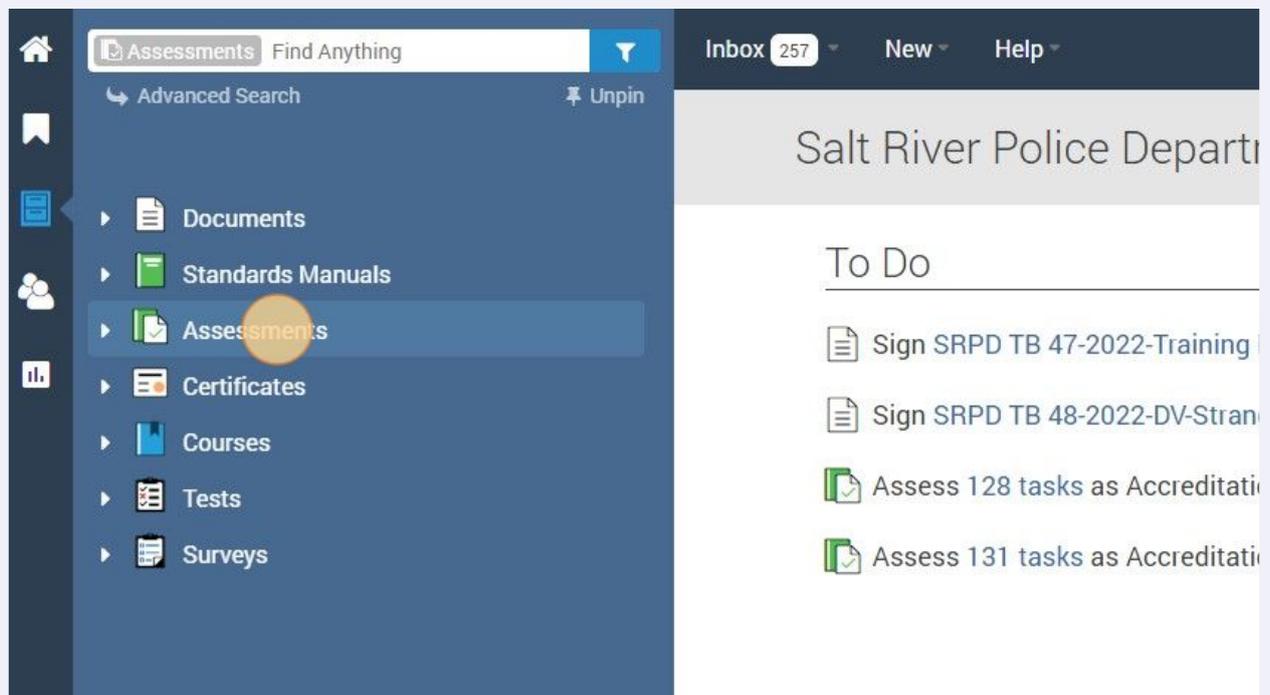


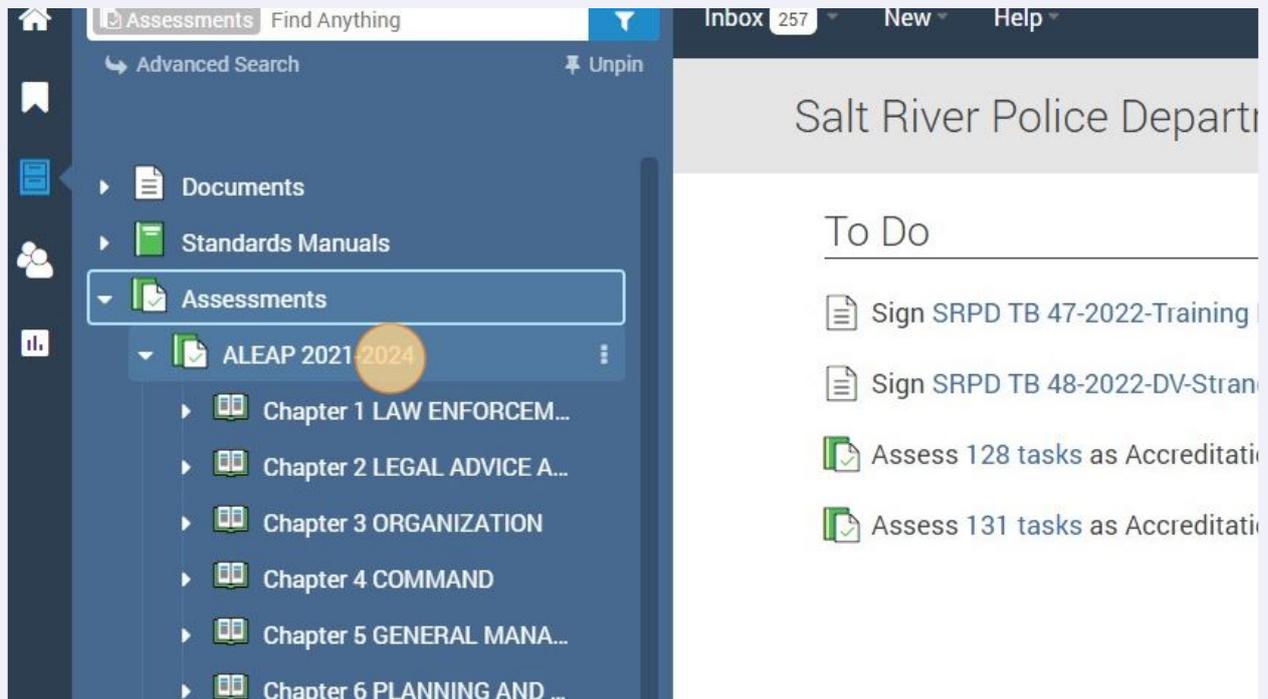
# Adding Assessors (Users) to Assessments

