



DEPARTMENT NOTICE

20-122
08/10/20

PowerDMS Live Announcement

We are pleased to announce that our PowerDMS system will go live on Monday, August 17, 2020. PowerDMS is a web-based software the department will utilize to replace HRMS for Department Notice (DN)/Department Bulletin (DB) sign-off. HRMS will still be used for other functions such as payroll. Members will have access to PowerDMS via a web browser or the PowerDMS app to search DGOs, DBs/DNs, Manuals, Bureau/Unit Orders and forms. With this implementation, the department is completing two additional U.S. DOJ reform measures by ensuring that our members have easy access to this keyword searchable database.

The attached user guide provides general instructions for logging in, completing training, signing policies, and navigating through PowerDMS going forward. For reference, our PowerDMS Site Key and your username are below:

- Site Key: **sfgov**
- Username: **A#####**

Logging into PowerDMS will give you online access to the most current version of the departments policies, forms and related documents in a searchable database. All new policies, as well as any updates to existing policies, will be distributed to you electronically in PowerDMS.

For auditing purposes, the department will be recording your electronic signature to acknowledge receipt and review of the policies that you have previously received. Please follow the attached instructions to complete a one-time sign off and acknowledgement that all departmental policies exist in the PowerDMS system. All successive departmental policies must be individually signed off by members.

Although PowerDMS will be the new method of requiring members to electronically acknowledge receipt and review of department issued policies, members must still sign off on all pending documents issued in HRMS prior to August 17, 2020.

Training & Implementation

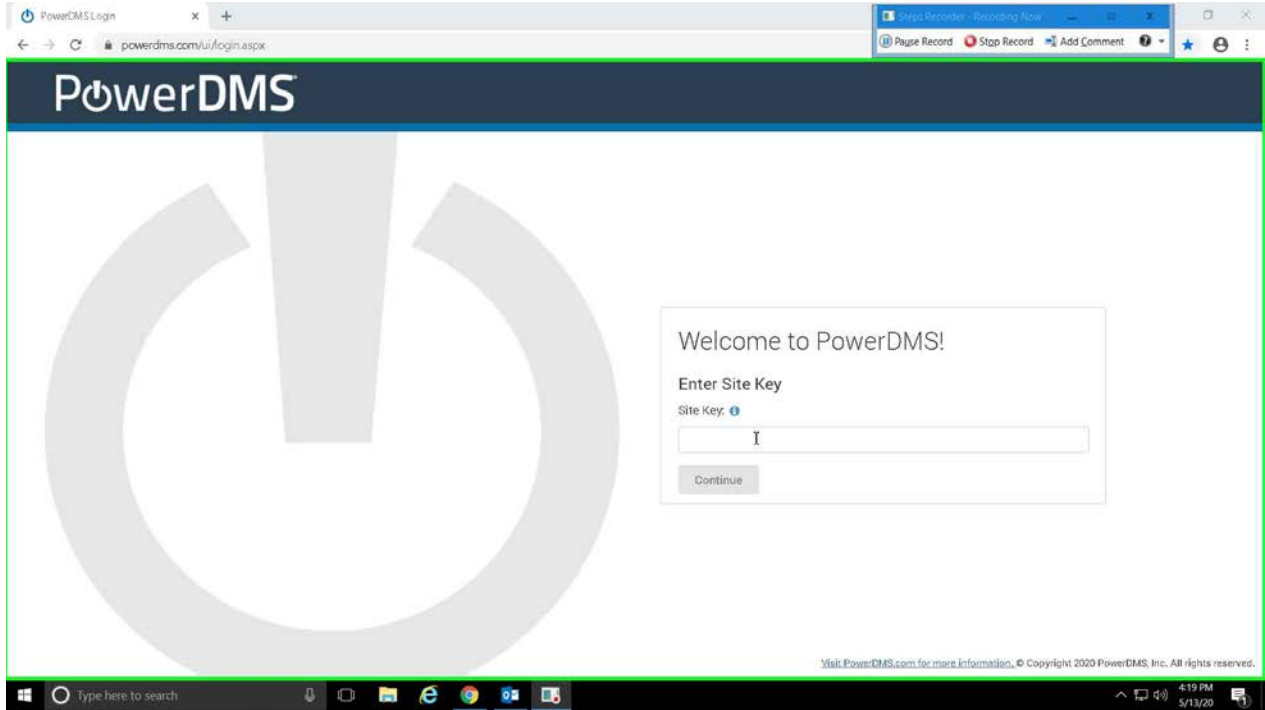
All members shall review the attached training material and follow the instructions to access the PowerDMS system. **All members will have 30 days to enroll in and complete the "DMS 101 - PowerDMS Overview for Basic Users" training course in the PowerDMS system.** Additionally, all required department policy sign-off must be completed within 30 days of issuance. Staff Inspection Unit will perform a compliance check to ensure members have reviewed and signed off on all department policies and trainings.


