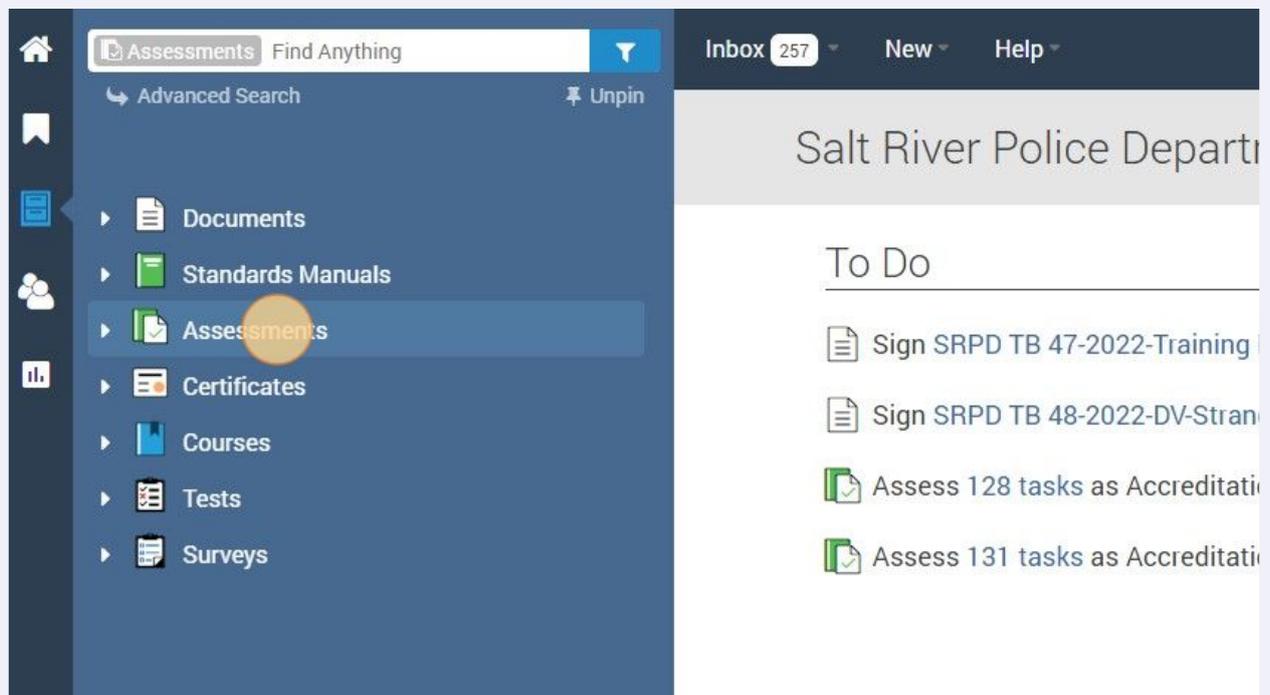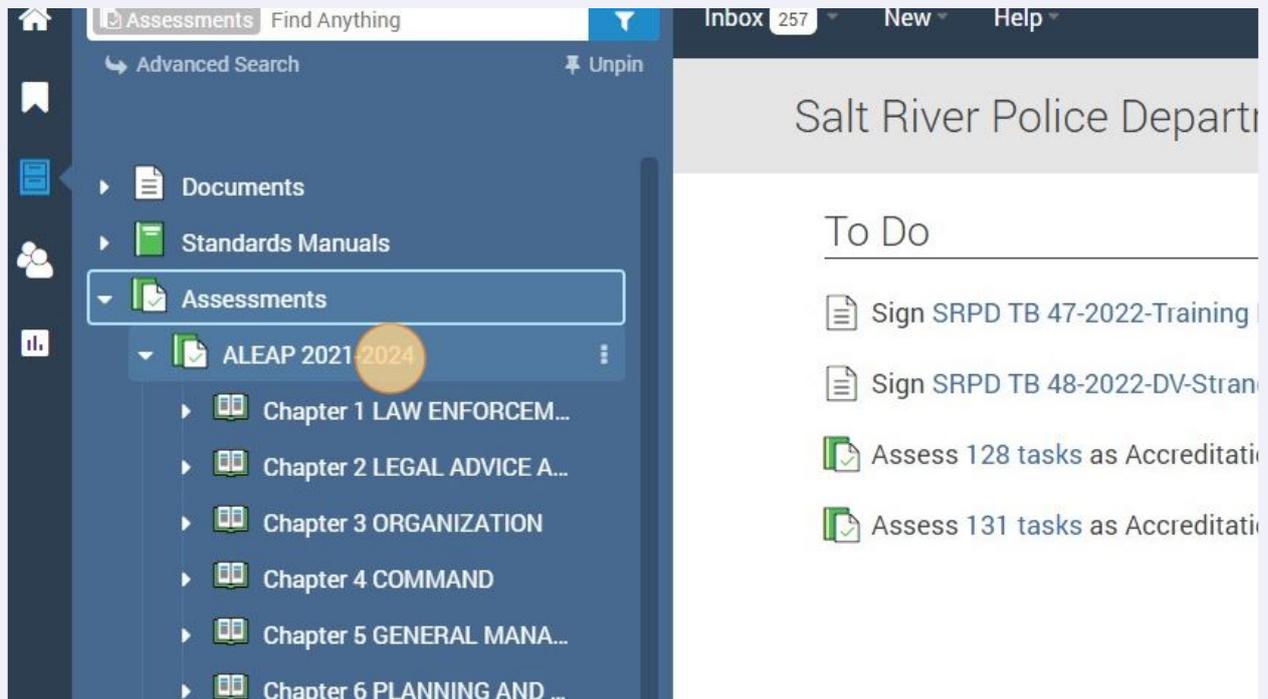# Adding Assessors (Users) to Assessments

