

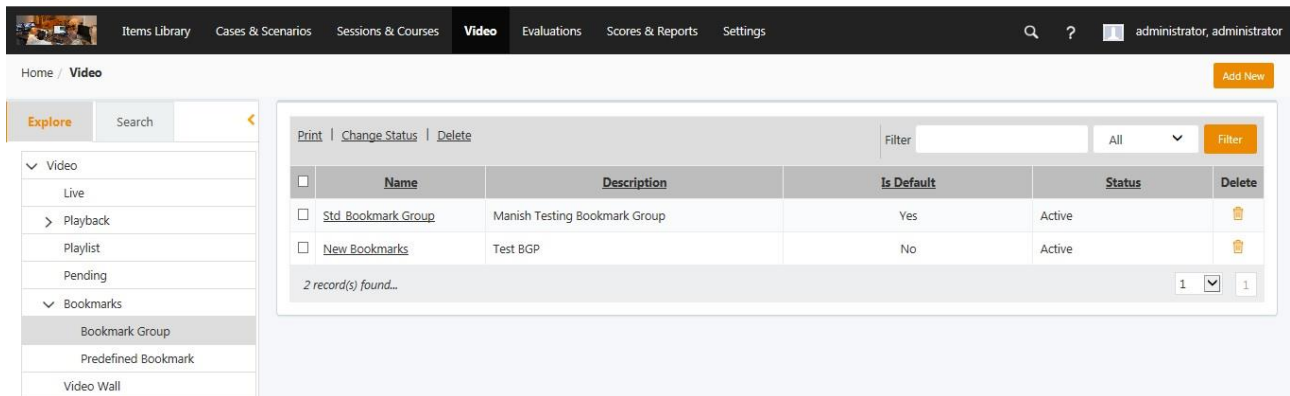
## Add Bookmarks

Upload images to identify actions within recorded video for easy location and viewing at a later time to better enable instructors to evaluate learner performance. Bookmarks can be:

- pre-defined before recording
- added on the fly at the time of recording
- added on the fly during debriefing

## Create a Bookmark Group

Predefined bookmarks must be included in a bookmark group to be available for use during live video recording or playback. Create a bookmark group first, and then add new bookmarks to the group.



The screenshot shows the 'Video' section of the SIMULATIONiQ interface. A sidebar on the left lists navigation options: Video, Live, Playback, Playlist, Pending, Bookmarks, Bookmark Group (selected), Predefined Bookmark, and Video Wall. The main content area displays a table of bookmark groups with columns for Name, Description, Is Default, Status, and Delete. Two groups are listed: 'Std\_Bookmark\_Group' (Manish Testing Bookmark Group, Is Default: Yes, Status: Active) and 'New Bookmarks' (Test BGP, Is Default: No, Status: Active). A '2 record(s) found...' message is at the bottom of the table. An 'Add New' button is visible in the top right corner of the interface.

	Name	Description	Is Default	Status	Delete
<input type="checkbox"/>	<a href="#">Std_Bookmark_Group</a>	Manish Testing Bookmark Group	Yes	Active	
<input type="checkbox"/>	<a href="#">New Bookmarks</a>	Test BGP	No	Active	

To add a new bookmark group:

1. Click **Video > Bookmarks > Bookmark Group > Add New.**

### Bookmark Group Detail ✕

To add or edit a bookmark group, enter the name of the group. Click **Default Group** if this is the default group of bookmarks for video recording and live video.  
 To add predefined bookmarks to this bookmark group, either search by keywords or click **Show All**. Click the checkbox(es) next to the bookmarks you wish to add to the group and then click **Save Changes**. Click **Add New** to add a new bookmark image.

Name\*

Description

Is Default

#### Predefined Bookmark List

Filter:  All ▼ Filter Show All

Add New

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

Save Changes

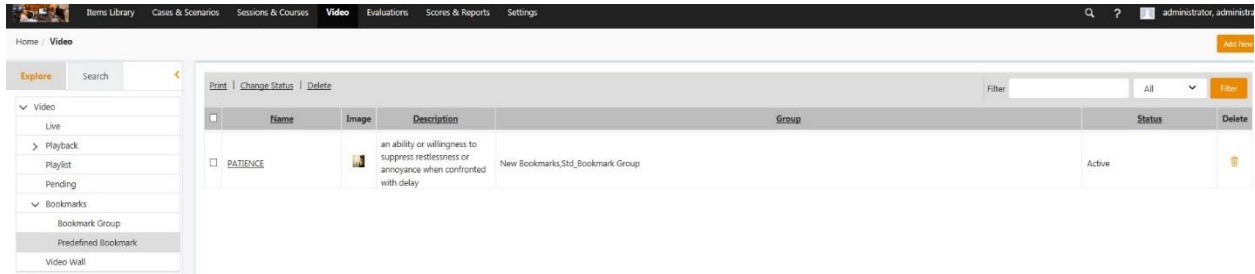
2. Complete the required fields:

Field	Description
<b>Name*</b>	Enter the name of the bookmark group.
<b>Description</b>	Enter a description of the bookmark group to associate with a new or predefined bookmark.
<b>Default</b>	Click the Default checkbox if this is the default bookmark group available for use during live video recording or playback.
<b>Predefined Bookmarks</b>	Click Show All to view existing bookmarks and then click the checkbox(es) next to the bookmarks you wish to add to the group.
* Required fields	

## Create Bookmarks

To create bookmark images:

1. Find an image to use as a bookmark icon to easily identify a task.
2. Save the image to your computer.



3. Click **Video > Bookmarks > Predefined Bookmark > Add New.**

### Predefined Bookmark Detail ×

To add or edit a predefined bookmark, enter the name of the bookmark. Click Browse to upload a new image or click Add from Multimedia to select an existing image. To add the bookmark to a group, search for and select the group and then click the checkbox(es) next to the bookmark group in which to add to the bookmark. To add a comment, click Add New. Click Save Changes.

**Name\***

**Image\***  
 Browse... Upload

**Description**

**Bookmark Group**

Filter  All Filter Show All

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

**Comments**

Delete

Filter  All Filter Add New

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

Save Changes

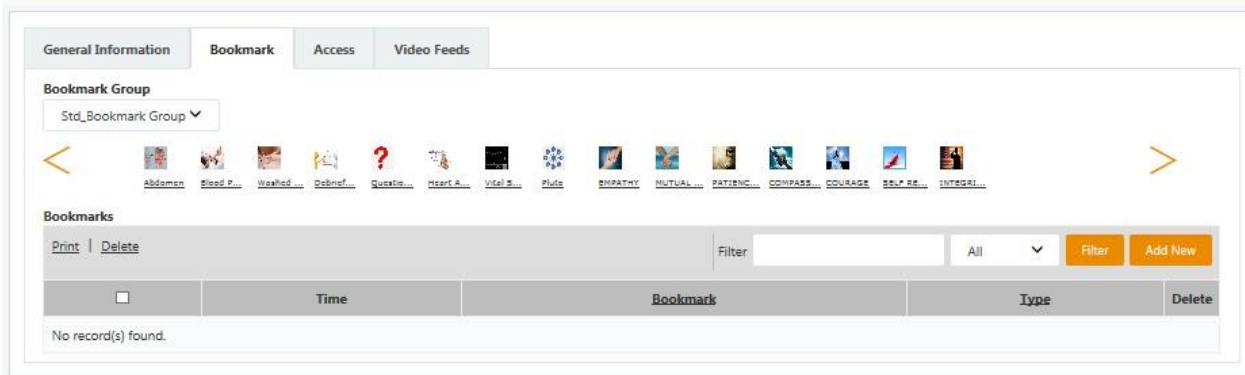
4. Complete the required fields:

Field	Description
<b>Name*</b>	Enter the name of the bookmark. Suggestion: Name your bookmarks to match your Scenario Classifications so that when video is searched by bookmark, your classification will be listed in the search filter.

<b>Image*</b>	Click <b>Browse</b> to select the image and then click <b>Upload</b> .
<b>Bookmark Group</b>	Click <b>Show All</b> and then click the checkbox next to the Bookmark Group to add the bookmark to.
<b>Comments</b>	Click Add New to enter information about the performance, such as: Done Correctly, incorrectly, within time. Multiple comments can be associated with a bookmark.
* Required fields	

## Applying Bookmarks to Video

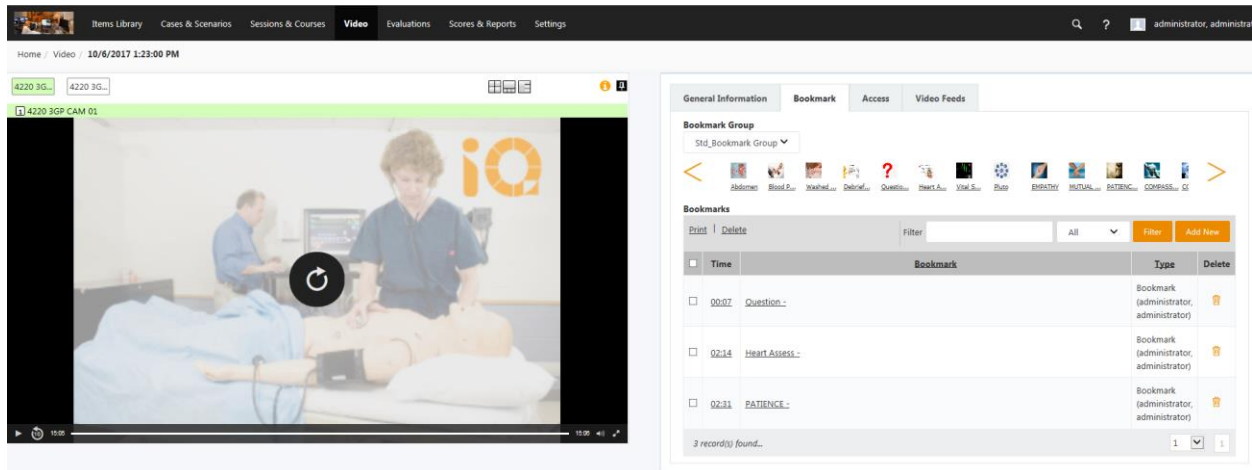
Bookmarks can be applied to live or recorded video.



