SmartSimulator User Manual Subscription

1. Overview

SmartSimulator offers an opportunity for users to easily experience the products from Siemens Healthineers. The products are simulated on virtual machines in the cloud. SmartSimulator enables users to connect to the simulated product from their personal computers using the Internet.

2. Intended Use

SmartSimulator is to be used only for trainings and for demonstration's purpose but not for diagnosis or for trouble shooting at your physical system.

3. Signs and Symbols

Please note:	Indicates a hint. Is used to provide information on how to avoid operating errors or information emphasizing important details.
1	Indicates steps with operating sequences.
•	Indicates a list item.
Bold	Is used to identify titles, menu items, function names, buttons, and keys, for example, the **Save** button.
Screenshots	Intended to illustrate general principles are shown in a neutral form for greater simplicity. Screenshots that illustrate instructions contain text to show the context within the application.

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4. System Requirements

The following hardware and software specifications are recommended for a smooth performance of the SmartSimulator.

Web Browser		Microsoft Edge, Google Chrome
Internet	Required?	Yes
	Type	LAN
	Speed	5 Mbps minimum
	Communication Port	TCP/IP port 443 (with https enabled)
Screen Resolution		1280 X 1048 minimum

5. Register and request a quote
5.1 Prerequisites

1. Access to the registered email address.
2. Stable internet connection.
3. To verify your identity and ensure that your account is not misused, an Authenticator Application has to be used to log in to our SmartSimulator portal. Therefore, before logging into our portal, you need to install any mobile authenticator application (Recommended: Microsoft Authenticator application) from your preferred app store.

5.2 Register into SmartSimulator

1. Open the browser and enter the following URL:
   Global users: https://smartsimulator.siemens-healthineers.com/#/
   China users: https://smartsimulator.siemens-healthineers.cn/#/
2. The SmartSimulator **Home** page shows the available subscriptions offerings.
3. **Under Our offerings,** on the package which you require, click **Request quote.**
4. Click **Next.**
5. Choose the simulators from the list.
6. Click **Next**.
7. Enter your registration details into the dedicated fields:

   - **Subscription Name, Start Date, Number of Users, Language, Institution Name, Country, First Name, Last Name, Email Id.**

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Note: All the communications including emails will be in the same language.
8. Click **Next**.
9. Check your entered details in the **Review and Request quote**, the policy statements, and
10. Click **Request Quote**.
11. Click **Done** on the confirmation message.
12. Check your emails and finalize the activation process by clicking the **Activate** button within the email.
13. In the **Set Password** dialog, specify and **Save password**.

Please note: The password must satisfy all the conditions mentioned in the set password window.

6. Getting Started
6.1 Login for Owner and Admin

To log in as a subscription owner or admin, follow these steps:
1. Open the browser and navigate to the appropriate URL::
    Global users: https://smartsimulator.siemens-healthineers.com/#/
    China users: https://smartsimulator.siemens-healthineers.cn/#/
2. Select "Subscriber Login."
3. Enter your email ID and click "Continue."
4. Enter your password and click "Log in."
5. Open the Microsoft Authenticator application on your mobile phone.
6. Scan the QR code using the Microsoft Authenticator application.
7. Enter the one-time passcode displayed on the mobile application and click "Next."
8. Copy and securely save the generated 24-digit recovery key.
9. Once the recovery key is saved, check the box labeled "I have safely recorded this code," and click "Next."
10. You are now successfully logged in, and the SmartSimulator My Subscription page is displayed.

Please note: It is crucial to save the recovery key in a secure location, as this code allows you to restore access to your account in case of a phone change, loss, or accidental deletion of the Authenticator app.

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6.2 Login for Subscription Users

To log in as a subscription user, follow these steps:
1. Open the browser and navigate to the appropriate URL::
   Global users: https://smartsimulator.siemens-healthineers.com/#/
   China users: https://smartsimulator.siemens-healthineers.cn/#/
2. Select "Subscriber Login."
3. Enter your email ID and click "Continue."
4. Enter your password and click "Log in."
5. You are now successfully logged in, and the SmartSimulator My Subscription page is displayed.

