

NC Department of Public Safety (DPS)

PowerDMS - Basic User Guide

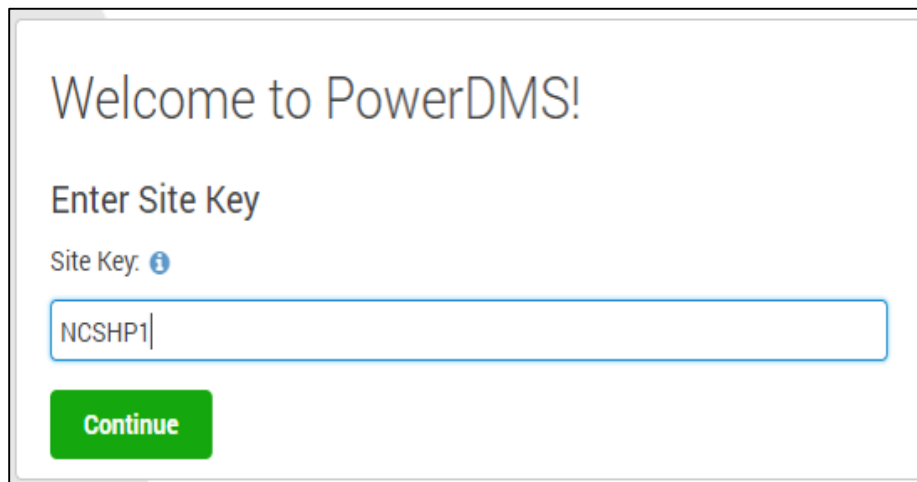
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Login Instructions

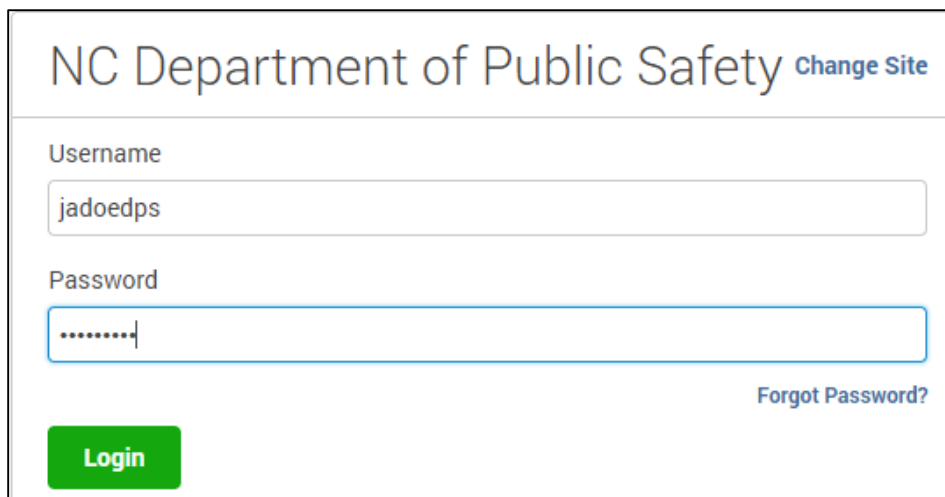
*For Non-State Highway Patrol Users Only

1. Use the following URL to access PowerDMS:
<https://powerdms.com/ui/login.aspx?siteId=SITEID&formsAuth=true>. It is recommended that you bookmark this link for future use.
2. You may be prompted to enter a site-key, which is a unique identifier for the site. The DPS site key is "NCSHP1".



The screenshot shows a web interface titled "Welcome to PowerDMS!". Below the title is a section labeled "Enter Site Key". Under this label, it says "Site Key:" followed by a small information icon. A text input field contains the text "NCSHP1". Below the input field is a green button labeled "Continue".

3. To login to PowerDMS, enter your username and password in the appropriate fields and select **Login**.
 - a. Your username is your NCID + "dps". For example, if your NCID is "jadoe" then your PowerDMS username would be "jadoedps".
 - b. For initial login, enter the temporary password "P@ssword8".
 - c. If you forget your password, click **Forgot Password?** on the login page.



The screenshot shows the login page for the NC Department of Public Safety. At the top, it says "NC Department of Public Safety" with a link "Change Site" to its right. Below this is a "Username" label and a text input field containing "jadoedps". Underneath is a "Password" label and a text input field with masked characters ".....". To the right of the password field is a link "Forgot Password?". At the bottom left is a green button labeled "Login".

4. Once you have completed initial login, you will be prompted to change your password. Passwords must be at least eight characters in length and contain at least one number, lowercase letter, and uppercase letter. Passwords must be changed every 90 days.

Change Password

Password Expired

Your password has expired. Please enter a new one.

Old Password:

New Password:

Confirm Password:

Submit

5. Next you will be prompted to verify your email address. First, click **Send Verification Email** and then click **Continue to PowerDMS** to complete the login process **BEFORE** clicking any of the links in the verification email you receive. This will ensure you are not redirected to the State Highway Patrol's single sign-on page.

Email Verification

In order to provide you with secure service, we would like to take a moment to confirm your email address. Please confirm that the email address below is the correct email for your PowerDMS user.

Work Email: opsp@ncdps.gov

If this email address is not correct, [contact your administrator](#) to have it changed to the correct address.

