

# WinU Help

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## Introduction

Windows 95 is great, but it's not very secure. How can parents control which programs their children use? How can stores, schools, and libraries allow their computers to be used by the public, yet prevent people from changing the configuration of complex computer systems? How can businesses let employees use the software they need to do their jobs, yet prevent them from accessing or installing other programs? How can anybody keep a log of which programs were run, by who, and for how long?

That's what WinU is for. WinU is a Windows 95 "parental control" system with time-out and security access features, three distinct levels of security control, and many flexible configuration options. It's easy to set up, easy to use ... and virtually impossible to circumvent.

This makes WinU excellent for parents who want to allow children to use only certain software on the family PC, without worrying that Junior might delete the household tax records. You can set up a different password-protected WinU desk for every member of the family. You can also password-protect each individual program on a desk. And you can limit the time that any program or desk can be used.

Businesses can use WinU to allow employees to run only authorized software, making other programs unavailable. WinU is also ideal for libraries, schools, and stores that want to let the public use certain software, without allowing access to the entire computer. Patrons can use all authorized programs, but they can't change the computer's setup, or delete important files.

System administrators will appreciate the easy desk-management tools. They make it fast and simple to copy program-launch buttons to other desks, to add, delete, or copy desks, or to remotely update entire WinU configurations onto a new computer without re-entering anything. And you can administer passwords and time limits "on the fly" from a remote file on a network server. WinU even has built-in license meter management, so you can control how many users can simultaneously run any program. This lets you purchase only a few licensed copies of some program, yet allow that program to be run from any workstation on your network.

WinU lets you set the amount of time that a program can be used, even communications programs for the Internet or online services. It allows a warning "grace period," with a custom warning message that you can set, before it terminates a running application.

WinU offers rock-solid security. With it, you can deny access to all non-WinU programs, even programs that are run while WinU is active. And WinU can track exactly when programs were run, by who, and for how long.

WinU allows you to use any Windows bitmap as its background image. Use your

company logo or your favorite picture. Show the image full-screen behind the buttons, or put the image in the top half and the menu buttons on the bottom to give an unobstructed view.

Best of all, WinU simply cannot be shut down improperly or maliciously. It provides permanent, unstoppable security coverage for your Windows 95 computer system.

It's easy to customize WinU to your needs. You can create up to 500 password-protected desks, each with its own name, settings, and programs. Each desk can have up to 500 program buttons. You can set the maximum allowed time for each program, and for the desk itself. Desks can have "blockout" periods, times when no programs on that desk will run. How about a blockout period on Junior's desk every weekday night at dinnertime?

WinU is simple to set up. To add an application, just drag-and-drop any file or program from Explorer, and a WinU button appears on the desk. The built-in password-protected Explorer window makes this easy to do. You can drop virtually any kind of file onto a desk, and WinU will know how to handle it. WinU will run programs or Shortcuts, and understands all your registered file extensions.

## How To Order WinU

Thank you for trying WinU. You are welcome to test the evaluation version for 30 days. That is, you can run the program on 30 different dates. These dates do not have to be consecutive calendar days. If you don't run WinU on a particular date, it doesn't count against your 30 days. This gives you plenty of time to try WinU on your own system. After the trial period, you must either purchase WinU or remove it from your system.



WinU can also be purchased from distributors in:

[ENGLAND: The Thompson Partnership](#)

[FRANCE: WSKA](#)

[GERMANY: Vogel Datentechnik](#)

[JAPAN: P & A Co., Ltd.](#)

[NETHERLANDS / BELGIUM: CopyCats](#)

[NEW ZEALAND: PC Support Services](#)

After purchase, there are no reminder screens, and the title bar does not read "PRE-PURCHASE COPY, FOR EVALUATION ONLY." The purchased version lets you set the termination time to other than five minutes, saves the setup password from session to session, and take full advantage of *No Security* "Convenience" mode.

Multiple-copy discounts are available. Contact Bardon Data Systems for more information.

To order, send \$29.95 for each copy (plus shipping, see below) to:

**Bardon Data Systems**  
**1164 Solano Ave. #415**  
**Albany, CA 94706**

**Payment:** You can pay with cash, check, money order, or major credit card (MasterCard, Visa, American Express, or Discover). We accept checks in US Dollars, drawn on a US bank and requiring no additional collection or currency-conversion fees.

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**Outside North America:** Please add an additional \$6 overseas shipping surcharge (total \$11 shipping).

**More Ways To Order:** With a credit card you can also order WinU by **phone** (510-526-8470 or on our **tollfree ORDERS-ONLY line** at 800-92-BARDON [800-922-2736] weekdays 9 to 5 California time), or by **fax** (510-526-1271 24 hours a day). Order on the **World Wide Web** at the Bardon Data Systems homepage (<http://www.bardon.com>). The webpage is also the best place to get the very latest version of WinU, as well as other software from Bardon Data Systems. With a credit card you can also send electronic mail to **orders@bardon.com** with your credit card number, expiration date, and name as it appears on the card. On **CompuServe** you can **GO SWREG** to order item #12781; the fee will be added into your regular CompuServe bill.

If you order with a credit card by phone, you'll be given your license number immediately so you can get rid of the reminder screens and limitations right away. Or simply mail in your credit card number and expiration date.

Multiple-copy discounts and site licenses are available. Contact Bardon Data Systems for more information.

When you order, you'll get a copy of the most recent version of WinU, a registration number that will turn off the reminder screens and remove the limitations of the evaluation version, a printed manual, support, and update notices.

You will also get a **FREE** copy of **Reverend Lowell's Treasury of Humor, Volume 1: "He Who Laughs, Lasts!"** Reverend Lowell's Treasury contains thousands of humorous anecdotes collected by Reverend Lowell during his long career as an ordained minister. After thirty years of public speaking from the pulpit, the podium, and on television, he has amassed over 200,000 items, and Reverend Lowell's Treasury represents the "cream of the crop." These are Reverend Lowell's favorite funny stories, revealing quotes, interesting anecdotes, and zingy one-liners. And there's nothing that would be unsuitable in any public setting. There are plenty of items to choose from. Each volume of the Treasury covers a different topic, and contains at least as many items as you'd find in a full-size book. Many are illustrated in color or black-and-white. You can search for any item by keyword or first line. Or simply browse through every item page by page.

## The Setup Menu

To use any of the options below, by default you must first give the [setup password](#) when prompted. However, this can be customized. The specific items for which a password is required can be set in the [System Setup](#) dialog.

By giving the setup password in response to any password screen, WinU goes into its Setup Mode in which security checks are temporarily suspended. This makes it easier for the administrator to configure the system. To return the system to its previous security mode, log off the current desk.

**System Setup:** Display the [System Setup](#) tabbed dialog. This dialog has five tabs: *Security Settings*, *Event Log*, *Interface*, *Reports* and *Remote Management*. For more information, see the detailed description of this dialog.

**Desk Setup:** Displays the [Desk Setup](#) tabbed dialog. This dialog has five tabs: *Desk Access*, *Program Buttons*, *Time Control*, *Input Control*, and *Appearance And Sound*. For more information, see the detailed description of this dialog.

**Usage Reports:** This menu item provides a shortcut to the *Reports* tab of the System Setup dialog. See the [Reports](#) description for more information.

**Explorer:** This menu item launches an Explorer window, which provides a handy way for the administrator to drag-and-drop new programs onto a WinU desk, or to run programs that aren't otherwise available. This is especially convenient in [Super Security](#) mode, in which WinU replaces the usual Windows 95 interface. In Super Security mode, there is no Start button or taskbar, so in order for the administrator to have access to the rest of the system, WinU provides this password-protected way to launch an Explorer window directly from WinU.

**Help:** By default, WinU is set up so that the setup password is required to use Help. This is because the help information is designed for administrators, not casual users. This password protection helps prevent casual users from learning the "inner workings" of WinU.

**About:** WinU version and copyright information. The About item is the only entry on the Setup menu that does not require the setup password in order to be used.

**Exit:** By default, WinU is set up so that the setup password is required to exit when using this menu item, or when exiting by pressing Alt+F4 or clicking on the titlebar's X button. The setup password is not required to exit when using an [Exit or Shutdown button](#), created by you, on the desktop. However, like all other buttons, an Exit or Shutdown button can be password protected in the usual button manner.

## The Logon Menu

Clicking on this item shows no actual menu. Instead, it will display the [Choose Desk](#) dialog. With this dialog, users can log on to a new desk. By giving the setup password, administrators can add, delete, or copy a desk from this dialog as well.

Another way to display the Choose Desk dialog is to left-click anywhere on the desk. If desk-click dialogs haven't been disabled with one of the [Kiosk Mode](#) options, the dialog will appear where you clicked your mouse.

The entire menu bar can be hidden with a Kiosk Mode option. If so, the Logon Menu is unavailable.

## The Logoff Menu

Clicking on this item shows no actual menu. Choose it to exit the current desk. If there is a default desk, it will be displayed. If there is none, the initial "No Desk" screen will be displayed. In a Security mode, exiting from a desk automatically terminates all applications launched from that desk. You can also log off the current desk by left-clicking on the desk to bring up the [Choose Desk](#) dialog.

The entire menu bar can be hidden with a [Kiosk Mode](#) option. If so, the Logoff Menu is unavailable.



## Notices

**VERSION:** WinU version 3.2

**SYSTEM REQUIREMENTS:** Requires Microsoft Windows 95

**TECHNICAL SUPPORT:** For technical support, contact Bardon Data Systems through Internet email ([support@bardon.com](mailto:support@bardon.com)), the World Wide Web (<http://www.bardon.com>), U.S. mail (Bardon Data Systems, 1164 Solano Ave. #415, Albany CA 94706), fax (510-526-1271), or telephone (510-526-8470). Please telephone only during normal business hours, 9 to 5 weekdays California time. Support calls cannot be returned until after the initial tracking contact is set up.

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## WinU Interface Elements

**Dialogs:** WinU has three main dialogs: [System Setup](#), [Desk Setup](#), and [Choose Desk](#). The System Setup and Desk Setup tabbed dialogs are only available to those who know the setup password. Choose Desk is available to all users from the menu bar by choosing the Logon item, or from the desk itself by left-clicking anywhere on the desktop. (However, you can use [Kiosk Mode](#) to hide the menu bar, and to disable desk-click summoning of dialogs.)

**Title Bar:** The title bar displays the name of the current desk. When WinU is in Setup mode, the title bar blinks as a reminder that this special mode is in effect.

**Menu:** The menu bar has three top-level items: [Setup](#), [Logon](#), and [Logoff](#). For the most part, the Setup menu items are only available by giving the setup password. Logon and Logoff are available to all users. Logon and Logoff are also available from the Choose Desk dialog, which can be displayed by left-clicking on the desktop. Clicking the desktop is how you'd change desks if the menu is hidden via a [Kiosk Mode](#) switch. (Desk-click dialogs can be disabled via Kiosk Mode as well.)

**Status Bar:** The Status Bar at the bottom of the screen has three segments. It shows a date/time clock (configurable via the [System Setup](#) tabbed dialog), time limits (if any) for the current desk, and time limits (if any) for the current program, that is, the program launched from WinU which currently has the active focus.

**Scroll Bar:** The scroll bar at the right side of the screen is displayed only if there is more than one screenful of buttons on the current desk. That is, if there is nowhere to scroll, the scroll bar is not displayed. If it is showing, use it to move up or down the displayed buttons on this desk. You can also use the arrow or tab keys to move to other buttons.

**Background:** The background image can be any bitmap (bmp) file, of any size or color depth. It can be tiled, or stretched to fill the entire available area, or displayed at its actual size. If you have chosen to retain its aspect ratio, it will be displayed without distorting its relative proportions. This is set up from the [Appearance and Sound Tab](#) of the [Desk Setup](#) dialog.

The background image is displayed either fullscreen, or just in the top half of the screen, depending on how you have set up the system. If the image is in the top half of the screen, the desk's buttons and scroll bar are restricted to the bottom half. In this case, the button area's background is a neutral gray color in normal mode. When WinU is in Setup Mode, the button background changes to a bright turquoise color as a reminder.

**Buttons:** WinU's buttons are set up from the [Program Buttons](#) tab of the [Desk Setup](#) dialog. Buttons can launch programs directly, or can run Shortcuts. They can hold files for which there is a registered file extension; WinU will know which program to

launch for that file. Buttons can also be set up to transfer the user to another WinU desk when chosen, or return to the previous desk. Like any other buttons, DeskLink or PrevDesk buttons can have passwords, which will be tested before WinU changes desks. Of course, the target desk can also have its own password. Buttons can also be set up to exit from WinU or shut down the computer; again, they can be password-protected.

Many [button style options](#) are available, including font, border, placement, and label options. You can use virtually any image source on a button, not just icons. You can choose any icon from a multiple-icon file. Images can be extracted from EXE, ICO, DLL, CUR, ANI, or BMP files, among others; the chosen graphic is resized to icon-size onto the button.

**Companion Software:** WinU includes companion software used by the administrator to dynamically manage any remote system's configuration, passwords, time limits, rebooting, and license metering.

## Software License And Warranty

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I) You are welcome to use the "test-drive" evaluation version of the software for 30 days. That is, you can run the program on 30 different dates. These dates do not have to be consecutive calendar days. If you don't run the software on a particular date, it doesn't count against your 30 days. This gives you plenty of time to try WinU on your own system. After the trial period, you must either purchase the software or remove it from your system. Anyone is welcome to distribute the "test-drive" evaluation version of the software, in its entirety as distributed with this file, subject to these conditions: a) none of the files in this package may be modified or deleted; and b) distributors must stop distributing the software if asked to do so by Bardon Data Systems.

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## Installing And Uninstalling

To install WinU, run the program **install.exe** that comes with WinU. It will ask you the folder you would like to install into, the Start button group name you prefer, and whether you'd like WinU to run at startup. WinU will not install anything to any folder other than the one you specify. It will not change any system files other than the Registry (per Microsoft standards). If you choose to uninstall, simply run the uninstaller program.

