Faronics WINSELECT™

ENTERPRISE

DYNAMIC Preference Control

User Guide

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Contact Information

Web:	www.faronics.com
Email:	sales@faronics.com
Phone:	800-943-6422 or 604-637-3333
Fax:	800-943-6488 or 604-637-8188
Hours:	7:00am to 5:00pm (Pacific Time)
Address:	*Faronics Technologies USA Inc.* 5506 Sunol Blvd, Suite 202 Pleasanton, CA, 94566 USA
	Faronics Corporation 609 Granville Street, Suite 1400 Vancouver, BC V7Y 1G5 Canada

Technical Support

Every effort has been made to design this software for ease of use and to be problem free. If problems are encountered, contact Technical Support:

Email:	support@faronics.com
Phone:	800-943-6422 or 604-637-3333
Hours:	7:00am to 5:00pm (Pacific Time)

About Faronics

Faronics delivers market-leading solutions that help manage, simplify, and secure complex IT environments. Our products ensure 100% workstation availability, and have dramatically impacted the day-to-day lives of thousands of information technology professionals. Fueled by a customer-centric focus, Faronics' technology innovations benefit educational institutions, healthcare facilities, libraries, government organizations and corporations.

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Faronics WINSelect Overview

About WINSelect

Controlling user activity on public use and kiosk computers is a problem that IT personnel continually face. IT administrators want a solution that allows them to easily manage user access to certain applications, web sites, and menu options so that they can influence how a workstation is used. Faronics WINSelect protects a computer's purpose by empowering administrators with full control over a workstation's abilities. Windows operating system features, Start menu functionality, Internet Explorer capabilities, and Windows Explorer options can all be heavily customized to suit organizational needs.

WINSelect Editions

Standard

- WINSelect Standard Edition runs on a standalone workstation.

Enterprise

- WINSelect Enterprise Edition provides centralized installation, deployment, administration, and control for multiple workstations on your network.

About Faronics Core

Faronics Core supports the monitoring and management of multiple workstations from a central location. The Faronics Core displays the current status of managed workstations and allows commands to apply to one or more of those workstations. Advanced features include the ability to shutdown or restart computers, and centralized control over workstation protection settings.

System Requirements

Software

- Windows XP Professional SP3 (32-bit or 64-bit), Windows 7 (32-bit or 64-bit), Windows 8.1 (32-bit or 64-bit) or Windows 10 version 1803 (32-bit or 64-bit)

Supported Programs

- Microsoft Office XP, 2003, 2007, 2010 and 2013
- Internet Explorer 10 and above
- Mozilla Firefox (upto version 62.0)

Faronics Core Requirements

Information on Faronics Core system requirements can be found in the Faronics Core user guide. The latest user guide is available at http://www.faronics.com/library.

WINSelect Installation Overview

Installation and configuration of WINSelect involves the following steps:

- Installing Faronics Core Console and generating/deploying the Workstation Agent installer
- Installing and configuring the WINSelect Loadin
- Deploying the WINSelect workstation installer file

Installing Faronics Core Console

For information on installing the Faronics Core Console and generating and deploying the Workstation Agent installer, see the Faronics Core Console user guide.

> *Prior to installing WINSelect, the Fast User Switching options for Windows XP and Windows 7 must be disabled. Refer to* http://support.microsoft.com/kb/279765 *for more information.*
>
> *WINSelect must be disabled during the creation of a new User Profile. As part of WINSelect protection, the registry editing tools will be disabled. The administrator will have to disable WINSelect to use these tools.*
>
> *If a removable drive is connected during the WINSelect install, it is assigned a drive letter. It is recommended that removable drives be disconnected during installation to avoid unintentionally applying WINSelect settings.*
>
> *If Windows Group Policies are set on a workstation and WINSelect sets the same policy, WINSelect will take precedence. If WINSelect does not duplicate the Group Policy setting, the Group Policy will not be affected.*

Installing WINSelect Loadin

The WINSelect Loadin is installed into Faronics Core Console using the *WINSelect_Console_Loadin_ Installer.exe* file. The WINSelect Loadin cannot be installed on a system that does not already have Faronics Core Console installed.

To Install the WINSelect Loadin, complete the following steps:

1. Insert the CD-ROM from the Media Package into the CD-ROM drive. If WINSelect has been downloaded via the Internet, double-click the *.exe* file to begin the installation process.

   Click *Next* to continue.

2. Read and accept the License Agreement.

Click *Next* to continue.

3. Enter the *User Name*, *Organization* and the *License Key*. Select the Use Evaluation check box to install the evaluation version. The evaluation version will expire in 30 days.

4. Specify the install location and click *Next*. The default is *C:\Program Files\Faronics\Faronics Core\Loadins\WINSelect*. Click *Change* to change the location.
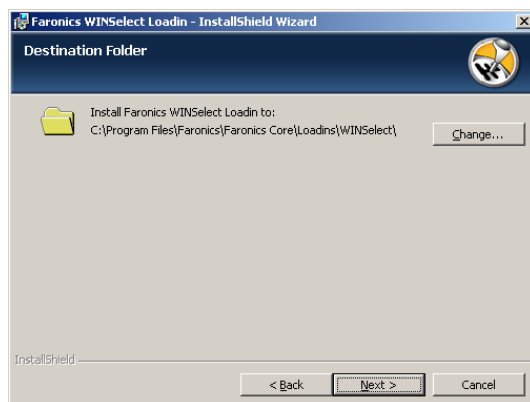
4. Click *Install* to complete the installation.
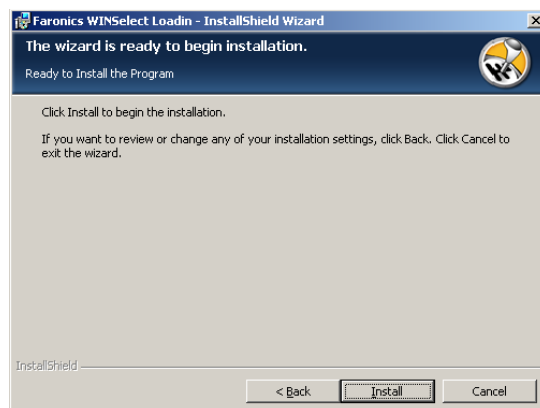
An immediate Faronics Core Console restart is recommended following installation.

Installing/Upgrading WINSelect on a Workstation via Faronics Core Console

You can install WINSelect on a workstation via Faronics Core Console. If you recently purchased an upgraded version of WINSelect, you can upgrade via Faronics Core Console.

To install/upgrade WINSelect, select a single workstation or multiple workstations, click *Configure Workstations* in the right pane and select *Advanced > WINSelect>Install/Upgrade WINSelect*.

The WINSelect dialog appears. Enter and confirm the Password. Click *Install WINSelect*.

Applying the License on a Workstation via Faronics Core Console

If you are using the evaluation version of WINSelect, you can apply the license and convert it to a full version. Faronics WINSelect License can be applied via Faronics Core Console. Complete the following steps to apply License:

1. Launch Faronics Core Console.
2. Right-click the Core Server and select *Properties*.
3. Click the WINSelect tab. The WINSelect tab displays the *Version*, *License Key* (if it is a Licensed Version), and *License Expiry*.
4. To reboot the computer after the user session, select the *Reboot computer after user session finishes* check box.
5. Click *Edit* and enter the License Key in the *License Key* field.
6 Click *Apply*. Click *OK*.

Faronics Licensing works as follows:
- The Core Server (a component of Faronics Core) automatically pushes the License Key to the workstations where Faronics WINSelect Client is installed (if the computers are offline, the License Key is applied once the computers are back online).
- The License Key cannot be manually edited at the workstation.

> ⚠ *If the License Key was entered while installing the Loadin, it is not necessary to enter it again in the Properties tab.*

Installing WINSelect Manually on a Workstation

When installing the WINSelect Loadin, the WINSelect workstation installer files are unpacked in the *C:\Program Files\Faronics\Faronics Core\Loadins\WINSelect\Workstation Installer* directory. To install WINSelect on a workstation, double-click *WINSelect_Ent_32-bit.msi* on a 32-bit operating system.

To install WINSelect on a workstation manually, do the following:

1. Double-click on the *.msi* file to begin the installation process.
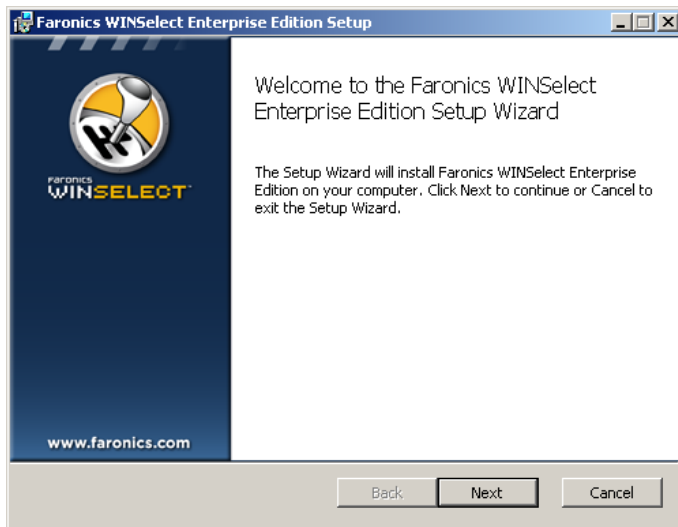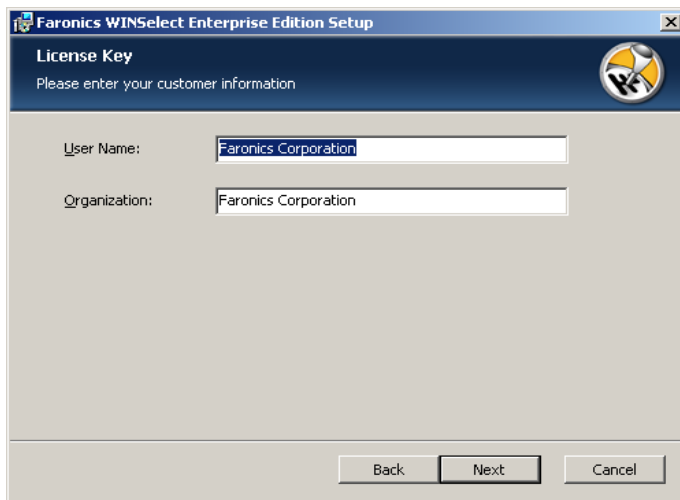
    Click *Next* to continue.

