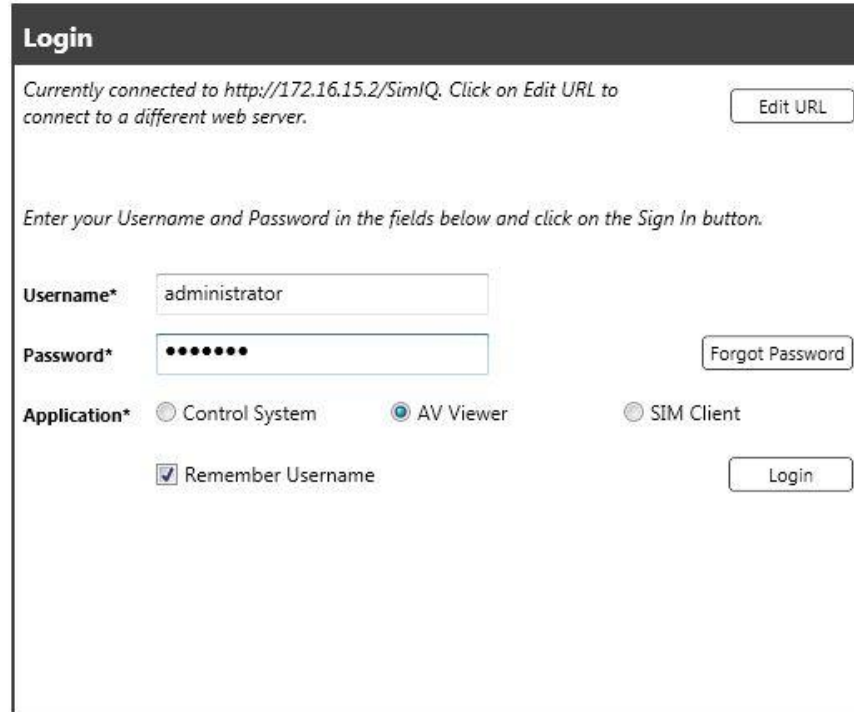


## AV Viewer

The AV Viewer enables viewing of live and recorded video with multiple camera views from multiple rooms. You can also sync camera feeds with bookmarks and simulator events from simulator laptops.

The AV Viewer application can be started by double-clicking on a desktop icon or selecting the application from the Windows desktop menu (it can also be accessed by the AV Viewer button in AV Control). The following screen appears:



The screenshot shows a login window titled "Login". At the top, it displays the current connection URL: "Currently connected to http://172.16.15.2/SimIQ. Click on Edit URL to connect to a different web server." There is an "Edit URL" button. Below this, instructions state: "Enter your Username and Password in the fields below and click on the Sign In button." The form includes a "Username\*" field with "administrator" entered, a "Password\*" field with masked characters, and a "Forgot Password" link. Under "Application\*", there are three radio buttons: "Control System", "AV Viewer" (which is selected), and "SIM Client". A "Remember Username" checkbox is checked. A "Login" button is located at the bottom right of the form.

Enter your **Username** and **Password** and click **Login**.

## Explore Tab

After logging onto AV Viewer, the **Explore** tab at the landing page displays video sorted by **Date**, **Indexed** or **Non-Indexed**, **Rooms**, **Bookmarks**, and any **Playlist** that includes video from AV Viewer (the **Live** view for available rooms appears by default).

The following screen appears:

The screenshot shows the AV Viewer interface. On the left is an 'Explore' sidebar with a tree view. The 'Live' section is highlighted with a red box. The main area displays a table with columns: Room, Description, and Schedule Details. A red box highlights the first five rows of the table.

Room	Description	Schedule Details
101	<a href="#">Sim Room 1</a>	
102	<a href="#">Sim Room 2</a>	
103	<a href="#">Sim Room 3</a>	
104	<a href="#">Sim Room 4</a>	
105	<a href="#">Sim Room 5</a>	
201	<a href="#">SP Room 1</a>	
202	<a href="#">SP Room 2</a>	
203	<a href="#">SP Room 3</a>	
204	<a href="#">SP Room 4</a>	
205	<a href="#">SP Room 5</a>	
Nurse Station		
Training Room 1	<a href="#">Sim Classroom</a>	
Training Room 2	<a href="#">SP Classroom</a>	

13 Record(s) Found

**Room Links**

To access video by date, select the following from the **Explore** column (as shown):

The screenshot shows the EMS Exton Training interface. The 'Explore' sidebar on the left has 'Date' highlighted under the 'Video' section with a red box. The main area shows a 'Playback' section with a search bar and a table of video sessions.

Lock	Unlock	Date	Room	Session	Case/Scenario	SP	Learner	Delete
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">11/21/2014 1:48:17 PM</a>	VF Training Rm					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">11/21/2014 1:48:17 PM</a>	Brandywine					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">11/21/2014 12:21:35 PM</a>	VF Training Rm					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">11/21/2014 12:21:35 PM</a>	Brandywine					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">11/21/2014 11:49:47 AM</a>	Brandywine					<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">11/21/2014 11:49:47 AM</a>	VF Training Rm					<input type="checkbox"/>

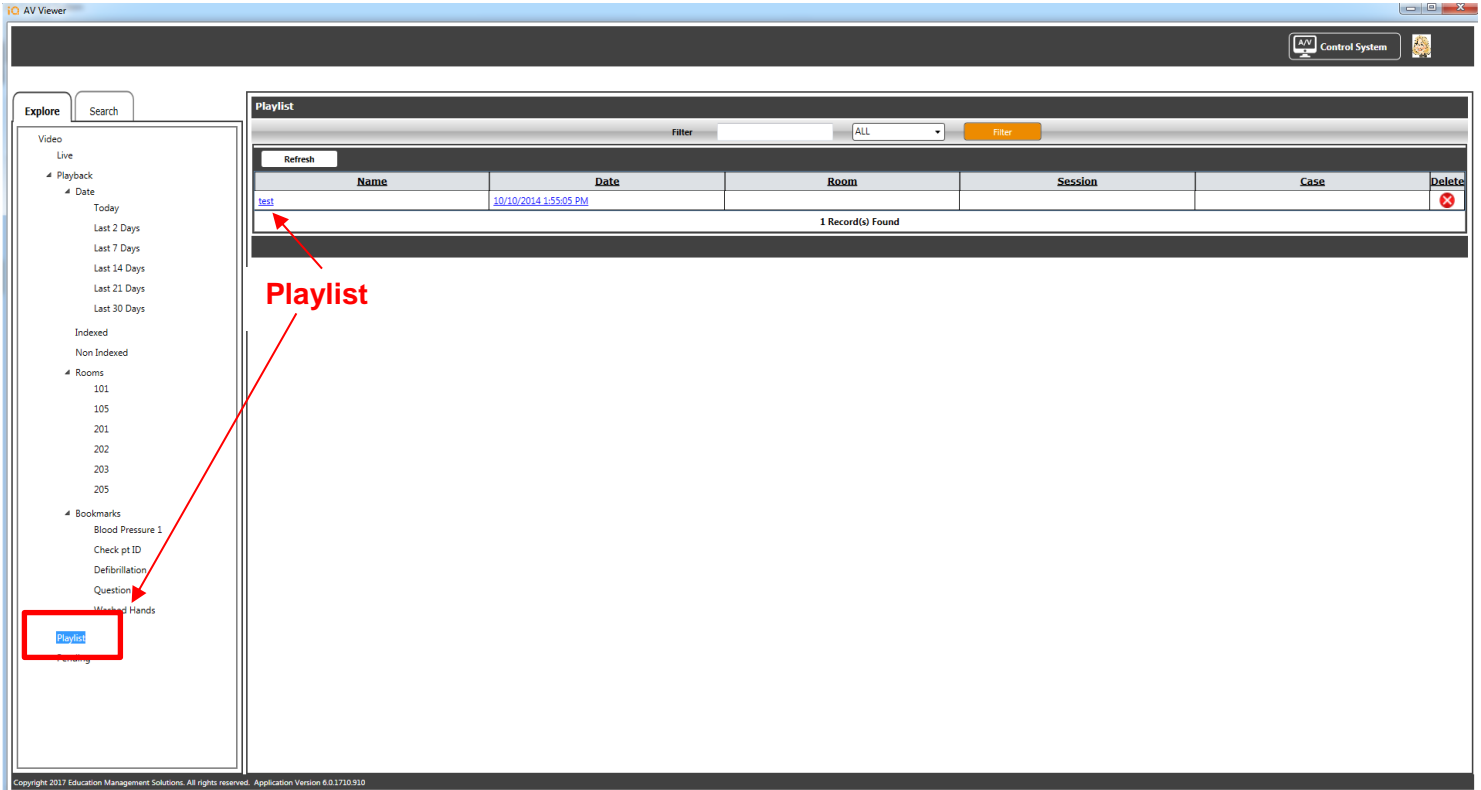
6 Record(s) Found

From the **Explore** tab, select any pre-recorded bookmark by highlighting the **Bookmark** selection under Playback. The grid in the right viewing pane displays all sessions associated with that bookmark. Click the **Date** to access the session (details for the Pulse checking bookmark appear below).

