

How to validate procedures? (available in 4.1)

Created procedures need to be validated before they can be scheduled and used by trainees.



Note

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

Tutorial before 4.0

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The screenshot shows the 'Dashboard Guide' for the 'Validator' role. The main section is 'Open Validation Tasks', which displays a table of tasks. The table has columns for Request Date, Procedure, Version, Project, Designer, and Validator. The tasks are listed in descending order of Request Date.

☐	Request Date ↓↑	Procedure ↓↑	Version	Project ↓↑	Designer ↓↑	Validator ↓↑
☐	▶ 2024-12-18 12:21	This is a testprocedure	2	Niels_Demo_test_1	niels.vleeschouwer@supportsquare.io	Niels Vleeschouwer
☐	▶ 2024-12-17 15:55	Hoe je kerstboom versieren (zonder stress)	3	Hoe je kerstboom versieren (zonder stress)		
☐	▶ 2024-12-17 15:45	Inspection procedure	8	e-BO Inspection		
☐	▶ 2024-12-17 15:16	Hoe je kerstboom versieren (zonder stress)	1	Hoe je kerstboom versieren (zonder stress)	sofie.stoffijn	
☐	▶ 2024-12-17 15:15	Hoe je kerstboom versieren (zonder stress)	1	Hoe je kerstboom versieren (zonder stress)	sofie.stoffijn	
☐	▶ 2024-12-17 15:09	Inspection procedure	6	e-BO Inspection		
☐	▶ 2024-12-17 14:51	Inspection procedure	5	e-BO Inspection		
☐	▶ 2024-12-17 14:44	Inspection procedure	4	e-BO Inspection		
☐	▶ 2024-12-17 14:41	Inspection procedure	3	e-BO Inspection		
☐	▶ 2024-12-17 14:28	Inspection procedure	2	e-BO Inspection	mathieu.allaert@supportsquare.io	

- In the Dashboard you will see procedures that you can validate. These aren't always assigned to you specifically but you can easily assign yourself.