

### About WINSelect®

Many third-party programs are not specifically designed for use in public access environments and allow malicious or inexperienced users to disrupt computer use. WINSelect brings these programs under **your** control, by allowing system administrators in these environments to selectively control third-party program and Windows operating system features, such as:

- menus
- hot keys
- desktop and Tooltray icons
- right mouse menus
- location of opening and saving
- CTRL-ALT-DEL (Windows 9x systems only)

WINSelect is modular and targeted programs, such as Internet Browsers, are controlled by the KIOSK module. Overall system security and specific functionality (such as where users may save and open files) is controlled by POLICY (This is not Windows Policy). Depending on your needs, you may wish to use both components, or just one.

### Changes from v3.33 & v4.01 NT

#### New Features

- Now installs on Windows '95, '98, ME, NT 4.0, or Windows 2000
- WINSelect POLICY is now an available option for Windows '95, '98, ME, NT 4.0, or Windows 2000
- Configuration files can be shared without sharing password information
- The Administrator interface has been made more user friendly
- Program Items blocked in KIOSK can be cut, pasted, renamed and moved around and organized
- System > About, now displays more information for use in troubleshooting
- Settings can be applied to multiple versions of a target program
- Windows Desktop Tooltray icons can be blocked
- Programs that are not being targeted/controlled can be excluded from monitoring
- Three utilities; 1. WINSelect Administrator, 2. Manager, 3. Quick On-Off
- Three levels of passwords
- WINSelect can be turned off until reactivated
- Monitoring and blocking can be temporarily stopped for system maintenance
- Increased compatibility with Novell Netware.

#### Features Changed or Removed

Windows 3.1 programs (16-bit) are no longer blocked

## Upgrading, Installation, and Removal

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**Note:** All Upgrades require a system reboot.

### Windows NT

If you have a licensed version of WINSelect version 4.0 or 4.01 for NT, the upgrade will install a licensed version of WINSelect 5.0 with only the KIOSK module. In order for the upgrade to proceed properly, the upgrade setup must be run while the previous license version is installed, **since this step prepares the computer for the installation of the upgrade**. A message will then give instructions to remove the previous version. After the previous version has been removed and the computer rebooted, run the upgrade setup again and follow instructions.

### Windows '95/98

Depending on which version of WINSelect is currently installed on the computer to be upgraded, (KIOSK or Policy or both), it will be upgraded to a licensed version of WINSelect 5.0 with the licensed modules. In order for the upgrade installation to proceed properly, the upgrade setup must be run while the previous license version is installed, **since this step prepares the computer for the installation of the upgrade..** A message will then give instructions to remove the previous version. After the previous version has been removed and the computer rebooted, run the upgrade setup again and follow instructions.



If the upgrade is being installed on a version of WINSelect v5.0 or later, removal of the previous version, before upgrading, is not required. If removal of a previous version is required, the previous configuration settings will be retained.

## Uninstalling WINSelect

**Note:** Since portions of WINSelect act as a part of the Windows operating system and become "locked in use" by the system, you **must** reboot your system after removing WINSelect in order to completely remove this software.

**Reinstalling** this software after removing a previous version **requires** a reboot before reinstallation -- until you reboot after removing WINSelect, the WINSelect software will not reinstall properly.



**DO NOT REMOVE WINSelect MANUALLY.**

### General Removal Instructions

To remove this software from your system:

- I. Select **WINSelect** in the "Add/Remove Programs" utility in the Control Panel
- II. When prompted, type in your **Super access password**. (This is be the same password used to log on to the WINSelect Manager Utility.)
- III. After the uninstall process has completed, restart your computer.

### Uninstalling a "Mixed" Licensed Version of WINSelect 5.x

If one component of WINSelect is Licensed and the other is an evaluation, the uninstall program will give you the option to remove only the evaluation portion of WINSelect, or the entire WINSelect package. To retain your licensed installation and remove just the evaluation portion, select "Yes" at the prompt. You can install a licensed version of the removed component that you have been evaluating at a later time.

## Expired Evaluation

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When the evaluation period expires, WINSelect will continue to provide monitoring and control using the last available settings before the evaluation expired. This prevents loss of the WINSelect security function. You will not be able to configure an expired WINSelect component unless and until you install a license version. If one component of a mixed installation expires, you can remove the expired component (see above note on "Mixed" installations) and the blocking for that component will no longer be in effect.

## Getting Started

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### WINSelect Logon Icon

To launch the WINSelect Administrator from the Taskbar icon (the check mark displayed on the left below), hold down either **SHIFT** key while double clicking on the icon with the mouse.



If the Desktop Policy "Disable Tooltray Icons" is set in System - Policy, the icon cannot be used to logon to WINSelect. In this case, use the logon hot keys instead.

### Logon Hot Keys

#### **CTRL-ALT-SHIFT-F7**

This hot key combination starts the WINSelect On/Off Utility.

#### **CTRL-ALT-SHIFT-F8**

This hot key combination starts the WINSelect Administrator.  
The WINSelect Administrator can also be started using the Taskbar icon.

#### **CTRL-ALT-SHIFT-F9**

This hot key combination starts the WINSelect Manager Utility.

## Logon

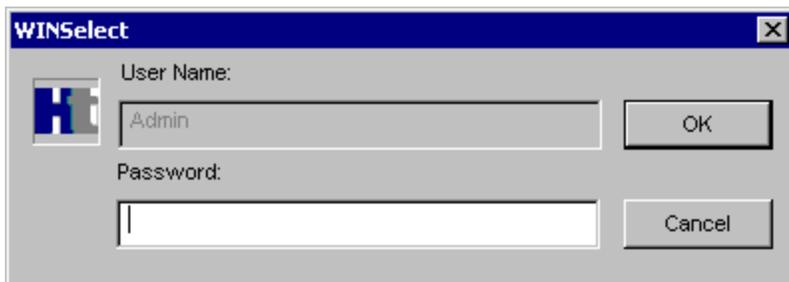
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### Starting WINSelect Utility programs

You may launch any of the WINSelect utilities while running any program being monitored by WINSelect by using one of the hot key sequences. The WINSelect Administrator may also be launched through the WINSelect Icon.

### Logon to the WINSelect Administrator:

The following logon dialog is displayed:



The screenshot shows a dialog box titled "WINSelect" with a close button in the top right corner. On the left side, there is a small icon of a computer monitor with a blue 'H' on it. To the right of the icon, the text "User Name:" is followed by a text input field containing the word "Admin". To the right of this field is an "OK" button. Below the "User Name:" field, the text "Password:" is followed by an empty text input field. To the right of this field is a "Cancel" button.

### Enter your "Admin" password and click "OK" to run the Administrator

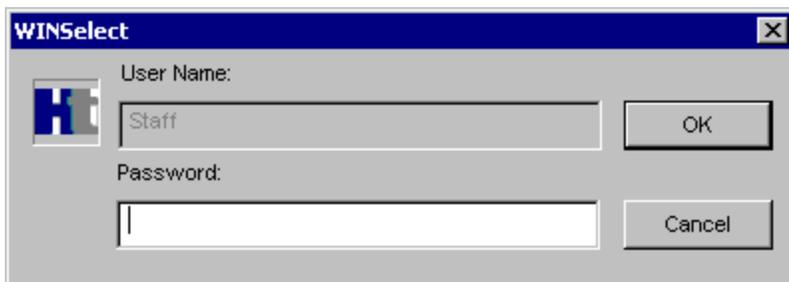
If the "Admin" password has not yet been set in the **WINSelect Manager**, the User Name will be blank.



