Help – 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 Help in WINNIE, the MN WIC Information System.

Help

<Transition Slide>

<screen description – no audio> Slide transitions from Help topic slide to Participant Search page.

Help Icon

Help can be found in the top right corner of each WINNIE page.

Click on Help.

Side Panel

Help first opens in a scrollable side panel.

An all-text detailed description of fields and functions for the page it was opened on.

Go ahead and hover over the icons then click the Toggle Large View icon.

<screen description> Plus Sign icon displays Toggle Large View tooltip.

<screen description> Open Book icon displays Open All Help tooltip.

<Transition Slide>

<screen description – no audio> Help expands to midpoint of page. Slide transitions down to show browser tabs, address field and favorites bar.

Find

We can use the browser's find function, CTRL + F, to search for something specific on the page.

Press the Ctrl key at the same time as the F key.

Search Help

Let's type "details" into the find field.

Find Details

The text will be highlighted in the content being displayed.

Go ahead and close the find bar.

<no audio> Click the X to close the find bar.

Open All Help

Next, let's click the Open All Help icon.

<Transition Slide>

<screen description – no audio> Slide transitions from DFDD page to topic page.

DFDD

<screen description – no audio> Slide transitions from topic page back to DFDD page.

DFDD

A new tab opens in our default browser.

Again, it opens to the contents for the page we were on in WINNIE, but this time the information displays as part of the SPIRIT Web Detailed Functional Design Document, or DFDD.

The DFDD has the same text that displays in WINNIE, but also includes print screens and navigation to other system information.

<Transition Slide>

<screen description – no audio> Slide transitions from DFDD to information slide.

Note

We should note that the DFDD provides information about functionality found in the SPIRIT system, the foundation software for WINNIE.

Any changes that may occur due to MN business practices, such as the colors associated with WIC Categories on the Search page or the specific pages required to complete a certification, will not be reflected in the DFDD.

<Transition Slide>

<screen description – no audio> Slide transitions from information slide back to DFDD.

Hover DFDD Icons

Go ahead and hover over the icons to see their tooltips.

Click the button to continue.

TOC

The Table of Contents provides information based on navigation, modules, and the menu groups within each module.

If we want to see more information about the Clinic Actions menu group, we simply expand the sections.

<no audio> Click the + next to Clinic Actions menu group.

Clinic Actions Menu Group

Notice that this has a lot more options than we see in our Clinic Actions menu in WINNIE.

Help and the DFDD also provide information for all SPIRIT fields and functionality regardless of the **access** provided by our assigned roles.

We can search the entire DFDD using the Search field.

Click into the Search field.

Search DFDD

Let's type high risk and click the magnifier icon.

<no audio> Type "high risk" and click the magnifier icon.

Search Page

Searching the DFDD automatically opens the search page.

Any sections that have any text that match our search display on the left sidebar.

Click on Risk Factors in the Clinic Service Module.

Search Results

Any text that fully, or partially, matches our search text is highlighted.

Click the button to continue.

Glossary Icon

We can also use the glossary to search for topics.

Click the Glossary icon.

Glossary

The glossary provides an alphabetical listing of terms, functions and fields included in SPIRIT.

<Transition Slide>

<screen description – no audio> Slide transitions from Glossary page in DFDD to information slide.

DFDD Availability

We don't have to be logged in to WINNIE to use the DFDD.

We can access Help at: https://appwinnie.mnwic.net/doc/dfdd/index.htm

However, it is part of the Information System so its availability is the same as WINNIE's:

- Monday - Friday 7AM-8PM
- Saturday 7AM-12PM
- Sunday 7AM-2PM

<Transition Slide>

<screen description – no audio> Screen transitions from information slide back to Glossary DFDD page.

Close DFDD

Since we never logged into the DFDD, we don't have to log out of it.

Go ahead and close the DFDD by closing the browser tab.

<no audio> Click the X in the browser tab.

Close Help

Click the X next to Help to close it.

Exit Slide

<screen description> Help closes and Participant Search page displays.

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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