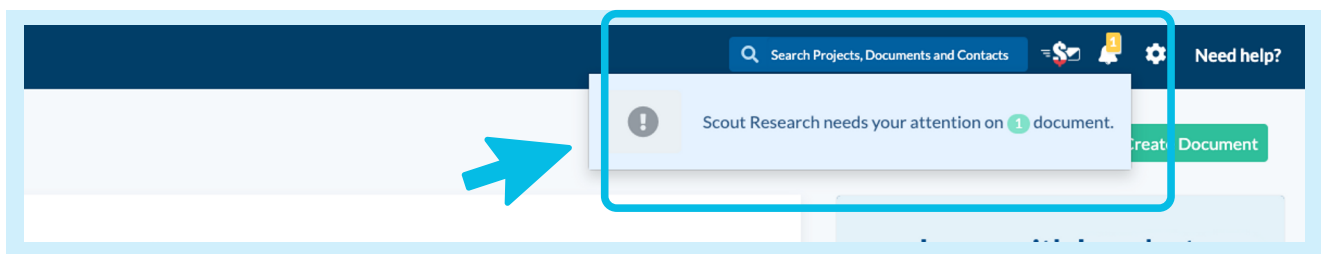


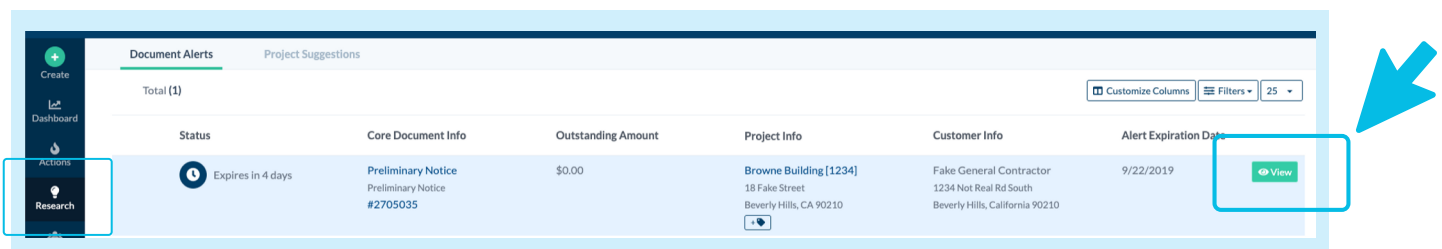
How to Resolve Scout Alerts

All documents sent through Levelset first go through our research team to make sure the information provided is the most up to date and correct and then to fill in any gaps left. Depending on how you've set up your scout settings (click here for more on that), you may be alerted about information found and then you'll have to log in to resolve that alert. Read on to learn how!

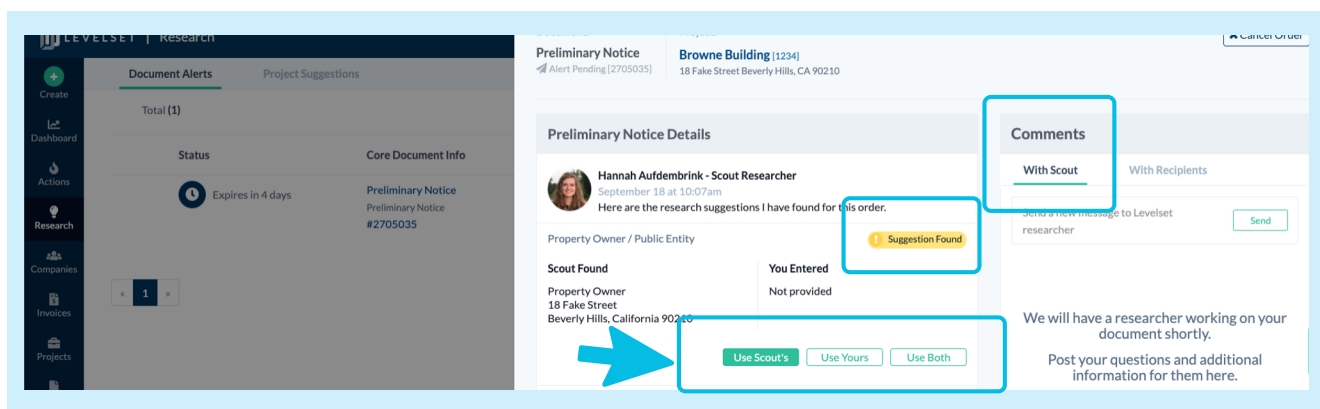
- Step One: Check your notification center.** If you have an alert from our Scout Research team, you'll see a little yellow number hovering over the bell icon of your notification center when you log in (you'll also be emailed about these alerts). Click the bell icon and then click the notification itself to be directed to the document that needs your attention.



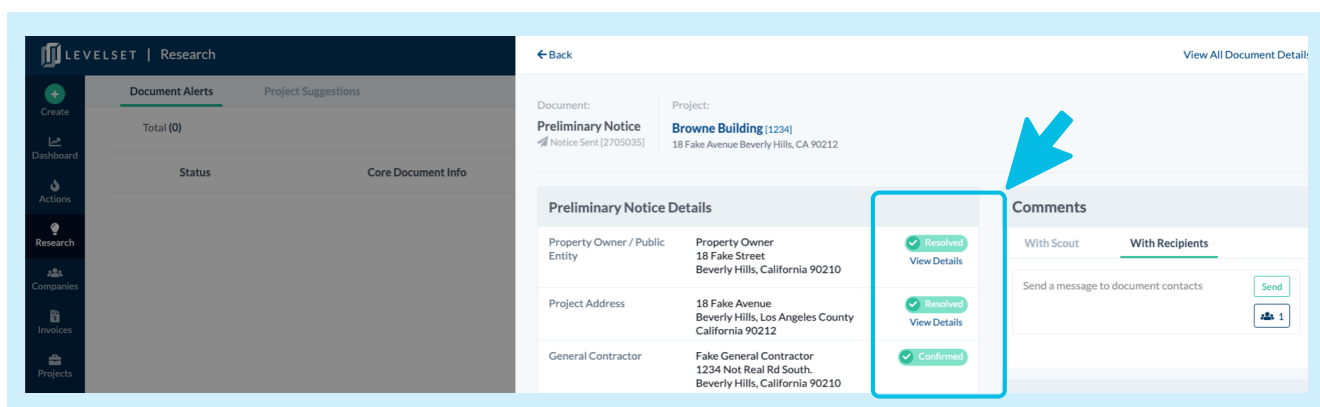
- Step Two: Find the documents that need alerts resolved.** When you click the notification, it will bring you to the "**Research**" tab where you'll see the document(s) listed that have alerts. Hover over the document and click **View**.



- 3** Step Three: Look over the scout suggestions and decide which information you'd like to use. Once you're in the document details, you'll be able to see the scout suggestions, marked with a yellow **"Suggestion Found"** tag. Once you've reviewed what the scout has found versus what you entered, you'll have the option to **"Use Scout's"**, **"Use Yours"**, or, in some cases, **"Use Both"**. Click whichever button you decide to resolve the alert. You'll also be able to leave comments, questions, or more information for the Scout Team member on the right hand side of the page under **"Comments"**.



- ★ Once you decide which information to use and then click the corresponding button, the alert is resolved and the tag will switch to a green **"Resolved"** tag. Your document is now processed and ready to be created and sent! You can track the status of your document from the **"Documents"** tab.



Last Updated: September 23rd, 2019