

# SIMULATIONiQ™ Enterprise

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## *Training Manual for AV Applications*



***Quartz version***



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### **AV Applications:**

The SIMULATIONiQ™ Enterprise AV Applications AV Control and Viewer are part of a software and hardware audio video system for capturing standardized patient (SP) training and simulation activities. Within the applications you are able to record video based on an automated or manual schedule, or record ad hoc. Enterprise AV provides digital video records of individual and team performances that may be viewed live or in playback for debriefing or review.

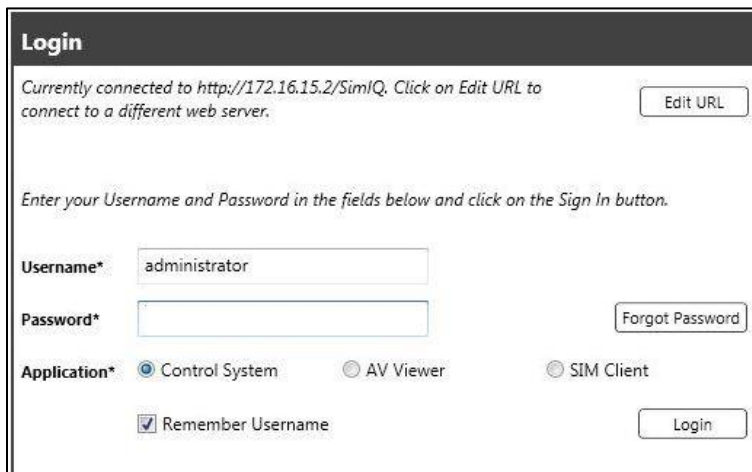
## AV Control

Within AV Control, you can manually start and stop recordings, create and save camera presets, and add/play paging messages.

**Note:** AV Control functionality should be monitored and supervised by the System Administrator.

The AV Control application can be started by double-clicking on a desktop icon or selecting the application from the Windows All Programs desktop menu. It can also be accessed by clicking the Control System button when logging onto AV Viewer.

The following screen appears:

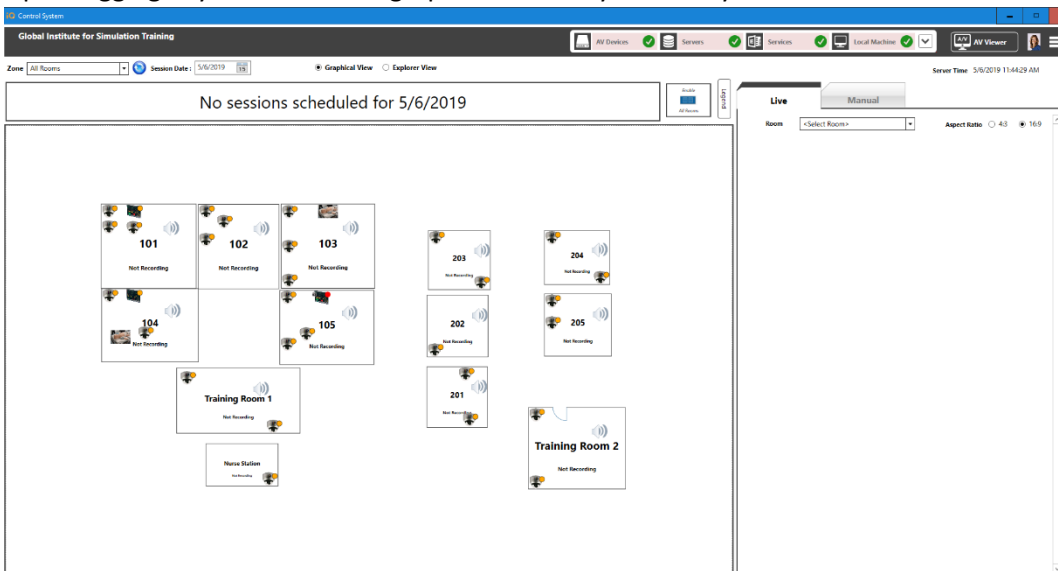


The web address to the left of **Edit URL** will match your web address to SIMULATIONiQ

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

**Tip:** If prompted to install updates upon logon, anyone with local administrator access can say yes to the prompt to upgrade AV Control/Viewer/SIM Client.

Upon logging in you will see the graphical view of your AV layout:



In the section called “**Configuring AV Control,**” you will see how to modify that view.

## Live View of a Camera

For live view, use the **Live** Tab on the top right:

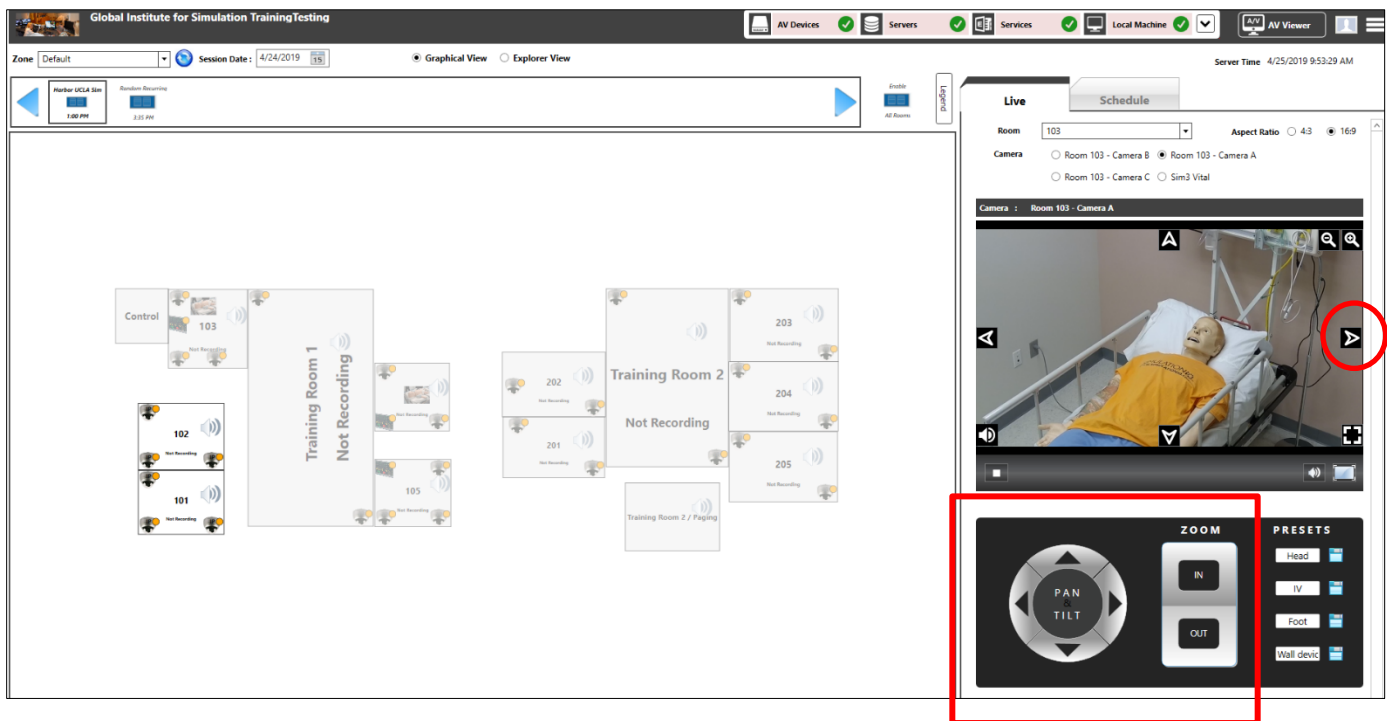


Select the room from the drop down.

Select the camera using the radio buttons (the camera feeds for the room display according to the order in which the cameras are selected).

To move the camera view:

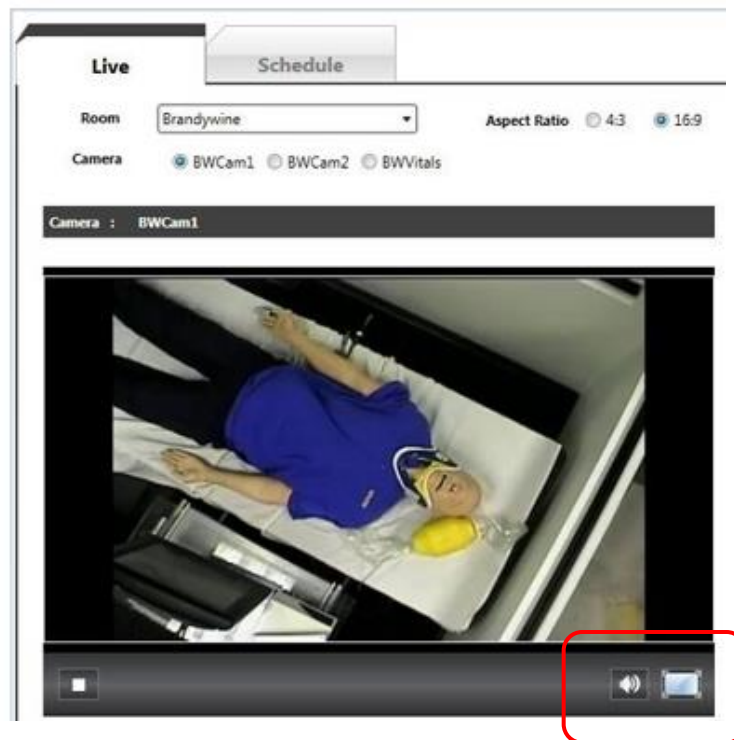
- Mouse over the camera view and use the arrows to tilt and pan and the magnifying glass icons to zoom.
- Or use the Pan/Tilt arrows and Zoom In/Out buttons below the camera view.



To adjust the volume, use the Speaker icon on the bottom right of the camera view.

To make the single camera view into a full screen, click the full screen icon on the bottom right.

Change the Aspect Ratio of your screen proportion by selecting the radio buttons for either **4:3** (Universal) or **16:9** (Widescreen, High Definition and European).




**Tip:** This is a view of the cameras only and does not affect what is being recorded.

## Creating Camera Presets

To create camera presets, use the Camera control buttons to zoom in or out and use the **Pan & Tilt** arrows to move the camera views higher, lower, to the right, or to the left.

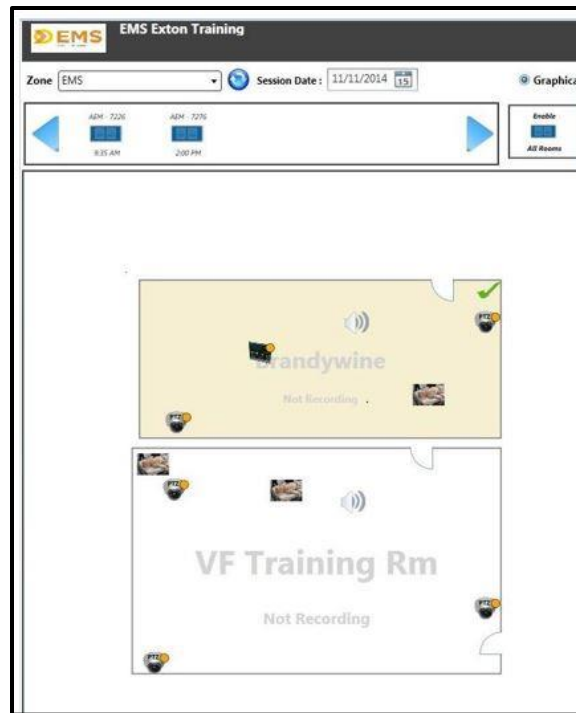


Camera presets can be saved by adjusting your camera view and selecting the preset save icon (  ); a maximum of four presets are allowed per camera. The **Preset Name** window will pop up allowing you to type a Preset Name and click **Save**. A momentary Memory message will appear on the camera view to let you know the preset is saved in memory (a sample preset is shown above).

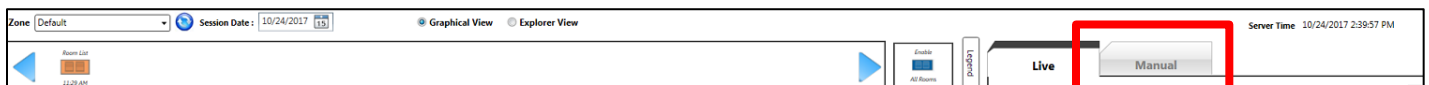
## Manual Recording

In the AV Layout click in the image of the room or rooms that you want to record.

Note: The image will change color from white to light brown and a green check mark will appear, indicating that the room is selected.



Click the **Manual** tab on the right.



To record the room or rooms you have selected, click the “Start” button.



You will see an option to index the recording when you hit “Start.” You can click “Cancel” to leave the video as an Ad hoc Recording or “Index” to associate the video with a session and/or case.

As you record, a timer will appear in green in the image of the room(s) being recorded.

Also, you can Pan, Tilt and Zoom the cameras or use the camera presets to move the cameras during recording.

Click  to finish recording.

**Tips:** A minimum 10-second time gap is required between two consecutive recordings.

Any video recorded from AV Control can be accessed by the Enterprise Video Web application (assuming both reside on the same Internet address). From Video Web, you can edit session information, change video access, and upload video/download from a DVR to add to your play list. Please consult your Enterprise Video Web documentation for more information.

## Indexing a Recording

Once you start an ad hoc recording, the following screen appears.

