

PowerDMS Overview & Best Practices

Conference Session Handout

This handout provides an overview of PowerDMS for policy management, proof submission, training tracking, and accreditation compliance. Use this as a reference during the session, and feel free to add your own notes in the space provided.

PowerDMS Core Functions

- **Uploading:** Proofs, policies, and related files
- **Organizing:** Folder structure for easy access
- **Anchoring & Highlighting:** Mark key sections of documents for clarity
- **Labeling:** Best practices for proofs and written directives

Notes:

Training & Standards Management

- Maintaining trainings, courses, and certifications within PowerDMS
- Performing mass standards updates to track compliance: *in compliance, pending, or not started*
- Assigning and reviewing tasks, and using lookup tools
- Copying/pasting attachments to use one proof for multiple standards

Notes:

Assessment Management

- Updating an assessment to a new manual
- Archiving completed assessments to preserve records

Notes:

Collaboration & Tracking

- Track progress using **Smartsheets, Excel, or PowerDMS**
- Document who is responsible for submitting proofs
- Remember: **Proof collection is a department responsibility**
- Using one proof to meet multiple standards (with examples provided)
- Setting timelines for completion and follow-ups

Notes:

Additional Resources

- Access the **ALEAP Resource Center** for guidance, templates, and support
- Use departmental resources effectively to reduce workload on individual staff

Notes:

Q&A Session

- Bring questions or concerns on notecards or type directly on your tablet
- Session will include practical tips and troubleshooting advice

Notes / Questions:

 **Key Takeaway:** Master the practical use of PowerDMS while promoting departmental collaboration, accountability, and efficiency in meeting accreditation standards.