

Logging into PowerDMS

1. To log into PowerDMS, enter your **Username** and **Password** into the appropriate fields of your PowerDMS login screen then click the green **Login** button.
2. You may be prompted to enter a **Site Key**. Your site key is "unifiedfire".



3. If you haven't verified your email address with PowerDMS before, you may be prompted to do so. Click, select **Send Verification Email**, and you will receive an email message with instructions on how to verify your email address.

Email Verification

In order to provide you with secure service, we would like to take a moment to confirm your email address. Please confirm that the email address below is the correct email for your PowerDMS user.

Work Email: abby.miller@samplesite.com

If this email address is not correct, please [contact your administrator](#) to have it changed to the correct address.

If you can't find the verification email, click below to **Send Verification Email**.

[Send Verification Email](#)

[Continue to PowerDMS](#)

4. To verify your email, click on the **Confirm Email Address** button. PowerDMS will let you know once your email address has been verified.

PowerDMS Email Verification

Hi Abby,

Please click on the button below to confirm your email address for **Welcome to PowerDMS!**. Providing you with secure service is our top priority, and verifying your email for your PowerDMS account helps us do that.

[Confirm Email Address](#)

If you need to contact us, feel free to call us at [1.800.749.5104](tel:1.800.749.5104)

5. If you are on a public computer DO NOT check the remain signed in option or anyone will be able to access your account.

