



Ava Administrator's Guide

v5.2.4

Table of Contents

Introduction	3
References	3
Ava Overview	4
End User Applications	5
Ava Teleport Web App (Telepresence only)	5
Ava Teleport App for iOS (Telepresence only)	6
Ava Automation Hub	6
Configuration & Maintenance	7
Data Communications and Security	7
Single Sign-On (SSO) (Telepresence only)	8
Setting up SSO	9
Software Upgrades	10
Ava Robot, Cloud Service, Teleport Web App and Automation Hub	10
Ava Teleport App for iOS (Telepresence only)	10
Video Codec Software (Telepresence only)	10
Site Changes After Installation	11
Moving to a New Location	11
Ava IT Administrator Console	12
Robot Management	13
Changing Ava's Map	14
Robot Health Status Details	15
Session Management (Telepresence only)	16
User Management	17
Inviting Guests (Telepresence only)	20
Inviting a Guest	20
Managing Invitations	21

Introduction

This document provides information relevant to the initial implementation of an Ava, and also to its ongoing operation. It is applicable to the Ava Mobile Base and the Ava Telepresence Robot, as well as the Ava Cloud Services and Applications available for both.

Any sections that apply only to Telepresence Robots are marked “Telepresence only”. In general the Ava requires two supporting roles:

- The **Ava Caretaker** is someone located at the same site as Ava, who can perform basic maintenance and cleaning functions.
- The **Ava IT Administrator** is someone who understands the infrastructure supporting the Ava, who can provide an initial level of support in case of problems, and who will manage all Avas deployed at the customer’s location(s) and creation of user accounts.

Information in the Ava Administrator’s Guide includes:

- **Ava Overview:** High level description of the Ava, how it interacts with your IT infrastructure, and how people use it.
- **System Configuration:** How the various components of an Ava system work together and details on the configuration of specific components. .
- **Using the Ava Administrator Console:** A user guide to the Ava Administrator Console web application. **Troubleshooting:** Guidance on solving simple problems and advice on when to contact Technical Support.

References

The following documents are related to this document:

- **Ava Installation and Configuration Guide:** Instructions on overall system configuration (including remote application information, managing users, etc.)
- **Ava Caretaker Poster:** Can be provided to local Caretakers as orientation on the Ava’s features.
- **Ava Automation Guide:** Instructions on optional automated capabilities that allow the robot to move around a site autonomously and collect data. These are disabled by default.
- **Ava Security and Privacy:** Documents Ava's data security design and privacy policies.

Ava Overview

Ava Mobile Base is a breakthrough platform developed to help robot designers, application developers and market innovation specialists expedite the pursuit of practical mobile robotic solutions for commercial environments.

Ava goes beyond traditional localization, path planning and collision avoidance, using features such as omnidirectional mobility and dynamic obstacle detection to deliver elegant, human-like motion that makes workers and guests at the host site immediately comfortable with its presence and movements.

Its navigation includes intelligent behaviors that account for architectural features common in commercial environments: door detection and traversal, ramp behaviors, thresholds traversal, and more.

