Schedule a session

aim

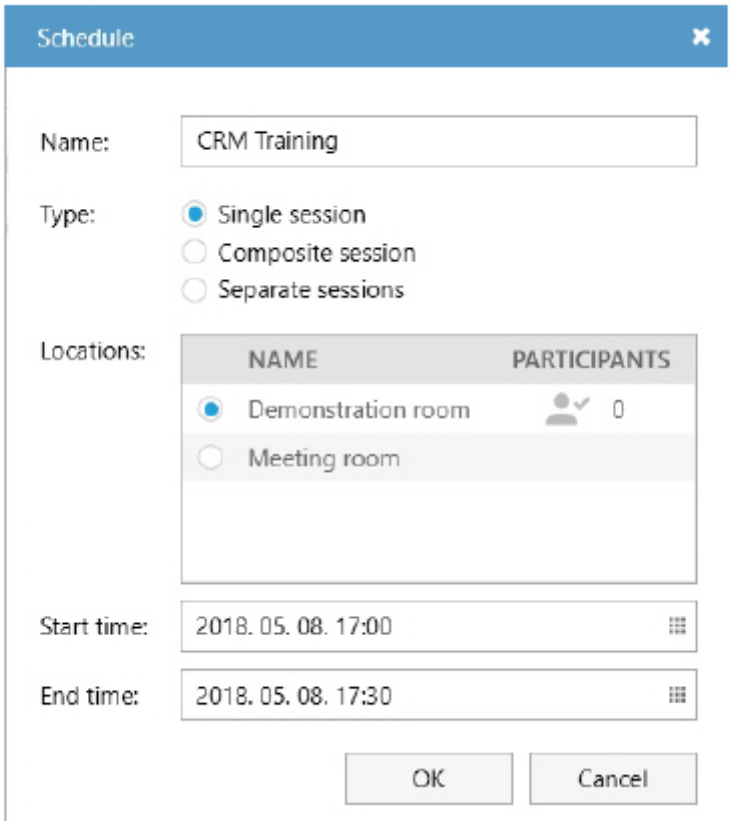
To schedule session recording in advance.

prerequisites

- Your Viso license includes the Scheduler Module.
- Your user role allows session recording (Technician, Administrator, or Trainer).

procedure

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 if you did not Specify a default session name.
4. Select for single, composite or separate sessions.
5. Select the Location from the list.
   If composite session or separate session recording is selected, you can select multiple locations.
   See Select multiple locations to record a composite session
6. Optionally, select other users or groups of users from the **Participants** list to invite them to the session.
   See Invite participants
7. Optionally, edit the Start time, or End time.



1. Click **OK**. The scheduled session now appears in the Dashboard of the user that created it and the ones that are invited.

See also The Scheduler in detail

Notes

- The Composite and Separate sessions options are only available if the person with the Technician account enabled it in the Recording Methods.
- If you schedule consecutive sessions without gaps in between, recording of the second and third etc. session starts once the previous session was saved. This can result in a recording that is a few seconds shorter than scheduled. It is always recommended to leave a few minutes between recordings.
- Trainees are not able to view the Scheduler. Their Dashboard lists the sessions they are invited to.
- If a user is removed by e.g. the Administrator or the Technician and this person has been included in the list of participants of a scheduled session, the list will be updated automatically by the system.

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