

# FIPS Quick Start Guide

## Uploading Documents to FIPS for NTP Operations and Compliance

**This document will provide guidance on how to upload and view documents within FIPS for NTP Operations and Compliance. This guidance will explain how to upload documents to FIPS, how to check and review uploaded documents and how to download documents.**

**Guide last reviewed: 12/03/2026**

**Next review due: 12/03/2027**

**Created by FIPS Support Team**

## Uploading Documents for NTP Operations

1. Click into the Contracts entity and select the contract you want to upload documents against:

Name	Status R...	Date Active From	Date Active To	Total Contract V...	Total Contract V...
<a href="#">123 Training Ltd - FA - 2026 - 200</a>	Activat...	13/01/2026	13/01/2030	£100.00	10
<a href="#">Elf and Safety Training - EF - 2025</a>	Activat...	01/11/2025	31/10/2026	£37,000.00	12
<a href="#">Elf and Safety Training - FA - 2025 - G101-...</a>	Activat...	01/11/2025	31/10/2026	£100,000.00	16
<a href="#">Elf and Safety Training - MA - 2025</a>	Activat...	01/11/2025	31/10/2026	£50,000.00	19
<a href="#">Elf and Safety Training - GA - 2025</a>	Activat...	01/11/2025	31/10/2026	£80,000.00	20
<a href="#">The Santa Claus Academy - GA - 2025</a>	Activat...	01/11/2025	31/10/2026	£100,000.00	10
<a href="#">The Santa Claus Academy - STEM - 2025</a>	Activat...	01/11/2025	31/10/2026	£150,000.00	20
<a href="#">The Santa Claus Academy - LBPAP - 2025</a>	Activat...	01/11/2025	31/10/2026	£40,000.00	10
<a href="#">The Santa Claus Academy - EF - 2025</a>	Activat...	01/11/2025	31/10/2026	£150,000.00	384

2. Within the Contract screen click on Upload Area:

Elf and Safety Training - MA - 2025 - Saved

Contract · Information

General Upload Area Related

Deactivate

Block No

Commissioning Executive

MA

Contract Executive

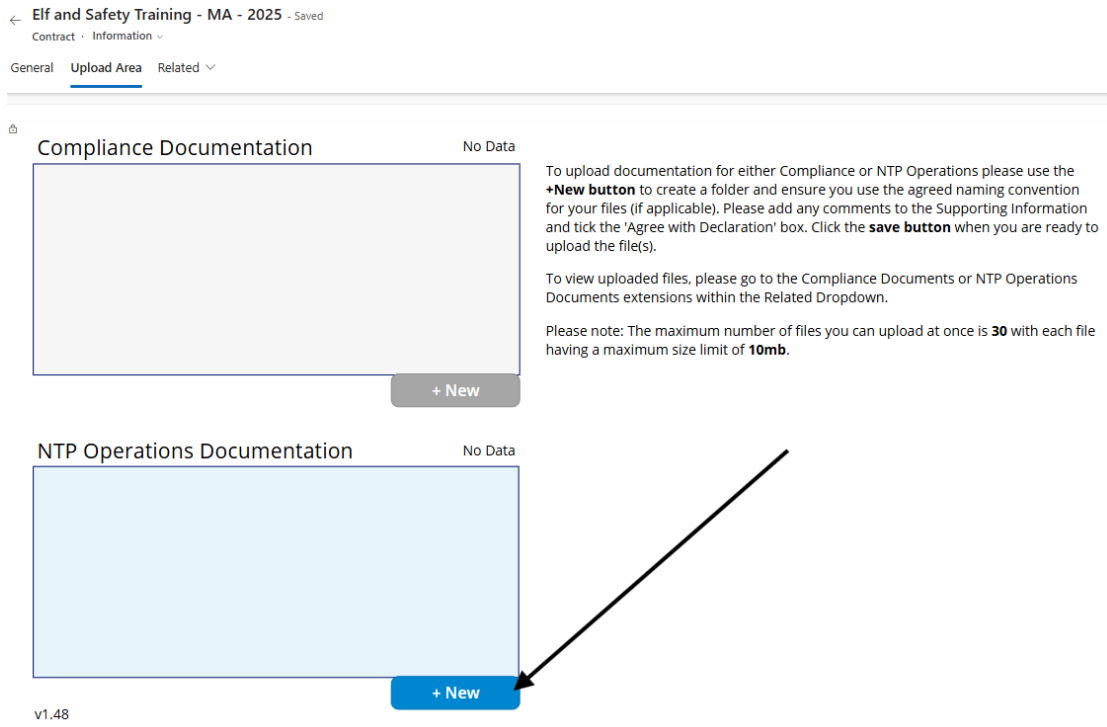
Compliance Executive TEST.ComplianceTeam (Offline) x