WinU installs the following files to the folder you choose:

<b>winu.exe</b>	the WinU program, file 1
<b>winu2.exe</b>	the WinU program, file 2
<b>winu3.exe</b>	the WinU program, file 3
<b>winu4.dll</b>	the WinU program, file 4
<b>uninwinu.exe</b>	the WinU uninstaller
<b>winu.hlp</b>	the documentation, in Windows helpfile format
<b>winu.cnt</b>	another part of the Windows helpfile
<b>readme.txt</b>	overview and installation instructions
<b>license.txt</b>	terms of WinU's usage license
<b>homepage.url</b>	shortcut to Bardon website
<b>cloner.exe</b>	Clone Setup Builder
<b>metermgr.exe</b>	License Meter Manager program
<b>timemgr.exe</b>	Remote Time Manager program
<b>pwdmgr.exe</b>	Password Manager program
<b>extract.exe</b>	Data Extractor builds data files used by Password Manager and Time Manager

**Clone Setup Builder:** The [Clone Setup Builder](#) takes a "snapshot" of the WinU setup on one computer, so that setup can be "cloned" onto another computer when installing. The Clone Setup Builder creates two data files. If, while installing, they are in the same folder as the install program itself, the installer will offer to copy the "clone" setup to the new machine. These two files are also used when setting up [dynamic remote configuration updating](#) across a network.

**License Meter Manager:** WinU can ensure that if your organization has, say, ten licenses for a program, no more than ten networked users are accessing that program simultaneously. To use this feature, set up a program key for each metered application with the [License Meter Manager](#), use the [Advanced Settings](#) screen to list that program key with each button to be metered, and tell WinU where to check for the limits with the [Remote Management tab](#) of the System Setup dialog.

**Remote Time Manager:** With the [Remote Time Manager](#) you can remotely and immediately modify any current desk (or [Systemwide](#)) time limits, or logoff, shut down, or restart any WinU computer on the network. The Time Manager is installed with all the

other WinU files. However, it is only needed on the administration computer, so you can delete it from your other WinU computers if you wish.

**Password Manager:** The [Password Manager program](#) lets you add, change, or delete desk passwords in the [central password file](#) without hand-editing the file. By manipulating this file you can control access to all the desks on all your WinU machines on your network, from one central location. It is installed with all the other WinU files. However, it is only needed on the administration computer from which you manipulate the central password file, so you can delete it from your other WinU computers if you wish.

**Data Extractor:** The Password Manager and Time Manager programs use data files built by the [Data Extractor](#). Run the Data Extractor on each WinU machine to create a set of files, one file per machine. Then copy these files to the Password Manager or Time Manager program directory.

**Sample Desk:** The first time you run WinU, or anytime you start when there are no other desks, WinU creates a Sample Desk with a few buttons. This lets you use WinU and get a feel for what it can do. In addition, some of the Sample Desk buttons illustrate handy WinU techniques. Look at the parameters of its Explorer buttons to see how to limit access to only one specific drive or directory. Look at its Paint button to see how to use the [Launch Pause](#). In Win95, pbrush.exe is just a stub that calls the MS Paint program, then itself exits. Use the Launch Pause for any such pair of programs, those where one exe merely sets things up, then launches another program. Shortcuts act this way, too, so by default WinU gives all Shortcuts a two-second Launch Pause when you drag-and-drop them onto a desktop.

**Security Mode:** When first installed, WinU will run in *Casual Security* mode. This can be changed in the [System Setup](#) dialog.

**Uninstalling:** WinU includes an uninstaller. When you install, the uninstaller is added to WinU's icons on the Start menu. It can also be run from the Start menu's Add/Remove Programs list.

# WinU Quick Start

**WinU In A Nutshell:** Use the keyboard or mouse to press any button and run its program. If the program has a time limit, it will be terminated when it runs out of time. With the [setup password](#), you can right-click on a button to change that button's settings, or right-click on the desk to modify desk settings, or use the [Setup menu](#) to change systemwide settings, or launch Explorer from within WinU. Whenever you use the setup password, WinU goes into Setup Mode, in which it's easier to drag-and-drop files from Explorer to add new buttons.

**System Administration With WinU:** The concept of WinU is that there is a system administrator who sets up and maintains the system. This person has access to many [system administration features](#) that allow the administrator to set up and change the system, and monitor it through usage reports and logs.

Here's how to quickly set up WinU:

- 1) Configure systemwide settings by selecting the [Setup menu](#) item System Setup. This will display the [System Setup](#) tabbed dialog. Modify the settings in the first three tabs (Security Settings, Event Log, Interface) as needed. The fourth tab, Reports, displays usage reports and graphs. Use the fifth tab (Remote Management) to set up network-based application license metering limits and automatic on-the-fly WinU configuration updates.
- 2) Create new desks by clicking the Logon menu (or just left-click anywhere on the desk). This brings up the [Choose Desk](#) screen. Click the Add New Desk button in that screen. WinU will create a new desk and then display the [Desk Setup](#) tabbed dialog. Use this dialog to add programs and configure the new desk to your liking. Later, you can change a desk's settings at any time by right-clicking on the desk or choosing the Setup menu's Desk Setup item.
- 3) Add buttons to the desk. The easiest way to add programs is to "drag and drop" files from Explorer onto the WinU desk. You can run [Explorer](#) from WinU's [Setup menu](#). You can also add programs by entering them through the [Program Buttons](#) tab of the Desk Setup dialog. Later, you can modify a button at any time by right-clicking on it. This will display the [Desk Setup](#) dialog already opened to the Program Buttons tab and displaying that button's entry. Buttons can launch programs, Shortcuts, or any file with a registered file extension. A button's command line can be more than just a program name; it can have parameters if necessary. A button can even be set up to log off the current desk and go to another one, or exit WinU, or shut down the computer.



## Choose Desk Dialog

With this dialog, users can log on to a new desk, or log off the current desk.

By giving the setup password, administrators can add, delete, or copy a desk from this dialog as well.

Bring up the Choose Desk dialog by clicking the *Logon* menu item or left-clicking anywhere on the desktop. Recall, though, that both of these access methods can be disabled with [Kiosk Mode](#) settings.

## Hints And Tricks

Here are some thoughts to consider when setting up WinU.

- The [three security modes](#) each have different capabilities. In *Casual Security* or *Super Security* mode, WinU will cover the entire screen, will not allow any previously-running programs to be displayed to the user, and (if the current desk is in Single-Program Mode) will close the previous WinU-launched program when the user launches a new one. In *No Security* ("Convenience") mode, WinU can run smaller than fullscreen, the current desk's Single-Program Mode switch has no effect, and WinU does not take steps to avoid being abnormally shut down. That is, it's simply a convenient menu-style program launcher with no security features.
- By giving the [setup password](#) in response to any password screen, WinU goes into its Setup Mode in which security checks are temporarily suspended. This makes it more convenient for the administrator to configure the system. To return the system to its previous security mode, log off the current desk.
- The easiest way to create a new desk button is to "drag and drop" a file from Explorer to the WinU desk. You can "drag and drop" an executable program, or a file with a registered File Association, or a Shortcut. The new button appears when you drop the file onto WinU. Configure the new button by right-clicking on it to change its Properties. You can use the [Setup menu](#) to run Explorer directly from WinU.
- You can easily [clone WinU installations](#). Set up WinU once, on one machine, the way you want it with all desired settings and programs. Then use the Clone Setup Builder to take a "snapshot" of that installation. You can install that "snapshot" setup to other machines in a single step. Of course the other machines have to have the same programs in the same-named directories, etc, otherwise the cloned WinU buttons won't find the program to run.
- You can dynamically and remotely [update WinU's configuration on-the-fly](#). Put the clone "snapshot" data files in a network directory visible from a WinU client machine, and configure that machine's WinU setup to check that directory for updates. Whenever that WinU machine sees new "snapshot" files at startup, it will replace its previous configuration with the new configuration.
- Many organizations have only a limited number of licenses for certain programs, yet want to make those programs available to their entire staff. WinU includes [built-in license metering](#). If your organization has, say, ten licenses for a particular program, you can allow that program to be run from every WinU computer on your network, yet ensure that no more than ten users are accessing the program simultaneously.
- Passwords can be fetched from an [external password file](#), instead of locally from each

workstation. This file can be managed from a central location on the network, using WinU's [Password Manager](#) program. So for example to remove desk access from one workstation simply change that desk's password in the central file. The central password file can also control desk time limits (see below).

- The status bar at the bottom of the screen shows program and desk [time limits](#). There is also a configurable date/time clock. If a WinU application has a time limit, there will be a countdown timer in the status bar when running that program. The user always knows how much time is left before this program will terminate. If the desk has its own internal time limit, a second status bar countdown timer displays that information. The desk timer can optionally track a maximum allowed time every day, or every week.
- Another form of desk-level time limiting is available if you set up an [external password file](#). To do this, set up the desk to get its password from the external file. Along with the password, the desk will also get any time limit you have set up for this desk. That particular timeout applies when the user logs on with that particular password. (You can set up more than one external file password for the same desk, so a user logging onto the same desk with a different password could have entirely different timeout limits.) Like cumulative time testing, password-file timeouts count the amount of time since the user logged on to the desk, whether a program is running or not.
- In addition to the password file time limit, the restart control, and the cumulative time testing, you can also set per-desk [blockout periods](#), times when no programs on that desk will run. For example "Every Tuesday 9 pm to 11 pm" or "Every weekday 7:30 pm to 8:30 pm". A desk can have any number of blockout periods.
- WinU can track (and keep on top if desired) "third party" apps launched by programs other than WinU. So, if your launched-from-WinU app itself launches another program, the "third party" program will be tracked too. You can also arrange for such windows to be terminated as soon as they appear.
- Generally, all programs launched from a desk will be forcibly terminated when the user logs off that desk. However, you can allow a particular program to remain running even after logging off its desk and switching to another desk. To do this, check the box *Don't Terminate Program At Desk Logoff* on the program's [Advanced Settings](#) screen. Doing this tells WinU to turn the program into a "third-party" window when logging off its desk, instead of killing it. Because it will then be a "third-party" window, you will also need to make sure the systemwide flag *Terminate "third-party" windows when changing desks* is not checked. This flag is on the [Security Settings](#) tab of the [System Setup](#) dialog.
- In either of [the Security modes](#), WinU won't run smaller than fullscreen, and when set up properly the user cannot access the Start button, Taskbar, desk, Explorer, or any other tools other than those you have provided on WinU buttons. There's also a *No Security ("Convenience")* mode in which you can run WinU as a normal resizable window.

- The user cannot shut down the computer when WinU is running. Yes, the power switch still works... but that's the only way. And if you've set up WinU to start when Windows starts, it comes right back up again. To set up WinU to do this in *Casual Security* mode, put a shortcut to WinU in your Startup folder. Or use *Super Security* mode, in which no such shortcut is needed since WinU tracks this by itself.
- Users can't exit from WinU improperly. If they try, WinU restarts. And in *Super Security* mode, starting the computer will automatically start WinU, and exiting WinU shuts down the computer.
- If you enable [Single-Program Mode](#) for a desk, only one program will run at a time. When you click on a new button, the previous program closes.
- WinU won't [restart a program](#) sooner than the "restart time" you've set up for that program. If this is set, then after a program is exited (or forcibly terminated by WinU), it cannot be restarted again until that much time has passed. Program restart control, cumulative time limits, and blackout periods keep track of program and desk usage regardless of logons and logoffs.
- You can use the usual motion keys (arrows, Tab, Home, End, PageUp, PageDown) to select a button. Press Enter to run the current button's program.
- When a button's program is launching, that button is red. When the program is running, that button is yellow ("lit up"). The active-focus button is white. When a running-program button has the active focus, that button is light yellow. To bring back a still-running iconized program, click its (yellow) button again.
- You can set WinU so that if you minimize an application run from the WinU desk, WinU immediately reopens it. Set this up from the [Desk Access](#) tab of the Desk Setup dialog.
- If enabled for this desk, WinU always tries to run programs fullscreen.
- A single-click on the WinU title bar clears the screen. This is a handy way to get to the buttons if they are covered by program windows. A double-click on the title bar brings back all running programs.
- If there are enough buttons so the desk needs a scroll bar, WinU adds one to the right side of the window.
- Programs started from WinU cannot get buried under the WinU window; WinU keeps them on top. Programs running before WinU started won't be displayed; if the user tries to switch to one, WinU hides it again.
- WinU's big-font popup message boxes time out and go away after two minutes.

- By default, WinU's password screen will time out and go away after thirty seconds. You can set this to a different value if you like.
- In a *Security* mode, exiting from a desk automatically terminates all applications launched from that desk, except those applications you have specifically designated to turn into "third-party" windows at desk logoff.
- If you have a previous version of WinU on your system, when you start WinU 3 you'll be asked if you want to convert and import your old version's desks. After the old-version desks have been added, you'll be asked if you'd like to remove the previous-version data from your system.
- WinU adds a *WinU Setup* item to its System menu. (To open the System menu, click the small icon at the left edge of the title bar.) This is so that, if one of the Kiosk Mode switches has been used to hide the menu bar, you can get to the [System Setup](#) tabbed dialog (which is where you'd get out of Kiosk Mode) through the System menu. For convenience, WinU also adds a *Desk Setup* item to the System menu.
- WinU will not allow itself to be tampered with. If any key file is altered (say, by a virus) WinU knows, and will refuse to run.
- Most Windows programs use the standard Windows "common dialogs" to open or save files. Presenting the same dialogs in all programs means that the user does the same thing in the same way in all programs. This is good. However, by default these Open and Save dialogs let the user right-click on any displayed file or program and change its attributes, or even run it. They also let the user delete selected files with the Delete key. This is bad. To plug these security holes, WinU disables right-click menus and the Delete key in the common dialogs. They are also disabled in Explorer's right-side (file) pane, for similar reasons.
- Left-click the desktop to see the [Choose Desk](#) dialog and go to another desk. You can also logoff a desk from the Choose Desk dialog. The administrator can add, delete, or copy desks from there too. Right-click the desk to display the desk-setup property sheet. Right-click a button to set up or change that button. You hardly need the menu bar at all (see [Kiosk Mode](#) for information on hiding the menu bar).
- DeskLink buttons let the user go to a specific other desk. Set them up from the [Program Buttons](#) tab of the Desk Setup dialog.
- PrevDesk buttons let the user "go back" to the desks you came from. Set them up from the [Program Buttons](#) tab of the Desk Setup dialog.
- Shutdown buttons let the user shut down the computer. Set them up from the [Program Buttons](#) tab of the Desk Setup dialog. Like all buttons, a Shutdown button can be password-protected.

