

## ALEAP/PowerDMS Assessor Guide

On the following pages, you'll find step-by-step instructions to participate in a Standards assessment as a mock assessor or final assessor. If you ever need further instructions, click the Help Menu from the top menu bar to view PowerDMS user guides, video tutorials, and more.

**Table of Contents**

**Getting Started**

[What You Need to Get Started](#) ..... 3

[Login](#) ..... 3

Homepage ..... 4

- [General Site Orientation](#)

**Reviewing the Assessment**

[Reviewing Standards](#) ..... 5

- [Unlock Key](#) ..... 5

[Reviewing Attachments](#) ..... 6

- [Filtering Attachments](#) ..... 6

[Adding Notes](#) ..... 7

[Setting Statuses](#) ..... 8

[Navigating the Assessment](#) ..... 10

[Logging Out](#) ..... 12

**Help and Support**

[PowerDMS Service Desk Support](#) ..... 13

Getting Started

What You Need to Get Started

When you are assigned an agency for a PowerDMS assessment, there are few items you will need prior to getting started:

1. The following information should be provided by the agency seeking accreditation:
  - a. The direct link to their site or their site ID
    - If you have the agency’s site ID you can go to [www.powerdms.com](http://www.powerdms.com) and select Login from the upper right hand corner.
  - b. Your Username
  - c. Your Password: you may be able to Change your password after you login.
  
2. The following information will be provided to you by the Accrediting Organization
  - a. Assessor Unlock Key (If applicable)

Login

Login Screen

To login to PowerDMS, simply enter your Username and password in the appropriate fields and select **Login**

Change Sites

If you find the PowerDMS login in page and the agency that is displayed is not the site for the agency you are assessing, you can select **Change Site** to the right of the agency name. Enter the Site ID. This allows you to toggle between PowerDMS sites.

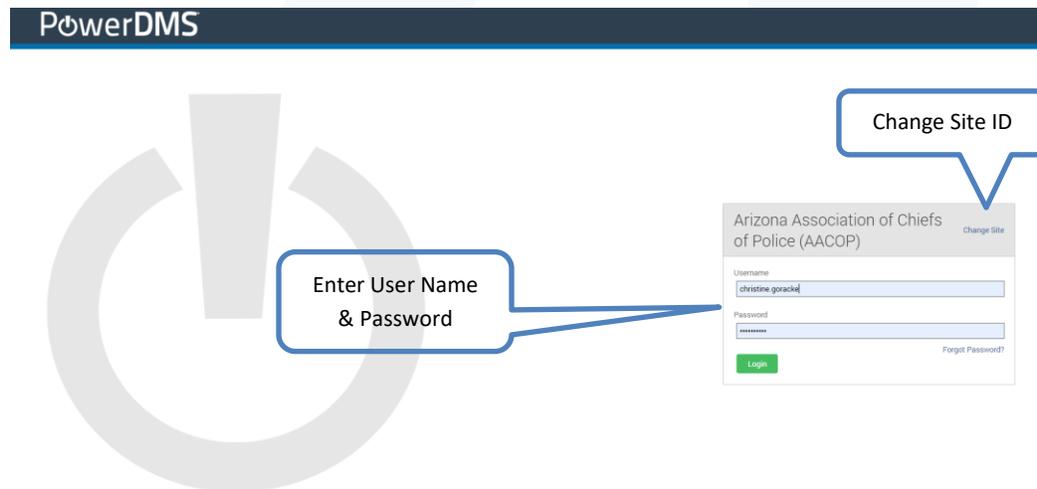


Figure 1: Log In

**General Site Orientation**

Below is a list of items that will be same in every site regardless of any customizations made by the organization you are working with.

The Home Page

1. Home button: brings you back to this Home Page from any location within PowerDMS
2. Search Bar: Displays everything a user has access to within the PowerDMS site (Assessments, Documents, Standards Manuals, etc.)
3. Inbox: Items the user is required to do
4. **Help:** Select **Show Me How To** to see a list of step-by-step tutorials and **Search Help Resources** to access video tutorials and Quicksheets.

