



Post Onboarding Booklet

Post Onboarding Resources

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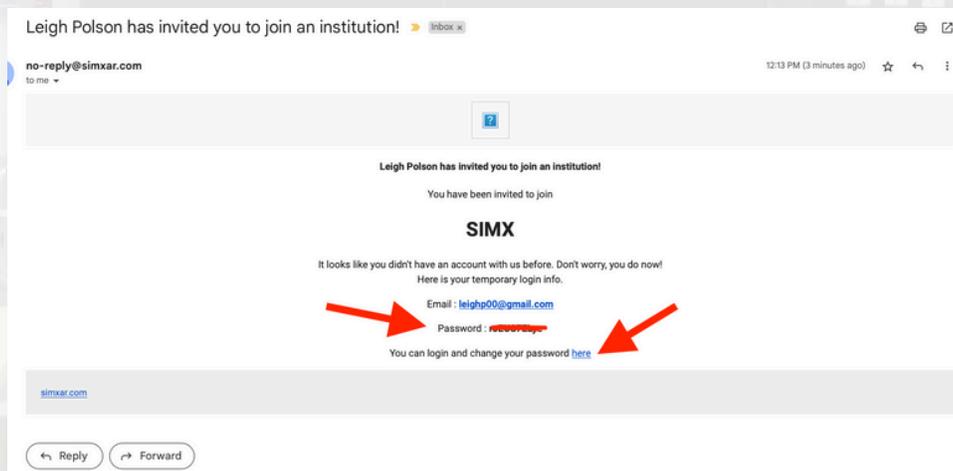
How to Download the Moderator Client



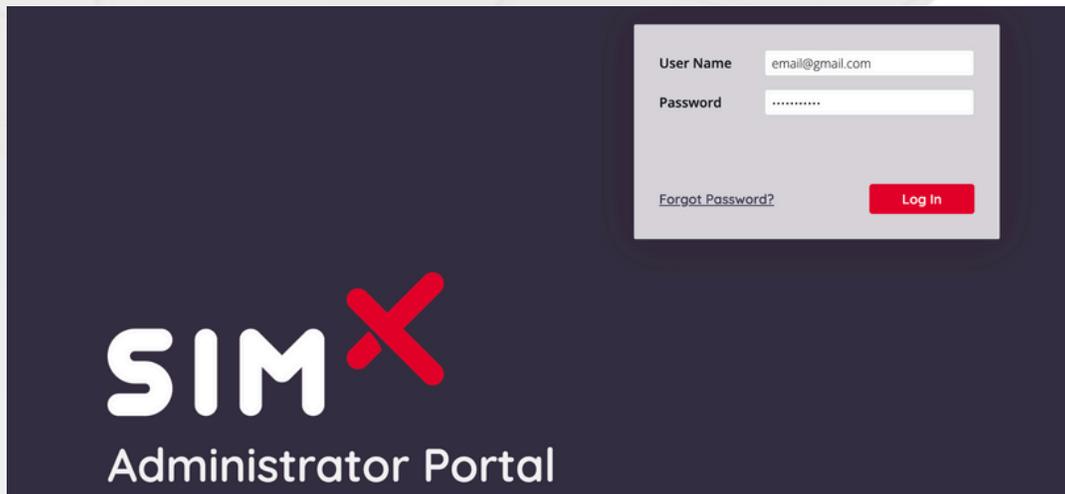
How to Download the SimX Moderator

Install the Moderator Client on your Windows Computer:

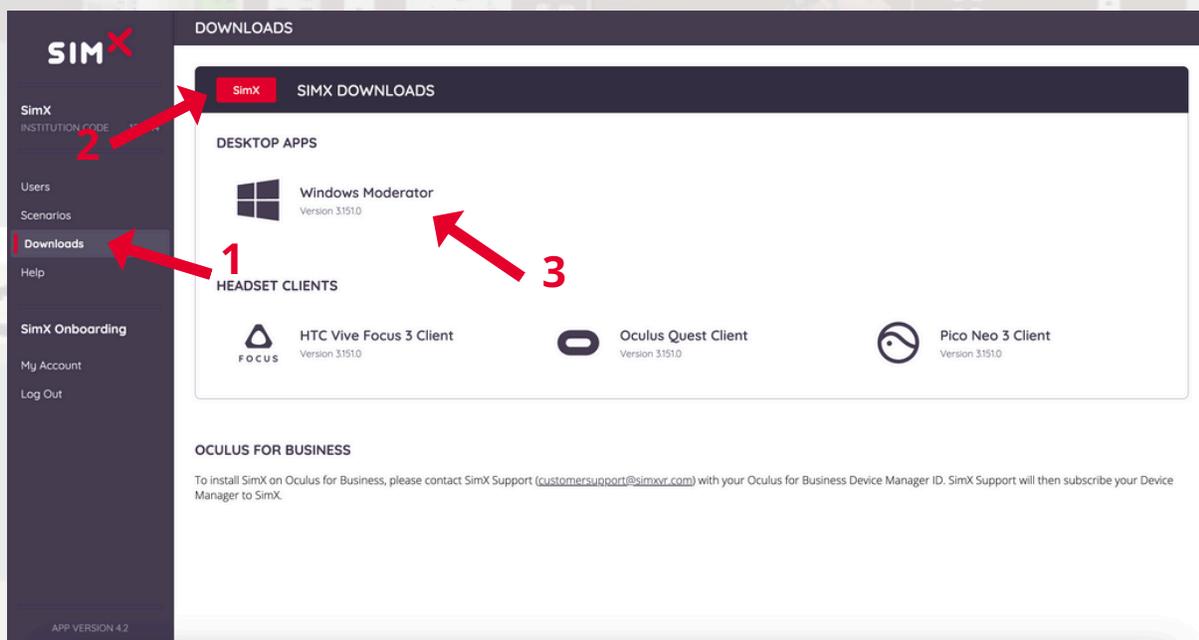
You should have received a message from SimX to your institutional email inviting you to create a SimX account. Follow the link to complete your registration.



Then go to <https://admin.simx-infra.com/login> and enter your username and password. To change your password, click My Account.



Go to the Downloads tab on the left, select [SimX](#), and install the Windows Moderator client.



Adding a User to the Admin Portal



SimX Adding a User Instructions

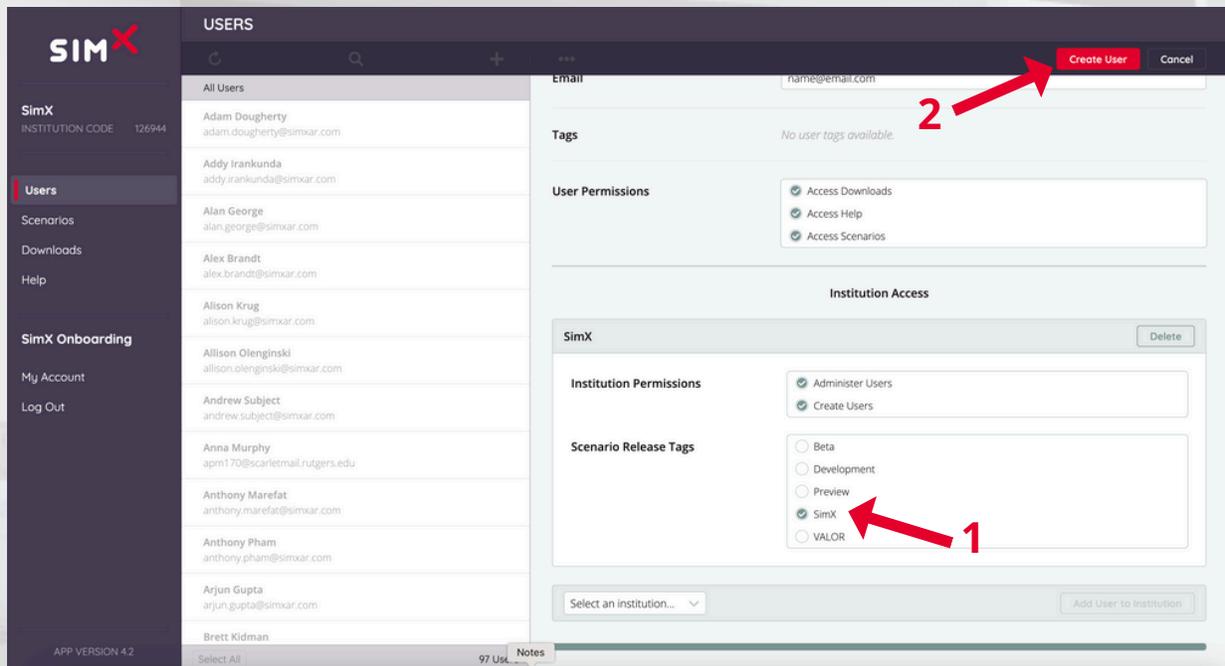
1. Log Into the Admin Portal
2. Click on the 'Users' tab on the left
 - a. Click + to add a user
 - b. Input their full name and their email
 - c. In the User Permissions, grant them
 - i. Access Help
 - ii. Access Production Downloads
 - iii. Access Scenarios

The screenshot shows the SimX Admin Portal interface. On the left, a sidebar contains navigation options: SimX (with institution code 126944), Institutions, Users (highlighted), Scenarios, Scenario Packages, Downloads, Help, Leigh Polson, My Account, and Log Out. The main area is titled 'USERS' and features a search bar, a '+ Add User' button, and a 'Create User' button. Below the search bar is a table of existing users with columns for Name, Email, Tags, and User Permissions. The 'User Permissions' section for the selected user includes checkboxes for 'Access Downloads', 'Access Help', and 'Access Scenarios'. At the bottom, there is an 'Institution Access' section with a dropdown menu labeled 'Select an institution...' and an 'Add User to Institution' button. Red arrows in the original image point to the '+ Add User' button, the 'Name' field, the 'Email' field, and the 'Add User to Institution' button.

