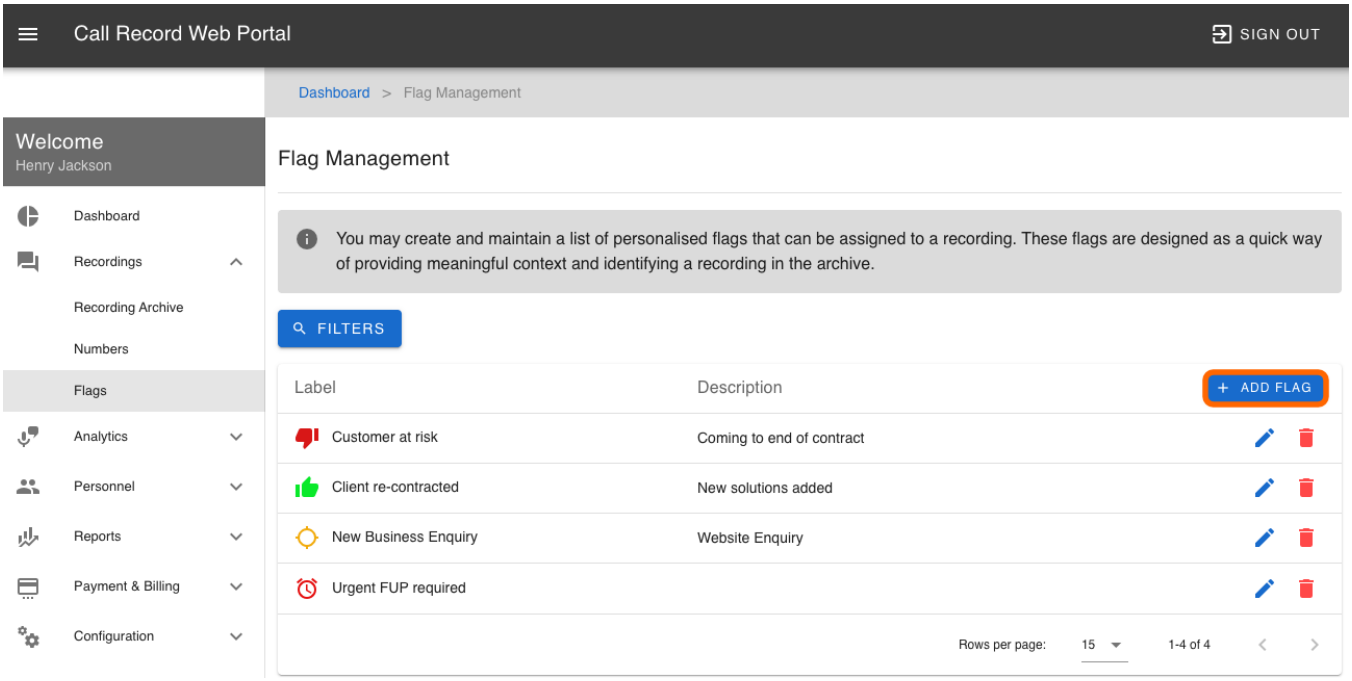
Flags

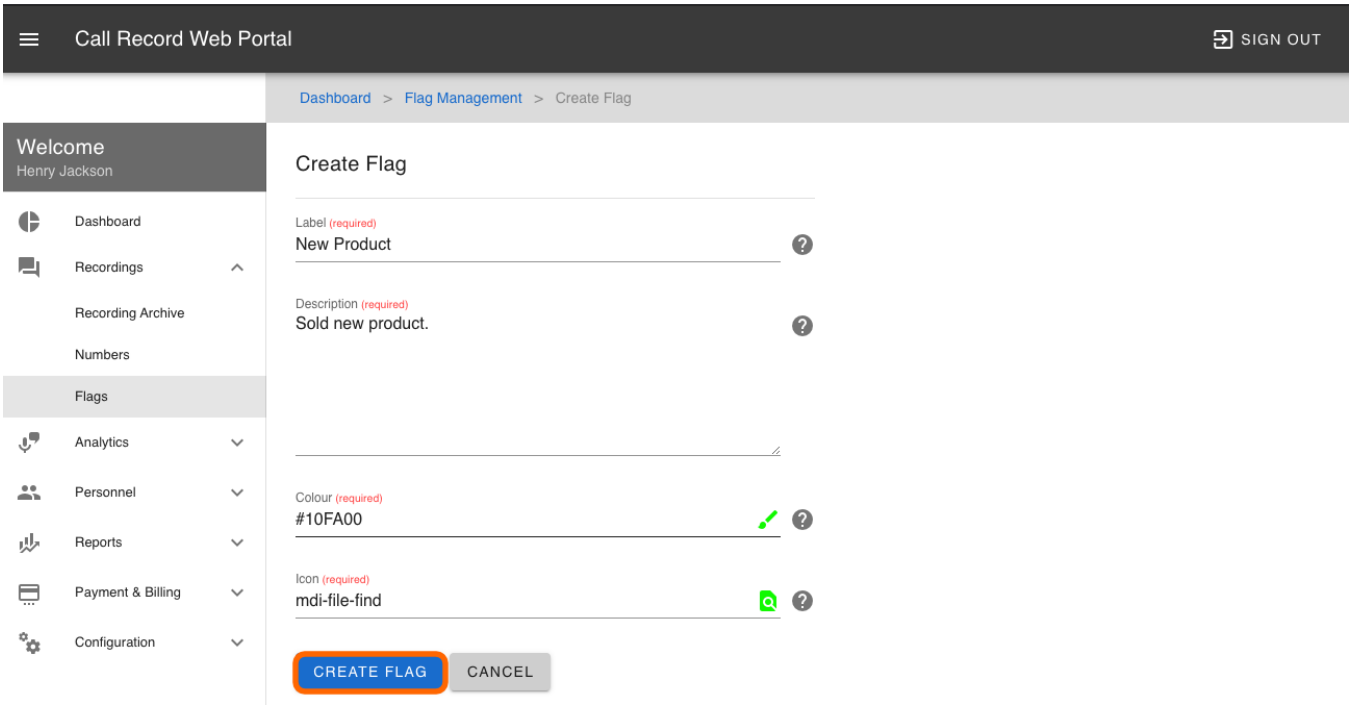
You may create and maintain a list of personalised flags that can be assigned to a recording. These flags are designed as a quick way of providing meaningful context and identifying a recording in the archive.

Creating Flags

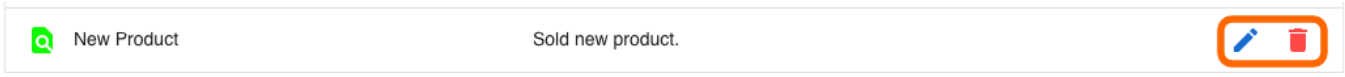
To create a Flag click on **Recordings** and then click on **Flags** this will bring up the **Flag Management** page.



Click on **Add Flag** on the **Create Flag** page enter a **Label** for the flag, a **Description,** select **Color** for the icon and then select the **Icon** you would like to use. Click on **Create Flag** when ready.



