

# METIVision “MTV”

Mid Atlantic HPSN 2010

Kay Kanarr, BA, MSN/Ed, RN

Hospital Services Account Manager

Judy Johnson-Russell, Ed.D., RN

Adjunct Clinical Educator



# My Profile Tab



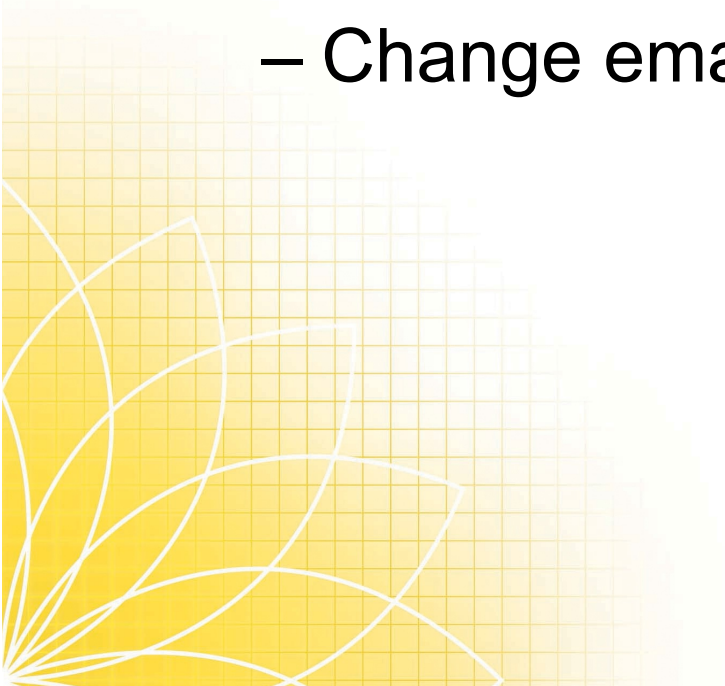
## My Profile

- Provides access to User Profile Screen
- View and change Login Information
- View account Privileges and Group Memberships



## My Profile

- Change Login Information
  - Change password
  - Change Login name
  - Change email address



# System Setup Tab



## Software Setup

- Once all hardware has been set up and the console has been configured to a network, the METIVision Web Software can be set up
- To log in to the METIVision Web Software enter the assigned URL or IP address

## Login

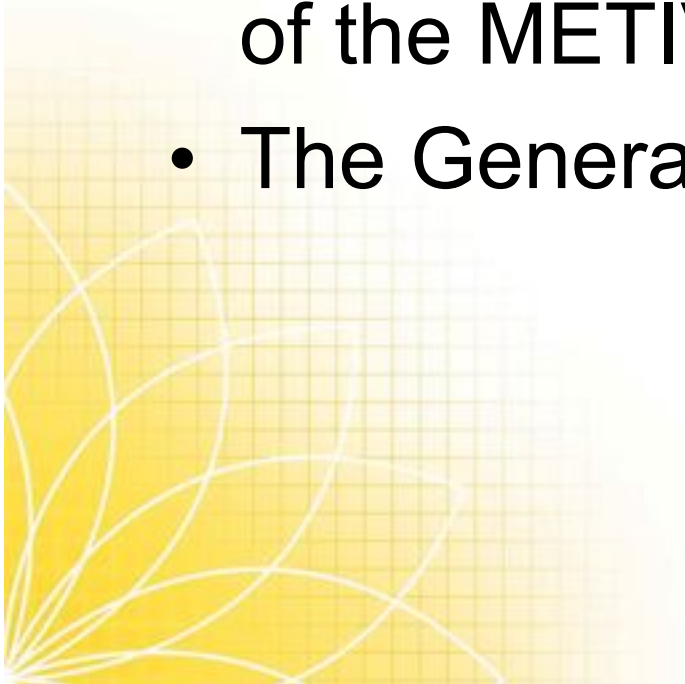
- The Log In screen will appear
- Type in *admin* for the Username and *meti* for the Password to log in the first time
- Click the Login button
- The Username and Password can be changed from the My Profile tab
- The Running Now screen appears and the rest of the program is now accessible through the different tabs

## Tabs

- The six main tabs used to navigate through the different screens are:
- *Running Now* - shows all recordings or broadcasts
- *Previously Recorded* - accesses all saved recordings
- *My Profile* - shows User account settings
- *User Manager* - manager User account settings and Groups
- *System Setup* - accesses and manages setup features for Rooms, simulators, cameras and logs
- *Logout* - exits the METIVision Web Software
- **\*\*Not every account will have access to every tab, only the administrator privileges account has all six tabs visible.**

## System Setup Tab

- Clicking on the System setup tab accesses all the functions of METIVision and allows the completion of the METIVision setup
- The General Screen appears by default



## Five Setup Tabs

- Across the top are the 5 setup tabs. They are:
  - General - manages the save times for recordings, the time limits for recordings, the desired time zone, layouts and the pre-set annotations
  - Rooms - adds and removes Rooms
  - Simulators - adds and removes Simulators
  - Cameras - adds and removes cameras
  - Logs - shows logs to be viewed by System administrators for Customer Support issues