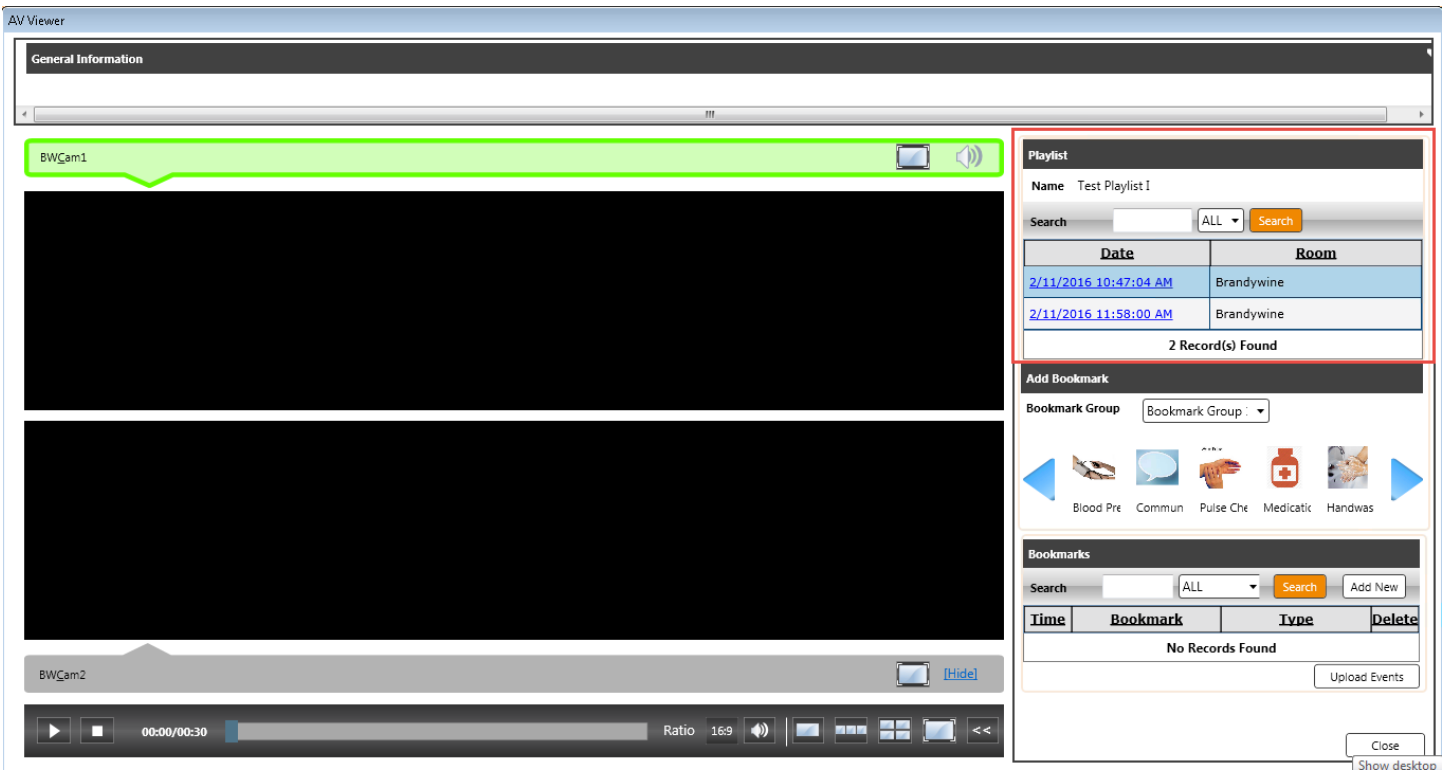
Playback							
Search		<input type="text"/>	ALL	Search			
Lock		Unlock					
<input type="checkbox"/>	Date	Room	Session	Case/Scenario	SP	Learner	Delete
<input type="checkbox"/>	<a href="#">9/17/2014 2:43:07 PM</a>	Brandywine	RN TEAM:LM	Head2toe		7, Learner; 8, Learner	
<input type="checkbox"/>	<a href="#">4/21/2014 2:13:42 PM</a>	VF Training Rm					
<input type="checkbox"/>	<a href="#">3/19/2014 4:10:00 PM</a>	VF Training Rm	CRAIG TEST	2 minute scenario	1, SP	1, Learner; 2, Learner	
<input type="checkbox"/>	<a href="#">3/19/2014 3:13:44 PM</a>	VF Training Rm					
<input type="checkbox"/>	<a href="#">12/18/2013 2:55:47 PM</a>	VF Training Rm	EMS train demo PK	Appendix removal PK		Andrews, Beth; 5, Learner; Angeli, Marco	
<input type="checkbox"/>	<a href="#">12/18/2013 2:04:14 PM</a>	VF Training Rm	EMS Train Demo01	Scenario01		1, Learner; Angeli, Marco	
<input type="checkbox"/>	<a href="#">12/18/2013 1:59:09 PM</a>	Brandywine	Nancy Scenario1	Nancy-Scenario1		Adams, Adele; 2, Learner; Learner, Student2; Learner, Student4	
<input type="checkbox"/>	<a href="#">12/18/2013 1:45:35 PM</a>	VF Training Rm					
<input type="checkbox"/>	<a href="#">11/1/2013 3:19:55 PM</a>	Brandywine	Ad-hoc Session	Aden Long MAA		10, Learner; 12, Learner	
<input type="checkbox"/>	<a href="#">10/16/2013 10:58:25 AM</a>	Brandywine					
10 Record(s) Found							

Access the Playlist

To view a playlist in SIMULATIONiQ™ Enterprise AV Viewer, complete the following steps:



1. From the AV Viewer application, click **Playlist** and then click the desired playlist from the grid (under the **Name** column).



2. From the **Playlist** area, click the Playlist link to view the videos in a series (more information on the activity page in AV Viewer follows).

### Searching in AV Viewer

Enter Search parameters by clicking the tab in the left column; the following search options are available:

- **Date From** – Select the From date by clicking the Date icon and making a selection.
- **Date To**– Select the To date by clicking the Date icon and making a selection.

The following checkbox selections are available:

- **Indexed** – Click this checkbox to search for indexed videos.
- **Non-Indexed** – Click this checkbox to search for non-indexed videos.
- **Locked** – Click this checkbox to search for locked videos that cannot be deleted.
- **Unlocked** – Click this checkbox to search for unlocked videos that can be deleted.

Select any rooms by clicking the **Room** drop-down list. You can also enter **Keywords** at the text field to narrow your search. Press **Search** to generate results or **Clear** to remove your selections.

A sample list of videos follows:

EMS Exton Training administrator, administrator (administrator) Control System Logout

Explore **Search** Help

Date From  To

Options  
 Indexed  Non Indexed  
 Locked  Unlocked  
Room

Keywords

**Playback**

Search  ALL

<input type="checkbox"/>	Date	Room	Session	Case/Scenario	SP	Learner	Delete
<input type="checkbox"/>	11/21/2014 1:48:17 PM	VF Training Rm					<input type="button" value="X"/>
<input type="checkbox"/>	11/21/2014 1:48:17 PM	Brandywine					<input type="button" value="X"/>
<input type="checkbox"/>	11/21/2014 12:21:35 PM	VF Training Rm					<input type="button" value="X"/>
<input type="checkbox"/>	11/21/2014 12:21:35 PM	Brandywine					<input type="button" value="X"/>
<input type="checkbox"/>	11/21/2014 11:49:47 AM	Brandywine					<input type="button" value="X"/>
<input type="checkbox"/>	11/21/2014 11:49:47 AM	VF Training Rm					<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 2:40:00 PM	Brandywine	Test Analgesic 84	Test Analgesic 62	Jenkins, Gordon	Howard, Dave	<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 2:15:00 PM	Brandywine	Test Analgesic 84	Test Analgesic 62	Jenkins, Gordon	Mannering, Guy	<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 11:08:41 AM	VF Training Rm	Rob's Session Migration November	Rob November Migration	7, SP	1, Learner; 4, Learner; 7, Learner; 10, Learner; 12, Learner	<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 11:03:35 AM	Brandywine	Becky's Session	Test Becky			<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 11:03:35 AM	VF Training Rm	Becky's Session	Test Becky	1, SP	1, Learner; 10, Learner; 11, Learner	<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 10:54:40 AM	VF Training Rm	JL Session November Migration	JLNovember Migration_Copy		1, Learner	<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 10:44:10 AM	Brandywine	Ad-hoc Session				<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 10:44:10 AM	VF Training Rm	Ad-hoc Session				<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 10:43:03 AM	Brandywine	Ad-hoc Session				<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 10:43:03 AM	VF Training Rm	Ad-hoc Session				<input type="button" value="X"/>
<input type="checkbox"/>	11/20/2014 10:36:30 AM	VF Training Rm	Rob's Session Migration November	Rob November Migration	7, SP	1, Learner; 4, Learner; 7, Learner; 10, Learner; 12, Learner	<input type="button" value="X"/>
<input type="checkbox"/>	11/19/2014 5:09:15 PM	Room 1	AEM - 7431	AEM - Case Master	1, SP	5, Learner	<input type="button" value="X"/>

