



# CAERise Editor

Change Requests Overview

## Change Requests Overview

Change Requests are generated when Courses, Lessons, Modules and Tasks are imported (courses only), created or edited. Each change to any of those items, need to be submitted for approval.

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

The screenshot shows the CAERise Editor interface. On the left is a sidebar with navigation tabs: Dashboard, Courses, Lessons, Modules, Tasks, Change Requests (1), Customers, and Administration. The main content area is titled 'Change Requests / Details' and shows a 'Task: Test 001' (2) in a 'DRAFT' status. Below the title is a 'Description' field (4). At the top right of the main area, there are two buttons: 'REJECT' (5) and 'SUBMIT FOR APPROVAL' (6). The user's initials 'LR' are visible in the top right corner.

### 1 Change Requests Tab

To access all the Change Requests, click on the Change Request tab.

### 4 Description

If there is a description for the item, it will be displayed here.

### 2 Item in Question

This is the name of the item that needs to be submitted for approval or rejected.

### 5 Reject Request

To reject the change request, click on the Reject button.

### 3 Status

This displays the status of the lesson (Draft, Preview or Published).

### 6 Submit for Approval

To submit the change request for approval, click on the **SUBMIT FOR APPROVAL** button.