

MI-WIC Workstation Configuration Procedures

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Women, Infants and Children (WIC) Information System

MI-WIC-Workstation Configuration

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Prepared for

**WIC Division
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1. Introduction

1.1 Purpose

The purpose of this document is to provide guidance to local IT staff in the setup/configuration of workstations that will be used to track and administer WIC benefits using the MI-WIC Web Based application.

1.2 Assumptions

The following assumptions are made in regards to the workstations:

1. System is setup and ready for normal operation.
2. System is running Microsoft XP with Service Pack 2.
3. Network/Internet connection is established, and system has complete access to the web.
4. Internet Explorer version 6.0 or greater is installed on the system.
5. Industry standard virus protection is installed and running on the system.
6. Local User accounts have already been created.

We also recommend that the following setting/configurations be made to the workstation:

1. Display Network Connection within the taskbar.
2. Remove animated screen characters and the pop-up balloon tips from system Search.
3. Switch Desktop theme, start menu, and control panel to classic view.
4. Remove system Games.
5. Adjust system performance for 'best performance' – 'System' properties.
6. Setup Microsoft Automatic Updates.
7. Setup automatic scanning and updates for Industry Standard Anti Virus Protection.

1.3 Overview

This document is broken up into three sections. The first section describes software that needs to be installed on all MI-WIC workstations. The second section describes configuration settings that need to be made to the workstations to ensure proper operation/ best viewing of information. And finally the third section describes how to install the scanner and electronic signature pad. This portion of the document is only for workstations that will be connected to either a electronic signature pad or a scanner.

2. Installation of Required Software

2.1 Adobe Acrobat Reader

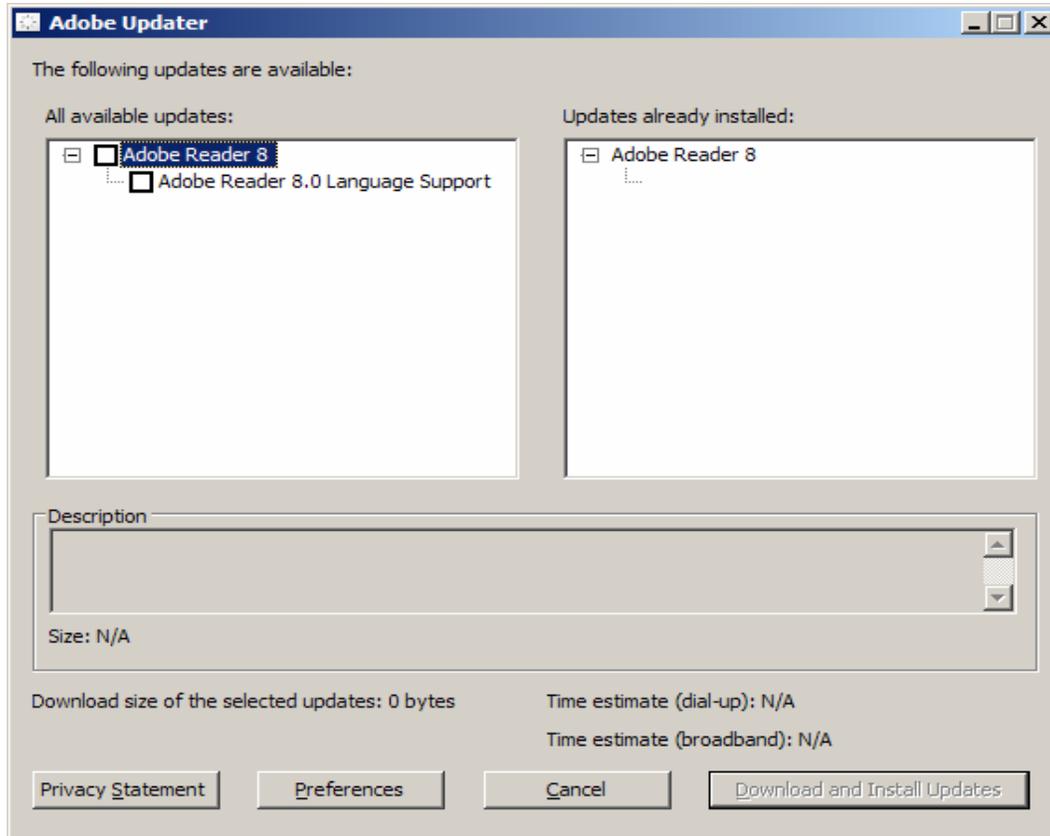
All reports and letters generated by MI-WIC are sent to the users workstation in a Portable Document Format (PDF). In order to open this documents the user must have the Adobe Acrobat Reader installed on the workstation. The following sections describe how to download and install the Adobe Acrobat Reader.

2.1.1 Installation

1. Download the latest version of Adobe's free reader --
<http://www.adobe.com/products/reader/>
2. Do not include Photo Shop or the Google toolbar in the install.
3. Once install is completed launch Adobe Reader.

2.1.2 Apply Latest Updates

4. Select 'Help' from the top drop down and then select 'Check for updates'
5. Install updates.



2.1.3 Remove Third Party Toolbars (if necessary)

We have found that third party add-ons, such as Google Toolbar have which change how the standard browser operates have caused issues with the presentation of PDF files. Therefore, if Google Toolbar (which is sometimes bundled with the install of adobe acrobat) it should be removed to do this

Start, Settings, Control Panel, Add or Remove Programs, select Google Toolbar, click 'remove'... In addition to any other Google software or Yahoo Toolbar.

2.2 Flash

The Web Based Training (WBT) that is being used to assist in the training of the MI-WIC application was developed use flash. In order to use the WBT modules the workstations must have Flash Version 9 installed on the workstation.

2.2.1 Installation

- 1.> Download the latest version of Adobe Flash Player --
<http://www.adobe.com/products/flashplayer/>

- 2.> Agree to the terms and conditions; do not install the Google Toolbar.
- 3.> Close out window when install is complete.



2.2.2 Remove Third Party Toolbars (if necessary)

See above.

- 4.> If Google Toolbar is installed – Start, Settings, Control Panel, Add or Remove Programs, select Google Toolbar, click 'remove'... In addition to any other Google software.

3. Configuration of Already Installed Software

3.1 Microsoft XP Updates

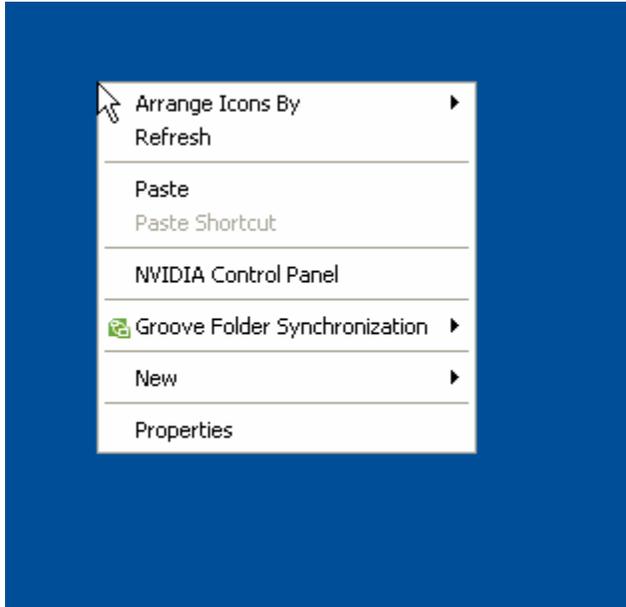
Microsoft XP update:

- 1.> Launch Internet Explorer.
- 2.> From the 'Tools' drop down select 'Windows Update'.
- 3.> Select 'Custom' – Install Updates.
- 4.> Recommend setting up the scheduler to run future updates.

