# Manage Credentials: Your Compliance Tool

As an employer, you are responsible for ensuring that your employees are legally qualified to perform their job functions. To keep them safe and mini-mize your organization's expo-sure, TargetSolutions has developed Manage Credentials. With this easy-to-use applica-tion, you can track the status of:

- EMS certifications
- Firefighter and police job qualifications
- Compliance tasks
- Drivers' licenses and auto insurance
- Virtually any type of data that includes a date or identification number
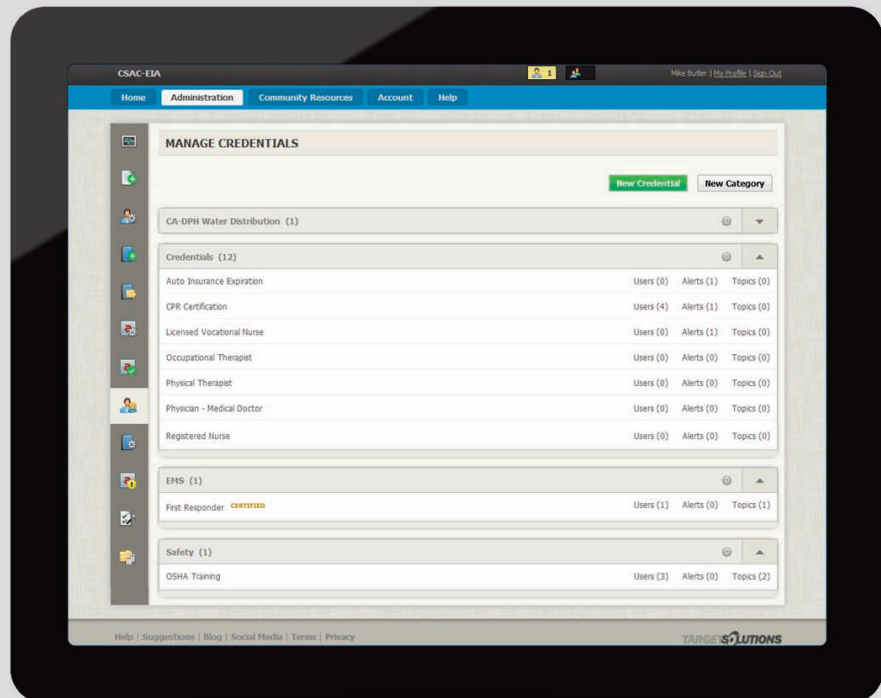
You can also use Manage Credentials to create, deliver and record organization-specific certifications that include:

- TargetSolutions courses
- Your organization's own courses and training materials
- Other web-based assignments and tests

Features

Manage Credentials gives you complete control over what certifications you create and what training compo-nents are necessary for the employee to fulfill. It also allows you to:

- Define areas of training — called "topics" — and their corresponding training hours.
- Categorize training (i.e. Medical, Fire Qualifications, OSHA Compliance, Certifications, etc.).
- Keep track of all training hours completed through an optional "Overflow Topic" category.
- Send automated alerts to the credential holder and others in the organization.
- Quickly see the status of all credentials, with the ability to easily filter data.

TargetSolutions Manage Credentials

Located under the TargetSolutions' Users tab, Manage Credentials includes:

The ability to categorize sets of credentials.

■ Expanding a credential category shows the list of creden-tials within that category.

■ Expanding a credential will show the associated details.

A detail page with credential options, alerts and curriculum.

■ Credential options are both viewable and editable.

■ The alerts section includes the alert message, when the alert occurs, who will receive the alert and what the method is for delivery (e-mail or web).

■ Curriculum allows you to add or edit topics, as well as add or edit training within those topics.

■ You can also attach tests and other required assignments to a credential, such as policies or videos.

A summary on the user's home page of credentials held.

■ Credentials listed are divided by category and displayed in chronological order.

■ Clicking "view all" gives the user the option to see a snapshot of all their credentials.

■ The user can then navigate to a page that highlights the tasks required to complete the credential. This page gives them the ability to edit the credential or view the history or any attachments associated with it.