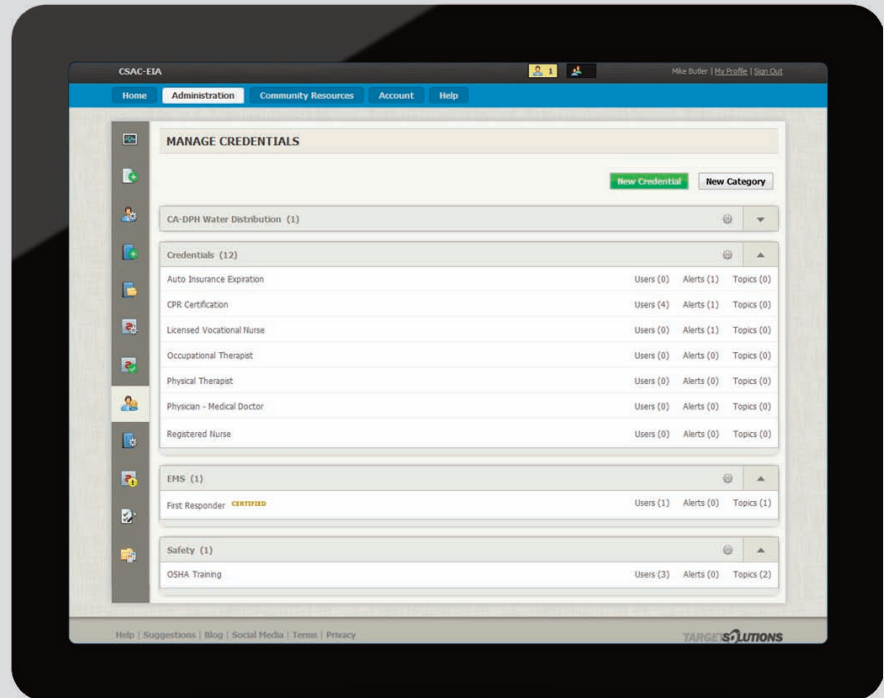


Manage Credentials: Your Compliance Tool

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 components 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 credentials 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.

