How To: Run Expiration Report
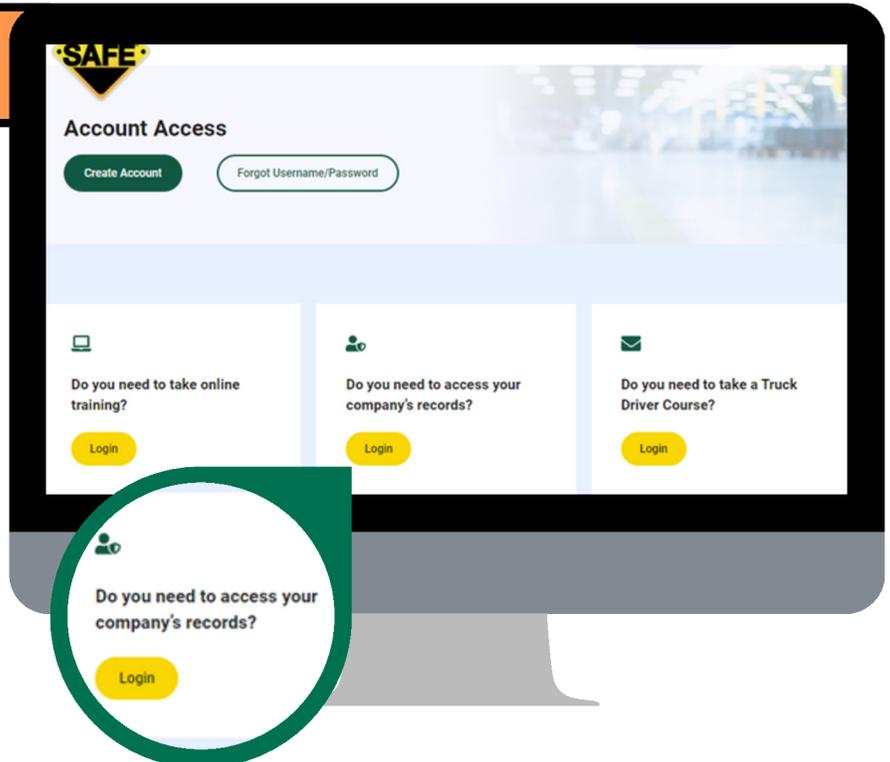
Go to the TAPPISAFE website www.tappisafe.org

STEP 1
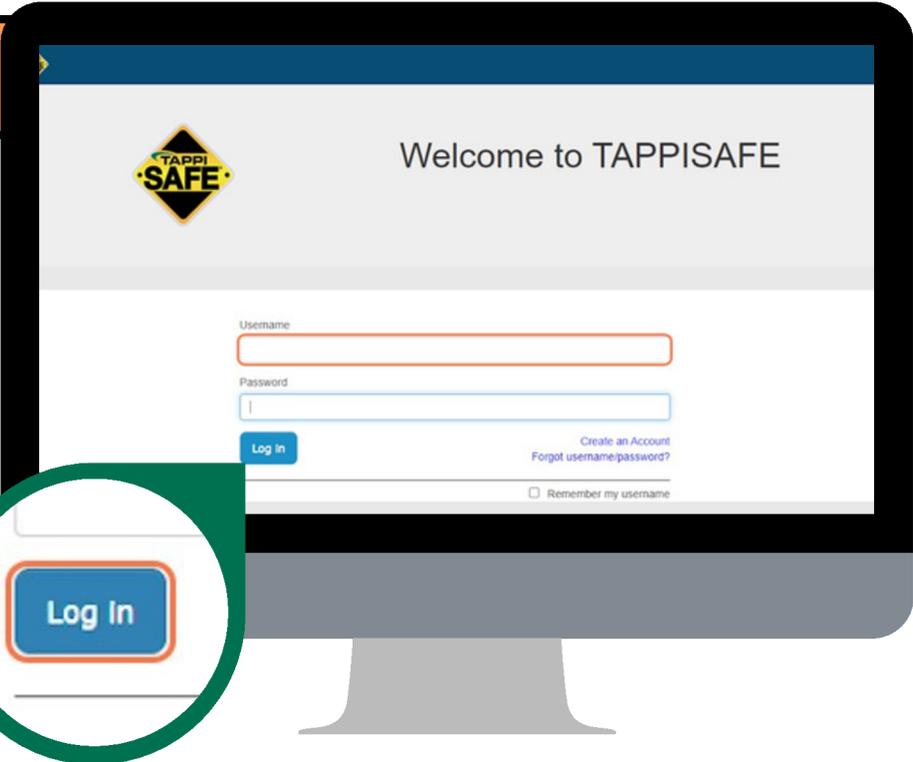## Click on Login

Login

TAPPI SAFE

About ▾   Resource Center ▾   Solutions ▾   Course Center ▾   Login

A Standardized Approach to Safety for the Pulp and Paper Industry

TAPPISAFE is the first industry-recognized safety orientation and verification program for the pulp, paper, tissue, packaging and converting industries.

