

## User Access Security

Use the SIMULATIONiQ<sup>TM</sup> 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.
- Regardless of access restrictions, all Administrators always have full access to the application.

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.

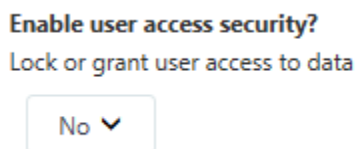
4. Security access to **EXISTING** Cases & Scenarios, Sessions or Rooms must be set. Complete the steps on the following pages to grant access.

## Parameters

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

## 1. Enable user access security

1. Click **Settings > Parameters > General**.



2. Click **Yes** next to the **Enable user access security** parameter.
3. Click **Save Changes**.

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.

## Access Security

- You have enabled access security restrictions for this application. This allows you to set access restrictions for Cases & Scenarios, Simulation Sessions and Rooms. Important! Regardless of access restrictions, all Administrators have full access to the application.

The following items must be in place start to using access security properly:

- All users must belong to an Organization Unit or Learner Group
- Once access security is activated, access to Cases & Scenarios, Simulation Sessions and Rooms must be granted.

If you have any further questions, please contact EMS Support 1-800-405-7500 or email [csupport@simulationiq.com](mailto:csupport@simulationiq.com) to further assist you in setting up access security.

Select OK to continue.

Ok

- Click **OK**.

## 2. Select the default security access

If the previous parameter is set to Yes, select the default security access for the following:

Case, Schedule, Room

Public



- 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*

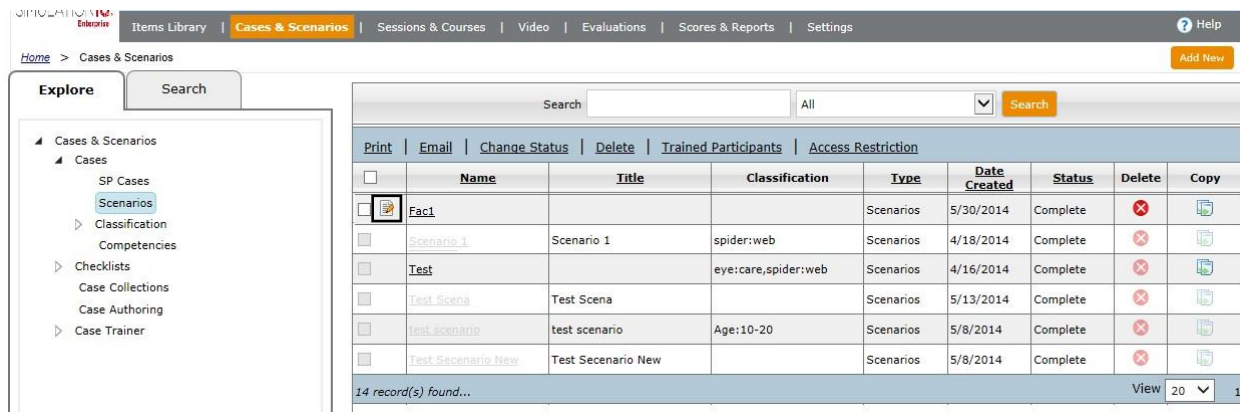
User access security applies to the following screens in Cases and Scenarios. Each area is defined on the following pages.

Cases & Scenarios screens	Description
Landing page > SP Cases Landing page > Scenarios	<ul style="list-style-type: none"> <li>Displays the cases or scenarios you have edit or read-only access to.</li> <li>Enables you to grant Edit or Read-only access to one or more Cases and Scenarios.</li> </ul>
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 type="checkbox"/>	Fact1			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 Scena	Test Scena		Scenarios	5/13/2014	Complete		
<input type="checkbox"/>	test scenario	test scenario	Age:10-20	Scenarios	5/8/2014	Complete		
<input type="checkbox"/>	Test Scenarion New	Test Scenarion New		Scenarios	5/8/2014	Complete		

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

**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.

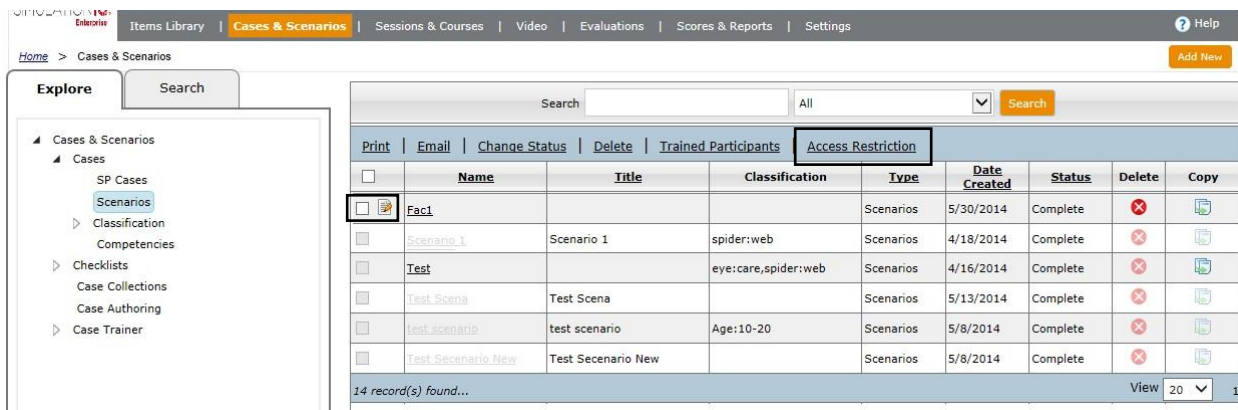
**Read-only** cases and scenarios appear as follows:

- 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.

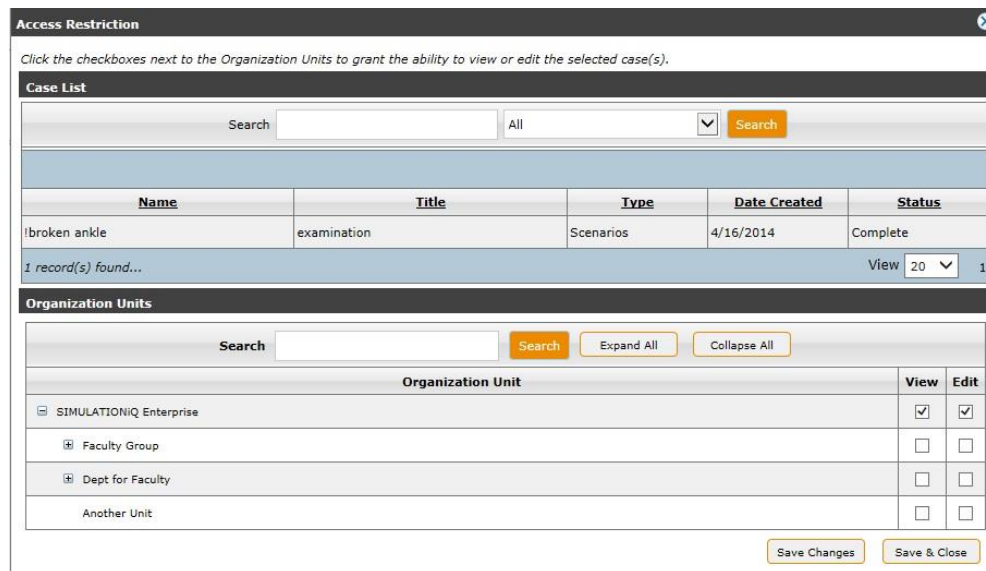
## Grant Edit or Read-only access to one or more Cases and Scenarios from the Landing Page



The screenshot shows the 'Cases & Scenarios' landing page. On the left is an 'Explore' sidebar with a tree view containing 'Cases', 'SP Cases', 'Scenarios', 'Classification', 'Competencies', 'Checklists', 'Case Collections', 'Case Authoring', and 'Case Trainer'. The main area displays a table of cases and scenarios. At the top of this table, a toolbar contains links: 'Print', 'Email', 'Change Status', 'Delete', 'Trained Participants', and 'Access Restriction'. The 'Access Restriction' link is highlighted with a red box. Below the table, it indicates '14 record(s) found...' and a 'View' dropdown set to '20'.

	Name	Title	Classification	Type	Date Created	Status	Delete	Copy
<input type="checkbox"/>	Fact			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 Scena	Test Scena		Scenarios	5/13/2014	Complete		
<input type="checkbox"/>	test scenario	test scenario	Age:10-20	Scenarios	5/8/2014	Complete		
<input type="checkbox"/>	Test Scenarion New	Test Scenarion 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.



The 'Access Restriction' pop-up window has a title bar with a close button. Below the title bar is a message: 'Click the checkboxes next to the Organization Units to grant the ability to view or edit the selected case(s)'. The window is divided into two main sections: 'Case List' and 'Organization Units'.

