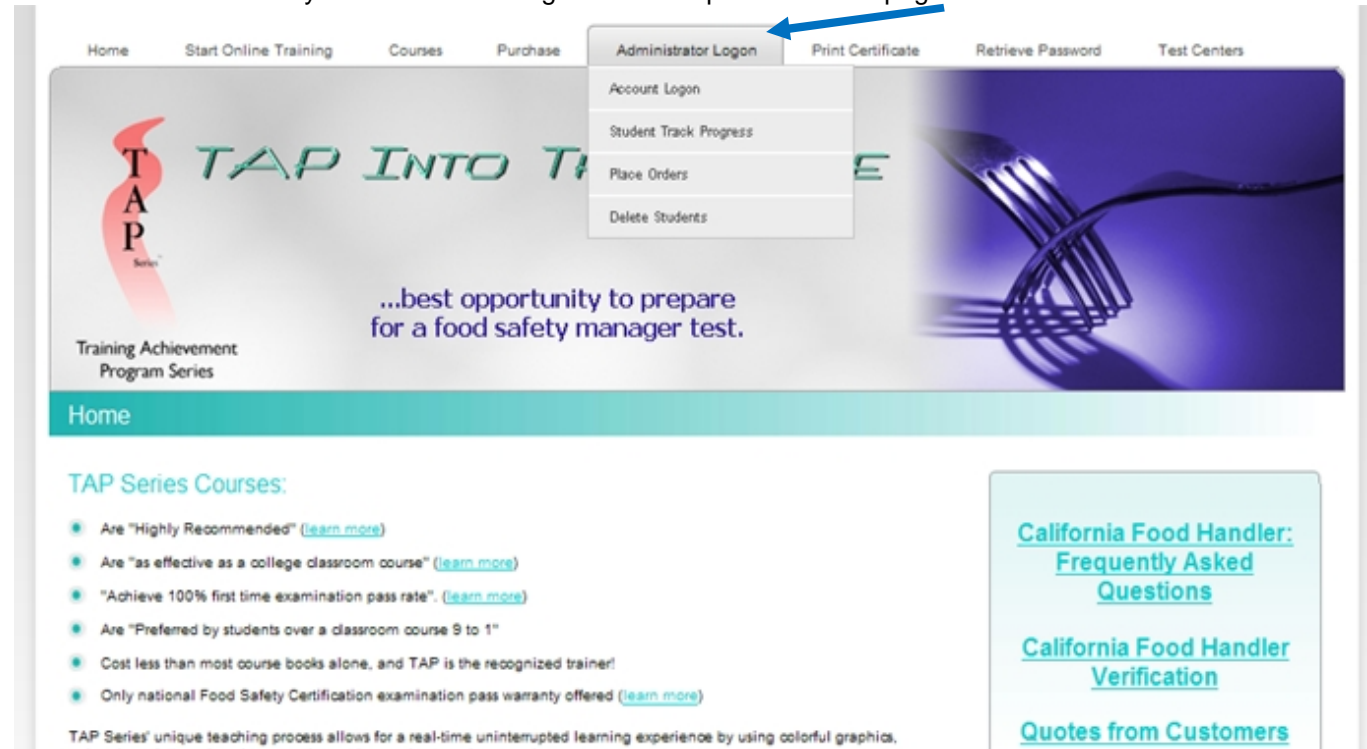


Business Color Coded Progress Report

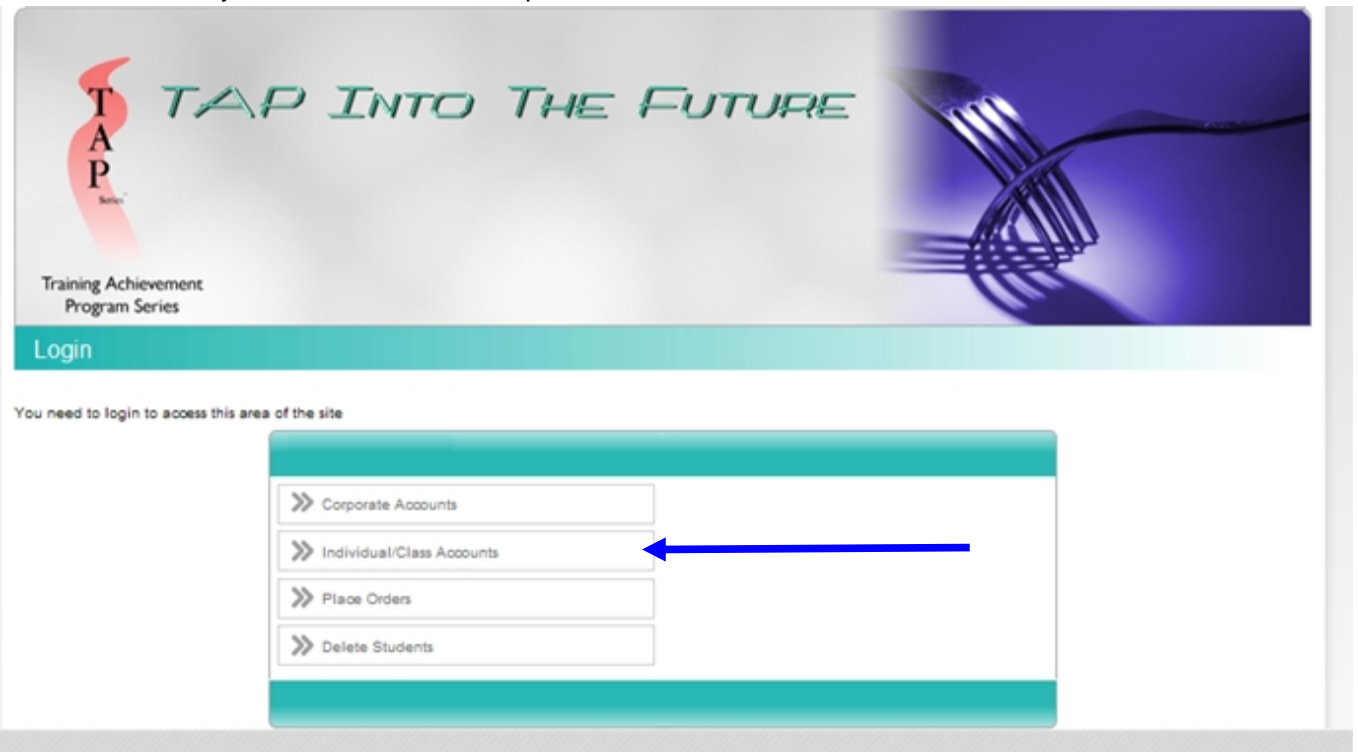
1. Open up an internet browser.