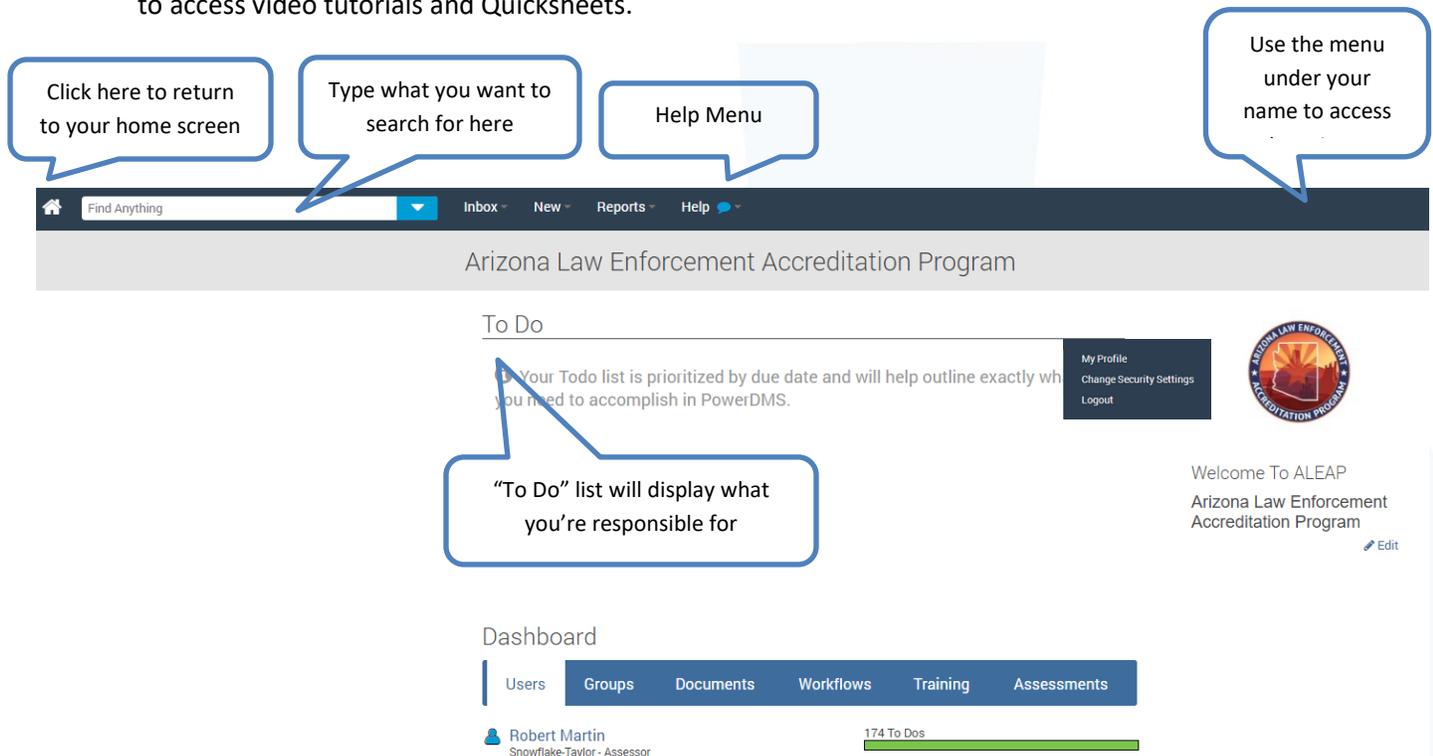


Figure 2: Site Orientation

5. Welcome, *Your Name* : hover over Welcome to:
  - a. Logout, and;
  - b. Change your Password by clicking on Change Security Settings
6. Your homepage will show you a snapshot of your inbox in the form of a To Do List

Access your Inbox by clicking here

## Accessing Standards from your Inbox

How do I review Standards?

To access the Standards for review:

1. Hover over you Inbox and click on Standards
  - a. Select the first standard you want to review; or
2. From your To Do List, select the “Tasks” or the “Title of the Assessment”
  - a. Once in the Assessment, navigate to the standard you want to review and select it.
  - b. You may also navigate via the Table of Contents - expand them in the upper left side of your assessment page if you do not see them.

The screenshot shows the PowerDMS interface with the 'Standards' tab selected in the inbox. The table below represents the data shown in the screenshot:

Assessment	Standard	Role	Status	Tasks
AZ ALEAP 06/2019 - 06/2021	Arizona Association Chiefs of Police Accreditation Standards Manual > Chapter 1 LAW ENFORCEMENT ROLE AND AUTHORITY > 1.1 Department Authority and Jurisdiction	Accreditation Manager	-	1 task
AZ ALEAP 06/2019 - 06/2021	Arizona Association Chiefs of Police Accreditation Standards Manual > Chapter 1 LAW ENFORCEMENT ROLE AND AUTHORITY > 1.2 Agency Jurisdiction (C1)	Accreditation Manager	-	1 task
AZ ALEAP 06/2019 - 06/2021	Arizona Association Chiefs of Police Accreditation Standards Manual > Chapter 1 LAW ENFORCEMENT ROLE AND AUTHORITY > 1.3 Use of Force (CA) (C1)	Accreditation Manager	-	1 task
AZ ALEAP 06/2019 - 06/2021	Arizona Association Chiefs of Police Accreditation Standards Manual > Chapter 1 LAW ENFORCEMENT ROLE AND AUTHORITY > 1.4 Firearms Proficiency	Accreditation Manager	-	1 task
AZ ALEAP 06/2019 - 06/2021	Arizona Association Chiefs of Police Accreditation Standards Manual > Chapter 1 LAW ENFORCEMENT ROLE AND AUTHORITY > 1.5 Firearms and Ammunition	Accreditation Manager	-	1 task
AZ ALEAP 06/2019 - 06/2021	Arizona Association Chiefs of Police Accreditation Standards Manual > Chapter 1 LAW ENFORCEMENT ROLE AND AUTHORITY > 1.6 Firearms Discharge and Less Lethal Weapons	Accreditation Manager	-	1 task

Callout boxes in the image indicate: 'The Standard Information is listed' pointing to the Standard column, and 'Click the Task or Standard to view item' pointing to the Tasks column.

Figure 3: Access Standards

## Reviewing Attachments

1. Enter your unlock key when prompted and select **Unlock**. (Note: Your unlock key is provided to you by the Accrediting Organization. You may need to enter your unlock key periodically and upon each login. For ease of use, you may want to save the key in a safe place on your computer for copy/paste purposes)
2. Select the Attachments tab to review the item(s) that are attached as proof of compliance.

3. By selecting on the attachment name; PowerDMS will bring up a view of both the Standard and the Attachment that is being used as proof of compliance
  - a. Be sure to review the labeled items underneath as they are labeled highlights for your convenience

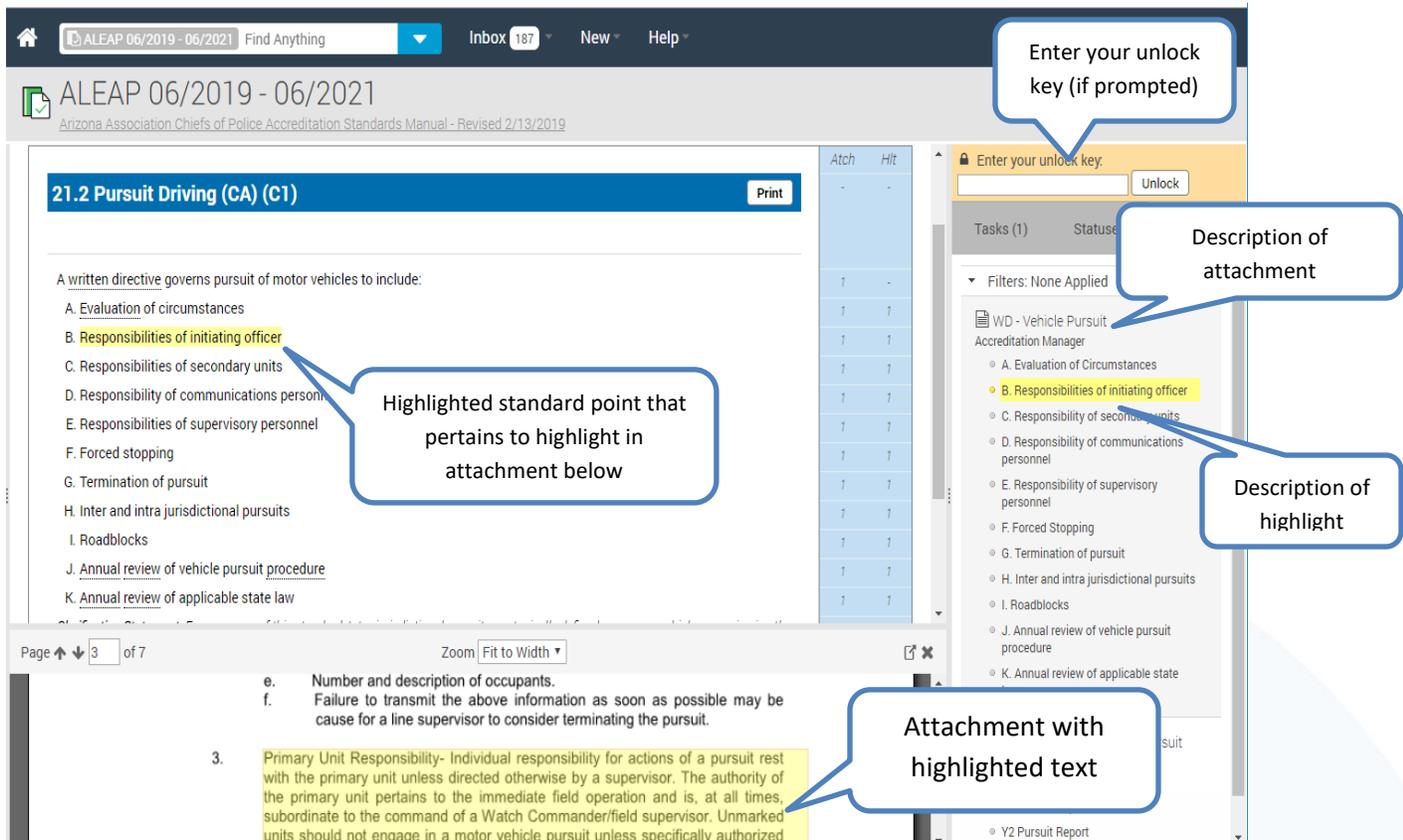


Figure 4: Review attachments

### Filtering Attachments

1. **Filtering:** For bulleted standards, you may review the attachments associated with a single bullet at a time.
  - a. Select the number to the right of the portion of the standard you want to review under the Atch column. This will allow you to “show only attachments for this item”. If the project manager has been diligent in associating both attachments, as well as highlights, then this will ease the navigation through each standard.
  - b. The filtered attachment will display all highlights. Be sure to **click on those labeled highlights in bold** to view the highlights specific to the filtered bullet.



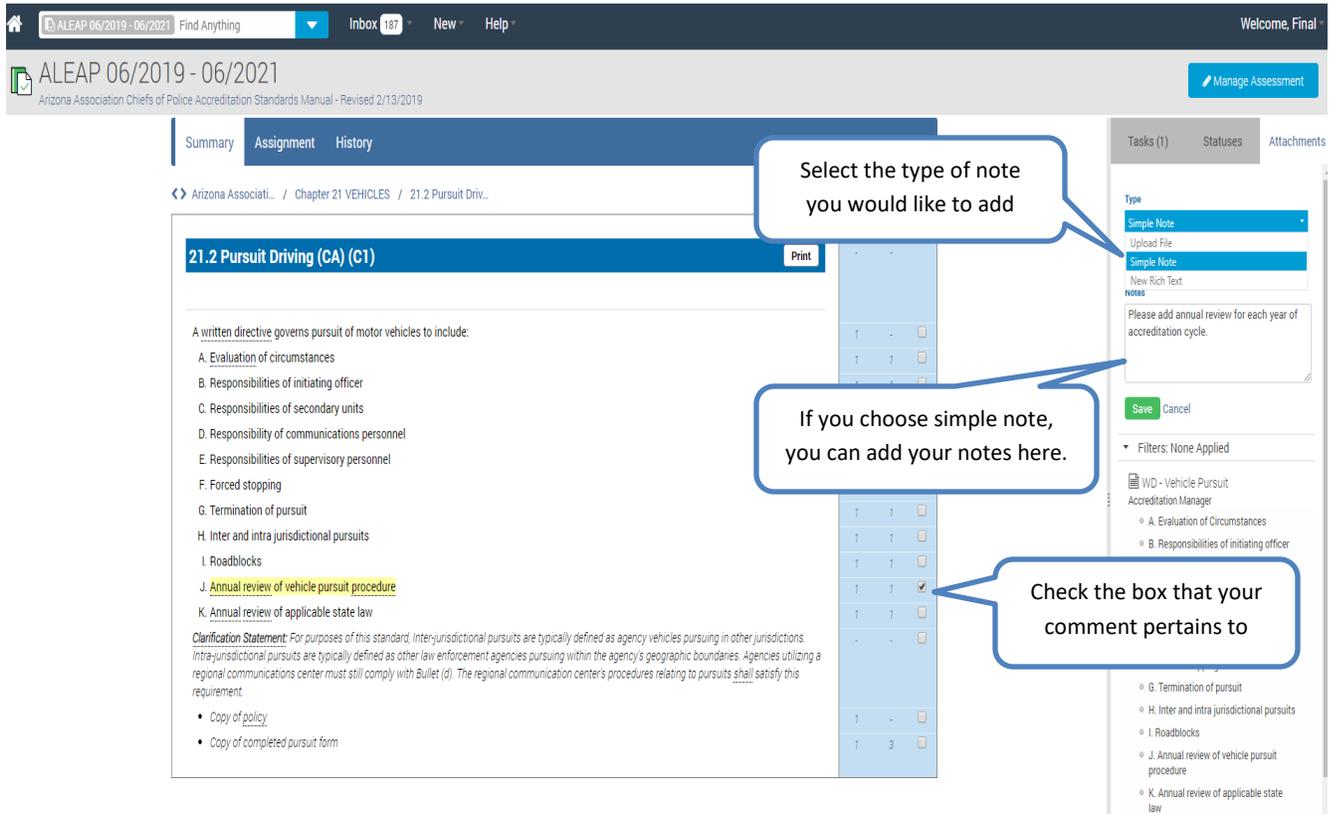


Figure 6: Adding a Simple Note

### Setting Status

Once you have reviewed the items the agency has provided as proof of compliance, you can set the Status of the standard. In order to set the status:

1. Navigate to the **Statuses** tab of the Standard.
2. Locate your role in the list. (*Note: You may only set a status for the role you are assigned to*)
3. Select the Status from the dropdown menu.
4. **DO NOT** enter an expiration date in the date field **UNLESS** you want the status to expire on a specific date, at which time the status will revert back to Not Set and will populate back to your Inbox as a Task of Needs Status.
5. Select Save

*Note: After you set the status of the Standard, it will be removed from your inbox and To Do List.*

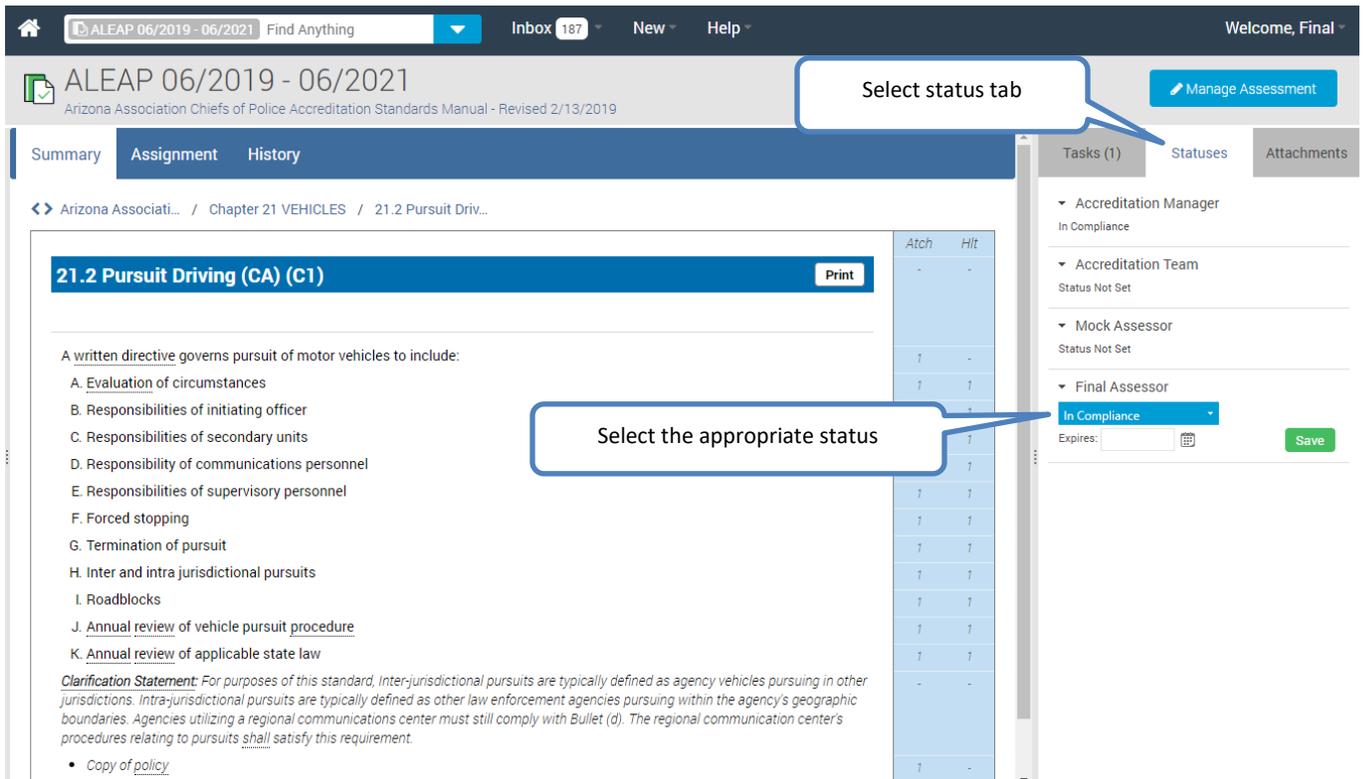


Figure 7: Setting a status for an individual standard Set the Status of Multiple Standards in bulk.

You may set the status of more than one standard at a time from the Standards Tab at the root of the manual (I.e. If an entire Chapter is Not Applicable and you want to set the entire Chapter to NA).

