

Accessing Reports In Your Cypress InBox

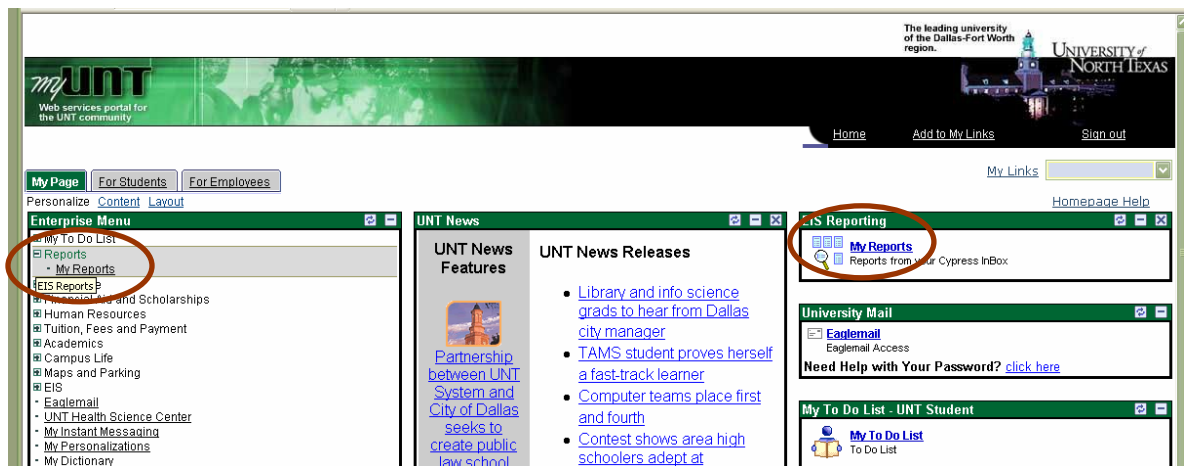
Access to Cypress **must** be done in Internet Explorer, at this time Netscape Navigator or Firefox can not be used to access the Cypress Inbox and can only be done after the Cypress software is installed on the machine.

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.

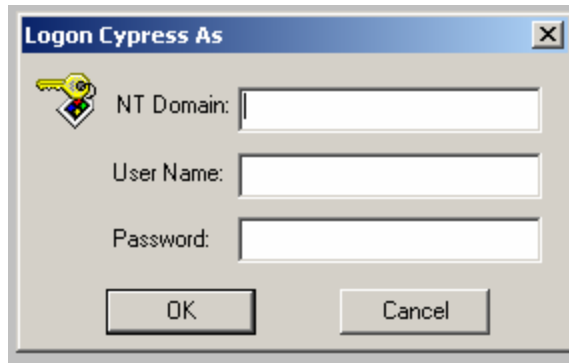
3. The Cypress Logon window pops up.

Accessing Reports In Your Cypress InBox

If a warning message pops up, the Cypress InBox software has **NOT** been installed on the machine. Go to the document titled Installing the Cypress Report Distribution Software for further instructions on installing the Cypress software.

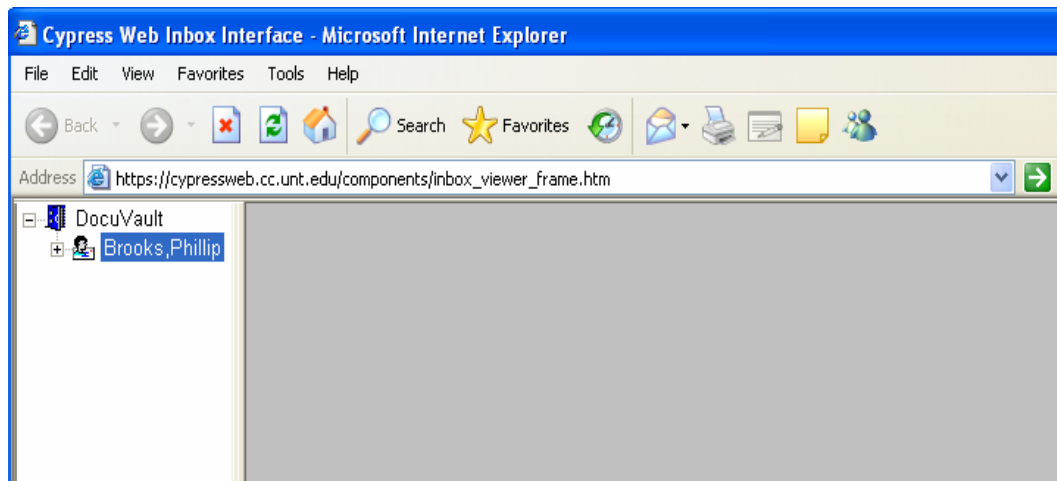
Fill in the Cypress logon window:

- a. The NT Domain is docmgmt
- b. The User Name is your EUID
- c. The Password is your EUID password



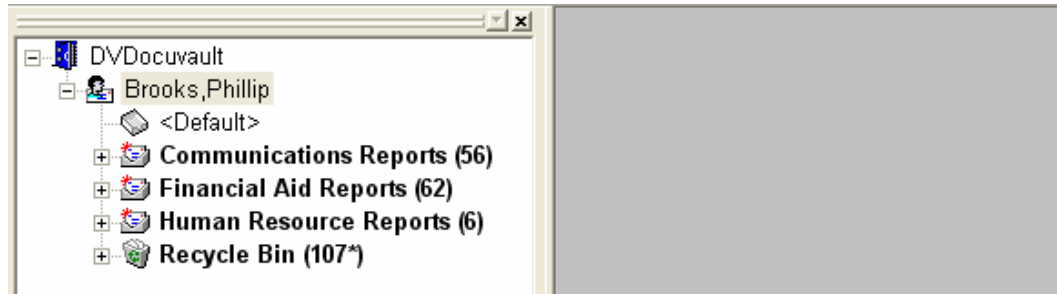
Click OK

4. You are now in your Cypress Inbox! If the name on the left is not yours, please call Production Control for assistance.

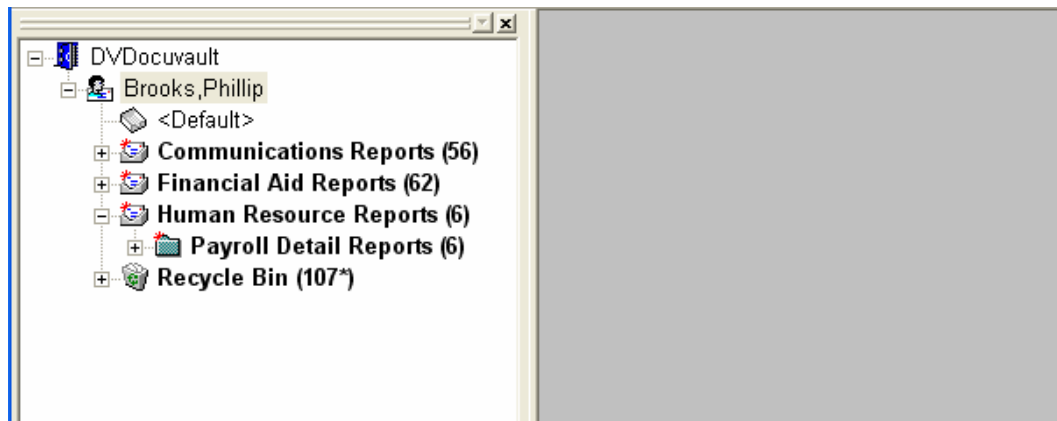


5. By clicking on the plus sign all you individual inboxes are displayed. Those in bold print have unopened reports in them. The number in parentheses indicates the number of unopened reports in the inbox. Those with a plus sign to the left contain reports (whether previously opened or not).