The screenshot shows a window titled "Control System" with a close button in the top right corner. Inside the window, there is a text instruction: "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". Below this instruction are several form fields: "Room:" with a dropdown menu showing "Brandywine"; "Start Time:" with the value "11/11/2014 2:27:34 PM"; "Session:" with a dropdown menu showing "<Adhoc Schedule>"; "Case/ Scenario:" with an empty dropdown menu; and "SP:" with an empty dropdown menu. Below these fields are two sections: "Participants" and "Evaluators". Each section has a "Delete" button and an "Add" button ("Add Participant" for Participants, "Add Evaluator" for Evaluators). Below each button is a table with columns for a checkbox, "Name", and "Delete". Both tables currently show "No Records Found". At the bottom of the window is a "Notes:" text area and two buttons: "Save and Finish" and "Cancel".

To index this video, confirm the **Room** and select the **Session from the dropdown**. Select a **Case/Scenario** to associate with this video as well as an **SP** (both optional) from the respective drop-down lists.

To grant participant access to the video, click the **Add Participant** button as shown. The following appears:



Participants: ☐

Name	Delete
No Records Found	

Control System

To index a video for multiple participants, select the Graduation Year and/or Learner Group or search by keywords. Click the checkbox(es) next to the desired participants and then click Assign Participants.

Graduation Year:

Learner Group:

Keywords:

<input type="checkbox"/>	Name	User Name	Email	Type
<input type="checkbox"/>	1, Learner	learner1		Learner
<input type="checkbox"/>	10, Learner	learner10		Learner
<input type="checkbox"/>	11, Learner	learner11		Learner
<input type="checkbox"/>	3, Learner	learner3		Learner
<input type="checkbox"/>	4, Learner	Learner4		Learner
<input type="checkbox"/>	5, Learner	learner5		Learner
<input type="checkbox"/>	6, Learner	learner6		Learner
<input type="checkbox"/>	7, Learner	learner7		Learner
<input type="checkbox"/>	8, Learner	learner8		Learner
<input type="checkbox"/>	9, Learner	learner9		Learner
<input type="checkbox"/>	Andrews, Beth	bandrews	liz.macintyre@ems-works.i	Learner
<input type="checkbox"/>	Angeli, Marco	mjangeli12		Learner
<input type="checkbox"/>	b, mike	mwb2121	mike.brookhouser@ems-w	Learner
<input type="checkbox"/>	Backes, Nicole	backesn	backesn@ems-works.com	Learner

Assign Participants

Select a participant by clicking the checkbox next to the **Name** of the participant. (You can filter your available participants by making selections from the **Graduation Year** and **Learner Group** drop-down lists; you can also enter keyword values as needed.)

Click **Search** after making your selections to generate your search results.

Click **Assign Participants** to populate the **Participants** grid (click the checkbox and click **Delete** to remove your selections if you choose).

After selecting participants as part of indexing the video, click the **Add Evaluator** button as shown. The following appears:

Evaluators:

<input type="checkbox"/>	Name	Delete
	No Records Found	

Control System

To index a video for multiple evaluators, search by keywords. Click the checkbox(es) next to the desired evaluators and then click Assign Evaluators.

Keywords:

<input type="checkbox"/>	Name	User Name	Email	Type
<input type="checkbox"/>	1, Educator	Ed1	Ed1@gmail.com	Educator
<input type="checkbox"/>	1, Faculty	Faculty1		Educator
<input type="checkbox"/>	10, Educator	Ed10		Educator
<input type="checkbox"/>	11, Educator	Ed11		Educator
<input type="checkbox"/>	12, Educator	Ed12		Educator
<input type="checkbox"/>	16, Sp	SP16		Educator
<input type="checkbox"/>	2, Educator	Ed2		Educator
<input type="checkbox"/>	2, Faculty	Faculty2		Educator
<input type="checkbox"/>	3, Educator	Ed3		Educator
<input type="checkbox"/>	3, Faculty	Faculty3		Educator
<input type="checkbox"/>	4, Educator	Ed4		Educator
<input type="checkbox"/>	5, Educator	Ed5		Educator
<input type="checkbox"/>	6, Educator	Ed6		Educator
<input type="checkbox"/>	7, Educator	Ed7		Educator

Select an evaluator by clicking the checkbox next to the **Name** of the evaluator; you can also enter keyword values as needed.

Click **Search** after making your selections to generate your search results.

Click **Assign Evaluators** to populate the **Evaluators** grid (click the checkbox and click **Delete** to remove your selections if you choose).


Enter any **Notes** if needed.

Click the **Save and Finish** button to retain your index information.

As you record:

A timer will appear in green in the image of the room(s) being recorded.

Also, you can Pan, Tilt and Zoom the cameras or use the camera presets to move the cameras during recording.

Click  to finish recording.

#### Tips:

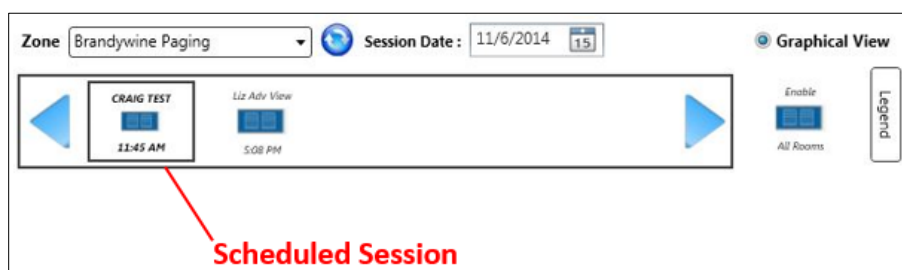
- A minimum 10-second time gap is required between two consecutive recordings.
- Videos recorded from AV Control can be accessed by the Enterprise Video Web application (assuming both reside on the same Internet address). From Video Web, you can edit session information, change video access, and upload video/download from a DVR to add to your play list. Please consult your Enterprise Video Web documentation for more information.

## Manage Automatic Recordings for a Scheduled Session

**Note:** Automated Recording recording scheduled sessions can be created in the web application.

To monitor the status of the recording and paging schedule for a session, select the session. (The current day's sessions appear automatically at the top of the screen, but if you are looking for a session on another day)

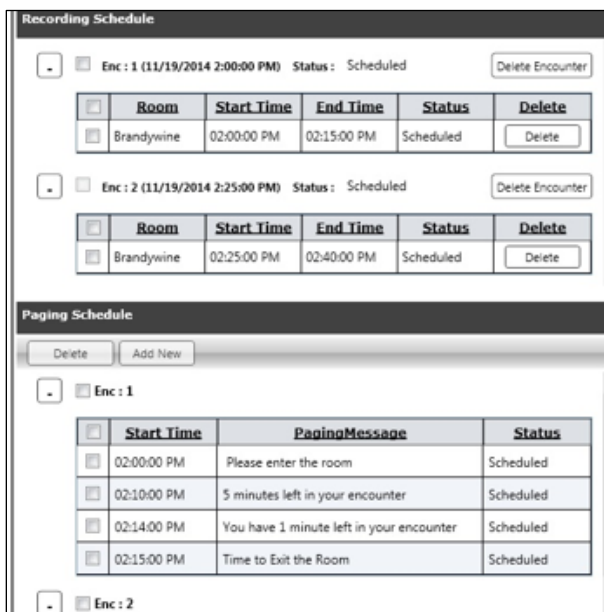
- Click the Calendar icon next to the **Session Date** field (shown below).
- Select a date, and any sessions scheduled for that date appear in a ribbon at the top of the page.



Select the icon associated with scheduled session to view the details of the recording and paging schedule.

The recording and paging schedule for the session will populate under the “Schedule” tab.

- Automatic recordings will have a Status of “Scheduled” until the encounter begins.
- The recordings and pages will automatically start at the start time indicated in the “Start Time” column. Validate that the times are correct.



When the recording for the encounter begins, the status changes to **Recording**. The the timer is activated both for the recording schedule screen and the selected room, as follows:

The screenshot shows a software interface for a simulation room. On the left, there's a 'NewDVR\_Room' header and a 'Brandywine' room name. Below the room name, a timer shows '14:03'. On the right, there's a control panel with buttons for 'Pause', 'Continue', 'Start', 'Stop', 'Restart', and 'Reschedule'. Below these buttons are two sections: 'Recording Schedule' and 'Paging Schedule'.

**Recording Schedule:**

Room	Start Time	End Time	Status	Delete
Brandywine	11:45:00 AM	12:00:07 PM	Completed	Delete
Brandywine	12:10:00 PM	12:25:00 PM	Recording	Delete

**Paging Schedule:**

Start Time	PagingMessage	Status
11:59:00 AM	You have 1 minute left in your encounter	Completed
12:00:00 PM	Time to Exit the Room	Completed
12:00:30 PM	Rotation	Completed

When the encounter concludes, the **Completed** status appears in the **Recording Schedule** and **Paging Schedule** columns, as shown below.

- At the designated “End Time,” the recordings will automatically stop and the Status will change to “Completed.”
- When a page goes off, the Status will change to “Completed”

The screenshot shows a software interface for a simulation room. At the top, it says 'Encounter : N/A'. Below this are buttons for 'Pause', 'Continue', 'Start', 'Stop', 'Restart', and 'Reschedule'. Below these buttons are two sections: 'Recording Schedule' and 'Paging Schedule'.

**Recording Schedule:**

Room	Start Time	End Time	Status	Delete
Brandywine	02:00:00 PM	02:15:07 PM	Completed	Delete

**Paging Schedule:**

Start Time	PagingMessage	Status
02:00:00 PM	Please enter the room	Completed
02:10:00 PM	5 minutes left in your encounter	Completed
02:14:00 PM	You have 1 minute left in your encounter	Completed
02:15:00 PM	Time to Exit the Room	Completed

To see only what is in progress or coming up in the session, click the **Show Only Active Encounters** checkbox to remove completed encounters from the schedule.

Live Schedule

11:45 AM-CRAIG TEST / Automatic

Encounter : N/A ☐ Show Only Active Encounters

**Recording Schedule**

☐ Enc : 1 (11/6/2014 11:45:00 AM) Status : Completed

<input type="checkbox"/>	Room	Start Time	End Time	Status	Delete
<input type="checkbox"/>	Brandywine	11:45:00 AM	12:05:08 PM	Completed	<input type="button" value="Delete"/>
<input type="checkbox"/>	VF Training Rm	11:45:00 AM	12:05:08 PM	Completed	<input type="button" value="Delete"/>

☐ Enc : 2 (11/6/2014 12:15:00 PM) Status : Completed

<input type="checkbox"/>	Room	Start Time	End Time	Status	Delete
<input type="checkbox"/>	Brandywine	12:15:00 PM	12:35:05 PM	Completed	<input type="button" value="Delete"/>

**Paging Schedule**

☐ Enc : 1

<input type="checkbox"/>	Start Time	PagingMessage	Status
<input type="checkbox"/>	11:45:00 AM	Your encounter will now begin	Completed
<input type="checkbox"/>	12:04:00 PM	Your encounter will end in 1 minute.	Completed
<input type="checkbox"/>	12:05:00 PM	Your encounter is over	Completed

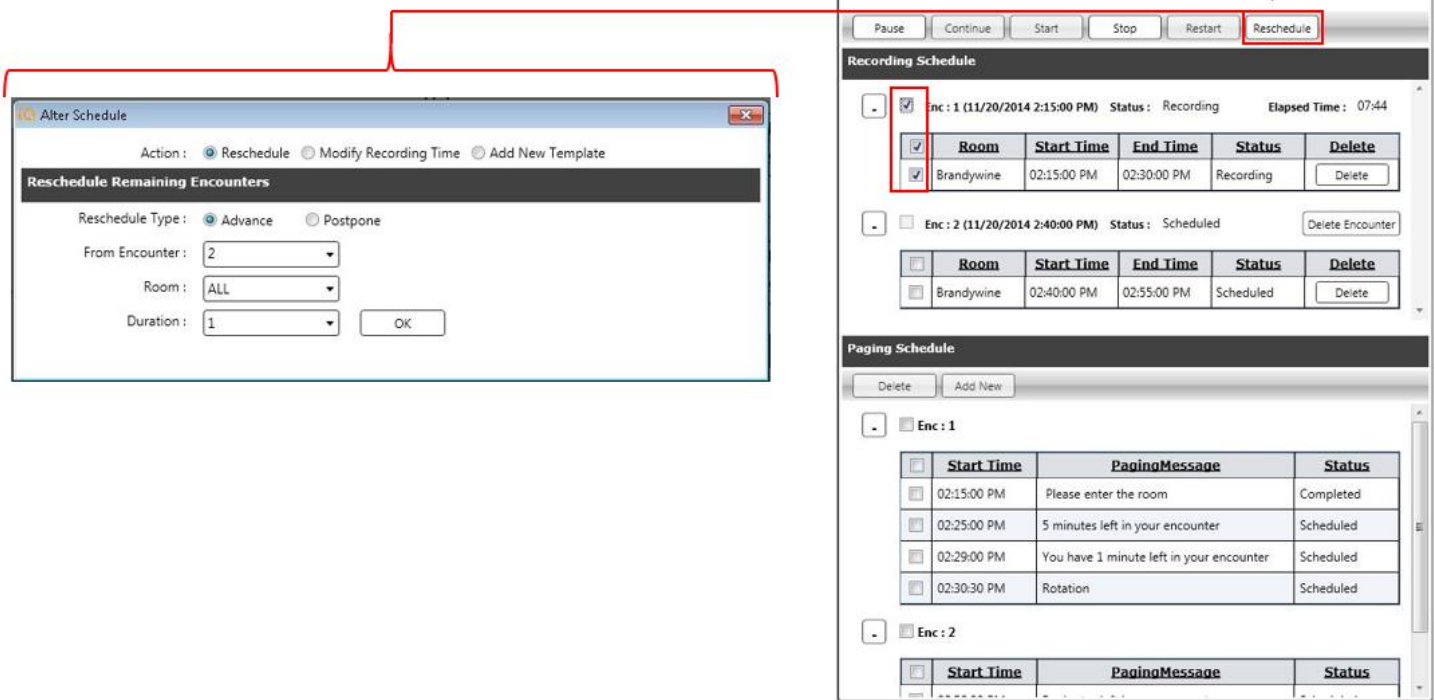
## Editing the Recording Schedule from AV Control

For a "Automatic" scheduled recording, the following button functionality is available:

- **Pause** – This pauses the pending paging schedule and any pending/active recordings.
- **Continue** – This reactivates paging and recordings for the remaining duration of the encounter.
- **Start** – This sets up the encounter recording and paging for an immediate start. Note (the "Status" should quickly change to "Scheduled" and then to "Recording."
- **Stop** – This stops all current encounter recording and deletes all pending paging announcements.
- **Restart** – This stops the current encounter, but makes it pending to be started again.
- **Reschedule** – This can do any of the following: advance or postpone the entire schedule, extend or shorten the recording duration, or apply a new paging template to an already scheduled session.

