

Login

X-Flow

Username

Password:



## **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

Filters			
Туре:	Status:	Dataset:	Exams Team:
O Registration	O Received	18/19	<ul> <li>Brinsbury</li> </ul>
<ul> <li>Booking</li> </ul>	O In Progress	O 17/18	O Chichester
O Claim	O Approved	O 16/17	O Crawley
	O Rejected		All

Registration	43 (for dataset:18/19)			The arrow in the top right corner
Course:	CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech CIT508CF1A			will expand the section to show the
Created By:	Headon, Lyn			students included in this transaction
Date/Time Created:	02 May 2019 15:42:30			statents meladed in this transaction
Jrgent:	No			
Campus Exams Team:	Chichester			
•				Once processed students names are colour coded
				Red = Rejected
Booking	36 (for dataset:18/19)			Yellow = Pending
Course:	scheme booking - cour	se not specified		
Scheme:	S1			Green = Approved
Jnit:	S1U1			
Created By:	Mawbey, Darren			
Date/Time Created:	02 May 2019 09:08:44			
Jrgent:	No			Any Date Time or Room alterations
Campus Exams Team:	Crawley			Any Date, Time of Room alterations
Exam Organiser:	Department			will be clearly shown in Red
Exam Type:	Online			
Duration:	1 (hours)			
	Room	Date	Time	
Preferred:	Z	06 Jun 2019	19:00	X Elour Here
Confirmed:	Z	06 Jun 2019	22:00	X-FIOW Menu*
				Turunting
				Transactions
				Administration

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

ransactions					Home / Transactions	
				Unlock	Tracking	
Search [18/19 - ART, DESIGN	AND MEDIA / ART153CF1A	A / ART153CF1A / All Lea	arners]		• Reg. 48 (for dataset 18/19)	~
D Student Course (Cohort) Course (Qual) Course (Qual) Scheme	Data Set: Curriculum Area: Course Cohort: Course Qual: Course Class:	18/19 ART, DESIGN AND ME ART153CF1A - UAL L3 ART153CF1A - UAL L3 All Learners	▼ DIA Fou Dip in Art & Desig Fou Dip in Art & Desig	Reset choice	es Course: Course: ART153CF1A- UAL13 Fou Dip in Art & Design Scheme: Scheme 123 Creator. Headon, Lyn Created: 10 May 2019 12:58:49 Urgent: No	۲
ransaction Type Registration Booking Claim					✓ Team: Chichester	

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