



Utah Accreditation Alliance Annual Reports

Complete an Annual Report Cheat Sheet

- Step 1:** Log into the Utah Chiefs of Police Association's PowerDMS Site by following this link: [SITE ID: UCOPA](#)
- *Note: This username is the first initial + last name of your chief of police. The first time you log in, you will set your own password. Please record your password for use as it will not change throughout the course of your assessment cycle. If you forget your password, you may select the **FORGOT PASSWORD** feature. An email will be sent to your chief to reset the password. You will need to coordinate with your chief in such instances.*
- Step 2:** Locate the folder entitled **Z. ANNUAL REPORT FOR REVIEW** under **Documents** in the blue menu.
- Step 3:** Use the triple dots to the right of your folder and select **NEW DOCUMENT**
- Step 4:** Locate the section of the New Document screen for **CREATE NEW**
- Step 5:** Select **FROM DOCUMENT TEMPLATE**
- Step 6:** Use the dropdown menu for **DOCUMENT** in the pop-up box and select ***Annual Accreditation Report Template** and click **CREATE**
- Step 7:** In the right Info pane, name the document according to the following pattern: **YEAR + AGENCY NAME + ANNUAL REPORT**
- Example: 2021 Logan Police Department Annual Report*
- Step 8:** Click **SAVE**
- Step 9:** Click **EDIT ON DESKTOP** on the top right of the document
- Step 10:** Complete all fields and **digitally sign all required fields in the annual report**
- Step 11:** Click **SAVE**.
- Step 12:** Close the pdf.
- Step 13:** Use the document's triple dot menu to the right of the document's title and select **DOWNLOAD**
- Step 14:** Use the document's triple dot menu to the right of the document's title and select **START A NEW WORKFLOW**
- Step 15:** Name the workflow according to the following pattern: **YEAR + AGENCY**
- Example: 2021 Logan PD*
- Step 16:** Check the box under the name of the workflow that allows participants to **EDIT** the document during the workflow.
- Step 17:** Select **ANNUAL REPORT REVIEW** from the dropdown list
- Step 18:** Click **SAVE AND BEGIN**
- Step 19:** Log out of Utah Chiefs of Police Association's PowerDMS site.