



# HOW DO I SUBMIT COMPLETED WORKSHEETS IN THE PBC ASSESSMENT?

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## How to submit worksheets?

- At the end of each worksheet there is a 'Submit' 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](#)

- Once you've answered all of the questions in the worksheet you can select the 'Submit' button to validate the worksheet is complete and to submit your work
- After selecting the 'Submit' button a success message will display if the worksheet has been completed in full

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

- When the success message is received you can leave the page and your information will have been submitted and saved

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Answers for the Goal & Vision have been submitted successfully.

✓ Version 4 - 2021-02-27

### GOALS & VISION WORKSHEET

**Assessment Date: \***

**Name: \***

GOALS +

VISION +

VISIONING LANDSCAPE +

SAVE

SUBMIT

- If you haven't completed the worksheet in full and select the 'Submit' button
- An error message will appear for all of the fields that need to be completed before the worksheet can be submitted successfully

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](#)

There are some mandatory fields that require answers before submitting.

✓ Version 4 - 2021-02-27

### GOALS & VISION WORKSHEET

**Assessment Date: \***

**Name: \***

GOALS -

**1. What is it that you want to achieve or do? \***

This field is required.

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

### Why do I need to submit a worksheet?

- To close or end an assessment, all worksheets need to be successfully submitted
- If all worksheets are not submitted then the assessment cannot be completed or ended
- To commence a new assessment, the existing assessment first needs to be completed
- Ending an assessment is important because without doing so a new assessment cannot be started

### How do I tell which worksheets need to be submitted?

- It's easy to tell which worksheets still need to be submitted as the name of the worksheet will have a red dot next to it in the menu at the top of the screen

The screenshot shows the top navigation menu with the following items: 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. The 'Goal & Vision' item has a red dot next to it. Below the menu is a dropdown menu for 'Version 4 - 2021-02-27' and the title 'GOALS & VISION WORKSHEET'. The form contains two input fields: 'Assessment Date: \*' with the value '2021-02-27' and 'Name: \*' with the value 'Tiana Weasley'. Below these are three expandable sections: 'GOALS', 'VISION', and 'VISIONING LANDSCAPE', each with a plus sign. At the bottom right are 'SAVE' and 'SUBMIT' buttons.

- Once the worksheet is completed and submitted, the name in the menu will no longer have a red dot next to it

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

- In the below diagram, the Goals & Vision worksheet has been submitted successfully, the success message has been received and the name does not have a red dot next to it in the menu

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

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Answers for the Goal & Vision have been submitted successfully.

Version 4 - 2021-02-27

### GOALS & VISION WORKSHEET

Assessment Date: \* 2021-02-27 Name: \* Tiana Weasley

GOALS +

VISION +

VISIONING LANDSCAPE +

SAVE

SUBMIT

- It's easy to see the remaining 13 worksheets need to be completed and submitted, as the names for them have a red dot next to them in the menu

PBC Canvas | PBC Dashboards | **Goal & Vision** | • Elevation | • Specification | • Integration | • Skill and Will | • Productive Paranoia | • Paradox |  
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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

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

### When do worksheets need to be submitted?

- A worksheet can be submitted as soon as it is completed
- However, all worksheets need to be submitted prior to ending the assessment

### 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
  
- 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
- validate the completeness of the worksheet or verify it has been completed
- To do verify the completeness of the worksheet, and to complete the worksheet, it needs to be submitted by selecting the 'Submit' button
- This requires all questions to be answered in the worksheet
- To finalise and end the assessment, so a new assessment can be started, all worksheets need to be fully completed and submitted by selecting the 'Submit' button for **every** worksheet

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

### Can I update information after I submit a worksheet?

- Information in all worksheets can be updated even after its been submitted
- Once you have updated information, in a worksheet that has previously been submitted, the worksheet needs to be submitted again
- However, you can save it and come back to it later to submit it
- The only time the worksheet can no longer be updated is when the assessment is closed or ended
- After an assessment is ended, the worksheets in that version are locked and the 'Submit' and 'Save' buttons no longer display

[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 | + |

- There is a recommended sequence to complete the PBC Assessment worksheets
- This is outlined in the '[Complete the PBC Assessment](#)' How Do I Guide

## How Do I Submit Worksheets in the PBC Assessment 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’](#)