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# AccuTouch® Endoscopy Simulator

## Administration Manual

This document will provide you with instructions on how to setup and maintain a database of users for evaluation purposes. This document offers instructions on how to add and delete users, change passwords, setup and load databases, and view user evaluations.

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## 1.0 AccuTouch® Endoscopy Administration Program Basics

The AccuTouch® Endoscopy Administration Program gives the system administrator the ability to perform various functions having to do with the administration of users, user evaluations, and management of the databases that store that user information. The only person to have access to the Administration Program is the user named “Administrator”.

You can access the Administration Program by logging on to the AccuTouch® Endoscopy program with the User ID “Administrator” and the default password “admin”. Once you have logged on for the first time, you should personalize the "Administrator" password (See Section 2.2 of this manual). If you later forget your password and cannot sign-on, call Immersion Medical, Inc. at (800) 929-4709 or (301) 984-3706 for telephone support, or send an e-mail to [supportes@immersion.com](mailto:supportes@immersion.com).

By logging on as the Administrator, you only have access to the Administration Software. To test the AccuTouch® Endoscopy simulation program, log on using the instructions in section 4.0 of this manual.

**Note:** *Please keep this document in a secure place so that only you, the System Administrator, have access on how to view and change user passwords and evaluation records.*

## 2.0 User Administration

The User Administration options give you the ability to create and delete users from the system, to change user passwords, and to view user evaluations generated during an AccuTouch® Endoscopy simulation session stored in the currently active database.

**Note:** *Make sure the correct database is active before updating user information. See sections 3.3 and 3.4 to find out how to change databases for administrative and software use purposes.*

### 2.1 Add User

To add a user to the currently active database, select the “Add User” option from the Administration Program screen. Type in the new user name, password, and a verification of the password in the appropriate text fields. Use the **Enter** key or "Continue" button to complete the process.

If the user name already exists, a warning will be given and the user will not be added to the database. Select the "Add User" option to try again. All user names in the database must be unique.

If the text entered in the “Password” and “Verify Password” fields do not match (including case), you will be given the opportunity to try again. For example, “Password” is different than “password”.

In the event that you choose not to add a user after all, selecting the “Back” button on the Control Panel will take you back to the Administration Program's main screen.

**Tip:** *To avoid duplicating user names, it is suggested that you use student identification or social security numbers. This will aid the students in remembering their user names. However, always make certain that the user passwords remain confidential and difficult for other users to guess.*

## 2.2 Change Password

To change a user's password, select the “Change Password” option. Type in an existing user's name, the new password, and a verification of the new password in the appropriate text fields. Use the **Enter** key or "Continue" button to complete the process.

If the user name does not exist, a warning will be given and you will have the opportunity to try again. Check the spelling and case before retrying. If it fails again, you may need to first add the user (See Section 2.1 of this manual) or change the active database (See Sections 3.3 and 3.4 of this manual).

If the text entered in the “Password” and “Verify Password” fields do not match (including case), you will be given the opportunity to try again. For example, “Password” is different than “password”.

In the event that you choose not to change the user's password after all, selecting the “Back” button on the Control Panel will take you back to the Administration Program's main screen.

**Note:** *When you change the password of a user in one administration session, only the currently active database changes. New users are not added to any existing or future databases. As new databases are generated, only the “Administrator” and “guest” users are automatically generated.*

## 2.3 Delete User

To delete a user from the system, select the “Delete User” option. Choose the user to delete from the list provided. Select “OK” on the confirmation box to confirm the deletion, or "Cancel" to cancel the deletion.

If a user is accidentally deleted from the system the administrator should choose the “Add User” option to restore the deleted user to the database.

**Note:** *Deleting a user from the system only removes the ability to log on to the system as that user. It DOES NOT remove that user's evaluation files from the database. However, the administrator cannot view evaluations for a user that is no longer a part of a database.*

## 2.4 View User Evaluation

To view a user's evaluation, select the “View User Evaluation” option. Select a user name from the list provided. Select the evaluation you wish to view from the subsequent list. You may print the report to a local or networked printer, select the “Back” button to return to the user evaluation list, or select “Continue” to return to the Administration Program's main screen.

## 2.5 View User List

To view a complete list of the users in the currently active database, select the “View User List” option. Select “Print” to print the list to a local or networked printer or “Back” to return to the Administration Program's main screen.

## 3.0 Database Management

The Database Management options give you the ability to create, save, and load databases for the purpose of managing or viewing stored user information or setting a particular database for use with the AccuTouch® Endoscopy program.

### 3.1 Create Database

To create a new database for use with the system, select the “Create Database” option. Type the name of the new database in the text box (no filename extension is needed) and use the **Enter** key or "Continue" button to complete the process. This action creates a new, database for you to modify. This new database contains only two users - the default "Administrator" (password "admin") and the "guest" (password "guest") account.

If a database of the same name already exists on the system, you will be asked to check the name and try again.

Please note that you must set this database as the Active Database in order to use it (See Section 3.4 of this manual).

### **3.2 Save Database**

To save the database currently in use (the "active" database) to a new, unique database name, select the "Save Database" option. Type in the new name for the database, and use the **Enter** key or "Continue" button to complete the process. This action saves your current database, including all existing users and user evaluations, under the new name you have provided.

Please note, you must set this database as the Active Database in order to use it (See Section 3.4 of this manual).

### **3.3 Load Database**

To load a database for administration purposes only, select the "Load Database" option. The currently Loaded Database is listed in the upper text box, with all available databases listed below. If you wish load a different database from the one currently in use in the Administration Program, select that name of the alternate database from the list provided and use the **Enter** key or "Continue" button to complete the activation process. This action loads the newly selected database for the current administration session ONLY, and not for any subsequent or student use of the AccuTouch<sup>®</sup> Endoscopy program.

If you wish to change which database is used for allowing users access to the simulation and for storing user evaluations you must choose the "Set Active Database" option described in Section 3.4 of this manual.

### **3.4 Set Active Database**

The currently active database (or database currently in use by both the Administration Program and AccuTouch<sup>®</sup> Endoscopy simulation) is the storage location for all user information including the User ID, Password, and User Evaluations. If you wish have different databases for different groups of users (for example, "Training group 1" and "Training group 2") you will need to set the database for the respective group as "active" in order for those users to work with the system.

To set the active database, select the "Set Active Database" option. The currently active database is listed in the upper text box, with all available databases listed below. If you wish activate a different database from the one currently in use, select that name of the alternate database from the list provided and use the **Enter** key or "Continue" button to complete the activation process.

This option sets the selected database as active for the current administrative session and all subsequent simulation uses of the AccuTouch<sup>®</sup> Endoscopy program until a new database is "set as active" in a future administrative session.

## 4.0 Testing the Software

To test or use the AccuTouch® Endoscopy simulation program, you will need to log-on with the User ID “guest” and the Password “guest”. This User ID and Password are shipped with the software so that you have immediate access to the AccuTouch® Endoscopy system. Other users may also wish to log on as “guest” for teaching and demonstration purposes.

***Note: Do not log on with someone's user ID, as this will affect his or her evaluations!***