

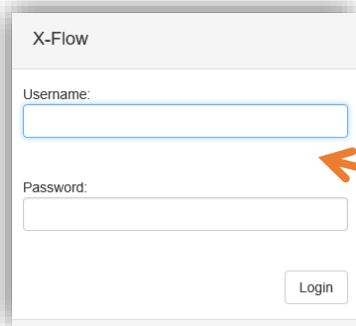
X-Flow

X-Flow Actioning a Booking

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

Username:

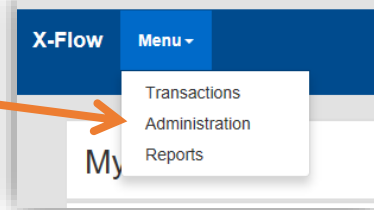
Password:

Login

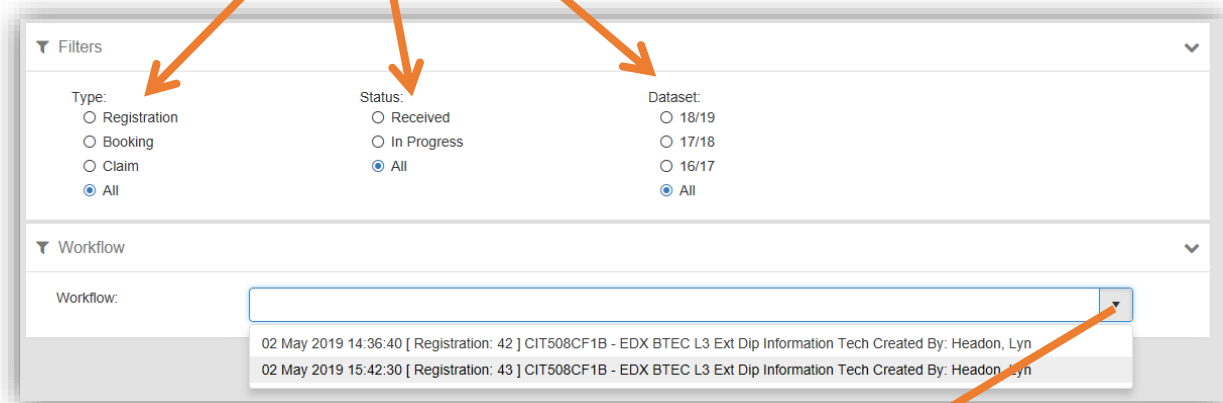
Open X-Flow and login with your usual college username and password

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

Type:

- Registration
- Booking
- Claim
- All

Status:

- Received
- In Progress
- All

Dataset:

- 18/19
- 17/18
- 16/17
- All

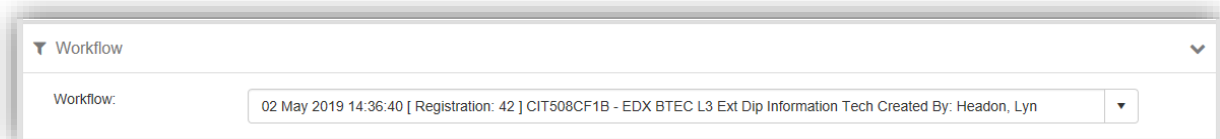
Workflow

Workflow:

02 May 2019 14:36:40 [Registration: 42] CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech Created By: Headon, Lyn

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

Workflow:

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

The screenshot shows a 'Workflow Header' form with the following details:

Booking	54 (for dataset:18/19)				
Course:	CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech				
Scheme:	CIT508CF1A				
Unit:	unit3				
Created By:	Headon, Lyn				
Date/Time Created:	12 Jul 2019 12:39:00				
Urgent:	No				
Campus Exams Team:	Chichester				
Exam Organiser:	Exams Team				
Exam Type:	Written				
Duration:	1.5 (hours)				
Proposed:	TBA	Date	12 Jul 2019	Time	13:00
Confirmed:	not specified		not specified		not specified

Below the details is an 'Edit' form with fields for Scheme, Unit, Notes, Campus Exams Team for Approval, Exam Organiser / Exam Type, Exam Duration (standard), and Room / Date/Time. A 'Proceed' button is located at the bottom right.

The screenshot shows a student management interface with a 'Save Transaction' button at the top right. Below it are three traffic light status buttons (green, yellow, red) and a 'Comment' box. The main area displays a list of students with their details (Name, DOB, Gender, Ethnicity, Postcode, ULN, ALS Needs, Candidate No.) and a status indicator (green, yellow, or red). A red text overlay reads: "This student has been selected as requiring ALS".

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

The close-up shows a 'Save Transaction' button and a link labeled 'XFlow Batch Report' above it.

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