3-day Fundamentals Training Agenda

The EMS Customer Success team will lead these **hands-on trainings.** You will be able to either use our practice training site or your own site during the training. Please let us know which you prefer when you register.

Session 1: Workflows, Cases and Scenarios and Assessments

- Discuss Your Objectives
- Overview
- Viewing activities, sessions from different roles
- Share your workflow:
  - Who is your population?
  - Are you running cases or scenarios?
  - Do you record debrief?
- Creating a SP case
- Creating Scenarios
- Creating Telemedicine Sessions
- Assessment options (including Survey)

Session 2: Scheduling Sessions and Using AV

- Review questions from Session 1
- Scheduling an SP case
- Using Blueprints
- Scheduling a Sim Scenario
- Team sessions
- Open sessions
- Using Monitor Session and Advanced View in a Session
- Using Practice / Edit responses
- AV for Scheduled Sessions and Ad Hoc recordings
- Health Check
- Preflight checklists
- DistanceSIM workflow

*****For next Session**: Outline your steps for using SIMIQ/ Map your workflow/ Customize the Preflight checklist to your workflow

Session 3: Reports and Settings

- Review Questions from Session 2
- Address questions from Homework- show your workflow
- Pulling Score Reports and Data Export
- Pulling Utilization Reports/KPI
- Sharing and Publishing Reports
- Setting up and using:
  - Organization Structure (Departments, learner groups)
  - User Management
  - Inventory Management
  - Parameters
  - Email templates
- How to Contact the Training and Support Teams