

# 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



**Laerdal**  
helping save lives

## Contents

Start, Edit, and Import Sessions Using Any Scenario	2
Sharing Defaults - Session Contributor Permissions Default to	5
Session Participant Permissions Default to	9
Session Viewer Permissions Default to	10
Session Viewer Permissions Default to	12
Automatically Give Session View Permission to	13
How-To Videos	15

## 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.

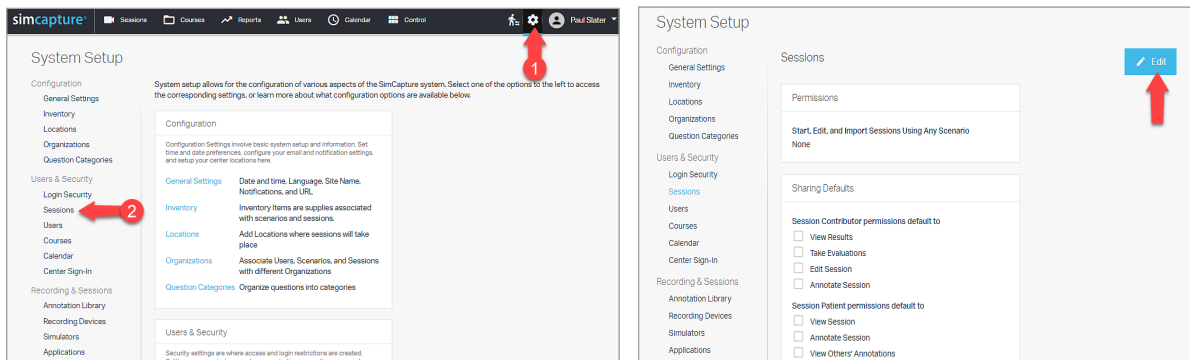
Note - this will mean that selected Administrators will be able to *Start* and *Edit* any *Session* as well as *Import Sessions* for any *Scenario*. See below for a detailed explanation.

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

The screenshot shows the SimCapture Enterprise Cloud interface. The top navigation bar includes 'Sessions', 'Courses', 'Reports', 'Users', 'Calendar', 'Control', and a user profile for 'Ralph Admin'. The main content area is titled 'Welcome, Ralph!' and features a 'Quick Debrief' section on the left. The central 'Start or Watch a Session' section displays three session cards: 'Downstairs Training Room' (dark green/blue), 'Exam Room 1' (dark green/blue), and 'Paul's Room 1' (grey). The first two cards indicate 'NO SESSIONS ARE RUNNING' and show the last session details. The third card indicates 'CURRENTLY OFFLINE' and shows the last session details. A red box highlights the 'Downstairs Training Room' and 'Exam Room 1' cards.

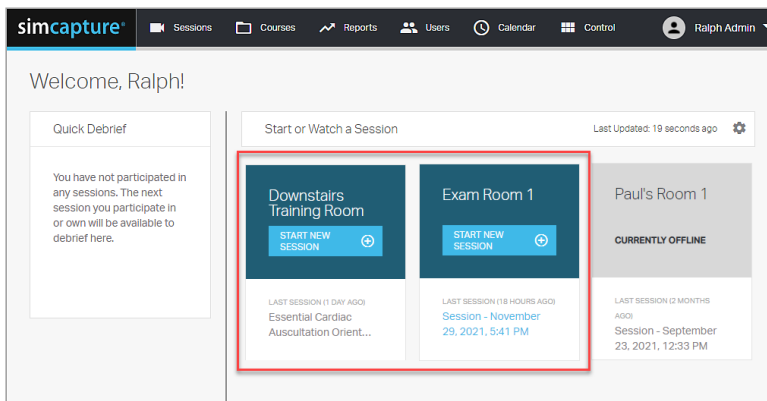
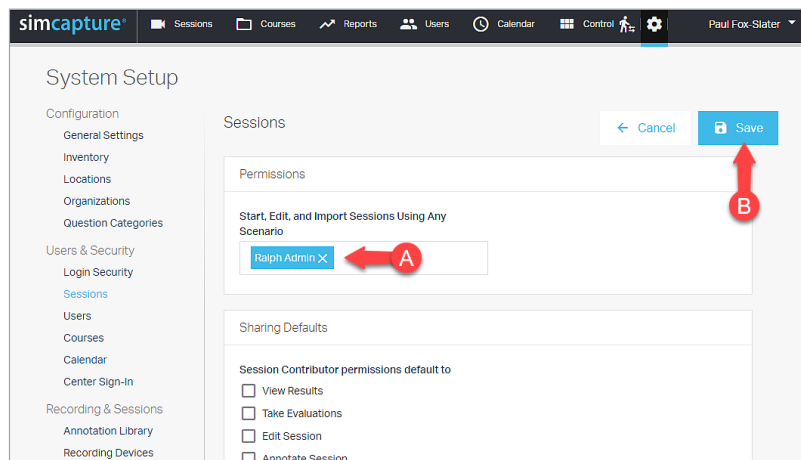
- The Administrator can see that there are no *Sessions* running
- The *Nodes*, which are the simulation areas are a dark green/blue
- This means the Administrator cannot *Start, Join* or *Edit* any *Sessions*.

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*.



