



by Equipment Simulations LLC

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## Section A. Introduction

[SimsUshare](#) is a platform for teaching with simulation in the classroom based on our philosophy that technology should empower instructors, not try to replace them.

The SimsUshare platform serves the basic need of instructors to rapidly assemble a virtual scene that contains simulated hazards. You the instructor contribute all the other detail that makes the incident come alive: communication, injects, obstacles, and, most importantly, your personal experience and locale.

‘Scenes’ in this context, can be very simple—take a photograph, and there you are—or more complex, with walkarounds, timed effects, and evolutions that depend on crew decisions. You can add simulated smoke, fire, explosions, and other effects with a simple point-and-click interface. This does not imply that creating good training can be done without effort—good training involves careful planning and a comprehensive understand of the subject matter and your audience. However, this tool can greatly alleviate the technical details so you can focus on providing a vivid, performance-based experience for your students or colleagues.

By making simulation practical, affordable, and usable virtually everywhere, we see this tool as an important step to encourage widespread use of simulation and deriving widespread benefit, democratizing the creation of training material. Clearly this is not full-on, hardcore flight simulation stuff—yet in the right hands, it can be incredibly effective, and its simplicity encourages all to get involved to promote a culture of training and safety. With SimsUshare, our vision is that everyone in the class can participate, if not create potential training materials directly themselves. From an instructional perspective, this engages students and lets them ‘own’ their learning experience.

Instructors often report a common occurrence as a result of their teaching experience: ‘I learn more from my students than I think I give back to them.’ With this tool, virtually everyone in your organization can now create materials and be a part of the learning process, one in which draws on each person’s personal experience, thereby enriching and educating your organization and community.

This is the dawn of a new social learning tool. Now it’s your turn to “set your world on fire.”



Jonathan Kaye, PhD, President  
[jmk@simushare.com](mailto:jmk@simushare.com)

## Section B. Core Features

SimsUshare gives you a quick and efficient way to mock up simulated incidents with hazards and effects to enhance your pictures. The core features include:

- Adding smoke, fire, explosions, and other effects
- Changing a host of effect parameters such as color, size, speed, and delayed reveal
- Add your own pictures of victims, tools, ladders, icons, map markers, etc. and selectively move them during playback for activities such as apparatus placement
- Masking out parts of effects to make them appear they are coming from behind or through structures, windows, or obstacles
- Simple sequencing of effects, for example, fading in and fading out over time
- Conducting exercises through the internet to control multiple screens/units simultaneously (i.e., our new Command Training Center functionality)
- Sharing your simulations by copying them from your device to another device or computer with the appropriate app (or upload & download through the new SimCloud functionality)
- Sharing your simulations by copying/saving them to shared folders and Dropbox (Win/Mac)
- Showing different views of the incident by navigating from location to location
- Capturing a snapshot (or video on iOS) during sim operation to keep or share it via social media
- Downloading example sims directly into the program for adaptation
- Creating your own web-based sim repositories for sharing sims across your organization.

## Section C. SimsUshare Editions

Starting with version 2.8, SimsUshare encompasses two main components:

1. **SimsUshare Platinum Mobile, Platinum Enterprise or Platinum Network:** The sim development and playback tools. You use this app to create, edit, and play simulations. The Platinum subscription is licensed per user, and the Network subscription is licensed per computer.
2. **The Command Training Center (CTC) web app.** You use this web app to:
  - a. Run exercises consisting of multiple devices using SimsUshare Platinum or Network
  - b. Transfer (upload or download) sims to and from your device. The simulations are stored in the cloud (currently in Amazon's S3 service). We call this service "**SimCloud**".

The **Platinum Mobile** app is available from the mobile app stores. It has all the functionality of the full Platinum Enterprise, but only can store any five (5) simulations at once. You may purchase an Enterprise license and apply it to the mobile version to enable unlimited simulations (and CTC functionality).

Both the Platinum Enterprise and Network apps for Windows and Mac are available for download from <https://simsushare.commandsim.com/get-the-apps>. For Windows, you choose the 64-bit (default) or 32-bit version, depending on your operating system. The app installs as the free **Viewer Edition**, which

you can upgrade to the Platinum or Network version (depending on which you installed) through the menu on the main screen.

- **SimsUshare Viewer:** free program on Windows and Mac that allows you to load and play existing simulations.
- **SimsUshare Platinum (Enterprise) for Windows, Mac, iOS (iPhone/iPad), Android:** full program for creating, editing, and playing simulations. Platinum is available by subscription.
- **SimsUshare Network:** full program for Windows that can be installed on a shared network. The program allows multiple users on a single computer each to create and share simulations. Network is available by subscription.

In this document, we refer to the Windows and Mac versions collectively as the “desktop” version, and the Android and iOS versions as the “mobile” version. We have a separate Network document that describes how to configure and use the sim-sharing features through shared folders on your network.

The **SimsUshare Command Training Center (CTC)** is a web-based app that you use to coordinate and conduct exercises with multiple participants (devices) running the free Viewer, Platinum, or Network apps. You also use the CTC to share simulations among devices. There are various CTC packages available, which vary based on number of developer seats (copies of the Platinum or Network apps), number of sims you can store at once in the cloud (we call the “**SimCloud**”), number of exercises you can run simultaneously, and number of participants you can have in each exercise. Here are the various packages (more details at <https://simsushare.com/get-the-app>):

- **Starter.** For instructors who need only one or a few developer seats and a single multi-company exercise for up to four (4) participants;
- **Bronze.** For small to medium departments that want to store more SimCloud sims as well as run larger exercises (two concurrent exercises with up to twelve [12] participants each)
- **Silver.** For medium to large departments, or mutual aid partners, that need more sim developers (24) and more concurrent exercises
- **Gold.** Counties, regions, or very large departments that want dedicated storage and computing resources
- **On-Site.** A LAN-based, portable server for departments and organizations that either do not want to depend or use the Internet for conducting exercises.

## Section D. Installation

### D.1 Installing the Platinum Viewer

#### **Installing the app from iOS**

The app is available in the App Store. There is no free, Sim Viewer on iOS.

#### **Installing the app on Android**

The app is available in Google Play (Android Market). There is no free, Sim Viewer on Android.

#### **Installing the app on Windows XP, Vista, 7, 8, or 10**

Follow the instructions to download the file from the location indicated in the email you received when you purchased the program. Choose the 64-bit version (default) or the 32-bit version, depending on your operating system.

Click "Save As" and save it to a location of your choosing. When the download completes, open the zip file and find the setup file. Open (double-click) the setup file, and it will walk you through the installation on your computer.

Follow the same instructions to update your software to the current version.

Each license entitles you to register the application on one of your own computers. See "Upgrading Viewer to Platinum or Network" below for instructions on how to apply the license you acquire.

**Note:** we also offer the program in a package that does not require administrator access. Please contact us if you need this package.

**To install SimsUshare Network**, please see the accompanying "Network Addendum" document.

#### **Installing the app on Mac OS X**

Follow the instructions to download the file from the location indicated in the email you received when you purchased the program.

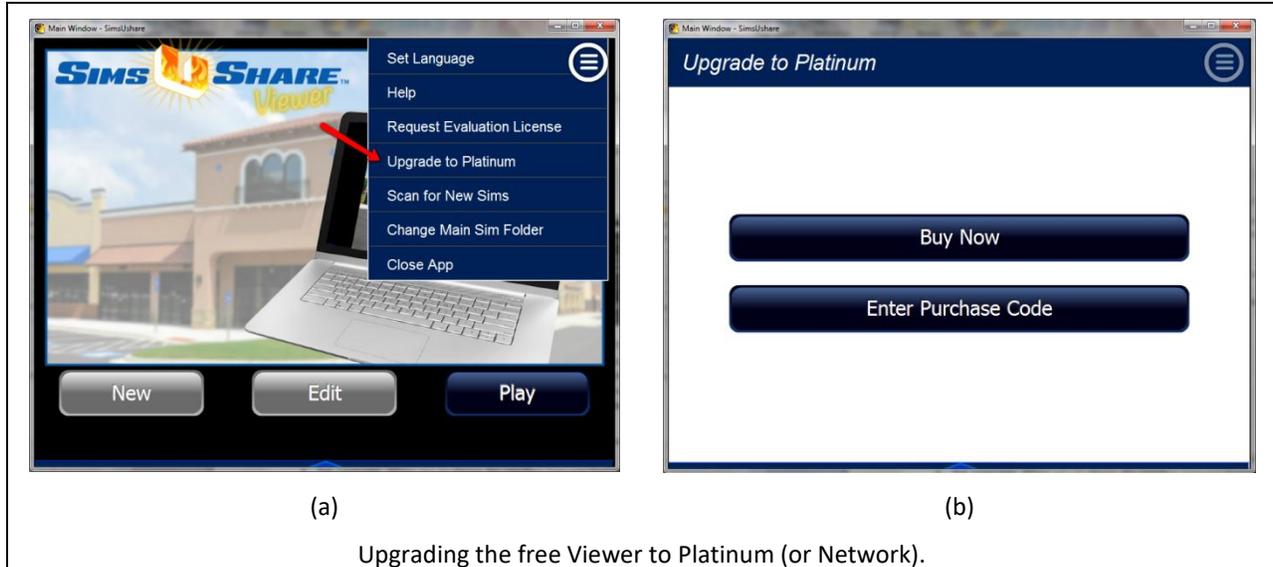
Click "Save As" and save it to a location of your choosing. When the download completes, open the file (uncompressing it) and open the DMG (drive) file. On-screen instructions will direct you to drag the SimsUshare icon into the icon for the Applications folder.

Follow the same instructions to update your software to the current version.

Each license entitles you to register the application on one of your own computers. See "Upgrading Viewer to Platinum or Network" below for instructions on how to apply the license you acquire.

## Upgrading from Viewer to Platinum or Network

Once you purchase SimsUshare for Windows or Mac OS X, you will be sent a link to download the program. The program installs as the “Viewer” version of Platinum or Network, depending on which configuration you downloaded, shown here (Platinum):



Once you purchase the program, you will receive a 12-character code. To upgrade the Viewer program to the full Platinum or Network, choose “Enter Purchase Code” and type in the code you received. To activate the program, you need to be connected to the internet and enter the code. Each license code is good for the quantity you have purchased, for example, if you purchased 2 licenses, the same code will activate two copies of the software. For Platinum, each copy is licensed to an individual for use on one computer.

The SimsUshare Network version allows you to install the program on one Windows computer (or on a shared network drive), but any number of Windows users (logins) can create simulations, whereas the regular SimsUshare is licensed to a single user. The Network version has functionality to allow you to share (network) folders for storing and playing simulations, described in Section F.4, as well as the Network Addendum document.

Your use of these applications must conform to our Terms of Use, as stipulated in the End User License Agreement, at the end of this guide.

## **D.2. Gaining Access to the Command Training Center**

Once you purchase your subscription, we create credentials for you and send them to the email in which you used to purchase the subscription. You can use this login to create any number of additional users for your organization, as described in Section E.5.5 Managing Users Who Can Access the CTC”.

## Section E. Operation

SimsUshare is designed not to require any training to start using and getting value from immediately. However, since it also contains some powerful features, such as masking, sequencing, element renaming, simulation sharing, and others, we have written the following sections to help you get the most from the whole application.

### E.1 Basic Operations

When the program starts, it displays the home/main screen (Fig. 1) that permits three main operations:

- **New:** Create a new simulation
- **Edit:** Edit an existing simulation
- **Play:** Play an existing simulation.



Figure 1. Main screen (Win/Mac) (a) regular; (b) indicating menu (collapsed); (c) menu expanded to reveal options.

In the Windows and Mac version of SimsUshare, there is a minimized menu panel running along the bottom of the screen (shown in Fig. 1 (b) and (c)) that allows access to functions like the BACK button (to navigate back to the previous screen), Menu (also that can be accessed from the dropdown arrow symbol in the upper right corner), Full-Screen view toggle, Help, and Exit. **In the desktop version, the left arrow key on your keyboard will also trigger BACK.**

If you are using the Viewer program, or no simulations have been made yet, the Edit and Play buttons will be greyed out and not clickable. The menu in the main screen (Fig. 2) has several functions you may find useful:

- **Set Language.** Allows you to choose the interface language (currently Danish, Dutch, English, French, German, Italian, Norwegian, Spanish, Swedish, or Romanian).
- **Help** (Internet access required). Opens a dialog box with information about where to get further help online, both on our site and our Facebook page, as well as information about the creators, helpers, and materials used in development.
- **Upgrade to Platinum.** Takes you to a screen that gives you purchase and activation options. Once you have upgraded to Platinum, the menu item changes to “Manage License”, which shows you the remaining time on your subscription, and allows you to deactivate the license on the current computer—after which you can activate it on another computer.
- **Request Evaluation License.** Takes you to our web site to request a trial license.

- **Scan for New Sims.** Tells the app to look in the SimsUshare documents folder to discover new sims you have placed there (see Section E, Sharing Sims).
- **Change Main Sim Folder** (Win/Mac).
- **Close App.** Closes the application (the iPhone and iPad apps do not have this option).

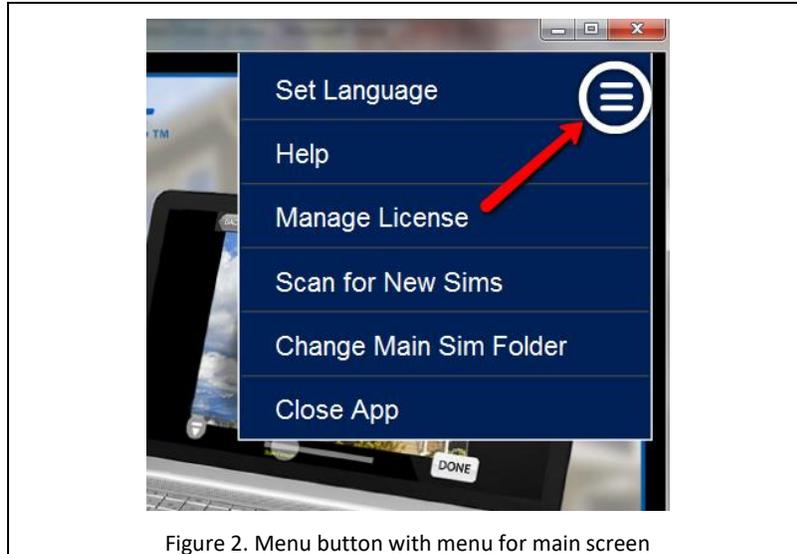


Figure 2. Menu button with menu for main screen

### *Working in Multiple Windows Simultaneously*

SimsUshare version 1.1.15 introduced a new feature for the desktop versions (Windows and Mac) of SimsUshare: the ability to open multiple windows on the desktop simultaneously:

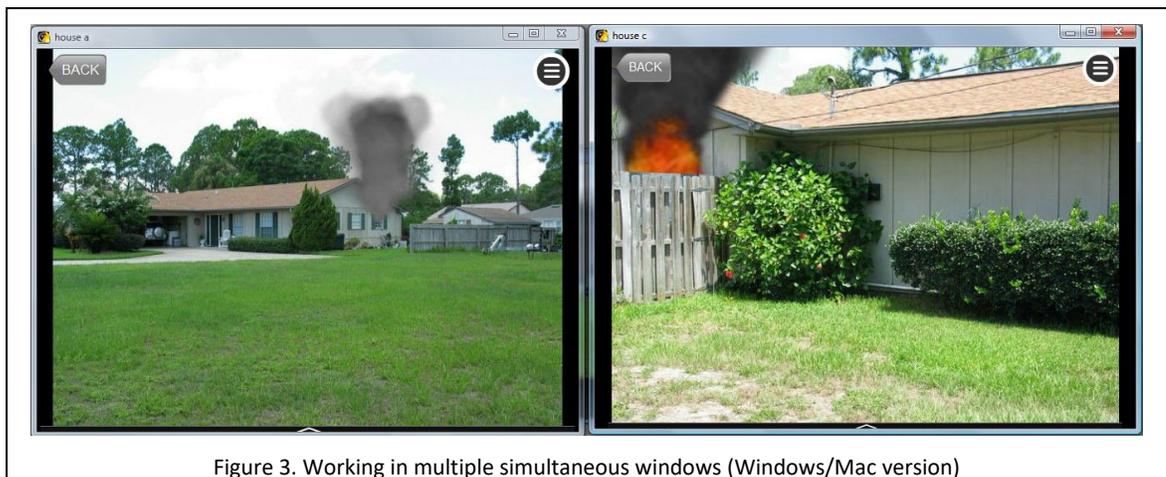


Figure 3. Working in multiple simultaneous windows (Windows/Mac version)

Not only can you play simulations in separate windows simultaneously (see Fig. 3), but also you can edit simulations in different windows, if desired—however, you cannot edit the same simulation in different windows.

To create a new window, press the New Window button in the navigation bar at the bottom of the screen, as shown in Fig. 4:

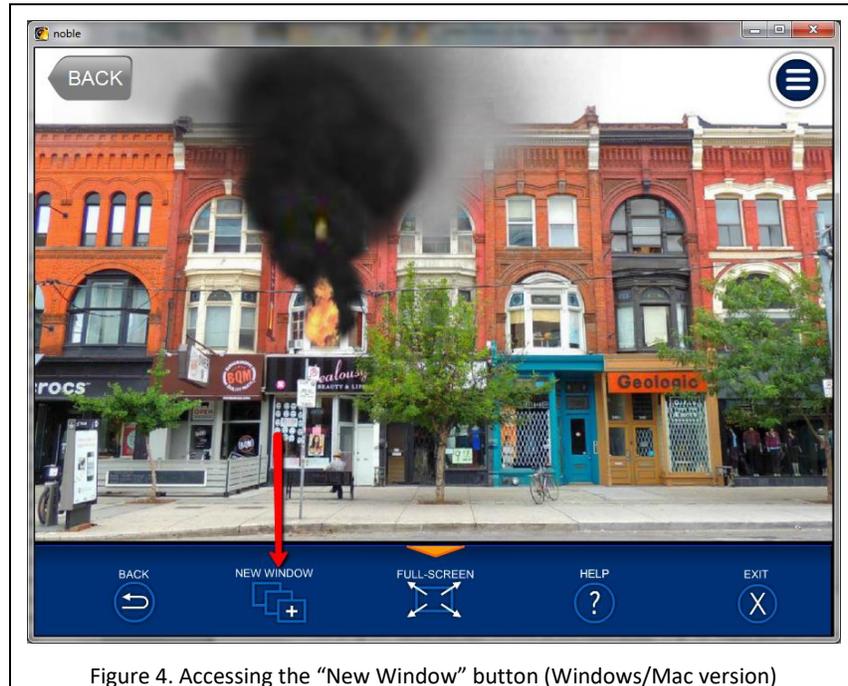


Figure 4. Accessing the “New Window” button (Windows/Mac version)

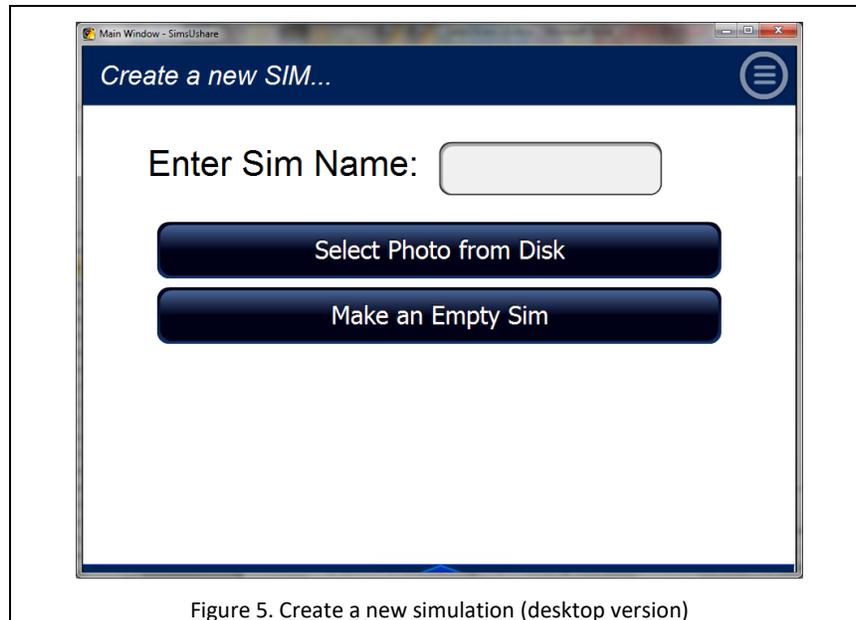
The program opens the new window to the main screen (Fig. 1), where you can then navigate to the screen you want to show. Each new window has a unique title (Main Window, #2, #3, etc.). When you are playing a simulation, the title is changed to the name of the simulation. This makes it easier to switch among playing simulations, because the title appears in the task bar on Windows or Mac. On Windows, pressing the Alt and Tab keys simultaneously allows you to select from among the open windows.

If you are editing a simulation in a window, the program puts the name of the simulation in the title, followed by the word “(Edit)”. Again, this can help you when you are switching among open windows.

**Note:** if your simulation has multiple locations, the program title will read “Editing <name of location> (<name of sim>”, rather than simply the simulation name.

### ***E.1.1 New Simulation***

Clicking "New" from the main screen takes you to the screen to name and select a background for a new simulation (Figure 5). In the Desktop version, you can choose an image from your computer, or create an “Empty Sim” (one without a background picture; default size: 640x480). On the mobile version, you can choose to take a photo with the camera (unless your device does not have a camera!), select a photo from your camera roll, or make an Empty Sim.



**Note:** when a picture is brought into the sim, it is scaled down to the screen size, in order to make the sim compact and easily portable. However, this makes it so that as you show the sim on a large projection screen, the image is pixilated (degraded because of its smaller size). The application currently will not preserve the resolution, even if you choose a high-resolution source image. Future versions will enable you to adjust the scaling factor.

Once you select a photo, the application loads the photo and brings you into Edit Mode.

There are a couple of issues you may encounter using the app on Android devices:

- **Low Memory Error:** Due to the way in which we are using the mobile device's camera, when the mobile device is running a lot of simultaneous apps, it is possible for Android to terminate the SimsUshare app while you are selecting a photo or taking a picture. Unfortunately, we cannot correct this problem at this time. The good news is that if you close other apps, turn off mobile data, or otherwise reduce the amount of work the device is doing (possibly even restarting the device), you should be able to use these functions without problems. Please understand this is a serious issue which we are addressing with Adobe (since SimsUshare is built using Adobe Flash).
- **Camera puts two pictures on the camera roll:** Another issue we are addressing with Adobe is that on some Android mobile devices, when you take a photo with the camera, it places two copies on the camera roll.

### *E.1.2 Select Simulation to Edit*

When you choose "Edit" from the main screen, you are taken to a screen in which you choose which simulation to edit (Fig. 6).

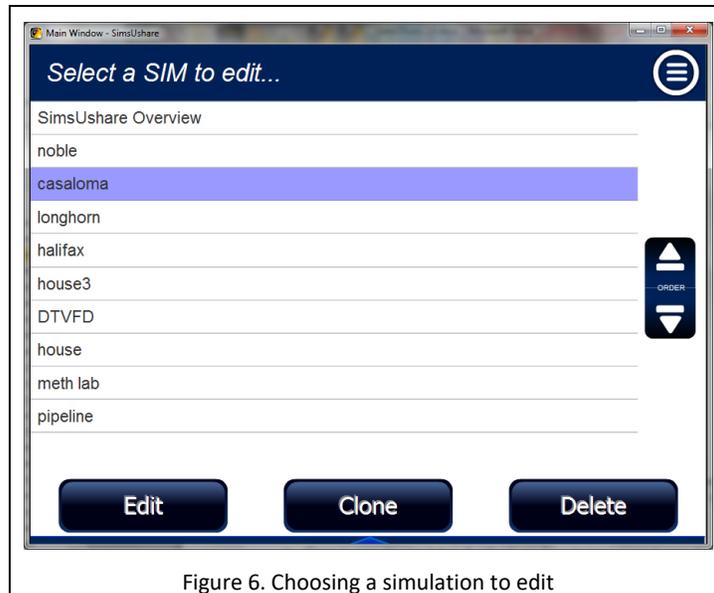


Figure 6. Choosing a simulation to edit

Press or click on any name to select that simulation. Pressing and dragging your finger (on mobile) or mouse (desktop) and moving in a downward or upward motion will scroll the list. When you have selected a simulation, you can press any of the following:

- **Edit** (or double tap) to edit that simulation.
- **Clone** to copy the simulation. It will ask you for a (unique) name to copy the contents of the selected sim into.
- **Delete** to remove the simulation from your device. Before erasing the sim (and any copied pictures it has made, not the original source picture), the application will ask you to confirm deletion.

When a sim is selected, you may also change the order of the sim in the list by pressing the up or down arrows, on the right of the screen (Fig. 7). When a sim reaches the top of the list, the up arrow will be not clickable. When a selected sim reaches the bottom of the list, the down arrow will not be clickable.

**Note:** By default, there is only one catalog of simulations, which is stored in your Documents folder. In the Windows and Mac versions of SimsUshare, you can change the location of where to store your sims. In the Network version, you can also add other folders, for example, to organize related sets of sims, or to share simulations across machines through shared networks. [Section F.4](#) describes how to use these features.

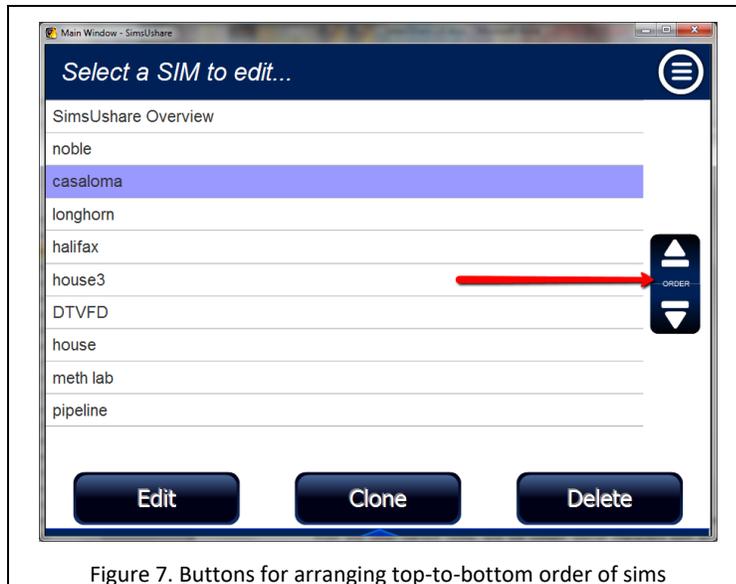


Figure 7. Buttons for arranging top-to-bottom order of sims

From the dropdown menu (Fig. 8), other actions are possible:

- **Rename Selected Sim.** The app will ask you for the new name of the sim. It must be different from any other current name, and not contain special characters such as <, >, or double quotation marks.
- **Alphabetize sims.** Reorders the sims in the catalog by name in ascending (A-Z) order.
- **Add Sim Folder (Win/Mac).** Allows you to create separate folders to group/organize related sims. When you click on this item, the app asks you to choose a folder title, then asks you to select a folder on disk to use. This folder must exist already (or you can create a new folder), and can be on a shared network or even a Dropbox folder. See [Section F.4](#) for a more detailed description of this functionality.

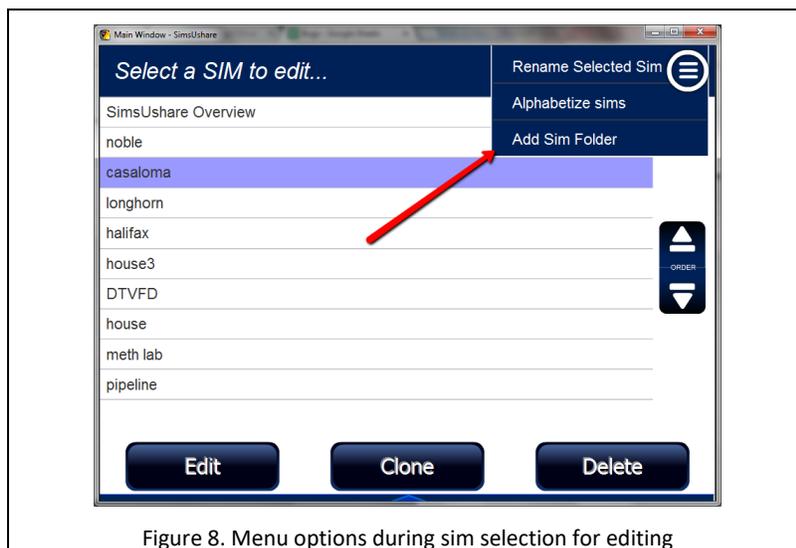


Figure 8. Menu options during sim selection for editing

### E.1.3 Edit Sim Mode

The Edit Sim mode is where you compose and manipulate the elements in your simulation. Sometimes we refer to an element as an "effect" or "plugin." We mean the same thing, namely the animated elements, text, or pictures—the media asset—you place in the simulation scene.

When you enter Edit Mode, any elements you have placed already will appear in their places, but frozen (see Fig. 9). There are three new buttons along the right side:

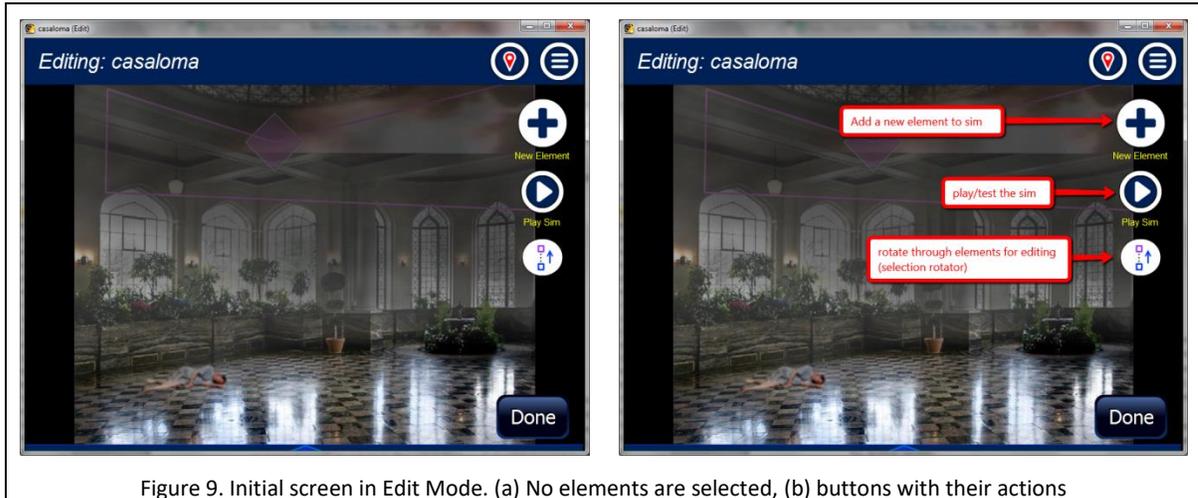


Figure 9. Initial screen in Edit Mode. (a) No elements are selected, (b) buttons with their actions

- **(+) New Element:** Press this button to trigger the display of a menu for you to add a new element (smoke, fire, etc.), as shown in Fig. 9. Notice that the menu is scrollable, so some elements may be beneath the current view. The elements indicated with a less-than sign (" $<$ ") are groups of elements. Click on the group name to display a sub-menu (Fig. 11). Use your finger or mouse to scroll up and down, then select the type of element you want to add. If you do not want to add a new element, press the + (New Element) key again.
- **Play Sim:** Switches the view to the Play Sim mode where all the effects/elements are active. Use the BACK key on your device, or the left-arrow or BACK key in the collapsible menu (Fig. 1) for the desktop version.
- **Done:** Click this when you are finished editing this sim and the display will revert to the list of sims to edit (Fig. 6).

To edit an existing element, simply click on/press that element. Because elements will typically overlap, it may be hard to select the element you want if it is underneath another element. The section below, "Selecting an Element and the Selection Rotator", describes a feature to solve this, by allowing you progressively to cycle through all the elements on the screen.

If you do not want to use the **Selection Rotator**, you must either push the elements on top down (using the down arrow button that appears when you select an item), or move the top element(s) out of the way so you can select the correct element. These operations require you to select any elements on top, move them, then click DONE to return to the element selection screen (Fig. 9).

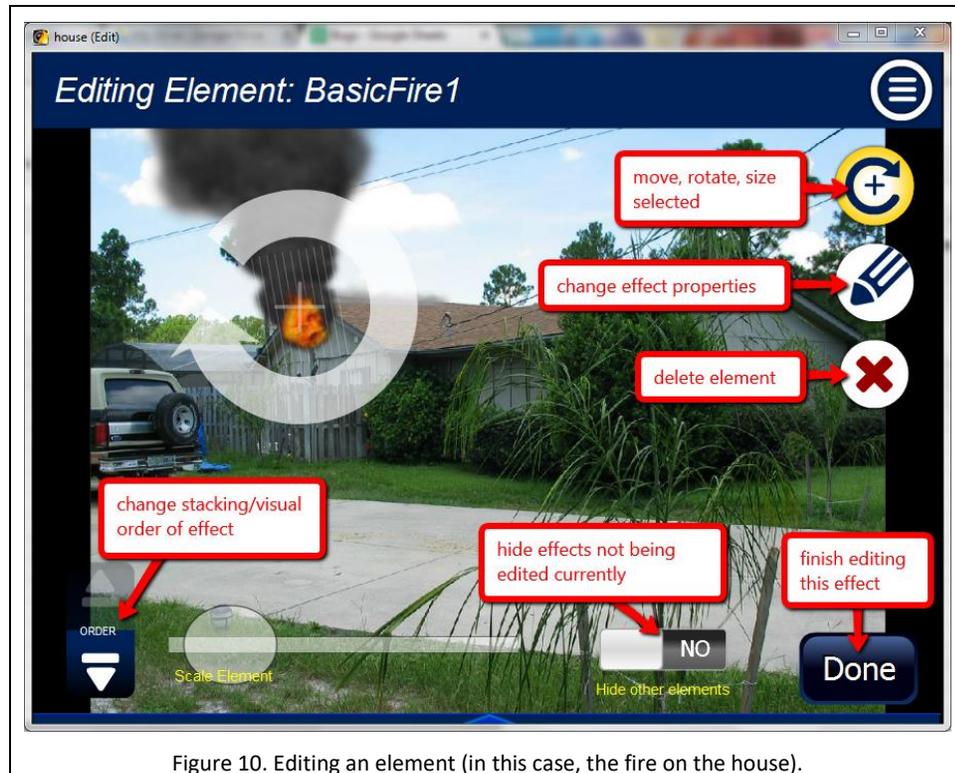


Figure 10. Editing an element (in this case, the fire on the house).

In addition to invoking these operations, you can also choose the menu item to Adjust/Change the Background Picture. This lets you change its size/position/rotation, or change out the picture completely for a different photo.

#### E.1.3.1 New Element

As mentioned above, to add a new element to your simulation, click/press the (+) New Element button. A menu with elements and groups of elements (indicated by a less-than sign, "<") will appear. Note that this is a scrolling list, so some items may be beneath the current view – click and drag on the list upwards to scroll the list and reveal any element types below the cut off.

You know you are in this mode because the title will read "Editing: (Scenario Name)". Other sub-modes will have different titles.

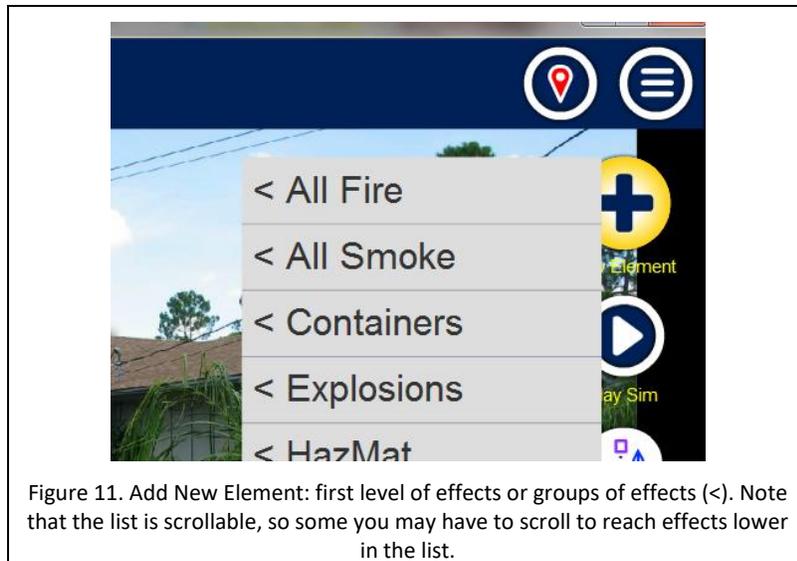
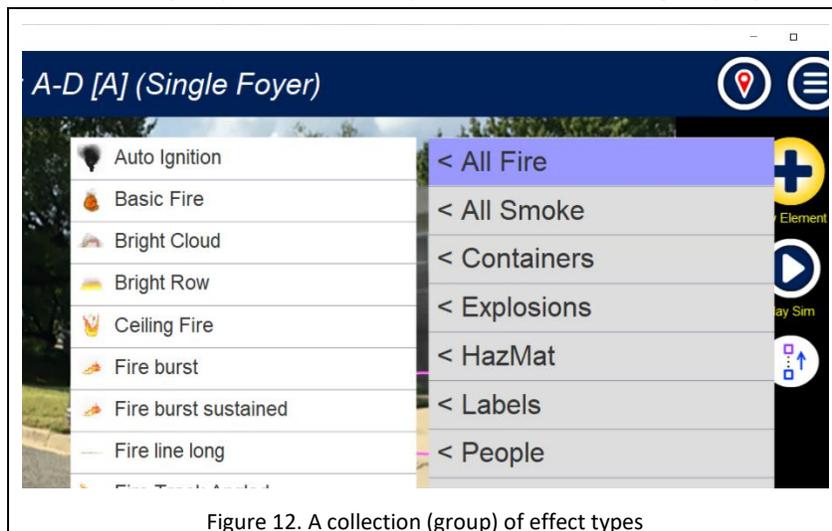


Fig. 12 shows what happens if you select an element group – a new menu appears with a list of elements appropriate for that group. There are only these two levels of grouping, not a third level.



