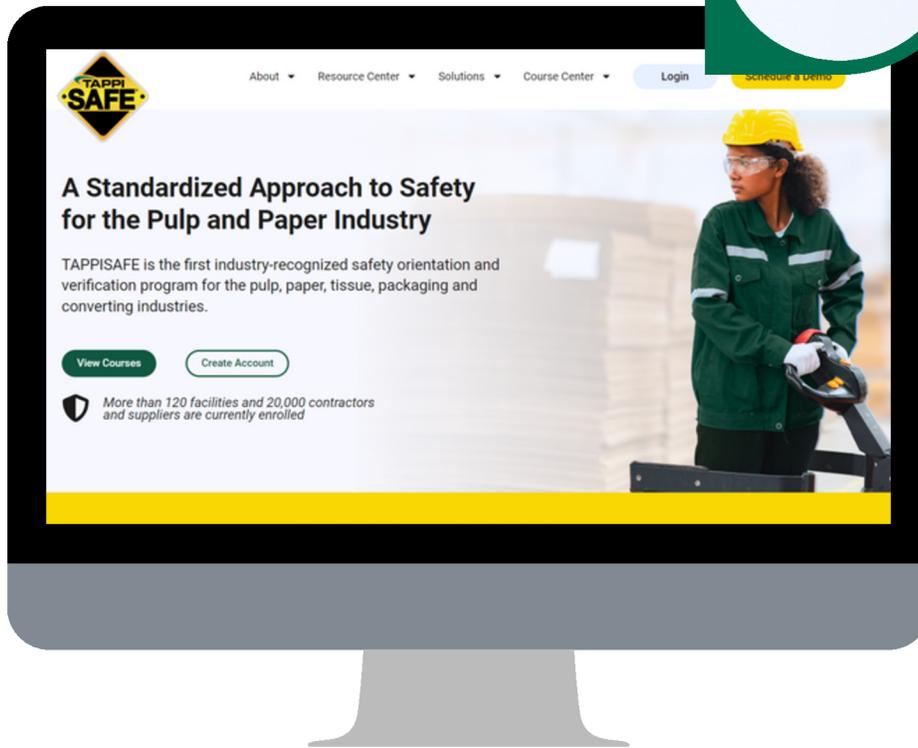


How To: Run Receipt Report



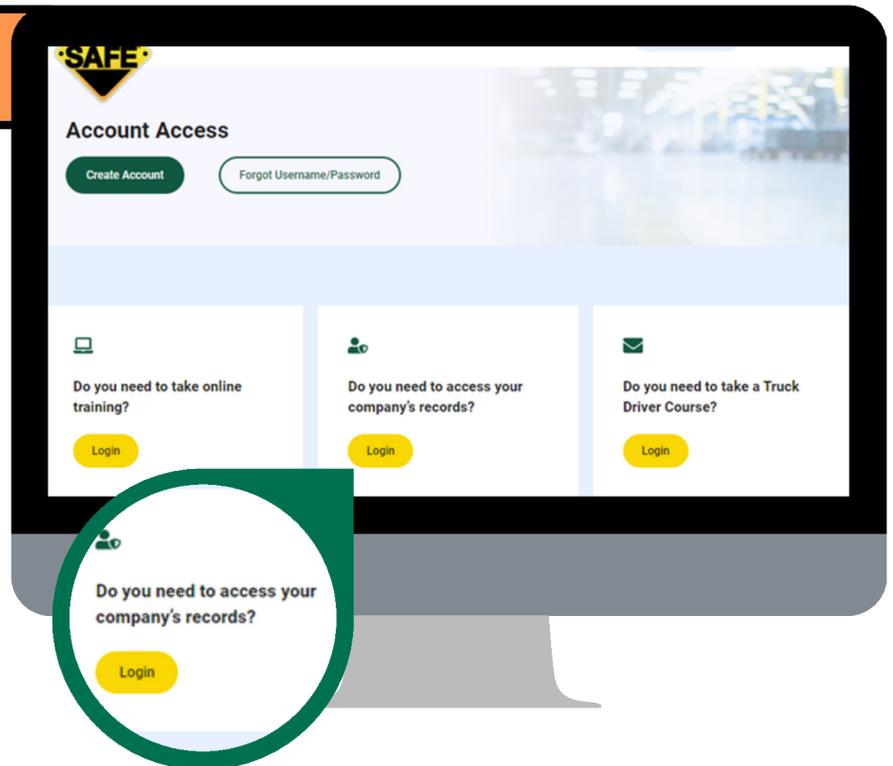
Go to the TAPPISAFE website www.tappisafe.org

