General Control Systems

ProxiPen Hardware and WinDAU Software Installation Manual

PROXIPEN HARDWARE AND WINDAU SOFTWARE INSTALLATION MANUAL

TABLE OF CONTENTS

General Information……3

I. Setting Up ProxiPen……4
II. Installing WinDAU Software and Components……5
A. Installing MDAC……5
B. Installing SLMan32……7
C. Installing WinDAU……13
III. Configuring WinDAU……17
IV. Dongle Installation……20
V. Setting Up Tours……23
A. Adding Start Points……24
B. Adding Control Points……27
C. Adding Personnel……29
D. Adding Incidents……32
E. Adding Breaks (Enterprise Edition)……35
F. Adding Maps (Enterprise Edition)……38
VI. Using ProxiPen and WinDAU Together……41
A. Executing A Tour……41
B. Generating Reports……41
C. Report Summary Examination……43
VII. Login: Administrator versus User……45
VIII. WinDAU Screen Details……47
IX. GCS Start Menu Options……53
X. Installing Over Older Versions of WinDAU……54
XI. Alternate Configurations……55
XII. Service Patches / Fixes……56
XIII. Help and Support……58

I. Setting Up ProxiPen

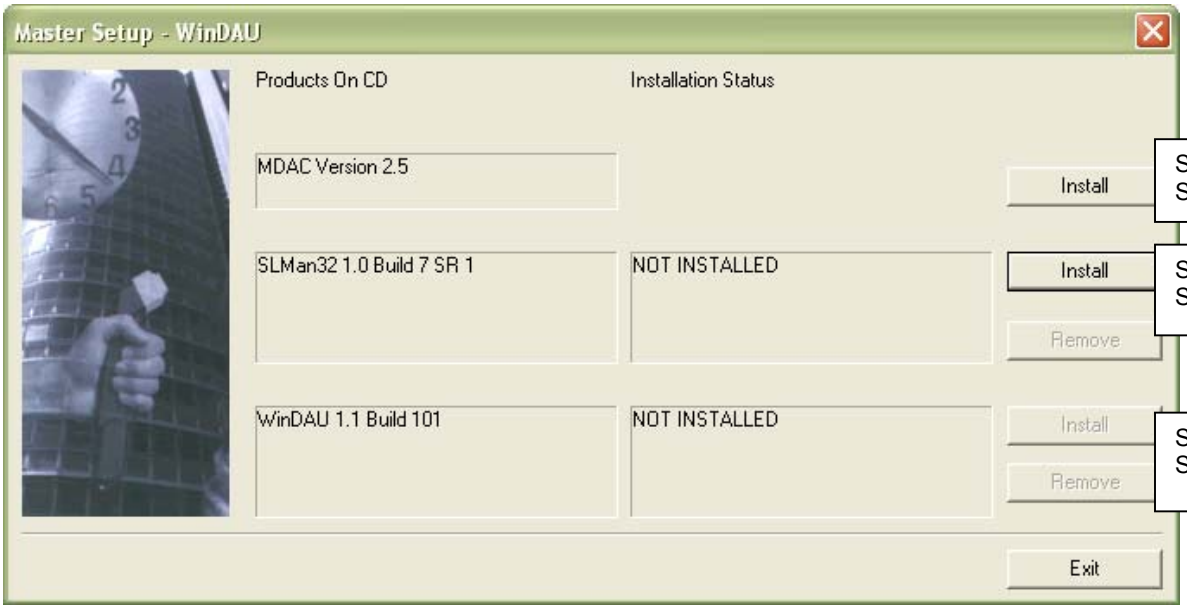
1. Remove ProxiPen, cradle (Data Transfer Unit – DTU) and cables from box.
2. Attach one end of the serial cable that comes with the ProxiPen (GCS 9-pin to 9-pin cable) to the DTU and the other end to the serial port on the back of the PC.
3. Plug the power cable into the connection next to the serial port on the DTU and into a power outlet.
4. Open the cap on the ProxiPen and remove the battery protector (small piece of paper or cardboard). Replace cap.
5. Place ProxiPen in cradle.

NOTE: The Power, Pen and Online LEDs should illuminate on the DTU when connected properly.

II. Installing WinDAU Software and Components

1. Close all programs that are running and place the WinDAU CD into CD-ROM on the PC to be used as the download and/or reporting machine.
2. The CD should automatically run the setup file. If not, click the Start button in Windows and then select Run.
3. Click Browse and navigate to the CD-ROM drive that contains the WinDAU CD (should be labeled WinDAU 1.1.101).
4. Click the Setup.exe file and then click Open.
5. Click OK in the Run dialog box.
6. Setup will prompt you to select a language (default is English). Select the appropriate language and click OK.

7. From the Master Setup window, MDAC, SLMan32 and WinDAU will all need to be installed.



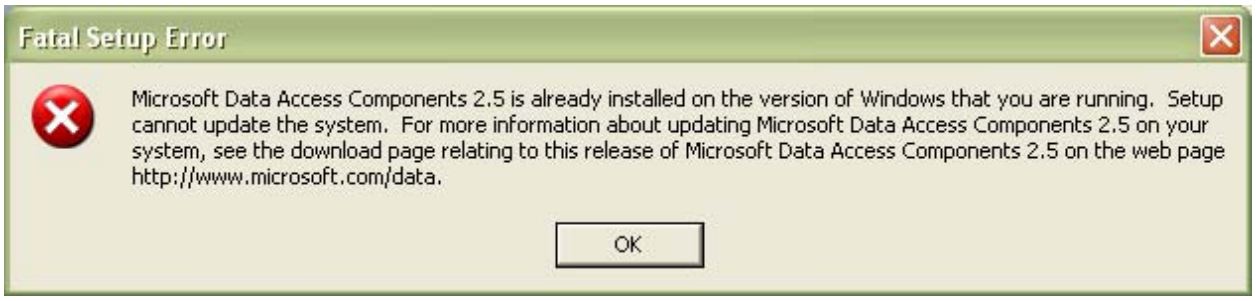
A. Installing MDAC

MDAC, Microsoft Data Access Component, is a required component for WinDAU in order to allow for viewing of GCS reports via the WinDAU report viewer application and database integration.

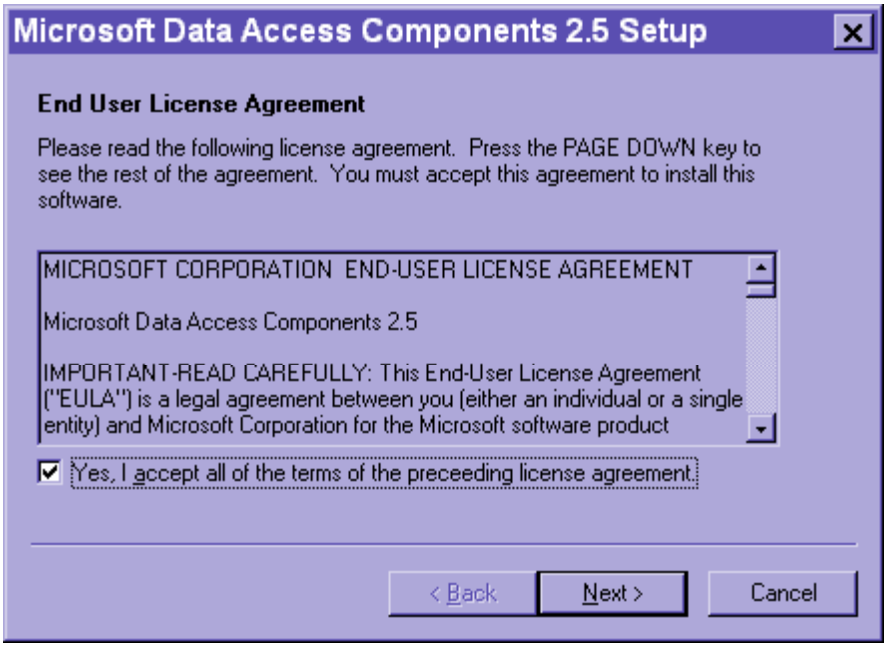
8. Click Install next to the MDAC Version 2.5 box.

NOTE: If you are running a system that has Microsoft Access installed (a similar component to MDAC), you may get an error message stating that MDAC is already installed.

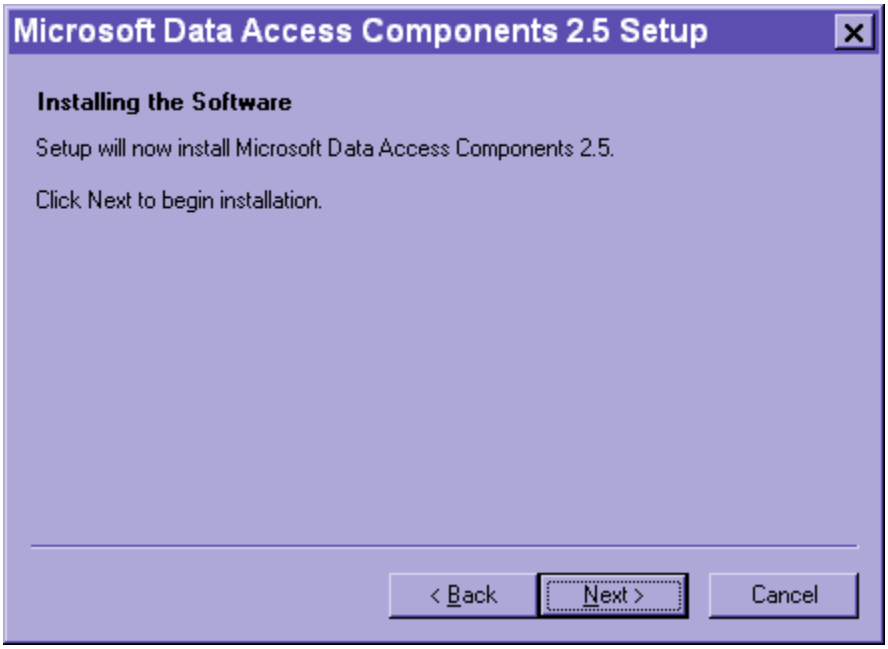
If so, click OK to continue. Then, go to Section B. Install Software License Manager (SLMan32).



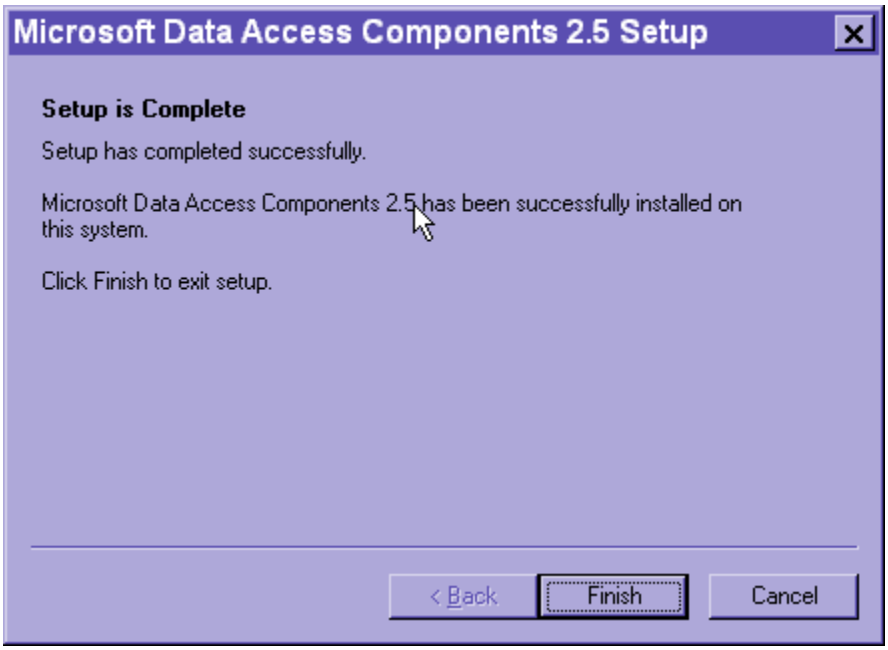
9. Mark the check box next to “Yes, I accept all of the terms of the preceding license agreement.” Then, click Next.



10. Click Next through the Installing the Software screen.



11. Click Finish on the Setup is Complete screen.

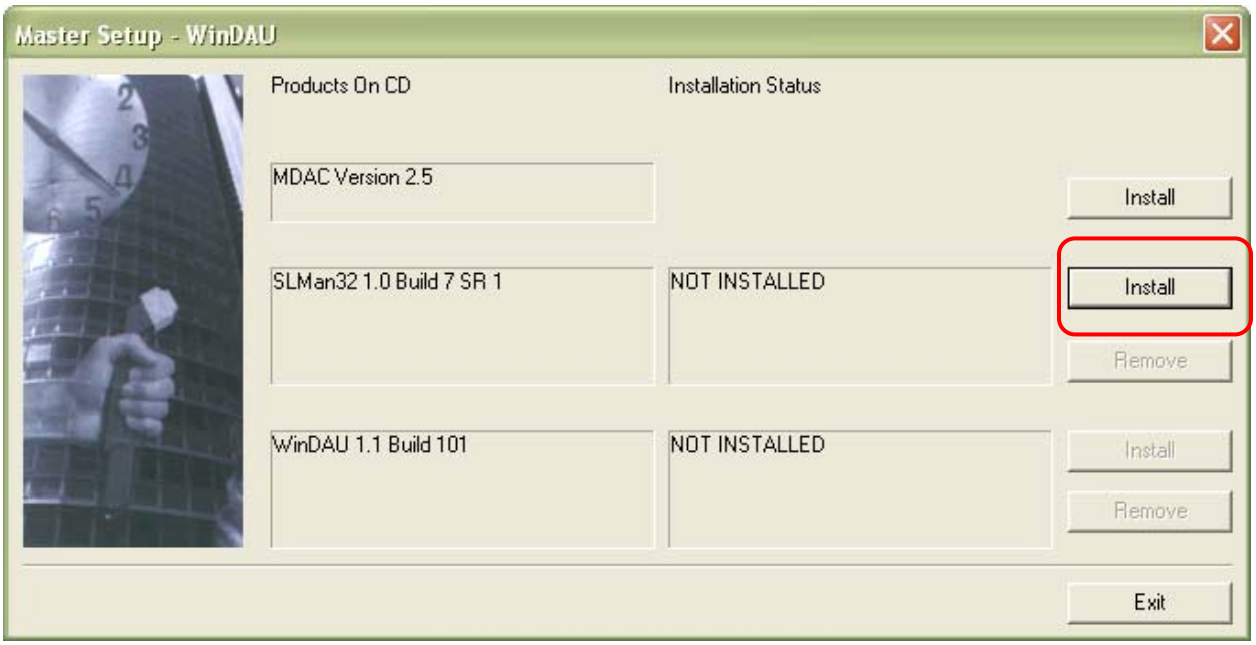


B. Installing Software License Manager (SLMan32)

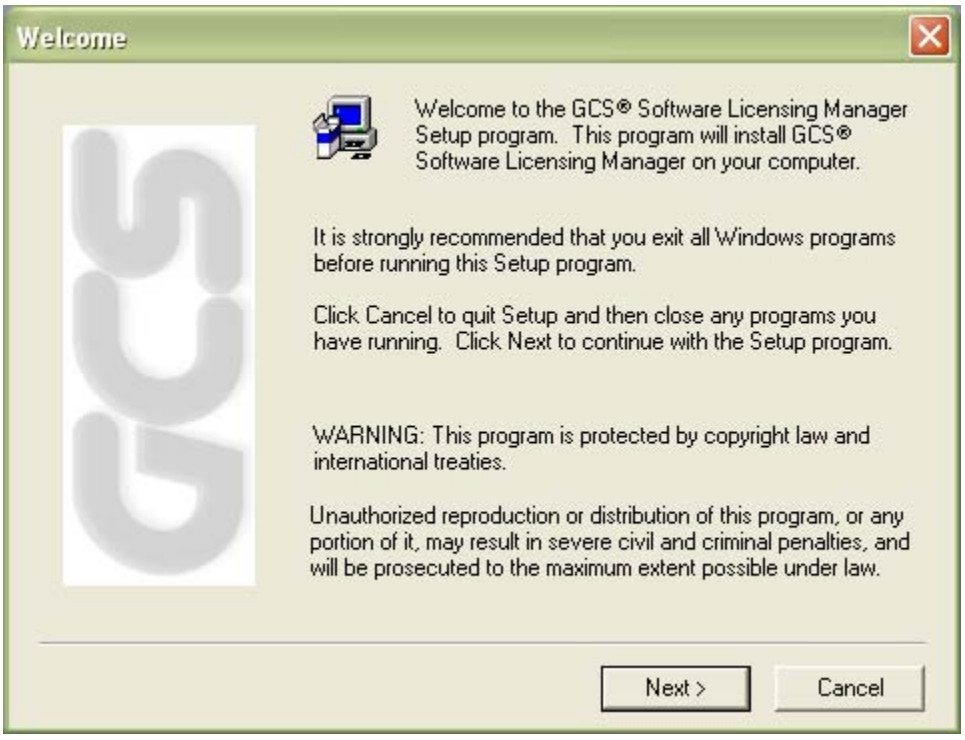
SLMan32 is a required component to run the WinDAU software. The Software License Manager is not actually engaged unless WinDAU Enterprise Edition is being used.

NOTE: If you do not know if you are using WinDAU or WinDAU Enterprise Edition, please contact your security, purchasing or network administrator for verification. WinDAU Enterprise Edition requires a dongle for activation.

12. Now, select the Install button next to SLMan32.

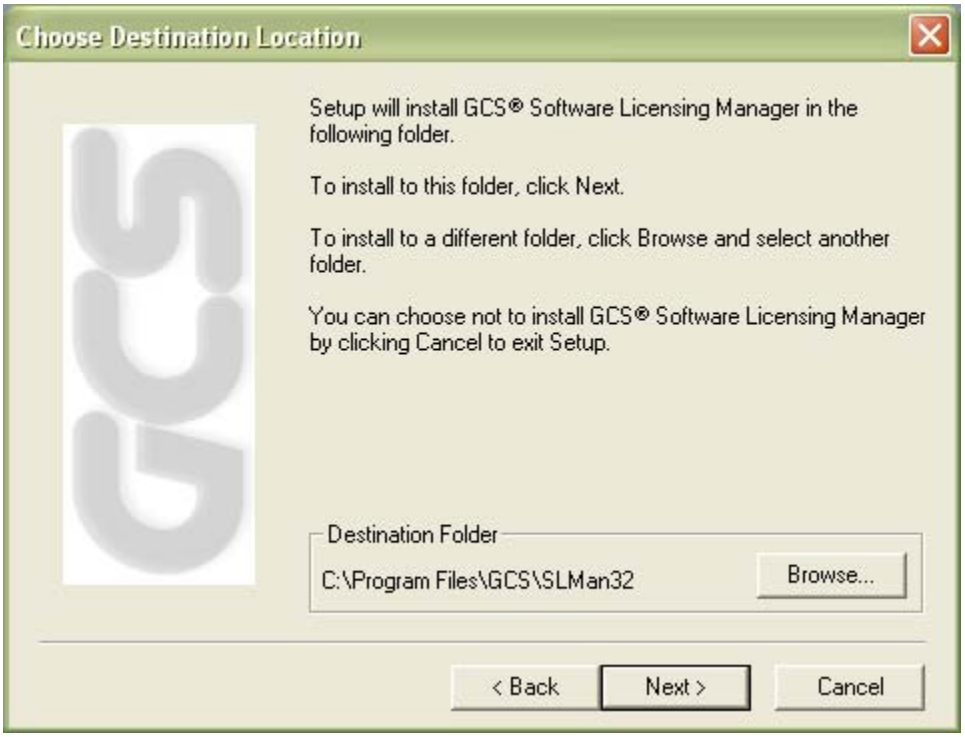


13. Close any applications that may be running and click Next through the Welcome screen.



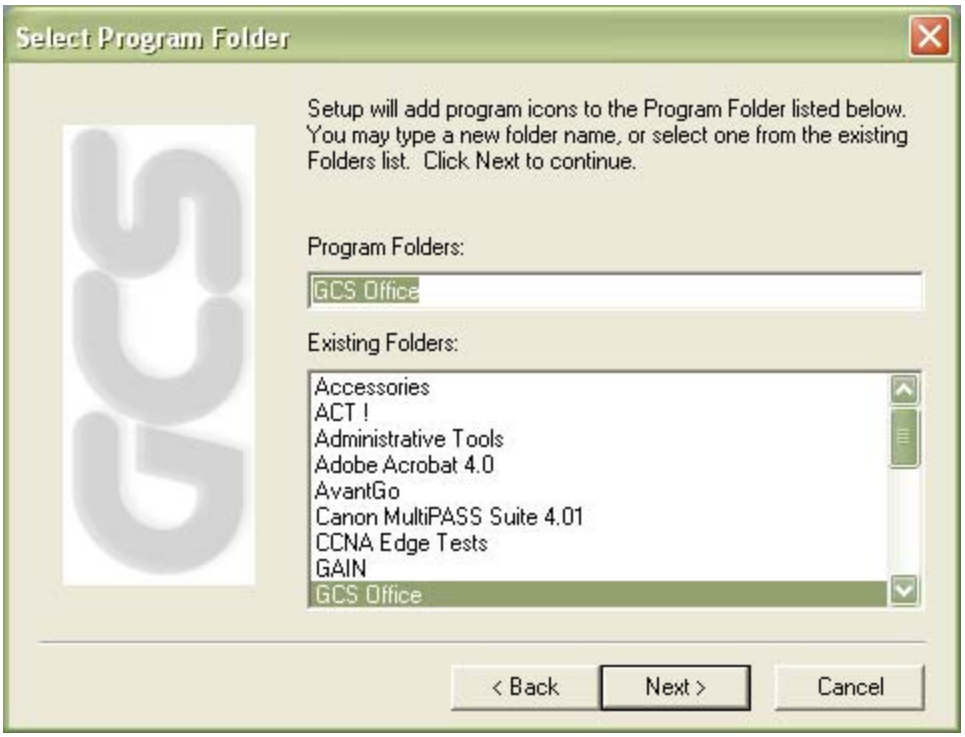
14. Enter your User Information. **NOTE:** All fields are required in order to continue.