View Courses   Create Account

More than 120 facilities and 20,000 contractors and suppliers are currently enrolled

STEP 2
Click on Access Database

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

SAFE

Account Access

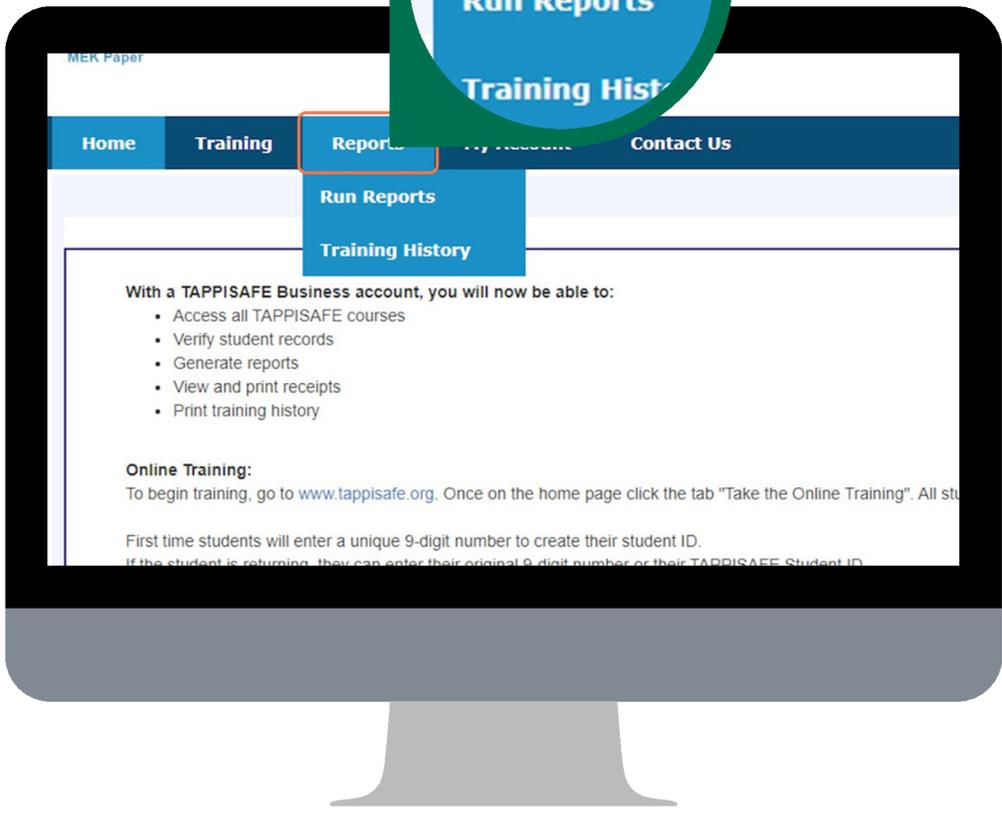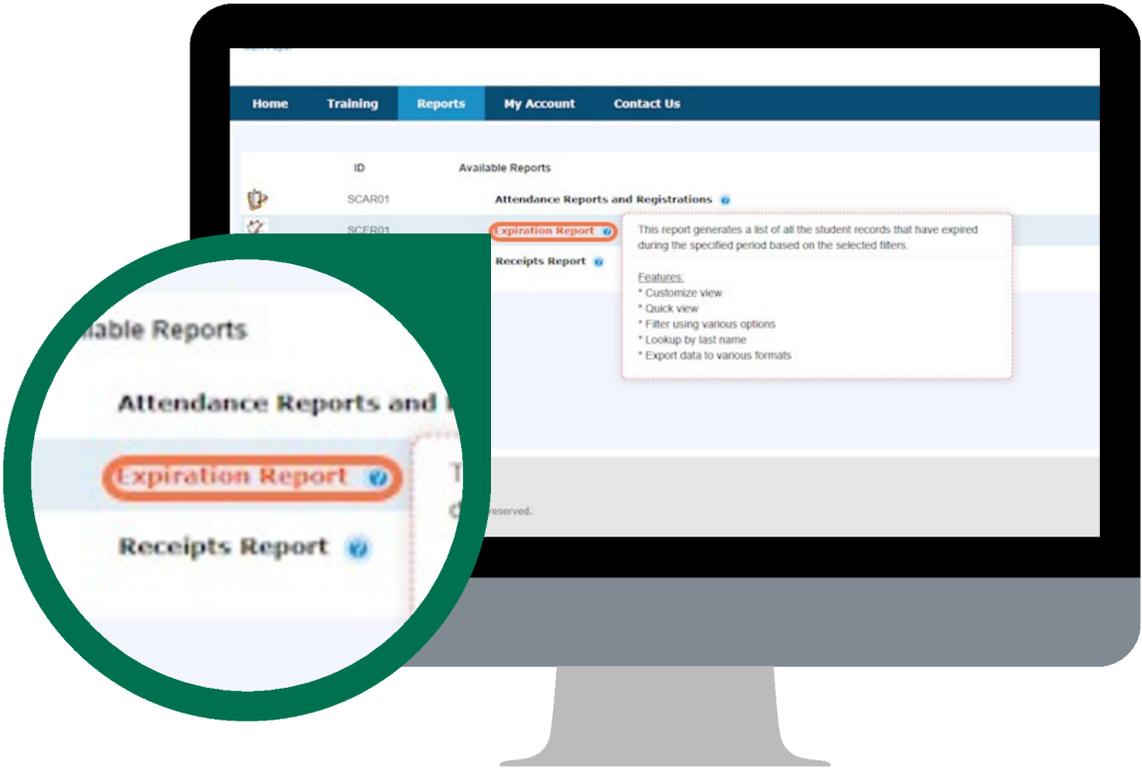Create Account   Forgot Username/Password

