

SPSS INSTRUCTIONS (ENG)

Operations to do the first time (or if you change your computer):

- 01) Go to the website <https://vlab.vdi.ict.unipd.it>
- 02) Click on **Install VMWare Horizon Client**
- 03) Click on **Go to Downloads** corresponding to your operating system
- 04) Click on **Download now**
- 05) Install the downloaded program
- 06) Reboot if requested
- 07) Open the VmWare Horizon Client program
- 08) In the connection window, copy the following address: <https://vlab.vdi.ict.unipd.it>. Make sure the box next to **Always connect at launch** is checked
- 09) Click on **Connect**
- 10) Enter Username and Password. The username is your complete institutional e-mail address, including the part after the @. The @phd.unipd.it address doesn't work, but the @studenti.unipd.it one does. The password is the same as the University SSO (for example: username =mario.rossi@unipd.it, or maria.bianchi@studenti.unipd.it, and password = University SSO password)
- 11) Click on **Login**
- 12) Double click on **FISPPA_SPSS** to start remote desktop
- 13) On the dialog window for Drive sharing settings, tick the box next to **Do not show this dialog again** and click on **Allow**

SPSS Settings (first run only)

- 01) Once the remote desktop opens, click on the red and white icon on the desktop. The program is called **Statistic for Data Analysis**
- 02) Select the language you are interested in and click **OK**
- 03) Click on the update request **Yes**
- 04) In the confirmation window, click **Yes**
- 05) When asked for your license, select **Apply existing license** and DO NOT click on Log in with IBM ID

Using SPSS

- 01) Start the program by clicking on the white and red icon on the desktop. The program is called **Statistic for Data Analysis**
- 02) Click on **Start**
- 03) Lower the introductory window
- 04) A blue icon with the Sigma symbol (Σ) appears
- 05) The SPSS window opens

Note

- a) The VLAB is meant for research uses only. If you need a VLAB for educational activity, write to informatici.fisppa@unipd.it, with the start and end dates of the activity and the number of students enrolled.
- b) All teachers, researchers and doctoral students are qualified as "teachers" in the VLAB, so booking is not necessary. If we saturate the assigned licenses, we will consider moving to mandatory reservation.

- c) There are 30 concurrent licenses. Person No. 31 does not have access to the laboratory until a license is released.
- d) To request access to research fellows, students and graduate students, the structured contact person can write to informatici.fisppa@unipd.it, indicating:
 - i) the email address of the person to be authorized (be aware that a @unipd email address is requested)
 - ii) the activity start date
 - iii) the activity end date.These persons will be enabled with mandatory reservation.
- e) Everything saved on the Desktop or Documents folders remains saved forever, unless voluntarily deleted. 10GB per user is the allocated space on the remote PC. Data is personal and cannot be accessed by anyone else.
- f) Data processing lasts only as long as the session is active, then it stops. It is therefore necessary to close the session only when processing is complete and the project and/or output has been saved
- g) It takes a while the first time you run the system, but then it builds all the libraries and it is much faster.
- h) To move files from the local PC to the remote computer you can:
 - i) If you use the client, use the Drag&Drop function on the files
 - ii) Use the USB sharing function to share external USB disks between local PC and remote PC
 - iii) Upload files to Google Drive or email and connect to Drive or email from the remote PC
- i) To change the resolution or the zoom settings of the remote screen, you can change parameters from the VMware Horizon client:
 - i) Access the VLAB server
 - ii) Click on FISPPA_SPSS with the right mouse button
 - iii) Click on Display
 - iv) Change the Resolution and Zoom to your preferred settings
- j) For support requests, write to informatici.fisppa@unipd.it, or call on to the IT staff of your building.