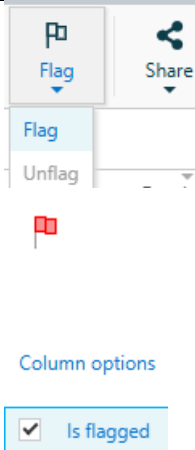
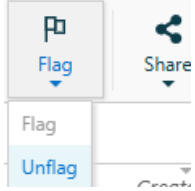

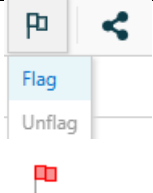


# Flag case or document

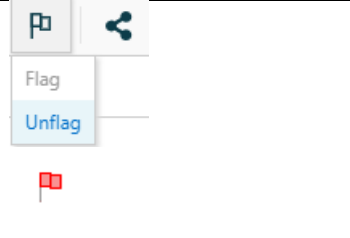
This guide describes how you can flag cases or documents in Workzone. The function can be used for several purposes, for example cases you need to prioritize first or documents in a case that you need to remember to review.

You can flag both cases and documents in lists or on a tab. Your flags are personal and cannot be seen by other users.

Flag case		
Instruction	Explanation	Navigation
<b>Open list</b>	Open a case list (or document list) in Workzone.	
<b>Flag several cases</b>	Check the boxes next to the cases you want to flag. Select <b>Flag -&gt; Flag</b> ->A red flag icon will appear next to the cases.  <b>Note:</b> The first time you use this function, you must add the 'is Flagged' column under <b>Column options</b> .	
<b>Remove flags from multiple cases</b>	Check the boxes next to the cases from which you want to remove the flag. Select <b>Flag &gt; Unflag</b> , The red flag icons will be removed	
<b>Add/remove a flag for a single case</b>	Double-click the empty flag icon to flag next to the case. You can also double-click a red flag to remove the flag	
Flag a document		
<b>Open the document tab</b>	Open the case where you want to mark documents with a flag	
<b>Flag multiple documents on a tab</b>	Go to the <b>Documents</b> tab and check the boxes next to the documents you want to flag. Select <b>Flag -&gt; Flag</b> -> A red flag icon will appear next to the documents.	

# Flag case or document

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<p><b>Unflag multiple documents on a tab</b></p>	<p>Check the boxes next to the documents from which you want to remove the flag. <b>Flag -&gt; Unflag -&gt;</b> the red flag icons will be removed.</p>	
<p><b>Add/remove a flag on a single document</b></p>	<p>Double-click the empty flag icon to flag the case. You can also double-click a red flag to remove the flag.</p>	