





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.

Add Flag
✕

Code

Flag Description

Note

Priority

Top Flag

Channel Suppression Flag

If channel suppression flag, please select at least one target channel:

Email

SMS

Phone

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.

The screenshot shows a software interface with two main panels: 'Available Flags' on the left and 'Assigned Flags' on the right. Both panels have search bars at the top. The 'Available Flags' panel lists several flags, each with a red star icon: '1234 test', 'BIO Biography Included', 'DNM Do Not Mail', 'FAMILY family', and 'DASKFLASDD flad desc'. The 'Assigned Flags' panel lists several assigned flags: '\$1,000 1000 (3/7/18)', '123456 123456 (2/8/18)', '2016 New Year (6/14/17)', '2432 O'Neil (2/12/18)', and 'A17 O'sss (11/22/16)'. Between the two panels is a central area with a blue right-pointing arrow button highlighted by a red box, and a grey left-pointing arrow button below it.