SimCapture Enterprise

Cloud Version

Session Permissions and Sharing Defaults

Systems Administrators of SimCapture Enterprise will need to grant Permissions for Administrators to operate Sessions, and how Administrators and Participants will View Sessions. This will depend on operational requirements and objectives of your simulation programs.

Learning Objectives for this document:

- Explain and Visualize the Use Session Permissions for Start, Edit, and Import Sessions Using Any Scenario
- Outline and Provide Visualization of Session Contributor Permissions Default to - View Results, Take Evaluations, Edit Session, Annotate Session
- Associate the Use of Participant Permission Default to Annotate Session, View Others' Annotations
- Utilize Session Viewer Default to View All Annotations
- Recognize the Impact of the Application of Automatically Give Session View Permission to - Session Organization



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Session Permissions and Sharing Defaults - SimCapture Enterprise Cloud Version

There is one Session Permission that can be granted in the System Setup by System Administrators.

• Start, Edit, and Import Sessions Using Any Scenario

Additionally, there are four *Sharing Defaults* for *Sessions*.

- Session Contributor permissions default to
- Session Participant permissions default to
- Session Viewer permissions default to
- Automatically Give Session View Permission to

This downloadable printable resource will explain how *Session* Permissions, *Sessions Sharing Defaults* operate and impact *Sessions* for Administrators and Participants in SimCapture Enterprise Cloud.

Start, Edit, and Import Sessions Using Any Scenario

System Administrators can grant *Session* Permissions for an Administrator to *Start, Edit,* and *Import Sessions* if this is a requirement for their role in your simulation program.

Note - this will mean that selected Administrators will be able to *Start* and *Edit* any *Session* as well as *Import Sessions* for any *Scenario*. See below for a detailed explanation.

• This Administrator account (no *Cog Icon* for *System Setup*) below does not have any Permission to *Start* or *Edit Sessions*

simcapture [®] sessions	🗋 Courses 🔊 Reports	Users 🕓 Calendar	Control Ralph Admin 🔻
Welcome, Ralph!			
Quick Debrief	Start or Watch a Session		Last Updated: 4 minutes ago 🔹
You have not participated in any sessions. The next session you participate in or own will be available to debrief here.	Downstairs Training Room No sessions are Running	Exam Room 1 no sessions are running	Paul's Room 1
	LAST SESSION (1 DAY AGO) Essential Cardiac Auscultation Orient	LAST SESSION (18 HOURS AGO) Session - November 29, 2021, 5:41 PM	LAST SESSION (2 MONTHS AGO) Session - September 23, 2021, 12:33 PM

- The Administrator can see that there are no *Sessions* running
- The *Nodes*, which are the simulation areas are a dark green/blue
- This means the Administrator cannot *Start, Join* or *Edit* any *Sessions*.

(1) To grant Permission to *Start, Edit* and *Import using* any *Scenario*, the Systems Administrator will need to access the *System Setup* via the *Cog Icon* on the *Global Navigation Bar*, locate *Sessions* under *User & Security* and select *Edit*.

simcapture' 🛋 Session	ns 🛅 Courses 🛹 Reports 🚢 Users 🔇 Calendar	🖿 Control 🧄 🙀 🕒 Paul Slater *	System Setup		
System Setup		8	Configuration General Settings	Sessions	🖍 Edit
General Settings	System setup allows for the configuration of various aspects of the Si the corresponding settings, or learn more about what configuration of	mcapture system, select one of the options to the left to access otions are available below.	Locations	Permissions	T
Inventory Locations	Configuration		Organizations	Start, Edit, and Import Sessions Using Any Scenario	
Organizations Question Categories	Configuration Settings involve basic system setup and information. Set time and date preferences, configure your email and notification settings, and reture your center locations here.		Users & Security	None	
Users & Security	General Settings Date and time, Language, Site Name,		Login Security	Sharing Defaulte	
Login Security Sessions	Notifications, and URL Inventory Inventory Items are supplies associated		Users		
Users Courses	Locations Add Locations where sessions will take		Courses	Session Contributor permissions default to View Results	
Calendar Center Sime In	Organizations Associate Users, Scenarios, and Sessions		Center Sign-In	Take Evaluations	
Recording & Sessions	Question Categories Organize questions into categories		Recording & Sessions	Annotate Session	
Annotation Library Recording Devices			Recording Devices	Session Patient permissions default to	
Simulators	Users & Security		Simulators	Annotate Session	
Applications	Security settings are where access and login restrictions are created.		Applications	View Others' Annotations	

⁽²⁾ Type in an Administrators name, this can be all Administrators if required. If all Administrators is selected this Permission will apply to all Administrators.

