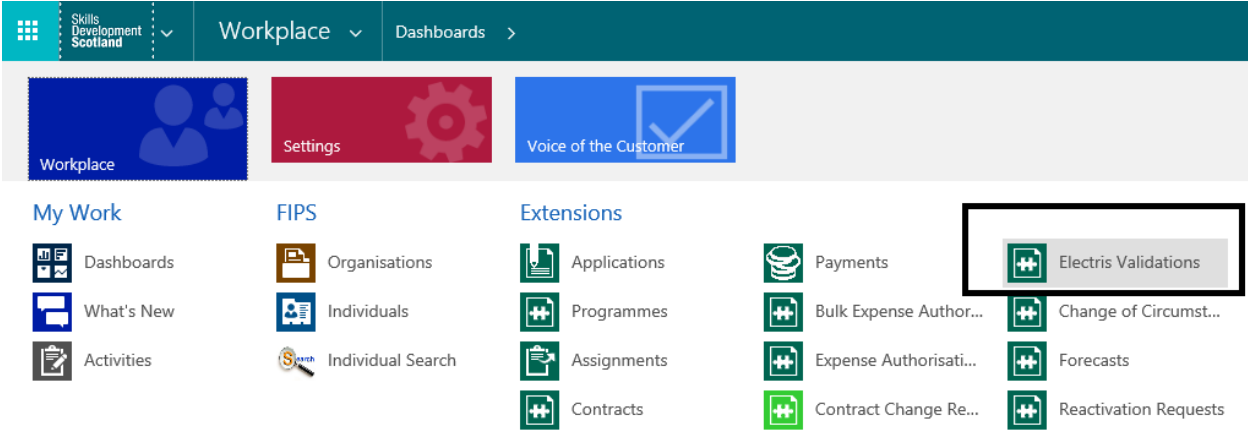


FIPS QUICK START GUIDE

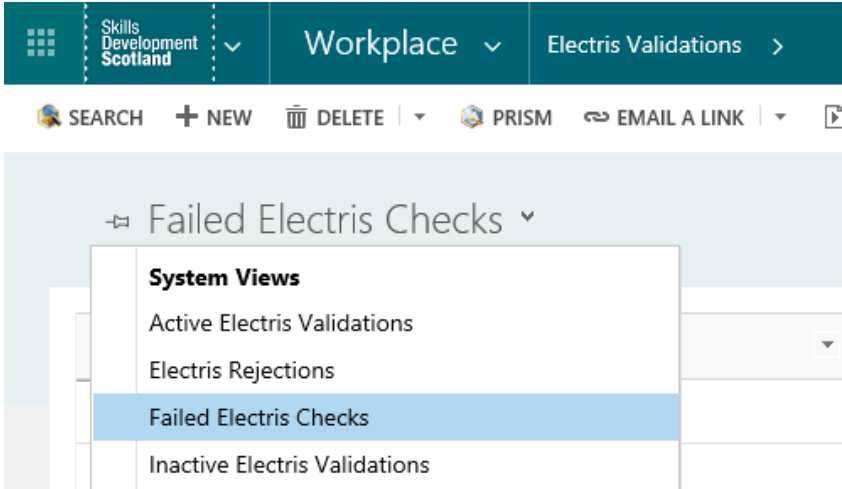
Electris Validation for Milestones & Outcomes for SQA Candidates

This guide will cover the Electris validation process for MA milestone and outcome claims for SQA candidates. Electris is an automated validation check between FIPS and SQA to ensure candidate information is correct, registration of the Group Award and achievement of SQA qualifications are complete for individuals prior to the initial milestone and the outcome claim being successfully processed.

1. Navigate to Workplace - Electris Validations screen. Any records that have a failed Electris Validation will show in this screen:



2. The standard view for Electris is called “Failed Electris Checks”. The screen will default to this view however users can switch between the views as needed:



3. The view should be used to select the individual you are looking for. Each row relates to a different candidate. Users can sort / filter to locate a record or use the search box at the top right:

The Failed Electris Checks view only contains records with a status reason “Awaiting Action”. When the search box is used (top right, highlighted by an arrow) this expands the view to include all Electris records and results returned will show any / all records relating to that search e.g. all status reasons will be returned – Validation Complete, Resubmit, Deleted.

4. The “Decline Reason” should be used to determine what action is required for the claim to be validated successfully. Common reasons for the claim being declined include – Mismatch Date of Birth, Mismatch Forename / Surname, Training Centre Number not found, Vocational Qualification Reference not found, Vocational Qualification & Training Centre Number not found.

