

Documents Overview 1 – WINNIE Online Training Module

MARCH 2023

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It provides an overview of documents generated by WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being March 27, 2023.

Clinic Action Menu

<Transition Slide>

<screen description – no audio> Slide transitions from topic slide to Ella Ment's Demographics page.

<Waiting>

<screen description – no audio> Spin icon displays.

Clinic Actions

Click Documents in the Clinic Actions menu.

Affidavit

The only document available to us is the Multi-Purpose Affidavit Form, which should sound familiar.

Go ahead and click on it.

<no audio> Click the Multi-Purpose Affidavit Form link.

Language

Click the Language dropdown.

Spanish

We can provide this document in English or Spanish.

Let's select Spanish.

Generate

Click OK.

<no audio> Click the OK button.

<Transition Slide>

<screen description – no audio> Clinic Services page slides down to show WINNIE browser tab.

New Tab

The document automatically opens in a new browser tab in our default browser.

We may not read Spanish, but this still should look familiar; it's the Waiver of Proofs we use if a participant is completely unable to provide proof of identity, residence, or income.

Regardless of the browser we use, Edge or Chrome, if we hover over the tab...

Click the button to continue.

Temporary Data

...it indicates this is temporary data, which means it isn't downloaded to our computer.

This form doesn't have any private data until the participant signs it and adds their name.

Remember, we must always ensure private data is kept private.

Options

We can either print and scan it or, if our agency has an electronic method for signing this document, we can save and import it.

Click the Save icon.

PDF

We just want to note that WINNIE documents that immediately open in the browser will export as a PDF.

Click the Cancel button.

Close Doc

Click the x in the tab to close the document and return to WINNIE.

<Transition Slide>

<screen description – no audio> WINNIE Documents page transitions to topic slide.

Pop-up Blockers

Select Browser

Click either the Google Chrome or Microsoft Edge button, based on your default browser, to review information about Pop-up Blockers.

Google Chrome

For the following information, please note that browser features and pages may change between when this module was developed and when it is viewed.

Click the button to continue.

<Transition Slide>

<screen description – no audio> Topic slide transitions to WINNIE Documents page.

Chrome Pop-up Icon

In Chrome, if the document we are trying to generate doesn't automatically display in another browser tab, we should look for the pop-up blocker icon in our address bar.

Go ahead and hover over the icon, then click on it.

<no audio> Hover over the Pop-up icon then click it.

Pop-ups Message

In the Pop-ups Blocked message, we should select always allow pop-ups and redirects from WINNIE.

Click the radio button.

Message Done

Click the Done button.

Chrome Settings 1

The icon is gone from the address bar and in general, we should be good to go.

However, the pop-up blocker may still occur if a document is generated from a different page within WINNIE.

We should be proactive and ensure we can always generate documents in WINNIE by adjusting our browser settings to allow pop-ups when working in WINNIE.

Let's go to the browser Settings.

Click anywhere for a hint.

<hint – audio> Click the 3 vertical ellipses to the far right of the address bar.

Chrome Settings 2

<hint – audio> Select Settings from the menu.

Chrome Settings 3

Click Privacy and security.

Chrome Settings 4

Select Site settings.

Chrome Settings 5

We are looking for Pop-ups and redirects.

Click below the scroll bar twice.

<no audio> Click below the scroll bar.

Chrome Settings 6

<no audio> Click below the scroll bar.

Chrome Settings 7

Pop-ups and redirects. Go ahead and select it.

<no audio> Select Pop-ups and redirects.

Chrome Settings 8

Click below the scroll bar

Chrome Settings 9

We are going to set a customized behavior for WINNIE to allow pop-ups for the entire site.
Click the Add button.

Chrome Settings 10

We want to enter the WINNIE URL into the Site text field.

<screen description - no audio> <https://appwinnie.mnwic.net> typed into field.

Then click the Add button.

Chrome Settings 11

That's all there is. Go ahead and close Settings.

<no audio> Click the x in the Settings tab.

<Transition Slide>

<screen description – no audio> WINNIE Documents page scrolls up to no longer display browser tabs.

Click the button to continue.

Microsoft Edge

For the following information, please note that browser features and pages may change between when this module was developed and when it is viewed.

Click the button to continue.

<Transition Slide>

<screen description – no audio> Topic slides transitions to WINNIE Documents page.

Edge Pop-up Icon

If the document we are trying to generate doesn't automatically display in another browser tab, we should look for the pop-up blocker icon in our address bar.

Go ahead and hover over the icon.

<no audio> Hover over the Pop-up icon.

Click the button to continue.

Edge Settings 1

We should be proactive and ensure we can always generate documents in WINNIE by adjusting our browser settings to allow pop-ups when working in WINNIE.

Open the settings.

Click anywhere for a hint.

<hint – audio> Click the 3 horizontal ellipses to the far right of the address bar.

Edge Settings 2

<hint – audio> Select Settings from the menu.

Edge Settings 3

Click Cookies and site permissions.

Edge Settings 4

We are looking for Pop-ups and redirects.

Click below the scroll bar.

Edge Settings 5

Pop-ups and redirects. Goo ahead and select it.

<no audio> Select Pop-ups and redirects.

Edge Settings 6

We need to allow the WINNIE site to always display pop-ups by adding it to our site permissions.

Click the Add button.

Edge Settings 7

We want to enter the WINNIE URL into the Site text field.

<screen description - no audio> <https://appwinnnie.mnwic.net> typed into field.

Edge Settings 8

Then click the Add button.

Edge Settings 9

That's all there is to it. Go ahead and close Settings.

<no audio> Click the x in the Settings tab.

<Transition Slide>

<screen description – no audio> WINNIE Documents page slides up to no longer show browser tab.

Return to Search

Let's go back to our search screen. Go ahead.

<failure – audio> Click Search under Participant List on the sidebar.

Search

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or false?

We should be proactive and ensure we can always generate documents in WINNIE by adjusting our browser settings to allow pop-ups when working in WINNIE.

Answer #1

The answer is True.

To ensure documents aren't blocked by our browser's "Pop-ups and Redirects" settings, we should be proactive and add the WINNIE URL to the site permissions.

End

End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

DOCUMENTS 1

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