## Configuring Cameras

- Before using the cameras they must be configured
- From the General screen, click on the Cameras tab.
- The Cameras screen appears listing all cameras recognized by METIVision.
- Note the Status area in the listing. If a camera is listed as Not Yet Configured, click the Add button to add the camera
- When a camera is successfully added, its Status become Configured

## Camera Settings

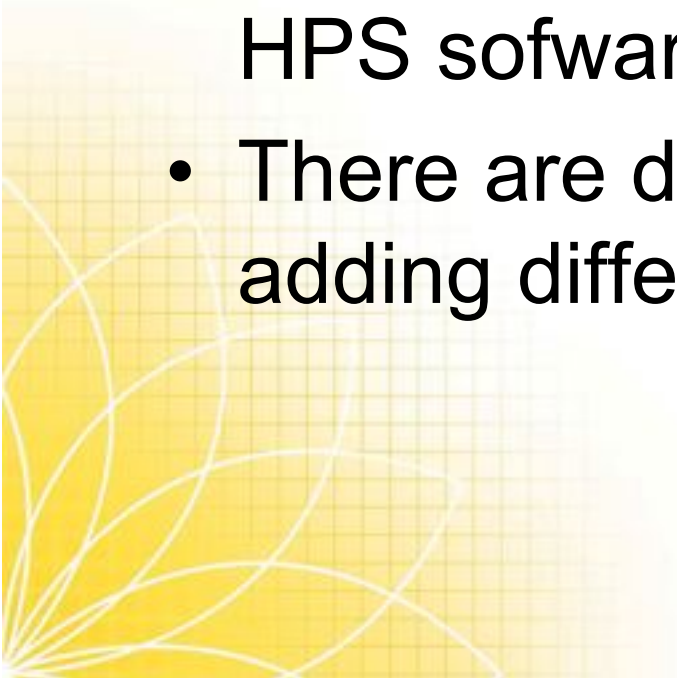
- To name the camera or adjust the camera's position or image quality, click on Settings
- The Camera Setup screen appears
- Enter a name for the camera in the Camera Name field (roomview #1, right bed, etc.)
- Position the camera using the slider bars to the right and below the image

## Camera Settings

- Choose the Video Size from the drop down menu to adjust the size of the video signal that is being captured. METI recommends 640x480
- Choose the desired camera quality from the drop-down menu to accommodate network bandwidth. METI recommends 8.
- Click the Save button to save the changes
- Repeat the steps for each camera configuration

## Adding Simulators

- Only one simulator can be connected to a METIVision console at this time
- Do not have a patient running on the HPS software before adding a simulator
- There are different instructions for adding different types of simulators



## Adding an HPS or ECS Simulator

- Ensure the METIVision console is connected to the simulator's PCU or Rack before adding the simulator.
- Power on the HPS or ECS
- Click on the System Setup tab and the General screen appears
- Click on the Simulators tab
- The Simulators Screen appears

## Adding an HPS or ECS Simulator

- The screen shows a listing of all the simulators recognized by METIVision
- If the simulator's status is Not Yet Added, click the Add button to add the simulator
- Type in the name of the simulator in the Name field.
- Type in the Level of Care/Bed (LoC/Bed)
- Click the Save button

# METI Learning

## Adding METIman Simulator

- A wireless antenna must be connected to to METIVision console
- Power on METIman (Do not have Muse software running)
- Click on General Tab
- System Setup
- Under network heading, select the desired METIman from drop-down list

## Adding METIman Simulator

- A dialog box appears asking for the passphrase
- Enter passphrase or unit number for the desired METIman (passphrase = metiadmin)
- Click Add; Then Save
- Once connected, the Network Status reads:  
Connected

## Adding an iStan Simulator

- A wireless antenna must be connected to the console before adding iStan in the Web software (3.22)
- Power on the iStan
- Click on System Setup tab
- Under the Network heading, select the desired iStan from the drop-down list.

## Adding an iStan Simulator

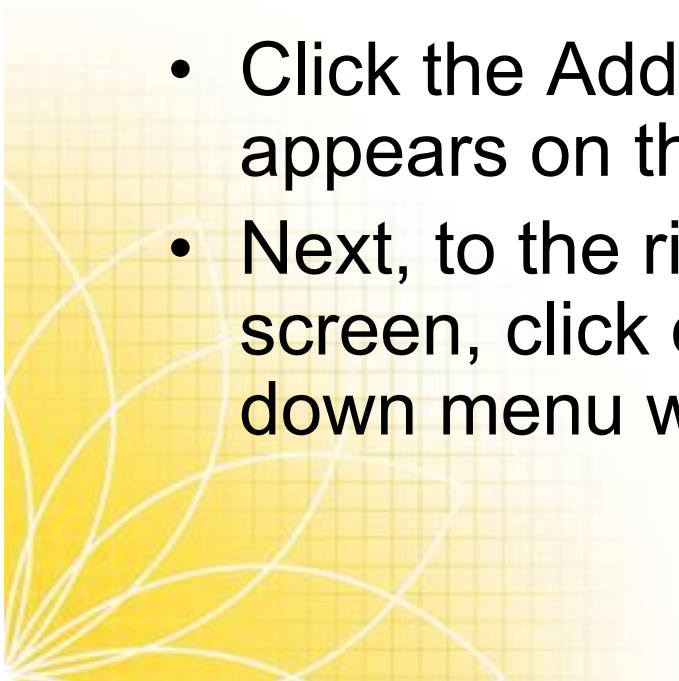
- A dialog box appears asking for the passphrase for the iStan.
- Enter the passphrase or unit number for the desired iStan.
- Click OK
- Once connected, the Network Status reads: Connected

