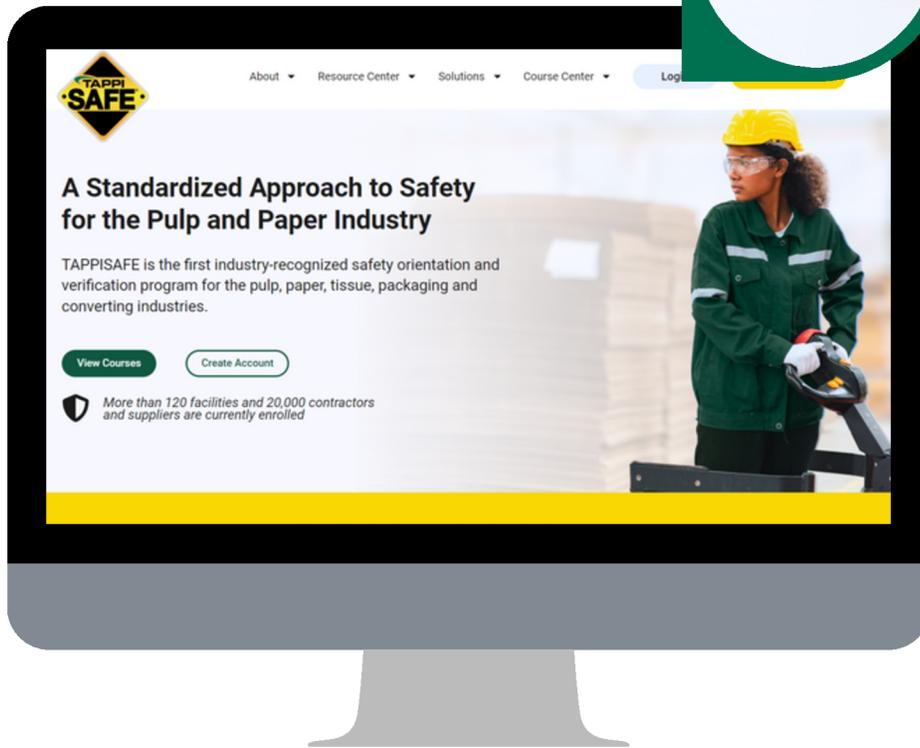


How To: Run Attendance Report



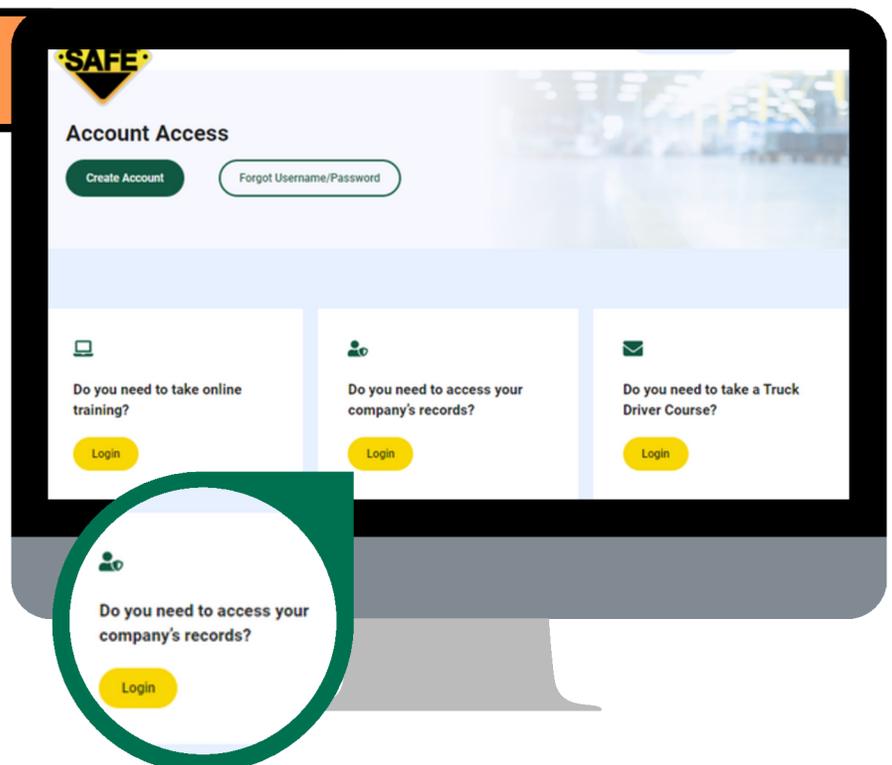
Go to the TAPPISAFE website www.tappisafe.org

STEP 1 Click on Login



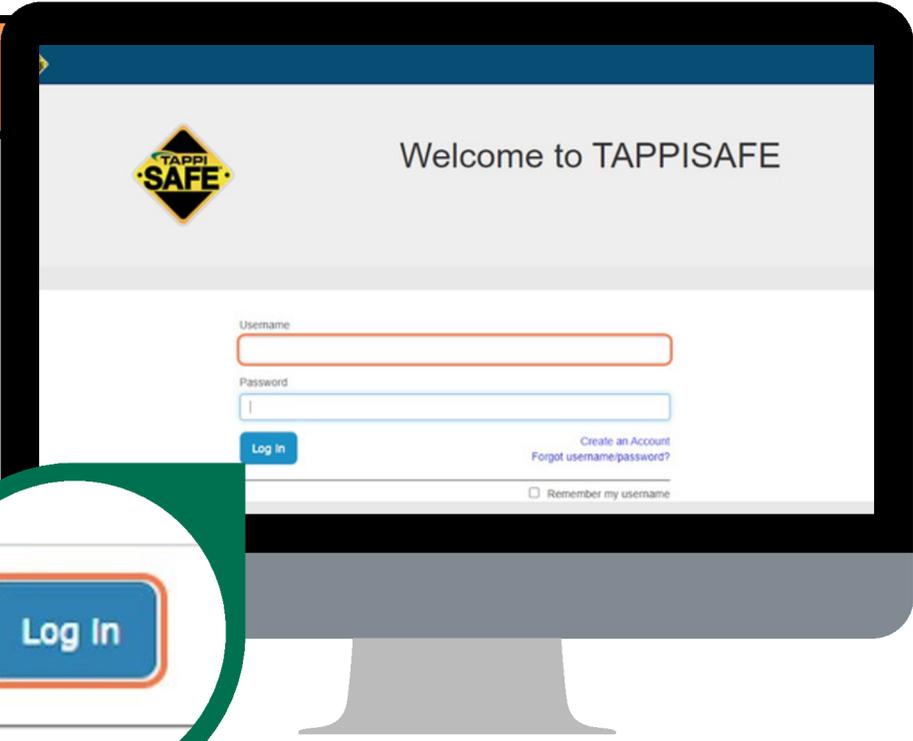
STEP 2 Click on Access Database

Are you a company admin?
Select the Login button to run reports and verify records



STEP 3
Click on Username

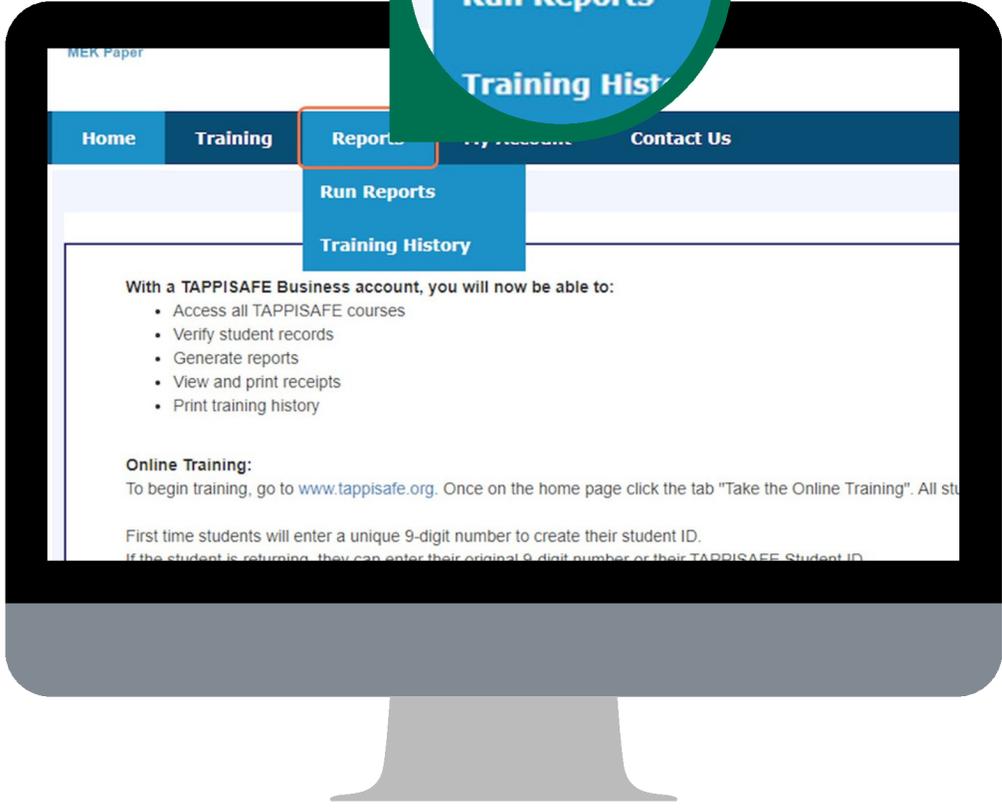
Enter login credentials



STEP 4
Click on Log in

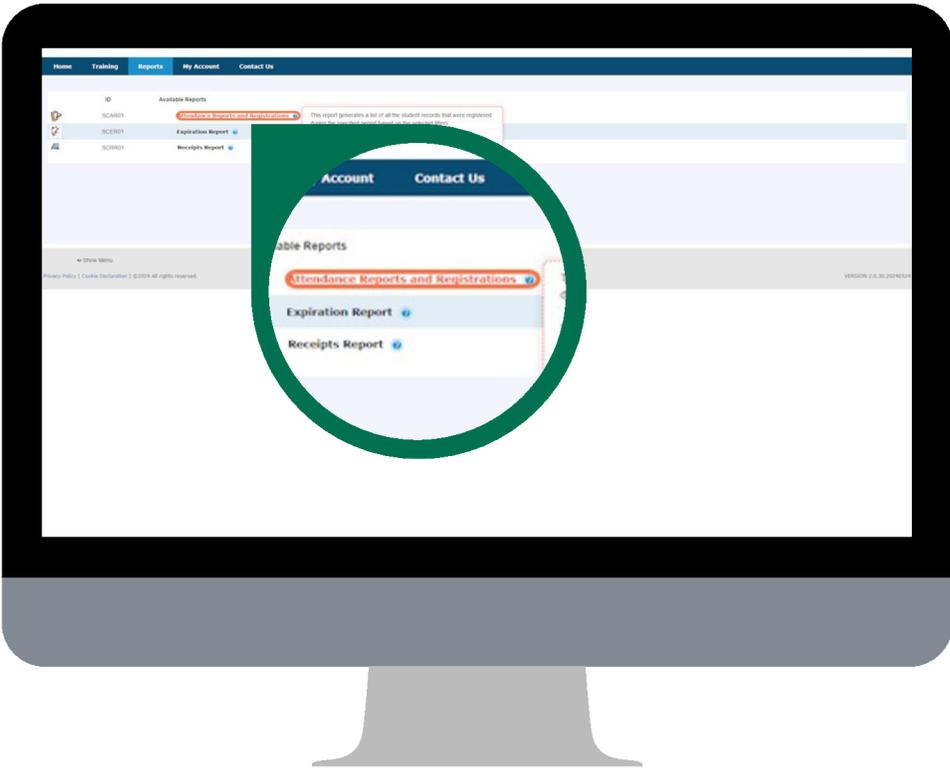


STEP 5
Click on Reports in the navigation bar



STEP 6
