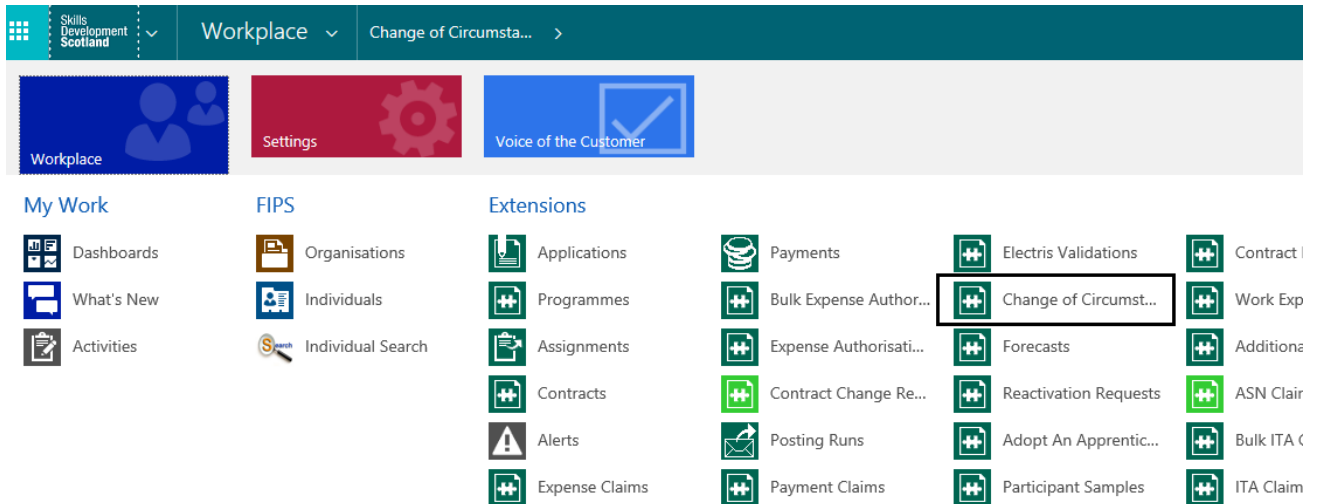


# FIPS QUICK START GUIDE

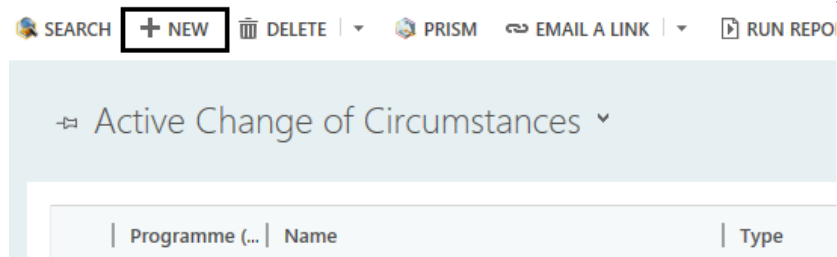
## Change of Circumstance – Start Date

The change of circumstance (COC) entity on FIPS allows Training Providers to make changes to specific candidate information. The following data can be amended via the Change of Circumstance entity: Start Date, Date of Birth, National Insurance Number and Qualification. This guide will provide guidance on how to update the start date of an assignment. COC can only be completed when an assignment has been generated.

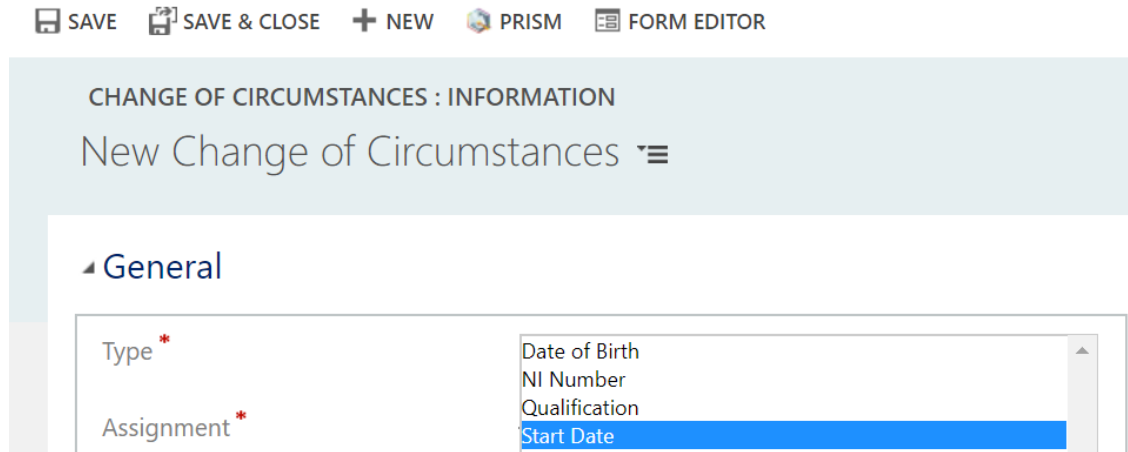
1. To update the Start Date for an assignment for an individual in FIPS, select Workplace and then click on the Change of Circumstances entity:



2. Within the Change of Circumstance screen, click on "+ New" which will open the Change of Circumstances form:



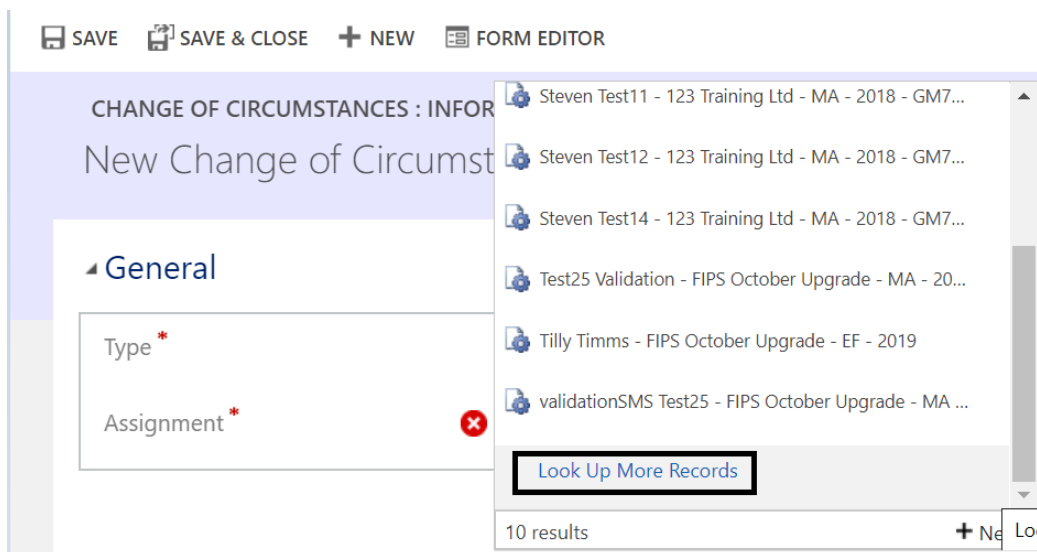
3. Any fields displayed with a red asterisk are mandatory and must be completed prior to saving the form. Within the "Type" field, click into this and select "Start Date" from the list displayed:



4. Once this has been selected additional fields will appear on the right-hand side of the page:



5. To locate the assignment that needs updated, click into the assignment field and use the look up icon to expand the drop-down list. Select the "Look Up More Records" hyperlink which will bring up an additional search box:



6. Within the search box, search for the individual using the wild card function (First name\*Surname) and hover over the white space on the left-hand side of the name. This will display a check box. Click to select and then click “Add”:

The screenshot shows a 'Lookup Record' dialog box with the following elements:

- Title:** Lookup Record
- Search Criteria:**
  - Look for: Assignment
  - Look in: Assignment Lookup View
  - Search: brit\*spear
  - Checkbox: Show Only My Records (unchecked)
- Results Table:**

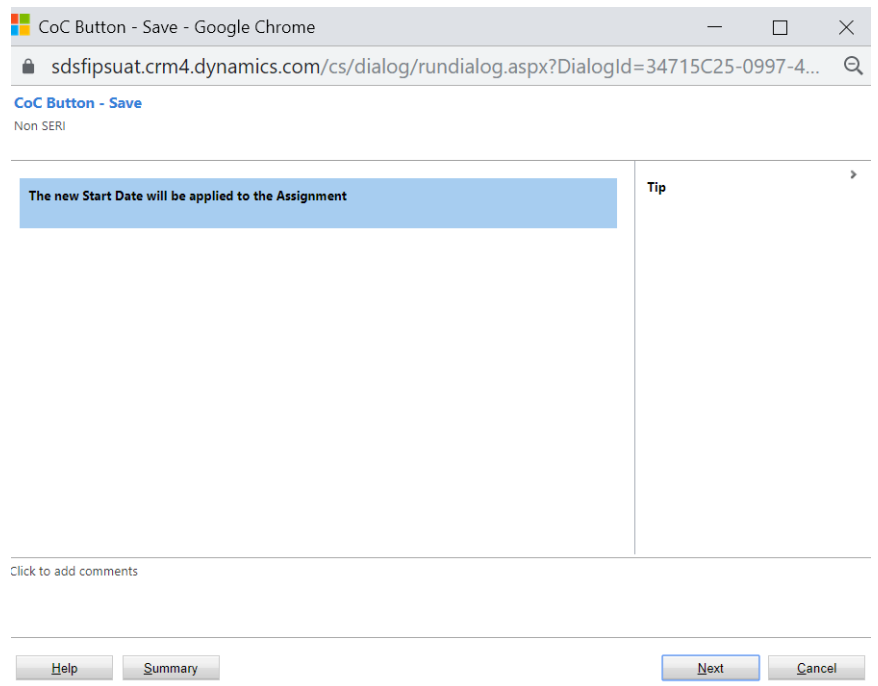
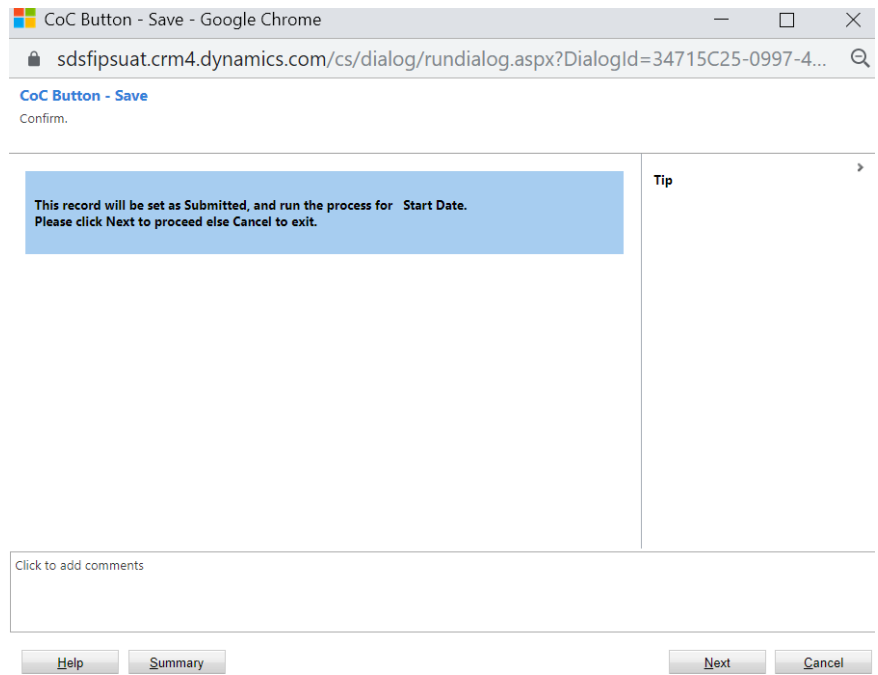
Name	Registered Organ
<input checked="" type="checkbox"/> Britney Spears - NTP HUB DEMO ONLY - MA - 2...	NTP HUB DEMO ONLY
- Footer:**
  - 1 - 1 of 1 (1 selected)
  - Page 1
  - Buttons: Add, Cancel, Remove Value

An arrow points from the 'Add' button to the 'New' button in the bottom left corner of the dialog box.

7. Once selected, the individual's current details will appear at the bottom of the right side of the screen. Complete the New Start Date field:

8. Save the form using the disc icon at the bottom right of the screen or the Save button at the top left. When saved, a Submit button will appear at the top of the form. Click on this to submit the Change of Circumstance:

- 9. A dialog box will appear summarising the change of details. Click Next to submit the Change of Circumstance. Cancel can be selected which will not submit the change and the details will not be updated:



**10. The individual’s assignment will be updated with the new start date and the Change of Circumstance will show as status “Completed”. The “New Start Date” field and the “Start Date” field within the current details section of the COC form will now display the updated information:**

CHANGE OF CIRCUMSTANCES : INFORMATION

Start Date - Britney Spears - DEMO ONLY - M... Owner\* Status Reason Completed

► Actions

◆ General

Type*	Start Date
Assignment*	Britney Spears - DEMO ONLY - MA - 2018 - G9FJ 23-Housing-SCQF 7

Change of Start Date	
New Start Date*	02/12/2019
Review Individual Payment Plan	Britney Spears - DEMO ONLY - MA - 2018 - G9FJ 23-Housing-SCQF 7

Current Details	
Individual*	Britney Spears
Start Date*	02/12/2019
Qualification*	G9FJ 23-Housing-SCQF 7
Active Individual Payment Plan	Britney Spears - DEMO ONLY - MA - 2018 - G9FJ 23-Housing-SCQF 7

Contract Starts \_\_\_\_\_ Contract Volume \_\_\_\_\_ Programme Name \_\_\_\_\_

Inactive Read only

If the individual has other / previous assignments on FIPS, the update may take some time to show in the assignment. Training Providers should wait 1 hour after completing the COC for the change to display in the assignment.