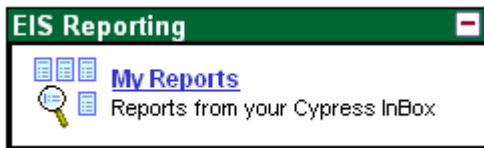


# INSTRUCTIONS TO GET IN TO YOUR CYPRESS INBOX

You must have administrator rights on your PC to install Cypress. If you get this message when installing Cypress **“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”** you will need to contact your network manager for support.

1. Go to the following web address in Internet Explorer: <https://my.unt.edu/>
2. Login to My.UNT.edu by entering your EUID and Password.

On the next page you should see this on the right hand side of the page.

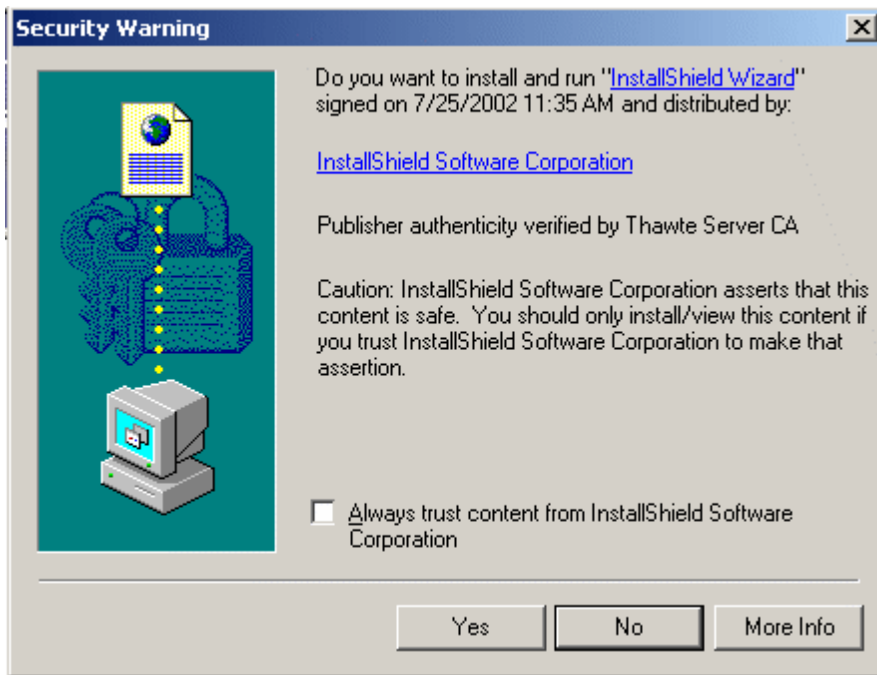


Or this on the left hand side of the page.

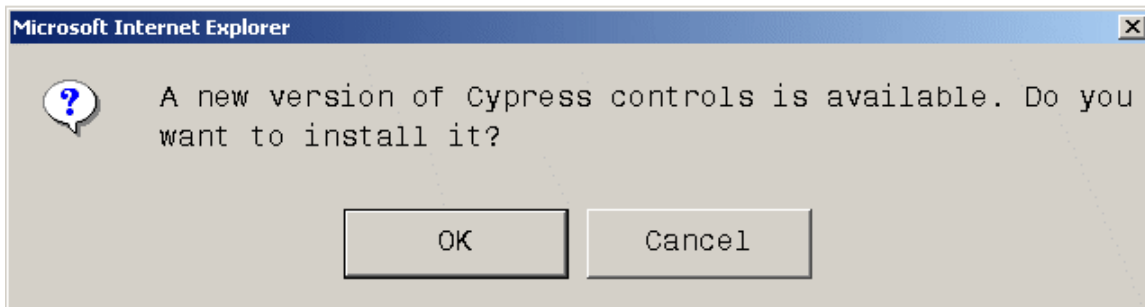


3. Click on My Reports under EIS Reporting or Reports Under Enterprise Menu, and then My Reports. This could take a few minutes.

If this is your first time to open your Inbox you should get the following message, click Yes.



