


How to schedule procedures?

Before you can schedule procedures, they need to be **validated** first.

For trainees to train with the procedure in Passerelle Player, you need to 'schedule a job' as a planner.

Note

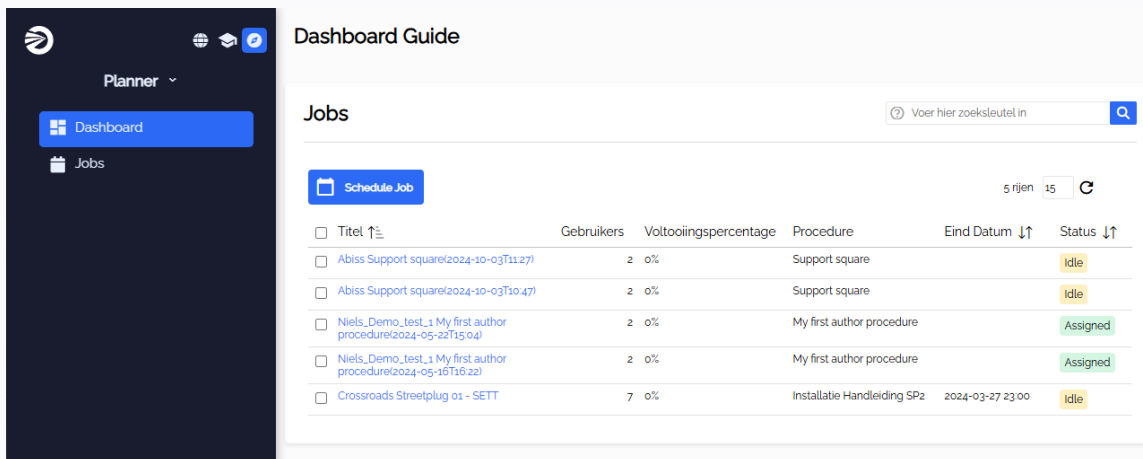
Make sure **Guide square** is selected. You can change squares by clicking on the corresponding

icon. 

Note

Make sure you have the **Planner** role. You can change roles by clicking on them and switch to another one in the list.

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The screenshot shows the Passerelle Player interface. On the left is a dark sidebar with a 'Planner' dropdown menu containing 'Dashboard' and 'Jobs'. The main area is titled 'Dashboard Guide' and contains a 'Jobs' table. A 'Schedule Job' button is visible above the table. The table has columns for 'Titel', 'Gebruikers', 'Voltooiingspercentage', 'Procedure', 'Eind Datum', and 'Status'. It lists five jobs with their respective details.

<input type="checkbox"/>	Titel ↑	Gebruikers	Voltooiingspercentage	Procedure	Eind Datum ↓↑	Status ↓↑
<input type="checkbox"/>	Abiss Support square(2024-10-03T11:27)	2	0%	Support square		Idle
<input type="checkbox"/>	Abiss Support square(2024-10-03T10:47)	2	0%	Support square		Idle
<input type="checkbox"/>	Niels_Demo_test_1 My first author procedure(2024-05-22T15:04)	2	0%	My first author procedure		Assigned
<input type="checkbox"/>	Niels_Demo_test_1 My first author procedure(2024-05-16T16:22)	2	0%	My first author procedure		Assigned
<input type="checkbox"/>	Crossroads Streetplug 01 - SETT	7	0%	Installatie Handleiding SP2	2024-03-27 23:00	Idle

- On the dashboard, press the 'schedule job' button.