## Adding Rooms

- A room is where the camera records data.
- A room can be any desired location, including where a simulator or Instructor workstation is positioned. Add Rooms to define the location of cameras and a simulator
- Rooms with simulators can only be added:
  - once simulators are added
  - once cameras are configured

## Adding Rooms

- Click on the Rooms tab and the Rooms screen appears
- Type in the Name of the new room into the Add New Room field
- Click the Add button, the room is added and appears on the screen
- Next, to the right of the Name in the Rooms screen, click on the Simulator and a drop-down menu will appear.



## Adding Rooms

- Select the desired simulator from the menu
  - Choose No Simulator Selected if a simulator is not in use in the Room
- Now Click on Cameras and select the name of the camera that will be used from the drop-down list.
- If more than one camera is to be used, again Click on Cameras and select the name of the additional camera assigned to that room.

## Adding Rooms

- If no camera is available, choose No Camera Selected (a camera can only be assigned to one Room at a time)
- Click the Save button
- Once a Room has been set up with a simulator, a Patient can be connected to the simulator from its Instructor Workstation. When a Patient is added, the Patient can be seen on the Running Now screen whether virtual or connected to a simulator.

## Pre-Set Annotations

- Pre-set annotations are ones that are frequently used and can be created before the recording begins.
- “Checked heart sounds,” “Communication problem,” “Watch for error during debriefing” are examples of annotations that can be created prior to the recording and then used during the recording

## Pre-Set Annotations

- Click on System Setup
- Find the Pre-Set Annotations field at the bottom of the page
- Type in the pre-set annotation in the Pre-Set Annotation field
- Click the Add New button at the bottom of the field
- The annotation now appears in the drop-down list under Pre-set Annotations header
- Click the Save button

## Modifying a Pre-Set Annotation

- Click on the System Setup Tab
- When the General screen appears locate the pre-set annotation to modify from the drop-down list.
- Select the pre-set annotation that is to be modified
- Make the desired changes
- Click the Modify button (next to the Add New button)
- Click the Save button

## Deleting a Pre-Set Annotation

- Click on the System Setup tab
- Locate the pre-set annotation to be deleted from the drop-down list in the Pre-set Annotations field
- Select the annotation to be deleted
- Click the Delete button (next to the Modify button)
- A warning box appears asking if you want to delete the annotation
- Click OK
- Then click Save

## Recording Management

- METIVision has Recording Management settings that allow some automation while recording and maintaining the console.
- Click on the System Setup tab
- To have METIVision start recording automatically when a simulator is connected, check Automatically Start Recording Upon Simulator Connection under the Recording Management header.



## Recording Management

- To determine an amount of time METIVision should record before automatically stopping the recording, select the amount of time from the Recording Timeout drop-down menu



## Nightly Reboot

- To set the console to reboot every night between 2-3 AM, check the Nightly Reboot box. This will not occur if the console is powered down
- To delete all recordings older than a certain date, select the age from the Days drop-down menu, and click the Delete button
- To disable automatic nightly updates, check the Disable Nightly Updates box
- Then click the Save button

# User Manager Tab



## User Manager Tab

- Clicking on the user manager tab accesses the User Manager screen, which contains functions that enable the management of User accounts and Groups.
- In the User Manager screen is a Users tab and a Groups tab on the top left
- Click on the “Users” tab

## Users

Users are the different accounts assigned to those using METIVision.

There can be multiple accounts issued on a METIVision console, and each one can be set to have specific access to certain features of the METIVision Web Software.

On a METIVision Administrator account, all Users can be viewed from this screen in the panel which says “List of Users”

From a METIVision Administrators account, users can be added, edited or deleted.

