

## Dashboard

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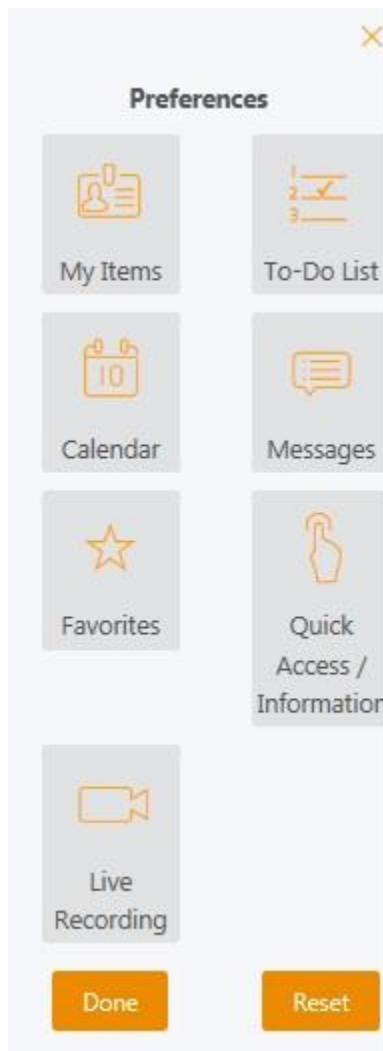
Items appear on your Dashboard according to your user role: Administrator, Learner, Educator, Sim Tech or Standardized Patient (SP). To return to the Dashboard from any other screen, click **Home**:

[Home](#) / [Cases & Scenarios](#) / **Cardiac**

### Dashboard Customization

All users can customize their Dashboard. Items are resizable and can be dragged & dropped to a preferred location, and/or deleted from your Dashboard view.

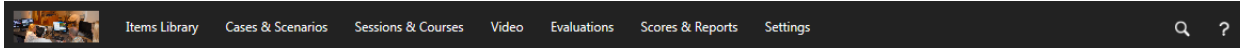
- To rearrange Dashboard items, click and drag to the preferred location.
- To remove a Dashboard item, click ✕ .



To view or reset all Dashboard items, click  .

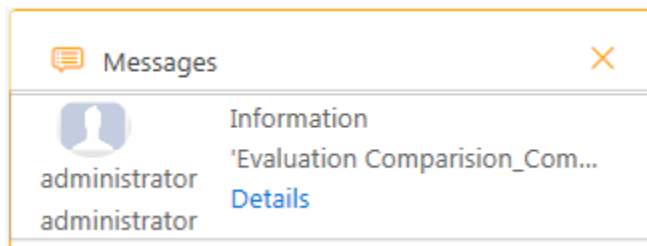
## Search Across Modules

The search across modules feature indicates where the selected keywords have been found within each module.



1. Click the magnifying glass.
2. Type a keyword and then click the magnifying glass again.
3. The search results appear to indicate where the selected keywords have been found within each module.

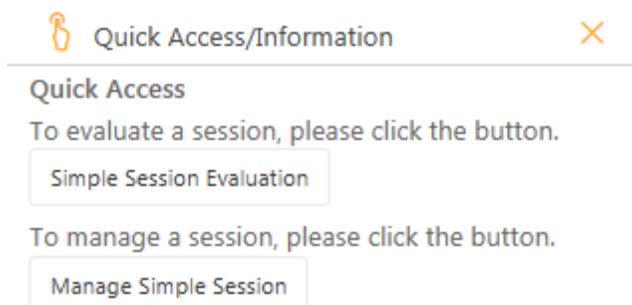
## Messages



The Messages area displays all system-generated messages:

Message	Description
<b>Alert</b>	Messages like inventory out of stock, automatic update available, new user signup. The message appears on the dashboard until the end date defined when the message was sent.
<b>Announcement</b>	Messages sent to the user using <b>Send Message</b> .
<b>Notification</b>	System-generated messages.

## Quick Access



**IMPORTANT!** If additional evaluators (optional) were added to the Simple Session, they can access the evaluation from the Dashboard AFTER the SP’s evaluation has been submitted from a dedicated workstation.


Click **Simple Session Evaluation** after the encounter has ended.

See the **Simple Session** guide under Sessions & Courses for more information.

