

University of Wisconsin System - HRS

Using Cypress for HRS Reports



Overview

- Overview of Cypress
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- Installing Cypress
- Logging Into the Cypress Inbox
- Finding HRS Reports in the Inbox
- Enhancing Report Clarity in Cypress

Overview of Cypress

- ✓ Cypress is not HRS – it is a separate system with separate security
- ✓ Cypress is a report distribution system used to distribute important HRS reports to “Cypress Inboxes”. Only authorized users can access the Cypress Inbox to view these reports.
- ✓ To become an authorized user of Cypress, you must request and be approved for Cypress access. Once approved, you will be sent instructions for installing the Cypress software on your PC.
- ✓ Not everyone needs access to Cypress. You need Cypress access if your job duties require you to use a report that is distributed via Cypress (e.g. Payroll Coordinators, Benefit Administrators, etc.)
- ✓ When a report is delivered to a Cypress Inbox, the people who have access to that Inbox will receive an email notice that the report has been delivered.

Requesting Access to Cypress

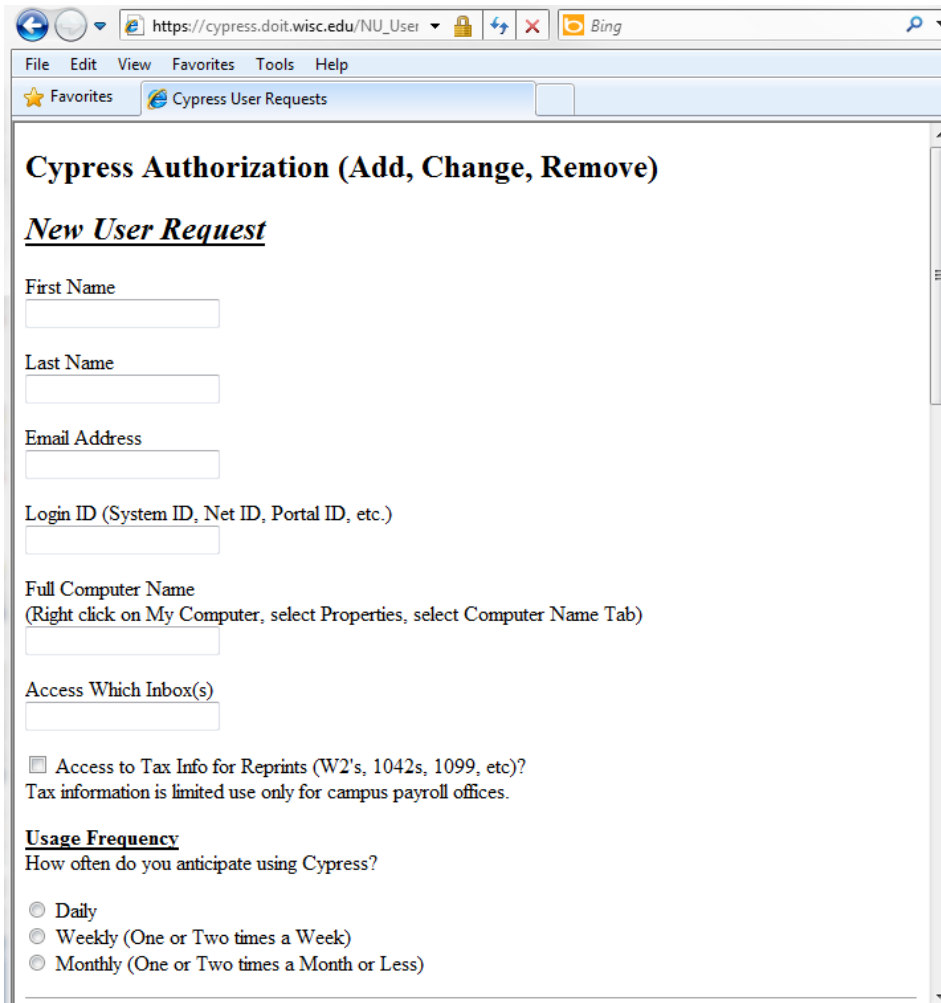
- ✓ Go to the Cypress website: (<https://cypress.doit.wisc.edu/>)

