

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.

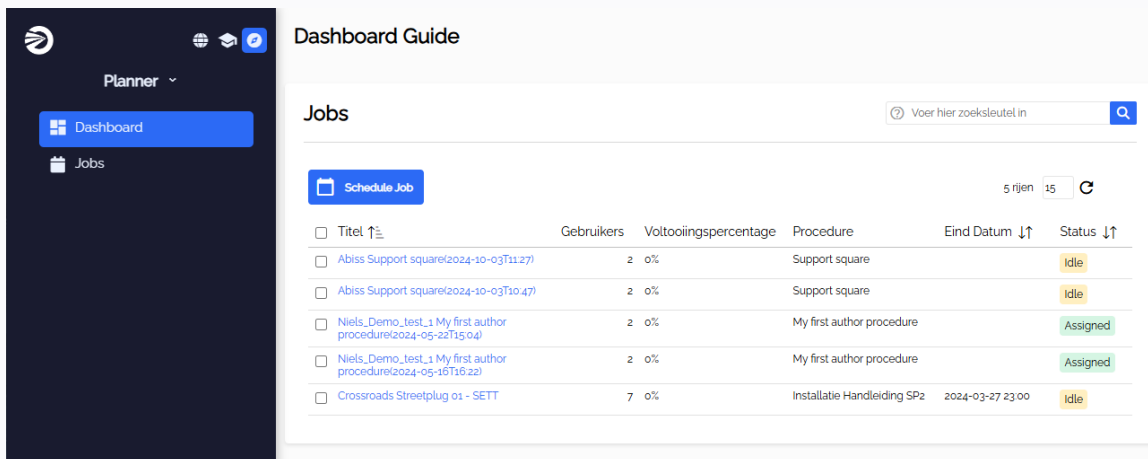
Note

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, a dark sidebar contains a 'Planner' dropdown menu with 'Dashboard' and 'Jobs' options. The main area is titled 'Dashboard Guide' and 'Jobs'. A 'Schedule Job' button is visible. Below it is a table with columns: Titel, Gebruikers, Voltooiingspercentage, Procedure, Eind Datum, and Status. The table lists five jobs, including 'Support square' and 'My first author procedure'.

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.