Once you select an element, that graphic is placed at the center of the scene, and a short glow animation plays to show you which element was added (if there was any confusion with other existing elements in your scene).

The new element is placed at the top of the viewing order with respect to all other elements. You can change the viewing order (front-to-back) once you edit the element, by selecting it, then using the order buttons on the bottom left (see Fig. 10).

### E.1.3.2 Adding a Picture (Windows/Mac only currently)

SimsUshare version 2.5 adds the capability to our Windows and Mac implementation to bring in your own photos and clip art, in the form of JPEG, PNG, or GIF files. This enables you to create your own victims, ladders, tools, and environment changes that can be represented in a static picture format.

To bring a picture into your sim, from the Choose Element button (+), select the Utility category and the “Picture” effect, as illustrated in Fig. 13.

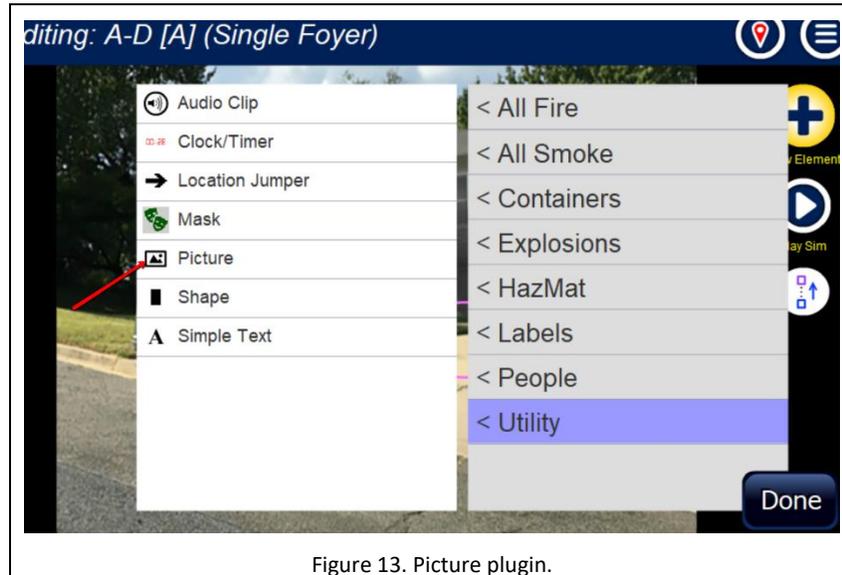


Figure 13. Picture plugin.

You will be prompted to select a photo. Once you choose the photo, SimsUshare will place it in the center, after which you may manipulate it as you do with other effects. However, the Picture plugin has some special capabilities, as discussed later. Basically, it allow you to move the picture manually during sim playback (think apparatus placement), as well as put the picture into a special cache that lets you drop it into any simulation seamlessly.

#### E.1.2.4 Selecting an Element and the Selection Rotator

The easiest way to select an element is to press anywhere on it. The topmost (front) element is selected. However, if you have more than one element on the screen at the same time, and the elements overlap, it may be difficult to select the element beneath the topmost element.

To select an element beneath another element, you can try to find an area in which that lower element is not overlapping with the upper element. You can also first select the upper element, move it aside, then select the lower element. However, this means you have to rearrange all the elements each time you want to move lower elements.

The easiest answer is to use the “**Selection Rotator.**” The Selection Rotator lets you select any element on the screen without having to move elements aside. You do this by selecting a button that lets you cycle through the elements progressively, from bottom to top, to select the one you want to edit.

This button automatically shows itself when there are two or more elements on the screen. You can tell the program to show or hide the Selection Rotator explicitly by selecting the menu and pressing “Show Selection Rotator”, as in Figure 14 (a). The Selection Rotator is shown on the right side of the screen, beneath the PLAY icon, as in Fig. 14 (b). It is only shown when in Edit Mode for selecting an element. Once you begin editing an element, it becomes hidden until you are finished editing that element.

To use the Selection Rotator, press the button (and hold it down, if desired), to cycle through the elements to select. The current candidate will be highlighted in purple, and the others will be made invisible. When you want to select the highlighted element, click on that element. You will then be placed in "Edit Existing Element" mode, just as if you had pressed the element directly.

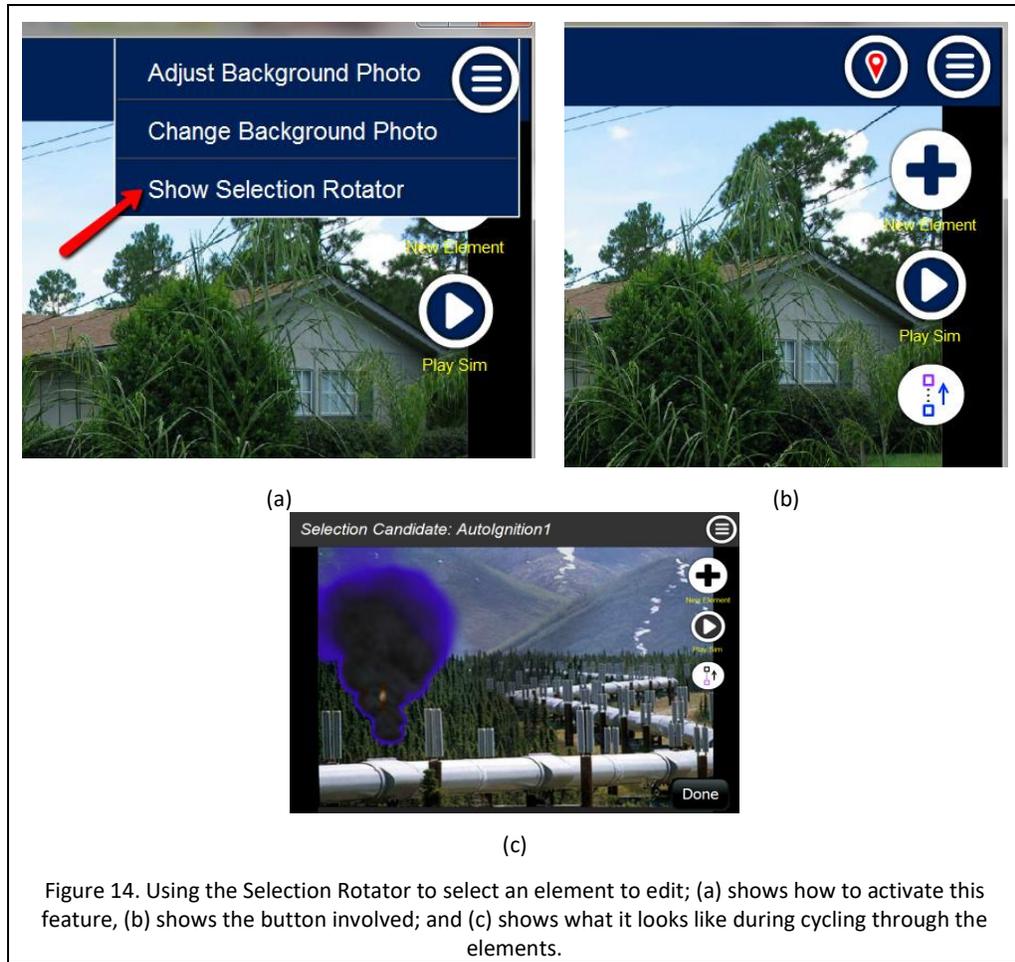
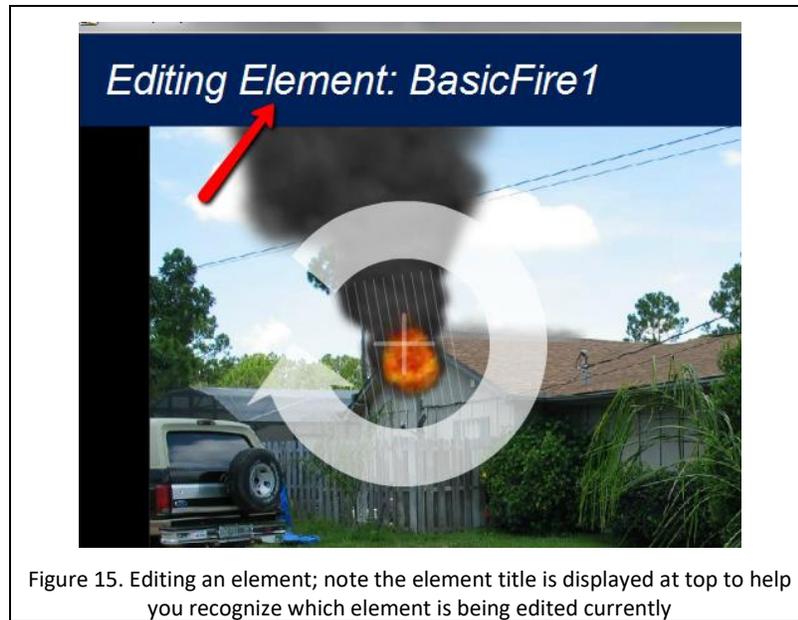


Figure 14. Using the Selection Rotator to select an element to edit; (a) shows how to activate this feature, (b) shows the button involved; and (c) shows what it looks like during cycling through the elements.

### E.1.3.5 Edit Existing Element

Once you have selected an element to modify, the title on the screen changes to "Editing Element: (Element Name)" (see Fig. 15). For clarity, especially as you use more advanced features, you can rename each element to make it more familiar than the default name that is given.



By default, when you have clicked on an element to edit, the program puts the editing process in the scale/position/rotate mode, if the effect has those options. The following modes are typically available, which are accessed with the three new buttons on the right-hand side:

- **Scale/Position/Rotate:** In this mode, which is easiest to identify by the crosshairs at the center of your effect, if it is permissible to move it, and the rotate arrow, if it is permissible to rotate the element – not all elements have all of these properties. You will notice that most visual effects also create subtle white vertical lines, to help you with orientation. The slider at the bottom of the screen appears to let you scale the effect proportionally. Currently there is no way to scale the element larger than the rightmost position of the slider.

**Windows/Mac users:** When an element is selected, you can use the keyboard's arrow keys to move the element precisely (one [1] pixel at a time). If you hold the SHIFT key down at the same time, it moves the element by five (5) pixels at a time.

- **Edit Element Properties:** Each element has a set of properties to control configuration such as Brightness, Color, Delay, Opacity, and so on. Some elements, like the Simple Text element, only have a few, and some have very many. Fig. 16 shows you how to select a property (there can be an individual property or a sub-menu grouping for related properties), and then Fig. 17 shows you an example of how a user would edit the Color property. In this case, there are two selections to be made, the color tile and the color intensity, i.e., how much of the selected color to apply to the effect. Some color selections, such as with Simple Text, do not have the Color Intensity slider.

When you are done editing a property, or decide not to edit the property, you can press the DONE key to finish editing the element completely, or press the Pencil (Edit Properties) button to clear the property menu, or press the Position/Scale/Rotate button to place the element into that mode. Of course you could also press the Delete (X) button to remove the current element.

- **Remove Element:** Click this button to delete the current element. As a safety precaution, the app asks you to confirm that you want to remove it.

You will see in Fig. 16 that when you select an element, two grey arrows appear in the bottom left corner. These let you control the front-to-back ordering of this element. Be careful moving the element backwards because it will become harder to select in the general Edit mode, though the Selection Rotator tool makes that process simple.

In Fig. 15, you see the function of the “Hide Other Elements” switch—a means to show only the current element and the background picture, thereby making it easier to line up that element with features in the background. This is particularly useful for masking out foreground elements, discussed later.

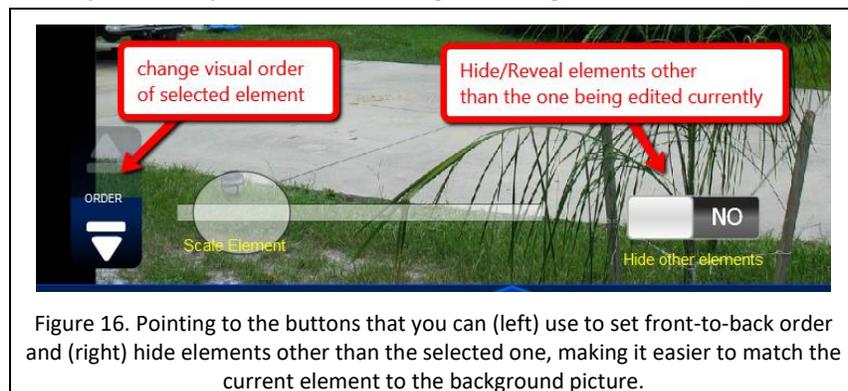
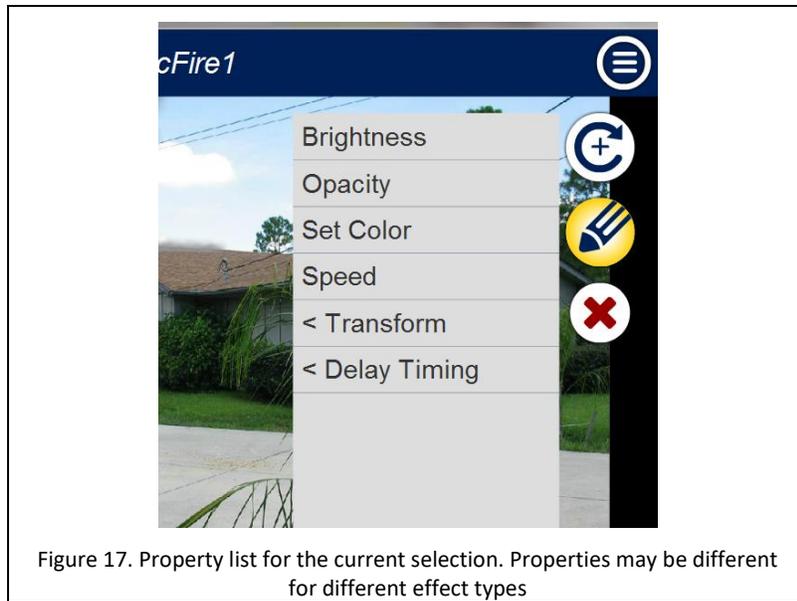


Figure 16. Pointing to the buttons that you can (left) use to set front-to-back order and (right) hide elements other than the selected one, making it easier to match the current element to the background picture.

The **DONE** button terminates the editing of the current element and returns you to the main editing mode (Fig. 10), from which you can edit other elements. From that point, pressing DONE again will take you out of edit mode completely.

**Important:** The program automatically saves your simulation when you leave the Edit Mode screen completely. If you leave the screen or close the program without formally ending edit mode, your changes may be lost. If you are working on a phone and you receive a phone call, we try to save the scenario before the call is shown, but there is a chance that you may lose any changes you have made since entering the Edit Mode screen.



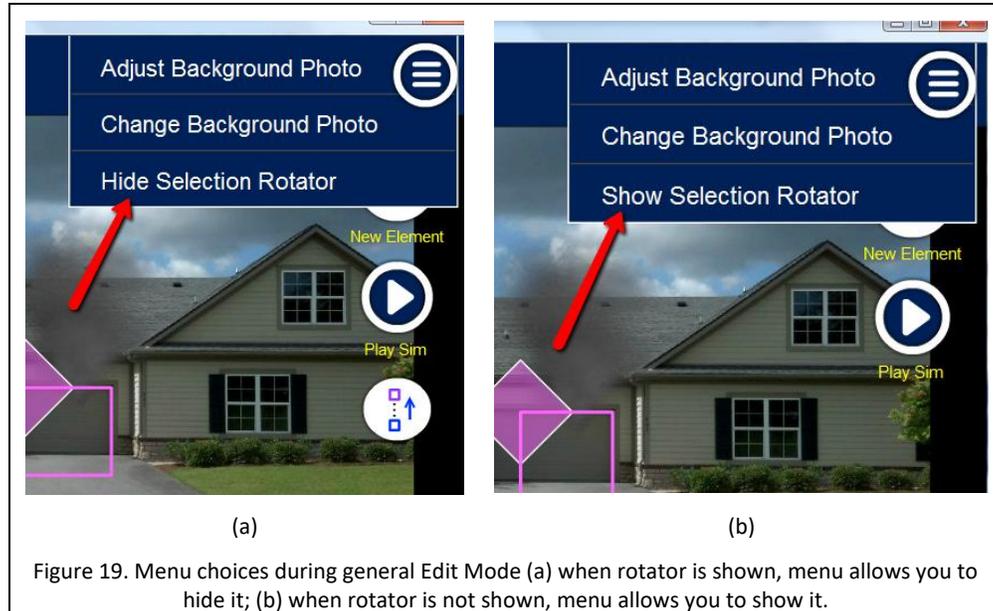
### *Menu Options in Edit Mode*

Edit Mode consists of two important phases. First, a general Edit Mode (Fig. 9), in which you can select an existing element or add a new element, among other operations. Second, a mode in which you are editing an existing element (such as in Fig. 10). The main (upper right corner) has different options, depending on which edit mode you are in.

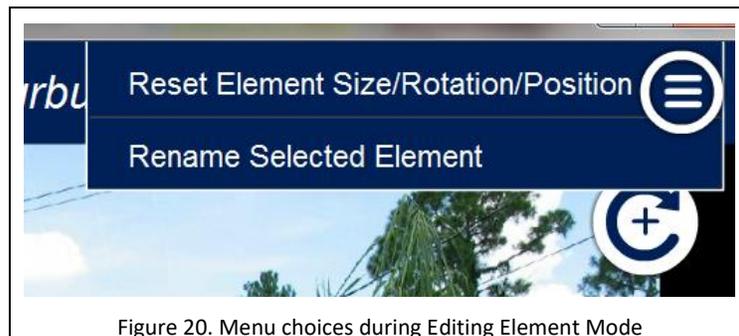
Opening the Menu during general Edit Mode (Fig. 19) gives you the following options:

- Adjust Background Photo. This lets you adjust the size and position of the background photo. It is discussed in the “Adjust Background Photo” section, below.

- Change Background Picture. This allows you to replace the background picture with another of your choosing. It is discussed in the “Change Background Photo” section, below.
- Show Selection Rotator. This feature (Fig. 19) has been described a few pages ago, in the section entitled “Selecting an Element and the Selection Rotator”.



Once you have selected an element, other options become available in the Menu (Fig. 20).



These options are:

- **Reset Element Size/Rotation/Position.** If in your scale/position/rotation you decide you want to reset the element to its original position, choose the menu item labeled "Reset Element Size/Rotation/Position". This does not revert the element's properties other than size, position, and rotation.
- **Rename Selected Element.** If you wish to change the name of the element being manipulated, usually to make it easier to identify for masking or other advanced operation, you can select

from the menu the option "Rename Selected Element." The program will then ask you to give a unique name for the element.

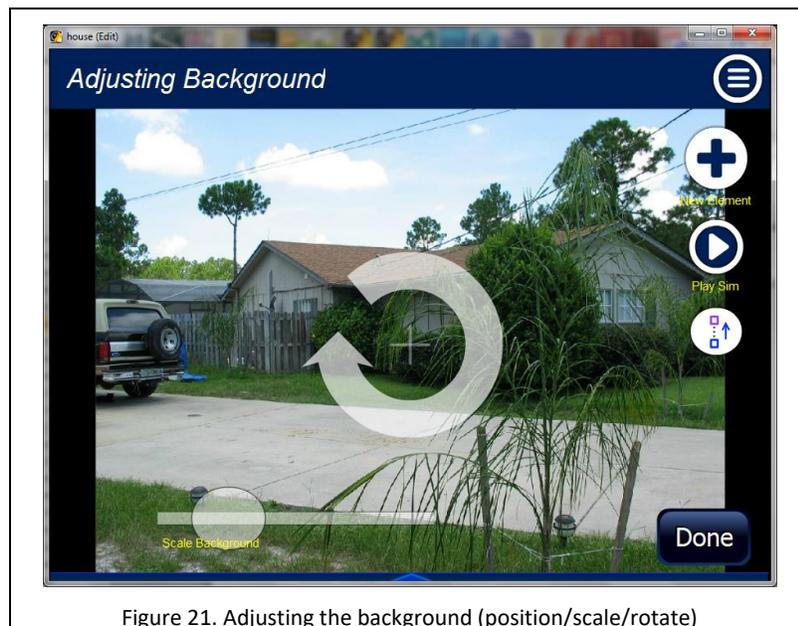
#### E.1.3.6 Adjust Background Photo

SimsUshare uses the photo you select to set the sim size and assumes you want the picture to occupy as much of the screen as possible. However, you may want to use only a zoomed-in portion. By selecting the Adjust Background menu option during Edit Mode, you can change the size, position, and rotation of the background image (see Fig. 21).

To change the picture's position, simply click on the picture anywhere and drag it to the position you'd like. To rotate the picture, use the circular arrow as you would for a sim element. To scale the picture up or down, use the slider at the bottom center of the screen.

The Menu in this mode lets you choose from three actions:

- Reset Background: Resets the scaling, position, and rotation of the background picture, to the original settings.
- Remove Background Photo: Erases the background photo from your sim.
- Change Background Photo: Allows you to replace the existing picture with one of your choosing.



#### E.1.3.7 Change Background Photo

This sub-mode allows you to replace the background photo with one you take with the camera (mobile version), the camera roll (mobile version), or disk (desktop version, see Fig. 22).

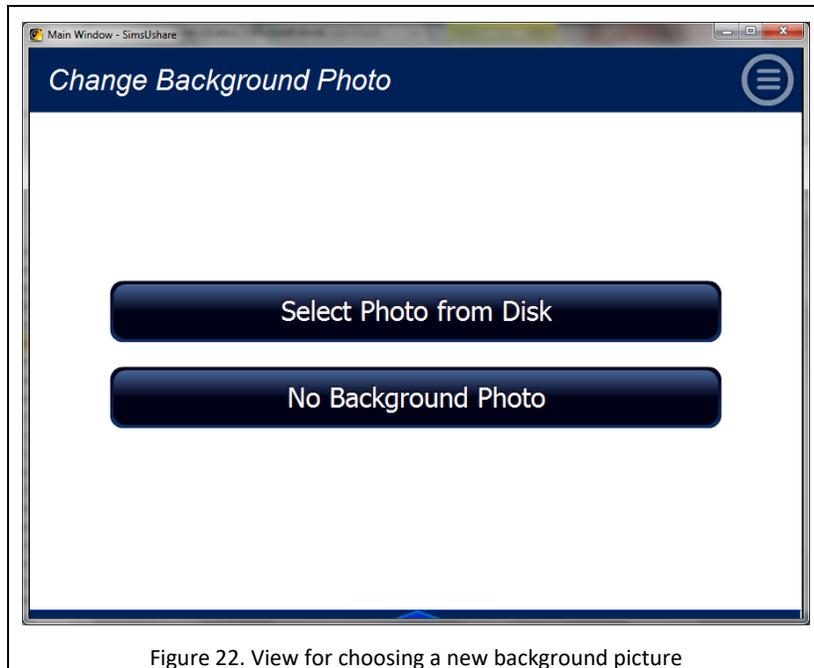


Figure 22. View for choosing a new background picture

#### *E.1.4 Select Simulation to Play*

When you choose PLAY from the main menu, you are taken to a scrolling list of the sims you have made. (Single) clicking/pressing on any sim name will take you into Play Simulation Mode. Clicking and dragging will scroll the list up or down.

#### *E.1.5 Play Simulation Mode*

Once you have chosen which sim to play, the app will display the simulation, as shown in Fig. 23.

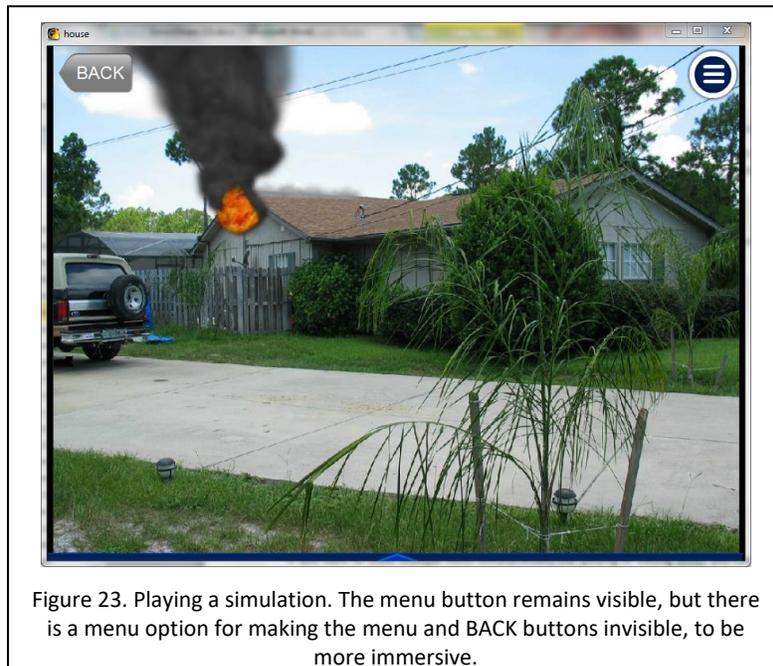


Figure 23. Playing a simulation. The menu button remains visible, but there is a menu option for making the menu and BACK buttons invisible, to be more immersive.

If you want to show multiple views simultaneously (for playing or editing sims), you can select the New Window option (desktop version only) from the bar along the bottom of the screen (Fig. 24).



Figure 24. Opening a new window.

Once you select this option, SimsUshare creates a new window you can manipulate and place. For the desktop versions, the program puts the name of the simulation into the title bar. This can help you when you have multiple windows open simultaneously, because you can use your operating system's (Window's or Mac's) feature for switching among windows to switch views, and the operating system will give you the title of the window to select (see Fig. 25).

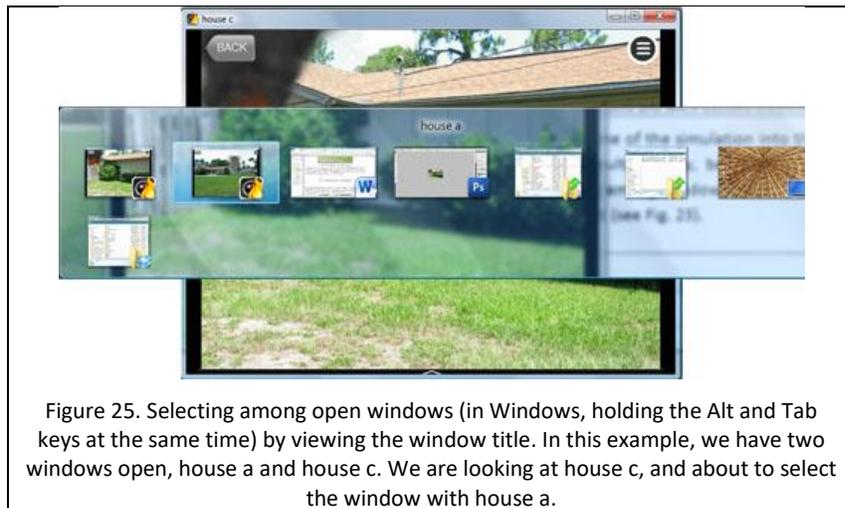


Figure 25. Selecting among open windows (in Windows, holding the Alt and Tab keys at the same time) by viewing the window title. In this example, we have two windows open, house a and house c. We are looking at house c, and about to select the window with house a.

While you are playing the simulation, if you would like to take a snapshot of the running sim, open the Menu and select "Take Snapshot" (Fig. 26). The mobile app will place a static snapshot (jpeg) in your camera roll. The desktop version will open a dialog box for you to choose a location and name in which to save the picture.

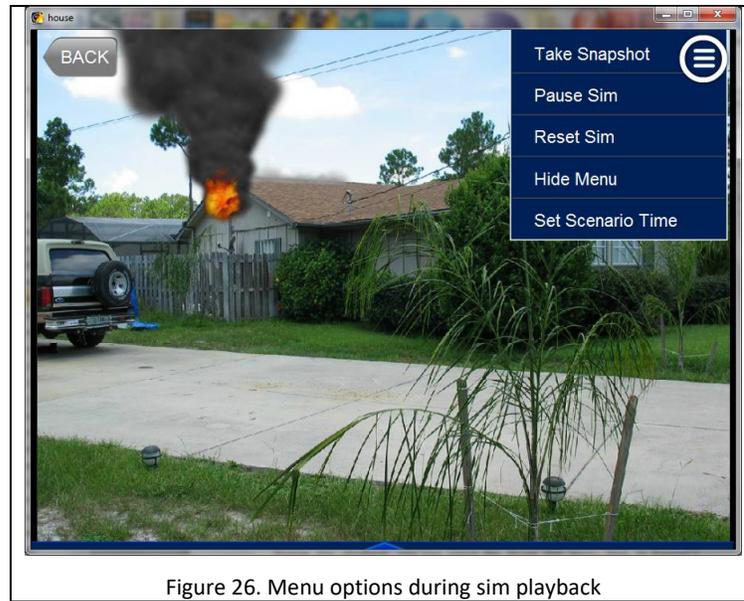


Figure 26. Menu options during sim playback

#### E.1.5.1 Pause/Resume/Reset Sim

During sim playback, you can select the Pause Sim menu item to freeze the simulation. All open windows (in desktop version) are synchronized, so they all will pause when one window is told to do so. During pause, a new arrow icon will appear next to the Menu icon (Fig. 27). You can press the arrow icon to resume the simulation, or you can select the Menu and choose “Resume Sim”.



Figure 27. Arrow icon for resuming sim playing.

The “Reset Sim” menu item restarts the simulation from the beginning. Again, all open simulation windows that are playing will be reset as well.

#### E.1.5.2 Hide Menu

The “Hide Menu” option tells SimsUshare to make the menu button and the BACK button invisible, so they don’t interfere with recording the screen or otherwise distract the participants. The buttons remain in place for activation, but they do not appear visibly. To reactivate the menu, click on the spot where

the menu was, and choose “Show Menu”, which is the option in the menu after you have selected “Hide Menu”.

To remind you that the buttons are there, but invisible, when you start playing a simulation, the menu and BACK buttons appear briefly, and fade out.

### E.1.5.3 Set Scenario Time

If you use effect timings (fade-in’s and fade-out’s) in your scenarios that are longer than a few seconds, you may find it useful during scenario testing to advance or rewind the scenario clock, especially if you have set effects to come in after long periods of time (minutes).

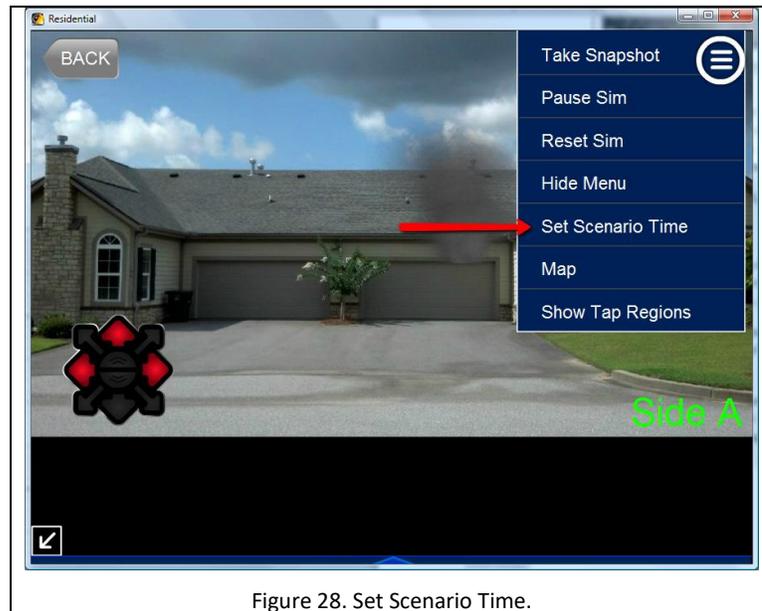


Figure 28. Set Scenario Time.

We recently introduced the capability to advance or rewind the scenario time, to make testing such scenarios easier. In the “Play Sim” screen, there is a menu option named “Set Scenario Time”, shown in Fig. 28. When you press this menu item, SimsUshare pauses the simulation (in any open window), and asks you to enter the new scenario time. By default, the program puts the current scenario time in.

Once you have chosen the new time and pressed OK, the scenario jumps to that moment and resumes the simulation.

### E.1.5.4 Show Tap Regions

In [Section E.3.1](#) below, “Navigating from Position-to-Position during Simulation Playback”, we discuss the navigation arrow cluster and how to use the arrows to move from position to position. We also discuss the keyboard shortcuts available (on Windows and Mac only) for activating the various arrows.

In SimsUshare Mobile (iOS and Android), where the shortcuts are not available, we have a feature called “Tap Regions” to accomplish the same purpose. As of version 1.5, Tap Regions are now available on all platforms (Windows and Mac as well).

Tap Regions are only active when the navigation cluster is hidden manually using the diagonal down-pointing icon on the bottom left of the screen. Once the cluster is hidden, you can use the menu item “Show Tap Regions” to remind you momentarily (it displays then fades away, Fig. 29) of the screen regions:



Figure 29. Navigation Tap regions.

The navigation regions correspond to the position of the navigation arrows, shown in [Section E.3.1](#).

The Tap Regions are, by default, areas of the screen on which you can click/tap to trigger a corresponding action, such as a navigation arrow or a victim (see [Section E.4.3, Showing/Hiding Victims during Scenario Playback](#), about tapping to remove/replace victims). Using Tap Regions for navigating locations, it allows you to change locations without your students necessarily seeing which direction or location you are changing to. This is useful not only for the convenience of not having to press an individual button, but also if you have set up your locations to simulate various conditions and you don't want to tip off your students as to which condition you are switching.

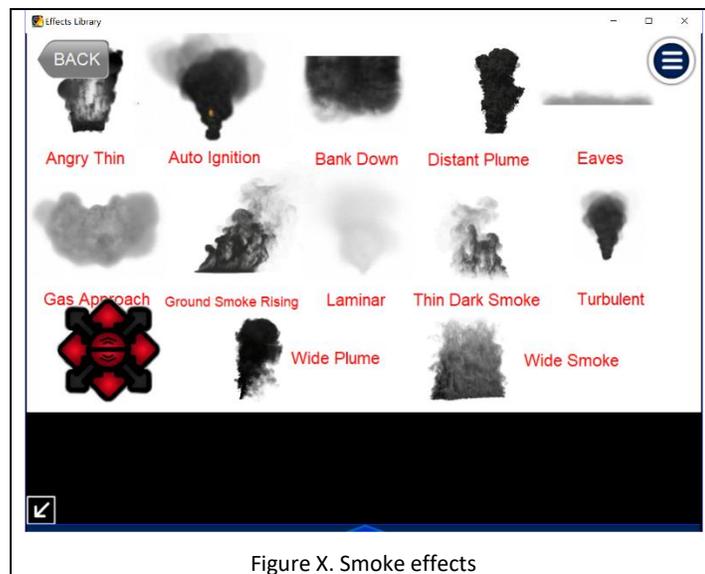
### ***E.1.6 Effects and Utility Tools for Your Simulation***

SimsUshare has a wide variety of visual effects you can use in your simulations, for example, smoke, fire, victims, etc. When you add an element to a simulation, you are presented with the name of the effect and a static thumbnail/preview, so this section can familiarize you with what they look like.

Utility effects/tools that are not shown are:

- Audio Clip: allows you to add sounds you can time, loop, and adjust in various ways. See Section E.2.6 Advanced Use of Audio Clip Element”.
- Clock/Timer: Has options as a countdown timer, overall simulation time, or time in the current location.
- Location Jumper: This is a navigational element you can use to move the view to a different location based on user click or time. The Location Jumper is described in Section E.3.7 Timed- and Click-Based Movement (Location Jumper)”.
- Mask: Make you effects such as smoke and fire look like they are coming from behind a building or through a window. Masks can apply to all other effects as well, for example, in the case you want to make a person lying on the ground look like they are partially behind a wall in the background picture.
- Picture: Add your own tools, victims, equipment, etc. in GIF, JPG, and PNG format. Animated GIF’s are not supported. This is described in detail in Section E.2.5 Advanced Use of Picture ElementE.2.5 Advanced Use of Picture Element”.
- Shape: Choose from a variety of basic shapes (rectangle, square, circle, arrow) that you can color, time, and adjust opacity. Often shapes can be used to call attention to something or server as a background to a Simple Text element.
- Simple Text: Add a single text line which you can time and adjust color.

The following Figures illustrate the visual and animated effects available.



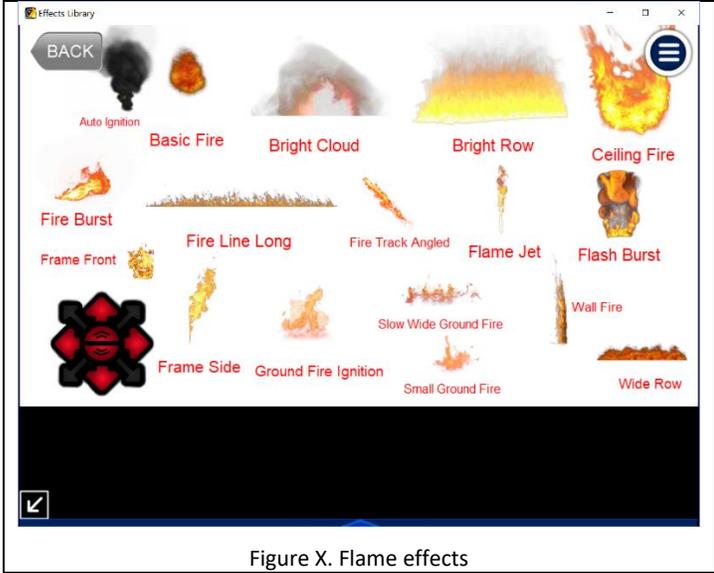


Figure X. Flame effects

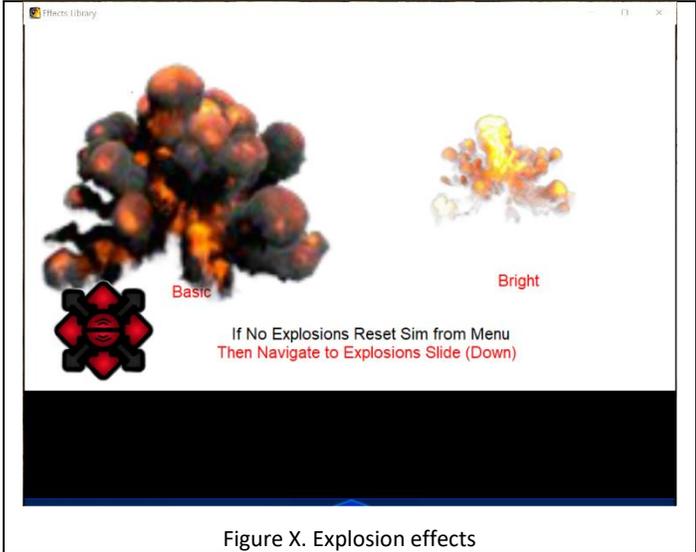
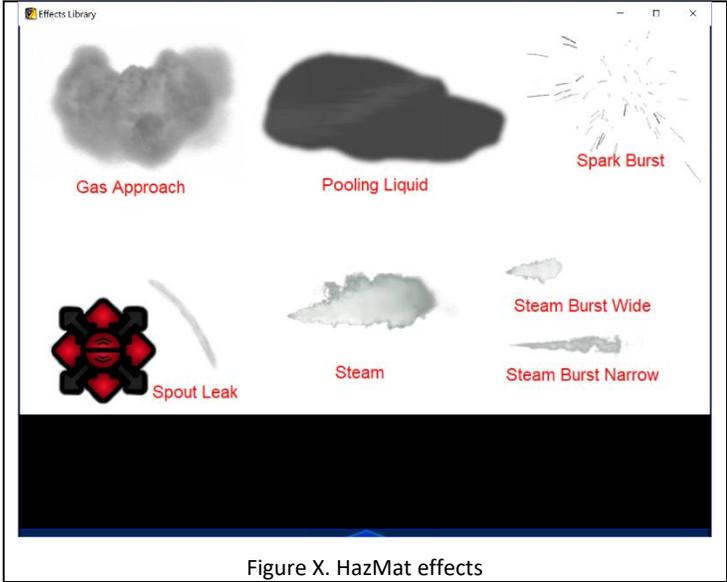
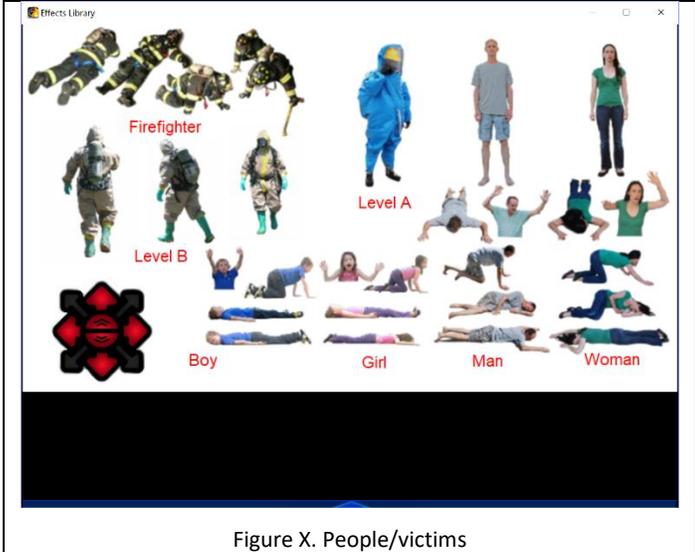


Figure X. Explosion effects



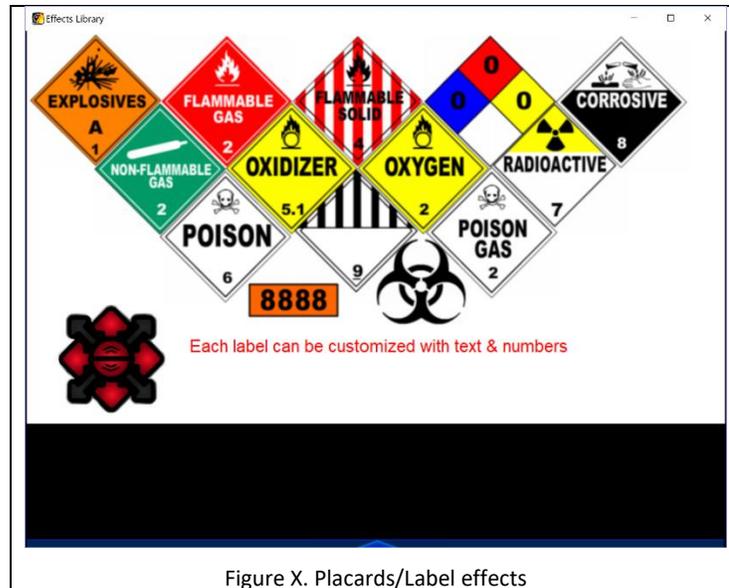


Figure X. Placards/Label effects

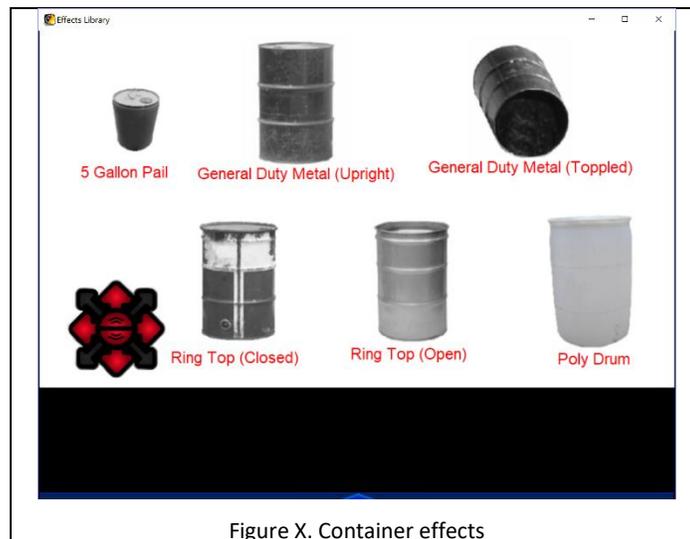


Figure X. Container effects

## E.2 Advanced Operations

While SimsUshare is simple enough to pick up and start using immediately without training, it does include more advanced features to add extra realism to your simulations. This section describes two important features: (a) "masking", to make smoke and fire look like they are appearing from behind or through buildings or windows, and (b) "sequencing" elements to bring them into view after a set period of time (as opposed to immediately upon sim play initiation).

### E.2.1 Masking Effects for Dimensionality

Often when you make a simulation you want an effect, such as fire or smoke, to appear as though it is coming from behind a building, through a window, or from behind some obstacle. This dimensionality

perspective is an important clue for the student to identify the true source. For example, in Fig. 30, you can see the grey smoke at the base of the tank looks like it is staying behind the small tanks in the bottom right of the picture. Similarly, the flame at the top of the tank is molded to the tank top, not sticking out in front.



Figure 30. Playing a sim that has masking (small tanks in front left)

This feature is called "masking", and SimsUshare has a simple but powerful tool that allows you to mask out areas of an effect that allow the background picture (or other elements) to show through. This section explores how to create and manipulate masks.

### E.2.1.1 Creating and Placing the Mask

To create a mask, when you select New Element during Edit Mode, choose the Utility group and select Mask. Once you've done this, a mask appears in the shape of a square, with a diamond off one corner (Fig. 31).

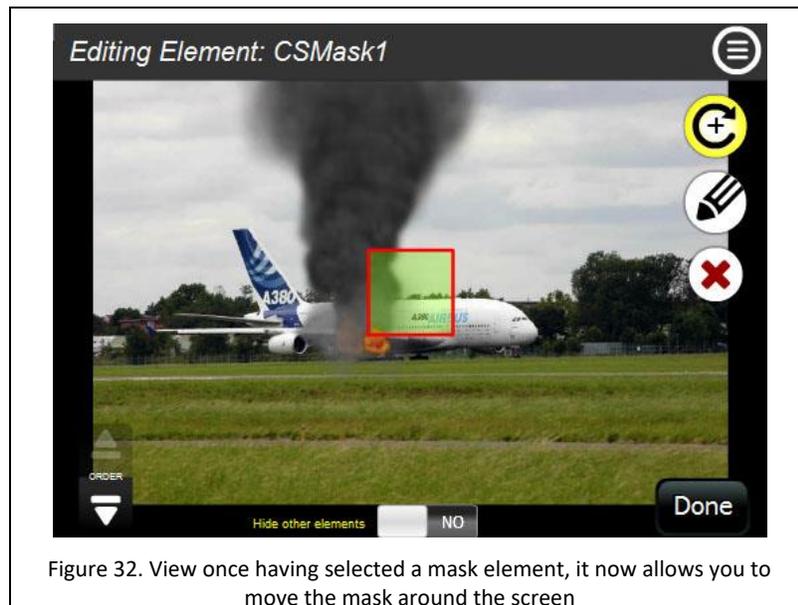


Figure 31. Default mask shape (square) after creating new Mask element

The default mask shape is a square, but it is not designated to mask anything. The process of masking involves not only placing the mask properly, but also assigning which elements are to be masked. This will be discussed shortly.

When you create a new mask, then select it by pressing the large diamond or anywhere on the lines themselves (tricky for mobile, that's why we made the diamond), the app tells you that you are now editing the mask (see the title in Fig. 32). If you want to rename the mask to something more suitable, you can click on the menu and select "Rename Selected Element."

You can now use your finger or mouse to move the mask around by dragging, but it retains the square shape until you change it by setting the Mask Boundary (described below).



The visual order of the mask with respect to other elements is not important—a mask can mask out effects whether the effect is above or below it (in front or behind it) in the visual order. For ease of selecting and modifying the mask, we recommend keeping the mask at the front, but it is not necessary to do so.

### E.2.1.2 Mask Properties

The mask element has the following properties, which you can modify by pressing the Pencil button:

- **Which to Mask:** Lists the elements that you can apply the current mask to. Each element can only have one mask applied at one time
- **Mask Boundary:** Sets the vertices (points) of the mask shape
- **Mask Type:** Determines whether to use the mask to mask out the center of the shape or outside the shape.

These properties are described in the following sections.

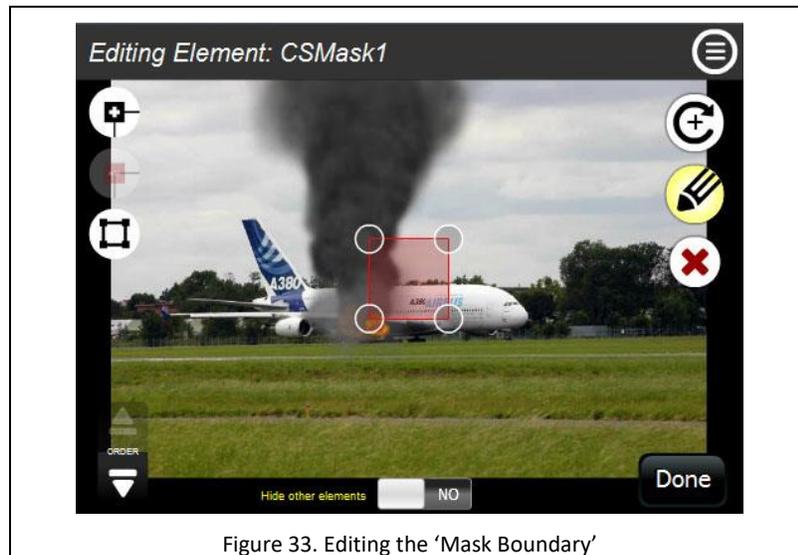


Figure 33. Editing the 'Mask Boundary'

#### *E.2.1.2.1 Changing the Mask Boundary*

The default square pattern is good for a basic roofline, but it is easy to modify the shape to fit the exact shape you need to block out. Depending on the Mask Type (see below), your mask will either mask out what is inside the drawn polygon (for example, blocking out a roof line), or mask everything outside the polygon (for example, showing only what is happening inside a window).

To change the mask shape, click on the "Mask Boundary" property. The screen will change to Fig. 32, where the mask shading is removed and the vertices have large circles overlaying them. You can click/press and drag any circle to move that vertex. Currently, you cannot move multiple vertices at the same time.

To add a point to the shape, to make it fit something more closely, you select the add point (+) button on the top left (see Fig. 33). A message will then appear in the top center saying "Click on the point to add". With your finger or mouse, choose a point on the screen and the program will try to find the closest two points on the current shape, then split that line and join both points to your new point. This mechanism works pretty well, but sometimes if your new point is very far away from others, it may get confused. In that case, remove the point (by pressing the minus point [-] button) and try again.

When you select a vertex (point), it turns yellow to let you know which point is selected. If you press the minus point (-) button, it will remove that point unless there are only three points left in the polygon, which would be illegal since a polygon has to have at least three (3) points.

**Windows/Mac Users:** You can use the keyboard arrow keys (Up, Down, Left, and Right) to nudge points, pixel-by-pixel (or hold the SHIFT key down to move by 5 pixel increments).

If you have created a complex shape and it has become overwhelming, you can always press the reset to square button (left side, middle, the square shown in Fig. 33). The program will ask you to confirm that you want to reset the shape, and upon pressing OK, it will delete all the points and go back to a square.

While you are editing a shape, since you are trying to allow the background picture to show through, you may find it distracting to have the elements remain in place. The elements may obscure the area which you want to mask, making it very difficult to be precise.

For this reason, we have the option to “Hide other elements” (bottom of screen, Fig. 34). By default, it is set not to hide the other elements (NO). If you press the switch (NO), it will change to YES, and the program will make all the elements besides the mask invisible. This lets you focus on setting the mask boundary more precisely.



To finish editing the mask boundary, click on the Pencil (if you want to continue modifying the mask), or press DONE to finish editing the mask for now.

#### *E.2.1.2.2 Selecting the Elements to Mask*

Setting the mask boundary alone does not tell the program which elements you want to mask. That is accomplished by choosing the “Which to Mask” property. The result is a list of elements that are not currently being claimed by any other mask (Fig. 35).

A mask can mask any number of elements, but an element can only have one (1) mask at a time. You set which element(s) that a mask claims by clicking on the switch to move its position (in Fig. 35) from NO to YES (or just clicking on NO). Conversely, you relinquish the claim of a mask on an element by moving the setting from YES to NO (or clicking YES).

Before the selection list is shown, the program scans the current elements to determine which have been claimed already. Therefore, you can make your masks claim and relinquish elements as you wish.

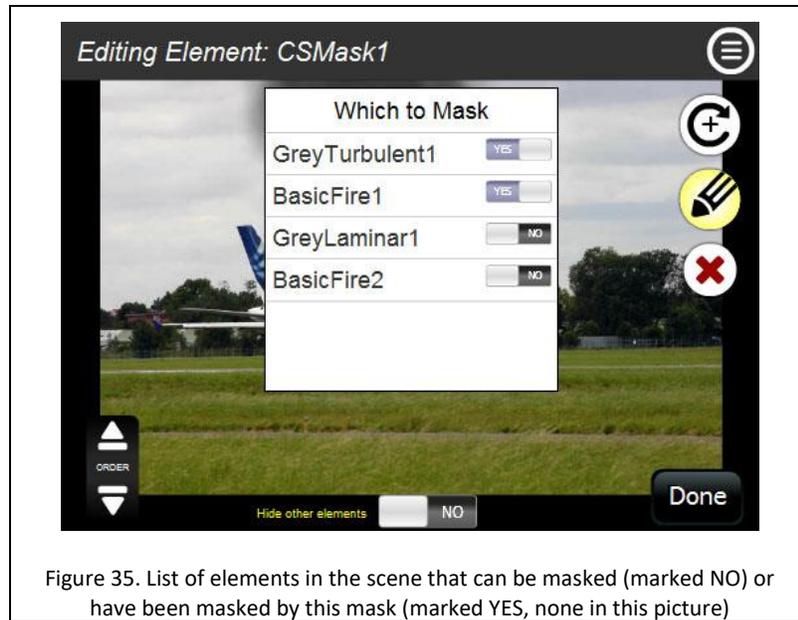


Figure 35. List of elements in the scene that can be masked (marked NO) or have been masked by this mask (marked YES, none in this picture)

If you are like most people, you will find that names like “GreyTurbulent1” is not particularly meaningful, especially if you have several grey turbulent smoke elements in the same sim. To help you tell your elements apart, you can rename the selected element by opening the menu and choosing “Rename Selected Element”. It is particularly useful to name elements early so that when you go to mask your elements, you know immediately which is which (not that changing which to mask is difficult).

To finish, click on the Pencil to continue editing the mask, or click DONE to finish editing the mask.

#### *E.2.1.2.3 Setting the Mask Type*

Sometimes you want to mask out what is inside the polygon, and sometimes you want to mask what is outside the polygon. The “Mask Type” gives you this flexibility.

A Mask Type of “Mask” means to mask out what is inside the polygon; a Mask Type of “Portal” means to mask out the area outside the polygon, thereby giving you a view like a window. Fig. 36 gives a side-by-side comparison of the two types.

The type names suggest possible uses for each type. A Mask type might be used to mask a roofline or some object in the foreground; a Portal type might be used to isolate what is happening inside of a window. Of course you can change the boundary with either type, and easily switch back-and-forth between the types if that gives you a thrill.

Masking is an important skill that you will find invaluable to make realistic scenes, however, it will take a bit of practice to get the routine down and make sense of the terminology. We find that it is much easier to refine your mask working on the desktop version, since on a phone or tablet, it is harder to be precise with setting the mask boundary.

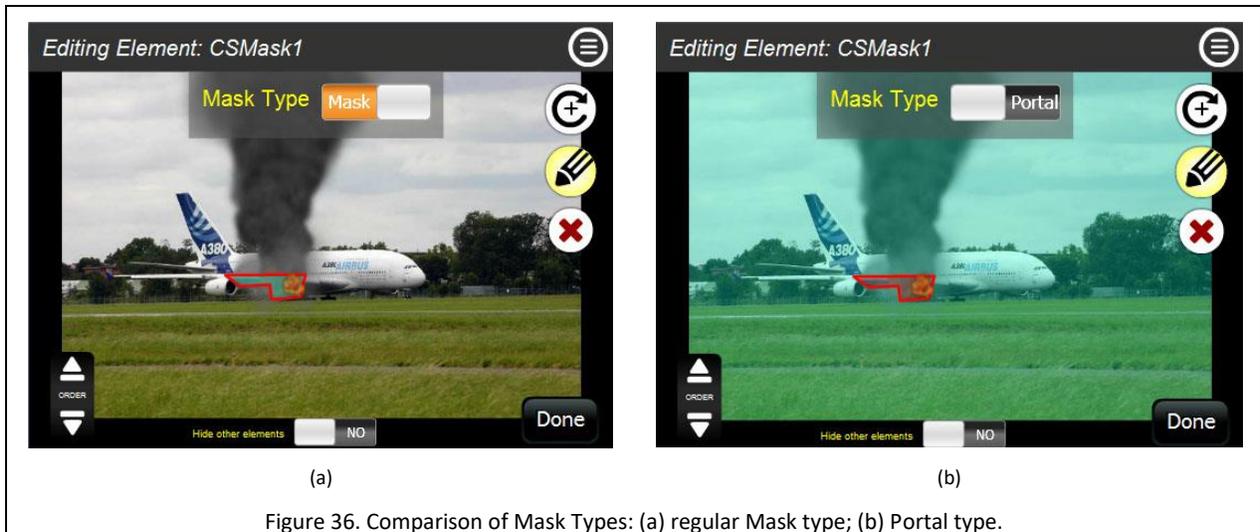


Figure 36. Comparison of Mask Types: (a) regular Mask type; (b) Portal type.

### E.2.2 Sequencing Effects

SimsUshare is designed to be very easy to use, so we have not loaded it with complex sequencing features. We did include, with most effect types, the ability to delay the showing of the effect, for example, delaying 1 second (by default) before the explosion occurs. For many effects, we also gave the ability to hide the effect after a certain period.

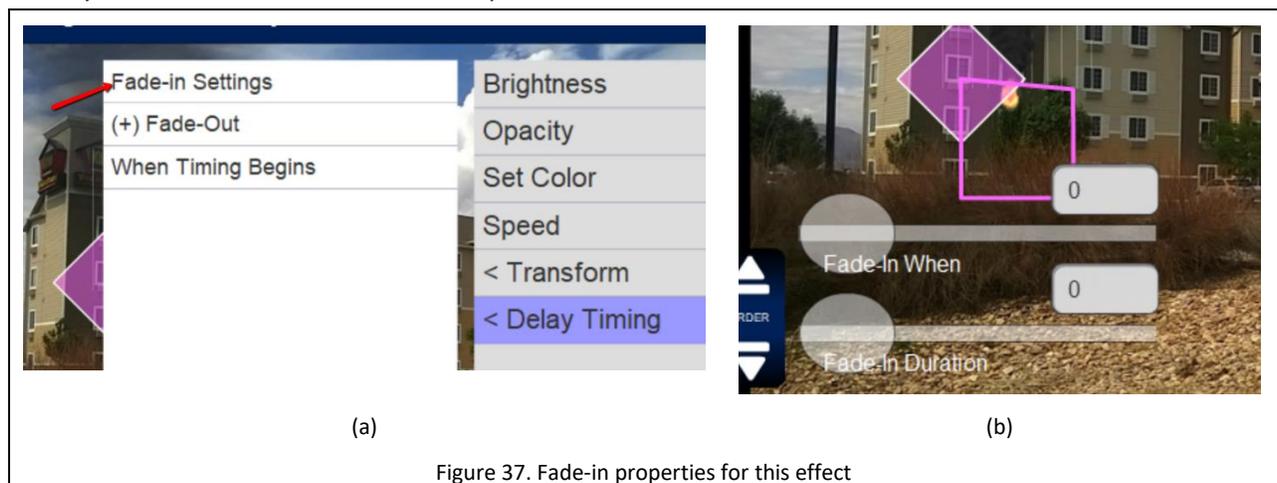


Figure 37. Fade-in properties for this effect

There is no master sequencer, rather, each effect controls its own appearance based on number of seconds from the start of the sim. Each effect that allows timing has two properties within Fade-in Settings, shown in Fig. 37a and 37b:

- *Fade-in When*: Number of seconds to delay the start of fading in the effect. If the fade-in time is 0, the effect appears immediately when the time elapses.
- *Fade-in Duration*: The number of seconds to fade the effect in after the Delay period. Therefore, if the Delay is set to 4 seconds, and the Delay Fade In to 2 seconds, the effect will hidden until 4 seconds into the simulation, then it will start to fade in progressively, then at 6 seconds, the effect will be fully faded-in (i.e., the full value of the effect's Opacity property, if it has one).

- (+) *Fade-Out*: By default, effects do not fade-out once they have appeared. If you want to set an effect to fade-out, you press this button, which then permits to you to choose Settings in Fig. 38.
- *When Timing Begins (not shown in picture)*: This allows you to tell SimsUshare whether the effect should reset its timing when the scenario starts (default), or when the user has just come into the current location. The latter is useful if you want to time an explosion, for example, when the user arrives at a location. You have to be careful with setting your navigation, however, that if the user returns to that location, the timing and explosion will happen again.

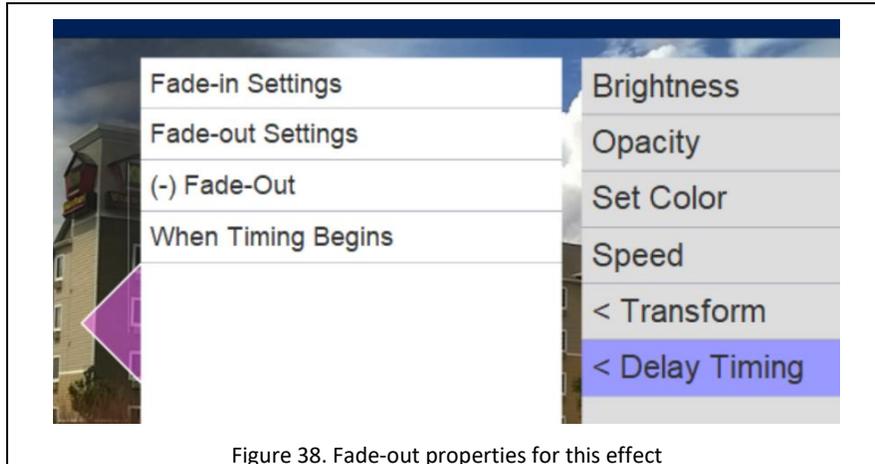
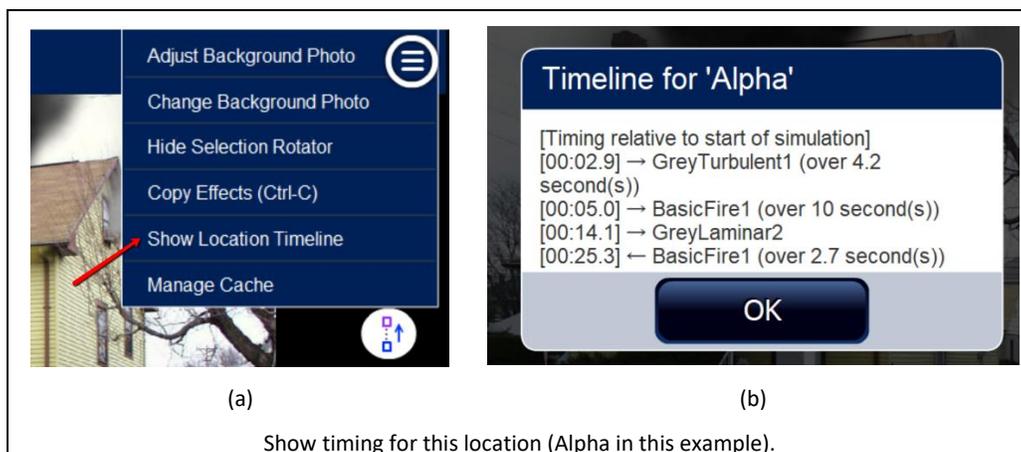


Figure 38. Fade-out properties for this effect

The “Fade-Out When” and “Fade-Out Duration” shown after you click on Fade-out Settings parallel the settings for Fade-In. By default, when you first add Fade-Out settings, the “Fade-Out When” value is set to 15 seconds past the sum of the “Fade-In When” value and the “Fade-In Duration” value.

If you press (-) Fade-Out, the fade-out of the effect is cancelled, regardless of the Fade-Out settings.

When you set the fade-in or fade-out time using the slider that appears, you will see the slider ranges at most for about 15 or 30 seconds. **To put in a time longer than 15 or 30 seconds**, you can click in the box displayed above the slider (on the right edge) and enter any amount of time, in seconds, for example, 120 to mean 2 minutes.



Show timing for this location (Alpha in this example).

### View All Location Timings

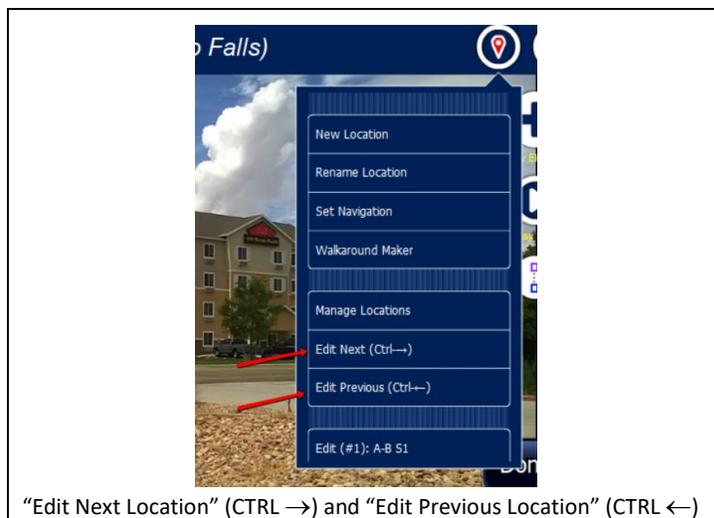
As of version 2.8.6, you can now see all of the timings for a location in a single place – “Show Location Timeline”, in the Figure above. In the timing window, you will see a number [MINUTES:SECONDS] and a right-facing arrow (→) for when the effect starts fading in, and a left-facing arrow (←) for when the effect starts to fade out, if the effect is set to fade-out. In parentheses will be the number of seconds over which the effect fades in or out.

Also, the timings are grouped into two lists. First, those in which time starts at the beginning of the simulation, and second, any timings that begin each time the viewer enters the location.

### E.2.3 Edit Next Location / Edit Previous Location

As your simulations grow in number of locations, it becomes more tedious to move about the various locations when editing – you must go to the Locations menu, pull it down, scroll downward, and then select the next location (or previous location).

To make this process easier, we added in version 2.8.6 two new functions, “Edit Next Location” (also activated by holding the Control [CTRL] key and then right-facing arrow key [→], at the same time), and “Edit Previous Location” (also activated by holding the Control [CTRL] key and then the left-facing arrow key [←]). The menu items for these appear after there are ten (10) locations, but the keystrokes are active regardless of how few locations there are in a sim. The Figure below shows where to access the menu items when there are ten or more locations in the sim.



“Edit Next Location” advances the editor to the location next in the sequence of locations (by location order, which you can arrange with “Manage Locations”, in [Section E.3.5](#)). If you reach the last location in the simulation and press Edit Next Location, the editor goes to the first location in the sim.

“Edit Previous Location” tells the editor to go back to the previous location, in the sequence of locations. If you reach the first location in the sim and press Edit Previous Location, the editor goes to the last (final) location in the sim.

#### *E.2.4 Copy/Copy Effects/Paste*

SimsUshare Platinum version 2.1 introduces the ability to copy one or more effects and paste it/them into another location, whether the location be in the same sim or not. Before this feature was available, in order to duplicate an effect, you would have to go through the same steps, starting with the initial effect configuration, for each. This was tedious and imprecise.

Now you can easily copy your favorite-looking smoke, fire, or set of specialized effects to any scenario you choose. There are two ways to copy an effect into the clipboard:

1. Copy an individual effect.
2. Select a set of effects from the current location to copy.

Regardless of which way you perform the copy, when you select “Paste Effects”, SimsUshare pastes in the effects copied from the most recent copy action (either #1 or #2).

To copy an individual effect, while you are editing that effect, choose the “Copy Effect” menu item, as shown in Fig. 39.

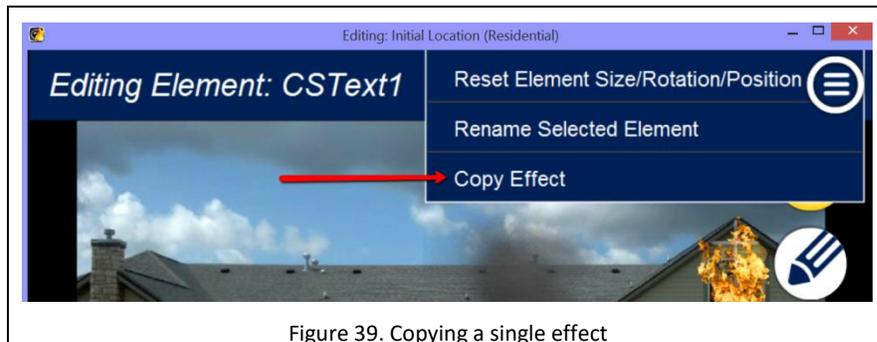


Figure 39. Copying a single effect

To copy multiple effects, choose the “Copy Effects” option when you have not chosen an effect to edit, as shown in Fig. 40.

You can also use the keystroke shortcut CTRL-C (hold Control key then C key at same time) to Copy Effect(s), and CTRL-V (hold Control key then V key at same time) to Paste Effect(s).



Figure 40. Copying multiple effects at a time

When you select “Copy Effects”, SimsUshare presents you with a scrolling list containing all of the effects in the current location, but effect name (remember, you can change an effect name to make it more memorable by editing the effect and choose “Rename Element” from the menu). An example scrolling list is shown in Fig. 41.

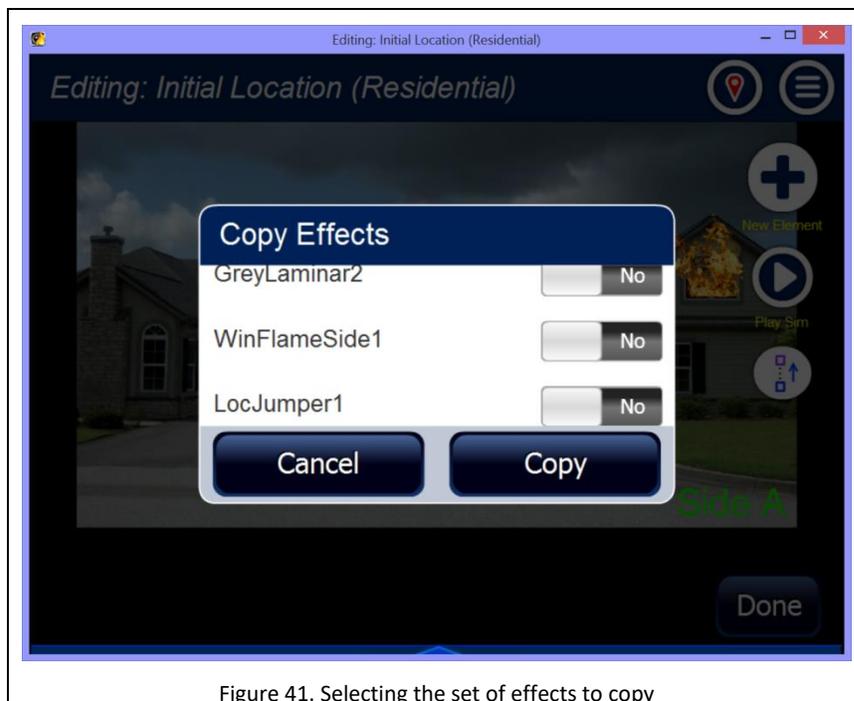


Figure 41. Selecting the set of effects to copy

Once you have selected which effect(s) you want to copy, press the “Copy” button to place them in the clipboard.

To paste an effect or set of effects, navigate to the location in which you want to place to effect(s), then press the “Paste Effects” menu option (Fig. 39). SimsUshare will place the copied effects in the same front-to-back order as the effects were placed in the original location. Of course you can also paste an effect into the same location as the source effect, but it will be placed by default over the original effect.

### ***E.2.5 Advanced Use of Picture Element***

The Picture element (accessed in Fig. 42) has many of the same features as other elements, such as timing, brightness, blur, and others shown in Fig. 43, as well as the People/Victims pre-defined element, which is described in detail in [Section E.4](#).

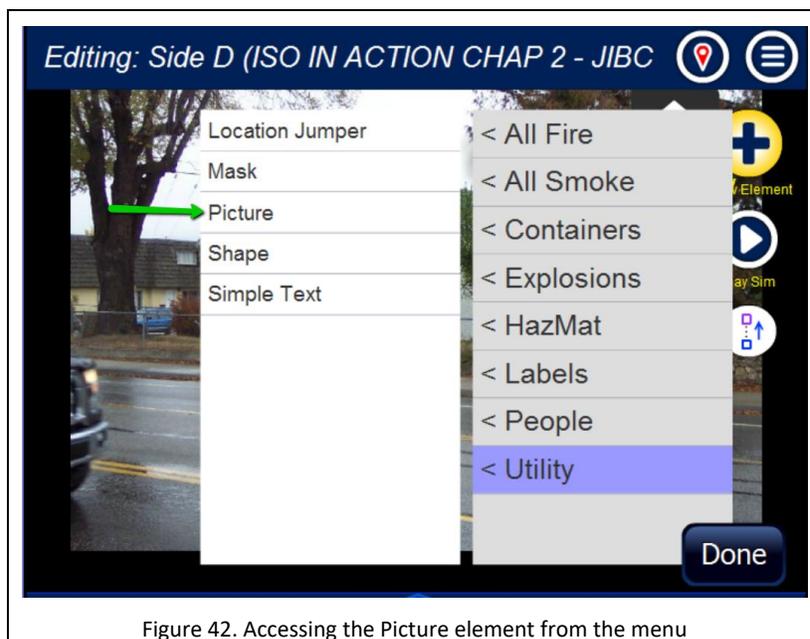


Figure 42. Accessing the Picture element from the menu

The Picture element’s properties are shown in Fig. 43, below.

**Note:** You can import pictures into your scenarios in the Windows or Mac version of SimsUshare. You cannot import pictures on iOS or Android. However, with versions 2.6 or higher, you can manipulate pictures (and audio) on iOS or Android for a scenario created in SimsUshare for Windows or Mac.

It also has several additional features than the typical other elements/plugins, namely:

- a. Show/hide the picture on a double-tap/tap during playback (see [Section E.4.3](#) for how this feature is available for the preset victims);
- b. Let the user move the picture during sim playback—something that can be invaluable for apparatus placement;

- c. Cache the picture in a special storage place so that it can be recalled instantly into any other scenario (and even shared easily with other SimsUshare developers).

The following sections illustrate and describe these features in more detail.

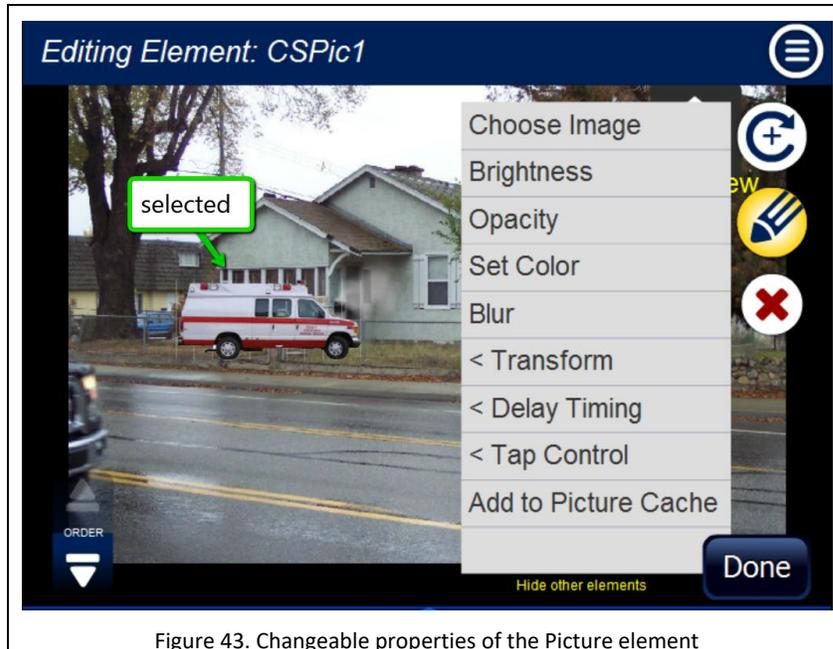


Figure 43. Changeable properties of the Picture element

#### E.2.5.1 Hide/Reveal Picture Element during Sim Playback

By default, when you load a Picture element, it gets displayed when the user reaches that location/slide. However, you may have a picture, such as a victim, who you want to ‘clear’ (hide) at a certain point. For example, your crew has addressed ‘rescuing’ that victim, so you want that victim no longer to appear in the sim.

When you activate the “Clear on Tap” functionality, you also set whether or not the picture is initially visible or hidden. By default, the picture will be visible. However, there is a parameter you can set to make the picture initially hidden.

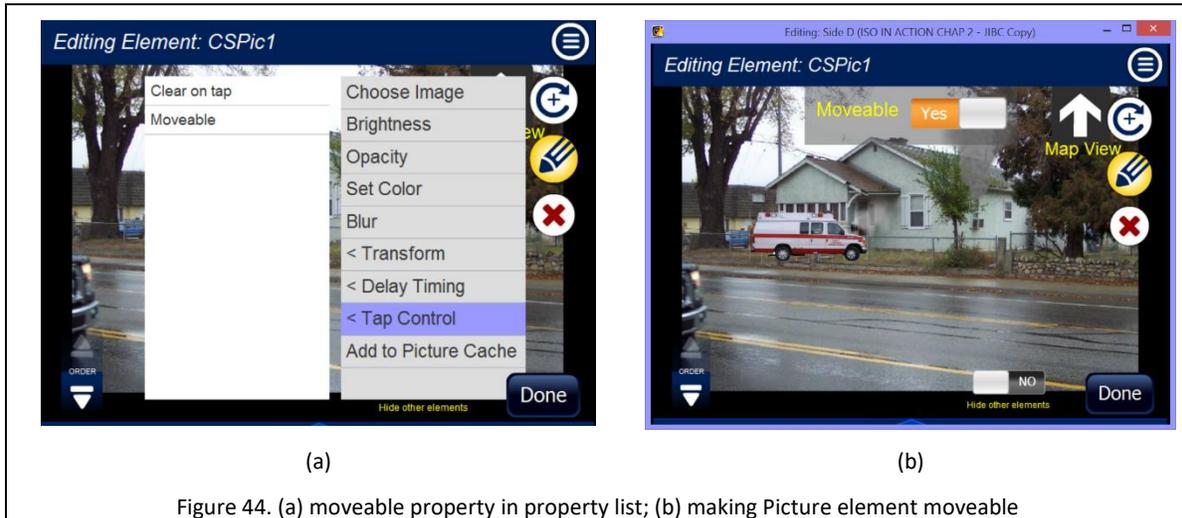
When a picture is visible and the “Clear on Tap” is set to Yes, clicking on the picture will hide the picture. If you double-tap on the picture when it is hidden, it will re-appear. This also works when you start the picture as hidden – double-tap on the center of the picture, and it will appear. You can tap/double-tap as many times as you’d like.

For more information about this, please see [Section 4.3](#), which describes the parameters in detail.

#### E.2.5.2 Enable Interactive Movement during Sim Playback

You can now use SimsUshare (as of version 2.5 and beyond) to practice apparatus placement, as well as any activity that requires moving around pieces during sim playback.

To make a Picture element moveable, select the element on the screen and choose its “Moveable” property, within the “Tap Control” category, shown in Fig. 44.



*Caveat:* When you set a Picture to moveable, it can no longer be set to “Clear on Tap”. Similarly, if you set the picture to “Clear on Tap” it no longer becomes moveable.

When you set a picture as moveable, you can then drag the picture around the screen during sim playback. You can also control the size of the hit target (meaning where you have to press to start and continue dragging the picture). That is a property called “Target Scale”, which appears in the Tap Control property category when you use either “Clear on Tap” or “Moveable”.

### E.2.5.3 Caching Pictures (and Audio) for Quick Re-use

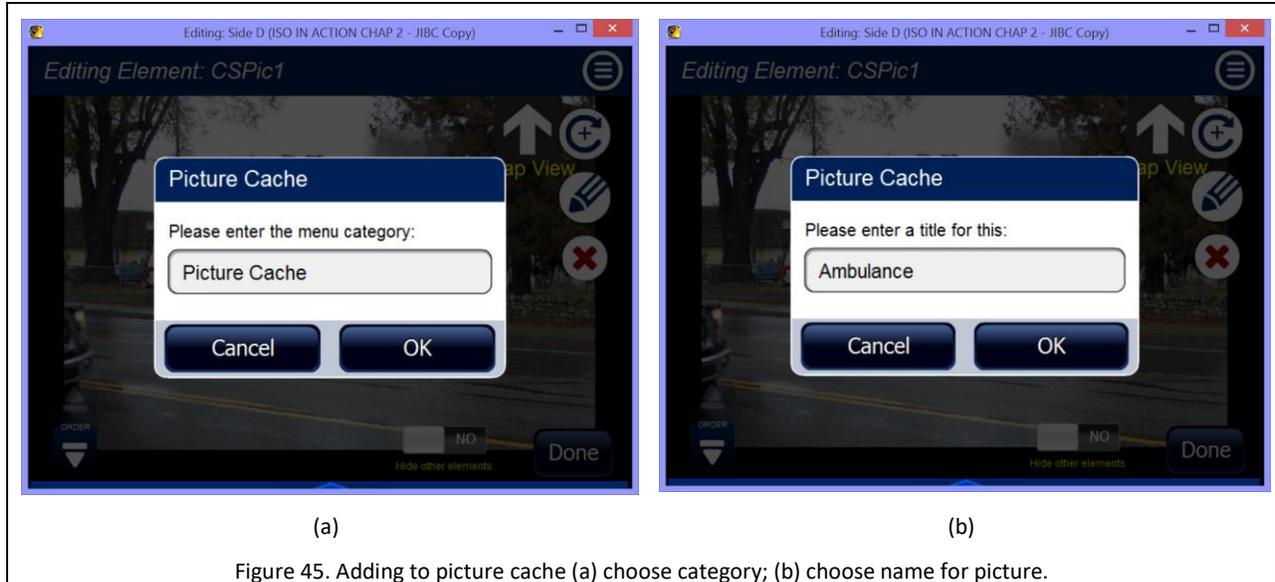
To accompany the use and manipulation of your own pictures and audio clips, SimsUshare also has the capability to store pictures and sounds you use often so you can instantly recall them for new or existing scenarios. Admittedly, this is not an essential feature, because you could always keep your own folder of images or sounds and load them into SimsUshare using the Picture element. However, having this built-in cache makes it much easier to organize pictures because you can organize the pictures for quick access and you don’t have to remember where the original picture was. You can also copy your picture cache for your colleagues to use.

There are two ways to add pictures or audio to your cache. First, once you’ve loaded a picture/audio element and are editing it, you will see at the bottom of the properties an entry named “Add to Cache” (see Fig. 44 (a)). If you select that, you will be presented with two boxes for input: choose a category and then which name to use (Fig. 45).

The “category” means which group to use when a user is selecting an element to add, for example, “People”, “Tools”, “Ladders”, really anything you want to call that category. See Fig. 42 for the categories “All Smoke”, “All Fire”, etc. By default, SimsUshare suggests a category called “Picture

Cache”, but you can change the category at any time. In this way, you can create your own organization for your pictures.

The name is simply how you want to refer to this picture, for example, “Ambulance”.



When you put a picture in the cache, it does not retain any of the specific details for that element such as clickable, moveable, blur, etc.

To retrieve a picture from the cache, you simply choose it when you are adding an element, as illustrated in Fig. 46.

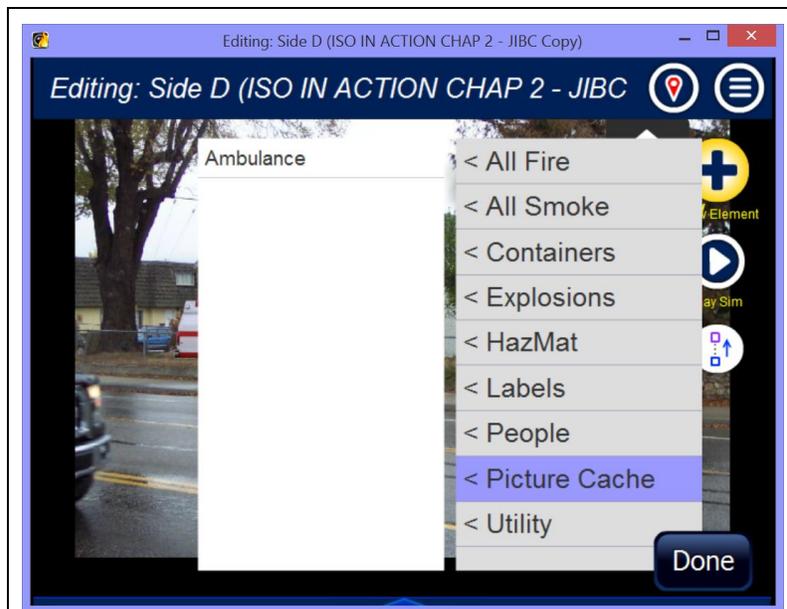


Figure 46. Choosing an existing picture from the picture cache

#### E.2.5.4 Managing Your Cache

The second way to add pictures to your cache is through the “Manage Cache” screen (Fig. 47(a)). This is available through the menu on both the “Choose SIM to Edit” screen and the main “Edit” screen.

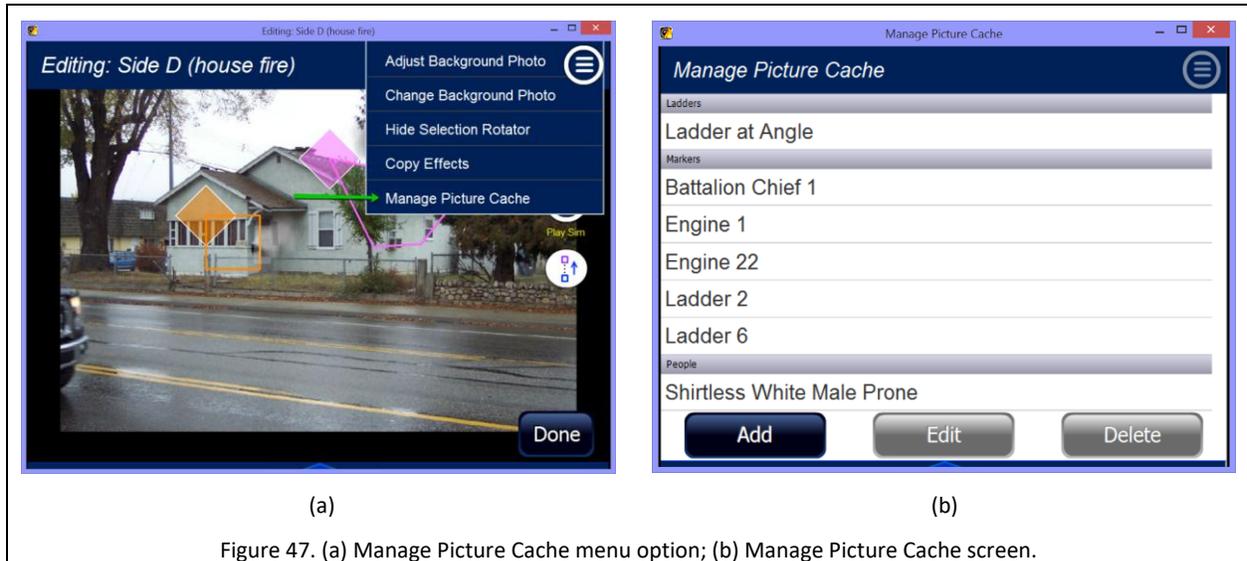


Figure 47. (a) Manage Picture Cache menu option; (b) Manage Picture Cache screen.

The “Manage Cache” screen (Fig. 47 (b)) gives you several options for manipulating your picture cache:

- **Add.** Add a picture to the cache.
- **Edit.** Change the selected picture’s category or name.
- **Delete.** Delete the selected picture from the cache. This does not delete the picture from any sim in which you’ve used the picture.

You’ll see that the Manage Cache screen organizes the pictures and audio clips in your cache by the category name you have chosen. If you choose a different category name for a picture or audio clip, SimsUshare will update the list appropriately.

#### E.2.5.5 Copying and Sharing Your Picture Cache

The cache is actually stored alongside your sims (Fig. 48), so if you’d like to share them with a colleague, or copy them to another computer, you merely have to copy the “piccache” folder.

The `piccache` folder is more than just the actual pictures and audio files, it also contains an index file that SimsUshare uses to keep track of the category and name for the cache items. You can manually edit this file, but be careful because if it gets corrupted or you have misplaced tokens, SimsUshare may not be able to read it properly.

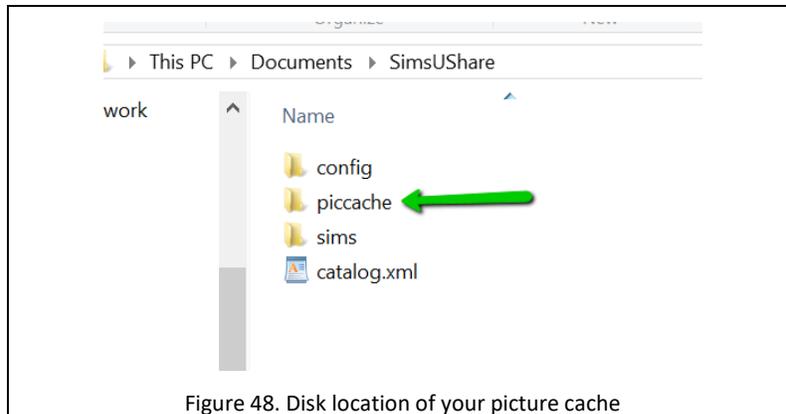


Figure 48. Disk location of your picture cache

On Windows or Mac OSX, if you have changed where your sims are stored (via [Section F.4.1](#)), your picture cache will be in the new area you chose.

Rather than create a piccache catalog by hand, we recommend using SimsUshare to create your piccache, then you can copy that to other computers or share with your colleagues.

**SimsUshare Network Administrators:** You can create a master `piccache` that is accessible to all users. The `piccache` folder should be located in the main application folder on your network. You will know you're in the right place if you see an example `piccache` folder already there, which you can overwrite. *Important:* individuals cannot add to the master picture cache or edit entries there within SimsUshare – any changes to the master cache must be done manually.

### E.2.6 Advanced Use of Audio Clip Element

SimsUshare 2.6 and later includes an effect called “Audio Clip”:

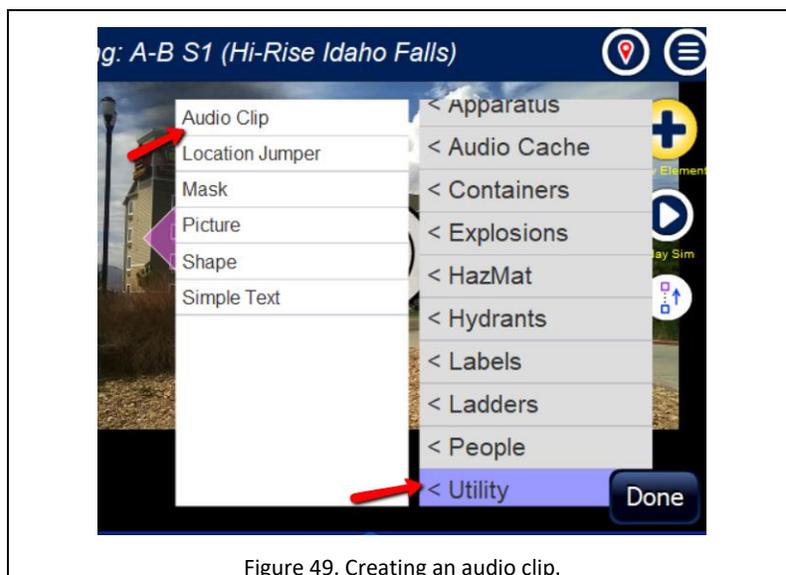


Figure 49. Creating an audio clip.

You use this effect to include sounds in your simulations, for example, background noises, apparatus/tool sounds, explosions, dispatches or other communication.

**Important:** Currently, the Audio Clip only supports the MP3 format. You must convert any sound file you want to use into this format before you can use it in a simulation.

The audio clip is represented in a simulation by a speaker icon, as shown in Figure 50.



Figure 50. Icon representing audio clip in simulation.

The audio clip icon can be manipulated in the same way as other effects, for example, making it larger/smaller, changing the color, changing transparency (opaque to fully transparent), etc. For example, if you want to include a variety of reports/dispatches that are activated on a user click, you might want to make the audio icon fully transparent and place a picture over it that prompts the user to click on it at the appropriate time.



Figure 51. Configuring properties of the audio clip.

The audio clip has a few additional user-configurable settings, for flexibility:

- **Play/stop Sound:** Use this for testing the sound during editing. Click it once to start the sound playing, and click it again if you want to stop the sound.
- **Loop Audio:** Yes or No, depending on whether you want to loop the sound when the clip finishes. There may be a slight delay between the end of the sound and its repetition. Default is not to loop (No).
- **Volume %:** How loud to play the clip. Default is 100%.
- **Pan (left or right):** This can be used to make the sound seem like it is coming from the left or right side (or in between). Default is center.
- **Fade-In When:** When the sound should start playing, in seconds. Use this feature to delay the sound for any number of seconds. If “Play on tap” is Yes, then “Fade-in when” timing is ignored, as the sound will start when the user clicks on the icon.
- **When Timing Begins:** Determines whether the timing of sound should be based on the overall scenario time (default) or from the time the user enters this slide/location. Default is time based on the overall scenario.
- **Title:** This lets you set a textual message on top of the audio icon, to help the user distinguish which audio is which (for example, for dispatches or context-sensitive help).
- **Repeat frequency:** Use this to have the sound repeat after any number of seconds. The number of seconds INCLUDES the length of the audio. For example, if your audio clip is 5 seconds long, and your repeat frequency is 7 seconds, there will be a 2 second gap between the end of the audio and the beginning of its repetition. SimsUshare will repeat the sound indefinitely, until the user moves to a new location or pauses/stops the simulation. This setting has no effect if “Loop Audio” is set to YES.
- **Play on tap:** Makes the audio clip activate (play) when the user clicks on the icon, regardless of the audio clip’s transparency setting. For example, if you want to include reports/dispatches that are activated on a user click, you might want to make the audio icon transparent and place a picture over it that prompts the user to click on it at the appropriate time.
- **Add to Cache:** Just as pictures can be added to the cache for quick retrieval, so too can audio clips. This is described in Section E.2.5.3 Caching Pictures (and Audio) for Quick Re-use”.

**Note for iOS users:** Video capture on iOS does not include audio.

### *E.2.7 Merging Simulations*

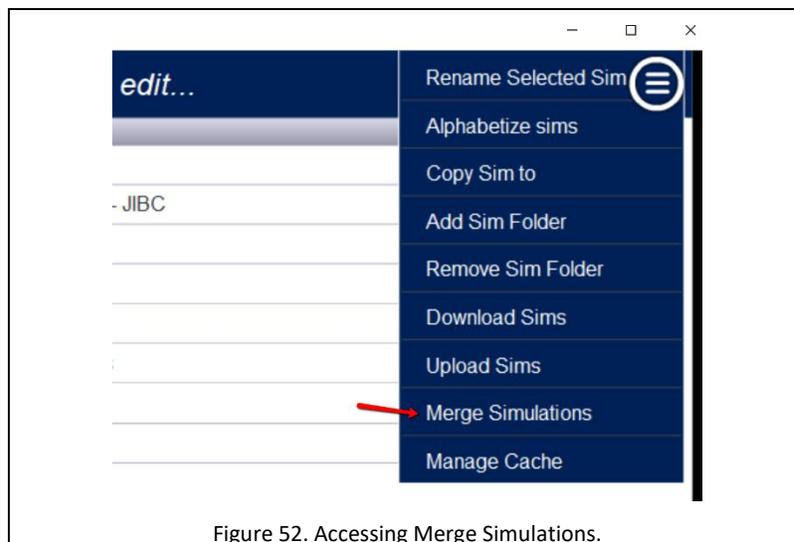
SimsUshare is primarily aimed at making it easy to create simulations that have up to about 12-15 different locations. Once you need more locations—whether locations are used for different geographical positions, or different conditions on a fewer number of geographical different positions—the task of editing becomes more cumbersome because you have to scroll the Locations menu each time you want to get to the location you need to edit. After 10-15 locations, it can be tedious to add, organize, and edit additional locations. That having been said, of course it is possible to create simulations with dozens of locations and conditions (so far, we have seen simulations with 100

locations), so we strive to make it simpler for power users to create and edit the type of simulations that have dozens or more locations.

In that vein, we found that with simulations with many locations often repeat sets of locations but with different conditions. For example, you may have the same set of 6-8 physical locations repeated for different conditions, such as arrival conditions, fire extension, hazard suppression, etc. Other designers create separate paths or regions that can be reached by participants on different assignments. We recognized it would be easier for these designers if they could make and test each set of locations as separate, self-contained simulations (with respect to navigation), then combine them into a single simulation. That is what the 'Merge Simulation' function does, with a few extra options to make the resulting one simulation more intuitive with respect to which locations belonged to which individual simulation, and a way to present the locations for use in the CTC.

The Merge Simulations option combines the simulations you select, preserving the navigation within each simulation. Once the merge is complete, you can add navigation among the locations just as with any simulation. The merged simulation is completely different from the source simulations (those you selected to be part of the merge), so any further changes to the simulations only affect that specific simulation.

To access "Merge Simulations", select Edit from the main screen, then choose "Merge Simulations" from the menu in the top right corner, as shown in this Fig. 52.



Selecting Merge Simulations takes you to the main page for selecting the simulations you want to merge.

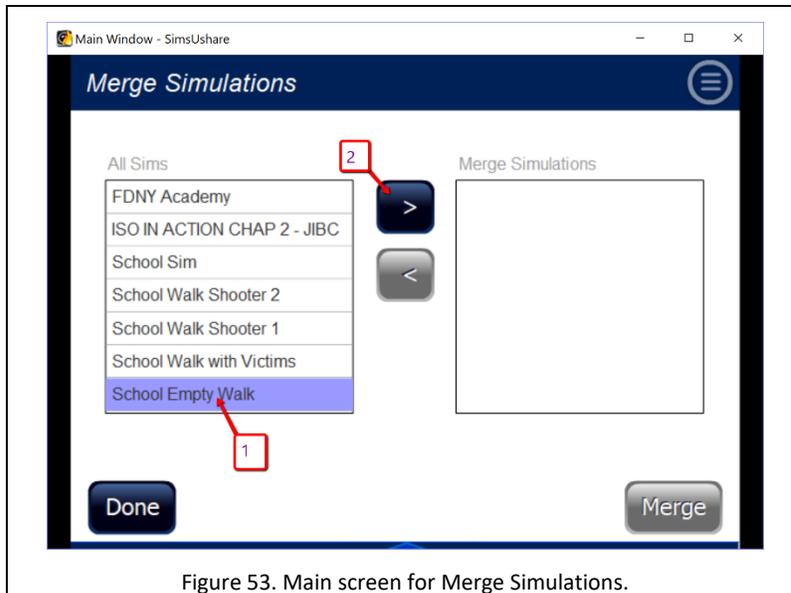


Figure 53. Main screen for Merge Simulations.

As you can see in Fig. 53, you are presented with your existing simulations in the left-hand side box. One by one, (1) select the simulations you want to merge and then (2) click the right arrow symbol (>) key to take the simulation into the right-hand side box. If you accidentally put a simulation in the right-hand box you do not want as part of the merge, you then click on that simulation and click on the left arrow (<) to move it back to the “All Sims” box.

The result is shown in Fig. 54. Note: you cannot create a merged simulation in which a single simulation is repeated. To do so, copy the simulation first to a new simulation and then merge those with other simulations you want.

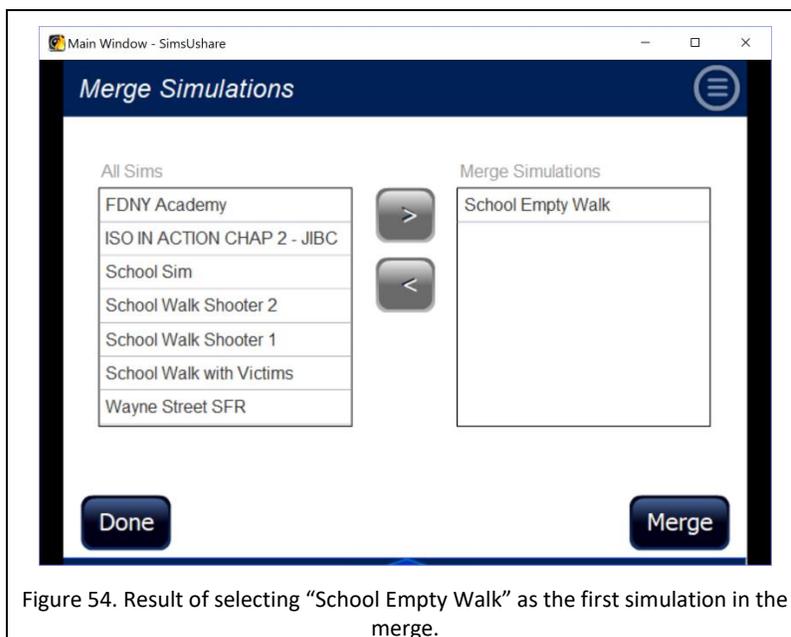
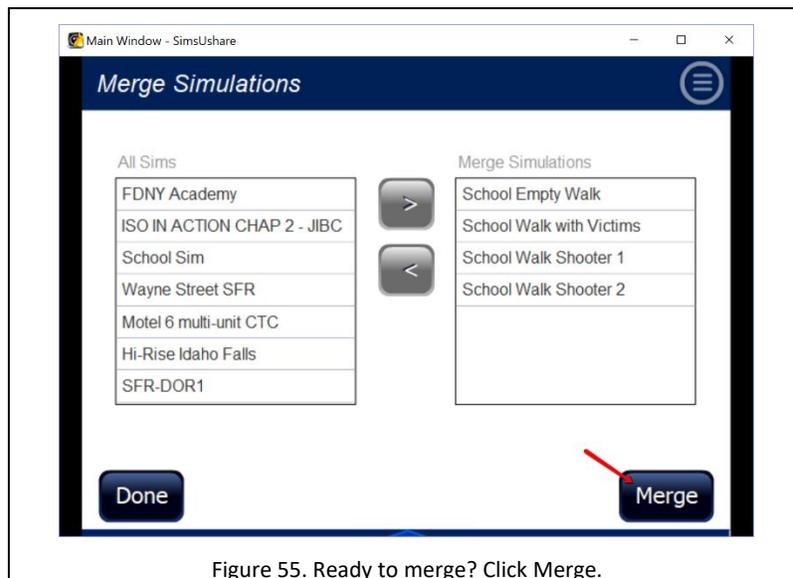


Figure 54. Result of selecting “School Empty Walk” as the first simulation in the merge.

The order of in the “Merge Simulations” box determines how the locations will be ordered. However, the order of locations is not important to viewing the simulation except for how they show up in the presented lists and menus during sim development.

Once you have the simulations you want to merge, click on the Merge button, as shown in Fig. 55.



SimsUshare next takes you through a few questions about how you want to arrange the merged simulations.

1. What do you want to call the new simulation? The name must not be used already in your simulation catalog.
2. Fig. 56 shows the next dialog box: “would you like to add to the location name a prefix for each sim to help tell them apart?” Often you will have locations in each sim that have the same name, such as “Alpha”, “Entrance”, “Staging”, etc. Keeping the same location names makes it hard to tell which simulation it came from when you are editing the resulting (merged) simulation.

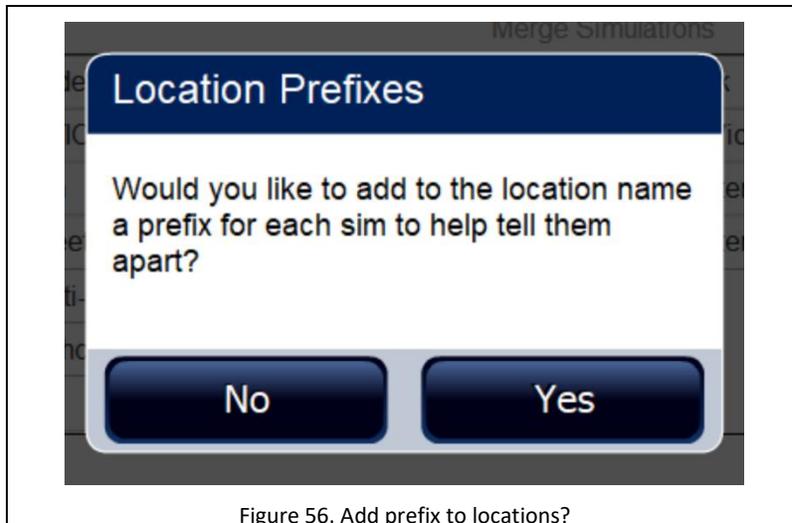


Figure 56. Add prefix to locations?

We suggest adding a prefix so you can tell the locations with the same name in different source simulations apart. Answering “YES” to this question tells SimsUshare to prompt you for a text prefix to add to each location name. Answering “NO” tells SimsUshare to use the location names as-is. If you answer “YES”, then SimsUshare will prompt you through each simulation in the merge for you to type in the prefix for that simulation, for example:

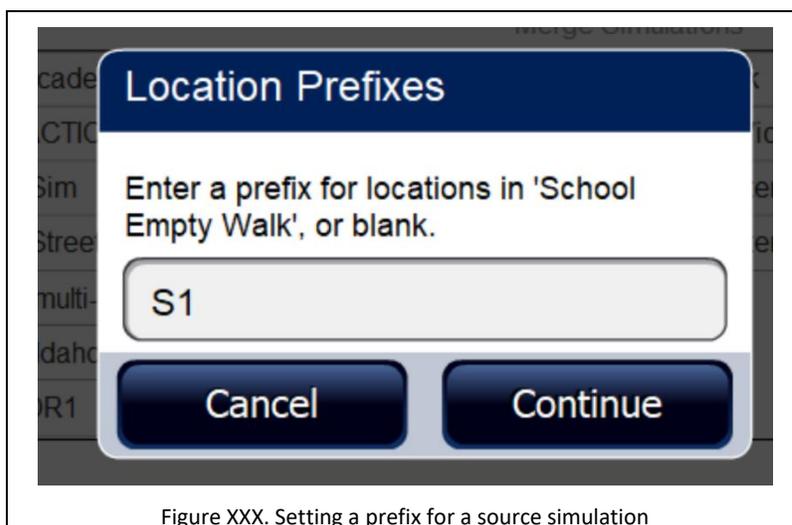


Figure XXX. Setting a prefix for a source simulation

The prefixes do not have to be the same format. SimsUshare adds a space for you after the prefix you enter, before the original location name. As shown, if you leave the box blank, SimsUshare will not prepend a prefix on that simulation.

3. Regardless of whether you add a prefix, SimsUshare next asks you about whether you want to arrange the locations in their own (CTC) columns, shown in Fig. 57.

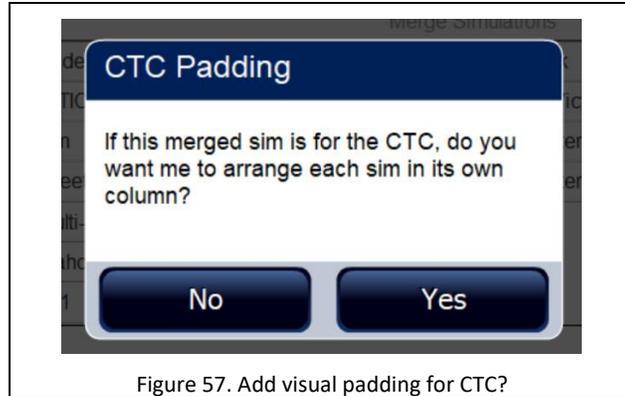


Figure 57. Add visual padding for CTC?

This question pertains to if the merged simulation is to be used in the CTC. By default, locations in the CTC dashboard are arranged one after the other, as shown in Fig. 58.

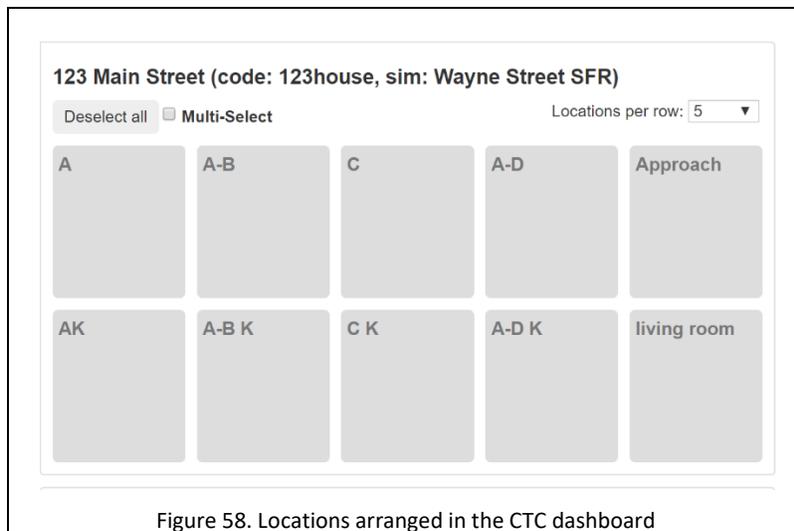


Figure 58. Locations arranged in the CTC dashboard

You can, however, add spaces to your grid such that the locations of each source simulation line up in their own column, as shown in Fig. 59 (the prefix 'Sn' has locations from different sims):

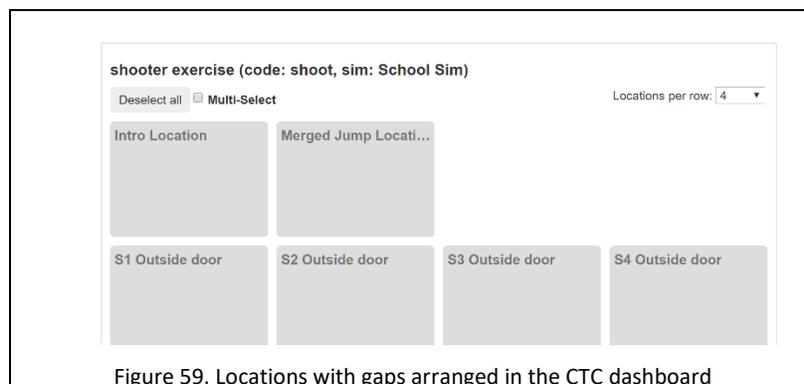
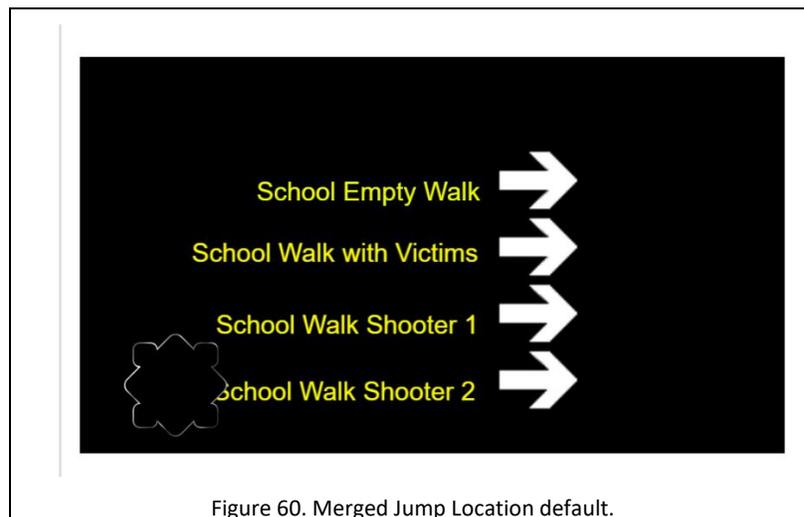


Figure 59. Locations with gaps arranged in the CTC dashboard

If you answer “YES” to the question, SimsUshare adds enough padding (blank) areas so that all the locations in each sim are arranged in their own column (up to 10 merged simulations). If you answer “NO”, then there is no padding.

