Documentation Library

Web Spooled File Manager

Pocket Guide

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Getting started

Getting started with Web Spooled File Manager (WSFM) provides an overview of WSFM including, the page content, layout and how WSFM helps you to work with spooled files.

This section describes how to install, start and log on to WSFM from your computer or mobile device.

What is Web Spooled File Manager?

WSFM is a Web application that you use to manage spooled files and output queues on an IBM i server. The WSFM page consists of two panes. The left hand pane is the search filter and folder navigation pane. It contains filters and folders where you save the filters used to search for spooled files and output queues. The right hand pane consists of one or more tabs. The tabs contain search criteria, search results, forms for editing filters and setting options.

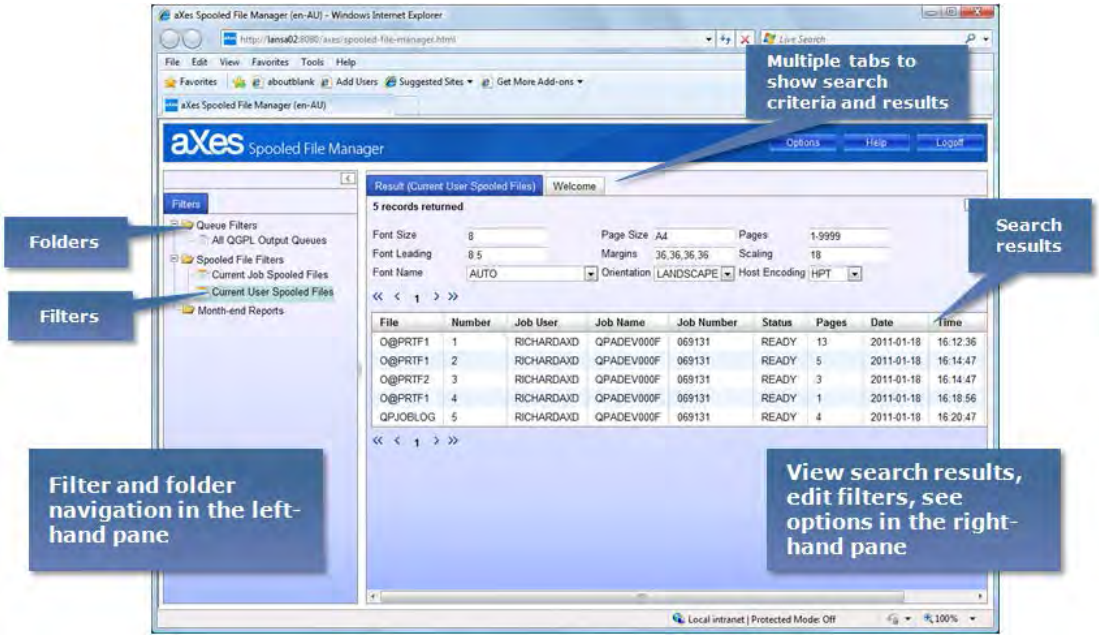

Figure 1: WSFM Page Components and Layout

Figure 1 (page 6) shows two tabs in the right hand pane. The visible tab, labelled “Result (Current User)”, presents a list of spooled files for the person currently logged on and shows the search results from running the Current User filter. The second tab (out of view) is the Welcome page.

Figure 2 (page 7) shows a floating menu with options for working with spooled files. The options are opening to view as PDF, PDF image, text or HTML, holding, releasing and deleting a spooled file.

Use the mouse pointer to highlight a row in the list of spooled files (a highlighted row has a coloured background). Clicking the left or right mouse button opens a floating menu showing options for displaying spooled files (as PDF, PDF image, HTML or text) and actions for holding, releasing or deleting the selected spooled file. The properties option displays the attributes (or metadata) associated with the selected spooled file.

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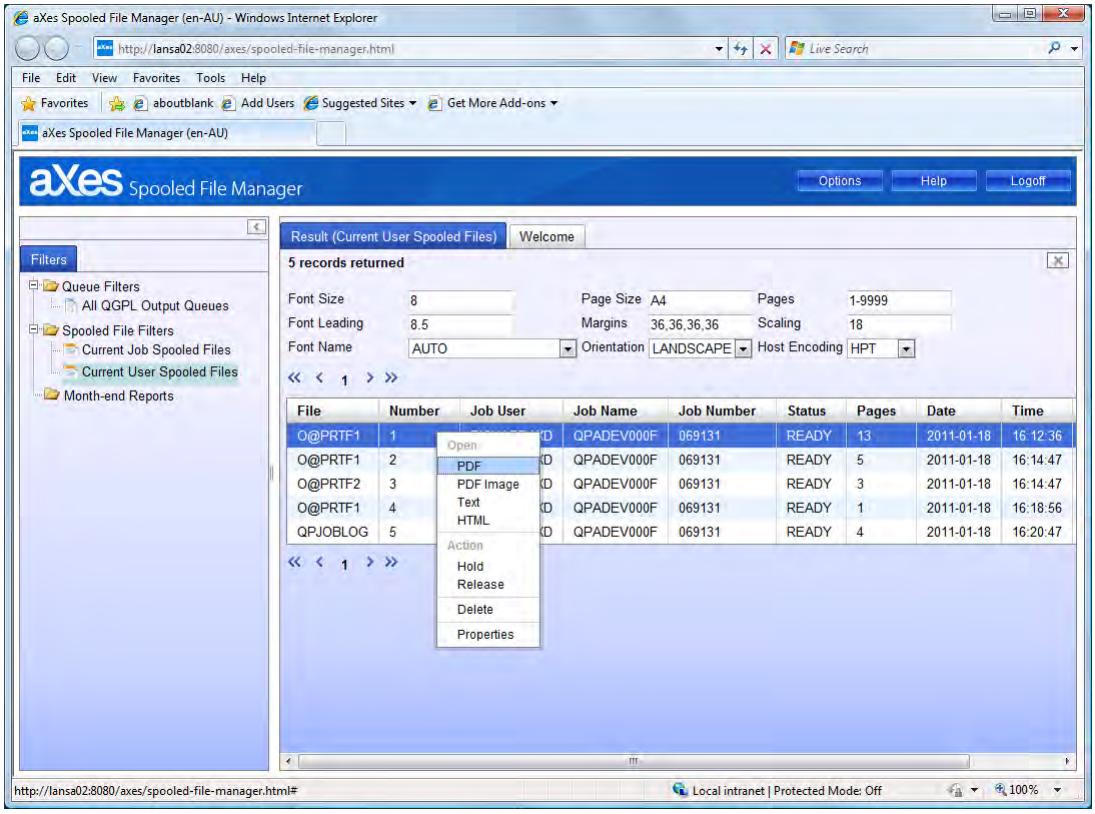

Figure 2: Options for Displaying the Content of Spooled Files

Clicking the HTML item from the floating menu opens a new window to reveal the content of the selected spooled file displayed as HTML.

