

WIDI SIM - Administrator Manual

Version	Date
2..0	20Dec1

Contents

1	What you can do as a department admin.....	2
1.1	Login Instructions.....	2
2	Review/Add Users.....	3
2.1	How to add new members.....	3
2.1.1	Re-inviting New Users	4
2.2	Step 2: Assign Users to SIMs.....	5
2.2.1	Add Participants	5
2.2.2	Finalize Participants.....	6
2.2.3	Assign Users to Timeslots	7
3	View SIM Reports	8
3.1	Reports for your Institution	8
4	Support.....	8

1 What you can do as a department admin

At the WIDI SIM site you can:

- Review your membership list, and add and remove users.
- Assign users to participate in a SIM, and schedule their test.
- Review scores and past scores, as well as view comparative results from across the SIM testbase.

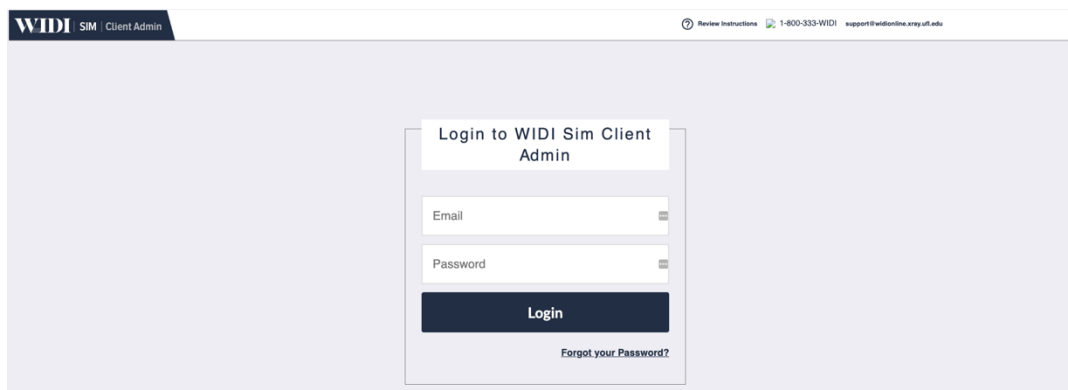
Keep reading to find out more.

1.1 Login Instructions

To login as an administrator for your institution, go to: <http://widionline.com/inst>

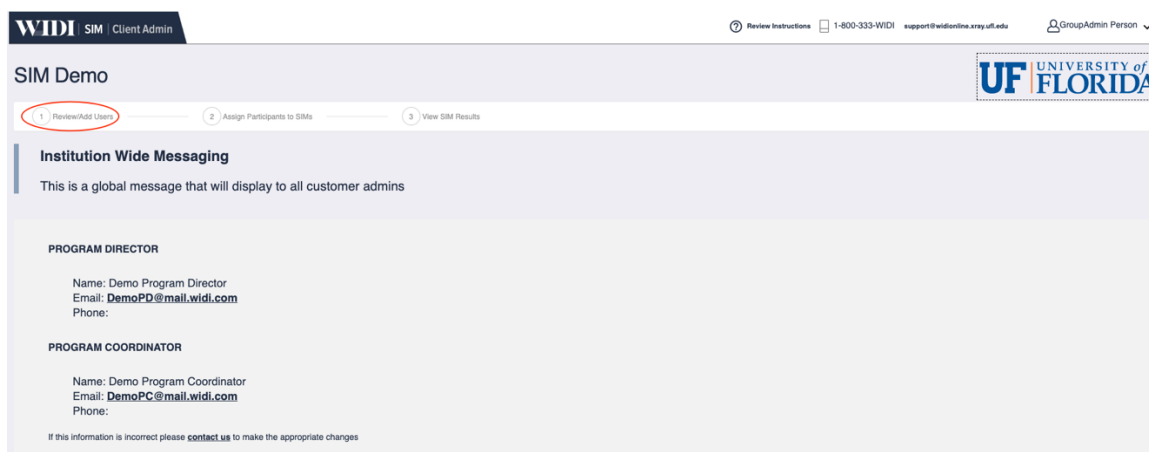
Enter your email and password as provided by your University of Florida WIDI account manager. You will arrive at your homepage.