Programme MA x

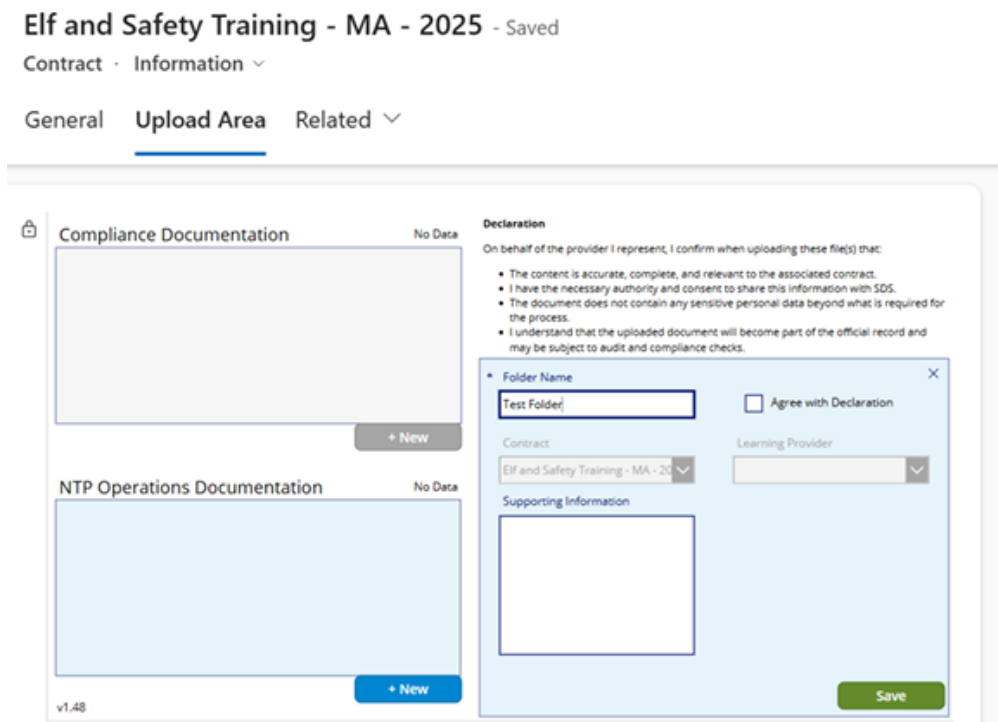
Date Active From 01/11/2025

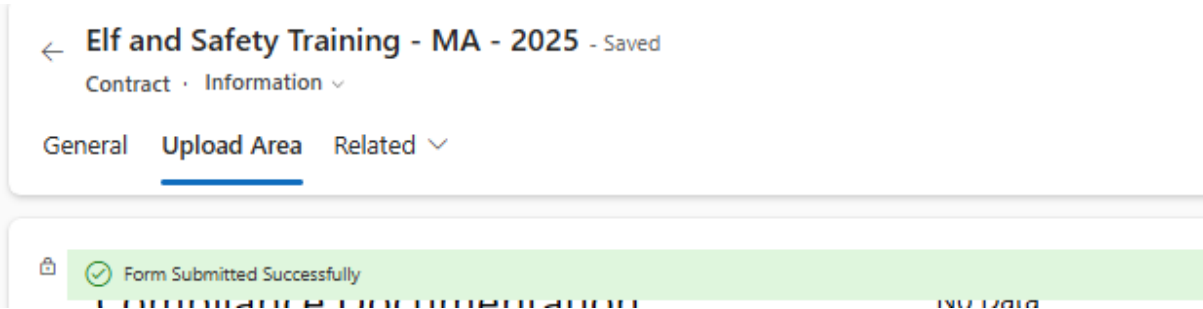
Date Active To 31/10/2026

**3. Your first step is to create a folder within the NTP Operations Documentation area. Click on the + New blue button within the NTP Operations Documentation box.**

