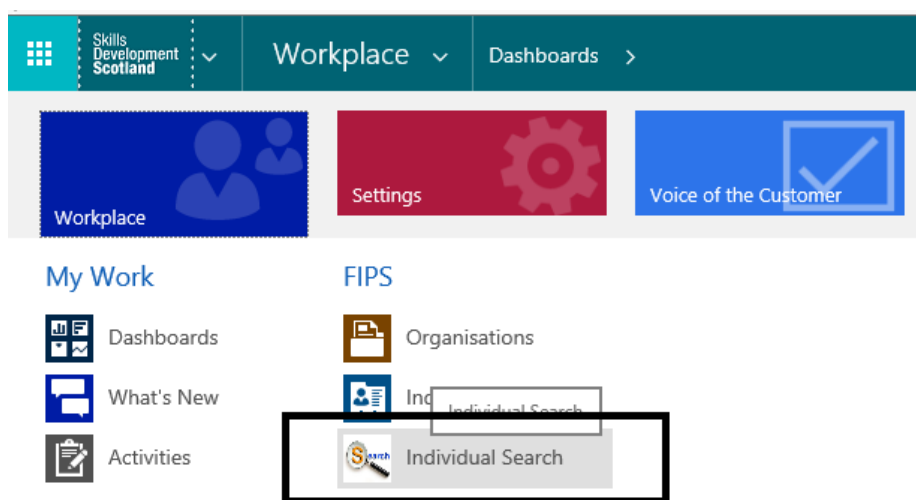


FIPS QUICK START GUIDE

Using Individual Search Entity in FIPS

Individual Search is used to search for candidate details before entering an application into FIPS. It is the first stage in generating an assignment. This guide will provide best practice for searching and other hints and tips.

1. From the Training Provider Dashboard, click on Workplace and then into the Individual Search entity:



2. The results returned for the Individual Search are generated from multiple SDS databases. To ensure the results returned are as wide ranging as possible, search using the following information in the first instance – forename, surname, DOB:

The screenshot shows the Individual Search form in the Skills Development Scotland Workplace dashboard. The form includes the following fields:

- NI Number
- SCN
- Date of Birth (03/05/2001)
- Surname (Browntest)
- Forename (Bridget)
- Street 1
- Street 2
- Street 3
- City
- Postcode

There are two buttons at the bottom: 'Search' and 'Reset'. The 'Search' button is highlighted with a black box and an arrow. To the right of the form, there is a text box with the following instructions:

The recommended way to search for a Participant is by entering:-
 1. Date of Birth, full Surname and full Forename (do not use the initial of the Forename only).
 2. Address can also be used in conjunction with search 1 above.

You can also search by entering:-
 3. NI Number
 4. SCN
 5. NI Number and SCN

Click on Search. If there are results that match your search, they will be displayed in a table below the search function.

3. The screenshot below shows the results for this example search. All data displayed is fictitious.

The screenshot shows the search results for candidate Bridget Browntest. The candidate's details are as follows:

Forename	Surname	NI Number	SCN	Address	In Training
Bridget	Browntest	JX000000Q	999999999	100 Example Street Glasgow G42 5QQ	Y

The detailed qualifications table is as follows:

Programme	Qualification	Date	Payment Type	Value	Framework	Milestones Claimed	Stage
MA	GL2K 46-Diploma in Digital Application Support-SCQF 6	25/02/2019	Milestone	£208	undefined	undefined	undefined
MA	GL2K 46-Diploma in Digital Application Support-SCQF 6	25/02/2019	Milestone	£208	undefined	undefined	undefined
MA	GL2K 46-Diploma in Digital Application Support-SCQF 6	25/02/2019	Milestone	£208	undefined	undefined	undefined
MA	GL2K 46-Diploma in Digital Application Support-SCQF 6	12/04/2019	Milestone	£208	undefined	undefined	undefined
MA	GL2K 46-Diploma in Digital Application Support-SCQF 6	21/06/2019	Milestone	£208	undefined	undefined	undefined
MA	GL2K 46-Diploma in Digital Application Support-SCQF 6	25/06/2019	Milestone	£208	undefined	undefined	undefined

View Payment History button will display any previous claims made for the candidate for any programmes they have been registered on. The screenshot above shows an example of this.

4. Review the candidate details returned and if you are certain that the results displayed match the candidate you are looking for, click on Create New Application:

The screenshot shows the search results for candidate Bridget Browntest. The candidate's details are as follows:

Forename	Surname	NI Number	SCN	Address	In Training
Bridget	Browntest	JX000000Q	999999999	100 Example Street Glasgow G42 5QQ	Y

If there are no results returned for a candidate that you have previously registered on FIPS, search again using the NI number only. Click on "Reset" to do this. If there are no results for the candidate in this instance, contact FIPS Support for further guidance.

5. If you have searched for a candidate and no results and / or results that do not match the details you require are returned, you can create a new Individual Contact by clicking "Not Listed, Create New Application" or "Create New Application" when no results are returned:

The screenshot shows the search filters and buttons. The 'Search' and 'Reset' buttons are shown above a red text message "No results returned.", and the "Create New Application" button is shown below.

The screenshot above is when there are no results returned and the screenshot below is when a result is returned but not the candidate you require. If the details displayed match the Individual you are searching for with a few differences (e.g. address details / name) do **NOT** use the “Not Listed, Create New Application” option. Use the results returned and update the details in the application.

SEARCH IMPORT DATA

NI Number Street 1 The recommended way to search for a Participant is by entering:-
1. Date of Birth, full Surname and full Forename (do not use the initial of the Forename only).
2. Address can also be used in conjunction with search 1 above.

SCN Street 2

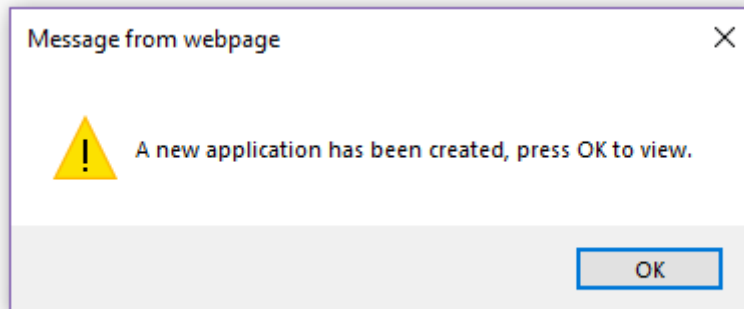
Date of Birth Street 3 You can also search by entering:-
3. NI Number
4. SCN
5. NI Number and SCN

Surname City

Forename Postcode

Forename	Surname	NI Number	SCN	Address	In Training
Bridget	Browntest	JX000000Q	999999999	100 Example Street Glasgow G42 5QQ	Y

6. When Create New Application is selected, a popup will appear on screen to confirm that FIPS has created a new application and will prompt you to select ok to view. Select ok to load the application screen:



You should now read the Quick Start Guide for Entering an Application.