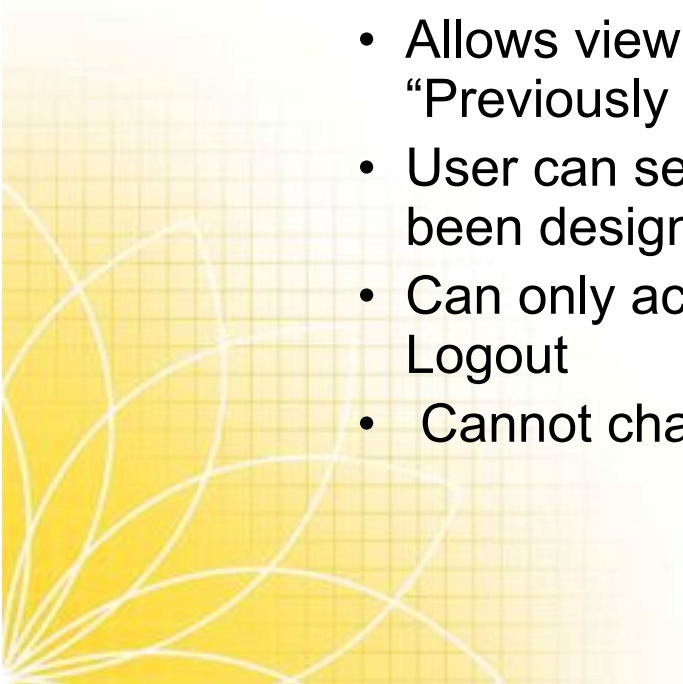
## Adding New Users

- To add a new User click on the “Add New” button on the right.
- The Adding New User screen appears.
  - There are four areas to fill out for the new user.
    - Personal Data (first name, last name, email)
    - System Related Data (login name, change or initiate password, and repeat password)
    - Group Membership (check new group unless a METI employee)
    - Privileges (check the box next to the privileges the new user is to have. More than one privilege can be checked)



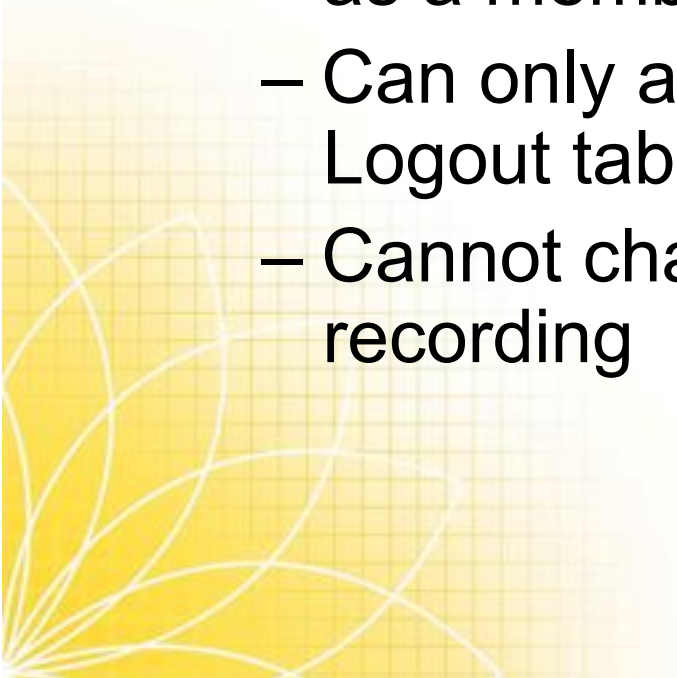
## Privilege System

- The Privilege system allows Users to have varying access to the 7 different features of METIVision
  - 1. *Recorded Simulation View*
    - Allows viewing of Archived Recording using the “Previously Recorded Tab”
    - User can search through the list of Recordings that have been designated available for their specific group.
    - Can only access Previously Recorded, My Profile and Logout
    - Cannot change any elements of the recording



## Privilege System

- *2. Live Simulation View*
  - Allows access to live Recording and Broadcasts using the “Running Now” tab as a member of a specified Group
  - Can only access Running Now, My Profile, Logout tabs
  - Cannot change any element of the recording



## Privilege System

- 3. *Recorded Simulation Read-Write*
  - Same as Recorded Simulation View but also enables the user to change the settings on any stored Recordings on the Previously Recorded screen
  - Can search for stored Recordings as a part of a designated group
  - Can add, edit or delete annotations
  - Can only access Previously Recorded, My Profile, Logout tabs
  - Cannot change Record properties or access Groups

## Privilege System

- 4. *Live Simulation Read-Write*
  - *Same privileges as the Live Simulation View privilege the user can make changes to the settings on the Running Now screen.*
  - *Can view live Recordings and Broadcasts as a member of a designated Group*
  - *Can access the Settings buttons on the Running Now screen*
  - *Can add, edit or delete annotations*
  - *Can access Running Now, My Profile, Logout*
  - *Cannot change Recording properties or access Groups*

## Privilege System

- *5. Recorded Simulation Control*
  - Can access all stored Recordings regardless of Group affiliation.
  - Can manage annotations for a stored Recording
  - Can manage Settings for a stored Recording
  - Can view any stored Recording on the Previously Recorded screen
  - Can access Previously Recorded, My Profile, Logout

## Privilege System

- 6. *Live Simulation Control*
  - Can access all live Recordings or Broadcasts regardless of Group affiliation
  - Can manage Settings for a Recording
  - Can view any Recording or Broadcast on the Running Now screen
  - Can access Running now, My Profile, Logout

## Privilege System

- *7. System Administrator*
  - Can access all features without limitations
  - Only this privilege allows a User to access User Manager and the System Setup tabs
  - Can access both Running Now and Previously Recorded tabs
  - Therefore can access Running Now, Previously Recorded, My Profile, User Manager, System Setup, Logout

## Privileges

- Once the box or boxes have been checked, click on the Save button
- The new user will now appear in the List of Users panel on the Users screen
- If an error has been made in the information for the new user, click the Back button and it will return you to the users screen. Changes can be made. Click on the save button once the changes have been made.