**Case List**

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

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

**Organization Units**

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

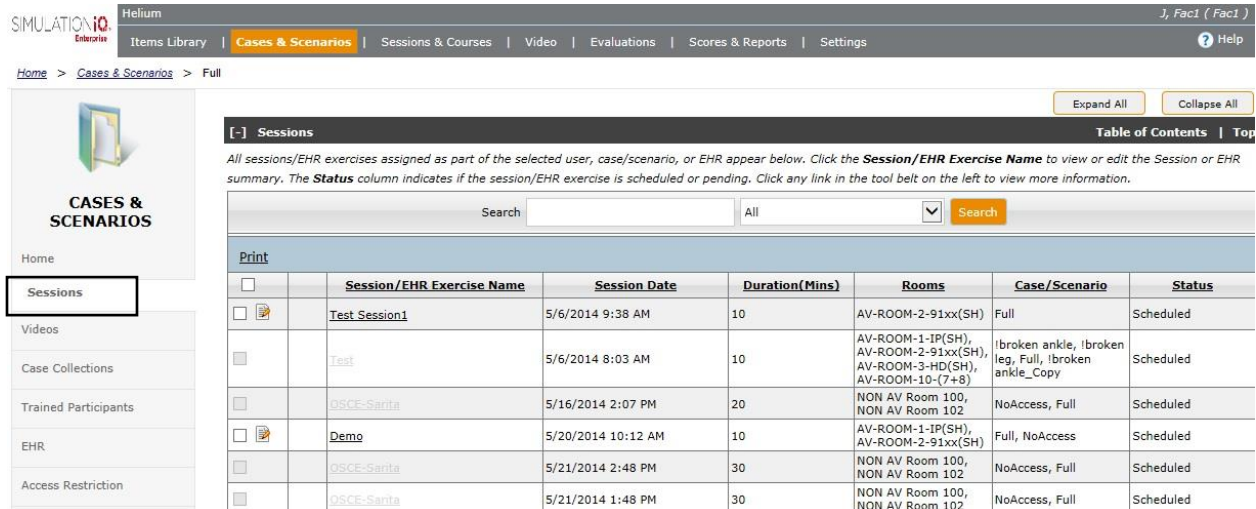
Buttons at the bottom: Save Changes, Save & Close.

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 case or scenario. 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:



The screenshot shows the SIMULATIONiQ Enterprise interface. The top navigation bar includes links for Items Library, Cases & Scenarios (highlighted), Sessions & Courses, Video, Evaluations, Scores & Reports, and Settings. The left sidebar shows a list of links: Home, Cases & Scenarios, Sessions (highlighted), Videos, Case Collections, Trained Participants, EHR, and Access Restriction. The main content area is titled "Sessions" and contains a table of sessions.

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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.

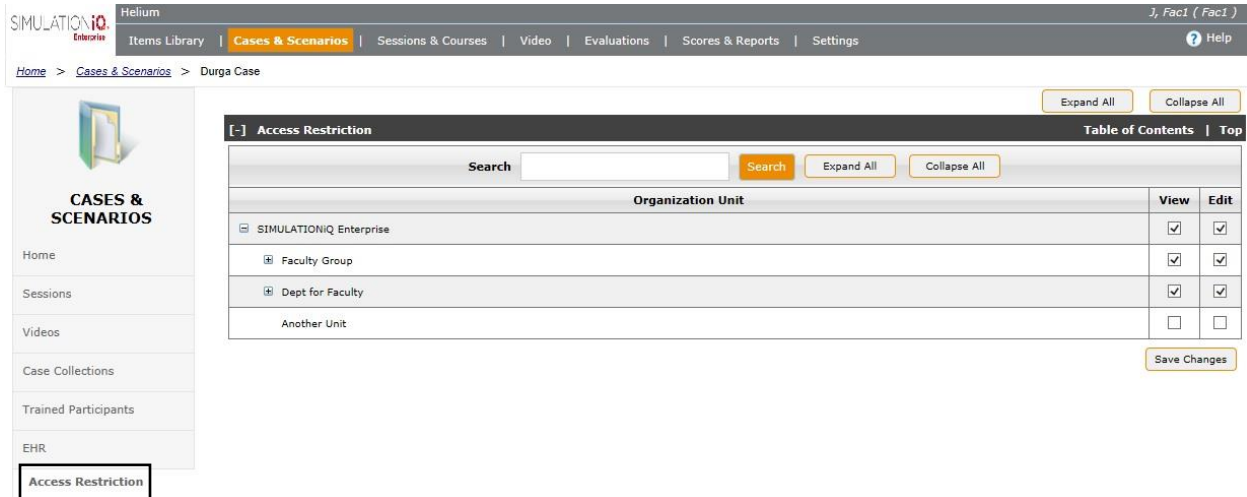
Session/EHR Exercise Name	Session Date	Duration(Mins)	Rooms	Case/Scenario	Status
<a href="#">Test Session1</a>	5/6/2014 9:38 AM	10	AV-ROOM-2-91xx(SH)	Full	Scheduled
<a href="#">Test</a>	5/6/2014 8:03 AM	10	AV-ROOM-1-1P(SH), AV-ROOM-2-91xx(SH), AV-ROOM-3-HD(SH), AV-ROOM-10-(7+8)	!broken ankle, !broken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



The screenshot shows the SIMULATIONiQ Enterprise interface. The top navigation bar includes 'Items Library', 'Cases & Scenarios' (highlighted), 'Sessions & Courses', 'Video', 'Evaluations', 'Scores & Reports', and 'Settings'. The left sidebar shows 'Home', 'Sessions', 'Videos', 'Case Collections', 'Trained Participants', 'EHR', and 'Access Restriction' (highlighted). The main content area displays the 'Access Restriction' toolbelt for the 'Durga Case'. It includes a search bar, 'Expand All', and 'Collapse All' buttons. Below is a table with columns for 'Organization Unit', 'View', and 'Edit'.

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

Buttons: Expand All, Collapse All, 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	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-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.*

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 15 1

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**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 1 2 3

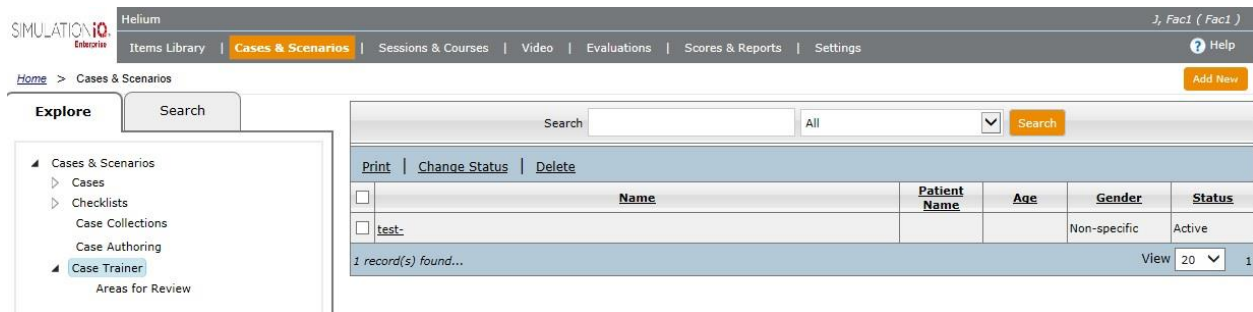
Weight\* 1.00 Minimum Required %

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.



The screenshot shows the SIMULATIONiQ Enterprise web application. The top navigation bar includes links for Items Library, Cases & Scenarios (highlighted), Sessions & Courses, Video, Evaluations, Scores & Reports, and Settings. A user profile for 'Helium' is visible in the top right corner. The left sidebar shows a tree view with 'Cases & Scenarios' expanded, containing 'Cases', 'Checklists', 'Case Collections', 'Case Authoring', and 'Case Trainer' (highlighted). The main content area displays a table of cases. The table has columns for Name, Patient Name, Age, Gender, and Status. A single case named 'test-' is listed with a status of 'Active'. The table footer indicates '1 record(s) found...' and a 'View' dropdown set to '20'.

