

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.

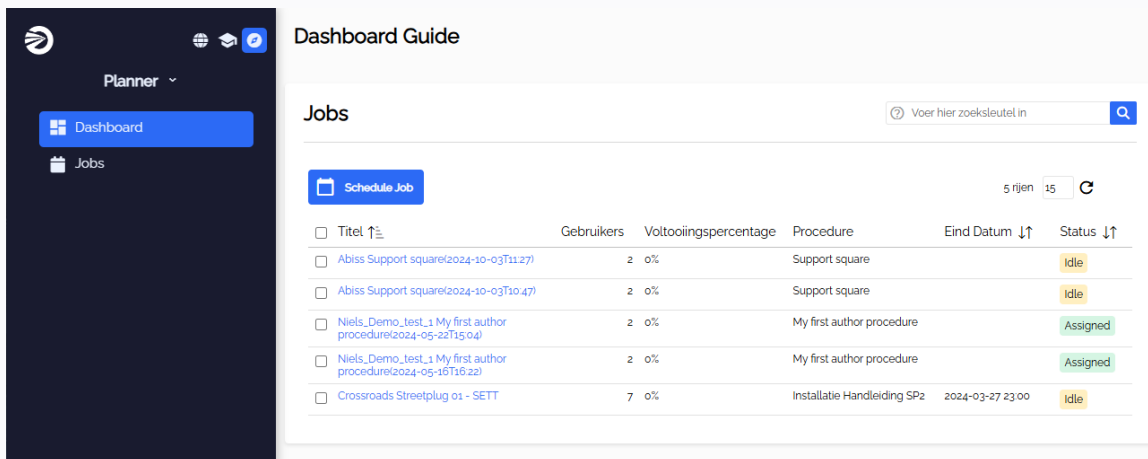
Note

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 displays the Passerelle Player interface. On the left, a dark sidebar shows the 'Planner' role selected. The main area is titled 'Dashboard Guide' and contains a 'Jobs' table. A 'Schedule Job' button is visible in the top left of the table area. The table lists various jobs with columns for checkboxes, titles, users, completion percentages, procedures, end dates, and statuses.

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

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