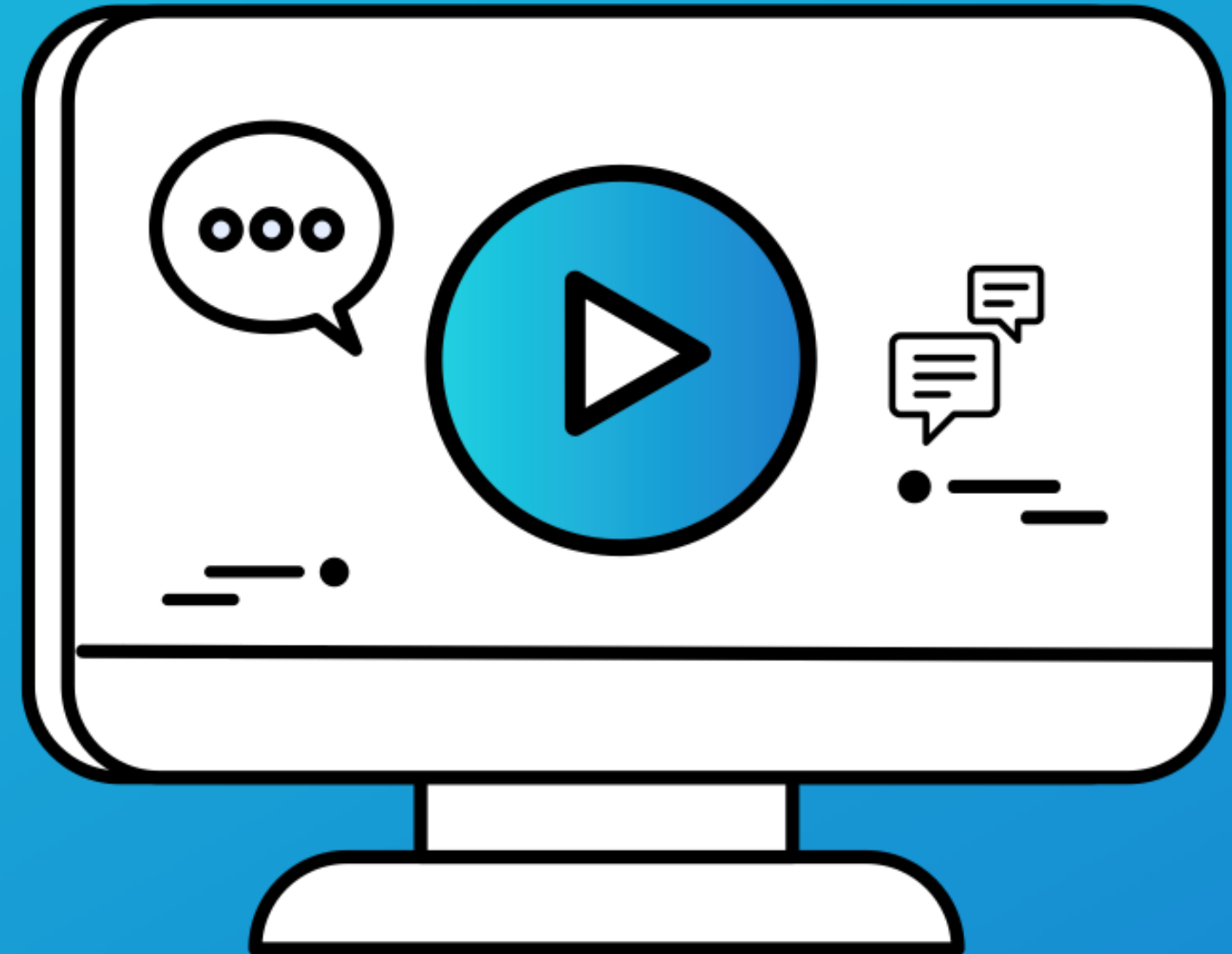


# Welcome

PowerDMS 101

## Administrative Basics

Presenter: Amanda Bradford  
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## Amanda Bradford

Training Lead - Training Specialists &  
PowerDMS Certified Professional Program  
Coordinator



# A Few Things to Note:

- This session is being recorded.
- The recording will be automatically emailed to all registrants of this session, as soon as it becomes available.
- You can and should download a copy of this presentation from the Handouts section of the GoToWebinar sidebar.
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# After This Session, You Will Be Able To:

- Understand and be able to explain the importance of your PowerDMS site key
- Navigate your PowerDMS home page
- Navigate the PowerDMS Administration Menu settings
- Locate license usage information in your PowerDMS site



# You Should Now Be Able To:

- ✓ Understand and be able to explain the importance of your PowerDMS site key
- ✓ Navigate your PowerDMS home page
- ✓ Navigate the PowerDMS Administration Menu settings
- ✓ Locate license usage information in your PowerDMS site



Q&A



# PowerDMS University Resources (Administrators Only)

[PowerDMS site](#) > [Help](#) > [PowerDMS University](#)

- ✓ [University Live: Administration, Groups and Securities \(Live Instructor Led Class\)](#)
- ✓ [PowerDMS Administration \(Self-Paced E-Learning\)](#)
- ✓ [PowerDMS Creating Groups and Managing Security \(Self-Paced E-Learning\)](#)



# Success Community Resources (All Users)

PowerDMS site > Help > Success Community

- ✓ [PowerDMS Basic User Guide](#)
- ✓ [Configuring Email Notifications \(Alerts\)](#)
- ✓ [Understanding Your Admin Homepage](#)





PowerDMS®  
*thank you*