1 Navigate to [powerdms.com/home](https://powerdms.com/home)

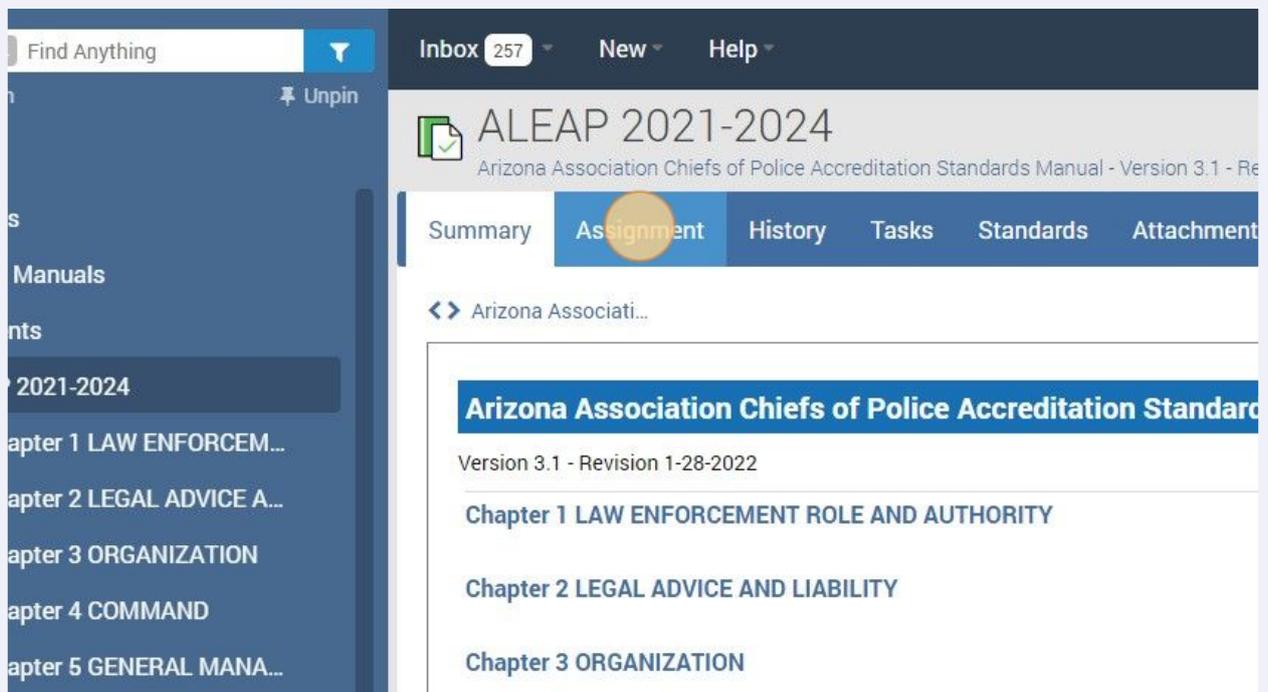
2 Click "Assessments"



3 Click on the assessment you want to work with.



4 Click "Assignment"



5

You'll now add the Assessor as their role as a Mock Assessor or Final Assessor. For example purposes, the following steps are for a Mock Assessor. The only difference for a Final Assessor will be Step 10 where you would choose a Final Assessor role instead of Mock Assessor.

6

Click "Add New Assignment"

The screenshot shows the ALEAP 2021-2024 interface. The left sidebar contains a navigation menu with sections for Documents, Standards Manuals, and Assessments. The 'Assessments' section is expanded, showing 'ALEAP 2021-2024' and its chapters. The main content area displays the 'ALEAP 2021-2024' document with tabs for Summary, Assignment, History, Tasks, and Standards. The 'Assignment' tab is active, showing a table of assignments. A red circle highlights the '+ Add New Assignment' button. The table lists users and their roles.

User / Group	Role
Alejandro McDaniel (mcdaniela1)	Accreditation
G Bury (buryg1)	Accreditation
Accreditation Specialist	Accreditation
Stacy Olson (olsons1)	Accreditation
Alejandro McDaniel (mcdaniela1)	Accreditation
G Bury (buryg1)	Accreditation
Stacy Olson (olsons1)	Accreditation

7 Click User / Group field to add user

The screenshot shows the 'ALEAP 2021-2024' interface with a sidebar on the left and a main content area. The main content area has tabs for 'Summary', 'Assignment', 'History', 'Tasks', 'Standards', and 'Attachments'. The 'Assignment' tab is active, displaying a table with the following data:

User / Group	Role
Select...	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Manager
G Bury (buryg1)	Accreditation Manager
Accreditation Specialist	Accreditation Manager
Stacy Olson (olsons1)	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Team
G Bury (buryg1)	Accreditation Team
Stacy Olson (olsons1)	Accreditation Team

An orange circle highlights the 'Select...' dropdown menu in the 'User / Group' column.

8 Click on the user to add

The screenshot shows the 'ALEAP 2021-2024' interface with a sidebar on the left and a main content area. The main content area has tabs for 'Summary', 'Assignment', 'History', 'Tasks', 'Standards', and 'Attachments'. The 'Assignment' tab is active, displaying a table with the following data:

User / Group	Role
ku	Accreditation Manager
KunaR1 - Kuna, Robert	Accreditation Manager
ekunert - Kunert, Evan	Accreditation Manager
Stacy Olson (olsons1)	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Team
G Bury (buryg1)	Accreditation Team
Stacy Olson (olsons1)	Accreditation Team

An orange circle highlights the 'ekunert - Kunert, Evan' user in the dropdown menu. The dropdown menu also shows 'Showing results 1 - 2 of 2'.

## 9 Click the Role dropdown menu

New Help

# EAP 2021-2024

Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Assignment History Tasks Standards Attachments

View Assignment

User / Group	Role	Responsibility	
Kunert, Evan	Accreditation Manager	Observe	Save x
Alejandro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✎
Bury (buryg1)	Accreditation Manager	Participate	✎
Accreditation Specialist	Accreditation Manager	Participate	✎
Stacy Olson (olson1)	Accreditation Manager	Participate	✎
Alejandro McDaniel (mcdaniela1)	Accreditation Team	Participate	✎
Bury (buryg1)	Accreditation Team	Participate	✎
Stacy Olson (olson1)	Accreditation Team	Participate	✎

## 10 Click "Mock Assessor"

Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Summary Assignment History Tasks Standards Attachments

Add New Assignment

User / Group	Role	Responsibility	
Kunert - Kunert, Evan	Accreditation Manager	Observe	Save
Alejandro McDaniel (mcdaniela1)	Accreditation Manager Accreditation Team	Participate	✎
Bury (buryg1)	Mock Assessor	Participate	✎
Accreditation Specialist	Final Assessor Accreditation Manager	Participate	✎
Stacy Olson (olson1)	Accreditation Manager	Participate	✎
Alejandro McDaniel (mcdaniela1)	Accreditation Team	Participate	✎
Bury (buryg1)	Accreditation Team	Participate	✎
Stacy Olson (olson1)	Accreditation Team	Participate	✎

