



FARONICS
WINSELECT™
STANDARD

DYNAMIC Preference Control

User Guide



FARONICS™
Intelligent Solutions for ABSOLUTE Control

www.faronics.com

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% machine availability, and have dramatically impacted the day-to-day lives of thousands of information technology professionals. Fueled by a market-centric focus, Faronics' technology innovations benefit educational institutions, health care facilities, libraries, government organizations, and corporations.

Last Modified: 2026

© 1999–2026 Faronics Corporation. All rights reserved. Faronics, Deep Freeze, Deep Freeze Cloud, Faronics Deploy, Faronics Core Console, Faronics Anti-Executable, Faronics Anti-Virus, Faronics Device Filter, Faronics Data Igloo, Faronics Power Save, Faronics Insight, Faronics System Profiler, and WINSelect are trademarks and/or registered trademarks of Faronics Corporation. All other company and product names are trademarks of their respective owners.

Contents

Faronics WINSelect Overview	7
About WINSelect	7
WINSelect Editions	7
Standard	7
Enterprise	7
System Requirements	7
Software	7
Supported Programs	7
Installing WINSelect	8
WINSelect Licensing	9
Uninstalling WINSelect	9
Launching WINSelect Following Installation	10
WINSelect Layout	10
Administrative Console	11
Using the WINSelect Kiosk Mode	12
WINSelect Kiosk Panel	13
Using the WINSelect Wizard Mode	14
System	17
Control Panel	18
Desktop & Windows Taskbar	19
Drives and File Extensions	20
Start Menu	21
Network Restrictions	22
Hotkeys	23
Applications	24
Microsoft Office	25
Menu	26
Internet Browser	28
Printers	29
Acceptable Use Policy	30
Administrator	31
Passwords	31
Protection	31
ADM Templates	32
User Session	33
WINSelect Templates	35
Appendix A User Scenarios	36
User 1—Library System Administrator	36
User 2—Corporate IT Administrator	36

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.

System Requirements

Software

- Windows 7, Windows 8.1, Windows 10, Windows 11 (32-bit or 64-bit)

Supported Programs

- Microsoft Office XP, 2003, 2007, 2010 and 2013
- Internet Explorer 10 and above
- Mozilla Firefox (up to version 148.0)

Installing WINSelect



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.

To Install WINSelect, 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.
2. Click *Next* to continue.
3. Read and accept the License Agreement.
4. Click *Next* to continue.
5. Enter the *User Name*, *Organization* and the *License Key*. Select the *Use Evaluation* checkbox to install the evaluation version. The evaluation version will expire in 30 days.
6. Specify the install location and click *Next*. The default is *C:\Program Files\Faronics\WINSelect*. Click *Browse* to choose a different location.
7. Click *Next* to continue.
8. Specify the *WINSelect Administrator Password*.
9. Click *Next* to continue.
10. Click *Install*. Once the installation is complete, click *Finish*.

A dialog appears stating that the system must be restarted for the configuration changes to take effect. Click *Yes* to restart or *No* to restart later.



Passwords cannot be retrieved by Faronics. The password must be recorded and guarded with care.

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.

Uninstalling WINSelect



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

1. Launch the WINSelect installer *WINSelect_Standard_Installer32.exe*. The uninstall wizard appears, asking for confirmation of the uninstall.
2. Restart the workstation to complete the uninstall.



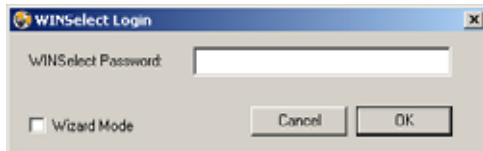
The administrator must log out of Windows and log back in at least once to complete the uninstall.

Launching WINSelect Following Installation

To launch WINSelect, use one of the two following options:

- Use hotkey CTRL + ALT + SHIFT + F8
- SHIFT + double-click the WINSelect System Tray icon



The WINSelect Login window appears:



Enter the administrator password set during the WINSelect install. There are two options available from the Login window:

- To access the WINSelect Administrative Console click *OK* to log in. The Control Panel allows administrators to customize a workstation's abilities and operating features to a high level of detail.
- To access the Wizard Mode, select the *Wizard Mode* checkbox and click *OK*. The Wizard mode is used to quickly create a Kiosk and has a limited set of guided configuration options.


The first time the Login window appears, the option to access the Wizard Mode is enabled. The option to access the Administrative Console will appear following the completion of Wizard Mode steps.

The WINSelect icon in the System Tray  indicates if WINSelect is enabled. When WINSelect is disabled the icon is covered by a red X: .

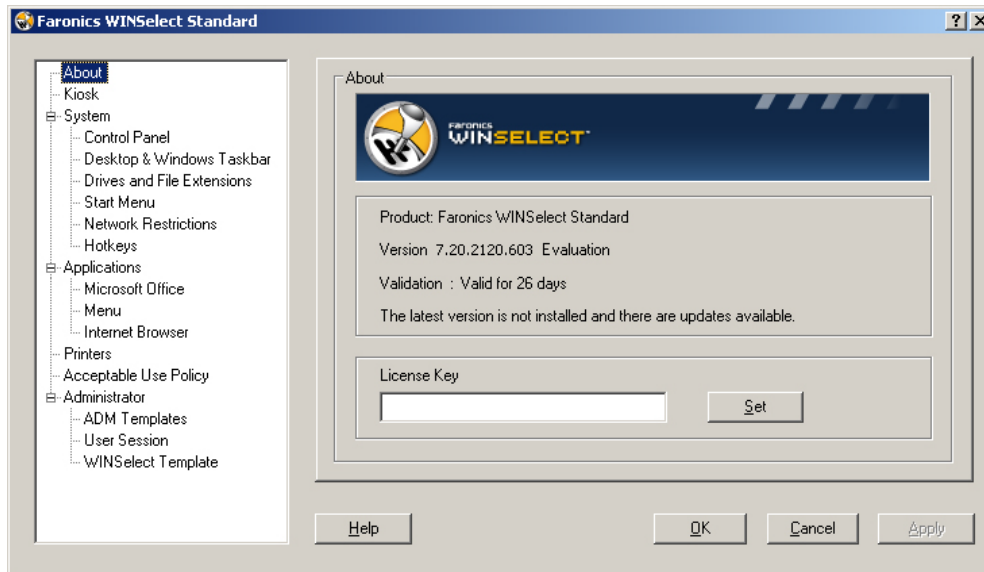
WINSelect Layout

WINSelect is comprised of a series of nodes that appear in the left pane of the Administrative Console. Clicking on a node displays a set of options in the right pane of the Administrative Console. Nodes that contain more than one sub-node can be expanded by clicking on the icon next to the node name in the left pane of the Administrative Console.

Administrative Console

To access the Administrative Console, *Shift* + double-click the WINSelect icon  located in the Windows System Tray or use the CTRL + ALT + SHIFT + F8 hotkey. Enter an active password and ensure the *Wizard Mode* checkbox is not selected. If the Wizard Mode is used before the Administrative Console is accessed, all configuration choices made in the Wizard are carried over.

The *About* node of the Administrative Console appears as below:



The Administrative Console is comprised of a series of nodes grouped by common function which allow 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.