To reschedule an encounter for an automatic session,

1. Click the checkbox in front of the encounter
2. Click the **Reschedule** button.
3. Advance or postpone an encounter by clicking the appropriate radio button and selecting the encounter number from the **From Encounter** drop-down list. You can also change the **Room** location or the **Duration** (in minutes).
4. Click **OK** after making your selections.



For a “Manual” scheduled recording, the following button functionality is available:

- **Start** – This schedules the encounter recording and paging for the current time.
- **Stop** – This stops all current encounter recording and deletes all pending paging announcements.
- **Reschedule** – This can do any of the following: advance or postpone the entire schedule, extend or shorten the recording duration, or apply a new paging template to an already scheduled session (the same functionality for a manual scheduled recording applies here).



To perform session-wide functions within AV Control, access the following area of the **Schedule** tab:



Press the **Switch to Manual** button at the top of the Schedule tab to remove automated functionality and create a manual recording (button toggles to Automatic recording).

The following **Schedule Actions** functionality is also available:

- **Refresh** – Click to update with the most current recording and paging information for this session and all encounters associated with it.

- **Delete** – Click to delete all recording and paging information for this session and all encounters associated with it.
- **Expand All** – Click to expand all closed sections of this page (indicated by a ).
- **Close All** – Click to close all expanded sections of this page (indicated by a ).

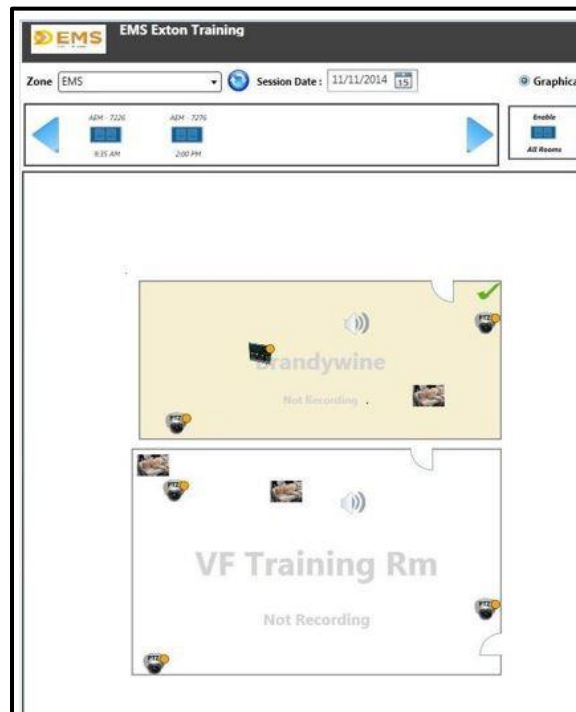
## ***Play Pages from AV Control (Ad hoc Paging)***

### ***From Microphone:***

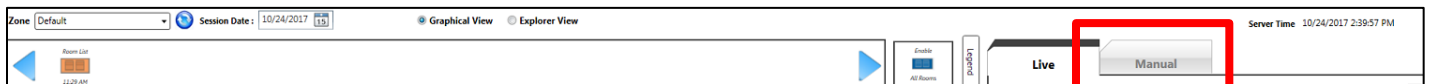
1. In the AV Layout click in the image of the room or rooms that you want to page into.

### **Tips:**

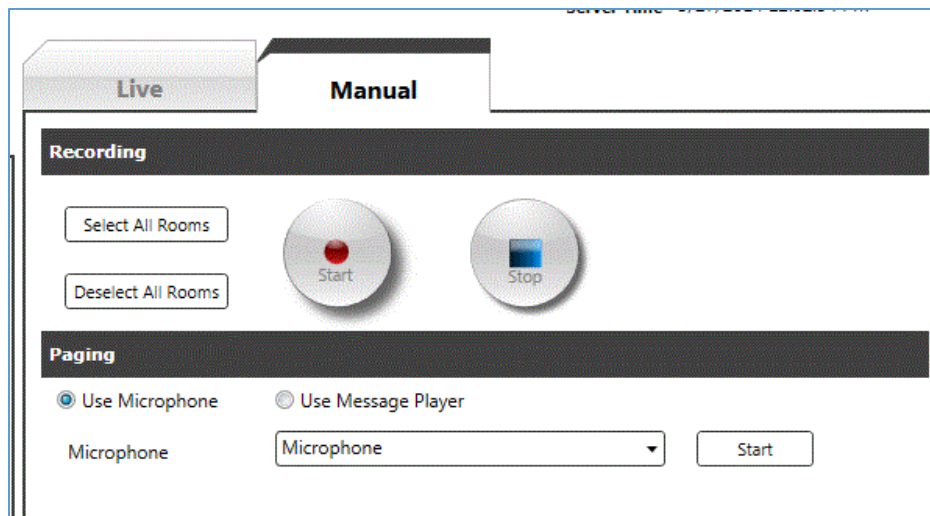
The room image will change color from white to light brown and a green check mark will appear, indicating that the room is selected.




2. Click the **Manual** tab on the right.







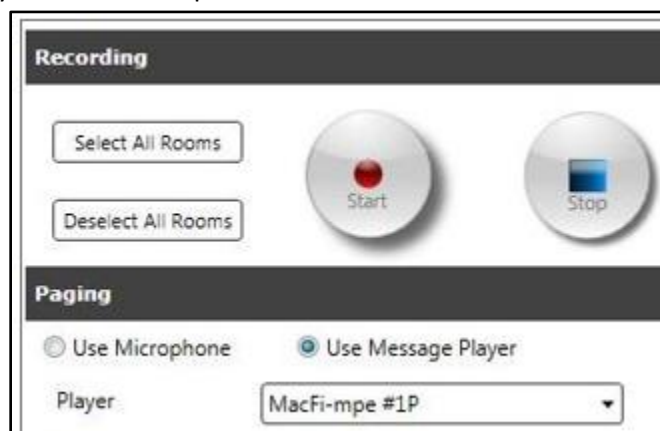
3. Click the **Use Microphone** radio button. Select the microphone from the drop-down list
4. Press the **Start** button to the right of the Microphone label.
5. Press the button on your microphone and hold it down for the duration of your message.
6. Speak the paging message into the microphone.
7. Release the microphone button when your announcement is finished.

When the message plays, the Speaker room icon  animates in the AV Layout briefly for the duration of the paging announcement.

8. Press **Stop** to the right of the Microphone dropdown list.

### ***Record a Paging Message to the Message Player***

1. Select the Use Message Player radio button
2. Select the Message player from the drop-down list



3. To record a new paging message, click the **Manage Audio Messages** button. The following appears:



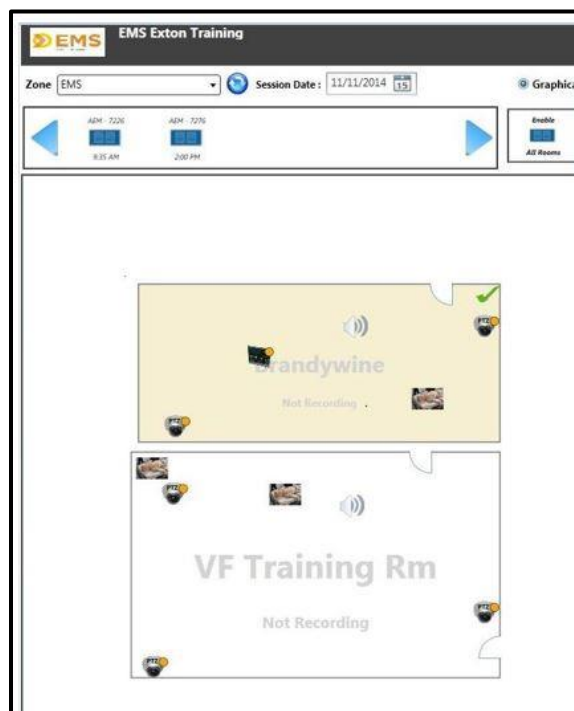


4. Select the message player from the grid by clicking the checkbox (1).
5. Select a microphone for recording your paging message from the drop-down list selections (2).
6. Enter the **Message Name** at the text field (3 – the **Message ID** is automatically assigned).
7. Press **Start** to begin recording (4),
8. Press **Stop** when you have finished. A confirmation message appears onscreen and the Message ID drop-down list shows the paging message you have just created.

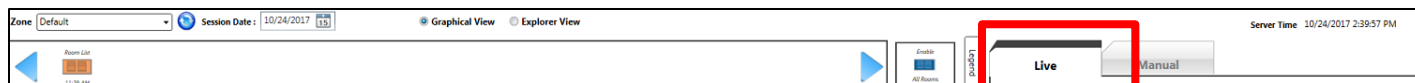
### ***Play a recorded message from the Message Player***

1. In the AV Layout click in the image of the room or rooms that you want to page into.

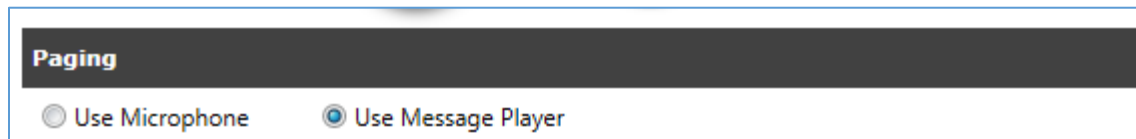
**Tip:** The image will change color from white to light brown and a green check mark will appear, indicating that the room is selected.



2. Click the **Manual** tab on the right.



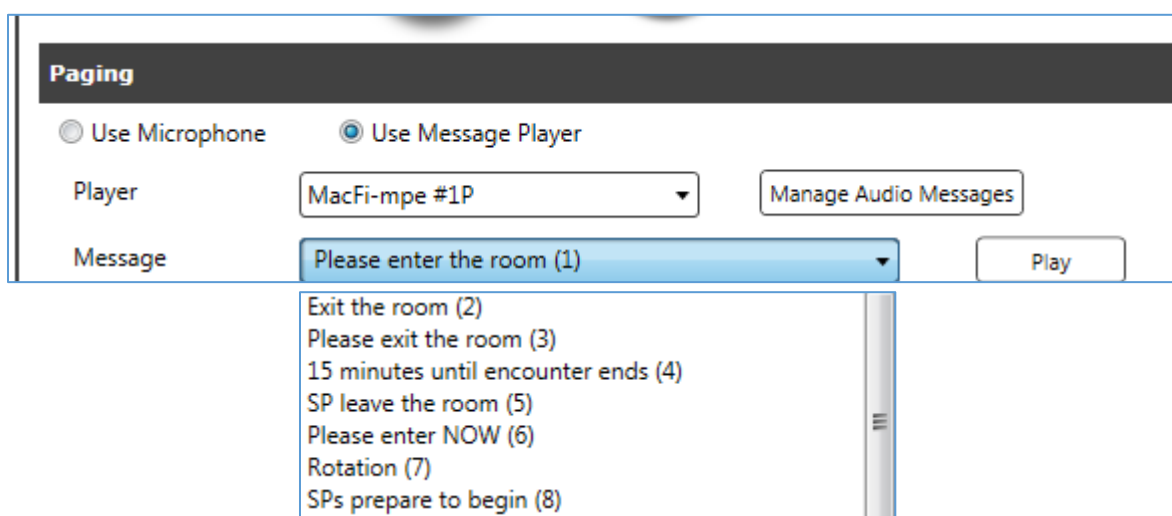
3. Click the **Use Message Player** radio button




4. Select the Player from the drop-down list

5. Select the Message - Click the drop-down list to select a pre-recorded paging message

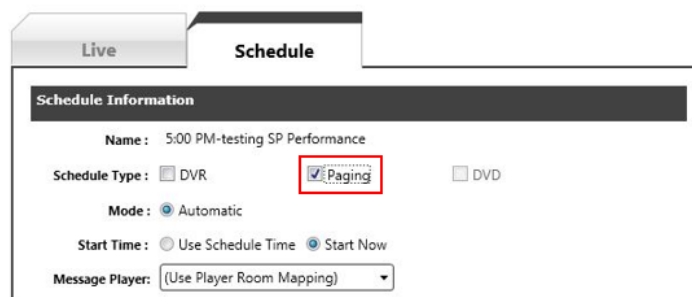
6. Press the **Play** button.



- When the message plays, the Speaker room icon (  ) on the floorplan animates briefly in the selected room for the duration of the paging announcement.
- When the page is done, deselect the room by clicking on the room in the AV Layout. The green checkmark will go away.