Do you need to take online training?
Login

Do you need to access your company's records?
Login

Do you need to take a Truck Driver Course?
Login

Do you need to access your company's records?
Login

Enter login credentials

Welcome to TAPPISAFE

Username

Password

Log In

Create an Account
Forgot username/password?

☐ Remember my username

Log In

Reports

Run Reports

Training Hist

MEK Paper

| Home | Training | Reports | My Account | Contact Us |

Run Reports

Training History

With a **TAPPISAFE** Business account, you will now be able to:
- Access all TAPPISAFE courses
- Verify student records
- Generate reports
- View and print receipts
- Print training history

Online Training:
To begin training, go to www.tappisafe.org. Once on the home page click the tab "Take the Online Training". All stu

First time students will enter a unique 9-digit number to create their student ID.
If the student is returning, they can enter their original 9-digit number or their TAPPISAFE Student ID.
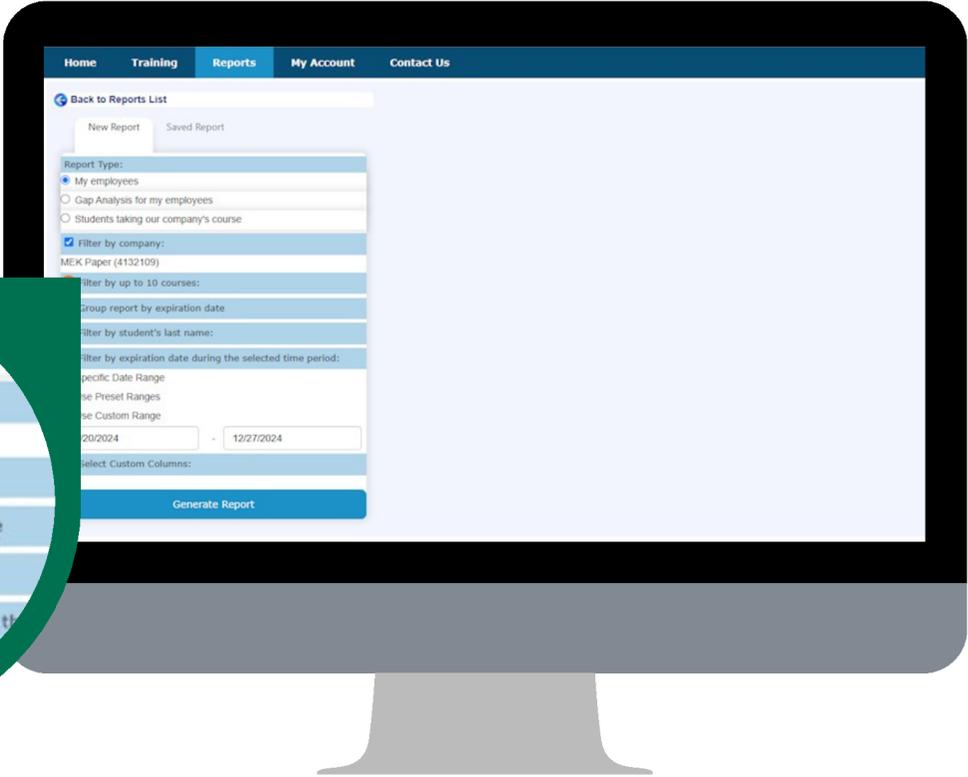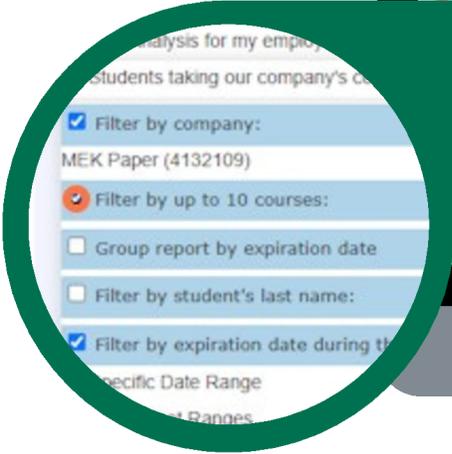
STEP 7
Select Report Type
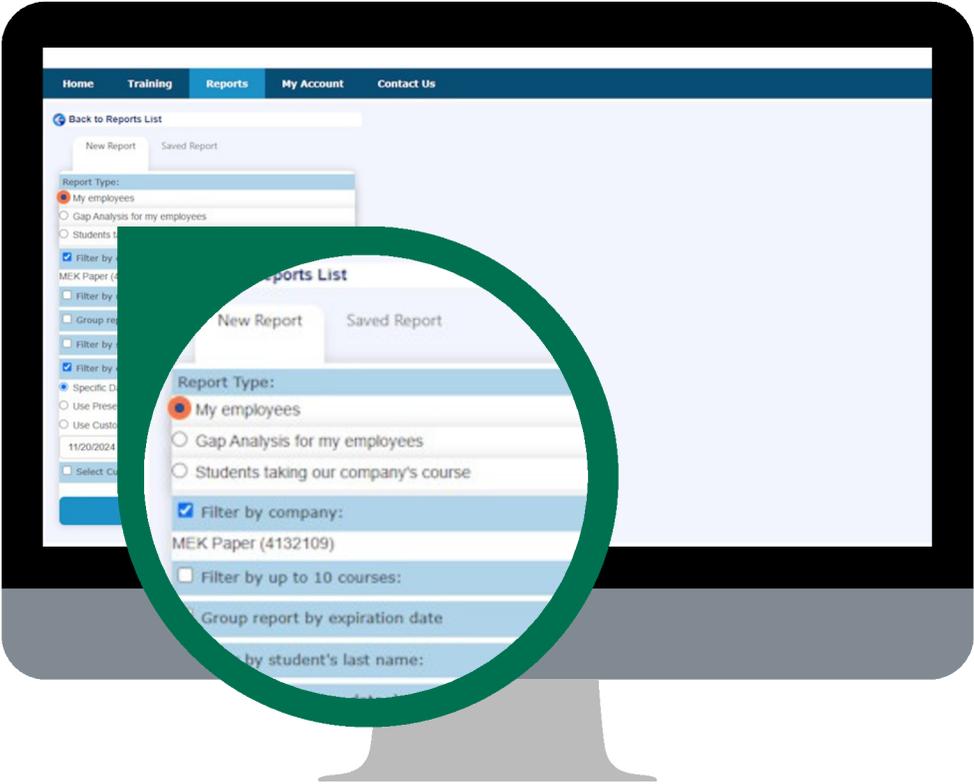
Click from the following report type options:

- **My employees: For Internal Employee Orientations**
- **Students taking our company's course: External Student Training (Site-Specific Orientations)**
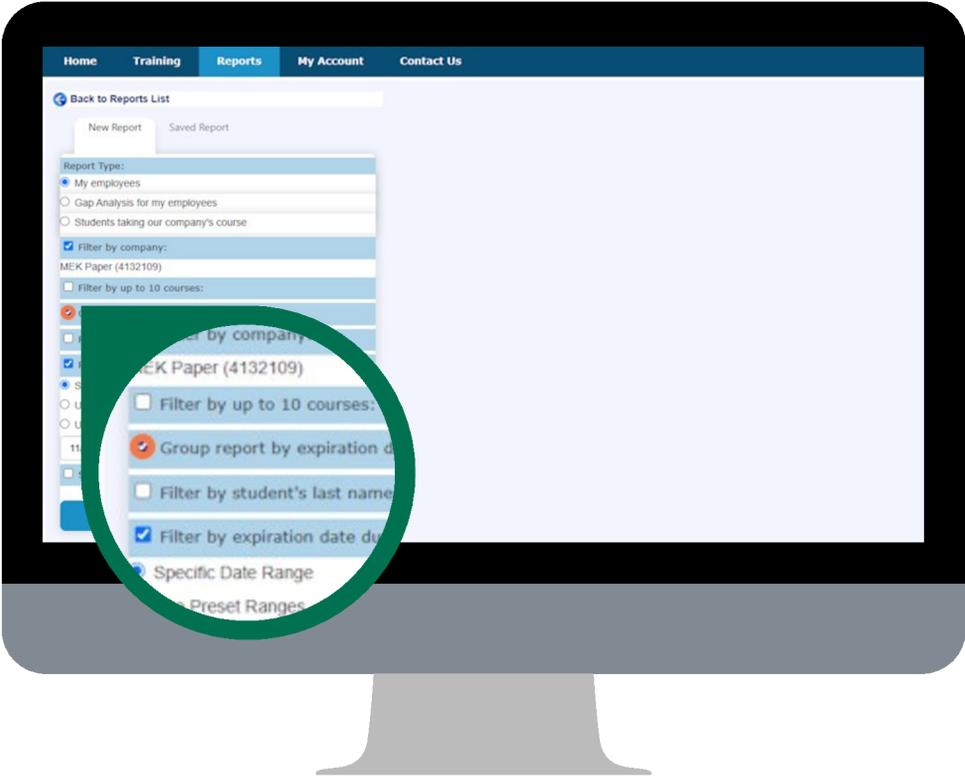
Check this if you would like to include multiple courses in your report