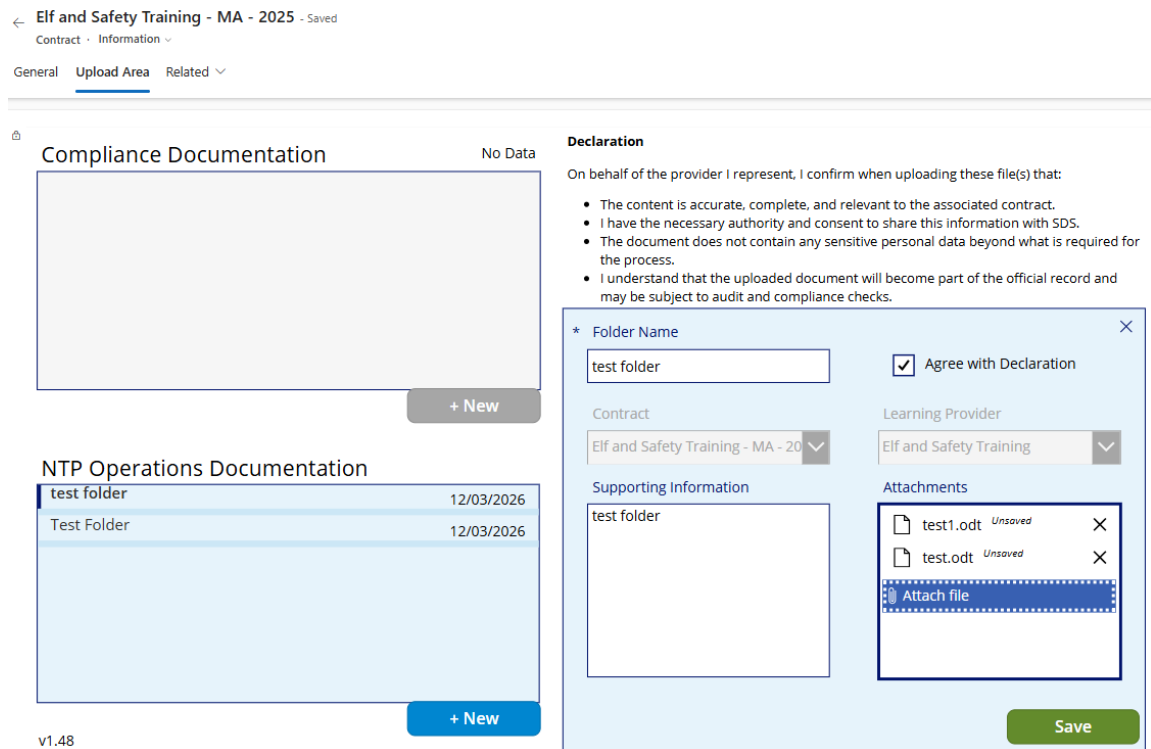


**4. Complete the Folder Name. Tick the box Agree with Declaration and add any comments into the Supporting Information box then click on save. Once you have saved, a green banner will appear with message 'Form Submitted Successfully'. A folder will now be created; you can now upload and save documents within the folder.**





5. The named folder will appear within the NTP Operations Documentation box, and an attach file option will appear in the attachments box. There are two options here you can drag and drop file(s) into the attachment box or click attach file to select one or multiple files.



6. Once you have attached the documents tick the Agree with Declaration box then click on save. A green banner will appear with message 'Form Submitted Successfully'.

## Uploading Documents for SDS Compliance

1. Click into the Contracts entity and select the contract you want to upload documents against:

The screenshot shows the 'Draft, Pending and Activated Contracts' table in the SDS FIPS system. The table has columns for Name, Status, Date Active From, Date Active To, Total Contract Value, and another Total Contract Value column. An arrow points to the row for 'Elf and Safety Training - MA - 2025'.