SimsUshare has an easy way to add padding for any arrangement you’d like – simply name or rename your location with a two-underscore prefix (“\_\_”) to tell SimsUshare to treat that as a blank area in the CTC. Blank/padding locations are not accessible during sim playback.

4. You’ll notice in Fig. 59 that there are two locations in the top line on the CTC dashboard, one marked “Intro Location” and the second marked “Merged Jump Location”. SimsUshare adds these two locations in the beginning to every merged simulation. You can modify these to suit your needs. The “Intro Location” gives you a spot to put graphics and info when the simulation starts, before participants end up in one of the locations from the source simulations. The “Merged Jump Location” location is intended to be modified – as shown in Fig. 60, it gives you Location Jumpers to get to the start (initial) location of each source simulation.



This saves you the time of adding navigation to the various initial locations of the source simulations. Fig. 61 shows an example from a developer who modified this location. Of course, if you don’t want this or the “Intro Location” location, you can delete them (through “Manage Locations” in the Locations menu during editing) without consequence, after which the first location will be the first location of the first source simulation you merged.



Figure 61. A location that has the Location Jumpers hidden.

- Once you have completed answering the questions, SimsUshare merges the simulations. At the end of the process, you will see the message “<Your Sim Name> Completed”:

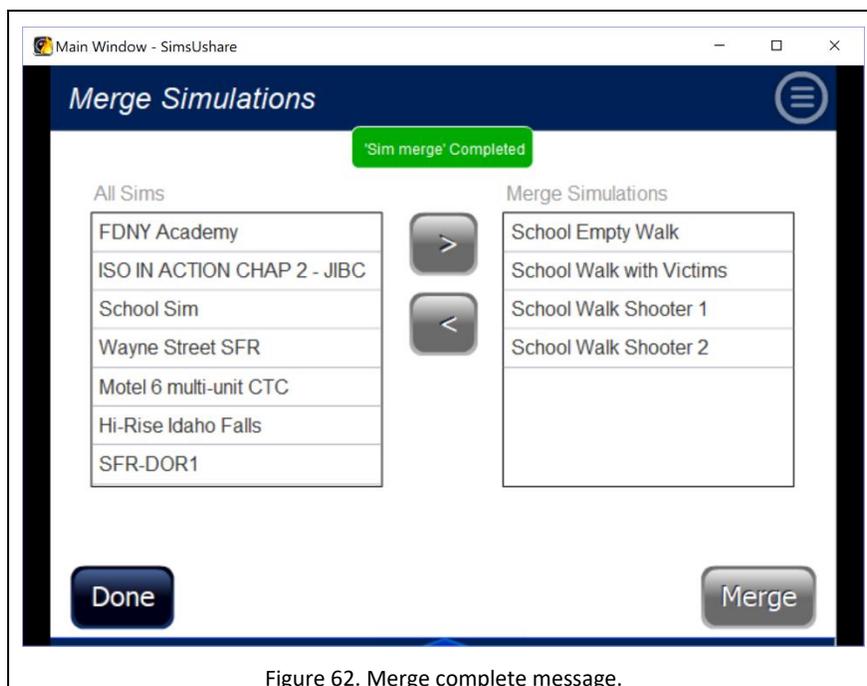


Figure 62. Merge complete message.

When you return the list of simulations, you should see your simulation at the top (first). You can edit and play that simulation as any other.

### E.3 Incorporating Additional Views and Changing Conditions

The documentation thus far has focused on showing a single view for each a simulation, to keep the mechanics of creating simulations straightforward. In practice, however, it is often useful to look at an incident from multiple perspectives or views, for example, walking around a building or scene to appreciate details that may not be apparent or even visible from just one perspective.

The capability of creating multiple views (called “Locations”) is currently limited to the Windows/Mac version of SimsUshare. This capability will be available on mobile devices when SimsUshare version 1.4 is released for iOS and Android.

While we have chosen the name “location” to denote a new view or position, and thereby imply that the location on the incident is different from other locations (for example, Side A, Side B, Bedroom 1, etc.), you may also use this feature to show different conditions on the same location. For example, you may have one ‘location’ show the incipient phase of the scenario, while a second location show the ‘freeburn’ condition, and a third show a ‘knockdown’ condition. You have the liberty to decide what views you need and how to link them.

#### E.3.1 Navigating from Position-to-Position during Simulation Playback

When a scenario contains more than one location, and you have set up navigation from the currently-viewed location, the app will show a cluster of navigation arrows in the bottom left (see Fig. 63).

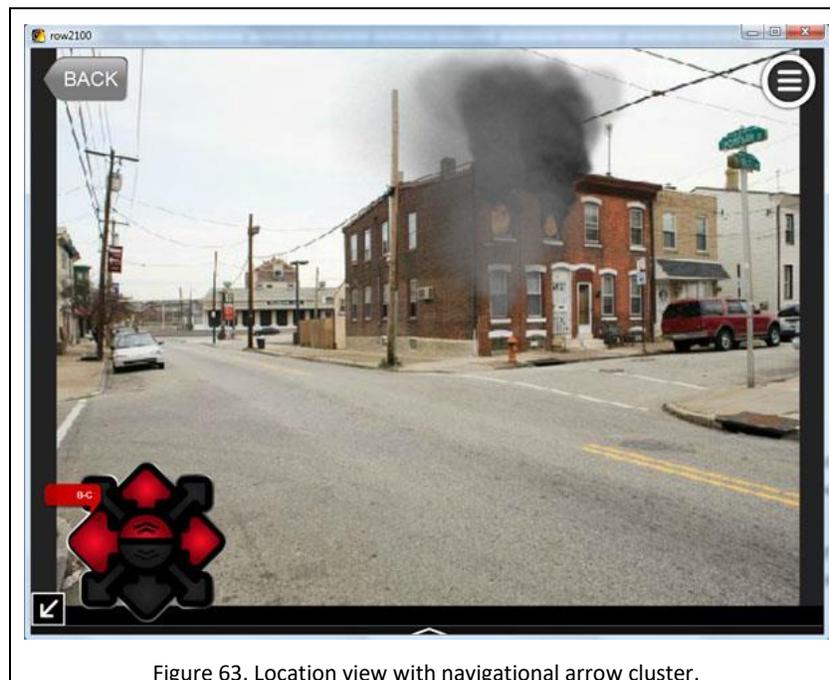


Figure 63. Location view with navigational arrow cluster.

You can set up each arrow to go to a different view, giving you a total of 10 possible next views. When the viewer rolls over an arrow with the mouse, a pop-up appears telling viewers to which location clicking on that arrow will take them (Fig. 63).

While you have complete control of where each arrow takes the viewer, we suggest that you consider using the outer arrows for navigating the scene, and the inner arrows (half circles) for linking to a location that shows the current location in a different condition, for example, one view as incipient, and the next as free burn.

The icon in the bottom left of the screen lets the viewer hide the navigational arrow cluster, if desired. When the cluster is hidden, the icon changes to a picture that reminds the viewer that clicking on the icon will reveal the arrows again. If you want to hide the minimizing icon completely, you can select the “Hide Menu” option in the menu. The icon will still be in its place, only completely transparent. To reveal the icon again, choose “Show Menu” from the menu.

On the Windows/Mac platforms, there are keystroke equivalents the navigation arrows, which can make it easier for you to progress through the scenario. Fig. 38 shows the keystrokes to activate the different navigation arrows. The cluster of keys on the left of a typical keyboard (Q/W/E/A/D/Z/X/C) activates navigation in the outer arrows (Fig. 64(a)), and the up and down keys (Fig. 64(b)) activates the up and down arrows in the cluster. If a direction is not set in the location, the corresponding arrow is not clickable and the keystroke has no effect.



The keystrokes and the ability to hide the cluster give you the ability to navigate the scene without telling your students/viewers which direction you went – useful if you want to use the navigational arrows to trigger a change of condition, and you don’t want to tip off your viewers/students which navigation triggered that condition change.

If you want to reach a location that is not accessible by navigation (the sim developer did not provide a navigation path to get to the location), you may do this, and then use the “Map” menu item (in Play Sim) to jump immediately to the location you select.

### E.3.2 Location Operations Overview

All of the operations on locations are accessible in the Locations menu, shown in Fig. 65, next to the regular menu.



The Locations menu has the following options:

- **New Location.** Create a new location;
- **Rename Location.** Change the name of the current location. By default, the first location in a simulation is named “Initial Location”, but you can change that easily;
- **Set Navigation.** Create or change which navigational arrow(s) lead to which location(s);
- **Manage Locations.** Copy, delete, create, reorder, and rename the locations; and,
- **Edit: Initial Location.** One line for each location, labeled “Edit: <location name>”. Clicking on the line takes you into edit mode for that location.

If there are more locations than fits in the menu area, you can click and drag the menu to scroll (to reach all the locations for editing). Each option is described in more detail in the next sections.

### E.3.3 Creating a New Location

To create a new location, choose the “New Location” menu item from the Locations menu, or click the “New” button from the Manage Locations screen (see [Section E.3.5](#)). The screen transitions to the “New Location” view (Fig. 66).

To create a new location, do the following:

1. Enter a name for the new location. You must use a name that is not in use yet in this scenario.
2. If you want to create a new location with a copy of all the elements (smoke, fire, etc.) of an existing location, click on the “Copy <Location Name>’s assets” line in the box beneath the “Set Background” button. If no background has been set yet (step #3), the app will prepare to copy

the background picture of the selected location as well as all the elements. If a background picture has been selected, the app will only copy the elements of the selected location, not the background picture. This feature is useful to quickly duplicate the elements for a new location, on a different background picture—after which you can adjust the positions of elements.

**Important:** the list of locations is set based on the number of visible lines on your screen. If the number of locations is greater than the number of lines, the list will scroll by clicking and dragging to reach locations beneath those initially in view.

3. If you want to set a background other than the background of an existing location, click “Set Background”. You will then be able to choose a background photo for your new location.
4. When you are satisfied with the options, press the “Create” button to make the new location. If you do not want to create the location, press the BACK key (left arrow key, Win/Mac).
5. If you were in the Edit Sim view when you initiated creating a new location, you will be taken back into Edit Sim view for the new location. If you were in Manage Locations view, you will be taken back to the Manage Locations view.

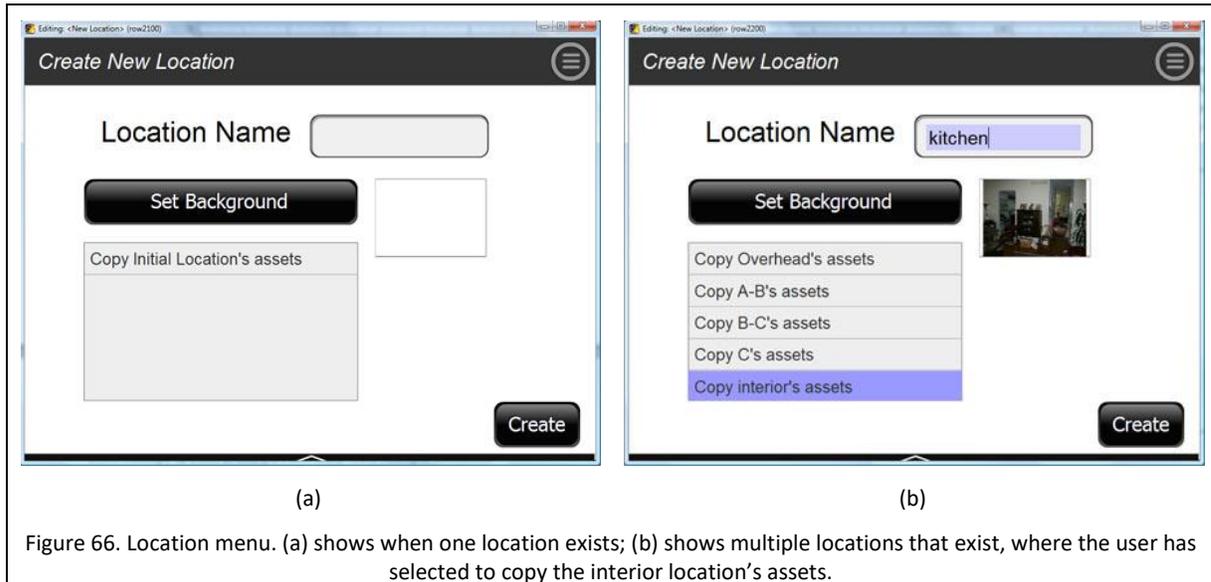


Figure 66. Location menu. (a) shows when one location exists; (b) shows multiple locations that exist, where the user has selected to copy the interior location's assets.

### ***E.3.4 Setting Navigation among Positions***

As of version 2.1, SimsUshare now has two ways to create navigations among the various locations you have created: the “Walkaround Maker” (E 3.4.1) and the more general “Set Navigation” (Section E3.4.2).

#### ***E.3.4.1 Walkaround Maker***

Many fire training simulations that our customers build with SimsUshare follow a similar pattern: a clockwise “walkaround” from the front of the building to all (usually four) sides. The original way of creating walkarounds—by visiting each location and setting up left and right navigation, following the process described in Section E.3.4.2—was not only tedious and repetitive for the developer, but also prone to error. At the request of several customers, we created a simple and rapid way to create the most typical walkaround patterns.

The “Walkaround Maker” menu item appears in the Location menu, shown in Fig. 67.



Figure 67. Where “Walkaround Maker” is located

Before you use the Walkaround Maker, you should already have the set of locations you want to loop, for example, Sides A, B, C, and D (however, the loop maker is not restricted to four, and actually can loop any number of locations greater than or equal to two).

When you select Walkaround Maker, SimsUshare takes you to a screen in which you select the locations you want to loop, as shown in Fig. 68.

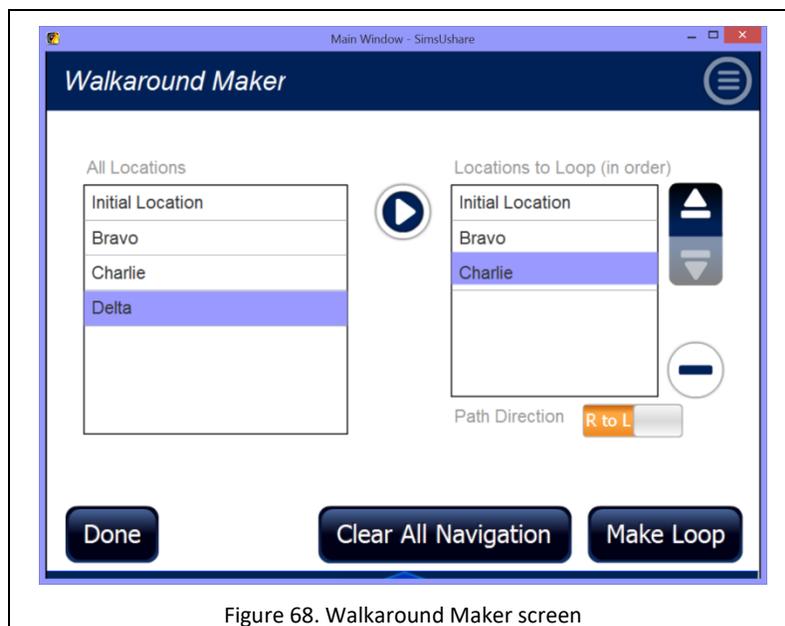


Figure 68. Walkaround Maker screen

On the left-hand side, SimsUshare lists all the locations you have defined. Select the location you want to include in the loop, and press the center arrow button to transfer the location into the set of locations to loop (right side of screen). If you need to re-order the locations in your loop, you can use the up and down arrow buttons on the right-hand side of the screen. If you want to remove one of the locations, press the minus (-) button when the location you want to remove is selected.

The “Path Direction” determines which navigation arrows to use in making the loop, either Right & Left (“R to L”) or Backward & Forward (“B to F”). “R to L” is meant to correspond to the typical clockwise pattern, i.e., from Side A (or 1), go left to Side B (or 2), from Side B, go left to go to Side C (or 3), etc. and finally from Side D (or 4), go left to loop back to A.

When you have the set of locations you want to loop in order, press the “Make Loop” button to have SimsUshare create the navigation. If any of the locations were using the arrows already, those values will be overwritten.

By default, the arrow behavior only affects the set of locations and left and right (or forward and back) arrows you specify in the Path Direction. That means any other navigation arrow you set will be left intact. If you want to clear all the navigation arrows before making a loop, you can press the “Clear All Navigation” button, on the bottom.

#### E.3.4.2 Set Navigation

Choosing the “Set Navigation” menu item from the Locations menu or from the menu on the ‘Manage Locations’ screen, you are taken to the “Set Navigation” screen, shown in Fig. 69.

The title on the screen (“Set Navigation for ‘A-B’”, in Fig. 69), tells you for which location you are setting the navigation. You can change the location by selecting the down arrow button in the right top corner of the screen, on the left of the menu button.

When there is only one location in the sim, or the current location does not have any navigational arrows set yet, the app will show the navigational arrows in grey. The text above the cluster of arrows gives you instructions as one way to proceed.

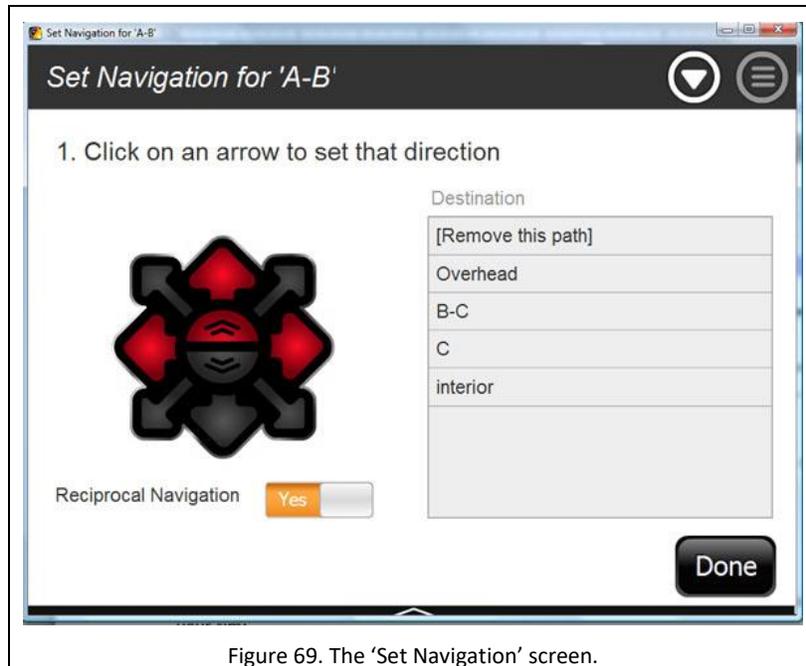


Figure 69. The 'Set Navigation' screen.

To create navigation from the current location to another, first click on the arrow you want to set. The arrow will turn pink, and the instructions above the arrow cluster will change to “2. Choose the destination...”. At this point, select the destination location from the list on the left. If there are more locations than fit in the space, you can scroll downward by clicking and dragging the list anywhere, and select the location name.

Once you have selected the destination, the arrow will turn red, and you can repeat the process for any arrow you wish to define.

If you click on an arrow that has already been set, the text above the arrow cluster will tell you where that arrow is set to go, for example, “From ‘A-B’, ‘Left’ goes to ‘B-C’”. The interpretation uses the relative direction names (‘Right’, ‘Left’, ‘Forward’, ‘Backwards’, etc.), but those names are never shown to the sim user, so you are free to call them anything you’d like. If you want to change the destination of the arrow, simply click on the new destination location. If you want to remove that navigation, when you click on the red arrow, click on the top line of the list, “[Remove this path]”.

The switch beneath the cluster of arrows is marked “Reciprocal Navigation”. When it is set to “Yes”, it means that any arrow you set in one direction will automatically make a corresponding arrow in the opposite direction. For example, if this is set to “Yes”, and you set the “West” arrow from “Side A-B” to “B-C”, then an East arrow is set automatically from B-C back to Side A-B. If you do not want the app to set the reciprocal link, click the switch to the “No” position. The reciprocal link is respected both for setting an arrow destination, and removing a path/link.

### E.3.5 Copying, Deleting, Renaming, and Other Location Actions

The “Manage Location” screen (Fig. 70(a)) offers you the following options to manage the locations in your sim:

- **New.** Create a new location.
- **Copy.** Copy the complete contents of the selected location into a new location you name.
- **Delete.** Delete the selected location. Before proceeding with the deletion, the app will ask you to confirm you want to delete the location.
- **Re-Order.** When a location is selected in the list, the app highlights one or both of the arrows on the righthand side of the screen. Clicking on the up arrow moves the selected sim up one position in the list. Clicking on the down arrow moves the selected sim down. The order of locations is not important, except for how they are displayed in the Locations menu (edit order Fig. 39(b)).
- **Set Initial Location.** This is available as the first menu item (Fig. 70(b)). It tells the app which location to show when the user starts the sim. If you are editing a sim and then play (test) that sim, the app will start at the location you are editing, as you would expect for testing. However, if you choose “Play Sim” from the main screen, then choose the sim, it will start playing at the location you have marked as “initial location”. In the Manage Locations list, the initial location is marked by an “(initial)” following the name of the location (see Fig. 70(a)).
- **Set Navigation.** This is available as the second menu item. The app moves to the “Set Navigation” screen, where you can setup the assignment of navigational arrows to locations (see [Section E.3.4](#)).
- **Rename Location.** This is available as the third menu item. Choose it if you want to rename the selected location. Location names must be unique to each sim.

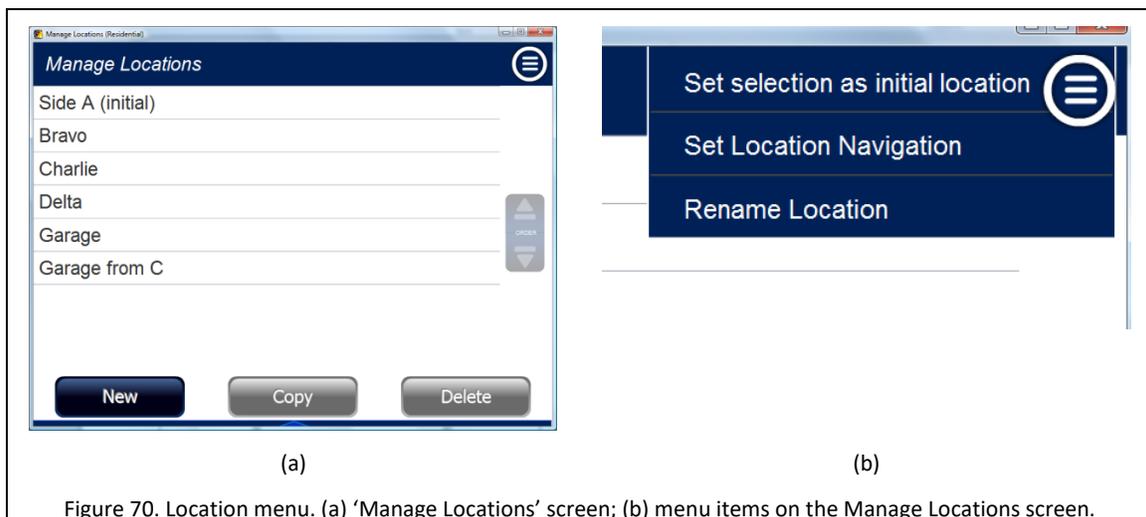


Figure 70. Location menu. (a) ‘Manage Locations’ screen; (b) menu items on the Manage Locations screen.

### ***E.3.6 Concept of Time (Fade-In/Fade-Out) with Multiple Locations***

The timing component for the app begins when you start or reset a sim. Almost every element/effect has a property to allow you to time-sequence its appearance, i.e., fade-in and/or fade-out. Therefore, if you want to use time to sequence your effects, remember that the fade-in or fade-out values refer to when the sim starts, not simply from when the viewer sees the current location.

For example, if you have a single location/view in your sim and you set an explosion to occur after 15 seconds, you will see an explosion 15 seconds—there are no other locations to visit. If your sim has multiple locations/views, and the user navigates away from the location with the explosion before 15 seconds elapses, the user will not see the explosion unless the user navigates back to the location with the explosion before 15 seconds elapses in total sim time.

In spite of the awkward way of describing this, we feel it is the natural way one would think about sequencing effects.

As another example, suppose you would like no smoke showing on Side A until 60 seconds after the sim starts, but you want to show smoke on Side C about 10 seconds into the sim. The idea you are conveying is that the smoke started in one location and traveled through the building to the A side over time. You would set the smoke condition on Side A to fade-in at 60 seconds. On Side C, you would set the smoke condition to fade-in at 10 seconds.

In this way, the condition change is based on the overall time—simulating the incident evolving—not on time when the user is at any particular location.

### ***E.3.7 Timed- and Click-Based Movement (Location Jumper)***

Movement among locations had been restricted to sim users clicking on navigation arrows. However, some customers have asked for a feature to allow timed movement, i.e., moving among locations based on a preset time interval. For example, some customers lead their companies along predefined paths, as opposed to allowing the companies to choose their path.

Version 2.1 introduces this feature, which is implemented as a new effect/plugin called the “Location Jumper” (in the Utility category).

Fig. 71 (a) shows the Location Jumper in the effect menu; (b) shows the default icon, and (c) shows the various options available.

By default, the Location Jumper appears as a white arrow that can be sized and rotated in the same way as other effects. By default, if a sim user clicks on the arrow, SimsUshare jumps to the location set in the “Move to...” option (Fig 71 (c)), which is set to the final location, if not set by the user.

There are several options (under “Shape”) for its appearance, including 4 types of arrows, a rectangle, and a circle. It also can accept a color, brightness, and transformation, as well as an opacity—and can be invisible, if you so choose.

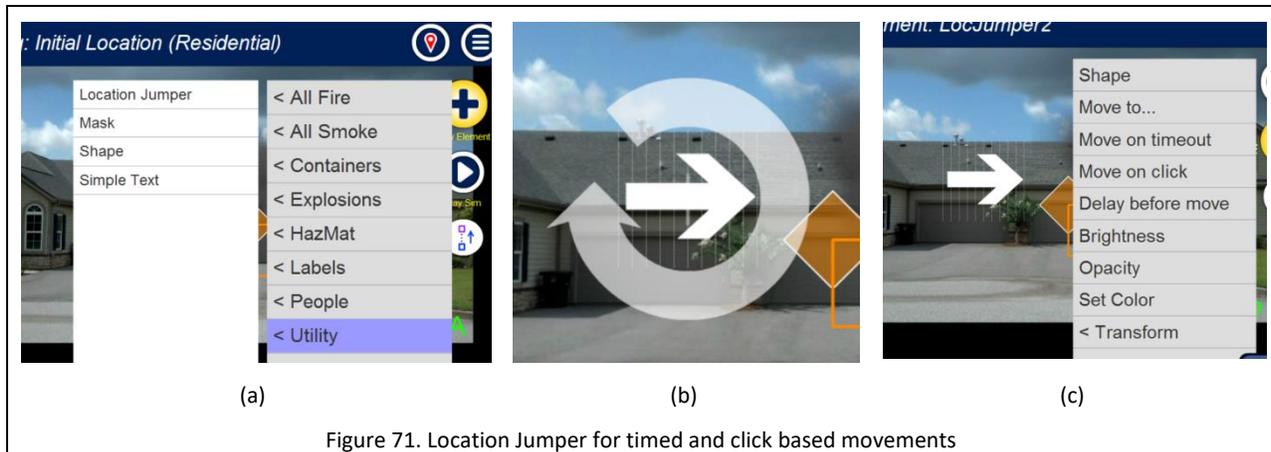


Figure 71. Location Jumper for timed and click based movements

The key options for the location jumper are the “Move on timeout”—which means that SimsUshare should jump to the location set in “Move to...” after a specified time interval, set in “Delay before move”—or “Move on click”—which means SimsUshare should advance to the location set in “Move to...” if the user clicks on the symbol during the sim playback. The timer regarding the move on timeout begins when the current location is displayed, and therefore, if you choose this option, every time someone comes into this location, the timer will be set to jump.

The effect may be set such that it has both a timeout and is responsive to clicks. Since the Location Jumper allows for arbitrary movement among locations, and is not tied into the navigation arrows, one could even use the Location Jumper in place of the navigation arrows, though it may be more tedious to arrange all of the Location Jumpers.

#### E.4 Adding and Manipulating Victims

SimsUshare version 1.5 introduces a way to introduce a canned set of victim pictures into your scenario. The current set of victims consists of a Caucasian girl, boy, woman, and man, as well as a firefighter in SCBA and gear, in various, configurable poses.

Victims are placed and manipulated like any other effect/plugin, but by default have some special properties that allow you to remove them from the scene during the simulation, as well as synchronize their presence or absence.

As of version 2.5, you can now use your own pictures of victims or responders, using the Picture element (Section E.2.5 Advanced Use of Picture Element). However, you cannot choose an image on SimsUshare for iOS or Android (though you may manipulate them, if you have a scenario already with an image, in version 2.6 and higher).

##### E.4.1 Placing Victims

To select a victim for your scenario, choose the “People” or “Victims” option during editing, shown in Fig. 72. The current set of victims consists of a Caucasian girl, boy, woman, and man, a firefighter in SCBA and gear, in various configurable poses, and responders in Level A and Level B suits.

When you select the victim type you want to place, the victim appears in the center of the screen, ready for you to select and configure.

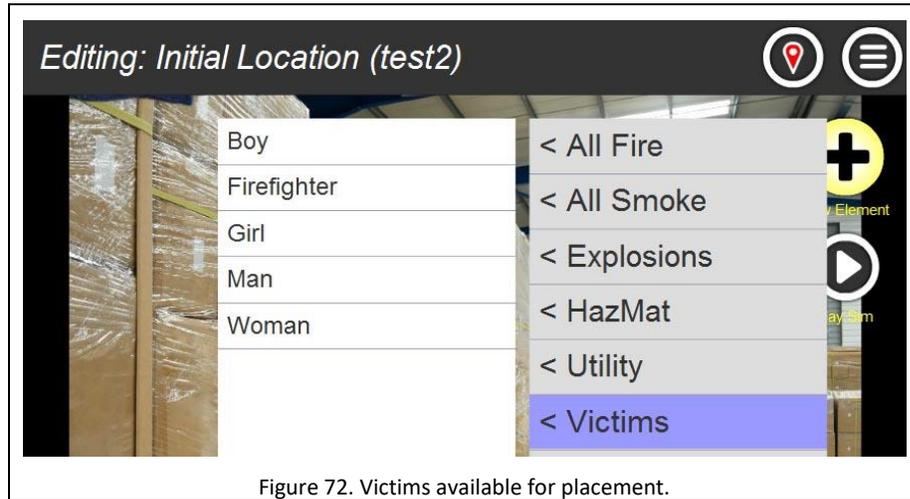


Figure 72. Victims available for placement.

#### E.4.2 Configuring Victims

Like other effects, you position, size, and rotate the victims using the standard mechanism (size/rotate/transform button). Each victim also has properties you adjust by selecting the Pencil button, as shown in Fig. 73:

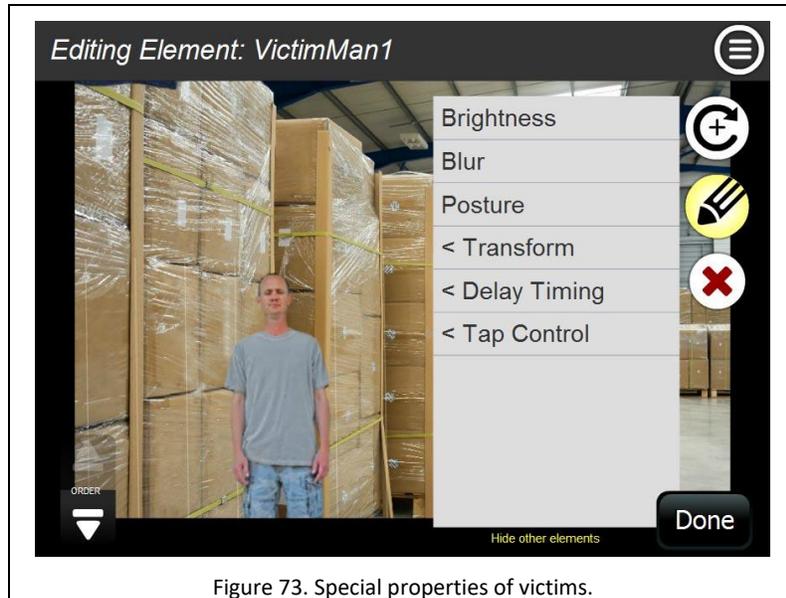


Figure 73. Special properties of victims.

The properties/groups of properties are:

- **Brightness.** Allows you to change the overall brightness of the image, to simulate lighter and darker conditions.

- *Blur*. The blur factor enables you to make the victim look like he or she fits in the picture better, as opposed to a cutout merely stuck into the frame. By default, the victims are placed with a small amount of blur to help make it look more natural.
- *Posture*. These are different positions for the victims, shown in Fig. 74 which are:
  - **Man/Woman**: prone, prone towards camera, on side, crawling, at window, and standing
  - **Boy/Girl**: prone, supine, crawling, at window
  - **Firefighter**: prone, supine, crawling, and two firefighters crawling.

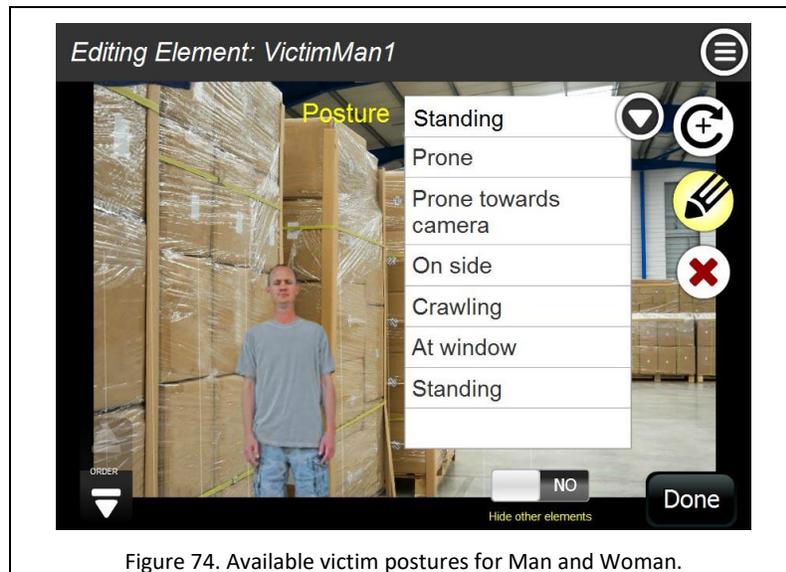


Figure 74. Available victim postures for Man and Woman.

- *Transform*. These properties give you a few more options for visually changing the orientation of the victim, by flipping the images horizontally or vertically, or by flattening/expanding them.
- *Delay Timing*. Victims can be timed to appear or disappear from the simulation, just as other effects already described. An interesting use of this feature is to simulate the changing condition of a victim, for example, having the victim start at the window, then collapse to the floor after a certain period of time if he or she has not been rescued yet. You can accomplish this with fade-in/fade-out, as well as with picture synchronization, described in a later section on Advanced Options.
- *Tap Control*. By default, a victim can be removed from the scene by tapping/clicking on the center of the victim. The Tap Control set of properties has more options, though, to customize how you want your victim to behave. The options are:
  - *Clear on tap*. This can be set to YES or NO. YES means that clicking on the victim, when visible, will remove the victim. Double-clicking (tapping) will reveal (show) the victim, if the victim is hidden.
  - *Tap Target scale*. By default, the clickable/tappable area is towards the center of the victim picture. You can increase or decrease the activation ('hit') area by using this option. One reason to reduce the area is if you have a couple of victims close together,

and you want to make it easier to select the right one to clear. When you adjust the target scale, a green box will show up to show you the tap region. When you play the simulation and choose “Show Tap Regions”, SimsUshare will show you momentarily the region in a translucent green, above the (navigational) tap regions (see [Section E.1.5.4](#)).

- *Sync variable*. This option is for synchronizing pictures, and is discussed below in [E.4.4 Linking Victim Pictures](#).
- *Visible to start*. This setting determines whether the victim should be displayed. By default, it is set to YES, but you may want to set it to NO if you want to place victims into your scenario optionally. If you select NO, SimsUshare places a red circle with a line through it in the middle of the victim picture (see Fig. 75), to remind you that the victim will not be displayed when you run the scenario, until you double-click/tap on where the victim is to reveal it. Subsequently, you can single-click/tap on the victim to hide a visible victim.

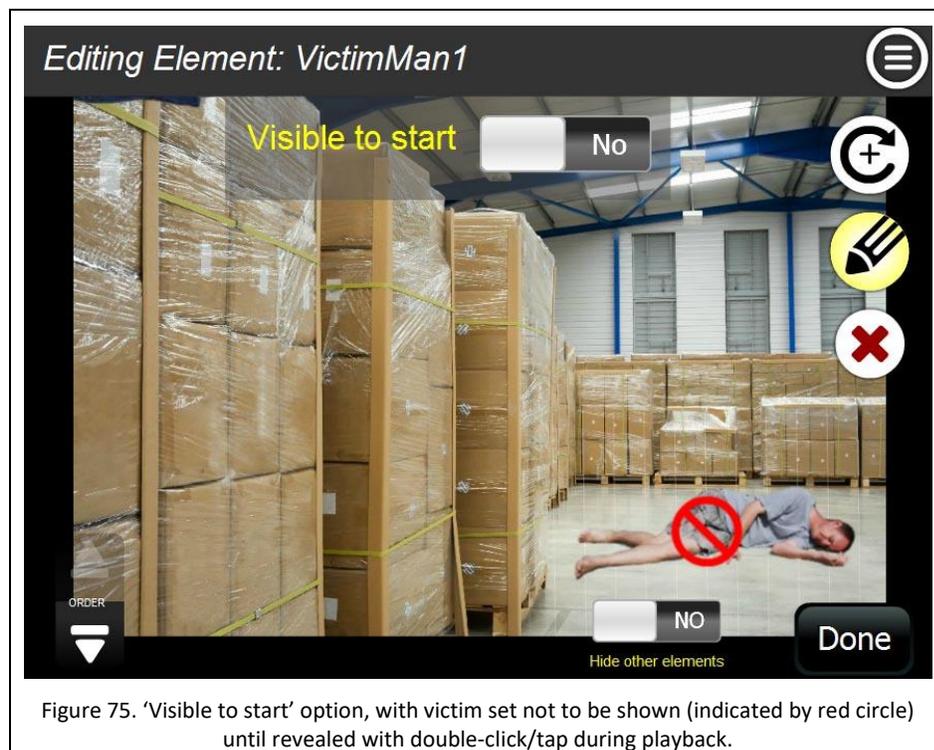


Figure 75. 'Visible to start' option, with victim set not to be shown (indicated by red circle) until revealed with double-click/tap during playback.

### ***E.4.3 Showing/Hiding Victims during Scenario Playback***

By default, when you place victims in a location, they are set to be visible when that location is visited. By default, you can click/tap on the victim during a scenario to remove/hide the victim. Once a victim is hidden, you can double-click/tap on where the victim was, and the victim will reappear.

You can specify optionally not to show the victim until you double-click/tap on the victim. One use for this is to place victims in various locations, and depending on how you want to run the exercise, you can

reveal/enable the set of victims you want. In Fig. 75, the 'Visible to start' property is set to NO, which means 'do not show the victim until double-clicked/tapped on.'

If you are placing several victims in the same location, you may want to shrink the 'Tap target scale', which controls the area on which you have to tap/click to show/hide the victim. Otherwise, one selection/tap region for a victim may obscure the selection/tap region for another.

#### E.4.4 Linking Victim Pictures

Here are a few possible scenarios you might want to link victim pictures:

1. You have a victim in the window on your Side A location, and you also can see that victim (when present) from an A-B view. If you clear the victim from Side A, you also want to clear the victim picture from your A-B view, though they are separate locations.
2. You have a location to represent Side A with incipient smoke conditions, and you have a different location to represent Side A with freeburn conditions. On Side A Incipient and on Side A Freeburn, you have placed a victim at the window. If the user clears the victim during the incipient condition, you do not want to show the victim if you switch to the freeburn condition.
3. You want to make a victim move around the scenario over time. For example, the victim might show up at a window for a period of time, then withdraw into the room, then show up inside a room in a standing position, and finally, after some period of time, collapse on the floor in that room.

In each scenario, you must place different victim pictures in each location. In scenario #3, you would have two victim pictures in the interior room, one for a victim in a standing position, and the other in a collapsed position on the floor. By default, the pictures act independently, which means each picture is assigned a "variable" that keeps track of its visibility status, i.e., shown or not shown.

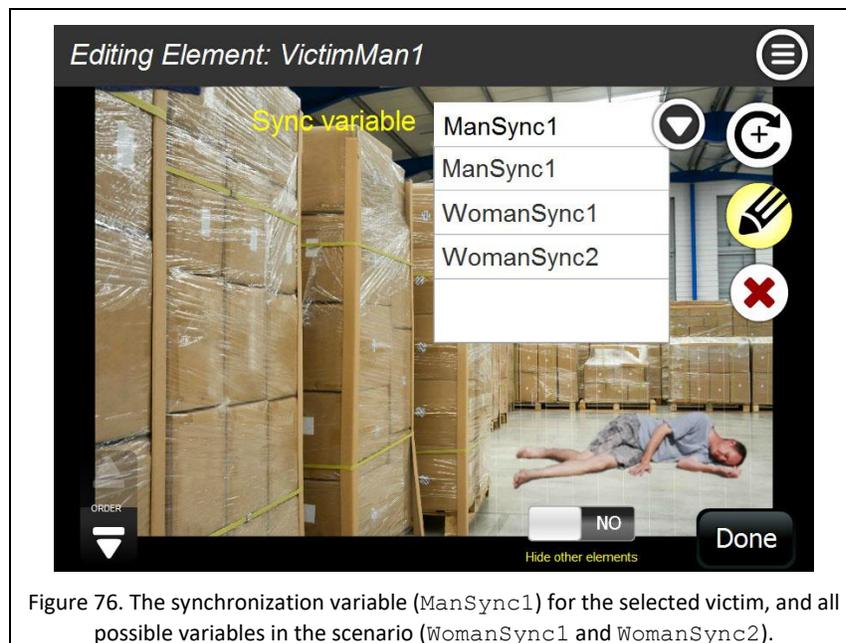


Figure 76. The synchronization variable (ManSync1) for the selected victim, and all possible variables in the scenario (WomanSync1 and WomanSync2).

When you choose the ‘Sync variable’ property, seen in Fig. 76, you are shown by default the variable name for the selected victim, and in the dropdown menu, you can select any of the variables defined in the scenario so far.

If you want to link two pictures together so that clicking/tapping on a victim clears the victim in each picture, you must select a common sync variable. For example, from Fig. 76, if I wanted to link the presence of the man with the presence of the victim associated with `WomanSync1` or `WomanSync2`, I would select the appropriate sync variable. At this point, turning on or off either picture would be synchronized with the other picture.

With respect to the scenarios defined above, in Scenario #1, when you place each man victim, for example, SimsUshare automatically assigns one victim to `ManSync1` and one to `ManSync2`. To link the victims, you would set the sync variable of the two pictures to the same value, perhaps `ManSync1`. Once the scenario is saved (automatically), SimsUshare cleans up any sync variables that are not attached to victims, so it will remove `ManSync2`, since it is not needed anymore.

Any number of victims can be synced with a sync variable, not merely two. Therefore, in Scenario #3 (above), when you link all the pictures to a common sync variable, if the user clears any of the victims, then all of the pictures will obey the proper visibility status (shown or hidden).

## **E.5 Operating the Command Training Center (CTC)**

The SimsUshare Command Training Center (CTC) enables you to conduct an exercise with several participants connected simultaneously. The participants use the SimsUshare Platinum app to connect and participate. The instructor/organizer creates an exercise through the web app, and participants join the exercise based on an exercise code that the instructor determines. Once a participant is connected, SimsUshare downloads the simulation for the exercise to the computer or device (if the simulation is not on the device yet), and the participant either waits until the instructor “starts” the exercise officially, or automatically places the participant in the simulation if the instructor has already started the exercise.

Since the CTC runs on the Internet, instructors and exercise participants can be in different geographic locations, such as in their respective stations (or across various rooms in the same building). You use your own radios and communication equipment to communicate among exercise participants.

The CTC includes functionality we call the “SimCloud”. This means you can upload and download your simulations in the cloud, to make it easy to share your organization’s simulations. This is particularly useful because before SimsUshare version 2.8, one had to use a tedious process to get simulations off and onto iPad’s/iPhone’s/Android devices. Now it is as simple as telling the SimsUshare app what you want to upload or download.

### E.5.1 Terminology and What's Included for Different CTC Packages

The CTC is sold in different packages, but the core functionality is the same across all packages. Packages only vary with respect to cost and the quantity of a particular function, for example, the number of developer licenses, the number of concurrent exercises, etc. as follows

	Starter	Bronze	Silver	Gold
# of developer licenses (“Platinum”)	1	7	12	50
Training	web/phone	web/phone	web/phone	\$4,950 (3 day on-site expenses included***)
# OF SIMCLOUD SIMS	3	12	40	500
TOTAL SPACE FOR SIMS**	18 Mb	72 Mb	250 Mb	8 Gb
CONCURRENT EXERCISES	1	2	5	100
PARTICIPANTS PER EXERCISE	4	12	25	50
SHARED OR PRIVATE SERVER	SHARED	SHARED	SHARED	PRIVATE
COST	US \$139.95/year	\$845/year	\$1,475/year	\$4,750/year

\* Gold customers can create multiple “Departments”, each with their own space for simulation

\*\* Maximum sim size (zipped) is 20Mb, contact us to request an exception

\*\*\* Includes assumption of \$1,600 travel and logistics expense. Travel and logistics expenses may vary depending on actual costs.

In the chart above, “SHARED” (under SHARED OR PRIVATE SERVER) means the SimsUshare CTC Server, or the main entry point for all customers, <https://ctc.simsushare.com>. This server is used for conducting exercises and accessing (uploading & downloading) simulations, through what we call “SimCloud”.

The “PRIVATE” term in the chart above means that the Gold customers each have their own server, different from that which is shared by other customers (the SimsUshare CTC Server). The customers using the shared server means that they are sharing computational resources (bandwidth, computer speed, etc.), NOT that simulations one customer uploads are shared with and accessible to other customers. All simulation transfers, even with the shared plans, occur over HTTPS (SSL/TLS), and hence are private to that customer.

#### E.5.1.1 CTC On-Site

For customers who want a portable server that does not rely on Internet connectivity for conducting exercises or sharing simulations, SimsUshare sells the “CTC On-Site” – a package that includes a small form-factor Linux server and WiFi router. The CTC On-Site is equivalent in functionality to the Gold package, except internet access is not required to conduct exercises. The On-Site server does require periodic connection to the Internet (at least once per year) to refresh the SSL certificates needed to allow iOS and Android devices to participate in offline exercises, as well as of course receive SimsUshare updates.

### E.5.1.2 CTC System Requirements

The CTC operates on the Internet and therefore requires computers to have access to the Internet along port 443 (https), as well as a special port (port 8080) for communicating with the CTC server. Port 8080 is not as popular as ports 80 or 443, but many other commercial applications use it. However, if you find you cannot connect to the CTC and you are on a City or Department WiFi network, please check with the administrators to see if port 8080 is open for traffic to <https://ctc.simsushare.com> (or your private server, if you have the Gold package).

The customer administrator (who has access to the simulations and can conduct exercises) uses a standard Internet browser. We recommend using Google Chrome or Mozilla Firefox, but SimsUshare is compatible with Microsoft Edge and Internet Explorer (11 and above), as well as Safari and Opera.

### E.5.2 Accessing the CTC

The (shared) CTC is accessed at <https://ctc.simsushare.com>. If you have the Gold package, you will have your own URL to visit to access your private CTC.

Logging into the CTC is straightforward as you see from the initial page shown in Fig. 77.

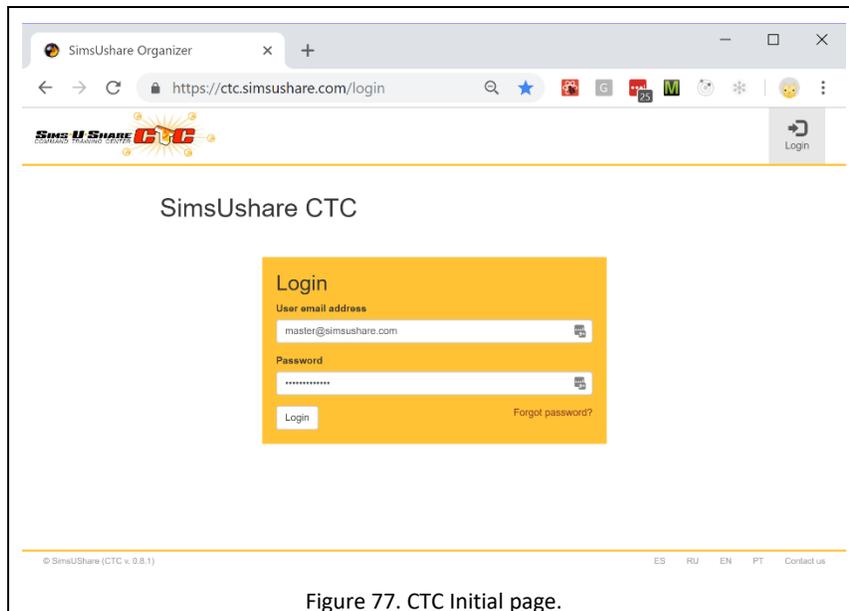


Figure 77. CTC Initial page.

Enter your user email address in the first text field (in the illustration, it is [master@simsushare.com](mailto:master@simsushare.com)) and then the password in the “Password” field. If you have forgotten your password, click the “Forgot password?” link and enter the your email address. If you have forgotten the email address you use for your login, please contact us for assistance.

#### E.5.2.1 Accessing the CTC Web Management Interface

Once you have successfully logged into the CTC Web Management Interface, you will see the screen as shown in Fig. 78.

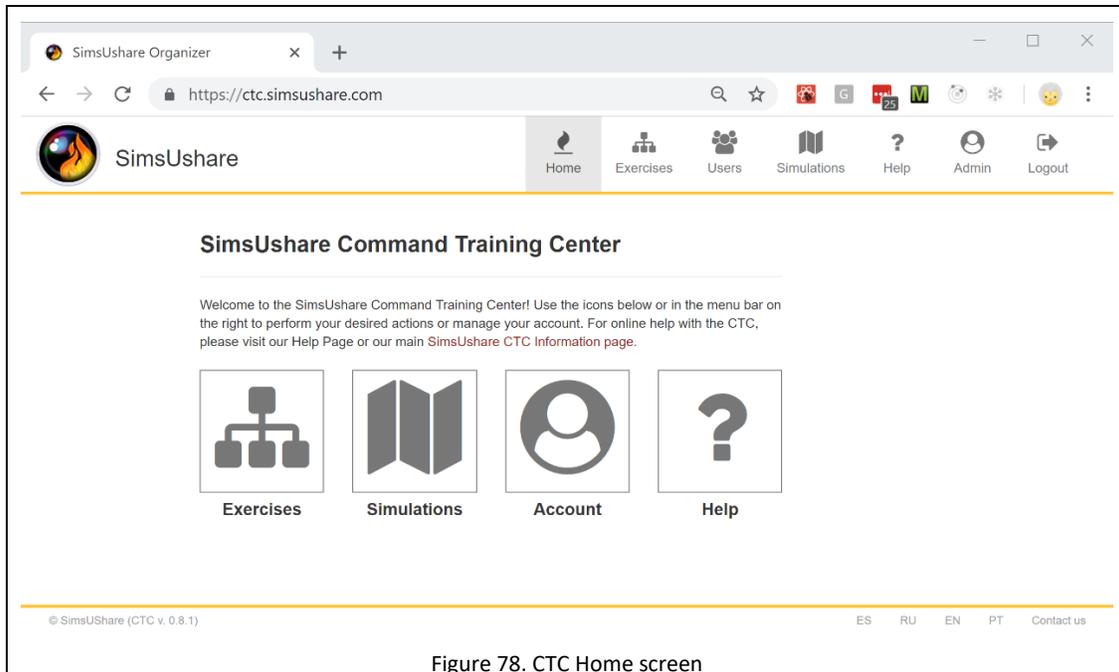


Figure 78. CTC Home screen

This shows the options available to an administrator (Admin) for your organization. If you are not an Admin, you will see fewer options. To learn about different user roles, like Admin, see Section E.5.5 Managing Users Who Can Access the CTC”.

The options available to an Admin (icons along the top, arranged left to right) are:

- Exercises: Create, join, or end multiplayer/multi-company exercises as an instructor
- Users: Create and manage users who can access your simulations and exercises
- Simulations: Manage your simulations in the SimCloud
- Help: Basic help on CTC operations and links to further resources
- Account Options: Change your email address, password, and role
- Logout: Leave the web management interface.

In the bottom right corner, you can change the interface language (only for the instructor). Currently the CTC is only available in English (EN), but we anticipate adding other languages in the future.

### ***E.5.2.2 Accessing the CTC from Within the SimsUshare Platinum and Network Apps***

The SimsUshare (Platinum) app has specific CTC functions it can access. These are:

**Join a multiplayer exercise:** From the main screen or from the “Select SIM to Play” screen, in the menu, participants can join an exercise that has been created already by an instructor. The instructor creates a short code to use that participants enter to join that exercise.

**Upload simulations:** From the “select SIM to Edit” screen, go to the menu and choose “Upload Simulations”. To upload a simulation, you must have Admin access to your organization’s CTC account. You can upload simulations from your SimsUshare app, up to the limit of simulations given your CTC package (Starter, Bronze, Silver, and Gold).

**Download simulations:** From the “select SIM to Edit” or “Select SIM to Play” screens, go to the menu and choose “Download Simulations”. To download simulations, you must have an Admin, Instructor, or Shared CTC credential (login) for your organization.

### **E.5.3 Conducting an Exercise with the CTC**

Exercises in the CTC can have one or more “instructors”, each who can control the participants in the exercise. Therefore, to conduct an exercise, the first instructor (or “organizer”, or “controller”) logs into the CTC using the credentials provided and creates a new exercise. Creating a new exercise means selecting the simulation for that exercise, naming the exercise, and choosing a short code to provide to the participants who need to join.

You may have multiple instructors manage an exercise in progress, either to allow observers to monitor the overall activity or help the main instructor by actively managing a subset of participants. All instructors connected to the same exercise see all participant movement and can move and communicate with participants. Bronze, Silver, and Gold customers can run multiple exercises simultaneously, whereas Starter customers can only run one at a time. Instructor can either be an “Admin” (user role) or an “Instructor” (user role), as described in Section E.5.5 Managing Users Who Can Access the CTC”. The last type of role, “Shared”, cannot conduct exercises.

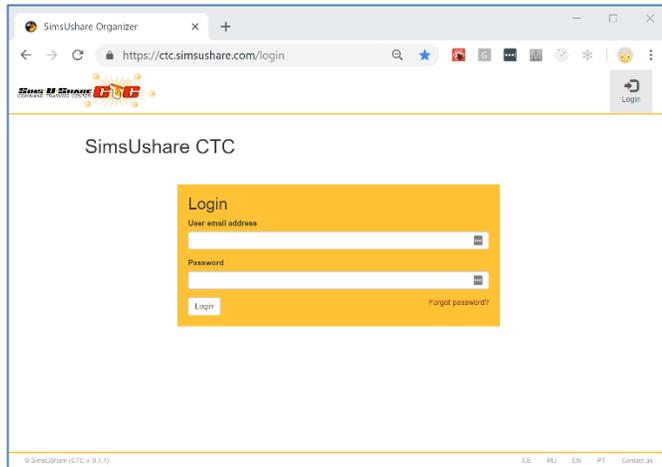
Note: to finish an exercise, you press the “End Exercise” button. This disconnects all the participants and allows you to create another exercise. If you close the browser without formally ending the exercise, you can rejoin the exercise as a participant or instructor later. SimsUshare periodically terminates exercises that exceed 12 hours, so please let us know if you need to keep an exercise active for more than twelve (12) hours.

Section E.5.3.1 Quick Start Guide to Conducting an Exercise” illustrates the main steps in how to create and conduct an exercise. Section E.5.3.2 Using the Exercise Accessories (Timing, Communication, and Preview Windows)” elaborate on nuances of exercise management.

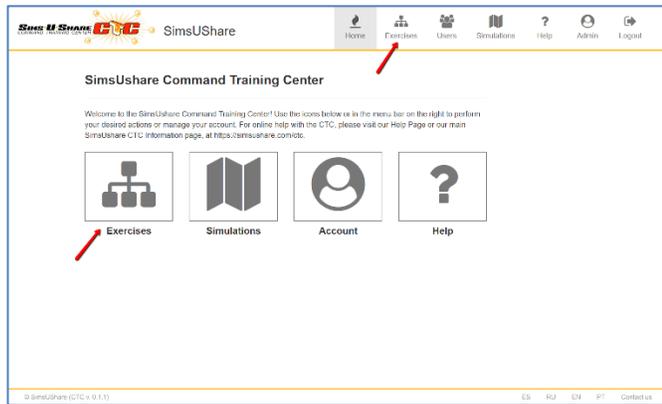
### E.5.3.1 Quick Start Guide to Conducting an Exercise

Open a browser (preferably Chrome, Firefox, Edge, or Safari) and navigation to <https://ctc.simsushare.com>.

Enter the CTC credentials (email and password) for your CTC license.

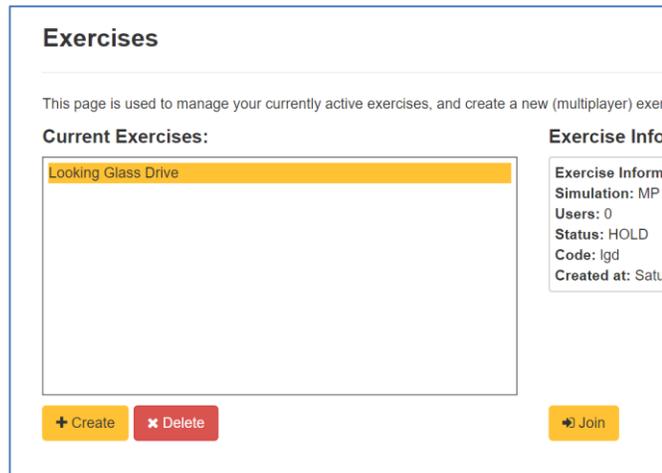


Navigate to the “Exercises” tab.



The list will show you any exercises that are currently running. If there are any exercises running currently, you can click on the name of the exercise and it will show you information about that exercise, including how you would tell participants to join (the exercise code). If you want to join this exercise as an instructor/organizer, then click “Join”. If you want to terminate this exercise, click “Delete”.

If you want to start a new exercise, press the “Create” button.



When you create an exercise, it will ask you to select

- **an exercise name** (shown to participants who connect)
- **an exercise code:** any alphanumeric text more than three characters that your participants will use to connect. If the code is in use already by someone else, it will tell you.
- **a simulation** to use for the exercise. The box will be populated with simulations you have loaded into your SimCloud.

When you have selected all of these, press “Create”.

**Create Exercise**

To create the exercise, give it a name your participants will see when they join, and an alphanumeric code they type in to connect to this exercise. If you remain in the Staging (next) screen until all your participants have joined, you will have the chance to disconnect any participant who you do not recognize.

**Name**  
Wayne Street

**Code**  
wayne

**Simulations:**  
12926 w blue bonnet dr v2 L2  
Hi-Rise Idaho Falls  
ISO IN ACTION CHAP 2 - JIBC  
MP House  
Wayne Street SFR

+ Create Cancel

An exercise starts in the “Staging” area. You can wait here for participants to connect (in which case they will be held in a staging screen before entering the simulation), or you can press “Start” at any time to begin the exercise.

**Exercise Staging Area**

This page is a staging area before you officially start the exercise. We suggest you allow your participants to join the exercise, then wait until all of them have the status of READY before you begin. Once you START your exercise, we will start the exercise clock (from 00:00:00), and automatically have the READY participants enter the exercise.

Exercise: Wayne Street  
Simulation: Wayne Street SFR  
Code: wayne

Participants

Start Cancel

Tell the participants to open the CTC mode in the SimsUshare app -- main screen > menu > “Start CTC (Multiplayer) Mode”.



Choose the SimsUshare CTC Server from the list of CTC Servers, then press Connect.

Main Window - SimsUshare

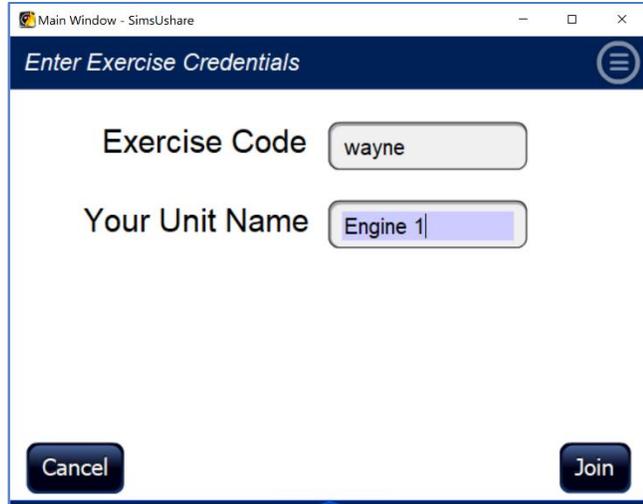
**Multiplayer Mode**

Choose a CTC Server

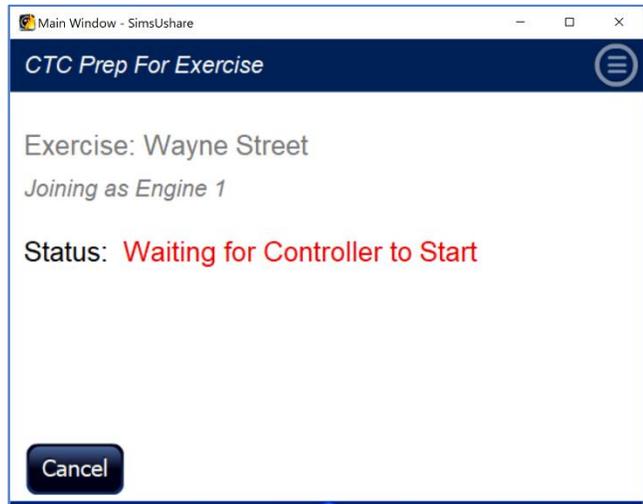
SimsUshare CTC Server

Cancel Connect

Tell your participants to enter the **exercise code** and their unit name. The app will connect to the CTC Server, which may take a few seconds. Press “Join”.

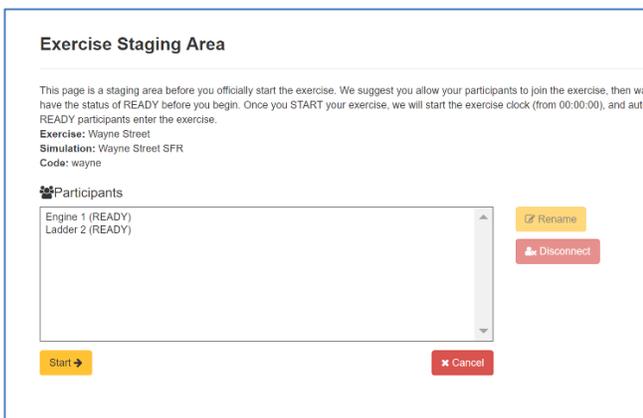


Once the participant connects, the app will download the exercise simulation if necessary, and when done, hold the participant in the Staging screen.



Back at the instructor/organizer’s panel, when you are ready to start the exercise, press “Start”.

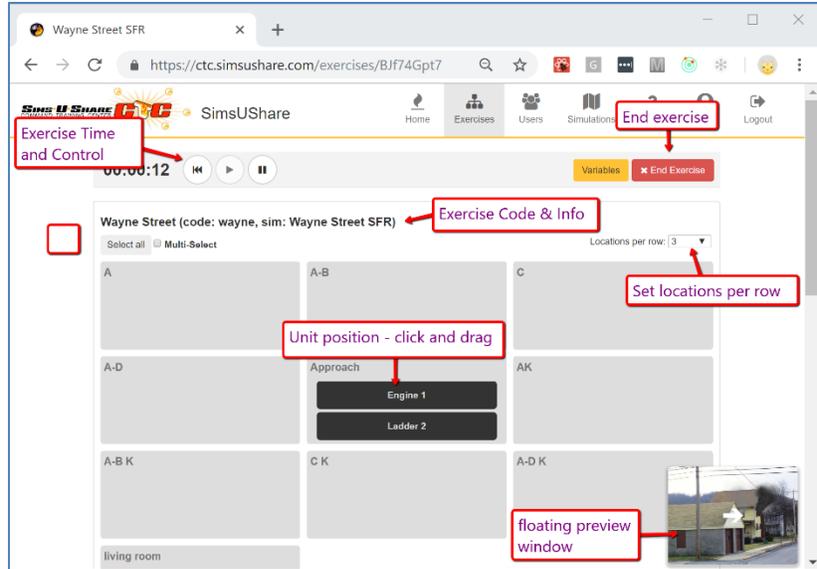
The participants will automatically enter the exercise at the initial location of the simulation.



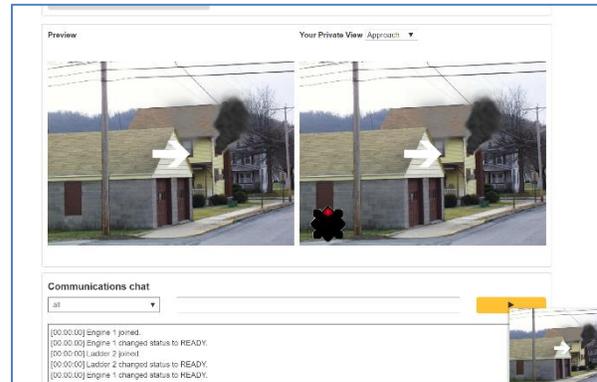
Your exercise dashboard consists of the following:

- **Current exercise time:** gives you a running clock on the total exercise time. You can pause or reset the exercise time;

- **Exercise information** (exercise name and code): this can be useful to remind yourself of the code you used in case you want to add participants after the exercise has started;
- Dashboard of participants: the main action area. You will see a grid of the locations in the simulation. You will see tokens for each participant—even as they move—which you can drag-and-drop to wherever you want to place them;

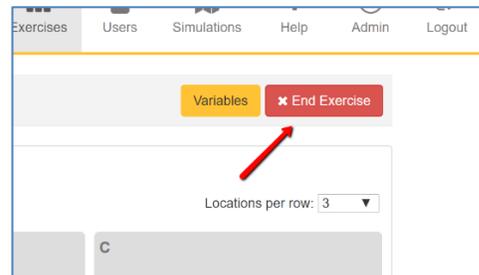


- **Preview windows:** a floating window in the bottom right that shows a visual preview of whichever location you click on (clicking on the location title), or, if you click on a participant token, it will show you a visual of which location the participant occupies (even as that participant moves). Beneath the dashboard, there are two additional panels: the panel on the left duplicates the floating window behavior, and the panel on the right – a view that you can navigate through the simulation that no one else sees;
- **Communications panel:** Send short text messages to All participants or specific participants (choose the target);
- **Running transcript:** a transcript of actions performed in this exercise.



If you lose your connection for any reason or you are no longer in the Exercise Management screen, open the CTC and re-join the exercise.

Terminating the exercise. When you are finished with the exercise, click the red “End Exercise” button near the top of the screen.



### E.5.3.2 Using the Exercise Accessories (Timing, Communication, and Preview Windows)

### E.5.4 Managing Your Simulations in SimCloud

The SimCloud is a collection of simulations for all customers that is segmented by organization. Currently, the simulations are stored in Amazon’s S3 web storage. While all the simulations are technically accessible (because the CTC exercise participants need to be able to download simulations without requiring a username and password), SimsUshare identifies the simulations by long sequences of alphanumeric characters not at all related to their names or organizations, and are virtually impossible to guess, infer, or accidentally stumble upon. Furthermore, uploading or changing simulations do require proper credentials.

Fig. 79 shows the options in the Simulations tab of the CTC web app.

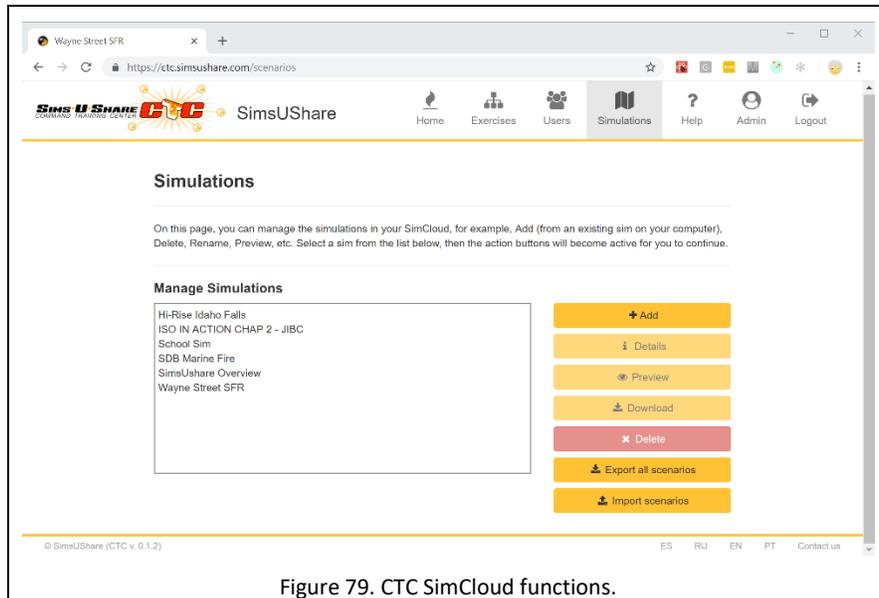


Figure 79. CTC SimCloud functions.

The SimCloud upload and download functionality (introduced in version 2.8) supersedes the Web Repository function of SimsUshare from earlier. Section F.5 Simulation Repositories “SimCloud” (version 2)” illustrates how to upload, download, and manage simulations in your SimCloud account.

### E.5.5 Managing Users Who Can Access the CTC

SimsUshare recognizes that customers may want to provide different levels of access for different personnel. For example, some customers may want to allow certain people only to conduct exercises, and not add or delete the simulations stored in the cloud account. To accommodate these possibilities, SimsUshare CTC allows customers to create new users in one of three roles:

1. **Admin:** This role is intended for users who need to access and manage the simulations stored in the SimCloud account, such as your simulation developers, as well as to conduct exercises. A user with the admin role can
  - a. Create or remove users with any of the three roles
  - b. Create and delete simulations in the SimCloud storage, and
  - c. Conduct exercises.Admin users will see a “Users” tab available in the CTC web app which they can use to create, edit (such as login name, user name, password, and role), and delete users on the account. An admin user cannot delete its own account, however.
2. **Instructor:** This is intended for users who need to conduct exercises but not manage the simulations stored in the cloud. A user with the instructor role can
  - a. Download simulations, and
  - b. Conduct exercises.
3. **Shared:** This is intended to allow customers to share the simulations they made but not run exercises or manage those simulations in the SimCloud account. A user with the shared role can only download simulations.

Currently there are no limits to the number of users you can create for your account, though we suggest creating only a few (especially Admin users) so that you keep control over who can add and remove simulations, since those have limitations based on the customer’s package (i.e., Starter, Bronze, Silver, and Gold).

There is an additional role for customers with the Gold package (and On-Site customers): **Master**. Users with the master role can do everything Admin users can as well as to create and manage accounts/organizations. Each account/organization can have its own limitations with respect to number of simulations in the SimCloud, number of concurrent exercises, and number of participants in each concurrent exercise. Furthermore, Masters can upload logos and modify information about any account/organization. Section E.5.7 SimsUshare On-Site and Managing Organizations (Gold Package & On-Site Server)” discusses the functionality available to Master users.

## **E.5.6 Designing Simulations for the CTC**

There are two principal design issues we call attention to as you design your simulations. First, how you structure navigation among locations for different conditions, and second, how you can arrange the locations in the CTC exercise dashboard for the exercise instructor.

### **E.5.6.1 Navigation with and without the CTC**

As you begin to develop simulations for your organization, we recommend you consider designing simulations for use with and without the CTC, since there is a fundamental difference with respect to navigation depending on whether the sim is shown on a single screen or used on multiple screens connected with the CTC.

If you are creating simulations for display on a single screen and your simulation has more than one condition or 'state' (such as incipient, extension, knockdown, etc.), we expect that each condition/state will have multiple locations. For example, Side A, Side B, Side C, and Side D, as well as interior conditions, should you wish to allow viewers to go inside. The locations representing conditions in the same state should be accessible and connected for the viewer to explore (connected via a navigation arrow or a location jumper). If the simulation is for a single screen, however, you somehow need to link the locations representing different conditions/states to allow the instructor to change the condition. We have found using the center arrows (semi-circles) are a convenient way to increase (up) and decrease (down) the condition, freeing you to use the directional arrows for navigation in the environment.

With the CTC, however, the instructor can control the location in which you place the participant, so the simulation does not need to have navigation from one condition to the next.

Therefore, when you create your simulations that have more than one condition/state, we recommend you create two versions:

**Version 1.** The simulation connects with navigation (either an arrow panel navigation or a location jumper) a location and condition/state, such as Side A Incipient, with the same location at the next state, for example, Side A Extension. This version of the simulation lets you run it when you are not using the CTC.