- Exit buttons let the user exit from WinU when pressed. Set them up from the [Program Buttons](#) tab of the Desk Setup dialog. In [Super Security](#), exiting from WinU will shut down the computer, but in [Casual Security](#) exiting from WinU returns the user to the usual Windows 95 desktop. Like all buttons, an Exit button can be password-protected.
- You can set up a button so its program starts automatically when logging on to a desk. Set this up from the [Program Buttons](#) tab of the Desk Setup dialog.
- Another button option lets you set up a button so its program not only starts automatically when logging on to a desk, but also restarts automatically whenever necessary to ensure that it is always running while in that desk. Set this up from the [Program Buttons](#) tab of the Desk Setup dialog.
- The [Kiosk Mode](#) options let you turn off the menu bar or status bar, and turn off "click the desktop" dialogs. (When the menu is hidden, you can use the System menu to get to the WinU system settings to get out of Kiosk Mode.) When "click the desktop" dialogs are disabled and there is no menu, the only navigation is that provided in your DeskLink buttons. This gives you the ability to provide a very specific navigation sequence.
- WinU features a built-in Explorer window that stays on top of the WinU screen, handy to drag-and-drop programs into WinU. Launch it from the [Setup](#) menu.
- WinU features detailed [logfile tracking](#) of events. It also has [built-in usage reports](#) and pie-chart graphs which summarize logfile information to let you see who is doing what. The reports can be viewed and printed.
- You can attach sounds at the [desktop level](#), or attach them to [individual programs](#). Desktop-level sounds are *Logon This Desk*, *Logoff This Desk*, and *Launch App From This Desk*. The program-level sound is played when the program is launched. If there is both a program-level sound and a Desk-level *Launch* sound, the program launch sound is played, not the desk sound. If sounds are enabled but no sound is specified, the built-in default sound is used.
- You can use virtually any graphic on a button; you aren't limited to icons. Use any bitmap, icon, cursor, virtually anything. Your chosen graphic is resized to icon-size onto the button. You can choose any icon from a multiple-icon file.
- Buttons can have a wide variety of "looks." Elements to create a customized look can be combined. All available Windows button-style elements can be manipulated (though some have a more noticeable effect than others). Buttons can have a text label, or can be just an icon.
- WinU can run Shortcuts (PIF and LNK files). This includes Shortcuts to things like your printer and other Win95 elements. Drag-and-drop them to the desktop. They

work exactly as you'd expect.

- There are some programs that start by launching a "helper" app, not the real program. The "helper" app simply sets things up, then in turn it launches the "real" program before itself exiting. WordPerfect does this, for example. So do most Shortcuts. If you find that one of your programs doesn't launch correctly, or launches for a few seconds and then vanishes, try giving it a two-second [Launch Tracking Pause](#). This creates a brief security hole, but realistically it'd be hard for a user to do much damage in just a few seconds.
- QuickNotes: when exiting a logged app, would you like to have a little note attached to the log record so you can remember why you ran that program (perhaps for billing purposes)? Click the [QuickNote box](#) when setting up that app. When you run that program, and exit it normally, you'll be asked for the QuickNote you want attached to that log record.
- WinU can automatically handle "on top" windows at startup. Tell WinU whether such windows should remain "on top", should be hidden at the bottom of the pile, or if it should ask the user what to do in each individual case.

## The Setup Password

**Setup Password:** The first time you start WinU, it asks you for a setup password. This password is saved permanently so you never need to enter one again if you don't want to. However, you can change the password at any time with the [Interface](#) tab of the [System Setup](#) dialog. The *case sensitive* setting of the Security Settings tab controls whether this password is case sensitive

The setup password can be used whenever any other WinU password is required. For example, if a desk is password-protected, the setup password can be given instead of the desk password. Similarly, a password-protected application can be run by giving the setup password rather than the application password.

**Setup Mode:** Any time the setup password is used, WinU switches into its Setup Mode, in which security checks are temporarily suspended. This special password tells WinU that the current user is the system administrator, someone who already has access to the entire system. For such a user, further security testing serves no useful purpose.

Therefore, in Setup Mode, passwords are not required or requested, and WinU won't interfere when programs such as Explorer or the Taskbar are accessed. This makes it easy for the system administrator to modify WinU settings, "drag and drop" programs onto the desk and create new buttons, or use other software tools that a normal user would not have access to.

Setup Mode remains in effect until you [log off the current desk](#). WinU will then reset to the previous security mode.

As a visible cue that Setup Mode is in effect, the WinU window shrinks. The title bar, status bar, and background color also change to indicate that this mode is in effect.



# System Setup Dialog

To set up systemwide options, use the System Setup tabbed dialog. Usually you'd launch this dialog through the menu bar's Setup menu.

You can also get to it through the title bar's System menu. WinU adds this item to the System menu so that, when the WinU menu bar is hidden (because you are in [Kiosk Mode](#)) you can use the System menu to get out of Kiosk Mode. (To open the System menu, click the small icon at the left edge of WinU's title bar.)

The System Setup dialog has five tabs:

[Security Settings](#): systemwide security and preference options

[Event Log](#): logfile usage and tracking options

[Interface](#): setup password, Kiosk Mode, systemwide time limits, status bar

[Reports](#): view and print usage reports and graphs

[Remote Management](#): network-based license metering, remote logoff, shutdown, and time-limit control, and remote configuration update

## Security Settings Tab

This tab of the System Setup dialog is where you give the computer name, security level, default desk, boot-time options, and various ways you want to handle other programs and windows.

**Computer Name:** The computer name is used in event records, which are saved in the logfile or written to the designated printer (or both). If you are administering a number of WinU-equipped computers, give them each a unique name to help keep your records organized. The name defaults to *WinU Computer* plus a string of numbers, designed so that it is very likely (though not guaranteed) to be a unique name in your environment.

**Security Level:** What level of security do you want to use? Choose from *No Security*, *Casual Security*, or *Super Security* mode. See [The Three Security Modes](#) for more information.

**Default Desk:** This section has two buttons labeled *Set* and *Clear*. Click *Set* to choose a desk as the default. Click *Clear* to remove an existing default-desk setting. The default desk is displayed at startup and when users log off other desks. It's an automated process. Even if the default desk is password-protected, the user won't be asked for that password when logging off another desk, or at startup when the system first sets to that desk.

**"On Top" Windows At Startup:** You've probably run across programs that keep their windows "on top" of everything else, even when they are not active. Though they are handy in normal use, such programs could create a security hole. Depending on what you choose here, at startup WinU will either a) leave them "on top" and available, or b) bury them underneath WinU where they can't be seen, or c) pause to ask the user what to do about each individual "on top" window it encounters. Before using the third option, consider whether your users will be able to make the correct decision for each such program at startup. Consider also that while these questions are being asked, WinU is paused, and there is no security active on the computer. For a startup without pauses, choose one of the two automatic actions.

**Case Sensitive:** Should passwords be case sensitive? This setting will affect all button passwords and the Setup password. It will also affect any desk passwords that are local to this computer (desk passwords from a [central password file](#) are not case-sensitive at any time).

**Hide Passwords And Filenames On Administration Screens:** In setup dialogs, should passwords and filenames be initially shown as plain text or as asterisks? Plain text is more convenient. However, asterisks are more secure, especially if the computer is in a public setting, forcing the administrator to configure it in front of the users. There is also a button next to each password field allowing you to temporarily

toggle that button's field.

**Boot Time Function Access:** This option lets you control whether the keyboard and startup menu can be used when the computer starts. At boot time, pressing F4 starts the previous version of DOS, F8 brings up the startup menu providing methods to run bare DOS, "safe mode," etc. To enhance security, select this option so WinU will disable access to these and the other boot-time keys.

However, even when these keys are disabled, if Windows 95 detects an abnormal bootup it will display the startup menu anyway. This is not good, because it allows the user access to the "backdoor" methods described above. For this reason, when you use the Boot Time Function Access switch, it also sets a system option which make the startup menu extremely difficult to use: if the menu does indeed appear, its default choice is instantly chosen, then the menu immediately vanishes. And under this option, the default choice always starts the correct user interface.

The combination of these elements makes it virtually impossible for the user to circumvent security at boot time.

**Shutdown Method:** WinU shuts down the computer at exit while in [Super Security](#) mode, or when the user clicks a [Shutdown button](#). At that time, there are three ways that WinU can use to shut down the computer. The most secure method is labeled here as *Strong*. It forces other programs to exit and guarantees a secure shutdown. However, some computers have problems with the *Strong* method. If yours is one of them, try the *Medium* or *Soft* methods. In the *Medium* method, WinU "requests" that other programs shut down at exit; if any other program refuses, the computer does not shut down. In [Casual Security](#) mode, the *Soft* method asks Windows to do the shutdown; WinU then steps back and waits for Windows to handle it all. In Super Security mode, this Windows facility is not available, so *Soft* works just like the *Medium* method.

**Windows Launched By Other Processes:** These options let you further fine-tune WinU's behavior. They are:

*Allow "third-party" windows:* Some programs can launch other programs. How do you want WinU to handle these "third party" windows when they appear? Should they remain visible, or should WinU terminate them? If not allowed, WinU is very strict about closing such windows. WinU will terminate non-compliant windows if they try to place themselves visible to the user. (Windows of programs launched before WinU started are not terminated, but are moved out of sight). If allowed, "third party" windows are not logged, and no time limits are enforced against them. The setting on this tab applies systemwide. You can also allow or deny use of "third party" windows individually for each desk from the [Desk Access tab](#) of the Desk Setup dialog.

*Exceptions Button:* The Exceptions button displays a list of windows that are permitted to run even if "third-party" windows are not allowed. To add a Exception, you must give

the exact (case sensitive) title of allowed windows. However, wildcards can be used. The asterisk ( \* ) matches all remaining characters, and the question mark ( ? ) matches any one character.

*Terminate "third-party" windows when changing desks:* Should such windows be closed when exiting the current desk? Also, remember to un-check this box if you have set up some of your programs to turn into "third party" windows when exiting from the desk that launched them. It won't do much good to have WinU turn them into "third party" windows at desk exit if you then immediately terminate them...

*Allow CDs to automatically run when inserted in the drive:* Standard-issue Windows 95 behavior is that when a CD-ROM is placed in the drive, its designated program runs automatically. Do you want to allow users to launch programs in this way?

## Event Log Tab

This tab is where you set up logging to file or a printer, and indicate what events you want to log. Events can be logged in "human-readable" format, or in CSV (comma separated values) format suitable for importing into a spreadsheet or database. Actually, neither format is particularly readable, which is why WinU features [built-in reports](#). These reports use the logfile as their raw data.

You can send logged events to a printer so they can be seen as they happen. For example, if you have "public" computers on a network, which you need to track as they are used, you could have all the computers print their log records to one printer, perhaps at your front counter. One reason there is a computer name as well as desk names is so you can tell the source of such "merged" log records. Note that log records can be wider than 80 characters, so you will need either a wide printer or a narrow print font (or both). See [WinU Log File Formats](#) for more information.

There are three ways to indicate the log file name to use. You can type in its name, of course. Or you can use the *Browse* button, or "drag and drop" any file from Explorer onto this dialog. It will appear as the log file name. If you don't specify a full path to the logfile, your named file will be created in the same directory as the WinU program.

When logging in *No Security* ("Convenience") mode, application start times are logged, but end times are not. For the most comprehensive tracking, use one of the two [Security modes](#).

## Interface Tab

On this tab you can change the setup password, and modify a number of options which control WinU's interface and behavior.

**Setup Password:** In this section you can change the setup password, and indicate how long the password screen should stay visible before it times out. You can also indicate what functions will require the password. Check the first box if the setup password is required to use the System Setup or Desk Setup dialogs (including their Reports and Program functions), the administration features of the Choose Desk dialog, the built-in Explorer window, and the online help system, which is intended for administrators, not WinU users. Check the second box if it is required when using the Exit menu item, or exiting by pressing Alt+F4 or clicking on the titlebar's X button. The setting of this checkbox does not affect [Exit or Shutdown buttons](#), created by you, on the desktop. However, like all other buttons, an Exit or Shutdown button can be password protected in the usual button manner.

**Kiosk Mode:** The [Kiosk Mode](#) settings can individually allow or hide important [WinU interface](#) elements: the menu bar, the status bar, and the ability to bring up dialogs by clicking on the desktop surface. This lets you tightly control desk-to-desk navigation. When there is no menu bar, and the user can't bring up the *Choose Desk* dialog by clicking on the desk surface, the only navigation elements are [DeskLink or PrevDesk buttons](#) you have provided on the current desk. You can also control whether DeskLink and PrevDesk buttons remain functional in a desk which has no time left. Desk-click dialogs are always allowed in Setup mode, so the administrator can use this feature while configuring the system.

DeskLink buttons are like Webpage links, they change to a specific desk. PrevDesk buttons let you go back to all visited desks, in reverse order. When combined with the [Kiosk Mode](#) options, DeskLink and PrevDesk buttons let you set up a distinct, unalterable navigation sequence through your WinU desks.

**Systemwide Time Limits:** By default the [cumulative time limits](#) on each desk are entirely independent. Running out of time on one desk does not affect another desk. Sometimes, however, it is handy to have just one cumulative time mode, and one global time limit. With this option in effect, the administrator need only set the cumulative time limits on one desk; the settings will be carried over to every other desk. The user can switch from one desk to another; the time will count down uniformly. If you use cumulative time per day or per week, the maximum time is reset on all desks simultaneously whenever the time period restarts.

If you have set up to use cumulative time per logon, you can take advantage of another Systemwide Time Limits switch which tells WinU to set to "no time left" when re-entering the default desk. This can be very useful, especially in conjunction with the [Remote Time Manager](#) program. With this switch, a patron can have full use of all desks, but

immediately on return to the default desk, the time is all zeroed out. Recall that the [inactivity monitor](#) can force a logoff to the default desk, and that the administrator can remotely force any WinU computer to logoff its current desk by using the Remote Time Manager. The Remote Time Manager can also remotely change the current desk (or Systemwide) time limits, and logoff, shut down, or restart the computer.

**Status Bar:** Indicate the date and time formats for the status bar clock, or turn the date or time portions off entirely if you prefer.

## Reports Tab

This tab lets you view and print reports based on entries in the logfile, or view the [actual logfile data](#). Recall that you indicated in the [Event Log](#) tab the events to log. On entry to the Reports tab, you will be warned if WinU is set up so that not all events are being logged.

Choose a report, then click a button indicating how you want to view that report's data. You can view reports by applicable *Name* (usually, desk name or program name), by amount of *Time Used* (time used to accomplish the task being reported), or by *Sequence* (each event in the order it happened). Events by *Name* and by *Time Used* are aggregated, so if the same program is run twice its data is added together. Events by *Sequence* are not aggregated.

