# FIPS Quick Start Guide

How to Search for Address Details in FIPS

This guide covers how to search for address details in FIPS. Address details in FIPS can be searched for / input in various areas of FIPS. Individual Search, Applications, the Individual (Contact) and employer Notify Missing screens all contain the address search lookup. This guide will cover how to use the address lookup, using a different method to maximise results.

➢ Use the link icon to access the FIPS landing page on the SDS corporate website which contains additional FIPS guides and user information.
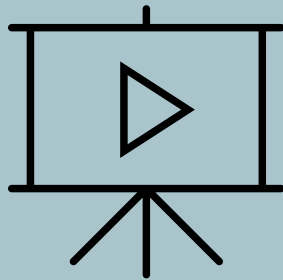
The address search for participants is located within the Individual Search, Application and Individual (Contact) entities in FIPS. Participant addresses cannot be searched for or updated within an <u>assignment</u>. To update the details for a participant assignment, the address search within the Individual (Contact) record must be used.
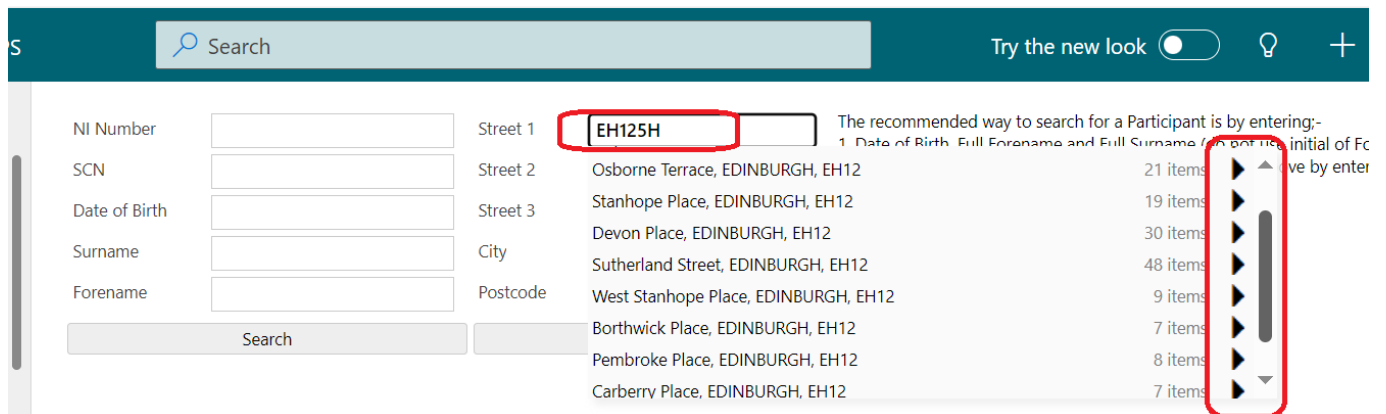
1. **The address search contains an active lookup that is linked with the Royal Mail database within Street / Address Line 1. This will return a list of interactive address options based on what details you input to search. All other address fields including postcode are locked and information cannot be manually entered into these fields.**

2. **Address Line 1 is where the address search must be performed. When Address Line 1 is clicked into, an option to select "Change Country" will appear. This should be left as the default setting:**

Street 1	Type an address
Street 2	🇬🇧 Change Country
Street 3	
City	
Postcode	

3. **Postcode, town, house number / street name or a combination of the address details can be used in the search. As information is input, relevant results will be generated on screen. Individual Search, Application, Individual Contact address searches will be demonstrated in the screenshots below. Each entity will have different address details input to demonstrate different combinations for searching.**

<u>Individual Search</u> – example of searching using postcode only:

➢ **If including a participant address as part of the individual search, use Street 1 to perform the search for the address. In Street Line 1, part of the postcode ("EH125H") has been input. The results returned contain any addresses with that information within the address. The scroll bar and drill down arrows can be used to locate the specific address required:**

 - When an address has been selected, the address details will populate within the locked fields e.g., Street 2 / City / Postcode.

<u>Application</u> - example of searching using street name only:

➤ **Participant address details can be added in an Application if the address was not included in the Individual Search or updated if the address details displayed are now old details during the application submission. In the Participant Details tab within an application, click on the Address Search / Update button:**

➤ **This button will reveal the address search fields. All fields except Address Line 1 will be locked. Using Address Line 1, enter part of the address to begin the search. In this example, part of the street name has been entered:**

The results returned all contain "Shandwick Pla", as per the search input. Review the results and select the relevant address. Once selected, the locked fields will be populated with the address details. Click on the Update Address button to attach the address to the application:
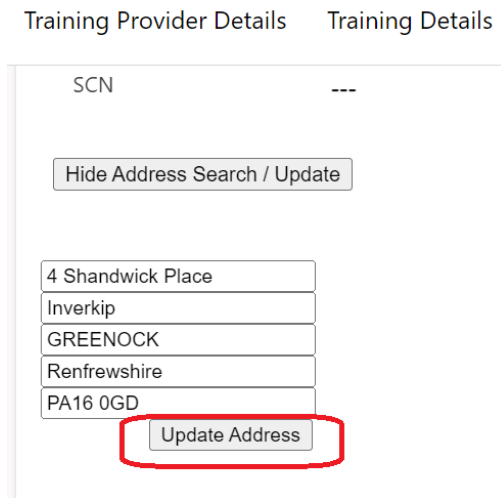
If the results disappear from the list when searching, click on backspace within address line 1 to refresh the list of results then select the address required to populate the locked address fields.

