

## **FIPS QUICK START GUIDE**

**Updating Time Zone Settings in FIPS** 

FIPS users should follow this guidance to ensure that the time zone settings on their account are accurate and up to date. If the time zone is incorrect, this will have an impact on dates not displaying correctly in FIPS. FIPS users should check their time zone settings once every three months.

1. From the FIPS Dashboard, click on the Settings cog which is located on right side of the FIPS banner:

| Skills<br>Development<br>Scotland SDS FIPS |  | 🔎 Search  |  |                                   | + 7 🚳             |
|--|--|---|--|-----------------------------------|-------------------|
|  | $\leftarrow$ 🛛 Save As $+$ New $\vee$ $	imes$ Clear Default                  | 🖒 Refresh All                                   |  |                                   | 0                 |
| ome  | Training Provider Dashboard ∨  |   |  |                                   |                   |
| Recent 🗸                                   | -  |   |  |                                   |                   |
| inned 🗸                                    | Open Alerts for Me and My Training Provider ${\scriptstyle\bigtriangledown}$ | + New :   | Announcements $\lor$ + New                             | : Assignments Active $$           | 🗊 Delete 🛛 🗸      |
| ork  |  | Filter by keyword                               | $arphi $ Title $\uparrow$ $\lor$                       |                                   | Filter by keyword |
| ashboards                                  |  | Description                                     | 1. New FIPS Functionality (URH)                        | ✓   Programme ✓   Status Reason ✓ | Preferred         |
| ctivities                                  | New Employer Created   | A new err                                       | 2. Requests to Undo Claims                             | MA Unconfirmed Assignment         | SMS               |
|  | New Employer Created   | A new em  | 3. Employer Unconfirmed (Claims Holding)               | WR Manual Approval Required       | Email             |
| dividual Search                            | Expense Claim Approved   | The Exper                                       | 4. FIPS Access - Remote Working                        | MA Draft                          | SMS               |
| dividuals                                  | Expense Claim Approved   | The Exper                                       | 5. MA Milestone Achievement Dates & Expected End Dates | ITA Unconfirmed Assignment        | Email             |
| rganisations                               | Expense Claim Approved   | The Exper                                       | 6. FIPS File Extension Whitelist (Uploads/Attachments) | ITA Unconfirmed Assignment        | Email             |
| equest                                     | Expense Claim Approved   | The Exper                                       | 7. FIPS Support & Guidance                             | ITA Unconfirmed Assignment        | Email             |
| ser Requests                               | Expense Claim Approved   | The Exper                                       | 8. COVID-19 Information & Support                      | ITA Unconfirmed Assignment        | Email             |
| ons  | Expense Claim Approved   | The Exper                                       |  | MA Unconfirmed Assignment         | SMS               |
| dditional Suppo                            | Expense Claim Approved   | The Exper                                       |  | MA Unconfirmed Assignment         | SMS               |
| dopt An Appren                             |  |   |  | _                                 |                   |
| erts                                       | ABC 1 - 9 of 628   | $\  \  \leftarrow  P_{age 1} \  \  \rightarrow$ |  | ABC 1 - 9 of 5000+                | ← ← Page 1 -      |
| pplications                                |  |   |  |                                   |                   |
| SN Claims                                  | Active Applications $\checkmark$   | ı Delete   ∨ i                                  | Activated Contracts V + New                            | : Active Expense Claims ~         | + New             |
| ssignments                                 |  | Filter by keyword                               | Filter by keyword                                      |                                   | Filter by keyword |

2. Click on Personalisation Settings to open the Set Personal Options view:

|         |                               | Q                   | +     | ۲<br>۲ | ٥        | ?      |
|---------|-------------------------------|---------------------|-------|--------|----------|--------|
|         |                               | Personalization Se  | tting | gs     |          |        |
|         |                               | Advanced Settings   | s     | Person | alizatio | on Set |
|         |                               | Toast Notification  | Disp  | olay T |          |        |
| + New : | Assignments Active $\lor$     | About               |       |        |          | :      |
|         |                               | Privacy & Cookies   |       |        |          |        |
|         | ✓ Programme $∨$   Status Reas | Software license te | erms  | 5      |          | ~      |



3. In the General tab, scroll down to "Set the time zone you are in". From the list, select (GMT) Dublin, Edinburgh, Lisbon, London:

| Set Person                | nal Options   | ? ×    |
|---------------------------|---|--------|
|                           | ult display settings to personalize Microsoft Dynamics 365, and manage your email templates.  |        |
|                           |   |        |
| General Synchroniza       | ation Activities Formats Email Templates Email Signatures Email Languages   |        |
|                           | e and settings for Get Started panes  | ^      |
| Default Pane              | Contraction of the section of the |        |
|                           |   |        |
|                           | cords shown per page in any list of records   |        |
| Records Per Page          | 50  |        |
| Select the default mod    | de in Advanced Find   |        |
| Advanced Find Mode        | Simple Detailed   |        |
|                           |   |        |
| Set the time zone you     | are in  |        |
| Time Zone                 | (GMT+00:00) Dublin, Edinburgh, Lisbon, London   |        |
| Select a default curren   | ncy   |        |
| Currency                  |   |        |
| -                         |   |        |
| Support high contrast     | t settings  |        |
| Select this option if you | are using the High Contrast settings in your browser or operating system.   |        |
| Enable high contr         | rast  |        |
| Cat the default countr    | nitranian sada  | ~      |
|                           |   |        |
|                           | ОК  | Cancel |
|                           |   |        |
|                           |   |        |

4. Click on OK to save the changes. When the window closes, refresh the browser for FIPS so that the changes take effect. This will ensure all dates in FIPS e.g. Start Dates are displayed correctly.