

Downloads in Google Chrome – WINNIE Online Training Module

MARCH 2023

Introduction

Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. This is an overview of the documents found in the Participant Menu that download when using the Google Chrome browser and how to manage downloaded files.

Date 1

All dates in this module are based on today's date being March 31, 2023.

Google Chrome 1

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.

Settings 1

Before we begin looking at documents, let's take a moment to ensure our browser Download settings are correct.

Click the vertical ellipses icon.

Settings 2

Select Settings.

Settings 3

Select Downloads.

Settings 4

We need to verify these two things:

First, the Location is our user/Downloads folder.

If it isn't, we will need to click the Change button...

...and select Downloads.

Click the button to continue.

Settings 5

Second, "Ask where to save each file before downloading" should be toggled off.

If it is toggled on, toggle it off.

This ensures any files with private data won't be inadvertently saved to another folder on our computer.

Note 1

These browser settings are specific to each person that logs into the computer.

If we use more than one computer, we should verify these settings are correct on any computer we log into on which we may download a file with private data.

Close the browser tab.

<no audio> Click the x to close the tab.

Open Menu 1

OK. Back to documents. We are still working in Ella Ment's folder.

Open the Participant Menu.

<hint – audio> Click the participant information in the top right corner of the page.

Word Documents

There are three documents that open in Microsoft Word and download to our computer: the Account Balance and the two Shopping Lists.

Select Generate Account Balance.

Waiting

<screen description – no audio> Current page displays for 1-2 seconds.

Downloads 1

Documents that are downloaded by the browser currently display in a bar at the bottom of the page in Google Chrome.

Click the up arrow on the button.

Downloads 2

We never want to automatically open any documents, but we can open it or show the document in the folder it downloaded to, which should be our Downloads folder.

We can also simply click the button on the bar to open the document. Go ahead and do that.

<no audio> Click the button on the downloads bar.

Open Download 1

<screen description – no audio> Button displays “Opening...”.

Acct Balance 1

The Account Balance automatically opens in Microsoft Word.

This doc just has the Primary Cardholder’s name, which is still considered private.

It is a household-level document that provides a real-time snapshot of their current and future food benefit balance.

Acct Balance 2

Real-time snapshot means the quantities in the current benefits reflect whether any purchases have been made.

Click below the scroll bar.

Acct Balance 3

We’ll learn more about these documents in the Benefit Issuance training modules.

<no audio> Click the x to close the document.

Open Menu 2

Back in WINNIE, let’s open the menu again.

<hint – audio> Click the participant information in the top right corner of the page.

Ppt Shop List 1

Since we can generate the Shopping List for either Ella or her household, the arrow to the right indicates another menu.

Go ahead and hover over Generate Shopping List to expand the menu, then select Participant.

Waiting

<screen description – no audio> Current page displays for 1-2 seconds.

Open Menu 3

Before opening this shopping list, let's go back to the menu and open the Household Shopping List too.

<hint – audio> Click the participant information in the top right corner of the page.

HH Shop List 1

<hint – audio> Hover over Generate Shopping List to expand the menu, then select Household.

Two Buttons 1

A button displays for each document.

We'll open the participant document first.

Click the button on the right.

<no audio> Click the button on the downloads bar.

Open Download 2

<screen description – no audio> Button displays "Opening...".

Ppt Shop List 2

The participant shopping list has both Ella's and her authorized rep's names.

This is a static document that shows the quantity and food items issued to the participant in their most recently issued benefit sets.

Close the doc when ready to continue.

Two Buttons 2

Let's open the household document.

Click the button on the left.

<no audio> Click the button on the downloads bar.

Open Download 3

<screen description – no audio> Button displays "Opening...".

HH Shop List 2

Again, this document has names, which are private data.

The household Shopping List is also a static document that shows the quantity and food items issued to each member of the household in the most recently issued benefit sets.

Click below the scroll bar.

HH Shop List 3

It also has the combined total quantities and food items for the household's most recently issued benefit sets.

Go ahead and close this document.

Downloads 1

As soon as a file is generated, regardless of whether it is opened, it is automatically saved to our browser and computer.

All WIC files with private data, including WINNIE documents, reports, proofs, referral info, etc. should never be stored on our computers and must be deleted from our Downloads folder at the end of each workday (Ref: MOM Section 1.7 Data Privacy).