	Name	Patient Name	Age	Gender	Status
<input type="checkbox"/>	test-			Non-specific	Active

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

## 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.

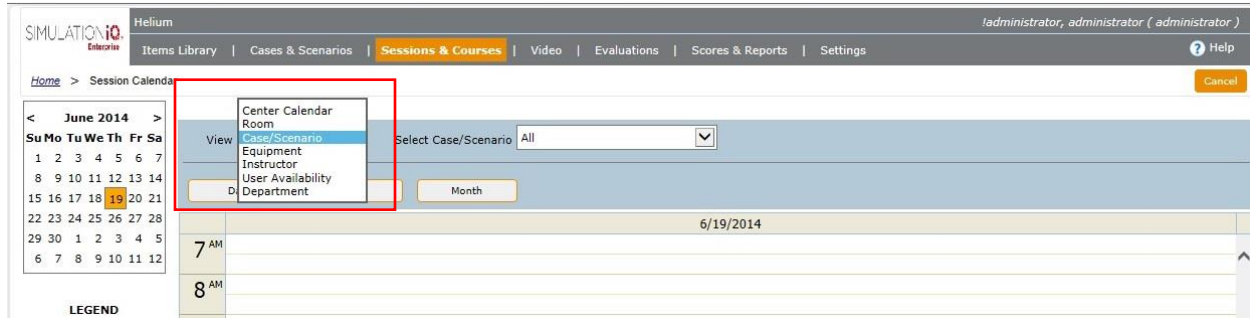
Session screens	Description
Calendar	<ul style="list-style-type: none"> <li>• The View drop-down will only show the Rooms and Cases/Scenarios that you can view or edit.</li> <li>• You can view the Session Summary when you select the session.</li> <li>• If you do not have access to view the session, then the Show Details button does not appear.</li> </ul>
Landing page > Sessions & Courses	<ul style="list-style-type: none"> <li>• Displays the sessions you have edit or read-only access to.</li> <li>• Enables you to grant Edit or Read-only access to one or more Sessions.</li> </ul>
Copy session	You cannot copy a session if you do not have read-access to one or more <b>Cases or Rooms</b> 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"> <li>▪ If you have access to View/Edit the case/scenario, then the Show Details button appears.</li> <li>▪ If you do not have access to View the case/scenario, then the Show Details button does not appear.</li> </ul>
Toolbelt > Scoring Properties	<ul style="list-style-type: none"> <li>• Case drop-down only contains the cases you have access to.</li> </ul>
Toolbelt > Access Restrictions	Click to grant edit or read-only access.

Session screens	Description
Toolbelt > Practice Responses	<ul style="list-style-type: none"> <li>You only have access to view the practice responses if you have view/edit access to the case.</li> <li>You only have access to view the practice responses if you are an evaluator of that Session.</li> <li>Administrator can edit any evaluation.</li> </ul>
Toolbelt > Edit Responses	<ul style="list-style-type: none"> <li>You only have access to view the evaluation if you have view/edit to the case.</li> <li>You only have access to edit the evaluation if you are an evaluator of that case in the Session.</li> <li>Administrator can edit any evaluation.</li> </ul>
Advanced View	<ul style="list-style-type: none"> <li>Contains the cases/scenarios you have access to view/edit.</li> <li>Contains the rooms you have access to view/edit.</li> </ul>
Session activity page > Case List and Equipment	<ul style="list-style-type: none"> <li>Case list will only contain the cases you have access to view/edit.</li> <li>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.</li> </ul>
Evaluation > Checklist with Live Video	<ul style="list-style-type: none"> <li>If you are an evaluator of the case within a session then you will have access to view the checklist</li> </ul>
Evaluation > Checklist in Edit mode	<ul style="list-style-type: none"> <li>You only have access to view the evaluation if you have view/edit access to the case</li> <li>You only have access to edit the evaluation if you are an evaluator of that case in the Session.</li> <li>Administrator has access to edit any evaluation</li> </ul>
Evaluation > Checklist in Score mode	<ul style="list-style-type: none"> <li>You only have access to view the evaluation if you have view/edit access to the case</li> <li>You only have access to edit the evaluation if you are an evaluator of that case in the Session.</li> <li>Administrator has access to edit any evaluation</li> </ul>

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

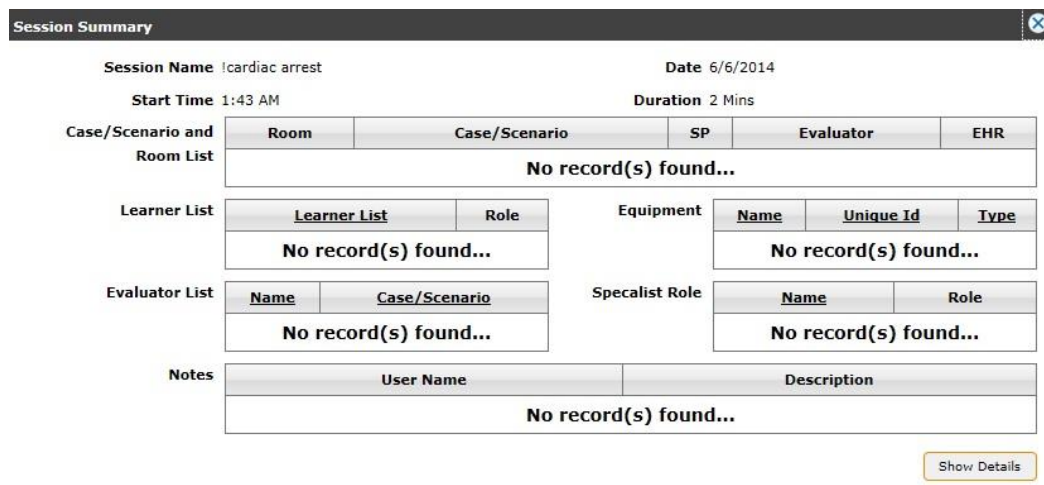
## Calendar

### 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: cardiac 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	Role	Equipment	Name	Unique Id	Type
No record(s) found...		No record(s) found...			

Evaluator List	Name	Case/Scenario	Specialist Role	Name	Role
No record(s) found...		No record(s) found...			

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

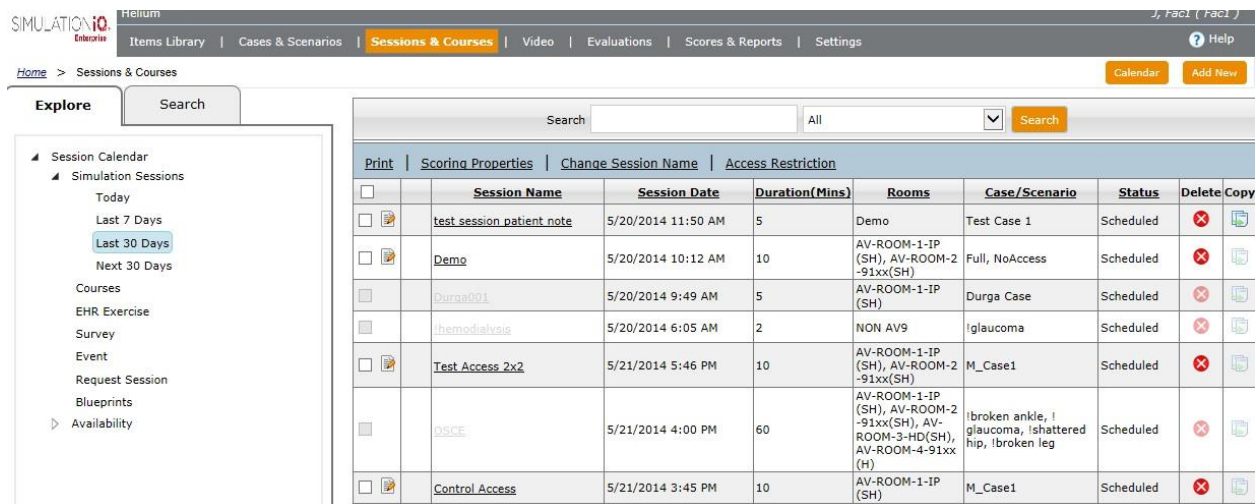
Show Details

- 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:



Print	Scoring Properties	Change Session Name	Access Restriction
<input type="checkbox"/>	<b>Session Name</b>	<b>Session Date</b>	<b>Duration(Mins)</b>
<input type="checkbox"/>	test session patient note	5/20/2014 11:50 AM	5
<input type="checkbox"/>	Demo	5/20/2014 10:12 AM	10
<input type="checkbox"/>	Durga001	5/20/2014 9:49 AM	5
<input type="checkbox"/>	hemodialysis	5/20/2014 6:05 AM	2
<input type="checkbox"/>	Test Access 2x2	5/21/2014 5:46 PM	10
<input type="checkbox"/>	OSCE	5/21/2014 4:00 PM	60
<input type="checkbox"/>	Control Access	5/21/2014 3:45 PM	10

**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**

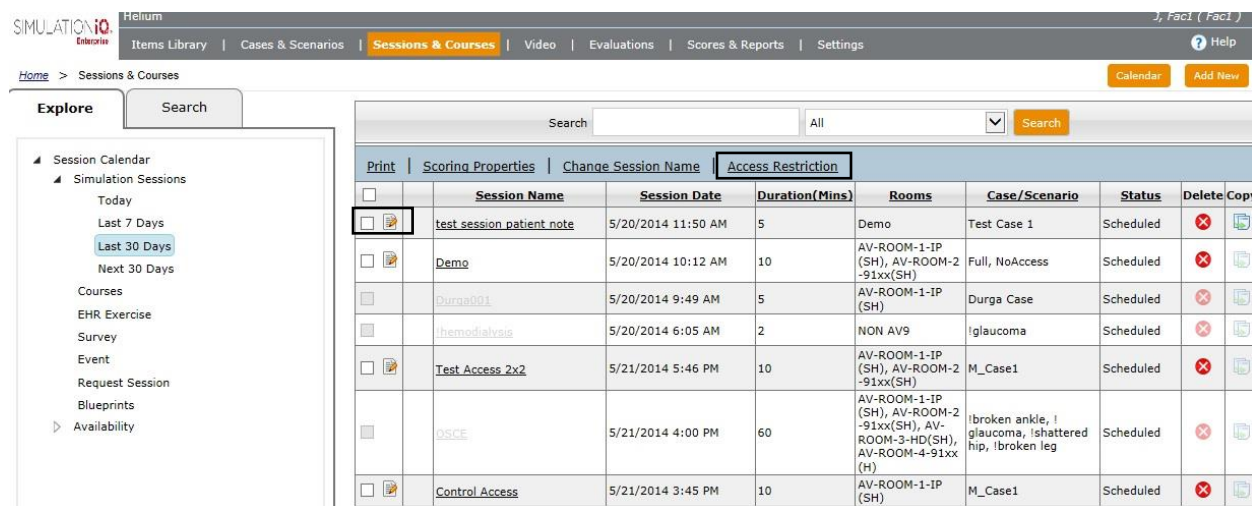
- Case and Scenario checkbox and name is greyed out.