## Adding a Paging Schedule to a Scheduled Session

If a paging schedule was not created when the session was scheduled, this information can be added manually within AV Control. The following screen appears:



Click the **Paging** checkbox to display the available paging templates:

Paging Templates

Template Group:

ALL

	Name	Group Name	Desc	Status
<input type="checkbox"/>	Move to Next Encounter	All Templates	EMS	Active
<input type="checkbox"/>	Please Enter	SP	EMS	Active
<input type="checkbox"/>	Please Enter room	All Templates	EMS	Active
<input type="checkbox"/>	Please enter the room	All Templates		Active
<input type="checkbox"/>	Session Begin-Please enter the room	All Templates	EMS	Active
<input type="checkbox"/>	Session End	All Templates	Valle	Active
<input type="checkbox"/>	Session has ended now	Manish Standard Template	EMS	Active
<input type="checkbox"/>	Start Post Encounter	All Templates	EMS	Active
<input type="checkbox"/>	Take a 5 minute break	All Templates		Active
<input type="checkbox"/>	The session will begin in 2 minutes	All Templates		Active
<input type="checkbox"/>	The session will start in 5 minutes	All Templates		Active
<input type="checkbox"/>	Time to enter the room	SP		Active
<input type="checkbox"/>	Time to Exit the Room - jbb	All Templates		Active
<input type="checkbox"/>	You have 2 minutes left	SP	EMS	Active

OK

If using a schedule type for a DVR from the **Schedule** tab, click the applicable checkbox (DVR, Paging or DVD).

By default, one message player is linked with a room (1:1). AV Control automatically decides the message players to be used based on the room list. Selecting another message player overrides the player-room mapping for the schedule.

If using **Automatic** mode, you can select **Use Schedule Time** already defined for the session recording or select **Start Now** (paging and DVR functionality is also available). Select **Start Now** to use the Message Player room mapping or make another selection from the drop-down list if available. Click **OK** to retain your selections.

**Tips:** If you scheduled a session but did not set up learner encounters or a paging schedule, use AV Control to open the scheduled session. From here, you can begin the encounter in automatic mode, as shown below (schedule type details are carried over to AV Control).

Schedule Information

Name:

2:30 PM-AEM - 7431

Schedule Type:

☐ DVR
 ☒ Paging
 ☐ DVD

Mode:

☒ Automatic

Start Time:

☒ Use Schedule Time
 ☐ Start Now

Message Player:

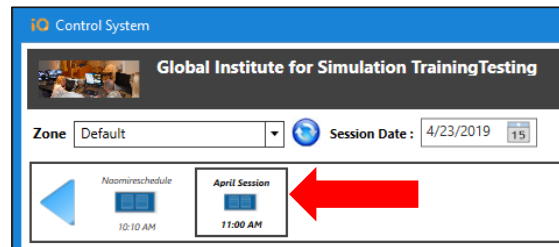
(Use Player Room Mapping)

OK

## ***Scheduling a Recording session and Paging Messages in AV Control***

Even if you have not set your session to be recorded or any paging announcements in the DVR/Paging section of your Session Activity page on the web application, it is possible to select the session in AV Control and have it record with paging announcements.

Click on the scheduled session **icon** below the date.



When a scheduled session is selected, the **Manual** tab on the right changes to the **Schedule** tab. Options for the **Schedule Type**, **Mode** and **Start Time** appear. Change any of those as needed.

The screenshot shows the 'Schedule' tab selected. It displays 'Schedule Information' for a session named '10:28 AM-Test Mani'. The 'Schedule Type' section has checkboxes for 'DVR' (checked), 'Paging' (checked), and 'DVD' (unchecked). The 'Mode' section has radio buttons for 'Automatic' (selected) and 'Manual' (unselected). The 'Start Time' section has radio buttons for 'Use Schedule Time' (unselected) and 'Start Now' (selected). The 'Message Player' dropdown is set to '(Use Player Room Mapping)'.

1. Select the Message Player.
2. Select the paging messages to be played by checking the checkbox to the left of the listing.

**Schedule Information**

Name: 10:28 AM-Test Mani

Schedule Type: ☒ DVR ☒ Paging ☐ DVD

Mode: ☒ Automatic ☐ Manual

Start Time: ☐ Use Schedule Time ☒ Start Now

Message Player: (Use Player Room Mapping)

**Paging Templates**

Template Group: ALL

<input type="checkbox"/>	Name	Group Name	Description	Status
<input type="checkbox"/>	1 min left in encounter	SP	EMS Zone	Active
<input checked="" type="checkbox"/>	1 min left to end the encounter	All Templates	EMS Zone	Active
<input type="checkbox"/>	5 minutes left in your encounter	All Templates		Active
<input type="checkbox"/>	Everybody in position	All Templates		Active
<input type="checkbox"/>	Exit the session	All Templates	Brian's anno	Active
<input type="checkbox"/>	Manish template - Sim Storage room	Manish Standard Template	Sim Storage	Active
<input type="checkbox"/>	Move to Next Encounter	All Templates	EMS Zone	Active
<input type="checkbox"/>	Please Enter	SP	EMS Zone PI	Active

- Click **OK** to set the paging schedule for that session.

### Add New Paging to a recording in progress using the Reschedule button in AV Control:

- Click the **Reschedule** button under the **Schedule** tab.

10:28 AM-Test Mani / Automatic Switch To Manual Schedule Actions

Encounter : N/A Show Only Active Encounters

Pause Continue Start Stop Restart Reschedule

**Recording Schedule**

<input type="checkbox"/>	Enc	Date/Time	Status	Action
<input type="checkbox"/>	1	10/17/2014 10:28:00 AM	Scheduled	Delete Encounter

- Select the **Add New Template** radio button

**Alter Schedule**

Action: ☐ Reschedule ☒ Add New Template

**Add New Paging Template**

This paging message appears in a subsequent encounter. You cannot add this message to this encounter. To add a paging message to this encounter, you must first delete the paging message from the subsequent encounter and then click Add New to add the new paging template.

From Encounter: 1

Template Group: SP Messages

<input type="checkbox"/>	Paging Message
<input type="checkbox"/>	Begin encounter
<input type="checkbox"/>	Encounter end
<input type="checkbox"/>	SPs get ready
<input type="checkbox"/>	Two mins remain

OK

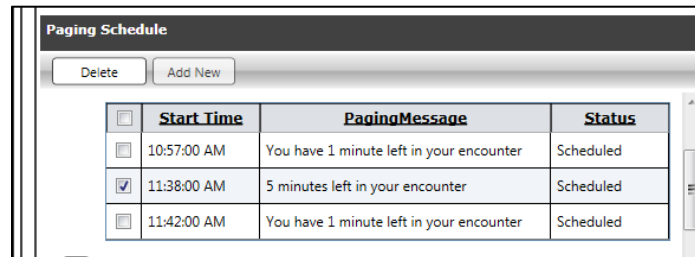
- Select the number of the encounter you want to add this from going forward onto the remainder of your encounters.

4. Select the Paging Template of the messages you want to display.
5. Check the checkbox next to the message(s) to add to your schedule
6. Click **OK**.

Press **OK** after making your selections to add them to the Paging Schedule. Press **Delete** to remove any paging schedules selected in the grid.

#### Delete a Paging Announcement from an Encounter

To delete an announcement from an encounter, simply **check the checkbox** to the left of the announcement in the Paging Message grid and then click the **Delete** button at the top of the grid.



#### Notes about Audio Paging via the SIMULATIONiQ Website:

##### Paging Zones

*Paging Zones are used to designate the rooms where the paging messages will play. This is done by placing rooms into zones. Note: The speakers installed in the center will dictate the zones available.*

Paging announcements may be recorded and scheduled to play at precise times within the automated session, or at any time manually, through individual rooms or groups of rooms called **Paging Zones**.

The next step is to create a **Paging Zone** to define the locations where the announcements should be played. There may be announcements you will want played everywhere or, in just certain rooms. Putting the rooms in zones makes it easy to select the area or zone in which to have the message play into.

#### Create a Paging Zone – Web Application

1. To create or view a **Paging Zone**, log onto the SIMULATIONiQ Web Application; click on the Settings task tab

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
  - Holiday
- System Configuration
  - Email Settings
  - Parameters
  - Portal Settings
  - System Updates
- AV Configuration
  - Zones**
  - Rooms

**Zones**

Print | Change Status | Delete

Filter All Filter

	Name	Description	Rooms	Status	Delete
<input type="checkbox"/>	Default	Default Zone	101, 102, 103, 104, 105, 201, 202, 203, 204, 205, Control, Training Room 1, Training Room 2, Training Room 2 / Paging	Active	
<input type="checkbox"/>	Epiphany		Epiphany Direct Streaming	Active	
<input type="checkbox"/>	Prod Lounge		Training Room 2, Training Room 2 / Paging	Active	
<input type="checkbox"/>	SIM Rooms	Simulation Rooms	101, 102, 103, 104, 105, Control, Training Room 1	Active	
<input type="checkbox"/>	SP Lounge		Training Room 2, Training Room 2 / Paging	Active	
<input type="checkbox"/>	SP OSCE		201, 202, 203, 204, 205	Active	
<input type="checkbox"/>	SP Rooms	SP Rooms	201, 202, 203, 204, 205, Exam Room 1, Exam Room 2, Exam Room 3, Exam Room 4, Exam Room 5, Exam Room 6, Exam Room 7, Training Room 2, Training Room 2 / Paging	Active	
<input type="checkbox"/>	Test Zone		102, Emstest345^&#	Active	

8 record(s) found...

- The Search Result page to the right, will list all the Zones configured in your system. Click the **Add New** button at the top right, to add a new zone.
- The **Zone Details** window appears:

**Zone Details**

To edit a zone, complete the required fields and then click Save Changes. 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\*  
SP OSCE

☐ Room Group ☒ Paging Zone ☐ AV Control Layout

Description

Status  
Active

Room List

Filter All Filter Show Selected Add New

	Name	Location	Description
<input checked="" type="checkbox"/>	201	Current Location	SP Room 1
<input checked="" type="checkbox"/>	202	Current Location	SP Room 2
<input checked="" type="checkbox"/>	203	Current Location	SP Room 3
<input checked="" type="checkbox"/>	204	Current Location	SP Room 4 & Counseling
<input checked="" type="checkbox"/>	205	Current Location	SP Room 5
<input type="checkbox"/>	101	Current Location	Sim Room 1
<input type="checkbox"/>	102	Current Location	Sim Room 2
<input type="checkbox"/>	103	Current Location	Sim Room 3
<input type="checkbox"/>	104	Current Location	Sim Room 4
<input type="checkbox"/>	105	Current Location	Sim Room 5
<input type="checkbox"/>	Control	Current Location	
<input type="checkbox"/>	Epiphany Direct Streaming	Current Location	Brandon
<input type="checkbox"/>	Exam Room 1	Current Location	
<input type="checkbox"/>	Exam Room 2	Current Location	
<input type="checkbox"/>	Exam Room 3	Current Location	

29 record(s) found...

Save Changes

- Enter the following information:

<b>Name*</b>	This is the name of the zone (e.g., Paging Rooms, Sim Rooms, Everywhere, etc.)
<b>Room Group</b>	Click this checkbox to designate a group of rooms. This will be helpful when scheduling a Session in Session Calendar.
<b>Paging Zone</b>	Click this checkbox to list this zone as a Paging Zone in AV Control's Zone drop down menu.
<b>AV Control Layout</b>	Click this checkbox so this zone will be on the graphical floorplan in AV Control.
<b>Description</b>	This is the description of the zone (e.g., list the rooms in this zone or their usage).

<b>Room List</b>	Select a room from the list by clicking the checkbox. Press <b>Show Selected</b> to display only selected rooms from the grid.
------------------	--

- Search for a Room - Press **Search** to locate a room by **Name**, **Description**, or **All** attributes (you can also enter information at the text field to narrow your search).
- The rooms that have been configured in your system will be listed in the **Room List** grid.
- Click the checkbox next to the room or rooms you want added to this zone.
- Click the **Create** button.

### Create Template Groups (Web)


**Paging Templates** need to be in **Template Groups** to choose from them when scheduling a session for automatic recording in the Session's Activity page.

For example, you might have several templates that you use for all of your OSCE events, and a different set that you use for certain simulation sessions. So, having the templates in a template group for certain events will filter the list of templates to choose from by that group.

It may also be a good idea, depending on your center, to have a Template Group called: **"All Templates"** and associate all templates in that group, as well as their own group. This way, when scheduling automatic session in the Session Calendar, selecting **"All Templates"** will display *all* templates in the system in which to choose from.

- If there is a template group already created that you want to associate this template to, select it from the drop down menu. **Save Changes**.

- To create a new template, click the **Manage Group** button. The Template Group List window will open:

- 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 clicking the  delete icon.
- 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), press **Create**. The new **Paging Template Group** can now be assigned to a **Paging Template**.



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

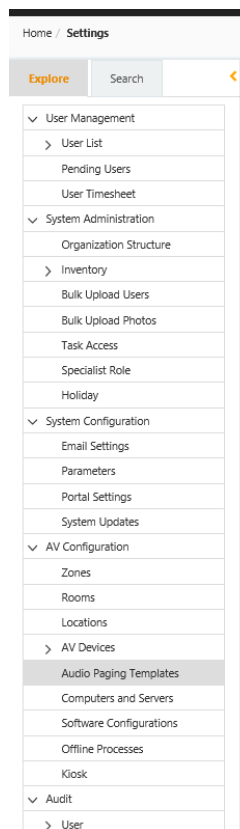
## **Paging Templates**

Connecting the paging announcement to a **Paging Template** determines the precise time the announcement will be played in the session. 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 will 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 then applying them when scheduling your session, the announcements will be heard during each encounter scheduled in the session.

