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‹ Quick Help for PowerStandards

Updating An Assessment to a Newer Standards Manual

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🐕 Sparky

SUMMARY

When an accrediting organization publishes a new manual in the midst of your assessment, PowerDMS will notify you that a newer version of the manual is available. This article shows you how to update your assessment to reflect the new standards manual.
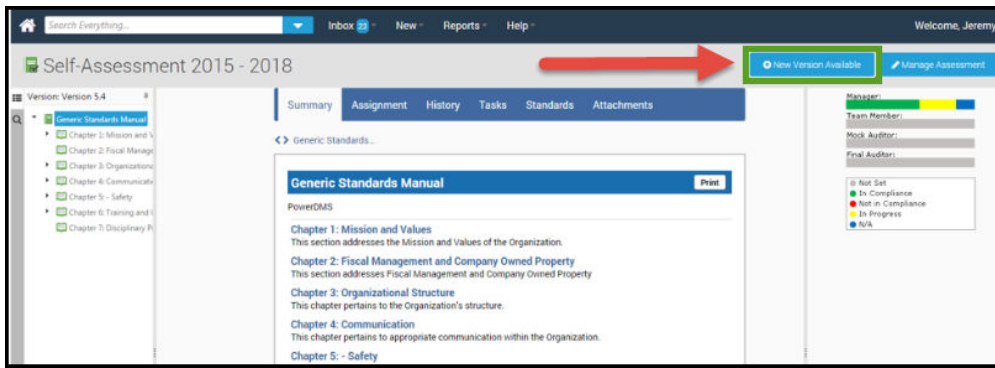
CONTENT

Because accreditation can be a lengthy process, it's fairly common for an accrediting body to publish a newer version of their standards manual while an assessment is in progress. The steps below will guide you through moving your assessment to the newest version of a manual whenever a new revision is published.
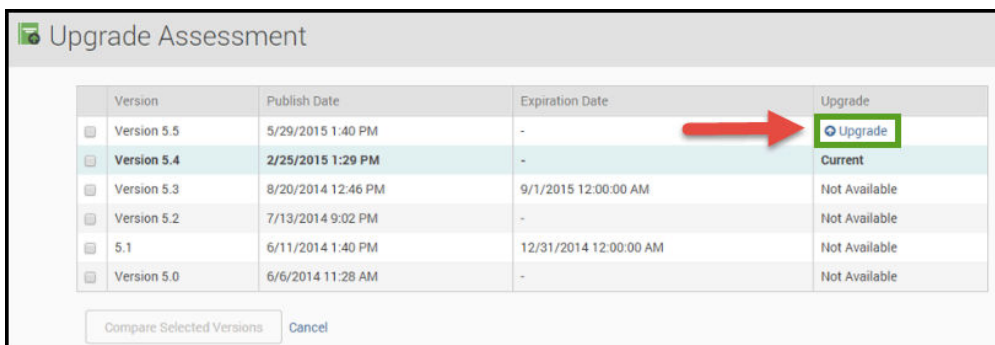
> Note: PowerDMS recommends users talk with their accrediting body before updating to a newer manual. Once your assessment is upgraded, it cannot be undone.

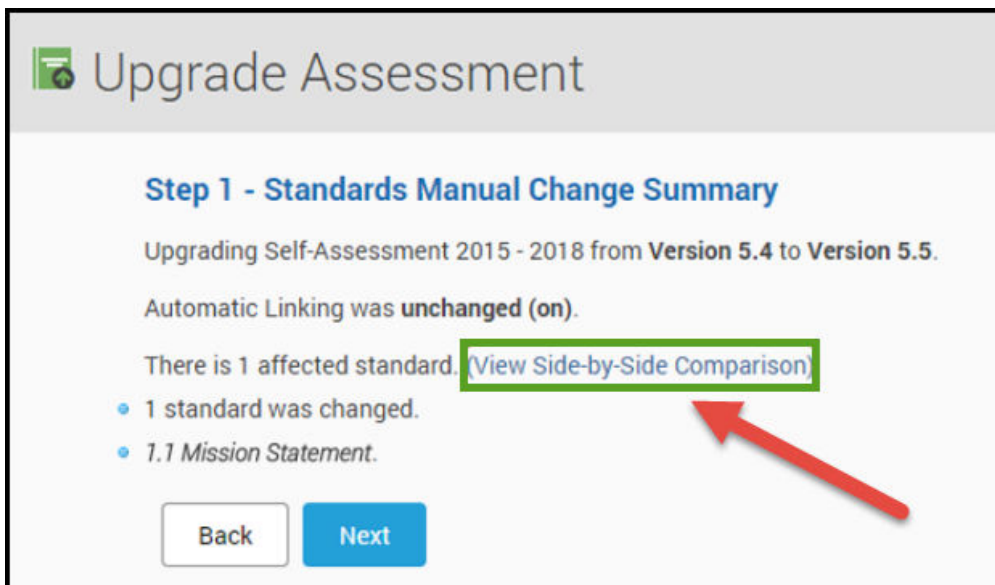## Upgrading Your Assessment to a Newer Standards Manual

1. A button near the top-right corner of the assessment will indicate when a newer version of a standards manual has been published. Click the **New Version Available** button to begin the upgrade process.

2. When presented with a list of versions of the standards manual, click the upgrade link for the desired version.

3. Select **View Side-by-Side Comparison** and PowerDMS will provide you for a detailed view of the changes made from the older manual to the newer manual.

4. Once you've reviewed all of the changes, click **Next**.

5. You will then have the opportunity to create tasks and remove attachments for the standards affected by the change. Although the "best" choice on this screen may depend on your assessment and the specific changes made to the manual, PowerDMS recommends creating review tasks for each role in the assessment. This will give everyone involved with the affected standards a reminder to review all attachments in the assessment to make sure they are still relevant. PowerDMS does not recommend removing the attachments prior to a review

Note: The selections made only pertain *to standards that changed*. Standards that have not changed in the newer manual will remain unaffected by this process.

6. If you choose to remove all proofs, the only proofs that will be removed will be attached to the affected standard(s) in the upgrade. All proofs in the assessment will not be removed.

7. Once the desired selections have been made, click **Next**.

8. PowerDMS will then provide a summary of the pending changes.

9. To accept all of the changes listed and finish the process of switching to the newer manual, click **Finish & Upgrade.** You may then resume work on your assessment.

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SECURITY REQUIRED

Edit privileges to the assessment

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