STEP 1 Click on Login



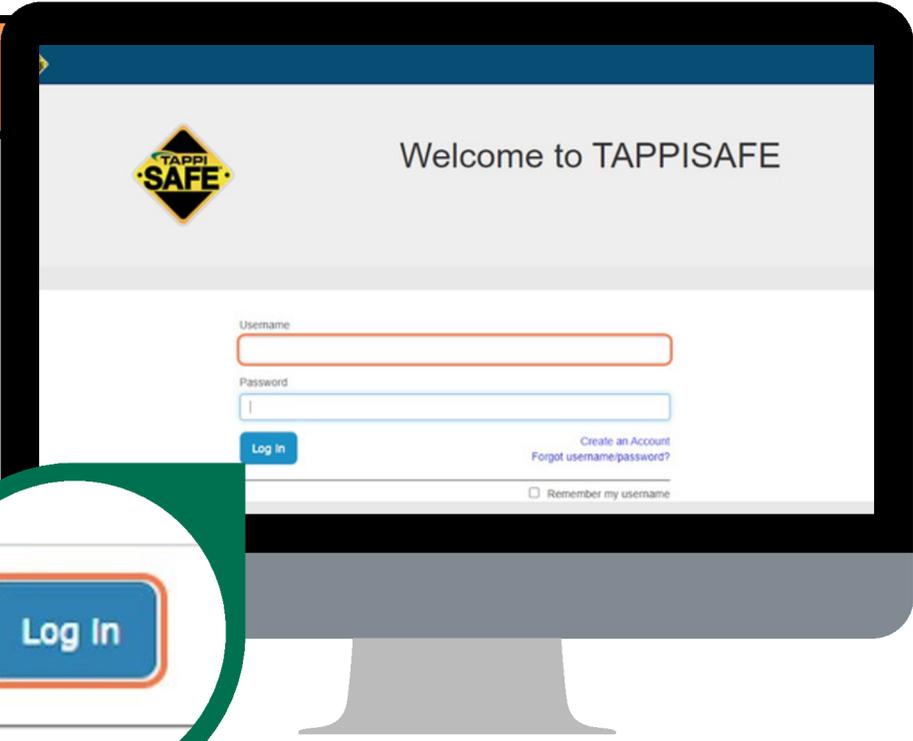
STEP 2 Click on Access Database

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



STEP 3
Click on Username

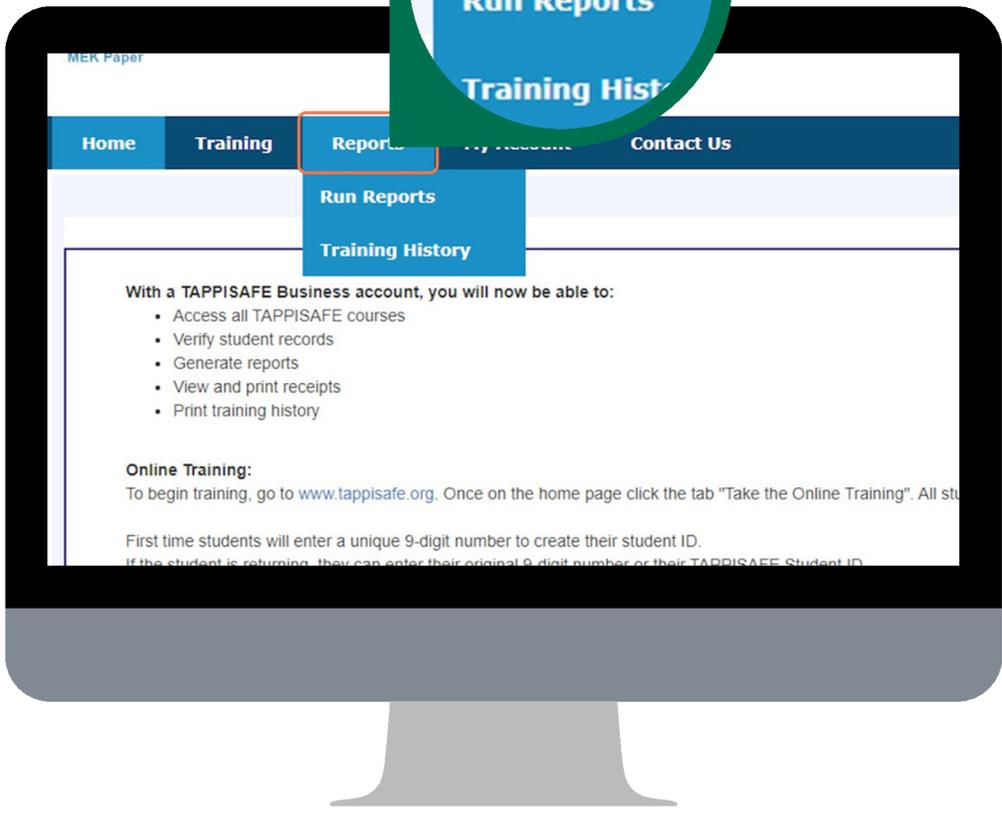
Enter login credentials



STEP 4
Click on Log in

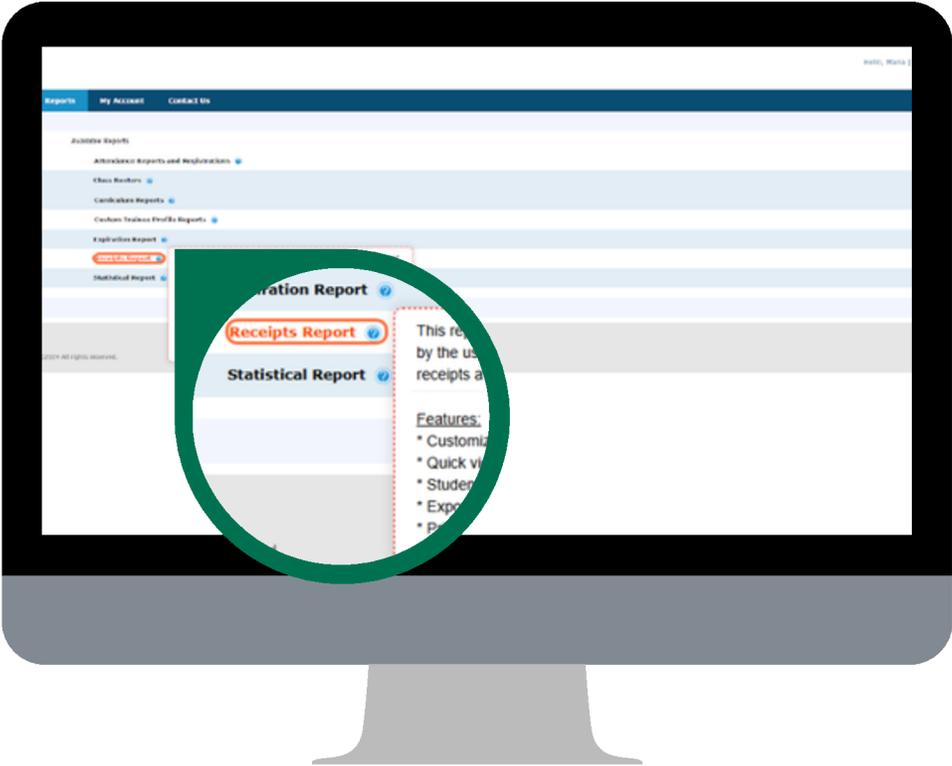