2. Read and accept the License Agreement.
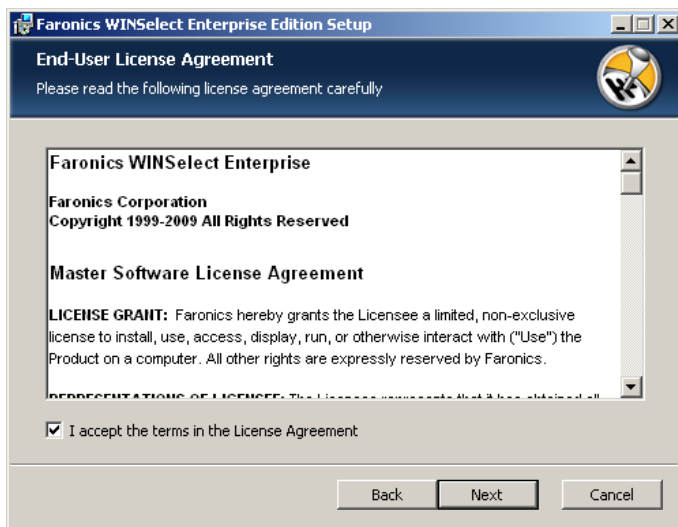
    Click *Next* to continue.
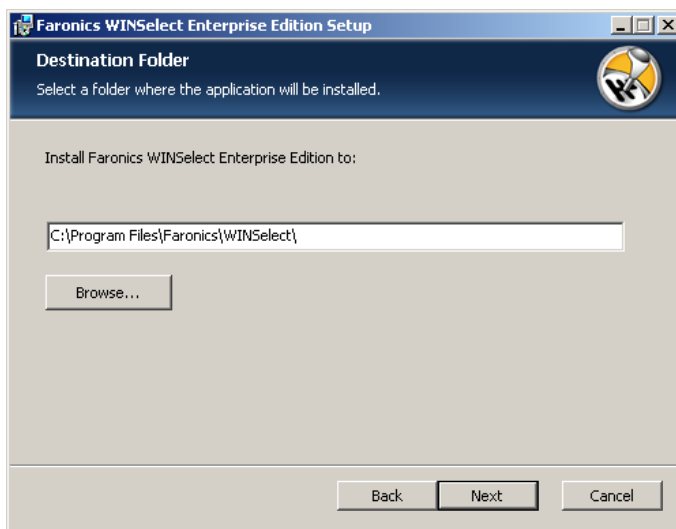
3. Enter the *User Name*, and *Organization*.

Click *Next* to continue.

4. Specify the install location and click *Next*. The default is *C:\Program Files\Faronics\WINSelect*.

5.   Enter a *WINSelect Administrator Password*. Enter the password again to confirm. Click *Next* to continue.

6.   Click *Next*. Click *Install* to complete the installation.

Once the Loadin has been successfully installed and Faronics Core Console restarted, a list of WINSelect-specific actions are displayed in the Actions pane when one or more workstations have been selected.

The WINSelect actions are also available by selecting one or more workstations and using the right-click contextual menu.

- *Console Tree*: The pane that allows you to select the Faronics Core Console node, workstations and groups, schedules tasks, and view generated reports.
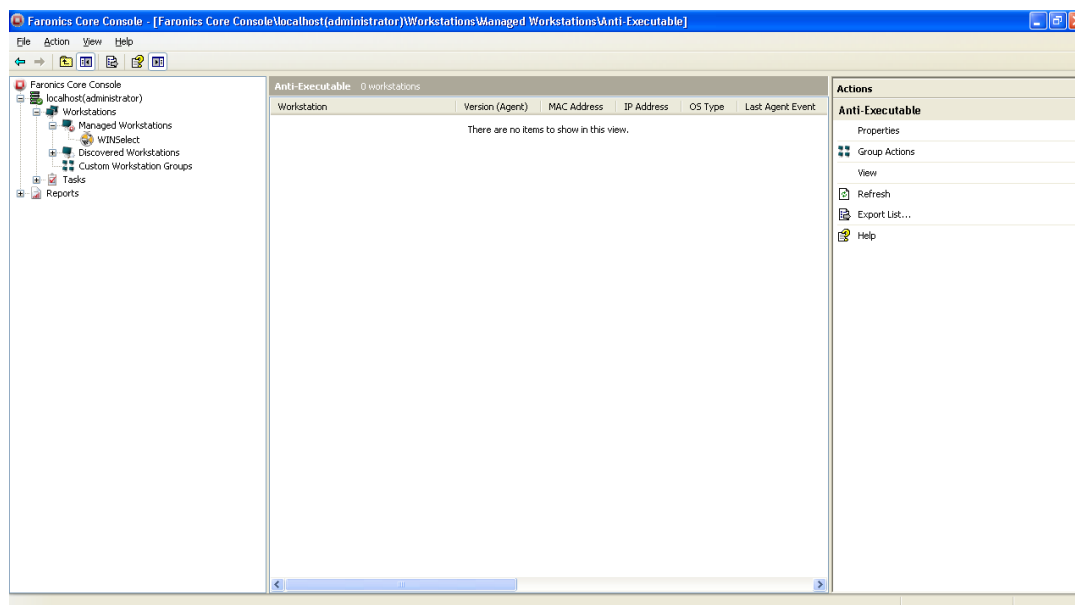- *Workstation List*: The pane that allows you to list workstations currently communicating with Faronics Core Console. This list also displays columns regarding workstation-specific information.
- *Actions Pane*: The pane that allows you to enable, disable, and configure WINSelect .

WINSelect Licensing

If no License Key is available, use the evaluation version of WINSelect. The evaluation version is valid for 30 days. To upgrade to the full version of WINSelect enter a valid Licence Key in the About node.

If no Key is entered after 30 days, WINSelect is disabled on the workstation.

Configuring the WINSelect Loadin in the Faronics Core Console

To configure the WINSelect for a workstation in the Faronics Core Console, click on *Workstations > Managed Workstations* and the workstation(s) for which you want to configure WINSelect, and click *Configure WINSelect.* The Faronics WINSelect configuration screen appears.

Retrieving Settings from the Workstation

To retrieve settings from a selected workstation, click *Retrieve*. Only settings from a single workstation can be retrieved.

To configure multiple workstations with similar settings, import a WINSelect template from the Administrator node. For more information, refer to the section on *WINSelect Templates*.

Applying Settings in the Faronics WINSelect Enterprise Console

When the administrator modifies settings in the WINSelect Enterprise Console, the text for the node turns red to indicate that the administrator has made changes. To apply changes, click *Apply*, and then apply the settings only to the edited panes or to all the panes.

WINSelect Enterprise Console

The *About* node of the WINSelect Enterprise Console appears as below:
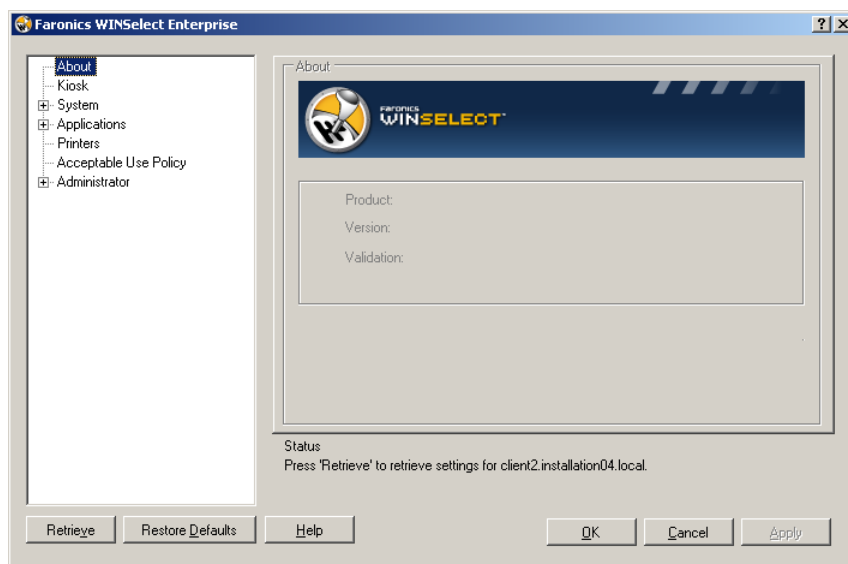
The Console is comprised of a series of nodes grouped by common function allowing the administrator to customize the Windows environment and functionality.

The *Kiosk* node allows administrators to create a workstation with limited Windows functionality and enable key WINSelect features in only a few short steps.

The *System* node contains options which protect the computer and prevent unauthorized access to key Windows settings. Here, the administrator can prevent changes to system-wide Windows components.

The *Applications* node allows the administrator to customize the software found on the WINSelect workstation. Use the Applications node to permit and restrict access to applications like Microsoft Office and various Internet browsers.

The *Printer* node allows administrators to disable local and network printers.

The *Acceptable Use Policy* node allows administrators to set Acceptable User Policy and display it to workstation users.

The *Administrator* node allows users to enable and disable WINSelect, customize WINSelect settings such as the creation of user sessions, and add or change passwords. WINSelect templates can also be created.

Click on any node to configure the workstation.