The screenshot shows a web browser window displaying the Cypress website. The address bar shows the URL <https://cypress.doit.wisc.edu/>. The page header includes "COMPUTING @ UW-MADISON DIVISION OF INFORMATION TECHNOLOGY" and a navigation menu with links for "STUDENTS", "FACULTY/STAFF", "SERVICES", "A-D", "E-L", "M-R", "S-Z", "HELP DESK", "TECH STORE", and "ABOUT". Below the header, there are links for "Departmental Store" and "Personal Store". The main content area features the title "Report Distribution Service" and the subtitle "The Power of Report Distribution for the 21st Century". A red text block states: "If this is your first time using the Report Distribution Service, You *must* install the web client first. Please scroll down for installation Instructions." Below this, it says "Click the Cypress Client button to run the Full Web Client" and shows a red button labeled "Cypress Client". Further down, it says "Click the Inbox button to only view your inbox" and shows a red button labeled "Inbox". At the bottom, there is a link "Open Report Distribution Help Window" and a yellow button labeled "Cypress Authorization Request (Add, Change, Remove)". A blue arrow points from the text "Click here to Request / Delete / Change Cypress Access" to the yellow button. The yellow button is circled in blue.

- ✓ Click on the “Cypress Authorization Request” link

Requesting Access to Cypress

✓ Fill out the form:



The screenshot shows a web browser window with the URL https://cypress.doit.wisc.edu/NU_User. The page title is "Cypress Authorization (Add, Change, Remove)". The main heading is "New User Request". The form contains the following fields and options:

- First Name:
- Last Name:
- Email Address:
- Login ID (System ID, Net ID, Portal ID, etc.):
- Full Computer Name (Right click on My Computer, select Properties, select Computer Name Tab):
- Access Which Inbox(s):
- Access to Tax Info for Reprints (W2's, 1042s, 1099, etc?)
Tax information is limited use only for campus payroll offices.
- Usage Frequency**
How often do you anticipate using Cypress?
 - Daily
 - Weekly (One or Two times a Week)
 - Monthly (One or Two times a Month or Less)

- ✓ Name
- ✓ Email Address
- ✓ Campus Login ID
- ✓ Which Cypress Inbox are you requesting access to?
- ✓ Your Computer Name
- ✓ Do you need to run reprints of Tax Forms?

After filling in this information, go to the "Approval" section at the bottom of form...

Requesting Access to Cypress

- ✓ Fill in the “Approval” information and Submit:

The screenshot shows a web browser window with the URL <https://cypress.doit.wisc.edu/>. The browser's address bar shows the Bing search engine. The page title is "Cypress User Requests". The form contains the following elements:

- A text input field for "New Computer Full Name (Right click on My Computer, select Properties, select Computer Name Tab)".
- A section titled **Approval**.
- A checkbox labeled "Campus or Divisional Payroll Office Approval".
- A text input field for "Email Address of Approving Officer".
- Two buttons: "Submit" and "Reset".

Annotations with blue arrows point to the following elements:

- "Click here to To get approval from your Payroll Office" points to the checkbox.
- "Enter the email address of the approving Payroll Officer" points to the "Email Address of Approving Officer" input field.
- "Click Submit - your request will be processed by the Service Center once the Payroll Officer approves" points to the "Submit" button.

Installing Cypress

- ✓ Instructions for installing Cypress can be found at <http://kb.wisc.edu/page.php?id=4912>

Installation Instructions

IMPORTANT:

Cypress is a Windows based product. To run on a Mac, you must use something like Boot Camp, Parallels or Fusion. You then must install Windows in the new partition before you can install the Cypress Web Client.

