



SIMULATIONiQ™ Enterprise *Settings*

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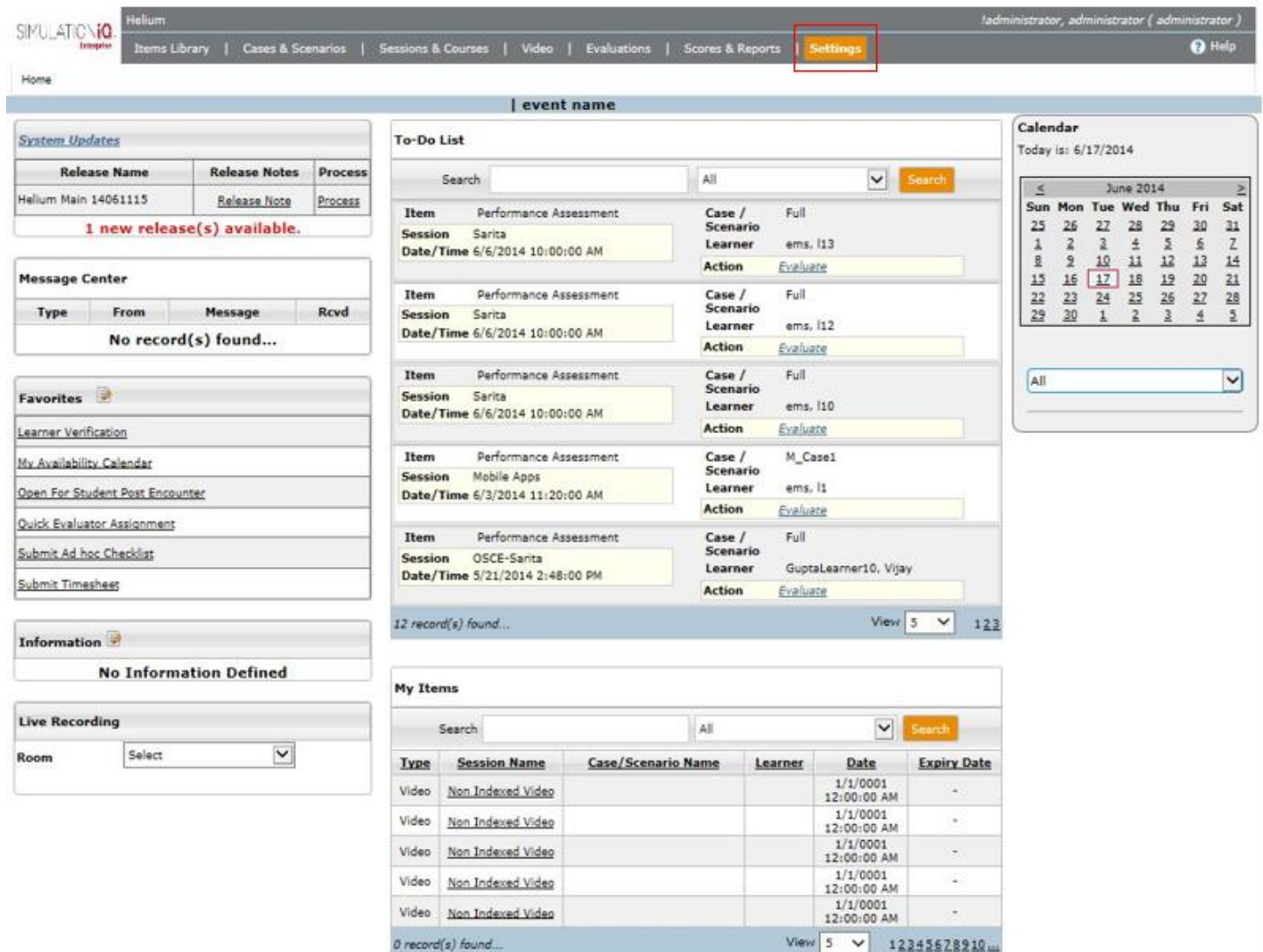
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Settings

Note: All data contained in the grids in this documentation is for demonstration purposes only.

You are able to adjust or set many of your system's settings. Your EMS Support Administrator may have already configured some system settings for your account, and your Administrator can configure any remaining settings. **Administrators are the only users who can access and make changes to system settings.**

Select **Settings** from the menu bar accessed from the SIMULATIONiQ Enterprise Dashboard as shown in the next graphic. You can find a setting by using either the "Search" or "Explore" tabs.



The screenshot shows the SIMULATIONiQ Enterprise Dashboard. The top navigation bar includes the following items: Items Library, Cases & Scenarios, Sessions & Courses, Video, Evaluations, Scores & Reports, and **Settings** (highlighted with a red box). The user is logged in as 'administrator, administrator (administrator)'.

The main content area is divided into several sections:

- System Updates:** A table showing release information.

Release Name	Release Notes	Process
Helium Main 14061115	Release Note	Process

1 new release(s) available.
- Message Center:** A table showing messages.

Type	From	Message	Rcvd
No record(s) found...			
- Favorites:** A list of favorite items:
 - [Learner Verification](#)
 - [My Availability Calendar](#)
 - [Open For Student Post Encounter](#)
 - [Quick Evaluator Assignment](#)
 - [Submit Ad hoc Checklist](#)
 - [Submit Timesheet](#)
- Information:** A section with the text "No Information Defined".
- Live Recording:** A section with a "Room" dropdown menu set to "Select".
- To-Do List:** A table showing tasks.

Item	Performance Assessment	Case / Scenario	Full
Session	Sarita	Learner	ems, l13
Date/Time	6/6/2014 10:00:00 AM	Action	Evaluate
Session	Sarita	Learner	ems, l12
Date/Time	6/6/2014 10:00:00 AM	Action	Evaluate
Session	Sarita	Learner	ems, l10
Date/Time	6/6/2014 10:00:00 AM	Action	Evaluate
Session	Mobile Apps	Learner	ems, l1
Date/Time	6/3/2014 11:20:00 AM	Action	Evaluate
Session	OSCE-Sarita	Learner	GuptaLearner10, Vijay
Date/Time	5/21/2014 2:48:00 PM	Action	Evaluate

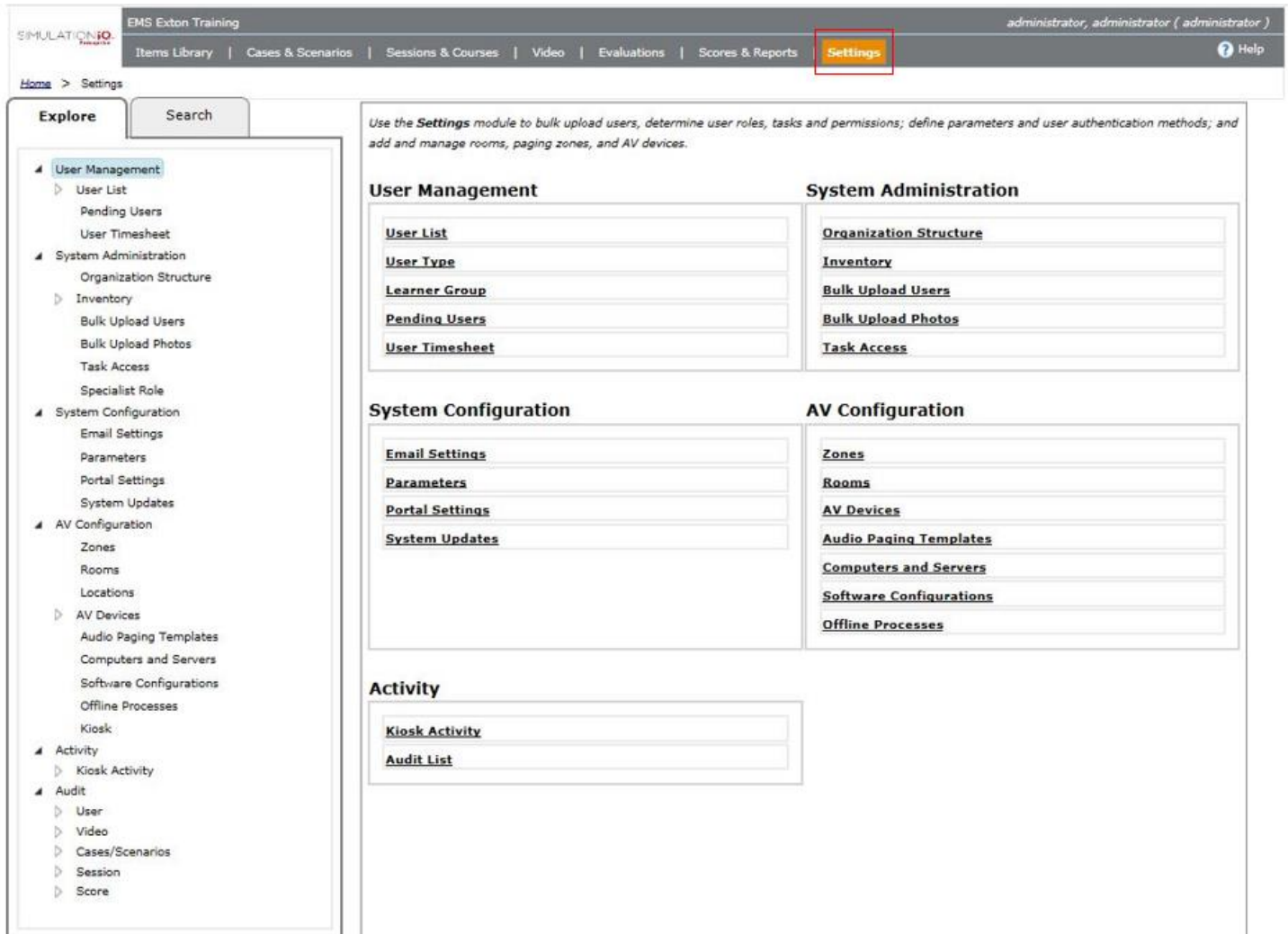
12 record(s) found... View 5 123
- Calendar:** A calendar for June 2014. Today is 6/17/2014. The date 17 is highlighted.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
- My Items:** A table showing items.

Type	Session Name	Case/Scenario Name	Learner	Date	Expiry Date
Video	Non Indexed Video			1/1/0001 12:00:00 AM	-
Video	Non Indexed Video			1/1/0001 12:00:00 AM	-
Video	Non Indexed Video			1/1/0001 12:00:00 AM	-
Video	Non Indexed Video			1/1/0001 12:00:00 AM	-
Video	Non Indexed Video			1/1/0001 12:00:00 AM	-

0 record(s) found... View 5 12345678910

The following menu selections are available from the **Settings** Landing Page:



The screenshot shows the SIMULATIONiQ Enterprise interface. The top navigation bar includes 'Items Library', 'Cases & Scenarios', 'Sessions & Courses', 'Video', 'Evaluations', 'Scores & Reports', and a highlighted 'Settings' tab. The user is logged in as 'administrator, administrator (administrator)'. The left sidebar shows the 'Explore' tab selected, with a search bar and a tree view of settings categories. The main content area displays a description of the Settings module and lists various settings categories and their sub-items.

Settings

Use the **Settings** module to bulk upload users, determine user roles, tasks and permissions; define parameters and user authentication methods; and add and manage rooms, paging zones, and AV devices.

User Management

- User List
- User Type
- Learner Group
- Pending Users
- User Timesheet

System Administration

- Organization Structure
- Inventory
- Bulk Upload Users
- Bulk Upload Photos
- Task Access

System Configuration

- Email Settings
- Parameters
- Portal Settings
- System Updates

AV Configuration

- Zones
- Rooms
- AV Devices
- Audio Paging Templates
- Computers and Servers
- Software Configurations
- Offline Processes

Activity

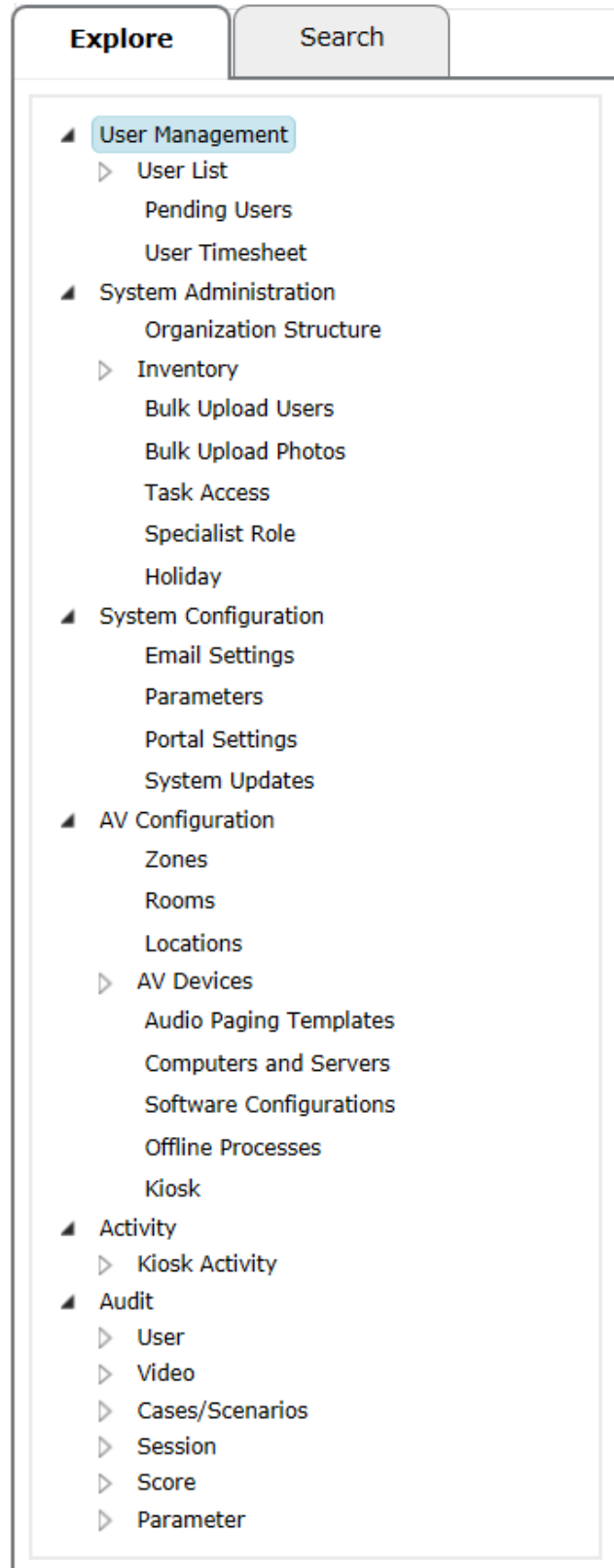
- Kiosk Activity
- Audit List

Explore Tab

- User Management
 - User List
 - Pending Users
 - User Timesheet
- System Administration
 - Organization Structure
 - Inventory
 - Bulk Upload Users
 - Bulk Upload Photos
 - Task Access
- System Configuration
 - Email Settings
 - Parameters
 - Portal Settings
 - System Updates
- AV Configuration
 - Zones
 - Rooms
 - Locations
 - AV Devices
 - Audio Paging Templates
 - Computers and Servers
 - Software Configurations
 - Offline Processes
- Activity
 - Kiosk
- Audit
 - User
 - Video
 - Cases/Scenarios
 - Session
 - Score

Explore Tab

The following **Settings** selections are available from the **Explore** tab :



Search Tab

The following **Settings** selections are available from the **Search** tab:

- Users
- Inventory
- Audit

Note, if you have purchased the Kiosk, you will be able to search here for the Kiosk also.

Search Users

You can search for users by choosing “Users” in the “Search By” drop down.

You can select or enter the following information to narrow your search:

Field	Description
Search By	Select Users from the drop-down list. Narrow your search by selecting any of the following checkboxes: <ul style="list-style-type: none"> • Educator • Learner • SP • Administrator
Status	Select Active, Retired, Pending or Rejected (defaults to Active).

	Note: It is recommended that you assign a status of Retired to a user who may no longer be in your application, though data may still be assigned to this person.
Task Access	Click the applicable checkbox if searching for a user by one of the following user types: Administrator, Faculty, SP or Student (as well as other task access types you may have created).
Ethnicity/Race	Select White, African American, American Indian, Asian, or Other
Gender	Select Male or Female
Age Range	Select a numeric range of ages that may include the user(s) (defaults to Any).
Graduation Year	Enter the graduation year of the user included in your search.
Keywords	Enter any keywords to customize your search.

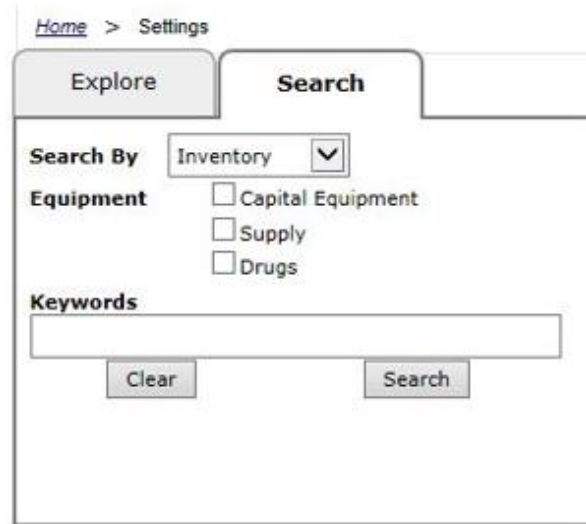
Also, click any of the following checkboxes to further narrow your search:

- General Information
- Contact Information
- Additional Information
- Personal History
- Medical History
- Availability
- Notes
- Experience
- Habits

Click **Clear** to remove your search criteria and start again; click **Search**, and the results will appear in the Landing Page grid.

Search Inventory

You can search for inventory by choosing “Inventory ” in the **Search By** drop down.



Select or enter the information as follows:

Field	Description
Search	Select Inventory from the drop-down list. Narrow your search by selecting any of the following checkboxes: <ul style="list-style-type: none"> • Capital Equipment • Supply • Drugs
Keywords	Enter any keywords to customize your search.

Click **Clear** to remove your search criteria and start again; click **Search**, and the results will appear in the Landing Page grid.

Search Audit

You can search Audits by choosing “Audit ” in the **Search By** drop down.

Explore

Search

Search By

Audit

Date Range

☐ User

☐ Video

☐ Cases/Scenarios

☐ Session

☒ Score

Clear

Search

Field	Description
Date Range	Select the start date for the range by on the first calendar icon. Select the end date by clicking on the second calendar. You may also type in the date ranges in the empty boxes.
Types of Audit	Select the radio button in front of the type of audit you want to search: user, Video, Cases/Scenarios, Session or Score.

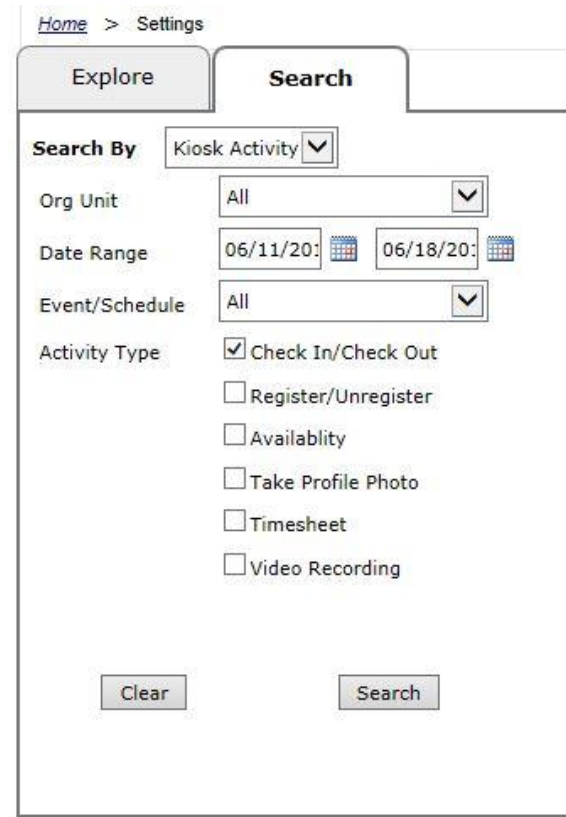
Make your selection and then Click the **Search** icon at the bottom of the section.

Click **Clear** to remove your search criteria and start again; click **Search**, and the results will appear in the Landing Page grid.

Search Kiosk

Note: This selection is available if you have purchased a Kiosk for your institution.

You can search for a kiosk by choosing “Kiosk Activity” in the “Search By” drop down.



You can select or enter the following information to narrow your search:

Field	Description
Organization Unit	Select the organization unit for your institution or All from the drop-down list.
Date Range	Enter or select a From and To date range to view Kiosk activity.
Event/Schedule	Select an event/schedule of Kiosk activity from the drop-down list.
Activity Type	Click a checkbox to view any of the following Kiosk activity types: <ul style="list-style-type: none"> • Check In/Check Out • Register/Unregister • Availability • Take Profile Photo • Timesheet • Video Recording

Click **Clear** to remove your search criteria and start again; click **Search**, and the results will appear in the Landing Page grid.

Searching in SIMULATIONiQ Enterprise

You can also search within SIMULATIONiQ™ Enterprise generally, and the **Settings** module in particular, by entering values at the **Search** text field on the near the top center of the Landing Page and/or selecting column titles from the grid, as shown:

Note: The blue action bar selections (Print, Change Status, and Delete, as shown below) vary within SIMULATIONiQ Enterprise modules, including Settings.

All

Name

Description

Web URL

Primary

Status

Add New

Search


All

Search

Print

Change Status

Delete

	Name	Description	Web URL	Primary	Status	Delete
	Current Location	Current Location	http://10.10.10.222/HeliumMain	Yes	Active	
<input type="checkbox"/>	SimXpress		http://10.10.10.99/SimXpress	No	Active	

2 record(s) found...

View

1

1

User Management

User List

Click **User List** from the **Explore** tab; the following grid appears:

Enter search text here

Search

Print | Email | Change Status | Delete | Change Permissions | Send Message | Linked Case / Scenario | Set

Expiration | Export

Link to user

Checkbox

	Name	User Name	Email	Grad Yr	Task Access	Type	Status	Delete
<input type="checkbox"/>	/administrator, administrator	administrator	administrator@ad.com		Administrator, Faculty	Educator, Administrator	Active	
<input type="checkbox"/>	/Anne, Grace	gan1	sam.daniel@simulationiq.com	2000	Student	Learner	Active	
<input type="checkbox"/>	/Atkinson, Rowan	ratk1	sam.daniel@simulationiq.com	2003	Faculty	Educator	Active	
<input type="checkbox"/>	/Augusta, Eva	eaug1	sam.daniel@simulationiq.com	1998	Student	Learner	Active	
<input type="checkbox"/>	/Bachchan, Amitabh	abac1	sam.daniel@simulationiq.com	2011	Faculty	Educator	Active	
<input type="checkbox"/>	/Banerjee, Rhea	rbac1	sam.daniel@simulationiq.com	1996	Administrator, Faculty	Educator, Administrator	Active	
<input type="checkbox"/>	/Bell, Kristen	kbel1	sam.daniel@simulationiq.com	1998	Faculty	Educator	Active	
<input type="checkbox"/>	/Bertram, Laura	lber1	sam.daniel@simulationiq.com	1996	SP	SP	Active	
<input type="checkbox"/>	/Bhatt, Alia	abat1	sam.daniel@simulationiq.com	2005	Student	Learner	Active	
<input type="checkbox"/>	/Bhatt, Mohit	mbat1	sam.daniel@simulationiq.com	2001	Student	Learner	Active	
<input type="checkbox"/>	/Bhatt, Radhika	rbat1	sam.daniel@simulationiq.com	2005	Student	Learner	Active	
<input type="checkbox"/>	/Black-Briar, Maven	mba1	sam.daniel@simulationiq.com	2002	SP	SP	Active	
<input type="checkbox"/>	/Blasing, Niki	nbla1	sam.daniel@simulationiq.com	2001	SP	SP	Active	
<input type="checkbox"/>	/Bowden, Katrina	kbow1	sam.daniel@simulationiq.com	2003	Student	Learner	Active	
<input type="checkbox"/>	/Browning, Emily	ebro1	sam.daniel@simulationiq.com	2007	Student	Learner	Active	
<input type="checkbox"/>	/Chen, Chieh	cche1	sam.daniel@simulationiq.com	2004	SP, Student	Learner, SP	Active	
<input type="checkbox"/>	/Chen, Grace	gche1	sam.daniel@simulationiq.com	1999	Student	Learner	Active	
<input type="checkbox"/>	/Chopra, Privanka	pcho1	sam.daniel@simulationiq.com	1994	Student	Learner	Active	
<input type="checkbox"/>	/Claire, Isabella	icla1	sam.daniel@simulationiq.com	2002	Student	Learner	Active	
<input type="checkbox"/>	/Clarke, Kimberley	kcla1	sam.daniel@simulationiq.com	1995	Student	Learner	Active	

207 record(s) found...

View 20 1 2 3 4 5 6 7 8 9 10 ...

Grid Options

Note: As with all search grids, you can enter a value at the text field and either search across all column headings or select individual column headings from the drop-down list next to the **Search** button. You can also click the hyperlinked column headings (denoted with an underline) and sort the grids by that heading, such as **Name** in the previous grid.

Click the checkbox to left of the **User Name** to access any of the following action bar functions:

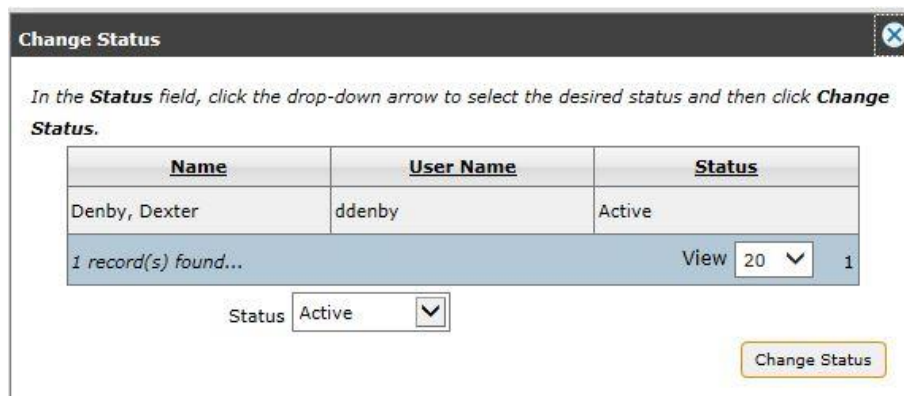
- **Column Options** – Add, remove and sort the order of the columns in grid view.
- **Print** – This prints User Profile details.
- **Email** – Use this to enable Email functionality; the following dialog appears:

Enter the following information:

Field	Description
From	The username of the individual logged onto SIMULATIONiQ Enterprise appears.
To*	The individual selected at the Landing Page grid appears.
Cc	Enter any other users to be copied on this Email.
Load Subject and Message from Template	Select a message template that can be edited as appropriate (from System Configuration/Email Settings).
Subject*	Enter the subject of the Email.
Message*	Enter the body of the Email message.
Attachments	Click Attach to search for a file to include with the Email. After selecting the file, click Upload and Save Changes to include the file (appearing in the Attachments grid).
Schedule	Click the Send Now radio button or select a date
Save as Template	Click this field to save your Email message as a template for further use.
*- required field	

Click **Send** to deliver the message after making your selections.

- **Change Status** – This selection calls up the following dialog:



Change Status

In the **Status** field, click the drop-down arrow to select the desired status and then click **Change Status**.

Name	User Name	Status
Denby, Dexter	ddenby	Active

1 record(s) found... View 20 1

Status: Active

Change Status

Select either **Active** or **Retired** from the drop-down list. Click **Change Status** to retain your new selection.

- **Delete** – This deletes the selected user. You will receive an “Are you sure. . .” message before deleting.
- **Change Permissions** – Use this functionality to change Authentication Methods or Task Access, as follows:

User Change Permissions

Click the checkbox(es) next to the Task Access items you wish to assign to this user. Click **Create New Task Access** to define a new Task Access Name. Click **Save Changes**.

User Name

Denby, Dexter;

Permissions

Create New Task Access

Task Access*

	Task Access Name	User Type
<input type="checkbox"/>	Administrator	Administrator
<input type="checkbox"/>	Faculty	Educator
<input type="checkbox"/>	Regression Task Access	Educator
<input type="checkbox"/>	SP	SP
<input type="checkbox"/>	Student	Learner
<input type="checkbox"/>	Student AV	Learner

Authentication Type*

	Sort Order	Authentication Type
<input checked="" type="checkbox"/>	1	Active directory
<input checked="" type="checkbox"/>	2	EMS Authentication
<input type="checkbox"/>	3	LDAP eDirectory
<input type="checkbox"/>	4	Single-Sign-On (SSO)

Access*

	Application Access
<input type="checkbox"/>	AV Control
<input type="checkbox"/>	AV Viewer
<input type="checkbox"/>	SIM Client
<input type="checkbox"/>	Web

Save Changes

Note: When making a Task Access selection, the dialog box opens further to enable Organization Unit and Learner Group selections; more information on this functionality appears later in Settings.

Click **Save Changes** to retain your selections.

- **Send Message** – Use this to send a message to the user selected at the Landing Page grid, as follows:

Enter the following information:

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From Dashboard	
*- required field	

After entering the message text and attaching any files, click **Send**. The message appears on the dashboard of the user in the **To** box (To and Message values are required).

- **Linked Case/Scenario** – Click the checkbox next to the Name column and click the Linked Case/Scenario link to determine if the user has been linked to a case or scenario for training purposes. This is a Read only screen. The following sample dialog appears:

Linked Case/Scenarios				
Display a list of cases and scenarios and the selected users trained to participate in them.				
Print				
Participant	User Type	Case/Scenario	Title	Type
Bachchan, Amitabh	Educator	!broken ankle	examination	SP Cases
1 record(s) found...				View 20 1

- **Set Expiration**- Click the checkbox next the name column and click the Set Expiration link to set the expiration date for an account to be active.

Set Profile Expiration		
Select Profile Expiration Option and Value and then click on Save Changes .		
Name	User Name	Status
1, admin	admin1	Active
1 record(s) found...		20 1
Profile Expiration Option	<div> <div>Select</div> <div>Select</div> <div>After few days</div> <div>On a specific date</div> </div>	<div>Save Changes</div>

- Export – User profile information can be exported from the system into an excel file. You can select the type of information you want to export before hitting the Export button at the bottom of the message box.

User Information Export

To Export User profile information to Excel, please select the required profile information then click the Export button.

User Name * 1, admin;


Profile Information *

☐ Check All

☐ Learner Id
 ☐ Secondary Email
 ☐ First Name
 ☐ Supervisor Email
 ☐ Middle Initial
 ☐ Employer
 ☐ Last Name
 ☐ Occupation
 ☐ User Name
 ☐ Day Phone
 ☐ Password
 ☐ Evening Phone
 ☐ Address 1
 ☐ Cell
 ☐ Address 2
 ☐ Pager
 ☐ City
 ☐ Fax
 ☐ State
 ☐ Grad Yr
 ☐ Zip
 ☐ Mcat Score
 ☐ Country
 ☐ Undergrad GPA
 ☐ Gender
 ☐ Date of Birth
 ☐ Primary Email

Export

If you would like to search for a learner, you can choose to filter by several categories. Type your search term in the Search box and choose your filter option from the drop down.



Home > Settings

Explore

Search

User Management

User List

User Type

User Task Access

Learner Group

Pending Users

User Timesheet

System Administration

Organization Structure

Inventory

Search ann

User Name

All

Name

User Name

Email

Grad Yr

Task Access

Type

Status

Search

Print | Email | Change Status | Delete | Change Permissions

	Name	User Name	Email	Type	Status	Delete	
<input type="checkbox"/>	1, admin	admin1		Administrator	Active	<input type="checkbox"/>	
<input type="checkbox"/>	1, Educator	Ed1		Educator	Active	<input type="checkbox"/>	
<input type="checkbox"/>	1, Learner	Learner1		Student	Learner	Active	<input type="checkbox"/>
<input type="checkbox"/>	1, SP	SP1		SP	SP	Active	<input type="checkbox"/>
<input type="checkbox"/>	10, Educator	Ed10		Faculty	Educator	Active	<input type="checkbox"/>

The results will appear as a list with the following columns:

Field	Description
Name	This is the full name of the user.
User Name	This is the abbreviated name for the user to log onto SIMULATIONiQ Enterprise.
Email	This is the user's email address.
Grad Yr.	This is the graduation year if the user is a learner.
Task Access	This is the user's task access (Administrator, Faculty, SP, Learner, or any other Task Access type created by your administrator).
Type	This is the type of user; default types enable particular system activity based on module access (e.g., only administrator types can access Settings).
Status	Users appear with a status of either Active , Retired , Pending , or Rejected (users can also be searched by status at the Search tab in the left column next to the grid).
Delete	Click the checkbox and click this icon next to the user name (click OK at the Confirmation message to delete the user).

Note: Within this grid, you can search for users by Administrator, Educator, SP, and Learner under Type. Overlap is allowed between user roles if a user is assigned to multiple roles.

To select an existing user, navigate to the **User List** grid and click a link under the **Name** column. The **User Profile** page appears.

To add a user, click the **Add New** button appearing in the upper right corner of the Landing Page. The following appears:

New User

General Information

Complete the required fields (*). Click **Upload Photo** to add a user photo. Click **Save Changes**.

First Name*

Middle Initial

Last Name*

Primary Email

Secondary Email

Supervisor Email

Learner ID

Status **Active**


User Name*

Password*

Confirm Password*

Supervisor Name

Access Card ID



Upload Picture

Permissions

Create New Task Access

Task Access*

	Task Access Name	User Type
<input type="checkbox"/>	Administrator	Administrator
<input type="checkbox"/>	Faculty	Educator
<input type="checkbox"/>	SP	SP
<input type="checkbox"/>	Student	Learner
<input type="checkbox"/>	super SP	SP

In the **Authentication Type** grid, click the checkbox next to one or more authentication method(s) applicable to the user. Then click the drop-down arrow to indicate the order in which the system will use all checked sources to validate the username and password combination when the user logs in. In the **Access** grid, click the checkbox next to one or more applications the user can access. Click **Save Changes**.

Authentication Type*

	Sort Order	Authentication Type
<input type="checkbox"/>	1	Active directory
<input type="checkbox"/>	2	EMS Authentication
<input type="checkbox"/>	3	LDAP eDirectory
<input type="checkbox"/>	4	Single-Sign-On (SSO)

Access*

	Application Access
<input type="checkbox"/>	AV Control
<input type="checkbox"/>	AV Viewer
<input type="checkbox"/>	SIM Client
<input type="checkbox"/>	Web

Save Changes

The following information about a user can be added. Note, that those fields with the red asterisk * are mandatory.

General Information

Field	Description
First Name*	Enter the user's first name.

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Field	Description
Middle Initial	Enter the user's middle initial.
Last Name*	Enter the user's last name.
Primary Email	Enter the user's primary Email address.
Secondary Email	Enter the user's secondary Email address, if available.
Supervisor Email	Enter the user's supervisor's Email address.
Learner ID	Enter an ID alphanumeric for the user. Note: If a learner does not have an ID and the Learner ID checkbox is checked when generating a report, the Learner field will appear blank.
Status	Select Active , Retired , Pending or Rejected from the drop-down list.
User Name*	Enter the username to be used when logging onto SIMULATIONiQ Enterprise.
Password*	Enter the user password; the password must be at least 6 characters and must have at least one letter, one number, and one special character.
Confirm Password*	Enter the user password again to confirm.
Supervisor Name	Enter the user's supervisor's name.
Access Card ID	Enter the Access Card ID if it is used to access the application.
*-required field	

Permissions

Field	Description
EMS Admin	This enables a user to access all functionality.
Faculty	This enables a user to access all functionality except Settings.
Admin	This enables a user to access all functionality except AV Device access to Settings.
SP	This enables a user to access only the Session Calendar/User Availability module of SIMULATIONiQ Enterprise.
Student	This enables a user to access the Scores & Reports modules, as well as videos or checklists that may be assigned to that student.

You can also upload a picture of the user in .bmp, .gif, .jpg, .jpeg, .png, .zip or .tif formats by clicking the **Upload Picture** button.

Note: A Task Access/User Type must be selected first prior to adding permissions.

Click the **Create New Task Access** button to call up the following dialog:

Task Access

To create a new task access, type the task access name, select the User Type and Task(s), and then click **Save**. Tasks appear based on the User Type selected. Search for Tasks based on keywords.

Task Access Name*

User Type

Learner

Task List

Search

Search

Expand All

Collapse All

Tasks	Apply
Root	<input type="checkbox"/>
Settings	<input type="checkbox"/>
Scores & Reports	<input type="checkbox"/>
Evaluations	<input type="checkbox"/>
Video	<input type="checkbox"/>
Sessions & Courses	<input type="checkbox"/>
Cases & Scenarios	<input type="checkbox"/>
Items Library	<input type="checkbox"/>
Learner Verification	<input type="checkbox"/>
Quick Evaluator Assignment	<input type="checkbox"/>
Open For Student Post Encounter	<input type="checkbox"/>
Submit Ad hoc Checklist	<input type="checkbox"/>
My Availability Calendar	<input type="checkbox"/>
Submit Timesheet	<input type="checkbox"/>

Save

Enter a new **Task Access Name** at this dialog and assign module functionality as desired (i.e., Video, Evaluations, Scores & Reports, etc.). Select a **User Type** based on an existing selection or a new type you have created. Click **Save** to retain your selections and return to the **New User** dialog (the new Task Access will appear in the **Task Access Name** column with your selections – this is a mandatory selection).

At the **Task Access** section of the **New User** page, click the following checkboxes by Task Access Name as appropriate for the user (**Note**: Admin, Faculty, SP and Student are default Task Access groups):

Field	Description
EMS Admin	This enables a user to access all SIMULATIONiQ Enterprise functionality.
Admin	This enables a user to access all functionality except AV Device access to Settings.
Faculty	This enables a user to access all functionality except Settings.
SP	This enables a user to access only the Session Calendar/User Availability module.
Student	This enables a user to access the Scores & Reports modules, as well as videos or checklists that may be assigned to that student.

The **Authentication Type** selections appear after the **Task Access** checkboxes. Choose any of the following selections as appropriate (the sort order automatically changes based on user selections – this is a mandatory selection):

Field	Description
Active Directory	This authenticates and authorizes all user and computers in a Windows-domain network, assigning and enforcing security policies for all computers and installing or updating software.
EMS Authentication	The user must have this authentication to access the application.
LDAP eDirectory	This stands for Lightweight Directory Access Protocol, used for accessing and maintaining distributed directory information services over an Internet Protocol (IP) network.
Single Sign-On (SSO)	This enables a user to log in once and gain access to all systems without being prompted to log in again at each of them, depending on the user's network security policy.

The **Access** selections appear after the Authentication Type checkboxes. Choose any of the following selections as appropriate (this is a mandatory selection):

Field	Description
AV Control	This enables the user to access the AV Control application (for EMS Administrators and Administrators).
AV Viewer	This enables the user to access the AV Viewer application (for EMS Administrators, Administrators, and Educators).
SIM Client	This enables the user to access the SIM Client application (for EMS Administrators and Administrators).
Web	This enables a user to log in once and gain access to the Web application (for access by all EMS default task groups).

Click **Save Changes** after you have made your selections.


After selecting an existing user from the grid via the **Explore** tab (by clicking on their name), the Landing Page appears with the **User Profile** tool belt; the **Tool Belt** has tabs for **Sessions** to which the user is assigned and **Videos** to be viewed by the user. **Timesheets** are also available from the **Toolbelt**.

The **General Information**, **Permission**, **Authentication Type** and **Access** details entered when the user was first created appear once more, though more details may be needed depending on the user task access.

The following remaining sections of the activity page appear based on user type access:

Field	Description
Administrator	General Information Permissions Contact Information Availability Additional Information Personal History Medical History Habits Experience Notes
Educator	General Information Permissions Contact Information Availability Additional Information Notes
SP	General Information Permissions Contact Information Availability Additional Information Personal History Medical History Habits Experience Notes
Learner	General Information Permissions Contact Information Additional Information Notes

A typical **General Information** section appears as shown below, containing the same information entered previously when the user was created.



USER PROFILE

- Home
- Sessions
- Videos
- Timesheet


[Expand All](#)
[Collapse All](#)

[-] General Information
[Table of Contents](#) | [Top](#)

*Complete the required fields and then click **Save Changes**. Password must be at least 6 characters and must have at least one letter, one number and a special character. System will generate Learner ID if not provided.*

First Name* <input type="text" value="admin"/>	Learner ID <input type="text" value="49"/>
Middle Initial <input type="text"/>	User Name* <input type="text" value="admin1"/>
Last Name* <input type="text" value="1"/>	Password* <input type="password" value="....."/>
Primary Email <input type="text"/>	Confirm Password* <input type="password" value="....."/>
Secondary Email <input type="text"/>	Access Card ID <input type="text"/>
Supervisor Email <input type="text"/>	Supervisor Name <input type="text"/>
Review Date N/A	Status Active ▼
Expiry Date N/A	

Click **Set to Expire Now** to change the expiration date to Today's date [Set to Expire Now](#)



[Upload Picture](#)
[Save Changes](#)

If any changes are made to the **General Information** section of the **User Profile** page, click **Save Changes**. You can now proceed to the **Permissions** section, as shown below.

[-] Permissions

[Table of Contents](#) | [Top](#)

Click the checkbox(es) next to the Task Access items you wish to assign to this user. Click **Create New Task Access** to define a new Task Access Name. Click **Save Changes**.

☐ Support Administrator

[Create New Task Access](#)

Task Access	<input type="checkbox"/>	Task Access Name	User Type
	<input checked="" type="checkbox"/>	Administrator	Administrator
	<input type="checkbox"/>	Faculty	Educator
	<input type="checkbox"/>	Regression Task Access	Educator
	<input type="checkbox"/>	SP	SP
	<input type="checkbox"/>	Student	Learner
	<input type="checkbox"/>	Student AV	Learner

Authentication Type	<input type="checkbox"/>	Sort Order	Authentication Type
	<input checked="" type="checkbox"/>	1	EMS Authentication
	<input checked="" type="checkbox"/>	2	Active directory
	<input type="checkbox"/>	3	LDAP eDirectory
	<input type="checkbox"/>	4	Single-Sign-On (SSO)

Access	<input type="checkbox"/>	Application Access
	<input checked="" type="checkbox"/>	AV Control
	<input checked="" type="checkbox"/>	AV Viewer
	<input checked="" type="checkbox"/>	SIM Client
	<input checked="" type="checkbox"/>	Web

Organization Structure	Search	Search	Expand All	Collapse All
Organization Structure	Member	Administrator		
<input checked="" type="checkbox"/> SIMULATIONiQ Enterprise	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/> SON	<input type="checkbox"/>	<input type="checkbox"/>		

Learner Groups	<input type="checkbox"/>	Learner Groups
	<input type="checkbox"/>	SIMULATIONiQ Enterprise
	<input type="checkbox"/>	SON
	<input type="checkbox"/>	SOM

[Save Changes](#)

The **Task Access**, **Authentication Type** and **Access** appear as before when the user profile was created. If the user belongs to an **Organization Structure** as a member or administrator, that information is noted in the grid. If the user also belongs to a **Learner Group**, that information is also noted in the grid.

Note: To take a user out of a learner group or organizational unit, navigate to **Organizational Structure** in **Settings**. From the Landing Page accessible from the **Explore** view, click the checkbox next to the group or

unit from which you want to remove the user and select **Edit**. More information on this can be found in the Organization Structure topic.

After completing the **Permissions** section of the page (if not completed previously when the user was first created), click **Save Changes**. You can now proceed to the **Contact Information** section, as shown below.

[-] Contact Information
[Table of Contents](#) | [Top](#)

*Complete the user profile summary and then click **Save Changes**.*

Primary Address

Address 1

Address 2

City

State

Zip/Postal Code

Country

Phone Numbers

Day Phone

Cell

Fax

Secondary Address

Address 1

Address 2

City

State

Zip/Postal Code

Country

Evening Phone

Pager

Complete the following fields:

Contact Information

Primary Address

Field	Description
Address 1	Enter the first line of the user's primary address.
Address 2	Enter the first line of the user's primary address (if applicable).
City	Enter the primary city where the user resides.
State	Enter the primary state where the user resides.
Zip/Postal Code	Enter the primary zip or postal code where the user resides.
Country	Enter the primary country where the user resides.

Secondary Address

Field	Description
Address 1	Enter the first line of the user's secondary address (if applicable).
Address 2	Enter the first line of the user's secondary address (if applicable).
City	Enter a secondary city where the user resides (if applicable).
State	Enter a secondary state where the user resides (if applicable).
Zip/Postal Code	Enter the secondary zip or postal code where the user resides (if applicable).
Country	Enter the secondary country where the user resides (if applicable).

Phone Numbers

Field	Description
Day Phone	Enter the user's daytime phone number.
Cell	Enter the user's cell phone number.
Fax	Enter the user's fax number.
Evening Phone	Enter the user's evening phone number.
Pager	Enter the user's pager number

After completing the **Contact Information** section of the page, click **Save Changes**. You can now proceed to the **Availability** section, as shown below:

[-] Availability
Table of Contents | Top

Select availability and then click Save Changes.