Fig. 1



The screenshot shows the login interface for the WIDI SIM Client Admin. At the top left, there is a navigation bar with 'WIDI SIM Client Admin'. On the right side of the top bar, there are links for 'Review Instructions', '1-800-333-WIDI', and 'support@widionline.xray.ufl.edu'. The main content area is a light gray box containing a white box with the title 'Login to WIDI Sim Client Admin'. Below the title are two input fields: 'Email' and 'Password', each with a small eye icon to the right. Below the input fields is a dark blue 'Login' button. At the bottom of the white box, there is a link that says 'Forgot your Password?'.

Fig. 2



The screenshot shows the homepage of the WIDI SIM Client Admin. At the top left, there is a navigation bar with 'WIDI SIM Client Admin'. On the right side of the top bar, there are links for 'Review Instructions', '1-800-333-WIDI', 'support@widionline.xray.ufl.edu', and a user profile icon labeled 'GroupAdmin Person'. Below the navigation bar, the page title is 'SIM Demo'. On the right side of the page, there is a logo for the University of Florida. Below the page title, there is a progress bar with three steps: '1 Review/Add Users', '2 Assign Participants to SIMs', and '3 View SIM Results'. The first step is highlighted with a red circle. Below the progress bar, there is a section titled 'Institution Wide Messaging' with the text 'This is a global message that will display to all customer admins'. Below this section, there are two sections: 'PROGRAM DIRECTOR' and 'PROGRAM COORDINATOR'. Each section lists the name, email, and phone number of the respective person. At the bottom of the page, there is a small note: 'If this information is incorrect please contact us to make the appropriate changes'.

2 Review/Add Users

Your group members are maintained by you. Just use the Review/Add Users tab on your administration panel to remove or add members from your group (see Fig. 2).

Fig. 3

WIDI SIM Client Admin

Review Instructions | 1-800-333-WIDI | support@widionline.xray.ufl.edu | GroupAdmin Person

SIM Demo

1 Review/Add Users | 2 Assign Participants to SIMs | 3 View SIM Results

Current Users

Search:

[+ Add User](#)

Name	Email	Demographics	Start Date	Sim	Status
	sima1@mail.com	R2	2018-07-01	StageDemo1,TimerTestSIM	Registered
SIM A2 User	sima2@mail.com	R3	2002-01-01	Stage Demo 2,StageDemo1,TimerTestSIM	Registered
SIM A3 User	sima3@mail.com	R3	2018-07-07	Stage Demo 2,StageDemo1,TimerTestSIM	Registered
SIM User8	SIMuser8@widitest.mail.com	R3	2017-07-01	DT K12 Test Mar 6,Stage Demo 2,StageDemo1,TimerTestSIM	Registered
sima4 sima4	sima4@mail.com	R2	2019-07-01	Stage Demo 2,StageDemo1,TimerTestSIM	Registered

2.1 How to add new members

Select the 'Add User' button (see Fig. 3)

Fig. 4

Add User

Title Residency Year *

First Name * Last Name *

Email * Start Date

Save

Complete the fields above (Fig. 4). Items with an asterisk are mandatory.

When you select 'Residency Year' the 'Start Date' field will automatically update.

Fig. 5

The screenshot shows a form titled "Add User" with a close button (X) in the top right corner. The form contains several input fields: "Title" (a dropdown menu), "Residency Year" (a dropdown menu with "R2" selected and highlighted by a red box), "First Name" (a text input field), "Last Name" (a text input field), "Email" (a text input field), and "Start Date" (a text input field with "2018-07-01" entered and highlighted by a red box). A blue "Save" button is located at the bottom right of the form.

If the user's Residency start date is not correct, you can change it manually. Check that the data is correct and select 'Save'.

(For new users who are not radiology residents, WIDI SIM automatically applies the birthdate of Wilhelm Rontgen. You may also change this 'start date' to a new date if you like)

When you Save the user, an email invitation is automatically generated and sent to the address you have entered.

2.1.1 Re-inviting New Users

You can monitor status of your user invitations on this tab, and if any users fail to activate their registration after receiving the invite, you can Re-invite them by selecting the Re-invite option in the Status column.