Check this if you would like to group the report by expiration date

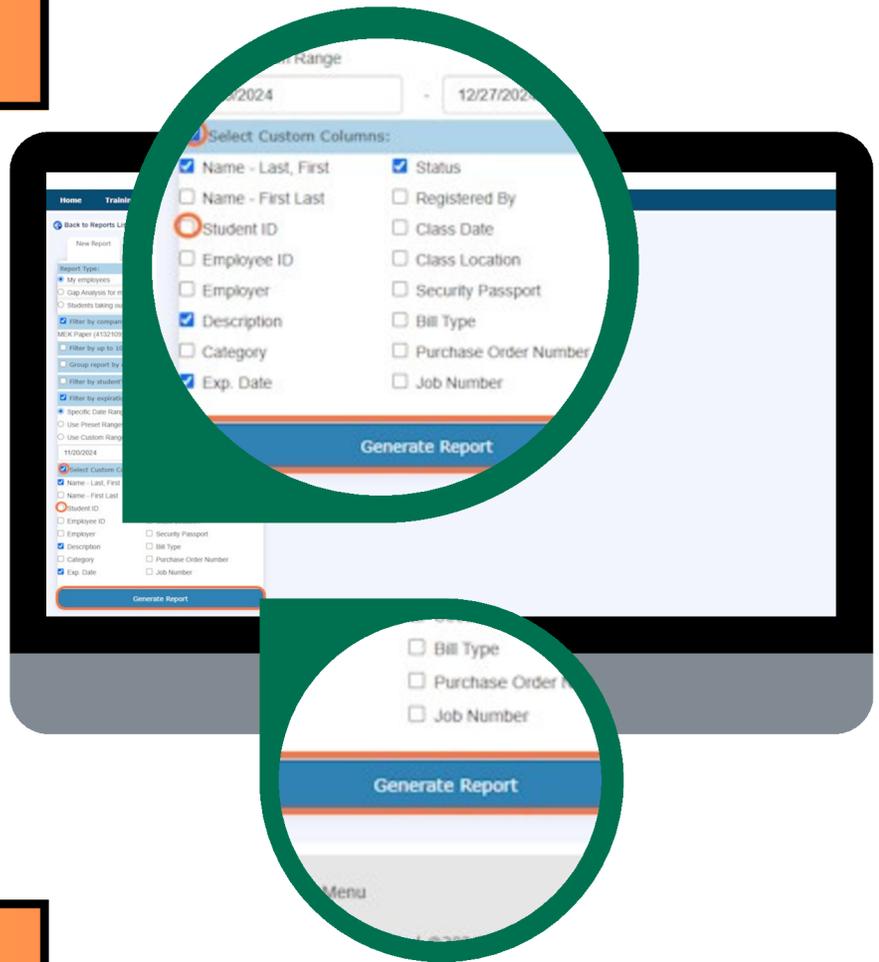Select this if you would like to filter the report by the first letter of the student's last name