Not all reports have all three views. When a report's view is not available its button is disabled.

Initially, the report output screen shows your chosen report's data in written form. The window can be resized if necessary so you can see more of the report. Grab a corner and pull.

To see the "top ten" items as a graph, click the *Graph* button. To print the written-form report, click *Print*. You can also click *Font* to change the written report's printed font. The printed report includes only the text lines, not the graph. However, you can easily import the logfile into a database or spreadsheet and use that application's graphing capabilities.

The reports can be generated from either the "human-readable" text format, or the CSV-format, logfile records. It will work fine even if you changed formats in the middle of the logfile.

For detailed descriptions of all reports and views, see [Usage Tracking Reports](#).



## Desk Setup Dialog

To set up options for the current desk, use the Desk Setup tabbed dialog. You can launch this dialog from the Setup menu, or by right-clicking anywhere on the desktop (if desk-click dialog launching hasn't been disabled via [Kiosk Mode](#)), or through the System menu. (To open the System menu, click the small icon at the left edge of WinU's title bar.)

The Desk Setup dialog has four tabs:

[Desk Access](#): desk name, password, and program-management options

[Program Buttons](#): including DeskLink, PrevDesk, Exit and Shutdown buttons

[Time Control](#): timeouts and blockouts

[Input Control](#): keyboard, mouse, and inactivity monitoring

[Appearance And Sound](#): Wallpaper, button, sound, and color options

For information on modifying desktop buttons, see [Adding Or Changing Programs](#).

## Desk Access Tab

This tab lets you set the desk name, password and password options, and ways that programs will and won't run when launched from this desk.

**Desk Name:** This is the name by which the desk is listed and chosen. It is also used in the [logfile](#) and [external password file](#), if used. Though WinU allows it to be identical to another desk's name, setting things up this way is probably not a good idea. You can change the name to anything you want, but it can't be blank.

**Desk Password:** The desk password can come from this local setup, in which case it is supplied here. Or it can come from an [external password file](#), perhaps on a server where the same file can be accessed by many WinU computers simultaneously. This file can be centrally managed by WinU's [Password Manager](#) program.

If you use an external password file, there are three ways to give the password filename. You can type in its name (of course), or you can use the *Browse* button, or "drag and drop" any file from Explorer onto this dialog. See [The Central Password File](#) for more information. The password or filename can be blank if not required to access this desk. It is perfectly okay to have a desk which does not require a password.

**Third Party Windows:** Some programs can launch other programs. How do you want WinU to handle these "third party" windows when they appear? Should they remain visible, or should WinU terminate them? If not allowed, WinU is very strict about closing such windows. WinU will terminate non-compliant windows if they try to place themselves visible to the user. (Windows of programs launched before WinU started are not terminated, but are moved out of sight). If allowed, "third party" windows are not logged, and no time limits are enforced against them. The setting on this tab applies only while in this desk. You can also allow or deny use of "third party" windows systemwide from the [Security Settings tab](#) of the System Setup dialog.

The *Exceptions Button* displays a list of windows that are permitted to run even if "third-party" windows are not allowed. To add a Exception, you must give the exact (case sensitive) title of allowed windows. However, wildcards can be used. The asterisk ( \* ) matches all remaining characters, and the question mark ( ? ) matches any one character.

**Program Management:** These settings let you customize the way in which WinU runs programs.

- In Single-Program Mode, when the user clicks a button to launch a program, any other currently-running program (which was launched by WinU) is forcibly terminated.
- Check the second box to force programs to always run in a maximized window that covers the entire screen. This can help discourage the temptation to launch other

programs before exiting from this one (if you've allowed this). Of course, when running a program fullscreen, WinU's timeout counters are not visible.

- The third box allows WinU-launched programs to be minimized. A minimized program has no visible window or icon, but you can tell that a program is still running because its button is yellow. To bring back a running, minimized program, click its button again.

The difference between the second option and the third is this: the second option *forces* programs to run fullscreen at all times. The third option *allows* programs to be minimized (become iconic). A fullscreen program can be minimized, if the third box is checked.

- Do you want WinU to display a warning screen before this desk runs out of time? Usually you will want to do this, but if you don't, here's where you turn it off. The screen is displayed three minutes before the desk expires. However, if no program is running at that point, no warning is issued.
- Do you want WinU to play a warning sound before this desk runs out of time? The sound is played three minutes before the desk expires, at the same time the warning screen (if used) pops up. Choose any WAV sound as the warning (on the Appearance And Sound tab) or let WinU use its built-in default sound. As with the warning screen, if no program is running at that point, no warning sound is played.
- Checking the *hotkeys* box allows the user to launch the first 35 programs by pressing a single key on the keyboard. WinU will automatically add numbers and letters to your button text for each of the buttons that can be controlled in this way.

## Program Buttons Tab

This tab lets you create, change, delete, or copy buttons. Buttons can run programs, switch to another desk, exit from WinU, or shut down the computer.

You can create five kinds of buttons, described below. Most button settings are optional. For Program or DeskLink buttons, you need give only the File To Run (or desk to switch to) and the button label text before you click Add to create the button. PrevDesk, Exit or Shutdown buttons require only a button label. The label text is also used for logging and internal tracking, so it must be given even if you have set up this desk so its buttons consist only of the program icon with no text.

There are many ways to customize the appearance and behavior of buttons. See [Adding Or Changing Buttons](#) and [Advanced Program Button Settings](#) for details.

The available button types are:

**Run Pgm:** Buttons can be set up to launch programs, files, or Shortcuts. The minimum setup here is to give the button text and the program/Shortcut/file to run (WinU will find the correct program for a Shortcut or a file having a registered file extension). There are three ways to indicate the program filename to use. You can type in its name, of course. Or you can use the Browse button, or "drag and drop" any file from Explorer onto this dialog.

**DeskLink:** You can set up buttons to switch to another desk when clicked. This kind of button is also set on the Program Buttons tab. When you click the DeskLink radio button, the *File To Run* label changes to *Switch Desk*. Enter the name of the target desk, or use the *Choose* (changed from *Browse*) button to select the target desk which this button should go to when clicked. Some options will become disabled to indicate that they don't apply to DeskLink buttons.

**PrevDesk:** When clicked, a PrevDesk button takes you to the desk you were on before this one. The last 100 visited desks are saved, so you can back out in exactly the order that got you to a particular desk in the first place. Some options will become disabled to indicate that they don't apply to PrevDesk buttons.

**Exit WinU:** You can set up a button to exit from WinU when clicked. Exiting from WinU while in Super Security will shut down the computer, using the shutdown method selected on the [Security Settings tab](#) of the System Setup dialog. In the other security modes, exiting from WinU returns to the usual Win95 interface. Some options will become disabled to indicate that they don't apply to Exit buttons. The Setup password is not required when exiting from WinU with an Exit button. If you want password protection for this function, give the button its own password in the usual way.

**Shut Down:** You can set up a button to shut down the computer when clicked, using

the shutdown method selected on the [Security Settings tab](#) of the System Setup dialog. Some options will become disabled to indicate that they don't apply to Shutdown buttons. The Setup password is not required when shutting down the computer with a Shutdown button. If you want password protection for this function, give the button its own password in the usual way.

## Time Control Tab

**Cumulative Time:** In addition to each program's individual time limit, the desk itself can have a time limit. If desired, specify this here as the maximum number of minutes allowed before forced termination. You can also change the number of minutes currently used up, if you like. When the desk time runs out, any currently-active programs are terminated. By default, a three minute warning is provided to the user. However this warning can be turned off from the [Desk Access Tab](#).

If you like, you can set this as cumulative time per day or per week, in which case the maximum time is again available whenever the time period restarts. Time per day restarts at midnight; time per week restarts on Sunday at midnight. In these modes, when time expires the desk remains visible but deactivated. If you like, use the Kiosk Mode switch so navigation buttons will still work, allowing the user to exit from the desk.

You can also set this as time per logon, in which case the maximum time is available whenever logging onto the desk. This setting can be useful when setting up a public kiosk because, unlike the other time settings, when the "time per logon" runs out WinU closes all running programs and completely logs off that desk. This can be helpful in encouraging those "enthusiastic" users to yield the computer to other patrons. When this setting forces a logoff, WinU switches to the default desk if there is one, or to the initial empty screen if there isn't. Note also that WinU will close all running programs and reset the time even if there is only one desk, and that is the default, and you are already on that desk. Therefore, when the default desk has a "time per logon" setting, you can use this as a way to restart without actually changing desks.

If you use "time per logon" and have set up WinU to use [Systemwide Time Limits](#), you can optionally tell WinU to reset the systemwide time to zero (no time left) when returning to the default desk.

The desk time limit can also be set in the [central password file](#), if you have set up this desk to look for its logon password in an external file. The password file can specify the desk's maximum amount of time (time per logon) when accessed with that password, or time per day or per week. You can also set an expiration date/time after which that password is no longer valid. Like cumulative time testing, password-file timeouts count the amount of time that the user spends logged on to the desk, whether a program is running or not. If using "time per logon," WinU completely exits from that desk when time expires. In the other time modes, the desk remains visible but deactivated.

Remember that there are two independent time-control mechanisms: the cumulative time mechanism and the [password file](#) mechanism. If using both a password-file time limit and a local-computer cumulative time limit, the smaller (sooner) time limit will prevail. WinU's [Time Manager](#) modifies the cumulative time mechanism but not the password-file time mechanism. So, if the user is running out on the password-supplied

time, the cumulative time won't override.

**Blockout Periods:** These are days and times during which no programs on this desk will run, for example "Tuesdays from 7:00 pm to 9:00 pm" or "Weekdays from 9:00 am to 5:00 pm." You can set up as many blockout periods as you like. Blockout periods must start and end on the same day. You can't set up a blockout that goes past midnight (for example "Weekdays from 8:00 pm to 8:00 am") but you can achieve the same effect by entering this as two separate blockout periods, one from 8 pm to 11:59 pm, and the other from midnight to 8 am. Navigation buttons will still work during a blockout period, allowing the user to exit from a blocked desk.

## Appearance And Sound Tab

**Sound:** If you check the box here to allow it, WinU will play sound (.wav) files when entering a desk, leaving a desk, or launching a program. You can also designate sounds to play when the desk or a program is almost out of time. For each event, you can type the soundfile name or use the Browse button to select a soundfile. The yellow "speaker" buttons let you preview the chosen sound. If sounds are enabled but no file is specified for an event, WinU uses its built-in sound for that event.

The Desk Logon sound can be made to *loop*, that is, to play continuously. A looping sound will be repeated while no program is running from this desk.

Note: WinU can also associate sounds with an individual button (set on the [Program Buttons tab](#)). If there is both a individual-button Launch Program sound and a desk-level Launch Program sound, or an individual-button Program Timeout Warning sound and a desk-level Program Timeout Warning sound, the button sound is played, not the desk sound.

**Button Style Preferences:** You can choose the font and color to be used for the button text. The appearance of a desk's buttons can also be customized by choosing one or more of the six listed button-style attributes. Different combinations of attributes generate different-looking buttons. The first five include all available Windows button border style attributes. Though they can all be manipulated, some have a more noticeable effect than others. The sixth button-style attribute determines whether label text is displayed for buttons on this desk. If no label text is displayed, the buttons on this desk are just icons in a border.

By default, the buttons are displayed starting at the top of the available space. If you'd like to leave empty rows, and start the buttons lower down, indicate here how many rows to skip. You can also control the amount of space between buttons, both horizontally and vertically. The default spacing is 6 pixels between rows and 12 between columns.

**Wallpaper:** WinU has its own "built-in" wallpaper, or you can set this desk to display any other Windows bitmap as the background image by giving its file name here. You can type in the bitmap filename, or use the Browse button, or "drag and drop" the image file from Explorer onto this dialog. It will appear as the bitmap file name. If you leave this blank, WinU's built-in background image will be used.

Whether you use an external bitmap image or WinU's built-in bitmap, the picture can be displayed fullscreen behind this desk's buttons, or unobstructed in the top half of the WinU screen.

If you prefer, you can display no wallpaper at all, just a plain colored background. To choose the background color, click the color box.



There's also a box to check if you don't want the bitmap's aspect ratio changed. If checked, the background will be displayed as large as it can go without being distorted. A frame will be drawn around the image.

You can tile the image. This option will copy the bitmap as many times as required to fill the space. Tiled images must be displayed at their actual size (see below).

You can display an external bitmap at its actual size (not stretched to fit the available space). This is a good way to display text or other finely detailed images. If using this option, it's best to choose a bitmap bigger than space it needs to cover in your chosen screen resolution; any excess will be truncated. If it is too small, and you aren't tiling the image, excess space will be filled with your chosen background color.

You may want to experiment with the display modes. Windows has three bitmap display modes, and all three are available here. The best mode for color images is usually Mode 2 (the default). Mode 1 or Mode 3 are usually best for different sorts of black-and-white images or line drawings.

## Adding Or Changing Buttons

WinU displays each application on a button. To run that program, click the button with the mouse or keyboard. Desktop buttons can be set up to launch programs, files, or Shortcuts. DeskLink and PrevDesk buttons can change to another desk. Exit and Shutdown buttons terminate WinU or the entire Win95 session.

The easiest way to create a new program button is to "drag and drop" a file from Explorer to the WinU desk. You can run Explorer right from WinU's [Setup menu](#). With it, you can "drag and drop" an executable program, a Shortcut (.PIF or .LNK) file, or a file with a registered File Association. The new button appears when you drop the file onto WinU. Configure the new button by right-clicking on it. You can also create a button using the Desk Setup dialog's [Program Buttons](#) tab. Use this tab to add, change, or delete a button, or to copy a button to another desk. You can create five kinds of buttons, described below. Most button settings are optional. For Program or DeskLink buttons, you need give only the File To Run (or desk to switch to) and the button label text before you click Add to create the button. PrevDesk, Exit or Shutdown buttons require only a button label.

You can get to the *Program Buttons* tab through the Setup menu, or by right-clicking on the desktop (if not disabled by [Kiosk Mode](#)), or by right-clicking on a button. All methods brings up the same screen.

After providing the information, click the *Add* button to create a new listing. To delete an application, select it from the list and click the *Delete* button. To change an application's settings, select it from the list, change its information, and click the *Change* button.

**Applications List:** The list at the top shows all buttons on this desk. If you got here by right-clicking on a button, the screen starts with that button's settings displayed. You can at any time select any listed application, to see and change its properties.

**Move Up or Move Down:** These buttons change the order of the applications in the list, and on the desk.

**Button Label:** This is the text to be displayed on the button. All buttons on a desk are the same width. This width is determined by the length of the longest button label on the desk. Button label text cannot be blank, even if you are using the [No Label button style](#), because the label is also needed for logging and other internal recordkeeping and tracking purposes.

**Button Action:** These radio buttons indicate whether the currently selected button runs a program, switches to another desk, goes back to the previous desk, exits from WinU, or shuts down the computer. (In Super Security mode, exiting from WinU will also shut

down the computer. That is, an Exit button and a Shutdown button work the same way in Super Security mode.) If this is a program button, the label says *File To Run*, and displays the full path and filename of the file, program, or Shortcut which will be launched when this button is chosen (for example C:\BARDON\FANCYFAX.EXE). You can type it in, or use the **Browse** button, or "drag and drop" any filename from Explorer onto this dialog.

If the DeskLink radio button is selected, the label changes to *Switch Desk*. WinU will switch to the named desk when this button is clicked. If the PrevDesk, Exit, or Shut Down button is selected, no file is run so that field is disabled.

**File To Run/Switch Desk:** This is the full path and filename of the program launched by this button, or the desk to switch to if this is a DeskLink button. If this is a PrevDesk, Exit, or Shutdown button, this field is disabled and requires no input.

**Command parameters:** Command-line parameters or switches needed by the File To Run. Note that DeskLink, PrevDesk, Exit and Shutdown buttons take no parameters.

**Initial Directory:** The starting directory for a program. If you leave this blank, the program file's directory is used as the initial directory (C:\BARDON in our example). DeskLink, PrevDesk, Exit and Shutdown buttons have no directory.

**Password:** Will a password be required to run this button? If so, list it here. The [case sensitive](#) setting of the Security Settings tab controls whether this password is case sensitive.

**Minutes Until Warning:** The number of minutes from the start of the application until the warning message is displayed. Set this to zero if you don't want any warning message for this program. You can also turn off the warning message for this program by un-checking the *Show Warning Screen* box in the [Advanced Settings](#) dialog. Un-checking that box will also stop any Desk Timeout warning screen from popping up while this program is active. This is useful for fussy games that take over the screen and don't like external dialogs popping up while they are active. Setting the Minutes Until Warning to zero has no effect on the Desk Timeout warning screen.

**Minutes Until Termination:** The number of minutes from the start of the application until the program is terminated. It must be a larger number than the Minutes Until Warning. For example, you might set 10 Minutes Until Warning, and 14 Minutes Until Termination. Set this to zero if you don't want any time limits for this program.

**Minutes Until Restart Allowed:** It's sometimes useful to be able to set a "waiting period" before an application can be restarted after termination. For example, if a parent sets up Junior's game with 30 Minutes Until Termination, what's to prevent Junior from simply restarting the game right away? To take care of this, set 60 Minutes Before Application Restart Allowed and Junior will have to do something else for an hour. Maybe even homework...

**Advanced:** The [Advanced Settings](#) button lets you provide further customizations. You can change the button's icon image, provide a customized warning message, play a sound when this button is selected, use network-wide license metering, and change a number of options which modify the way this application launches and terminates. You can also copy this button to other desks.

Advanced settings can only be changed for an existing button. To set these options for a new button you must first *Add* the button using only the basic settings, then re-select the new button in the list at the top of the page, then click the Advanced button to change those settings.

## Advanced Program Settings

The Advanced Program Settings screen is reached by clicking the Advanced button on the [Program Buttons tab](#) of the [Desk Setup](#) dialog. The options on this screen let you further customize the way a program runs. Here, you can also copy a button to another desk.

**Icon File And Icon Number:** Perhaps you'd prefer a button image other than the usual icon. You can type a filename, or use the Browse button, or "drag and drop" an image file from Explorer onto this dialog. You can use many types of images on a button, not just icons. Try EXE, ICO, DLL, CUR, ANI, or BMP files. The chosen graphic can be of any size; WinU will draw it at icon-size on the button. Use the Browse button to choose any icon from a multiple-icon file, for example a Windows program or DLL.

**Kill Companion App (Title):** Does this program launch another application? Do you want WinU to also terminate the companion application when this program runs out of time? If you do, list that "other" application here. You must give the exact (case sensitive) title of that window. However, wildcards can be used. The asterisk ( \* ) matches all remaining characters, and the question mark ( ? ) matches any one character.

**Program Launch Sound:** If you've enabled System Event Sounds for this desk, you can play a sound when this button is clicked. You can type the sound file name, or "drag and drop" a sound file from Explorer onto this dialog, or use the Browse button to select a sound file. The yellow "speaker" button lets you preview the chosen sound. If [sounds are enabled](#) but no file is specified for an event, WinU uses its built-in sound for that event.

A [desk-level Program Launch sound](#) can also be specified. If there is both a button Program Launch sound and a desk-level Launch Program sound, the button sound is played, not the desk sound.

**Timeout Warning Message:** This is your customized warning message to be displayed for this program. If you don't provide a message, a generic warning message is used. It's helpful to indicate in your warning message just how much time remains before termination. Your message can be up to 300 characters long.

**Timeout Warning Sound:** Choose any WAV file to be played to warn the user that this program will soon run out of time. If no file is specified, and the *Play Warning Sound* box (below) is checked, WinU plays its built-in warning sound.

A [desk-level Timeout Warning Sound](#) can also be specified. If there is both an individual- button Timeout Warning Sound and a desk-level Timeout Warning Sound, the button sound is played, not the desk sound.

**Show Warning Screen:** Un-check this box if you don't want any warning message for this program. You can also turn off the warning message for this program by setting the Minutes Until Warning to zero on the [Program Buttons tab](#) of the Desk Setup dialog. Un-checking this box will also stop any Desk Timeout warning screen from popping up while this program is active; setting the Minutes Until Warning to zero has no effect on the Desk Timeout warning screen.

**Play Warning Sound:** Should a sound be played to warn the user that this program will soon run out of time? If no Timeout Warning Sound file is specified, WinU plays its built-in warning sound.

**AutoRun This Program At Desk Logon:** Check this box if you want the program to run automatically when the user logs on to this desk.

**Keep Program Running Until Desk Logoff:** If this box is checked, the program will not only run automatically when the user logs on to this desk, but will be restarted as necessary to ensure that it is always running while in that desk.

**Don't Terminate Program At Desk Logoff:** Generally, all programs launched from a desk will be forcibly terminated when the user logs off that desk. However, by checking this box you can allow a program to remain running even after logging off its desk. Doing this tells WinU to turn the program into a "third-party" window when logging off its desk, instead of killing it. Because it will then be a "third-party" window, you will also need to make sure that the systemwide flag which allows "third-party" windows is checked, and the flag which terminates "third-party" windows when changing desks is not checked. These flags are on the [Security Settings](#) tab of the [System Setup](#) dialog. A "third party" window is one launched after WinU started. You can arrange for such windows to be forcibly terminated, or kept available to the user. Use of "third party" windows is not logged and no time limits are enforced against them so, if this box is checked, the program will be logged and tracked only until desk logoff. After desk logoff it is on its own.

**Ask User For QuickNote On Program Exit:** When exiting a logged program, it's sometimes convenient to have a little note attached to the log record so you can remember why you ran that program (perhaps for billing purposes). Click the QuickNote box so that, when you run that app and exit normally, you'll be asked for the QuickNote you want attached to that log record. A QuickNote can hold up to 275 characters.

**Use "Soft Close" On Timeout Termination:** Some programs leave themselves or the computer in a sub-optimal state when forced to terminate. However, such programs might tolerate this "soft close" method, which attempts to use the program's own termination procedure to get it to exit gracefully. This method won't always work; in particular, it might trigger an "are you sure you want to exit" message from the program you are trying to terminate, which could allow the user to continue. But if the program does not have this sort of "are you sure" message (or if you can disable that message),

the "soft close" can provide a useful alternative method of terminating fussy programs. "Soft close" is especially handy when trying to persuade a recalcitrant game to restore the normal Windows screen colors at exit.

**Modem: Hang Up The Phone:** If you tell it to, WinU will disconnect modem-using apps and hang up the phone. Check this box if this is a communications program that uses a modem, and you want WinU to reset the modem and hang up the phone when this program must be forcibly terminated. If the app uses Dial-Up Networking, give the name of the Dial-Up Networking shortcut below. If the app is an old-style DOS "direct to the COM port" app, you need only check the box.

**DUN Shortcut To Disconnect:** If this modem-using program connects through Dial-Up Networking, give the *exact* (case sensitive) name of the Dial-Up Networking shortcut to disconnect. To see this name, open My Computer, then Dial-Up Networking. The name is listed under your connection's icon. Here is an easy way to grab the name: click twice, slowly, on the name under the connection icon. It will become highlighted, as if you were going to edit it. On your keyboard, type Ctrl+C to copy the highlighted name to the clipboard, then click somewhere else in the Dial-Up Networking window to un-highlight the icon name. Next, put the cursor in the Advanced screen's "DUN Shortcut To Disconnect" line, and type Ctrl+V to paste the clipboard contents into the line. Don't forget to close the Dial-Up Networking and My Computer windows.

Unlike DOS "direct to the COM port" modem apps, WinU will allow any number of DUN-using apps to run simultaneously. WinU will disconnect Dial-Up Networking after the last of these programs closes. However, you must give the exact, identical DUN shortcut name for each one, and check each program's "hang up" box.

**Program Requires MS-DOS Mode:** Check this box if the program has been configured to run in "MS-DOS Mode." You'll hardly ever need to do this. Almost all DOS programs run just fine under a normal Windows 95 DOS session. However, a few older or ill-behaved DOS programs need to run in what's called "MS-DOS Mode." In this mode, Windows 95 starts the program and then shuts itself down almost entirely. The DOS program has the use of the entire machine. When the DOS program exits, Windows 95 reboots. This creates some security considerations that deserve careful thought before you include such a program in a security-oriented environment like WinU.

**Launch Tracking Pause:** There are some programs that start by launching a "helper" app, not the real program. The "helper" app simply sets things up, then in turn it launches the "real" program before itself exiting. WordPerfect does this, for example. So do most Shortcuts. *Launch Tracking Pause* is a powerful option that lets you launch these "piggyback" programs in a way that allows WinU to track them. If you find that one of your programs doesn't launch correctly, or launches for a few seconds and then vanishes, try giving it a two-second *Launch Tracking Pause*. This creates a brief security hole, but realistically it'd be hard for a user to do much damage in just a few seconds.

**License Meter Key Name:** Perhaps your organization has purchased only a few licensed copies of some program, yet you want to allow that program to be run from any workstation on your network. WinU to the rescue! WinU is designed to ensure that the number of simultaneous users never exceeds the number of licensed copies of the software. To set this up, you first install the program normally, making sure it can be run from each workstation. Then put a button for that program on all desired WinU computers on your network.

When this is set up, choose a **License Meter Key Name**. This can be any word or name you prefer, though it's probably best if the key name helps you remember which program it is monitoring! So, for example, if you have licenses for Microsoft Word For Windows 95, you might choose to use the key name "Word 95". You must use this same key name with all buttons that run the associated program, on all WinU computers on your network. When the user clicks that program's button, WinU will look in the license meter monitor file to make sure there is a license "slot" available under the key name "Word 95". If a license is available, WinU will update the license meter monitor file to add the new user, and allow the program to be run. When the user exits from the monitored program, WinU releases the license "slot" making it available to other users.

WinU looks for license metering information in the license meter monitor file. Give the name of this file on the [Remote Management tab](#) of the System Setup dialog. Then use the companion [License Meter Manager](#) program to add this license meter key name, and the number of licenses it controls, to the [license meter monitor file](#).

**Copy Button:** To copy this button to another desk, click the Copy button. You can copy a button to one specific desk, or to "Every Desk." You can copy DeskLink, PrevDesk, Exit, Shutdown, or program-launch buttons.



## Security Considerations

WinU provides very thorough security control for your computer. Here are some things you can do to help WinU, and provide further protection.

**Use Super Security Whenever Possible:** *Super Security* is more secure than *Casual Security*. In *Casual Security*, WinU is just another program running on your system. It can (and does) watch for certain kinds of events, and vigorously resists being shut down abnormally. However, it is no more privileged than any other program running at that time. For example, in *Casual Security*, Start menu programs that have been set up with "hotkeys" can be launched by typing the "hotkey" from the keyboard, even though WinU hides the Start menu itself.

But in *Super Security* WinU integrates much more closely with your system. It is always launched whenever Windows 95 starts, and exiting from WinU shuts down the computer. In *Super Security*, WinU completely replaces the Taskbar and Start Button, making it virtually impossible to use a program not allowed by WinU ... which is exactly what you want.

**Un-Topmost And Un-AutoHideThe Task Bar:** The Taskbar is sometimes set as a "topmost" window. That is, it is always on top of all other windows. In *Casual Security*, WinU makes it very difficult to use the Taskbar even when it is "topmost" and visible (in *Super Security* there is no Taskbar to worry about). Still, the best thing is to keep the Taskbar entirely unavailable. Fortunately, it's easy to "un-topmost" the Taskbar and Start button (see below). The Taskbar is sometimes also set to AutoHide, that is, to slip under the edge of the screen when not in use. Because WinU covers the Taskbar on the screen, on some systems it can trigger the Taskbar to show and AutoHide in an annoying loop. Since WinU covers the screen, you won't actually see this happening, but you will see WinU grab the focus constantly, preventing you from using your programs. Fortunately, this is easily corrected. Here is how to fix both of these conditions:

- Click the Start button.
- Select the Settings menu item. A sub-menu appears.
- In the sub-menu, select Taskbar. The Taskbar Properties dialog appears.
- Ensure that the "Always on top" and "Auto hide" boxes are NOT checked.
- Click OK to close the Properties dialog.

**Use Single-Program Mode:** For the tightest security, when you set up each desk check the box that enables Single-Program Mode. In this mode, when the user clicks a button to launch a program, any other currently-running program is forcibly terminated, so only one program can be run at a time.

**In Casual Security, Put A Shortcut To WinU In Startup:** If you are using *Casual*

*Security*, consider placing a shortcut to WinU in the Startup folder, to activate WinU when Windows 95 starts its GUI screen. You don't need this shortcut in *Super Security*, because in that mode WinU always starts when Windows 95 comes up.