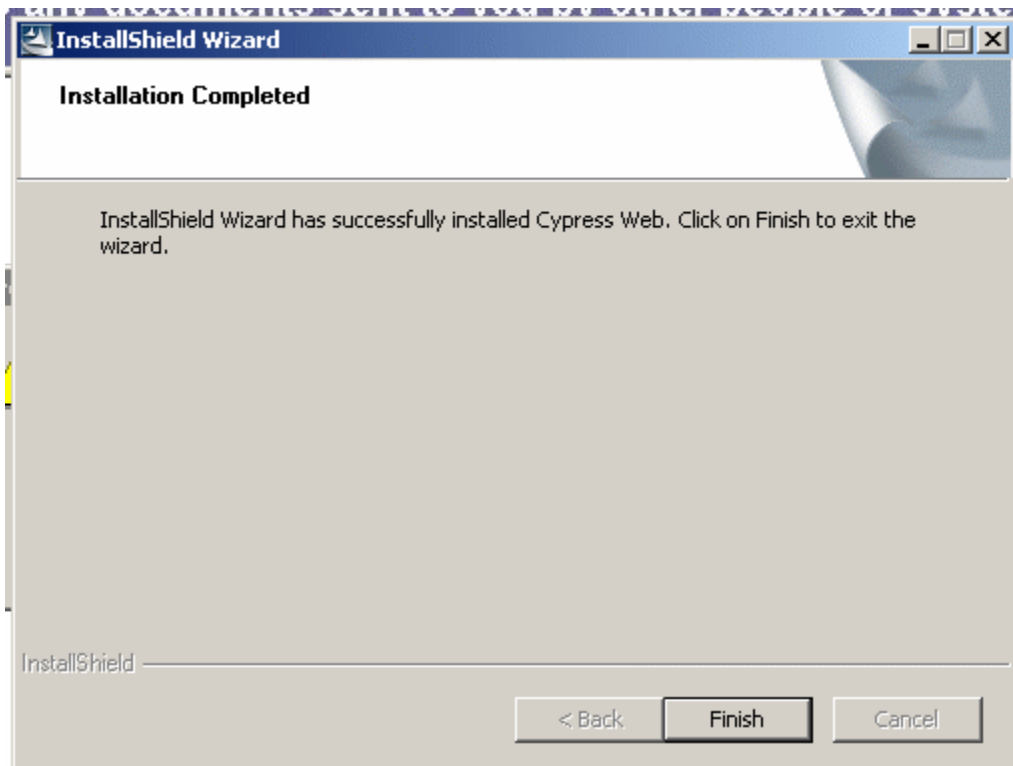
4. You should get the following message. Click on OK.