1. Navigate to the Standards tab at the root of the menu.
2. Select Set Status from the drop down of the Perform Action field.
3. Choose the Status you want to set the standard(s) to.
4. Select the Standards you want to affect by checking the boxes to the left of them. (you may search for specific standards within a chapter by using the filter/search fields above to narrow down your results such as a chapter number)
5. Select Apply Status to Selected Standards
6. Scroll to the bottom of the page and select Save Pending Changes

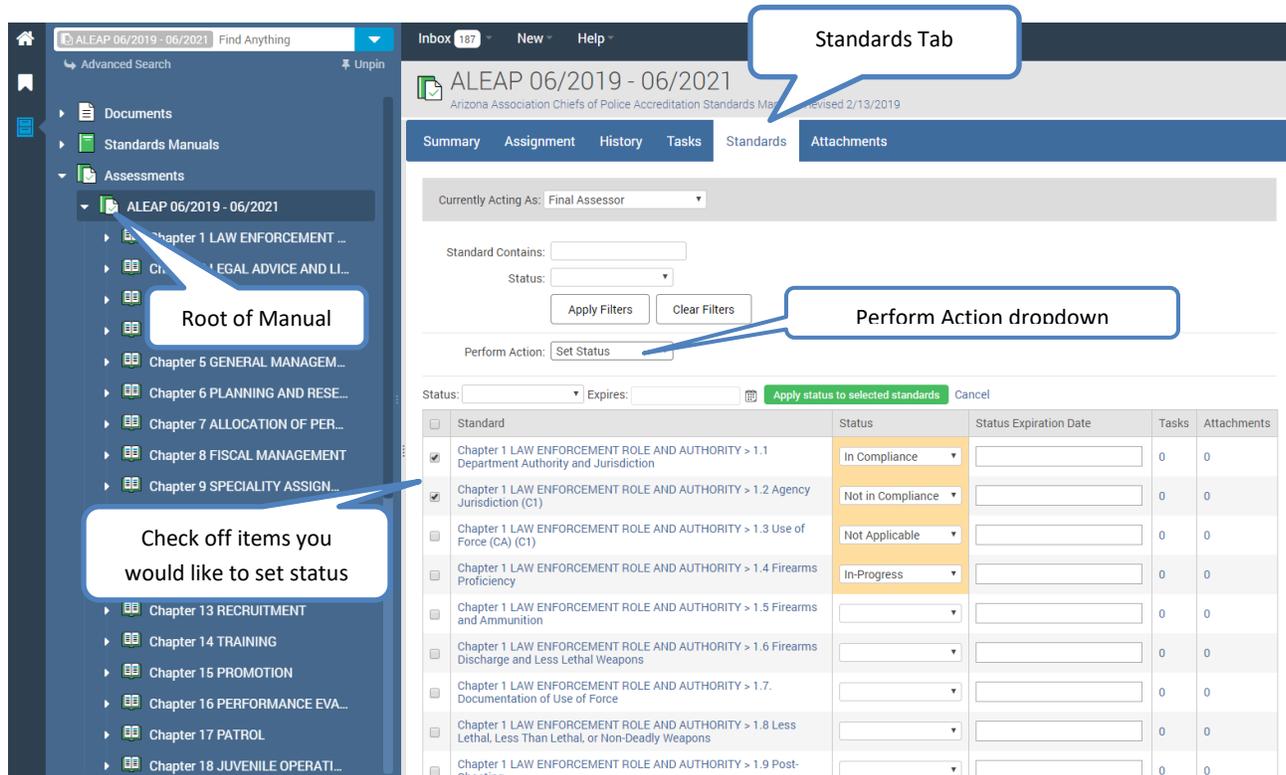


Figure 8: Set the Status of Multiple Standards

## Navigating the Assessment

You can navigate the assessment in the way that you are most comfortable. Some assessors choose to work from the To Do List or inbox, while others might prefer to use the Table of Contents on the left hand side of the Assessment. To use the table of contents:

1. Hover over the tab on the left panel to expand the Table of Contents.
2. Select on the Push Pin icon to “dock” the Table of Contents in place.
3. Select the Push Pin again to undock the Table of Contents.

You may move forwards or backwards utilizing the arrows located above the standard.