Training Providers are required to manage the information held at SQA using their own login details for the SQA database which is known as SQA Connect.

5. If the information is incorrect on FIPS, it can be amended on the system and when the update has been made the claim can be resubmitted in Electris which will send the record for validation again:

Reason for failure	Area of FIPS to make change
Update Forename / Surname	Update via Individual Contact entity
Update Date of Birth	Update via Change of Circumstance entity
Update SQA Candidate Number (SCN)	Update via Individual Contact entity
Update Awarding Body Centre Number	Update via Assignment entity
Update Qualification Details	Update via Change of Circumstance entity

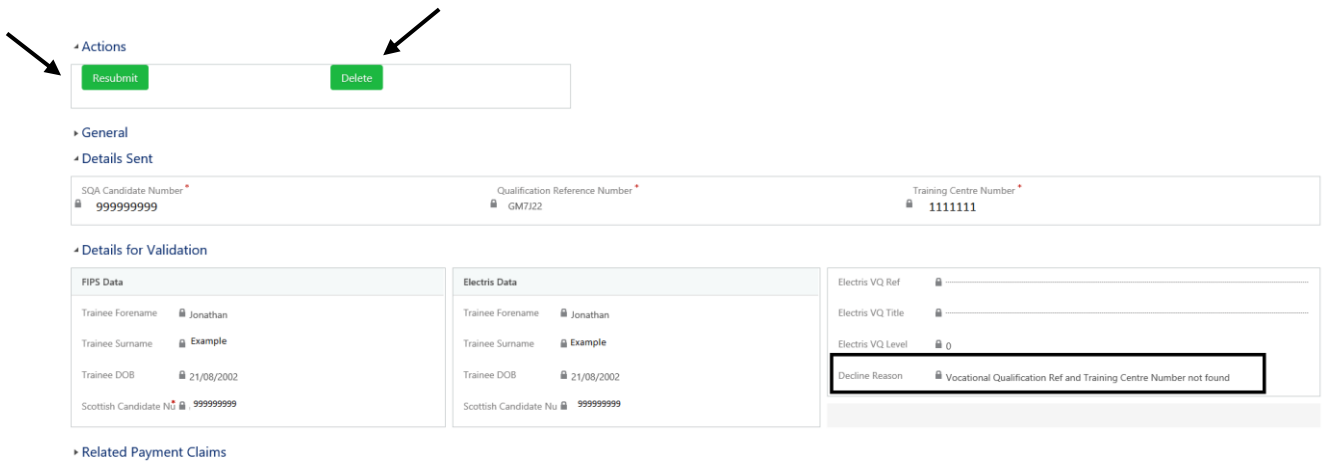
When a change is made to the qualification or date of birth (when the amendment results in a change to the funding group) this will require approval by SDS before the changes will be applied to the assignment. Training Providers should refer to the **Change of Circumstances** user guides.

6. Changes that need to be rectified at SQA should be actioned by the Training Provider. Candidate / qualification details can be updated and when the change has been made, the claim can be resubmitted via Electriss which will perform the validation check again. If all details now match, the claim will complete the Electriss check process and the related milestone / outcome will go to Unconfirmed status on the Individual Payment Plan and the payment will show in the Pre-Posting Run.

7. To view the details for the candidate, click into the record from the Failed Electriss Check view. Double click on any part of the row that is not a hyperlink to open. Clicking on the blue text (hyperlink) will open a different screen. When the record opens, ensure the view is set to “Electriss Validation: Information”:



8. Expand the headers to view the information. The Actions tab contains a Resubmit and Delete button. Resubmit will send the record for validation again. Delete will remove the record from the Awaiting Action status and set the Electriss validation to Deleted and the related milestone / outcome will not be paid. The Decline Reason field provides an explanation for the failure:



The Decline Reason field can only display one issue at a time. If there are multiple failure reasons for a record e.g. DOB incorrect, Qualification incorrect and Centre Number incorrect, this field will show a new reason only when the previous reason has been resolved by an update to the data.