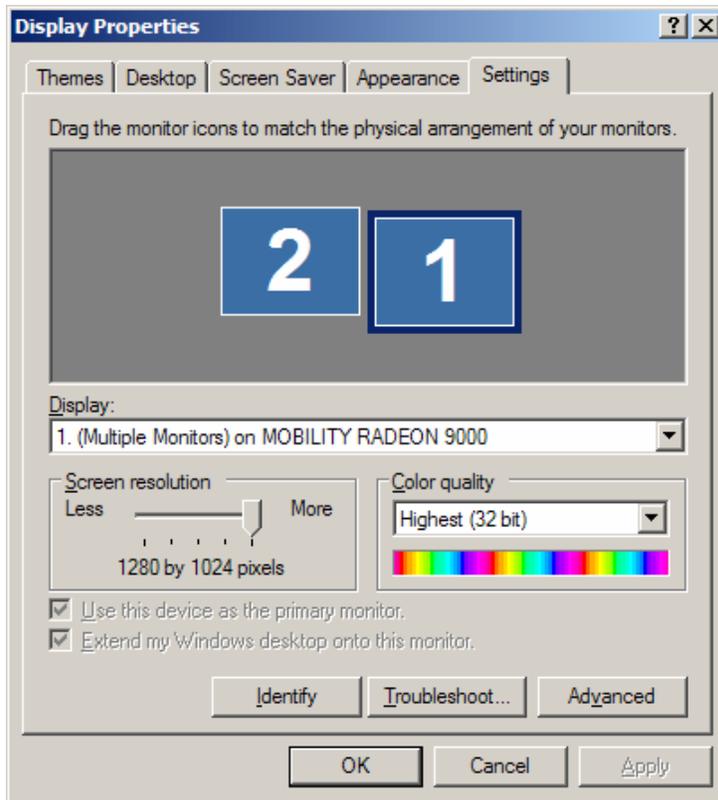


3.2 *Screen Resolution*

The MI-WIC application requires a screen resolution of at least **1024 X 768**. To set the resolution of a workstation, Right Click anywhere on the desktop and this will bring up the following screen.



Selecting “Properties” from this menu, will bring up the following screen.



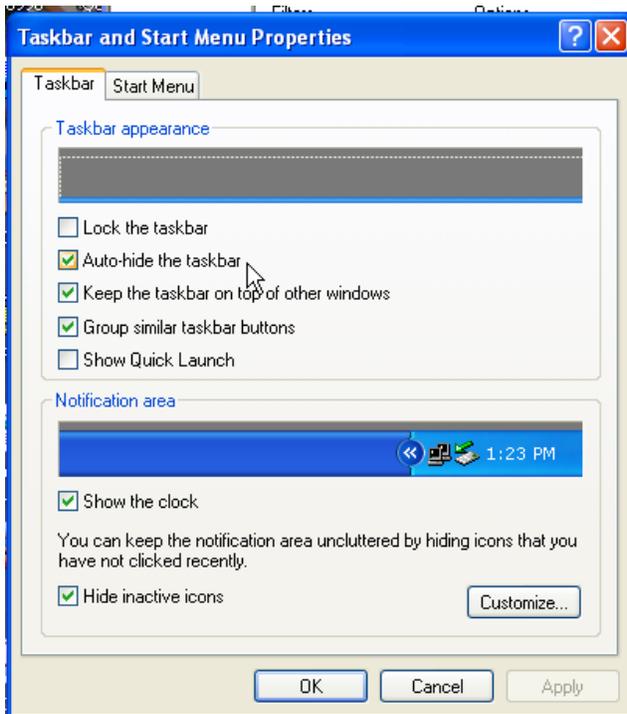
1. Click on the "Settings" tab
2. Adjust the scroll bar to allow for at least 1024 X 768
3. Press the OK button

3.3 Auto Hide the Task Bar

With the last release of IE6 and IE7, Microsoft has added another status bar at the bottom of the window that interferes with the display of the bottom of the MI-WIC screen. In order to see the MI-WIC status bar the windows task bar should be set to auto-hid. To do this right click on the status bar. This will bring up the following screen.



Selecting properties will bring up the following screen.

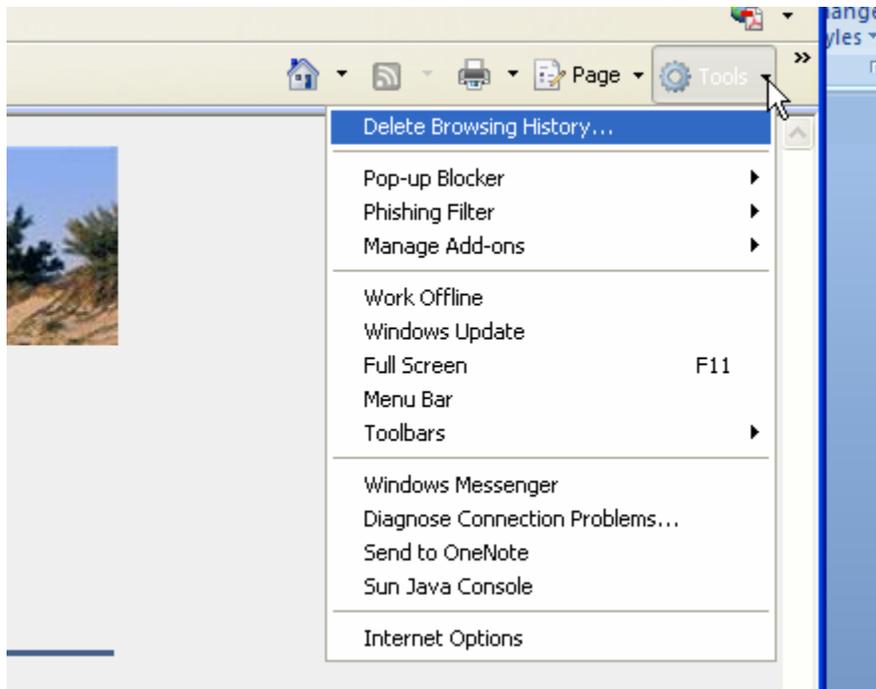


Select the Auto-hide the taskbar “check box” and press ok.

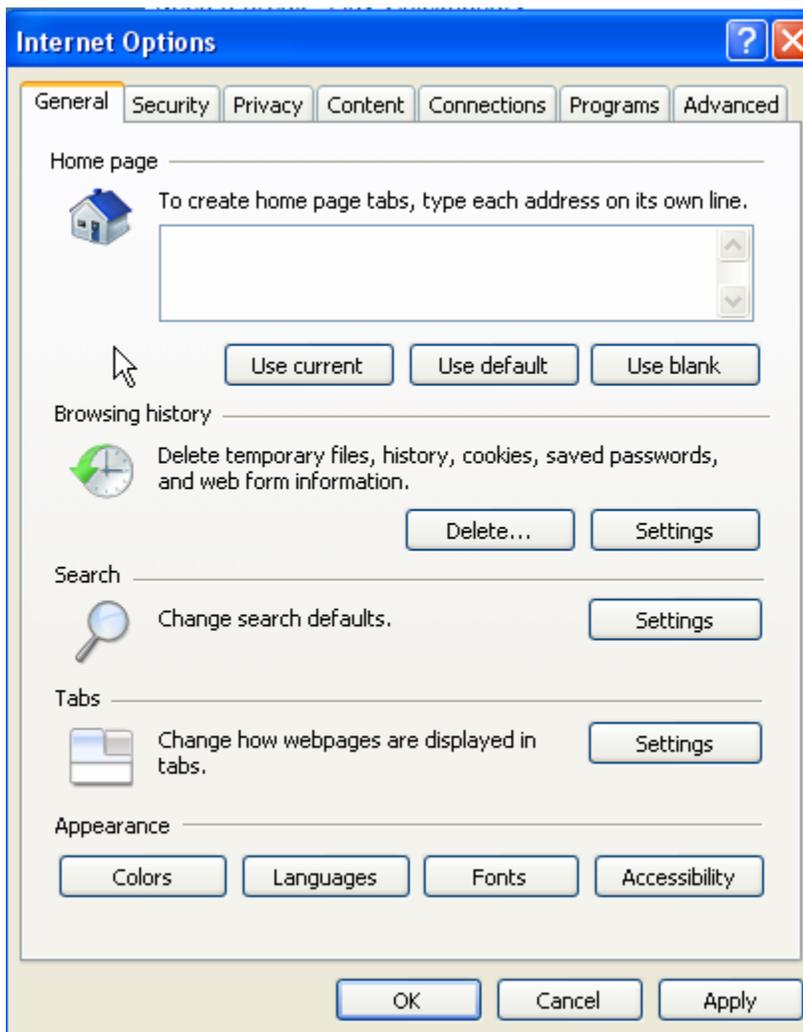
3.4 *Configuring Internet Explorer Version 7 (IE7)*