11 Click the dropdown menu for Responsibility

24

Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Home Tasks Standards Attachments

Role	Responsibility	
Mock Assessor	Observe	Save X
Accreditation Manager	Participate	✎ -
Accreditation Manager	Participate	✎ -
Accreditation Manager	Participate	✎ -
Accreditation Manager	Participate	✎ -
Accreditation Team	Participate	✎ -
Accreditation Team	Participate	✎ -
Accreditation Team	Participate	✎ -

Arizona Association  
174 Standards

Accreditation Manager

Accreditation Team

Mock Assessor

Final Assessor

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

12 Click "Participate"

Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Home Tasks Standards Attachments

Role	Responsibility	
Mock Assessor	Observe	Save X
Accreditation Manager	Observe	✎ -
Accreditation Manager	Participate	✎ -
Accreditation Manager	Participate	✎ -
Accreditation Manager	Participate	✎ -
Accreditation Team	Participate	✎ -
Accreditation Team	Participate	✎ -
Accreditation Team	Participate	✎ -

Arizona Association C  
174 Standards

Accreditation Manager

Accreditation Team

Mock Assessor

Final Assessor

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

13 Click "Save"

ards Manual - Version 3.1 - Revision 1-28-2022

**Standards** Attachments

**Manage Assessment**

Arizona Association Chiefs of Po...  
174 Standards

	Responsibility	
	Participate	<b>Save</b> ✕
on Manager	Participate	✎ ⏻
on Manager	Participate	✎ ⏻
on Manager	Participate	✎ ⏻
on Manager	Participate	✎ ⏻
on Team	Participate	✎ ⏻
on Team	Participate	✎ ⏻
on Team	Participate	✎ ⏻

Accreditation Manager 29%  
Accreditation Team 29%  
Mock Assessor 0%  
Final Assessor 0%

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

14 For any assessor to see attachments added by an Accreditation Manager and/or Accreditation Team, the following steps are necessary.

15 Click "Add New Assignment"

The screenshot shows the ALEAP 2021-2024 interface. On the left is a navigation pane with categories: Documents, Standards Manuals, Assessments, and ALEAP 2021-2024. Under ALEAP 2021-2024, there are chapters 1 through 5. The main content area has a header with 'ALEAP 2021-2024' and 'Arizona Association Chiefs of Police Accreditation Standards Manual'. Below the header are tabs for Summary, Assignment, History, Tasks, and Standards. The 'Assignment' tab is active, showing a table with columns 'User / Group' and 'Role'. An orange circle highlights the '+ Add New Assignment' button above the table.

User / Group	Role
Alejandro McDaniel (mcdaniela1)	Accreditat
G Bury (buryg1)	Accreditat
Accreditation Specialist	Accreditat
Stacy Olson (olsons1)	Accreditat
Alejandro McDaniel (mcdaniela1)	Accreditat
G Bury (buryg1)	Accreditat
Stacy Olson (olsons1)	Accreditat

16 Click dropdown menu to choose User / Group

The screenshot shows the ALEAP 2021-2024 interface, similar to the previous one. The 'Assignment' tab is active. The table has a dropdown menu in the 'User / Group' column, which is highlighted with an orange circle. The table shows the following data:

User / Group	Role
[Dropdown Menu]	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Manager
G Bury (buryg1)	Accreditation Manager
Accreditation Specialist	Accreditation Manager
Stacy Olson (olsons1)	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Team
G Bury (buryg1)	Accreditation Team
Stacy Olson (olsons1)	Accreditation Team

17 Click user to add

The screenshot shows a sidebar on the left with a menu for 'ALEAP 2021-2024' containing chapters 1 through 8. The main content area has tabs for 'Summary', 'Assignment', 'History', 'Tasks', 'Standards', and 'Attachments'. The 'Assignment' tab is active, displaying a table with columns 'User / Group' and 'Role'. A dropdown menu is open over the 'User / Group' column, showing a search for 'ku' and a list of users. The user 'ekunert - Kunert, Evan' is highlighted in blue. A blue circle highlights the dropdown arrow.

User / Group	Role
ku	Accreditation Manager
KunaR1 - Kuna, Robert	Accreditation Manager
ekunert - Kunert, Evan	Accreditation Manager
Showing results 1 - 2 of 2	
Stacy Olson (olsons1)	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Team
G Bury (buryg1)	Accreditation Team
Stacy Olson (olsons1)	Accreditation Team
Evan Kunert (ekunert)	Mock Assessor

18 Click the dropdown to choose the Role

The screenshot shows the 'Add New Assignment' form with tabs for 'Summary', 'Assignment', 'History', 'Tasks', 'Standards', and 'Attachments'. The 'Assignment' tab is active. The form has columns for 'Group', 'Role', and 'Responsibility'. The 'Role' dropdown menu is open, showing 'Accreditation Manager' selected. A blue circle highlights the dropdown arrow.

Group	Role	Responsibility
ert - Kunert, Evan	Accreditation Manager	Observe
idro McDaniel (mcdaniela1)	Accreditation Manager	Participate
y (buryg1)	Accreditation Manager	Participate
accreditation Specialist	Accreditation Manager	Participate
Olson (olsons1)	Accreditation Manager	Participate
idro McDaniel (mcdaniela1)	Accreditation Team	Participate
y (buryg1)	Accreditation Team	Participate
Olson (olsons1)	Accreditation Team	Participate

19 Click "Accreditation Manager"

# LEAP 2021-2024

Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

History Assignment **History** Tasks Standards Attachments

New Assignment

Group	Role	Responsibility	
rt - Kunert, Evan	Accreditation Manager	Observe	<b>Save</b> ✕
dro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✎ ⓧ
(buryg1)	Accreditation Team	Participate	✎ ⓧ
Mock Assessor	Mock Assessor	Participate	✎ ⓧ
Final Assessor	Final Assessor	Participate	✎ ⓧ
Accreditation Specialist	Accreditation Manager	Participate	✎ ⓧ
Olson (olson1)	Accreditation Manager	Participate	✎ ⓧ
dro McDaniel (mcdaniela1)	Accreditation Team	Participate	✎ ⓧ
(buryg1)	Accreditation Team	Participate	✎ ⓧ
Olson (olson1)	Accreditation Team	Participate	✎ ⓧ