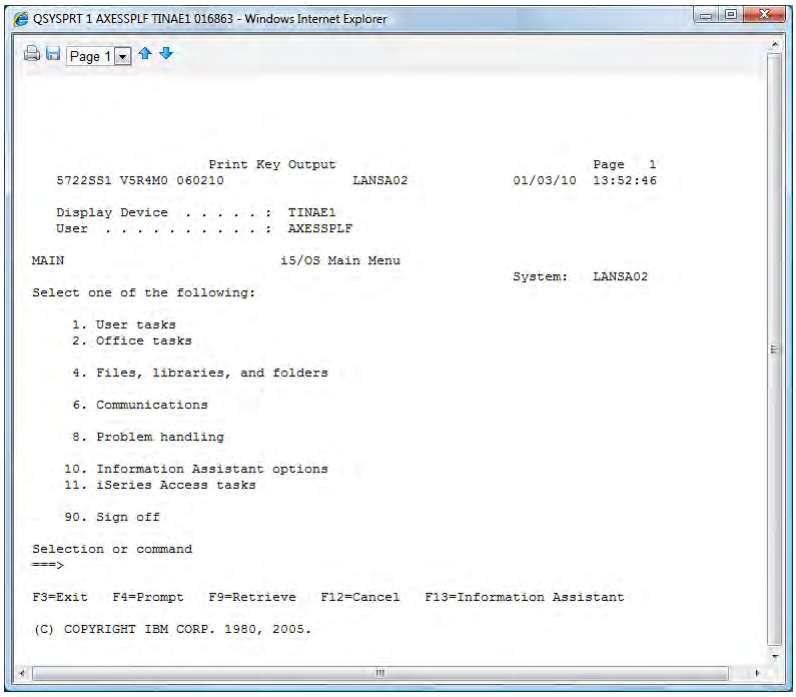

Figure 3: Display Spooled File Content as HTML

Figure 3 shows a spooled file displayed as HTML in its own window.

Installation

You do not need to install any software on your computer or mobile device to use WSFM.

The prerequisites for WSFM are:

- A supported browser - Chrome, Firefox, Internet Explorer and Safari
- A network connection to the Internet and/or corporate network (fixed line or wireless)
- The address (URL) for WSFM at your site

Obtain the address (URL) for WSFM from your administrator or your administrator may place an icon on your desktop.

Starting

From your browser

To start WSFM from your browser:

1.	Open the browser.
2.	Type the address (URL) into the location bar and press the Enter key or the Go icon.
3.	Wait for WSFM to display the Access log on page and then follow the log on instructions.

From a desktop shortcut

You or your administrator can set up a shortcut to open the browser and go to the address for WSFM immediately.

To start WSFM from a shortcut:

1.	Click on the shortcut (or open the shortcut) - the browser will start and connect to WSFM.
2.	Wait for WSFM to display the Access log on page and then follow the log on instructions.

To set up the desktop shortcut for Internet Explorer, create a new shortcut, open the properties and insert the equivalent of the following as the target property:

"C:\Program Files\Internet Explorer\iexplore.exe" www.myWSFM-URL.com

To set up the desktop shortcut for Firefox, create a new shortcut, open the properties and insert the equivalent of the following as the target property:

"C:\Program Files\Mozilla Firefox\firefox.exe" www.myWSFM-URL.com

The URL http://www.myWSFM-URL.com:80/axes/spooled-file-manager.html is an example of the actual URL for WSFM at your site. This example uses port 80 and the default page for WSFM.

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Log on

When WSFM starts, the browser will show the Access log on page and display the Access dialogue window.

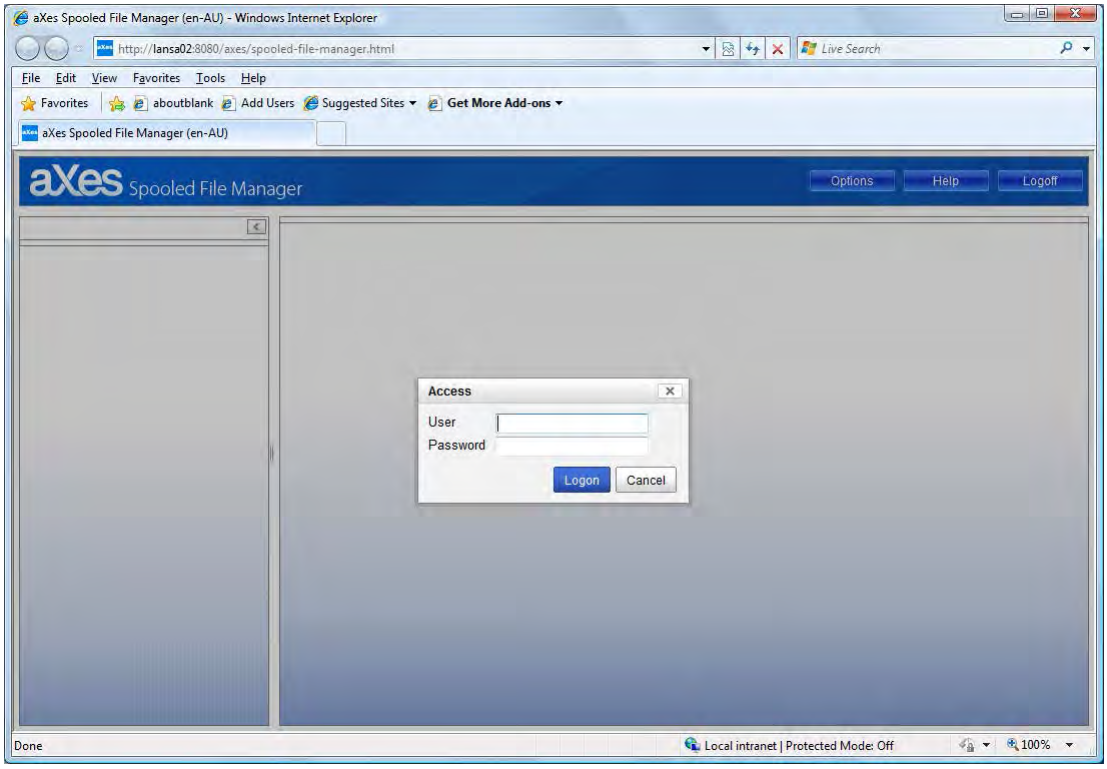

Figure 4: Access Logon Page

Your user identification and password

To log on to WSFM you must provide your user identification and password (credentials):

1.	Type your user identification.
2.	Type your password.
3.	Press the Logon button
4.	Wait while WSFM verifies your credentials. If your log on is successful, WSFM will display the next page. If your log on is unsuccessful, WSFM will display am error message.