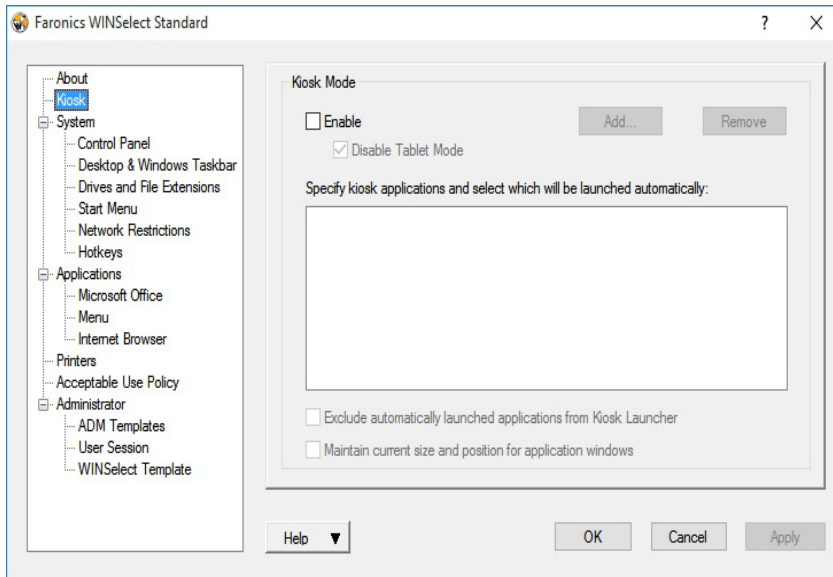
The *Acceptable Use Policy* node allows administrators to set Acceptable User Policy and display it to workstation users.

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

Click on any node to configure the workstation.

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 checkbox next to it will appear maximized on screen following a restart. Applications without a selected checkbox 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* checkbox to exclude certain applications from the Launcher.

Select the *Maintain current size and position for application windows* checkbox 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 checkbox 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 checkboxes 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* checkbox.

The Kiosk panel is minimized to the Taskbar upon startup.

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

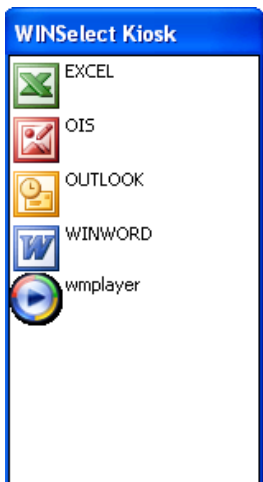
When Kiosk Mode is enabled the following settings are automatically applied and cannot be disabled:

- 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.

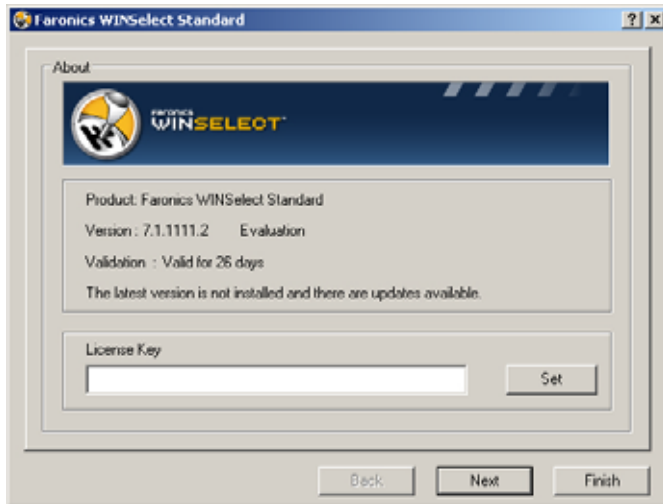


Using the WINSelect Wizard Mode

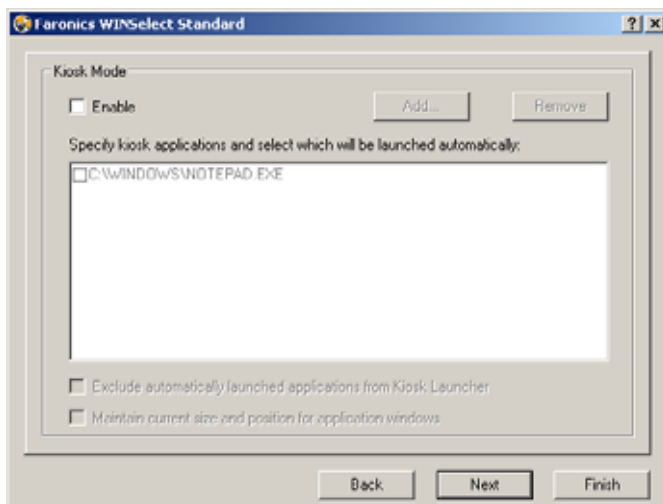
The Login window offers the option to enter *Wizard Mode*. The Wizard is a condensed version of the Administrative Console offering limited options to lock down a workstation.

The Wizard is best used when an administrator wishes to quickly create a Kiosk or when an administrator wants to restrict access to Windows features such as the Start menu, Task Manager, and Windows Explorer.

The first screen of the Wizard appears as below:



The *Kiosk Mode* screen appears. To skip this step, leave the *Enable* box blank and click *Next*.



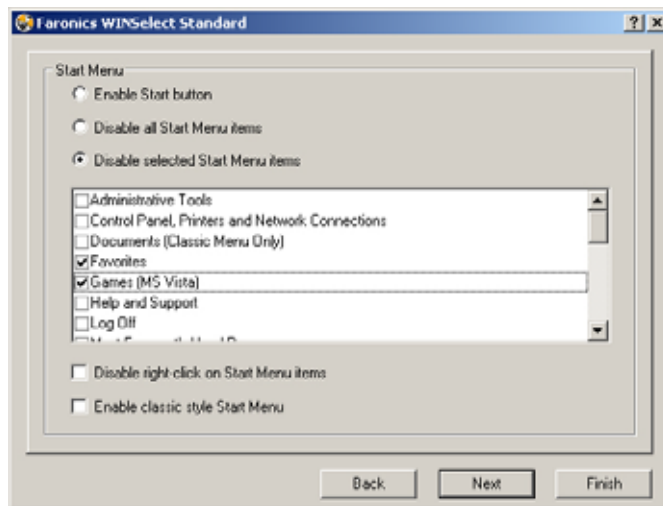
1. Select *Enable* to create a Kiosk.
2. If *Enable* is selected, click *Add* to list any executables that can be added to Kiosk mode.

Customize the desktop view by selecting the *Maintain current size and position for application windows* checkbox. This feature immediately opens selected Kiosk applications which the administrator can then size and place. These cannot be moved and resized later by the user.

Once enabled, the size and location of the window can not be changed without returning to WINSelect.

3. Click *Next*.

The *Start Menu* screen appears.



4. Select one of the three options available for configuring the Start menu. The Start menu can be displayed completely with each feature found within.

If users are permitted to access features such as *Search*, *Run*, and *Set Program Access and Defaults* etc, those can be selected from the list.

To prevent access to the Start Menu entirely, select *Disable all Start Menu items*.

5. Choose if the right-click on the Start menu option will be disabled. This prevents users from exploring and searching the Windows system.

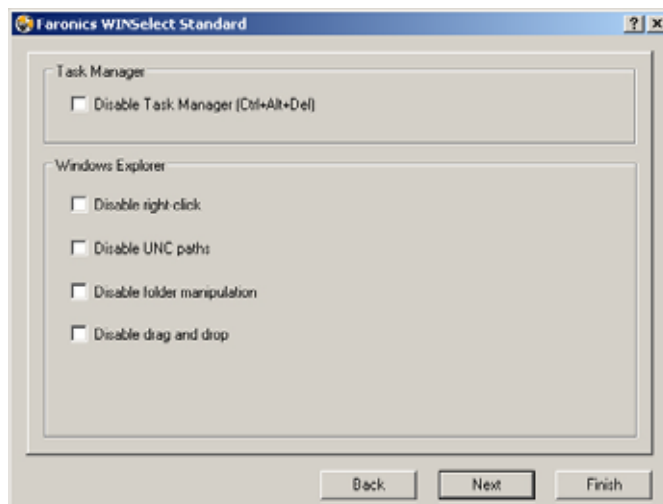
Selecting the *Enable classic style Start menu* option enables the classic style Start menu with the look and feature-limited behavior of the Windows 2000 Start menu.



