



# Welcome to TAPPISAFE

TAPPISAFE is a program developed for industry by industry to deliver awareness level safety orientation to the workforce while maintaining all records in a centralized database for instant verification. TAPPISAFE helps standardize safety orientations for the workforce, which saves times and delivers the same safety message to each student. So let's get started with TAPPISAFE.

## CONTENTS

<b>GENERAL INFORMATION</b>	<b>PAGE 2</b>
<b>ACCOUNT CREATION</b>	<b>PAGE 2</b>
<b>TAKE THE ONLINE TRAINING</b>	<b>PAGE 3</b>
<b>PROOF OF TRAINING</b>	<b>PAGE 4</b>
<b>ACCESS DATABASE</b>	<b>PAGE 5</b>



## General Information

### DOES YOUR COMPANY HAVE A USERNAME?

Before moving forward, read the below information to determine how you would like your account created.

By creating an account you will be:

- Adding your company to the TAPPISAFE system
- Creating an administrative username

**ADMINISTRATOR USERNAME** gives access to the courses and access to the database.

The individual students from your company do NOT need to set up their own username. Your company will supply the username to access courses. All students use the same username.

All students will log in with the same username belonging to your company using their own student identifier, see page 3 for instructions to take the online training. You do NOT need to register students ahead of time.

### SUPPLIER OR INDEPENDENT CONTRACTOR COMPANIES

Individuals needing to set up their own account (vendors/suppliers or independent contractors) will follow the account creation steps below. Once your account has been set up follow the instruction to take the online training, page 3.

## Account Creation

Follow the steps below to create an account:

- Select "Create a New Account"
- Select European Facilities
- Fill in all the applicable information

Once this process has been completed you will receive two emails:

- First email confirms we have received your request
- Second email confirms your account has been completed, this email may take up to 4 hours as this is a manual process.

Please contact TAPPISAFE Customer Service with any questions by using our on-line chat feature. English speakers may call us at +1-225-389-6803. Customer Service hours are Monday-Friday 10:30 am – 6 pm GMT +2.



## Take the Online Training

To access courses, follow the instructions below:

- Go to [www.tappisafe.org](http://www.tappisafe.org)
- Click “Take the Online Training”
- Select European Facilities
- Enter the username and password
- Enter your first name, last name, and 6 digit identifier. Then click “Search”
- If new student - verify 6 digit number and enter first and last name and click “Create Student Record”
- Verify your record has been found by selecting “This is me, Continue” - if the record is not your select “Back” and reenter your ID
- Select course - only take the courses needed

NOTE: We do not charge the credit card until you have completed the course. If you are unable to complete the course for any reason, you will need to sign back in from the beginning, but you will be exactly where you left off. We hold bookmarks for up to 7 days.

Please contact TAPPISAFE Customer Service with any questions by using our on-line chat feature.

English speakers may call us at +1-225-389-6803.

Customer Service hours are Monday-Friday 10:30 am – 6 pm GMT +2.



## Proof of Training

- Click “Take the Online Training” and log in
- Click the “Training History” tab at the top of the screen- your completed courses will be listed
- Choose the email or printer icon, depending on your preference
- Choose which courses you want displayed on your proof of training
- Click Send Email or Print Selection- a scannable barcode is included on all proof of training

NOTE: If you entered in your own payment method, you can also print a receipt from this page by selecting the dollar sign (\$) icon next to the course. Each course is billed individually.

Please contact TAPPISAFE Customer Service with any questions by using our on-line chat feature. English speakers may call us at +1-225-389-6803. Customer Service hours are Monday-Friday 10:30 am – 6 pm GMT +2.



## TAPPISAFE Database Information

**CURRENTLY AVAILABLE IN ENGLISH ONLY.**

The TAPPISAFE Database allows you lookup training records, generate company reports, and print receipts. Click “Access the Database” and log in with your company administrator username and password.

### **TO LOOK UP INDIVIDUAL RECORDS:**

- Hover over “Reports”
- Click on “Training History” from the dropdown
- Select the class type
- Select Show active training only
- Enter student identifier or 6 digit number
- Click search

### **TO LOOK UP STUDENT BY LAST NAME:**

- Click “Advanced” (under the search button)
- A dropdown box will appear above the student identifier box—select last name
- Enter last name in the student identifier box
- Click search
- Choose name from box
- Click select

You can print proof of training, including barcode, for the student by selecting the email or printer icon from the top right. Then select the courses you would like to appear on the proof of training.

### **STEPS TO GENERATE AN ATTENDANCE REPORT:**

- Click on “Reports”
- Choose “Attendance Reports and Registrations”
- Check box for attend up to 10 courses and choose facility orientation needed
- Select the date range
- Click generate report
- To print or email the report click on email or printer icon and choose file type
- To print student’s record, click the student icon next to student’s name



## TAPPISAFE Database Information (cont.)

### STEPS TO GENERATE AN EXPIRATION REPORT:

- Click “Reports”
- Choose “Expiration Report”
- Select the date range – dates for month expiring should be future year
- Click generate report
- To print or email the report click on email or printer icon and choose file type

### STEPS TO GENERATE A RECEIPT REPORT:

- Click “Reports”
- Select “Receipt Report”
- Enter dates
- Click generate report
- Click printer icon
- To print or email the receipt click on email or printer icon and choose file type

Please contact TAPPISAFE Customer Service with any questions by using our on-line chat feature. English speakers may call us at +1-225-389-6803. Customer Service hours are Monday-Friday 10:30 am – 6 pm GMT +2.