### **Create and Assign a Paging Template**

In the SIMULATIONiQ Web application. Go to the **Settings** task group:

1. To view a list of **Audio Paging Templates**, or to create a new template, click the selection from either the landing page or the Explore tab, as shown:



2. The Search Result page will populate listing any existing Paging Templates already created in your system. Click on the **Add New** button at the top right to add a new template.

[Add New](#)

Print   Change Status   Delete					Filter	All	Filter
<input type="checkbox"/>	Name	Group Name	Description	Status	Delete		
<input type="checkbox"/>	5 mins Remain	SIM Messages		Active			
<input type="checkbox"/>	Begin encounter	SP Messages		Active			
<input type="checkbox"/>	Encounter end	SP Messages		Active			
<input type="checkbox"/>	SPs get ready	SP Messages		Active			
<input type="checkbox"/>	Two mins remain	SP Messages		Active			

5 record(s) found...

3. The **Paging Template Details** window will open.

**Paging Template Details**
✕

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

**Name\***

**Template Group\***

▼

[Manage Group](#)

**Event**

Schedule Start ▼

**Occurs**

Immediately ▼

**Message**

None ▼

[Manage Message](#)

**Zone**

▼

[Add Zone](#)

**Description**

☐ Skip first Encounter
 ☐ Skip Last Encounter

[Create](#)

4. Enter the following information:

<b>Name*</b>	Enter the name of the paging template so that you can easily recognize its content and purpose.
<b>Event</b>	This identifies when the announcement is to be played. A paging announcement may be linked to one of four “Events”: <b>Beginning of the session</b> (Schedule Start) <b>Beginning of the encounter</b> (Encounter Start) <b>End of the encounter</b> (Encounter End) <b>End of a session</b> (Schedule End)
<b>Message</b>	This is the message announcement to be included in the template.
<b>Description</b>	Enter a description of the message.
<b>Template Group*</b>	Select a Template Group from the drop-down list. This is used when selecting a Template in an automatically scheduled Simulation Session, which is done through the Session Calendar task group in the web app.
<b>Occurs</b>	This designates the point related to the encounter when the message is to be played. Select <b>Before</b> (default), <b>Immediately</b> or <b>After</b> 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.
<b>Zone</b>	Select the <b>Room Zone</b> from the drop-down list; click Add Zone to call up the <b>Zone Details</b> dialog box (described in the Paging Zones section).
<b>Status</b>	Select Active or Retired (Active is the default).

<b>Skip first Encounter</b>	Check this box if the message will not be applied to the first encounter.
<b>Skip Last Encounter</b>	Check this box if the message will not be applied to the Last Encounter.

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

### Add a Paging Message to an Audio Paging Template (Web)

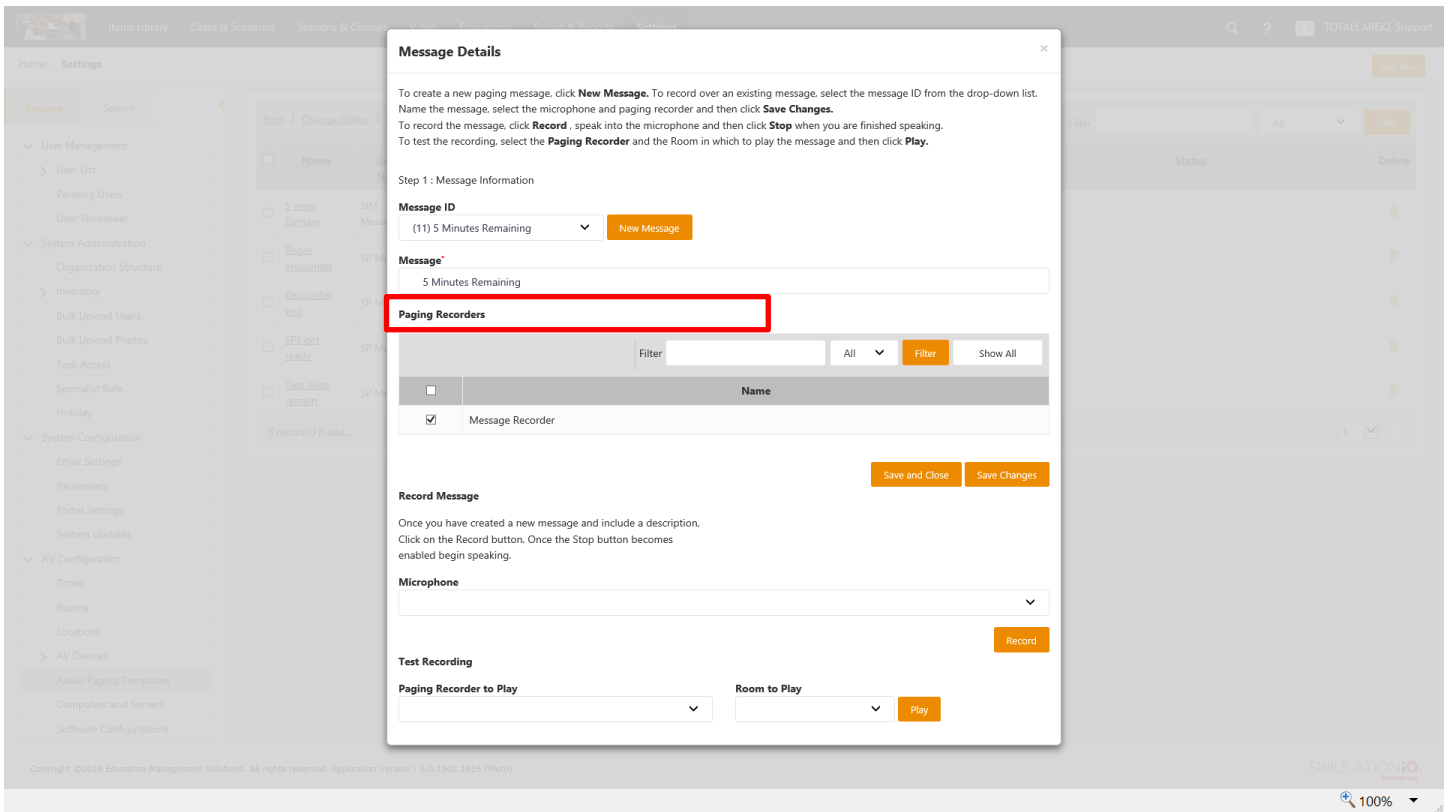
When you create a New Paging template or click on an existing one, choose the message for this template in the Message drop down menu as shown below.

### Manage Messages (Web)

Edit and manage messages that were recorded in **AV Control** by going to the web application, to **Settings > Audio Paging Template**. If managing (editing) a message, select the **ID** of the message and then edit the message text. The message ID is numbered in brackets. For example, refer to screen shot above. The number six, in brackets (6) is that message's ID. Message IDs cannot be deleted once they are generated, only messages can be edited and re-recorded over existing ones. The recorder can save a maximum of 99 audio recordings.

1. To manage messages, go to **Settings > AV Configuration > Audio Paging Template**.
2. Click on the **Add New** button.
3. The **Paging Template Details** window will open.
4. Click the **Manage Message** button which will open the Message Details window.
5. Select the Message ID # (from AV Control) of the message text to be edited. The message text will then populate in the Message field below the ID field.
6. Optionally, you can edit the text and **Save Changes**.
7. When you click **Save Changes**, you will be back in the **Paging Template Details** window. Continue adding the details of the Paging Template if needed and Save Changes in this window to exit.
8. Your changes will be reflected in AV Control at your control computer.

### Message Details Window (Web)



## Assign a Paging Zone to an Audio Paging Template (Web)

*If an Audio Paging Template will be used in a particular zone, perhaps it is an announcement for the SPs which will play in an SP Room Zone; a template can be created and applied to the zone.*

*An Audio Paging Template can only be in one zone. To have the same template with message play in more than one zone, another Template/message will have to be created.*

1. To assign the **Zone** to the **Audio Paging Template**, select the template from the Audio Paging Templates in **Settings** by clicking on the hyperlink name.
2. In the **Zone** drop down menu, select the Zone that this message will play.

3. Press **Save Changes** to retain all **Paging Template Details**.

## Schedule Audio Paging Messages in your Simulation Session (Web)

A simulation session can be scheduled to have pages go off manually or automatically. If recording manually, the announcements will still play as scheduled within the session.

Scheduling Paging announcements from the Session Activity page:

In the Session, go to the “Recording/Paging Schedule” Tab:

The screenshot shows the 'Recording/Paging Schedule' tab in the simulation software. The interface includes a top navigation bar with tabs like 'Items Library', 'Cases & Scenarios', 'Sessions & Courses', 'Video', 'Evaluations', 'Scores & Reports', and 'Settings'. The main content area is titled 'Random Recurring on 4/24/2019'. On the left, there is a sidebar with a 'Random Recurring' icon and a list of options: 'Home', 'Practice Response', 'Edit Responses', 'Video', 'Monitor Session', and 'Scoring Properties'. The main content area has several sections: 'General Information' (with checkboxes for 'Create DVR Schedule', 'Paging', and 'DVD Recording'), 'Start Time' (with radio buttons for 'Use Schedule Time' and 'Start Now'), and 'Mode' (with radio buttons for 'Automatic' and 'Manual'). Below these are two drop-down menus: 'Message Player' (set to 'Message Player') and 'Template Group' (set to 'SIM Messages'). A 'Show Selected' button is next to the 'Template Group' menu. A table below shows a list of messages with columns for 'Name', 'Group Name', and 'Description'. The table contains five rows of messages: '5 mins Remain', 'Begin encounter', 'Encounter end', 'SPs get ready', and 'Two mins remain', all associated with 'SIM Messages'. At the bottom of the table, it says '5 record(s) found...'. There are also 'Print', 'Cancel', and 'Save All' buttons at the top right, and a 'Save Changes' button at the bottom right.

Name	Group Name	Description
5 mins Remain	SIM Messages	
Begin encounter	SP Messages	
Encounter end	SP Messages	
SPs get ready	SP Messages	
Two mins remain	SP Messages	

Enter the following information:

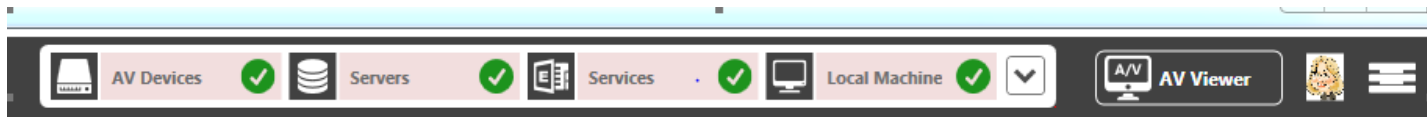
Create DVR Schedule checkbox	Check this box to schedule the session to be recorded automatically and also to schedule the paging announcements.
Paging checkbox	Check this box and the paging <b>Template Group</b> drop-down list is populated.
DVD Recording checkbox	Check <b>DVD Recording</b> to make a recorded file that will play on a DVD player (additional equipment required).
Start Time	Select whether the start time will <b>Use Schedule Time</b> , which is the time specified in the General Information section of this activity page; <i>or</i> , select <b>Start Now</b> to start the recording immediately.
Mode	Click the <b>Automatic</b> radio button to assign a pre-recorded paging template to be played during the automated session. Click <b>Manual</b> , and use intervention will be required to play the recorded messages or make announcements at the recording session.
Message Player	Select a <b>Message Player</b> from the drop-down list.
Template Group	Select a <b>Template Group</b> from the drop-down list; messages associated with the selected <b>Template Group</b> appear in the grid. Be sure to select the appropriate Template Group for the room zone

Press **Save Changes** after you have entered your session details and press **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).

## System Monitoring and Configuration in AV Control

### AV Health Banner

Seen at the top of the AV Control screen, the Health Banner is a quick way to view the status of system components. A green circle indicates there is no issue; yellow is a warning and red means there is an error. If there is an error, you can click on the dropdown to the right of the Local Machine section to see what the error is.



The four sections address the areas listed below. Some of these you may be able to correct, but for others you should contact the EMS TotalCAREiQ support team.