WILLIAM SCOTT
Chief of Police

Per DB 20-081, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.wrattendirectives@sfgov.org who will provide additional guidance about the directive.

POWERDMS LOGIN AND TRAINING INSTRUCTIONS

Step 1: Go to <https://powerdms.com/ui/login.aspx?&formsauth=true&siteid=sfgov>. A shortcut to access PowerDMS will also be available on your department desktop. If you have Google Chrome or Firefox, it is recommended. Otherwise, Internet Explorer also works. Enter “**sfgov**” for Site Key. (Please note: you will need this every time you log into PowerDMS on a new device.)



Step 1 screenshot.

Step 2: Click on “**Forgot Password**”

A screenshot of a login form for the San Francisco Police Department. At the top, the text 'San Francisco Police Departm...' is displayed next to a 'Change Site' link. Below this, there are two input fields: 'Username' and 'Password'. At the bottom left is a green 'Login' button, and at the bottom right is a red-bordered button labeled 'Forgot Password?'.

Step 2 screenshot.

Step 3: Fill in your A# for username and work email address and click continue. You will receive two emails.

San Francisco Police Departm... [Change Site](#)

Password Reset

Username

Email Address

[Continue](#) [Cancel](#)

San Francisco Police Departm... [Change Site](#)

Password Reset

Thank you!

Instructions to set your new password will be emailed to you within a few minutes.

If you do not receive an email, contact an administrator to manually reset your password.

[OK](#)

Step 3 screenshots.

Step 3a: Please follow the instructions in the *first email* to *reset your password*.

From: alertservice@powerdms.com <alertservice@powerdms.com>

Sent: Monday, May 18, 2020 1:20 PM

To:

Subject: Reset Password

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To reset your PowerDMS™ password, please click the link below:

<https://powerdms.com/ui/Login.aspx?resetid=124ae735-cd8e-41ae-bdf6-4d3b81de70e6>

If clicking the above link doesn't work, please copy and paste it into a new browser window. Please note that your password *will not change* until you complete the reset process.

If you've received this email in error, please contact your administrator.

San Francisco Police Departm... [Change Site](#)

Password Reset

New Password

Confirm Password

[Save](#) [Cancel](#)

The password must have at least 8 characters

Contain at least one number

Contain at least one lower case letter

Contain at least one upper case letter

Step 3a screenshots.

Step 3b: Please follow the instructions in the *second email* to *verify your email*.

Tue 5/19/20 1:53 PM
alertservice@powerdms.com
PowerDMS Email Verification for San Francisco Police Department

To: writtendirectives, sfpd (POL)
If there are problems with how this message is displayed, click here to view it in a web browser.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.


PowerDMS

Email Verification

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

[Confirm Email Address](#)

You may also copy/paste this link to confirm your email address:
<https://powerdms.com/ui/ValidateEmail.aspx?EmailValidationToken=b3e90ad5-52ba-43ad-9725->



Your email has been validated

This page will redirect shortly...

[Continue](#)

Step 3b screenshots.

Step 4: Review the agreement and make your selection by clicking on the appropriate button. Selecting "I accept" will proceed with your login; selecting "I do not accept" will take you back to the login screen.