Name	Status	Date Active From	Date Active To	Total Contract V...	Total Contract V...
123 Training Ltd - FA - 2026 - 200	Activat...	13/01/2026	13/01/2030	£100.00	10
Elf and Safety Training - EF - 2025	Activat...	01/11/2025	31/10/2026	£37,000.00	12
Elf and Safety Training - FA - 2025 - G101-...	Activat...	01/11/2025	31/10/2026	£100,000.00	16
Elf and Safety Training - MA - 2025	Activat...	01/11/2025	31/10/2026	£50,000.00	19
Elf and Safety Training - GA - 2025	Activat...	01/11/2025	31/10/2026	£80,000.00	20
The Santa Claus Academy - GA - 2025	Activat...	01/11/2025	31/10/2026	£100,000.00	10
The Santa Claus Academy - STEM - 2025	Activat...	01/11/2025	31/10/2026	£150,000.00	20
The Santa Claus Academy - LBPAP - 2025	Activat...	01/11/2025	31/10/2026	£40,000.00	10
The Santa Claus Academy - EF - 2025	Activat...	01/11/2025	31/10/2026	£150,000.00	384

2. Within the Contact screen click on Upload Area:

The screenshot shows the contract details page for 'Elf and Safety Training - MA - 2025'. The 'Upload Area' tab is selected, and an arrow points to the 'Upload Area' label. The page shows various fields for contract information, including a 'Deactivate' button, 'Block' status, and 'Date Active From' and 'Date Active To' fields.

Contract: Elf and Safety Training - MA - 2025 - Saved  
 Contract · Information

General Upload Area Related

Deactivate

Block No

Commissioning Executive \*

SIA

Contract Executive

Compliance Executive TEST.ComplianceTeam(Offline) x

Programme MA x

Date Active From 01/11/2025

Date Active To 31/10/2026

**3. Within the Upload Area in the Compliance Documentation box you will notice the Compliance Team have created a folder for each participant that is included in the sample list issued:**

← Elf and Safety Training - MA - 2025 - Saved  
Contract · Information ▾

General Upload Area Related ▾

Compliance Documentation

Spiderman	12/03/2026
Batman	12/03/2026
Minnie Mouse	12/03/2026
Mickey Mouse	12/03/2026

+ New

To upload documentation for either Compliance or NTP Operations please use the **+New button** to create a folder and ensure you use the agreed naming convention for your files (if applicable). Please add any comments to the Supporting Information and tick the 'Agree with Declaration' box. Click the **save button** when you are ready to upload the file(s).

To view uploaded files, please go to the Compliance Documents or NTP Operations Documents extensions within the Related Dropdown.

Please note: The maximum number of files you can upload at once is **30** with each file having a maximum size limit of **10mb**.

**4. To upload a document(s) click into the folder you want to upload a document to, an attach file option will appear in the attachments box. There are two options here you can drag and drop file(s) into the attachment box or click attach file to select one or multiple files.**

← Elf and Safety Training - MA - 2025 - Saved  
Contract · Information ▾

General Upload Area Related ▾

Compliance Documentation

Spiderman	12/03/2026
Batman	12/03/2026
Minnie Mouse	12/03/2026
Mickey Mouse	12/03/2026

+ New

NTP Operations Documentation No Data

+ New

v1.48

**Declaration**

On behalf of the provider I represent, I confirm when uploading these file(s) that:

- The content is accurate, complete, and relevant to the associated contract.
- I have the necessary authority and consent to share this information with SDS.
- The document does not contain any sensitive personal data beyond what is required for the process.
- I understand that the uploaded document will become part of the official record and may be subject to audit and compliance checks.

\* Folder Name ×

Spiderman  Agree with Declaration

Contract: Elf and Safety Training - MA - 20 ▾ Learning Provider: Elf and Safety Training ▾

Supporting Information:

Attachments: No files attached.

5. Once you have attached the documents tick the Agree with Declaration box then click on save. A green banner will appear with message 'Form Submitted Successfully'.