> ⚠️ *To apply changes in configuration in the Console for a single workstation, click Apply. If you select multiple workstations and change the configuration, click Apply Changes to apply only the changes in configuration to the selected workstations or click Apply All to apply the changes including the default settings to the selected workstations.*

System

The System node allows you to configure the system-wide options.
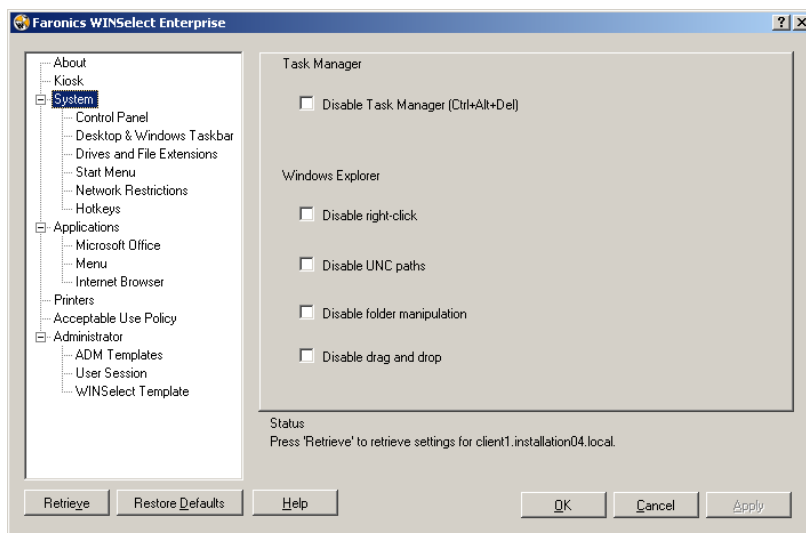
To disable the Task Manager, select *Disable Task Manager*. This prevents the user from accessing the Task Manager and ensures currently running tasks and processes can only be ended by an authorized user.

Select *Disable right-click* to prevent users from accessing commands such as *View, Paste, Copy,* and *Properties* in Windows Explorer.

Select *Disable UNC* (Uniform/Universal Naming Convention) *Paths* to prevent users from accessing shared network resources.

Select *Disable Folder Manipulation* to prevent the renaming, moving, or deleting folders. This prevents users from renaming or changing the location of folders through Windows Explorer.

Select *Disable Drag-and-Drop* to prohibit users from moving files and folders to different locations. This option also disables selecting text and images by dragging the mouse pointer in all applications.

> ⚠️ *The Disable Task Manager and UNC paths options are automatically enabled and cannot be configured when Kiosk mode is enabled.*

Control Panel

The Control Panel node provides options for restricting the display of Windows Control Panel applets. Windows Control Panel can be accessed but the icons may be selectively hidden.
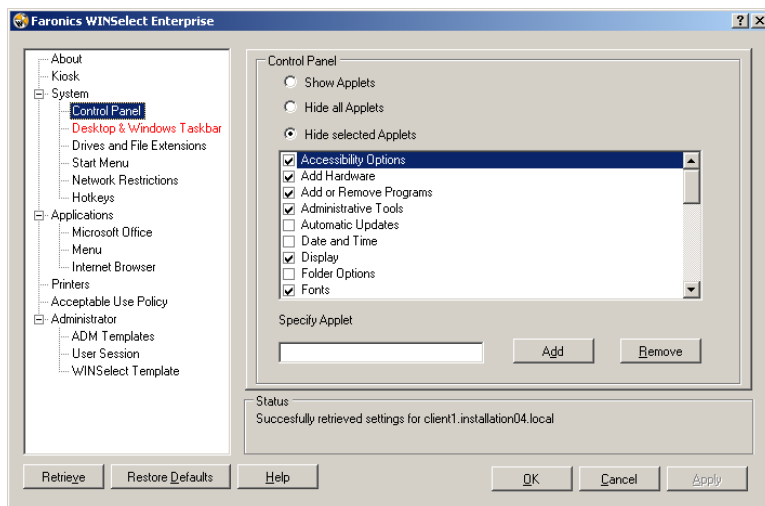
Some Control Panel settings can still be accessed and changed via a command line or the *Run* dialog.

To permit access to the entire Control Panel, select *Show Applets*. This displays each applet found in the workstation's Control Panel. To prevent access to every Control Panel applet select *Hide all Applets*. *Show Applets* and *Hide all Applets* do not allow for specific applets to be allowed or restricted.

To specify specific applets click *Hide selected Applets* and select the check box next to the applet to be restricted. A cleared check box next to the applet signifies a displayed and accessible applet.

To add an applet to the list, enter the applet name in the *Specify Applet* field and click *Add*.

To delete an applet, highlight it in the list and click *Remove*. A deleted applet still appears in Control Panel. It has only been removed from WINSelect's list of Control Panel applets.

Desktop & Windows Taskbar

The Desktop & Windows Taskbar node provides options for restricting the use of the workstation desktop and Windows Taskbar.
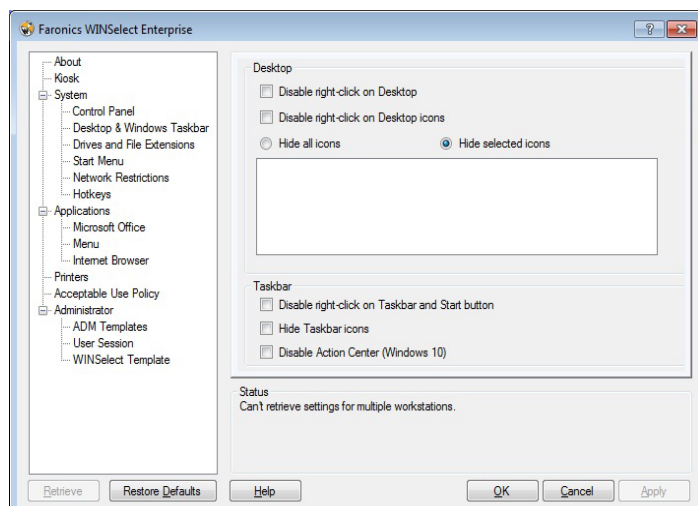
Disable Right-click on Desktop prevents the user from right-clicking on the desktop. They will not be able to access the right-click menu and commands such as *New* and *Properties*.

Disable Right-click on Desktop icons prevents the user from right-clicking on desktop icons. They will not be able to access commands such as *Open*. The user will also not be able to delete shortcuts or rename them.

The two radio buttons *Hide all icons* and *Hide selected icons* dictate the desktop icons that can be hidden. WINSelect recognizes the desktop icons on the workstation and lists them. Hide selected by selecting the *Hide selected Icons* radio button and selecting the check box for each icon to be hidden.

> ⚠️ *If Kiosk mode is enabled, changes to this node are not possible. Disabling right-click in the System node also disables the two Disable Right-click options in the Desktop & Windows Taskbar node.*
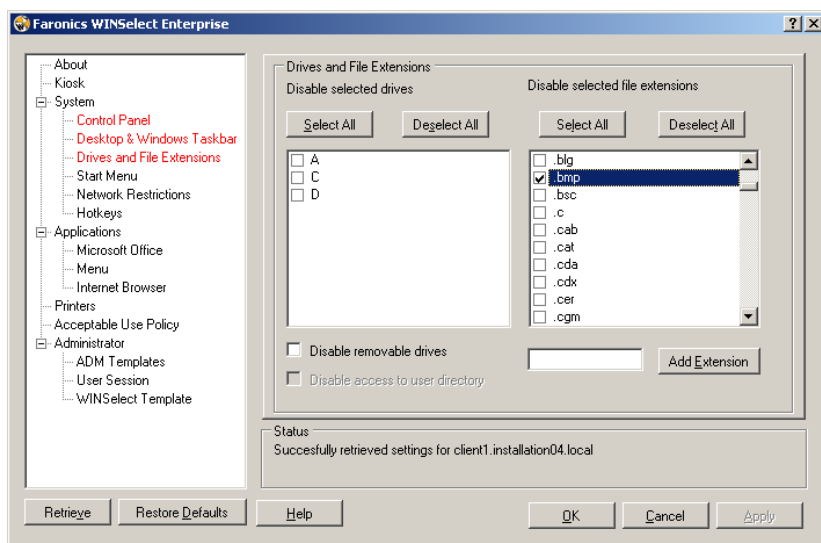
Drives and File Extensions

The Drives and File Extensions node provides options for restricting access to drives and specified file extensions for each application installed on the workstation.

Choose the available drives and file extensions to be disabled by selecting the check box next to each one. Use the *Select All* or *Deselect All* options if required.

Files and directory structures are not visible once this feature is enabled. For example, if all drives are selected, exploring the directories contained within is not permitted. If there is no drive selected but a file extension is selected, then the file extension will be disabled across all drives.

If the system drive is disabled, access to the user's directory is not disabled by default. Select *Disable access to user's directory* to prevent access. For example, if *C:* is listed as the system drive, selecting the check box next to *C:* makes the *Disable access to user's directory* check box available. The administrator can now choose to restrict the user to access the directory *C:\Documents and Settings\User* folder by selecting the check box. The user will be able to access only the *Desktop*. This option is only made available when the system drive letter check box is selected. Clear the check box to allow users to save and create files within their own directory.

To prevent access to removable drives, select the check box for removable drives. This feature prevents the user from seeing any removable drives connected. To disable file extensions from being used, select the desired extension. To add another file extension to the list, enter the extension in the field provided and click *Add Extension*.

Once enabled, this feature prevents access to or creation of files with the specified extension.

> ⚠️ *If a removable drive is connected during the WINSelect installation and configuration, it is assigned a drive letter. It is recommended that removable drives be disconnected during installation and configuration to avoid inadvertently applying WINSelect settings to the removable drive.*

Start Menu

The Start Menu node provides options for restricting access to the workstation Start menu. Customize access to the Start menu by selecting one or more options.
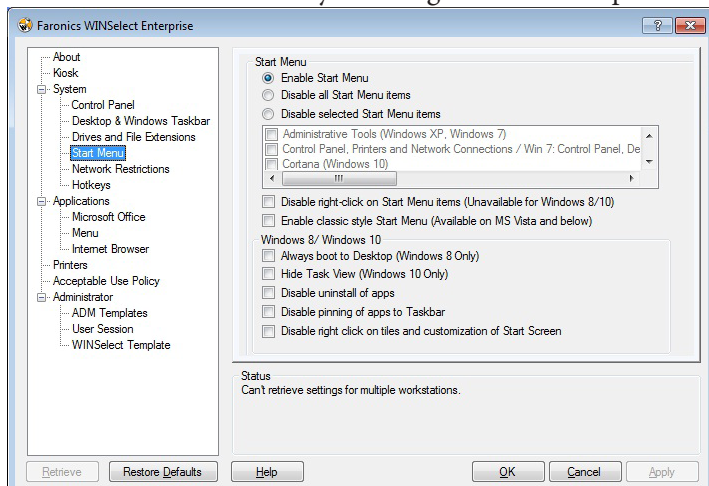
Enable Start Menu - select this option to allow access to the Start Menu.