20 Click the dropdown menu to choose the Responsibility

# LEAP 2021-2024

Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

History Tasks Standards Attachments

	Role	Responsibility	
✓	Accreditation Manager	Observe	<b>Save</b> ✕
la1)	Accreditation Manager	Participate	✎ ⓧ
	Accreditation Manager	Participate	✎ ⓧ
	Accreditation Manager	Participate	✎ ⓧ
	Accreditation Manager	Participate	✎ ⓧ
la1)	Accreditation Team	Participate	✎ ⓧ
	Accreditation Team	Participate	✎ ⓧ
	Accreditation Team	Participate	✎ ⓧ

Arizona Association  
174 Standards

Accreditation Manager

Accreditation Team

Mock Assessor

Final Assessor

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

21 Click "Observe"

2024  
Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

History Tasks Standards Attachments

Role	Responsibility	
Accreditation Manager	Observe	Save x
Accreditation Manager	Observe	
Accreditation Manager	Participate	
Accreditation Manager	Participate	
Accreditation Manager	Participate	
Accreditation Team	Participate	
Accreditation Team	Participate	
Accreditation Team	Participate	
Mock Assessor	Participate	

Arizona Association  
174 Standards

Accreditation Mana  
Accreditation Team  
Mock Assessor  
Final Assessor

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

22 Click "Save"

2024  
Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Standards Attachments

Manage Assessment

Role	Responsibility	
Accreditation Manager	Observe	Save x
Accreditation Manager	Participate	
Accreditation Team	Participate	
Accreditation Team	Participate	
Accreditation Team	Participate	

Arizona Association Chiefs of Po...  
174 Standards

Accreditation Manager 29%

Accreditation Team 29%

Mock Assessor 0%

Final Assessor 0%

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

23

If attachments were ONLY added by an Accreditation Manager, you can skip steps 25-34. If attachments were added by an Accreditation Manager AND an Accreditation Team, continue with steps 25-34.

24

Click "Add New Assignment"

The screenshot shows a software interface with a dark blue header and sidebar. The sidebar contains a search bar and a list of navigation items. The main content area has a header with 'ALEAP 2021-2024' and 'Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3'. Below this is a tabbed interface with 'Assignment' selected. A yellow circle highlights the '+ Add New Assignment' button. Below the button is a table with two columns: 'User / Group' and 'Role'.

User / Group	Role
Alejandro McDaniel (mcdaniela1)	Accreditation Manag
G Bury (buryg1)	Accreditation Manag
Accreditation Specialist	Accreditation Manag
Stacy Olson (olsons1)	Accreditation Manag
Evan Kunert (ekunert)	Accreditation Manag
Alejandro McDaniel (mcdaniela1)	Accreditation Team
G Bury (buryg1)	Accreditation Team

25 Click User / Group field to add user

The screenshot shows the 'ALEAP 2021-2024' interface. The left sidebar contains a navigation menu with 'Manuals' and 'Assignments' sections. The main content area has a header with 'ALEAP 2021-2024' and 'Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1.0'. Below the header are tabs for 'Summary', 'Assignment', 'History', 'Tasks', 'Standards', and 'Attachments'. The 'Assignment' tab is active, displaying a table with the following data:

+ Add New Assignment	
User / Group	Role
Select...	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Manager
G Bury (buryg1)	Accreditation Manager
Accreditation Specialist	Accreditation Manager
Stacy Olson (olson1)	Accreditation Manager
Evan Kunert (ekunert)	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Team
G Bury (buryg1)	Accreditation Team

An orange circle highlights the 'Select...' dropdown menu in the 'User / Group' column.

26 Choose user to add

The screenshot shows the 'ALEAP 2021-2024' interface. The left sidebar contains a navigation menu with 'Manuals' and 'Assignments' sections. The main content area has a header with 'ALEAP 2021-2024' and 'Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1.0'. Below the header are tabs for 'Summary', 'Assignment', 'History', 'Tasks', 'Standards', and 'Attachments'. The 'Assignment' tab is active, displaying a table with the following data:

+ Add New Assignment	
User / Group	Role
ku	Accreditation Manager
KunaR1 - Kuna, Robert	Accreditation Manager
ekunert - Kunert, Evan	Accreditation Manager
Showing results 1 - 2 of 2	
Stacy Olson (olson1)	Accreditation Manager
Evan Kunert (ekunert)	Accreditation Manager
Alejandro McDaniel (mcdaniela1)	Accreditation Team
G Bury (buryg1)	Accreditation Team
Stacy Olson (olson1)	Accreditation Team
Evan Kunert (ekunert)	Mock Assessor

An orange circle highlights the 'ekunert - Kunert, Evan' search result in the dropdown menu.

27 Click on dropdown to choose Role

Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Primary Assignment History Tasks Standards Attachments

Add New Assignment

/ Group	Role	Responsibility	
Kunert - Kunert, Evan	Accreditation Manager	Observe	Save X
ndro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✎ ⦿
ry (buryg1)	Accreditation Manager	Participate	✎ ⦿
editation Specialist	Accreditation Manager	Participate	✎ ⦿
y Olson (olsons1)	Accreditation Manager	Participate	✎ ⦿
Kunert (ekunert)	Accreditation Manager	Observe	✎ ⦿
ndro McDaniel (mcdaniela1)	Accreditation Team	Participate	✎ ⦿
ry (buryg1)	Accreditation Team	Participate	✎ ⦿

28 Click "Accreditation Team"

Arizona Association Chiefs of Police Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Primary Assignment History Tasks Standards Attachments

Add New Assignment

/ Group	Role	Responsibility	
Kunert - Kunert, Evan	Accreditation Manager	Observe	Save X
ndro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✎ ⦿
ry (buryg1)	Accreditation Team	Participate	✎ ⦿
editation Specialist	Mock Assessor	Participate	✎ ⦿
y Olson (olsons1)	Final Assessor	Participate	✎ ⦿
Kunert (ekunert)	Accreditation Manager	Observe	✎ ⦿
ndro McDaniel (mcdaniela1)	Accreditation Team	Participate	✎ ⦿
ry (buryg1)	Accreditation Team	Participate	✎ ⦿
y Olson (olsons1)	Accreditation Team	Participate	✎ ⦿

29 Click on dropdown for Responsibility

Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Manage Assessor

Arizona Association Chief  
174 Standards

Role	Responsibility	
Accreditation Team	Observe	Save x
Accreditation Manager	Participate	✎ ⌵
Accreditation Manager	Participate	✎ ⌵
Accreditation Manager	Participate	✎ ⌵
Accreditation Manager	Participate	✎ ⌵
Accreditation Manager	Observe	✎ ⌵
Accreditation Team	Participate	✎ ⌵
Accreditation Team	Participate	✎ ⌵