What to do if log on fails

Log on will fail if you make a mistake typing the user identification and/or the password. Check you have the correct user identification and re-type the password.

If you forget your user identification and/or password contact your administrator.

If you do not know your user identification and/or password contact your administrator.

Cancel WSFM without logging on

To cancel WSFM without logging on click the Cancel button and wait while WSFM closes the browser.

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What do you want to do?

This section describes common tasks and the steps needed to complete the tasks. For example, the task “view the content of a spooled file” consists of a series of steps involving filters, searches, search results and displaying the content of the spooled file.

The later sections include detailed descriptions and instructions for performing the individual steps within tasks.

Filter tasks

Spooled file filter tasks

Create a spooled file filter

To create a spooled file filter:

1.	Create a spooled file filter.
2.	Define the search criteria in the filter.
3.	Save the filter and/or open the filter to perform the search.

Change a spooled file filter

To change a spooled file filter:

1.	Open the spooled file filter you want to change.
2.	Amend the search criteria in the filter.
3.	Save the filter and/or open the filter to perform the search.

Delete a spooled file filter

To delete a spooled file filter:

1.	Click on the spooled file filter you want to delete.
2.	Delete the spooled file filter.

Queue filter tasks

Create a queue filter

To create a queue filter:

1.	Create a queue filter.
2.	Define the search criteria in the filter.
3.	Save the filter and/or open the filter to perform the search.

Change a queue filter

To change a queue filter:

1.	Edit the queue filter you want to change.

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2.	Amend the search criteria in the filter.
3.	Save the filter and/or open the filter to perform the search.

Delete a queue filter

To delete a queue filter:

1.	Click on the queue filter you want to delete.
2.	Delete the queue filter.

Folder tasks

Create a folder

To create a folder:

1.	Click in the left pane.
2.	Choose New to create a folder.

Change folder name

To change a folder name:

1.	Edit the folder you want to rename.
2.	Amend the folder properties.
3.	Save the folder.

Delete a folder

To delete a folder:

1.	Click on the folder you want to delete.
2.	Delete the folder.

Search tasks

Search for a spooled file

To search for a spooled file:

1.	Create a spooled file filter.
2.	Define the search criteria in the filter.
3.	Open the filter to perform the search.
4.	WSFM will display the search results as a list of spooled files.

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Search for an output queue

To search for an output queue:

1.	Create a queue filter.
2.	Define the search criteria in the filter.
3.	Open the filter to perform the search.
4.	WSFM will display the search results as a list of output queues.
5.	Select an output queue from the search results list.
6.	Choose All to see all spooled files in the output queue, or Choose Current User to see only spooled files for the user logged on.

Spooled file tasks

Search for a spooled file

To search for a spooled file:

1.	Create a spooled file filter.
2.	Define the search criteria in the filter.
3.	Open the filter to perform the search.
4.	WSFM will display the search results as a list of spooled files.

View the content of a spooled file

To view the content of a spooled file:

1.	Create a spooled file filter or open a saved spooled file filter.
2.	Define the search criteria, if this is a new search. Amend the search criteria, if this a saved search (where necessary).
3.	Perform the search to retrieve a list of spooled files.
4.	View the content of a spooled file from the list of spooled files in the search results.

Hold, release or delete a spooled file

To hold, release or delete a spooled file:

1.	Create a spooled file filter or open a saved spooled file filter.
2.	Define the search criteria in the filter.
3.	Open the filter to perform the search.
4.	WSFM will display the search results as a list of spooled files.
5.	Choose the spooled file from the list and apply the hold, release or delete action.

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Display spooled file properties (attributes)

To display the properties of a spooled file:

1.	Click on a spooled file in the search results.
2.	Choose Properties from the menu.

Output queue tasks

Search for an output queue

To search for an output queue:

1.	Create a queue filter.
2.	Define the search criteria in the filter.
3.	Open the filter to perform the search.
4.	WSFM will display the search results as a list of output queues.

Retrieve a list of the spooled files in an output queue

To retrieve a list of the spooled files in an output queue:

1.	Create a queue filter or open a saved queue filter.
2.	Define the search criteria, if this is a new search. Amend the search criteria, if this a saved search (where necessary). Use explicit search criteria to ensure that the search will return the appropriate output queue.
3.	Perform the search to retrieve a list of spooled files.
4.	Browse the list of spooled files.

Clear, hold or release an output queue

To clear, hold or release an output queue:

1.	Create a queue filter or open a saved queue filter.
2.	Define the search criteria if this is a new search. Amend the search criteria if this a saved search (where necessary). Use explicit search criteria to ensure that the search will return the appropriate output queue.
3.	Perform the search to retrieve a list of output queues.
4.	Choose the output queue from the list and apply the clear, hold or release action.

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Concepts and configuration

The information in this section describes the components of WSFM.

Filters

About filters

Filters contain the search criteria WSFM uses when performing searches. There are two types of filters, spooled file filters and queue filters (or output queue filters).

Use spooled file filters to search for spooled files across one or more output queues. For example, search for all spooled files associated with the person currently logged on (this is the current user filter).

Use queue filters to search for spooled files by specific output queues. For example, search for all spooled files in the output queue QPRINT in the library QGPL.

Table 1: Filter Questions and Answers

Questions	Answers
Can I save filters?	Yes, you save filters in folders. Use the default folders or create your own folders.
Can I edit the name of the start-up filter on the Options tab?	No. You set the start-up filter from the filter itself. There is no need to edit the filter name on the Options tab.
Do I need to save a filter to perform a search?	No. You can create a filter, perform the search, select a spooled file from the search results and view the content of the spooled file as one task. If you do not want to keep the filter, close the tab.
How do I close a filter tab?	Press the close icon on the tab.
Why are there two types of filters?	The primary reason for different types of folders is to simplify the way you define search criteria. Searching for output queues has fewer search criteria than searching for spooled files. Searching for spooled files provides a more detailed method for searching but also introduces more complexity in the search. WSFM comes with a sample spooled file filter and a sample queue filter. Use these filters as models when building your filters.

WSFM recognises that you might want to save searches and use them again. Folders provide places for you to save the filters that define your searches.

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Spooled file filters

Search criteria

Figure 5 (page 15) shows the edit tab for a spooled file filter and highlights the search criteria. Notice that the search criteria properties are a subset of all the properties.