2. Go to the page www.tapseries.com. The page looks as follows:



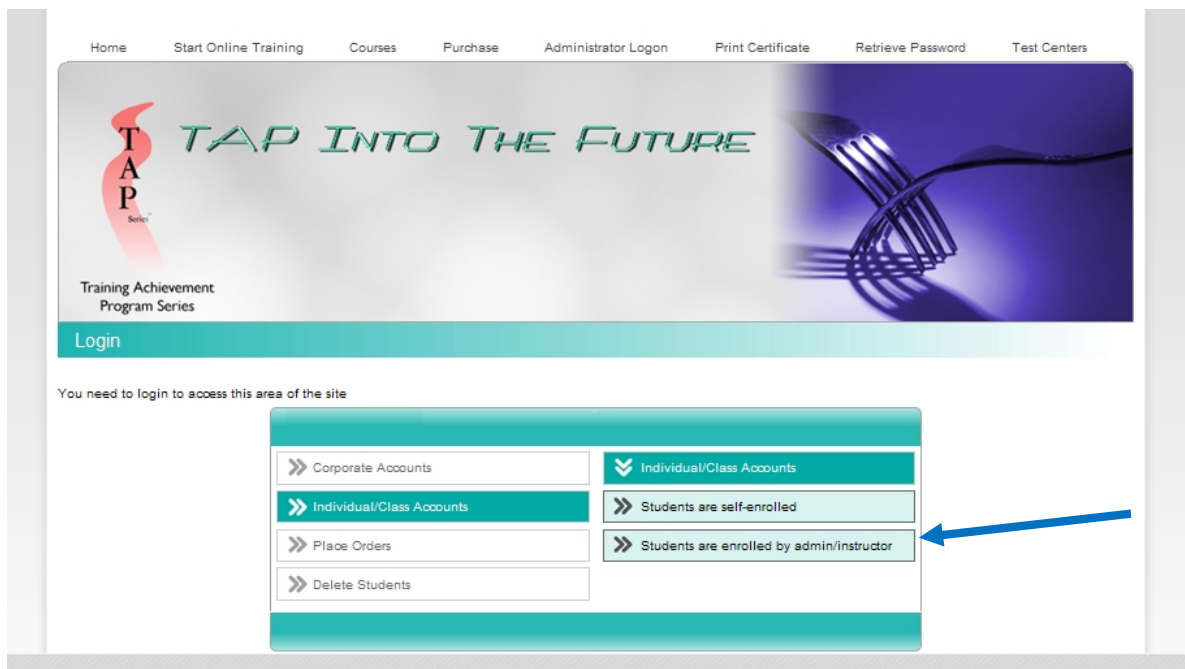
3. Click where it says "Administrator Logon" on the top center of the page as it shows below.