• (A) add 🃰 Control 🏤 🔅 simcapture[®] Sessions 📇 Users Calendar Administrators name or all System Setup Administrators Configuration Sessions 🐻 Sav ← Cancel General Settings • (B) Remember to Inventory Permissions Save Locations Organizations Start, Edit, and Import Sessions Using Any Question Categories Users & Security Login Security • Now when the Sessions Administrator logs Users Sharing Defaults Courses in they can see the Calendar Session Contributor permissions default to Nodes are available Center Sign-In View Results Recording & Sessions Take Evaluation (blue in color) to Annotation Library Edit Session Start Sessions Recording Devices Annotate Session



- The *Nodes* are now blue and they can *Start a Session and Edit* the *Session*
- Note if the Administrator Starts a Session they are the Owner so they can Edit the Session
- This <u>Does Not</u> apply to Sessions started by another Administrator

Sharing Defaults - Session Contributor permissions default to

Sharing Default Permissions for *Sessions Contributors* can be given instead if full *Session* Permission is not required for the Administrator's role. These Permissions are *Defaults* when an Administrator is added to a *Session* as a *Contributor*, see below for:

- View Results
- Take Evaluations
- Edit Session
- Annotate Session

See below to see <u>how not having</u> *Sharing Defaults* for *Session Contributor* Permissions impacts an Administrators account when a *Session* is started in the domain to which they belong

- Under Users & Security in Sessions, we can see that there are no Session Contributor Permissions for Sharing Defaults set by the Systems Administrator in this SimCapture domain
- The System Administrator has not granted Start, Edit, and Import Sessions Using Any Scenario

simcapture [.]	Sessions	Courses	A Reports	👫 Users	Calendar	Control	Ŕ	\$ Paul Slater 🔻
System S Configuration General Setting	etup s	Sessions						🖍 Edit
Locations		Permissions						
Organizations Question Categ Users & Security	ories	Start, Edit, and None	l Import Session	is Using Any Sc	enario			
Login Security					_			
Sessions		Sharing Defa	ults					
Users Courses Calendar Center Sign-In Recording & Sess	sions	Session Contr View Res Take Eval Edit Sess Annotate	ibutor permissic ults luations sion : Session	ons default to	-			
Annotation Libr	ary	Session Patier	nt permissions d	efault to				
Recording Devi	ces	View Ses	sion					
Simulators		Annotate	Session					
Applications		View Oth	ers' Annotations					

• This System Administrator or an Administrator (with Permission) is now starting an Ad-hoc *Session*, this means it is not aligned to a *Course* or *Scenario*.



- We can see that there are no *Contributors* added to this *Session*
- Always remember to *Save* selections when start a *Session*

- This Administrator, when logging into the same domain cannot *Join* the Session
- They can also not *Start a Session* in the other *Nodes*, the simulation areas
- This is consistent with Permissions in the System Setup

Quick Debrief	Start or Watch a Session		Last Updated: 5 se
Debrief Session	Purple Pod	Orange Pod	Green Pod
new session	WATCH SESSION	NO SESSIONS ARE RUNNING	NO SESSIONS ARE RUN
DEMILI SESSION Y	current session (209) Session - November 22, 2021, 12:05 AM	LAST SESSION (5 DAYS AGO) Vernon Russell AUS.NZ	LAST SESSION (5 DAYS AGO NSG 101Summative assessment
		,	

• The *Node* where the *Session* is running is running is red but slight blurred, this means the Administrator does not have Permission to Join

1 To grant the Administrator Sharing Defaults for Session Contributor Permissions return to the System Setup page via the Cog Icon and locate Sessions under Users & Security and select Edit.

imcapture 🖬 Sessions	🛅 Courses 📌 Reports 🚢 Users 🔇 Calendar	🖿 Control 🧄 🏟 😫 Paul Slater 🔻	System Setup		
System Setup		8	Configuration General Settings	Sessions	
General Settings ti	System setup allows for the configuration of various aspects of the San the corresponding settings, or learn more about what configuration opt	Capture system. Select one of the options to the left to access ions are available below.	Locations	Permissions	
Inventory Locations	Configuration		Organizations Question Categories	Start, Edit, and Import Sessions Using Any Scenario	
Organizations Question Categories	Configuration Settings involve basic system setup and information. Set time and date preferences, configure your email and notification settings, and setup your center locations here.		Users & Security	None	
Users & Security	General Settings Date and time, Language, Site Name, Notifications, and URL		Login Security Sessions	Sharing Defaults	
Sessions 2	Inventory Inventory Items are supplies associated with scenarios and sessions.		Users	Session Contributor permissions default to	
Courses	Locations Add Locations where sessions will take place		Calendar	View Results	
Calendar Center Sign-In	Organizations Associate Users, Scenarios, and Sessions with different Organizations		Center Sign-In	Edit Session	
Recording & Sessions	Question Categories Organize questions into categories		Annotation Library	Annotate Session Session Patient nermissions default to	
Recording Devices			Recording Devices	View Session	
Simulators	Users & Security		Applications	Annotate Session	
Applications	Security settings are where access and login restrictions are created.		Applications	View Others' Annotations	

