

Directions to Enter Your Monthly Work Reports Online- Mobile View Effective August 1, 2022

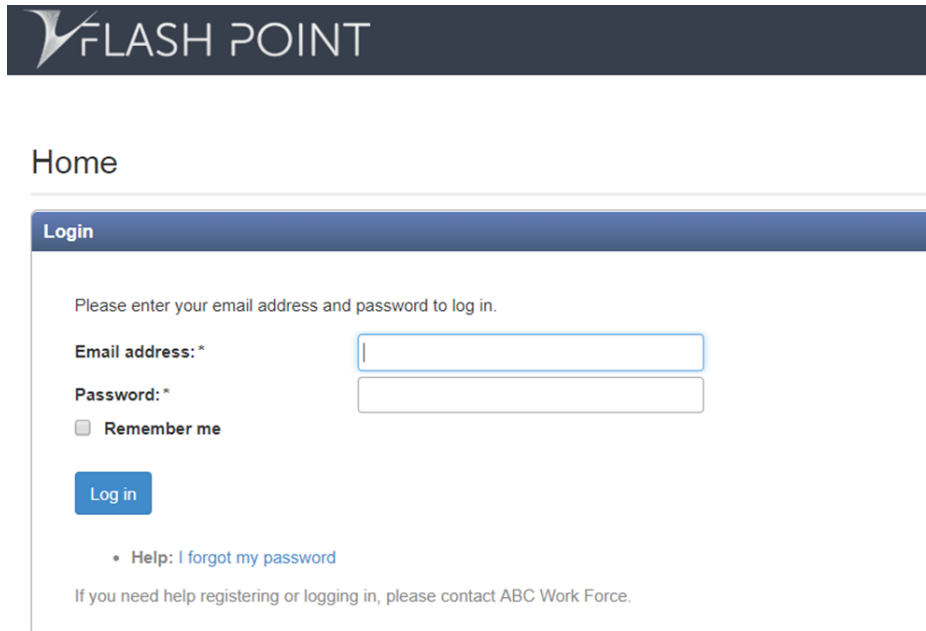
Step 1: You will receive an email from “FlashPoint” with your Temporary Password.

The website to log in is <https://workforce.flashpoint.xyz>

Step 2: Click on the Link in the email to set up your account. Log into the “FlashPoint Database” using the username and password that was emailed to you.

- Follow the onscreen steps to set up a new password.

(ABC will no longer have access to your password. If you forget it please click on the “Forgot your password?” and a temporary password will be emailed to you from” FlashPoint Admin”.)



FLASH POINT

Home

Login

Please enter your email address and password to log in.

Email address: *

Password: *

Remember me

• [Help: I forgot my password](#)

If you need help registering or logging in, please contact ABC Work Force.

FLASH POINT

QUICK LINKS

HOME

Dashboard

Tasks

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My Reports

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Meetings

My EDUCATION

HELP

My Dashboard

Personal Info

 **John Doe**
 Electrical (Construction) 2017
 5330 Wall Street
 Madison, WI 53718
 Dane

(608) 244-6056 (Home)
 info@abcwi.org

DOB: 1/11/1985 (34 yr 3 mo)
 SSN: ****-**-0000 (On File)
 Male • White • Not of Hispanic Origin •
 Unknown
 DL# (On File)

National Identifier:
 Record Status: Active
 Organization: ABC Wisconsin
 Prospecting Class:
 Lead Source:
 Primary Chapter:
 Region:
 Job Classes: Electrical (Construction) 2017
 Current Job Class:
 Person Status: Active Sponsored Apprentice
 Actual Current Wage:

Company Info

Company: ABC TEST COMPANY
 Contact Info:
 5330 Wall Street
 Madison, WI 53718
 Dane

Start: 10/15/2013
 End:
 Job Title:
 Primary Contact: Edward "Ed" F. Burg III
 Phone: (540) 497-3387
 Email: matthew@dafarg.com

Registered Classes

Class	Absences	Start Date	Grade

Student Info

Apprentice Number:
 High School:
 National Identifier:
 DOI Number:
 College ID Number:
 Journeyman: No
 Employed: 10/15/2013

Apprentice Type: Electrical (Construction) 2017
 Indenture Date: 2/19/2012
 Accepted Date: 2/19/2012
 Termination Date:
 Student Year:
 Wage Level:
 Last Upgrade: 5/16/2014
 Estimated Next Upgrade: 2/19/2014 (Not started)