Click Attendance Reports and Registrations

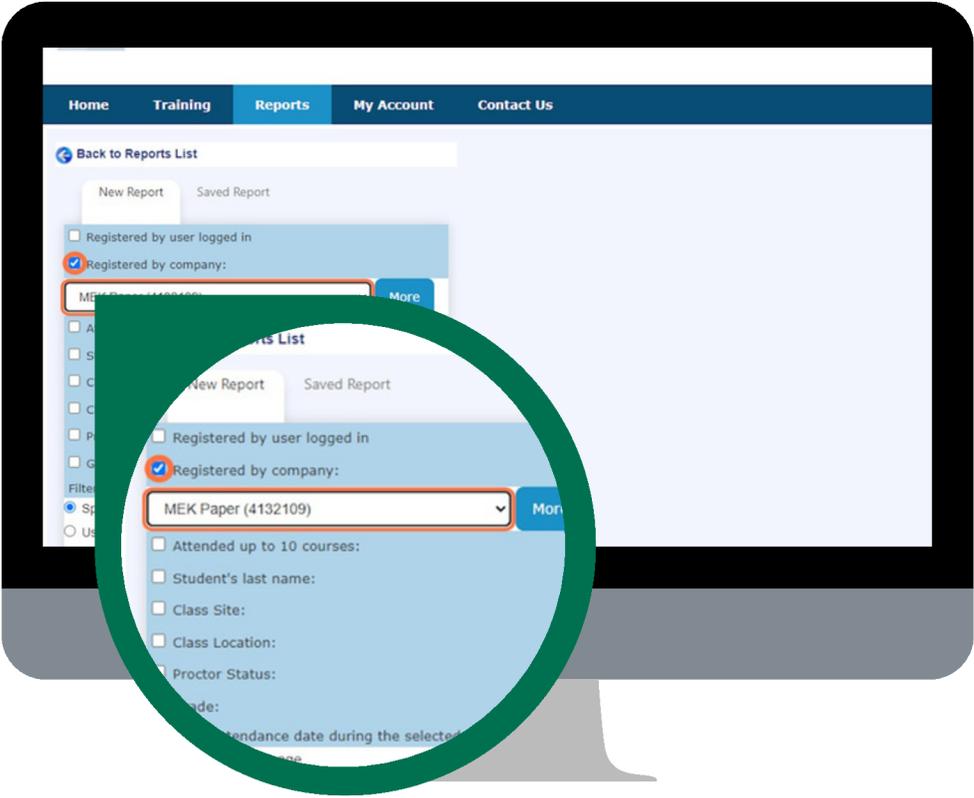
This report generates a list of all the student records that were registered during the specified period based on the selected filters

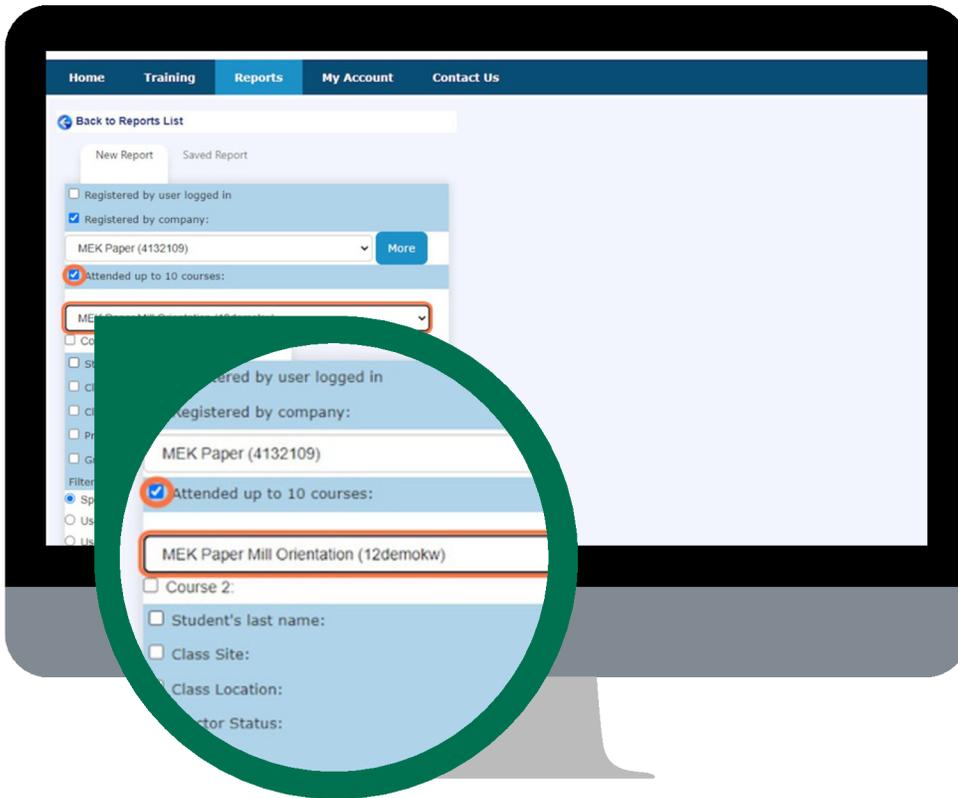


STEP 7
Set Report Parameters

Check Registered by company:

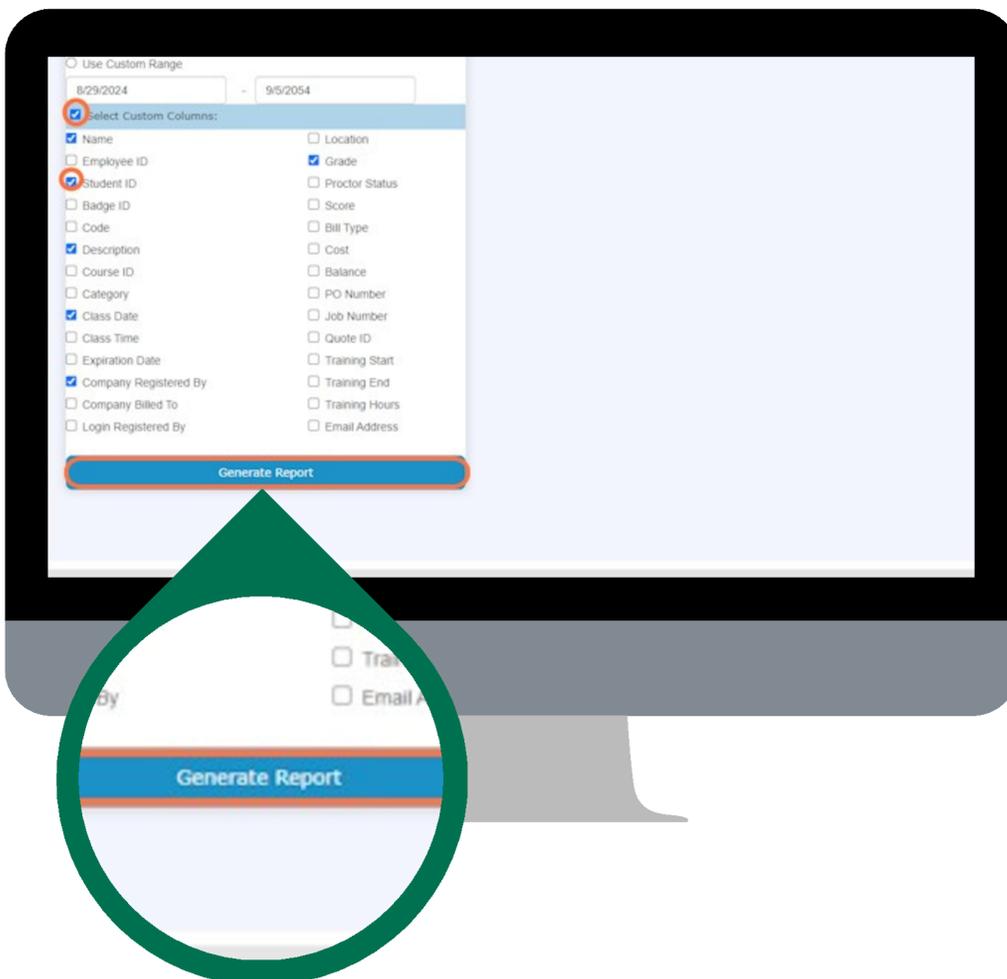
- Check this if you would like to look up attendance records based on a registered company, then select company name