Availability		Weekday	Availability
<input type="checkbox"/>			
<input type="checkbox"/>	Monday		Morning
<input type="checkbox"/>	Monday		Afternoon
<input type="checkbox"/>	Tuesday		Morning
<input type="checkbox"/>	Tuesday		Afternoon
<input type="checkbox"/>	Wednesday		Morning
<input type="checkbox"/>	Wednesday		Afternoon
<input type="checkbox"/>	Thursday		Morning
<input type="checkbox"/>	Thursday		Afternoon
<input type="checkbox"/>	Friday		Morning
<input type="checkbox"/>	Friday		Afternoon
<input type="checkbox"/>	Saturday		Morning
<input type="checkbox"/>	Saturday		Afternoon
<input type="checkbox"/>	Sunday		Morning
<input type="checkbox"/>	Sunday		Afternoon

Click the checkboxes as applicable to assign when the user will be available for a session and click **Save Changes** when finished.

After completing the **Availability** section of the page, you can now proceed to the **Additional Information** section, as shown below:

[-] Additional Information
Table of Contents | Top

Add additional information and then click **Save Changes**.

<p>Date of Birth <input type="text" value="MM/DD/YYYY"/></p> <p>Gender <input type="radio"/> Male <input type="radio"/> Female</p> <p>Height <input type="text"/></p> <p>Weight <input type="text"/></p> <p>Marital Status <input type="text" value="v"/></p> <p>Employer <input type="text"/></p> <p>Occupation <input type="text"/></p> <p>MCAT Score <input type="text" value="0.00"/></p>	<p>Availability <input type="text"/></p> <p>Clinical Center Experience <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Primary Language <input type="text"/></p> <p>Ethnicity/race <input type="text" value="v"/></p> <p>Secondary Language <input type="text"/></p> <p>No. of Children <input type="text" value="0"/></p> <p>Graduation Year <input type="text"/></p> <p>Undergraduate GPA <input type="text" value="0.00"/></p>
---	--

Complete the following fields:

Field	Description
Date of Birth	Enter the user's date of birth.
Gender	Select the user's gender by choosing the applicable radio button.
Height	Enter the user's height.
Weight	Enter the user's weight.
Marital Status	Select the user's marital status from the drop-down list.
Employer	Enter the name of the user's employer, if applicable.
Occupation	Enter the user's occupation.
MCAT Score	Enter the Medical College Admission Test score, if applicable.
Availability	Enter the user availability.
Clinical Center Experience	Select whether or not the user has clinical center experience by clicking the applicable radio button.
Primary Language	Enter the user's primary language.
Ethnicity/Race	Select White, African American, American Indian, Asian, Hispanic or Other from the drop-down list.
Secondary Language	Enter the user's secondary language, if applicable.
No. of Children	Enter the number of the user's children, if applicable.
Graduation Year	Enter the anticipated graduation year of the user, if applicable.
Undergraduate GPA	Enter the undergraduate grade point average, if applicable.

After completing the **Additional Information** section of the page, click **Save Changes** to retain your selections. You can now proceed to the **Personal History** section, as shown below (for a user entered into SIMULATIONiQ Enterprise as an SP wishing to enroll in an SP program):

[-] Personal History

[Table of Contents](#) | [Top](#)

Complete the following personal history questions and then click **Save Changes**.

In General, how do you currently feel about the medical :

Have you worked as an SP previously?

Why are you interested in the SP program?

What special skills/abilities/experiences do you bring to the role of SP?

List distinguishing physical features such as scars, birthmarks, tattoos and specify where they are located:

List current medical conditions.

List any physical limitations you may have:

List any surgeries you have had and the year you had them:

It would be helpful to know if you have had a close friend or relative with any significant health problem or disease. Please specify:

Briefly describe your best experience with medical profession:

Briefly describe your worst experience with the medical profession:

In General, how do you currently feel about the medical profession:

[Save Changes](#)

Answer the questions to complete the **Personal History** section of the page; click **Save Changes** when finished. You can now proceed to the **Medical History** section, as shown below.

Click checkbox and press **Show Selected** to remove unselected grid entries.

Medical History Table of Contents | Top

Complete the following medical information questions and then click **Save Changes**.

Medical

Search All

<input type="checkbox"/>	Type	Sub Type
<input type="checkbox"/>	Arthritis	Arthritis
<input type="checkbox"/>	glaucoma	eye care

Toggles to **Show All** if grid is empty

Medical History

Add the type and sub type and then click **Save**

Type*

Sub Type*

Medical

To search for Medical, type the keyword and then click **Search**. The search result appear in the grid based on the keywords entered. Click type to edit, and then **Save**. To create a new type click **Add**

Medical

Search All

Type	Sub Type	Delete
Arthritis	Arthritis	<input type="button" value="X"/>
glaucoma	eye care	<input type="button" value="X"/>

2 record(s) found... View 15 1

The following functionality is available:

- **Show All/ Show Selected** – Click **Show All** to display all medical history selections. Click the checkbox next to the grid selection and click **Show Selected** to show only that selection in the grid.
- **Add New** – Click **Add New** to create a new Medical History selection, including type and subtype. Click **Save** when finished.
- **Manage** – Click **Manage** to access a Medical History selection. Search for selection using keywords by **Type**, **Sub Type** or **All**. You can also delete existing selections or add a new selection. Click **Save** when finished.

After completing the **Medical History** section of the page, click **Save Changes**. You can now proceed to the **Habits** section, as shown below.

Click checkbox and press **Show Selected** to remove unselected grid entries.

Habits Table of Contents | Top

Click the drop-down arrows to complete the following habit-related questions and then click **Save Changes**.

Habits Search All

<input type="checkbox"/>	Questions (Habits)	Frequency
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>	Do you drink alcohol?	<input type="text"/>
<input type="checkbox"/>	do you eat?	<input type="text"/>
<input type="checkbox"/>	Do you exercise?	<input type="text"/>
<input type="checkbox"/>	Do you smoke cigarettes?	<input type="text"/>

Toggles to Show All if grid is empty

Habits

Enter Questions and Frequency. Select **Save** when finished.

Question (Habits)*

Frequency*

Habits

To search for questions, type the keyword and then click **Search**. The search result appear in the grid based on the keywords entered. Click question to edit, then save. To create a new type click **Add**.

Habits Search All

<input type="checkbox"/>	Questions (Habits)	Frequency	Delete
<input type="checkbox"/>	Do you drink alcohol?	<input type="text"/>	<input type="button" value="X"/>
<input type="checkbox"/>	do you eat?	<input type="text"/>	<input type="button" value="X"/>
<input type="checkbox"/>	Do you exercise?	<input type="text"/>	<input type="button" value="X"/>
<input type="checkbox"/>	Do you smoke cigarettes?	<input type="text"/>	<input type="button" value="X"/>

The following functionality is available:

- **Show All/ Show Selected** – Click **Show All** to display all habit selections. Click the checkbox next to the grid selection and click **Show Selected** to show only that selection in the grid.
- **Add New** – Click **Add New** to create a new habit selection, including related Question and Frequency (default selections are **No**, **Occasionally**, **Regularly**, or **Routinely**). Click **Save** when finished.
- **Manage** – Click **Manage** to access a habit selection. Search for selection using keywords by **Type**, **Sub Type** or **All**. You can also delete existing selections or add a new selection; you can also change frequency selections for other habit questions. Click **Save** when finished.

After completing the **Habits** section of the page, click **Save Changes**. You can now proceed to the **Experience** section, as shown below.

Click checkbox and press **Show Selected** to remove unselected grid entries.

[-] Experience Table of Contents | Top

Click the checkbox(es) for all applicable experience and then click **Save Changes**.

Experience Search All

Experience
<input type="checkbox"/> climbed mt. kilimanjaro
<input type="checkbox"/> Lower body physical examination
<input type="checkbox"/> Sharing a personal medical experience
<input type="checkbox"/> Small group portrayals with 4-20 students
<input type="checkbox"/> Upper body physical examination
<input type="checkbox"/> Video-taped SP portrayals

Toggles to Show All if grid is empty

Experience

Edit experience and select **Save**.

Experience

Experience

To search for Experience, type the keyword and then click **Search**. The search result appear in the grid based on the keywords entered. Click question to edit, and then save. To create a new experience, click **Add**.

Search All

Experience	Delete
climbed mt. kilimanjaro	<input type="button" value="X"/>
Lower body physical examination	<input type="button" value="X"/>
Sharing a personal medical experience	<input type="button" value="X"/>
Small group portrayals with 4-20 students	<input type="button" value="X"/>
Upper body physical examination	<input type="button" value="X"/>
Video-taped SP portrayals	<input type="button" value="X"/>

6 record(s) found... View 15 1

The following functionality is available:

- **Show All/ Show Selected** – Click **Show All** to display all experience selections. Click the checkbox next to the grid selection and click **Show Selected** to show only that selection in the grid.
- **Add New** – Click **Add New** to create a new experience selection. Click **Save** when finished.
- **Manage** – Click **Manage** to access a experience selection. Search for selection using keywords by **Experience** or **All**. You can also delete existing experience selections or add a new selection. Click **Save** when finished.

After completing the **Experience** section of the page, click **Save Changes**. You can now proceed to the **Notes** section, as shown below:

Enter any notes for this user profile and click **Save Changes**. After entering all user profile details, click **Save All Changes**.











Click **User Type** from the **Explore** tab; the following grid appears (click **Add New** to add a new user from the **User Profile** page)

Search

All

Search

[Print](#) | [Email](#) | [Change Status](#) | [Delete](#) | [Change Permissions](#) | [Send Message](#) | [Linked Case / Scenario](#) | [Set Expiration](#) | [Export](#)

<input type="checkbox"/>	Name	User Name	Email	Grad Yr	Task Access	Type	Status	Delete
<input type="checkbox"/>	1, admin	admin1			Administrator	Administrator	Active	
<input type="checkbox"/>	1, Educator	Ed1			Faculty	Educator	Active	
<input type="checkbox"/>	1, Learner	Learner1			Student	Learner	Active	
<input type="checkbox"/>	1, SP	SP1			SP	SP	Active	
<input type="checkbox"/>	10, Educator	Ed10			Faculty	Educator	Active	
<input type="checkbox"/>	10, Learner	Learner10			Student	Learner	Active	
<input type="checkbox"/>	10, SP	SP10			SP	SP	Active	
<input type="checkbox"/>	2, admin	admin2			Administrator	Administrator	Active	
<input type="checkbox"/>	2, Educator	Ed2			Faculty	Educator	Active	
<input type="checkbox"/>	2, Learner	Learner2			Student	Learner	Active	
<input type="checkbox"/>	2, SP	SP2			SP	SP	Active	

User Task Access











Click **User Task Access** from the **Explore** tab; the following grid appears:

Search

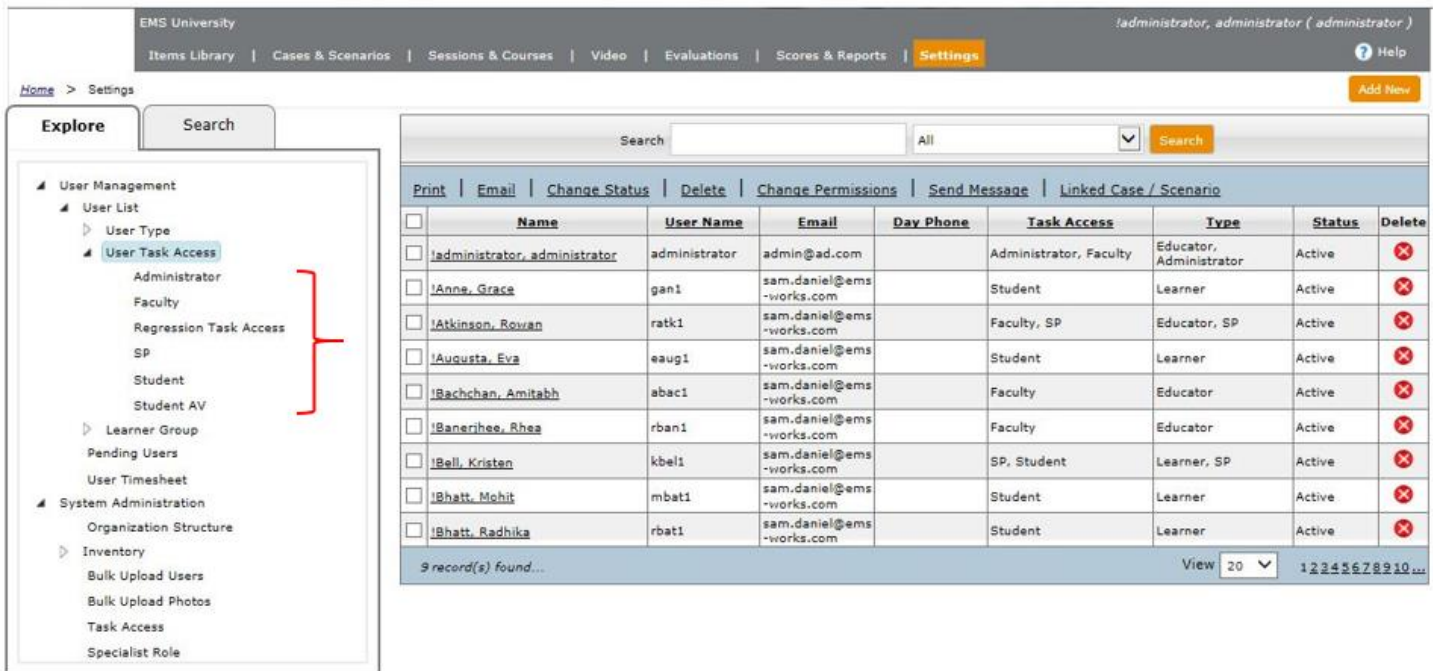
All

Search

[Print](#) | [Email](#) | [Change Status](#) | [Delete](#) | [Change Permissions](#) | [Send Message](#) | [Linked Case / Scenario](#) | [Set Expiration](#) | [Export](#)

<input type="checkbox"/>	Name	User Name	Email	Grad Yr	Task Access	Type	Status	Delete
<input type="checkbox"/>	1, admin	admin1			Administrator	Administrator	Active	
<input type="checkbox"/>	1, Educator	Ed1			Faculty	Educator	Active	
<input type="checkbox"/>	1, Learner	Learner1			Student	Learner	Active	
<input type="checkbox"/>	1, SP	SP1			SP	SP	Active	
<input type="checkbox"/>	10, Educator	Ed10			Faculty	Educator	Active	
<input type="checkbox"/>	10, Learner	Learner10			Student	Learner	Active	
<input type="checkbox"/>	10, SP	SP10			SP	SP	Active	
<input type="checkbox"/>	2, admin	admin2			Administrator	Administrator	Active	
<input type="checkbox"/>	2, Educator	Ed2			Faculty	Educator	Active	
<input type="checkbox"/>	2, Learner	Learner2			Student	Learner	Active	
<input type="checkbox"/>	2, SP	SP2			SP	SP	Active	

The **User Task Access** groups appear from the **Explore** tab in a sample format shown as follows (all groups, including the default selections and any created for your institution, appear in the list highlighted by the red bracket).



Name	User Name	Email	Day Phone	Task Access	Type	Status	Delete
!administrator, administrator	administrator	admin@ad.com		Administrator, Faculty	Educator, Administrator	Active	
!Anna, Grace	gan1	sam.daniel@ems-works.com		Student	Learner	Active	
!Atkinson, Rowan	ratk1	sam.daniel@ems-works.com		Faculty, SP	Educator, SP	Active	
!Augusta, Eva	eaug1	sam.daniel@ems-works.com		Student	Learner	Active	
!Bachchan, Amitabh	abac1	sam.daniel@ems-works.com		Faculty	Educator	Active	
!Banerjee, Rhea	rban1	sam.daniel@ems-works.com		Faculty	Educator	Active	
!Bell, Kristen	kbel1	sam.daniel@ems-works.com		SP, Student	Learner, SP	Active	
!Bhatt, Mohit	mbat1	sam.daniel@ems-works.com		Student	Learner	Active	
!Bhatt, Radhika	rbat1	sam.daniel@ems-works.com		Student	Learner	Active	

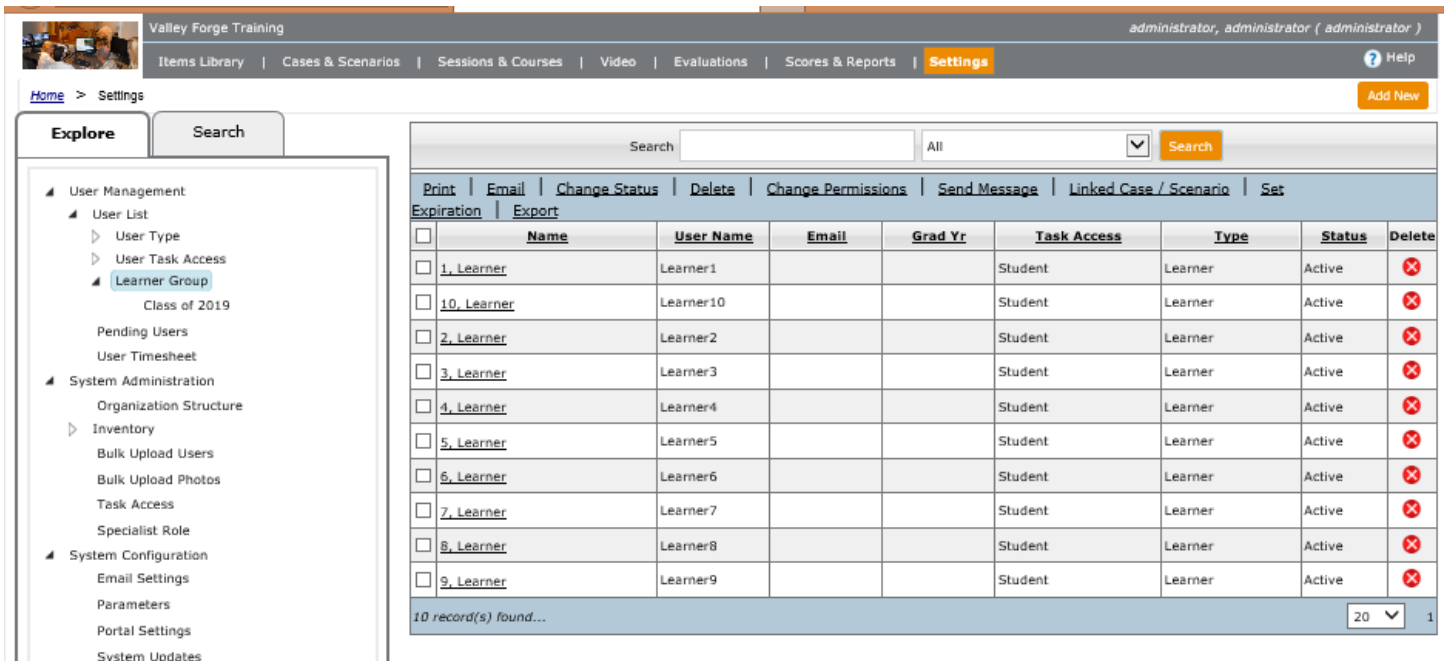
Click on each of the bracketed selections to populate the grid with the users in the selected **User Task Access** group.

The following **Task Access** levels exist within SIMULATIONiQ Enterprise (not including other task groups that may have been added by the user):

Name	Description
Administrator	This enables a user to access all functionality.
Faculty	This enables a user to access all functionality except Settings.
SP	This enables a user to access only the Session Calendar/User Availability module.
Student	This enables a user to access the Scores & Reports modules, as well as videos or checklists that may be assigned to that student.

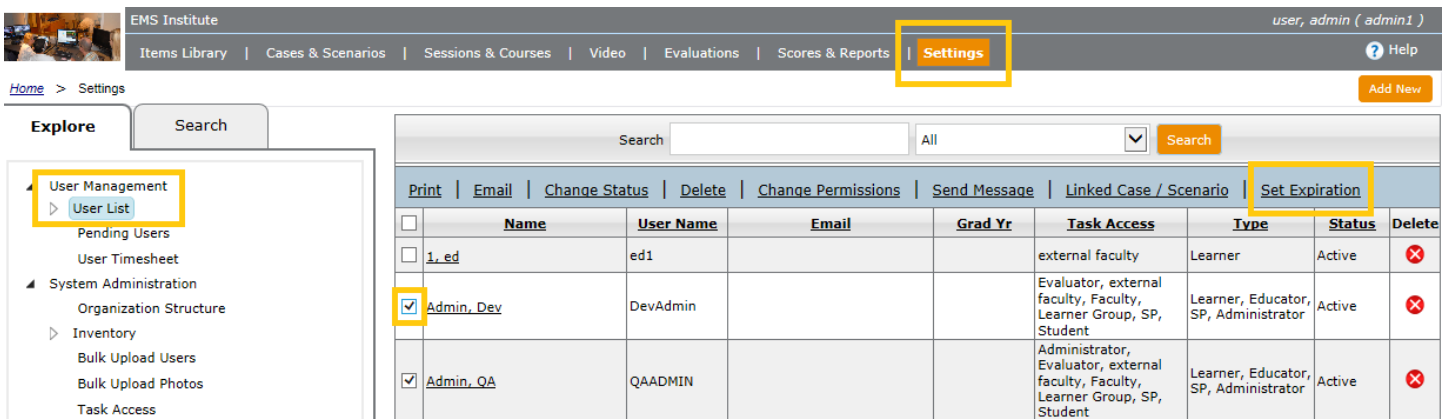
Learner Group

Click **Learner Group** from the **Explore** tab; the following grid appears:



Click on the learner group name to populate the grid with the users in the selected Learner group.

Profile Update



1. **Settings** > **User List** > click one or more profiles or select all > click **Set Expiration** link.

Set Profile Expiration

Select **Profile Expiration Option** and **Value** and then click on **Save Changes**.

Name	User Name	Status
Admin, Dev	DevAdmin	Active
Admin, QA	QAADMIN	Active

2 record(s) found... View 20 1

Profile Expiration Option Select
 After few days
 On a specific date

Save Chnages

2. In the **Profile Expiration Option** field, select:

- After a few days: a defined number of days (30, 60, or 90 days)
- On a specific date: (i.e., January 31)

Individual Profiles

Each user profile has a **Set to Expire Now** button to prompt the selected user to review and update his or her user profile immediately.

EMS Institute user, admin (admin1)

Items Library | Cases & Scenarios | Sessions & Courses | Video | Evaluations | Scores & Reports | **Settings** | Help

Home > Settings > ems, I53 (Edit Mode: On Change) Save All Changes Cancel Print

Expand All Collapse All

USER PROFILE

General Information

Complete the required fields and then click **Save Changes**. Password must be at least 6 characters and must have at least one letter, one number and a special character. System will generate Learner ID if not provided.

First Name* I53 Learner ID 54

Middle Initial

User Name* I53

Last Name* ems Password*

Primary Email

Confirm Password*

Secondary Email

Access Card ID

Supervisor Email

Supervisor Name

Review Date 1/1/0001 Status Active

Expiry Date 1/1/0001

Click **Set to Expire Now** to change the expiration date to Today's date

Set to Expire Now

Upload Picture

Save Changes

1. **Settings > User List > Individual Profile.**
2. Click **Set to Expire Now** to prompt the user to review and update his or her user profile immediately.

Update Profile (web and Kiosk)

Update Profile

General Information

Complete the required fields (*). Click **Upload Photo** to add a user photo. Click **Save Changes**.

First Name *

administrator

Middle Initial

Last Name *

administrator

Primary Email

sarita.joshi@ems-work

Secondary Email

Supervisor Email

Learner ID

1

Status

Active

User Name *

administrator

Password *


.....

Confirm Password *

.....

Supervisor Name

Access Card ID



Upload Picture

Learner Groups *

	Learner Groups
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Org 1
<input type="checkbox"/>	Org2

Save Changes

Profile updates apply when logging in to the web or Kiosk application—users must update their user profile in whichever application they try to log in to first (not both).

During the first login attempt after the user profile expiration date, the **Update Profile** screen appears automatically.

1. Reviews and update all required (*) fields and then click **Save Changes**. **Note:** Password must be at least 6 characters and must have at least one letter, one number, and a special character.

Then the system resets the user profile expiration date based on the Profile Expiration Date.

Pending Users

Click **Pending Users** from the **Explore** tab; this applies to individuals who have applied to the standardized patient program but have not yet been approved, students pending approval for training, and other task categories. Note that this list does not contain information for users who have been approved and are either considered "active" or "retired."

The following grid appears:

Search

All

Search

[Print](#)

[Email](#)

[Change Status](#)

[Delete](#)


[Change Permissions](#)

[Send Message](#)

[Approve](#)

[Reject](#)

[Linked Case / Scenario](#)

<input type="checkbox"/>	<u>Name</u>	<u>User Name</u>	<u>Email</u>	<u>Day Phone</u>	<u>Task Access</u>	<u>Type</u>	<u>Status</u>	<u>Delete</u>
<input type="checkbox"/>	<u>Winters, Victor</u>	vwinters			Faculty	Educator	Pending	

1 record(s) found...

View

20

1

This grid includes the following information:

Field	Description
Name	This is the full name of the user.
User Name	This is the user name required to log onto SIMULATIONiQ Enterprise.
Email	This is the Email address of the user.
Day Phone	This is the user's daytime phone number.
Task Access	This is the task access defined for the user.
Type	This is the type of user; default types enable particular system activity based on module access (e.g., only administrator types can access Settings)
Status	This is the user status (should appear as Pending for this grid).
Delete	Click the checkbox next to the name of the user and click this button to delete the user.

To approve a user, click the checkbox and click the **Approve** link to execute this grid function. Rejecting a user removes that user from the grid, though the rejected user can be located by using **Search** tab functionality (a user with approval access will be notified of pending users from the dashboard immediately after logging onto the application).

Once the user is approved, this changes the status of the user to **Active**.

User Timesheet

Click **User Timesheet** from the **Explore** tab; the following grid appears:

Search

All

[Print](#) | [Change Status](#) | [Delete](#) | [Payment Voucher](#)

<input type="checkbox"/>	<u>Name</u>	<u>Role</u>	<u>Login Time</u>	<u>Logout Time</u>	<u>Status</u>	<u>Payment</u>	<u>Delete</u>
<input type="checkbox"/>	!Croft, Lara	SP - Experienced	1/20/2014 1:54:00 AM	1/20/2014 12:54:00 PM	Pending	250	<input type="button" value="x"/>
<input type="checkbox"/>	!administrator, administrator	SP_EntryLevel	2/7/2014 12:00:00 PM	2/7/2014 1:00:00 PM	Pending	50	<input type="button" value="x"/>
<input type="checkbox"/>	!administrator, administrator	SP - Experienced	1/31/2014 1:38:00 PM	1/31/2014 2:38:00 PM	Pending	14	<input type="button" value="x"/>
<input type="checkbox"/>	!administrator, administrator	Extra Actor	1/31/2014 1:39:00 PM	1/31/2014 3:49:00 PM	Pending	145	<input type="button" value="x"/>
<input type="checkbox"/>	1. SP	SP_EntryLevel	3/10/2014 12:00:00 PM	3/10/2014 1:00:00 PM	Active	50	<input type="button" value="x"/>
<input type="checkbox"/>	!administrator, administrator	SP - Experienced	1/31/2014 1:00:00 PM	1/31/2014 2:00:00 PM	Pending	50	<input type="button" value="x"/>

6 record(s) found...

View

1

The following functionality is available from the menu bar (highlighted above):

- **Print** – Click the checkbox next to the user name and click this selection to generate a .pdf or select Save as Excel.
- **Change Status** - Click the checkbox next to the user name and click this selection; the following appears:

Change Status

Name	Role	Login Time	Logout Time	Status	Payment
!Croft, Lara	SP - Experienced	1/20/2014 1:54:00 AM	1/20/2014 12:54:00 PM	Pending	250

1 record(s) found...

Status Active

Change Status


Select a new Status from the drop-down list (**Active**, **Pending**, or **Rejected**) and click **Change Status**.

- **Delete** – Click the checkbox next to the user name and click this selection to delete the user.

- **Payment Voucher** - Click the checkbox next to the user name and click this selection to generate a payment voucher; a sample follows:

Payment Voucher

!Croft, Lara



Gravity

Date	Role	Duration (hh:mm)	Rate/Hour	Total
01/20/2014	SP - Experienced	11:00	30.00	250.00
Total Rate				250.00

Program Name _____

Signature _____

Approved By _____

Signature _____

Received By _____

7/17/2014 11:38 AM
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Page 1 of 1

Your institution may allow a standardized patient to submit a timesheet from the dashboard (1, in the following graphic). After that, they are reviewed by an educator or Administrator from the dashboard and either approved or returned to the SP for more information (2, in the following graphic).

EMS Training - Energy Prep administrator, administrator (administrator)

Items Library | Cases & Scenarios | **Sessions & Courses** | Video | Evaluations | Scores & Reports | Settings

Home

Message Center

Type	From	Message	Rcvd
No record(s) found...			

Favorites

- Learner Verification
- My Availability Calendar
- Open For Student Post Encounter
- Quick Evaluator Assignment
- Submit Ad hoc Checklist
- Submit Timesheet**

Information

No Information Defined

To-Do List

Search [] All [] Search

Item	Action
1 Pending User Request	Show Pending Users
18 Pending User Timesheet	Show Pending Timesheets
9 Pending Session Request	Show Pending Request
12 item(s) in Inventory are out of stock.	Show Inventory

34 record(s) found... View 5 1 2 3 4 5 6 7

Calendar

Today is: 1/20/2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

All []

Session

Name [Team session](#)

Location

Date/Time 1/20/2014 11:30 AM

My Items

Search [] All [] Search

Type	Session Name	Case/Scenario Name	Learner	Date	Expiry Date
Video	Non Indexed Video			1/17/2014 9:46:00 AM	-
Video	Post Enc Training	Med Cough EL	10, Learner	1/16/2014 3:23:15 PM	-
Video	Post Enc Training	Med Cough EL	10, Learner	1/16/2014 3:23:12 PM	-
Video	Post Enc Training	Med Cough EL	10, Learner	1/16/2014 3:13:14 PM	-
Video	Post Enc Training	Med Cough EL	10, Learner	1/16/2014 3:13:14 PM	-

25 record(s) found... View 5 1 2 3 4 5

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An SP completes the following dialog after clicking **Submit Timesheet** from the dashboard:

Submit Timesheet

To submit your timesheet, complete the fields below and then click **Save Changes**

Activity* []

Session* [] Date* []

Login Time* 4:44 PM Logout Time* 4:44 PM

Hours* [] Mins []

Role* Select []

Save Changes

Once the timesheet is submitted, it appears on the User Timesheet grid for an administrator that is accessed from the **Explore** tab; clicking the Submit Timesheet link calls up the following dialog:

Submit Timesheet

To submit your timesheet, complete the fields below and then click **Save Changes**

Activity*
Session

Status*
Pending

Session
Stats Testing

Date*
1/6/2015

Login Time*
12:00 PM

Logout Time*
12:45 PM

Hours*
0 45 Mins


Role*
SP

Pay rate
0

Amount
0

Save Changes

Enter the following information:

Field	Description
Activity*	Select Session or Other Activity from the drop-down list.
Session	Select the Session from the drop-down list.
Status*	Select a status as follows: Active – The timesheet can be viewed by the SP. Pending – The SP's timesheet will be reviewed by the administrator. Rejected – The SP's timesheet is rejected.
Date*	Select the date by clicking the  icon or entering the date at the text field.
Login Time*	Enter the login time (please specify AM or PM).
Logout Time*	Enter the logout time (please specify AM or PM).
Hours*	Enter the hours and minutes to be included in the timesheet.
Role*	Select the SP from the drop-down list.
Pay Rate	The Pay Rate appears based on the Amount value approved by the Administrator.
Amount	Enter a pay rate for the SP at this field.
*-denotes required field	

Click **Save Changes** to retain your timesheet details.

System Administration

Click the **System Administration** link to call up the **Settings** Landing Page (the same page one that appears when clicking on the **User Management**, **System Configuration**, or **AV Configuration** selections from the **Explore** tab).

Organization Structure

A facility and its divisions are known as the Organization Structure. Divisions can be made within the hierarchy structure. These divisions are referred to as “units.”

Organization Units are a way to divide your parent Organization Unit into sub-units and distribute your users into them. Think of an organization unit as an organization, and its members have membership within that group. When creating the Organization Units, users can be designated as a member, and if Learner Group is checked, there will also be a Learner Group affiliate, primarily for learners to be members of that group. Regardless of whether a user is a member or a learner, they are all members of that organization unit. Putting learners into that unit's Learner Group has advantages outlined below.

Advantages to Using Organization Units

The following are advantages of using Organization Units:

- Reports can be run by unit name to see room and equipment usage
- Learner Groups can be designated within each Organization Unit, and then learners can be added as members to it.
- Permissions to view and/or download videos can be applied to an entire Organization unit.

Note: For new customers, your SIMULATIONiQ Enterprise application is delivered with one parent Organizational Unit within the structure, which is listed at the top level of the Organization Structure. If you are an Arcadia customer, your Branches will migrate over into units into your new SIMULATIONiQ Enterprise system.

Types of Members

Each division will have its members. Any organization unit can have three different types of members:

- Members
- Learner Group (if a Learner Group is defined for that unit).
- Administrator(s) – this is just to label who the head of the unit is, it doesn't have any other unique usage. Administrators are members of the group.

Once the Organizational Structure is defined, learner groups and users can be associated with one or more levels within the structure.

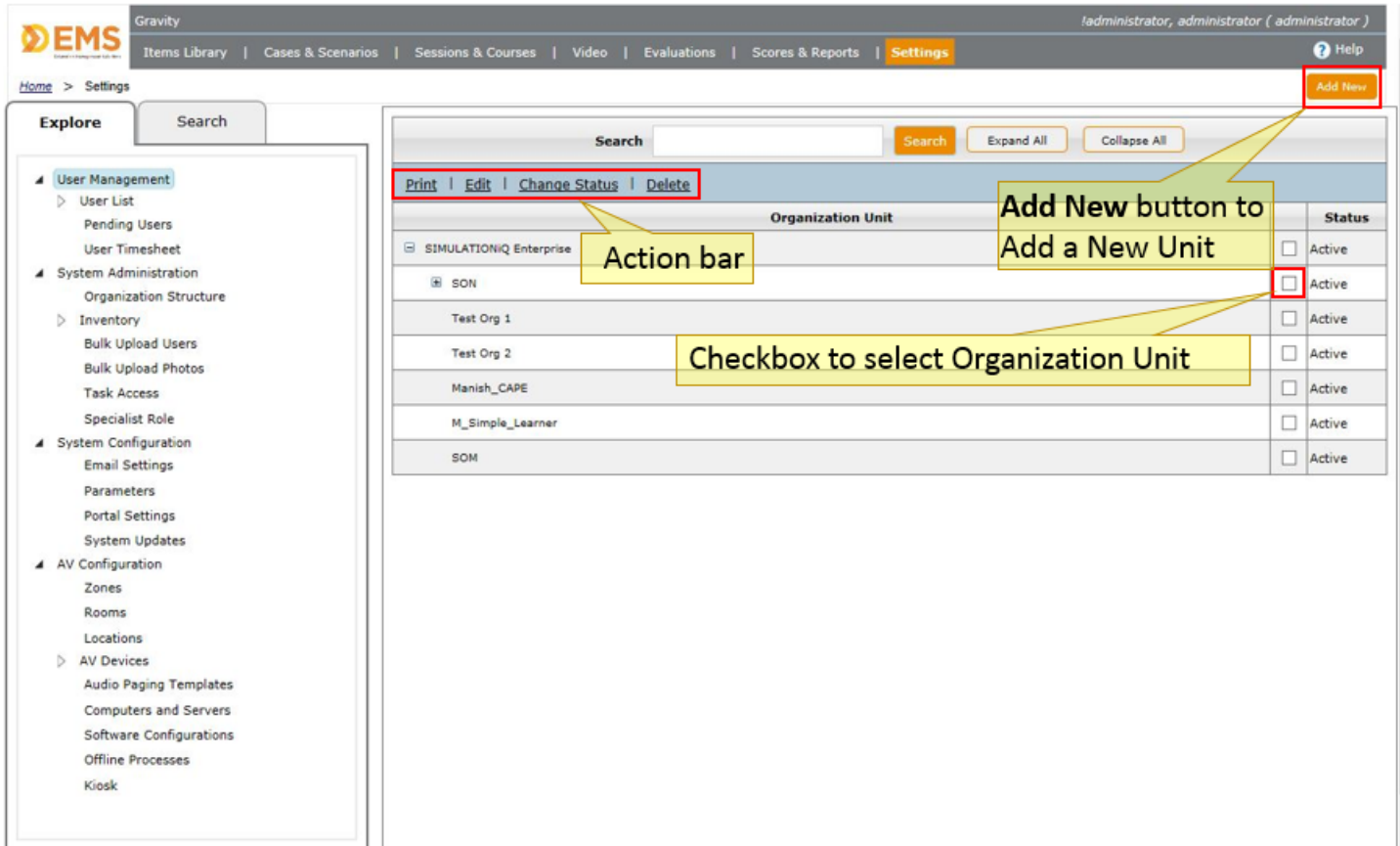
Important Information About Members and Groups

The following is important information about members and groups:

- Learners can be a member of the Members Group or a member of the Learner Group; but we recommend if using a Learner Group within a unit, to put your learners into it.
- A user can be a member of more than one group.
- A Learner can be a member of more than one learner group.

Note: An SP User type *cannot* be a member of any Organization structure.

How to Create an Organization Unit



The screenshot shows the 'Settings' page in the SIMULATIONiQ Enterprise application. The left sidebar is expanded to 'System Administration' > 'Organization Structure'. The main content area shows a table of Organization Units. The table has columns for 'Organization Unit' and 'Status'. The units listed are: SIMULATIONiQ Enterprise, SON, Test Org 1, Test Org 2, Manish_CAPE, M_Simple_Learner, and SOM. All units are 'Active'. Annotations highlight the 'Add New' button in the top right, the action bar (Print, Edit, Change Status, Delete) above the table, and a checkbox in the 'Status' column for the 'SON' unit.

Organization Unit	Status
SIMULATIONiQ Enterprise	<input type="checkbox"/> Active
SON	<input type="checkbox"/> Active
Test Org 1	<input type="checkbox"/> Active
Test Org 2	<input type="checkbox"/> Active
Manish_CAPE	<input type="checkbox"/> Active
M_Simple_Learner	<input type="checkbox"/> Active
SOM	<input type="checkbox"/> Active

1. In the Settings Task, click on Organization Structure under System Administration.

The list of Organization Units will be listed. Your parent organization will be at the top of the list and if there hasn't been any other units added, it will be the only one in the list.

2. Click the checkbox to the right of the Organization Unit that will be the parent to the unit you are creating. *Be sure that the unit is the only checkbox checked.*
3. Click the **Add New** button in the upper right corner of the list. The Organization Unit window will display:

Organization Unit

To add or edit the organizational hierarchy, type the Unit Name, select the Unit Type, and select the Unit Head for this unit. To associate users with this level of the hierarchy, click the Learner Group checkbox. Click 'Save' to save this unit to the organization structure.

Organization Unit Name*

Organization Unit Type*

Organization Unit Head

☒ Learner Group

Parent Name: SIMULATIONiQ Enterprise >> Test Org 1

Display Name: SIMULATIONiQ Enterprise >> Test Org 1

Members

To add users, click Add. To search for a specific user, type the name in the Search field. The search results are filtered based on your search criteria. To remove a user, click the Remove icon. To delete multiple users, click the checkbox next to each user's name and then click Delete.

Check if you want to add a Learner Group

Click Add to Search for Users

Search All

[Print](#) | [Delete](#)

<input type="checkbox"/>	Name	Administrator	Educator	SP	Learner	Delete
<input type="checkbox"/>	!Augusta, Eva	No	No	No	Yes	<input type="button" value="X"/>
<input type="checkbox"/>	!Bachchan, Amitabh	No	Yes	No	No	<input type="button" value="X"/>
<input type="checkbox"/>	!Banerjee, Rhea	No	Yes	No	No	<input type="button" value="X"/>
<input type="checkbox"/>	!Bell, Kristen	No	No	Yes	Yes	<input type="button" value="X"/>
<input type="checkbox"/>	!Bhatt, Mohit	No	No	No	Yes	<input type="button" value="X"/>
<input type="checkbox"/>	!Black-Briar, Maven	No	No	No	Yes	<input type="button" value="X"/>

6 record(s) found...

View 10 1

- In the Organization Unit Name* field indicate the name of the unit you are creating. (This is a mandatory field as indicated by the red "*" asterisk.)
- Select a Unit Type* from the dropdown menu that best describes the type of division you are creating. Your choices are:
 - Department** – using this will enable you to define the department that requests sessions to be scheduled and scheduling sessions.
 - Employer
 - Hospital
 - Network
 - Institute

- Professional Group
- Sub Professional Group
- Branch
- General Group

6. **Organization Unit Head** – This is optional. The user selected here will be in the Members group of this unit.

About Learner Groups

If this Organization Unit will also have a Learner Group, check the Learner Group checkbox to create a Learner Group (see “Advantages to Using Learner Groups” for more information).

Advantages to Using Learner Groups

The following are advantages to using Learner Groups:

- Filters your search for learners by a selected Learner Group.
- A Learner Group is necessary if you will be allowing learners to self-register for sessions.
- Permissions to view and/or download videos can be applied to an entire Learner Group.

How to Create a Learner Group

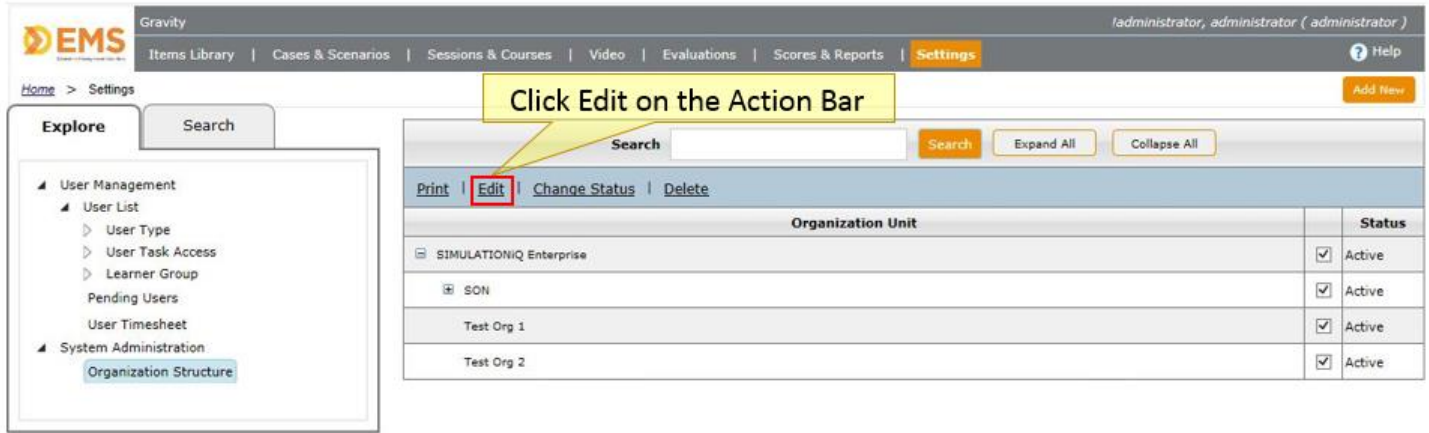
1. Select an Organization Unit by checking the checkbox to the right of its name. If you are creating an Organization Unit and making a Learner Group in the same step, click the **Add New** button.
2. If your Organization Unit has already been created, click **Edit** in the light blue menu bar.
3. Check the **Learner Group** checkbox to make a learner group for your organization unit.
4. **Parent Name:** this is the Parent organization unit that this unit will be a division of. This was the unit that you checked.
5. **Display Name:** This is the way the Parent organization name and its sub-units are displayed when choosing the Organization Unit in Scores & Reports and when searching for learners on a Session activity page.

The Learner Group will not be listed under **Explore tab > User Management > User List > Learner Group** until refreshing your web page to view the updates. **Refresh your page by pressing the F5 key.**

Adding Users to a Group

To add multiple members to an Organization Unit:

1. In Settings > Organization Unit, click the checkbox to the right of the unit listed to select it. Click the **Edit** hyperlink on the **Action** bar (at the top of the columns). This will open the Organization Unit window.



The screenshot shows the SIMULATIONiQ Enterprise interface. The top navigation bar includes 'Gravity', 'Items Library', 'Cases & Scenarios', 'Sessions & Courses', 'Video', 'Evaluations', 'Scores & Reports', and 'Settings'. The 'Settings' tab is active. On the left, the 'Explore' sidebar shows 'System Administration' > 'Organization Structure' selected. The main content area displays the 'Organization Unit' table. A yellow callout box with the text 'Click Edit on the Action Bar' points to the 'Edit' link in the action bar above the table.

Organization Unit		Status
<input type="checkbox"/> SIMULATIONiQ Enterprise		<input checked="" type="checkbox"/> Active
<input type="checkbox"/> SON		<input checked="" type="checkbox"/> Active
Test Org 1		<input checked="" type="checkbox"/> Active
Test Org 2		<input checked="" type="checkbox"/> Active

The Organization Unit window

Organization Unit

To add or edit the organizational hierarchy, type the Unit Name, select the Unit Type, and select the Unit Head for this unit. To associate users with this level of the hierarchy, click the Learner Group checkbox. Click 'Save' to save this unit to the organization structure.

Organization Unit Name*
SIMULATIONiQ Enterprise

☒ Learner Group

Organization Unit Type*
Department

Parent Name:

Organization Unit Head
!administrator, administrator

Display Name: SIMULATIONiQ Enterprise

Status
Active

Members

Add

Search
All
Search

Print | Delete

182 record(s) found...
View 10
1 2 3 4 5 6 7 8 9 10 ...

