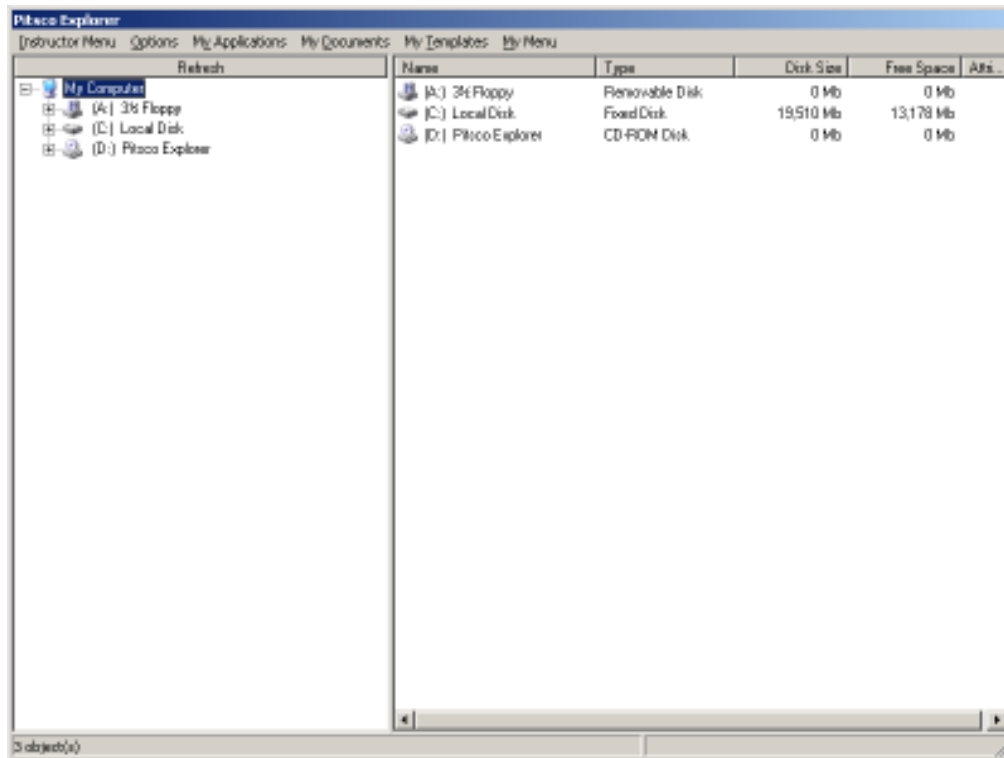


# Pitsco Explorer

## What Is the Pitsco Explorer?

The *Pitsco Explorer* takes the place of the Windows desktop for assigned users and enables the administrator to designate which applications, folders, files, and documents users may access.



## Installation of the Pitsco Explorer

Installing and configuring the *Pitsco Explorer* to your individual needs is a simple step-by-step process. The following steps must be completed at each computer in the lab for each user you wish to create.

### ***Step 1 – Log On***

Log on to the computer as the administrator.

### ***Step 2 – Insert the Installation CD***

Insert the *Pitsco Explorer* CD, which will autoplay.

### ***Step 3 – Create Users***

The *Pitsco Explorer* must be installed and have users created on each computer in the lab.

1. Enter the desired **user name** in the Name field.
2. Enter the desired **password** in the Password field.
3. Select the **appropriate user type**. **Local User** should be selected when creating a user on a local machine only. **Network User** should be selected when creating a user on a network domain.
4. Click **Create**.

## ***Step 4 – The Shell Wizard***

The Shell Wizard enables the administrator to designate the applications, folders, files, and documents the user has permission to access. The Wizard will take you through the following screens: Applications Menu, Documents Menu, Templates Menu, Directory Setup (Copy Rights), Directory Setup (Delete Rights), Directory Setup (Execute Rights), and Shell Titles. Detailed instructions follow.

### **Applications Menu**

The Applications Menu designates the programs the user is able to access.

1. Click **Add**.
2. Browse the folders and files in the Select Application dialog box and highlight the desired executable **program**.
3. Click **Open**.
4. Enter the **name** for the application that you wish to appear on the Applications menu, and click **OK**.
5. Repeat 1-4 for all applications you want to add for the current user.
6. Click **Next**.

