PowerDMS®

Assessment Tasks: Everything You Need to Know

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PowerDMS

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A Few Things to Note:

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This Session Assumes You Are Already Familiar with…

- How to access and download your Standards Manual

- How to Create an Assessment

- How to establish Assessment Roles and Responsibilities

- PowerDMS Security Definitions

- How and when to set Assessment Security

- Standards Reports

After This Session, You Will Be Able To:

- Define the purpose of assessment tasks

- Create tasks in bulk and individually per standard

- Establish recurrent tasks

- Isolate tasks for specific personnel

- Pull data from within the assessment to evaluate task progress

- Copy tasks from assessment to assessment

What is an assessment task?

Assessment tasks are a feature that can be set for reminders of responsibilities to be completed throughout the assessment cycle.

✓ Can be used for current or future responsibilities.

✓ Set in bulk or individually established on a pertinent standard.

PowerDMS Tip #1

CONSISTENCY

Use the feature and use it consistently.

Don't blend processes for reminder in and out of PowerDMS.

You Should Now Be Able To:

- Define the purpose of assessment tasks

- Create tasks in bulk and individually per standard

- Establish recurrent tasks

- Isolate tasks for specific personnel

- Pull data from within the assessment to evaluate task progress

Questions?