How to Run a Business Color Coded Report
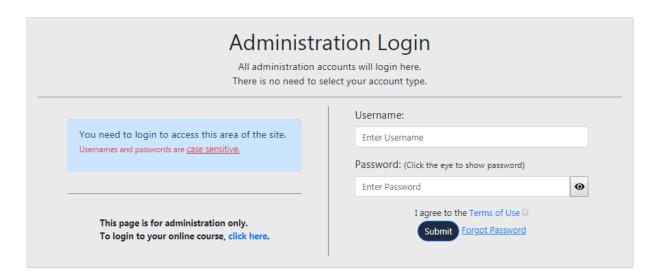
1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari).
2. Go to the page www.tapseries.com. The page looks as follows.

3. Go to "Administration".
4. Enter your username and password then click "Submit."

5. After clicking "Submit" you will see the page as shown below. Click on "Business Color Coded Progress Report".
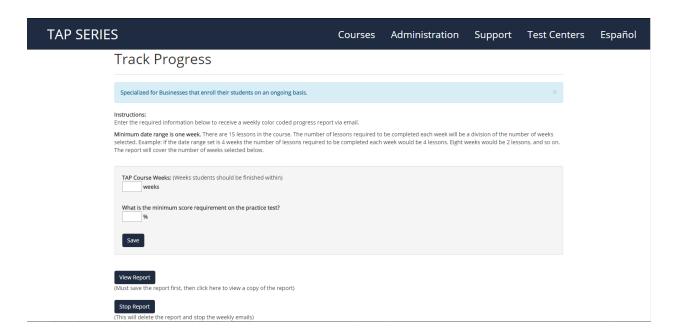
Administration Main Menu

Log Out

Welcome, series tap
Please select from options below.

Add Students
Track Progress
Course Literature
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Place Orders
Order History
Delete Students
View Custom Content

6. You will be directed to the page below. A variety of information needs to be entered. Step 7 will show what each of these mean in detail.

TAP SERIES Courses Administration Support Test Centers Español

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)
[____] weeks

What is the minimum score requirement on the practice test?
[____] %

Save

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

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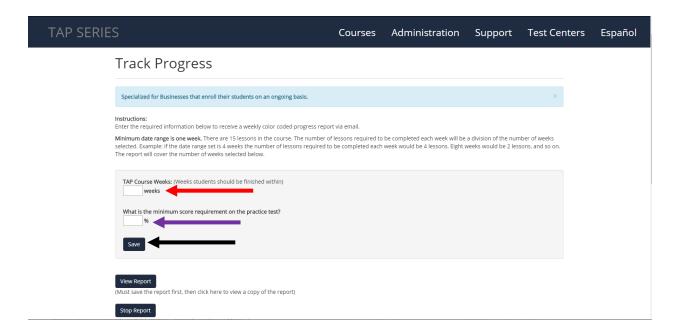(This will delete the report and stop the weekly emails)

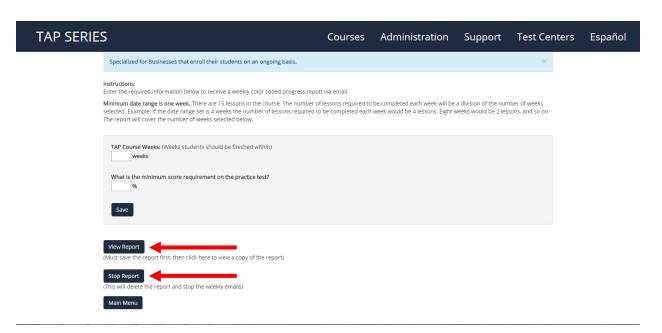7. **This is an important step. See description below and image below to follow steps.**

    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 has been set, press save report.

8. 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.

9. 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.