<u>Individual Contact</u> – example of updating a participant address when there is an active assignment:

➢ **If a participant has an active assignment e.g., Confirmed/ Unconfirmed assignment, Manual Approval Required, Leaver Active etc. home address details must be updated in the Individual Contact record. Individual Contact records are listed within the Individuals entity on FIPS:**
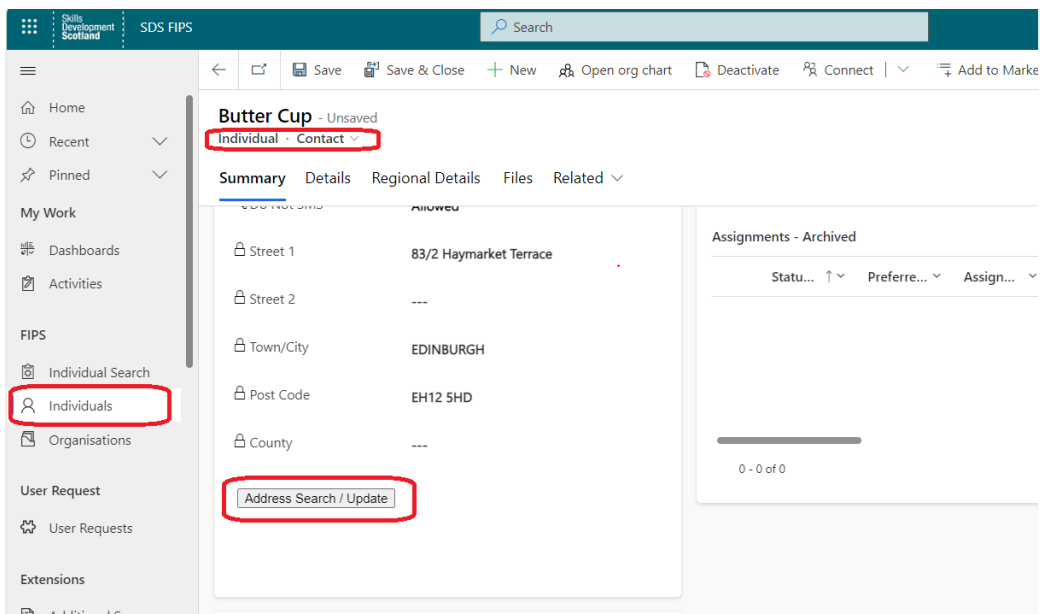

➢ Individual records can also be accessed within an Assignment, at the top right of the record or under the Participant Details tab. The individual's name is a hyperlink which will open the individual contact record.
➢ Ensure the form view is set to "Individual: Contact". Under the Summary tab, scroll down to access the Address Search / Update button. Use Address Line 1 only to input part of the address required.

➢ **In this example, house number and street name has been entered:**
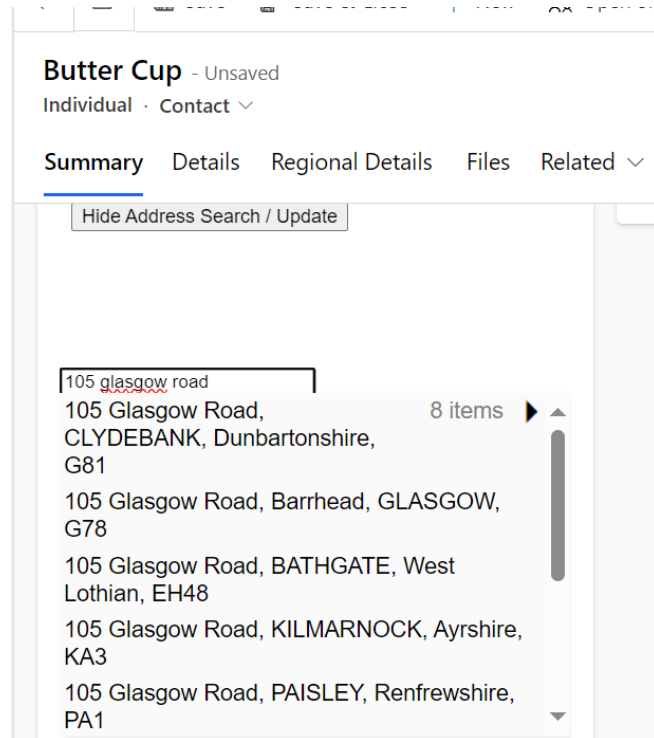
Results returned contain the search criteria entered. Select the relevant address from the results. The search can be refined further by inputting more information, for example, inputting part of the town name. Select the result then click on "Update Address" to attach the address details to the participant:
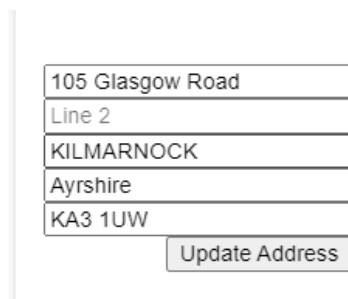
The new address will now be displayed on the related assignment, under the Participant Details tab: