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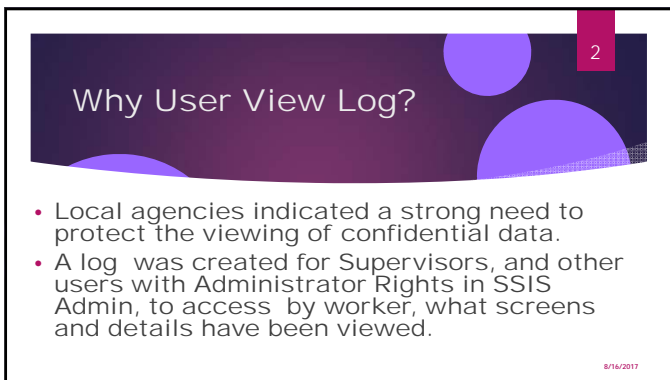
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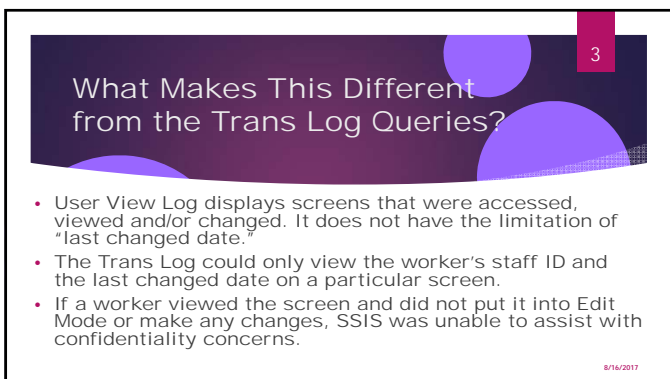
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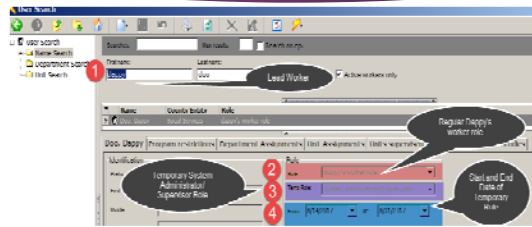
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## How to Enter a Temporary Role

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## SSIS Admin Temporary User Role

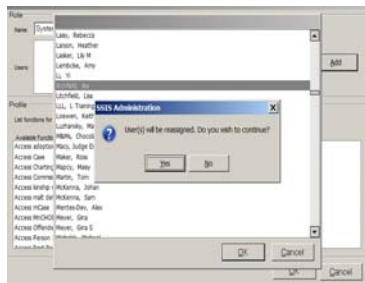
A staff member may need to assume the duties of the Administrator/Supervisor for a brief period of time.

In this scenario, if a temporary user can be assigned the Temporary Administrator/Supervisor.

Temporary roles are meant only for short-term needs.

Note the warning message that appears in this process.

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## Identify Staff Currently assigned to System Administrator

In SSIS Admin, Access Tools Menu-General Reports- Security Reports



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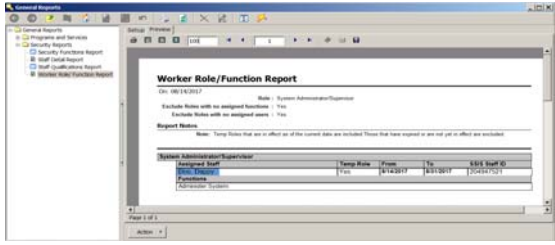
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# Worker Role/Function Report

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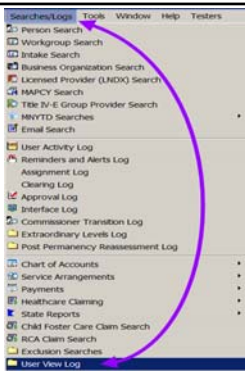
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# Accessing User View Log in SSIS Worker/Fiscal Searches/Logs

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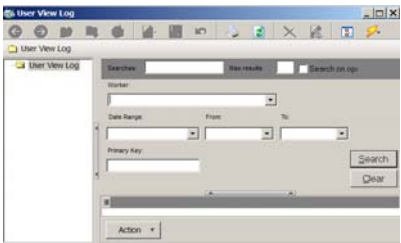
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# User View Log Display

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## Field Names and Meanings

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- ▶ Worker lists all staff in the agency
- ▶ Date Range can be selected from the drop down menu. Be aware that thousands of records may display if the time frame selected is too long
- ▶ A From and To date is available for a known period of time a worker may have accessed a record.
- ▶ The Primary Key displays either an SSIS Worker # or an SSIS Workgroup #. This further narrows the scope of the search.
- ▶ The screens accessed display in the tree view and in the grid.

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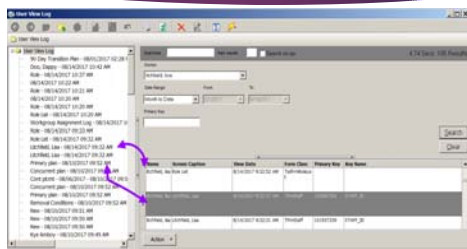
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## User View Log Search & Display

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## Field Names and Meanings

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- ▶ The grid columns contain:
  - ▶ Name: Worker logged on
  - ▶ Screen Caption: What screen was being looked at
  - ▶ View Date: Notes date and time of viewing
  - ▶ Form Class: What SSIS considers a screen.
  - ▶ Primary Key: The SSIS Worker ID# or the SSIS Workgroup ID#. Supervisors can type in this number if known.
  - ▶ Key Name: Denotes workgroup, document set-up, placement screen, etc., in this column.

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“Privacy – like eating and breathing – is one of life’s basic requirements.”

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Questions?

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SSIS Help Desk, [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

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