



How to Approve Electronic MPRs

The portal is an important tool for Training Agents to use in monitoring an apprentices' progress in the program. Training agents can see grades, attendance, work history, schedule, and certifications. And now, approve their MPRs!

All selected email addresses from your company record will receive an email indicating an MPR in the portal ready to be approved.

1. Click on the link in the email and it will take you directly to a page with all the MPRs waiting for approval.
2. Click on the View button to open and view the MPR. Verify the hours.
3. There is the option to add a comment to approved MPRs, but is not required.
4. If an MPR is denied, a comment/reason is required.
5. Click Approve or Deny
6. If approved, then the information is automatically updated in the apprentices' portal. Approval Complete.
7. If an MPR is denied, an email is sent to the apprentice indicating it was not approved and the reason. The apprentice is responsible to fix the MPR and resubmit.
8. Resubmitted MPRs are processed the same as above. The transaction notes will show, *i.e. submitted, rejected, submitted, approved.*

Pending MPR Approvals

MPR Approvals are being sent to: tony.hamilton@hamil.com

	Name	Period	Hours	Foreman	Submitted	
<input type="button" value="View"/>	Tony .	2019-7	20.00	Don	08/01/2019 02:55:17 PM	<input type="button" value="Resend"/>
<input type="button" value="View"/>	Bobby	2020-5	83.00	James	06/30/2020 06:55:21 AM	<input type="button" value="Resend"/>

Monthly Progress Report

Carpenter

Period: 5 - 2020

Bobby

1000 S. Main St.
Portland, OR

Portland, OR

Work process as per standards	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total hours this month
Farm Building											11	12	12																			35
Rough Framing & Outside Finishing														5				11	12	12	8											48
Inside Finish, Acoustical, Finish Hardware, Clean Room																																
Layout																																
Other Work Processes																																
Total Hours											11	12	12	5				11	12	12	8										83	

Comments:

Things to Note:

- To get to pending MPRs, log into your portal or click the link in the email. If you click the link in the email you can approve MPRs but not enter your portal—this ensures the safety of your company record.
- The portal lists the email addresses selected to receive the MPR email (above the list of MPRs). Contact us if email addresses and contact names need to be added or removed.