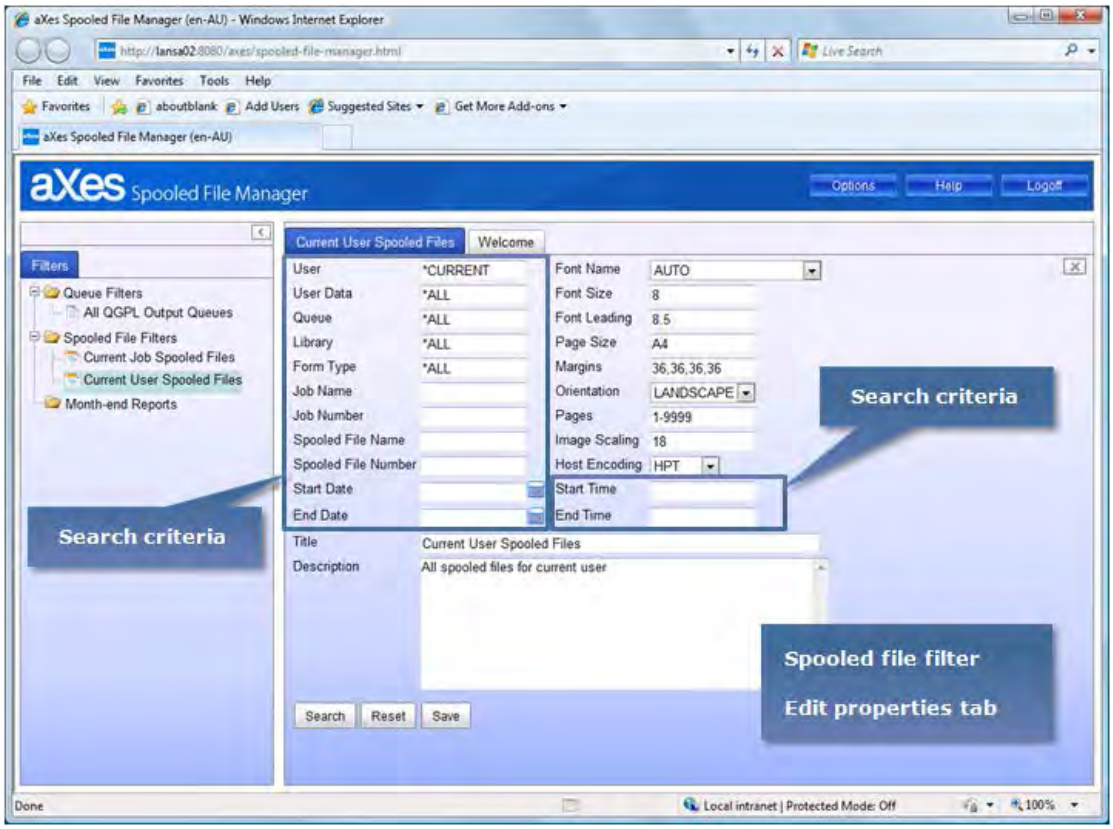

Figure 5: Spooled File Filter Search Criteria

WSFM uses the properties labelled as search criteria when searching. You may use any combination of these properties for searches.

The search criteria conventions WSFM uses when you define searches for spooled files follows the conventions for partial names and wildcards implemented by the IBM i operating system.

Queue filters

Search criteria

Figure 6 (page 16) shows the edit tab for a queue filter and highlights the search criteria.

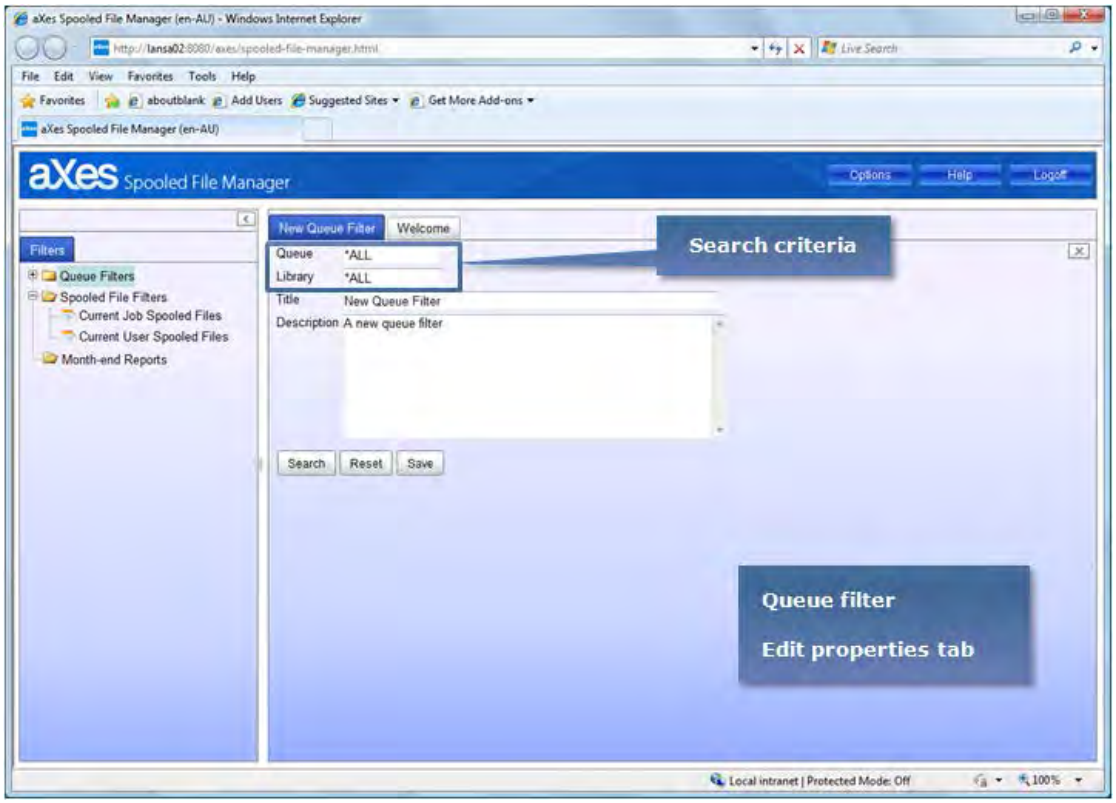

Figure 6: Queue Filter Search Criteria

WSFM uses the output queue name and the library name as search criteria. You may use any combination of these properties for searches.

The search criteria conventions WSFM uses when you define searches for output queues follows the conventions for partial names and wildcards implemented by the IBM i operating system.

