

# 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.

Schedule


Name:

CRM Training

Type:

☒ Single session  
☐ Composite session  
☐ Separate sessions

Locations:

NAME	PARTICIPANTS
<input checked="" type="radio"/> Demonstration room	 0
<input type="radio"/> Meeting room	

Start time:

2018. 05. 08. 17:00

End time:

2018. 05. 08. 17:30

OK

Cancel

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.

Revision #7

Created 15 January 2024 11:38:50

Updated 11 March 2024 14:26:37