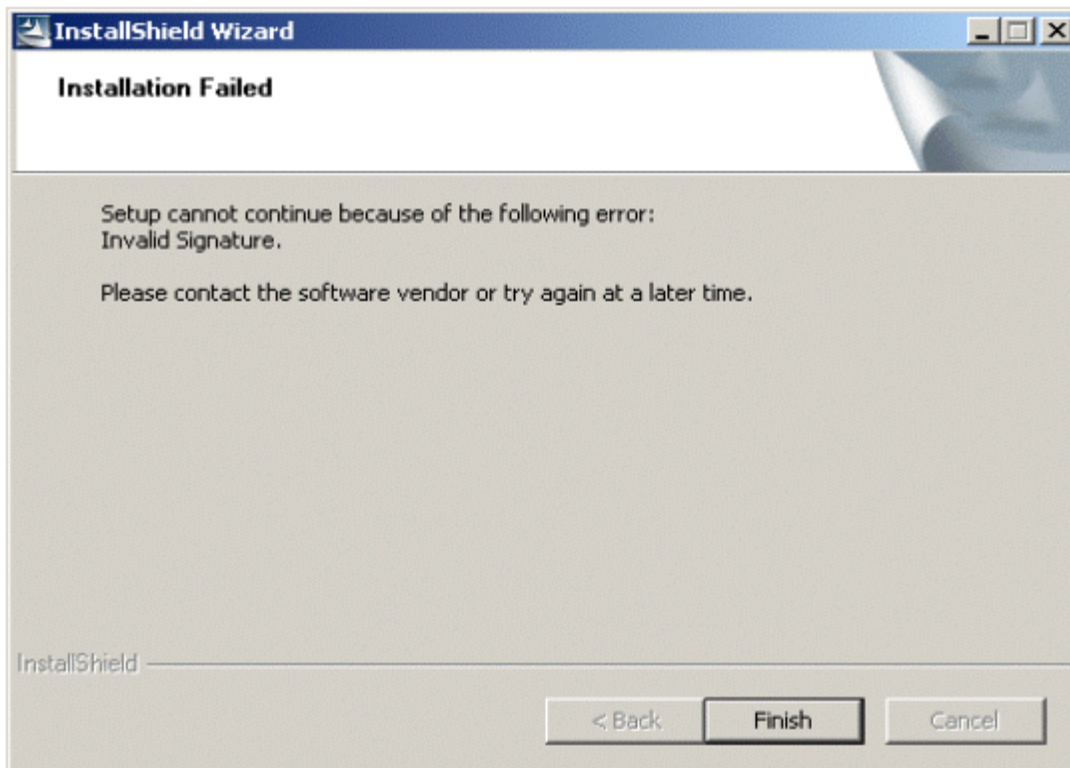
5. You will then get the following message. Click on next. This will install Cypress Web Setup.



6. If you get the following message click Finish and go to step 7.



If you get the following message your ActiveX Controls may not be set correctly.



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If the above Installation failed click Finish and continue with the following instructions.

If you are uncertain about following these instructions please contact Production Control.

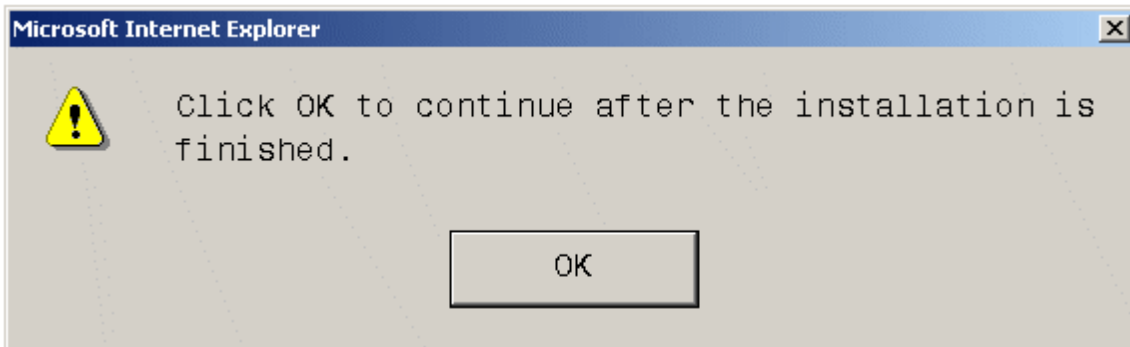
You will need to open Internet Explorer and perform the following steps.

1. Click **Tools** and select **Internet Options** on the Internet Explorer menu bar.
2. Click the **Security Tab** to open the **Content Zone** window.
3. Click **Internet** to display the settings for the Internet Zone.
4. Click the radio button to select **Custom (for expert users)**.
5. Click the **Settings** button to open the **Security Settings** window.
6. Scroll to the **Active X Controls and plug-ins** and verify that the options are set to **Enable** or **Prompt**.
7. Scroll to the Scripting Section and 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.
8. Click **OK** to close the **Security Settings** window.

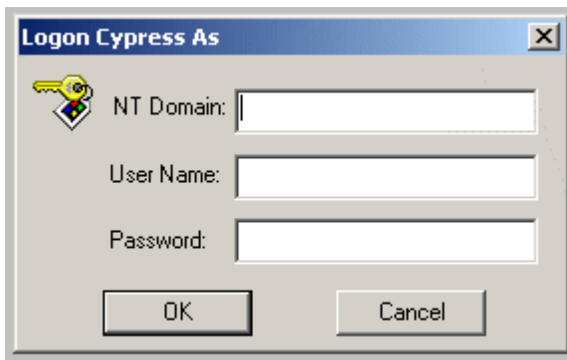
9. Click **OK** to close the **Internet Options** window.