1   Navigate to powerdms.com/home

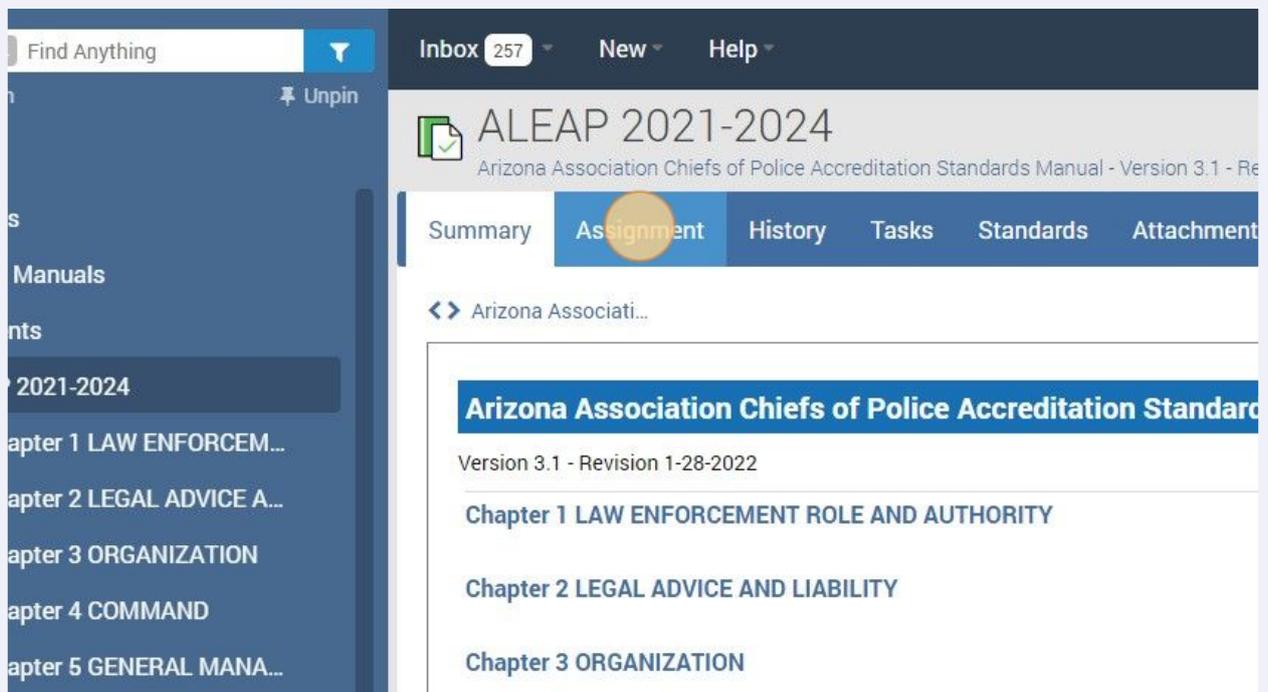**2**   Click "Assessments"