## Searching for Users

- To search for a user, click on the User Manager Tab. The Users Screen will appear.
- Go to Select Group. If the group is known, select it from the drop down list. If not known, select All Users from the drop down list.
- Then type in the Users first or last name into the Filter field. Click the Search button.
- Check the desired User or Users in the List of Users panel
- To select all the Users in the List of Users panel, click the Select All button

## Editing User Information

- Once the Users name appears, check the box beside their name. Then click the Edit Selected button (underneath the Add New button)
- The Users screen with all their information will appear.
- Make the desired changes and click the Save button.

## Deleting Users

- From the Users screen find and check the name of the User or Users to be deleted (Once a User is deleted, it cannot be retrieved)
- Click the Delete Selected button (below the Add New and Edit selected buttons)
- A warning box appears. If you are sure you want to delete the selected user, then click OK
- The User's name no longer appears in the List of Users

## Groups

- Groups are multiple Users with the same access and privileges
- From the User Manager screen, access the Groups screen by clicking on the Groups tab (next to the Users tab)
- On a Administrator Privilege account, all groups can be viewed from the List of Groups panel
- Only a Administrator Privilege account can add, edit and delete Groups

## Adding New Groups

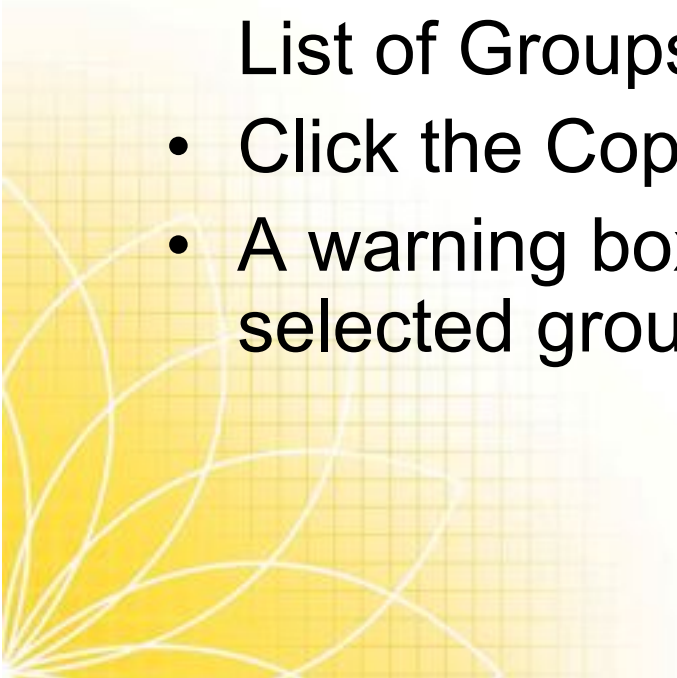
- To add a new Group, click on the Groups tab and the Add New button
- The Adding New Group screen appears and asks information about the group name, owner group and user group
- Type in the name of the group and choose the owner group and user group from the drop down menu
- Click the Save button or if necessary to make changes, the Back button

## Searching for Groups

- To find a specific Group, go to the Groups screen
- Type in the name of the Group in the Filter and click on the Search button
- The desired Group appears in the List of Groups panel
- Check the desired group. More than one Group can be selected at a time
- It is also possible to scroll through all the Groups names in the List of Groups panel to locate a specific Group.

## Copying a Group

- It is possible to copy a Group in order to create a duplicate of a specific Group to use for another purpose
- Select the Group to be duplicated from the List of Groups
- Click the Copy Selected button on the right
- A warning box asks if you want to copy the selected group records. Click OK



## Editing Groups

- A second listing of the group appears in the List of Groups
- To Editing the second group, give it a different name for instance, bring up the group by name and click on Edit Selected
- Make the desired changes in the Editing Groups screen and then Click Save.
- As before, clicking the Back button with bring up the Groups screen

## Deleting Groups

- To delete a specific group, bring up the Groups screen
- Check the group to be deleted from the List of Groups
- Click the Delete Selected button
- The Warning box will appear. Click OK if it is the group to be deleted.

# Running Now Tab



## Running Now Tab

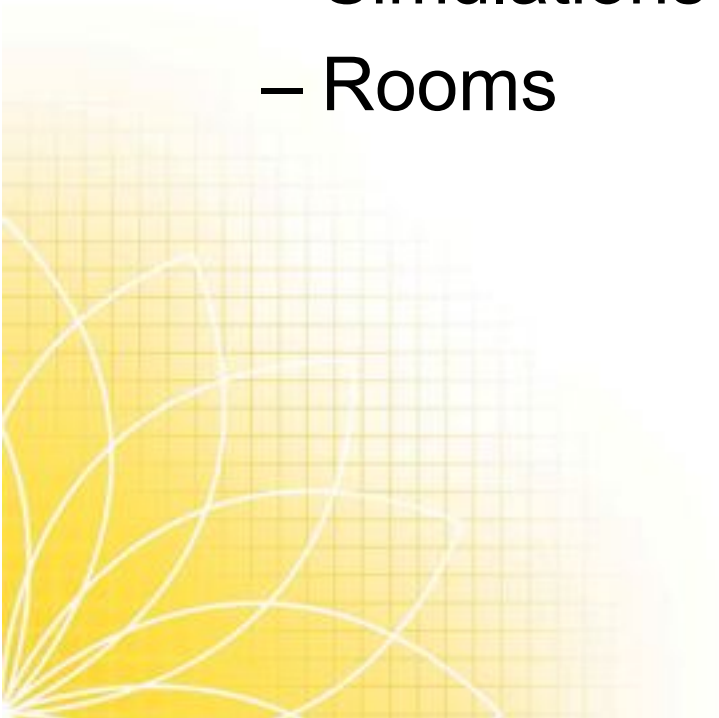
- Clicking on the Running Now Tab accesses the Running Now screen which displays all of the recording or broadcast events occurring live.
- Starting and stopping Live Broadcasts and active Recordings is also managed from the Running Now Screen.

