FIPS QUICK START GUIDE

How to Print an MA Assignment Summary

This document will cover how to print the MA Assignment Summary on FIPS. The MA Assignment Summary can be printed from the Assignment entity and within an individual participant assignment in FIPS.

There is a video that covers this process – click on the play button to view this.

1. **To print an MA Assignment Summary, click into the Assignments entity from the Workplace menu:**
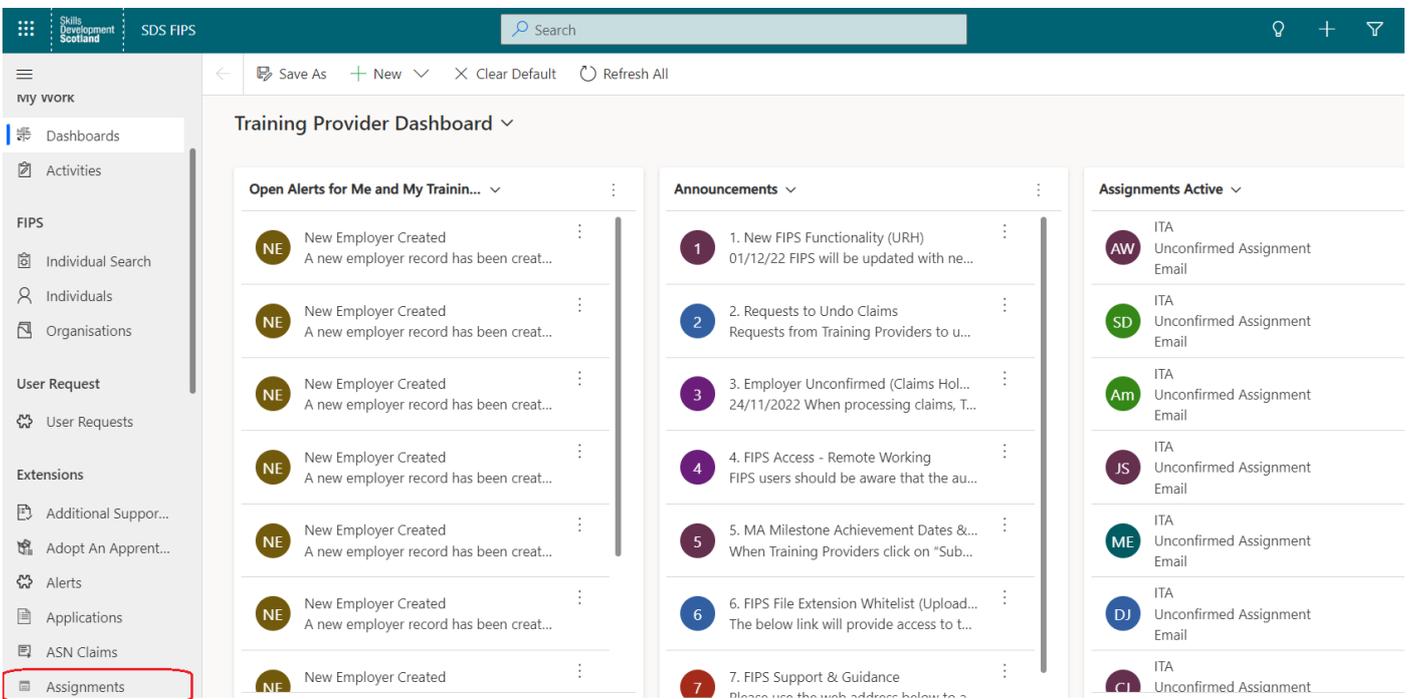
The populated MA Assignment Summary can be printed from several of the system views within the Assignments entity, however the view that will be used most often is the "Assignments Active" view. Active Assignments will show any Assignments at draft status through to 6 months after leaving details have been entered, when they go to Leaver Archived status.