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 Administrators name or all Administrators
- (B) Remember to Save
- Now when the Administrator logs in they can see the *Nodes* are available (blue in color) to *Start Sessions*



- 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 Does Not apply to *Sessions* started by another Administrator

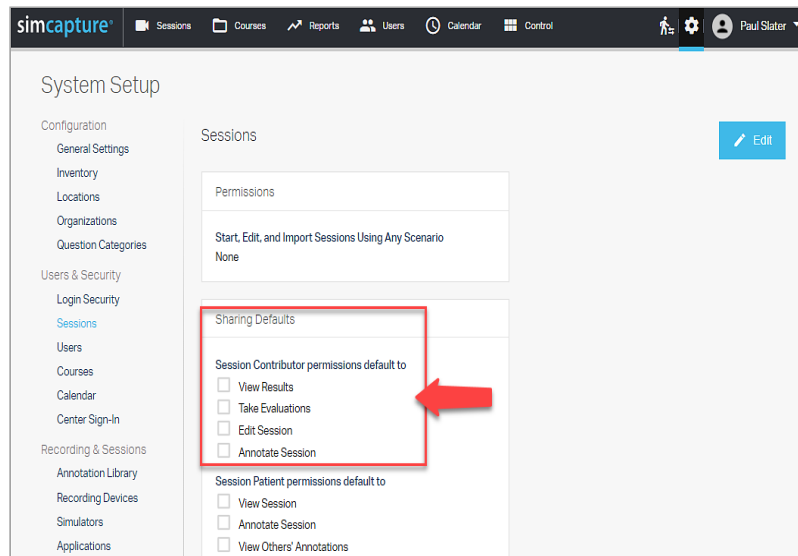
## Sharing Defaults - Session Contributor permissions default to

*Sharing Default* Permissions for *Sessions Contributors* can be given instead of full *Session Permission* 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:

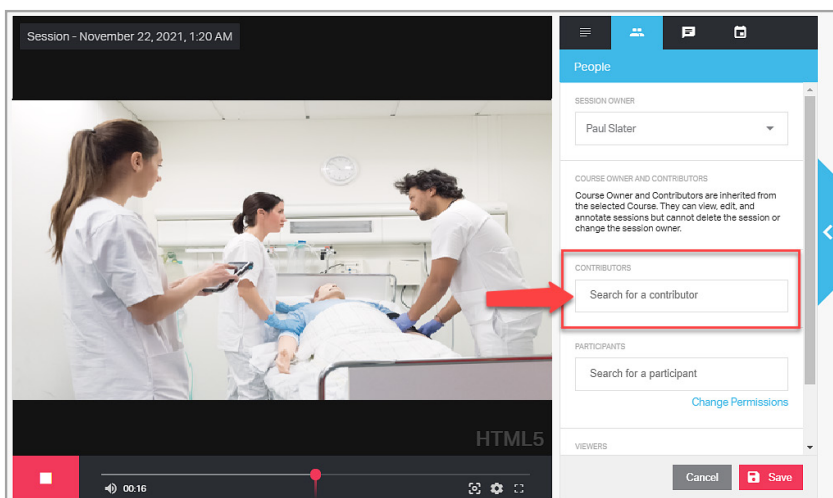
- *View Results*
- *Take Evaluations*
- *Edit Session*
- *Annotate Session*

See below to see how not having *Sharing Defaults* for *Session Contributor* Permissions impacts an Administrator's 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*

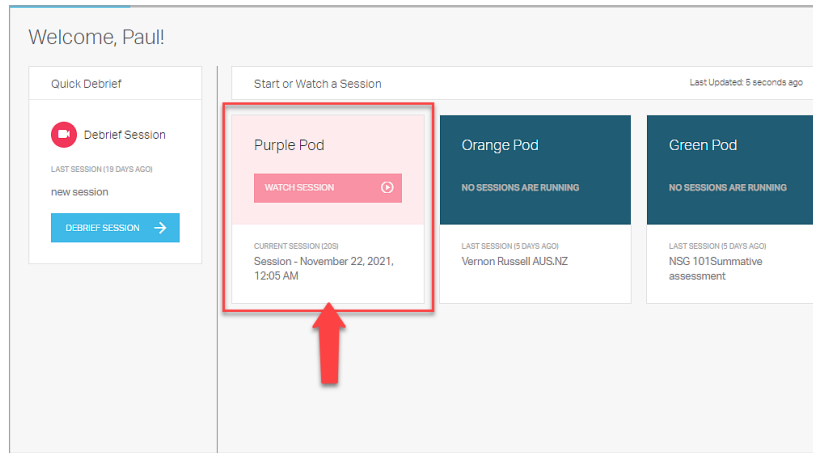


- This System Administrator or an Administrator (with Permission) is now starting an Ad-hoc *Session*, this means it is not aligned to a *Course* or *Scenario*.



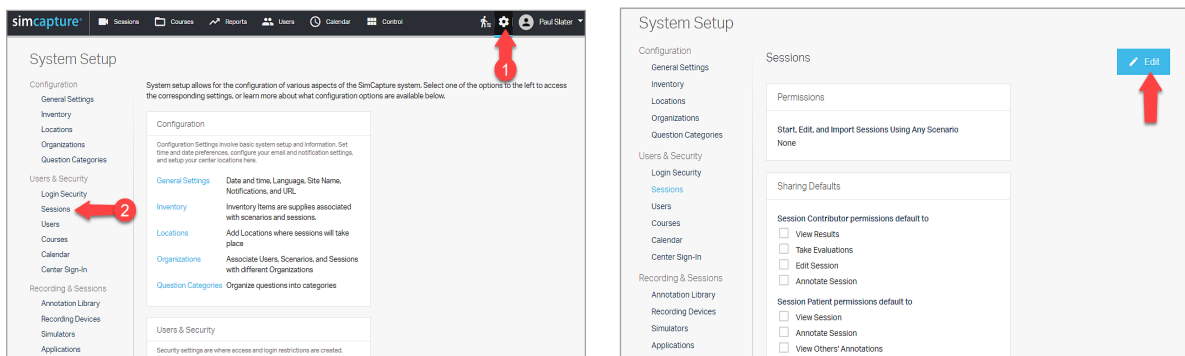
- We can see that there are no *Contributors* added to this *Session*
- Always remember to *Save* selections when start a *Session*

