

## **Texas-WIN 2-Day Local Admin Training Syllabus**

**Who can attend:** This class is recommended for new admin employees and as a refresher for experienced admin system users and directors.

**Prerequisite:** Students should be knowledgeable in WIC services, Clinic, and Admin operations. Basic typing or keyboarding skills are required.

**Synopsis:** Students are introduced to specific Texas-WIN admin functions via on-hands exercises and discussion.

**Length of class:** Approximately 16 hours

**Materials:** Students are supplied with all necessary items

**Topics covered:**

- Local Agency vs. Clinic Systems
- Hardware Platforms
- VSAT
- FSTRANS
- End of Day (EOD)
- New Backup systems (RD1000)
- Manage Employee Profiles
- Manage Security Groups
- Inventory
- Dual Participation
- Reports
  - Daily
  - Monthly
- Helpdesk
- Foxfire training

**Location:** WIC – Texas Department of State Health Services  
WIC Automation Training, Room HL 350  
4616 West Howard Lane, Bldg. 2  
Austin, TX 78728

**More Information:**

Internet site <http://www.dshs.state.tx.us/wichd/index.htm>  
E-mail [WICApplTraining@dshs.state.tx.us](mailto:WICApplTraining@dshs.state.tx.us)  
Fax (512)341-4479

**Tuesday PM      1-5pm**

Local Agency vs. Clinic Systems  
Hardware Platforms  
Manage Employee Profiles  
Manage Security Groups  
Inventory  
Dual Participation

**Wednesday AM      8:30am – 12pm**

VSAT  
FSTRANS  
End of Day  
New Backup Systems  
Reports  
    Daily  
    Monthly

**Wednesday PM      1-5pm**

Foxfire

**Thursday AM                      8:30am – 1pm**

Foxfire