

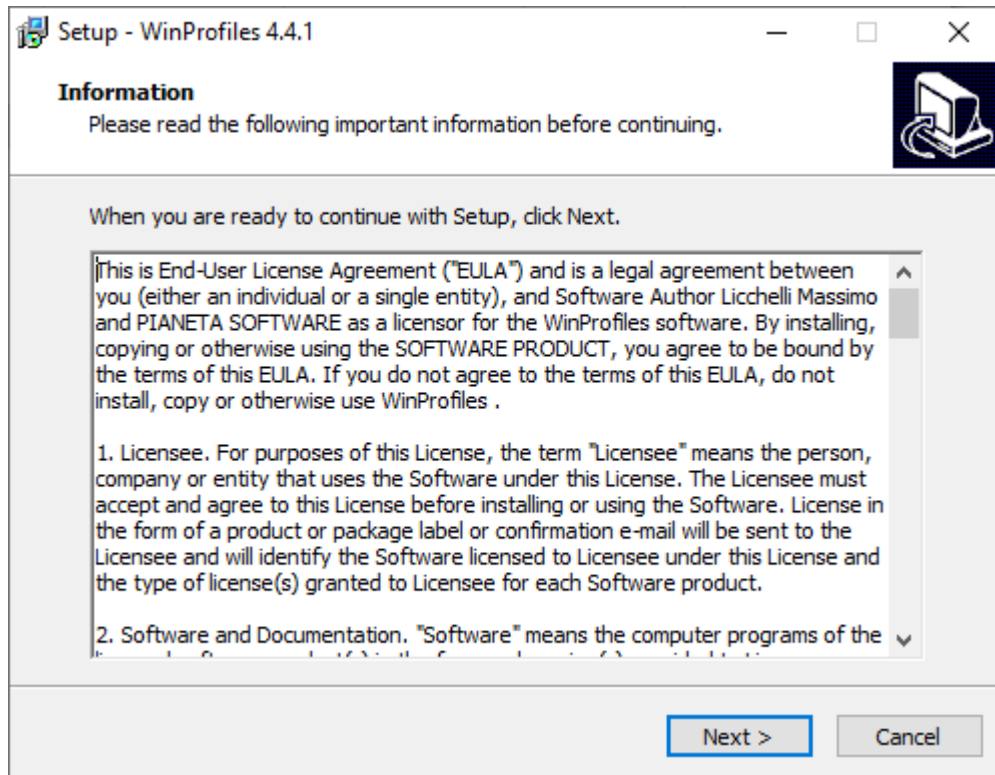


WIN PROFILES USER GUIDE

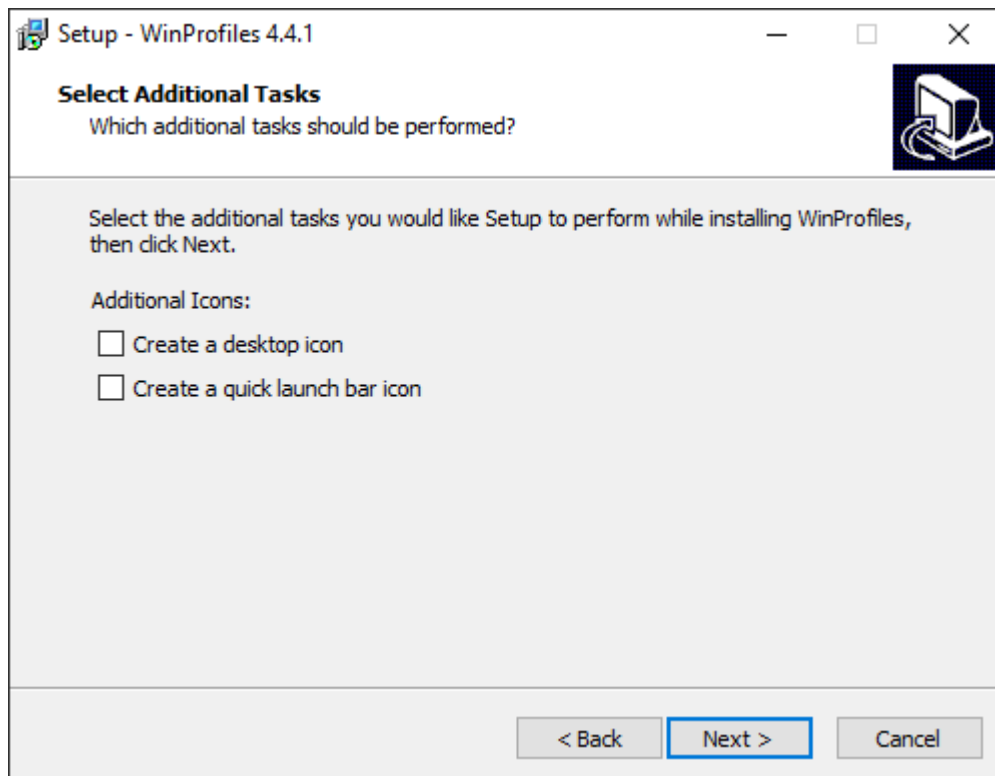
(Vers. 4.4.1)

