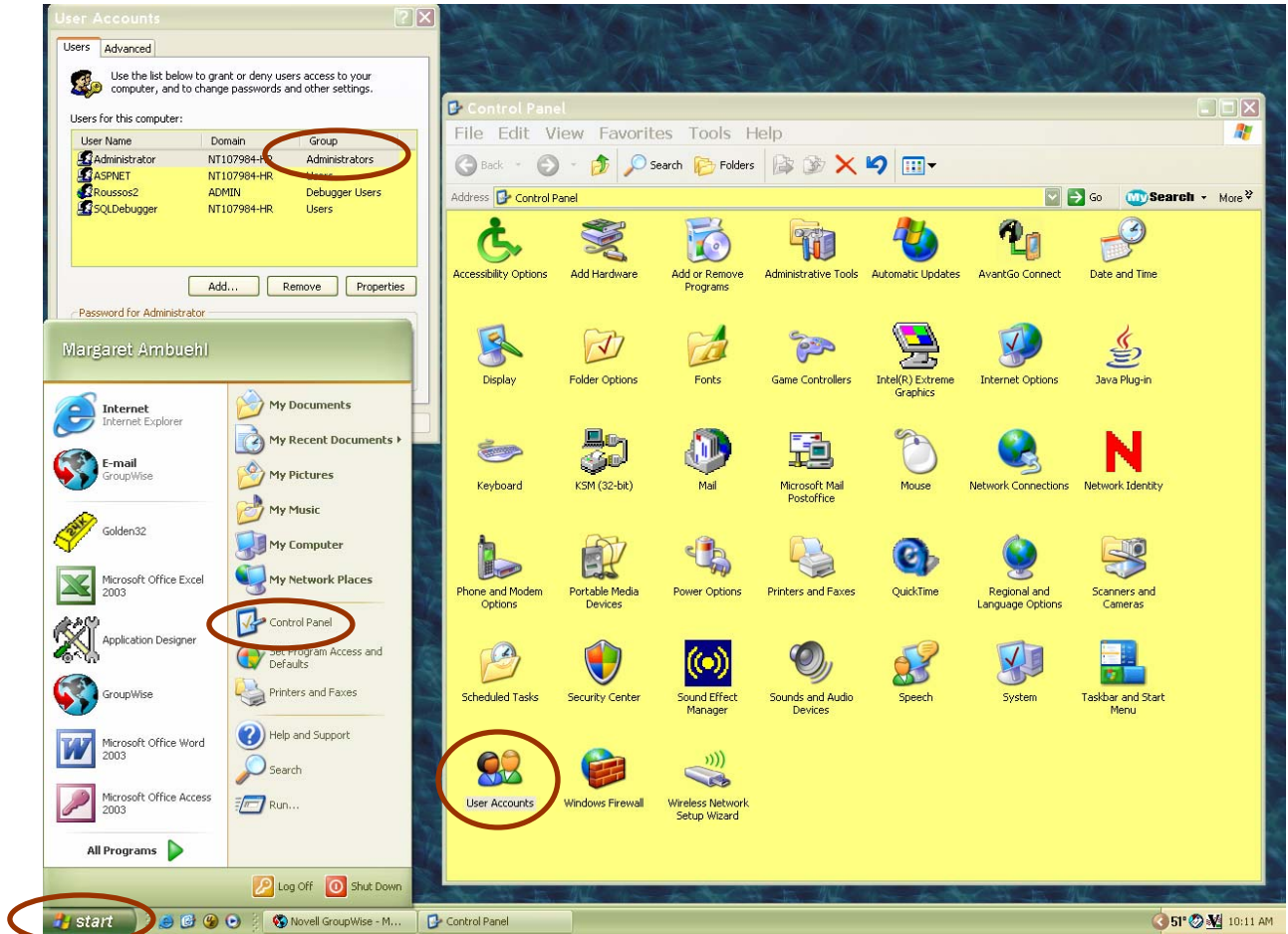


# Installing the Cypress Report Distribution Software

This install can **ONLY** be done by someone logged on to the computer who has administrator rights on that machine. This is can be found at:

1. Start
2. Control Panel
3. User Accounts



Network Administrators may have to perform the installation procedures.

