
Operations Manual

Winsen Site Graphics

Sentinel Systems Corporation

CREDITS

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Introduction

Overview

The WinSen Site Graphics system is designed as an add-on to our management software or one of our access control or individual door alarm systems. Your site layout is displayed in a window, which scrolls if desired. The layout is stored on disk as a PCX file. The units are painted different colors based on their status.

Unit Statuses Tracked

Currently, eleven different statuses are tracked by the system. Depending on what Sentinel products you have, some of these statuses may not be active. Eight statuses are active if you have our WinSen software only. Nine statuses are active with the combination of WinSen Property Manager and WinSen Sentinel access control system. All thirteen statuses are active with the combination of WinSen Property Manager software and a WinSen Sentinel individual door alarm system. The following table summarizes this information.

Statuses Tracked by System			
Status	WinSen Property Manager	Winsen Property Manager & Winsen Sentinel Access Control	Winsen Property Manager & Winsen Sentinel Alarms
Rented	X	X	X
Vacant	X	X	X
Delinquent	X	X	X
Overlocked	X	X	X
Pre-Leased	X	X	X
Unrentable	X	X	X
Complimentary	X	X	X
Lien	X	X	X
On-Site		X	X
Permanently Disabled			X
Time Disabled			X
Open Door			X
Alarm			X

The system can be operated on one computer, one computer with two monitors (utilizing a dual output video card), or on two or more computers linked together via a network. See “Appendix C – System Diagrams” on page 26 for the various system configurations.

We recommend that you have a mouse installed on the computer where you are running the WinSen Site Graphics software. There are keyboard equivalents to most of the mouse commands, but it is generally much easier to use the system with a mouse.

Manual Conventions

Describing Menu Commands

When describing menu commands, for example accessing the “Exit” option under the “File” menu, they will be described like this: **File>Exit**. Thus, **Edit>Copy** would mean to click on the **Edit** menu, then select the **Copy** option from that menu.

Describing Commands or Keystrokes

When a command needs to be typed or a key pressed, this manual will enclose the command or the key description with angle brackets as shown:

< >

The brackets are for clarifying what command is to be entered or key pressed and are not part of the command. For example, when you see something like:

Press the <F9> key to save your changes

This would mean to press the F9 key. The angle brackets are only for clarification.

Other SSC Products

Windows Based Software

- **WinSen Lite** – Our newest product! WinSen Lite incorporates only basic WinSen features.
- **WinSen Sentinel** – access control and alarm software. Operates in conjunction with keypads, cardreaders, and alarm system multiplexers to give you maximum access control over your facility.
- **WinSen Site Graphics** - graphically displays your site on your main computer or on a separate computer. Units are displayed in the appropriate color according to their status (rented, overlocked, vacant, etc.).
- **WinSen RSCM** - “Winsen Remote Site Control Module”, a remote control program which communicates with stand-alone keypads at unattended storage facilities. It works in conjunction with WinSen Property Manager or as a stand-alone application.
- **WinSen Home Office** - this software package is designed for the owner or management company with one or more sites running WinSen Property Manager. It allows you to automatically generate reports at your sites, then transfer them to the home office via E-Mail, modem, or fax. Unless they are faxed, the transferred reports can then be viewed on the computer screen, printed, and archived for later printing.
- **Financial Interface** – The WinSen QuickBooks Interface is a system that allows the operator of a facility running WinSen Property Manager or Electronic Manager to transfer bank

deposit information from WinSen to QuickBooks (Version 5.0 or later). The configuration program gives the operator great flexibility in specifying how information is transferred between the two programs.

DOS Based Software

- **Property Manager II** - the DOS version of our Property Management program.
- **Electronic Manager** - multiple site version of Property Manager, this program allows you to track multiple facilities on the same computer and within the same software package.
- **Home Office Package** - this software package is designed for the owner or management company with one or more sites running Property Manager II. It allows you to automatically dial your sites and download reports via modem for viewing, printing, and archiving.
- **Site Graphics Display** - graphically displays your site on your main computer or on a separate computer. Units are displayed in the appropriate color according to their status (rented, overlocked, vacant, etc.).
- **RSCM** - "Remote Site Control Module", a remote control program which communicates with stand-alone keypads at unattended storage facilities. It works in conjunction with Property Manager or as a stand-alone application.
- **Property Sentinel III** - access control/alarm system software. This program controls the access system through your computer's serial port. It can be used in conjunction with Property Manager or as a stand-alone program.
- **SBACK** - this program is used to backup the **Property Sentinel II**, a stand-alone, microprocessor based access control/alarm system. SBACK will save the information to your computer hard drive.

Access Control and Alarm Systems

SSC also manufactures access control and alarm system products. Among them are:

- **Property Sentinel II** - a stand-alone microprocessor based access control/alarm system that can be interfaced to a variety of property management software systems.
- **Keypads** - used to control access to a gate or door, these are available with rubber or metal keys.
- **Cardreaders** - also used for access control, these allow your tenant to enter or exit with a cardkey that is laid against the cardreader briefly. These are very convenient for your tenants.
- **Alarm system components** - door switches, multiplexer circuit cards, and related items. When you have an alarm system it gives your tenants extra peace of mind and can command higher rental rates.

Installation from Diskette

1. Before installing, we recommend that you close all open applications.
2. If you are planning to make any changes to the standard letters or the reports included with the system, you should install **Crystal Reports** at this time. If you are installing **Crystal Reports version 7 or lower**, install the **16 bit version** of **Crystal Reports** according to the instructions supplied with **Crystal Reports** CD-ROM or diskettes. If you are installing **Crystal Reports version 8 or greater**, install this according to the instructions supplied with

the software. If you do not plan on making changes to the standard letters and/or reports, it is unnecessary to install **Crystal Reports**.

3. Insert the #1 distribution disk into the source floppy drive (this will typically be your A: drive).
4. Point to the Start button to display the Start Menu. You can also bring up the Start Menu by pressing <Ctrl+Esc>. From the Start Menu, choose “Run”.
5. You will be presented with a dialog box asking for the “Command Line”. Type **A:SETUP** then press **ENTER** or click on **OK**. Type **B:SETUP** instead if you are installing from your B: drive.
6. An introductory message will be displayed, recommending that you backup your data before installing an update. If you are installing an update and have not backed up your database, do so before continuing. Click **OK** to display the Welcome dialog. After reading the messages in the Welcome dialog, click **Next**.
7. The **Software License Agreement** dialog will be displayed. After reading the Software License Agreement, click **Yes** to continue. You must click **Yes**, indicating your acceptance of the agreement, to install WinSen.
8. You will then be given the option of **Express**, **Complete**, or **Custom** setup. **Express** installs WinSen with the most common options and is recommended for most users. **Complete** installs all WinSen programs. **Custom** allows you to choose which programs to install, the destination folder, and the start menu folder to place the WinSen icons into. Select your preferred installation mode and click **Next**.
9. The **Start Installation** dialog will be displayed, showing the programs to be installed, and the destination folder. Click **Next** to install the selected WinSen programs. You will be asked for additional disks as required. If you are installing an update, the installation program will likely not ask for all of the disks. Only new files are copied, so this is normal and nothing to be concerned about.
10. The **Installation Complete** dialog will be displayed. Click the **Readme** button if you wish to read the latest WinSen release notes. When you are ready, click **Finish**.
11. You will now have a new program group called “WinSen” (this may be different if you chose a custom installation). Within this program group will be icons for the WinSen programs you installed.
12. You must now license your software. Contact your Sentinel Sales Team member or Sentinel Technical Support at 1.800.456.9955 during normal business hours to obtain your license key.

This concludes the diskette program installation.

Installation from CD-ROM

1. Before installing, we recommend that you close all open applications.
2. If you are planning to make any changes to the standard letters or the reports included with the system, you should install **Crystal Reports** at this time. If you are installing **Crystal Reports version 7 or lower**, install the **16 bit version** of **Crystal Reports** according to the instructions supplied with **Crystal Reports** CD-ROM or diskettes. If you are installing **Crystal Reports version 8 or greater**, install this according to the instructions supplied with

the software. If you do not plan on making changes to the standard letters and/or reports, it is unnecessary to install **Crystal Reports**.

3. Insert the WinSen CD into your CD-ROM drive. After a few seconds, the “WinSen Installation System” will run automatically. Select the “Install WinSen” option to run the WinSen Setup program.
4. If for some reason the WinSen Installation System does not run automatically, point to the Start button to display the Start Menu. You can also bring up the Start Menu by pressing <Ctrl+Esc>. From the Start Menu, choose “Run”, then type **D:\Setup** and click **OK**. This assumes D: is your CD-ROM drive, if this is not the case use the appropriate drive letter. The WinSen setup program will run.
5. An introductory message will be displayed, recommending that you backup your data before installing an update. If you are installing an update and have not backed up your database, do so before continuing. Click **OK** to display the Welcome dialog. After reading the messages in the Welcome dialog, click **Next**.
6. The **Software License Agreement** dialog will be displayed. After reading the Software License Agreement, click **Yes** to continue. You must click **Yes**, indicating your acceptance of the agreement, to install WinSen.
7. You will then be given the option of **Express**, **Complete**, or **Custom** setup. **Express** installs WinSen with the most common options and is recommended for most users. **Complete** installs all WinSen programs. **Custom** allows you to choose which programs to install, the destination folder, and the start menu folder to place the WinSen icons into. Select your preferred installation mode and click **Next**.
8. The **Start Installation** dialog will be displayed, showing the programs to be installed, and the destination folder. Click **Next** to install the selected WinSen programs.
9. The **Installation Complete** dialog will be displayed. Click the **Readme** button if you wish to read the latest WinSen release notes. When you are ready, click **Finish**.
10. You will now have a new program group called “WinSen” (this may be different if you chose a custom installation). Within this program group will be icons for the WinSen programs you installed.
11. You must now license your software. Contact your Sentinel Sales Team member or Sentinel Technical Support at 1.800.456.9955 during normal business hours to obtain your license key.

This concludes the CD-ROM program installation.

Using the Menus

Displaying the Menus

There are two ways to display a given menu:

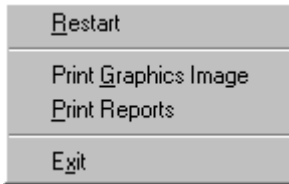
1. Click on the desired menu with your mouse.
2. Press **Alt** + the letter of the menu you wish to display. For example, to display the File Menu, press the **Alt** key and the **F** key together <Alt+F>.

After displaying a menu, select an item by clicking on it with your mouse, or by moving the highlight with the arrow keys, then press **Enter**.

Organization of the Menus

Following is the organization of the menus and a brief explanation of each menu selection. The various options will be explained in detail later on in this manual.

File Menu



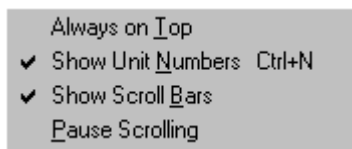
Restart – restarts the graphics program. This option causes the program to reload its database from disk, and repaint all units with their current status.

Print Graphics Image – provides a printout of the Site Graphics layout.

Print Reports – provides a report listing all units in the Site Graphics database.

Exit – closes the Site Graphics program.

View Menu



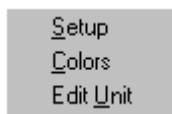
Always on Top – toggles the “always on top” property of Site Graphics. When selected, a check mark appears, and the Site Graphics program is always the topmost window of all running applications.

Show Unit Numbers – toggles the display of unit numbers. When this option is selected, a check mark appears next to it.

Show Scroll Bars – toggles the display of horizontal and vertical scroll bars. When this option is selected, a check mark appears next to it.

Pause Scrolling – pauses the scrolling of the display, if applicable. When the display is paused, a checkmark appears.

Configuration Menu



Setup – allows configuration of the operational parameters for Site Graphics.

Colors – allows the colors representing unit statuses to be changed.

Edit Unit – allows editing of the data regarding one or more units.

Help Menu

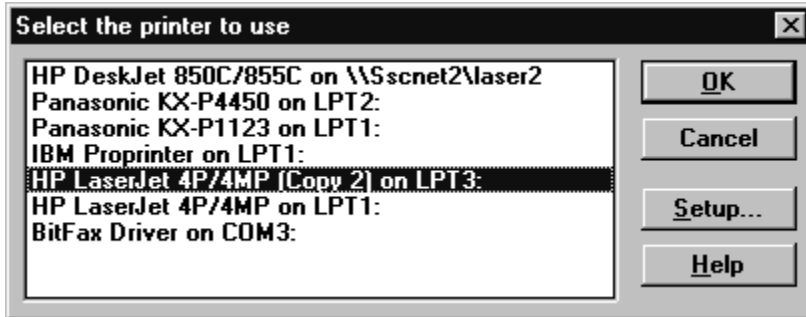
Allows access to on-line help. You can obtain “context sensitive” help at any time by pressing the **F1** key.

Printers and Report Viewing Dialog Boxes

In certain areas of the program, for example when printing reports, you can select to have the report sent to a different printer, or to a window. In either of these two situations, you will be presented with a dialog box. Following are instructions on using these dialog boxes.

Select Printer Dialog Box

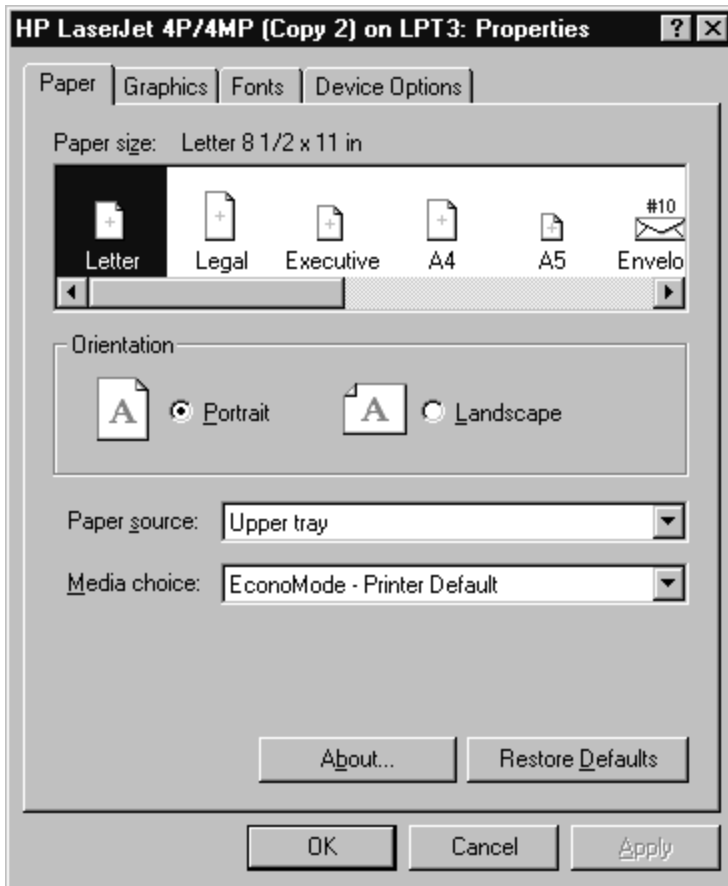
When printing a report, you can change the destination printer by choosing the “Printers” button. When you do this you will see the following dialog box:



All printers that have been set up within your Windows installation will be listed. Select the desired printer by double clicking on it, or by highlighting it and choosing “OK”.

Setup button

Choose this button to setup the currently highlighted printer. A dialog box similar to the following will appear:



This dialog box lets you setup printer options such as the resolution, paper size and source, amount of memory installed, etc. The exact format and options of the dialog box will vary depending on the printer. For additional help using the Printer Setup dialog box, press <F1> or choose the “Help” button while it is active, or consult your Windows documentation.

