



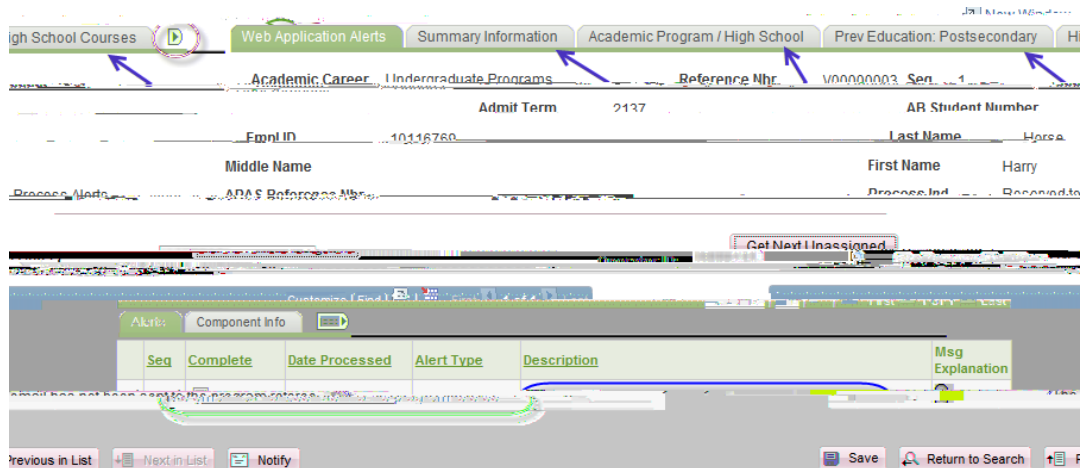
7. For this example, we will process an alert on Harry Horse V00000003. Note: All applications for Veterinary Medicine will begin with "V"; Law applications begin = Graduate Studies.

Click the **V00000003** link.

8. The Web Application Alert will appear. In order to continue processing the application press Save to continue the process. When the Process Ind: Added to PS with Alerts appears, this indicates there is an alert that must be cleared.

Click the **Save** button.

9. The Web Application Alert tab will be displayed with any alert(s) listed and described (e.g. the email has not been sent to the program referee). Depending on the type of alert triggered you may be able to complete the necessary requirements in this component by clicking on the appropriate tabs.



Click the **Msg Explanation** button.



10. Click the **OK** button.



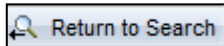
11. Once the Data Alert has been acted upon, for example, the email was sent to the referee, you may indicate **Complete** to clear the Data Alert. Click the **Complete** option.



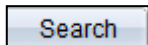
12. Click the **Save** button.



13. Click the **Return to Search** button.



14. To view the "refreshed" list of Data Alerts, search again for the list of Alerts. Note: Once the Data Alert has been cleared it will not appear on this grid. Click the **Search** button.



End of Procedure.