CAE **CathLabVR™** User Guide

Administrator's Guide

905K400552- v2.0
April 2021

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INTRODUCTION

The CAE CathLabVR™ simulator is one of a series of didactic tools that can be used to improve training for endovascular diagnostic and intervention procedures. Using modified endovascular tools, trainers can navigate through virtual anatomy based on actual patient data. The simulator is not intended to replace any courses or hands-on sessions with live subjects, but should be implemented as part of a blended learning solution.

IMPORTANT: The simulator is not intended to diagnose the condition of a live human being or identify a life-threatening situation.

The simulators include:

- **CathLabVR hardware interface device** - This device is instrumented to track the manipulation of coaxial endovascular tools and provides computer-controlled feedback based on the interaction with simulated patient anatomy.
- **Laptop** computer for running the simulation software with a Bluetooth® mouse.
- **Modified endovascular tools**, such as catheters, leads and guide wires for performing different simulated endovascular procedures.

The CathLabVR Simulator

Contained in this Guide

This Administrator Guide has been designed for quick access to information on how to use the Administrative Tools available in the CathLabVR software.

- The **Cautions and Warnings** section is for the safety of users as well as for the protection of the simulator. Please be sure to read this prior to using the simulator. Follow the guidance during use.
- The **Using the Administrator Tools** section provides instructions on the use of the various administrative software features such as, creating and maintaining users and groups, and creating curriculum.
- Appendix A: **FAQ** provides information regarding common issues involving simulation activities. t

Note: Refer to the *CAECathLabVR User Guide* for your specific product regarding information on running simulations and equipment related topics as follows:

- Specifications
- Equipment Overview
- Setup
- Care and Maintenance

CathLabVR Software

The following identifies the software version associated with the release of this guide.

Document	Document Version	Software
CathLabVR Administrator's Guide	905K400552 v2.0	UniSim

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Cautions and Warnings

Please read and understand these cautions and warnings before you begin using the simulator.

General

- When unpacking the simulator for the first time, use box cutters carefully to protect both the packaging and the product.
- Do not use equipment in a manner that is not specified by the manufacturer.
- Do not operate the equipment with any covers removed.
- Keep all electronic equipment free from high humidity or liquids.
- Do not leave the hardware powered on when the simulator is not in use.

Operations

- Do not handle the tracking units while in use and never touch the gold metallic parts.
- Always ensure laptop is plugged into a power source during simulator operation. Battery-power is insufficient to run the laptop during simulation.
- Do not use or connect any USB device or cable to the simulator or laptop other than the USB cable provided.
- When installing equipment near an electric socket, ensure cables do not represent a hazard.
- Avoid weighing down the equipment with any tools or accessories not relevant to the immediate exercise.
- Modified endovascular tools included with the simulator can be very sharp. Pay attention while handling them.
- Refrain from bending, kinking, or stepping on the endovascular tools.
- Do not insert an end of an endovascular guidewire into a power outlet.
- During tool manipulation the endovascular guidewire extends out of the rear end module. Ensure that the area around the rear end module is clear of obstacles or people.
- Ensure you have a table with the minimum recommended width and length to support the Tracking System and Laptop.

Ergonomics

- Improper or prolonged keyboard use may result in injury.
- Viewing a monitor screen for extended periods of time may result in eye strain.

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USING THE ADMINISTRATOR TOOLS

Administrators managing the CathLabVR simulator are responsible for setting up user accounts, privileges and curriculum. Additionally, the administrator has the ability to change network settings, set up emails, generate and print reports, and import and export system data.

Note: For optimal use, no other software programs should be open while the simulator software is running.

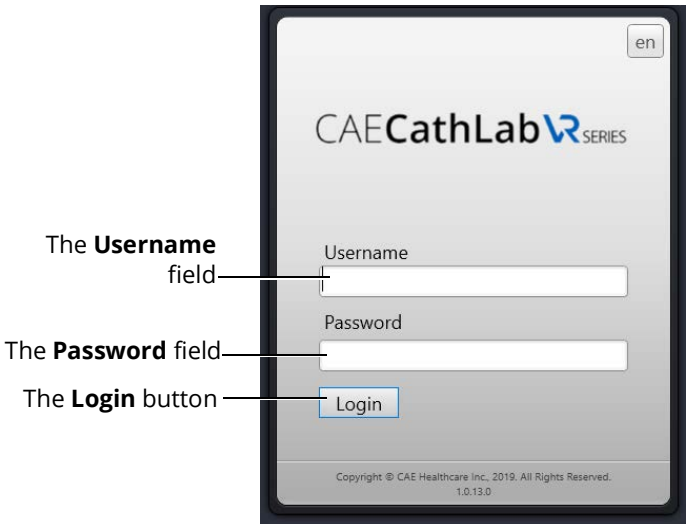
Starting the Software

1. Once the CathLabVR laptop is powered on, the CAE Start screen displays.

CAE Start Screen

2. Double-click the **CathLabVR** shortcut icon.

3. Accept the End User License Agreement. The login screen appears.

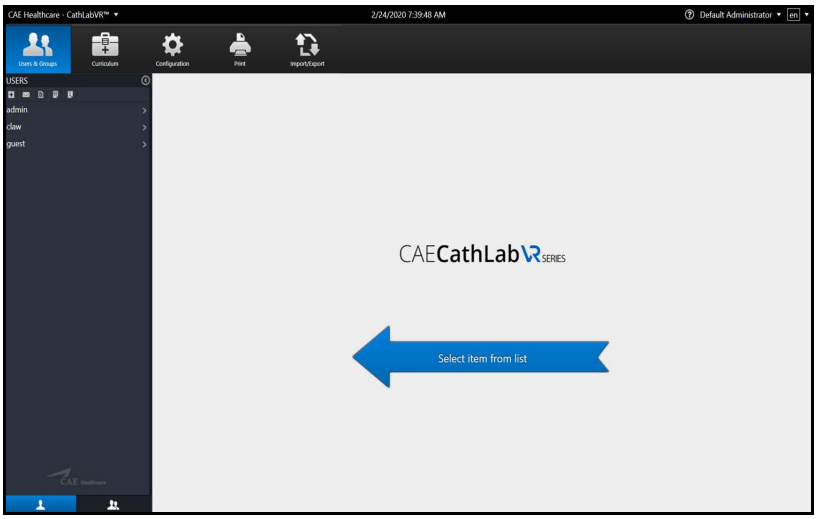


The Login Screen

To log in to the software:

1. Enter the assigned username in the **Username** field. The default username for a new administrator is *admin*.
2. Enter the assigned password in the **Password** field. The default password for a new administrator is *admin*.
3. Click **Login**.

   The administrator Home screen appears, indicating the administrator is logged in.

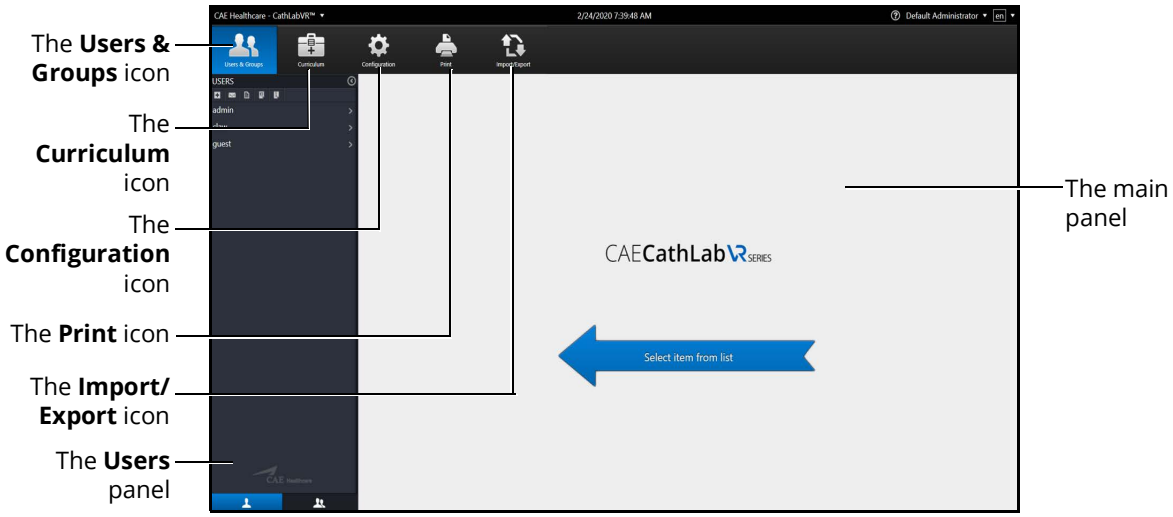


The Administrator Home Screen

From the administrator Home screen, administrators can navigate to the screens required for editing user and group accounts, assigning curriculum, adjusting configurations and printing, importing and exporting user data.

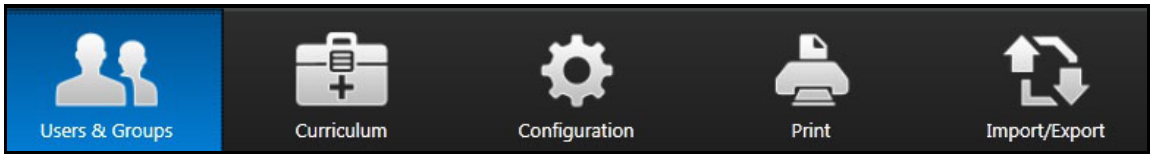
Interface Overview

When the Administrator first logs in to the software, the Home screen is displayed and the **Users & Groups** icon is selected by default.



The Administrator Home Screen

The CathLabVR administrator interface contains a dashboard of icons located near the top of the Home screen that represents functions available for administrators to perform various tasks.



The Icon Dashboard

When an icon is selected, the associated content appears in the main panel of the interface. The side panel, on the left of the screen, displays available selections which change based on the icon chosen. For example, when the **Users & Groups** icon is chosen, the side panel is referred to as the *Users panel* and has selections associated with managing users and groups. When the **Configuration** icon is chosen, the side panel is referred to as the *Configuration panel* and has selections associated with configuration of the application.

Users & Groups

From the Users & Groups screen, administrators can create user accounts, assign privileges, courses and tasks to individual users and assign users, courses and tasks to groups. Administrators can also deactivate user accounts and set up and send out automated emails containing user account information.

Curriculum

From the Curriculum screen, administrators can assign courses and tasks to individual users and assign courses, tasks and users to groups. Administrators can also upload faculty content to appear in the didactic content of a simulation, create new tasks and courses, and modify user parameters.

Configuration

From the Configuration screen, administrators can restore or backup the database, adjust network settings, and adjust language and volume preferences.

Print

From the Print screen, administrators can print user account information, usage summaries and reports for individual users and groups.

Import/Export

From the Import/Export screen, administrators can import users and export user lists and results.

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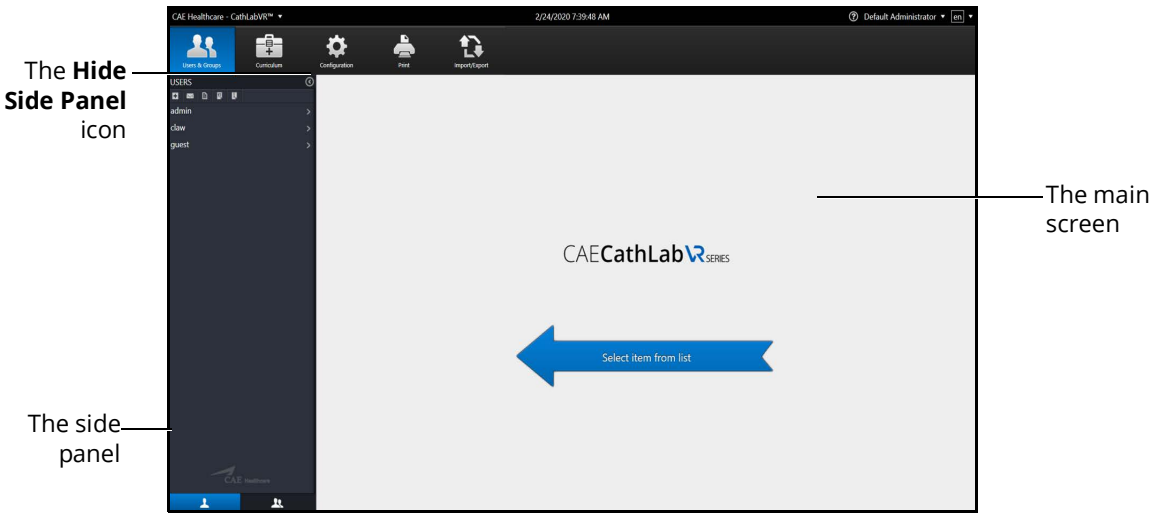
Hiding the Side Panel

Administrators can hide the side panel to view content in full screen mode.



The Home Screen

To hide the side panel:

1. From the side panel, select the desired item.

   The content appears in the main screen.

2. Click the **Hide Side Panel** arrow.

   The content expands to the width of the full main screen.

   Clicking on the **Hide Side Panel** arrow again will redisplay the side panel of options.

Users and Groups

The Users and Groups tabs gives access to create, modify, and remove user and group profiles.

Administrators are responsible for creating and managing users and groups in the CathLabVR system. Only users with administrative privileges can create new users and groups.

Creating Users

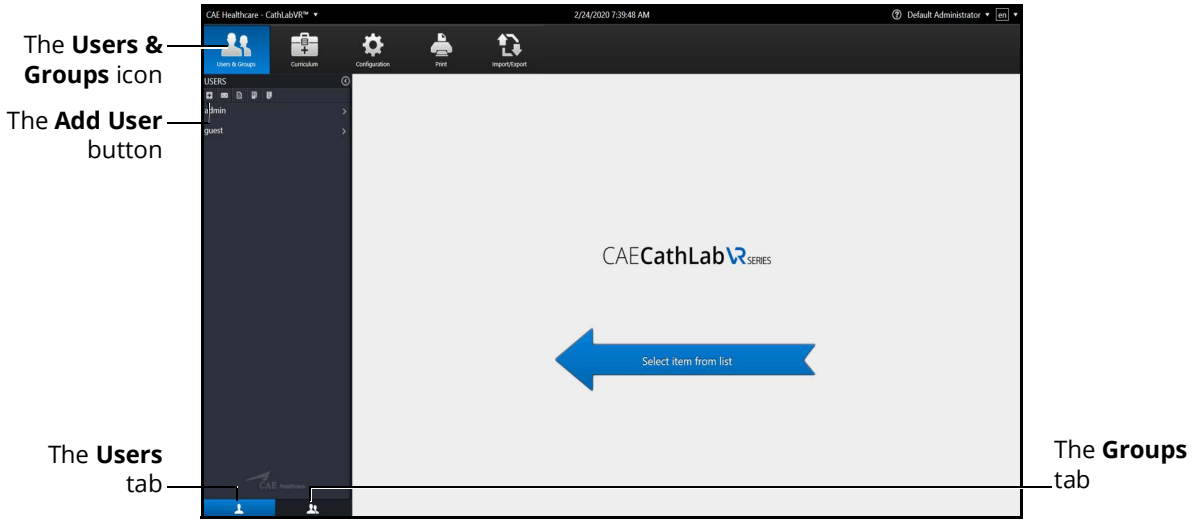
To create a user:

1. From the icon dashboard, click the **Users & Groups** icon.

The Users & Groups Icon

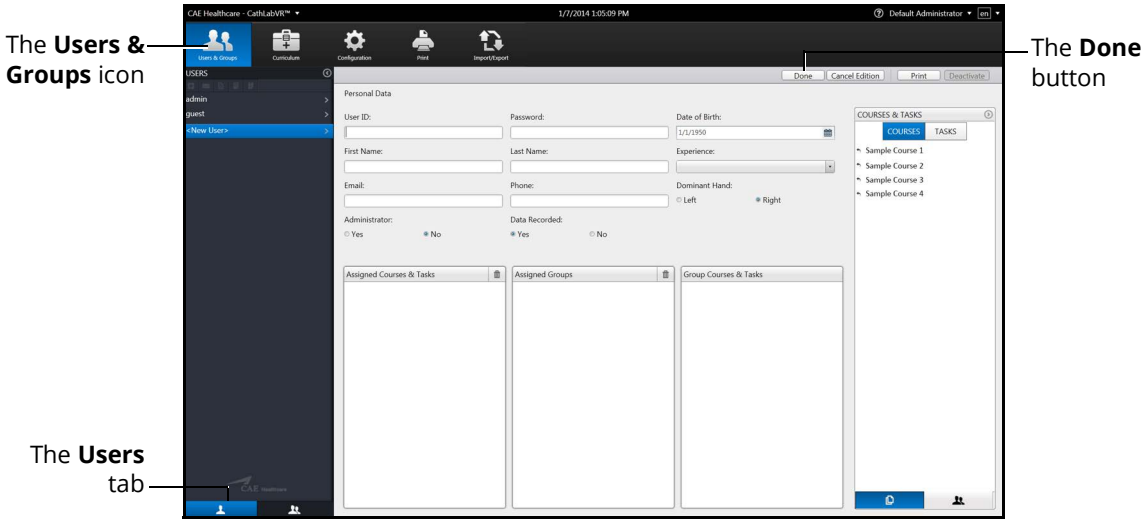
   The Users & Groups screen appears.

2. From the Users and Groups screen, click the **Users** tab.
3. Click the **Add User** button.



The Users & Groups Screen

The Personal Data screen appears.



The Personal Data Screen

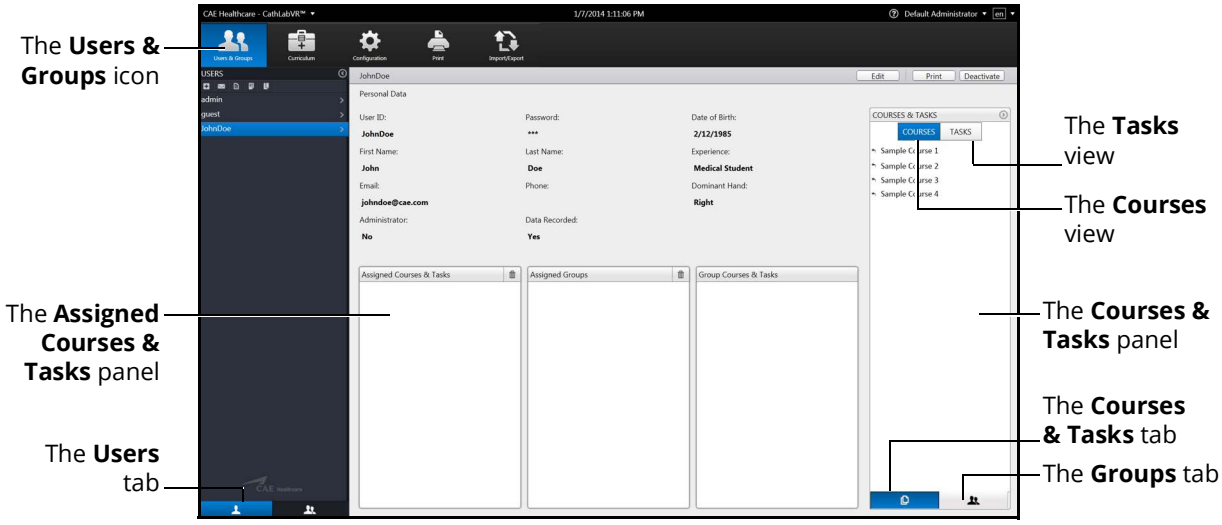
4. Enter the information for the specific user in the different fields.
5. Click **Done**.

Assigning Courses to a User Account

To assign a course to a user from the Personal Data screen:

1. Select the user from the **Users** panel on the Users and Groups screen.

   The Personal Data screen appears.



The Personal Data Screen

2. Click on the **Courses & Tasks** tab in the **Courses & Tasks** panel.
3. Click on the **Courses** tab.
4. Select the desired course in the **Courses & Tasks** panel.
5. Hold down the left mouse button and drag the course from the **Courses & Tasks** panel to the **Assigned Courses & Tasks** panel.

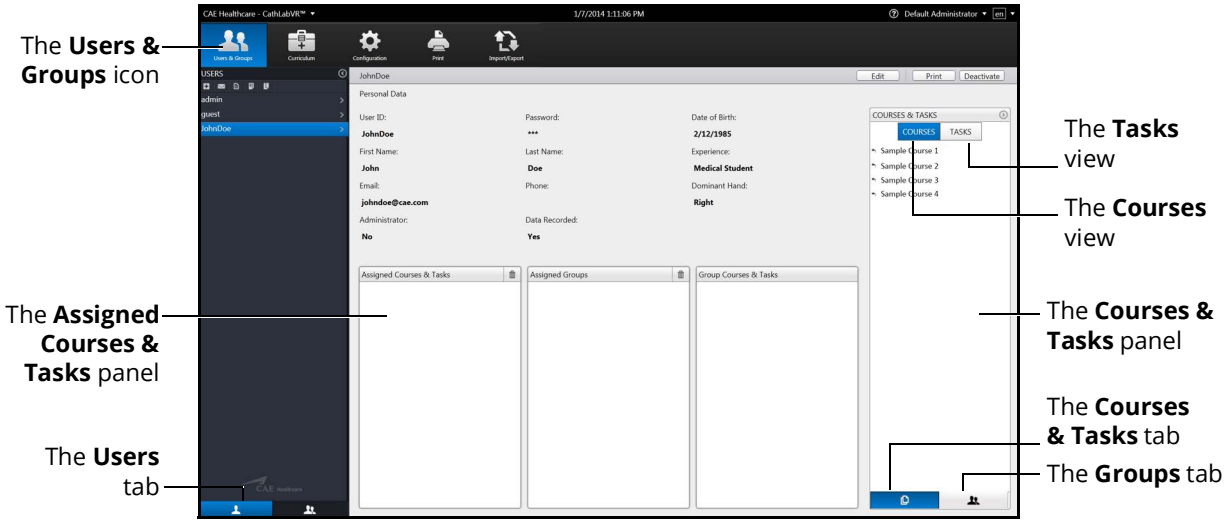
   Once the button is released, the course appears in the assigned curriculum for the user.

Assigning Tasks to a User Account

To assign a task to a user from the Personal Data screen:

1. Select the user from the **Users** panel on the Users and Groups screen.

   The Personal Data screen appears.



The Personal Data Screen

2. Click on the **Tasks** tab.
3. Select the desired task in the **Courses & Tasks** panel.
4. Hold down the left mouse button and drag the task from the **Courses & Tasks** panel to the **Assigned Courses & Tasks** panel.

   Once the button is released, the task appears in the assigned curriculum for the user.

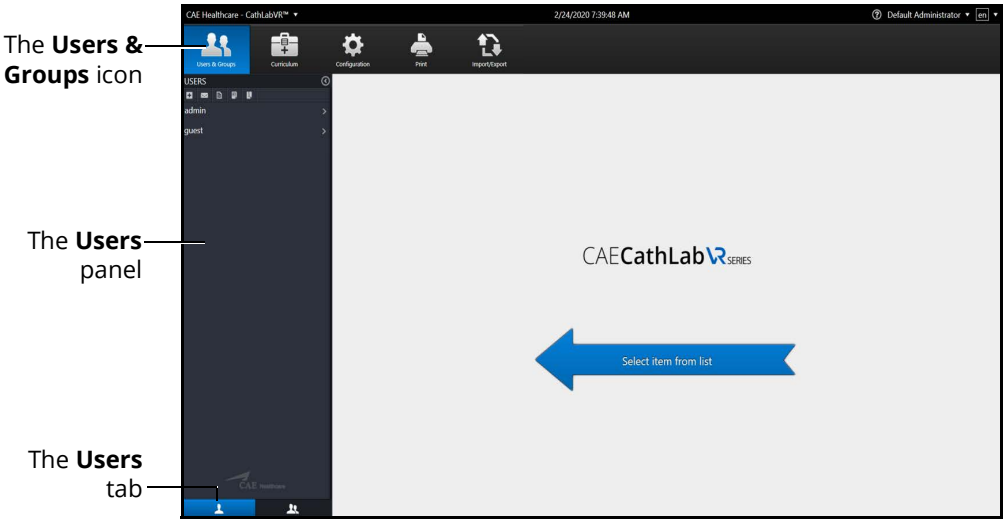
Editing User Information

To edit a current user's information:

1. From the icon dashboard, click the **Users & Groups** icon.

The Users & Groups Icon

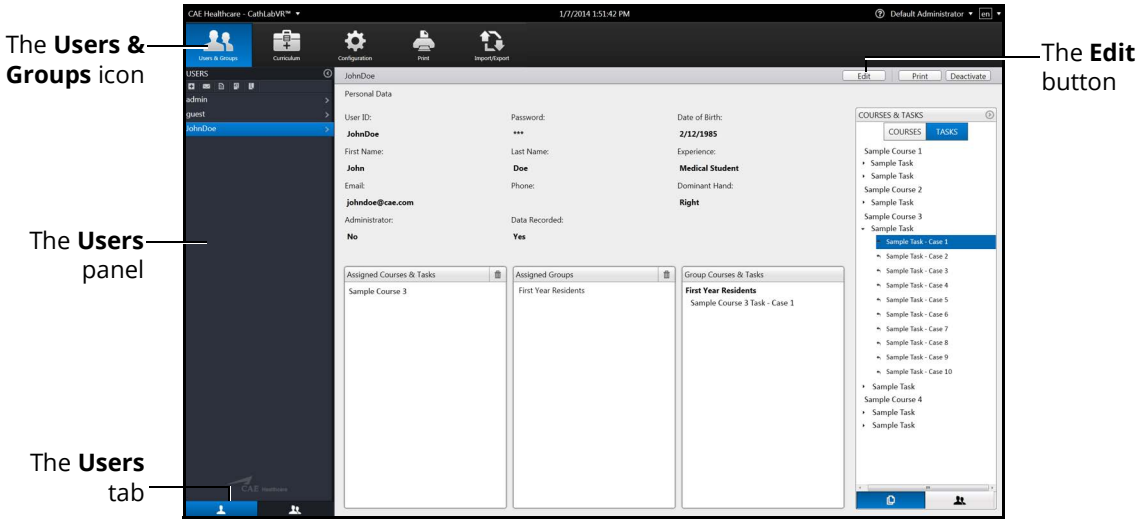
The Users & Groups screen appears.



The Users & Groups Screen

2. From the Users and Groups screen, click the **Users** tab.
3. Select the desired user from the **Users** panel.

The Personal Data screen appears.



The Personal Data Screen

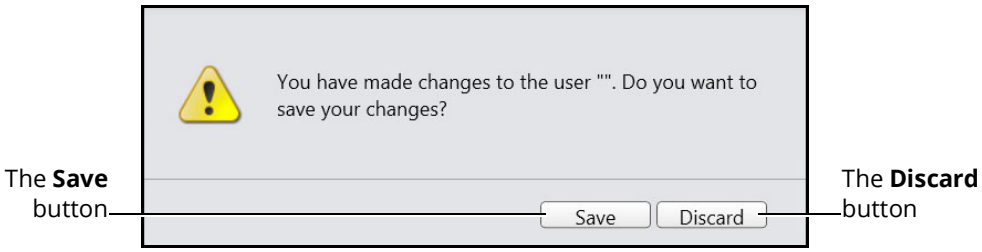
4. Click on the **Edit** button.

   The Personal Data screen is now accessible for editing.

5. Change the desired information for the specific user in the different fields.

6. Click **Done**.

   Note: If the user navigates away from the Personal Data screen before clicking **Done** to save the information, the **Unsaved Personal Data** message will appear.



The Unsaved Personal Data Message

To save the changes, click **Save**.

To discard the changes, click **Discard**.

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Deactivating Users

If a learner is no longer attending training or their account is no longer active, the administrator can deactivate the user.

To deactivate a user:

1. From the Users and Groups screen, click the **Users** tab.
2. Select the desired user.

   The user's information appears in the personal data screen.

The Inactive Users Personal Data Screen

3. Click on the **Deactivate** button.
4. At the confirmation message, click on the **Deactivate User** button.

   The user account is deactivated and the user's name will no longer appear in the User panel. Although, deactivated users may be reactivated; refer to the *Reactivating Users* section of this guide.

Deleting Users

A user may be deleted by an administrator, only after deactivating.

To delete a user:

1. If the user is currently active, follow the previous steps *to deactivate the user*.
2. From the Users and Groups screen, click the **Users** tab.
3. Click the **Display Inactive Users** button.

The deactivated user names appear in the **Users** panel in gray, italic font.

Note: All other buttons in the Users panel must be toggled off for the delete option to be available. The only active button should be the Display Inactive Users. Should other buttons appear blue, click to toggle off.

4. Select the desired deactivated user.
5. Click on the **Delete** button.
6. At the confirmation window, select the **Delete User** button.

Note: Once the user is deleted, the action cannot be undone.

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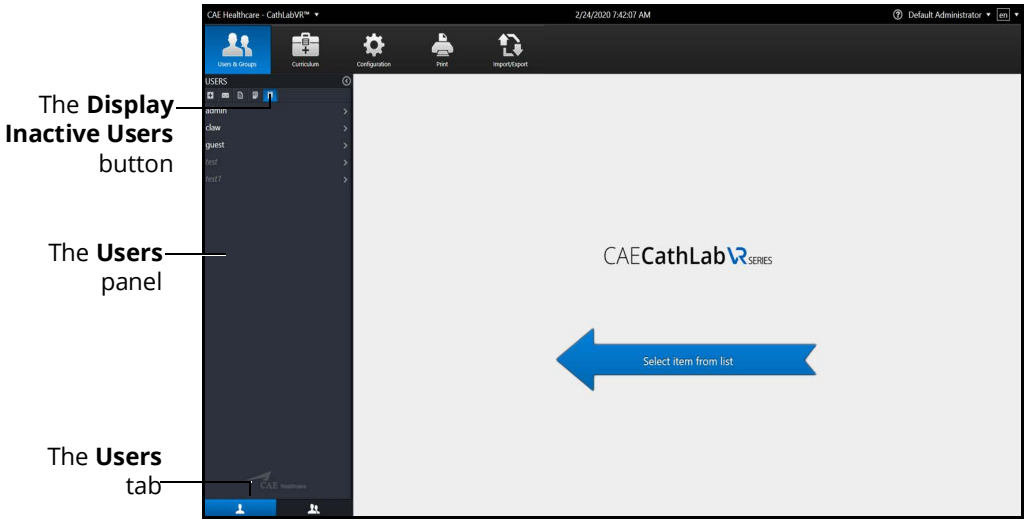
Reactivating Users

Upon creating and saving a user, the administrator activates the user. If a user has been deactivated by an administrator, they can also be reactivated.

To activate a currently inactive user:

1. From the Users and Groups screen, click the **Users** tab.
2. Click the **Display Inactive Users** button.

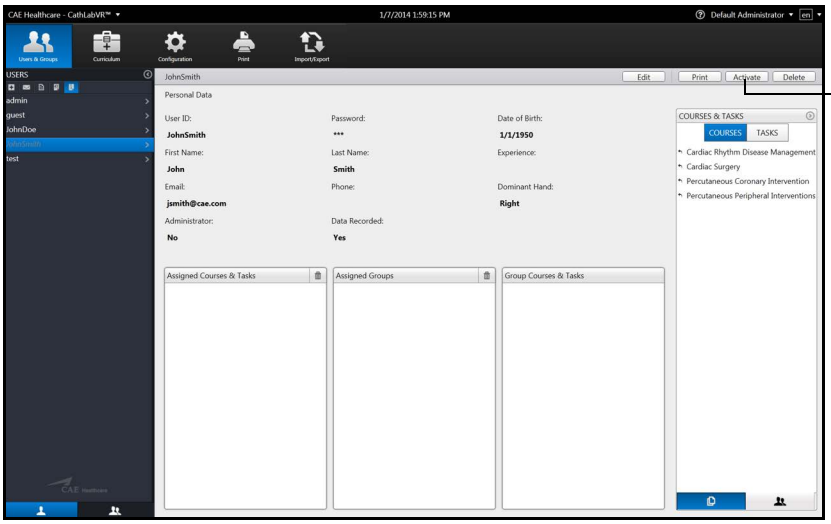


The Users and Groups Screen

The deactivated user names appear in the **Users** panel in gray, italic font.

3. Select the desired deactivated user.

The user's information appears in the personal data screen.



The **Activate** button

The Inactive Users Personal Data Screen

4. Click **Activate.**

Creating Groups

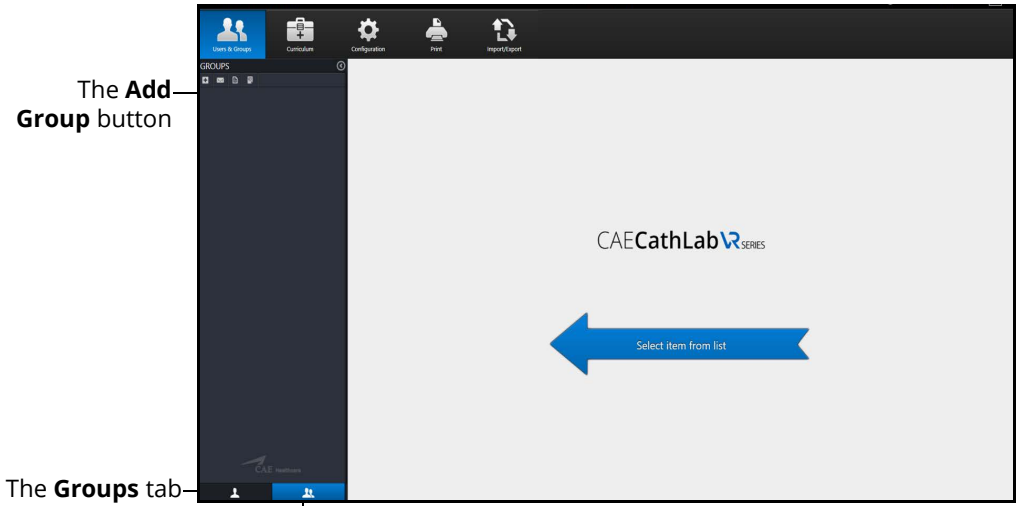
To create a group:

1. From the icon dashboard, click the **Users & Groups** icon.

The Users & Groups Icon

The Users & Groups screen appears.

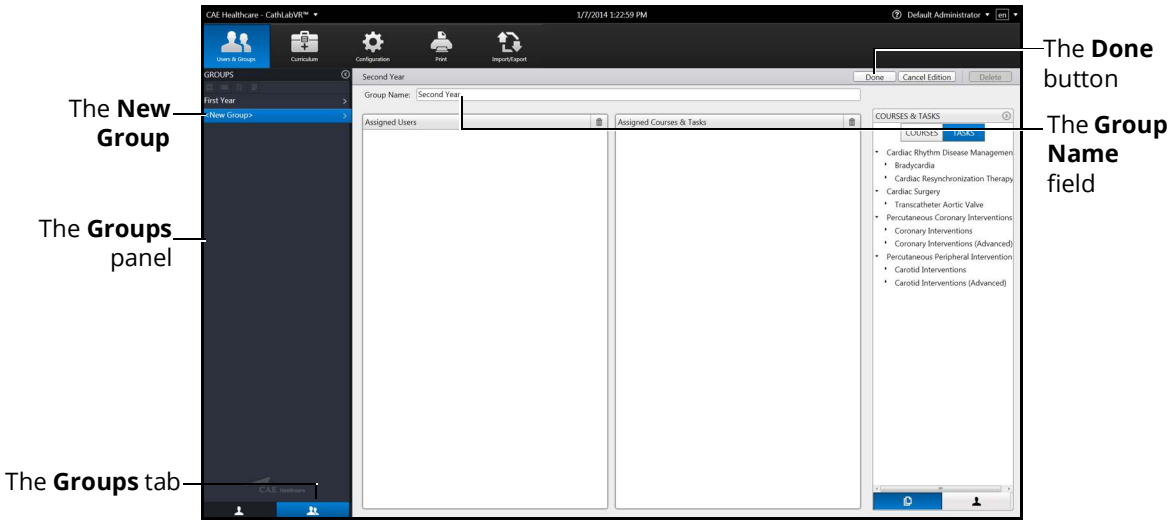
2. From the Users and Groups screen, click the **Groups** tab.



The Users & Groups Screen - Groups Tab

3. Click the **Add Group** button.

   The New Group appears in the **Groups** panel.



The Edit Group Screen

4. Enter the desired group name in the **Group Name** field.

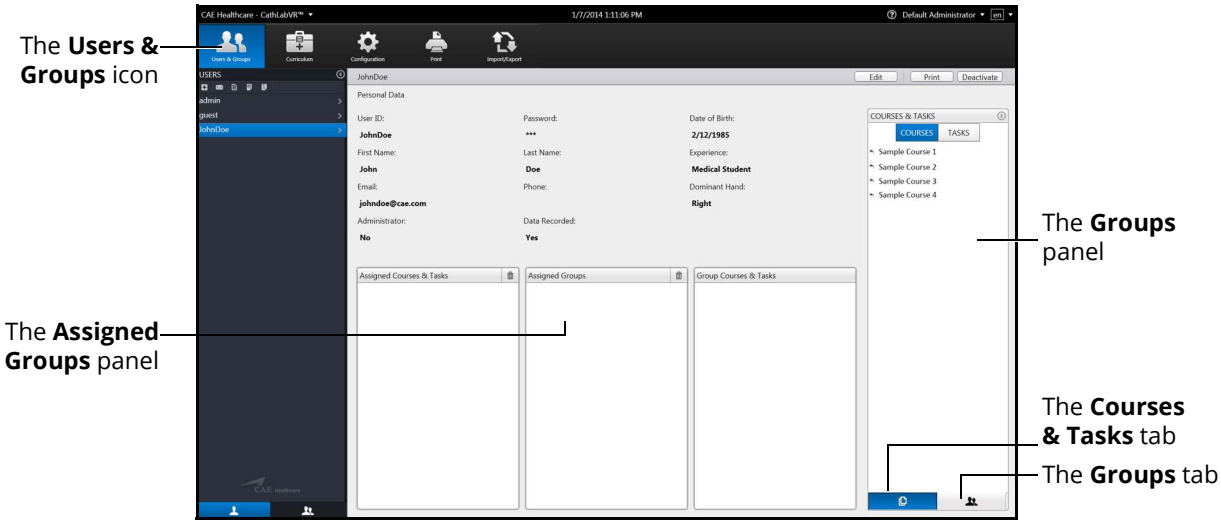
5. Click **Done** to save the group.

Assigning a User to a Group

To assign a user to a group from the Personal Data screen:

1. Select the user from the **Users** panel on the Users and Groups screen.

   The Personal Data screen appears.



The Personal Data Screen

2. Click on the **Groups** tab in the **Groups** panel.
3. Select the desired group in the **Groups** panel.
4. Hold down the left mouse button and drag the group from the **Groups** panel to the **Assigned Groups** panel.

Once the button is released, the group appears in the assigned groups for the user.

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Modifying Groups

Administrators can modify the group name, assigned curriculum and assigned users.

To modify a group name:

1. From the Users and Groups screen, click the **Groups** tab.
2. Select a group from the **Groups** panel. The group information screen appears.
3. Click **Rename.**
4. Enter the new group name in the **Group Name** field.
5. Click **Done.**

Deleting a Group

To delete a group, click the **Delete** button on the group information screen.

Adding a Course to the Group Curriculum

To add a course to the group curriculum:

1. From the Users & Groups screen, click the **Groups** tab.
2. Select a group from the **Groups** panel.
3. From the Group Information screen, click the **Courses & Tasks** tab in the **Courses & Tasks** panel.
4. Click on the **Courses** view and select the desired course in the **Courses & Tasks** panel.
5. Hold down the left mouse button and drag the course from the **Courses & Tasks** panel to the **Assigned Courses & Tasks** panel.

   Once the button is released, the course appears in the assigned curriculum for the group.

Deleting a Course from the Group Curriculum

To delete a course from the group curriculum:

1. From the Users & Groups screen, click the **Groups** tab.
2. Select a group from the **Groups** panel.
3. From the **Assigned Courses & Tasks** panel, select the desired course.
4. Click the trash can icon button in the upper right corner of the **Assigned Courses & Tasks** panel.

Adding a Task to the Group Curriculum

To add a task to the group curriculum:

1. From the Users & Groups screen, click the **Groups** tab.
2. Select a group from the **Groups** panel.
3. From the group information screen, click on the **Courses & Tasks** tab in the **Courses & Task**s panel.
4. Click on the **Tasks** view and select the desired task in the **Courses & Tasks** panel.
5. Hold down the left mouse button and drag the task from the **Courses & Tasks** panel to the **Assigned Courses & Tasks** panel.

   Once the button is released, the task appears in the assigned curriculum for the group.

Deleting a Task from the Group Curriculum

To delete a task from the group curriculum:

1. From the Users & Groups screen, click the **Groups** tab.
2. Select a group from the **Groups** panel.
3. From the **Assigned Courses & Tasks** panel, select the desired task.
4. Click the trash can icon button in the upper right corner of the **Assigned Courses & Tasks** panel.

Adding a User to a Group

To add an individual user to the group:

1. From the Users & Groups screen, click the **Groups** tab.
2. Select a group from the **Groups** panel.
3. From the group information screen, click on the **Users** tab in the **Users** panel.
4. From the **Users** panel, select the desired user.
5. Hold down the left mouse button and drag the user from the **Users** panel to the **Assigned Users** panel.

   Once the button is released, the user appears as an assigned user to the group.

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Deleting a User from the Group

To delete a user from the group:

1. From the Users & Groups screen, click the **Groups** tab.
2. Select a group from the **Groups** panel.
3. From the **Assigned Users** panel, select the desired user.
4. Click the trash can icon button in the upper right corner of the **Assigned Users** panel.

Emailing Users and Groups

Administrators have the ability to coordinate automated email correspondence with individual users and groups. Administrators can customize email settings to include content such as user profiles, reports and usage summaries, provide a return email address and set up a recurring auto update.

Once the email settings are customized, the administrator can send the email immediately or save the email to send at a later time.

Note: To send emails from the simulator, a network connection is required and the administrator must configure the SMTP network information in the simulator. For more information about SMTP configuration, refer to *Adjusting the Network Settings.*

Emailing Users

Administrators can send emails containing user profiles, usage summaries and reports to individual users.

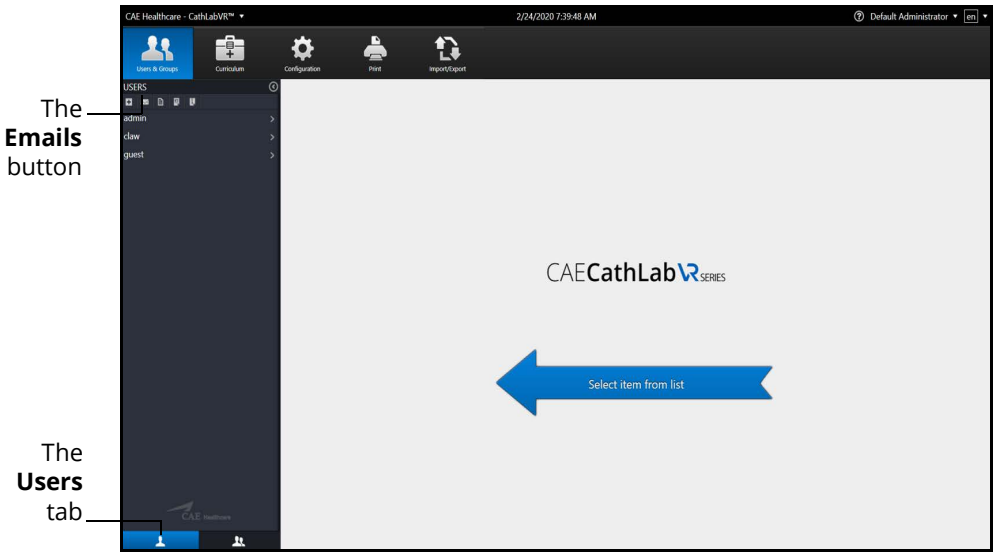
To send an email to an individual user:

1. From the icon dashboard, click the **Users & Groups** icon.

The Users & Groups Icon

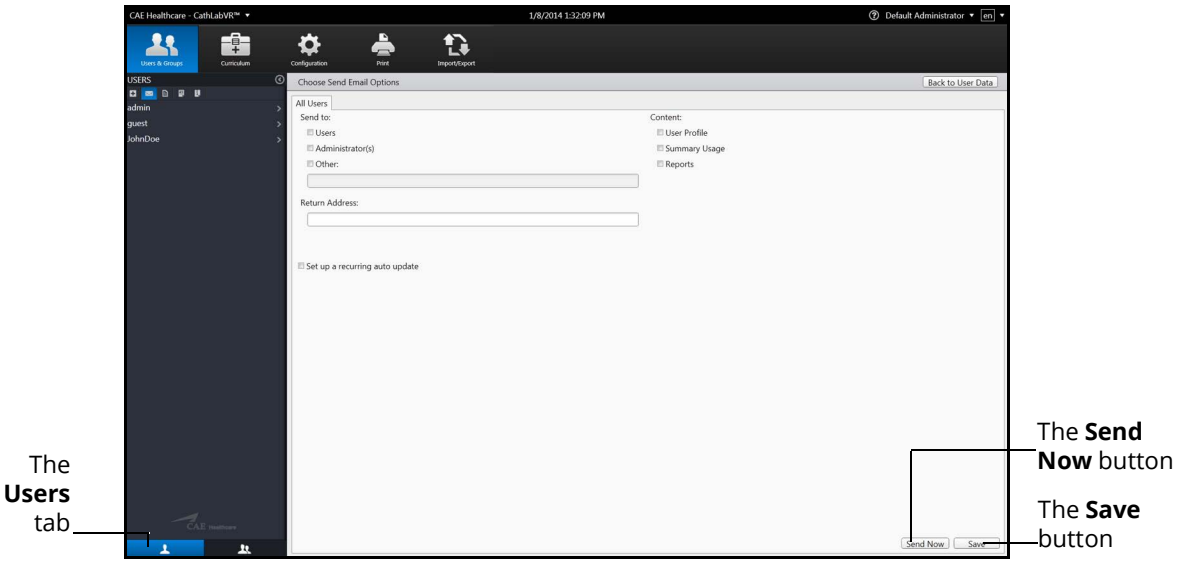
The Users & Groups screen appears.

2. From the Users and Groups screen, on the **Users** tab, click the **Emails** button.



The Users & Groups Screen

The Email Options screen appears.



The Email Options Screen

Note: If a user is selected from the **Users** panel, the Email Options screen displays a tab specifically for the user. Otherwise, the **All Users** tab displays.

3. Select the recipients for the email.

4. Select the content for the email. Content options include **User Profile**, **Summary Usage** and **Reports**.

5. Enter a return email address in the **Return Address** text box, if desired.

6. Select the **Set a recurring auto update** checkbox, if desired.
7. Click **Send Now** to send the email immediately.

   Note: Email settings can be customized and saved to send at a later time. To save an email to send later, click **Save**.

Emailing Groups

Administrators can send emails containing user profiles, usage summaries, and reports to groups.

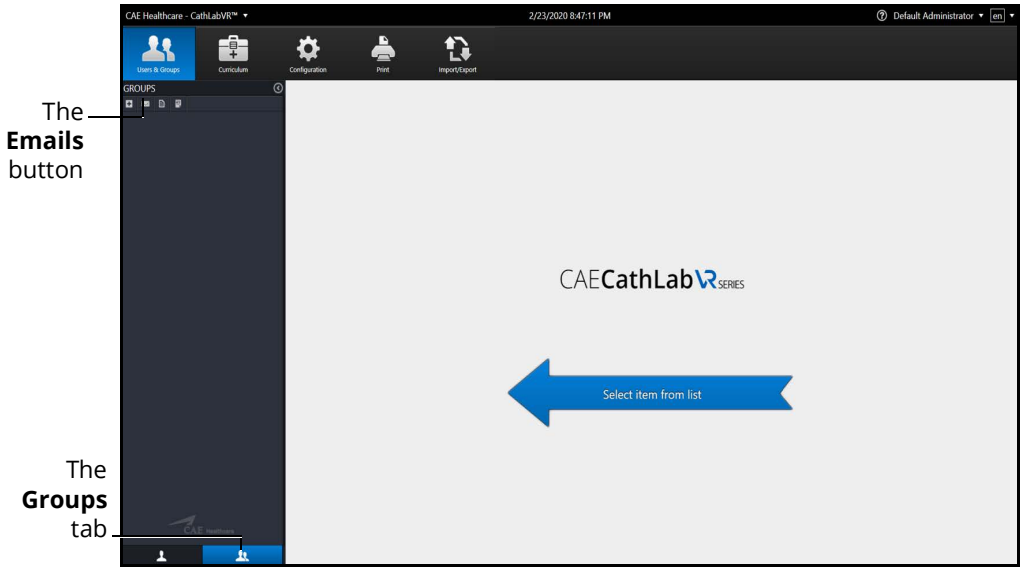
To send an email to a group:

1. From the icon dashboard, click the **Users & Groups** icon.

The Users & Groups Icon

   The Users & Groups screen appears.

2. From the Users & Groups screen, on the **Groups** tab, click the **Emails** button.



The Users & Groups Screen - Groups Tab

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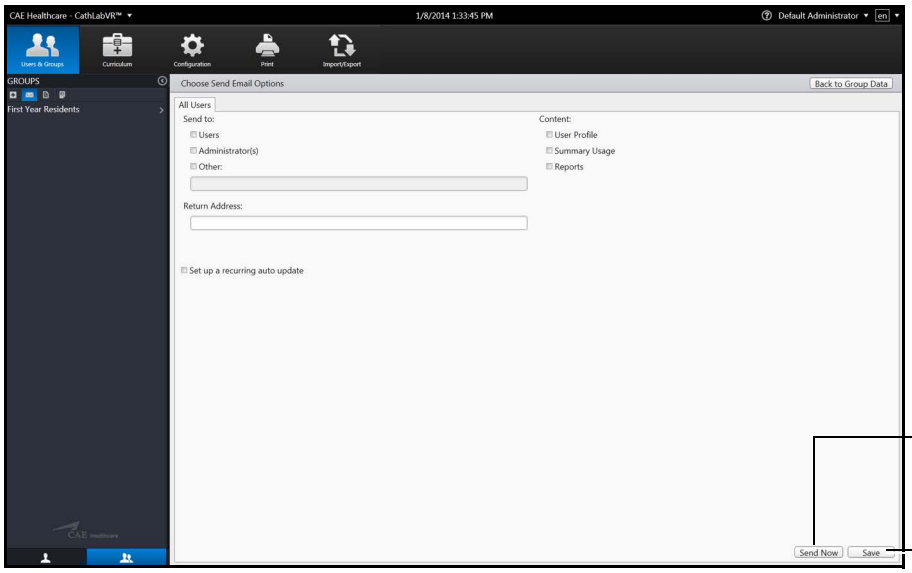
The Email Options screen appears.



The Email Options Screen

3. Select the group name tab or **All Users** tab.
4. Select the recipients for the email.
5. Select the content for the email. Content options include **User Profile**, **Summary Usage** and **Reports.**
6. Enter a return email address in the **Return Address** text box, if desired.
7. Select the **Set a recurring auto update** checkbox, if desired.
8. Click **Send Now** to send emails immediately

   OR

   Click **Save** to retain the chosen options and send emails at a later time. Click **OK** at the **Data Saved Successfully** screen.
9. Click **Back to User Data** to return to the User panel.

To edit saved email options or to send emails using previously saved options:

1. From the Users & Groups screen, on the **Groups** tab, click the **Emails** button.

   The Email Options screen will appear.
2. Edit options and click **Save**

   OR

   Click **Send Now** to send emails.

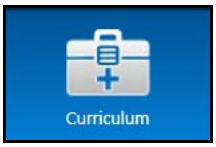
Curriculum

The Curriculum screen enables administrators to create, modify, and assign curriculum courses and tasks.

Creating a Course

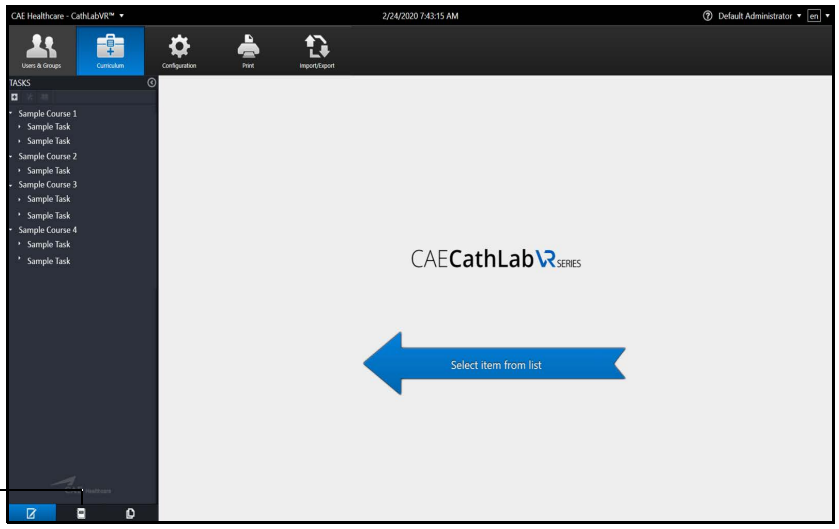
To create a course:

1. From the icon dashboard, click the **Curriculum** icon.



The Curriculum Icon

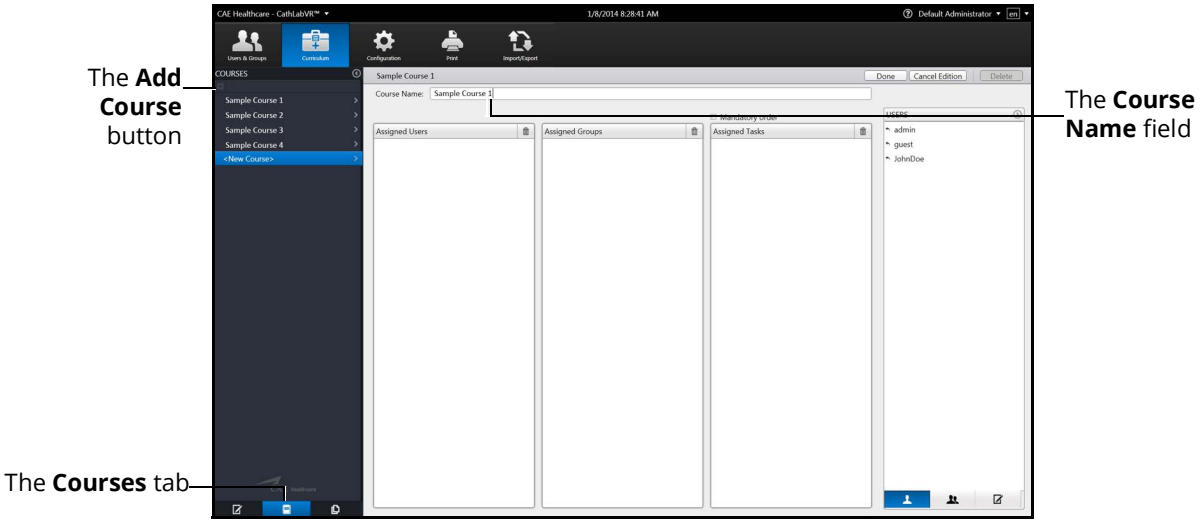
The Curriculum screen appears.



The **Courses** tab

The Curriculum Screen

2. From the Curriculum screen, click the **Courses** tab.



The Course Information Screen

3. Click the **Add Course** button.

   The Course Information screen appears.

4. Enter the course name in the **Course Name** field.

5. If desired, select the **Mandatory Order** checkbox to require assigned users to complete the tasks in the order specified for the course.

6. Click **Done**.

   The course is created.

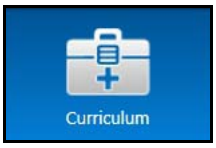
Editing a Course

Once a course has been created, the administrator can modify any of its features, including assigning or removing tasks, users or groups as well as changing the course name.

Renaming a Course

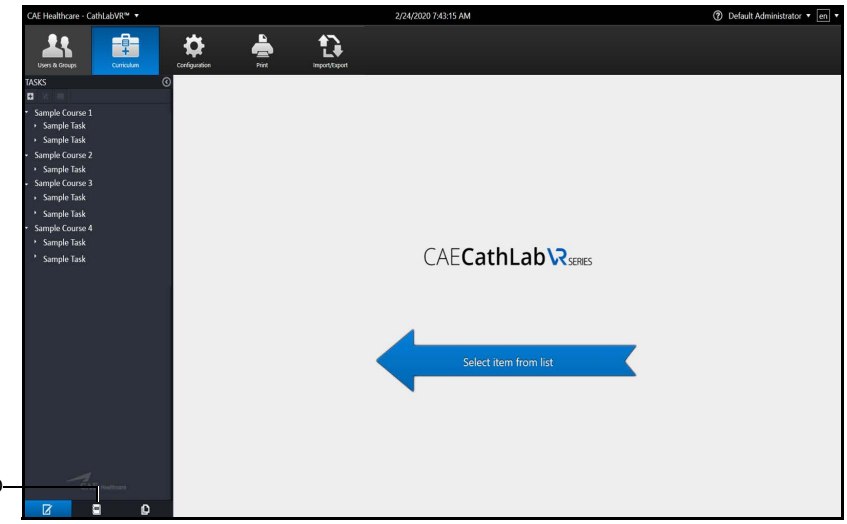
To rename a course:

1. From the icon dashboard, click the **Curriculum** icon.



The Curriculum Icon

The Curriculum screen appears.

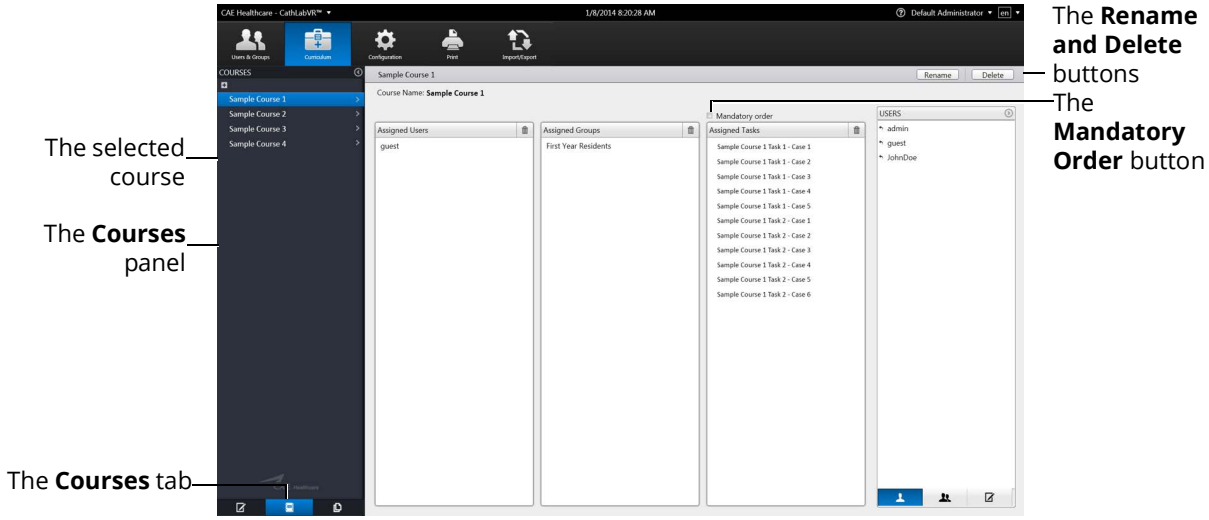


The **Courses** tab

The Curriculum Screen

2. From the Curriculum screen, click the **Courses** tab.
3. Select a course from the **Courses** panel.

The Course Information screen appears.



The Course Information Screen

4. Click on the **Rename** button.
5. Enter the new course name in the **Course Name** field.
6. If desired, select the **Mandatory Order** checkbox to require assigned users to complete the tasks in the order specified for the course.
7. Click **Done**.

   The course name is changed and will appear with the new name in previous associations (e.g. user course assignments).

Deleting a Course

To delete a course, click the **Delete** button on the Course Information screen.

The course is deleted.

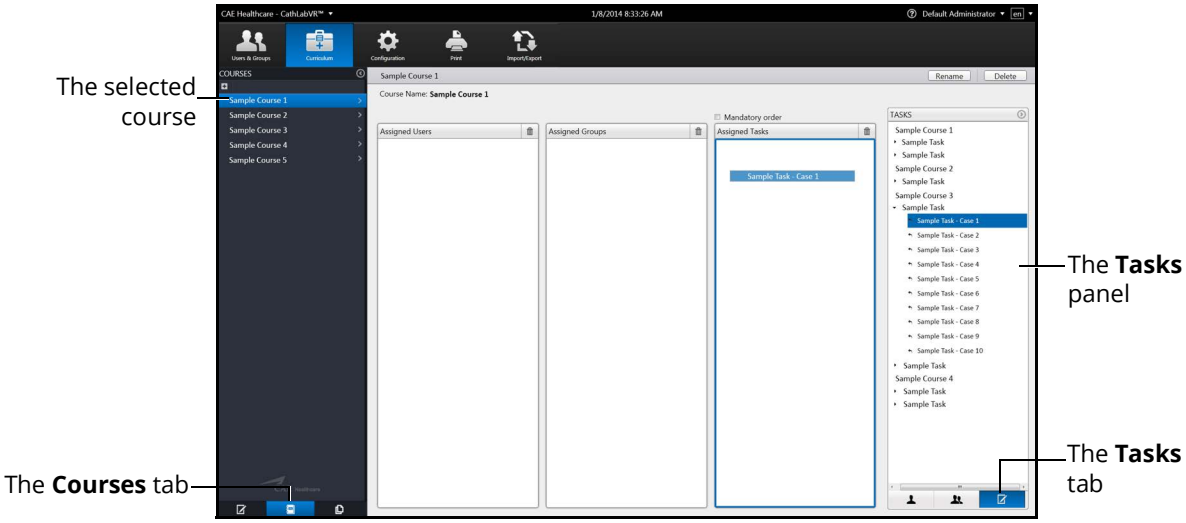
Assigning a Task to a Course

To assign a task to a course:

1. From the Curriculum screen, click the **Courses** tab.
2. Select a course from the **Courses** panel.

   The Course Information screen appears.

3. From the Course Information screen, click on the **Tasks** tab in the **Tasks** panel.



The Course Information Screen

4. Select the desired course in the **Tasks** panel.
5. Hold down the left mouse button and drag the course from the **Tasks** panel to the **Assigned Tasks** panel.

   Once the button is released, the task appears in the assigned curriculum for the course.

Deleting a Task from a Course

To delete a task from a course:

1. From the **Assigned Tasks** panel, select the desired task.
2. Click the trash can icon button in the upper-right corner of the **Assigned Tasks** panel.

   The task is deleted.

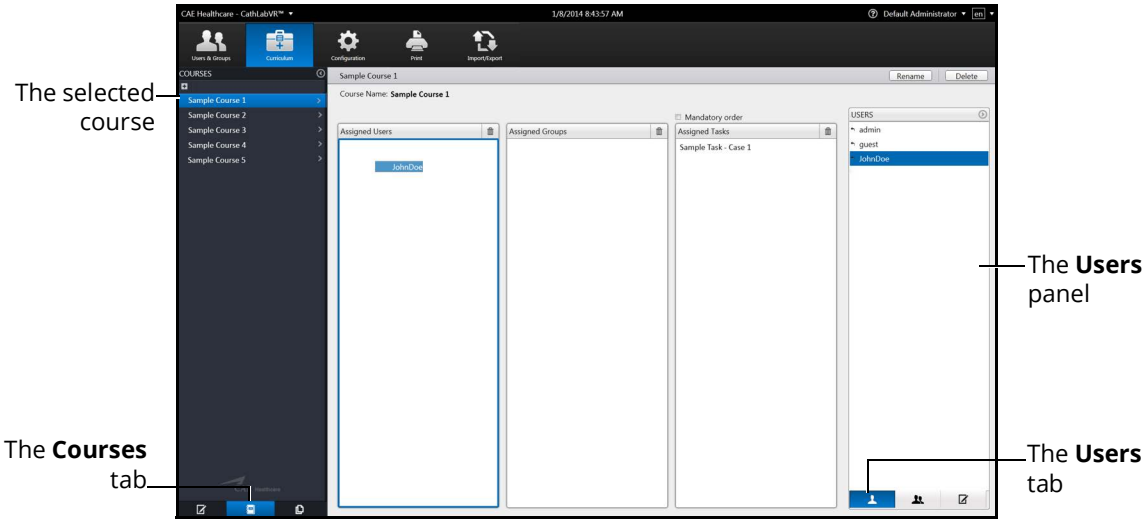
Assigning a User to a Course

To assign a user to a course:

1. From the Curriculum screen, click the **Courses** tab.
2. Select a course from the **Courses** panel.

   The Course Information screen appears.

3. From the Course Information screen, click on the **Users** tab in the Users panel.



The Course Information Screen

4. Select the desired user in the **Users** panel.

5. Hold down the left mouse button and drag the task from the Users panel to the **Assigned Users** panel.

   Once the button is released, the task appears in the assigned curriculum for the course.

Deleting a User from a Course

To delete a user from a course curriculum:

1. From the **Assigned Users** panel, select the desired user.

2. Click the trash can icon button in the upper-right corner of the **Assigned Users** panel.

   The user is deleted.

Assigning a Group to a Course

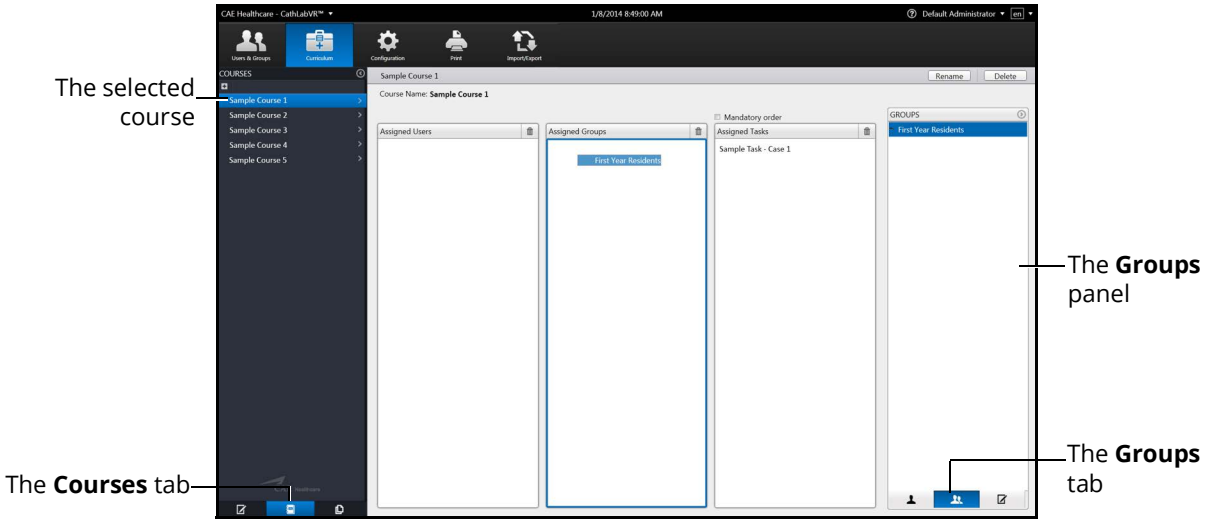
To assign a group to a course:

1. From the Curriculum screen, click the **Courses** tab.

2. Select a course from the **Courses** panel.

   The Course Information screen appears.

3. From the Course Information screen, click on the **Groups** tab in the **Groups** panel.



The Course Information Screen

4. From the **Groups** panel, select the desired group.
5. Hold down the left mouse button and drag the group from the **Groups** panel to the **Assigned Groups** panel.

   Once the button is released, the group appears as an assigned group to the course.

Deleting a Group from a Course

To delete a group from the course curriculum:

1. From the **Assigned Groups** panel, select the desired group.
2. Click the trash can icon button in the upper-right corner of the **Assigned Groups** panel.

   The group is deleted.

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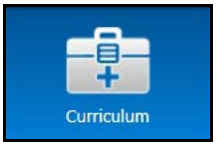
Creating a Task

The simulator's module packages come with pre-programmed tasks for each type of procedure. Additionally, administrators can create custom tasks from the **Tasks** tab or the **Task Templates** tab on the Curriculum screen. These tasks are known as administrator-created tasks.

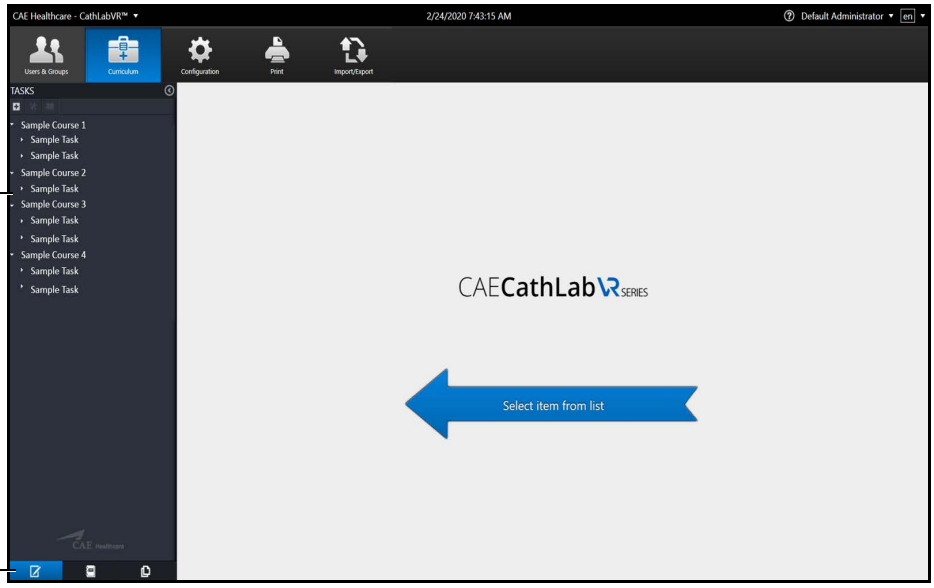
To create a task from the **Tasks** tab:

1. From the icon dashboard, click the **Curriculum** icon.



The Curriculum Icon

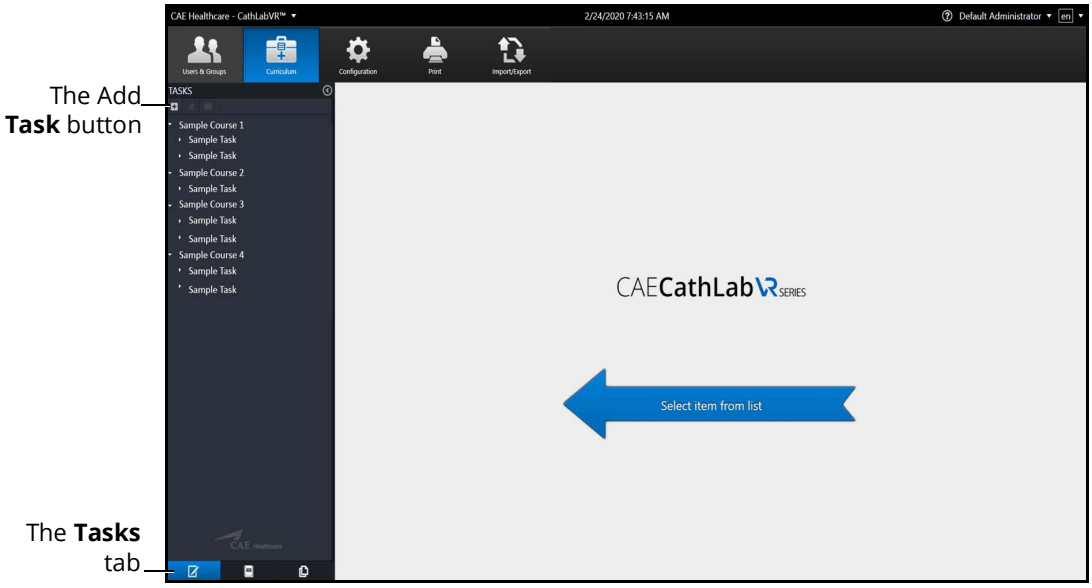
The Curriculum screen appears.



The Curriculum Screen

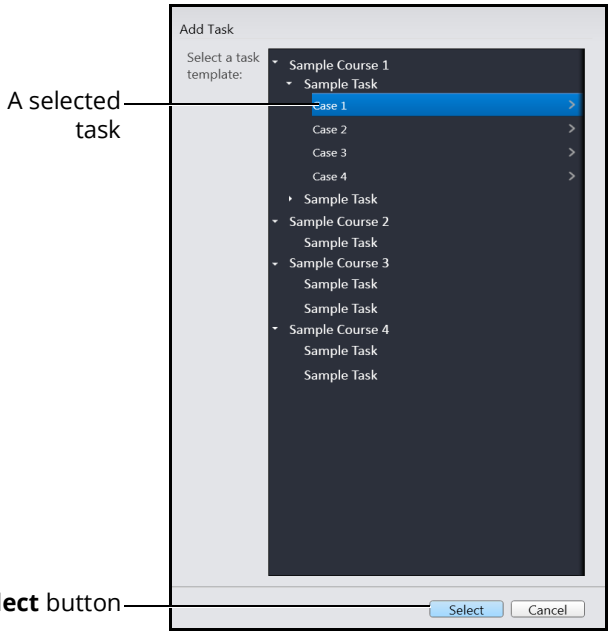
2. Click the **Tasks** tab.

3. Click the **Add Task** button.



The Curriculum Screen

The Add Task box appears.



The Add Task Screen

4. Select a task to add.

5. Click **Select**.

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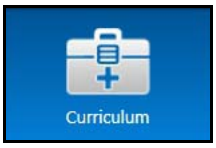
The new task appears in the **Tasks** panel and the new task information appears in the main panel on the Curriculum screen.

6. Click on the **Done** button.

Note: Duplicate tasks names are not permitted.

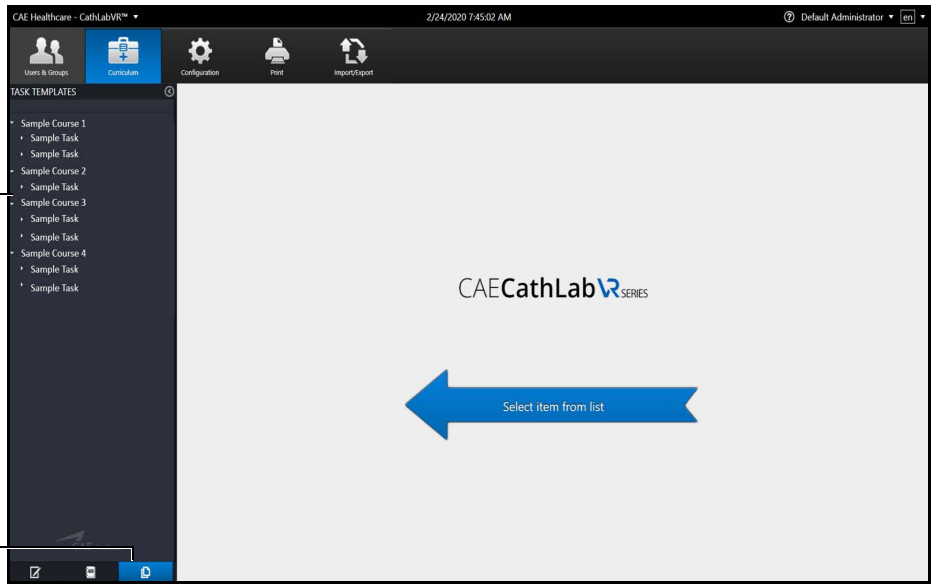
To create a task from the **Task Templates** tab:

1. From the icon dashboard, click the **Curriculum** icon.



The Curriculum Icon

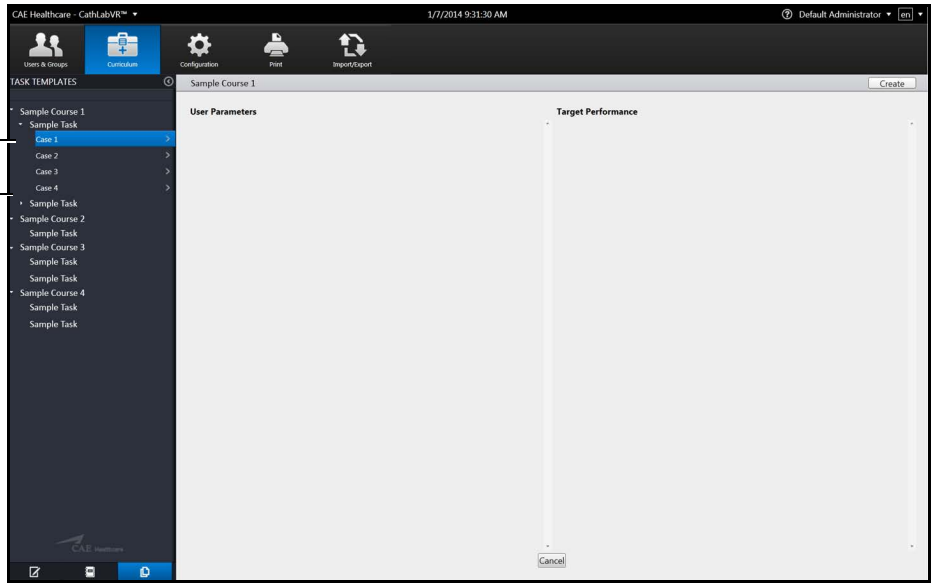
The Curriculum screen appears.



The Curriculum Screen

2. From the Curriculum screen, click the **Task Templates** tab.

The Task Template screen appears.



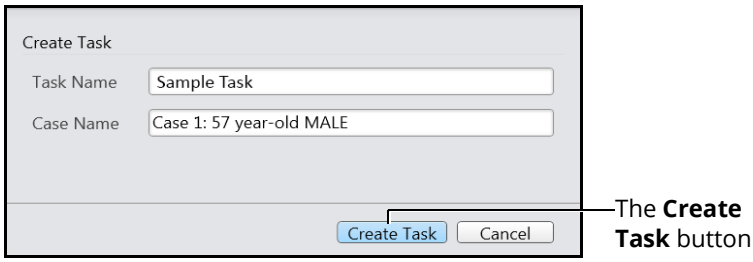
The Task Template Screen

3. From the Task Template screen, select a task in the **Task Templates** panel.

   The task parameters for the selected task appear on the Task Template screen.

4. Click **Create**.

   The Create Task box appears.



The Create Task Box

5. Enter the desired task and case name information for the new task.

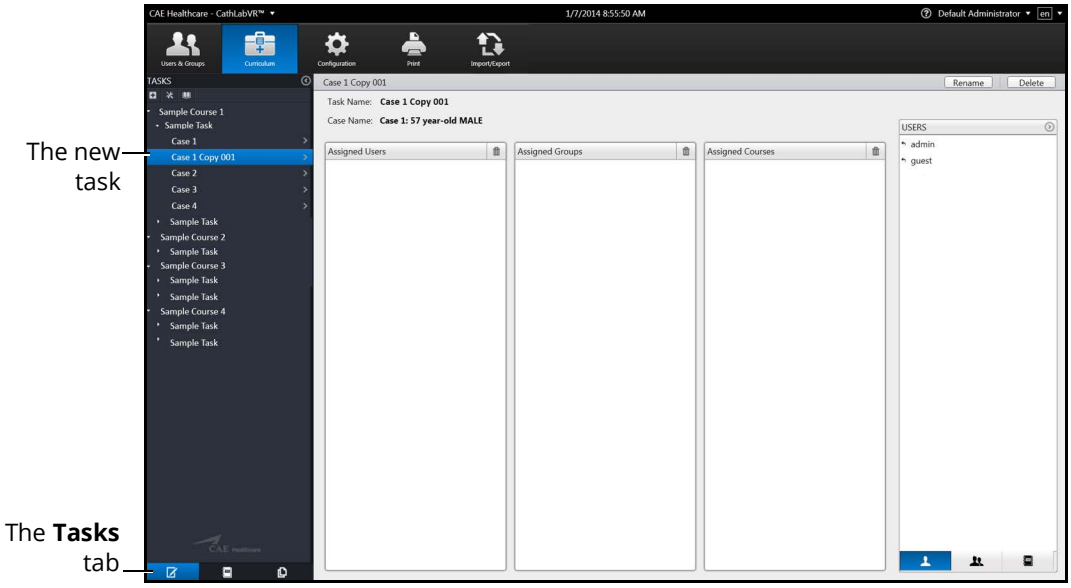
   Note: New tasks that are not renamed, will appear with the original task template name and “Copy ###” in the **Task Templates** panel. This task name can be edited at a later time in the **Tasks** tab after it is created.

6. Click **Create Task**.

   The Task Template screen appears.

   Note: The new task does not appear in the **Task Templates** panel.

7. From the Task Template screen, click the **Tasks** tab.



The Tasks Screen

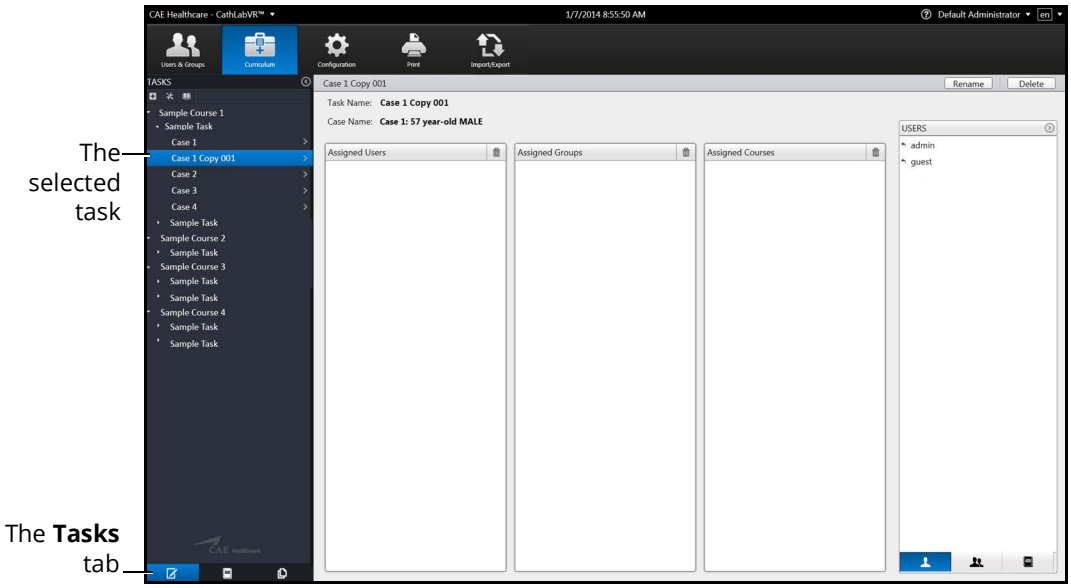
The new task appears in the **Tasks** panel on the Tasks screen.

Renaming a Task

Tasks created by the administrator or tasks predefined by the system may be assigned a new name.

To rename a task:

1. From the **Tasks** panel, select the desired task.

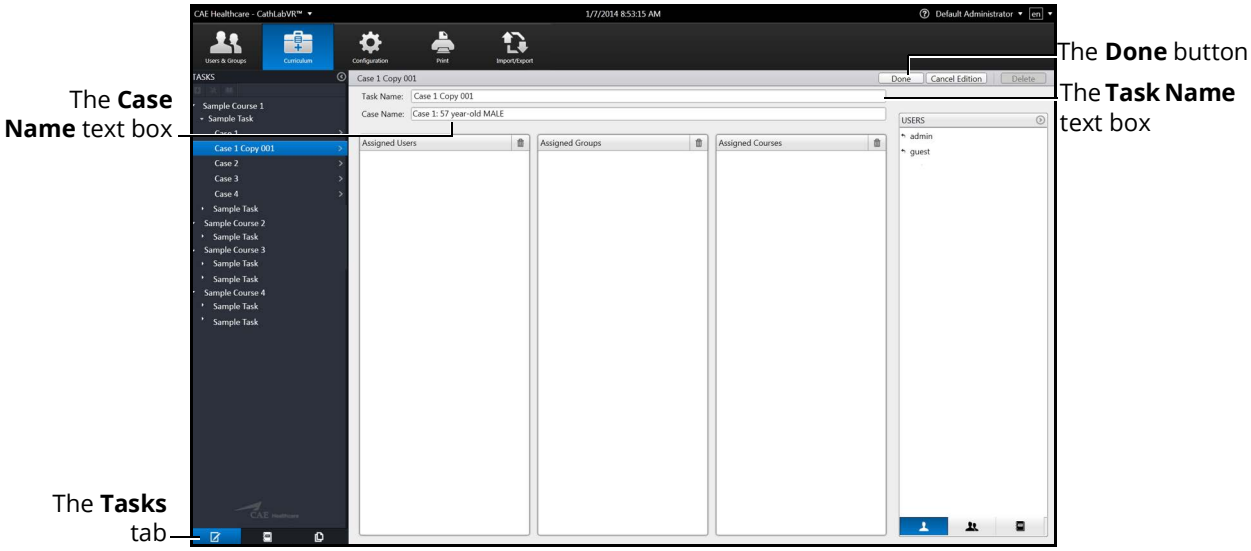


The Tasks Screen

The task information appears in the main panel of the Edited Tasks screen.

2. Click on the **Rename** button.

The task information fields become editable.



The Tasks Screen

3. Enter the desired named for the new task in the **Task Name** text box.
4. Enter the desired case name in the **Case Name** text box.
5. Click on the **Done** button.

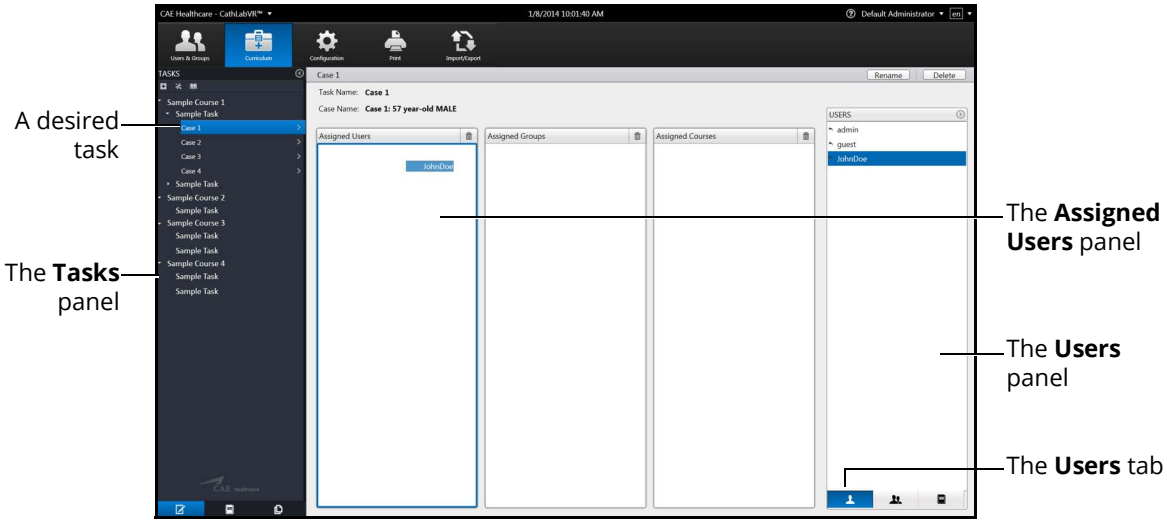
   The task name is updated in the **Tasks** panel.

Assigning a User to a Task

To assign a user to a task:

1. From the **Tasks** panel, select the desired task.

   The task information appears on the Tasks screen.



The Tasks Screen

2. From the Tasks screen, click the **Users** tab.

   A list of available users appears.

3. Select the assigned user in the **Users** panel.

4. Drag the user by holding down the left mouse button and navigating the cursor to the **Assigned Users** panel.

   The task is assigned to the user.

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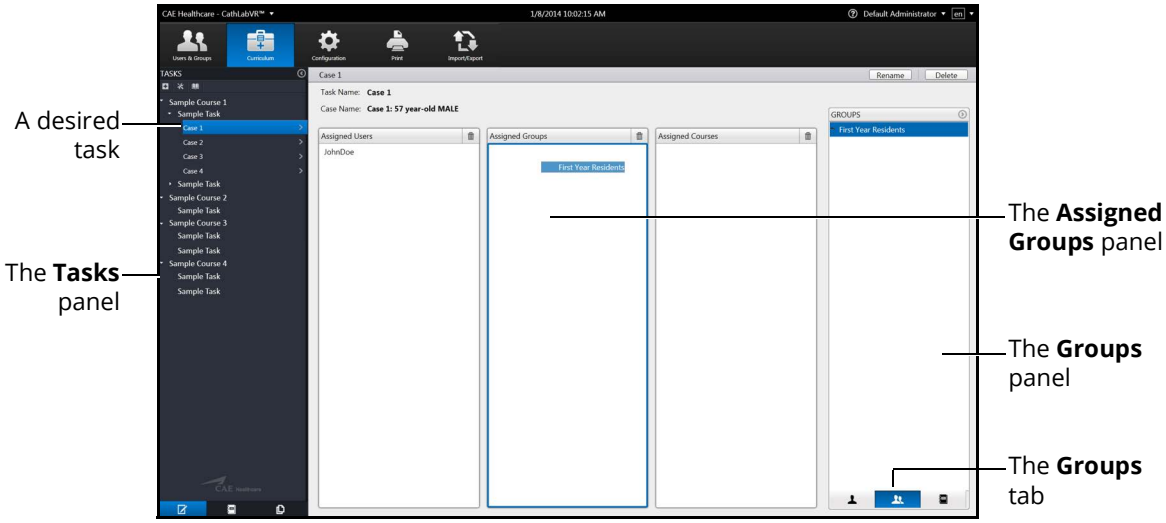
Assigning a Group to a Task

To assign a group to a task:

1. From the **Tasks** panel, select the desired task.

   The task information appears on the Tasks screen.



The Tasks Screen

2. From the Tasks screen, click the **Groups** tab.

   A list of available groups appears.

3. Select the desired group in the **Groups** panel.

4. Drag the group by holding down the left mouse button and navigating the cursor to the **Assigned Groups** panel.

   The task is assigned to the group.

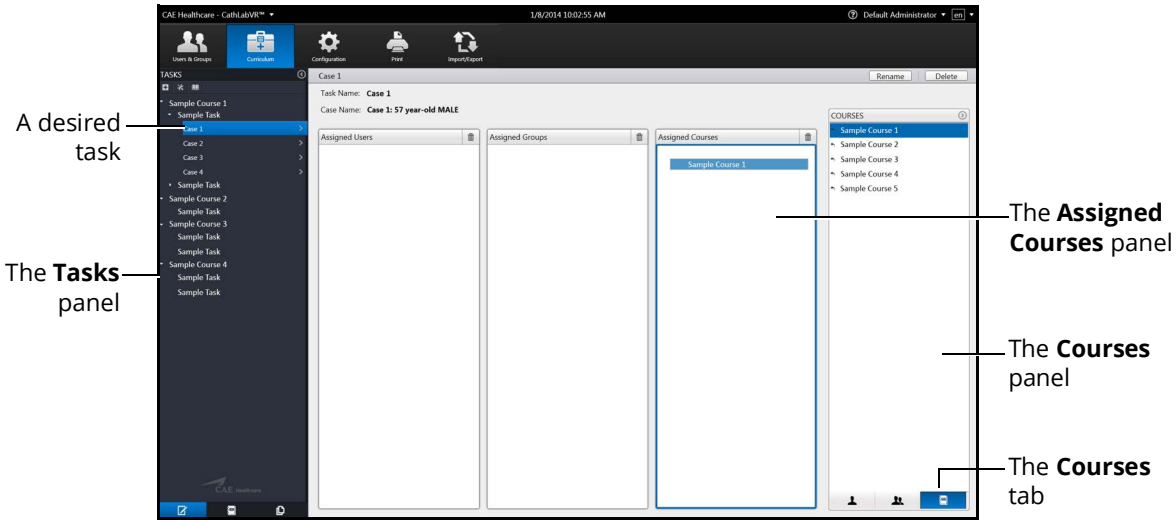
Assigning a Course to a Task

Note: Tasks are assigned to courses automatically based on the task template used to create them. Administrators can modify these course assignments for administrator-created tasks.

To assign a course to a task:

1. From the **Tasks** panel, select the desired task.

   The task information appears on the Tasks screen.



The Tasks Screen

2. Click the **Courses** tab.
3. Select the desired course in the **Courses** panel.
4. Drag the course by holding down the left mouse button and navigating the cursor to the **Assigned Courses** panel.

   The task is assigned to the course.

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Deleting a Task

Administrators can delete tasks that are not pre-programmed in the modules (i.e., administrator-created tasks).

To delete a task:

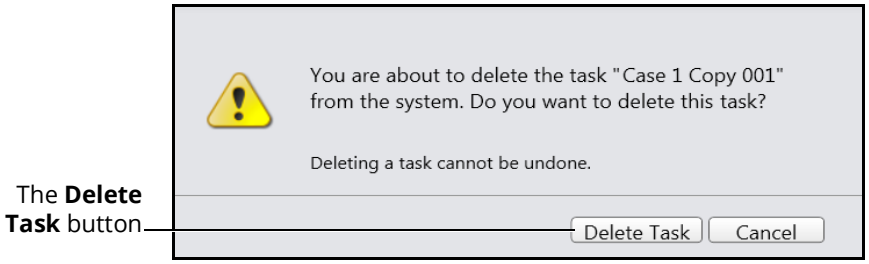
1. From the **Tasks** panel, select the desired task.

The Tasks Screen

The task information appears in the main panel of the Edited Tasks screen.

2. Click on the **Delete** button.

   The Delete Task confirmation message appears.



The Delete Task Message

3. Click on the **Delete Task** button to delete the task.

   The task is deleted and no longer appears in the **Tasks** panel.

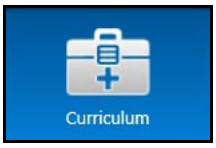
Faculty Content

Administrators can upload content that will appear on a separate tab labeled **Faculty Content** within the didactic content options.

Adding Faculty Content

To upload documents for the **Faculty Content** tab:

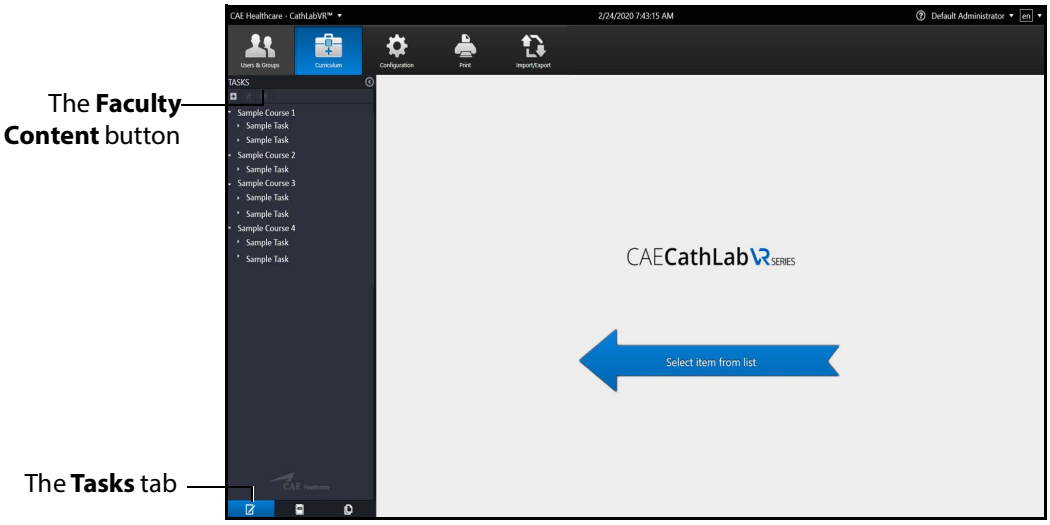
1. From the icon dashboard, click the **Curriculum** icon.



The Curriculum Icon

The Curriculum screen appears.

1. From the Curriculum screen, on the **Tasks** tab, select the desired task.



The Curriculum Screen

2. Click the **Faculty Content** button.

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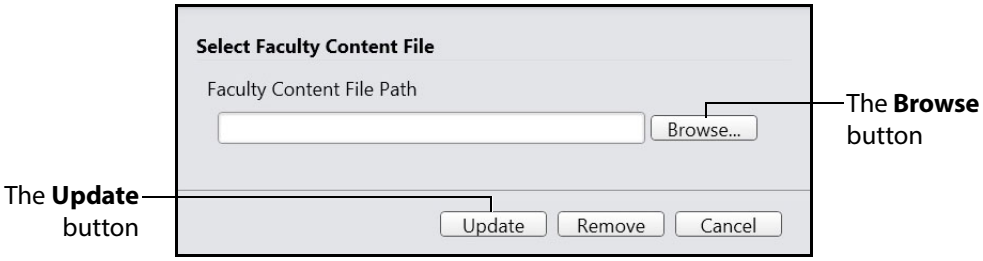
The Select Faculty Content File dialog box appears.



The Select Faculty Content File Dialog Box

3. Click **Browse**.

   The **Select File** dialog box appears.

   Note: If the file is located on an external device, use the USB port located on the back of the simulator to connect the external device to the simulator.

4. Select the .htm or .html file to be uploaded.

5. From the **Select File** dialog box, click **Open**.

   The file name appears in the **Select Faculty Content File Path** field of the **Select Faculty Content File** dialog box.

6. From the **Select Faculty Content File** dialog box, click on the **Update** button.

   When users access the task, the **Faculty Content** tab appears and the content from the chosen file populates the screen.

Removing Faculty Content

To remove **Faculty Content** associated with a task:

1. Repeat steps 1-5 as detailed in *Adding Faculty Content.*

2. From the **Select Faculty Content File** dialog box, click on the **Remove** button.

   When users access the task, the content will no longer be associated with the task.

Configuration

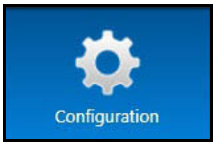
The Configuration tab gives access to settings controls for the simulator. Through this tab, the administrator can modify the network settings, manage the database, choose language preferences, and adjust volume settings .

Modifying the Network Settings

The Network Configuration screen is used to set the email server address. The server name must be for an outgoing (SMTP) mail server. This server should provide access to all users and administrators who are to receive reports through the email function on the Users and Groups screen.

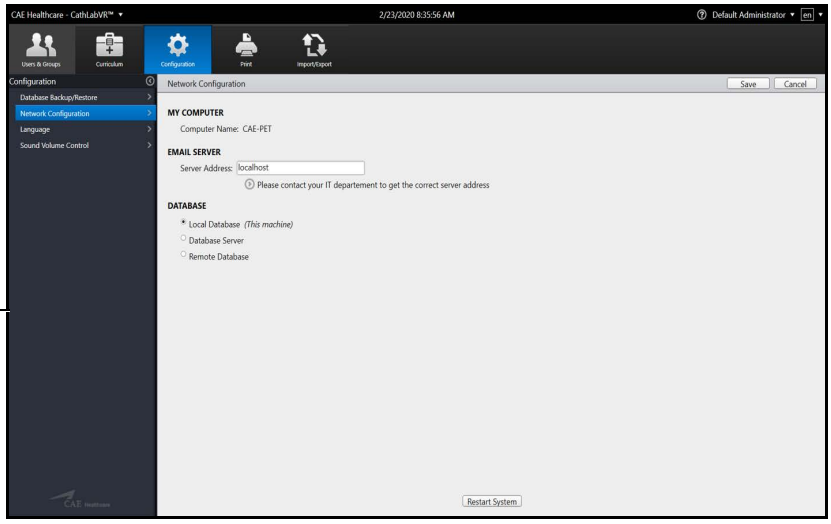
To modify the network settings:

1. From the icon dashboard, click the **Configuration** icon.



The Configuration Icon

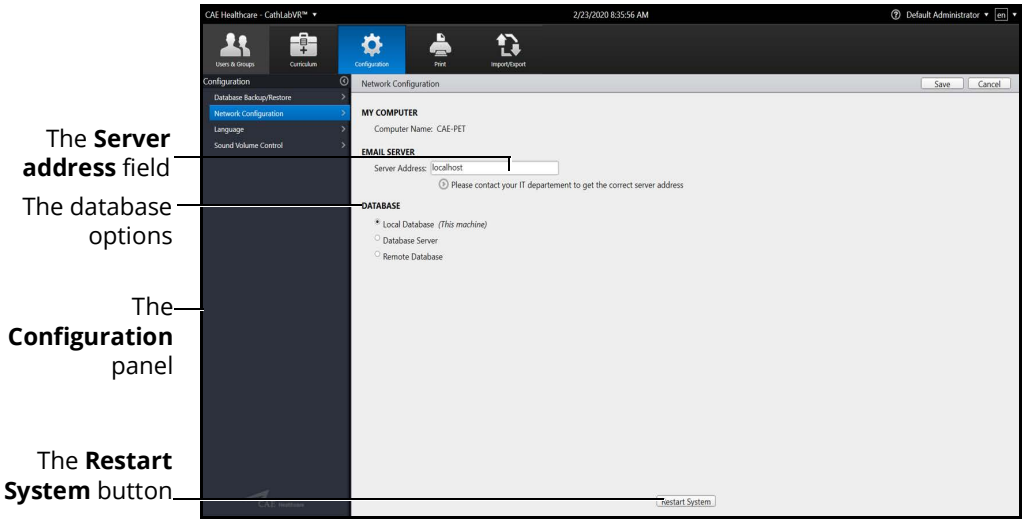
The Configuration screen opens.



The **Configuration** panel

The Configuration Screen

2. From the Configuration screen, select **Network Configuration** in the **Configuration** panel.



The Network Configuration Screen

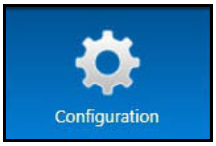
3. Enter the SMTP server address in the **Server address** field.
4. Select a database option.
5. Click **Restart System** to save the information and update the settings.

Backing Up the Database

Administrators can back up the simulator database using the Database Backup feature located on the Configuration screen.

To back up the simulator database:

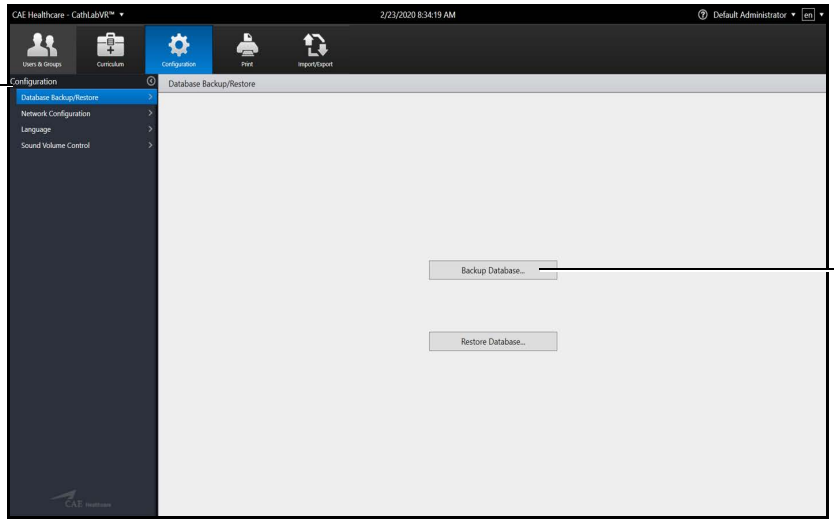
1. From the icon dashboard, click the **Configuration** icon.



The Configuration Icon

2. From the Configuration screen, select the **Database Backup/Restore** option from the **Configuration** panel.

   The Database Backup/Restore screen appears.



The Database Backup/Restore Screen

3. Click the **Database Backup** button.

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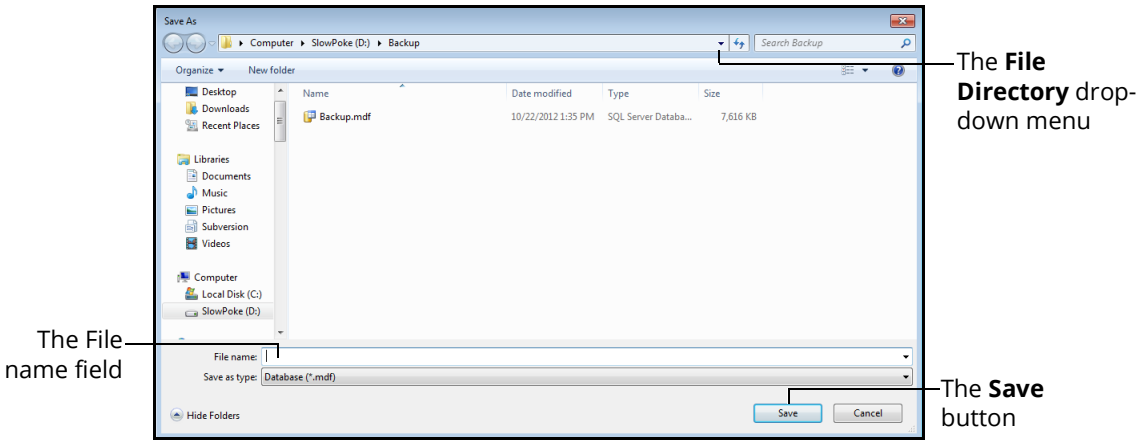
The Save As window appears.



The Save As Window

4. Click the **File Directory** drop-down menu to navigate to the desired location where the backup file will be stored.

5. Enter the desired file name for the database backup file in the **File name** field.

6. Click **Save.**

   The **Database backed up successfully** message appears.

The Database Backed Up Successfully Message

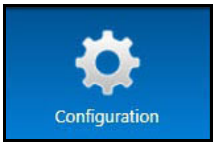
7. Click **OK** to return to the Database Backup/Restore screen.

Restoring the Database

Administrators can restore the simulator database using the Database Restore feature located on the Configuration screen.

To back up the simulator database:

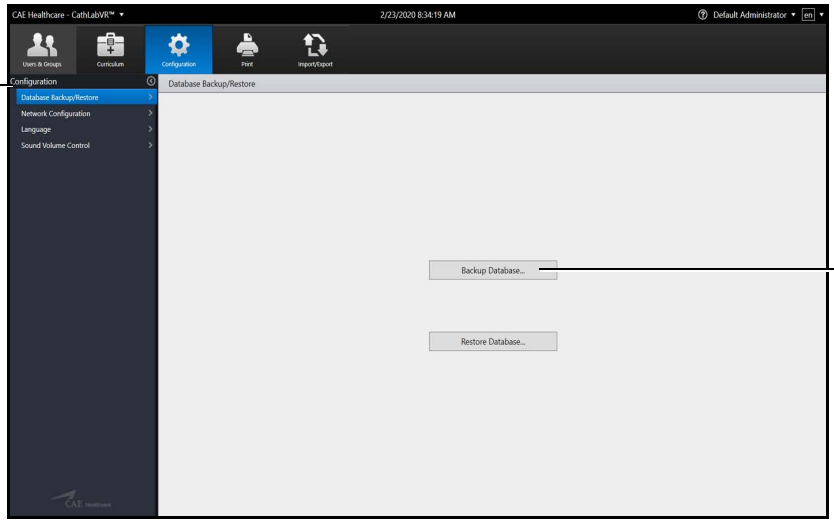
1. From the icon dashboard, click the **Configuration** icon.



The Configuration Icon

2. From the Configuration screen, select the **Database Backup/Restore** option from the **Configuration** panel.

   The Database Backup/Restore screen appears.



The Database Backup/Restore Screen

3. Click the **Restore Database** button.

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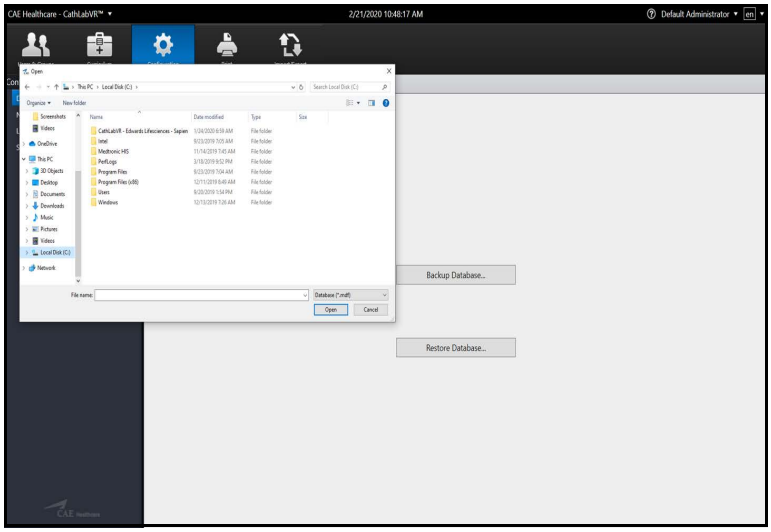
The Open window appears.



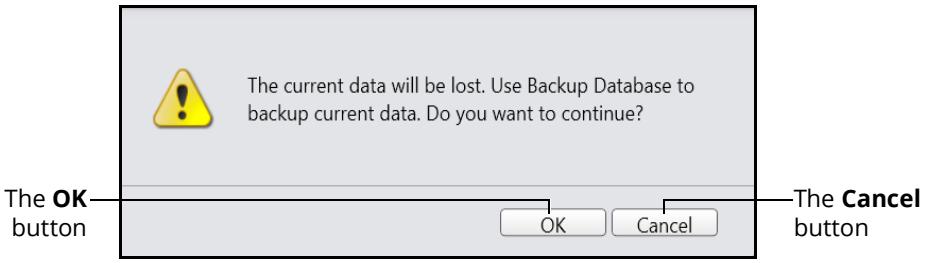
The Open File Window

4. Click the **File Directory** drop-down menu to navigate to the desired location where the backup file is stored.

5. Enter the desired file name for the restoration of the database in the **File name** field.

6. Click **Open**.

   The **Back Up Current Data Warning** message appears.



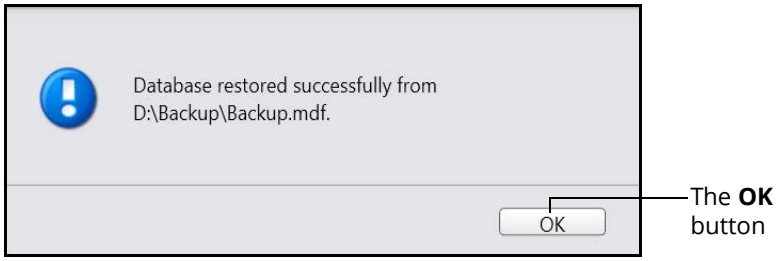
The Back Up Current Data Warning Message

Note: The message states any data that has been added, deleted or modified since the last backup will be lost when a restore is performed.

Click **Cancel** to cancel the restore and return to the Database Backup/Restore screen to perform a backup.

7. Click **OK** to continue with the restore.

The **Database restored successfully** message appears.



The Database Restored Successfully Message

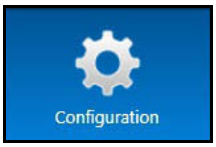
8. Click **OK** to return to the Database Backup/Restore screen.

Adjusting the Volume Controls

Administrators can configure the sound and volume hotkeys from the Configuration screen.

To adjust the volume controls:

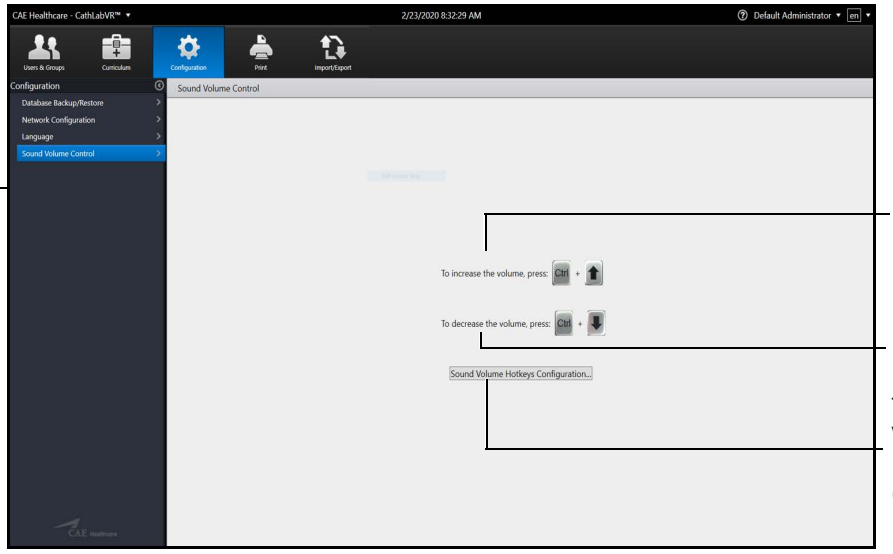
1. From the icon dashboard, click the **Configuration** icon.



The Configuration Icon

2. From the Configuration screen, select the **Sound Volume Control** option in the **Configuration** panel.

   The Sound Volume Control screen appears.



The **Sound Volume Control** option

The **Volume Increase** instructions

The **Volume Decrease** instructions

The **Sound Volume Hotkeys Configuration** button

The Sound Volume Control Screen

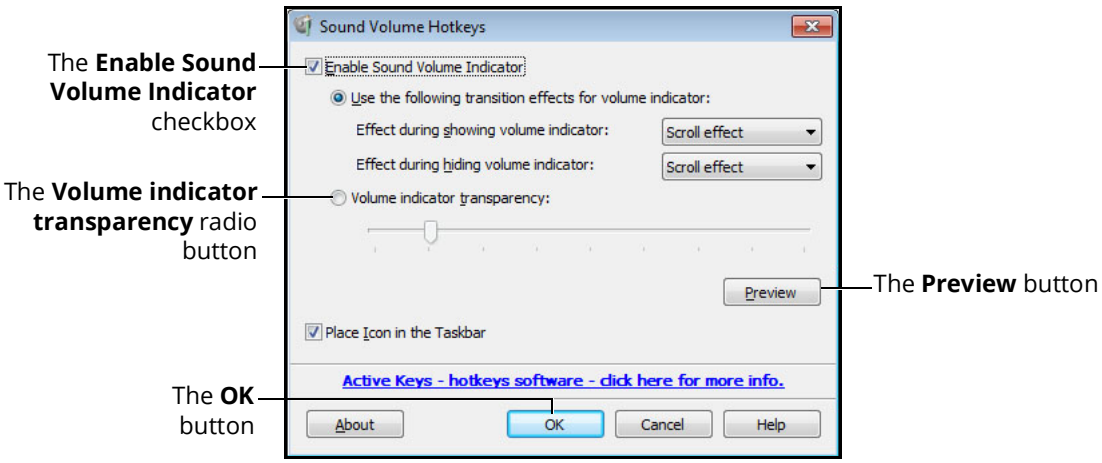
To increase the volume, hold down on the CTRL key and tap the up arrow key.

To decrease the volume, hold down on the CTRL key and tap the down arrow key.

To configure hotkeys for the sound volume:

1. Click the **Sound Volume Hotkeys Configuration** button.

   The Sound Volume Hotkeys window appears.



The Sound Volume Hotkeys Window

2. Select the **Enable Sound Volume Indicator** (selected by default) to display the volume increase/decrease slider when the hotkeys are used.

3. Select the **Volume indicator transparency** radio button.

4. Use the slider to adjust the transparency of the volume indicator when it appears on the screen.

5. Click the **Preview** button to see how the volume indicator will display with the adjusted settings.

6. Click **OK** to return to the Sound Volume Control screen.

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Print

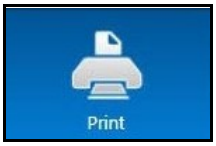
From the Print screen, administrators can print customized data including user profiles, usage summaries, and reports.

To use the printing functions in the software, a network connection must be established.

Print Preview

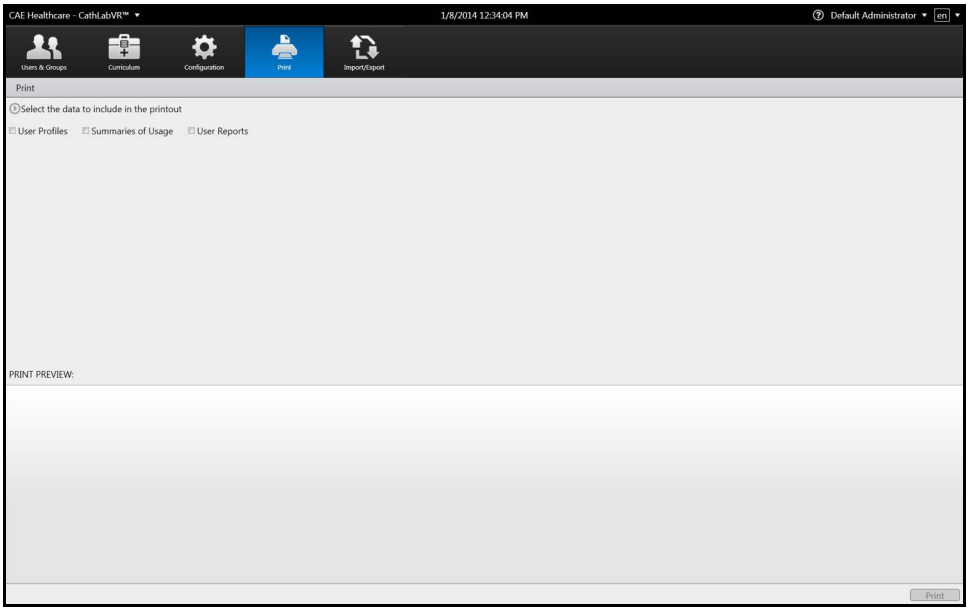
To create a print preview:

1. From the icon dashboard, click the **Print** icon.



The Print Icon

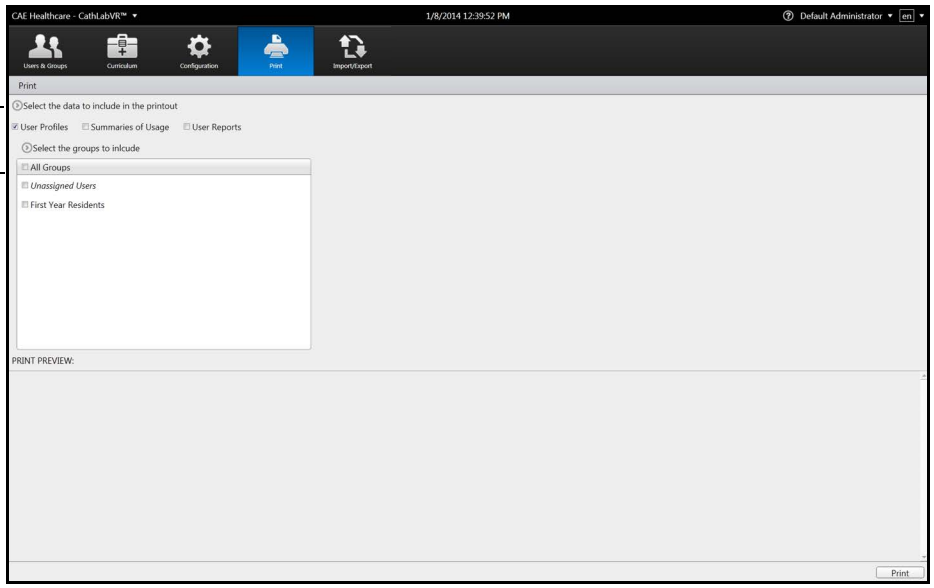
The Print screen appears.



The Print Screen

2. Select the desired data to include in the printout by clicking in the associated checkbox.

The **Groups** options appear.

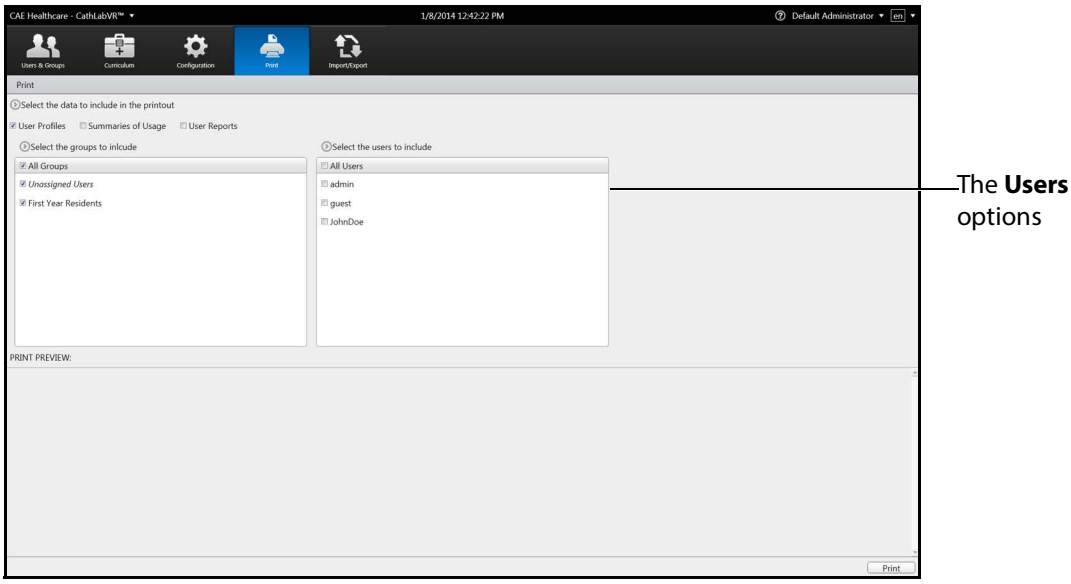


The Print Screen

3. From the **Groups** options, select the desired groups to include in the print preview or select **All Groups**.

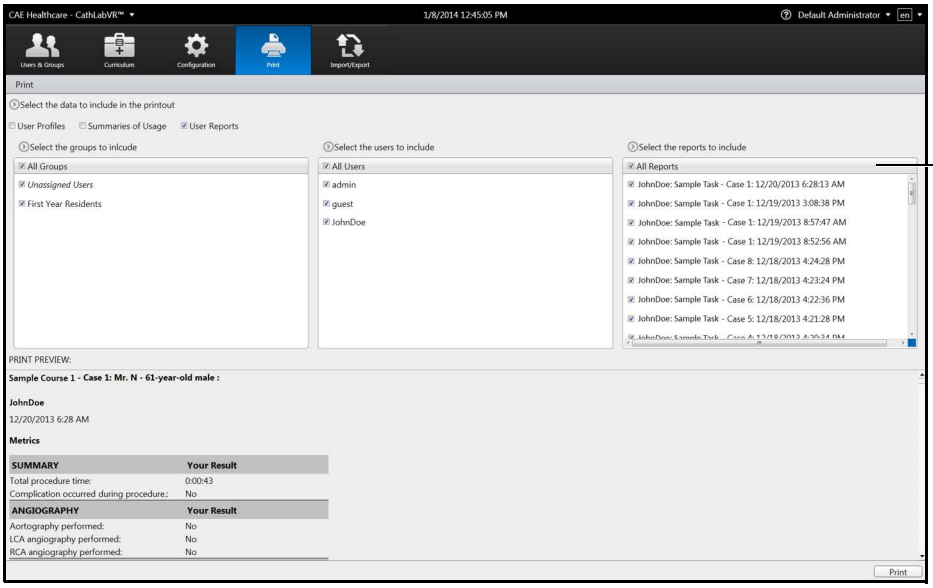
   The **Users** options appear.

4. From the **Users** options, select the desired users to include in the print preview or select **All Users**.



The Print Screen

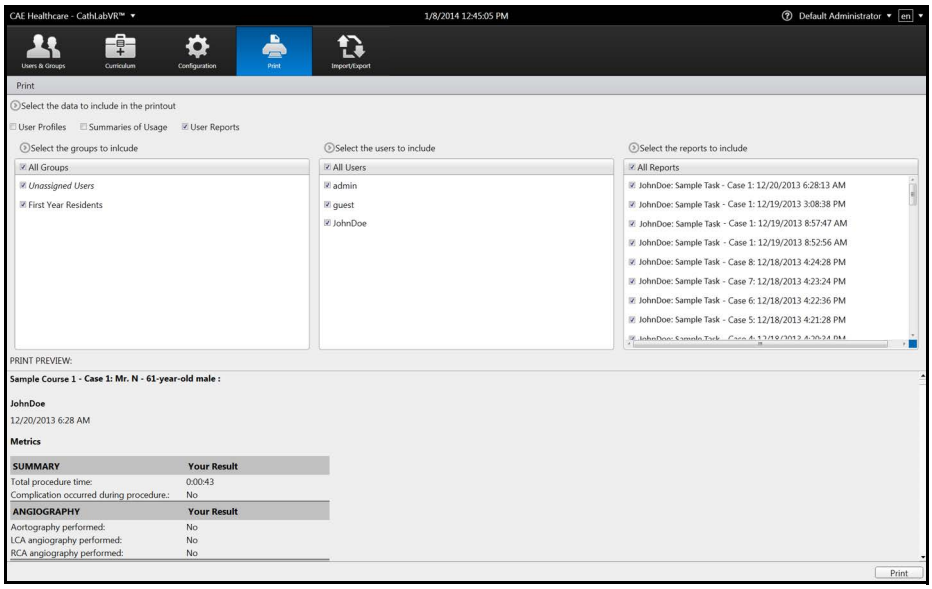
Note: If the User Reports data was selected, the **User Reports** options appear. From the **User Reports** options, select the desired user reports to include in the print preview or select **All User Reports.**



The **Reports** options

The Print Screen

The selected data appears in the **Print Preview**.



The Print Screen

The document is ready to print.

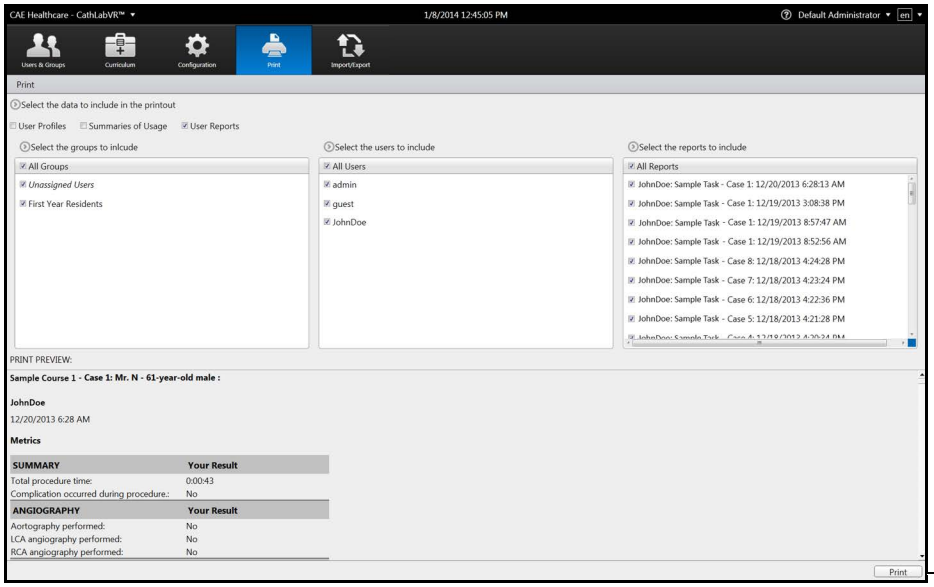
Note: A network connection is required for printing documents from the simulator to a printer. To add a printer to the network, exit the software and consult your Windows Help menu.

Printing Data to a PDF File

If network connection is not available or no printers are available on the network, administrators can print data to a PDF file and save the file to an external device to print on a computer with a network printer connection.

To print data to a PDF file:

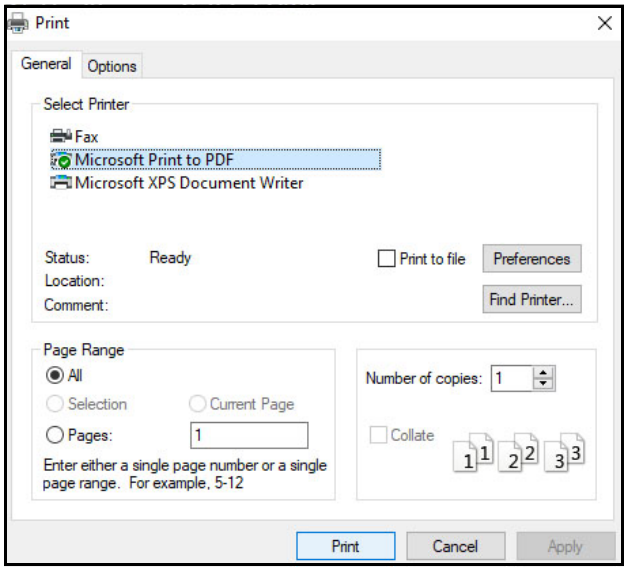
1. From the Print screen, click **Print**.



The **Print** button

The Print Screen

The Print window appears.



The Print Window

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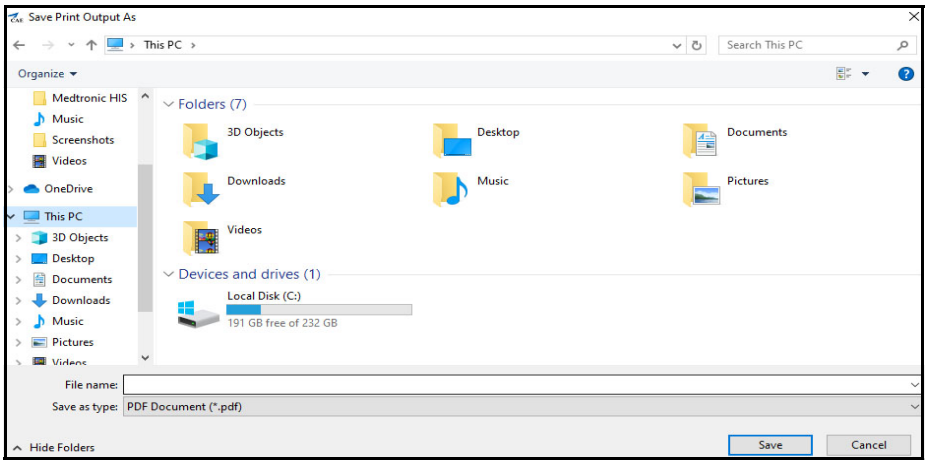
2. Select the **Microsoft Print to PDF**.

3. Click on the **Print** button.

   The Save Print Output As window appears.



The Save Print Output As Window

4. Select the desired folder where the file will be saved.

   Note: If the location is on an external device, use the USB port located on the back of the simulator to connect the external device to the simulator.

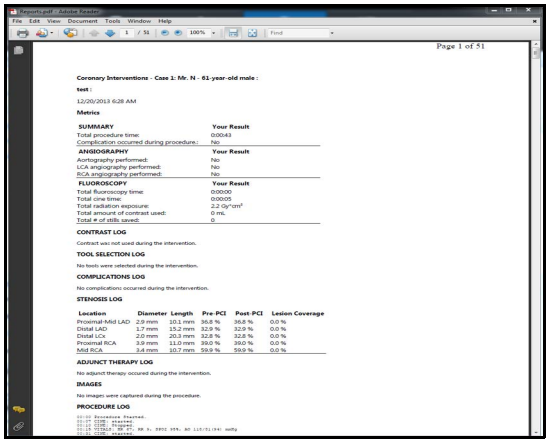
5. Enter the desired file name in the **File name** field and click **Save**.

To open and view the saved PDF file:

1. After exiting the software, File Explorer may be used to navigate and locate the saved PDF file.

2. Double-click on the file name. If prompted to select the application to open the file with, select Adobe Acrobat.

The **Adobe Reader** window appears with the completed PDF.

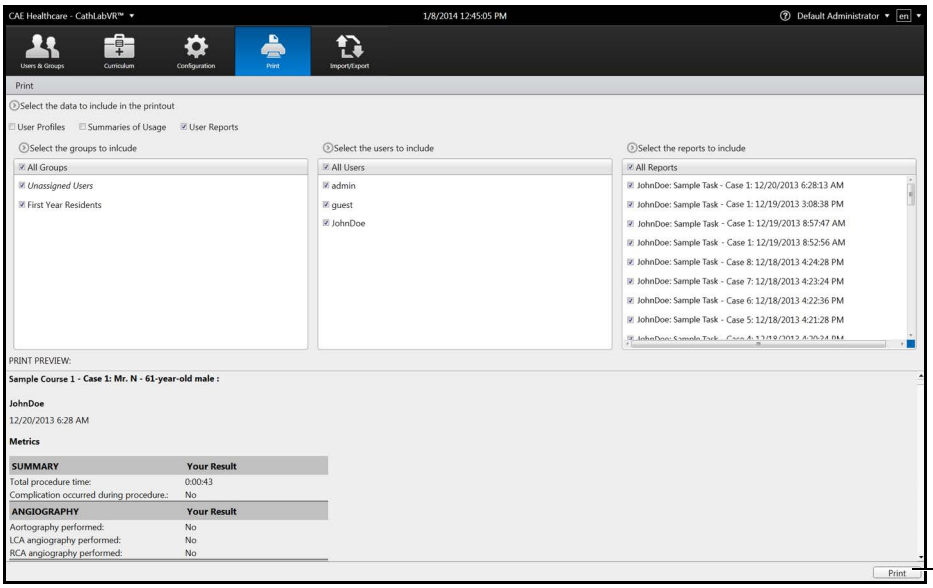


The Adobe Reader Window

Printing Data to a Network Printer

To print data to a network printer:

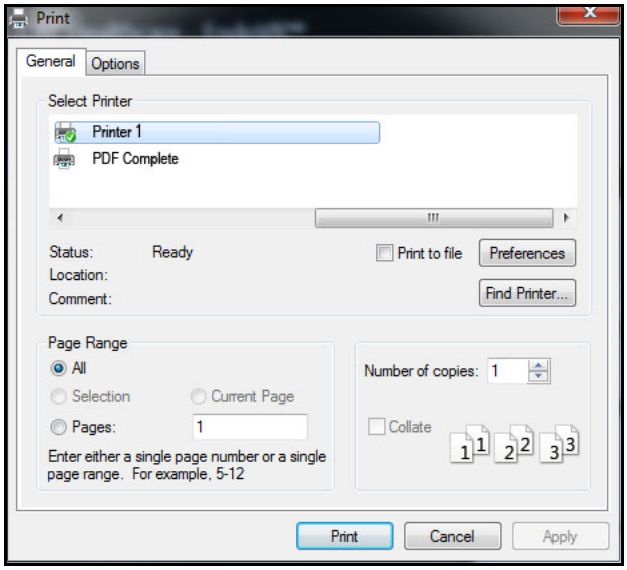
1. From the Print screen, click the **Print** button.



The **Print** button

The Print Screen

The Print window appears.



The Print Window

2. Select the desired network printer.
3. Click **Print**.

   The document prints to the network printer.

   Note: A network connection is required for printing documents from the simulator to a printer.

Import/Export

The Import/Export tab gives access to import/export capabilities for handling user data and simulation results.

Importing Users and Groups

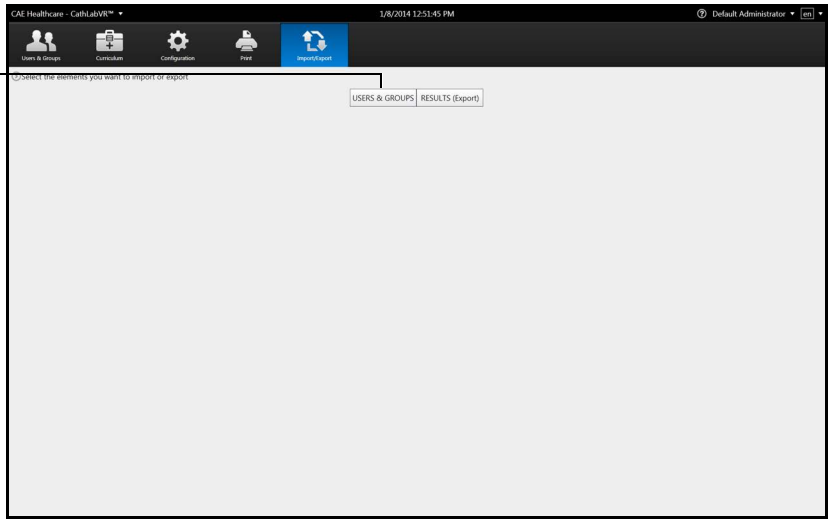
Using the import function, administrators can add data for multiple users in one process.

To import users:

1. From the icon dashboard, click the **Import/Export** icon.

The Import/Export Icon

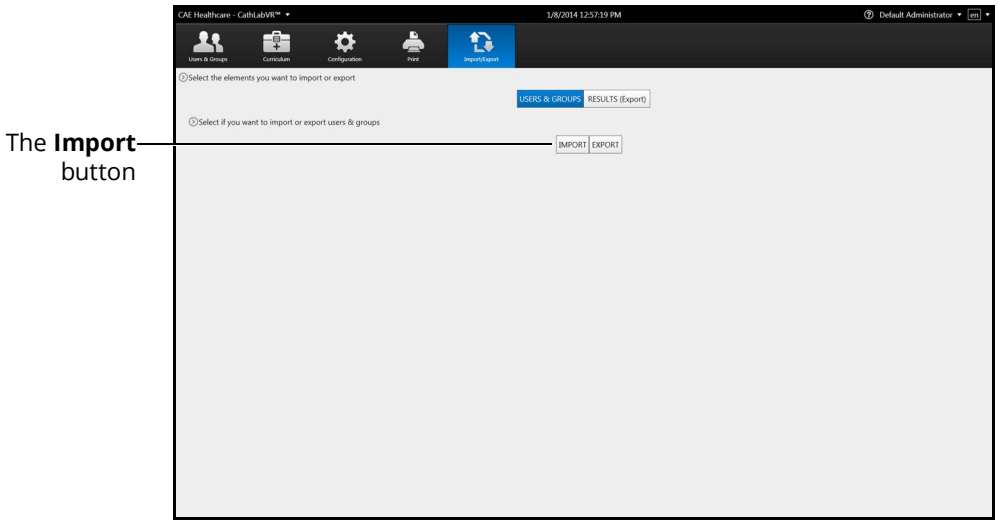
The Import/Export screen appears.



The Import/Export Users Screen

2. From the Import/Export screen, click **Users & Groups.**

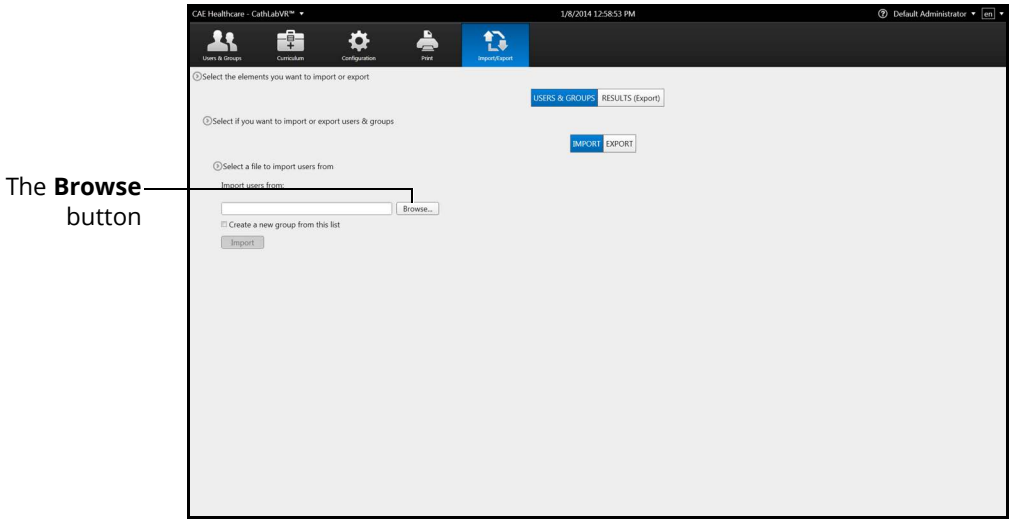
The **Import** and **Export** buttons appear.



The Import/Export Users Screen

3. Click **Import.**

   The **File Selection** tools appear.



The File Selection Tools

4. Click **Browse**.

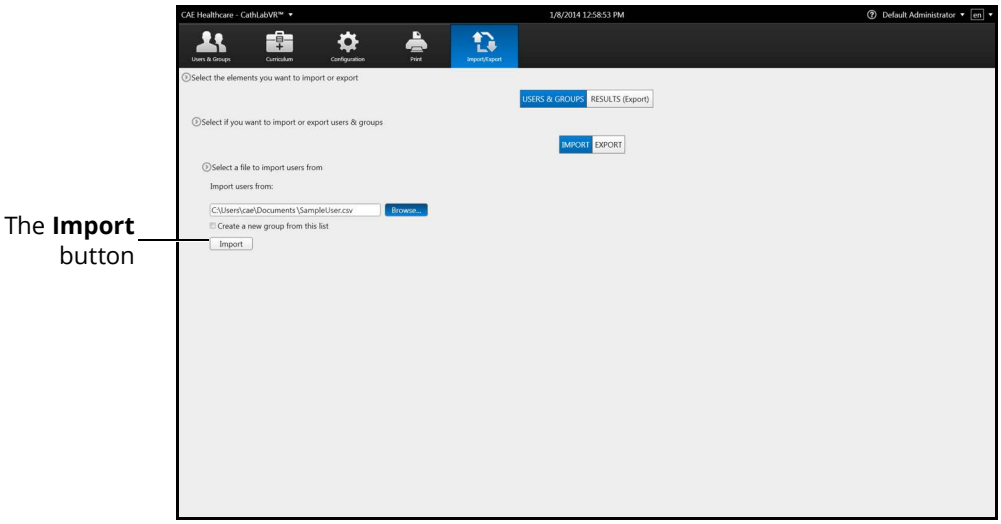
   The **Select File** window appears.

5. Select the comma delineated (CSV) file to import.

   Note: If the file is located on an external device, use the USB port located on the back of the simulator to connect the external device to the simulator.

6. Click **Open.**

   The file name appears in the **Import users from** field.



The File Selection Tools

7. Select **Create a new group from this list** to create new group from the file, if desired.

8. Click **Import.**

   The Import Success message appears.

The Import Success Message

9. Click **OK.**

   The users are imported into the software.

Exporting Users and Groups

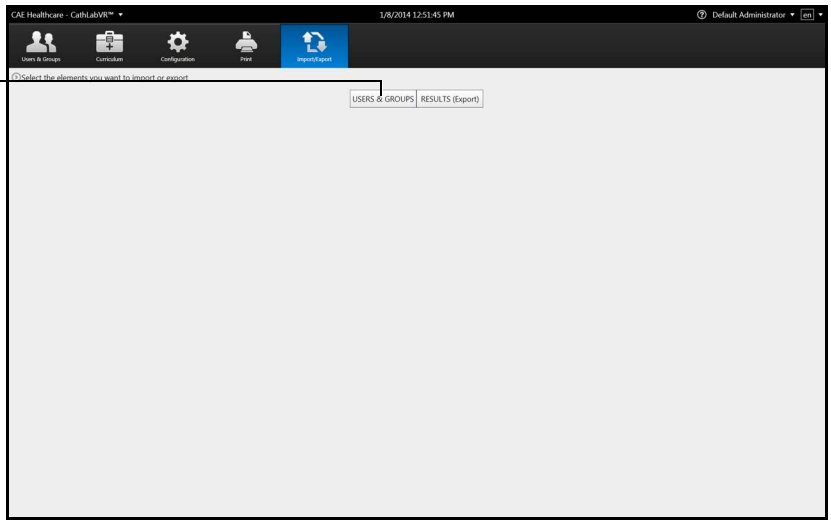
Administrators can export data to an external device for evaluation and record purposes. Data for individual users or groups can be customized and exported into a comma delineated (CSV) spreadsheet file from the CathLabVR simulator.

To export users and groups:

1. From the icon dashboard, click the **Import/Export** icon.

The Import/Export Icon

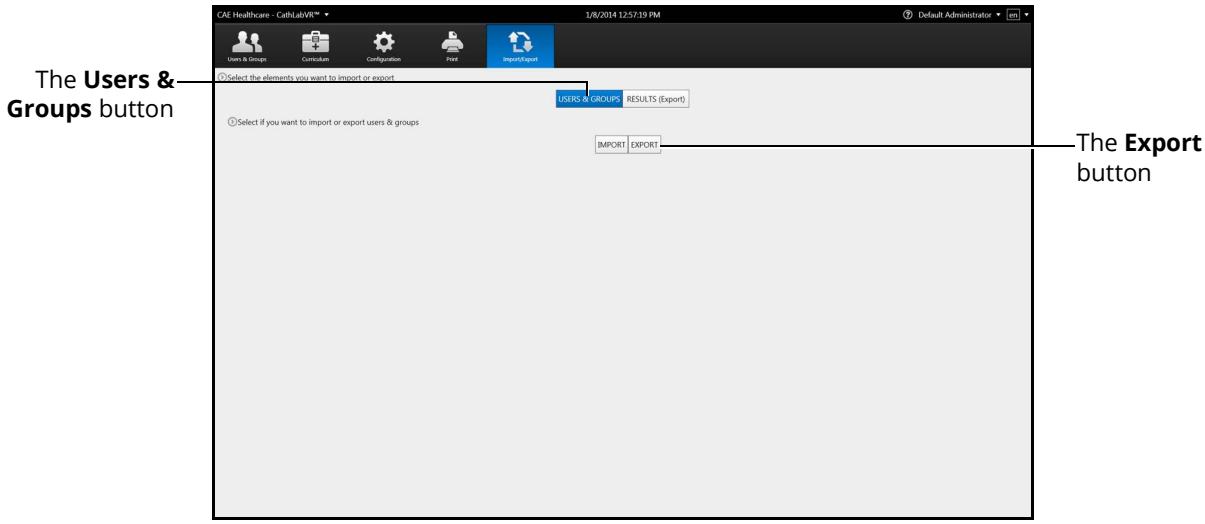
The Import/Export screen appears.



The **Users & Groups** button

The Import/Export Screen

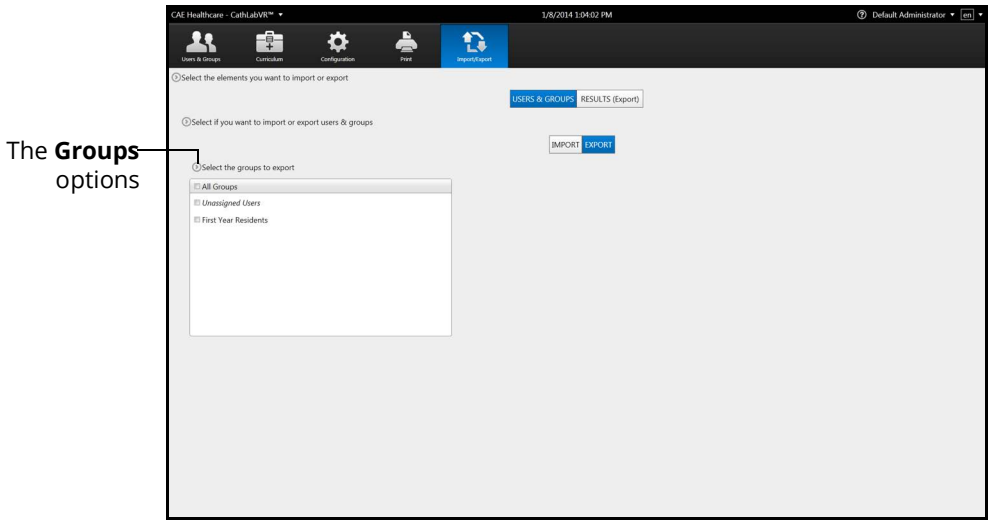
2. From the Import/Export screen, click **Users & Groups**.



The Import/Export Users Screen

3. Click **Export**.

   The **Groups** options appear.



The Export User Screen

4. Select the group or **All Groups** from the **Groups** options.

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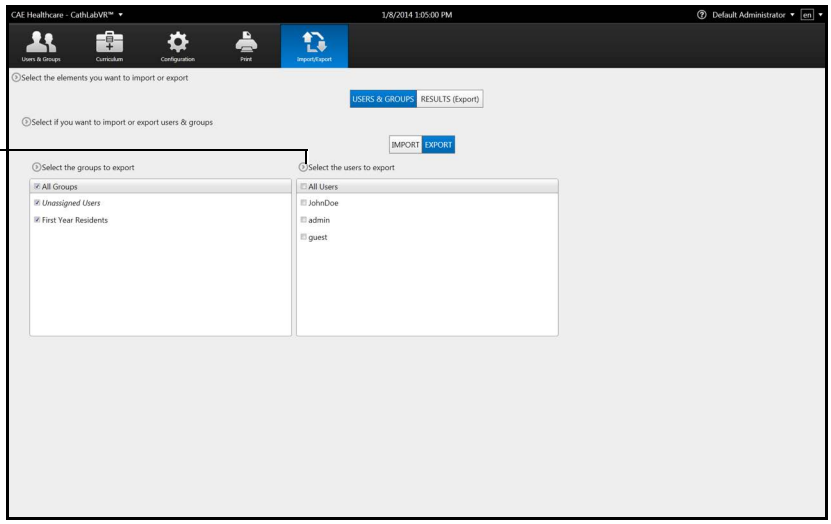
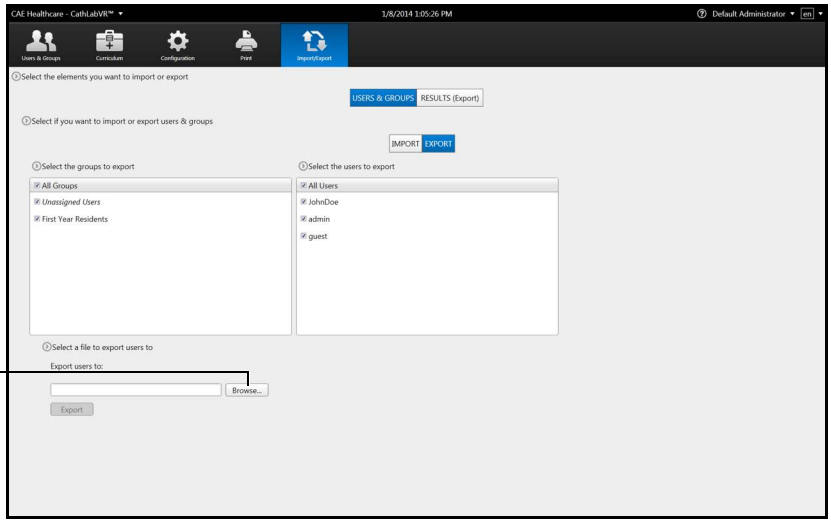
The **Users** options appear.



The Export User Screen

5. Select the user or **All Users** from the users options.

   The **File Selection** tools appear.



The User Export Screen

6. Click **Browse**.

   The **Select File** window appears.

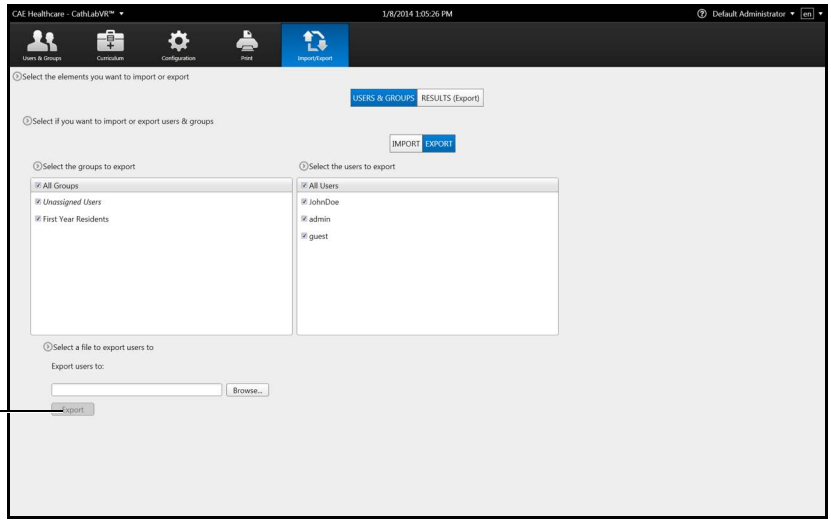
7. Type the name of the file in the **File name** field.

8. Select the location where the file will be saved when the exporting is complete.

Note: If the location is on an external device, use the USB port located on the back of the simulator to connect the external device to the simulator.

9. Click **Save**.

   The file name appears in the **Export users to** field.

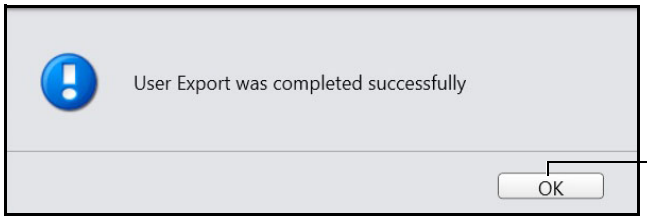


The **Export** button

The Selected Export File

10. Click **Export**.

    The **Export Success** message appears.



The **OK** button

The Export Success Message

11. Click **OK**.

    The file is exported.

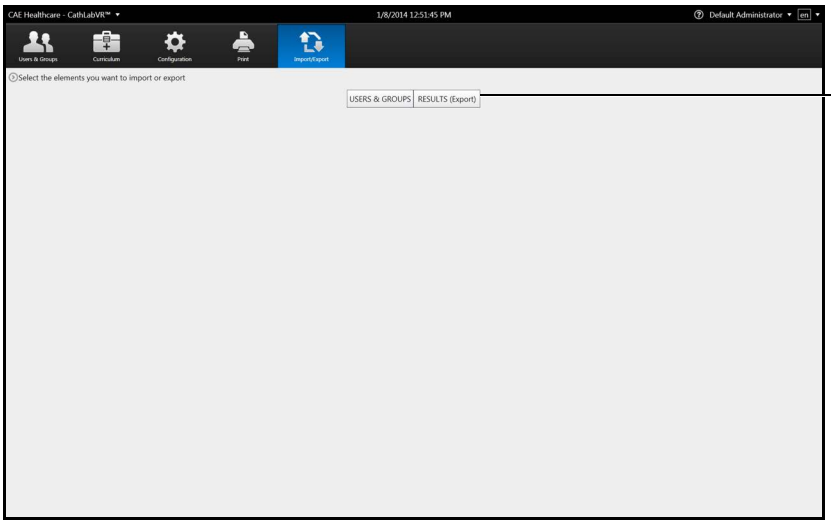
Exporting Results

Administrators can export results to an external device for evaluation and record purposes. The data is exported into a comma delineated (CSV) spreadsheet file from the CathLabVR simulator.

To export results:

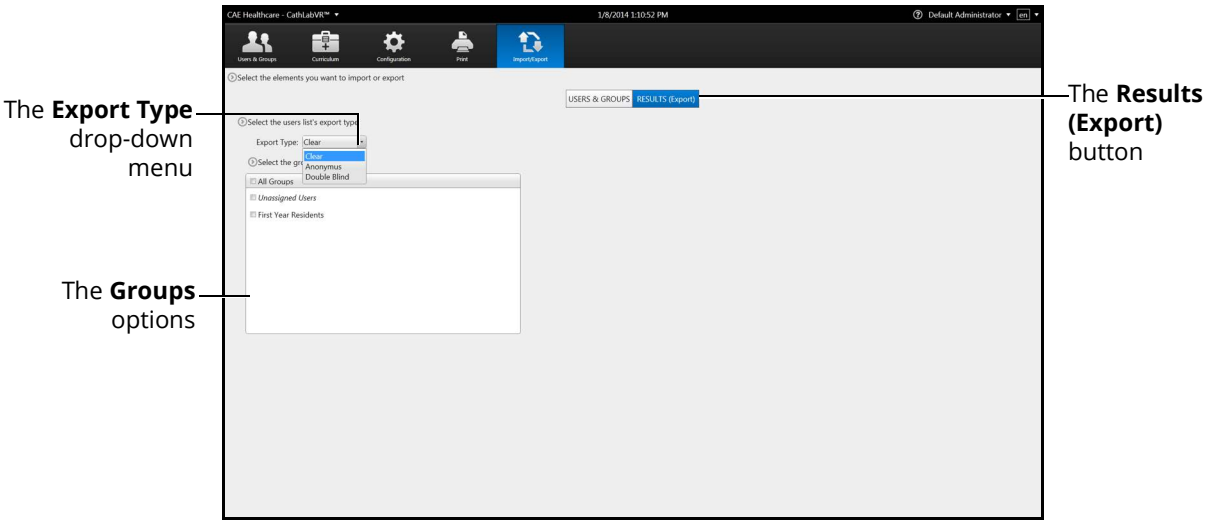
1. From the icon dashboard, click the **Import/Export** icon.

The Import/Export Icon



The Import/Export Screen

2. From the Import/Export screen, click **Results (Export).**

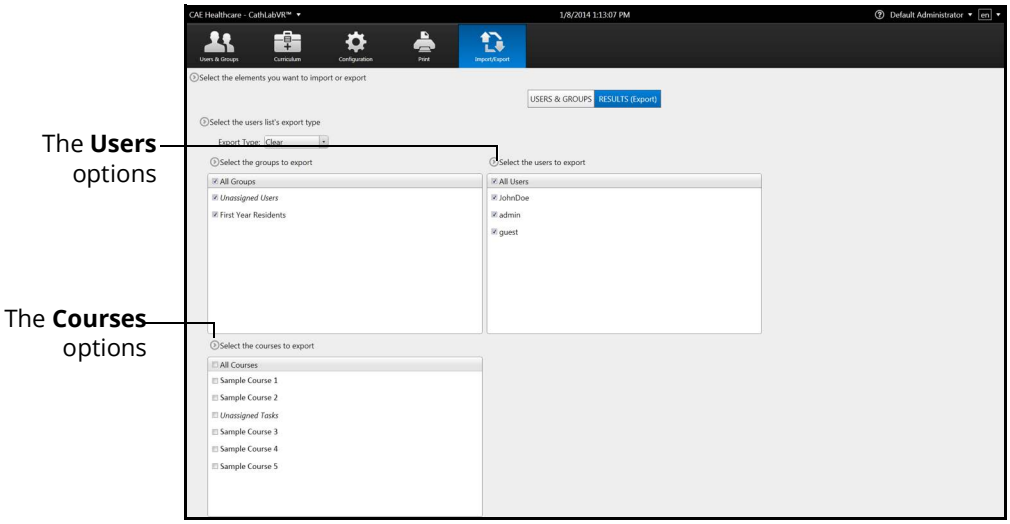


The Export Results Screen

3. Select the export type from the drop-down menu. Choose from **Clear** (default), **Anonymous** or **Double Blind.**

4. Select the group or **All Groups** from the **Groups** options.

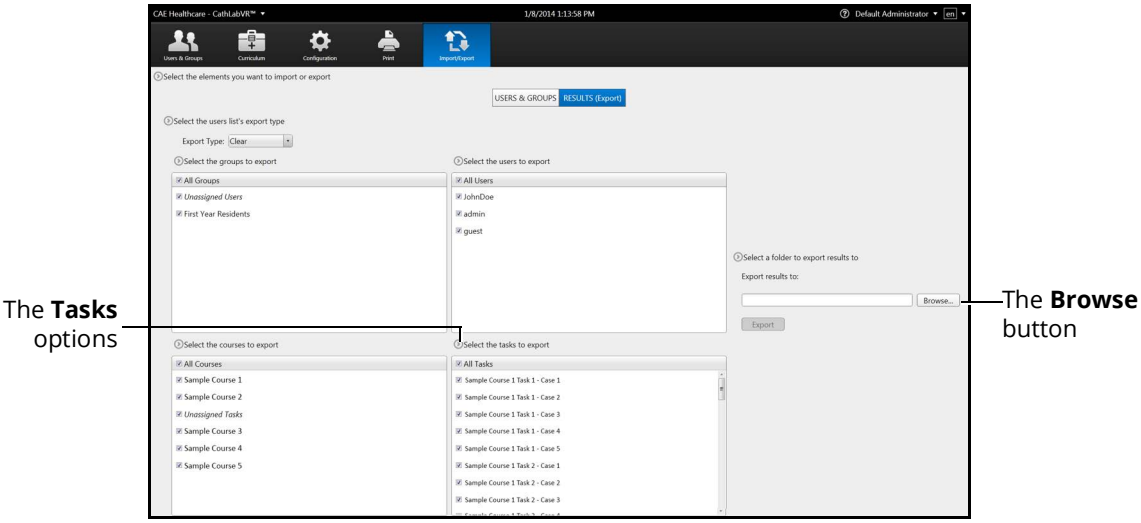
5. Select a user or **All Users** from the **Users** options.



The Export Results Screen

6. Select a course or **All Courses** from the **Courses** options.

7. Select a task or **All Tasks** from the **Tasks** options.



The Export Results Screen

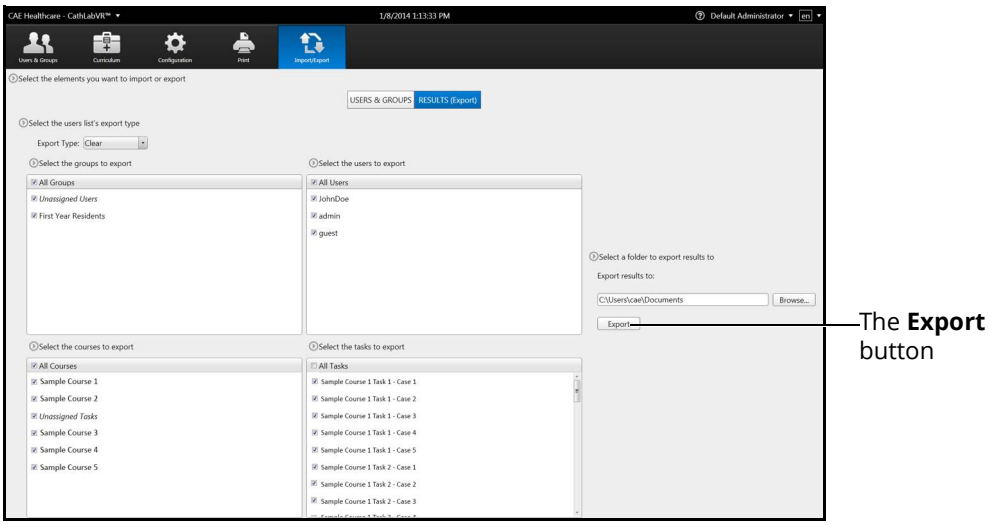
8. Click **Browse.**

9. Select the location where the file will be saved when the exporting is complete.

   Note: If the location is on an external device, use the USB port located on the back of the simulator to connect the external device to the simulator.

10. Click **Open.**

    The file name appears in the **Export results to** field.



The Export Results Screen

11. Click **Export.**

The Result Export Success Message

12. Click **OK.**

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Exiting the Software

Administrators should always log out of the software once they are finished using the software.

To exit the software:

1. From any screen, click on the username in the top right corner of the screen.

   The **Logout** drop-down menu appears.

The Home Screen with Logout Drop-Down Menu

2. Select **Logout** from the **Logout** drop-down menu.

   The administrator is logged out of the software and the Login screen appears.

The Login Screen

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APPENDIX A - FAQ

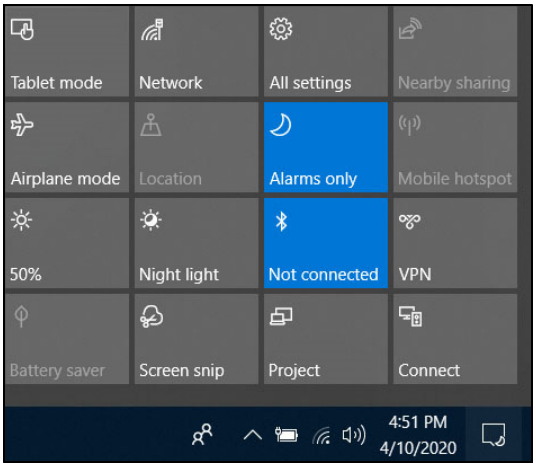
This Frequently Asked Questions (FAQ) section addresses some common concerns and inquiries. For any questions not addressed here, please contact CAE Healthcare Customer Service. Contact information is provided on the last page of this document.

Dual Monitor Configuration

When a secondary monitor is connected to the laptop, the software defaults to dual monitor configuration. If the dual monitor software is not set up, both monitors have the same image.

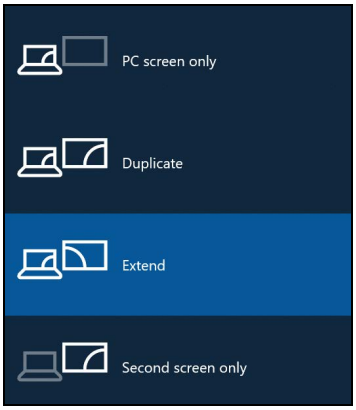
To configure the monitors:

1. Click the Windows Notification button on the lower-right corner of the monitor.
2. Click on **Project**.
3. If you do not see the Project option, click **Expand** to view more options.



Windows Notifications and Settings

a. Click on **Extend**.



Projection Options

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