Report Viewing Dialog Box

When printing a report, you can choose to have the output sent to a Window. When you do this, the document will be displayed in a window as follows:

Tenants: Past and Present

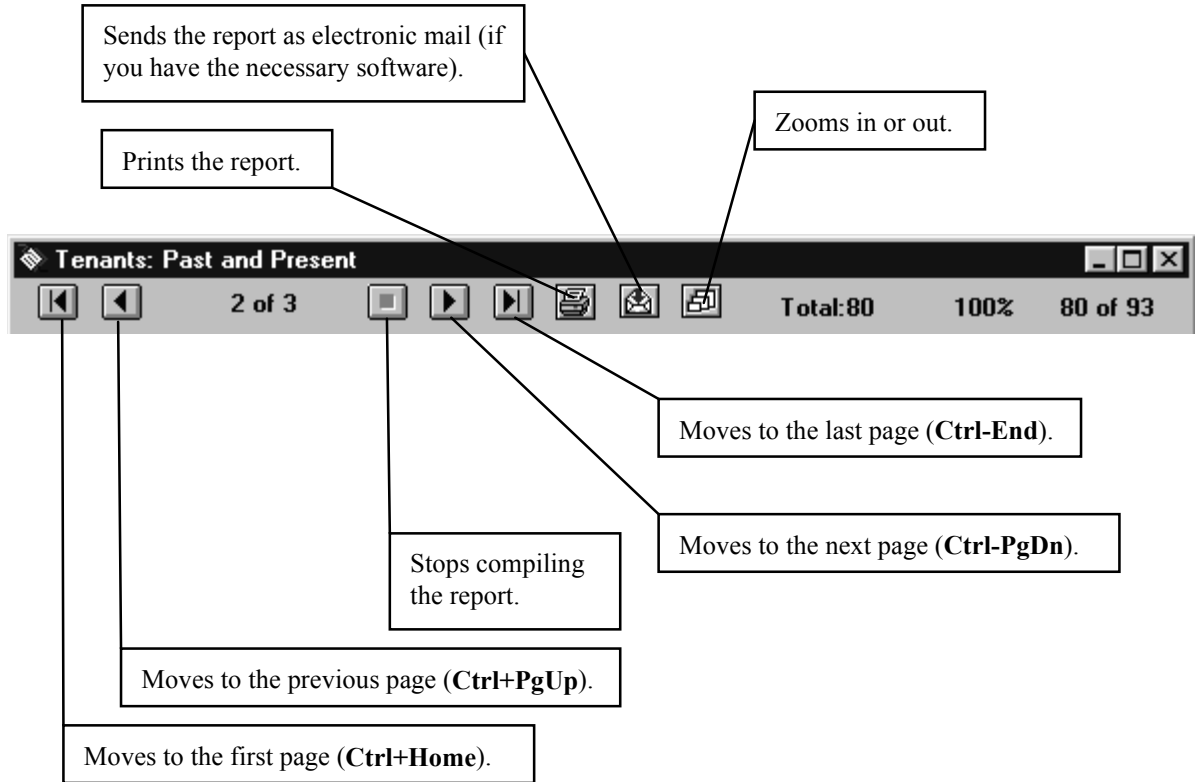
2 of 2 100% Total:83 100% 83 of 166

Tenants: Past and Present

Sentinel Secure Storage

CustID	Name (* - Current Tenant)	Address Line 1	Address Line 2	City	St
159	* Michael Hester	1610 South King		Denver	CO
131	* Moraney~ Matilda	683 Clarkson		Denver	CO
95	* Neilson~ Rose	2375 South Linden Court	Apt. 405	Denver	CO
136	* Penny~ Ieresa A.	3313 West Arizona Avenue		Denver	CO
88	* Phillips~ Michael	4302 S. Kipling		Lakewood	CO
111	* Purcell~ Yvonne	4983 So. Teller St.		Lakewood	CO
146	* Ridges R Us	11409 West Bayaud Mountaineering Ave.		Lakewood	CO
87	* Samson~ George & Betty	1412 W. 10th Ave.		Lakewood	CO
133	* Sayer~ David S.	10643 W. Patterson Place		Littleton	CO
127	* Schwartz~ Susan	10065 W. 114th Ave.	Apt. 9B	Thornton	CO
114	* Seekamp~ Orville J.	556 S. Saulsbury St.		Lakewood	CO
93	* Selkirk~ Patricia	793 Marion		Denver	CO
125	* Severance~ Frank	4590 W. 37th Ave.		Lakewood	CO

Note the buttons at the top of the report viewing window. These buttons allow you perform various operations as follows:



Password Protection

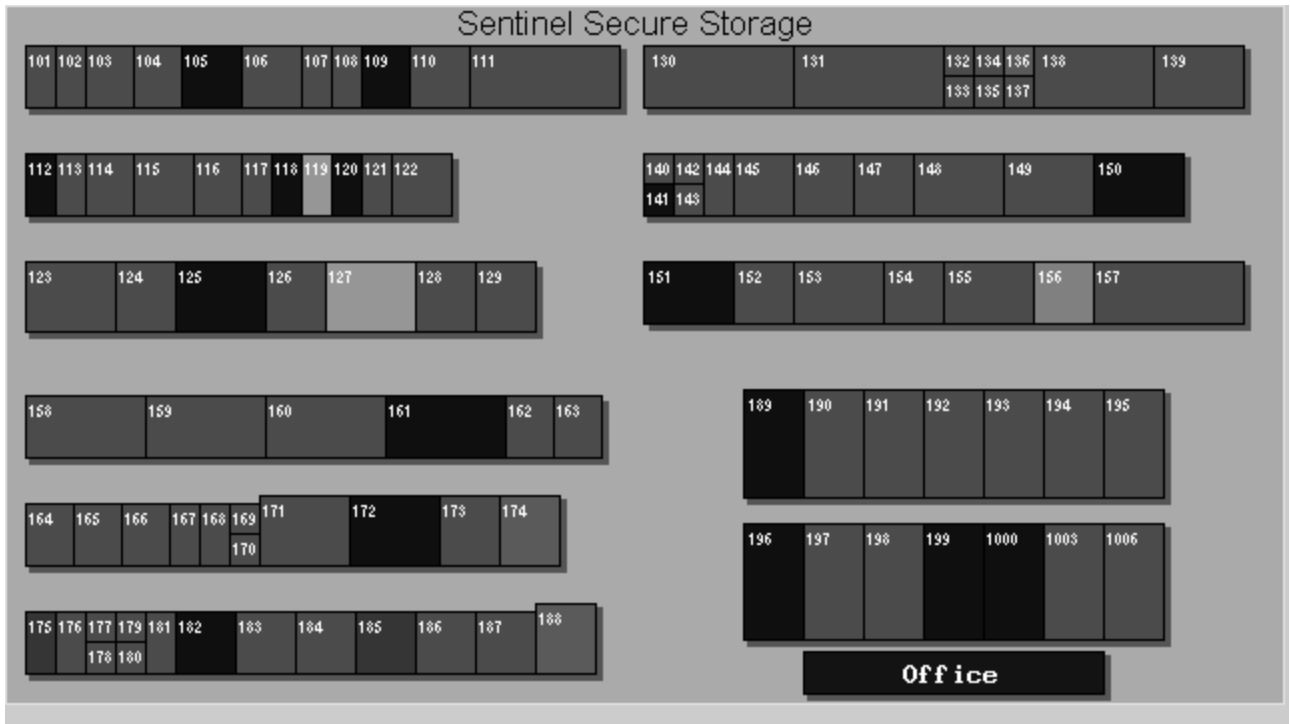
The modifiable items under the configuration menu can be password protected. To set these options, select the Password access levels under the Maintenance menu in WinSen Property Manager.



For more information, refer to the Winsen Property Manager manual.

Site Graphics Main Screen

The system will initially display the first screen of your site layout. The following is a sample screen:



Normally each screen will have a gray background and the units will be outlined in black. If you have WinSen Property Manager and/or WinSen Sentinel software, the system will automatically read the appropriate database and then start to paint the units based on their status. At this point the system is ready to accept commands or it will operate without user intervention. In normal operation the system will update the color on a unit whenever the status for that unit changes. Since only one color is displayed for each unit, the system will paint the color that is the highest priority. For a table of the unit statuses in priority order (rented=lowest, alarm=highest), see “Unit Statuses Tracked” on page 1.

Selecting “Color Legend” from the Help menu will display the current legend of colors.

Selecting a Unit

It is possible to find out more information about a unit by selecting it. To select a unit, move the mouse to the unit and click the left mouse button. The system will change the color of the unit to the indicator color and then display a dialog box showing some information about the unit. See “Edit Unit” on page 20 for the procedure for changing this information.

In the event that a unit is not defined for the spot where you click the mouse, the system will ask you whether you want to define a unit for this spot. See the next section for a description of this process.

Undefined Screen Areas

If you click on a spot of the screen where a unit is not defined, the system will ask, “Would you like define a unit description for this spot?” Answering **Yes** to this question allows you to define a unit description for that area of the screen as detailed in “Edit Unit” on page 20.

If you inadvertently click the mouse on the background of the screen, the system will ask you if you want to define a unit for this spot. If this occurs, always answer **No** to this question. Otherwise, the

system will create a unit definition for the entire background of the screen. This will lead the system to paint the background some color and will lead to a confusing display.

If a unit does get defined in the background of the screen, you should delete it. To do this, click somewhere on the background, then delete it by clicking the delete button. See “Appendix A - Troubleshooting” on page 23 for more information about this procedure.

Information Sources / System Configuration

WinSen Site Graphics systems collects it’s status information from several sources. These sources are detailed in the discussion below. System diagrams may be found in “Appendix C – System Diagrams” on page 26 .

- **One Computer setup** - If WinSen Property Manager is installed on the computer, then the system reads the WinSen Property Manager database and updates the status for each unit in its own database. The unit number in site graphics must match the WinSen Property Manager database exactly. No errors are reported if a unit in the site graphics database is not found in WinSen Property Manager. If WinSen Sentinel is installed on the computer, then the system queries the current unit status security information. It continuously polls and updates the display based on the information that is returned.
- **One Computer with a Dual Graphics Card** – Your computer may be configured with a dual graphics card. A dual graphics card allows your Desk top work area to cover more than one monitor while only using a single computer. This configuration will enable the user to work on one application (such as WinSen Property Manager) on one monitor, while another application can run on the other monitor all from the same computer. The specific installation of the card and video driver, as well as the setup of these cards is covered in the documentation provided by the manufacture.
- **Networked computer with Winsen** – WinSen Site Graphics may be configured to run from a network server and viewed from network workstation. Computer connections must be made via network cards and data lines. Network mapping must lead to the root directory of the WinSen program on the server computer. File sharing located in the properties of the drive in “My computer” must be enabled for full access.

Documentation File

The WinSen Site Graphics system contains a special “documentation” help file, called “**README.HLP**”. This file will be used to store descriptions of changes made in the program since the Manual was printed. This file is accessed from the WinSen folder under Programs on your start button, and may be viewed or printed. Help may also be obtained under the Help option of the WinSen Site Graphics menu.

How to get Additional Help

Should you encounter a problem:

- Read the appropriate section in the manual.
- Call, fax, or write us at:

Sentinel Systems Corporation
1620 Kipling Street
Lakewood, CO. 80215
(800) 456-9955 or (303) 242-2000
Fax: (303) 242-2010
Internet: www.SentinelSystems.com

Facilities covered under warranty or with a current software support agreement will receive free telephone support. Other sites will be charged at the prevailing hourly rate in ten minute increments. Modem support is also available.

Operations

Overview

Daily operation of the Winsen Site Graphics program is quite straightforward. For the most part, no user intervention is required. If desired, the program can be run automatically on computer bootup by placing a shortcut to it in your Start Menu|Programs|Startup folder. You can also run it by selecting it from the Winsen Property Manager Special Menu, or by selecting it from your Start Menu|Programs|Winsen folder. The program will then monitor the status of each unit at the facility, updating the display as needed.

The following sections describe how to configure the program.

File Menu

Restart

Selecting this option will force the system to repaint the layout with the current color settings and configuration. Use this option if the screen display has become corrupted or needs to be immediately updated.

Print Graphics Image

This option will produce a printed copy of the site graphics layout. It can be used to verify the unit numbers that are in the system. It can also be used to show tenants the location of their unit in relation to the entire facility. The Graphics image may be scaled as to its print size as well as its orientation on the paper (Portrait or Landscape).

Print Reports

This option will produce a report listing the units in the site graphics database. It can be used to verify the unit numbers that are in the system. It can also be used to find units that were defined inadvertently and which need to be deleted. The printed report output may be sent to the specified printer, displayed on the screen or even sent to a file format to be used by other applications.

Exit

This option is used to exit from the Site Graphics program.

View Menu

Always on Top

The system will display a check mark next to the selection when this option is enabled. This option always keeps the layout display on top of any other running windows. Selecting this option a second time will disable this option and remove the check from the screen.

Show Unit Numbers

If this option is enabled, the system will display unit numbers. The system uses the coordinate point that is defined for each unit when displaying the unit numbers. This option may also be toggled by pressing <Ctrl-N>.

Show Scroll Bars

Selecting this option will allow the user to toggle between having the window scroll bars displayed with or without the layout that is currently displayed on the monitor. Scroll bars are used to scroll the displayed image across the monitor screen. Scrolling may be performed both horizontally as well as vertically.

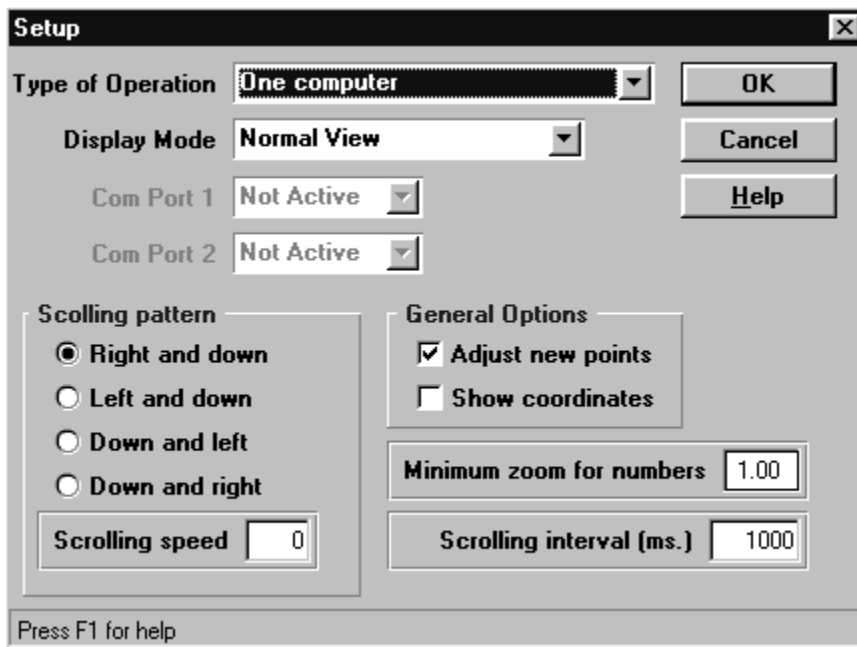
Pause Scrolling

If the Site Graphics display is scrolling, selecting this option will cause the program to pause. This may be useful particularly if the operator is utilizing the zoom feature. Scrolling will automatically recommence if configuration changes have been invoked and the image is redrawn. Scrolling may also be paused by pressing the spacebar.

Configuration Menu

Setup

This option allows you to establish the operational parameters for running your WinSen Site Graphics system. Selecting the Setup option will cause the system to display the following screen.



These settings determine the operational parameters of your Site Graphics system.

Type of Operation

Select the type of operation that is appropriate for your facility. Refer to the diagrams in "Appendix C – System Diagrams" on page 26 for more information. Your hardware configuration determines which of the below options should be selected.

One Computer

Select this option when Graphics is installed on a single computer, either with one or two monitors.

When utilizing a single computer little if any parameters will need to be set for WinSen Site graphics. The only exception is if a dual graphics card is installed you should review the display properties. These varied settings are provided by the graphics card manufacture and a located within driver properties. For example if an Appian card is installed, both monitors must be enabled under the settings tab in order for applications to be displayed on both monitor. Anytime changes are invoked with display properties the computer must be rebooted for the changes to take effect.

The adjustment of video driver settings may adversely affect the performance of the computer as well as the software installed. For example: adjusting the resolution to high and or changing the color setting from 256 to 16 or 32K mode, requires the manipulation of more bits of information, and your system hardware (i.e. monitor, video memory) may or may not effectively support these settings. WinSen and WinSen Site Graphics only requires a 256 color format.

Networked Computer with WinSen

Select this option when WinSen Site Graphics is installed on two or more computers running on a peer to peer or server based network.

For server based networks: It is necessary to install WinSen Property Manager and WinSen Site graphics on the file server. Then install WinSen Site Graphics on the appropriate

workstation (usually the one with the biggest monitor). The destination directory should be located on the server drive. For example: if the server is mapped as drive F:, then F:\Winsen would be the destination directory. All other questions that the installation program asks should be answered as usual. When the installation is completed, the program executable files and database will be located on the server. The initialization files, vbx files, dll files, and icons are located on the local hard drive.

For peer to peer networks: It will be necessary to install WinSen as well as WinSen Site graphics on the host computer. The host in most cases will be the computer that has a faster processor and larger hard drive. The host computer should be set up to share the local hard drive with other users on the network. In Windows 95, File and Printer sharing is enabled in the control panel for network. All other workstations should then map the shared drive. For example, if the server is mapped as J:, then WinSen Site Graphics would be installed from each workstation specifying J:\Winsen as the destination directory.

Display Mode

This option will cause the Site Graphics program to highlight only the designated status. For example, if you select “Overlocked units only”, the system will repaint the layout displaying overlocked units in the defined color (normally cyan) and other units in the vacant color (normally blue). This allows the user to quickly pick out overlocked units.

The “Management Info Only” option is slightly different. This tells the system to mask out the security information (on-site, open door and alarm) and just display the first eight statuses. Because security information is higher priority than management information, it is difficult to tell the management status of a unit if the tenant is on-site or has their door open. This option provides a quick method to see this information. Changing the display type on this screen will determine the default that the system uses on startup.

The default setting is “Normal View”. In this mode the system displays all of the statuses with the assigned colors (see “Colors” on page 19).

The choices are:

- Normal View
- Rented Units Only
- Vacant Units Only
- Delinquent Units Only
- Overlocked Units Only
- Pre-leased Units Only
- Unrentable Units Only
- Complimentary Units Only
- Lien Units Only
- Tenants On-Site Only
- Permanently Disabled Units Only
- Time Disabled Units Only
- Open Doors Only
- Management Info Only

Scrolling Pattern

Many facilities are too large to display the entire layout on one monitor screen; in this case it may be desirable to scroll the display in order to view the entire facility. This setting will determine a set image-scrolling pattern, in which to display your entire layout.

General Options

Adjust new points: this option only applies when defining new units. If the option is not checked, the position of the mouse when you click to define a unit is the position that is stored for the unit. If the option is checked, then the system automatically moves the defining position to the upper left corner of the unit being defined. It is recommended that this option be checked. The system uses the defining position for several things including displaying the unit number in zoom mode. This automatic adjustment is helpful in order to keep unit numbers lined up in zoom mode.

Show coordinates: when selected the X and Y coordinates for the mouse position will be displayed in the title bar of the Site Graphics window. This feature may be useful when trying to define a unit position and or a plot point of the graphics layout.

Minimum zoom for numbers

This setting establishes the minimum zoom factor for which the unit numbers will be shown on the graphics display.

Scrolling speed

The speed of the displays scrolling pattern may also be set for slow or fast. This setting determines the rate at which the graphic display will be scrolled across the monitor screen.

