



CAERise Editor

Uploading a Form

Uploading a Form

To ensure that customers can keep accurate records of all their trainees, Rise Editor provides customers with the ability to create a digital form. This form outlines the plan of action that will be linked to a training module to ensure that no task is missed and that an appropriate raining record is produced. To learn more about uploading a form, review the following content.

CAERise Editor

Dashboard
Modules
Module Scheduler
Tasks
Customers **1**

Customers

6 Customers

Name	Published by	Last Update ↓
Aramco Associated Company (Part 125) 2	John Doe	21-May-2021, 12:05
Skyservice Business Aviation Inc.	John Doe	21-May-2021, 12:05
Flying Service NV	John Doe	21-May-2021, 12:05
Shell Aircraft Limited	John Doe	21-May-2021, 12:05
Execaire a Division of IMP Group LTD	John Doe	21-May-2021, 12:05
CAE	John Doe	21-May-2021, 12:05

Dashboard
Modules
Module Scheduler
Tasks
Customers

Customers / Aramco Associated Company (Part 125)

Aramco Associated Company (Part 125)

Created by J. Doe Created on 21-May-2021 Last Update 21-May-2021, 12:05

Description Competencies Grading Schemes **Forms 3**

4 + Upload Form

Name	Updated by	Last Update
FAA Form 8410 Aramco	Pablo Rozenberg	08-Nov-2021, 16:13
8600 Rev 4 Jan 2019 - 2	Daniel Safulko	05-Nov-2021, 18:59
Aramco 8600 Rev4 (Jan 2019) DS_Demo	Daniel Safulko	05-Nov-2021, 18:49
Talytest_1 to 4, N/A	Taly Tanya Neiman	01-Nov-2021, 15:40

1 Customers Section

Click on the **Customers** section.

2 Customer Name

Select the customer for which you would like to upload a form.

3 Forms Tab

From the Customer profile, select the **Forms** tabs.

4 Upload Form Button

Click on the **+ Upload Form** button.

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The screenshot shows a software interface for managing forms. On the left is a blue navigation sidebar with options: Dashboard, Modules, Module Scheduler, Tasks, and Customers. The main content area is titled 'Customers / Aramco Associated Company (Part 125)' and displays a list of forms under the 'Forms' tab. The list includes entries like 'FAA Form 8410 Aramco', '8600 Rev 4 Jan 2019 - 2', and 'Aramco 8600 Rev4 (Jan 2019) DS_Demo'. An 'Upload Form' modal is open on the right, with a yellow box highlighting its fields: Name (Test Form), Revision (02), Grading Scheme (Aramco's grading scheme), and Multiple Sessions (checked). A yellow circle with the number '5' is next to the '+ SELECT FILE' button in the modal. At the bottom right of the modal, a yellow circle with the number '6' is next to the 'UPLOAD' button. The modal also has 'CANCEL' and 'UPLOAD' buttons at the bottom.

5 Upload Form Menu

Once you've clicked the **+ Upload Form** button, you'll open the Upload Form menu that will allow you to select the form you would like to upload. It will also require you to enter a name for the Form, its revision number, and the grading scheme. It will also ask if the form is designed for multiple sessions.

6 Upload Button

Once you uploaded the file and entered all the details for your form, click on the Upload button that will be blue once all the required information is there.