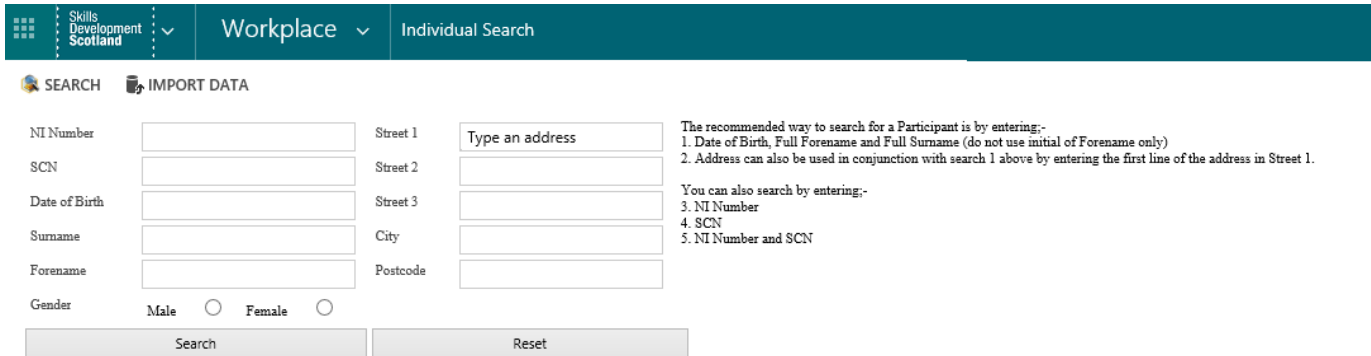


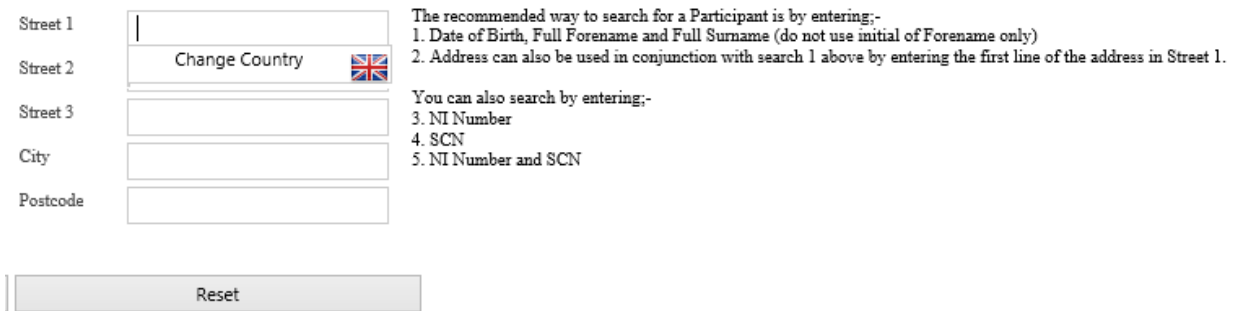
Update to Address Search function in FIPS

Training Providers should be aware that the address search function in FIPS will be updated from 19th February 2020. This change will impact the Individual Search, Individual Contact and Application entities in FIPS.

1. Individual Search entity



The address fields within all entities will now contain an active lookup list and will no longer be free text fields. When Street Line 1 is clicked into, an option to select “Change Country” will appear. This should be left as the default setting:



Street 1 field should be used to search for an address. Postcode or house number / street name can be used in the search. As information is input, the results will populate on a list on screen.

The screenshots below show the results for different search scenarios. This is provided for information and users should input the details they require.

Part of postcode

The recommended way to search for a Participant is by entering:-
 1. Date of Birth, Full Forename and Full Surname (do not use initial of Forename only)
 entering the first line of the address in Street 1.

NI Number Street 1

SCN Street 2 1982 items

Date of Birth Street 3 48 items

Surname City

Forename Postcode

Gender Male Female

3. NI Number
 4. SCN
 5. NI Number and SCN

Complete postcode

 IMPORT DATA

The recommended way to search for a Participant is by entering:-
 1. Date of Birth, Full Forename and Full Surname (do not use initial of Forename only)
 entering the first line of the address in Street 1.

NI Number Street 1

SCN Street 2

Date of Birth Street 3

Surname City

Forename Postcode

Gender Male Female

73/7 Haymarket Terrace, EDINBURGH, EH12
 83/7 Haymarket Terrace, EDINBURGH, EH12
 73/8 Haymarket Terrace, EDINBURGH, EH12

Street name

 IMPORT DATA

The recommended way to search for a Participant is by entering:-
 1. Date of Birth, Full Forename and Full Surname (do not use initial of Forename only)
 entering the first line of the address in Street 1.

