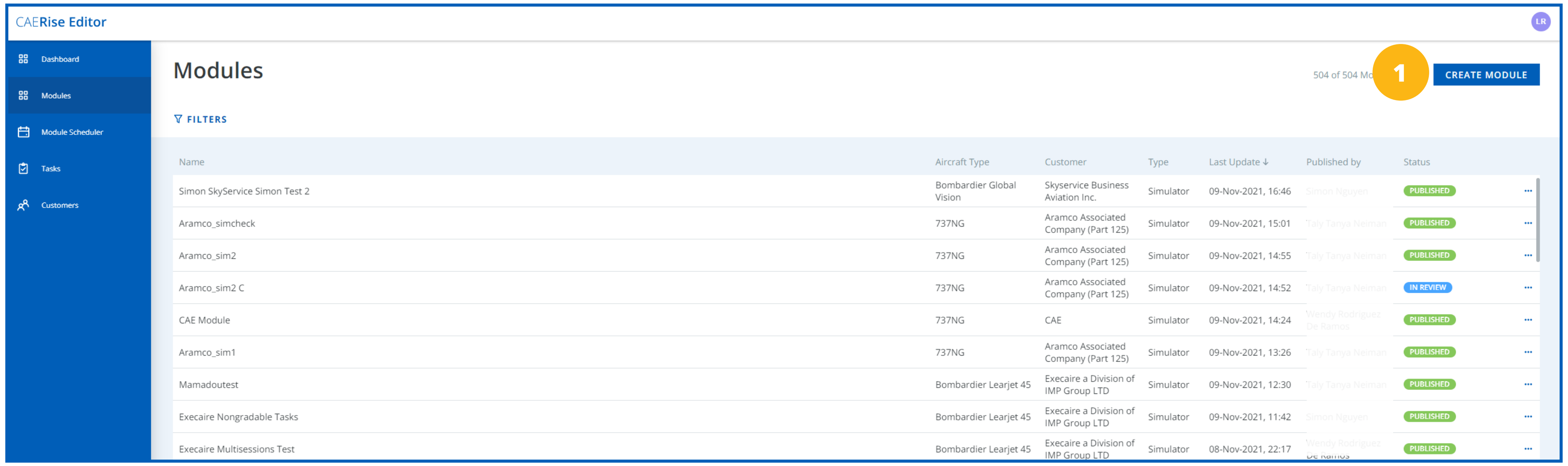
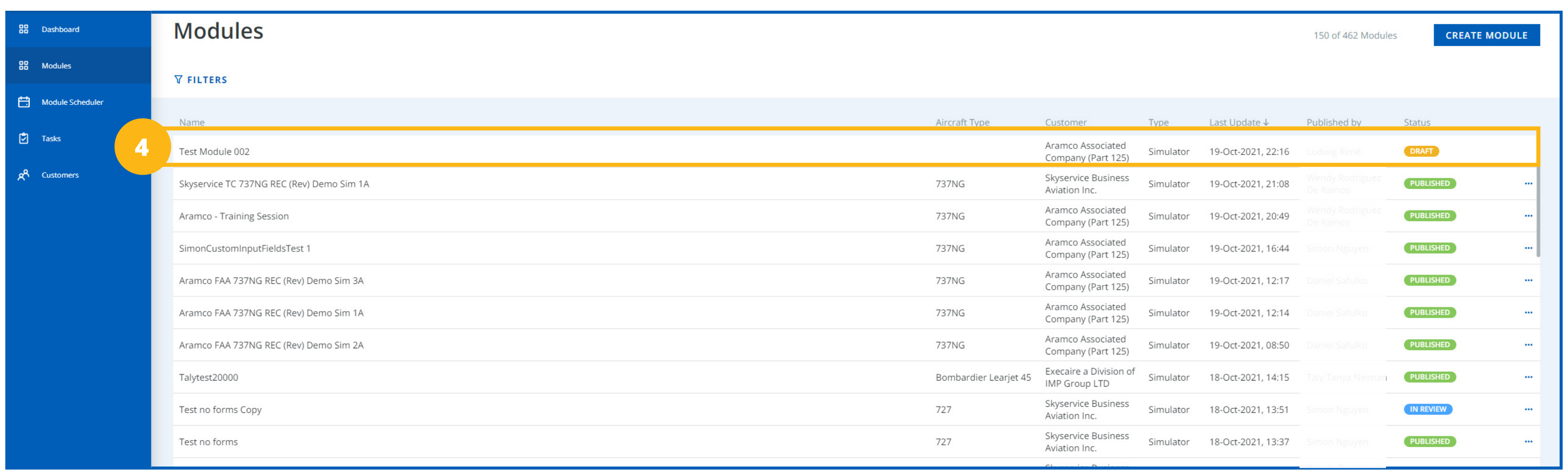
CAE **Rise Editor**