Fig. 6

The screenshot shows the "SIM Demo" interface with a progress bar at the top containing three steps: "1 Review/Add Users", "2 Assign Participants to SIMs", and "3 View SIM Results". Below the progress bar is a "Current Users" section with a search input field and an "+ Add User" button. A table lists the current users with columns for Name, Email, Demographics, Start Date, Sim, and Status. The "Re-Invite" button in the Status column for the "SIM User 8 Demo" row is circled in red.

Name	Email	Demographics	Start Date	Sim	Status
	sim1@mail.com	B2 ✓	2018-07-01 ✓	StageDemo1_TimerTestSIM	Registered
SIM A2 User	sim2@mail.com	B3 ✓	2002-01-01 ✓	Stage Demo 2.StageDemo1_TimerTestSIM	Registered
SIM A3 User	sim3@mail.com	B3 ✓	2018-07-07 ✓	Stage Demo 2.StageDemo1_TimerTestSIM	Registered
SIM User 8 Demo	SIMuser8@widi.mail.com	B2 ✓	2018-07-01 ✓		Re-Invite

2.2 Step 2: Assign Users to SIMs

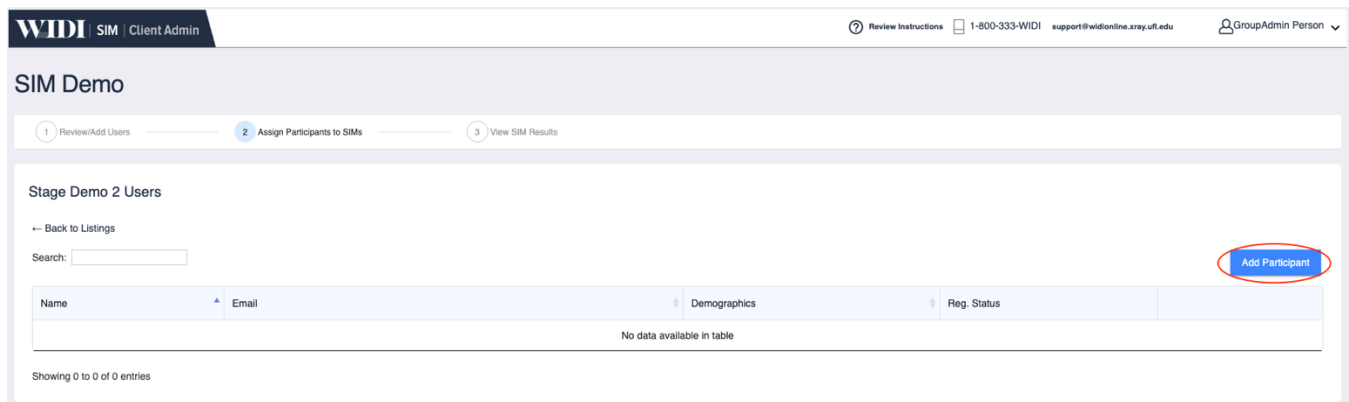
Once you have added any new users to your group, you are ready to assign them as participants to a SIM. Select the '2 Assign Participants to SIM' tab (Fig. 8)

Any SIMs to which your organization is assigned will appear in the listing here. (If you don't see the SIM you want to register participants for, contact the WIDI team at university of Florida.)

2.2.1 Add Participants

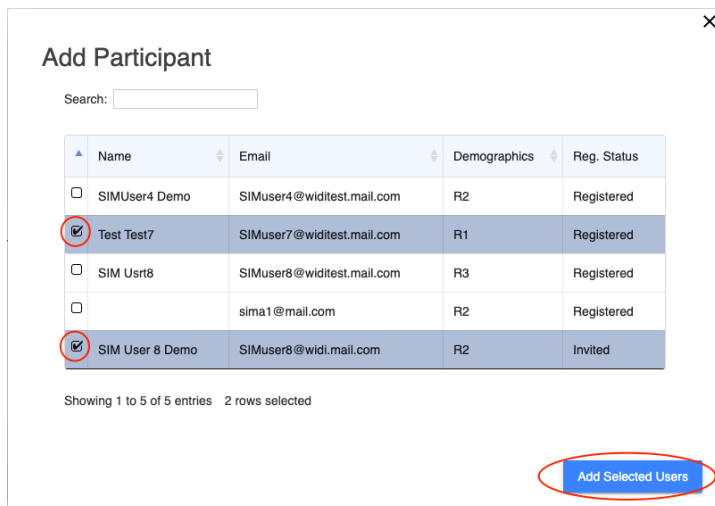
Once you have selected a SIM, you will be able to choose users from your group to assign to the SIM.

