



CAERise Editor

Changing the Task Order

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As you add tasks to the module, you may feel the need to change the order to make sure things progress smoothly.

To learn how to change the task order, review the information below.

This screenshot shows the 'Plan of Action' section of a software interface. On the left, a navigation menu includes 'Lessons', 'Modules', 'Module Scheduler', 'Tasks', 'Change Requests', 'Customers', and 'Administration'. A yellow circle with the number '1' highlights the 'Administration' menu item. The main content area displays a list of tasks under the heading 'Plan of Action'. The tasks are: 'Acceleration / Deceleration, Trim changes', 'COMP (communication with the Company's maintenance or operational department via WIFI)', '"#1 DC GEN" and "#2 DC GEN" and "#1 AC GEN" and "#2 AC GEN"', and 'Aircraft Procedures'. Each task has a 'Time' input field and a three-dot menu icon. The right sidebar shows a search bar and a list of tasks under the 'Tasks' tab, including 'Acceleration / Deceleration, Trim changes', 'Acceleration to / Deceleration from VMO/MMO', 'Aeroplane Visual Inspection', 'After Landing Procedures', and 'After Landing Procedures - Shutdown'.

This screenshot shows the 'Plan of Action' section of the software interface after a task order change. The navigation menu is the same as in the previous screenshot, but a yellow circle with the number '2' highlights the 'Tasks' menu item. The main content area shows the same list of tasks, but their order has been changed: 'Acceleration / Deceleration, Trim changes', 'COMP (communication with the Company's maintenance or operational department via WIFI)', 'Aircraft Procedures', and '"#1 DC GEN" and "#2 DC GEN" and "#1 AC GEN" and "#2 AC GEN"'. The right sidebar shows the same search bar and task list, but the last task is now 'After Landing Procedures - Taxi-in'.

1 Selecting the Task to Change

To change the task order, select the task and click on the circular grid icon and drag it to the desired position.

2 Order Change

Once the change has been made, the task number will change automatically.