Then select an institution at the bottom and add them to your institution.

This close-up screenshot focuses on the 'Institution Access' section. It displays the text 'This user does not have access to any institutions.' Below this is a dropdown menu currently showing 'SimX' and an 'Add User to Institution' button. Red arrows in the original image point to the dropdown menu and the button.

1. Then, for Institution Access, only give them access to 'SimX' in Scenario Release Tags
2. Click Save User at the top right



Once you have completed adding the user, they will receive an email invite from the SimX Admin Portal.

Be sure to have them check both their regular inbox as well as their spam folder, as the emails will sometimes find themselves there.

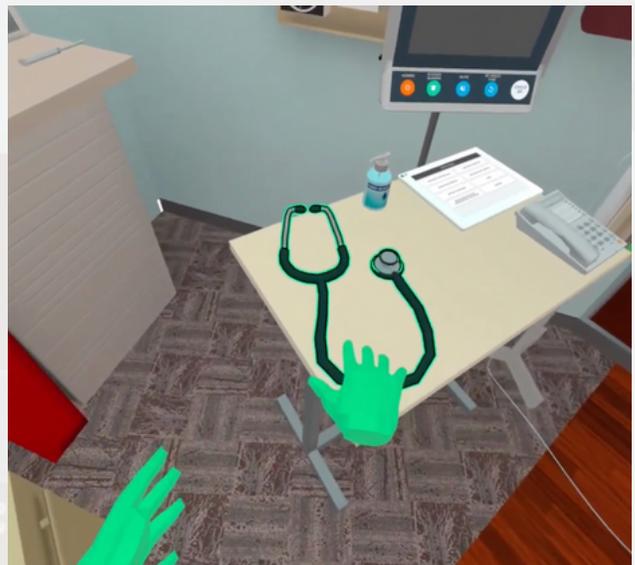
In-Headset Tutorial Video



SIM~~X~~

In Headset Tutorial

The [SimX In Headset Tutorial Video](#) breaks down how to get into a SimX simulation in headset. It also discusses the basic functions and tools that you will experience once in the simulation. Watch this video prior to hopping in headset, and you will quickly become a pro at SimX.



Headset Hardware Guide





Oculus Quest 3 Hardware Guide

This headset and controller guide will walk you through important buttons and tips to better understand how to use tools in SimX!

Headset

The left side of the headset has a power button and the charging input.



To turn on/turn off your headset, hold the power button down until you see a light turn on/off. To put your headset to sleep, tap the power button once. To wake it up, tap the power button again. You will know your headset is on if the light is on.

The under side of the headset has the volume button and pupillary distance dial.



To adjust the pupillary distance, move the dial either left or right. The headset will notify you that you are adjusting the pupillary distance.



Controllers

As seen in the picture below, the controllers are held with your index finger resting on the trigger on the back of the controller.



These triggers are most important because they allow you to grab tools in SimX scenarios. Watch our [SimX Basics for Learners](#) video to understand how to grab tools.

The picture below is a front view of the Oculus Quest 3 controllers. If you have multiple headsets, it is important that you keep the same headset with the same controllers!



As you can see, there is a right and a left controller. You will always know the right vs the left controller because the A and B buttons are on the right controller and the X and Y buttons are on the left controller.



Now, let's break down what each button means.

Pressing either the A and B or X and Y buttons make a pointer finger in a SimX scenario.



The joystick toggles allow you to draw out medication. Watch our [Advanced Tool Use](#) video to see how to draw out and administer medication!



On the left controller, there is a flat "hamburger" button towards the outer left. This button allows you to pull up the blue SimX menu when in the headset.

On the right controller, there is a flat Meta/Oculus button towards the outer right. This button allows you to exit the SimX application, but more importantly, it allows you to re-sync your playspace whether you are in a SimX simulation with someone else or by yourself! Watch our [Syncing Multiplayer Playspace](#) to see further instructions.



Multiplayer Sync Instructions

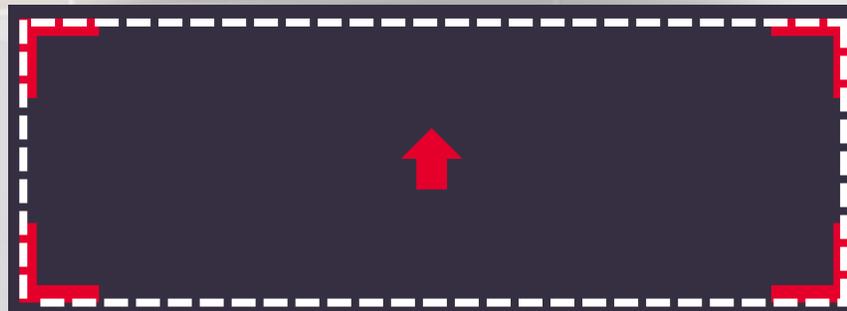


SimX Multiplayer Syncing

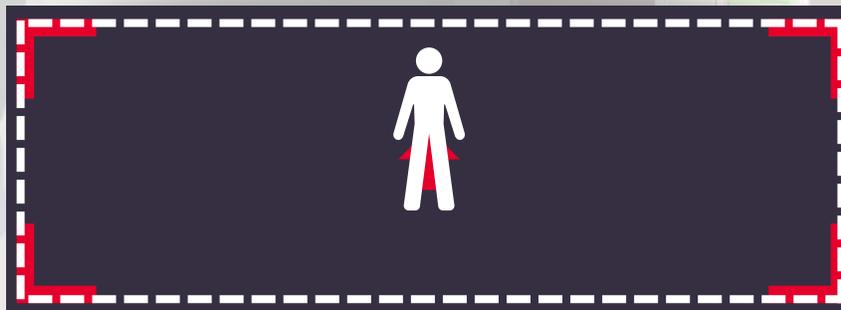
For multiplayer setup, you will need a roll of colored tape.

When you have two or more users in a simulation and in the same physical space, making sure your headset users are synced to the same spot is crucial to ensure they do not run into each other while in the simulation. Headset users can sync to a spot at any point, and as many times while in the SimX simulation.

To do so, place a piece of tape in the shape of an arrow pointing to the longest side of the play space. Place this taped arrow in the center of the play space.



When a headset user is ready to sync to a spot, have them stand on the arrow of tape. Once there, have the user look straight ahead and hold down the flat Oculus button on the right controller for two seconds. Once that has been completed, the user will notice that their perspective may change slightly when they sync, but this ensures that they are syncing properly. Please take a look at the [SimX Multiplayer Sync Video](#) for more details.



Follow these steps with every headset user to make sure all headsets are synced to the same space. Once every user has been synced, have the users high-five while in headset to see if they are synced properly,

SimX Moderator User Guide

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The SimX Moderator Client is used to facilitate SimX scenarios in real time, while offering a view into the headset users perspective. The facilitator has the ability to manipulate character actions and dialogue pieces in order to encourage the practice of psychosocial skills.