15. Click Next through Choose Destination Location. Default installation drive will be C:\.

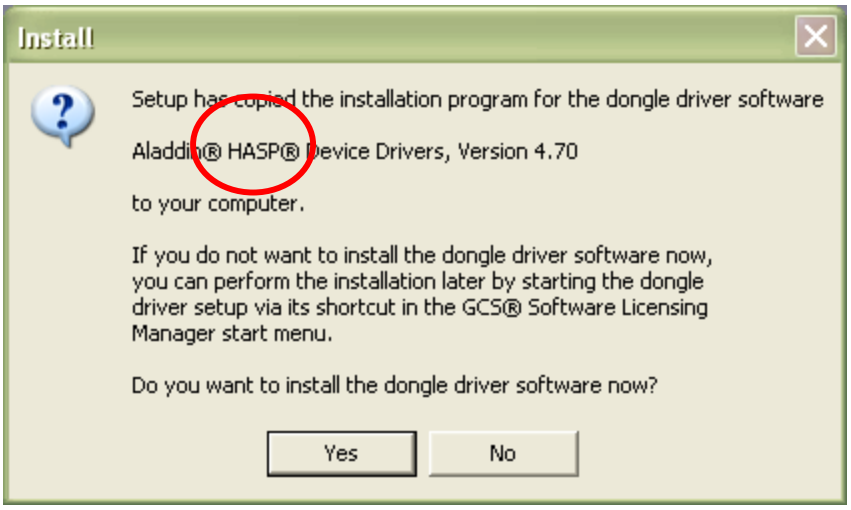


16. Under the Select Components screen, click Next for the default options unless you have a dongle (required for Enterprise Edition). If you have a dongle, check the Dongle Driver Software component for installation, then click Next.

17. Click Next to select the default Program Folder.



18. Click Next on the Start Copying Files screen.
19. During the installation process, the following screen will appear:



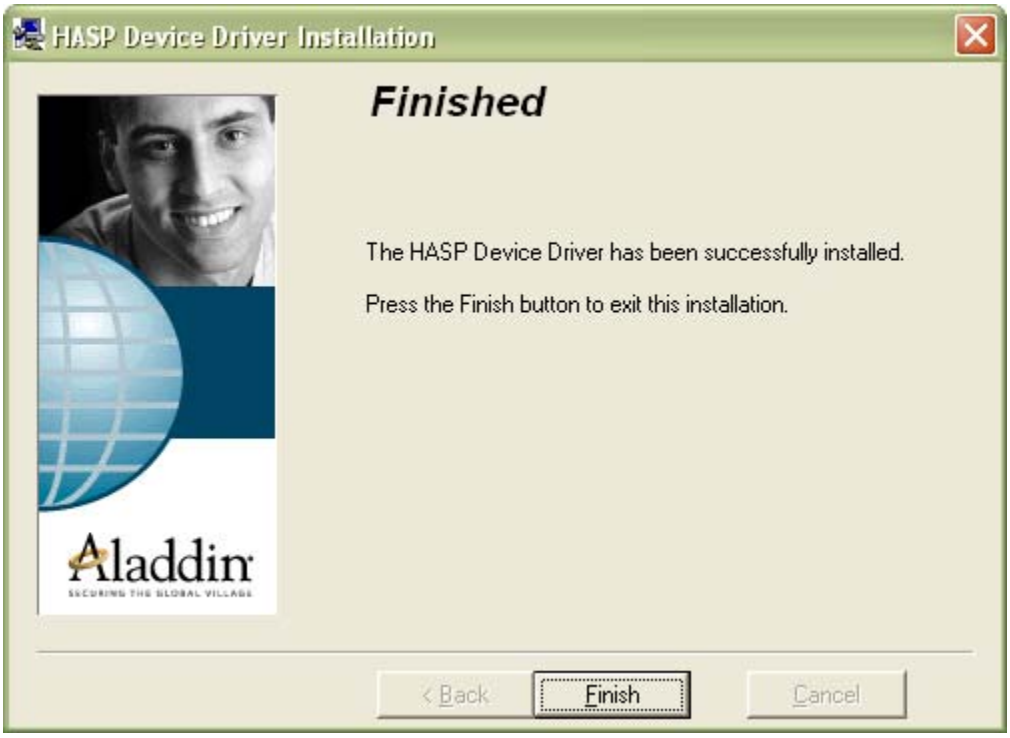
Select Yes and follow steps detailed in Step A if you have a Hasp dongle **OR**
Select No and continue to Step 20, if you have a Hardlock dongle or no dongle.

NOTE: Dongles are required to run WinDAU Enterprise Edition. If you do not know if you are using WinDAU Enterprise Edition, please contact your security, purchasing or network director/administrator for verification.

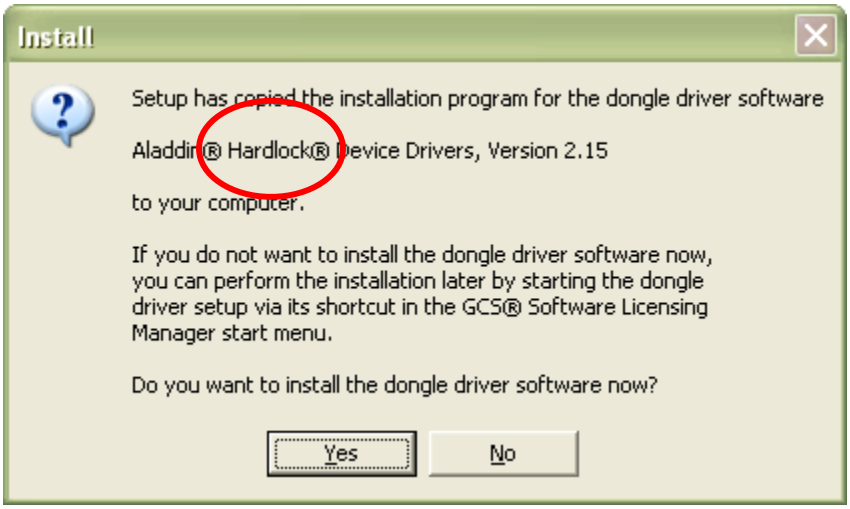
NOTE: Manufacturer name (Hasp or Hardlock) can be found on the dongle itself.

A. Click Next on the Hasp Welcome screen.

B. Click Finish on the Hasp Finish screen.



20. Next, the following screen will appear:



Select Yes and follow steps detailed in Step 19, A and B (above) if you have a Hardlock dongle
OR
Select No and continue to Step 20, if you have a Hasp dongle or no dongle.

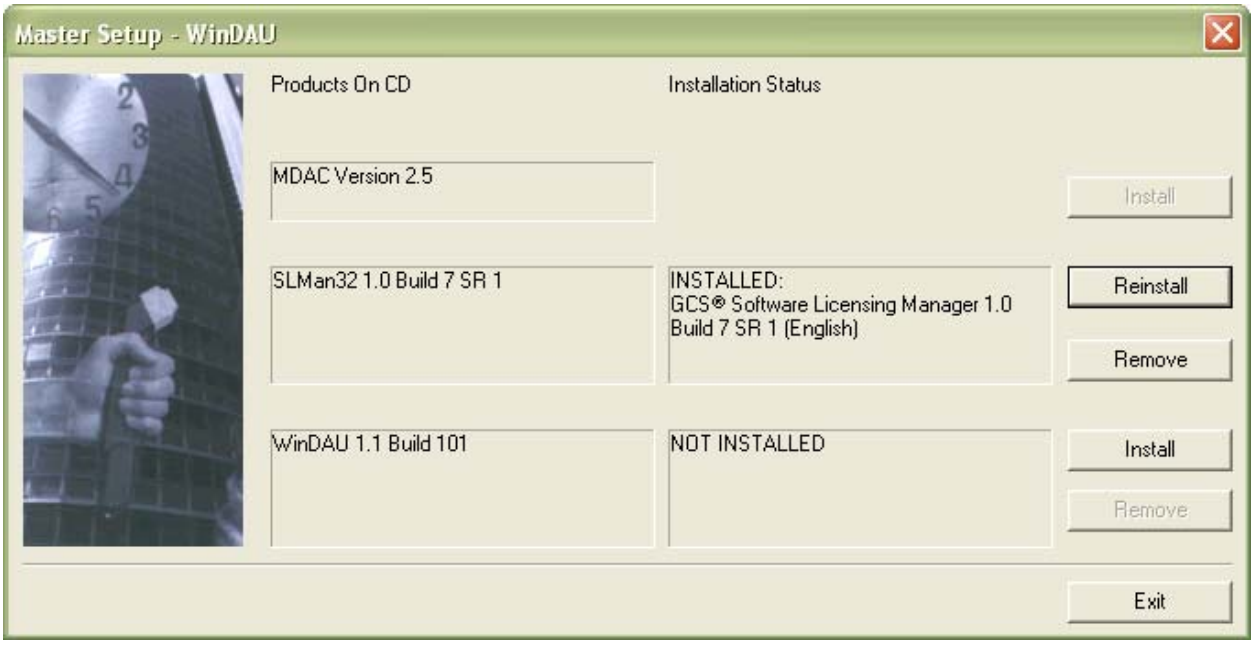
NOTE: Dongles are required to run WinDAU Enterprise Edition. If you do not know if you are using WinDAU Enterprise Edition, please contact your security, purchasing or network director/administrator for verification.

NOTE: Manufacturer name (Hasp or Hardlock) will be shown on the dongle itself.

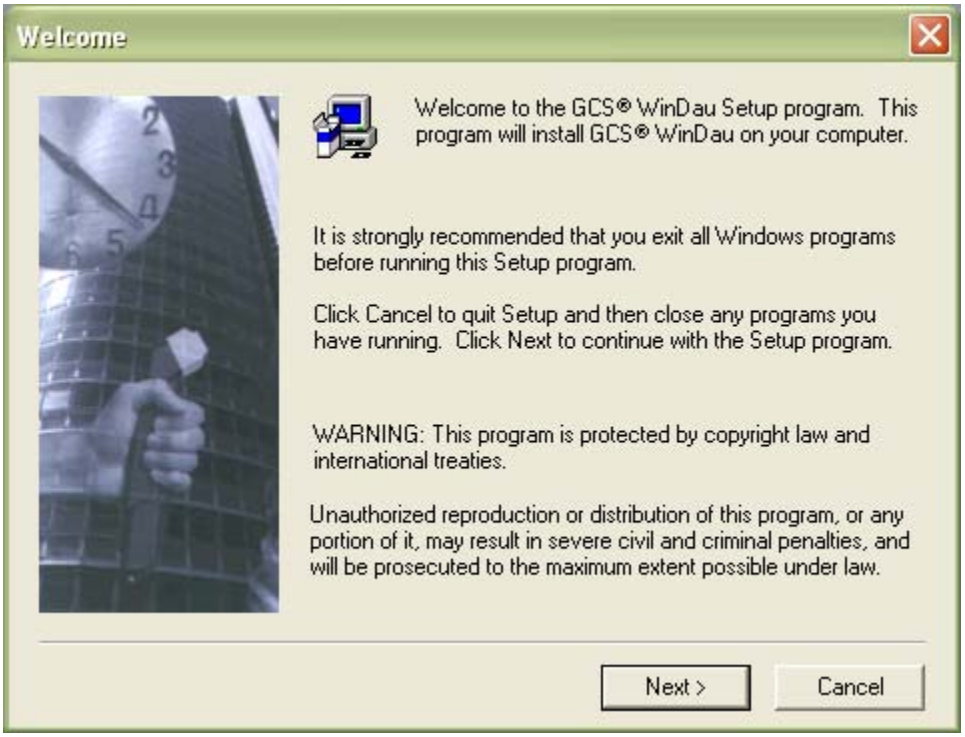
21. Click Finish on the Setup Complete screen.

C. Installing WinDAU

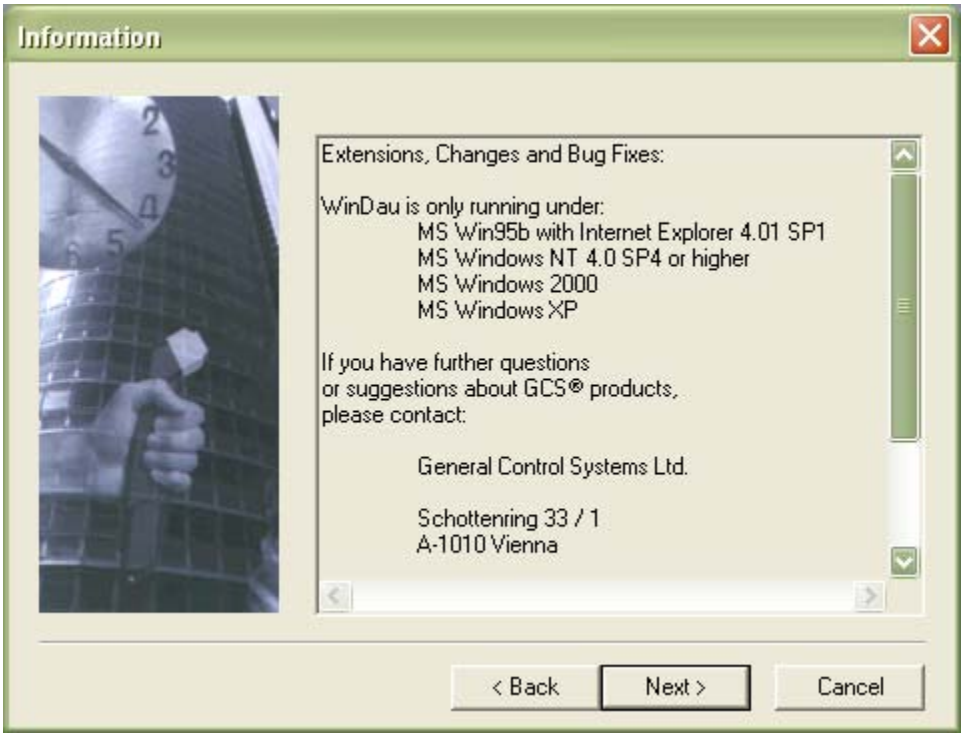
22. The Master Setup screen will appear once again. Click Install next to WinDAU 1.1 Build 101.



23. Close any applications that may be running and click Next on the Welcome screen.



24. Click Next on the Information screen.

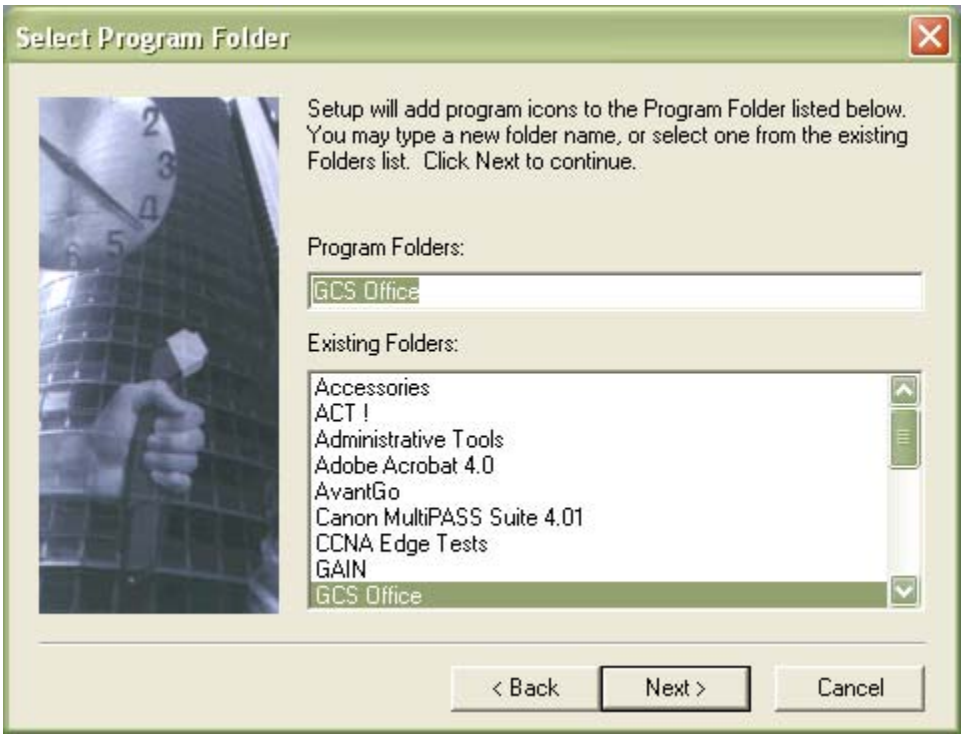


25. Enter your User Information. **NOTE:** All fields are required in order to continue.

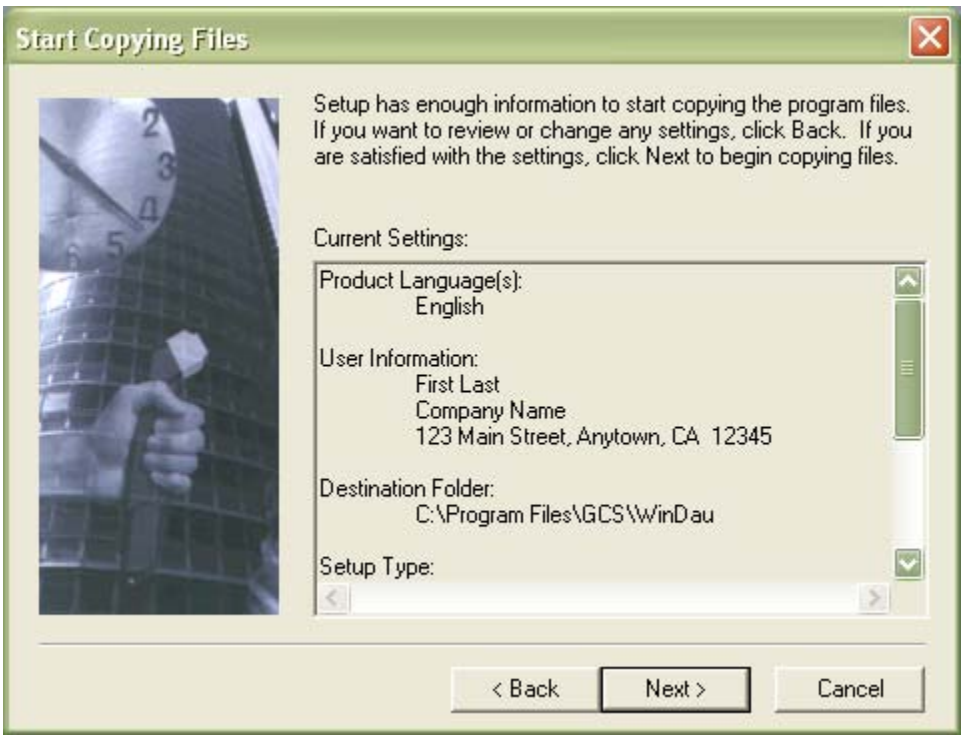
    NOTE: These fields will be populated with the information from the Software License Manager fileds that were filled out previously.

26. Click Next through Choose Destination Location. Default installation drive will be C:\.

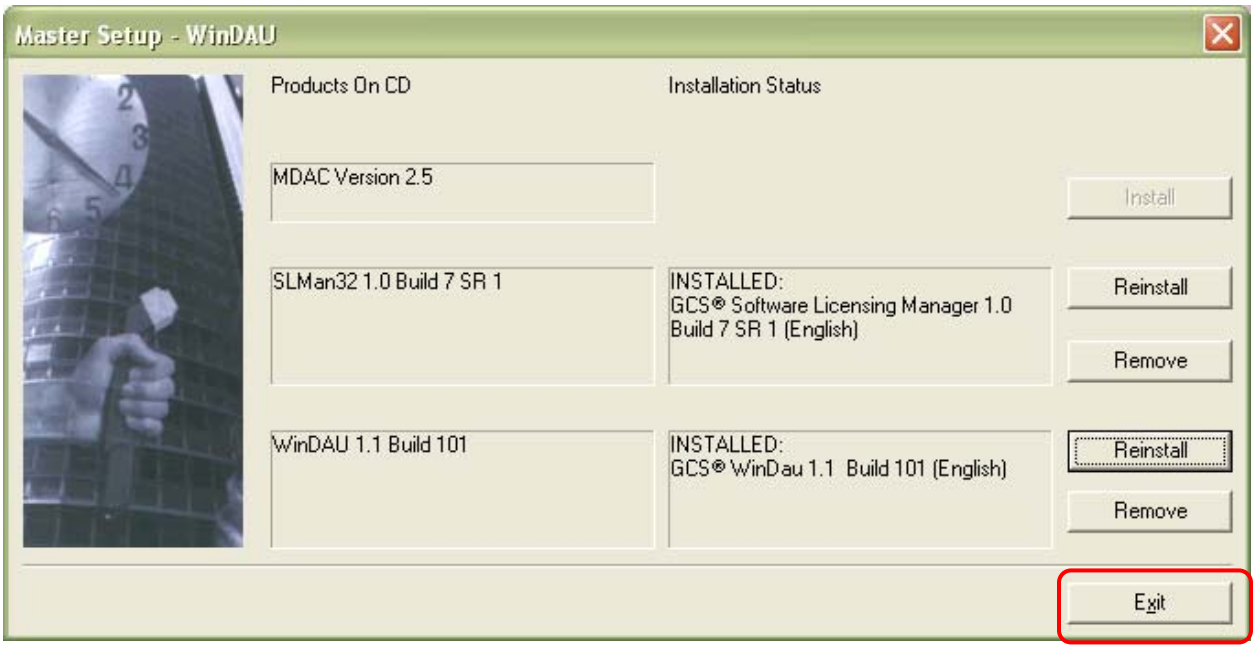
27. Click Next to select the default Program Folder.



28. Click Next on the Start Copying Files screen.



29. Click Finish on the Setup Complete screen.
30. Click Exit on the Master Setup screen.



31. Select “Yes, I want to restart my computer,” then, click OK to restart Windows. WinDAU is now installed and ready to be configured.

III. Configuring WinDAU

1. Launch WinDAU via either the shortcut icon on the Windows Desktop or the Windows Start / Programs / GCS Office / WinDAU – Communication Utility.

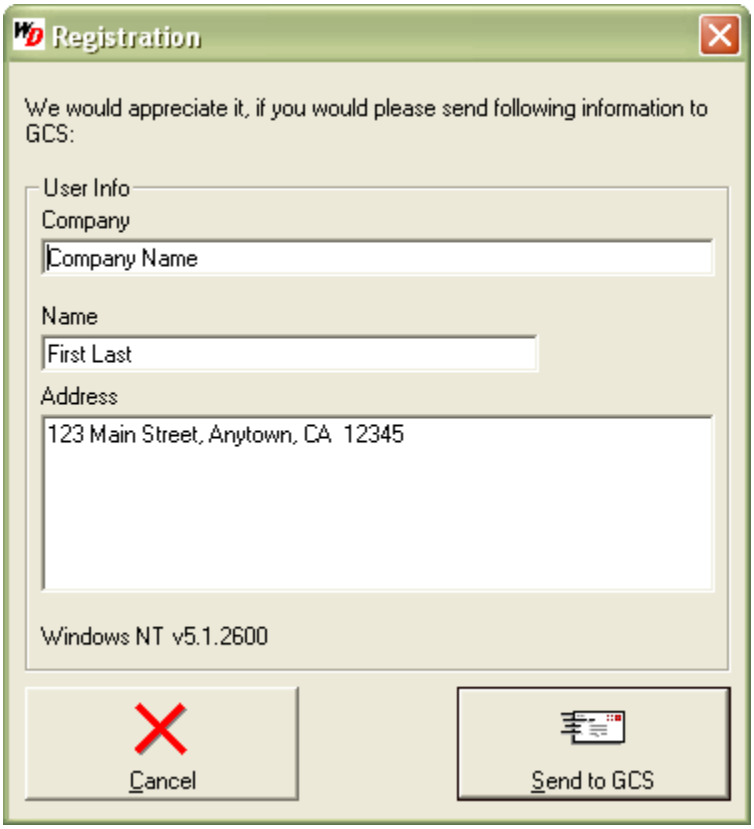
   NOTE: Upon first launch of WinDAU, you may hear introduction music.

2. Setup passwords for Administrator and User. Enter passwords, as requested, and then click OK.

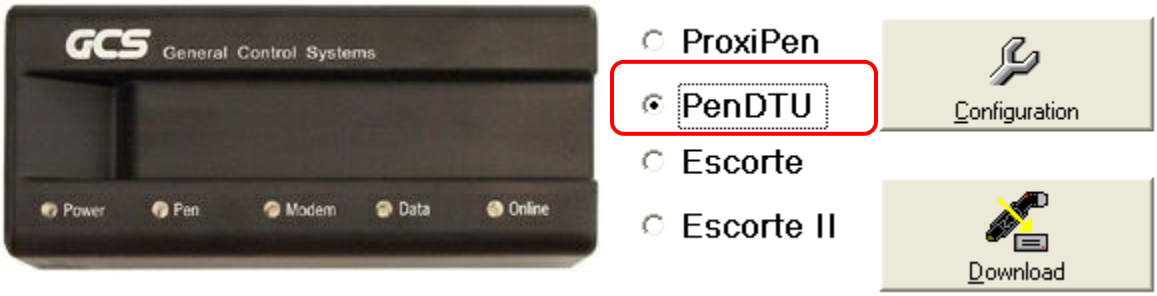
   NOTE: Administrator login is required and used in configuration of the hardware. User password is not mandatory.

3. Click No on the "Do you want to use WinDAU just for the Escorte / Patrol Manager?" screen.

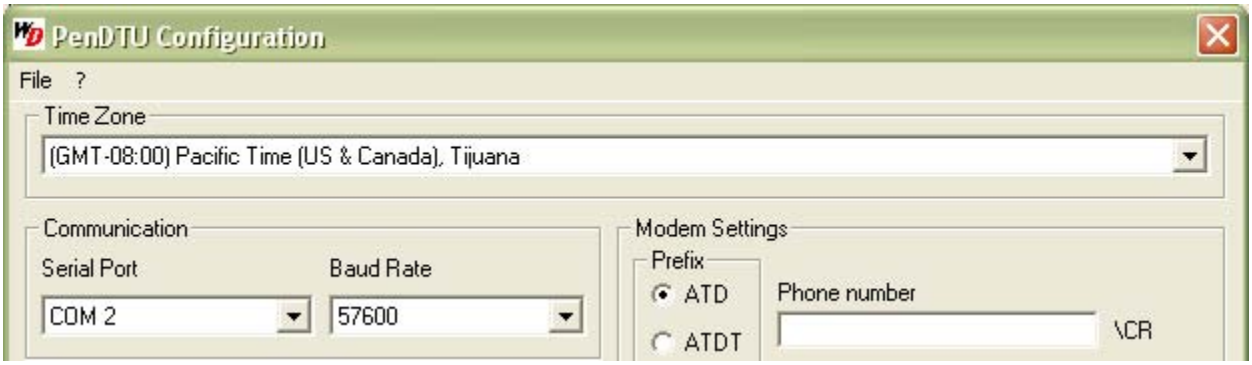
4. Verify your user information and click Send to submit your registration information to GCS (recommended).



5. In the bottom portion of the main WinDAU screen, select the radio button ( ) next to PenDTU.



6. Click the Configuration button.
7. Set the Time Zone, if it is not already set correctly. All other options should be set to their default.



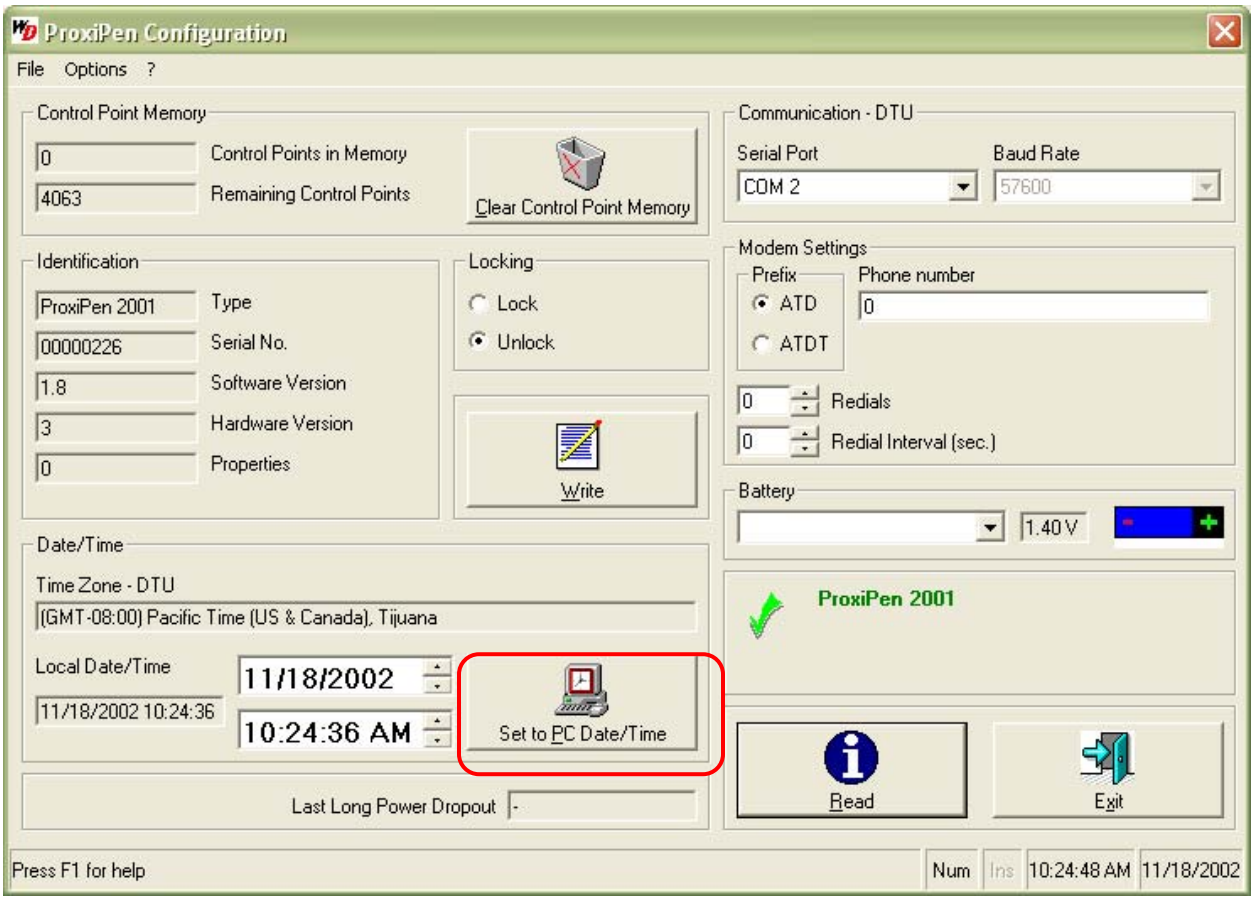
NOTE: If you are using a modem, please contact Technical Support at 800-889-9138 for additional configuration settings.

8. Now, select the radio button (◉) next to ProxiPen in the bottom portion of the main WinDAU screen.

9. Then, click the Configuration button.

NOTE: If you are running McAfee Virus Scan, dialog boxes may appear relating to McAfee. Click Cancel on any message(s) regarding McAfee.

10. Click the Set to PC Date/Time button to synchronize the time between the pen and the computer.



11. Click Exit.

IV. Dongle Installation *(WinDAU Enterprise Edition only; if you are using WinDAU Standard Edition, continue to section VI.)*

NOTE: If you do not know if you are using WinDAU or WinDAU Enterprise Edition, please contact your security, purchasing or network administrator for verification.

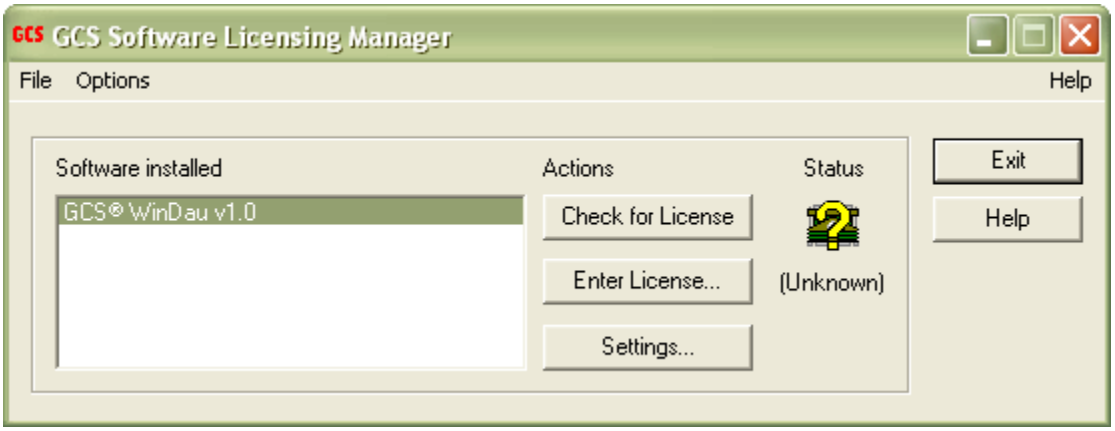
NOTE: If you selected Yes in Section II, step 16 or 17, then proceed to Step 4 for registration. If you have a dongle and did not select Yes in the aforementioned steps, please follow all instructions in this section. The icon on the main screen of WinDAU is a notification that the dongle is recognized by WinDAU. This icon: shows that no dongle is recognized by WinDAU.

1. Attach the dongle (see picture below) provided with the copy of the WinDAU Enterprise Edition software. This should be in the small binder in the front cover.
2. Attach the dongle to the computer via the parallel (printer) port.

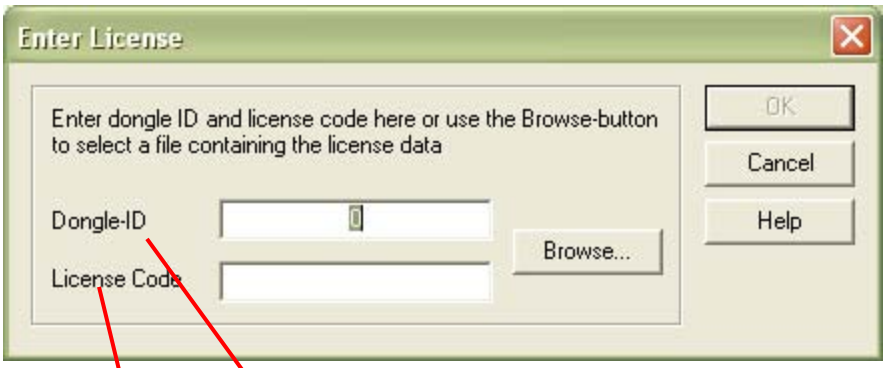
NOTE: Once the dongle is attached securely to the printer port, a printer may be attached to the dongle. The screws on the dongle must be tightened completely in order for a printer to be attached.

Dongle: This side connects to computer's parallel (printer) port.

3. Once the dongle is attached, go to the main screen in WinDAU and click Search in the top left corner. This will allow WinDAU to search for an attached dongle.
4. Go to the Windows Start button and then to Programs / GCS Office / Software Licensing Manager.

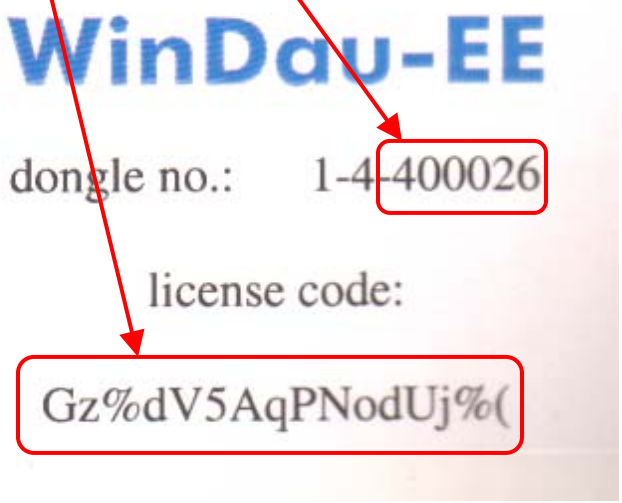


5. Click Check for License to have SLM verify that the dongle attached is properly licensed. (Be sure dongle is attached.) WinDAU will first search for a dongle and then for the license.
6. If a license has been found, then proceed to Step 7 for verification.
   If a license is not found, then you will need to enter it manually. Click Enter License to manually enter your license.



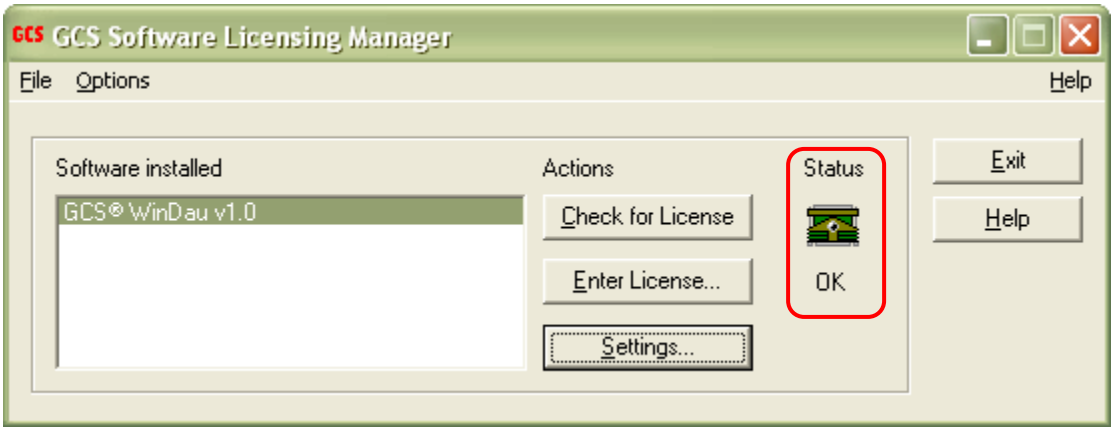
Dongle-ID is the dongle number found on the inside of the WinDAU Enterprise Edition binder and, possibly also on the dongle.

NOTE: Only the last portion of the number should be entered. For example: only 400026 would be entered for the Dongle-ID from the set of numbers below.

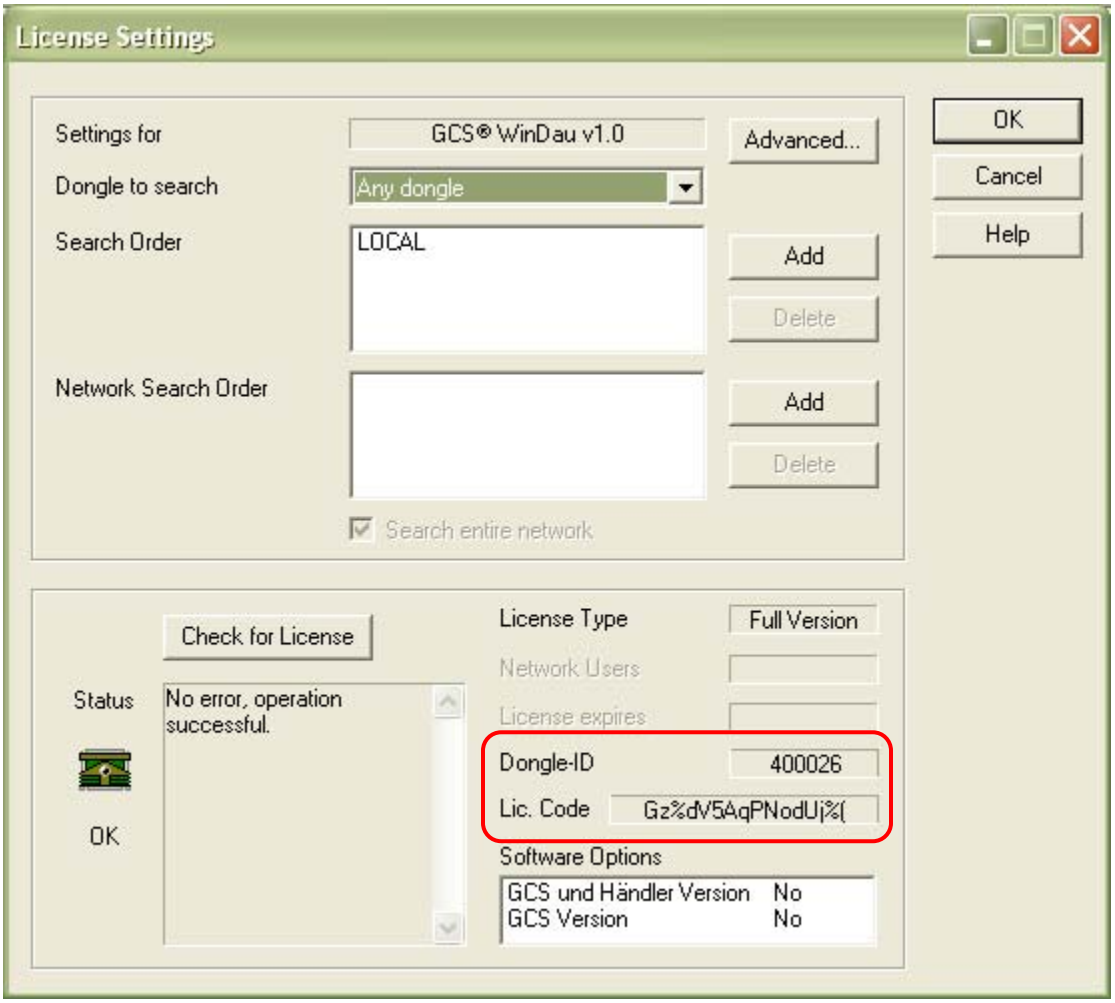


The License Code is the license code also found on the inside of the WinDAU Enterprise Edition binder.

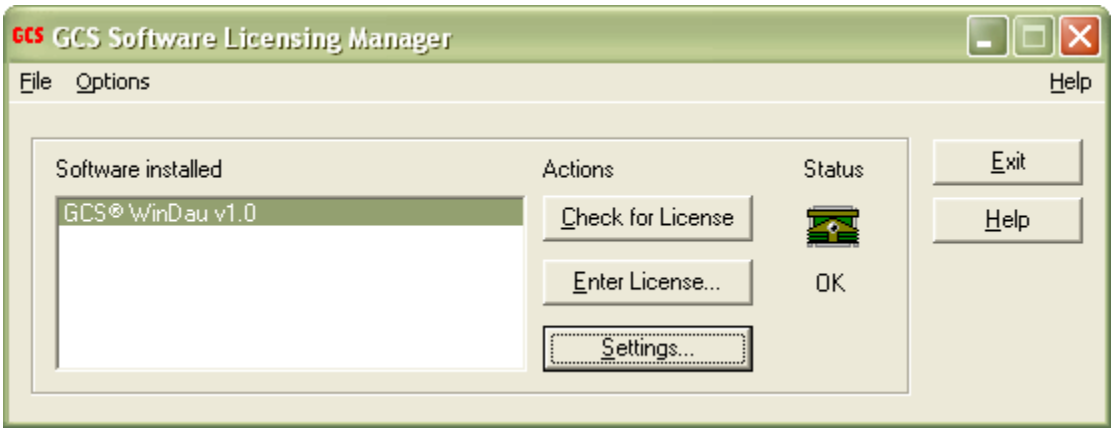
7. Once the license number has been found by WinDAU or manually entered the Status indicator should say OK.



Click on Settings to verify your information and then click OK.



8. Click Exit when complete.



V. Setting Up Tours

1. Remove the tags from the ProxiPen kit. Included with the kit are:

QTY./TAG STYLE	SUGGESTED USAGE
(5) larger 50mm tags	*Start tags* to begin each tour
(25) smaller 30mm tags	*Control point tags* for each point in the tour
(3) types of identification tags: • a wristband tag • a pendant tag • an RFID card	*Identification tags* for personnel

2. Determine how many tours will be hosted (up to 16 with WinDAU Standard and up to 99 with WinDAU Enterprise Edition) and label one start tag (i.e. with masking tape) for each tour that will be defined. This will be a temporary identifier until the tags are placed in their permanent physical location.

NOTE: Control point tags can also be used as start point tags.

3. Now, remove as many of the control point tags as will be needed for each point on the tour. These will be labeled in a similar fashion, but each marking should identify specifically the point in the tour to be checked.
4. The same will be done with the identification tags. Label each tag to represent a name or label for personnel.

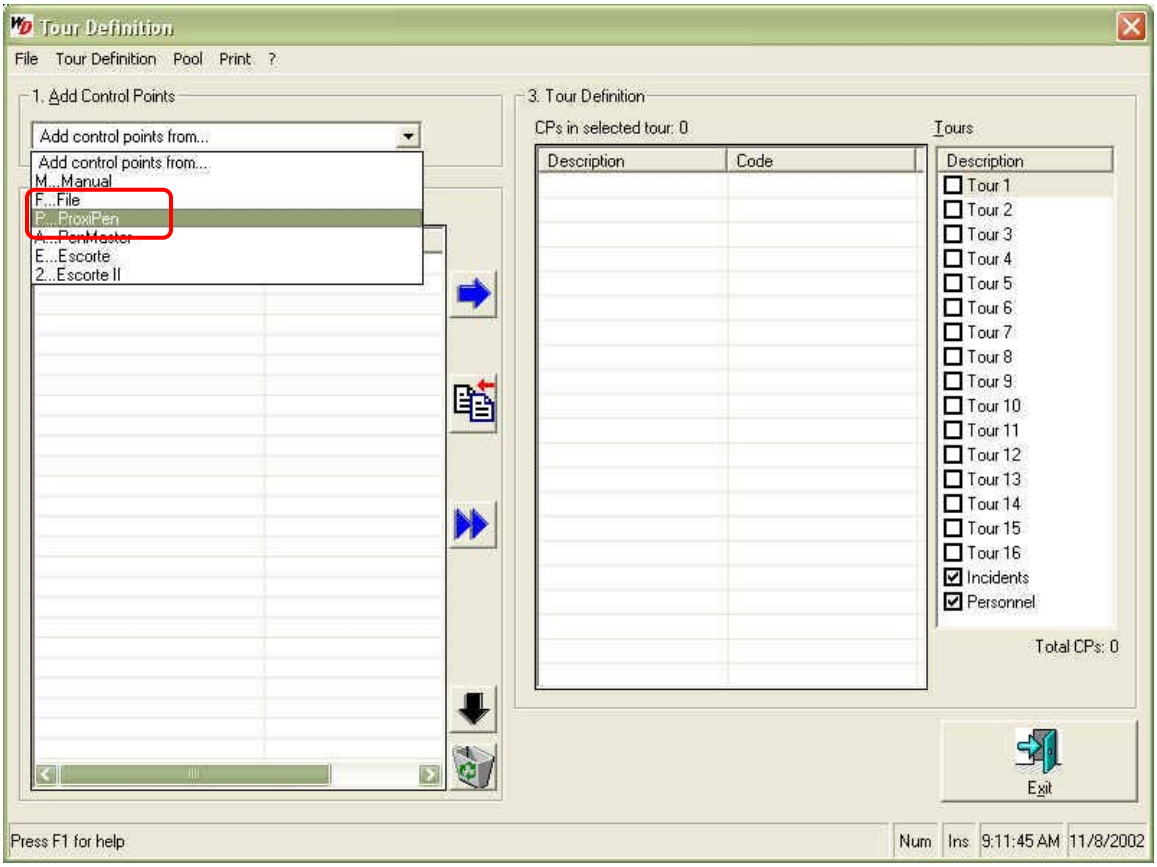
A. Adding Start Points

5. First, scan one of the larger start tags with the ProxiPen. Do this by removing the pen from the DTU and bringing it within ¼" – ½" proximity of the tag.

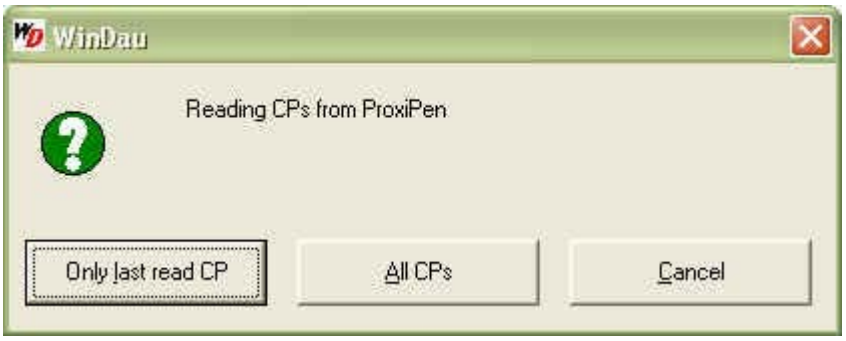
   NOTE: Start points can only be used once ever in WinDAU. Control points can be used as multiple points on multiple tours. Control point tags can also be used as start point tags.

   NOTE: Tags can be scanned and added to the Pool and Tour Definitions in any order (start tags, control point tags, personnel tags, etc.). They can also be scanned in one at a time or in groups. If the tags are being scanned in groups, be certain that the order in which they are scanned is noted so that they can be labeled correctly in WinDAU.

6. Replace the pen in the DTU.
7. Click Tour Definitions from the main screen in WinDAU.
8. From 1. Add Control Points in the top left, select ProxiPen from the drop down menu.



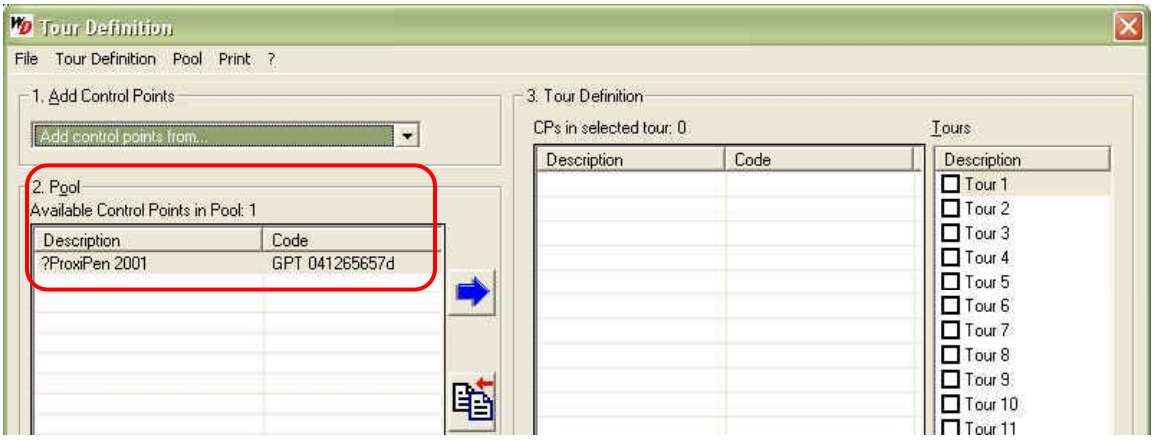
9. The following dialog box will appear:



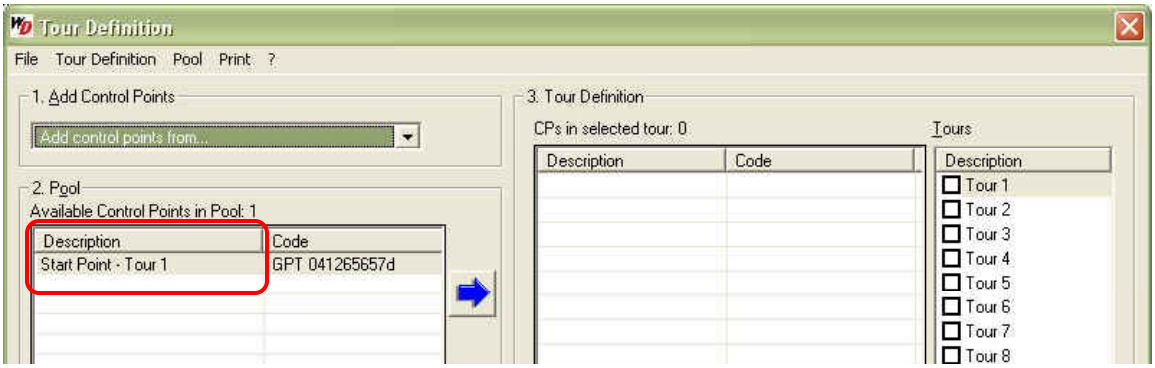
Select “Only last read CP” if you are scanning tags one at a time (as in this example), OR select “All CPs” if you are scanning a group of tags. In this example, select Only last read CP.

10. Select Yes from the following dialog box. This will clear any previously scanned tags from the ProxiPen’s memory, as they have now been imported into WinDAU.

11. The tag that was scanned will now appear in the section labeled 2. Pool. The tags will be listed in the order in which they were scanned.



12. Double-click, or right-click and select Rename, the text under the Description column to give the tag a meaningful name or description.



13. From the listing under Tours in 3. Tour Definition, click on Tour 1, so that it is shaded. Tour 1 will then be the item populated in the next step.

    NOTE: The first tag selected to be moved into a tour will become the start point for the tour.

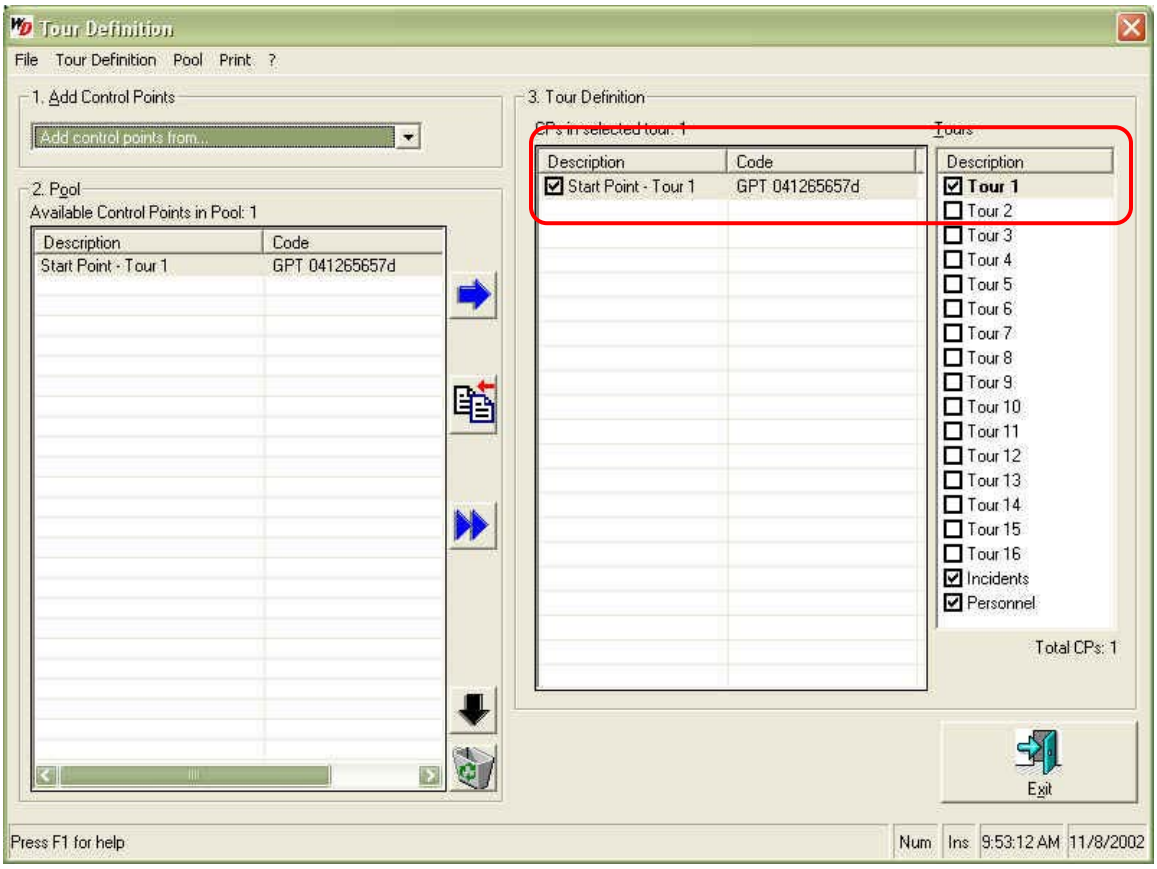
14. First, click on the item in the Pool that you would like to add to the tour being setup/modified. In this example, Start Point – Tour 1.

15. Then, click the blue arrow next to the Pool section. This will move "Start Point – Tour 1" to be a tag defined under Tour 1. Once this has been done, a checkmark (✓) will show next to Tour 1 to indicate that this is an active tour.

    NOTE: The Start Point on a tour will be denoted with a checkmark (✓) in the CPs in Selected Tour section. An active tour will show with a checkmark in the Tours category.

    NOTE: Each point, when moved to the actual tour, will also remain in the Pool until the point has been deleted from the Pool area. This can be done by selecting the item, then clicking the black arrow to move it to the trash ; or by selecting the item and clicking the Delete button on your keyboard. Items in the Trash will automatically be deleted upon exit of Tour Definitions.

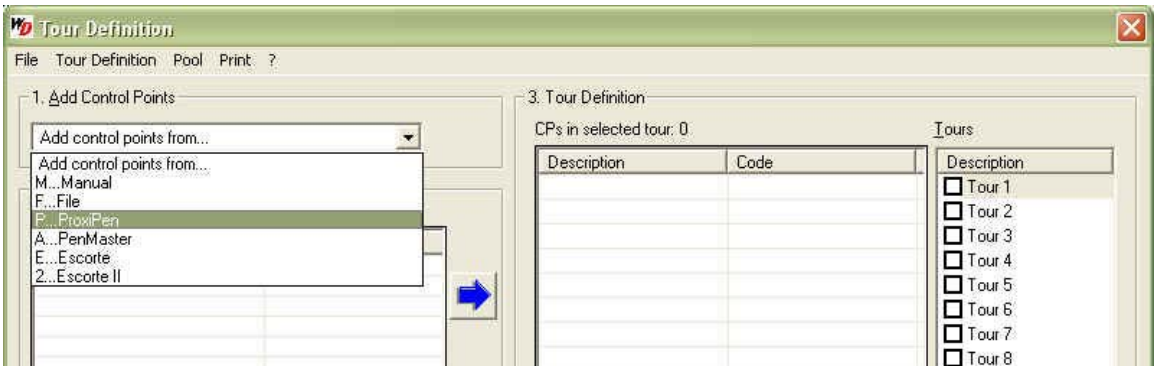
	Copy selected to Tour Definition
	Copy selected control points from Tour Definition (including incidents and personnel) back to the Pool
	Copy <u>all</u> available control points from Pool to Tour Definition
	Move selected item(s) to Trash
	Remove all items from the Trash to the Pool (Trash will automatically be emptied upon exit of Tour Definitions)



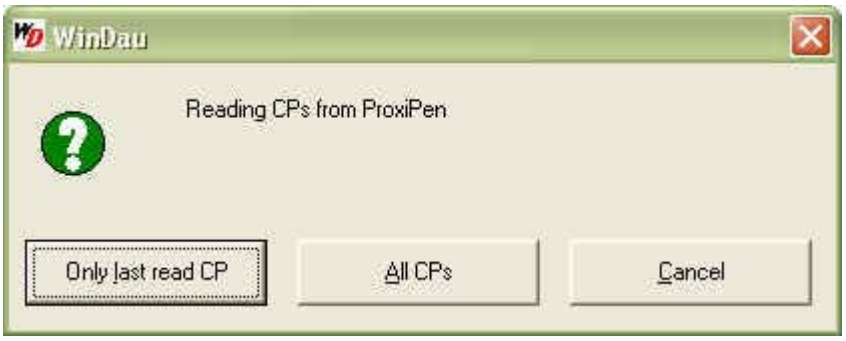
B. Adding Control Points

Adding control points is exactly like adding start points, except that there will be more than one per tour.

16. Scan one or more of the smaller control point tags with the ProxiPen to identify specific points in a tour. If you are scanning more than one tag, be sure they are clearly identified and the order in which they are scanned is noted.
17. Place the ProxiPen back into the DTU for download.
18. Again, select Add Control Points from ProxiPen in the drop down menu.



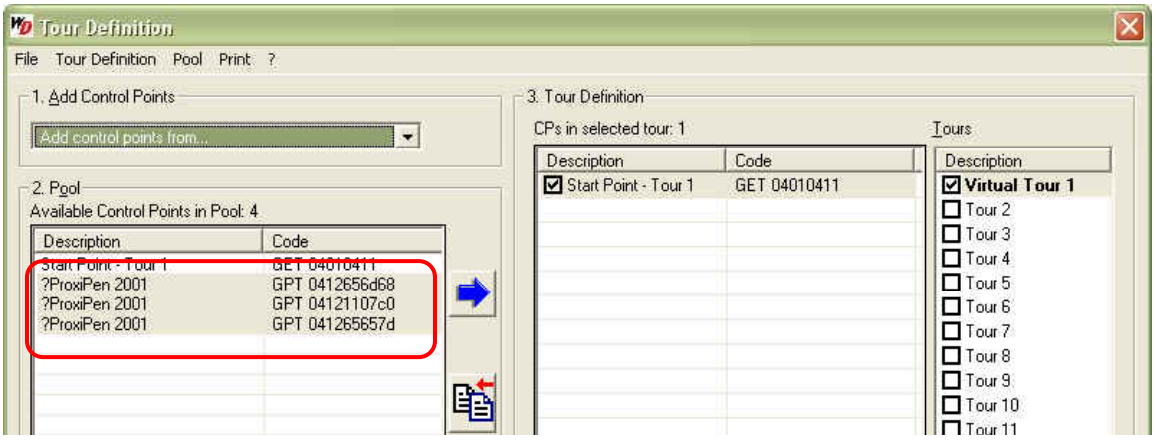
19. The following dialog box will appear:



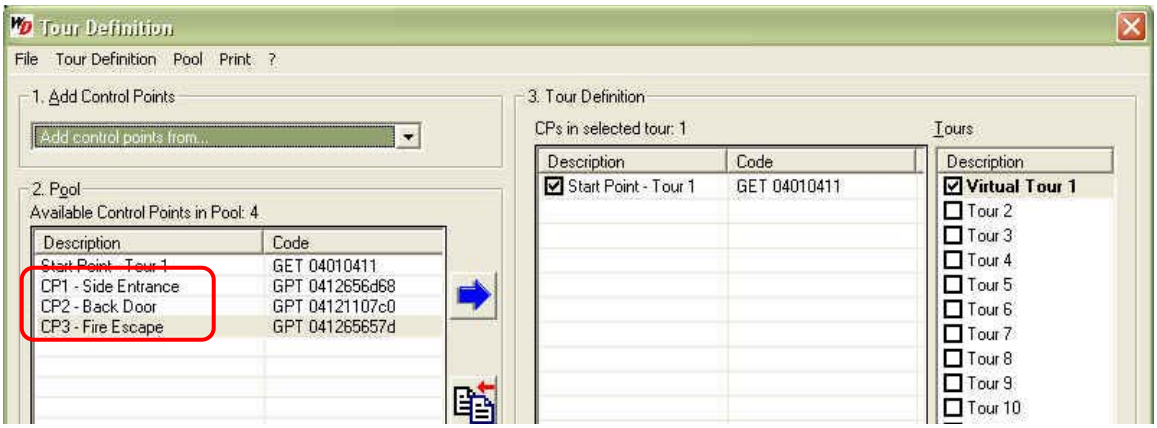
Select “Only last read CP” if you are scanning tags one at a time, OR select “All CPs” if you are scanning a group of tags.

20. Select Yes from the following dialog box. This will clear any previously scanned tags from the ProxiPen’s memory, as they have now been imported into WinDAU.

21. The tags that were scanned will now appear in the section labeled 2. Pool. The tags will be listed in the order in which they were scanned.



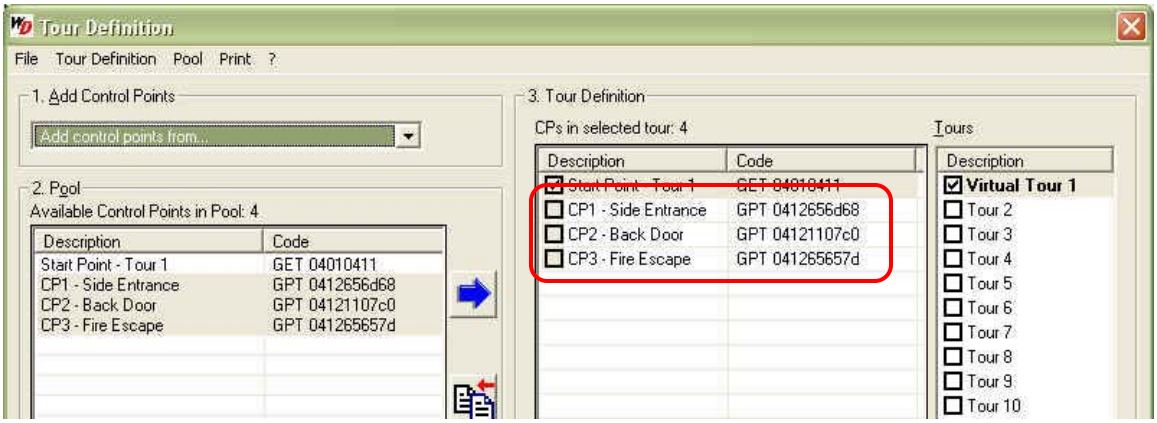
22. Double-click, or right-click and select Rename, the Description of each tag and rename it to identify the point on the tour.



23. Select the points (by clicking and holding Ctrl on your keyboard to select multiple points) that you would like to transfer to the tour and then click the blue arrow to move them into the tour. Be sure that the appropriate tour is selected under Tours.

    NOTE: Control points can be used as multiple points on multiple tours. Start points can only be used once ever in WinDAU. Control point tags can also be used as start point tags.

    NOTE: The tour name (Description),under 3. Tour Definition, can also be changed by double-clicking Tour 1, Tour 2, etc.



The tour in this example now consists of a Start Point, marked with a checkmark, and (3) control points. If additional tours or control points need to be added, repeat the steps in Section B until complete.

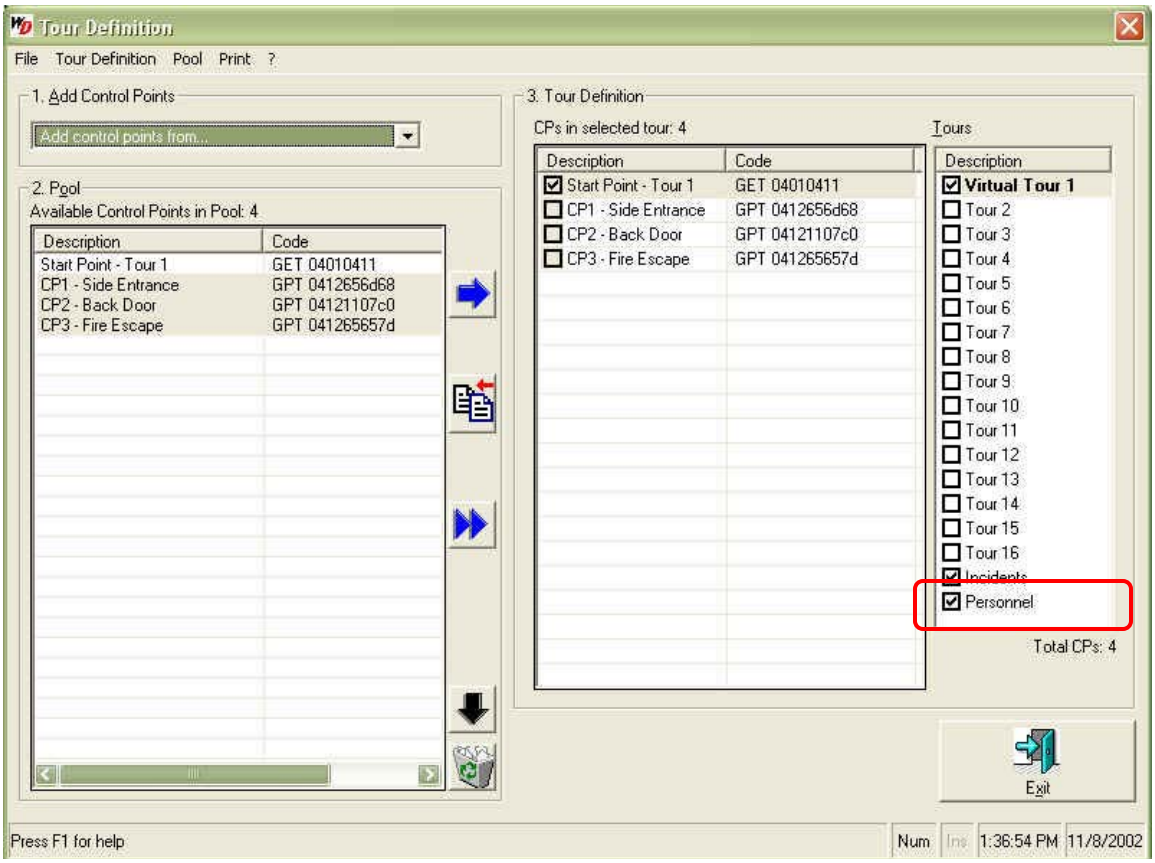
NOTE: Control points are added to a tour in no particular order. A tour is considered complete once all points designated to a tour have been scanned with the ProxiPen.