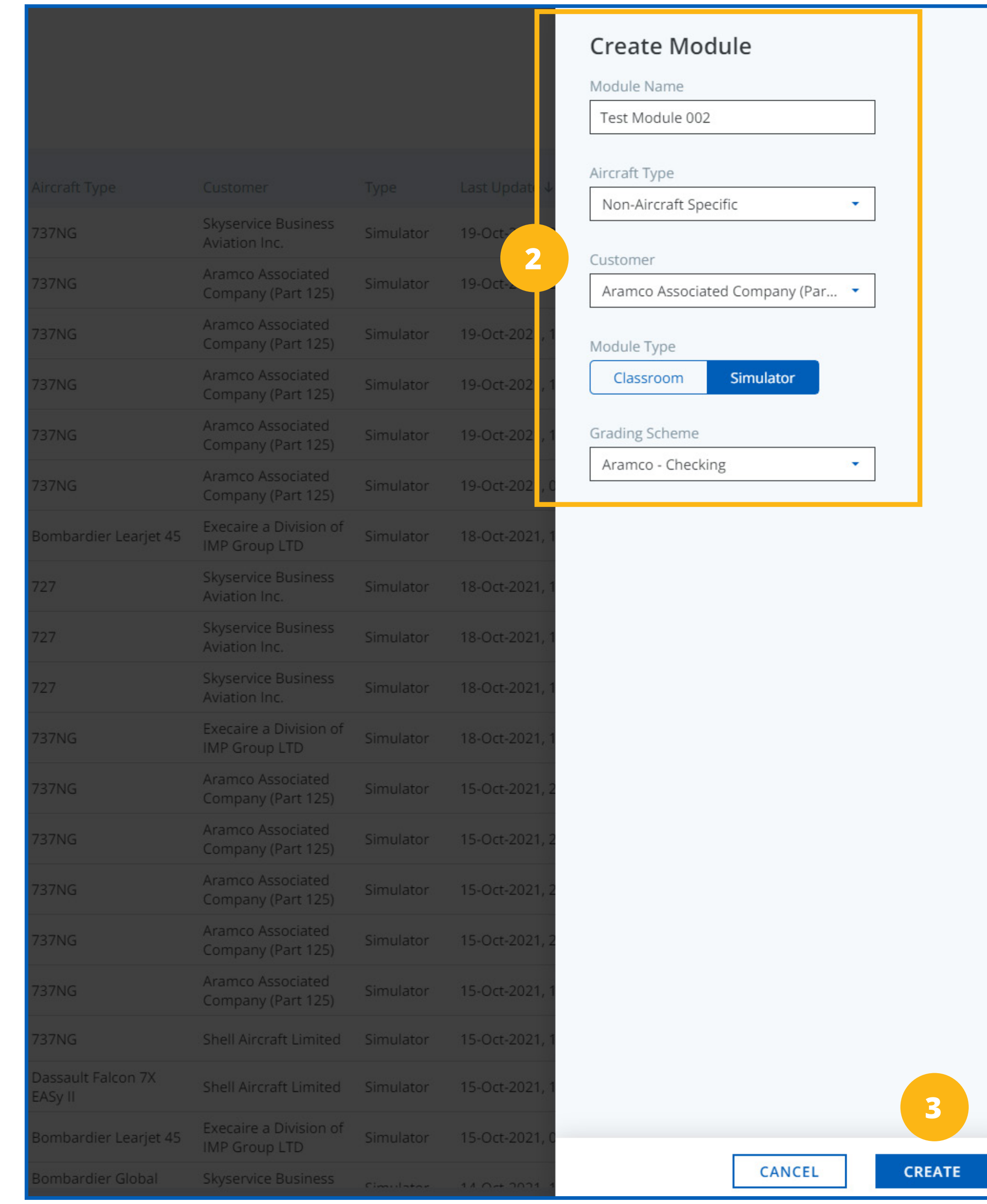
Linking a Form

Linking a Form

Once the form has been edited, it must be linked to a module in order to produce a complete and accurate training record. To learn more about linking a form, review the information below.