The following section describes the recommended settings workstations using IE7. It is assumed that if an item is not discussed the default setting is the recommended setting.

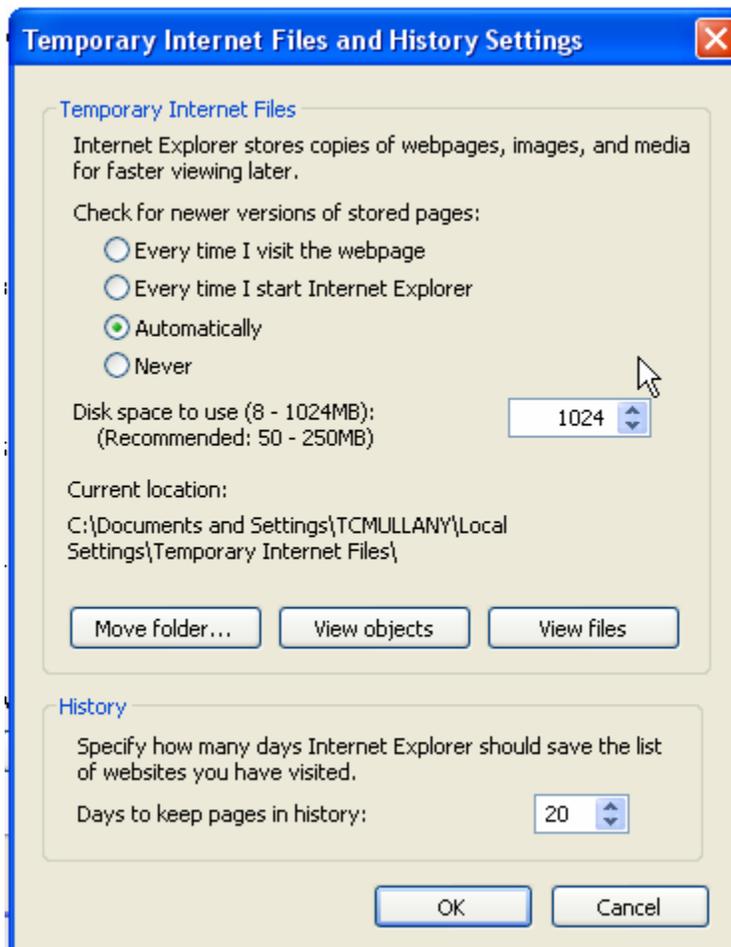
Open up a standard browser screen. On the right side of the screen, select the tools dropdown.



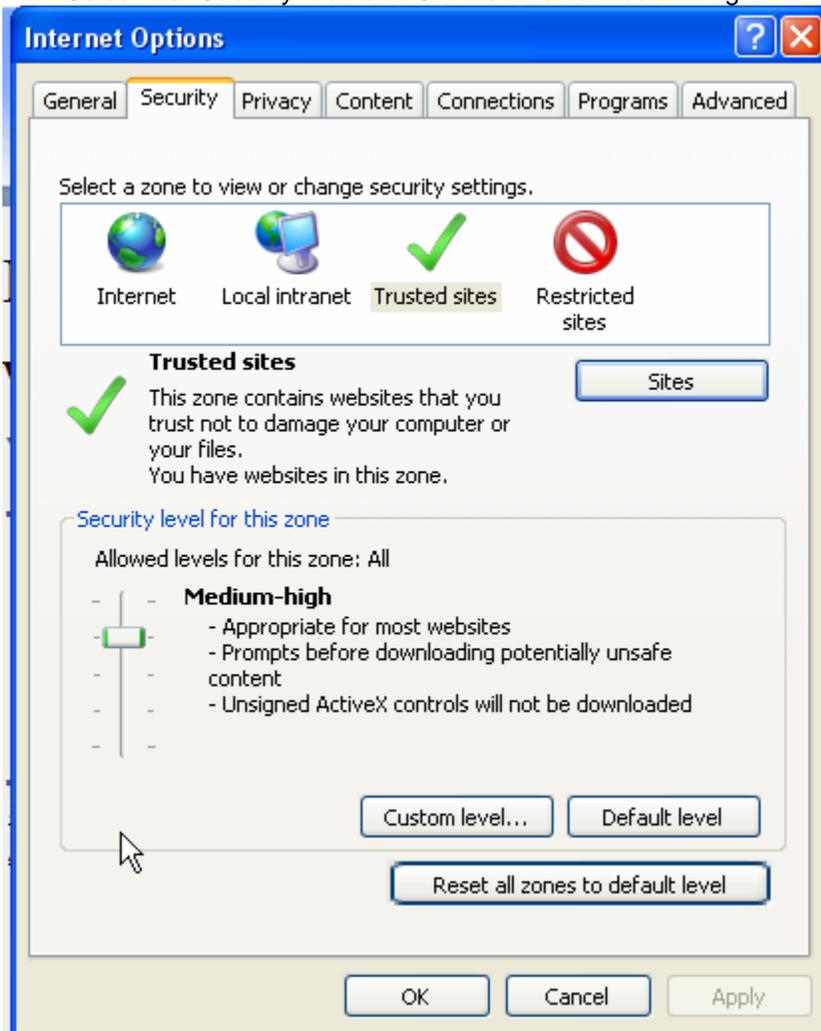
1.> Selecting "Internet Options" from this menu will display the following menu.



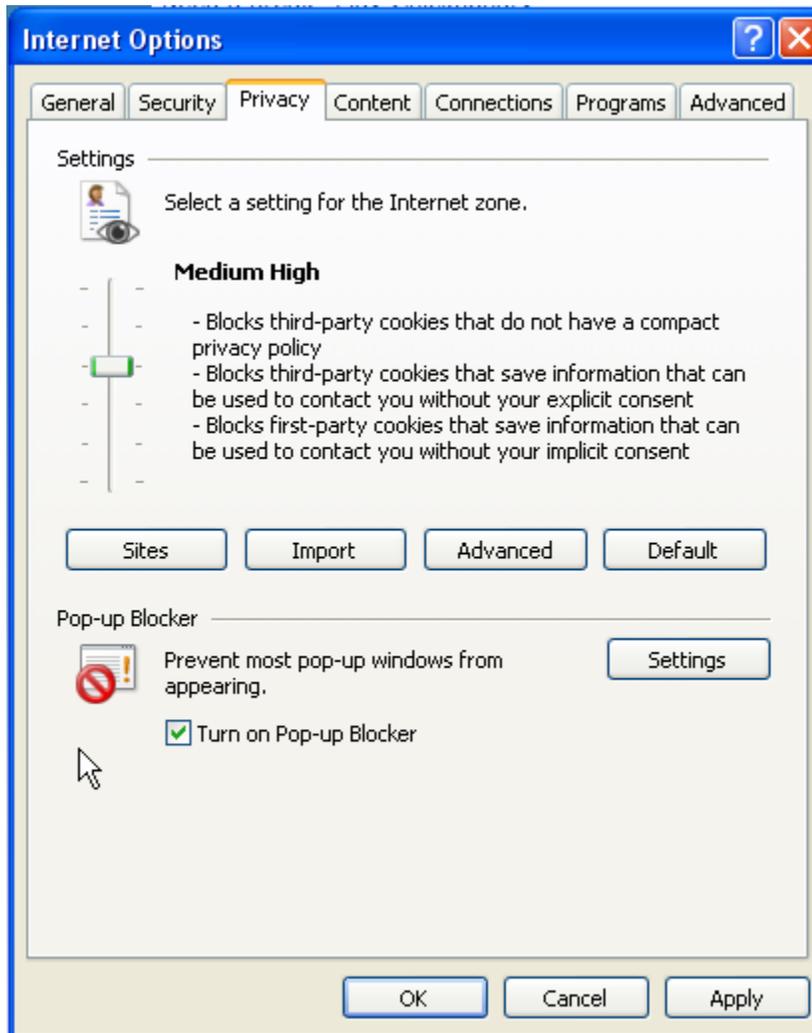
- 1.> The “General Tab.” The only item that needs to be verified is under the “Settings” button. Click the “Settings” Button and verify that “Automatically” is selected.



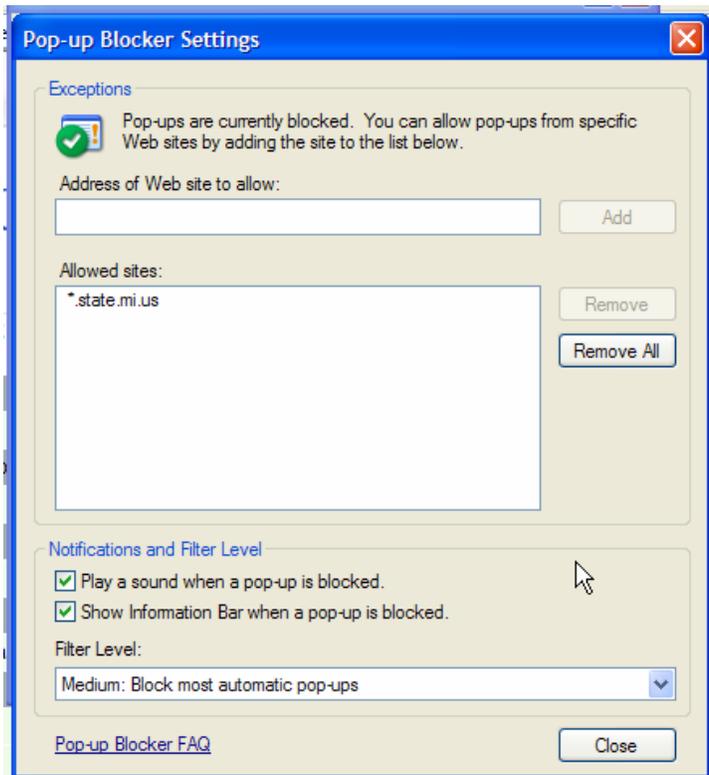
2.> Next Select the "Security" Tab and Set the level to Medium High.



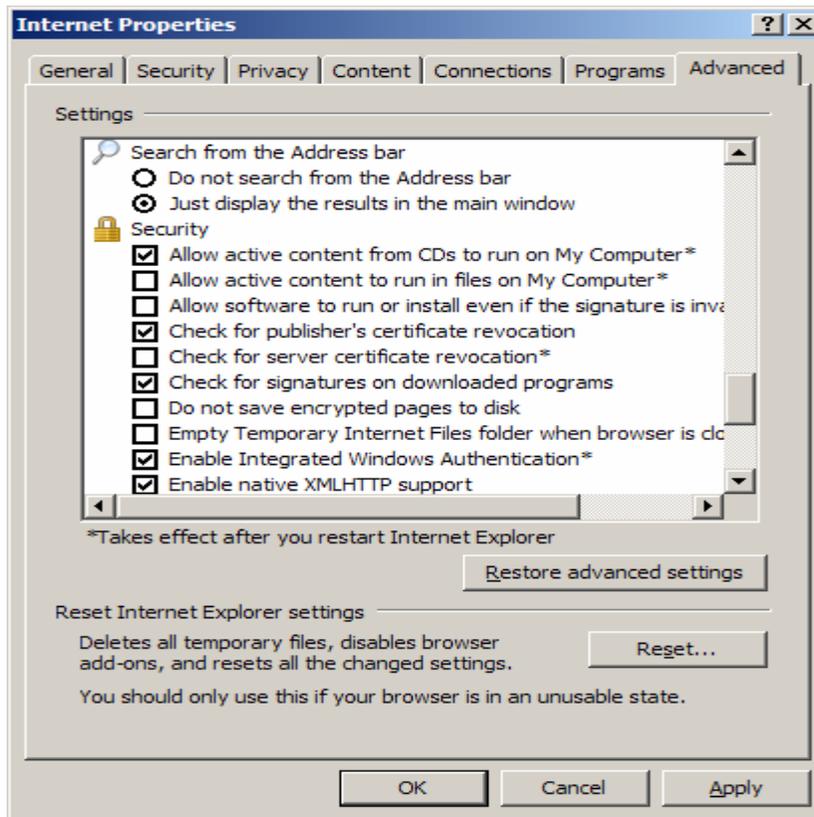
3.> Next Select the "Privacy" tab and verify that the setting is set to Medium High.



4.> Select the "Settings" button and add "*.state.mi.us" and ".michigan.gov" to the allowed.



- 5.> The “Advanced Tab” The only item that needs to be changed is under the Security section. If the “Allow active content from CDs to run on My Computer.” This will allow the WBT modules to run.