You will now need to enter the personnel and incidents to complete the basic Tour Definition.

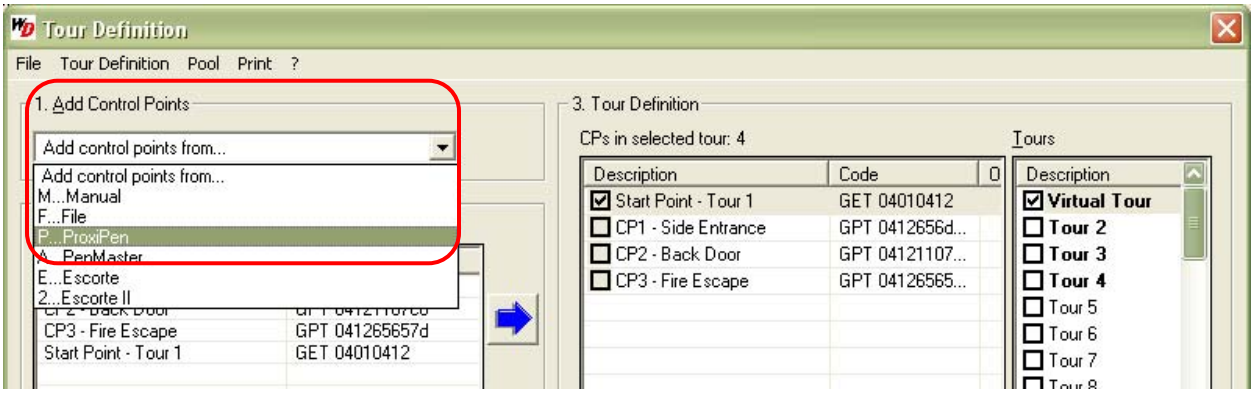
C. Adding Personnel

Adding personnel is exactly the same as adding control points, except that you will be adding them to the Personnel category rather than to a tour. This allows for flexibility in using personnel on many different tours.

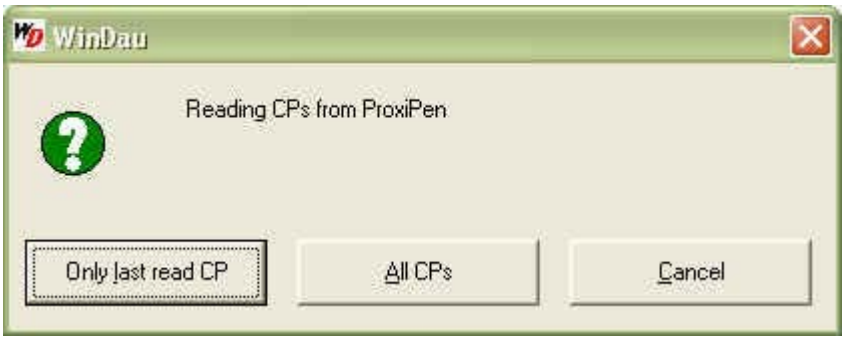
24. From the options under Tours (on the right), 3. Tour Definition, click the Personnel option at the bottom.



25. Scan the personnel tag(s) (i.e. the wristband, pendant tag or RFID card) with the ProxiPen.
26. Place the ProxiPen in the DTU.
27. Select Add Control Points from ProxiPen from the drop down menu.



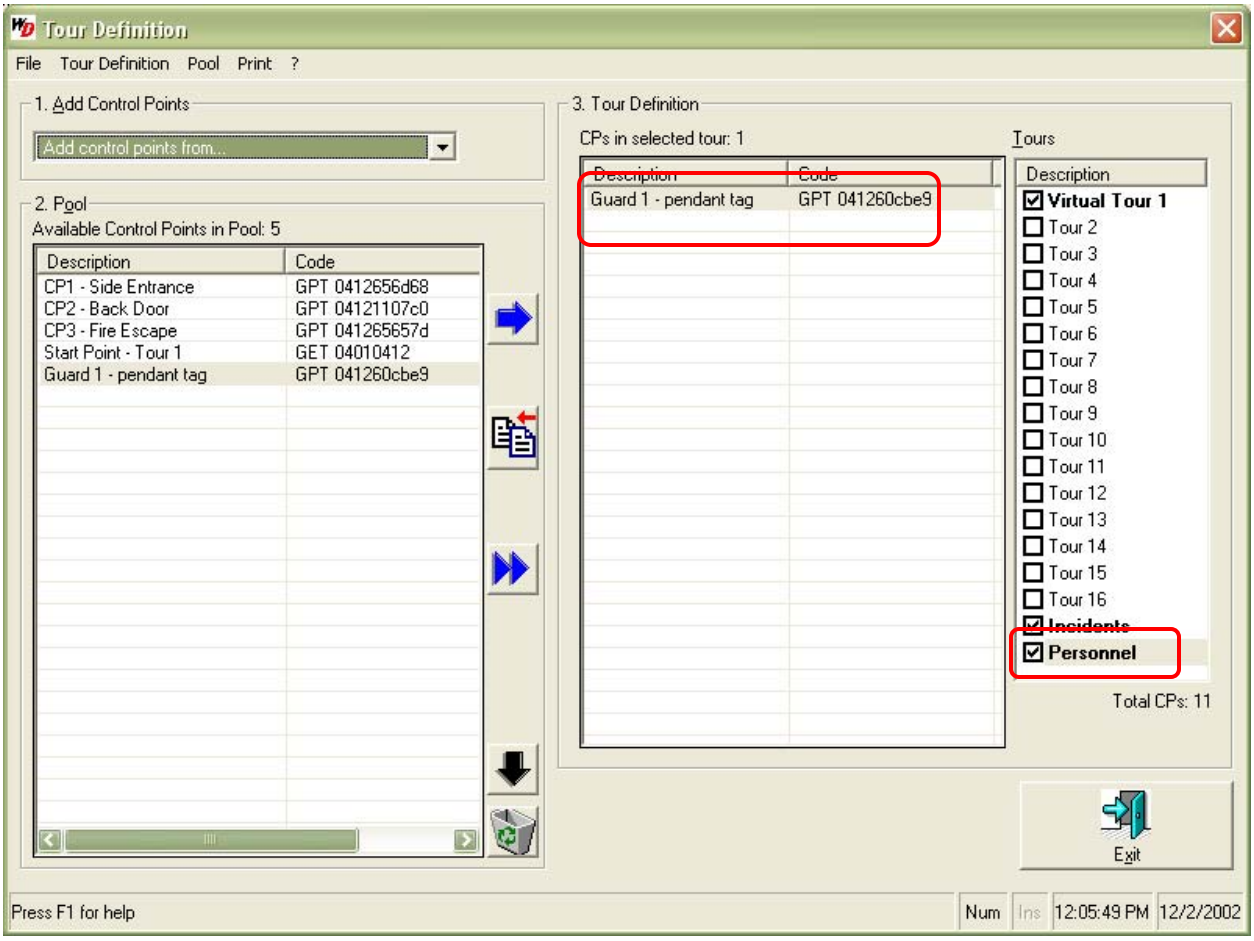
28. The following dialog box will appear:



Select “Only last read CP” if you are scanning tags one at a time, OR select “All CPs” if you are scanning a group of tags.

29. Select Yes from the following dialog box. This will clear any previously scanned tags from the ProxiPen’s memory, as they have now been imported into WinDAU.

30. The tag(s) that was scanned will now appear in the section labeled 2. Pool. The tags will be listed in the order in which they were scanned.
31. Rename personnel by double-clicking or right-clicking and selecting Rename.
32. Select the personnel from the Pool and click the blue arrow to add them to the Personnel category under Tour Definitions on the right. Be sure the Personnel category is selected (shaded).

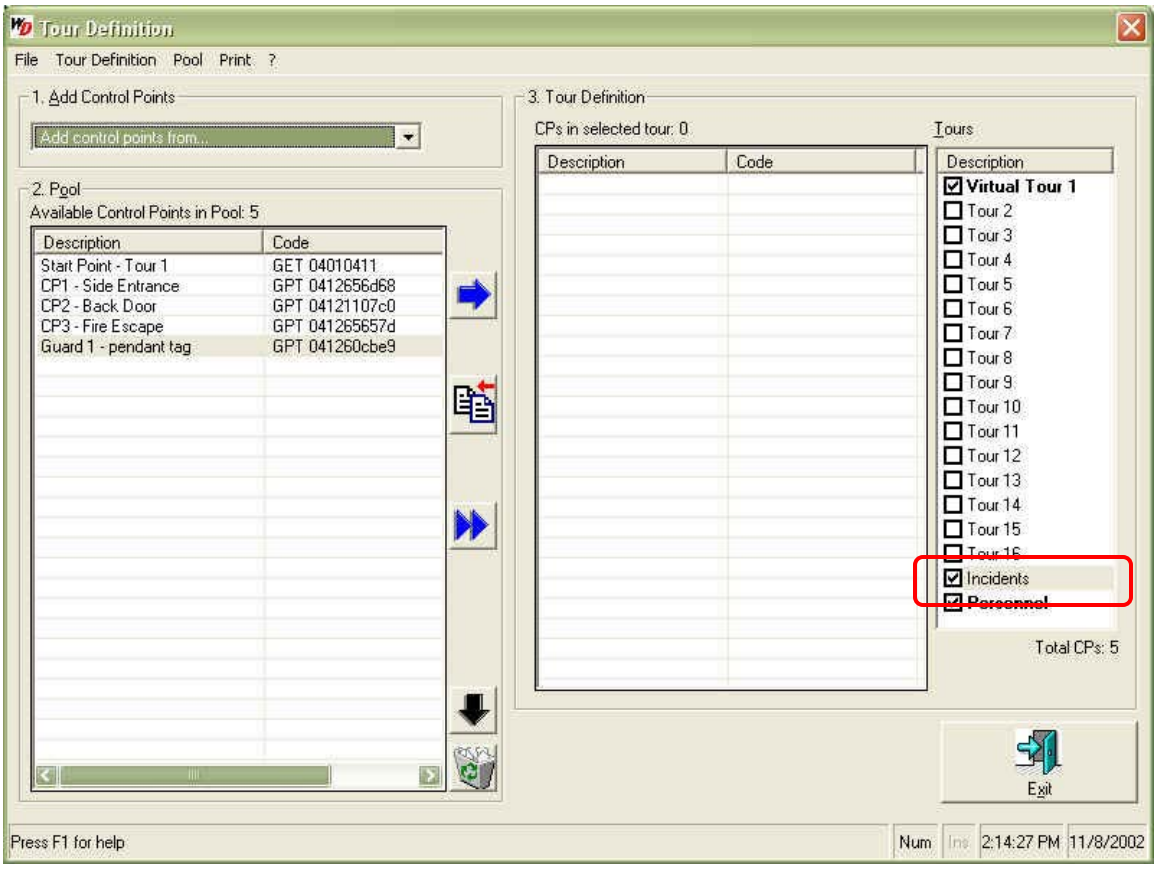


33. Continue these steps until all personnel are added.

D. Adding Incidents

Again, adding incidents is the same as adding tags of any kind, except that they will be added to the Incidents category under the Tours section rather than to a tour.

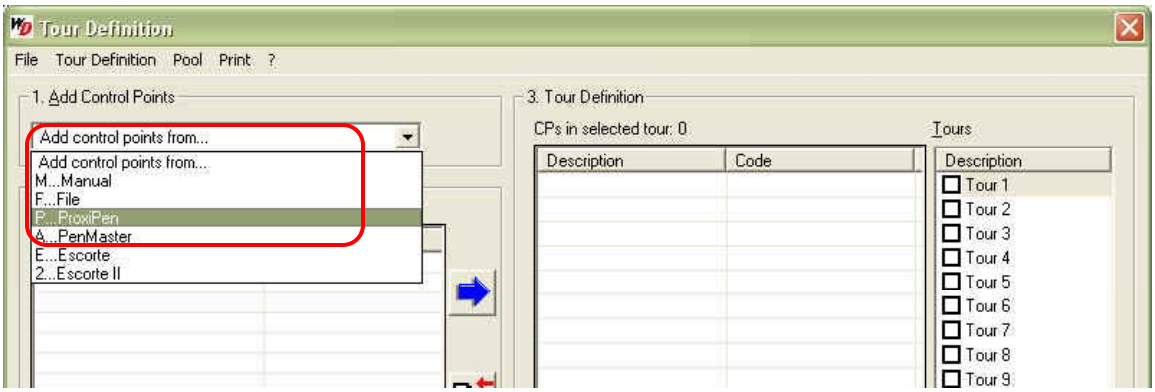
34. From the options under Tours (on the right), 3. Tour Definition, click the Incident option toward the bottom of the list.



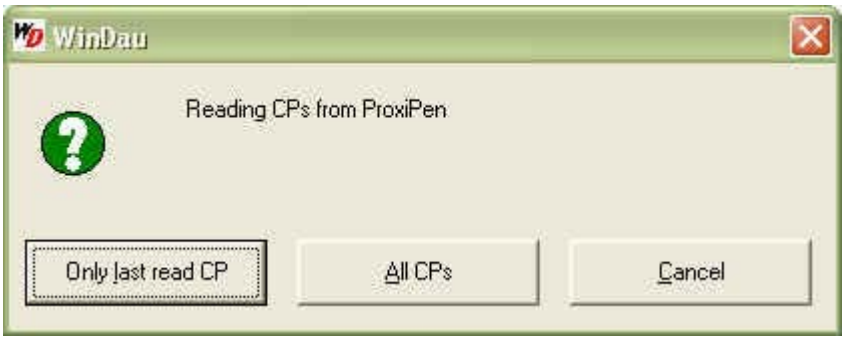
35. Open the incident booklet that came with the ProxiPen.

Incident Booklet

36. Remove the white strips on either side and create a label in each block to represent some form of information that needs to be documented or tracked, such as damage, vandalism, maintenance cycles, equipment state: present, powered off/on, etc.
37. Once labeled, replace the strips in the incident booklet so that the labels are visible. This will be used by personnel to denote particular occurrences at a location by first, scanning the control point tag and then, the incident tag for the type of occurrence, if necessary.
38. Scan the tag(s) from the incident booklet with the ProxiPen. Be sure to note the order in which the tags are scanned.
39. Place the ProxiPen in the DTU.
40. Select Add Control Points from ProxiPen in the drop down menu.



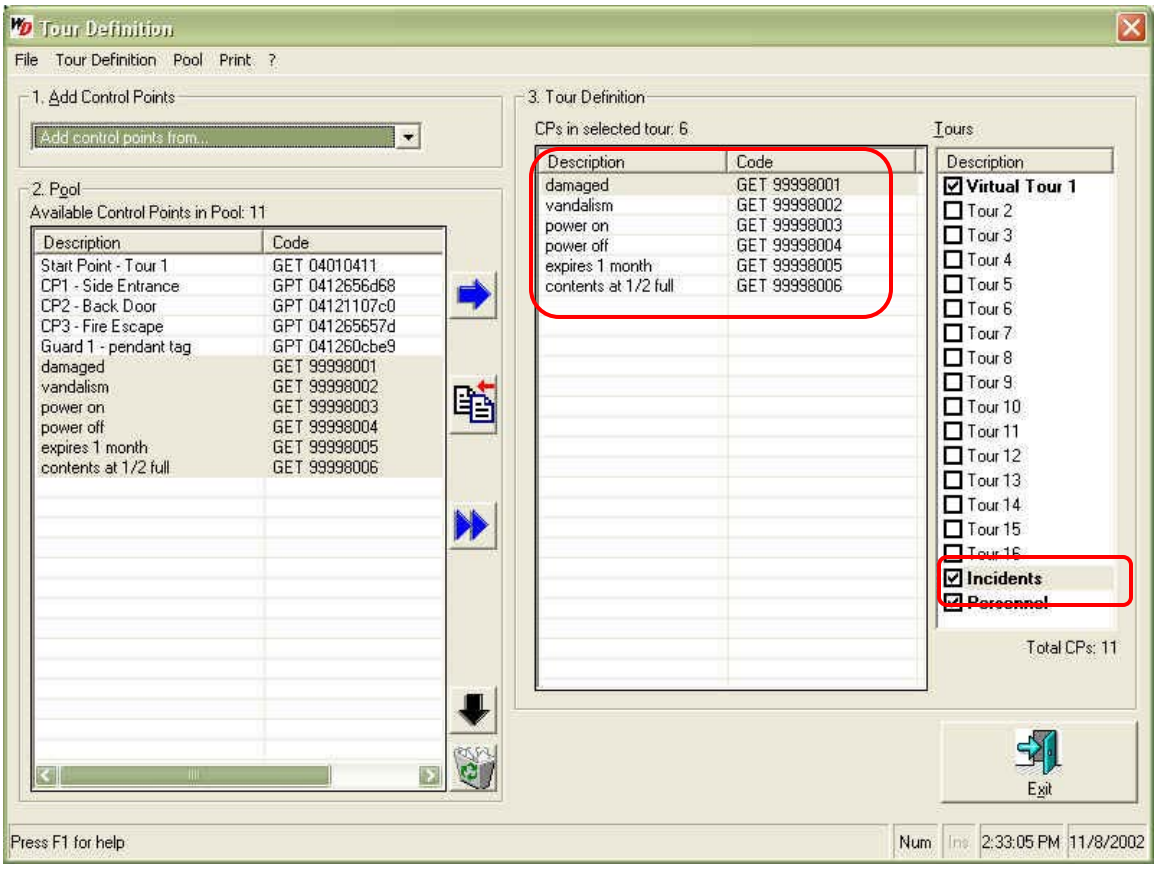
41. The following dialog box will appear:



Select “Only last read CP” if you are scanning tags one at a time, OR select “All CPs” if you are scanning a group of tags.

42. Select Yes from the following dialog box. This will clear any previously scanned tags from the ProxiPen’s memory, as they have now been imported into WinDAU.

43. The tags that were scanned will now appear in the section labeled 2. Pool. The tags will be listed in the order in which they were scanned.
44. Click the Incident category under Tours so that it is shaded. Items will now be added to this category.
45. Rename the incident(s) to the incident type as sited in the incident booklet by double-clicking, or right-clicking and selecting Rename.
46. Select the incident(s) from the Pool (to select multiple entries, hold down Ctrl on the keyboard while selecting) and then, click the blue arrow to add them to the Incident category.



Once completed, the tour(s) that have been entered are ready to be executed. Select Exit to leave the Tour Definitions screen and return to WinDAU's main screen.

The following sections, E and F, are for WinDAU Enterprise Edition users only. If you are Using WinDAU Standard Edition, continue to Section VII.

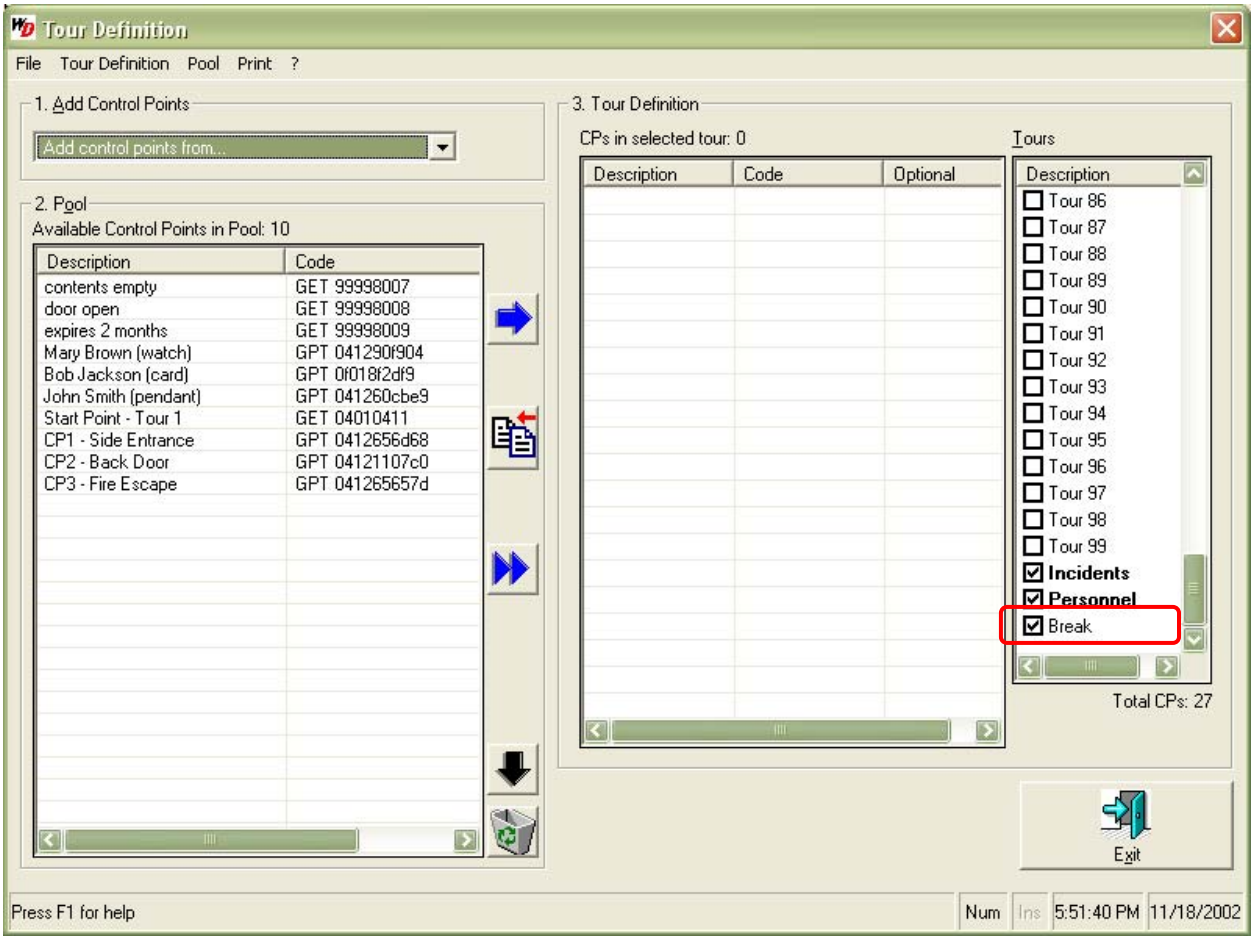
WinDAU Enterprise Edition comes with, and requires, a dongle for activation. If you do not know if you are using WinDAU Enterprise Edition, please contact your security, purchasing or network director/administrator for verification.

