

Assessor Setup

Open the assessment in PowerDMS

Click on Assignments Tab

Click on Add New Assignment, add assessor as Accreditation Manager under Role and assign Observe Responsibility

Click on Add Assignment, add same assessor as Final Assessor under Role and assign Participate responsibility.

Assessor MUST be given both AM observe rights AND Assessor Participate rights to view documents in the assessment and set the status.



Summary	Assignment	History	Tasks	Standards	Attachments
---------	------------	---------	-------	-----------	-------------

+ Add New Assignment				
User / Group		Role	Responsibility	
Jennifer Jacques (JJacques)		Accreditation Manager	Participate	
Tammy Farnham (TFarnham)		Accreditation Manager	Participate	
Kerri Pearce (kpearce)		Accreditation Manager	Participate	
Nicholas Bliss (nicholas.bliss@jaxsheriff.org)		Accreditation Manager	Observe	
Jennifer Jacques (JJacques)		Accreditation Team Member	Participate	
Tammy Farnham (TFarnham)		Accreditation Team Member	Participate	
Nicholas Bliss (nicholas.bliss@jaxsheriff.org)		Final Assessor	Participate	