STEP 5
Click on Reports in the navigation bar

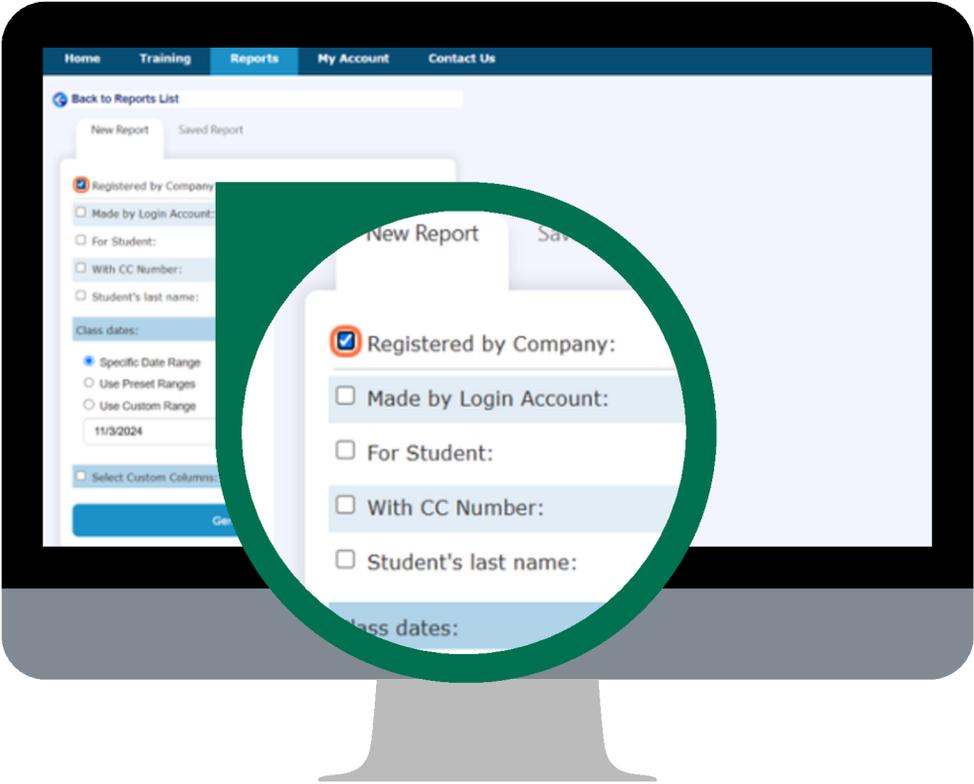


STEP 6 Click Receipts Report

This report generates a list of all the student records that were registered by the user who is currently logged in during the specified period with receipts available.