6.3 Connection Test

It is advised to check the connection test before launching your Simulator session for the first time.

1. Copy the **Subscription ID** from your subscription summary card and click on ? icon
2. Click on **Connection Test**.
3. Paste your ID and enter a name for the test (e.g., Hospital X, Department Y) for better tracking and hit **Start**.
4. Connection test is testing the general accessibility. In case the firewall blocks the access of the SmartSimulator the connection test would indicate it.
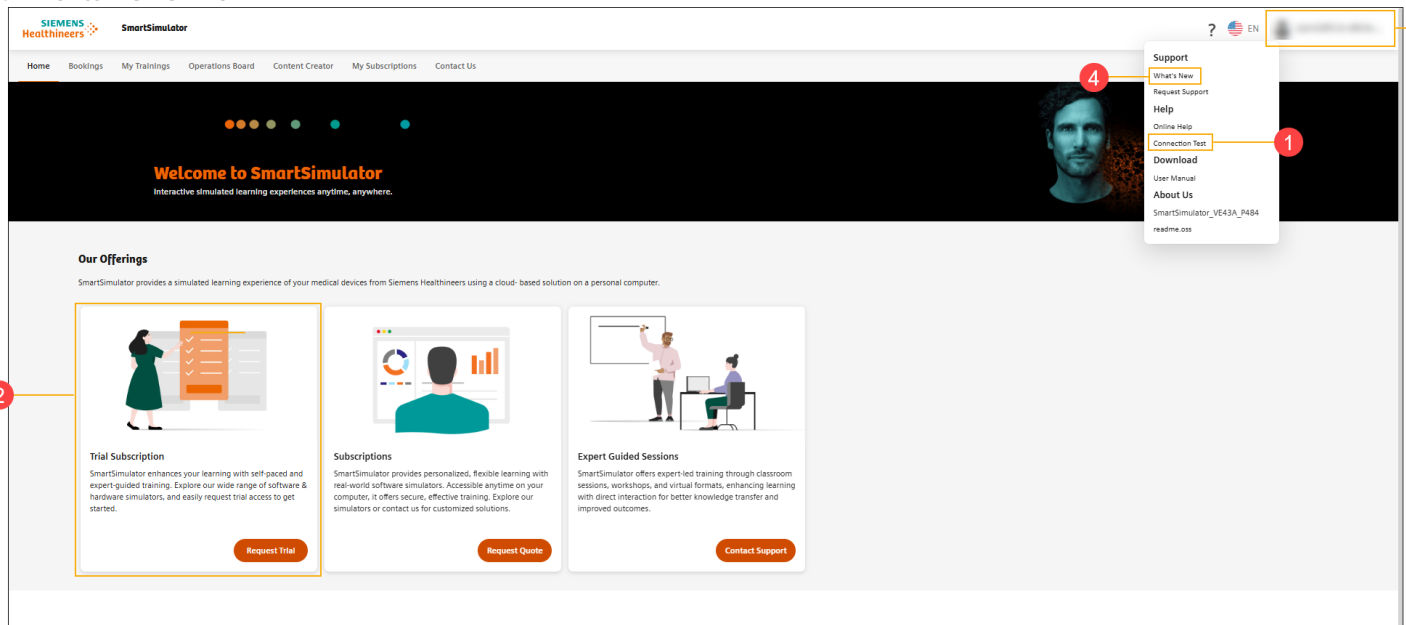
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7. My Subscription
7.1 Portal Overview