Agreements

Site Agreement for "San Francisco Police Department"

Per Department General Order 10.08, members may use Department owned and issued equipment, including computer equipment, mobile phones, laptops or any other electronic devices, for work related purposes only. No member shall use access to e-mail, the Internet, or any computer program for any purpose other than those reasonably necessary for the performance of his or her work assignment. (Penal Code § 502). Members are specifically prohibited from using e-mail, texting, social media or Internet accounts to access information.

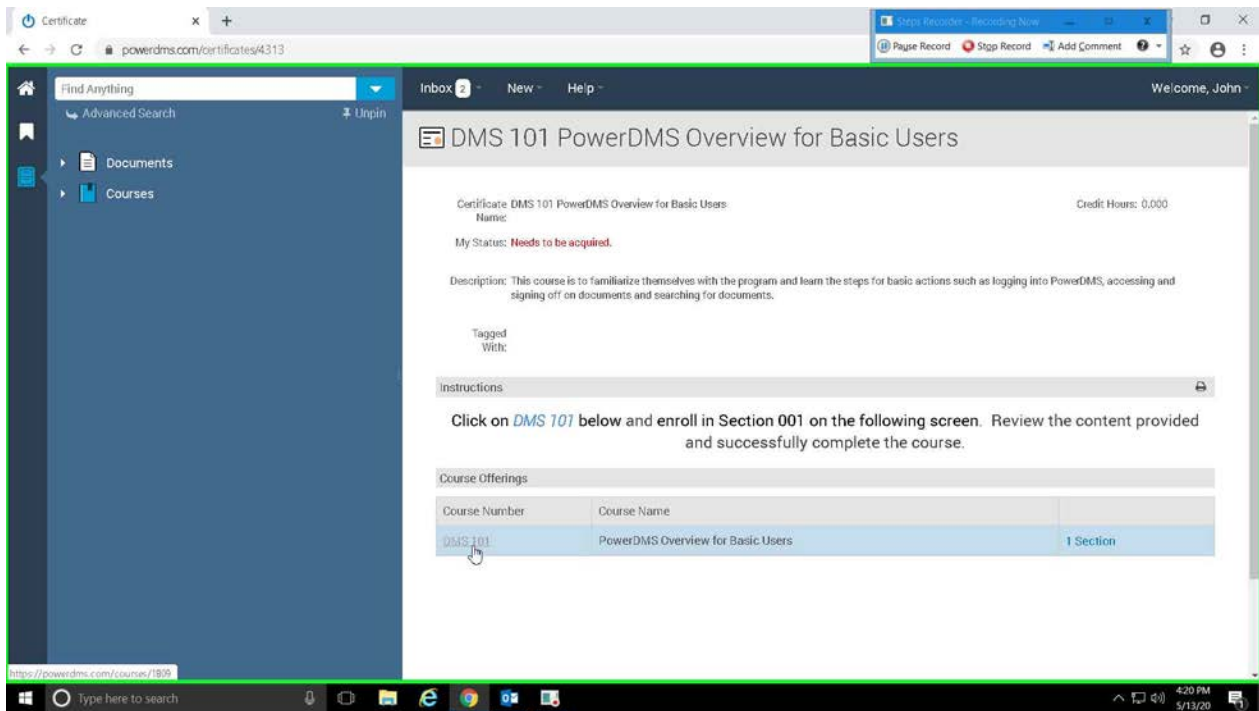
Step 4 screenshot.

Step 5: When you are logged in, you will see your **"To Do"** list. All members shall click on the link to **enroll and complete** the "DMS 101 – PowerDMS Overview for Basic Users" course by **09/17/2020**.

The screenshot shows a web browser window displaying the PowerDMS Home interface. The browser address bar shows "powerdms.com/home". The interface includes a navigation sidebar on the left with "Documents" and "Courses" options. The main content area is titled "San Francisco Police Department" and features a "To Do" list. The first item in the list is "Acquire DMS 101 PowerDMS Overview for Basic Users", which is highlighted by a mouse cursor. The second item is "Fill out PowerDMS Implementation Survey". Below the "To Do" list is a "Dashboard" section with tabs for "Users", "Groups", "Documents", "Workflows", and "Training". The "Users" tab is currently selected. On the right side of the dashboard, there is a "Your PowerDMS Site" section with the San Francisco Police Department logo and the text "San Francisco Police Department - PSPP". The browser window also shows a "Steps Recorder" toolbar at the top right and a Windows taskbar at the bottom.

