Vector Solutions Quick Tips

Adding a User:

- From the Administration Tab, select Manage Users.
- Select Add User.
- Complete all information marked with an asterisk. Be sure to choose the correct district, or you will not be able to access this user record at a later date.

NOTE: Each user needs a unique email address. Contact info@csdpool.org if you'd like to add a large number of users.

Trouble Logging In?

- Confirm the user is not listed as 'inactive.'
- Make sure the user is logging in at the correct url: http://www.targetsolutions.com/csd
- Still having problems? Have them click the "Forgot username or password" link.

Assigning a Course:

- From the Administration tab, select Assignments>Create New Assignments.
- Search for and select the desired course(s) and click Continue.
- Search for and select the desired user(s) and click Continue.
- Choose start and expiration dates for the assignments, select desired notification options (if any), and click Submit.

Running a Completions Report:

- Select Administration from the top toolbar.
- Select Generate Reports on the left column.
- Click 'Create New Report' button.
- Select Report Type as 'Completions' from the dropdown.
- Customize the report options as necessary and click 'Run' at the bottom when you're ready. For Training Credit Reports, select 'Training Credit' from the tag options.

Any other questions? Contact info@csdpool.org.