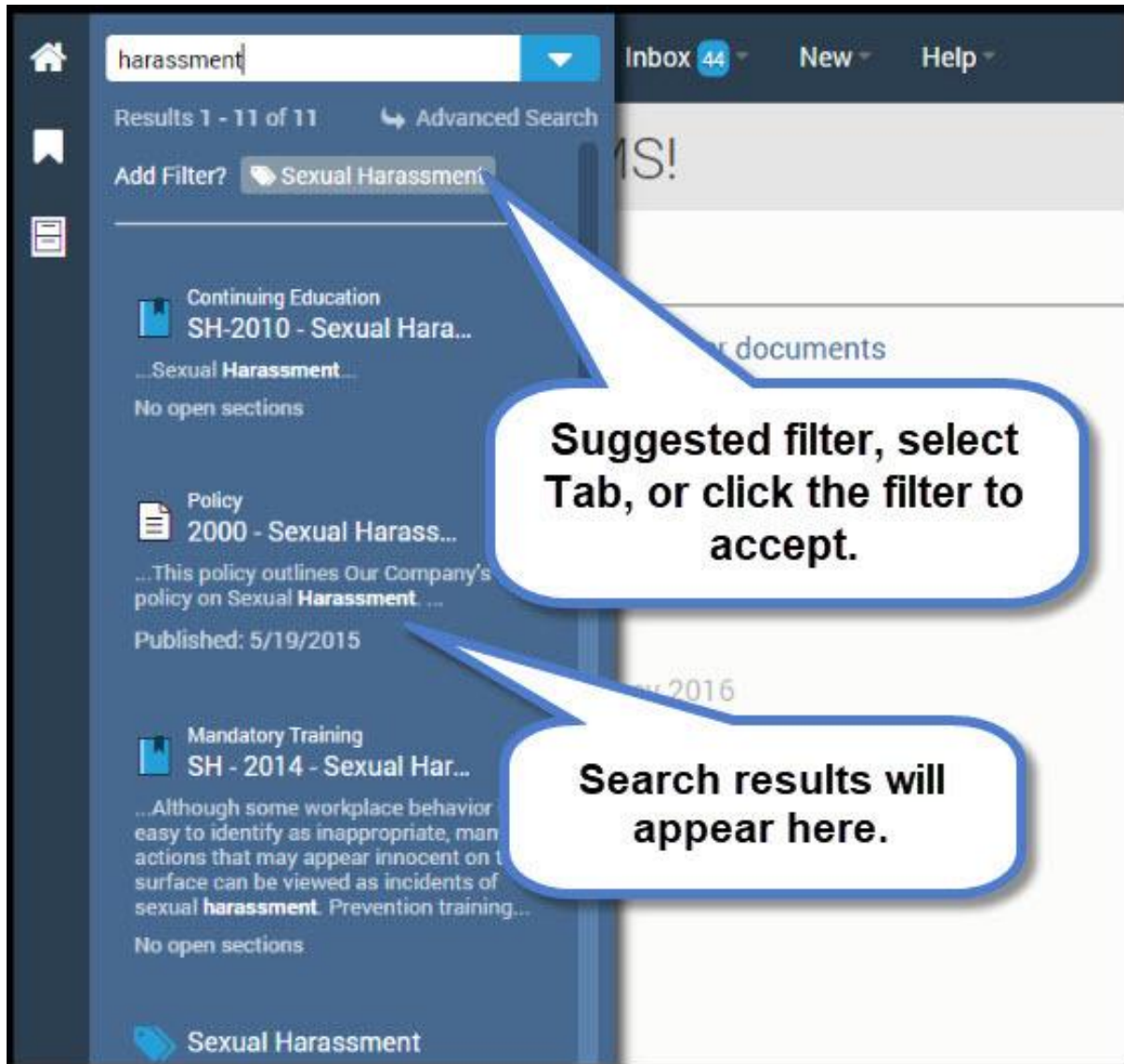
PowerDMS Homepage

Your homepage shows a snapshot of your assignments, what you completed, as well as any other notifications or messages you receive. Your **To Do** list is a snapshot of all the items you are required to complete or sign. You can access those documents by clicking the appropriate item title.

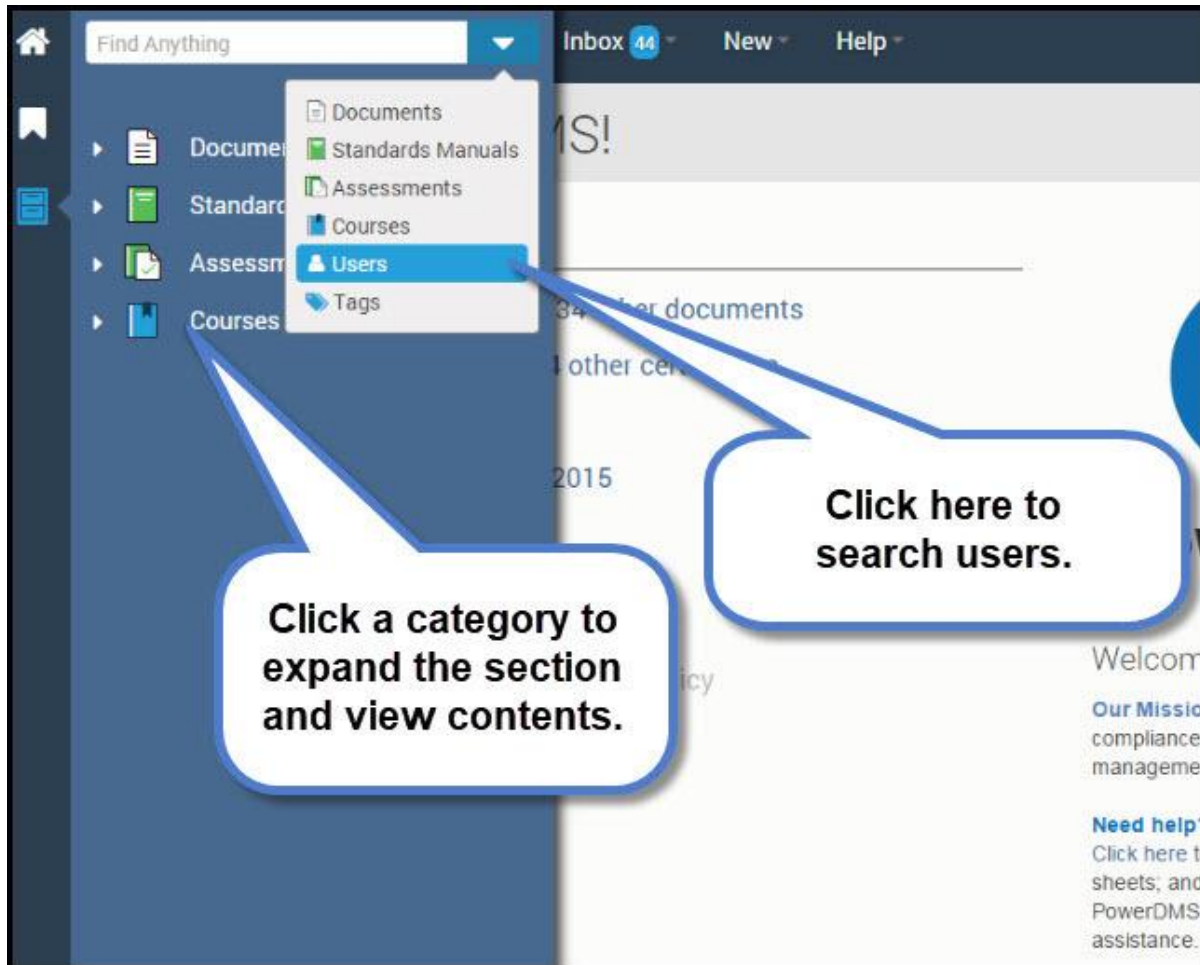
The screenshot shows the PowerDMS homepage interface. At the top, there is a navigation bar with a home icon, a search box labeled "Find Anything", and menu items for "Inbox 44", "New", and "Help". Below the navigation bar is a grey banner that says "Welcome to PowerDMS!". Underneath the banner is a "To Do" section with a list of tasks: "Sign 5006 - Cell Phone Policy and 34 other", "Acquire Customer Advocacy and 4 other ce", "Begin Team Building Basics", and "Fill out Conflict of Interest Form - 2015". Below the "To Do" list is a "Completed To Do" section with two items: "✓ Completed" and "✓ Signed 5". Two blue callout boxes are overlaid on the image. The first callout box points to the "Inbox 44" menu item and contains the text: "You can access items from your inbox here." The second callout box points to the first item in the "To Do" list and contains the text: "You can also access items from your To Do list here." On the right side of the page, there is a partial view of a sidebar with a large "P" and some text including "Wel", "Our M", "comp", "mana", "Need", "Click", "sheet", "Powe", and "assist".