Figure 1: SmartSimulator Home page

1) Connection Test (Testing Connectivity (siemens-healthineers.com))
2) Subscription package tile representing a subscription offering (SmartSimulator Help (siemens-healthineers.com))
3) Login ()
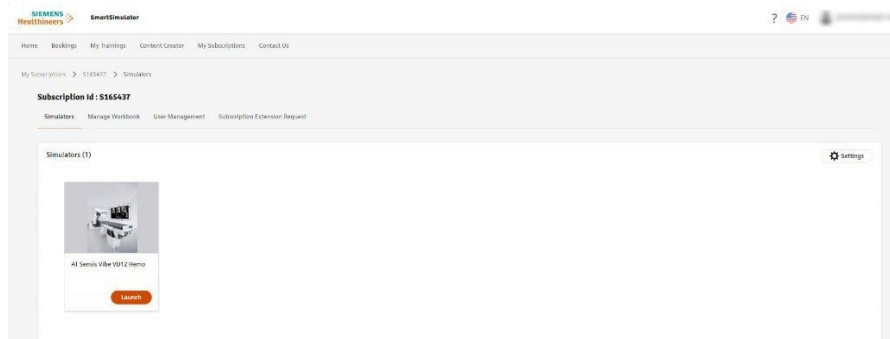4) What's New

7.2 How to use a simulator within the subscription package

Figure 2: SmartSimulator subscription page details

If you would like to use a simulator from your subscription package:

1. Go to **My Subscription**.
2. **View Details** of subscription package.
3. **Start** simulator by pressing the **Launch** button on the simulator tile.
4. Select **datacenter.**

   Please note: Please pick a datacenter that is closer to you geographically.

7.3 How to manage subscription users

Subscription owners and admins can share their active subscription with the number of users defined during the ordering process.

1. Switch to tab **User Management.**
2. Click [+ New Users] to add User(s).
   The **Add users** window is displayed.
3. Add subscription user(s) in two ways
   3.1 **Single user** - You can add a single user by entering their **First Name**, **Last Name, Email Id, and Country**.
   3.2 **Multiple Users** - Add multiple users to the subscription by uploading an excel file containing their corresponding email Ids.

Note: Download the excel template by clicking **Download Template**.

Download the country list by clicking the icon mentioned in the screenshot.

The new users are automatically registered to the subscription package.

4. Click **Add User(s)**.
5. The added Users will be listed under **All Users** tab.
6. Select **Edit Name** under actions icon to edit the **First Name**, **Last Name** and the **Email Id** of the users listed in the **All Users** tab.
7. Select **Pause Usage** under actions icon to pause the subscription user from using the subscription. Click **Resume Usage** to resume the subscription user.
8. To delete any existing users, select Delete user under actions icon.
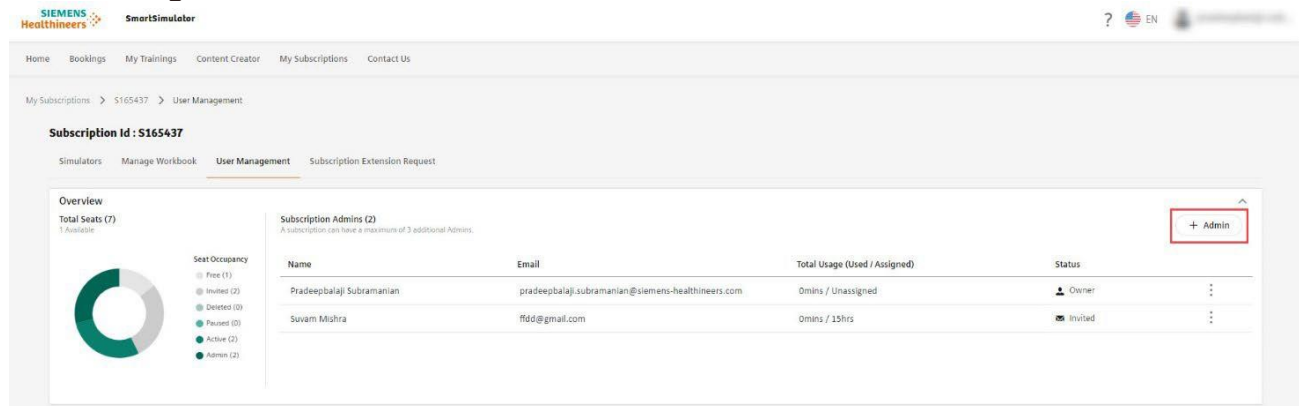
You can also assign hours to a subscription user. Perform the following steps to assign hours.