To prevent unauthorized access, passwords should be set immediately.

### Logon to the WINSelect On/Off Utility

The following logon dialog is displayed:



The screenshot shows a dialog box titled "WINSelect" with a close button in the top right corner. On the left side, there is a small icon of a computer monitor with a blue 'H' on it. To the right of the icon, the text "User Name:" is followed by a text input field containing the word "Staff". To the right of this field is an "OK" button. Below the "User Name:" field, the text "Password:" is followed by an empty text input field. To the right of this field is a "Cancel" button.

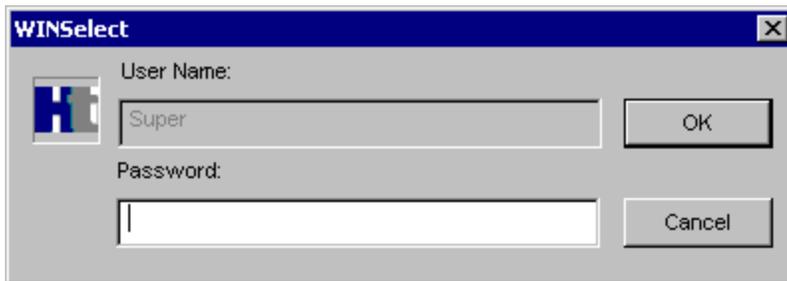
### Enter your "Staff" password and click "OK" to run the On/Off Utility.

If the "Staff" password has not yet been set in the **WINSelect Manager**, the User Name will be blank. To prevent unauthorized access, passwords should be set immediately.

## Logon to the WINSelect Manager Utility

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The following logon dialog is displayed:



**Enter your "Super" password and click "OK" to run the Manager**

If the "Super" password has not yet been set in the **WINSelect Manager**, the User Name will be blank. To prevent unauthorized access, passwords should be set immediately.

## WINSelect On/Off Utility



This simple utility is provided to allow WINSelect blocking to be turned on and off by staff members who administrators may not wish to have access to the WINSelect Administrator or WINSelect Manager.

## Adding a Program

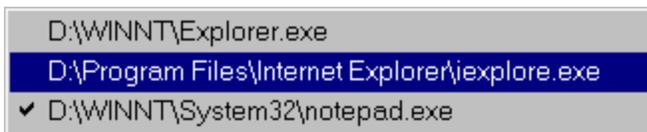
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### Targeted Programs

If you wish to apply specific settings to a program, that program must be added to WINSelect's program list.

The fastest and most reliable way to add a program to WINSelect is to:

- ◆ Run the program you wish to add the way you normally would (i.e. from its icon on the desktop)
- ◆ Click on the drop down menu arrow on the "Add Program" button on the toolbar
- ◆ Select the program from the list of currently running programs that WINSelect is monitoring, as shown below:

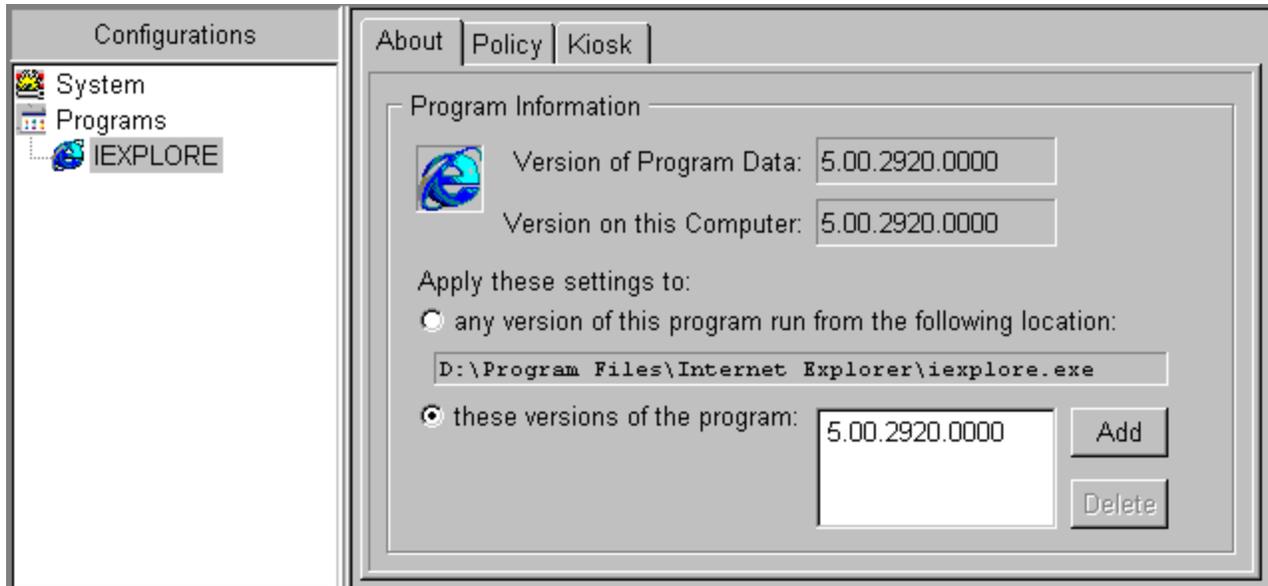


Programs that have already been added to the program list will have a check mark beside them on the running program list, as in the example of NOTEPAD.EXE above.

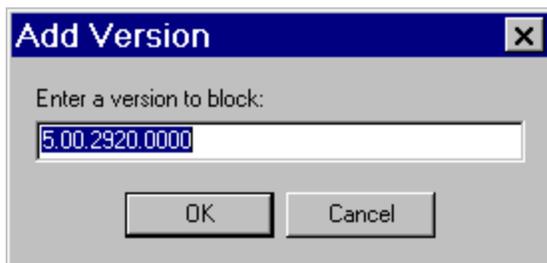
**HINT:** When an item on the running programs menu has the selection above (as in the case of IEXPLORE.EXE), the reported version of the program appears in the WINSelect status bar. This version information may be useful for troubleshooting, or for technical support.

A screenshot of a status bar with a grey background and a diagonal line in the bottom right corner. The text "Version: 5.00.2920.0000" is displayed in the bar.