- 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*



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

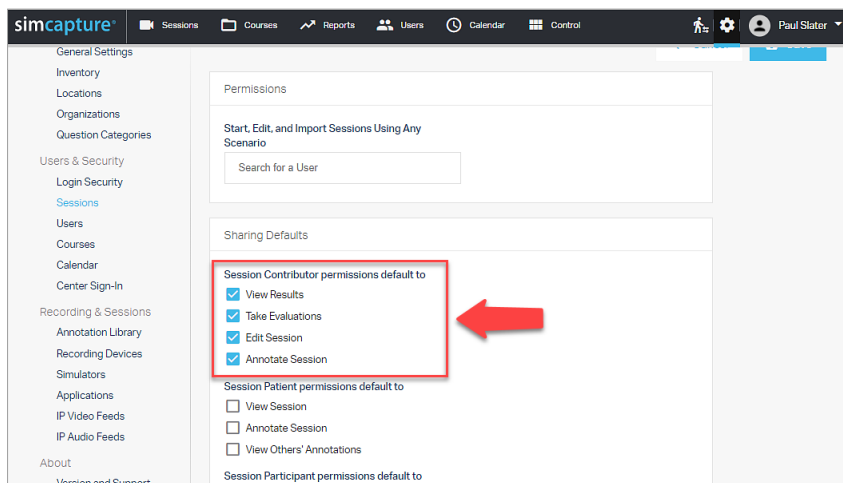
① To grant the Administrator *Sharing Defaults* for *Session Contributor* Permissions return to the *System Setup* page via the *Cog Icon* and locate *Sessions* under *Users & Security* and select *Edit*.



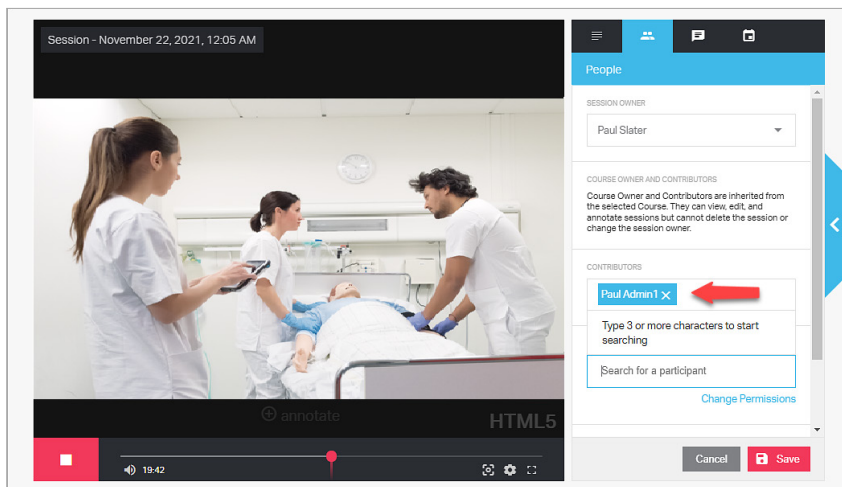
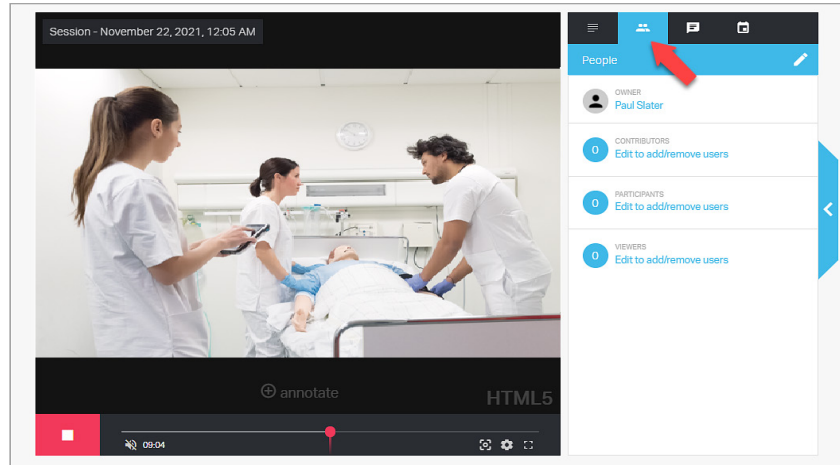
② Select the *Session Contributor Permissions Defaults* that the Administrator requires and select save to keep changes.