Folders

WSFM recognises that you might want to save searches and use them again. Folders provide places for you to save the filters that define your searches.

Table 2: Folder Questions and Answers

Questions	Answers
Can I save all filters in one folder?	Yes. However, finding filters will become more difficult as the list of filters grows, unless you implement precise conventions for naming your filters.
Can I undelete folders?	No
Can I move a folder?	No
Is there a limit to the number of folders?	WSFM imposes no limit to the number of folders.
What happens to the filters in a folder when I delete the folder?	Deleting a folder deletes all filters in the folder and the folder itself. If you want to delete a folder but retain the filters, move the filter(s) to another folder before deleting the folder.
What is the maximum number of characters allowed in folder titles?	Eighty (80) characters, including spaces.
Why use multiple folders?	Multiple folders will help you find saved filters. They provide a way to organise filters into subject matter groups.

WSFM provides two default folders, Queue Filters and Spooled File Filters and each folder contains a model filter. These folders and filters are examples of how you might save your filters.

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Options

The Options tab allows you to control the way WSFM behaves.

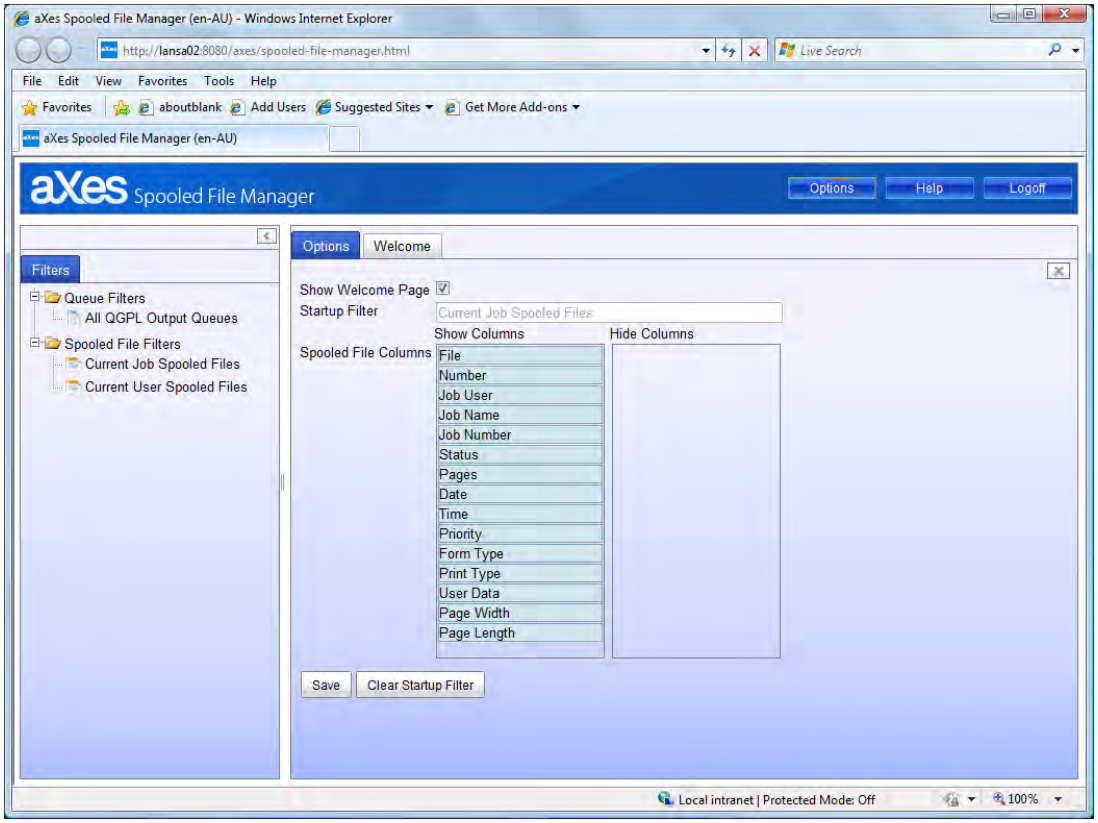
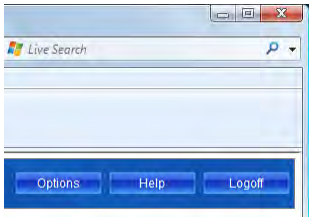


Figure 7: Options Tab

Options tab

To open the Options tab:

1.	Click the button labelled Options (upper right of page).
2.	Wait until WSFM displays the Options tab.
3.	Once the Options tab is in view you can change any of the available options.



The Options button resides at the top of the page on the right-hand side, adjacent to the Help and Logoff buttons.

Welcome page

Page content

The Welcome page is the default page displayed when you start WSFM for the first time. The Welcome page will show each time WSFM starts unless you choose to hide it.