If you can't find the verification email, click below to **Send Verification Email**

Send Verification Email

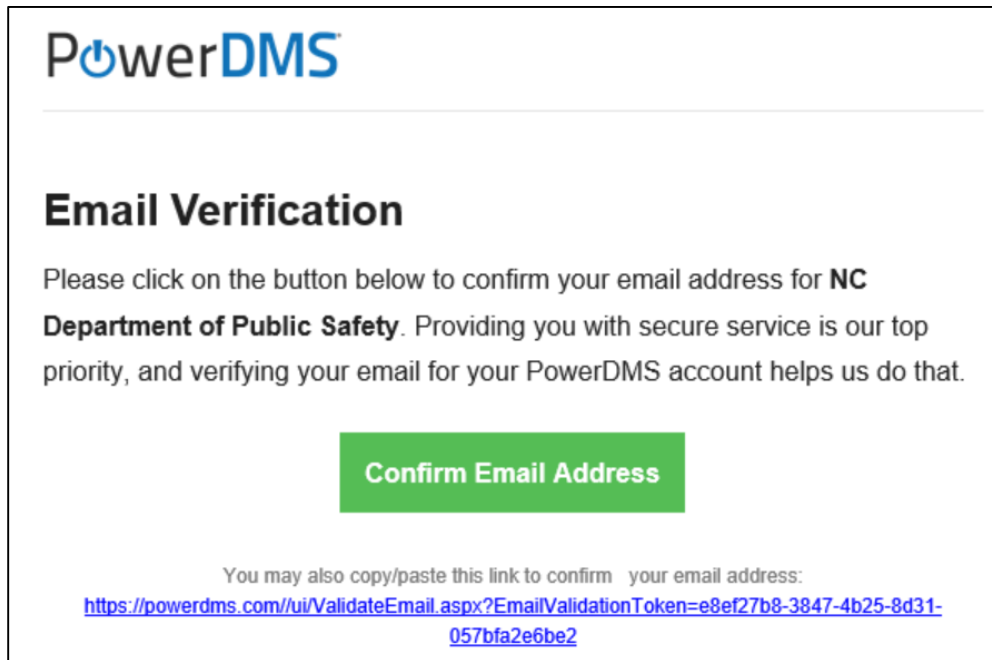
Continue to PowerDMS

Click here **first**

Next click **Continue to PowerDMS** to complete login **BEFORE** clicking any links in the verification email

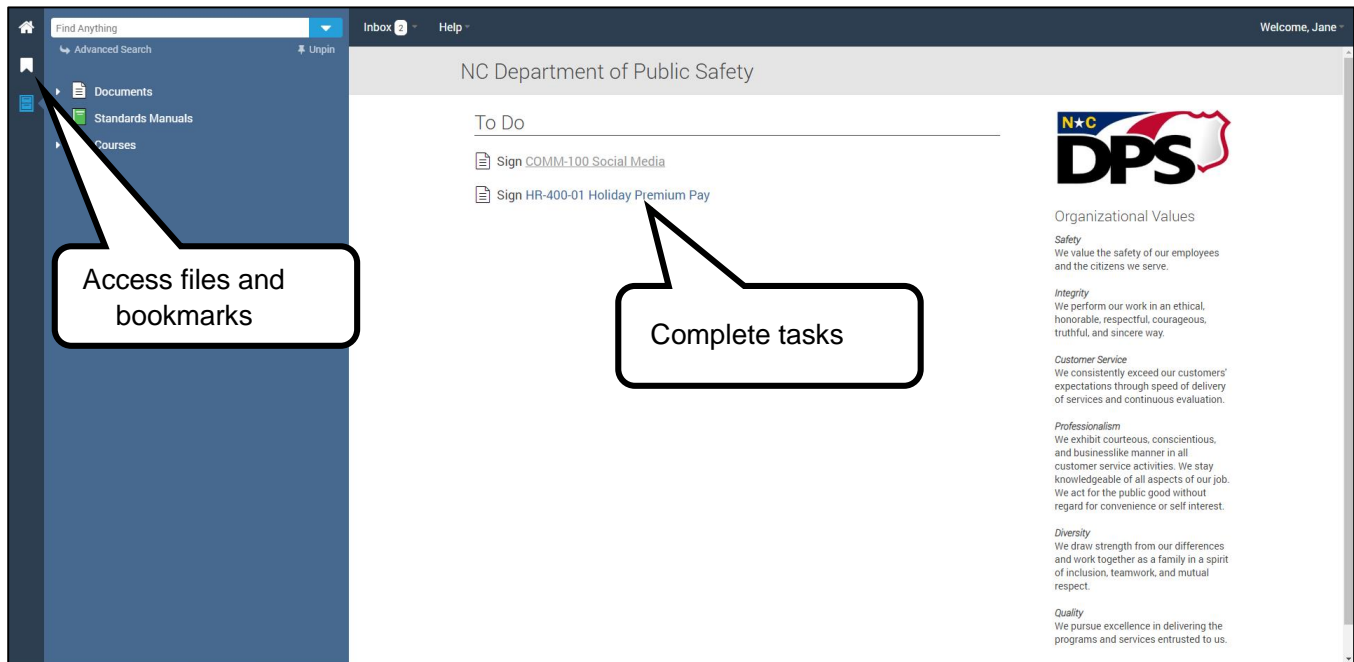
6. You will receive a verification email similar to the one below from “alertservices@powerdms.com.” Click **Confirm Email Address** to verify your email.

NOTE: If you do not confirm your email address, the system will prompt you to send an activation email every time you log in.