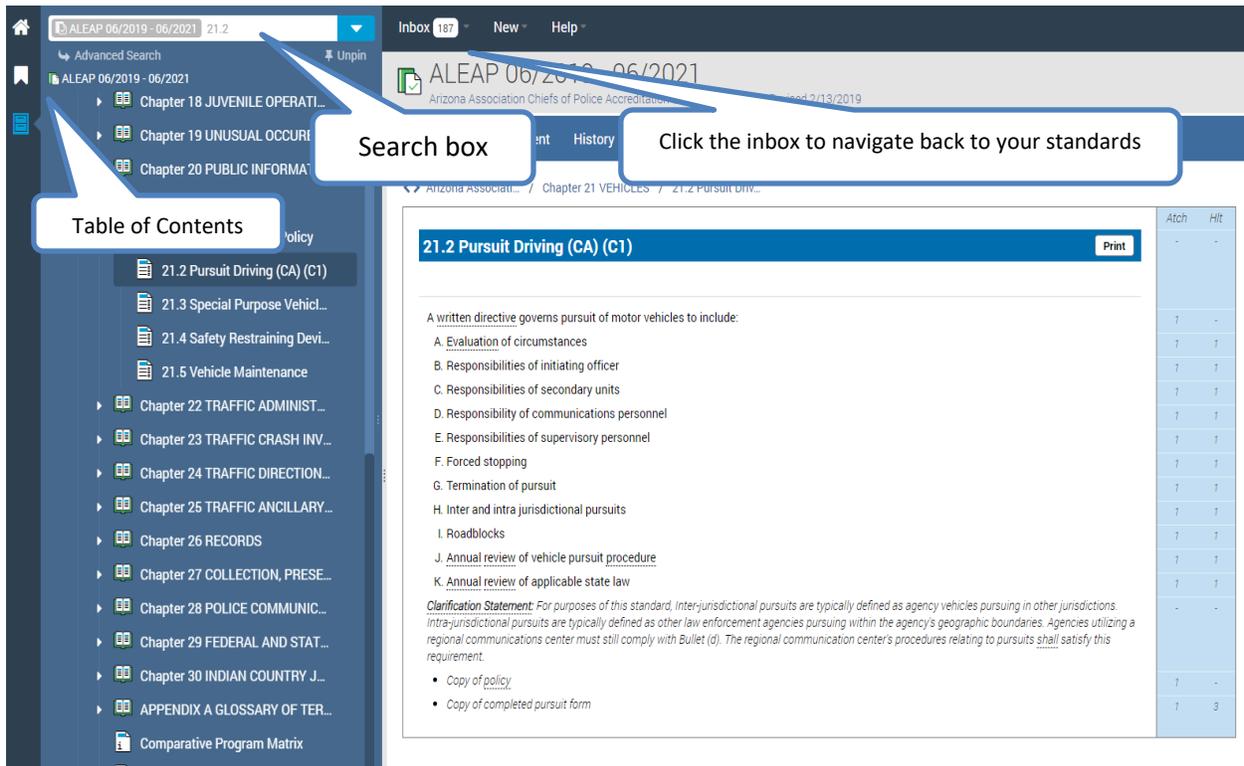


Figure 9: Navigating the assessment

## Creating a Task

Sometimes, you might want to create a task to remind yourself to carry out a task at a later time, or while working onsite.

In order to create a task:

- a. Navigate to the Tasks tab
- b. Select **New Task**
- c. Select the approximate date you would like the task completed
- d. Enter the description of the task
- e. Select Save