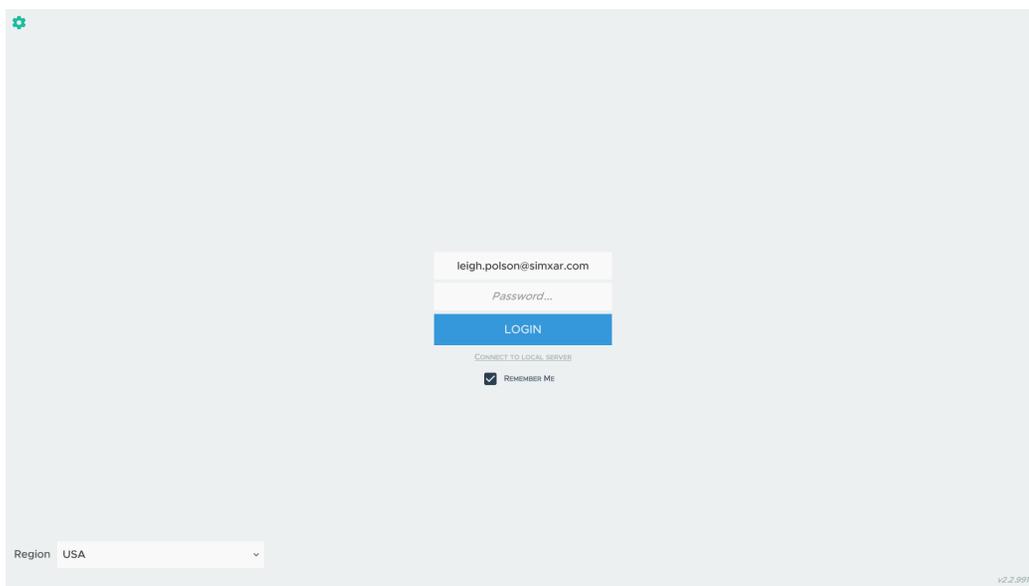
The Moderator Client is a software application that is downloaded onto a Windows computer/laptop by being invited through the SimX Admin Portal. There is no limit to how many times the moderator client can be downloaded, and multiple moderators can be used to facilitate a single simulation if needed.

Logging Into the SimX Moderator Client

When opening the Moderator Client, you will be prompted to enter their login credentials. Login credentials should have been created when the account was invited through the SimX Admin Portal.

- If you do not know your login credentials, please reach out to support@simxar.com to be added as an admin user. Once added, follow the [How to Download the SimX Moderator](#) instructions.

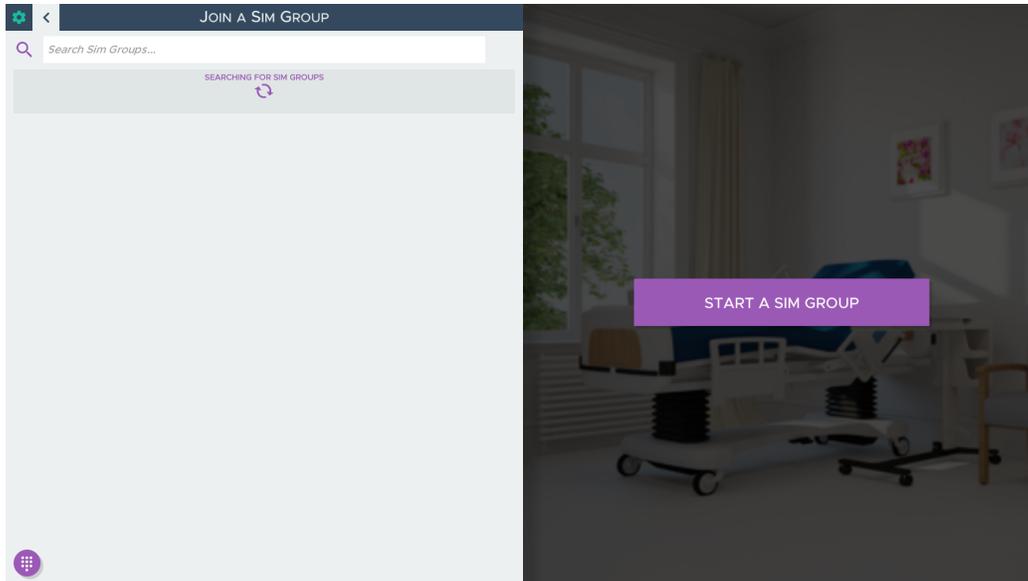
*If you are a non-US user, please select the correct Region using the Region selection button in the bottom left corner. The selected Region should correspond with the Region selection in the headsets.



Starting a Sim Group

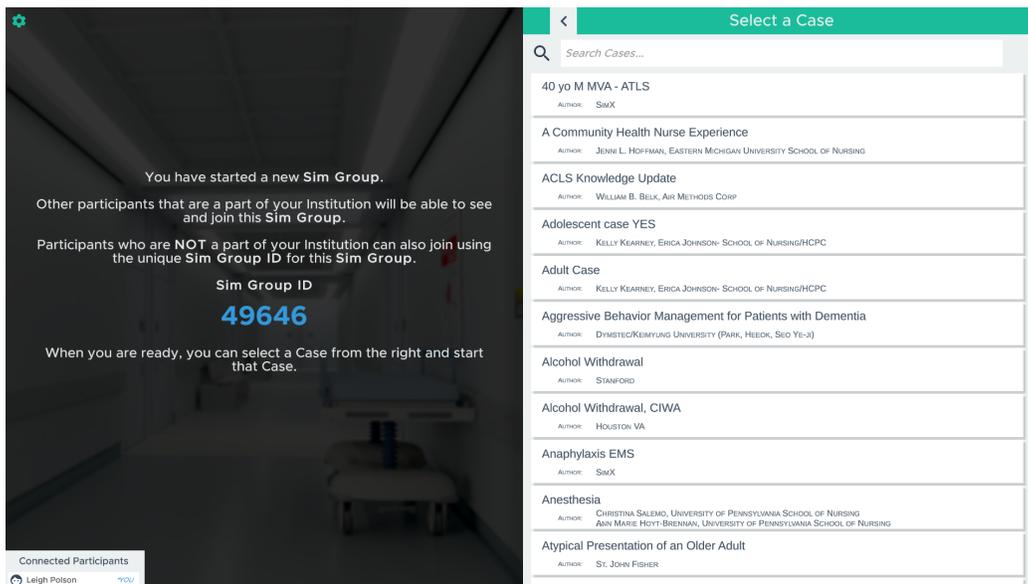
After logging in, the initial home page is where you can start or join a **Sim Group**. All active Sim Groups will appear on the left.

- To start a simulation, click "Start Sim Group".

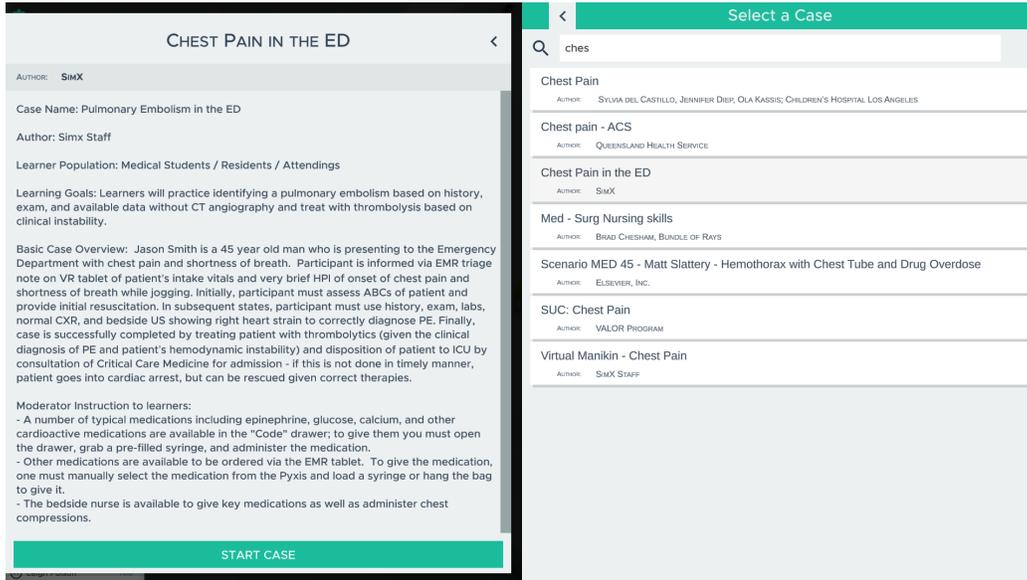


Selecting a Case

After clicking “Start A Sim Group,” your case library will appear. You can click to view each case and see the descriptions on the left side of the screen.



When you have selected a scenario you would like to moderate, click on the **“Start Case”** at the bottom left under the description.