Version: 5.00.2920.0000

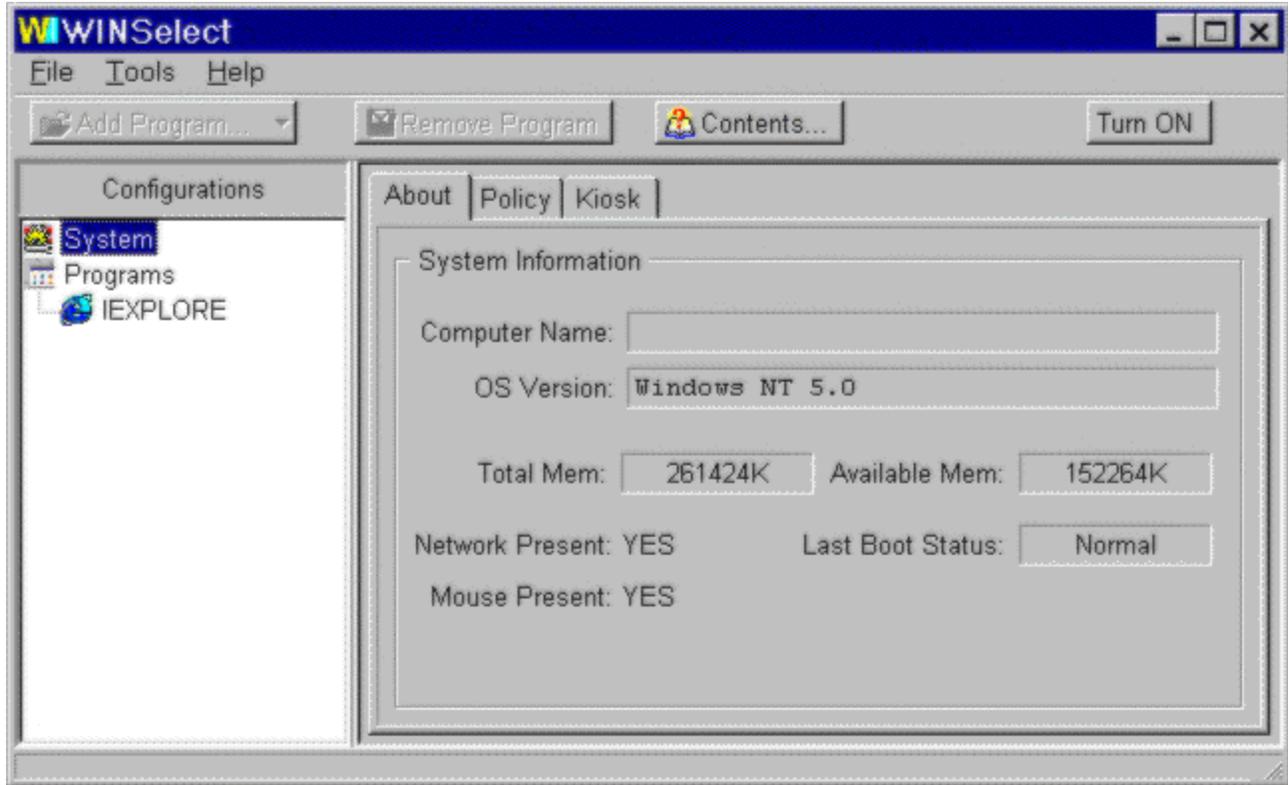


When a program is selected on the Configurations tree (shown on the left above), program specific information is displayed to the right. In this case, Internet Explorer version 5.00.2920.0000 is installed on the computer, and that version of the preconfigured settings is being applied. It is possible to apply WINSelect settings to a program either by its location, or by its version. As of version 5.0 of WINSelect, multiple versions of a program can have the same settings applied to them. To add another version to the list, click the "Add" button, and the following dialog will appear:



Enter the exact version of the program you wish to apply the settings to, click "OK" and it will be added to the list. You can find this exact version via the running programs list.

**Note:** Double clicking on a program in the list allows you to quickly run that program for testing purposes. You may also run a program by selecting its icon, clicking the right mouse button menu, and then selecting "Run Program."



This screen shows some system details that may be useful during troubleshooting or during a support call, such as:

- ◆ computer name
- ◆ operating system version
- ◆ total and available memory
- ◆ network and mouse status

### KIOSK Module

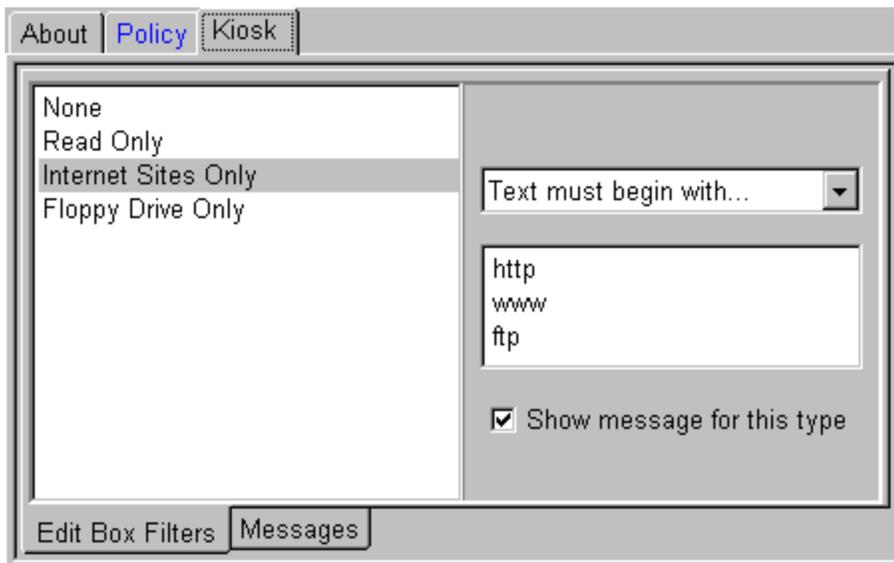
KIOSK is used to control application specific program features or behavior such as menus, hot keys, toolbar buttons, and edit box text entry. Internet Browsers are an example of KIOSK targeted programs and WINSelect comes with a pre-configured settings file for automatically controlling the Browser. The latest version of this file, the AutoConfiguration file can be downloaded from our WEB site at;

[www.winselect.com/pages/products/wsauto.htm](http://www.winselect.com/pages/products/wsauto.htm)

### System

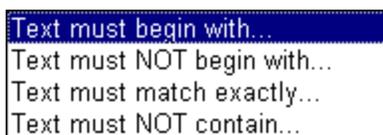
System KIOSK settings apply to all programs blocked by KIOSK in the Programs list.

### Edit Box Filters Subtab



The Edit Box filter types that are available on edit boxes in the Programs settings are configured in the screen shown above. The list on the left (above) contains the four default filter types. Add new filter types by right clicking over this list and selecting the menu option. Add or remove items from the filter items list (shown on the right above) by right clicking over it and selecting the menu option.

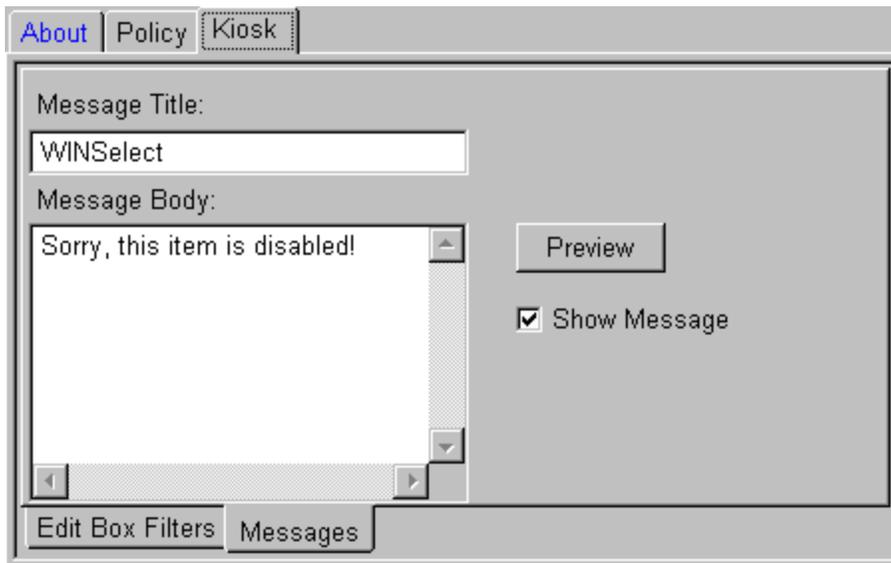
If "Show message for this type" is selected for a given filter type, the user will be notified when an edit box contains text that is not permitted. If the checkbox is not checked, the edit box will be cleared immediately.



