Introduction to SIMULATIONiQ Enterprise

SIMULATIONiQ™ Enterprise is a web-based application integrated with an AV system that enables you to capture, organize, analyze, and measure the full spectrum of your simulation training program.

Use the Web application to:

- Manage users (Administrator, Learners, Educators, Sim Techs, and SPs) and simulation center inventory
- Develop cases and scenarios
- Create, schedule and evaluate simulation sessions
- View and index video
- Generate reports: learner responses, scores, evaluation comparisons, overall center utilization, complete inventory utilization or specific (e.g. Capital, Supplies, Drugs)

Use the AV application to:

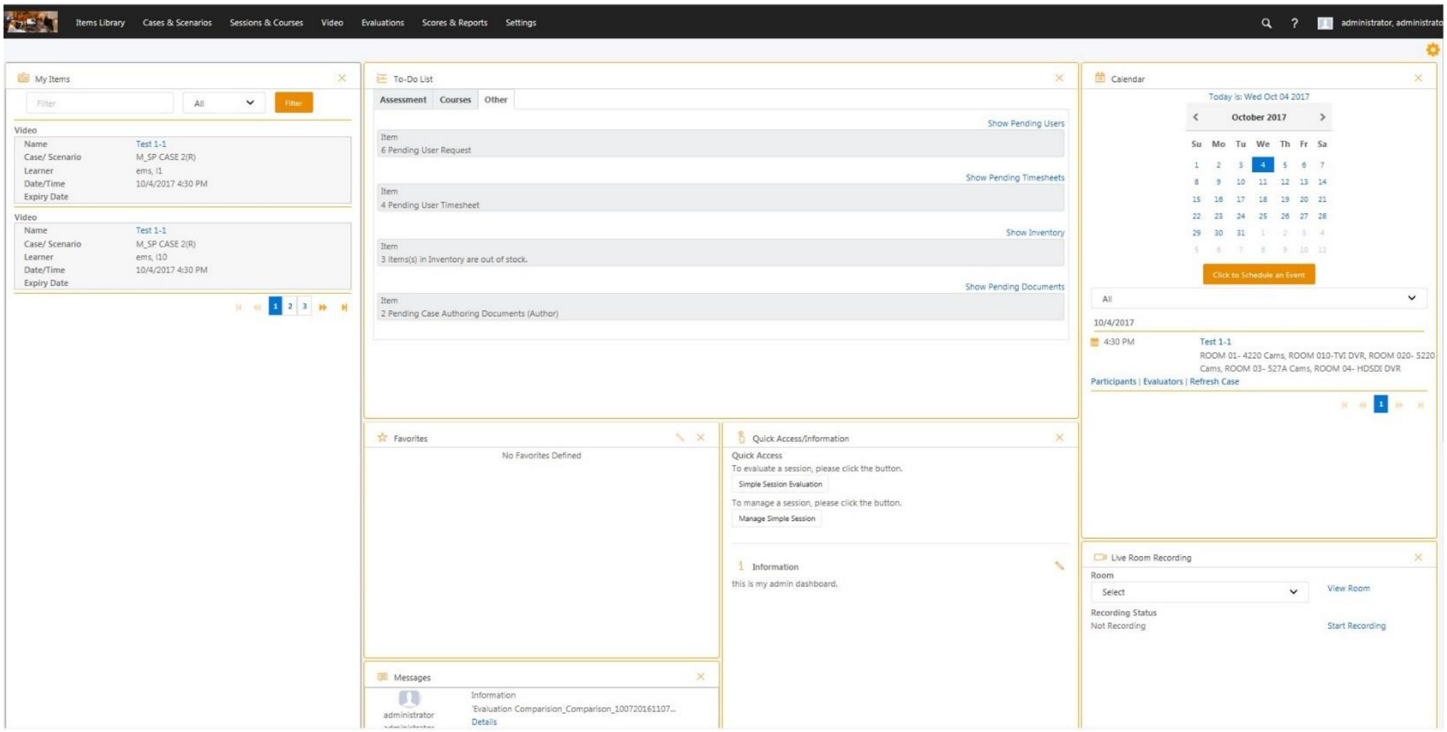
- Create recordings
- View live and recorded video
- Bookmark recordings for debriefing
- Switch between multiple cameras in a room
- Manage paging messages
- Adjust cameras with pan-tilt-zoom (PTZ) control
- Monitor and test recorder status

User Types

Items appear on your Dashboard according to your user type: Administrator, Learner, Educator, Sim Tech, or Standardized Patient (SP).

User Type	Tasks
Administrator	Access to all tasks in the system. Only the Administrator can create users.
Educator	Access to all tasks except Settings (by default).
Sim Tech	Access a To Do list. Add Sim Tech as support staff in a session. Sim Tech availability appears on Calendar
Standardized Patient (SP)	Receive notifications about session assignments. Access a To Do List with videos and/or evaluation checklists to complete.
Learner	Access a To Do List with videos and/or evaluation checklists to complete.

