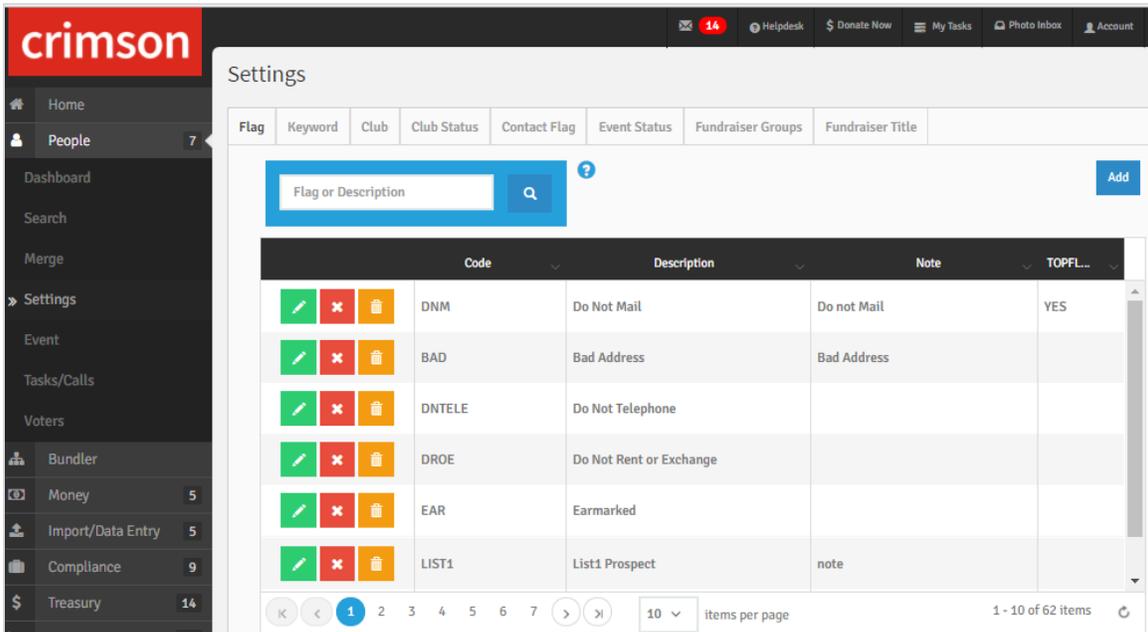


Flags are useful in organizing your **People** records and categorizing them in easily searchable groups. Crimson automatically creates a few common flags, but you can create flags as needed at any time.

## Creating and Editing Flags

To create a new custom flag or view the existing flags, go to **Settings** under the **People** menu. Under the **Flag** tab, a list of your existing flags will appear along with the total number of flags you have.



- To search for certain flags, type search criteria into the **Quick Search** .
- To view and edit a flag, click the  button to the left of the flag for edit.
- To delete a flag, click the  button. A confirmation message will appear asking, “Are you sure to delete?” Click **Yes** to delete the flag permanently or **No** to cancel.  
*\*\*Please note: You cannot delete a flag that is currently being used in Crimson. In order to delete any flags, you have to confirm that it is not in use for any records first.*
- To create a new flag, click the  button and a new **Flag – Add** window will appear.

Flag - Add

Code :   This is a Channel Suppression Flag

Flag Description :

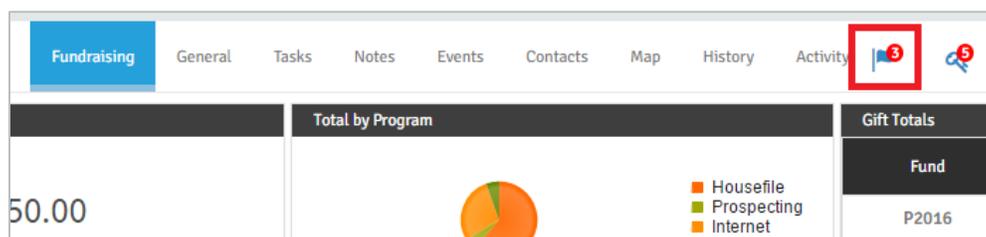
Note :

