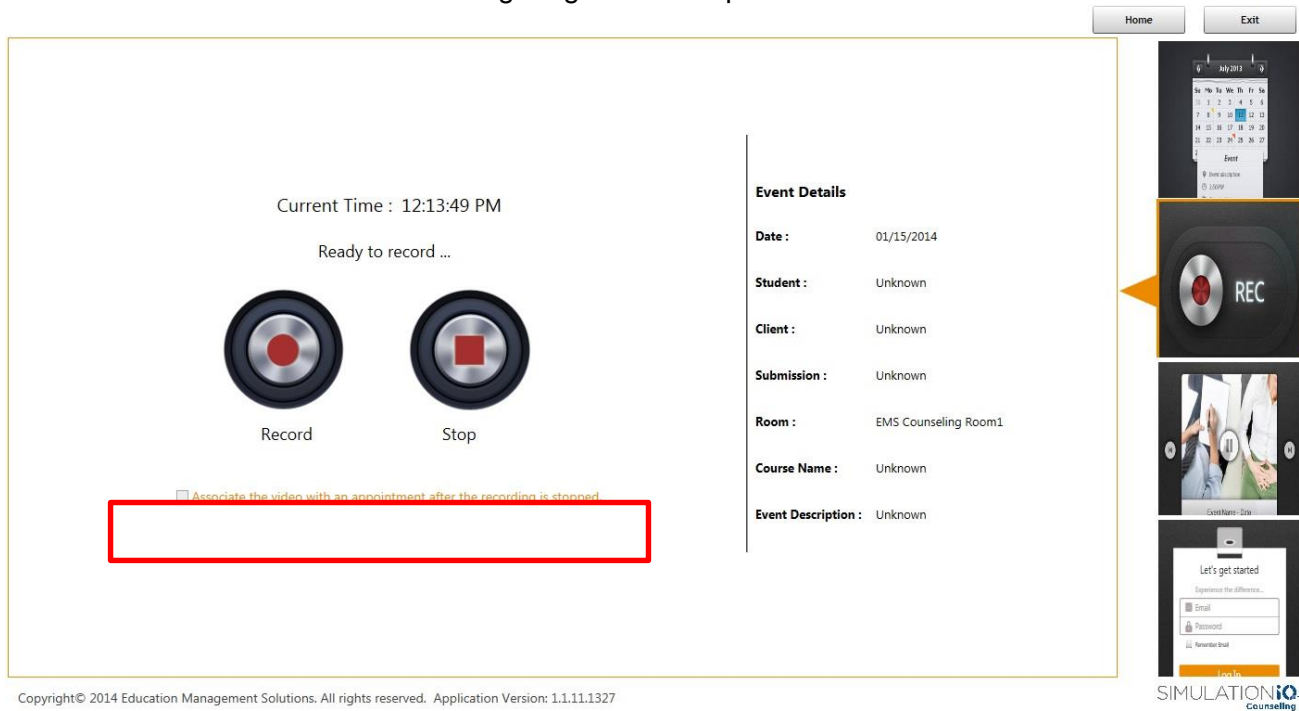


SIMULATIONiQ Counseling: Recording Video

Record Video in Video Recording application: Ad hoc recording

Click **Record** to create an ad hoc recording. Login is not required.



Copyright © 2014 Education Management Solutions. All rights reserved. Application Version: 1.1.11.1327

To index the video, click the **Associate the video with an appointment after the recording is stopped** checkbox.

Client consent form confirmation to record

Event Recording

Do you have a signed audio-visual consent form from the client?