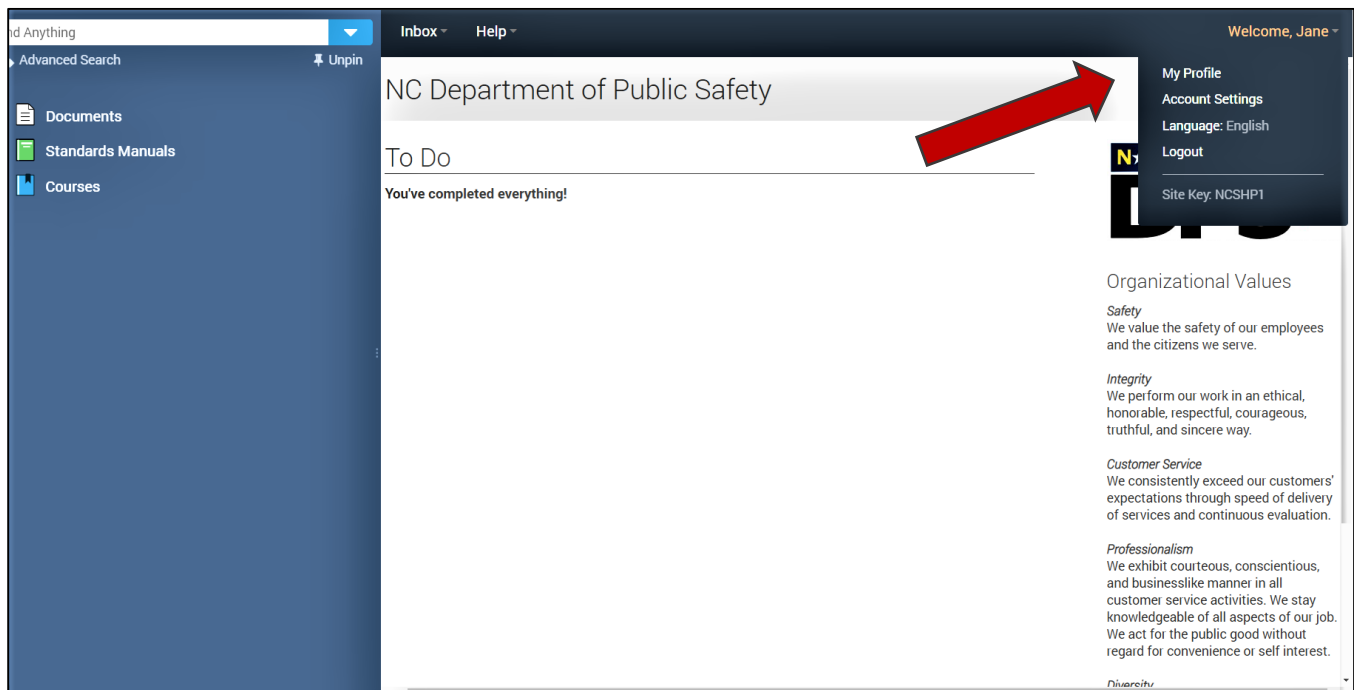


PowerDMS Homepage

Your homepage will show you a snapshot of your inbox in the form of a **To Do** list. You may access any item you are required to complete or sign by clicking on it within the **To Do** list.

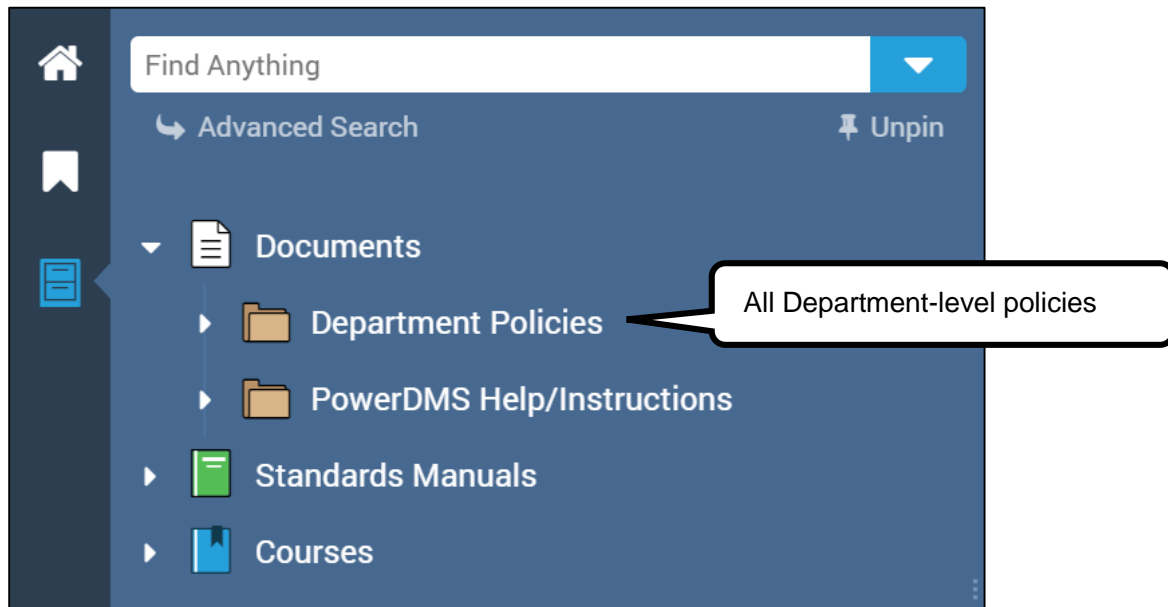


To view your profile, change your password, or logout, click on the **Welcome** dropdown in the top right of your screen.