1. Select the User from the list of users.

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2. Click on ⏱ from the action icon.
3. Enter the number of hours in the dialog box.
4. Click Yes.

9. Users who has access to all simulators within this subscription are listed under **Active** users tab.
10. Users who temporarily don't have access to any simulators in this subscription are lised under **Paused** users tab.
11. Users who are invited for the subscription are listed under **Invited** tab.
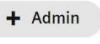12. Deleted users are listed under **Deleted** tab.

Please note: Pausing an user does not automatically free one user space from your overall number of users.

7.3.1 Adding the Admin

1. Click [+ Admin] to add Admin.
   The **Add Admin** window is displayed.
2. Fill the **First Name**, **Last Name** and the **Email Id** of the person you wish to add as an Admin.
3. Click **Add Admin.**

7.3.2 EditIng Name or Email
1. You can edit the **First Name**, **Last Name** and the **Email Id** of the Admin added and resend the invite

Please note: First and last name cannot have numbers or special characters.

7.3.3 Deleting Admins and Subscription Users

7.3.3.1 Deleting an Active Admin

1. Remove the Admin role.
2. The admin become a Subscription User.
3. Delete the Subscription User.
4. The Subscription User will be shown in deleted list.

7.3.3.2 Deleting an invited admin/Subscription User

1. Admins/ Subscription Users in invited state will be deleted directly and will not be shown in deleted list.

7.3.3.3 Deleting Subscription Users in Active State

1. Subscription Users can be deleted.
2. Deleted Users will be shown in deleted list.

7.3.3.4 Recover Deleted Users

1. Subscription Users in deleted state can be recovered any time before the permanent removal date which is mentioned

7.5 How to manage a workbook

As a subscription owner, you can upload and manage your own instructions within your subscription.

1. Go to **My Subscription** tab card.
2. Click on the active subscription tile you want to enhance with an own workbook.
3. Go to the tab **Manage Workbook** and click **Add Workbook**.
4. Enter the name of your workbook.
5. Select the Simulator for which you want to provide this workbook.
   Please note: You can select multiple simulators.
6. Choose a .pdf or .docx file to upload.
7. Hit **Add** to complete the process.

Your subscribers will now be able to book the simulator sessions together with your workbook to follow your pre-defined guidance.

Please note: PEPconnect offers a range of workbooks for your choice. You can easily access PEPconnect through clicking **Learning material** in the SmartSimulator **My Subscription** page.

You can also find the learning material here:
https://pep.siemens-info.com/en-us/smartsimulators

7.6 How to upload a file to a subscription package

As a subscription owner or admin, you can share files with all subscribers.

1. Go to **My Subscription** tab card.
2. Click on the active subscription tile you want to share files.
3. Go to the tab **My Files**.
4. Choose a file from your computer.
5. **Upload** files after checking the checkbox.
6. All users of a subscription package will be able to access your file from their simulators via the mysubscriptionfiles-<xxxx>**.**
7. In case you want to delete uploaded files: Select the file(s) and **Delete** them.

Please note:
- Download of scanner protocols and images is prevented to avoid any kind of use outside

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the intended use of education.
- When extracting a .zip file in the simulator, please ensure that you extract these files in the **B** drive. Otherwise your **my Files** cloud share can run out of sync.

7.7 Extend a subscription package

Perform the following steps to extend a subscription package.
1. Go to **My Subscription** tab, click **Extend** on the active subscription you want to extend.
2. The Extend Subscription window is displayed.
3. Enter the details in the No. of Hours, User Limit, Storage fields.
4. Select the date from the Valid Untill field.
5. Select the simulators from the Simulators to add drop down list.
6. Click **Request for extension**.
7. The Confirmation dialog box is displayed.
8. You receive an email confirming that you have raised a request for extension.
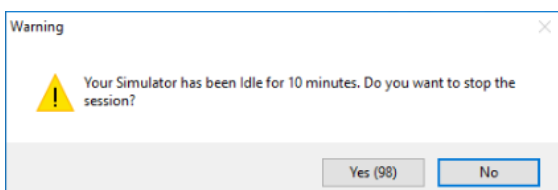9. Click **Confirm**.