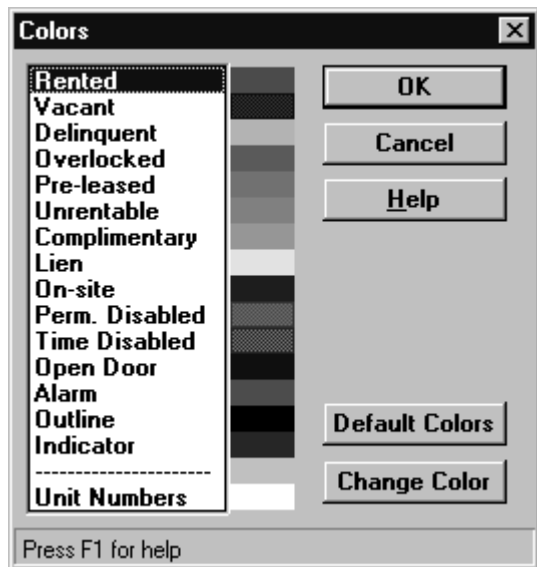
Scrolling interval (ms.)

This setting determines in milli-seconds (one thousandth of a second) the interval between scrolling events. Some experimentation may be required with this setting and the scrolling speed setting to obtain the desired scrolling effects.

Colors

The system has been setup with a default set of colors. We recognize that certain colors may be more pleasing and more easily seen by the system operator. Therefore, we have included the option for the user to configure the colors to be displayed. Because the system paints each unit based on the status of the unit, it is highly recommended that a unique color be chosen for each status.

Select the “Colors” option from the Configuration Menu to display the Color Selection dialog:



You may select one of the basic colors or choose a color from the color matrix. Solid colors work the best if you are using a 256 color driver. If you have not chosen a unique color for each status, the system will display a warning message before letting you proceed.

The “Unit outline” color should always be set to black unless you have changed the screen layout file to have a different outline color. Changing this color inappropriately will cause the system to repaint incorrectly.

The Color Selection dialog also includes an option to change the colors back to the defaults. Click the **Default Colors** button to change graphics image to the default colors. Some experimentation with setting colors will allow you to select the most appropriate choices. Once colors have been redefined the system will redraw the graphics image in the new color settings.

Edit Unit

This option allows the user to view or edit the information stored on a particular unit. There are two ways to access this option:

1. Click on the unit in the Site Graphics Display.
2. Select “Edit Unit” from the Configuration Menu. You will be asked for the unit number. Enter the unit number and press **<Enter>**.

The following dialog box will be displayed:

The screenshot shows a dialog box titled "Edit Unit". It has a standard Windows-style title bar with a close button (X). The dialog is divided into several sections. On the left, there are three input fields: "Enter Unit" with the value "00101", "Description" with the value "101", and a "Screen Coordinates" section containing "X Coordinate" with the value "11" and "Y Coordinate" with the value "21". In the center, there is a list of status options under the heading "For viewing only". Each option has a checkbox: "Rented" (checked), "Vacant", "Delinquent", "Overlocked", "Pre-leased", "Unrentable", "Complimentary", "Lien", "On-Site", "Perm. Disabled", "Time Disabled", "Open Door", and "Alarm". On the right side of the dialog, there are four buttons: "OK", "Cancel", "Help", and "Delete Unit". At the bottom of the dialog, there is a small text box that says "Press F1 for help".

Normally no changes need to be made to the unit information, but this dialog allows you to change the unit number, the description, and the X and Y coordinates. The description is used when the system displays the unit numbers. Normally the only thing you might want to change is the description. Problems with program operation may arise if the unit number, X, or Y coordinates are changed. Therefore, this is not recommended.

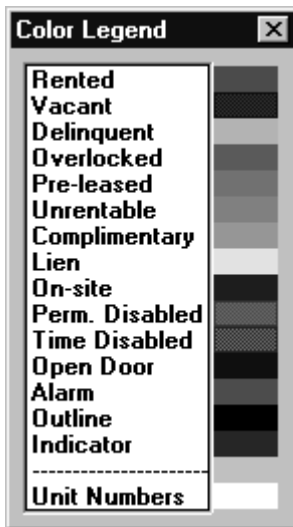
If necessary, you may delete the unit by clicking on the “Delete Unit” option. The system will verify this selection before actually deleting the unit from the database.

Help Menu

The selections contained in the Help Menu are for informative purposes. Should you want to know the contents of the documentation file, or need help on a specific topic pertaining to the software and its functions use the “Search for Help on...” selection.

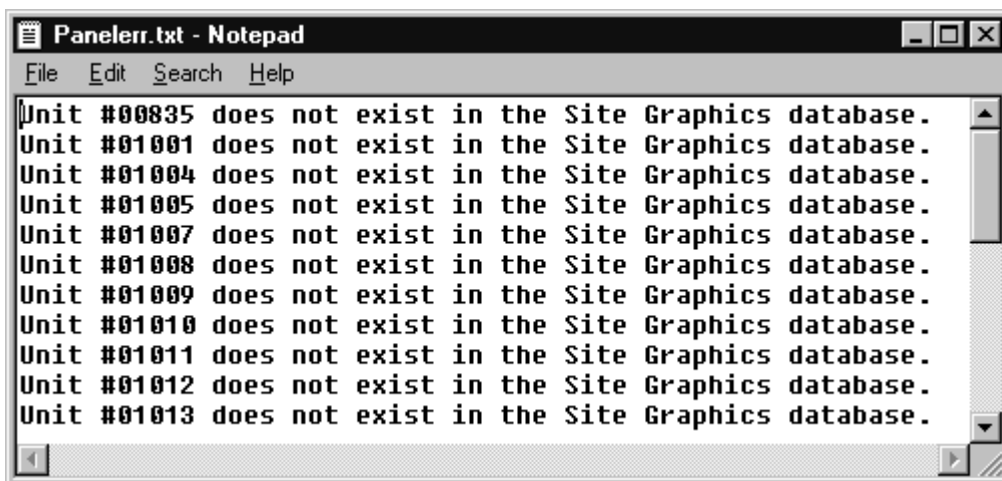
Color Legend

A quick reference of the current color legend may be displayed by selecting color legend from the Help Menu. This legend is for viewing purposes only, and may not be modified. Should you wish to reconfigure the current colors that are being used, the colors option on the Configuration Menu may be utilized.



View Error Log

The error log lists errors encountered within the normal system operation. For example if a unit is added to the WinSen Property Manager database but is not included in the graphics layout.



The “About” menu item contains information regarding software version, copyright statement as well as the product serial number. Included on the bottom of this window is a brief summary of your computer’s system resources.



Appendices

Appendix A - Troubleshooting

The background on the screen is no longer gray. What do I do?

If a unit has been inadvertently defined for the background of the screen, the system will paint it a color according to its status. This leads to a confusing display. To delete the unit, click somewhere on the background and the system will display a dialog box with information about the unit. Normally the unit will have a unit number of “0” or the unit number will be blank. Click the delete button to delete the unit. After the unit is deleted, select the “Restart” option from the “File” menu. This will cause the system to reload the screen layout and repaint it.

The printer does not print a graphics image or reports. What should I check?

The WinSen Site Graphics uses the same printer and driver as the computer. Check the printer that is set as the default. Next check the printer cable between the computer and the printer to make sure that it is securely plugged into the printer ports. If the printer still does not work, disable the site graphics output option and try printing for another windows program and test the printer again.

The unit status is not the painted the correct color. What should I check?

Check the color legend to verify the defined status color. Verify the unit’s status in Winsen Property Manager. Force the graphics display to be repainted, using File|Restart in site graphics.

How do I clear a tenant’s on-site status when they have tailgated out of the facility, and did not use the exit keypad?

This requires that the “Clear On-Site Tenants/Auto-Re-Arm” feature in WinSen Sentinel is turned on. When this feature is on, all tenant’s on-site statuses will be cleared at the end of the designated time zone’s hours. To enable this feature, go to Maintenance|Setups in WinSen Sentinel.

Appendix B – Installing Dual Video Driver

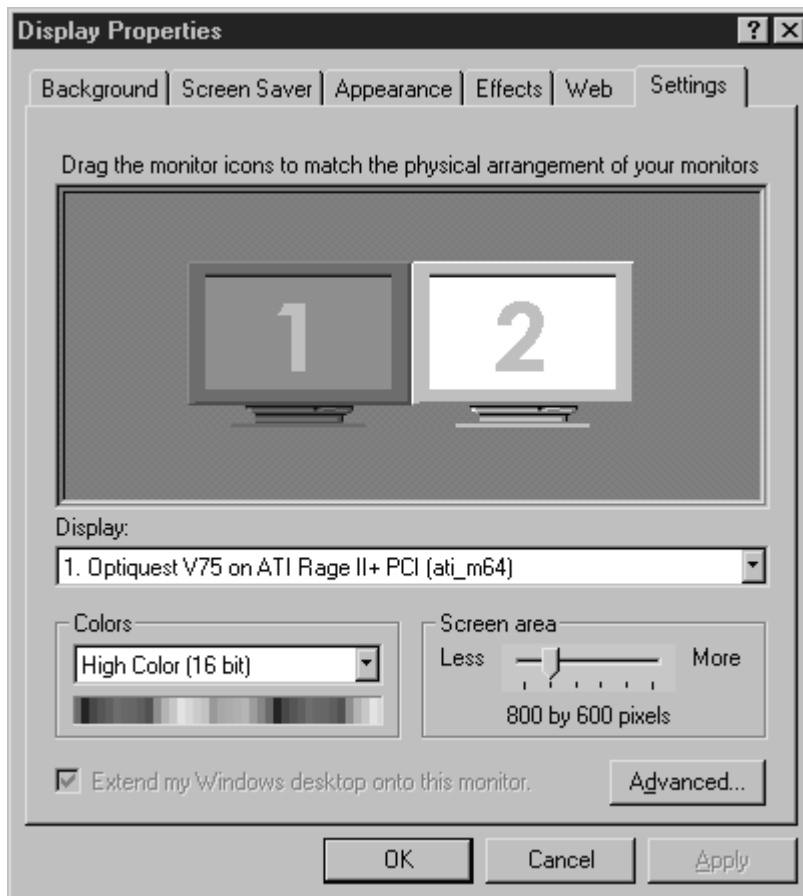
Installation

Install cards as per included instructions. (Must be compatible.)

Install Driver and follow on-screen directions. A message will appear on secondary screen that states, “If you can read this, Video adapter is working properly.”

Enabling the Second Monitor

Open Control Panel, then click on Display Properties, then the Settings tab. The following dialog box will be displayed:



Click on the picture representing the 2nd monitor. A message will appear asking, “Do you wish to enable?” Answer yes, then click on “Apply.” Choose correct video cards from “Display” drop-down list. The secondary monitor will appear as a green desktop. The desktop area should now extend from the primary monitor, through the secondary monitor. When monitors are positioned as shown in the dialog box, the mouse will move the cursor from one monitor to the next, and back. Both monitors combined will act as one.

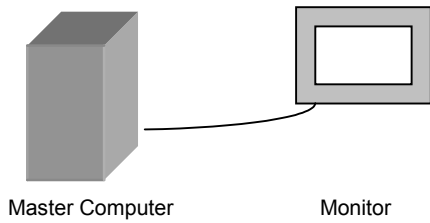
To use the secondary monitor independently, minimize the screen to be used. Click and hold the left mouse button on the minimized screen and drag to secondary monitor. Restore the screen. Both

monitors will now operate as two individual monitors, with the mouse still working as described above.

The recommended color settings are High Color 16 bit, or 256 color.

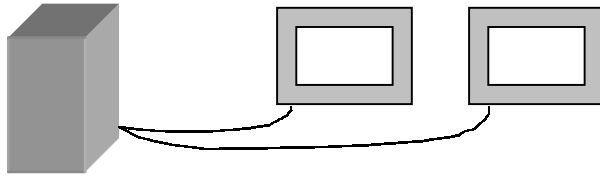
Appendix C – System Diagrams

One Computer with one monitor



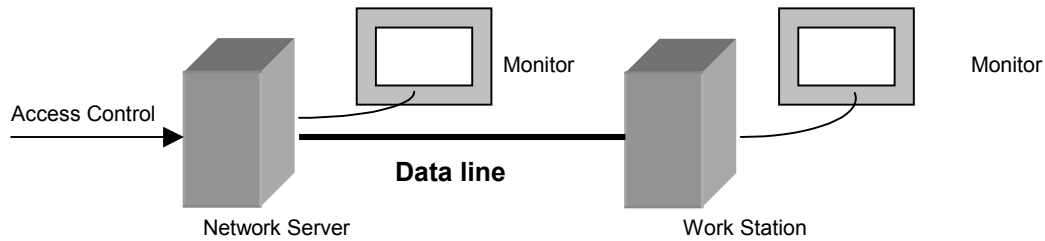
Software installed in addition to Site Graphics: WinSen Property Manager or WinSen Sentinel

One Computer with two monitors



Software installed in addition to Site Graphics: WinSen Property Manager or WinSen Sentinel, Appian Graphics dual output video driver.

Two Computers with Networked WinSen Sentinel



Software installed on the Server computer in addition to Site Graphics: WinSen Property Manager and WinSen Sentinel. Software installed on the Work Station computer: Site Graphics.

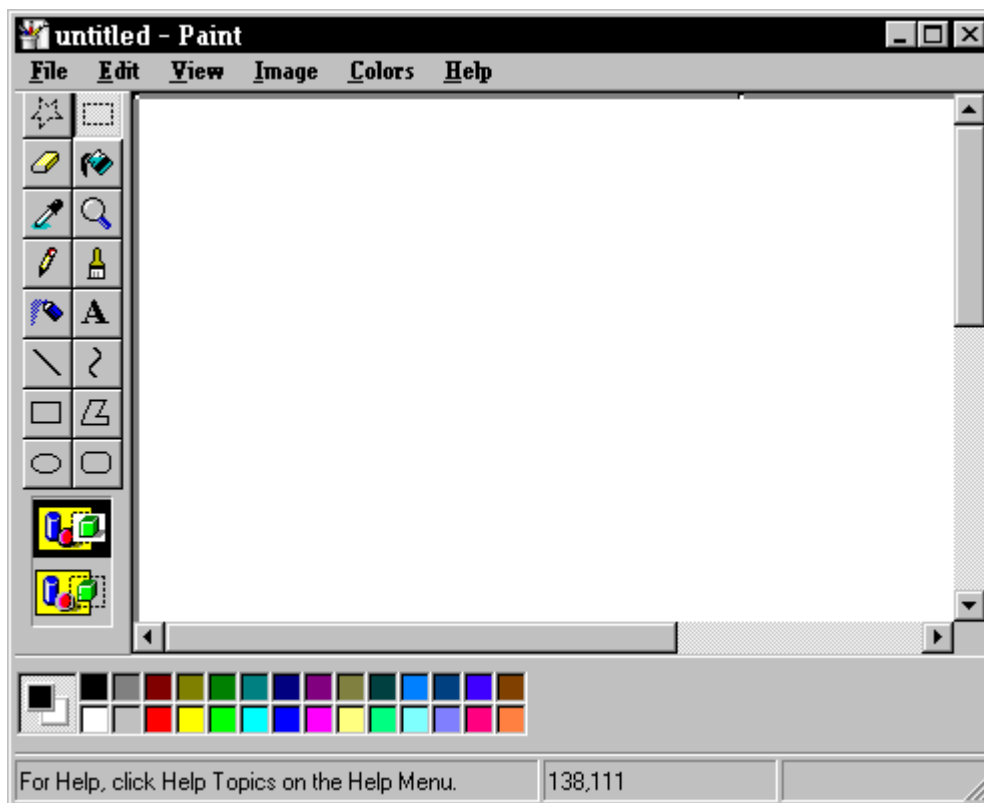
Appendix D – Layout Creation using Microsoft Paint

Introduction

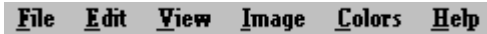
Sentinel Systems now offers our customers the choice to develop the WinSen Site graphics layout on their own. Sentinel Systems presents a step-by-step approach to completing the graphics layout and producing the underlying database. In addition, Sentinel Systems provides templates of unit sizes to facilitate the graphics layout creation process. These unit templates are included with all WinSen installation media beginning with version 2.7 or greater or can be downloaded from the Sentinel Systems website at www.SentinelSystems.com. Open your favorite browser and navigate to the WinSen Site Graphics for Windows page on our website and click the Download Site Graphics Unit Templates. Save the self extracting zip file to your WinSen installation folder.

Paint and it's Menu Items

Microsoft Paint is a bundled graphics program that is installed when the Windows operating system is installed on a PC. Paint can be used to create many different graphics images as well as labels. The opening screen, menus and tools are displayed below.



The Paint Main Menu



The Paint Tool Bar



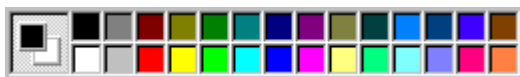
The Paint Erase Tool Box



The Paint Line Tool Box



The Paint Color Bar



The Paint Color Palette



The Paint Active Color Box



Foreground over Background

Calculations to Scale the Site Graphics Layout

The first step is to determine the scale of the site graphics layout using the drawings or blueprints of the site. Use the following formula to create the layout:

- The number of feet measured horizontally times 2 plus 40. This calculation equals feet measured horizontally. The additional 40 feet will be the right and left side layout borders.
- The number of feet measured vertically times 1.6 plus 60. This calculation equals feet measured vertically. The additional 60 feet will be the top and bottom layout borders with extra room on the top for the site name if desired.

Both figures should now be thought of as pixels when creating the layout, as the area of the layout will be in pixels rather than feet.