Disable all Start Menu items - select this option to disable Start Menu completely.

Disable selected Start Menu items - select this option to disable the selected Start Menu items. Select the check box for the specific items/operating system version you want to disable.

Disable right-click Start Menu item - select this option to disable right-click for the Start Menu and prevent the user from accessing the secondary menu. This option is not available for Windows 8.1.

Enable Classic Style Start Menu - select this option to enable the Classic Style Start Menu. This option is available on Windows 7 and below.

Windows 8.1/Windows 10 (version 1803)

Select the following options if Windows 8 .1is installed on the managed computers:
Always boot to Desktop (Windows 8.1 Only) - select this option if you want the computers to always boot into Desktop mode. If you do not select this option, the computers running Windows 8.1 will boot into the Start Screen by default.

Hide Task View (Windows 10 version 1803 Only) - select the check box to disable Task View on Windows 10 version 1803. The Task View allows you to switch between programs currently running on the computer.

Disable uninstall of apps - select this option to disable uninstalling Windows 8.1 apps by the user.

Disable pinning of apps to taskbar - select this option to disable pinning the Windows 8.1 apps to the taskbar by the user.

Disable right-click on tiles and customization of start screen - select this option to disable the ability to right-click tiles on the start screen and also disable the customization of the start screen by the user.

Network Restrictions

The Network Restrictions node provides network restriction options. Administrators can limit access to specific web sites with these options.
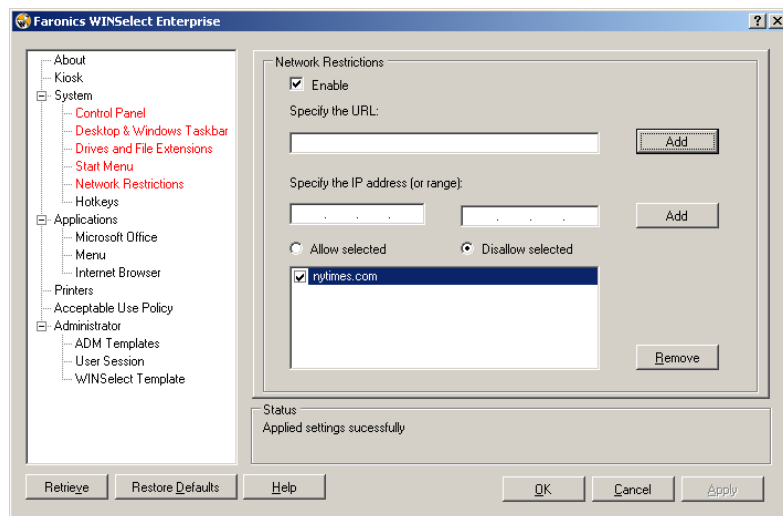
To apply network restrictions on the workstation, select *Enable*.

To restrict a specific domain name, enter it in *Specify the URL* and click *Add*. The name appears in the list.

To restrict an IP address or a range of IP addresses, enter the addresses in the field(s) provided and click *Add*. The addresses appear in the listbox.

If a range of addresses is specified, each individual address within the range is either restricted or allowed depending on the radio button selected (*Allow selected* or *Disallow selected*).

Select the *Allow selected* or *Disallow selected* radio buttons to specify the list behavior. Restrict or permit selected ranges or domain names based on which entries are selected. If *Allow selected* is selected, the selected list entry will be allowed. If *Disallow selected* is selected, the selected list entry will not be allowed. To remove an item from the listbox, select the item and click *Remove*.
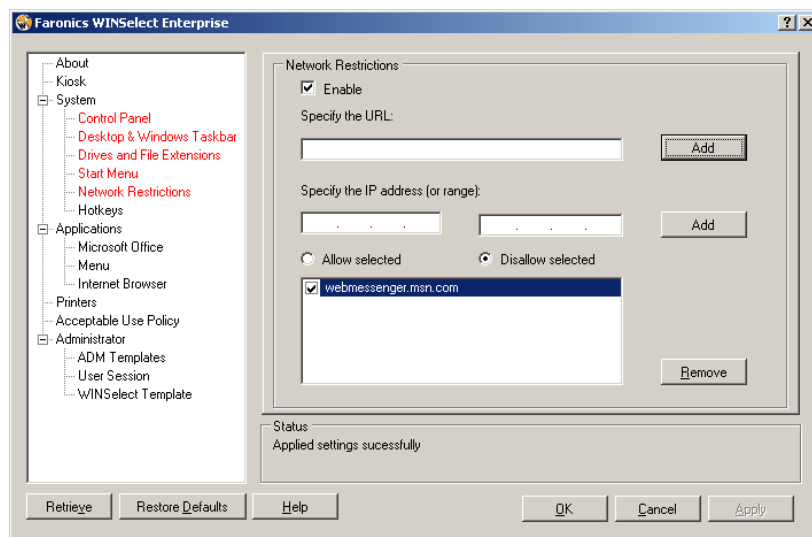
Hotkeys

The Hotkeys node provides options for restricting the use of specified hotkeys at the system level. Key combinations that work in multiple applications can be disabled regardless which application is enabled on the workstation.
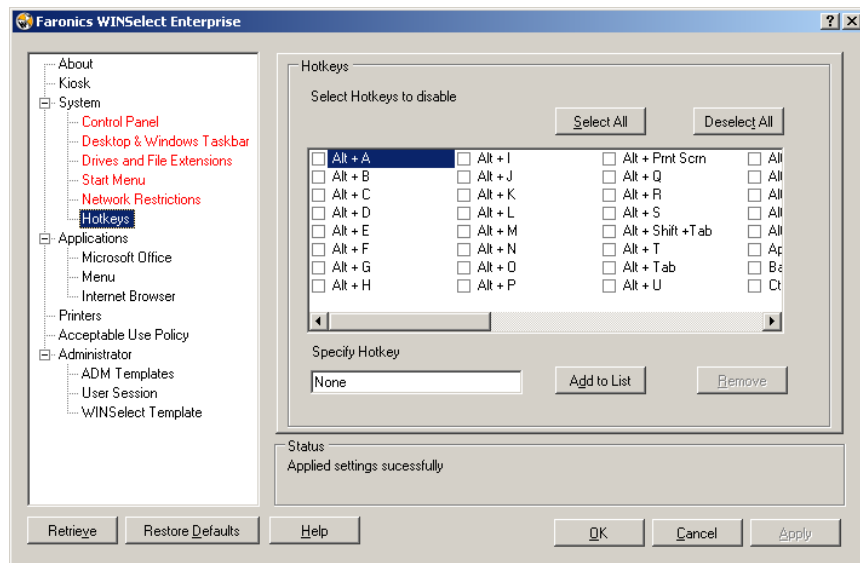
Select the hotkeys on the list that will be disabled on the workstation. Click *Select All* or *Deselect All* to select or deselect all hotkeys.

Hotkeys not listed can be added by entering the key combination and clicking the *Add to List Button.*

The *Remove* option only removes custom key combinations added by an administrator.
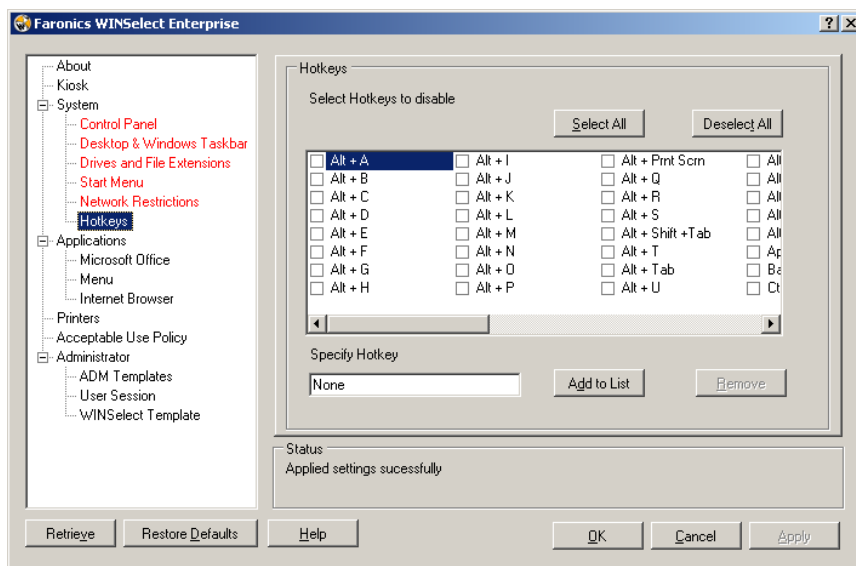
Applications

The Applications node allows customizing of applications.

This option is unavailable when Kiosk mode is enabled. If administrators wish to create a Windows environment featuring only specific applications, but do not wish to create a WINSelect Kiosk, they can specify the desired applications on this node.

To populate the list with all available *.exe* files found within the Program Files folder, select *List All Programs*. Use the available options to select or deselect all applications, to list all applications, or to remove applications from the list.

