



CAERise Editor

Submitting a Lesson for Approval

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Once you've added all the task needed for the lesson, finish your editing session by clicking the *Done* button and submit your lesson for approval. There are two ways to submit a lesson for approval: you can submit it through the Dashboard via *My Change Requests* or by selecting the *Change Request* tab.

To learn more about submitting a lesson for approval, review the information below.

This screenshot shows the 'Lessons / Details' page for 'Test Lesson 001'. The page is in 'DRAFT' status and is a 'Simulator' type. It was created by L. René on 28-Mar-2021. The 'Plan Of Action' section lists two tasks: '1. Acceleration / Deceleration, Trim changes' (00:30) and '2. Cockpit Inspection' (00:45). In the top right corner, a three-dot menu is open, showing 'Submit For Approval' (highlighted with a yellow circle 2) and 'Delete' options. A yellow circle 1 is placed over the three-dot menu icon, and a yellow circle 3 is placed over the 'EDIT' button.

This screenshot shows the 'CAERise Editor' 'Change Requests / Details' page for 'Lesson: Test Lesson 001'. The page is in 'DRAFT' status and was created by L. René on 28-Mar-2021, with a last update on 29-Mar-2021 at 09:42. The 'Description' section is currently empty. In the top right corner, there are two buttons: 'REJECT' (with a red 'X' icon and a yellow circle 5) and 'SUBMIT FOR APPROVAL' (with a yellow circle 4). In the bottom left sidebar, the 'Change Requests' tab is highlighted with a yellow circle 3.

1 Open Options

Click on the three dots to open the Lesson options.

2 Submit for Approval Option

Select the *Submit for Approval* option.

3 Change Request Tab

The other way to submit your lesson for approval is to visit the *Change Request* tab.

4 Submit for Approval Button

Click on the *Submit for Approval* button.

5 Reject Button

Clicking on the reject button will clear all the tasks and edits you've made to the lesson and it will be removed from the change requests.