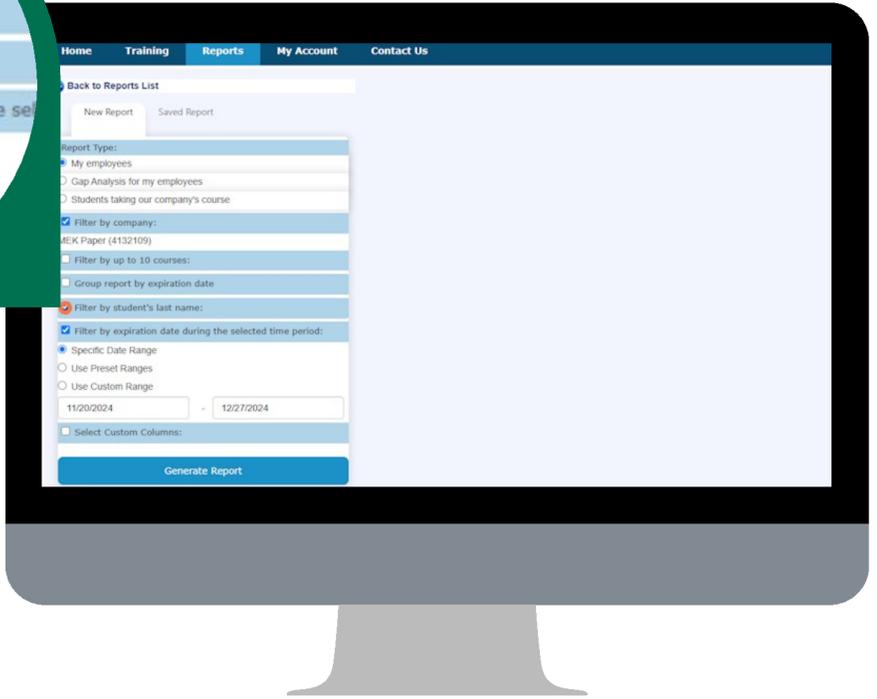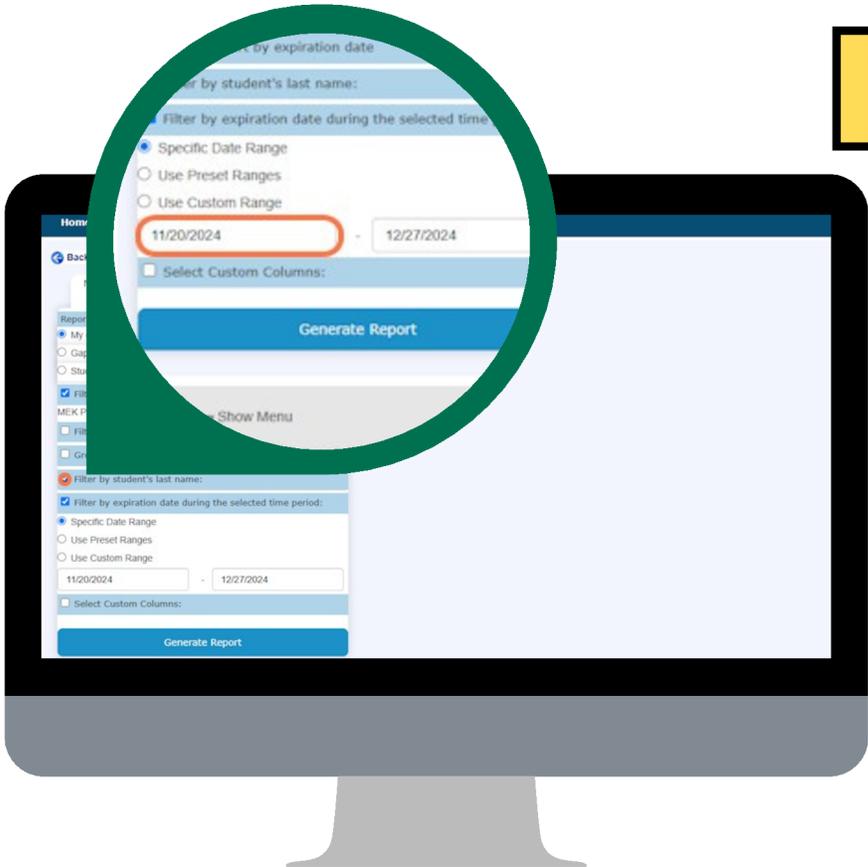
Choose the Start Date and End Date for your date range. You can further customize your selection by exploring the additional options available.

