Documentation Library

Web Spooled File Manager

Questions & Answers

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Welcome to Spooled File Manager

This document contains an overview of Web Spooled File Manager (referred to as WSFM) and questions and answers about WSFM.

WSFM helps you manage IBM i (System i, iSeries or AS/400) output queues and spooled files via the Internet from a browser. Typical tasks are:

- Search for spooled files
- Search output queues for spooled files
- Save the search criteria in folders and use them again
- Print spooled files
- Convert spooled files to HTML, PDF and/or text
- Download spooled files to your computer or mobile device

Once you have downloaded spooled files, you can include information from the spooled files into business applications like Microsoft Excel and Word.

What is 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.

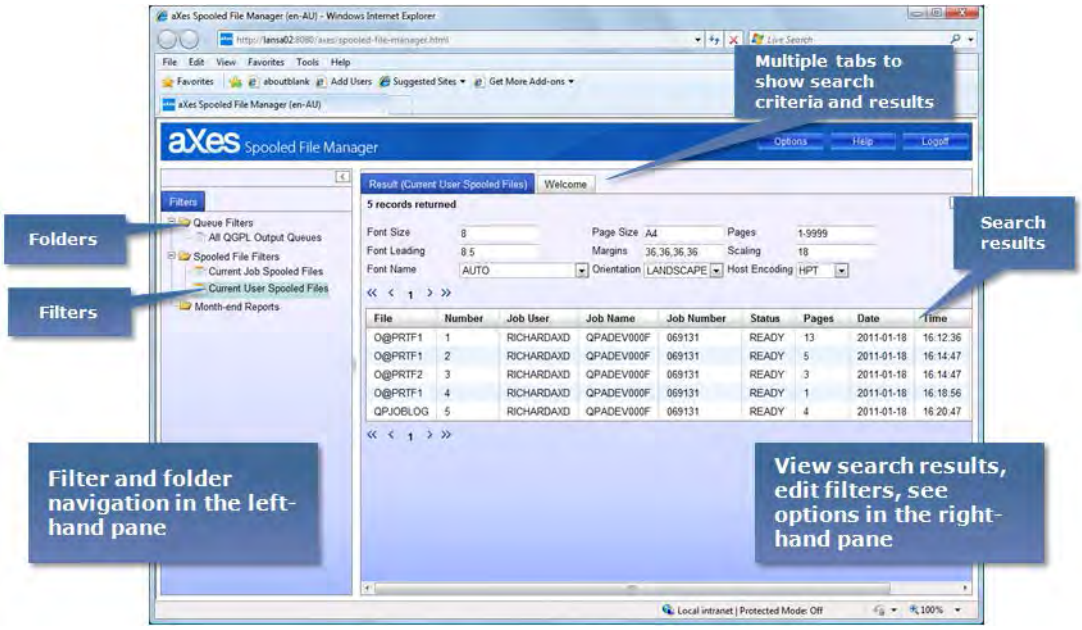

Figure 1: WSFM Page Components and Layout

Figure 1 (page 3) 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 4) 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.

Clicking the left mouse button on a row in the list of spooled files selects the spooled file you want to work with (selected rows have a coloured background).

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Clicking the right mouse button opens the 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.

