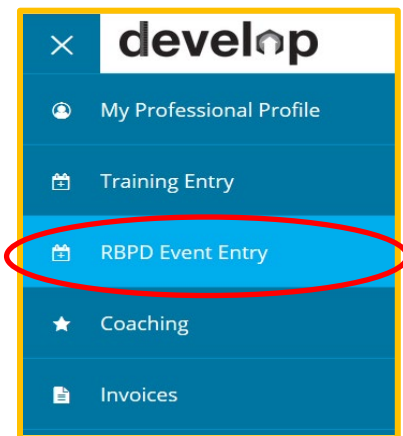


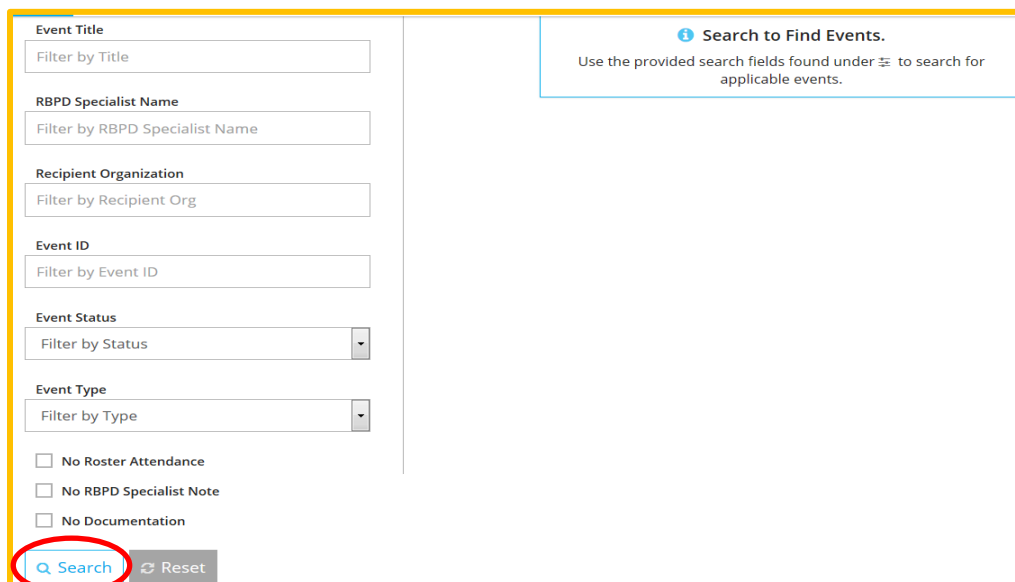
COMPLETING MULTIPLE RBPB EVENTS

Relationship-Based Professional Development (RBPB) Specialists have the option to mark multiple events as completed at one time. An event can only be completed when it is in **Approved** status.

1. Log in to Develop with your email address and password.
2. On the left menu, choose **RBPB Event Entry**.



3. Select the search option to locate your events: **Event Title**, **RBPB Specialist Name**, **Recipient Organization**, or **Event ID**. You can also filter by **Event Status** or **Event Type** and add **No Roster Attendance**, **No RBPB Specialist**, **No Note** or **No Documentation**. Click on **Search**.

A screenshot of the search and filter interface for RBPB events. The interface includes several filter fields: 'Event Title' (Filter by Title), 'RBPB Specialist Name' (Filter by RBPB Specialist Name), 'Recipient Organization' (Filter by Recipient Org), 'Event ID' (Filter by Event ID), 'Event Status' (Filter by Status), and 'Event Type' (Filter by Type). Below these are three checkboxes: 'No Roster Attendance', 'No RBPB Specialist Note', and 'No Documentation'. At the bottom, there is a 'Search' button (circled in red) and a 'Reset' button. A callout box on the right says 'Search to Find Events. Use the provided search fields found under ☰ to search for applicable events.'

Completing Multiple RBPB Events

- Once you enter your filter options and click on **Search**, results will display on the right hand side. Click **Details** to view the RBPB Event details.