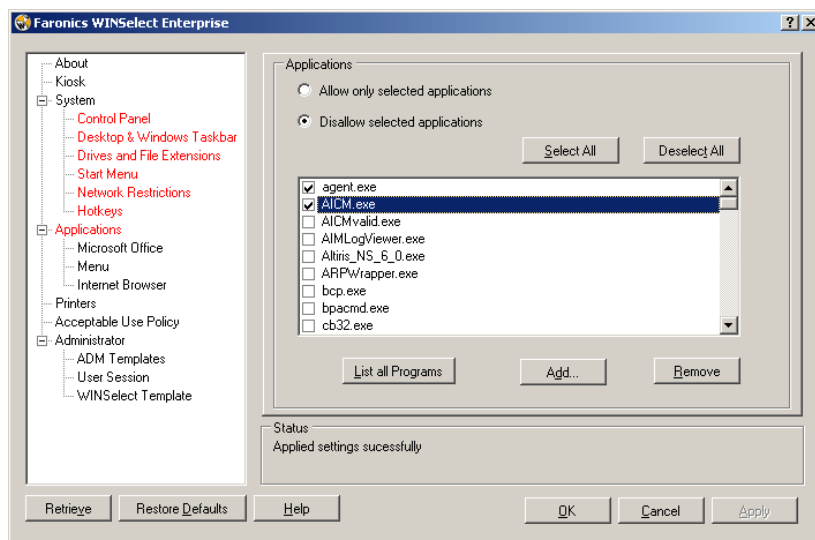To add an individual application, click the *Add* button. Browse to the desired application's *.exe* file and click *Open*.

Allow only specific applications to run or to prevent specific applications from running. Each application must have a selected check box next to it to dictate the list behavior. If an allowed application opens a second application, the second application must also be listed.

A disallowed application is recognized by name, not location. If an application is specified as disallowed then moved to a different folder, WINSelect will still prevent it from being opened.

⚠️ *Selecting Applications from the Windows system folder may cause system instability.*

To remove an application, click the *Remove* button.

Microsoft Office

The Microsoft Office node provides options for restricting access to Microsoft Office menu items. The administrative features of Microsoft Office are listed to allow the administrator to prevent users from unauthorized manipulation of these settings.
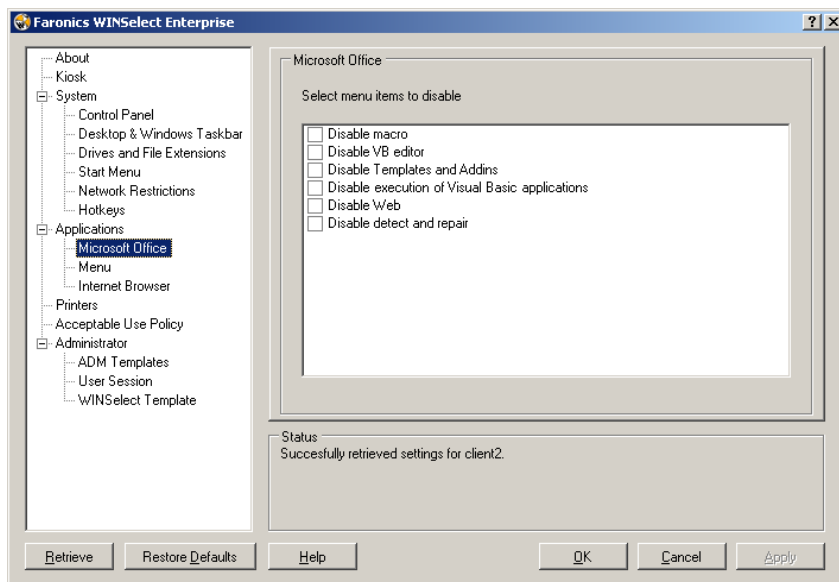
Select the menu items from the list that will restrict menu items of Microsoft Office applications on the workstation. Select the menu items from the list and click *Apply*.

The following Microsoft Office programs can be disabled by selecting the check box next to it:

Disable Macros disables macros and the shortcut keys displayed.

Disable VB Editor disables the macros, Visual Basic editor and the shortcut keys displayed.

Disable Templates and Addins disables the Templates and Addins for Microsoft Office.

Disable execution of Visual Basic Applications disables the execution of Visual Basic programs.

Disable Web disables the Web toolbar in Microsoft Office.

Disable detect and repair disables the Detect and Repair option in the Help menu.

Menu

The Menu node provides options for restricting access to specific menu items within selected applications.
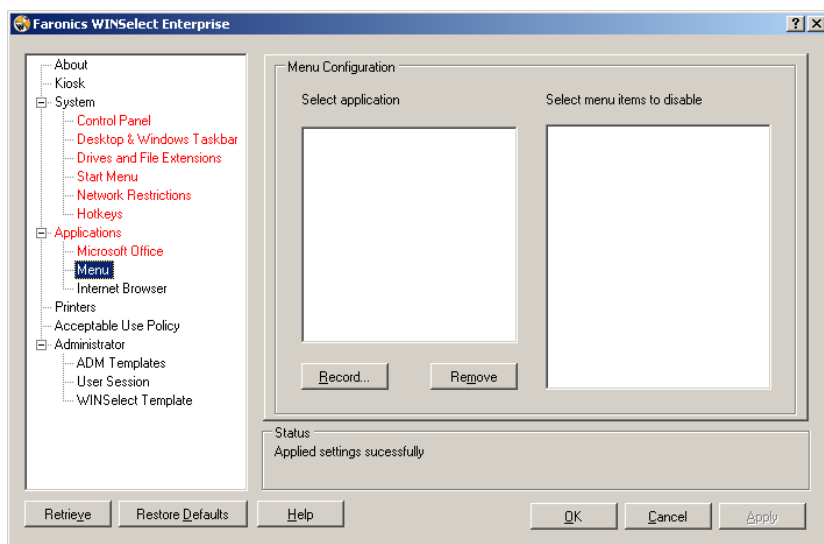
  WINSelect will record the menu only for products that adhere to Microsoft's menu structure. Menus of products having a different menu structure will not be recorded properly.

To record a menu to be restricted:

1. Select a specific application by clicking *Record* and browse to the executable file (*.exe*). In the example below, the *Wordpad* application was selected.
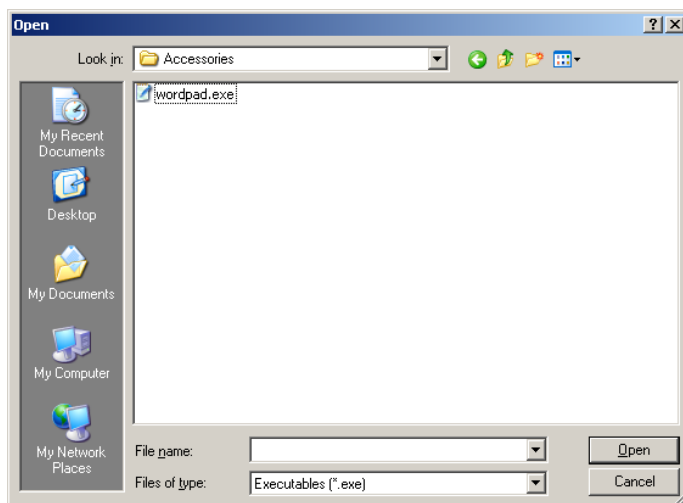
2. Open the menus to be restricted one at a time. The WINSelect Menu Recorder records the selected menu.

3. Close the application.
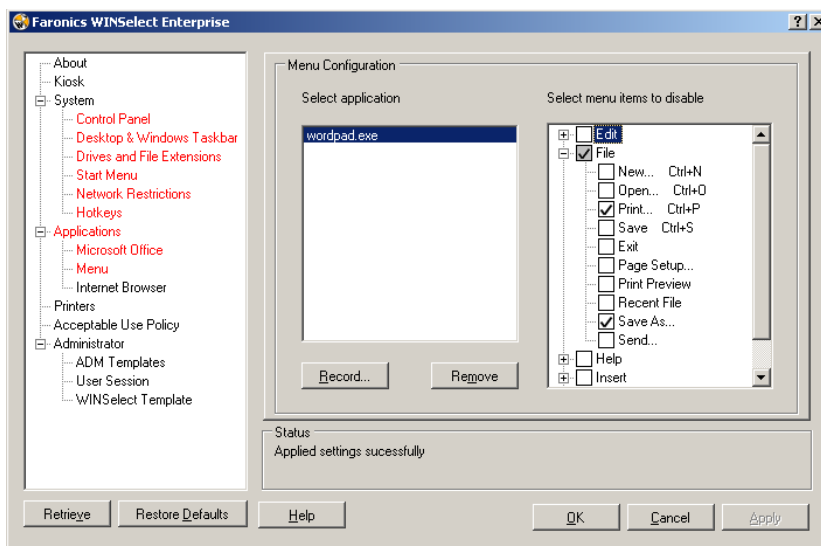
WINSelect displays the .exe file selected on the left and the menu items the administrator opened on the right. Click on specific menu commands within the tree structure to restrict individual commands within those menus.

Once enabled, the user will be able to access the commands within the application but will not be able to use them.

⚠️ *Changes cannot be made to a set of menu commands once they have been selected. The .exe file must be deleted from the menu list and the process repeated.*

Menu commands for Microsoft Office cannot be recorded.

Internet Browser

The Internet Browser node provides options for restricting access to Internet browser functions and menus. Enable these features when users are required to access the Internet, but are not permitted to save locations, print pages, access the favorites menu, etc.
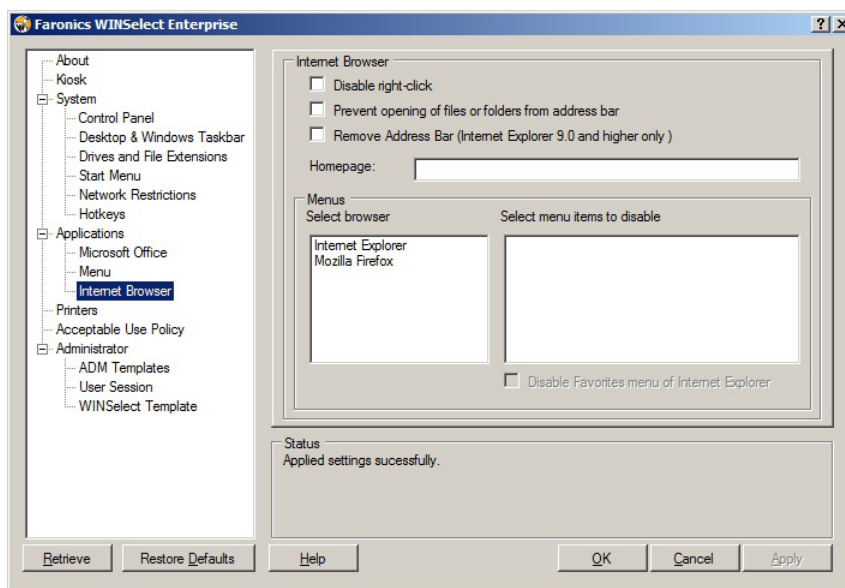
Disable right-click functionality by selecting the *Disable right-click* check box. This prevents the user from accessing right-click menus and prevents the saving of links or the copying of addresses.