An attempt to perform the install by someone without administrator rights on the machine will either cause the computer to stop responding or result in the following message:

**Setup cannot run from this Web page, verify that you have the correct browser security settings, click refresh, and select Yes when asked to install the InstallShield Wizard**

## Installing the Cypress Report Distribution Software

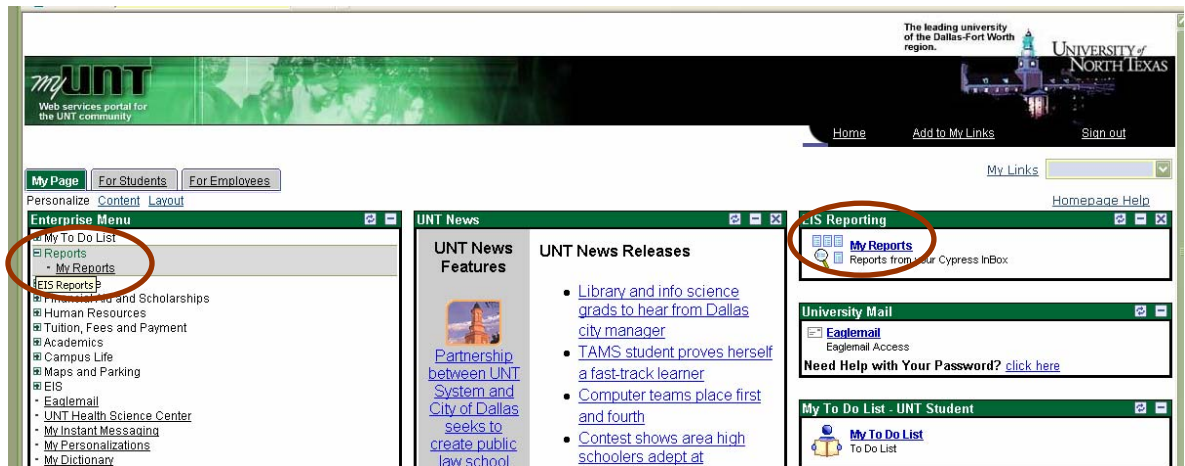
Both the setup and access to Cypress **must** be done in Internet Explorer, at this time Netscape Navigator can not be used to access the Cypress Inbox.

Cypress Inboxes can **not** be accessed on a Macintosh personal computer. If no PC is available for use then please contact UNT Production Control at 940-565-3880.

1. Open the UNT System portal (<https://my.unt.edu/>) in Internet Explorer and log into MyUNT with your EUID.



2. On your MyUNT home page click on MyReports either under the Enterprise Menu or EIS Reporting open your Cypress Inbox:



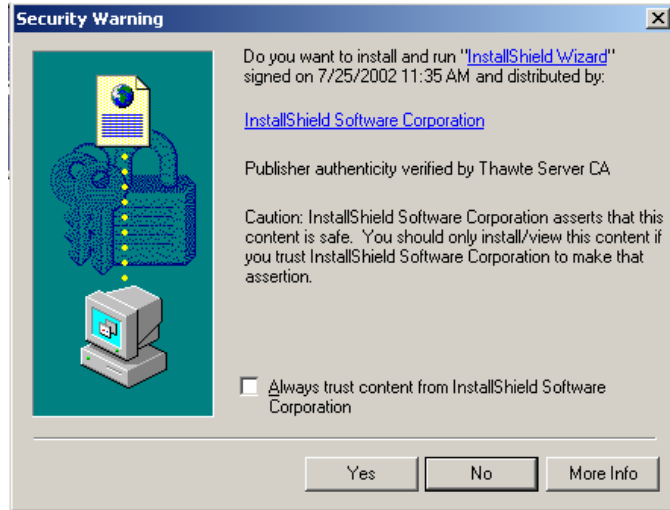
It may take a few minutes for the InBox window to come up.

3. If a Cypress InBox has **NOT** previously been accessed on the machine a warning message will pop up.

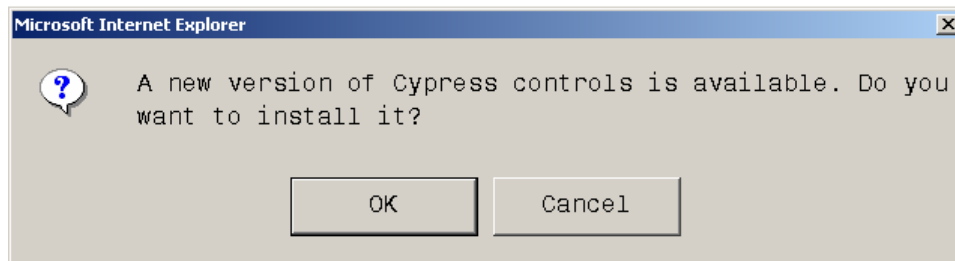
If the Cypress Logon window pops up then Cypress is already installed on the machine. Go to the document titled **Accessing Reports In Your Cypress Inbox** for further instructions.