Filter by up to 10 courses:

- **Check this if you would like to include multiple courses in your report. Select and Add as needed.**

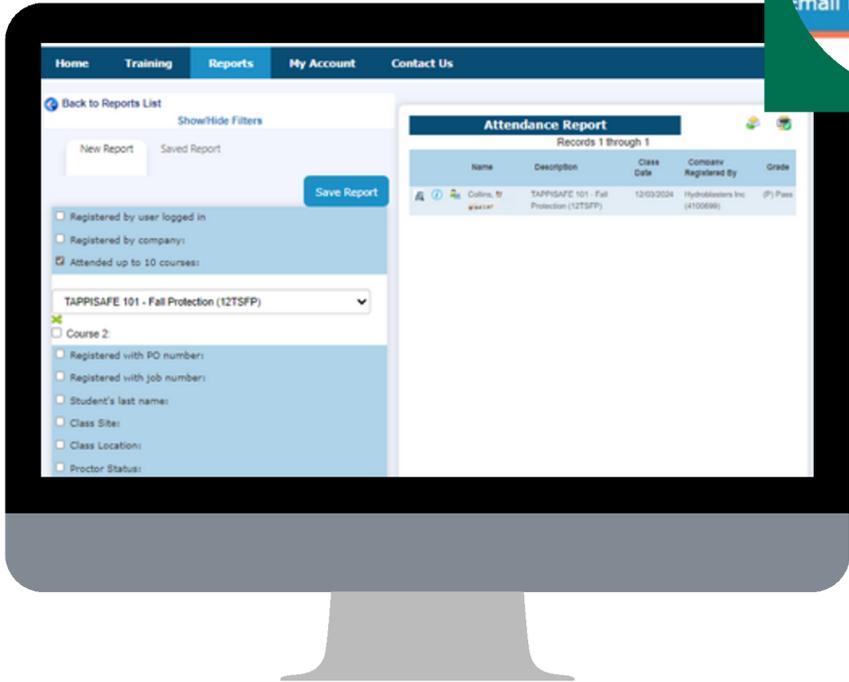


To customize the report before generating it:

- **Select Custom Columns.**
- **Check or uncheck desired information boxes.**
- **Click Generate Report.**

To generate without customization, simply click Generate Report.

STEP 13
Click the email icon

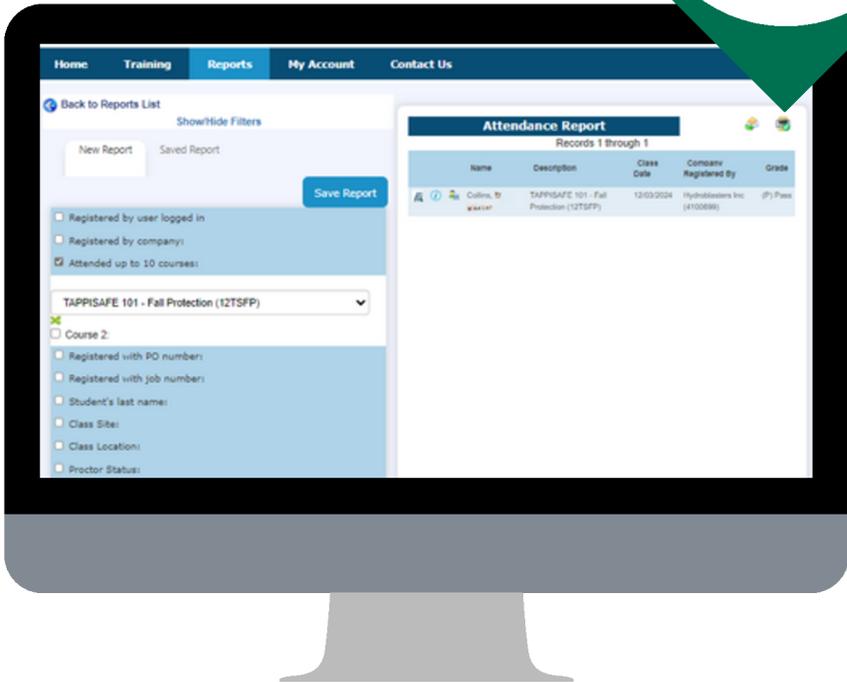


- Enter the email address you would like to send the report to
- Click the Email Attachment drop-down menu and select the file type to email
- Check Include Notes in Email and then type the notes to send
- Click Email Report when you are ready to send the report

