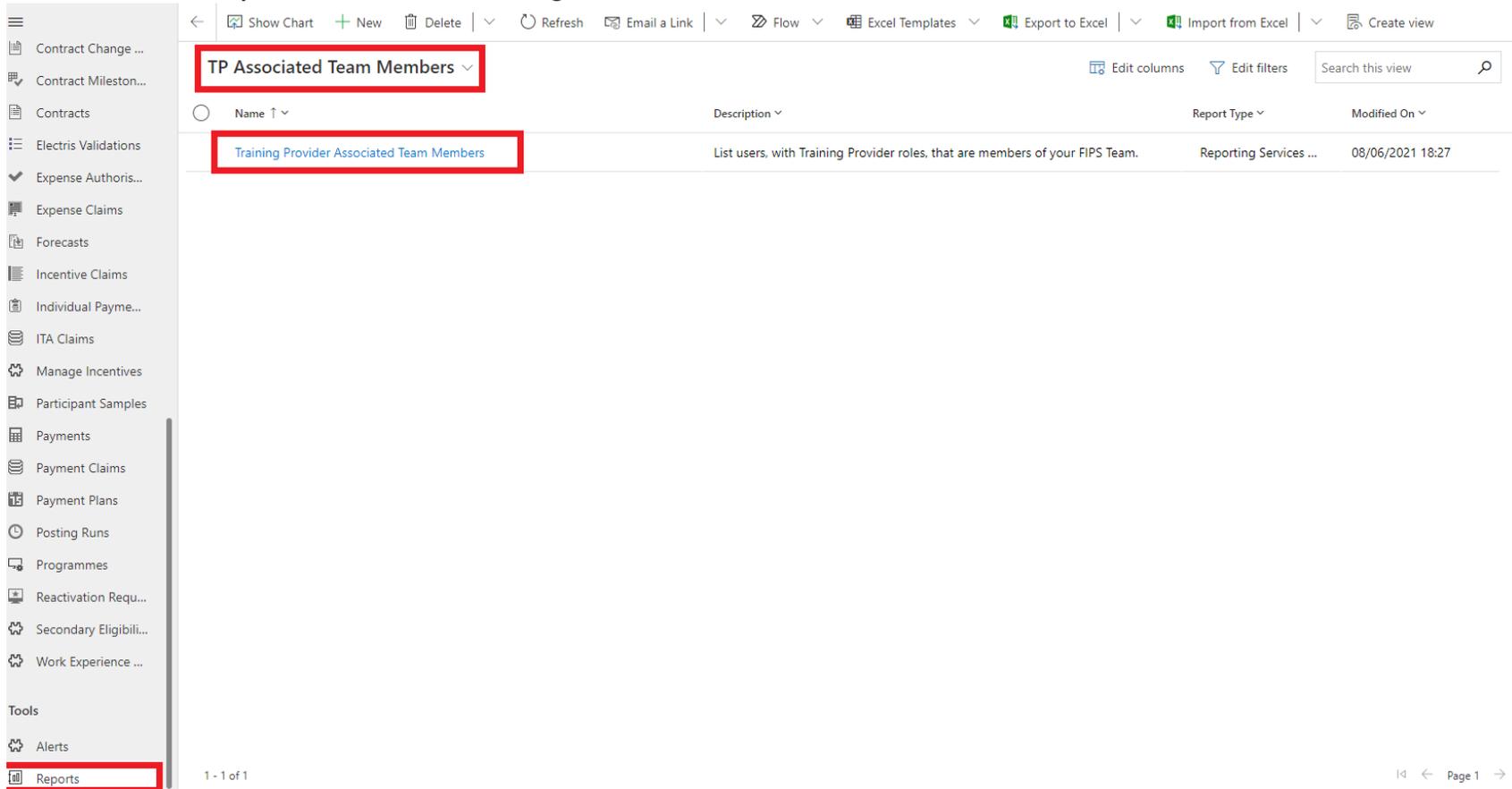


# FIPS QUICK START GUIDE

## How to Review Enabled FIPS Licences (User Accounts)

This document will provide guidance on how Training Providers can review active FIPS user licences for their organisation.

