

# Configuring Student Flags



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 Click "Student Config"

KxConfiguration

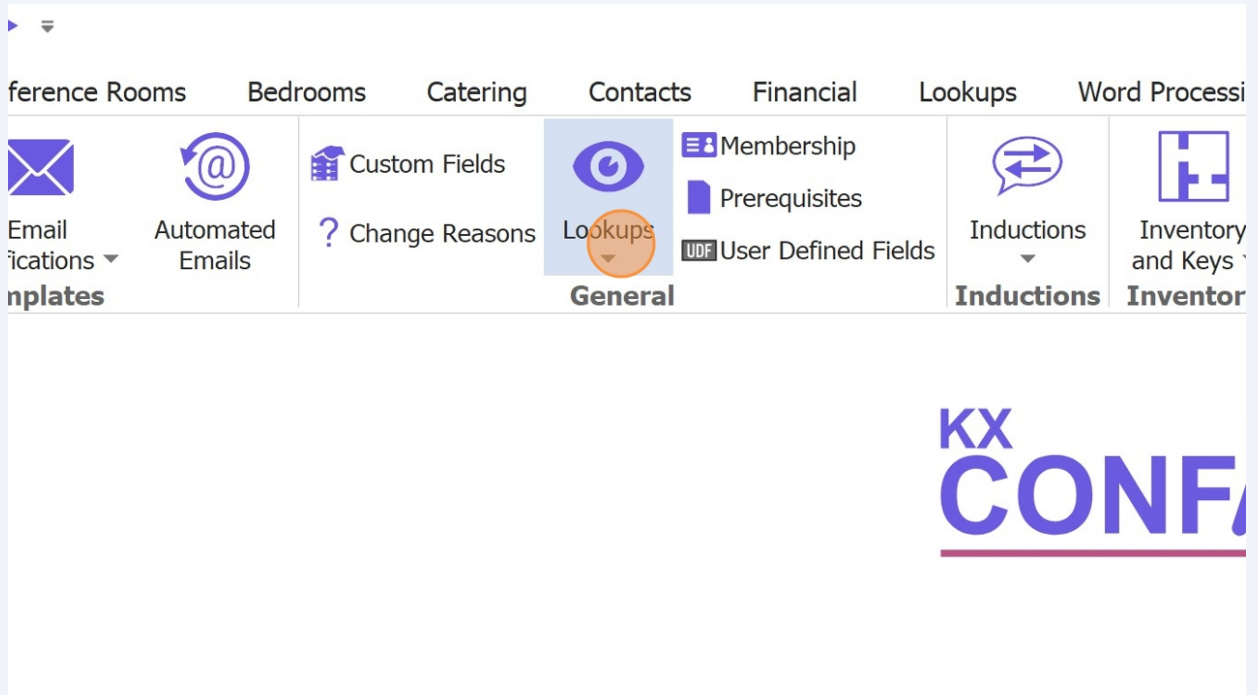
Lookups	Word Processing	Student Config	Student Financial	Admin	Kinetic
Delegate Status	Demand Diary Ranges				
Delegate Types	Capacity Diary Ranges by People				
	Capacity Diary Ranges by Percent				
<b>Delegates</b>	<b>Event Diary</b>				