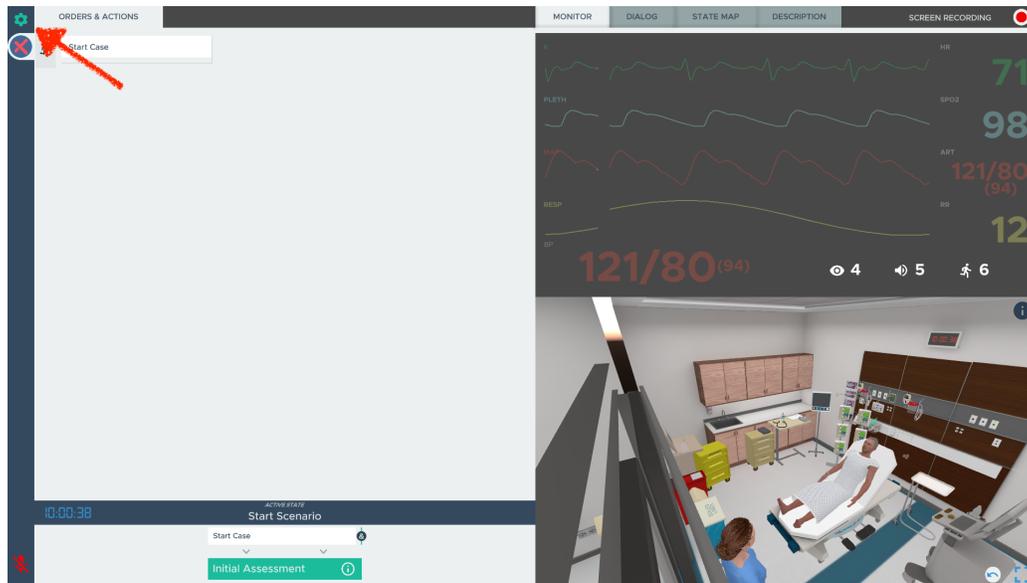


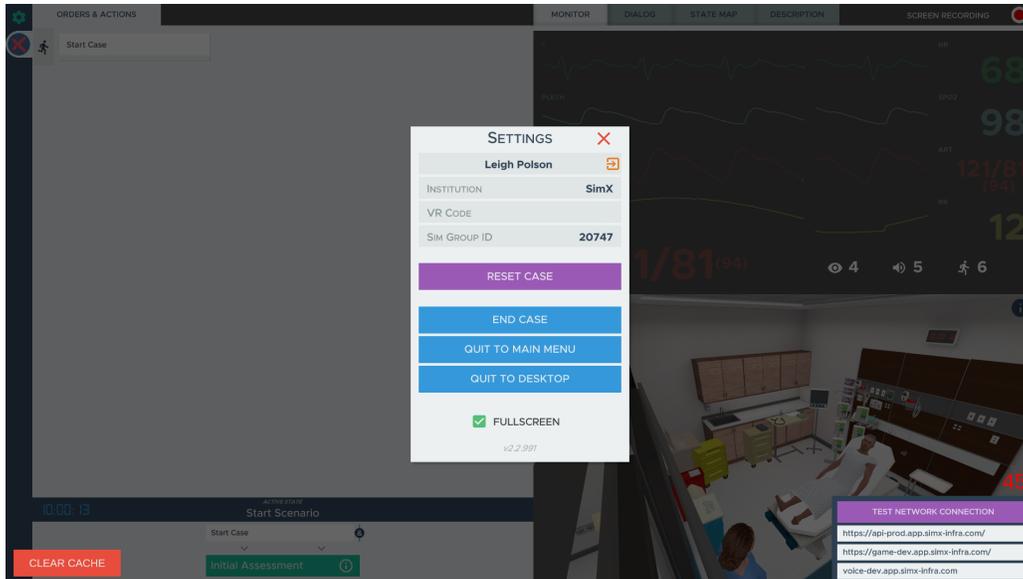
After clicking **“Start Case”**, the moderator client will begin to load the selected case.

Moderator Client Features

Quick Settings

Quick settings can be accessed by clicking on the green gear icon at the top left corner of the screen.





Starting from the top of the quick settings screen, it consists of:

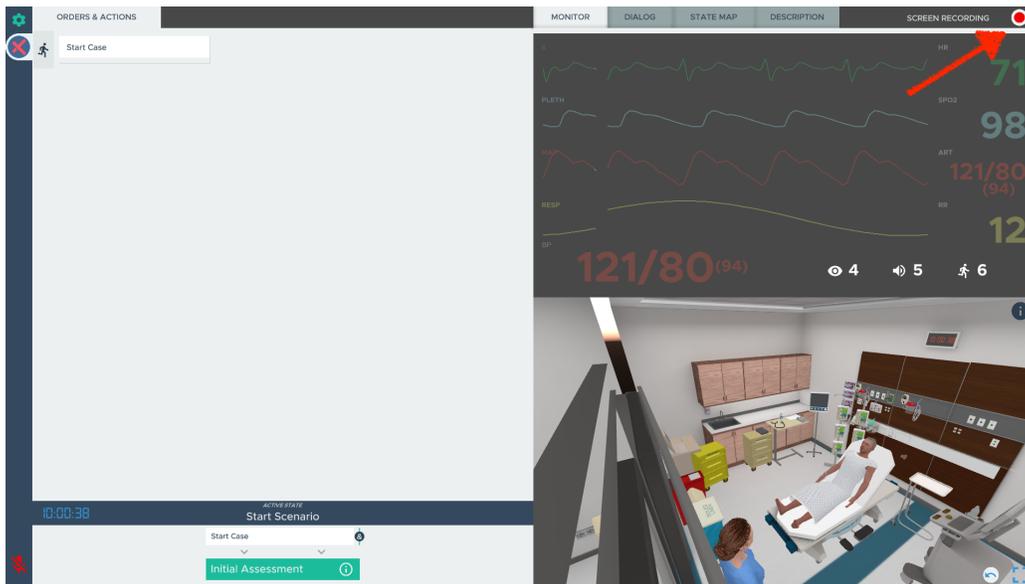
- Your name.
- Your institution.
- Your institution's **VR code/institution code**. This code is a 6-digit code that is used for access into the SimX app in the headset.
- **The Sim Group ID**
 - The Sim Group ID is a 5-digit code that is generated every time a Sim Group is created.
 - This helps headset users differentiate what Sim Group they should join if there are multiple simulations occurring at once.
- **Reset Case Button**
 - The “Reset Case” allows for you to restart the case for all moderator and headset users, as if they joined for the first time.
- **End Case Button**
 - The “End Case” allows you to exit this specific case for all moderator and headset users. It will bring you back to the scenario library.
- **Quit to Main Menu**
 - The “Quit to Main Menu” button brings you back to the SimX home screen, where you can start a new Sim Group, or join another.
- **Quit to Desktop**

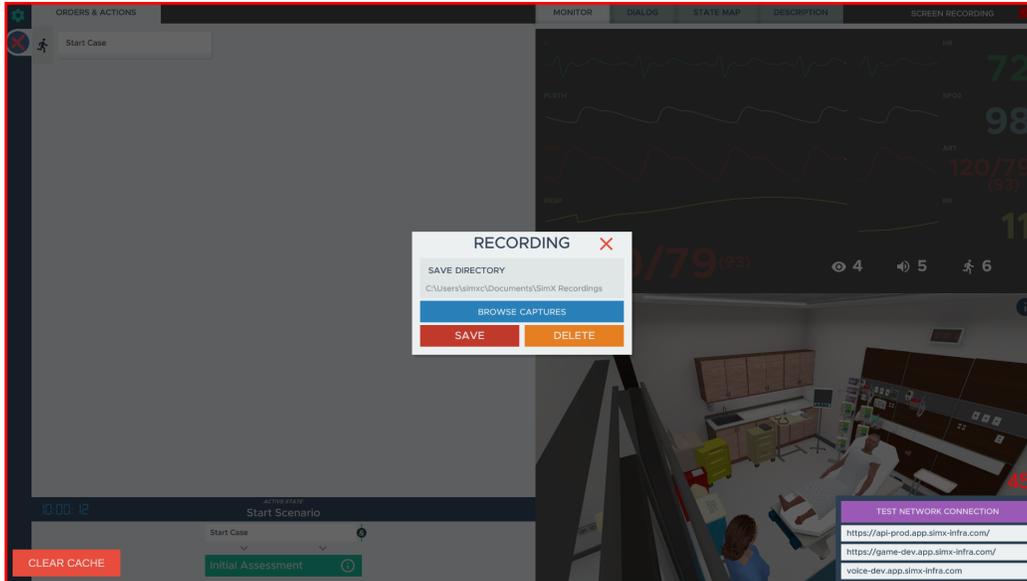
- “Quit to Desktop” allows you to exit the Moderator Client.
- **Fullscreen Checkbox**
 - The fullscreen checkbox allows you to make SimX fit to the screen.

Screen Recording

Located at the top right corner of the screen, also labeled “Screen Recording.” To turn on screen recording, click on the red circle to the right of the “Screen Recording” title. To turn off screen recording, click on the red square that replaced the red circle at the top right corner of the screen.

- When a recording ends, a prompt will appear showing where the recording will be saved, and it will ask whether it should be saved or deleted. When saved, the file will be saved to your documents folder, under a subfolder called SimX Recordings.
 - Refer to the [SimX Screen Recording Feature](#) PDF as a secondary resource.