## Live Broadcast

- A Live Broadcast is a displayed video feed from one of multiple cameras occurring live.
- A Live Broadcast can also show physiological data from a Patient occurring live.
- Live Broadcast does not store data on the METIVision System.

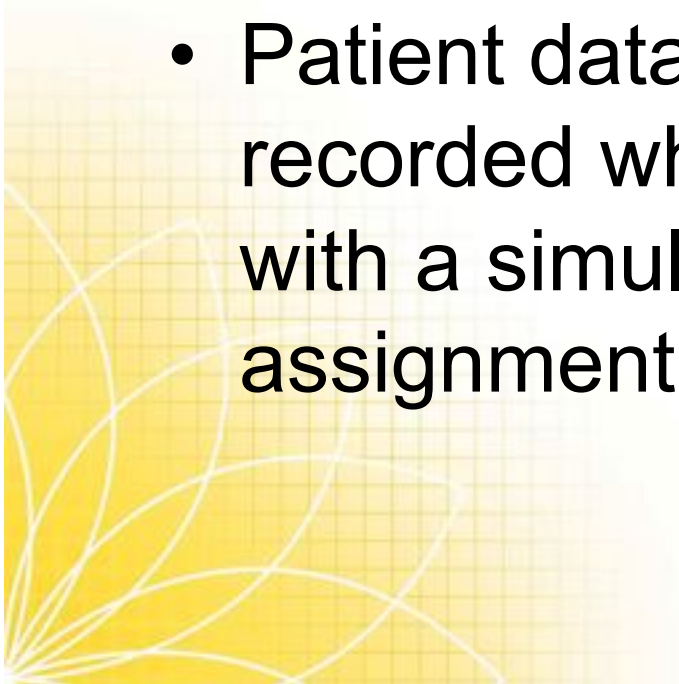
## Running Now Tab

- On the Running Now screen, there are two panels:
  - Simulations
  - Rooms



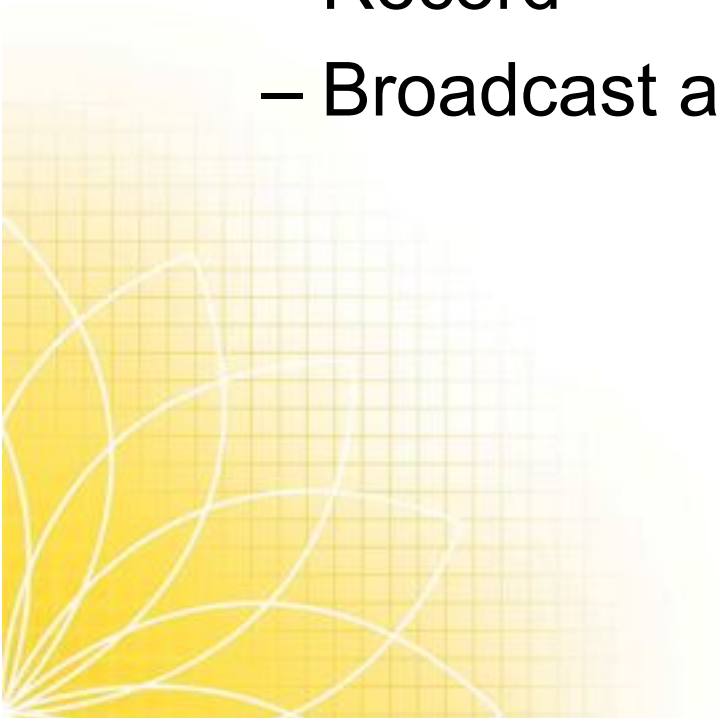
## Running Now Tab

- Simulations contain the physiological data for the Patients launched in the HPS software
- Patient data can be broadcast and recorded when associated with a Room with a simulator connection or virtual assignment



## Running Now Tab

- A simulation can:
  - Broadcast
  - Record
  - Broadcast and record



## Running Now Tab

- When a simulator is associated with a Room and a Patient is connected to that simulator, the simulator automatically starts broadcasting.
- Patients can also start recording once they are connected to a simulator if METIVision is configured to do so under recording management.



## Rooms

- Rooms represent physical environment that hold from one to four cameras that can record, broadcast or record and broadcast.
- Rooms are defined by the configurations of the cameras and display video feeds only.



## Running Now Tab

- Bcast - a green icon indicates if a Room is broadcasting
- Rec - a red icon indicates if a Room is recording
- Room - shows the Room name
- Record name - shows the name of the Active Recording or Live Broadcast
- Start time - shows the time the Room started recording



## Running Now Tab

- Depending on the settings assigned during setup, there can be up to seven panels with data available on the Live Broadcast.
  - 1 to 4 Camera panels that display the real-time video of a corresponding camera
  - 1 Waveform panel that displays the waveform data for the Patient
  - 1 Trend Chart panel that marks the trends of the Patient
  - 1 Event Log panel that displays all of the events that occurred to a Patient during a Live Broadcast



## Running Now Tab

- When a Patient is connected to a simulator, METIVision automatically begins broadcasting.
- The system must be broadcasting in order to view video feeds while recording.



## Running Now Tab

- Record manually with a simulator connection when you want to have video data, such as a lecture or presentation, and physiological data from a simulation separated on one METIVision file.
- In order to record manually, the Automatically start recording upon simulator connection box must be unchecked, and the Room in use must have a simulator associated

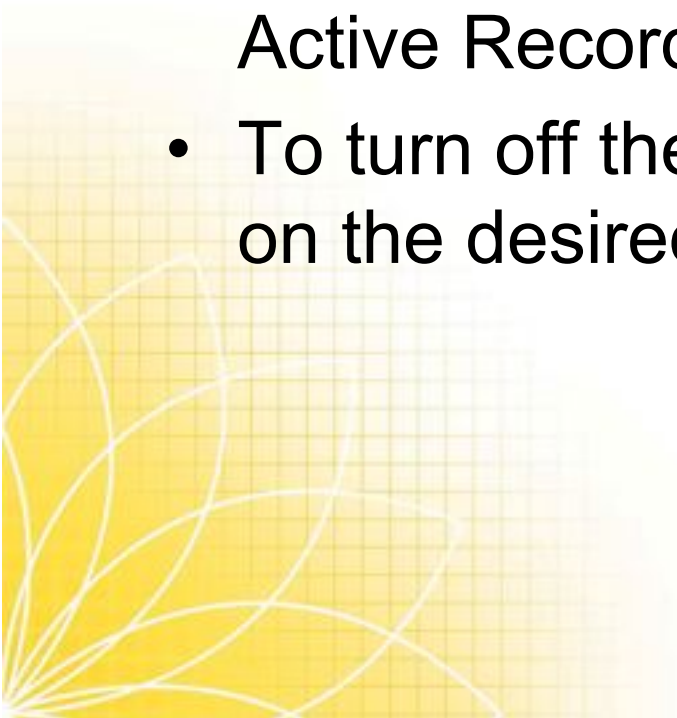
## Running Now Tab

- To activate a panel using the Panel Activation toolbar:
- From the Panel Activation toolbar, click on the icon to activate on the Active Recording screen.



## Sound

- The cameras pick up sound as they record.
- The sound from each of the cameras can be shut off from any of the Camera panels on the Active Recording screen.
- To turn off the sound, click the Sound button on the desired Camera panel.



## Annotations

- Use annotations to placemark sections of the Active Recording to review later. Annotations store on the Annotations panel and are marked by a green balloon in the Timeline bar.
- To add an annotation to an Active Recording:
- While recording, click on the add Annotation button in the Annotation panel to placemark the time in the Active Recording.
- If desired, enter text into the annotation field.
- Click the add Annotation button in the Annotation panel.

# Previously Recorded Tab



## PREVIOUSLY RECORDED TAB

- Click on the previously recorded tab to access the Previously Recorded screen.
- The Previously Recorded screen displays and accesses all Archived Recordings
- Each Archived Recording lists the Patient, the Date/Time, Length, LoC/Bed and Description.
- Note the Settings button located on the right side of each Archived Recording.

## Sorting the Archived Recording List

- The list of Archived Recordings can be sorted by the Patient, Date/Time, Length, LoCBed, Description and Found in columns.
- Click on the green arrows by the appropriate header to sort the archived recordings

## Navigating Archived Recordings

- Navigational buttons located at the bottom of the Previously Recorded screen are used to navigate the list of Archived Recordings.
- If more than one screen of Archived Recordings exists, page numbers appear below the list of Archived Recordings in the center of the screen.
- Click on the desired page number to advance to a particular screen of Archived Recordings.



## Archived Recordings Settings

- Each Archived Recording on the Previous Recording screen has a Settings button that manages the Patient name of the Archived Recording, the Description of the Archived Recording and the Access Group for that Archived Recording.
- These features are all manageable on the Previous Recordings screen to allow for changes to be made after recording is complete.

## Archived Recordings Settings

- Click on the Settings button on the line of the desired Archived Recording to make changes
  - It is possible to then rename the patient and simulator
  - Assign Access Groups
  - Hide an archived recording
- Click the Save button to save the changes



## Viewing an Archived Recording

- From the Previously Recorded screen, click on the desired Archived Recording.
- The Archived Recording appears with
  - Two camera panels
  - Annotation panel
  - Trend Chart panel
  - Event Log panel
  - Waveform panel
  - Timeline Bar
  - Panel Activation toolbar

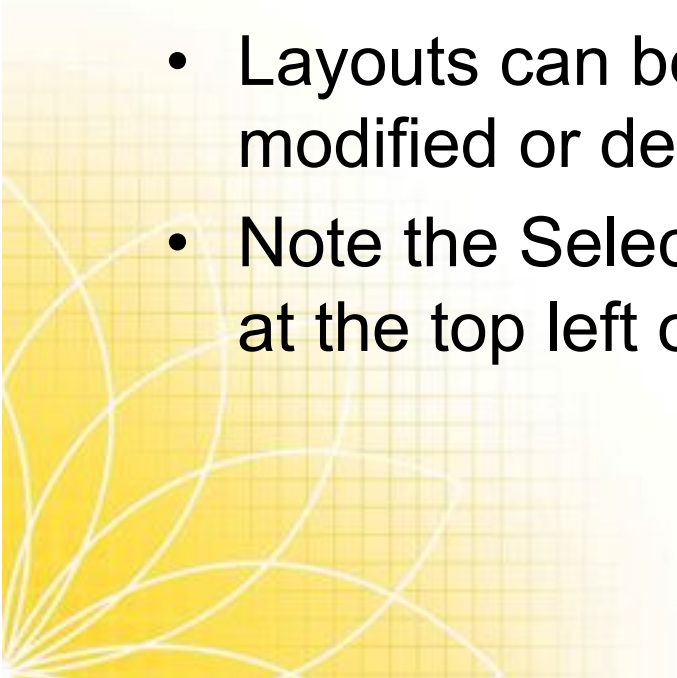


## Changing the Viewing Panels

- Clicking on the panels in the Panel Activation Toolbar will change them by activating or deactivating the icons.
  - Active panels are represented by blue icons
  - Deactivated panels are displayed by gray icons
- There can be up to eight panels with data available on the Archived Recording. The eight panels are:
  - 1 to 4 Camera panels that display the video files of a corresponding camera •
  - 1 Waveform panel that displays the waveform data for the Patient •
  - 1 Trend Chart panel that marks the trends of the Patient •
  - 1 Annotation panel that displays all of the annotations made on a Archived
  - 1 Event Log panel that displays all of the events that occurred during recording •

## Viewing Layouts

- Layouts can be used to show predefined configurations of available panels on an Active Recording screen, an Archived Recording screen and a Live Broadcast screen.
- Layouts can be stored for later use and can be modified or deleted once they are created.
- Note the Select Layout and Save Layout buttons at the top left of the screen

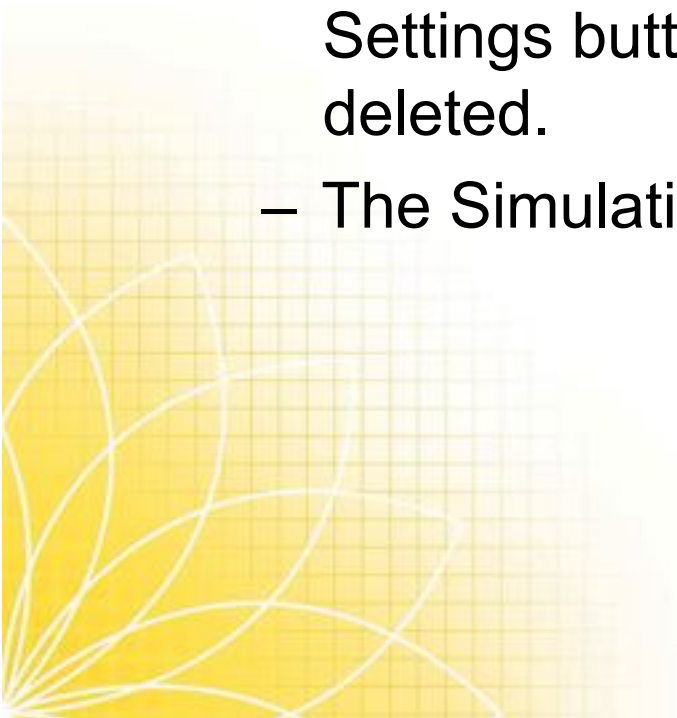


## Reviewing an Annotation or Event Log

- To review an annotation or event log:
  - From the Previously Recorded screen, open the desired Archived Recording
  - On the Timeline bar at the bottom of the Archived Recording screen, click on the balloon representing the desired annotation or event log.
  - The Archived Recording advances to the point when the annotation or event log was made.
- To exit, click the Back button on the bottom right hand corner.

## Deleting Archived Recordings

- To delete an Archived Recording:
  - From the Previously Recorded screen, click the Settings button of the Archived Recording to be deleted.
  - The Simulation Recording Setting screen appears



## Extracting a Video File Archived

- Recordings have video files that can be extracted from METIVision.
- Each camera that records data has a video file that can be extracted and stored on a computer.
- To extract a video file:
  - Open the Archived Recording containing the video file
  - Choose the appropriate Camera panel
  - Click the Extract button on the Camera panel.



## Managing Archived Recordings

- The METIVision console has limited data storage space. Therefore, managing the Archived Recordings is necessary.
- The METIVision Web Software has settings, entitled Recording Management, that help manage Archived Recordings.