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"

7 Click User / Group field to add user

8 Click on the user to add

9 Click the Role dropdown menu

New   Help

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

| Assignment | History | Tasks | Standards | Attachments |

ew Assignment

up	Role	Responsibility		
Kunert, Evan ⊘ ⌄	Accreditation Manager ▾	Observe ▾	**Save** ✕
McDaniel (mcdaniela1)	Accreditation Manager	Participate	✏ ⊖
uryg1)	Accreditation Manager	Participate	✏ ⊖
tion Specialist	Accreditation Manager	Participate	✏ ⊖
on (olsons1)	Accreditation Manager	Participate	✏ ⊖
McDaniel (mcdaniela1)	Accreditation Team	Participate	✏ ⊖
uryg1)	Accreditation Team	Participate	✏ ⊖
on (olsons1)	Accreditation Team	Participate	✏ ⊖

10 Click "Mock Assessor"

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| ummary | Assignment | History | Tasks | Standards | Attachments |

⊩ Add New Assignment

ser / Group	Role	Responsibility		
ekunert - Kunert, Evan ⊘ ⌄	Accreditation Manager ▾	Observe ▾	**Save**
lejandro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✏
s Bury (buryg1)	Accreditation Team	Participate	✏
ccreditation Specialist	**Mock Assessor** / Accreditation Manager	Participate	✏
tacy Olson (olsons1)	Final Assessor / Accreditation Manager	Participate	✏
lejandro McDaniel (mcdaniela1)	Accreditation Team	Participate	✏
s Bury (buryg1)	Accreditation Team	Participate	✏
tacy Olson (olsons1)	Accreditation Team	Participate	✏

11 Click the dropdown menu for Responsibility

12 Click "Participate"

13 Click "Save"

	Responsibility		
r ▼	Participate ▼	Save	✕
on Manager	Participate	✏	⊖
on Manager	Participate	✏	⊖
on Manager	Participate	✏	⊖
on Manager	Participate	✏	⊖
on Team	Participate	✏	⊖
on Team	Participate	✏	⊖
on Team	Participate	✏	⊖

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tandards   Attachments

✏ Manage Assessment

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

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"

16   Click dropdown menu to choose User / Group

17 Click user to add

Documents	Summary	Assignment	History	Tasks	Standards	Atta...

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📖 Chapter 7 ALLOCATION OF ...
📖 Chapter 8 FISCAL MANAGE...

➕ 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	Accreditation Manager
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

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ary	Assignment	History	Tasks	Standards	Attachments

d New Assignment

Group	Role	Responsibility		
ert - Kunert, Evan ⊗ ⌄	Accreditation Manager ▾	Observe ▾	**Save**	✖
dro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✏	⊖
y (buryg1)	Accreditation Manager	Participate	✏	⊖
ditation Specialist	Accreditation Manager	Participate	✏	⊖
Olson (olsons1)	Accreditation Manager	Participate	✏	⊖
dro McDaniel (mcdaniela1)	Accreditation Team	Participate	✏	⊖
y (buryg1)	Accreditation Team	Participate	✏	⊖
Olson (olsons1)	Accreditation Team	Participate	✏	⊖

19 Click "Accreditation Manager"

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

| ary | **Assignment** | History | Tasks | Standards | Attachments |

New Assignment

Group	Role	Responsibility		
rt - Kunert, Evan ⊗ ⌄	Accreditation Manager ⌄	Observe ▾	**Save** ✖	
dro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✎ ⊖	
(buryg1)	Accreditation Team	Participate	✎ ⊖	
litation Specialist	Mock Assessor	Participate	✎ ⊖	
	Final Assessor			
	Accreditation Manager			
Olson (olsons1)	Accreditation Manager	Participate	✎ ⊖	
dro McDaniel (mcdaniela1)	Accreditation Team	Participate	✎ ⊖	
(buryg1)	Accreditation Team	Participate	✎ ⊖	
Olson (olsons1)	Accreditation Team	Participate	✎ ⊖	
unert (elvunert)	Mock	Participate	✎ ⊖	