The shortcut in *Casual Security* ensures that WinU will become active instantly when the Windows 95 desk boots next time. If you are comfortable using Explorer to put a shortcut to winu1.exe in the Startup folder, that's a fine way to do it. If not, here are step by step directions:

- Click the Start button
- Select the Settings menu item. A sub-menu appears.
- In the sub-menu, select Taskbar
- The Taskbar Properties dialog comes up
- Select the tab labeled "Start Menu Programs"
- Under Start Menu Programs, click the Add button
- If you know the full directory path to the winu1.exe program, type it into the command line. Otherwise, click on the Browse button to find it and select it. Either way, the full path to winu1.exe winds up in the command line. When it's there, press Next.
- When you press Next, the Start menu's directory structure appears.
- Scroll down until you see the Startup folder, and select it.
- Now you'll be asked to give a name for this new shortcut. Pick your favorite name, and click on the Finish button.
- Back at the Taskbar Properties dialog, click OK.

**Close Unnecessary Programs:** WinU doesn't mind when other programs run at the same time it is active, but before you start WinU in *Casual Security*, you should still exit from all unnecessary programs. WinU keeps hidden any programs running before it started. However, the most secure situation is to not run them in the first place.

**Consider What Is Run At Startup:** Whether you use *Casual Security* or *Super Security*, the programs listed in your Startup folder are launched whenever Windows 95 starts. So it's a good idea to think about your Startup programs, and ensure that none allow access to areas you'd rather keep hidden.

**Don't Use MS-DOS Mode:** A few older or ill-behaved DOS programs need to run in what's called "MS-DOS Mode." (This is set in the DOS program's Properties, on the Program Buttons tab, under Advanced.) In this mode, Windows 95 starts the program and then shuts itself down almost entirely. The DOS program has the use of the entire machine. When the DOS program exits, Windows 95 reboots.

If you use *Super Security*, or you use *Casual Security* and put a shortcut to WinU in your Startup folder, it handles this situation easily. WinU restarts smoothly when Windows 95 reboots, and again covers the entire screen. However, while the MS-DOS mode program is running, nothing else is. Not Windows, not WinU, nothing. So there's no way to enforce time limits or other security considerations. Windows restarts

when the MS-DOS program exits. It's a complete reboot. Nothing is carried over from the previous Windows session before the MS-DOS program ran. At that reboot time, WinU restarts too. But the new WinU doesn't know what happened "before," so it doesn't log the MS-DOS app's exit, it doesn't know to enforce restart control on that app, it doesn't know if that app went over its time limit, nothing.

As you can see, MS-DOS Mode creates a large security hole. Fortunately it's really a very small problem, because very few DOS applications require MS-DOS Mode. Most run just fine under a normal Windows 95 DOS session. For those few apps that require it, WinU will run the "MS-DOS Mode" apps easily. All you need to do is check the "MS-DOS Mode" box in the Apps dialog if you decide to use one of these few problem programs. But before you put one on the WinU desktop, consider the security tradeoffs involved.

**Don't Use Programs That Give Access To Your File System:** Some programs have their own built-in file management functions. They let the user access the underlying directory structure, change or delete files, start other programs, etc. If security is your goal, this is not a good idea. Sometimes such programs have the ability to disable these features.

**Change Your Passwords Regularly:** An easy way to enhance security is to change the setup, desk, and application passwords on a regular basis. Change them to something that isn't obvious, so as to make it difficult to guess. If you have set up your system to get its logon passwords from an [external password file](#), it's easy to use WinU's [Password Manager](#) program to change the logon passwords for all the WinU computers on your network from one central location.

**Disable Booting From Floppy Disk:** If your computer is booted from a floppy instead of from your hard disk, WinU won't run, so it can't protect your system. Fortunately, it's easy to guard against this on most computers. Your boot-time CMOS setup program probably allows you to disable booting from floppy, or perhaps to reverse the testing order of the drives (so it will first try to boot from C:, then try A: only if C: doesn't work). On most machines you run the CMOS setup program by pressing DEL at startup, but if your is different, don't worry. It generally says right on the boot-time screen which key to press to run your CMOS setup program. Be careful! The CMOS setup program configures some very basic settings. Doing the wrong thing can have serious consequences.

## The Three Security Modes

Here are the differences between *No Security* ("Convenience" mode), *Casual Security*, and *Super Security*.

When you first install it, WinU is in *Casual Security*. In *Casual Security*, WinU has the same access and usage controls as *Super Security*, and the same resistance to being shut down abnormally. However, in *Casual Security* WinU is "just another program" on your system. For the most safety, use *Super Security*. In *Super Security* there is no Taskbar, no Start button, no desk icons, and no Task Manager. WinU is the sole access channel to your computer, so if you haven't set up a program to be launched from WinU, there is no system-provided way to run it. (However, note that some programs provide their own internal "application launch" facility. If you allow such a program to be run from WinU, make sure that you disable this kind of internal "application launcher.")

In *Casual Security*, Start menu programs that have been set up with "hotkeys" can be launched by typing the "hotkey" from the keyboard, even though WinU hides the Start menu itself. However, in *Super Security* there is no Start menu and no Taskbar, so these "hotkey" shortcuts don't work.

WinU also has a *No Security* "Convenience" mode, in which it functions simply as a convenient "application launch" menu.

In a *Security* mode, WinU covers the entire screen all the time. In Convenience mode, WinU can run smaller than fullscreen. This simple fact drives almost all the other differences.

Since the rest of the system is "available" in Convenience mode, WinU makes no attempt to enforce timeout, warning, or restart restrictions, even if these are set up for the current program or desk. The status bar does not show the remaining time for a program or desk, as it does in a *Security* mode. If file logging is turned on, application start time is logged but not ending time. (Session start and end times are logged in any mode.) WinU doesn't vigorously resist being shut down abnormally, as in a *Security* mode.

In a *Security* mode, if this desk's Single-Program Mode box is checked WinU will run only one program at a time. If you start a new application, the old one is terminated. In Convenience mode, or if this desk's Single-Program Mode box isn't checked, you can run as many programs simultaneously as you like.

In a *Security* mode, when and if WinU closes, it will terminate the currently-running applications. In *Super Security*, exiting WinU will shut down the computer. In Convenience mode, when WinU closes, any programs it launched continue to run.

By giving the setup password in response to any password screen, WinU goes into its Setup Mode in which security checks are temporarily suspended. This makes it easier for the administrator to configure the system. To return the system to its previous security mode, log off the current desk.

# WinU Order Form



After Printing  
Click Here To Return

**Send Orders To:**  
Bardon Data Systems  
1164 Solano Ave. #415  
Albany CA 94706  
USA  
(510) 526-8470  
orders@bardon.com

**From:**  
Name:  
Address:  
  
Phone:  
Email:

Make check or money order payable to **Bardon Data Systems**.

**Checks:** We accept checks in US Dollars, drawn on a US bank and requiring no additional collection or currency-conversion fees.

**Credit Cards:** We accept MasterCard, Visa, American Express, or Discover/Novus cards. Phone credit card orders to Bardon Data Systems or mail this order form:

Sign here to bill credit card for this purchase: \_\_\_\_\_

- 1) Print Name As It Appears On Credit Card:
- 2) Credit Card Number:
- 3) Expiration Date: \_\_\_/\_\_\_
- 4) Check if this is: MasterCard [  ] Visa [  ] AMEX [  ] Discover [  ]

**Purchase Orders:** Purchase orders are accepted from most organizations within North America. Terms are net 30 days unless arranged otherwise in advance. For orders under \$100, please add an additional \$10 processing fee if using a purchase order.

Quantity	Amount Enclosed
WinU (3½" disk unless otherwise noted)	\$29.95
Bonus software, free gifts, etc.	FREE
Shipping & Handling (Outside North America add an additional \$6.00 for shipping, total \$11.00)	\$5.00
Purchase Order Surcharge Orders under \$100 paid by purchase order	\$10.00
California residents add 8.25% sales tax (\$2.88)	

Total Enclosed:

Where did you obtain WinU 3.2?

Comments or suggestions?

## Kiosk Mode

**Kiosk Mode** is a group of options available from the [Interface](#) tab of the System Setup dialog. They can be used to turn your WinU computer into an extremely robust public access station. These switches individually allow or hide three important [interface elements](#): the menu bar, the status bar, and the ability to bring up dialogs by clicking on the desktop surface. You can also control whether non-program buttons (DeskLink, PrevDesk, Exit, or Shutdown buttons) remain functional in a desk which has no time left.

Kiosk Mode lets you tightly control desk-to-desk navigation. When there is no menu bar, and the user can't bring up the [Choose Desk](#) dialog by clicking on the desk surface, the only navigation elements are any [DeskLink or PrevDesk buttons](#) you have provided on the current desk. DeskLink buttons are like Webpage links, they change to a specific desk. PrevDesk buttons let you go back to all visited desks, in reverse order. When combined with the Kiosk Mode options, DeskLink and PrevDesk buttons let you set up a distinct, unalterable navigation sequence through your WinU desks. Of course if you provide no such buttons on the visible desk (typically the Default Desk), the user can't go anywhere.

When these switches are used, there is no menu bar, no status bar, and clicking on the desktop does nothing. The screen is much like a kiosk, or an ATM machine: what you see is what you get.

Full use of Kiosk Mode disables all the usual routes to the [System Setup](#) dialog, so to turn off Kiosk Mode, WinU adds System Setup and Desk Setup menu items to the standard System menu. (To open the System menu, click the small icon at the left edge of WinU's title bar.) Desk-click dialogs are always allowed in Setup mode, so the administrator can use this feature while configuring the system.

## Emergency Passwords

Forgot your setup password? Don't worry, you're not locked out. Each WinU system has a number of built-in "emergency" passwords. Each password can be used just once on a given WinU computer. After a password is used once, it is no longer valid. For security reasons, the passwords are not listed here. If you are in a situation where you need one, [contact Bardon Data Systems](#) and, after providing appropriate identification, one will be provided.

In addition, the "test-drive" version of WinU has yet another built-in emergency password. While evaluating, the setup password "WinU" always matches. After purchase, this "back door" security hole is no longer active.



## Logging To A Printer

Logging to printer is set up on the [Event Log](#) tab of the System Setup dialog. If this is enabled, WinU will send logged events to a printer so they can be seen as they happen. For example, if you have "public" computers on a network, which you need to track as they are used, you could have all the computers print their log records to one printer, perhaps at your front counter. One reason there is a computer name as well as desk names is so you can tell the source of such "merged" log records. Note that [log records](#) can be wider than 80 characters, so you will need either a wide printer or a narrow print font (or both).

## Usage Tracking Reports

WinU can generate eleven built-in usage-tracking reports. These reports can be selected, viewed, and printed from the [Reports](#) tab of the System Setup dialog.

A selected report's data can be viewed in up to three ways: by *Name*, by *Time Used*, and by *Sequence*. However, not all views are applicable to all reports. If a view is not applicable to a chosen report, its button is disabled. Within each selected view of a report, data can be displayed in a text list, or in a pie-chart graph.

To keep the pie chart readable, only the "top ten" items in the list are shown. In addition, any zero-length items are ignored by the pie chart. However, such items are available in the text list. When the pie-chart graph is visible, the data elements being graphed are shown in text form in the box below the graph.

When viewing by *Name*, the listed items (desks, programs, whatever) are sorted in alphabetical order. When viewing by *Time Used*, the listed items are sorted by the amount of time each one took. In either case, if an item has multiple entries, for example, a program that was launched more than once, all its times are added together, and the number shown is the total amount of time that program was run.

When viewing by *Sequence*, items are sorted by the point in time at which they occurred. All items are listed individually; nothing is added together. Therefore, the "top ten" items in the pie chart are the ten most recent events.

After a report and a view are selected, the output screen appears, displaying that report in the selected view. This screen can be resized if necessary. Grab an edge and pull to make the screen larger; the report view will grow as well, making more of its data visible.

Output reports in the current view can be printed. Click the output screen's Print button to print the current report. Click the Font button to select the printed report's font. The Font button does not change the screen font, just the printer font.

WinU's logfile is the source of the raw data used by all reports. To generate further views of the tracking data, the logfile can be imported for further analysis into any database or spreadsheet program. [The Log File Format](#) page describes the layout of this file.

The eleven available reports are as follows. The specified logfile record codes are described on the [Log File Format](#) page.

**All sessions:** This report shows the ending time, and amount of minutes used, for all logged WinU sessions. It tracks ENDSSES logfile records, which are written when the administrator exits from WinU. Since all sessions have the same name, the *Name*

button is disabled.

**All desk usage:** This report shows the ending time, and amount of minutes used, for all desk usage. It tracks CHGDSK logfile records, which are written when the user exits from a desk voluntarily, or when WinU terminates that desk for timeout reasons.

**Desks that ran out of time:** This report shows the ending time, and amount of minutes used, for desk usage where the desk ran out of time. It tracks TIMDSK logfile records, which are written when WinU forcibly terminates a desk session. This could be due to the internal cumulative time, time limits originating in the external password file, or the start of a blackout period. In all these cases the user is given an advance warning message. This report tracks instances in which this warning was ignored and the desk was forcibly terminated.

**Password updates and maintenance:** This report shows when passwords were changed: button program passwords, desk passwords, and the setup password. It also notes when the external password file name was changed, and shows any use of [emergency passwords](#). It does this by tracking all CHPWDP, CHPWDD, CHPWDS, CHPWDF, and CHPWDE records. Since such events take no time, the *Time Used* button is disabled.

**Invalid password attempts:** This report shows all instances in which an incorrect password was submitted by the user. It does this by tracking BADPWA, BADPWD, BADPWE, BADPWH, BADPWI, BADPWJ, BADPWK, BADPWL, BADPWP, BADPWR, BADPWS, BADPWU, BADPWX records. Since such events take no time, the *Time Used* button is disabled.

**Programs in all desks regardless of how terminated:** This report shows all programs that were run in any desk, whether they were exited normally by the user or forcibly terminated by WinU. It tracks ENDAPT and ENDAPU records, which show desk timeout, application timeout, and user (voluntary) exit.

**Programs in all desks that exited normally:** This report shows all programs, run in any desk, which were exited normally by the user. It tracks ENDAPU records, which show user (voluntary) exit.

**Programs in all desks that ran out of time:** This report shows all programs, run in any desk, which were forcibly terminated by WinU because the individual program ran out of time. It tracks ENDAPT records.

**Programs in the named desk regardless of how terminated:** This report shows all programs that were run in the one named desk, whether they were exited normally by the user or forcibly terminated by WinU. It tracks ENDAPT and ENDAPU records, which show desk timeout, application timeout, and user (voluntary) exit.