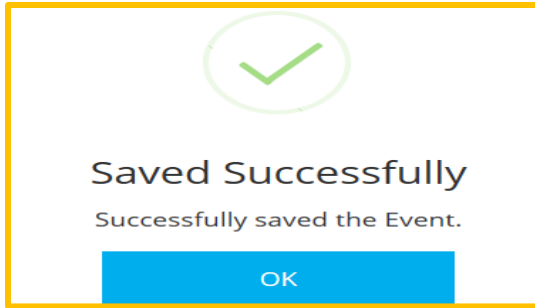
The screenshot shows a search results interface. On the left, there are several filter sections: 'Event Title' (Filter by Title), 'RBPB Specialist Name' (Filter by RBPB Specialist Name), 'Recipient Organization' (Filter by Recipient Org), 'Event ID' (Filter by Event ID), 'Event Status' (Filter by Status), and 'Event Type' (Filter by Type). Below these are checkboxes for 'No Roster Attendance', 'No RBPB Specialist Note' (checked), and 'No Documentation'. A 'Search' button and a 'Reset' button are at the bottom left. The main content area shows search results. At the top, there are 'Sort by' (Start Date) and 'Direction' (Descending) dropdowns, and a 'Complete Events' button. Below that, it says 'Showing 1-25 out of 165'. The first result is for event #16594, 'First Visit', with status 'Draft' and type 'Building Quality'. It was created on 05/28/2019. It shows 'Documents 0', 'Roster 0', and 'No RBPB Specialist Note'. Below this are sections for 'RBPB Specialists' (Amy Abeartest) and 'Recipient Organizations' (100 Acre Wood, ABA Child Care Center LLC). A 'Details' button is circled in red. The second result is for event #16584, 'Co-Creating Goals in EQUIP', with status 'Completed' and type 'Building Quality'. It was created on 05/21/2019. It also shows 'Documents 0', 'Roster 0', and 'No RBPB Specialist Note'. A 'Details' button is also present.

- Click on **Manage** to edit the information for that section. Click on **Save** when finished.

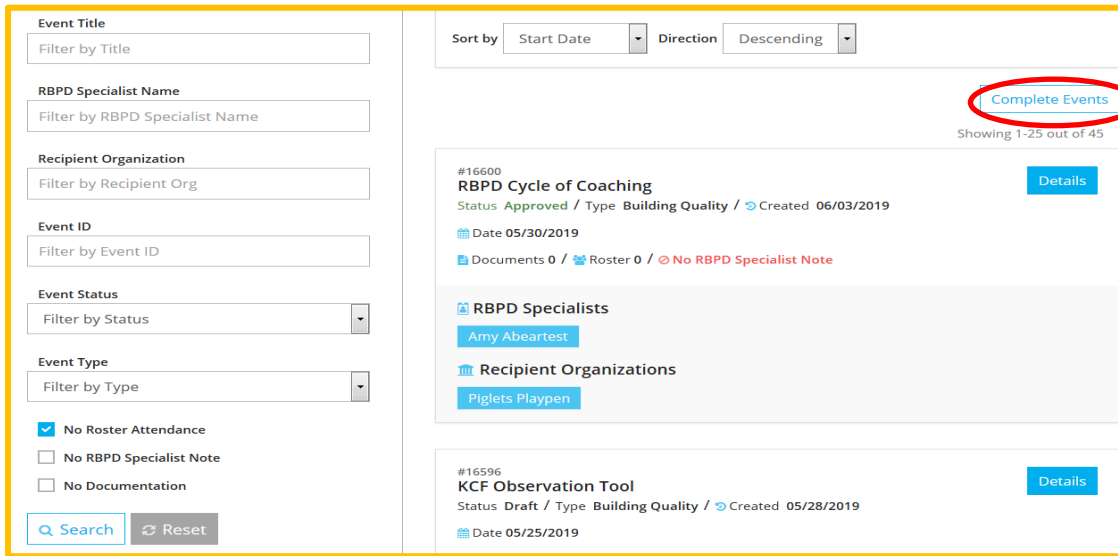
The screenshot shows the 'Additional Event Information' management page. At the top, there is a 'Manage' button circled in red. Below it, there are sections for 'RBPB Specialist Notes' and 'Event Documentation'. The 'Event Documentation' section has a message: 'Supporting documentation for this RBPB event. No documents have been added.' There is a blue information icon next to the message.

