Flashpoint Q & As - Employer

Use Google chrome to run Flashpoint… all features don't work in Internet Explorer
You also need to be sure you are looking at it in "mobile view" for all functions to work

Employer approving hours
- Log into flashpoint account
- My Company
- Click the arrow to the right of My Company
- Click Work Reports and you should see the apprentice name with hours waiting for approval
- Click the empty box to the far left of his/her name
- Click "actions" above and you'll see "Approve Selected" or "Reject Selected"

Employer entering hours
- My Company, you will see your list of apprentices, then click hours
- Click on entered by Company, then edit to enter apprentice's hours by category. Once hours are entered in the correct category, hit Save Hours. Then you are finished and can move on to another apprentice.
- Employers enter the OJT's the same way as apprentices do; however there is automatic approval when the education contact enters them.

Employers checking OJT hours
- Click My Company
- Select which apprentices you'd like to look at (check the empty check box to the left of their name)
- Click on lower printer icon with drop down arrow (in upper right corner)
- Click Total OJT hours
- Click Only selected rows, hit render
- It will download a .pdf file that will show all hours that have been entered by month

Employer viewing grades (can only do 1 student at a time)
- From your Dashboard in Flashpoint
- Click on my company
- Click on an apprentice name
- Click on student profile, all classes they've been enrolled in will show up with grades
- To print, just right click anywhere on the screen and click the print button

Reports - Grades and OJTs
You are now able to run 2 reports. One to show your apprentice's individual assignment grades and the other to show each apprentice's OJTs that have been entered. To do this:
- From your Dashboard in Flashpoint
- Click on "My Company" on the left then "Employees"
- Check the box by the employee you want to see
- Click the printer drop down on the upper right next to the binoculars.
- Select the desired report to download.

Checking class schedule

- On your Dashboard in Flashpoint
- Click on "My Company" on the left
- Click on the Apprentice's name you want to view
- Click Student Profile at the top
- The specific class they are in is listed at the bottom and the status is "enrolled. Under Upcoming Class Days, only the first 10 days of class will show; all daytime classes will have 12 days of class.