## 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.

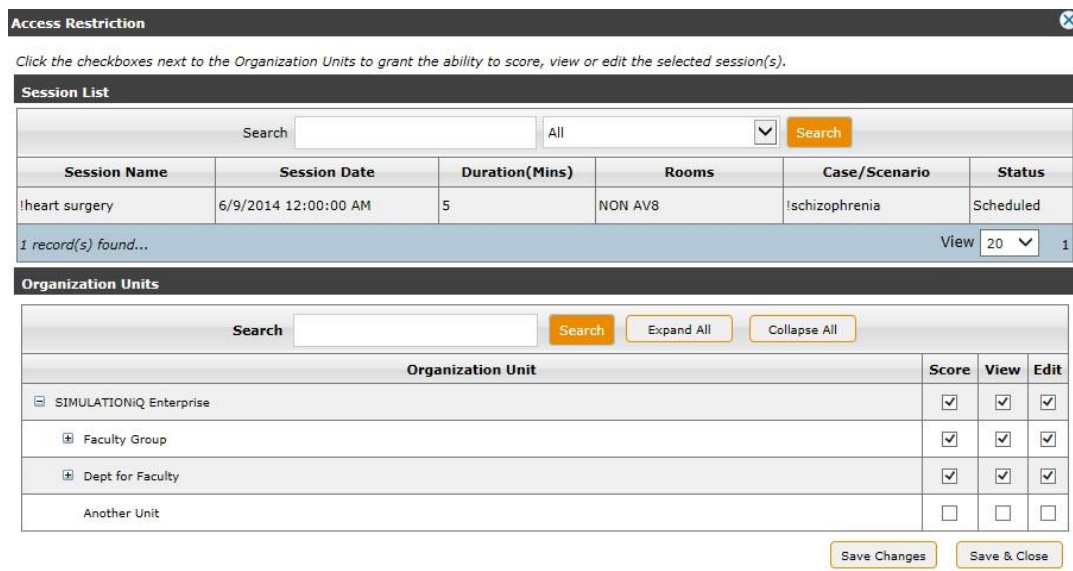


## Grant Edit or Read-only access to one or more Sessions from the Landing Page



The screenshot shows the SIMULATIONiQ Enterprise interface. The top navigation bar includes links for Items Library, Cases & Scenarios, Sessions & Courses (highlighted), Video, Evaluations, Scores & Reports, and Settings. The left sidebar shows a navigation menu with options like Session Calendar, Simulation Sessions, Today, Last 7 Days, Last 30 Days, Next 30 Days, Courses, EHR Exercise, Survey, Event, Request Session, Blueprints, and Availability. The main content area displays a table of sessions with columns for Session Name, Session Date, Duration(Mins), Rooms, Case/Scenario, Status, Delete, and Copy. The 'Access Restriction' link is highlighted in the top navigation bar.

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.



The screenshot shows the 'Access Restriction' pop-up window. It contains a 'Session List' section with a search bar and a table of sessions. Below this is an 'Organization Units' section with a search bar and a table of organization units. The 'Session List' table has columns for Session Name, Session Date, Duration(Mins), Rooms, Case/Scenario, and Status. The 'Organization Units' table has columns for Organization Unit, Score, View, and Edit. The 'View' column is highlighted in the 'Organization Units' table.

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).

Checkbox	Description
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

**[-] Learner Performance Assessments** Table of Contents | Top

Search  All

Print

<input type="checkbox"/>	Learner	Session	Case/Scenario	Evaluator	Eval Type	Date
<input type="checkbox"/>	ems, l10	Demo	Full	100, educator	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, l1	Demo	Full	100, educator	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, l10	Demo	NoAccess	ems, f15	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, l10	Demo	Full	ems, s10	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, l1	Demo	Full	ems, s10	Performance Assessment	5/20/2014
<input type="checkbox"/>	ems, l10	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

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 > Ithemodialysis

**SESSION**

Home

Practice Response

**Edit Responses**

Video

Monitor Session

Scoring Properties

Access Restriction

Expand All Collapse All

**[ - ] 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"/>	IAnne_Grace	Ithemodialysis - 6/3/2014 4:22:00 AM	Ischizophrenia	ILively, Blake	Performance Assessment	6/10/2014
<input type="checkbox"/>	IAugusta_Eva	Ithemodialysis - 6/3/2014 4:22:00 AM	Ischizophrenia	ILively, Blake	Performance Assessment	6/10/2014
<input type="checkbox"/>	IMason_Jasmine	Ithemodialysis - 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 Search

Print

<input type="checkbox"/>	Learner	Session	Case/Scenario	Type	Date	Status	Score
<input type="checkbox"/>	IMason_Jasmine	Ithemodialysis - 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:

**Monitor a Session**

This screen provides a session overview of the

Session Name OSCE

AV-ROOM-1-IP(SH)

Encounter Number : 1

AV-ROOM-1-IP(SH) 4:00 PM - 4:42 PM

[broken ankle](#)

[2 LTSP](#)

N/A

N/A

[ems 116](#) [\[No Show\]](#)

Pre-Encounter

Post-Encounter

Learner Performance

Recording Status

Encounter Number : 2

AV-ROOM-1-IP(SH) 4:42 PM - 5:24 PM

[broken ankle](#)

[2 LTSP](#)

N/A

**Case/Scenario Summary**

Click Show Details to view the case/scenario details.

Case/Scenario Name	Case/Scenario Title
broken ankle	examination

Description

Type	Scenarios	Status	Complete	Duration
Checklist	Learner Response	Question Count	Evaluation	Question Count
	Pre-Encounter		Performance Assessment	
	Study Documents	1	chief architect	3
	Support Files	1	handler	3
	Questionnaire	3	Team Performance Assessment	3
	Post-Encounter			
	Questionnaire	3		
	Survey	3		
	Learner Self-Assessment	3		

[Show Details](#)

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

SimulationiQ Enterprise Helium J, Fac1 ( Fac1 )

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

Home > Session Calendar > Hemodialysis Save All Cancel

**SESSION** Expand All Collapse All

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: Hemodialysis 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

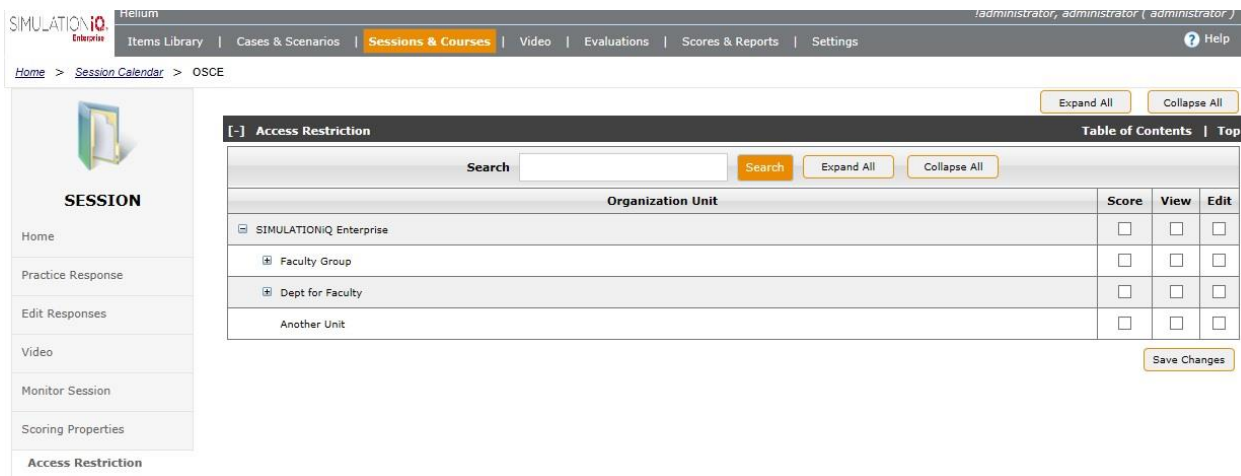
To change the scoring properties for a session, select the Case Name and Checklist Type and then click Load. Click the Category and/or the Questions(s) to change the scoring properties. Changes to the scores appear after score generation.