If Kiosk mode is enabled changes to this node are not possible.

6. Click *Next*.

The *Task Manager/Windows Explorer* screen appears. These options can also be found in the **System** node of the Administrative Console.



7. Choose the options to be disabled in the Task Manager and Windows Explorer.

Selecting the *Disable Task Manager (Ctrl+Alt+Delete)* checkbox disables the *Ctrl+Alt+Delete* hotkey which prevents the user from accessing the Task Manager or restarting the machine.

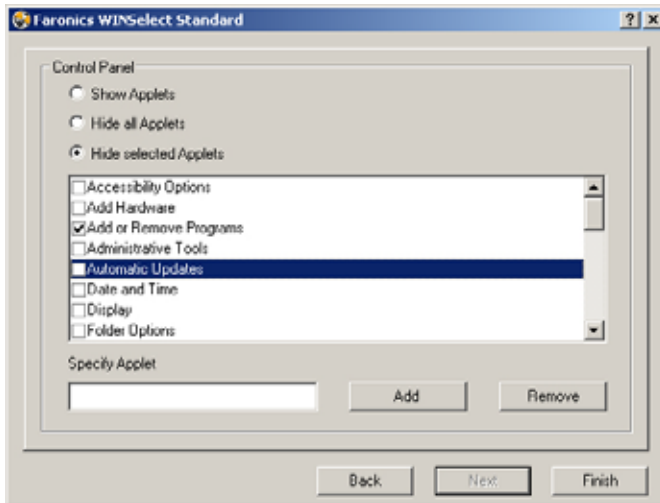
Selecting the *Disable Right click* checkbox prevents the user from exploring the workstation's directories.



If Kiosk mode is enabled, Disable Task Manager and Disable UNC paths are unavailable.

8. Click *Next*.

The *Control Panel* screen appears. These options can also be found in the **Control Panel** node in the Administrative Console.



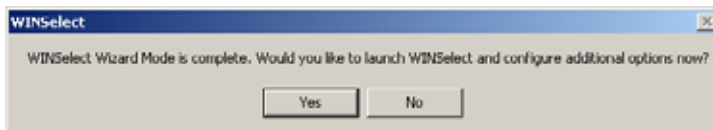
9. Select one of the three available options for configuring Control Panel. If you choose to disable selected applets only, select the specific applets to be disabled from the list.

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

To delete an applet, select it from the list and click *Delete*.

11. Click *Finish*. The following dialog is displayed. Click *Yes* to launch the Administrative Console.

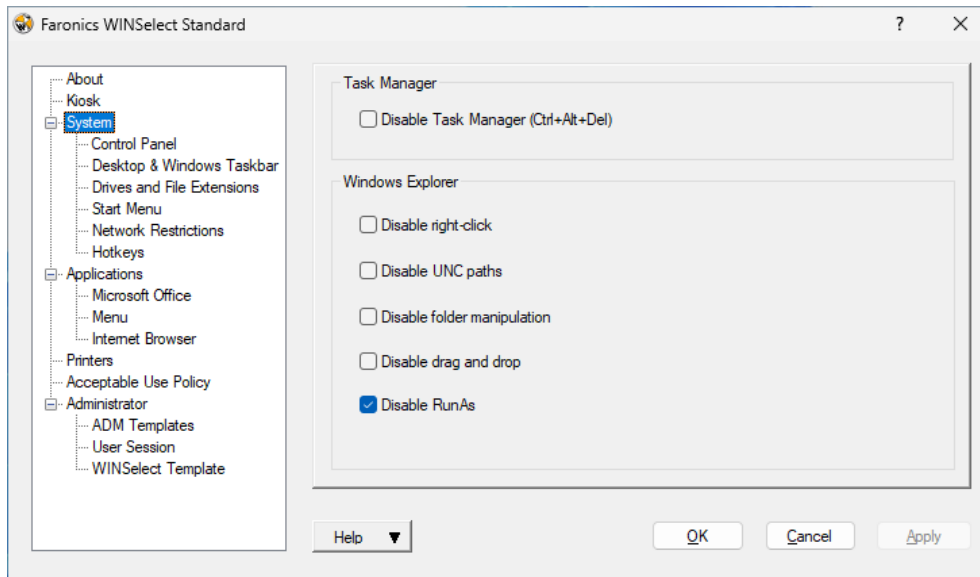
Since the Wizard offers only typical configuration options, the Administrative Console can then be launched to configure all options.



All options that have been configured in the Wizard are carried over to the Administrative Console but can still be edited.

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.

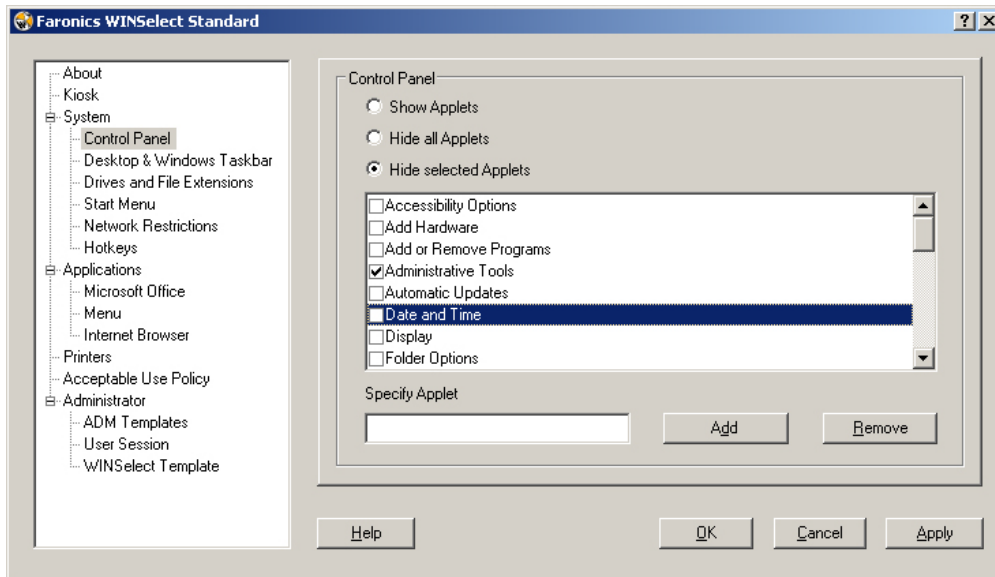
Select *Disable RunAs* to prohibit running the program as a different user.



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.