**Version 2.** Remove the navigation between the conditions/states. Take the simulation you made as version 1 and simply remove the connecting navigation between conditions/states.

#### *E.5.6.2 Arranging Locations for the Exercise Instructor's View*

The CTC Exercise dashboard, shown in Fig. 80, enables the instructor to see the virtual location of the exercise participants.

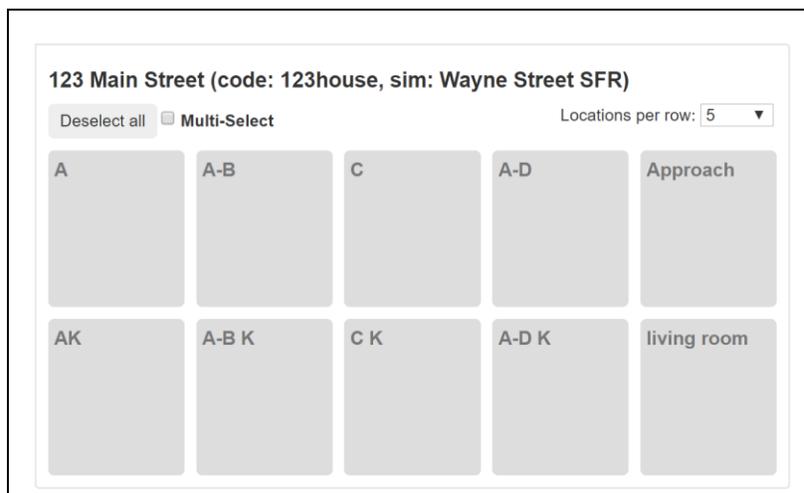


Figure 80. CTC Exercise Dashboard.

Typically, the order of locations in a simulation is not at all relevant and something not seen or needed to be seen by the viewers/participants. However, the order is shown to the sim developer, as new locations created are added to the end of the current set of locations. The order is important for the sim developer because the menu to choose which location to edit is ordered by the location order.

By default, SimsUshare arranges the locations in the CTC dashboard (Fig. 80) according to the order they appear during simulation development. The dashboard has a dropdown box in the top right which the instructor can use to select the number of locations to display per row, but the order is determined by what the sim developer does. To modify the order of the locations, the sim developer goes to the “Manage Locations” menu item during simulation editing, and is presented with the list of locations. The developer can select a location and move it up or down in the location order.

In addition to the manipulating the order of the locations to affect the dashboard, the sim developer has another way to control the layout: adding ‘padding’ locations. A padding location is a location the sim developer creates that occupies a space in the exercise dashboard but is not colored grey, rather, it leaves a gap in the dashboard, as shown in Fig. 81, on the right-hand side of the first row.

When you are making sims for the CTC specifically, you may want to consider how the locations will lay out in the dashboard and insert your own ‘padding’ locations.

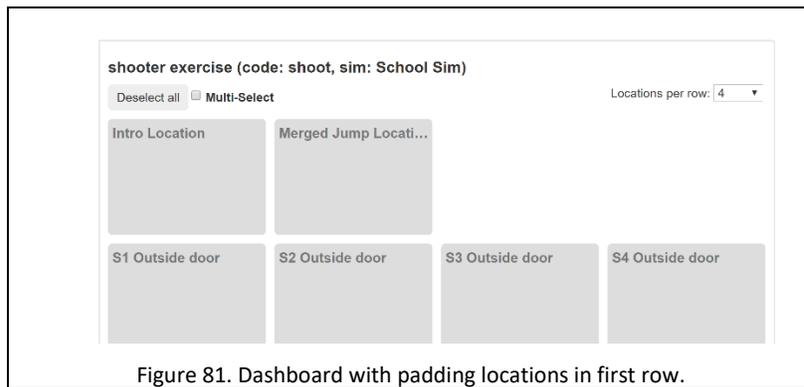


Figure 81. Dashboard with padding locations in first row.

To create a ‘padding’ location, you simply create a regular location and name it with a two underscore prefixes, for example “\_\_not seen”. The instructor cannot send a participant to a padding location (it won’t show up in the list of locations), so you probably don’t want to put anything in that location during editing.

If you forget to add the two underscores when you create the location, no worries, you can rename the location at any time to include the prefix. Conversely, if you have a padding location you want to use as a real location for some reason, you can rename the location and remove the two underscore prefix.

### **E.5.7 SimsUshare On-Site and Managing Organizations (Gold Package & On-Site Server)**

The Gold package and SimsUshare On-Site server gives you the ability to create multiple organization accounts, each with their own set of users, simulations, and exercises. When you purchase these

capabilities, you will be given a new, 'master' user that can perform functions across all organization accounts. The master user belongs to an organization that can also have Admins, Instructors, and Shared users.

**Note:** We recommend only using the master user to create organizations and users, not conduct exercises or upload/download simulations where your credentials could be exposed to others.

SimsUshare gives you access to the functions when you log into the CTC with that user email. The home screen for a master user is shown in Fig. 82.

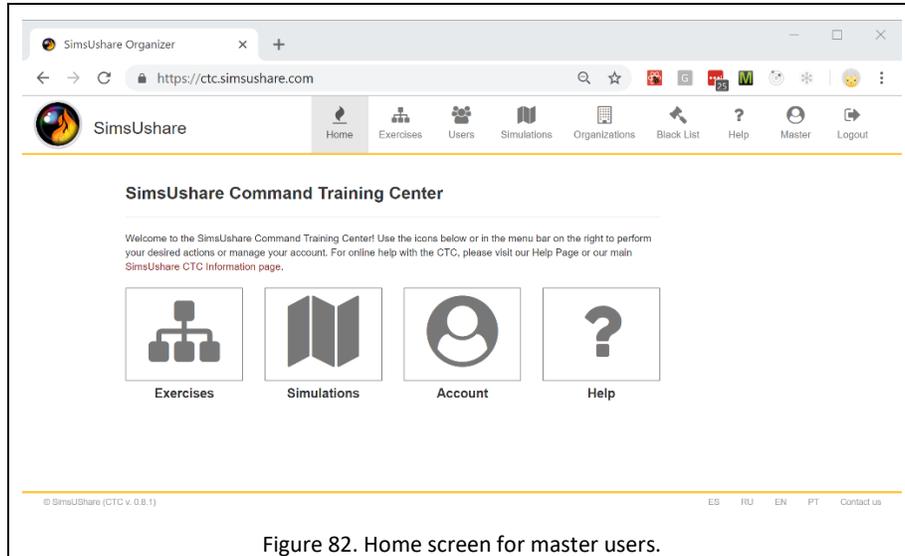


Figure 82. Home screen for master users.

Most of the icons along the top should be familiar. Here are the extended functions you can access as a master user:

### E.5.7.1 Exercises

Not only you can conduct exercises as a master user, but also you can see which exercises are currently in progress, join those exercises as an instructor/observer, and terminate (end) exercises that have clearly completed but the instructor forgot to end it formally. You will see a filter box, as shown in Fig. 83, that is common to all master user capabilities. The filter box has a dropdown to select which organization you want to focus on (or the top of the list in Exercises is "All"), as well as a text box to filter by exercise or organization name.

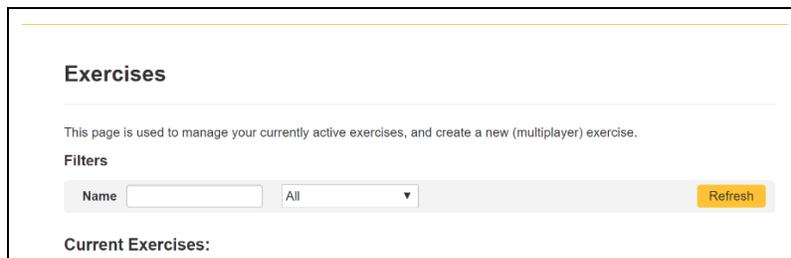


Figure 83. Filter box for master user Exercises

**E.5.7.2 Users**

In this area, the master user can create new users or change the properties (email address, password, role, etc.) of any user. The main screen is shown in Fig. 84. The screen shows the first 25 users. You can use the filter box to narrow the list, or click on the link at the bottom to “Show 25 more” (if there are 25 more that fit the filter condition).

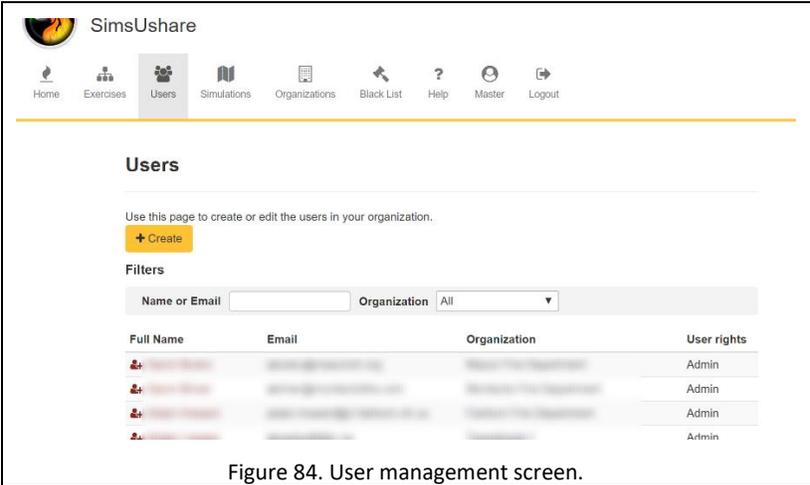


Figure 84. User management screen.

To modify a user, click on the link under the Full Name column. When you click on “Create”, you are taken to the screen as shown in Fig. 85.

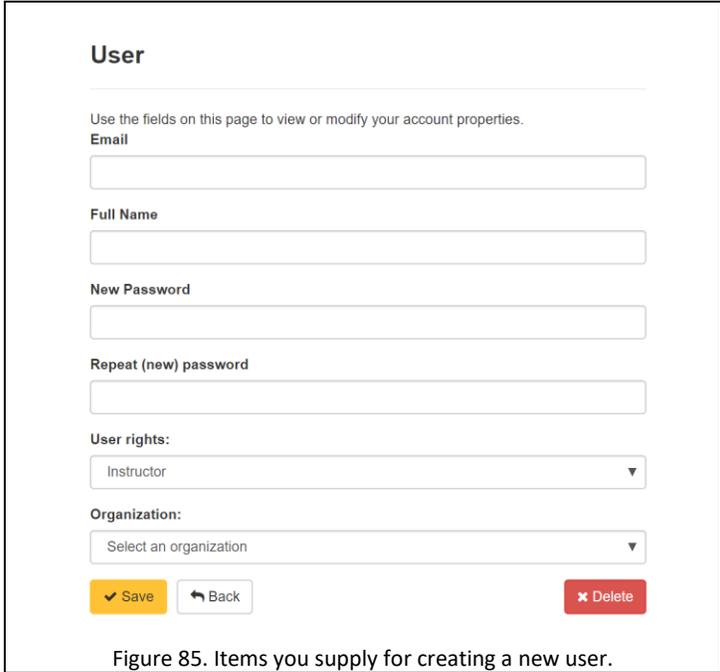


Figure 85. Items you supply for creating a new user.

You supply the email address, name of user, password, the user’s role, and which organization (account) the user belongs to. After filling that out, press the Save button.

If you want to remove/delete the user, press the Delete button. A user cannot delete itself. If you want to delete a user, you need to have a different master or admin user perform that.

### E.5.7.3 Simulations

Use this screen to view all the simulations from all organizations. You can use the filter box to narrow which organization is shown. You can also delete any simulation from any organization. Technically you can add a simulation as well, however, since you are adding the simulation as a master user, the actual organization users cannot delete any simulation you add. Therefore, unless you have some plan to keep a simulation one cannot delete, we suggest you not add simulations through a master user (except for the master user’s organization).

### E.5.7.4 Organizations

This is where you create accounts or “organizations”. You set/adjust parameters such as how many concurrent exercises an organization can conduct simultaneously, how many simulations they can store in the sim cloud, how many participants are allowed in each exercise. Fig. 86 shows the list of existing organizations.

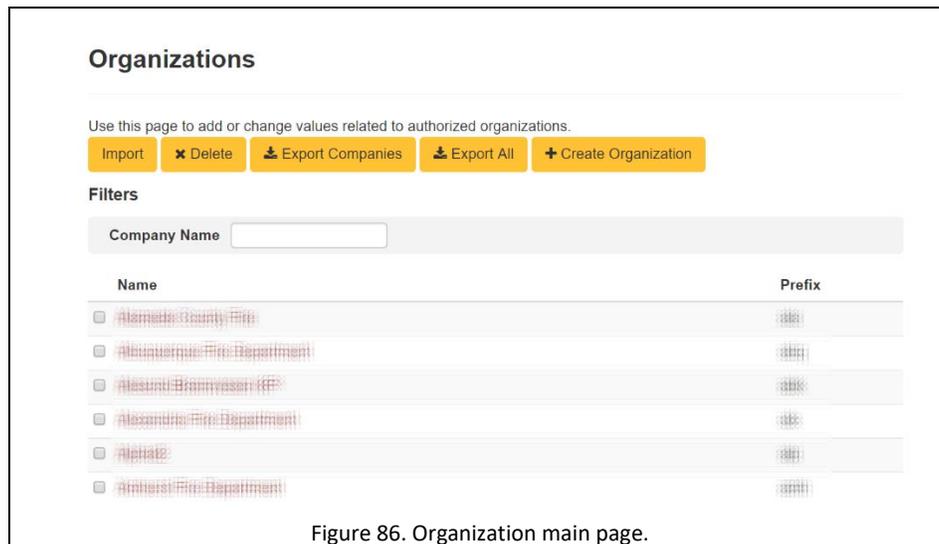


Figure 86. Organization main page.

The main Organizations page lists the company names in alphabetic order, 25 at a time. If you want to filter the names, use the “Company Name” filter box to limit the company list.

You can export (backup) your data by choosing “Export Companies” – SimShare will create a zip file containing all the companies, users, and simulations that you have selected. You can use this file as a backup, or even import into another CTC server (if you are a master user there as well). If you click “Export All”, then SimShare exports data from all companies, not just those selected.

To create a new company account, click on the “Create Organization” button. To edit a company’s properties, click on the company name (Name column). SimsUshare takes you to a screen as shown in Fig. 87.

The screenshot shows a web form titled "Organization" with the subtitle "Modify the properties for your organization." The form includes a "Logotype" section with a circular logo and "Upload logo image" and "Delete" buttons. Below this are input fields for "Name" (containing "SimsUshare"), "Prefix" (containing "sus"), "License Code", "Maximum simultaneous exercises" (20), "Maximum number of scenarios" (50), and "Maximum number of users in an exercise" (100). At the bottom, there are "Save", "Back", and "Delete company" buttons.

Figure 87. Configuring an organization.

Whether you are creating a new company or editing an existing company’s properties, you will see screen like in Fig. 87. You must provide the Name, three-character unique prefix (not used currently), a 12-character license code (not used currently), maximum simultaneous exercises, number of scenarios/simulations allowed in this account, and maximum number of participants in an exercise.

You can upload a logo to the company to replace the default logo that appears in the upper left corner of the CTC web app. To add a logo, you must first create the company, then return to the company page to upload the logo. The logo can be of type JPG, PNG, or GIF.

If you want to remove the company, press the Delete button.

#### ***E.5.7.5 Black List***

The Black List (shown in Fig. 88) is a simple mechanism to prevent unwanted connections (hackers) to take control or overload the system. By default, if a user tries to connect either to the web app or through the SimsUshare app to the SimCloud using credentials that are not correct, the system allows them five (5) attempts to try user name/password combinations until it creates a temporary lockout of their IP address. If there are no more attempts, then lock expires and the user can try again. This mechanism makes it hard for potential hackers to try many combinations of passwords without exhausting a lot of time. If the user persists in trying to access the system after the five attempts, the system will add five more minutes to the blocked time. The specific time and # of attempts can be configured in the Blacklist variables panel.

Anyone (IP address) on the blacklist will be shown in the box at the bottom of the screen. A master user can release an IP address from the block by clicking on the user and then clicking the button that appears in the Action column.

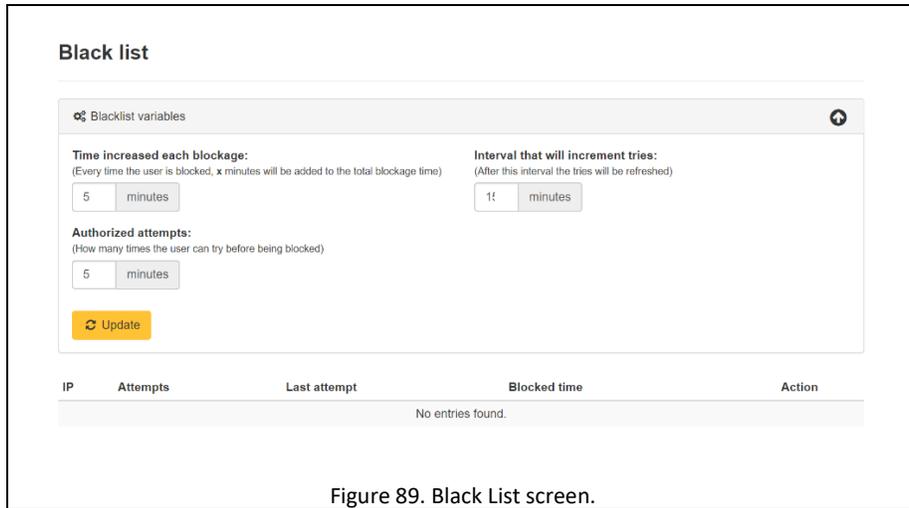


Figure 89. Black List screen.

Note: if you accidentally block yourself as the master user, you can wait until the time expires or connect to a different WiFi network and re-login as the master user to unblock your original connection.

#### *E.5.7.6 Help, User, and Logout Icons*

These functions operate the same as with any other user.

## Section F. Sharing Sims: Moving Files across Devices

Our intent with SimsUshare is to enable multiple people in your department to create and share simulations, whether through your mobile devices or laptop/desktop computers. This section details how to copy and share simulations.

Important: As of version 2.8, SimsUshare now has the ability to share simulations through its CTC cloud service, SimCloud. However, this does not make file sharing with network folders or manual copying of sims among machines irrelevant, which is the focus of this section.

For Windows and Mac, you can setup your installation to share simulations in shared network folders and Dropbox. See Section F.4, “Sharing Sims using Shared Folders,” for details.

To get the most from the app, we recommend that you acquire both the mobile app and the desktop/laptop version. This enables you to:

- Carry and deliver your training everywhere on your mobile device
- Use the larger screen of your desktop/laptop for more precise editing. It is much easier to compose simulations on a laptop or desktop with a nice-sized screen, then transfer the sims to your mobile device for convenient playback in the field. Conversely, it may be easier to acquire photos in the field using your phone or tablet, mock something up quickly there, then copy to your computer for the finishing touches.

Since the mobile version stores all the sims in a single list, you will find that the list can become overwhelming over time. Therefore, we suggest you store the sims in a different folder on your computer, then selectively place the sims you want to use onto your device or desktop companion in the manner we describe here. This lets you store a large collection of simulations on your desktop/laptop, then selectively load what you need on your mobile device for presentations.

### F.1 iTunes: Copying Individual Sims between Mobile and Desktop

**Important:** as of SimsUshare version 2.8, we recommend using the CTC SimCloud (described in Section “**Error! Reference source not found.**”) to share simulations. Customers can still use iTunes to copy simulations off of and onto iOS devices as described here, but it is a manual and tedious process.

Note: We discovered another way to transfer sims onto and off of iOS devices, a wonderful Windows and Mac app called iMazing (<https://imazing.com>). The only catch is that iMazing is not free. However, iMazing allows you ‘see’ your mobile device’s files as they are (like in a file explorer window), which is something iTunes does not let you do. By viewing your files as such, you have much greater and easier control for moving simulations to and from your computer and mobile devices. Here is a video we made that shows how to use iMazing with SimsUshare: <https://youtu.be/HAWsKx2Vo2o>.

#### F.1.1 Using iTunes

The simulations you make or load onto your iOS device (iPhone, iPod Touch, or iPad) are stored in a folder called `SimsUshare`, which you can access through iTunes. Whether you want to put sims on

your device or take them off, obviously first you need to have your device connected to your computer (Mac or Windows). Below is a screenshot of where the activity takes place:

1. Select your device (Fig. 90)
2. Choose the “Apps” tab (Fig. 91)
3. Scroll down to the “File Sharing” area. You will see an entry for “SimsUshare” (on the left), and a folder named “SimsUshare” on the right (if you have not run SimsUshare yet, there won’t be a folder there. Run the application at least once before copying any sims onto the device, so that the folder gets created).



Figure 90. Selecting your device.



Figure 91. Accessing simulations from your iPhone/iPad through iTunes.

### Getting Sims off Your iPhone or iPad

To copy your sims off your device, either to use them in the Desktop application or to keep them as a backup, scroll down into the “File Sharing” area. Beneath the box for “SimsUshare Documents” are two buttons, “Add...” and “Save To...” (marked “4”, in the picture below):

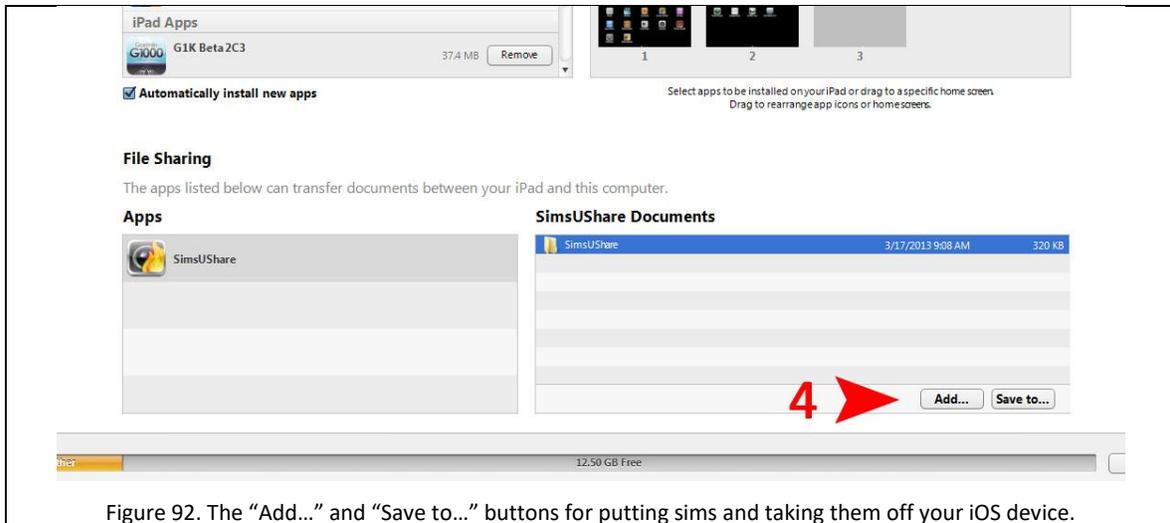


Figure 92. The “Add...” and “Save to...” buttons for putting sims and taking them off your iOS device.

1. Select the SimsUshare folder
2. Click “Save To...” (Fig. 92) and select a location on your computer to save the entire folder of sims **Note:** We suggest that you choose a location to store your sims somewhere on your computer you can easily retrieve
3. Your computer will save the whole folder in the location you chose.

**If you want to put the sims into your copy of the Desktop application, continue with the following:**

1. Locate that folder, open it, and you will see a folder called “sims” and a file called “catalog.xml”
2. Open the newly-saved folder (from the steps above) on your computer, then open the “sims” folder. You will see a list of all the sims you had made on your device, for example “RANCH1”. The folder names will be very similar to the sim names, unless you have renamed the sims inside of SimsUshare.
3. Copy the folder(s) you want to transfer. Let’s call this the “source folder(s)”
4. Simulations made and used in the desktop application are stored within a special folder called `SimsUshare` in your Documents directory on your computer. Locate that folder, open it, and then open the “sims” folder. Let’s call the “sims” folder the “target folder.”
5. Paste the source folder(s) into the target folder.
6. That’s it! Next time you start SimsUshare desktop, it will ask you whether or not you want to add the new sims to your catalog. If you choose not to add them, it will continue to ask you each time you restart the application. If you are already running the program, you can navigate to the main (home) screen and select the menu and menu item “Scan for New Sims” to cause it to process any sims adds since starting the program.

### ***Putting Sims onto Your iPhone or iPad***

You will use a similar mechanism as above to load any sim into iTunes, except you first need to zip (compress) your simulation(s) and then choose the “Add...” button in iTunes (pictured above). You have

to zip the simulations because they have to go in a specific structure which iTunes does not permit you to control. Here are the step-by-step instructions:

1. On your computer, locate the folder in which your simulation resides, for example, “RANCH1”
2. For this step, you can select more than one folder at a time. Select the sim folder(s) you want to copy, then
  - a. **Windows:** right-click and select “Send To > Compressed (zip) file” from the pop-up menu, and it will create the zip file.
  - b. **Macintosh:** Control-click and choose “Compress” from the pop-up menu, and it will create the zip file.
3. In iTunes, from the screen above, choose “Add...” and select the zip file.
4. **Important:** click the “Sync” button in iTunes to ensure the files are added immediately.
5. On your device, if SimsUshare is running, go to the main (home) screen and select the menu and item “Scan for New Sims”, then it will prompt you to add the new sims it found. If SimsUshare is not running, start the app and it automatically will scan for new sims, then ask you if you want to add them.
6. If you add the sims, SimsUshare will erase the zip file.

## F.2 Android: Copying Individual Sims between Mobile and Desktop

Simulations are stored within a special folder called `SimsUshare` in your Documents directory on your device or computer. Use any File Manager app to take a look there, after installing and running the app at least once). On all platforms, each sim you make is contained in a new folder within `SimsUshare/sims`, with an alphanumeric name automatically assigned based on the sim name you chose. For example, a sim you entitled “Ranch House 1” (because you are so creative) will likely have the folder name `RANCHHOUSE1`, unless that was already in use at the time you made the simulation, then it will have a slightly different name. Needless to say, folder names have to be case-insensitively unique (i.e., no “Ranch1” and “RANCH1”).

That sim folder (`RANCHHOUSE1`) completely contains the assets in your sim, so you simply copy the folder to/from your device and computer. Your job is done!

Behind the scenes, when the app starts, it scans your sims folder to organize the sims it finds (you can also choose the menu item “Scan for New Sims”, from menu on the main screen). If it discovers a new sim, it will come up with a prompt asking you if you want to integrate the new sim(s) it found. You can choose to integrate them, or ignore them (it will keep asking you each time the app starts). If you have deleted a sim folder manually from your device or computer without telling SimsUshare, it will adjust its record of the sims (*geeks take note:* that list is handily stored in `SimsUshare/catalog.xml`, if you’re curious, so please don’t mess that up).

### F.3 Windows/Mac: Copying Individual Sims between Computers

Simulations are stored within a special folder called `SimsUshare` in your My Documents or Documents directory on your computer. Navigate to that folder to take a look there (after installing and running the app at least once). On all platforms, each sim you make is contained in a new folder

**Note:** this section describes how to copy sims among computers. However, as of version 1.1.2, SimsUshare can now work with shared network folders, and services such as Dropbox (<https://www.dropbox.com>), that make sharing simulations easy, and avoid the need to manually copy simulation files.

within `SimsUshare/sims`, with an alphanumeric name automatically assigned based on the sim name you chose. For example, a sim you entitled “Ranch House 1” (because you are so creative) will likely have the folder name `RANCHHOUSE1`, unless that was already in use at the time you made the simulation, then it will have a slightly different name. Needless to say, folder names have to be case-insensitively unique (i.e., no “Ranch1” and “RANCH1”).

That sim folder (`RANCHHOUSE1`) completely contains the assets in your sim, so you simply copy the folder to/from one computer to the other. Make sure you are copying your sim (a folder) into the sim folder on the other computer, not directly into the `SimsUshare` folder itself. The program will update its catalog the next time it starts, or if you click “Scan for New Sims” from the menu on the main screen (see Figs. 1 & 2). Your job is done!

Behind the scenes, when the app starts, it scans your `sims` folder to organize the sims it finds (you can also choose the menu item “Scan for New Sims”, from menu on the main screen). If it discovers a new sim, it will come up with a prompt asking you if you want to integrate the new sim(s) it found. You can choose to integrate them, or ignore them (it will keep asking you each time the app starts). If you have deleted a sim folder manually from your computer without telling SimsUshare, it will adjust its record of the sims (*geeks take note*: that list is handily stored in `SimsUshare/catalog.xml`, if you’re curious, so please don’t mess that up).

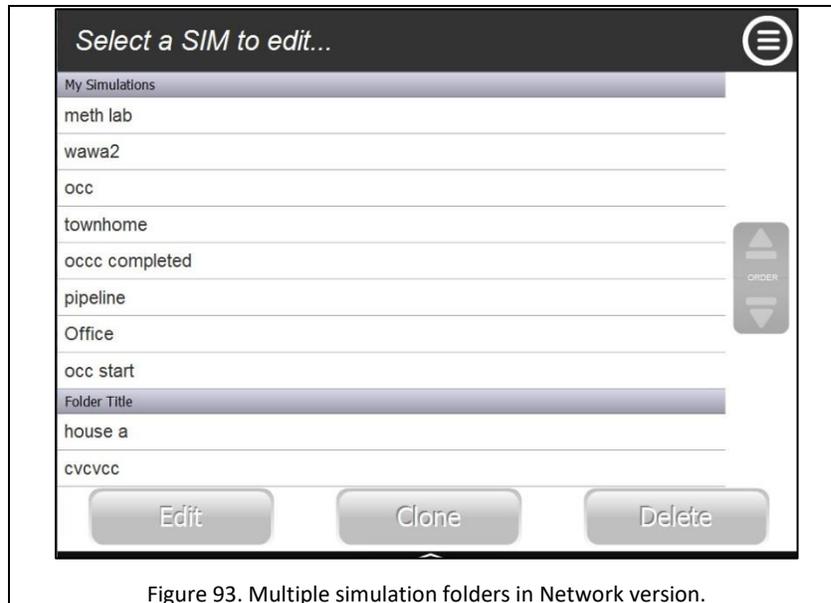


Figure 93. Multiple simulation folders in Network version.

#### F.4 Sharing Sims using Shared Folders (Windows/Mac)

By default, SimsUshare stores simulations in each user's "Documents" folder. By storing the simulations in one place, it makes the program use more predictable and easier to use for non-technical users.

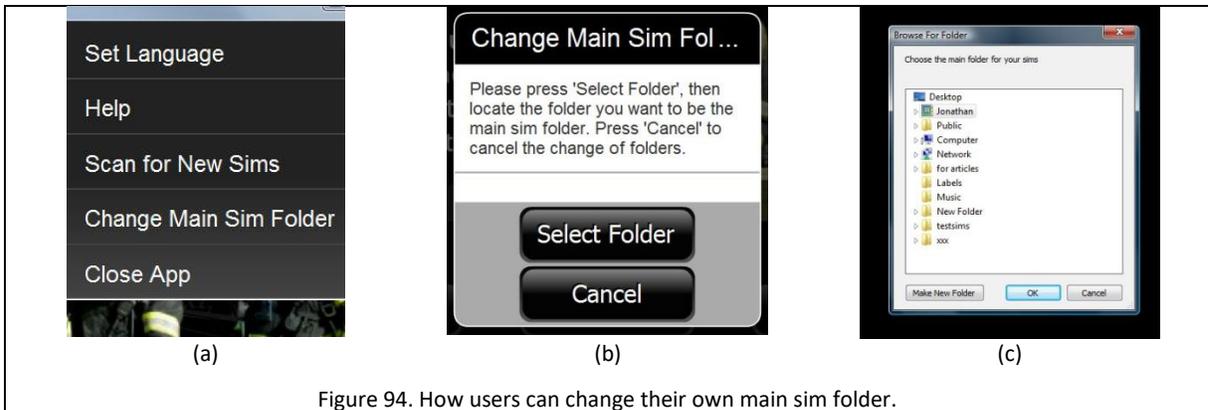
We do recognize, however, that some users may want to store simulations in other folders, particularly places in which can be shared across networks and the Internet (such as using services like Dropbox).

SimsUshare has the option for you to change the default (main) simulation folder. The Network Edition also gives you the option to add multiple simulation folders, shown in Fig. 93 and described in the accompanying Network Version documentation, though all simulations are created in the folder you specify as the main sim folder.

##### F.4.1 Changing the Main Sim Folder

The "Main Sim Folder" is the place SimsUshare uses to store your simulations, by default. Whenever you create a new sim, SimsUshare places that sim in the Main Sim Folder. Ordinarily, you do not have to choose the Main Sim Folder, it is selected by default as your "Documents" folder. However, now you have the option to change the folder, as many times as you would like, for example, to store your sims in a shared network folder or in your Dropbox folder.

To set the main sim folder, open SimsUshare, and wait until the main screen is showing (Fig. 1). From the menu in the upper right corner, choose the menu item "Change Main Sim Folder", as illustrated in Fig. 94(a).



Once you select this menu item, SimsUshare will display a prompt that explains the next steps, shown in Fig. 94(b). Essentially, you will navigate to the folder you want SimsUshare to use to store your simulations (Fig. 94(c)). This folder may be on a shared network or you can make a folder in your Dropbox folder, whatever you choose. If someone else (or you, yourself) already created sims in this folder, perhaps from another computer, SimsUshare will leave any existing sims in there intact.

### F.5 Simulation Repositories “SimCloud” (version 2)

In SimsUshare version 2.8, we introduced the ability to store and retrieve simulations in the cloud. More specifically, the SimsUshare Platinum app comes pre-installed with the ability to connect to one’s “SimCloud” cloud account. “SimCloud” is the term we use to mean a simulation repository in the cloud, more specifically in this case, the Amazon Web Service called S3. While the repository contains all of the SimsUshare customers’ simulations, it is virtually impossible for a customer to access a simulation from a different customer unless the owner customer gives access to that simulation. All SimCloud repositories are stored currently on Amazon’s S3 web service, in what is called a “bucket”, in the Northeast region of the United States. Customers with Gold accounts have their own buckets that can be placed in any of the regions that Amazon S3 services in the world.

To upload or download from a customer’s repository, the customer needs a login credential (provided on purchase or created by the customer on its own). The SimCloud repository is limited to the number of simulations based on the customer’s CTC package (i.e., Starter, Bronze, Silver, or Gold). Customers can upload and download simulations through all Platinum apps as well as through the CTC Management Web App, described in Section E.5 Operating the Command Training Center (CTC)”.

When a user joins an exercise, given the exercise code from an instructor, the system downloads the simulation to the local device automatically, if it is not present there already.

#### F.5.1 How to Download Sims from the SimCloud

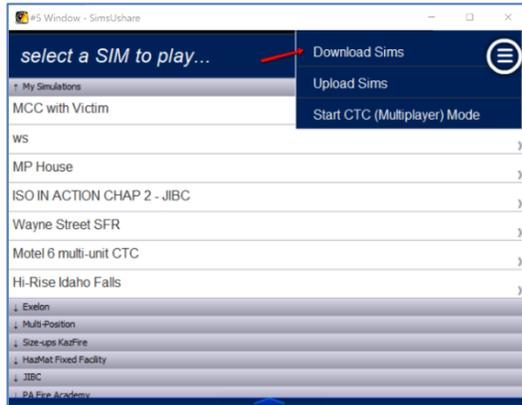
You can download your simulations either through the Platinum app or through the CTC Management Web App.

### F.5.1.2 Downloading Sims from within SimsUshare Platinum

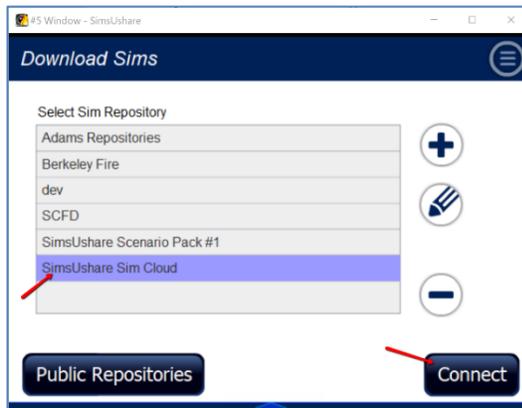
The following steps are for downloading simulations through the CTC SimCloud, which is shared across all customers. After these steps, we describe how to access the repositories for Gold customers which do not use shared resources.

1. Open the SimsUshare app and click PLAY or EDIT.

In the menu, choose "Download Sims"



Select the Sim Cloud server, then press "Connect"



SimsUshare will ask you to enter your CTC credentials (login email and password)



In the box on the left-hand side of the screen will be the simulations stored in your Sim Cloud account.

To download a sim, click on the sim name on the left-hand box, then press the “>” center button. The sim will appear in the right-hand box. Add as many simulations as you’d like to transfer.

Clicking on the “List Sims” button will bring up a box listing the simulations currently on your device.

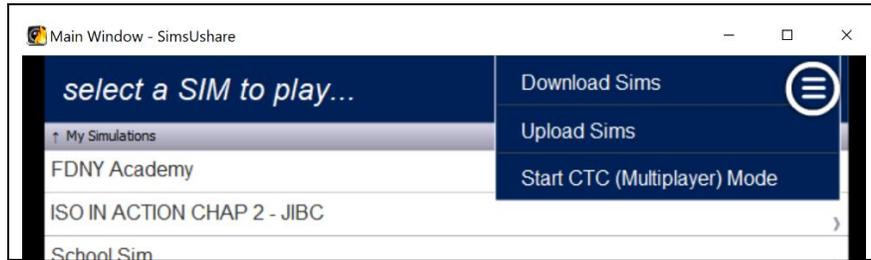
If you have selected to transfer a sim that you already have on your device, the system will ask you whether you want to: overwrite the sim on your device, or, create a copy. Select which option you would like.