Student Progress

Community Service Balance: 0.00
 CA Points: 0.00
 Total School Hours: 0.5
 Last School Hour Recorded: 9/11/2018
 Total Non-School Hours: 63
 Total OJT Hours: 4598.5
 Total Employer Hours: 0
 Total OJT / Employer Hours: 4598.5
 Last OJT Hour Recorded: 4/11/2019
 Total OJT/School Hours: 4599
 Last Work Report Submitted: April 2019
 Estimated Completion Date:
 Actual Completion Date:
 Career Path:
 Average Percentage: 100.00 % (recalculate)

Upcoming Class Days

Class	Where

Actions

Tasks

Summary	Due Date	Regarding	From	Complete
Any Summary	All Due Dates		Any From	No

Records 0 through 0 of 0

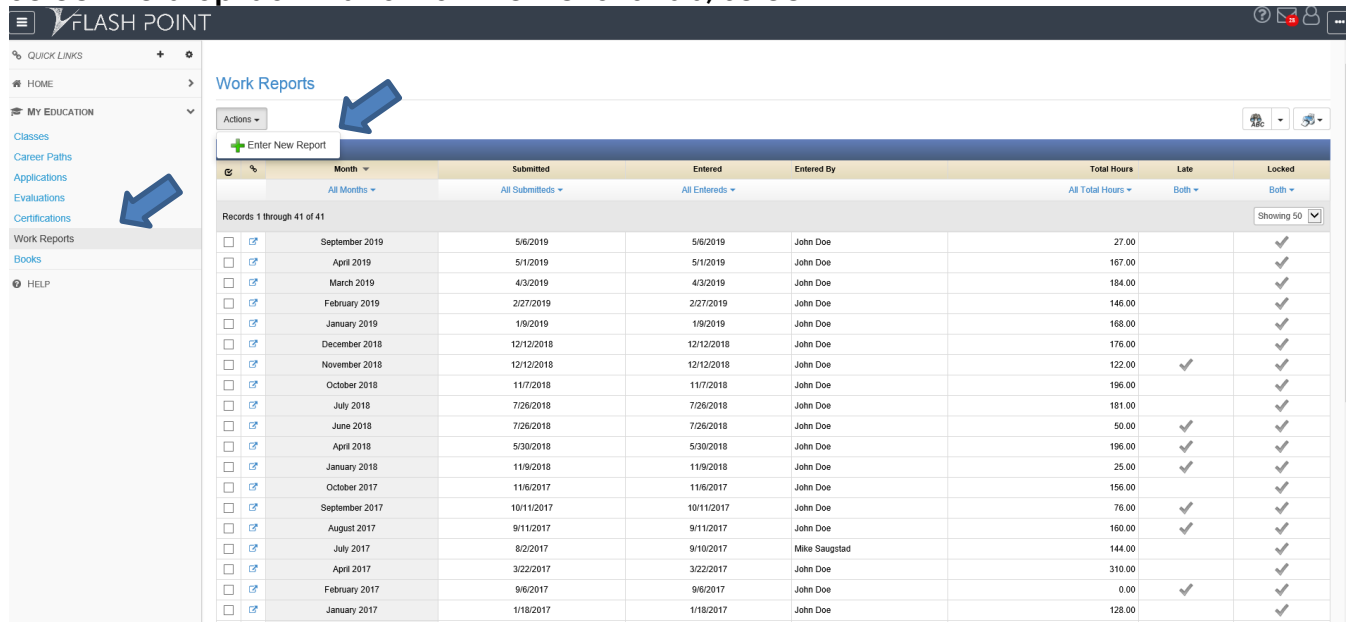
Showing 50

https://workforce.flashpoint.xyz/Comm/AssignedTasks

Once logged into the database you will see your “My Dashboard”.

**Step 3: To enter your Work Reports from the Dashboard, click on “My Education”.
 Select “Work Reports”.**

Select the drop-down arrow on the Actions Tab, select



The screenshot shows the 'Work Reports' page in the Flash Point system. The 'Actions' tab is selected, and the 'Enter New Report' button is highlighted with a blue arrow. Another blue arrow points to the 'Month' dropdown menu. The table below shows a list of work reports with columns for Month, Submitted, Entered, Entered By, Total Hours, Late, and Locked.