1 CREATE MODULE Button

To link a form, you must first create a module by accessing the Modules section and clicking on the **CREATE MODULE** button.

4 New Module

Your new module will appear at the top of the list. It will remain in Draft status until it is submitted for approval and published. To access the module, click on the Module name.

2 Module Details

Enter the required details in the Create Module menu. For more information on creating modules, refer to the *Creating a Module* article. Make sure to select the right Customer.

3 CREATE Button

Once all the details have been entered, click on the CREATE button to create the module.

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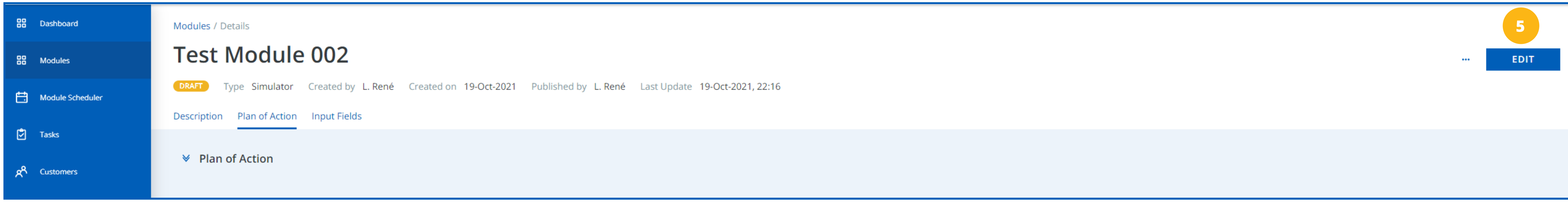

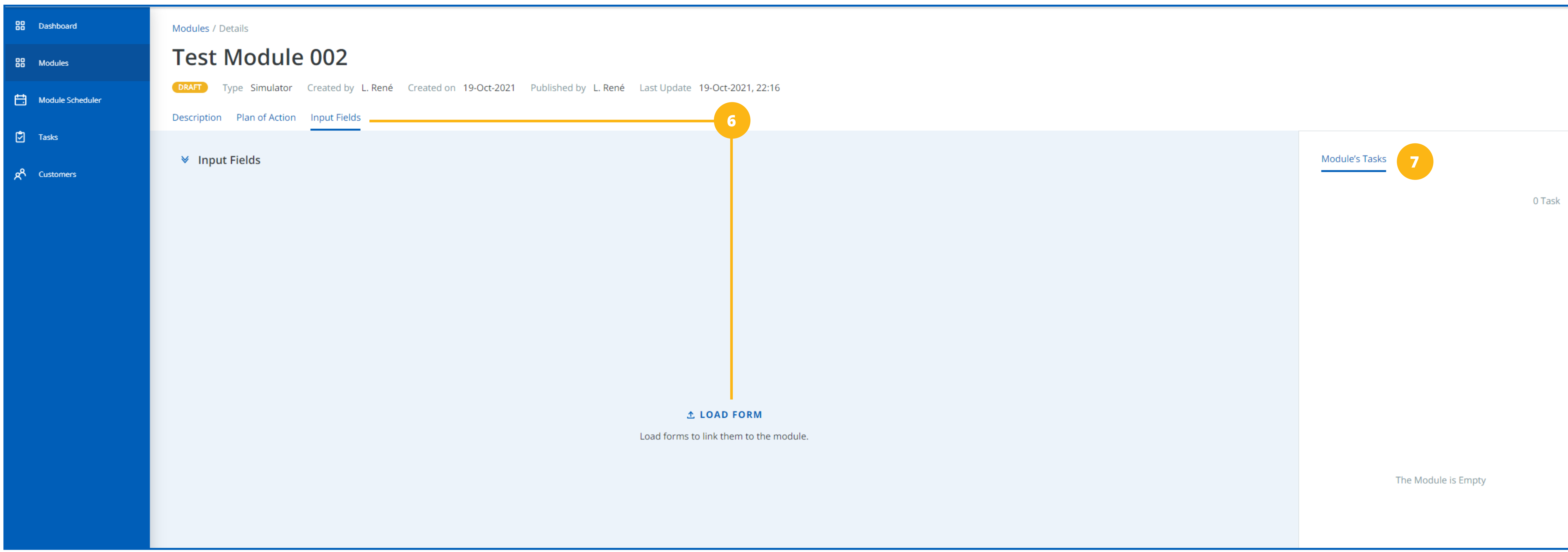

5 **EDIT Button**

Once you've accessed the module, click the **EDIT** button to make changes.

