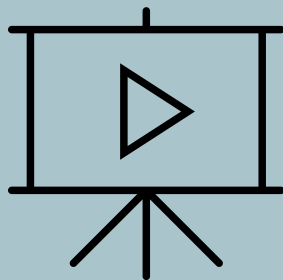


# FIPS Quick Start Guide

## How to Search for Address Details

This guide covers how to search for address details in FIPS. Address details in FIPS can be searched for / input in multiple areas of the system. 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.

- The links below provide a tutorial demonstration of how to search for addresses. Click on play to view this or right click and select Open in Browser to access it directly. Use the link icon to access the FIPS landing page on the SDS corporate website which contains additional FIPS guides and user information.



Guide last reviewed: 29/10/2025  
Next review due: 29/01/2027

Created by FIPS Support Team

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 assignment. To update the details for a participant assignment, the address search within the Individual (Contact) record must be used.

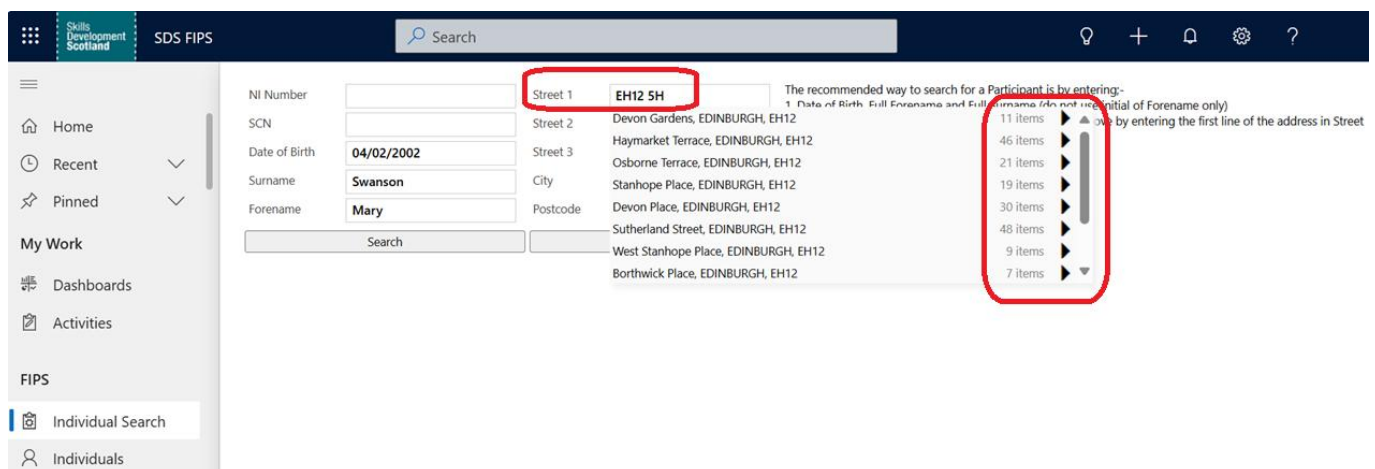
1. The address search contains an active lookup that is linked with the Royal Mail database within Street / Address Line 1. This will return a list of interactive address options based on what details you input to search. All other address fields including postcode are locked and information cannot be 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 | <input type="text" value="Type an address"/>                                                     |
| Street 2 |  Change Country |
| Street 3 | <input type="text"/>                                                                             |
| City     | <input type="text"/>                                                                             |
| Postcode | <input type="text"/>                                                                             |

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.

**Individual Search** – 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:



The screenshot shows the 'Individual Search' interface in the SDS FIPS system. The 'Street 1' field is highlighted with a red box and contains the text 'EH12 5H'. Below it, a dropdown list displays search results for addresses in Edinburgh, EH12. The results include: Devon Gardens, EDINBURGH, EH12; Haymarket Terrace, EDINBURGH, EH12; Osborne Terrace, EDINBURGH, EH12; Stanhope Place, EDINBURGH, EH12; Devon Place, EDINBURGH, EH12; Sutherland Street, EDINBURGH, EH12; West Stanhope Place, EDINBURGH, EH12; and Borthwick Place, EDINBURGH, EH12. A red box also highlights the scroll bar and drill down arrows on the right side of the dropdown list. The interface includes a sidebar with navigation options like Home, Recent, Pinned, My Work, Dashboards, Activities, FIPS, Individual Search, and Individuals. The top bar shows the SDS FIPS logo and a search bar.

