

Browser Settings for Microsoft Edge

WINNIE TRAINING - JULY 2024

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Set Default Browser to Microsoft Edge

- Click the Search icon on the taskbar.
- Type *Default apps* into the search bar.
- Click on Default apps, which will display at the top of the left panel.
- Scroll to find the Web Browser.
- If Microsoft Edge displays beneath Web Browser, it is already your default browser. If another browser displays, click the browser button.
- The Choose an app modal displays.
- Click the Microsoft Edge button.



Microsoft Edge

NOTE!

If there are two Microsoft Edge options, make sure to select the version with the swirl icon.

Ensure WINNIE Login Not Saved to Browser

When logging in for the first time or with a new password...

- The Saved password message automatically displays.
- Click the Edit icon.
- Click the dropdown arrow next to Not now.
- Select Never save for this site.

Verify Login Not Saved

To verify your username and password haven't been saved to the browser...

- Click the ellipses icon in the top right corner of the browser.
- Select Settings from the menu.
- Settings opens to Profiles.
- Click Passwords, which is found in the right panel under Your Profile.
- Scroll to the bottom and verify a URL with "mnwic" displays in the Never Saved Passwords list.

Remove Saved Login

If your username and password are default populated on the WINNIE login page, which means they have been saved to the browser...

- Scroll through the Saved Passwords list to find the URL with “mnwic” in it.
- Click the ellipses in that row.
- Select Delete.

Option to Turn Off Auto-Save Feature

You can choose to toggle off **Automatically save passwords**.


NOTE! This will remove the auto-login feature for **all sites** visited.

Clear Browser Cache

- Click the ellipses icon in the top right corner of the browser.
- Select Settings from the menu.
- Select Privacy, search, and services from the left sidebar.
- Scroll to the Clear browsing data section.
- Click the Choose what to clear button to the right of Clear browsing data now.
- Ensure All time displays in the Time range dropdown. If not, select it.
- Ensure all checkboxes are selected.
- Click the Clear now button.
- Close the Settings tab.

Bookmark WINNIE Login Page

Add Favorites Bar


- Click the Star icon to the right of the address bar 
- Click the ellipses icon on the top right of the Favorites menu.
- Click Show Favorites Bar.
- Click Always.

Add WINNIE to Favorites Bar


- Login into WINNIE and select your Location.

- Once on the Module Launcher page...

Option 1

- Click the star icon  at the far end of the address bar.
- In the Name field, delete the words “:Module Launcher”.
- The default Folder should be Favorites Bar. If not, select it from the dropdown.
- Click the More button.
- In the URL field, delete the forward slash (/) and word “module”.
- Click the X to close.

Option 2

- Click and drag the lock icon  to the left of the URL to the desired position on your Favorites bar.
- Right click on the new WINNIE Module Launcher button.
- Select Edit.
- In the Name field, delete the words “:Module Launcher”.
- In the URL field, delete the forward slash (/) and word “module”.
- Click the Save button.

Set Zoom Preference

- Click the ellipses icon in the top right corner of the browser.
- Zoom displays mid-way down in the menu.
- Select the minus sign (-) to make the percentage smaller and decrease the size of the contents on the page. Click the plus sign (+) to make the percentage larger and increase the size of the contents on the page.

Allow Pop-ups in WINNIE

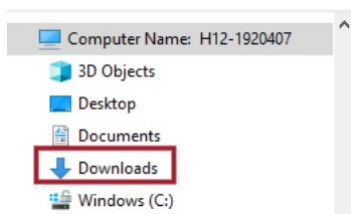
- Click the ellipses icon in the top right corner of the browser.
- Select Settings.
- Select Cookies and site permissions from the left sidebar.
- Scroll down to Pop-ups and redirects. Click the button.
- Click the Add button to the right of Allow.
- Type the WINNIE URL into the Site field: <https://appwinnie.mnwic.net>

- Click the Add button.
- The WINNIE URL will display under Allow.
- Close the Settings tab.

Ensure Downloads are Deleted Daily

Ensure Browser Downloads to Downloads Folder

- Click the ellipses icon in the top right corner of the browser.
- Select Settings.
- Select Downloads from the left sidebar.
- Verify the Location is the Downloads folder. If not, click the Change button, select Downloads in the left panel of the Location modal, and click the Select Folder button.




- Ensure Ask me what to do with each download is toggled off. If not, toggle it off.
- Close the browser tab.

Option 1

- Install the Download and Recycle Bin Script.
 - This is required for any agencies using state-owned computer that access Mobile Management or WINNIE.
 - It automatically deletes downloaded files that may have private data from the Downloads folder and the Recycle Bin daily.
 - Instructions: [Installing the Download and Recycle Bin Script \(https://www.health.state.mn.us/docs/people/wic/localagency/winnie/scriptinstall.pdf\)](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/scriptinstall.pdf)

Option 2

- Manually delete downloaded files from the Downloads folder.
 - Click the Explorer icon  on the taskbar.
 - Click on Downloads in the left panel.
 - Select the files to be deleted (CTRL + A will select all).


- Click the dropdown arrow under Delete.
- Select Permanently delete.
- Click Yes on the message “Are you sure...?”

Always Show Downloads Button on Toolbar

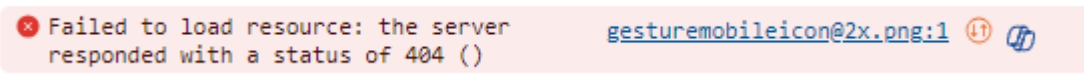
- Click the ellipses icon in the top right corner of the browser.
- Select Settings.
- Click the ellipses icon (more options) to the right of Downloads.
- Select Show downloads button on toolbar.

Open the Developer Console

The Developer Console can assist the MN Help Desk in identifying an issue in the WINNIE Code. You can open it with a hot key: CTRL + SHIFT + i or...

- Click the ellipses icon in the top right corner of the browser.
- Click More tools.
- Select Developer tools.
- Click the Console icon .

Generally, you will be looking for a red error.

Example: 

You can use the Snipping Tool to print screen the error.

- Click the Search icon on the taskbar.
- Type snip.
- Snipping Tool will display at the top of the left panel. You can right-click on it and select Save to Taskbar to have the Snipping Tool always available. If you do that, click the icon on your taskbar.




OR

If you don't want it saved to your taskbar, click on Snipping Tool.

- The Snipping Tool floating toolbar opens.
- Click the Mode dropdown.
- Verify Rectangular Snip is selected. If not, click on it.

BROWSER SETTINGS FOR MICROSOFT EDGE

- Click the New button.
- Click and drag over the red error to capture a print screen of it.
- The Snipping Tool modal will open with the print screen displayed.
- Click the Save icon  if you want to save it somewhere on your computer OR CTRL + V to paste it to a document.
- Click the X to close the Snipping Tool modal.

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