Case/Scenario Name: Select Checklist Type: Select 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.



The screenshot shows the SIMULATIONiQ Enterprise interface. The top navigation bar includes links for Items Library, Cases & Scenarios, Sessions & Courses (highlighted), Video, Evaluations, Scores & Reports, and Settings. The left sidebar shows the Session toolbelt with options like Home, Practice Response, Edit Responses, Video, Monitor Session, Scoring Properties, and Access Restriction (highlighted). The main content area displays the Access Restriction table with columns for Organization Unit, Score, View, and Edit. The table lists several units including SIMULATIONiQ Enterprise, Faculty Group, Dept for Faculty, and Another Unit, each with checkboxes for Score, View, and Edit access. A Save Changes button is located at the bottom right of the table.

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.
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.

## Session Activity Page > Case/Scenario Details

[-] Case/Scenario Details

Table of Contents | Top

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.

### Access Restrictions

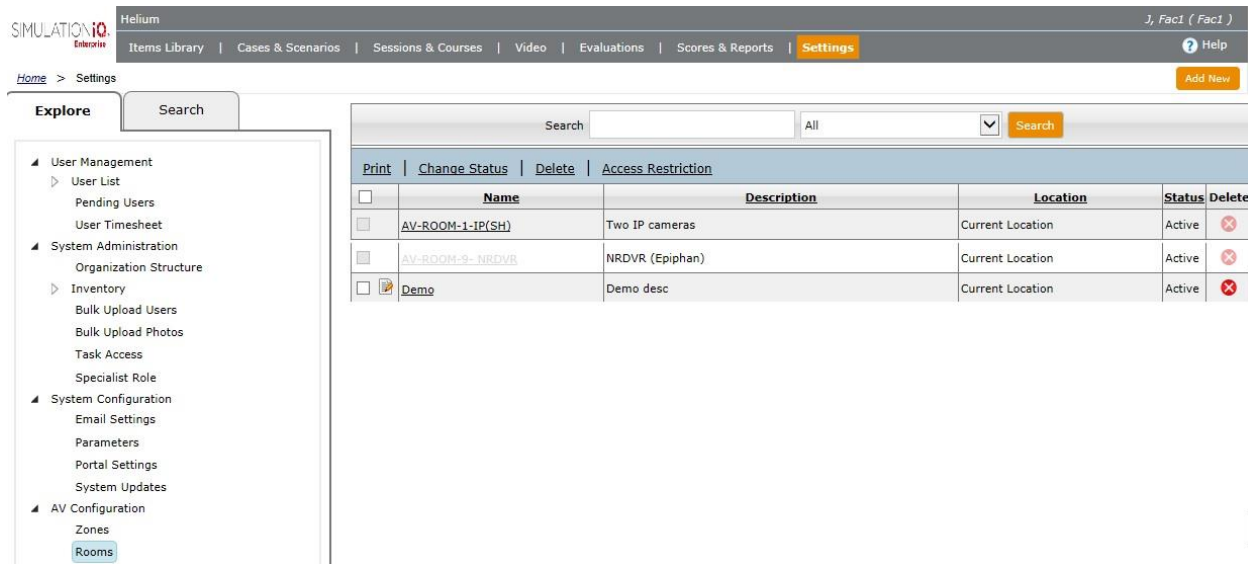
<b>Live</b>	Grants ability to view live video
<b>Record</b>	Grants ability to view recorded video
<b>Control</b>	Grants ability to control the cameras
<b>Session</b>	Grants ability to view/edit session information
<b>View</b>	Grants view only access to the room
<b>Edit</b>	Grants ability to edit the room details

Room screens	Description
Landing page > Rooms	<ul style="list-style-type: none"> <li>Displays the rooms you have edit or read-only access to.</li> <li>Enables you to grant Edit or Read-only access to one or more rooms.</li> </ul>
Toolbelt > Access Restrictions	Click to grant edit or read-only access.




## Landing page security access

The Rooms landing page displays the following security access restrictions:



	Name	Description	Location	Status	Delete
<input type="checkbox"/>	AV-ROOM-1-IP(SH)	Two IP cameras	Current Location	Active	
<input type="checkbox"/>	AV-ROOM-9-NRDVR	NRDVR (Epiphan)	Current Location	Active	
<input type="checkbox"/>	Demo	Demo desc	Current Location	Active	

**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.

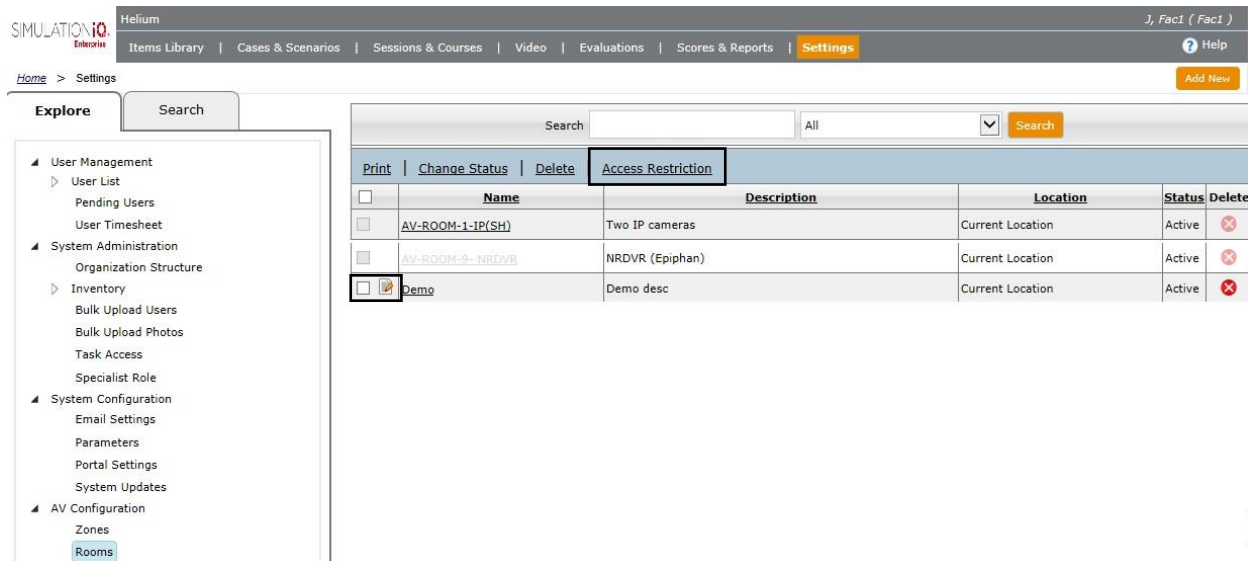
**Read-only** Rooms appear as follows:

- 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**

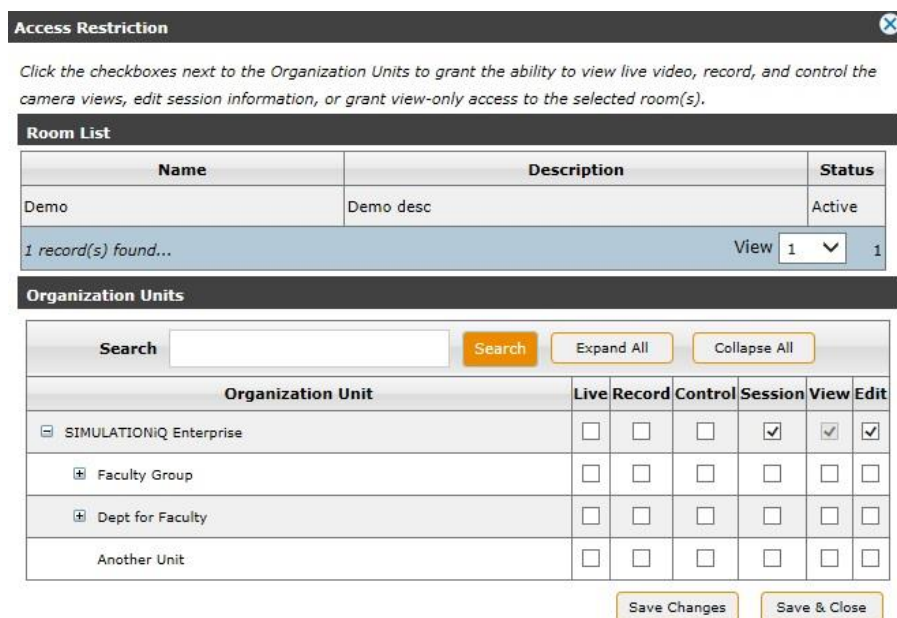
- Room checkbox and name is greyed out.