Save

Add users

Select users

1. Select the users by checking the checkbox next to their name.
2. Click **Save**.
3. To add a user to the group, click the **Add** button. The Users window will display.

The Users Window

Filter your search
for a user

To filter your user search within your Organization Structure:

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- The search results are filtered based on your search criteria. Select the user by checking the checkbox to the left of their name and then click **Save**.

Add a User to a Unit or Learner Group (Profile Page)

To add a user to a unit or learner group through their profile page:

- Go to **Settings > Explore tab > User Management > User List** and locate user from the Search Result list on the right.
- Click the user's **name** hyperlink in the Name column. This will open their **Profile Page**.
- Go to the **Permissions** section of the page. The **Organization Units** will be listed in the Organization Structure grid.
- Check the checkboxes in the **Member** or the **Administrator** column of any of the appropriate unit.
- Save Changes**.

User's Profile Page

Organization Structure

Search

Search

Expand All

Collapse All

Organization Structure

	Member	Administrator
<input checked="" type="checkbox"/> SIMULATIONiQ Enterprise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Org 1	<input type="checkbox"/>	<input type="checkbox"/>
Test Org 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manish_CAPE	<input type="checkbox"/>	<input type="checkbox"/>
M_Simple_Learner	<input type="checkbox"/>	<input type="checkbox"/>
SOM	<input type="checkbox"/>	<input type="checkbox"/>

Select whether user will be a Member or Administrator

Learner Groups

☐ Learner Groups

<input checked="" type="checkbox"/> SIMULATIONiQ Enterprise
<input checked="" type="checkbox"/> SON
<input checked="" type="checkbox"/> Sarita LG
<input type="checkbox"/> Test Org 1
<input type="checkbox"/> Manish_CAPE
<input type="checkbox"/> M_Simple_Learner
<input type="checkbox"/> SOM

Or select a Learner Group

Verify User is in a Learner Group from the Explore Tab

View users by going to **Settings > Explore tab > User Management > User List > Learner Group**. The learners should be listed there. They may not be listed if you until your web page is refreshed to view the updates. **Refresh your page by pressing the F5 key.**

Verify User is in a Learner Group from their Profile page

1. Find your user's name by clicking the **Settings > Explore tab > User Management > User List > User Type > Learner**. The list will populate to the Results pane to the right.
2. Click on the user name in the list which will open that user's Profile Page.
3. In the Permissions section of the page, in the Learner Groups grid, verify the checkbox is checked next to the Learner Group you want the user to be a member.
4. **Save Changes.**

To Remove a User from a Unit

To remove a User from a Unit:

1. Go to **Settings > Explore tab to Organization Structure**.
2. Select the Organization Unit of the member you which to remove by checking the checkbox to the right of its name.
3. In the Search Results Page to the right, check the checkbox to the right of the listing.
4. Click on **Edit** in the Action bar (at the top of the column).
5. The members list will display.
6. Locate the user you want to remove. Select the checkbox next to their name and then either click the delete X icon in the delete column or choose **Delete** in the light blue action bar above the column.
7. To delete multiple users, click the checkbox next to each user's name and then click **Delete**.
8. **Save.**

IMPORTANT: Deleting a user from a unit does NOT remove them from the system. It only removes them as a member of that unit.

Organization Unit

To add or edit the organizational hierarchy, type the Unit Name, select the Unit Type, and select the Unit Head for this unit. To associate users with this level of the hierarchy, click the Learner Group checkbox. Click 'Save' to save this unit to the organization structure.

Organization Unit Name*
SIMULATIONIQ Enterprise

☒ Learner Group

Organization Unit Type*
Department

Parent Name:

Organization Unit Head
!administrator, administrat

Display Name: SIMULATIONIQ Enterprise

Status
Active

Members

To add users, click Add. To search for a specific user, type the name in the Search field. The search results are filtered based on your search criteria. To remove a user, click the Remove icon. To delete multiple users, click the checkbox next to each user's name and then click Delete.

Add

Search
All
Search

Print
Delete

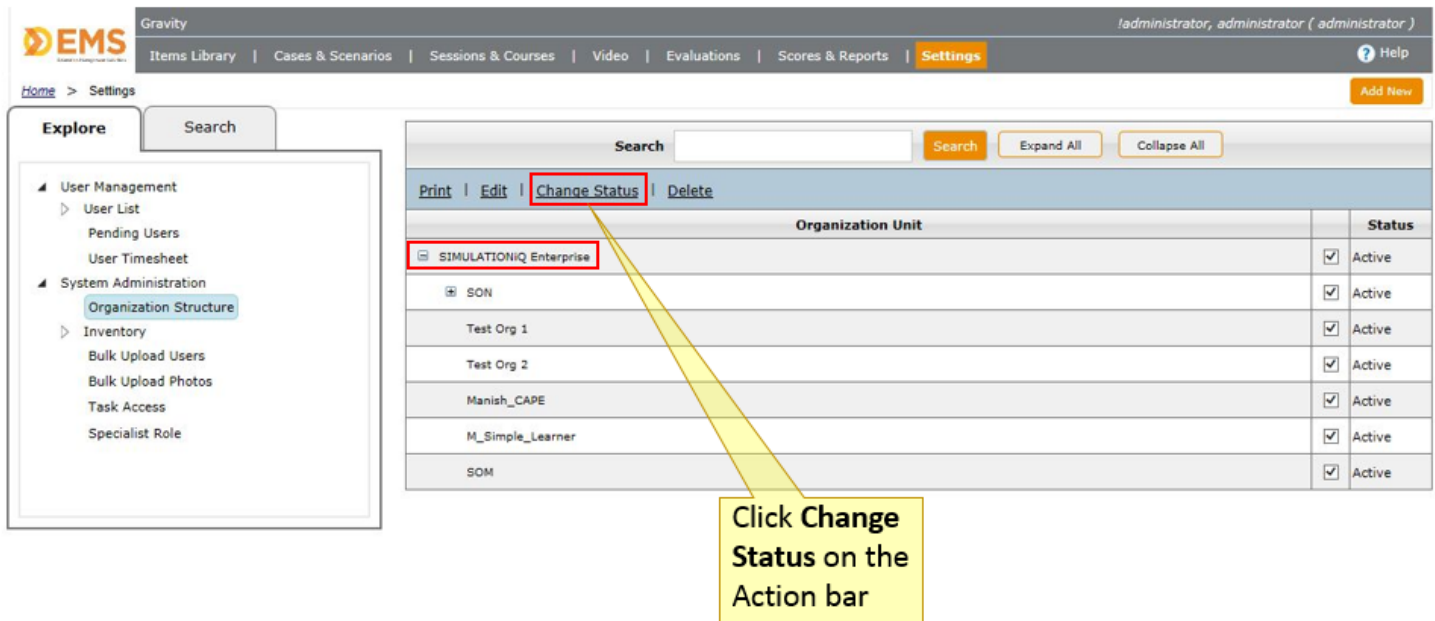
<input type="checkbox"/>	Name	Administrator	Educator	SP	Learner	Delete
<input type="checkbox"/>	!administrator, administrator	No	Yes	No	No	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	!Anne, Grace	No	No	No	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Atkinson, Rowan	No	Yes	Yes	No	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Augusta, Eva	No	No	No	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Bachchan, Amitabh	No	Yes	No	No	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Banerjee, Rhea	No	Yes	No	No	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Bell, Kristen	No	No	Yes	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Bhatt, Mohit	No	No	No	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Bhatt, Radhika	No	No	No	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	!Black-Briar, Maven	No	No	No	Yes	<input checked="" type="checkbox"/>

182 record(s) found...
View 10
1 2 3 4 5 6 7 8 9 10 ...

Save

Change Status from Active to Retired

1. In Settings > Organization Unit, click the checkbox to the right of the unit listed to select it. Click the **Change Status** hyperlink on the Action bar (at the top of the columns). This will open the Change Status window.



The screenshot shows the EMS web application interface. On the left is an 'Explore' sidebar with a tree view containing 'User Management', 'System Administration', and 'Inventory'. The 'Organization Structure' link under 'System Administration' is selected. The main content area displays a table of 'Organization Unit's. The table has columns for 'Organization Unit' and 'Status'. The first row, 'SIMULATIONIQ Enterprise', is highlighted with a red box. Above the table is an action bar with buttons for 'Print', 'Edit', 'Change Status', and 'Delete'. The 'Change Status' button is highlighted with a red box. A yellow callout box with a pointer indicates to 'Click Change Status on the Action bar'.

Organization Unit	Status
SIMULATIONIQ Enterprise	Active
SON	Active
Test Org 1	Active
Test Org 2	Active
Manish_CAPE	Active
M_Simple_Learner	Active
SOM	Active

2. Select whether the Unit will be **Active** or **Retired**.
3. Click the **Change Status** button to save the change.

User Profile Updates

Overview

Administrators can set a mandatory date to prompt users to review and update their user profiles before logging in to the web or Kiosk applications. **Note:** The profile update does not apply when logging in to the AV applications.

The profile expiration date can be set to:

- a defined number of days (30, 60, or 90 days)
- a specific date (i.e., January 1, 2016)
- expire immediately (for individual profiles only)

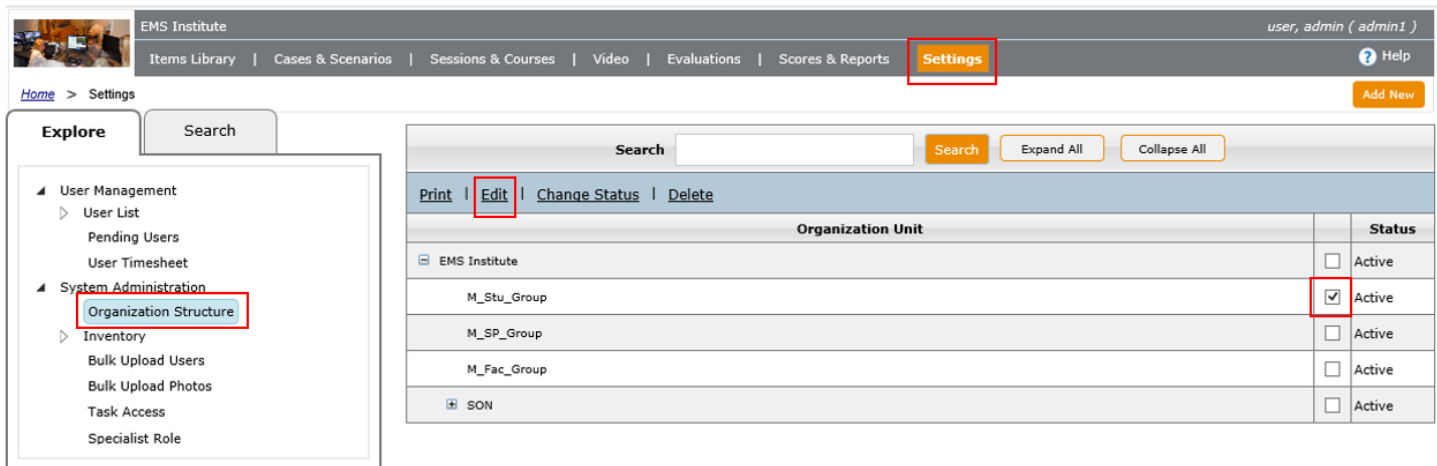
Set User Profile Expiration Date

The Administrator can set the user profile updates from the following areas:

- a. **Settings** > **Organization Structure** > click the **Institute** > click **Edit**.
- b. **Settings** > **User List** > click one or more profiles or select all > click **Set Expiration** link.

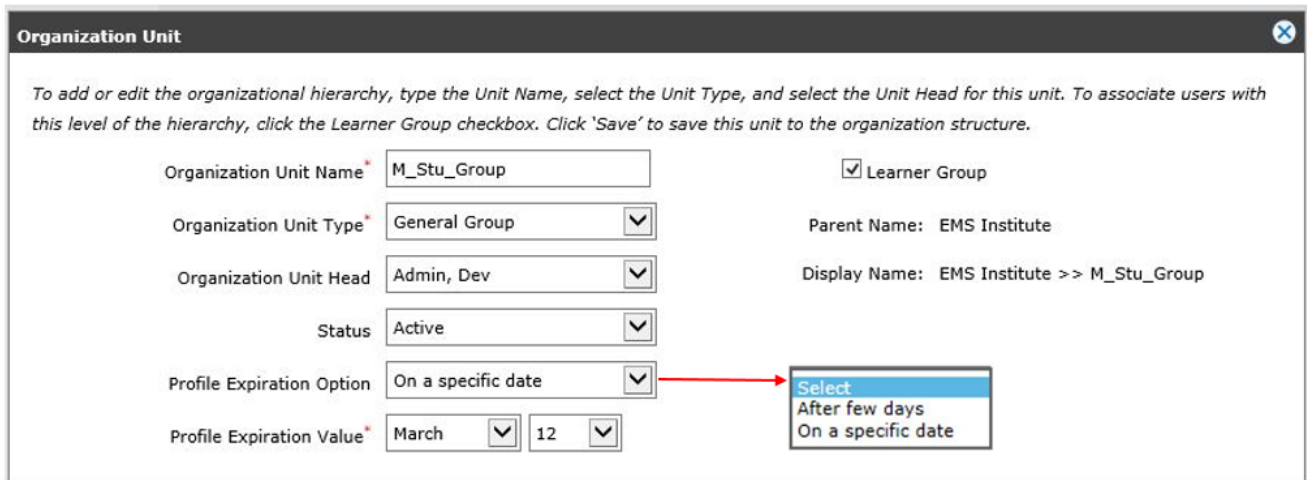
- c. **Settings > Individual Profiles** – Each user profile has a **Set to Expire Now** button to prompt the selected user to review and update his or her user profile immediately.

Organization Structure



Organization Unit	Status
EMS Institute	<input type="checkbox"/> Active
M_Stu_Group	<input checked="" type="checkbox"/> Active
M_SP_Group	<input type="checkbox"/> Active
M_Fac_Group	<input type="checkbox"/> Active
SON	<input type="checkbox"/> Active

1. **Settings > Organization Structure** > click the **Institute** > click **Edit**.



Organization Unit

To add or edit the organizational hierarchy, type the Unit Name, select the Unit Type, and select the Unit Head for this unit. To associate users with this level of the hierarchy, click the Learner Group checkbox. Click 'Save' to save this unit to the organization structure.

Organization Unit Name: M_Stu_Group ☒ Learner Group

Organization Unit Type: General Group

Organization Unit Head: Admin, Dev

Status: Active

Profile Expiration Option: On a specific date

Profile Expiration Value: March 12

Display Name: EMS Institute >> M_Stu_Group

2. In the **Profile Expiration Option** field, select:

- After a few days: a defined number of days (30, 60, or 90 days)
- On a specific date: (i.e., January 1, 2016)

Note: If a user is assigned to more than one institute, then the earliest Organization Unit profile expiration date applies.

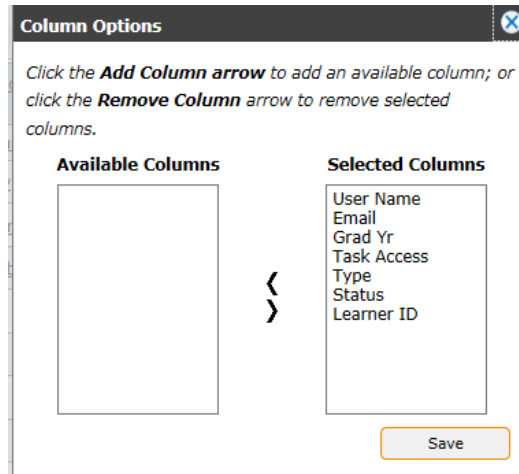
Inventory

Click **Inventory** from the **Explore** tab; the following sample grid appears:

[Add New](#)

<div> <div>Search <input type="text"/></div> <div>All ▼</div> <div>Search</div> </div>										
Print Change Status Delete Import Equipment										
<input type="checkbox"/>	Equipment Name	Unique ID	Type	Description	Purchase Price	Procurement Lead Time (days)	Manufacturer Website	Status	Delete	Copy
<input type="checkbox"/>	acetaminophen		Drug		3457	10	http://www.google.com	Active		
<input type="checkbox"/>	Coumadin		Drug		0	0		Active		
<input type="checkbox"/>	epinephrine		Drug	desc.1	777	12	http://www.google.com	Active		
<input type="checkbox"/>	Gauze Pads		Supply		0	0		Active		
<input type="checkbox"/>	Neosporin		Drug	Ointment	2.5	-1		Active		
<input type="checkbox"/>	RT 1000 ml normal saline		Supply	description	265	10	www.google.com	Active		
<input type="checkbox"/>	RT Cytotec 200 mcg tab		Drug	description	50	21	www.google.com	Active		
<input type="checkbox"/>	RT Ipratropium 2.25mg/ml		Drug	description	126	1	www.google.com	Active		
<input type="checkbox"/>	RT manikin	Classic-446	Capital	description	12230	0	www.google.com	Available		
<input type="checkbox"/>	RT manikin	SIM3G043	Capital	description	678	0	google.com	Available		
<input type="checkbox"/>	RT manikin	SimNewborn	Capital	description	12230	0	www.google.com	Available		
<input type="checkbox"/>	RT manikin_Copy	SIM JR	Capital	description	12230	0	www.google.com	Available		
<input type="checkbox"/>	RT surgical masks_Copy		Supply	desc.	4562	10	http://www.google.com	Active		
<input type="checkbox"/>	Sarita - test		Drug		12	-1		Active		
<input type="checkbox"/>	Sarita - test		Drug		12	-1		Active		
<input type="checkbox"/>	SIMMAN 3G	4335	Capital	desc.	4568	0	http://www.google.com	Available		
<input type="checkbox"/>	SIMMAN 3G	3658	Capital		0	0		Available		
<input type="checkbox"/>	surgical masks		Supply	desc.	4562	10	http://www.google.com	Active		
<input type="checkbox"/>	test	123	Capital		0	0		Available		
<input type="checkbox"/>	X-Ray Machine	XR-16	Capital		0	0		Available		
21 record(s) found...									View 20 ▼	12

Grid Options



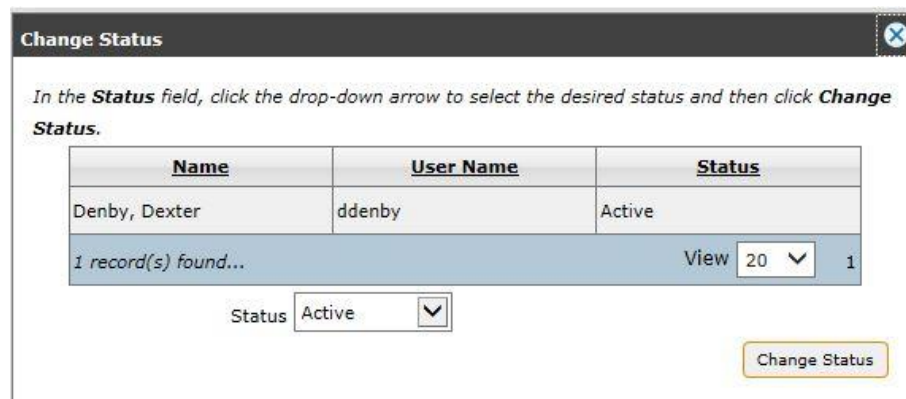
Column Options

Click the **Add Column** arrow to add an available column; or click the **Remove Column** arrow to remove selected columns.

Available Columns		Selected Columns
	< >	User Name Email Grad Yr Task Access Type Status Learner ID

Save

- **Column Options** – Add, remove and sort the order of the columns in grid view.



Change Status

In the **Status** field, click the drop-down arrow to select the desired status and then click **Change Status**.

Name	User Name	Status
Denby, Dexter	ddenby	Active

1 record(s) found... View 20 1

Status Active

Change Status

- **Print** – This prints Inventory details.
- **Change Status** Select either **Active** or **Retired** from the drop-down list. Click **Change Status** to retain your new selection.
- **Delete** – This deletes the selected user. You will receive an “Are you sure. . .” message before deleting.
- **Import Equipment** – See below:

Step 1 of 3: Import Equipment

To Import a List of Equipment:

1. Click the Download Blank Template Link, Complete the Excel Spreadsheet, and Save the File.
2. Click **browse**, Select the File, and then Click **next**.

Template [Download Blank Template](#)

Select File

- Download Blank Template
- Add information to template
- Browse to locate template on network
- Press Upload

Step 1 of 3: Import Equipment

To Import a List of Equipment:

1. Click the Download Blank Template Link, Complete the Excel Spreadsheet, and Save the File.
2. Click **browse**, Select the File, and then Click **next**.

Template [Download Blank Template](#)

Select File Copy of ImportEquipment.xlsx

- Press Next to begin import (or Clear to remove template and re-enter information)

Click the **Download Blank Template** link to download an .xlsw file. Complete the following fields:

Field	Description
Type	Enter Capital Equipment , Supply or Drug to denote the type.
Equipment Name	Enter the name of the equipment (e.g., stethoscope).
Unique ID Name	Enter a unique alphanumeric ID for the equipment.
Description	Enter the equipment description.
Purchase Price	Enter the purchase price (numeric values only).
Available Quantity	Enter the available quantity.
Reorder Alert Quantity	Enter the quantity that will generate an alert to reorder.
Units	Enter the units contained in an inventory item (e.g. 100 tongue depressors to a box).

Note: DO NOT edit the row of the .xlsw file containing the column headings, whether you are important equipment, supplies, or drugs; this will affect the import process.

After completing and saving the equipment spreadsheet, browse for the file, select it, and upload it to continue using the import wizard (click **Clear** to remove the file and select another file). The following appears:

Step 2 of 3: Import Equipment

Preview the List of Equipment. Click **update** to Overwrite the Balance Quantity or Click **add** to Add this Quantity to the Existing Balance Quantity, and then Click **import**.

Type	Equipment Name	Unique ID Name	Description	Purchase Price	Available Quantity	Reorder Alert Quantity	Units	Validation
Supply	Neosporin		Ointment	4	1	1	1	Pass

1 record(s) found... View 10 1

Quantity ☐ Update ☒ Add

Back Import

Review your import information at this dialog. Click **Back** to return to the first step of the wizard and start again, or click **Import** to proceed.

Click **Import**, and the following appears:

Step 3 of 3: Import Equipment

Imported List of Equipment. Click **Finish** to Exit

Type	Equipment Name	Unique ID Name	Description	Purchase Price	Available Quantity	Reorder Alert Quantity	Units	Import Status
Supply	Neosporin		Ointment	4	1	1	1	Success

1 record(s) found... View 10 1

Finish

A status message appears in the last column. Click **Finish** after you have imported your equipment.

Capital Equipment

Select **Capital Equipment** from the **Explore** tab under **Inventory** to re-sort the grid by the name of the equipment (the equipment is used when scheduling a session). After the equipment type and quantity is selected for the session, it is automatically removed from the inventory.

Add New Equipment

Click **Add New** in the upper right corner of the Landing Page, and the following dialog appears:



The dialog box is titled "Equipment" and contains the following fields and instructions:

- Instruction: *Complete the required fields, and then click **Create**.*
- Equipment Type: A dropdown menu with "Capital" selected.
- Name*: A text input field containing "Incubator".
- Unique ID*: A text input field containing "1".
- A "Create" button is located at the bottom right.

Enter the following information:

Field	Description
Equipment Type	Select either Capital , Supply or Drug (this populates based on the Inventory Type chosen at the Explore tab).
Name*	Enter the name of the equipment.
Unique ID*	Enter a Unique ID for the equipment in alphanumeric format.
*-denotes required field	

After you have entered this information, click **Create** to view the following:

[Home](#) > [Inventory](#) > Incubator

[Print Barcode](#) [Save All](#) [Cancel](#)

[Expand All](#) [Collapse All](#)

[Table of Contents](#) | [Top](#)



INVENTORY

[-] General Information

To edit capital equipment, supply or drug details, modify the information as needed, then click Save.

Equipment Type Capital

Name* Incubator

Status Active

Organization* EMS Institute

Unique ID Name* 1

Serial Number

Bar code #

Description

Invoice

Invoice Document [Browse...](#) [Upload](#)

Service and Warranty

Warranty Document [Browse...](#) [Upload](#)

Support Expiration 5/2/2016

Purchase Price 0

Billing Rate 0 Per Hour

Photograph [Browse...](#) [Upload](#)

Web Link

Supplier Contact Name

Phone Number

Keywords

Enter the following information:

Field	Description
Name*	Enter the equipment name (defaults from the prior entry).
Status	Select Active or Retired from the drop-down list.
Organization	Select the organization to which this equipment applies.
Unique ID Name*	Enter the unique ID (defaults from the prior entry).
Serial Number	Enter the serial number for the equipment.
Bar Code	Enter the bar code for the equipment.
Description	Enter a description of the equipment.
Invoice	Enter details on the invoice used for purchasing the equipment.
Invoice Document	Browse for a scanned copy of the invoice and click Upload to attach the invoice at this field.
Service and Warranty	Enter service and warranty details at this field.
Warranty Document	Browse for a scanned copy of the warranty document and click Upload to attach the document at this field.
Support Expiration	Select a support expiration date for the equipment or enter a date at this field.
Purchase Price	Enter the purchase price of the equipment.

Field	Description
Billing Rate	Enter the billing rate for use of the equipment, if applicable.
Photograph	Browse for a photograph of the equipment and click Upload to attach the photo at this field.
Web Link	Enter a web link for the equipment manufacturer or distributor.
Supplier Contact Name	Enter the name of the contact used for acquiring the equipment.
Phone Number	Enter the phone number of the equipment contact person.
Keywords	Enter any keywords applicable to the equipment that will facilitate a web search for it.
*-denotes required field	

1) Add Support File

Click **Add Support File** to call up the following:



The dialog box titled "Support Files" contains a text field labeled "Document*" with a "Browse..." button next to it. To the right of the "Browse..." button is an "Upload" button. Below these buttons is an "Update" button.

Enter the following information:

Field	Description
Document*	This displays the name of the support file.
Browse	Click this button to search for a support file.
Upload	Click Upload after making your selection to populate the Document field.
Update	Click this button to add the document to the equipment information.
*-denotes required field	

2) Add Service Details

Click **Add Support File** to call up the following:

Service Details

To add a service record for Capital Equipment, complete the required fields and then click **Add**.

Services By* administrator

Comments

Date 7/22/2014

Add

Enter the following information:

Field	Description
Services By*	Enter the name of the user entering service details.
Comments	Enter service details at this text field.
Date	Select a date that this information was entered or enter a date at this field.
Add	Click this button to add these details to the equipment information.
*-denotes required field	

3) Add Availability

Click **Add Availability** to call up the following:

Equipment Availability

To Mark Equipment As Unavailable or on Standby, Complete the Required Fields, and then Click Add.

Unavailable Standby

Comments For future use

From Date 07/22/2014 2:26 PM To Date 09/30/2014 2:26 PM

Add

Enter the following information:


Field	Description
Unavailable	Select Unavailable as the default or Standby if the equipment will be available in the future.
Comments	Enter any comments related to the equipment.
From Date	Enter the date and time when the equipment will start to be unavailable or on “stand by.”
To Date	Enter the date and time when the equipment will no longer be unavailable or on “stand by.”
Add	Click this button to add the document to the equipment information.

Click **Save** to retain your selections; the Capital item now appears on the grid on the Landing Page.

Supplies

Select a Supply item from the **Explore** tab under Inventory to re-sort the grid by the name of the Supply item (the equipment is used when scheduling a session). After the equipment type and quantity is selected for the session, it is automatically removed from the inventory.

Click **Add New** from the Landing Page for Inventory/Supplies, and the following appears:



The screenshot shows a form titled "Equipment" with a close button (X) in the top right corner. Below the title, it says "Complete the required fields, and then click **Create**." The form contains three fields: "Equipment Type" with a dropdown menu showing "Supply", "Name*" with a text input field and a document icon, and "Available Quantity*" with a text input field. A "Create" button is located at the bottom right of the form.

Enter the following information:

Field	Description
Equipment Type	Select either Capital , Supply or Drug (this populates based on the Inventory Type chosen at the Explore tab).
Name*	Enter the name of the supply item.
Available Quantity*	Enter the Available Quantity of the supply item.
*-denotes required field	

After you have entered this information, click **Create** to view the following:

Equipment

To add capital equipment, supply or drug, complete the required fields, and then click *Create*.

Equipment Type **Supply**

Name* Status **Active**

☐ Disposable

Description

Available Quantity* Units

Reorder Alert Quantity

Purchase Price

Procurement Lead Time Days

Photograph

Invoice Document

Manufacturer Website

Manufacturer Phone

Enter the following information:

Field	Description
Name*	Enter the supply name (defaults from the prior entry).
Status	Select Active or Retired from the drop-down list.
Disposable	Click this checkbox to indicate if this is a disposable item.
Description	Enter a description of the supply item.
Available Quantity*	Enter the available quantity of the item (e.g., 10 boxes of tongue depressors).
Units	Enter the number of units per item (e.g., 100 tongue depressors per box).
Reorder Alert Quantity	Enter the quantity of items that require a reorder alert.
Purchase Price	Enter the purchase price of the supply item by unit.

Field	Description
Procurement Lead Time	Enter the number of days to be allowed for supply item delivery from the manufacturer.
Photograph	Browse for a photograph of the supply item and click Upload to attach the photo at this field.
Invoice Document	Browse for a scanned copy of the invoice and click Upload to attach the invoice at this field.
Manufacturer Website	Enter a web link for the supply item manufacturer or distributor.
Manufacturer Phone	Enter a phone number for a contact person associated with the supply item.
*-denotes required field	

Click **Save** to retain your selections; the Supply item now appears on the grid on the Landing Page.

Drugs

Select a Drug item from the **Explore** tab under Inventory to re-sort the grid by the name of the Drug item (the equipment is used when scheduling a session). After the equipment type and quantity is selected for the session, it is automatically removed from the inventory.

Click **Add New** from the Landing Page for Inventory/Drugs, and the following appears:



The screenshot shows a form titled "Equipment" with a close button in the top right corner. Below the title, it says "Complete the required fields, and then click **Create**." The form contains three fields: "Equipment Type" with a dropdown menu showing "Drug", "Name*" with a text input field and a file upload icon, and "Available Quantity*" with a text input field. A "Create" button is located at the bottom right of the form.

Enter the following information:

Field	Description
Equipment Type	Select either Capital , Supply or Drug (this populates based on the Inventory Type chosen at the Explore tab).
Name*	Enter the name of the drug item.
Available Quantity*	Enter the Available Quantity of the drug item.

Field	Description
*-denotes required field	

After you have entered this information, click **Create** to view the following:

Equipment

To add capital equipment, supply or drug, complete the required fields, and then click Create.

Equipment Type Drug

Name* Vicodin Status Active

☐ Disposable

Description

Available Quantity* 1 Units 1

Reorder Alert Quantity 0

Purchase Price 0

Procurement Lead Time 0 Days

Photograph Browse... Upload

Invoice Document Browse... Upload

Manufacturer Website

Manufacturer Phone

Create

Enter the following information:

Field	Description
Name*	Enter the equipment name (defaults from the prior entry).
Status	Select Active or Retired from the drop-down list.
Disposable	Click this checkbox to indicate if this is a disposable item.
Description	Enter a description of the drug item.
Available Quantity*	Enter the available quantity of the item (e.g., 10 bottles of Ibuprofen).
Units	Enter the number of units per item (e.g., 100 250 mg pills per bottle).
Reorder Alert Quantity	Enter the quantity of items that require a reorder alert.
Purchase Price	Enter the purchase price of the drug item by unit.

Field	Description
Procurement Lead Time	Enter the number of days to be allowed for drug item delivery from the manufacturer.
Photograph	Browse for a photograph of the drug item and click Upload to attach the photo at this field.
Invoice Document	Browse for a scanned copy of the invoice and click Upload to attach the invoice at this field.
Manufacturer Website	Enter a web link for the supply item manufacturer or distributor.
Manufacturer Phone	Enter a phone number for a contact person associated with the drug item.
*-denotes required field	

Click **Save** to retain your selections; the Drug item now appears on the grid on the Landing Page.

Bulk Upload Users

Click **Bulk Upload Users** from the **Explore** tab; the following appears:

Step 1 Of 3: Select File, Roles, Authentication and Access Methods

To upload Educators, SPs, or Learners:

1. Click the **Download Blank Template** link to download the sample file that shows the required fields and the order in which you must have the fields for a successful upload process.
2. Create a separate spreadsheet for each user type: Educator, SP, Learner. For Learners, required fields are: First Name, Last Name, User Name (for Active Directory "synchronization", this must be the user's Active Directory User Name), Email, and Password. Optionally include: Learner ID, Gender, Address, City, State, Zip, Phone. For all other users, include all required fields.
- IMPORTANT!** Password must be at least 6 characters and must have at least one letter, one number and a special character.
3. Complete the template. **DO NOT** remove the first row.
4. Save each spreadsheet as .xls or .xlsx.
5. Click **Browse**, select the completed spreadsheet file and then click **Open**.
6. Click **Upload** to upload the selected file.
7. In the **Task Access** grid, select the Task Access Name and User Type or click the **Create New Task Access** button to add a new role.
8. In the **Authentication Type** grid, click the checkbox next to one or more authentication method(s) applicable to the user. Then click the drop-down arrow to indicate the order in which the system will use all checked sources to validate the username and password combination when the user logs in.
9. In the **Access** grid, click the checkbox next to one or more applications the user can access. Click **Next**.

Select File

Browse...

Upload

Template [Download Blank Template](#)

Create New Task Access

Task Access *

<input type="checkbox"/>	Task Access Name	User Type
<input type="checkbox"/>	Administrator	Administrator
<input type="checkbox"/>	Faculty	Educator
<input type="checkbox"/>	SP	SP
<input type="checkbox"/>	Student	Learner
<input type="checkbox"/>	super SP	SP

Authentication *

<input type="checkbox"/>	Sort Order	Authentication Type
<input type="checkbox"/>	1	Active directory
<input type="checkbox"/>	2	EMS Authentication
<input type="checkbox"/>	3	LDAP eDirectory
<input type="checkbox"/>	4	Single-Sign-On (SSO)

Access *

<input type="checkbox"/>	Application Access
<input type="checkbox"/>	AV Control
<input type="checkbox"/>	AV Viewer
<input type="checkbox"/>	SIM Client
<input type="checkbox"/>	Web

Next

Download the template (in .xls or .xlsx format) to your "Downloads" folder and complete the field information for new users, then save the file to your network. After you have completed the form, return to the Step 1 dialog box, click **Browse** to locate the form, and then click **Upload** to bring the form into SIMULATIONiQ Enterprise.

Note: Please do not edit the format of the template in any way, or else the data may not upload properly.

After doing so, please define the following new user settings:

Field	Description
Task Access*	Select the Task Access by clicking a checkbox (Faculty , Admin , SP , Student , or any other task access name).
Authentication*	Select the Authentication by clicking a checkbox (Active directory , EMS Authentication , LDAP eDirectory , or Single Sign-On ; Note: EMS Authentication must be selected to access SIMULATIONiQ Enterprise).
Application Access*	Select the Access to SIMULATIONiQ Enterprise by clicking a checkbox (AV Control , AV Viewer , SIM Client , or Web ; Note: Access is also defined by the application when selecting a level of task access).
*-denotes required field	

If you want two different user types to have the same access (such as an Educator or SP), you may want to create a new **Task Access Group** and assign your user to that group. To do this, click **Create New Task Access** to call up the following dialog:

Task Access

To create a new task access, type the task access name, select the User Type and Task(s), and then click **Save**. Tasks appear based on the User Type selected. Search for Tasks based on keywords.

Task Access Name*
User Type

Learner

Task List

Search

Search

Expand All

Collapse All

Tasks	Apply
[-] Root	<input type="checkbox"/>
[+] Settings	<input type="checkbox"/>
[+] Scores & Reports	<input type="checkbox"/>
[+] Evaluations	<input type="checkbox"/>
[+] Video	<input type="checkbox"/>
[+] Sessions & Courses	<input type="checkbox"/>
[+] Cases & Scenarios	<input type="checkbox"/>
[+] Items Library	<input type="checkbox"/>
Learner Verification	<input type="checkbox"/>
Quick Evaluator Assignment	<input type="checkbox"/>
Open For Student Post Encounter	<input type="checkbox"/>
Submit Ad hoc Checklist	<input type="checkbox"/>
My Availability Calendar	<input type="checkbox"/>
Submit Timesheet	<input type="checkbox"/>

Save

This allows the Administrator to create a new level of task access based on an existing User Type. Enter a **Task Access Name***, click the checkboxes in the **Apply** column for each module available to a user with this level of task access. Click **Save** after you have made your selections (the new Task Access appears in the **Task Access** grid at Step 1 of the **Bulk Upload Users** wizard).

Note: Additional Task Access functionality is provided from the Task Access selection in the System Administration group.

After returning to the Bulk Upload Users wizard, click **Next**, and the following screen appears:

Step 2 of 3: Select Organization, Learner Group

Select the Organization Unit within the Organization Structure and the Learner Group to assign the users to and then click **Next**.

Organization
Structure

Search

Organization Structure	Member	Admin
<input checked="" type="checkbox"/> EMS University	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> NURS EM	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SOM	<input type="checkbox"/>	<input type="checkbox"/>
JCHS	<input type="checkbox"/>	<input type="checkbox"/>
NRCC	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Family Med	<input type="checkbox"/>	<input type="checkbox"/>
Orthopedic Surgery	<input type="checkbox"/>	<input type="checkbox"/>
General Surgery	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> CLIENT SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>

Learner Group

<input type="checkbox"/>	Learner Group
<input type="checkbox"/>	NURS EM
<input type="checkbox"/>	SOM
<input type="checkbox"/>	NRCC
<input type="checkbox"/>	YR-1
<input type="checkbox"/>	Family Med
<input type="checkbox"/>	FamMed YR-2
<input type="checkbox"/>	Pediatrics
<input type="checkbox"/>	SOM Non-Residency
<input type="checkbox"/>	Adolescents
<input type="checkbox"/>	Emergency Med

Next

Enter any search text to locate an organizational unit within the grid; this associates those units with the users included in the **Bulk Upload** process (a user can also be associated with an organization structure when that structure is created). Choose your selections in the **Member** or **Admin** columns and select the **Learner Groups** for the users included on the **Bulk User Template** by clicking the applicable checkboxes.

Click **Next**, and the following screen appears:

Step 3 of 3: Preview and Import

The following users will be imported with the selected role, application access, authentication type and organization structure. Click **Import** to import users.

Erroneous Fields	Student ID	First Name	MI	Last Name	User Name	Email	Gender	Password	Address 1	Address 2	City	State	Zip	Country	Day Phon
	4314	Dexter		Denby	ddenby	ddenby@yahoo.com		dd@123							
		Florence		Farmer	ffarmer	ffarmer@yahoo.com		ff@123							

Import

This lists the users included on the **Bulk User Template** to be imported into SIMULATIONiQ Enterprise. Click **Import**, and a confirmation dialog appears:

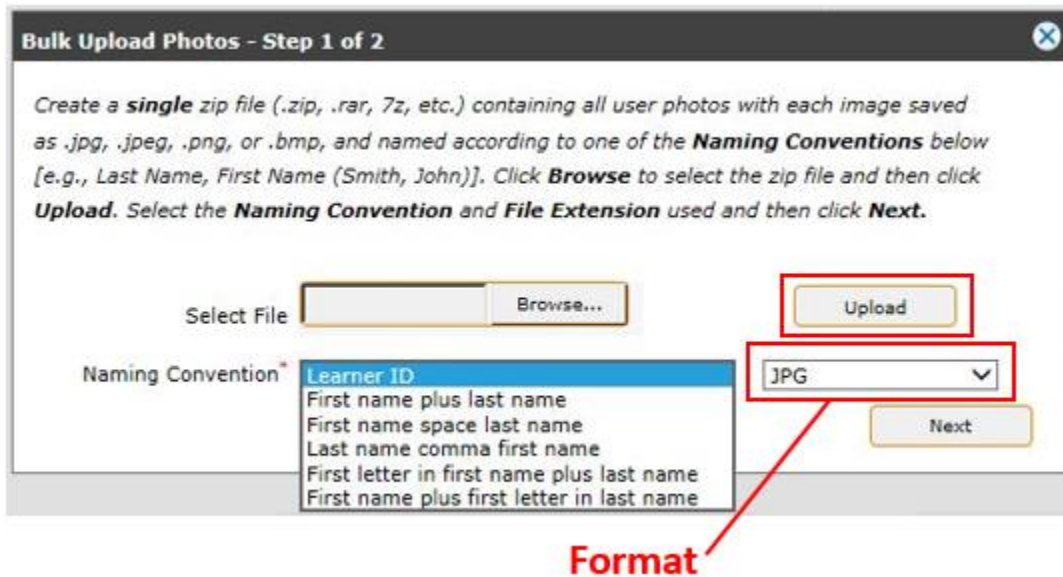
Error

- Total 2 user imported. Please note that if there were any erroneous data uploaded for a user, that particular user has not been imported.

OK

Bulk Upload Photos

Click **Bulk Upload Photos** from the **Explore** tab; the following appears:



Bulk Upload Photos - Step 1 of 2

Create a **single** zip file (.zip, .rar, 7z, etc.) containing all user photos with each image saved as .jpg, .jpeg, .png, or .bmp, and named according to one of the **Naming Conventions** below [e.g., Last Name, First Name (Smith, John)]. Click **Browse** to select the zip file and then click **Upload**. Select the **Naming Convention** and **File Extension** used and then click **Next**.

Select File Browse...

Naming Convention* **Learner ID**
 First name plus last name
 First name space last name
 Last name comma first name
 First letter in first name plus last name
 First name plus first letter in last name

Format **JPG**

Upload Next

Note: Before uploading photos in accordance with the onscreen instructions, it is important that the photos in the .zip file have been saved in accordance with the naming convention selected in the drop-down list (as shown above). You may upload photos with the following extensions: .jpg, .jpeg, .png, or .bmp.

Enter the following information:

Field	Description
Select File	Select a .zip file of user photos for upload, using the Browse button.
Naming Convention*	Select a naming convention associated with the photos in the .zip file so the photos are mapped to your users upon upload (such as first name plus last name of the pictured users).
Format	Select the format of the photos to be uploaded from the drop-down list.
*-denotes required field	

Click **Upload** to add the .zip file of photos for your users, as shown previously:

Bulk Upload Photos - Step 1 of 2

Create a **single** zip file (.zip, .rar, 7z, etc.) containing all user photos with each image saved as .jpg, .jpeg, .png, or .bmp, and named according to one of the **Naming Conventions** below [e.g., Last Name, First Name (Smith, John)]. Click **Browse** to select the zip file and then click **Upload**. Select the **Naming Convention** and **File Extension** used and then click **Next**.

Select File Pics_0723.zip

Naming Convention*

Click **Next**, and the photos appear with the users already residing in the SIMULATIONiQ Enterprise application.

Click the checkboxes associated with the photos you wish to select. After you have made your selections, click **Upload**. A confirmation message appears, and the photos are included with the user profiles based on first name plus last name in accordance with this example.

Task Access

Click **Task Access** from the **Explore** tab; the following grid appears:

Add New

<div style="display: flex; justify-content: space-between; align-items: center;"> Search <input type="text"/> All ▼ Search </div>				
Print Change Status Delete				
<input type="checkbox"/>	<u>Task Access</u>	<u>User Type</u>	<u>Status</u>	<u>Delete</u>
<input type="checkbox"/>	Post Encounter w Video	Learner	Active	✕
<input type="checkbox"/>	Administrator	Administrator	Active	✕
<input type="checkbox"/>	AV Team	Administrator	Active	✕
<input type="checkbox"/>	BAM-4000	Administrator	Active	✕
<input type="checkbox"/>	EMS Admin	Administrator	Active	✕
<input type="checkbox"/>	Faculty	Educator	Active	✕
<input type="checkbox"/>	Intern	Learner	Active	✕
<input type="checkbox"/>	IT Admin	Administrator	Active	✕
<input type="checkbox"/>	K11	Learner	Active	✕
<input type="checkbox"/>	Learner SP4	Learner	Active	✕
<input type="checkbox"/>	learnerwithinventory	Learner	Active	✕
<input type="checkbox"/>	PostEncounter Login	Educator	Active	✕
<input type="checkbox"/>	Session Requestor	Educator	Active	✕
<input type="checkbox"/>	SIMiQ Admin	Administrator	Active	✕
<input type="checkbox"/>	SP	SP	Active	✕
<input type="checkbox"/>	SP Evaluator	SP	Active	✕
<input type="checkbox"/>	SP Manager	Administrator	Active	✕
<input type="checkbox"/>	SPE	Administrator	Active	✕
<input type="checkbox"/>	Student	Learner	Active	✕
<input type="checkbox"/>	Student Evaluator	SP	Active	✕

22 record(s) found...
View 20 ▼
12

Click the **Add New** button to call up the following (this is the same dialog as the one that appears when pressing the **Create New Task Access** button at Step 1 of the **Bulk Upload Users** wizard):

Task Access

To Edit the task access, type the Task Access Name, select the User Type and Task(s), and then click **Save**. Tasks appear based on the User Type selected. Search for Tasks based on keywords.

