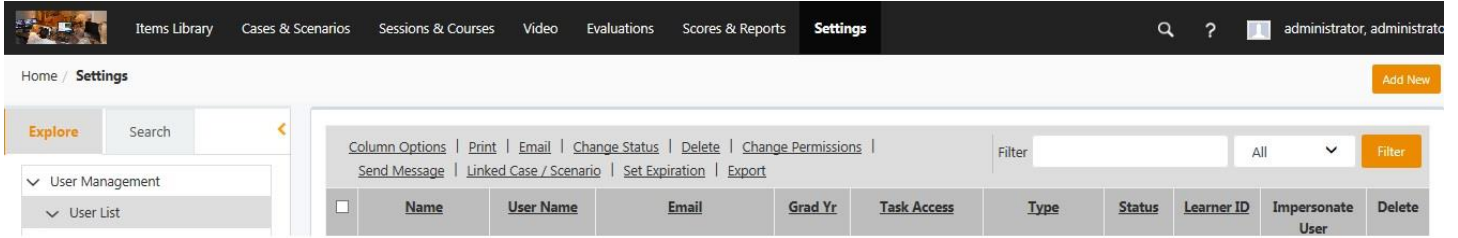


Add Individual Users



The screenshot shows the 'Settings' page in the SIMULATIONiQ Enterprise application. The top navigation bar includes 'Items Library', 'Cases & Scenarios', 'Sessions & Courses', 'Video', 'Evaluations', 'Scores & Reports', and 'Settings'. The 'Settings' page has a breadcrumb trail: 'Home / Settings'. On the left, there is an 'Explore' sidebar with a search bar and a tree view containing 'User Management' and 'User List'. The main content area features a table with columns: Name, User Name, Email, Grad Yr, Task Access, Type, Status, Learner ID, Impersonate User, and Delete. Above the table are various action links like 'Column Options', 'Print', 'Email', 'Change Status', 'Delete', 'Change Permissions', 'Send Message', 'Linked Case / Scenario', 'Set Expiration', and 'Export'. There is also a filter section with a search box and a dropdown menu set to 'All'.


To add individual users, click **Settings > User Management > User List > Add New**.

To add a list of users all at once, see **Bulk Upload Users**.

New User

General Information

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

First Name*	<input type="text"/>	
Middle Initial	<input type="text"/>	
Last Name*	<input type="text"/>	
	<input type="button" value="Upload Picture"/>	
User Name*	<input type="text"/>	Password*
	<input type="text"/>	<input type="text"/>
Learner ID	<input type="text"/>	Confirm Password*
	<input type="text"/>	<input type="text"/>
Primary Email	<input type="text"/>	Supervisor Name
	<input type="text"/>	<input type="text"/>
Secondary Email	<input type="text"/>	Supervisor Email
	<input type="text"/>	<input type="text"/>
Access Card ID	<input type="text"/>	Status
	<input type="text"/>	Active

Permissions

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

Task Access*

<input type="checkbox"/>	Task Access Name	User Type
<input type="checkbox"/>	Administrator	Administrator
<input type="checkbox"/>	Faculty	Educator
<input type="checkbox"/>	Inventory Clerk	Learner
<input type="checkbox"/>	Live View Only	SP
<input type="checkbox"/>	SIM Tech	SIM Tech
<input type="checkbox"/>	SP	SP
<input type="checkbox"/>	SP Video Access	SP
<input type="checkbox"/>	SP View Only	Educator
<input type="checkbox"/>	Student	Learner

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

Authentication Type

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

Access*

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

General Information

Field	Description
First Name*	Enter the user's first name.
Last Name*	Enter the user's last name.
User Name*	Enter the username to be used when logging onto SIMULATIONiQ Enterprise.
Password*	Enter the user password; the password must be at least 6 characters and must have at least one letter, one number, and one special character.
Confirm Password*	Enter the user password again to confirm.

Upload Picture

Upload a picture of the user in .bmp, .gif, .jpg, .jpeg, .png, .zip or .tif formats

Permissions

User types determine the appropriate access to the system: **Administrator, Educator, SP or Learner.**

User Type	Tasks
Administrator	Access to all tasks in the system. Only the Administrator can create users.
Educator	Access to all tasks <u>except</u> the Settings (by default)
SP (Standardized Patient = the actor in a case or scenario)	Receive notifications about which sessions they are assigned to. Can access a To Do List with videos and/or evaluation checklists that they are required to complete.
Learner	Access a To Do List with videos and/or evaluation checklists that they are required to complete.
Sim Tech	Display availability on the calendar and add a Sim Tech as a support person in a session.

Create New Task Access

Task Access*

<input type="checkbox"/>	Task Access Name	User Type
<input type="checkbox"/>	Administrator	Administrator
<input type="checkbox"/>	Faculty	Educator
<input type="checkbox"/>	Inventory Clerk	Learner
<input type="checkbox"/>	Live View Only	SP
<input type="checkbox"/>	SIM Tech	SIM Tech
<input type="checkbox"/>	SP	SP
<input type="checkbox"/>	SP Video Access	SP
<input type="checkbox"/>	SP View Only	Educator
<input type="checkbox"/>	Student	Learner

1. Enter a new **Task Access Name** and assign module functionality.
2. Select a **User Type** based on an existing selection or a new type you have created.
3. Click **Save**. The New Task Access appears in the **Task Access** grid.

Authentication Type

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

Authentication Type*

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

Access*

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

Save Changes

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

Application Access



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

Pending Users

Pending Users are:

- individuals who have applied to the standardized patient program but have not yet been approved
- students pending approval for training, and other task categories.

To approve a pending user:





 To-Do List 

Assessment | **Courses** | **Others**

[Show Pending Users](#)

Item
6 Pending User Request

1. From the **Dashboard To Do List**, click the **Others tab** and then click **Show Pending Users**.

Column Options Print Email Change Status Delete Change Permissions Send Message Approve Reject Linked Case / Scenario Set Expiration Export										
								Filter	All	
<input type="checkbox"/>	Name	User Name	Email	Grad Yr	Task Access	Type	Status	Learner ID	Delete	
<input type="checkbox"/>	ems_vihaan	vihu			SP	SP	Pending	357		
<input type="checkbox"/>	Man_Ma_W	Ui	m@gmail.com		Student	Learner	Pending	337		
<input type="checkbox"/>	Peesapati_Sowjanya	speesapati	sowjanya.peesapati@simulationIQ.com		Student	Learner	Pending	342		

2. Click the checkbox next to the user name and then click the **Approve** or **Reject** link at the top of the grid.