#### AV Devices

- o Camera/DVR Offline
  - ?? DVR or camera is offline
- o Wrong Firmware
  - ?? Unapproved firmware installed
- o Wrong Camera Configuration
  - ?? Invalid video configuration
  - ?? Overwrite flag is not set
  - ?? Recording schedule enabled (when 24x7 parameter is disabled)
- o Crestron Offline
  - ?? Device offline

#### Servers

- o Computer Offline
- o Low Disk Space
- o High Memory Usage
- o High CPU Usage

#### Services

- o Application Offline
- o Disconnected from other applications
- o Unhealthy (reasons below)
  - ?? Scheduler
    - Timer offline
    - Key exceptions (Crestron, web service)
  - ?? Recorder
    - Device connection
    - Folder permission
    - Key exceptions (web service)
    - Impersonation
  - ?? Streaming Server
    - Port availability
    - Key exceptions (web service)
    - Device

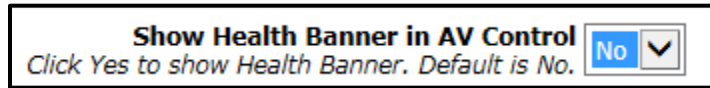
#### Local Machine

- o Impersonation
  - ?? Impersonation failed
  - ?? Impersonation account not defined
- o Not enough resources
  - ?? 8 GB RAM

- ?? Quad Processors
- ?? 1GB Free Space in OS Drive
- o Connectivity to Scheduler
  - ?? AV Server Unavailable (failed to connect to scheduler)

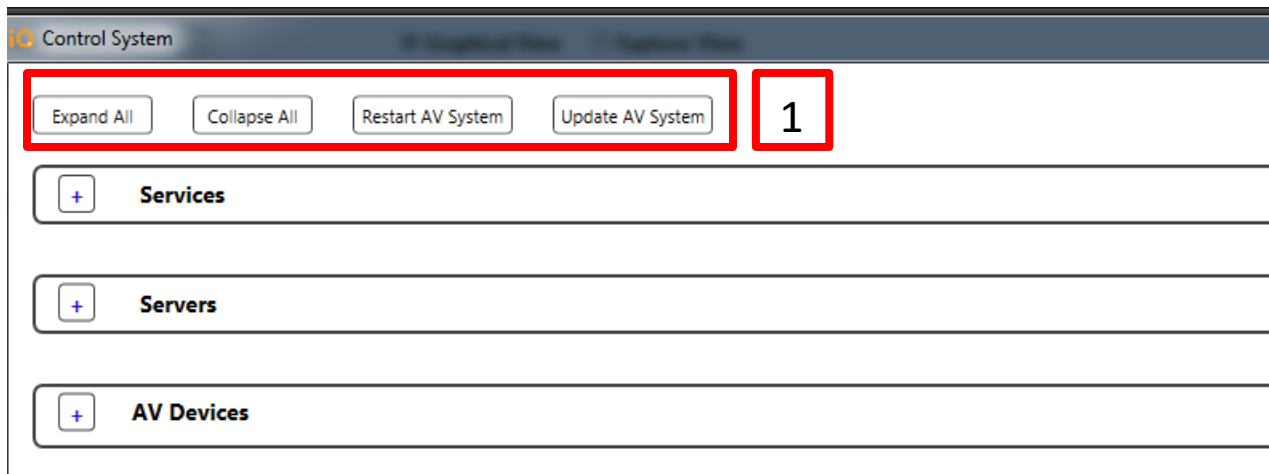
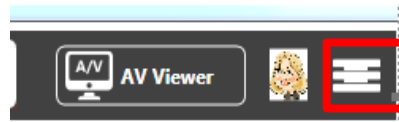
### Health Banner Parameter on the Web

From the SIMULATIONIQ website, in **Settings > System Configuration > Parameters**, click Yes to Show the Health Banner in AV Control. The Default is No.



### AV System Monitor

To see even more detail for the AV Devices, Services and Servers, open the AV System Monitor. To do so, click on the icon outlined in red, then select System Monitor.



#### 1) Global functionality within the System Monitor

- Click the **Expand All** button in the upper left corner of the screen to view all operational details for each device mapped to an IP address.
- Click the **Collapse All** button in the upper left corner of the screen to hide all operational details for each device mapped to an IP address.
- Click the **Restart AV System** button if there is an issue with the server and the status is Offline
- Click the **Update AV System** button in the upper left corner of the screen to update all AV devices and applications.

<div> <div>AV Devices</div> <div>2</div> </div>						
<div> <div>Refresh</div> <div>Update</div> <div>Update Config</div> </div>						
	IP Address	Name	Available Version	Current Version	Status	Update
	192.168.10.190	Vital Monitor			Active	<div>Update</div>
	192.168.10.225	Nvr-02	V3.4.92 build 170228	V3.4.92 build 170228	Active	<div>Update</div>
	192.168.10.224	Nvr-01	V3.4.91 build 161220	V3.4.91 build 161220	Active	<div>Update</div>

## 2) Functionality by Device

Maintenance can be performed on individual devices appearing on the system monitor. For example, for EDU-DVCS above, if the device status is Offline, click **Restart Computer** to change the status to Running. You can also view errors by device by clicking the **Error** button (a red flag indicates an error status; a restart or update may be required by the System Administrator if the device is not in a Running status). Click the **Restart Computer** button if a restart is required.

To view the error log by device, please see the Troubleshooting section of this documentation.

## 3) Functionality by Service

Enhancements can also be applied to individual services within a device appearing on the system monitor. For example, for EDU-DVCS above, if a status of a service is Offline, click **Restart** to change the status to Running. Also, if the Available Version of the software for the Video Converter is more recent than the Installed Version, you can click **Update** to install the most recent available version. You can also view errors by service by clicking the **Error** button (a red flag indicates an error status).

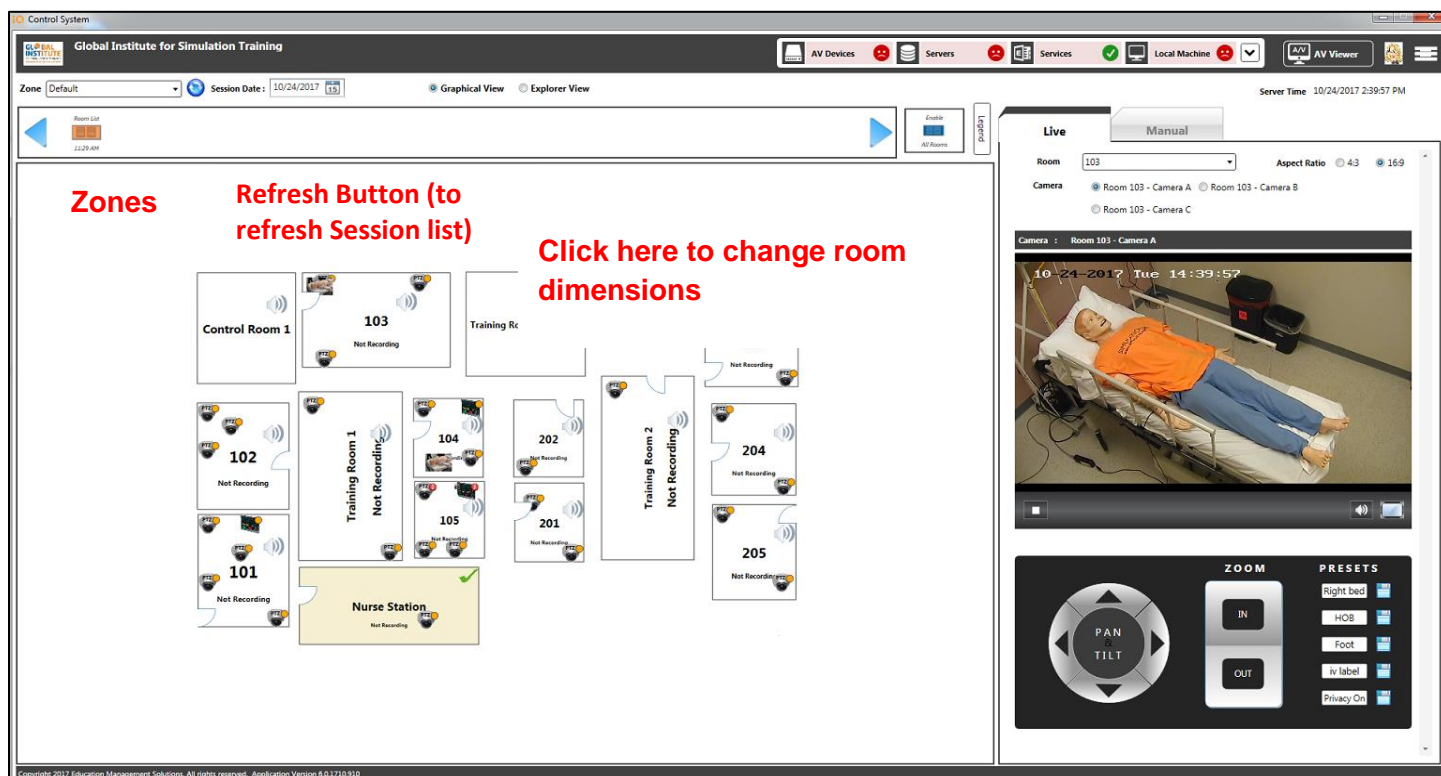
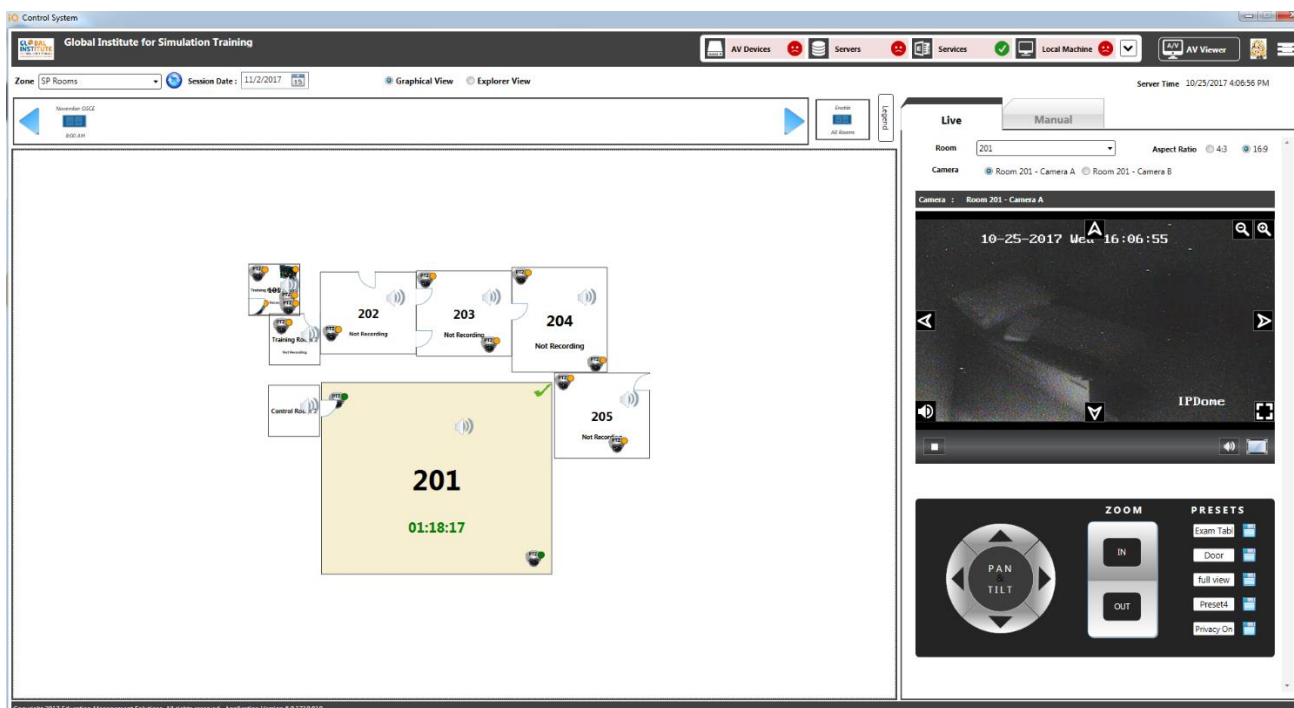
To view the error log by service, please see the Troubleshooting section of this documentation.

If accessing the System Monitor from AV Control, click the X box from the upper right corner of the system monitor to return to the AV Control application.

## Configuring AV Control

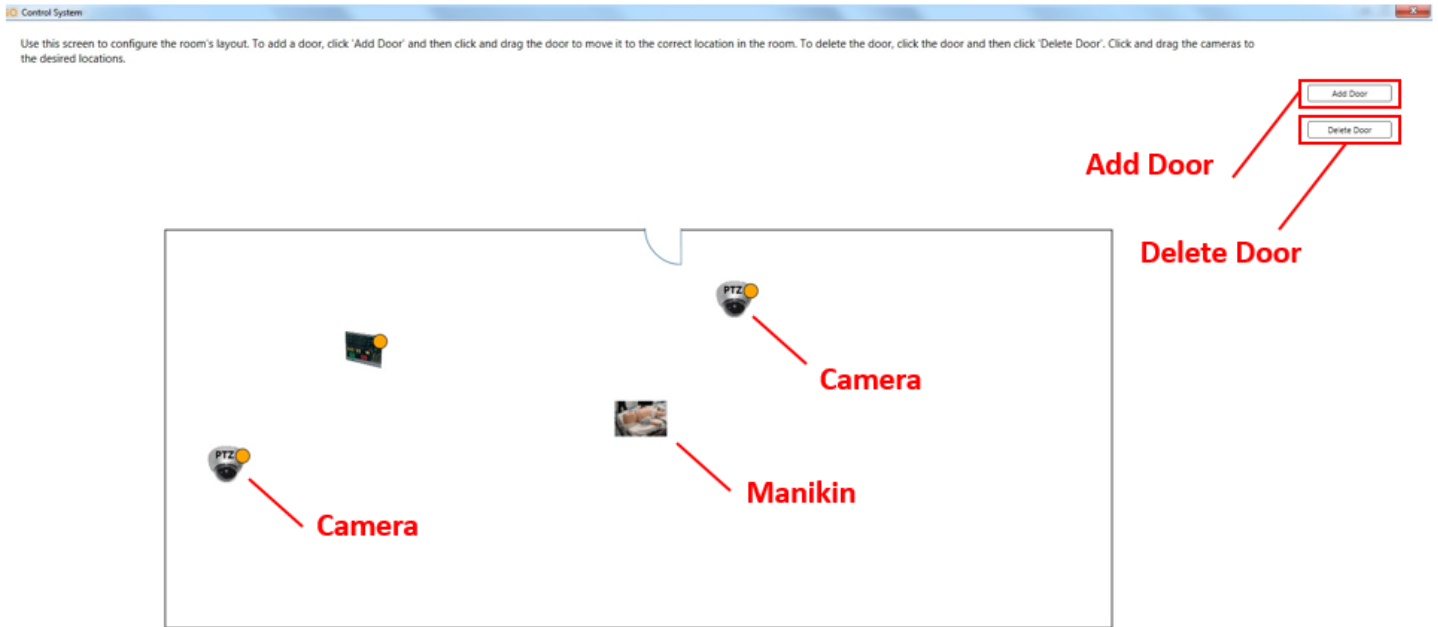
After exiting the System Monitor, the following screen appears within AV Control (view will vary depending on configuration):





Select either the **Graphical** or **Explorer** buttons to view the rooms and devices within those rooms. If selecting the Graphical view (depicted above), click on the room location to shade it and highlight it with a green check mark (the floor plan is populated based on the selected zone).