9. In this example, the decline reason shows Vocational Qualification Ref and Training Centre Number not found. For errors relating to Training Centre / Qualification Reference, the Training Provider must first check the details at SQA. Qualification Reference, Candidate Number, Centre Number must all be checked against what information is in FIPS to ensure the data matches. Ensure the candidate is registered for the group award if required and that the candidate has not been withdrawn in error at the SQA.
 - Any incorrect information should be updated at SQA and once complete the claim can be resubmitted in Electris by the Training Provider using the Resubmit button.
10. The Electris validation screen will display the information held on FIPS and SQA side by side for comparison purposes. In the example below, the DOB is the failure / decline reason as the DOB data on the two systems (FIPS and SQA) do not match:

Details for Validation

FIPS Data	Electris Data	Electris VQ Ref
Trainee Forename Fraser	Trainee Forename Fraser	GL2L45
Trainee Surname Example	Trainee Surname Example	Electris VQ Title Diploma for Information Technology and Telecommunications Professionals
Trainee DOB 10/09/1999	Trainee DOB 10/03/1999	Electris VQ Level 45
Scottish Candidate Nu 999999999	Scottish Candidate Nu 999999999	Decline Reason Mismatch Date of Birth

11. When the changes have been made to the details – either in FIPS or at SQA - the record in Electris can be resubmitted using the Resubmit button within the Awaiting Action record. Resubmit will send the record for validation again and the data will be checked against the updated information. The following message will be displayed:

Electris Validation - Dialog - Resubmit - Internet Explorer

Electris Validation - Dialog - Resubmit

Warning Page

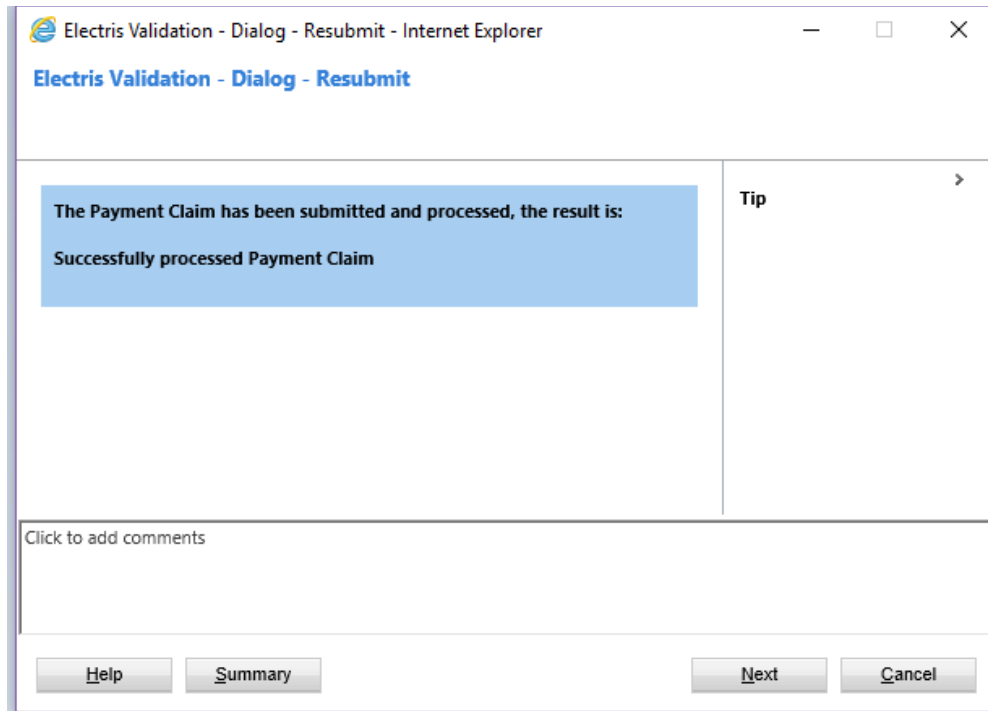
Please be warned that this action will cause resubmission of details to Electris.
Please click Next to continue otherwise Cancel to end this dialog.

Tip

Click to add comments

Help Summary Next Cancel

12. Click on Next to submit the record for validation. This may take a few seconds to complete. If the resubmission has been successful, the following message will be displayed. Click on Next then Finish to complete:



13. No further action is required for this record. The status will now show as Validation Complete for the record and will be removed from the “Failed Electris Checks” view. The milestone / outcome claim will now show on the assignment Individual Payment Plan as Unconfirmed.
14. If there are multiple errors for an assignment, after resubmission the payment claim will not be successfully processed as validation will still be outstanding. The same process should be followed – check the Decline reason on the record and update the information accordingly. Refer to the information box at point 8 (above).
15. If a Training Provider is unable to identify and / or rectify an issue with an Electris validation, the FIPS Support Team should be contacted on the Support Form with the relevant candidate details and the issue can be investigated.