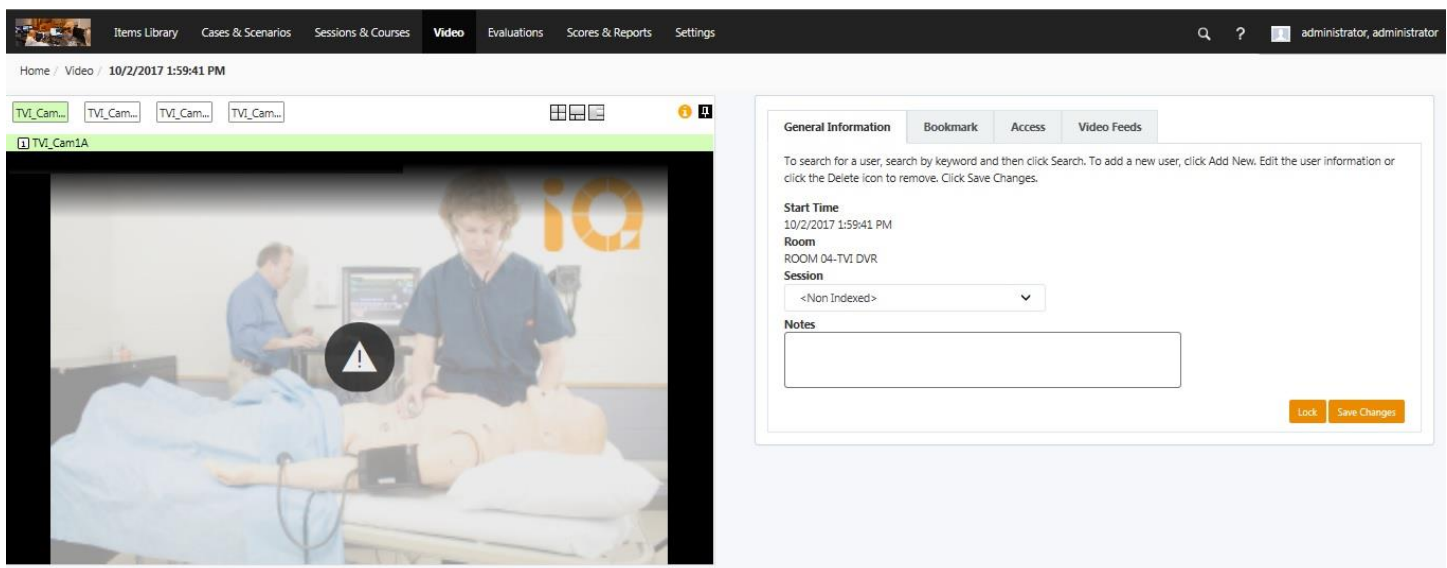


## Index Video

Index the video in Video (web) to associate the video with a scheduled session.

### Why Index videos?

- To easily recognize and find video according to sessions, cases or scenarios, learners, and evaluators by associating a session's information with the information of the recording.
- To be able to generate Center Utilization Reports (Scores & Reports > Other Reports) that include information of video hours, prep and teardown time, department and room usage.



The screenshot shows the SIMULATIONiO Enterprise web interface. The top navigation bar 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 divided into two sections. On the left, a video player shows a simulation of two healthcare providers in a clinical setting, with a warning icon overlaid. On the right, a form titled 'General Information' is displayed. The form includes fields for 'Start Time' (10/2/2017 1:59:41 PM), 'Room' (ROOM 04-TVI DVR), and 'Session' (set to '<Non Indexed>'). There is also a 'Notes' text area and 'Lock' and 'Save Changes' buttons at the bottom right of the form.

1. Click **Video > Non-Indexed**.
2. Locate your recording and then click the **Date** link.
3. From the **Session** field, select a session to index the video to.
4. Click **Save Changes**.

General Information | **Bookmark** | **Access** | Video Feeds

**User Access**

[Delete](#) | Filter  | All  |  |

<input type="checkbox"/>	Name	User Type	View	Download	Active From	Expire On	Delete
<input type="checkbox"/>	ems, man	Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="calendar"/>	<input type="button" value="trash"/>

1 record(s) found...

**Organization Unit Access**

Filter

Organization Unit	View	Download	Active From	Expire On
<input checked="" type="checkbox"/> EMS Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="calendar"/>
<input checked="" type="checkbox"/> School of Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="calendar"/>

1. Click the **Access** tab, which will display the learners and evaluators that were assigned to the session at time of scheduling.
2. Add or delete participants and grant view and/or download access.

### Assign Users ✕

To add users to selected video, select the User Type and Role, enter the keywords and then click Search. Click checkbox next to the desired user.

In the Access Details fields, select the date range for video access. Click the View checkbox for view-only access or click Download to enable the user to download video and then click Save Changes.

**User Type**  
 Learner  SP  Educator

**Role**

**Keywords**

**User List**

[Print](#) | Filter  | All

<input type="checkbox"/>	Name	User Name	Email	Type
<input type="checkbox"/>	Admin, Leslie	ladmin	ladmin@ems.com	Administrator
<input type="checkbox"/>	administrator, administrator	administrator	administrator@ems.com	Educator
<input type="checkbox"/>	Boggs, Larry	larry	larry@ems.com	Educator, Administrator
<input type="checkbox"/>	Brookhouser, Mike	Mike		Administrator
<input type="checkbox"/>	Chalmers, Deirdre	deirdre		Learner, Educator, Administrator, SIM Tech
<input type="checkbox"/>	ems, Alok	alok	aloksax@gmail.com	Educator, Administrator
<input type="checkbox"/>	ems, Anurag	anurag	anurag@ems.com	Educator, Administrator
<input type="checkbox"/>	ems, ashok	ashok		Educator
<input type="checkbox"/>	ems, Deepak	deepak		Educator, Administrator
<input type="checkbox"/>	ems, f18	f18	f18@ems.com	Educator

295 record(s) found...   1 2 3 4 5 6 7 8 9 10 ...

**Access Details**

**Active From**

**Expired On**

**Access**  
 View  Download

1. Search for and select users to grant video access to, select **Active From** and **Expired On** dates, and select **View** and/or **Download** access.

**Note:** The QA Evaluator and the Instructor have the ability to view the video from the Dashboard when the video is indexed in order to complete the learner assessment if they are granted access to the video.

2. Click **Save Changes**.

### Organization Unit Access

General Information
Bookmark
Access
Video Feeds

**User Access**

[Delete](#)

All
▼
Filter
Add New

<input type="checkbox"/>	Name	User Type	View	Download	Active From	Expire On	Delete
<input type="checkbox"/>	ems, man	Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> <small>📅</small>	<input type="text" value=""/> <small>📅</small>	

1 record(s) found...

1
▼
1

Save Changes

**Organization Unit Access**

Filter

Expand All
Collapse All

Organization Unit	View	Download	Active From	Expire On
<input checked="" type="checkbox"/> EMS Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> <small>📅</small>	<input type="text" value=""/> <small>📅</small>
<input checked="" type="checkbox"/> School of Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> <small>📅</small>	<input type="text" value=""/> <small>📅</small>

Save Changes

1. Select **View** and/or **Download** access and select **Active From** and **Expired On** dates next to the organizational units you wish to grant video access to.
2. Click **Save Changes**.