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



The screenshot shows the SIMULATIONiQ Enterprise interface. On the left is a navigation menu with 'Rooms' selected under 'AV Configuration'. The main area displays a table of rooms. At the top of the table, the 'Access Restriction' link is highlighted in a blue box. The table has columns for Name, Description, Location, Status, and Delete. Three rooms are listed: AV-ROOM-1-IP(SH), AV-ROOM-9- NRDVR, and Demo. The 'Demo' room is selected with a checkbox.

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.



The 'Access Restriction' pop-up window contains the following information:

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**

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"/>

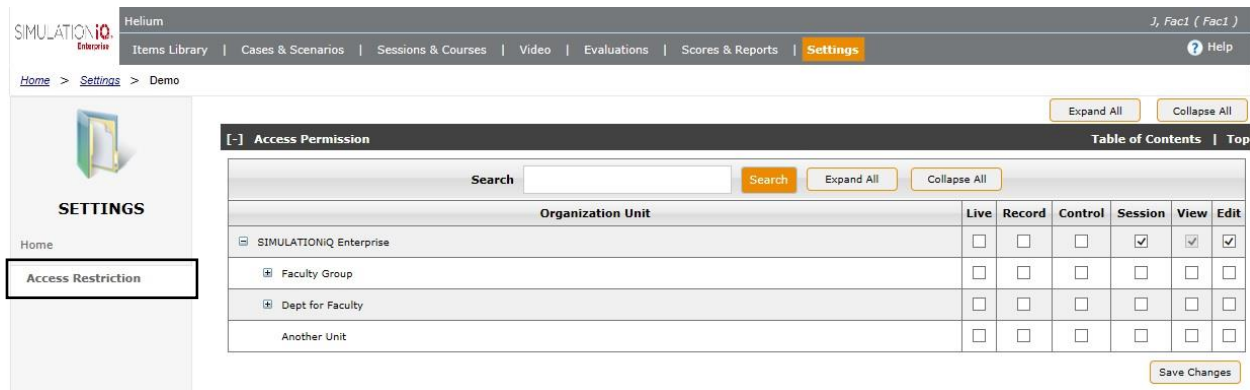
Save Changes Save & Close

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. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> 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:



The screenshot shows the SIMULATIONiQ Enterprise interface. The left sidebar has a 'SETTINGS' section with 'Access Restriction' highlighted. The main content area is titled '[-] Access Permission' and contains a table with columns: Organization Unit, Live, Record, Control, Session, View, and Edit. The table has four rows: SIMULATIONiQ Enterprise, Faculty Group, Dept for Faculty, and Another Unit. The 'SIMULATIONiQ Enterprise' row has checkboxes checked for Live, Record, Control, Session, View, and Edit. The other rows have unchecked checkboxes. There are 'Expand All', 'Collapse All', and 'Save Changes' buttons.

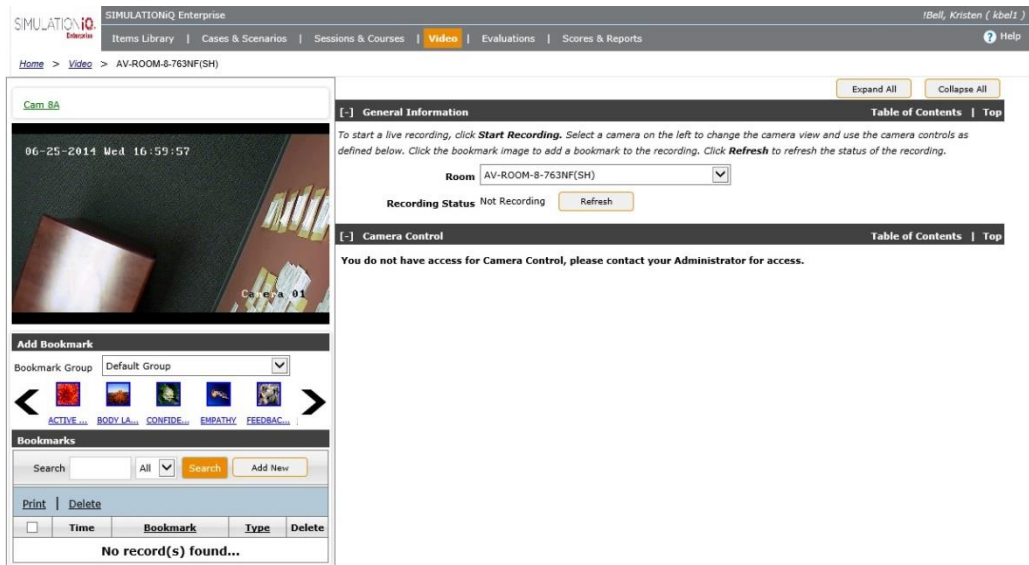
Organization Unit	Live	Record	Control	Session	View	Edit
SIMULATIONiQ Enterprise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty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

1. Click the checkboxes as defined below and then click **Save & Close**.

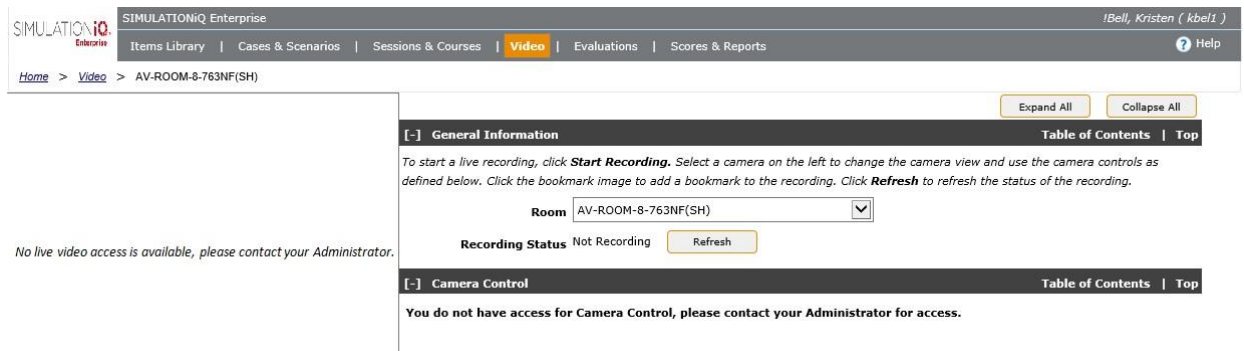
Checkbox	Description
Live	Grants the ability to view live video for this room. <b>Note:</b> Clicking Live automatically enables the Session and View checkboxes, and you can remove any checkmarks that are automatically checked.
Record	Grants the ability to record live video in this room. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> Clicking Edit automatically enables the Session and View checkboxes, and you can remove any checkmarks that are automatically checked.

## Restricted access messages

The following screens show which messages appear for restricted access. See **Grant Edit or Read-only access to one or more Rooms from the Landing Page** on page 26 for more information.



*Live video, no camera control*



*No live video, no camera control*

## AV Access Permissions

### Applicable screens

User access security applies to the following areas in in AV Control and Viewer:

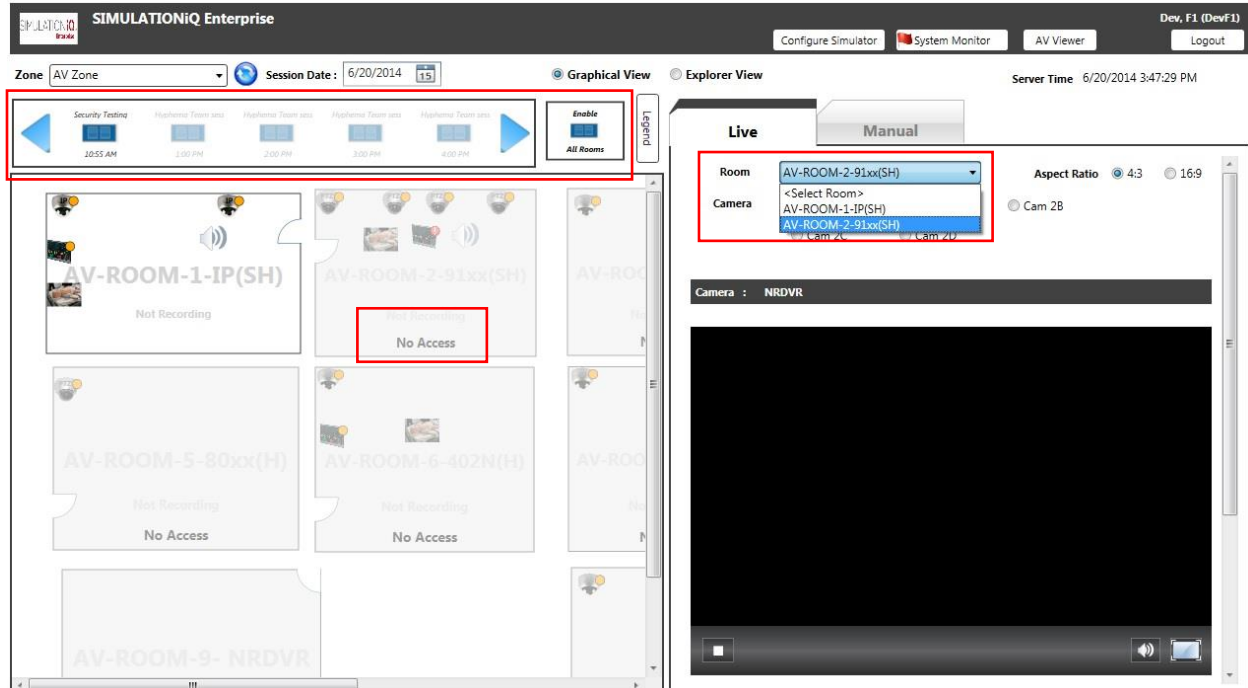
- Sessions: Displays the sessions you have access to.
- Rooms: Displays the rooms you have access to.