File/Document Search

1. To access the document search feature, place your cursor over the **Find Anything** search box at the top of your blue left-side menu. You can choose to browse a category or enter keywords in the **Find Anything** search box. In the example pictured below, we used the keyword, "harassment" and several sexual harassment policies popped up. PowerDMS also offers the option of adding filters to enhance your search. To accept a suggested filter, click the suggested word(s) or press your tab key.

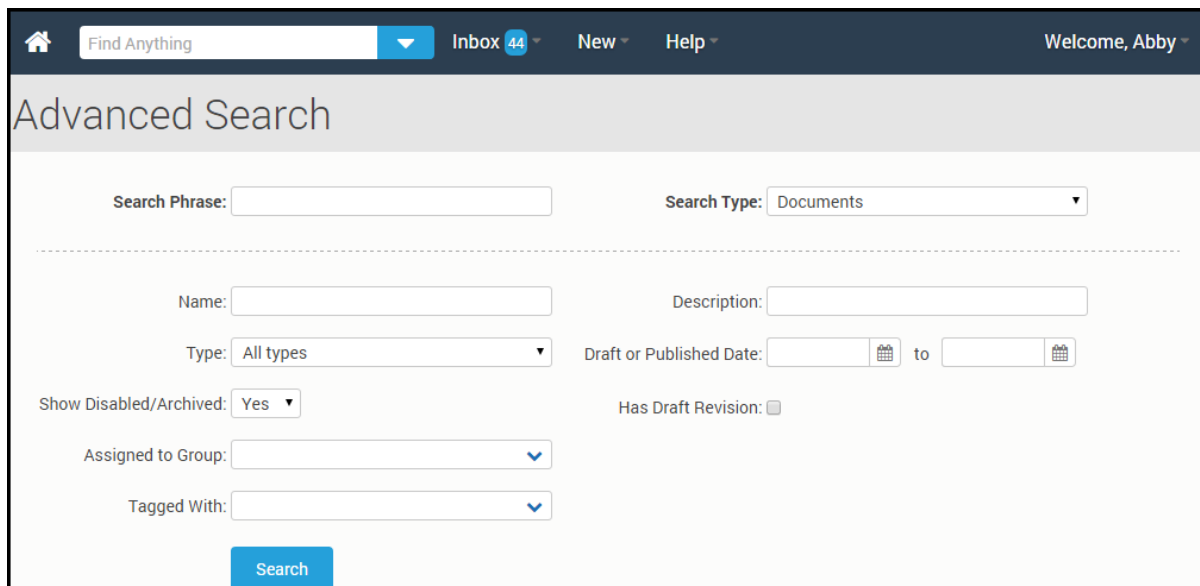
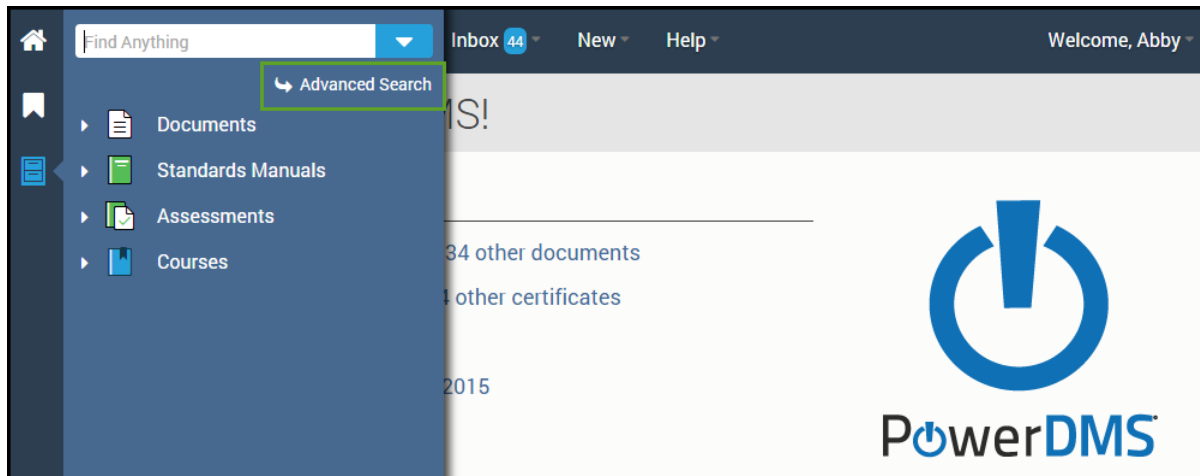


2. To view all items in a specific category (Documents, Courses, Users, etc.), hover over **Find Anything** and select the applicable category from the drop-down menu or click the appropriate category in your blue menu.



3. Using **Advanced Filters**, you can search for a file based on the following criteria:

- Name
- Description
- Type
- Revision Date range
- Tagged With (Keyword Tags)



Signing a Document

1. To sign off on a document you've been assigned, go to your **To Do** list and click the title of the document. Once your document opens, enter your username and password in the boxes in the bottom right of the screen. PowerDMS records your electronic signature as soon as you click the **Sign** button, which acknowledges that you read the document. Each document disappears from your **To Do** list and **Inbox** once you read and sign them.
2. If someone changed a document from a prior version you had signed, you may want to look at the previous version to see the changes before you sign off on the new version. When changes are made, you may click the three dots in the upper right corner of the Document Viewer window and choose **Compare to Last Revision I Signed** from the drop-down menu. Click that link and both versions will open side by side in your window.

 Edit Revision ▾

 Manage Document 



Compare to Last Revision I Signed



Create Draft Revision



Start new Workflow



Open in New Window



Copy Link



Print



Download



Bookmark



View Original Format

Subject to harassment and/or
discrimination with a means to have their
complaint heard, addressed and to deal
with those who are accused of breaching
this policy.

Folder

Human Resources / ... / New Employee

Enter your Username and Password in the
spaces provided below. The entry of your
Username indicates that you have read and
understood this document.

Username

Password

Sign

Cancel

VIOLENCE & HARASSMENT POLICY

Statement

Harassment is a term for numerous complaints including discrimination, bullying and intimidation, and can have repercussions for the whole organisation. Harassment can be defined as **behaviour** or remarks which offend, threaten, humiliate or embarrass someone. Victims of harassment often suffer from stress, depression, low self-esteem, lack of motivation and confusion, any of which can have an adverse effect on job performance, attendance, staff turnover, morale and health.

SVS recognises that its staff, management committee, volunteers and service users may be victims **of** or perpetrators of violence and harassment, and that **it has** a duty to eradicate all forms of harassment and to take action **where** it is identified.