The current running version of Cypress is Windows 7 compatible.

*You **must** have full Admin rights to your computer.
Have your IT person verify this as well as your Internet Explorer properties.*

Click on this link [Download Standalone File](#) to Download the installation file.
SAVE the file to your computer.
Remember the location where you saved it.
Double click on the saved file on your computer to run the installation.

If you are having problems,
Please contact us at: cypress@doit.wisc.edu

Click [Here](#) to see instructions on how to change your current Cypress Password.
Click [Here](#) to change your current Cypress Password

Notes:


You **MUST** use Microsoft Internet Explorer and enable ActiveX controls.

If you don't know how to do this, please contact your IT person for help.

If you are having a security problem during the installation, please click [here](#) to read extra instructions.

If you are unable to use the Inbox button feature, click [here](#) for further instructions.

Click [here](#) if you would like instructions on how to do ad hoc data extracts from Cypress documents and place the data in an Excel spreadsheet.

- ✓ OR - Go to the Cypress website: (<https://cypress.doit.wisc.edu/>)
- ✓ Scroll down the web page to the Installation Instructions  (as seen here)
- ✓ When your access is approved, you will receive an email with your Cypress User Name and Password

Logging Into the Cypress Inbox

- ✓ Go to the Cypress website: (<https://cypress.doit.wisc.edu/>)

COMPUTING @UW-MADISON DIVISION OF INFORMATION TECHNOLOGY

STUDENTS FACULTY/STAFF SERVICES A-D E-L M-R S-Z HELP DESK TECH STORE ABOUT SEARCH

Departmental Store | Personal Store

Report Distribution Service

The Power of Report Distribution for the 21st Century

*If this is your first time using the Report Distribution Service,
You **must** install the web client first.
Please scroll down for installation instructions.*

Click the Cypress Client button to run the Full Web Client

Cypress Client

Click the Inbox button to only view your inbox

Inbox

Click here to access the Cypress Inbox

Open Report Distribution Help Window

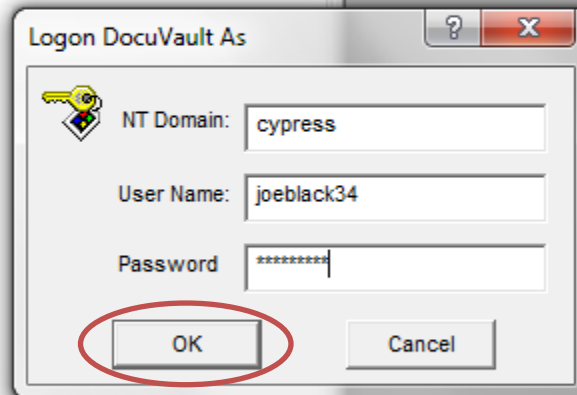
Cypress Authorization Request (Add, Change, Remove)

- ✓ Click on the “Inbox” button to access the Cypress Inbox

Logging Into the Cypress Inbox

- ✓ You will see the logon page:

Report Distribution Inbox



Logon DocuVault As

NT Domain: cypress

User Name: joelblack34

Password: *****

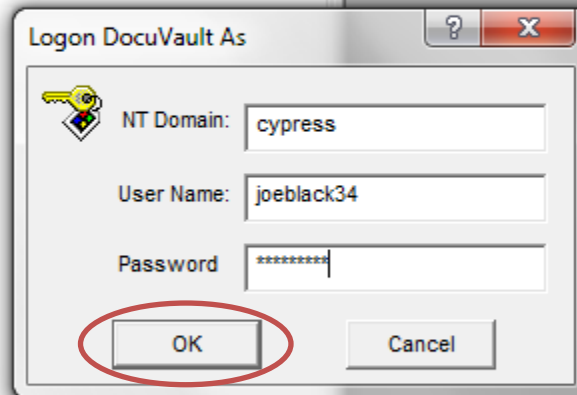
OK Cancel

- ✓ NT Domain is **cypress**
- ✓ Enter your Cypress User Name and Password
- ✓ Click on the “OK” button