KX

CONF/GURATION

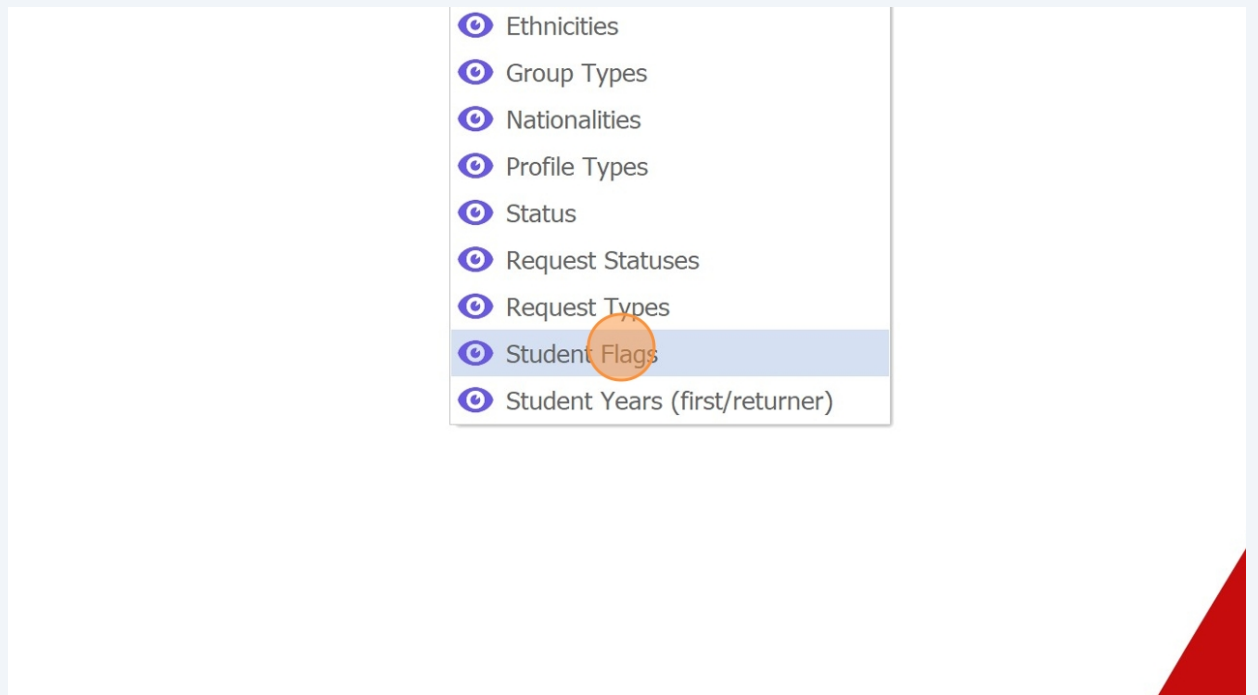
## 2

Click "Lookups"



## 3

Click "Student Flags"



#### 4 Click "Add"

Mailings

SMS Templates

Email Notifications

Automated Emails

Custom Fields

Change Reasons

Lookups

Membership

Prerequisites

User Defined Fields

Student Templates

General

### Student Flags

Add

Edit

Delete

Save

Cancel Updates

PEEPs
Authorised Overstay
Check Account
Requires Assistance
No Show

#### 5 The description will be the name of the Student Flag

Mailings

SMS Templates

Email Notifications

Automated Emails

Change Reasons

Lookups

User Defined Fields

Student Templates

General

### Student Flags

Add

Edit

Delete

Save

Cancel Updates

Description

Inactive

Colour

☐

6

Click the dropdown to choose a colour for your Student Flag

Flags



Edit



Delete



Save



Cancel Updates

Anxious Student

☐

7

Click "Violet"

Anxious Student

☐

	▼	...
	▲	
	▼	

## 8 Click "Save"

Navigation bar: SMS Templates, Email Notifications, Automated Emails, Custom Fields, Change Reasons, Lookups, Membership, Prerequisites, User Defined Fields.

### Student Flags

Buttons: Add, Edit, Delete, **Save**, Cancel Updates.

Form field:

☐

## 9 Your new Student Flag appears in the Student Profile ready to use

Navigation bar: Management, Dashboard, Quick Search, (7) Student Requirements.

Left sidebar: Search filters.

Tabbed interface: Personal Profile, User Defined Fields, Student Courses, **Student Flags**.

Description
Anxious Student
Authorised Overstay
Check Account
No Show
PEEPs
Requires Assistance

10

[Click here to select it](#)

[illegible]

11

Click "Save"