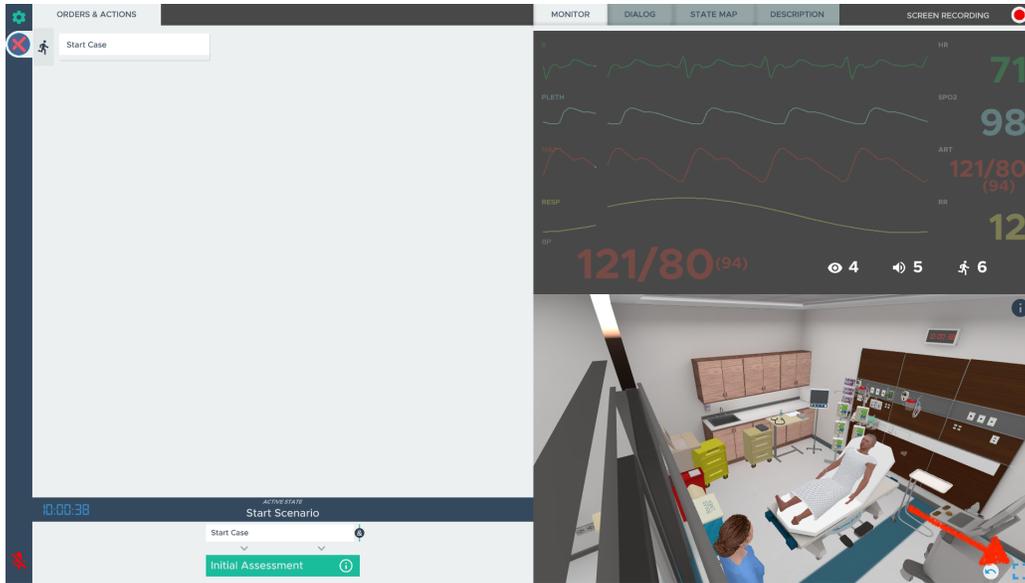


Environment View / Full-screen Cast

Located at the bottom right corner of the screen. The moderator can move around the point of view in this Environment View as follows:

- **Zooming:** use the scroll wheel on a computer mouse or the zoom movement on a laptop touchpad.
- **Panning the View:** click and hold the left mouse button while moving the mouse.
- **Sliding the View Sideways or Upwards:** click and hold the right mouse button while moving the mouse.

The environment can be viewed in full screen, for example if the view is cast on a monitor or projector for more people to see. It is found by clicking on the blue expand square at the bottom right corner of the screen. This allows for that computer to watch ONLY the environment. To minimize the environment and enter the moderator client again, click the same blue square to minimize the environment screen.



When a headset user is connected to the case and virtually present in the environment, a colored circle will appear to the left of the expand button.

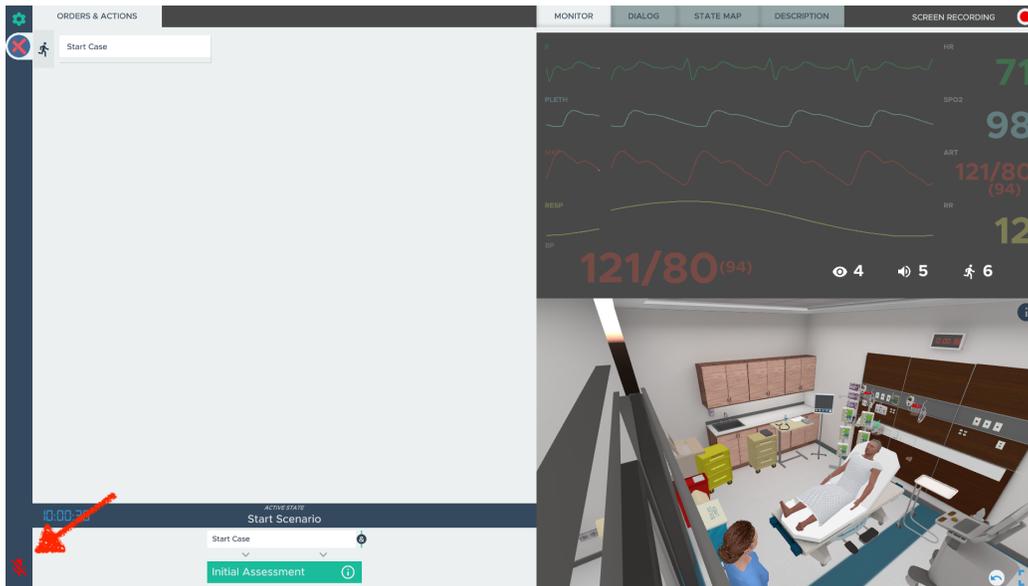
- To watch the first-person perspective of the headset user, click on the colored circle.
- To go back to the birds-eye view, click on the white circle with the blue arrow.



Voice Communication

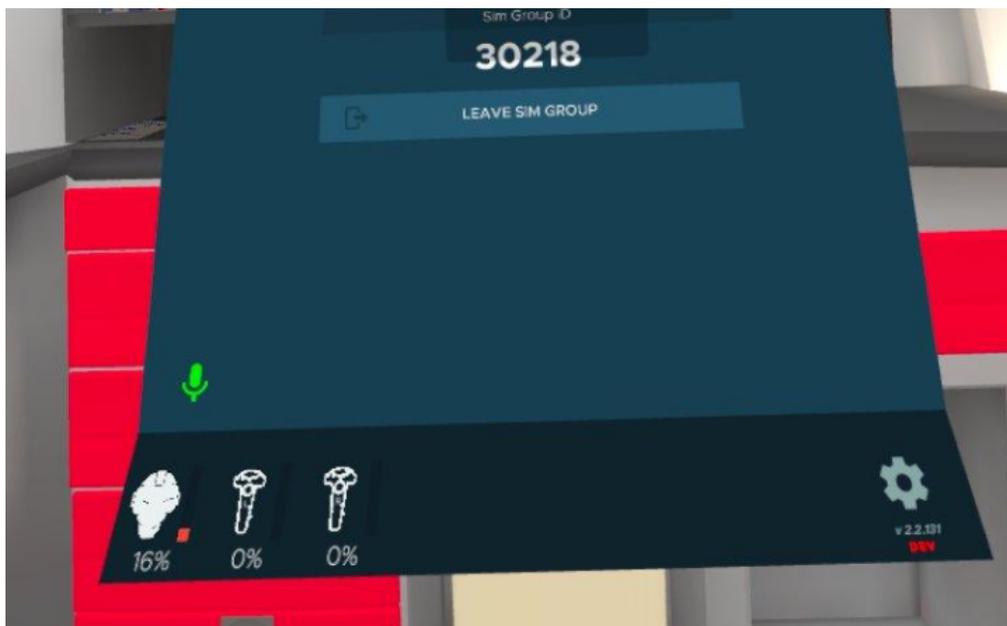
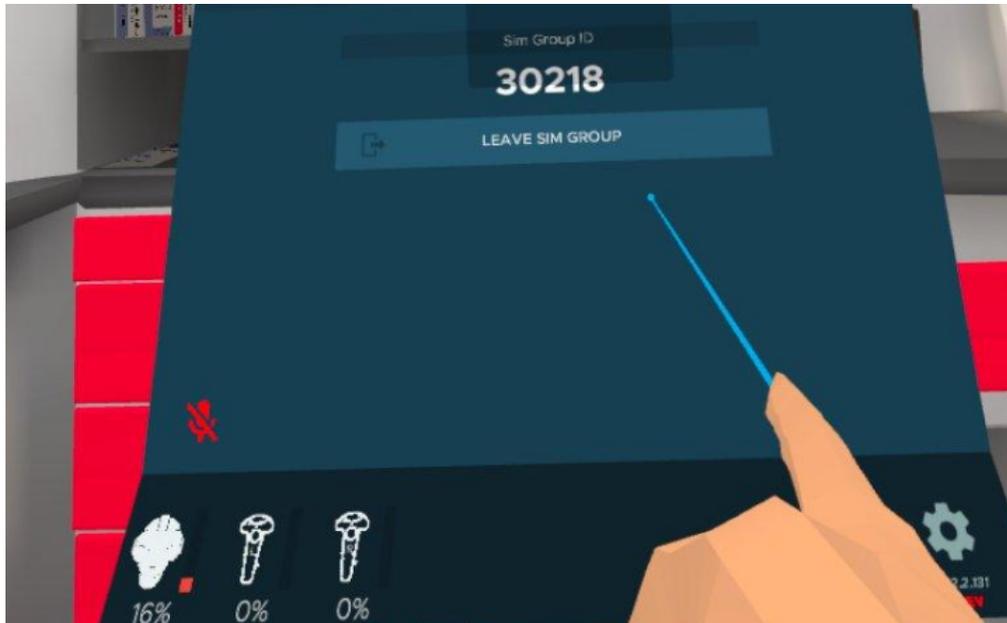
A red microphone icon is located in the bottom left corner of the moderator client. To turn on the Voice Communication feature, click on the red microphone icon so that it turns green. As the moderator, you are now able to speak into your computer's microphone to:

- Communicate to the headset user(s).



