



# CAERise Editor

Adding Tasks

## Adding Tasks

To add tasks to a lesson, 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.

The screenshot shows the 'Test Lesson 001' interface. The left sidebar contains navigation options: Courses, Lessons, Modules, Tasks, Change Requests, and Customers. The main content area is titled 'Test Lesson 001' and includes a 'DRAFT' status, 'Type Simulator', and metadata: 'Created by L. René', 'Created on 28-Mar-2021', 'Published by L. René', and 'Last Update 28-Mar-2021, 21:10'. Below this is the 'Plan Of Action' section, which contains a task: '1. Acceleration / Deceleration, Trim changes' with a 'Time' field set to '00:30'. A blue arrow points to the right of the task. On the right side, there is a 'Tasks' panel with a search bar and filters for 'Malfunction' and 'Compliance'. It shows '105 of 206 Tasks' and a list of tasks, including 'Acceleration / Deceleration, Trim changes'.

The screenshot shows the 'Test Lesson 001' interface with the task '1. Acceleration / Deceleration, Trim changes' expanded. The left sidebar is visible, with 'Modules' and 'Administration' highlighted. The main content area shows the 'Plan Of Action' section with the task expanded. The task details include: 'Grading' (Crew, Handling, Demo), 'Pilot Flying' (Client 1, Client 2), 'Flight Automation' (AP, AT), 'Flight Guidance' (+, -O-, >-O-<), 'Minimal grade' (1, 2, 3, 4), and 'Mandatory' (checkbox). Below these are 'Instructor Guide' and 'Notes' fields. On the right side, the 'Tasks' panel shows '17 of 17 Tasks' and a list of tasks, including 'Before Start Procedures', 'Cockpit Inspection', 'Landing - Normal', 'Performance Calculation', and 'Preflight Procedures'.

### 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 adjust the various details to ensure that the task meet the needs of the lesson. You'll have to select the grading type (Crew, Handling or Demo), the pilot who is flying, flight automation (Auto Plot or Auto-throttle), adjust the flight guidance, choose a minimal grade and determine whether the task should be mandatory. You can also add the task to the instructor's guide or add some notes.

# Adding Tasks

The screenshot displays the 'Plan Of Action' interface. On the left is a blue sidebar with navigation options: Modules, Tasks, Change Requests, Customers, and Administration. The main area is titled 'Plan Of Action' and shows a task configuration for '1. Acceleration / Deceleration, Trim changes' with a time of '00:30'. The configuration includes sections for Grading (Crew, Handling, Demo), Pilot Flying (Client 1, Client 2), Flight Automation (AP, AT), Flight Guidance (+, -0-, >-0-<), Minimal grade (1, 2, 3, 4), and Mandatory. Below these are fields for Instructor Guide and Notes. At the bottom left of the main area is a yellow circle with the number '5' and 'UNDO' and 'REDO' buttons. On the right side, there is a 'Tasks' panel with a search bar and filters for 'Malfunction' and 'Compliance: 3'. It lists 17 tasks, including 'Before Start Procedures', 'Cockpit Inspection', 'Landing - Normal', 'Performance Calculation', 'Preflight Procedures', 'Quick Turn-around', and various 'Take-off - Max TO Mass' scenarios. At the bottom right of the main area is a yellow circle with the number '6' and a blue 'DONE' button.

## 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.