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Front Matter/EULA

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SYSTEM SPECIFICATIONS

Hardware		
Equipment	Two 22" flat LCD touchscreen monitors	
	Haptics device	
	Scope holder	
	Dual foot pedal	
Dimensions	40.5" W x 35" D x 72" H (Adjustable)	
	103cm W x 89cm D x 183cm H (Adjustable)	
Weight	245 lb (111 kg)	
Electrical	100-120 V, 50-60 Hz, 10A	
	200-240 V, 50-60 Hz, 5A	
Storage Temperature	-40°C to +65°C (-40°F to +149°F)	
Storage Humidity	20% to 80% without condensation	
Operating Temperature	10°C to 32°C (50°F to 90°F)	
Operating Humidity	20% to 80% without condensation	

PN: 165K400300

CAUTIONS AND WARNINGS

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

Operations

- Do not operate your equipment with any covers removed
- Do not use your equipment in a wet environment. Protect equipment for liquid intrusion
- Do not put any object on top of the bottom platform. Movement of the lift mechanism can cause crush hazard, resulting in possible bodily injuries and damaged equipment.
- Do not jam the motor lift mechanism onto an object. This is a misuse and subjects the motor to burn out. It can also result in possible bodily injuries and damaged equipment.

Ergonomics

- Tip-over hazard: Do not move your equipment without fully lowering the lift mechanism. Failure to do so can result in possible bodily injury and damaged equipment.
- · Improper or prolonged keyboard use may results in injury
- · Viewing a monitor screen for extended period of time may result in eye strain

PN: 165K400300



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INTRODUCTION

Welcome to the CAE EndoVR Simulator administrator's guide. This guide provides instructions on how to use and maintain your EndoVR simulator.

The EndoVR simulator provides a safe, virtual environment for learners to practice endoscopic techniques and skills. Learners can range from medical students to licensed medical professionals.



The EndoVR Simulator

Preprogrammed tasks and courses with didactic content, real-time simulation haptics and postsimulation evaluation metrics help create the comprehensive training experience for learners. Through the combination of these tools, learners begin to recognize anatomical structures and landmarks, intervention approaches and complication management. Learning within a virtual patient environment offers both students and faculty the opportunity to practice safely.



EQUIPMENT OVERVIEW

The standard equipment for the EndoVR simulator includes all the necessary equipment for basic use of the simulator. The items listed in the table below are shipped with the simulator.

Standard Equip	ment		
EndoVR Device			
Monitor Pole a	nd Monitor Arms		
Monitors			
Computer			

EndoVR Device

The EndoVR device comes as a single entity. The haptic device (including external anatomy plates), keyboard, mouse and lifting mechanism are all part of the EndoVR device. The device is secured to a four-wheel platform for convenient mobility when storing the simulator.

Additional parts, which are packaged and shipped separately, will require minor assembly.



The EndoVR Device

Monitor Pole and Monitor Arms

The monitor pole is shipped separately from the EndoVR device and requires some assembly before the simulator can be used. Two plates (one front and one back) connect to the EndoVR device to create the monitor pole. The monitor arms are attached to the monitor pole front plate.

Monitors

Two flatscreen monitors are provided with the purchase of an EndoVR simulator. The mounting plates to mount the monitors to the monitor arms are located on the back of the monitors.

Computer

The computer for the EndoVR simulator is shipped inside the EndoVR device. To access the computer, press on the access door located on the side of the simulator.



The Computer Access Door





Additional Equipment

For modules, which are sold separately, users must purchase additional equipment to fully utilize the curriculum and simulation procedures.

Bronchoscopy Equipment	
Scope Head	
Scope Tube	
EBUS-TBNA Accessory Tool	

Lower GI Equipment
Scope Head
Scope Tube
Accessory Tool
Foot Pedals

Upper GI Equipment
Scope Head
Scope Tube
Accessory Tool

Before Beginning Setup

Proper operation of the EndoVR simulation requires correct configuration. Before setting up the system, keep in mind these basic guidelines:

- Read and understand the Cautions and Warnings in the beginning of this Administrator's Guide
- Follow and complete the sequence of Setup steps carefully
- Do not power on any components until instructed in the text
- Do not install any Windows updates or anti-virus software when connecting to the network
- When unpacking the simulator for the first time, use box cutters carefully to protect both the packaging and the product

Note: Keep all original shipping materials, including boxes. Warranty and repair items must be returned and shipped in their original packaging.



This section provides instructions and guidelines for assembling the EndoVR simulator and configuring the computer. Follow these procedures to prepare for your simulation experience.

Setting Up the EndoVR Simulator	
1	Place the simulator in the work area
2	Mount the monitor pole
3	Mount the monitors
4	Connect and secure the monitor cables
5	Mount the scope holder
6	Connect the scope
7	Connect the external power cord
8	Power on the simulator
9	Optional: Connect the Ethernet cable
10	Optional: Adjust the height
11	Optional: Prepare pedals for use
12	Optional: Connect the accessory tool

Step 1: Place the Simulator in the Work Area

To place the simulator in the work area:

- a. Remove the simulator device and standard equipment from its packaging
 Note: Keep all shipping materials intact in case any equipment must be returned.
- b. Place the simulator and hardware components in the desired work area.

The work area should provide enough space for the simulator, the learner and one or two observers.



The EndoVR Simulator

c. Lock the wheels on the bottom of the simulator by pressing down on the wheel brake.



The Wheel Brake





Step 2: Mount the Monitor Pole

To mount the monitor pole front plate on the pole base:

- a. Twist the wingnuts located on the back of the EndoVR device to reveal part of the screw. Repeat for each of the six screws.
- b. Located the monitor pole front plate
- c. Hold the front plate vertically with the front of the plate facing the front of the simulator
- d. Slide the grooves at the bottom of the front plate onto the screws in the EndoVR device
- e. Twist the wingnuts onto each screw until tight to secure the front plate

To route the monitor cables:

- a. Gently pull the loose monitor cables from the pole base until the cables are fully extended
- b. Thread the cables through the opening near the top of the monitor pole front plate

To mount the monitor pole back plate onto the pole base:

- a. Locate the monitor pole back plate and align the holes near the top of the back plate with the holes near the top of the front plate
- b. Place the screw into the top left hole and twist until secure
- c. Place the screw in the bottom right hold and twist until secure. Use a Phillips head screwdriver to tighten the screws in place
- d. Place the screw in the top right hole and a screw in the bottom right hole. Use a Phillips head screwdriver to tighten the screws in place.

Step 3: Mount the Monitors

WARNING: The flatscreen monitor must be held firmly in place while the steps below are completed. To ensure this process is completed safely and properly, CAE strongly recommends that two individuals work cooperatively to complete this task.

To mount the monitor onto the monitor arm:

- a. Remove the screws from the back of the monitor
- b. Align the holes on the mounting plate at the end of the monitor arm with the holes on the back on the monitor

Note: One person must hold the monitor at all times.

- c. Twist the screws by hand into each hole
- d. Ensure the monitor is secure before letting go of the monitor
- e. Repeat steps a through d for the second monitor



The Monitor Mounting Plate and Screws



Step 4: Connect and Secure the Monitor Cables

To connect the monitor cables:

- a. Locate the monitor VGA cable at the top of the monitor pole
- b. Run the cable along the monitor arm to the back of the monitor
- c. Plug the cable into the VGA port on the bottom of the monitor and twist the pins on each side of the connector to secure the cable in the port
- d. Locate the monitor power cable at the top of the monitor pole
- e. Run the cable along the monitor arm to the back of the monitor
- f. Plug the cable into the power port

To secure the monitor cables:

a. Grasp both cables and press the cables against the monitor arm

Note: Leave approximately 3 to 4 inches of cable length from the monitor arm base to the plastic monitor arm cover before completing step b.

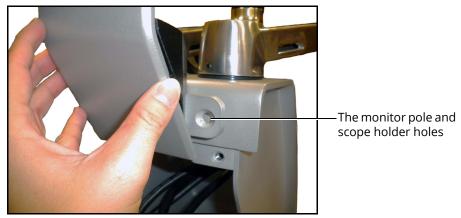
- b. Press the bottom of the grouped cables onto the plastic cover
- c. Align the bottom of the cover below the arm and the end of the cover below the monitor arm hinge
- d. Squeeze the end of the cover and push the monitor cover in towards the base until it clicks
- e. Wrap a zip tie around the exposed and create a loose circle
- f. Attached the zip tie circle onto the hook located under the monitor arm near the monitor arm hinge
- g. Pull the zip tie tightly around the hook
- h. Repeat steps f and g on the hook located near the monitor

Note: Repeat these processes for the second monitor.

Step 5: Mount the Scope Holder

To mount the scope holder:

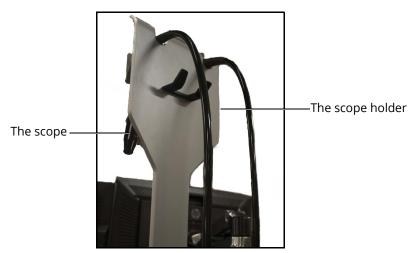
- a. Insert the metal tab near the bottom of the scope holder into the opening on the back of the monitor pole
- b. Align the holes near the bottom of the scope holder with the holes on the back of the monitor pole



The Alignment of the Scope Holder and Monitor Pole

Note: The black hook at the top of the scope holder should be facing away from the simulator and the holes at the bottom of the holder should rest flat against the monitor pole.

- c. Place a screw in the hole and use the Phillips screwdriver to tighten the screw until it is secure. Repeat for the second hole
- d. Once the screws are secure, place the scopes in the holder



The Scope Holder



Step 6: Connect the Scope Changing a Scope

When the chosen task requires a different scope from the scope that is currently connected, learners can disconnect the current scope and connect the new scope.

Note: Do not disconnect scope during a running simulation.

To disconnect a scope:

a. Twist the two fasteners on the scope connector counterclockwise

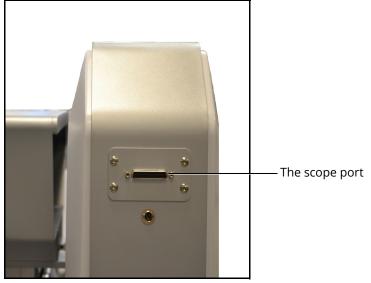


The Scope Connector and the Scope Port

b. Pull the connector away from the scope port

To connect a scope:

- a. Choose the desired scope from the scope holder located on the back of the simulator
- b. Align the prongs in the connector with the scope port located on the back left side of the simulator



The Back of the Simulator

c. Press the connector into the scope port and twist the two fasteners clockwise



The Scope Connector and the Scope Port

Note: Only one scope can be connected to the simulator at a time.

Step 7: Connect the External Power Cord

Find an external power source and plug the power cord into the power source.



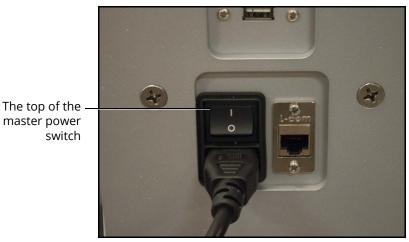


Step 8: Power On the Simulator

Before starting the software, ensure that the simulator is powered on. In the case that the simulator is not powered on, follow the instructions below.

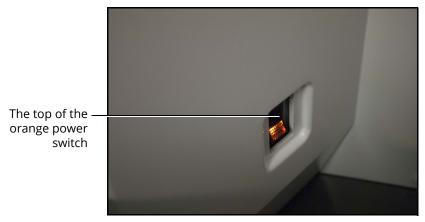
To power on the simulator:

a. Ensure the top of the master power button, located on the back of the simulator, is pressed in



The Master Power Switch

b. Press the top part of the orange power switch located on the back right side of the simulator



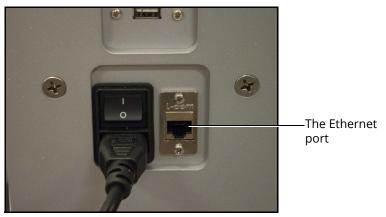
The Power Switch Illuminated

The switch illuminates when the simulator is powered on.

Step 9 (Optional): Connect the Ethernet Cable

To access the network for sending emails or printing:

a. Connect an Ethernet cable to the Ethernet port located on the back of the simulator





b. Connect the other end of the Ethernet cable to a network Ethernet port



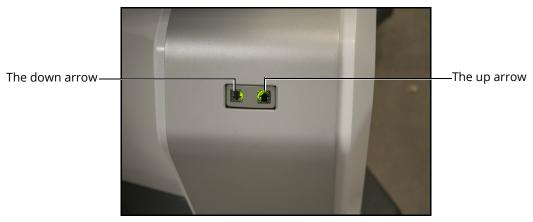


Step 10 (Optional): Adjust the Height

It is important to ensure the simulator is at the appropriate height for the learner to effectively perform the procedures. The EndoVR simulator has arrows that allow the learner to adjust the height as needed.

To adjust the height of the simulator:

- a. Press the up or down illuminated green arrow buttons located on the front of the lifting mechanism
- b. Hold the up or down arrow button for a few seconds to activate the lift mechanism. The device begins moving up or down.



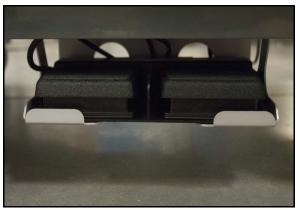
The Lifting Mechanism

c. Release the button when the desired height is achieved

Step 11 (Optional): Prepare Pedals for Use

To prepare the pedals for use:

a. Remove the pedals from the storage tray located underneath the left side of the simulator to use the pedals during procedures



The Pedal Storage Tray

b. Place the pedals directly in front of simulator for procedures that require the pedals to complete specific actions during the simulation



The Simulation Pedals

Note: Return the pedals to the storage tray when they are not in use to eliminate potential misuse or safety hazard.



Step 12 (Optional): Connect the Accessory Tool

To connect the accessory tool for specific procedures:

1. Select the desired accessory tool for the procedure

The EBUS-TBNA accessory tool is used for EBUS-TBNA module tasks.



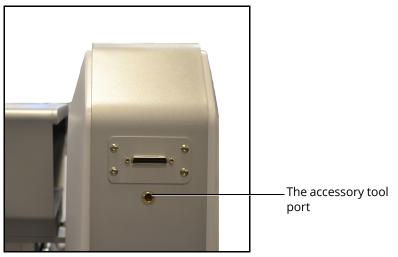
The EBUS-TBNA Accessory Tool

The Upper GI/Lower GI accessory tool is used for certain Upper GI and Lower GI module tasks.



The Upper GI/Lower Accessory Tool

2. Locate the accessory tool port on the back of the simulator



The Back of the Simulator

3. Press the accessory tool connector into the accessory tool port



The Accessory Port



USING THE ADMINISTRATOR TOOLS

Administrators managing the EndoVR simulator are responsible for setting up user accounts, privileges and curriculum. Additionally, the administrator has the ability to change network settings, scope button assignments and simulation parameters, 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.

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

Starting the Software

Once the EndoVR simulator is powered on, the software launches automatically and the Login screen appears.

	CAE EndoVR [®]
The Username —	Username
field	Password
The Password field —	
The Login button —	Login
	Copyright © CAE Healthcare Inc., 2012. All Rights Reserved.

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

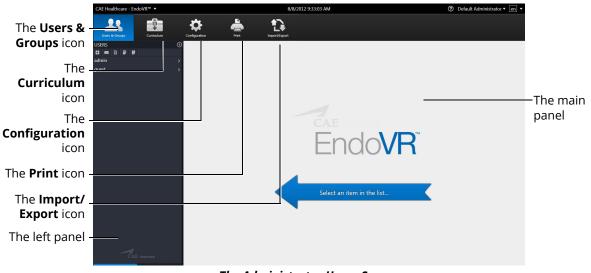
The EndoVR administrator interface contains a dashboard of icons located near the top of the screenthat represents the screens available for administrators to perform various tasks and functions.





When an icon is selected, the associated content will appear in the main panel of the interface and the left panel contains a list of options for administrators.

The **Users & Groups** icon is selected by default and referred to as the Home screen when users first login to the software.



The Administrator Home Screen

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.

Configuration

From the Configuration screen, administrators can adjust network settings, screen layout and available medication options for users in the EBUS-TBNA and UGI modules. Administrators can also calibrate scopes, modify scope button assignments and language 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.



Creating Users and Groups

Administrators are responsible for creating and managing users and groups in the EndoVR 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

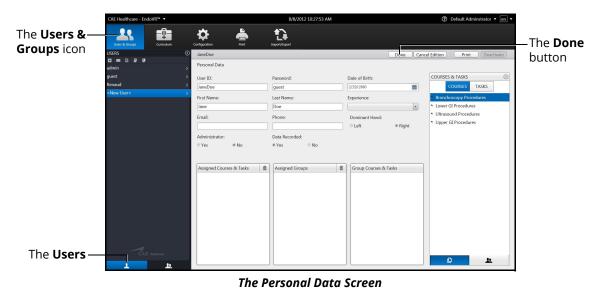
2. From the Users and Groups screen on the **Users** tab, click the **Add User** button



The Users & Groups Screen

CAE**EndoVR**

Using the Administrator Tools



- 3. Enter the information for the specific user in the different fields
- 4. 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

	CAE Healthcare - Endov	/R™ ▼			8/8/2012 10:23:56 A	м		⑦ Default Administrator • [en 🔻	
The Users & —	Users & Groups	Curriculum C	Configuration		imperty/Export					
Groups icon	USERS admin guest JaneDoe Renaud <new user=""></new>	© > > > >	Personal Data User ID: JaneDoe First Name: Jane Email:		Password: *** Last Name: Doe Phone:		Date of Birth: 2/29/1980 Experience: Dominant Hand:	COURSES & TASKS COURSES & TASKS COURSES & TASKS Bronche Copy Procedules Unever G Procedures Upper G Procedures	0	The Tasks view The Courses
The Accienced			Administrator: No		Data Recorded: Yes		Right			view
The Assigned — Courses & Tasks panel			Assigned Courses & Tasks	1	Assigned Groups	1	Group Courses & Tasks			Tasks panel
The Users tab	CAE #	nithearn L.						e n	_	The Courses & Tasks tab The Groups tab
The Personal Data Screen										

- 2. Click on the **Courses & Tasks** tab in the **Courses & Tasks** panel
- 3. Click on the **Courses** view and select the desired course in the **Courses & Tasks** panel
- 4. 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
- 2. The Personal Data screen appears

	CAE Healthcare - EndoVR			8/8/2012 10:23:56 AM		⑦ Default Administrator • en •	
The Users &—				D			
Groups icon	USERS admin guest JaneDoe Renaud <new user=""></new>	Personal Data Ver ID: JaneDoe First Name: Jane Email:	Pas	sword: • t Name: •	Date of Birth: 2/29/1980 Experience: Dominant Hand:	Edit Print Deactivate COURSES & TASKS COURSES & TASKS COURSES TASKS Biomonous coup Proceed press Biomonous coup and an	The Tasks view
		Administrator: No		ta Recorded:	Right	B.LCase 2 Endobronchial Sampling Intro to Bronchoscopy Pediatric Difficult Airways TBNA Lower GI Procedures	_ The Courses view
The Assigned — Courses & Tasks panel		Assigned Cours	es & Tasks 🏦 As	ssigned Groups	Group Courses & Tasks	Colonoscopy Basic Polypectomy Colonoscopy: Biopsy Intro to Colonoscopy Ilexible Sigmoidoscopy Intro to Sigmoidoscopy	— The Courses & Tasks panel
The Users tab —	CAE Mustr	ere kr				Sigmoidoscopy Supp. Cases Ultrasound Procedures BUS-STINA Upper/CIT Decedures Inter Ivis ESCP Inter Ivis ESCP Inter Ivis ESCP	The Courses & Tasks tab — The Groups tab

The Personal Data Screen

- 3. Click on the Courses & Tasks tab in the Courses & Tasks panel
- 4. Click on the Tasks 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 task appears in the assigned curriculum for the user.



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

	CAE Healthcare - EndoVR™ ▼		8/8/2012 11:22:59 AM		⑦ Default Administrator • en •	
The Users & — Groups icon	Users & Orcups Curriculum	Configuration	import/Saport			
Groups icon	USERS O	JaneDoe Personal Data User ID: JaneDoe Finit Name: Jane Email: Administrator: No	Password: 	Date of Birth: 2/29/1980 Experience: Dominant Hand: Right	Edit Print Desclivate GROUPS O ROV1 PCV1 PCV2 PCV3 Residents	—The Groups panel
The Assigned — Groups panel	CAE sustainer	Assigned Courses & Tasks	Assigned Groups	Group Courses & Tasks	e a	The Courses & Tasks tab —The Groups tab

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.

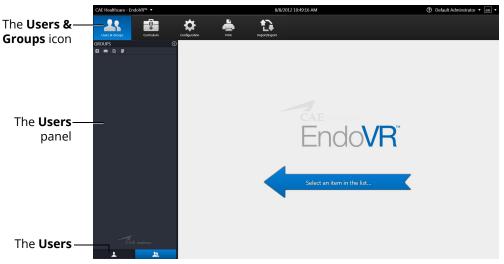
Editing User Information

To edit a current user's information:

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



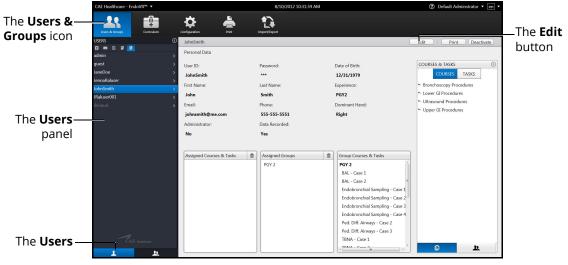
The Users & Groups Icon



The Users & Groups Screen

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

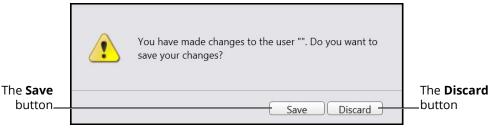




The Personal Data Screen

- 4. Click Edit
- 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**.

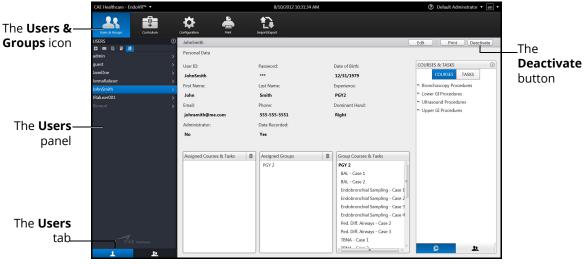
To discard the changes, click **Discard**.

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 Inactive Users Personal Data Screen

3. Click Deactivate



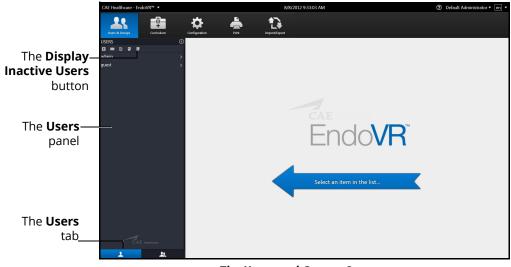
Activating Users

CAE

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

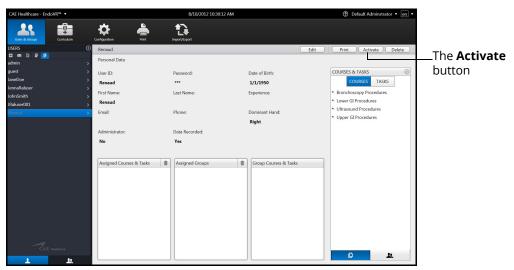
To activate a currently inactive user:

- 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. Select the desired deactivated user. The user's information appears in the personal data screen.



The Inactive Users Personal Data Screen

3. Click Activate



Creating Groups

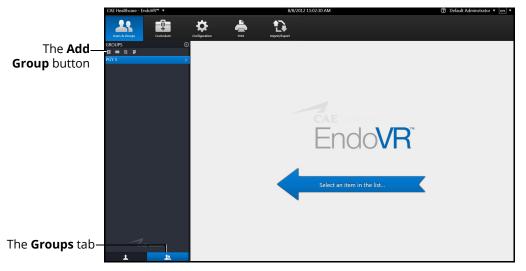
To create a group:

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



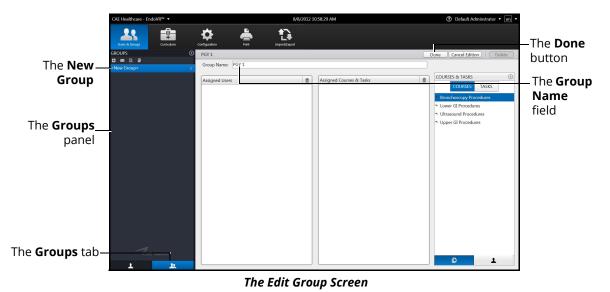
The Users & Groups Icon

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



The Users & Groups Screen - Groups Tab

3. Click the **Add Group** button



- 4. Enter the desired group name in the **Group Name** field
- 5. Click **Done** to save the group



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 & Tasks** 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.

Deleting a User from the Group Curriculum

To delete a user 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 Users panel, select the desired user
- 4. Click the trash can icon button in the upper right corner of the **Assigned Users** panel



Creating a Course

To create a course:

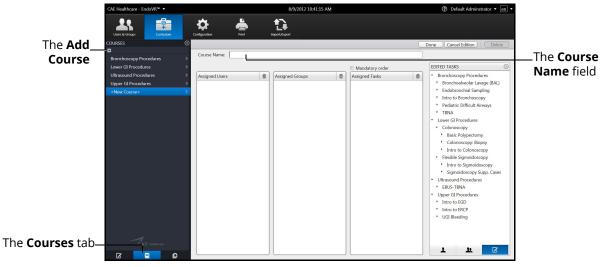
1. From the icon dashboard, click the Curriculum icon





The Curriculum Screen

- 2. From the Curriculum screen, click the Courses tab
- 3. Click the **Add Course** button



The Course Information Screen

Using the Administrator Tools

The Course Information screen appears.

- 4. Enter the new course name in the **Course Name** field
- 5. Click Done

The course is created.



Editing a Course

Administrators can modify the course name, assign groups, assign tasks and assign users.

To modify a course name:

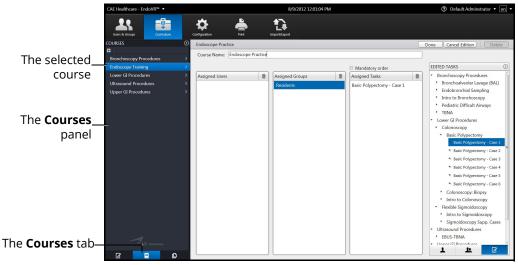
1. From the icon dashboard, click the **Curriculum** icon





The Curriculum Screen

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



The Course Information Screen

- 4. Enter the new course name in the Course Name field
- 5. Select the **Mandatory Order** checkbox to require assigned users to complete the tasks in the order specified for the course
- 6. Click Done

Deleting a Course

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

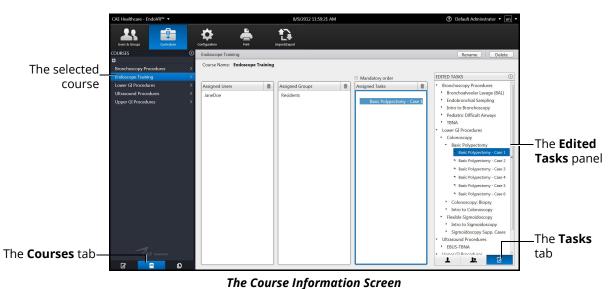




Assigning a Task to a Course

To assign a task to a course:

- 1. From the Curriculum screen, click the Courses tab
- 2. Select a course from the **Courses** panel
- 3. From the Course Information screen, click on the Tasks tab in the Tasks panel



-
- 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

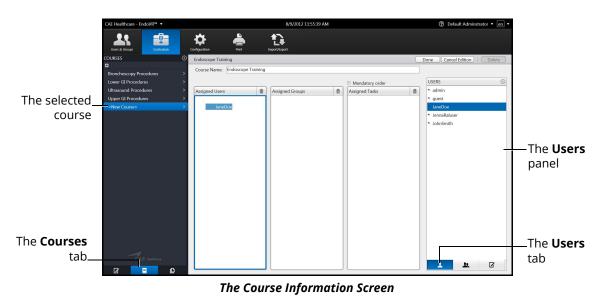
To delete a task from a course:

- 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

Assigning a Group 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
- 3. From the Course Information screen, click on the **Users** tab in the Users panel



- 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:

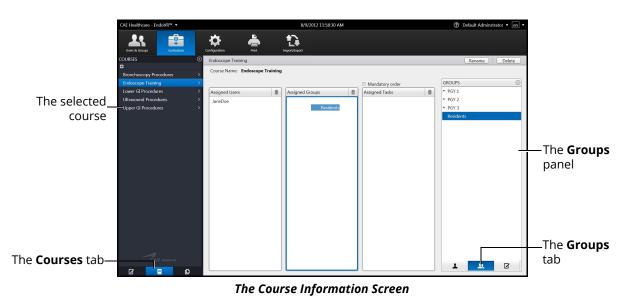
- 1. From the Assigned Users panel, select the desired user
- 2. Click the trash can icon button in the upper right corner of the **Assigned Users** panel



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



- 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

Creating Tasks

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

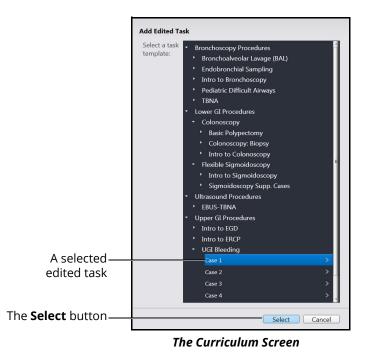
To create a task from the **Edited Tasks** tab:

1. From the icon dashboard, click the Curriculum icon



The Curriculum Icon

- 2. Click the **Tasks** tab
- 3. Click the Add Task button



- 4. Select a task to add
- 5. Click Select

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



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

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



The Curriculum Icon

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

	CAE Healthcare - LapVR ^{ne} +			3/10/2012 10:06:07 AM	⑦ Default A	Adminstrator 🔻 🔄 🔻	
	Lburs & Groups	Contrajuction Pret	Insect/Expect				
	TASK TEMPLATES	Task Parameters				Create	1
	 Essential Skills 	User Parameters			Expectations		
	 Camera Navigation 	TIMEOUT CONFIGURATIO	DN .		TIME	0 î	
	Clip Application Cutting Knot Tying	Skill completion timeout:		5 min	Total time for skill:	5 min	button
	Needle Driving	Individual task timeout:			Exceeded designated total or individual task time: Not Pr	ermitted *	
	Level 1 Level 2	·		0 min	Average time per task:	2 min	
		> WORK AREA		nî (
	 Peg Transfer 	Work area dimension:		Large *	PROFICIENCY	<u>A</u>	
The Task —	 Procedural Skills Adhesiolysis 	☑ Haptic wall vibration			Number of times failed to drive needle through both targets - entire skill;		
Tomoslates	 Addresiolysis Running The Bowel 	OBJECTS		" "	<u>à</u>	1	
Templates	 Suturing and Knot Tying 	Number of blocks:			Number of times needle punctured block upon entering:		
panel	 Surgical Procedures 	à		4	0	15	
parier	 General Surgery Appendectomy 	Placement of blocks:		Close to	Number of times needle punctured block upon exiting:		
	Cholecystectomy	Order of blocks:		Camera Seguential	o	15	
	 OB-GYN 	Block stiffness:	e.	Sectoreman	Number of times [New Needle] indicated:	U	
	 Bilateral Occlusion Level 1 			ù 5		1	
	Level 1 Level 2	Block strength:		Strong •	DEXTERITY	a	1
		TARGETS			Number of times missed entry target on block:		1
A selected—	Ectopic Pregnancy Level 1	Diameter of entry point:			0	1	
task	· Level 2		Ó	5 mm	Number of times missed exit target on block:		
Lask	 Level 3 	Placement of targets:		Adjacent Sides		10	
	 Salpingo Oophorectomy 	Handedness:		Both Hands •	Number of times the needle tip was grasped:	5	1
	 Level 1 Level 2 	Forehand backhand:		Forehand *	Number of needle drops:	· · · · ·	1
	Level 3	Bite Size:		Shallow bite • •	Changes		1
	2 🗉 🖸			Kevert (unanges		

The Task Template Screen

- 3. From the Task Template screen, select a task in the Task Templates panel
- 4. Click Create

Create Task		
Edited Task Name	UGI Bleeding - Case 1 Copy 001	
Case Name	Case 1	
		—The Create
	Create Task Cancel	Task button

The Create Task Box

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

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

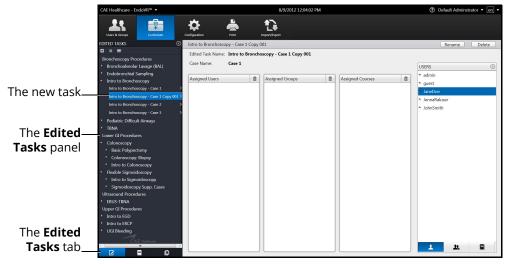
6. Click Create Task

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

	CAE Healthcare - LapVR ^{ne} •		8/10/2012 10:06:07 AM	② Default Administrator • en •
	Users & Groups	Confeguedien Pret Imperijagent		
	TASK TEMPLATES 💿	Task Parameters		Create
	 Essential Skills 	User Parameters	Expe	ctations
	Camera Navigation	TIMEOUT CONFIGURATION	n j tm	∎
	Clip Application Cutting Knot Tying	Skill completion timeout:		al time for skill:
	Needle Driving Level 1	Individual task timeout:		eeded designated total or individual task time: Not Permitted * rage time per task:
	Level 2 >	WORK AREA		2 min
	• Peg Transfer	Work area dimension:		FICIENCY
The Task —	Procedural Skills Adhesiolysis		ent	mber of times failed to drive needle through both targets - ire skill:
Templates	* Running The Bowel	OBJECTS	m [*]	1
panel	Suturing and Knot Tying Surgical Procedures General Surgery	Number of blocks:	4	mber of times needle punctured block upon entering:
pante	 Appendectomy 	Placement of blocks:	Close to Nur Camera	mber of times needle punctured block upon exiting:
	Cholecystectomy OB-GYN	Order of block appearance:	Sequential • Nur	mber of times (New Needle) indicated:
	Bilateral Occlusion	Block stiffness:	Ó 5	0 1
	 Level 1 Level 2 	Block strength:	Strong • DEX	TERITY
	 Level 3 Ectopic Pregnancy 	TARGETS	Nu	mber of times missed entry target on block:
	 Level 1 Level 2 	Diameter of entry point:	5 mm Nu	mber of times missed exit target on block:
	Level 3 Salpingo Oophorectomy	Placement of targets: Handedness:	Adjacent Sides • Nur Both Hands •	to 10
The Edited	 Level 2 	Forehand backhand: Bite Size:	Foreband *	ber of needle drops:
Tasks tab	, Level 3		Revert Change	3

The Task Template Screen

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



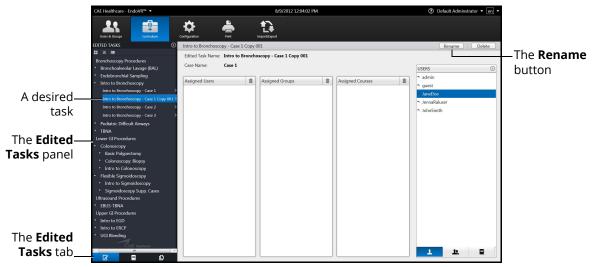
The Edited Tasks Screen



Renaming a Task

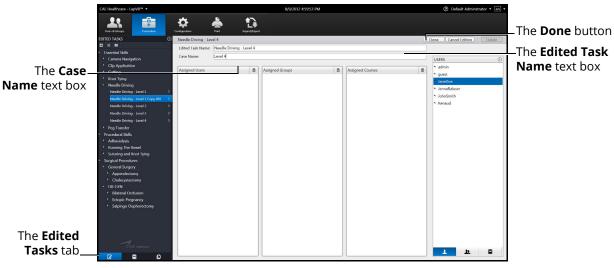
To rename a task:

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



The Edited Tasks Screen

2. Click Rename



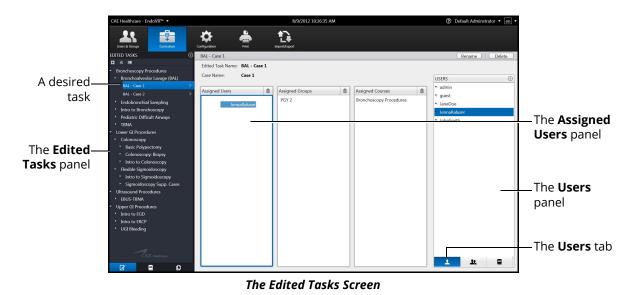
The Edited Tasks Screen

- 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 Done

Assigning a User to a Task

To assign a user to a task:

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



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

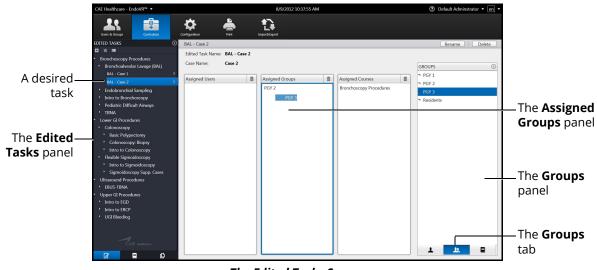




Assigning a Group to a Task

To assign a group to a task:

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



The Edited Tasks Screen

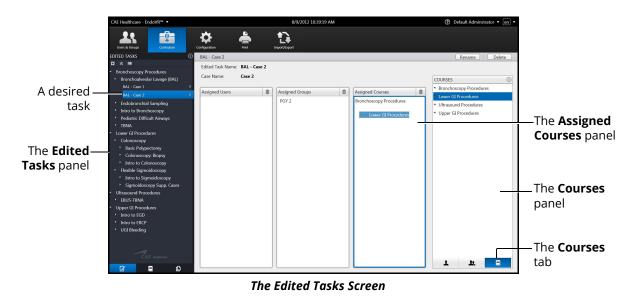
- 2. From the Tasks screen, click the Groups tab
- 3. Select the desired group in the **Groups** panel
- 4. Drag the group by holding down the left mouse button and navigating the cursor to the **Assigned Groups** panel

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



- 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

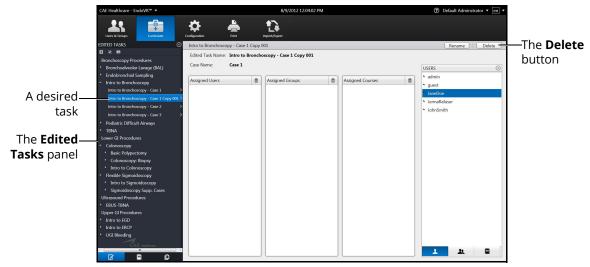


Deleting a Task

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

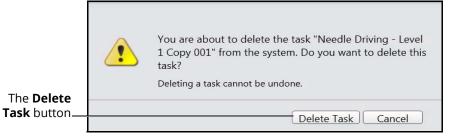
To delete a task:

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



The Edited Tasks Screen

2. Click Delete



The Delete Task Message

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

Adjusting Task Parameters

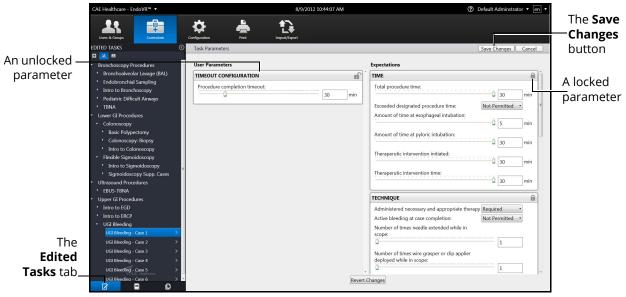
Administrators have the ability to adjust the user parameters for certain tasks to increase or decrease the procedural difficulty level for learners.

To adjust the task parameters from the **Edited Tasks** tab:

1. From the icon dashboard, click the Curriculum icon



- 2. From the Edited Tasks tab, select a task from the Edited Tasks panel
- 3. Click the Edit Task Parameters button

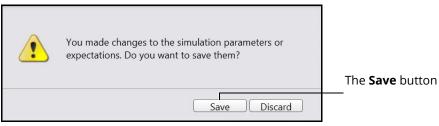


The Edit Task Parameters Screen

- 4. Adjust the parameters to the desired values
- 5. Click on the **Lock** icon to unlock parameters. When the **Lock** icon appears closed, the parameter is locked. When the **Lock** icon appears detached, the parameter is unlocked.
- 6. Click Save Changes to save the changes to the task parameters



Note: If a user navigates away from the screen, the **Unsaved Simulation Parameters** message appears.



The Unsaved Simulation Parameters Message

To save the changes, click **Save** To discard the changes, click **Discard**

Adding Faculty Content

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

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

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



The Curriculum Icon

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



The Curriculum Screen

2. Click the Faculty Content button

	Select Faculty Content File Faculty Content File Path Browse	—The Browse button
The Update button	Update Remove Cancel	

The Select Faculty Content File Dialog Box

3. Click Browse

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 Update

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

Adjusting the Network Settings

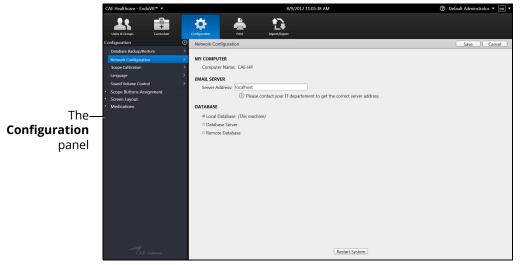
The Network Configuration screen is used to set the email server address. The server name must be for an outgoing (SMTP) mail server. This server should provide access to all users and administrators who are to receive reports through the emails function on the Users and Groups screen.

To adjust the network settings:

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



The Configuration Icon



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

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 emails 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.

Emailing Users

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

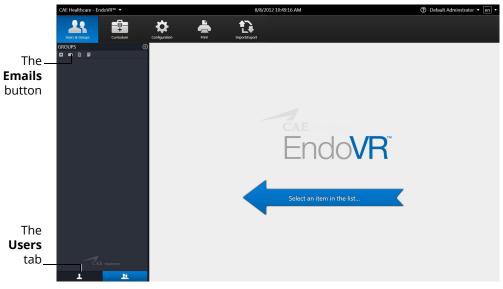
To send an email to an individual user:

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



The Users & Groups Icon

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



The Users & Groups Screen



CAE Healthcare - EndoVR	1 [™] →	8/8/2012 11:35:40 AM	⑦ Default Administrator • en •	1
Lises & Groups	Curriculum Configuration Prin			
USRIS admin guest JaneDoe JernaRaluser JohnSmith Renaud	Choose Send Email Opti All Users Send to: Users Administator(s) Choese Send To: Return Address: administrator@MVfy Set up a recurring aut	Content: Vorse P Report medicalcenter.com	nary Usage	
The Users tab	tors		Send Now Save	The Send Now button The Save button

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

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



The Users & Groups Screen - Groups Tab



CAE Healthcare - EndoVR [™] ▼	8/8/2012 11:42:34 AM	⑦ Default Administrator • en •	
Users & Groups	Configuration Print Import/Export		
	Choose Send Email Options	Back to Group Data	
	PGY 2 All Users		
PGY 1	Send to:	Content:	
PGY 2	I PGY 2	☑ User Profile	
PGY 3 Residents	Administator(s)	Summary Usage	
Residents	Other:	Reports	
	Return Address:		
		~	
	administrator@MNTmedicalcenter.com		
	Set up a recurring auto update		
	Set up a recurring auto update		
			The Send
			Now button
			The Cours
CAE Healthcare			The Save
CAE Healthcare			button
1 1		Send Now Save	

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 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**.

Backing Up the Database

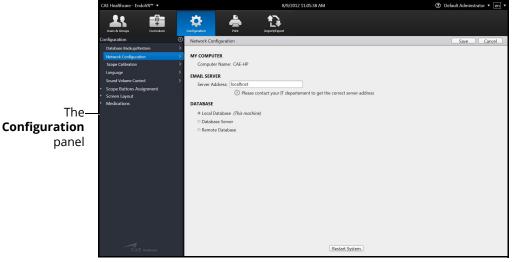
Administrators can back up the simulator database using the Database Backup feature located on the Configuration screen.

To back up the simulator database:

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



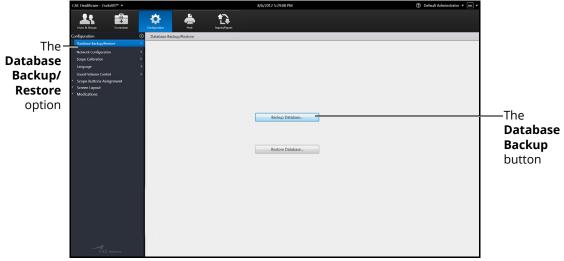
The Configuration Icon



The Configuration Screen

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



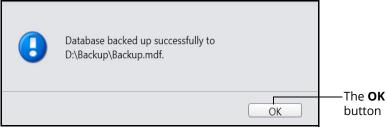


The Database Backup/Restore Screen

3. Click the **Database Backup** button

	Save As	▶ Backup	✓ 4y Search Backup		
	Organize New folder			≣ • @	—The File
	Desktop Name Downloads Recent Places	A Date modified 10/22/2012 1:35 PM	Type Size SQL Server Databa 7,616 KB		Directory drop- down menu
	Eibraries Documents Music Evitures Subversion Videos Videos Computer Local Dick (C_)				
The File— name field	File name Hide Folders		Save		-The Save button
		The Save As Wi	ndow		

- 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

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





Restoring the Database

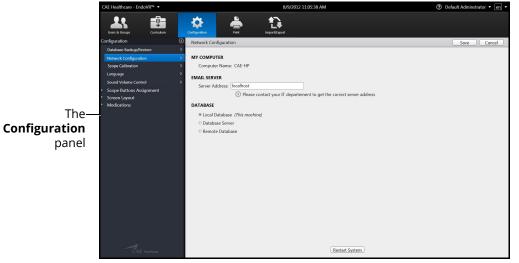
Administrators can restore the simulator database using the Database Restore feature located on the Configuration screen.

To back up the simulator database:

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



The Configuration Icon



The Configuration Screen

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

	CAE Healthcare - EndoVR™ ▼		8/6/2012 5:29:08 PM	⑦ Default Administrator • en •	
	Lives & Groups Carriculum	Configuration			
	Configuration	Database Backup/Restore			
The-	Database Backup/Restore				
Database	Network Configuration > Scope Calibration >				
	Language >				
Backup/	Sound Volume Control > Scope Buttons Assignment				
Restore	Screen Layout Medications				
	• Medications				
option					
			Backup Database		
			Restore Database		The
			Restore Database		
					Restore
					Database
					button
					button
	CAE Heatboors				

The Database Backup/Restore Screen

3. Click the Restore Database button



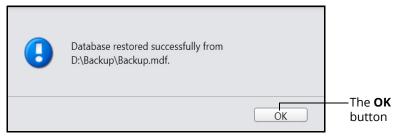
The Back Up Current Data Warning Message

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.

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

The **Database restored successfully** message appears.



The Database Restored Successfully Message

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



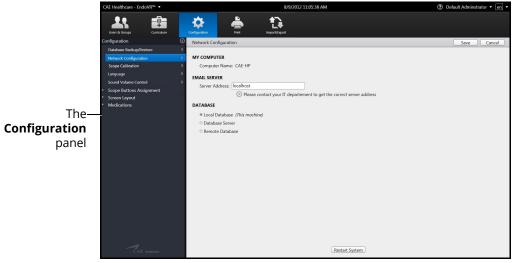
Calibrating the Scopes

The calibration tool is used to ensure that the physical scope tracks properly with the virtual scope during the simulations. Administrators are required to perform calibrations after a new installation or when the physical scope manipulation does not correspond with the virtual scope display on screen during a simulation.

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



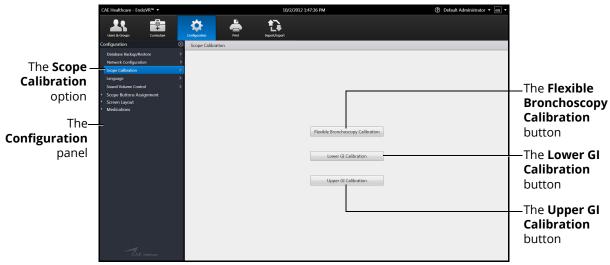
The Configuration Icon



The Configuration Screen

2. From the Configuration screen, select **Scope Calibration** in the **Configuration** panel

Using the Administrator Tools



The Scope Calibration Screen

From the Scope Calibration screen, administrators can run the necessary calibrations for their purchased modules.

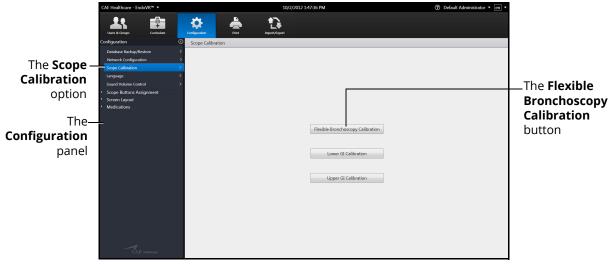


Running the Flexible Bronchoscopy Calibration

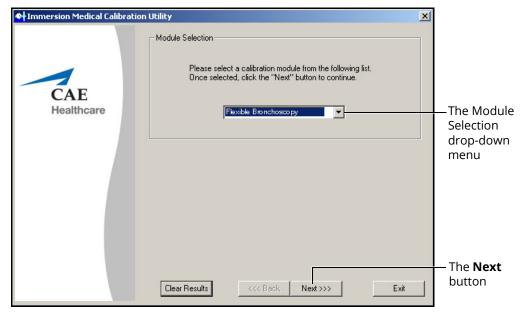
Administrators should run the Flexible Bronchoscopy Calibration Utility after a new installation or to correct the physical scope's correspondence with the virtual representation in the software.

Before beginning the Bronchoscopy Calibration Utility, ensure that the bronchoscope and EBUS-TBNA accessory tool are connected to the ports on the back of the simulator.

1. From the Scope Calibration screen, select the **Flexible Bronchoscopy Calibration** button



The Scope Calibration Screen



The Module Selection Window

2. From the Module Selection drop-down menu in the Module Selection window, select the appropriate module

Using the Administrator Tools

3. Click **Next**

	al Calibration Utility		×
CAE Healthc	Select a device to calibrate Select a device to calibrate The current calibration file is devices.cfg The current (default) device is The selected calibration file supports the following devices. To calibrate a given device, select it in the list below and press OK. USB (Immersion Medical AccuTouch version 2.0)	▶ Iist.	
	OK Cancel Clear Results <<< Back Next >>>	Exi	The OK button

The Select a Device to Calibrate Window

4. Click OK

Immersion Medical Calibra	tion Utility	×
CAE Healthcare	Calibration Utility Version 1.1A There are many steps involved in calibrating a device. You can choose to proceed with calibration in one of three schemes: Typical This option will walk you through each step of calibration, performing the necessary steps to fully calibrate a device Custom This option allows you to calibrate only certain aspects of each device >>>	The Typical button
	Advanced This option allows you to change every aspect of device calibration. This may require in-depth knowledge of the hardware being calibrated. WARNING: Changes here may render the simulation software unusable.	

The Calibration Options Window

5. Click the **Typical** button



🜸 Immersion Medical Calibratio	n Utility	1
CAE	Scope Thumbwheel Configuration of scope thumbwheel requires that you flex the up/down scope wheel maximally, both up and down. The scope does not necessarily need to be inserted into the device. To calibrate scope up/down flexion, first flex downward maximally, then flex upward. Click the appropriate button when done.	
	Flex the thumbwheel maximally downward. Hold the wheel in this position >>> Done and click the button at the right.	The top >>> button
	Flex the thumbwheel maximally upward. Hold the wheel in this position and click the button at the right.	The bottom
	Clear Results <<< Back Next >>> Exit	— The Next button

The Scope Thumb wheel Window

- 6. Flex the thumb wheel downward on the scope as far as it will go and hold the thumb wheel down
- 7. On the Scope Thumb wheel window, click the top >>> button

The blue bar moves to the right and the calibration is complete when the word Done appears next the >>> button.

- 8. Flex the thumb wheel upward on the scope as far as it will go and hold the thumb wheel up
- 9. On the Scope Thumb wheel window, click the bottom >>> button

The blue bar moves to the left and the calibration is complete when the word Done appears next the >>> button.

Himmersion Medical Calibration	Utility	x	
CAE Healthcare	Tool Insertion Length Configuration of tool insertion length requires that you insert the working channel tool into the working channel as far as it will go. A measurement will be taken at this point. The tool insertion parameters will be updated automatically. Insert the tool into the working channel. Click >>> Done		— The >>> button
	Clear Results <<< Back Next >>> Exit		— The Nex button

The Tool Insertion Length Window

- 11. Insert the EBUS-TBNA accessory tool filament into the working channel of the scope as far as it will go
- 12. Click the >>> button

The calibration is complete when the word Done appears next the >>> button

- 13. Click Next
- 14. Click **Save** to save the calibration settings



Immersion Medical Calibration Utility	
Save a Calibration File	
You should now save the current device settings in a calibration file. Your default calibration file is:	
Healthcare D:\AccuTouch Flexible Bronchoscopy\Sim Data\common\Devices.cfg	
Confirm 🔀 🔤	
A file with the name D:\ AccuTouch Flexible Bronchoscopy\Sim Data\common\Devices.cfg	
already exists. Do you want to create a backup copy of this file?	— The Yes
Yes No	button
D:\ AccuTouch Flexible Bronchoscopy\Sim Data\common\Devices.cfg	
Browse Save	— The Save
	button
Ciear Results	

The Save a Calibration File Window and Confirmation Message

15. Click Yes

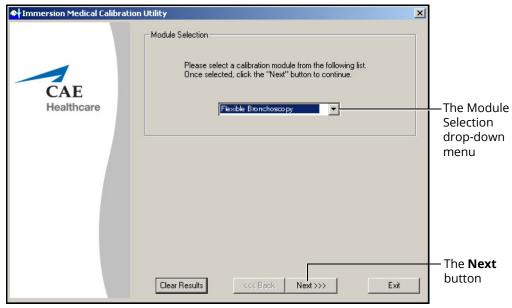
Running the Lower GI Calibration

Administrators should run the Lower GI Calibration Utility after a new installation or to correct the physical scope's correspondence with the virtual representation in the software.

Before beginning the Lower GI Calibration Utility, ensure that the endoscope is connected to the port on the back of the simulator.

- ⑦ Default Administrator en -**Q**ţ, Ċ The Scope Calibration option The Flexible Bronchoscopy Calibration Configuration panel The Lower GI Lower GI Calibration Calibration Upper GI Calibration button
- 1. From the Scope Calibration screen, select the Lower GI Calibration button

The Scope Calibration Screen



The Module Selection Window

- 2. From the **Module Selection** drop-down menu in the Module Selection window, select the appropriate module
- 3. Click Next



Immersion Medical	Calibration Utility	x	1
Sele	ect a device to calibrate	X	
CAE Healthc	Select a device to calibrate The current calibration file is devices.cfg Browse The current (default) device is USE The selected calibration file supports the following devices. To calibrate a given device, select it in the list below and press D USB (Immersion Medical AccuTouch version 2.0)	J list.	
	OK Cance	el	The OI buttor
	Clear Results <<< Back Next >	>> Exit	

The Select a Device to Calibrate Window

4. Click OK

🐠 Immersion Medical Calibrat	ion Utility	×
CAE Healthcare	Calibration Utility Version 1.1A There are many steps involved in calibrating a device. You can choose to proceed with calibration in one of three schemes: Typical This option will walk you through each step of calibration, performing the necessary steps to fully calibrate a device Custom This option allows you to calibrate only certain aspects of each device >>>	The Typica button
	Advanced This option allows you to change every aspect of device calibration. This may require in-depth knowledge of the hardware being calibrated. WARNING: Changes here may render the simulation software unusable. Clear Results <<<< Back	Exit

The Calibration Options Window

5. Click the **Typical** button

Himmersion Medical Calibratio	n Utility	X	
	C Scope Up/Down Flexion		
CAE Healthcare	Configuration of scope flexion requires that you flex the up/down scope wheel maximally, both up and down. The scope does not necessarily need to be inserted into the device. To calibrate scope up/down flexion, first flex downward maximally, then flex upward. Click the appropriate button when done.	1	
	Flex the Up/Down wheel maximally downward. Hold the wheel in this position Done and click the button at the right.		— The top >>> button
	Flex the Up/Down wheel maximally upward. Hold the wheel in this position and click the >>> Done button at the right.		— The bottom >>> button
	Clear Results < Back Next >>> Exit		— The Next button

The Scope Up/Down Flexion Window

- 6. Flex the Up/Down wheel downward on the scope as far as it will go and hold the wheel down
- 7. On the Scope Up/Down window, click the top >>> button

The blue bar moves to the left and the downward calibration is completed when the word Done appears next the >>> button.

- 8. Flex the Up/Down upward on the scope as far as it will go and hold the wheel up
- 9. On the Scope Up/Down window, click the bottom >>> button

The blue bar moves to the right and the downward calibration is completed when the word Done appears next the >>> button.



Himmersion Medical Calibration	n Utility	×	
CAE Healthcare	Scope Right/Left Flexion Configuration of scope flexion requires that you flex the right/left scope wheel maximally, both left and right. The scope does not necessarily need to be inserted into the device. To calibrate scope right/left flexion, first flex left maximally, then flex right. Click the appropriate button when done.		
	Flex the Left/Right wheel maximally leftward. Hold the wheel in this position and Done click the button at the right.		— The top >>> button
	Flex the Right/Left wheel maximally rightward. Hold the wheel in this position and click the button at the right.		— The bottom >>> button
	Clear Results <<< Back Next >>> Exit		— The Next button

The Scope Right/Left Flexion Window

- 11. Turn the right/left wheel on the scope counterclockwise as far as it will go and hold the wheel in this position
- 12. On the Scope Right/Left Flexion window, click the top >>> button

The blue bar moves to the right and the calibration is complete when the word Done appears next the >>> button.

- 13. Turn the right/left wheel on the scope clockwise as far as it will go and hold the wheel in this position
- 14. On the Scope Right/Left Flexion window, click the bottom >>> button

The blue bar moves to the left and the calibration is complete when the word Done appears next the >>> button.

- 15. Click Next
- 16. Click Save to save the calibration settings

The Confirmation message appears.

Immersion Medical Calibratio	n Utility	
CAE	Save a Calibration File You should now save the current device settings in a calibration file. Your default calibration file is:	
Healthcare	D:VAccuTouch Lower GI\Sim Data\common\Devices.cfg	
	D:VAccu Touch Lower GI\Sim Data\common\Devices.cfg already exists. the file Wes No D:\ AccuTouch Lower GI\Sim Data\common\Devices.cfg	— The Yes button
	Browse Save	— The Save button
	Clear Results <<< Back Next >>> Exit	

The Save a Calibration File and Confirmation Message

17. Click Yes

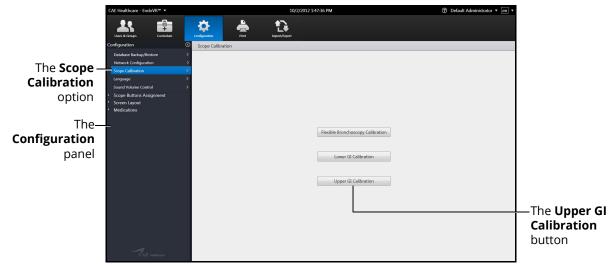


Running the Upper GI Calibration

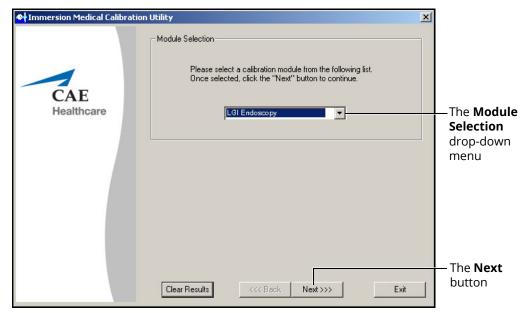
Administrators should run the Upper GI Calibration Utility after a new installation or to correct the physical scope's correspondence with the virtual representation in the software.

Before beginning the Upper GI Calibration Utility, ensure that the endoscope and the needle accessory tool are connected to the ports on the back of the simulator.

1. From the Scope Calibration screen, select the Upper GI Calibration button



The Scope Calibration Screen



The Module Selection Window

- 2. From the **Module Selection** drop-down menu in the Module Selection window, select the appropriate module
- 3. Click Next

	cal Calibration Utility	
CAE Healthc	The current calibration file is Image: devices.cfg Browse The current (default) device is Image: devices. The selected calibration file supports the following devices. To calibrate a given device, select it in the list below and press DK. USB (Immersion Medical AccuT ouch version 2.0) Image: device alibration file supports and press DK.	
	OK Cancel Clear Results <<<< Back, Next >>> Exit	The OK button

The Select a Device to Calibrate Window

4. Click **OK**

Immersion Medical Calibrati		×
	Calibration Utility Version 1.1A There are many steps involved in calibrating a device. You can choose to proceed with calibration in one of three schemes:	
CAE Healthcare	Typical This option will walk you through each step of calibration, performing the necessary steps to fully calibrate a device	The Typica l button
	Custom This option allows you to calibrate only certain aspects of each device	
	Advanced This option allows you to change every aspect of device calibration. This may require in-depth knowledge of the hardware being calibrated. WARNING: Changes here may render the simulation software unusable.	
	Clear Results <<< Back Next >>>	Exit

The Calibration Options Window

5. Click the **Typical** button



Himmersion Medical Calibration	n Utility	×	
	Scope Up/Down Flexion	1	
CAE Healthcare	Configuration of scope flexion requires that you flex the up/down scope wheel maximally, both up and down. The scope does not necessarily need to be inserted into the device. To calibrate scope up/down flexion, first flex downward maximally, then flex upward. Click the appropriate button when done.		
	Flex the Up/Down wheel maximally downward. Hold the wheel in this position Done and click the button at the right.		— The top >>> button
	Flex the Up/Down wheel maximally upward. Hold the wheel in this position and click the Done button at the right.		— The bottom >>> button
	Clear Results <<< Back Next >>> Exit		— The Next button

The Scope Up/Down Flexion Window

- 6. Flex the Up/Down wheel downward on the scope as far as it will go and hold the wheel down
- 7. On the Scope Up/Down window, click the top >>> button

The blue bar moves to the left and the calibration is complete when the word Done appears next the >>> button.

- 8. Flex the Up/Down upward on the scope as far as it will go and hold the wheel up
- 9. On the Scope Up/Down window, click the bottom >>> button

The blue bar moves to the right and the calibration is complete when the word Done appears next the >>> button.

Himmersion Medical Calibratio	n Utility	×	
CAE Healthcare	Scope Right/Left Flexion Configuration of scope flexion requires that you flex the right/left scope wheel maximally, both left and right. The scope does not necessarily need to be inserted into the device. To calibrate scope right/left flexion, first flex left maximally, then flex right. Click the appropriate button when done.		
	Flex the Left/Right wheel maximally leftward. Hold the wheel in this position and click the button at the right.		— The top >>> button
	Flex the Right/Left wheel maximally rightward. Hold the wheel in this position and click the button at the right.		— The bottom >>> button
	Clear Results <<< Back Next >>> Exit		— The Next button

The Scope Right/Left Flexion Window

- 11. Turn the right/left wheel counterclockwise on the scope as far as it will go and hold the wheel in this position
- 12. On the Scope Right/Left Flexion window, click the top >>> button

The blue bar moves to the left and the calibration is complete when the word Done appears next the >>> button.

13. Turn the right/left wheel clockwise on the scope as far as it will go and hold the wheel in this position and click the bottom >>> button

The blue bar moves to the right and the calibration is complete when the word Done appears next the >>> button.



Note: The Tool Level Range window appears only if the ERCP module calibration is selected.

Himmersion Medical Calibratio	on Utility	
	Tool Lever Range	
CAE Healthcare	Configuration of the tool lever requires that you push the scope lever all the way up and down. The scope does not necessarily need to be inserted into the device. To calibrate the tool lever, first push the lever all the way downward, and then all the way upward. Click the appropriate button when done.	
	Push the tool lever all the way down. Hold the lever in this position and click the button Dome at the right.	— The top >>> button
	Push the tool lever all the way up. Hold the lever in this position and click the button at the right.	— The bottom >>> button
	Clear Results <<< Back Next >>> Exit	— The Next button

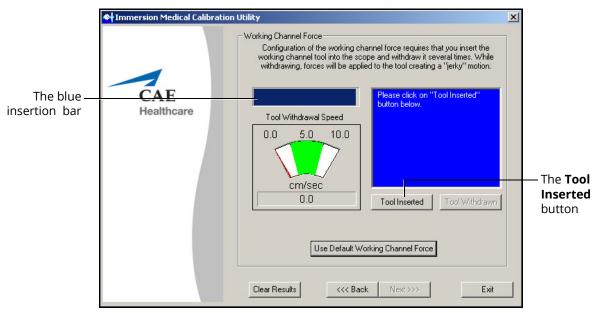
The Tool Lever Range Window

- 15. Push the elevator lever down on the scope as far as it will go and hold the lever in this position
- 16. On the Tool Lever Range window, click the top >>> button

The blue bar moves to the left and the calibration is complete when the word Done appears next the >>> button.

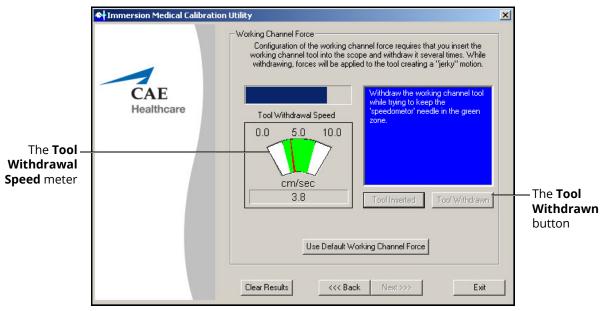
- 17. Push the elevator lever up on the scope as far as it will go and hold the lever in this position
- 18. On the Tool Lever Range window, click the bottom >>> button

The blue bar moves to the right and the calibration is complete when the word Done appears next the >>> button.



The Working Channel Force Window

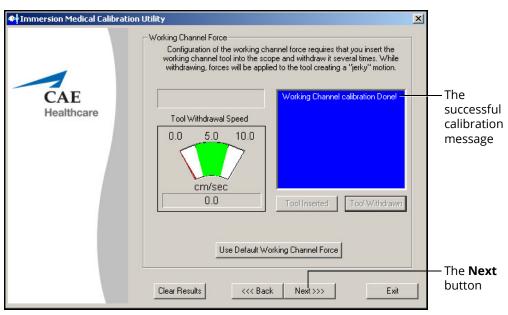
- 20. Insert the accessory tool filament into the working channel on the scope head until the blue insertion bar on the Working Channel Force window is completely full
- 21. Click the Tool Inserted button
- 22. Withdraw the accessory tool filament slowly and focus on keeping the red needle in the Tool Withdrawal Speed area in the green range
- 23. When the tool is withdrawn, click the Tool Withdrawn button



The Working Channel Force Window



24. Repeat steps 14 and 15 for calibration three times. When the calibration is successful, a message will appear in the blue square message box: *Working Channel Calibration Done!*



The Working Channel Force Window

- 25. Click Next
- 26. Click Save to save the calibration settings

Immersion Medical Calibrat	ion Utility	
	Save a Calibration File	
CAE	You should now save the current device settings in a calibration file. Your default calibration file is: D:\AccuTouch GI\SimData/common/ercp_devices.cfg	
Confirm	D: vaccul ouch di tsimbata/common/ercp_devices.crg	
	me D:\AccuTouch GI\SimData/common/ercp_devices.cfg already exists. the file number of this file?	— The Yes button
	D:\AccuTouch GI\SimData/common/ercp_devices.cfg	
	Browse Save	— The Save button
	Clear Results	

The Save a Calibration File and Confirmation Message

27. Click Yes

Modifying Language Preferences

Administrators can change the language settings for their personal account using the language preferences menu in the top right corner of the Home screen or from the Configuration screen.

To modify the language preferences from the Home screen:

- 1. Click the Language Preferences menu

The Home Screen

Select the preferred language from the drop-down menu
 A checkmark appears next to the selected language and the language is applied to the software.

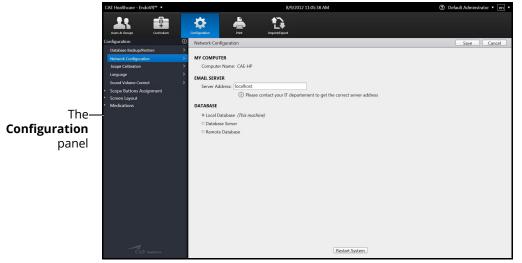
To modify the language preferences from the Configuration screen:

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



The Configuration Icon





The Configuration Screen

2. Click the Language option in the Configuration panel

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	Language Sound Volume Contro	ol	>					
Language	 Scope Buttons Ass Screen Layout 	ignment						
option	 Screen Layout Medications 							_The
								Language
						Default Language: English		Preferences
								screen
						Current Language: English		
						Set as Default		_The Set as
								Default
								button

The Language Preferences Screen

Note: Since English is currently the only available language, no other options are available to set as default.

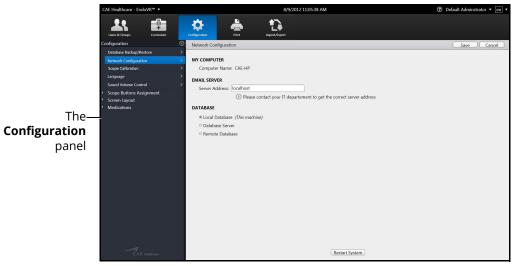
Adjusting the Volume Controls

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 Screen

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





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The Sound – Volume Control option	Configuration Database Backup/I Network Configura Scope Calibration I sound Volume Con Score Dayout Score Lunyout Medications	ition strol	Sound Volu	me Control		To increase the volume, press: To decrease the volume, press: Sound Volume Hotkeys Configuration.		The Volume Increase instructions The Volume Decrease instructions The Sound Volume Hotkeys Configuration button

The Sound Volume Control Screen

3. Click the Sound Volume Hotkeys Configuration button



The Sound Volume Hotkeys Window

- 4. Select the **Enable Sound Volume Indicator** (selected by default) to display the volume increase/decrease slider when the hotkeys are used
- 5. Select the Volume indicator transparency radio button
- 6. Use the slider to adjust the transparency of the volume indicator when it appears on the screen
- 7. Click the **Preview** button to see how the volume indicator will display with the adjusted settings
- 8. Click **OK** to return to the Sound Volume Control screen

Modifying the Scope Button Assignments

Administrators have the ability to change the scope button assignments for the EBUS-TBNA module procedures, if desired. The top and left side buttons are assigned to Freeze and Save Image functions respectively on the bronchoscopic scope heads by default. The two small buttons located on the right side of the scope are unassigned by default.

To modify the scope button assignments:

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



The Configuration Icon

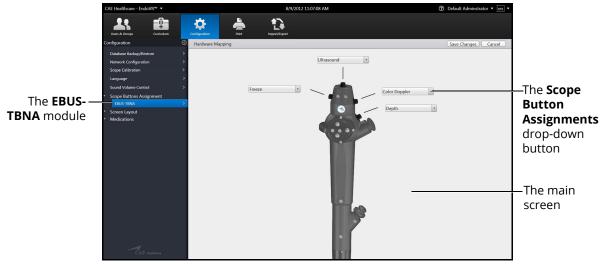
	CAE Healthcare - EndoVR™ ▼	8/9/2012 11:05:38 AM	⑦ Default Adminstrator • en •
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The— Configuration panel	Database Renkupflentone > 2 Tenewak Configuration > 3 Scope Calebration > 3 Language > 3 Scope Ruthom Control > 3 Scope Ruthom Assignment Screen Layout Medications	MY COMPUTE Computer Name: CAE+HP EMAIL SERVER Server © Please contact your IT departement to get the correct server address DATABASE © Could Database (<i>This machine</i>) © Database Server © Remote Database	
	CAE Healthoare	Restart System	

The Configuration Screen

2. From the Configuration screen, select **Scope Button Assignment** in the **Configuration** panel

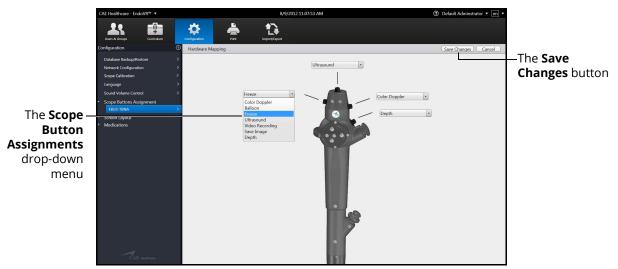


The EBUS-TBNA module is automatically selected and the button assignments options appear in the main screen.



The Scope Button Assignment Screen

3. Click the Scope Button Assignments drop-down button



The Scope Button Assignment Screen

4. Select an option from the Scope Button Assignments drop-down menu

Using the Administrator Tools

The available options include:

- Freeze
- Balloon (to inflate or deflate the EBUS-TBNA needle balloon)
- Ultrasound
- Video Recording
- Save Image
- Depth
- 5. Click Save Changes to save the information and update the settings



Modifying the Screen Layout

Administrators have the privilege to change the screen layout assignments for the EBUS-TBNA module procedures, if desired. The following screen layout assignments are set by default when the learner opens starts the EBUS-TBNA simulation:

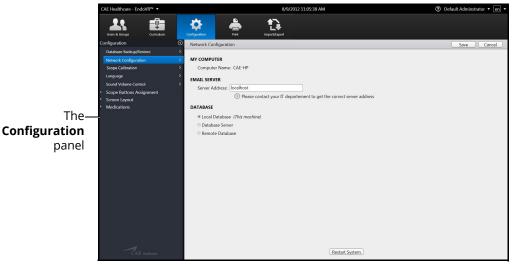
- Panel 1: Ultrasound
- Panel 2: Endoscopic View
- Panel 3: CT Viewer
- Panel 4: External View
- Panel 5:Tips
- Panel 6:Vital Signs

To modify the screen layout assignments:

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



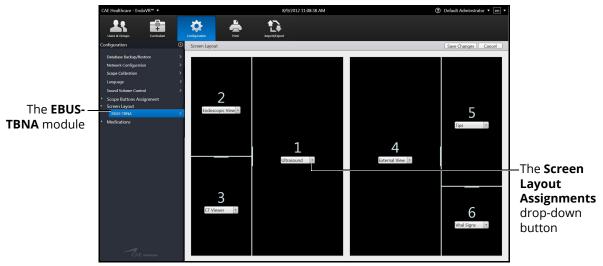
The Configuration Icon



The Configuration Screen

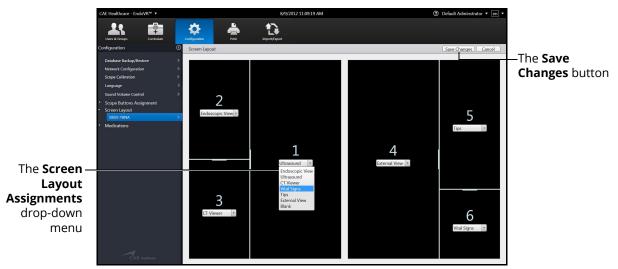
2. From the Configuration screen, select **Screen Layout** in the **Configuration** panel

The EBUS-TBNA module is automatically selected and the Screen Layout Assignment screen appears.



The Screen Layout Assignment Screen

3. Click the Assignments drop-down button



The Scope Button Assignment Screen

- 4. Select an option from the Screen Layout Assignments drop-down menu
- 5. Click Save Changes to save the information and update the settings





Modifying the Medication Settings

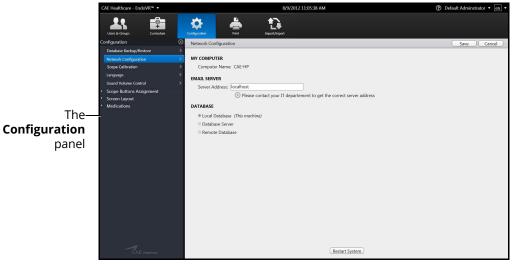
Administrators have the ability to control the medications that are available for learners to utilize during EBUS-TBNA and UGI Bleeding modules.

To modify the medication settings for the EBUS-TBNA module:

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

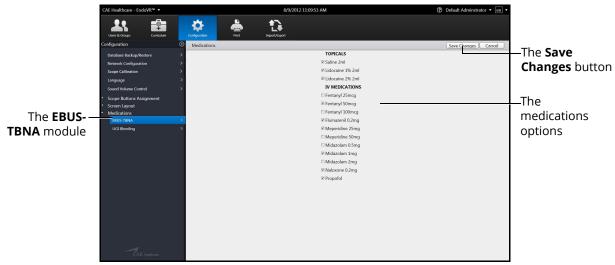


The Configuration Icon



The Configuration Screen

2. From the Configuration screen, select **Medications** in the **Configuration** panel and select the **EBUS-TBNA** module



The EBUS-TBNA Medications Options Screen

- 3. Select the checkbox next to the medications that should be made available to learners during the EBUS-TBNA simulations
- 4. Click Save Changes to save the information and update the settings

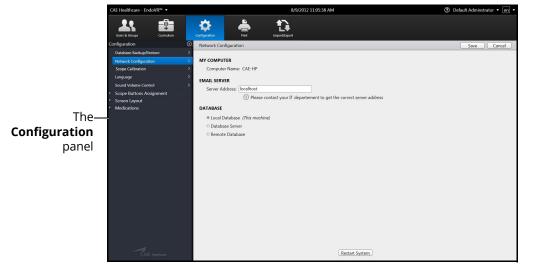


To modify the medication settings for the UGI Bleeding module:

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

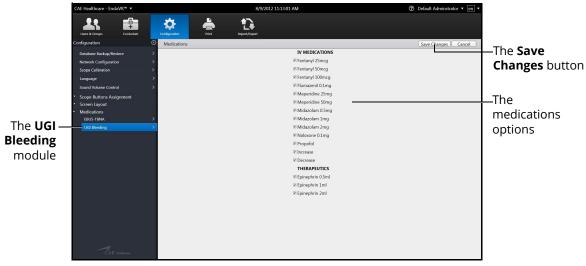


The Configuration Icon



The Configuration Screen

2. From the Configuration screen, select **Medications** in the **Configuration** panel and select the **UGI Bleeding** module



The UGI Bleeding Medications Options Screen

Using the Administrator Tools

- 3. Select the checkbox next to the medications that should be made available to learners during the UGI Bleeding simulations
- 4. Click **Save Changes** to save the information and update the settings

Printing Data

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

To create a print preview:

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



The Print Icon

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Unassigned Users		
OB-GYN Residents		
E PGY 1		
III PGY 2		
III PGY 3		
III test		
PRINT PREVIEW:		

The Print Screen



2. From the **Data** options, select the desired data to include in the printout

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	PGY 2 PGY 3			
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	i test			
	PRINT PREVIEW:			
				Print

The Print Screen

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

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	PRINT PREVIEW:		
			Print

The Print Screen

Using the Administrator Tools

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

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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**.

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METRICS EVALUATION FORM					
TIME	Your Results	Acceptable Results			
Total procedure time:	00:08:37	00:30:00	${ \ \ }$		
Exceeded designated procedure time:	No	No	⊘		
Amount of time at esophageal intubation:	00:00:18	00:05:00	<u> </u>		
Amount of time at pyloric intubation:	00:02:18	00:30:00	<u> </u>		
Thorsponitic intervention initiated	00-05-20	00-30-00	Ø		
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The Print Screen



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Unassigned Users	I JaneDoe			
Ø OB-GYN Residents				
E PGY 1				
E PGY 2				
III PGY 3				
l test				
RINT PREVIEW:				
JSAGE SUMMARY FOR JANE DOE (JANEDOE) The user Jane Doe has performed the following actions on this system: Date 07/2012				-
Activity	Count	Duration		
Logged In	2	00:01:20		
Disconnected Automatically logged out	0			
Viewed Help	0	00:00:00		
Viewed Usage Summary	3	00:02:42		
Number of Task Interactions	0			
				Print

The Print Screen

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

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Unassigned Users	☑ JennaRaluser		
PGY 1			
PGY 2			
PGY 3			
IØ Residents			
RINT PREVIEW:			
JSAGE SUMMARY FOR JENNA RALUSER (JENNARALUSE	٤)		
he user Jenna Raluser has performed the following action	ns on this system.		
	ns on this system.		
Date			
8/8/2012			
Activity	Count	Duration	
Logged In Disconnected	2	00:01:50	
Automatically logged out	0		
Viewed Help	0	00:00:00	
No Lui e		00.01.17	

The Print Screen

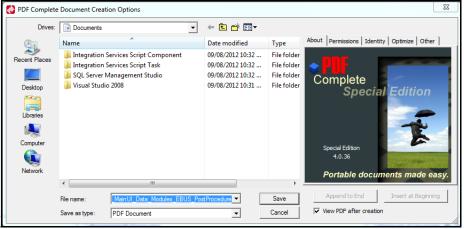
🚑 Print	
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•	4
Status: Ready	Print to file Preferences
Location:	Find Printer
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Page Range	
All	Number of copies: 1
Selection Current	Page
Pages:	Collate
Enter either a single page number page range. For example, 5-12	or a single
	Print Cancel Apply

The Print Window

2. Select the PDF Complete program



3. Click Print. The PDF window appears



The PDF Complete Document Creation Options 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

PDF	Complete	
	SPDFCOMPLETE + 💯	
	You have just viewed this PDF courtesy of Hewlett-Packard and PDF Complete $\ensuremath{^{\mathrm{DP}}}$	
	HP pre-installed PDF Complete on your computer as an added FREE service to you and the software is yours to use for the life of your computer. Since 2004, HP has chosen PDF Complete as its provider of choice for PDF software.	
	PDF Complete Inc - PDF Complete End User License Agreement PDF Complete This License Agreement details your rights and entblement to use PDF Complete. Please read it carefully and treat it as valuable Property. This Agreement ('License' or 'License Agreement') is between you (either an individual or an entry) and PDF Complete Inc, Gheenafter Cald PDFC). PDFC wilnis to granty you the following the rights to use the Software known as PDF Complete Office Editon, Corporate Editon, or Special Edition and its accompanying documentation (collective), the 'Software') on if you	
The Accept option	I Accept the License Agreement T I Do Not Accept the License Agreement Contrue Cancel	–The Continue button

The PDF Complete Window

- 6. Select the acceptance option
- 7. Click the **Continue** button



The PDF Complete Window

8. Click Done

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	COMPLICATIONS	.00						
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	Mid RCA	3.4 mm	10.7 mm	59.9 %	59.9.96	0.0 %		
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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

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Unassigned Users	JennaRaluser			
E PGY 1				
E PGY 2				
PGY 3				
Ø Residents				
M Residents				
INT PREVIEW:				
SAGE SUMMARY FOR JENNA RALUSER (JENNARALUSER)				
he user Jenna Raluser has performed the following actions o	n this system:			
Date 8/8/2012				
		B (1		
Activity	Count	Duration		
	2	00:01:50		
Logged In Disconnected				
Disconnected	0			
		00:00:00		

The Print Screen

Select Printer			
😸 Printer 1			
PDF Complete			
•		m	Þ
Status: Ready		Print to file	Preferences
Location:			
Comment:			Find Printer
Page Range			
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Enter either a single pag page range. For examp		1	1 22 33

The Print Window

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

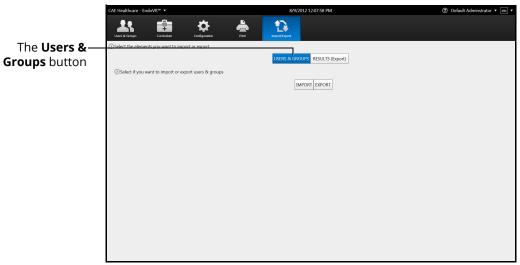
Importing Users

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

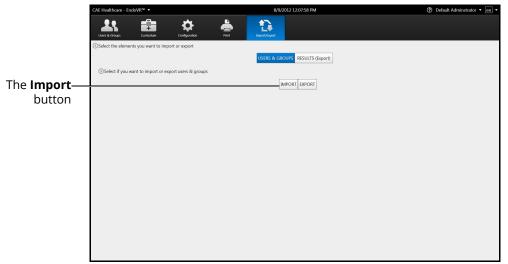




The Import/Export Users Screen

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





The Import/Export Users Screen

3. Click Import

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		vit Disport	
	Select the elements you want to import or export		
		USERS & GROUPS RESULTS (Export)	
	③Select if you want to import or export users & groups		
		IMPORT EXPORT	
	Select a file to import users from		
The Browse—	Import users from:		
button	Browse	h	
button	Create a new group from this list		
	Import		

The File Selection Tools

- 4. Click Browse
- 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**

Using the Administrator Tools

	CAE Healthcare - EndoVR™ ▼	8/9/2012 12:14:56 PM	⑦ Default Administrator • en •
	Lisers & Groups Configuration Print		
	Select the elements you want to import or export		
	Select if you want to import or export users & groups	USERS & GROUPS RESULTS (Export)	
	Coulder in you want to import on export addisite groups	IMPORT EXPORT	
	Select a file to import users from		
	Import users from:		
	C:\Users\cae\Documents\JennaRaluser.csv Browse		
The Import —	Create a new group from this list		
button			
Dutton			

The Selected Import File

- 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

9. Click **OK**



Exporting Users and Groups

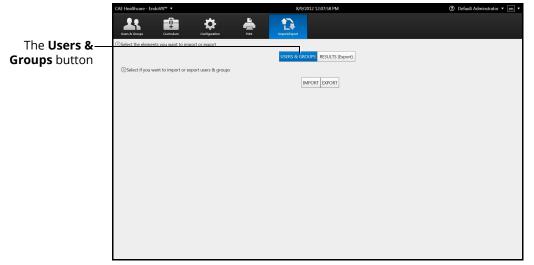
Administrators can export data to an external device for evaluation and record purposes. Data for individual users or groups can be customized and exported into a comma delineated (CSV) spreadsheet file from the EndoVR simulator.

To export users and groups:

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



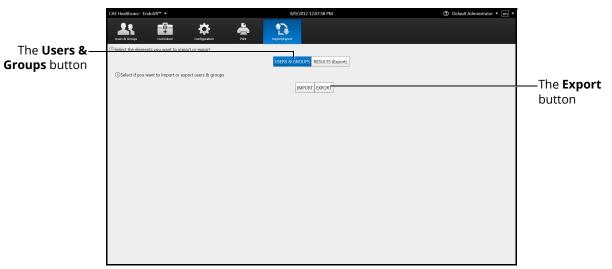
The Import/Export Icon



The Import/Export Screen

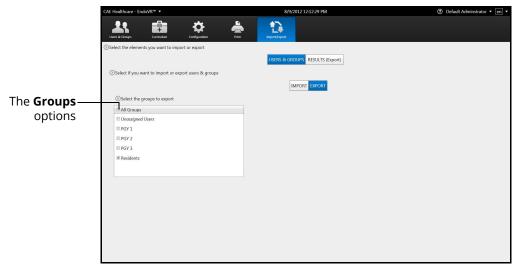
Using the Administrator Tools

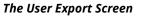
2. From the Import/Export screen, click Users & Groups



The Import/Export Users Screen

3. Click Export





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



	CAE Healthcare - EndoVR™ ▼	8/9/2012 12:12:57 PM	⑦ Default Administrator • en •
	Uters & Groups Curriculum Configuration Print	inport/Export	
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options	Unassigned Users	I JennaRaluser	
	PGY 1		
	PGY 2		
	PGY 3		
	Residents		

The Export Users Screen

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

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	C An Soups	ir An Uders 19: JennaRaluser	
The Browse button	©Select a file to export users to Export users to: C4Users/cae/Documents Export	Browse	

The File Selection Tools

- 6. Click Browse
- 7. 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.

8. Click Open

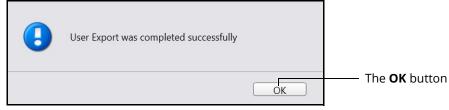
Using the Administrator Tools

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

	CAE Healthcare - Endo	VR™ ▼		8/9/2012 12:12:57 PM	⑦ Default Administrator • en •
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	C:\Users\ca	e\Documents	Browse.	<u> </u>	
The Export —	Export)			
button					
baccon					

The Selected Export File

9. Click Export



The Export Success Message

10. Click **OK**



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 EndoVR simulator.

To export results:

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



The Import/Export Icon

CAE Healthcare - LapVR ^{ne} *	8/6/2012 5:33:29 PM	⑦ Default Administrator • en •
Lars & Geneges Consciluter Configuration Print	Report/Syront	
Select the elements you want to import or export		
	USERS & GROUPS RESULTS (Export)	The Results
Select the users list's export type		
Export Type: Clear •		(Export)
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All Groups		button
Unassigned Users		
D test		

The Import/Export Screen

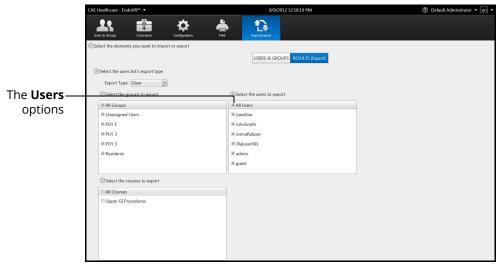
2. From the Import/Export screen, click Results (Export)

Using the Administrator Tools

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		🌣 📥			
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menu	Export Type: Clear	1			button
	 Select the groups to export 				button
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options	Unassigned Users				
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	Residents				
	L				

The Export Results Screen

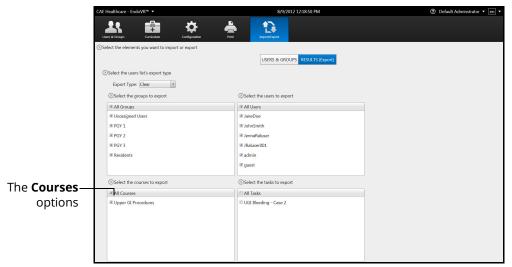
- 3. Select the export type from the drop-down menu. Choose from **Clear** (default), **Anonymous** or **Double Blind**
- 4. Select the group or All Groups from the Groups options



The Export Results Screen

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

	CAE Healthcare - EndoVR ¹⁶ V	8/9/2012 12:19:16 PM	⑦ Default Administrator • en •	
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		USERS & GROUPS RESULTS (Export)		
	Select the users list's export type			
	Export Type: Clear •			
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	I PGY 2	I JennaRaluser		
	IV PGY 3	IRaluser001	Export results to:	The Durance
	Residents	🗷 admin	Browse	—The Browse
		⊠ guest	Export	button
The Teelse	Select the courses to export	 Select the tasks to export 	~	
The Tasks —	I All Courses	N All Tasks		
options	☑ Upper GI Procedures	☑ UGI Bleeding - Case 2		

The Export Results Screen

- 7. Select a task or **All Tasks** from the **Tasks** options
- 8. Click Browse
- 9. Select the location where the file will be saved when the exporting is complete

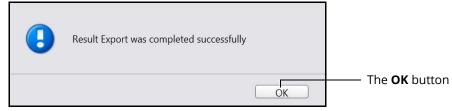
Note: If the location is on an external device, use the USB port located on the back of the simulator to connect the external device to the simulator.

10. Click Open

CAE Healthcare - EndoVR™ ▼	8/9/2012 12:13:47 PM	② Default Administrator • en •
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Select the elements you want to import or export		
	USERS & GROUPS RESULTS (Export)	
Select if you want to import or export users & groups		
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		The Expo
Select a file to export users to		button
Export users to:		Soldon 1
C:\Users\cae\Documents\JennaRaluser.csv		
	Browse	
Export		

The Selected File

11. Click Export



The Result Export Success Message

12. Click **OK**



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
- 2. Click the Hide Side Panel arrow
- 3. The content expands to the width of the full main screen

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 Home Screen with Logout Drop-Down Menu

2. Select Logout from the Logout drop-down menu

cae Endo VR	en
Username	
Password	י
Login	
Copyright @ CAE Healthcare Inc., 2012. All Rights Reserved.	

The Login Screen

The administrator is logged out of the software.



CAE Assurance Programs General Information

CAE patient simulator products come with a one-year Assurance support and maintenance plan. All plans begin at the date of shipment or CAE installation. You may upgrade your first-year plan to an enhanced plan and receive remedial and planned maintenance. To prevent equipment downtime and delays after the plan expires, CAE encourages customers to purchase extended Assurance plans for all subsequent years.

Units Out of Plan

For units no longer under an Assurance plan that require repairs, the Time and Materials service plan applies. For more information, see *Time and Materials* section of this Care and Maintenance section.

To place an out-of-plan unit under a support and maintenance plan, CAE reserves the right to have the patient simulator inspected by a CAE-approved technician at the customer's expense. If necessary, the unit would have to be repaired at the customer's expense prior to issuance of a plan.

The repairs required as the result of the examination will be quoted on a time and material basis.

Plan Period

Assurance plans are not ordinarily offered for periods of less than one year. However, multiple-year plans may be arranged for up to an additional three years. Discounts are available for purchase of multiple-year plans.

Limitations of Plan

Your exclusive remedy for any defective patient simulators is limited to the repair or replacement of the defective patient simulator.

CAE may elect which remedy or combination of remedies to provide at its sole discretion. CAE shall have a reasonable time after determining that a defective material exists to repair or replace the identified defective material. CAE's replacement material will be manufactured from new and/or serviceable parts. CAE's Assurance plan applies to repaired or replaced materials for the balance of the applicable period of the original support and maintenance plan or ninety days from the date of shipment of a repaired or replaced material, whichever is longer. CAE warrants its labor for 30 days or the balance at the applicable period of the original support and maintenance plan, whichever is greater.

CAE shall not be liable under this Assurance plan for incidental or consequential damages, or in the event of any unauthorized repairs or modifications have been made or attempted, or when the product, or any part thereof, has been damaged by accident, misuse or abuse. This plan does not cover normal wear or tear, staining, discoloration or other cosmetic irregularities that do not impede or degrade product performance. Any damage or malfunction as a result of the installation of software or hardware, not authorized by CAE, will be repaired under the Time and Materials service plan (see *Time and Materials* section).

CAE's Assurance plans do not cover products that have been received improperly packaged, altered or physically damaged. Products will be inspected upon receipt.

Some states in the USA do not allow the exclusion or limitations of incidental or consequential damages, so the limitations above may not apply to you. The Assurance plan gives you specific legal rights and you may also have other rights, which vary from state to state.

Return Materials Authorization (RMA)

No product may be returned directly to CAE without first contacting CAE for an RMA number. If it is determined that the product may be defective, the customer will be given an RMA number and instructions for returning the product. An unauthorized return (e.g., one for which an RMA number has not been issued) will be returned at the customer's expense. Authorized shipments are to be shipped prepaid to the address on the RMA. The original box and packaging materials should be kept for storing or shipping your product. To request an RMA, please contact Customer Service.

Training for Life™

With CAE's Training for Life, you now have access to free and unlimited beginner to advanced simulator training courses for everyone on your staff with the purchase of a CAE Assurance plan. This benefit extends to everyone in your institution for the life of your simulator. Training for Life offers you the opportunity to refresh your skills, learn current best practices, and ensure you are getting maximum training value from your simulator. Training for Life includes access to all courses taught by our clinical experts and certified technicians.

System Software Upgrade Support

Customers with current support and maintenance plans are entitled to receive updates and upgrades to applications software previously purchased. Installation of the system software is the user's responsibility.

The System Software Upgrade Support includes software upgrades for base software and purchased optional learning modules.

Note: This does not apply for major upgrades or technological enhancements.

Time and Materials

For those systems not under a support and maintenance plan, service will be provided as required on a Time and Materials basis:

The principal period of on-site support (customer's local time) is:

- Monday through Friday, 8:00 AM to 5:00 PM (customer's time zone)
- · Holiday and non-business days excluded
- Support outside principal period is billed at the premium rate (hourly rate x 1.5)

A minimum of 48 hours notice is required for scheduling an on-site support call. Urgent on-site support with less than 48 hours notice will be charged at the premium hourly rate.

On-site time is described as the time period commencing from arrival at customer site through departure from customer site.



How to Contact Customer Service

For customer service, please contact CAE.

CAE Customer Service Headquarters - United States and Latin America

Monday - Friday from 7:00 a.m. to 6:00 p.m. ET Toll Free:+1 (866) 462-7920 24-hour Hotline:+1 (941) 342-5605 Fax:+1 (941) 342-5600 Email:customerservice@caehealthcare.com Website: www.caehealthcare.com

CAE Customer Service - Canada

Monday - Friday from 8:00 a.m. to 5:00 p.m. ET Toll Free:+1 (877) 223-6273 Email:can.service@caehealthcare.com

CAE Customer Service - Europe, Middle East and Africa

Monday - Friday from 8:00 a.m. to 5:00 p.m. CET Phone:+49-(0) 6131 4950354 Fax:+49 (0) 6131 4950351 Email:international.service@caehealthcare.com

CAE Customer Service - United Kingdom and Ireland

Monday - Friday from 9:00 a.m. to 5:00 p.m. GMT Phone:+44(0)800-917-1851 Email:uk.service@caehealthcare.com

Note: Principal hours of operation exclude holidays and non-business days.

IMPORTANT: Technical and clinical phone support are available ONLY for products with active support and maintenance plans.

Breakdown

The EndoVR simulator should be properly stored in a secure place. To ensure that the simulator remains in good working condition, follow the prescribed CAE breakdown procedures below. The procedures are estimated to take less than five minutes.

Note: Users must be in logged in as an administrator to complete the shutdown process.

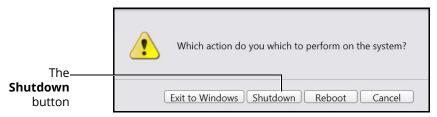
To break down the simulator:

1. Click on the username in the top right corner of the screen



The Home Screen with Logout Drop-Down Menu

2. Select **Exit/Shutdown** from the drop-down menu

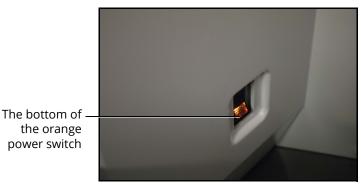


The Shutdown Message

3. Click Shutdown. The simulator powers down



4. Press the bottom of the orange illuminated power switch. This ensures the simulator is powered off.



The Power Switch Illuminated

To store the simulator:

- 1. Unplug the power cord from the power source
- 2. Unlock the wheel brakes
- 3. Push the simulator to a secure location





APPENDIX A - MODULE DESCRIPTIONS

The EndoVR simulator contains several modules for learners to practice performing endoscopic and

bronchoscopic procedures using different techniques and tools. Modules are bundled in three packages: Bronchoscopy, Lower GI and Upper GI.

The following table outlines the various modules offered for the EndoVR simulator.

Package	Module	Description	
Bronchos- copy	EBUS-TBNA	Complete an Endobronchial Ultrasound with Transbronchial Needle Aspiration.	
	Intro to BAL	Complete common tasks performed during a bronchoalveolar lavage.	
	Intro to Bronch	Complete common tasks performed during a bronchoscopic procedure.	
	Ped Diff Airways	Perform bronchoscopic procedure tasks involving a pediatric difficult airways.	
	Bronch Sampling	Complete common tasks performed during a bronchial sampling	
	Bronch TBNA	Complete common tasks performed during a transbronchial needle aspiration.	
Lower GI	Biopsy	Complete common tasks involved in a lower gastrointestinal biopsy.	
	Intro to Colonos- copy	Complete common tasks involved in a colonoscopy.	
	Intro to Flex Sig	Complete common tasks involved in viewing the pathologies using a flexible sigmoidoscopy.	
	Polypectomy	Complete common tasks involved in a lower gastrointestinal polypectomy.	
Upper GI	Bleeding	Complete common tasks involved in treating upper gastrointestinal bleeding.	
	Intro to EGD	Complete common tasks involved in an esophagogastroduodenoscopy.	
	Intro to ERCP	Complete common tasks involved in an endoscopic retrograde cholangiopancreatography.	

Module Instruments and Required Equipment

In each of the modules, different instruments, medication and equipment are used to complete the selected task.

Bronchoscopy

The Bronchoscopy modules present the learners with different scenarios and cases to complete using the bronchoscope and related tools

Module	Available Instruments	Medications	Required Equipment
EBUS-TBNA	• Needle • Stylet • Syringe	Topicals: • Saline • Lidocaine IV Medications: • Fentanyl • Meperidine • Midazolam • Naloxone	 EBUS-TBNA accessory tool Bronchoscope
Intro to BAL	• Needle	SalineLidocaineBAL	BronchoscopeFoot pedal
Intro to Bronch	NeedleSuction	SalineLidocaine	BronchoscopeFoot pedal
Ped Diff Airways	Jaw ThrustSuction	 Saline Lidocaine Ketamine Halothane 	BronchoscopeET tubeFoot pedal
Bronch Sampling	 Brush Needle Forceps Suction 	SalineLidocaineEPI	BronchoscopeFoot pedal



Appendix A - Module Descriptions

Module	Available Instruments	Medications	Required Equipment
Bronch TBNA	• Needle	• Saline	Bronchoscope
	Suction	Lidocaine	• Foot pedal
	• CT scan	• EPI	

Lower GI

The Lower GI modules present the learners with different scenarios and cases related to the lower GI tract. Learners use an endoscope and related tools to complete the procedures.

Module	Available Instruments	Medications	Required Equipment
Biopsy	 Needle Forceps Syringe Suction Air/Water 	Topicals: • Saline • Lidocaine IV Medications: • Fentanyl • Meperidine • Midazolam • Naloxone	 Upper/Lower GI accessory tool Endoscope
Intro to Colonoscopy	SuctionAir/Water	IV Medications: • Sedation	• Endoscope
Intro to Flexible Sigmoidoscopy	SuctionAir/Water	None	Endoscope
Polypectomy	 Needle Forceps Syringe Suction Air/Water 	IV Medications:SedationCounter Sedative	 Upper/Lower GI accessory tool Endoscope

Upper Gl

The Upper GI modules present the learners with different scenarios and cases related to the upper GI tract. Learners use an endoscope and related tools to complete the procedures.

Module	Available Instruments	Medications	Required Equipment
UGI Bleeding	 Wire Grasper Clip Applier BICAP Probe Injection Needles Irrigation Suction Air/Water 	IV Medications: • Fentanyl • Flumazenil • Meperidine • Midazolam • Naloxone	 Upper/Lower GI accessory tool Endoscope
Intro to EGD	 Cytology brush Forceps Suction Air/Water 	IV Medications: • Sedation • Counter Sedative • Atropine Sulfate	 Upper/Lower Gl accessory tool Endoscope
Intro to ERCP	 Suction Air/Water Single lumen cannula Thin tapered cannula Sphincterotome Spiked forceps Hydrophilic guidewire Instill contrast 	IV Medications: • Sedation • Counter Sedative • Glucagon • Atropine Sulfate	 Upper/Lower GI accessory tool Endoscope Foot pedal

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