To modify a room, double click on a room shown in the floor plan (such as Brandywine highlighted above). A new window will pop up, as follows:

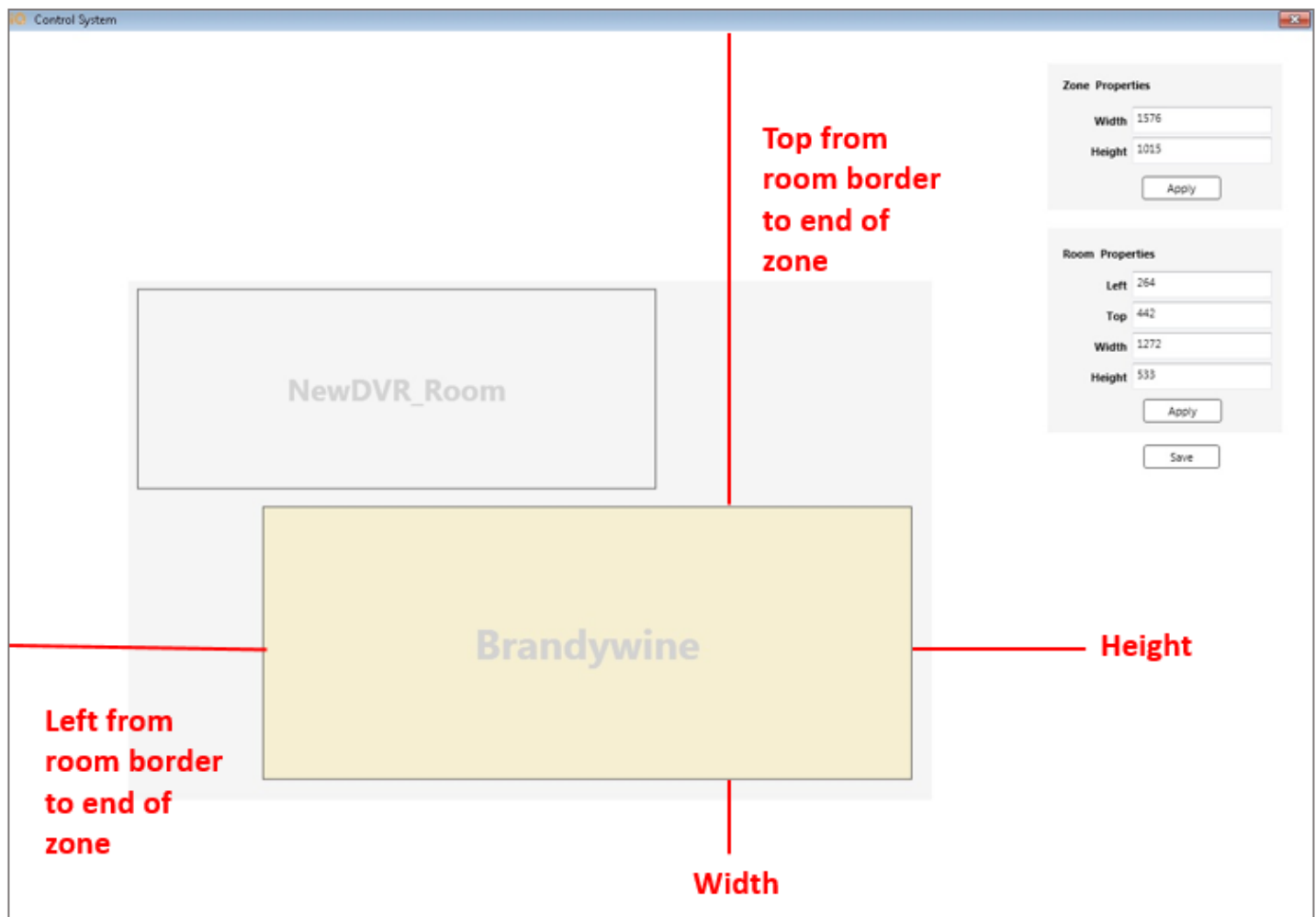


Click on the walls to readjust them. Add a doorway by clicking on the **Add Door** button, or highlight the door and select **Delete Door** to delete it.

To make a minor adjustment to the position of a simulator or other device, click on the device from the view depicted above and drag it to its new position. For major room re-assignment of the simulator, use the SIM Client or the Settings task module which is located in the web application.

Mouse over the icons on the floor plan to view the devices, their status and IP addresses (this information is also available from the System Monitor).

To resize the zone of available rooms and all rooms within that zone, double click on the area outside a room in the zone. The following view appears:



To modify the zone size, enter the following values (in pixels):

#### Zone Properties

- Width
- Height

Click **Apply** after you have entered the zone values.

To modify the room size, enter the following values (in pixels):

#### Room Properties

- Left
- Top
- Width
- Height

Click **Apply** after you have entered the room values. Click **Save** to retain all values entered at this screen.

The prior view from the AV Control landing page showing the locations to add doors and resize rooms and zones is the Graphical room view. To access the Explorer view, click the radio button as shown below.



A sample AV Control Explore view appears as follows:

Expand All Collapse All

-	<input type="checkbox"/> Room	NewDVR_Room	Status	Ready	
Select Camera	Device	Type	Status	IpAddress	Elapsed Tim
<input type="checkbox"/>	New_DVR_CamB	Camera	Ready	N/A	N/A
<input type="checkbox"/>	New_DVR_CamA	Camera	Ready	N/A	N/A


  

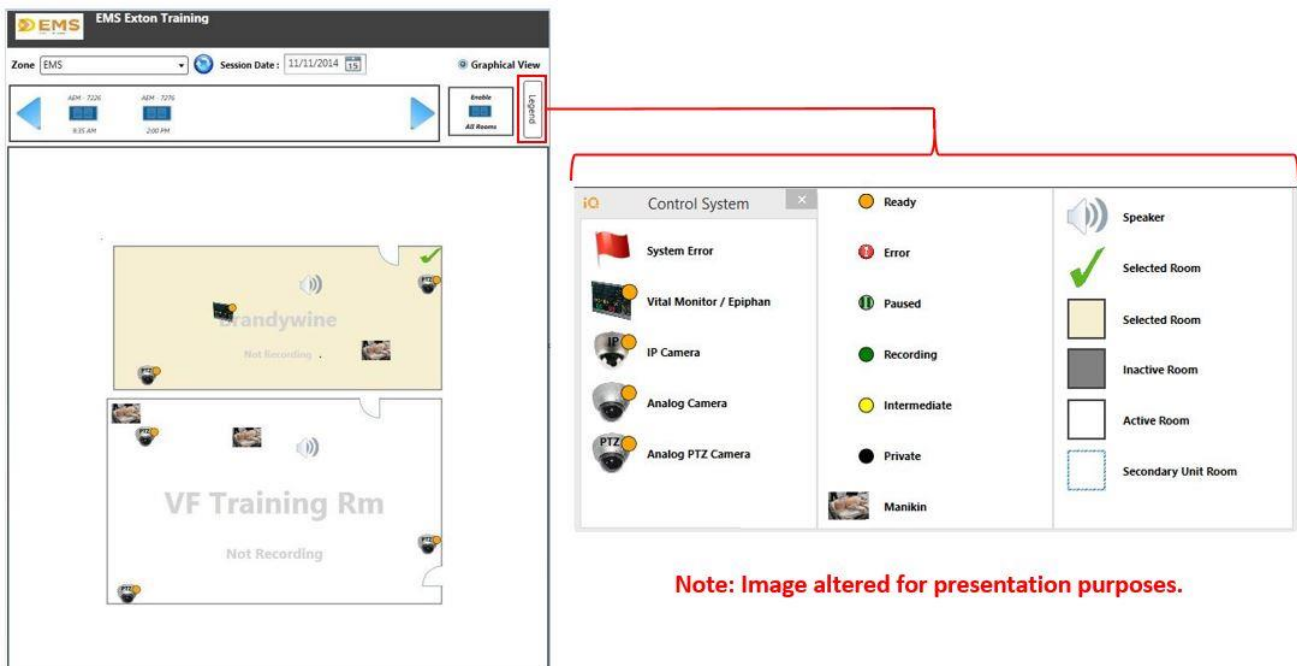
-	<input type="checkbox"/> Room	Brandywine	Status	Ready	
Select Camera	Device	Type	Status	IpAddress	Elapsed Tim
<input type="checkbox"/>	BW_Cam1	Camera	Ready	N/A	N/A
<input type="checkbox"/>	BW_Cam2	Camera	Ready	N/A	N/A
<input type="checkbox"/>	BW_Vitals	Camera	Ready	N/A	N/A
<input type="checkbox"/>	sim man	Simulator		N/A	

### Legend

Click the **Legend** button on the landing page as shown below to display the following icons, which indicate all available room equipment as well as room and recording status:

### Menu

Use the  menu to select System Monitor, Configure Simulator, or Communication Test.



The screenshot shows the EMS Exton Training interface. The top bar includes the Zone (EMS), Session Date (11/11/2014), and Graphical View button. The main area displays a map of the EMS Exton Training facility with various rooms and equipment icons. The Legend panel is open, showing a list of icons and their corresponding status or equipment type. The Legend panel includes a 'Control System' section with icons for System Error, Vital Monitor / Epiphan, IP Camera, Analog Camera, and Analog PTZ Camera. It also includes a 'Status' section with icons for Ready, Error, Paused, Recording, Intermediate, Private, and Manikin. The 'Room' section includes icons for Speaker, Selected Room, Inactive Room, Active Room, and Secondary Unit Room. A red box highlights the Legend button in the top bar, and a red line connects it to the Legend panel.

Note: Image altered for presentation purposes.

## Configure a Simulator

Click the bars icon at the top right and select **Configure Simulator** =



Simulator configuration

Following simulators are added and mapped to room.

Name	Description	IP Address	Port	Version	Debrief Folder	Status	Room	RunTest	Delete
Gaumard Pet		172.16.9.89	8001	1.4.18.0		Active		RunTest	✖
sim man		172.16.11.104	3243	3.5.0	\\172.16.11.104\tempdebrief	Active		RunTest	✖
SimMan3G		192.168.169.100	-1	2.3	C:\users\<localuser>\appdata	Active	Brandywine	RunTest	✖
test		172.0.0.0	3243			Active		RunTest	✖

Add New Simulator Close

This displays all the simulators mapped to the room selected for live viewing. Click the simulator in the **Name** column to display the simulator configuration details, as shown:

Simulator configuration

**Simulator Detail**

Name \* Gaumard Pediatric HAL Status Active

Manufacturer Gaumard Type Gaumard

Instructor's PC Name Student Terminal Simulator IP Address 172.16.9.89

Version 1.4.18.0 Model No. Port 8001

Debrief Folder Enable Camera Recording ☐

Description Save

**Simulator Room Mapping**

Room No Rooms Save

**Vital Monitor Detail**

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

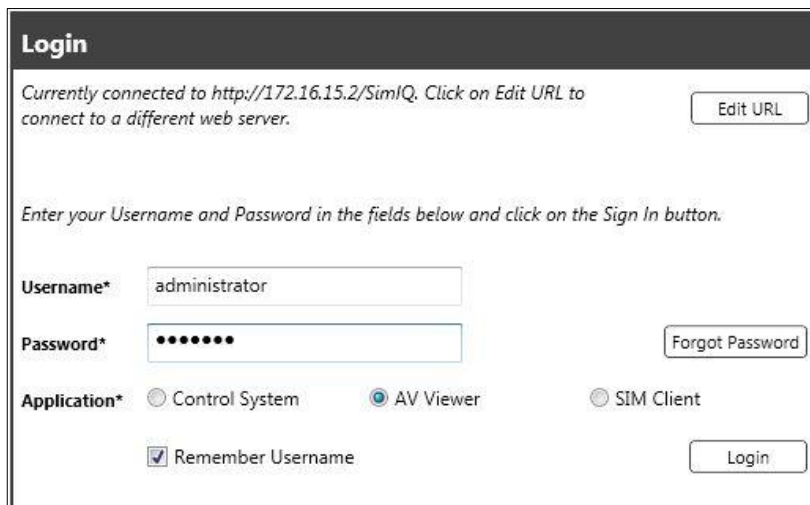
**Tips:** When adding a new simulator, the Enable Camera Recording checkbox means that the simulator will automatically turn on cameras in AV Control and Viewer – uncheck it to control the recording in AV Control and AV Viewer.

Click the **Run Test** link to initiate the Simulator Integration and Remote Software Installation wizard (please consult your EMS account manager when adding new or additional manikin devices).

## AV Viewer

The AV Viewer application enables viewing of live and recorded video with multiple camera views from multiple rooms. Videos can be annotated during live recording and playback using bookmarks. During playback, recordings will play in synchronization with the incorporation of bookmarks and manikin events (configuration dependent).