S671617		Extend Subscription		
Subscription ID	: S671617	No of Hours :	31	Hours to add
Start Date	: 05 February 2024			
Owner	: pradeepbalaji.subram..	User Limit :	2	Users to add
Total Hours	: 30			
Hours Available	: 27 hr 36 min	Storage :	25 GB	Storage to add
No of Users	: 4			
Storage	: 25 GB	Valid Until :	27 April 2024	Valid Until 2024-04-27
Valid Until	: 04 February 2025			
		Simulators to add		
Subscription Active				
Extend	View Details	Cancel	Request for extension	

7.8 How to set an Idle Time out for subscription package

Perform the following steps to set idle time notification.

1. Click on ⚙ Settings icon and select **Idle Session Timeout.**

2. Select the time from the drop down list.
   The Confirmation message is displayed.

If you have launched a simulator and if it is idle for 10 minutes, the following warning message is displayed for 2 minutes (120 seconds). Click Yes to stop the session, and click No to continue. If there is no input from you within 2 minutes, the session will automatically be terminated.

Warning	✕
⚠ Your Simulator has been Idle for 10 minutes. Do you want to stop the session?	
Yes (98)	No

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7.9 Managing Scheduled Learning Sessions

Perform the following steps to manage Scheduled Learning Sessions.

1. Go to my subscriptions tab.
2. Click view details on tab with active subscription.
3. Click on sessions tab and click schedule new session.
4. Enter the session title and select the modality from the list.
5. Select the simulator from the list and select the datacenter from the list.
6. Select the time zone and select the date.
7. Enter the time and select the idle time.
8. Click next and click add trainee.
9. Select the required trainees and click add.
10. Click next and if you have a workbook, select it from the list.
11. Click schedule session.
12. The session is displayed in the session tab.
13. Click edit icon to edit the session.
14. Click delete icon to delete the session.
15. To launch the session, click view.
16. Click connect to connect to the training.
17. Click terminate to terminate the training

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8. SmartSimulators Handover Package

In the healthcare sector, the basis for reimbursement is shifting from quantity to quality of care. This means healthcare providers are rewarded for both efficiency and effectiveness. Employing digital solutions within your workforce increase your reputation as a cutting-edge employer and can enable you to stay abreast of new methods and technologies and help you bring patient care to the next level. Increase knowledge and skills with a competency-based online education platform that offers instant access to performance support and expertise.

PEPconnect is a personalized online education experience designed for healthcare professionals that's customized to their role and learning behavior – designed to increase their competency, efficiency, and productivity.

- Explore more than 19,000 engaging learning activities – including e-learnings, webinars, job aids, videos, virtual classrooms, and more

- Create your own virtual learning experience with an individual profile, education plan and transcript to record your training and subscribe to services and content with Virtual Wallet points

- Benefit from the online network of professionals and connect, communicate, and be part of social learning groups