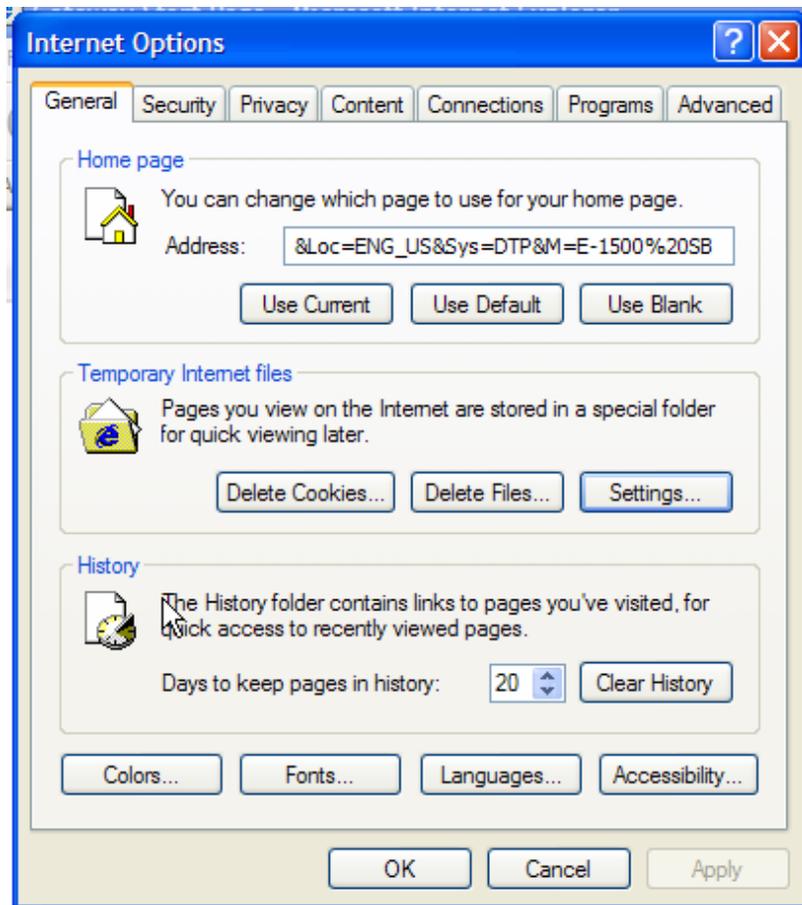


3.5 Configuring Internet Explorer Version 6 (IE6)

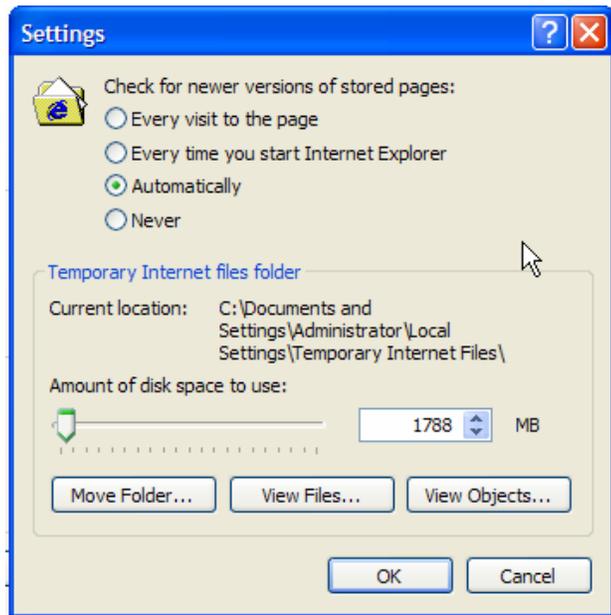
The following section describes the recommended settings workstations using IE6. It is assumed that if an item is not discussed the default setting is the recommended setting.

Open up a standard browser screen.

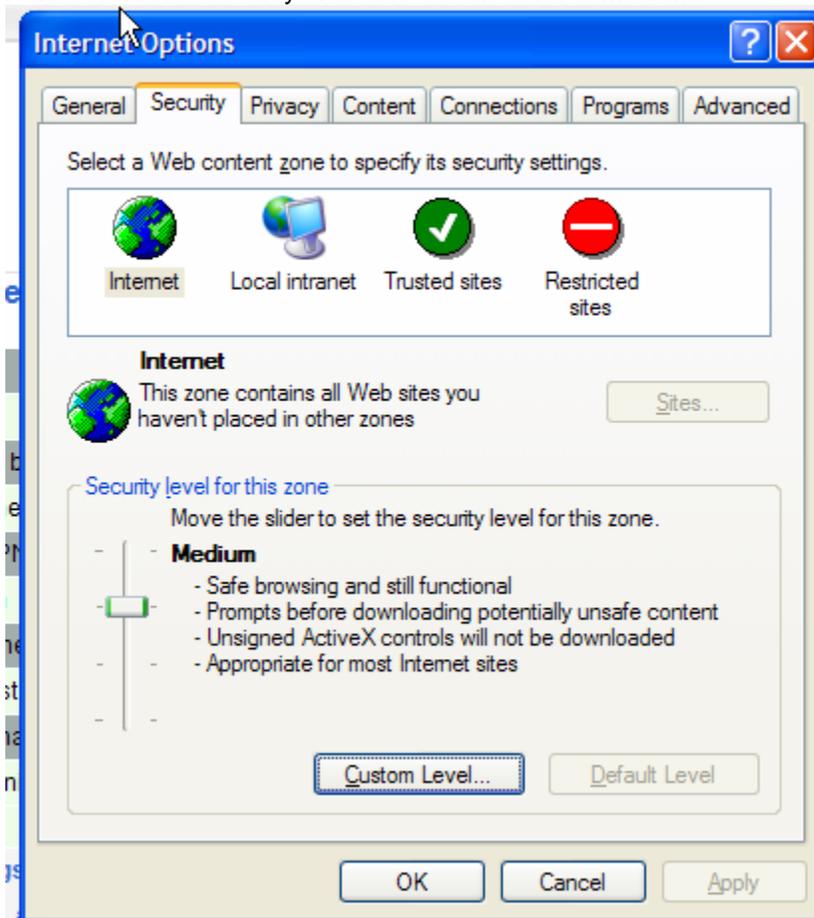
6.> The “General Tab.” The only item that needs to be verified is under the settings tab



7.> Click the “Settings” Button and verify that “Automatically” is selected.



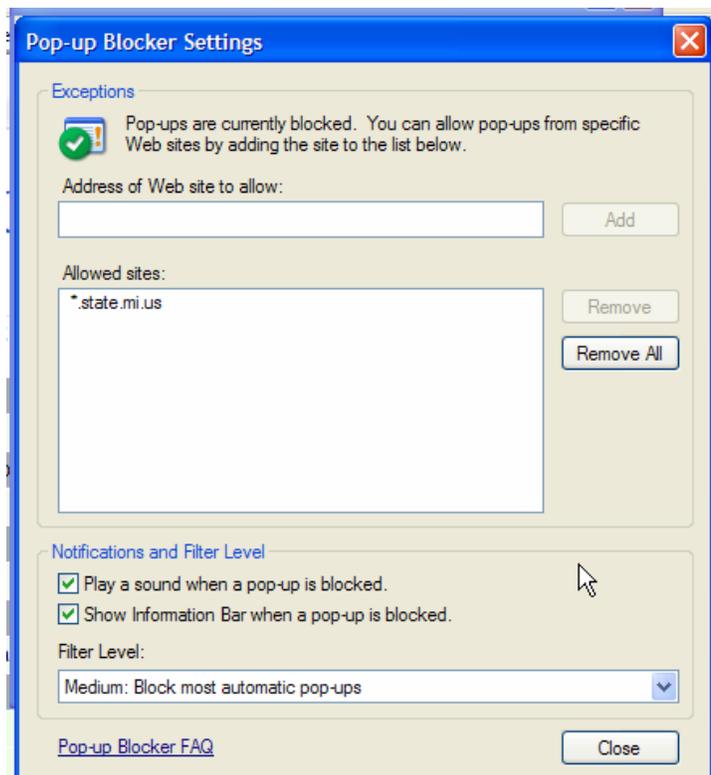
8.> Next Select the “Security” Tab and Set the level to Medium.



