Scheduling a VR Collaboration Session

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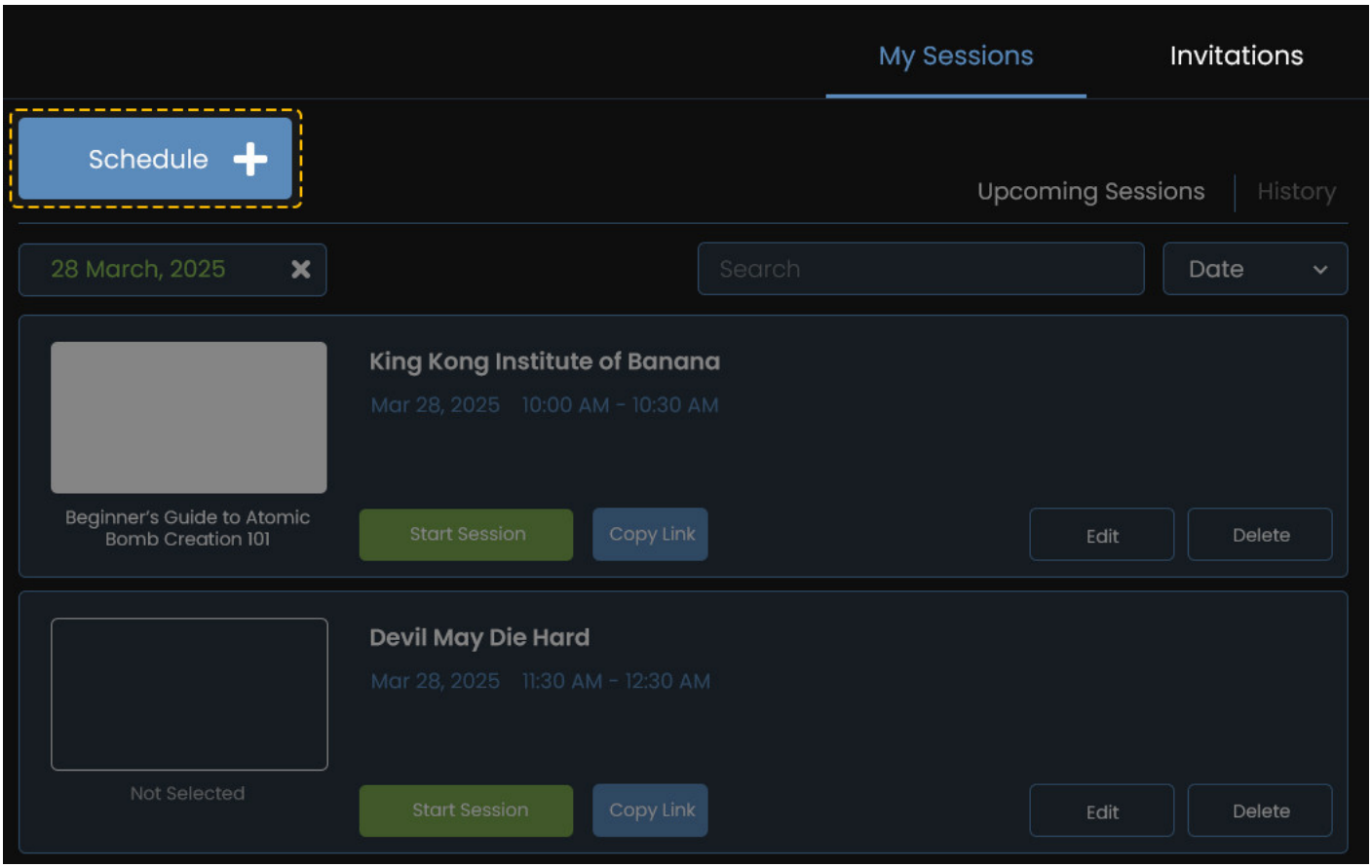
Scheduling a collaboration session

This procedure details how to set up a multi-user VR Collaboration session using the **SimLab Dashboard** (website).

Steps to Schedule a Session

1. Access the Schedule Page:

- ◦ Log in to the SimLab Dashboard.
  ◦ Navigate to the **My Sessions** page (if you aren't already there).
  ◦ Click the **Schedule +** button located above the calendar.