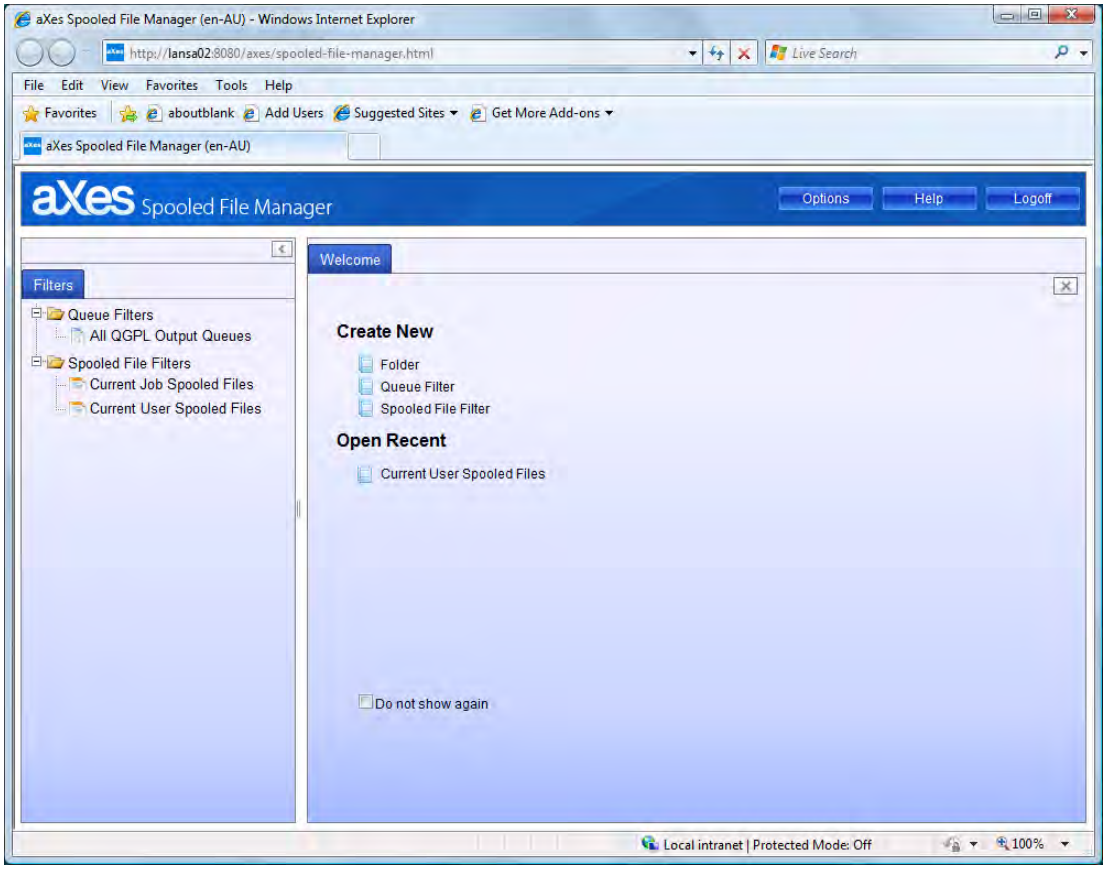


Figure 8: Welcome Page

The Welcome page consists of a tab showing a list of the recently used filters, options for creating folders and filters and links to the documentation.

Create New	Click on Folder to create a folder. Click on Queue Filter to create a search by output queue. Click on Spooled File Filter to create a search for spooled files.
Open Recent	Open Recent is the list of recently used filters Clicking on a filter in the list will open a new tab and perform the search.

Hide the Welcome page

If you prefer not to see the Welcome page each time you start WSFM, tick the box adjacent to "Do not show again". This action will turn off the Welcome page and it will not show the next time WSFM starts.

Close the Welcome page by pressing the Close icon located at the top right of the Welcome page tab.

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Show the Welcome page

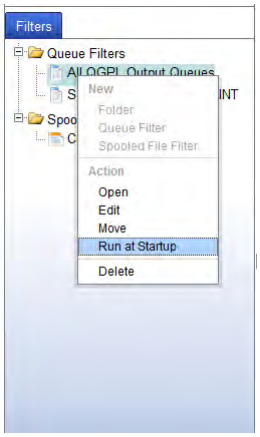
If the Welcome page is turned off and you want to see the Welcome page, turn the Welcome page on from the Options tab. Click the Options button at the top of the page and click the box adjacent to the Show Welcome Page label so that it shows a tick (☑) image.

Run a filter automatically when WSFM starts

Run a filter when WSFM starts

To run a filter immediately when WSFM starts, set the start-up action for the filter you want to run. To run a filter when WSFM starts:

1.	In the filters pane click on a filter name.
2.	From the floating menu choose Action - Run at Startup.
3.	WSFM will change the filter name on the Options tab

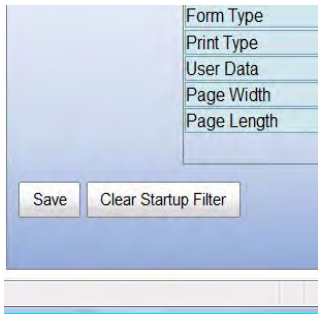


WSFM will run only one filter when it starts.

Stop a filter running when WSFM starts

To stop a filter running when WSFM starts, clear the start-up filter:

1.	Press the button labelled Options.
2.	Wait until WSFM displays the Options tab.
3.	Press the Clear Startup Filter button.
4.	Wait until WSFM asks you to confirm the clear.
5.	Answer Yes to clear the start-up filter. Answer No and WSFM will not clear the start-up filter.



You cannot change the start-up filter by editing the name of the filter on the Options tab.

Manage the columns in the results list

WSFM displays a set of columns in the search results. These columns are a subset of the spooled file properties.

You can change the columns that WSFM displays by hiding one or more of the columns. In addition, you can alter the sequence of the columns in the search results list.

The Options tab includes two lists, one labelled Show Columns and the second labelled Hide Columns. The spooled file properties under the Show Columns label will appear in the search results. The spooled file properties under the Hide Columns label will not appear in the search results.

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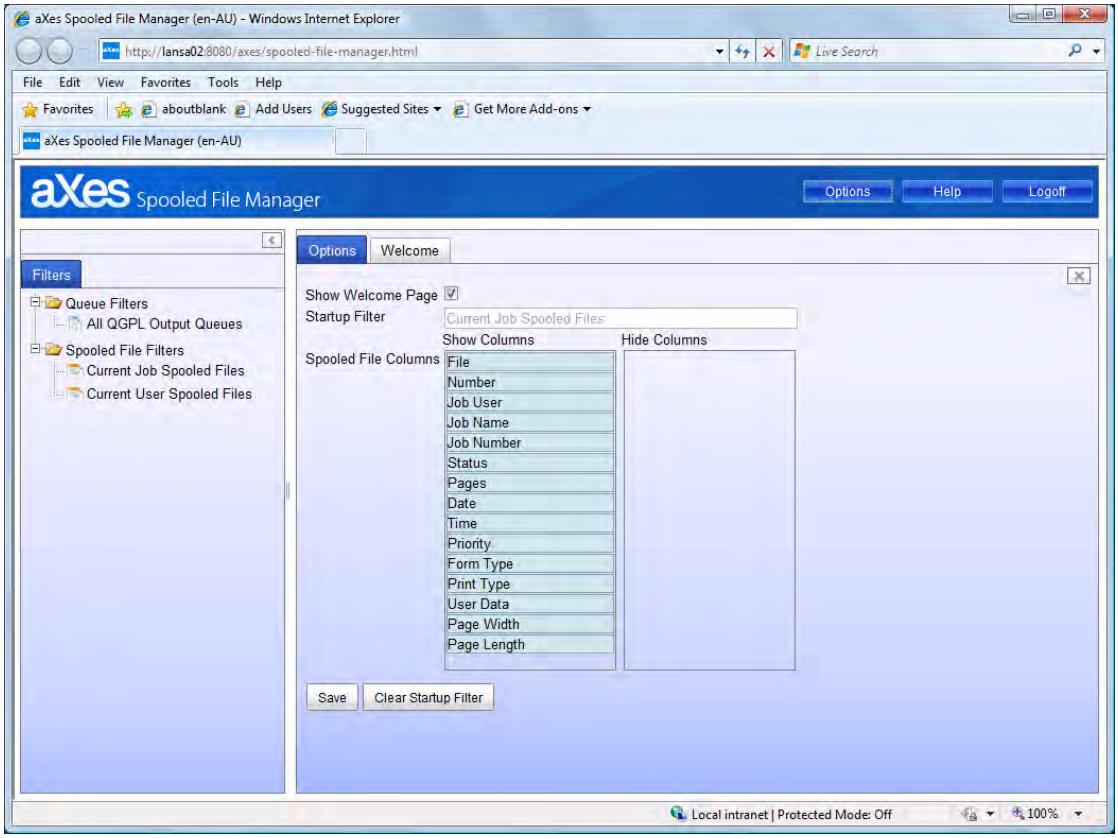

Figure 9: Manage Columns in Search Results

Figure 9 (page 21) illustrates the situation where WSFM will show all columns in the search results list. This is the default configuration and the Hide Columns list is empty.