Accreditation Manager  
Accreditation Team  
Mock Assessor  
Final Assessor

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

30 Click "Observe"

Accreditation Standards Manual - Version 3.1 - Revision 1-28-2022

Manage Assessor

Arizona Association Chief  
174 Standards

Role	Responsibility	
Accreditation Team	Observe	Save x
Accreditation Manager	Observe	✎ ⌵
Accreditation Manager	Participate	✎ ⌵
Accreditation Manager	Participate	✎ ⌵
Accreditation Manager	Participate	✎ ⌵
Accreditation Manager	Observe	✎ ⌵
Accreditation Team	Participate	✎ ⌵
Accreditation Team	Participate	✎ ⌵

Accreditation Manager  
Accreditation Team  
Mock Assessor  
Final Assessor

- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

**31** Click "Save"

ards Manual - Version 3.1 - Revision 1-28-2022

**Standards Attachments**

	Responsibility	
Team	Observe	Save x
on Manager	Participate	✎ ⦿
on Manager	Participate	✎ ⦿
on Manager	Participate	✎ ⦿
on Manager	Participate	✎ ⦿
on Manager	Observe	✎ ⦿
on Team	Participate	✎ ⦿
on Team	Participate	✎ ⦿

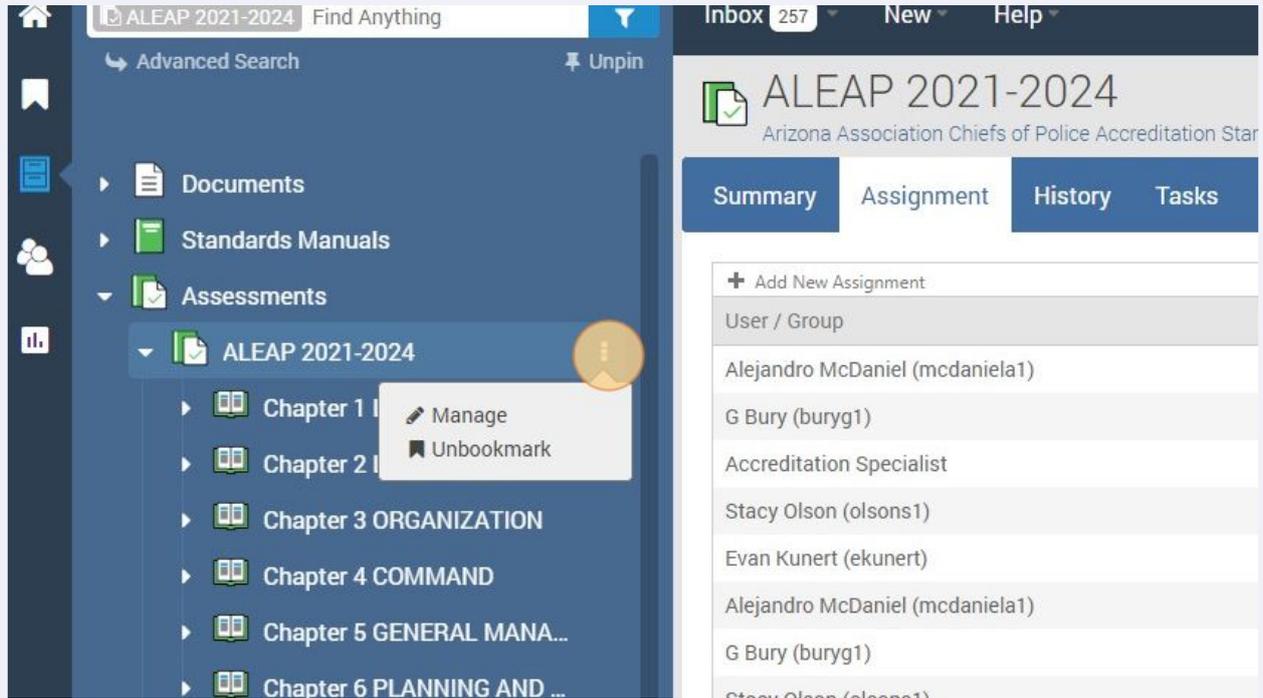
**Arizona Association Chiefs of Po...**  
174 Standards

Accreditation Manager 29%  
Accreditation Team 29%  
Mock Assessor 0%  
Final Assessor 0%

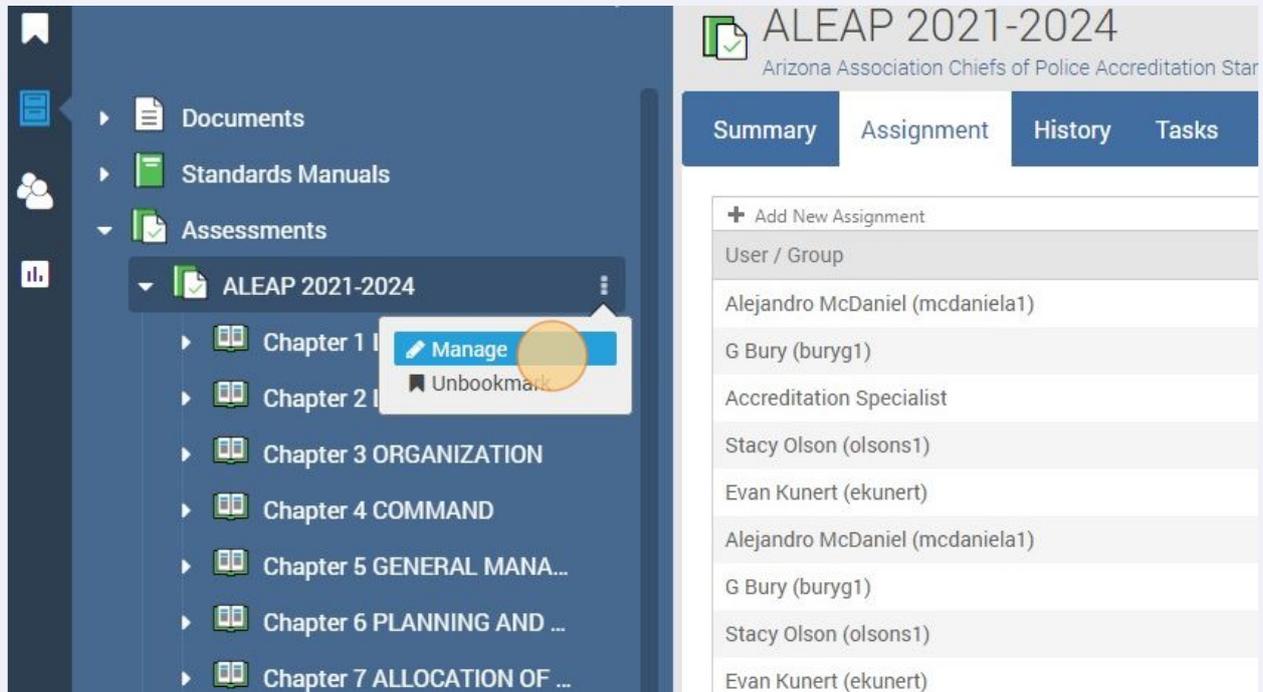
- Not Set
- In Compliance
- Not in Compliance
- Not Applicable
- In-Progress

