



# HOW DO I SELECT A VERSION IN THE PBC ASSESSMENT?

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## What is a version?

- A version of the PBC Assessment is a new instance of the PBC Assessment
- The first time we go to the PBC Assessment, Version 1 will be created
- For each version, the date the version was created is added to the name
- This is the start date of the PBC Assessment (version) and is reflected in the Assessment Date field as well

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Version 4 - 2021-02-27

### GOALS & VISION WORKSHEET

Assessment Date: \*  
2021-02-27

Name: \*  
Tiana Weasley

GOALS +

VISION +

VISIONING LANDSCAPE +

SAVE

SUBMIT

- Once we have completed Version 1 and closed it, we can create a new instance of the PBC Assessment
- This new instance is a new version, and will be called Version 2
- When Version 2 is closed and a new PBC Assessment is created, this will be Version 3, and so on

# How Do I Select a PBC Assessment Version Guide

## Select a version in the PBC Assessment?

- On the left-hand side of every worksheet there is a drop-down menu

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The screenshot shows the 'GOALS & VISION WORKSHEET' form. At the top left, a dropdown menu is highlighted with a red box, showing 'Version 4 - 2021-02-27' selected. Below the dropdown are two input fields: 'Assessment Date: \*' with the value '2021-02-27' and 'Name: \*' with the value 'Tiana Weasley'. Underneath are three blue expandable sections: 'GOALS', 'VISION', and 'VISIONING LANDSCAPE', each with a plus sign on the right. At the bottom right, there are two buttons: 'SAVE' (orange) and 'SUBMIT' (blue).

- The drop-down menu lists all the PBC Assessment versions that have been created

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This screenshot shows the same 'GOALS & VISION WORKSHEET' form, but with the dropdown menu open. The dropdown menu is highlighted with a red box and lists four options: 'Version 1 - 2021-02-26', 'Version 2 - 2021-02-26', 'Version 3 - 2021-02-26', and 'Version 4 - 2021-02-27'. The 'Version 4' option is selected and highlighted in blue. The rest of the form, including the input fields and expandable sections, is identical to the previous screenshot.

- The highest version number is the most recent or current one
- In the above picture, the highest version number is 4
- This means 4 versions of the PBC Assessment have been created
  - Versions 1 to 3 are completed and version 4 is the current version
- Using this drop-down menu, you can navigate to any of the assessment listed

## How Do I Select a PBC Assessment Version Guide

### Additional relevant How Do I Guides for reference

- For information on starting a new PBC Assessment, ending a PBC Assessment, navigating to a worksheet or updating worksheets, 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’](#)