

# User Guide Version 3.6

**qubeCLOUD**

Updated Nov 1, 2022



## **Welcome to SKILLQUBE**

We are delighted to welcome you to the SKILLQUBE global network. At SKILLQUBE, our mission is to revolutionize simulation of clinical and pre-clinical care. The goal of our Mission360 program is to facilitate lasting learning in all fields, with a focus on the recursive nature of learning. In addition to the qubeSERIES simulation systems, which include our ECG simulators, respiratory simulators and audio-video debriefing systems, we also offer realistic simulation phantoms such as our SIMBODIES. In addition to AHA-certified training courses such as ACLS, PALS and BLS, we also offer our own simulation trainer courses. We put all our passion and experience into our simulation products to offer you the most successful training experience possible. We are constantly improving and expanding our products, with the goal of making our simulations part of your everyday routine.

**SKILLQUBE – Innovation through passion**



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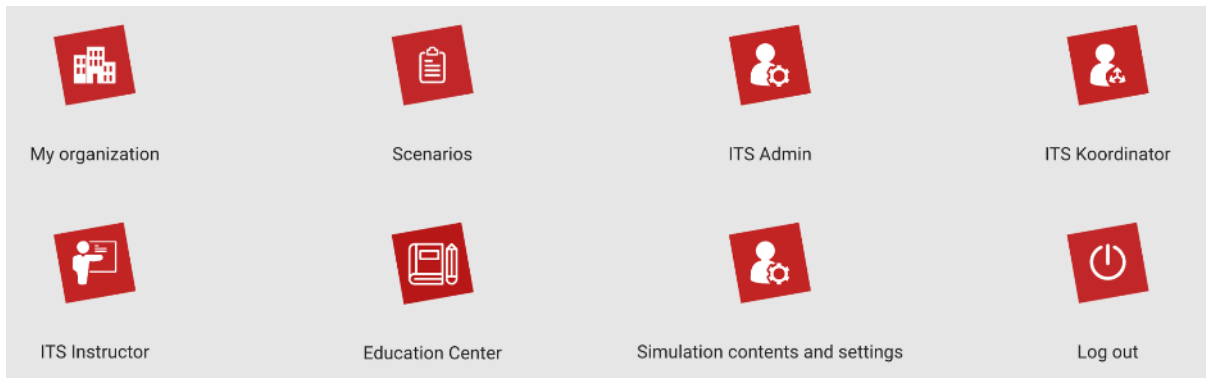
## General

qubeCLOUD enables organizations and users to manage their systems, create scenarios and much more. Everything can be accessed from a browser.

Cloud users will receive an e-mail with preliminary access credentials once their account is created. You have to enter these at first login and then select your own password, which you will use to log in in the future.

## After the first login

Once you have logged in you will see the following items, depending on your permissions:



- My Organization
- Scenarios
- ITS (under construction)
- Education Center
- Simulation contents and settings (only Admin and Device Manager)
- Log out

Depending on which area you open, certain settings can be made.



## Roles, rights & more

### My Organization

#### Organization

Under the “My Organization” menu item, administrators can edit all information related to their organization. Administrators can create new users on the “Users” tab.

#### Users

##### Creating users

To create a new user, go to the “Users” tab under “My Organization.” Tap “Create new user” to start the process. Please enter the required information in the fields. As an authorized administrator, you will then have to define which roles & rights (releases) the new user should receive.

##### Changing rights

Within qubeCLOUD, the administrator has various roles that he can assign to the created users. The various rights differ in which modules are released within the organization. The different roles and the actions they permit are listed below:

##### **Edit organization**

The “Edit organization” role gives the user administrative rights and allows them to create and manage additional users.

##### **Edit scenarios**

The “Edit scenarios” role enables users to create and edit new folders and scenarios for the organization.

##### **Share scenarios**

The “Share scenarios” role enables users to share scenarios with the controller. Released scenarios are displayed on the qubeCONTROL until after successful login or after successful update. (Except scenarios with the “Examination” label. For more information on updating the qubeCONTROL unit, see the corresponding user manual.)

##### **Examiner**

The “Examiner” role can also view scenarios that have been labeled “Examination” on the qubeCONTROL unit. Please note that this user must log out after conducting training or



examinations with examination scenarios! If the user does not log out, the examination scenarios could be viewed by unauthorized persons.

SKILLQUBE accepts no liability for examination scenarios that become public due to a user error.

### **Share scenarios**

The “Share scenarios” release enables you to share created scenarios with other organizations. You must know the recipient’s e-mail address.

### **Delete users**

Users can only be deleted by the organization administrator. These are then marked as deleted but are still listed in the overview. To delete them permanently, send a notification with the name and e-mail address to [support@skillqube.com](mailto:support@skillqube.com). This request will then be processed by SKILLQUBE.