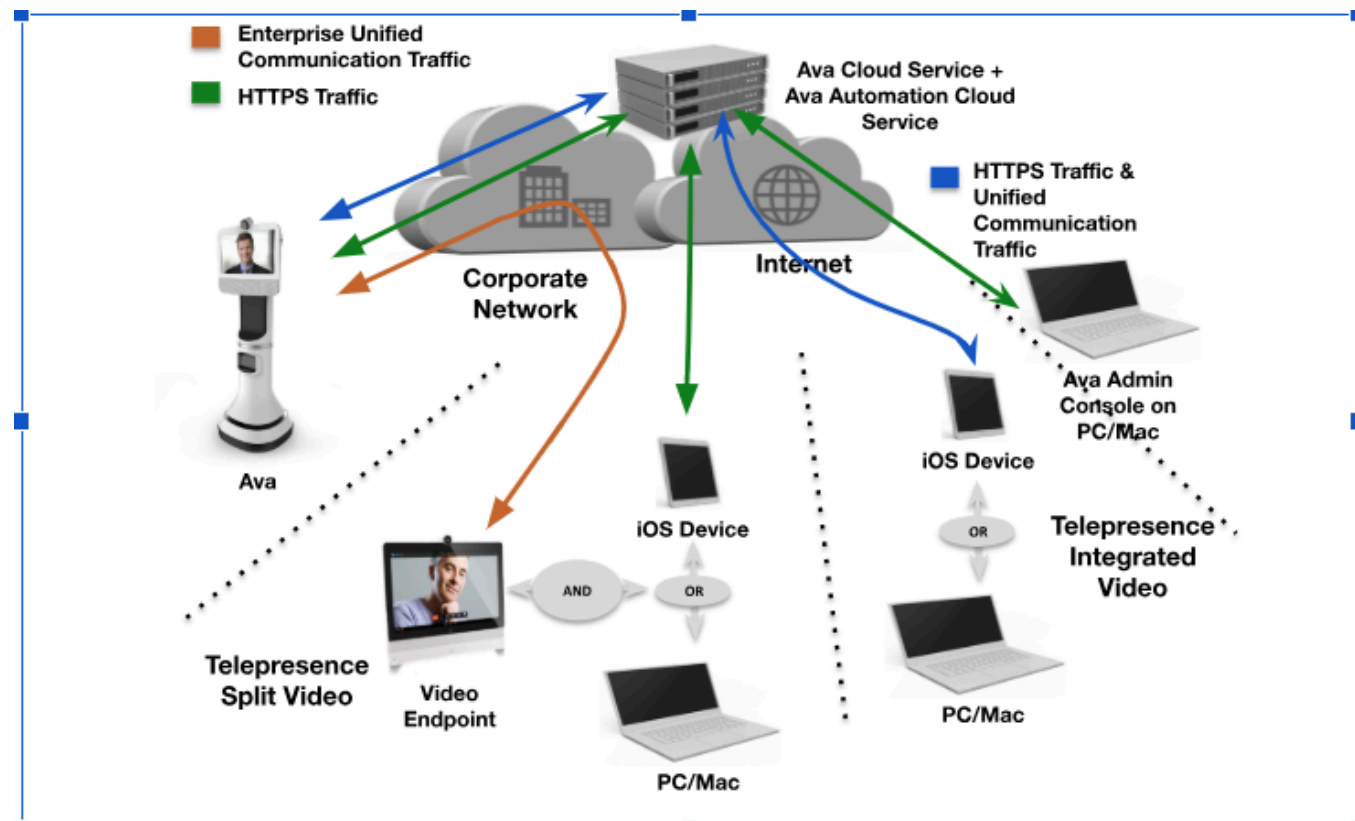
The Ava Telepresence Robot builds upon the capabilities for Ava Mobile Base to provide telepresence throughout an environment. Both the Ava Mobile Base and the Ava Telepresence Robot also support optional automation capabilities, such as patrol rounds and site inspections, that allow the robot to move to configured locations around a site and collect data without end user involvement. For more information on automation capabilities, please see the Ava Automation Guide.

The following table identifies the components used in these various solutions:

Robot Model	Servers	Clients
Ava Mobile Base	Robot Management System (optional)	IT Administrator Console web application
	Robot SW Upgrade Server (optional)	Ava Automation Hub web application
	Ava Automation Hub (optional)	
Ava Telepresence Robot	Robot Management System Robot SW Upgrade Server	IT Administrator Console web application

	Video Calling Server Ava Automation Hub (optional)	Ava Teleport Web App Ava Teleport iOS App Ava Automation Hub web application
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This diagram illustrates the various components of the solution.



End User Applications

Ava Teleport Web App (Telepresence only)

The Ava Teleport Web App is an application which users can access via a web browser on PC or Mac. The application is accessed by browsing to the domain where the Ava service is hosted for your organization, in the format <https://<org id>.ava8.net> (e.g. <https://go.ava8.net>). Your Ava Robotics representative or project manager will share with you which domain to use. Users can be directed to <https://login.ava8.net>, and the app will direct them to the appropriate

server based on their email address.

Ava Teleport App for iOS (Telepresence only)

The Ava Teleport App for iOS is a native mobile app for iOS which can be used for access to Ava Robots. It can be downloaded from the Apple App Store on iPads and iPhones.

Ava Automation Hub

The Ava Automation Hub allows an automation user to configure patrols and inspections where the robot travels around a site and collects data. It also allows the user to view and download the data collected.

Configuration & Maintenance

This section describes Ava data communications paths, discusses WLAN network configuration considerations, details the supported wireless authentication and encryption protocols, and reviews proxy support. This information is broken down into the following sections:

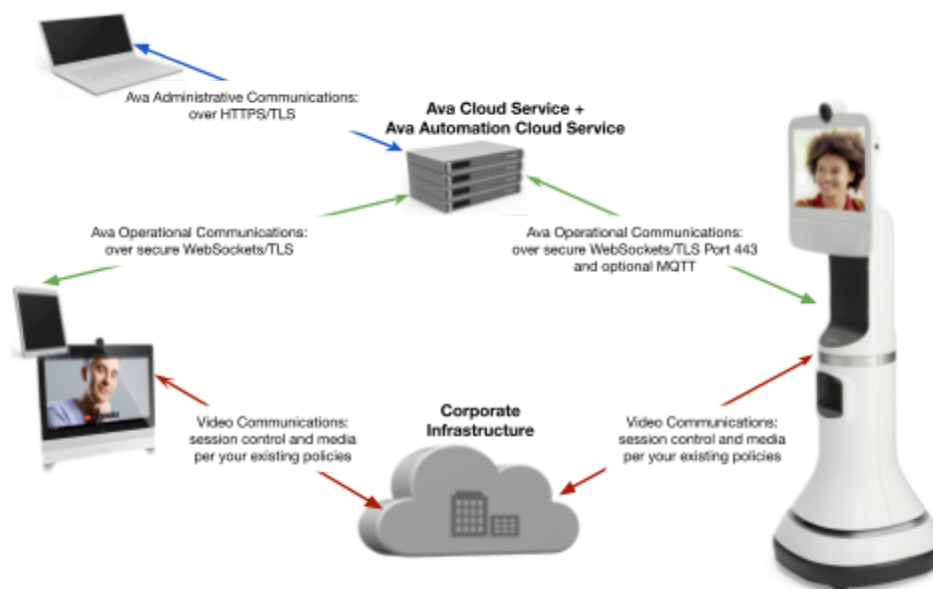
- **Data Communications and Security:** Discusses how the various components of an Ava System communicate along with details on wireless communications and security.
- **Software Upgrades:** An overview of how software upgrades are managed.
- **Site Changes After Installation:** Relays how to handle site changes after installation.

Data Communications and Security

Ava Robotics is committed to ensuring data security and protecting the privacy of your information. The Ava solution is built with industry-standard security practices and employs strict policies to protect your data.

If you suspect any information security breach, please email cyber@avarobotics.com.

At the highest level, Ava Communications can be divided into three major categories: robot operational communications, video communications, and administrative communications.



Robot Operational Communications: The Ava Telepresence Applications transmit operational commands from the remote user to the Ava Cloud Service, which in turn communicates with the Ava Robot.

All communications between the Ava App and the Ava Cloud Service, and between the Ava Cloud Service and the Ava, are sent over a secure WebSocket connection through port 443, using a Transport Layer Security (TLS) protocol for encryption and authentication. The Ava Cloud Service is the termination point for all Ava App and robot communications. No information or data passes directly between the Ava App and the Ava.

Video Communications (Telepresence only): The Ava solution is designed to integrate easily into your existing video infrastructure environment. The video conferencing endpoint that is part of the Ava Robot is completely configurable through its own user interface to match your specific environmental requirements for video call control and media.

There are two options for video communication deployment:

- Option 1: Integrated Video – the video communications are integrated into the Ava app. In this deployment mode, the video codec is registered to a cloud video infrastructure, managed under the umbrella of the Ava Cloud Service.
- Option 2: Split Video – the video communication experience is provided in a dedicated video endpoint or video communications software. In this deployment mode, all video communications between the Ava Robot and the endpoints that you supply for your remote users are managed by the infrastructure policies you have in place. No video call control or media traffic is routed through the Ava Cloud Service.

Administrative Communications: Administrative access to the Ava Cloud Service is through the Ava Cloud Service Administrator Console web application using HTTPS over port 443.

Optional Automation Communications: When the optional automation capabilities are enabled, communications between the Ava Cloud Service and the Ava robot also use MQTT using port 8883, using a TLS protocol for encryption and authentication. All TLS communications use v1.2 or greater. These allow the Ava Cloud Service to control the robot and to collect data from the robot

Single Sign-On (SSO) (Telepresence only)

Single Sign-On (SSO) allows your users to log into the Ava Teleport Web application and the Ava Administrator Console using your company credentials. Ava uses OpenID Connect (OIDC) for SSO.

Each of your users needs an Ava user account. You can manage this yourself with the Ava IT Administrator Console, or your Ava representative can manage it for you.

Work with your Ava representative to enable SSO for your users.

When SSO is enabled, user login via a password managed by the Ava Cloud Service itself is disabled and applications that may not support SSO (such as the Ava Teleport App for iOS and select uses of the APIs that are available for developers) cannot be used. Your Ava representative can enable individual user accounts for use without SSO if desired. Please email support@avarobotics.com for assistance.

Setting up SSO

You configure your identity provider for Ava, and Ava Robotics configures the Ava OIDC client (Relying Party) to use your identity provider (OpenID Provider) to authenticate your users when they log in to the Ava application.

Ava OIDC client information:

- client type - confidential client, as defined in [section 2.1 of OAuth 2.0](#).
- client profile - web application, as defined in [section 2.1 of OAuth 2.0](#).
- flow type - authorization code flow - in the authorization request from the Ava client, the “response_type” parameter has the value “code”.
- scopes - The Ava client requests the following scopes: openid, email, profile.
- claims - The Ava client needs the “email” claim to be present in the ID Token.
- redirect URI - https://<server_name>.ava8.net/user/authoidc

Set up your OIDC Identity Provider for the Ava web application. You provide this information about your Identity Provider to your Ava representative:

- Client id - identifies Ava Teleport as the client application
- Client secret - known only to you and Ava Robotics
- Issuer URI - your identity provider’s OIDC configuration endpoint base URI. Ava uses <https://<issuer>/.well-known/openid-configuration> to get additional information

Example using Okta as the identity provider:

- Client id - 0oa1XXXXXXXXXXzkW357
- Client secret - jONaXXXXXXXXXXXXXXXXXXXXU2a8kV0zOo14fdzp
- Issuer URI - https://company_name.okta.com

The Ava username must be the user's email address, matching the email address given in the OIDC ID Token, which your identity provider gives to the Ava application during the login flow.