2. **Click on the drop-down arrow to view the system views and select "Assignments Active" from the list of system views. It may default to Assignments Active when the entity is clicked into:**
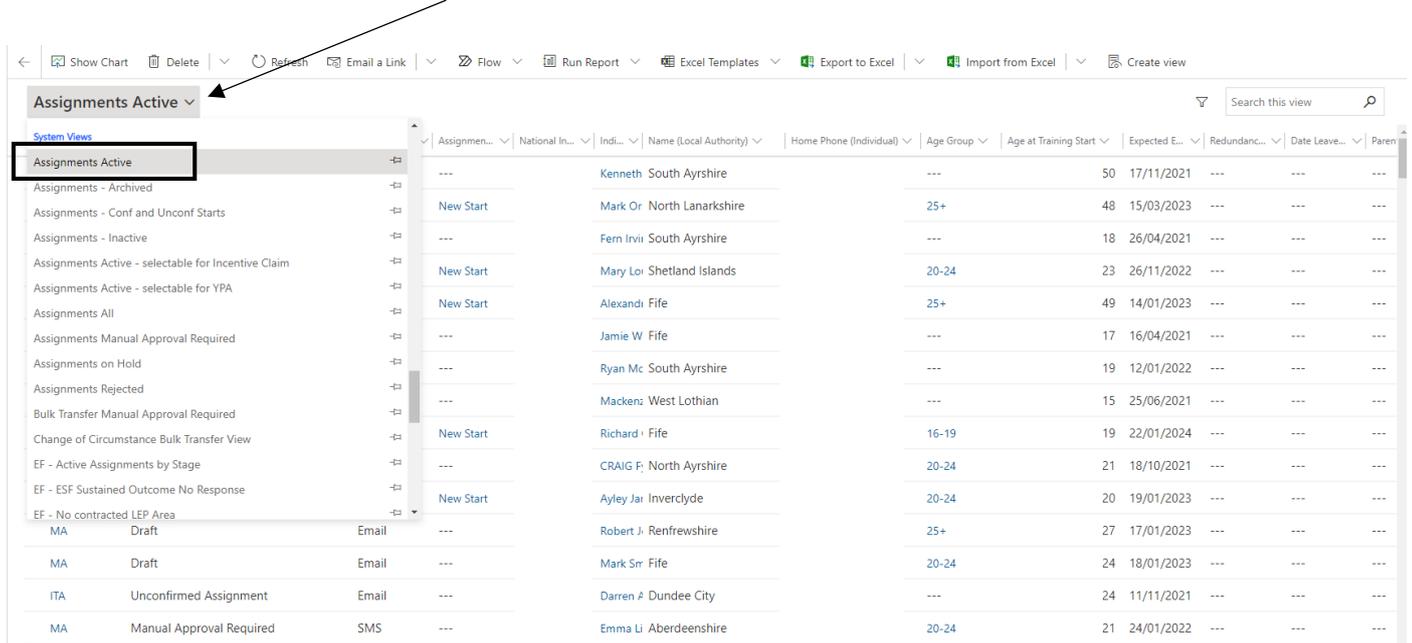
3. **The view can be filtered by clicking on the column header to be filtered which will display the filter functionality. In this example, status reason has been selected to filter:**
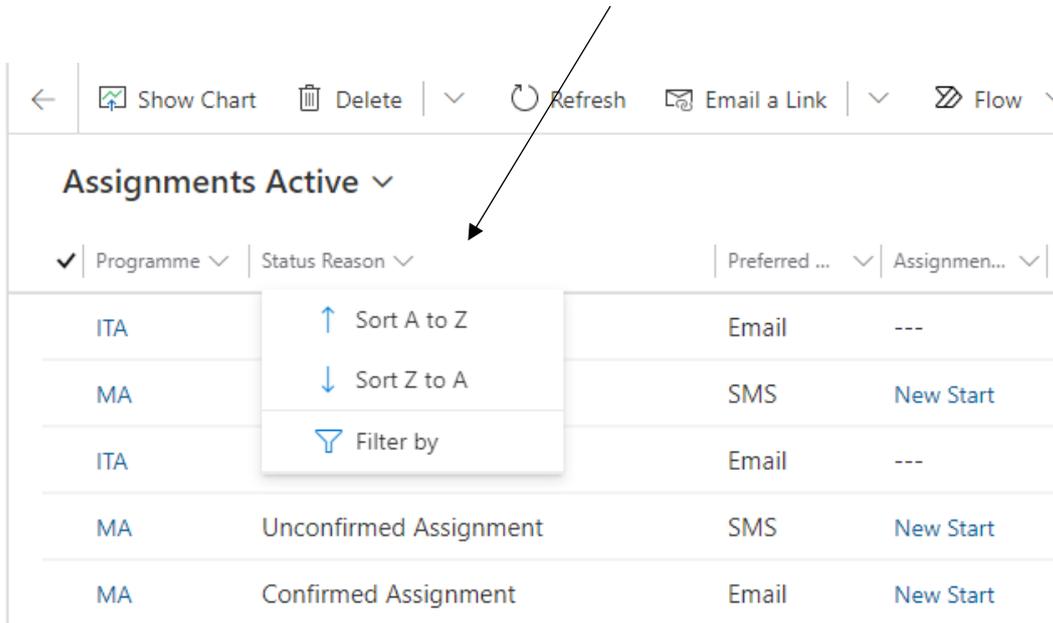
4. **Once filtered if required, select the assignment records that the MA Assignment Summary is to be printed for. Click on the checkbox at the left of the row to highlight the participants required. When records have been selected, the Run Report option will be displayed in the ribbon menu:**

5. **The MA Assignment Summary can be printed for one or multiple participants at the same time from this view. When the relevant assignments are selected, click on Run Report and select MA Assignment Summary from the list of reports:**

6. **Choose the appropriate option from the Select Records popup box which appears on screen and click on Run Report to generate the MA Assignment Summary documents for the selected assignments:**

Select Records ✕

Select which records you want to use in this report.

Report: MA Assignment Summary

Description: Produce MA Training Agreement version 4 Financial Year 2019/20

Use these records:

○ All applicable records

◉ The selected records

○ All records on all pages in the current view

Run Report   Cancel
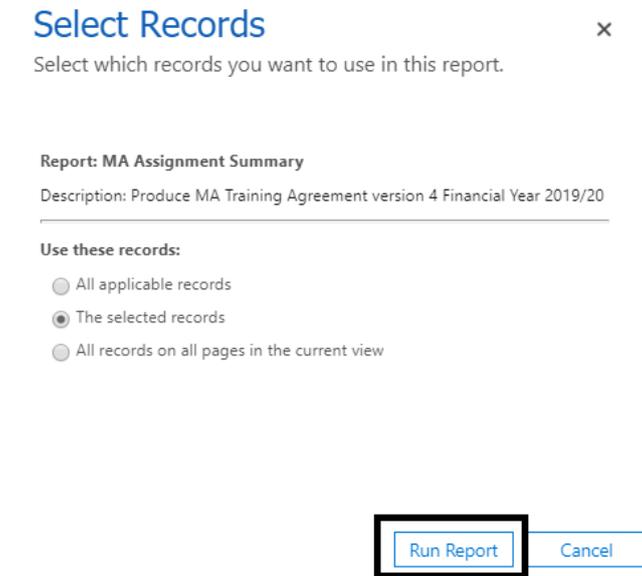
7. **To review the printed documents prior to printing, click on the arrows:**

Edit Filter

|◁   <   1   of 8   >   ▷| ↻   ⊖   100%

Modern Apprenticeship Assignment Summary
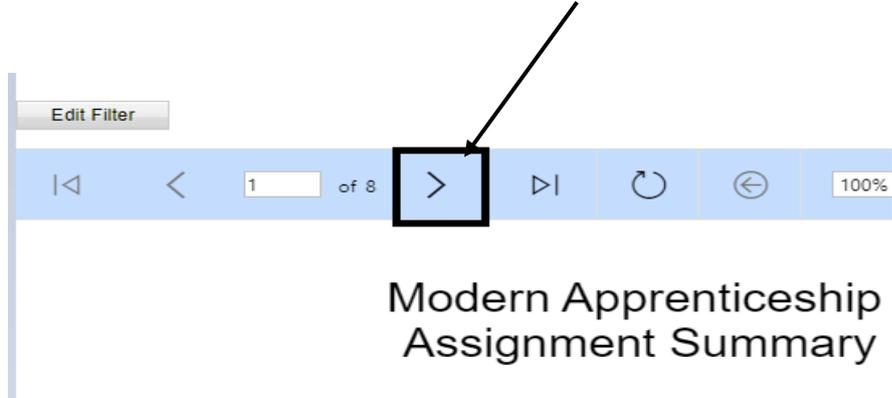
8. **To export the MA Assignment Summary to PDF or another format, click on the save icon and select the format from drop-down menu.**

9. **To print directly from FIPS select the printer icon:**
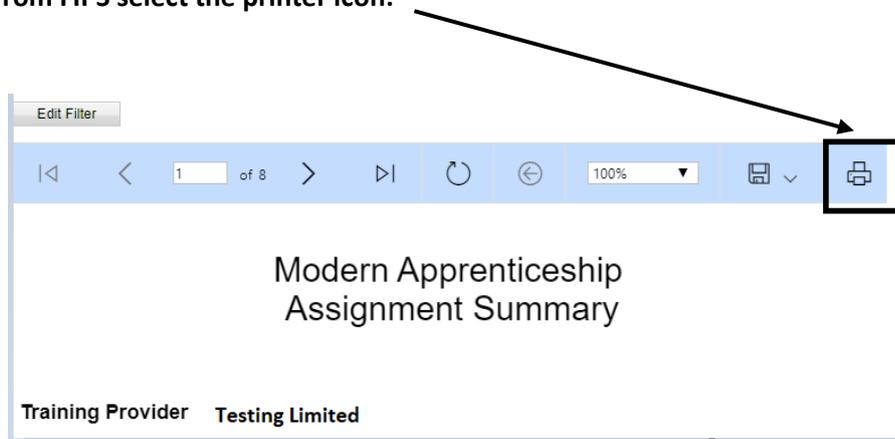
10. **The MA Assignment Summary can also be printed form within a participant's assignment. Using the Run Report function on the ribbon menu, select the MA Assignment Summary from the list and follow the steps detailed above:**

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