	Month	Submitted	Entered	Entered By	Total Hours	Late	Locked
<input type="checkbox"/>	September 2019	5/6/2019	5/6/2019	John Doe	27.00		✓
<input type="checkbox"/>	April 2019	5/1/2019	5/1/2019	John Doe	167.00		✓
<input type="checkbox"/>	March 2019	4/3/2019	4/3/2019	John Doe	184.00		✓
<input type="checkbox"/>	February 2019	2/27/2019	2/27/2019	John Doe	145.00		✓
<input type="checkbox"/>	January 2019	1/9/2019	1/9/2019	John Doe	168.00		✓
<input type="checkbox"/>	December 2018	12/12/2018	12/12/2018	John Doe	176.00		✓
<input type="checkbox"/>	November 2018	12/12/2018	12/12/2018	John Doe	122.00	✓	✓
<input type="checkbox"/>	October 2018	11/7/2018	11/7/2018	John Doe	196.00		✓
<input type="checkbox"/>	July 2018	7/26/2018	7/26/2018	John Doe	181.00		✓
<input type="checkbox"/>	June 2018	7/26/2018	7/26/2018	John Doe	50.00	✓	✓
<input type="checkbox"/>	April 2018	5/30/2018	5/30/2018	John Doe	196.00	✓	✓
<input type="checkbox"/>	January 2018	11/9/2018	11/9/2018	John Doe	25.00	✓	✓
<input type="checkbox"/>	October 2017	11/6/2017	11/6/2017	John Doe	156.00		✓
<input type="checkbox"/>	September 2017	10/11/2017	10/11/2017	John Doe	76.00	✓	✓
<input type="checkbox"/>	August 2017	9/11/2017	9/11/2017	John Doe	160.00	✓	✓
<input type="checkbox"/>	July 2017	8/2/2017	9/10/2017	Mike Saugstad	144.00		✓
<input type="checkbox"/>	April 2017	3/22/2017	3/22/2017	John Doe	310.00		✓
<input type="checkbox"/>	February 2017	9/6/2017	9/6/2017	John Doe	0.00	✓	✓
<input type="checkbox"/>	January 2017	1/18/2017	1/18/2017	John Doe	128.00		✓

Step 4: Enter Monthly Work Report

1. Select Period (month)
2. Enter hours in the correct categories. (If you need the descriptions for each category, click "Show Category Descriptions".)

- Once you have confirmed that your hours are correct, select the 'Save Report' button on the bottom left of the screen

Work Reports

Enter Work Report

Report Info:

Period: *

Year: *

Authorized By:

Comments:

This work report will be marked late 10 days after the end of the month.

Hours:

[Show category descriptions](#)

A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	Total	Company
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	ABC TEST COMPANY <input type="button" value="Add"/>
0	0	0	0	0	0	0	0	0	0	0	

- After saving the report, if you are in Mobile view you must choose 'Actions' and then 'Submit' on the top right corner of your screen. (If you are not in mobile view, you will just hit 'Submit' at the top right of the screen.)

Work Reports Work Report for July 2022

Work Report Info

Period: July 2022

Authorized By:

Comments:

Submitted Date:

Created By: Mike Saugstad

Locked:

Late:

Approved Date:

Hours

ELEC17 A. CONDUIT, 2" AND LARGER: 12.00 hours

ELEC17 B. CONDUIT, 1.5" AND SMALLER: 8.00 hours

ELEC17 D. BUS DUCT, DISTRIBUTION EQUIPMENT UNDER AND OVER 600 VOLTS AND DISTRIBUTION EQUIPMENT: 45.00 hours

ELEC17 F. INSTALLATION OF FINISH MATERIALS AND TRIM DEVICES: 14.00 hours

ELEC17 H. SPECIALIZED: 15.00 hours

ELEC17 I. OTHER: 58.00 hours

ELEC17 J. PAID RELATED INSTRUCTION: 8.00 hours

Hours

Date	Hours	Category	Sub-Category	Company	Comments	Approved	By
7/1/2022 (Fri)	12.00	ELEC17 A. CONDUIT, 2" AND LARGER		ABC TEST COMPANY			
7/1/2022 (Fri)	8.00	ELEC17 B. CONDUIT, 1.5" AND SMALLER		ABC TEST COMPANY			
7/1/2022 (Fri)	45.00	ELEC17 D. BUS DUCT, DISTRIBUTION EQUIPMENT UNDER AND OVER 600 VOLTS AND DISTRIBUTION EQUIPMENT		ABC TEST COMPANY			
7/1/2022 (Fri)	14.00	ELEC17 F. INSTALLATION OF FINISH MATERIALS AND TRIM DEVICES		ABC TEST COMPANY			
7/1/2022 (Fri)	15.00	ELEC17 H. SPECIALIZED		ABC TEST COMPANY			
7/1/2022 (Fri)	58.00	ELEC17 I. OTHER		ABC TEST COMPANY			
7/1/2022 (Fri)	8.00	ELEC17 J. PAID RELATED INSTRUCTION		ABC TEST COMPANY			

Records 1 through 7 of 7

Showing 50

Actions

- Submit
- Edit Hours

Once the report has been saved and submitted, you will see this screen as proof of the hours entered for the month.