4. After clicking on “Administrator Logon”, click “Individual/Class Accounts” or “Corporate Accounts” depending on the account you have. If you are tracking one class group you will be under the “Individual/Class Accounts” if you are tracking multiple accounts and/or locations you will be under the “Corporate Accounts”.as shown below.



5. After clicking on “Individual/Class Accounts”, click “Students are enrolled by admin/instructor”



6. Enter your username and password as shown below. Then click "login".

Login

You need to login to access this area of the site

>> Corporate Accounts	>> Individual/Class Accounts
>> Individual/Class Accounts	>> Students are self-enrolled
>> Place Orders	>> Students are enrolled by admin/instructor
>> Delete Students	

User Name

Password

Login

7. After clicking on "Login" you will see the page as shown below.

TAP INTO YOUR FUTURE

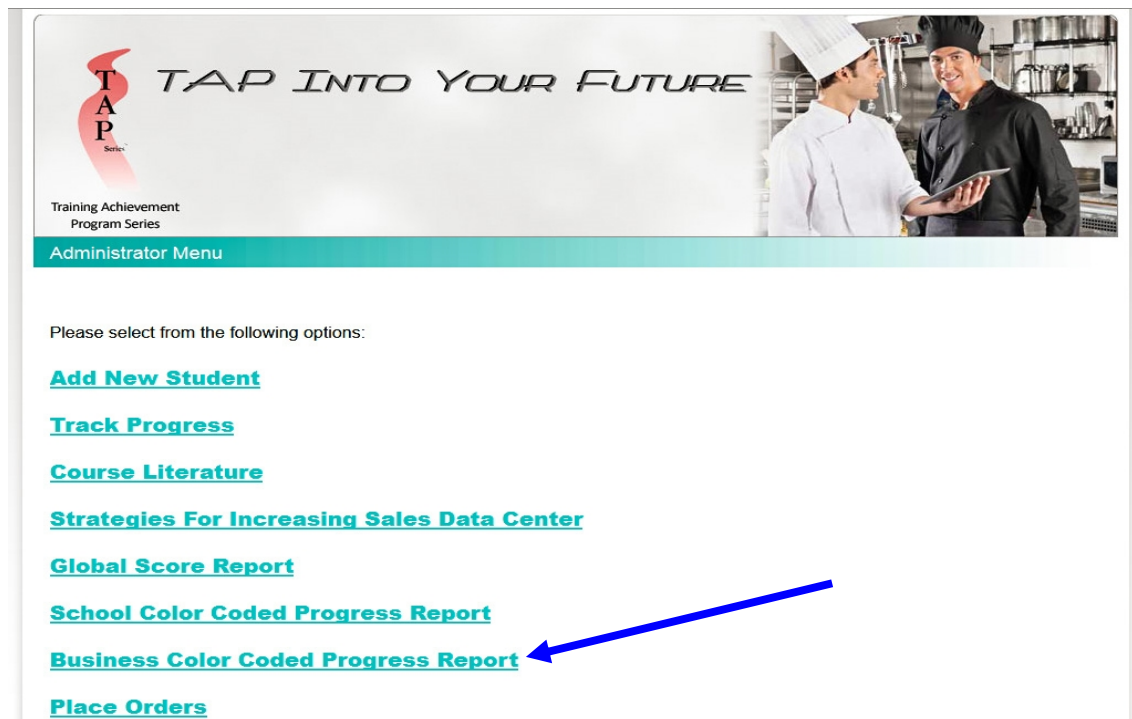
Training Achievement Program Series

Administrator Menu

Please select from the following options:

- [Add New Student](#)
- [Track Progress](#)
- [Course Literature](#)
- [Strategies For Increasing Sales Data Center](#)
- [Global Score Report](#)
- [School Color Coded Progress Report](#)
- [Business Color Coded Progress Report](#)
- [Place Orders](#)

8. After arriving on the page above, click on “Business Color Coded Progress Report” as shown below.



9. After clicking on “Business Color Coded Progress Report”, you will be directed to the page below. Various information needs to be entered. Step 10 will show what each of these mean in detail.

The 'Track Progress' page is titled 'Track Progress' and includes the following content:

- Specialized for Businesses that enroll their students on an ongoing basis.**
- Instructions:**
Enter the required information below to receive a weekly color coded progress report via email.
- Minimum date range is one week.** There are 15 lessons in the course. The number of lessons required to be completed each week will be a division of the number of weeks selected. Example: If the date range set is 4 weeks the number of lessons required to be completed each week would be 4 lessons. Eight weeks would be 2 lessons, and so on. The report will cover the number of weeks selected below.
- TAP Course Weeks:**
(Weeks students should be finished within)
- What is the minimum score requirement on the practice test?**
- [Save Report](#)
- [View Report](#)
(Must save the report first, then click here to view a copy of the report)
- [Delete Report](#)
(This will delete the report and stop the weekly emails)
- [Main Menu](#)

The footer contains the following links:

- Regulatory requirements
- Privacy policy
- Client/Regulator Comments
- Troubleshooting
- Food Handler privacy policy (English)
- Return Policy / Terms of Purchase
- System Requirements
- Food Handler privacy policy (Spanish)
- Contact Us

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10. This is an important step. See description below and image below to follow steps.

Red Arrow: This field is the amount of weeks that you want your employee to take to complete the course. There are 15 lessons. If for example 4 weeks is entered the employee will have to complete a minimum of 4 lessons per week to be current. One week is the minimum setting for this reporting feature.

Purple Arrow: This is the score you want to set for the Practice Examination at the end. If the student receives anything less than this then the report will show they are not compliant to your criteria.

Black Arrow: Once the criteria have been set click on Save Report shown by the black arrow.

Track Progress

Specialized for Businesses that enroll their students on an ongoing basis.

Instructions:
Enter the required information below to receive a weekly color coded progress report via email.

Minimum date range is one week. There are 15 lessons in the course. The number of lessons required to be completed each week will be a division of the number of weeks selected. Example: If the date range set is 4 weeks the number of lessons required to be completed each week would be 4 lessons. Eight weeks would be 2 lessons, and so on. The report will cover the number of weeks selected below.

TAP Course Weeks:
(Weeks students should be finished within)

What is the minimum score requirement on the practice test?

[Save Report](#)

[View Report](#)
(Must save the report first, then click here to view a copy of the report)

[Delete Report](#)
(This will delete the report and stop the weekly emails)

[Main Menu](#)

Regulatory requirements
Troubleshooting
System Requirements

Privacy policy
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Food Handler privacy policy (Spanish)

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Contact Us

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11. After entering your criteria and saving your report. You can do one of the following. You can click on “View Report” and it will show you the report based on the criteria you have entered. The second option is just to delete the report you created.

Track Progress

Specialized for Businesses that enroll their students on an ongoing basis.

Instructions:
Enter the required information below to receive a weekly color coded progress report via email.

Minimum date range is one week. There are 15 lessons in the course. The number of lessons required to be completed each week will be a division of the number of weeks selected. Example: If the date range set is 4 weeks the number of lessons required to be completed each week would be 4 lessons. Eight weeks would be 2 lessons, and so on. The report will cover the number of weeks selected below.

TAP Course Weeks:
(Weeks students should be finished within)

What is the minimum score requirement on the practice test?

[Save Report](#)

[View Report](#)
(Must save the report first, then click here to view a copy of the report)

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(This will delete the report and stop the weekly emails)

[Main Menu](#)

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12. After completing the steps above you will now have completed the steps for creating your report. You will receive an email with a link to this report every Monday for as long as you have employees training for the amount of weeks set.