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Installation

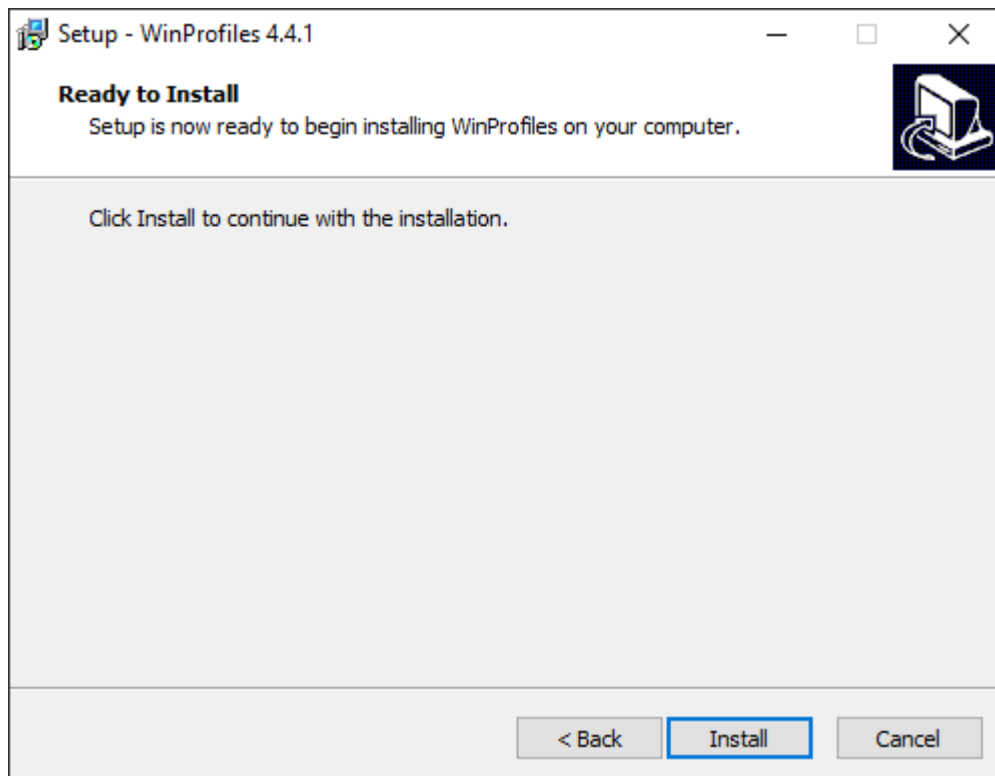


Read carefully the software license and then click on the Next button.
This step implies the acceptance of all the terms of the contract.