⁽²⁾ Select the Session Contributor Permissions Defaults that the Administrator requires and select save to keep changes.

	simcapture [®] Sessions	🛅 Courses 🖈 Reports 🚉 Users 🚫 Calendar 🎬 Control 🎋 🗳	Paul Slater 🔻
Available selections:	General Settings Inventory Locations Organizations Question Categories	Permissions Start, Edit, and Import Sessions Using Any Conversion	
• View Results	Users & Security Login Security Sessions	Search for a User	
• Take Evaluations	Users Courses Calendar Center Sign-In	Sharing Defaults Session Contributor permissions default to	
• Edit Session	Recording & Sessions Annotation Library	✓ View Results ✓ Take Evaluations ✓ Edit Session	
Annotate Session	Recording Devices Simulators Applications IP Video Feeds IP Audio Feeds About Version and Support	Annotate Session Session Patient permissions default to View Session Annotate Session View Others' Annotations Session Participant permissions default to	

- Now when the Systems Administrator *Starts* a *Session* they add the Administrator as a *Session Contributor*
- Adding Session Contributors to Sessions is done by editing the Session Viewer in the People tab
- To do this click on the Pencil icon





• Under *Contributors* add the Administrator

- The Administrator will be given the *Contributor Defaults* set up by the Systems Administrator
- To show these simply click on the Administrators name
- The *Defaults* can be edited to suit if required at the *Session* level





- Now when the Administrator logs in they can *Join* the running *Session* started by the Systems Administrator
- Note they do not have Permission to *Start* a *Session* in the other *Nodes*
- The Administrator can only Join this *Session*, either live or post from the Session list or on the main user interface





• The Administrator has the *Default* Permissions as a *Session Contributor* to *View Results, Take Evaluations, Edit Sessions,* and *Annotate Sessions* as setup by the Systems Administrator

Session Participant permissions default to

Permissions for Participants can be given for Annotating Sessions as a Default for:

- Annotate Session (the Participants can Annotate a Session release to them)
- View Others' Annotations (the Participant can View Annotations in the Session done by other Participants or Administrators)

• Return to the System Setup page and go to Sessions under User & Security and select Edit



2 Select the Session Participant Permissions defaults that the **Participant** will require and select Save to keep changes.





• Remember to Save

- When the Participant logs in they will be able to *Annotate* a *Session* released to them and *View Annotations* done by other *Users* in the same *Session*
- Simply change the *Default* Permission at the *Session* level depending on the requirements if needed
- Changes <u>are not</u> <u>retrospective</u> once the Permission has been given for the *Session*
- If changes are made it will only impact future *Sessions*



Session Viewer permissions default to

Administrators can be given Permission by a Systems Administrator to *View a Session* with *Annotations* as a *Default* when added to a Session as a Viewer.

(1) To grant an Administrator Session Viewer Permissions as a Default return to the System Setup page via the Cog Icon and locate Sessions under Users & Security and select Edit

simcapture* 🖬 Session	n 🖿 Courses 🛹 Reports 🏔 Users 🕓 Celerder 🎬 Control 🏂 🔁 Paul S	System Setup
System Setup	System setup allows for the conflouration of various aspects of the SmCapture system. Select one of the options to the left to acc	Configuration Sessions 🖌 Edit
General Settings	the corresponding settings, or learn more about what configuration options are available below.	Locations Permissions
Locations	Configuration	Organizations Start, Edit, and Import Sessions Using Any Scenario
Organizations Question Categories	Configuration Settings involve basic system setup and information. Set time and date preferences, configure your email and notification settings, and setup-your context locations here.	Guestion Categories None Users & Security
Users & Security	General Settings Date and time, Language, Site Name, Notifications, and URL	Login Security Sessions Sharing Defaults
Sessions 2	Inventory Inventory Inventory Items are supplies associated with scenarios and sessions.	Users Session Contributor permissions default to
Courses	Locations Add Locations where sessions will take place	Calendar View Results
Calendar Center Sign-In	Organizations Associate Users, Scenarice, and Sessions with different Organizations	Center Sign-In Edit Session
Recording & Sessions	Question Categories Organize questions into categories	Recording & Sessions Annotate Session
Annotation Library Recording Devices		Recording Devices View Session
Simulators	Users & Security	Simulators Annotate Session
Applications	Security settings are where access and login restrictions are created.	Applications View Others' Annotations