STEP 14
Click on the Printer icon

Click the Printer icon if you would like to print the report:

- Click the Export Type drop-down menu and select the file format you would like to print the report in
- Click Export Report when you are ready to print the report



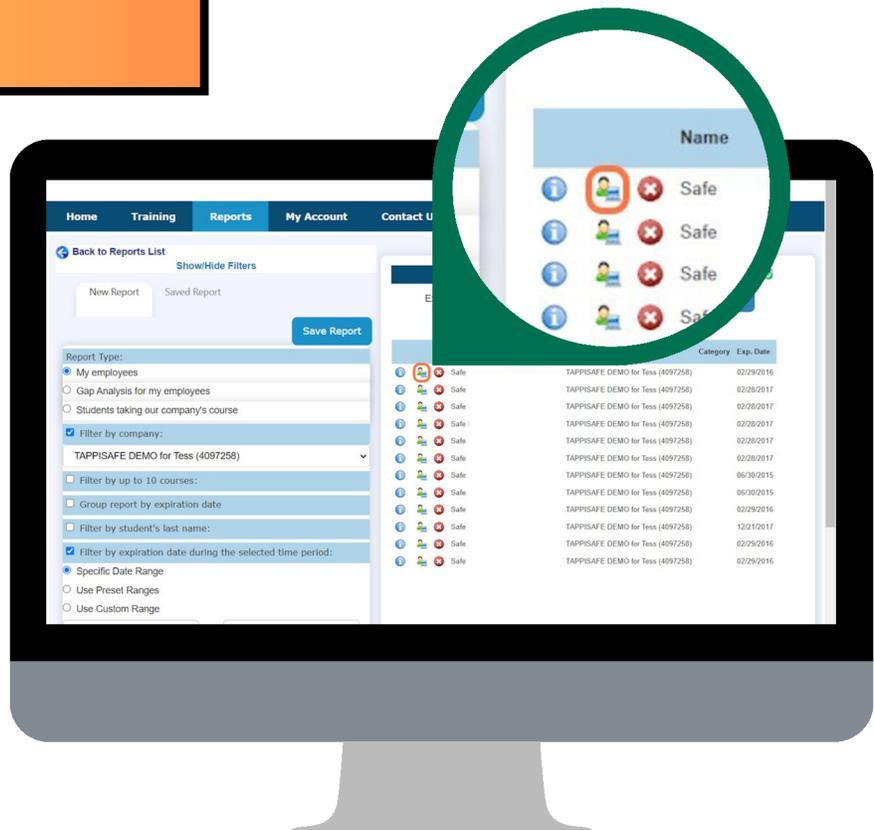
STEP 15
Click on the blue information icon



