



# HOW DO I SAVE WORKSHEETS IN THE PBC ASSESSMENT?

## Section Links

- How to save worksheets in the assessment?
- When to use the save button?
- When do worksheets need to be saved?
- What is the difference between Save and Submit?
- Additional relevant How Do I Guides for Reference

## How to save worksheets in the assessment?

- At the end of each worksheet there is a 'Save' button

PBC Canvas | PBC Dashboards | [Goal & Vision](#) | [Elevation](#) | [Specification](#) | [Integration](#) | [Skill and Will](#) | [Productive Paranoia](#) | [Paradox](#) | [Candle vs Mirror](#) | [Transposition](#) | [Mess Finding](#) | [Frameworks](#) | [Filtration](#) | [Coordination](#) | [PBC Action Plan](#)

Version 4 - 2021-02-27

### GOALS & VISION WORKSHEET

Assessment Date: \* 2021-02-27

Name: \* Tiana Weasley

GOALS +

VISION +

VISIONING LANDSCAPE +

SAVE

SUBMIT

- Once you've entered your answers into the worksheet you can select the 'Save' button to save your work
- This will ensure your work is saved and does not need to re-entered
- After selecting the 'Save' button a success message will display

## How Do I Save Worksheets in the PBC Assessment Guide

- Once this message is received you can leave the page and your information will have been saved

PBC Canvas | PBC Dashboards | [Goal & Vision](#) | [Elevation](#) | [Specification](#) | [Integration](#) | [Skill and Will](#) | [Productive Paranoia](#) | [Paradox](#) | [Candle vs Mirror](#) | [Transposition](#) | [Mess Finding](#) | [Frameworks](#) | [Filtration](#) | [Coordination](#) | [PBC Action Plan](#)

Answers for the Goal & Vision have been saved successfully.

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### GOALS & VISION WORKSHEET

Assessment Date: \*

Name: \*

GOALS +

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VISIONING LANDSCAPE +

SAVE

SUBMIT

### When to use the save button?

- Generally, the 'Save' button would be used if you do not have time to complete the worksheet in full but have started to complete it
- If the worksheet has not been completed fully it cannot be submitted
- However, to ensure you retain the information that has already been entered the 'Save' button is used
- It is useful to avoid having to re-enter information
- Just simply save the worksheet and come back and complete it later

### When do worksheets need to be saved?

- There is only a need to save a worksheet if it has not been completed in full and cannot be submitted
- This is when the 'Save' button is useful as it means you can enter information into a worksheet without completing it fully, save it and finish it later without losing your work

## How Do I Save Worksheets in the PBC Assessment Guide

### What is the difference between Save and Submit?

- The 'Save' button simply saves information entered into a worksheet
- It allows you to start a worksheet and save it before completing it in full so you don't lose the work you've done
- The 'Save' button does not validate the completeness of the worksheet or verify it has been completed in full
- The 'Submit' button validates the worksheet has been completed in full
- A worksheet will not be successfully submitted if all questions have not been completed
- Refer to the 'Submit Worksheets in the PBC Assessment' How Do I Guide for more information on submitting worksheets
- There is a recommended sequence to complete the PBC Assessment worksheets
- This is outlined in the 'Complete the PBC Assessment' How Do I Guide

### Additional relevant How Do I Guides for Reference

- For more information on starting or ending an assessment and updating every worksheet, refer to the following How Do I Guides:
  - 'Start a New PBC Assessment'
  - 'End a PBC Assessment'
  - 'Navigate between Worksheets in the PBC Assessment'
  - 'Update Worksheets in the PBC Assessment'
  - 'Update the Goals and Vision Worksheet'
  - 'Update the Elevation Assessment Worksheet'
  - 'Update the Specification Assessment Worksheet'
  - 'Update the Integration Assessment Worksheet'
  - 'Update the Skill and Will Assessment Worksheet'
  - 'Update the Productive Paranoia Assessment Worksheet'
  - 'Update the Paradox Assessment Worksheet'
  - 'Update the Candle versus Mirror Assessment Worksheet'
  - 'Update the Transposition Assessment Worksheet'
  - 'Update the Mess Finding Assessment Worksheet'
  - 'Update the Frameworks Assessment Worksheet'
  - 'Update the Filtration Assessment Worksheet'
  - 'Update the Coordination Assessment Worksheet'
  - 'Update the PBC Action Plan Worksheet'