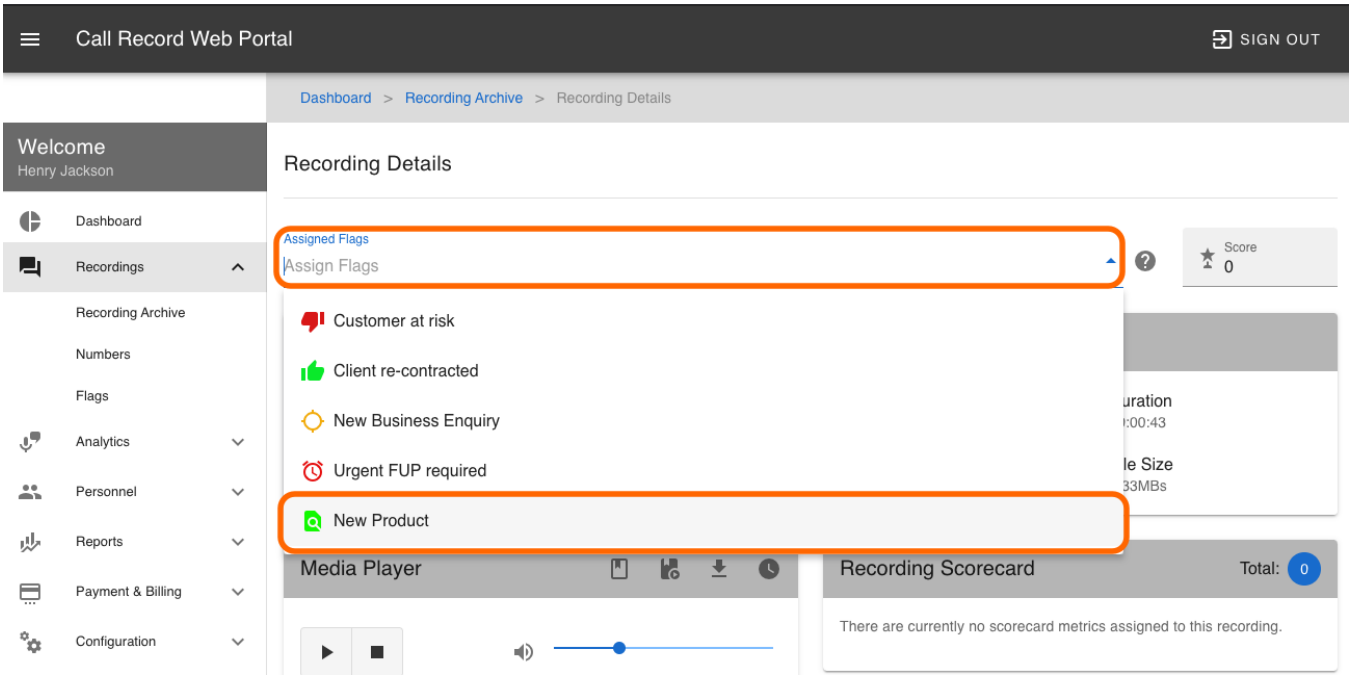
Your newly created Flag will appear on the **Flag Management** page. You edit or delete the flags at any time by clicking on the **Edit** and **Delete** icons.



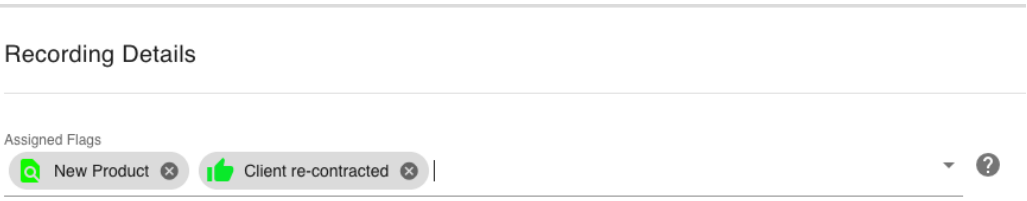
Assigning Flags

Now that you have created a Flag you can assign this to a recording. Click on **Recordings** then click on **Recording Archive,** find the recording that you would like the flag created above to be assigned to and click on **View Recording.**

On the **Recording Details** page for that recording click on the **Assigned Flags** to select the **Flag** that you created above.



Your recording now has an assigned flag. You can also assign multiple flags to recordings. Any recordings that have assigned flags will be shown on the **Recording Details** page.



You can now use the **Filters** on the **Recording Archive** page to search for a flagged recording.

Revision #1
★ Created Tue, Jan 19, 2021 10:17 AM by Admin
Updated Tue, Jan 19, 2021 10:49 AM by Admin