### **Device manager**

A “Device manager” can manage all controllers in an organization and track which controller iPads are logged in. The device manager can view and manage all controllers under the menu item “Organizations / Devices.”

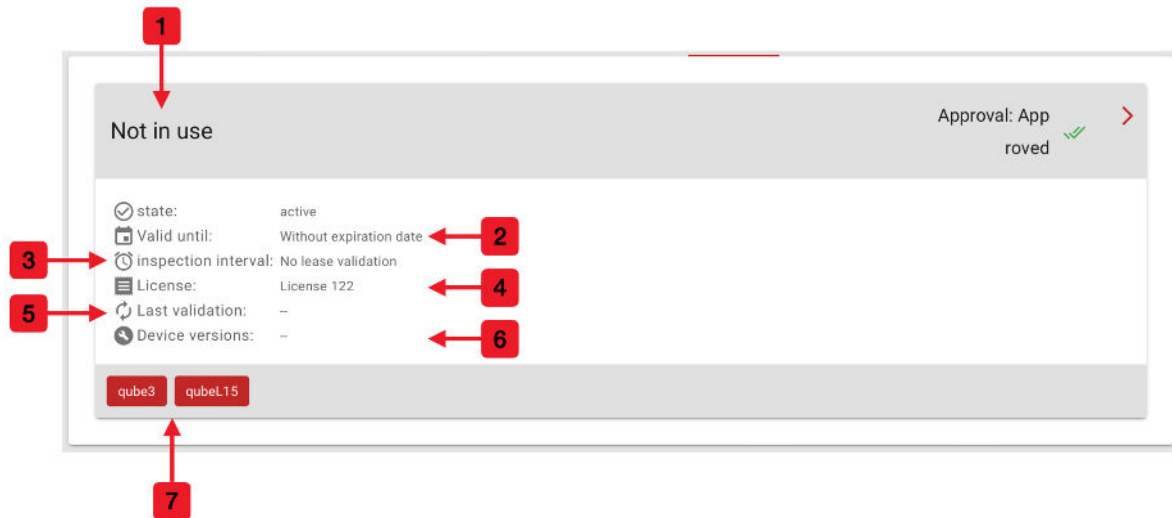
### **Activate qubeCONTROL**

To activate a qubeCONTROL unit, the device manager must log in to the iPad with their qubeCLOUD access credentials. Once this is done, the qubeCONTROL unit logs into the qubeCLOUD and can be used after selecting an available license. The name of the qubeCONTROL unit is determined by the data stored in the license. For more information on naming and renaming, see the next chapter.

## **Devices**

This tab displays all the essential information about your licenses. At the top of the license header (1) is the name assigned by SKILLQUBE. This can be changed by the organization administrator if necessary. To do this, tap the red arrow (Edit license) in the gray bar on the right and scroll down. The name is displayed and can be edited. The controller name is determined by the license.

You can also see if the license has an expiration date (2) and how frequently (in days) the app requires you to connect to the cloud to keep the device verified (3). The license number is displayed below this (4). The last two items provide information about when the system was last connected to the qubeCLOUD (5) and which software versions of iPadOS and our app (6) were available at that time. In the lower section (7) you can see which monitors can be used with the license.



## Creating an emergency license

If you encounter a problem during your training or if the qubeCONTROL iPad crashes and you cannot contact anyone in Service and Support, you can create an emergency license. This is valid for 2 days.