**32** Next, you'll need to give the Assessor security privileges within the assessment.

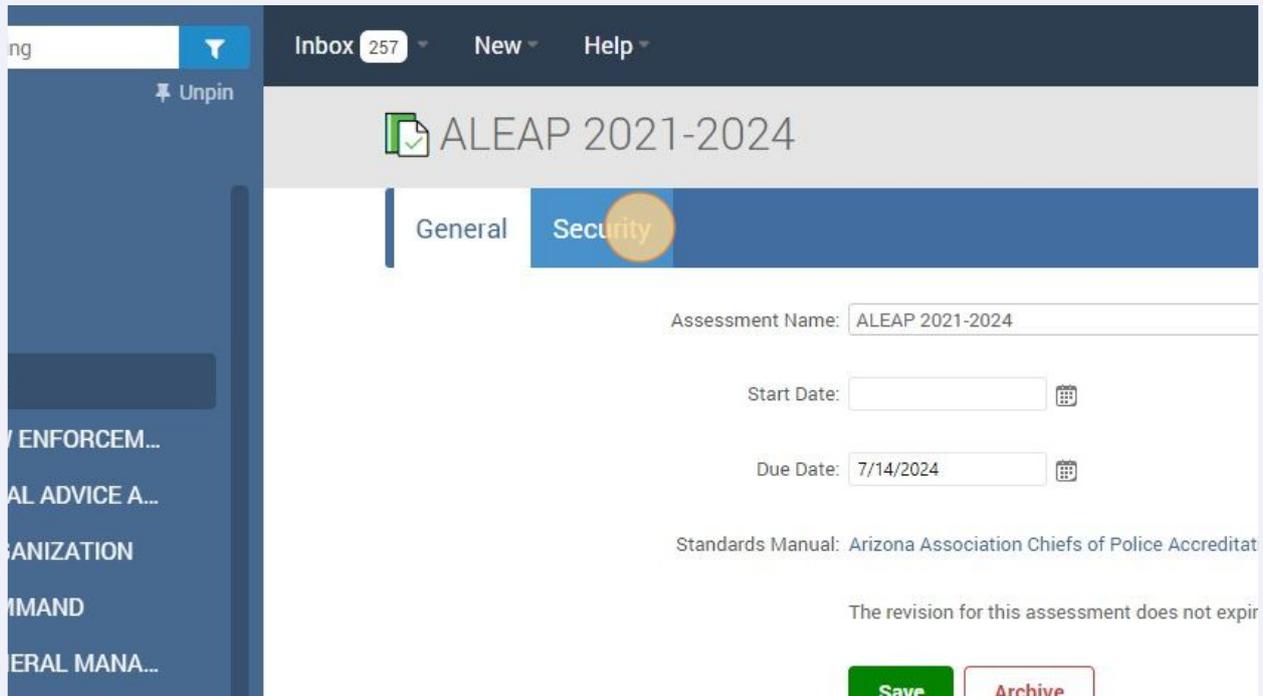
33 Click on the three dots next to the assessment.



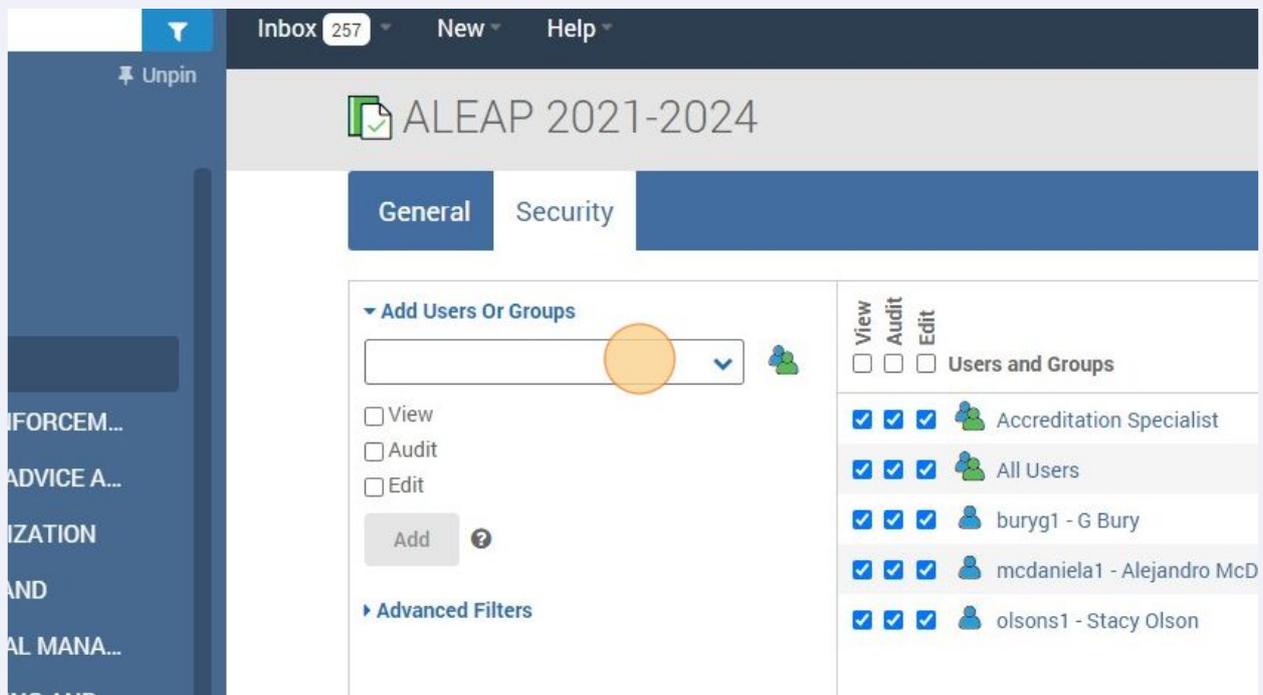
34 Click "Manage"