Available selections:

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



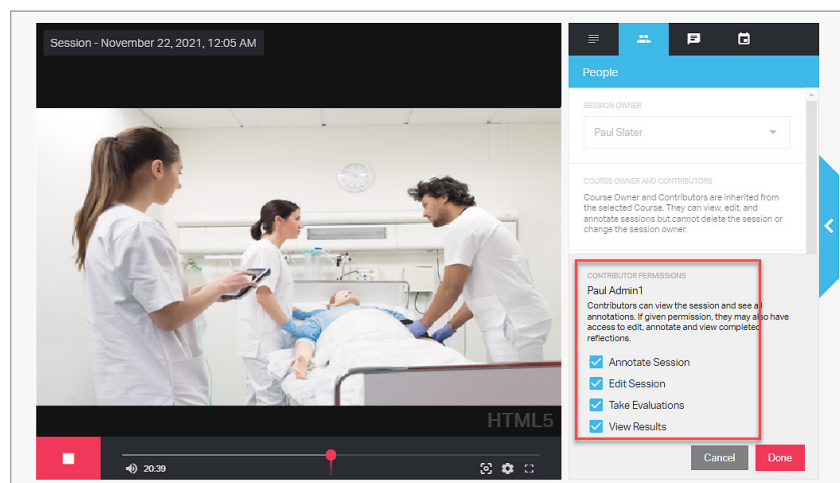
- Now when the Systems Administrator Starts a Session they add the Administrator as a Session Contributor
- Adding Session Contributors to Sessions is done by editing the Session Viewer in the People tab
- To do this click on the Pencil icon

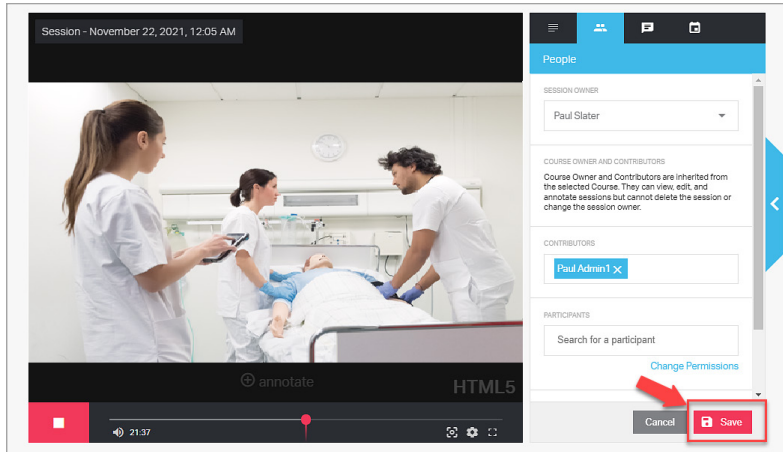


- Under Contributors add the Administrator

- 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

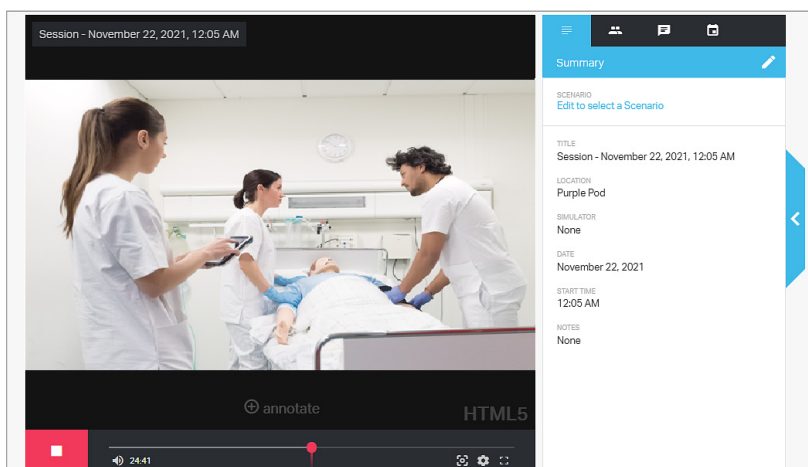
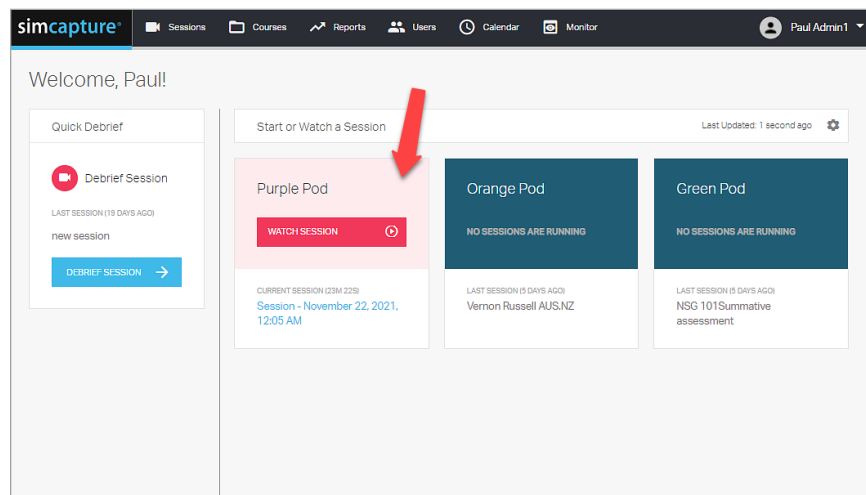




