



PreventionLink Credentials Manager

As an employer, you are responsible for ensuring that your employees are legally qualified to perform their job functions. If they are not, you could be putting their health and safety in jeopardy. You could also be exposing your organization to unnecessary, and costly, liability claims.

To keep your employees safe, and minimize your organization's exposure, TargetSafety has developed PreventionLink Credentials Manager. With this easy-to-use application, you can track the status of:

- EMT certifications
- Firefighter and police job qualifications (HAZMAT, First Responder, etc.)
- Drivers' licenses
- Auto insurance
- Virtually any type of data that includes an expiration date and identification number

You can also alert employees—including other PreventionLink administrators and supervisors—when a credential is near expiring so that they can take immediate action.

Benefits include:

The ability to easily maintain compliance with organizational, state and federal employee guidelines

- Quickly determine which employees have met the necessary training requirements and which have expiring drivers' licenses and auto insurance policies
- Create your organization's own credentialing system for other required training and tasks
- Give employees the ability to edit and update their own credentials

An automated notification system that will remind you, and your employees, when a credential is near expiring

- Notify any combination of the user, supervisor or administrator of an expiring credential based on the timeframe you specify (i.e. 30 days in advance)
- Alert employees on the home page of their PreventionLink sites as well as by email
- Schedule an unlimited number of alerts for each credential

A custom reporting tool that lets you see which credentials are current and which have expired

- Filter data based on employees, their credentials and the associated expiration dates

PreventionLink™



Features

Located under the PreventionLink Users tab, Credentials Manager features:

A summary screen that displays all credentials in the system

- Accessible by the administrator and select supervisors (those given access), this screen includes a list of the organization's credentials, their alert status and the number of employees with the credential.
- From it, administrators and supervisors can drill down to the information specific to each credential.

Tools to create a new credential

- Once the "Create New Credential" link is clicked, administrators can determine the credential name and description, decide what level of access employees should have, and set the credential parameters (i.e. start date, expiration date or user code).

Tools to modify an employee's existing credential

- From the "Modify User Profile" screen, you can add or edit an individual's credential information.

A system that assigns alerts to a credential

- The alert schedule is determined by the administrator; however, an unlimited number of alerts can be scheduled in advance of the expiration date, on the expiration date or after the expiration date.
- Alerts can be sent to any combination of the user, supervisor or administrator of the PreventionLink site.
- Alerts are displayed on the employee's PreventionLink home page and can also be sent via email.

A custom report

- The "Active User Credential" report lets you filter credential data based on the user's name, status, and categories as well as by the credential name and expiration date.

Credential	Contains Alerts?	Users With Credential
ACDR Area Commander	Yes	0
ATCO Air Tanker/Field Wing Coordinator	Yes	0
EMT-Basic	No	0
EMT-Intermediate	No	0
EMT-Paramedic	No	3
FACL Facilities Unit Leader	No	0
FEMT Fireline Emergency Medical Technician	No	0
First Responder	No	0
HERO Helibase Radio Operator	No	1
ICT-1 Incident Commander-Type 1	Yes	0
ICT-2 Incident Commander-Type 2	Yes	0
ICT-3 Incident Commander-Type 3	Yes	0
MCCO MACS Group Coordinator	Yes	1
PIO1 Public Information Officer Type 1	Yes	0
PIO2 Public Information Officer Type 2	Yes	0
SECM Security Manager	No	0
SITL Situation Unit Leader	No	0
SUBD Support Branch Director	No	0

From the main Credentials screen, administrators and supervisors can drill down to the credential data.

User	Credential Number	Days Until Expiration	Active Date	Expiration Date
Arbenz, Josh	P123432	730	12/11/2008	12/11/2010
Caballero, Jeremy	P213232	730	12/11/2008	12/11/2010
Cady, Jenny	P998232	721	12/02/2008	12/02/2010

When the credential name is selected, an editable report is shown for all users with that credential.

Posted	Number	Active	Expiration	Edited By	Notes
12/11/2008	P213232	12/11/2008	12/11/2010	Doe, John	certified

Each time the credential is updated, that information is displayed in the credential history at the bottom of the screen.

PreventionLink™ is a comprehensive suite of online risk management, training, communications, and compliance systems. Built on an exceptional technology platform and including powerful analytics, PreventionLink offers a wide range of solutions to meet the needs and budget of public entities at every level. Today over 2,500 public entities use TargetSafety's PreventionLink to realize their strategic, operational, financial, and compliance goals. Founded in 1999, TargetSafety is the leading provider of online enterprise risk management solutions to public entities in the United States. The company is headquartered in San Diego, California.