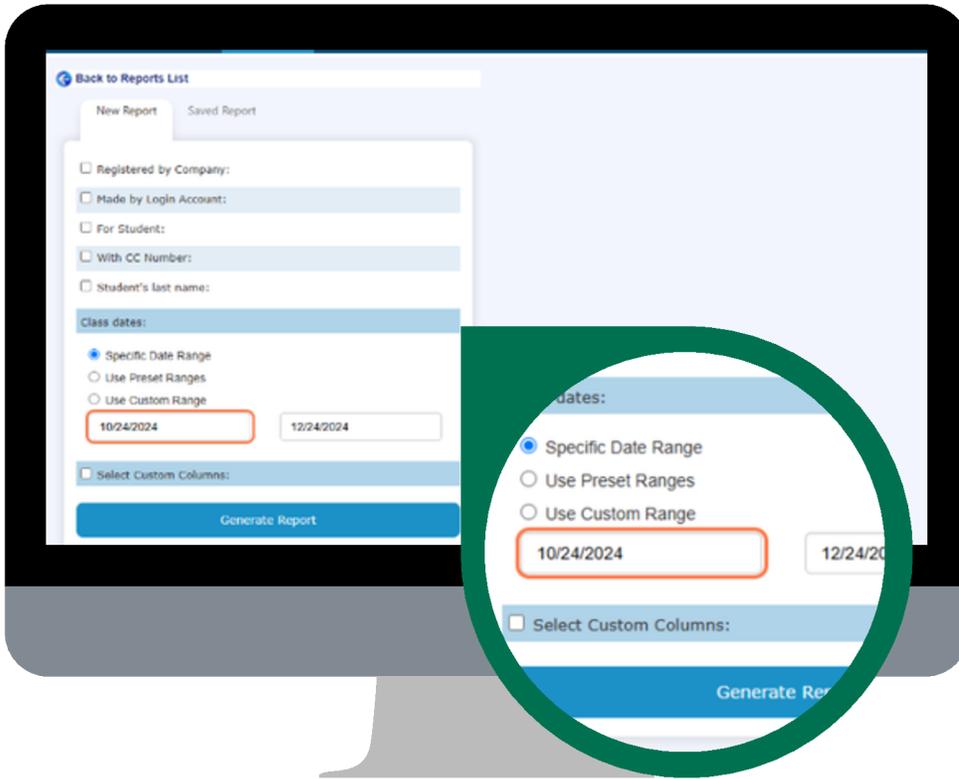
STEP 7 Set Report Parameters



Check Registered by company:

- Check this if you would like to look up receipt records based on a registered company, then select company name
- You can further customize your report by selecting the other boxes