Aims

The aim of this policy is to prevent harassment and to provide a safe and non-threatening environment.

To provide staff, management committee, volunteers and service users who believe they have been subject to harassment and/or discrimination with a means to have their complaint heard, addressed and to deal with those who are accused of breaching this policy.

Examples of unacceptable behaviour

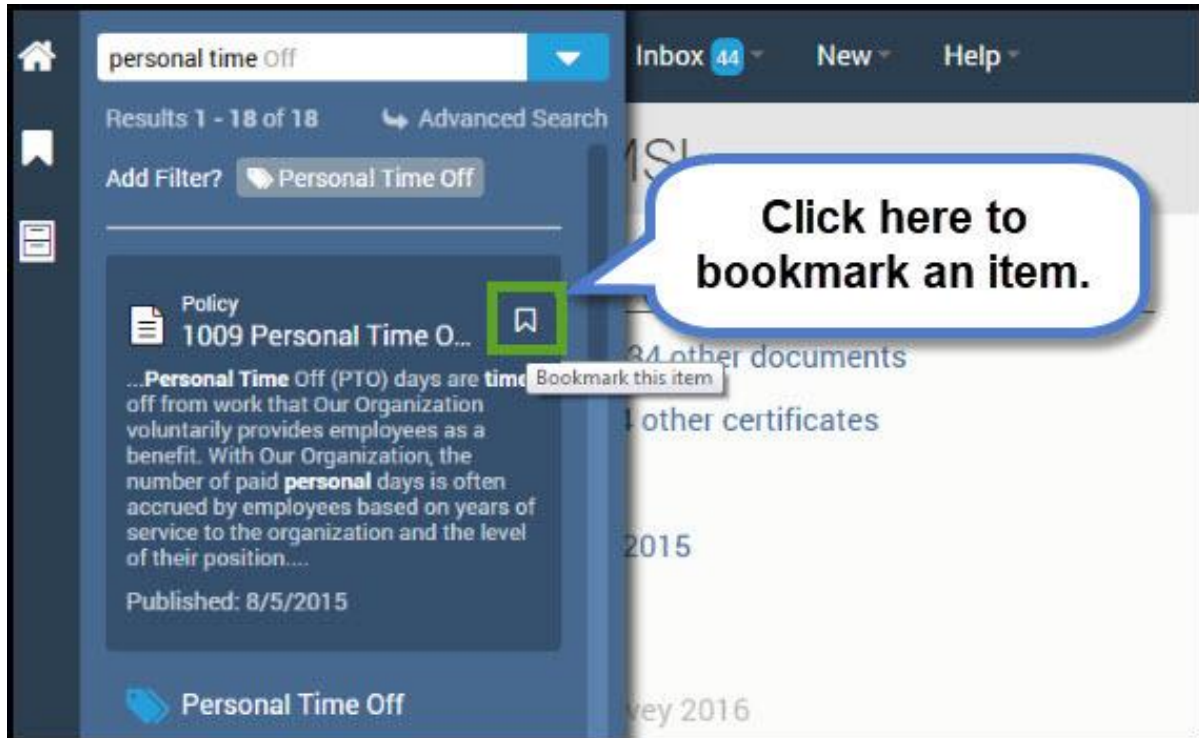
- Spreading malicious rumours, or insulting someone (particularly on the grounds of race, sex, disability, sexual orientation and religion or belief)
- Copying emails, memos, correspondence that are critical about someone to others who do not need to know
- Ridiculing or demeaning someone – picking on them or setting them up to fail
- Exclusion or victimisation
- Unfair treatment
- Overbearing supervision or other misuse of power or position
- Unwelcome sexual advances – touching, standing too close, display of offensive materials
- Making threats or comments about job security without foundation
- Deliberately undermining a competent worker by overloading and constant criticism