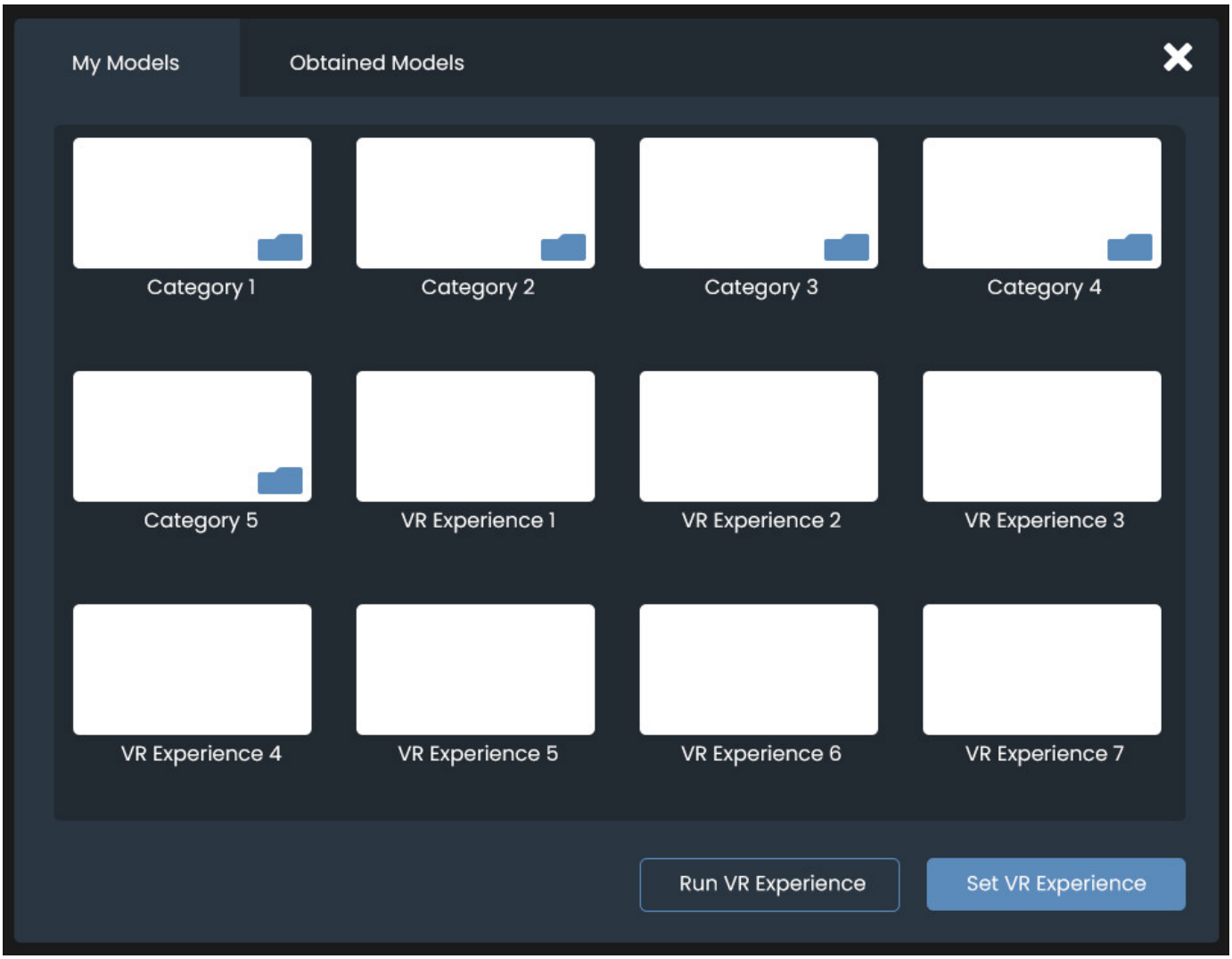
2. Enter Event Details (Refer to **Web_Schedule.jpg** and **Web_Schedule_Groups.jpg**):

- ◦ **Session Title:** Enter a descriptive name for your session.
  ◦ **Date & Time:** Select the desired **Date** and **Time** for the session.
  ◦ **Recurring Event (Optional):** Check the box and select a frequency (e.g., "Daily") if the session should repeat.



