

X-Flow

X-Flow Actioning a Claim

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

Claims can be requested by:

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

X-Flow

Username:

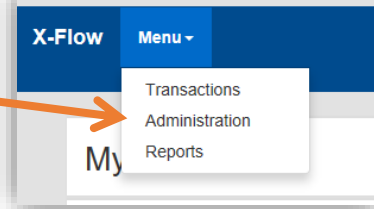
Password:

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

Open the dropdown and select the transaction to be actioned

Check the details of the transaction and click Proceed

The screenshot shows two forms. The top form, 'Workflow Header', displays the following details: Claim: 33 (for dataset:18/19), Course: scheme claim - course not specified, Scheme: Scheme Two, Created By: Headon, Lyn, Date/Time Created: 16 May 2019 12:07:55, Urgent: No, and Campus Exams Team: Chichester. The bottom form, 'Workflow Header Edit [Scheme Two]', has a 'Reset changes' button and fields for Scheme (Scheme Two), Notes (empty), and Campus Exams Team for Approval (Chichester Campus). At the bottom right of the edit form are 'Save Changes' and 'Proceed' buttons.

The claim details and student grades for this claim are displayed here

The screenshot displays a list of students. Each student entry includes a profile picture, personal details (Name, DOB, Gender, Ethnicity, Postcode, ULN, ALS Needs, Candidate No.), and a 'Being Claimed for this Student & Scheme' section. The first student's details are partially visible. The 'Being Claimed' section for the first student shows 'unit 2: A'. Above the student list, there are three traffic light status buttons (green, yellow, red) and a 'Save Transaction' button. Below each student entry, there are 'Comment' and 'Apply Text' buttons.

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

Once transactions are complete click Save Transaction

This close-up shows the 'Save Transaction' button in a grey box. Above it, the text 'XFlow Batch Report' is displayed in blue, with a red dot above the letter 'o'.

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