Yellow indicates changes were made

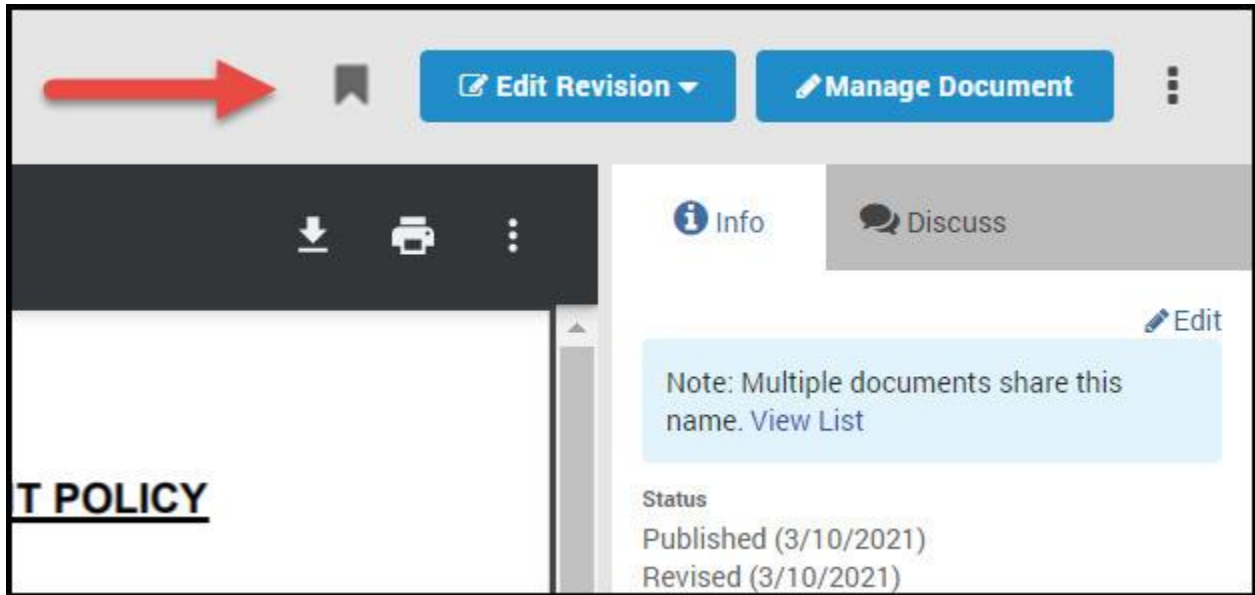
Red indicates something was removed.

Bookmarks

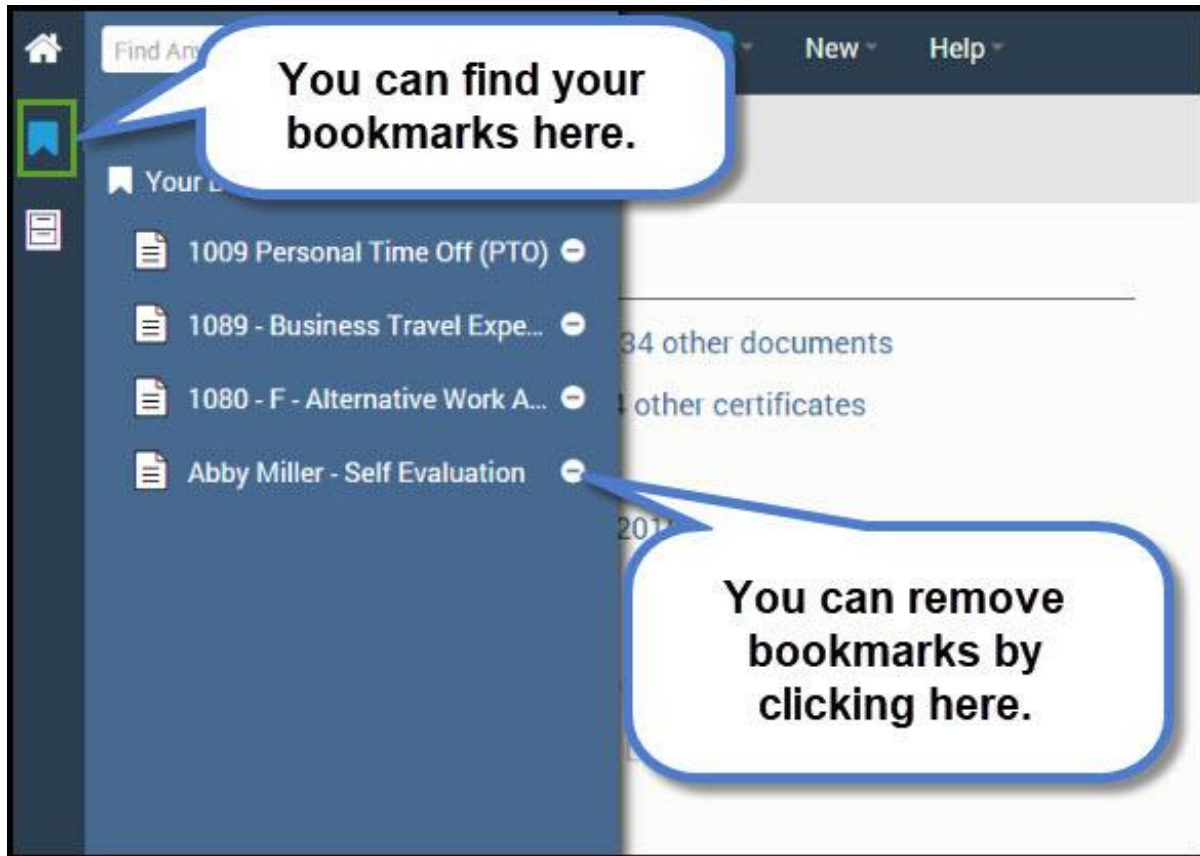
1. PowerDMS allows you to bookmark specific items you'd like to keep handy and access quickly and saves them for you in a special **Bookmark** folder. To create a bookmark, locate the file you'd like to mark and click the bookmark icon to the right of the title.