492 Record(s) Found

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The following additional functionality is available:

- **Lock** - Click the checkbox next to the selected video(s) to allow an Administrator to lock the video, meaning that it cannot be deleted (the Delete grid functionality is grayed out). After clicking the checkbox, press the **Lock** button.
- **Unlock** – Click the checkbox next to the selected video(s) to allow an Administrator to unlock the video, meaning that it can now be deleted (the Delete grid functionality reappears). After clicking the checkbox, press the **Unlock** button.

### AV Viewer Activity Page (Live/Recorded Video)

To access a room in AV Viewer in live view, click on the Live room link in the Explore tab from the landing page as shown below.



**Live**

Room	Description	Schedule Details
101	<a href="#">Sim Room 1</a>	
102	<a href="#">Sim Room 2</a>	
103	<a href="#">Sim Room 3</a>	
104	<a href="#">Sim Room 4</a>	
105	<a href="#">Sim Room 5</a>	
201	<a href="#">SP Room 1</a>	
202	<a href="#">SP Room 2</a>	
203	<a href="#">SP Room 3</a>	
204	<a href="#">SP Room 4</a>	
205	<a href="#">SP Room 5</a>	
Nurse Station		
Training Room 1	<a href="#">Sim Classroom</a>	
Training Room 2	<a href="#">SP Classroom</a>	



13 Record(s) Found

**Live Room Links, Red indicates the Room is Recording**

Make the desired room selection and AV Viewer can display up to 4 camera views. You can also drag and drop a camera selection from one room into the camera selections (maximum 4 views) of another room. See following screenshot:

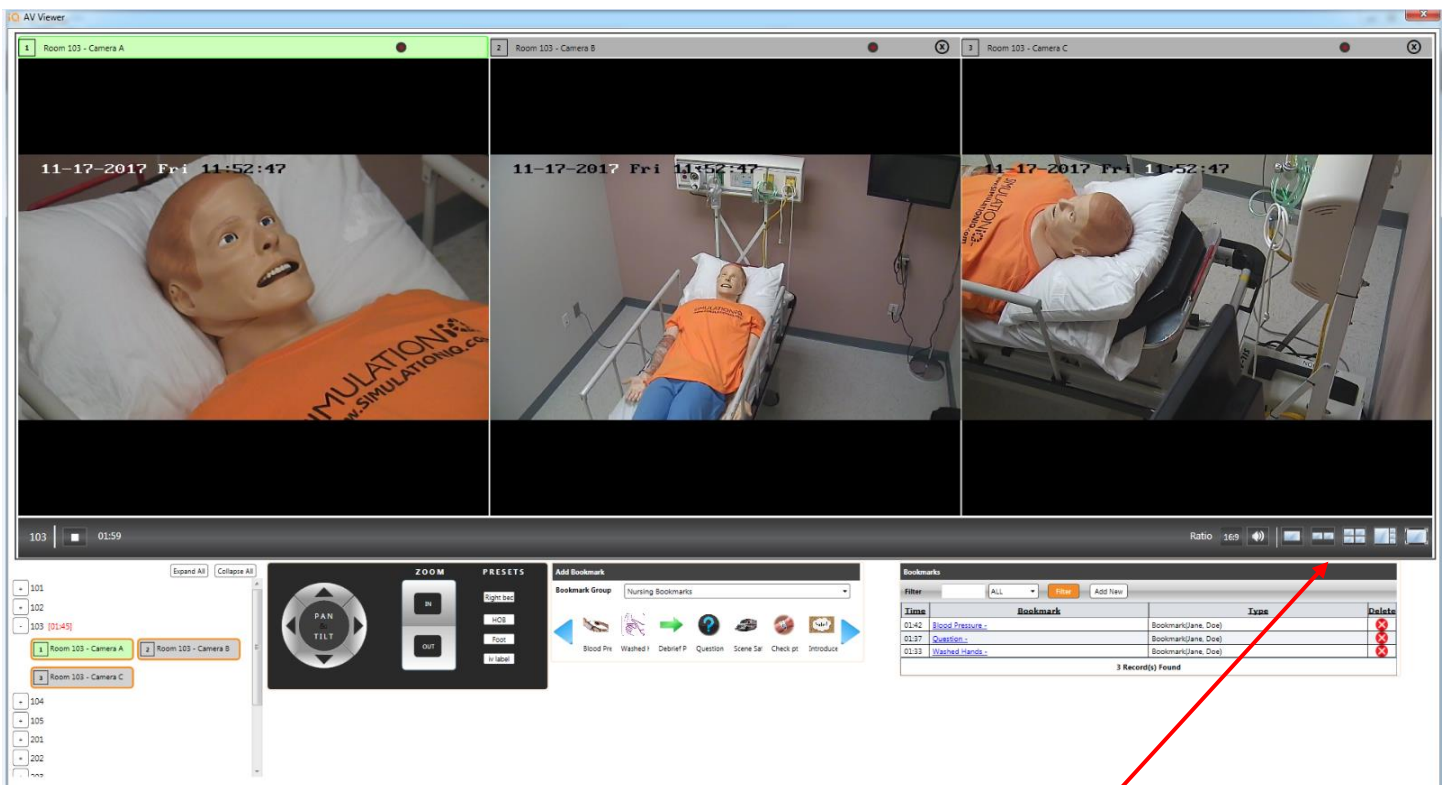
The screenshot displays four camera views (TV1-A, TV1-B, TV1-C, TV1-D) of a simulation room. The bottom-right view (TV1-D) shows a patient on a gurney with vital signs: HR 92, SpO2 97, BP 120/78, and Tper 96.7. The right-hand control panel includes buttons for PTZ/Bookmarks, IP CAM 1 & 2, and TVI Room Simulationq Room 5 mCenter.