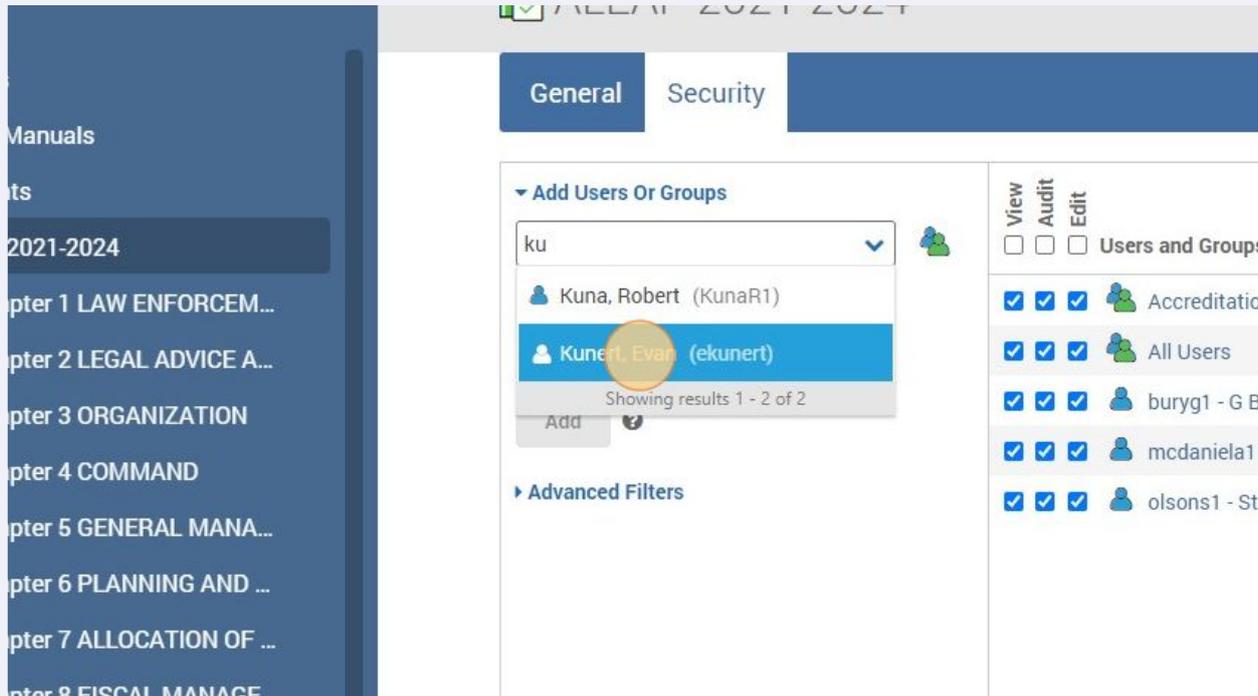
35 Click "Security"



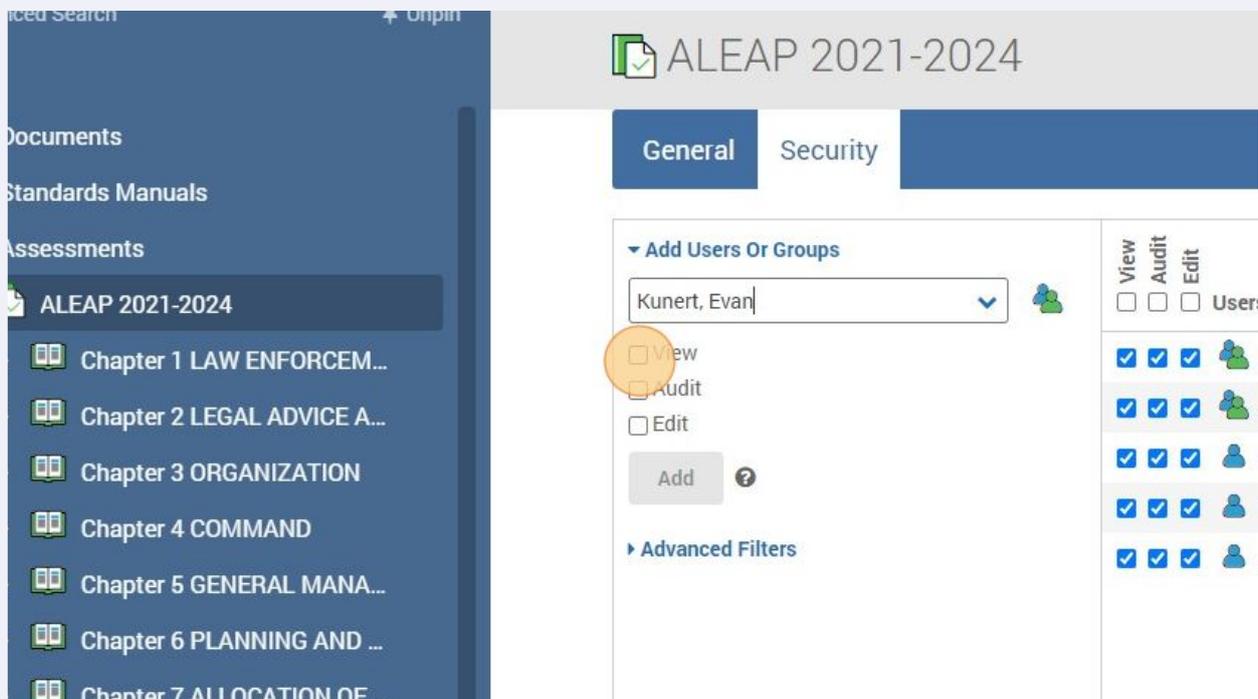
36 Click the dropdown menu to choose the user to add.



