



## Take Action on Alerts (Advisor)

As you help advisees take action to get back on track, take action on Alerts to keep your team in the loop.

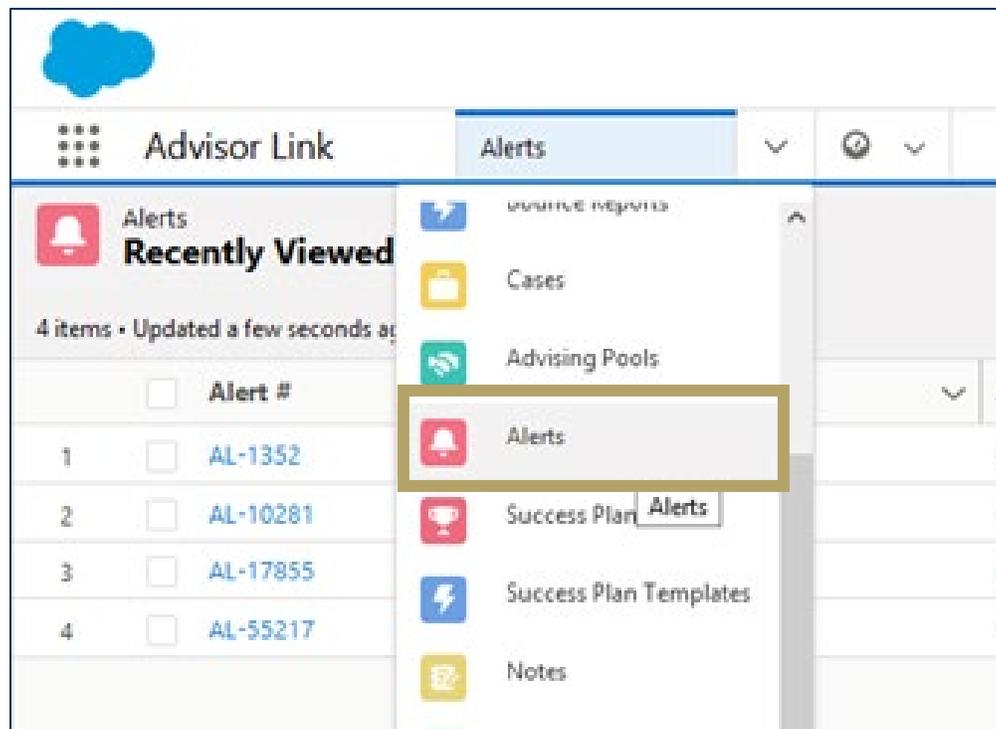
When you're ready to resolve an Alert, set the Status to Closed status. If needed, you can re-open an Alert by changing its Status to a value that's not a Closed status.

### Mass Update Alert Statuses

To help you keep Alert statuses current, your Advisor Link administrator may have enabled these options that let you update the statuses of multiple Alerts at once.

### Mass Update Alert Statuses from the Alerts List

Update the status of multiple Alerts of the same record type from an Alerts list view. You can even update the status of Alerts for multiple advisees from this page.





1. On the Alerts page, select a list view that filters Alert by record type.
2. Select the checkboxes for one or more Alerts. You can select up to 200.
3. Hover over the Status field of any selected Alert and click the edit icon

	ALER...	ADVISEE...	REASON	ST...	RECOR...	C...	CREATED BY
1	<input checked="" type="checkbox"/>	AL-0003	00001026	Attendance Concern	New	Academic	DevAdmin User
2	<input checked="" type="checkbox"/>	AL-0004	00001026	Participation Concern	New	Academic	DevAdmin User
3	<input type="checkbox"/>	AL-0005	00001026	Preparedness Concern	New	Academic	DevAdmin User

4. Select a different status, select **Update selected items**, and click **Apply**.

	ALER...	ADVISEE...	REASON	ST...	RECOR...	C...	CREATED BY
1	<input checked="" type="checkbox"/>	AL-0003	00001026	Attendance Concern	Closed: Action Taken	Academic	DevAdmin User
2	<input checked="" type="checkbox"/>	AL-0004	00001026	Participation Concern	New	Academic	DevAdmin User
3	<input type="checkbox"/>	AL-0005	00001026	Preparedness Concern	New	Academic	DevAdmin User

5. **Save** your work.



## Mass Update Alert Statuses from the Advisee Record

Update the status of multiple Alerts at once, including Alerts of different record types, from an advisees record. You can only update the status of Alerts for the individual advisee from this page.

1. On the advisee record Case, go to the **Alerts** tab.
2. Select the checkboxes for one or more Alerts and click **Change Status**.

	REC... ▾	REA... ▾	PRI... ▾	CRE... ▾	STA... ▾	
<input checked="" type="checkbox"/>	Financial A...	Other (De...	Normal	Jul 31, 2018	Acknowle...	▾
<input checked="" type="checkbox"/>	Financial A...	Other (De...	Normal	Jul 31, 2018	New	▾

3. Select a status and save your changes.