8.1 Logging in to PEPconnect portal
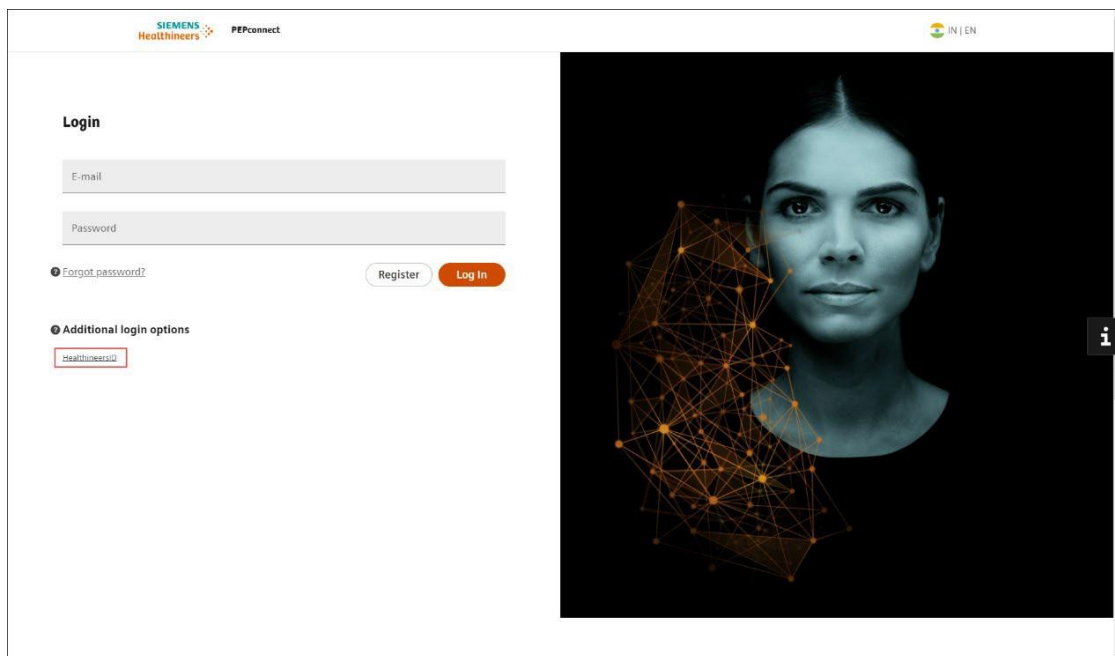Perform the following steps to log in to the PEPconnect portal.

1. Open the browser and enter the following URL.

    https://pep.siemens-info.com/en-us

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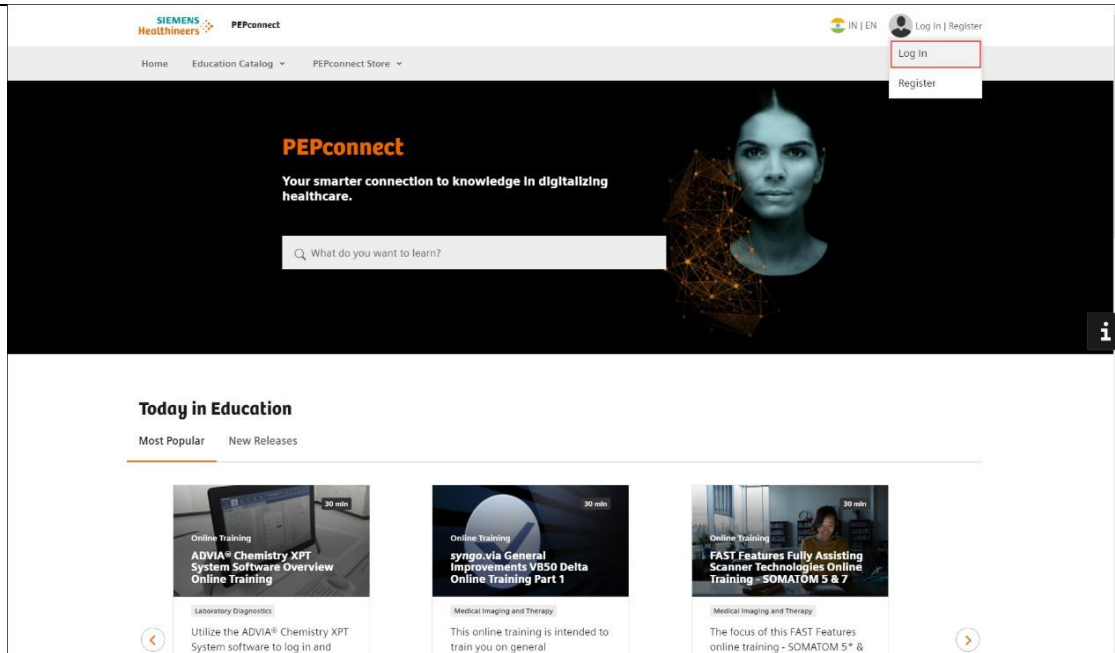
The log in page is displayed.