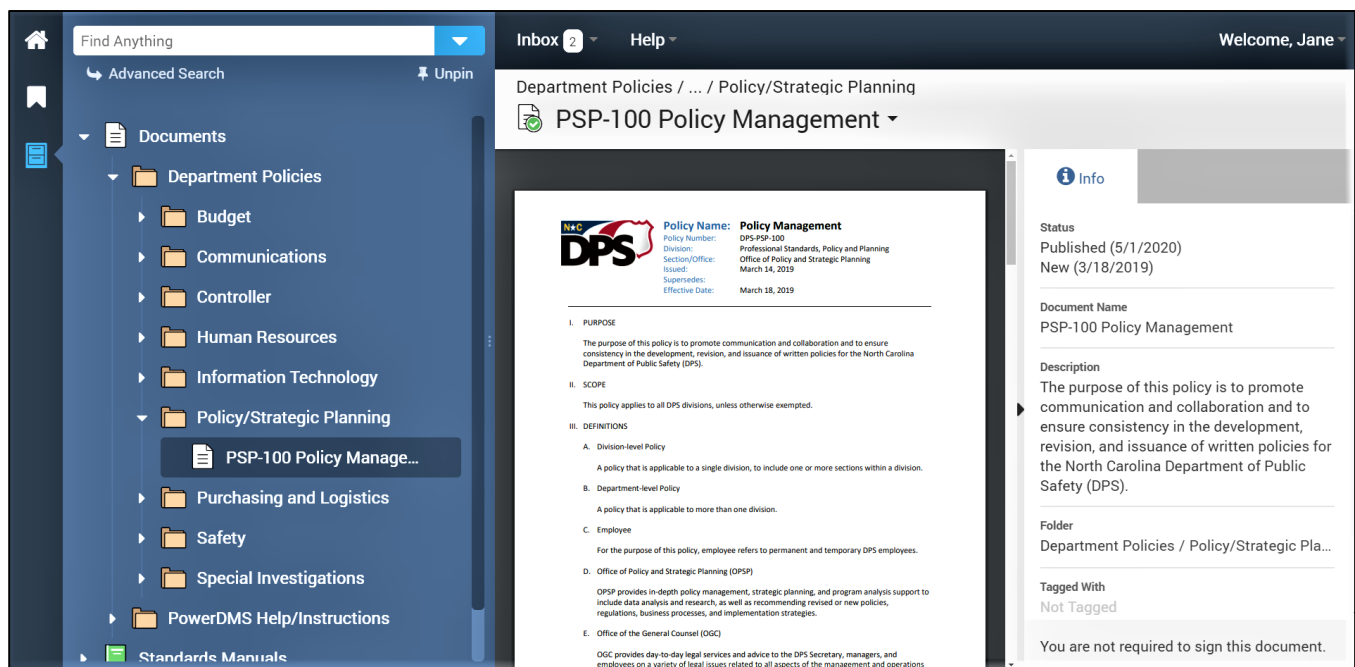


Documents

To access policies and other documents, click on the file cabinet icon and then **Documents** on the left side of the screen. All users will have access to all Department-level policies. Users may also have access to their respective Division or Section policies and documents.

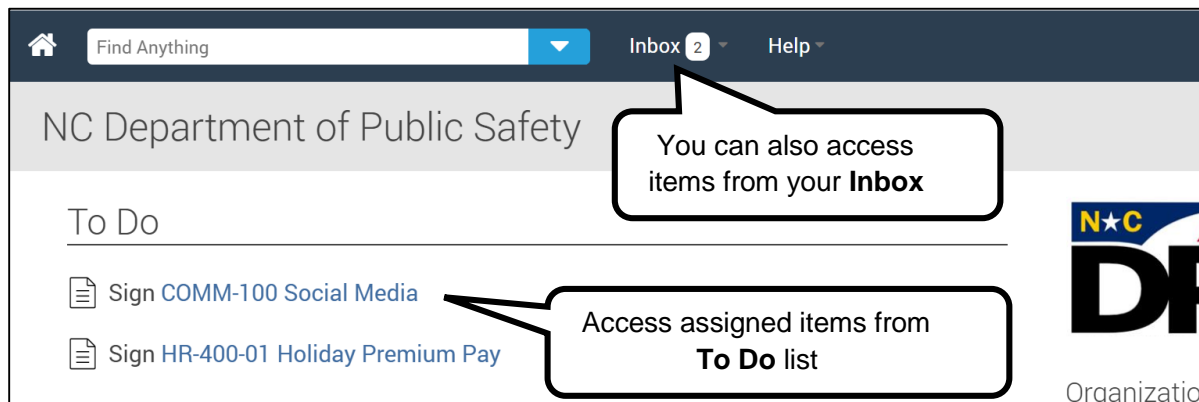


Click on an individual document, to view it. Documents can be printed or downloaded from the view screen.

