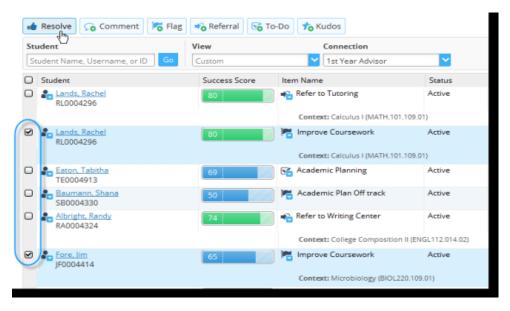
Resolve a Tracking Item Raised

If contact has been made with the student/advisee and feel that a plan has been established, go ahead and resolve the tracking item (i.e. flag). Tracking items can always be raised again if another concern comes up.



- 1. Select the **Resolve** button in the action bar at the top of the page. In the form that opens, the number of items being resolved is noted in the form's header.
- Verify the selected number of items and add a resolution comment that is applicable to all the selected items. If you haven't raised the items being cleared, you will also be prompted to add a close the loop comment.
- 3. Click the **Submit** button to clear the selected items.