**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** on page 26 for more information.

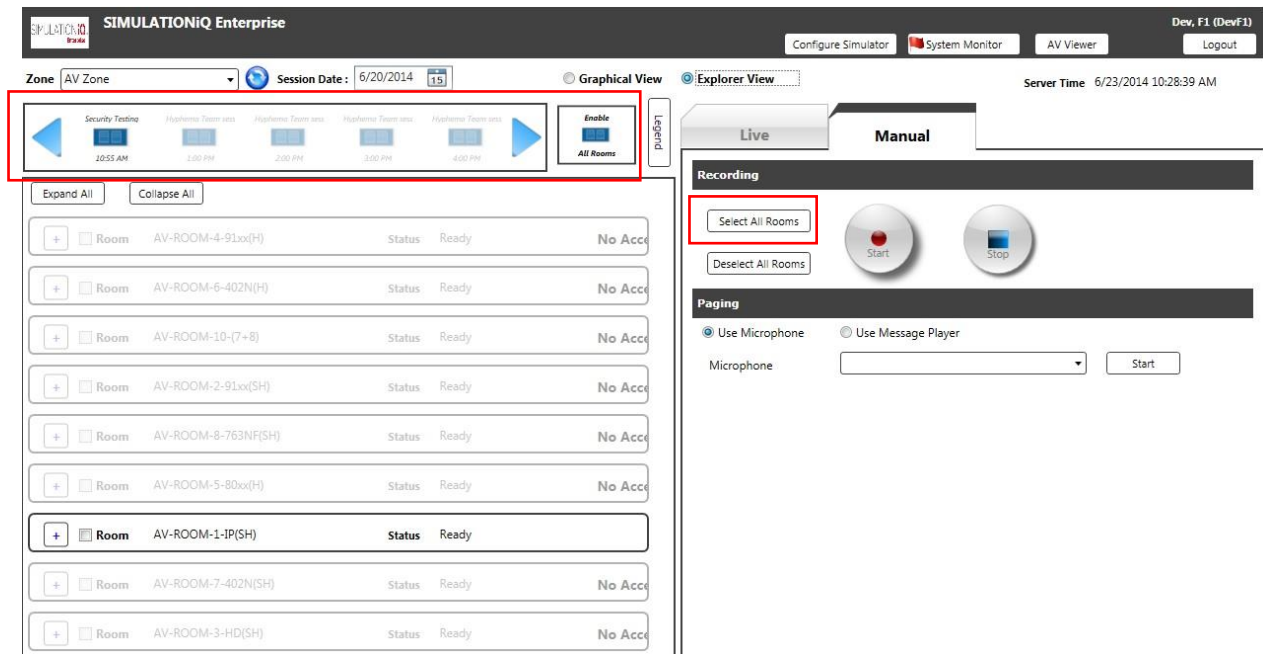
### AV Control Graphical View



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

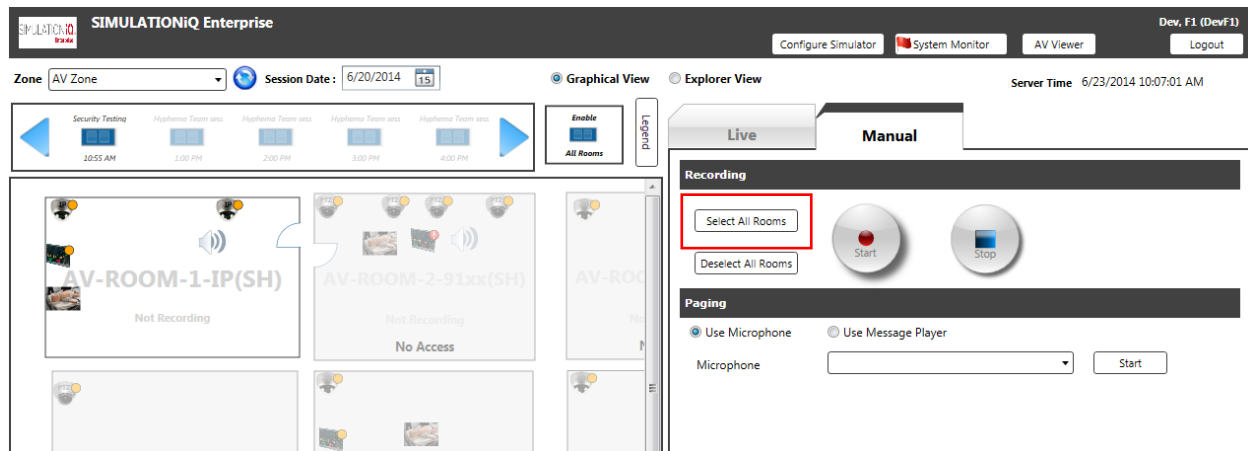


In Explorer View, only the sessions and rooms you have view/edit access to appear.

**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
No Records Found		

Delete
Add Evaluator

Evaluators:

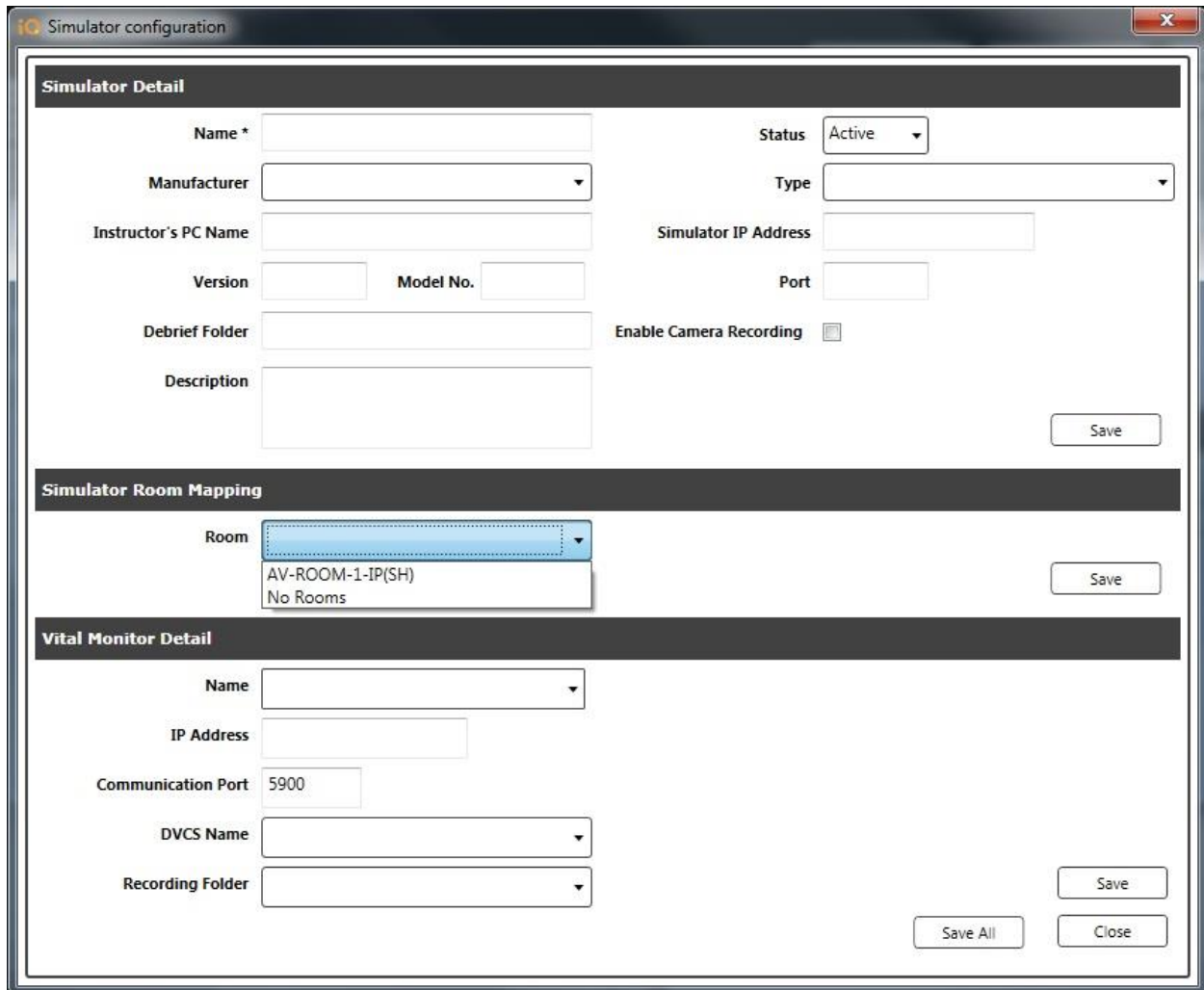
	Name	Delete
No Records Found		

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



The screenshot shows the 'Simulator configuration' window with three main sections: Simulator Detail, Simulator Room Mapping, and Vital Monitor Detail.