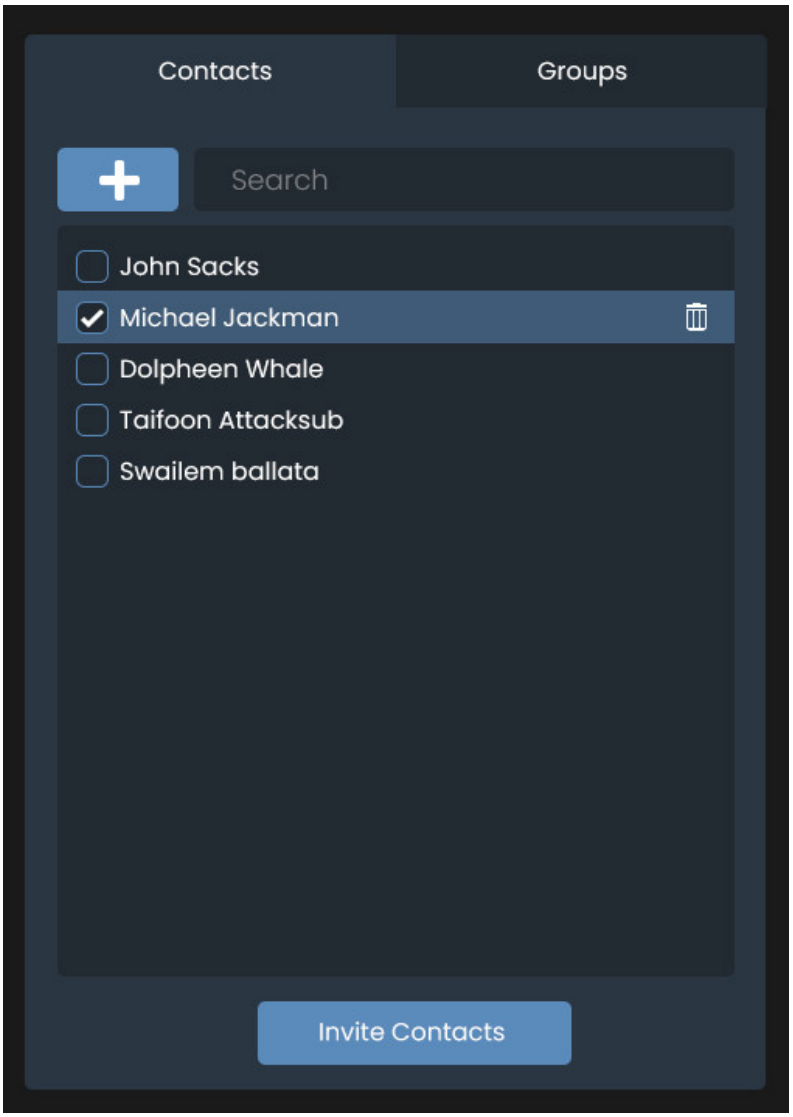
3. Select VR Experience (Optional):

- ◦ Under the **VR Experience** section, click the **Change** button.
  ◦ A pop-up will appear showing your available models/experiences .
  ◦ Click on the desired model.
  ◦ Click **Set VR Experience**.