To prevent access to files stored on a network, choose *Prevent opening of files or folders from address bar*. This prevents the user from opening documents on local drives or Internet directory locations.

Specify the workstation's browser home page in the space provided. This is the web page displayed each time the browser is opened. This overrides the home page specified within the Internet browser.

Select a browser from the list and select the menu items to be disabled in that browser. Menus such as *File*, *View,* and *Favorites* can be selected, which prevents the user from accessing them.

Entire menus can be disabled along with individual commands within menus. Select the check box next to the top level to disable an entire menu, or click to expand the menu and select the individual check boxes to disable the commands found within.

Select the *Disable Favorites menu of Internet Explorer* check box to disable the saved list of frequently visited web sites. The user will not be able to view the Favorites list and bookmark new favorite web pages.

> ⚠️ *The Disable right-click, Disable Menu (or sub-menu items), and Disable Context Menu (or sub-menu items) will gray out the menu or the sub-menu items as selected. The menu or the context-menu will still be visible, but options cannot be selected once disabled.*

Printers

The Printers node provides options for restricting access to any available printers connected to the workstation. The list of printers for the workstation is displayed. Use this feature to restrict printers entirely, or to permit users to print a specific amount of material on one or more selected printers.

Access to offline printers can be restricted. This is useful to remember since offline printers can still receive printing jobs.
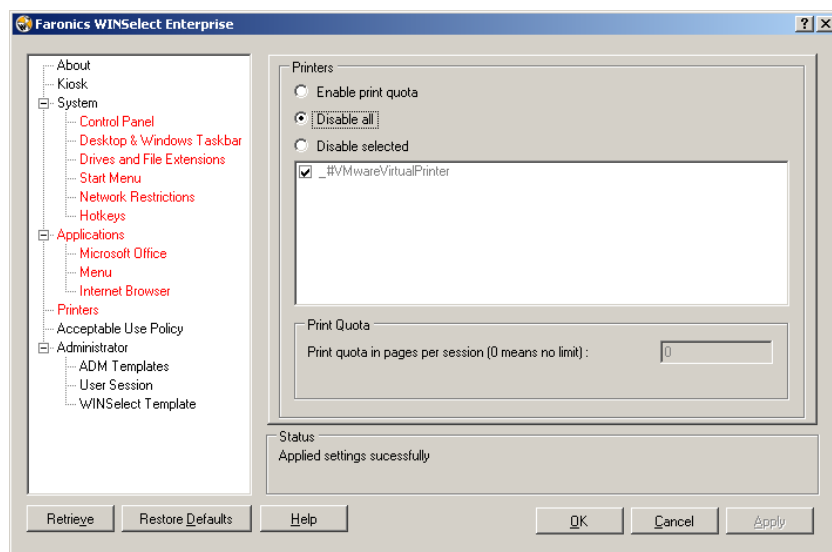
Select one of the three options available for configuring printer access. *Enable print quota* does not disable any printing capabilities. It only places a restriction on the number of pages a user can print from the workstation. If you choose to specify a printing quota, enter the number of pages per session in the box provided. Entering 0 (zero) denotes no limit.

Disable all restricts printing from each printer that has been added to the workstation. To disable selected printers only, select the specific printers on the list and select *Disable selected*.

For more information on adding and connecting printers consult your Windows documentation.

Acceptable Use Policy

The Acceptable Use Policy node allows for display of an Acceptable Use Policy (AUP) at the start up of the workstation. This feature allows the administrator to specify the conditions of use each time a user logs into a workstation. The user must accept this policy before using the workstation.

There is no file size restriction and only files with the *.rtf* extension can be imported.
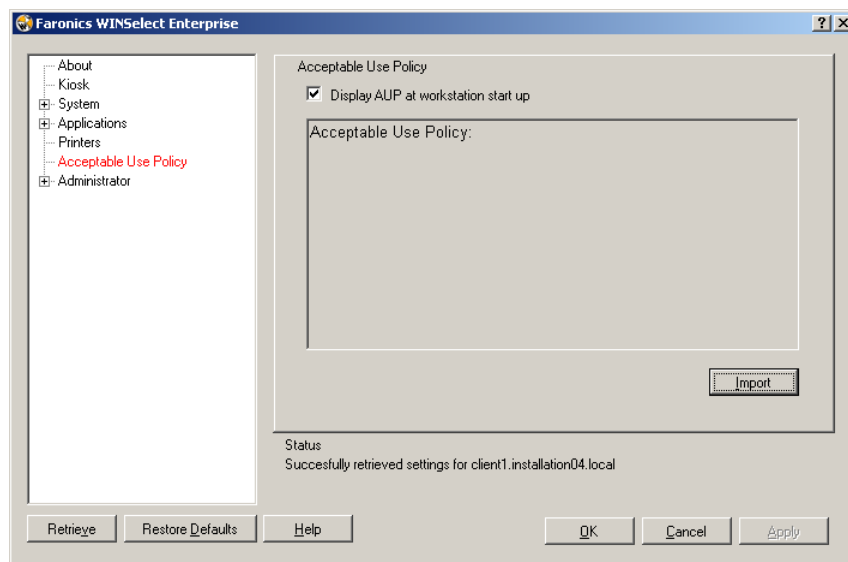
To enable this feature, select *Display AUP at workstation start up*. Once this setting is enabled, the user will not be able to access the workstation without accepting the policy.

Click *Import* and browse to the location of an *.rtf* file that has the AUP text.

⚠️ **WINSelect does not enforce statements made in imported Acceptable Use Policy.**

Administrator

The Administrator node is used to change passwords required by administrators, and to enable or disable WINSelect.
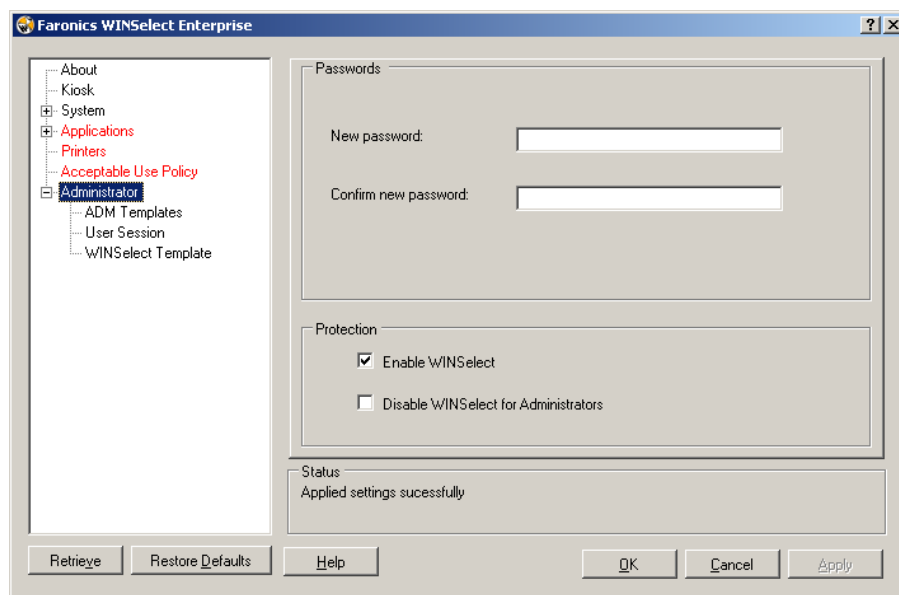
Passwords

To set a new password, type the new password in the *New password* field. Enter and confirm the new password. Click *Apply* to apply the new password. The password initially set following the WINSelect install is replaced by the new one. Only one administrator password can be set.

Protection

Choose *Enable WINSelect* to enable WINSelect on the workstation, and if WINSelect is disabled for administrators.

If *Disable WINSelect for Administrators* is selected, the restrictions specified in WINSelect will not apply to users who log in using an administrator password.

ADM Templates

The Active Directory Management (ADM) Template node provides the option to import and configure *.adm* templates. Since WINSelect provides administrator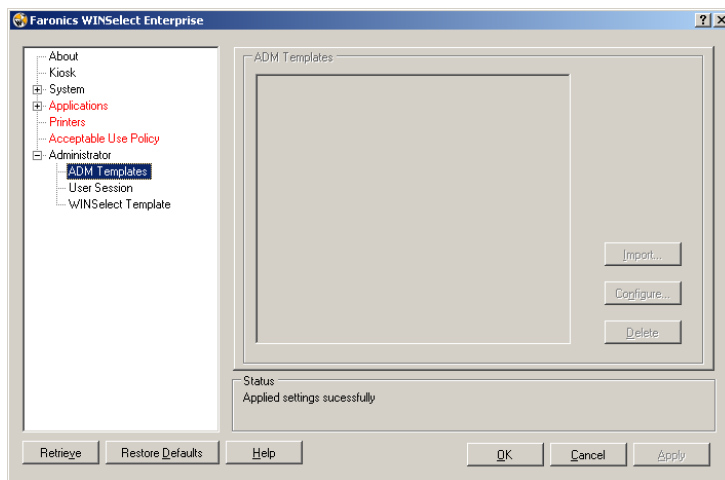s with an interface to edit Group Policy settings, administrators can create their own *.adm* templates to supplement WINSelect's features.

For more information consult the Microsoft support article regarding Active Directory Management.

Select *Import* to add an *.adm* file. Importing an *.adm* template creates a *WINSelect.adm* file located in *C:\WINDOWS\inf*.

Once an *.adm* file has been opened, select *Configure* to open the Group Policy Editor where changes can be made.

Deleting the ADM template does not remove the applied settings. It only removes the template from the WINSelect Control Panel. Changes must be made by selecting *Configure* or through the Windows Registry Editor.
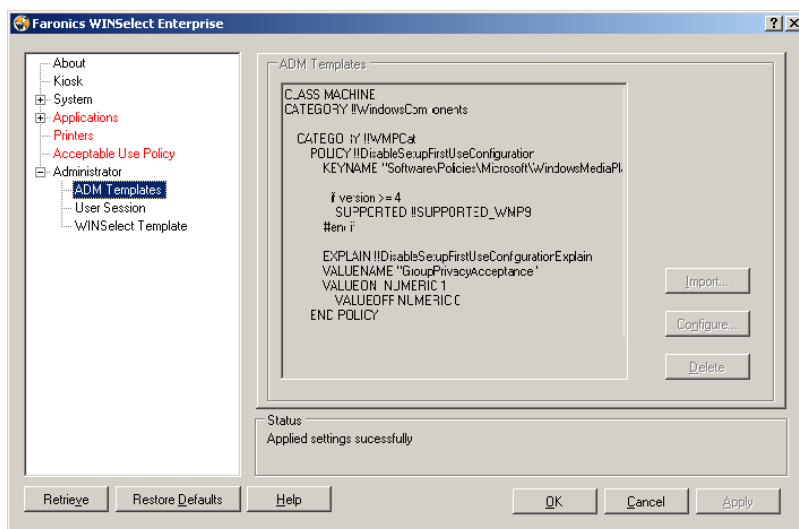
⚠️ *The ADM template can be configured only on the workstation. Only one ADM template can be active at a time.*

User Session

The User Session node provides the option to create user sessions that are limited in duration. This allows the administrator to specify the amount of time a user can spend logged into a workstation.

To enable the User Session feature, ensure *Enable* is selected and perform the following steps:

1. Choose the *Duration of User Session in minutes* for the session from the drop-down. Time values range from 5 minutes to 1440 minutes.

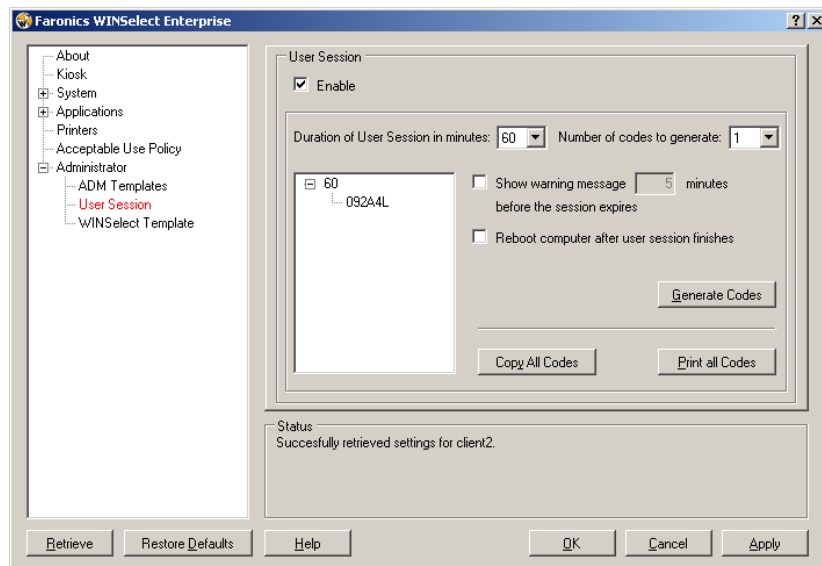2. Choose how many session codes to be created from the *Number of codes to generate* drop-down. Count values range from 1 to 1000.

3. To display a warning select the *Show warning message x minutes before the session expires* check box. Specify a value for *x* between 1 and the *lowest user session -1*. For example, if you have selected three sets of user sessions with duration 15, 30, and 60 minutes, the warning must be between 1 and 14.

4. To reboot the computer after the user session, select the *Reboot computer after user session finishes* check box.

5. Click *Generate Codes.*

6 Click *OK.*

⚠ *WINSelect Protection has to be Enabled for the User Session settings to be applied. If WINSelect Protection has not been enabled, select the Enable WINSelect check box in the Administrator node.*

After the Windows logoff (to apply the new settings) the next user to use the workstation is prompted to enter a generated code at the beginning of the user session:
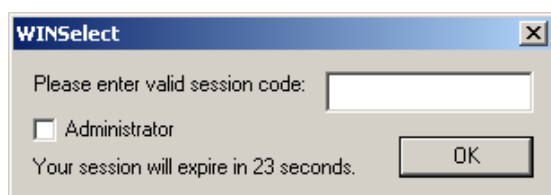
If you are the administrator, you can select the *Administrator* check box. The WINSelect login screen is displayed. You can enter the administrator password to launch WINSelect in Administrator mode. If you are logged in as the workstation user, and the session reaches its allotted time, a dialog will appear asking for a new code to be entered. The user will not be able to use the workstation until the new code has been entered. If a new code is not entered, the session will expire. Once a code has been used, it is automatically removed from all workstations on the network. If you login as an administrator, the user session never expires.

After logging on to the computer using the code, the following status bar is displayed at the top of the screen.

If the *Show warning message x minutes before the session expires* check box is selected in the User Session node, a warning is displayed *x* minutes before the expiry of the session.
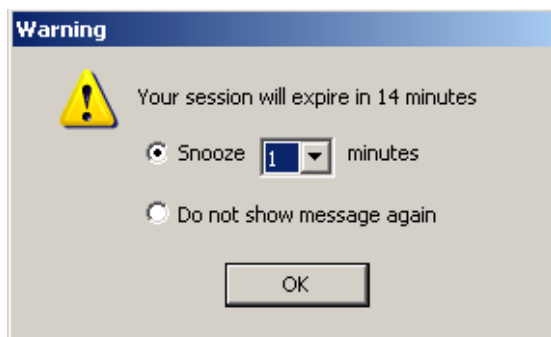
Click *Snooze* and select the number of minutes from the drop-down. Click *OK*. The warning will be displayed again after the selected duration.

If you do not want the warning to appear again, click *Do not show message again* and click *OK*.

Administrators can create multiple codes for multiple session lengths within this node. If only one code needs to be printed, right-click the code and select *Print*.

To remove an individual code, right-click on it and select *Remove*. To remove a group of codes, right-click the first node in the list and select *Remove*.

Click *Copy all Codes* to copy all the generated codes to the clipboard. You can launch the program of your choice and paste the codes.

Click *Print all Codes* to print all the generated codes using the default printer.

WINSelect Templates

The WINSelect Templates node provides the option to export all configured WINSelect settings as a WINSelect template. This template can then be deployed to any number of workstations protected by WINSelect.

It is saved as a proprietary file format and can only be opened by WINSelect.
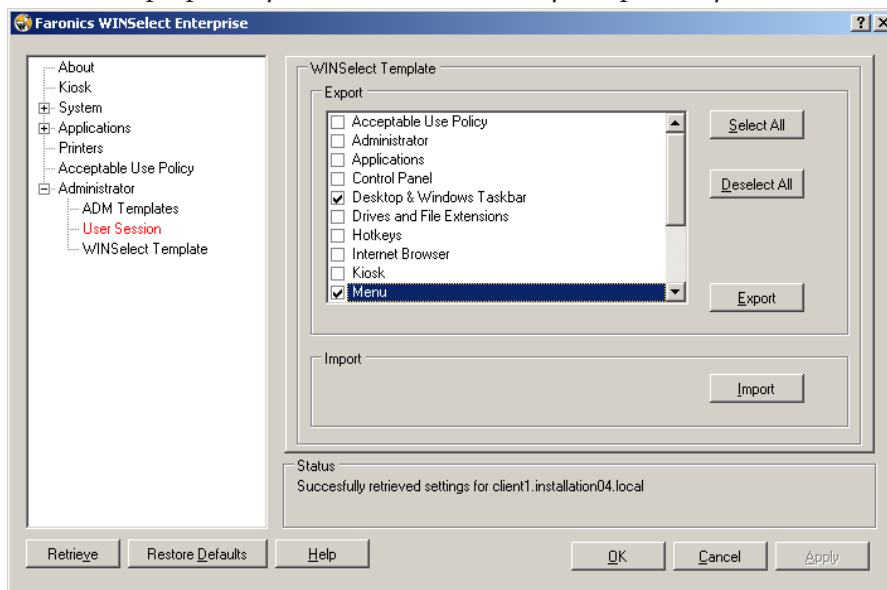
To create a WINSelect template, select all the settings that are to be part of the template in the list of WINSelect nodes. Use the *Select All* or *Deselect All* options as required. Click *Export*, browse to a location to save the template, and save it with a unique name.

To import a WINSelect template, click *Import* and browse to the location of the preferred template.
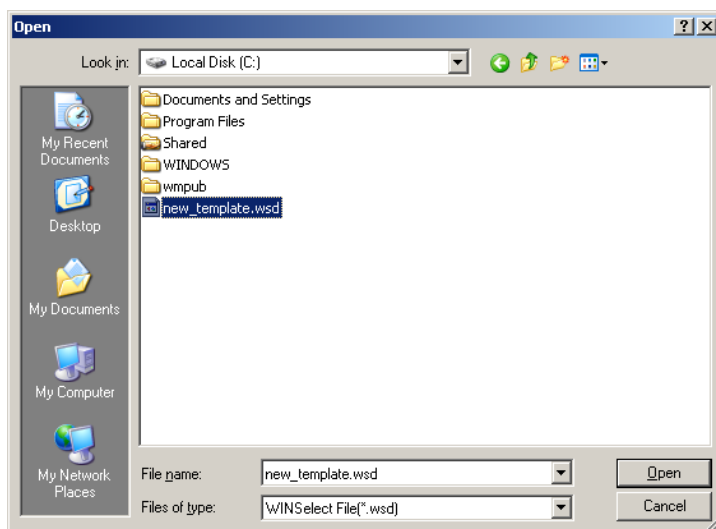
Using the WINSelect Kiosk Mode

This setting allows administrators to create a kiosk type workstation where only specified executables can be run. It also disables access to the Start button and Windows Taskbar. To access the Kiosk mode, click on the Kiosk node in the left pane of the Administrative Console.

To create a Kiosk workstation, select *Enable* in the WINSelect Kiosk Panel. Select *Disable Tablet Mode* to disable launching in Tablet Mode.

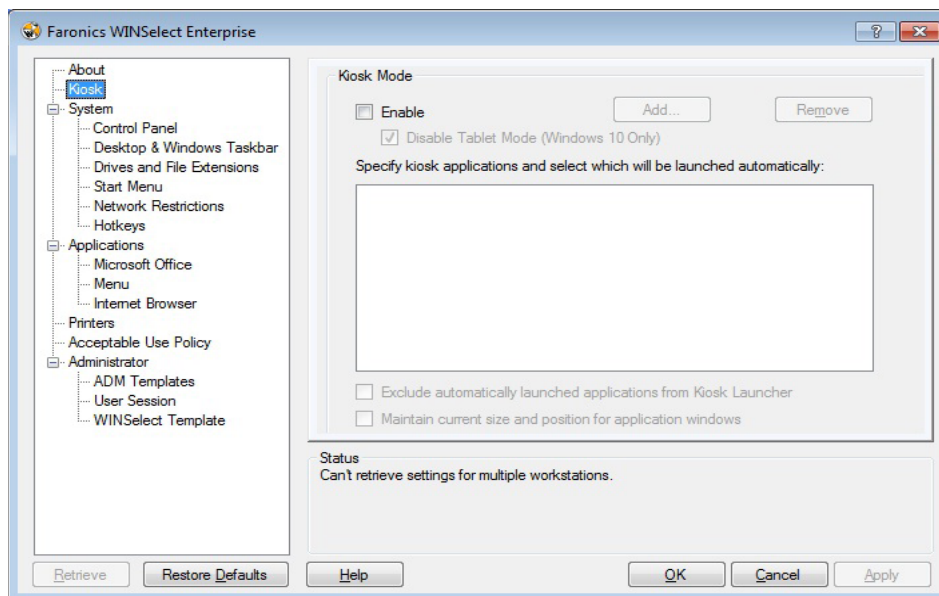To add an application, click *Add* and enter any executables that are active on the workstation. Once added to the list, these applications are available to the workstation user. Any application with a selected check box next to it will appear maximized on screen following a restart. Applications without a selected check box next to it will still be available and can be accessed through the WINSelect Kiosk Panel. The applications added to the Kiosk Panel should remain open till the settings are applied in WINSelect.

Select the *Exclude automatically launched applications from Kiosk Launcher* check box to exclude certain applications from the Launcher.

Select the *Maintain current size and position for application windows* check box to specify the window size and desktop placement for enabled applications. If this option is selected, the specified applications will open immediately and the administrator can set the size and position by clicking and dragging window frame edges.

> ⚠️ **Desktop shortcuts cannot be added to the list of applications; the executable itself must be added.**

There are three ways which a WINSelect Kiosk can function:

- One or more maximized applications: These can be selected using the Windows Taskbar. Enable these by selecting a series of applications using the *Add* button and selecting the check box next to each added application.

- Applications selected but not maximized: Applications can be accessed from the WINSelect Kiosk Panel. Configure by selecting a series of applications using the *Add* button and leaving the check boxes cleared. The user can launch these applications using the WINSelect Kiosk Panel.

- Applications selected, size specified, and placed by the administrator: Configure by selecting a series of applications and selecting the *Maintain current size and position box for application windows* check box.

The Kiosk panel is minimized to the Taskbar upon startup.

To remove an executable from the Kiosk list, select it and click *Remove*.

When Kiosk Mode is enabled the following settings are automatically applied and cannot be disabled:

- Task manager is disabled
- Right-click is disabled on Taskbar and Start Menu
- Taskbar icons are hidden (System Tray, clock)
- Start button is completely disabled
- Applications are disabled
- All UNC (Universal Naming Convention) paths are disabled
- Printing is blocked on Internet Explorer and Firefox

Click *Apply* to save the changes and create the Kiosk settings. A logoff is required for changes to take effect.

WINSelect Kiosk Panel

When the WINSelect Kiosk is active on a workstation, the selected applications appear in the WINSelect Kiosk Panel. By default, this panel is minimized to the Taskbar on startup. Click on the Taskbar to maximize the WINSelect Kiosk panel.

Scheduling Actions

WINSelect actions can be scheduled through Faronics Core Console to occur on one or many workstations on a one-time, daily, weekly, or monthly basis. Actions that can be scheduled are: *Shutdown, Restart, Wakeup, Enable Protection* and *Disable Protection*.

To choose an action, click *Schedule Action* in the right pane and choose the preferred action from the menu, as shown:
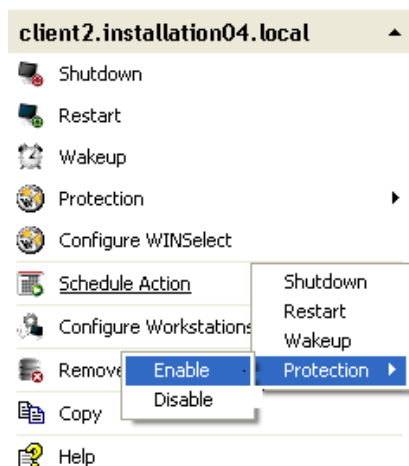
Alternatively, right-click on the selected workstation, select *Schedule Action* in the contextual menu, and select the preferred action.

Each schedule option has different configuration options, depending on the frequency of the action, as shown:
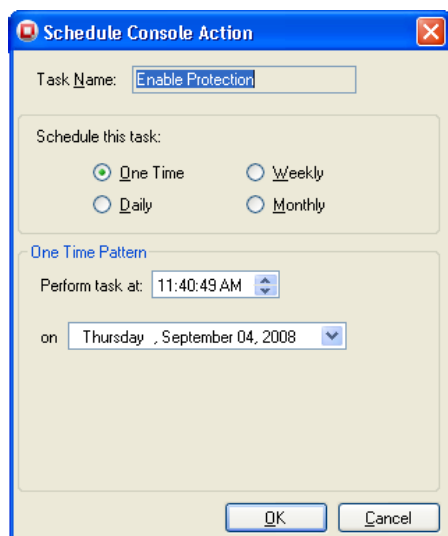
To execute a task one time only, choose the *One Time* radio button.

Enter the time and date when the task will execute.

Click *OK* to complete the scheduling of the task or *Cancel* to exit the dialog.

Appendix A: User Scenarios

The following two user scenarios outline possible WINSelect configurations according to the tasks the workstation will be used to accomplish. Other scenarios are possible as well.

User 1—Library System Administrator

Workstation Functionality	Suggested Configuration
Users are provided to access the Internet, the library card catalog, and limited word processing capabilities.	Enable Kiosk mode with the following applications: Internet Explorer (IEXPLORE.EXE). Microsoft Word (WINWORD.EXE).
Users are prevented from using chat or email applications.	Set Internet Explorer as the default, maximized application upon start up.
An existing content filter is in place to block inappropriate web sites and other web based games or applications.	Apply an Acceptable Use Policy message indicating what is allowed on the workstation.
Users are limited to 30 minutes of computer time per session.	Enable User Sessions with a generated set of access codes.
Users can print only a specified number of pages per session.	Enable printer restrictions and set a specific limit on the pages printed.

User 2—Corporate IT Administrator

Workstation Functionality	Suggested Configuration
Users require access to Microsoft Office suite.	Configure *System* node to prevent access to the Task Manager, and to disable UNC path.
Users require access to email and their network folder to save information to. Users need to be prevented from saving to, or accessing any location on the *C:* drive, including their own profile.	Configure the *Applications* and *Internet Browser* nodes to prevent opening of files or folders from the address bar.
Users should not have any games installed on the workstation.	In the *Applications* node configure to block any applications that should not be run (games).
Internet access should be unfiltered.	Configure drives and file extensions to prevent access to C:\
	Configure Start menu to use classic layout and disable any applications that are not required for day to day operation.
	Configure Control Panel to hide all applets.
	Hide all desktop icons.

Appendix B: Command Line Installation Options

Command line installation options offer increased flexibility in installing WINSelect. The following functions and commands are available:

Function	Command
Silent install	`msiexec /q /i [path]WINSelect_Ent_32-bit.msi` `WSADMINPSW=[password]   WSADMINCONFIRMPSW=[password]`

Silent install (Evaluation version)	`msiexec /q /i [path]WINSelect_Ent_32-bit.msi`
	 `WSADMINPSW=[password]   WSADMINCONFIRMPSW=[password]`
	 `WSUSEEVAL=1`

Silent uninstall	`msiexec /q /x [path]WINSelect_Ent_32-bit.msi`

`[path]`: location of the WINSelect executable

Appendix C: Uninstalling WINSelect

Uninstalling the WINSelect Loadin

The WINSelect Loadin can be uninstalled through *Add or Remove Programs*. To do so click on *Start>Control Panel> Add or Remove Programs > Faronics WINSelect Loadin > Remove*. Uninstalling the WINSelect Loadin will remove all WINSelect management capabilities from Faronics Core Console. It will not remove WINSelect installations from the individual workstations.

Uninstalling WINSelect on a Workstation Using Faronics Core Console

WINSelect can be removed from a workstation using Faronics Core Console.

1. Open Faronics Core Console.
2. Click on *Workstations > Managed Workstations* in the left pane of the Console.
3. Right-click on the workstation(s) from which WINSelect will be removed.
4. Click on *Configure workstations > Advanced > Uninstall WINSelect*

Uninstalling on an Individual Workstation Using the Uninstall Wizard

> ⚠️ *To perform a WINSelect uninstall, click the Administrator node and ensure the Enable box is not selected.*

WINSelect can be removed by double-clicking on the .msi file used to install WINSelect. The Setup Wizard appears:

1. Launch the WINSelect installer *WINSelect_Ent_32-bit.msi*. The uninstall wizard appears, asking for confirmation of the uninstall.
2. Restart the workstation to complete the uninstall.

> ⚠️ *The administrator must log out of Windows and log back in at least once to complete the uninstall.*