2 Select *View All Annotations* under *Session Viewer Permission Default to* if you want Administrators added as Viewers to able to see *Annotations*

- Note this is a as a *Global Default* that will apply to all Administrators added as *Viewer* to a *Sessions*
- This is <u>not retrospective</u> and will not impact past





- This Systems Administrator is adding the Administrator to a *Session* as a *Viewer*
- This can be changed at *Session* level, see below

- The Administrator has View Permissions for the Sessions with all Annotations as a Default
- Simply untick to remove *View Annotations*
- Always remember to *Save*



simcapture[®] 🗋 Courses 🥕 Reports paul admin 📇 Users 🕓 Calendar Sessions Welcome, paul! • The Administrator Quick Debrief Start or Watch a Session Last Updated: 1 second ago 🛛 🇱 can now View You have not participated in the Session any sessions. The next session you participate in or own will be available to debrief here. Studio when they login • The *Node* is Session - November 27, 2021, 9:06 PM bright red My Active Courses None



• The Administrator can *View* Annotations on the time line and the *Session* log

- Note this Administrator has not been given any *Session Contributor* Permissions, only *View* Permission so they <u>cannot</u>
 Edit
- *View* Permissions <u>are not retrospective</u> and will not impact past *Sessions*
- Remember for the Administrator to *View Annotations* the Systems Administrator can set this Permission as *Default* in the *Systems Setup* or it can be added at *Session* level

Automatically Give Session View Permission to

• All Administrators can given be given Session View Permission for the Organization they belong to

① To grant all Administrators in an Organization, Automatically Give Session Viewer Permissions as a Default return to the System Setup page via the Cog Icon and Iocate Sessions under Users & Security and select Edit

simcapture [®] Sessio	rs 🛅 Courses 🛹 Naports 🚢 Users 🕜 Celerciar 🎬 Control 🕺 🏂 🔁 Paul Stater 🔹	System Setup	
System Setup Configuration General Settings	System setup allows for the configuration of versious appects of the SimClapture system. Select one of the options to the left to access the corresponding settings, or learn more about what configuration options are available below.	Configuration Sessions General Settings Inventory Loadions Permissions	Z Edit
Inventory Locations Organizations Question Categories	Configuration Configuration Configurations being involve basis system setup and information. Set time and data partientizes, configurary our and an indiffication settings, and device your and extension frame.	Organizations Start_Edit, and Import Sessions Using Any Scenario Users & Security Users & Security	
Users & Security Login Security Sessions	General Sattings Data and time, Language, Site Name, Notifications, and URL Inventory Inventory terms are supplies associated	Login Security Sessions Sharing Defaults Here	
Users Courses Calendar	with accentrios and sessions. Locations Add Locations there sessions will take place Add total control take and Exercises Add total takes Add takes Ad	Courses Session Contributor permissions default to Celeratar Universe Texas Contributor permissions default to Celeratar Take Results Take Results Take Results	
Center Sign-In Recording & Sessions Annotation Library	Cright scalars with different Organizations Guestion Categories Organize questions into categories	Cente say-si E di Session Recording & Sessions Annotate Session Annotato Litrary Session Session Sette to comissions default to	
Recording Devices Simulators Applications	Users & Security Scurity strong are show access and logn restrictions are created.	Recording Devices View Session Simulators Anotaté Session Applications View Others' Annotations	

2 Select Session Organization under Automatically Give Session View Permission to





• This will mean that the Organization set in the Session Viewer will allow all Administrators who belong to that Organization to have View Permissions

- 👤 paul admin 🤊 simcapture[®] Sessions 🛅 Courses 🛹 Reports 🚢 Users 🕓 Calendar • All Administrators in the Organization Welcome, paul! will be able to View Quick Debrief Start or Watch a Session Last Updated: 1 second ago 🛛 🇱 the Session live or post event from their You have not participated in any sessions. The next session you participate in Studio own login or own will be available to debrief here. Session - November 27. 2021, 9:06 PM My Active Courses
 - If this is not appropriate for your simulation program you can remove it as a Default in the System Setup

None



• Changing this permission is not retrospective and will only impact future *Sessions*

- An *Organization* can be added to the *Session Viewer* to share with Administrators on a case by case basis
- Remember that Participants <u>cannot</u> View a Session unless it as been released to them



 Automatically Give Session View Permissions to Session Organization is not retrospective and will not impact past Sessions

How-ToVideos

• Scan the QR Codes below to access How-To Videos

Understanding Session Permissions



Understanding Sharing Defaults

