# PowerDMS®

Final (or Mock) Assessment
Checklist

- [ ] Create a group for your final (or mock) assessors if one does not already exist.
- [ ] Create the assessor as a member of the group.
  - [ ] Add the assessor's first and last name
  - [ ] Assign the assessor a username
  - [ ] Assign the assessor a password
  - [ ] *Do not add the assessor's email address.*
  - [ ] If the assessor has been archived in your PowerDMS site from a previous assessment, locate the assessor by doing an advanced search, restoring the user, and adding him or her to the final (or mock) assessor group.
- [ ] Navigate to the root of the assessment and click *Assignments* tab
- [ ] Add the final (or mock) assessor **GROUP** to the assessment.
  - [ ] Click ***Add New Assignment***
  - [ ] In the **User/Group** dropdown field, type the final (or mock) assessor group name and select it from the dropdown menu to populate the field.
  - [ ] In the **Role** dropdown field, select the final (or mock) Assessor role from the list depending on the nature of the assessment.
  - [ ] In the **Responsibility** dropdown field, select **Participate** from the list
  - [ ] Click **Save**
  - [ ] Click ***Add New Assignment***
  - [ ] In the **User / Group** dropdown field, type the final (or mock) assessor group name and select the group from the dropdown menu to populate the field. *This is the same group you added to the final (or mock) Assessor role above.*
  - [ ] In the **Role** dropdown field, select *Accreditation Manager* from the list.
  - [ ] In the **Responsibility** dropdown field, select *Observe* from the list.
  - [ ] Click **Save**
- [ ] Add yourself to observe the final (or mock) Assessor role
- [ ] Email the individual(s) assigned by your accrediting body as your assessor(s) with the log in credentials (Site Key, Username, and Password).
- [ ] Email support@powerdms.com with (1) the names of your assessors, (2) the assessors email addresses, (3) your agency name, (4) the standard manual you are being accredited against, and (5) the dates of your assessment.