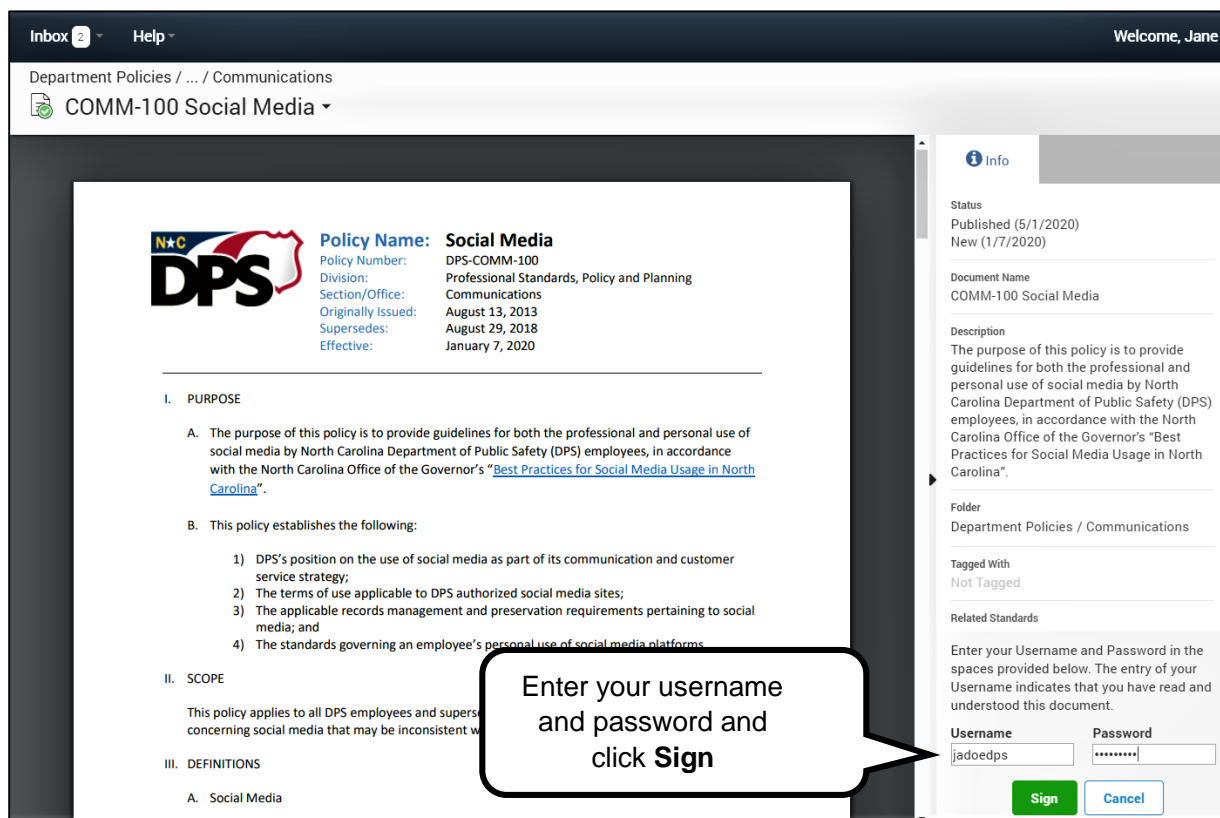


Signing Documents

Documents that have been assigned to you for electronic signature will appear in the **To Do** list on your PowerDMS homepage as well as in your **Inbox**.



1. Click on the name of the document you wish to sign.
2. The document will appear with a message in the signature box reminding you that this signature indicates you have read and understood this document. Review the document.
3. Once you have reviewed the document, enter your username and password in the boxes in the bottom right of the screen and click **Sign**.



Inbox Sign All

Inbox Sign All allows users to sign off on all documents in their inbox by typing in a single electronic signature. This feature may initially be enabled for some users to allow them to bulk sign documents that had previously been signed outside of the system or in another PowerDMS site.

To sign all documents in your inbox, navigate to your inbox, enter your password in the designated field, and click **Sign**.

Inbox 2 Help

Inbox

Documents (2) Certificates (0) Courses (0) Tests (0) Surveys (0) Standards (0)

Current History Discussion

Sign all documents in your inbox

By entering your electronic signature, you agree that you have read and understood all the documents listed below. Please note that documents with tests and document workflows will not be signed automatically.

Username: jadoedps

Password:

Sign

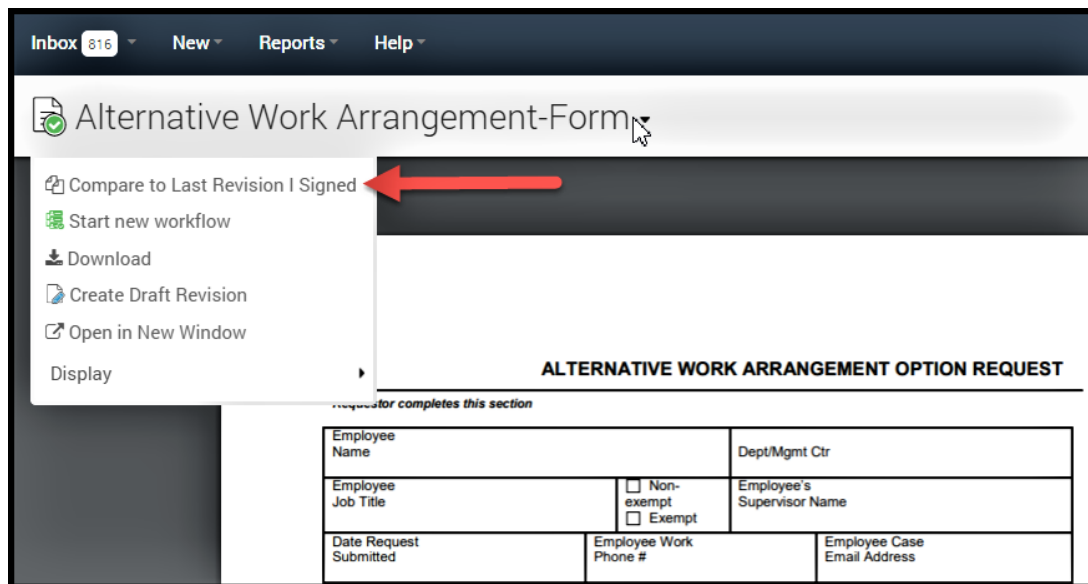
Document	Folder	Description	Status	Rev Date	Due
Task: Sign					
HR-400-01 Holiday Premium Pay	Department Policies / Human Resources	The purpose of this policy is to establish guidelines for the administration of holiday premium pay for Department of Public Safety (DPS) employees.	New	8/6/2019	
COMM-100 Social Media	Department Policies / Communications	The purpose of this policy is to provide guidelines for both the professional and personal use of social media by North Carolina Department of Public Safety (DPS) employees, in accordance with the North Carolina Office of the Governor's "Best Practices for Social Media Usage in North Carolina".	New	1/7/2020	

Page size: 50 2 items in 1 pages

NOTE: Inbox Sign All is designed to be a one-time feature. Once the user signs off on all documents in their inbox, the feature will be turned off and the user will have to sign each document individually going forward.