STEP 8
Enter the date range for your report



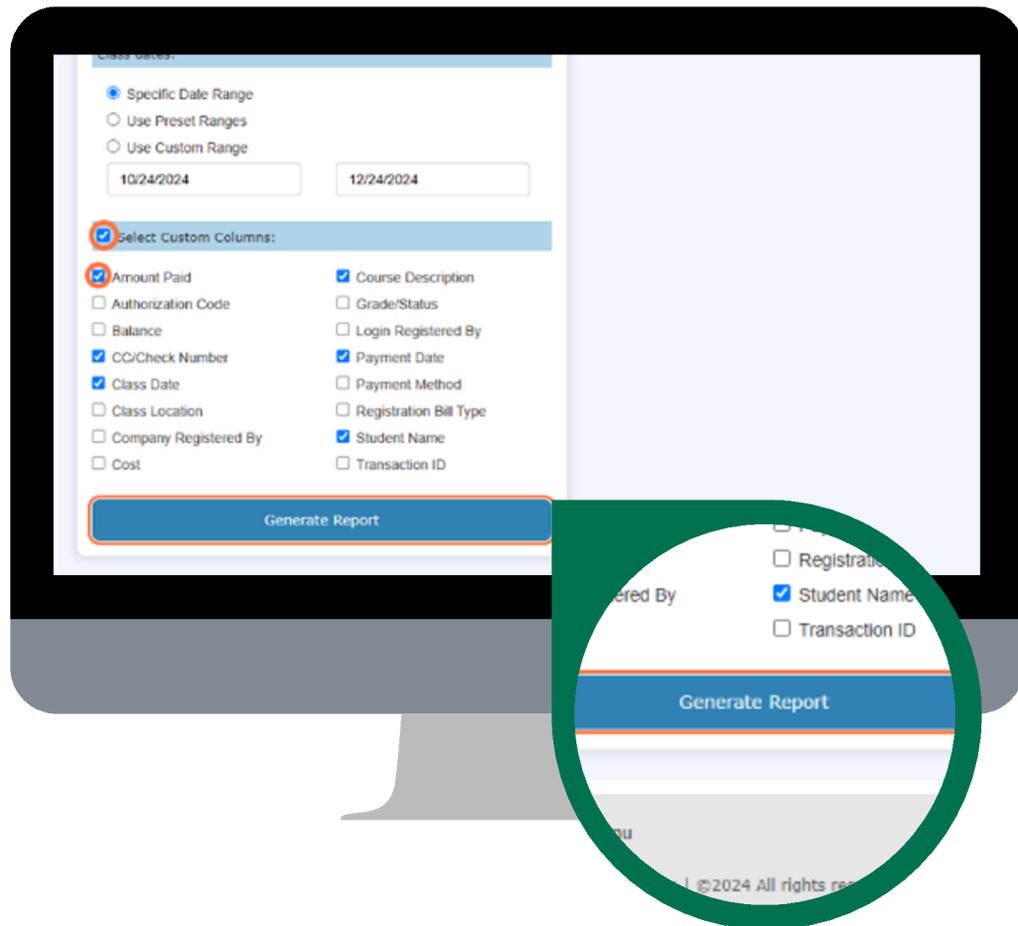
- **Select the Starting and Ending Date**
- **You are able to customize this further by selecting the other options**

STEP 9
Customize and Generate Report

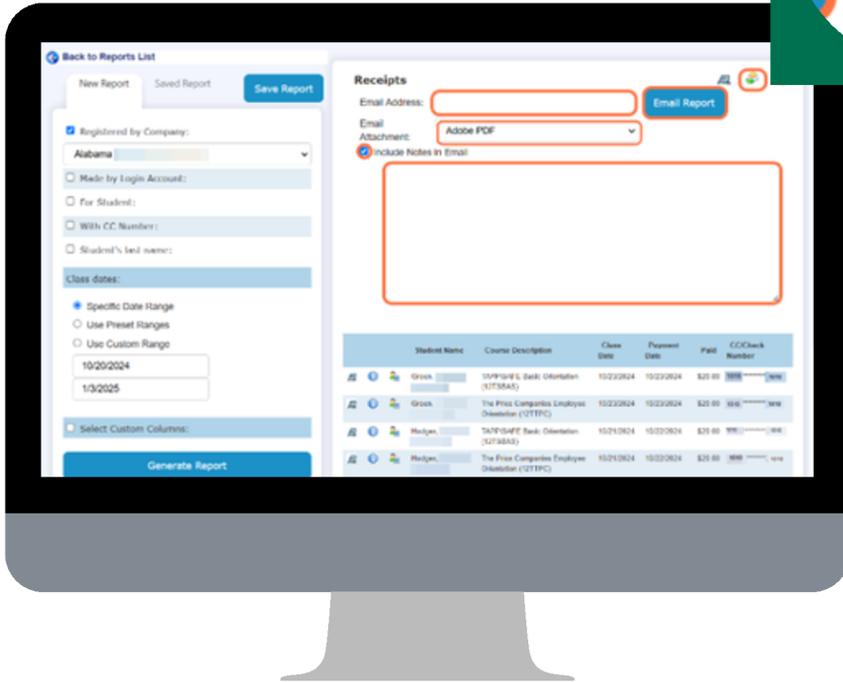
To customize the report before generating it:

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

To generate without customization, simply click **Generate Report**.

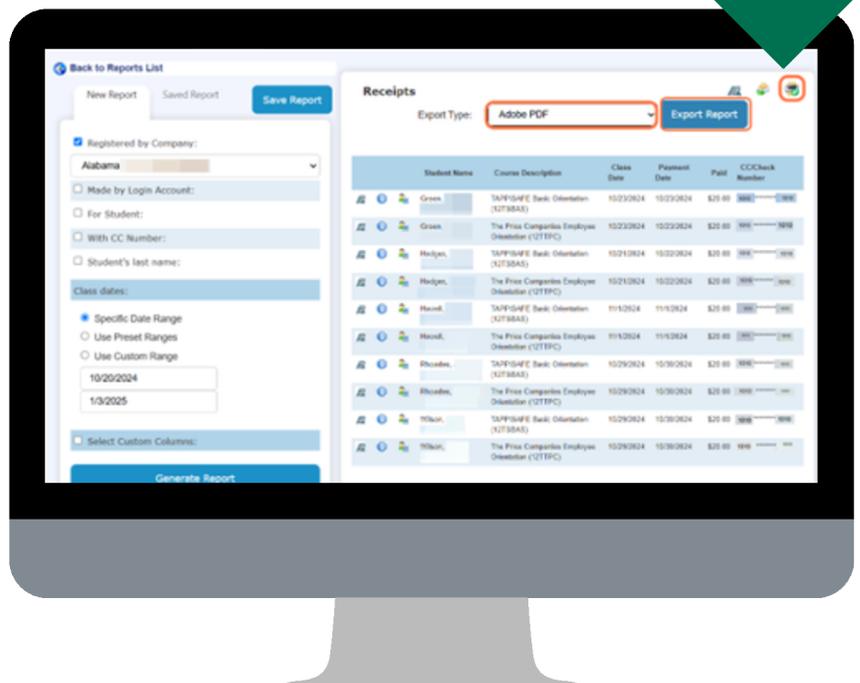


STEP 10 Click the email icon



- 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

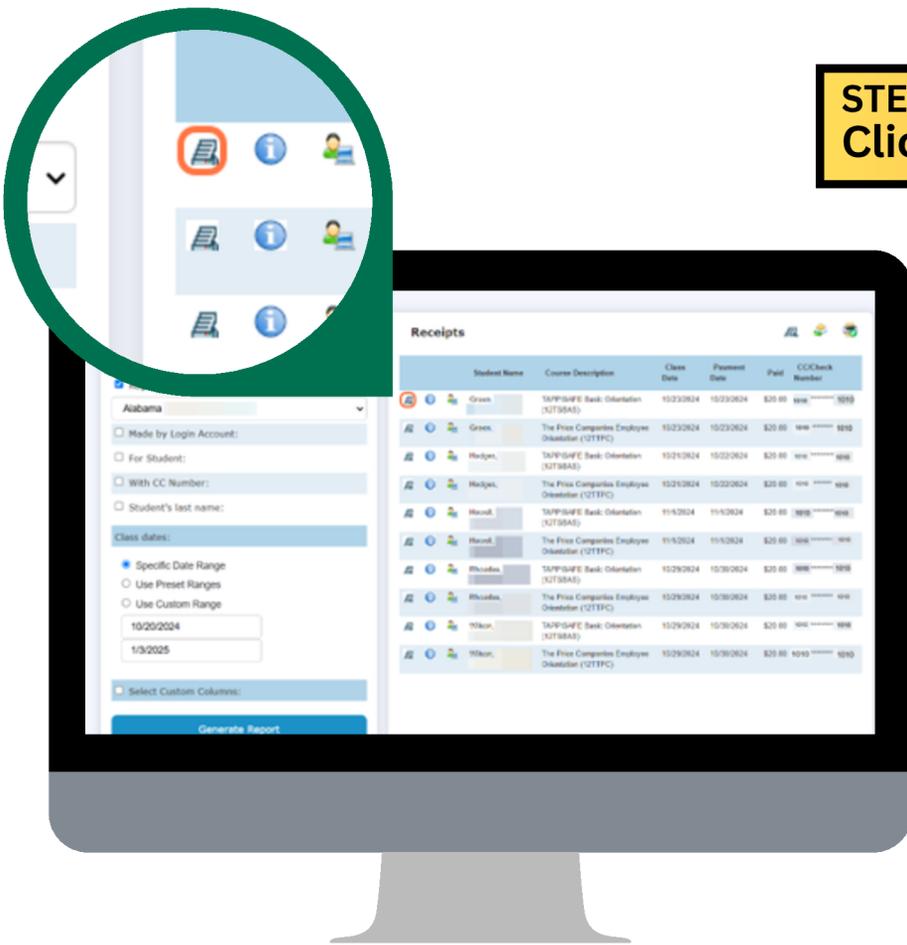
STEP 11 Click on the Printer icon



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 12
