Administrators Only

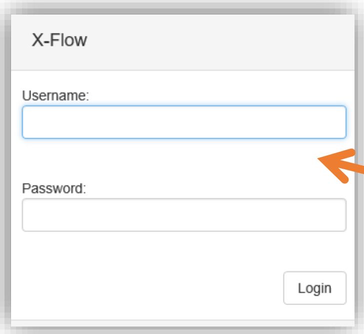
X-Flow

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:

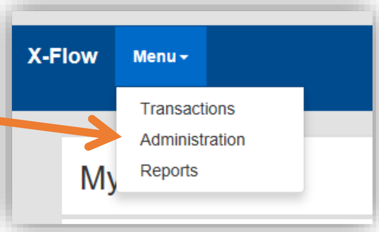
- Student
- Course Cohort
- Course Qualification
- Scheme (if scheme is already created)



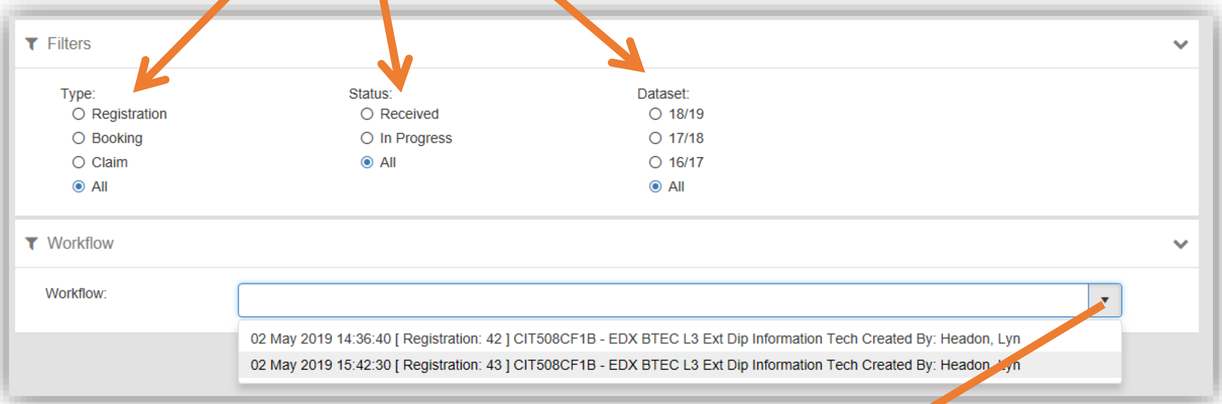
Open X-Flow and login with your usual college username and password

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

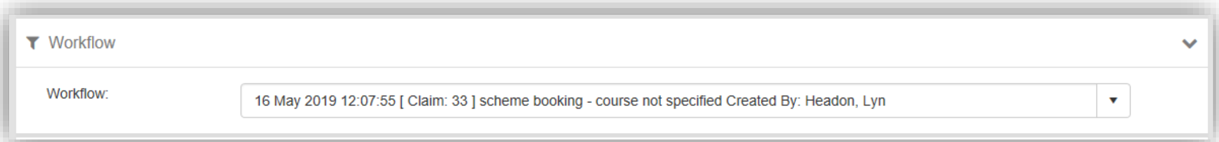
From the Menu tab select Administration



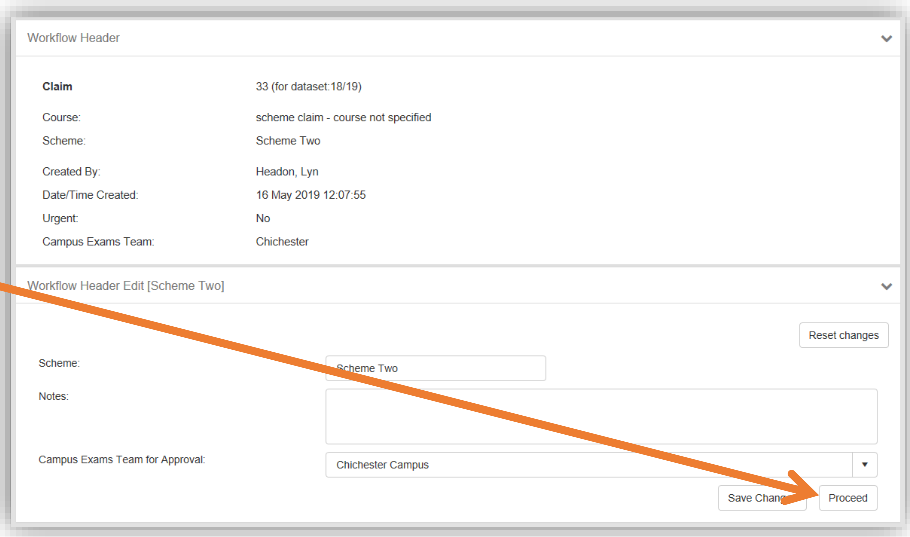
Filters can be selected to narrow down results



Open the dropdown and select the transaction to be actioned

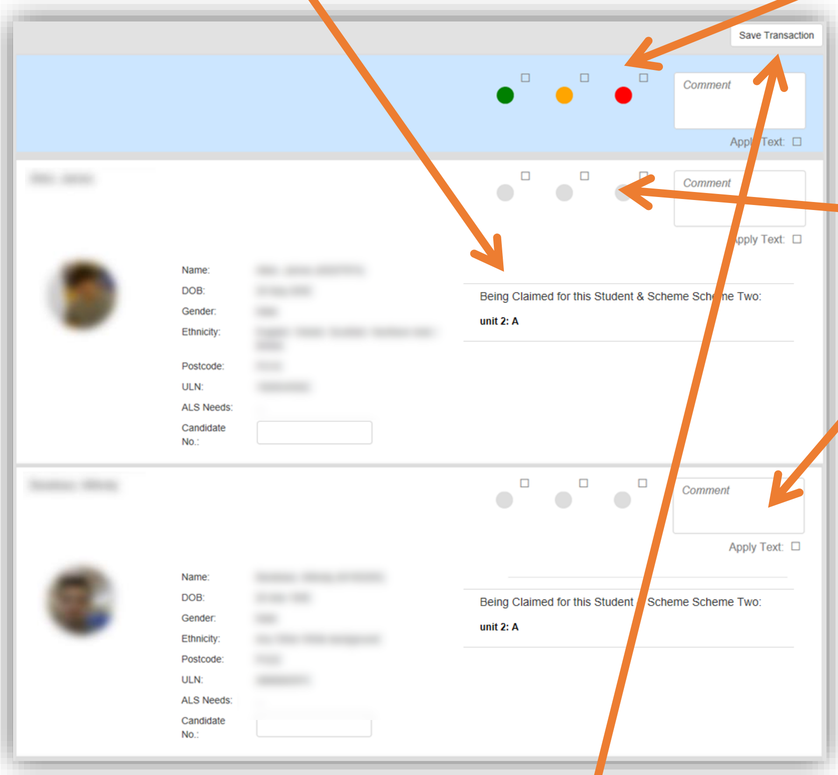


Check the details of the transaction and click Proceed



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

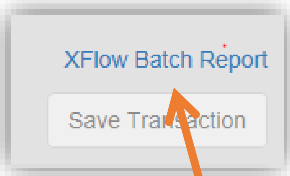
Use the traffic light status buttons to set the transaction to Approved, Pending or Rejected, the top buttons will set the option for all students in the transaction



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



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