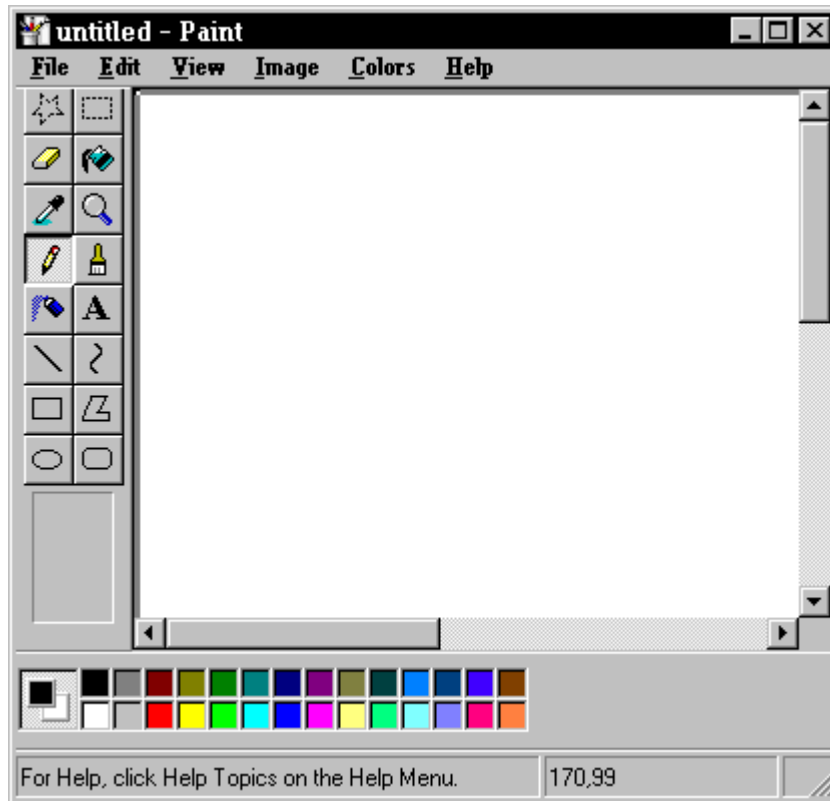
- **Important Note:** The Site Graphics layout is limited to no more than 2184 for the X coordinate and 2184 for the Y coordinate. Therefore, the maximum number of pixels either across or down should be no more than 2184 for either measurement.

If a site has a building that is longer or wider than either measurement the Sentinel Engineering Department suggests creating the building in halves either side by side or bottom and top.

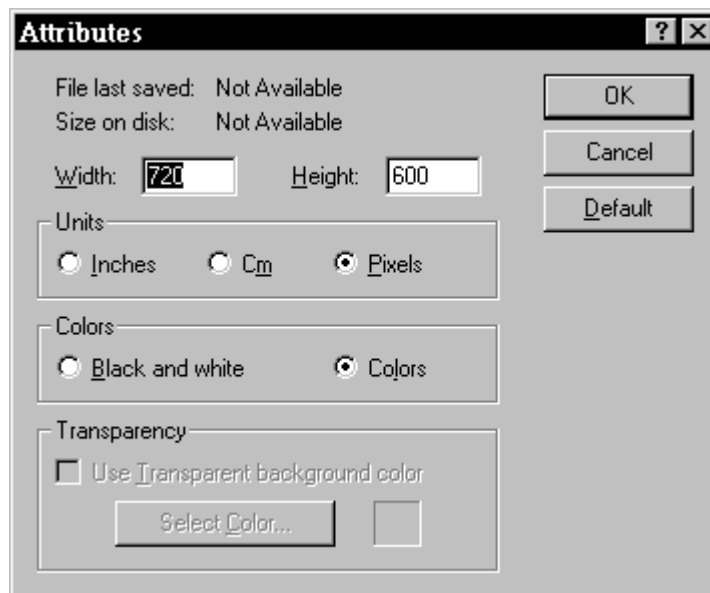
Scaling the Site Graphics Layout

► *If you make a mistake, click Edit>Undo!*

1. Click **Start>Programs>Accessories>Paint**. This will launch the Windows Paint program as it appears below. This is the software program that will be used to create the site graphics layout.



2. On the Paint Main Menu, click **Image>Attributes**. The Attributes dialog box will appear as shown below.

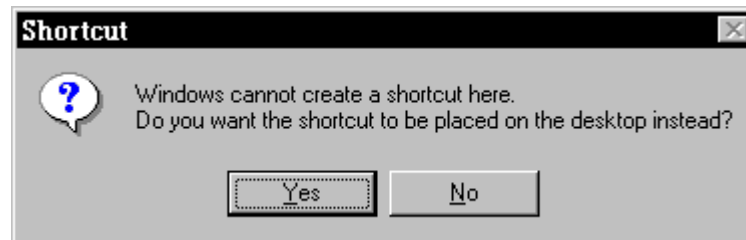


3. Enter the **Width** (horizontal) value as calculated in the preceding section.
4. Enter the **Height** (vertical) value as calculated in the preceding section.
5. Click **Pixels** in the units section.
6. Click **Colors** in the colors section.
7. Click **OK**. The site layout is now scaled and prepared for unit insertion.
8. Click **File>Save As**. The **Save As** dialog box will appear.
9. Click the **Save As** drop down box.
10. Click **C:** representing the local hard drive.
11. Scroll to the right and locate the **WinSen** folder then double click. Note that if WinSen was installed into a different folder, this folder is where the file is to be saved.
12. Enter the name **panel** in the **File Name** box.
13. Click the **Save as type** drop down box and select the **24-bit bitmap (*.bmp, *.dib)** entry.
14. Click the **Save** button.

Creating a Desktop Shortcut to the Layout

1. Click **Start>Find>Files or Folders**. The Windows Find:All Files dialog box will appear.
2. In the **Named** box type **panel.bmp**.

3. In the **Look in** box set the drive letter to **C:** (indicates the local hard drive). This is done by clicking the **Browse** button on the **Find** dialog box and clicking the **c:** icon.
4. Check the **Include subfolders** checkbox.
5. Click the **Find Now** button. Windows will now search the entire hard drive for this file. The customer will see the aqua blue magnifying glass spin in a circle. Windows will also display the message “**There are no items to show in this view**”. This message will display until the file is found or the search has ended.
6. In the event that the **Find** dialog box has found the target file, that target file will replace the “**There are no items to show in this view**” message. **Note** that any file can be found using the above steps. In the event a file name is not known, the search can be widened using patterns and wildcards.
7. **Highlight** the **panel** file.
8. **Click the right mouse button.** A small menu will appear.
9. **Highlight Create Shortcut** then click the left mouse button.
10. A message box will appear as below:



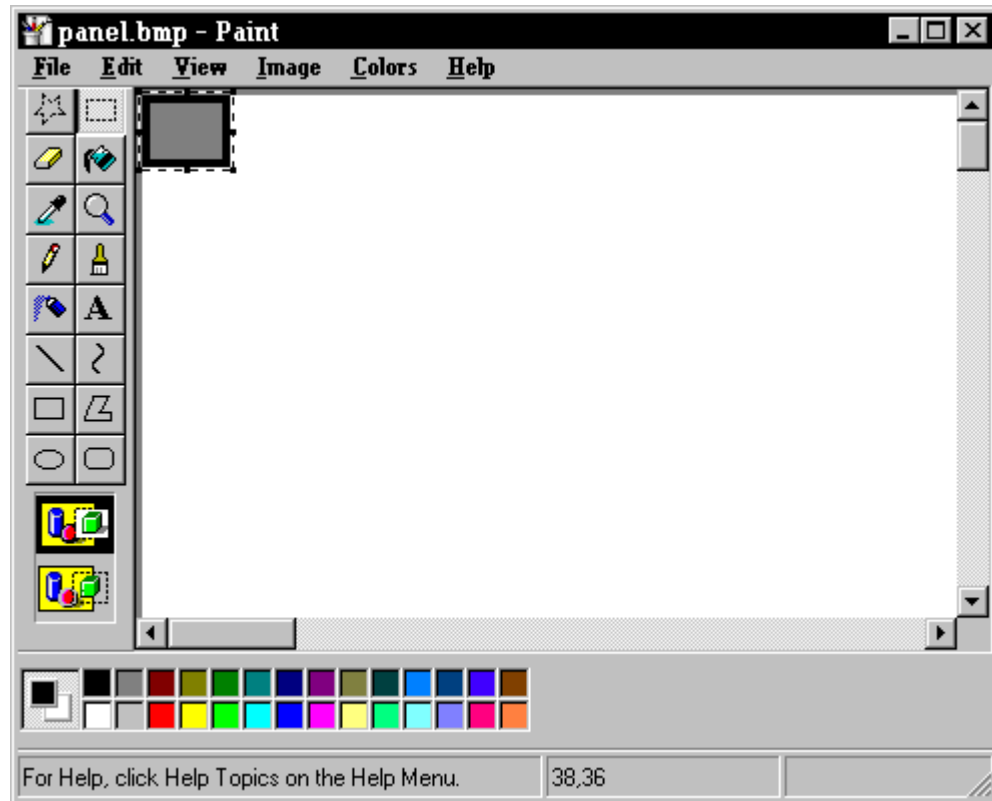
11. **Click the Yes button.** A convenient, time saving shortcut to panel will be placed on the desktop.

Placing The First Unit On The Site Graphics Layout

► *If you make a mistake, click Edit>Undo!*

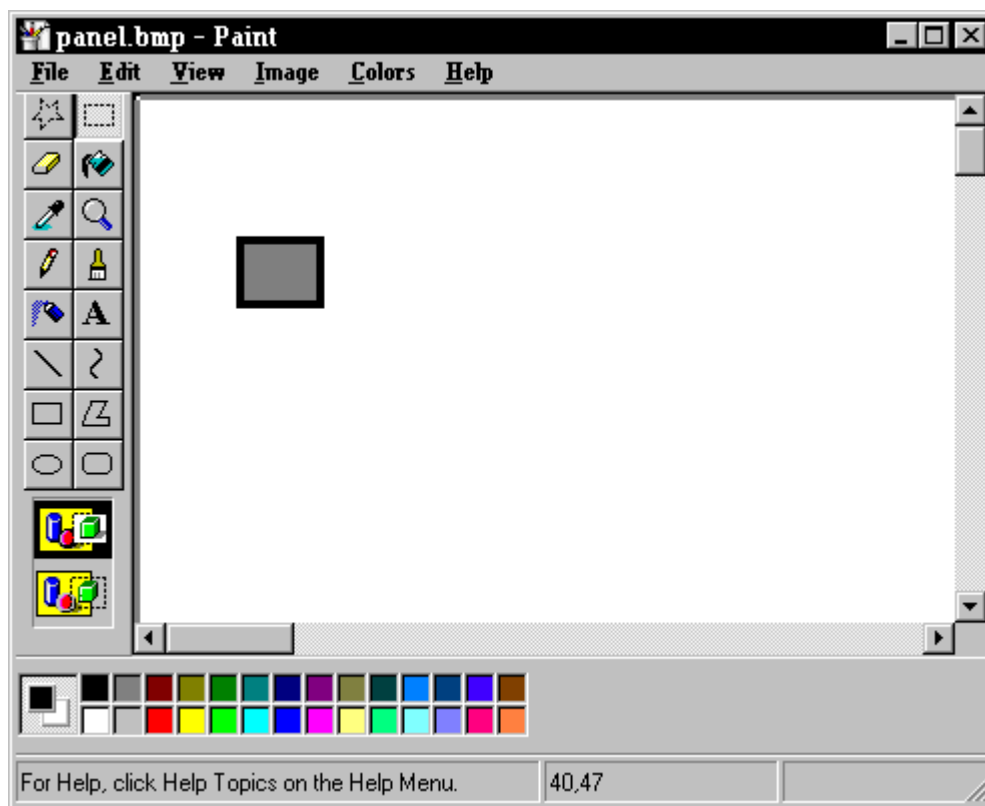
1. Click **View>Zoom>Large Size.** This will magnify the layout for easier unit insertion.
2. Click **Edit>Paste From.** The **Paste From** Dialog Box will appear.
3. Click the **Look In** drop down box. All available file folders will show.
4. Move the up/down scroll box downwards.
5. Find, and then double-click the **WinSen** folder or the WinSen install folder. The folder will open and some scrolling may be necessary to find the units templates. The following names are examples of the unit templates: 10x15Vertical, 5x10Horizontal, and 5x5Square.
6. Refer to the site blueprint. Find the appropriate unit template that represents the top, leftmost unit. Provided unit templates are based on multiples of 5 and 6 feet.

7. Highlight your selection, and then click **Open**. The selected unit will appear in the top left corner of the layout. The unit will have a thin broken line around all four sides. This shows the unit as being the current, active unit.



8. Point at the unit. The mouse pointer will become a four (4)-arrow cursor.

9. **Press and hold** the left mouse button. **Drag the unit** into position by moving the mouse downwards and towards the right, approximately $\frac{1}{2}$ to $\frac{3}{4}$ of an inch from the left edge, and $1\frac{1}{2}$ to $1\frac{3}{4}$ inches from the top edge. Note that the amount of border space created by the initially placed unit will vary depending on the layout of the site

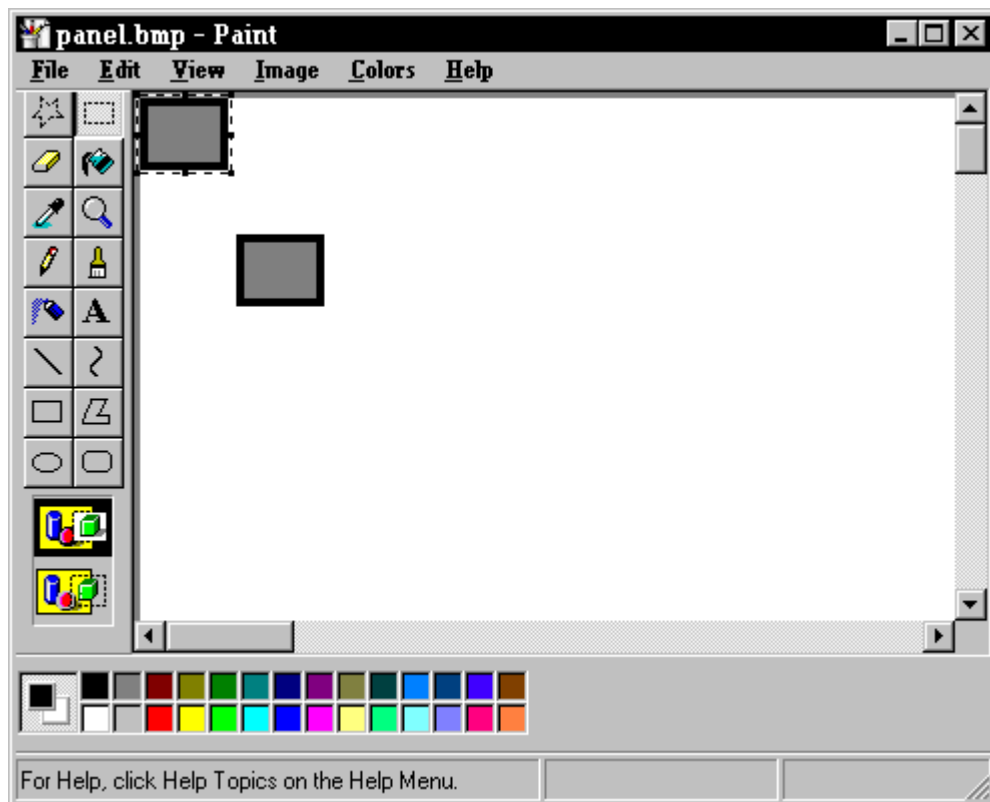


10. **Release** the left mouse button. The unit is in position. If the positioning of the initial unit is satisfactory, move the mouse pointer away from the unit and **click the left mouse button once**. This will lock in the placement of the unit.
 - **IMPORTANT NOTE: The placement of the first unit determines the placement of all other units on the layout. This placement is critical to the success of the project!**
11. If the placement of the first unit is satisfactory, move on to step 13 of this section.
12. If the placement of the first unit is *not* satisfactory, click **Edit>Undo**. This will remove the unit from the layout. Redo steps 2 through 11 until the initial unit placement is satisfactory.
13. Click **File>Save** to save the layout.

Placing Subsequent Units On The Site Graphics Layout

► *If you make a mistake, click Edit>Undo!*

1. If necessary open the graphics image. **Double click** the **panel** icon located on the desktop. This will load the panel layout into Windows Paint to continue the unit insertion process.
2. Click **View>Zoom>Large Size**. This action will magnify the layout for easier unit insertion.
3. Click **Edit>Paste From**. The **Paste From** Dialog Box will appear.
4. Click the **Look In** drop down box. All available file folders will show.
5. Move the up/down scroll box downwards.
6. Find, and then double-click the winsen or the installation folder. The folder will open and some scrolling may be necessary to find the unit templates.
7. Refer to the site blueprint. Find the appropriate unit template that represents the next bordering unit either immediately to the right or below the previously placed unit.
8. **Highlight** that selection, and then click **Open**. The selected unit will appear in the top left corner of the layout. The unit will have a thin broken line around all four sides. This shows the unit as being the current, active unit.



9. Point at the unit. The mouse pointer will become a four (4)-arrow cursor.
10. **Press and hold** the left mouse button. **Drag the unit** into position, either to the right or under the previously placed unit.
11. **Release** the left mouse button. The unit is in position. If the positioning of this unit is satisfactory, move the mouse pointer away from the unit and **click the left mouse button once**. This will lock in the placement of the unit.
12. If the placement of this unit is ***not*** satisfactory, click **Edit>Undo**. This will remove the unit from the layout. Redo steps 3 through 11 until the unit placement is satisfactory.
13. Continue inserting units (steps 3 through 12) until all units have been placed.
14. Click **File>Save** to save the layout after every two units have been inserted.
15. Execute the section **Creating a Backup Layout** regularly as the graphics image becomes larger and more detailed.

