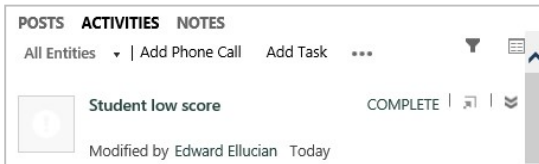


### Locating the Posts, Activities, Notes Section

1. Access CRM Advise and select a student.
2. Scroll about halfway down the student's information using the vertical scroll bar until you find Posts, Activities, and Notes.

### Marking an Alert Complete

1. Perform the tasks listed in "Locating the Posts, Activities, Notes Section."
2. Locate the alert you need to close and move your mouse over that alert displaying additional elements to the right of the alert.
3. Click **Complete**.



**Note:** You can also mark alerts complete in the Alert section of the Student Profile.

### Marking an Activity Complete

1. Perform the tasks listed in "Locating the Posts, Activities, Notes Section."
2. Locate the activity you need to close and move your mouse over that activity displaying additional elements to the right of the activity.
3. Click **Complete**.

