

# Adding Student Flags in KxStudent



Student Flags are configurable tags that can be applied to student records in KxStudent. They serve as visual alerts or status indicators—similar to Debtor Status—but are more flexible and user-defined.

They are designed to:

- Warn or inform users about specific student circumstances (e.g. medical needs, VIP status, no-shows).
- Prompt action (e.g. follow-up required, banned from reallocation).
- Improve visibility in student records, searches, and operational tools like the Bedroom Plan

1 Open the a student profile and click "Personal Details"

## 2 Click "Student Flags" tab

The screenshot shows a web interface for a student profile. At the top, there is a navigation bar with tabs: 'Analysis board', 'Quick Search', 'All Requests (7)', and 'My Requests (2)'. Below this, there is a section with tabs: 'Profile', 'User Defined Fields', 'Student Courses', and 'Student Flags'. The 'Student Flags' tab is highlighted with an orange circle. Below the tabs, there is a 'Notes' section.

## 3 Available Student Flags are shown here

The screenshot shows the 'Student Flags' tab selected. On the left, there is a sidebar with several dropdown menus. The main content area displays a list of flags with their descriptions:

Description
Authorised Overstay
Check Account
No Show
PEEPs
Requires Assistance

The 'No Show' flag is highlighted with an orange circle.

**4** Select the Flag you want to apply to the student

	Selected
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

**5** Click "Save"

Save

Cancel

## 6 Selected Student Flags are shown here.

2023 - 2024 (In house)

Room History

Room Keys

Damage History

Audit

PEEPs

Age: 125

Business Studies

Eligible

UK

Not Allocated

Also Known As

Date of Birth

Gender

International Status

Nationality

Domicile

Ethnicity

Disability

Academic Status

Membership

Language

Current Address :

Current Email :

Smoker

/ /

Unspecified

Pronouns

UK

British

[None]

White - English / Welsh / Scottish / Northern Iris

[None]