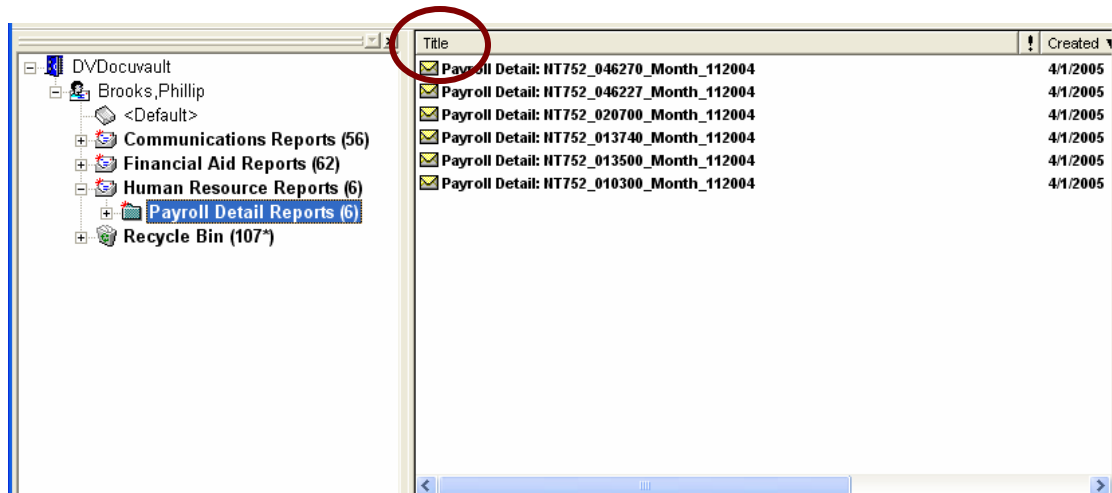
Accessing Reports In Your Cypress InBox



6. Click on the plus sign next to the inbox to see all the folders in the inbox.



7. If you click on folder name to view the list of reports available in the folder.

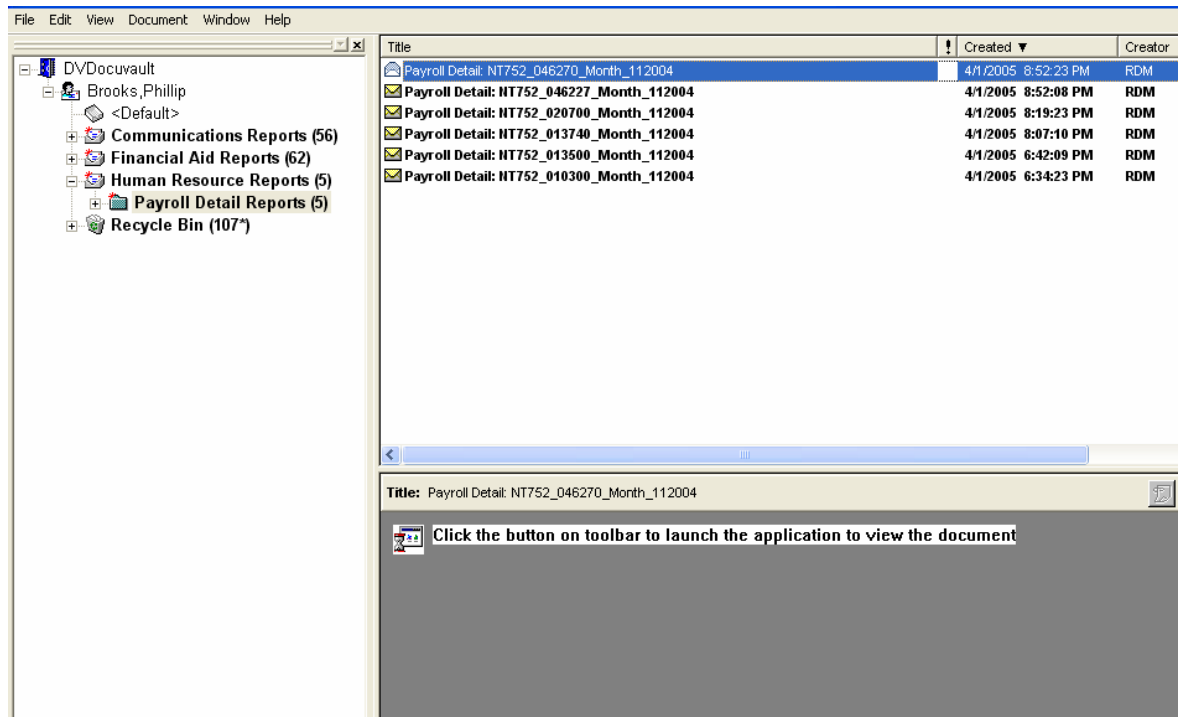


8. The reports are sorted by Creation time. If you would like to sort your reports by Title click on the Title bar. If you want to go back to Creation time click on the Created bar.