← Elf and Safety Training - MA - 2025 - Saved  
Contract · Information ▾

General Upload Area Related ▾

Form Submitted Successfully
×

**Compliance Documentation**

Spiderman	12/03/2026
Batman	12/03/2026
Minnie Mouse	12/03/2026
Mickey Mouse	12/03/2026

+ New

On behalf of the provider I represent, I confirm when uploading these file(s) that:

- The content is accurate, complete, and relevant to the associated contract.
- I have the necessary authority and consent to share this information with SDS.
- The document does not contain any sensitive personal data beyond what is required for the process.
- I understand that the uploaded document will become part of the official record and may be subject to audit and compliance checks.

**NTP Operations Documentation** No Data

+ New

v1.48

**\* Folder Name** ×

Spiderman  Agree with Declaration

Contract: Elf and Safety Training - MA - 20 ▾

Learning Provider: Elf and Safety Training ▾

Supporting Information:

Attachments:

Test QPR.odt ×

Test Training Agreeeme... ×

Attach file

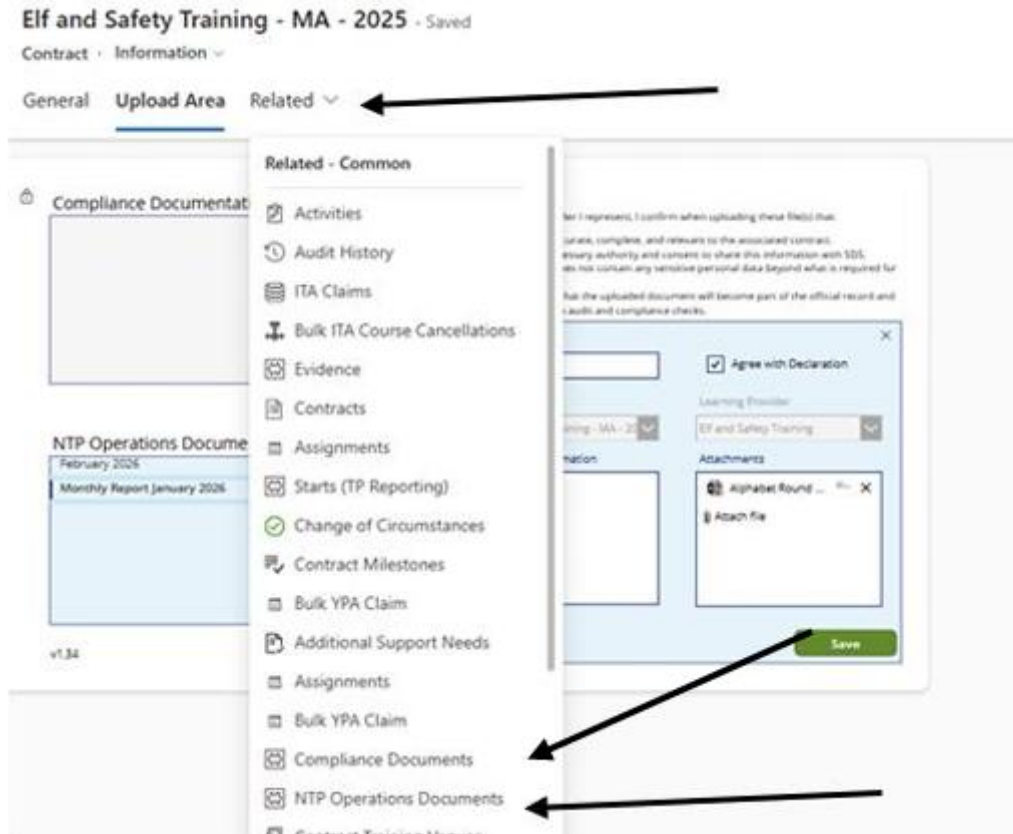
Save

**Important Points to Note:**

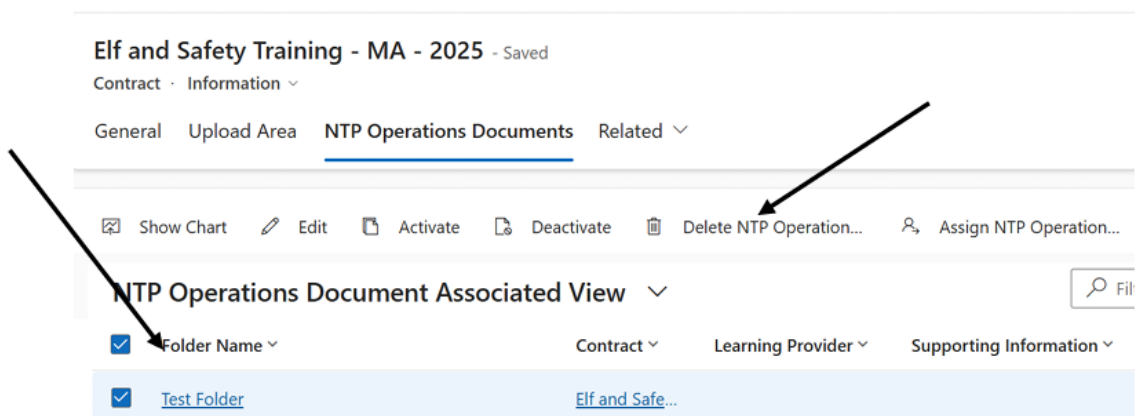
- If you attempt to upload more than 30 documents, then an error message will appear in the Attachments box – 'Max. number of files reached'.
- If you attempt to upload a document which is larger than 10mb then a red error message appears within Attachments box.
- Accepted document types – bmp; csv; dat; doc; docx; eml; heic; jfif; JPE; jpeg; jpg; mp4; msg; odt; oft; page; pdf; PNG; rtf; tif; txt; xls; xlsb; xlsx; xml; xps
- There is a 90-day retention period on folders, they will then be deleted as well as their contents. Refer to the Download documents section for guidance on how to take documents offline.

## How to Check and Review Uploaded Documents

1. To check the folder and documents have uploaded successfully click on the Related dropdown and then click on NTP Operations Documents or Compliance Documents.



