




# 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.

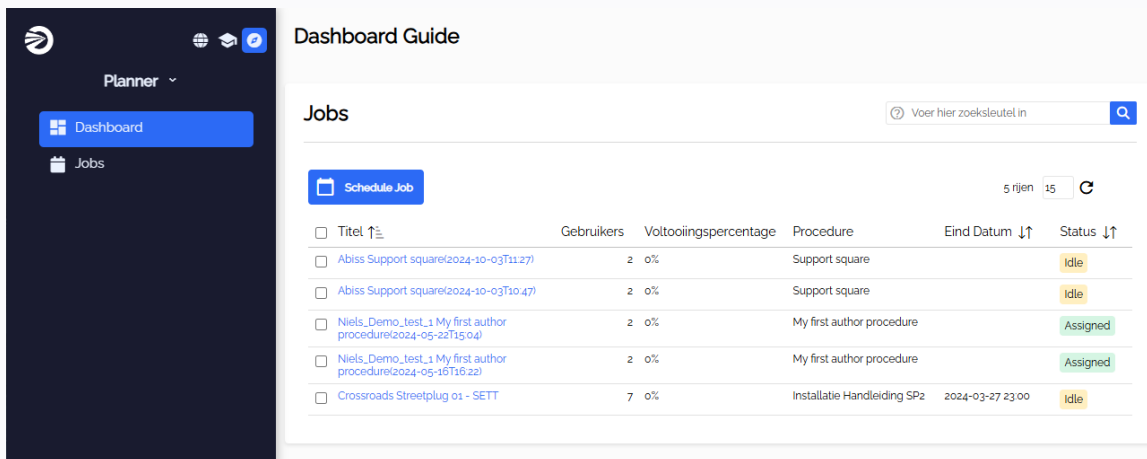
## Note

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 'Jobs'. It features a 'Schedule Job' button, a search bar, and a table of jobs. The table has columns for checkboxes, titles, users, completion percentages, procedures, end dates, and statuses. The first two jobs are 'Support square' and are 'Idle'. The next two are 'My first author procedure' and are 'Assigned'. The last one is 'Installatie Handleiding SP2' and is 'Idle'.

<input type="checkbox"/>	Titel ↑	Gebruikers	Voltooiingspercentage	Procedure	Eind Datum ↑↓	Status ↑↓
<input type="checkbox"/>	Abyss Support square(2024-10-03T11:27)	2	0%	Support square		Idle
<input type="checkbox"/>	Abyss 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.