Area 1 Limited Energy Apprenticeship Program MA#1099

Training Agent Administrator Instructions for FlashPoint

Below are step-by-step instructions explaining how to log in to FlashPoint, view apprentice OJT hours, and view other reports that you have access to. If you have additional questions, please don't hesitate to contact Eva Sizelove.

Homepage Log in to FlashPoint by going to https://iec.flashpoint.xyz and inputting your email and password. Once you log in, you will automatically be taken to the Home tab and My Dashboard page. This page shows basic information on file for your company and your chosen apprenticeship contact person. Note: If your company is an IEC Member, then your membership contact person will appear on this page as the primary contact. You will be able to view your apprenticeship contact person from the Employees page (see next page). FLASH POINT ✤ QUICK LINKS + ¢ My Dashboard 😤 Номе Dashboard Personal Info Company Info Homepage Admin ABC - Test Admin Company: ABC - Test Company Messages No default address on record Contact Info: 1234 SW Alphabet Rd Beaverton, OR 97008 My Reports iecassistant@iecoregon.org (503) 123-4567 (Primary #) Meetings Male • Unknown testcompanyiec@gmail.com **Viewing Apprentice Monthly Progress Reports** You can review your apprentices' Monthly Progress Reports by clicking on the dropdown arrow next to the My Company tab and clicking on the Work Reports page. This page shows you a grid with a history of submitted work reports at your company. You can sort this grid by apprentice or by date by clicking on the headings at the top of the grid. FLASH POINT **?** [¢ QUICK LINKS > Work Reports 🖀 Номе MY COMPANY Work Reports Employee C % Person National ID Month Submitted 🔻 Hours Status Approved Rejected By Hours Any Person All Dates -Under Review Work Reports C Student, Test 108574 Nov 2018 12/10/2018 160.00 Under Review Student, Test 108574 Evaluations > Oct 2018 11/9/2018 150.00 Under Review By clicking on a specific report, you can view a breakdown of the hours reported for the month. Work Reports Student, Test - Dec 2018 Work Report Info Hours Period: December 2018 A. General Installation LEA min 3000: 78.00 hours Authorized By: Test Student B. Data Com. Spec Controls & Audio Visual 22 00 hours (B&C combine total 3000) LEA no min : Comments: C. Fire & Life Safety LEA min 750: 58.00 hours Submitted Date: 1/17/2019 Submitter: Test Student Locked: Hours for the month broken down Late: 1 Approved Date: by work process category

 Hours

 Date
 Hours
 Category

 12/3/2018 (Mon)
 3.00
 B. Data Com, Spec Controls & Audio Visual (B&C combine total 3000) LEA no min
 Breakdown of hours by day

 12/3/2018 (Mon)
 5.00
 A. General Installation LEA min 3000

My Company Tab & Employees

If you click on the dropdown arrow next to the **My Company** tab, you can click on the **Employees** page. This page shows all the employees that we have for you on file and the following information:

- Wage level = current period in the program
- Last upgrade = date when current period became effective
- Types = the contact type of your employees (i.e. apprentice, billing contact, apprenticeship contact, etc.)

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Employee Skills		C	æ	Name	Title	Phone	Email	Wage Level	Upgrade	Hired	Туре	Job Classes 🔻	Groups	Types	Primary	Actions
Hours				Any Name 🗸								Any Job Classes 🗸				
Work Reports			C.	Student, Test			teststudentiec@gmail.com	Period 1 - \$13.48 (40.00	9/3/2015	12/23/2015	Direct	Electrician, LE Class		Apprentice		
Evaluations	`							96)			Hire	A				

View Employee Reports

From the **Employees** page, you can also view several different reports for your apprentices. To do this, **check the box** next to the name of the apprentice that you want to pull a report for. Next, click on the **bottom printer icon** on the far right of the screen and choose the report that you want to view. A popup window will appear. Choose "**only selected rows**" and click **Render**. The chosen report will download and appear as a PDF on the bottom of your screen.



Student Detail Grade Report

This is the most comprehensive report that you can pull on your apprentice. This report shows all current information on file for your apprentice, including: CPR/First Aid certifications, current OJT hours broken down by work process category, related training grades, and attendance hours.

Note: The grade percentage is not the actual percentage that the student received in the class. In our database we have to use percentages that fit the system's grade scale (90 = A, 80% = B, etc.).

Student Record For: Student, Test

Student Test Student No address on record No phone on record	DOL#: SSN#:	123456 ***-**-1111	Employer ABC - Test 1234 SW A Beaverton, (503) 123-4	Company Nphabet Rd OR 97008 4567		
Certifications CPR/First Aid		Expiration Date 9/28/2020	CPR/F	irst Aid c	ard on f	file
OJT Details: LEA	Apprentice	OJT hours	broken down	by work	process	category
OJT Category			Rqd Hrs	Total	Bal.	
A. General Installation LEA	min 3000		3,000	50	2,950	1
B. Data Com, Spec Contro 3000) LEA no min	(B&C combine total	2,250	80	2,170		
C. Fire & Life Safety LEA n	nin 750		750	30	720	
		Totals	6,000	160	5,840	
Class Details			То	tal School I	Hours: 48	Related
Course Basic Trade and Code -	Class SP18 Basic Tr	(ade Code 3/27/2	Class Date Pe 018 - 3/27/2018 8	orcentage 0.00 %	Grade B	training hours and
						grades