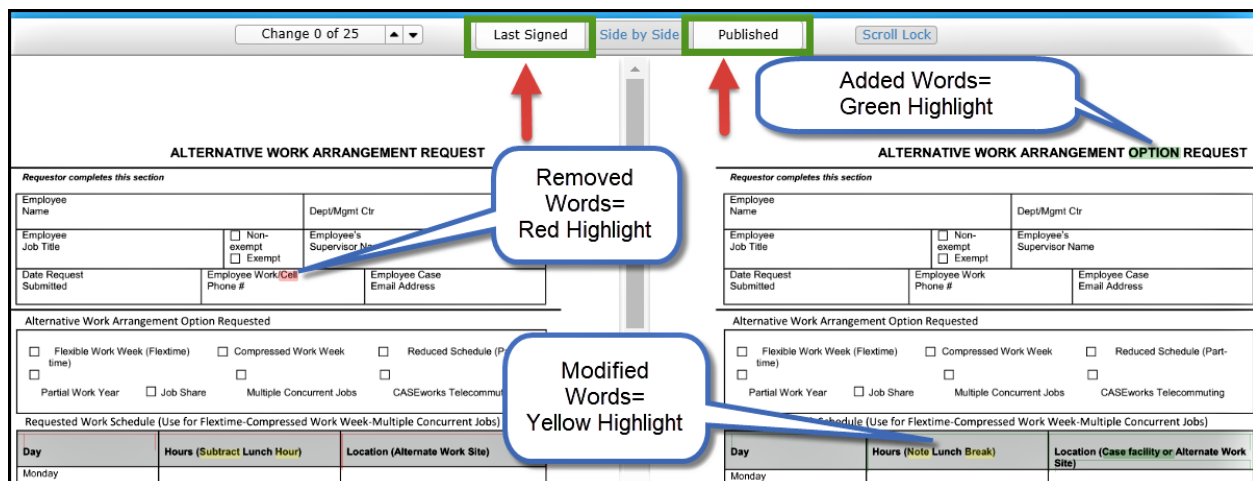
Comparing Documents

1. If you need to sign off on a document that has been revised since you last signed it, you will see that assignment in your PowerDMS **Inbox** and your **To Do** list. Simply click the document name link from either location to view the document.
2. Once the document is viewable, you may have a quick message indicating you can **Compare to Last Revision I Signed**. You can access this option by placing your cursor over the document name in the upper left corner of your screen and selecting that choice from the drop down menu.



3. You will then be shown the former and current document side by side on your screen. You will notice that in your comparison, there are color coded highlights that identify the type of change that was made.

- **Green** highlights indicate added words.
- **Red** highlights indicate removed words.
- **Yellow** highlights indicate modified words.

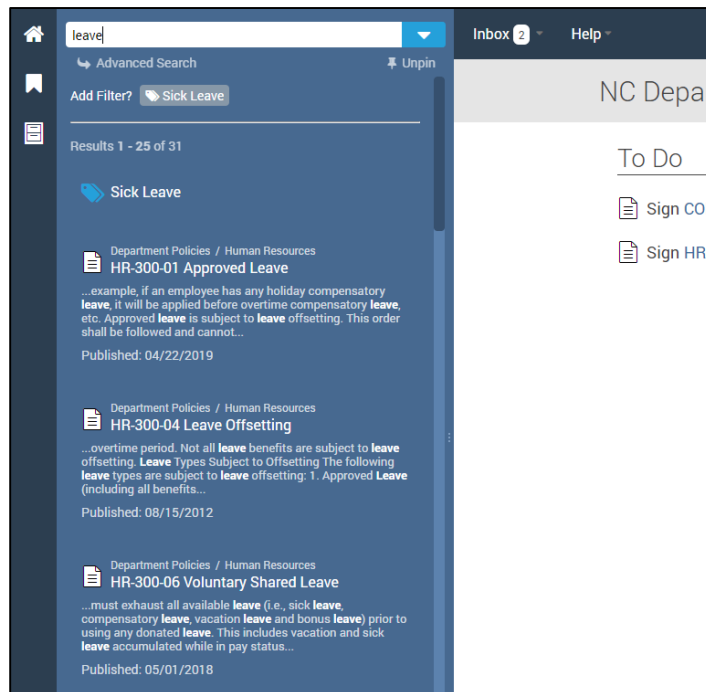


4. Thoroughly review the changes so you will know what you are signing. If you hover your cursor over the highlight, you can view additional details about the change.
5. When you are done comparing, you can return to the new published version, by clicking the **Published** button in the top bar of the comparison screen. You can then sign off on the new document as you normally would.

NOTE: Once you sign off on the new document, you will no longer be able to compare it to the prior version.

Search

To search for documents and other items in PowerDMS, enter keywords in the **Find Anything** box at the top left of your screen. PowerDMS may suggest adding filters that may be available to enhance your search. To accept a suggested filter, simply click on the suggested words or press the tab key on your keyboard.