Removing the filter type currently being applied to a program's editing boxes in KIOSK (for instance, removing the "Floppy Drive Only" type), will cause all edit boxes that previously had that filter type applied to become "Read Only."

## Messages Subtab

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This subtab allows you to set the message title and body for the message box that is displayed to the user when an action is blocked. (Menus that gray, and some other blocked items, such as **minimize**, **maximize**, and **close** commands, do not display a message.)

**Note:** If "Show Message" is unchecked, KIOSK blocking messages do not show for any blocked actions.

The "Preview" button allows you to see how the message box will appear to the user, as illustrated below:



## Programs

Programs KIOSK settings apply to the program that is selected in the Configurations tree to the left of these tabs.

**Group Block or Unblock:** It is possible to block and unblock entire groups of items by selecting the item using the right mouse button and select the "Block Children" or "Unblock Children" items.

## Commands Subtab

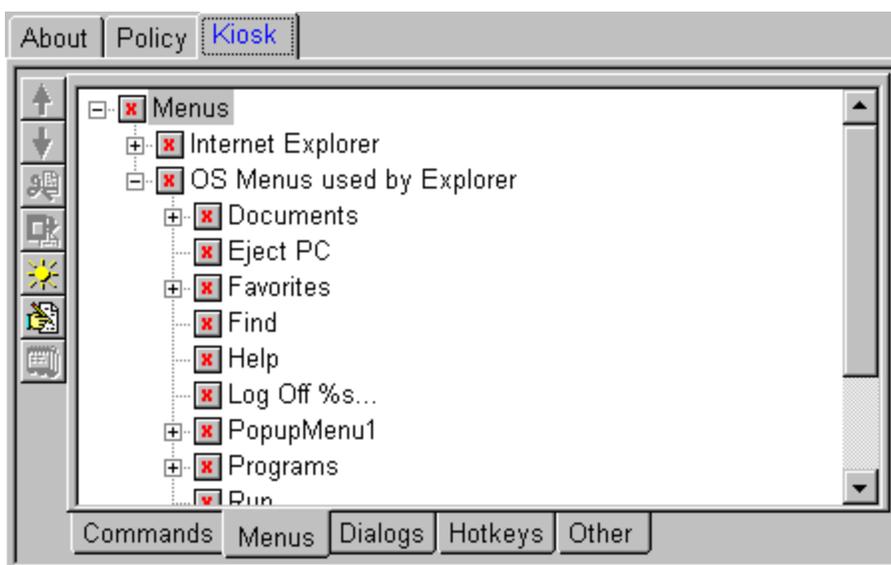
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When checked with the red **X** as shown above, the topmost window of a program will not minimize, maximize, resize, close, move, or be restored. If "Right Mouse Button" is checked, the right mouse menus normally in a program will not appear when the user clicks the right mouse button.

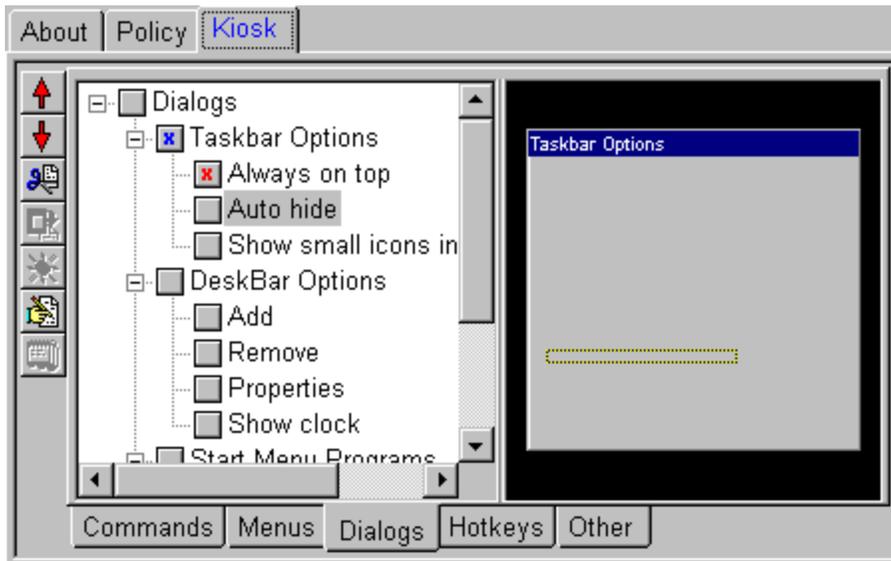
**Note:** Except for "Right Mouse Button," these settings apply to the last opened, topmost window of a program. If a program opens another topmost window (such as most browsers), the original window will be resizable. If the secondary windows are all closed, the last open window will again become blocked. This is intentional - to prevent secondary windows from becoming invisible behind the main window of a program.

## Menu Subtab



Items with the red **X** will be disabled within the program.

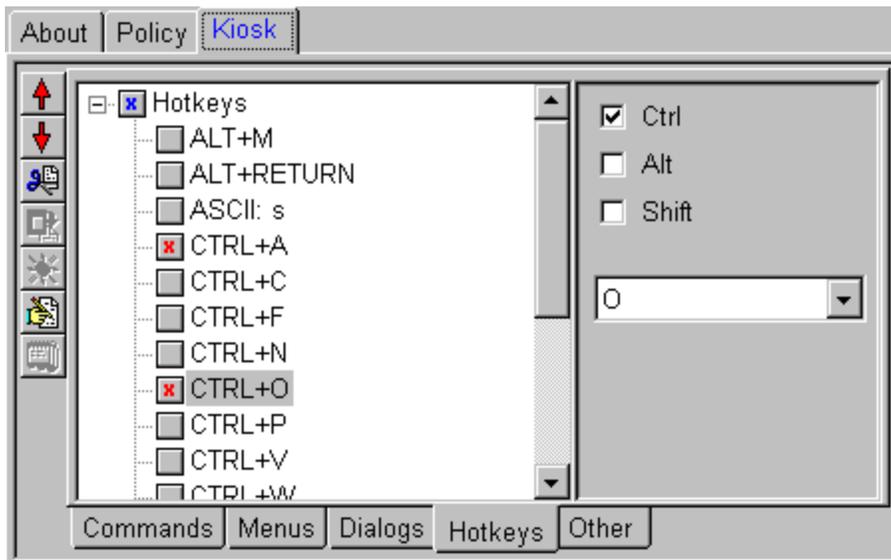
## Dialogs Subtab



This subtab allows blocking of individual buttons, checkboxes, and edit boxes on dialogs. It is strongly recommended that you verify that the item blocks properly, since some programs dynamically build or alter their dialogs at run time.

The "mock up" dialog on the right of the tree can be used to get an idea where the item is located on the dialog.

