



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-071

May 22, 2024

TO: All Personnel

FROM: Policy Analyst Brass

SUBJECT: PowerDMS Policy Management Software

I am pleased to announce that UFA will transition to PowerDMS, effective June 1, 2024. PowerDMS is a state-of-the-art document and policy management software program designed to streamline our processes and enhance accountability. With PowerDMS, we can effectively manage, share, and track crucial policy and procedure documents.

Here are some key benefits:

Efficiency: Policies can be revised and distributed 4x faster than traditional paper-based processes. This saves time and ensures everyone has access to the latest information.

Cost Savings: By going digital, we'll save on paper and printing costs annually.

Accountability: PowerDMS allows us to track employee signatures, build custom tests, and store document history. We will know who has read and acknowledged important updates.

Accessibility: Employees can access policies and procedures anytime, anywhere, using their smartphones or computers.

Compliance: PowerDMS helps us maintain one version of each document, aligning with industry standards.

To access PowerDMS:

- Enter PowerDMS.com on your web browser or click the PowerDMS icon on your UFA computer, if provided.
- You will be prompted to enter the site code; the site code for UFA is unifiedfire (all lowercase, all one word). Follow the prompts to log in.
- Log in using your UFA email and password (Note: If the icon is on your computer, you may not be prompted to login with your email and password).
- Next, confirm your PowerDMS account via email. (Note: this may take a few minutes) Click on the confirm email option in the body of the email.
- If you use a public computer to log in or one that other employees can use, do not choose the "remain signed in" option; others will have access to your account when they log in.

When you have successfully logged into PowerDMS, you will be taken to your home page. Here, you will find any new policies assigned to you to review and acknowledge. You click on the policy and enter your email and password information to acknowledge having read the new policy.

On the left side of the screen, you will see a file cabinet icon and the word Documents with a small arrow to the left of the word. Click on the arrow to reveal the document folders you have access to. At the top, you will see a white bar with the words *Find Anything*. You can enter a keyword (s) here, and any document that contains the word(s) will appear below. Click on the document to open it.

As policies are updated or new policies are added, they will be assigned to employees to review and acknowledge, similar to how they were previously assigned via Vector Solutions. The employees will be responsible for logging into PowerDMS regularly to see if any policies have been assigned to them to review and sign. A reminder email will be sent monthly to those who have assignments to complete. For existing policies, you will now have the ability to compare the changes from the previous version before acknowledging them. Click on the three dots in the upper right corner below your name and click the *compare to previous version* button. Changes will appear in yellow, deleted content will appear in red on the old version, and added content will appear in green on the new version.

PowerDMS also has an App available for Android and iPhone users. This will allow all employees who download the app to have all their policies and important documents at their fingertips wherever and whenever needed.

UFA policies will be maintained simultaneously on LMS and PowerDMS until July 1, 2024, at which time they will be found in PowerDMS.