Task Access Name: User Type:

Task List

Tasks	Apply
<input checked="" type="checkbox"/> Root	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Settings	<input type="checkbox"/>
<input checked="" type="checkbox"/> Scores & Reports	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Evaluations	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Video	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Sessions & Courses	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Cases & Scenarios	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Items Library	<input checked="" type="checkbox"/>
Learner Verification	<input checked="" type="checkbox"/>
Quick Evaluator Assignment	<input checked="" type="checkbox"/>
Open For Student Post Encounter	<input checked="" type="checkbox"/>
Submit Ad hoc Checklist	<input checked="" type="checkbox"/>
My Availability Calendar	<input checked="" type="checkbox"/>
Submit Timesheet	<input checked="" type="checkbox"/>

Save

Annotations: 1 points to the Task Access Name field; 2 points to the expand/collapse icons in the Task List; 3 points to the User Type dropdown; 4 points to the Save button.

1. Enter a new **Task Access Name** at this dialog and assign module functionality as desired (i.e., Video, Evaluations, Scores & Reports, etc.). Click the ☒ to expand your selections under a task. Click the **Apply** checkbox for the functionality you have chosen and click **Save** to associate that functionality with your new task.
2. For an existing **Task Access Name**, click the ☒ to expand your selections. Click the **Apply** checkbox for the functionality you have chosen and click **Save** to associate that functionality with your existing task.
3. Select a **User Type** based on an existing selection or a new type you have created.
4. After pressing **Save**, the new Task Access appears in the **Task Access** column with your selections.

Specialist Role

Click **Specialist Role** from the Explore tab; the following grid appears:

Add Evaluator Role ✕

*To add the evaluator role, enter role name and payment then click **Update**.*

Role Name*

Payment*

Add Role

Add New

Search <input style="width: 150px;" type="text"/> All ▼ Search		
Role Name	Payment	Delete
SP - EntryLevel	20	✕
Sim Tech	40	✕
Extra Actor	20	✕
SP - Experienced	30	✕
4 record(s) found...		View 20 ▼ 1

Use this functionality to store role names and payment information for evaluators in a simulation scenario. After creating a role, it can be selected from the Activity Page for your simulation session.

You can also search within the grid by selecting **All**, **Role Name**, or **Payment**.

Click the **Add New** Button to call up the dialog as shown with the following fields:

Field	Description
Role Name*	Enter the name of the role.
Payment*	Enter the payment amount for the individual associated with this role (in U.S. dollars).
*-denotes required field	

Click the **Add Role** button after you have entered your information to create the role.

System Configuration

Email Settings

Click **Email Settings** from the **Explore** tab; the following grid appears containing all Email templates:

Add New

<div> <div>Search</div> <div></div> <div>All</div> <div>▼</div> <div>Search</div> </div>				
Print Change Status Delete				
<input type="checkbox"/>	Name	Template Details	Status	Delete
	Course Completion	Scheduling	Active	
	Course Open	Scheduling	Active	
	Educator and SP unassigned	Scheduling	Active	
	Educators Specialist Availability	Scheduling	Active	
	Equipment Availability	Inventory	Active	
	Evaluators assignment pending	Scheduling	Active	
	Forgot Password	User Management	Active	
	Inventory Out of Stock	Inventory	Active	
	Inventory Status	Inventory	Active	
	Learner Assigned	Scheduling	Active	
	Learner Unassigned	Scheduling	Active	
	New User Added	User Management	Active	
	No OMT performed notification	Scheduling	Active	
	Pending User Approved	User Management	Active	
	Pending User Rejected	User Management	Active	
	Request Canceled	Scheduling	Active	
	Request Modified	Scheduling	Active	
	Schedule Request	Scheduling	Active	
	Schedule Request Acknowledgement	Scheduling	Active	
	Scheduled Report Generation Acknowledgement	Score And Reports	Active	
29 record(s) found...				View 20 ▼ 12

Click the **Template Details** column heading to sort all template types by category (e.g., Event).

Click **Add New** in the upper right corner to call up the following dialog:

From this dialog, you can customize an Email template to be included on the search grid from the Landing Page (**Note:** Some entries will be grayed out if already populated for an existing template).

Template Details

Field	Description
Name*	Enter the name of the Email template.
Status*	Retired appears as the default (Email templates must be in Active status for use).
Type*	Select Schedule Reminder (to remind session attendees) or Custom Template from the drop-down list (if Custom Template is selected, the To Email default checkbox selections disappear).
Email Options	Click the User Email button to generate an Email for a single user based on this template. Click the Group Email button to generate an Email using this template for a group of users scheduled for a session (the picture below shows an Email template selected on that session's activity page).
*-denotes required field	

[-] Messaging
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Click the checkbox next to the email template you wish to view and then click **Show Selected Template** or click **Save Changes** to automatically send session-related emails.

Show Selected

Email/Template		Name
<input type="checkbox"/>		
<input type="checkbox"/>		Custom EMail
<input type="checkbox"/>		Testing new template

2 record(s) found...


View 15 1

Save Changes

Field	Description
From Account	Click the Logged in User Profile radio button to generate an Email using this template from the administrator who is currently logged onto SIMULATIONiQ Enterprise. Click the System Account radio button to generate a system-sent Email using this template (no response to the Email is permitted if the Email is system generated).
Advanced Options	Click the Send Outlook Notification checkbox to generate an Outlook message to the designated user(s) when an Email is sent using this template. Click the Show in Dashboard Message Center checkbox to generate a dashboard notification to the designated user(s) when an Email is sent using this template.

Email Details

Field	Description
To	Select from the Administrator , SP , Educator or Learner checkboxes (available for the Schedule Reminder template)

Field	Description
	type). You can also enter Email addresses for users in the text field.
Cc	Enter Email addresses to be copied on Emails using this template in the text field.
Copy Template Details	If creating a new template from an existing template, select an existing template from the drop-down list.
Subject	Enter the title of the Email to be generated from this template.
Attachments	<p>Click the Add button to call up the following:</p>  <p>Click Browse to search for a photo to add to the Email template. Click Upload to add the photo. Click Save Changes when you are finished.</p>
Add Field	Select Schedule Name , Schedule Time , First Name , Scheduled Date , or Room Scheduled to add any of these fields to the body of the message.
Message*	Enter the text for the Email generated from this template.
*-indicates a required field	

Note: For some scheduling Email templates, you can enter primary, secondary, or employer Email addresses after clicking the applicable checkboxes on the template dialog page.

The following email details are available by default from the template selections on the Landing Page grid:

Template Type	Subject	Email Text
Course Completion	Successful completion of @@CourseName@@	<p>Dear @@Recipient@ @,</p> <p>Congratulations on the successful completion of @@CourseName@ @ course.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Course Open	@@CourseName@ @ is now open for registration.	Dear @@Recipient@ @,

Template Type	Subject	Email Text
		<p>The following course is now open for registration. Click the registration link from your dashboard to access.</p> <p>@ @CourseName@ @ @ @StartDate@ @ @ @EndDate@ @</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Educator and SP unassigned	<p>You have been unassigned from @ @ScheduleName@ @ @ @ScheduleDate@ @ @ @ScheduleTime@ @</p>	<p>Dear @ @Recipient@ @,</p> <p>You have been unassigned from :</p> <p>Schedule Name = @ @ScheduleName@ @ Schedule Time = @ @ScheduleTime@ @ ScheduleDate = @ @ScheduleDate@ @</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Educators Specialist Availability	Educators Specialist Availability for Session	<p>Dear @ @Recipient@ @,</p> <p>The following Specialists have confirmed/not confirmed their availability:</p> <p>Schedule Name = @ @ScheduleName@ @ Schedule Time = @ @ScheduleTime@ @ ScheduleDate = @ @ScheduleDate@ @ @ @Report@ @</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>

Template Type	Subject	Email Text
Equipment Availability	Inventory Availability	<p>Dear #<Selected List> And Administrators#,</p> <p>The following equipment is available:</p> <p>#Due Date# #Equipment Name#</p> <p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Evaluators Assignment Pending	Reminder to complete evaluation	<p>Dear @@Recipient@ @,</p> <p>You have one or more evaluations pending.</p> <p>Please login into @@link@ @ to review and complete evaluations assigned to you.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Event Approved	Notification an Event has been Approved	<p>Dear @@Recipient@ @,</p> <p>The following requested event has been approved.</p> <p>Event Name: @@EventName@ @ Event Date: @@EventDate@ @ Event Time: @@EventTime@ @</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Event Rejected	Notification an Event has been Rejected	<p>Dear @@Recipient@ @,</p> <p>The following event request has been rejected:</p>

Template Type	Subject	Email Text
		<p>Event Name: @@EventName@ @ Event Date: @@EventDate@ @ Event Time: @@EventTime@ @</p> <p>Please contact the SIMULATIONiQ Enterprise System Administrator with any questions.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Event Request	Notification an Event has been Requested	<p>Dear @@Recipient@ @,</p> <p>Administrators @@RequestedBy@ @ has requested an event.</p> <p>Event Name: @@EventName@ @ Event Date: @@EventDate@ @ Event Time: @@EventTime@ @</p> <p>Thanks & Regards, SIMULATIONiQ Enterprise Administrator.</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Event Request Acknowledgement	Notification to the requestor that an Event Acknowledgement has been received	<p>Dear @@Recipient@ @,</p> <p>We received your event request:</p> <p>Event Name: @@EventName@ @ Event Date: @@EventDate@ @ Event Time: @@EventTime@ @ Duration : @@Duration@ @</p> <p>You will be notified by email if your event request is approved.</p> <p>Thanks & Regards, SIMULATIONiQ Enterprise Administrator.</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Forgot Password	New Password for Application	<p>Dear #User#,</p>

Template Type	Subject	Email Text
		<p>We received your request and have changed your password for the application.</p> <p>Your new password is: #password# #application link#</p> <p>Please contact your System Administrator with any questions.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Inventory Out of Stock	Inventory: Out of Stock notice	<p>Dear #<Selected List> And Administrators#,</p> <p>The following equipment is out of stock:</p> <p>#Equipment Name# #Threshold# #Quantity# #Available for User# #Already Scheduled# #Balance#</p> <p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Inventory Status	Inventory Status Reminder	<p>Dear #<Selected List> And Administrators#,</p> <p>The following equipment is below the minimum quantity level:</p> <p>#Equipment Name# #Threshold# #Quantity# #Available for User# #Already Scheduled# #Balance#</p>

Template Type	Subject	Email Text
		<p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Learner Assigned (Note: This Email provides the Session start time, not the Encounter start time.)	Session for [Request Date/Time]	<p>Dear # Assigned Learners AND <Selected List> AND Administrators#,</p> <p>The following EMR patient is scheduled for this session:</p> <p>#Start Date and End/Due Date# #Schedule Name# #Scenario Name# #Schedule Time#</p> <p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Learner Unassigned	Session for [Request Date/Time]	<p>Dear #Assigned Learners AND <Selected List> AND Administrators#,</p> <p>You are no longer scheduled for the following session:</p> <p>#Request Date# #Requested By# #Schedule Name# #Scenario Name# #Schedule Time#</p> <p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
New User Added	New Login Credentials for Application	<p>Dear #User#,</p>

Template Type	Subject	Email Text
		<p>Welcome to the SIMULATIONiQ Enterprise application.</p> <ol style="list-style-type: none"> 1. Please click the following link to access the SIMULATIONiQ Enterprise web site: #application link# 2. On the Login screen, type: Login ID: #Login ID# Password: #P# 3. Click the Sign In button. <p>Please contact your System Administrator with any questions.</p> <p>Regards, SIMULATIONiQ Enterprise System Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
No OMT performed notification	OMT Rater Responded as No OMT Performed	<p>Dear @@Recipient@ @,</p> <p>OMT Rater Responded as No OMT Performed for the Session:</p> <p>Session Name: @@ScheduleName@ @</p> <p>Session Date: @@SessionDate@ @</p> <p>Session Time: @@SessionTime@ @</p> <p>Case Name: @@ScenarioName@ @</p> <p>Learner: @@LearnerName@ @</p> <p>Evaluator: @@EvaluatorName@ @</p> <p>Date: @@ScheduleDate@ @</p> <p>Regards, SIMULATIONiQ Enterprise System Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Participant Assigned for Event	Notification to a participant that they are assigned to an event.	<p>Dear @@Recipient@ @,</p> <p>You are scheduled for the following event: @@EventName@ @ @@EventDate@ @</p>

Template Type	Subject	Email Text
		<p>@ @EventTime @ @</p> <p>Regards, SIMULATIONiQ Enterprise Administrator <i>This is an automated email. Please do not reply to this email.</i></p>
Participant Unassigned for Event	Notification to a user that they are not assigned to an Event.	<p>Dear @ @Recipient@ @,</p> <p>You are unassigned for the following event: @ @EventName@ @ @ @EventDate@ @ @ @EventTime@ @</p> <p>Regards, SIMULATIONiQ Enterprise Administrator <i>This is an automated email. Please do not reply to this email.</i></p>
Pending User Approved	New Login Credentials for Application	<p>Dear #<Selected List> AND Administrators#,</p> <p>#Username# has requested access to the SIMULATIONiQ Enterprise system:</p> <p>#Username# #Full Name# #Date Signed#</p> <p>#application link#</p>
Pending User Rejected	Request Notification	<p>Dear #User#,</p> <p>We received your request to access the application. Your request has been rejected.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Request Canceled	Canceled Session Request for [Request Date/Time]	<p>Dear #Requested faculty AND <Selected List> AND Administrators#,</p> <p>The following session request has been canceled:</p>

Template Type	Subject	Email Text
		<p>#Request Date# #Schedule Name# #Scenario Name#</p> <p>#application link#</p> <p>Please contact your System Administrator with any questions.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Request Modified	Modified Session Request for [Schedule Name/Date/Time]	<p>Dear #Requested faculty AND <Selected List> AND Administrators#,</p> <p>Your session request has been modified and approved:</p> <p>#Request Date# #Schedule Name# #Scenario Name#</p> <p>#application link#</p> <p>Please contact your System Administrator with any questions.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Schedule Request	New Session Request for [Request Date/Time]	<p>Dear #<Selected List> AND Administrators#,</p> <p>#Requested By# has requested a session:</p> <p>#Schedule Name# #Institute Name# #DateTime# #Duration# #DateTime 2# #Duration 2#</p> <p>#application link#</p>

Template Type	Subject	Email Text
Schedule Request Acknowledgement	New Session Request for [Schedule Name/Date/Time]	<p>Dear #Requested By#,</p> <p>We received your session request:</p> <p>#Schedule Name# #Institute Name# #DateTime# #Duration# #DateTime 2# #Duration 2#</p> <p>You will be notified by email if your session request is approved.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Schedule Report Generation Acknowledgement	Scheduled Report Generation Acknowledgement	<p>Scheduled report(s) are generated on @@GeneratedOn@@.</p> <p>Regards,</p> <p>This is an automated email. Please do not reply to this email.</p>
Self-Signup Acknowledgement	Self-Registration	<p>Dear #User#,</p> <p>We received your request to access the application. If your application is approved, you will be notified by email.</p> <p>Regards, SIMULATIONiQ Enterprise System Administrator</p> <p>This is an automated email. Please do not reply to this email.</p>
Self-Signup Notification	Login Credentials for SIMULATIONiQ Enterprise Application	<p>Dear #<Selected List> AND Administrators#,</p> <p>#Username# has requested access to the SIMULATIONiQ Enterprise system.</p> <p>#Username# #Full Name# #Date Signed#</p>

Template Type	Subject	Email Text
Session Canceled	Canceled Session for [Request Date/Time]	<p>#application link#</p> <p>Dear #Requested faculty AND <Selected List> AND Administrators#,</p> <p>The following session request has been canceled:</p> <p>#Request Date# #Schedule Name# #Scenario Name#</p> <p>#application link#</p> <p>Please contact your System Administrator with any questions.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Session Rescheduled – Educators	Confirmed Session for [Request Date/Time]	<p>Dear #All Educators AND <Selected List> AND Administrators#,</p> <p>The following session has been rescheduled:</p> <p>#Request Date# #Requested By# #Schedule Name# #Scenario Name# #Schedule Time#</p> <p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Session Rescheduled – Learners	Rescheduled Session for [Request Date/Time]	<p>Dear #All Learners AND <Selected List> AND Administrators#,</p> <p>The following session has been rescheduled:</p>

Template Type	Subject	Email Text
		<p>#Request Date# #Requested By# #Schedule Name# #Scenario Name# #Schedule Time#</p> <p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
SP/Educators/Support Staff assigned to session	Assigned to Session @@ScheduleName@@ scheduled @@ScheduleDate@@ @@ScheduleTime@@	<p>Dear @@Recipient@ @,</p> <p>You are scheduled for the following session: Session Name : @@ScheduleName@ @ Scenario Name : @@ScenarioName@ @ Role: @@Role@ @ Evaluation Type : @@EvaluationType@ @ Evaluation Due Date : @@DueDate@ @</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Statistics Generation Acknowledgement	Statistics Generation Acknowledgement (Scores and Reports)	<p>Statistics Generation Acknowledgement @@GeneratedOn@ @.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Survey Assigned	Survey Assigned @@SurveyName@ @ Due Date @@DueDate@ @	<p>Dear @@Recipient@ @,</p> <p>The following session has been scheduled:</p>

Template Type	Subject	Email Text
		<p>Survey Name = @@SurveyName@@ Due Date = @@DueDate@@</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Suspicious Note notification	SOAP Note Marked as Suspicious	<p>Dear @@Recipient@@,</p> <p>The following SOAP Note Marked as Suspicious:</p> <p>Session Name: @@ScheduleName@@ Session Date: @@SessionDate@@ Session Time: @@SessionDate@@ Case Name: @@ScenarioName@@ Learner: @@LearnerName@@ Evaluator: @@EvaluatorName@@ Date: @@ScheduleDate@@</p> <p>Regards, SIMULATIONiQ Enterprise System Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>

Parameters

WARNING: Making changes to Parameter settings without consulting EMS Client Support may result in undesirable behavior.

Click **Parameters** from the Explore tab, and the **Parameters** Activity Page appears. This lists all SIMULATIONiQ Enterprise parameters that can be customized to meet the needs of your training institution.

The **Parameters** appear as follows:

General Parameters

Name	Details	Default	Values
Default time zone of the customer	Time zone of the IIS Server – default is EST	EST	Eastern Standard Time - EST Central Standard Time - CST Pacific Standard Time - PST
Delete all audit logs after	Number of days after which all audit logs will be deleted. Default is 30 days. Enter number between 1 and 30.	1	1-30 (To learn more about audit functionality, click here .)
Request event from portal page	Click Yes to request an event from the portal page (event assigned to Pending status)	Yes	Yes/No
Enable public calendar from portal page	Click Yes to enable viewing of your center's calendar from the portal page.	Yes	Yes/No
Application installation folder (to be modified only if the client moves the server or the IP address changes)	File path to the folder where web application is installed	N/A	255-character string
Public Application URL	File path to the folder where the web application is installed if installed on a public site.	N/A	255-character string
Application URL (to be modified only if the client moves the server or the IP address changes)	Web application URL	N/A	255-character string
Document storage folder (to be modified only if the client moves the server or the IP address changes)	File path to folder where supporting documents are stored	N/A	255-character string
Document storage URL (to be modified only if the client moves the server or the IP address changes)	Documents URL	N/A	255-character string
Show Apply for a Job link from SIMULATIONiQ Enterprise application home page for SP to apply for a job.	Click Yes to enable SPs to apply for a job from the login screen.	Yes	Yes, No
Supported document file formats Note: 1) Client can add or remove file types. 2) File types not listed here can be downloaded. 3) Maximum file size is 2 GB.	List of viewable document file types	DOC, DOCX, XLS, XLSX, PDF, XPS, TXT, PPT,	N/A

Name	Details	Default	Values
		PPTX, ZIP	
Supported image file formats <i>Note: 1) Client can add or remove file types. 2) File types not listed here can be downloaded. 3) Maximum file size is 2 GB.</i>	List of viewable image file types	PNG, JPG, JPEG, BMP, GIF, TIF	N/A
Show Sign Up link from application home page for learner self-sign up	Click Yes to enable learners to request access from the login screen.	No	Yes, No
In learner portal, Number of days past session date learner post encounter is available	Number of days past the schedule date to show learner post encounter in the learner dashboard	0	Integer from 0 to 99
Supported audio file formats <i>Note: 1) Client can add or remove file types. 2) File types not listed here can be downloaded. 3) Maximum file size is 2 GB.</i>	List of playable audio file types	WAV, WMV, VLC 3GP MP4 MP3 H264 MOV	N/A
Supported video file formats <i>Note: 1) Client can add or remove file types. 2) File types not listed here can be downloaded. 3) Maximum file size is 2 GB.</i>	List of viewable video file types	WMV, 3GP 264 MP4	N/A
Nightly Database backup folder	File path to backup folder	Max 255 characters	N/A
Number of days to retain database backup files	Number of days database backup files will be retained	Enter days between 2-30	Integer from 2-30
Hide Forgot Password link from SIMULATIONiQ Enterprise application logon page	Hide "Forgot Password" link appearing at logon	No	Yes, No
Comma separated Public IP addresses or server names used to access the application (for example, if the campus is on another network/domain, this is where you enter the IP Address/Server to access)	List of public IP addresses or server names used to access SIMULATIONiQ Enterprise	N/A	Max 2000 characters
Kiosk message timeout duration in seconds	Number of seconds after the timeout message on the Kiosk that the login screen appears	15	NN
Kiosk timeout message duration	Number of seconds of idle time until a time-out	45	NN

Name	Details	Default	Values
	message appears on the Kiosk		
Default Kiosk Check Out Time	Default check out time in hours	23	NN
Time to display Kiosk Welcome Page content for each section	Number of seconds to display welcome text, events and Power Point presentation in Kiosk	15	NN
Enable user access security?	Locks or grants user access to data	No	Yes, No (please refer to Appendix A here for more information)
If the previous parameter is set to Yes, select the default security access for the following (Case, Schedule, Room)	Enable access restrictions for Cases, Sessions, Rooms, and live video	N/A	<ul style="list-style-type: none"> • Author-Only (only the author of the security objects, including case, scenario, session or room, can access – <u>must belong to an organization unit</u>) • Organization Unit (object access granted based on selected organization unit, including learner groups) • Public (object access to all organization units)
Hide Session name on public calendar	Click Yes to hide the Session name		<ul style="list-style-type: none"> • Default is No
Disable users ability to edit their user profile	Remove ability for users to edit their user profile		<ul style="list-style-type: none"> • Default is No
Show regular text box instead of rich text box	Hide the formatting tool bar for all text box fields.		<ul style="list-style-type: none"> • Default is No

Cases and Scenarios

Name	Details	Default	Values
Case Collection Workflow Enabled <ul style="list-style-type: none"> • When set to Yes, the Case Collection will be created as Pending (Approved and Rejected) statuses are also available). • Pending case collections show on the dashboard for all educators. • Users can approve or reject Case Collections. 	Click Yes to create a set of cases in the Cases & Scenarios module. The minimum number of cases to pass the session and the required pass percentage applies to all cases in the collection.	No	Yes, No

<ul style="list-style-type: none"> Only approved Case Collections will be displayed in the Session module. 			
Case support files in case definition label	Name of the first case support file	N/A	255-character string
Case support files in case definition label	Name of the second case support file	N/A	255-character string
Case support files in case definition label	Name of the third case support file	N/A	255-character string
Case support files in case definition label	Name of the fourth case support file	N/A	255-character string
Case support files in case definition label	Name of the fifth case support file	N/A	255-character string
Show case status	"Being reviewed" message appears when a reviewer opens the case for review, but does not stop another reviewer from reviewing or approving the case.	Yes	Yes, No

Scheduling

<i>Name</i>	<i>Details</i>	<i>Default</i>	<i>Values</i>
Hide the AV Section from Session Activity page and Session Detail Report	Click Yes to hide the AV section on the Session creation screen and the Session Details Report.	No	Yes, No
Mark User Availability for Sessions (for NBOME) When set to Yes , the user can mark availability for a date range and time or click	Click Yes to display the participants assigned to sessions and their confirmation status.	No	Yes, No
Show case name on the dashboard 's To Do List	Select Case Name to display the Case/Scenario name in the To-Do List on the Dashboard.	Case Name	None, Case Name, Case Title
Show time preference in sessions	Click Yes to display specific time ranges to select from when creating a session.	No	Yes, No
Check SP Availability	Click Yes to display the user availability schedule when creating a session.	No (Show Available SPs checkbox will not be checked by default when scheduling)	Yes, No

		a session).	
Allow user availability for date range (only for session dates)	Click Yes to display specific time ranges to select from when adding user availability.	Yes	Yes, No

Email/Text Messaging

Name	Details	Default	Values
Mobile phone service provider (Client IT Department)	Cell Phone service provider	AT&T	AT&T, Sprint, T-Mobile, Verizon
Mobile phone number to text (SMS) when there is a critical system error	Cell phone number to text a system-generated message when there is a critical system error.	N/A	10-character number value only (no dashes) Note: Clicking the Test SMS button sends a message to this number; use this only if there is a critical error.
SMTP server to be used for email communication (supplied by the customer IT department to the EMS Project Manager)	Email server to send and receive email messages.	N/A	SMTP values depends on client
Port used for SMTP communication (supplied by the customer IT department to the EMS Project Manager)	Port used to send and receive Email messages	25	Integer between 1 and 9999
Additional SMTP security required. TLS or SSL (supplied by the customer IT department to the EMS Project Manager)	Select whether additional email security is required: Transport Layer Security (TLS) or Secure Sockets Layer (SSL).	None	None, TLS, SSL
SMTP account used to authenticate against the SMTP server while sending emails (used for sending secure Email only – not the account for all Email addresses)	SMTP account used to authenticate against the SMTP Server while sending emails.	N/A	String (100 characters)
SMTP password used to authenticate against the SMTP server while sending emails (used for sending secure Email only – not the account for all Email addresses)	SMTP password used to authenticate against the SMTP Server while sending emails.	N/A	String (100 characters)
Email address used when sending emails from the service application (the AV Services running in the background)	From email address used when sending emails from the service applications.	N/A	String (100 characters) Note: Click the Test Email button to validate address.
Email addresses to send critical errors	Email address to email when there is a critical system error.	N/A	List of validated Email addresses, separated by comma or semicolon

Name	Details	Default	Values
Email address of EMS Support	Email address of EMS support team to send critical errors and periodic system status.	support@ems-works.com	support@ems-works.com

AV General

Name	Details	Default	Values
Allow start/stop video recording from the dashboard page	Click Yes to enable live recording	Yes	Yes, No
Allow video recording in rooms without participants assigned	<ul style="list-style-type: none"> When set to Yes, Enterprise will record rooms even if there are no participants assigned. When set to No, Enterprise will <u>not</u> record rooms even if there are no participants assigned. 	Yes	Yes, No
Allow Video access to SPs	Click Yes to enable SPs to have access to video at all times.	No	Yes, No
Allow Live Video access to SPs	Click Yes to enable SPs to have access to Live video at all times.	No	Yes, No
Allow Video access to learners	Click Yes to enable learners to have access to video at all times.	Yes	Yes, No
Allow Video download to learners	Click Yes to enable learners to download video.	No	Yes, No
Allow Video access to evaluator (assigned by educator as evaluator to the session)	Click Yes to enable Evaluators to access video at all times.	Yes	Yes, No
Allow Video download to evaluator (assigned by educator as evaluator to the session)	Click Yes to enable Educators to download video.	No	Yes, No
Maximum default duration for manually started video recording	Number of minutes for which a manually started video must record. Enter number between 30 and 240.	180 minutes	Integer between 30 and 240 (Max is 240 minutes, or 4 hours. This refers to how long the camera will run if manually starting a recording. This is a safeguard against excessive video length if the user forgets to stop recording.)
Interval to check and synchronize video play back (seconds; a value between 2 and 60 is optimal)	This is used to synchronize playback during debriefing. Number of seconds for which to check and	5	Integer between 2 and 99

Name	Details	Default	Values
	synchronize video during playback.		
Primary scheduler address	Computer name of the primary AV Scheduler. This is applicable only when there are multiple AV schedulers installed.	Primary Scheduler Computer name	Maximum 50 characters. (e.g., EDU-DVCS)
Seconds to delay processing AV schedule by secondary schedulers <i>(this is used when a primary recording scheduler does not operate and a secondary recording/paging scheduler is used)</i>	Number of seconds to delay processing scheduled items by the secondary scheduler. Default is 15 seconds. Enter number between 10 and 60.	Default is 15 seconds	Integer between 10 and 60
Show Health Banner in AV Control	Click Yes to display the system health banner.	Default is No	Yes, No
HTTP port used by SIMULATIONiQ Enterprise WCF Service. These services are used by inter-process communication between AV applications <i>(this is the port used to communicate between EMS services)</i>	HTTP port used by WCF Service for inter-process communication between AV applications.	Default is 8000	Integer between 1 and 9999

AV Streaming

Name		Default	Values
IP address or computer name of Windows Media streaming server	Internal address of IP address (or URL) used by Windows Media Services	255-character text field (validate name)	Depends on client
External IP address or computer name of Windows Media streaming server	External address of IP address (or URL) used by Windows Media Services.	255-character text field (validate name)	Depends on client
Streaming media port	HTTP or RTSP port number used by Windows Media Services for video streaming	2323 (HTTP) or 554 (RTSP)	Integer between 1 and 9999
Streaming media protocol	Streaming protocol used by Windows Media Services.	HTTP	HTTP/RTSP
TCP Port used by HIK Streaming server for both playback and live	HIK Streaming Server TCP Port used for both playback and live video.	556	Integer between 1 and 9999
Primary Streaming Computer	Computer name of the primary streamer. This is applicable only when there are multiple streamer installed.		

Impersonation

<i>Name</i>	<i>Details</i>	<i>Default</i>	<i>Values</i>
Domain name of service or impersonation account	Enter domain name.	N/A	100-character string
Password of service or impersonation account	Enter password.	N/A	100-character string
Username of service or impersonation account	Enter username.	N/A	100-character string

AV – Data Retention

<i>Name</i>	<i>Details</i>	<i>Default</i>	<i>Values</i>
Delete system performance data after so many days	Number of days after which system performance data will be deleted	1 day	Integer between 1 and 30
Delete all information messages after	Number of hours after which information messages will be deleted.	1 hour	Integer between 1 and 72
Delete all warning messages after	Number of days after which all warning messages will be deleted.	7 days	Integer between 1 and 60
Delete all error messages after	Number of days after which all error messages will be deleted.	30 days	Integer between 1 and 60
Keep MP4 files for video synchronization in addition to other converted files	Click Yes to keep MP4 files for video synchronization in addition to other converted files	Yes	Yes, No

AV – Features

<i>Name</i>	<i>Details</i>	<i>Default</i>	<i>Values</i>
Allow creating automated paging schedule	Click Yes to enable the creation of automated, pre-recorded audio pages to be played during sessions.	Yes	Yes, No
Allow creating automated camera recording schedule	Click Yes to enable the creation of automated camera recording during sessions.	Yes	Yes, No
Allow creating automated camera DVD schedule	Click Yes to enable the creation of DVD recording during sessions.	Yes	Yes, No

HIK Vision Streaming Server installed and configured for live video	Click Yes to enable live streaming using HIK Streaming server for HIK DVRs and IP Cameras.	Yes	Yes, No
HIK Vision Streaming Server installed and configured for video playback	Click Yes to enable playback streaming using HIK Streaming server MP4/264 files.	Yes	Yes, No
Convert videos to iPad format	Click Yes to convert videos to iPad format.	Yes	Yes, No
Convert videos to Android format	Click Yes to convert videos to Android format.	No	Yes, No
Convert videos to Windows Media format	Click Yes to convert videos to Windows Media format.	Yes	Yes, No

AV – Logging

<i>Name</i>	<i>Details</i>	<i>Default</i>	<i>Values</i>
Issue disk space warning when free space is below this percentage value	Percentage value at which free disk space warning is issued.	10%	Integer between 5 and 50
Issue disk space error when free space is below this percentage value	Percentage value at which free disk space error is issued.	5%	Integer between 5 and 50
Interval to monitor local system memory and CPU usage	Number of seconds to monitor local system memory and CPU usage.	5 Sec	Integer between 3 and 60

AV – Scheduling/Intervals

<i>Name</i>	<i>Details</i>	<i>Default</i>	<i>Values</i>
Interval to check service status	Number of seconds at which to check status of services.	5 Sec	Integer between 3 and 60
Service restart timeout	Number of seconds to wait for a service to come online from the time when start command is issued.	30 Sec	Integer between 15 and 120
Minutes to wait before making second attempt to start a service	Number of minutes to wait before making second attempt to start a service.	5 Minutes	Integer between 1 and 60
Minutes to wait before making third attempt to start a service	Number of minutes to wait before making third attempt to start a service.	60 Minutes	Integer between 2 and 120 Validate that this interval is more than the “Minutes to wait before making second attempt to start a service” parameter.

Hours to wait before making an attempt to start a service after third attempt	Number of hours to wait before making an attempt to start a service after third attempt.	12 Hours	Integer between 1 and 23 Validate that this value is not less than the “Minutes to wait before making third attempt to start a service” parameter.
Recording schedule reload interval	Number of seconds to reload the recording schedule.	5 Sec	Integer between 3 and 60
Paging and DVD schedule reload interval	Number of seconds to reload the paging and DVD schedule.	5 Sec	Integer between 3 and 60
Interval to monitor local disk space	Number of seconds to check disk space of all computers where services are installed.	10 Sec	Integer between 3 and 60
Pending start, stop or paging schedule items will be marked as expired after this time	Number of minutes after which Pending start, stop or paging schedule items will be marked as expired.	2 Min	Integer between 1 and 10

Evaluation

<i>Name</i>	<i>Details</i>	<i>Default</i>	<i>Values</i>
Hide case/scenario and SP information from learner view of an encounter video <i>(In a session, each rotation has an encounter.)</i>	Click Yes to hide case and SP information in student view of an encounter video.	No	Yes or No
Number of days to display To Do list items on the dashboard	A given date or a number of days, or -1 for everything	10	Numeric
Show abbreviations during SOAP Note evaluation	Click Yes to enable abbreviations.	Yes	Yes or No
Allow learners to submit an incomplete Pre-Encounter checklist	Click Yes to warn learners before submitting an incomplete pre-Encounter checklist. Click No to not allow learners to submit partial pre-encounter checklist, but the responses will be saved in the database	No	Yes or No
Allow learners to submit an incomplete Post-Encounter checklist	Click Yes to warn learners before submitting an incomplete post-Encounter checklist. Click No to not allow learners to submit partial post-encounter checklist, but the responses	No	Yes or No

Name	Details	Default	Values
	will be saved in the database		
Maximum number of characters to display in multi-line learner response text box fields	Enter number between 0 and 8000.	8000	0 to 8000
Show character limit counter on multi-line learner response text box fields	Click Yes to display the character limit counter on multi-line learner response text box fields. Note: If Yes is selected, you may experience difficulties when typing a Patient Note, such as issues with inserting text and text wrapping.	No	Yes or No
When set to yes, the evaluation will have timer enabled and enforced	Click Yes to enable timer on evaluation.	Yes	Yes or No
Hide learner picture during evaluation	Click Yes to hide learner picture from evaluators during evaluation. This does not affect checklist scoring.	Yes	Yes or No
Hide learner name during evaluation	Click Yes to hide learner name from evaluators during evaluation (this displays the learner ID from the user's profile in the session blueprint and not the learner ID from the database). This does not affect checklist scoring.	No	Yes or No
Hide learner picture before evaluation	Click Yes to hide learner picture before evaluation.	No	Yes or No
Show start/stop recording options for learners (this enables learners to record)	Click Yes to show start/stop recording options for learners.	No	Yes or No
Show start/stop recording options for SP (this enables SPs to record)	Click Yes to show start/stop recording options for SPs.	No	Yes or No
Allow SPs and educators to submit an incomplete checklist	Click Yes to warn SPs and educators before submitting an incomplete checklist. Click No to not allow SPs and educators to submit partial checklist, but the responses will be saved in the database.	No	Yes or No
Missing responses on incomplete checklists can only be changed if the previous parameter is set to Yes	Click Yes to allow missing responses on a partially submitted checklist to be changed only when Allow SPs and educators to	No	Yes or No

Name	Details	Default	Values
	submit an incomplete checklist is set to Yes .		
Allow SP to self-assign to session from the Evaluation computers (for Cases, Scenarios, or Sessions)	Click Yes to allow SPs to self-assign to a session from the evaluation computers.	No	Yes or No
Allow learners to self-register to session from the Evaluation computers and the system will define the rotation (for Cases, Scenarios, or Sessions)	Click Yes to allow learners to self-register to session from the evaluation computers and the system will define the rotation.	No	Yes or No
Hide Checklist Comments box for Learners	Click Yes to hide the comment boxes for the learner comments.	No	Yes or No
Hide Checklist Comments box for Evaluators	Click Yes to hide the comment boxes for the evaluator comments.	No	Yes or No
Allow Simple Session assessment on Dashboard	Click Yes allow the simple session assessment on the dashboard	No	Yes or No
Allow Post encounter scoring on Dashboard	Click Yes to allow the Post encounter to be scored from the dashboard.	No	Yes or No
Hide Quick Access Links on pre-encounter and post-encounter evaluations	Click Yes to hide the Quick Access links appearing on the right column of the evaluation	No	Yes or No

Scoring and Reporting

Name	Details	Default	Values
Calculate scores and statistics up to the number of decimals defined. Valid values 0 to 4	Enter the number of decimals up to which scores and statistics should be calculated.	Integer of 2	0 to 4
Number of decimals to display in score and statistical reports. Valid values 0 to 2. Exception: 4 decimals for point-bi-serial, kappa and alpha reports	Enter the number of decimals to display in score and statistical reports. Valid values are 0 to 2. Exception: 4 decimals for point-bi-serial, kappa and alpha reports.	Integer of 2	0 to 2

The following is an example of parameter-based functionality:

- 1) Show **Apply for a Job** link from the application home page for SP to apply for a job.

Login

Enter your User Name and Password in the fields below and then click **Sign In**.

User Name

Password

☐ Remember User Name

[Forgot Password?](#)

[Check Browser Compatibility](#)

New User?

If you are a new user, click **Sign Up** to self-register.

[Sign Up](#)

Apply for Job

If you are interested in joining the Standardized Patient program, click **Apply Now**.

[Apply Now](#)

2) Scheduling Time Preference Parameter

a. Set to Yes

Add Session

To create a new session, type the session name, select the session type and a preferred time. Sessions marked as **Training session only** can be deleted even after the training session has been scored. Select a **Room Group** to limit the type of rooms available for this session. Click **Create Recurring Session** to create a series of sessions. Click **Copy Session** to copy an existing session. Click **Create** to define the session.

Enter the amount of time needed in the **Duration** field to reserve the room on the Session Calendar. If there are multiple encounters, make this the sum of all encounters.

Session Name*

☐ Is Training Session

Time Preference

Start Date*

Start Time*

Room Group

☐ Create recurring session

Session Type*

Status*

Duration* Mins

[Create](#)


b. Set to No

Add Session

To create a new session, type the session name, select the session type and a preferred time. Sessions marked as **Training session only** can be deleted even after the training session has been scored. Select a **Room Group** to limit the type of rooms available for this session. Click **Create Recurring Session** to create a series of sessions. Click **Copy Session** to copy an existing session. Click **Create** to define the session.

Enter the amount of time needed in the **Duration** field to reserve the room on the Session Calendar. If there are multiple encounters, make this the sum of all encounters.


Session Name*



☐ Is Training Session

Start Date*

07/23/2014



Start Time*

6:06 PM

Room Group

All

▼

☐ Create recurring session

Session Type*

Select

▼

Status*

Scheduled

▼

Duration*

Mins

Create

3) Test Email Using the Address When Sending Emails From the Service Application

Send Test Email


To test the email address that will be used for email communication, type the email address below and then click **Send**.

From: avadmin@ems-works.com

To:

Subject:

Message



Send

Field	Description
Institute Name*	Enter the name of your institute.
Welcome Message*	Enter a welcome message.
*-required field	

Contact Information

Field	Description
Contact Name	Enter the name or title of the person or name of the institution for contact purposes.
Address 1	Enter the address of the contact (line 1).
Address 2	Enter the address of the contact (line 2 if applicable).
City	Enter the city of the contact.
State/Province	Enter the state or province of the contact.
Zip	Enter the zip code of the contact
Email	Enter the Email address of the contact.
Phone Number	Enter the phone number of the contact.
Big Logo*	Enter the name of the big logo appearing overtop the welcome text on the portal page (supports .bmp,.gif, .jpg, .png, and .tif formats).
Small Logo*	Enter the name of the small logo appearing overtop the login on the portal page (supports .bmp,.gif, .jpg, .png, and .tif formats).
*-required field	

Google Analytics

Field	Description
Account Number	Add your Google Analytics account ID.
Domain Name	Add the URL of your SIMULATIONiQ™ Enterprise web application.
*-required field	

For more information on Google Analytics, please consult Appendix B.

Click **Update** after entering your portal settings; your SIMULATIONiQ Enterprise portal page configuration will appear the next time you log onto the application (a sample appears below).

EMS Training - Energy Prep



As a pioneer of simulation-based solutions for healthcare training environments, EMS brings you SIMULATIONiQ.

Whether you're running a single simulation event, or thousands, SIMULATIONiQ uses the latest web-based technologies to simply and seamlessly capture, organize and analyze the full spectrum of your simulation efforts.

The results are tangible: Greater Visibility, Usability, Marketability, Adaptability, Scalability, Measurement, and ROI.

SIMULATIONiQ: Smarter Simulation. Better Outcomes.

Contact Info

[Training - Energy Prep Team](#)

Login

Enter your User Name and Password in the fields below and then click **Sign In**.

User Name

Password

☐ Remember User Name

Sign In

[Forgot Password?](#)

[Check Browser Compatibility](#)

New User?

If you are a new user, click **Sign Up** to self-register.

Sign Up

Apply for Job

If you are interested in joining the Standardized Patient program, click **Apply Now**.

Apply Now

System Updates

Click System Updates from the **Explore** tab; the following dialog appears:

Home > Settings

Explore Search

- User Management
 - User List
 - Pending Users
 - User Timesheet
- System Administration
 - Organization Structure
 - Inventory
 - Bulk Upload Users
 - Bulk Upload Photos
 - Task Access
 - Specialist Role
- System Configuration
 - Email Settings
 - Parameters
 - Portal Settings
 - System Updates**
- AV Configuration
 - Zones
 - Rooms
 - Locations
 - AV Devices
 - Audio Paging Templates
 - Computers and Servers
 - Software Configurations
 - Offline Processes
 - Kiosk
- Activity
 - Kiosk Activity

Search [] All [v] Search

Print | [Check For System Updates](#)

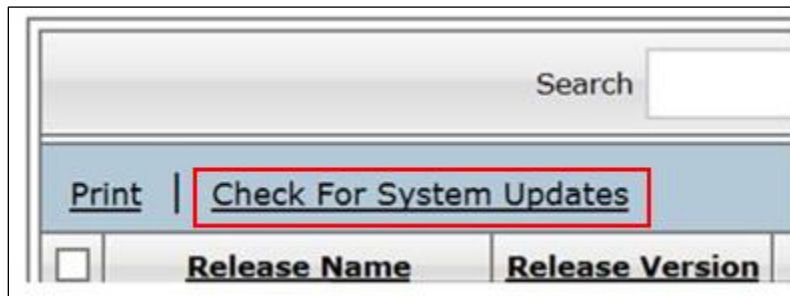
	Release Name	Release Version	Release Type	Min.Release Req.	Release Date	Release Notes	Status	Process
<input type="checkbox"/>	Apr 09 2014 10AM	5.7.1404.0910	Development Scrum	Apr 08 2014 3PM	4/9/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 08 2014 3PM	5.7.1404.0815	Development Scrum	Apr 08 2014 10AM	4/8/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 08 2014 10AM	5.7.1404.0810	Development Scrum	Apr 07 2014 3PM	4/8/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 07 2014 3PM	5.7.1404.0715	Development Scrum	Apr 07 2014 10AM	4/7/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 07 2014 10AM	5.7.1404.0710	Development Scrum	Apr 04 2014 4PM	4/7/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 04 2014 4PM	5.7.1404.0416	Development Scrum	Apr 04 2014 10AM	4/4/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 04 2014 10AM	5.7.1404.0410	Development Scrum	Apr 03 2014 3PM	4/4/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 03 2014 3PM	5.7.1404.0315	Development Scrum	Apr 03 2014 10AM	4/3/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 03 2014 10AM	5.7.1404.0310	Development Scrum	Apr 02 2014 4PM	4/3/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 02 2014 4PM	5.7.1404.0216	Development Scrum	Apr 02 2014 11AM	4/2/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 02 2014 11AM	5.7.1404.0211	Development Scrum	Apr 01 2014 4PM	4/2/2014	Release Note	Completed	Process
<input type="checkbox"/>	Apr 01 2014 4PM	5.7.1404.0116	Development Scrum	Dev Gravity 5642A	4/1/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5642A	5.7.1404.0112	Development Scrum	Dev Gravity 5642	4/1/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5642	5.7.414.0110	Development Scrum	Dev Gravity 5641A	4/1/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5641A	5.7.314.3115	Development Scrum	Dev Gravity 5641	3/31/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5641	5.7.314.3111	Development Scrum	Dev Gravity 5640A	3/31/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5640A	5.7.314.2816	Development Scrum	Dev Gravity 5640	3/28/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5640	5.7.314.2810	Development Scrum	Dev Gravity 5639A	3/28/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5639A	5.7.314.2715	Development Scrum	Dev Gravity 5639	3/27/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5639	5.7.314.2710	Development Scrum	Dev Gravity 5638	3/27/2014	Release Note	Completed	Process

48 record(s) found... View 20 123

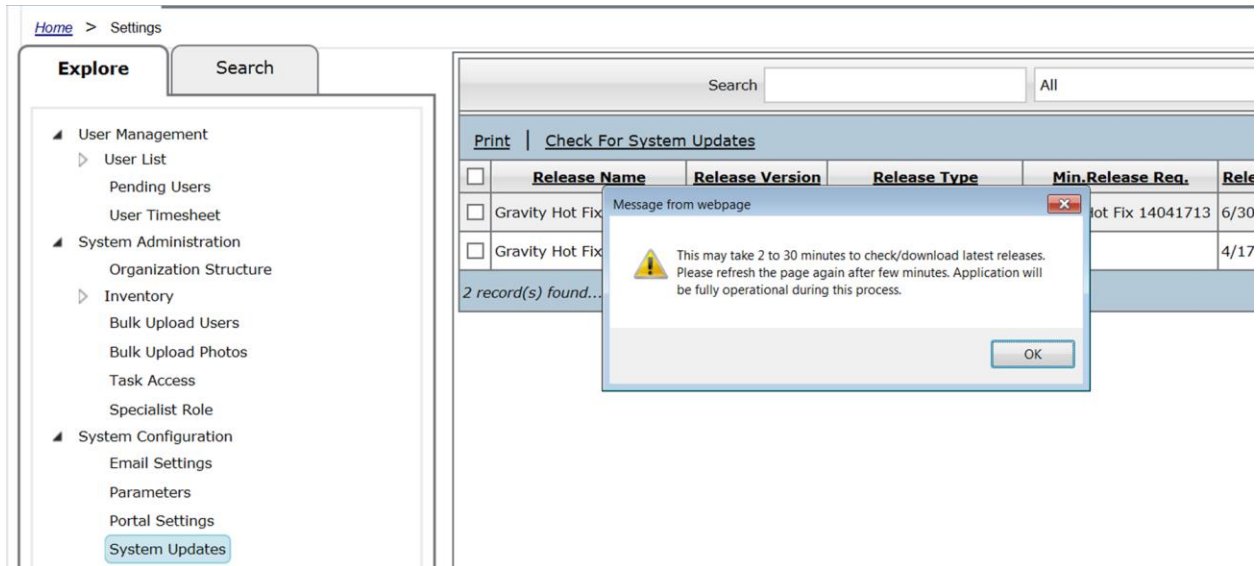
Click to view Release Notes document with update information.