If you would like to customize the report before generating the report:

- **Check Select Custom Columns**
- **Check or Uncheck boxes of the information you would like in your report**
- **Click Generate Report**

If you would not like to customize the report, Click Generate Report

- **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**

To print the report:

- **Click the Printer icon.**
- **Select a file format from the Export Type drop-down menu.**
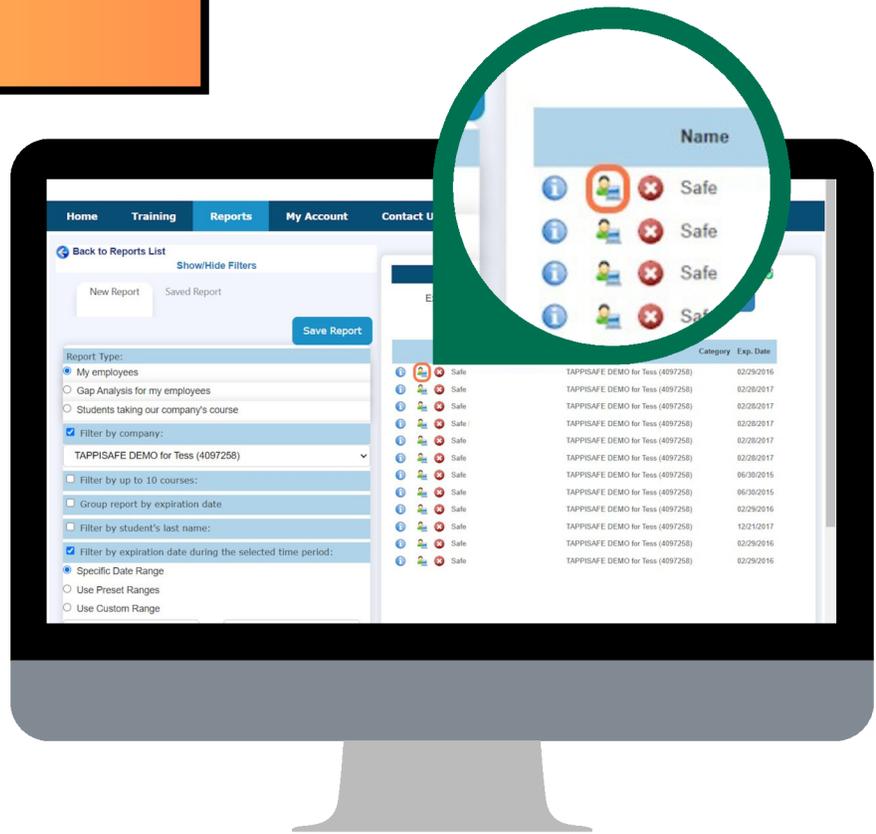- **Click Export Report to finalize printing.**
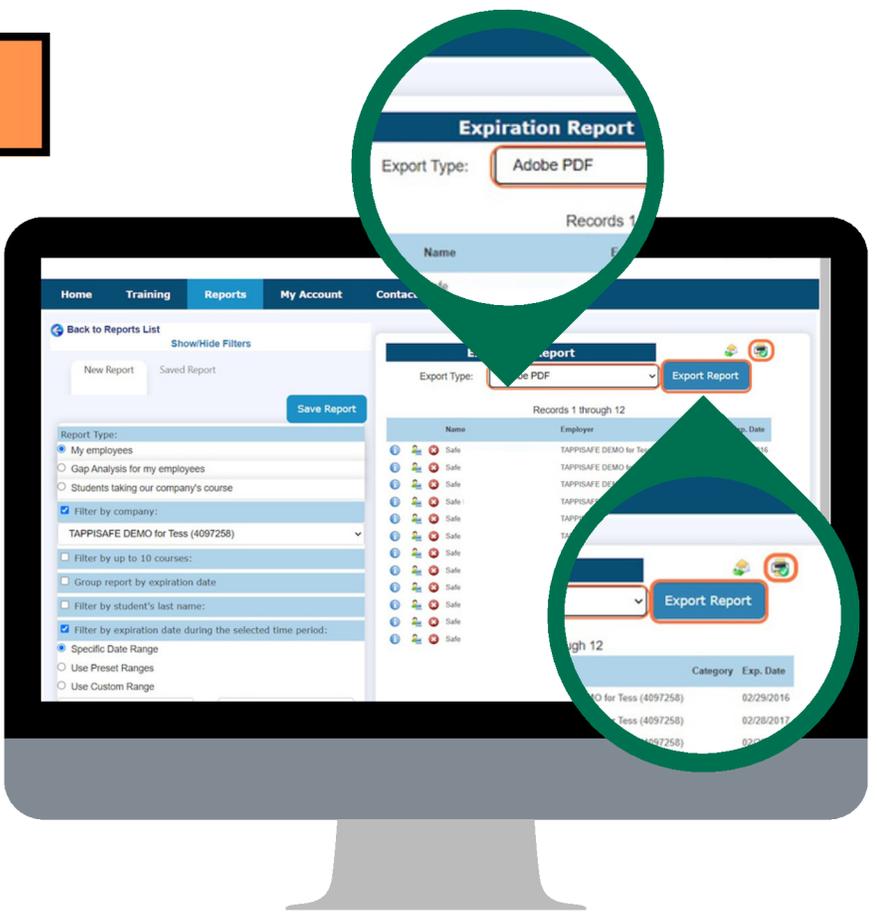
Click this button for a quick view of the student record

