

## Keyboard mapping can improve time efficiency

SSIS has received requests from county accounting staff to support keyboard mapping for workers who enter large amounts of payments. After discussion and research, SSIS suggests two options for county staff who wish to program/ remap their keyboard – a third party software solution and a hardware solution.

### Third Party Software Solution:

Freeware is available that allows one to remap keys on a standard keyboard by altering the Windows registry. The software requires a reboot for the remapping to take effect. If a worker *only* wants this remapping applied for one screen, then the user would have to remap the keyboard and reboot before using the new mapping. To go back to the default mapping, clear the remapping and reboot again. Click on these links to check out two examples of software for remapping keyboard layouts: <http://webpages.charter.net/krumsick/> or [http://www.randyrants.com/2006/04/sharpkeys\\_21.html#comments](http://www.randyrants.com/2006/04/sharpkeys_21.html#comments)

### **Vendor Import daily schedule changed**

Issue #53 of the Flyer (12/21/2007) announced a change to the Vendor Import Schedule to run daily at 11:00 a.m. for all counties that had not already changed the setting to run daily.

**Please note that the time has been changed to 11:30 to accommodate server schedules.**

### Hardware solution:

There are programmable keypad with either PS2 or USB connections available for \$50 to \$60 per keypad. Workers can purchase and use these in addition to the standard keyboard.



The keypad can be configured and can also store multiple key strokes in one key. This means that common comment blurb that the user frequently uses could be stored as a single keystroke using one of the four additional keys. There is required user setup to use this feature.

SSIS purchased and tested one keyboard model from this source:

<http://www.barcodebonanza.com/products/g84-4700-point-of-sale-keyboards.jsp?ga>

This keyboard has 21 keys, four of which are individually inscribable function keys. It is designed for either right- or left-handed users. The product requires a USB connection. Keypad programming can be used with Windows 98, ME, 2000 or XP.

**Note:** *There are many other keypads available; SSIS does not recommend a particular product.* Whether using the software or hardware suggestions, accessing the SSIS application from a remote computer or through Citrix should work well.

## Next Fiscal mentor meeting is January 29

The January 29 Fiscal Mentor Meeting's 23 VPC sites are listed on CountyLink. The meeting will run from 9 a.m.-12:30 p.m.

Register on TrainLink's page at:

<http://pathlore.dhs.state.mn.us/stc/ssis/psciis.dll?mainmenu=ssis>

## Centralized Training database will include Version 5.0 in mid-January

Beginning January 14, the Centralized Training database will include Version 5.0 and allow users to preview the upcoming release. One instance of the Centralized Training database will be available to counties every weekday, excluding holidays. Registration to use the Centralized Training database is on a first come, first served basis. Upon registration, a county will receive 10 user IDs and Passwords to the database.



Registration slots are limited to one county per half day. Possible scenarios include County X registering for both morning and afternoon training on January 23, then County Y registering for the morning session on January 24 and County Z registering for the afternoon session on January 24.

### **Register for V5.0 training**

The enrollment period for January's Version 5.0 training dates has passed. If you still need to register and can attend at Crookston on January 23-24, have your SSIS Coordinator or Fiscal Mentor e-mail [ssisregister@state.mn.us](mailto:ssisregister@state.mn.us) to see if there are openings on the roster.

The SSIS Navigation Basics course is for adult workers to learn basic navigation skills prior to working with Vulnerable Adult/Common Entry Point functionality in Version 5.0.

### **How to register and prepare:**

1. Worker and Fiscal primary mentors and county trainers may register.
2. E-mail your registration to [ssisregister@state.mn.us](mailto:ssisregister@state.mn.us) with "Centralized Training Request" in the Subject line.
3. Indicate which day(s) you want to train and provide a contact name for the session.
4. SSIS will confirm availability and registration.
5. SSIS will email instructions for installing/testing the Citrix Client and using the Centralized Training database, and a list of assigned user IDs and Passwords for the Citrix Client. The county trainer and county IT department must install and test the Citrix Client at least one week before training and report success to SSIS.

### **CountyLink Additions**

These SSIS web documents have been posted:

- ◆ V5.0 Release Training handouts
- ◆ Worker Mentor rosters
- ◆ Centralized Training Database calendar

### **SSIS Frequently -Called Phone Numbers**

Main Line 651-431-4800 Help Line 651-431-4801

Fax 651-431-7521 [ssishelp@state.mn.us](mailto:ssishelp@state.mn.us)