20 Click the dropdown menu to choose the Responsibility

Help

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

| History | Tasks | Standards | Attachments | | Arizona Asso |

174 Standards

	Role	Responsibility			Accreditation M
⌄	Accreditation Manager ▾	Observe ▾	**Save** ✖		
la1)	Accreditation Manager	Participate	✎ ⊖		Accreditation Te
	Accreditation Manager	Participate	✎ ⊖		
	Accreditation Manager	Participate	✎ ⊖		Mock Assessor
	Accreditation Manager	Participate	✎ ⊖		
la1)	Accreditation Team	Participate	✎ ⊖		Final Assessor
	Accreditation Team	Participate	✎ ⊖		
	Accreditation Team	Participate	✎ ⊖		

⚪ Not Set
🟢 In Compliance
🔴 Not in Compli
🔵 Not Applicabl
🟡 In-Progress

21 Click "Observe"

22 Click "Save"

23 If attachments were ONLY added by an Accreditatoin 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"

25 Click User / Group field to add user

26 Choose user to add

27 Click on dropdown to choose Role

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nary	**Assignment**	History	Tasks	Standards	Attachments

dd New Assignment

/ Group	Role	Responsibility		
nert - Kunert, Evan ⊗ ⌄	Accreditation Manager ▾	Observe ▾	**Save** ✕
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"

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nary	**Assignment**	History	Tasks	Standards	Attachments

dd New Assignment

/ Group	Role	Responsibility		
nert - Kunert, Evan ⊗ ⌄	Accreditation Manager ▾	Observe ▾	**Save** ✕
ndro McDaniel (mcdaniela1)	Accreditation Manager	Participate	✏ ⊖
ry (buryg1)	Accreditation Team	Participate	✏ ⊖
editation Specialist	Mock Assessor	Participate	✏ ⊖
y Olson (olsons1)	Final Assessor	Participate	✏ ⊖
	Accreditation Manager		
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

