





Use Top Flags to prioritize the most important flags applied to People Records. The top flags will always display at the top of the flag's menu while the remaining flags will display alphabetized.

How to Create a Top Flag

Go to the **People Dashboard**.

1. Click the **Settings**  icon in the top right **Navigation Bar** of the dashboard.
2. Click the **Flag** tab.
3. Click  to add a new flag or click  to the left of an existing flag to edit it.
4. Check the **Top Flag** box that appears in the **Add Flag** or **Edit Flag** window.
5. You can also use the **Priority** field to assign, 1 through 5 with 1 being the highest, a priority level to the flag. In the People Record, **Top Flags** will be shown in the panel in order based on priority level.
6. Click  when done.

Edit Flag ✕

Code	<input type="text" value="DNM"/>
Flag Description	<input type="text" value="Do Not Mail"/>
Note	<input type="text"/>
Priority	<input type="text"/>
<input type="checkbox"/> Top Flag	
<input checked="" type="checkbox"/> Channel Suppression Flag	
<small>If channel suppression flag, please select at least one target channel:</small>	
<input checked="" type="checkbox"/> Email	
<input type="checkbox"/> SMS	
<input type="checkbox"/> Phone	
<input checked="" type="checkbox"/> Direct Mail	

How to Apply a Top Flag to a People Record


1. Open a **People Record**.
2. Click on the **Flag & Keywords** panel.
3. In the panel summary that appears, select the **Flag** tab. It will show all available flags and those that have already been assigned. The top flags will all have a red star next to them. Click an available flag and then click the right facing arrow to add it to the assigned flags for the record.

Codes

Flags Keywords Attributes

Available Flags

Search available flags...

- DNM** Do Not Mail 
- BAD** Bad Address (7/29/11)
- CMDI** CMDI Demo Records (12/11/18)
- DNC** Do Not Call (7/29/11)
- MMMMMMMMMM** ms
- ...



Assigned Flags

Search assigned flags...

None assigned.