To turn on the feature in the headset, have the user click the **≡** button on the left controller to bring up the SimX menu. Have the user click the red microphone icon at the bottom left corner of the screen. Once it's green, the learner's voice can now be heard by others. As the headset user, you are now able to speak into your headset's microphone to:

- Communicate with the moderator.
- Communicate with other headset users (multiplayer).



- Refer to the [SimX Voice Communication Feature](#) as a secondary resource.

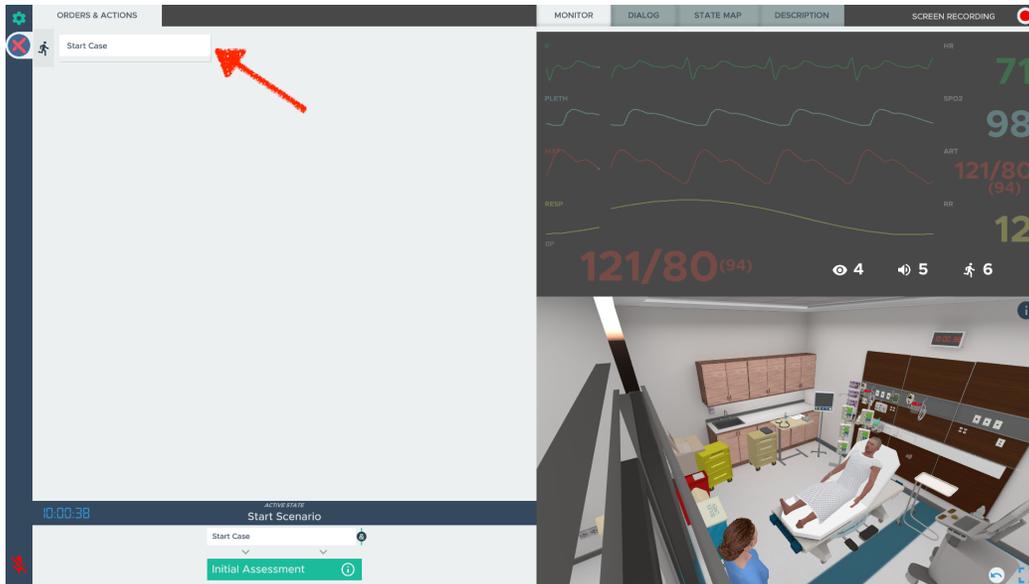
Voice Communication and Recording cannot be run on the same computer at the same time because they both require the microphone. Join the simulation from a second laptop to use both features during a simulation.

Moderator Buttons

Start Case button

This button will always be located at the top left corner of the screen under “Orders and Actions.”

- Depending on the case, the start case button may say “Start Case,” “Dismiss EMS,” or “Dismiss Nurse.”
- Once clicked on, the moderator will change, and the scenario will start.

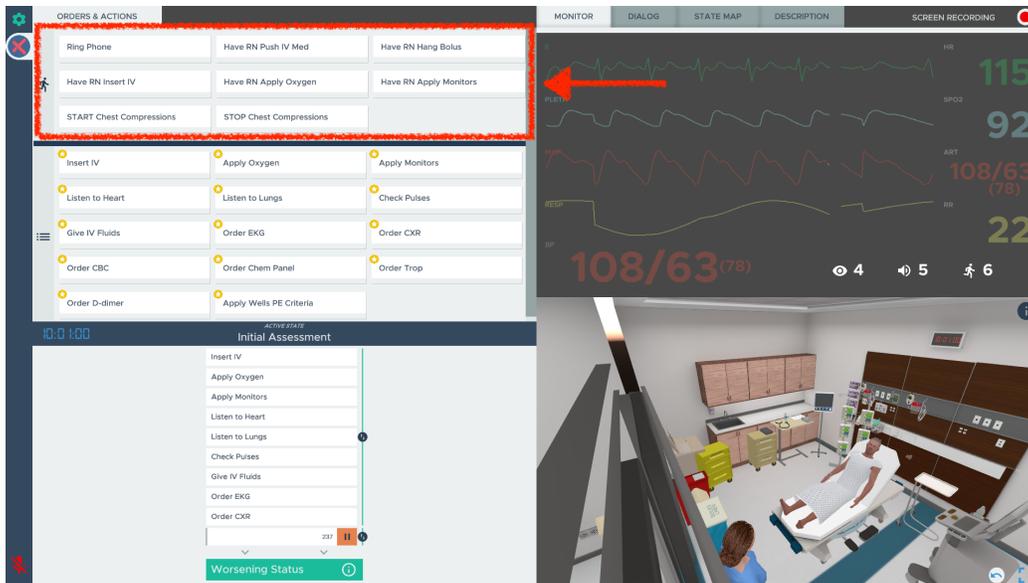


Orders & Actions

Orders

The Orders buttons are listed at the top of the left side of the screen. Orders are things that the moderator can make happen in the simulation.

- Ex: orders for the Non Playing Characters (NPCs), ring phone, ordering certain medications.
- The list of orders is different in each case and will also change during every state in a case.



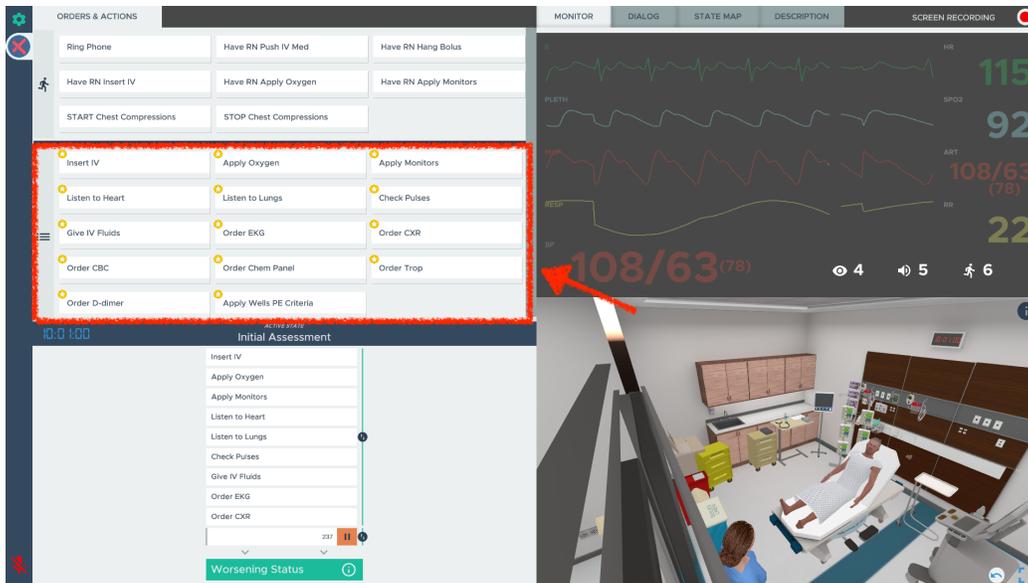
Actions

Actions are the steps the headset user needs to do in order to treat the patient appropriately. Actions can be checked off manually by clicking on them (a blue line will appear under that action), or the computer will check off most actions automatically, EXCEPT for actions that are communication-based.

- Ex: "Provide SBAR," "Comfort Mother"
 - It is up to the moderator to decide whether the headset user was able to fully complete the communication action or not.

Actions can be un-checked by clicking on the red "x" in that specific actions tab.

- Actions will not be visualized in the case. For example, if the Moderator selects "Give Oxygen" the patient will not be shown wearing an oxygen mask but the action will be assumed to have been completed by student.



Critical Actions Section

The bottom left corner may contain some repeated actions from the list above; this is called the **Critical Action Section**. Not all cases have Critical Actions, however when an action is listed a second time in the Critical Action section of the moderator, it means that critical action is **MANDATORY** to be completed in order for the patient to progress.

- When a critical action has been completed, a green box will appear in the line of that listed critical action.

Timer

Under the Critical Action section, there is a **timer** that automatically starts when you start the case. The timer is a predetermined set of times that the headset user has to complete the critical action.

- The timer amount will change with each state of the case.