**Simulator Detail**

- Name \*:
- Manufacturer:
- Instructor's PC Name:
- Version:  Model No.:
- Debrief Folder:
- Description:
- Status:
- Type:
- Simulator IP Address:
- Port:
- Enable Camera Recording: ☐
- Save:

**Simulator Room Mapping**

- Room: 
  - AV-ROOM-1-IP(SH)
  - No Rooms
- Save:

**Vital Monitor Detail**

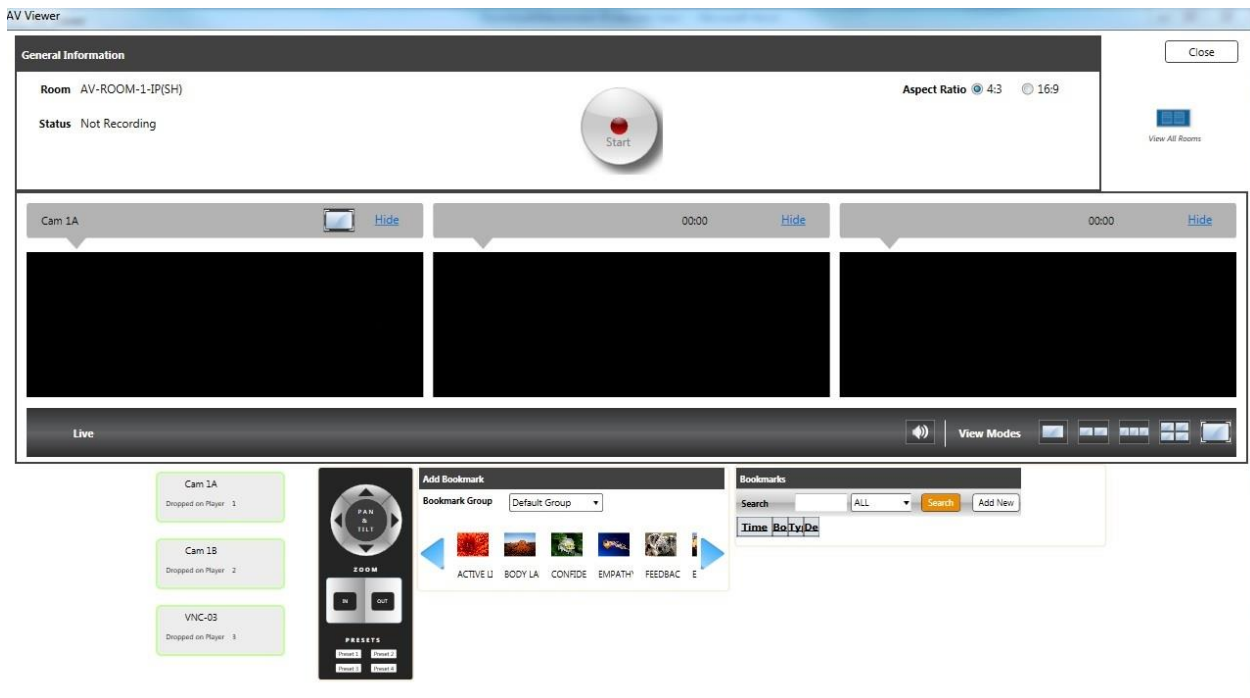
- Name:
- IP Address:
- Communication Port:
- DVCS Name:
- Recording Folder:
- Save:
- Save All:
- Close:

In the Simulator Configuration wizard, only the Rooms you have view/edit access to appear.

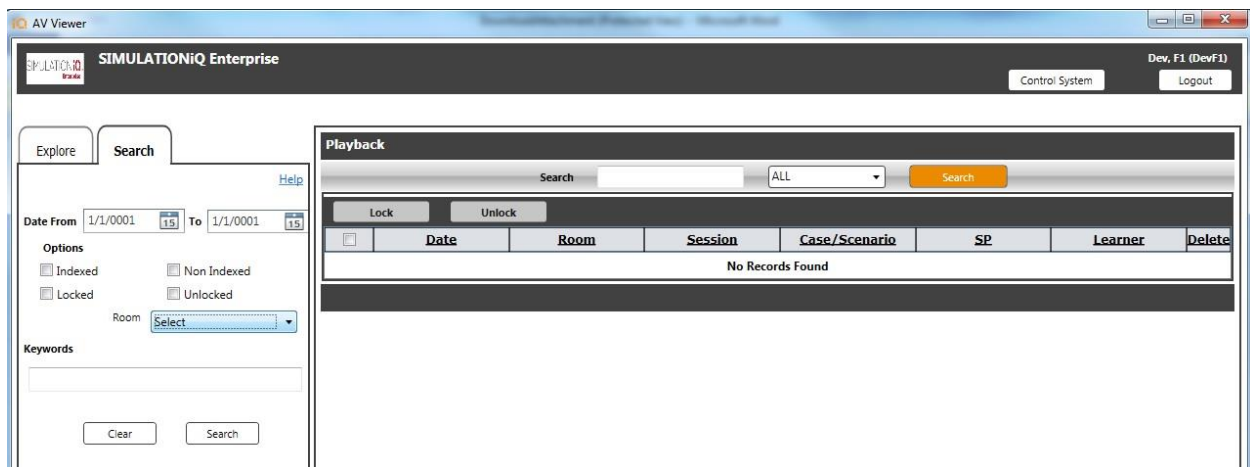
## AV Viewer security access



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.



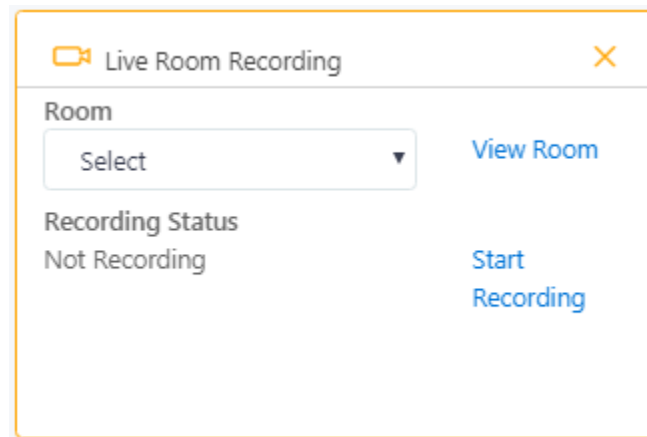
The screenshot shows the SIMULATIONiQ Enterprise AV Viewer interface. On the left, there is a search sidebar with the following elements:

- Explore** and **Search** tabs.
- Date From**: 1/1/0001 (calendar icon) **To**: 1/1/0001 (calendar icon).
- Options**:
  - ☐ Indexed ☐ Non Indexed
  - ☐ Locked ☐ Unlocked
- Room**: A dropdown menu with "Select" as the current value.
- Keywords**: A text input field.
- Buttons**: "Clear" and "Search".

The main area is titled **Playback** and contains a search bar with a dropdown set to "ALL" and a "Search" button. Below this is a table with the following columns: **Date**, **Room**, **Session**, **Case/Scenario**, **SP**, **Learner**, and **Delete**. Above the table are "Lock" and "Unlock" buttons. The table currently displays "No Records Found".

The search results only display the rooms you have access to.

## Live Recording from the Dashboard Access Permissions



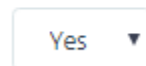
The dialog box titled "Live Room Recording" contains the following elements:

- Room:** A dropdown menu with the text "Select" and a downward arrow, followed by a blue "View Room" link.
- Recording Status:** The text "Not Recording" is displayed, followed by a blue "Start Recording" link.

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.

**Allow start stop video recording from the dash board page.**  
Click Yes to enable Live recording option.



A button with the text "Yes" and a small downward arrow.

- 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** on page 26 for more information.