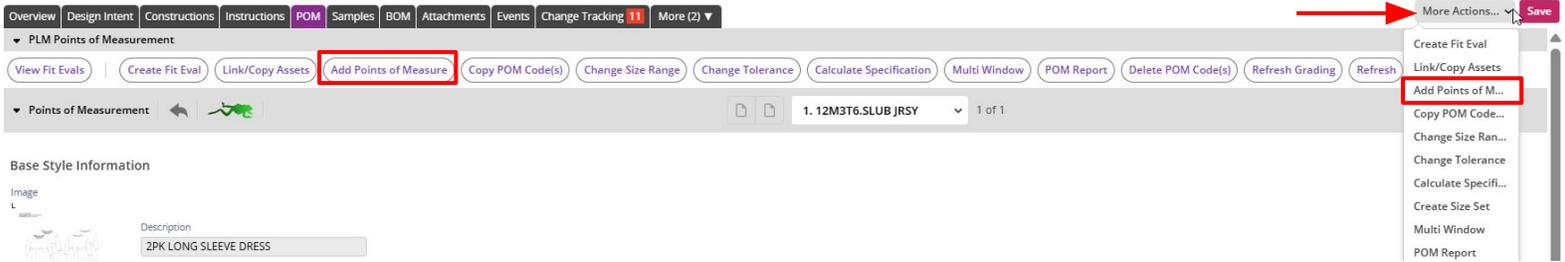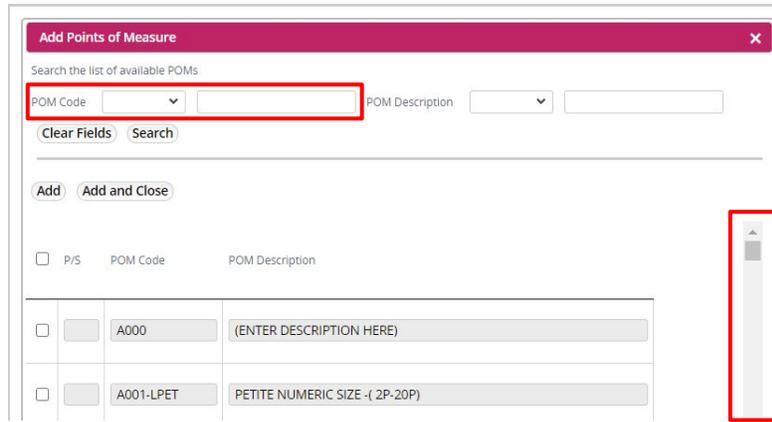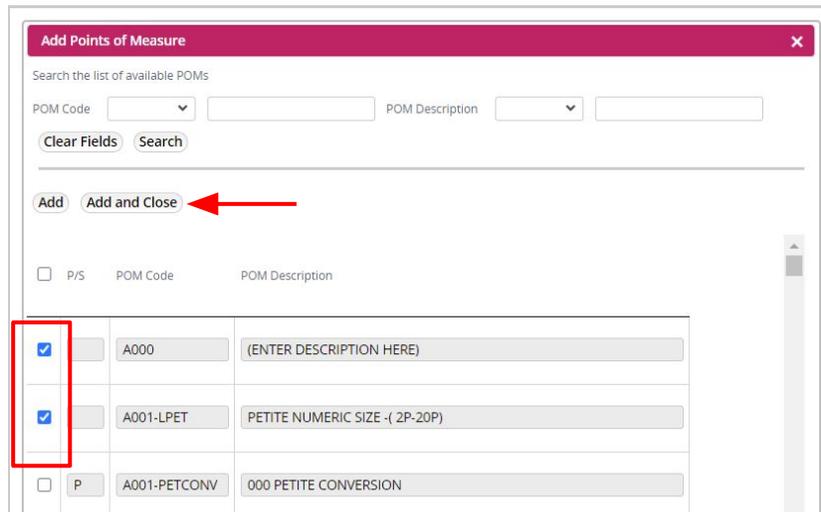# POM

ADDING POINTS OF MEASURE

1. Navigate to the POM tab. Click More Actions > Add Points of Measure **OR** click the hot key at the top.

2. The Add Points of Measure search window will open. Search for a POM by entering POM code to search for specific POM and click Search **OR** use the scroll bar on the right hand side to scroll through the list of POMs.

3. Click the box to the far left to select POM.
   Note: Multiple POMs can be selected at one time.
4. Once desired POMs are selected, click **Add** (to keep Add POM window open to select more POM codes) **OR** click **Add and Close** (to close Add POM window) at the top of the Add Points of Measure window.

POM

ADDING POINTS OF MEASURE (CONT'D)

WARNING: If your sample size is **NOT** the base size* of the grade table, **BEST PRACTICE** is to use "add and close" when adding the **SAME** POM code multiple times, then all grading will be visible.

WARNING: When adding the **SAME** POM code multiple times using "add", the grading will only be visible on 1 row.

WARNING: See section **REFRESH GRADING** for how to refresh grade for a non base size as another work around.

*Check with management to confirm your sample vs. base size if you have questions.

ADDING POINTS OF MEASURE (CONT'D)

5. Selected POMs will be added to the bottom of the POM page.
6. POMs can be rearranged by hovering cursor over POM. Once POM is highlighted, click mouse and hold to drag up or down the page.
   Note: Click on the far left box to select multiple POMs to be moved.

7. A highlighted bar will appear above the small text box of selected POMs to show where the POMs will be placed once mouse is released. To place POMs, release mouse.

8. Once POMs are in place, to quickly apply sort order and maintain POM placement, click More Actions > Refresh.

9. POM sort order will update.