This section displays available and processed system updates, along with Release Notes to define the update, and enables the Administrator to run updates as they become available.

On the right side of the screen, click the **Check for System Updates** link.



A pop-up appears to indicate that the system is checking to see if updates are available.



Note: It may not be apparent that the download is occurring. When the download of the update completes, it will appear above the previously installed updates. The system also runs a check for pre-requisites prior to downloading a system update.

Once this process finishes, any updates ready to be processed will appear at the top of the list with a link to start the process. You can process the update from either the **Settings** task group, or the **Dashboard** (see the following screen shots in this section).

Settings Task Group View

Search <input type="text"/> All Search								
Print Check For System Updates								
<input type="checkbox"/>	Release Name	Release Version	Release Type	Min.Release Req.	Release Date	Release Notes	Status	Process
<input type="checkbox"/>	Helium	5.8.1406.3010	Major	Gravity Hot Fix 14070709	7/8/2014	Release Note	Pending	Process
<input type="checkbox"/>	Gravity Hot Fix 14070709	5.7.1407.0709	Hot Fix	Gravity Hot Fix 14041713	6/30/2014	Release Note	Completed	Process
<input type="checkbox"/>	Gravity Hot Fix 14041713	5.7.1404.1713	Hot Fix		4/17/2014	Release Note	Completed	Process
3 record(s) found... View 20 1								

Dashboard View

System Updates		
Release Name	Release Notes	Process
Helium	Release Note	Process
1 new release(s) available.		

When the Process link is clicked, a pop-up appears explaining what will be installed, and a link to the release notes is made available.

System Updates

Please review release information and notes carefully before updating the system.


Prerequisites Gravity Hot Fix 14070709	Release Type Major
Version 5.8.1406.3010	Release Date 7/8/2014
Release Name Helium	Release Notes Release Note
IIS Restart Required Yes	AV Reset Required Yes

Warning: This update process may take approximately 2 hours. This is only an estimate and it could vary based on system performance. During the update process, the Enterprise web site will be down along with all Enterprise applications and Enterprise Services. Please do not do any activity related to the Enterprise system during the update process. Click the acceptance checkbox below and then click **Install** to start the installation. If you want any help regarding this update, please contact us at 610-701-7002 x 223.

☐ I have read and accept the above instructions.

Click the **I have read and accept the above instructions** checkbox and then click the **Install** button to install the update. A pop-up appears showing the progress of the installation.

System Updates

Installing the application 

Activities	Time
Updating primary web application...	7/8/2014 4:42:12 PM
Extracted release file to C:\Users\trainme\AppData\Local\Temp\tmp1CD6\3040	7/8/2014 4:42:12 PM
Extracting release file \\EDU-ORION\IIS\c\$\inetpub\wwwroot\simiq\uploads\releases\3040.zip to temp folder C:\Users\trainme\AppData\Local\Temp\tmp1CD6\3040	7/8/2014 4:41:42 PM
Creating release temp folder C:\Users\trainme\AppData\Local\Temp\tmp1CD6\3040	7/8/2014 4:41:42 PM
Creating temp folder C:\Users\trainme\AppData\Local\Temp\tmp1CD6	7/8/2014 4:41:42 PM
Database backup completed.	7/8/2014 4:41:42 PM
Started database backup...	7/8/2014 4:41:31 PM
Access permission validation completed.	7/8/2014 4:41:31 PM
Validating access permissions....	7/8/2014 4:41:31 PM
Request received to process release Helium (5.8.1406.3010) with IIS Restart:True	7/8/2014 4:41:31 PM

When the update is complete, the system will automatically log you out. Once you log in to the system again, the **System Updates** screen shows the update status as **Completed** and the Process link is greyed-out.

[Print](#) | [Check For System Updates](#)

<input type="checkbox"/>	Release Name	Release Version	Release Type	Min.Release Req.	Release Date	Release Notes	Status	Process
<input type="checkbox"/>	Dev Gravity 5639A	5.7.314.2715	Development Scrum	Dev Gravity 5639	3/27/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5639	5.7.314.2710	Development Scrum	Dev Gravity 5638	3/27/2014	Release Note	Completed	Process
<input type="checkbox"/>	Dev Gravity 5638	5.7.314.2612	Development Scrum	Dev Gravity 5637A	3/26/2014	Release Note	Completed	Process

3 record(s) found... View 20 12

Note: The system checks for prerequisites prior to the installation of any update.

AV Configuration

The sections AV Devices, Computers and Servers, Software Configurations, Offline Processes and Kiosk will be automatically populated as part of your configuration and will be “read only” information.

Zones

WARNING: Making changes to Room Zone settings without consulting EMS Client Support may result in undesirable behavior.

Zones are used to group rooms either by functionality (SIM rooms, SP rooms, floor layout, etc.) or by paging zones (rooms where the paging announcement will play). Grouping rooms into zones is helpful when selecting a room on a Session Activity page because it will filter the list of rooms by that zone. Grouping rooms into zones is also helpful in AV Control, where selecting the Zone drop-down menu will display that particular floor plan (the AV Control Layout checkbox needs to be checked in the Zone Details window for this to occur).

A Paging zone is created depending on the type of paging announcements that you want to play within your institution. For example, there might be announcements you want to play everywhere, so that all participants are aware of the progression of a session (this could be one type of zone) or there might be announcements that are to be played only in patient rooms (this could be another type of zone). In order for a room to be part of a paging zone, it must be equipped with speakers and configured hardware.)

Click Zones from the **Explore** tab; the following grid appears:

Add New

Search

All

Search

Print

Change Status

Delete

<input type="checkbox"/>	Name	Description	Rooms	Status	Delete
<input type="checkbox"/>	All		Debrief, Room 1, Room 2, Room 3, Room 4, Room 5, Room 6, Room 7	Active	<input type="checkbox"/>
<input type="checkbox"/>	ALL Sim Rooms		Room 10, Room 6, Room 7, Room 8, Room 9	Active	<input type="checkbox"/>
<input type="checkbox"/>	ALL SP Rooms		Room 1, Room 2, Room 3, Room 4, Room 5	Active	<input type="checkbox"/>
<input type="checkbox"/>	Brandywine Paging	Paging in only Brandywine Room	Brandywine, Room 1, Room 2	Active	<input type="checkbox"/>
<input type="checkbox"/>	EMS		Brandywine, VF Training Rm	Active	<input type="checkbox"/>
<input type="checkbox"/>	Large Multi-bed area		Bed 1A, Bed 1B, Bed 2A, Bed 2B, Bed 3A, Bed 3B, Bed 4A, Bed 4B, Bed 5A, Bed 5B, Bed 6A, Bed 6B	Active	<input type="checkbox"/>
<input type="checkbox"/>	OSCE Zones	To cfg OSCE		Active	<input type="checkbox"/>
<input type="checkbox"/>	Page Zone (Bran & Velly)	Page (Brnadywine & Valley)	Brandywine, VF Training Rm	Active	<input type="checkbox"/>
<input type="checkbox"/>	Paging Zone for both rooms		Brandywine, VF Training Rm	Active	<input type="checkbox"/>
<input type="checkbox"/>	Portable		UNIT01	Active	<input type="checkbox"/>
<input type="checkbox"/>	Room 6 Cases	Bariatric Asthma Post Surg	Room 6	Active	<input type="checkbox"/>
<input type="checkbox"/>	Simulator Storage		Room 4	Active	<input type="checkbox"/>
<input type="checkbox"/>	SP Rooms	Use when scheduling both SP rooms at the same time	Room 2, Room 3	Active	<input type="checkbox"/>
<input type="checkbox"/>	Twilight Zone	do not attempt to adjust your set	Room 1, Room 10, Room 2, Room 3, Room 4, Room 5, Room 6, Room 7, Room 8, Room 9	Active	<input type="checkbox"/>
<input type="checkbox"/>	Valley Forge Paging	Paging only in Valley Forge Training Room	Room 3, Room 4, Room 5, VF Training Rm	Active	<input type="checkbox"/>

15 record(s) found...

View

1

1

Click **Add New** to call up the following to enter a new zone:

Zone Details

To add a zone, complete the required fields and then click Create. Use Zones to:

- Define paging zones for the DAVS application, where you can record paging announcements and schedule them to play at specific times in an automated session.
- Group rooms into floors.

Name*

☐ Room Group
☐ Paging Zone
☐ AV Control Layout

Description

Room List

Search

All

Search

Show Selected

Add New

	Name	Description
<input type="checkbox"/>	Bed 1A	Large room multi-bed area
<input type="checkbox"/>	Bed 1B	Multi-bed area
<input type="checkbox"/>	Bed 2A	Large room - multi-bed area
<input type="checkbox"/>	Bed 2B	multi-bed area
<input type="checkbox"/>	Bed 3A	Large Room - multi-bed area
<input type="checkbox"/>	Bed 3B	multi-bed area
<input type="checkbox"/>	Bed 4A	multi-bed areas
<input type="checkbox"/>	Bed 4B	multi-bed area
<input type="checkbox"/>	Bed 5A	
<input type="checkbox"/>	Bed 5B	Multi-bed area
<input type="checkbox"/>	Bed 6A	multi-bed room
<input type="checkbox"/>	Bed 6B	multi-bed area
<input type="checkbox"/>	Brandywine	Sim Man Classic (George)
<input type="checkbox"/>	Classroom	
<input type="checkbox"/>	Control Viewing Room	

30 record(s) found...

View 15 12

Create

Enter the following information:

Field	Description
Name*	Enter the name of the new zone; also: <ul style="list-style-type: none"> Click the Room Group checkbox if you want to include the room in a room group (rooms can be grouped by similarity, i.e., Sim rooms, patient rooms, or by geographic areas). Click the Paging Zone checkbox if a paging template will be assigned to this zone. Click the AV Control Layout checkbox to enable AV Control functionality for this zone.
Description	Enter a description of the zone in the text field.

Field	Description
Room List	Select a room from the list of those available at the grid by clicking the checkbox.
*-required field	

Enter grid search criteria and click the **Show Selected** checkbox to sort room information based on search criteria. Click the **Add New** button highlighted in red to call up a dialog to enter new room information (this functionality is explained in the Rooms topic that follows).

Click **Create** to save all Zone Details entered at this dialog.

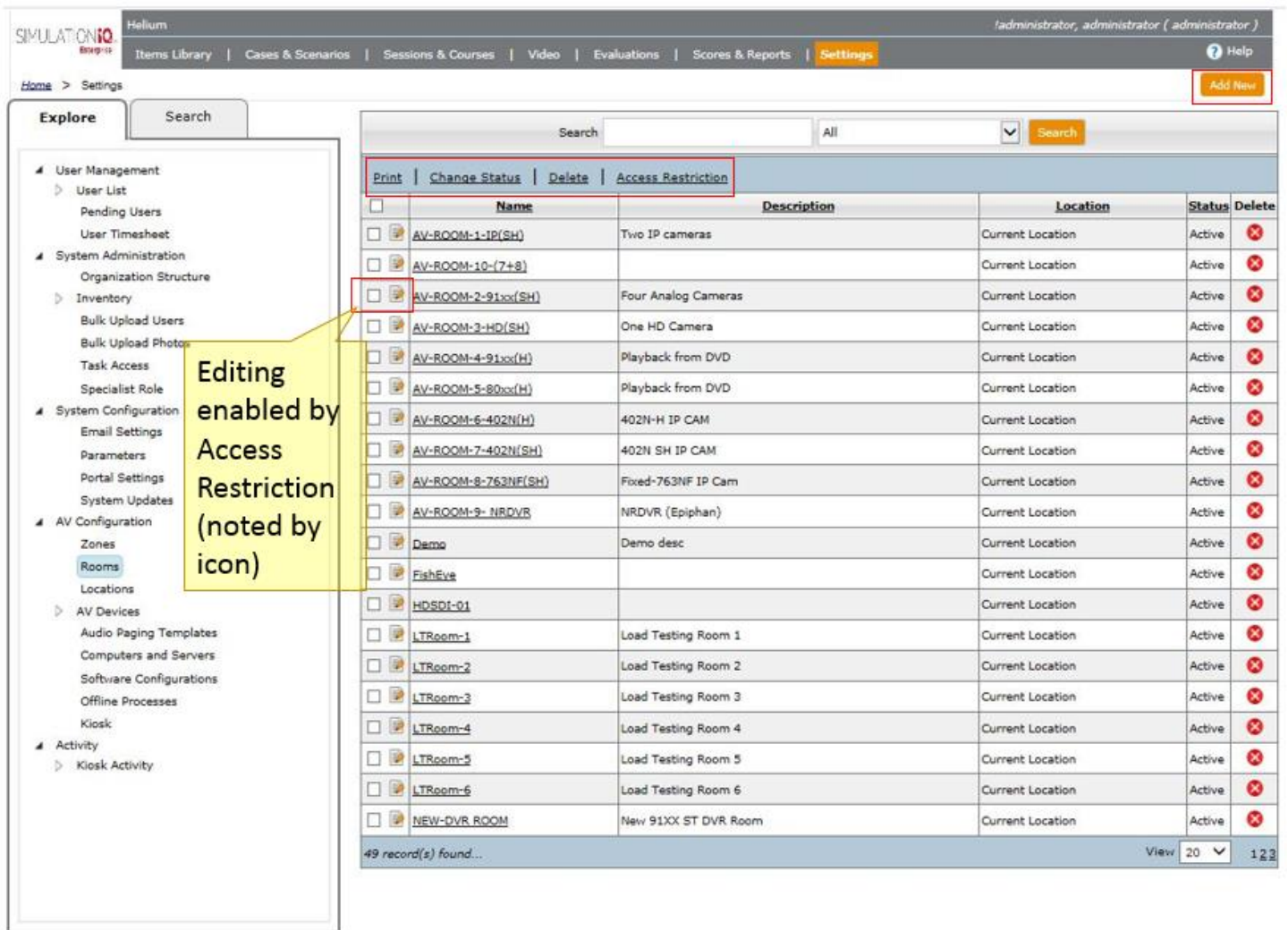
Rooms

WARNING: Making changes to Room settings without consulting EMS Client Support may result in undesirable behavior.

Within SIMULATIONiQ Enterprise, you can configure a room for different purposes as part of a learning encounter or session. A room can be added even if it does not have cameras or paging announcement speakers; this way, it can be scheduled for meetings or other non-recorded events.

A room equipped with cameras can be used to record an SP encounter or a simulation scenario; it can also be used for post-encounter debriefing activities. A room can also be set up to play messages to learners indicating various session activities (if it is part of a zone).


Click Rooms from the **Explore** tab; the following grid appears:



Editing enabled by Access Restriction (noted by icon)

Name	Description	Location	Status	Delete
AV-ROOM-1-IP(SH)	Two IP cameras	Current Location	Active	✖
AV-ROOM-10-(7+8)		Current Location	Active	✖
AV-ROOM-2-91xx(SH)	Four Analog Cameras	Current Location	Active	✖
AV-ROOM-3-HD(SH)	One HD Camera	Current Location	Active	✖
AV-ROOM-4-91xx(H)	Playback from DVD	Current Location	Active	✖
AV-ROOM-5-80xx(H)	Playback from DVD	Current Location	Active	✖
AV-ROOM-6-402N(H)	402N-H IP CAM	Current Location	Active	✖
AV-ROOM-7-402N(SH)	402N SH IP CAM	Current Location	Active	✖
AV-ROOM-8-763NF(SH)	Fixed-763NF IP Cam	Current Location	Active	✖
AV-ROOM-9- NRDVR	NRDVR (Epiphan)	Current Location	Active	✖
Demo	Demo desc	Current Location	Active	✖
FishEye		Current Location	Active	✖
HDSDI-01		Current Location	Active	✖
LTRoom-1	Load Testing Room 1	Current Location	Active	✖
LTRoom-2	Load Testing Room 2	Current Location	Active	✖
LTRoom-3	Load Testing Room 3	Current Location	Active	✖
LTRoom-4	Load Testing Room 4	Current Location	Active	✖
LTRoom-5	Load Testing Room 5	Current Location	Active	✖
LTRoom-6	Load Testing Room 6	Current Location	Active	✖
NEW-DVR ROOM	New 91XX ST DVR Room	Current Location	Active	✖

49 record(s) found... View 20 123

Note: The  icon next to the room indicates that access restrictions have been enabled.

The following functionality is available from the Landing Page grid:

- **Print** – Click the checkbox next to a selection and click **Print** to generate a list of selected grid details.
- **Change Status** – Click the checkbox and click **Change Status** to change the room status (**Active** and **Retired** are the selections).
- **Delete** – Click the checkbox and click **Delete** to remove the room selection.
- **Access Restriction** – Click the checkbox for one or more rooms to view any access restrictions that apply; this functionality is enabled by selecting Yes at the “Enable User Access Security” parameter in Settings and then selecting whether or not access is Public, by Organization Unit, or Author-Only (this is set up by your Enterprise Support Administrator – this functionality is new as of the Helium release).

The following sample dialog appears:

Access Restriction

Click the checkboxes next to the Organization Units to grant the ability to view live video, record, and control the camera views, edit session information, or grant view-only access to the selected room(s).

Room List

Name	Description	Status
AV-ROOM-2-91xx(SH)	Four Analog Cameras	Active

1 record(s) found... View 1 1

Organization Units

Search

Search

Expand All

Collapse All

Organization Unit	Live	Record	Control	Session	View	Edit
<div> <div></div> SIMULATIONiQ Enterprise </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<div> <div></div> Faculty Group </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div> <div></div> Dept for Faculty </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div> <div></div> Another Unit </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes

Save & Close

The following checkbox selections appear:

Checkbox	Selection
Live	Click the checkbox to enable live viewing.
Record	Click the checkbox to enable live recording
Control	Click the checkbox to enable session indexing and recording through AV Control.
Session	Click this checkbox to schedule a session in this room.
View	Click this checkbox to view room settings information.
Edit	Click this checkbox to edit room settings information.

Click **Add New** from the button in the upper right corner of the Room Landing Page; the Room Activity Page appears showing the following:

[-] Room Details
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To add a room, complete the required fields and then click Create.

Name*

Description

Location

Type

AV/IT Details

Dimensions

Special Usage

Add Support Files

Support Files	Name	Delete
No record(s) found...		

Zone List

	Name	Description
No record(s) found...		

Message Player

Processor

☐ Allow Camera Switching

Public Paging

Switcher Info

Private Paging

Switcher Info

Enter the following information:

Room Details

Field	Description
Name*	Enter the name and/or room number.
Description	Enter a description to identify the room for training purposes, such as trauma center, neonatal care, medical/surgical care, etc.
Location	<p>Enter the secondary location to run a secondary unit (e.g., SIM One HD), as opposed to the primary location running the primary unit (e.g., SIMULATIONiQ Enterprise).</p> <p>Note: Any location added by clicking the Manage Location button should be a secondary location (e.g., for another</p>

Field	Description
	simulator); the primary unit is installed by EMS upon initial site configuration.
Type	Select the room training type default from the drop-down list.
AV/IT Details	Enter particular AV/IT details about the room (such as “Used for Web Video”).
Dimensions	Enter the room dimensions.
Special Usage	Enter any special usage considerations for the room.
Add Support Files	Add a support file by browsing on your network and clicking Upload (e.g., a room floor diagram).
Support Files	Any support files added for the room appear in this grid.
Zone List	Search for the zone within the grid by entering a text search, selecting All, Name or Description as search criteria; click Show All to show all zones that include this room (to add the room to a zone, click Add New and enter the details of the new zone – this defines the area where a paging announcement is to be played).
Message Player	Click the drop-down list to view all available MacFi recorders; select one to use for your room.
Processor	Use this to configure your Crestron unit for room for audio paging. You can add the processor from Settings>AV Devices>Processor Controls.
Public Paging Switcher Info	Select the public paging switcher from the drop-down list; this is based on the AV Device configuration for your room setup as part of installation (this enables paging within zones).
Private Paging Switcher Info	Select the private paging switcher from the drop-down list; this is based on the AV Device configuration for your room setup as part of installation (this enables paging within a room in a zone).
Allow Camera Switching	Click this checkbox to allow a camera to be used in multiple rooms. Note: A camera may be mapped to more than one room in SIMULATIONiQ - BUT it may be mapped to ONLY TWO rooms at any one time.
*- required field	

Click **Create** when you have finished entering data at this section (button toggles to **Save Changes** for an existing room).

To enable dynamic camera switching, your room needs to be configured as follows:

Zone List

Search All

<input type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Camera Switching	Camera Switching

1 record(s) found... View 1

Message Player

Processor

☒ Allow Camera Switching

Public Paging

Switcher Info

Private Paging

Switcher Info

[-] Video Inputs [Table of Contents](#) | [Top](#)

Video Inputs

Search All

<input type="checkbox"/>	Order	Name	Switcher Info	DVR IP	DVR Port ID	DVCS Name	Encoder Type	Recording Folder
<input checked="" type="checkbox"/>	<input type="button" value="1"/>	Sync1	Extron MAV Plus 816 A; 1	10.10.10.32	5		Standard H.264	\\WIN-P2I8MAGCB1I\\Video
<input checked="" type="checkbox"/>	<input type="button" value="2"/>	Sync2	Extron MAV Plus 816 A; 1	10.10.10.32	6	WIN-P2I8MAGCB1I	Standard H.264	\\WIN-P2I8MAGCB1I\\Video
<input checked="" type="checkbox"/>	<input type="button" value="3"/>	Sync3	Extron MAV Plus 816 A; 1	10.10.10.32	7		Standard H.264	\\WIN-P2I8MAGCB1I\\Video

3 record(s) found... View 1

As shown in the example, the **Allow Camera Switching checkbox** is checked. Also, no more than one DVCS must be included in your configuration (e.g., in the above example, cameras Sync1 and Sync3 are not associated with a DVCS, but camera Sync2 is associated).

Note: A zone appears on the zone list as shown above, but it is not necessary to create a zone for camera switching.

Video Inputs

Note: Please do not change any video input settings without consulting EMS Client Support.

Search for video input details from the grid selections, or click **Add New** to add a new video input, as follows:

Encoder Port Details

To edit an encoder port, complete the required fields and then click Save Changes.

1) Camera Name* Cam 1A Add New

2) DVR Name* DVR02 Add New

3) Encoder Type Standard H.264

4) Recording Quality CIF Add New

5) Conversion Quality CIF Add New

6) Audio Source

7) Video Source

8) Output Port Extron MAV Plus 816 A

9) Close button

10) DVCS Name* WIN-P218MAGCB1I

11) Port* 1

12) Archiving Type Both

13) Streaming Quality Add New

14) Recording Folder \\WIN-P218MAGCB1I\Video

15) Archive Folder

16) Status Active Vital Monitor ☐

Save Changes

[-] Video Inputs Table of Contents | Top

Video Inputs

Search All Search Show All Add New

<input type="checkbox"/>	Order	Name	Switcher Info	DVR IP	DVR Port ID	DVCS Name	Encoder Type	Recording Folder
No record(s) found...								

Save Changes

Enter the following information:

	Field	Description
1	Camera Name*	Enter the name of the camera used to record a process in the simulation or SP session (e.g., vitals sign monitor, patient during assessment, etc.).
*-Required field		

Click the **Add New** button to call up the following dialog:

Encoder Port Details

To edit an encoder port, complete the required fields and then click Save Changes.

Camera Name*	Cam 1A	<input type="button" value="Add New"/>	DVCS Name*	WIN-P2I8MAGCB1I	
DVR Name*	DVR02	<input type="button" value="Add New"/>	Port*	1	
Encoder Type	Standard H.264		Archiving Type	Both	
Recording Quality	CIF	<input type="button" value="Add New"/>	Streaming Quality		<input type="button" value="Add New"/>
Conversion Quality	CIF	<input type="button" value="Add New"/>	Recording Folder	\\WIN-P2I8MAGCB1I\\Video	
Audio Source			Archive Folder		
Video Source			Status	Active	
Output Port	Extron MAV Plus 816 A		Vital Monitor	<input type="checkbox"/>	
<input type="button" value="Save Changes"/>					

Camera Details

To add a camera, complete the required fields and then click Create.

Name*		Input Port*	Extron MAV	1
Manufacturer		Model No.		
Firmware		IP Address		
Type		Connection Type	TCP	
Serial No.		Digital Signals Start Point		
User Name		Password		
Version		Streaming Device		
Description				
<input type="button" value="Create"/>				

Note: Please do not change any camera settings without consulting EMS Client Support.

The following fields appear:

Field	Description
Name*	Enter the camera name.
Manufacturer	Select the name of the camera manufacturer from the drop-down list.
Firmware	
Type	Select Analog Camera, HIK Vision: IP Cam, or VNC: Screen Capture from the drop-down list.
Serial Number	Enter the camera serial number.
User Name	Enter your user name as determined by the EMS Support Administrator; this information is required to configure your

Field	Description
	event server to receive uploaded images and notification messages.
Version	Enter the camera version number.
Description	Enter a description of the camera including the camera's physical location.
Input Port	Select both a port type and a numeric value for the port at these fields.
Model No.	Select the camera model number from the drop-down list.
IP Address	Enter the IP address for the camera (Note: The first three numbers of the address of 192.168.2.4, for example, should be the same as that of the control workstation, such as 192.168.2.10).
Connection Type	Select TCP, HTTP, UDP, or CresNET from the drop-down list.
Digital Signals Start Point	This is a number mapped to a command string that indicates the first activity for this camera (e.g., 43 could indicate a pan-left movement by Camera 2). Contact your EMS Support Administrator for more information.
Password	Enter your password; this information is required to configure your event server to receive uploaded images and notification messages.
Streaming Device	Select a device to receive the streaming video from the drop-down list.
Status	Select Active or Retired (for an existing camera).
*- required field	

Click **Save Changes** to return to the Encoder Port Details dialog box.

	Field	Description
2	DVR Name	Select the encoder type for video capture to enable camera viewing (configured within AV Configuration/AV Devices in Settings by your EMS Administrator).
*-required field		

Click the **Add New** button to call up the following dialog:

Encoder Port Details

To edit an encoder port, complete the required fields and then click Save Changes.

Camera Name*	Cam 1A	<input type="button" value="Add New"/>	DVCS Name*	WIN-P2I8MAGCB11	<input type="button" value="Add New"/>
DVR Name*	DVR02	<input type="button" value="Add New"/>	Port*	1	
Encoder Type	Standard H.264		Archiving Type	Both	
Recording Quality	CIF	<input type="button" value="Add New"/>	Streaming Quality		<input type="button" value="Add New"/>
Conversion Quality	CIF	<input type="button" value="Add New"/>	Recording Folder	\\WIN-P2I8MAGCB11\\Video	
Audio Source			Archive Folder		
Video Source			Status	Active	<input type="button" value="Add New"/>
Output Port	Extron MAV Plus 816 A	<input type="button" value="Add New"/>	Vital Monitor	<input type="checkbox"/>	
<input type="button" value="Save Changes"/>					

DVR Output Details

To add a digital video recorder (DVR), complete the required fields and then click Create.

Name*		Version	
Manufacturer		Model No.	
User Name		Password	
Input Max Port*		Communication Port	
IP Address		Enable 24x7 Recording	<input type="checkbox"/>
Description			
<input type="button" value="Create"/>			

Note: Please do not change any DVR settings without consulting EMS Client Support.

The following fields appear:

Field	Description
Name*	Enter the DVR name.
Manufacturer	Select the DVR manufacturer from the drop-down list.
User Name	Enter the user name that can access this DVR for configuration purposes.
Input Max Port	Enter the maximum number of input ports on the DVR.
IP Address	Enter the IP Address for the DVR (Note: The first three numbers of the address of 192.168.2.4, for example, should be the same as that of the control workstation, such as 192.168.2.10).

Field	Description
Description	Enter a description of the DVR including the DVR's physical location.
Version	Enter the DVR version number.
Model No.	Select the DVR model number from the drop-down list.
Password	Enter your password; this information is required to configure your event server to receive recordings from your DVR.
Communications Port	Enter the port number that will allow data transfer to and from the DVR server.
Enable 24 x 7 Recording	This is only applicable for a DVR supporting 24 x 7 recording (configured by your Support Administrator). Note: As of the Helium release, this functionality is compatible only with DVRs using the 3GP video file format.
*- required field	

Click **Save Changes** to return to the **Encoder Port Details** dialog box.

	Field	Description
3	Encoder Type	Select the encoder type for video capture to enable camera viewing (configured within AV Configuration/AV Devices in Settings by your EMS Administrator).
4	Recording Quality	Choose a video quality selection from the drop-down list (configured within AV Configuration/AV Devices in Settings by your EMS Administrator; this may be the same selection for both Conversion Quality and Streaming Quality).

Click the **Add New** button to call up the following dialog:

Encoder Port Details

To edit an encoder port, complete the required fields and then click Save Changes.

Camera Name *	Cam 1A	Add New	DVCS Name *	DISCOVERYDVCS	
DVR Name *	DVR02	Add New	Port *	1	
Encoder Type	Standard H.264		Archiving Type	Both	
Recording Quality	CIF	Add New	Streaming Quality		Add New
Conversion Quality	CIF	Add New	Recording Folder	\\DISCOVERYDVCS\\Video	
Audio Source			Archive Folder		
Video Source			Status	Active	
Output Port	Extron MAV Plus 816 A		Vital Monitor	<input type="checkbox"/>	

Save Changes

Video Quality Details

To add a video quality configuration, complete the required fields and then click Create.

Name *		Frame Per Seconds	15
Video Resolution	Custom	Aspect Ratio	16:9
Video Height		Video Width	
Audio Bit Rate		Video Bit Rate	
Description			

Create

Note: Please do not change any recording quality settings without consulting EMS Client Support.

The following fields appear:

Field	Description
Name*	Enter the name associated with the video quality configuration.
Video Resolution	Select Custom, QCIF, CIF, or 4CIF from the drop-down list.
Video Height	Enter the height of the video in pixels.
Audio Bit Rate	This is the quality at which the audio recording is saved. The higher the bit rate, the better the quality of sound. However, the higher bit rate also increases the size of the file.

Field	Description
Description	This describes the video resolution settings configured for this encoder port (e.g., the Custom resolution based on factory settings could be 320 x 240 at 448 kbps).
Frames Per Second	Enter the frames per second depending on the quality of the video resolution; higher frame rates are recommended when recording scenes with a lot of movement.
Aspect Ratio	Select either 4:3 (Universal) or 16:9 (Widescreen, High Definition and European).
Video Width	Enter the width of the video in pixels.
Video Bit Rate	This refers to the quality of the video signal is saved at after some level of compression which is measured in bits per second. The higher the bit rate the better the quality. However, the higher bit rate also increases the size of the file.
*- required field	

Click **Save Changes** to return to the **Encoder Port Details** dialog box.

	Field	Description
5	Conversion Quality	Choose a video quality selection from the drop-down list (configured within AV Configuration/AV Devices in Settings by your EMS Administrator; this may be the same selection for both Recording Quality and Streaming Quality). Note: The same Add New functionality is available from this field as that of Field 4, Recording Quality.
6	Audio Source	Audio and Video sources are the physical port numbers on the DVR where the cameras are connected. They are generally marked as 1 for IP cameras that are not connected to a DVR and VNC screen capture setups.
7	Video Source	
8	Output Port	Select an Output Port number on the matrix switcher.
9	DVCS Name*	Select a DVCS Encoder from the drop-down list.
10	Port*	Select the encoder port number from the drop-down list.
11	Archiving Type	Select Network Share , Device , or Both from the drop-down list.
12	Streaming Quality	Choose a video quality selection from the drop-down list (configured within AV Configuration/AV Devices in Settings by your EMS Administrator; this may be the same selection for both Recording Quality and Conversion Quality). Note: The same Add New functionality is available from this field as that of Field 4, Recording Quality.
13	Recording Folder	Select the folder for real-time DVR recordings.
14	Archive Folder	Select the folder to use for archiving DVR recordings.
15	Status	Select Active or Retired (for an existing encoder port).
16	Vital Monitor	Click this checkbox for this port to be enabled for a vitals sign monitor in AV Control; please consult your AV Control documentation for more information

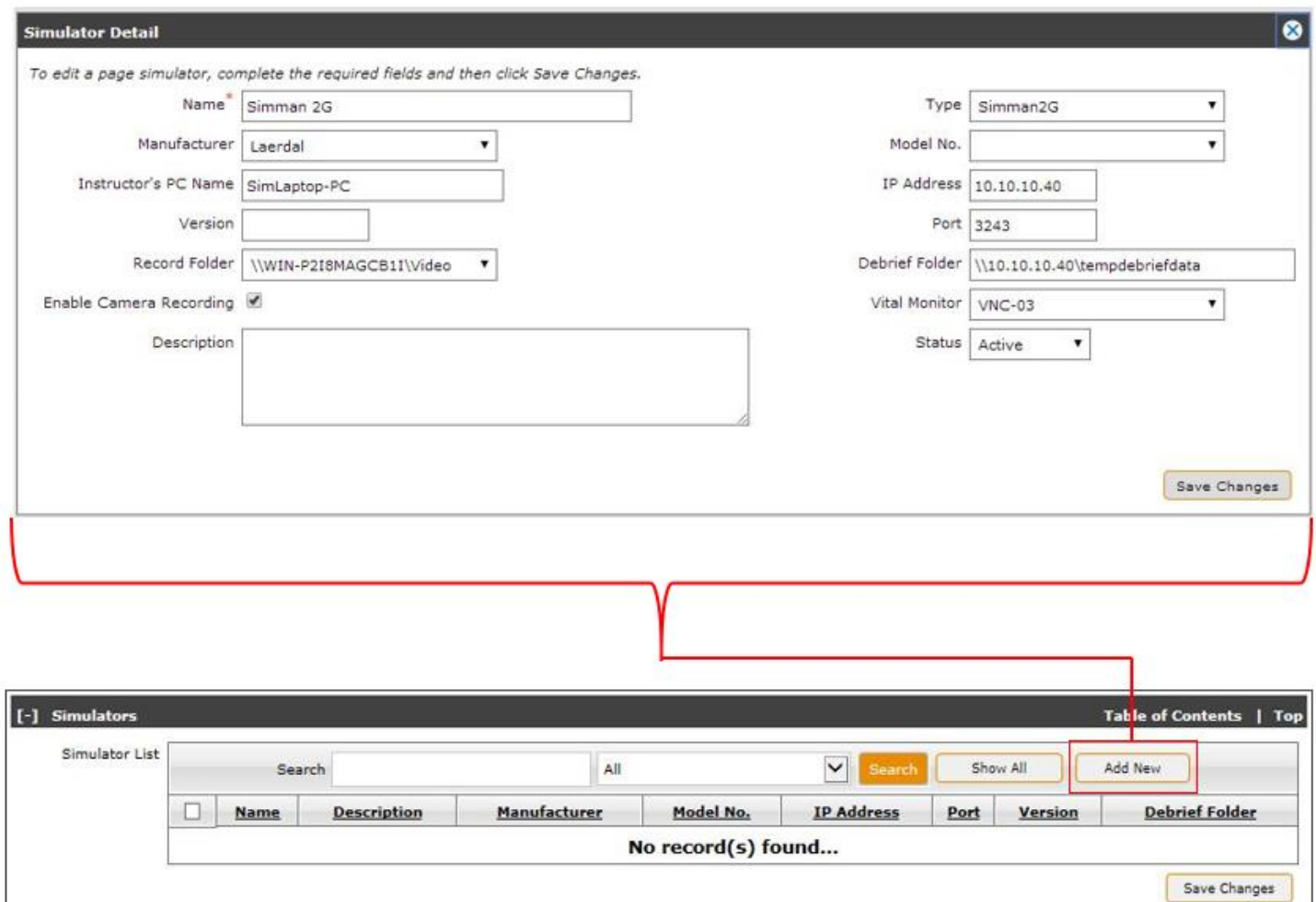
Field	Description
	(Note: Your web and AV Control applications must be configured to the same URL to use this functionality).
*-required field	

Click **Save Changes** to retain video input details entered at this dialog. Click **Save Changes** again at the grid to retain all grid selections.

Simulators

Note: Please do not change any simulator settings without consulting EMS Client Support.

Search for simulator details from the grid selections, or click **Add New** to add a new simulator, as follows:



Simulator Detail

To edit a page simulator, complete the required fields and then click Save Changes.

Name* Simman 2G

Manufacturer Laerdal

Instructor's PC Name SimLaptop-PC

Version

Record Folder \\WIN-P2I8MAGCB11\Video

Enable Camera Recording ☒

Description

Type Simman2G

Model No.

IP Address 10.10.10.40

Port 3243

Debrief Folder \\10.10.10.40\tempdebriefdata

Vital Monitor VNC-03

Status Active

Save Changes

[-] Simulators Table of Contents | Top

Simulator List

Search All Search Show All Add New

	Name	Description	Manufacturer	Model No.	IP Address	Port	Version	Debrief Folder
No record(s) found...								

Save Changes

Enter the following information:

Field	Description
Name*	Enter the simulator name (e.g., SimMan 3G).
Manufacturer	Enter the manufacturer name (e.g., Laerdal).
Instructor's PC Name	Enter the name of the instructor PC to which the simulator is mapped, including the name of the PC user followed by the domain name.
Version	Enter the version number of the simulator software.
Record Folder	Select the recording folder from the drop-down list (this may be the same as the folder for the DVR recordings).
Enable Camera Recording?	Click this checkbox to enable camera recording in the room where the simulator is to be used in a session.
Description	Enter simulator/room details at this text box.
Type	Select the simulator type from the drop-down list.
Model Number	Select the model number from the drop-down list.
IP Address	Enter the simulator IP address (mapped to the simulator laptop).
Port	Enter the simulator port number (mapped to the simulator laptop).
Debrief Folder	Enter the location of the files generated from the debriefing assessment.
Vital Monitor	If you clicked the Vital Monitor checkbox at the Encoder Port dialog for the room, the Vital Monitor will appear in the drop-down list; this configures the vital monitor with the simulator.
Status	Select Active or Retired from the drop-down list for an existing simulator (Active is the default).
*- required field	

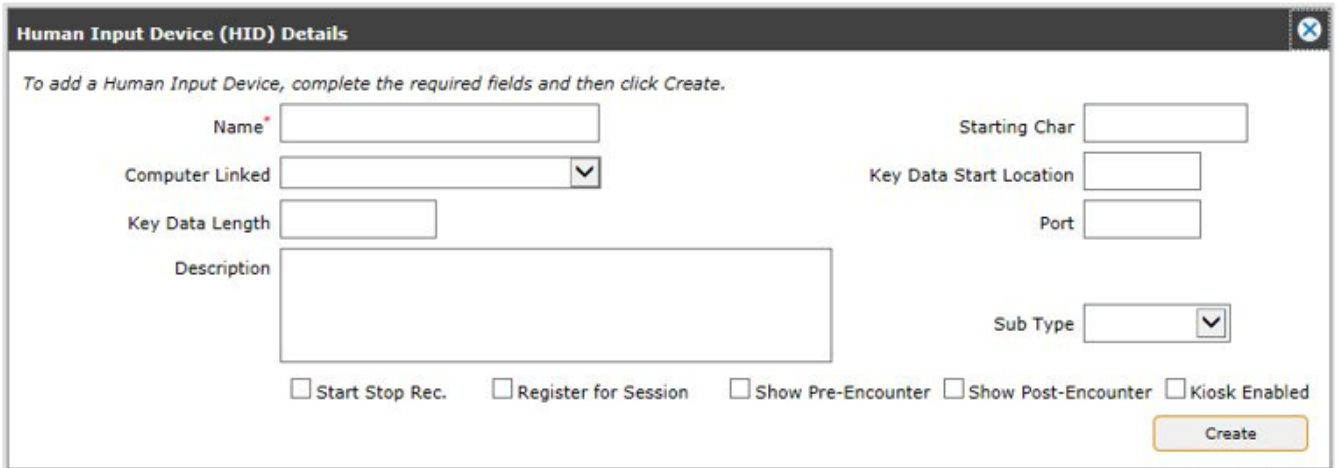
Note: If any updates to an existing simulator configuration affect AV Control, it may be necessary to restart the server (such as the SIM Server) to update the new settings (during the restart, the server/device may go offline briefly before the green Running status reappears). Please consult the AV System Monitor section of your AV Control/Viewer/SIM Client documentation for more information.

Click **Create** to retain new simulator details entered at this dialog. Click **Save Changes** again at the grid to retain all grid selections.

Human Interface Devices

Note: Please do not change any human interface device settings without consulting EMS Client Support.

Search for human interface device (HID) details from the grid selections, or click **Add New** to add a new device, as follows:



Human Input Device (HID) Details

To add a Human Input Device, complete the required fields and then click Create.

Name*

Computer Linked

Key Data Length

Description

Starting Char

Key Data Start Location

Port

Sub Type

☐ Start Stop Rec. ☐ Register for Session ☐ Show Pre-Encounter ☐ Show Post-Encounter ☐ Kiosk Enabled

Create



Human Interface Devices Table of Contents | Top

Device List

Search All Search Show All Add New

<input type="checkbox"/>	Name	Type	Computer Linked	Start Stop Rec	Register for Session	Show Pre-Encounter	Show Post-Encounter
No record(s) found...							

Save Changes Save All Cancel

Enter the following information:

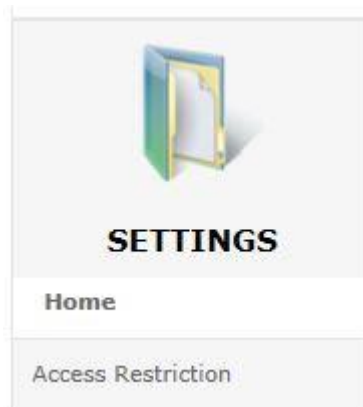
Field	Description
Name*	Identify the human interface device at this field (e.g., headset, fingerprint scanner, magnetic stripe reader, etc.)
Computer Linked	Select the computer linked to this device from the drop-down list.
Key Data Length	For a proximity card, this is the length of the string of transmitted data that validates the user and allows access to SIMULATIONiQ Enterprise (e.g., if the data string begins at field 15 and ends at field 35, the key data length would be 20).

Field	Description
Description	Enter a description of the human interface device in this text box.
Starting Char	For a proximity card, this is the starting character in the string of data to be transmitted that will validate the user and allow access to SIMULATIONiQ Enterprise.
Key Data Start Location	For a proximity card, this is the field location marking the beginning of the string to data to be transmitted (in the Key Data Length example, this would be field 15).
Port	Enter the port number of the mapped device so that data can be transmitted to that device.
Status	Select Active or Retired (for an existing device).
Sub Type	Select a default device type from a list of available selections that matches this device type.
*- required field	

Click any one of the following checkboxes to designate the following HID functionality:

Field	Description
Start/Stop Rec.	Click this checkbox to enable HID functionality upon the start and stop of recording for a session.
Register for Session	Click this checkbox to enable HID functionality upon registration for a session.
Show Pre-Encounter	Click this checkbox to enable HID functionality during the learner pre-encounter.
Show Post-Encounter	Click this checkbox to enable HID functionality during the learner post-encounter.
Kiosk Enabled	Click this checkbox to enable HID functionality when operation the Kiosk.

Click **Save Changes** within each section of the Activity Page and **Save All** to retain all page selections. Click **Cancel** to get rid of any screen changes and return to the Landing Page; click **Print** to produce a hard copy of room details.