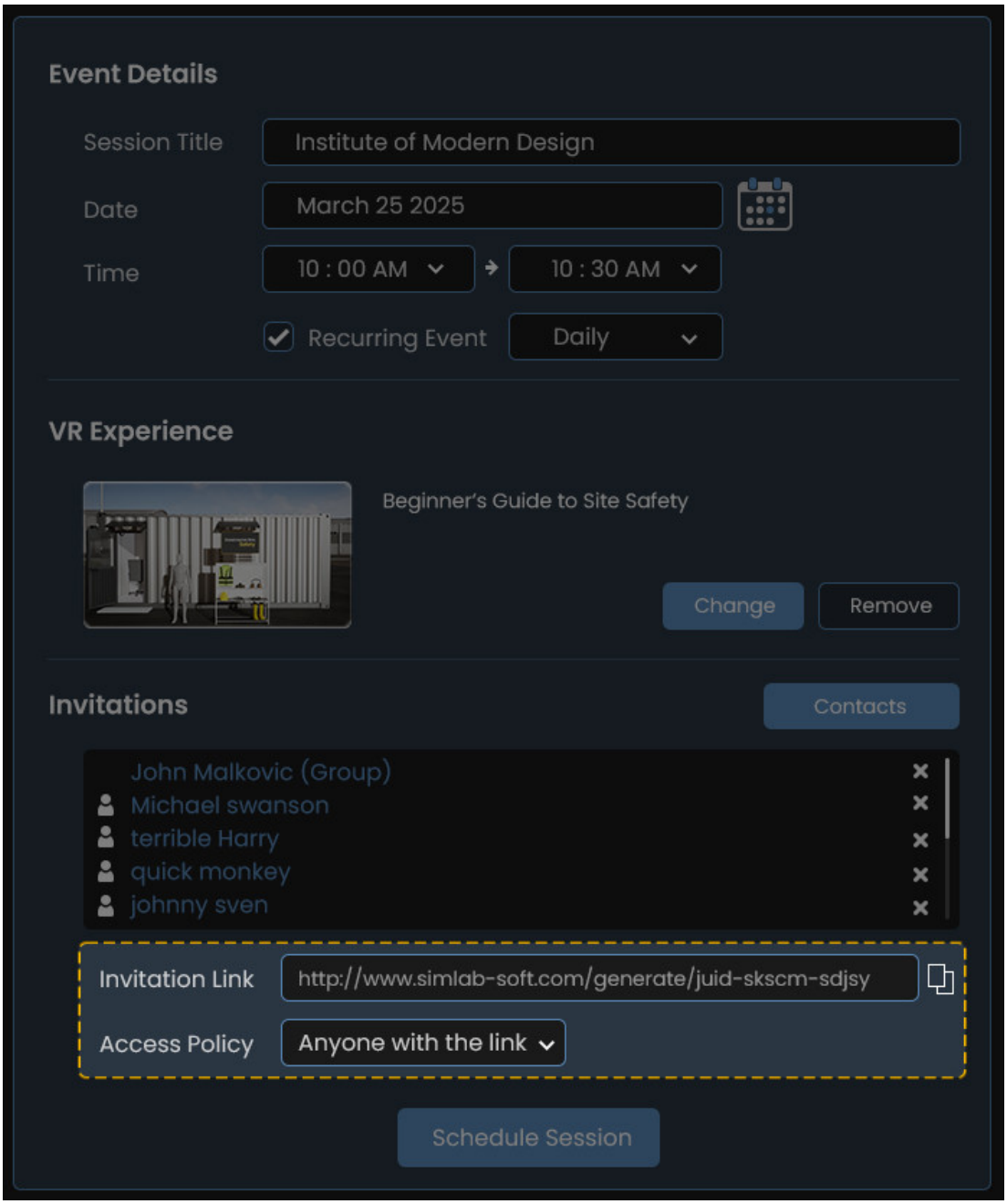
4. Invite Participants:

- ◦ Click the **Contacts** Button to display your contacts manager.
  ◦ Check the boxes next to the names or groups you wish to invite (e.g., "Michael Jackman" or "Testing Group").
  ◦ Click the **Invite Contacts** button at the bottom of the panel. The invited users will appear under the **Invitations** list.



5. Review Invitation Settings:

- ◦ **Invitation Link:** This link allows external users to join.
  - ◦ **Access Policy:** Choose who can join ("Anyone with the link" or "Contacts only").



6. Finalize Schedule:

- ◦ Click the **Schedule Session** button.