2. You can also bookmark a file while it's open in the document viewer by clicking the bookmark icon in the title bar above the document.

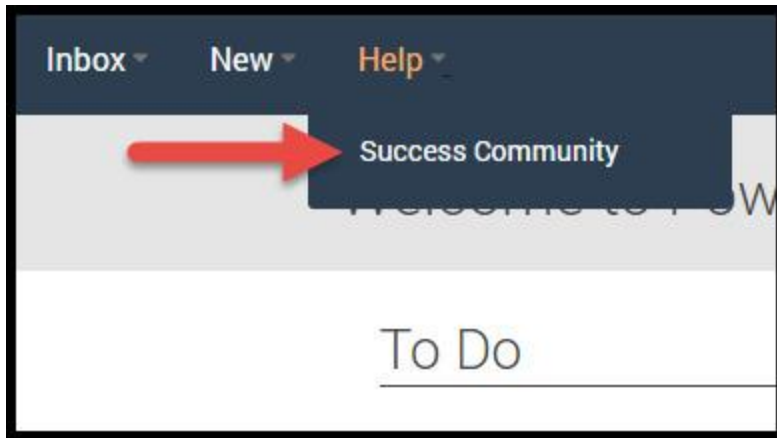


3. Once you bookmark files, they are linked from their original folder to your **Bookmark Folder**. You can now avoid a long search through all your documents and quickly find within your **Bookmark Folder** those files you may use most. You may have as many bookmarks as you want and can delete a bookmark at any time by clicking the minus symbol next to the name of the bookmarked file.



Help

If you need more information about other aspects or features of PowerDMS, you can find our extensive library of help articles and videos under the **Help** menu in your top menu bar. Hover over **Help** and select **Success Community** from the drop-down menu.



From the **PowerDMS Success Community** homepage, you can type into the top search bar the topic you want to know more about, and a list of applicable items will appear. You will also find customer suggestions for software and feature improvements under **Popular Ideas**, and discussions on various topics, such as customer questions and PowerDMS answers, in the **Discussions** section. If after searching through the Success Community you are still unable to find the information you need, check with your site Administrator.

You can type in a key word for a topic you want to learn more about, and links to applicable PowerDMS informational articles and videos will appear on a new page.

Featured Topics



Getting Started



Administration



Document Management



Accreditation Management



Training Management



Partners



Releases



Feature Products

This section includes suggestions for software/feature improvement.

Sort

Discussions

Filter

Newest questions

All questions

The list of users does not appear when I uncheck "Send Welcome Email to New Users", click Save, then check it then click Save. How

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View All

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What is th

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Logging Out of PowerDMS

Logout of PowerDMS by hovering over your name and clicking **Logout**. Some site Administrators also set your site so that your account will automatically log out after a certain designated period of inaction.