Click on the paper icon



Click here to see the student's receipt for the class completed

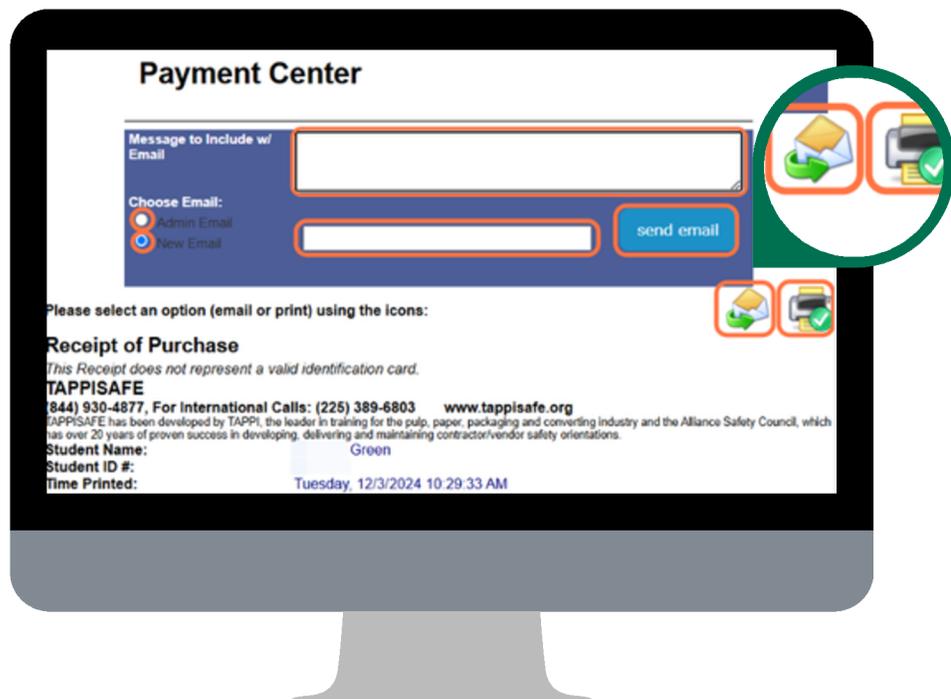
STEP 13
Click the printer icon to print the receipt

Click the printer icon to print the receipt

OR

Click the email icon to email the receipt

- Enter the notes to include in email
- Choose Email : Either the Admin Email of the account or enter a new email
- Click send email