Pause Button

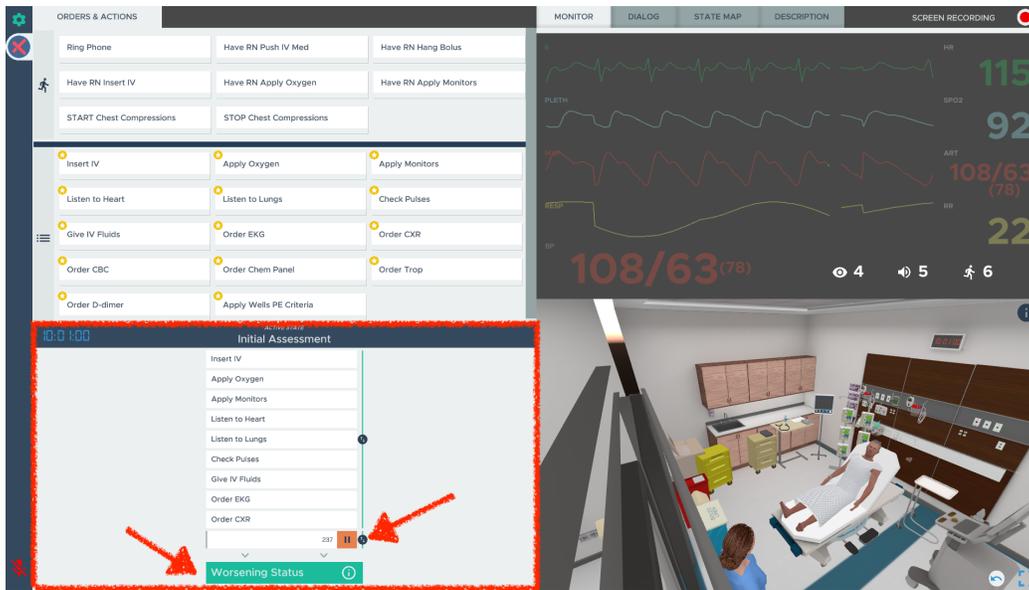
There is an **orange pause button** icon on the right side of the timer that allows the moderator to pause the case at any time.

- An orange border will appear around the timer, indicating that the timer has been paused.

Jump States

Under the timer, there is either a green tab (patient progresses) or a purple tab (patient worsens) that allows you to see what state will come next in the simulation.

- If the moderator would like to jump to the next state, they can select either the green or purple tabs to override any timers or critical actions.

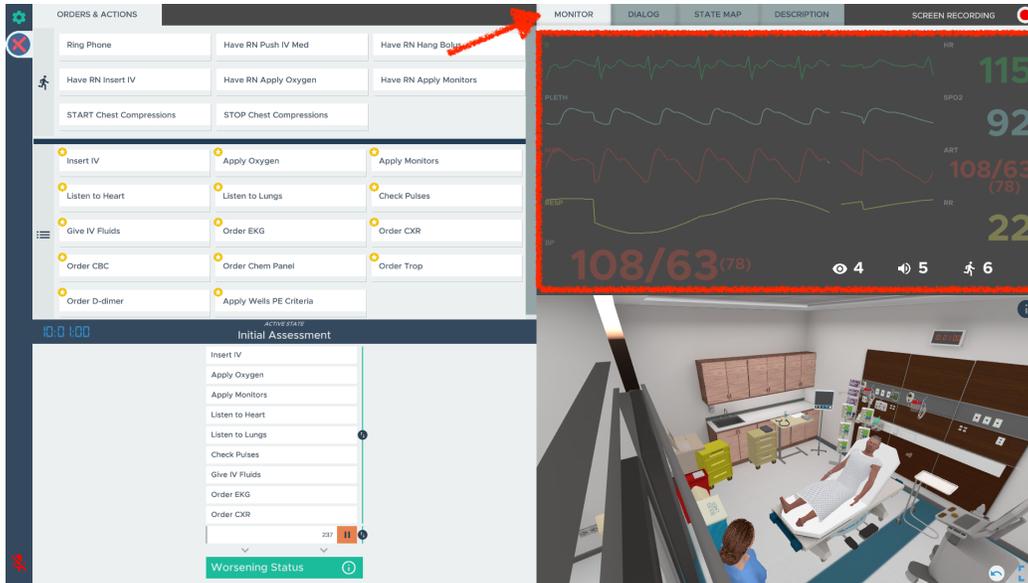


Moderator Tabs

The moderator tabs are located at the top right corner of the screen. There are **4** in total:

Monitor

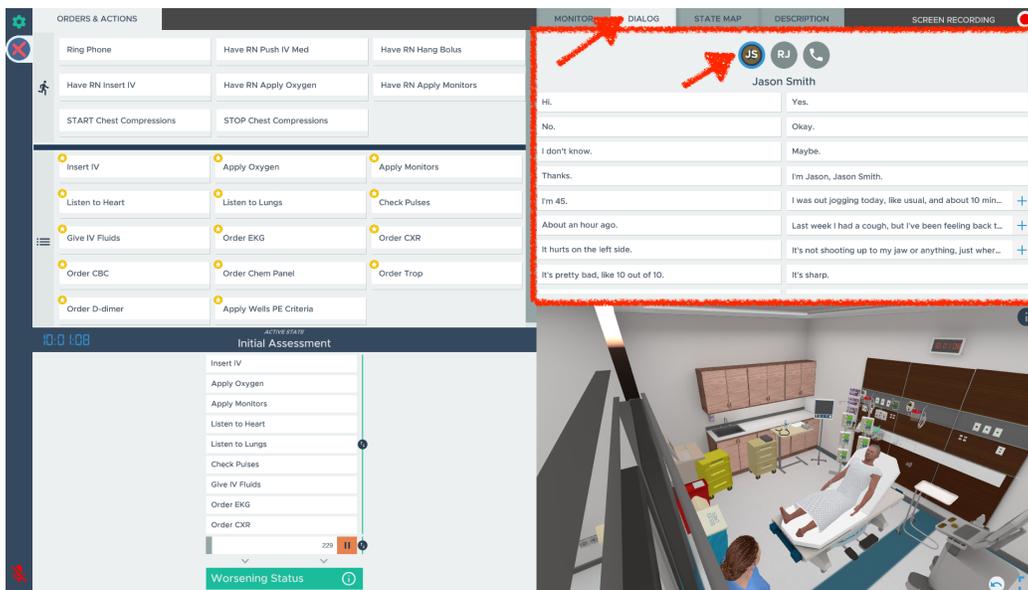
The moderator is able to see the patient's vitals at all times, but the headset user is only able to see them once the patient is connected with the necessary tools.



Dialogue

The tab to the right of the monitor is the pre-recorded dialogue where the moderator can have your NPC speak at any time.

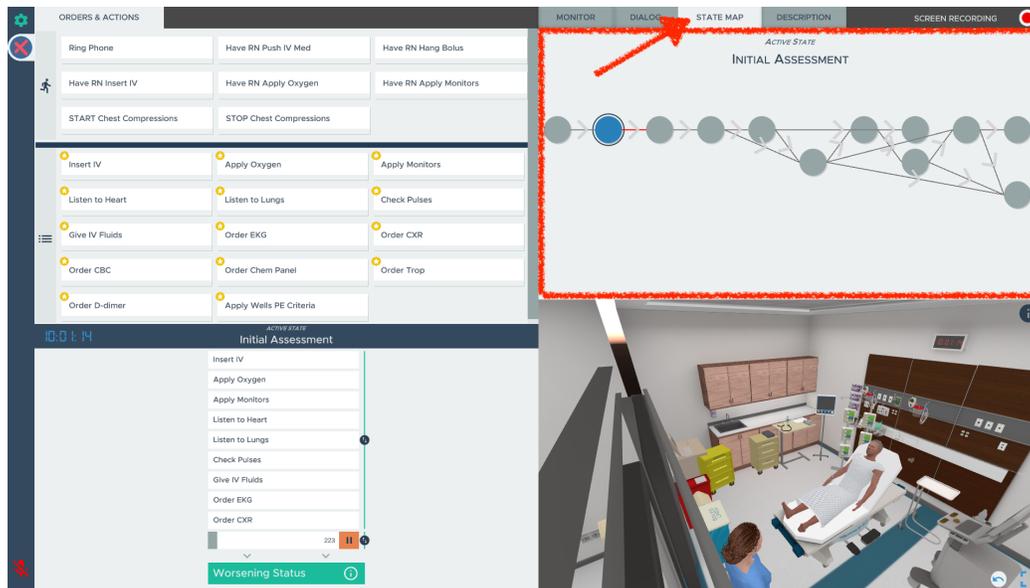
- Any NPC that has communication abilities will be listed in the dialogue tab and differentiated by the circle towards the top with their initials.
- When pressing any piece of dialogue, both the moderator and headset user will be able to hear it.



State Map

The state map is the tab to the right of dialogue and is a visual representation of all the states that the case entails. At the top center part of the state map, it will always list the name of the state that the case is in.

- You can click on every state to see the key vital signs associated with that State.
- By clicking on the button it is possible to Jump to that State.



Description

The last tab on the right side of the moderator tabs contains the written description of the case. This description may look familiar because it is the same description found in the case library.

ORDERS & ACTIONS

Ring Phone	Have RN Push IV Med	Have RN Hang Bolus
Have RN Insert IV	Have RN Apply Oxygen	Have RN Apply Monitors
START Chest Compressions	STOP Chest Compressions	

Insert IV	Apply Oxygen	Apply Monitors
Listen to Heart	Listen to Lungs	Check Pulses
Give IV Fluids	Order EKG	Order CXR
Order CBC	Order Chem Panel	Order Trop
Order D-dimer	Apply Wells PE Criteria	

10:01:22

ACTIVE STATE

Initial Assessment

- Insert IV
- Apply Oxygen
- Apply Monitors
- Listen to Heart
- Listen to Lungs
- Check Pulses
- Give IV Fluids
- Order EKG
- Order CXR

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Worsening Status

MONITOR **DIALOG** **STATE MAP** **DESCRIPTION** **SCREEN RECORDING**

Chest Pain in the ED

Case Name: Pulmonary Embolism in the ED

Author: Simx Staff

Learner Population: Medical Students / Residents / Attendings

Learning Goals: Learners will practice identifying a pulmonary embolism based on history, exam, and available data without CT angiography and treat with thrombolysis based on clinical instability.

Basic Case Overview: Jason Smith is a 45 year old man who is presenting to the Emergency Department with chest pain and shortness of breath. Participant is informed via EMR triage note on VR tablet of patient's intake vitals and very brief HPI of onset of chest pain and shortness of breath while jogging. Initially, participant must assess ABCs of patient and provide initial resuscitation. In subsequent states, participant must use history,

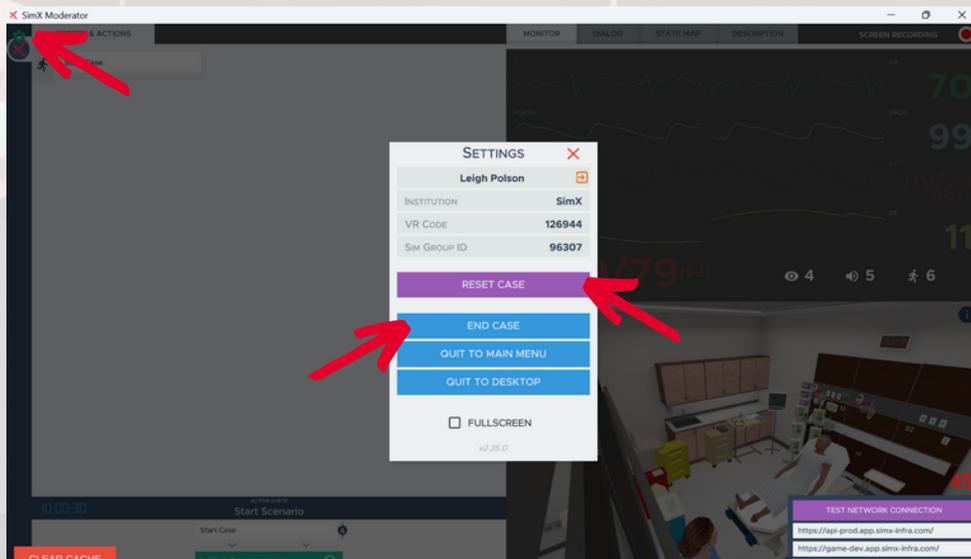


How to Download Debrief Reports

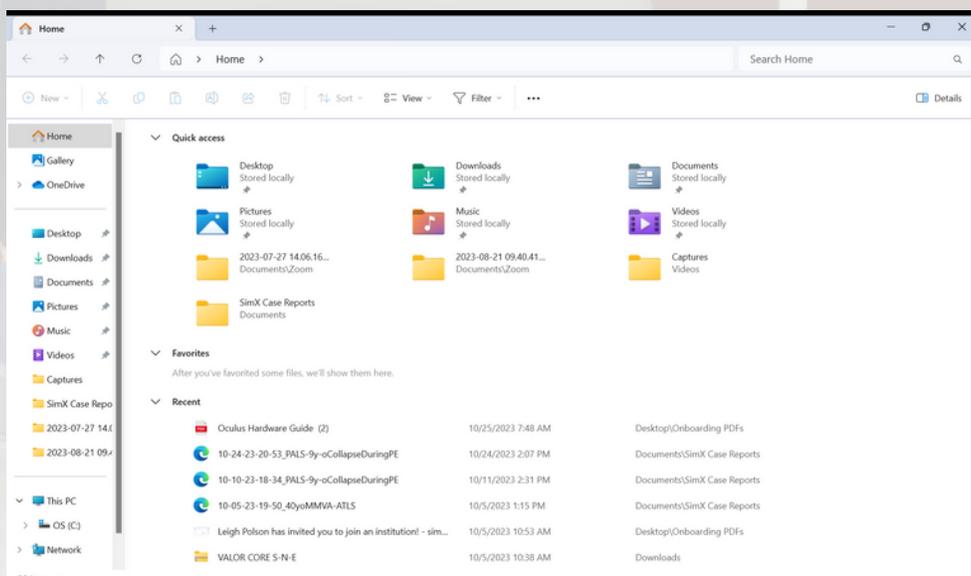


How to Download SimX Debrief Reports

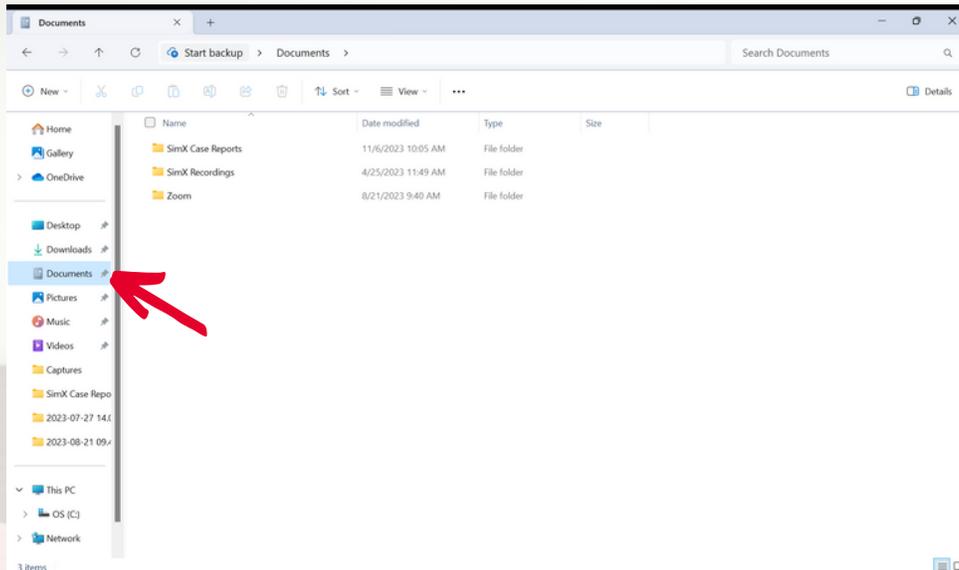
1. To initiate a debrief report download, either select End Case or Reset Case in the SimX settings. Once one of those has been selected, a debrief report will immediately download to your computer.



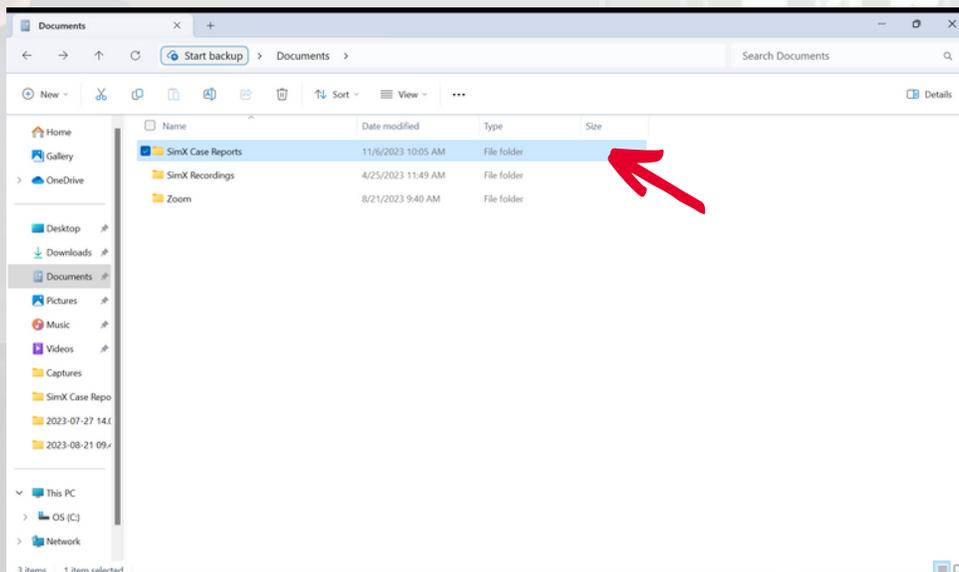
2. To find the debrief report, head to your computer's File Explorer folder.



3. Once in the Documents file explorer, select the Documents tab on the left.



4. Once in the Documents tab, select SimX Case Reports.



The debrief reports will be sorted by the earliest saved report. They will be labeled with the case run date and case name.