Fig. 8



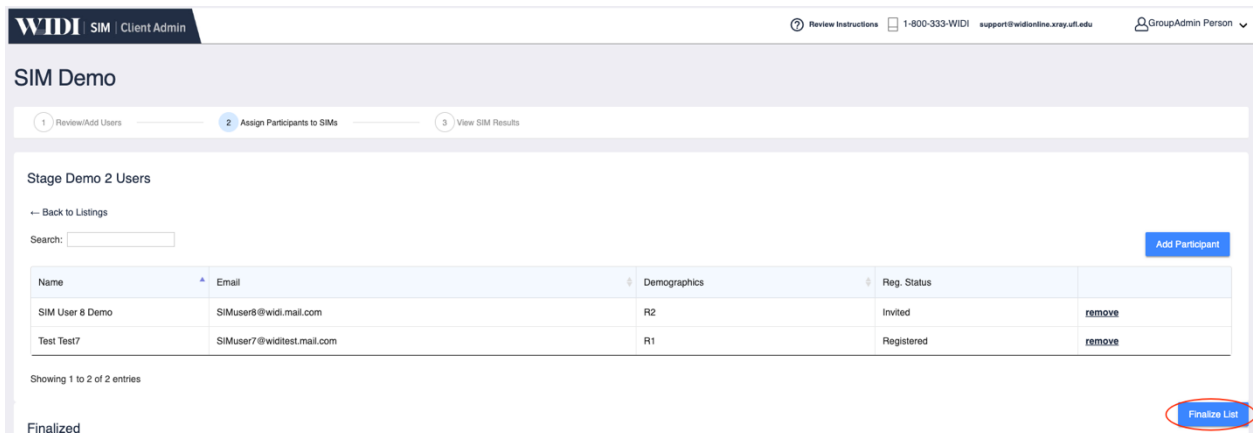
Select the 'Add Participant' button. You will see a list of your group members. Select the users you want to add and then click 'Add Selected Users'.

Fig. 9



Once you have selected a User(s), they will appear in the Participants List:

Fig. 10



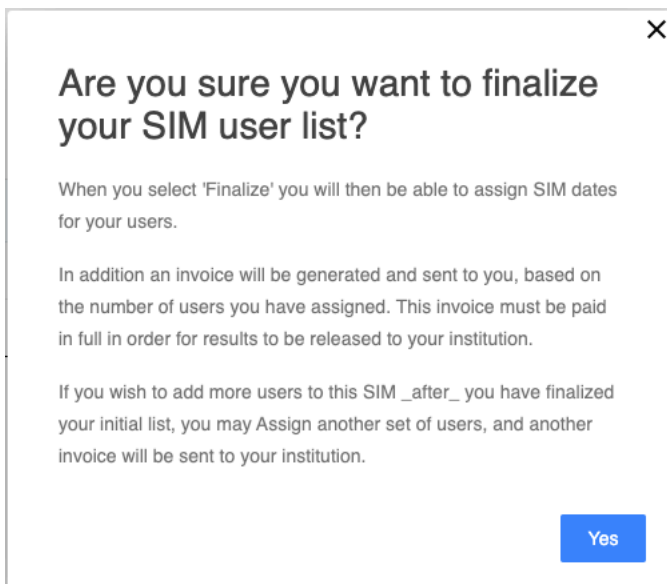
NOTES:

1. Before you are invoiced for participants you will need to Finalize the list. Before finalizing, you can add more participants, and you can also remove users from the list if necessary.
2. You can add more users after you have finalized the list, but to *remove Finalized Participants*, you will need to contact the WIDI team.

2.2.2 Finalize Participants

When you are ready, click 'Finalize List' (Fig. 10) to formally add your users to the SIM. Then select 'Yes' from the pop-up window that appears.

Fig. 11



After you select 'Yes', two events will be triggered:

1. An invoice for your group's SIM fees will be generated, based on the # of users in the list you have finalized.
2. You will be able to assign finalized users to available SIM timeslots.

