PowerDMS®

Assessment Attachments: Everything You Need to Know

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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.

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This Sessions Assume You Are Already Familiar with…

- How to access and download your Standards Manual

- How to Create an Assessment

- How to make Assignments to your Assessment

- Understand Assessment Roles and Responsibilities

- How to add tasks and set status to standards and in bulk

- PowerDMS Security Definitions

- How and when to set Assessment Security

- Standards Reports

After This Session, You Will Be Able To:

- Define the difference in your available attachment types

- Map attachments to relevant standards components

- Identify when and how to use the available highlighting feature

- Copy attachments from one assessment to another

- Prepare proofs for your audit

Attachments:

Attachment Types

Upload File:

Attachments uploaded from computer or database

PowerDMS Document:

"Documents" managed within PowerDMS

Simple Note:

Used to communicate, document non-applicable standards, and document non-occurrences of a phenomenon required by the standard.

New Rich Text:

Hyperlink proofs from the Internet; Embed video from the Internet

PowerDMS Tip #2

When adding attachments remember:

1. Label the Attachment using the NOTES field
2. Select bullet points (map) that the attachment proves
3. Save the attachment

Attachments: Mapping Attachments

Highlights: Adding Highlights and Mapping
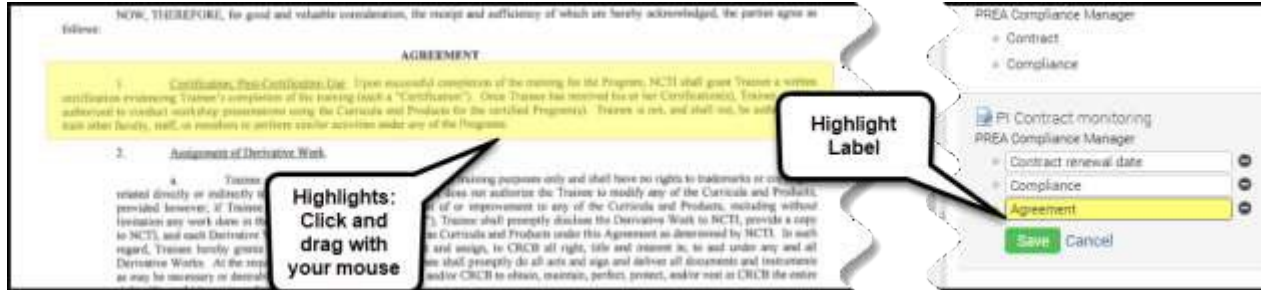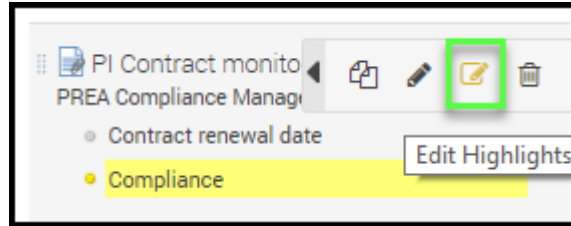
NOTE: New Rich Text and Simple Note attachments do not need highlights

PowerDMS Tip #3

The Attachments tab at the root of the manual allows you to filter for attachments by:

✓ Keywords

✓ Type

✓ Role

✓ Date added

✓ Status

Maintaining Proofs: Filtering

Maintaining Proofs: Updating Revised PowerDMS Documents

Preparing Proofs for Audit

Attachment: Ordering

Note:
Best practice guides will give you a recommendation of the order in which to present your attachaments

Highlights: Ordering

Highlights Ordering Based on Bullets

Order of Presentation:
1. WD
2. Proof
3. Note(s)

Order of Highlights for Proofs with Multiple Bullets:

1. Written Directive (WD)

2. Bullet Letter, Proof, term # applicable to (A.Proof.T1)

- More than one proof per term will be shown as A. Proof (1).T1, A. Proof (2).T1, etc.

3. Note: INT, OBSV, NO

Examples

Standard with Multiple Bullets and Attachments
A.WD.1 (For highlight naming; example: A.WD.1 OPS 42-664 Pursuit of Fleeing Felon)
A.WD.2
A.Proof.T1
B.Proof.T2
C.Proof.T3
A.Note.INT.HR Director
D.Note.NO.T123
E.Note. OBSV
F.Note. N/A

Standard that Has No Bullets
WD.1
WD.2
Proof.T1
Proof.T2
Proof.T3
Proof.T4

Example from MSLEAC
Best Practice Guide

Note:
Best practice guides will give you an
idea of how to order your highlights.

You Should Now Be Able To:

- Define the difference in your available attachment types

- Map attachments to relevant standards components

- Identify when and how to use the available highlighting feature

- Copy attachments from one assessment to another

- Prepare proofs for your audit

Questions?