Dashboard



Dashboard items appear based on User Type:

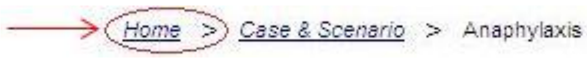
Administrator	• Provides default access to Enterprise web, AV Control, AV Viewer • Enables a user to access all functionality including Settings • Daily simulation events appear in Calendar section • My Items List displays video access for last 30 days
Educator	• Provides default access to Enterprise web and AV Viewer • Enables a user to access all functionality except Settings • Educator assigned tasks will appear in To-Do List
SP	• Provides default access to Enterprise Web • Enables a user to access only the Session Calendar/User Availability module • Common SP tasks such as: Timesheet, My Availability Calendar appear under Favorites
Learner	• Provides default access to Enterprise Web • Enables a user to access any components assigned to them such as: scored reports, videos, and checklist • Learner tasks will appear in To-Do List
Sim Tech	• Provides default access to Enterprise Web • Sim Tech tasks will appear in To-Do List

Dashboard features

<table>
<tr><td>Message Center</td><td>Displays all system-generated messages, including:
<table>
<tr><td>System Updates</td><td>Administrator can review release notes process release updates as they become available.</td></tr>
<tr><td>Alert</td><td>Messages like inventory out of stock, automatic update available, new user signup.</td></tr>
<tr><td>Announcement</td><td>Messages sent to the user using Send Message.</td></tr>
<tr><td>Notification</td><td>System-generated messages.</td></tr>
</table></td></tr>
<tr><td>Quick Access</td><td>Manage and evaluate a simple session by selecting only the start date/time participants, cases/scenarios.</td></tr>
<tr><td>Favorites</td><td>To add favorite tasks to the Dashboard, click .</td></tr>
<tr><td>Information</td><td>Click to display a message on each user's Dashboard.</td></tr>
<tr><td>To-Do List</td><td>Displays tasks you need to complete based on your user type, such as a post encounter, a performance assessment, approving a pending session request, a pension SP timesheet, etc. The To Do List is automatically refreshed every 30 seconds.</td></tr>
<tr><td>Live Recording</td><td>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).

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
</td></tr>
<tr><td>My Items</td><td>Items appear as of the last 30 days.</td></tr>
<tr><td>Submit Timesheet</td><td>SPs can submit timesheets for session-related and other activity.</td></tr>
<tr><td>Calendar</td><td>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.
</td></tr>
<tr><td>Ticker</td><td>An information ticker appears at the top of the Dashboard and displays Events published under Session Calendar > Events.</td></tr>
</table>



Note: To return to the Dashboard from any other screen, click **Home**.

Modules

Items Library	Use the Items Library to create the following to add to your cases and scenarios: • **Categories** to organize evaluation checklist questions • **Questions** for performance assessments • **Multimedia files** (image, document, audio or video files)
Cases & Scenarios	A **case** defines an encounter between a learner and a standardized patient. A **scenario** defines and encounter with a manikin.
Sessions & Courses	Schedule a session, which is a learner encounter with an SP or simulator, for training and evaluation. **Calendar**: Click to view what is scheduled by room, equipment, day, month, or year.
Video	View live and recorded video, index ad-hoc recordings, and give video access to users and groups.
Evaluations	Assess the performance of a learner(s) or an SP during an encounter and complete assigned surveys.
Scores & Reports	Enables administrators and educators to generate reports from evaluations, scores, performance, surveys for learners or SPs; generate center/inventory usage reports to review how the center is being used. Reports can be: • Generated in either .pdf or Excel formats • Printed, saved, and scheduled to be delivered to recipients •
Settings	For the Administrator to maintain user accounts, permissions, Inventory, Email templates, Rooms, Zones, etc.
Logout	Click your name to log out of the application.

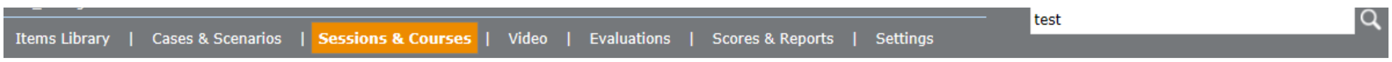
Navigation

The Landing pages for each module contain the following features:

Explore tab	Navigate to specific tasks.
Search tab	Conduct an advanced search within the module.
New button	Create new content.

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.

The Activity page for each module contains the following features:

Feature	Description
Breadcrumbs	Displays the path to the current screen in the upper left corner. Click a link to return to a previous screen.
Edit Mode	Click the link to make changes to the Activity page, unless a case is set to standards and cannot be edited.
Save All Changes	Click to save all changes made within all sections on the Activity page.
Cancel	Click to cancel all changes and return to the Landing page.
Print	Click to print the Activity page.
Toolbelt	A left navigation bar with relevant links.
Sections	Click the [-] or [+] next to each section to expand or collapse.
Table of Contents	Lists of each section on the Activity Page. Click the desired section to access it instead of scrolling though the activity page.