The screenshot shows the 'Additional Event Information Management' dialog box. At the top, there is a blue header with a star icon and a close button. Below the header, there is a text area with the text: 'I forgot to add a note for this visit. They have really good cookies!'. Below the text area, there is a message: 'Notes are not required.' Below that, there is a section for 'Event Documentation' with the text: 'Supporting documentation for this RBPB event. No documents have been added. Click the "Add" button to upload documents.' There is a '+ File' button. Below this, there is a list of accepted file types: '.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif'. At the bottom, there are two buttons: 'Save' (circled in red) and 'Close'.

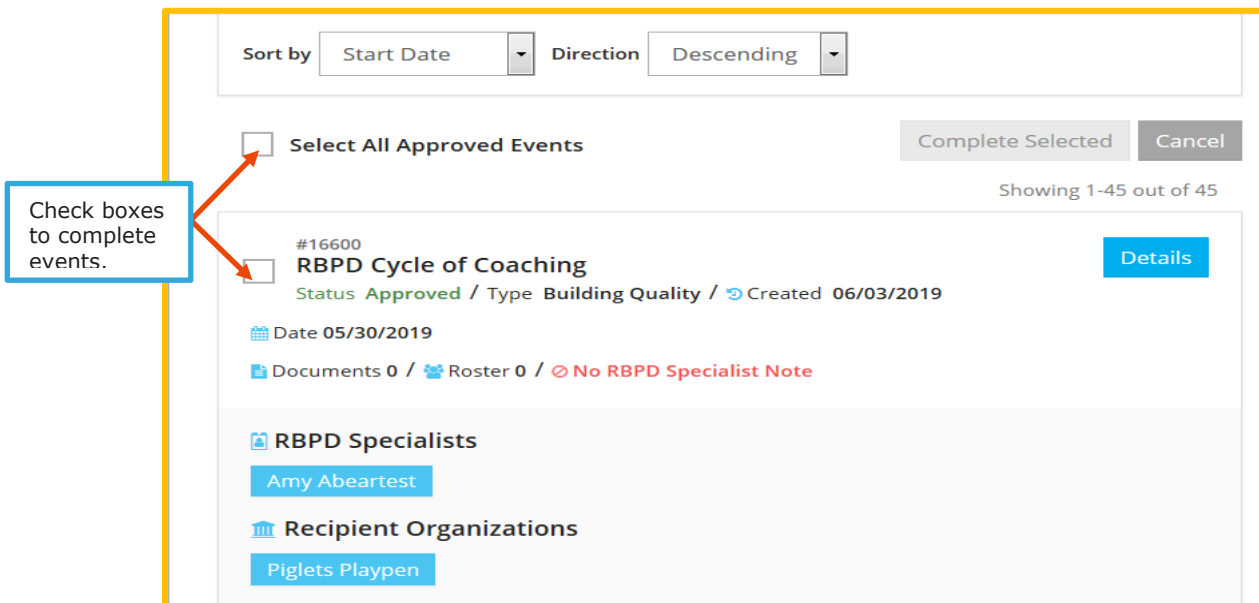
Completing Multiple RBPB Events



6. Click on **Complete Events** to see all the events.



7. Multiple events can be completed in two ways. Checkboxes will show up next to all **Approved events**. You can either check the box to **Select All Approved Events** or check the box next to the individual Approved events you wish to complete.



Completing Multiple RBPD Events

8. Check the box to complete the events. Click on **Complete Selected**.

Select All Approved Events **Complete Selected** Cancel

Showing 1-45 out of 45

#16600 RBPD Cycle of Coaching **Details**

Status **Approved** / Type **Building Quality** / Created **06/03/2019**

?

Complete Selected Events?

You will not be able to make any changes to attendance roster or event notes after marking the event complete.

✓

Selected Events Updated

The Selected Events are now Completed.

9. After events are completed, they cannot be edited. You will need to contact the Develop Help Desk to make changes.