Work Report Info

Period: October 2019
 Authorized By:
 Comments:
 Submitted Date: 5/17/2019
 Submitter: John Doe
 Locked:
 Late:

Hours

ELEC17 B. CONDUIT, 1.5" AND SMALLER:	1.00 hours
ELEC17 C. OTHER RACEWAYS:	3.00 hours
ELEC17 E. INSTALLATION OF WIRES AND CABLES:	54.00 hours
ELEC17 G. INSTALLATION AND WIRING OF CONTROL EQUIPMENT:	17.00 hours
ELEC17 I. OTHER:	40.00 hours

Date	Hours	Category	Sub-Category	Company
10/1/2019 (Tue)	40.00	ELEC17 I. OTHER		ABC TEST COMPANY
10/1/2019 (Tue)	17.00	ELEC17 G. INSTALLATION AND WIRING OF CONTROL EQUIPMENT		ABC TEST COMPANY
10/1/2019 (Tue)	54.00	ELEC17 E. INSTALLATION OF WIRES AND CABLES		ABC TEST COMPANY
10/1/2019 (Tue)	3.00	ELEC17 C. OTHER RACEWAYS		ABC TEST COMPANY
10/1/2019 (Tue)	1.00	ELEC17 B. CONDUIT, 1.5" AND SMALLER		ABC TEST COMPANY

Records 1 through 5 of 5

You will also receive an email confirmation that your hours were submitted.

The database will automatically update and add the new hours into the Total OJT Hours.

Work Reports

Records 1 through 42 of 42

	Month	Submitted	Entered	Entered By	Total Hours	Late	Locked
<input type="checkbox"/>	October 2019	5/17/2019	5/17/2019	John Doe	115.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	September 2019	5/6/2019	5/6/2019	John Doe	27.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	April 2019	5/1/2019	5/1/2019	John Doe	167.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	March 2019	4/3/2019	4/3/2019	John Doe	184.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	February 2019	2/27/2019	2/27/2019	John Doe	146.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	January 2019	1/9/2019	1/9/2019	John Doe	168.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	December 2018	12/12/2018	12/12/2018	John Doe	176.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	November 2018	12/12/2018	12/12/2018	John Doe	122.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	October 2018	11/7/2018	11/7/2018	John Doe	196.00		<input checked="" type="checkbox"/>



Directions to Pull On-The-Job Training and Unpaid Related Instruction(URI) Reports- Mobile View

Step 1: Log into the “Flashpoint” using the the username and password that was emailed to you.



Home

Login

Please enter your email address and password to log in.

Email address: *

Password: *

Remember me

Log in

• [Help: I forgot my password](#)

If you need help registering or logging in, please contact ABC Work Force.

Once you login to the database you will see your "Dashboard".

FLASH POINT

My Dashboard

Personal Info

John Doe
Electrical (Construction) 2017
5330 Wall Street
Madison, WI 53718
Dane
(608) 244-6056 (Home)
info@abcval.org
DOB: 1/1/1985 (34 yr 3 mo)
SSN: ****000000 (On File)
Race: White - Not of Hispanic Origin
DL# (On File)
National Identifier:
Record Status: Active
Organization: ABC Wisconsin
Prospecting Class:
Interest Reason:
Lead Source:
Primary Chapter:
Region:
Job Classes: Electrical (Construction) 2017
Current Job Class:
Person Status: Active Sponsored Apprentice
Actual Current Wage:

Company Info

Company: ABC TEST COMPANY
Contact Info: 5330 Wall Street
Madison, WI 53718
Dane
Start: 10/15/2013
End:
Job Title:
Primary Contact: Edward "Ed" F. Burg III
Phone: (540) 497-3387
Email: matthewh@dalarg.com