Possible programs to add to the *Pitsco Explorer*:

- Lab Modules – C:\Program Files\Synergistic Systems\*Module Name folder*\*Module Name.exe*
- Notepad – C:\Windows\System32\Notepad
- Calculator – C:\Windows\System32\Calc
- Paint – C:\Windows\System32\MSPaint
- Additional third party software

### **Documents Menu**

The Documents Menu designates the documents the user is able to access.

1. Click **Add**.
2. Browse the folders and files in the Select Document dialog box and highlight the desired **file**.
3. Click **Open**.
4. Enter the **name** for the document that you wish to appear on the Documents menu, and click **OK**.
5. Repeat 1-4 for all documents you want to add for the current user.
6. Click **Next**.

*\*Remember to mark documents as “read-only” before adding them to the Pitsco Explorer if you do not want students to be able to edit them.*

Possible documents to add to the *Pitsco Explorer*:

- Class Syllabus or Rules
- Examples of work to be completed (for example, sample letters, essays, and so forth)

### **Templates Menu**

The Templates Menu designates the documents the user is able to access. This menu is no different than the Documents Menu; however it is intended to house documents the user can modify. For example, in this menu you might want to put blank forms or documents the student is intended to edit and save.

1. Click **Add**.
2. Browse the folders and files in the Select Template dialog box and highlight the desired **file**.
3. Click **Open**.
4. Enter the **name** for the document that you wish to appear on the Templates menu, and click **OK**.
5. Repeat 1-4 for all documents you want to add for the current user.
6. Click **Next**.

### **Directory Setup (Copy Rights)**

Copy Rights gives the user the ability to copy folders and files from one directory to another within the *Pitsco Explorer*.

1. Click **Add**.
2. Browse the folders on the selected drive in the Select Path dialog box.
3. Double-click the desired **folder**. Make sure the full path for the desired folder appears in the Select Path dialog box.
4. Click **OK**.
5. Repeat 1-4 for all directories you want to add for the current user.
6. Click **Next**.

### **Directory Setup (Delete Rights)**

Delete Rights gives the user the ability to delete folders and files from specified directories within the *Pitsco Explorer*.

1. Click **Add**.
2. Browse the folders on the selected drive in the Select Path dialog box.
3. Double-click the desired **folder**. Make sure the full path for the desired folder appears on the Select Path dialog box.
4. Click **OK**.
5. Repeat 1-4 for all directories you want to add for the current user.
6. Click **Next**.

### **Directory Setup (Execute Rights)**

Execute Rights gives the user the ability to execute any application or file within a designated directory. This is useful when students create files for which you have not assigned a name (and therefore cannot designate in the Documents or Templates menu) and which they need to access after saving. As long as students save the file to the proper directory designated with executable rights, they can access the saved file at a later time.

1. Click **Add**.
2. Browse the folders in the selected drive on the Select Path dialog box.
3. Double-click the desired **folder**. Make sure the full path for the desired folder appears on the Select Path dialog box.
4. Click **OK**.
5. Repeat 1-4 for all directories you want to add for the current user.
6. Click **Next**.

### **Shell Titles**

1. Enter the **names** you want to appear on the *Pitsco Explorer* user interface for the Explorer itself and following menus: Applications Menu, Documents Menu, and Templates Menu.
2. Click **Next**.

### **Step 5 – Apply Settings**

1. Click **Finish** in the Finish Setup dialog box to apply the changes you designated through the Shell Wizard.
2. Click **OK** in the Information box.

### ***Step 6 – Log on as the User***

The first time you log on as the new *Pitsco Explorer* user, the Windows desktop will still appear.

1. Log off the administrator.
2. Log on as the newly created *Pitsco Explorer* user.
3. You must log on as a *Pitsco Explorer* user for each user you created on the computer.

### **Changing the Pitsco Explorer**

After the initial setup of the *Pitsco Explorer*, changes can easily be made through the Instructor Menu on the *Pitsco Explorer* interface. The following steps must be completed at each computer in the lab for each user you created.

#### ***Step 1 – Log on***

Log on to the computer as the administrator.

#### ***Step 2 – Access the Pitsco Explorer***

The *Pitsco Explorer* user interface can be found at the following location:

C:\Program Files\Pitsco\User name Explorer\Shell.exe

#### ***Step 3 – Access Options on the Instructor Menu***

Click the **Instructor Menu** and select from the following options:

<b><u>Option</u></b>	<b><u>Description</u></b>
Select Copy Access Directories	Use to modify the directories to which the user can copy files
Select Delete Access Directories	Use to modify the directories from which the user can delete files
Select Execute Access Directories	Use to modify the directories from which the user can execute files
Select Third Party Applications	Use to add or remove software applications
Select Harbor Documents	Use to add or remove documents
Select Templates	Use to add or remove template documents
Changes Password	Use to change the Instructor Menu password

#### ***Step 4 – Enter the Administrator Password***

The default password is “gxgtrnrxm.” The administrator password must be entered for each subsequent option you select from the Instructor Menu.

