

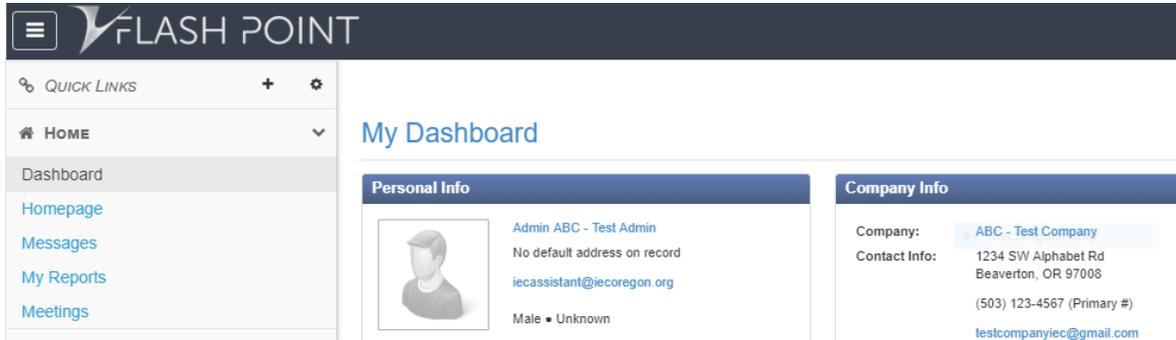
Area 1 Limited Energy Apprenticeship Program MA#1099  
**Training Agent Administrator Instructions for FlashPoint**

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

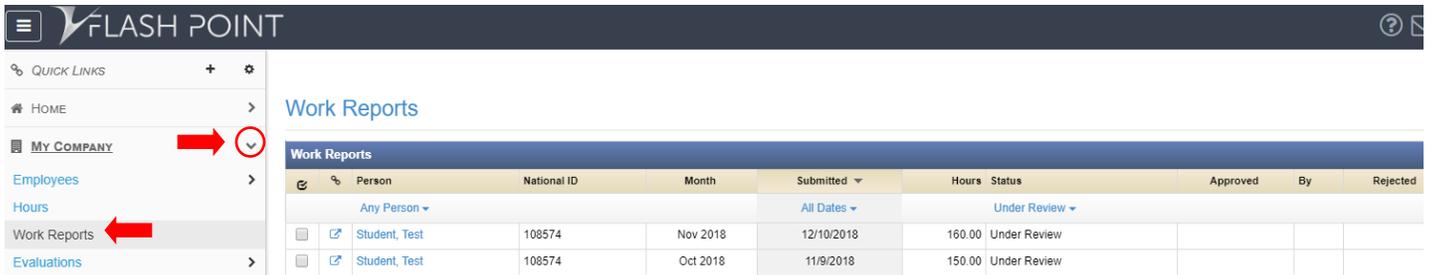
Log in to FlashPoint by going to <https://iec.flashpoint.xyz> and inputting your email and password. Once you log in, you will automatically be taken to the **Home** tab and **My Dashboard** page. This page shows basic information on file for your company and your chosen apprenticeship contact person.

**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).



### 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.



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

Period: December 2018  
Authorized By: Test Student  
Comments:  
Submitted Date: 1/17/2019  
Submitter: Test Student  
Locked:   
Late:   
Approved Date:

##### Hours

A. General Installation LEA min 3000:	78.00 hours
B. Data Com, Spec Controls & Audio Visual (B&C combine total 3000) LEA no min :	22.00 hours
C. Fire & Life Safety LEA min 750:	58.00 hours

Hours for the month broken down by work process category

Date	Hours	Category
12/3/2018 (Mon)	3.00	B. Data Com, Spec Controls & Audio Visual (B&C combine total 3000) LEA no min
12/3/2018 (Mon)	5.00	A. General Installation LEA min 3000

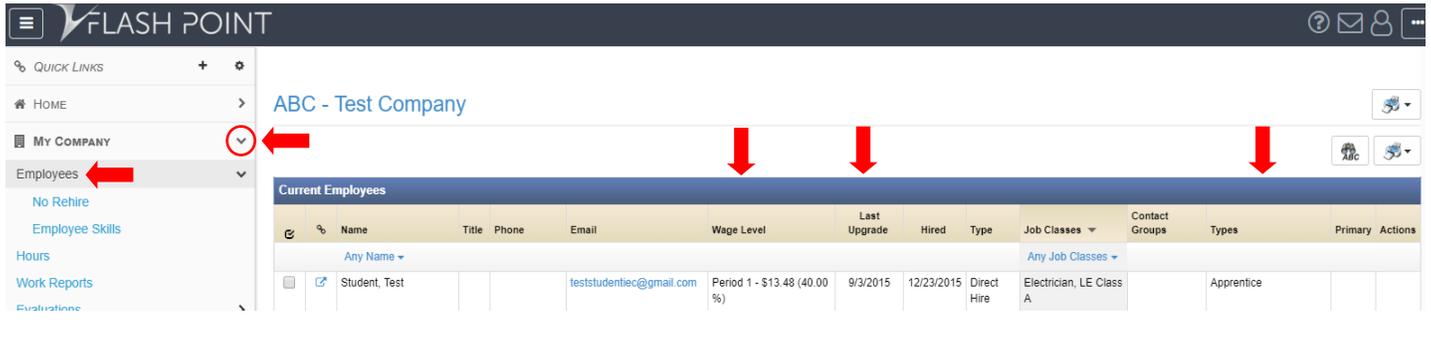
Breakdown of hours by day

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### My Company Tab & Employees

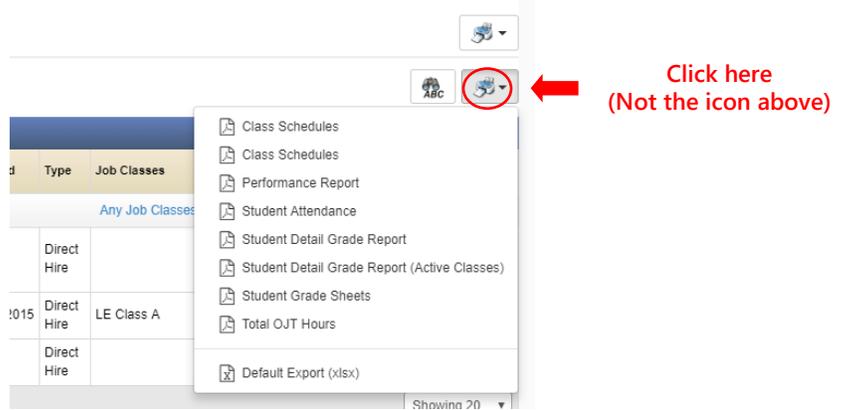
If you click on the dropdown arrow next to the **My Company** tab, you can click on the **Employees** page. This page shows all the employees that we have for you on file and the following information:

- 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.)



### 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**

<b>Student</b>	<b>Employer</b>
Test Student	ABC - Test Company
No address on record	1234 SW Alphabet Rd Beaverton, OR 97008
	(503) 123-4567

<b>Certifications</b>	<b>Expiration Date</b>	
CPR/First Aid	9/28/2020	← CPR/First Aid card on 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
B. Data Com, Spec Controls & Audio Visual (B&C combine total 3000) LEA no min	2,250	80	2,170
C. Fire & Life Safety LEA min 750	750	30	720
<b>Totals</b>	6,000	160	5,840

**Class Details**

**Total School Hours: 48**

Course	Class	Class Date	Percentage	Grade
Basic Trade and Code -	SP18 Basic Trade Code	3/27/2018 - 3/27/2018	80.00 %	B

Related training hours and grades