Yes, I have a signed consent form

Email *

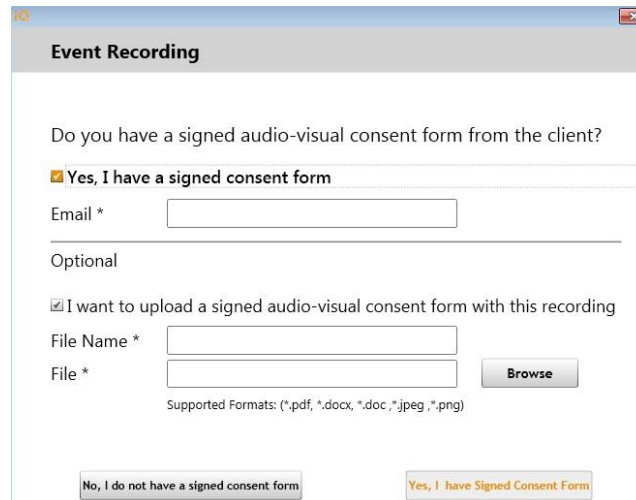
Optional

I want to upload a signed audio-visual consent form with this recording

Once you click Record, a client consent form confirmation appears before you can record. If a signed consent form is available:

1. Click the **Yes, I have a signed consent form** checkbox
2. For an ad hoc recording, enter your **Email** address (your email address will default if you are logged in) and then click **Yes, I have a signed consent form**.

Upload a signed audio-visual consent form



The screenshot shows a web form titled "Event Recording". The question "Do you have a signed audio-visual consent form from the client?" is followed by a radio button selection. The "Yes, I have a signed consent form" option is selected. Below this is an "Email *" field. An "Optional" section contains a checked checkbox "I want to upload a signed audio-visual consent form with this recording". This is followed by "File Name *" and "File *" fields, with a "Browse" button next to the "File *" field. Below the "File *" field, it says "Supported Formats: (*.pdf, *.docx, *.doc, *.jpeg, *.png)". At the bottom, there are two buttons: "No, I do not have a signed consent form" and "Yes, I have Signed Consent Form".

Optionally you can upload a signed consent form with the recording.

1. Click the **I want to upload a signed audio-visual consent form with this recording** checkbox.
2. In the **Name** field, enter the file name.
3. Click Browse to select the file.
4. Click **Yes, I have signed consent form**.

Log in to record if a signed consent form is not available

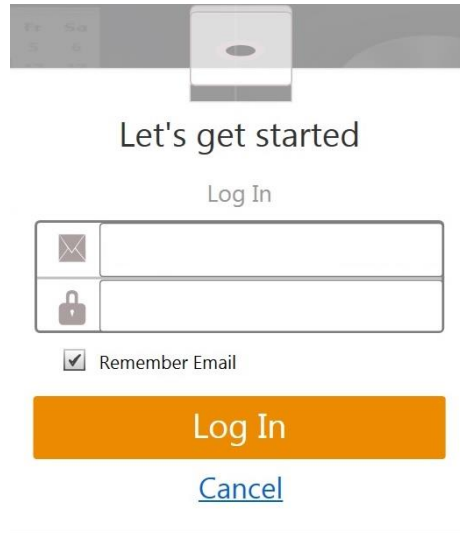
The screenshot shows a dialog box titled "Audio-visual consent form confirmation". The text inside reads: "Client has NOT SIGNED audio-visual consent form!". Below this, it states: "By clicking 'Continue Recording', you acknowledge and agree to the following terms:". There are two bullet points: "— Without written consent from the patient, it is a violation of HIPAA rules and regulations to record therapy session." and "— I would bear any or all monetary and/or legal penalties, if such adverse circumstances were to occur." Below the terms is a checkbox labeled "I AGREE". Underneath is a login section with an email field containing "rajesh.venigalla@ems-works.com", a password field labeled "Password", and a checked checkbox for "Remember Email". At the bottom are two buttons: "Continue Recording" and "Cancel Recording".

If a signed consent form is not available, the user must log in to record and agree to the terms and conditions.

Playback

Use the Playback screen to view the selected video. Login is required.

Login

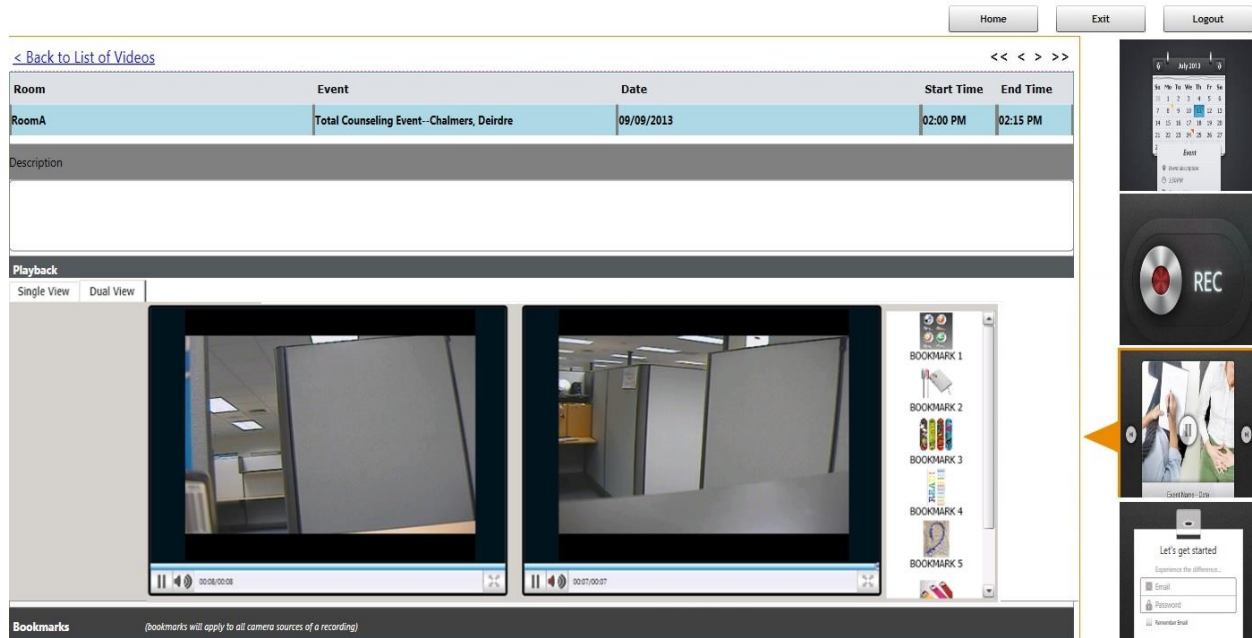


The screenshot shows a mobile application login screen. At the top, there is a header with a camera icon. Below the header, the text "Let's get started" is centered. Underneath, the text "Log In" is centered. There are two input fields: the first is for an email address, indicated by an envelope icon, and the second is for a password, indicated by a lock icon. Below the input fields is a checkbox labeled "Remember Email" which is checked. At the bottom, there is a large orange button labeled "Log In" and a blue link labeled "Cancel".

Type your email address and password and then click the **Log In** button.

Note: Click the **Remember Email** checkbox to save your email address so that you don't have to retype it every time you log in.

Playback



Home Exit Logout

< Back to List of Videos >> < > >>

Room	Event	Date	Start Time	End Time
RoomA	Total Counseling Event--Chalmers, Deirdre	09/09/2013	02:00 PM	02:15 PM

Description

Playback

Single View Dual View

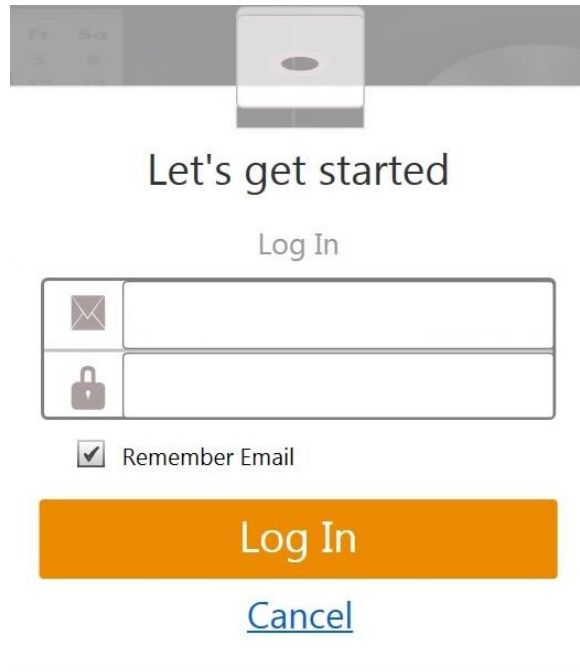
BOOKMARK 1
BOOKMARK 2
BOOKMARK 3
BOOKMARK 4
BOOKMARK 5

Let's get started
Experience the difference.
Email
Password
Remember Me!

Bookmarks (bookmarks will apply to all camera sources of a recording)

- Playback the selected video, proceed or go back to other videos in the list, or return to the list of videos.
- Bookmark the video while playing back.
- View single or dual view on playback.
- Videos are synced with each other in dual screen mode.

Login



The screenshot shows a login form with the following elements:

- Header: "Let's get started" and "Log In"
- Input fields: Two stacked text boxes. The top one has an envelope icon (email) and the bottom one has a lock icon (password).
- Checkbox: A checked checkbox labeled "Remember Email".
- Buttons: A large orange "Log In" button and a blue "Cancel" link below it.

Type your email address and password and then click the **Log In** button.

All newly created passwords must include:

- a minimum of eight characters
- a number
- a special character
- a capital letter.

Note: Click the **Remember Email** checkbox to save your email address so that you don't have to retype it every time you log in.

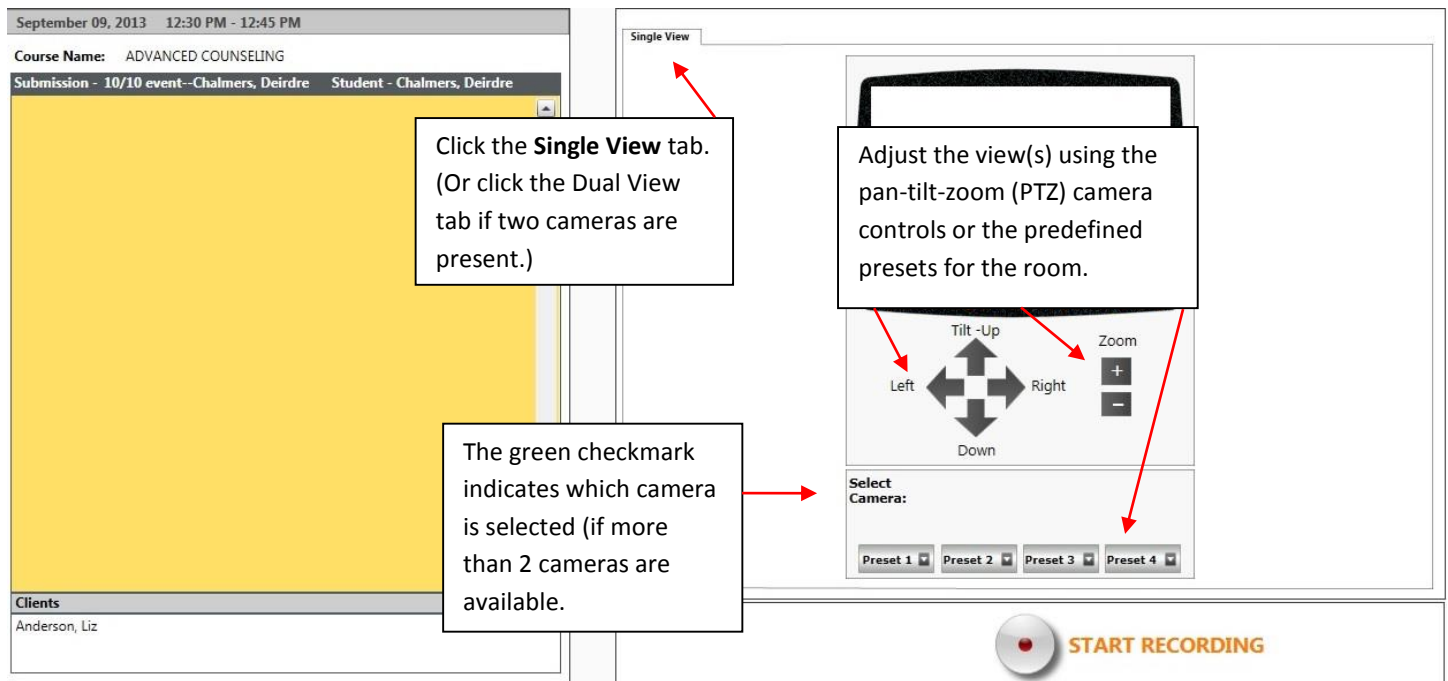
Click **Log In** to:

- Schedule a new or edit an existing appointment
- Playback video
- Log in to the original video recording application

IMPORTANT!

Automatic log-off is enabled after 2 minutes of system inactivity (if video recording is not in progress). A system warning appears one minute before being logged off to remind you to renew the session.

Record a scheduled event



September 09, 2013 12:30 PM - 12:45 PM

Course Name: ADVANCED COUNSELING

Submission - 10/10 event--Chalmers, Deirdre Student - Chalmers, Deirdre

Click the **Single View** tab.
(Or click the Dual View tab if two cameras are present.)

Adjust the view(s) using the pan-tilt-zoom (PTZ) camera controls or the predefined presets for the room.

The green checkmark indicates which camera is selected (if more than 2 cameras are available).


Tilt -Up
Left Right
Down

Zoom
+
-

Select Camera:

Preset 1 Preset 2 Preset 3 Preset 4





START RECORDING

1. From the Calendar, double-click the scheduled event. **Note:** *If an event has expired, you must create a new event before starting the recording.*
2. To edit the event, click . Make any changes as needed to the event and then click **Save**.^{*} If no changes are needed, click **Cancel**.
3. Click **Next** to proceed with the recording. The **Start Recording** screen appears.

** If the event is created by an Administrator or Faculty member, then Students cannot edit the Event description. If the Event is created by the Student from the Video Recording application or the Counseling web application, then the Student can edit all portions of this event through the Video Recording application.*

Start/Stop/Pause/Resume Recording or Switch User

Use the following controls for video recording:

Control	Description
	<p>Click Start Recording to start the video recording. Once the recording is in progress, the Stop/Pause recording screen appears. This is the only screen you will see while recording. Note: The audio will always be muted in the room.</p>
	<p>Click Pause to pause the recording. Click Resume to continue the recording or click Stop to stop recording.</p>
	<p>Click Resume to continue the recording.</p>
	<div data-bbox="651 705 1062 999" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Return</p> <p>Type your Password and then click the Sign In button to return to the application, OR Click the Switch User button to Sign In as a new user.</p> <p>Password * <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Sign In"/></p> <p><input type="button" value="Switch User"/></p> </div> <p>Once the recording is stopped, you must either type your password again to return to the application or click the Switch User button to switch to another user. This is done make sure that no unauthorized user has access to any other user's video recording. Note: If you forget to stop the recording, the system will only record a maximum of two hours in any room.</p> <p><u>Audio Controls:</u> To increase or decrease the volume settings:</p> <ul style="list-style-type: none"> • Move the volume slider to set the desired volume, OR • Go to Control Panel > Sounds > right-click on Speakers > Properties > click Levels tab > move the slider to set the desired volume.