2. Under Additional login options, click on **HealthineersID**.


3. Enter your email Id and click **Continue**.

4. Enter password and click **Log in**.

5. Open the Microsoft Authenticator application on your mobile phone.

6. Scan the QR code using Microsoft Authenticator application. (First time only)

7. Enter the one-time passcode appearing on the mobile application and click on the **Next** button.

8. Copy and save the generated 24-digit recovery key in a secure location.
   Note: It is important to save the recovery key in a secure location, this code lets you restore access to your account in case you change or lose your phone or accidentally delete the Authenticator app.

9. Once the recovery key is saved, click the check box, "**I have safely recorded this code**" and click **Next** button.
   The **Activities** page is displayed.

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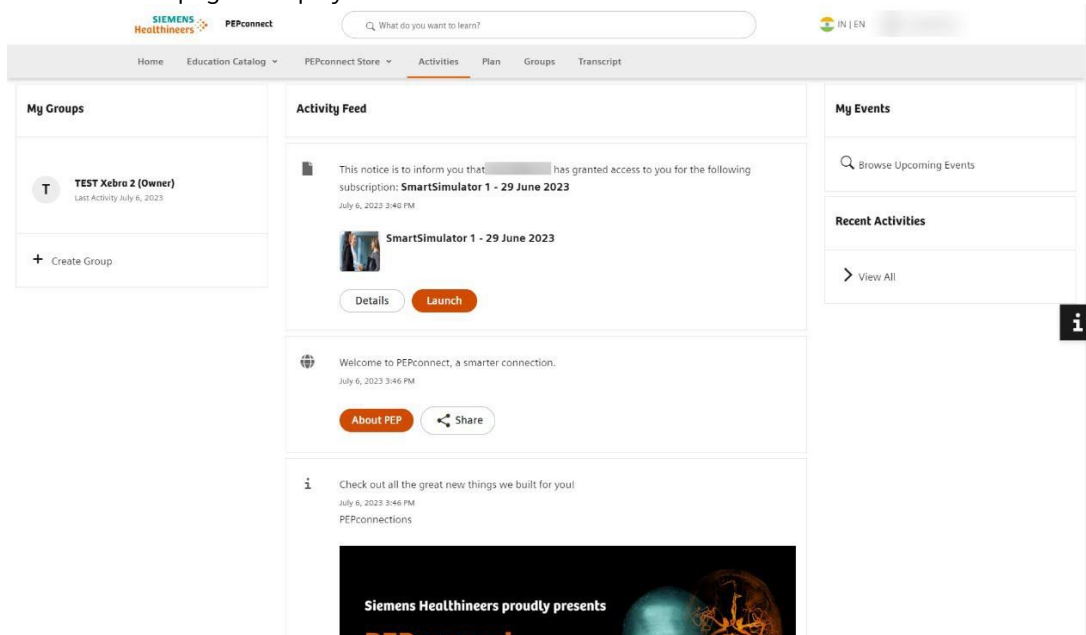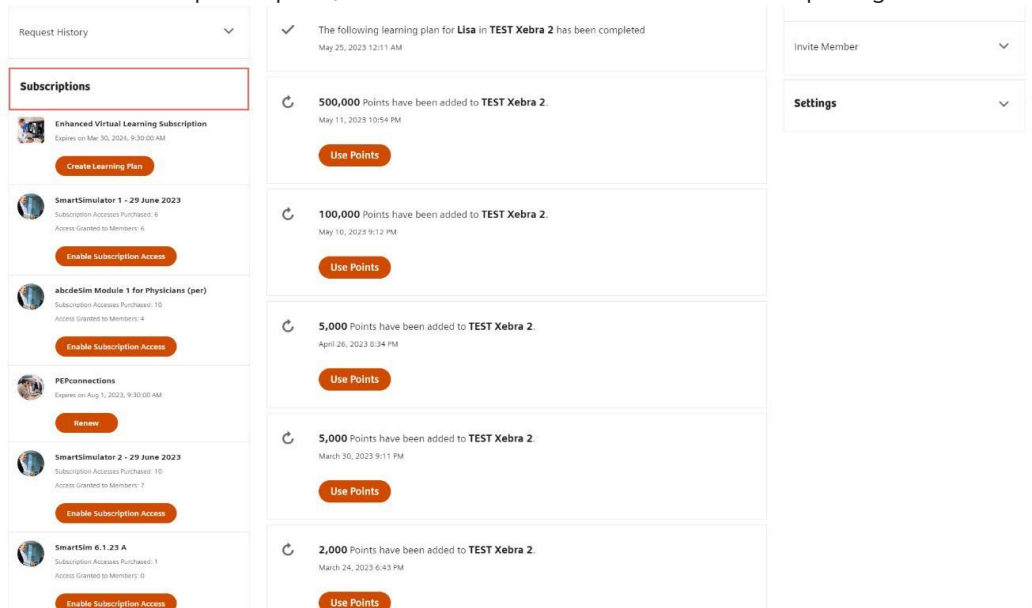
8.2 Launch the SmartSimulator handover package

