Cyfin

admin: \*\*\*\*\*

password: \*\*\*\*\*\*\*\*

UPDATE (01/13/2016) – 15 Kb files originally were meant to be removed as verbally instructed.

This is no longer the case. Keep those files as verbally instructed.

## Web Reports

Reports are stored in;

[\\FileServer\Dept\Web Reports](file:///\\FileServer\Dept\Web%20Reports)

Create a new folder inside each parent folder / the appropriate year like so

**YYYY-MM-DD**

\*\*\***The date will always be on a Monday**\*\*\*  
 For Example: [\\FileServer\Dept\Web Reports\Information Technology\2015\2015-11-30](file:///\\FileServer\Dept\Web%20Reports\Information%20Technology\2015\2015-11-30)

Managers would most likely be interested in not for work links visited. These will be stored in a file with a similar name as seen below;

*Example*: [20151130\_230759\_Enterprise\_Information\_Technology\_Unacceptable\_Visits.html](file:///\\FileServer\Dept\Web%20Reports\_Scripts\20151130_230759_Enterprise_Information_Technology_Unacceptable_Visits.html)

In these file links unrelated to work will most often be seen around noon for obvious reasons.

## Manually Run a Report

1. In Cyfin go to the black toolbar and hover over ‘**Reports**’
2. Select the drop down option ‘**Schedule**’
3. Select the forth option ‘**Run Now**’
4. Select each report starting with **Weekly Activity – Accounting**
5. Make sure to do **Weekly Activity – Email** last

Moving a user to a new or different Group ID

1. In the top black toolbar hover over ‘**Advanced Settings**’
2. Select the drop-down option ‘**Groups and IDs**’
3. Under the ***Edit*** section select ‘**Move**’
   1. For new users go to the group “**Ungrouped IDs(\_)**”
      1. If the number beside Ungrouped IDs is more than 0 it is likely a new user needs to be moved to the Destination Group
      2. If the above is greater than *0* follow the below steps for the new user
   2. For pre-existing users go to the appropriate group they should be in
      1. Select the user’s name
      2. In the Select Destination Group select the appropriate department they should go to
      3. Select **Submit**

## Renaming a Group or ID Name

1. In the top black toolbar hover over ‘**Advanced Settings**’
2. Select the drop-down option ‘**Groups and IDs**’
3. Under the ***Properties*** section select ‘**Modify**’
4. Select the group or department of the user
5. Find the user on the right
6. Make any changes that need to be made to the group or user
7. Click on the **Submit** button

## Terminations

* If an employee appears on the New Hires and Terminations ticket under the terminations section of their department remember to do the following;

1. In the top black toolbar hover over ‘**Advanced Settings**’
2. Select the drop-down option ‘**Groups and IDs**’
3. Under the ***Properties*** section select ‘**Move**’
4. Select the group or department of the user
5. Find the user on the right
6. In the **Groups** panel select ‘**Previous Employees (\_\_)**’
7. Click on the **Submit** button

* These steps should be followed after updating Active Directory and Employee Contacts