Logging Into the Cypress Inbox

- ✓ You will see the logon page:

Report Distribution Inbox



Logon DocuVault As

NT Domain: cypress

User Name: joelblack34

Password: *****

OK Cancel

- ✓ NT Domain is **cypress**
- ✓ Enter your Cypress User Name and Password
- ✓ Click on the “OK” button

Finding HRS Reports in the Inbox

The screenshot shows a web-based inbox interface. On the left is a tree view of folders under 'Prod'. The main area displays a list of reports with columns for 'Title' and 'Created'. A report titled 'UWHRR009 Rate Over Max/Under Min' is selected and highlighted in blue. To the right of the list, a preview of the selected report is shown, including a header with 'University of Wisconsin System' and a table of employee data.

Annotations:

- A red vertical line on the left side of the folder tree.
- Red text: "Cypress Inboxes are listed on the Left Pane" with an arrow pointing to the folder tree.
- Red text: "Cypress Inboxes have folders for each module – report output will be in folders" with an arrow pointing to the 'Human Resources (2)' folder.
- Red text: "Inbox reports are listed here with date created" with an arrow pointing to the report list.
- Red text: "Select a report – report preview is here" with an arrow pointing to the report preview area.
- A red circle highlights the right-hand toolbar, with a red arrow pointing to it from the text: "Selected report can be printed, emailed, or faxed".

Cypress Inboxes are listed on the Left Pane

Cypress Inboxes have folders for each module – report output will be in folders

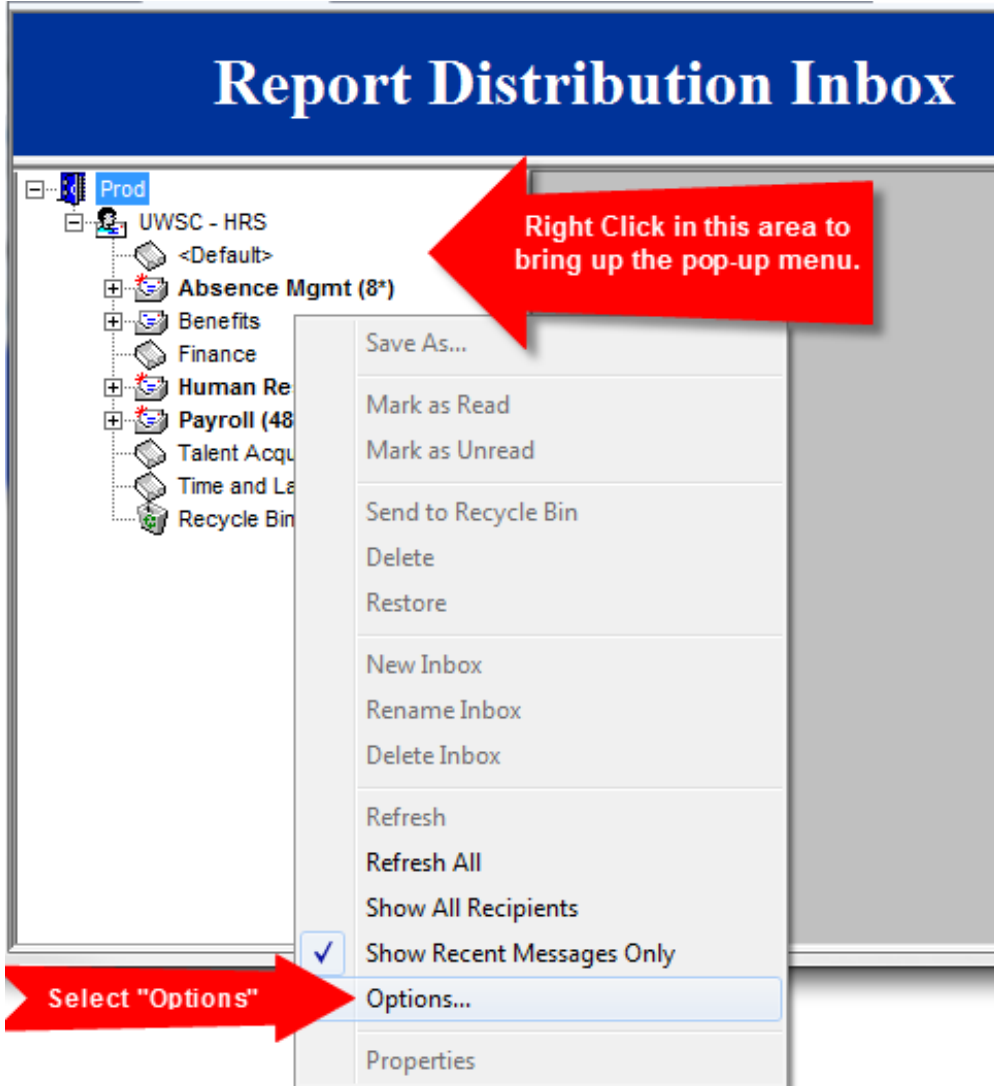
Inbox reports are listed here with date created