Click on Click here to see student's class history
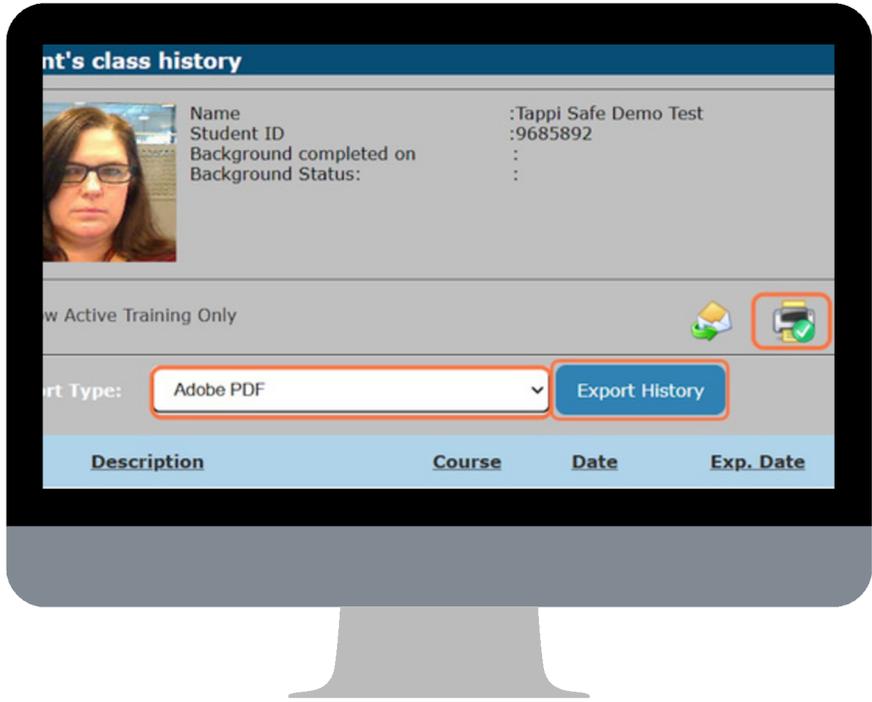
To email a student's record, follow these steps:
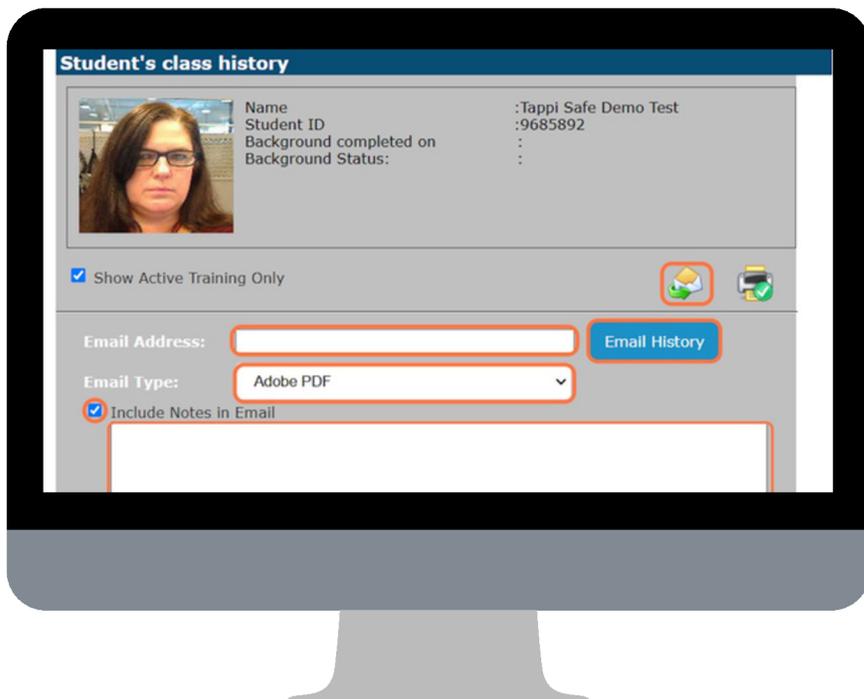
- **Click the email icon.**
- **Enter the recipient's email address.**
- **Select the desired file format from the Email Type drop-down menu.**
- **Check "Include Notes in Email" if you want to add notes.**
- **Choose to send the entire class history or specific records by checking the appropriate boxes.**
- **Finally, click "Email History" to send.**

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.**
- **Check the Description box if desired.**
- **Select to print all class history or specific records.**
- **Finally, click Export History to proceed.**