30 Click "Observe"

31 Click "Save"

32 Next, you'll need to give the Assessor security privledges within the assessment.
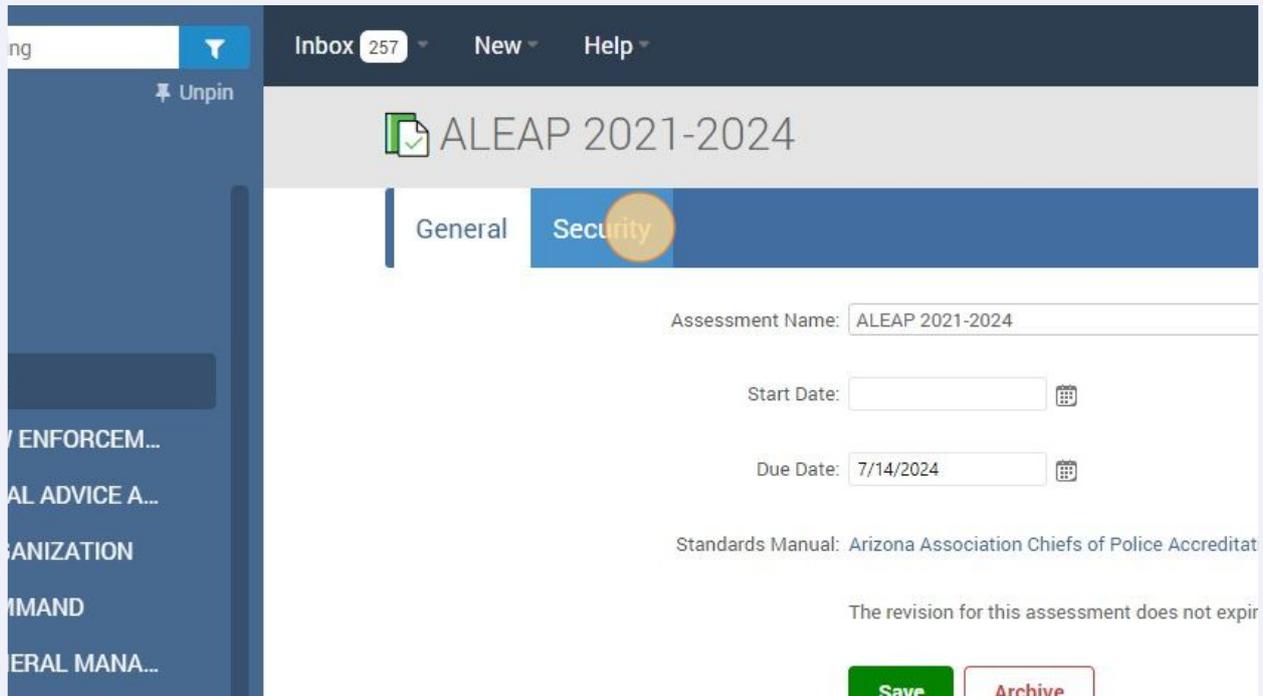