



## TAPPISAFE Database Information

TAPPISAFE CUSTOMER SERVICE: 844-930-4877

The TAPPISAFE Database allows you to 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

### 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