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 web address to the left of **Edit URL** will match your web address to SIMULATIONiQ

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

### Viewing Live and Playback Videos

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:

AV Viewer

Control System

Explore Search

Live

Refresh

Room	Description	Schedule Details
101	<a href="#">Sim Room 1</a>	
102	<a href="#">Sim Room 2</a>	
103	<a href="#">Sim Room 2</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**

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

EMS EMS Exton Training administrator, administrator (administrator)

Control System Logout

Explore Search

Video

Playback

**Date**

Today

Last 2 Days

Last 7 Days

Last 14 Days

Last 21 Days

Last 30 Days

Indexed

Non Indexed

Rooms

Bookmarks

Playlist

Search

ALL

Search

Lock Unlock

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

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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

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

## 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

EMS Exton Training

administrator, administrator (administrator)

Control System

Logout

Explore

Search

Help

Date From

Select a date

15

To

Select a date

15

Options

Indexed

Non Indexed

Locked

Unlocked

Room

Select

Keywords

Clear

Search

Playback

Search

ALL

Search

Lock

Unlock

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

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.

AV Viewer

Control System

Explore Search

Live

Filter ALL Filter

Refresh

Room	Description	Schedule Details
101	Sim Room 1	
102	Sim Room 2	
103	Sim Room 2	
104	Sim Room 4	
105	Sim Room 5	
201	SP Room 1	
[00:34] 202	SP Room 2	
203	SP Room 3	
204	SP Room 4	
205	SP Room 5	
Nurse Station		
Training Room 1	Sim Classroom	
Training Room 2	SP Classroom	

13 Record(s) Found

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

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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:

TV1-A

TV1-B

TV1-C

TV1-D

PTZ/Bookmarks Rooms/Annals

5220 Room

5220 IP CAM 1 5220 IP CAM 2

Axis 0:10:10:44

527A

Matrix 527A-0.d

HD SDI Room

HD S1 - 1D HD S2 - 1A

HD S3 - 1B HD S4 - 1C

New 4220 Room

4220 IP CAM NW 1A 4220 IP CAM NW 1B

Mid 4220 Room

4220 IP CAM OLD

TV1 Room Emulation Room 5 Center (6 HD)

1 TV1-1A 2 TV1-1B

3 TV1-1C 4 TV1-1D

HR 92

SpO<sub>2</sub> 97

NSP Manual 10:27 AM

Sys 120/78



Pulse 92

awPR 25

Temp 96.7

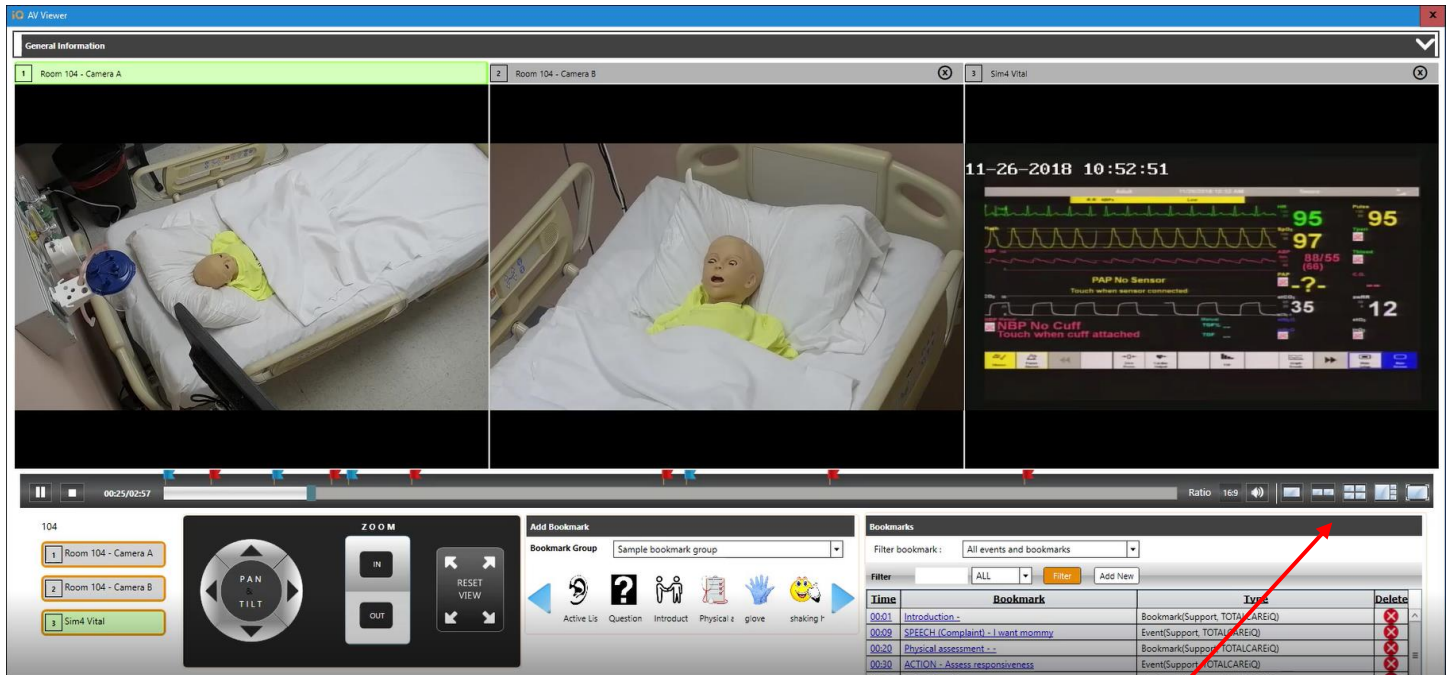
Ratio 4:3






**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).

## Viewing 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.

Different viewing configurations available from single to multi-screen position selections

## Bookmarking via AV Viewer

To bookmark the video, perform the following steps:

AV Viewer

Please select the appropriate access, enter comments (if applicable) and then click 'Save & Close'.

Name : Heart Sound - Normal

Access : ☐ Learners ☐ SP ☒ Educators

Comment :

Save & Close

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

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
00:29	Heart Sound - Normal	Bookmark (administrator, administrator)	X

1 Record(s) Found

Upload Events

2) Bookmark appears in grid – click to rename.

1) Click Add New button.

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

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

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.

Bookmarks

Filter bookmark : All events and bookmarks

Search: ALL Search Add New

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**.

## Basic AV Troubleshooting

### No Video Playback on the Web or Mobile Devices

**Note:** This assumes the same URL as AV Control/Viewer/SIM Client.



It may be necessary to restart the following publishing agents from the System Monitor (click the checkboxes and press **Restart**):

**checkboxbox**                      **Restart**

<input checked="" type="checkbox"/>	Video Publishing Agent	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors
<input type="checkbox"/>	Video Streamer 3GP	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors
<input type="checkbox"/>	Video Streamer	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors

**Note:** During the restart, the service may go **Offline** briefly before the green **Running** status reappears.

If the video play back issue persists, please contact the EMS Client Support Department (1-877-EMS-5050, ext. 223).

### Viewing the Error Log

**EDU-ORIONIIS**

**IP Address :** 172.16.15.2      **Operating System :** Windows Server 2008 R2 Standard Server 6.1.7601.65536 Bit64 - SP Service Pack      **Status :** Running

**CPU Usage:** 31 (0 - 100) %      **Free Space:** C: (27.0 GB)      **Memory Usage:** 2.7 (2.5 - 3.8) GB

Errors

Restart Computer

Red flag icons indicate an error has occurred (appearing next to the **Status** legend); though they may be minor, all errors are recorded. The most important thing to notice is that the Status is shown as Running on each server/device or service.

**EDU-ORIONSQL**

**IP Address :** 172.16.15.3      **Operating System :** Windows Server 2008 R2 Standard Server 6.1.7601.65536 Bit64 - SP Service Pack      **Status :** Running

**CPU Usage:** 8 (0 - 66) %      **Free Space:** C: (75.0 GB)      **Memory Usage:** 3.0 (2.9 - 3.7) GB

Errors

Restart Computer

Restart   Update   Refresh

<input type="checkbox"/>	Software	Available Version	Installed Version	Status	Restart	Update	Errors
<input type="checkbox"/>	Scheduler	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors
<input type="checkbox"/>	Central Monitor	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors
<input type="checkbox"/>	Local Monitor	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors
<input type="checkbox"/>	SIM Server	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors
<input type="checkbox"/>	Agent	5.9.1411.1811	5.9.1411.1811	Running	Restart	Update	Errors

Click the 

Errors

 button from the server/device or service associated with each device (as indicated above) to view an error log. The following view appears:

Control System

Computer:  Date From:

Application:  Date To:

Severity:  Keywords:

**Error Messages**

Delete Refresh

Computer	Application	Error Message	Error Time
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_StsatusOfDevice, I	12/9/2014 2:32:23 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_GetFirmwareVersi	12/9/2014 2:32:23 PM
EDU-ORIONDVCS	Recorder	Message: MT:Recoding status 4	12/9/2014 2:32:22 PM
EDU-ORIONDVCS	Recorder	Exception occurred: Failed to ping device 172.16.10.35	12/9/2014 2:32:22 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_StsatusOfDevice, I	12/9/2014 2:32:20 PM
EDU-ORIONDVCS	Recorder	Failed to get configuration detail of device: Encoder not found.	12/9/2014 2:32:20 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_GetFirmwareVersi	12/9/2014 2:32:20 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_StsatusOfDevice, I	12/9/2014 2:32:20 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_GetFirmwareVersi	12/9/2014 2:32:20 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_StsatusOfDevice, I	12/9/2014 2:32:20 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_GetFirmwareVersi	12/9/2014 2:32:20 PM
EDU-ORIONDVCS	Recorder	Exception occurred: Failed to ping device (Second attempt). 17	12/9/2014 2:32:18 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_StsatusOfDevice, I	12/9/2014 2:32:17 PM
EDU-ORIONDVCS	Recorder	Failed to get configuration detail of device: Encoder not found.	12/9/2014 2:32:17 PM
EDU-ORIONDVCS	Recorder	Received notification from . Function Id: Rec_GetFirmwareVersi	12/9/2014 2:32:17 PM

**Description**

Received notification from . Function Id: Rec\_StsatusOfDevice, Parameters: 28..

**Diagnostic Message**

Enter search criteria, including **Computer**, **Application**, **Severity**, **Date From** and **Date To** (along with any searchable keywords), and press  to view filtered error messages.

If there is a problem with a server/device indicating "Offline," click the  button from the System Monitor. If the problem persists, please call EMS Client Support.

## Scenario Pre Flight Checklist

### Scenario Pre-flight Checklist

- ☐ **Step 1:** Log in to SIMULATIONiQ Enterprise AV Control. → Open System Monitor. Review for errors. (Make sure the statuses are “Running” or “Active”)
- ☐ **Step 2:** Review System Monitor.
- ☐ **Step 2:** Relocate the simulator to the desired room.
- ☐ **Step 3:** Dock the designated laptop to the corresponding room (not applicable for the CAE manikin.)
- ☐ **Step 4:** Map your simulator to the room where the simulator now resides (this impacts the recording.)
  - ☐ Press the **Configure Simulator** button.
  - ☐ From the window, click the hyperlink formed on the simulator name. The page containing the simulator information will appear.
  - ☐ Select the correct room from the drop-down menu and press **Save**.
- ☐ **Step 5:** Open simulator software (Instructor laptop and Monitor if required)

### Ready?

- ☐ **Step 6:** Start the simulator scenario.
- ☐ **Step 7:** Select the “Manual” tab in SIMULATIONiQ AV Control --OR-- Open AV Viewer → Live View → Select Room.
- ☐ **Step 8:** Start recording.
- ☐ **Step 9:** Stop recording.
- ☐ **Step 10:** Stop/Debrief simulator scenario.
- ☐ **Step 11:** Search for recording in SIMULATIONiQ AV Viewer.
- ☐ **Step 12:** Index the video after the recording if desired using the web application.

**If you have any problems while completing the checklist, contact EMS Client Support:  
csupport@simulationiq.com**

**OSCE Session Pre-flight Checklist:** This checklist can be used when a session is created and scheduled to the calendar.

## **SP Case or OSCE-type Session:**

- ☐ Log in to SIMULATIONiQ Enterprise AV Control. → Open System Monitor. Review for errors. (Are all the statuses “Running” or “Active?”)
- ☐ Load session information by clicking on blue rectangle icon with schedule name at the top left.
- ☐ Schedule Tab on the right. → Verify recording and paging schedule.
- ☐ SIMULATIONiQ Enterprise AV Control → Live Tab → Select room(s) to be used
- ☐ Verify live view. (Room, Cameras, Aspect Ratio)
- ☐ Test camera control and movement. (Pan, Tilt, Zoom, Presets)
- ☐ Click on “Enable All Rooms” icon, top of page
- ☐ Conduct a brief manual test recording of rooms to be used. → Hit the “Start” circular button to begin recording.
- ☐ Verify recording status. → Is the running time showing in green within the room section?
- ☐ Open SIMULATIONiQ Enterprise AV Viewer. (Use the link at the top right- no need to log in again.) → Explore tab → Live → Select the room. Verify live view and audio are running.
- ☐ Switch to SIMULATIONiQ Enterprise AV Control. → Use message player to send a page to room(s) to be used. (Listen for the page via SIMULATIONiQ Enterprise AV Viewer.)
- ☐ Go back to SIMULATIONiQ Enterprise AV Viewer. → Explore tab → Live → While the recording is going on, create a bookmark.
- ☐ Verify necessary bookmark icons are listed as options for you to choose from.
- ☐ Hit the “Stop” circle button to stop recording.
- ☐ Review recording. (Close, Playback, Manual)
- ☐ Test creating a bookmark in Playback.

If you have any problems while completing the checklist, contact EMS Client Support:  
[csupport@simulationiq.com](mailto:csupport@simulationiq.com)