**Programs in the named desk that exited normally:** This report shows all programs,

run in the one named desk, which were exited normally by the user. It tracks ENDAPU records, which show user (voluntary) exit.

**Programs in the named desk that ran out of time:** This report shows all programs, run in the one named desk, which were forcibly terminated by WinU because the individual program ran out of time. It tracks ENDAPT records.

## Password Manager Program

This stand-alone program allows the administrator to add or change passwords in the [central password file](#). Manipulating this file lets the administrator dynamically control access to all desks on all WinU computers on the network. The Password Manager needs data collected by WinU's Data Extractor program. For information on how to use the Data Extractor, see below.

**Overview:** Each password in the central password file can have an expiration time, and/or can be set so it can be used just once. After its expiration time, or its one-time usage, that password cannot be used any longer. Passwords in this file can also have a "minutes allowed" value. When logging onto the desk with that password, WinU sees the "minutes allowed" value, and will time-out the desk after that many minutes. The central password file can list more than one password for the same desk, so you can let different users have access to the same desk on the same computer for different amounts of time by assigning them different passwords (with different "minutes allowed" values) in the central password file.

The password expiration time is not affected by the "minutes allowed" time. When a patron checks in at your front counter, you might set up a password with 120 "minutes allowed", yet which expires in ten minutes. This means that if they must log on within ten minutes, but when they do log on they can *stay* on for two hours. Notice that they can stay logged on after the password has expired, because they still have "minutes allowed" remaining. However, if they log off after the password has expired they cannot use that password to log back on again, even though they have not yet used up all their "minutes allowed."

You could also set up the password so it can be used just once. After its one-time usage, the password will no longer be accepted. If there is also an expiration time, this one usage must come before the password expires.

In a library or other situation in which casual users are assigned a machine when they arrive, you could run the Password Manager on a machine at your front counter. When patrons check in, tell them to go to a specific machine and log on to a specific desk with a specific password. Then use the Password Manager to enter that password into the file on the spot, giving that password the correct "minutes allowed" value. Perhaps you might set it to be a one-use password or give it a 10-minute expiration time.

In a workplace, school, or similar situation, you might want to administer the central password file from your own workstation, perhaps in a secured area. Give each of your users a password that expires at the end of the month, and a "minutes allowed" value of perhaps 240, so the user will have four hours at each logon. Or set the "minutes allowed" to 0 and there will be no password-file time limit. (Per-desk cumulative time limits, if any, will still apply.)

**How To Use It:** To set up the Password Manager, use the Data Extractor to create a set of data files, one for each WinU computer (see below). Copy these files into the Password Manager's directory. Next, use the File menu item *Select Password File* to tell the Password Manager the location of the central password file.

You use the Password Manager to add, change, or delete passwords (and their time data) in the central password file. To do this, first select a WinU computer and desk from the list in the upper box. All passwords for that desk will appear in the lower box. If you select a password from this list, its data will appear in the fields at the bottom of the Password Manager screen. These fields show the password, the "minutes allowed" when this password is used, and the expiration data and time for this password. Expiration times in the lower box are of the format YYYYMMDDHHMMSS. (The seconds are always zero; the hours are in 24-hour format 00-23.) When you select a line, its date/time elements are broken out into individual editing boxes at the bottom of the screen, where they can be edited.

To delete a password, select it in the lower box and click the Delete button. To change a password, select it in the lower box, change its data, and click the Change button. To add a password, type its data and click the Add button.

When adding or changing a password, there are three controls you might find handy. The *Now* button puts the current time in the expiration-time controls, and the *10 Min* button puts the time ten minutes from now. The *Once Only* checkbox shows whether this password will become invalid after being used one time. Need to quickly turn off access to a password? You could just delete it, of course, but perhaps you want to save it for later. To do this, select that password, click *Now*, then click *Change*. Are you entering a password for temporary access, perhaps for a patron who has just arrived? Select or create a password, click *Once Only* or perhaps *10 Min*, then click *Change*.

Passwords can be saved in encrypted form, or in plain text. Encrypted passwords are more secure. Plain-text data is more easily modified, perhaps by a password-generation macro in your text editor. Choose the option that best meets your needs. This is set from the File menu.

Remember that there are two independent time-control mechanisms: the [cumulative time](#) mechanism and the password file mechanism. If using both a password-file time limit and a local-computer cumulative time limit, the smaller (sooner) time limit will prevail. WinU's [Time Manager](#) modifies the cumulative time mechanism but not the password time mechanism. So, if the user is running out on the password-supplied time, the cumulative time won't override.

**Data Extractor:** The Data Extractor creates data files needed by the Password Manager and Time Manager. To use one of these, you must run the Data Extractor (extract.exe) on each WinU computer that uses the central password file. It will create

one data file for each computer. Each filename will be the corresponding WinU system's computer name, so make sure all your computers have different names!

The easiest way to create all the data files is to copy the Data Extractor program to a floppy disk, then take the floppy disk around to all your WinU computers. On each computer, run the Data Extractor from the floppy disk. This will create a new data file in the same directory as the Data Extractor program, that is, on the floppy disk. (WinU does not have to be running when you do this.) As you run the Data Extractor on all your WinU computers, you will accumulate data files on the floppy disk.

When you have done all your WinU computers, copy all the data files from the floppy disk into the same directory as the Password Manager and/or Time Manager program.

You will need to rerun the Data Extractor on any WinU computer whenever you add, delete, or rename a desk, or when you change the computer's name. The file created by the Data Extractor is named after the computer name, so if you change the computer's name and copy the new file into the Manager program's directory, remember to delete the computer's old file from the Manager program's directory. (It will have the previous computer name for the updated computer.)

## The Password File Format

WinU can be set up to fetch its desk logon passwords from a central file, instead of from the local machine's information. A single central file (perhaps placed on a network server) can contain passwords for more than one WinU computer.

A password file section contains a valid password, and the computer and desk to which that password applies. It can also have the number of minutes until that desk times out, a time after which that password is no longer valid, and a "use once only" flag which causes the password to expire after its first use.

A single desk can simultaneously have more than one password; different passwords for the same desk are in different sections in the file. These different sections can have different "minutes allowed", expiration times, and "use once" flags. By judiciously assigning these passwords to your users, you can arrange for the same desk to be used in multiple ways by a number of users. Remote file passwords are not case sensitive.

The password file is in the standard Windows plain text ini-file format, and can be edited by hand. However, it's much easier to use WinU's [Password Manager Program](#) to manipulate this file. The file format is given here for reference.

Passwords can be saved in encrypted form, or in plain text. Encrypted passwords are more secure. Plain-text data is more easily modified, perhaps by a password-generation macro in your text editor. The example file below is in plain-text format:

```
[Version]
Format=1

[Computer1,Sample Desk,hi there]
deskmins=30
currmins=12
period=D
validUntil=19960820234500
lastreset=0
useOnce=1

[Reference Computer,New Desk,quoit]
deskmins=120
currmins=0
lastreset=0
validUntil=19960821010600
period=W

[Joe Bob,Programs,elephant]
```



```
deskmins=0
currmins=0
validUntil=0
period=L
lastreset=0
```

As you can see, each entry is in its own section. The sections do not have to be sorted by computer name, by desk name, or by anything else. Below the header are the section's entries; there are either five or six entries per section (the one-use flag is optional). Blank lines between entries are acceptable.

Each section header has three fields, separated by commas. There are no spaces before or after the commas. The three header fields are:

**[computer name,desk name,password]**

Below that are the section's entries. They can be in any order. The entries are:

**deskmins:** maximum minutes allowed on this desk when this password is used  
**currmins:** current minutes used in this period (for per-day or per-week desks)  
**validUntil:** password expiration date/time  
**useOnce:** one-use flag (set to 1), or no entry if this is a "permanent" password  
**lastreset:** when time period was last initialized (for per-day or per-week desks)  
**period:** indicates whether deskmins is minutes per logon (L), minutes per day (D), or minutes per week (W)

After the "minutes allowed" is used up, the desk is terminated. All programs launched from that desk are closed, and WinU returns to the default desk, or to the startup screen if there is no default desk. A three minute warning is provided to the user. The expiration time is of the form YYYYMMDDHHMMSS.

After the validUntil expiration time. or if the one-use flag applies, the password is invalid and cannot be used. So, for example, when a user checks in at the front desk you might generate a password for that user on the fly, valid only for (say) the next ten minutes. If the user does not log on within that time, the password is not usable.

If "minutes allowed" is 0, there is no externally imposed time limit. Similarly, if the expiration time is 0, this password will never expire.

Remember that there are two independent time-control mechanisms: the cumulative time mechanism and the password file mechanism. If using both a password-file time limit and a local-computer cumulative time limit, the smaller (sooner) time limit will prevail. WinU's Time Manager modifies the cumulative time mechanism but not the password time mechanism. So, if the user is running out on the password-supplied time, the cumulative time won't override.

# Clone Setup Builder

**Overview:** The Clone Setup Builder takes a "snapshot" of the WinU setup on one computer, so its setup can be "cloned" onto another computer. The data is saved in two files, *clone.reg* and *clone.dat*. There are two ways to transfer this "snapshot" setup data to the remote computer.

You can do this when [installing WinU](#) by putting the two "snapshot" data files in the same directory as the install program. If these two files are in the same directory as the install program (on the floppy disk, or in the network-based install directory) the installer will offer to copy the "clone" setup to the new machine.

The other way is to have WinU AutoUpdate itself. To do this, copy the "snapshot" data files *clone.reg* and *clone.dat* into a directory visible to the client WinU computer, and set that computer to dynamically update itself whenever it sees such files. Use the [Remote Management](#) tab to tell WinU where to look for these data files, and it will check that location at startup, desk-change, and shutdown. If it finds new data files, the new information will replace the client machine's previous desk/button/settings information.

**How To Use The Clone Setup Builder:** To use the Clone Setup Builder, you first set up one computer with your chosen desks, buttons, passwords, sounds, wallpaper, and whatever else you want to specify. Then run the Clone Setup Builder (*cloner.exe*) on that computer. For security reasons, you must provide the Clone Setup Builder with the setup password of the computer you are cloning.

The Clone Setup Builder will create two files, *clone.reg* and *clone.dat*, and place them in the same directory as *cloner.exe*. WinU does not have to be running when you run the Clone Setup Builder.

**Update when installing:** To create a clone when installing, copy *clone.reg* and *clone.dat* to the same directory as the WinU installer (floppy disk or network install directory), with the other WinU files. Run the WinU installer in the usual way. When the installer sees the two data files, it will offer to install the clone system data onto the new machine.

**Dynamic AutoUpdate:** To dynamically update a remote client computer, copy *clone.reg* and *clone.dat* to the directory in which that client computer will look for "snapshot" data files, as was specified in that computer's [Remote Management](#) tab. On the next restart, desk-change, or shutdown, the computer will see the data files in that directory, read them, and replace the old data with the new data. For security reasons, you might want to just give the client machine read-only permission in that directory.

If your master setup changes, you might want to replicate the changes onto your other WinU computers. Of course, the easiest way to do this is to have previously set up all your WinU computers to look for new AutoUpdate files. But what if your client

machines are not on a network, or simply not set up to look for dynamic-update files? In that case, the fastest, simplest, and cleanest way to do the update is to run the WinU uninstaller on the clone machine, then reinstall using the newly-updated "snapshot" files containing the master machine's data. Uninstalling WinU on the clone machine removes all traces of the previous installation's setup. By doing this, you can guarantee that there will be nothing left from the previous setup which might conflict with the new configuration. WinU uninstalls and reinstalls very quickly, so in general an uninstall and reinstall is both the safest and the fastest way to update an existing clone computer that is not set up for dynamic self-updating.

# System Administration With WinU

The concept of WinU is that there is a system administrator who sets up and maintains the system. This person has access to many features that a normal user cannot use. These features allow the administrator to set up and change the system, and monitor it through usage reports and logs. Some are especially intended to be handy when managing more than one WinU-enabled computer, perhaps on a network.

Tools especially geared towards system administration include:

[System Setup Dialog](#)

[Desk Setup Dialog](#)

[Emergency Passwords](#)

[Kiosk Mode](#)

[WinU Clone Setup Builder](#)

[The Password File](#)

[Password Manager Program](#)

[License Meter Manager Program](#)

[Remote Time Manager Program](#)

[Log To Printer](#)

[Reports](#)

## Log File Format

WinU provides file-logging options that can be set in the System Setup screen. If *Log As Text* is checked, WinU records all actions to a log file in a "human-readable" format. If *Log As CSVs* is checked, WinU logs all actions in comma-separated-values format suitable for importing into a database or spreadsheet. The logfile is also the source of the data used to generate WinU's usage reports. These reports don't care whether the logfile uses the Text or the CSV format. You can even change format in the middle of the file; the reports will still be accurate.

The "human readable" records are of this form:

```
dd-mm-YYYY HH:MM:SS nnn: fffffff, num, computer, desk, app, msg, quicknote
```

The comma-separated values records are of this form:

```
"dd", "mm", "YYYY", "HH", "MM", "SS", "nnn", "ffffff", "num", "computer", "desk", "app", "msg", "quicknote"
```

The abbreviations used in the above description forms are:

dd	two digit day (01-31)
mm	two digit month (01-12)
YYYY	four digit year (ex: 1997)
HH	two digit hour in 24 hour time (00-23)
MM	two digit minute (00-59)
SS	two digit second (00-59)
nnn	three digit current desk number (1-500)
ffffff	six-character "action flag" code (see below)
num	usually, minutes in program, desk or session (see below)
computer	the computer name of this WinU machine
desk	current desk name (text)
app	the button title of this application
msg	explanatory message
quicknote	any QuickNote attached to this logfile record

The "action flag" code is six characters long. It indicates the action that generated this log record. The associated message can be any length. This table shows all action flags, the "num" flag, and the explanatory messages associated with them:

Code	Num	Message
BADPWA	S	Invalid password for drag-drop file program add
BADPWD	S	Invalid password for desk setup
BADPWE	S	Invalid password for Explorer
BADPWH	S	Invalid password for Help
BADPWI	S	Invalid password to add desk
BADPWJ	S	Invalid password to copy desk
BADPWK	S	Invalid password to delete desk
BADPWL	S	Invalid password for desk logon

```

BADPWP S Invalid password for program launch
BADPWR S Invalid password for reports
BADPWS S Invalid password for system setup
BADPWU S Invalid password for external security level upgrade
BADPWX S Invalid password for WinU exit
CHGDSK D Leaving Desk M (DeskName) - Entering Desk N
CHPWDD S Desk Password Changed
CHPWDE S Successfully used emergency password N to gain access
CHPWDF S Desk Password File Name Changed
CHPWDP S Program Password Changed
CHPWDS S Setup Password Changed
ENDAPT A Application Terminated Due To Program/Desk Timeout
ENDAPU A Application Terminated By User
ENDSES S End Of WinU Session: exiting program
ENDSES S End Of WinU Session: exiting program and shutting down
computer
ENDSES S End Of WinU Session: exiting Win95 - computer requests WinU
shutdown
ERRMON S Could not <start/end/setup> keyboard/mouse monitor
MTRSBD S <metered-app startup bad: error message explains what went
wrong>
MTRSOK N Started metered application (now has N concurrent users)
MTRSNS N Metered application startup denied: no more users are
allowed
MTRXBD S <metered-app exit bad: error message explains what went
wrong>
MTRXOK N Terminated metered application (now has N concurrent users)
STRAPP 0 Application Started
STRSES 0 Start Of WinU Session
TIMDSK D All Applications Terminated Due To Desk Timeout

```

The "num" field generally, though not always, shows the number of minutes at the time this log record was generated. The meaning of the "num" field is:

```

S: minutes in session
D: minutes in desk
A: minutes in application
N: current number of users running metered application
0: will always be zero for this record type

```

When logging in *No Security* ("Convenience" mode), application start times are logged, but end times are not. For the most comprehensive tracking, use one of the two *Security* mode.