## Installing the Cypress Report Distribution Software

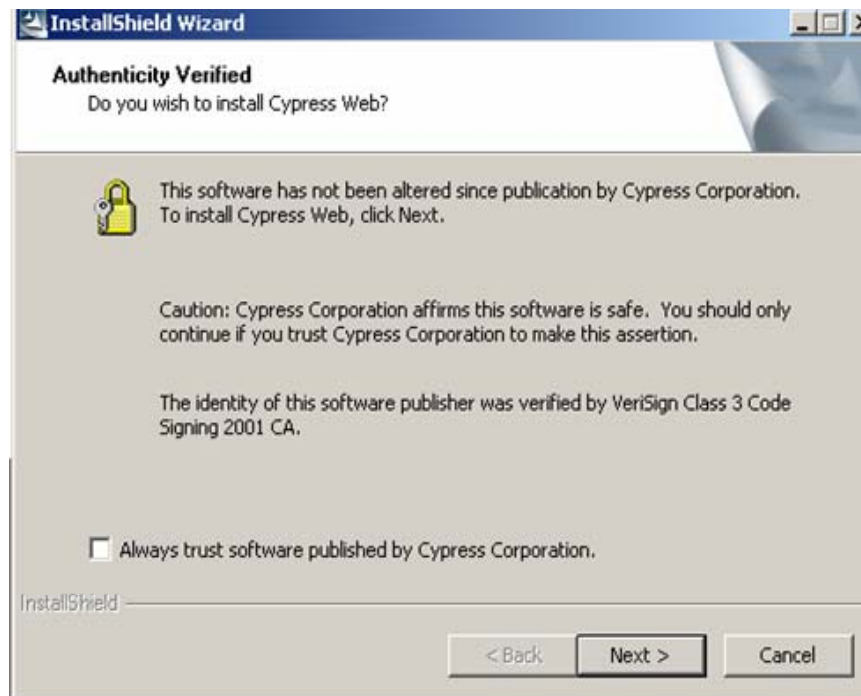
Click on Yes to install and run InstallShield Wizard.