Your Active X controls are now set. You will need to go back to Step 1 of the Cypress Installation and begin again.

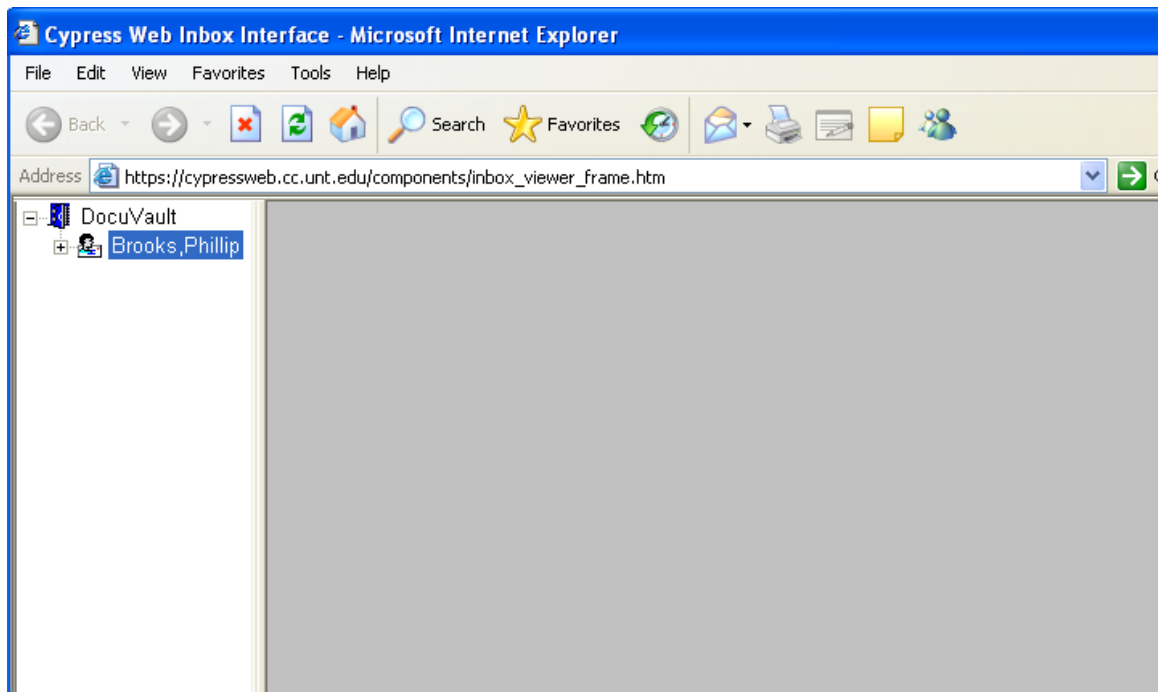
- 
7. If Cypress Web was successfully installed you will get the following message. Click OK.