STEP 14
Click on the blue information icon



**Click this button for
a quick view of the
student record**

STEP 15
Click on the second icon next to the blue
information icon

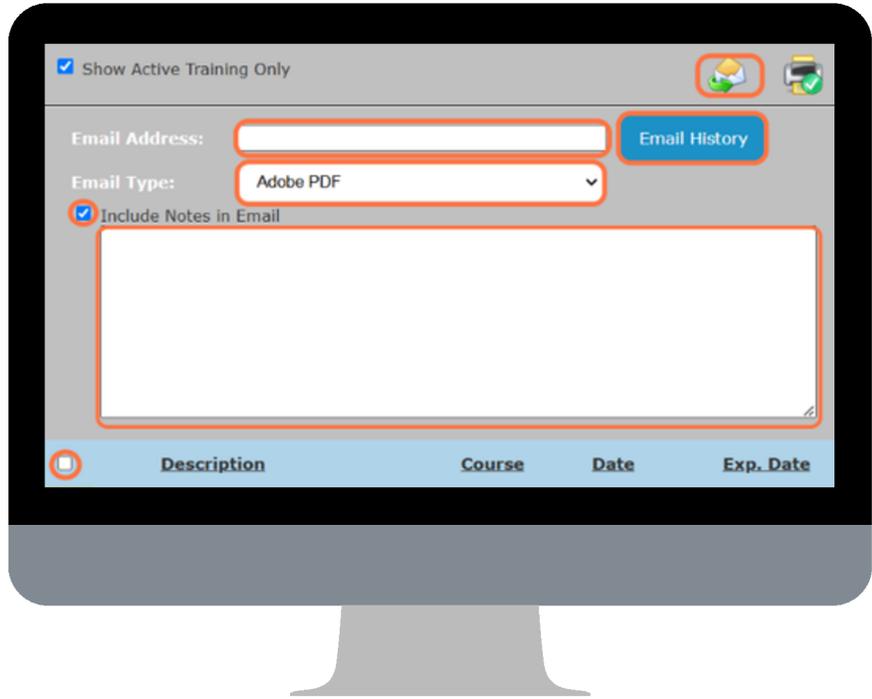
**Click on Click here
to see student's
class history**



STEP 16
Click the email icon

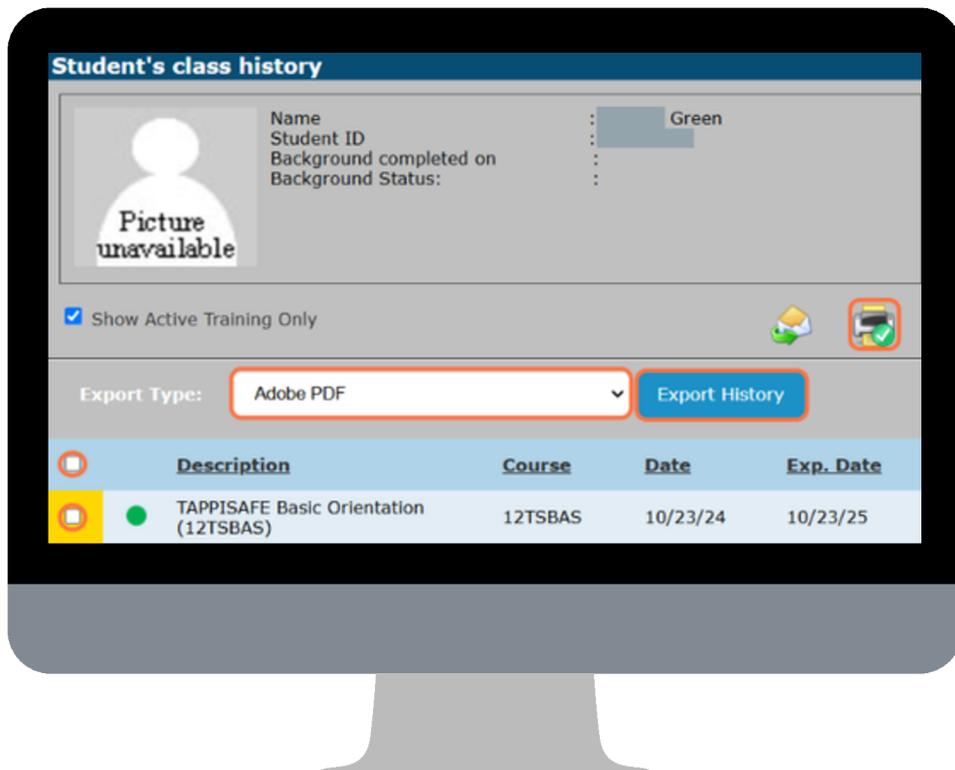
To email a student's record, follow these steps:

- 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.
- Check the box next to Description if you want to send all this student's class history or select each class record you would like to send



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.