

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

Filters

Type: Registration Booking Claim All

Status: Received In Progress Approved Rejected All

Dataset: 18/19 17/18 16/17 All

Exams Team: Brinsbury Chichester Crawley All

Registration 43 (for dataset:18/19)

Course: CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech
Scheme: CIT508CF1A
Created By: Headon, Lyn
Date/Time Created: 02 May 2019 15:42:30
Urgent: No
Campus Exams Team: Chichester

Booking 36 (for dataset:18/19)

Course: scheme booking - course not specified
Scheme: S1
Unit: S1U1
Created By: Mawbey, Darren
Date/Time Created: 02 May 2019 09:08:44
Urgent: No
Campus Exams Team: Crawley
Exam Organiser: Department
Exam Type: Online
Duration: 1 (hours)

Preferred:	Room	Date	Time
z		06 Jun 2019	19:00
Confirmed:	z	06 Jun 2019	22:00

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

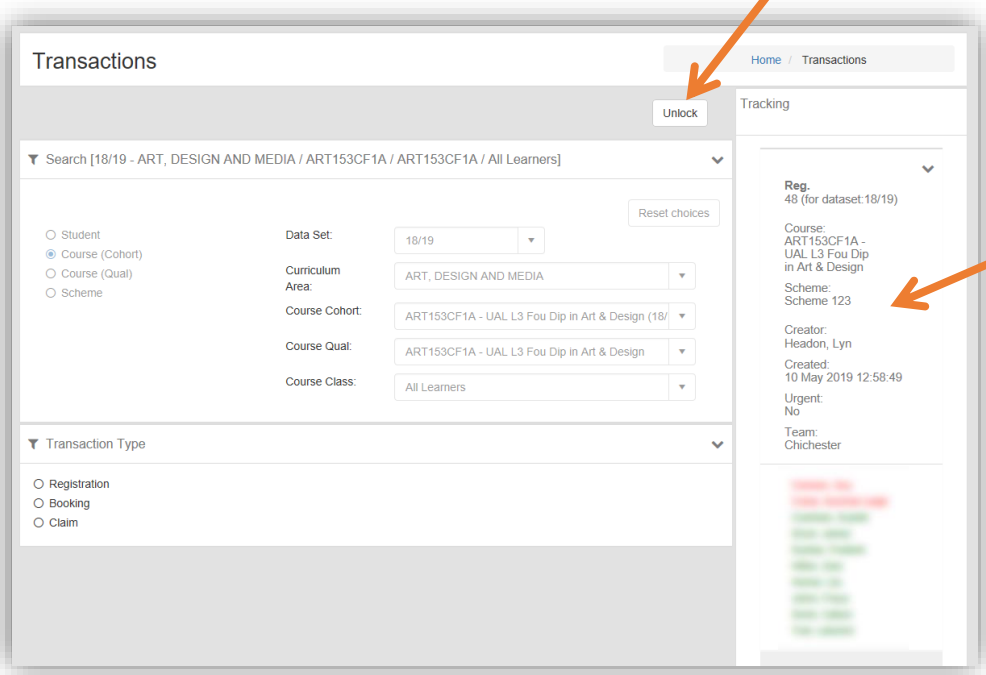
- Red = Rejected**
- Yellow = Pending**
- Green = Approved**

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