Cypress Knowledge Builder
Basic Instructions
Using Knowledge Builder to Obtain Duplicate Earnings Statements, Leave Statements, Leave Reports, Staff Benefit Statements, W2 and Tax Statements

Cypress Knowledge Builder and How to Use It

Knowledge Builder is a utility that is part of the installed Cypress Client and is to be used for the searching and retrieval of documents.

To Search for a Document

Run Internet Explorer and go to www.cypress.doit.wisc.edu

Click twice on Cypress Client
Click twice on the button to launch the ASG-Cypress Full Client
Click on Knowledge Builder. (If this is grayed out, click on the binoculars icon.
Enter: cypress.doit.wisc.edu in the popup box.)
Login
NT Domain: cypress
User Name: Your 3270 Logon ID
Password: Cypres$9

Easy Way to Find a Document
1. Click New Folder Query
2. Click Add Folder Button (Right Side)
3. Under Folder Criteria, click on what you are searching for.
   For example: ESNAME (Earnings Statement located by name)
   W2NAMES (W2 Statement located by name), W2SSN (W2 Statement located by SSN).
4. Select
5. Click on Values that are:
   Equal to: Enter the value of what you are searching for. The value must be entered exactly as it appears on the document in order to match.
   For example:
   If searching for Earnings Statement: LAST NAME, FIRST NAME MI
   If searching for W2 or Tax Statement: FIRST NAME MI LAST NAME
   Note: The Name is case sensitive and must be spelled exactly as it appears in 3270
   If searching for W2 using SSN: 000-00-0000 (Must use hyphens)
6. Click on the name that appears under the Document Title.
7. Click View in DS. To move forward or backward click on black arrows in upper right side of screen. For example, to print instruction page of W2, click on arrow on row two, left side.
8. Print or Email. **Do not email in unprotected format if SSN appears on document.** If more than one page, check the pages you want to print on the left side of screen and print.

Cypress Knowledge Builder And How To Use It
Advanced Instructions

Knowledge Builder is a utility that is part of the installed Cypress Client and is to be used for the searching and retrieval of documents. There is a separate document on how to install and logon to the Cypress Client located in the I:\Hr Files\Install directory.

There are three different ways to search or query for documents.

These are:
• Text Query
• Expression Query
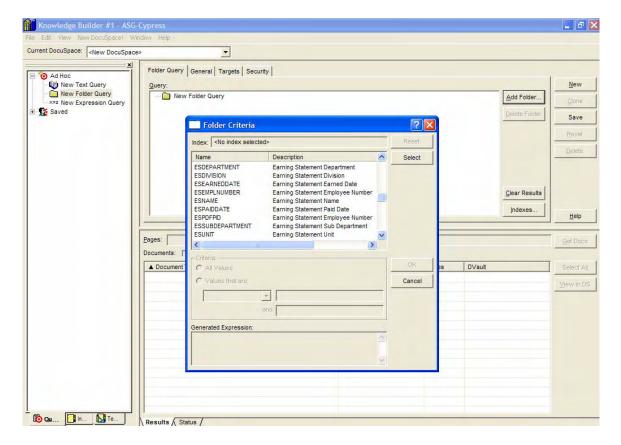• Folder Query (Recommended Method)

Of the three types, the **Folder Query** is the easiest to use and is recommended for the search, retrieval and printing of Earning Statements. Information on the Folder Query is given below; do not worry about the other two selection queries. Information on those two queries is available on the UW Service Center website.

Folder Query (Recommended Method)

A folder query is recommended to be used to retrieve any document indexed by Cypress. Folder queries derive their name from the way in which search results are presented. Retrieved documents and pages are displayed in multiple folders based on your search criteria. Each folder of results is named using the search criteria describing its content.

To create a folder query, you simply select the desired index and enter the appropriate search words and criteria. You may retrieve all documents within the selected index, or choose to search for specific information. Full Boolean logical operators are available to construct your search, including EQUAL, NOT EQUAL, GREATER THAN, and LESS THAN, and also include more helpful operators such as BETWEEN, AT MOST, and AT LEAST. ANY, ALL, and NONE are also provided when searching the full-text index.