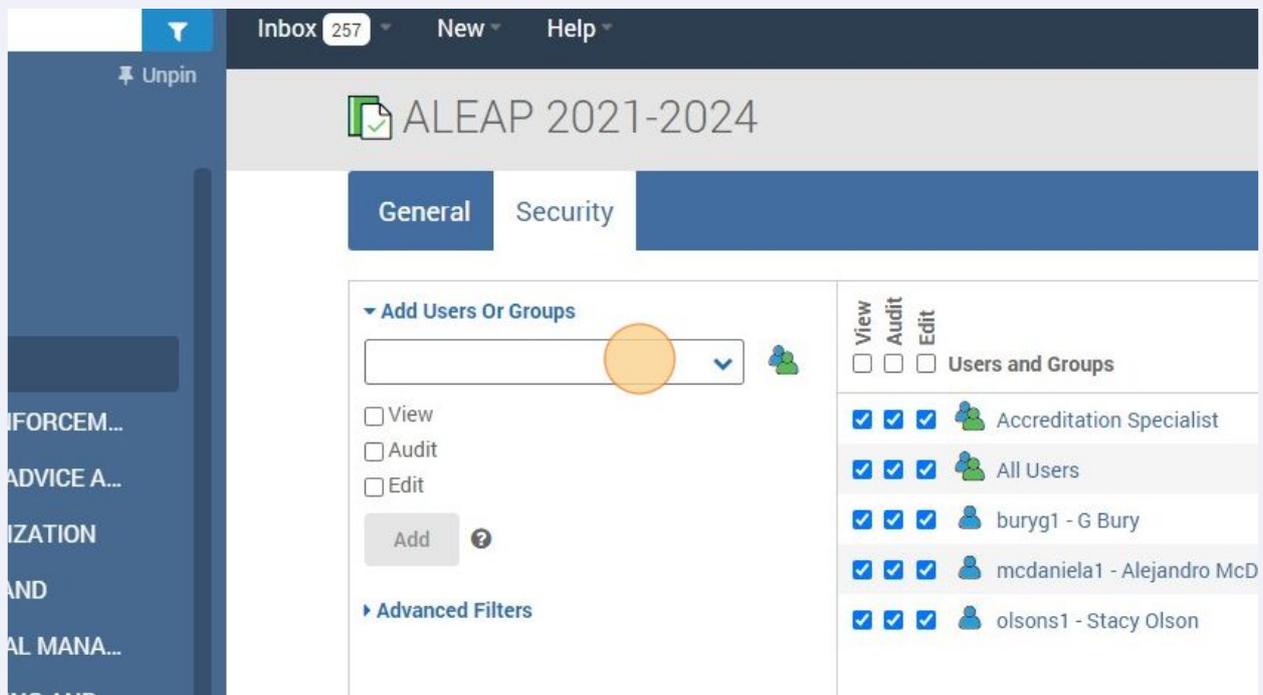
33   Click on the three dots next to the assessment.
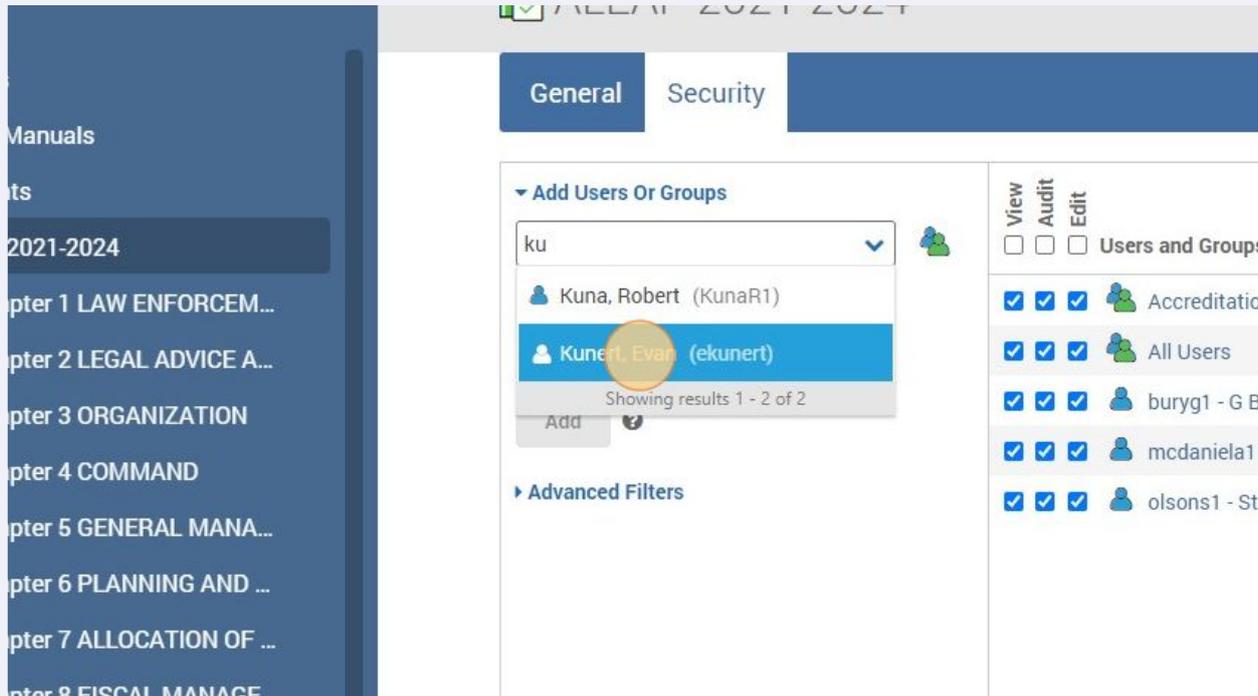