## License Meter Manager Program

WinU's built-in license meter management lets you control how many users can simultaneously run any program. You'd use this feature if your organization has purchased only a few licensed copies of some program, yet you want to allow that program to be run from any workstation on your network.

**Overview:** To set up WinU's license management, you first install the managed program normally, making sure it can be run from each workstation. Put [a button for that program](#) on all desired WinU computers on your network.

Next, choose a license meter key name. This can be any word or name you prefer, though it's probably best if the key name helps you remember which program it is monitoring! So, for example, if you have licenses for Microsoft Word For Windows 95, you might choose to use the key name "Word 95". Give this license meter key name on each relevant button's [Advanced Settings](#) screen. You must use the same key name with all buttons that run the same associated program, on all WinU computers on your network.

When the user clicks that program's button, WinU will look in the license meter file to make sure there is a license "slot" available under the key name you've given for this button ("Word 95" in our example). If that key's licenses are not all currently in use, WinU will update the license meter file to add the new user, and allow the program to be run. When the user exits from the monitored program, WinU releases the license "slot" making it available to other users.

WinU looks for license metering information in the [license meter monitor file](#). Give the name of this file on the [Remote Management tab](#) of the System Setup dialog.

**How To Use The License Meter Manager Program:** The system administrator uses the License Meter Manager program to add or change license meter key names and the numbers associated with that key name.

First, use the Browse button or the File menu to tell the Meter Manager where the license meter file is located. You only have to do this once; the file's name and location will be saved. Of course, this entry can be updated as needed.

Selecting a file reads all its keys. To work with an existing key, choose it in the list and click the "Choose Meter Key" button (or just double-click the listed key). The key's data will appear in the Meter Manager fields. You can change the key's settings, or delete it altogether. To add a new key, give its name and settings and click Add.

**Emergency Unlock:** The meter file is locked by any process updating it. If it is locked, the WinU computer which has the lock will be listed on the Meter Manager screen. Normally, the lock is held by a process for only a very brief time (less than a second)

while it updates the file. If a process locked the meter file but did not unlock it, no users will be able to run any metered applications. In this case, use the "locked by" field to see which WinU computer is behaving abnormally, and the "unlock" button to correct the situation.

Note that WinU's license monitoring is designed to work equally well whether you install a single copy of the monitored software on a network server, or install separate copies on every workstation (perhaps far more installations than you have actual licenses). In either case, WinU is designed to ensure that the number of simultaneous users never exceeds the number of licensed copies of the software. This lets you use your network to monitor and control a limited number of licenses for a program, even if the program isn't "network friendly" and insists on being run from the local machine. (Check with the software vendor before installing more copies than you have licenses.)



## Remote Management Tab

This tab lets you set up features which provide network-based remote configuration and application control.

**AutoUpdate:** You can dynamically update the entire WinU configuration from a remote location, modify any and every desk, button, and setting on the fly at startup, at shutdown, and when changing desks, and send virtually immediate messages from a remote location to modify cumulative time limits and settings, to logoff the current desk, and to shut down or restart the computer.

To use these features, give any subdirectory name here, and check the "update WinU automatically" box. You can drag & drop a directory onto this dialog from Explorer; its name will appear as the AutoUpdate source folder. WinU will look in that subdirectory for two files named *clone.reg* and *clone.dat*. These files are generated by WinU's [Clone Setup Builder](#). If they are found, WinU will overwrite its current configuration with the new data. WinU will also look here about once per minute for time files generated by the [Remote Time Manager](#) program. A time file can be targeted at one specific WinU computer, or at all WinU computers on the network.

Another setting is also available here: should WinU update itself with the clone files whenever they are found, or only when they have a different filedate from the last set of dynamic-update files? With this option, you can use the AutoUpdate feature to ensure that WinU's configuration has not been changed. Tell WinU to "always update" to be certain that, in the unlikely event that someone has defeated WinU's security and changed its settings, the program will automatically use the clone data files to reconfigure itself at startup to the configuration you have specified.

**License Meter Monitoring:** WinU's built-in license meter management lets you control how many users can simultaneously run any program. You'd use this feature if your organization has purchased only a few licensed copies of some program, yet you want to allow that program to be run from any workstation on your network. WinU is designed to ensure that the number of simultaneous users never exceeds the number of licensed copies of the software.

To set this up, you first install the program normally, making sure it can be run from each desired workstation. Use the program's [Advanced Settings](#) screen to assign it a license key as set up in the [License Meter Manager program](#). Then use this Remote Management tab to give the name of the meter monitor file in which WinU can find that license key.

## License Monitor File Format

WinU's built-in license meter management lets you control how many users can simultaneously run any program. You'd use this feature if your organization has purchased only a few licensed copies of some program, yet you want to allow that program to be run from any workstation on your network.

WinU looks for license metering information in the meter monitor file. Typically, this file would be on a server in a location visible to all WinU client machines that need access to it. Give the name and location of this file on the [Remote Management tab](#) of each client machine's System Setup dialog.

The license meter monitor file is in the standard Windows initialization file format. As such, it is plain text, and can be edited by hand. However, it is much easier to use WinU's License Meter Manager Program to manipulate this file. The file format information given here is for reference and to describe how the data can be used. Consider this license file:

```
[Word 95]
maxAllowed=125
currInUse=62
WinU computer name 1023452=1
Some other WinU computer name=1
```

```
[Lotus]
maxAllowed=30
currInUse=
Some other WinU computer name=1
Another WinU computer=1
```

```
[Netscape]
maxAllowed=50
currInUse=50
Another WinU computer=1
```

As you can see, each entry is in its own section. The sections do not have to be sorted by application name. Below the header are the section's entries; there are two permanent entries per section, plus the names of the WinU computers that are currently using a license. Blank lines between entries are acceptable.

The text in brackets is the section header. This is the license key name, the lookup key for this licensed application which is specified as the meter key in the monitored program's [Advanced Settings](#) screen. Perhaps this is the name of the program, but it can be any text you choose.

The two entries *maxAllowed* and *currInUse* show the maximum and the current number of users. The *maxAllowed* entry is a fixed number, set by you with WinU's [License Meter Manager](#) program.. The *currInUse* entry is kept up-to-date by WinU to reflect the number of users who are simultaneously running this program at the present time. If a launch request comes in but there are no "slots" left, the associated program cannot be started. In the example above, no more users can access Netscape until one of the current users exits.

This method can with equal ease monitor license counts for applications loaded from a server, or from a local workstation. You can even monitor a set of completely different executables under the same license key.

## Input Control Tab

WinU can monitor keyboard and mouse activity in Explorer and file-management screens. This can prevent the use of the Delete key, the special Windows keys, and the mouse's right-button context menus. WinU can also prevent the use of Explorer features such as Find File, Find Folder, Find Computer, Map Network Drive, and Go To. In addition, WinU can disable the right mouse button and Delete key in your Netscape or Microsoft web browser. All these features can provide "back door" access methods, so WinU lets you disallow them.

The keyboard and mouse monitors also allow WinU to test for periods of inactivity, like a screensaver timer, and exit from the current desk if there has been no activity for a specified number of minutes. You can independently control whether WinU uses its keyboard and mouse monitors.

Of course, the most secure arrangement is to monitor both the keyboard and mouse. You should only turn off these monitors if your computer or the programs on this desk won't work correctly with them enabled.

Because WinU's inactivity monitor cannot see keystrokes in DOS programs, WinU's inactivity timeout will not trigger if a DOS program is the current active window.

# Remote Time Manager

**Overview:** The Remote Time Manager is a program that lets the administrator, at another station on the network, create and send "time files", messages which can remotely logoff any user, or reset the current time limits, or shut down the remote computer. It works especially nicely when you have set up to use a [single systemwide time limit](#) for all desks on that computer.

A station can sit there with zero time available until a patron arrives. Then you can remotely set the (systemwide) time limit to some value, letting the patron use the computer. If the time limit is set as systemwide, the patron can use as many desks as desired, yet the time control remains uniform. And if the patron chooses to add more time, this can be done from the administration station; the patron does not have to log off first. Or if necessary to handle certain kinds of situations, you can force a logoff or reboot at any point, remotely from the administration area.

An example: a customer arrives and sits at a computer which is on the default desk; there is zero time available. You can remotely send time to that computer. The customer uses programs on a number of desks as the counter ticks down.

Perhaps the customer leave while there is still time on that desk. If so, you can send that computer a logoff message, and it will reset to its default desk. Or maybe the inactivity monitor triggered a logoff to the default desk. Either way, the time is reset to zero and the computer is immediately ready for another patron.

Or perhaps the customer isn't done yet, and wants to add time to this session. You can remotely send more time to that computer. Within seconds, the customer sees the status bar change to show the new time limits.

Or perhaps it's time to close, and the customer doesn't want to leave. You can remotely logoff to the zero-time default desk, or even shut down the computer entirely. You have full control.

**Setting Up The Local Computer:** You set up the local computer to receive messages from the Remote Time Manager by providing an AutoUpdate directory name on the [Remote Management](#) tab of the System Setup dialog. Typically this directory will be on a server, where it can be seen by both the target WinU computer and the administrator's station. The target WinU computer checks this directory for new messages about once a minute. If it finds a time file addressed to this computer, or to All WinU Computers, WinU reads the file and resets itself accordingly. The time file can safely remain in the AutoUpdate directory; it will be read only once.

**Using The Remote Time Manager Program:** The administrator can run the Remote Time Manager from anywhere on the network that can access the AutoUpdate directory monitored by the target WinU computer. To set up the Remote Time Manager, use the

[Data Extractor](#) to create a set of data files, one for each WinU computer. Copy these files into the Remote Time Manager's directory.

To build a command, first choose a computer to reset, or check the box to reset all computers with this one command. Next, set up the command by checking one or more of the checkboxes on the left side, and selecting from the options on the right side. Here are the checkbox choices, and the options for each choice:

Force immediate termination: *Logoff* will immediately set the target computer to the default desk. This is especially handy when using the [Systemwide Time Limits](#) "time per logon" option to zero out the time when returning to the default desk. *Shutdown* and *Reboot* act the same on some computers. For those computers that can handle the distinction, both choices are provided here.

Change cumulative-time setting: These are the same choices available on the [Time Control](#) tab of the Desk Setup dialog. If you are using Systemwide Time Limits it doesn't matter which desk you change this for; they'll all change. You can use this to set into and out of "time per logon" to take advantage of its option to zero out the time when returning to the default desk.

Update total minutes allowed: If you increase the total minutes allowed, there will be more time available; if you decrease the total minutes allowed, there will be less time available. This change is permanent. It sets the cumulative time Minutes Allowed value, which is saved from session to session. You can *add* minutes to the current value, *subtract* minutes from it, or *change* it to a new value entirely. It can be set from zero (meaning: no time is available) to 9999999 minutes (approximately 19 years).

Update current minutes used: If you increase the current minutes used, there will be less time available; if you decrease the current minutes used, there will be more time available. This change is temporary. It sets the cumulative time Minutes Used value, which is reset whenever required by the current cumulative-time setting (daily, weekly, or at logon). You can *add* minutes to the current value, *subtract* minutes from it, or *change* it to a new value entirely. It can be set from zero (meaning: no time has been used up) to the current "total minutes allowed" value (meaning: all time has been used up). Changing this value will not affect the current-used minutes value used for logging and reports.

If you update the total minutes allowed or the current minutes used, remember that these two values work together. If the total allowed ends up lower than the current used, there will be no time available on the desk. Perhaps the best strategy is to either *add* to the total minutes allowed, or *subtract* from the current minutes used. Though the Time Manager does let you *change* these to specific fixed numbers, be very careful when you *change* one value, to take the other value into consideration. Otherwise you could end up with a timed-out desk!

Remember that there are two independent time-control mechanisms: the [cumulative](#)

[time](#) mechanism and the [password file](#) mechanism. If using both a password-file time limit and a local-computer cumulative time limit, the smaller (sooner) time limit will prevail. WinU's Time Manager modifies the cumulative time mechanism but not the password time mechanism. So, if the user is running out on the password-supplied time, the cumulative time won't override.

One way to use the Time Manager might be to set the public computer to use one systemwide time limit, and set to "no time left" when re-entering the default desk (both of these are on the System Setup dialog's [Interface](#) tab). When a customer comes in, use the Time Manager to send that machine as many minutes as the customer has paid for (by adding to *total minutes allowed*). The status bar shows the time remaining, and WinU will warn the customer in advance of expiration. You then use the Time Manager to send the machine more time.

In **ENGLAND**, WinU is distributed by The Thompson Partnership. Price is £23.49 + £3.00 P&P + VAT (17.5%, EC customers only; or provide Non UK VAT Number if you are VAT-registered outside UK). Payment may be made by cheque, Eurocheque, money order, or credit card. VAT is applicable to orders from any European Union country.

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In **FRANCE**, WinU is distributed by WSKA (formerly WindowShare). Price for WinU is 249 F which includes shipping and VAT. Payment by cheque, Eurocheque, money order, or bank card. WindowShare customers outside France should contact WindowShare for price information.

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