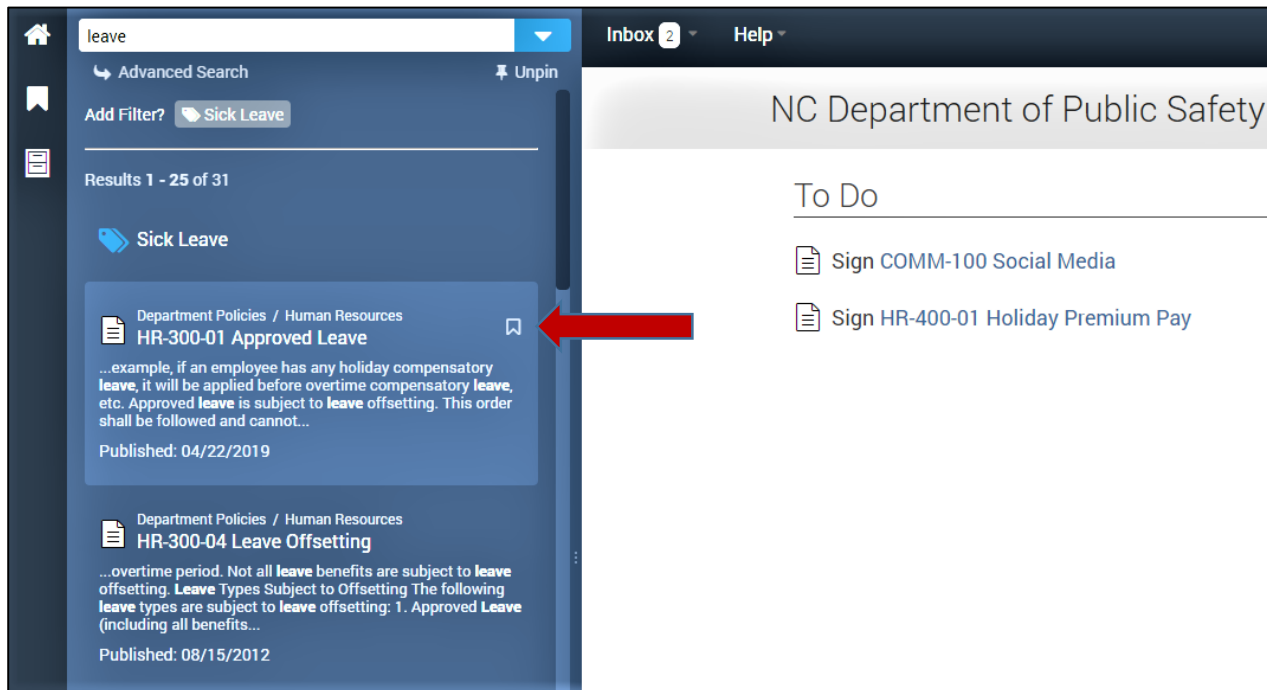


Click on **Advanced Search** under the **Find Anything** box to apply advanced search filters.

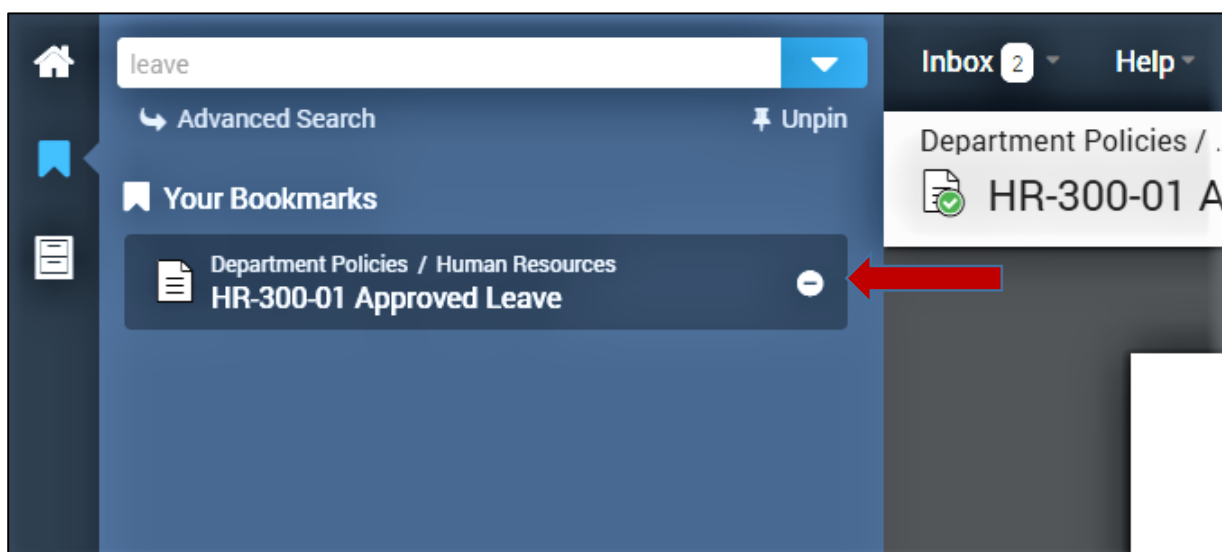
A screenshot of the PowerDMS Advanced Search form. The form is titled 'Advanced Search' and has a 'Find Anything' search bar at the top. Below the search bar, there are several filters: 'Search Phrase' (text input), 'Search Type' (dropdown menu set to 'Documents'), 'Name' (text input), 'Description' (text input), 'Type' (dropdown menu set to 'All types'), 'Draft or Published Date' (calendar icon and 'to' text), 'Show Disabled/Archived' (dropdown menu set to 'Yes'), 'Has Draft Revision' (checkbox), 'Assigned to Group' (dropdown menu), and 'Tagged With' (dropdown menu). A 'Search' button is at the bottom.

Bookmarks

Users can create bookmarks to quickly access items. To create a bookmark, locate the item from the list under **Files** or search for the item using **Find Anything**. Once you locate the item, click on the bookmark icon to the right of the item name as shown below.



You can find your bookmarks by clicking on the bookmark icon. You can have as many bookmarks as you like, and can delete a bookmark at any time by clicking the delete bookmark icon as shown below.



History

To view your history, hover over **Inbox** on the top menu bar and select which item you would like to see the history of (Documents, Certificates, Courses, etc.) Once the appropriate category is displayed, select on the **History** sub-tab.