### Favorites



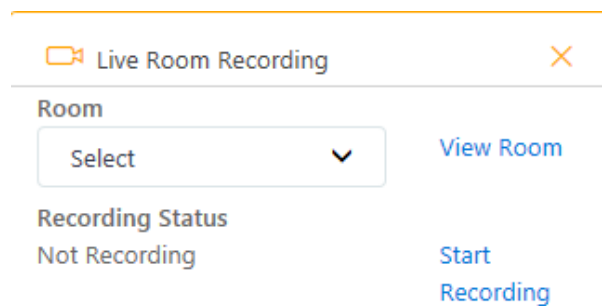
Each user type has pre-defined favorites. To customize your Favorites list:

1. Click  next to Favorites. The **Favorite Task List** screen appears.
2. Click the checkbox next to the desired favorite and then click **Save Changes** to refresh the Favorites list on the Dashboard.
3. **Note:** If a learner is accessing a SOAP Note from the Favorites location on the dashboard (by clicking the “Open for Student Post Encounter” hyperlink), they must be using a dedicated computer linked to a room at your facility. An Administrator can set this up this by accessing **Settings > Computers and Servers**.

### Information

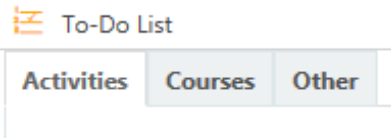
View System Administrator contact information (as defined by the System Administrator under **Settings**.)

### Live Recording



1. Start recording from the Dashboard by selecting a room from the drop-down list (if allowed in accordance with access restrictions and if the room contains a dedicated computer).
2. Click **View Room**. The Video (Web) page appears, OR Click **Start Recording**.
  - Recording may be completed as a part of a session = recording indexed to session/case/student/room/date/time
  - Recording may be Ad hoc = recording indexed to student/room/date/time

## To Do List






The To Do List is automatically refreshed every 30 seconds.

To search for a specific to-do list item, enter the keywords in the Search field and then click **Search**. To complete the to do list item, click the **Action** link.

User Type	Tasks	Action
<b>Learner</b>	Pre Encounter	Start
	Post Encounter	Start
	Pre Sim Study	Start
	Survey	Submit
	Peer Review	Start
	Self-Assessment	Start
	Self-Registration	Register
	EHR	Submit
<b>SP</b>	Performance Assessment	Evaluate
	Quality Assurance	Evaluate
	Survey	Submit
	EMR	Submit
	Update Availability	Update Availability
<b>Educator</b>	Performance Assessment	Evaluate
	SP Performance Assessment	Evaluate
	Quality Assurance	Evaluate
	Survey	Submit
	EHR	Submit
	Student Encounter Note Scoring	Score
	Approval Required for Case Assistant Case	Approve
<b>Administrator</b>	New User Registration	Approve
	SP Availability	Update Availability
	New Session Requests	Show Pending Requests
	SP Timesheet Submission	Approve

## My Items

 My Items


All 
Filter

**Video**

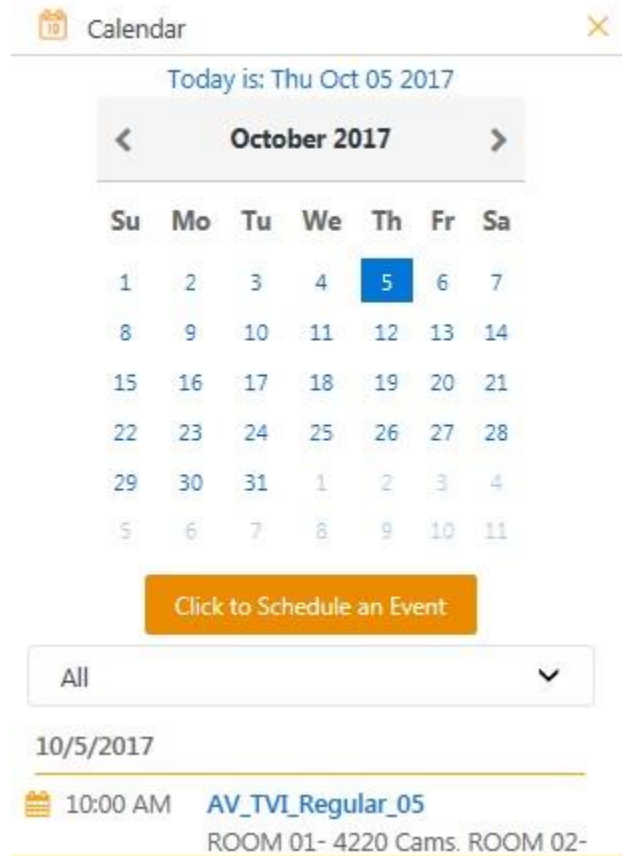
Name	<a href="#">AV_TV1_Regular_05</a>
Case/	M_SP CASE 2(R)
Scenario	
Learner	ems, L12
Date/Time	10/5/2017 10:17 AM
Expiry Date	

Items appear as of the last 30 days.