- Remember to *Save*

- 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

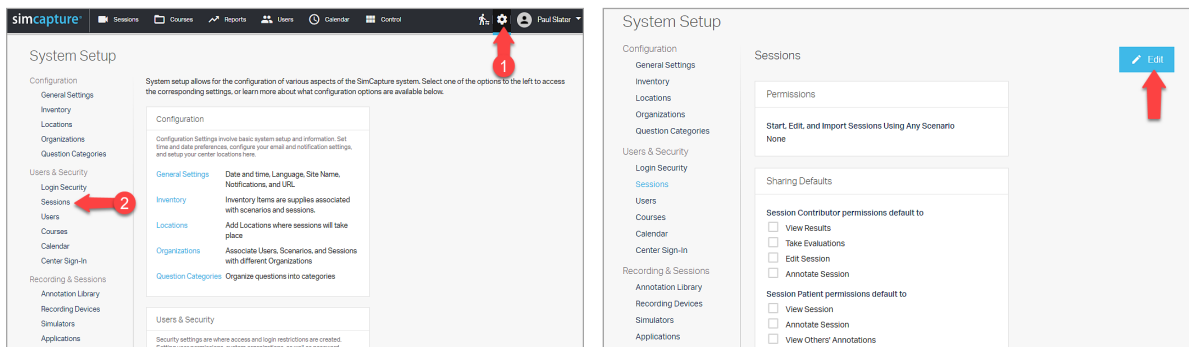


## Session Participant permissions default to

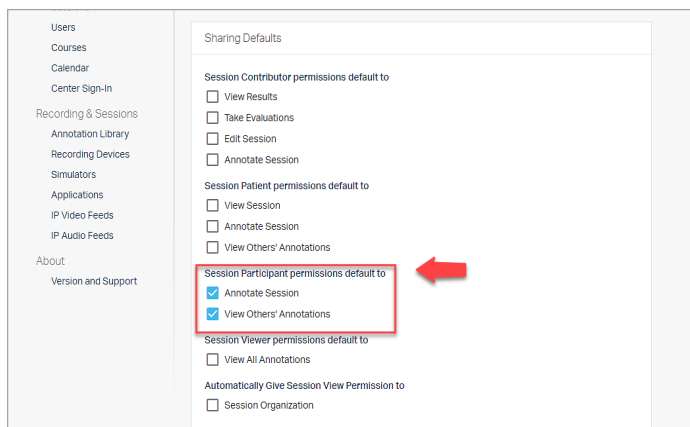
Permissions for **Participants** can be given for *Annotating Sessions* as a *Default* for:

- *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**)

① Return to the *System Setup* page and go to *Sessions* under *User & Security* and select *Edit*



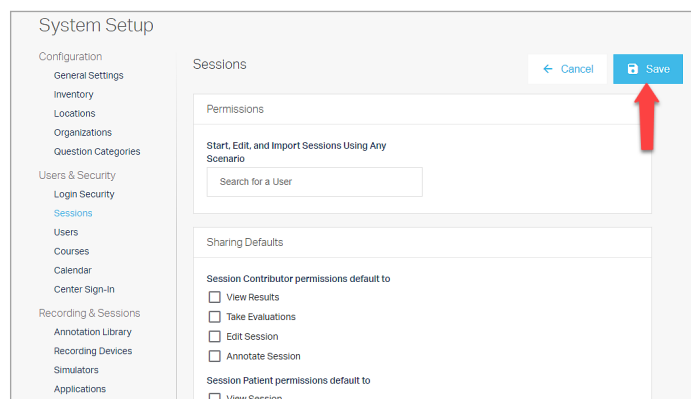
② Select the *Session Participant Permissions defaults* that the **Participant** will require and select *Save* to keep changes.



Available selections:

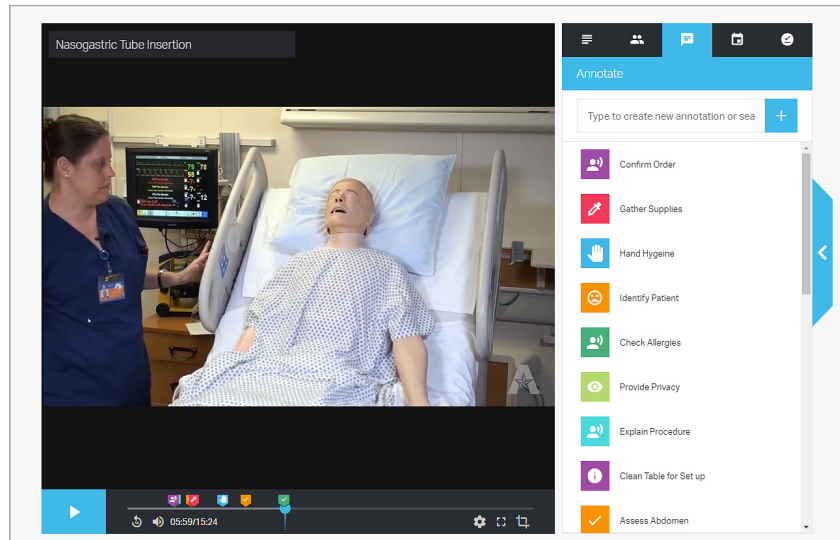
- Annotate Session
- View Others' Annotations

- 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*

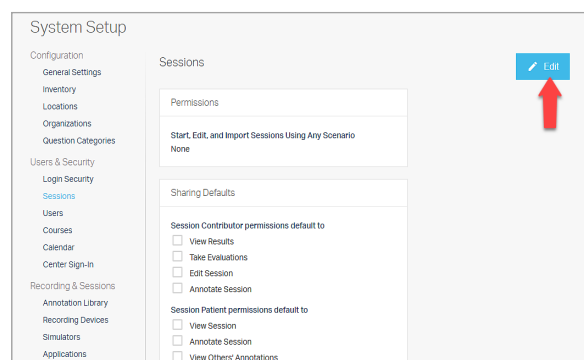
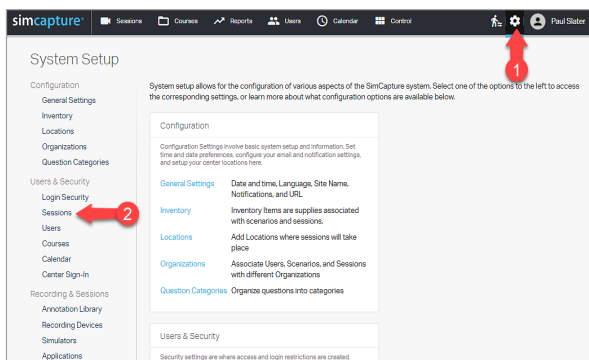
- Simply change the *Default Permission* at the *Session* level depending on the requirements if needed
- Changes are not retrospective once the *Permission* has been given for the *Session*
- If changes are made it will only impact future *Sessions*



### Session Viewer permissions default to

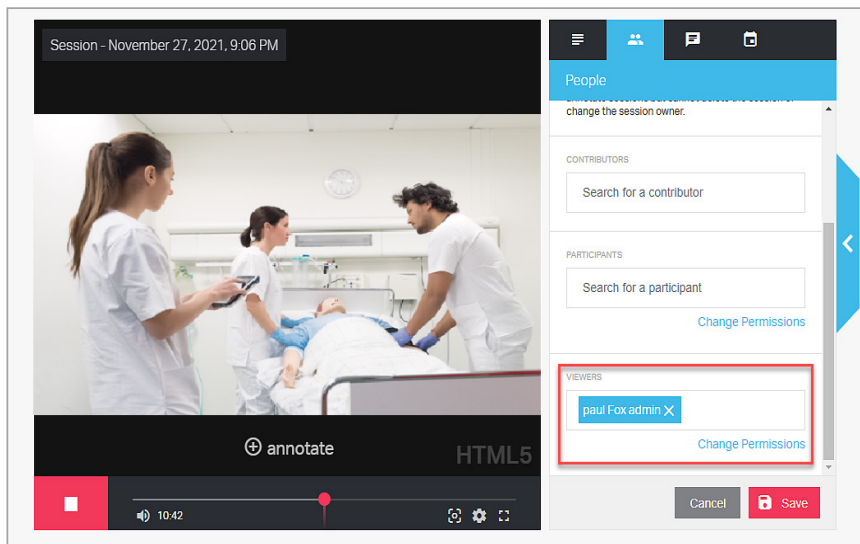
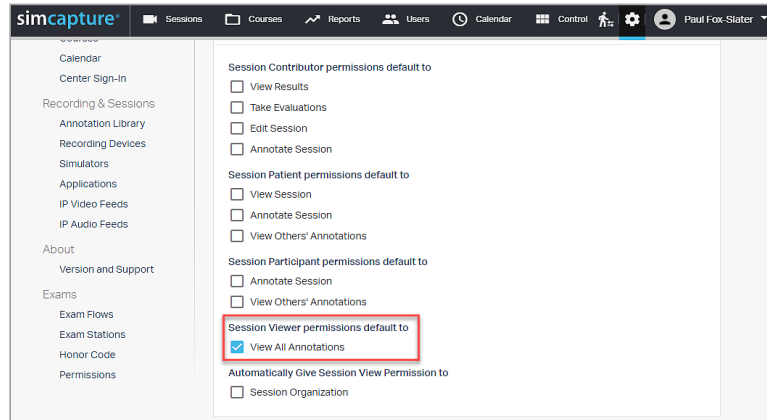
Administrators can be given Permission by a Systems Administrator to *View a Session* with *Annotations* as a *Default* when added to a *Session* as a *Viewer*.

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*



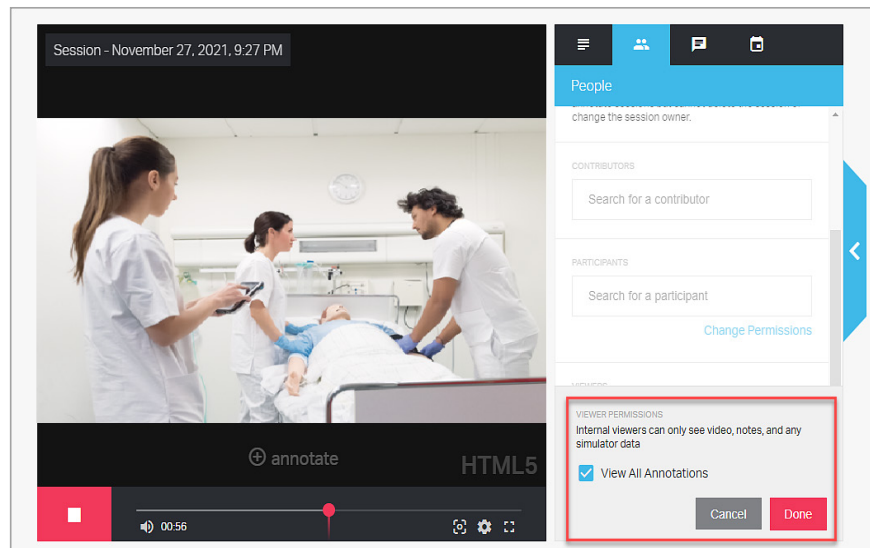
② Select *View All Annotations* under *Session Viewer Permission Default* to if you want Administrators added as Viewers to be able to see *Annotations*

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

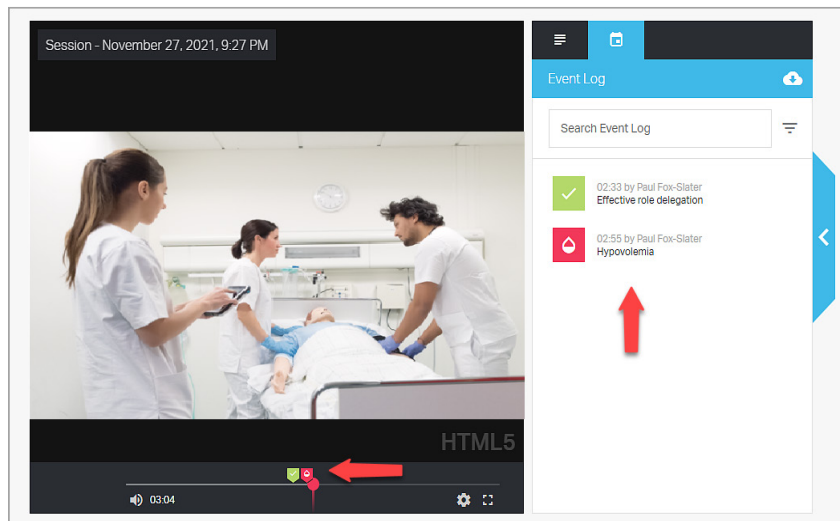
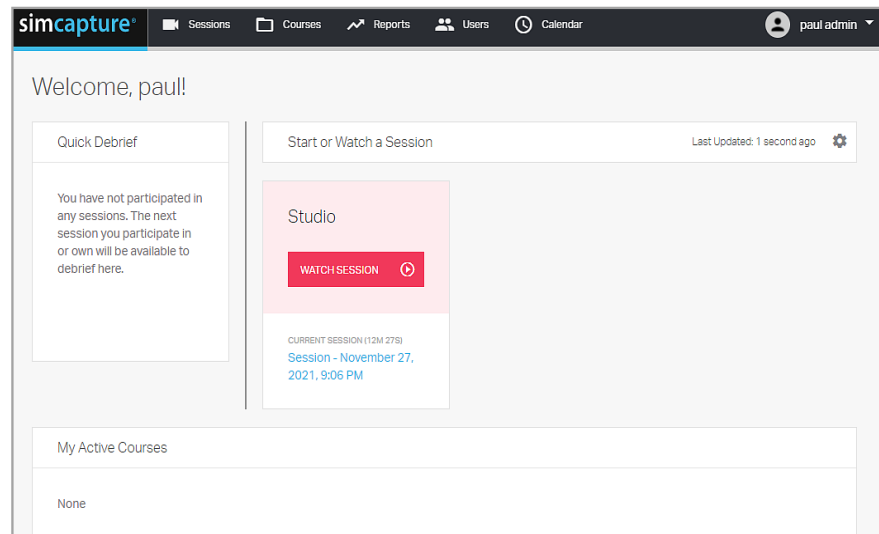


- This Systems Administrator is adding the Administrator to a *Session* as a *Viewer*
- This can be changed at *Session* level, see below

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



- The Administrator can now *View* the *Session* when they login
- The *Node* is bright red



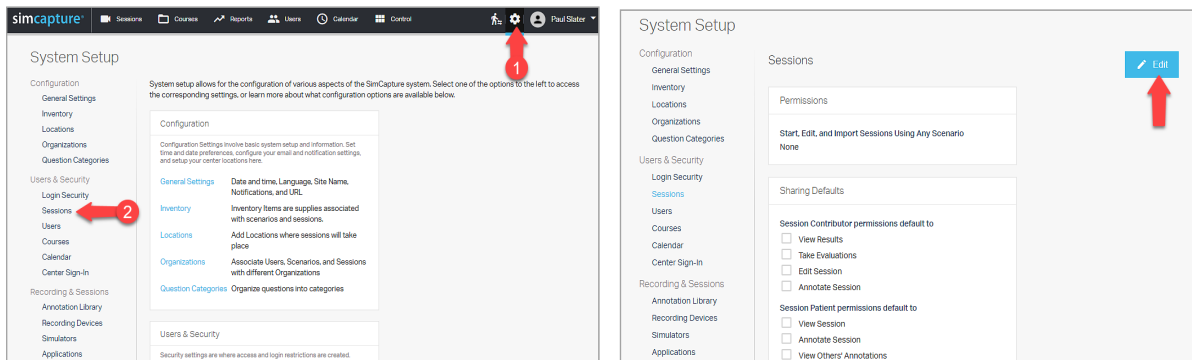
- The Administrator can *View* Annotations on the time line and the *Session* log

- Note - this Administrator has not been given any *Session Contributor* Permissions, only *View* Permission so they cannot *Edit*
- *View* Permissions are not retrospective 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

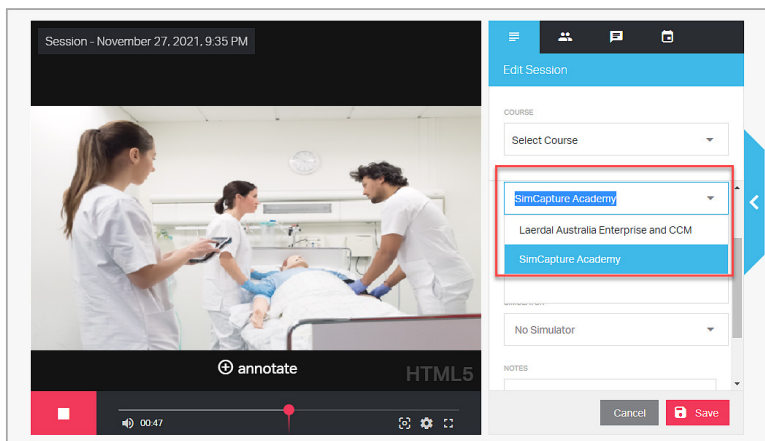
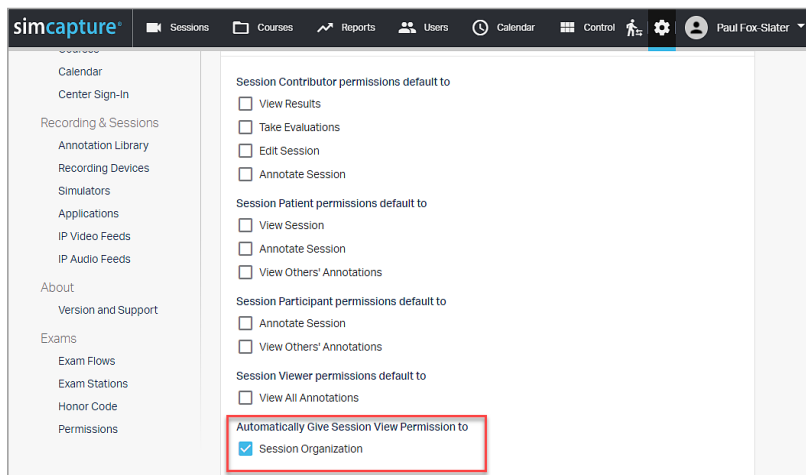
- All Administrators can given be given *Session View Permission* for the *Organization* they belong to

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 locate *Sessions* under *Users & Security* and select *Edit*



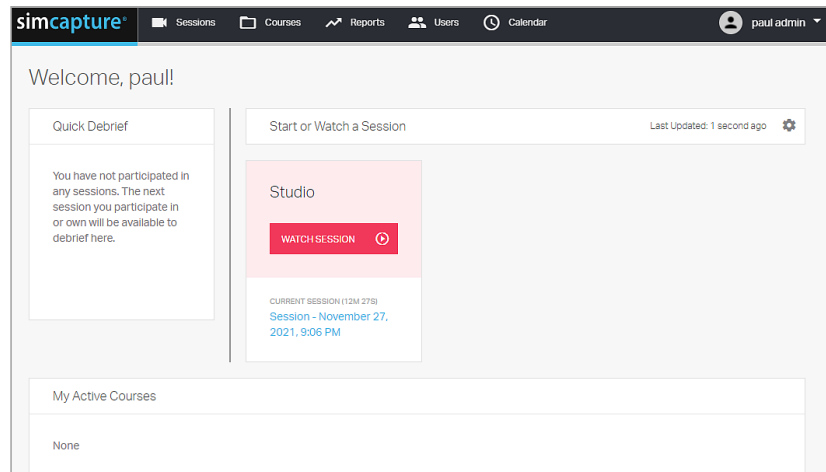
② Select *Session Organization* under *Automatically Give Session View Permission to*

- All **Administrators** in that *Organization* will now have *View Permission*

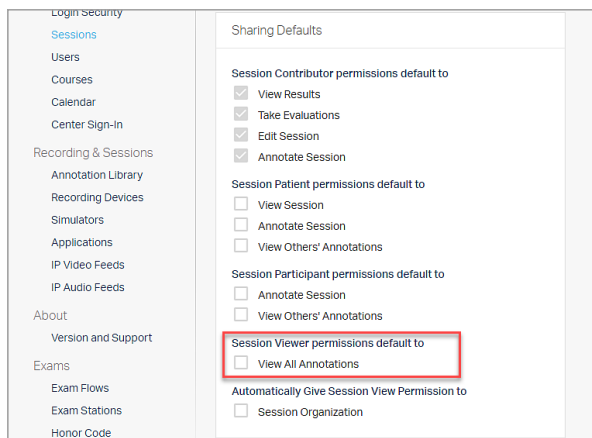


- This will mean that the *Organization* set in the *Session Viewer* will allow all **Administrators** who belong to that *Organization* to have *View Permissions*

- All Administrators in the *Organization* will be able to *View* the *Session* live or post event from their own login



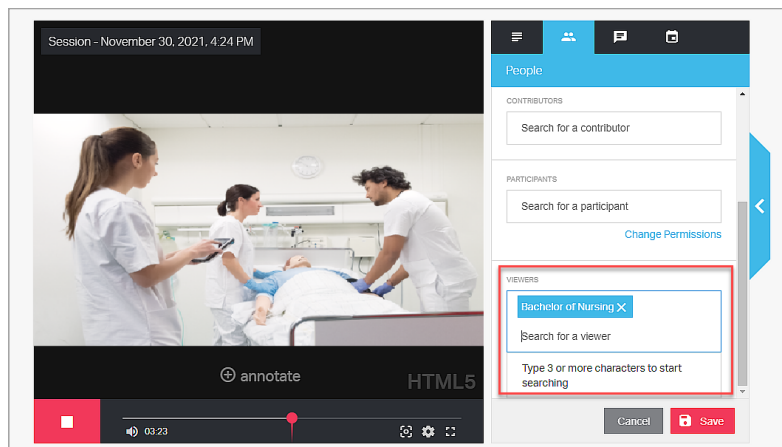
- If this is not appropriate for your simulation program you can remove it as a Default in the System Setup



- 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 cannot *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-To Videos

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

### Understanding Session Permissions



### Understanding Sharing Defaults

