

Select one location and record a session

aim

To select one location for a single session recording.

prerequisite

Your user role allows session recording (Technician, Administrator, or Trainer).

procedure

1. In the **Locations** tab, double-click the **name** of the location in which you want to start recording.

DASHBOARD	LOCATIONS	SESSIONS	CODES	5
NAME		STATUS		
Control room		Offline		
Demonstration room		Offline		
Group study room 1.02		Locked (Rose Bennett)		
Groupb study room 0.101		Online		
Individual study room 1.76		Offline		
Instruction room 0.80		Online		
Instruction room 0.82		Recording (Rose Bennett)		
Observation room 1.20		Offline		
Waiting room		Offline		

2. A preview of the cameras in the location appears. The toolbar displays the location name.

⌕ BACK
ROSE BENNETT
☰
—
□
×

PARTICIPANTS
🔍
INSTRUCTION ROOM 0.80
⚙️

NAME	ACCESS
David Muller	<input type="checkbox"/>
Emma Sanchez	<input type="checkbox"/>
Jacob Thompson	<input type="checkbox"/>
Michael Anderson	<input type="checkbox"/>
Mr. R. Adams	<input type="checkbox"/>
Olivia Smith	<input type="checkbox"/>

NOT RECORDING

3. Continue with the third chapter of the Reference ([Prepare session recording](#))

NOTE The location is locked for recording by others at the moment you select it in the Locations list.

NOTE You can also record a single session with the Viso Web App, see [The Viso Web App](#)

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