Unit Placement Examples

Units are positioned correctly



The inside borders overlap

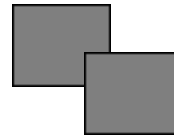
Units are positioned incorrectly



Inside borders touch but do not overlap



Units are positioned incorrectly
Units are not connected
Horizontal borders do not overlap



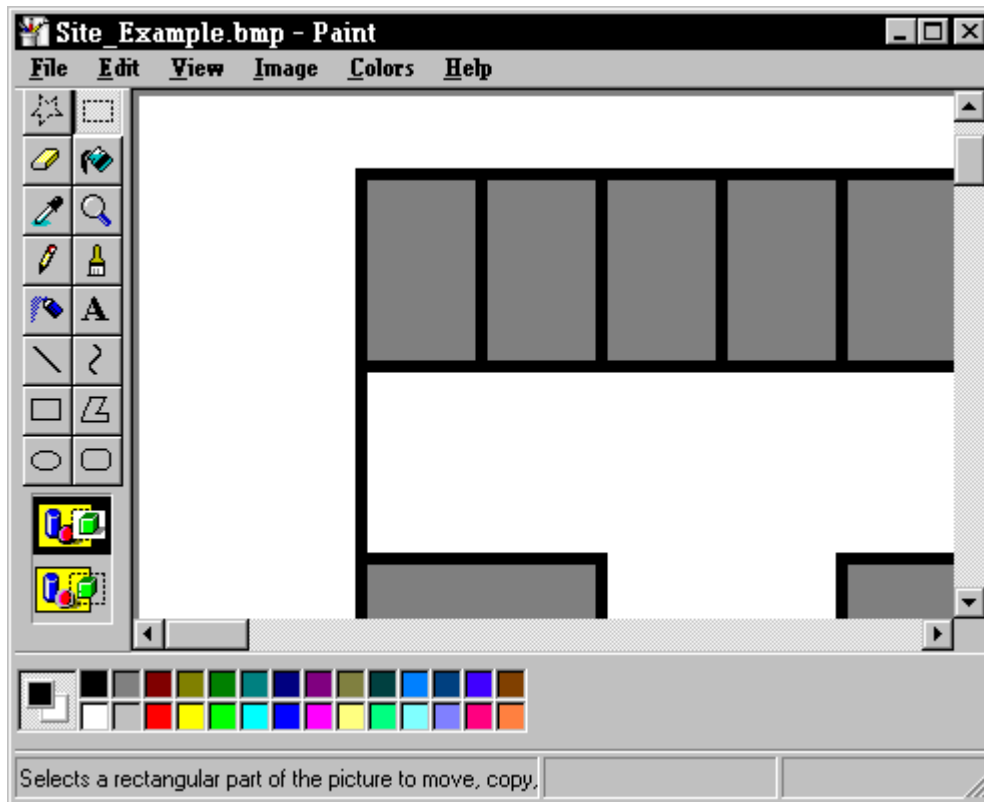
Units are positioned incorrectly
Units overlap and are not aligned

Creating a Backup Layout

An important step to protect the time and effort put into the Site Graphics Layout is to create a 2nd panel.bmp in case of a system failure or a mistake that may be uncorrectable. Execute the following steps to create the 2nd copy of panel.bmp.

1. On the Paint Main Menu, click **File>Save As**.
2. In the **File Name** box type **Copy of panel.bmp**. This will place a Copy of panel.bmp on the desktop.

Typical Multiple Unit Placement Example

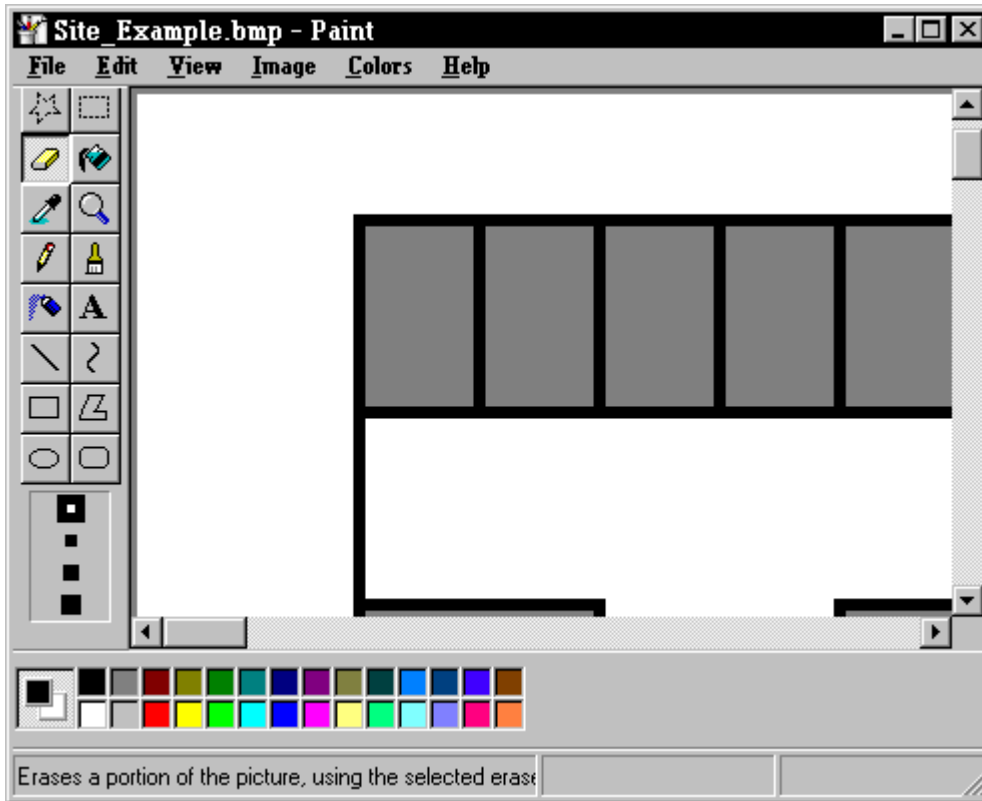


In the above example, magnified during the unit insertion process, a typical storage facility is shown viewing the northwest corner of the facility. The top row of units are 5 x 10 vertically positioned units running from left to right. Underneath, the single vertical line on the left represents the back perimeter of the facility and the walkway/driveway running towards the right. Additionally below, a single and double row of 5 x 10 horizontally positioned units with the entrance doors on the east then east and west respectively are shown. Note the difference between the vertical 5 x 10 and the horizontal 5 x 10 units. Moving the scroll bars left to right or up and down will show the remainder of the facility, entrance gates, office/residence and of course the other storage units.

To load Site_Example into Paint execute the following steps.

1. Click **File>Open**. The open dialog box will appear.
2. Click the **Look In** drop down box. **Double-click** the local hard drive (c:) and the available folders will appear.
3. Locate the Winsen folder or the winsen installation folder and **double-click** the folder. The contents of this folder will appear.
4. Locate Site_Example and highlight the file.
5. Click **Open**. The file will open into Paint.

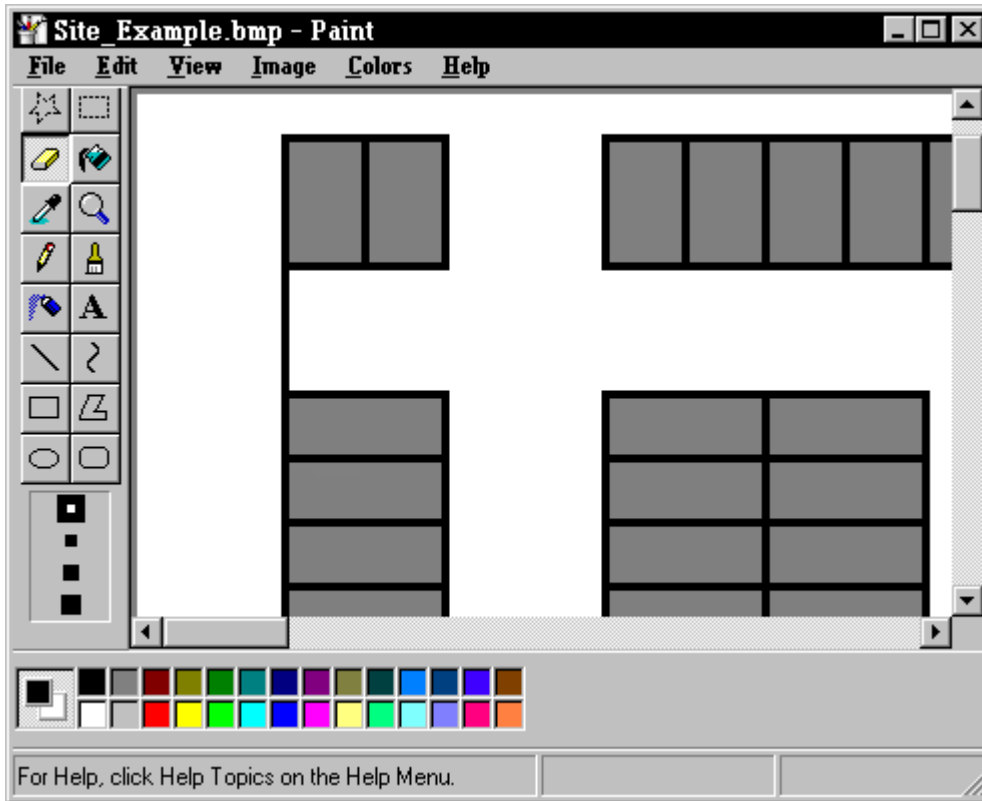
Using the Paint Erase Feature to Create Walkways



In the above example, a site entrance driveway/walkway will be created using the Erase Tool in Windows Paint. The two 5 x 10 vertically positioned units immediately to the top or north of the leftmost walkway will be erased creating the driveway/walkway of the facility. Execute the following steps:

Open Site_Example and execute the following steps:

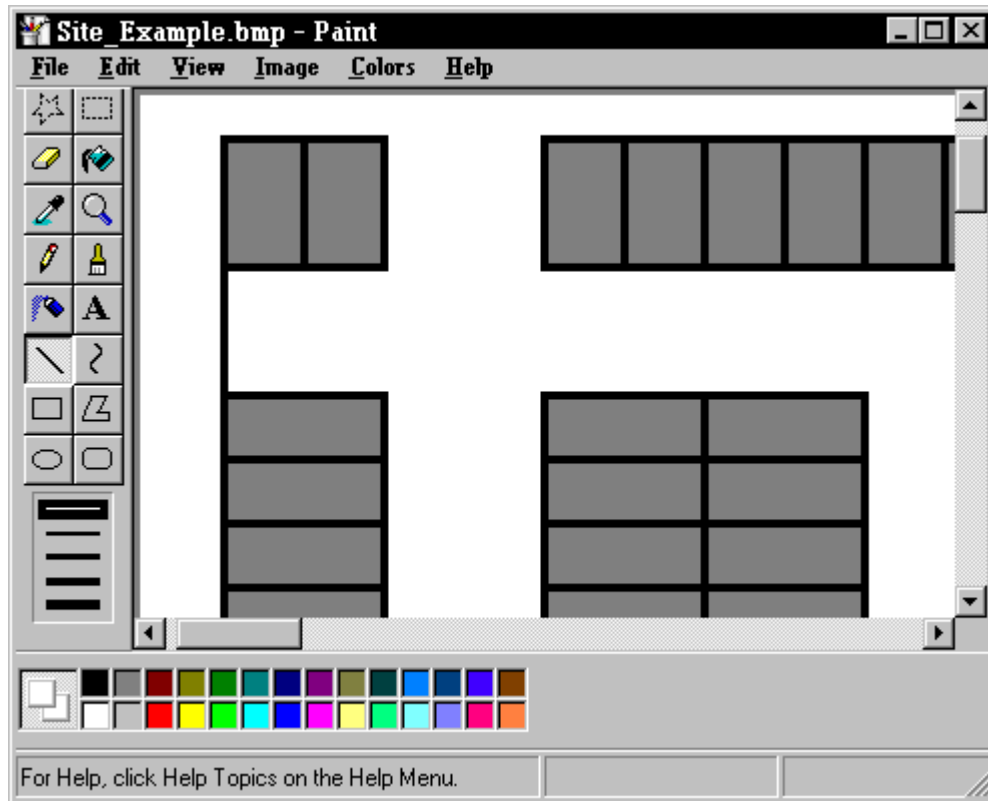
1. **Click the Erase Tool.** This symbol is the yellow eraser on the tool bar on the left side of the form.
2. **Click the smallest sized eraser tool** to allow complete control.
3. **Hold the left mouse button down** and **move** the erase tool over the inside area of both 5 x 10 units as well as their adjoining border or wall to erase the black and gray coloring.
4. **Release the left mouse button.** The driveway/walkway will be created as seen in the graphic below.



5. If the results are not satisfactory, click **Edit>Undo**. The action will be reversed and steps 1 through 4 should be redone.

Creating Non-Standard Unit Sizes – Method 1

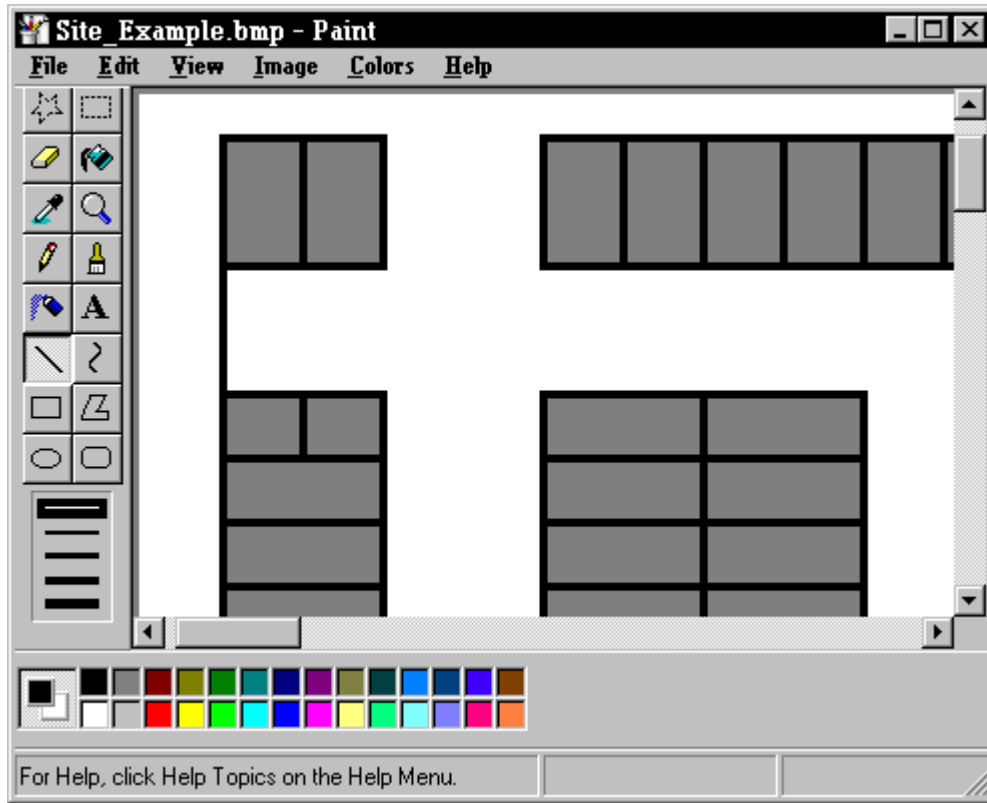
The WinSen Site Graphics unit templates are based on a 5 foot or 6 foot units. In some cases unit sizes other than those included unit templates are needed. The following example explains method one used to create the differently sized units.



In this example, the top unit in the leftmost column of horizontal units will be subdivided creating 2 each 5 x 5 units. The line tool in Paint will be used to create this division. Execute the following steps:

Open the Site Example file and execute the following steps:

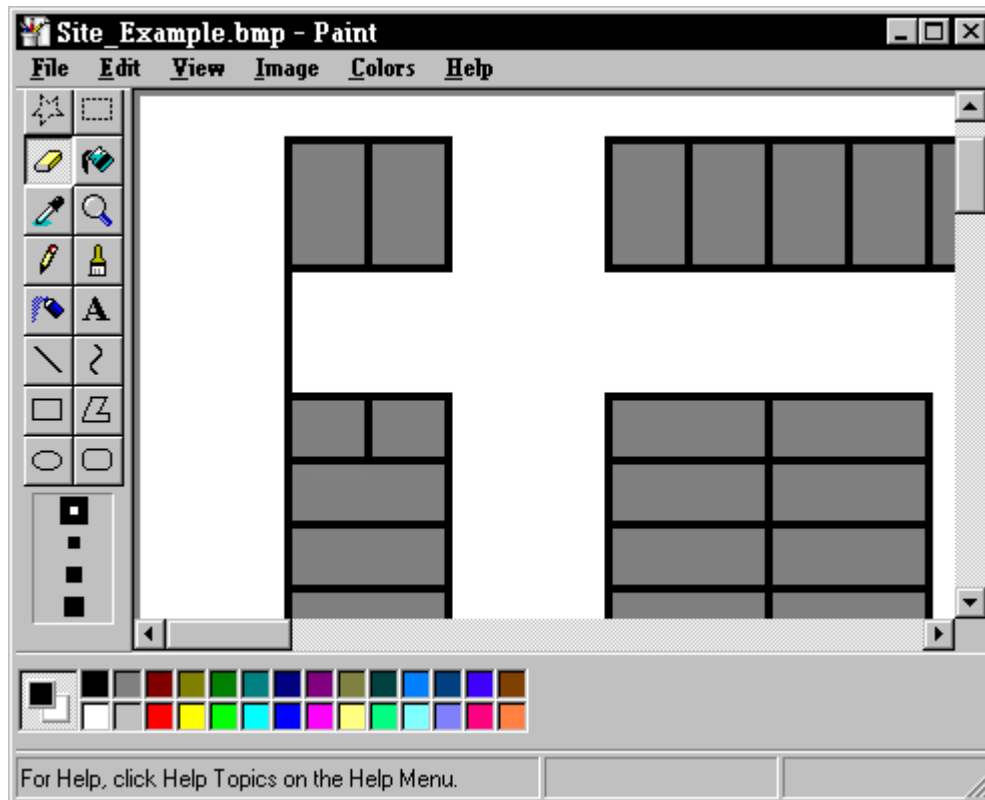
1. If desired, **click View>Zoom>Show Grid**. The grid will provide a measurement tool to locate the halfway point of the top border. Repeat this step to remove the grid.
2. **Click the Line Tool**. The cursor will become a square cross.
3. **Position the cursor** on the top border of the top unit of the leftmost column halfway between the left and right walls of the unit.
4. **Hold the left mouse button down and drag the cursor** to the bottom or south wall of the unit. As the cursor is moved, a line will form subdividing the unit.
5. When the line is complete, **release** the left mouse button. The results should equal the graphic below.