37 Click on the users name to add



38 Click the "View" field.



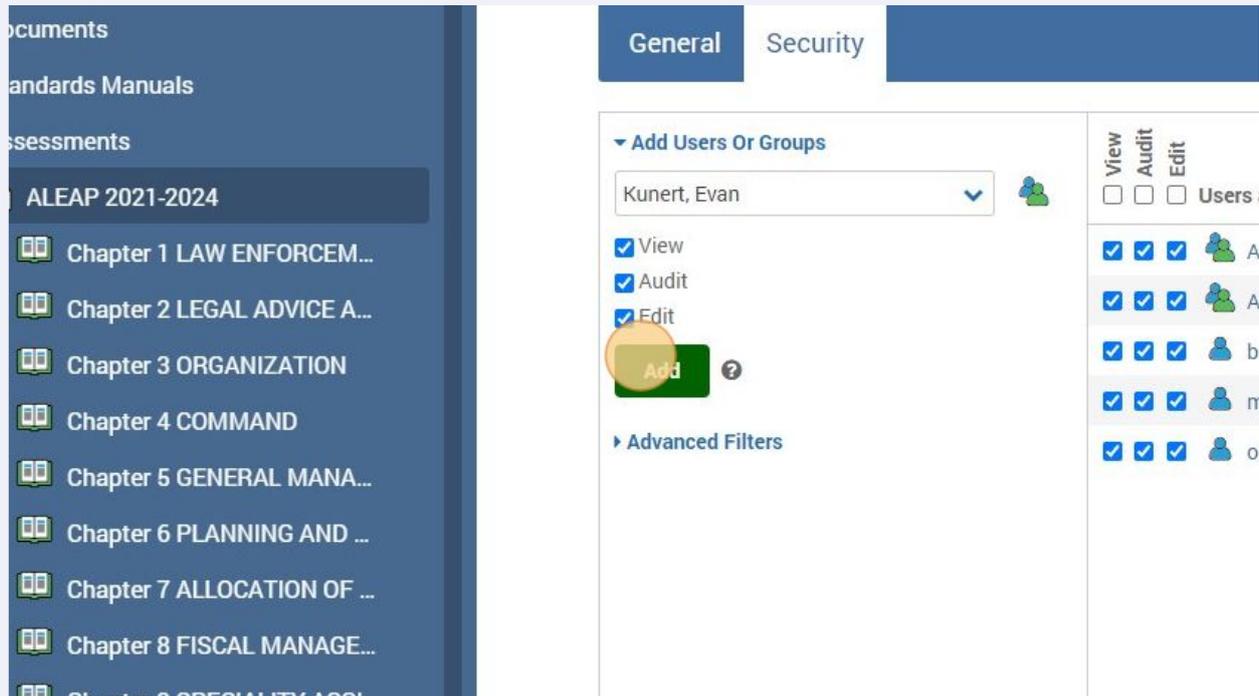
39 Click the "Audit" field.

The screenshot shows the 'Security' tab for the document 'ALEAP 2021-2024'. On the left, a navigation pane lists 'Documents', 'Standards Manuals', and 'Assessments', with 'ALEAP 2021-2024' selected. The main content area has a 'General' tab and a 'Security' tab. Under 'Add Users Or Groups', a dropdown menu shows 'Kunert, Evan'. Below it, there are three checkboxes: 'View' (checked), 'Audit' (highlighted with an orange circle), and 'Edit' (unchecked). A green 'Add' button is below these checkboxes. To the right, a table shows permissions for multiple users, with columns for 'View', 'Audit', and 'Edit'.

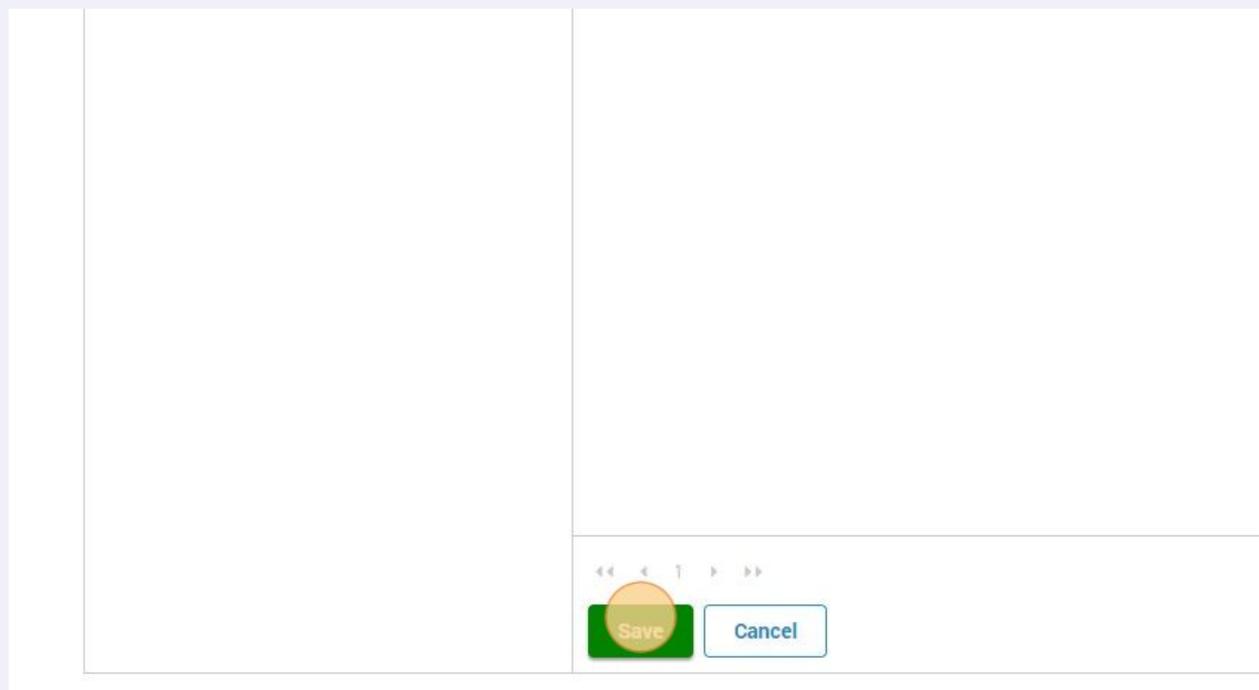
40 Click the "Edit" field.

This screenshot is similar to the previous one, but the 'Edit' checkbox is now checked and highlighted with an orange circle. The 'View' and 'Audit' checkboxes remain checked. The 'Add' button and the user list on the right are also visible.

41 Click "Add"



42 Click "Save"



**43**

After completing all these steps, you can notify your Assessor(s) that they now have access to your Assessment for review.