User Type	Tasks	Action
<b>Learner</b>	Reports	Click on the Report name to view.
	Videos	Click on the Schedule name to view.
	Schedule	Click on the Schedule name to view the Session Summary.
<b>SP</b>	Timesheet	Click on the Schedule name to view.
	Payment	Click on the Schedule name to view.
	Schedule	Click on the Schedule name to view.
<b>Educator</b>	Schedule	Click on the Schedule name to view.
<b>Administrator</b>	Schedule	Click on the Schedule name to view.

Videos and playlists assigned by User/Organization Unit access appear on the Dashboard.

## Calendar



Calendar

Today is: Thu Oct 05 2017

< **October 2017** >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Click to Schedule an Event

All

10/5/2017

10:00 AM AV\_TVI\_Regular\_05  
ROOM 01- 4220 Cams. ROOM 02-

Click a date on the calendar and then click the drop-down to access the following:

- **All** – Select this to view all activity at your facility for a given calendar day.
- **Events** – Select this to view all event activity at your facility for a given calendar day.
- **Schedule** – Select this to view all session activity at your facility for a given calendar day.

### Schedule an Event

See the **Event Requests and Scheduling** guide under Sessions & Courses for more information.

### Ticker

An information ticker appears at the top of the Dashboard and displays Events created under **Sessions & Courses > Events**.

### Event ✕

To schedule a new Event please type a name, select the Event type, complete the required fields and then click **Create**. Select **Add Details** to add participants or capital equipment.

**Event Name\***

**Event Type**

**Start Date\***

**End Date**

**Start Time\***

**End Time**

- All day event
- Show On Dashboard Ticker
- Show in Kiosk for Check In/Check Out

### Room List

Filter <input type="text"/>		All <input type="text"/>	Filter	Show Selected
<input type="checkbox"/>	Room Name	Room Group		
<input type="checkbox"/>	Hallway 1			
<input type="checkbox"/>	Hallway 2			
<input type="checkbox"/>	mobile			
<input type="checkbox"/>	ROOM 01- 4220 Cams	TVI_Zone - All Rooms, Zone 2 - 4220 Cams		
<input type="checkbox"/>	ROOM 02- 5220 Cams	TVI_Zone - All Rooms, Zone 3 - 5220 Cams		

8 record(s) found... 5  1 2

### Register for a Session

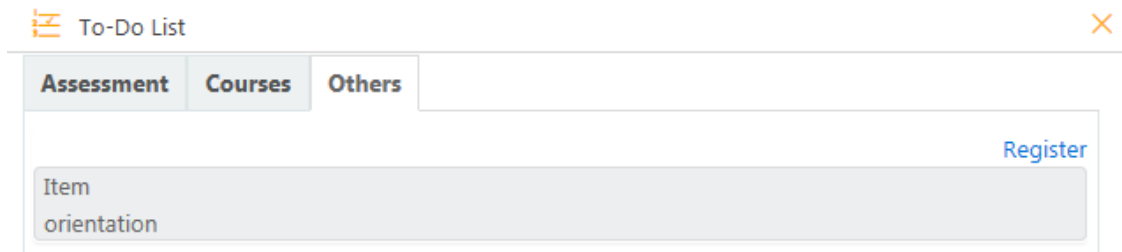
To register for an open session, select a role and then click **Register**. Once all participants have registered, the hyperlink on the dashboard will be disabled. Before the session is full, the learner can unregister for the session.

### Submit Timesheet

Appears for Standardized Patients (SPs) to submit timesheets for session-related and other activity.

1. Select the session or other activity. The login and logout times appear automatically depending on the Session selected.
2. Select the role performed and then click **Save Changes**.