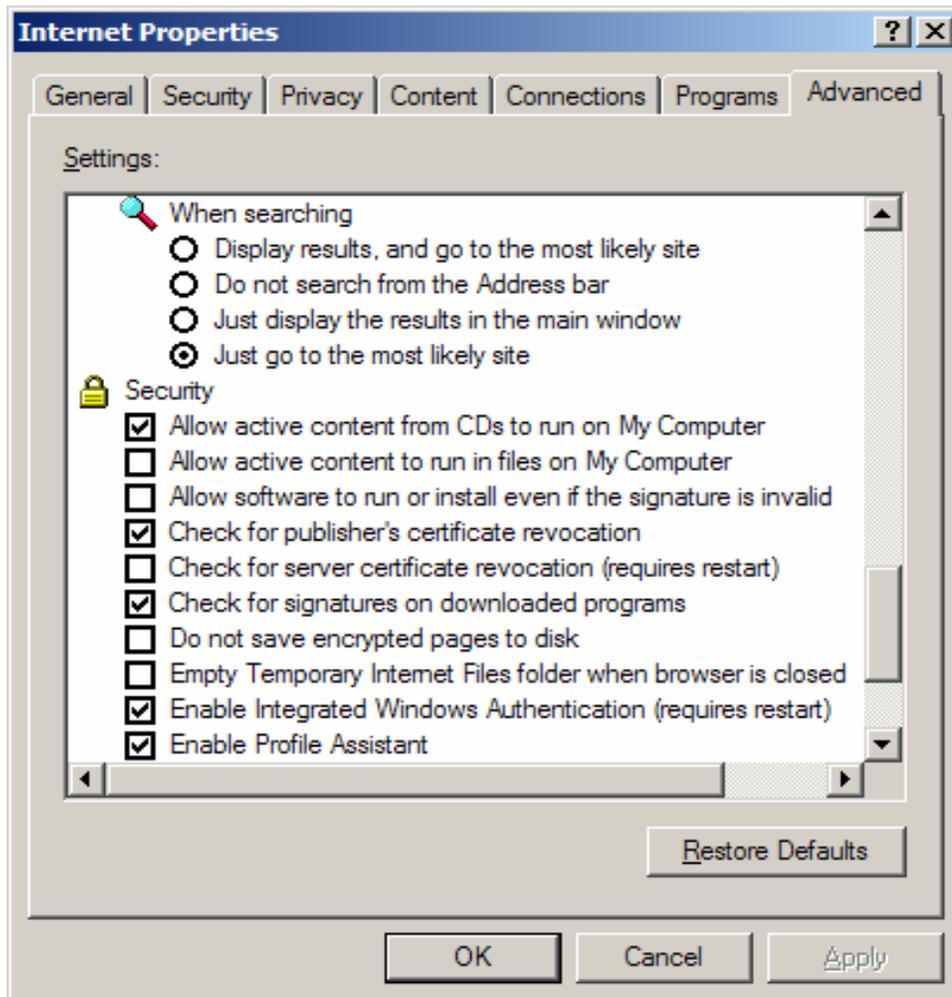
9.> Next Select the “Privacy” tab and verify that the setting is set to Medium.



10.> Select the “Settings” button and add “*.state.mi.us and Michigan.gov” to the allowed.



- 11.> The “Advanced Tab” The only item that needs to be changed is under the Security section. If the “Allow active content from CDs to run on My Computer.” This will allow the WBT modules to run.



4. Installation of Unique MI-WIC Hardware

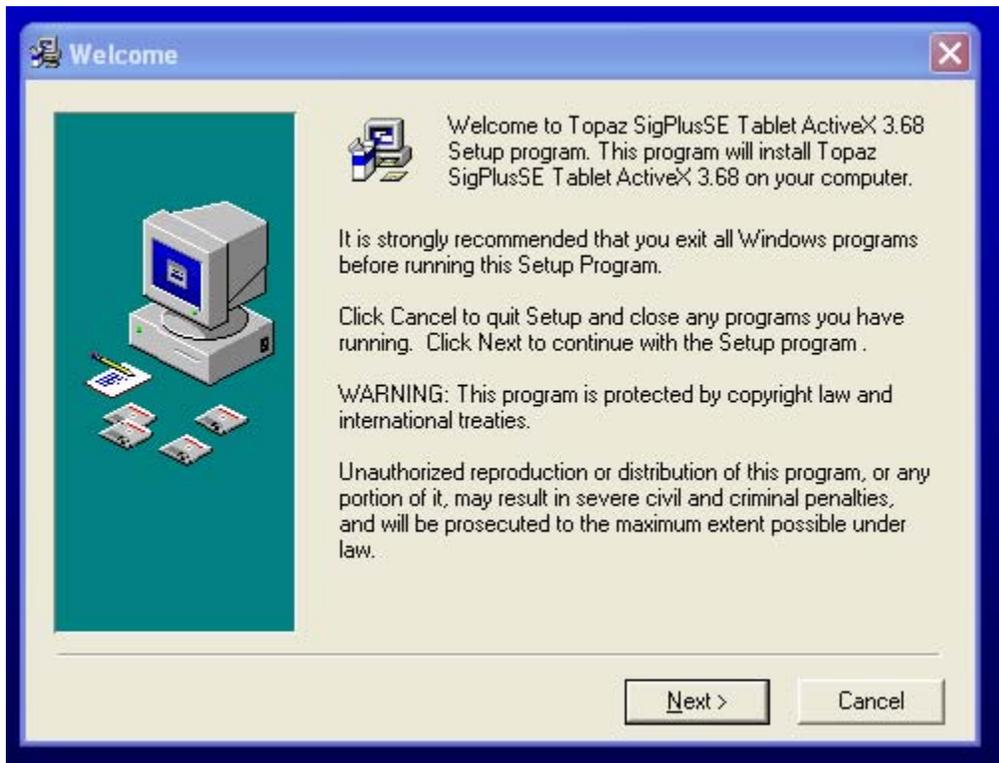
4.1 Topaz Signature Gem LCD 4 X 3

Note: Do not attach the tablet until the instructed.

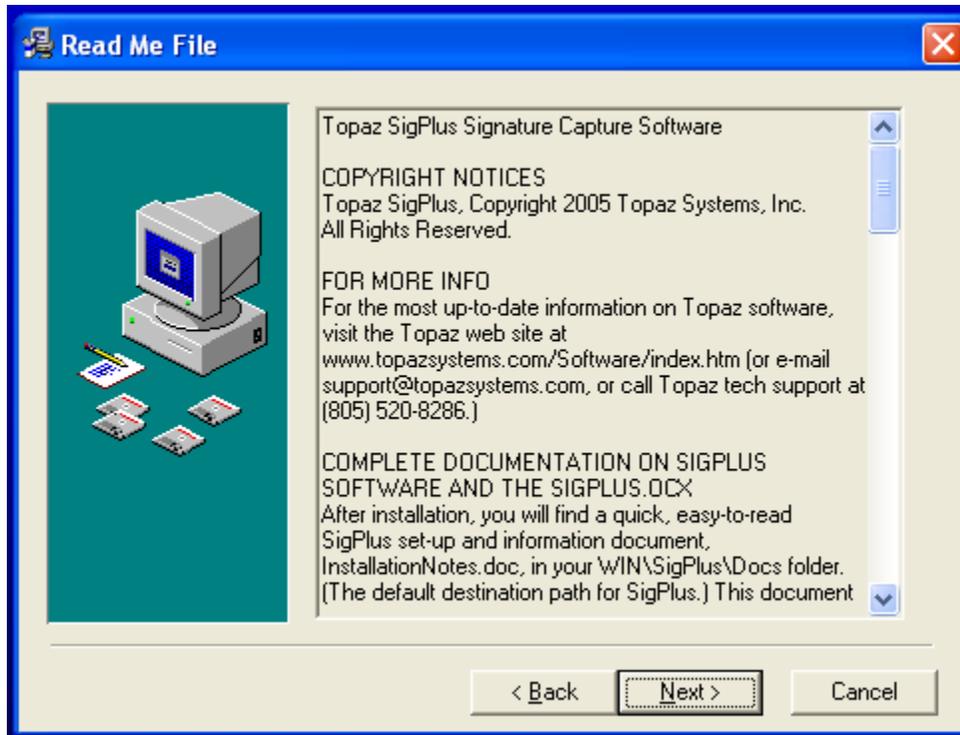
- 1.> Install batteries in the signature pen – Remove screw from the back end, place batteries in the pen, replace the cover and screw the screw back in.
- 2.> Remove the small plate on the bottom left or right of the signature pad (Depending on which side is preferred for the user)... Plug in the pen and replace the cover and screw it into place.
- 3.> Place the installation CD in the CD-Rom drive; select the first choice 'Install SigplusSE eSignatures).