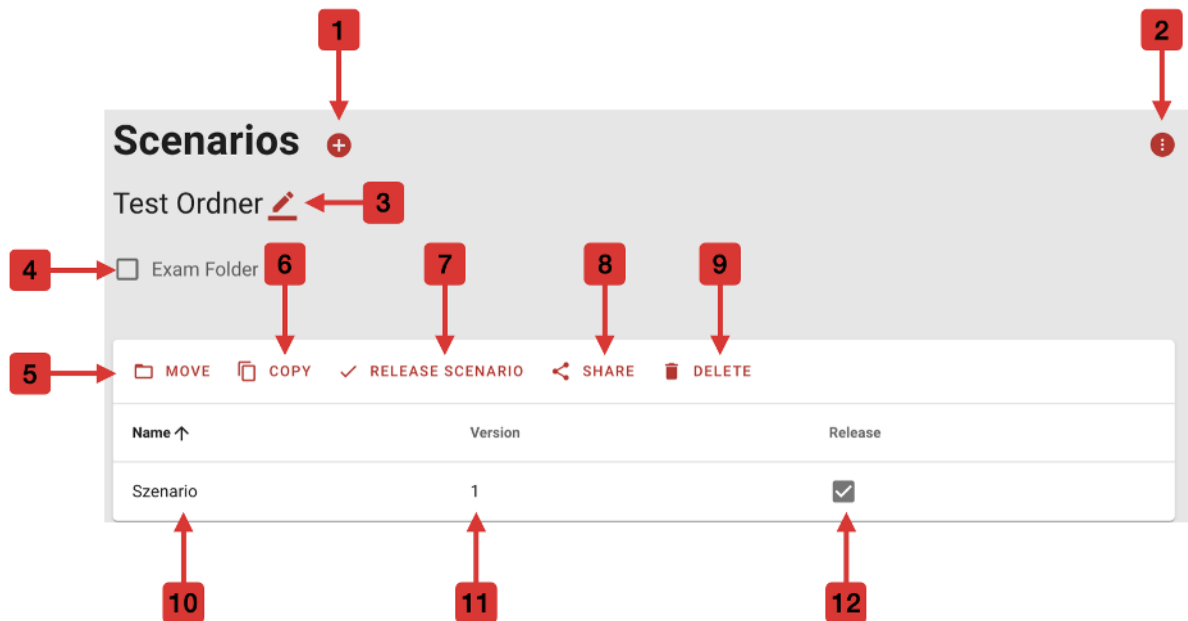
An e-mail is automatically sent to SKILLQUBE indicating that your organization has created an emergency license. SKILLQUBE will then contact you to resolve the issue.

## Profile settings

In the profile settings, the user can define which e-mail notifications they want to receive. The user can activate or deactivate these as required.

## Scenarios

Scenarios support our trainers in performing simulations and case studies. They allow trainers to repeat scenarios in order to compare results, and they make learning easier for the participants. You can create folders to better structure the scenarios. Scenarios can also be shared, moved and edited.



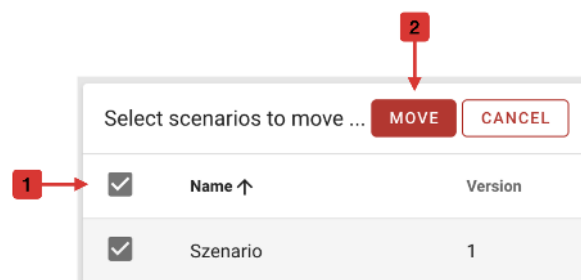
1. Create new scenario or folder
2. Selection menu: delete, move, or share folders
3. Edit folder name
4. Confirm that the folder is an examination folder
5. Move scenario
6. Copy scenario
7. Release scenario
8. Share scenario
9. Delete scenario
10. Scenario name
11. Scenario version number (increases with each release)
12. Indicates whether the scenario is released

### Creating and managing folders

You can create your own folder tree in the qubeCLOUD and then save the scenarios in it. Pressing + (1) opens a context menu where you can create either a new scenario or a folder. To delete or move a scenario/folder, navigate to the drop-down menu (2).

### Moving, copying, releasing, sharing and deleting scenarios

The scenarios can be moved, copied, shared, deleted and released. The procedure is the same for all actions. First select the desired scenarios







(1). Once all desired scenarios are selected, tap an action (2) to execute this action.

### Creating a scenario

Anyone with the appropriate rights can create scenarios in the qubeCLOUD. To do this, navigate to the “Scenarios” item and then tap the + to the right of the “Scenario folder” heading. A field opens where you can choose “Create scenario.”

The user can now select the folder in which to save the scenario. If no suitable folder is available, one can be created.

### Releasing a scenario

Depending on their permissions, users may be able to edit but not release scenarios. If you do not have permission, you can request the release at the top right. In this case, the person with the necessary permissions receives a notification, can review the scenario and then release it.

Only after the release can the scenarios be downloaded or synced to the qubeCONTROL unit.

### Scenario data

Various text modules can be added to the scenario to communicate all necessary information to the instructor. These are shown in the printouts. The content in the “Briefing” field always appears on the qubeCONTROL unit.

### Printing scenarios

Each scenario can be displayed as a PDF and saved or printed as needed.

### Checklists & media

You can add checklists in any scenario. These consist of various items that you can define yourself. The order can be changed as desired. Various media such as PDFs, images or videos can be used to help the participant imagine themselves in the scenario.

### SOP files / PDF

The SOP files provided by the organization administrator can be added to any scenario. To do this, navigate to the SOP files item and select the desired file. You can also use multiple documents. The files must already be created in the qubeCLOUD. (See also “Simulation content and settings.”)

### Phase planning

During phase planning, the patient’s vitals are entered and settings such as trend and duration can be configured, in the same way they can be set on the controller.



## Education Center

The Education Center includes various lessons on SKILLQUBE systems. These are used for learning and becoming more familiar with the systems offered by SKILLQUBE.

