

# WINNIE Training Tasks

August 2024

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|  | **Task** | **Training Reference** |
|  | Turn on SWIPe | [Hardware](https://www.health.state.mn.us/training/cfh/wic/winnie/hardware/index.html) |
|  | Clear browser cache | [Accessing WINNIE 2](https://www.health.state.mn.us/training/cfh/wic/winnie/access2/index.html) |
|  | Change browser zoom. Find one that works best for you. | [Accessing WINNIE 3](https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html) |

The following were identified by St. Paul-Ramsey as important tasks to practice prior to WINNIE roll-out.

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|  | **Task** |
|  | Login and toggle on Remember Me |
|  | Search for a participant using your first and last initials |
|  | Logout and log back in |
|  | Create a new household |
|  | Add a member to an existing household without opening a folder |
|  | Add a member to an existing household after opening the folder |
|  | Open the folder for a participant that belongs to another clinic without transferring them |
|  | Transfer a household that belongs to another clinic to your clinic |
|  | Print a clinic schedule |
|  | Schedule an appointment |
|  | Reschedule an appointment |
|  | Delete an appointment |
|  | Schedule an appointment at another clinic |
|  | Upload a document |
|  | Copy the uploaded document to other family members |
|  | Add an alert |
|  | Edit an alert |
|  | Delete an alert |
|  | Create a priority alert |
|  | Add a note |
|  | Edit the note |
|  | Delete the note |
|  | Update a telephone number |
|  | Change the address and mailing address |
|  | Add or edit the Authorized Rep |
|  | Add an Alternate Rep then edit |
|  | Delete an Alternate Rep |
|  | Complete a VOC for a new participant |
|  | Complete a VOC for an existing participant |
|  | Assign a WIC Card ([Obtaining WIC Card Numbers in Training Environment](https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/wd/cardstestdb.pdf)) |
|  | Issue benefits to participant with default food package (woman or child) |
|  | Use Adjust Benefits to change the milk to soy or lactose-free (pretend redemption has occurred) |
|  | Generate a household Shopping List |
|  | Generate a participant Shopping List |
|  | Generate an Account Balance |
|  | Generate the Waiver of Proof |
|  | Generate the Ineligibility Letter |
|  | Change a BF woman < 6 months postpartum to NBF  |
|  | Change a BF woman > 7 months postpartum to NBF |
|  | Certify a child |
|  | Certify a pregnant woman |
|  | Edit the default food package (remove cheese, change juice, or change milk) |
|  | Complete a Mid-certification Assessment  |
|  | Direct ship partial formula benefits to infant (current month) and issue future benefits |
|  | Void future benefits |

## Reference – Complete listing of Hyperlinks

[Hardware (https://www.health.state.mn.us/training/cfh/wic/winnie/hardware/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/hardware/index.html)

[Accessing WINNIE 2 (https://www.health.state.mn.us/training/cfh/wic/winnie/access2/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/access2/index.html)

[Accessing WINNIE 3 (https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html)

[Obtaining WIC Card Numbers in Training Environment (https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/wd/cardstestdb.pdf)](https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/wd/cardstestdb.pdf)

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**](http://www.health.state.mn.us/); to obtain this information in a different format, call: 1-800-657-3942.

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