Eligible

<None>

No s

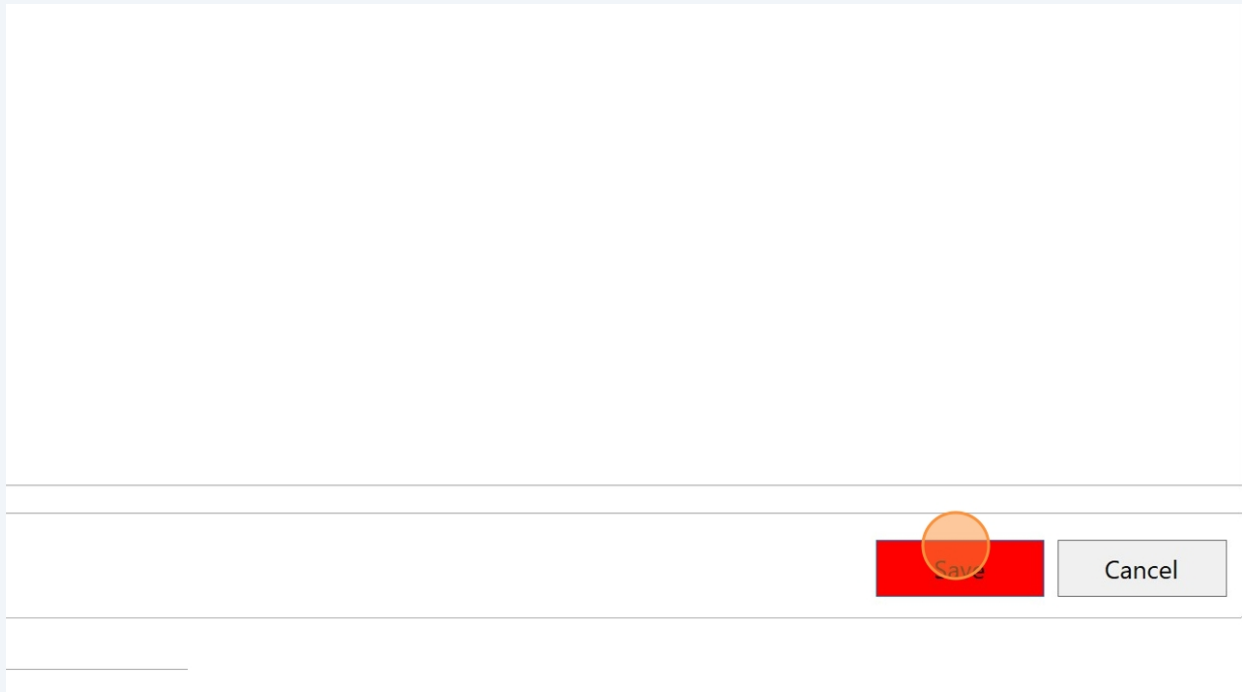
PEEP

Req

## 7 It is possible to select multiple flags

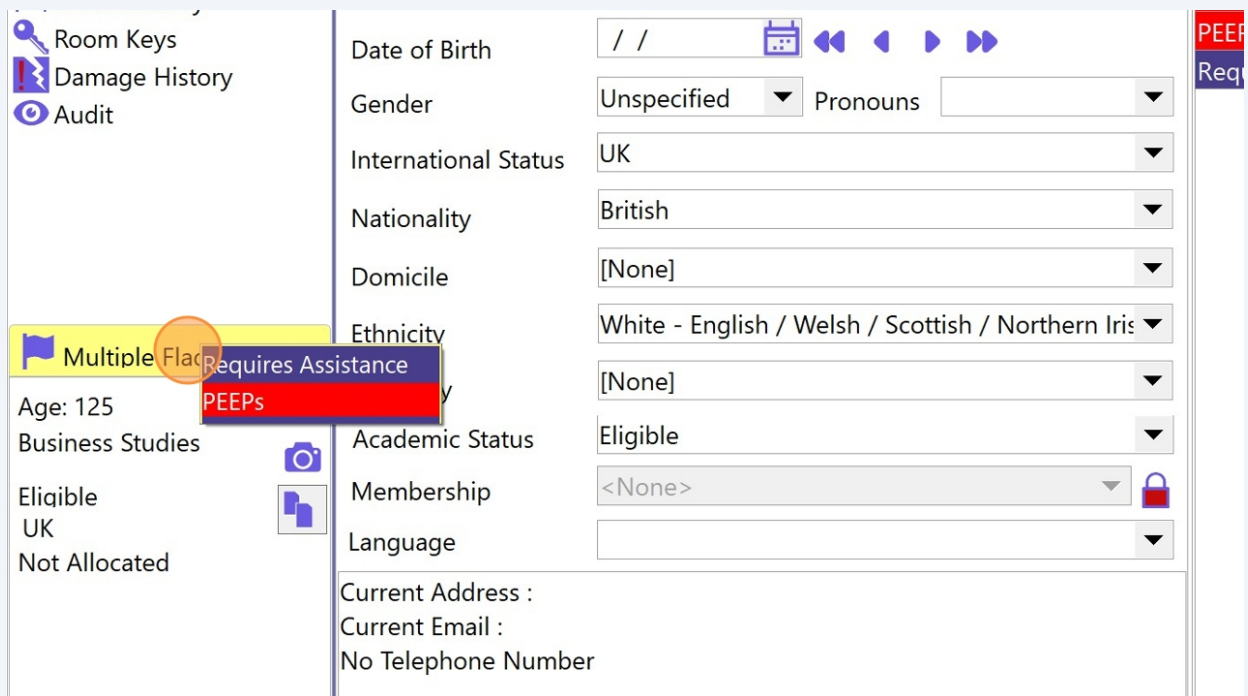
	Selected
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

8 Click "Save"



A screenshot of a form interface. At the bottom right, there is a red button labeled "Save" and a grey button labeled "Cancel". An orange circle is drawn over the "Save" button, indicating it should be clicked.

9 Hover your cursor over the multiple flags to view the flags added to this student.



A screenshot of a student profile form. On the left, there is a sidebar with icons for "Room Keys", "Damage History", and "Audit". Below these, there is a section for "Multiple Flags" with a tooltip that lists "Requires Assistance" and "PEEPs". The main form area contains fields for "Date of Birth", "Gender", "International Status", "Nationality", "Domicile", "Ethnicity", "Academic Status", "Membership", and "Language". On the right, there is a red button labeled "PEEPs" and a blue button labeled "Req".

Room Keys	Date of Birth	/ /	PEEPs
Damage History	Gender	Unspecified	Req
Audit	International Status	UK	
	Nationality	British	
	Domicile	[None]	
	Ethnicity	White - English / Welsh / Scottish / Northern Irish	
	Academic Status	Eligible	
	Membership	<None>	
	Language		
	Current Address :		
	Current Email :		
	No Telephone Number		



Tip! Student Flags also appear on Student Searches, this allows you to filter a selected group of students with certain flags and perform mass actions on them such as sending a mass email.

## 10 Click "Student Searches"

The screenshot displays the 'Student Management' interface. At the top, there is a navigation bar with tabs: 'Students' (selected), 'Bedrooms', 'Allocation', 'Manage Arrivals', and 'Manage Departures'. Below the navigation bar, a row of icons represents various functions: 'Student Searches' (selected), 'Recent Students', 'Custom Searches', 'Enhanced Searches', 'Add New Student', 'Bulk Import', 'Application Import', and 'Group Management'. The main content area is titled 'Daniel Green (1234554) - Personal details'. On the left, a sidebar lists navigation options: 'Personal Details' (selected), 'Contact Details', 'Debtor Details', 'Extra Data', 'Correspondence', and two academic years: '2024-2025 13/03/2025' and '2023 - 2024 (In house)'. The main area shows fields for 'Student ID' (1234554), 'Identifier N°' (1234554), and 'Name' (Daniel Green). Above these fields are icons for 'Apply', 'Send Mailing', and 'Student Report'.

Apply	Send Mailing	Student Report
Student ID	1234554	Student
Identifier N°	1234554	
Name	Daniel	Green

## 11 Click "Have applied"

The screenshot shows the 'Student Management' section of a software interface. At the top, there is a navigation bar with icons for Student Searches, Recent Students, Custom Searches, Enhanced Searches, Add New Student, Bulk Import, Application Import, and Group Management. Below this, the 'Student Management' title is centered. On the left, a 'Select Search' dropdown menu is open, displaying a list of search filters. The filter 'Have applied' is highlighted with a blue background and an orange circle. Other filters include 'Are in-house today', 'Have no future allocation', 'Need to be allocated', 'Have been allocated', 'Have not been offered', 'Have not responded to an offer', 'Have not had a licence', 'Have accepted', 'Have been offered and withdrawn', and 'Have been offered and rejected'. To the right of the dropdown, a vertical label reads 'Students That... Are in'. Further right, there is a section titled 'Are in-house today' with icons for 'Message' and 'Student ID F'. Below this, a table titled 'Drag a column header' is visible, with columns for 'Student ID' and 'UCAS'. The table contains three rows of data with green status indicators.

Student ID	UCAS
AS0014	
0000236	
0000238	

## 12 Click "Search"

The screenshot shows the 'Student Search' interface. At the top, there is a blue header bar with the word 'Options' and a dropdown arrow. Below this, a section titled 'icated Students' is visible. A search results card for a student named 'ri' is shown, with details including '1994', 'Age 30', and a link to 'lock 1, Sub Block 1'. Below the card, there is a link to 'i@kineticsoftware.com'. At the bottom of the interface, there is a navigation bar with buttons for 'Schedule...', '< Back', and 'Search'. The 'Search' button is highlighted with an orange circle. Below the navigation bar, there is a status bar showing 'en (1234554)', 'Student Search', 'Student Search', 'Connection: QA\_Kx2024\_2\_1\_0\_Vanilla', 'Logged in as System Administrator', 'EN', and 'Lice'.

### 13 Student Flags are the final column to be displayed, scroll across to the right

22/11/2024	Adel	Testing					
13/11/2024	SupportAS	Testing1					

Student Search

Student Search

Connection: QA\_Kx2024\_2\_1\_0\_Vanilla

Logged in as System Administrator

EN

Licensed to Kx QA

### 14 Click here to sort the Student Flags together

uests (2)

ests

Active

Cancelled/Rejected

Waiting List

Attendance Mo	Type	Faculty	Year of Entry	Student Flag:	KxStudentCoun
	UG	Faculty of Business		PEEPs, Requires	1
	UG	Faculty of Mathematics		PEEPs	1
				Check Account,	1



## 15 Students with certain flags are now grouped together in the Student Search

ests

×

Active
Cancelled/Rejected
Waiting List

Attendance Mo	Type	Faculty	Year of Entry	Student Flag ▾	KxStudentCoun
	UG	Faculty of Business		PEEPs, Requires	1
				PEEPs	1
				Check Account,	1
					1
	UG	Faculty of Business			1
					1
	UG	Faculty of Mathematics			1
					1
					1



Tip! Student Flags also appear on the Bedroom Plan besides other Student personal details

16 This Student has two Flags; Anxious Student and PEEPs

The screenshot shows a student record for 'asna 111 asna 111 (0000210)'. The student is a 'Returner, Female, Age : 23, Anxious Student, PEEPs'. The record is highlighted in orange. Below the record, there is a status bar with buttons: Offered, Offer Expired, Accepted, Available, Rejected, Checked-in, and Debtor. The 'Accepted' button is highlighted. Below the status bar, there are tabs: Green (1234554), Student Search, Student Search, Bedroom Plan, and asna 111 asna 111 (0000210). The 'Student Search' tab is active. At the bottom, there is a connection bar showing 'Connection: QA\_Kx2024\_2\_1\_0\_Vanilla' and 'Logged in as System Administrator'.

17 Click here

The screenshot shows the same student record as in the previous image. A tooltip is visible over the record, displaying the following information: 'asna 111 asna 111 (0000210)', 'Returner, Female, Age : 23, Anxious Student, PEEPs', 'Tuesday 3 June to Sunday 14 September 2025', and 'Accepted Tuesday 22 October 2024'. The record is highlighted in orange. Below the record, there is a status bar with buttons: Offered, Offer Expired, Accepted, Available, Rejected, Checked-in, and Debtor. The 'Accepted' button is highlighted. Below the status bar, there are tabs: 234554), Student Search, Student Search, Bedroom Plan, and asna 111 asna 111 (0000210). The 'Student Search' tab is active. At the bottom, there is a connection bar showing 'Connection: QA\_Kx2024\_2\_1\_0\_Vanilla' and 'Logged in as System Administrator'. The bottom of the screen shows a taskbar with icons for a search bar, a calendar, a mail icon, a globe icon, a folder icon, and a cube icon.