



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-208

December 2, 2025

TO: All Personnel

FROM: Division Chief Ayres

SUBJECT: PowerDMS Comparison

When a change in protocol occurs, PowerDMS allows for side-by-side comparison of archived and current version of a document. This feature automatically highlights any updates, allowing users to easily identify what has changed. To enable all users to access this comparison feature for EMS Protocols and Medication References, PowerDMS requires that users electronically “sign” the current versions of these documents. This will be a one-time action for anyone who wishes to use the comparison function, **it is not a mandatory action**. The EMS Division will assign all documents in EMS Protocols and Medication References to all EMS providers. When this occurs, you will see a notification on your PowerDMS home page under the “To Do” section such as, “Sign Airway Management and 65 other documents” (or something very similar).

To Do

 Sign Airway Management **and 65 other documents**

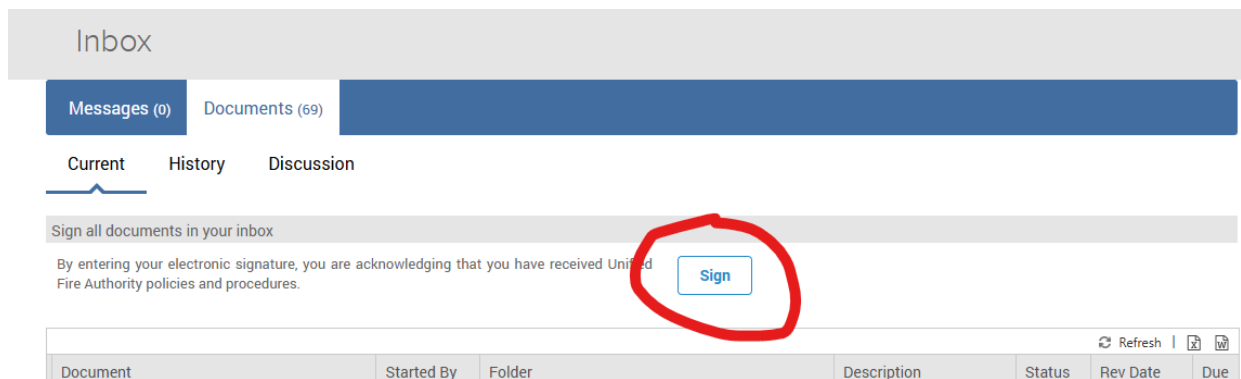


Welcome

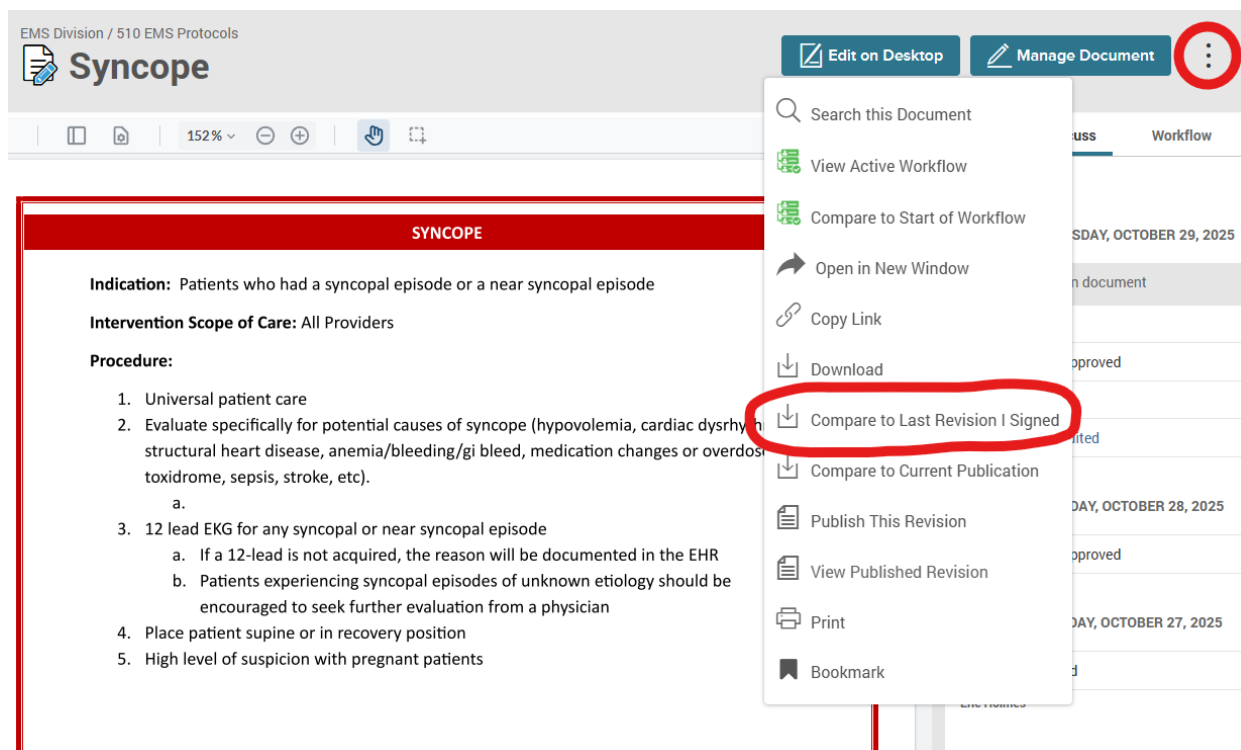
Dashboard

Users Groups Documents Workflows

1. Click the portion that reads “**and 65 other documents**”
2. PowerDMS will open your Inbox where you can sign all assigned documents with a single button click.
3. Once you click Sign, the task is complete. You will have access to the comparison feature whenever an update is published.



When you are aware of an update, open the relevant document, click the three dots in the top right corner and select “Compare to last revision | Signed” to see the side-by-side changes.



If you prefer not to use the comparison feature, you will not be able to compare to previous versions. If you choose to not “sign” the protocols, send an email to Captain Holmes (eholmes@unifiedfireut.gov) and the documents will be unassigned to clear your Inbox.