Registered Classes

Class	Absences	Start Date	Grade

Student Info

Apprentice Number:
High School:
National Identifier:
DOL Number:
College ID Number:
Journeyman: No
Employed: 10/15/2013
Apprentice Type: Electrical (Construction) 2017
Accepted Date: 2/19/2012
Termination Date: 2/19/2012
Student Year:
Wage Level:
Last Upgraded: 5/16/2014
Estimated Next Upgrade: 2/19/2014 (Not started)

Student Progress

Community Service Balance: 0.00
CA Points: 0.00
Total School Hours: 0.5
Last School Hour Recorded: 6/12/2018
Total Non-School Hours: 63
Total OJT Hours: 4598.5
Total Employer Hours: 0
Total OJT / Employer Hours: 4598.5
Last OJT Hour Recorded: 4/12/2019
Total OJT/School Hours: 4599
Last Work Report Submitted: April 2019
Estimated Completion Date:
Actual Completion Date:
Career Path:
Average Percentage: 100.00 % (recalculate)

Upcoming Class Days

Class	Where

Tasks

Summary	Due Date	Regarding	From	Complete
Any Summary	All Due Dates		Any From	No

Records 0 through 0 of 0

Showing 50

https://workforce.flashpoint.lazr/Comm/AssignedTasks

Step 2: To print your Total OJT Hours report, Student Unpaid Report or Class Schedule.
Click on drop down arrow next to the printer on the right of the screen.

FLASH POINT

QUICK LINKS

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My Reports

My Files

Meetings

MY EDUCATION

HELP

My Dashboard

Personal Info

John Doe
Electrical (Construction) 2017
5330 Wall Street
Madison, WI 53710
Dane
(608) 244-6956 (Home)
info@abcwi.org

DOB: 1/1/1985 (34 yr 3 mo)
SSN: ****000000 (On File)
Male • White - Not of Hispanic Origin • Unknown
DL# (On File)

National Identifier:
Record Status: Active
Organization: ABC Wisconsin
Prospecting Class:
Interest Reason:
Lead Source:
Primary Chapter:
Region:
Job Classes: Electrical (Construction) 2017
Current Job Class:
Person Status: Active Sponsored Apprentice
Actual Current Wage:

Company Info

Company: ABC TEST COMPANY
Contact Info:
5330 Wall Street
Madison, WI 53710
Dane

Start: 10/15/2013
End:
Job Title:
Primary Contact: Edward "Ed" F. Burg III
Phone: (540) 497-3387
Email: matthvvh@datarg.com

Registered Classes

Class	Absences	Start Date	Grade

Student Info

Apprentice Number:
High School:
National Identifier:
DOL Number:
College ID Number:
Journeyman: No
Employed: 10/15/2013

Apprentice Type: Electrical (Construction) 2017
Indenture Date: 2/19/2012
Accepted Date: 2/19/2012
Termination Date:
Student Year:
Wage Level:
Last Upgrade: 5/16/2014
Estimated Next Upgrade: 2/19/2014 (Not started)

Student Progress

Community Servi
CA Points:
Total School Hou
Last School Hou
Total Non-School Hours: 63
Total OJT Hours: 4598.5
Total Employer Hours: 0
Total OJT / Employer Hours: 4598.5
Last OJT Hour Recorded: 4/1/2019
Total OJT/School Hours: 4599
Last Work Report Submitted: April 2019
Estimated Completion Date:
Actual Completion Date:
Career Path:
Average Percentage: 100.00 % (recalculate)

Upcoming Class Days

Class	Where

Class Schedule
Default Employer Hours Report (OJT by Wage Level)
Total OJT Hours
Student Unpaid - User

Actions

Tasks

Summary	Due Date	Regarding	From	Complete
Any Summary	All Due Dates		Any From	No

Records 0 through 0 of 0

Showing 50

Step 3: Select the report that you would like to generate

Step 4: A Render Individual Reports Pop Up will appear in the middle of your screen select Don't File/Email.

FLASH POINT

QUICK LINKS

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My Dashboard

Personal Info

 **John Doe**
 Electrical (Construction) 2017
 5330 Vial Street
 Madison, WI 53718
 Dane
 (608) 244-6056 (Home)
 info@abcwv.org

DOB: 1/1/1985 (34 yr 3 mo)
 SSN: ****-**-0000 (On File)
 Race: White - Not of Hispanic Origin
 Unknown
 DL# (On File)

National Identifier:
 Record Status: Active
 Organization: ABC Wisconsin
 Prospecting Class:
 Interest Reason:
 Lead Source:
 Primary Chapter:
 Region:
 Job Classes: Electrical (Construction) 2017
 Current Job Class:
 Person Status: Active Sponsored Apprentice
 Actual Current Wage:

Render Individual Reports

Select the folder you wish to file the individually rendered reports into. Leave blank for filing the reports in the root folder.