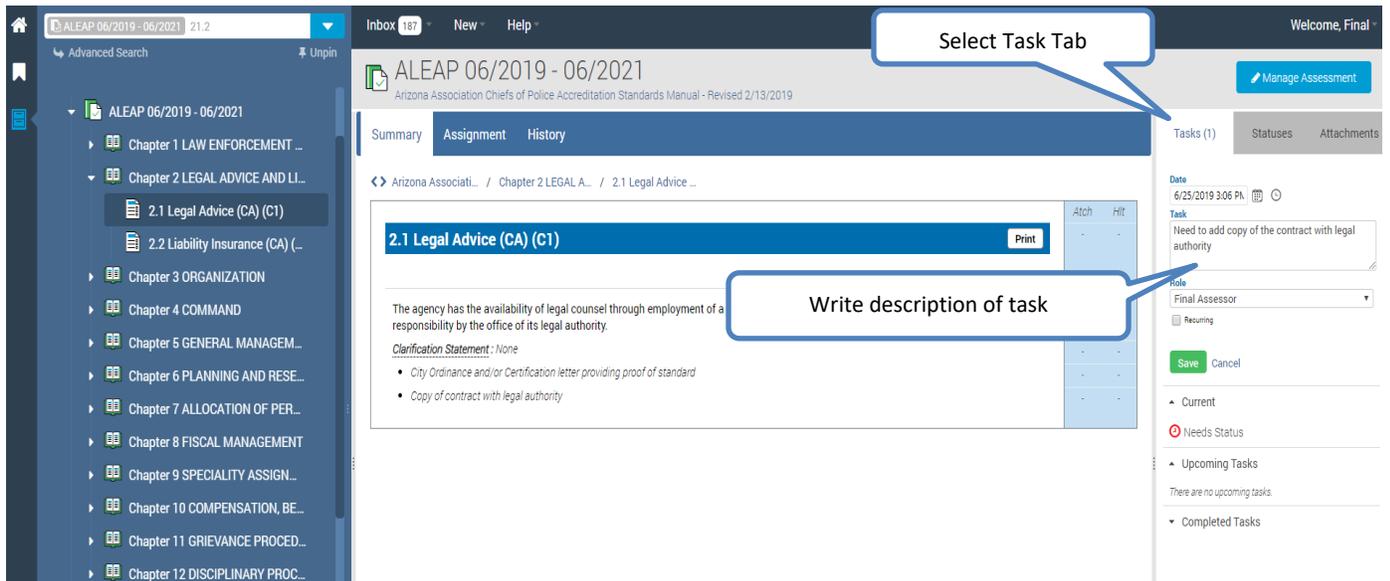
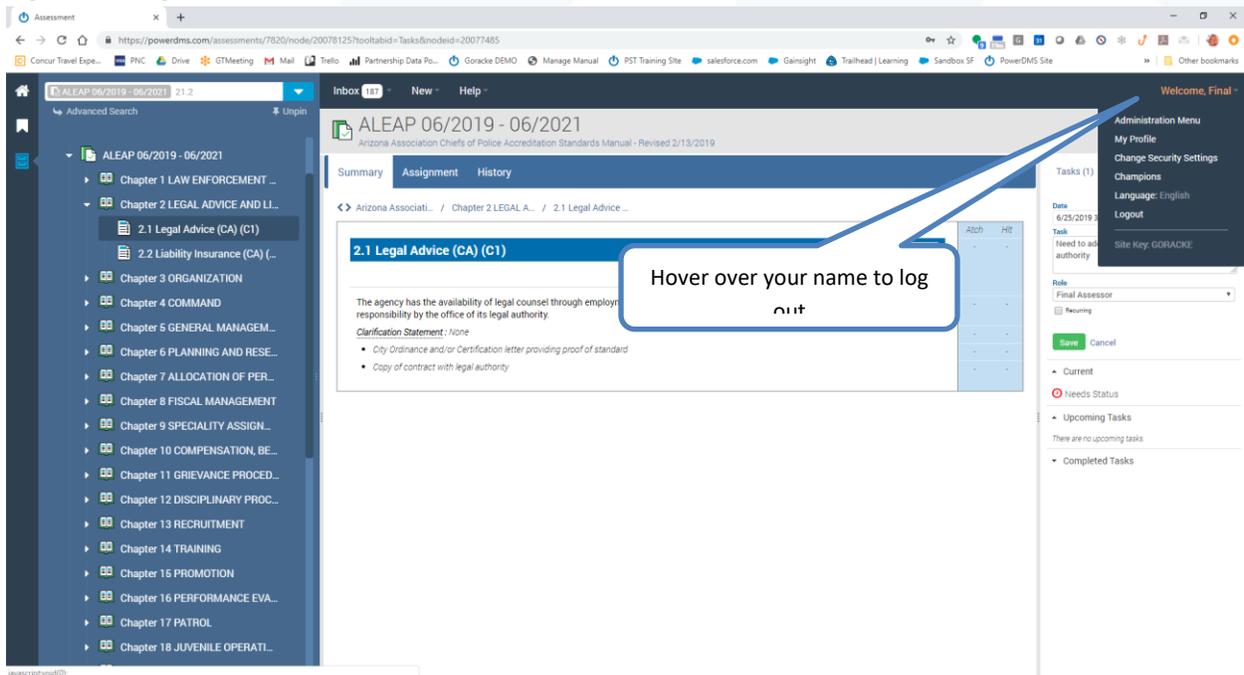


Figure 10: Creating a Task

### Logging Out

Logout of PowerDMS by hovering over Welcome “YourName” on the top right corner of your screen as shown below and select **Logout**.

Figure 11: Log Out



## Help and Support

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**PowerDMS Service Desk Support** can be reached at 800-749-5104 x2 or by emailing [support@powerdms.com](mailto:support@powerdms.com) Monday through Friday, 8AM-5PM EST. Don't get stuck or frustrated – reach out for help sooner than later.

[Conducting an Assessment](#) in PowerDMS **video tutorial** (*from Help menu*)

There are multiple ways to utilize the **PowerDMS assessment tool**. Choose the method that works best for your team and be consistent.