**Note:** As with AV Control, you can alter the aspect ratio in live view at either **4.3** (Universal) or **16.9** (Widescreen, High Definition, and European).







To begin recording, press the  button (button toggles to  while recording is taking place).

### Recorded Video

After selecting a video from either the **Explore** or **Search** tabs at the landing page, the following view appears:



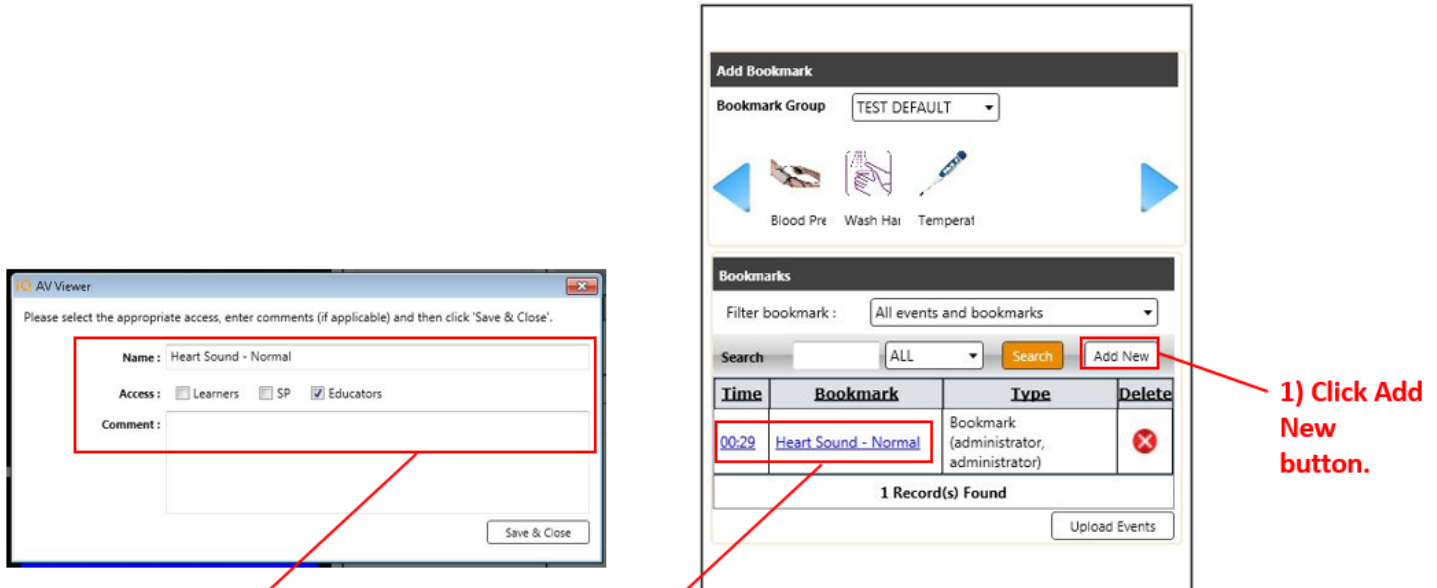
Upon selecting the video from the grid, it automatically starts playing in the Activity page view. Click the  icon to pause the video and the  icon to play the video. Press the  icon to stop the video and return it to 00:00. You can also click and drag the  icon on the timer bar to move to any point in the video. Click the  icon to turn the volume on and off for the recording.

	A single, enlarged video feed from selected view
	Two video feeds, enlarged
	Three video feeds, enlarged
	Up to four video feeds
	A view without ribbon (press Esc to go to prior view)
	View disappears; drag and drop from right column into pane to reappear



## Manage Bookmarks

To bookmark the video, perform the following steps:



**1) Click Add New button.**

**2) Bookmark appears in grid – click to rename.**

**3) Enter new bookmark name, select access (Educators is checked by default), and enter any comments.**

As shown, the newly added bookmark appears at the bottom of the Bookmarks grid (access is view only for learners and SPs).

**Note:** You can bookmark both live and recorded video.

**Note:** You can assign a bookmark to a bookmark group through the web application, but not AV Viewer.

You can also learn more about bookmarks by viewing the **Create or Search for Bookmarks During Video** topic in the SIMULATIONiQ Enterprise Video (Web) Training Guide.



Enter one or more keywords at the Search text field of the **Add Bookmark** screen; you can search bookmarks appearing on the grid by **All Bookmarks**, **Time**, **Bookmark**, and **Type**. Click any heading of a grid column to sort bookmarks by that heading. Bookmarks can also be filtered by **All Events and Bookmarks** or **Bookmarks Only**.

## Upload Events

Use this functionality to upload simulation events to the AV Viewer application which can then be synchronized with video. This enables educators to assess overall team performance as well as individual performances.