If you desire to test OIDC integration prior to enabling it for production, contact your Ava representative. This may be appropriate if you already have Ava Robots in production, and you want to upgrade the login flow to use OIDC. Ava Robotics can provide a test environment for the Ava teleport application and Administrator Console, such that OIDC testing will not disrupt the production deployment.

Software Upgrades

Ava Robot, Cloud Service, Teleport Web App and Automation Hub

Ava Robot, Ava Cloud Service, Ava Teleport Web App and Automation Hub upgrades are managed by Ava Robotics. Upgrades to Ava Robot's software are remotely pushed to the robot by the Ava support team. During the upgrade process, Ava is briefly unavailable for use. Upgrades are coordinated between the customer and Ava Support to ensure that interruptions are minimized.

If the Ava Cloud Service software needs to be upgraded, the outage times will be communicated to the customer. Outages will be kept to a minimum and occur off-hours as much as possible.

Ava Teleport App for iOS (Telepresence only)

Ava Teleport App for iOS is managed via the Apple App Store, and updates made available by Ava Robotics are managed per users' settings on their devices.

Video Codec Software (Telepresence only)

There are interactions between Ava Robot software and Video Codec which require careful consideration of compatibility between both components' software versions. For codecs registered to Webex, upgrades are automatic and Ava Robotics will monitor new releases from Webex for compatibility; please have codecs on Webex's Stable Channel. For codecs registered to other infrastructures, please do not update the Video Codec software without consulting Ava Support.

Site Changes After Installation

During installation, the installer guides Ava around the site so that it can create an internal map of the location. This internal map is then paired to the user visible map graphic that is used as part of the Ava App interface. Finally, destinations and preset locations within spaces are created. Ava can then follow user commands to autonomously drive to the defined preset destinations and return to its charging station.

Changes to the site after initial deployment is complete may require changes to the map in order to maintain full functionality. For all changes, contact support@avarobotics.com.

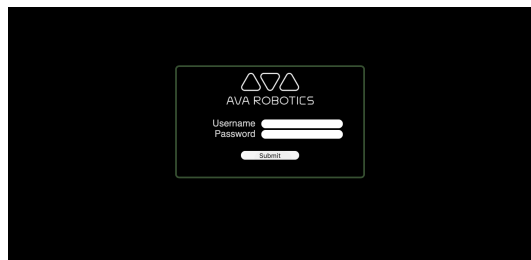
Moving to a New Location

Ava Robotics can help with a project of moving Ava to a different location. This includes shipping materials, reconfiguration of Ava, and mapping of new locations. Please contact Ava Support.

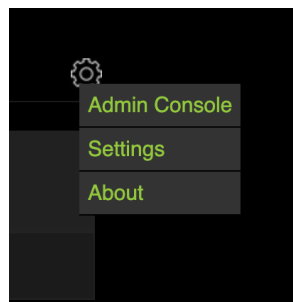
Ava IT Administrator Console

The Ava IT Administrator Console is a web-based application that allows you to check on Ava's status, manage users for telepresence apps, and monitor reservations for telepresence sessions.

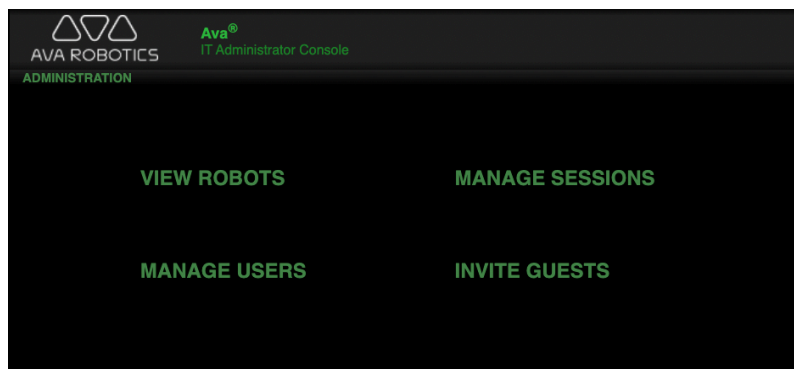
Log directly into the Admin Console by browsing to https://<org ID>.ava8.net/cust_admin or similar URL provided by your Ava Representative.



