



## TAPPISAFE Database Information

**TAPPISAFE CUSTOMER SERVICE: 844-930-4877**

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 9 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 at 844-930-4877. Customer Service hours are Monday through Friday, from 6:30 AM to 7:00 PM EST and Saturday 7:30 AM to 12:00 PM EST. If any issues are not resolved, please contact our administrative team at 770-209-7213 or [info@tappi.org](mailto:info@tappi.org).