Hide and show columns in the search results

To change the columns you wish to see in the search results list, drag spooled file property columns from Show Columns to Hide Columns or drag spooled file property columns from Hide Columns to Show columns.

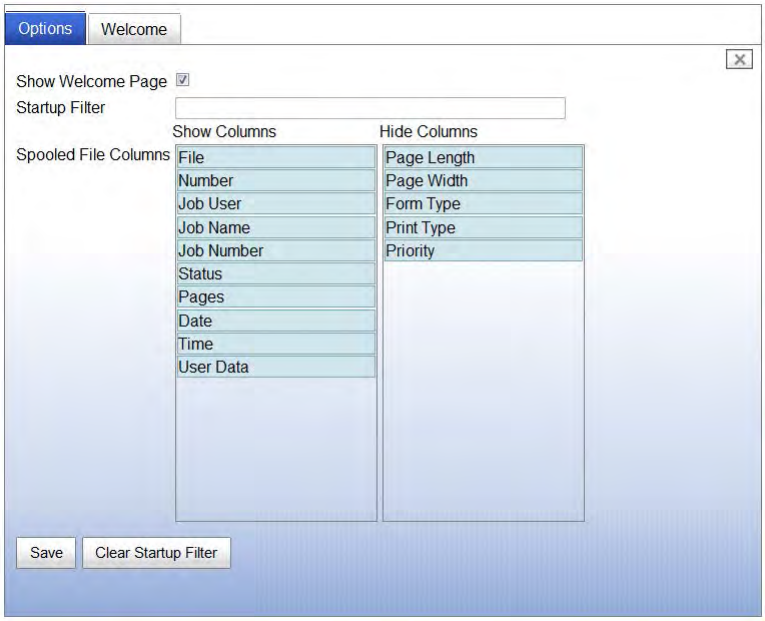

Figure 10: Show and Hide Columns Displayed in Search Results

Figure 10 (page 22) shows an example of hiding columns. The spooled file columns under Hide Columns will not appear as columns in the search results.

To hide columns:

1.	Press the button labelled Options.
2.	Wait until WSFM displays the Options tab.
3.	Click on the column in the Show Columns list that you want to hide and hold. The drag icon (four arrows) will appear.
4.	Drag the spooled file property into Hide Columns and release.

To show columns:

1.	Press the button labelled Options.
2.	Wait until WSFM displays the Options tab.
3.	Click on the column in the Hide Columns list that you want to show and hold. The drag icon (four arrows) will appear.
4.	Drag the spooled file property into Show Columns and release.

Set the order of columns in the search results

The spooled file properties in the Show Columns list display as columns in the search results. The column sequence from left-to-right is determined by the top-to-bottom position of the property in the Show Columns list. The top item in the Show Columns list will be the first column on the left in the search results list and the bottom item will be last column on the right of the search results list.

You set the order in which WSFM displays the columns in the search results by dragging the spooled file properties up or down inside the Show Columns list.

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Spooled files

Table 3 (page 23) contains questions and answers related to spooled files.

Table 3: Spooled Files Questions and Answers

Question	Answer
Can I view the content of multiple spooled files simultaneously?	Yes. WSFM opens a new window each time you view a spooled file. You can leave the windows open while you perform other searches. You need to configure your browser to open new windows. It is your responsibility to close the open windows.
Can I hold a spooled file when it is printing?	Not once the spooled file has started to print.

Display options - why and when to use

WSFM provides several options for displaying the content of a spooled file. Table 4 (page 23) explains what you see with each option and suggests why and when you might choose a particular option.

Table 4: Options for Displaying the Content of Spooled Files

Display As	What You See
HTML	WSFM presents the spooled file as one or more pages formatted for display using HTML. WSFM inserts the page navigation. The browser manages printing. Use this display format when you want to publish the spooled file content as a Web page.
PDF	WSFM converts the spooled file to a PDF. Adobe Acrobat Reader manages displaying the content and printing. Use this display format when you want to distribute the spooled file as an email attachment and/or save the PDF in a content management system.
PDF image	WSFM converts each page to an image and inserts the images into a PDF document. Adobe Acrobat Reader manages displaying the content and printing. Copying the content of the spooled file is more difficult when it is displayed as an image. Use this display format when you want to distribute the spooled file as an email attachment and/or save the PDF in a content management system.

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Display As	What You See
Text	WSFM presents the spooled file as one or more pages formatted for display using text wrapped with HTML. The text display option includes no page navigation. The browser manages printing. Use this display format when you want to copy the content of a spooled for use in office tools such as Microsoft Excel.

When WSFM creates spooled files as PDF or PDF image it inserts the following information into the PDF document properties (Table 5, page 24).

Table 5: PDF Document Properties Set by WSFM

Properties	Values Set by WSFM
Title	Spooled file name
Author	Spooled file job user
Subject	Spooled file user data
Keywords	Spooled file user data

Keyboard shortcuts when viewing spooled files

Table 6 (page 24) presents the keyboard shortcuts available when viewing spooled files as HTML or text. To use shortcuts that have one key, such as F8, press the key. For shortcuts such as CTRL+P, hold down the first key (CTRL) and press the second key (the letter P).

Table 6: Keyboard Shortcuts When Viewing Spooled Files

Shortcuts		What They Do
CTRL+A	Select all	Selects all the content of the spooled file.
CTRL+C	Copy to clipboard	Copies the selected part (or all) of a spooled file to the clipboard. You need to open an office application like Microsoft Word or Notepad and then use CTRL+V to paste the content of the spooled file into the application.
CTRL+F	Find	Opens a find dialogue so that you can search the spooled file.
CTRL+P	Print	Opens a print dialogue for you to choose a printer to print the content of the spooled file. Equivalent to the printer icon at the top of the page (HTML view).
CTRL+S	Save	Opens a save as dialogue so that you can save the spooled file to a location and file name of your choice. Equivalent to the disk icon at the top of the page (HTML view). Not available as a keyboard shortcut in Internet Explorer.