6. If the results are not satisfactory, click **Edit>Undo**. The action will be reversed and steps 2 through 5 should be redone.

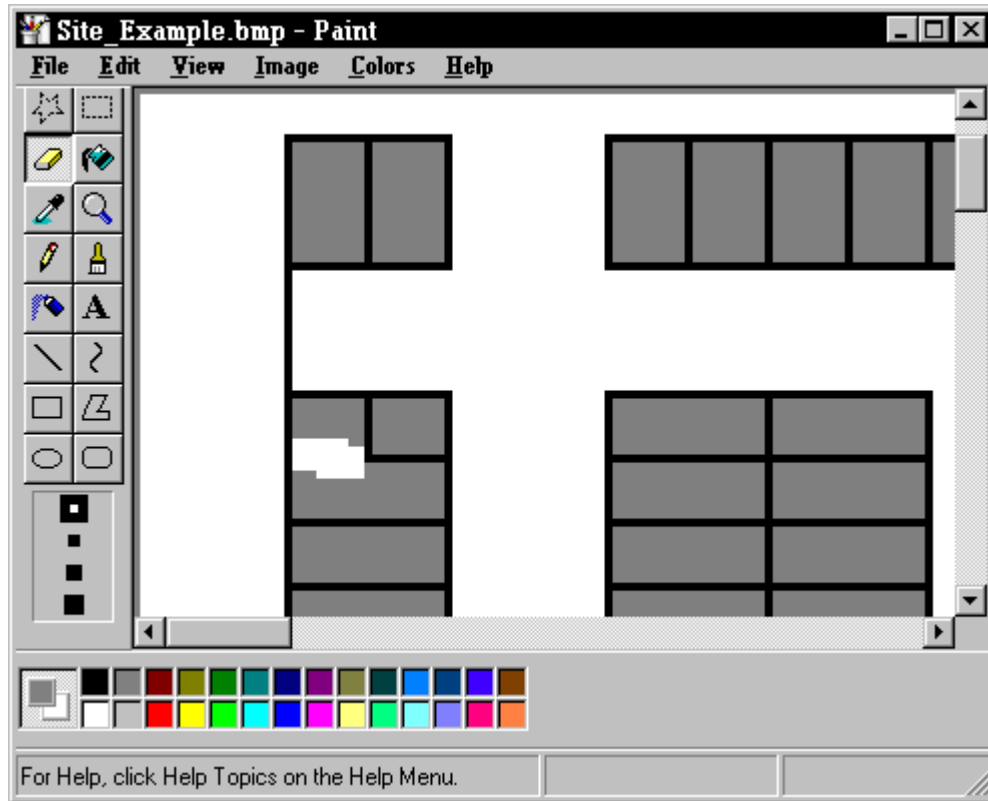
Creating Non-Standard Unit Sizes – Method 2

The WinSen Site Graphics unit templates are based on a 5 foot or 6 foot units. In some cases unit sizes other than those included unit templates are needed. The following example explains the 2nd method used to create the differently sized units.

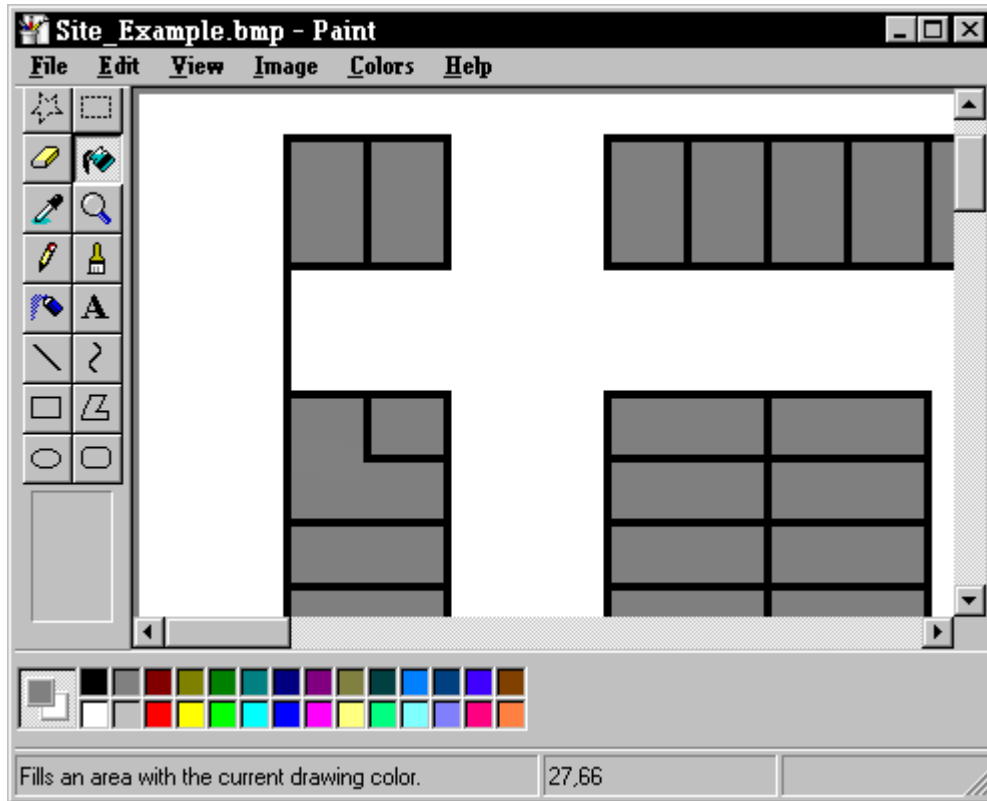


In this example, the top left unit in the leftmost column and unit beneath that unit will be combined to create an "L" shaped unit, sized 5 x 15. A combination of the Paint Erase and Color Fill tools will be used.

1. **Click the Erase Tool.** This symbol is the yellow eraser on the tool bar on the left side of the form.
2. **Hold the left mouse button down** and **move** the erase tool over the bottom wall of the leftmost 5 x 5 unit in the leftmost column and remove the wall. A white erased area will remain and the "L" shaped unit will be created.
3. **Release the left mouse button.** The results should be somewhat equal to the graphic below:



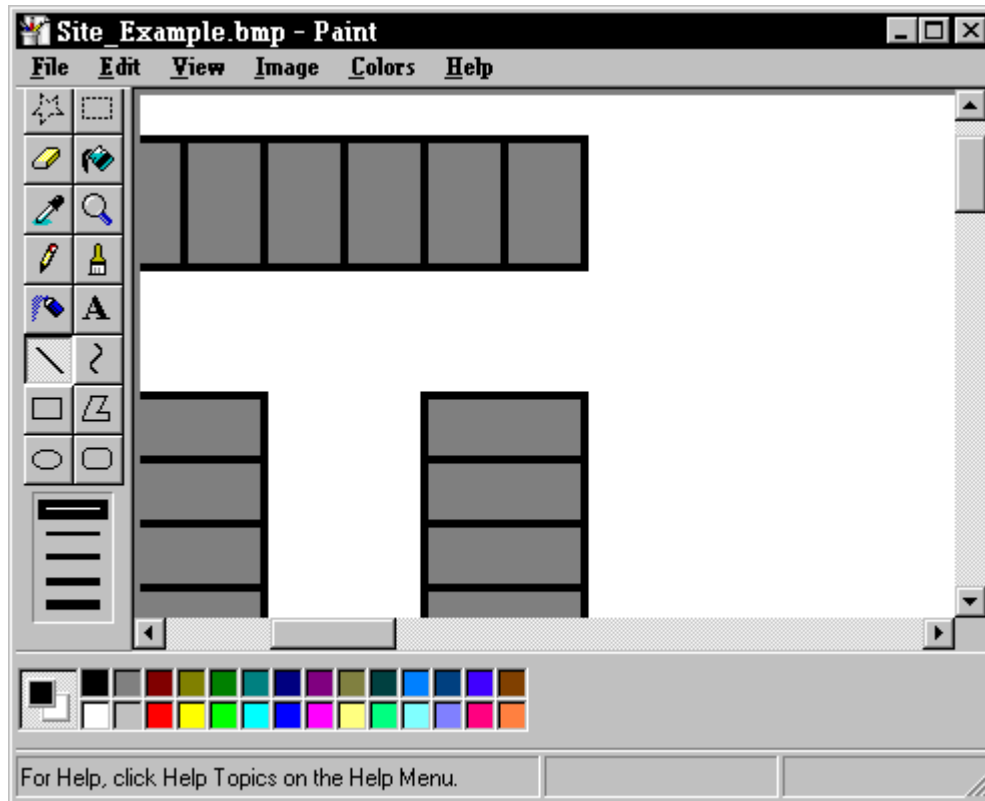
4. Click the **Fill with Color Tool** on the tool bar on the left hand side of the form. This is the paint bucket icon.
5. **Left mouse click** the 2nd box in the top row of the Color Palette. This is the darker shade of gray.
6. **Place the cursor over the white erased area** on the site graphic layout. (the cursor now is a paint bucket).
7. **Left click the mouse.** The gray color will fill in the white erased area. The results should equal the graphic below.



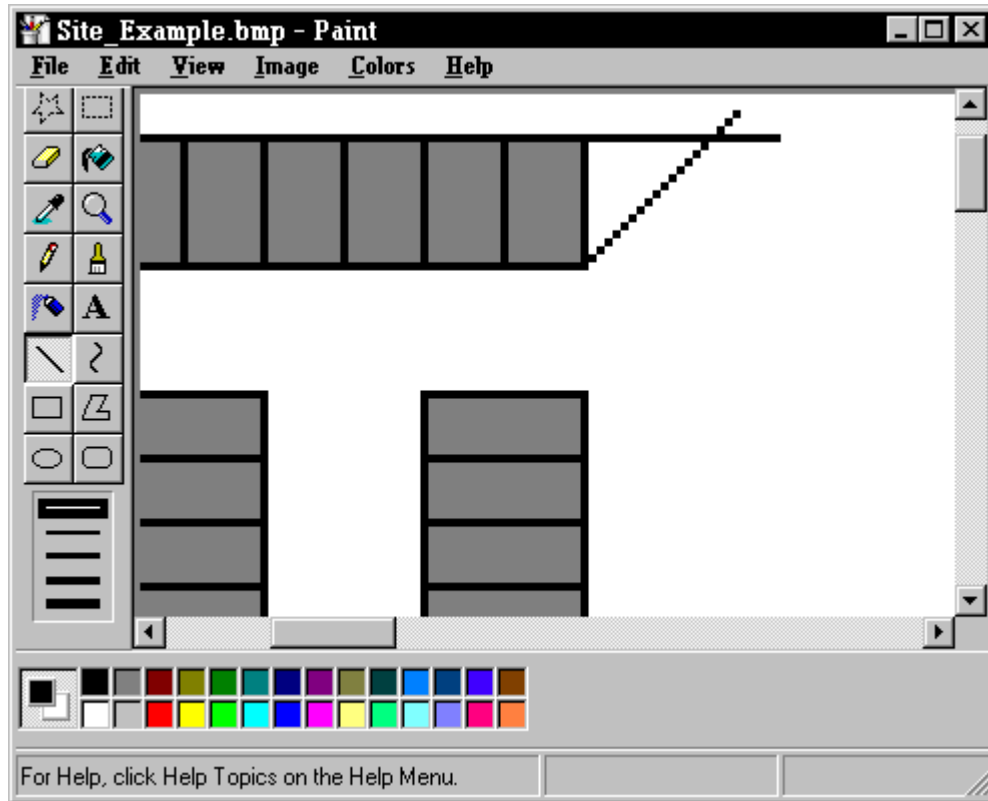
8. If the results are not satisfactory, click **Edit>Undo**. The action will be reversed and steps 1 through 12 should be redone.

Creating Triangular Units

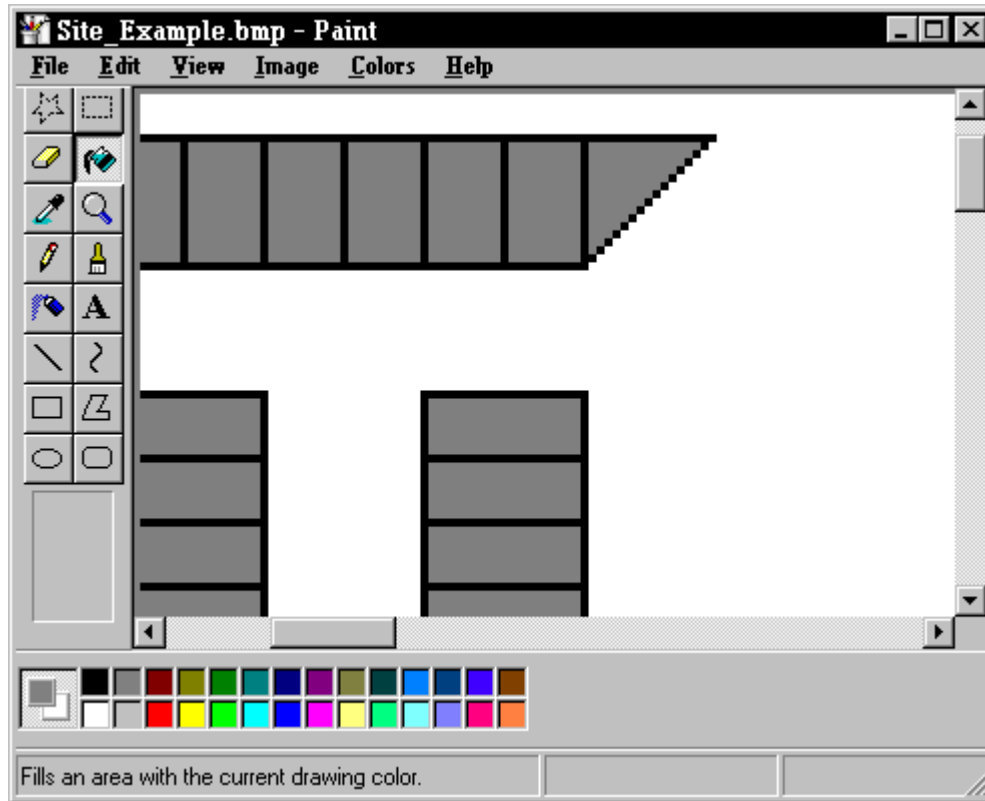
In some cases, facilities are built on lots where the land is neither square nor rectangular. In order to realize the greatest utility from the land, architects will design triangular units. In the example below a triangular unit will be added to the top row on the right hand side.



1. **Scroll the layout to the right** using the horizontal scrollbar to look something like the graphic above.
2. **Click the Line Tool** located on the Tool Bar on the left hand side of the form.
3. **Place the cursor** on the upper outside corner of the border of the rightmost vertical unit of the top row.
4. **Hold the left mouse button down** and **drag** the mouse at a 90-degree angle or to the right creating a solid black line. The length of this line is not important as the excess can be erased using the eraser tool.
5. **Release** the left hand mouse button.
6. **Place** the center of the cursor on the lower outside corner of the border of the rightmost vertical unit of the top row.
7. **Hold the left mouse button down** and **drag** the mouse at a 45-degree angle or upwards and to the right creating a black line. The length of this line is not important as the excess can be erased using the eraser tool.
8. **Release** the left hand mouse button. The new unit should appear as in the graphic below.



9. **Click the Erase Tool** and **erase** the excess horizontal and 45 degree lines.
10. **Click the Fill With Color Tool**. This is the paint bucket on the Tool Bar.
11. **Left mouse click** the 2nd box in the top row of the Color Palette. This is the darker shade of gray.
12. **Place the cursor over the white triangular area** on the site graphic layout. (The cursor now is a paint bucket).
13. **Left click the mouse**. The gray color will fill in the white area. The results should be somewhat equal to the graphic below.