From this window you can create an icon for a quick start of the program:

- On Desktop (insert a tick on the first item)
- On the Quick Launch bar (insert a tick on the second item)

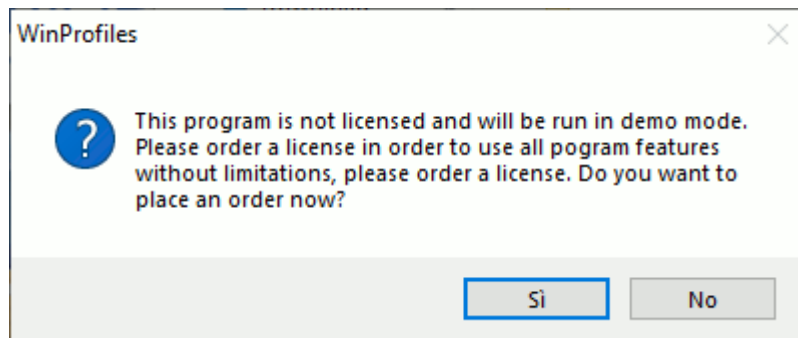


Click on the Install button to complete the installation.



First launch

If the software has not yet been registered, the following window will appear:



If you wish to buy the program now click on the Yes button, if you want to try the program in Demo mode click on No. In demo mode the program closes automatically every 30 minutes.

How to use Win Profiles

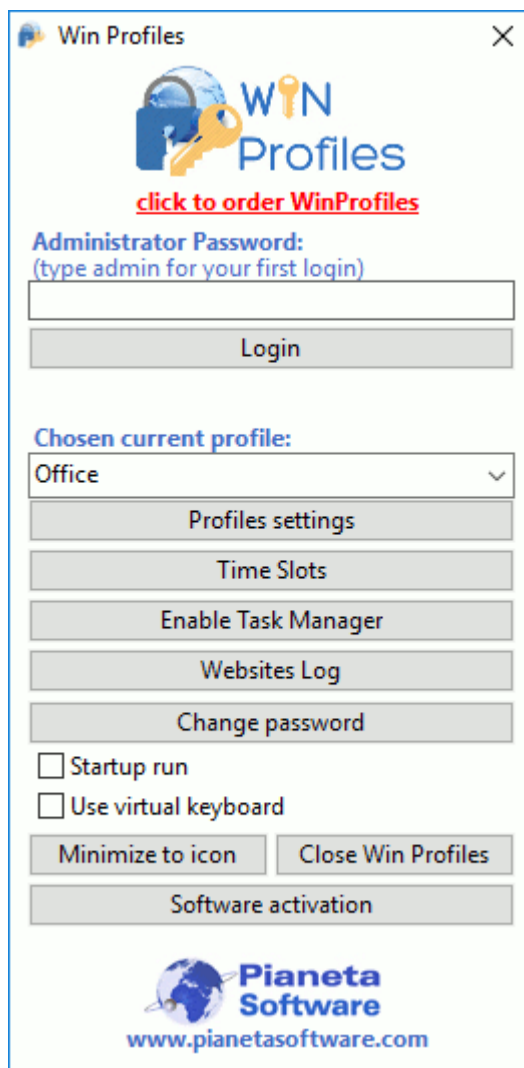
Program login is password protected, so the following window will appear when the program is launched:



The administrator password is initially set to "**admin**" (all lowercase) by default. So type "**admin**" to login.

It is strongly advisable to change the default password as soon as possible using the "*Change Password*" button.

If the inserted the correct password, the following window will appear:



The **Chosen Current Profile** drop-list allows you to select the profile to be used from those ones previously defined.

The **Profiles Setting** button opens the window that allows you to create or modify profiles (its features are explained in the "Profiles Setting" paragraph).

The **Time Slots** button allows you to set the daily time slots when certain profiles are to be set (see paragraph "Time Slots").

The **Enable Task Manager** allows you to temporarily enable the Task Manager, which is disabled by default to prevent the user from forcing Win Profiles program shut down.

The **Websites Log** opens the window that allows you to enable the websites log and view the list of websites visited if the log is enabled.

The **Change password** allows you to change the password to log into the program.

By ticking the **Startup Run** box, Win Profiles will start up automatically when the computer is booted (recommended).

