



CAERise Editor

Editing a Form

Editing a Form

Once a form has been uploaded, it needs to be edited so that the platform can interpret it properly. This step is essential to the record creation process because it ensures that the form can be used and will reduce errors in the final training record. To learn more about editing a form, review the following information.

The screenshot shows the CAERise Editor interface. On the left is a blue sidebar with navigation icons and labels: Dashboard, Modules, Module Scheduler, Tasks, and Customers. The main content area has a breadcrumb trail: Customers / Aramco Associated Company (Part 125) / Form Details. Below this is the form title '8600 Rev 4 Jan 2019' and metadata: Created by Simon Nguyen, Created on 10-Aug-2021, Last Update 18-Oct-2021, 17:41. There are two tabs: 'Description' (marked with a '1') and 'Input Fields' (marked with a '2'). The 'Description' tab is active, displaying a table of form details:

Name	Description
8600 Rev 4 Jan 2019	None
Revision	None
Multiple Sessions	✓
Grading Scheme	Aramco - Training

In the top right corner of the main content area, there is a yellow circle with the number '3' and a blue 'EDIT' button.

1 Description Tab

The description tab displays all the form details entered when the form was initially uploaded.

2 Input Fields Tab

The Input Fields tabs allows you to fill in the blanks of a form.

3 EDIT Button

Clicking on the EDIT button allows you to edit the form's name, revision number and description. It also allows you to create and edit the input fields.

Editing a Form

The screenshot displays the 'Editing a Form' interface. On the left is a blue sidebar with navigation options: Dashboard, Modules, Module Scheduler, Tasks, and Customers. The main content area shows the form details for '8600 Rev 4 Jan 2019 - 2', created by Wendy Rodriguez De Ramos on 27-Sep-2021 and last updated on 05-Nov-2021. The 'Input Fields' tab is active, showing a grid of input fields for the 'Flight Training and Evaluation Record (8600)'. The grid is titled 'INFLIGHT MANEUVERS' and lists various maneuvers such as Normal Climb (SIC), Steep Turns, Approach to Stall - Takeoff (SIC), Scenario-Based Stall - Takeoff, Approach to Stall - Clean (SIC), Scenario-Based Stall - Clean, Approach to Stall - Landing (SIC), Scenario-Based Stall - Landing, Stall Recovery: AOA limiting (norm mode), Stall Recovery: Alternate mode, Engine Shutdown, Engine Restart, Jammed Flight Controls Demonstration, Unusual Attitude Recovery (SIC), Yaw Damper Characteristics, Dutch Roll, High Altitude Stall, Emergency Descent, Maximum Rate Descent, High Speed Handling, High Altitude Maneuvering and Stalls, Normal Descent (SIC), and Stick Pusher. A blue 'EDIT' button is in the top right. A right-hand panel shows the 'Input Fields' list with an 'EXPAND ALL' button and three categories: General Information (pink), Grading Scheme & Session Info (blue), and Grading Tasks (green).

4 Uploaded Form

Once you've clicked the Input Fields tab, you'll be able to see the uploaded form.

5 Input Field Types

There are three available Input Field types: General Information (pink), Grading Scheme and Session information (blue) and Grading Tasks (green).

General information refers to the trainee's identification information, Grading Scheme and Session Information refers to details pertaining to the session. Grading Tasks refers solely to the tasks that will be graded.

6 Input Field List

This list displays all the created input fields by name and type. Click on the double arrows next to "Expand All" to view the entire list.

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7 Zoom Feature

8 Pan Tool

9 Select Tool

10 Input Field Types

11 Parameters Menu

12 Save & Done Button

! When creating Grading Task fields, ensure that all the fields within the same row have the same name.

i To speed up the Input Field creation process, you can copy and paste an entire row of fields by clicking on the Select tool and dragging across the fields you'd like to copy.

i It's important to enter the correct name for each field.

Description	Input Fields																	
Normal Climb (SIC)																		
Steep Turns																		
Approach to Stall – Takeoff (SIC)																		
Scenario-Based Stall - Takeoff																		
Approach to Stall – Clean (SIC)																		
Scenario-Based Stall - Clean																		
Approach to Stall – Landing (SIC)																		
Scenario-Based Stall - Landing																		
Stall Recovery: AOA limiting (norm mode)																		
Stall Recovery: Alternate mode																		
Engine Shutdown																		
Engine Restart																		
Jammed Flight Controls Demonstration																		
Unusual Attitude Recovery (SIC)																		
Yaw Damper Characteristics																		
Dutch Roll																		
High Altitude Stall																		
Emergency Descent																		
Maximum Rate Descent																		
High Speed Handling																		
High Altitude Maneuvering and Stalls																		
Normal Descent (SIC)																		

7 Zoom Feature
This feature allows you to zoom in and out of the document to create the fields easily. Click on the minus (-) button to zoom out and plus (+) button to zoom in.

8 Pan Tool
When selected, the Pan tool helps you drag and move around the page quickly.

9 Select Tool
The Select tool allows you to select multiple input fields at once.

10 Input Field Types
As mentioned before, the input field types are color coded. Click the selected color for the field you'd like to create, then draw a square over the blank section. You can always resize the square later. To delete it, select it and hit backspace on your keyboard.

11 Parameters Menu
Once you've created the shape, select it and it will open the Parameters menu where you'll need to name it and enter various details to ensure the field functions as desired.

12 Save & Done Button
To save your progress, click on the Save button. To exit the editing mode, click on the Done button.