

MySuccess @ KU

Close the Loop

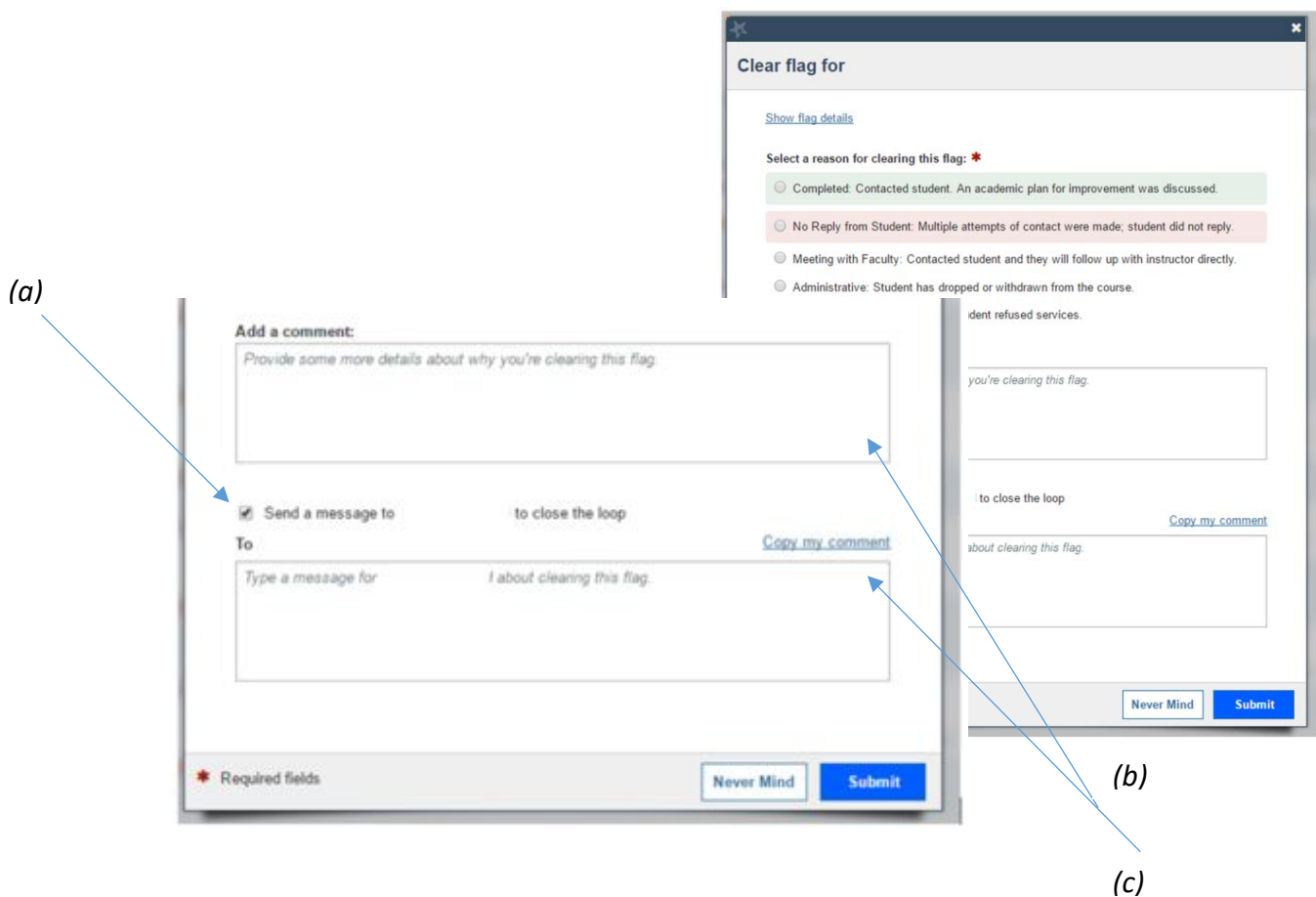
Last Updated 8/25/2017

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/>