



The Minnesota Quality Improvement & Registry Tool

Instructions for using the Develop App

DOWNLOADING THE DEVELOP APP

1. Go to [Google Play](#) or to the [App Store](#).
2. Search for “Develop Minnesota” and download the app to your smart phone or mobile device. The downloaded app will look like the icon to the right.

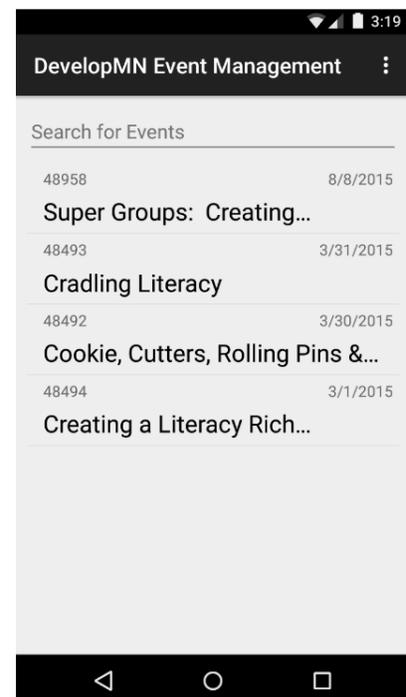


LOGIN

1. Click on the app icon on your smart phone or mobile device.
2. Click on User Type and select **Individual**.
3. Enter your individual ID and password, then click on **Sign In**.

REVIEW YOUR EVENTS

1. You will now see a list of your training events. On this summary page, you'll see the Event ID, Event Title, and Event Start Date.
2. To see more details about the event – including event times, Core Competencies, and the event description – click on the event title, then click on **Full Details**.

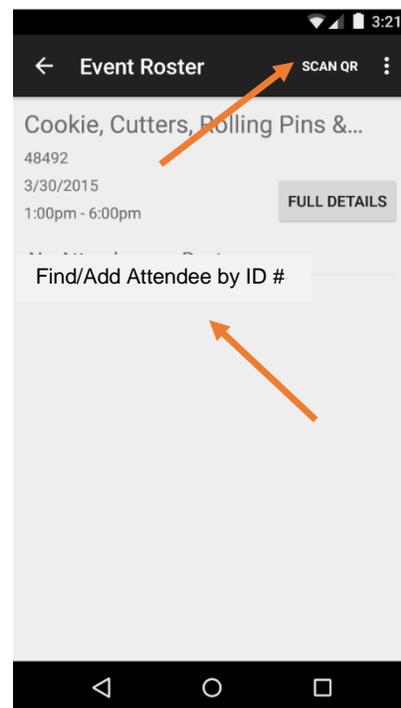


Using the Develop App

TAKE ATTENDANCE

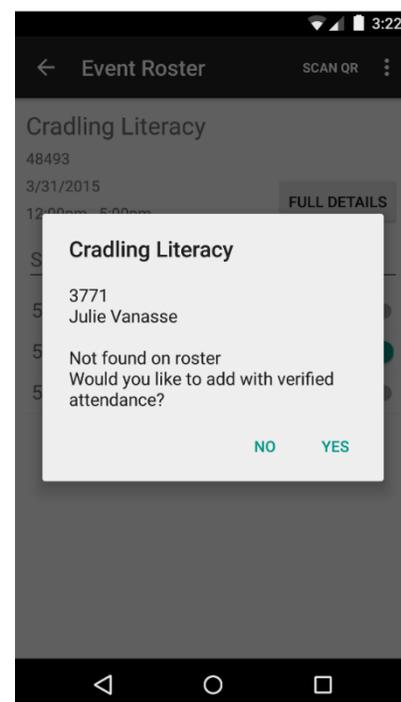
Attendance can be taken after you login and select your event. There are two ways to take attendance:

1. If an attendee has a Develop Membership Card, you can scan the QR code on the back of their Membership card to add them to the attendance roster.
 - a. Click on **Scan QR**
 - b. Hold your phone above the QR code on the Membership Card. Hold still! The app will automatically read the code.
 - c. The app will ask you to verify the individual's attendance. Simply click **Yes**.
2. If an attendee knows their Develop Individual ID # but doesn't have a Membership card, you can enter their Individual ID # to add them to the roster.
 - a. Click on Find/Add Attendee by ID #.
 - b. Enter the ID #.
 - c. The app will ask you to verify the individual's attendance. Simply click **Yes**.



AFTER THE EVENT

Log back in to the app when you have a good internet connection to be sure the attendance is uploaded into Develop.



Using the Develop App

FREQUENTLY ASKED QUESTIONS

Q. What if my phone doesn't get internet access at the training location?

A. Without internet access, you can take attendance by scanning Membership Cards, but you cannot take attendance by ID #. Attendees without Membership Cards will need to be recorded on paper. You can enter their attendance into the app later when you have an internet connection.

Q. Who can I contact for technical assistance?

A. You may email the Develop Help Desk at DHS_Develop.Support@state.mn.us or call 651-431-4794.