1. Click **Video > Live or Playback >** select the video.
2. Click the **Bookmark** tab.
3. Select the **Bookmark Group**. The icons from this group appear.
4. Click a bookmark icon when that action appears in the video.
5. Click **Add New** to create new bookmarks as needed. **Note:** The timeline will be marked as **New Bookmark** until you click on the hyperlink and name the bookmark.
  1. The bookmarks appear on the video timeline during playback as **blue flags**.
  2. If using a simulator, the manikin events appear as **red flag** bookmarks on the timeline.

## Enable Access to Bookmark comments

To select which user type(s) can access the bookmark comments:

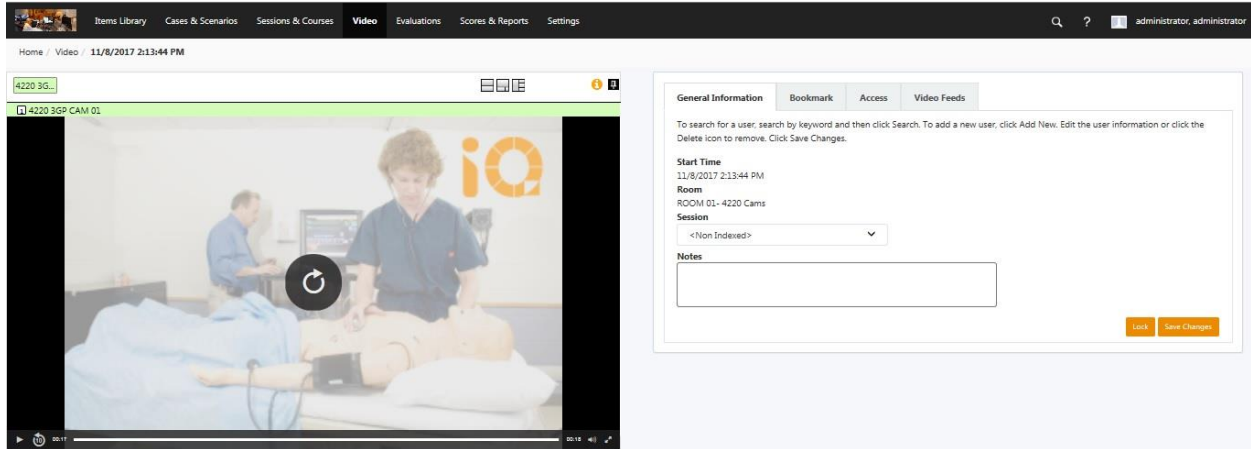


1. Click the bookmark in the Bookmark list Select which type of user has access to view the bookmark.
2. In the **Comments** field, type a comment.
3. Click **Save**.

## Search for Video via Bookmarks

Name your bookmarks to match your Scenario Classifications so that when video is searched by bookmark, your classification will be listed in the search filter.

Or, add your classification to the Notes field of the Video activity page. This way the words in the Notes section can be searchable as a keyword.



The screenshot displays the SIMULATIONiQ Enterprise web interface. At the top, a navigation menu includes 'Items Library', 'Cases & Scenarios', 'Sessions & Courses', 'Video', 'Evaluations', 'Scores & Reports', and 'Settings'. The user is logged in as 'administrator, administrator'. The main content area is split into two sections. On the left is a video player showing a medical simulation with two staff members attending to a patient on a gurney. The video title is '4220 3GP CAM 01'. On the right is a 'General Information' form with tabs for 'Bookmark', 'Access', and 'Video Feeds'. The form contains the following fields: 'Start Time' (11/8/2017 2:13:44 PM), 'Room' (ROOM 01- 4220 Cams), 'Session' (a dropdown menu set to '<Non Indexed>'), and 'Notes' (a text area). 'Lock' and 'Save Changes' buttons are located at the bottom right of the form.

Click **Video > Search** tab to search for video by keyword(s) using the bookmark name.