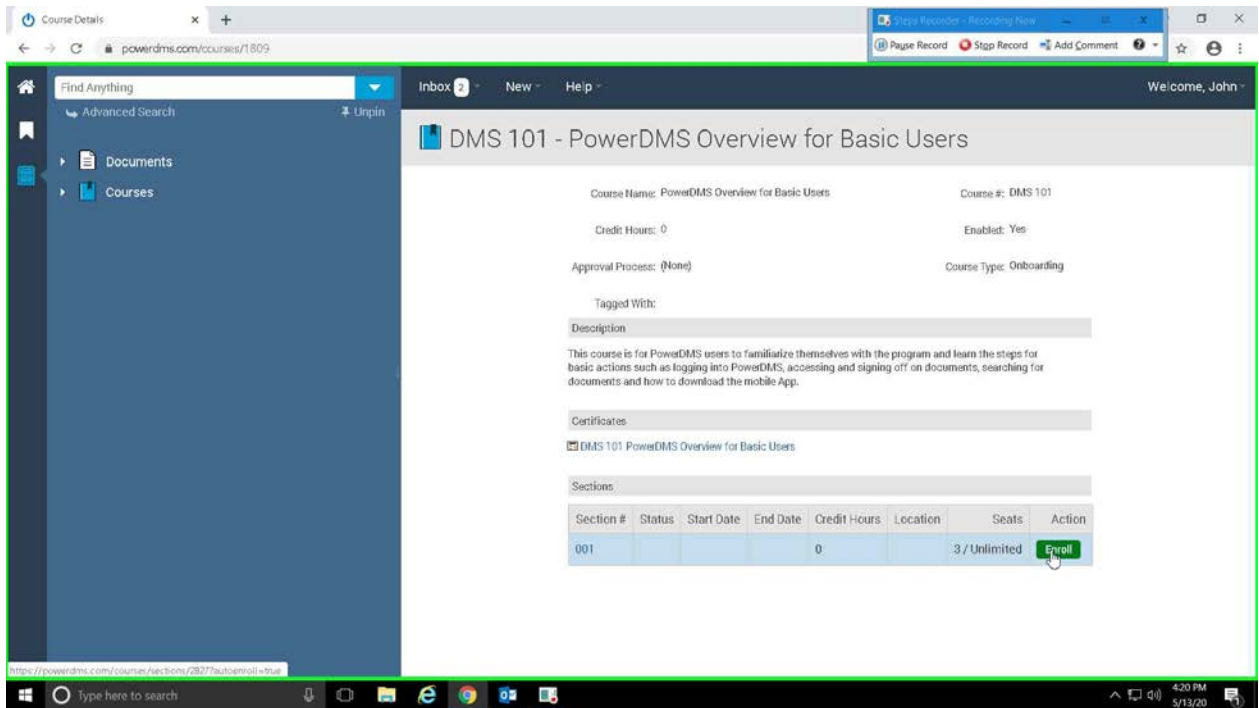
Step 5 screenshot.

Step 6: After clicking on the link under your "To Do" list, follow the instructions and click on "DMS 101" under the Course Number.