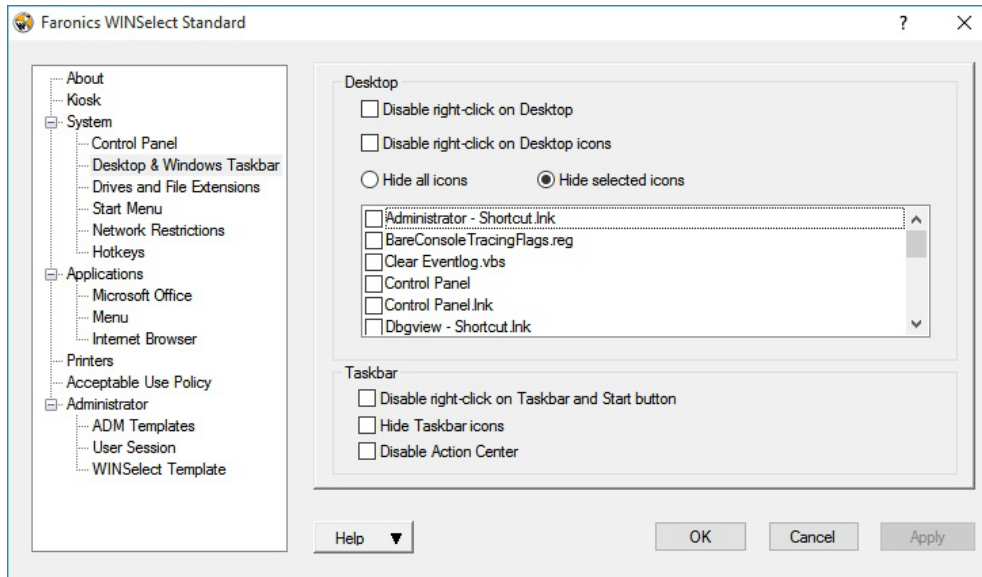
To specify specific applets click *Hide selected Applets* and select the checkbox next to the applet to be restricted. A cleared checkbox next to the applet signifies a displayed and accessible applet.

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.



Desktop

- Disable right-click on Desktop – select this option to disable right-click on the Desktop. The user will not be able to access the right-click menu and commands such as New and Properties.
- Disable right-click on Desktop icons – select this option to disable right-click on the Desktop icons. Users will not be able to access commands such as Open. The user will also not be able to delete shortcuts or rename them.
- Hide all icons – select this option to hide all the icons on the Desktop.
- Hide selected icons – select the icon that must be hidden.

Taskbar

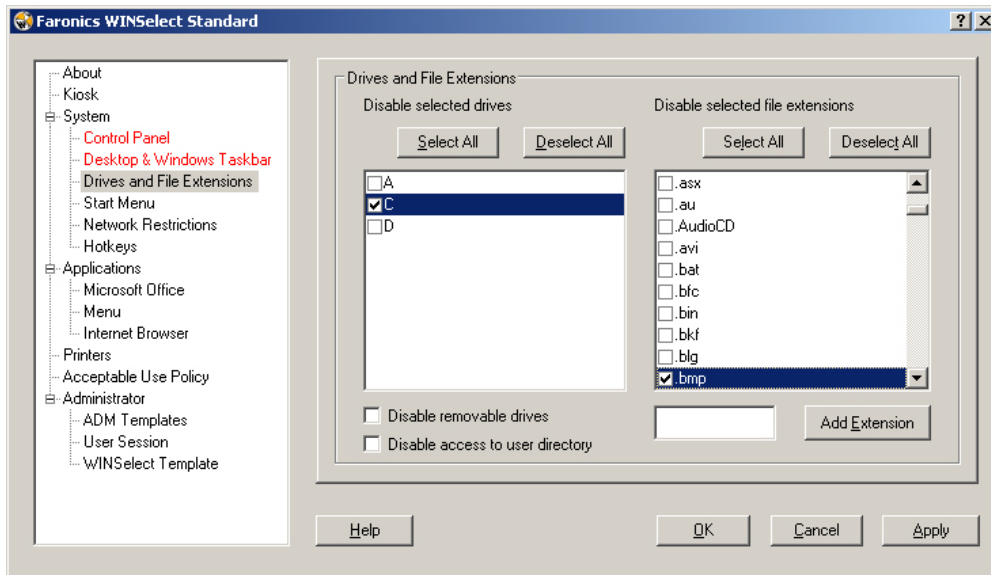
- Disable right-click on Taskbar and Start button – select this option to disable right-click on Taskbar and the Start button
- Hide Taskbar icons – select this option to hide the icons in the Taskbar.
- Disable Action Center – select this option to disable the Action Center.



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 checkbox 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 checkbox next to C: makes the *Disable access to user's directory* checkbox available. The administrator can now choose to restrict the user to access the directory *C:\Documents and Settings\User* folder by selecting the checkbox. The user will be able to access only the *Desktop*. This option is only made available when the system drive letter checkbox is selected. Clear the checkbox to allow users to save and create files within their own directory.

To prevent access to removable drives, select the checkbox 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*.

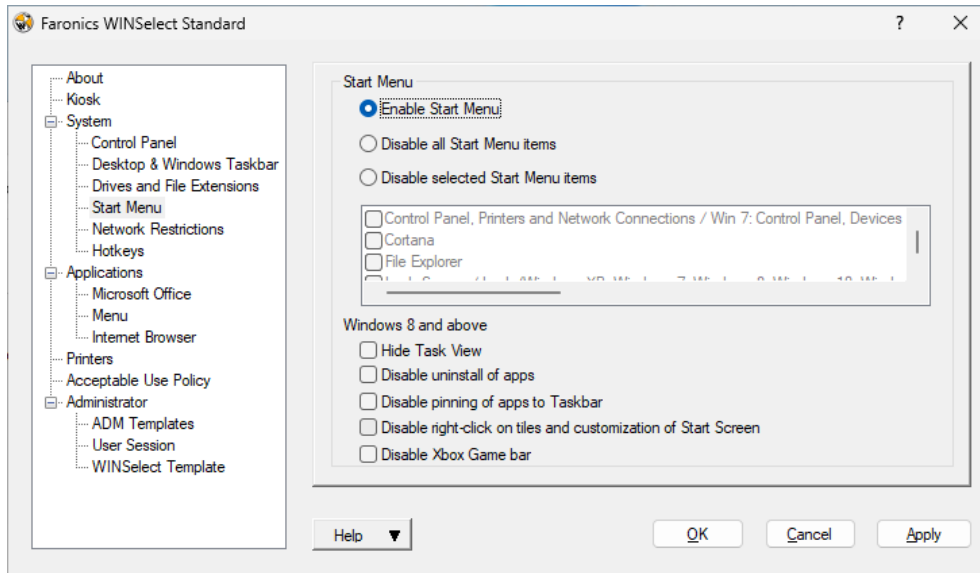
Once enabled, this feature prevents access to or creation of files with the specified extension.



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 checkbox 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.

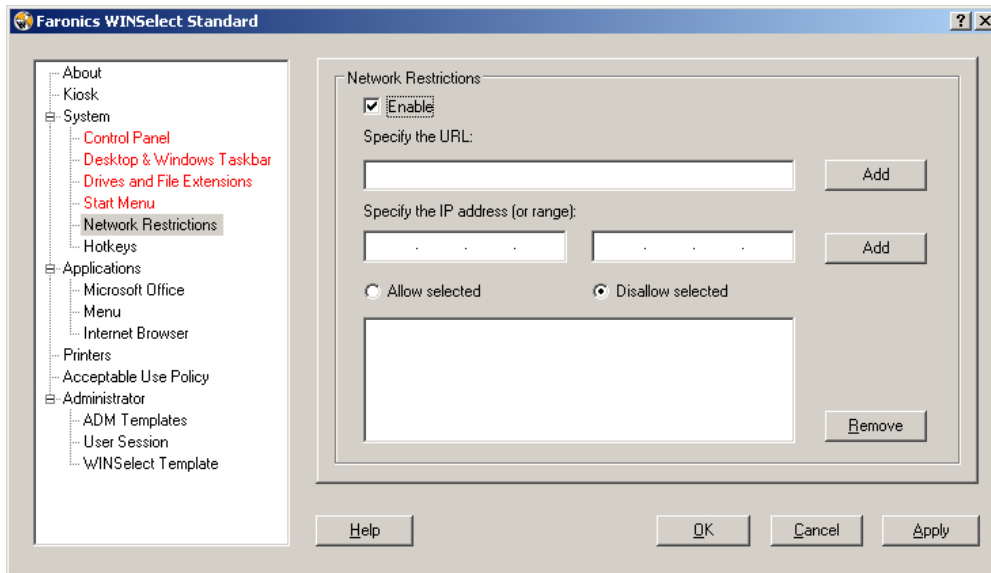
Windows 8.1 and above

Select the following options if Windows 8.1 is 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 and above) – Select the checkbox to disable Task View on Windows 10 and above. 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 disable the customization of the start screen by the user.
- Disable Xbox Game Bar - select this option to disable Xbox Game Bar.