2.2.3 Assign Users to Timeslots

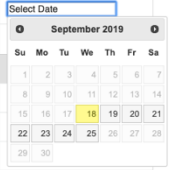
Once you have finalized your users, you can assign them to any available timeslot, using the calendar date-picker. Just click on 'Select date'.

Fig. 12

Finalized

Search:

Name	Email	Demographics	Reg. Status	Sim Date
Finalized on 2019-09-18				
Test Test7	SIMUser7@widitest.mail.com	R1	Registered	Select Date
SIM User 8 Demo	SIMUser8@widl.mail.com	R2	Invited	
Finalized on 2019-08-07				
SIMUser1 Demo	SIMUser1@widitest.mail.com	R1	Registered	
SIMUser2 Demo	SIMUser2@widitest.mail.com	R2	Registered	
SIMUser3 Demo	SIMUser3@widitest.mail.com	R1	Registered	



You can change these assignments whenever you want, up to the day before the SIM is assigned to that user.

For changes on the date of the scheduled SIM timeslot, or after the fact, you must contact the WIDI team.

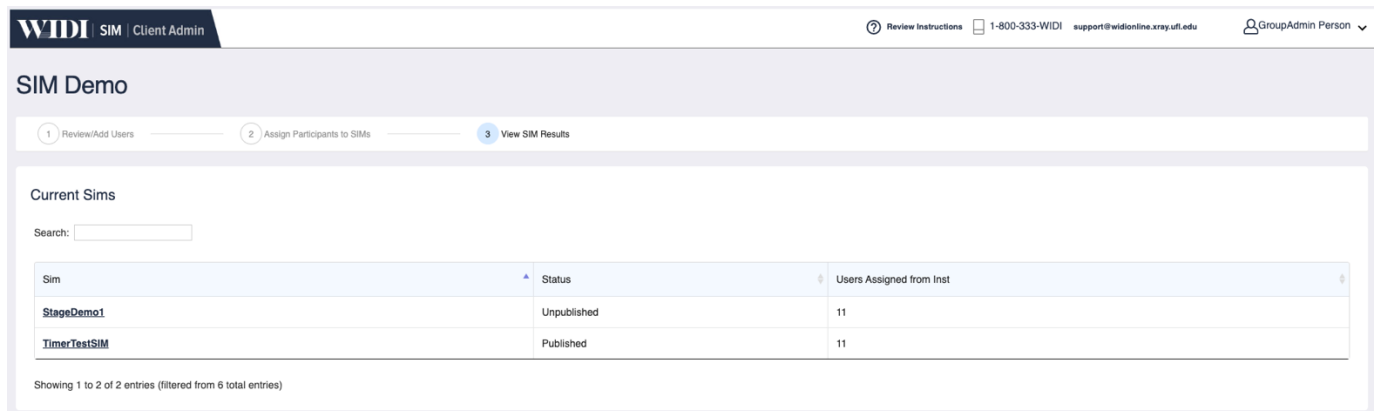
3 View SIM Reports

Once all of your users have completed the SIM, WIDI will commence grading. Grading usually takes just a few days, but can vary based on availability of graders, who are members of the radiology teaching faculty.

3.1 Reports for your Institution

Once grading has been completed for all of your test-takers, you will receive an email notifying you that results are available for review.

Login to your SIM institutional admin, and select the '3 View SIM Results' tab. You will see a list of any SIMs that your group has participated in.



The screenshot shows the WIDI SIM Client Admin interface. At the top, there is a navigation bar with the WIDI logo and 'SIM Client Admin'. On the right, there are links for 'Review Instructions', '1-800-333-WIDI', 'support@widionline.xray.ufl.edu', and a user profile 'GroupAdmin Person'. Below the navigation bar, the page title is 'SIM Demo'. A progress indicator shows three steps: '1 Review/Add Users', '2 Assign Participants to SIMs', and '3 View SIM Results', with the third step being active. Underneath, there is a section titled 'Current Sims' with a search bar. Below the search bar is a table with the following data:

Sim	Status	Users Assigned from Inst
StageDemo1	Unpublished	11
TimerTestSIM	Published	11

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries (filtered from 6 total entries)'.

4 Support

For Support with any aspect of SIM Department Administration, contact the WIDI Team at:

support@widionline.xray.ufl.edu

(352) 594-5405