Select a report – report preview is here

Selected report can be printed, emailed, or faxed

Enhancing Report Clarity in Cypress

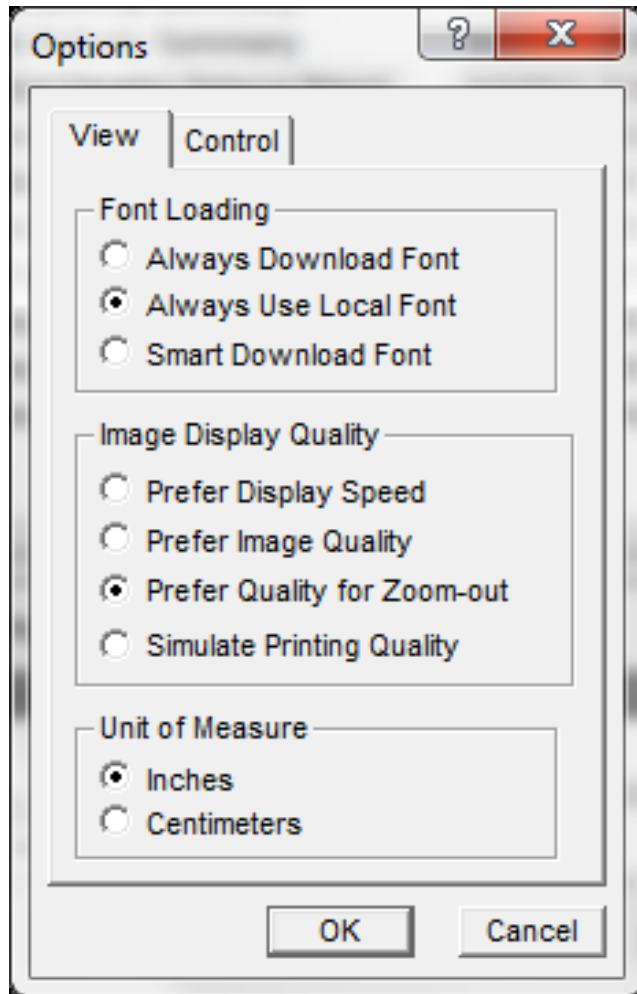
Report Distribution Inbox



There are Options settings in Cypress that help make the report font easier to read:

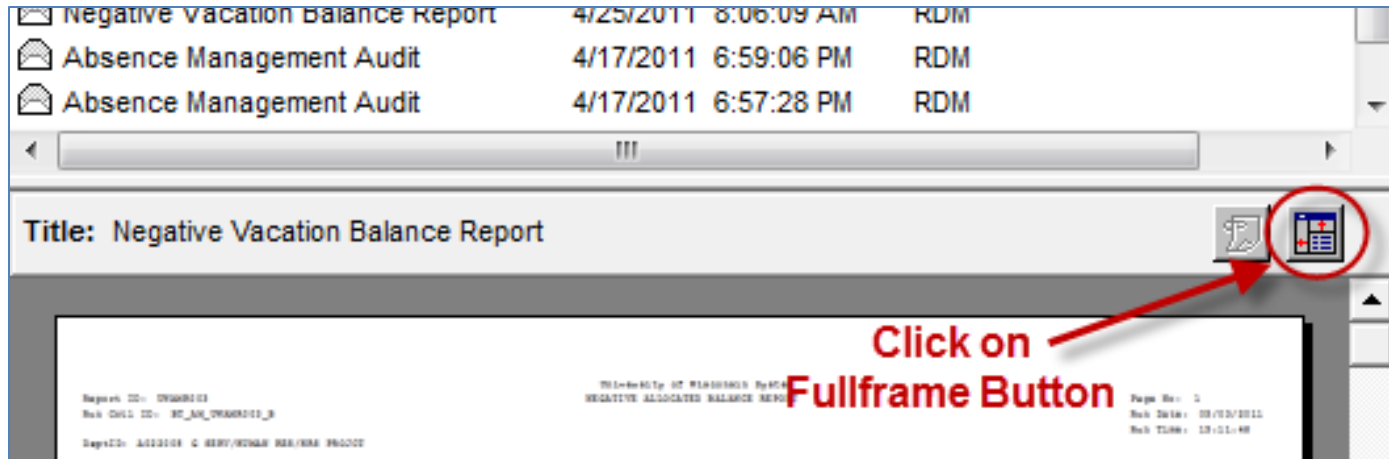
- ✓ Right-click in the left-hand pane that contains the report folders
- ✓ Select the “Options...” menu item
- ✓ The Options window will pop up...

Enhancing Report Clarity in Cypress



- ✓ The "Font Loading" option should be set to "Always Use Local Font"
- ✓ The "Image Display Quality" should be set to "Prefer Quality for Zoom-out"
- ✓ Click "OK" to save changes.