Contact Folder:

Email This Report To:

- The contact
- The contact's employer's primary contact
- The contact's employer's education contact
- The contact's employer's other contact(s)
- Someone else

Render & File / Email Don't File / Email Cancel

Registered Classes

Class	Absences	Start Date	Grade

Student Year:
 Wage Level:
 Last Upgraded: 5/16/2014
 Estimated Next Upgrade: 2/19/2014 (Not started)

Student Progress

Community Service Balance: 0.00
 CA Points: 0.00
 Total School Hours: 0.5
 Last School Hour Recorded: 6/1/2018
 Total Non-School Hours: 63
 Total OJT Hours: 4598.5
 Total OJT Employer Hours: 0
 Total OJT / Employer Hours: 4598.5
 Last OJT Hour Recorded: 4/1/2019
 Total OJT/School Hours: 4599
 Last Work Report Submitted: April 2019
 Estimated Completion Date:
 Actual Completion Date:
 Career Path:
 Average Percentage: 100.00 % (recalculate)

Upcoming Class Days

Class	Where

Actions

Tasks

Summary	Due Date	Regarding	From	Complete
Any Summary	All Due Dates		Any From	No

Records 0 through 0 of 0

Showing 50

Step 5 – Then the PDF should open on your screen

The screenshot shows a web browser window with the URL <https://workforce.flashpoint.wi/Dashboard>. The main content is a PDF document titled "Total OJT Hours.pdf" opened in Adobe Acrobat Pro DC. The PDF content includes the ABC logo and contact information for ABC TEST COMPANY. The main section is a "Total OJT Hours Report: Electrical (Construction) 2017".

OJT Category	App Hr	Total	BA
ELECT A. CONDUIT, 2" AND LARGER	200	441	141
ELECT B. CONDUIT, 1" AND SMALLER	1,000	274	1,126
ELECT C. OTHER RACEWAYS	100	143	43
ELECT D. WIRE BUNDLES, DISTRIBUTION EQUIPMENT, WIRE AND OTHER 480 VOLTS AND DISTRIBUTION EQUIPMENT	100	94	348
ELECT E. INSTALLATION OF WIRE AND CABLES	1,000	376	433
ELECT F. INSTALLATION OF FINISH MATERIALS AND TRIM DEVICES	400	334	1,168
ELECT H. INSTALLATION AND WIRING OF CONTROL EQUIPMENT	1,004	226	1,479
ELECT I. OTHER	100	100	400
ELECT J. PAD RELATED INSTRUCTION	176	140	427
Totals	6,400	2,467	6,343

Below the report is a "OJT Summary" table with columns for OJT ID, OJT Title, and OJT Hours. The summary table contains 18 rows of data.

To the right of the PDF, there is a "Student Info" section with the following details:

- Apprentice Number:
- High School:
- National Identifier:
- DOL Number:
- College ID Number:
- Journeyman: No
- Employed: 10/15/2013
- Apprentice Type: Electrical (Construction) 2017
- Indenture Date: 2/19/2012
- Accepted Date: 2/19/2012
- Termination Date:
- Student Year:
- Wage Level:
- Last Upgrade: 5/16/2014
- Estimated Next Upgrade: 2/19/2014 (Not started)

Below the Student Info is a "Student Progress" section with the following details:

- Community Service Balance: 0.00
- CA Points: 0.00
- Total School Hours: 0.5
- Last School Hour Recorded: 9/1/2018
- Total Non-School Hours: 63
- Total OJT Hours: 4598.5
- Total Employer Hours: 0
- Total OJT / Employer Hours: 4598.5
- Last OJT Hour Recorded: 4/1/2019
- Total OJT/School Hours: 4599
- Last Work Report Submitted: April 2019
- Estimated Completion Date:
- Actual Completion Date:
- Career Path:
- Average Percentage: 100.00 % (recalculate)

At the bottom right, there is an "Upcoming Class Days" section with a table for Due Date, Regarding, From, and Complete.

Due Date	Regarding	From	Complete
Due Dates		Any From	No

The bottom right corner shows "Showing 50" items.

Please feel free to contact your education coordinator at ABC of WI should you have any questions.

Thank you!