If this isn't an automated process at our agency, we must do it manually ourselves.

Managing Downloads

Google Downloads

Managing Downloads in Google Chrome.

The following information is an overview of managing our Downloads folder if we must manually delete its contents each day.

Click the button to continue.

Browser Menu 1

Once our downloads bar no longer displays, we can still access downloaded documents in our browser menu.

Click the vertical ellipses icon.

Browser Menu 2

Select Downloads.

Downloads 2

Downloaded documents display on this page.

Hover over the x in the first document button then click the button to continue.

<screen description on hover – no audio> Tooltip = Remove from list.

Downloads 3

Now let's click the Show in folder link in the first document button.

Downloads 4

As long as we have verified the browser settings, our documents, which are displaying in Details view, will automatically download to our Downloads folder.

Notice they do not have an ID associated with them; they just have a randomly assigned string of characters.

<Transition Slide>

<screen description – no audio> Slide transitions from Downloads folder to Downloads browser page.

Downloads 5

Although we have options to remove the documents from our browser in Google Chrome, as of now removing or clearing them from our browser does **not** delete them from our downloads folder on our computer.

For instance, if we click the x in the first document button...

Downloads 6

...it indicates the document has been removed.

However, if we return to our Downloads folder...

<no audio> Click the Show in folder link.

Downloads 7

...we can see the document still exists on our computer.

So, we must manually delete the files from our computer.

Note 2

Although we are currently working with Word documents, we need to note that this includes any file with private data, such as PDFs, spreadsheets or Excel files, print screens, etc.

Since the downloads are in our user folder, if more than one staff person uses a computer and downloads any files with private data, each staff person will need to ensure the downloaded files have been deleted from their own Downloads folder.

Best Practice

Before deleting, best practice is to always first ensure that our files are no longer needed and are closed.

Downloads All

We can use CTRL + A to select all documents...

Downloads Some

... or if we have files we don't want to delete, we can multi-select using our Control (or Shift) keys.

Downloads 8

Once selected, we want to permanently delete the files.

To do this, we must select the dropdown arrow under delete.

We don't want to select the big red x because that sends our files to the recycle bin, which means they are still stored on our computer.

Downloads 9

Go ahead and click the dropdown below Delete.

Downloads 10

Select Permanently Delete.

Downloads 11

Yep. We want to permanently delete these files. Click the Yes button.

Downloads 12

Click the button to continue.

Downloads 13

Back in the browser tab, it appears that the documents weren't deleted but if we click the refresh icon...

Downloads 14

...we can see that they **have** been deleted from the browser.

Click the button to continue.

Policy

The policy referenced in this training module can be found on the MDH WIC website in the MN Operations Manual (or MOM) in 1. Administration, Section 1.7 Data Privacy.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or False?

If one WIC staff person verifies the Downloads settings on a computer, the settings for that specific browser should be appropriately set for any other WIC users.

Answer #1

The answer is False.

Browser settings are specific to each user that logs into a computer. If we log into a different computer, we should verify the settings are correct on our preferred browser.

Multiple Choice Q#2 (multi-select)

Multiple Choice – select all answers that apply...

We should verify in our Downloads settings that...

- A. The browser will always ask whether to open or save the files.
- B. The browser downloads to our user/Downloads folder.
- C. The browser downloads to a folder we specify.
- D. The “Ask where to save each file before downloading” is toggled on.
- E. The “Ask where to save each file before downloading” is toggled off.

Answer #2

The answers are B and E.

We should ensure the Downloads settings in our preferred browser are set to automatically download to our users/Downloads folder and that the “Ask where to save each file before downloading” is toggled off, which ensures the documents won’t be inadvertently saved to another folder.

T/F Q#3

True or False?

The policy expectation is that each WIC user, either by automated means or manually, will delete any files with private data from their computer and browser by the end of each workday.

Answer #3

The answer is True.

Any files with private data (Word documents, PDFs, Excel spreadsheets, print screens, etc.) should never be stored on our computer or in the browser.

Since we are responsible for ensuring and maintaining our participants’ privacy, we are expected, either by automated or manual means, to delete any files with private data from our computer and browser prior to the end of the workday.

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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