CAE

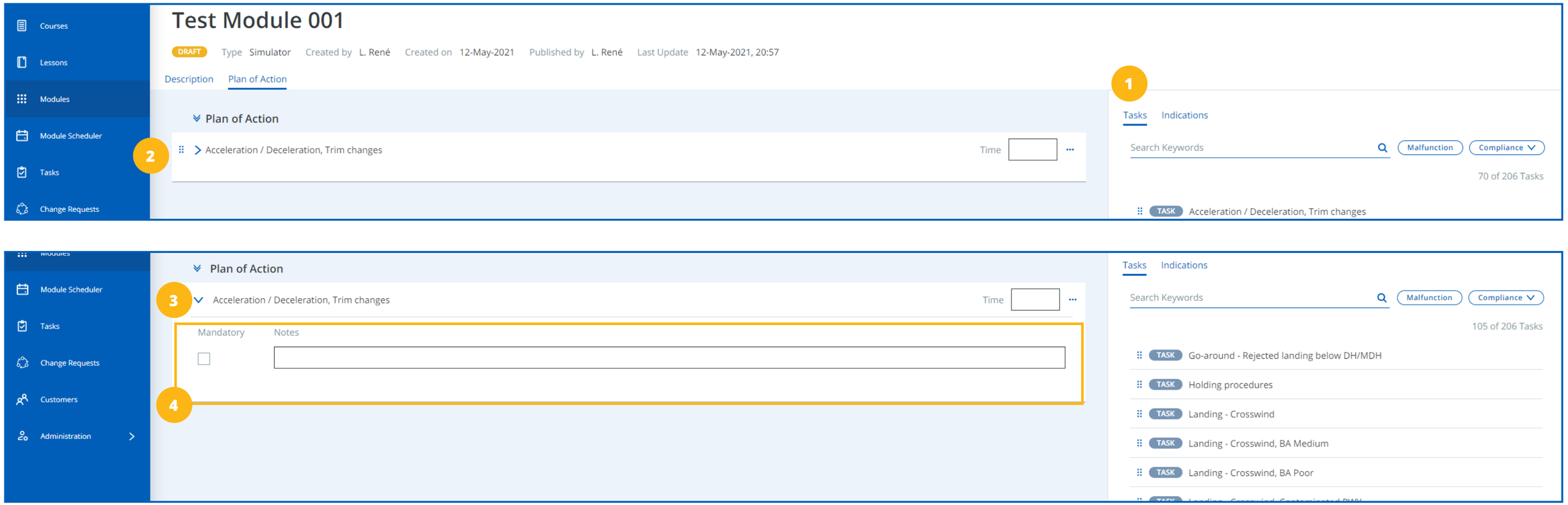
CAE Rise Editor

Adding Tasks

Adding Tasks

To add tasks to a module, all you have to do is drag it from the list of available tasks and drop it into the plan of action. Once the task is added to the POA, you'll need to add some details to it.

To learn more about adding tasks, review the information below.



1 Available Tasks

Select the task you want to add from the list of available tasks.

2 Added Task

Once the task has been added, you'll have to enter the time allotted to complete the task in the Time box located on the far right of the task row.

3 Expanding a Task

To expand the task, click on the blue arrow pointing to the right and it will open the task to reveal all of its details.

4 Task Details

You'll have to select whether the task is mandatory or not and add notes to the task (if necessary).

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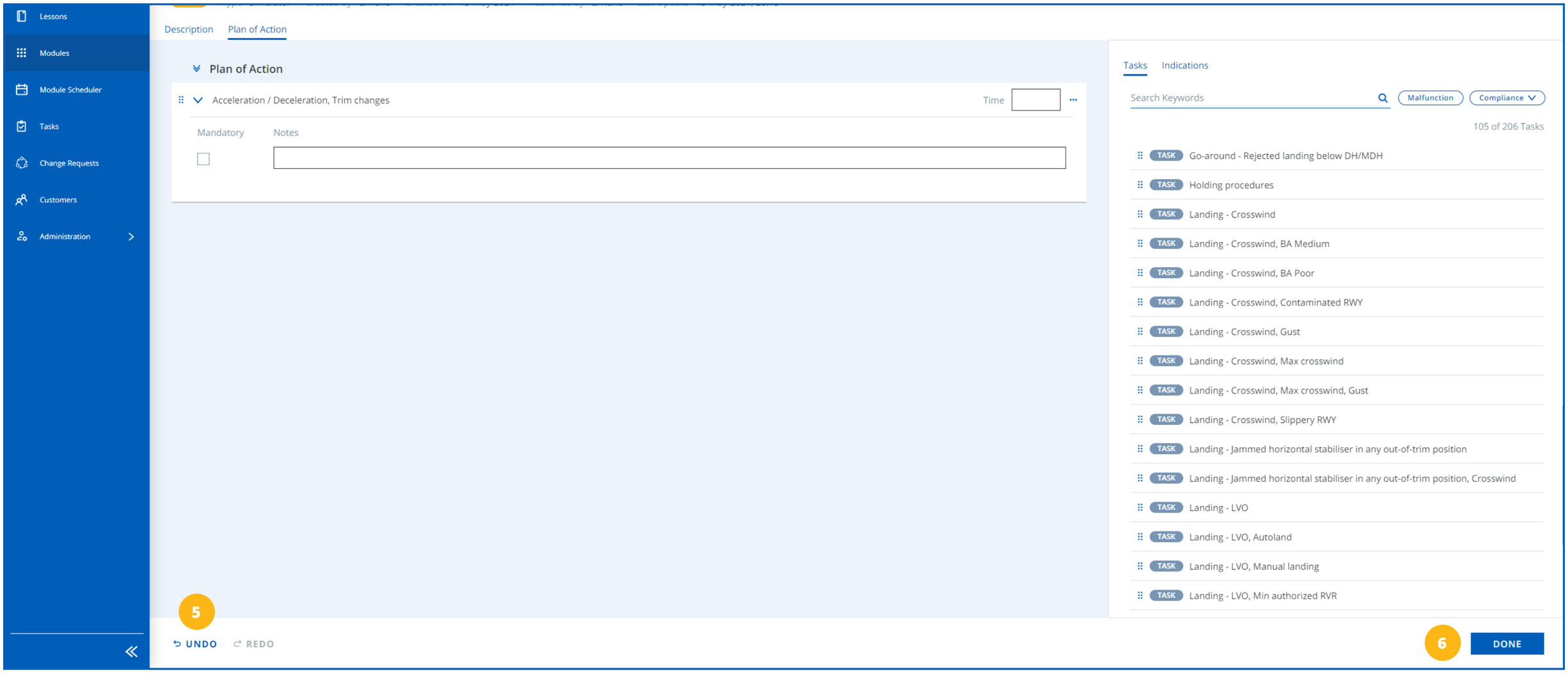

5 **UNDO Button**

To undo adding a task, click on the undo button at the bottom left of the page.

6 **DONE Button**

Once you're done adding tasks, click on the DONE button.