6 **Load Form**

Click on the Input Fields tab, then click the LOAD FORM button to select the form you've recently edited.

7 **Module's Tasks**

All the tasks added to the Module's Plan of Action will appear here. You can use those task to add those tasks to the form.

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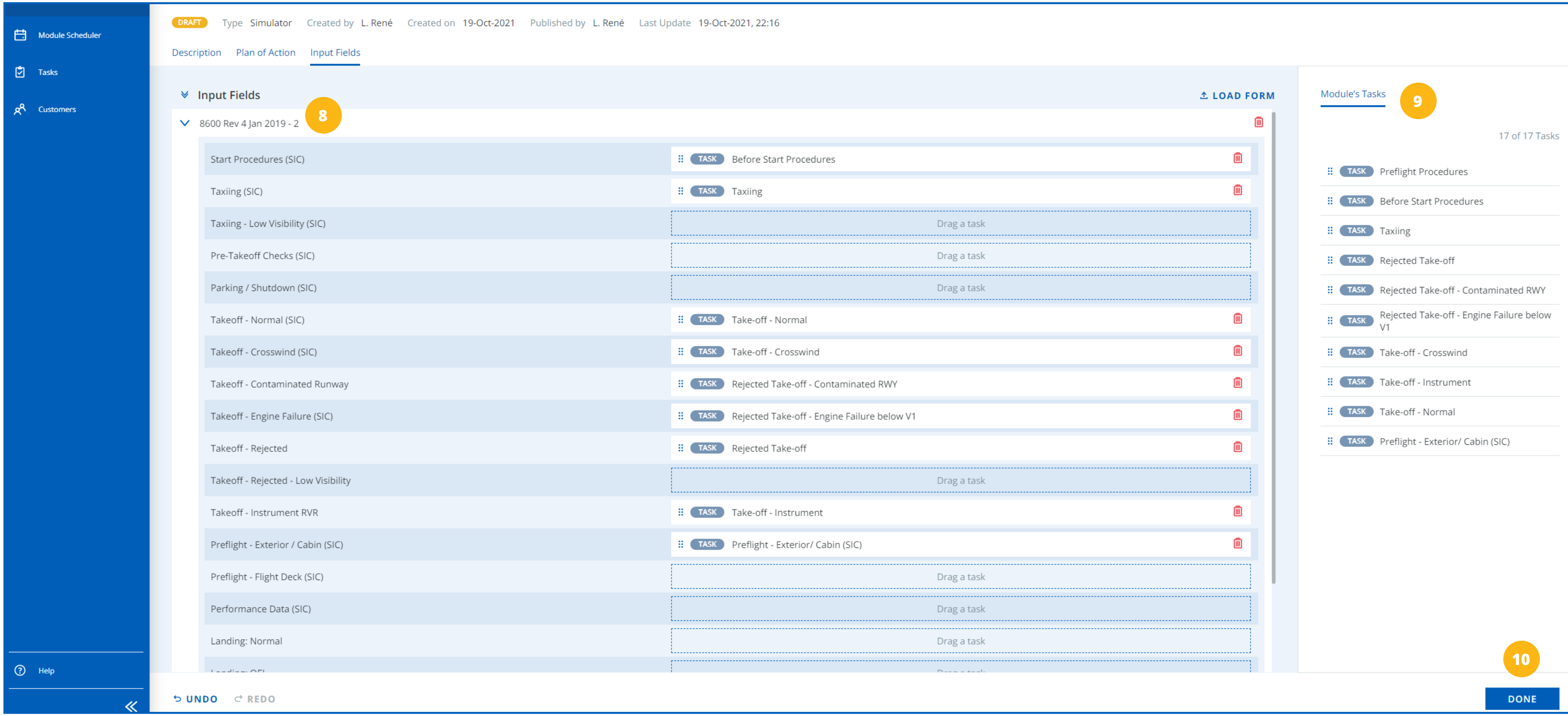

8 Form Tasks

All of the form's Grading Tasks fields will appear in this area.

9 Module Tasks

Using the tasks that have been added to the Plan of Action, drag the task to the matching input field as shown in the graphic.

10 DONE Button

Once the tasks have been added to the matching Input Fields, click the **DONE** button.