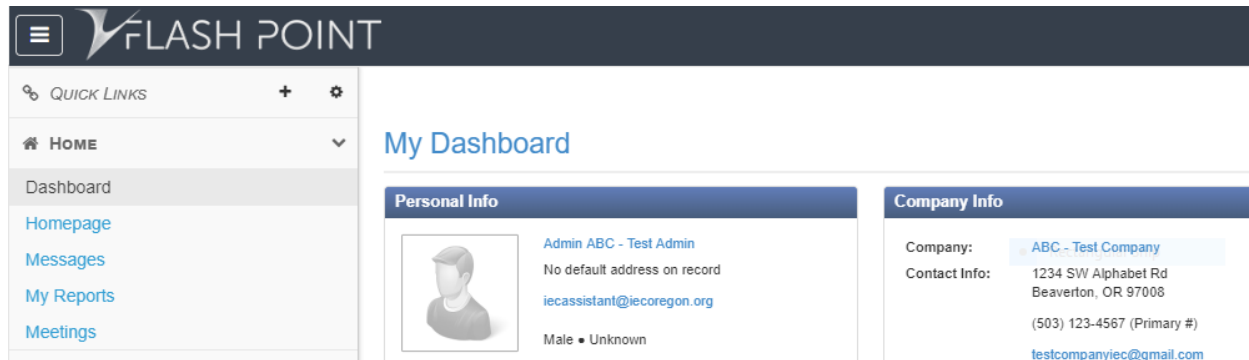


## Area 1 Limited Energy JATC Training Agent Administrator Instructions for FlashPoint

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 Szelove.

### Homepage

Log in to FlashPoint by going to <https://iec.flashpoint.xyz> and inputting your email and the provided temporary 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.



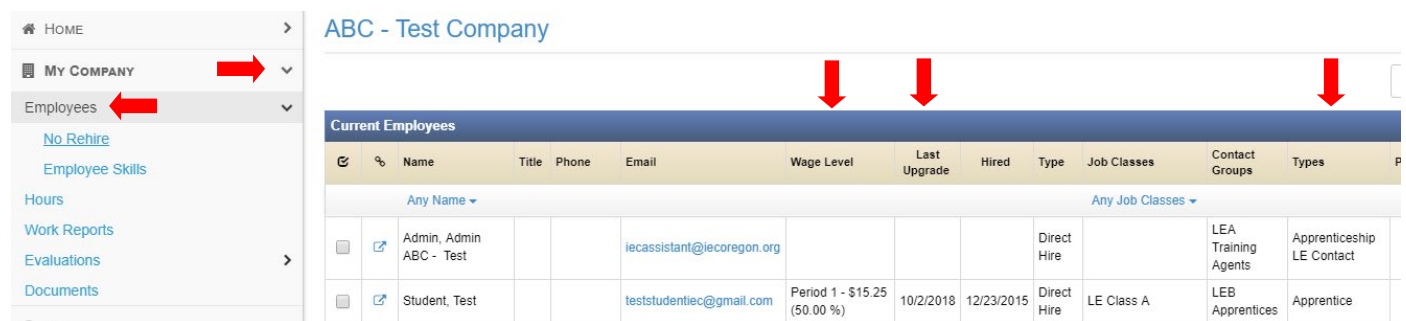
### My Company Tab & Employees

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

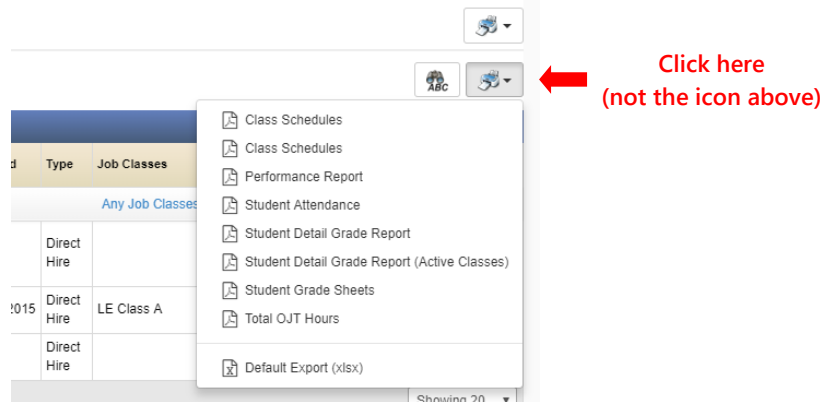
Last upgrade = date when current period became effective

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. It will download and appear as a PDF on the bottom of your screen.



## Class Schedules Report

This report only shows upcoming classes for your apprentice. Once the class begins, you will not see it on this report.

## Test Student

Employer: ABC - Test Company

### W19 Specialized Controls Tuesday

Location: Wilsonville Campus Room W111  
 Instructor: Brooks, Michael  
 Days: Tuesday  
 Meeting Dates: 1/8/2019  
 Start Time: 6:00 pm  
 End Time: 10:00 pm  
 Start Date: 1/8/2019  
 End Date: 1/8/2019

## Student Detail Grade Report

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.

### Student Detail Grade Report

Student Record For: **Student, Test**

<b>Student</b>	<b>DOL#:</b>	123456	<b>Employer</b>
Test Student	<b>SSN#:</b>	***-**-1111	ABC - Test Company
No address on record			1234 SW Alphabet Rd Beaverton, OR 97008
No phone on record			(503) 123-4567

<b>Certifications</b>	<b>Expiration Date</b>
CPR/First Aid	9/28/2020

← Current CPR/First Aid cards on file and expiration

### OJT Details: LEA Apprentice

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>	<b>6,000</b>	<b>160</b>	<b>5,840</b>

← Breakdown of overall OJT hours by category

### Class Details

<b>Course</b>	<b>Class</b>	<b>Class Date</b>	<b>Percentage</b>	<b>Grade</b>	<b>Total School Hours: 48</b>
Basic Trade and Code - 14111	SP18 Basic Trade Code	3/27/2018 - 3/27/2018	80.00 %	B	

← Related training seat time and grades

## Student Grade Sheets Report

This report shows apprentices' final grades only. Grades of C or higher are passing. Grades of D, F, I (Incomplete), or W (Withdraw) are not passing.

Please note: The percentage is not the actual percentage 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.).

### Grade Report: Test Student

<b>SP18 Basic Trade Code</b>	<b>Kunishige, Brian</b>	<b>3/27/2018</b>	<b>3/27/2018</b>	<b>48.00</b>	<b>80.00 %</b>	<b>B</b>
<i>Module</i>	<i>Assignment</i>	<i>Assignment Type</i>	<i>Score</i>	<i>Max Score</i>	<i>Percentage</i>	<i>Letter Grade</i>

## Total OJT Hours Report

This report shows a breakdown of OJT hours by work process category and a record of all MPR hours submitted.

### Total OJT Hours Report: LEA Apprentice

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>	<b>6,000</b>	<b>160</b>	<b>5,840</b>

### OJT Summary

08/18 160