

CAERise eGrading

Client Assignation

Client Assignation

If you would like to change the order of clients for an upcoming training session, simply refer to the procedure below.

CAERise		
Upcoming Sessions		
™ ° 16	Sciences Introduction Room N393 Tuesday, 07:00 A333 Sandard Type Raing Carse & 4 attendes	CLASSROOM • GRADING
	Sciences CPT1 2 Hours A320 Standard Type Rating Course Tuesday, 12:00	FTD READY TO GRADE
	Rafiel Belanger " Refiel Belanger " Conet Conet	>
CAERise		
< т	Training Session	
Client 1	Assignation is: Clent 2 is: Clent Name A • SWITCH Of Clent Name B	
	3	SAVE

1 Select the Session

Go to the desired session and left-click the general area to access it.

2 Client Assignation

To change the order of the clients, click/tap the Switch button.

3 Save

Once the switch has been made, click/tap the Save button. Take note that once the switch has been made, clients cannot be switched again.