Top Flag :

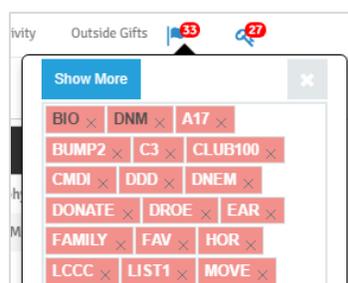
- Enter a **Flag Code** of up to 10 characters that will help you remember its significance (Ex. “DNM” for Do Not Mail or “ONCEAYR” for Send Mail Only One Time per Year).
- Enter the full **Description** for the flag.
- Use the optional **Note** field to provide more details about the flag or directions for its use.
- Check the **Top Flag** checkbox to prioritize the flag to the top of the Flag Menu when applied to a People Record. For more information, please refer to the [How to Create Top Flags FAQ](#) on the HelpDesk.
- Check the **This is a Channel Suppression Flag** checkbox to apply this flag as a suppression flag when using the [Advanced Export by Channel](#) feature, or when generating a **People Search**, **Thank You**, or **Best Efforts** list. For more information, please refer to the [How to Create a Channel Suppression FAQ](#) on the HelpDesk.
- Click **Save Changes** when you have completed the **Flag Code**, **Description**, and **Note** fields.
- You may click **Close** at any time to exit the **Flag - Add** window.

## Using Flags in a People Record

Within a **People** record, flag information is indicated by a flag icon at the end of the tab listing in the profile viewer pane. If there are flags attached to the record, a number will appear with the flag icon, indicating how many flags there are under the record.



- To view the list of existing flags, click on the flag icon and existing flag codes will appear in a list. If you hover your mouse over an existing flag, the flag’s **Description** will display.



- To add a new flag to a record, click within the empty space of the flags’ box and a drop-down list will appear with all existing flag codes. Select the flag that you want to add and it will automatically be added to the record.
- To delete an existing flag from a record, click the “X” on the right side of the flag code. A confirmation message will appear asking, “This change will be permanent, are you sure to continue?” Click **Yes** to delete the flag from the record or **No** to keep the flag.

Show More

- Click the **Show More** button to view a full detailed list of Flags and Top Flags already applied or that could be applied to the record.

All Existing Flags			
Code	Description	Updated On	TOPFLAG
1234	test		YES
AB	AB		
MASSTEST	Mass Append Test		
AC	AC		
APM-da5BXX	Auto Pull Match (Source: Crimson Sandbox)	01/13/2017	
BAD	Bad Address		
C_EDU03	MM Media		
C4	Advocacy Activities	09/26/2009	

Record's Current Flags			
Code	Description	Flagged On	TOPFLAG
BIO	Biography Included	10/23/2015	YES
DNM	Do Not Mail	03/21/2017	YES
A17	O'sss	11/22/2016	
BUMP2	Bumper Sticker Sent	02/05/2015	
C3	Educational Activities	08/04/2016	
CLUB100	club100	07/27/2016	
CMCI	CMCI Demo Records	11/10/2015	
DNEM	Do not email	05/13/2015	
DONATE	this is recent donors	10/19/2016	

**\*\*Please note:** You can also use the **Mass Append** function to assign flags to multiple people records at once. For more information, please see the [Mass Append – Flag, Keyword, Notes, Events and Tasks](#) guide.

## Searching with Flags

When searching for **People** records, you may search for all records with one or more flags under the **Group** section. You may also specify a date or range of dates for when the flags were added.

Group

**A** People Code Enter People Record Code (Choose)

**A** People Type Enter People Record Type (Choose)

**A** Flag Equal to

**A** Flag Date (Specify)

You may also use flags to hide certain records when searching by entering those flags you wish to exclude under the **Suppression** section.

Suppression

Apply Channel Suppression Flags  OR

**A** Flag Equal to

Click on the Apply Channel Suppression Flags, to suppress all Flags with the suppression setting enabled, regardless of channel(s) selected.

**\*\*Please note:** For more detailed information on searching and on using the **Suppression** functionality, please see the [Crimson: People Search](#) solution.