

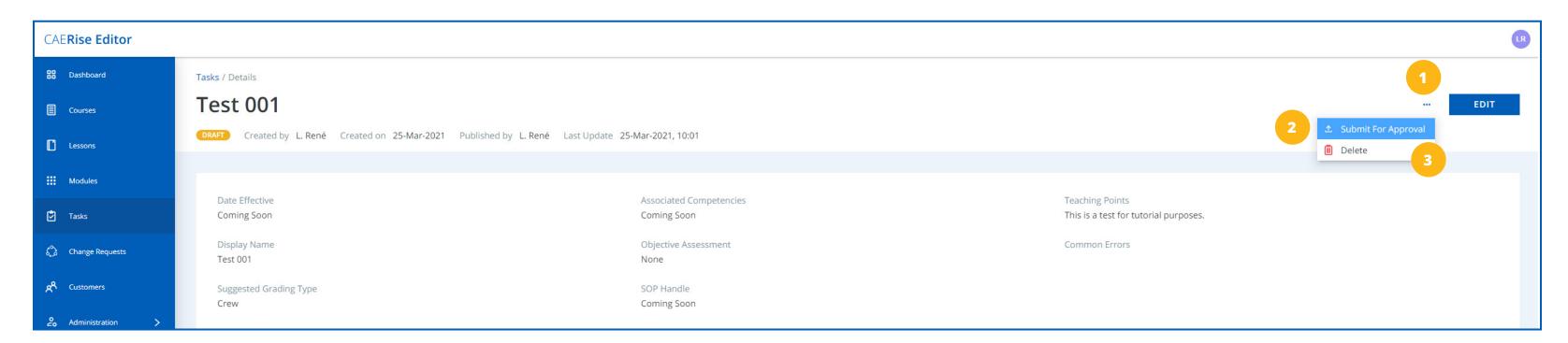
CAERise Editor

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.





- 1 Open Options
 Click on the three dots to open the Task options.
- 4 Submit for Approval Button
 Click on the Submit for Approval button.

- 2 Submit for Approval Option
 Select the Submit for Approval option.
- 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.

3 Change Request Tab

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