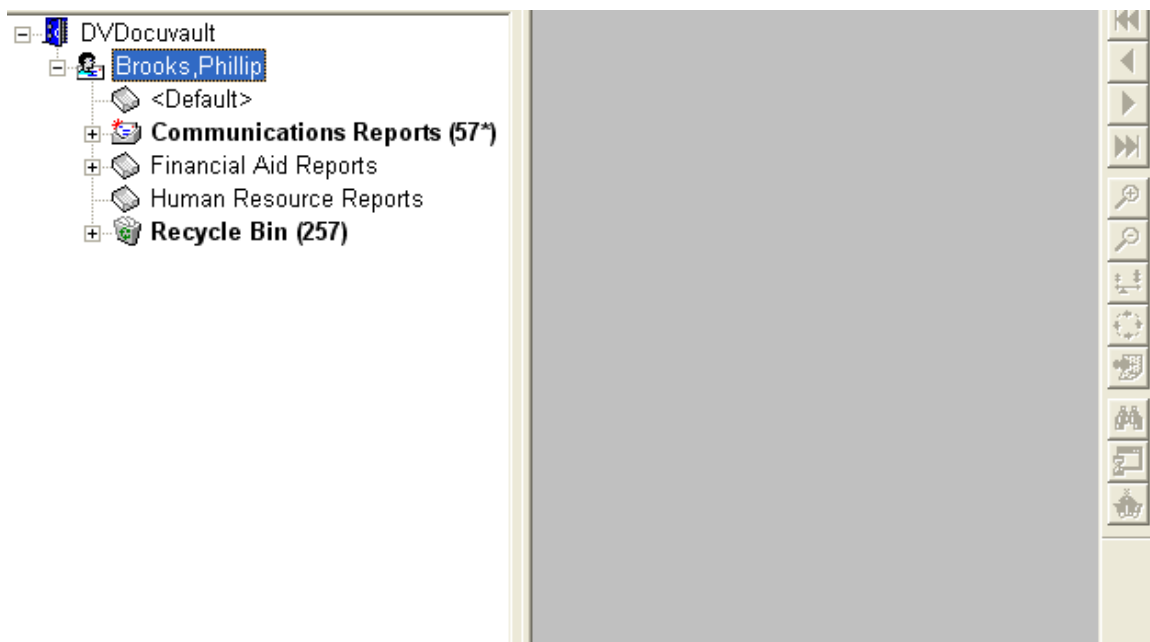
8. You should get the following message. In the NT Domain box type in the word docmgmt. Type your EUID in the User Name box and your EUID password in the Password Box. Click OK



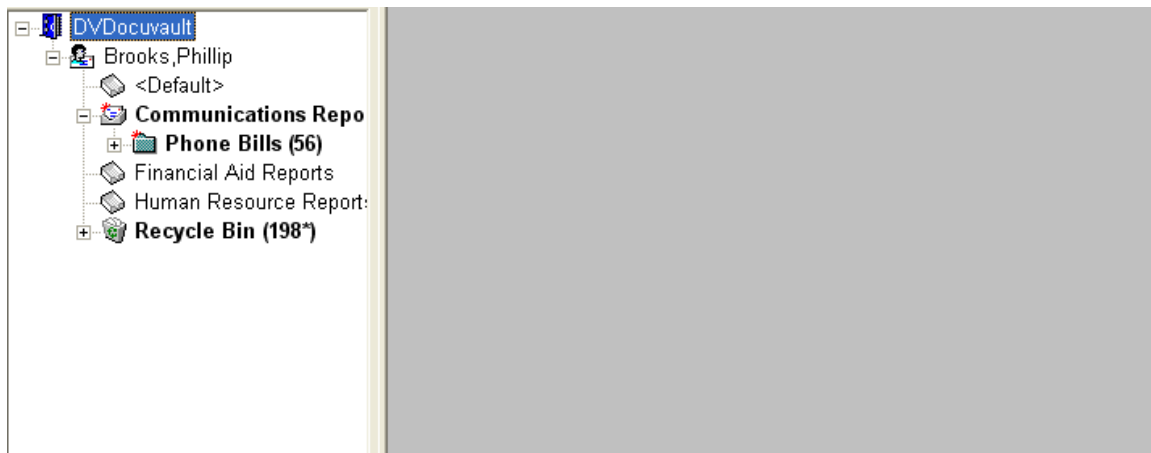
9. This will take you to your Cypress Inbox. Your name should be on the left hand side. This is an example. Note the plus sign next to your name. This indicates that you have a report.



