

# PowerDMS<sup>®</sup>

Document Management **Simplified**

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## Training Features in PowerDMS

How PowerDMS training features can assist  
with Accreditation Compliance

PowerDMS

# OBJECTIVE

In this session, you will learn how using training features in PowerDMS such as tests, surveys, certificates, training requests, and courses can assist with documenting accreditation compliance.

# Training Features in PowerDMS

## Conference Learning Opportunities

- Training sessions
- SupportLIVE one on one sessions

# Training Features in PowerDMS

## PowerDMS Success Community

- Video Tutorials
- [Recorded Webinars](#)
- Q&A
- How-To
- Best Practices
- [CALEA Specific Resources](#)
- Forum

## PowerDMS University

- University Live
- Self-Paced Tutorials

# Training Features in PowerDMS

After this session, Users will begin to understand how to:

1. Use tests and access test results
2. Use surveys and access survey results
3. Use certificates, manage recurring certificate notification, and access certificate reports
4. Create a printed certificate

# Training Features in PowerDMS

5. Use training requests
6. Use courses and document completion of training
7. Print a course roster

# Training Features in PowerDMS

Some advantages of using the PowerDMS training feature include:

- Timely notification of training (*required or recurring*)
- Accountability (*participation acknowledgment*)
- Verification of successful completion (*scores, attempts, statistics*)
- Verification of Qualifications (*eligibility for position or assignment*)
- Documentation of training requests (*submissions and respective costs*)
- Quick accessibility to compliance documentation (*for various accreditation programs and multiple standards*)



# Training Features in PowerDMS

A few standards where reports of other content might prove compliance:

## **Law Enforcement Accreditation:**

4.3.2 Demonstrating Proficiency with Weapons

4.3.3 Annual/biennial proficiency training

31.5.2 Training (for Background Investigators)

31.5.4 Conducted by Certified Personnel (Polygraph/Deception Detection)

33.1.6 Employee Training Record Maintenance

33.5.1 Annual In-Service Training

33.5.2 Shift Briefing Training

33.7.2 Non-Sworn Pre-Service/In-Service Training

41.2.7 Mental Health Issues

46.1.9 All Hazard Plan Training

# Training Features in PowerDMS

## Communications Accreditation:

- 5.2.2 New Hire Training Program
- 5.2.6 Annual Retraining
- 5.2.7 Shift Training
- 5.2.8 Remedial Training
- 5.2.9 Accreditation Training
- 5.2.10 Specialized Training
- 5.2.11 Training Officer Requirements
- 5.2.13 Accreditation Manager Training

# Training Features in PowerDMS

## **Training Academy Accreditation:**

4.7.1 Continued Training (to Academy Employees)

4.7.2 Specialized Training Assignments

4.7.5 Accreditation Manager Training

5.4.7 Job Related Training

6.6.1 Training Evaluations

7.2.1 Privacy and Security (Training Records)

7.2.2 Training Course/Training Event Records

7.2.3 Training Course Completion Documentation

7.2.4 Records Retention

7.4.4 High Risk Training

8.1.7 Instructor Certification/Status Training

# Training Features in PowerDMS

## **Campus LE Accreditation:**

2.1.11 Annual/Biennial Proficiency Training

18.1.3 Reimbursements for Training

18.2.4 Outside Academy and Agency Policy Training

18.3.1 Instructor Training

18.4.2 Recruit Training

18.4.3 Field Training

18.5.2 Shift Briefing Training

18.5.4 Accreditation Manager Training

18.5.5 Assignments Requiring Specialized Training

24.1.9 All Hazard Plan Training

# Training Features in PowerDMS

## **Accessible to employees**

- Training records (includes course title, hours, completion date, and other properties)
- Course History (course completion and all submitted training requests)
- Certificate History (training certificates earned from both internal and external training courses)
- Users have option to print a certificate or export training record

# Training Features in PowerDMS

## 1. How to use test and access test results

*PowerDMS Success Community Resources:*

- [PowerDMS Tests Recorded Webinar](#)
- [Creating a Test Video](#)
- [Attaching a Test to a Document How-To](#)
- [What to Expect from Test Reports Q&A](#)

# Training Features in PowerDMS

## 2. How to use surveys and access results

*PowerDMS Success Community Resources* Create a document in PowerDMS Surveys:

- [PowerDMS Surveys Recorded Webinar](#)
- [Creating a Survey Video](#)
- [What you can expect from Survey reports Q&A](#)

# Training Features in PowerDMS

## 3. How to use certificates, manage recurring certificate notification, and access certificate reports

*PowerDMS Success Community Resources:*

- [Creating a Certificate Video](#)
- [Assigning and Awarding Certificates How-To](#)
- [Managing External Training Recorded Webinar](#)
- [Information to Expect from Certificate Reports Q&A](#)



# Training Features in PowerDMS

## 4. Creating a printed certificate

*PowerDMS Success Community Resources:*

- [Creating a Printable Certificate in PDMS Video](#)
- [Creating a Printable Certificate in PowerDMS How-To](#)

# Training Features in PowerDMS

## 5. How to use training requests

*PowerDMS Success Community Resources:*

- [Allow Training Requests in PowerDMS How-To](#)
- [Submitting a Training Request Video](#)
- [Managing Training Requests Recorded Webinar](#)
- [Approving a Training Request How-To](#)

# Training Features in PowerDMS

## 6. How to use courses and document completion of training

*PowerDMS Success Community Resources:*

- [Creating a Course Video](#)
- [Creating and Assigning Courses Recorded Webinar](#)
- [Managing Training Records in PowerDMS: Certificates and Courses Video](#)
- [What Can I Expect from Course Reports Q&A](#)

# Training Features in PowerDMS

## 7. Print a course roster

*PowerDMS Success Community Resources:*

- [How Do I Print a Course Roster Q&A](#)

# Training Features in PowerDMS



# Training Features in PowerDMS

*Please complete the survey in the CALEA app*

PowerDMS ProServices:

- Remote Training
- Onsite Training
- Document Upload

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