

License Manager

When F9 is first installed, it operates in a 30-day trial mode with full functionality. License Manager can be used to activate F9 in the case where one has purchased F9, or deactivate and move an active license to new hardware.

Activate F9

If F9 is running in the 30-day demonstration mode and you wish to activate a license before the trial expires, select Activate F9 to run through the Purchase F9 steps as documented in the **F9 Readme PDF** installed with F9.

Deactivate F9

A given F9 product license, once purchased, is connected to its hardware and current environment. From time to time, it may be necessary to transfer an active license to new hardware and this functionality is made available within F9.

Before a license can be activated on new hardware, the running copy of F9 must first be deactivated. In order to do this, you will need your F9 product Serial Number from the original Purchase of F9. This can also be found in the e-mail a user would have received at time of purchase.

If you are unable to locate the F9 Serial Number, please contact: Global.Support@Infor.com

Once the F9 Serial Number is located, steps to transfer F9 are easy.



Load F9 in Excel

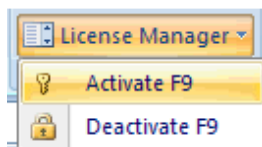


Ensure you have connection to the Web

For F9 V5:



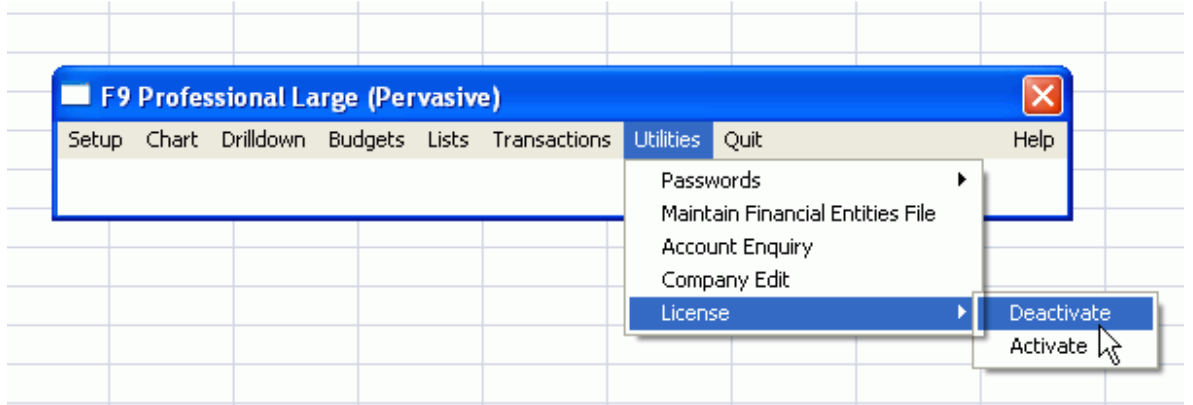
Select **License Manager** from the F9 Ribbon and **Deactivate F9**



For F9 V4.x:



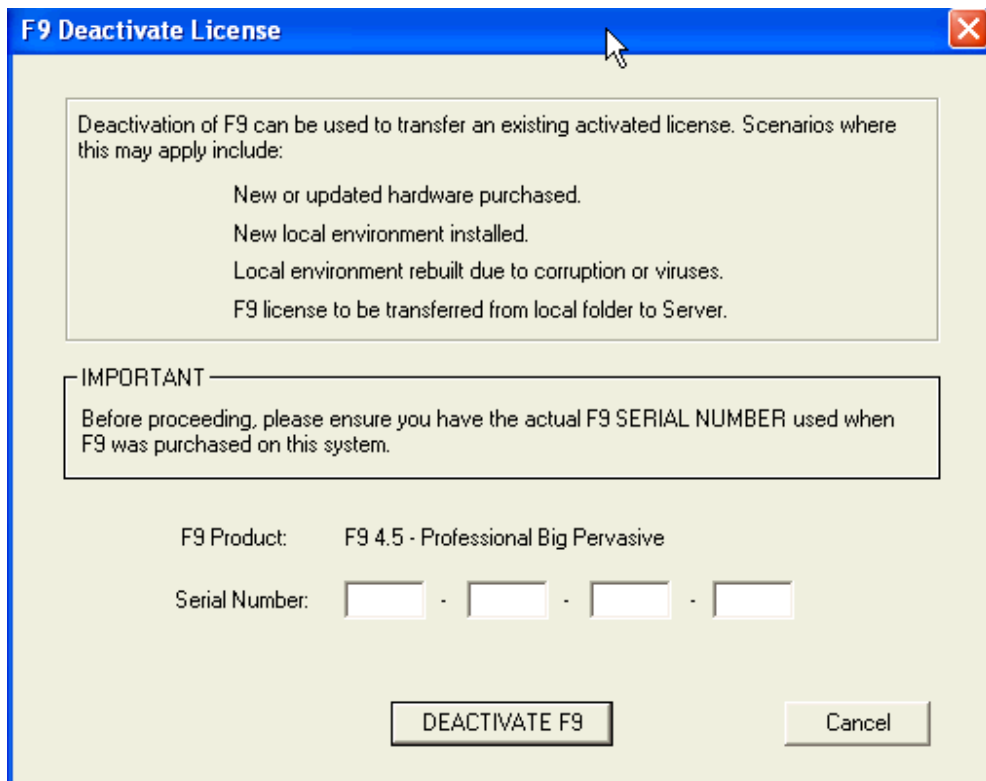
Select F9 Setup from the Menu and click Ok to close the top window. Within the floating F9 window, click: Utilities / License / Deactivate








You will be directed to the F9 specific: Utilities / License / Deactivate window



Enter you F9 Serial Number and click: **DEACTIVATE F9**



-  Next, Install F9 on the new hardware
-  From the F9 Ribbon, select **License Manager** and then **Activate F9**
-  Provide your F9 Serial Number which was used to Deactivate
-  Select **Web** to register your reactivation
-  A new **Activation Code** will then be provided to complete the reactivation.

Once F9 has been deactivated on a given machine, it will no longer run and the trial basis will not restart.

If your version of F9 is no longer running due to a PC crash or corruption, a transfer will not be possible. For this scenario, please complete and submit the license re-activation form as found here: <http://www.f9.com/services/support/>

For more information and assistance please contact our tech support guys at 888-284-4232 (our toll free Support line) or via the Support Web Portal (www.infortreme.com). Support inquiries going to the toll free number will be logged into the F9 Support Call Queue and will get a call back from the Support team.