E. Adding Breaks *(WinDAU Enterprise Edition only; if you are using WinDAU Standard Edition, continue to Section VII.)*

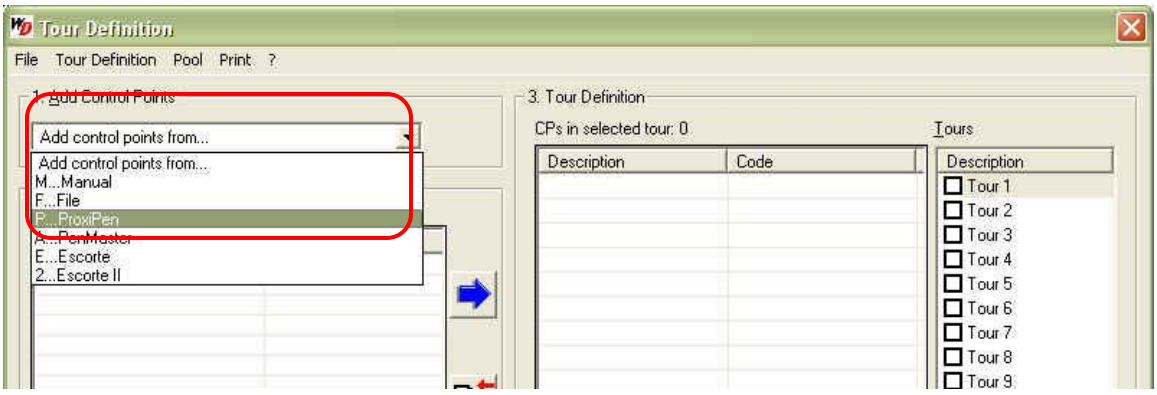
If you are running WinDAU Enterprise Edition, you will notice additional configuration options under the Tour Definition area, such as Breaks and a total of 99 tours versus 16 tours in standard edition.

Breaks are added exactly as the previous components were added to the tour definition, except that they are added to the Break category.

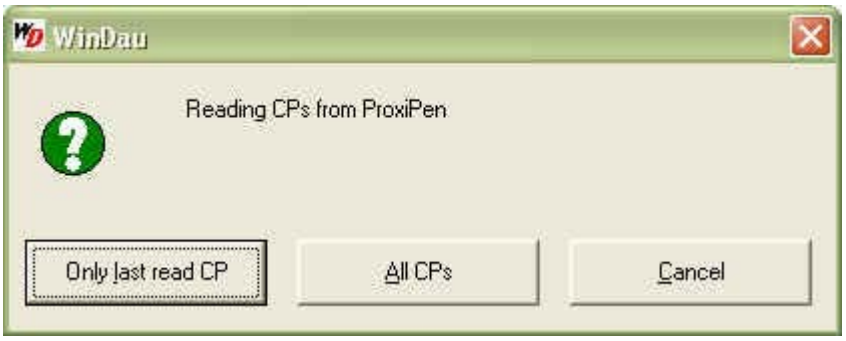
47. From the options under Tours (on the right), 3. Tour Definition, click the Break option at the bottom.



48. Scan the tags designated for a break (control point tags) with the ProxiPen.
49. Place the ProxiPen in the DTU.
50. Select Add Control Points from ProxiPen from the drop down menu.



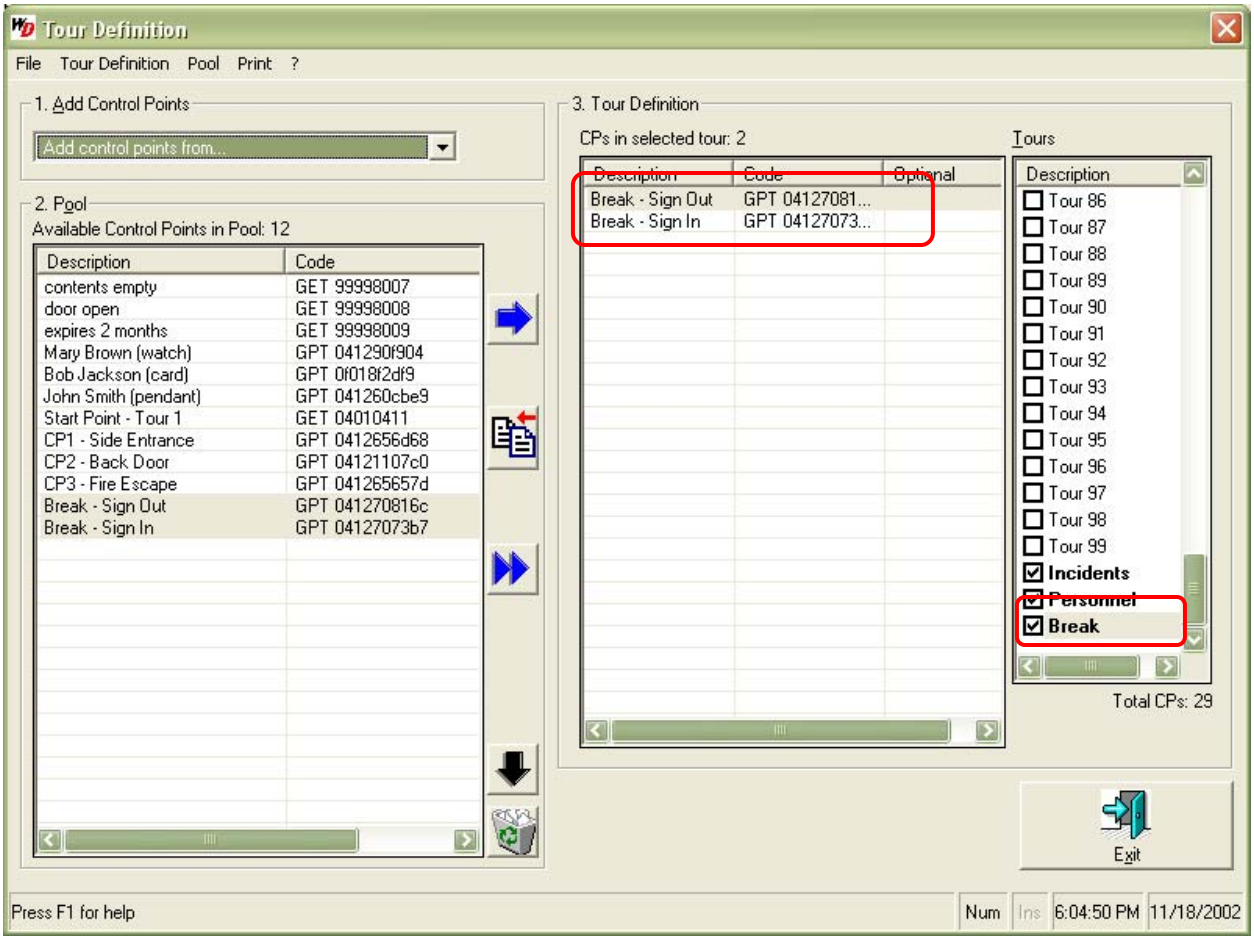
51. The following dialog box will appear:



Select “Only last read CP” if you are scanning tags one at a time, OR select “All CPs” if you are scanning a group of tags.

52. Select Yes from the following dialog box. This will clear any previously scanned tags from the ProxiPen’s memory, as they have been imported into WinDAU.

53. The tag that was scanned will now appear in the section labeled 2. Pool. The tags will be listed in the order in which they were scanned.
54. Rename the breaks by double-clicking or right-clicking and selecting Rename.
55. Select the break(s) from the Pool and click the blue arrow to add them to the Break category.



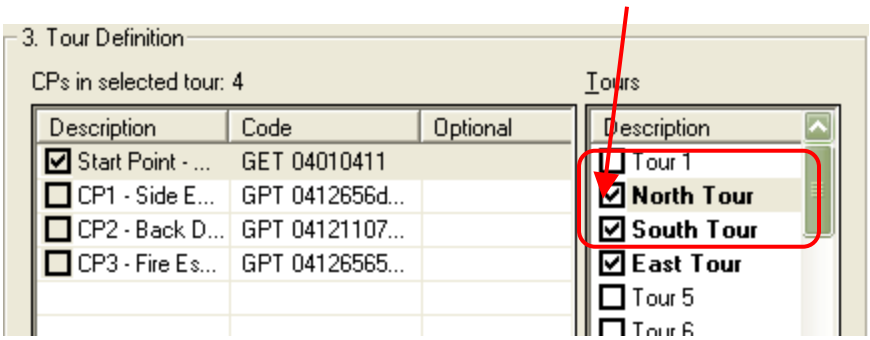
56. Continue these steps until all break options are added.

F. Adding Maps *(WinDAU Enterprise Edition only; if you are using WinDAU Standard Edition, continue to Section VII.)*

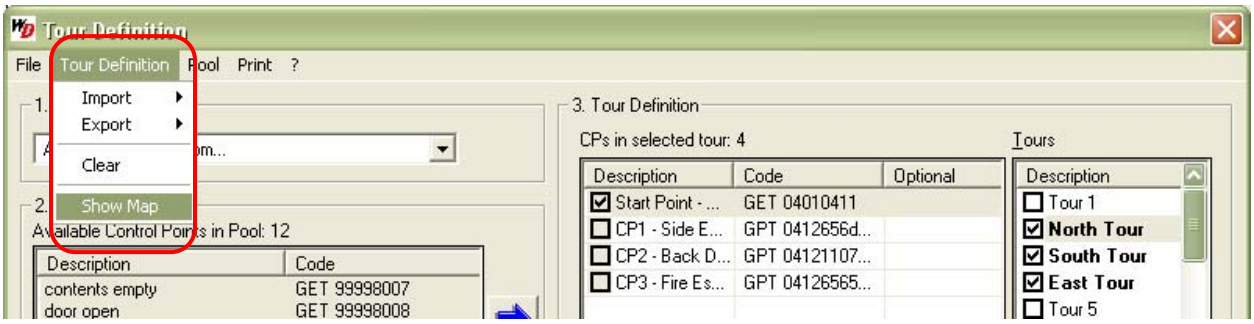
WinDAU Enterprise Edition users, are able to import location maps and/or images of personnel for identification purposes. This can be useful for 3rd party companies who are sending personnel to customers, or for a company with a high turnover rate, so that other personnel are able to verify that the correct personnel is reporting for duty.

NOTE: Maps should be printed out for personnel to view.

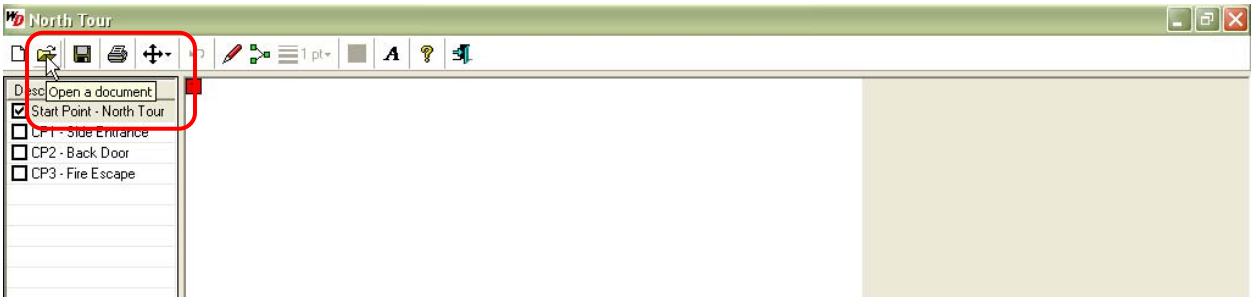
57. Select the tour from the Tours section, by highlighting, for which you would like to add a map.



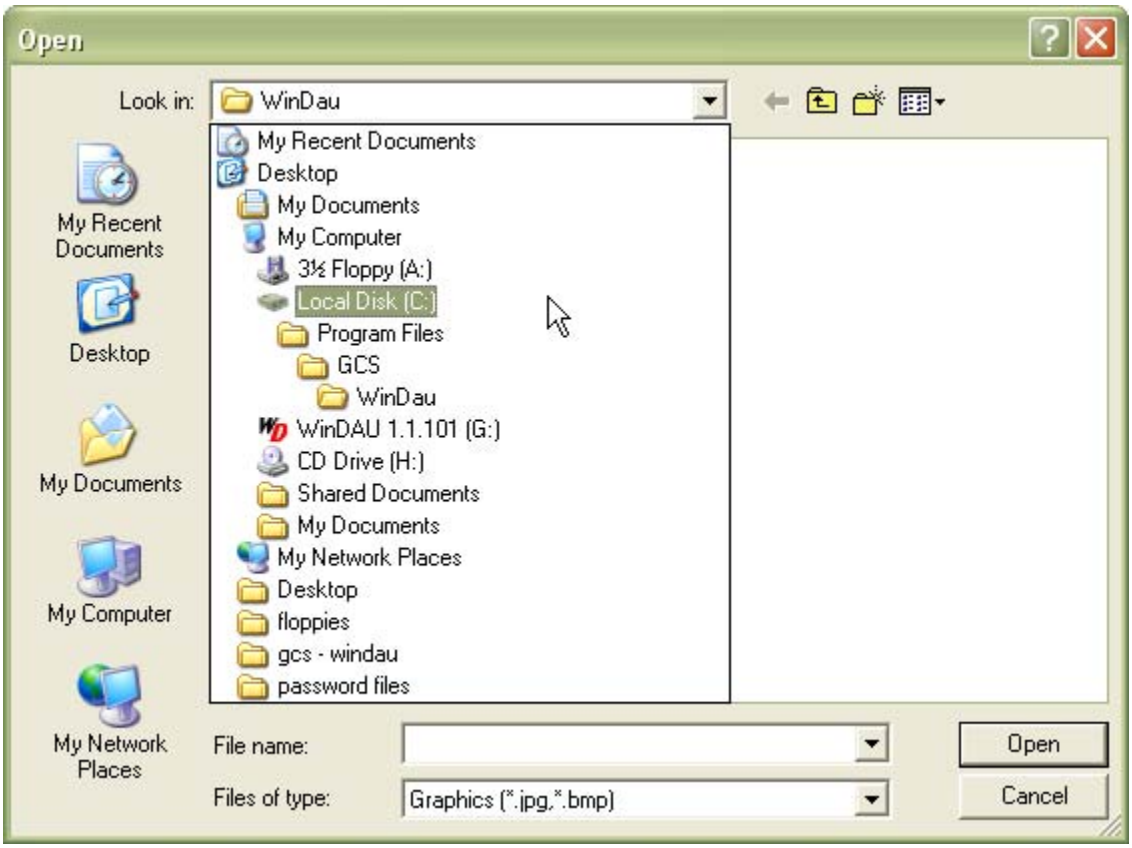
58. Select Show Maps from the Tour Definition menu.



59. Once the map screen opens, select Open from the menu bar options.



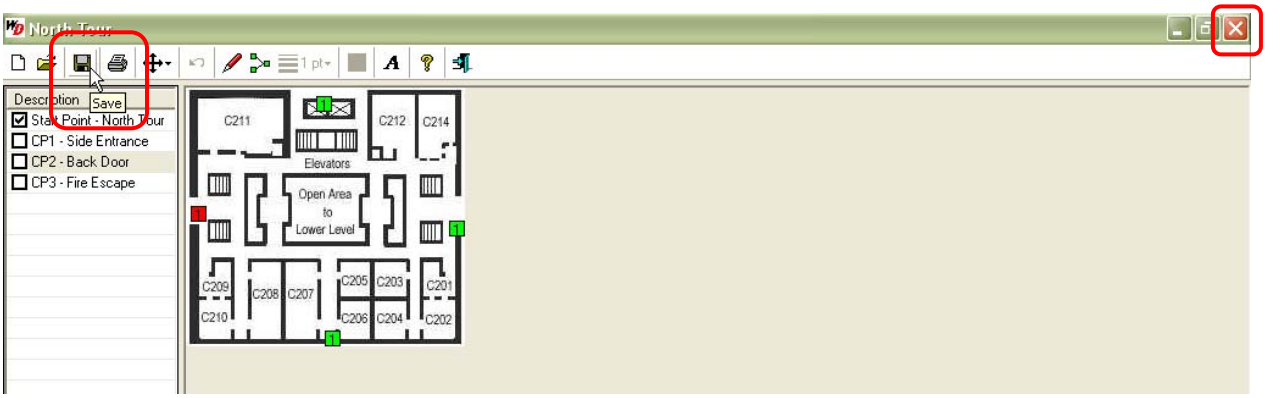
60. Navigate to the location of the map or personnel file (must be .jpg or .bmp file). Select the file and click Open.



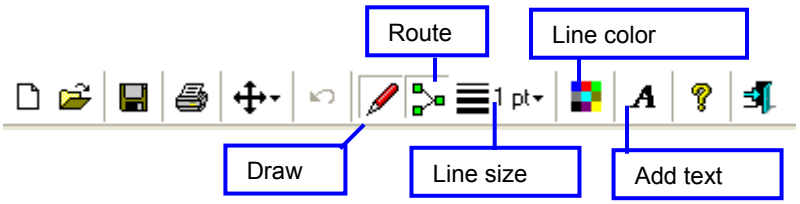
61. The map will be imported into WinDAU. The Start Point of the tour will be denoted in red and present on the map image. Drag and drop the 1 to the location of the corresponding Start Point.
62. Click on each of the control points on the left, and then, for each control point, move the corresponding 1 to each point on the map.

    NOTE: All control points will be represented by a 1. The number in the box represents the number of times the point is to be scanned. You will be able to identify the points by placing your cursor over them.

63. Click the Save button on the menu bar to save the map. Then, click the X to close.



NOTE: There are other useful buttons available when working with maps. You can assign a particular route to a tour or insert text into the map for more information for personnel.



VI. Using ProxiPen and WinDAU Together

To execute a tour, service maintenance check, or asset tracking system using WinDAU and the ProxiPen, the WinDAU software must be configured and tours must be defined, as detailed in the previous sections, as well as setting up the ProxiPen. Once these steps have been completed, the equipment and software is ready to be used.

Place the start tags and control point tags, that were previously labeled, into their appropriate physical locations on the tour, placing the start tag at the beginning of the tour. Once the tags are in place a tour can commence.

During a tour, all data is stored in the ProxiPen until the time of download at the end of the tour or after a given period of time (1 day, 3 days, 1 week, 3 shifts, etc.). After which, reports can be derived from the downloaded information including the personnel on the tour, time at which point a control tag was scanned, whether points were missed or duplicated, and more. (See the following sections form more on reports.)

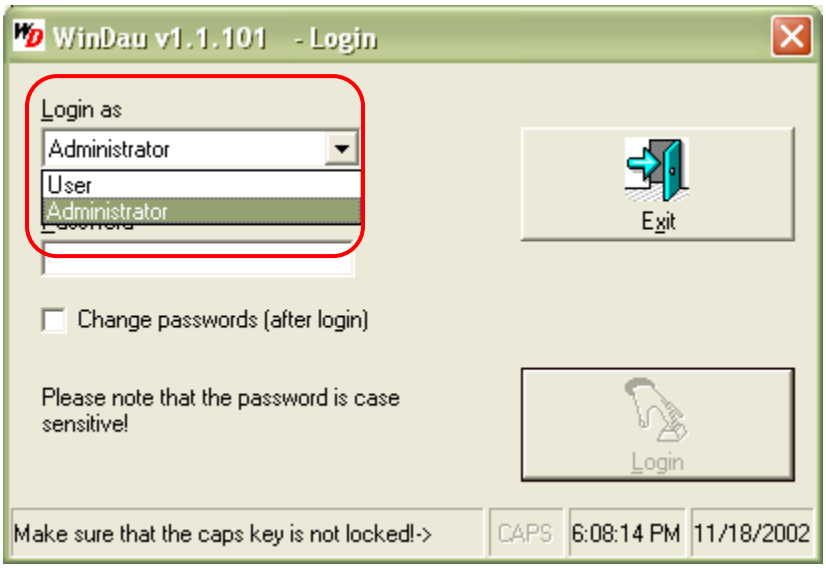
NOTE: ProxiPen can store up to 4063 points before a download is required.

A. Executing A Tour

1. At the time when personnel begin a tour, the individual will scan his/her assigned personnel tag with the ProxiPen. This identifies the personnel on the tour.
2. The personnel will then proceed to the start point of the tour. This will identify the name of the tour about to commence.
3. The personnel will then proceed to each of the allocated control points, scanning each tag along the way until the tour is complete.
4. In order to track particular incidents on a tour, the personnel will first scan the control point and then scan the tag in the incident booklet corresponding to the type of occurrence.

B. Generating Reports

5. After the tour(s) is complete, launch WinDAU via either the icon on the Windows Desktop or the Windows Start / Programs / GCS Office / WinDAU 1.1 / WinDAU – Communication Utility.
6. Login as an Administrator.



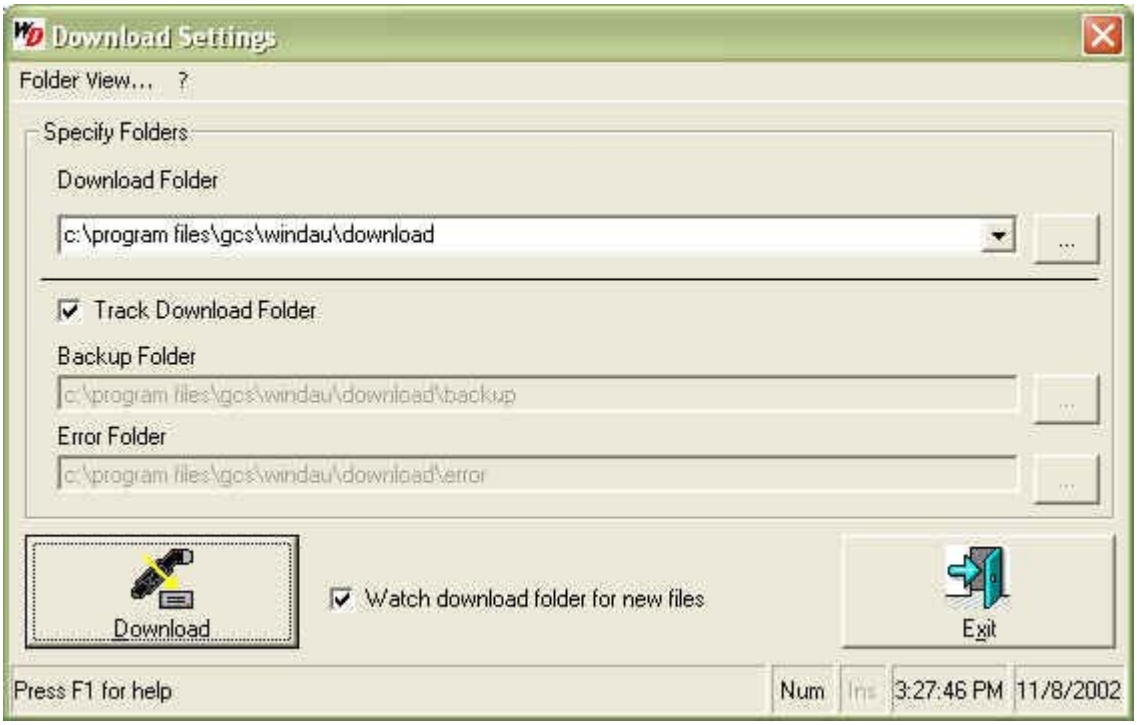
NOTE: Reports may be run when logged in either as an Administrator or as a User, however enhanced options are available when logged in as an administrator, such as: Folder View menu, Print Control Codes, Print Download Info and Print Exceptions in Bold, and Landscape or Portrait report layouts.

IMPORTANT: TIME/DATE DISCREPANCIES – If you are experiencing data corruption with downloaded files from the ProxiPen, the problem may be caused due to several circumstances. (1) The ProxiPen is not being downloaded for extended periods of time causing the synchronization of time between the pen and the computer to lapse; thus, causing a discrepancy. (2) The computer running WinDAU has been turned off for a certain period of time causing the synchronization of time between the pen and the computer to lapse; thus, causing a discrepancy. (3) The clock of the computer running WinDAU is being updated by a server, periodically; thus, causing a discrepancy.

To correct or avoid this problem, it is a good practice to enter ProxiPen configuration from WinDAU prior to any download. Then, click the Set to PC Date/Time button. This will resynchronize the time between the ProxiPen and the PC and alleviate data corruption due to time/date discrepancies.

If you require additional assistance, please contact Technical Support.

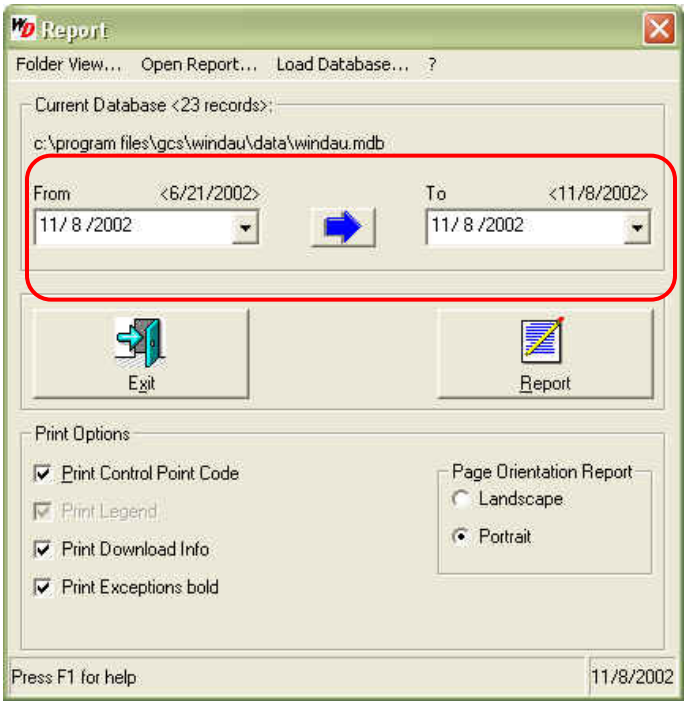
7. Place the ProxiPen in the DTU.
8. Select Download from the main screen in WinDAU. The following screen will appear:



NOTE: Unchecking "Track download folder" will allow you to change the path for the backup folder and error folder. Default settings are recommended. Watch download folder for new files will notify the user of new downloads with a blinking notification on the main screen of WinDAU.

9. Click Download to continue the download process.
10. Then, click Exit to return to the main screen of WinDAU.
11. Under the Report button in the top right corner, “Download Files: 1” will be blinking in red text. This is a notification that there are a particular number of files that have been downloaded and are ready to be viewed.

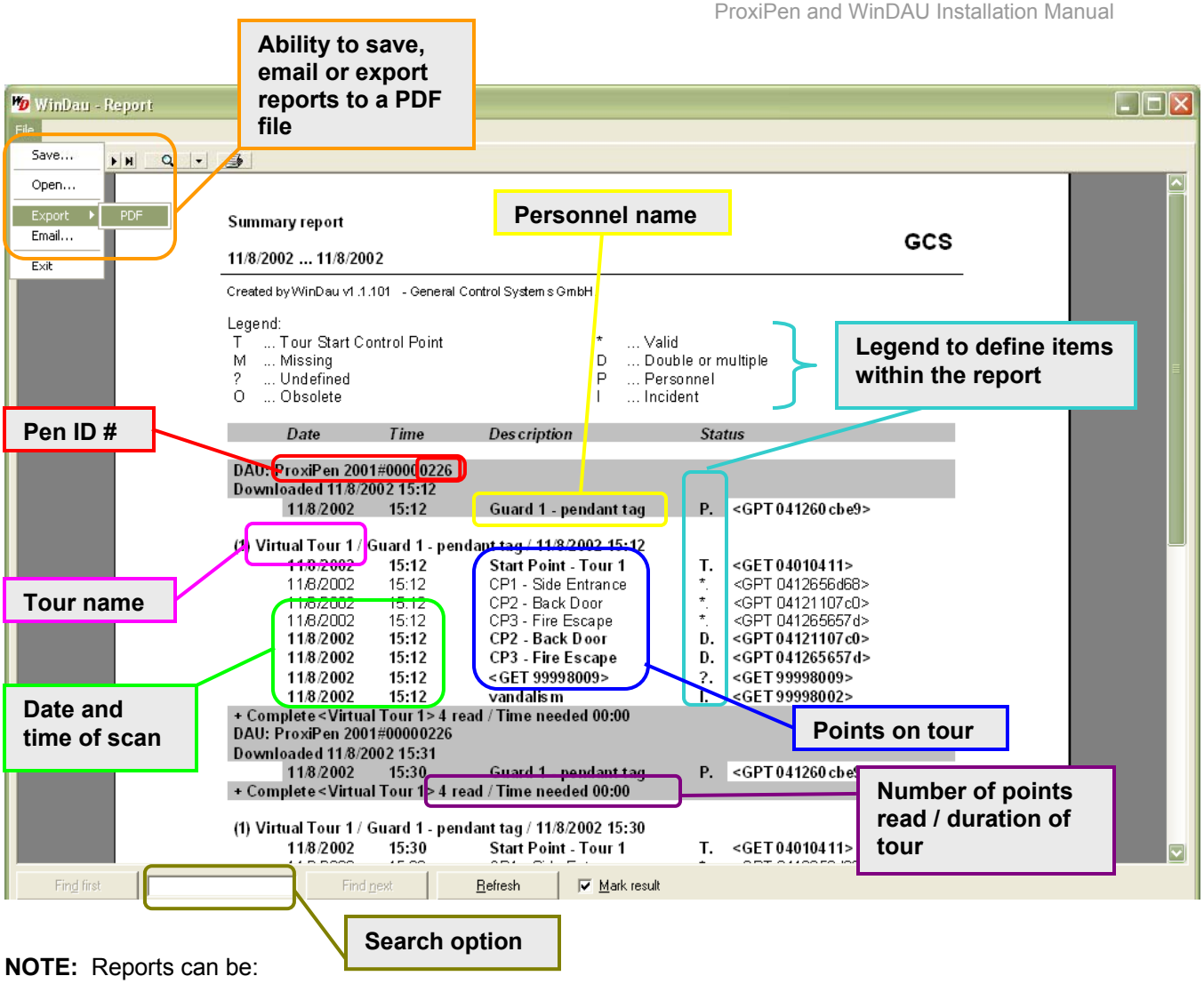
12. Click the Report button above the blinking text.
13. The following screen will allow the user to run reports from any range of dates for which the ProxiPen has received data. Select the date range for which the report will be run.



14. Click the Report button to generate a report. The GCS report viewing software that comes with WinDAU will be launched.

C. Report Summary Examination

15. A report view will be generated to depict the following information:



NOTE: Reports can be:

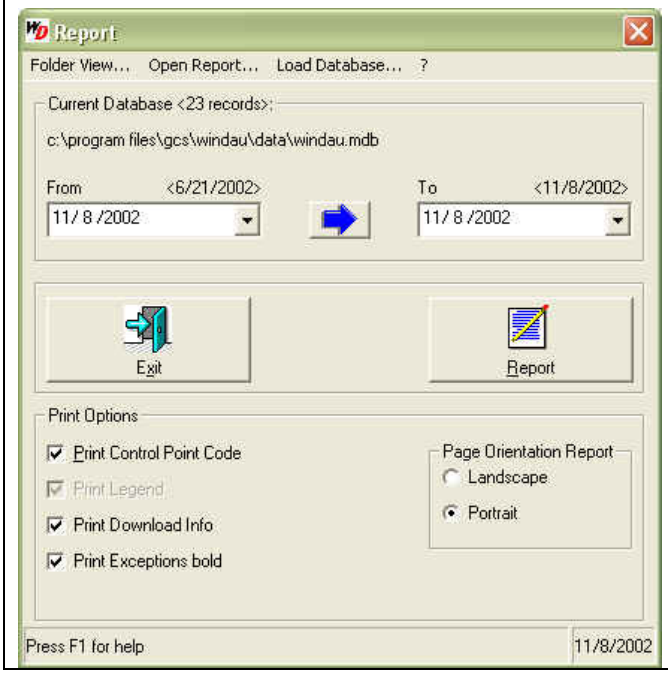
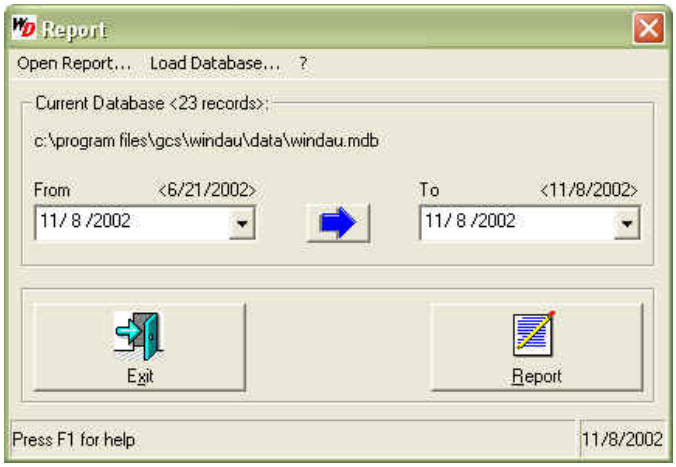
- Saved for future reference.
- Exported to a PDF file (viewable with Adobe Acrobat Reader, freeware available at: http://www.adobe.com).
- Emailed to another recipient who must be running WinDAU.

NOTE: Reports are output in an ascending time format, therefore the most recent downloads from the ProxiPen will show at the end of the report.

Statistical information is also available on the last page of the report. This allows for the ability to quickly observe any delinquencies and then review the report in detail, if necessary.

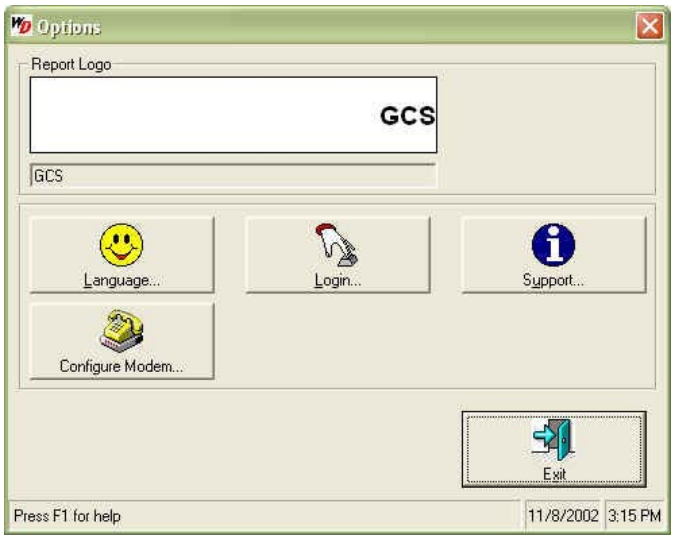
Statistic Info:		**Definition** *(all numbers reflect ALL tours on the given report)*
5x	Tour Start Control Point	# of start points scanned
12x	Valid	# of valid control points scanned
3x	Missing	# of control points not scanned, but should have been
4x	Undefined	# of control points scanned that are not defined in any tour definitions
0x	Obsolete	# of control points scanned that are inactive or apart of another tour
10x	Double or multiple	# of control points errantly scanned more than once
4x	Personnel	# of personnel scanned
6x	Incident	# of incidents noted
44	Total	Total number of scanned tags in report

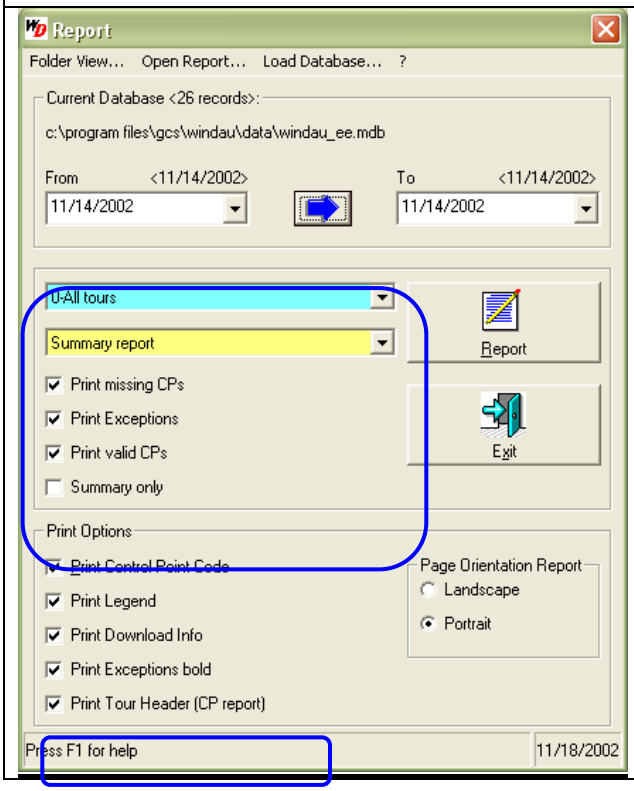
VII. Login: Administrator versus User

Administrator Privileges	User Privileges
Ability to use Configuration and Tour Definitions tools from main screen in WinDAU.	Configuration or Tour Definitions not accessible from main screen in WinDAU.
Optimized reporting capabilities. (Enterprise Edition allows for even further reporting capabilities. Please see below.)	Limited reporting capabilities.
	

Enhanced Options (from main screen).

Limited Options (from main screen).



Enterprise Edition Reporting Options	**Features**
	Additional reports: • Personnel report • Control point report • Incident report • Break report Additional print options for different reports: • Print missing control points • Print exceptions • Print valid control points

VIII. WinDAU Screen Details

Main Screen of WinDAU

	DESCRIPTIONS
1 – Dongle / Help	Dongle Indicator AND Help Option
2 – Search	Search for Dongle
3 – Options	WinDAU software options
4 – Homepage	Launch GCS home page (requires Internet connection)
5 – Report	Reporting screen
6 – Tour Definition	Configure tour definitions
7 – Get Started	Launches WinDAU integrated Help
8 – Configuration	Hardware Configuration
9 – Download	Download files from pen
10 – Hardware	Hardware Selector (works in conjunction with Configuration button)

1. Dongle Indicator and Help option

Click either the or icon, whichever is present, to access the integrated Help files for WinDAU.

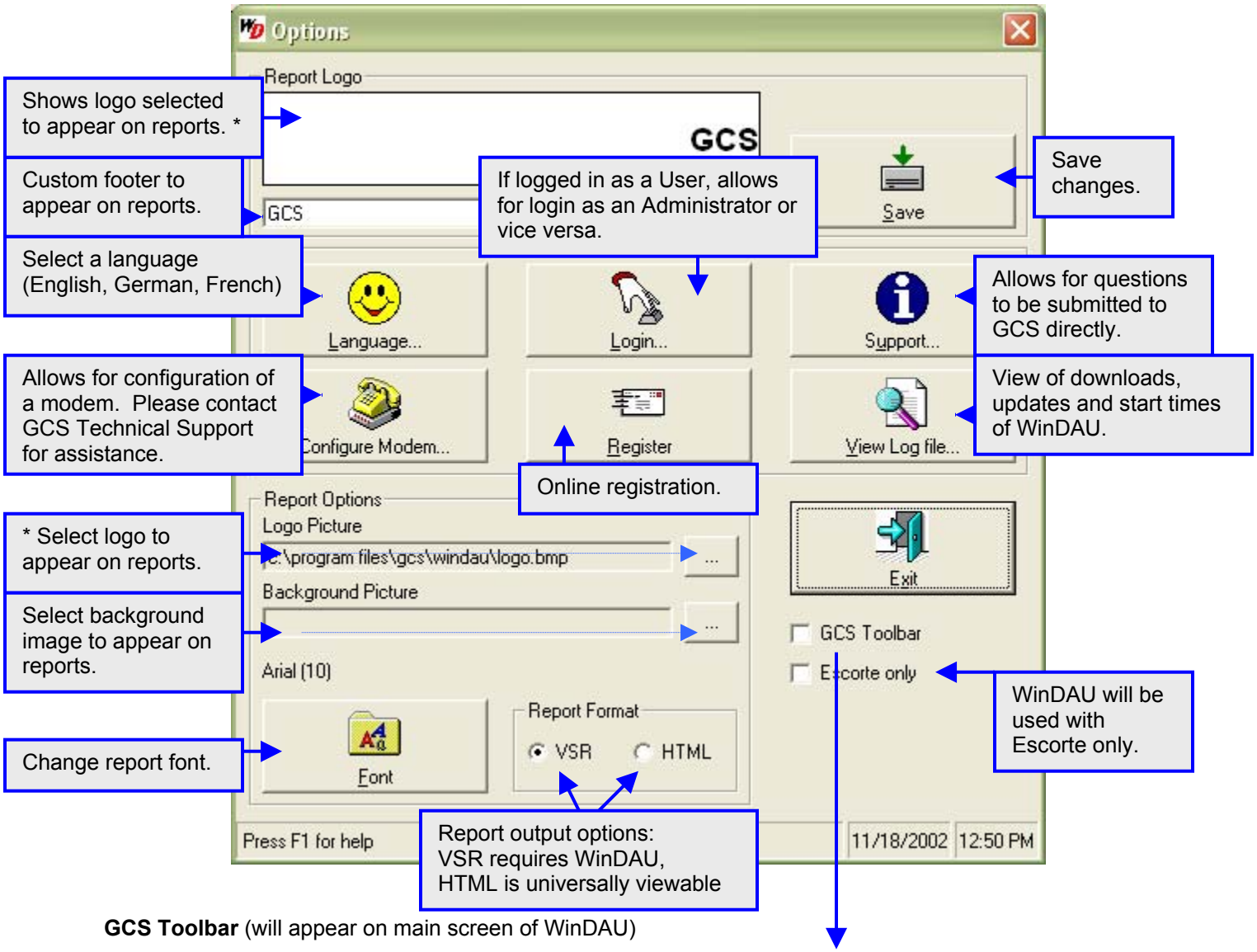
2. Search for Dongle

Click on the text “Search” to have WinDAU search to see if a dongle is attached to the computer.

This text will not be present if the icon is present, since WinDAU has already detected the dongle.

3. WinDAU Software Options

Click the text “Options” to access configuration options for WinDAU. The following screen will be launched:



GCS Toolbar (will appear on main screen of WinDAU)

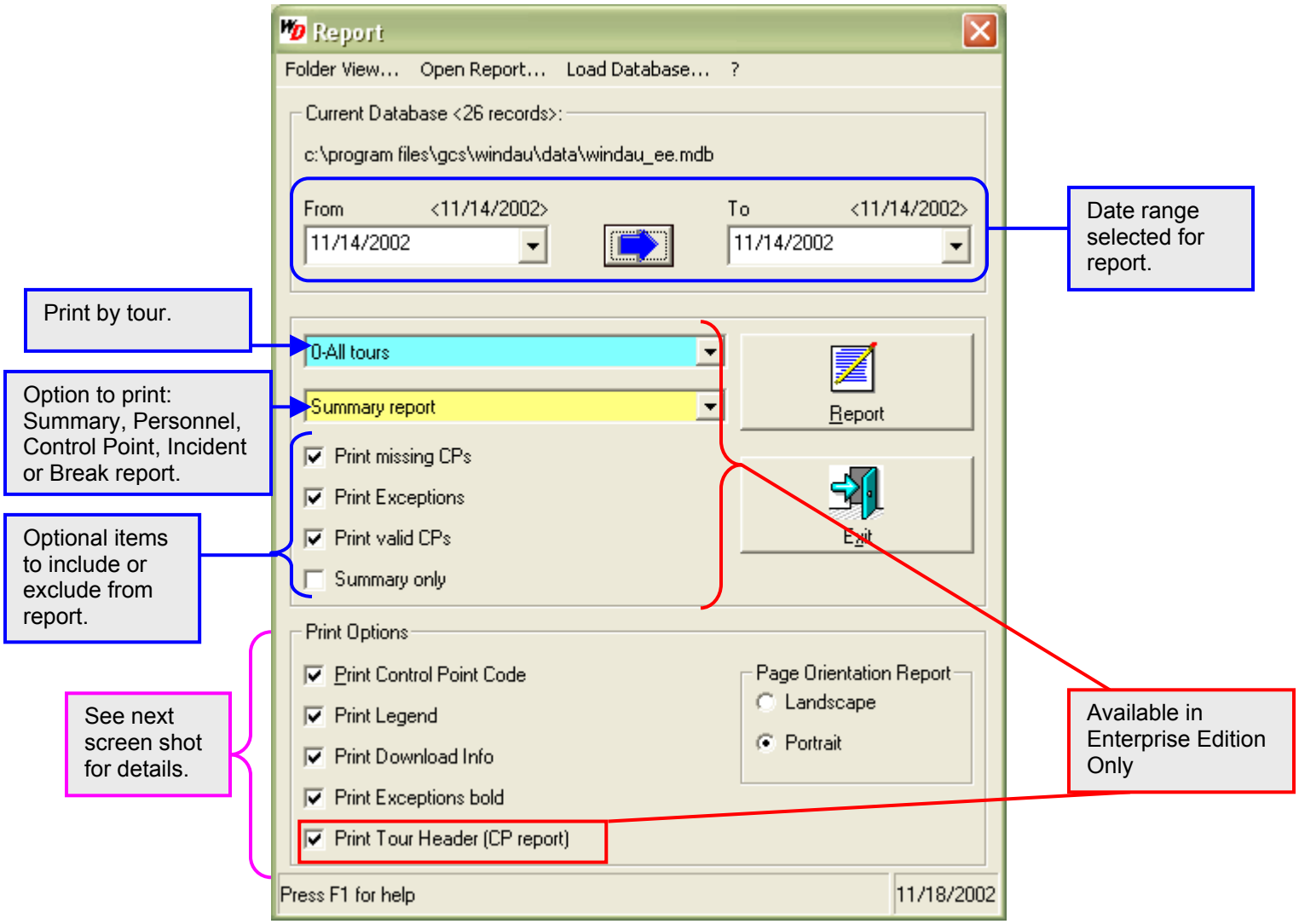
4. Homepage

Launches GCS website, which requires an Internet connection.

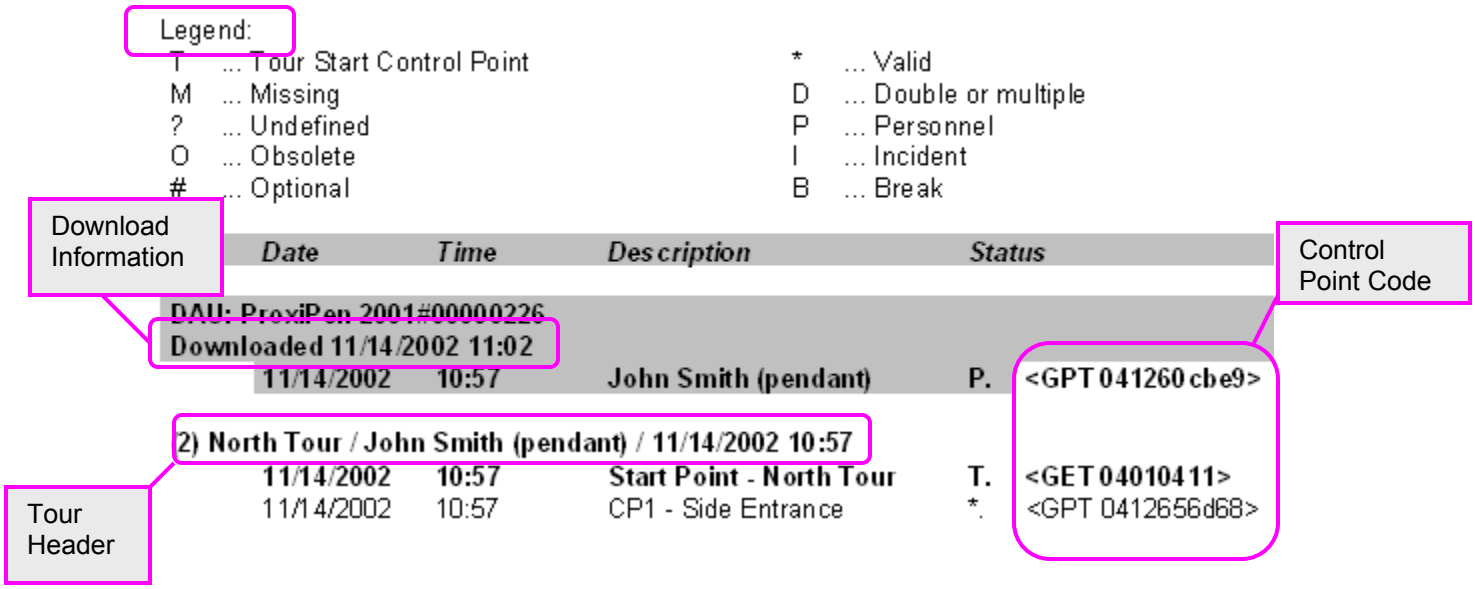
5. Report

The report button can be used at any time after reports have been downloaded from the ProxiPen. The following screen will be launched (your screen may look slightly different, depending upon which version of WinDAU you are running):

WinDAU Reporting Screen (showing Enterprise Edition features)



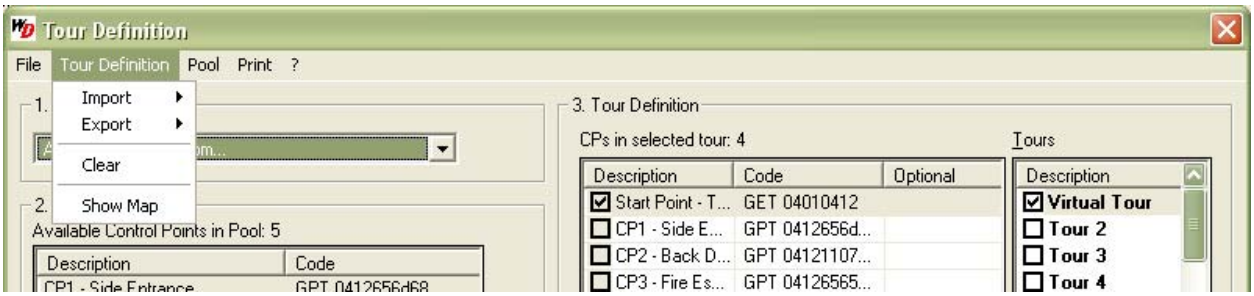
WinDAU Report Output (see Section VI., C. Report Summary Examination for more details)



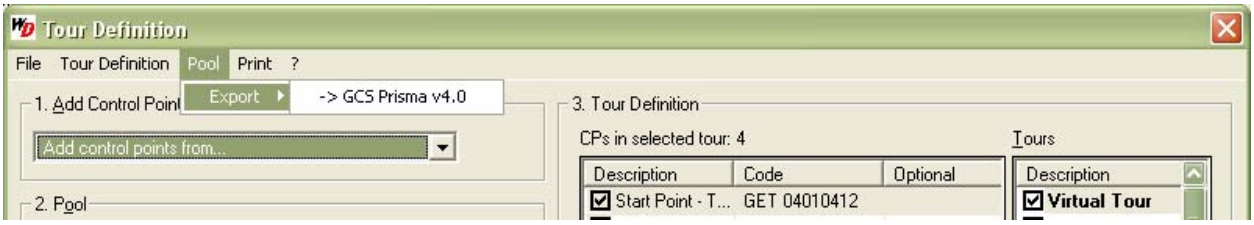
6. Tour Definition

Please see Section VI. Setting Up Tours for more information on adding control points.

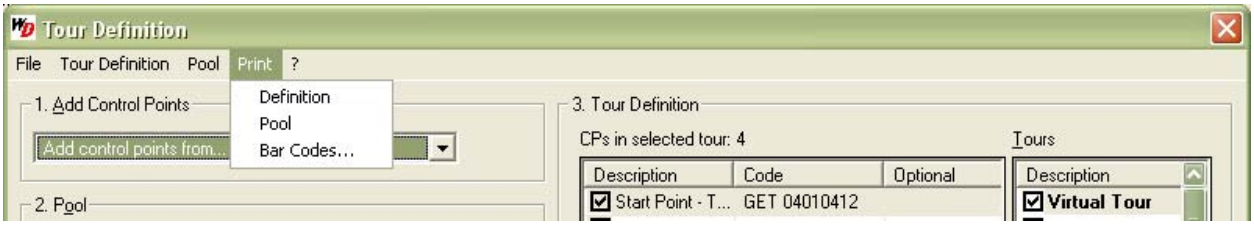
The Tour Definition menu option allows users of other GCS products, such as WinArgus and Patrol Manager, to import and/or export data between these programs and WinDAU. Contact your GCS sales office for more information on the GCS product line.



The Pool menu option allows users of GCS's Prisma software to export pool data from WinDAU to Prisma.



The Print menu option will launch the report viewer software and allows users to print the Definition (all points used in all tours, active or inactive); the Pool (all items currently in 2. Pool); or Bar Codes for Escorte users.

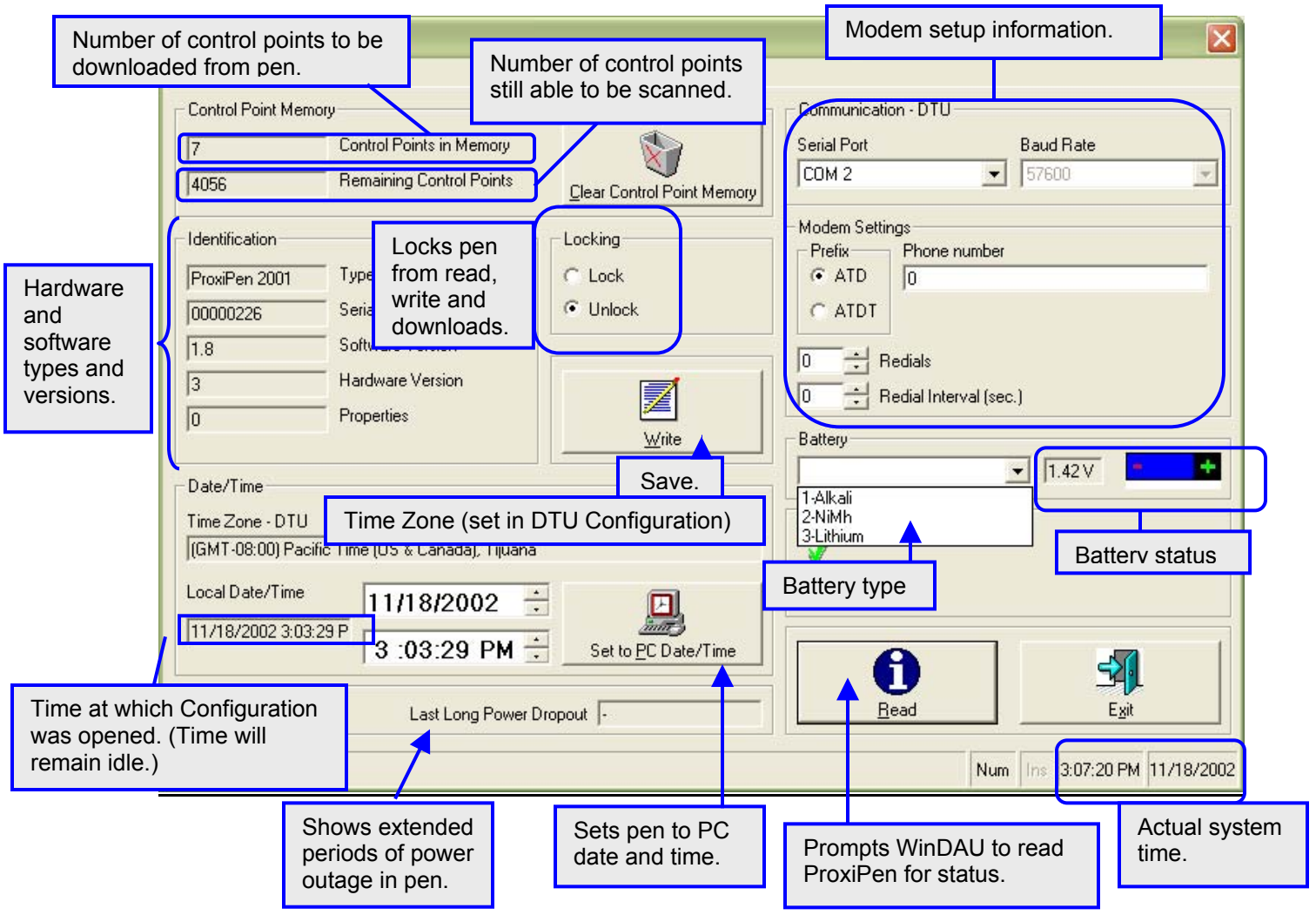


7. Get Started

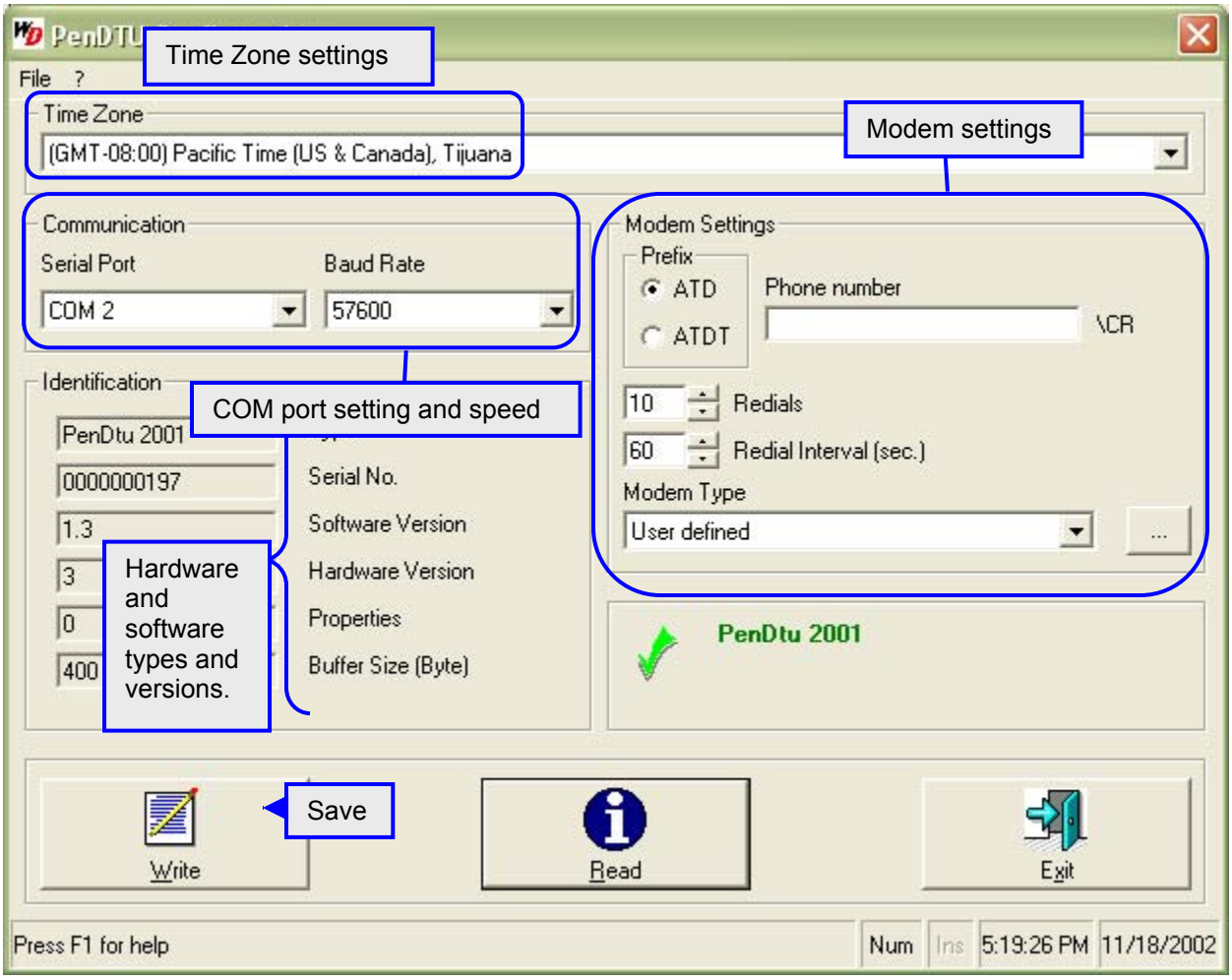
Clicking on the "Get Started" text will launch WinDAU's integrated help file.

8. Configuration

ProxiPen Configuration



Pen DTU Configuration



9. Download

The Download button prompts user for download from ProxiPen. See Section VII. Using ProxiPen and WinDAU Together, Section B. Generating Reports for details on download screen.

10. Hardware Selector

Use the radio buttons (◉) to select the type of pen you are using: ProxiPen, Escorte or Escorte II; or select the DTU (Data Transfer Unit). Once a hardware type is selected, click the Configuration button to configure this item. See item #7 in this section for more on Configuration options.

IX. GCS Start Menu Options

From the Windows Start / Programs / GCS Office menu, you can access a variety of launch, configuration and help options.

GCS Office Menu

1	Software Licensing Manager Sub-menus
2	WinDAU 1.1 Sub-menu
	GCS Website
	Launch Software License Manager
	GCS Windows Registry
	Launch WinDAU

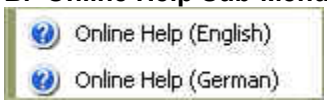
1. Software Licensing Manager 1.0 Sub-Menu

A	Dongle Driver Setup Sub-menus
B	Online Help Documentation
	Launch Software Licensing Manager
	Uninstall Software Licensing Manager

A. Dongle Driver Setup Sub-Menu

Install Hardlock Dongle Driver
Install Hasp Dongle Driver

B. Online Help Sub-Menu



WinDAU Integrated Help Documentation – English
WinDAU Integrated Help Documentation – German

2. WinDAU 1.1 Sub-Menu

GCS Windows Registry
Uninstall WinDAU Software
Launch WinDAU

X. Installing Over Older Versions of WinDAU

There is no change in the installation procedure if you have a previous version of WinDAU software already installed on your PC.

If the older version of WinDAU is completely configured and tours have been run, you may want to back up the data to another area of the PC. Then, install the newer version and copy the old data into the new version.

After installation of the new version, you may notice shortcuts labeled for the older version left on the Desktop. These can be deleted, as new shortcuts to WinDAU should also have been added to the Desktop.

Backup Up WinDAU Data

1. Create a folder on the Desktop called GCS.
2. Launch Windows Explorer.
3. Navigate to: My Computer\C: (or the drive on which WinDAU is installed)\Program Files\GCS\WinDAU
4. Copy the following folders to the GCS folder that was created on the Desktop:

    - data
    - download
    - reports
    - language

Once these steps are taken, proceed with the installation. Once the installation is complete, follow steps 1 – 3 above, and then copy the folders from the GCS file on the Desktop back into the WinDAU folder.

XI. Alternate Configurations

Alternate configurations of WinDAU are possible and require additional configuration. If you are using a modem or planning to export reports to Winspector or WinArgus you may require additional assistance.

Customizable configurations are available through GCS or an authorized dealer. Some technical support may require an additional charge. Please contact your GCS representative or GCS Headquarters at 800-889-9138 for more information.

XII. Service Patches / Fixes

There are several known issues with some versions of WinDAU for which patches, fixes or workarounds have been created. Some of these issues are covered below. If you need further assistance, please contact GCS Technical Support at 800-889-9138.

Time/Date Discrepancy Errors

If you are experiencing data corruption with downloaded files from the ProxiPen, the problem may be caused due to several situations. (1) The ProxiPen is not being downloaded for extended periods of time causing the synchronization of time between the pen and the computer to lapse; thus, causing a discrepancy. (2) The computer running WinDAU has been turned off for a certain period of time causing the synchronization of time between the pen and the computer to lapse; thus, causing a discrepancy. (3) The clock of the computer running WinDAU is being updated by a server, periodically; thus, causing a discrepancy.

To correct or avoid this problem, it is a good practice prior to any download, to click the Configuration button in WinDAU. Then, click the Set to PC Date/Time button. This will resynchronize the time between the ProxiPen and the PC and alleviate data corruption.

If you have particular files that contain corrupted data, please contact Technical Support, as these files are able to be repaired.

Windows XP

WinDAU is known to run predominantly without incident in a Windows XP environment, but cannot fully be supported by GCS due to XP's dynamic and ever-changing environment.

If Windows XP, Service Pack 1 is installed on the system running the WinDAU software, you may experience a problem with the computer or program freezing, requiring a reboot. If you experience this problem, please contact GCS or an authorized dealer to obtain the file needed to correct this problem.

If you are not sure if you are running Windows XP and/or Service Pack 1, please check with your network administrator.

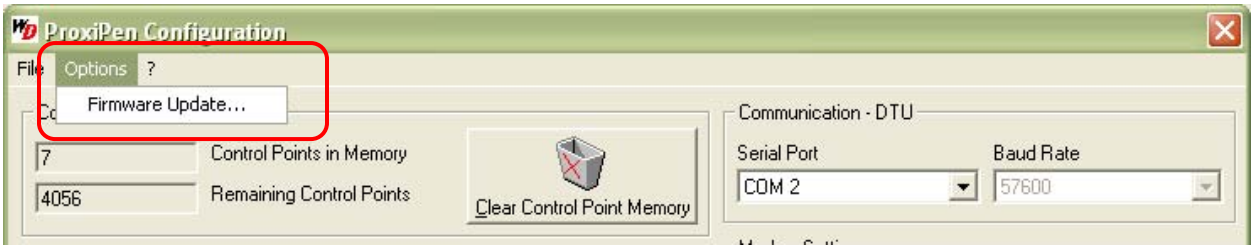
Firmware Update

For some versions of WinDAU, upon the first installation and configuration on each system the firmware will need to be updated. From ProxiPen Configuration, a message will notify you as to whether you need to perform this update.

IMPORTANT: (1) AA battery at 1.45V or higher is required in order to upgrade. Click the Configuration button to check battery voltage. If the voltage is 1.45 or below, a new battery must be inserted before proceeding. **EQUIPMENT WILL BE DAMAGED!!**

1. Begin with WinDAU installed, as per the previous instructions.
2. Place pen into cradle. **DO NOT MOVE THE PEN WHILE THE UPDATE IS TAKING PLACE.**
3. Select the ProxiPen, and then the Configure button from the main screen in WinDAU.

4. Select Firmware Update from the Options menu.



5. The Open file dialog box will pop up. Select the “ProxiPen Firmware v2.8.pff” file and click Open.
6. Once notified via the pop-up window, the update is complete.

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