To get to the screen shown below, select the New Folder Query from the left side. Then click the Add Folder Button on the right side. The indexes that are available to you will pop up in a window called Folder Criteria.
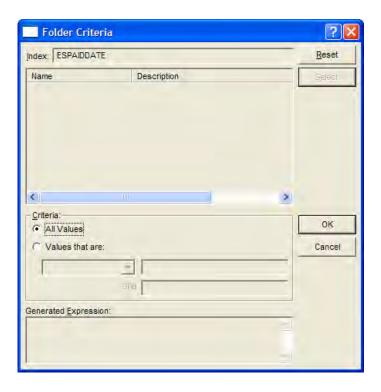
Select one of the indexes that are available and then enter the information that you are looking for.
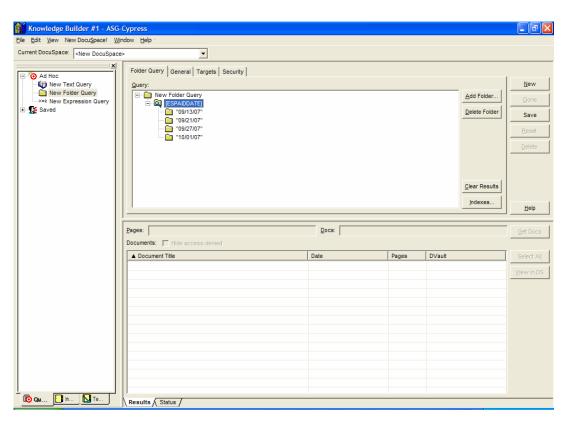
After submitting a query using Knowledge Builder, a results window is displayed listing all documents and pages that match the search criteria. The content and layout of the window will vary based on the type of query you've performed, but the actual display of results will be the same. When results are returned, all "hits" (documents with pages that meet your search criteria) will be contained within the Documents list. You can expand the folder to see its contents.

This above screen shows the Indexes that are available to you for retrieving Earning Statements. Please make note of them.
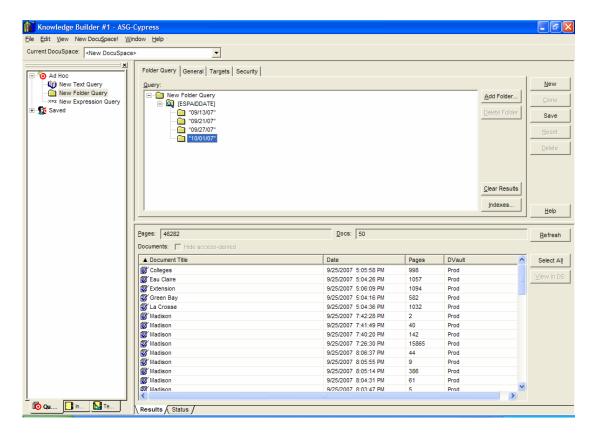
For the example below, I highlighted the ESPAIDDATE and clicked the Select Button. This screen pops up. You will notice that the "Default" is the "All Values".

If you want all values, then you now click the OK button. In doing so, you will get a list of folders that contain each Paid Date that is available.

If you would like to narrow this down further, you can select the Paid Date folder and then click the Add Folder button to add a new index data group.
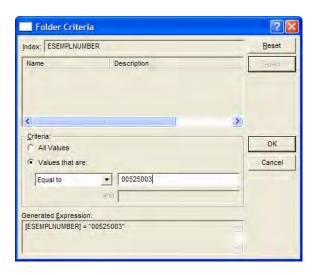
You will only have access to the pages that you have been set up to see. If for some reason you have access to documents that you should not (other campuses), please contact UWSC to inform them so that this can be corrected.
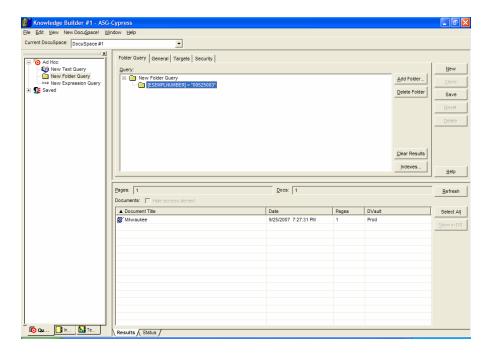
Earning Statement Reprint

Use the Folder Query and select an index that is needed. If you have the Employee ID (personnel ID), you use the index called ESEMPLNUMBER. Once you select this, you will click the radio button for "Values that are Equal To".

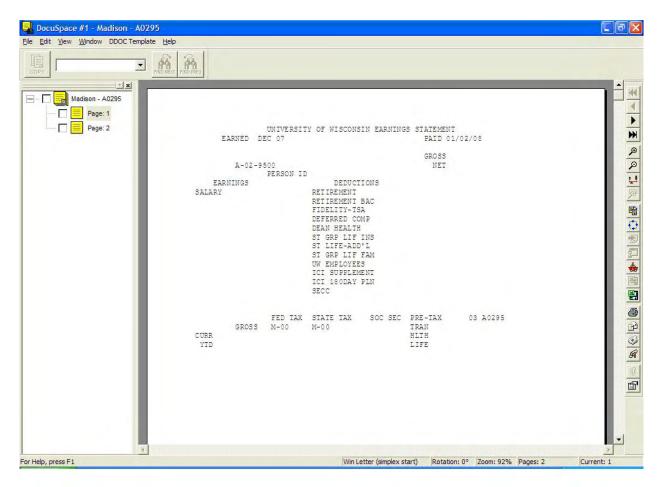Now enter the Employee Number in the text box then click the OK button.

