**NVIVO Instructions on VLab (ENG)**

**VLab - Reservation**

Before accessing the VLab, it is necessary to book the resource you wish to use.

- Visit the VLab booking portal at: https://vlabbooking.vdi.ict.unipd.it.  
 - Enter your SSO credentials (the same used for email).  
 - Click on the "Reservations" icon (top left, third icon from top to bottom).  
 - Click the "Book" button.  
 - Select the day and time of interest. Remember, a VLab can also be booked for the current time slot.

**VLab - Installation of the VMware Horizon client (if not present on the computer)**

- Go to the site https://vlab.vdi.ict.unipd.it  
 - Click on “Install VMWare Horizon Client”.  
 - Next to the program for your operating system, click on “Go to Downloads”.  
 - Click on “Download now” and install the downloaded program.  
 - Restart your computer if required  
 - Open the VMware Horizon Client program.  
 - Click on “Add server”.  
 - In the “Name of the Connection Server” field, enter “vlab.vdi.ict.unipd.it” (server name and address).  
 - Click on “Connect”.  
 - Type Username and Password. The username is your email address (including the part after the @. The @phd.unipd.it address does not work, so use @studenti.unipd.it). The password is the same as the SSO of the University (for example: username = mario.rossi@unipd.it or maria.bianchi@studenti.unipd.it and password = SSO university password).  
 - Click on “Login”.  
 - Double-click on “FISPPA\_NVIVO” to start the remote desktop.  
 - If the Drive sharing settings window appears, check the box for “Do not show this dialog again” and click on “Allow”.

**Notes**

- To avoid exhausting the available licences, the lab must be used only for research activities. If you need a VLab for educational activities, write to informatici.fisppa@unipd.it with the start and end dates of the educational activity and the number of enrolled students.  
 - To request access for PhD students, research fellows, and thesis students, the structured contact can write to informatici.fisppa@unipd.it indicating:  
 - the email address of the person to be enabled,  
 - the start date,  
 - the end date of the activity.  
 - Everything saved on the Desktop and Documents remains saved forever unless voluntarily deleted. The allowed space is 10 GB per user. Data is personal and not accessible to anyone else. However, it is always advisable to perform an external backup of your data.  
 - To transfer files from the local PC to the remote computer, you can:  
 - Use the Drag&Drop function of files if using the client,  
 - Use the USB sharing function to share external USB drives between the local PC and the remote PC,  
 - Upload files to Google Drive or via email and connect to Drive or email from the remote PC.  
 - The processing only lasts as long as the session is active; therefore, close the session only after the processing is finished and the project and/or output have been saved.  
 - The first access may sometimes be slow due to the creation of the software's base libraries.  
 - To change the resolution or zoom of the remote screen, you can modify parameters from the VMware Horizon client:  
 - Access the VLAB server,  
 - Right-click on FISPPA\_NVIVO,  
 - Click on Display,  
 - Change the resolution and zoom to the preferred settings.  
 - For support requests, write to informatici.fisppa@unipd.it or contact the IT technicians on site.