



Archiving, Indexing, Retrieving reports - COLD storage

- **What is an archive?**
- **Why should we archive reports?**
- **How do we archive reports?**
- **How do i secure reports?**
- **How do we retrieve archived reports?**

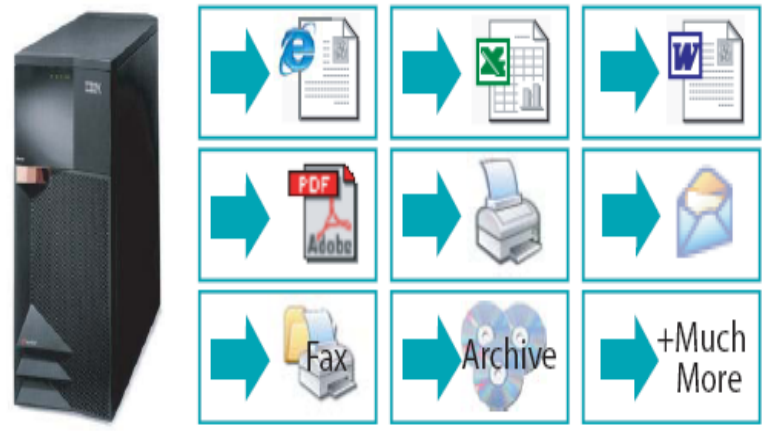


End User Friendly Intuitive Interface



Immediately enhance your workflow

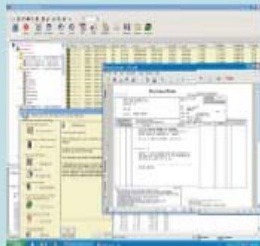
SpooliT automatically converts and outputs spool files to:





What is an Archive?

- A SpooliT Archive is your filing system
- The filing system can exist on any media
 - Local PC drive,
 - Network share,
 - Share mapped to the IFS,
 - Optical disk
 - External drives and CD or DVD etc).
- Archives contain reports you nominate to file and index
- Archives include a default SpooliT filing structure, Or
- Archive can include your own filing structure
 - By company, division, department,
 - By users
 - By Specific reports
 - Or more...
- Archives include rules to automatically process reports as they are created on the iSeries.



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Why should we Archive Reports?

- **Store and index important reports such as:**
 - invoices
 - statements
 - remittance advices
 - credit notes
 - period reports
- **Easy access to historical reports when you need them.**
- **Customer service - resend reports when requested.**
- **Remove reliance on I.T. to have to reprint old reports.**
- **Allows reports to be electronically stored onsite + offsite.**
- **eMail reports to users from your Archive.**
- **Export reports into various PC formats.**
- **Easy search and retrieval of reports**
 - Find reports for customer '12345'
 - Find GL report for July 2005
- **Electronic document storage is cheaper than manual filing systems.**
- **Saves human resources involved in filing**
- **Reduce manual filing errors.**
- **Saves storage on the iSeries.**
- **It is easier to find reports electronically than on the iSeries.**
- **SOX compliance.**





How do we Archive reports?

It is an easy 3 step process in SpooliT.

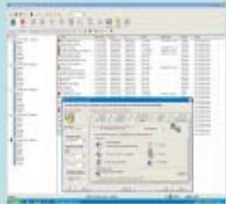
1. Create an Archive (filing system).
2. Create a selection rule.
3. Automate the selection rule.

SpooliT is a rules based system. A rule can be:

- Select a specific report on an OUTQ (printer queue), or
- Process all reports on an OUTQ, or
- Process a selection or reports on the system



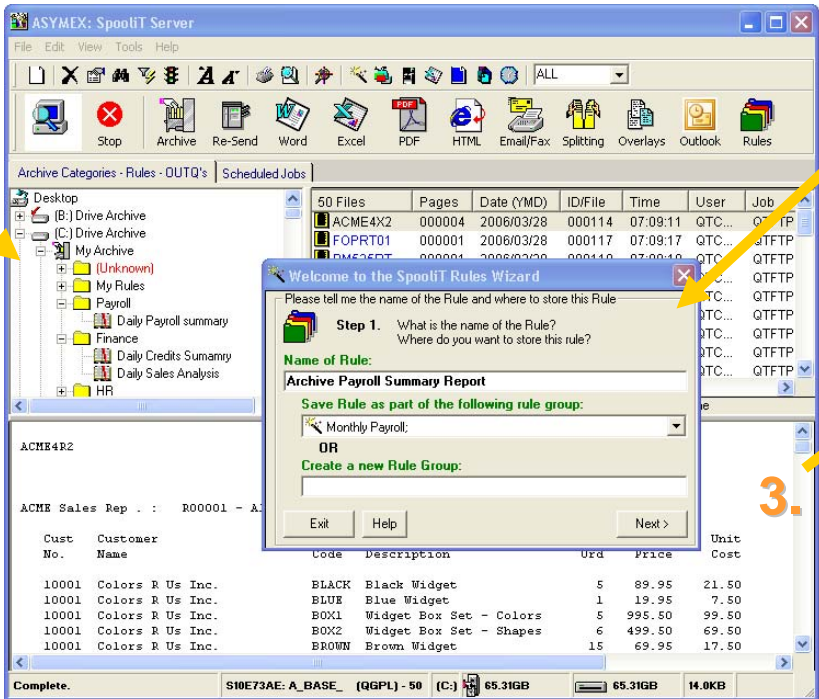
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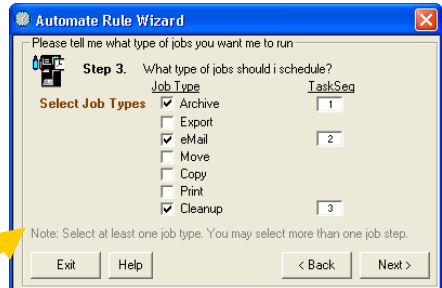
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1.