4. Click on OK when the next message pops up.

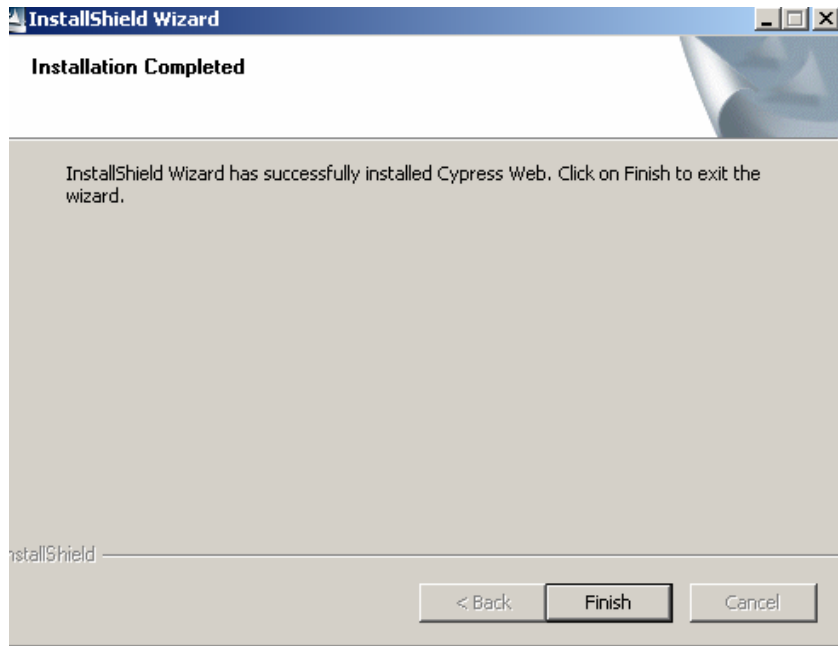


5. The InstallShield Wizard will begin the Cypress Web install. Click on Next to continue.

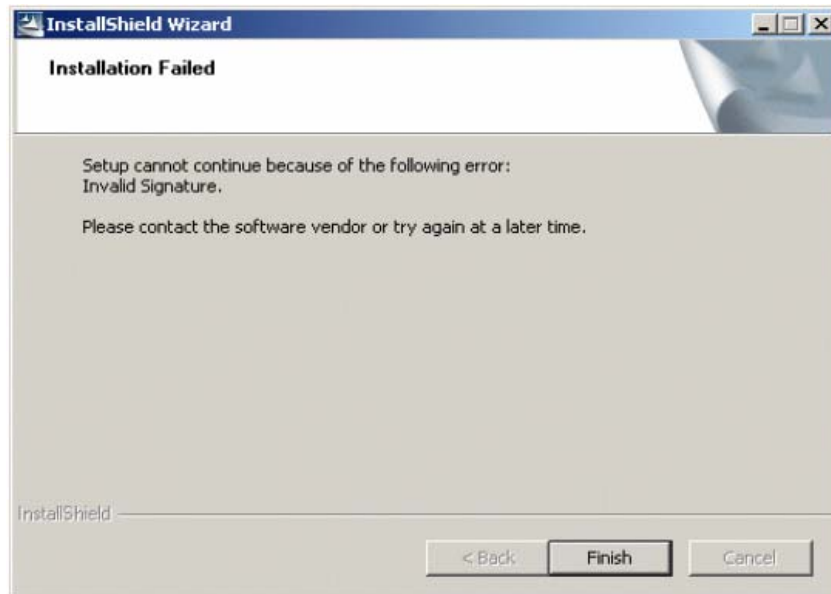


## Installing the Cypress Report Distribution Software

6. The following message indicates setup is successful. Click on Finish. Skip to step 7 for the next step.



This message indicates that the ActiveX Controls may not be set correctly on the machine.



Click on Finish and continue with the following instructions to change Internet Options in Internet Explorer. Different versions of Internet Explorer may have a slightly different appearance than described here, if you are uncertain about following these instructions please contact Production Control.

1. Open an Internet Explorer window.

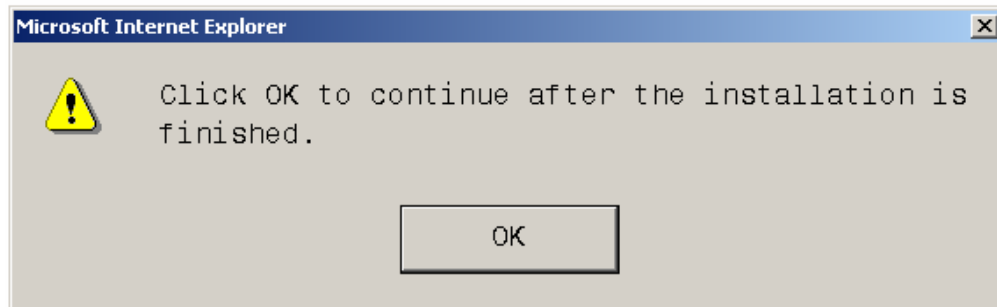
## Installing the Cypress Report Distribution Software

2. Click on **Tools** and select **Internet Options** on the Internet Explorer dropdown menu.
3. Click on the **Security Tab** to get to the **Web Content Zone** window.
4. Make sure **Internet** is highlighted by clicking on it.
5. Click the radio button to select **Custom (for expert users)** and click on **Settings**; or click on the **Custom Level** button.
6. The **Security Settings** window should now be open.
7. Scroll to **ActiveX controls and plug-ins**, verify that the options are set to **Enable** or **Prompt** for all safe and/or signed ActiveX controls.
8. Scroll to **Scripting**, verify that **Active Scripting** is set to **Enable** or **Prompt**.  
**Note:** Clicking a checked box removes the checkmark and disables the feature. If you see checkmarks in the **Enable** or **Prompt** boxes, do not click on the checked boxes.
9. Click on **OK** to close the **Security Settings** window.
10. Click on **OK** to close the **Internet Options** window.

The install procedure must be restarted from the first step once the Internet Options have been updated.

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7. Installation was successful. Click OK to get the Cypress Logon window.



Go to the document titled **Accessing Reports In Your Cypress Inbox** for further instructions.