



CAERise Editor

Submitting a Task for Approval

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Once you've finished editing the task, finish your editing session by clicking the *Done* button and submit your task for approval. There are two ways to submit a task 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 task for approval, review the information below.

CAERise Editor

Tasks / Details

Test 001

DRAFT Created by L. René Created on 25-Mar-2021 Published by L. René Last Update 25-Mar-2021, 10:01

Date Effective Coming Soon	Associated Competencies Coming Soon	Teaching Points This is a test for tutorial purposes.
Display Name Test 001	Objective Assessment None	Common Errors
Suggested Grading Type Crew	SOP Handle Coming Soon	

1 ...

2 Submit For Approval

3 Delete

EDIT

CAERise Editor

Change Requests / Details

Task: Test 001

DRAFT Created by L. René Created on 25-Mar-2021 Modified by L. René Last Update 25-Mar-2021, 10:02

Description

4 SUBMIT FOR APPROVAL

5 REJECT

1 Open Options

Click on the three dots to open the Task options.

2 Submit for Approval Option

Select the *Submit for Approval* option.

3 Change Request Tab

The other way to submit your task 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 edits you've made to the task and it will be removed from the change requests.