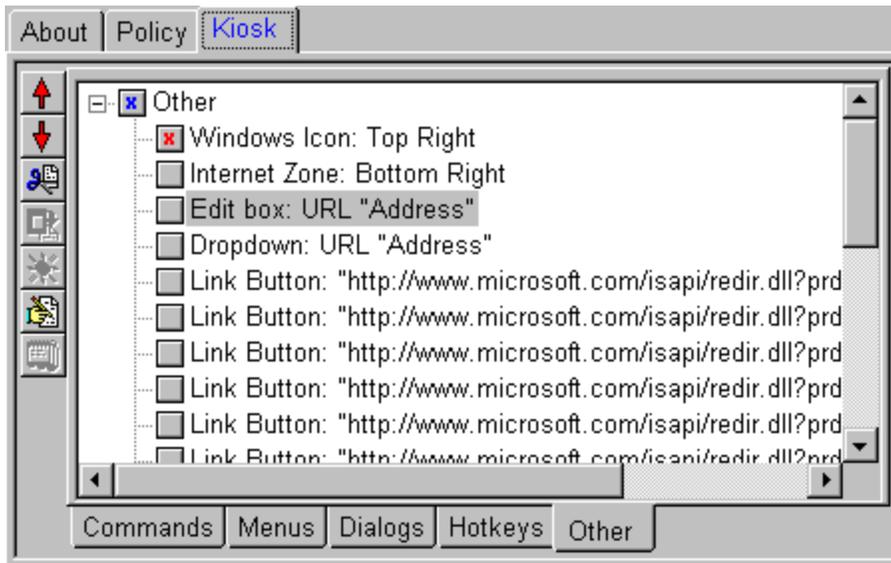
## Hotkeys Subtab



This subtab allows blocking of hot keys. Some hot keys are not registered in the program, and in this instance, select the "Hotkeys" node at the top, use the right mouse button, and select "Create." Select the newly created item and set its properties by using the Ctrl, Alt, Shift checkboxes and the key description dropdown on the right.

**Note:** Windows system keys, such as Ctrl-Alt-Del and Alt-Tab **cannot** be blocked through the KIOSK Hotkeys feature. On Windows 9x systems, these keys are blocked by the WINSelect System POLICY Desktop "System Hotkeys" option.

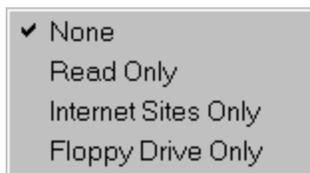
## Other Subtab



This subtab is used to organize those blocked items that do not fit into the other categories. Items recorded using the KIOSK recorder are placed in this tree.

**Note for Internet Explorer 5.x Users:** To selectively block toolbar buttons remove the button Text Labels. To remove the Text Labels, right click on the toolbar, and select Customize. In the dialog box displayed, click the Text Options drop down box and select "No Text Labels" from the box. It is recommended that IE 5.x users remove toolbar buttons using IE's toolbar options settings.

Selecting an edit box control, either as a recorded item, or on a Dialog, the Edit Box Filters that have been defined in the System KIOSK settings will appear in a menu, as shown below:



Select the filter type that you wish to apply to the edit box, or "None" if you wish to unblock the item.

**Note:** If you "Block Children" (i.e. all sub items) all items underneath that item will be "Read Only" since KIOSK has no way of knowing which filter you want to apply to different edit boxes.



The KIOSK Recorder adds items for blocking that WINSelect is not able to automatically extract from a target program. Before starting the recorder, make sure the program being recorded is running and selected in the Configurations tree. Right click, and select "Begin Recording." After the KIOSK Recorder dialog appears, select the recorder's "Start" button.

Return to the program being recorded and begin clicking the items that need to be added to KIOSK. Clicked items will appear in the recorder list and will display the type of item and a brief description. When the desired recorded item(s) appears, return to the recorder, select that item, and click "Move to KIOSK". When you have finished recording, click the stop button in the recorder dialog and then click exit. The items that were moved to KIOSK will now be in the "Other" subtab, under the "Recorded Items" node. To help identify them later, renaming certain items is suggested. To rename an item, right click it and select rename. By default, recorded items that are moved to KIOSK are unblocked. To block the items, click the gray checkbox beside the item. Blocked items appear with a red "X".

**Note:** It is recommended that items be recorded a few at a time and then tested before more are added.

WINSelect POLICY related to overall computer security and is used to control opening, saving, printing, as well as the "Start" button, Tooltray icons and certain Desktop items such as system icons (i.e. "My Computer").

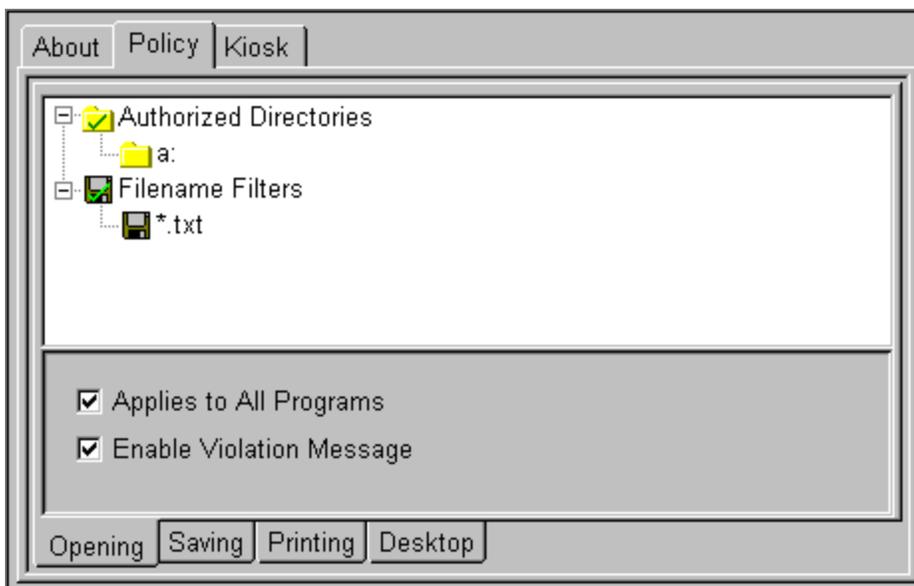


The POLICY module is not Microsoft Windows Policy which has limited control capabilities.

### System

System POLICY settings apply to all programs run on the system in a general way, unless specific programs have settings that override them.

### Opening Subtab



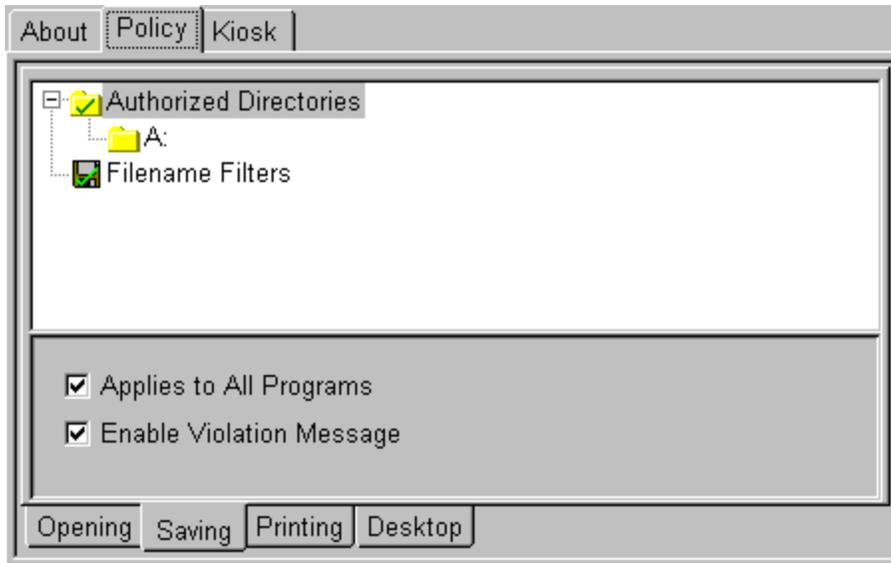
The "Opening" subtab specifies where a file can be opened and what file extension it must have. If no filename filters are specified, files of any name will be allowed.

