

Session 1: Module 4 - WIC Session Manager

SCRIPT

Description	Text
Introduction	Hello, welcome to Session 1: Module 4. This module will cover the WIC Sessions Manager.
Session Manager 1	When you log into MOWINS you begin an application session. The login prompt only appears at the beginning of an application session.
	The WIC Session Manager maintains your current session and runs in the background while you are logged into MOWINS.
	A session is considered the amount of time spent in the application between logging into and out of MOWINS.
	Log files are available to the State Office to monitor user sessions. They identify when you are working in MOWINS and how long you have been logged in.
<hover>	The WIC Session Manager icon sits on your desktop in the tray of your taskbar once you are logged into MOWINS and stays until you log out of MOWINS.
	The tray of your taskbar is in the lower right of your screen next to the computer's time display.
	The WIC Session Manager icon looks very similar to the Microsoft Office Word icon.
<hover1>	You can hover your mouse over the WIC Session Manager icon to see who is currently logged into the workstation.
<hover2>	<no script>
<hover3>	<no script>
Reset Local Ref Data	One of the functions of the WIC Session Manager is to reset the local reference data. This is a process that is necessary to bring changes down to your workstation from the centralized database.
	Although data is not retained on your local workstation, Business Rule settings and drop-down list contents are and these are the types of things that are reset. The reason these are stored on your workstation is to help communications with the server be more efficient.
<reset1>	There may be times that the MOWINS Help Desk staff may ask you to Reset and/or Update the Local Reference Data while you are working in the application.
	To do this you will need to first close out of any MOWINS screens you may have open. In this case, we are in the Clinic Application.
	Go ahead and click the Exit icon.

Session 1: Module 4 - WIC Session Manager

SCRIPT

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<reset2>	When In the actual application, you would right click the WIC Session Manager icon in the tray on your taskbar; however, for this demonstration single click it. Remember, it is the blue "W" in the lower left hand side of the screen.
<reset3>	There are two similar options in the menu: Update and Reset. The option you select will be dependent on the instructions you receive from the Help Desk staff. For this demonstration, select Reset Local Reference Data now.
<reset_4>	<no script>
<reset_5>	The system checks for updates...
<reset6>	Now we need to re-open the MOWINS application
<reset7>	Double click the Clinic icon.
<reset8>	Since we did not log off, the WIC Session Manager is already running and we don't have to log in again.
<reset9>	The application re-starts.
<reset10>	The "Location" winow will re-open. It will default to the Agency and Clinic you originally selected. Simply click OK.
<reset11>	<no script>
<reset12>	The Clinic application opens again. The whole process of resetting the local reference data takes about 1 to 2 minutes to complete depending on the number of updates that have to be sent to your workstation.
Logging Off	MOWINS sessions remain active until you log off.
	This means, as you've already seen, that you can close the clinic application and still be logged into MOWINS.
	You must remember to log off at the end of each MOWINS session or clinic day. Simply closing MOWINS will not end your session.
<logoff1>	Click the Exit icon located below the menu bar to close the MOWINS clinic application.
<logoff2>	Again, at this point in the actual application you would right click the WIC Session Manager icon in the tool tray of the taskbar; however, for this demonstration, please single click the blue "W".
<logoff3>	Select Log off.
<logoff5>	<no script>
<logoff7>	The WIC Session Manager message opens. It reads: "Logging off will terminate all WIC applications that are running on your desktop and terminate the WIC Session Manager. Do you wish to continue?"

Session 1: Module 4 - WIC Session Manager

SCRIPT

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	Since we want to terminate the application in order to log off, click the Yes button.
<logoff8>	During the logging off process the WIC Session Manager is also closed. It takes about 10 seconds for the icon to disappear and for you to be fully logged off.
<log off1>	We are fully logged off once the WIC Session Manager icon disappears from the taskbar.
Questions	Do you have any questions about what we just reviewed? If so, please submit them via the WIC Help Desk email address listed on the screen. Please be sure to include the name of the presentation or the Session and Module number in the subject line. You may also call the toll free number at 800.554.2544.
Thank you	This concludes the WIC Sessions Manager portion of the MOWINS training. If you would like a certificate of completion, please click the link on the screen. This will open a pdf document you can print out and keep for your records Thank you for your participation.