### Register for an Event

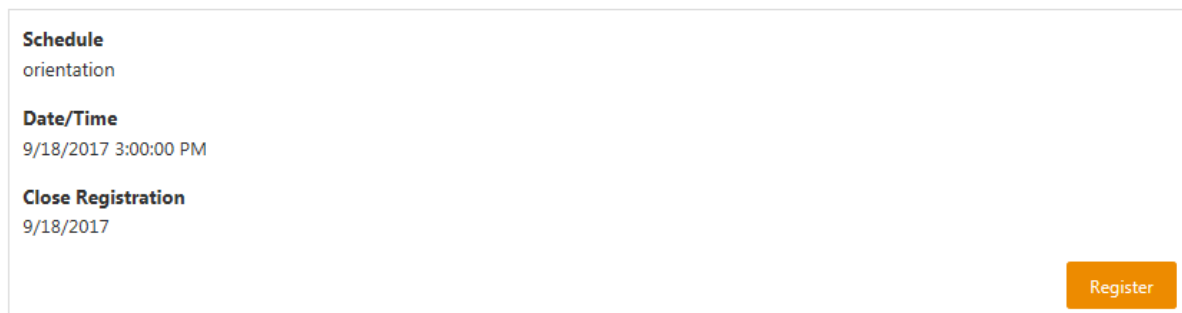


The screenshot shows a 'To-Do List' window with a close button (X) in the top right. Below the title bar are three tabs: 'Assessment', 'Courses', and 'Others'. A table lists an item 'orientation'. To the right of the table is a blue 'Register' link.

Learners can click the **Register** link on their Dashboard to register for an Event.

### Register for session

To register for an open session, select a role and then click **Register**.

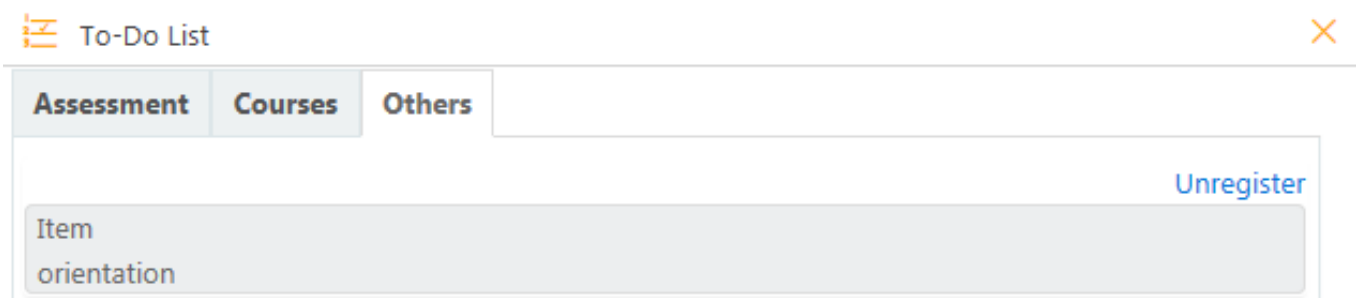


The screenshot shows a 'Register for session' window with a close button (X) in the top right. The main content area contains the following details:

- Schedule**: orientation
- Date/Time**: 9/18/2017 3:00:00 PM
- Close Registration**: 9/18/2017

An orange 'Register' button is located in the bottom right corner of the content area.

Click **Register**.



The screenshot shows a 'To-Do List' window with a close button (X) in the top right. Below the title bar are three tabs: 'Assessment', 'Courses', and 'Others'. A table lists an item 'orientation'. To the right of the table is a blue 'Unregister' link.



Learners can click the **Unregister** link on their Dashboard to unregister for an Event.

## Unregister for session ✕

To Unregister for an open session, select a role and then click **Unregister**.

<b>Schedule</b> orientation
<b>Date/Time</b> 9/18/2017 3:00:00 PM
<b>Close Registration</b> 9/18/2017
<b>Unregister</b>

Click **Unregister** to cancel Event registration.

See the **Event Requests and Scheduling** guide under Sessions & Courses for more information.

### Learner Dashboard in a Dedicated Room

Click the Pre and post-encounter evaluations from the **Session Detail** column.

### SP Dashboard in a Dedicated Room

Click the **Learner** link to complete the learner assessment.

Click the **No Show** link to mark the learner as a no-show for the session.