If "Applies to All Programs" is checked, this policy will apply to all programs that use the standard Windows Open dialog, even if those programs are not specifically added to WINSelect's program list.

If "Enable Violation Message" is checked, the user will be notified by a message when a Opening policy violation has occurred.

## Saving Subtab

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The "Saving" subtab specifies where a file can be saved to and what file extension it must have. If no filename filters are specified, files of any name will be allowed.

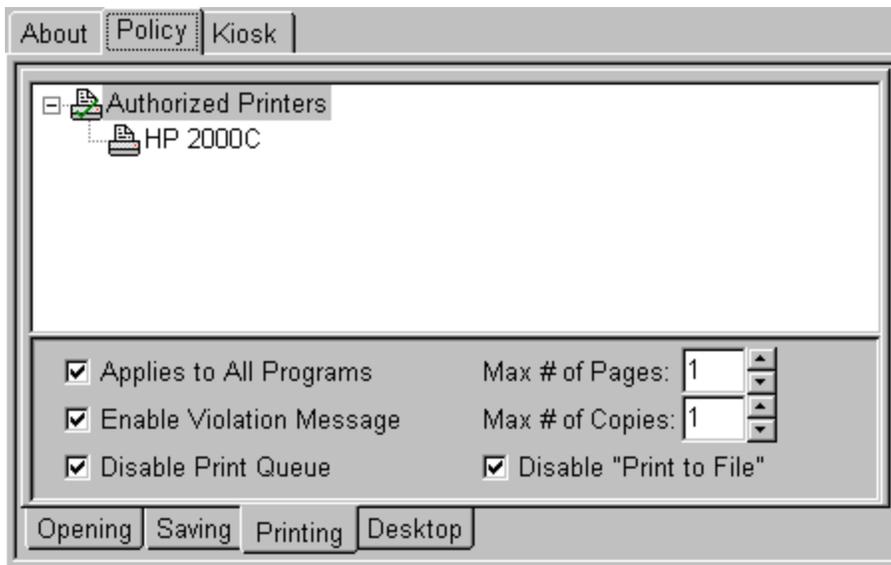
If "Applies to All Programs" is checked, this policy will apply to all programs that use the standard Windows "Save" or "Save As" dialog, even if those programs are not specifically added to WINSelect's program list.

If "Enable Violation Message" is checked, the user will be notified by a message when a Saving policy violation has occurred.

To add or remove an authorized directory or a filename filter, right click anywhere within the policy tree (the white area shown above) and the following menu will appear:



## Printing Subtab



The "Printing" subtab specifies the number of pages and copies that can be submitted for printing in a single print job.

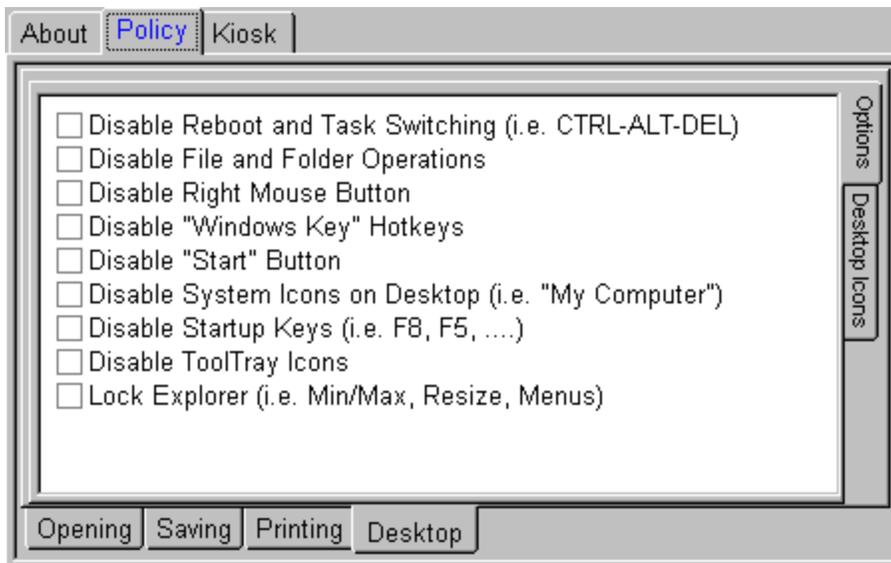
- If "Applies to All Programs" is checked, this policy will apply to all programs that use the standard Windows "Print" dialog, even if those programs are not specifically added to WINSelect's program list.
- If "Disable Print Queue" is checked, the user will have to wait for one print job to finish before starting another.
- If "Disable 'Print to File'" is checked, the user will not be permitted to print to a file.

**Note:** Some programs do not give the user the option to print anything other than the entire document. For these programs, the "Max # of Pages" policy will have no effect.

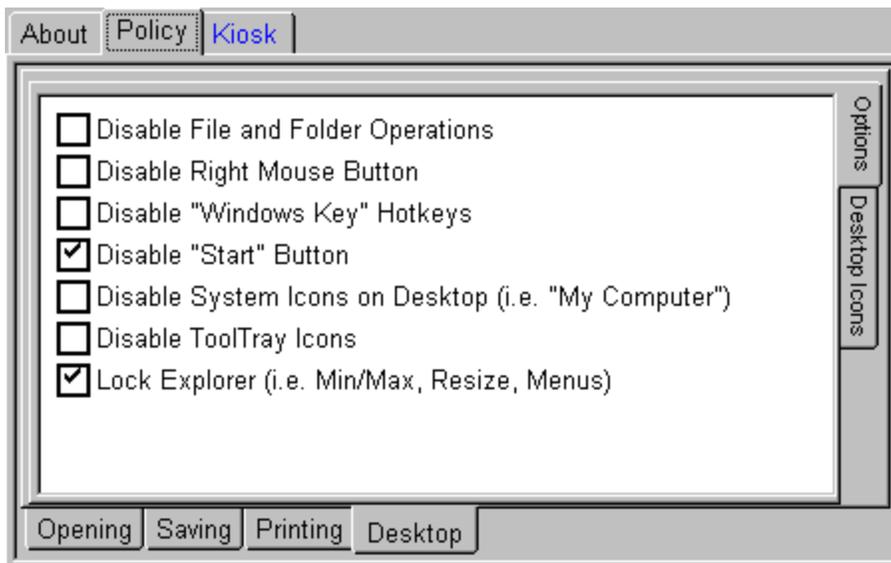
By default, all printers are authorized for printing. To require that printing be done through a specific printer or printers, right click on the printer tree (the white area shown above) and select the printer from the "Add Printer" menu, illustrated below: Those printers that are already specifically authorized will be grayed in the menu.