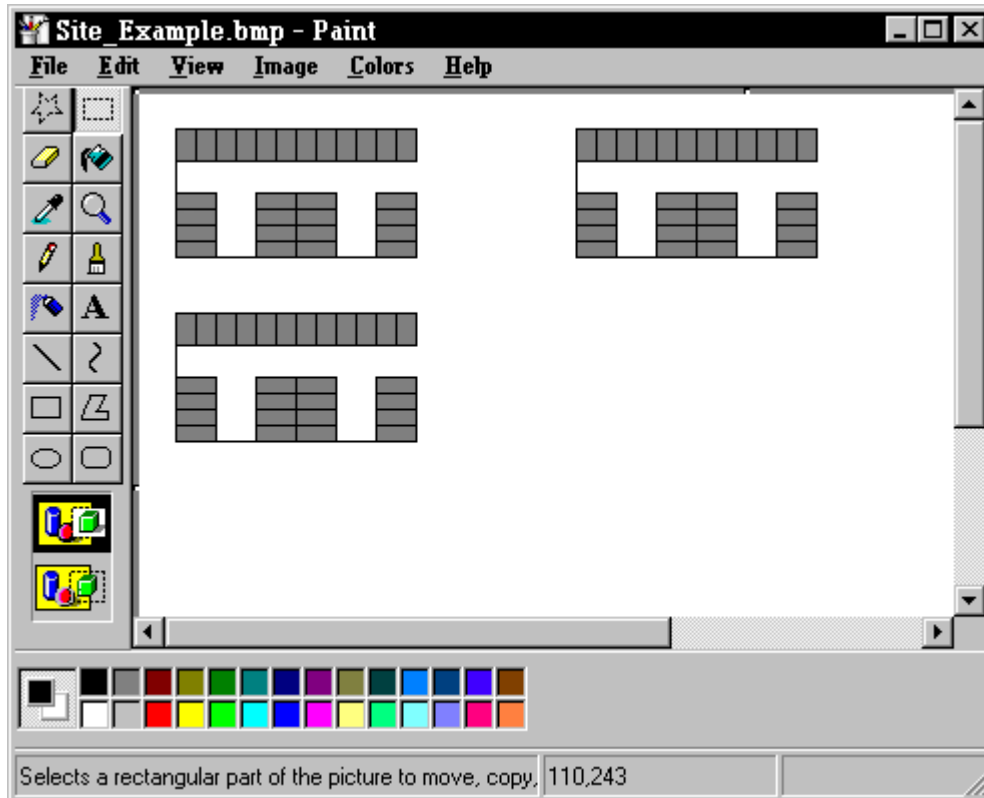


14. If the results are not satisfactory, click **Edit>Undo**. The action will be reversed and steps 1 through 11 should be redone.
15. Click **File>New**. This will close Site_Example and abandon the previous practice examples.

Working with Multiple Buildings

Start Paint and **open** the Site_Example file.

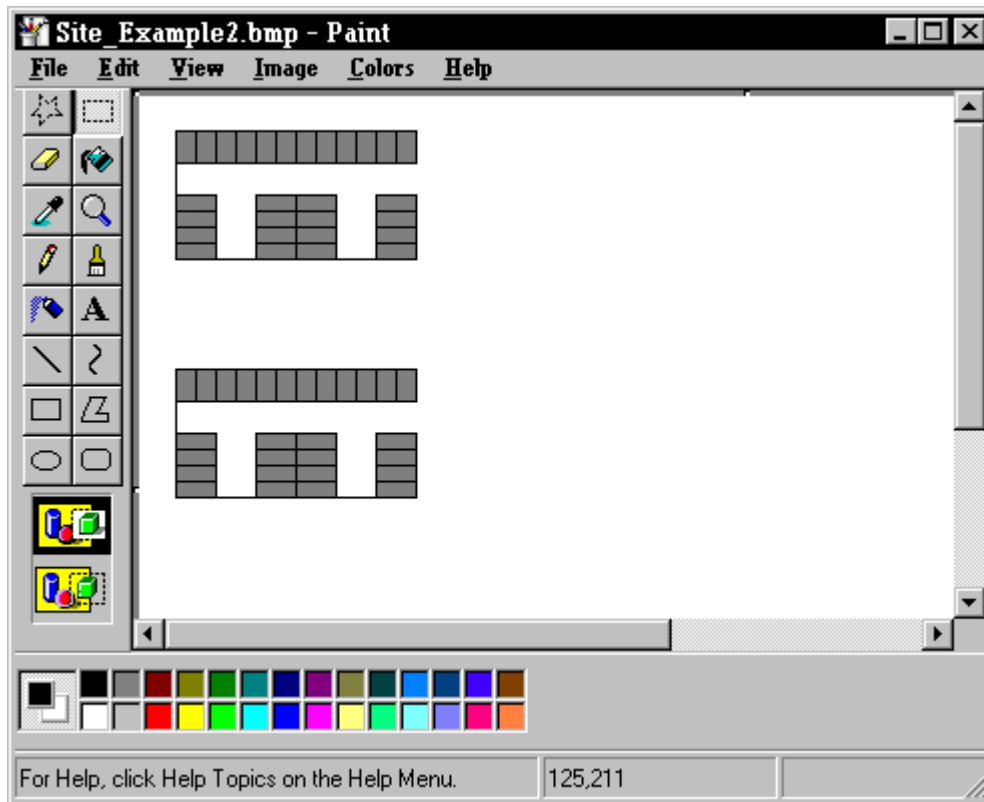
Many sites have multiple buildings and/or floors. Creating these buildings or floors on the layout follows the same process as inserting the first and subsequent units. In the example below a 2nd and 3rd buildings have been created. They have been placed the same distance from the top and left borders respectively. The grid display was used to insure the proper distance from the left and top borders. Note that the layout has now been sized in the normal view.



Moving Buildings

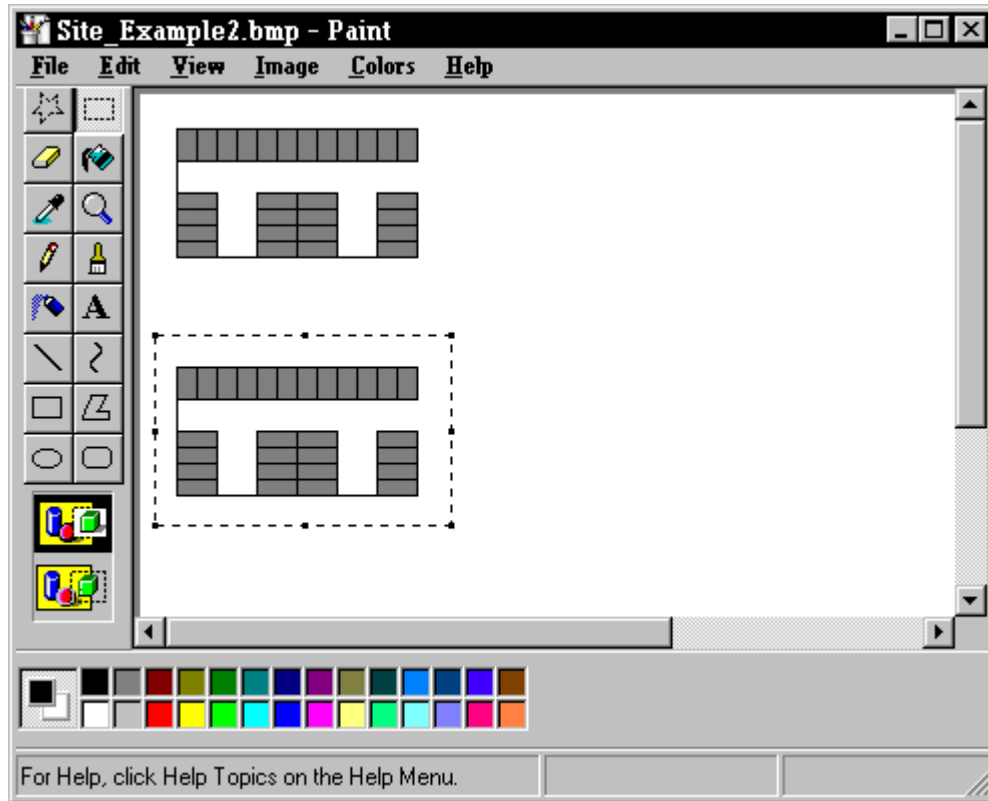
Start Paint and **open** the Site_Example2 file.

In some cases it may be necessary to move a building either left/right or up/down. In addition, buildings at a facility may be built at angles to one another. In the next example one building will be moved then set at an angle to another. See the graphic below.

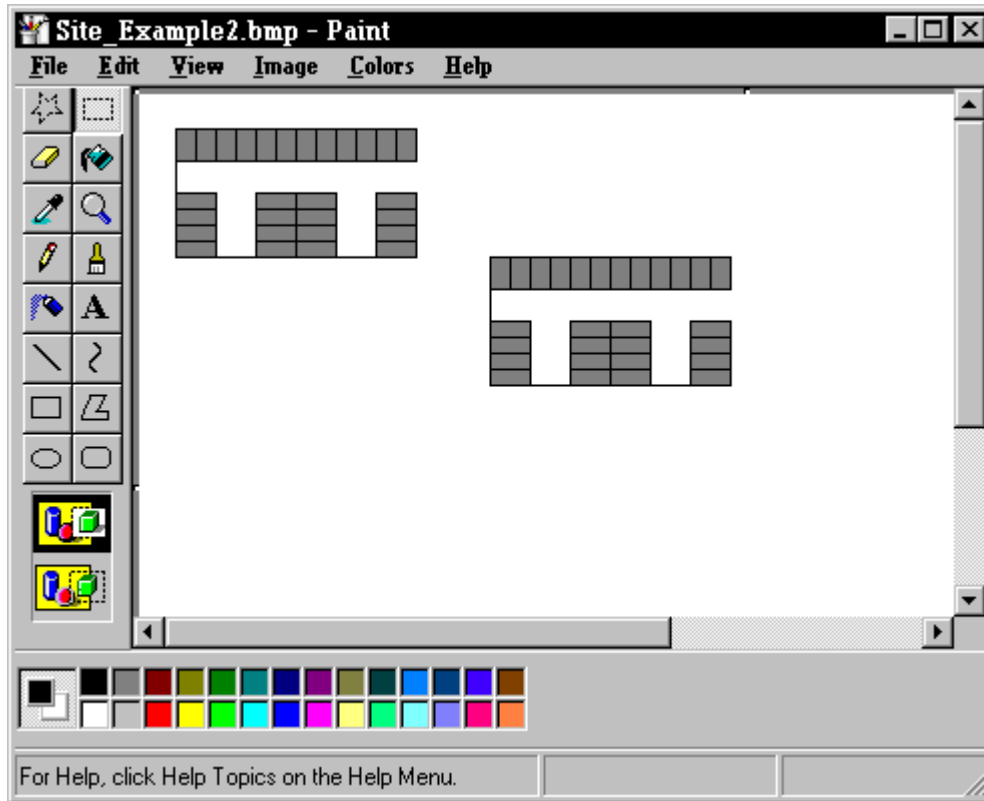


The lower building on the left will be repositioned to the lower right of the left hand building. Execute the following steps.

1. **Click the Select Tool** (the rectangle above the paint bucket) on the Tool Bar on the left hand side of the form.
2. **Place the cursor** to the upper left of the lower building, and then hold the left mouse button.
3. **Drag the cursor** to the right and downwards creating a square around the entire building. This is referred to as **selecting** the building.
4. **Release the left mouse button.** See the graphic below.



5. With the selection made, **point** at the building. The cursor will become a four-headed arrow.
6. **Depress and hold the left mouse button** and **drag** the building upwards and to the right to the desired position then **release** the left mouse button.
7. When satisfied with the new position of the building **click** the left mouse button. This action will lock the building into place.
8. See the graphic below.

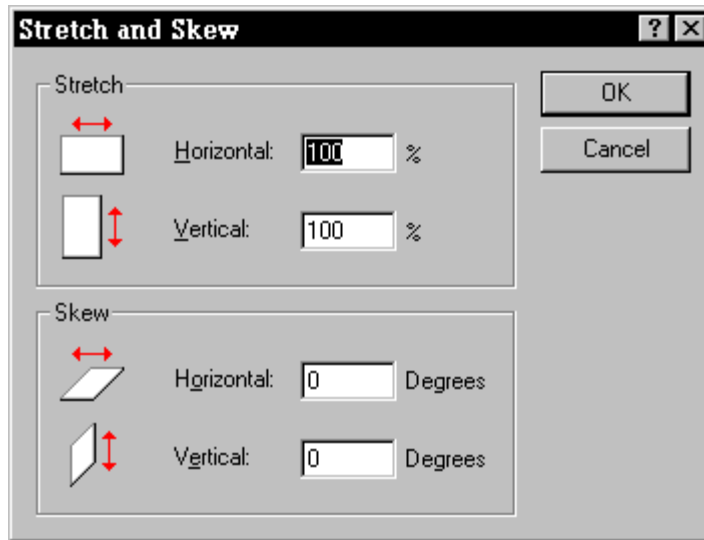


9. If the results are not satisfactory **reselect and drag** the building into the desired position.
10. Click **File>Save** to save the placement of the building.

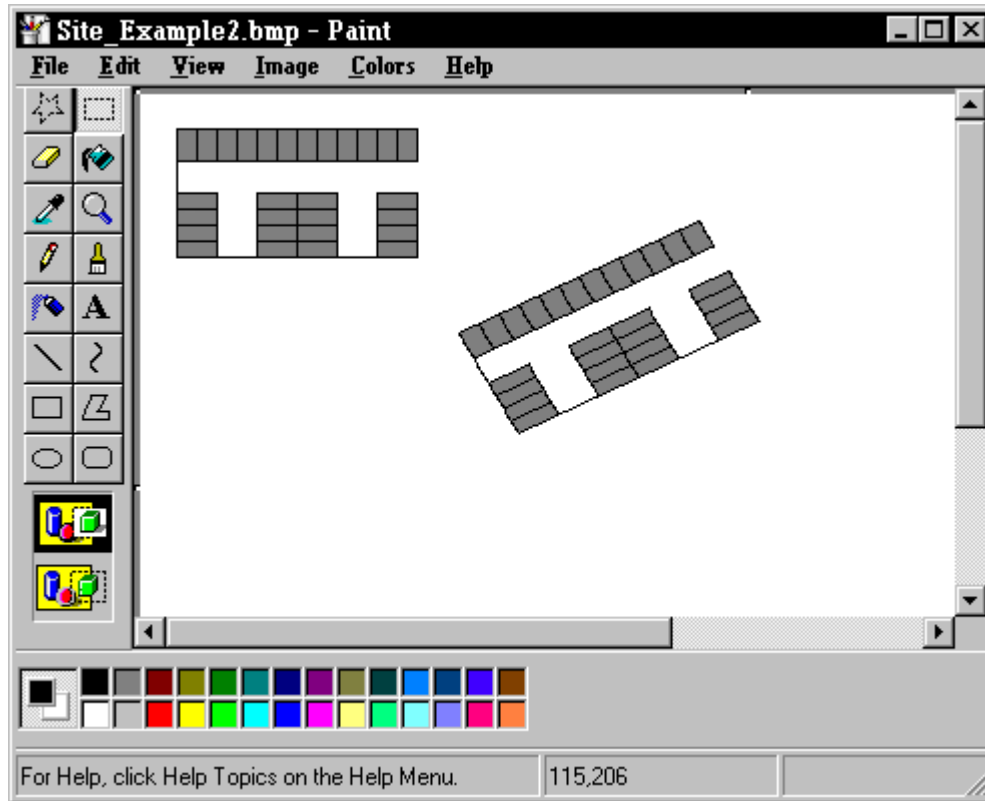
Rotating Buildings on the Axis

In the following example the rightmost building will be rotated to sit at an angle with respect to the leftmost building. Execute the following steps.

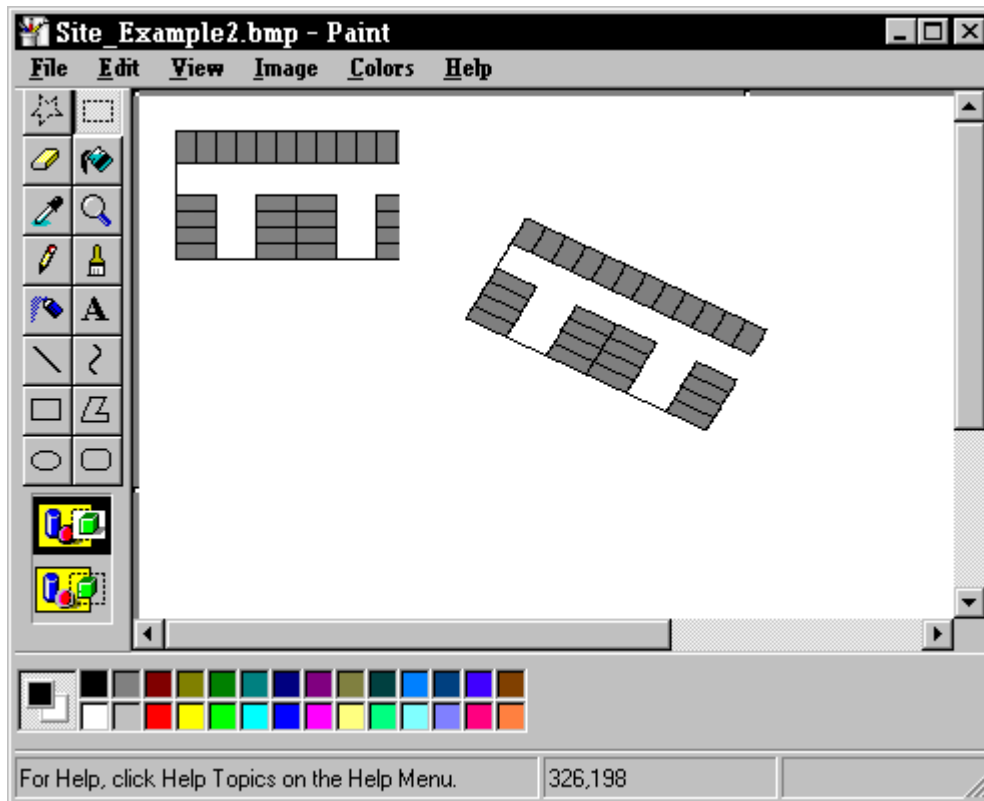
1. **Select** the right hand building.
2. Click **Image>Stretch/Skew** on the Paint Main menu. The following dialog box will appear.