A Room tool belt appears to the left of the Room activity page. From here, you can click **Home** to access the Room Activity Page or click **Access Restriction** to call up the following:

[Expand All](#)
[Collapse All](#)

[-] Access Permission
Table of Contents | Top

Search

[Search](#)
[Expand All](#)
[Collapse All](#)

Organization Unit	Live	Record	Control	Session	View	Edit
[-] SIMULATIONiQ Enterprise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[-] Faculty Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[-] Dept for Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Another Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save Changes](#)

In this example, a user belonging to the SIMULATIONiQ Enterprise Organization Unit has view access (can read session activity page but make no changes; default for the session) as well as edit access (full access to edit the session).

Locations

Click Locations from the **Explore** tab; the following grid appears:

[Add New](#)

Search

All v

[Search](#)

[Print](#) | [Change Status](#) | [Delete](#)

	Name	Description	Web URL	Primary	Status	Delete
<input type="checkbox"/>	Enterprise	Enterprise	http://172.16.15.2/SIMiq	Yes	Active	
<input type="checkbox"/>	Portable		http://172.16.11.50/SIMULATIONiQ	No	Active	✕

2 record(s) found...

View 1 v

Click the **Add New** button and the following dialog appears:

Location Details

To edit a location, complete the required fields and then click Save Changes.

Name *

Enterprise

Web URL *

http://172.16.15.2/SIMiq

Description

Enterprise

Status

Active

▼

Primary Location

Yes

Save Changes

Enter the following information:

Field	Description
Name*	Enter the name of the new location.
Web URL*	Enter the web URL mapped to your location.
Description	Enter a location description..
Archive Folder	Select an archive folder from your network to retain data input at this location.
Primary Location	If a Primary Location has already been entered, this field defaults to No .
*-required field	

Note: If selecting a secondary location, a **Sync** button appears on the dialog for synching the secondary location with a primary location.

Click **Create** when you have finished to save your location details.

Audio Paging Templates

Note: Make sure that **Paging Zones** are defined before creating any **Paging Template**.

Note: An **Audio Paging Template** can only be a member of one zone. Think of a **Paging Template** as an envelope and the announcement message is the letter, one announcement message to one **Paging Template**. Deleting a template deletes the message inside of it (you can have more than one Paging Template in one **Template Group**, however).

Connecting the paging announcement to a **Paging Template** determines the precise time the announcement will be played in the session. The template defines the point within the encounter at which the message is to be played. You can link a paging announcement to one of four “events” (the beginning of a session, the beginning of each encounter, the end of each encounter, or the end of a session), and set it to play seconds or minutes before, after, or “immediately” in relation to each event. For example, you can set an announcement to play “2 minutes before the session starts,” “immediately after the end of each encounter,” and “5 minutes after the session ends.”

If you have a message such as “You may enter a room,” you may want that message to be heard “immediately” at the start of the encounter. For an announcement such as “You have two minutes remaining,” you may want this to play two minutes before the end of the encounter. By creating a template for each of these announcements and selecting the template when creating your session, the announcements will be heard during each encounter scheduled in the session.

To view a list of **Audio Paging Templates**, click the selection from either the Landing Page or the Explore tab.

The following view appears:

EMS Winston, Russell (rwinston)

Items Library | Cases & Scenarios | Sessions & Courses | Video | Evaluations | Scores & Reports | **Settings** [Add New](#)

Home > Settings

Explore Search

- User Management
 - User List
 - Pending Users
 - User Timesheet
- System Administration
 - Organization Structure
 - Inventory
 - Bulk Upload Users
 - Bulk Upload Photos
 - Task Access
 - Specialist Role
- System Configuration
 - Email Settings
 - Parameters
 - Portal Settings
 - System Updates
- AV Configuration
 - Zones
 - Rooms
 - Locations
 - Audio Paging Templates**

Search All

[Print](#) | [Change Status](#) | [Delete](#)

<input type="checkbox"/>	Name	Group Name	Description	Status	Delete
<input type="checkbox"/>	1 min left in encounter	SP	EMS Zone	Active	<input type="button" value="X"/>
<input type="checkbox"/>	1 min left to end the encounter	All Templates	EMS Zone	Active	<input type="button" value="X"/>
<input type="checkbox"/>	5 minutes left in your encounter	All Templates		Active	<input type="button" value="X"/>
<input type="checkbox"/>	Everybody in position	All Templates		Active	<input type="button" value="X"/>
<input type="checkbox"/>	Exit the session	All Templates	Brian's announcement	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Manish template - Sim Storage room	Manish Standard Template	Sim Storage rm	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Move to Next Encounter	All Templates	EMS Zone	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Please enter the room	All Templates		Active	<input type="button" value="X"/>
<input type="checkbox"/>	Please Enter	All Templates	EMS Zone Please enter	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Please Enter room	All Templates	EMS Zone	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Session Begin-Please enter the room	All Templates	EMS Zone Please enter the room	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Session End	All Templates	Valley Forge rm	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Session has ended now	Manish Standard Template	EMS Zone	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Session will start in 2 min	All Templates	Manish VF Rm	Active	<input type="button" value="X"/>
<input type="checkbox"/>	Start Post Encounter	All Templates	EMS Zone	Active	<input type="button" value="X"/>

33 record(s) found... View 15 123

Click **Add New** to call up the following:

Paging Template Details

To add a paging template, complete the required fields and then click Create.

Name*

Event

Message

Description

☐ Skip first Encounter ☐ Skip Last Encounter

Template Group*

Occurs

Zone

Enter the following information:

Field	Description
Name*	Enter the name of the paging template so that you can easily recognize its content and purpose.

Field	Description
Event	This identifies when the announcement is to be played. A paging announcement may be linked to one of four “Events”: the beginning of the session, the beginning of the encounter, the end of the encounter, or the end of a session.
Message*	This is the message to be included in the template (the MacFi player can save up to 99 messages).
Description	Enter a description of the message.
Skip First Encounter	Click this checkbox if you do not want a message from the paging template to be heard for the first encounter in a session.
Skip Last Encounter	Click this checkbox if you do not want a message from the paging template to be heard for the last encounter in a session.
*-required field	

Add a Message to a Template

To manage messages (including creating new messages), click the **Manage Message** button to call up the following:

Message Details

*To create a new paging message, click **New Message**. To record over an existing message, select the message ID from the drop-down list. Name the message, select the microphone and paging recorder and then click **Save Changes**.*

*To record the message, click **Record**, speak into the microphone and then click **Stop** when you are finished speaking.*

*To test the recording, select the **Paging Recorder** and the Room in which to play the message and then click **Play**.*

Step 1 : Message Information

Message ID: 64

Message*: 5 minutes left in your encounter

Microphone:

Paging Recorders

Search: All

<input type="checkbox"/>	Name
No record(s) found...	

Record Message

Once you have created a new message and include a description, Click on the Record button. Once the Stop button becomes enabled begin speaking.

Test Recording

Paging Recorder to Play:

Room to Play:

The following information appears:

Field	Description
Message ID	This is automatically assigned (click the New Message button to clear all other fields so a new message can be entered).

Field	Description
Message*	Enter the text of the message to be recorded.
MicroPhone	Select a microphone from a list for all rooms in the room zone associated with this Audio Paging Template .
MacFi Recorders	Click Show All to list all MacFi recorders in your system. Search by recorder name or click Show All to list all recorders. Click the checkbox next to the selected recorder and click Show All to view only those selections from the list.
Record Message	Click the Record button after making your microphone selection (the button changes to Stop while recording; click when you have finished). Hint: Try to avoid long periods of silence before, during, or after a recording. You might need to practice the recording sequence a few times until you are satisfied with the result.
Test Recording	
MacFi to Play	Select the recorder used for your message for playback also.
Room to Play	Select the room associated with the recorder for playback; click Play after you have made your recorder and room selections.
*-required field	

Template Groups

After entering message details, click **Save Changes** to return to the **Paging Template Details** dialog. From here, you can create a **Template Group**.

If you have a large number of **Paging Templates**, it might be helpful to organize them in **Template Groups**. For example, you might have several templates that you use for all of your OSCE events, and a different set that you use for training sessions.

The following selection appears:

Field	Description
Template Group*	Select a Template Group from the drop-down list.
*-required field	

To manage template groups (including creating new template groups), click the **Manage Group** button to call up the following:

Template Group List

To add an audio paging template group, click Add New. To search for an existing paging template group, type the keywords and then click Search. The search results appear. Click the checkbox to select the desired template group and then click Save Changes.

Search All

Print | Delete

<input type="checkbox"/>	Name	Description	Template Name	Delete
<input type="checkbox"/>	All Templates	All start and end announcements	1 min left to end the encounter,5 minutes left in your encounter,Everybody in position,Exit the session,Move to Next Encounter,Please enter the room ,Please Enter,Please Enter room,Session Begin-Please enter the room,Session End,Session will start in 2 min,Start Post Encounter,Take a 5 minute break,The session will begin in 2 minutes,The session will start in 5 minutes,Time to exit the room,Time to Exit the Room - jbb,You have 2 minutes left - CB,You will have 20 minutes in this encounter,Your encounter has now started,Your Encounter is over.,Your encounter will end in 1 minute,Your encounter will end in 1 minute.,Your encounter will end in 2 minutes,Your encounter will end in 60 seconds-Dushy,Your encounter will now begin,Your Post Enc time has ended,Your session has ended	<input type="checkbox"/>
<input type="checkbox"/>	Manish Standard Template	VF room zone	Manish template - Sim Storage room,Session has ended now	<input type="checkbox"/>
<input type="checkbox"/>	SP		1 min left in encounter,Time to enter the room,You have 2 minutes left	<input type="checkbox"/>
<input type="checkbox"/>	WOOF			<input type="checkbox"/>


4 record(s) found... View 1 1

Paging Template Group Details

To add a paging template group, complete the required fields and then click Create.

Name*

Description

Locate a **Template Group** within the grid by entering the **Name**, **Description**, or **Template Group Name** and pressing **Search**. You can also print a **Template Group** by clicking the checkbox next to the name and pressing **Print**. You can also delete a **Template Group** by clicking the applicable checkbox and pressing .

Click the **Add New** button at the **Template Group List** dialog to define a new **Paging Template Group**. When you have finished entering the name of the template group (required) and a description (optional), click **Create**. The new **Paging Template Group** can now be assigned to a **Paging Template**.

Click the **Save Changes** button to return to the **Paging Template Details** dialog.

Assign a Template to a Paging Zone

The following selections appear for adding a **Paging Zone**:


Field	Description
Occurs	This designates the point related to the encounter when the message is to be played. Select Before (default), Immediately or After from the drop-down list (enter the numeric value and select seconds or minutes). For example, if you have a message such as “You may enter a room,” you may want that message to be heard “immediately” at the start of the encounter. For an announcement such as “You have two minutes remaining,” you may want this to play two minutes before the end of the encounter.
Zone	Select the Room Zone from the drop-down list; click Add Zone to call up the Zone Details dialog box (described in the Paging Zones section).
Status	Select Active or Retired (Active is the default) for existing templates.

After entering the required information at this dialog, you have now performed the following:

- 1) Linked a new or existing message with a **Paging Template**.
- 2) Associated the Paging Template with a **Paging Template Group**.
- 3) Associated the Paging Template Group with a **Room Zone**.

Click **Save Changes** to retain all **Paging Template Details**.

Create a Paging Schedule

Within the Session Calendar, select an existing session to add a paging schedule or create a paging schedule for a new session; please consult your Session Calendar documentation for more details (information is also available from the Online Guide that can be accessed by clicking the  icon in the upper right corner within the web application).

A sample **DVR/Paging Schedule** section within the Session Activity Page appears below:

[-] DVR/Paging Schedule
[Table of Contents](#) | [Top](#)

*Select a schedule type: DVR Schedule, Paging and/or DVD Recording (where applicable). Select when the schedule should start and the mode of operation: Automatic or Manual. If selecting a Message Player, select a Template Group, and then click **Show All** to display the paging announcements. Click the checkbox next to the recording to be played.*

Type ☒ Create DVR Schedule

Start Time ☒ Use Schedule Time

Mode ☒ Automatic

Message Player MacFi-mpe #1P

Template Group Manish Standard Template

☒ Paging

☐ Start Now

☐ Manual

☐ DVD Recording

Show Selected

	Name	Group Name	Description
<input type="checkbox"/>	Manish template - Sim Storage room	Manish Standard Template	Sim Storage rm
<input checked="" type="checkbox"/>	Session has ended now	Manish Standard Template	EMS Zone

2 record(s) found...
View 15 1

Save Changes

Enter the following information:

Field	Description
Create DVR Schedule	Check this box to send the session recording to AV Control.
Paging Schedule	Check this box and the paging Template Group drop-down list is populated.
DVD Recording	Check DVD Recording to make a recorded file that will play on a DVD player (optional equipment).
Start Time	Select whether the start time will Use Schedule Time , which is the time specified in the General Information section of this activity page; select Start Now to start the recording immediately.
Mode	Click the Automatic radio button to assign a pre-recorded paging template to be played during the automated session. Click Manual , and use intervention will be required to play the recorded messages or make announcements at the recording session.
Message Player	Select a Message Player from the drop-down list.
Template Group	Select a Template Group from the drop-down list; messages associated with the selected Template Group appear in the grid.

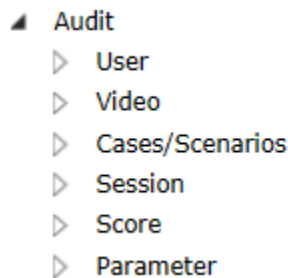
Click **Save Changes** after you have entered your session details and click **Save All** at the top of the activity page. This retains paging details for your scheduled session (these details also appear when selecting the session in AV Control).

Audit Log

B

The Audit Log tracks the following User, Video, Case and Scenario, Session, and Score activity in SIMULATIONiQ Enterprise for the current date, the last 7 days, or the last 30 days.

The Audit selections appear as follows from the Explore tab:



The Audit selections appear as follows from the Search tab:

To search for User, Video, Case & Scenario, Session, and Score audit log data:

1. Click the **Settings>Search** tab.
2. Click the Search By drop-down arrow and the select **Audit**.
3. Enter the search criteris and then click **Search**.

IMPORTANT! The system will only display audit data for the number of days indicated in the Audit Log parameter.

User

The User audit log selections appear as follows from the Explore tab:

SIMULATIONiQ Enterprise | administrator, administrator (administrator)

Items Library | Cases & Scenarios | Sessions & Courses | Video | Evaluations | Scores & Reports | **Settings** | Help

Home > Settings

Explore

- User Management
 - User List
 - Pending Users
 - User Timesheet
- System Administration
 - Organization Structure
 - Inventory
 - Bulk Upload Users
 - Bulk Upload Photos
 - Task Access
 - Specialist Role
- System Configuration
 - Email Settings
 - Parameters
 - Portal Settings
 - System Updates
- AV Configuration
 - Zones
 - Rooms
 - Locations
 - AV Devices
 - Audio Paging Templates
 - Computers and Servers
 - Software Configurations
 - Offline Processes
 - Kiosk
- Activity
 - Kiosk Activity
- Audit
 - User**
 - Today
 - Last 7 Days
 - Last 30 Days
 - Video
 - Cases/Scenarios
 - Session
 - Score

Search

Print

	Activity Type	User	User Type	Application	Log In Date	Log Out Date
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:56:30 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:55:05 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!Daniel, Sam	Educator, Administrator	Web Application	6/08/2014 3:54:58 PM	N/A
<input type="checkbox"/>	Log In/Log Out	ems, li	Learner	Web Application	6/08/2014 3:53:09 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:47:48 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!Francesca, Isabella	Learner, SP	Web Application	6/08/2014 3:43:08 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:42:08 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Control System	6/08/2014 3:40:09 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:37:27 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:37:24 PM	6/08/2014 3:52:55 PM
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:32:39 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!Roberts, Lia	Educator, Administrator	Web Application	6/08/2014 3:31:00 PM	6/08/2014 3:41:09 PM
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:30:45 PM	6/08/2014 3:40:25 PM
<input type="checkbox"/>	Log In/Log Out	!Blasina, Niki	SP	Web Application	6/08/2014 3:29:04 PM	6/08/2014 3:29:34 PM
<input type="checkbox"/>	Log In/Log Out	!Blasina, Niki	SP	Web Application	6/08/2014 3:28:54 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!Kapoor, Anita	Educator	Web Application	6/08/2014 3:27:09 PM	6/08/2014 3:27:21 PM
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:25:14 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:21:18 PM	N/A
<input type="checkbox"/>	Log In/Log Out	!Blasina, Niki	SP	Web Application	6/08/2014 3:20:33 PM	6/08/2014 3:24:12 PM
<input type="checkbox"/>	Log In/Log Out	!administrator, administrator	Educator, Administrator	Web Application	6/08/2014 3:16:20 PM	N/A

141 record(s) found...

View 20 12245628

Note: Regardless of access restrictions, all Administrators always have full access to the application.

This grid displays user log in/log out activity, as shown:

Field	Description
Activity Type	This displays the Log In/Log Out activity of the user (either when the user logs into or out of the web or AV application or when the user is automatically logged out of the web or AV application).
User	This displays the User Name
User Type	This displays the User Type (can be more than one, such as Educator and SP).
Application	This displays the application upon which the user has logged in and/or logged off (such as the web or AV desktop applications).

Field	Description
Log In Date	This displays the date and time of the user's logon activity.
Log Out Date	This displays the date and time of the user's logoff activity.

Click a checkbox or checkboxes to select audit details for a user or group of users; click the **Print** link on the action bar as shown to print a user audit report.

Video

The Video audit log selections appear as follows from the Explore tab:

SIMULATIONiQ Enterprise | administrator, administrator (administrator)

Items Library | Cases & Scenarios | Sessions & Courses | Video | Evaluations | Scores & Reports | Settings | Help

Home > Settings

Explore | Search

- User Management
 - User List
 - Pending Users
 - User Timesheet
- System Administration
 - Organization Structure
 - Inventory
 - Bulk Upload Users
 - Bulk Upload Photos
 - Task Access
 - Specialist Role
- System Configuration
 - Email Settings
 - Parameters
 - Portal Settings
 - System Updates
- AV Configuration
 - Zones
 - Rooms
 - Locations
 - AV Devices
 - Audio Paging Templates
 - Computers and Servers
 - Software Configurations
 - Offline Processes
 - Kiosk
- Activity
 - Kiosk Activity
- Audit
 - User
 - Video**
 - Today
 - Last 7 Days
 - Last 30 Days
 - Cases/Scenarios
 - Session
 - Score

Search | All | Search

Print

	Activity Type	Video	Room	User	User Type	Date	Comments
<input type="checkbox"/>	Watched Live video		AV-ROOM-2-91xx(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 11:24:18 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-1-IP(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 11:23:58 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-2-91xx(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 11:23:41 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-8-763NF(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 11:23:30 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-10-91(SH-Sync)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 11:23:09 AM	
<input type="checkbox"/>	Watched Live video		Axis Room	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 11:02:56 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-1-IP(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:25:01 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-1-IP(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:22:10 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-1-IP(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:21:14 AM	
<input type="checkbox"/>	Watched Live video		Axis Room	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:13:09 AM	
<input type="checkbox"/>	Watched Live video		Epiphan Room	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:12:41 AM	
<input type="checkbox"/>	Watched recorded video	15/08/2014 9:52:41 AM		ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:08:58 AM	
<input type="checkbox"/>	Watched Live video		Axis Room	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:08:05 AM	
<input type="checkbox"/>	Watched recorded video	15/08/2014 9:52:41 AM		ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:07:47 AM	
<input type="checkbox"/>	Watched recorded video	15/08/2014 9:52:41 AM		ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:07:26 AM	
<input type="checkbox"/>	Watched recorded video	15/08/2014 9:52:41 AM		ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 10:05:56 AM	
<input type="checkbox"/>	Requested start/stop recording		AV-ROOM-1-IP(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 9:53:45 AM	Stop
<input type="checkbox"/>	Watched Live video		AV-ROOM-2-91xx(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 9:27:02 AM	
<input type="checkbox"/>	Watched Live video		AV-ROOM-8-763NF(SH)	ladministrator, administrator	Learner, Educator, Administrator	15/08/2014 9:26:59 AM	
<input type="checkbox"/>	Requested start/stop recording		AV-ROOM-1-IP(SH)			15/08/2014 8:33:07 AM	Stop

46 record(s) found... | View 20 | 123

This grid displays video-related audit activity, as shown:

Field	Description
Activity Type	This displays the type of video-related activity from the following selections: <ul style="list-style-type: none"> • Watch Live Video • Watch Recorded Video • Requested Video Deletion • Requested Start/Stop Recording • Saved Changes to Video Access
Video	Click the hyperlink to view the video, if available; the link displays the video popup with the option for the user to select show details and navigate to the video activity page.
Room	This displays the room in which the video was recorded (if watching live video).
User	This displays the user name.
User Type	This displays the user type.
Date	This displays the date and time stamp associated with the video.
Comments	This displays any comments associated with the video (e.g., Start and Stop for requesting start/stop recording).

Click a checkbox or checkboxes to select audit details for a video or group of videos; click the **Print** link on the action bar as shown to print a video audit report.

Case/Scenario

The Case/Scenario audit log selections appear as follows from the Explore tab:

SIMULATIONiO Enterprise /administrator, administrator (administrator)

Items Library | Cases & Scenarios | Sessions & Courses | Video | Evaluations | Scores & Reports | **Settings** | Help

Home > Settings

Explore Search

- User Management
 - User List
 - Pending Users
 - User Timesheet
- System Administration
 - Organization Structure
 - Inventory
 - Bulk Upload Users
 - Bulk Upload Photos
 - Task Access
 - Specialist Role
- System Configuration
 - Email Settings
 - Parameters
 - Portal Settings
 - System Updates
- AV Configuration
 - Zones
 - Rooms
 - Locations
 - AV Devices
 - Audio Paging Templates
 - Computers and Servers
 - Software Configurations
 - Offline Processes
 - Kiosk
- Activity
 - Kiosk Activity
- Audit
 - User
 - Video
 - Cases/Scenarios**
 - Today
 - Last 7 Days
 - Last 30 Days
 - Session
 - Score

Search All

Print

<input type="checkbox"/>	Activity Type	Case/Scenario	User	User Type	Date
<input type="checkbox"/>	Case/Scenario Edit	DuroaSPCase	!administrator, administrator	Educator, Administrator	6/08/2014 3:41:37 PM
<input type="checkbox"/>	Case/Scenario Edit	!amblyopia	!Banerjee, Rhea	Educator, Administrator	6/08/2014 1:12:59 PM
<input type="checkbox"/>	Case/Scenario Edit	!hyphema	!Banerjee, Rhea	Educator, Administrator	6/08/2014 1:12:32 PM
<input type="checkbox"/>	Case/Scenario Edit	!broken ankle	!Daniel, Sam	Educator, Administrator	6/08/2014 10:01:28 AM
<input type="checkbox"/>	Case/Scenario Edit	!broken ankle	!Daniel, Sam	Educator, Administrator	6/08/2014 10:01:12 AM
<input type="checkbox"/>	Case/Scenario Edit	!hyphema	!Daniel, Sam	Educator, Administrator	6/08/2014 10:00:48 AM
<input type="checkbox"/>	Case/Scenario Edit	!hyphema	!Daniel, Sam	Educator, Administrator	6/08/2014 10:00:29 AM
<input type="checkbox"/>	Case/Scenario Edit	!hyphema	!Daniel, Sam	Educator, Administrator	6/08/2014 9:59:43 AM
<input type="checkbox"/>	Case/Scenario Edit	!broken ankle	Angeli, marco	Educator, Administrator	6/08/2014 8:25:22 AM
<input type="checkbox"/>	Evaluation Summary Edit	!amblyopia	!administrator, administrator	Educator, Administrator	6/08/2014 6:02:07 AM
<input type="checkbox"/>	Case/Scenario Edit	!amblyopia	!administrator, administrator	Educator, Administrator	6/08/2014 5:57:06 AM

11 record(s) found... View: 20 1

This grid displays case and scenario-related audit activity, as shown:

Field	Description
Activity Type	This displays the type of Case/Scenario audit activity; this would be Case/Scenario Edit for the entire activity page except Evaluation Summary or Learner Assessment (activity is triggered when user selects Save or Save All).
Case/Scenario	Click this hyperlink to view a summary of Case/Scenario activity (a sample follows):

Field	Description
	<div> <div>Case/Scenario Summary</div> <div> Click Show Details to view the case/scenario details. </div> <div> <div>Case/Scenario Name</div> <div>thypHEMA</div> <div>Case/Scenario Title</div> <div>examination</div> </div> <div> <div>Description</div> <div> <div>Type</div> <div>Scenarios</div> <div>Status</div> <div>Complete</div> <div>Duration</div> <div>40</div> </div> </div> <div> <div>Checklist</div> <div> <div>Learner Response</div> <div>Pre-Encounter</div> <div>Study Documents</div> <div>Support Files</div> <div>Questionnaire</div> <div>Post-Encounter</div> <div>Questionnaire</div> <div>Survey</div> <div>Learner Self-Assessment</div> </div> <div> <div>Question Count</div> <div>1</div> <div>2</div> <div>5</div> <div>5</div> <div>5</div> <div>5</div> <div>4</div> </div> <div> <div>Evaluation</div> <div>Performance Assessment</div> <div>chief architect</div> <div>records clerk</div> <div>Team Performance Assessment</div> </div> <div> <div>Question Count</div> <div>4</div> <div>5</div> <div>5</div> </div> </div> <div>Show Details</div> </div> <div>Click the Show Details button to view the Case/Scenario Activity page.</div>
User	The name of the user performing the audit activity appears at this field.
User Type	The type of the user performing the audit activity appears at this field.
Date	The date and time of the audit activity appears at this field.

Click a checkbox or checkboxes to select audit details for a case/scenario or a group; click the **Print** link on the action bar as shown to print a case/scenario audit report.

Session

The Session audit log selections appear as follows from the Explore tab (including Event activity – click the **Session** column hyperlink to sort by application within the Sessions and Courses module):

SIMULATIONiQ Enterprise | administrator, administrator (administrator)

Items Library | Cases & Scenarios | Sessions & Courses | Video | Evaluations | Scores & Reports | **Settings** | Help

Home > Settings

Explore | Search

- User Management
 - User List
 - Pending Users
 - User Timesheet
- System Administration
 - Organization Structure
 - Inventory
 - Bulk Upload Users
 - Bulk Upload Photos
 - Task Access
 - Specialist Role
- System Configuration
 - Email Settings
 - Parameters
 - Portal Settings
 - System Updates
- AV Configuration
 - Zones
 - Rooms
 - Locations
 - AV Devices
 - Audio Paging Templates
 - Computers and Servers
 - Software Configurations
 - Offline Processes
 - Kiosk
- Activity
 - Kiosk Activity
- Audit
 - User
 - Video
 - Cases/Scenarios
 - Session**
 - Today
 - Last 7 Days
 - Last 30 Days
 - Score

Search All

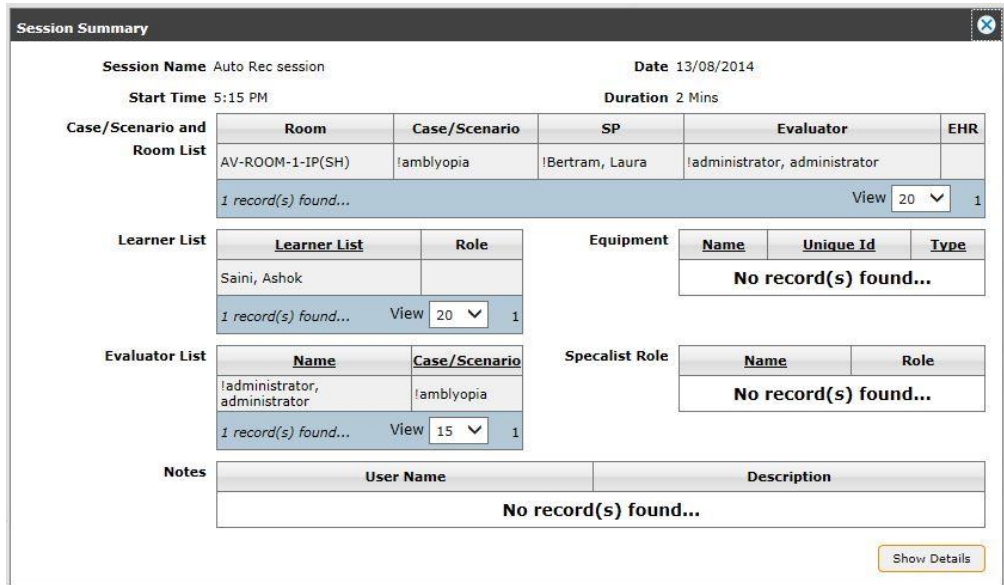
Print

	Activity Type	Session	Room	User	User Type	Date
<input type="checkbox"/>	Post-Encounter Access	test session timer	NON AV1	ems, I1	Learner	6/08/2014 3:58:07 PM
<input type="checkbox"/>	Session Edit	test session timer	NON AV1	!administrator, administrator	Educator, Administrator	6/08/2014 3:52:50 PM
<input type="checkbox"/>	Participant Details Edit	test session timer	NON AV1	!administrator, administrator	Educator, Administrator	6/08/2014 3:52:23 PM
<input type="checkbox"/>	Pre-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Eve, Fiona	Learner	6/08/2014 3:06:57 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Eve, Fiona	Learner	6/08/2014 3:06:06 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Eve, Fiona	Learner	6/08/2014 2:53:27 PM
<input type="checkbox"/>	Pre-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Eve, Fiona	Learner	6/08/2014 2:52:54 PM
<input type="checkbox"/>	Pre-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Grace, Helena	Learner	6/08/2014 2:51:50 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Grace, Helena	Learner	6/08/2014 2:50:53 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Grace, Helena	Learner	6/08/2014 2:47:52 PM
<input type="checkbox"/>	Pre-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Grace, Helena	Learner	6/08/2014 2:47:15 PM
<input type="checkbox"/>	Pre Sim Study Access	!laparoscopic surgery	NON AV7, NON AV9	!Faye, Kennedy	Learner	6/08/2014 2:40:05 PM
<input type="checkbox"/>	Pre-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Faye, Kennedy	Learner	6/08/2014 2:24:57 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Faye, Kennedy	Learner	6/08/2014 2:23:25 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Faye, Kennedy	Learner	6/08/2014 2:23:24 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Faye, Kennedy	Learner	6/08/2014 2:20:46 PM
<input type="checkbox"/>	Pre-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Faye, Kennedy	Learner	6/08/2014 2:20:11 PM
<input type="checkbox"/>	Pre Sim Study Access	!laparoscopic surgery	NON AV7, NON AV9	!Francesca, Christine	Learner	6/08/2014 2:18:42 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Francesca, Christine	Learner	6/08/2014 2:14:14 PM
<input type="checkbox"/>	Post-Encounter Access	!laparoscopic surgery	NON AV7, NON AV9	!Francesca, Christine	Learner	6/08/2014 2:14:13 PM

46 record(s) found... View 20 123

This grid displays case and scenario-related audit activity, as shown:

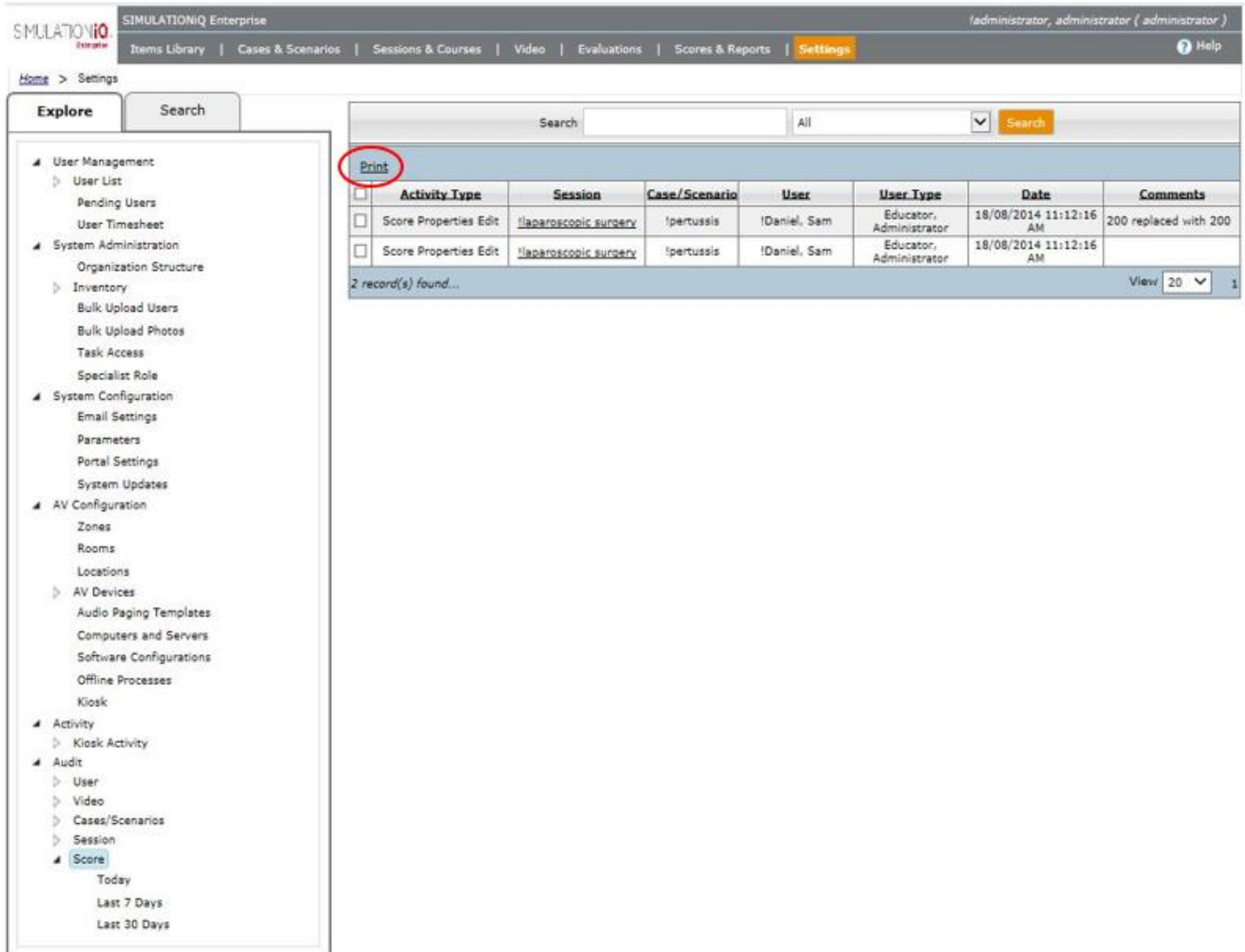
Field	Description																		
Activity Type	<div>This displays the following types of Session audit activity:</div> <table><tr><th>Section of Session Activity Page</th><th>Save Type</th><th>Session Save (for overall page)</th></tr><tr><td>General Information</td><td></td><td>✓</td></tr><tr><td>Case/Scenario Details</td><td>Case/Scenario Details</td><td></td></tr><tr><td>Participant Details</td><td>Participant Details</td><td></td></tr><tr><td>Session Evaluators</td><td>Session Evaluators</td><td></td></tr><tr><td>Specialists and Support Staff</td><td></td><td>✓</td></tr></table>	Section of Session Activity Page	Save Type	Session Save (for overall page)	General Information		✓	Case/Scenario Details	Case/Scenario Details		Participant Details	Participant Details		Session Evaluators	Session Evaluators		Specialists and Support Staff		✓
Section of Session Activity Page	Save Type	Session Save (for overall page)																	
General Information		✓																	
Case/Scenario Details	Case/Scenario Details																		
Participant Details	Participant Details																		
Session Evaluators	Session Evaluators																		
Specialists and Support Staff		✓																	

Field	Description
	Equipment List
	Messaging
	DVR/Paging Schedule
	Learner Survey
	Shrink Details
	Accreditation Details
	Incident Reports
	Session Notes
	Tool Belt (Practice/Edit Responses)
	Tool Belt (Practice/Edit Responses)
	Tool Belt (Practice/Edit Responses)
Audit activity is triggered when user selects Save or Save All .	
Session	Click this hyperlink to view a summary of Session activity (a sample follows):
	 <p>The screenshot shows a 'Session Summary' window for an 'Auto Rec session' on '13/08/2014' at '5:15 PM' with a 'Duration' of '2 Mins'. It contains several tables: 'Case/Scenario and Room List' with one record for 'AV-ROOM-1-IP(SH)'; 'Learner List' with one record for 'Saini, Ashok'; 'Evaluator List' with one record for 'administrator, administrator'; and 'Notes' which is empty. There are also sections for 'Equipment' and 'Specialist Role' which show 'No record(s) found...'. A 'Show Details' button is at the bottom right.</p>
	Click the Show Details button to view the Session activity page.
Room	This displays the name of the room where the session took place.
User	The name of the user performing the audit activity appears at this field.
User Type	The type of the user performing the audit activity appears at this field.
Date	The date and time of the audit activity appears at this field.

Click a checkbox or checkboxes to select audit details for a session or a group; click the **Print** link on the action bar as shown to print a session audit report.

Score

The Score audit log selections appear as follows from the Explore tab:



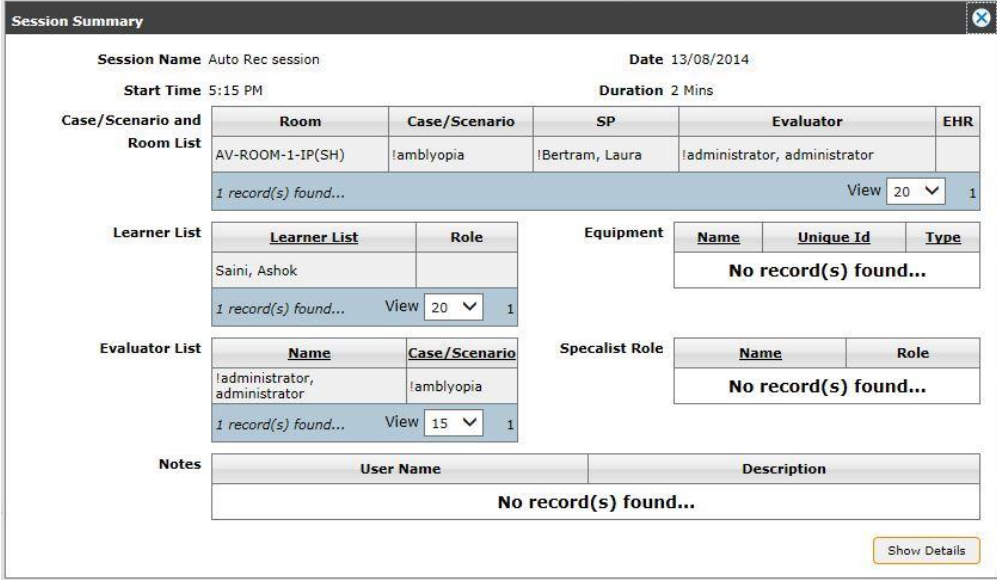
The screenshot shows the SIMULATIONiQ Enterprise interface. The top navigation bar includes links for Items Library, Cases & Scenarios, Sessions & Courses, Video, Evaluations, Scores & Reports, and Settings. The left sidebar is expanded to the 'Explore' tab, showing a tree view of system components. The 'Score' option under the 'Audit' section is highlighted. The main content area displays a table of audit log entries. A 'Print' button is circled in the top left of the table area.

Activity Type	Session	Case/Scenario	User	User Type	Date	Comments
Score Properties Edit	laparoscopic surgery	!pertussis	!Daniel, Sam	Educator, Administrator	18/08/2014 11:12:16 AM	200 replaced with 200
Score Properties Edit	laparoscopic surgery	!pertussis	!Daniel, Sam	Educator, Administrator	18/08/2014 11:12:16 AM	

2 record(s) found... View 20 1

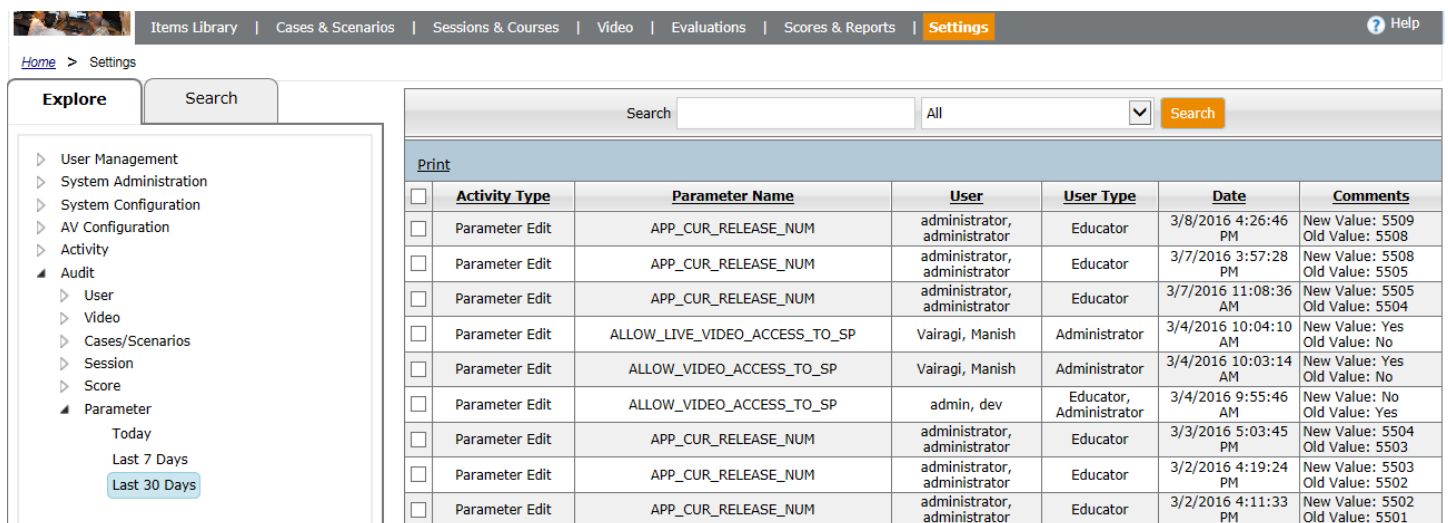
This grid displays scoring audit activity, as shown:

Field	Description
Activity Type	This displays the type of scoring audit activity; this would be a Score Properties save for the entire activity page except Evaluation Response (activity is triggered when user selects Save or Save All).
Session	Click this hyperlink to view a summary of Session activity (a sample follows):

Field	Description
	 <p>Click the Show Details button to view the Session activity page.</p>
Case/Scenario	The Case/Scenario name appears at this field.
User	The name of the user performing the audit activity appears at this field.
User Type	The type of the user performing the audit activity appears at this field.
Date	The date of the audit activity appears at this field.
Comments	Information describing the audit activity appears at this field.

Click a checkbox or checkboxes to select scoring audit details for a single case/scenario and session combination or a group; click the **Print** link on the action bar as shown to print a scoring audit report.