34   Click "Manage"

35 Click "Security"

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

37 Click on the users name to add
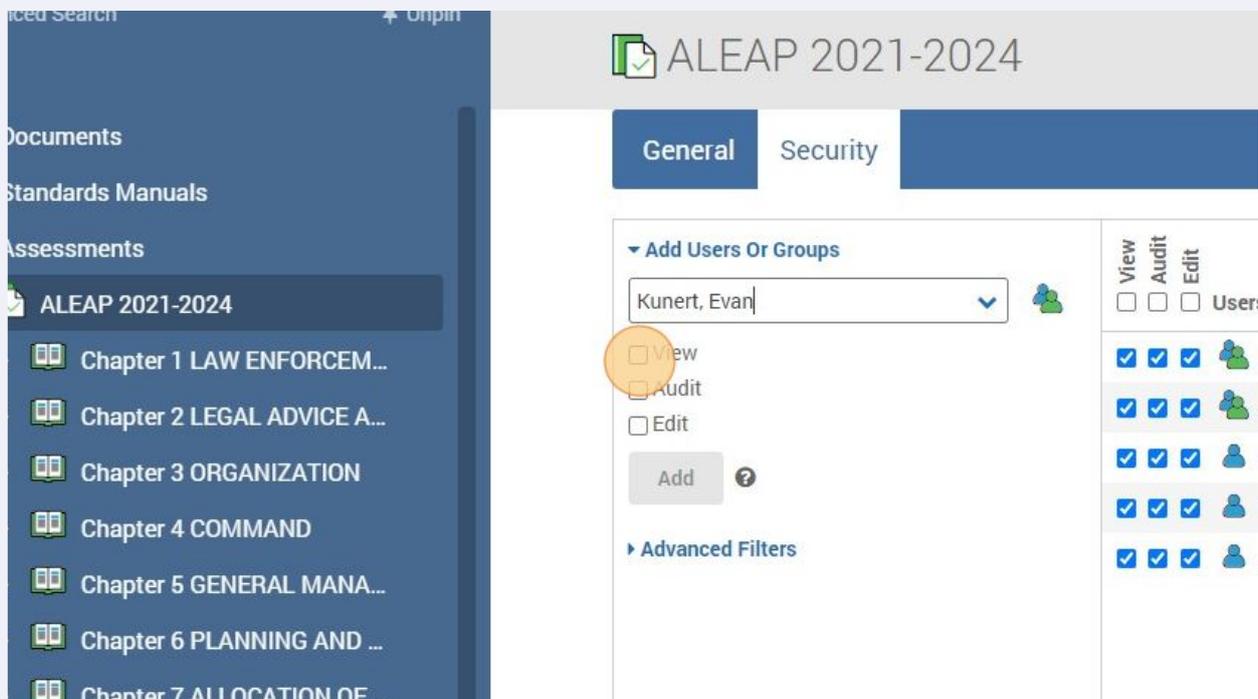
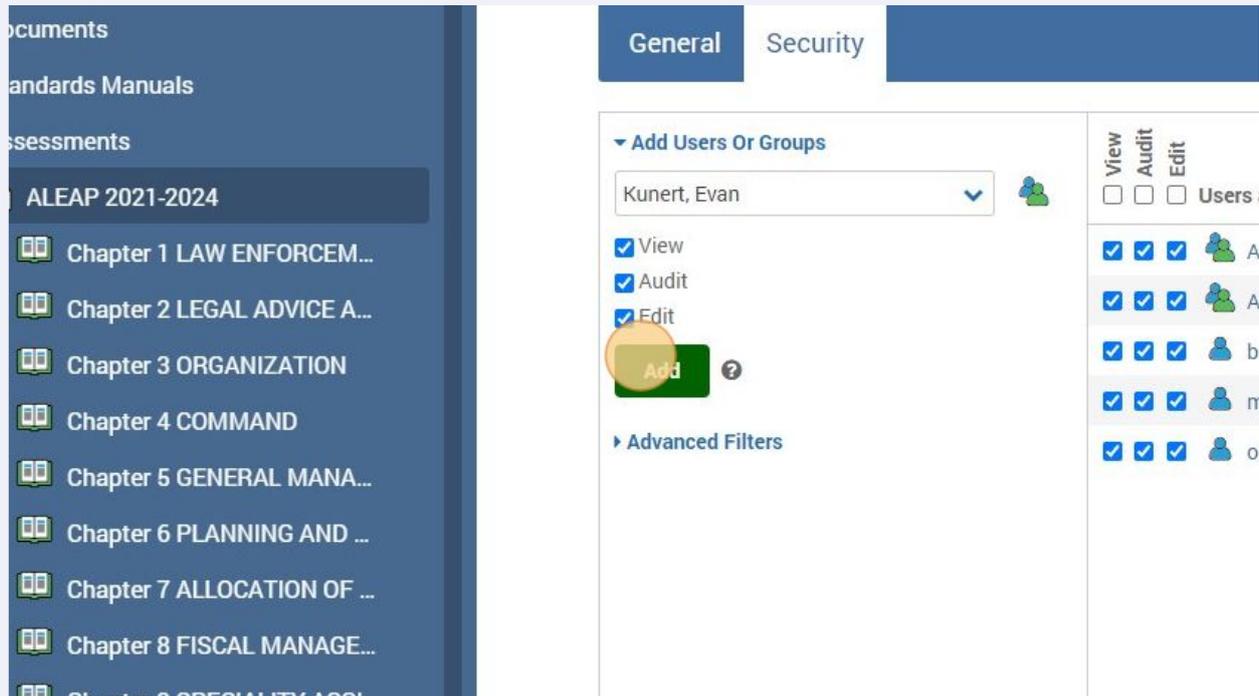**General**   **Security**

▾ **Add Users Or Groups**

| ku | ⌄ |

👤 Kuna, Robert (KunaR1)

👤 Kunert, Evan (ekunert)

Showing results 1 - 2 of 2

Add   ❓

▸ **Advanced Filters**

View Audit Edit
☐ ☐ ☐ **Users and Groups**

☑ ☑ ☑ 👥 Accreditatio

☑ ☑ ☑ 👥 All Users

☑ ☑ ☑ 👤 buryg1 - G B

☑ ☑ ☑ 👤 mcdaniela1

☑ ☑ ☑ 👤 olsons1 - St

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38 Click the "View" field.

