

The logo for Infor F9, featuring the text "Infor F9" in a bold, sans-serif font. The background of the entire page is a light blue color with a pattern of white line-art icons representing various business and technology concepts such as buildings, charts, a car, and a stethoscope.

Infor F9

Scheduling Hub

Welcome to F9!

This document outlines how to get started and learn some of the core functionality of F9 Scheduling Hub. For more in-depth information on additional features, you may also want to refer to product help.

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1 F9 Overview

F9 Scheduling Hub (**F9SH**) enables users to distribute and schedule automated F9 reports at a specific time. It maintains a library of all distributed and scheduled F9 reports, providing an organized view and a convenient point of access for managing them. From within the application, you can run, disable, modify, and delete tasks that run F9 reports. F9 Scheduling Hub helps increase productivity and lower reporting costs.

1.1 Output formats

- Excel (XLSX, XLSM, XLS)
- PDF, CSV
- HTM, XPS
- Publish to F9 Viewer

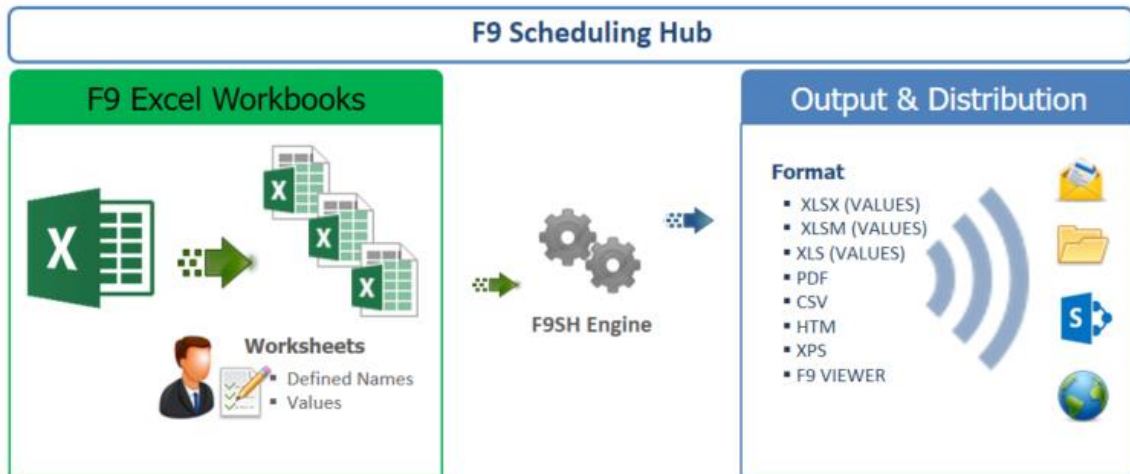
1.2 Distribution

- Email - Outlook / SMTP Server
- By Worksheet tabs, files, folders
- SharePoint - Doc Library
- FTP/WebDAV Enabled Website

1.3 Additional features

- Report Trees and Parameters
- Optional Timestamp
- Suppress Zero Rows and Columns
- Hide/Unhide/Password Protect Worksheets
- Rename Workbook Files
- Conditional Output

The following figure shows an overview of how the source, destination, and Report Manager Engine work to generate and distribute F9 reports.



Source Workbooks are Excel files that contain either: F9 Report Writer formulas or F9 Viewer formulas. For any Scheduling Hub task, one or more Workbooks will be recalculated and processed for the configured output(s).

2 Software Requirements

F9 Report Manager is an interface that generates F9 reports with multiple formats and distributes them to all levels of users within your organization. The following system specifications are the minimum required for the Report Manager to operate:

- **Excel 2013 or later (32-bit or 64-bit)**
- **Windows Task Scheduler v2** (installed with the Operating System)
- **F9 Report Manager**
 - ✓ Base Task created (Optional)
 - ✓ Settings for distribution setup
- **F9 Report Writer**
 - ✓ Financial data to connect to
 - ✓ One or more F9 reports
- **F9 Viewer (Optional)**

- **Windows Operating Systems**
 - ✓ Workstation (Windows 7 and later)
 - ✓ Server (Windows Server 2008 R2 SP1 and later)
 - ✓ Windows Task Scheduler v2
 - ✓ Microsoft .NET Framework 4.5 (*Windows Server may require this to be enabled as a feature*)

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