It may happen that this option is disabled. This happens when the Windows user in use does not have the permissions to perform this operation. In that case, it is necessary to make sure that you log into Windows with a user who has permission to install programs and if even that is not enough, we recommend starting the program the first time with the right button → “Run as administrator”.

Ticking **Use Virtual Keyboard** button, it opens a virtual keyboard on the monitor. That's an useful features for touch screen PCs and tablets.

Minimize to icon. By minimizing the program to an icon, the program window disappears and you only see the icon in the taskbar at the bottom right.

At start-up, if a profile has already been assigned, the program starts minimized; to open it double-click on the icon in the taskbar.

To close the program click on the **Close Win Profiles** button.

Warning: if the program is closed, the restrictions set by the current profile will no longer be applied. If you want to use the program with the restrictions set, click on the “**Minimize to icon**” button.

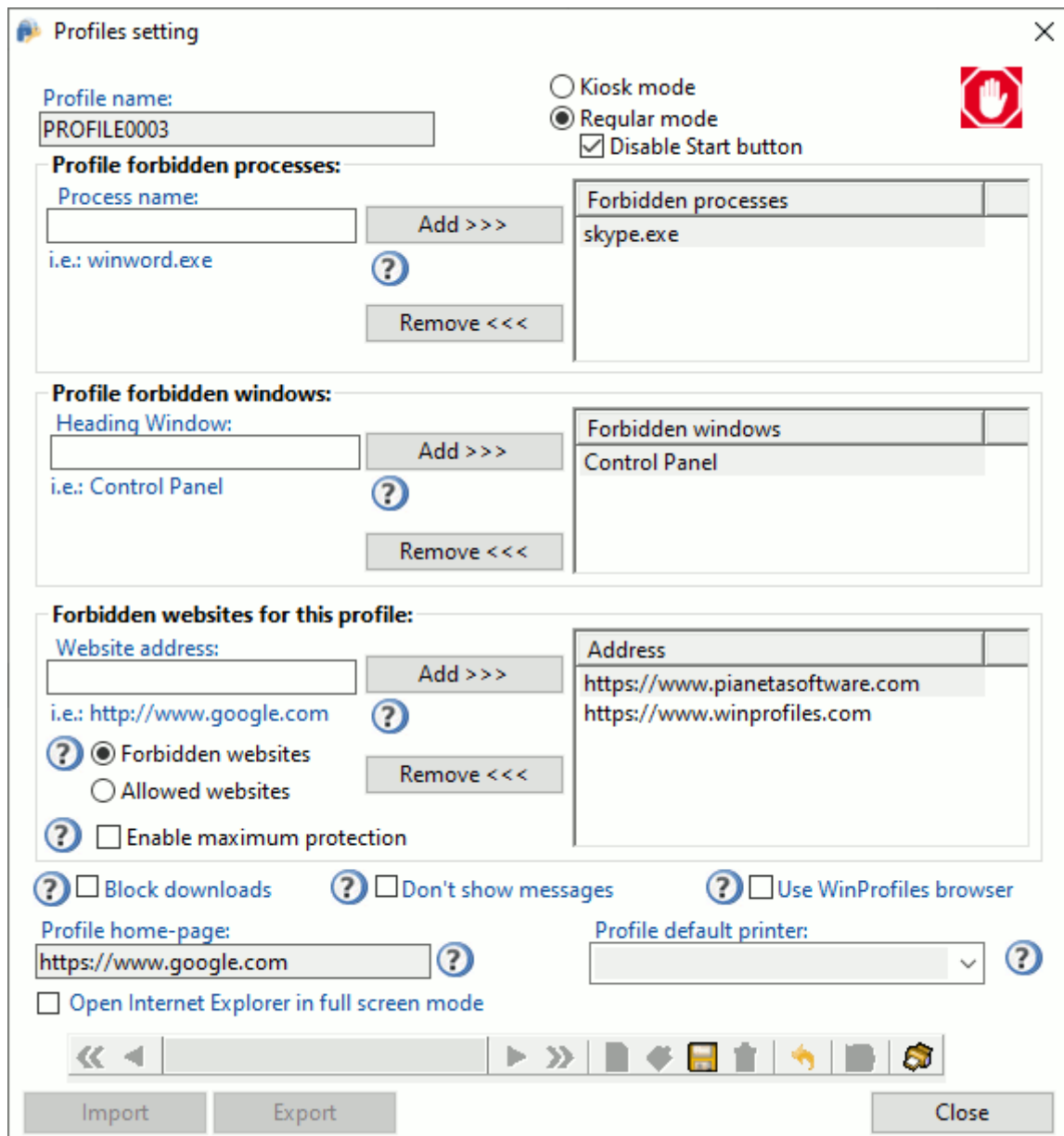
By clicking on **Software activation**, the registration window will be popped up to activate the purchased license.

