

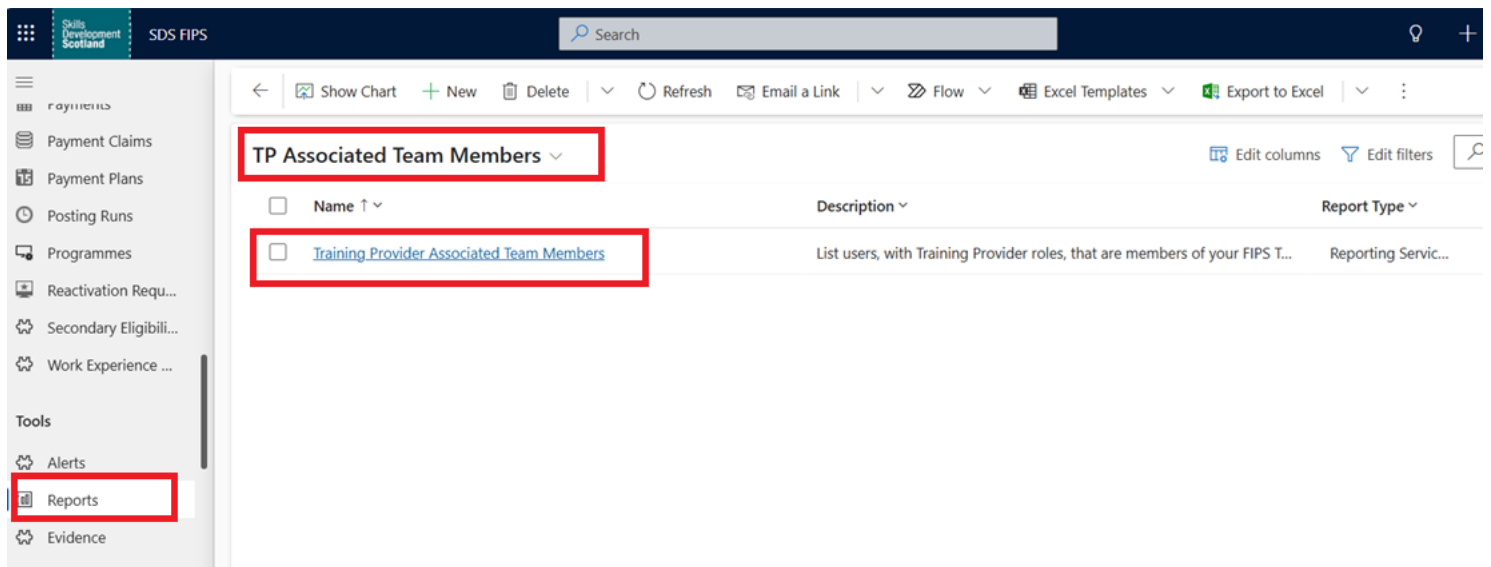
FIPS Quick Start Guide

How to Review Active FIPS Licences (FIPS User Accounts)

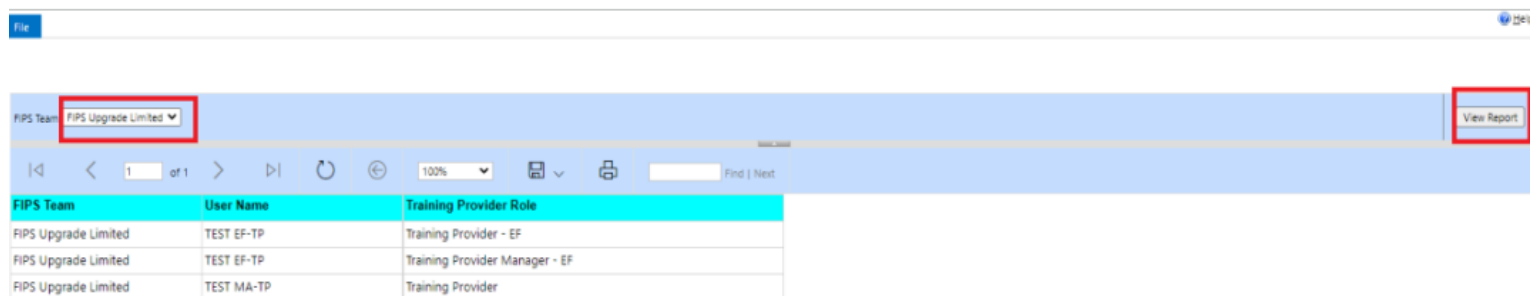
This guide will cover how Providers can check active FIPS user licences and their access levels for their organisation using the Reports entity in FIPS.



1. Navigate to the Reports entity on the Workplace menu. Change the system view from 'Available Reports' to 'TP Associated Team Members'. The associated report within the view: Training Provider Associated Team Members will be displayed:

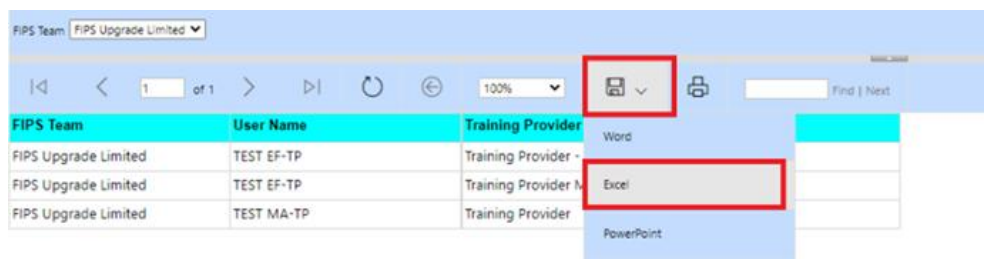


2. Click on the report name hyperlink to open the report viewer. The report viewer will launch in a new tab. Use the FIPS Team dropdown to select the associated FIPS Team (only your associated organisation team will show) and click on View Report. This will display all the enabled users and their associated user roles for the Provider:



- An individual user may be displayed multiple times on the report, and this is because they will have numerous roles covering various programmes (e.g. MA, FA etc) or level of access (Admin / Training Provider Manager), however, the **user is only consuming one licence** and will only be billed for one licence. In the screenshot above, the user known as "TEST EF-TP" is listed twice due to two roles being attached to the licence.

3. The report results can be exported to Excel if required. Click on the save icon and select Excel from the list of options:



The results will be downloaded to your computer in an Excel file.