Perform the following steps to launch the SmartSimulator handover package .

1. From the My Groups pane, select the required learning group.
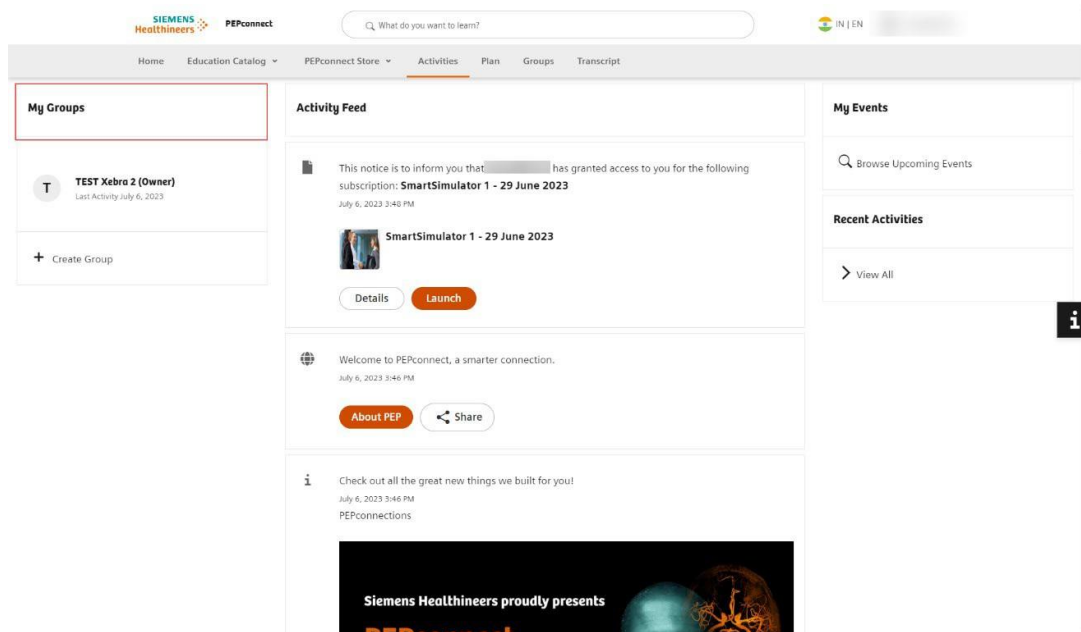
The Group page is displayed.

2. From the Subscriptions pane, click on the SmartSimulator handover package..

The SmartSimulator subscription page is displayed.

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3. Click **Launch**.

8.3 Launching a Simulator

To launch a simulator, perform the steps mentioned in the "**How to use a simulator within the subscription package**" section.

8.4 Managing Workbook

To manage a workbook, perform the steps mentioned in the "**How to manage a workbook**" section.

Please note this learning material is for training purposes only.

For the proper use of the software or hardware, please always use the Operator Manual or Instructions for Use (hereinafter collectively "Operator Manual") issued by Siemens Healthineers. This material is to be used as training material only and shall by no means substitute the Operator Manual. Any material used in this training will not be updated on a regular basis and does not necessarily reflect the latest version of the software and hardware available at the time of the training.

The Operator Manual shall be used as your main reference, in particular for relevant safety information like warnings and cautions.

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