Parameter

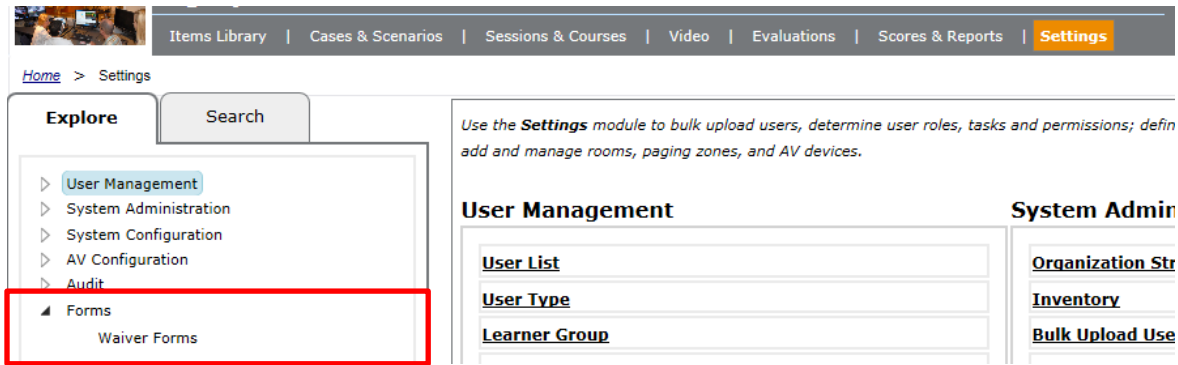


The screenshot shows the 'Parameter' auditing section in the SIMULATIONiO interface. The top navigation bar includes 'Items Library', 'Cases & Scenarios', 'Sessions & Courses', 'Video', 'Evaluations', 'Scores & Reports', and 'Settings' (highlighted). The left sidebar shows 'Explore' and 'Search' options. The main content area displays a table of parameter changes with the following data:

Activity Type	Parameter Name	User	User Type	Date	Comments
<input type="checkbox"/> Parameter Edit	APP_CUR_RELEASE_NUM	administrator, administrator	Educator	3/8/2016 4:26:46 PM	New Value: 5509 Old Value: 5508
<input type="checkbox"/> Parameter Edit	APP_CUR_RELEASE_NUM	administrator, administrator	Educator	3/7/2016 3:57:28 PM	New Value: 5508 Old Value: 5505
<input type="checkbox"/> Parameter Edit	APP_CUR_RELEASE_NUM	administrator, administrator	Educator	3/7/2016 11:08:36 AM	New Value: 5505 Old Value: 5504
<input type="checkbox"/> Parameter Edit	ALLOW_LIVE_VIDEO_ACCESS_TO_SP	Vairagi, Manish	Administrator	3/4/2016 10:04:10 AM	New Value: Yes Old Value: No
<input type="checkbox"/> Parameter Edit	ALLOW_VIDEO_ACCESS_TO_SP	Vairagi, Manish	Administrator	3/4/2016 10:03:14 AM	New Value: Yes Old Value: No
<input type="checkbox"/> Parameter Edit	ALLOW_VIDEO_ACCESS_TO_SP	admin, dev	Educator, Administrator	3/4/2016 9:55:46 AM	New Value: No Old Value: Yes
<input type="checkbox"/> Parameter Edit	APP_CUR_RELEASE_NUM	administrator, administrator	Educator	3/3/2016 5:03:45 PM	New Value: 5504 Old Value: 5503
<input type="checkbox"/> Parameter Edit	APP_CUR_RELEASE_NUM	administrator, administrator	Educator	3/2/2016 4:19:24 PM	New Value: 5503 Old Value: 5502
<input type="checkbox"/> Parameter Edit	APP_CUR_RELEASE_NUM	administrator, administrator	Educator	3/2/2016 4:11:33 PM	New Value: 5502 Old Value: 5501

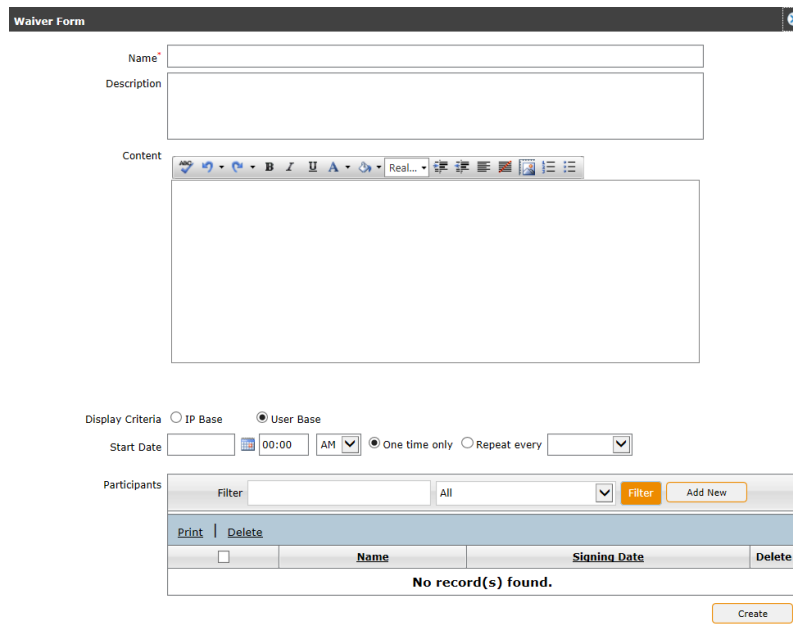
Parameter auditing tracks user name, parameter name and parameter change when a parameter is updated.

Forms



Create a waiver form, such as a video consent disclaimer or confidentiality agreement to display after login to capture a digital signature to indicate agreement to the terms.

1. Click **Settings > Forms > Waiver Forms > Add New**.



2. Complete the fields as follows:

Name	Name of the waiver form.
Description	Description of the waiver.
Content	Type the text of what should be displayed in the waiver, e.g., video consent disclaimer or confidentiality agreement.
Display Criteria	Select whether to display the waiver based on IP address or user.
Start Date	Enter the start date and time to display the waiver. Click to display once or repeat every 3, 6, 9, or 12 months.

Participants	Select All or click Add New to filter and select participants by User Type, Role, Graduation Year, Learner Group, Keywords or select participants from the grid. Click Assign Participants.
--------------	---

3. Click **Create** to add the waiver form. The form appears after user authentication and users must agree to the terms of the disclaimer in order to access the application.

Appendix A – User Access Security

Introduction

Use the SIMULATIONiQTM Enterprise User Access Security feature to grant secure access to the following:

- **Cases & Scenarios**
- **Sessions**
- **Rooms**

IMPORTANT! User Access Security is **disabled by default**. You must follow the steps in this document to enable this feature.

In order to grant access properly:

1. All users must belong to an Organization Unit or Learner Group. **Note:** If a user belongs to more than one Organization Unit, the system will grant access according to the highest privilege available.
2. The **Enable user access security** parameter must be set to **Yes**.
3. The **Default security access** parameter must be set to one of the following:
 - Author-only
 - Organization unit-only
 - Public access: all organization units can access

IMPORTANT! Users always have access to the Cases & Scenarios, Sessions, and Rooms they create.

Note: This parameter is used to allow access to any **NEW** Cases & Scenarios, Sessions or Rooms that are created once user access security is enabled. For example, when a new session is created, security access determines who has access to the session by default.

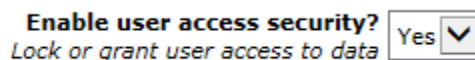
4. Security access to **EXISTING** Cases & Scenarios, Sessions or Rooms must be set. Complete the steps on the following pages to grant access.

Parameters

To apply user access security, enable the following two Parameters first:

1) Enable user access security

1. Click **Settings > Parameters**.



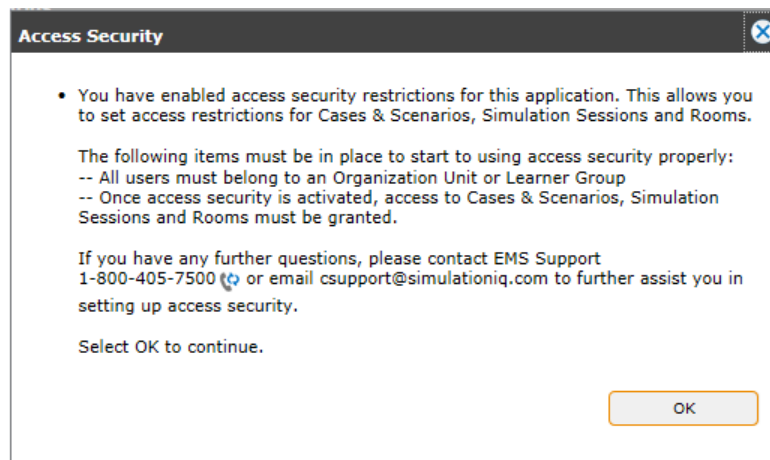
2. In the **General** section, click **Yes** next to the **Enable user access security** parameter.

The following message appears to remind you that:

- You have enabled access security restrictions for Cases & Scenarios, Sessions, and Rooms.
- All users must belong to an Organization Unit.
- Now you can grant default security access to one of the following:
 - Author-only
 - Organization unit-only
 - Public access

This allows access to any **NEW** Cases & Scenarios, Sessions or Rooms that are created once user access security is enabled. (See the next Parameter)

- Security access to **EXISTING** Cases & Scenarios, Sessions or Rooms must be set. Complete the steps on the following pages to grant access.



3. Click **OK**.

2) Select the default security access

If the previous parameter is set to Yes, select the default security access for the following: Organization Unit ▼
Case, Schedule, Room

1. Now that user access security is enabled, select one of the following next to the **If the previous parameter is set to Yes, select the default security access for the following: Case, Session, Room** parameter to grant access to one of the following:

Security Access	Description
Author-only	Can only be accessed only by the user who created either the case or scenario, session, or room.
Organization Unit	Can be accessed by all users who belong to the selected organization unit.
Public	All organization units can access.

Note: This parameter is used to allow access to any **NEW** Cases & Scenarios, Sessions or Rooms that are created. For example, when a new session is created, this determines who has access to the session by default.

Cases & Scenarios Access Restrictions

Applicable Screens

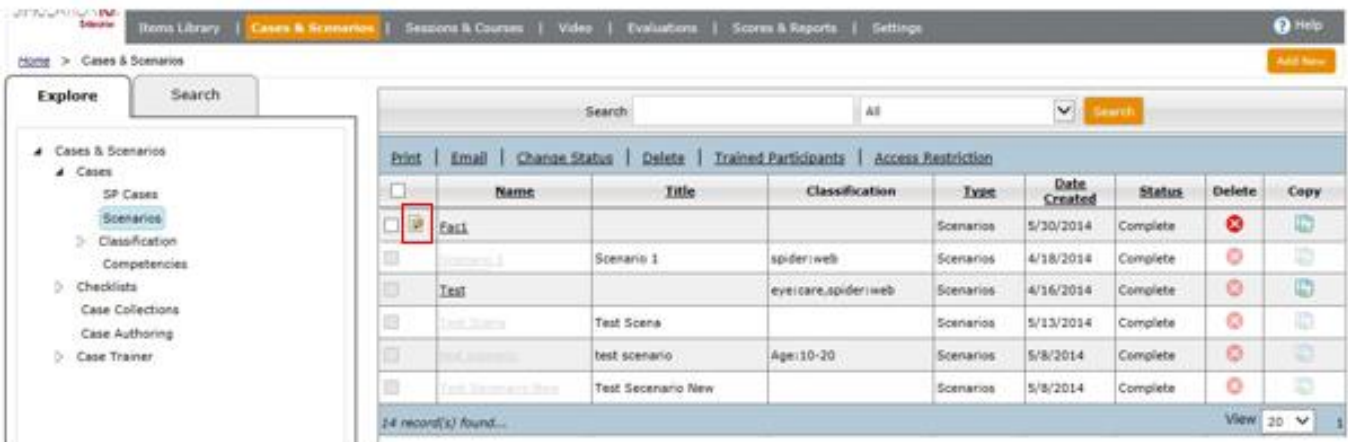
User access security applies to the following screens in Cases and Scenarios. Each area is defined on the following pages.

Cases & Scenarios screens	Description
Landing Page > SP Cases Landing Page > Scenarios	<ul style="list-style-type: none"> Displays the cases or scenarios you have edit or read-only access to. Enables you to grant Edit or Read-only access to one or more Cases and Scenarios.
Toolbelt > Sessions	Displays the sessions you have edit or read-only access to.
Toolbelt > Access Restrictions	Click to grant edit or read-only access.
Case or Scenario activity page > Follow-up	Only the cases and scenarios you have access to based on your security access restrictions appear.
Case Collection	Only the cases you have access to based on your security access restrictions appear.
Case Trainer	Only the cases you have access to based on your security access restrictions appear.

IMPORTANT! All drop-down fields throughout the application where the Case or Scenario can be selected will only display the Cases or Scenarios that the user has been granted access to view or edit.


Landing Page Security Access

The Cases and Scenarios Landing Pages display the following security access restrictions:



	Name	Title	Classification	Type	Date Created	Status	Delete	Copy
<input checked="" type="checkbox"/>	Fast			Scenarios	5/30/2014	Complete		
<input type="checkbox"/>	Scenario 1	Scenario 1	spider/web	Scenarios	4/18/2014	Complete		
<input type="checkbox"/>	Test		eye/care, spider/web	Scenarios	4/16/2014	Complete		
<input type="checkbox"/>	Test Scenario	Test Scenario		Scenarios	5/13/2014	Complete		
<input type="checkbox"/>	Test Scenario	test scenario	Age:10-20	Scenarios	5/8/2014	Complete		
<input type="checkbox"/>	Test Scenario New	Test Scenario New		Scenarios	5/8/2014	Complete		

Editable cases and scenarios appear as follows:

- An edit icon  appears next to the name of the cases and scenarios you can edit based on your security access, such as author-only access.
- Print, Email, Change Status, Delete, Trained Participants, and Access Restriction links are only available for editable Cases or Scenarios.

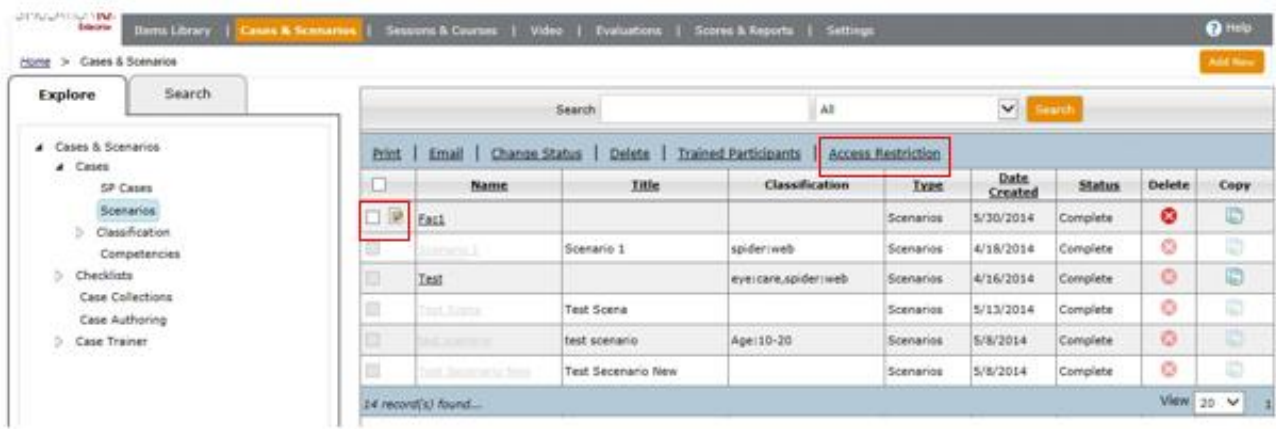
Read-only cases and scenarios appear as follows:

- Checkboxes are greyed out.
 - The Delete and Copy functions are greyed out.
- Note:** Depending on your browser, the case or scenario may not be greyed out but a mouse-over message may appear instead.

No access

- Case and Scenario checkbox and name is greyed out.

Grant Edit or Read-only access to one or more Cases and Scenarios from the Landing Page



	Name	Title	Classification	Type	Date Created	Status	Delete	Copy
<input checked="" type="checkbox"/>	Fast			Scenarios	5/30/2014	Complete		
<input type="checkbox"/>	Scenario 1	Scenario 1	spider/web	Scenarios	4/18/2014	Complete		
<input type="checkbox"/>	Test		eye/care, spider/web	Scenarios	4/16/2014	Complete		
<input type="checkbox"/>	Test Scenario	Test Scenario		Scenarios	5/13/2014	Complete		
<input type="checkbox"/>	Test Scenario	test scenario	Age:10-20	Scenarios	5/8/2014	Complete		
<input type="checkbox"/>	Test Scenario New	Test Scenario New		Scenarios	5/8/2014	Complete		

1. Click the checkbox(es) next to the Case or Scenario you wish to grant edit or read-only access to.
2. Click the **Access Restriction** link at the top of the grid. The **Access Restriction** pop-up appears.

Access Restriction

Click the checkboxes next to the Organization Units to grant the ability to view or edit the selected case(s).

Case List

Search

All

Search

Name	Title	Type	Date Created	Status
broken ankle	examination	Scenarios	4/16/2014	Complete

1 record(s) found... View 20 1

Organization Units

Search

Search

Expand All

Collapse All

Organization Unit	View	Edit
SIMULATIONiQ Enterprise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Group	<input type="checkbox"/>	<input type="checkbox"/>
Dept for Faculty	<input type="checkbox"/>	<input type="checkbox"/>
Another Unit	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes

Save & Close

3. Click the checkboxes next to each Organization Unit as defined below and then click **Save & Close**.

Checkbox	Description
View	Grants ability to view the activity page and make no changes (read only).
Edit	User has full access to edit the session. The user may be limited to the cases, scenarios and rooms they can access based on their security access restrictions.

Sessions in Toolbelt for Case or Scenario

The **Sessions** link in the Toolbelt of the selected Case or Scenario displays the following security access restrictions:

SimulationiO Enterprise

Home > Cases & Scenarios > Full

Expand All Collapse All

CASES & SCENARIOS

Home

Sessions

Videos

Case Collections

Trained Participants

EHR

Access Restriction

Sessions

All sessions/EHR exercises assigned as part of the selected user, case/scenario, or EHR appear below. Click the Session/EHR Exercise Name to view or edit the Session or EHR summary. The Status column indicates if the session/EHR exercise is scheduled or pending. Click any link in the tool belt on the left to view more information.

Search: All Search

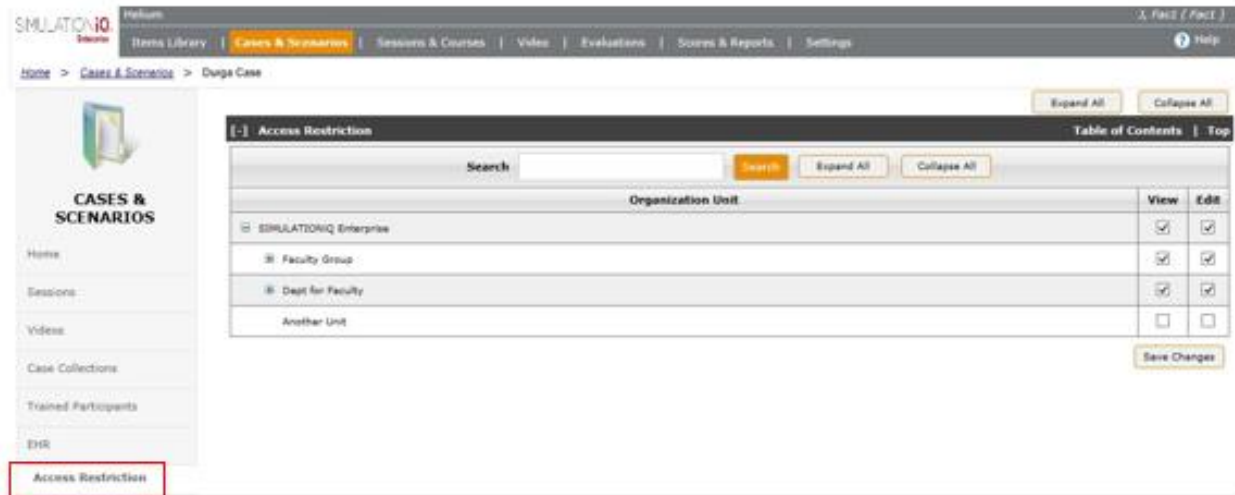
Print

	Session/EHR Exercise Name	Session Date	Duration(Mins)	Rooms	Case/Scenario	Status
<input type="checkbox"/>	Test Session1	5/6/2014 9:38 AM	10	AV-ROOM-2-91xx(SH)	Full	Scheduled
<input type="checkbox"/>	Test	5/6/2014 9:03 AM	10	AV-ROOM-1-IP(SH), AV-ROOM-2-91xx(SH), AV-ROOM-3-HD(SH), AV-ROOM-10-(7+8)	broken ankle, broken leg, Full, broken ankle_Copy	Scheduled
<input type="checkbox"/>	Test	5/16/2014 2:07 PM	20	NON AV Room 100, NON AV Room 102	NoAccess, Full	Scheduled
<input type="checkbox"/>	Demo	5/20/2014 10:12 AM	10	AV-ROOM-1-IP(SH), AV-ROOM-2-91xx(SH)	Full, NoAccess	Scheduled
<input type="checkbox"/>	Test	5/21/2014 2:48 PM	30	NON AV Room 100, NON AV Room 102	NoAccess, Full	Scheduled
<input type="checkbox"/>	Test	5/21/2014 1:48 PM	30	NON AV Room 100, NON AV Room 102	NoAccess, Full	Scheduled

Editable sessions are enabled and non-editable screens are greyed out. **Note:** Depending on your browser, the case/session/room/function may not be greyed out but a mouse-over message may appear instead.

Access Restrictions in the Case or Scenario Toolbelt

Click the **Access Restrictions** link in the Toolbelt of the selected Case or Scenario to grant edit or read-only access.



1. Click the checkboxes next to each Organization Unit as defined below and then click **Save Changes**.

Checkbox	Description
View	Grants ability to view the activity page and make no changes (read only).
Edit	User has full access to edit the session. The user may be limited to the cases, scenarios and rooms they can access based on their security access restrictions.

Add Follow-up Visit for Case or Scenario

When adding a follow-up visit to a case or scenario, only the cases and scenarios you have access to based on your security access restrictions appear in the pop-up window.

[-] Follow Up Visit

This section is optional. For example, to add a follow-up visit to an original case, click Add Original Case (or Scenario) to indicate that this is a follow up visit. Note: A case or scenario can only have one follow up visit.

☒ Me

Original Case or Scenario ☐

Follow Up Case or Scenario ☐

[-] Evaluation Summary

Displays the checklist type and question count for the case or scenario.

Summary

Cases and Scenarios

Type the keywords to narrow your search for a specific case or scenario in the Search field, the search results appear in the grid based on the keywords entered. Click the checkbox next to the case or scenario to select it and then click Add.

<input type="checkbox"/>	Name	Title	Type
<input type="checkbox"/>	Durga Case		SP Cases
<input type="checkbox"/>	Fac1		Scenarios
<input type="checkbox"/>	Full		SP Cases
<input type="checkbox"/>	My Case		SP Cases
<input type="checkbox"/>	My Case_Copy		SP Cases
<input type="checkbox"/>	SPCase Test		SP Cases
<input type="checkbox"/>	Test		Scenarios
<input type="checkbox"/>	Test Case 1		SP Cases

8 record(s) found...

View

Table of Contents | Top

Table of Contents | Top

Table of Contents | Top

Table of Contents | Top

Add Case to Case Collection

When adding a case to a case collection, only the cases you have access to based on your security access restrictions appear in the pop-window.

Case Collection

To define a set of cases, score needed to pass the

Name* Test Case

Status Active

Case List* Print

!broken a

!broken le

!glaucoma

!shattered

Durga Case

Full

6 record(s)

Required

Pass

Case Classification Summary

Age

Age

Age

eye

New Prim

prim.

spider

Cases

To search for cases to add to a collection, type the keyword, and then click the drop-down arrow to select the search criteria to narrow your search. The search result appears in the grid based on the keyword entered. Click the checkbox next to the case to select it, and then type the weight and the minimum required needed to pass the case. Click the checkbox if this case is required to pass. Click Add to add the selected cases to the collection.

All

<input type="checkbox"/>	Name	Title	Type
<input type="checkbox"/>	!broken ankle	examination	Scenarios
<input type="checkbox"/>	!broken ankle_Copy	examination	Scenarios
<input type="checkbox"/>	!broken leg	examination	SP Cases
<input type="checkbox"/>	!ectopic pregnancy	examination	SP Cases
<input type="checkbox"/>	!glaucoma	examination	SP Cases
<input type="checkbox"/>	!Hyphema	examination	SP Cases
<input type="checkbox"/>	!schizophrenia	examination	Scenarios
<input type="checkbox"/>	!shattered hip	examination	SP Cases
<input type="checkbox"/>	Durga Case		SP Cases
<input type="checkbox"/>	F2 Scenario	F2 Scenario Detail	Scenarios
<input type="checkbox"/>	Fac1		Scenarios
<input type="checkbox"/>	Full		SP Cases
<input type="checkbox"/>	LTCASE15	Load Testing 15 minute test	SP Cases
<input type="checkbox"/>	LTCASE35	Load Testing 35 minute test	SP Cases
<input type="checkbox"/>	LTCASE55	Load Testing 55 minute test	SP Cases

43 record(s) found...

View 15 123

Weight* 1.00 Minimum Required %

Must Pass ☐

Add

Case List in Case Trainer

When adding a case to Case Trainer, only the cases you have access to based on your security access restrictions appear in the pop-window.



Session Access Permissions

Applicable Screens

User access security applies to the following screens in Sessions & Courses:

IMPORTANT!

- Session creator always has full access to the session he or she created.
- If you have edit access to a session but do not have access to a case, you will not have access to the case within the session (including scoring and reporting), but you may change the evaluator for the case.
- If you create a session for automatic recording but choose a room you do not have record access to, the automatic recording will not be compromised.

Session screens	Description
Calendar	<ul style="list-style-type: none"> • The View drop-down will only show the Rooms and Cases/Scenarios that you can view or edit. • You can view the Session Summary when you select the session. • If you do not have access to view the session, then the Show Details button does not appear.
Landing Page > Sessions & Courses	<ul style="list-style-type: none"> • Displays the sessions you have edit or read-only access to. • Enables you to grant Edit or Read-only access to one or more Sessions.

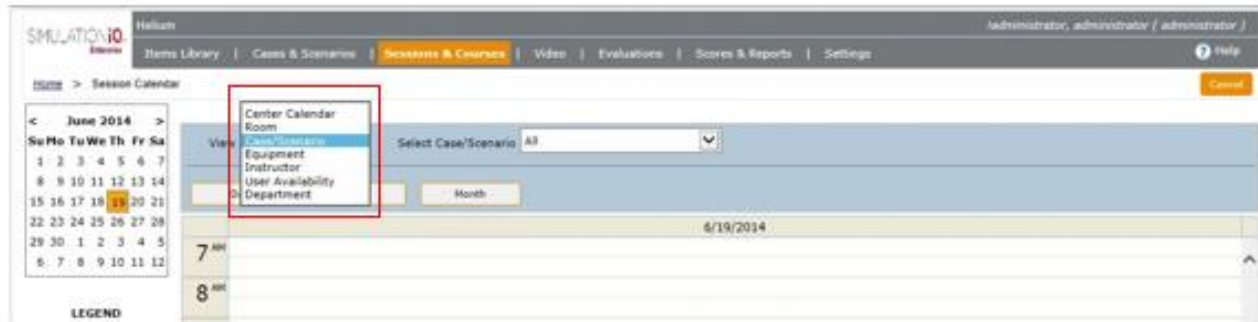
Session screens	Description
Copy session	You cannot copy a session if you do not have read-access to one or more Cases or Rooms in the original session.
Toolbelt > Monitor Session	<p>You can view the Case/Scenario Summary when you select the case:</p> <ul style="list-style-type: none"> If you have access to View/Edit the case/scenario, then the Show Details button appears. If you do not have access to View the case/scenario, then the Show Details button does not appear.
Toolbelt > Scoring Properties	<ul style="list-style-type: none"> Case drop-down only contains the cases you have access to.
Toolbelt > Access Restrictions	Click to grant edit or read-only access.
Toolbelt > Practice Responses	<ul style="list-style-type: none"> You only have access to view the practice responses if you have view/edit access to the case. You only have access to view the practice responses if you are an evaluator of that Session. Administrator can edit any evaluation.
Toolbelt > Edit Responses	<ul style="list-style-type: none"> You only have access to view the evaluation if you have view/edit to the case. You only have access to edit the evaluation if you are an evaluator of that case in the Session. Administrator can edit any evaluation.
Advanced View	<ul style="list-style-type: none"> Contains the cases/scenarios you have access to view/edit. Contains the rooms you have access to view/edit.
Session activity page > Case List and Equipment	<ul style="list-style-type: none"> Case list will only contain the cases you have access to view/edit. If you do not have access to the room and the room is already scheduled, you are not able to change or modify that room.
Evaluation > Checklist with Live Video	<ul style="list-style-type: none"> If you are an evaluator of the case within a session then you will have access to view the checklist
Evaluation > Checklist in Edit mode	<ul style="list-style-type: none"> You only have access to view the evaluation if you have view/edit access to the case You only have access to edit the evaluation if you are an evaluator of that case in the Session. Administrator has access to edit any evaluation
Evaluation > Checklist in Score mode	<ul style="list-style-type: none"> You only have access to view the evaluation if you have view/edit access to the case

Session screens	Description
	<ul style="list-style-type: none"> You only have access to edit the evaluation if you are an evaluator of that case in the Session. Administrator has access to edit any evaluation

IMPORTANT! All Session drop-down fields throughout the application will only display the Sessions that you have been granted access to view or edit.

Calendar

View



The View drop-down will only show the Rooms and Cases/Scenarios that you can view or edit.

Session Summary

Session Summary

Session Name

Icardiac arrest

Date

6/6/2014

Start Time

1:43 AM

Duration

2 Mins

Case/Scenario and Room List

Room	Case/Scenario	SP	Evaluator	EHR
No record(s) found...				

Learner List

Learner List	Role
No record(s) found...	

Equipment

Name	Unique Id	Type
No record(s) found...		

Evaluator List

Name	Case/Scenario
No record(s) found...	

Specialist Role

Name	Role
No record(s) found...	

Notes

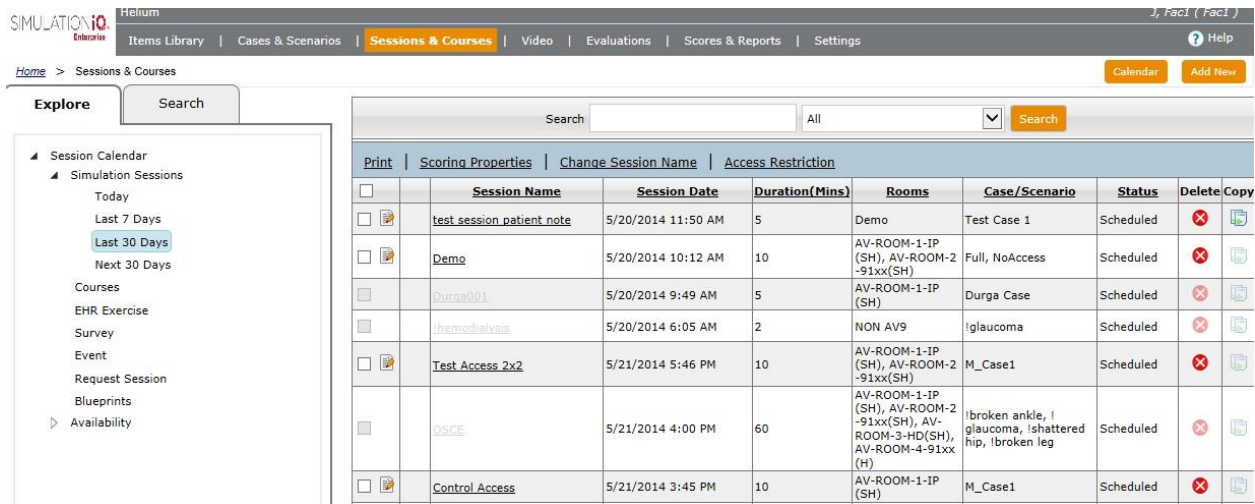
User Name	Description
No record(s) found...	

Show Details

- You can view the Session Summary when you select the session.
- If you do not have access to View the session, then the Show Details button does not appear.


Landing Page security access

The Session Landing Page displays the following security access restrictions:



	Session Name	Session Date	Duration(Mins)	Rooms	Case/Scenario	Status	Delete	Copy
<input type="checkbox"/>	test session patient note	5/20/2014 11:50 AM	5	Demo	Test Case 1	Scheduled		
<input type="checkbox"/>	Demo	5/20/2014 10:12 AM	10	AV-ROOM-1-1P (SH), AV-ROOM-2-91xx(SH)	Full, NoAccess	Scheduled		
<input type="checkbox"/>	Durga001	5/20/2014 9:49 AM	5	AV-ROOM-1-1P (SH)	Durga Case	Scheduled		
<input type="checkbox"/>	hemodialysis	5/20/2014 6:05 AM	2	NON AV9	glaucoma	Scheduled		
<input type="checkbox"/>	Test Access 2x2	5/21/2014 5:46 PM	10	AV-ROOM-1-1P (SH), AV-ROOM-2-91xx(SH)	M_Case1	Scheduled		
<input type="checkbox"/>	OSCE	5/21/2014 4:00 PM	60	AV-ROOM-1-1P (SH), AV-ROOM-2-91xx(SH), AV-ROOM-3-HD(SH), AV-ROOM-4-91xx (H)	broken ankle, glaucoma, shattered hip, broken leg	Scheduled		
<input type="checkbox"/>	Control Access	5/21/2014 3:45 PM	10	AV-ROOM-1-1P (SH)	M_Case1	Scheduled		

Editable Sessions appear as follows:

- An edit icon  appears next to the name of the session you can edit based on your security access, such as author-only access.
- Print, Scoring Properties, Change Session Name, and Access Restriction links are only available for editable Sessions.

Read-only Sessions appear as follows:

- Checkboxes are greyed out.
 - The Delete and Copy functions are greyed out.
- Note:** Depending on your browser, the session may not be greyed out but a mouse-over message may appear instead.

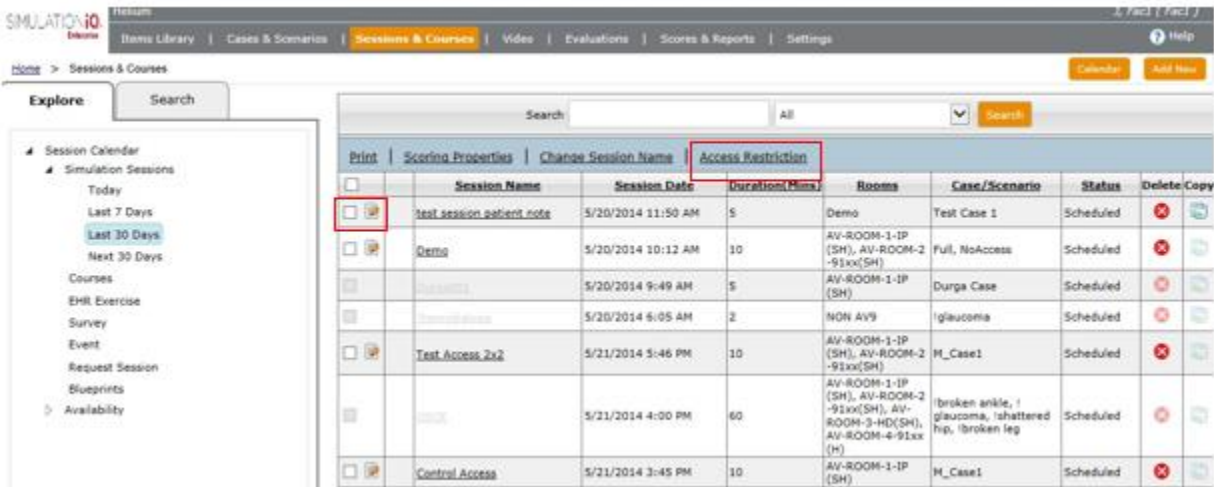
No access

- Case and Scenario checkbox and name is greyed out.

Copy Session

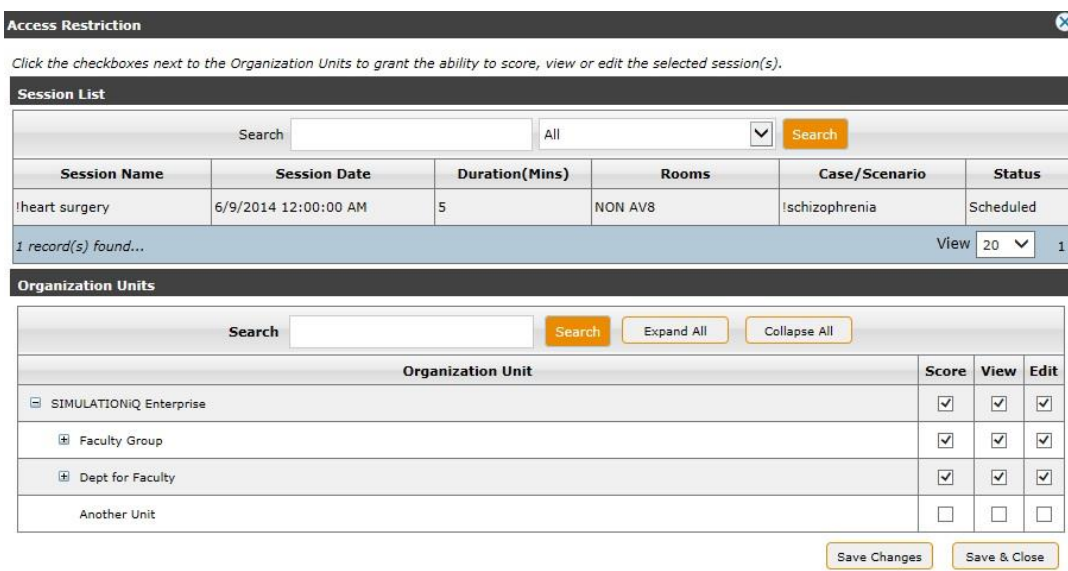
You cannot copy a session when you do not have read-access to one or more **Cases or Rooms** in the original session.

Grant Edit or Read-only access to one or more Sessions from the Landing Page



Session Name	Session Date	Duration(Mins)	Rooms	Case/Scenario	Status	Delete/Clone
Test session patient note	5/20/2014 11:50 AM	5	Demo	Test Case 1	Scheduled	[X] [Clone]
Demo	5/20/2014 10:12 AM	10	AV-ROOM-1-IP (SH), AV-ROOM-2-91xx(SH)	Full, NoAccess	Scheduled	[X] [Clone]
Demotest	5/20/2014 9:49 AM	5	AV-ROOM-1-IP (SH)	Durga Case	Scheduled	[X] [Clone]
Demotest	5/20/2014 6:05 AM	2	NON AV9	glaucoma	Scheduled	[X] [Clone]
Test Access 2x2	5/21/2014 5:46 PM	10	AV-ROOM-1-IP (SH), AV-ROOM-2-91xx(SH)	M_Case1	Scheduled	[X] [Clone]
	5/21/2014 4:00 PM	60	AV-ROOM-1-IP (SH), AV-ROOM-2-91xx(SH), AV-ROOM-3-HD(SH), AV-ROOM-4-91xx (H)	broken ankle, 1 glaucoma, 1shattered hip, 1broken leg	Scheduled	[X] [Clone]
Control Access	5/21/2014 3:45 PM	10	AV-ROOM-1-IP (SH)	M_Case1	Scheduled	[X] [Clone]

1. Click the checkbox(es) next to the Session(s) you wish to grant **edit** or **read-only** access to.
2. Click the **Access Restriction** link at the top of the grid. The **Access Restriction** pop-up appears.



Access Restriction

Click the checkboxes next to the Organization Units to grant the ability to score, view or edit the selected session(s).

Session List

Session Name	Session Date	Duration(Mins)	Rooms	Case/Scenario	Status
Heart surgery	6/9/2014 12:00:00 AM	5	NON AV8	Ischizophrenia	Scheduled

1 record(s) found... View 20 1

Organization Units

Organization Unit	Score	View	Edit
<input checked="" type="checkbox"/> SIMULATIONiQ Enterprise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Faculty Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Dept for Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Another Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes Save & Close

3. Click the checkboxes next to each Organization Unit as defined below and then click **Save & Close**.

Checkbox	Description
View	Grants ability to view the activity page and make no changes (read only).
Edit	Full access to edit the session. You may be limited to the cases, scenarios and rooms you can access based on your security access restrictions.
Score	This will allow the session to appear in the Session filter in Scores and Reports. View is enabled when Score is selected. Statistics are not affected.

Practice Response in Session Toolbelt

Helium J, Fac1 (Fac1)

Items Library | Cases & Scenarios | **Sessions & Courses** | Video | Evaluations | Scores & Reports | Settings ? Help

Home > Session Calendar > Demo

Expand All Collapse All

SESSION

Home

Practice Response

Edit Responses

Video

Monitor Session

Scoring Properties

Access Restriction

[-] Learner Performance Assessments Table of Contents | Top

Search All Search

[Print](#)

<input type="checkbox"/>	Learner	Session	Case/Scenario	Evaluator	Eval Type	Date
<input type="checkbox"/>	ems, i10	Demo	Full	100, educator	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, i1	Demo	Full	100, educator	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, i10	Demo	NoAccess	ems, f15	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, i10	Demo	Full	ems, s10	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, i1	Demo	Full	ems, s10	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, i10	Demo	NoAccess	ems, s1	Performance Assessment	5/20/2014

6 record(s) found... View 20 1

[-] Learner Encounter Notes Table of Contents | Top

Search All Search

[Print](#)

<input type="checkbox"/>	Learner	Session	Case/Scenario	Type
No record(s) found...				

- You only have access to view the practice responses if you have view/edit access to the case.
- You only have access to view the practice responses if you are an evaluator of that Session.
- Administrator has access to edit any evaluation.

Edit Responses in Session Toolbelt

Helium J, Fac1 (Fac1)

Items Library | Cases & Scenarios | **Sessions & Courses** | Video | Evaluations | Scores & Reports | Settings ? Help

Home > Session Calendar > Ihemodialysis

Expand All Collapse All

[-] Learner Performance Assessments

Table of Contents | Top

Search All

Print

<input type="checkbox"/>	Learner	Session	Case/Scenario	Evaluator	Eval Type	Date
<input type="checkbox"/>	IAnne_Grace	Ihemodialysis - 6/3/2014 4:22:00 AM	Ischizophrenia	ILively, Blake	Performance Assessment	6/10/2014
<input type="checkbox"/>	IAugusta_Eva	Ihemodialysis - 6/3/2014 4:22:00 AM	Ischizophrenia	ILively, Blake	Performance Assessment	6/10/2014
<input type="checkbox"/>	IMason_Jasmine	Ihemodialysis - 6/3/2014 4:22:00 AM	Ischizophrenia	ILively, Blake	Performance Assessment	6/10/2014

3 record(s) found... View 20 1

[-] Learner Encounter Notes

Table of Contents | Top

Search All

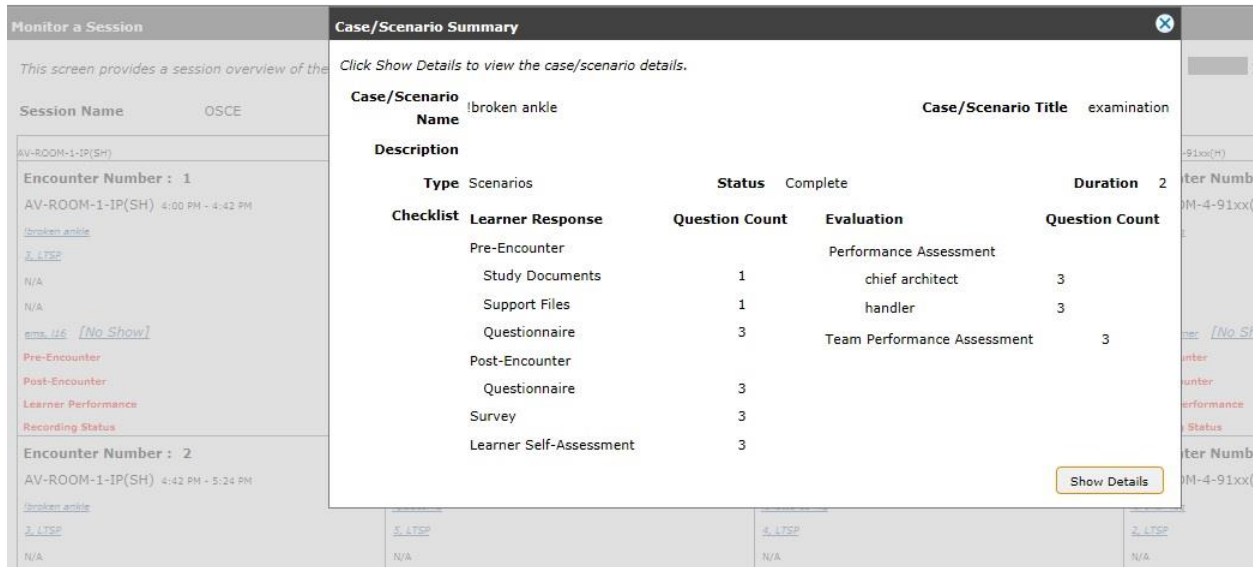
Print

<input type="checkbox"/>	Learner	Session	Case/Scenario	Type	Date	Status	Score
<input type="checkbox"/>	IMason_Jasmine	Ihemodialysis - 6/3/2014 4:22:00 AM	Ischizophrenia	Pre Encounter	6/4/2014	Scored	Score

- You only have access to view the evaluation if you have view/edit to the case.
- You only have access to edit the evaluation if you are an evaluator of that case in the Session.
- Administrator has access to edit any evaluation.

Monitor Session in Session Toolbelt

The **Monitor Session** link in the Toolbelt of the selected Session displays the following security access restrictions:



The screenshot shows the 'Monitor a Session' window with a 'Case/Scenario Summary' overlay. The session is named 'OSCE' and is taking place in 'AV-ROOM-1-IP(SH)'. The summary for the case 'broken ankle' (examination) is displayed. It includes a table of encounter details and a 'Show Details' button.

Encounter Number	AV-ROOM-1-IP(SH)	4:00 PM - 4:42 PM
1	AV-ROOM-1-IP(SH)	4:00 PM - 4:42 PM
2	AV-ROOM-1-IP(SH)	4:42 PM - 5:24 PM

The 'Case/Scenario Summary' window shows the following details:

- Case/Scenario Name:** broken ankle
- Case/Scenario Title:** examination
- Description:**
 - Type:** Scenarios
 - Status:** Complete
 - Duration:** 2
- Checklist:**
 - Learner Response:**
 - Pre-Encounter: Performance Assessment
 - Study Documents: 1
 - Support Files: 1
 - Questionnaire: 3
 - Post-Encounter: Team Performance Assessment
 - Questionnaire: 3
 - Survey: 3
 - Learner Self-Assessment: 3
 - Question Count:** 3
 - Evaluation:** 3
 - Question Count:** 3

A 'Show Details' button is located at the bottom right of the summary window.

You can view the Case/Scenario Summary when you select the case:

- If you have access to View/Edit the case/scenario, then the Show Details button appears.
- If you do not have access to View the case/scenario, then the Show Details button does not appear.