Then click the OK button. You will now see the results in the lower window.

To view the document, double-click on the document of interest in the Query Results area. The selected document will be presented in a new window called DocuSpace. A DocuSpace is a window used to view retrieved pages and document information. A variety of navigational controls are provided to simplify browsing, including a find command that may be used to locate specific information within pages. Documents and pages may be printed and copied.
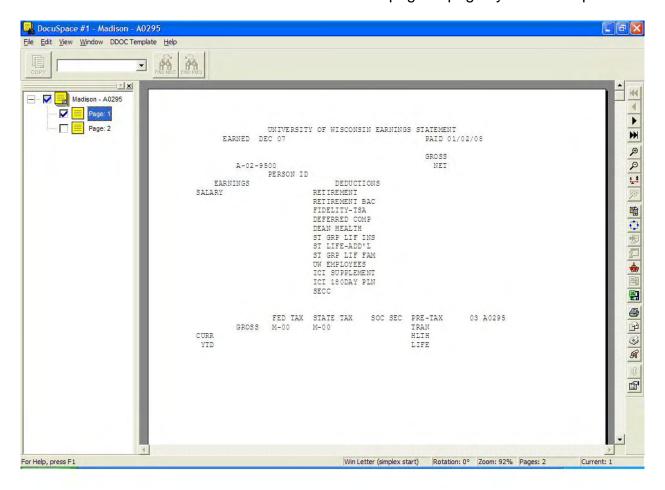
This is the DocuSpace window. You are able to see the actual pages that were returned with the query search.
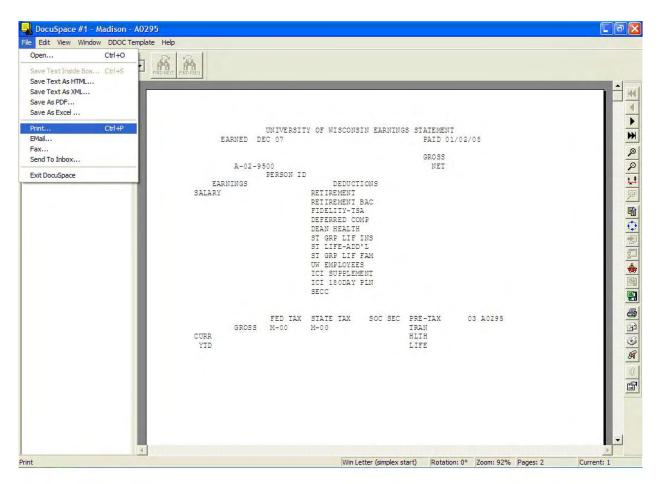
Because of security reasons, identifying data has been removed from the following screen shots.

Now click the check box on the left tree area for the page or pages you want to print.

Now click "File" on the menu bar.
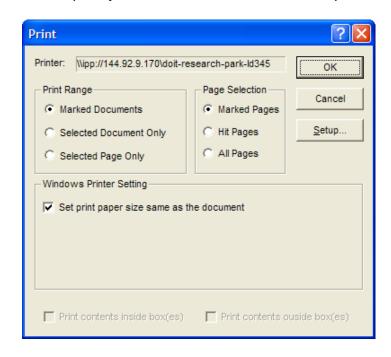Then double click on "Print".

Notice the other options that you also have such that you could Email the document to the person asking for the reprint.

The Fax option does NOT work. This is an extra module that would have to be purchased to do this function.

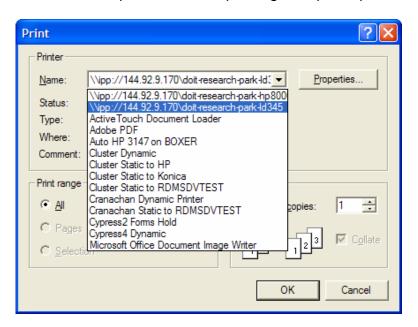However you can do all the Saves that are shown if you so desire.

After you double click on "Print", you will get this screen.
Your default printer will show up where it says printer. If you wish to print to a different device that you have set up on your workstation, click the "Setup" button.

The Setup button will get this screen which allows you to use the drop down to get a list of available printers. Select the printer that you want then click the "OK" button.

Notice that you do have other options such as printing multiple copies.

After you click "OK" on this screen you will then be back to the previous print screen.
Now just click "OK" on that screen and you will get your reprint.