



CAERise Editor

Submitting a Change Request
for Approval

Submitting a Change Request for Approval

Each course, lesson, module or task that has been imported, created or edited needs to be submitted for approval before it is published in CAE Rise Editor.

To submit an item for approval, review the following content.

The screenshot displays the CAERise Editor interface. On the left is a blue sidebar with navigation options: Dashboard, Courses, Lessons, Modules, Tasks, Change Requests, Customers, and Administration. The main content area is titled 'Change Requests / Details' and shows a change request for 'Task: Test 001'. The status is 'DRAFT'. Metadata includes 'Created by L. René', 'Created on 25-Mar-2021', 'Modified by L. René', and 'Last Update 25-Mar-2021, 10:02'. Below the metadata is a 'Description' section with a large empty text area. In the top right corner, there are two buttons: 'REJECT' (with a red 'X' icon) and 'SUBMIT FOR APPROVAL' (in a blue box). A user profile icon 'LR' is in the top right corner. Three yellow callout circles with numbers 1, 2, and 3 are overlaid on the interface: circle 1 is on the item name, circle 2 is on the 'Description' label, and circle 3 is on the 'SUBMIT FOR APPROVAL' button.

1 Item Name

This is the name of the item that needs to be submitted.

2 Item Description

Any relevant description of the item will be featured here.

3 Submit for Approval / Reject

Click the **Submit for Approval** button to submit the item. To reject the item, click on the **Reject** button. A window will appear to ask you to confirm your choice.