## Desktop Subtab - Options



**Windows 9x Options**



**Windows NT/2000 Options**

- |  |   |
|--|---|
| <b>Disable File and Folder Operations:</b> | Disables Drag & Drop, delete, rename and folder creation on all Desktop folders.          |
| <b>Disable Right Mouse Button:</b>         | Disables the use of Right Mouse Button operation system wide.                             |
| <b>Disable 'Windows Key' Hotkeys:</b>      | Disables shortcut Hotkeys using the "Windows Key"   |
| <b>Disable 'Start' Button:</b>             | Removes the Start Button  |
| <b>Disable System Icons on Desktop:</b>    | Disables Icons on the Desktop that are specified, my name/label in the Desktop Icons tab. |
| <b>Disable Tooltray Icons:</b>             | Disables clicking of any icons in the Systray.  |
| <b>Lock Explorer:</b>                      | Disables Maximize, minimize, move, resize and dragging of Explorer windows.               |

The following options are available on Windows 9x platforms only:

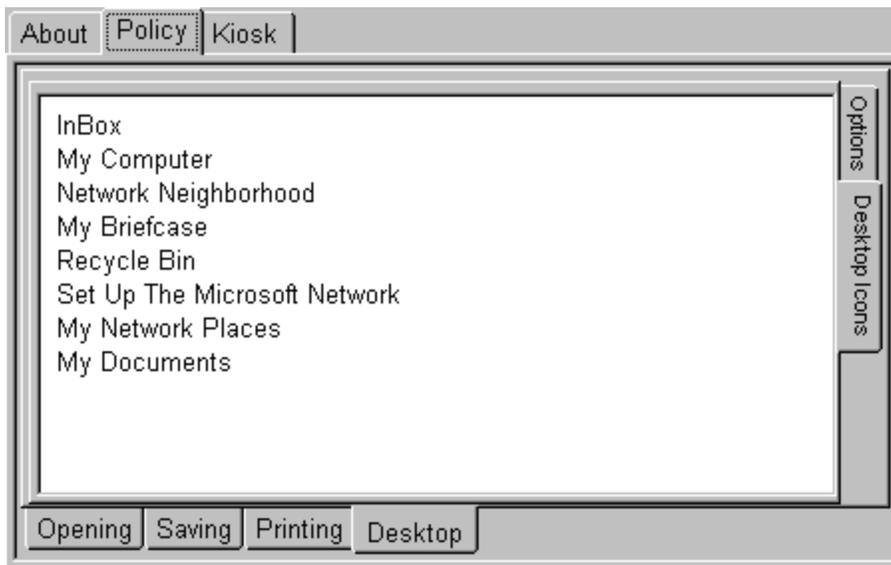
**Disable Reboot and Task Switching**

Disables Ctrl-Alt-Del rebooting, Alt-Tab task switching, Ctrl-Esc Start menu launching

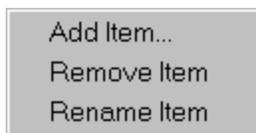
**Disable Startup Keys**

Disables F8 and F5 menus at boot up (safe start, etc.)

## Desktop Subtab - Desktop Icons



The Desktop Icons section of the Desktop subtab for Policy specifies which icons on the desktop will be disabled if the "Disable System Icons on Desktop" checkbox is checked in the "Options" subtab. The user will not be able to open, move, or copy them in any way. It is recommended that the "Disable File and Folder Operations" option is checked (disabled) in the Desktop policy in order to prevent users from renaming your icons.

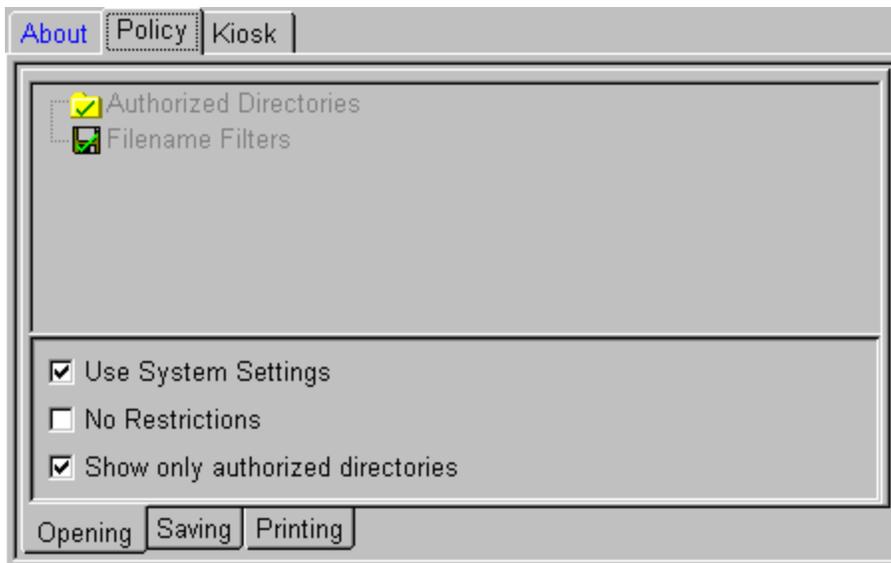


## Programs

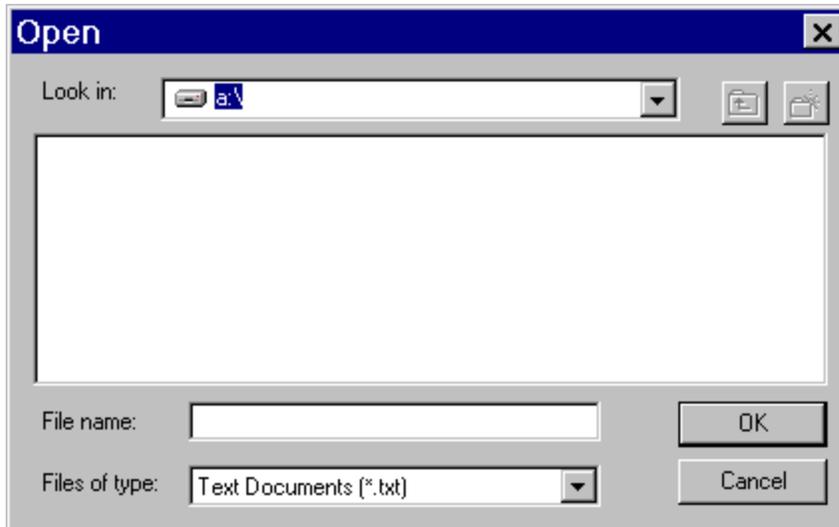
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Programs POLICY settings apply to the program that is selected in the Configurations tree to the left of these tabs. By default, policies are based upon the System settings, but in some cases, you may wish to override this behavior on a program-by-program basis.

### Opening Subtab

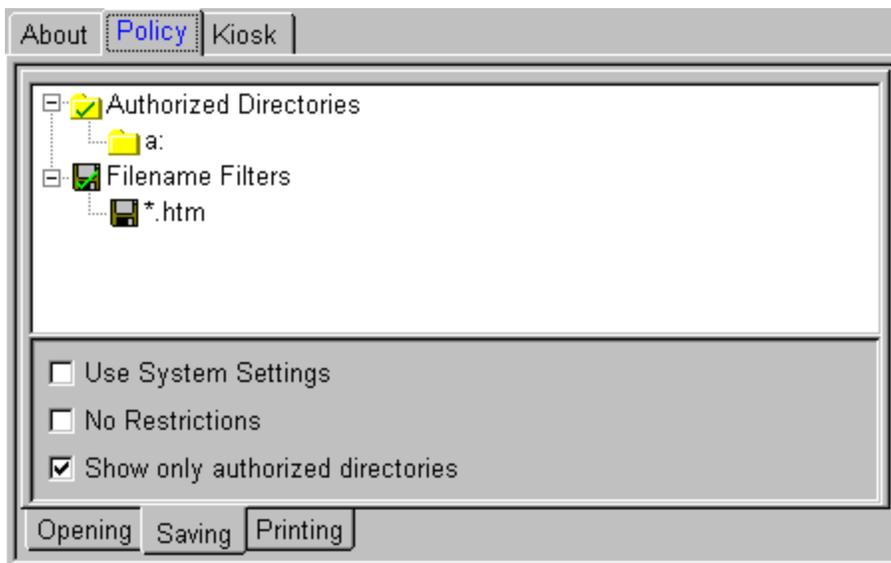


- If "Use System Settings" is marked with a check, the settings in the System section of POLICY - "Opening" will be in effect for this program.
- If "No Restrictions" is checked, this program will have no opening policy restrictions for this program.
- If "Show only authorized directories" is checked, the user will be presented with this dialog when opening a file, rather than that standard Windows "Open" dialog:



In most instances, you will want the above dialog to appear, since it does not present the user with drives or directories that are not authorized for saving, and the user will not be permitted to type in full paths. If for some reason you want the Windows dialog to appear, the policy will be applied after the OK button is clicked, so even though the user will be allowed to browse and select a file, they will not be allowed to actually open it.