A sample video with uploaded bookmarks and simulation events appears below:



**Bookmarks**

Filter bookmark: All events and bookmarks

Search:  ALL

Time	Bookmark	Type	Delete
00:09	HR: 77	Event(administrator, administrator)	
00:10	awRR: 0	Event(administrator, administrator)	
00:46	Vocal sound = Cough(VocalSound)	Event(administrator, administrator)	
01:00	awRR: value: 0 HR: value: 79 BP: Systolic: 126 /	Event(administrator, administrator)	
01:03	Pulse radialis/brachialis: Pulse strength = weak(g)	Event(administrator, administrator)	
02:00	awRR: value: 0 HR: value: 79 BP: Systolic: 126 /	Event(administrator, administrator)	
02:54	Patient ID	Bookmark(administrator, administrator)	
03:00	awRR: value: 0 HR: value: 77 BP: Systolic: 126 /	Event(administrator, administrator)	

21 Record(s) Found

**Blue flag – Bookmarked learner activity (noted under “Type”)**  
**Red flag – Uploaded Simulator event (noted under “Type”)**

Depending on the simulator type, events and vital sign details will either be loaded automatically or must be loaded manually into the AV Viewer. The following table contains more information:

Simulator Type	Upload Events and Vitals Automatically (Sync Not Required)	Upload and Sync Manually
Laerdal 3G	Yes	No
Non-3G Laerdal	Yes	No
Gaumard	Yes	No
Meti/CAE	SIMULATIONiQ Enterprise records vital sign information, brings over events via a USB connection	<b>Yes</b>

You can upload bookmarked events by pressing the **Upload Events** button, as shown:

**Bookmarks**

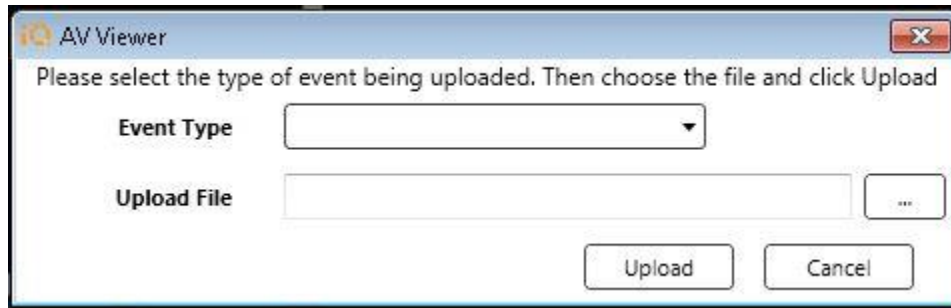
Filter bookmark :

Search  ALL

Time	Bookmark	Type	Delete
00:06	<a href="#">ECG leads attached(MonitorEcgLeadsAttached)</a>	Event(administrator, administrator)	<input type="button" value="X"/>
00:06	<a href="#">SpO2Probe</a>	Event(administrator, administrator)	<input type="button" value="X"/>
00:07	<a href="#">ABP sensor connected(MonitorABPSensor)</a>	Event(administrator, administrator)	<input type="button" value="X"/>
00:07	<a href="#">PAP sensor connected(MonitorPapSensors)</a>	Event(administrator, administrator)	<input type="button" value="X"/>
00:07	<a href="#">Scenario Started</a>	Event(administrator, administrator)	<input type="button" value="X"/>
00:07	<a href="#">HR: value: 80 BP: Systolic: 126 / Diastolic: 84</a>	Event(administrator, administrator)	<input type="button" value="X"/>
00:08	<a href="#">CO2 sensor connected(MonitorCO2Sensor)</a>	Event(administrator, administrator)	<input type="button" value="X"/>
00:09	<a href="#">HR 77</a>	Event(administrator, administrator)	<input type="button" value="X"/>

**21 Record(s) Found**

Click **Upload Events**.



AV Viewer

Please select the type of event being uploaded. Then choose the file and click Upload

Event Type

Upload File

Select the **Event Type** from the drop-down list. If the simulator type is compatible with automatic upload, select or enter the path where the file is located at the **Upload File** field and click **Upload** to populate the grid with events as bookmarked video.

## Sync

For a Meti/CAE simulator, click the **Sync** button at the top of the room viewing pane. The following screen appears:

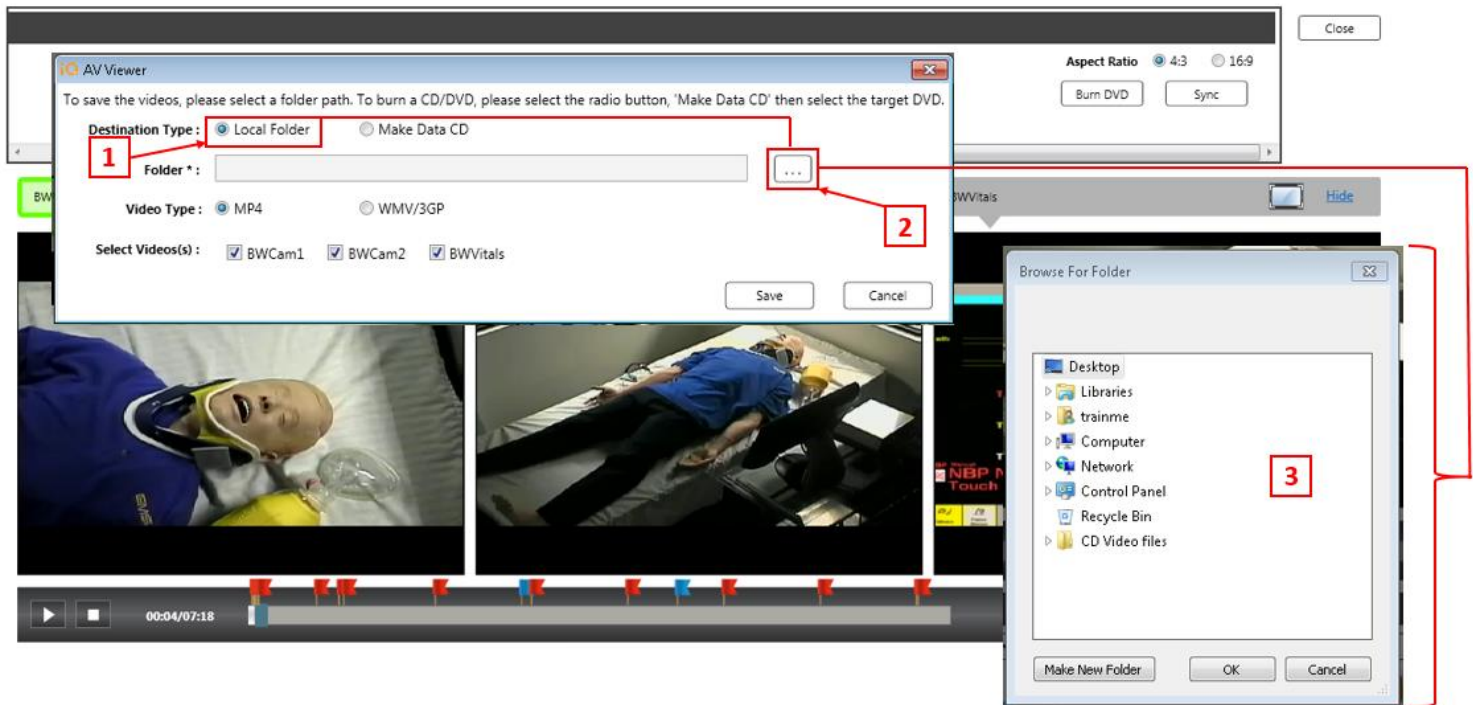


Highlight the first bookmark in the grid to be synched on the grid and press **Sync**. A message stating that the update was successful appears onscreen.

## Burn DVD

To burn a DVD within AV Viewer, select a bookmark or video by date, room location, or indexed/non-indexed status from the **Explore** tab to open the **General Information** screen. Press the **Burn DVD** button in the upper right corner.

The following view appears:



## Method A

In this example, you can download the video to your computer and use your computer's DVD burning software. Select the **Local Folder** radio button **1** and navigate to the folder by clicking on the "..." symbol **2**. From here, browse for the folder where you wish to save the video file **3**.

From here, enter the following information:

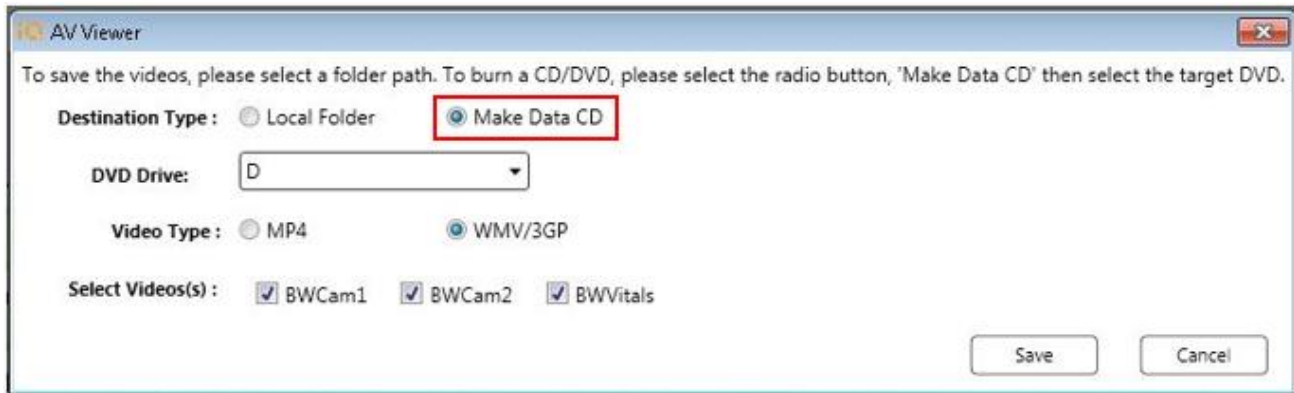
- Select the desired video format next to **Video Type**. Choose from one of the following selections:
  - **MP4** – This is universally supported across most digital devices, including iPods.
  - **WMV/3GP** – Windows Media Video (.wmv format) will be played back using a Windows Media Player (recommended format for attaching a clip in PowerPoint). The 3GP format is a multimedia format for mobile devices.
- Select the camera view videos (or all cameras) you would like to download by checking the applicable checkboxes next to Select Video(s).
- Click **OK** at the Browse for Folder screen and the files will download to the selected folder (files can be saved locally).

When you are ready to burn a DVD, locate the video files you just saved and start your DVD burning software.



## Method B

In this example, you can download files and burn them directly onto a DVD from the following screen:



To do so, perform the following steps:

- Insert a blank DVD into your computer's DVD drive (drive is mapped to D:\ for this example).
- Click the **Make Data CD** radio button.
- Select a format next to **Video Type** (MP4 or WMV/3GP).
- Select which camera view videos (or all cameras) you would like to download by checking the applicable camera checkboxes.

After clicking **Save**, a confirmation message appears saying that the disc has been created.

## More Information

After selecting a bookmark by type or a video by room/date from the Explore tab, the **General Information** screen within the activity page appears, as follows:

**General Information**

Room Brandywine  
Date/Time 12/4/2013 10:32 AM  
Case/Scenario Anaphylaxis.apx  
Session Name Anaphylaxis.apx

Aspect Ratio 4:3 16:9  
Burn DVD Sync More Information Edit Video(s)

BWCam1 BWCam2 BWVitals

NO VIDEO

02:28/19:58

**Add Bookmark**  
Bookmark Group TEST DEFAULT  
Blood Pre Wash Hai Temperat

**Bookmarks**  
Filter bookmark: All events and bookmarks  
Search ALL Search Add New

Time	Bookmark	Type	Delete
12:23	<a href="#">Overdose</a>	Bookmark(administrator, administrator)	✖
12:25	<a href="#">CPR</a>	Bookmark(administrator, administrator)	✖
12:29	<a href="#">Wash_Hands</a>	Bookmark(administrator, administrator)	✖
12:30	<a href="#">Debrief</a>	Bookmark(administrator, administrator)	✖
12:31	<a href="#">CPR</a>	Bookmark(administrator, administrator)	✖
12:32	<a href="#">Meds</a>	Bookmark(administrator, administrator)	✖
12:35	<a href="#">Assess</a>	Bookmark(administrator, administrator)	✖