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*.

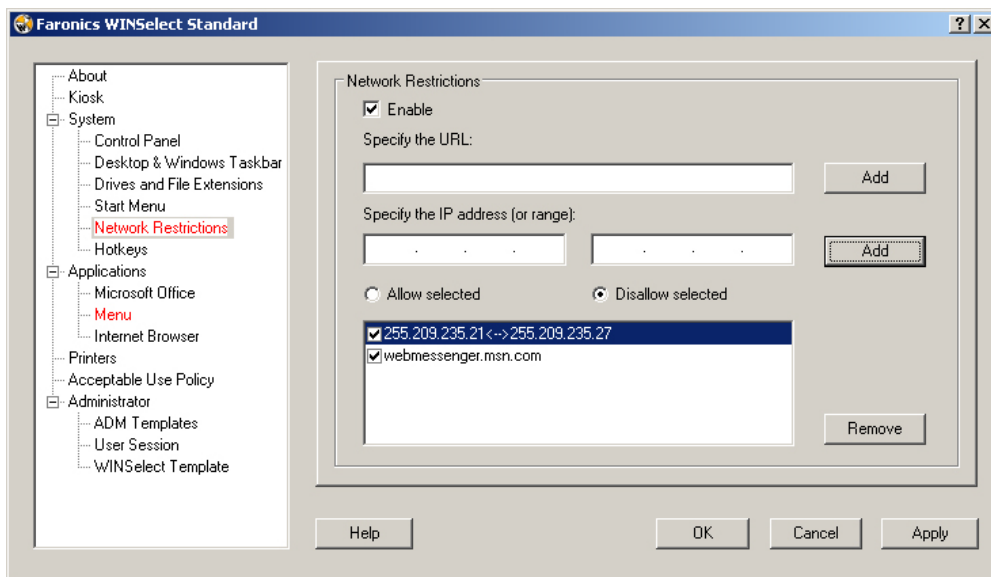
To restrict a specific domain name, enter it in *Specify the URL* and click *Add*. The name appears in the list.

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*).

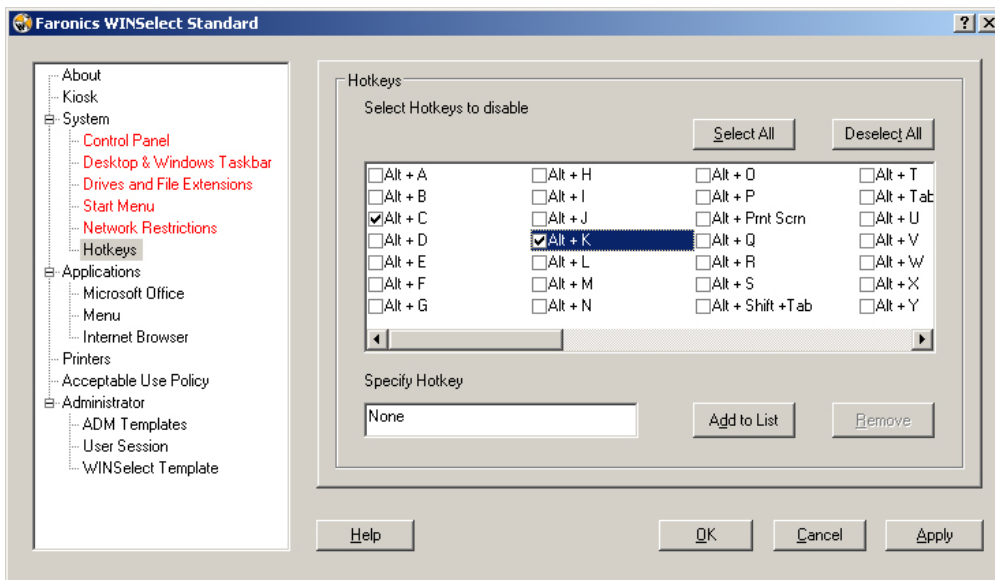
Select the *Allow selected* or *Disallow selected* radio buttons to specify the list behavior. Restrict or permit selected ranges or domain names based on which entries are selected. If *Allow selected* is selected, the selected list entry will be allowed. If *Disallow selected* is selected, the selected 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.

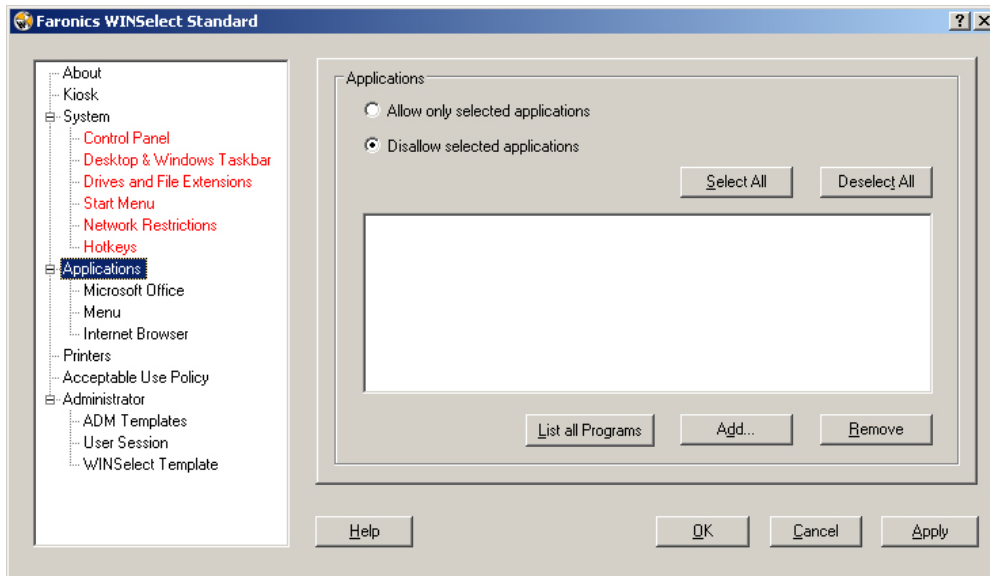
Hotkeys not listed can be added by entering the key combination and clicking the *Add to List* button.

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 checkbox 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.

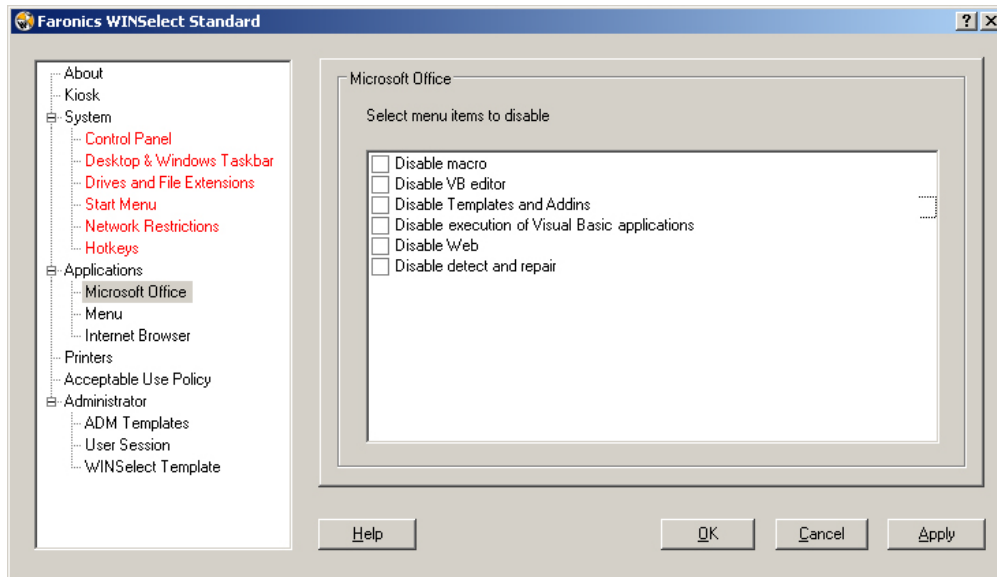


Selecting Applications from the Windows system folder may cause system instability.

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.



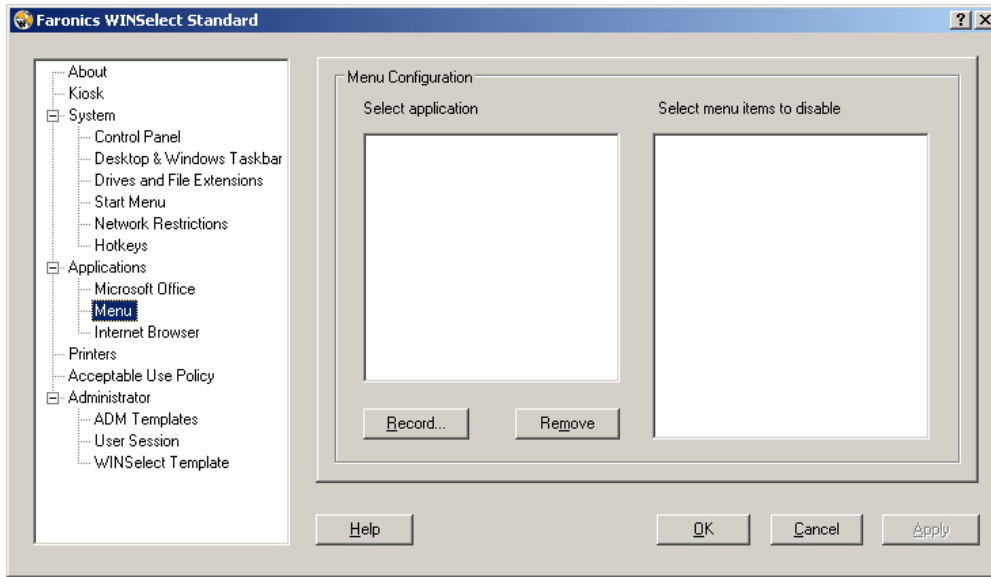
Select the menu items from the list that will restrict menu items of Microsoft Office applications on the workstation. Select the menu items from the list and click *Apply*.

The following Microsoft Office programs can be disabled by selecting the checkbox 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

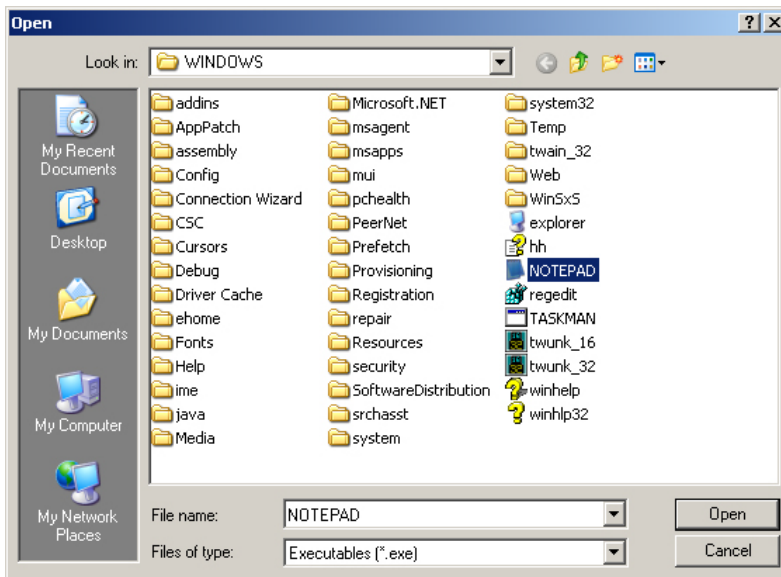
The Menu node provides options for restricting access to specific menu items within selected applications.



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.

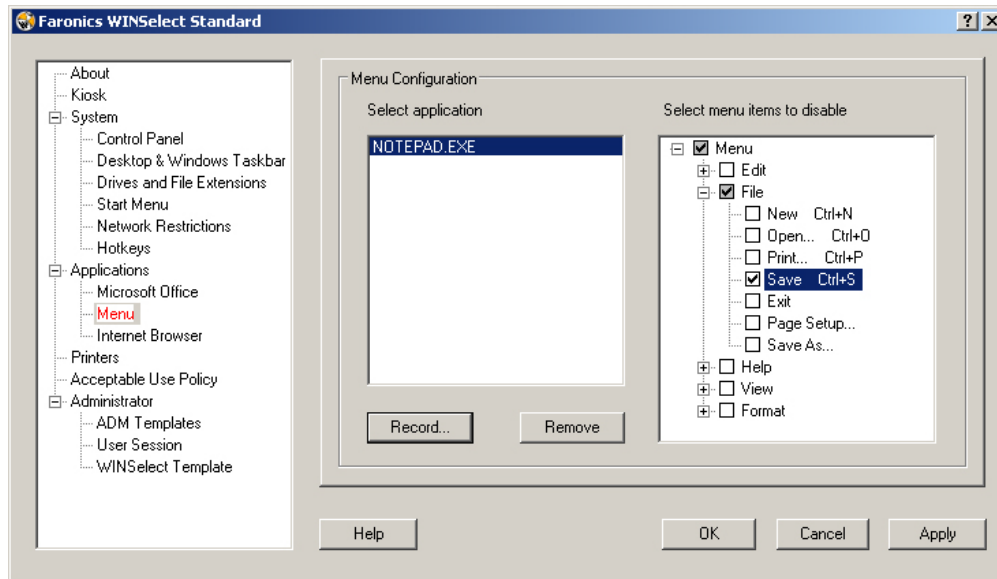
To record a menu to be restricted:

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* checkbox. 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 checkbox next to the top level to disable an entire menu, or click to expand the menu and select the individual checkboxes to disable the commands found within.

Select the *Disable Favorites menu of Internet Explorer* checkbox 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.

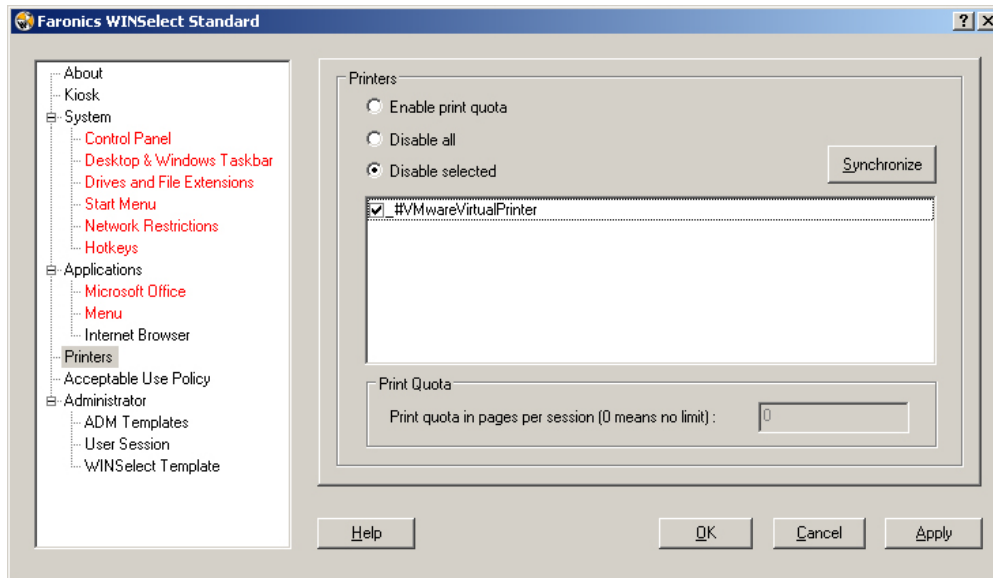


The *Disable right-click*, *Disable Menu* (or sub-menu items), and *Disable Context Menu* (or sub-menu items) will gray out the menu or the sub-menu items as selected. The menu or the context-menu will still be visible, but options cannot be selected once disabled.

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.

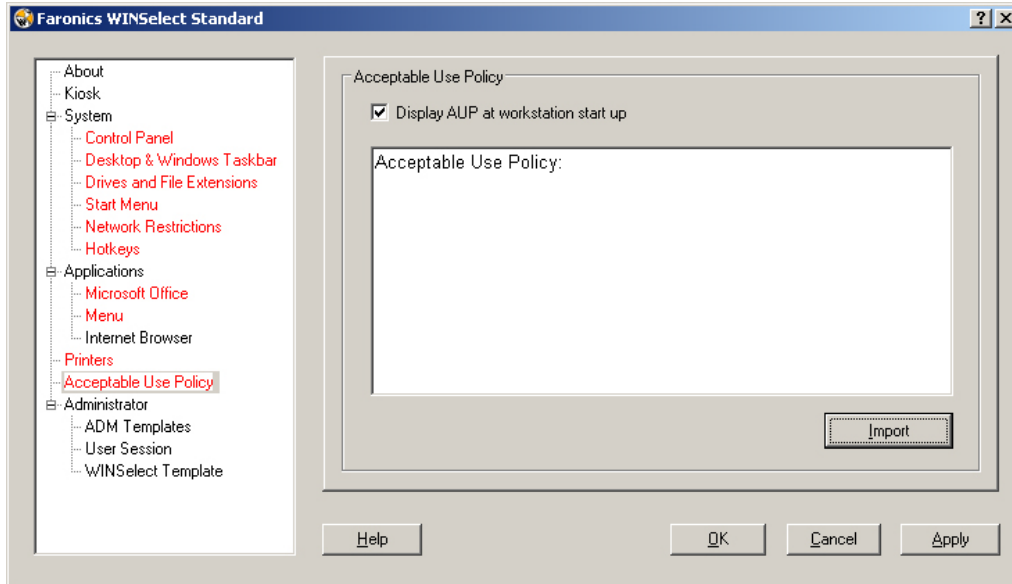
Disable all restricts printing from each printer that has been added to the workstation. To disable selected printers only, select the specific printers on the list and select *Disable Selected*.

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 startup 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.

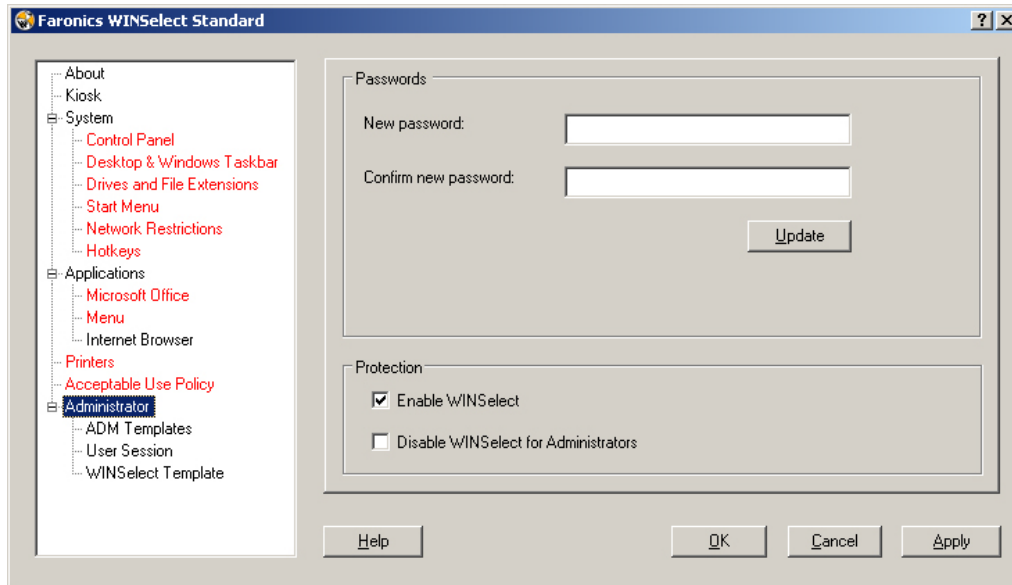
Click *Import* and browse to the location of an .rtf file that has the AUP text.



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

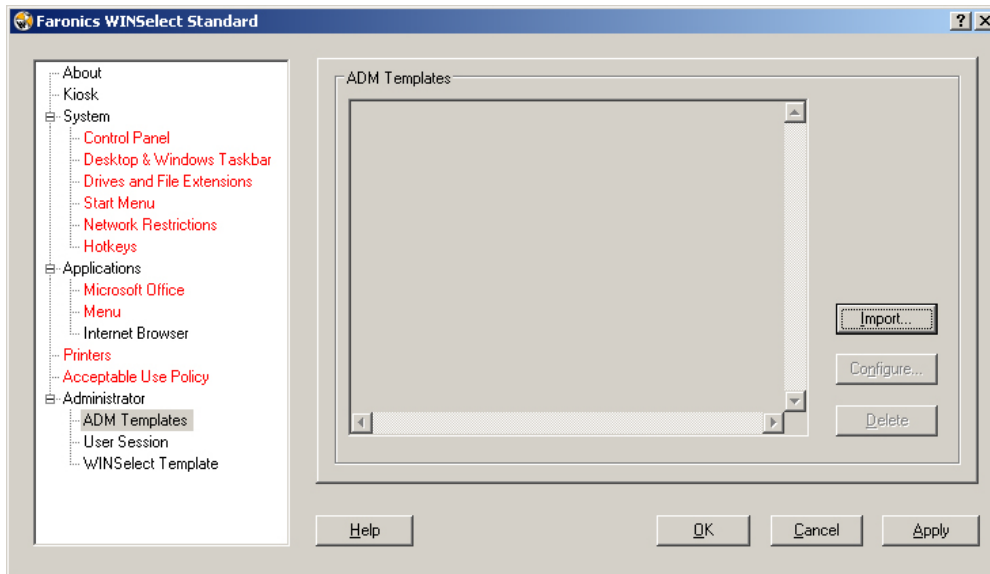
Choose *Enable WINSelect* to enable WINSelect on the workstation, and if WINSelect is disabled for administrators.

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 administrators 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.

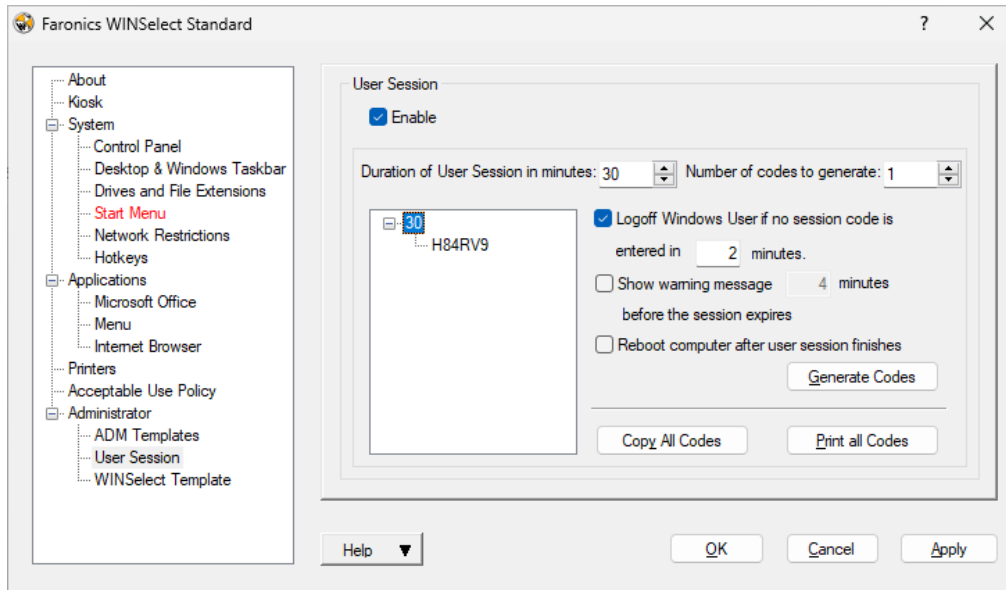
Deleting the ADM template does not remove the applied settings. It only removes the template from the WINSelect Control Panel. Changes must be made by selecting *Configure* or through the Windows Registry Editor.



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.



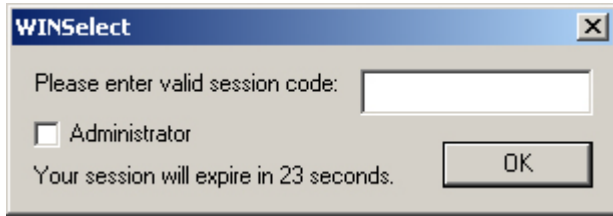
To enable the User Session feature, ensure *Enable* is selected and perform the following steps:

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. Log off Windows User if no session code is entered in X minutes – select this option to disable the session timer up to a maximum of 120 minutes. When disabled, user sessions are not limited in duration and remains logged into the computer.
4. To display a warning select the *Show warning message x minutes before the session expires* checkbox. 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.
5. To reboot the computer after the user session, select the *Reboot computer after user session finishes* checkbox.
6. Click *Generate Codes*.
7. 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* checkbox 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:

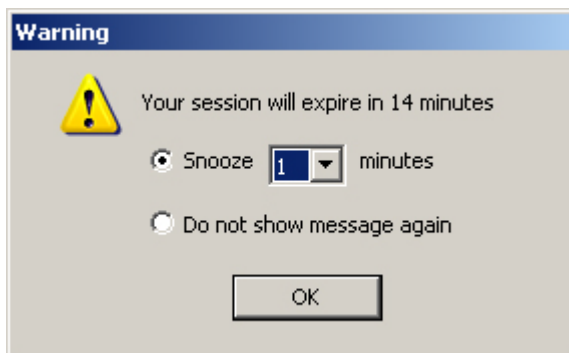


If you are the administrator, you can select the *Administrator* checkbox. The WINSelect login screen is displayed. You can enter the administrator password to launch WINSelect in Administrator mode. If you are logged in as the workstation user, and the session reaches its allotted time, a dialog will 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* checkbox 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*.

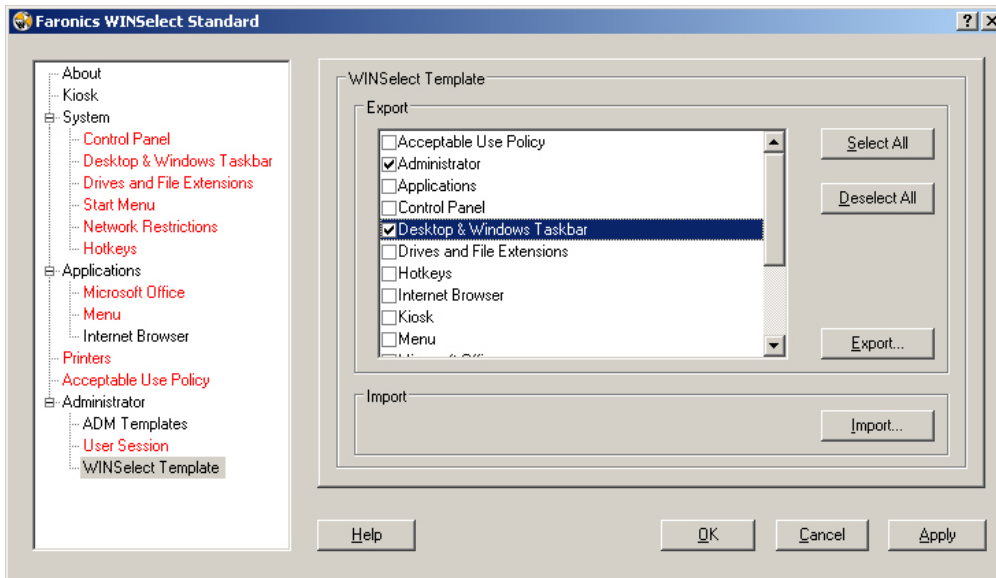
Click *Copy all Codes* to copy all the generated codes to the clipboard. You can launch the program of your choice and paste the codes.

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

WINSelect Templates

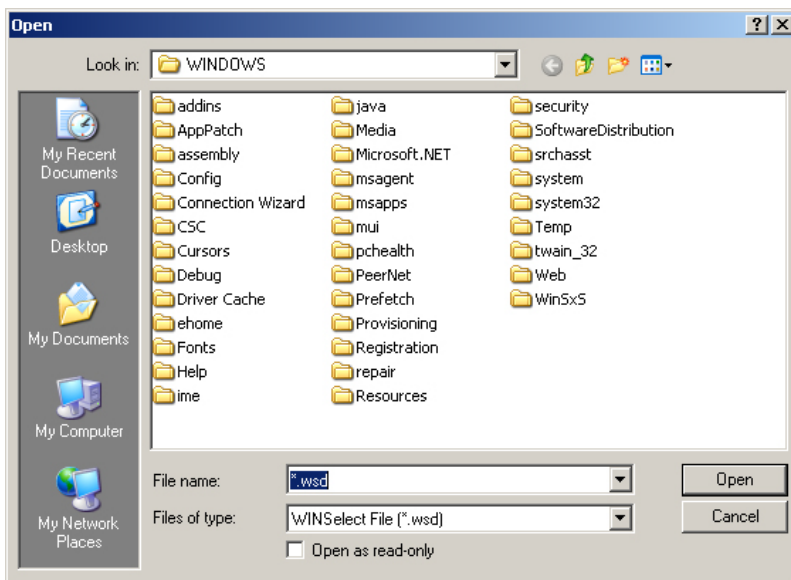
The WINSelect Templates node provides the option to export all configured WINSelect settings as a WINSelect template. This template can then be deployed to any number of workstations protected by WINSelect.

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.



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: <ul style="list-style-type: none"> • 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 <i>System</i> 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 <i>Applications and Internet Browser</i> nodes to prevent opening of files or folders from the address bar.
Users should not have any games installed on the workstation.	In the <i>Applications</i> 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.