Accessing Reports In Your Cypress InBox

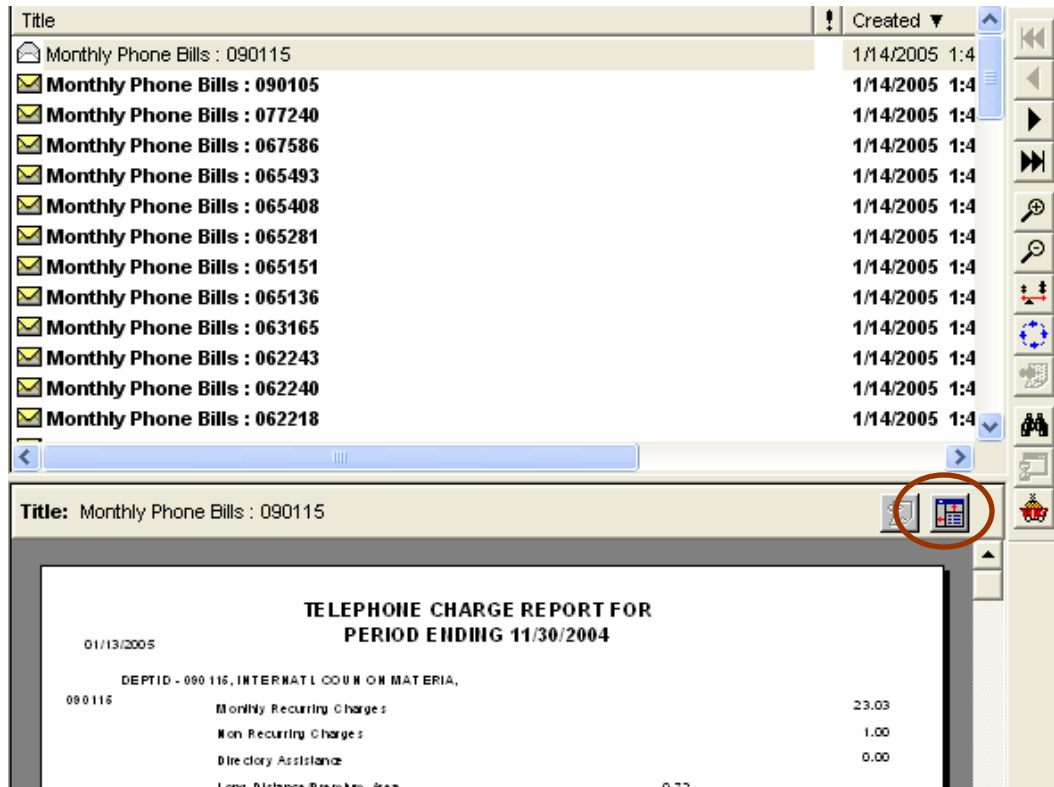
9. To view a specific report, click on the report name. Certain types of reports can be view directly in Cypress while others can only be viewed in the application for which they were made. Spreadsheets must be viewed in Excel or other spreadsheet software while a PDF document may be view inside Cypress.

When the report is in a spreadsheet the bottom when displays the message “Click the Button on the toolbar to launch the application to view the document”.




Accessing Reports In Your Cypress InBox

The toolbar is located vertically on the right side of the screen. Click on the  button to automatically open the report in Excel. Once in Excel treat it as any other spreadsheet. When the report is in a format that can be viewed inside Cypress, clicking on the report name will open the reporting the bottom window. To expand the view of the report click on the  button (circled below). This will expand the phone bill to full screen. If you want to expand it further use the F11 key.




The screenshot shows the Cypress InBox interface. The top section is a list of items with columns for 'Title' and 'Created'. The list contains 13 items, all titled 'Monthly Phone Bills : [number]' and created on '1/14/2005'. The bottom section shows a detailed report for 'Monthly Phone Bills : 090115'. The report title is 'TELEPHONE CHARGE REPORT FOR PERIOD ENDING 11/30/2004'. The report content includes a date '01/13/2005', a department name 'DEPTID - 090115, INTERNAT L COUN ON MATERIA,', and a table of charges:

| DEPTID - 090115 | Charge Description | Amount |
|-----------------|-----------------------------|--------|
| | Monthly Recurring Charges | 23.03 |
| | Non Recurring Charge | 1.00 |
| | Directory Assistance | 0.00 |
| | Local Distance Premium Area | 0.00 |

To print the report click on the print button  on the vertical toolbar on right side of your screen (Clicking on File then Print from the Internet Explorer menu bar will not print the document).

At this time reports will remain in the inbox until they are deleted manually.

10 .To logout click on the  on the vertical toolbar on right side of your screen or close the Internet Explorer session.