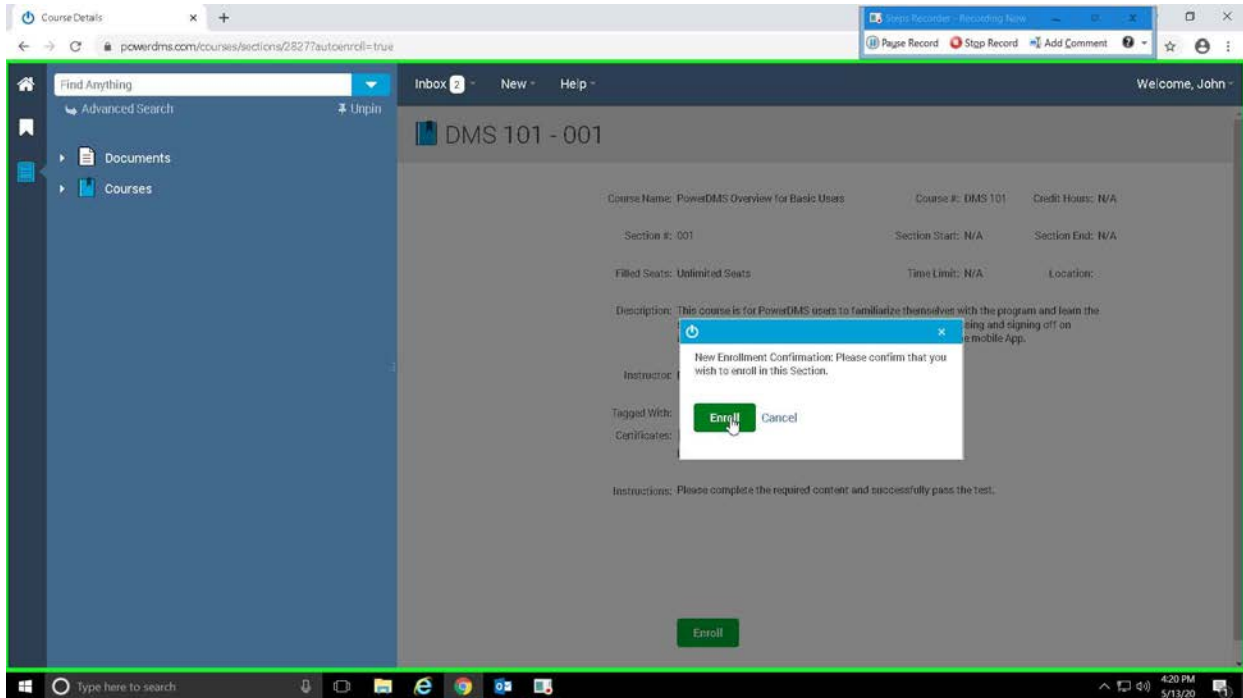
Step 6 screenshot.

Step 7: Click on "Enroll"



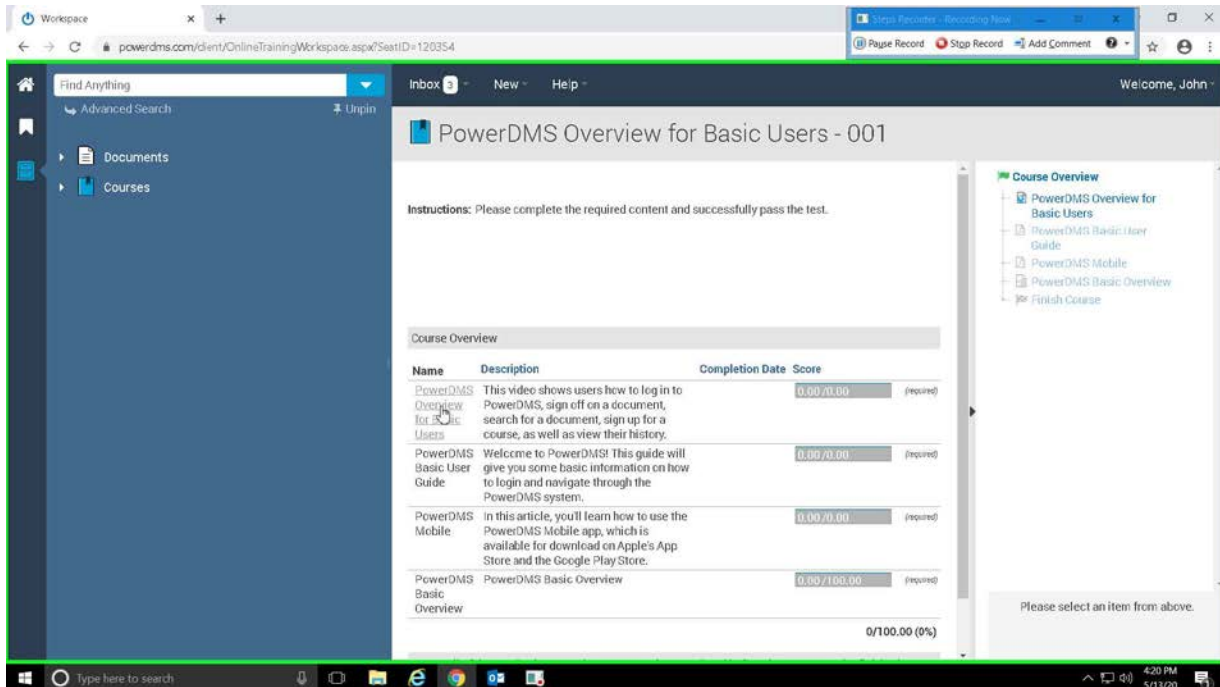
Step 7 screenshot.

