

## QUICK REFERENCE GUIDE

Updated November 27, 2019

### Accessibility Guide

Minnesota Management & Budget follows the State's Accessibility Standard (as per section 508 and the Web Content Accessibility Guidelines, or WCAG) to ensure the Financial Management System is accessible.

To improve accessibility for SWIFT, turn on Screen Reader Mode while logging in.

### Turn on Screen Reader Mode from the login page

Access the [Administrative Portal](http://mn.gov/adminportal) from the following link: <http://mn.gov/adminportal>

1. Enter your *User ID* and *Password*.
2. Select the **Enable Screen Reader Mode** checkbox, and press the **Sign In** button.

The screenshot shows the login interface for the Minnesota Administrative Portal. At the top left is the Minnesota logo, consisting of a white lowercase 'm' and a green lowercase 'n'. To the right of the logo, the word 'MINNESOTA' is written in white, uppercase letters. Below the logo and name, the text 'Administrative Portal' is displayed in white. The login form consists of two white input fields: the top one is labeled 'User ID' and the bottom one is labeled 'Password'. Below the 'Password' field is a green button with the text 'Sign In'. At the bottom of the form, there is a checkbox labeled 'Enable Screen Reader Mode'. A red arrow points to this checkbox from the left.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

A message will display to allow the user to save the Screen Reader Mode setting to their user profile. **Yes** will enable Screen Reader Mode for all sessions, and **No** will enable Screen Reader Mode for the current session only.

**Message**

Screen reader mode turned on from Login Page. Would you like to update your user profile to use screen reader mode?

A message confirming that Screen Reader Mode was enabled for the user profile. Press **OK**.

**Message**

Your User Profile has been updated to set Screen Reader Mode On. If you want to change additional settings please navigate to My Preferences page.

Screen Reader Mode is now turned on in SWIFT.

Fields being read in Screen Reader Mode are highlighted.

**Voucher**

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

## Troubleshooting Screen Reader Mode

### **Some address fields that are required are not identified as required to either visual users or screen reader users.**

Select save. If a required field has not been entered, an error message will display, and the screen reader will announce that input is necessary.

### **Screen reader does not announce when Saving.**

After saving, select the status of the most recent task that you intended to save. The screen reader will announce the status if the save was successful. If there is no status, the task was not saved and will need to be re-entered.

### **Screen Reader Mode may not be turning on or off.**

Log off and close the browser. Reopen browser and clear cache. Changes to Screen Reader Mode should take effect.

### **JAWS will not read a PDF file that is open in Internet Explorer (IE).**

Download the PDF or use another browser such as Chrome or Firefox when using JAWS.

### **When accessing the Administrative Portal through a mobile device, user may be able to leave a modal dialogue window.**

A modal window is a sub-window that pops-up requiring the user to respond. Therefore, the required response may be missed and the user unable to navigate further through the website.

Enable Screen Reader Mode while using a mobile device to contain the focus within the modal window. The screen reader will announce the dialogue window that requires a response.

### **Drag and drop is not available on the Administrative Portal Homepage, Personalize Homepage, and Personalize NavBar pages for screen reader users.**

Currently drag and drop functionality is not available for a screen reader user. A screen reader user is not able to customize their navigation experience.

### **Charts may not be accessible to screen readers.**

There are grids that accompany charts. The grids convey the same information as the chart and the content will be read by the screen reader.