**SPSS Instructions on VLab (ENG)**

**VLab - Reservation**

Before accessing the VLab, it's necessary to book the resource you intend to use.  
 - Navigate to the VLab reservation portal at https://vlabbooking.vdi.ict.unipd.it.  
 - Enter your SSO credentials (the same as for email).  
 - Click on the "Reservations" icon (upper left, third icon from top to bottom).  
 - Press the "Book" button.  
 - Select the desired day and time. A VLab can be booked for the current time slot as well.

**VLab - VMware Horizon Client Installation (if not already installed on your computer)**

- Visit https://vlab.vdi.ict.unipd.it  
 - Click on “Install VMWare Horizon Client”.  
 - Next to your operating system's program, click on “Go to Downloads”.  
 - Click on “Download now” and install the downloaded program.  
 - Restart your computer if required.

**SPSS Settings (Only for the first start)**

- Once the remote desktop opens, click on the white and red icon on the desktop named 'Statistic for Data Analysis'.  
 - Select the desired language and click OK.  
 - Accept any update requests.  
 - When asked for a licence, select 'Apply existing licence' and NOT 'Sign in with IBM ID'.

**Using SPSS**

- Start the program by clicking on the white and red icon named 'Statistic for Data Analysis' on the desktop.  
 - Click 'Start'.  
 - Lower the SPSS welcome window.  
 - An azure icon with the Σ (Sigma) symbol will appear, indicating the SPSS window is open.

**Notes**

- The lab must be used solely for research activities. For educational activities, email informatici.fisppa@unipd.it with start and end dates and the number of students.  
 - All professors, researchers, and PhD students are enabled as "students" hence reservation is required.  
 - There are 30 concurrent licences. The 31st person will not access the lab until a licence is freed.  
 - For access requests for research fellows, students, and thesis students, the structured contact can email informatici.fisppa@unipd.it with the email address, start date, and end date of the person to be enabled. These individuals will be enabled with a reservation requirement.  
 - Anything saved on Desktop and Documents remains unless voluntarily deleted. Allowed space is 10 GB per user. Data is personal and inaccessible to others.  
 - Processing only lasts as long as the session is active; close the session only after processing is finished and the project/output has been saved.  
 - The first access may be slow due to the creation of the software's base libraries.  
 - To transfer files from the local PC to the remote computer, you can use the Drag&Drop function if using the client, share external USB drives, or upload files to Google Drive or email and access them from the remote PC.  
 - To change the resolution or zoom of the remote screen, modify settings from the VMware Horizon client by accessing the VLAB server, right-clicking on FISPPA\_SPSS, clicking on Display, and adjusting the resolution and zoom.  
 - For support, email informatici.fisppa@unipd.it or contact the IT technicians on site.