7 Record(s) Found  
Upload Events

**Please use scroll bar to view all buttons.**

Click the **More Information** button at the top of the page to access the **Video Properties** page, as follows:

**Video Properties**

*Video Properties*

**Session Name** Anaphylaxis apx **Room** B Display Videos

**Case/Scenario** Anaphylaxis apx **Date/Time** 1

**Encounter No:** 1 **SP**

**Users**

ALL

Name	Type	View	Active From	Expires On
P, Bill Educator	Educator	True		

1 Record(s) Found

**Notes**

---

**Access**

*Video Access*

**Access List**

ALL

Organization Unit	View	Active From	Expires On
EMS University	No		
NURS EM	No		
SOM	No		
Pediatric Oncology	No		

62 Record(s) Found

---

**Playback**

*Playback List*

**Playback**

ALL

Name	Edit
BW_Cam1	<a href="#">Edit</a>
BW_Cam2	<a href="#">Edit</a>
BW_Vitals	<a href="#">Edit</a>

3 Record(s) Found

Click here to return to the More Information viewing pane.

The **Video Properties** section provides the following details:

- **Session Name** – This displays the session name associated with this video.
- **Case/Scenario** – This displays the name of the case/scenario associated with this session.
- **Encounter No.** – This is the number of the encounter scheduled for this session that is portrayed in the video.
- **Room** – This is the room where the video was recorded.
- **Date/Time** – This is the date/time when the video was recorded.
- **SP** – This lists the SP that was assigned to the case and participated in the video. If no SP is assigned, no name appears at this field. This is independent of whether or not the SP has view or download rights to the video; it is only listing the participant information.

The **Users** grid displays the **Name** of the individual viewing the video, the **Type** of individual (Administrator, Educator, SP, or Learner), the **View** rights (True or False), and the **Active From** Date and the **Expires On** Date (if View rights is set to Yes).

Click the hyperlinked titles of each grid column to sort data by that title. You can also search for user information within the grid by entering information in the **Search** text box, selecting a column heading value as appropriate from the drop-down list, and pressing the **Search** button. Press **Clear** to remove search settings.

The **Access List** grid displays the name of the **Organizational Unit** that has been granted access to the video. As with the **Users** grid, the View rights (Yes or No) and the **Active From** Date and the **Expires On** Date (if View rights is set to Yes) appear.

Click the hyperlinked titles of each grid column to sort data by that title. You can also search for organizational unit information within the grid by entering information in the **Search** text box, selecting a column heading value as appropriate from the drop-down list, and pressing the **Search** button. Press **Clear** to remove search settings.

The **Playback** grid provides a list of cameras for the room where the session/scenario occurred, with video associated with each camera shown on the grid. Click the **Name** column heading to resort the cameras listed in the grid. You can also search by camera name by entering a value in the **Search** text box, selecting Name from the drop-down list (or All), and pressing **Search**. Press **Clear** to remove search settings.

**Note:** See Splitting and Merging Clipped Video to learn more about **Edit** functionality.

## Splitting and Merging Clipped Video

There are two ways to access functionality to split and merge video in AV Viewer. The first is to press the **Edit Video(s)** button, as follows:



**Please use scroll bar  
to view all buttons.**

The second is to click the **Edit** link via the **More Information** button to access the pre-recorded video for the selected room camera, as follows:

**Playback**

Playback List

Playback Search  ALL

Name	Edit
BW_Cam1	<a href="#">Edit</a>
BW_Cam2	<a href="#">Edit</a>
BW_Vitals	<a href="#">Edit</a>

3 Record(s) Found

Using either method, the **Simple Edit** tab appears.

### Simple Edit Tab

In the **Edit** column, click the **Edit** hyperlinks for the room cameras to split and merge video associated with each room camera. The following appears:





Select **Mark In** at the point in which you want the clipped video to start. Select **Mark Out** at the point in which you want the clipped video to stop. Repeat these steps to save multiple snippets from the same video if desired.

Click the checkboxes to apply any snipped videos to all videos in an encounter or reconvert any snipped videos to a .wmv format. A confirmation message appears onscreen after making your selection.

Click **Save** to retain any clipped video or **Cancel** to delete any clipped video (after pressing **Save**, the message “Edit Successfully Complete” appears).

### Advanced Edit Tab

Video created using selected cameras in the **Simple Edit** tab appear in the Video List in the **Advanced Edit** tab, as follows:



Room Name	Video	Start time
Brandywine	BW_Cam1	2/11/2016 10:47:04 AM
Brandywine	BW_Cam2	2/11/2016 10:47:04 AM
Brandywine	BW_Vitals	2/11/2016 10:47:04 AM

Click the hyperlinked column headings to sort grid videos by **Room Name**, **Video**, and **Start Time**. Click **Add New** to search for more external video to add to the play list (external video is added to the grid when selected). You can also **Mark In** and **Mark Out** additional video snippets using the same functionality as the **Simple Edit** tab.

After populating the grid with snipped video, highlight each grid entry and click **Add to List** to create a list of videos. Each video is represented by a tile appearing in the right column. You can use the up and down arrows within the tiles to reorder your snipped videos when creating your video clip or you can delete the snipped videos.

Click **Add to Digital AV System** to add the clip as unindexed video under the Playback menu on the Explore tab (the message “Merged Successfully – Successfully Uploaded to Digital AV” appears). Click **Save Local** to save the file to your local PC directory; this retains your clip on your network as a HiK-format video file.

**Note:** The following message may appear if merging multiple video formats:

