Scheduler Module

The Scheduler Module allows you to schedule sessions in advance.

Dashboard

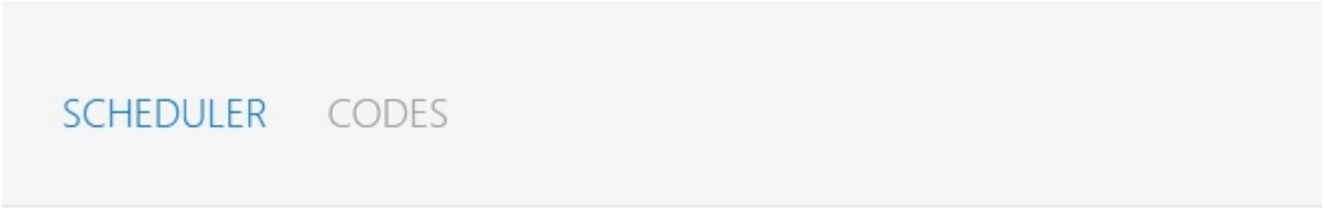
The dashboard displays a calender and a list of scheduled and recorded sessions that you are allowed to view. The recorded sessions have a link that allows you to open them.

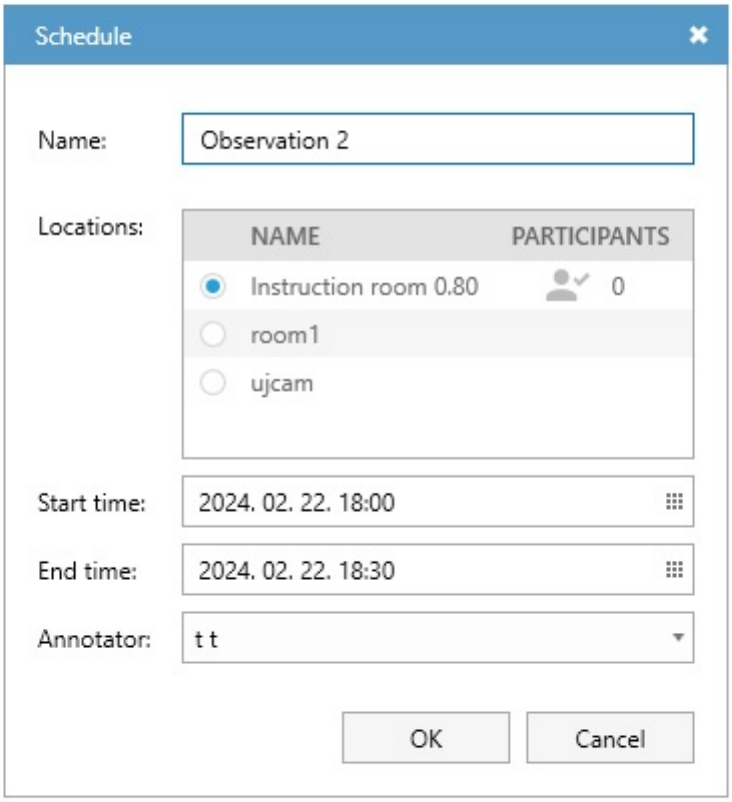
Schedule a session

To schedule a session:

1. Open the **Scheduler** tab
2. Double-click a time slot or press the **New schedule** button.
3. Enter a **Session** name in the **Name** field
4. Select the **Location** from the list.
5. Optionally, select other users from the **Participants** list to invite them to the session.
6. Specify the Start and End times.
7. Click **OK**.

8. The scheduled session now appears in the Dashboard of the user that created it and the ones that are invited.





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