The screenshot shows a web application interface with a top navigation bar. The 'Inbox' menu item is highlighted, and a dropdown menu is open, showing categories: Messages (2), Documents (35), Certificates (5), Courses (1), Tests (0), Surveys (1), and Standards (0). The 'Documents' category is selected, and the 'History' sub-tab is active. A callout box points to the 'History' sub-tab with the text 'History sub-tab'.

Find Anything ▼ Inbox 44 New Help Welcome, Abby

Inbox

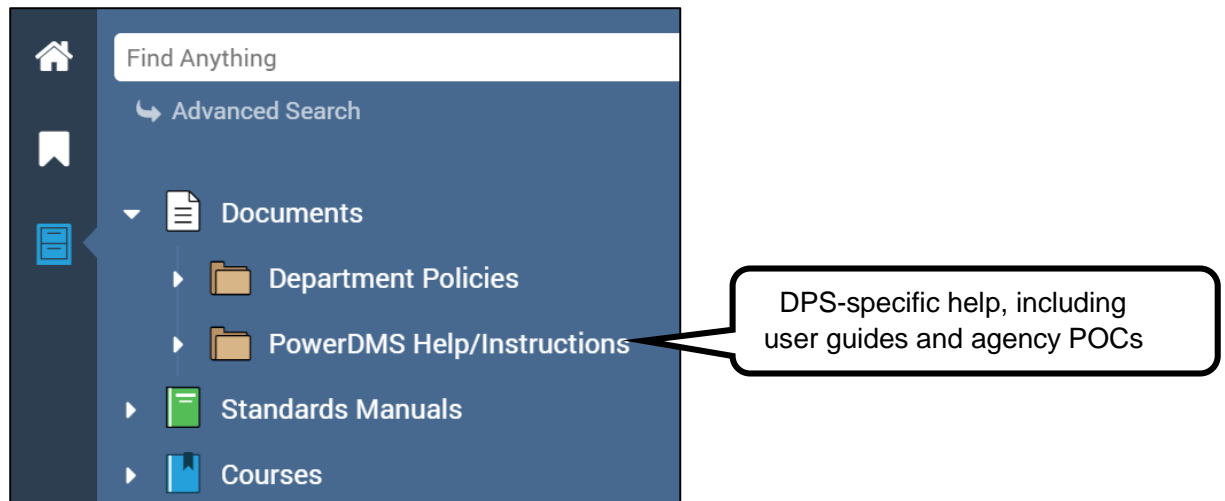
Messages (2) Documents (35) Certificates (5) Courses (1) Tests (0) Surveys (1) Standards (0)

Current History Discussion

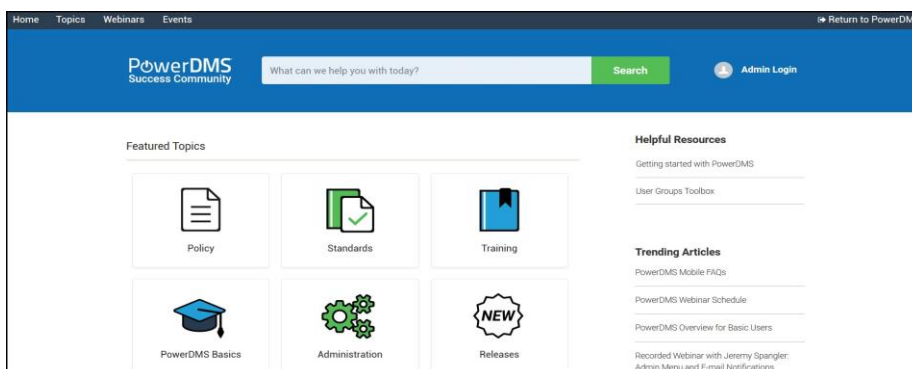
Document	Type	Rev Date	Action	Action Date
Task: DOR - Gary Miller				
Daily Observation Report - Gary Miller	Daily Observation Report	9/2/2015	Approved	9/2/2015 2:51 PM
Task: Self Evaluation				
Abby Miller - Self Evaluation	Employee Evaluation	9/2/2015	Approved	9/2/2015 2:21 PM
Abby Miller Self Evaluation		9/2/2015	Approved	9/2/2015 1:28 PM
Task: Sign				
5005 - Armed Service Leave Policy	Policy	11/8/2015	Signed	11/11/2015 3:48 PM
5003 - Nondiscrimination Policy on Sexual Orientation	Administrative Policies	4/29/2010	Signed	11/8/2015 1:30 PM
AZ Sample - Autozone Sample Policy III	Sample	8/31/2011	Signed	11/8/2015 1:30 PM
ABTTest	Policy	6/22/2011	Signed	11/8/2015 1:29 PM
Alameda Test Document	Policy	2/25/2011	Signed	11/8/2015 1:29 PM
TRG Test	Policy	10/8/2010	Signed	11/8/2015 1:29 PM
1.2.15 - Uniformed Services Employment	Administrative Policies	7/20/2010	Signed	11/8/2015 1:29 PM
2009 - Code of Conduct and Workplace Ethics	Policy	10/14/2015	Signed	10/14/2015 2:42 PM

Help

If you need help in PowerDMS, click on the **PowerdDMS Help/Instructions** folder under **Documents** for DPS-specific user guides and a list of agency-specific points of contact.



You can find additional resources by clicking on the **Help** menu, then selecting **Success Community**. You will be navigated to the PowerDMS Success Community page, where you can type into the search bar the topic you have questions about. PowerDMS has numerous articles and video tutorials here to walk you through the steps of what you are trying to do.



Logout

Logout of PowerDMS by hovering over your name and clicking **Logout**.

