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**
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> 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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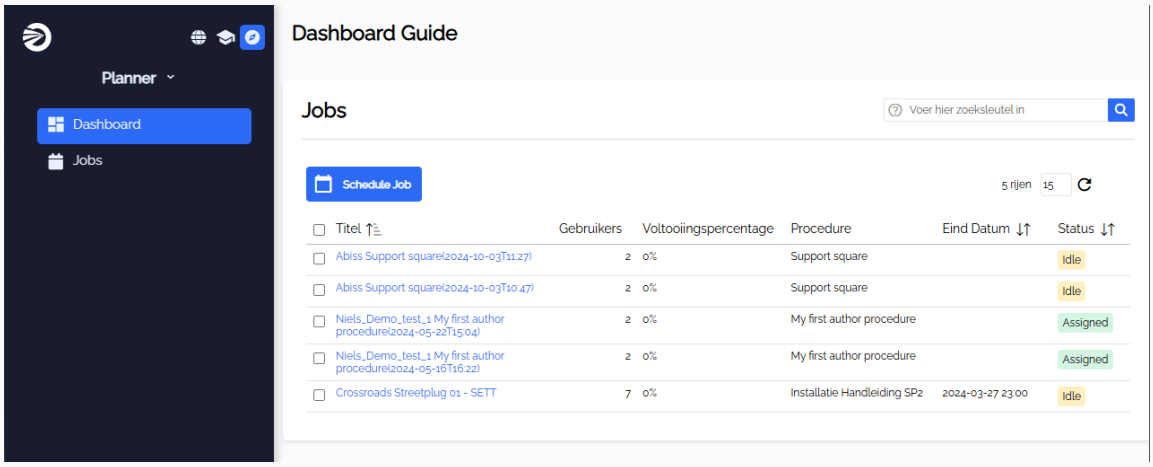

- On the dashboard, press the 'schedule job' button.