📗 ALEAP 2021-2024

General   **Security**

▾ **Add Users Or Groups**

| Kunert, Evan | ⌄ |

☐ View
☐ Audit
☐ Edit

Add   ❓

▸ **Advanced Filters**

View Audit Edit
☐ ☐ ☐ Users

☑ ☑ ☑ 👥

☑ ☑ ☑ 👥

☑ ☑ ☑ 👤

☑ ☑ ☑ 👤

☑ ☑ ☑ 👤

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📖 Chapter 6 PLANNING AND ...
📖 Chapter 7 ALLOCATION OF ...

39 Click the "Audit" field.

40 Click the "Edit" field.

41 Click "Add"

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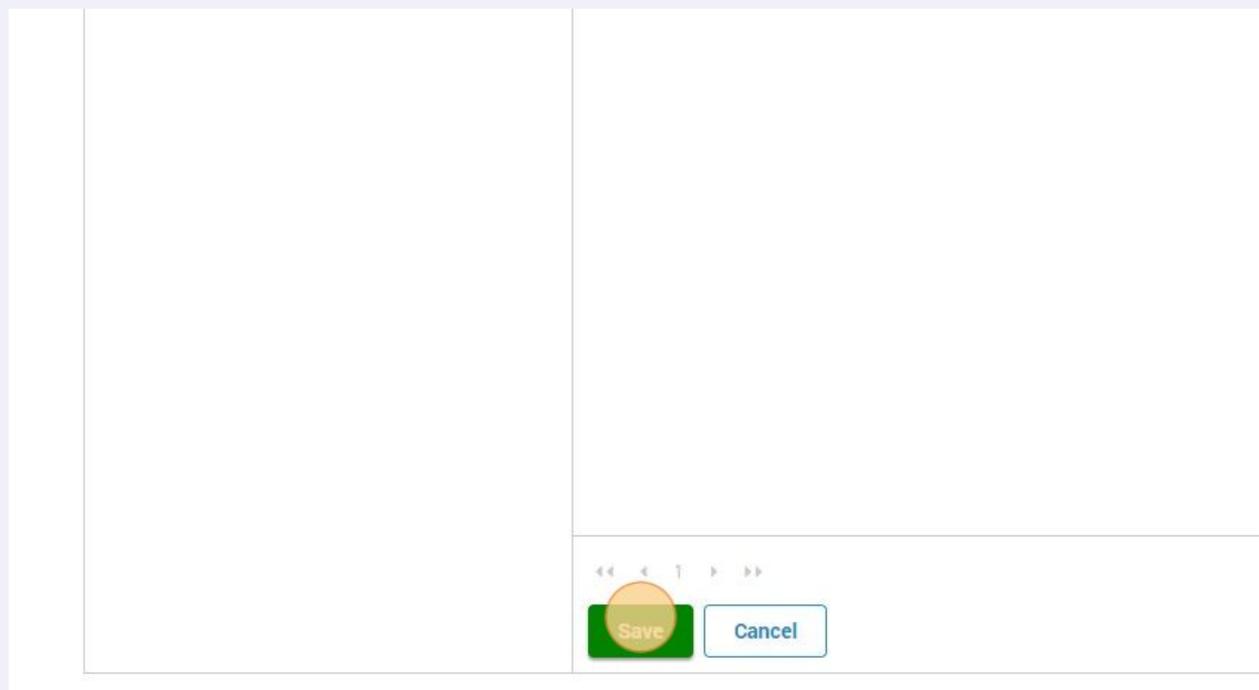
43 After completing all these steps, you can notify your Assessor(s) that they now have access to your Assessment for review.