When you are finished selecting the simulations to download, press “Start”. The system will download and unpack each sim, then install the sims into your device’s catalog. When it is finished, it will tell you that the transfer is complete. Press OK to return to the PLAY or EDIT screens.

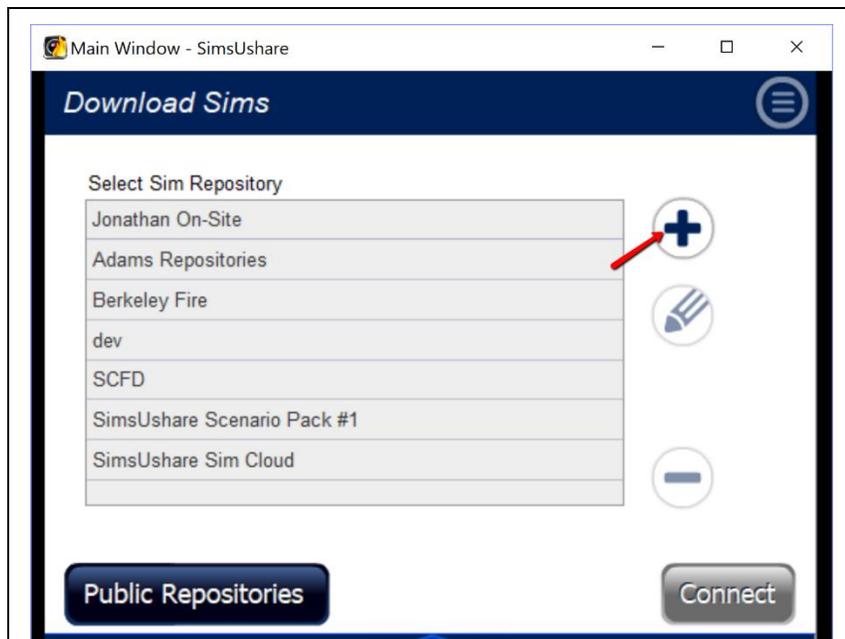


The process above is for accessing your simulations in the shared SimCloud resource. If you have a private CTC Server, you must at least once add your repository to your list of repositories. For example, you can see in the above steps during the step “Select the Sim Cloud server”, there are other repositories than CTC Sim Cloud shown (such as “Adams Repositories”).

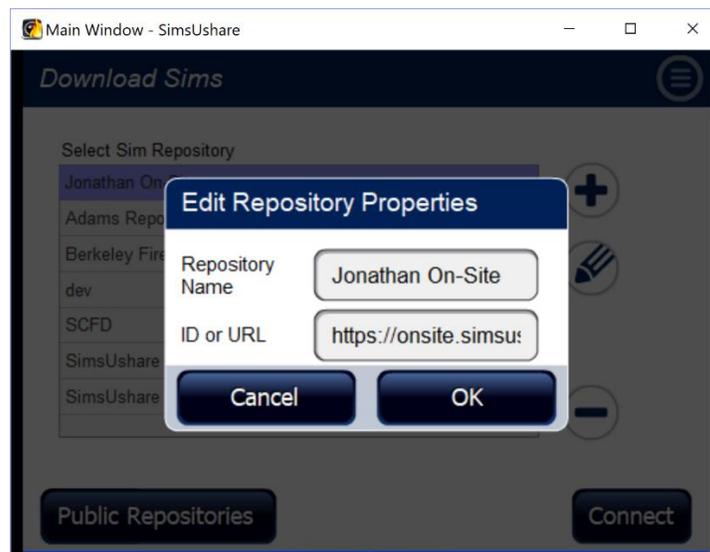
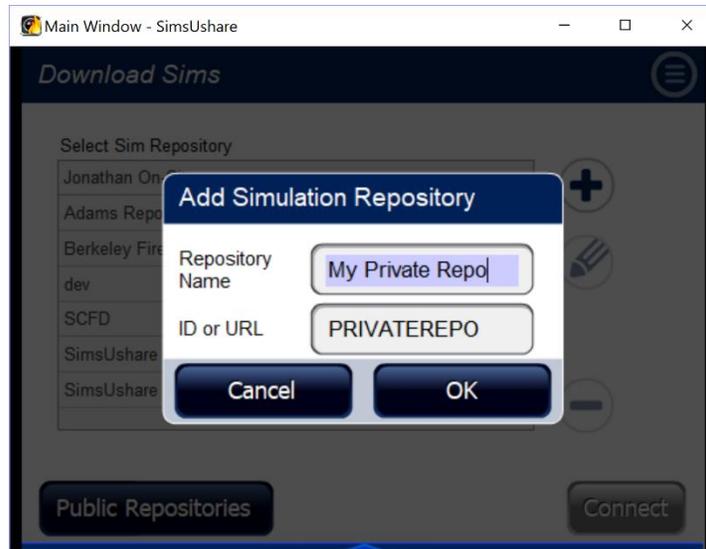
To connect to your private CTC Server (SimCloud), choose “Upload Sims” or “Download Sims” from either the Select SIM to edit... or Select SIM to play... screen:



From the next screen that appears, choose the “+” button to add a SimCloud repository:



In the next screen, illustrated below, enter the name you want to see in the repository list first (top), then in the second (bottom) field, enter the code for the repository that SimsUshare gave you (PRIVATEREPO, in the first snapshot), or the URL of your CTC Server (<https://simsushare..> in the second).



Once these are entered, press the OK button for SimsUshare to verify that the SimCloud repository exists and is responsive. Once that is done, you will see the repository name you chose in the list of available repositories for simulation upload and download.

Note: Just verifying the SimCloud repository exists and is responsive does not give you access. You must still provide valid access credentials once you connect to the repository.

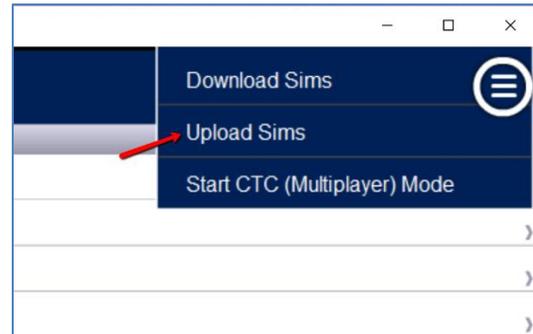
### F.5.1.3 Uploading Sims from SimsUshare Platinum to the SimCloud

Follow this process to upload your simulation(s) to your SimCloud account. The number of simulations you can store in your SimCloud account is determined by your CTC package level (Starter, Bronze, Silver, or Gold).

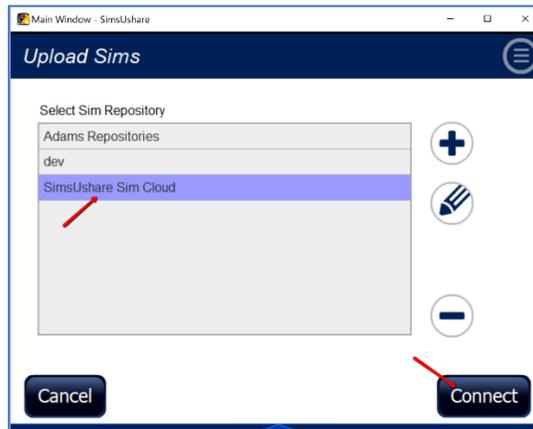
If you are a Gold subscriber, you will need to add your private SimCloud repository to the list of repositories on your device. See the section above about adding a repository to your list of repositories. Once you add a SimCloud repository for either Upload Sims or Download Sims, SimsUshare automatically adds it to both Upload and Download Sims.

Open the SimsUshare app and click PLAY or EDIT.

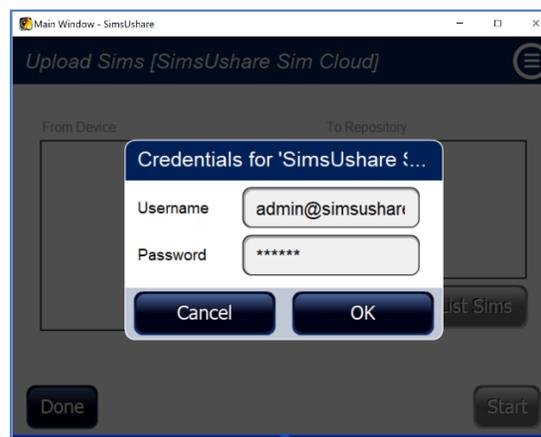
In the menu, choose "Upload Sims"



Select the Sim Cloud server, then press "Connect"



SimsUshare will ask you to enter your CTC credentials (login email and password)



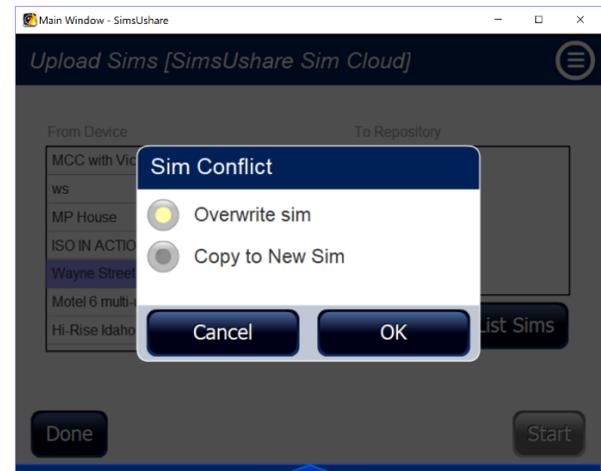
In the box on the left-hand side of the screen will be the simulations stored on your device.

To upload a sim, click on the sim name on the left-hand box, then press the “>” center button. The sim will appear in the right-hand box. Add as many simulations as you’d like to transfer.

Clicking on the “List Sims” button will bring up a box listing the simulations currently in your Sim Cloud storage.



If you have selected a sim that you already have in your Sim Cloud, the system will ask you whether you want to: overwrite the sim in your Sim Cloud, or, create a copy. Select which option you would like.



When you are finished selecting the simulations to download, press “Start”. The system will package and transfer each sim. When it is finished, it will tell you that the transfer is complete. Press OK to return to the PLAY or EDIT screens.



### F.5.1.4 Deleting, Uploading, and Download Sims from the CTC Management Web App

You can upload, download, and manage (remove) your sims directly from the CTC Management Web App. Fig. 95 shows the Simulations tab of the CTC Management Web App.

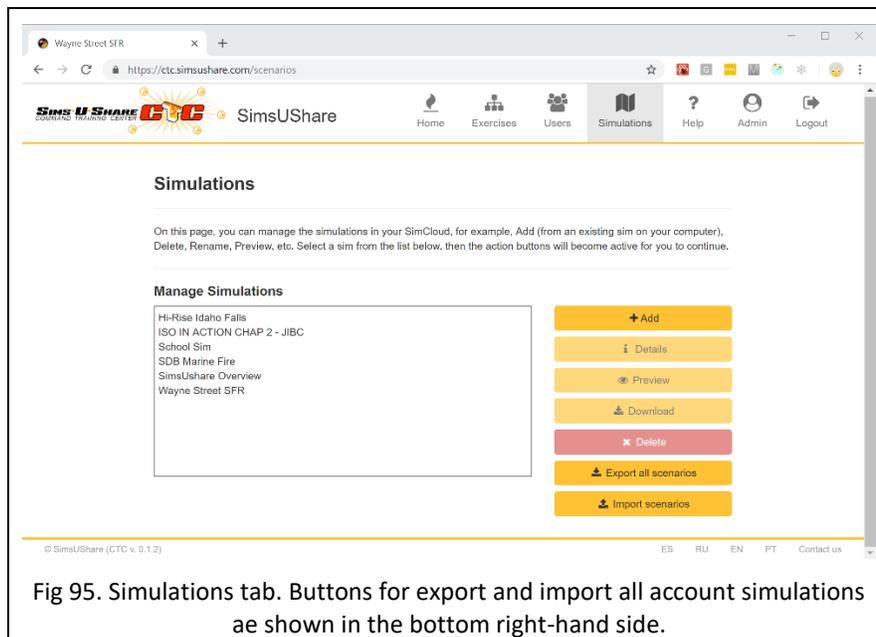


Fig 95. Simulations tab. Buttons for export and import all account simulations are shown in the bottom right-hand side.

To upload a simulation, press the “Add” button (top right button). SimsUshare will prompt to you locate a zip file that comprises your simulation. The zip file should be a folder with the name being the simulation ID (for example HOUSEFIRE1) and the contents being the simulation files, such as a zip file downloaded from the CTC, or zipped from the simulation files on your computer. Typical simulation files will have names like BK0.jpg, BK1.jpg, etc. The critical file needed for all simulations is called “simdef.xml”. The easiest way to package a simulation for upload through the Web App is to compress the simulation folder from Documents\SimsUshare\sims\

To delete a simulation, select the simulation name from the listbox on the left, then click the “Delete” button. Only Admin users can delete simulations from the SimCloud account.

To update a simulation, you must delete the simulation then re-upload the updated simulation.

### F.5.1.5 Backing up Your Simulations

The SimsUshare sim storage is very reliable because it stores simulations in Amazon’s S3 storage framework. However, in the course of managing the simulations in your SimCloud, you might accidentally delete a simulation that you did not intend to delete.

SimsUshare has an automatic weekly backup process in place to keep all simulations for the past four (4) weeks. Beyond 4 weeks, SimsUshare maintains backups for each month, for the past three (3) months. If you need further protection, please contact us for a custom schedule.

Even though we keep backups for all customer data according to that schedule, we strongly suggest you adopt a process in which you periodically backup your simulations for safekeeping, especially on a schedule that reflects when you have created an uploaded new simulations or changes. If you accidentally remove a simulation you did not intend to delete, it may be faster for you to restore that simulation than to rely on SimsUshare.

Only Admin users can backup (and restore) the set of simulations. To do so, log in and navigate to the Simulations tab. The bottom two buttons on the right-hand side (shown in Fig. XX) are used to export (backup) all the simulations in the account (into a zip file), and import a backup zip into the account, respectively.

This process can also be used if you wanted to give all your simulations to another organization, you can backup the simulations from your account and import them into the other organization's account.

### F.6 Simulation Repositories (version 1)

If your department has a web site, you can create your own repositories to share with your colleagues. As more instructors adopt SimsUshare, you can expect the number and variety of pre-made simulations to grow rapidly.

**Important: The type of repositories described in this section—while still functional--have been superseded by the “SimCloud”, as described in the previous section, because the SimCloud repositories make it much simpler to manage your simulations (both upload and download). The only advantage of the version 1 simulation repositories is that they are not limited to a specified number of sims based on the customer's purchased package level (i.e., Starter, Bronze, Silver, or Gold).**

To access a Repository, from the Main screen, choose either “Play” or “Edit”. Once SimsUshare shows you the list of simulations to play or edit, go to the menu in the top right corner (Fig. 96) and choose “Download Sims”:

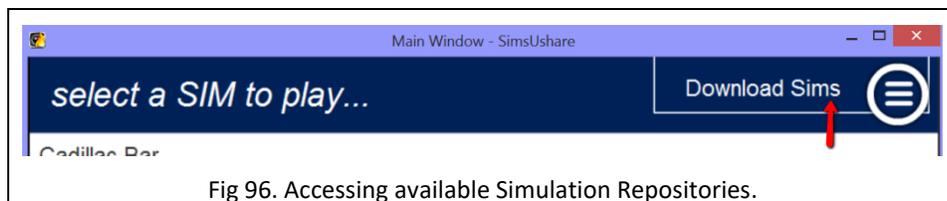


Fig 96. Accessing available Simulation Repositories.

SimsUshare next displays the “Download Sims” screen (Fig. 97), which allows you to select which repository to examine.

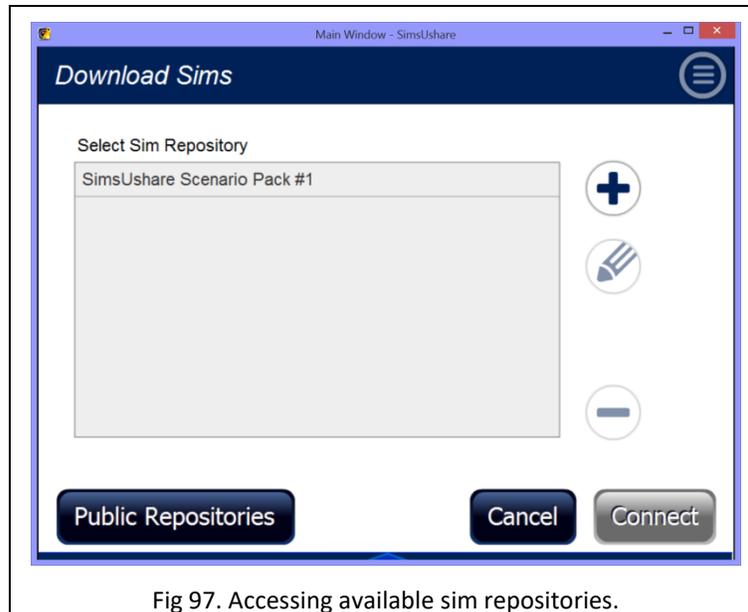


Fig 97. Accessing available sim repositories.

From this screen, you can:

- View available public repositories. Click on the button in the bottom left titled “Public Repositories”. A web page opens that lists simulation repositories on the SimsUshare web site. Each repository will have a code or a URL associated with it. You will use that code or URL in creating or adding additional repositories.
- Select a repository (such as Scenario Pack #1) and
  - Connect/Open it. To examine the contents and possibly download sims from an existing repository, select a repository from your list, then press “Connect” (bottom right button).
  - Edit the title, code, or URL of an existing repository in your catalog. Select the repository in your catalog you want to edit and press the pencil button. You can then change the title and/or the code/URL. If you change the code or URL, SimsUshare will copy the repository to a new entry in your catalog.
  - Remove an existing repository from your catalog. Select the repository you want to remove from your catalog, then press the minus (-) button.
- Add your own simulation repository (requires your own web server or an arrangement with SimsUshare). If you have a repository code or a URL from your own repository (we publish available codes in the Public Repository web page), you press the plus (+) button and enter your repository name (title) and code or URL.

### ***F.6.1 Download a Sim from a Repository***

Once you have connected successfully to an existing repository, SimsUshare retrieves the repository contents. If the code, URL, or repository catalog are incorrect or malformed, SimsUshare gives you the error for you to investigate further.

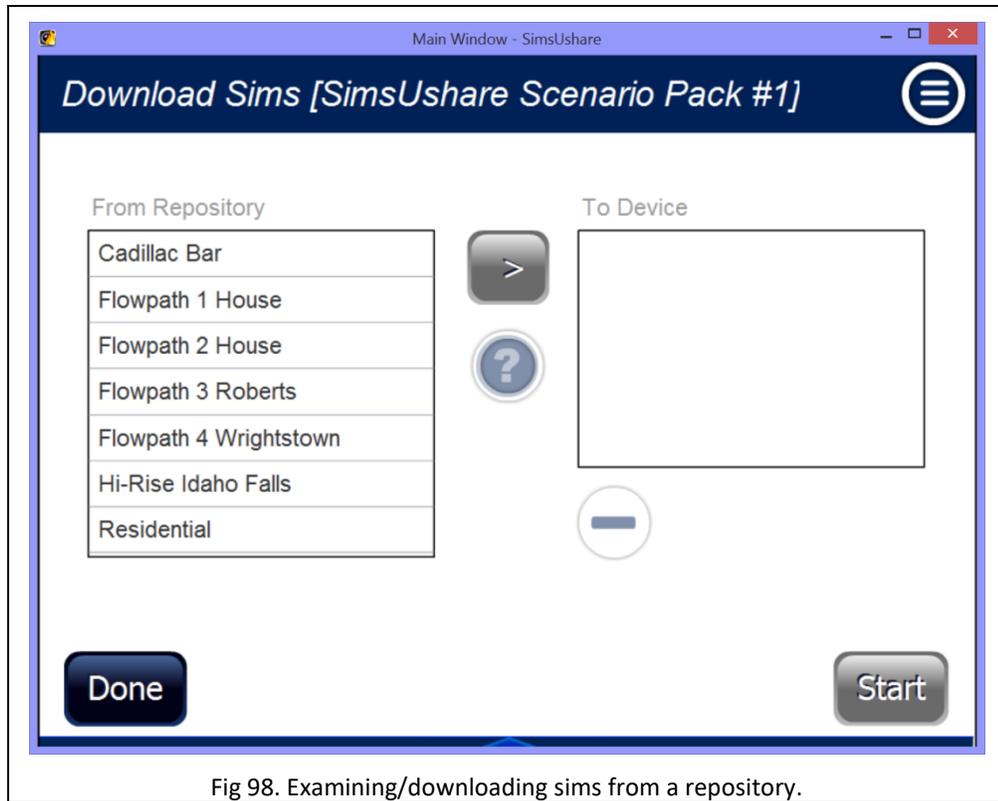


Fig 98. Examining/downloading sims from a repository.

Fig. 98 shows the results of connecting successfully to SimsUshare Scenario Pack #1 (code: SUSPACK1) repository. The simulations in the repository are listed on the left, and the sims you want to download/transfer to the current device are on the right, and initially empty. Once you select as sim from the repository (left) box, you can

- Press the “?” button to show more information about that sim, if available, or
- Press the “>” button to queue that sim for transfer/download.

If you select a sim in the “To Device” box, you can remove it from the queue by pressing the minus (-) button, below the box.

If you happen to re-download a sim from a repository that already exists on your device, or otherwise have a sim on your device with the same sim identification, when you click the “>” (transfer) button, a message will appear asking if you want to make a new copy (default) or overwrite the existing sim on your device. If you want to

No actual transfer or download occurs until you press the “Start” button, in the bottom right corner. Once you press “Start”, SimsUshare transfers and unpacks each sim in the queue. After the sims have been unpacked, SimsUshare installs all downloaded sims into your main sim catalog, and returns you to the “Select a SIM to Edit” or “Select a SIM to Play” screen.

### *F.6.2 Creating Your Own Online Repository*

**Note:** while it is still possible to create online repositories as directed in this section, SimsUshare recommends using the CTC SimCloud function because it allows much easier upload and download capabilities.

It is easy to create your own online repository if you have access to a web server, though it takes a little technical expertise to configure properly. We have created an instructional video available at [https://youtu.be/Yb\\_0EA\\_SqU](https://youtu.be/Yb_0EA_SqU) that shows you the steps in creating your own repository. You can download example PHP and XML files <https://repos.simsushare.com/userrepos/repofiles.zip> for making your own repository.

Your repository is only available to others if you publicize it, or send the URL to us for us to publicize. Otherwise the program by default has no access to it.

In the Network version, you can create your own set of repositories that get pre-loaded into your users' copy of SimsUshare, which saves your users from having to know or type in those URL's. Please contact us for more information about how to do this.

If you would like to contribute your repository to our available repositories, either for free or paid distribution, please contact us.

## Section G. Frequently-Asked Questions (FAQ's)

We maintain the most up-to-date FAQ online, here:

<https://simsushare.com/need-help/>

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Please contact us with any questions about our products.

## Section H. Support and Contacts

Our main informational site is at <https://www.simsushare.com>. This site contains information about our system, including how to purchase and download the components, and get technical support. The Help and Tutorials page (<https://simsushare.com/need-help>) contains links to about 30 short videos as well as this documentation.

**SimsUshare Academy:** For quick tutorials about specific topics, please visit our Help page on SimsUshare.com (<https://simsushare.com/need-help>). For those who prefer a more comprehensive treatment, we have created a free online resource for learning the features and functionality of SimsUshare, at <https://academy.simsushare.com>. The classes consist of series of videos at three (3) skill levels—beginner, intermediate, and advanced—including operation of the CTC.

**Version History:** We maintain a version history on the web site, if you are curious about when features have been added: <https://simsushare.com/whats-new-and-version-history/>

**Bug Reports:** If you spot any bugs, see a feature you don't quite understand, or otherwise have any suggestions, we want to hear from you. Please contact us and let us know what you think: <https://simsushare.com/bug-report-reporting-a-bug/>

We also operate a community site on Facebook, which we suggest you check out and join: <https://www.facebook.com/simsushare>.

To reach us by phone, please call +1.215.627.8146. We are happy to help you any time between 9AM and 5PM Monday through Friday, Eastern Standard Time. We're actually happy to help you outside that time as well, but we may not be directly reachable except during regular business hours.

## Section I. End User License Agreement

This End User License Agreement (this “EULA”) constitutes an agreement between you and Equipment Simulations LLC (“we” or “us”) and governs your use of the SimsUshare application (mobile and desktop versions), as defined below. The SimsUshare mobile and desktop versions (“Platinum” and “Network”) are collectively referred to in this EULA as “SimsUshare.” This EULA will also be deemed to include any additional payment terms and other requirements set forth on the download page and any required terms or conditions specified by the application store through which you purchase our products.

By downloading, installing or using SimsUshare, you acknowledge that you have read, understood, and agree to be bound by and comply with this EULA. If you do not agree to the terms and conditions of this EULA, you are not entitled to use SimsUshare.

**1. BACKGROUND.** SimsUshare allows you to create virtual simulations of real-world environments and situations, incorporating content that you provide and content that we provide.

### 2. DEFINITIONS.

- a) “*Desktop Version*” means the executable code version of a software application provided by us for use with certain personal computing devices running the Microsoft Windows or Apple OS X operating systems and comprising: (i) simulation-generating software designed to enhance the user’s ability to produce instructional materials; (ii) any associated documentation and services furnished by us; (iii) any of Our Content; and (iv) any updates, upgrades, versions, modifications, derivative works or revisions of the foregoing that we may furnish from time to time in our sole discretion.
- b) “*Personal Edition*” means the Platinum or Desktop Version licensed on a per-user basis (for installation on one of that person’s computers, per license);
- c) “*Network Edition*” means the Platinum or Desktop Version for Windows licensed to the organization to use on a maximally-specified number of computers;
- d) “*Intellectual Property Rights*” means, collectively, all trademarks, service marks, trade dress, logos, copyrights and rights of authorship; all applications, registrations, derivative works and renewals relating to the preceding items; all database rights, moral rights, inventions, rights of inventorship, rights of publicity and privacy, trade secrets, know-how and rights under unfair competition and unfair trade practices laws; and all other worldwide intellectual and industrial property rights related thereto.
- e) “*Our Content*” means any images, photos, effects, graphics, data, scenarios, text, videos, multimedia content or other materials provided by us by means of SimsUshare for use in connection with a Simulation.
- f) “*SimsUshare Mobile*” means the executable code version of a software application provided by us for use with certain mobile and other computing devices running the Google Android or Apple iOS operating systems and comprising: (i) simulation-generating software; (ii) any associated documentation and services furnished by us; (iii) any of Our Content; and (iv) any

updates, upgrades, versions, modifications, derivative works or revisions of the foregoing that we may furnish from time to time in our sole discretion..

- g) “*Simulation*” means any virtual simulation or other content created by means of SimsUshare.
- h) “*Your Content*” means any images, photos, effects, graphics, data, scenarios, text, videos, multimedia content or other materials provided by you by means of SimsUshare for use in connection with a Simulation.

### **3. LICENSES.**

- a) *Our License to You.* Subject to all of the terms and conditions herein, including your payment of the purchase price for the applicable SimsUshare product license, we grant you a non-exclusive, subscription, revocable right and license, without a right to assign or sublicense, solely for personal, non-commercial purposes, to: (i) install and use to create Simulations, (x) one copy of SimsUshare on a single mobile computing device that you own or control, and (y) one copy of the Desktop on a single computing device that you own or control; (ii) to incorporate Your Content and Our Content into such Simulations by means of SimsUshare; and (iii) to modify, review, use and display Simulations that you create. All rights that we do not expressly grant in this EULA are reserved by us.
- b) *Your License to Us.* You grant to us and our affiliates, successors, assigns and/or sublicensees a perpetual, irrevocable, royalty-free, worldwide, assignable, transferrable, non-exclusive right and license to reproduce, display, transmit, modify, publish, create derivative works from and otherwise use any of Your Content you knowingly provide us in writing or electronic form, in any formats or media now known or hereafter devised, for the purposes of providing you with and/or promoting our services. If we believe at any time, in our sole discretion, that your use of SimsUshare or a Simulation breaches any provision of this EULA or could give rise to legal liability, we have the right to require that you cease to use SimsUshare and/or the applicable Simulation.

### **4. USER CONDUCT.** You represent, warrant and agree that you will not:

- a) violate, defeat or circumvent, or attempt to violate, defeat or circumvent, the security of SimsUshare or any of our websites, software or equipment;
- b) reverse engineer, modify, decompile or disassemble any portion of SimsUshare;
- c) copy, distribute, redistribute, encumber, sell, rent, lease, sublicense or otherwise transfer SimsUshare or any Simulation;
- d) remove or alter any trademark, logo, copyright or other proprietary notices, legends, symbols or labels in SimsUshare or any Simulation; or
- e) use SimsUshare or any Simulation in a manner that, or provide any content in connection with SimsUshare or any Simulation that:
  - i. violates any applicable laws, rules, orders, ordinances, regulations, statutes, requirements, codes and/or executive or judicial orders of any international, national, state, municipal or other governmental authorities;
  - ii. is harmful, threatening, harassing, discriminatory, tortious, libelous, defamatory, vulgar, obscene, pornographic or otherwise objectionable;

- iii. is intended or likely to promote or facilitate, or aid in any conspiracy or planning in connection with: damage to, or destruction of, property; injury, harm or death of persons; violence; acts of war or terrorism; or creation of any civil disturbance;
- iv. invades another's right of privacy or publicity; or
- v. infringes, misappropriates or violates any Intellectual Property Rights.

**5. PROPRIETARY RIGHTS.** As between you and us, subject to the licenses granted in this EULA: (a) we own all Intellectual Property Rights in SimsUshare, including Our Content; and (b) you own all Intellectual Property Rights in Your Content.

**6. LINKS.** SimsUshare may contain links to websites that we do not operate. We are not responsible for the content of any such websites, and you should direct any concerns regarding such websites to their respective site administrators or webmasters.

**7. REPRESENTATIONS AND WARRANTIES.** You represent and warrant that: (a) you own all Intellectual Property Rights in Your Content and have the right to provide Your Content to SimsUshare for use in creating a Simulation and as otherwise contemplated herein; and (b) you are at least eighteen (18) years old.

**8. INDEMNITY.** You agree to indemnify, defend and hold harmless us and our affiliates, and all officers, directors, owners, agents, or licensors thereof (collectively, the "*Indemnified Parties*") from and against any and all liability and costs, including reasonable attorneys' fees, incurred by the Indemnified Parties in connection with any claim arising out of Your Content, your creation or use of a Simulation, or any breach by you or any user of your account of this EULA, including any representation or warranty herein. You shall cooperate as fully as reasonably required in the defense of any such claim. We reserve the right, at our own expense, to assume the exclusive defense and control of any matter subject to indemnification by you.

**9. DISCLAIMER.** YOU ASSUME ALL RESPONSIBILITY AND RISK FOR YOUR USE OF SIMSUSHARE AND ANY SIMULATIONS AND ANY RELIANCE THEREON. SIMSUSHARE, OUR CONTENT, AND ANY SIMULATIONS GENERATED THEREWITH ARE PROVIDED "AS IS" WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF TITLE, NON-INFRINGEMENT, OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WITHOUT LIMITATION OF THE FOREGOING, WE MAKE NO REPRESENTATIONS OR WARRANTIES THAT SIMSUSHARE SHALL BE UNINTERRUPTED OR ERROR-FREE OR THAT ANY SIMULATION WILL HAVE PREDICTIVE CAPABILITY WHEN APPLIED TO A SPECIFIC SET OF FACTUAL CIRCUMSTANCES. SIMSUSHARE AND ANY SIMULATIONS ARE PROVIDED FOR EDUCATIONAL AND INFORMATIONAL PURPOSES ONLY. YOU MAY NOT USE OR RELY ON SIMSUSHARE OR ANY SIMULATIONS IN SITUATIONS WHERE PERSONAL INJURY, DEATH OR PROPERTY DAMAGE MAY OCCUR.

**10. LIMITATION OF LIABILITY.** IN NO EVENT SHALL WE OR ANY OF OUR AFFILIATES BE LIABLE FOR ANY INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED WITH YOUR USE OF, DELAY IN USING, OR INABILITY TO USE SIMSUSHARE OR ANY SIMULATIONS. OUR LIABILITY FOR ANY DIRECT DAMAGES SHALL BE LIMITED TO THE AMOUNT OF FEES YOU HAVE PAID FOR THE SIMSUSHARE PRODUCT GIVING RISE TO SUCH LIABILITY.

**11. CLASS ACTION WAIVER.** YOU AND WE AGREE THAT ANY PROCEEDINGS TO RESOLVE OR LITIGATE ANY DISPUTE IN CONNECTION WITH SIMSUSHARE, ANY SIMULATION OR THIS EULA WILL BE  
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CONDUCTED SOLELY ON AN INDIVIDUAL BASIS, AND THAT NEITHER YOU NOR WE WILL SEEK TO HAVE ANY DISPUTE HEARD AS A CLASS ACTION, A REPRESENTATIVE ACTION, A COLLECTIVE ACTION, A PRIVATE ATTORNEY-GENERAL ACTION, OR IN ANY PROCEEDING IN WHICH YOU OR WE ACT OR PROPOSES TO ACT IN A REPRESENTATIVE CAPACITY, AND THAT NO SUCH PROCEEDINGS WILL BE JOINED, CONSOLIDATED, OR COMBINED WITH ANOTHER PROCEEDING WITHOUT THE PRIOR WRITTEN CONSENT OF YOU, US, AND ANY OTHER PARTIES TO ANY SUCH PROCEEDING.

**12. EXPORT CONTROLS.** You acknowledge that the laws and regulations of the United States restrict the export and re-export of commodities and technical data of United States origin. You agree that you will not export or re-export SimsUshare or any Simulation in violation of the laws of the United States or any foreign jurisdiction. You represent and warrant that you are not (a) a national or resident of any country to which the United States has embargoed goods, or (b) on the United States Treasury Department's list of Specially Designated Nationals or the U.S. Commerce Department's Table of Denial and Prohibition Orders. You agree to comply with all export and import laws and restrictions and regulations of the United States or any foreign nation, and not to export, re-export or import SimsUshare or any Simulation in violation of such restrictions, laws or regulations.

**13. PRIVACY.** Your use of SimsUshare is subject to our privacy policy, the provisions of which are incorporated into this EULA by this reference. By using SimsUshare, you acknowledge and consent to our collection, storage, sharing and use of information as set forth in the Privacy Policy.

**14. DIGITAL MILLENNIUM COPYRIGHT ACT.** If you believe that SimsUshare infringes on your copyright, please forward the following information to: Equipment Simulations LLC, Attn: Jonathan Kaye, 221, Headhouse Court, Suite 100, Philadelphia, PA 19147.

- Your address, telephone number, and email address;
- A description of the copyrighted work that you claim has been infringed;
- A description of where the alleged infringing material is located;
- A statement by you that you have a good faith belief that the disputed use is not authorized by you, the copyright owner, its agent, or the law;
- An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest; and
- A statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

**15. MISCELLANEOUS.**

- a) *Termination.* Either party may terminate this EULA if the other party is in breach of any provision hereof; however, all of the provisions hereof, except for the license grants set forth in paragraph 3(a) above, shall survive such termination.
- b) *Relationship.* No joint venture, partnership, employment or agency relationship exists between you and us as a result of this EULA and/or your use of SimsUshare.
- c) *Entire Agreement.* This EULA represent the entire agreement between you and us with respect to the subject matter hereof, and supersedes any and all prior understandings, statements or representations, whether electronic, oral or written, regarding Services.

- d) *Assignment and Waiver.* We may assign this EULA at our discretion. You may not assign this EULA without our prior written consent. No waiver of any obligation or right of either party shall be effective unless in writing, executed by the party against whom it is being enforced.
- e) *Law and Jurisdiction.* This EULA shall be governed by the laws of the United States of America and the Commonwealth of Pennsylvania, without regard to conflict of laws rules, and you hereby give your consent to have any action or dispute between you and us resolved exclusively within the jurisdiction of the state or federal courts located in the City of Philadelphia, in the Commonwealth of Pennsylvania.
- f) *Equitable Relief.* In addition to money damages, we shall be entitled to seek equitable relief where appropriate if you breach any of the terms or conditions of this EULA.
- g) *Severability.* The terms and conditions of this EULA are severable and may be construed to the extent of their enforceability in light of the parties' mutual intent.
- h) *Construction.* The titles and subtitles in this EULA are used for convenience only and are not to be considered in construing it. First person plural references herein such as “us,” “we” and “our” refer to Equipment Simulations LLC. Second person references herein such as “you” and “yours” refer to the end-user who downloaded SimsUshare. Words such as “include” or “including” herein mean “include without limitation” or “including without limitation,” respectively
- i) *Notices.* Notices to us shall be sent by email to [Notices@SimsUshare.com](mailto:Notices@SimsUshare.com) or by U.S. mail or reputable courier service to Equipment Simulations LLC, Attn: Jonathan Kaye, 221 Headhouse Court, Suite 100, Philadelphia, PA 19147.