

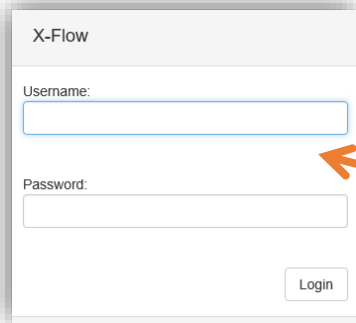
X-Flow

X-Flow Actioning a Registration

X-Flow allows staff to request registration with awarding bodies, exam bookings and claims for achievements

Registrations can be requested by:

- Student
- Course Cohort
- Course Qualification

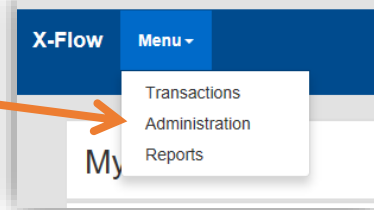


X-Flow login form with fields for Username and Password, and a Login button.

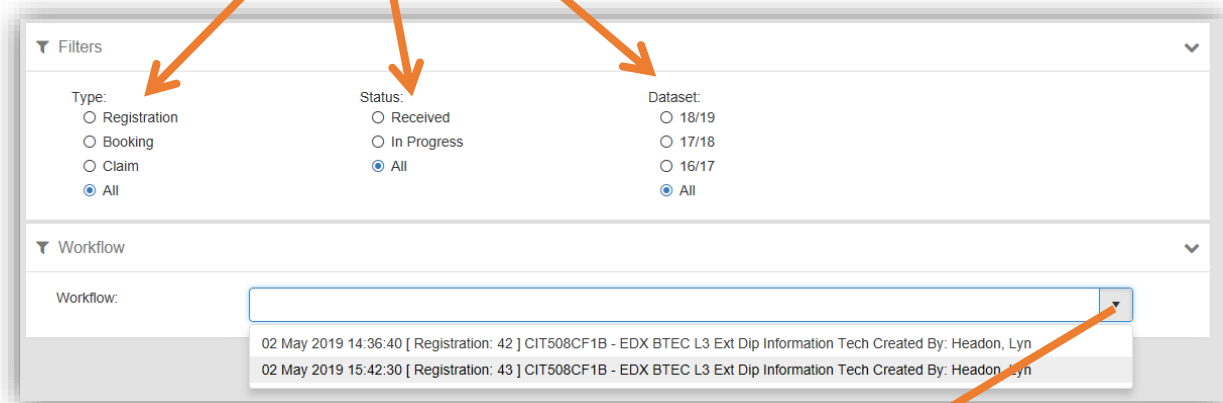
Open X-Flow and login with your usual college username and password

On the home page you will see all existing registrations, bookings and claims

From the Menu tab select Administration

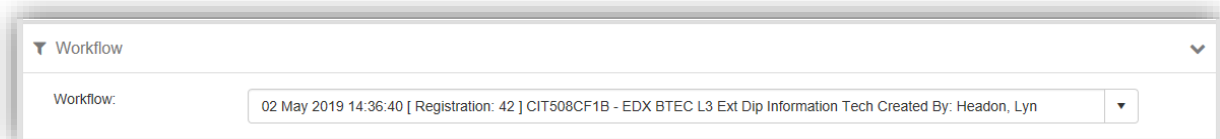


Filters can be selected to narrow down results



Filters section with radio buttons for Type (Registration, Booking, Claim, All), Status (Received, In Progress, All), and Dataset (18/19, 17/18, 16/17, All). Below is a Workflow section with a dropdown menu showing two entries: "02 May 2019 14:36:40 [Registration: 42] CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech Created By: Headon, Lyn" and "02 May 2019 15:42:30 [Registration: 43] CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech Created By: Headon, Lyn".

Open the dropdown and select the transaction to be actioned



Workflow dropdown menu showing the selected transaction: "02 May 2019 14:36:40 [Registration: 42] CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech Created By: Headon, Lyn".

Check the details of the transaction and click Proceed

Workflow Header

Registration 42 (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 14:36:40

Urgent: No

Campus Exams Team: Chichester

Workflow Header Edit [CIT508CF1A]

Scheme: CIT508CF1A

Notes:

Campus Exams Team for Approval: Chichester Campus

Reset changes

Save Changes Proceed

Save Transaction

Name: [blurred]

DOB: [blurred]

Gender: [blurred]

Ethnicity: [blurred]

Postcode: [blurred]

ULN: [blurred]

ALS Needs: [blurred]

Candidate No.: [blurred]

Name: [blurred]

DOB: [blurred]

Gender: [blurred]

Ethnicity: [blurred]

Postcode: [blurred]

ULN: [blurred]

ALS Needs: [blurred]

Candidate No.: [blurred]

This student has been selected as requiring ALS

Comment

Apply Text

Use the traffic light status buttons to set the transaction to Approved, Pending or Rejected, the top buttons will set the option for all students in the transaction

The status of individual students can be changed

Comments can be added to the comments box, Click Apply text to add the comment

Students flagged as ALS are clearly identified

If required add the candidate number

Once transactions are complete click Save Transaction

XFlow Batch Report

Save Transaction

After clicking Save Transaction a report link appears above the Save Transaction Button, this can be saved or printed as required

If all students have been approved or rejected the transaction will be removed from the Workflow list. However if there are any students pending the transactions will remain in the list, with just pending students requiring action