

Calendar 4F – Overwrite – WINNIE Online Training Module

MAY 2023

Introduction

Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is an overview of using the overwrite function in Calendar in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being June 1, 2023.

Overwrite

<Transition Slide>

<screen description – no audio> Slide transitions from topic slide to Resource Schedules page.

Calendar 167A

We completed our June calendar for Clinic 167 a week ago or so.

Click the button to continue.

Grid 1

Now we've decided we need to change our hours to a little earlier on Fridays.

Click the button to continue.

WIC STAFF: We need to change our Fridays to start and end a little earlier...

Calendar 167B

We could delete them and re-add our CPA 1 Friday schedules, or we can use the Overwrite function to replace them.

Let's overwrite them.

Expand the Resource Schedules panel. Click for a hint.

<audio – hint> Click the plus sign icon to the far right of the Resource Schedules header.

Overwrite 1

First, we always want to verify we are working in the correct clinic, and we are, clinic 167.

We are changing our Friday schedules in June for CPA 1, and again, we will use the WIC weeks and days to specify which schedules to overwrite.

Go ahead and select CPA 1 and use the calendar controls to select June 1 and June 30 for the From and To Dates.

Overwrite 2

<no audio> Go ahead and select CPA 1 and use the calendar controls to select June 1 and June 30 for the From and To Dates.

Overwrite 3

The Overwrite toggle will simultaneously delete and replace any existing resource schedules during the specified time period, as long as there aren't any appointments or group education classes scheduled for those resources.

Overwrite 4

Toggle on Overwrite.

Overwrite5

Go ahead and toggle on the day we are overwriting. Click for a hint.

<audio – hint> Toggle on Friday.

Overwrite 6

We don't want to create a schedule for 4th week when we have our All Staff Meeting...

Overwrite 7

...so Select All then de-select 4th week, type 9:00 AM and 1:00 PM into the Start and End Time fields, then Save.

Overwrite 8-20

<no audio> Select All then de-select 4th week, type 9:00 AM and 1:00 PM into the Start and End Time fields, then Save.

Waiting

<screen description – no audio> Spin icon displays.

Conflict Message 1

An information message displays with a bulleted list indicating the dates of any appointment or group ed class conflicts that may exist.

What it doesn't say, like all these conflict messages, is that because there is already an appointment on the 16th that resource schedule cannot be overwritten.

Click the OK button.

Overwrite 21

Let's collapse the Resource Schedule panel to view the calendar. Click for a hint.

<audio – hint> Click the minus sign icon to the far right of the Resource Schedules header.

Edit 1

Although we couldn't overwrite the schedule for the 16th, we can still adjust it as long as the appointment's or group ed class's start and end times are inside the proposed new start time and end time for the resource schedule.

Edit 1A

Do you remember how? Adjust CPA 1's schedule to 9 AM to 1 PM.

Use dropdowns whenever available.

Go ahead. Click anywhere for a hint.

<no audio> Adjust CPA 1's schedule on Friday, 6/16 from 10AM-2PM to 9AM-1PM. (Use dropdowns whenever available.) Click anywhere for a hint.

<audio – hint> Click the CPA 1 row on June 16th.

Edit 2

<no audio> Adjust CPA 1's schedule on Friday, 6/16 from 10AM-2PM to 9AM-1PM. (Use dropdowns whenever available.) Click anywhere for a hint.

<audio – hint> Click the Edit button.

Edit 3

<no audio> Adjust CPA 1’s schedule on Friday, 6/16 from 10AM-2PM to 9AM-1PM. (Use dropdowns whenever available.) Click anywhere for a hint.

<audio – hint> Click the Start Time field or clock icon.

Edit 4

<no audio> Adjust CPA 1’s schedule on Friday, 6/16 from 10AM-2PM to 9AM-1PM. (Use dropdowns whenever available.) Click anywhere for a hint.

<audio – hint> Select 9:00 AM from the dropdown.

Edit 5

<no audio> Adjust CPA 1’s schedule on Friday, 6/16 from 10AM-2PM to 9AM-1PM. (Use dropdowns whenever available.) Click anywhere for a hint.

<audio – hint> Click the End Time field or clock icon.

Edit 6

<no audio> Adjust CPA 1’s schedule on Friday, 6/16 from 10AM-2PM to 9AM-1PM. (Use dropdowns whenever available.) Click anywhere for a hint.

<audio – hint> Select 1:00 PM from the dropdown.

Edit 7

<no audio> Adjust CPA 1’s schedule on Friday, 6/16 from 10AM-2PM to 9AM-1PM. (Use dropdowns whenever available.) Click anywhere for a hint.

<audio – hint> Click the Save & Close button since we want to close the modal

Calendar Done

Let’s take a look at our Clinic Schedule one more time. Go ahead. Click anywhere for a hint.

<no audio> Go to the Clinic Schedule. Click anywhere for a hint.

<audio – hint> Click the Toggle Application icon or on “Agency Administration” on the blue header.

Module Launcher

<no audio> Go to the Clinic Schedule. Click anywhere for a hint.

<audio – hint> Click the Clinic Services button.

Search

<no audio> Go to the Clinic Schedule. Click anywhere for a hint.

<audio – hint> Click Clinic Schedule on the sidebar.

Waiting

<screen description – no audio> Spin icon displays.

Clinic Schedule 1

Let's collapse the Scheduler panel...

Clinic Schedule 2

...and take a look at the month view.

Waiting

<screen description – no audio> Spin icon displays.

Clinic Calendar 1

This is the calendar for clinic 166.

The colors of the calendar cells are light gray for past dates, green for the current date, white for dates with resource schedules, and dark gray for future dates without resource schedules.

Select Clinic 167 – Cottage Grove from the Clinic dropdown.

Clinic Calendar 2

<no audio> Select Clinic 167 – Cottage Grove from the Clinic dropdown.

Clinic Calendar 3

Notice that in month calendar view, only our blocks, holidays and events, and appointments display; not our resource schedules.

Days with resource schedules are simply represented by white calendar dates.

Clinic Calendar 4

One last thing to note. Notice that the appointment on the 16th that inhibited our ability to overwrite the resource schedule falls well within our new start and end times of 9AM to 1 PM, which is why we could use edit to adjust the schedule.

This concludes our overview of creating calendars in WINNIE.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or False?

The Overwrite toggle will, no matter what, delete and replace all existing resource schedules during the specified time period.

Answer #1

The answer is False.

If a resource schedule already has an appointment or a group education class scheduled, the Overwrite function will **not** replace the existing schedule.

Multiple Choice Q#2

We were able to edit CPA 1's schedule on the 16th because... (single answer)

- A. The new Start Time was earlier, and the End Time later, than the scheduled appointment.
- B. We can always change the time when using edit.
- C. Both the new Start Time and End Time were earlier.
- D. When editing, the system only checks for blocks; it doesn't check for appointments.
- E. None of the above.

Answer #2

The answer is A.

When editing resource schedules, as long as the proposed Start Time is **before** and the proposed End Time is **after** any scheduled appointments or group education classes, we can edit the time.

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.

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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