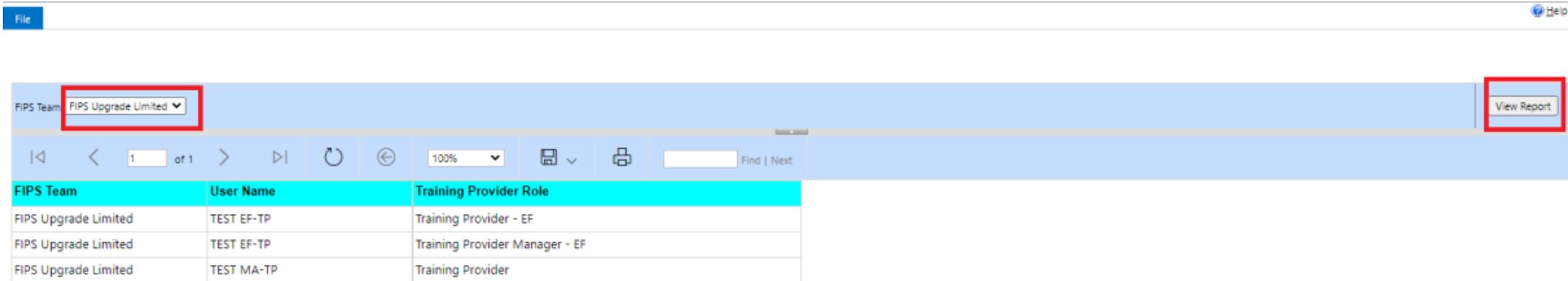
1. Navigate to the Reports entity on the Workplace menu. Change the system view from 'Available Reports' to 'TP Associated Team Members' and find the associated report within the view: Training Provider Associated Team Members.



The screenshot displays the FIPS system interface. On the left, a vertical menu lists various entities, with 'Reports' highlighted at the bottom. The main area shows a view titled 'TP Associated Team Members' (highlighted with a red box). Below this, a table lists reports, with 'Training Provider Associated Team Members' (highlighted with a red box) selected. The table has columns for Name, Description, Report Type, and Modified On.

Name	Description	Report Type	Modified On
Training Provider Associated Team Members	List users, with Training Provider roles, that are members of your FIPS Team.	Reporting Services ...	08/06/2021 18:27

- 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 Training Provider:

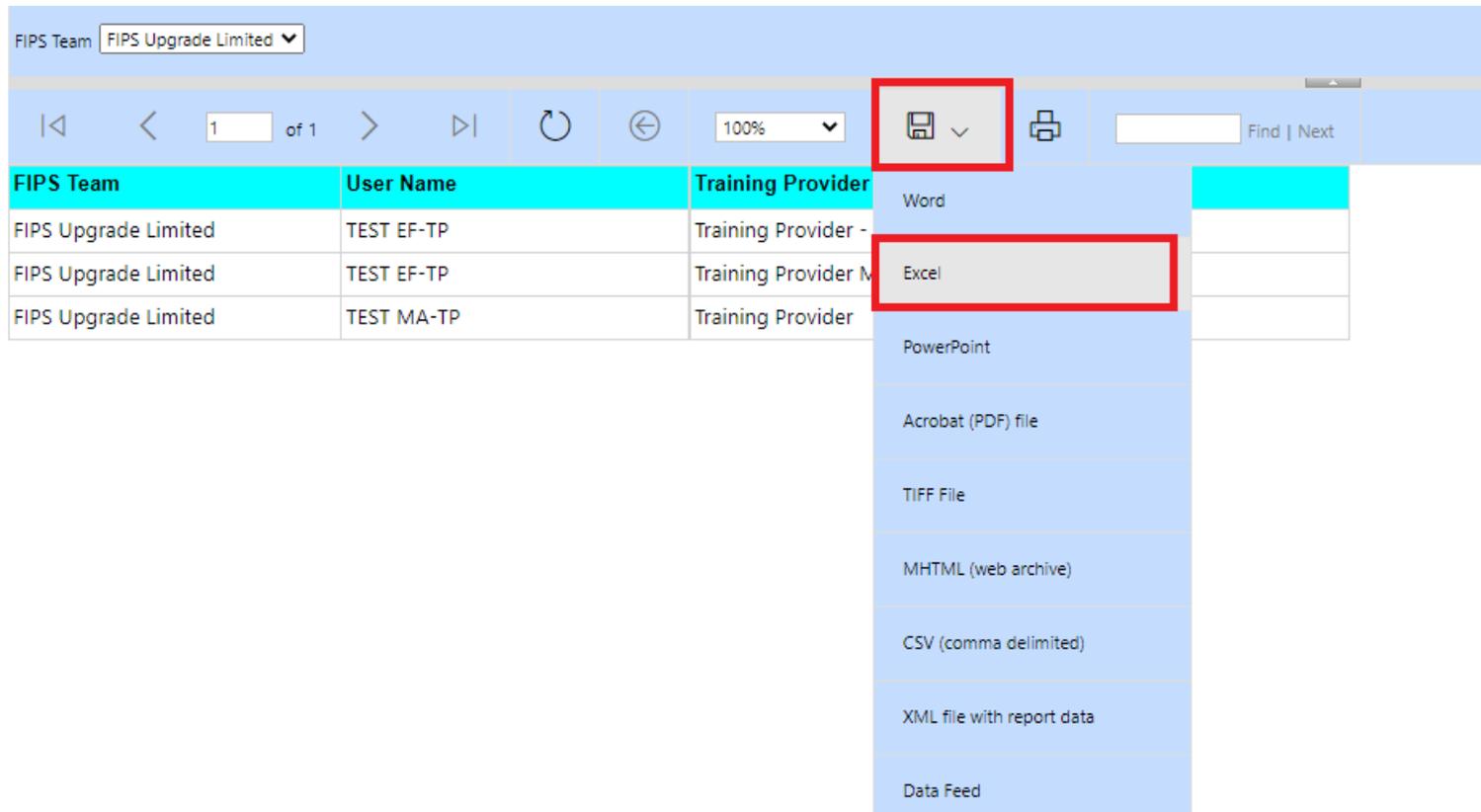


The screenshot shows a report viewer interface. At the top left, there is a 'File' menu. Below it, a 'FIPS Team' dropdown menu is set to 'FIPS Upgrade Limited'. To the right of this dropdown is a 'View Report' button. Below the dropdown and button is a toolbar with navigation icons (back, forward, refresh, search), a '100%' zoom level, a save icon, a print icon, and a search box labeled 'Find | Next'. Below the toolbar is a table with three columns: 'FIPS Team', 'User Name', and 'Training Provider Role'.

FIPS Team	User Name	Training Provider Role
FIPS Upgrade Limited	TEST EF-TP	Training Provider - EF
FIPS Upgrade Limited	TEST EF-TP	Training Provider Manager - EF
FIPS Upgrade Limited	TEST MA-TP	Training Provider

- An individual user may be displayed multiple times on the report and this is because they will have numerous Training Provider roles covering various programmes (e.g. MA, EF, GA etc) or level of access (Training Provider / 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 screenshot shows a report interface with a table and a toolbar. The toolbar includes a 'Save' icon (a floppy disk) which is highlighted with a red box. A dropdown menu is open from this icon, listing various export options. The 'Excel' option is highlighted with a red box. The table below the toolbar has three columns: 'FIPS Team', 'User Name', and 'Training Provider'. The table contains three rows of data.

FIPS Team	User Name	Training Provider
FIPS Upgrade Limited	TEST EF-TP	Training Provider -
FIPS Upgrade Limited	TEST EF-TP	Training Provider M
FIPS Upgrade Limited	TEST MA-TP	Training Provider

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