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

**Application** - 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:**

Training Provider Details   Training Details   Employer Details   **Participant Details**   Participant History and Current Em...   Equality Detai

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|                                    |              |                                    |                               |
|------------------------------------|--------------|------------------------------------|-------------------------------|
| First Name                         | + Butter     | Telephone Number (Home) Available  | + <input type="checkbox"/> No |
| Middle Name                        | ---          | Email Address                      | + ---                         |
| Last Name                          | + Cup        | Preferred Method of Contact        | + ---                         |
| Date of Birth                      | + 03/02/2002 | 🏠 Street 1                         | + ---                         |
| Temporary NI Number Required       | No           | 🏠 Street 2                         | ---                           |
| NI Number                          | + ---        | 🏠 Town/City                        | + ---                         |
| SCN                                | ---          | 🏠 County                           | ---                           |
| <div>Address Search / Update</div> |              | 🏠 Post Code                        | + ---                         |
|                                    |              | 🏠 Participant Local Authority Area | ---                           |

- **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:**

Training Provider Details   Training Details   Employer Details   **Participant Details**   Part

---

|                              |       |
|------------------------------|-------|
| Temporary NI Number Required | No    |
| NI Number                    | + --- |
| SCN                          | ---   |

Hide Address Search / Update

Shandwick Place, EDINBURGH, EH259 items ▶▶

Shandwick Place, Inverkip, GREENOCK, PA166 items ▶

Shandwick Place Hostel, 24 Shandwick Place, EDINBURGH, EH2

Shandwick Place Limited, 142A Ferry Road, EDINBURGH, EH6

Shandwick Place Specsavers Limited, Forum 6, The Forum, Parkway, Whiteley, FAREHAM, Hampshire, PO15

Shandwick Place Visionplus Limited, Forum 6, The Forum, Parkway, Whiteley, FAREHAM, Hampshire, PO15

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:

The screenshot shows the 'Training Provider Details' form. At the top, there are tabs for 'Training Provider Details' and 'Training Details'. Below the tabs, there is a search bar containing 'SCN'. A button labeled 'Hide Address Search / Update' is visible. Below this, a list of address suggestions is displayed: '4 Shandwick Place', 'Inverkip', 'GREENOCK', 'Renfrewshire', and 'PA16 0GD'. At the bottom of the list, there is a button labeled 'Update Address' which is highlighted with a red rectangle.

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.

**Individual Contact** – 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:

The screenshot shows the SDS FIPS interface. On the left, there is a navigation menu with 'Individuals' highlighted. The main area displays the 'Coffee Mug' record, which is a 'Contact' record. The 'Summary' tab is selected, showing fields for 'Preferred Method of Contact' (SMS), 'Do Not SMS' (Allowed), 'Street 1' (4 Carrick Street), 'Street 2', 'Town/City' (AYR), 'Post Code' (KA7 1NS), and 'County'. At the bottom of the form, there is a button labeled 'Address Search / Update' which is highlighted with a red rectangle. On the right, there is a section for 'Assignments - Archived' which is currently empty.

- 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:

Butter Cup - Unsav  
Individual · Contact

SummaryDetailsRegional DetailsFilesRelated

Hide Address Search / Update

105 glasgow road

105 Glasgow Road,  
CLYDEBANK, Dunbartonshire,  
G81

105 Glasgow Road, Barrhead, GLASGOW,  
G78

105 Glasgow Road, BATHGATE, West  
Lothian, EH48

105 Glasgow Road, KILMARNOCK, Ayrshire,  
KA3

105 Glasgow Road, PAISLEY, Renfrewshire,  
PA1

- 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:

105 Glasgow Road

Line 2

KILMARNOCK

Ayrshire

KA3 1UW

Update Address

The new address will now be displayed on the related assignment, under the Participant Details tab:

Assignment · Information

ActionsActions (Canvas App)Training Provider DetailsParticipant DetailsUpdate Equalities Information

First NameButter

Middle Name---

Last NameCup

GenderFemale

Date of Birth03/04/2005

Integration ID---

Post CodeKA3 1UW

Street 1105 Glasgow Road

Street 2---

CityKILMARNOCK

CountyAyrshire