Alternatively, if you have Telepresence Robots and access to the Ava Teleport Web App, open the Ava Teleport Web App at <https://login.ava8.net> (or directly at <https://<org ID>.ava8.net> where <org ID> is provided to you by Ava Robotics). In the Settings menu you will see the link to the Admin Console:



Once you've logged in, you will see the following console.



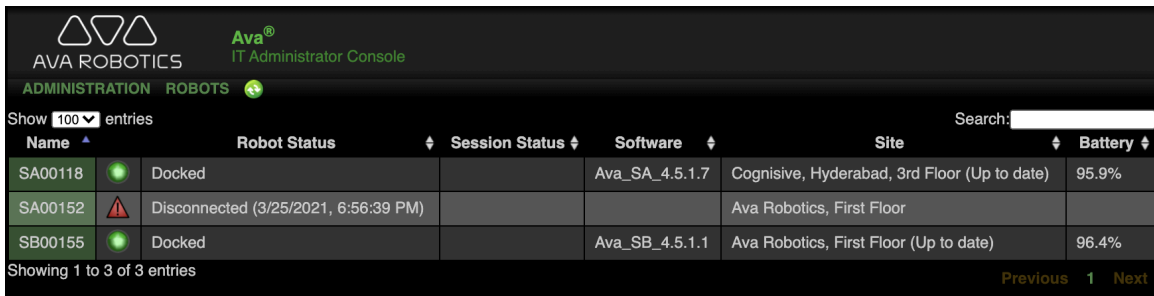
This main console screen is split into four sections:

1. **View Robots:** contains information about the robots installed at the customer site.
2. **Manage Sessions:** displays a list of scheduled and current telepresence sessions.
3. **Manage Users:** lists all Ava users and allows the IT Administrator to modify user information.
4. **Invite Guests:** invite guest users for limited time telepresence access to one site.

Robot Management

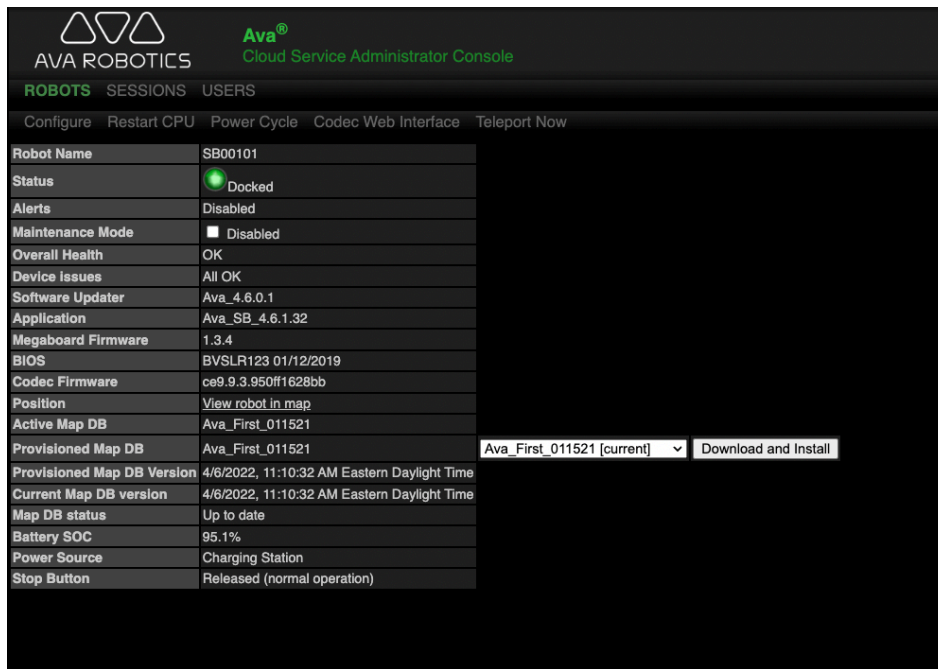
The main Robot screen, shown below, displays information for all of the robots within the Cloud Service. This information includes:

- **Name:** Ava Robot serial number.
- **Robot Status:** a single health status is displayed in this box. See the *Robot Health Status Details* section for more information on the different statuses.
- **Session Status (Telepresence only):** displays if a robot is in a telepresence session and which user.
- **Software:** reports the core software version running in the Ava.
- **Site:** the name of the operating area of the robot.
- **Battery:** displays the overall battery charge percentage.



Name	Robot Status	Session Status	Software	Site	Battery
SA00118	Docked		Ava_SA_4.5.1.7	Cognisive, Hyderabad, 3rd Floor (Up to date)	95.9%
SA00152	Disconnected (3/25/2021, 6:56:39 PM)			Ava Robotics, First Floor	
SB00155	Docked		Ava_SB_4.5.1.1	Ava Robotics, First Floor (Up to date)	96.4%

Clicking on the robot name will display a Robot Details page. This page shows all device health status, software and firmware versions, and map database information. If multiple maps exist for your site, you are able to change Ava's map.