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Shortcuts		What They Do
F8	Hide and show	This shortcut acts as a switch to hide and show the page navigation when viewing spooled files as HTML. Not available as a keyboard shortcut when viewing spooled files as text.

Different shortcuts apply when viewing spooled files as PDF or PDF image. Consult the documentation supplied by Adobe for more information.

Formatting printed spooled files

WSFM can apply formatting when printing the content of spooled files. Table 7 (page 25) presents the list of available formatting controls.

Table 7: Format Controls for Printing Spooled File Content

Properties	Descriptions
Font Leading	Defines the white space between the lines expressed in points Example: 15
Font Name	Font or font family to use for printing the spooled file
Font Size	Font size in points
Host Encoding	Code page identification
Margins	Margin size in points expressed as: left, right, top, bottom Example: 20,20,30,25
Orientation	Landscape or portrait
Page Size	Page dimensions definition Example: A4
Pages	Pages to display or print expressed as: start page-end page Examples: 1, or 1-5, or 4,7,12 or 1,4,6-10
Image Scaling	Defines how much to increase or decrease the page size expressed as a percentage Example: 30% Applies to: PDF image only

The format control properties are members of the spooled file properties population.

Properties and IBM spooled file attributes

WSFM properties include a subset of the IBM spooled file properties. Table 8 (page 25) presents a list of the WSFM properties you may change, together with the equivalent IBM spooled file attribute names.

Table 8: Spooled File Properties and IBM Spooled File Attributes

WSFM Property	Corresponding IBM Spooled File Attribute
Align Page	Align Page
Copies	Copies

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WSFM Property	Corresponding IBM Spooled File Attribute
Create Date	Creation Date
Create Time	Creation Time
Ending Page	Page range to print - Ending Page
File Name	File
File Number	File Number
File Separators	File Separators
Form Definition	Form Definition and Form Definition Library
Form Feed	Form Feed
Form Type	Form Type
Job Name	Job
Job Number	Job Number
Job User	Job User
Page Count	Total Pages
Page Length	Page Size Length
Page Width	Page Size Width
Pages Per Side	Pages Per Side
Print Both Sides	Print on Both Sides
Print Fidelity	Print Fidelity
Print Quality	Print Quality
Print Sequence	Print Sequence
Priority	Output Priority
Restart Printing	Restart Printing
Save	Save File
Source Drawer	Source Drawer
Starting Page	Page range to print - Starting Page
Status	Spooled File Status
User Data	User Defined Data

You can see the properties for a spooled file by choosing the Properties option from the menu available when working with search results.

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Fonts

Choosing fonts

Font and host encoding (code page) determine the font WSFM uses when displaying spooled files. You can choose the font and host encoding or allow WSFM to make the choice. You set values for the properties Font Name and Host Encoding when you wish to choose the way for WSFM to display spooled files.

The default settings are Font Name set as AUTO and Host Encoding set as HPT. In this case, WSFM uses the IBM Host Print Transform and the system host encoding to determine the font. In most cases, the default mode of auto selection of font and HPT for host encoding will provide the best results.

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Appendices

Glossary

Table 9 presents definitions for abbreviations and terms used in this guide.

Table 9: Glossary of Abbreviations and Terms

Abbreviations and Terms	Definitions and Explanations
CSS	Cascading Style Sheet
DOM	Document Object Model
Filter	WSFM uses the word "filter" to describe a collection of search criteria.
HPT	Host Print Transform
HTML	Hypertext Markup Language
Output queues	Output queues are containers for spooled files. A spooled file resides in an output queue until a person or program deletes it. An output queue may contain zero or more spooled files.
Reports	A report is the visual representation of the spooled file content.
SCS	SNA Character String
Search criteria	The search criteria determine what WSFM looks for. Suppose you want a list of output queues in the QGPL library, the search criteria includes a specific library and any output queue. You express the search criteria as library QGPL and output queues *ALL.
Spooled files	Programs create reports and save the reports as spooled files. Spooled files are the objects managed by Web Spooled File Manager. "Spooling is a system function that saves data in a database file for later processing or printing. This data, which is saved and eventually printed, is called a spooled file (or printer output file). When spooling is used, spooled files are created from the application program, from a system program, or by pressing the Print key. These files are put in places called output queues." [1]
WSFM	Web Spooled File Manager

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Assumed and prerequisite knowledge

This guide provides no tutorial for creating reports, printing or managing output queues and spooled files. Table 10 defines the prerequisite knowledge needed to use the guide.

Table 10: Assumed and Prerequisite Knowledge

Subject Matter	Explanations
Creating reports	The guide assumes that you understand how to create reports and the concepts of spooling the reports for immediate or deferred printing.
Libraries	The guide assumes that you understand the concepts behind libraries for IBM i servers.
Output queues	The guide assumes that you understand the concepts behind output queues for IBM i servers.
Spooled files	The guide assumes that you understand the concepts behind spooled files for IBM i servers.

Browser behaviour differences

Every browser is different. Browser manufacturers implement components such as JavaScript, DOM, HTML, CSS, event handling and network connectivity in different ways. Therefore, WSFM will vary in its appearance and behaviour depending on the browser you use. Examples of these differences are as follows.

- Slight variations in the way the pages look.
- Differences in behaviour.
  For example, some browsers stop running animated GIF files after a short period.
- Network activity will vary.
  Some browsers will wait longer for responses.

Browser behaviour can change from one version to the next. Each browser is on a different enhancement timeline. Some vendors implement new features and bug fixes quickly.

Performance differences will be more noticeable when you run spooled file filters or output queue filters that take a long time to finish.

Workstation requirements

This section describes prerequisites and system requirements for running WSFM on your computer or mobile device.

Hardware

Devices with a faster processor and more memory will provide better performance.

WSFM requires no disk space other than the cache used by the browser.

Software

To use WSFM you need one of the supported browsers and apart from the operating system no other software is necessary.

Connectivity

To use WSFM you need a TCP/IP connection to an IBM i server from an internal network or the Internet.

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References

Table 11 (page 30) defines documents and information sources referenced in this guide.

Table 11: Referenced Documents and Information Sources

References
[1] "System I – Files and file systems – Spooled files", Version 6 Release 1, IBM i5/OS, product number 5761–SS1
[2] IBM i Information Center, Version 5 Release 3, URL is: http://publib.boulder.ibm.com/infocenter/iseries/v5r3/index.jsp?topic=%2Fifs%2Frzaaxstmfile.htm

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