Welcome to PowerDMS™ STANDARDS, the only complete tool for simplifying the CALEA Accreditation Process! We hope this Getting Started Guide will serve useful as you become better acclimated with PowerDMS™ STANDARDS’ features and capabilities.

On the following pages, you’ll find step-by-step instructions to get you started. If you ever need further instructions, click the icon from the top menu bar to view PowerDMS™ Suite user guides, video tutorials, and more.

**Step 1: Add users to the STANDARDS site**

**Note:** If you are already a PowerDMS™ customer with users in your database, please skip this step.

To add users to your STANDARDS site for them to be able to view the CALEA manual:

1. Log in to your PowerDMS™ site using the supplied user ID and password provided to you.
2. Familiarize yourself with the main page of the site and its various features.
3. Hover over **New** on the top menu bar, then click **User**.
4. Fill out the fields under the **General** tab. An example is shown below:

![User Profile Example](image)

5. Click **Save**.

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Step 2: Access the CALEA manual and assign view rights

To get started with your CALEA manual:

1. Locate your CALEA manual using the Search... drop-down menu/live-search field on the top menu bar:
2. Click on the appropriate manual title. This should take you to the manual’s General tab.
3. Give manual view rights to all employees using the following steps:
   • Click the Security tab.
   • Select specific users/groups, or All Users, from the Add User or Group drop-down menu. Only select individuals who will need to view the CALEA manual.
   • Select View rights only.
   • Click Save.

Once you’ve saved your CALEA manual within your PowerDMS™ site, you’re equipped to explore!

Step 3: View changes and revisions in side-by-side comparison panels

Your agency will never miss another change notice or policy revision, guaranteed!

To view what has changed between manual revisions, navigate to the manual’s Revisions tab. Select the checkboxes next to the revisions you want to compare, then click Compare Selected Revisions.

Notice how the affected topic(s) are bolded/colored differently within the table of contents. By default, changes are highlighted within the topic content, though you can toggle this off by unselecting the Highlight Changes checkbox in the upper-right-hand corner.

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Step 4: Search for pertinent CALEA standards

In STANDARDS, you have the ability to easily search for specific chapters and standards! To do so, navigate to the Manual Viewer, then type in your search query at the top left of the viewer. Click the magnifying glass (🔍) to search for items matching the term(s) you entered.

In the example above, all the manual items’ titles and descriptions matching the term “force” are displayed, with the appropriate areas highlighted. Simply click the item you wish to access to open it within the Manual Viewer!

Unlock the power of STANDARDS assessments and your agency can be even further on its way to simplifying the CALEA Accreditation Process. With the ability to assign role- and responsibility-based assessments, manage tasks, build electronic files, issue reports, and receive timely change notifications, the accreditation process becomes more efficient than you’ve ever imagined.