3. In the Skew Box enter into the Horizontal Degrees box a negative value not less than -25. Note that a value less than minus 25 distorts the drawing.
4. Enter into the Vertical Degrees box a positive value not larger than 25 but equal in proportion to the degrees entered in the Horizontal box. Note that a value greater than 25 distorts the drawing.
5. Click **OK**. This action will rotate the building to the left. See the graphic below.



6. Click **Edit>Undo** to undo the rotation.
7. To rotate the building to the right, **select** the rightmost building.
8. Click **Image>Stretch/Skew** on the Paint Main menu.
9. In the Skew Box enter into the Horizontal Degrees box a positive value not larger than 25. Note that a value larger than 25 distorts the drawing.
10. Enter into the Vertical Degrees box a negative value not less than -25 but equal in proportion to the degrees entered in the Horizontal box. Note that a value less than -25 will distort the draw
11. Click **OK**. This action will rotate the building to the right. See the graphic below.



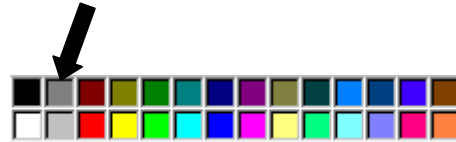
12. If the results are unsatisfactory click **Edit>Undo**. This will undo the building rotation. Rotate the building again if necessary.
13. When satisfied with the rotation of the building, click **File>Save** to save the placement of the building.

Setting the Background Color

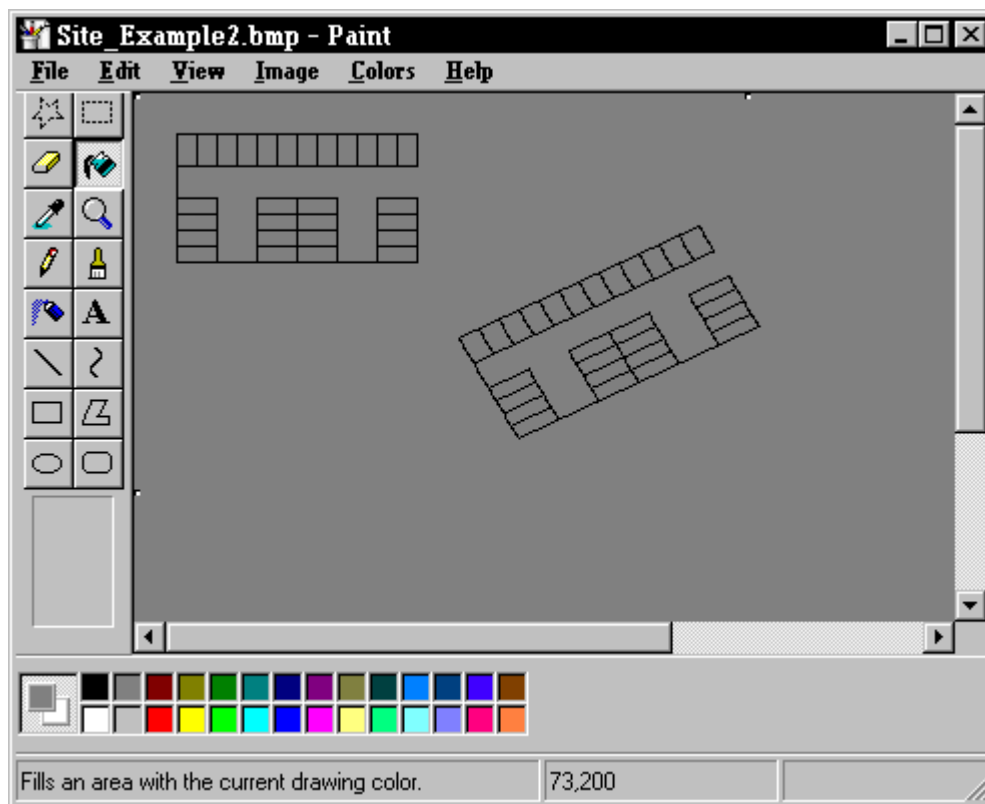
- ▶ *If you make a mistake, click Edit>Undo!*

WinSen Site Graphics allows each unit to be color-coded to represent a unit status. A large selection of colors is available for each unit status. The background must be colored to allow the individual unit status to show with the greatest amount of contrast and to make the display pleasing to the eye. The Sentinel Engineering Department suggests the same shade of gray used when painting units in this Site Graphics Layout Creation discussion. Execute the following steps to set the background color

1. **Click the Fill with Color Tool** on the tool bar on the left hand side of the form. This is the paint bucket icon.
2. **Left mouse click** the 2nd box in the top row of the Color Palette. This is the darker shade of gray as pointed to by the arrow.



3. **Place the cursor** over any area of the background on the site graphic layout.
4. **Click the left mouse button once.** The gray color will fill the entire background. The results should equal the graphic below.
5. If the wrong fill color is selected and painted for the background, click Edit>Undo. This will restore the selected background color.



6. If the results are satisfactory, click **File>Save** to save the background color.

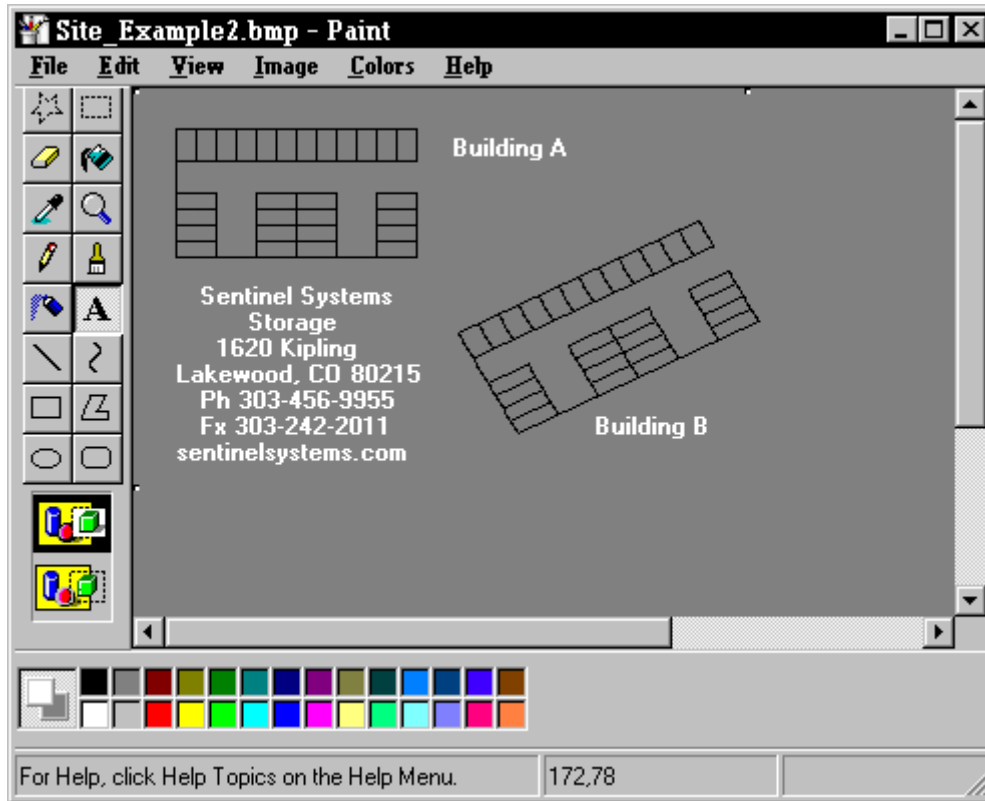
Labeling the Site and Buildings

► *If you make a mistake, click **Edit>Undo!***

The final step in creating the WinSen Site Graphics Layout is to label the buildings and the site itself. Depending on the physical layout of the site the site name can go anywhere. Also, an area has been reserved at the top for the site name label.

To get the greatest amount of contrast for the site name against the gray background, white is the suggested color. Paint must be set to insert this color. Execute the following steps to setup the color.

1. Click **View>Zoom>Normal Size**. This sets the display for text insertion.
2. **Left click the white color box** on the Color Palette. The foreground color will be set to white.
3. **Right click** the 2nd box in the top row of the Color Palette. This is the darker shade of gray.
4. **Left click the text tool**.
5. **Select** the area to insert the site name or building label. The text insert box should be large enough to contain all information such as site name, address, phone etc.
6. **Select** the **font** and **size**, click bold, italic or underline if desired. The recommended font size is 14 or less. Note that each font has particular sizes unavailable in other fonts.
7. **Left click inside the text insert box**.
8. **Enter the desired text**. Using the space bar and backspace keys, position the text for the greatest eye appeal.
9. **Left click** anywhere on the layout. This will lock in the white text. The layout will have some characteristics as the graphic below.

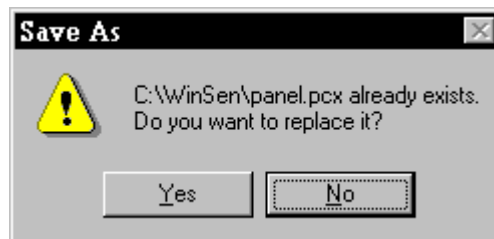


10. If the desired results have not been achieved, click **Edit>Undo**. This will erase the entered text, then repeat steps 1 through 9.
11. If the desired results have been achieved, click **File>Save**. This will save the text to the file.

Renaming the Original Layout

The panel.bmp file is finished and now must be renamed to prepare it to function with the Site Graphics program. Execute the following steps:

1. Click **File>Save As**. The Save As dialog box will open.
2. In the **File Name** box type “**panel.pcx**”. Note, the double-quotes on either side of the file name must be included to save the file correctly.
3. Click **Yes** to acknowledge the replace file message box as seen below.

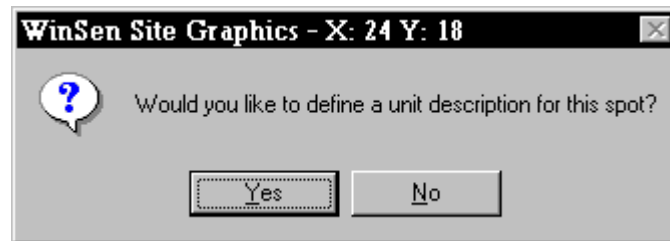


4. Close Paint.

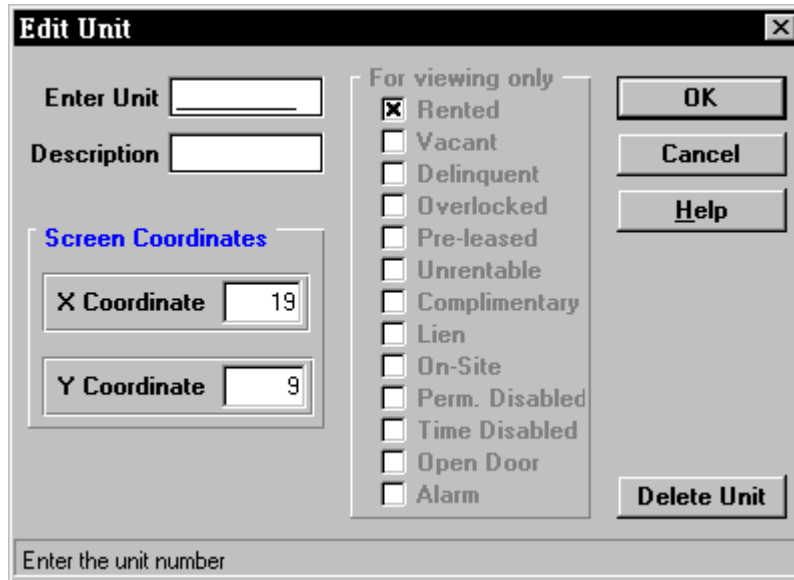
Numbering the Layout

The WinSen Site Graphics layout is now ready for numbering. Each created unit will be assigned a unit number, which will match the WinSen database. Execute the following steps.

1. Click **Start>Programs>WinSen>Winsen Property Manager**. This will launch WinSen Property Manager.
2. Click **Main>Reports and Graph Menu**. This will open the Report and Graph Menu.
3. Locate the **Unit Listing Report** and click to highlight.
4. In the **Output** section click printer.
5. Click **Print Selections**. The Unit Listing Report will generate and print.
6. Click **Cancel** to close the Reports and Graph Menu.
7. Click **Special>WinSen Site Graphics**. This will open the layout into the Site Graphics program.
8. Click the first unit. The unit color will change to red and the following dialog box will appear.
 - **Important Note:** If the red color bleeds into other units or the background the layout must be modified. If the unit is not fully closed the color will bleed throughout the drawing. Reopen the saved **panel.bmp** and correct the mistake. Then rename panel.bmp to panel.pcx



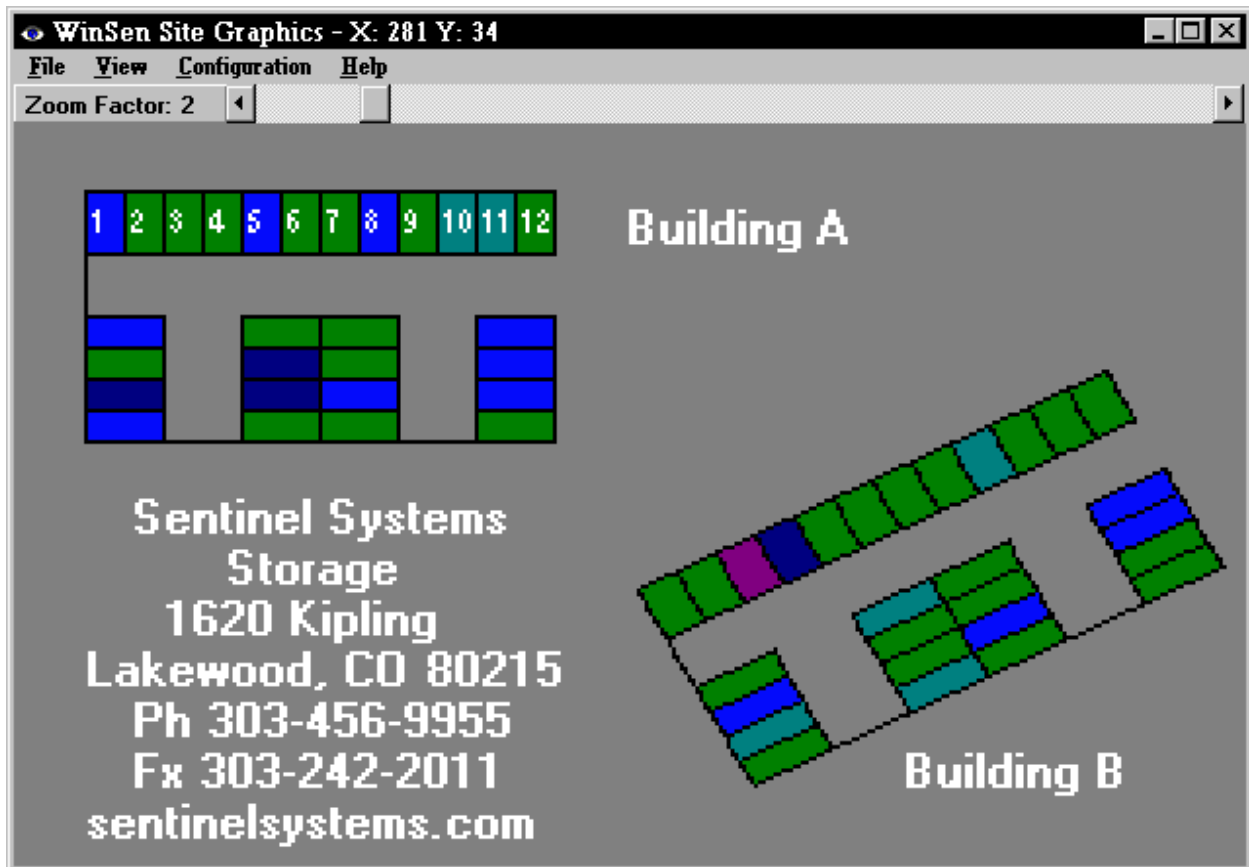
9. Click the **Yes** button, and the following dialog box will appear.



10. In the **Enter Unit** box enter the number of this unit. This entry ***must match*** the unit number on the ***WinSen Unit Listing*** report. Note that ***all units must have a unit number.***
11. In the **Description** box enter the unit number or character(s) that is to be displayed on the site graphics screen.
 - **Important Note:** Small sized units such as 5 x 5s and 5 x 10s have little area to hold unit numbers. For instance, if the number 1210 does not fit, it can be shortened to 210 or 10.
 - **Important Note:** The description box for small units in rotated buildings should be left blank, as the placement of the unit numbers is uneven. This may cause units to bleed color into others.
 - **Important Note:** The description box for oddly shaped units should be left blank as the placement of the unit numbers may overlap unit borders. This may cause units to bleed color into others.
 - **Important Note:** Some horizontal units are too small to hold the unit number. This may cause units to bleed color into others. It is recommended that if the unit is smaller than a 10 x 10 the description for the unit should be left blank.
12. Click **OK**. The unit color will change to show the current status of this unit. Verify this by comparing the unit's status on the Unit Listing Report to the coloring of the unit. Click **Configuration>Colors** on the site graphics main menu. If the unit's status is correct continue numbering the other units on the layout repeating steps 8 through 11.
13. To **save** the unit numbering, exit WinSen Site Graphics.

The Finished Layout

The finished example layout is shown below. The unit statuses are current as supplied by WinSen Property Manager. The coloring of the units are WinSen Site Graphic default colors excluding the royal blue that represents vacant units.



The Sentinel Systems Corporation hopes you've enjoyed creating your site graphics layout and expects it to enhance revenues and be a benefit to your operation. Should you have any questions feel free to call our Support Department at 1-800-456-9955.

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