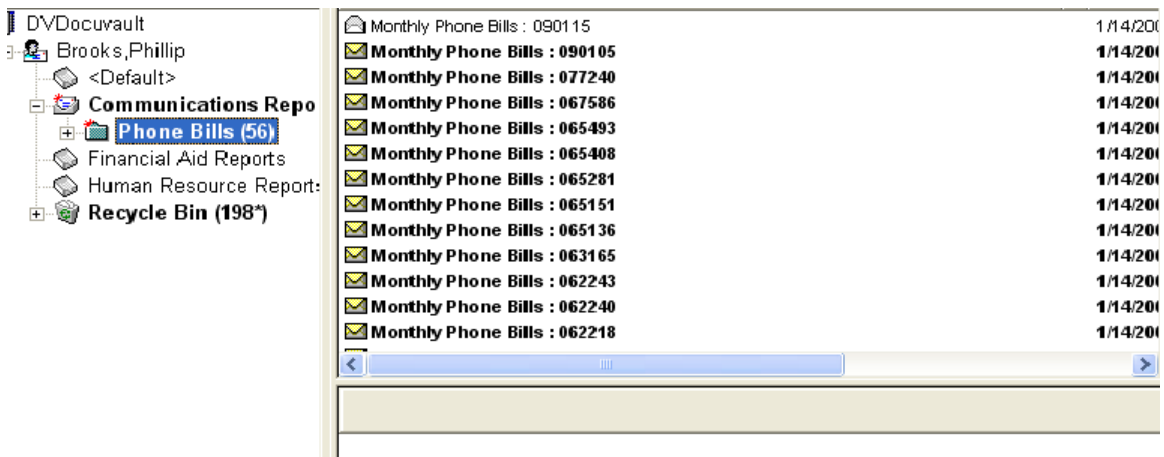
10. You can see what reports you have by clicking on the plus sign.



11. If you have any reports that are unopened there should be a + next to the folder. It should also be in bold letters. In the above example you see a number next to **Communication Reports**. The number to the right is how many reports are unopened in **Communication Reports**. When I click on the + next to a folder another folder will open up. In this example **Phone Bills** is a subfolder of **Communications Reports**.



12. If you click on the subfolder all of the reports in that subfolder will appear in the box. When I clicked on **Phone Bills** all of the phone bills appeared in the box.



13. You can look at your report by clicking on the reports in the box.

Title Created

Monthly Phone Bills : 090115	1/14/2005 1:4
Monthly Phone Bills : 090105	1/14/2005 1:4
Monthly Phone Bills : 077240	1/14/2005 1:4
Monthly Phone Bills : 067586	1/14/2005 1:4
Monthly Phone Bills : 065493	1/14/2005 1:4
Monthly Phone Bills : 065408	1/14/2005 1:4
Monthly Phone Bills : 065281	1/14/2005 1:4
Monthly Phone Bills : 065151	1/14/2005 1:4
Monthly Phone Bills : 065136	1/14/2005 1:4
Monthly Phone Bills : 063165	1/14/2005 1:4
Monthly Phone Bills : 062243	1/14/2005 1:4
Monthly Phone Bills : 062240	1/14/2005 1:4
Monthly Phone Bills : 062218	1/14/2005 1:4


Title: Monthly Phone Bills : 090115

01/13/2005

DEPTID - 090115, INTERNATL COUN ON MATERIA,

090115

Monthly Recurring Charges	23.03
Non Recurring Charges	1.00
Directory Assistance	0.00
Long Distance/Premium Area	0.72

14. If you want to expand the report, click on the  on the right hand corner of the phone bill. This will expand the report to full screen. If you want to expand it further use the F11 key.

Title: Monthly Phone Bills : 090115

01/13/2005


DEPTID - 090115, INTERNATL COUN ON MATERIA,

090115

Monthly Recurring Charges	23.03
Non Recurring Charges	1.00
Directory Assistance	0.00
Long Distance/Premium Area	0.72
Long Distance/TEX-AN Intrastate	0.78
Long Distance/TEX-AN Interstate	8.41
Long Distance/TEX-AN International	0.00
Total Long Distance	9.91
Other Charges	0.00
<b>Total Telecommunications Charges against DEPTID: 090115</b>	<b>33.94</b>

Break down by EIS Account Number

EIS ACCT	PS Account Description	
82445A	TELECOM LONG DISTANCE	0.72

15. If you would like to print out the report click on the print button  on the right side of your



screen. This will allow you to print the phone bill to your printer.

16. To logout click on the X on the top right hand corner of your screen.