Click this button for a quick view of the student record

STEP 16
Click on the second icon next to the blue information icon

Click on Click here to see student's class history

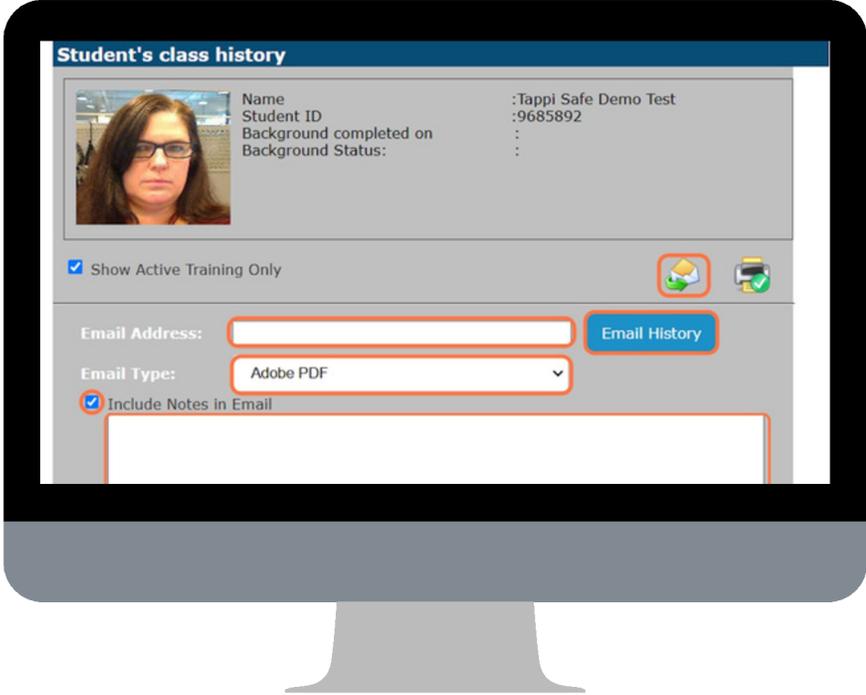


STEP 17
Click the email icon

To email a student's record, follow these steps:

- Click the email icon.
- Enter the recipient's email address.
- Select the desired file format from the Email Type drop-down menu.
- Check the Include Notes in Email box if you want to add notes.
- Choose to send the entire class history or specific records by checking the Description box.

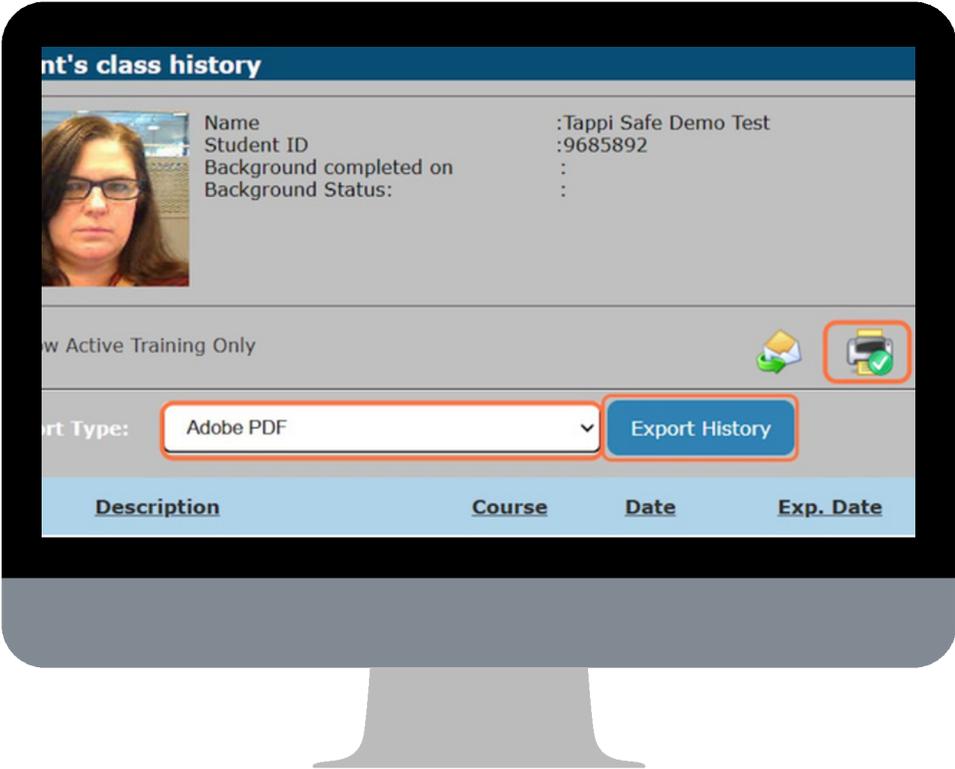
When ready, click Email History to send.



STEP 17
Click on the Printer icon

To print a student's class history records, follow these steps:

- Click the Printer icon.
- Choose a file format from the Export Type drop-down menu.
- Optionally, check the box next to Description to include it.
- Select to print all class history or specific records.



Finally, click Export History to proceed with printing.