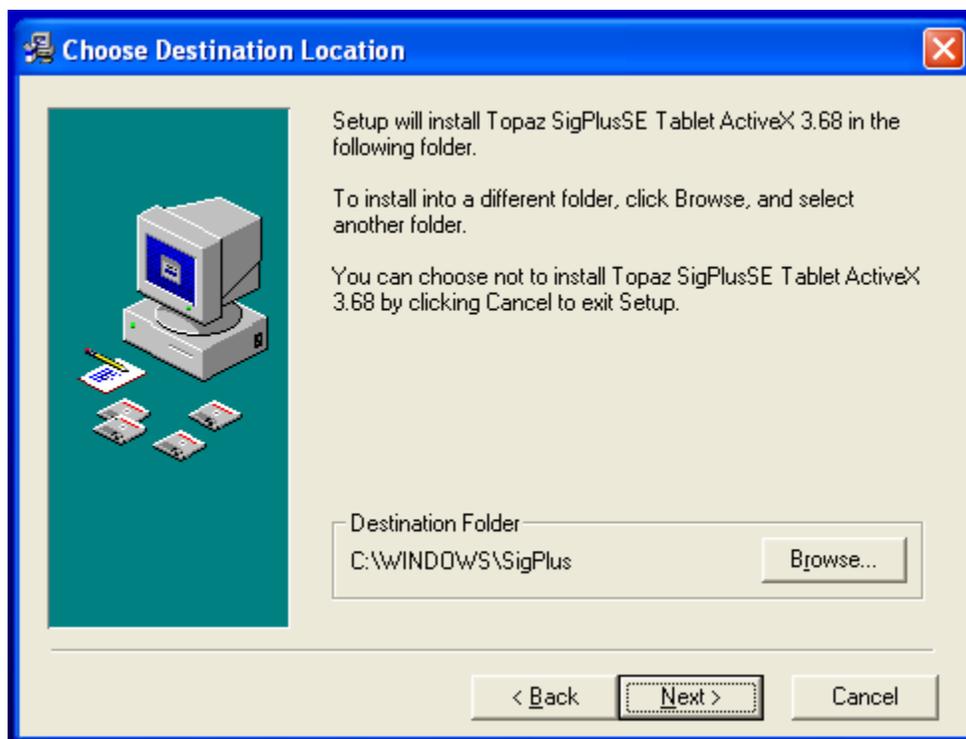
4.> Click 'Next'



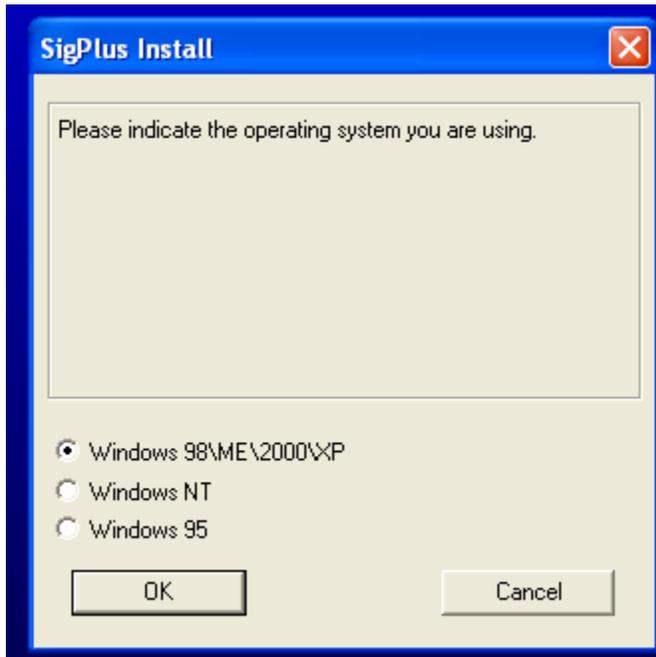
5.> Click 'Next'



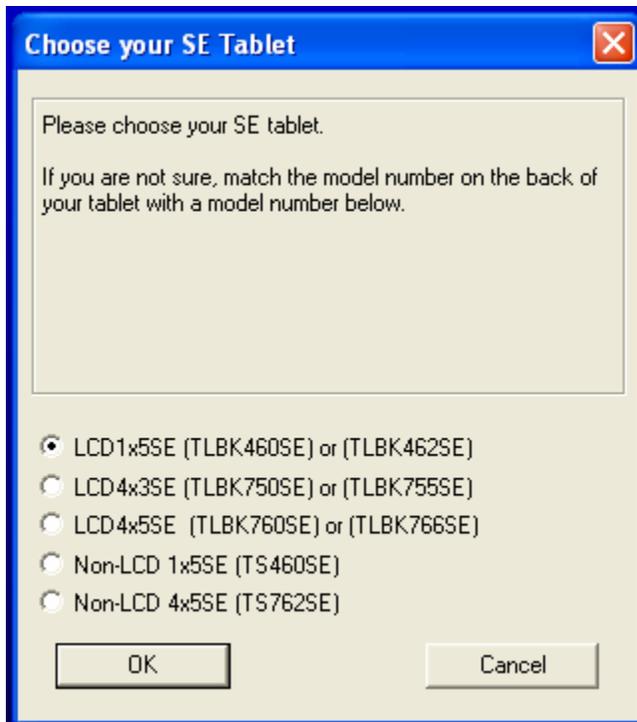
6.> Select the installation path (Assume to use the default path) and click 'next'.



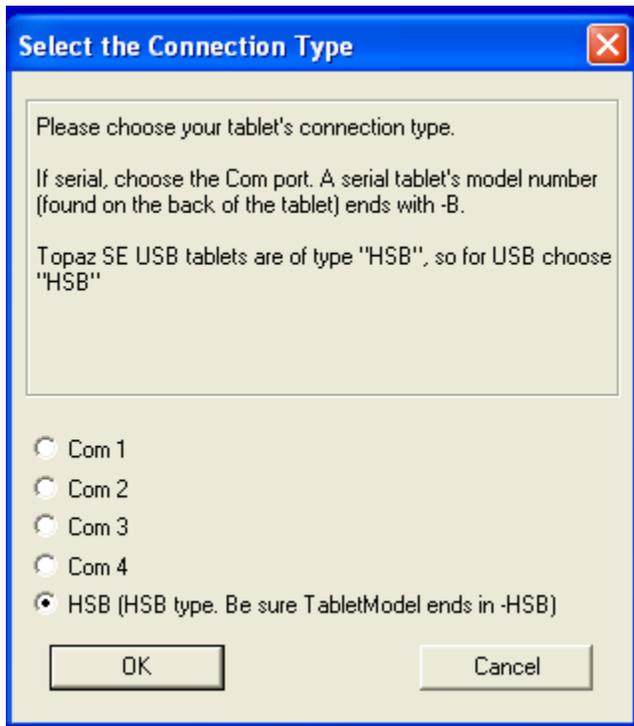
7.> Select the operation system (Assuming that XP is being used) and click 'Ok'.



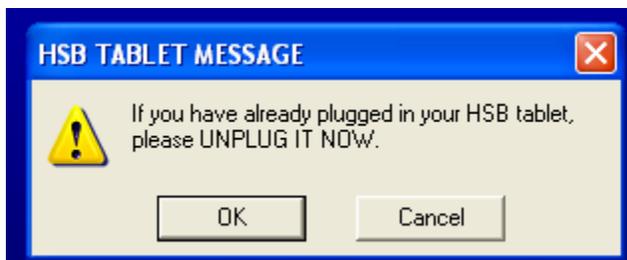
8.> Select model type (LCD4X3SE (TLBK750SE) or (TLBK7555SE)) and then click 'Ok'.



9.> Select connection type (HSB (HSB type, be sure TabletModel ends in –HSB) and click 'Ok'.