Enhancing Report Clarity in Cypress

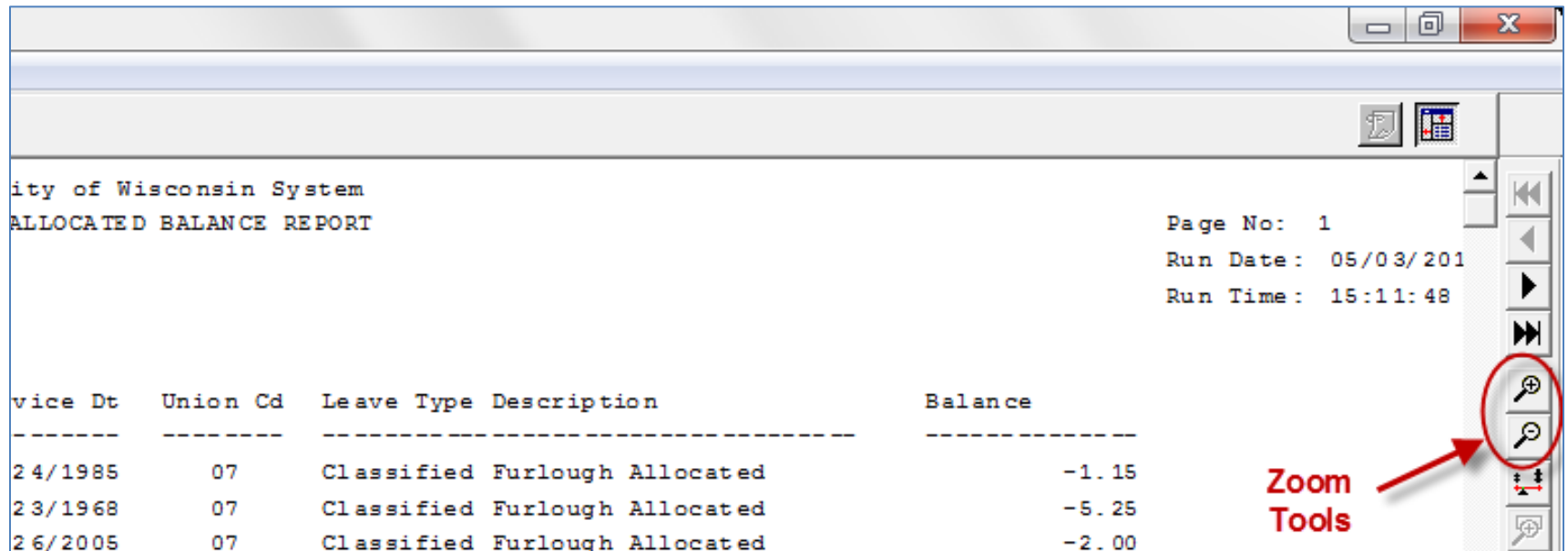


Use the "Fullframe" button to maximize the report viewing window.

Click on the "Fullframe" button to the right of the screen, above the report viewer. The report viewing window expands to make the report easier to read.

Re-click the "Fullframe" button to return the viewing window to its original size.

Enhancing Report Clarity in Cypress



University of Wisconsin System
ALLOCATED BALANCE REPORT

Page No: 1
Run Date: 05/03/201
Run Time: 15:11:48

Effective Dt	Union Cd	Leave Type Description	Balance
24/1985	07	Classified Furlough Allocated	-1.15
23/1968	07	Classified Furlough Allocated	-5.25
26/2005	07	Classified Furlough Allocated	-2.00

Zoom Tools

Use the Zoom Tools to zoom in (or out) and use the scrollbars (to the right and below the report) to minimize the white space on the top and left of the screen...

Enhancing Report Clarity in Cypress

Using the “Pin” tool:

Once you have the zoom set and have scrolled to minimize the white space on the top and left of the report, you can "pin" the report position (see the diagram on the next page).

Create a “pin” on the report by double clicking on any location on the report. When you do, you will see the "pin" and the horizontal and vertical "pin lines".

"Pinning" the report in this manner does two things:

1. Keeps the report “locked” in the same position when moving from page to page.
2. The sections of the report above and to the left of the "pin lines" stay stationary. You can scroll the “body” of the report up & down or left & right.

This allows you, for example, to set the pin below the column headings and scroll up and down in the page while keeping the column headings visible.

Enhancing Report Clarity in Cypress

Inbox Viewer #1 - ASG-Cypress

File Edit View Document Window Help

Title: Exception/Override

As Of Date: 05/03/2011 This area "above the pin line" stays stationary while you scroll up and down

Department A011010 GEA/UNIVERSITY ADMIN/CHAN OFC

Position Effective Reports

No./Emplid	Date	Position Title/Employee Name	Rcd#	To	DeptID
01472718	02/10/2011 *	Student Staff			A01101
00563626	02/10/2011	NICHOLAS FASCIANO	0		A01101
01379310	02/10/2011 *	Student Staff			A01101
00565392	02/10/2011	SHIMIN SHEN	0		A01101
01381524	02/10/2011 *	Student Staff			A01101
00573547	02/10/2011	KRISTIN LUNDQUIST			A01101

This area "to the left of the pin line"... stays stationary while you scroll left or right.

Double-click here to place "Pin" on this spot

This "data area" is scrollable...

Vertical and Horizontal "Pin Lines"

Note: Double-click on the "Pin" to remove it...

For Help, press F1 Win Letter (simplex next) Rotation: 0° Zoom: 174% Pages: 4790 Cur

The End