

# Adding resources to multiple engagements Scribe<sup>®</sup>

1 Navigate to your dashboard

2 Scroll down to "Standard Resource Mass Creation"

The screenshot displays the MCF Family Peer Support dashboard. At the top, there is a navigation menu with options like Home, Chatter, Families & Organizations, People, Engagements/Encounters, MCF Events, Reports, Dashboards, Empowerment Surveys, Quality Assurance Surveys, and Kinship Caregiver Plan Builders. A search bar is located in the top right. Below the navigation, there is a table with columns for ID, Title, Date, and Status. The table contains several rows for 'Calming Our Chaos' engagements. Below the table, the 'Standard Resource Mass Creation' form is visible, featuring fields for Category, Recipient, Details, and # of Resources. A blue 'Next' button is located at the bottom right of the form. Below the form, there is a 'Dashboard' section for 'FPSS Dashboard - FY24' with a refresh button. At the bottom, there are three widgets: 'Open Engagements by Status', 'Closed Engagements w/ Incomplete Post ES', and 'Number of Families I've Served This Year'.

ID	Title	Date	Status
4	Calming Our Chaos	2/25/2025 6:00 PM	Submitted
5	Calming Our Chaos	3/25/2025 6:00 PM	Submitted
6	Calming Our Chaos	6/24/2025 6:00 PM	Submitted
7	Calming Our Chaos	1/28/2025 6:00 PM	Submitted
8	Calming Our Chaos	5/27/2025 6:00 PM	Submitted

**Standard Resource Mass Creation**

\* Category  
--None--

\* Recipient  
--None--

\* Details

\* # of Resources  
1

Next

Dashboard  
**FPSS Dashboard - FY24**  
Last refreshed 20 days ago. Refresh this dashboard to see the latest data.  
As of Aug 29, 2024 12:32 PM Viewing as Haley Rizkallah Change

Open Engagements by Status  
Record Count  
FPSS Assigned

Closed Engagements w/ Incomplete Post ES  
Closed This Quarter

Number of Families I've Served This Year  
30 45

**Gordon Unknown**  
Family/Organiza... Unknown Family  
Phone 4437690620  
Email unknown@gmail.com  
Jurisdiction (per... Unknown

**Training Duplicate**  
Family/Organiza... Duplicate Family  
Phone  
Email  
Jurisdiction (per... Unknown

**Haley Rizkallah**  
Family/Organiza... Rizkallah Family  
Phone 4435456699  
Email haleyrikallah@gmail.com  
Jurisdiction (per... Frederick

**Ms. Ronesha Brown**  
Family/Organiza... Brown Family  
Phone 4435549231  
Email roneshabrown35@yahoo.com  
Jurisdiction (per... Baltimore Co.

**00024599**  
Record Type Engagement  
Name Haley Rizkallah  
Family/Organiza... Rizkallah Family  
Status Closed  
Jurisdiction (per... Baltimore Co.

### 3 Fill in the required fields as you normally do for an engagement

5	Calming Our Chaos	5/23/2025 6:00 PM	9/20/2024
6	Calming Our Chaos	6/24/2025 6:00 PM	9/20/2024
7	Calming Our Chaos	1/28/2025 6:00 PM	9/20/2024
8	Calming Our Chaos	5/27/2025 6:00 PM	9/20/2024

**Standard Resource Mass Creation**

\* Category  
--None--

\* Recipient  
--None--

\* Details  
--None--  
Cultural  
Education  
Emotional

### 4 IMPORTANT: Please note that the number of resources listed here represents the amount provided to each family individually, not the total number of resources given overall.

\* Category  
Housing

\* Recipient  
Caregiver

\* Details  
Gave a housing resource to all active families

\* # of Resources  
1

Dashboard  
**FPSS Dashboard - FY24**  
⚠ Last refreshed 20 days ago. Refresh this dashboard to see the latest data.  
As of Aug 29, 2024 12:32 PM Viewing as Haley Rizkallah-Change

5 Click "Next"

6 Select the engagement records to which you want to add the resource. All of your active engagements will be listed for you to choose from.

Select the Engagements you would like to assign the resource to.

4 of 4 items • 3 items selected

Number	Name
<input type="checkbox"/> 00023906	Heather Sylvester - Sylvester Family
<input checked="" type="checkbox"/> 00027467	Tiffany Test - Test and Child Family
<input checked="" type="checkbox"/> 00027469	Test Person Test Family - Test Family Family
<input checked="" type="checkbox"/> 00027617	Gordon Unknown - Unknown Family

Dashboard

7 Click "Next" and you're done! The resource will be added to each person's engagement.