Close the Loop functionality provides an easy way to follow up with flag raisers when clearing a flag. This functionality encourages best practices of communicating to the flag raiser that the issue has been addressed.

When clearing a flag, the ‘Send a message’ checkbox is selected by default. If no close message is needed, the box (a) can be unchecked by the user.

If the checkbox is selected, a message is sent to the flag raiser whether or not additional comments are added.

You have the ease of copying the comments used in ‘Add a comment’ (b) area by clicking the ‘Copy my comment’ (c) link just above the lower text box.

Questions?
Email us at mysuccess@ku.edu
Resources available at http://mysuccess.ku.edu/