2.



3.

With these 3 simple steps SpooliT will automatically archive the reports as soon as they are generated on the iSeries...

How do i secure reports?



Securing reports in the SpooliT archive is easy.

- Secure an entire Archive, or
- Secure entire sections such as:
 - Company
 - Division
 - Department etc.
- Secure part of the Archive such as:
 - Payroll reports
 - H/R reports
 - A/P and A/R reports
 - But not daily sales reports (for example)
- Total user definable security.
- Secure by users or user groups

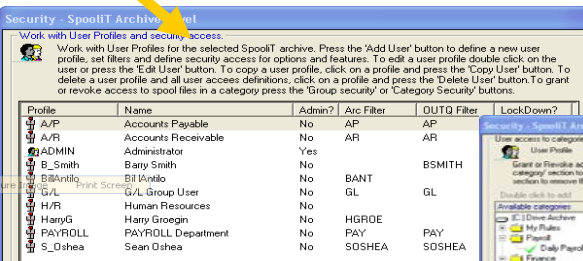
Security at your finger tips



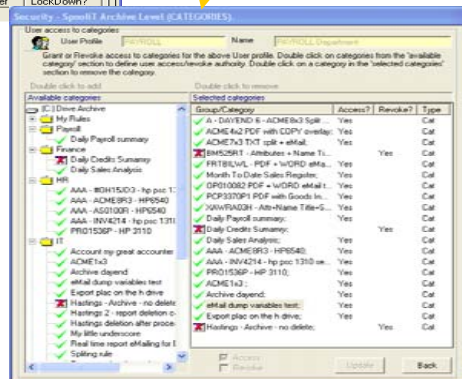
SpooliT always delivers



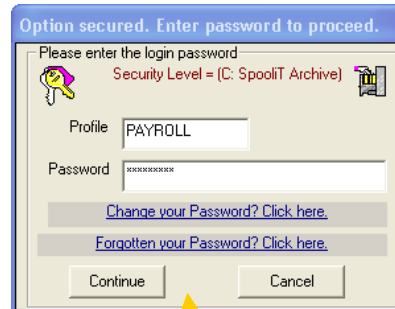
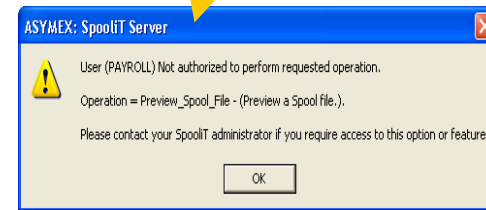
1. Define users



2. Secure sections



4. Unauthorized access



3. Log-in





How do we retrieve Archived reports?

Retrieving reports from an electronic archive is simple.

- Double click on any section to load its reports
- Double click on any report to work with the document
- Use searching to easily locate reports for customer '12345' etc
- eMail reports directly from the Archive
- Export documents into Excel, PDF, Word, TXT, CSV, RTF, HTML
- Resend spools from the Archive back to the iSeries OUTQ's
- Print reports to Network or PC printers
- Analyze data in Archived reports using SpoolIT Excel templates



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1. Search for reports containing account '12345'

2. Select a report from the archive

3. eMail, Export, Split, fax, print, resend to iSeries, with the press of one button.

75 Files	Pages	Date (YMD)	ID/File	Time	User	Job
#D0H15JD3	00001	2006/03/27	0020...	2:14:52 PM	QTCP	QTF
ACME4X2	00004	2006/03/28	0071...	7:09:11 AM	QTCP	QTF
SPSF05R	00057	2006/05/01	0071...	3:26:20 PM	MBURIAN	QPF
INV4214	00001	2006/05/23	0019...	7:50:00 AM	CAPPGMR	QPF
XAWRA03H	00002	2006/05/23	0019...	4:41:16 PM	QTCP	QTF
ACME4R3	00004	2006/05/26	0019...	6:09:46 AM	QTCP	QTF
QPSRVDM	00001	2006/07/18	0073...	4:26:46 PM	QTCP	QTF
QPDSPJOB	00007	2006/07/18	0073...	5:07:56 PM	MBURIAN	QPF
TA0380P1	00003	2006/09/25	0073...	8:08:19 AM	TELPRD...	QPF
INCOME	00001	2006/06/07	0062...	4:41:36 PM	GLRPTOR...	QPF
INCOME	00001	2006/07/14	0063...	3:06:14 PM	QTCP	QTF
ACME8R3	00015	2006/01/05	0074...	5:33:30 PM	QTCP	QTF
ACME8R3	00015	2006/01/05	0074...	5:36:41 PM	QTCP	QTF

Customer Code	Customer Name
10001	Colors R Us Inc.
10002	Any Shape, Any Time Inc.
10003	101 Widget's Inc.
10004	Widget's Inc.
10005	Widget's Direct Inc.
10006	Widget Importers Inc.
10007	Only Widget's Inc.
10008	Widget's R Us Inc.
10009	Cheap Widget's Inc.
10010	New York Widget's Inc.