NI Number Street 1

SCN Street 2 477 items

Date of Birth Street 3

Surname City

Forename Postcode

Gender Male Female

5. NI Number and SCN

When the address required is displayed, select it from the list. This will autocomplete the fields to complete the address:

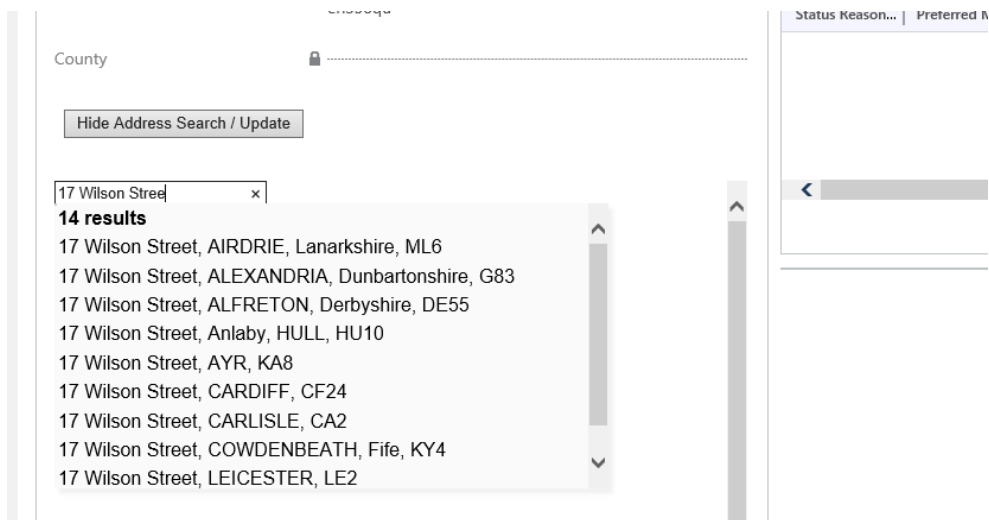
 IMPORT DATA

NI Number	<input type="text"/>	Street 1	<input type="text" value="74/1 Haymarket Terrace"/>	The recommended way to search for a Participant is by entering:- 1. Date of Birth, Full Forename and Full Surname (do not use initial of Forename only) 2. Address can also be used in conjunction with search 1 above by entering the first line of the address in Street 1.
SCN	<input type="text"/>	Street 2	<input type="text"/>	
Date of Birth	<input type="text"/>	Street 3	<input type="text"/>	You can also search by entering:- 3. NI Number 4. SCN 5. NI Number and SCN
Surname	<input type="text"/>	City	<input type="text" value="EDINBURGH"/>	
Forename	<input type="text"/>	Postcode	<input type="text" value="EH12 5LQ"/>	
Gender	<input type="radio"/> Male <input type="radio"/> Female			
<input type="button" value="Search"/>		<input type="button" value="Reset"/>		

2. Individual Contact entity

When updating candidate address details in FIPS the Individual Contact (Individuals entity) should be used. Within the Individual Contact, click on Address Search / Update to display the search fields. Use Address Line 1 to search for the details as above. Postcode or street name can be entered to begin the search.

Street name



The screenshot shows a web interface for address search. At the top, there is a 'County' field with a lock icon. Below it is a button labeled 'Hide Address Search / Update'. A search input field contains the text '17 Wilson Street' with a clear 'x' button. A dropdown menu is open, displaying '14 results' and a list of addresses: '17 Wilson Street, AIRDRIE, Lanarkshire, ML6', '17 Wilson Street, ALEXANDRIA, Dunbartonshire, G83', '17 Wilson Street, ALFRETON, Derbyshire, DE55', '17 Wilson Street, Anlaby, HULL, HU10', '17 Wilson Street, AYR, KA8', '17 Wilson Street, CARDIFF, CF24', '17 Wilson Street, CARLISLE, CA2', '17 Wilson Street, COWDENBEATH, Fife, KY4', and '17 Wilson Street, LEICESTER, LE2'. To the right of the search area, there is a sidebar with a 'Status Reason...' field and a 'Preferred A' field.

Complete postcode

Select the address details and click on “Update Address” button to complete the process.

3. Application

When creating an application for a candidate, address details can be added at this stage if they were not included in the Individual Search. Under the Participants Details header, click on Address Search / Update button to display the search fields. This process is the same when searching for addresses as described in scenarios #1 and #2 above. Use Address Line 1 only to search – do not manually enter data into the other address fields:

The results will be displayed – select the required details to and click on “Update Address” to ensure the address details are saved. FIPS will autocomplete the remaining fields (Address line 2, City, County, Postcode) with the details that were selected from the search.