Profiles Settings

In Profiles settings you can:

- choose the PC in kiosk mode (all functionalities are disabled except browsers)
- disable the execution of some programs installed in your computer
- disable the opening of some windows
- limit internet browsing by creating either a list of allowed website (white list) or a list of prohibited websites
- disable files download from the internet through IE
- set the browser home page
- set a default printer

The Profiles settings window is accessed by clicking on "**Profiles settings**" in the main program window.



At the top, the **Profile Name** box allows you to give an identification name to the current profile.

On the right you can choose whether to set the PC in either Kiosk mode or regular mode for that profile.

Kiosk Mode disables access to all Windows features, including the desktop and the Start button. The latter button is replaced by a button that allows you to start the browser only.



Kiosk mode is particularly useful if you want to use the PC only for navigation, preventing users from accessing PC resources, Windows settings and any installed programs.

The **Regular mode**, on the other hand, allows classic use of Windows; by checking the item “Disable Start button”, the desktop is visible but it is not possible to access the Windows Start button. In this way, it is possible to decide which programs the user can access, by inserting the appropriate icons on the desktop or on the quick launch bar (which still remains active).

The **Profile Prohibited Processes** panel allows you to define a list of prohibited processes for the profile. To add a forbidden process for the selected profile, type the name of the process in the **Process Name** box and click on the **Add** button.

The **Profile Forbidden Windows** panel allows you to define a list of forbidden windows for the profile simply by entering their name (eg Control Panel). To add a forbidden window item for the profile: in the **Window Name** box, type the name of the window as it appears in the header of the window itself, and click the **Add** button.

In the **Profile Allowed/Forbidden Websites** panel has a list of websites that can be defined for each profile.

For each profile, it is possible to insert either a list of allowed sites or a list of forbidden sites.

If you want users to browse only certain sites, choose the item **Allowed Websites**, type the addresses of the websites one at a time in the **Website Address** box and then click on the **Add** button.

If you want to create a list of prohibited websites, choose the **Forbidden Websites**, type the addresses of the websites one at a time in the **Website Address** box and then click on the **Add** button.

To add all subdomains of a website, type the website address preceded by a dot (“.”).

e.i.: “.yoursite.com” will affect “whateverthing.yoursite.com”

To add all web pages that contain a certain word in the URL or in the page title, enter that word preceded by an asterisk (“*”). e.i.: “ * word”

This feature is very useful for blocking some websites even if user tries to visit them through proxies that mask the real URL. For example, use “ * facebook” to block the well-known social network website.

The **Block Downloads** check box allows you to block any file download from the web for the chosen profile.

Ticking the **Don't Show Messages** check box, the program will hide any messages that should be sent to the user when an operation is blocked (useful for avoiding screen problems with monitor resolutions greater than 96 dpi).

Ticking the check box **Use WinProfiles Browser**, the program replaces all browsers with the WinProfiles Browser. Once this check box is ticked, choosing to use the internal browser, by clicking on “Use WinProfiles Browser” you can custom the browser settings.

The **Profile Home-Page** and **Profile Default Printer** boxes allow you to define the browser home-page and a default printer for each profile.

If you have filled the **Profile Home-Page** box, when the profile is used, that page will be set as the browser home page. When WinProfiles program is closed, the home page prior to the activation of the profile will be restored.

If you have filled the **Profile Default Printer** box, when the profile is used, the specified printer will automatically be set as the default. When WinProfiles program is closed, the default printer set previously will be restored.

The check box **open Internet Explorer full screen** allows you to open the Internet Explorer home page in full screen without the address bar and the Windows bar. To exit this mode, you will need to strike F1 key on the keyboard in order to bring up the Windows bar, then double-click the WinProfiles icon at the bottom right and enter the password.

At the bottom window we find the record navigation bar to create, modify or delete a profile.

To create a new profile click on the New Record icon on the navigation bar.

Type the name that will identify the profile in the **Profile Name** box; this box will already be filled in with a name suggested by the program.

When chosen profile is in use, and the user tries to open an application whose process has been banned or the user tries to access a website either on the list of prohibited websites or present not on the list of allowed websites, a warning message will be shown and the application or the website will be not open.

With the **Export** button you can export a profile setting to a file, and with the **Import** button you can import it from a file. This function is useful for quickly applying the same profile to multiple machines.

If the profile is set up with a list of prohibited websites, you can enable Maximum Protection. In this way, if forbidden words have been included in the list (e.i.: “ * word”), any website window whose title includes any one of these words is closed. However, if Maximum Protection is enabled, the forbidden words are not just limited to the browsers but any window will be affected; Any Windows application which window contains any one of the forbidden words in the title will be blocked as well..

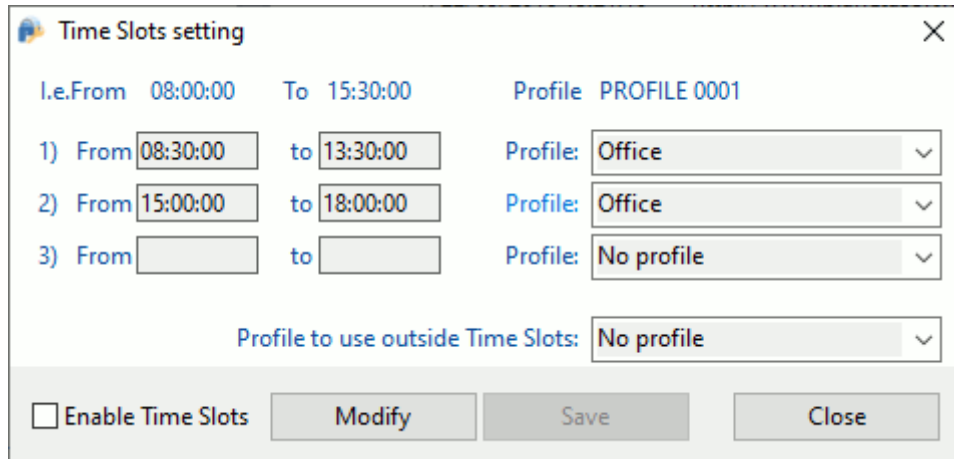
Con il tasto **Esporta** è possibile esportare un profilo in un file, e con il tasto **Importa** è possibile importarlo da un file. Questa funzione è utile per applicare velocemente su più macchine lo stesso profilo.

IMPORTANT! The browsing limitations only work with **Microsoft Internet Explorer**, with **Mozilla Firefox**, with **Google Chrome**, and with **Microsoft Edge**. Therefore if you have to set browser limitations, it is advisable to insert the name of the processes of the other browsers into the list of prohibited processes (safari.exe, opera.exe, and so on...).

In addition, it is recommended to use the computer with a limited Windows user so that the user does not have the permissions to install browsers other than the compatible ones.

Time Slots

It is possible to define time slots of the day in which certain profiles will be automatically applied.



	From	To	Profile
i.e.	08:00:00	15:30:00	PROFILE 0001
1)	08:30:00	13:30:00	Office
2)	15:00:00	18:00:00	Office
3)			No profile

Profile to use outside Time Slots: No profile

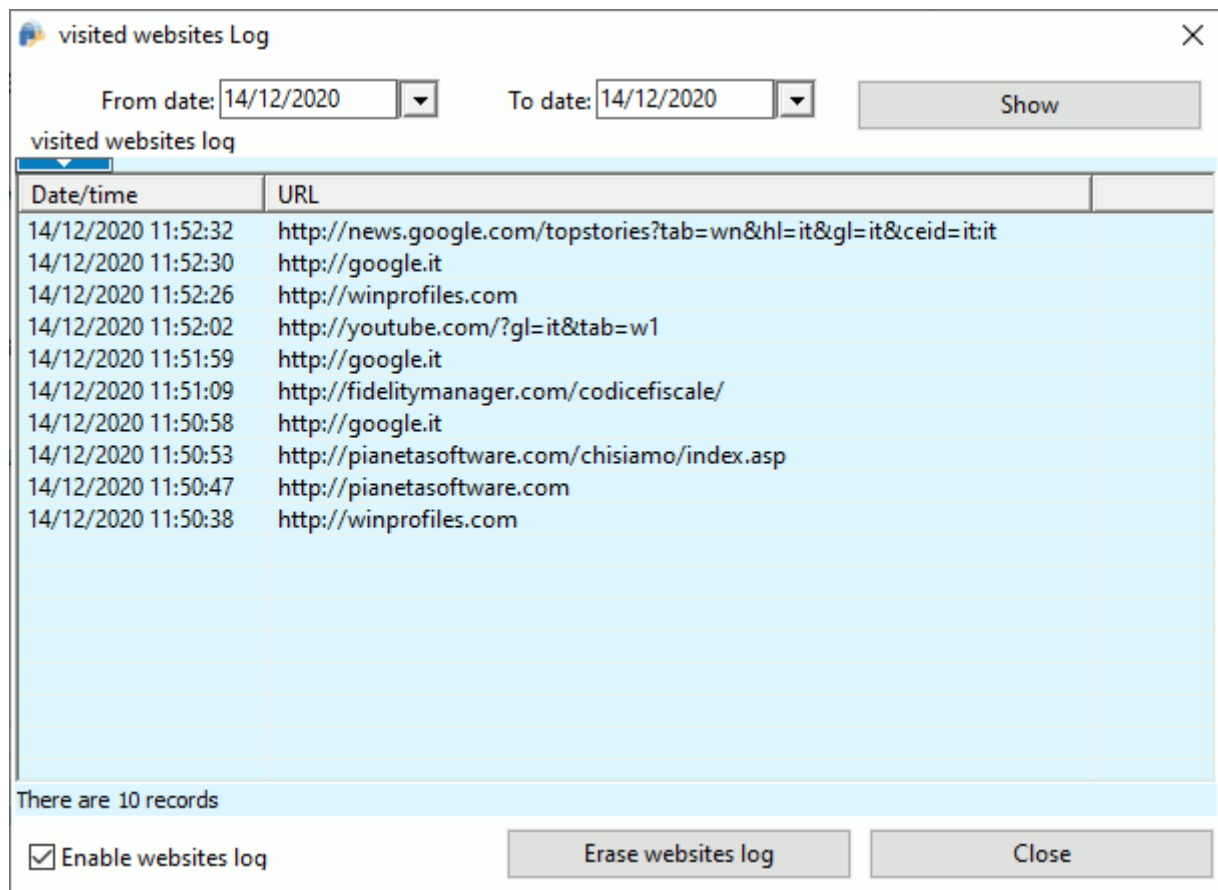
Enable Time Slots **Modify** **Save** **Close**

This type of configuration fits particularly to, for example, office use, where the employer may want to limit the use of a PC or internet during working hours, while during lunch break the employer may want to leave free access to any website. In the home environment, a parent may decide to limit the use of either internet, some games, or chats to the children only at certain times of the day.

If the “no profile” item is associated with a time slot, no restrictions will be applied in that time slot.

Websites Log

The Websites Log window allows you to enable the websites log and view the list of websites visited.



To enable the websites log, tick the box **Enable Websites Log** at the bottom left.

To permanently delete the site log, click on the **Erase Websites Log** button.

Double-clicking on an entry in the list opens the corresponding website.