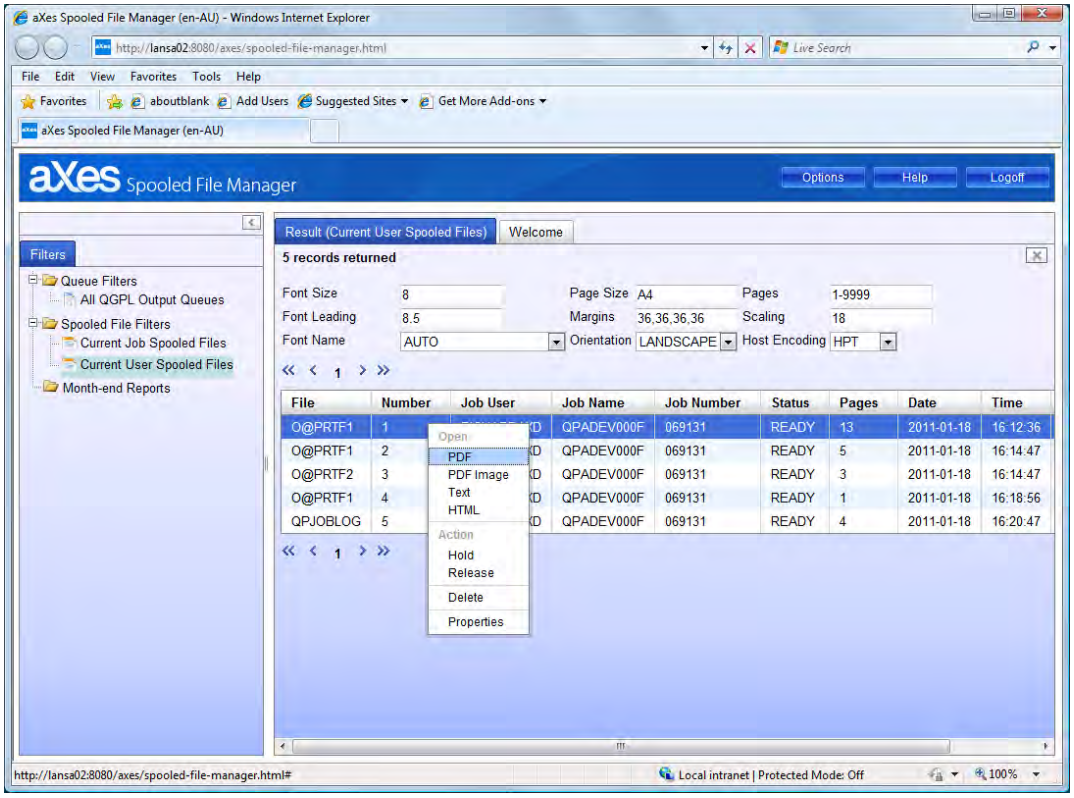

Figure 2: Options for Displaying the Content of Spooled Files

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

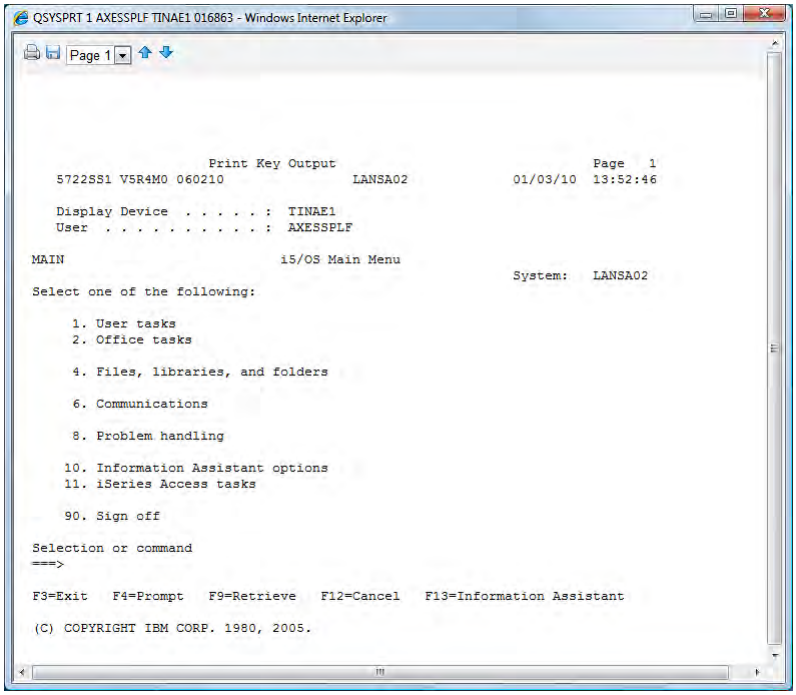

Figure 3 Display Spooled File Content as HTML

Figure 3 (page 4) shows a spooled file displayed as HTML in its own window.

Questions and answers

Getting started

Table 1 (page 5) contains questions and answers about what you need to get started with WSFM.

Table 1: Questions and Answers about Getting Started

Questions	Answers
Do I need a user identification and/or password to use WSFM?	Yes. You need a user identification and a password.
Does WSFM install anything on my computer?	No.
Do I need to install software on my computer?	No. You need one of the supported browsers.
What browsers can I use?	Chrome, Firefox, Internet Explorer and Safari

Filters

Table 2 (page 5) contains questions and answers about all types of filters.

Table 2: 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.
What is a filter?	Filters are the tools you use to define search criteria when searching for output queues and spooled files. WSFM uses two types of filters; they are, output queue filters and spooled file filters.
How do I close a filter tab?	Press the close icon ☒ on the tab.

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Questions	Answers
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.

Viewing the content of spooled files

Table 3 (page 6) contains questions and answers about viewing the content of spooled files.

Table 3: Displaying Spooled Files Questions and Answers

Questions	Answers
Spooled files do not display correctly when viewed as PDF.	You need to install Adobe Acrobat Reader to view spooled files as PDFs.
Spooled files do not display correctly when viewed as PDF in Chrome.	You need to install Adobe Acrobat Reader to view spooled files as PDFs. In Chrome you need to install the Google Chrome PDF plugin.
Spooled files do not display correctly when viewed as PDF in Firefox.	You need to install Adobe Acrobat Reader to view spooled files as PDFs. Firefox configuration must be set to allow PDFs to open. You must configure Firefox so that the content type Adobe PDF Document has the action "Use Adobe Acrobat (in Firefox)".
Why are there no page numbers when viewing spooled files as text?	In the text view, WSFM shows the whole report as text to facilitate copying the report content. Use the HTML view when you want page numbers.

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Spooled file filters

Table 4 (page 7) contains questions and answers about spooled file filters and searching for spooled files.

Table 4: Spooled File Filters Questions and Answers

Questions	Answers
Why is a spooled file missing from the search results?	The spooled file may not reside in the output queue defined in your search criteria. Perform the search again using all output queues or define another output explicitly. The spooled file has printed. If the output queue is released, spooled files print immediately. The spooled file may have been printed before you searched.

Output queue filters

Table 5 (page 7) contains questions and answers about output queue filters and searching for output queues.

Table 5: Output Queue Filters Questions and Answers

Questions	Answers
What output queues are available for searching?	The authority and permissions associated with your user identification determine the output queues you may search.
Why is an output queue missing from the search results?	You may not have authority to use the output queue. The search criteria you used may exclude the output queue. For example, the output queue may not be in a library in your library list. Perform the search using an explicit library name.

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 6 (page 7) contains questions and answers about folders.

Table 6: 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

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Questions	Answers
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.

Fonts

Table 7 (page 8) contains questions and answers about fonts.

Table 7: Font Questions and Answers

Questions	Answers
Do I have to use the default fonts?	No. You can purchase and install additional fonts.
Can I choose the fonts?	Yes, but you need to purchase and install additional fonts if you do not wish to use the default fonts.
Can I install additional fonts?	Yes

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Appendices

Glossary

Table 8 (page 9) presents definitions for abbreviations and terms used in this guide.

Table 8: 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

Table 9 (page 10) defines the prerequisite knowledge needed to use WSFM.

Table 9: 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.

This guide provides no tutorial for creating reports, printing or managing output queues and spooled files.

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