2. The named folder will appear with associated information. You can sort/filter the folders using the drop-down arrows above the folders. You can also delete folders by ticking the box at the left and then clicking the Delete NTP Operations Document button or Compliance Document Button.



3. Double-click in the white space of the folder you are checking, and the documents should be visible within Notes and Attachments. You can use the timeline to search the names of documents and the ellipsis to sort newest to oldest. You can also see the supporting information added too.

Active NTP Operations Documents

Folder Name	Contract	Learning Provider	Supporting Information
Test Folder	Elf and Safety Training - MA - 2025	Elf and Safety Training	documents uploaded as requested

Test Folder - Saved  
NTP Operations Document

General Related

Folder Name: Test Folder

Contract: Elf and Safety Training - MA - 2025

Learning Provider: Elf and Safety Training

Supporting Information: documents uploaded as requested

Created On: 13/03/2026 10:55

Modified On: 13/03/2026 10:55

Owner: Elf and Safety Training

Notes and Attachments

Timeline

Search timeline

Enter a note...

Highlights

Recent

- Modified on: 10:55  
Note modified by: [User]  
Test Training Agreement.odt  
View more
- Modified on: 10:55  
Note modified by: [User]  
Test QPR.odt  
View more

## Downloading Documents to your PC/Laptop

1. To download a document simply click on the document and an offline copy will be generated.

SharePoint Home Page - Conn... FIPS: Funding Infor...

Search

Test Folder - Saved  
NTP Operations Document

General Related

Folder Name: Test Folder

Contract: Elf and Safety Training - MA - 2025

Learning Provider: Elf and Safety Training

Supporting Information: documents uploaded as requested

Created On: 13/03/2026 10:55

Modified On: 13/03/2026 10:55

Owner: Elf and Safety Training

Notes and Attachments

Timeline

Search timeline

Enter a note...

Highlights

Recent

- Modified on: 10:55  
Note modified by: [User]  
Test Training Agreement.odt  
View less
- Modified on: 10:55  
Note modified by: [User]  
Test QPR.odt  
View less

Downloads

Test Training Agreement.odt  
Open file