## Simulation content and settings

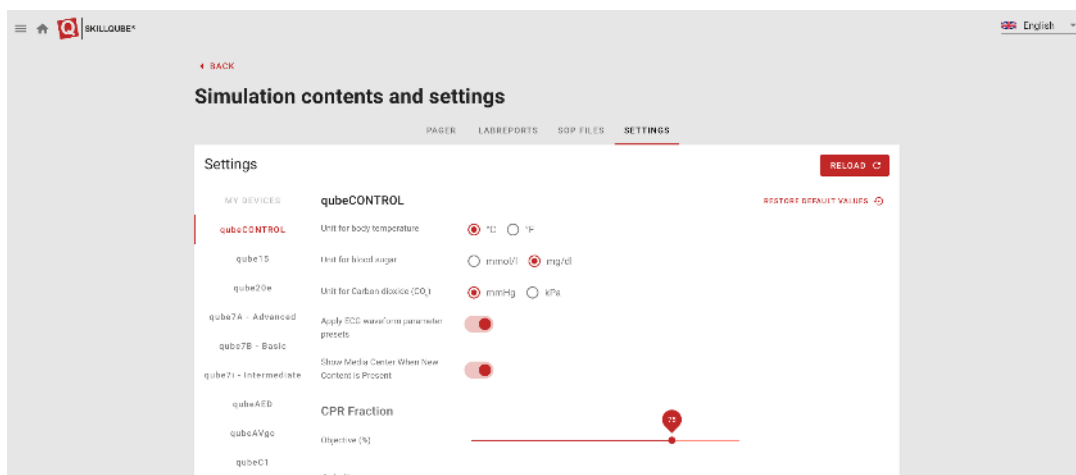
The settings for qubeCONTROL and the monitor apps are now set centrally via qubeCLOUD. Only the organization administrator can do this. This administrator can also generate pager messages and lab reports that can then be transferred to the controller and used by users. These cannot be edited or deleted on the qubeCONTROL unit.

The following settings can be made (not exhaustive): units for temperature, blood sugar, CO<sub>2</sub>; automatic opening of the media center when an ECG is printed, reference values for CPR feedback, standard pacemaker values, sounds, etc.

With the qube3, the views can also be configured.

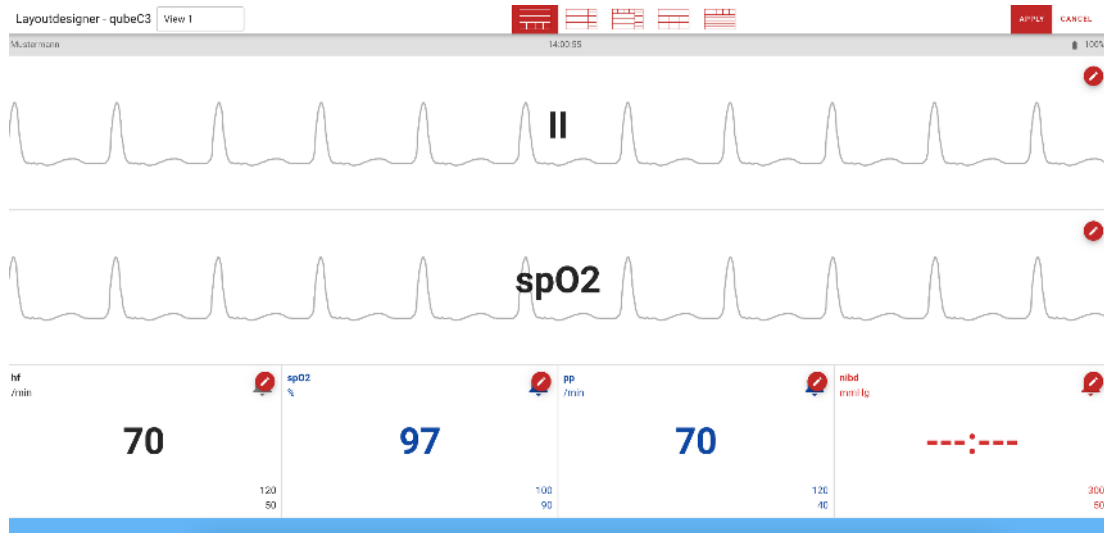
SOP files can easily be uploaded with drag and drop and stored in a folder tree. This can then be opened in the scenario editor and the stored files can be used as required.

The data is updated by triggering synchronization manually on the qubeCONTROL unit (see also the qubeCONTROL user manual).





qube3 layout designer:





## Legal notice

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Online dispute resolution according to Art. 14 (1) ODR-VO: The European Commission provides an online dispute resolution (ODR) platform, which can be found at <http://ec.europa.eu/consumers/odr/>.