Scoring Properties in Toolbelt

Helium J, Fac1 (Fac1)

Items Library | Cases & Scenarios | **Sessions & Courses** | Video | Evaluations | Scores & Reports | Settings ? Help

Home > Session Calendar > Ihemodialysis Save All Cancel

SESSION

Home

Practice Response

Edit Responses

Video

Monitor Session

Scoring Properties

Access Restriction

[-] Sessions Table of Contents | Top

Edit the pass percentage and the minimum number of cases to pass (number cannot be greater than the total number of cases in the session) and then click **Save Changes**.
Changes to the scores appear after score generation.

Session Name Ihemodialysis Session Date 6/3/2014

Required Pass* 0 % Minimum Cases to Pass* 0

Save Changes

[-] Cases/Scenarios Table of Contents | Top

Click the Case/Scenario name to edit the scoring properties.

Case/Scenario List	Case/Scenario Name	Req. Pass %	Weight	Must pass
	Ischizophrenia	0	1	No
1 record(s) found...				View 20 1

Save Changes

[-] Categories and Questions Table of Contents | Top

To change the scoring properties for a session, select the Case Name and Checklist Type and then click Load. Click the Category and/or the Questions(s) to change the scoring properties. Changes to the scores appear after score generation.

Case/Scenario Name

Checklist Type **Load**

Case drop-down only contains the cases you have access to.

Access Restrictions in the Session Toolbelt

Click the **Access Restrictions** link in the Toolbelt of the selected Session to grant edit or read-only access.

Helium Administrator, Administrator (Administrator)

Items Library | Cases & Scenarios | **Sessions & Courses** | Video | Evaluations | Scores & Reports | Settings ? Help

Home > Session Calendar > OSCE Expand All Collapse All

SESSION

Home

Practice Response

Edit Responses

Video

Monitor Session

Scoring Properties

Access Restriction

[-] Access Restriction Table of Contents | Top

Search **Search** Expand All Collapse All

Organization Unit	Score	View	Edit
<input checked="" type="checkbox"/> SIMULATIONiQ Enterprise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Faculty Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Dept for Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Another Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes

1. Click the checkboxes next to each Organization Unit as defined below and then click **Save Changes**.

Checkbox	Description
----------	-------------

View	Grants ability to view the activity page and make no changes (read only).
Edit	You have full access to edit the session. You may be limited to the cases, scenarios and rooms you can access based on your security access restrictions.

Session Activity Page > Case/Scenario Details

[-] Case/Scenario Details

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To add the room, case/scenario, SP, evaluator, EHR and rooms to be used in the session, click the **Add Case/Scenario and Room Details** button.

Options ☐ Use Existing Blueprint ☐ Use Existing Case Collection

Quick Room Setup

Add Case/Scenario and Room Details

Case/Scenario and Room List

Order	Room	Case/Scenario	Case/Scenario Status	SP	Evaluator	EHR	Delete
1	AV-ROOM-1-IP(SH)	Full	Complete	ems, s10	100, educator		
2	AV-ROOM-2-91xx(SH)	NoAccess	Complete	ems, s1	ems, f15		

2 record(s) found...

View 15 1

Save Changes

The Case/Scenario and Details screen only contains the cases/scenarios and rooms that you have access to view/edit.

Case/Scenario and Room

To assign the room, case/scenario, SP, Evaluator, and EHR patient to be used in the session in one step, click **Add Case/Scenario and Room Details**. Click **Show Available Users** to show the SPs available for the session date and time. Use the **Order** column to change order of the case/scenario(s) and then click **Save Changes**.

☐ Show Available SPs ☐ Show Trained Users ☐ Show Approved Users

Add Case/Scenario and Room Details

Order	Room	Case/Scenario	SP	Evaluator	EHR	Delete
1	AV-ROOM-1-IP(SH)	Full	ems, s10	100, educator	No EHR selected	
2	AV-ROOM-2-91xx(SH)	NoAccess	ems, s1	ems, f15	No EHR selected	

2 record(s) found...

View 15 1

Save Changes

If you do not have access to the room or if the room is already scheduled, you cannot access that room.

Room Access Permissions

Applicable Screens

User access security applies to the following areas in **Settings > Rooms**:

IMPORTANT! The changes you make to **Settings > Rooms** affects the following functions in AV Viewer and AV Control. See [AV Access Permissions](#) for more information.

Access Restrictions

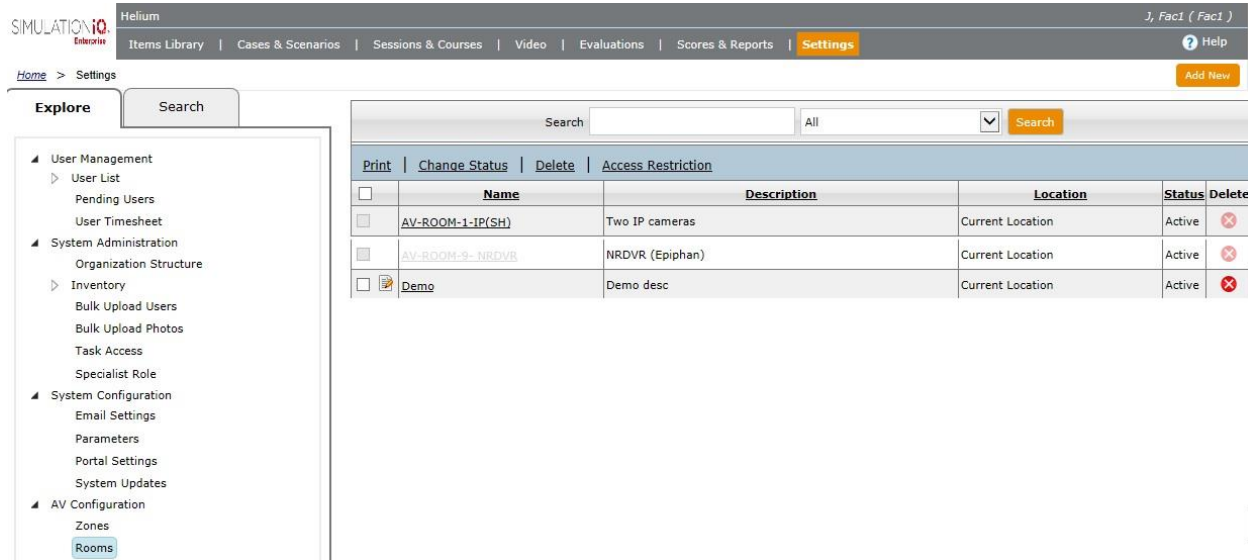
Live	Grants ability to view live video
Record	Grants ability to view recorded video
Control	Grants ability to control the cameras
Session	Grants ability to view/edit session information
View	Grants view only access to the room
Edit	Grants ability to edit the room details

Room screens	Description
Landing Page > Rooms	<ul style="list-style-type: none"> Displays the rooms you have edit or read-only access to. Enables you to grant Edit or Read-only access to one or more rooms.
Toolbelt > Access Restrictions	Click to grant edit or read-only access.


Each area is defined below.

Landing Page Security Access

The Rooms Landing Page displays the following security access restrictions:



Editable rooms appear as follows:

- An edit icon  appears next to the name of the room you can edit based on your user security access.
- Print, Change Status, Delete, and Access Restriction links are only available for editable Rooms.

Read-only Rooms appear as follows:

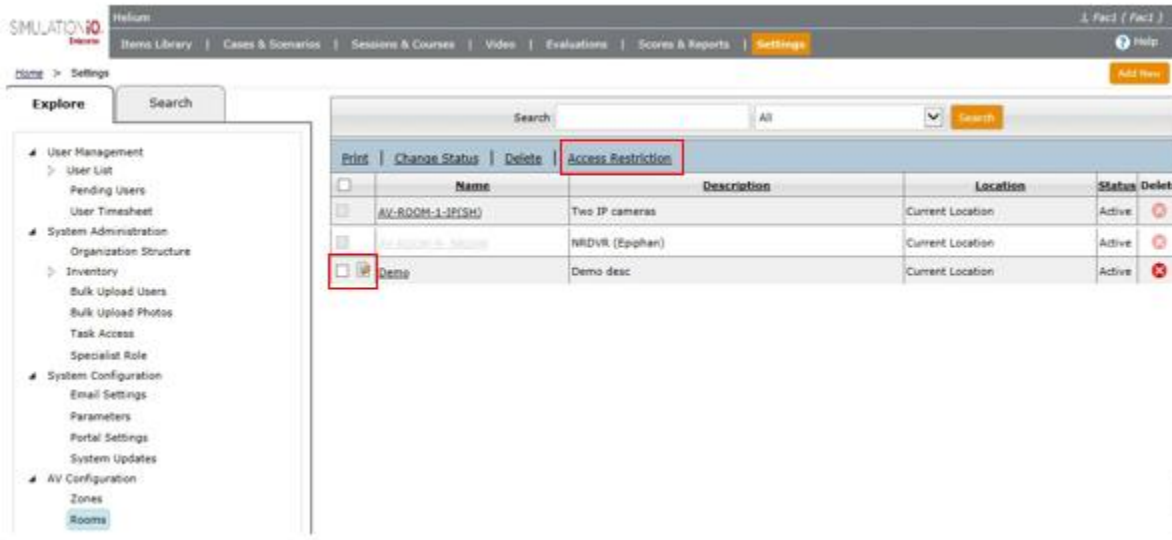
- Checkboxes are greyed out.
- The Delete function is greyed out.

Note: Depending on your browser, the room may not be greyed out but a mouse-over message may appear instead.

No access

- Room checkbox and name is greyed out.

Grant Edit or Read-only access to one or more Rooms from the Landing Page



1. Click the checkbox(es) next to the Room(s) you wish to grant **edit** or **read-only** access to.
2. Click the **Access Restriction** link at the top of the grid. The **Access Restriction** pop-up appears.

Access Restriction

Click the checkboxes next to the Organization Units to grant the ability to view live video, record, and control the camera views, edit session information, or grant view-only access to the selected room(s).

Room List

Name	Description	Status
Demo	Demo desc	Active

1 record(s) found... View 1 1

Organization Units

Search

Search

Expand All

Collapse All

Organization Unit	Live	Record	Control	Session	View	Edit
<input checked="" type="checkbox"/> SIMULATIONiQ Enterprise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Faculty Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept for Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Another Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes

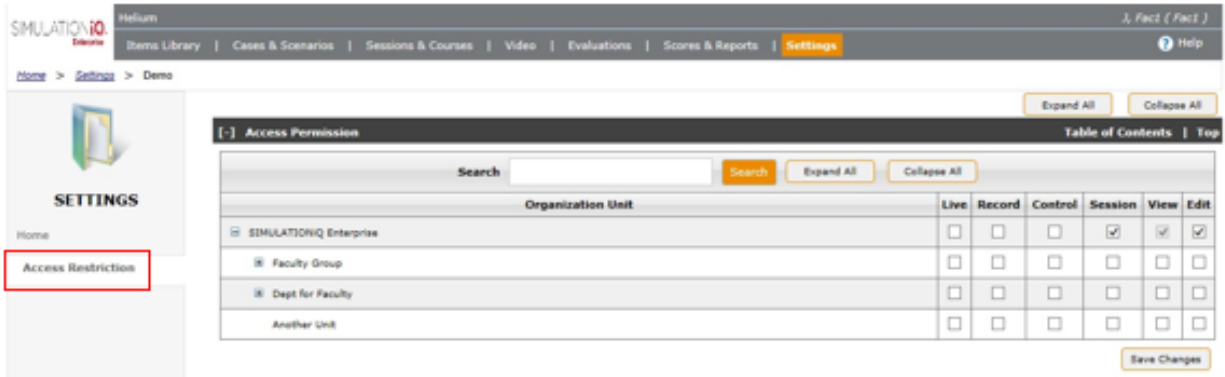
Save & Close

3. Click the checkboxes as defined below and then click **Save & Close**.

Checkbox	Description
Live	Grants the ability to view live video for this room. Note: Clicking Live automatically enables the Session and View checkboxes, and you can remove any checkmarks that are automatically checked.
Record	Grants the ability to record video in this room. Note: Clicking Record automatically enables the Live, Session and View checkboxes, and you can remove any checkmarks that are automatically checked.
Control	Grants the ability to control the cameras for this room. Note: Clicking Control automatically enables the Live, Record, Session and View checkboxes, and you can remove any checkmarks that are automatically checked.
Session	Grants the ability to edit the session information. Note: Clicking Session automatically enables the View checkboxes, and you can remove any checkmarks that are automatically checked.
View	Grants read-only access.
Edit	Grants the ability to edit the room details, video inputs, simulators and human interface devices mapped to the room. Note: Clicking Edit automatically enables the Session and View checkboxes, and you can remove any checkmarks that are automatically checked.

Access Restrictions in the Room Toolbelt

Click the **Access Restrictions** link in the Toolbelt of the selected Room to grant access as defined below:



1. Click the checkboxes as defined below and then click **Save & Close**.

Checkbox	Description
Live	Grants the ability to view live video for this room. Note: Clicking Live automatically enables the Session and View checkboxes, and you can remove any checkmarks that are automatically checked.
Record	Grants the ability to record live video in this room. Note: Clicking Record automatically enables the Live, Session and View checkboxes, and you can remove any checkmarks that are automatically checked.
Control	Grants the ability to control the cameras for this room. Note: Clicking Control automatically enables the Live, Record, Session and View checkboxes, and you can remove any checkmarks that are automatically checked.
Session	Grants the ability to edit the session information. Note: Clicking Session automatically enables the View checkboxes, and you can remove any checkmarks that are automatically checked.
View	Grants read-only access.
Edit	Grants the ability to edit the room details, video inputs, simulators and human interface devices mapped to the room. Note: Clicking Edit automatically enables the Session and View checkboxes, and you can remove any checkmarks that are automatically checked.

AV Access Permissions

Applicable Screens

User access security applies to the following areas in in AV Control and Viewer:

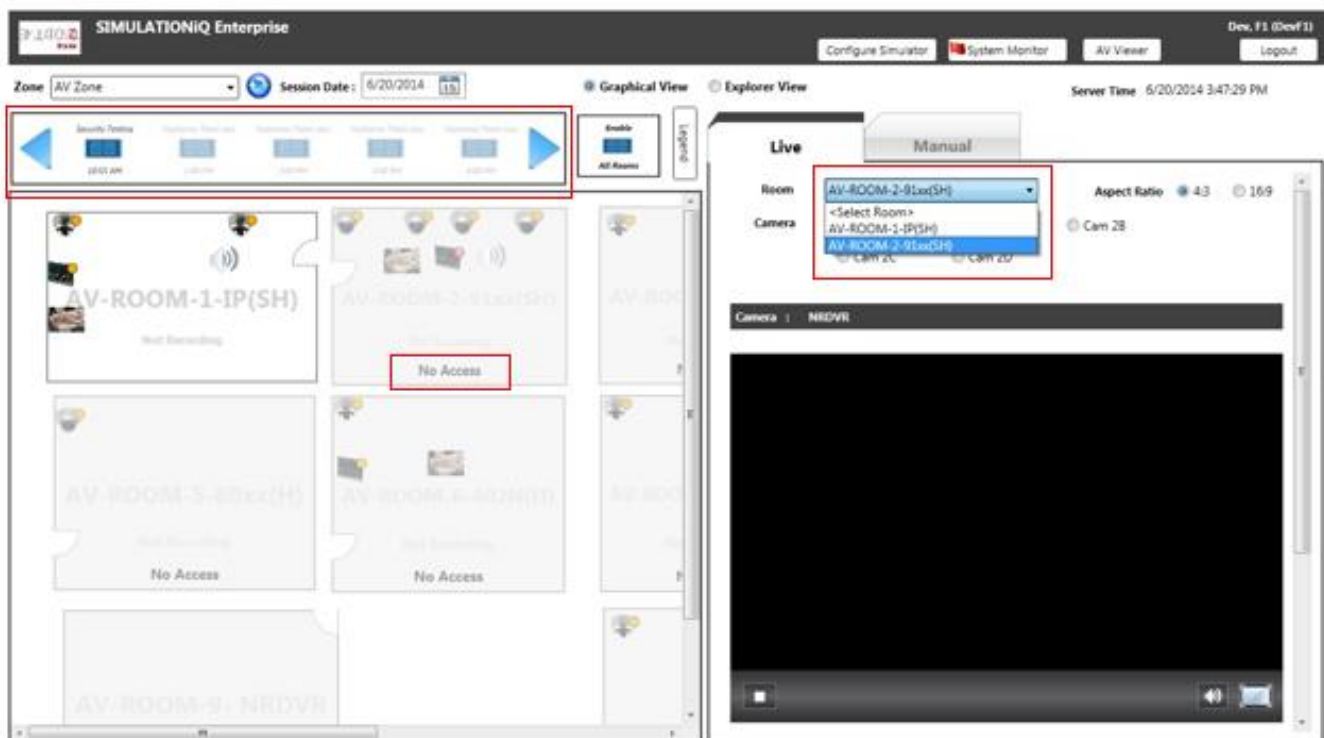
- Sessions: Displays the sessions you have access to.
- Rooms: Displays the rooms you have access to.

IMPORTANT! The security access restrictions made in **Settings > Rooms** affects the following functions in AV Viewer and AV Control:

- Live video
- Recorded video
- Camera control
- View/edit session
- View/edit room details

See [Grant Edit or Read-Only Access to one or more Rooms from the Landing Page](#) for more information.

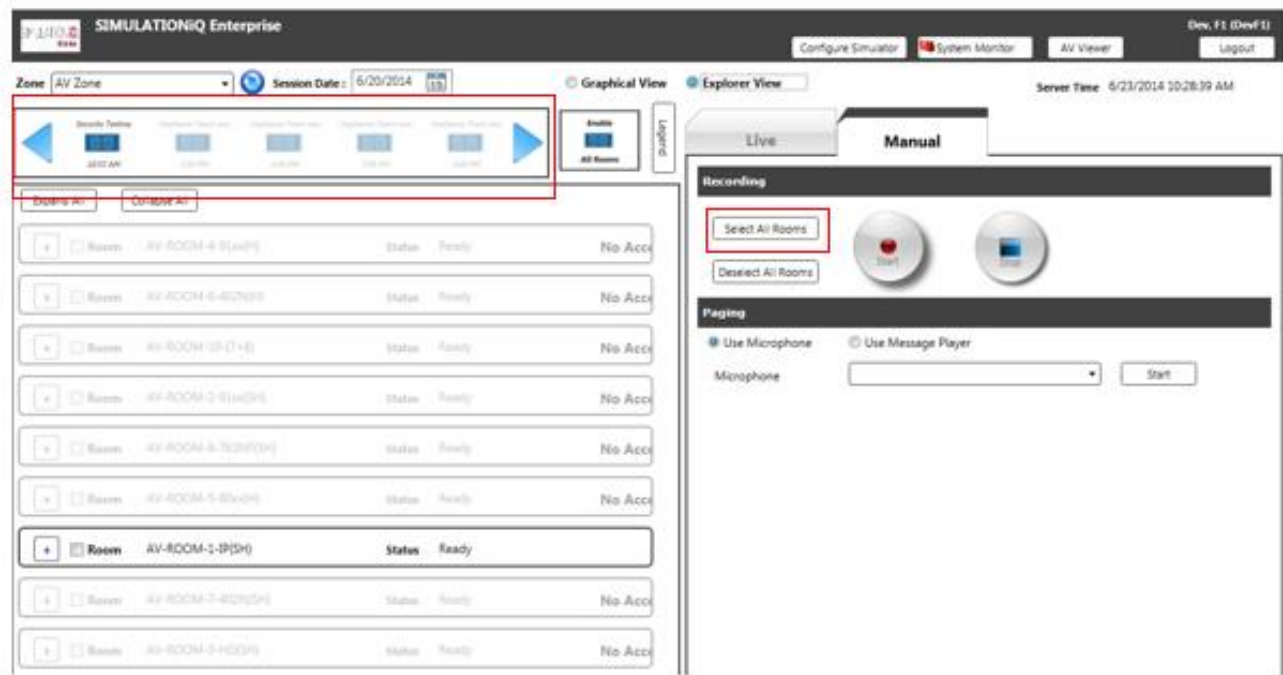
AV Control Graphical View



In Graphical View, only the sessions and rooms you have view/edit access to appear.

Note: Enable All Rooms only enables the rooms in which you have access to record.

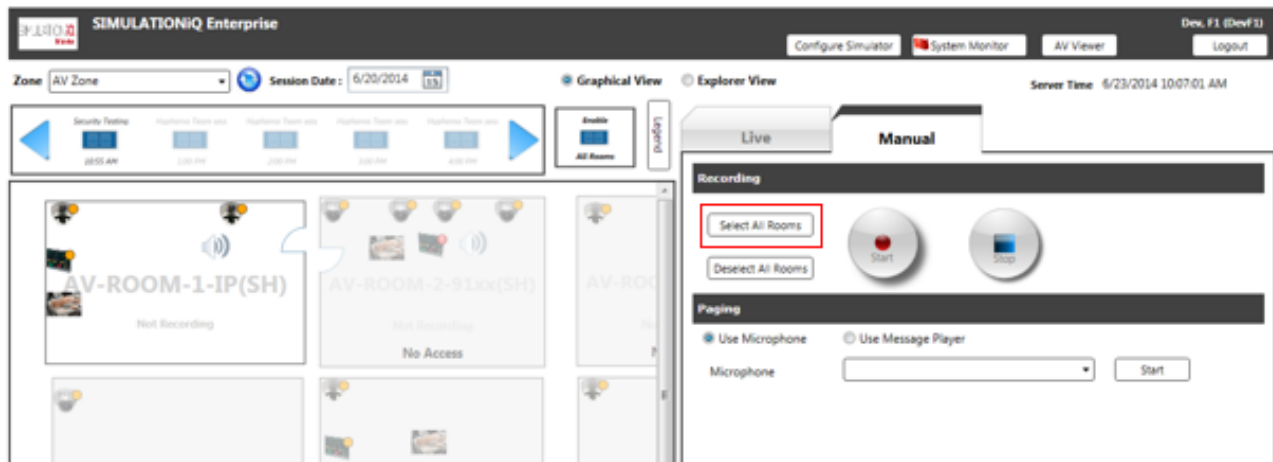
AV Control Explorer View



In Explorer View, only the sessions and rooms you have view/edit access to appear.

Note: **Enable All Rooms** only enables the rooms in which you have access to record.

AV Control Manual Mode Security Access



- In Manual mode, only the rooms you have view/edit access to appear.
- Paging is only applicable to the rooms you have access to view/edit.

AV Control Indexing Security Access

Control System

Please index the recording by selecting values from the drop down. You may choose to skip indexing one or more rooms by clicking the 'Cancel' button

Room : AV-ROOM-1-IP(SH)

Start Time: 5/6/2014 5:27:11 PM

Session : <Adhoc Schedule>

Case/ Scenario :

SP:

Delete
Add Participant

Participants:

	Name	Delete
<input type="checkbox"/>		
No Records Found		

Delete
Add Evaluator

Evaluators:

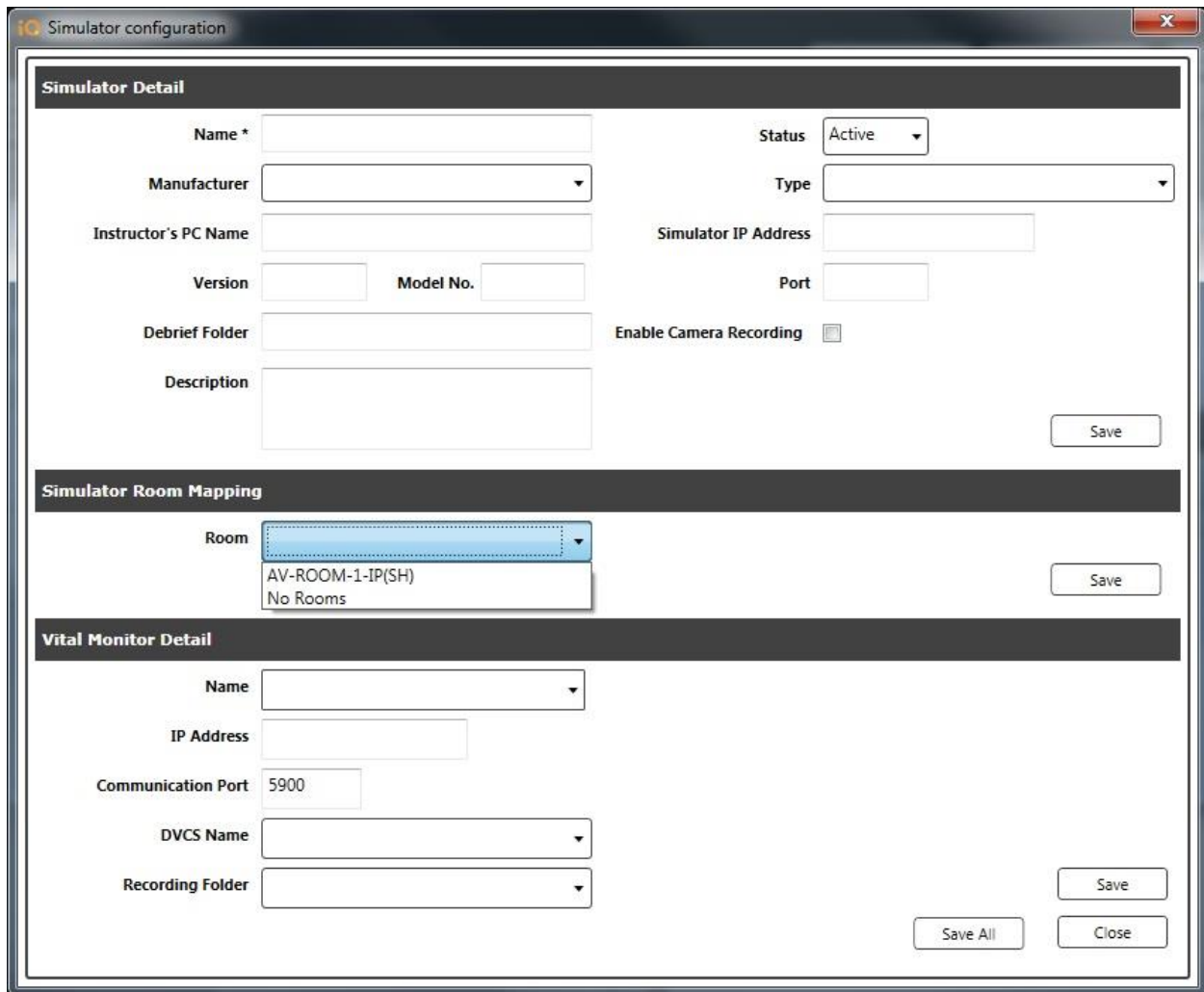
	Name	Delete
<input type="checkbox"/>		
No Records Found		

Notes:

Save and Next -> Cancel

In AV Control, only the Rooms, Sessions and Cases/Scenarios that you have view/edit access to appear.

AV Control Simulator Configuration Security Access (where available)



Simulator configuration

Simulator Detail

Name * Status

Manufacturer Type

Instructor's PC Name Simulator IP Address

Version Model No. Port

Debrief Folder Enable Camera Recording ☐

Description

Simulator Room Mapping

Room
No Rooms

Vital Monitor Detail

Name

IP Address

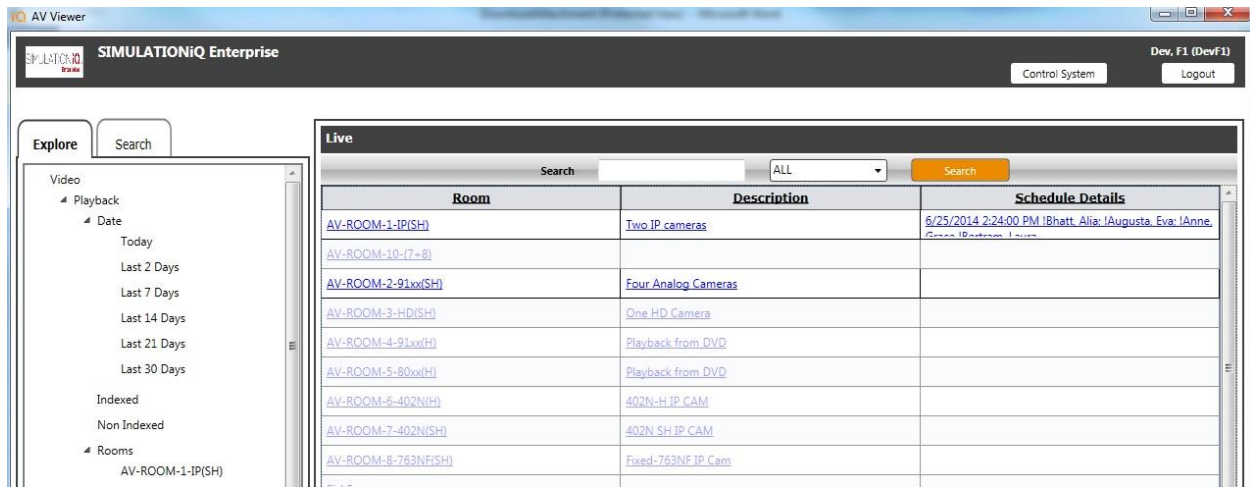
Communication Port

DVCS Name

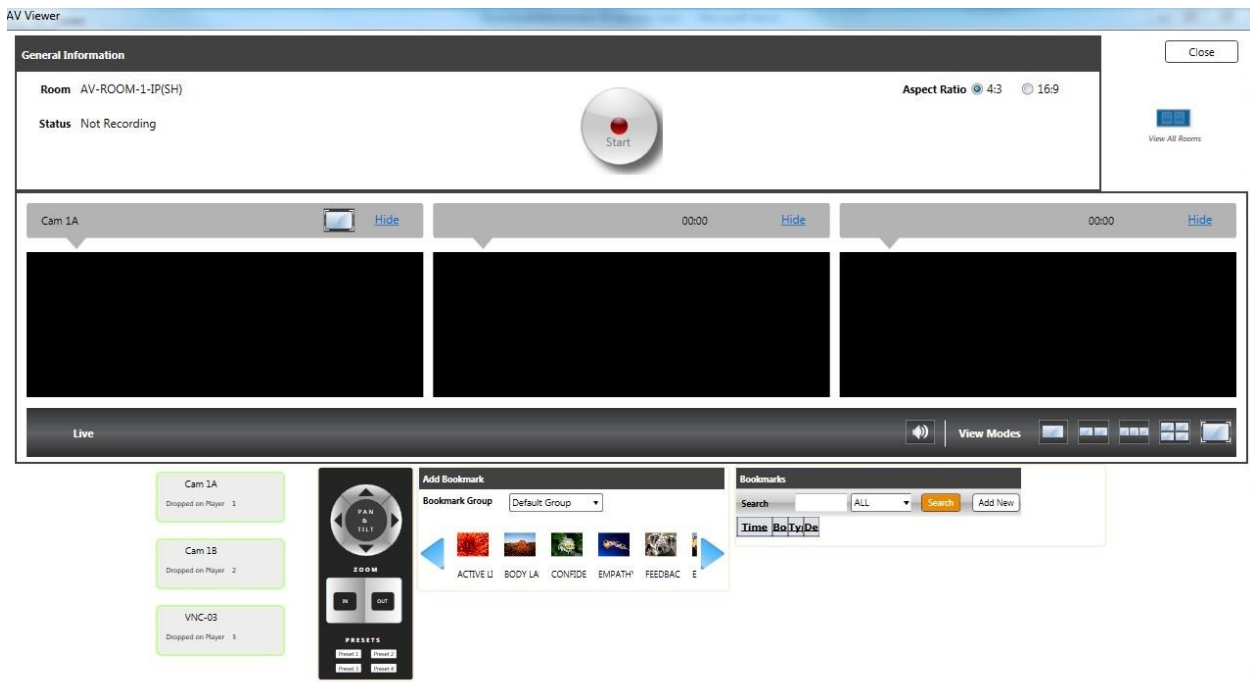
Recording Folder

In the Simulator Configuration wizard, only the Rooms you have view/edit access to appear.

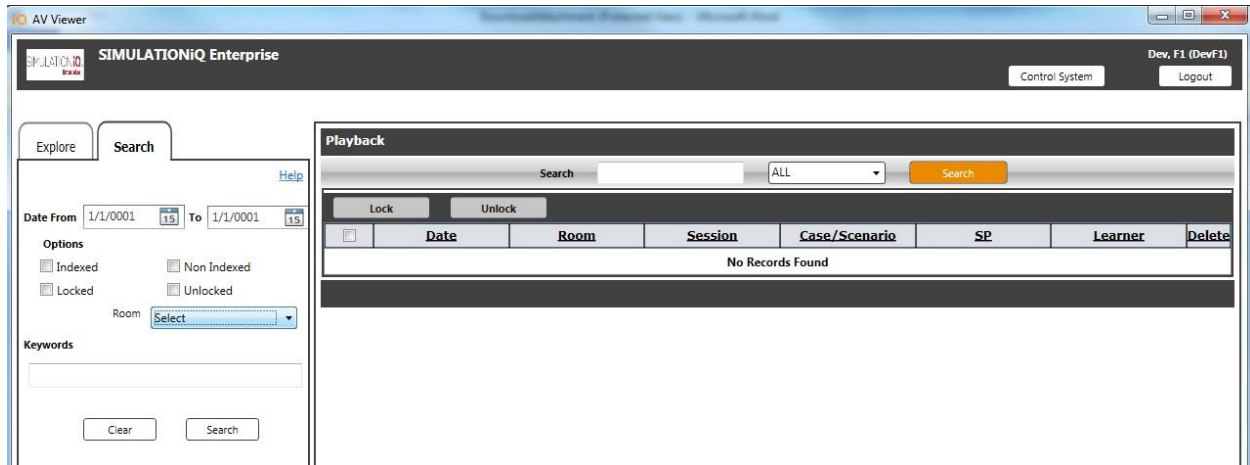
AV Viewer Security Access (where available)



In AV Viewer, only the rooms you have access to appear.

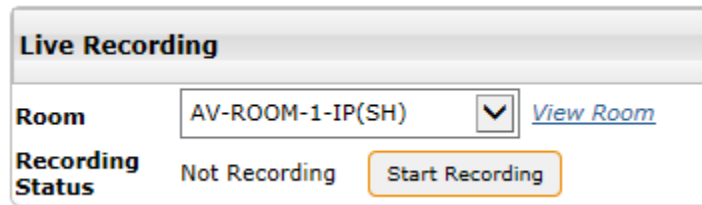


If you do not have access to record, then the **Record** button will not appear.



The search results only display the rooms you have access to.

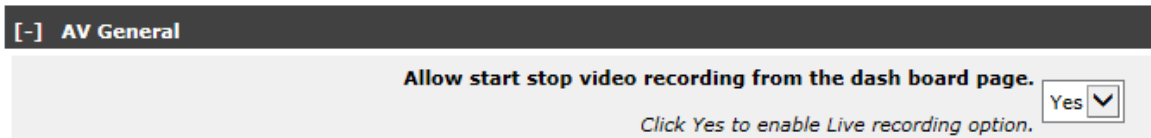
Live Recording from the Dashboard Access Permissions



The interface shows a 'Live Recording' section. It includes a 'Room' dropdown menu currently set to 'AV-ROOM-1-IP(SH)' with a 'View Room' link. Below this, the 'Recording Status' is 'Not Recording', and there is a 'Start Recording' button.

The Live Recording section on the Dashboard enables you to start/stop the recording from a dedicated room PC or from a user PC.

IMPORTANT! If security access restrictions are enabled, then changes made to **Settings > Rooms** affects the following functions in Live Recording from the Dashboard.



The 'AV General' settings panel shows the option 'Allow start stop video recording from the dash board page.' with a 'Yes' dropdown menu. A note below states: 'Click Yes to enable Live recording option.'

- Set the **Allow start/stop video recording from the Dashboard** parameter to **Yes** to indicate that live recording is available from the Dashboard.
- Only the rooms the user has access to in the room drop-down list.
- Click the **View Room** link to view live video, control the cameras, and bookmark the recording, depending on the security access restrictions enabled.
- The recording status and elapsed time for the selected room appears once the Start Recording button is clicked.

See [Grant Edit or Read-Only Access to one or more Rooms from the Landing Page](#) for more information.

Appendix B – Google Analytics

Introduction

Use Google Analytics to send usage data from your SIMULATIONiQ™ Enterprise web application to your Google Analytics account.

Getting Started

Step 1: Create a Gmail account if you don't already have one

Google > Gmail > Create an account.

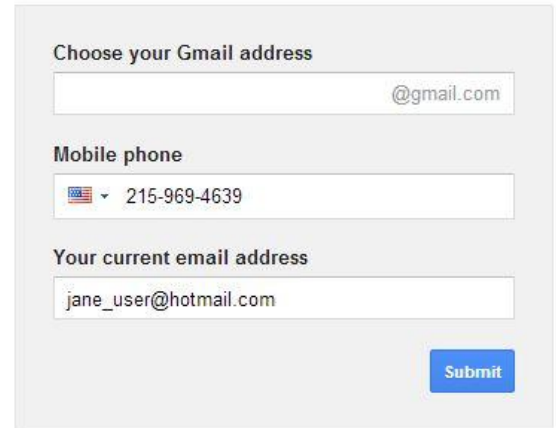
Add Gmail to your Google Account

By completing this form, you're upgrading to Gmail, email from Google. Gmail works on any device, blocks spam, and much more.

You'll be able to sign in using your new Gmail address, which will become the primary email address associated with this account. We'll send account updates, invitations, and other notifications to your Gmail address.

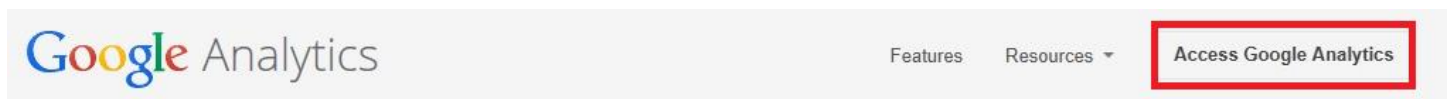
ldsy_dude@hotmail.com will become an [alternate email address](#) on this account, and you'll still be able to sign in with it.

If you prefer, you can create a [new Google Account](#) with email, and leave this one as-is.



The screenshot shows a form titled "Choose your Gmail address". It has three main sections: "Choose your Gmail address" with a text input field ending in "@gmail.com", "Mobile phone" with a dropdown menu showing a US flag and a text input field containing "215-969-4639", and "Your current email address" with a text input field containing "jane_user@hotmail.com". A blue "Submit" button is at the bottom right.

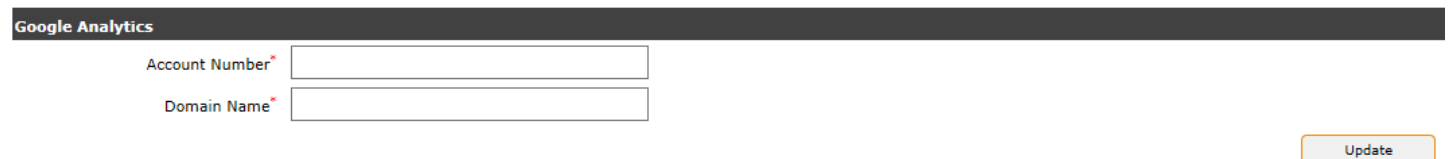
Step 2: Create a Google Analytics account



Visit www.google.com/analytics to create a Google Analytics account. Click **Access Google Analytics** and follow the instructions.

Step 3: Add your tracking code to the SIMULATIONiQ™ Enterprise web application

1. From the SIMULATIONiQ™ Enterprise web application, click **Settings > Portal Settings**.



The screenshot shows the "Google Analytics" section of the SIMULATIONiQ™ Enterprise web application. It has two input fields: "Account Number*" and "Domain Name*". An "Update" button is at the bottom right.

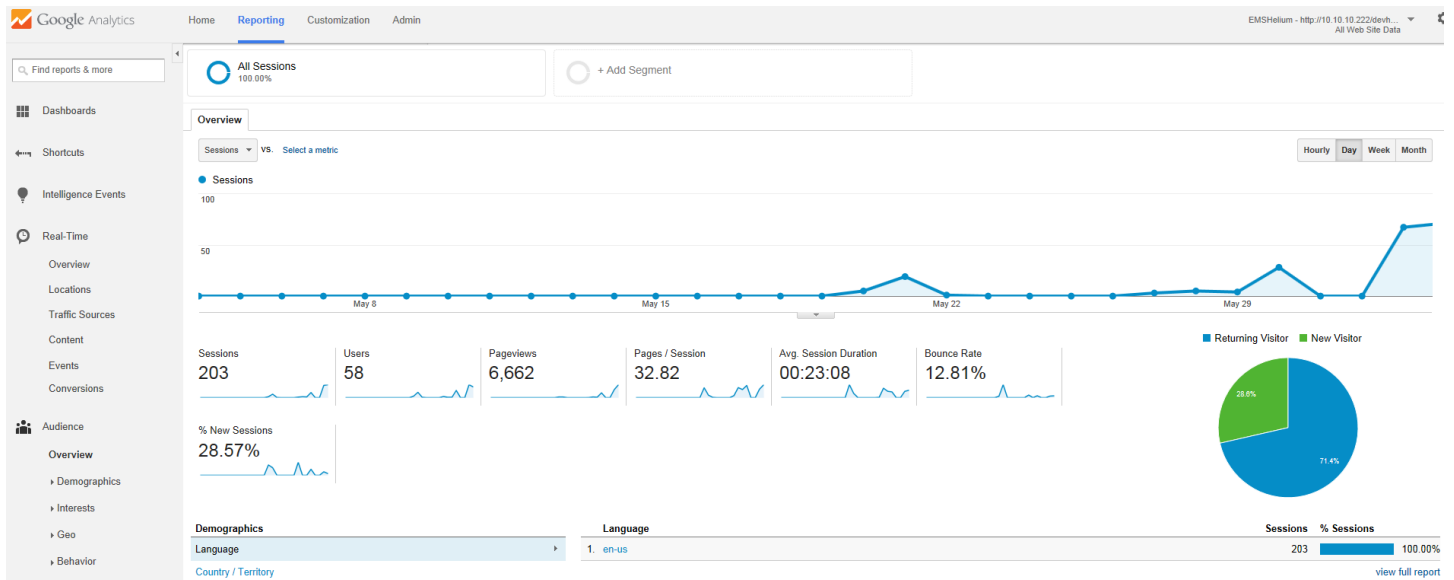
In the **Google Analytics** section:

2. In the **Account Number** field, add your Google Analytics account ID. **Note:** To find your account ID in Google Analytics, click **Admin > Account Settings**.

3. In the **Domain Name** field, add the URL of your SIMULATIONiQ™ Enterprise web application
4. Click **Update**. SIMULATIONiQ™ Enterprise web application usage data will be sent to your Google Analytics account.

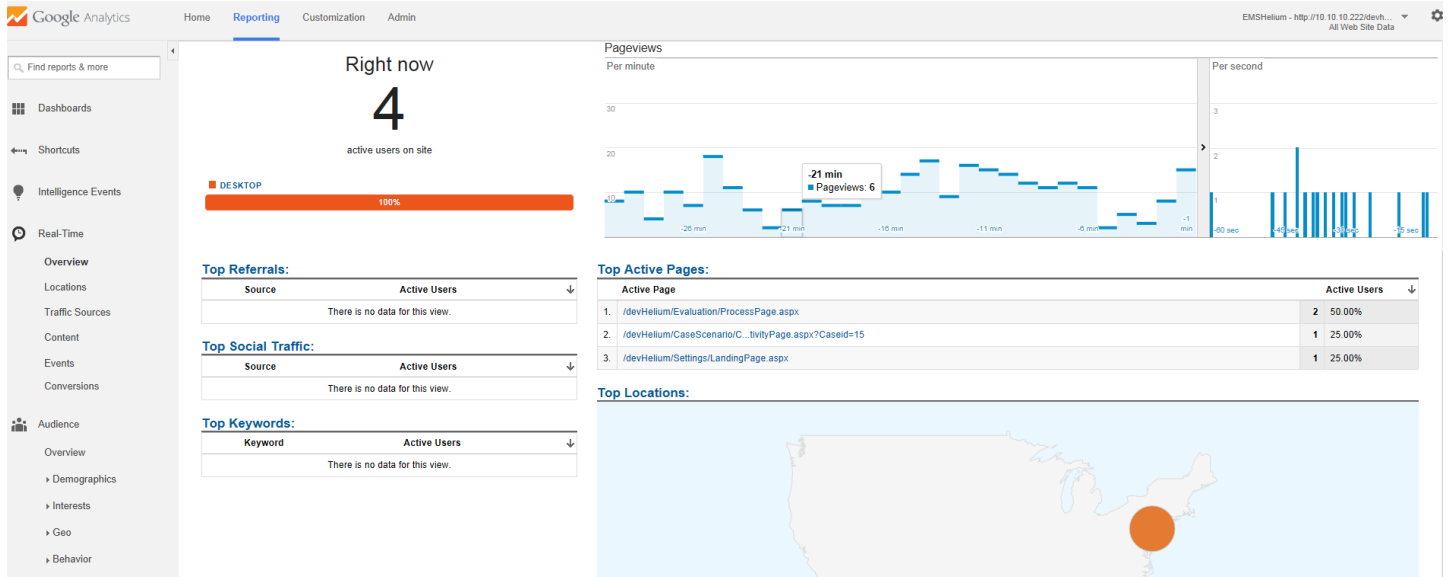
For more information about setting up your Google Analytics account, visit:
<https://support.google.com/analytics/answer/1008015?hl=en>.

Google Analytics Reporting examples



Reporting > Audience > Overview

Use this section to understand you audience characteristics.



Reporting > Real-Time > Overview

Use this section to monitor SIMULATIONiQ™ Enterprise user activity as it happens.