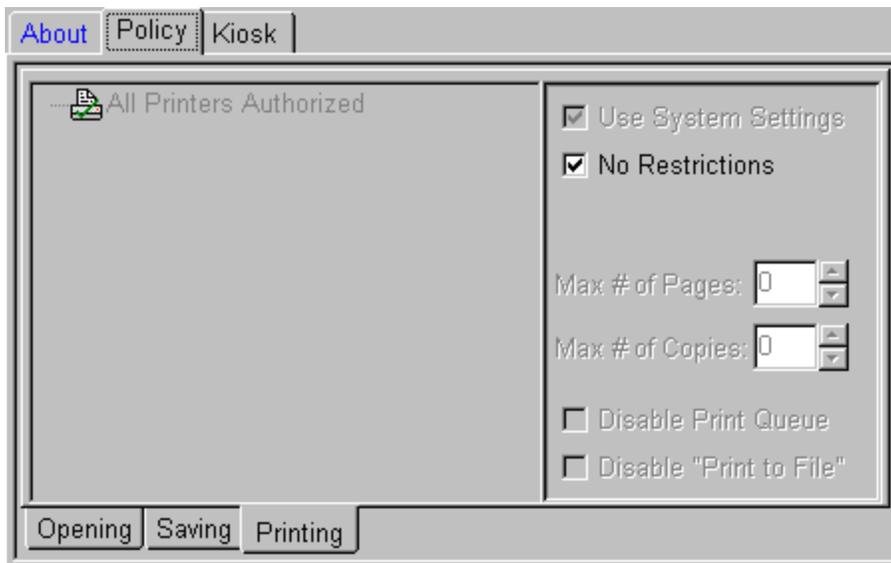
## Saving Subtab



- If "Use System Settings" is marked with a check, the settings in the System section of POLICY - "Saving" will be in effect for this program.
- If "No Restrictions" is checked, this program will have no saving policy restrictions for this program.
- If "Show only authorized directories" is checked, the more restrictive dialog (see "Opening Subtab" above) will be presented, rather than the Windows Save dialog.

## Printing Subtab

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- If "Use System Settings" is marked with a check, the settings in the System section of POLICY - "Printing" will be in effect for this program.
- If "No Restrictions" is checked, this program will have no printing policy restrictions for this program.

The other items in the Printing Subtab function identically to the System version of this subtab, except that they apply only to this program.

The screenshot shows a software window with three tabs: 'Passwords', 'Excluded Applications', and 'Drivers'. The 'Passwords' tab is selected. It contains three distinct sections, each with a title, two text input fields, and a button:

- Super Access:** A section with a title 'Super Access', a 'New Password:' label followed by an empty text box, a 'Confirmation:' label followed by an empty text box, and a 'Change' button.
- Administration Access:** A section with a title 'Administration Access', a 'New Password:' label followed by an empty text box, a 'Confirmation:' label followed by an empty text box, and a 'Change' button.
- Staff Access:** A section with a title 'Staff Access', a 'New Password:' label followed by an empty text box, a 'Confirmation:' label followed by an empty text box, and a 'Change' button.

This tab allows a supervisor to set the passwords that are required to run the WINSelect utilities. "Super" access is required to run the WINSelect Manager Utility, "Administration" access is required to run the WINSelect Administrator, and "Staff" access is required to run the WINSelect On/Off Utility. Passwords are **case sensitive**.

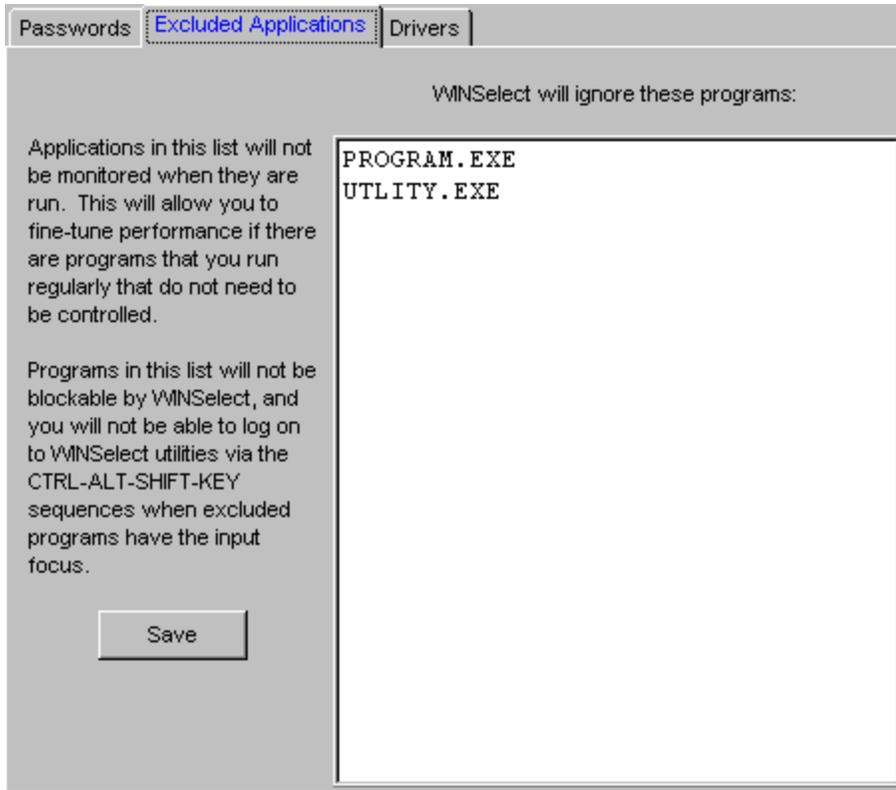
**Note:** The "Super" password is also required in order to uninstall WINSelect from the computer.

To change or set a password, enter the text in the "New Password" and "Confirmation" edit boxes and click the "Change" button. If both passwords fields are identical, the password will be changed.

**Note:** Until a password is set for a WINSelect utility for the first time, the user name will appear blank.

## Excluded Applications Tab

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You may wish to have WINSelect ignore certain programs when they are run, such as system utilities that have no features that offer potential for misuse. To add a program to this list, simply select the last line of the edit field and enter the file name of the executable.

Programs in this list cannot have KIOSK or POLICY blocking applied to them, and the WINSelect Logon hot keys do not function when the input focus is on a program in this list.





## Support

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Every effort has been made to design this software for ease of use and to be problem free. However, if you encounter problems or find that you are having difficulty making this software work as intended, please contact our support department as follows:

Email: [support@winselect.com](mailto:support@winselect.com) - include the software name and the word "Support" in your email subject line.

Phone: [1-800-663-8381](tel:1-800-663-8381) or [\(604\) 945-4233](tel:604-945-4233)

Office Hours: 8:30 A.M. to 5:00 P.M. (Pacific Time)