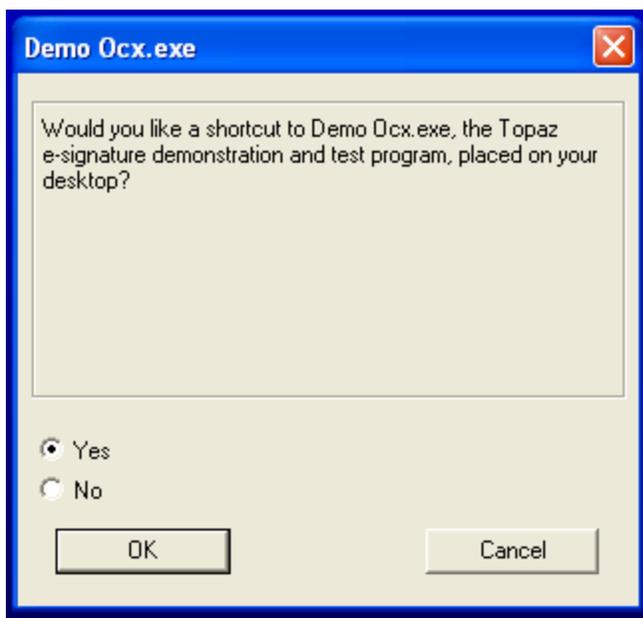
10.> Make sure that the tablet isn't connected to the system and click 'Ok'



11.> Read and agree to the licensing agreement.



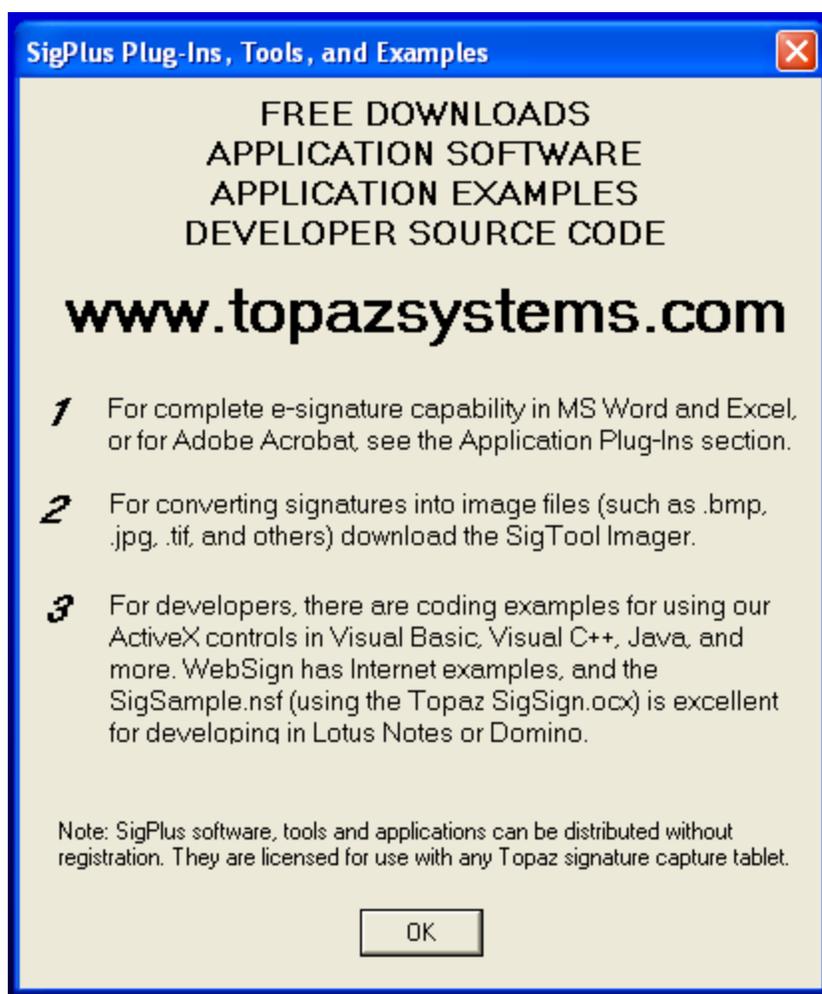
- 12.> Select 'Yes' for allowing a shortcut to be created on the desktop for the demo and then click 'Ok'.



- a. Click 'Ok' at the notification of the installation notes and setup documents being placed in the C:\WINDOWS\SigPlus\DOCS folder.



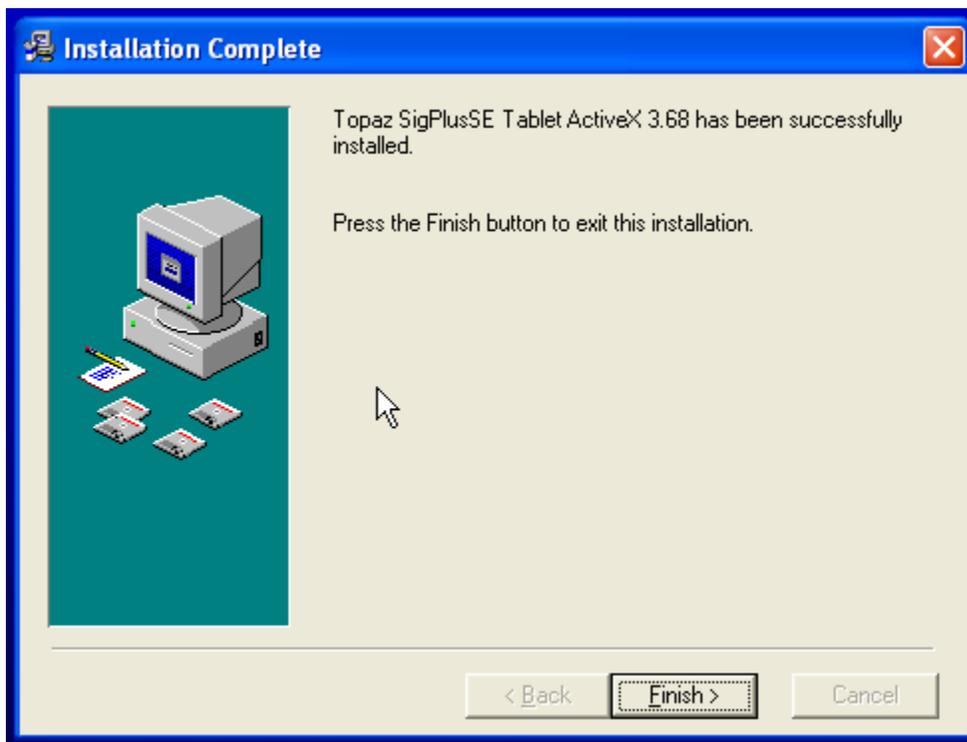
- b. Click 'Ok' at the notification of additional tools and resources being available at www.topazsystems.com.



- c. Click 'Ok' on the notification on additional plug-ins being installed for the signature pad once it is connected via the usb cable.



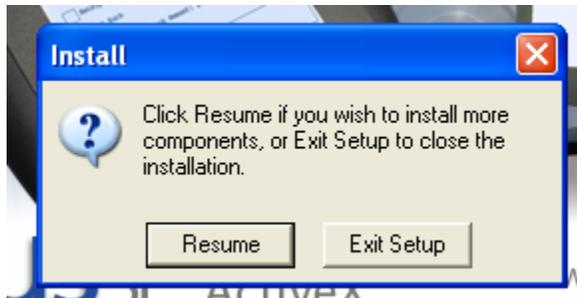
13.> Click 'Finish'



14.> Select 'Cancel' off of the menu



- 15.> Click Exit Setup and once returned to the desktop remove the CD.



- 16.> Plug the signature pad into the system utilizing the provided usb cable – Online detection will install the additional drivers and the device will be made available to the system.
- 17.> Verify the Signature Pad works with the MI-WIC Application.