X-Flow

X-Flow Overview of System

X-Flow allows you to register students with awarding bodies, book exams and claim their achievements

Registrations can be made by:

- Student
- Course Cohort
- Course Qualification
- Scheme (if scheme is already created)

Open X-Flow and login with your usual college username and password

On the home page you will see any transactions you have already made these can be filtered by Type, Status, Dataset or Exams team

The arrow in the top right corner will expand the section to show the students included in this transaction
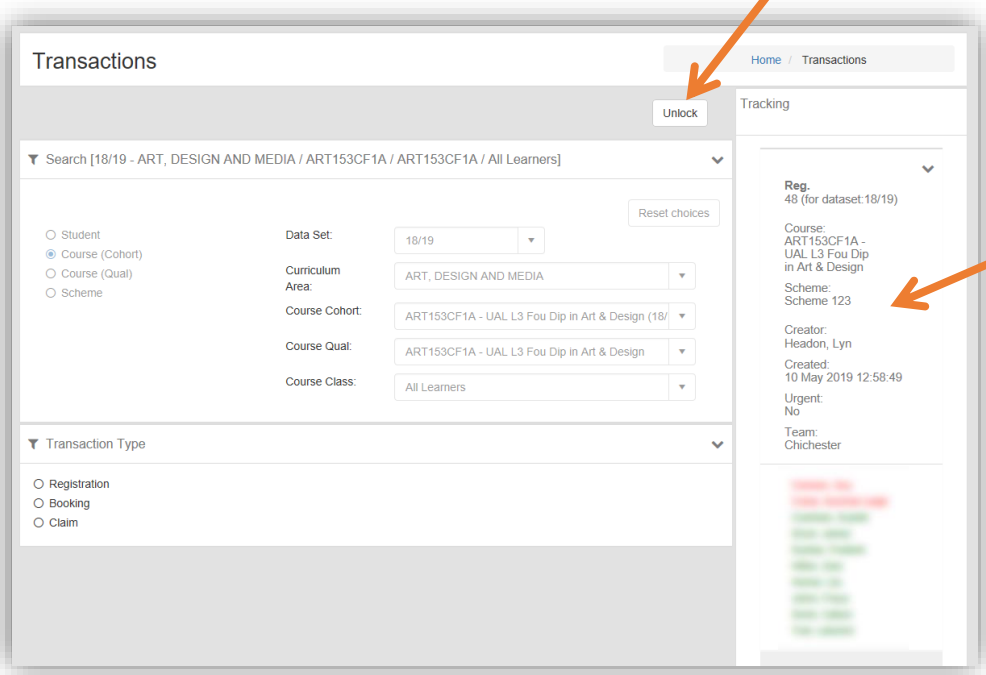
Once processed students names are colour coded

Red = Rejected

Yellow = Pending

Green = Approved

Any Date, Time or Room alterations will be clearly shown in Red

To create a transaction select from the Menu Dropdown

(See individual guides for each transaction)

As you work through each transaction the information in the previous box is locked, there is a button at the top of the page to unlock all data if necessary

On the right hand side of the page the Tracking box displays any previous registrations, bookings or claims related to the current transaction