#### ***Step 5 – Designate the Applications, Folders, and Files***

The *Pitsco Explorer* instructor interface is similar to the *Windows Explorer* or the My Computer interface. See Figure A.

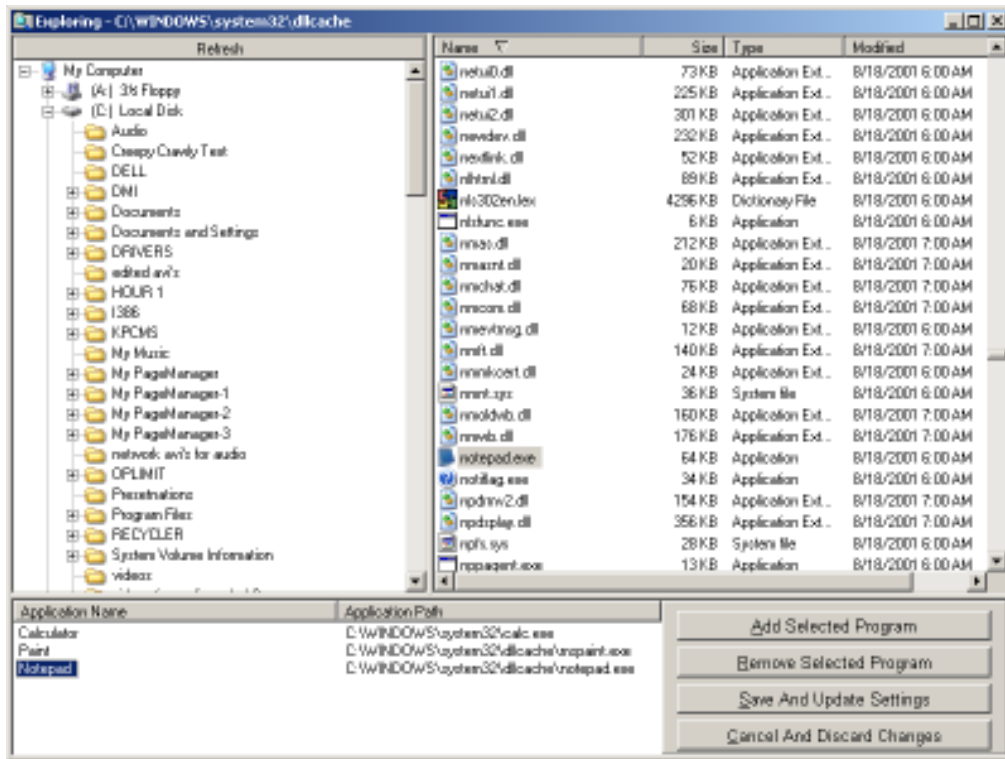


Figure A

### Add an Application, Document, or Directory

1. Browse the folders and files in the upper explorer section of the instructor interface and highlight the desired **application, document, or directory**.
2. Click **Add Selected**. The name of the selection should appear in the lower-left section of the instructor interface.
3. Click **Save and Update Settings**.
4. You can rename applications and documents for the Documents and Templates menus in the lower-left section of the instructor interface by clicking the **current name** once and then clicking **it** again. Simply type in the **name** you want to appear in the menu. Click off the name for the changes to take effect.

### Remove an Application, Document, or Directory

1. In the lower-left section of the instructor interface, highlight the name of the **application, document, or directory** you wish to remove.
2. Click **Remove Selected**.
3. Click **Save and Update Settings**.

The instructor interface remains virtually the same no matter which option you chose from the Instructor Menu. Only the names of the buttons and certain menus will change to reflect what you are modifying (application, document, or directory).

**NOTE:** Changes can also be made using the Shell initialization file. Please see the *Pitsco Explorer User's Guide* for instructions on editing the Shell initialization file. This method is only recommended for advanced users.

## **Questions? Concerns? Problems?**

If you have any questions, concerns, or problems with the *Pitsco Explorer*, please call our customer service team at **1-800-828-5787**.

## **Notes**