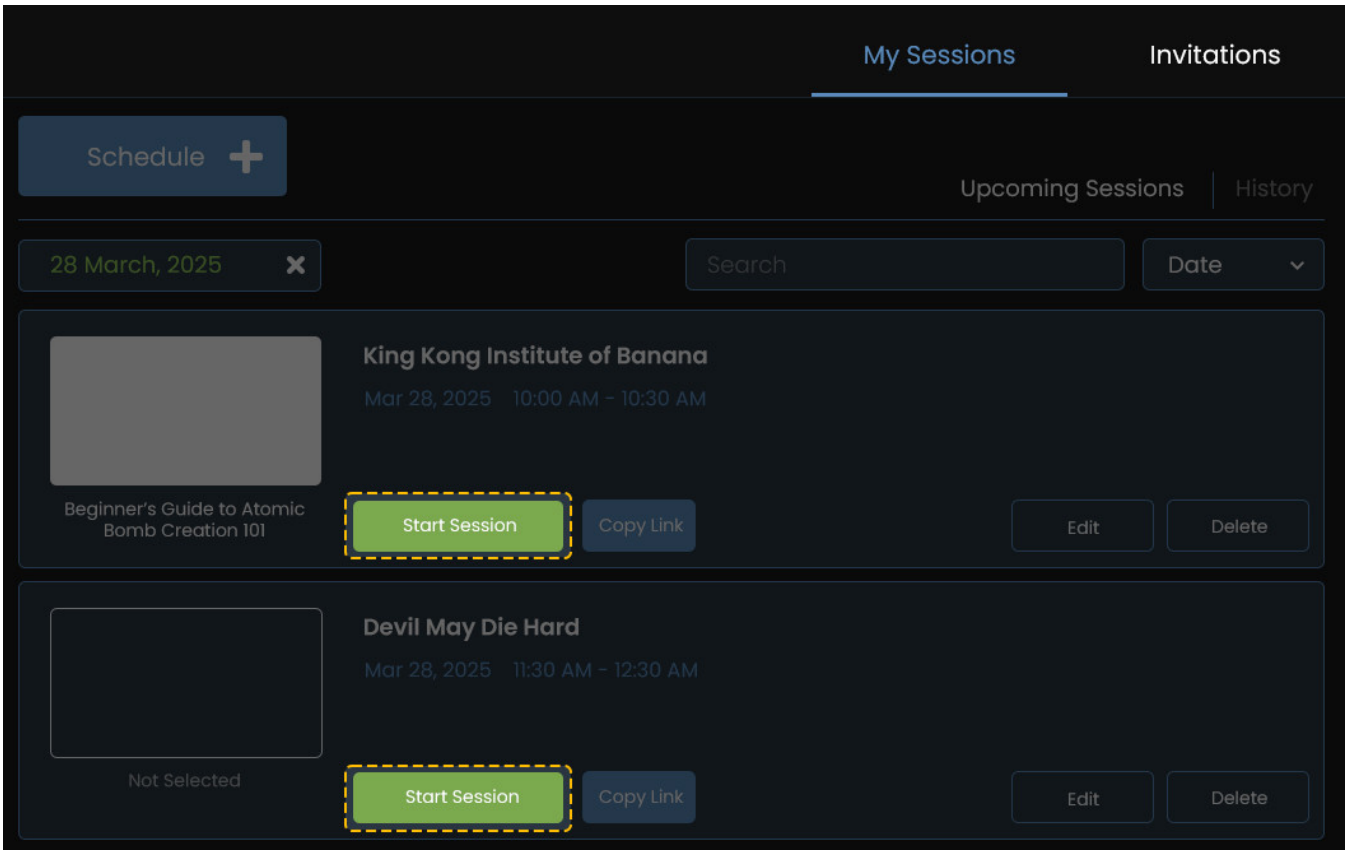
Starting a scheduled collaboration session

As the host, you have two methods to start a scheduled session, even if the scheduled time has not yet arrived.

Method 1: Starting from the SimLab Dashboard (Website)

This method provides the most control and can be used to start a session before its scheduled time.

1. **Access My Sessions:** Log in to the SimLab Dashboard and navigate to the **My Sessions** tab.
2. **Locate the Session:** Find the session you wish to start under the **Upcoming Sessions** list.
3. **Start the Session:** Click the green **Start Session** button next to the event title.



The session will immediately start for all invited and joining participants.

Method 2: Starting from SimLab VR Viewer (VR Application)

When the scheduled time arrives, the VR Viewer application will prompt the host to start the session.

1. **Wait for Notification:** At the scheduled time of the session (e.g., 10:00 AM on March 28, 2025), a **pop-up message** will appear inside your SimLab VR Viewer application.
2. **Click Start:** The message will contain a button labeled **Start**. Click this button to instantly initiate the VR Collaboration session.