



# Infor Distribution FACTS Job Stream Users Guide

Release level 9.1

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## About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Job Stream module.

## Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

## Organization

This table shows the chapters of the guide:

Section	Description
About this guide	Lists the intended audience as all users. Describe the purpose and the related documentation.
Overview	The overview section described the purpose of the application in terms of the business solutions that it provides, program listings, and menu trees, as applicable to the application.
Work Flows & Program Concepts	This section includes process flows for each module, program descriptions and concepts that are key to using this FACTS module.
Transaction Procedures	This section contains daily, weekly and end of year procedures as well as step-by-step processing information for JS entry, inquiry and transaction programs.

## Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" on page 6.

Refer to the contents of the FACTS Version 9.1 & Incrementals folder located at [www.inforxtreme.com](http://www.inforxtreme.com). Click Search>Browse Documentation>FACTS> Version 9.1 & Incrementals to view a document tree similar to this.

- *FACTS Version 9.1 & Incrementals*
  - *Installation and Administration Guides*
    - *Installation Guide*
    - *Product Compatibility Matrix*
    - *Hardware Guide*
  - *Release Notes*
    - *9.1.0 Release Overview*
    - *Incremental Release Notes*
  - *Integrations*
    - *Infor Solutions*
      - *Infor Distribution Storefront*
      - *eCommerce*
    - *Credit Card*
      - *CenPOS*
    - *WMS*
      - *Accellos*
    - *Document Management*
      - *Uniform*
  - *Users Guides*
    - *Implementation Guides*
    - *Standard modules User Guides*

## Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at [www.infor.com/inforxtreme](http://www.infor.com/inforxtreme).

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).

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# Using Job Stream

## Overview

Use the Infor Distribution FACTS Job Stream System to set up a sequence of programs to automatically run in a series.

Job Stream is a fast, flexible timesaving module that enables you to run various reports, including end-of-period reports.

You can set up a job stream to include up to 99 reports and can let it run overnight without having to watch and start each report individually.

## Work flow

You can set up as many job streams as needed in Job Stream Entry. Each job stream asks questions about each program. It also allows you, at the time you set up the job stream, to enter the inputs for each program. For example, if you want to run four customer lists in four different sort orders, you can enter the Customer List four times varying the inputs for each run. The Job Stream Entry screen consists of two sections. The upper portion of the screen is called the header portion where you enter general information such as job stream code, description and date last run. The lower section of the screen is called the line-item portion. This is where you enter each program that you want to run in the job stream as well as printing specifications, such as number of pages, number of copies, etc. A series of questions about the programs you are setting to run is presented in Job Stream Entry. Once you've answered these questions, proceed to the fields for each program.

Job Stream incorporates report templates. When setting up a Job Stream for a report that supports templates, you first need to setup and save the template by going directly to the report. Then when you enter the report program in Job Stream Entry, the template selection window is displayed, and you select the appropriate template. For reports that do not support templates, you will enter the Job Stream according to the existing procedures.

Run the Job Stream Listing program to generate a list of entered job streams. Job Stream Listing output prints what job stream programs were included, how the preliminary questions were answered for each program and how the inputs were set. Job streams can be entered, changed or deleted at any time. Report information includes the following: job stream code, description, date last run, program name and description, answers to questions (optional), and fields. The total number of programs listed is also included.

Job streams are executed from the Job Stream Run program and results of those job streams are available by running the Job Stream Results Print program when a job stream finishes. You can run a Results Print program to find out the status of how each job stream ran, the time each report took to print, if the system encountered an error, etc. Report information includes the following: job stream code and description, date last run, each program name and description run within the job stream, date run, start time, number of copies completed, and the status of completion. The total number of completed programs listed is also included.

## Procedures

### Creating and maintaining records in Job Stream

- 1 Click **Job Stream>Job Stream Entry**.
- 2 Specify an existing **job stream code** (up to 6 characters) or create a new one. For example, END may be the name of the job stream code you use to run the end-of-period reports. .
- 3 For new codes, specify a **description** for it in the field. The description can be up to 30 characters long. If you have selected an existing code, the description automatically displays.
- 4 After you complete the header section, press **Enter** to access the Job Stream Entry line-item section:
- 5 Specify the **program name**. The entry must be a valid program in the program names file and the program must be compatible with the Job Stream system — that is, it must be a print, report or update program.
- 6 From the drop-down list specify the **template** to use for report programs. The system displays the Report Templates for Job Stream Entry screen so you can select a template.
- 7 In the **Error-Continue** field, specify whether to continue with the rest of the job stream if an error occurs in this program during this job stream.
- 8 In the **Error-Run** field, specify whether to run this program if an error occurs in a previous program of this job stream.
- 9 In the Printer section, complete this information for the printer.

**Printer**-Specify the printer number to use (up to 999).

**Special Form**-Indicate whether the program prints to a special form (this is a memo field).

**Paper Width**-Specify the paper width in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program.

**Paper Length**-Specify the paper length in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program.



**Change Paper** -Indicate whether you need to change the printer paper for this program. If you select this check box, the job stream will stop and wait for a RUN to begin the program after a paper change.

**Number of Parts**-Specify the number of parts paper i.e. thickness, to run on (1-99)(this is a memo field); it is used for reporting purposes only and does not control the program.

**Number of Copies**-Specify the number of copies to print (1-99).

**Estimated # pages**-Specify the estimated number of pages needed to run this program (1-9999). This number helps you add up the estimated number of pages at the time the job stream is running (this is a memo field).

**Optional update**-If there is an optional update following this print, enter S-to skip the update, R-to run the update or O-for operator selection, i.e., you must specify whether to update at the time when the program is running.

- 10 Save your changes to the job stream header.

The rest of the options affect the line-item entry section, rather than an individual line.

- 11 Click **Answer** to complete questions for the specified program. Specify the fields for the program as you normally would.
- 12 When you finish adding programs, press F3 to end entries. The following options can be accessed once you have created line items and ended entries.

You have these options.

**Change** to change answers for questions for the specified program.

**Move** to move the highlighted Job Stream line to a different location in the job stream run

**Add** a line. Once you have finished making line entries, you may decide you want to add additional programs to the job stream. Press F2 to search for a program name.

**Delete** the job stream line. The job stream line may be deleted at any time. All line program records are removed. The screen is then cleared and the program returns to the job stream code field to await further entries.

**Insert** a line.

**Edit** the highlighted job stream line. Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Press **F2** to search for a program name.

- 13 When you have finished entering job stream information, click **Done** to exit the program.

## Running a job stream

- 1 Click **Job Stream> Job Stream Run**.
- 2 Specify the Job Stream **code** you want to run. A valid job stream displays the description, form size and number of pages needed to complete the job stream (estimated number of pages).
- 3 At the command prompt in the lower portion of the screen the system displays the message: *Results for this job stream are still on file. Remove them?* If there are no results on file for this job

stream, this field is skipped. Results are created during the Job Stream Run program and may either be removed by the optional update of the Job Stream Results Print program or at this field. Results must be removed in order to run a job stream. Specify **N** or **Y** to indicate whether to remove the results.

- 4 In the **Minutes To Begin** field, specify the number of minutes to wait before beginning the job stream.
- 5 (Optional) If you pressed **F1**, the system displays additional fields:
  - Start Date:** Specify the start date for the job stream.
  - Start Time:** Specify the start time for the job stream.
- 6 Press **Enter** to run the job stream or **F4** to backup.