Step 8: Confirm your enrollment



Step 8 screenshot.

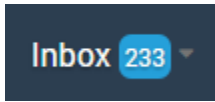
Step 9: Members must successfully finish each course in order to move onto the next.



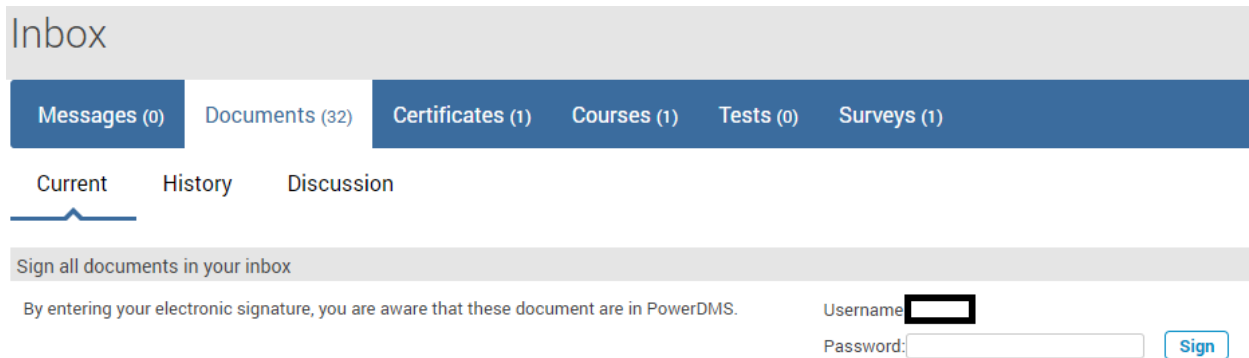
Step 9 screenshot.

Step 10: Members shall acknowledge that they are aware the most current DBs and DNs are available to them in PowerDMS.

- Click on the **Inbox** at the top of your PowerDMS home screen. (If you see a drop-down appear, press on **Documents**.)



- Near the top of the screen, enter your password and press **Sign** to acknowledge receipt of our current policies.

The screenshot shows the "Inbox" header in a light grey bar. Below it is a dark blue navigation bar with tabs for "Messages (0)", "Documents (32)", "Certificates (1)", "Courses (1)", "Tests (0)", and "Surveys (1)". Underneath are three sub-tabs: "Current", "History", and "Discussion", with "Current" being the active tab. Below the navigation is a light grey bar with the text "Sign all documents in your inbox". Underneath this is a line of text: "By entering your electronic signature, you are aware that these document are in PowerDMS." To the right of this text are two input fields: "Username" with a blacked-out box and "Password:" with an empty text box. A blue "Sign" button is positioned to the right of the password field.

Step 10 screenshot.

Once you have completed your PowerDMS training, you may access PowerDMS via mobile app on your department issued cell phone.

Although we encourage you to log into PowerDMS regularly, you may periodically receive emails prompting you to log in when you have specific items that need to be addressed.

If you have any questions or need assistance with PowerDMS, please refer to the PowerDMS Success Community under the Help Tab. If your question(s) cannot be answered there, please contact HelpDesk at **415-837-7373** between the hours of 9am-5pm [Monday-Friday], or sfpdhelpdesk@sfgov.org.