The **Configure** button will take you to the Ava Configuration Interface (ACI) for that robot. For more information on the ACI, please see the *Ava Installation and Configuration Guide*.

The buttons **Restart CPU** and **Power Cycle** produce system restarts/reboots of varying scope:

- **Restart CPU:** reboots the robot's OS and Ava Application. Resets network/WiFi and sensors, but does not affect the codec.
- **Power Cycle:** restarts the CPU and all the hardware components on the robot, including the codec.



If the robot is not on a charging station when any of the 3 restart functions are executed, it will need to be pushed to contact before it is operational again.

The **Codec Web Interface** button will take you to the video codec's admin page.

Teleport Now allows the IT admin to immediately start a teleport session with that robot. It will open a new tab on the browser and start a session using integrated video.

Changing Ava's Map

When changing maps, it is important to ensure that the dock is in the same location every

time. If the dock has been moved since Ava was last on the floor, localization will be incorrect. Should you be unsure of Ava's dock location or need it to be updated within the map, email support@avarobotics.com for assistance. Include the floor layout with a marking indicating where Ava's dock is located so that the support team is able to properly update the map.

1. Put Ava in Maintenance Mode, so that no users start a session while you are moving it.
2. Move Ava to the charging station location for the map you will be moving Ava to.
3. Log in to the admin console and select the robot whose map you would like to change.
4. Select the new map from the dropdown menu and click 'Download and Install'.

Active Map DB	AvaRobotics_052919		
Provisioned Map DB	AvaRobotics_052919	IndmaxAvaTeam	Download and Install

5. You will see a message that the installation has started.

Active Map DB	AvaRobotics_052919		
Provisioned Map DB	AvaRobotics_052919	Installing IndmaxAvaTeam:	Started Thu May 21 2020 10:15:19 GMT-0500 (Central Daylight Time) Finished Thu May 21 2020 10:15:19 GMT-0500 (Central Daylight Time) 11828 bytes OK

6. Once the map has been installed, both the 'Active Map DB' and 'Provisioned Map DB' rows should display the name of the map you selected. If both are not updated, you may need to refresh the page.

Active Map DB	IndmaxAvaTeam		
Provisioned Map DB	IndmaxAvaTeam	IndmaxAvaTeam [current]	Download and Install

7. Remove Ava from Maintenance Mode.

Robot Health Status Details

Icon	Status Message	Notes
	Docked	Ava is engaged with the charging station.
	In use	A session is in progress.
	Idle	Away from the charging station, but not in session (for example, returning to the charging station).
	Docked, low battery	Ava is engaged with the charging station and the batteries are less than 15% charged.
	Low battery	Ava is not engaged with the charging station and the batteries are less than 15% charged.
	Hardware issue: <component>	One or more of Ava's internal components is reporting a warning. All warnings can be seen in Robot Details.

	Stop button engaged	Someone has pushed the stop button, Ava cannot be used until the stop button is released.
	Disconnected	The Ava Cloud Service is no longer in contact with the robot. Clears on Ava re-establishes connection.
	Hardware fault: <component>	One or more of Ava's internal components is reporting a failure that prevents the robot from operating. All Faults can be seen in the Robot Details Page.
	Please connect to charging station	Ava is connected to the Cloud Service, but does not know its location within the map.
	Maintenance Mode	If a robot requires maintenance, it can be put in this mode. Ava will be unavailable to users while in this mode.

Session Management (Telepresence only)

The Sessions Management screen is shown below. Current and future telepresence sessions are shown with scheduled duration, user information, session location, the site, and the status.

ADMINISTRATION SESSIONS 							
Show 100 entries		Search:					
Date/Time	Duration	Username	Session Info	Site	Status	Delete?	
11/10/2017 3:54 PM	01:05	sienna	Current Location	KBZ_DTown	In session	<button>Delete</button>	
11/11/2017 10:00 AM	01:00	banuap	E62 Entrance	MITsloanExecEdSuite20161214_expanded	Reserved	<button>Delete</button>	
11/13/2017 3:00 PM	01:00	dennis	Classroom 1	MITsloanExecEdSuite20161214_expanded	Reserved	<button>Delete</button>	
11/14/2017 9:00 AM	01:00	banuap	Classroom 2	MITsloanExecEdSuite20161214_expanded	Reserved	<button>Delete</button>	
11/16/2017 9:00 AM	01:00	dennis	Classroom 2	MITsloanExecEdSuite20161214_expanded	Reserved	<button>Delete</button>	
11/21/2017 9:00 AM	01:00	banuap	Classroom 2	MITsloanExecEdSuite20161214_expanded	Reserved	<button>Delete</button>	
11/24/2017 1:00 PM	01:00	banuap	Classroom 2	MITsloanExecEdSuite20161214_expanded	Reserved	<button>Delete</button>	
Showing 1 to 7 of 7 entries						Previous 1 Next	

Possible sessions statuses include:

- **Reserved:** Ava Cloud Service is managing a reservation for a future scheduled session.
- **Dispatched:** Ava Cloud Service has dispatched a robot to the reservation destination.
- **Arrived:** Ava has arrived at the reservation destination and is waiting for the user to login.
- **In Session:** user has checked in and is in session with the robot.
- **Unclaimed:** user has failed to check in for a scheduled session within 15 minutes, the robot is released for other users.

If a session needs to be terminated, click the **Delete** button. This action is immediate and

cannot be reversed.

User Management

The main page for user management is shown below. This screen provides a comprehensive list of all users, if they are enabled to login to the Cloud Instance, and any video endpoints set up with their account.



Ava®

IT Administrator Console

ADMINISTRATION

MANAGE USERS

ADD USER 

10 entries per page

Search:

	Enabled	Username	Role	First Name	Last Name	Video Endpoint	Email
		advait	Administrator	Advait	Red	advait@ava.com	advait@ava.com
		greg	User	Greg	Orange		greg@ava.com
		john	User	John	Blue		john@ava.com
		marcio	Administrator	Marcio	Yellow		marcio@ava.com
		nicolas	User	Nicolas	Green	nicolas@ava.com	nicolas@ava.com

Showing 1 to 5 of 5 entries (filtered from 156 total entries)

1

Details on any user can be seen by clicking on the green arrow in the leftmost column. This will expand the user information and provide more detailed user management options. When making changes to a user profile you can click **Save** to keep updates, **Reset** to undo changes without closing out of the details screen, **Cancel** to discard changes, or **Delete** to permanently delete the user.

info@avarobotics.com

User

Ava Robotics

Username *

info@avarobotics.com

Enabled

☒

Role

User

First Name *

Ava Robotics

Last Name

Email *

info@avarobotics.com

New Password

Notify via Email

☐

Sites

☐ Ava_Software_Test (Ava Robotics, Test)

☐ Ava_SomervilleHQ_Master_12262023 (Ava Robotics, Somerville, SB152)

☐ Ava_Stress_Test (Ava Robotics, Stress Test, 1)

☐ Cirtronics_1st_Floor (Cirtronics, Manufacturing, 1st Floor)

☐ Cirtronics_2nd_Floor (Cirtronics, Office Space, 2nd Floor)

☐ MassRobotics_120419 (MassRobotics, Boston, Second Floor)

☐ MR_3rdFloor_Temp_251220 (Ava Robotics, 3rd Floor Temp, SC00257)

☐ MR_3rdFloor_Temp_251220B (Ava Robotics, 3rd Floor Temp, SB00152)

☐ MR_3rdFloor_Temp_251220C (Ava Robotics, 3rd Floor Temp, SB00265)

☐ MR_3rdFloor_Temp_251220D (Ava Robotics, 3rd Floor Temp, VB00283)

☐ NewTest (Ava, Bob, Scare Floor)

Video Endpoints

Video Address Label

Add

Use integrated video by default ☐

* These fields are required

Save

Reset

Cancel

Delete

All fields in user details are the same as the fields found in the Add User screen, shown below. You get to this page by clicking **Add User** on the user management main screen.

AVA ROBOTICS

Ava®
Cloud Service Administration Console

ADMINISTRATIONUSERSADD USER

Add User

Username *

First Name *

Last Name

Role

User

Email Address *

Password *

Notify via Email

☐

Sites

☐ Ava_Software_Test (Ava Robotics, Test)

☐ Ava_SomervilleHQ_Master_12262023 (Ava Robotics, Somerville, SB152)

☐ Ava_Stress_Test (Ava Robotics, Stress Test, 1)

☐ Cirtronics_1st_Floor (Cirtronics, Manufacturing, 1st Floor)

☐ Cirtronics_2nd_Floor (Cirtronics, Office Space, 2nd Floor)

☐ MassRobotics_120419 (MassRobotics, Boston, Second Floor)

☐ MR_3rdFloor_Temp_251220 (Ava Robotics, 3rd Floor Temp, SC00257)

☐ MR_3rdFloor_Temp_251220B (Ava Robotics, 3rd Floor Temp, SB00152)

☐ MR_3rdFloor_Temp_251220C (Ava Robotics, 3rd Floor Temp, SB00265)

☐ MR_3rdFloor_Temp_251220D (Ava Robotics, 3rd Floor Temp, VB00283)

☐ NewTest (Ava, Bob, Scare Floor)

Video Endpoints

Address Label

+

Use integrated video by default ☐

* These fields are required

Add

Fields marked with a star are necessary to add a user. Details on the various fields are as

follows.

- **Username:** assigned when the user is created, is used to sign into the Administrator Console and the Ava Telepresence Apps. Usernames must be 3-80 characters and can contain numbers, letters, and symbols in the printable ASCII set.
- **First & Last Name:** first and last name will be displayed when Ava is waiting for a session with the user.
- **Role:** either User or Administrator.
 - User: can login only to the Ava Telepresence Apps
 - Administrator: can login to the IT Administration Console and the Ava Telepresence Apps
- **Email Address:** the user's email address, used to qualify an App request for a forgotten username or password.
- **Password:** when creating passwords are recommended to meet the following criteria:
 - At least 8 characters
 - At least 1 number and 1 letter
 - Cannot repeat the same character 3+ times sequentially
 - Cannot contain the user's first name, last name, or username

If any of the password criteria are violated, you will be notified that the change cannot be saved. The same criteria are enforced when a user changes their password in the Telepresence App.

Functionality is provided to auto-generate a password. When the password box is active, clicking the arrows will generate a password. Clicking the dots will toggle between hiding and showing the password.

- **Notify via Email:** when enabled, Ava sends an email to the user when the user is first added or after their password is updated. The option is available only when a password is entered.
- **Sites (Telepresence only):** if you have multiple sites or operating areas, users can have restricted access to certain sites. A user must be authorized for at least one site in order to use the Telepresence App. Users cannot be authorized to access a site until the map for that site is completed.
- **Video Endpoints (Telepresence only):** if a site/user has video endpoints they can be added by the IT Administrator or by the user (in the Telepresence Apps). Each video endpoint is made up of an address and a label. Clicking the + button will display these fields to add a new endpoint. The address is the SIP URI to be called and the label is the name as presented in App for the user (for example 'My Personal Zoom Room'). If

the user wants to use integrated video as the default video call type, that box can be checked.

Once a user has been created, one more checkbox - **Enabled** - becomes an option in the User Details page. If not checked, the user cannot login to the Telepresence App or to the Administrator Console.

Inviting Guests (Telepresence only)

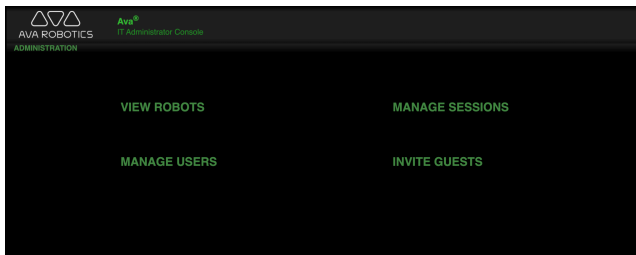
An Ava Guest Invitation allows you, as an Ava administrator for your organization, to invite a guest to come visit you via Ava Telepresence apps at a scheduled time.

At any point during the time window you specify in the invitation, your guest will be able to click on the email they will receive and teleport to the designated site.

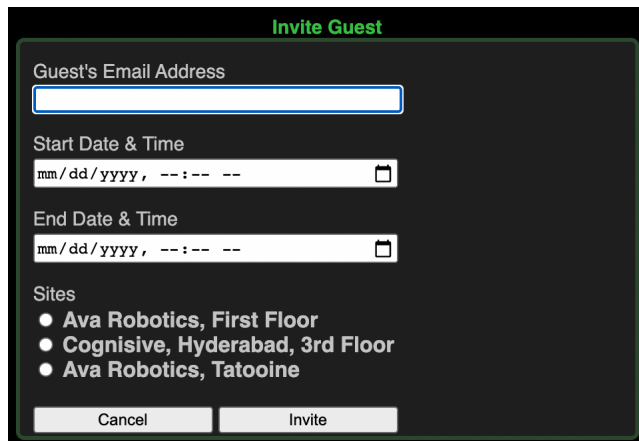
Inviting a Guest

In order to invite someone, just follow these steps:

- Click on *INVITE GUESTS*



- Fill out the form:
 - Enter email address of your guest
 - Enter start and end date/time for invitation
 - Choose which site you are granting access to



Invite Guest

Guest's Email Address

Start Date & Time

mm/dd/yyyy, --:-- --

End Date & Time

mm/dd/yyyy, --:-- --

Sites

- **Ava Robotics, First Floor**
- **Cognisive, Hyderabad, 3rd Floor**
- **Ava Robotics, Tatooine**

Cancel Invite

- Click *Invite*

Your guest will receive an email invitation immediately. In the invitation, there will be a "Teleport Now" link which they can click on to start a session.

Note: the guest's email address should not be an active username in the system.

Managing Invitations

In the admin console, the *MANAGE SESSIONS* page shows the invitations that have been sent, in addition to any active or scheduled sessions.

Note: when an invitation is deleted, there is no email to the guest to inform them. Please communicate with them directly if appropriate.