

\*FLAG has been optimized to work with Google Chrome, Safari, and Mozilla Firefox.

# HOW TO BULK ASSIGN OR DELETE CASES IN FLAG.DOL.GOV

## WHAT ARE THESE FEATURES?

The user who initiated a case in FLAG is designed the Case Owner by default. The Bulk Reassign feature will allow master account users in a network to reassign cases from one network member to another. In doing so, the cases available in those users' cases tables will change.

The Bulk Delete feature will allow users to remove one or more initiated cases from their account directly from the cases table. Users in a Network will only be able to remove Initiated cases to which they have access.

### HOW TO BULK REASSIGN INITIATED AND SUBMITTED CASES

- 1. Log into <u>https://flag.dol.gov.</u>
- 2. Navigate to the "Cases" tab Ľ Cases Important Note: The system will update your Cases Table approximately every 15 minutes wit the latest information on your cases. Once the system updates and you refresh, navigate to, or other to this name during your page that the system updates and you refresh, navigate to, or View and manage cases throughout the application lifecycle. • 790A 156 9142B 94 9035 88 9141 61 9142A 58 9142C 26 9141C 10 (Initiated (74)) (Pending Case Number (0)) (Historical (11)) 1 - 3 OF 3 ASSIGNED CASE NUMBER Assigned Case Number Employer Name Job Title Submitted Date **Case Status**  $\square$ I-200-20338-309314 **OTA Industries** Software Developer December 3, 2020 IN PROCESS October 30, 2020 1-200-20304-279466 **OTA Industries** Software Developer IN PROCESS  $\square$ 1-200-20265-276527 Example, Inc. Tester September 21, 2020 IN PROCESS Page 1 of 1 Show 10 ~

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3. Select the form (e.g., 790A, 9141, 9035, etc.) and processing status (i.e., Initiated, Assigned Case Number or Historical) tabs for the case(s) you want to assign to another user in your Network

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<b>i</b> les	Initiated	(74) (Pending Case Nun	Assigned Case	Historical (11)	)	r	
h.	1-3 OF 3	ASSIGNED CASE NUMBER	Free laws Marrie	1.1. 7.4.	0.1-14-1 D-1-		Refine results T
twork		L-200-20338-309314	OTA Industries	Software Developer	December 3, 2020	IN PROCESS	PDF
		1-200-20304-279466	OTA Industries	Software Developer	October 30, 2020	IN PROCESS	
		I-200-20265-276527	Example, Inc.	Tester	September 21, 2020	IN PROCESS	6
				Page 1 of 1 >	>> Show 10 v		

4. Select one or more cases from the list. You can use the top checkbox to select all cases currently listed (up to 100). After selecting one or more cases, the option to Reassign those cases will appear. Click "Reassign"

New Application	Cases			Important Note: The system will update y	our Cases Table approximately every 1	15 minutes with	
=	View and manage cases throughout the application lifecycle.			the latest information on your cases. Unce the system updates and you retresh, havgate to, or return to this page during your session, you will see changes to your case information.			
Cases	• 790A 156 9142B 94 9	035 88 9141 61	9142A 58 9142C 26	9141C 10			
Profiles	(Initiated (74)) (Pending Case Nu	mber (0) Assigned Case	Number (3) (Historical (11))				
rth My Network	1 - 3 OF 3 ASSIGNED CASE NUMBER	1 Cases Selected Clear All	assign		0	Refine results <b>T</b>	
	Assigned Case Number	Employer Name	Job Title	Submitted Date	Case Status	PDF	
	L-200-20338-309314	OTA Industries	Software Developer	December 3, 2020	IN PROCESS	<u>k</u>	
	<u>I-200-20304-279466</u>	OTA Industries	Software Developer	October 30, 2020	IN PROCESS		
	<u>I-200-20265-276527</u>	Example, Inc.	Tester	September 21, 2020	IN PROCESS	<u>k</u>	
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5. Select the name of the individual to assign the selected case(s) to, then click "Continue"

New Application	Cases Important Note: The system will update your Cases Table approximately every 15 m the latest information on your cases. Once the system updates and you refresh, naw return to this page during your session, you will see changes to your case information	inutes with gate to, or	
Profiles	• 790A (50 9142B (2)     Reassign Case     CLOSE     Locate the network member to which the selected case(s) will be assigned		
A My Network	I - 3 OF 3 ASSIGNED CASE NUMBER     Name     Case Status       A Assigned Case Number     John Smith     Case Status       L200-20338-309314     Sally Sample     0	PDF	
	Image: L200-20304-279466         Continue         Image: L200-20265-276527         Image: L200-20265-276527 <th image:="" l200-20265-27652<="" th=""><th><u>1</u>2</th></th>	<th><u>1</u>2</th>	<u>1</u> 2

6. Confirm the reassignment by clicking "Acknowledge & Finish"

D New Application	Cases	Important Note: The system will update your Cases Table approximately every 15 minutes with
=	View and manage cases throughout the application lifecycle.	
Cases	• 790A (56) 9142B (34) 9035 (55) 9141 (61) 9142A (86) 9142C (26)	
Profiles	(Initiated (71)) (Pending Case N	× close
and the second	1 - 3 OF 3 ASSIGNED CASE NUMBER Reassign Case	Refine results <b>T</b>
ay recorder.	Assigned Case Number Do you want to continue reassigning selected cases to Jo	John Smith? Case Status PDF
	L=200-20338-309314 Back Back	owledge & Finish
	L-200-20304-279466	IN PROCESS
	L200-20265-276527 Example, Inc. Tester	September 21, 2020 IN PROCESS
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You will receive a confirmation message and the selected cases will now be assigned to the selected, new owner:

New Application	Cases View and manage cases throughout	the application lifecycle.		Important Note: The system will updat the latest information on your cases. Or return to this page during your session,	e your Cases Table approver Cases Table approver Cases Table approver reas
Cases	• 790A 156 9142B 94 9	035 85 9141 61	9142A 58 9142C 26	9141C 10	
Profiles	(Initiated (71)) (Pending Case Nu	mber (0) Assigned Cas	Historical (11)	)	_
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My Network	Assigned Case Number	Employer Name	Job Title	Submitted Date	Case Status
	<u>I-200-20338-309314</u>	OTA Industries	Software Developer	December 3, 2020	IN PROCESS
	<u>I-200-20304-279466</u>	OTA Industries	Software Developer	October 30, 2020	IN PROCESS
	<u>I-200-20265-276527</u>	Example, Inc.	Tester	September 21, 2020	IN PROCESS
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# HOW TO BULK DELETE INITIATED CASES

- 1. Log into <u>https://flag.dol.gov.</u>
- 2. Navigate to the "Cases" tab

New Application	Cases View and manage cases throughout • 790A (156) 9142B (94) (94) Initiated (74) (Pending Case Nur 1 - 10 0F 74 INITIATED	the application lifecycle. 35 8 9141 61 nber (0) Assigned Case	Import           9142A         68         9142C         26         9141           Number (3)         (Historical (11))         (Historical (11))         (Historical (11))	tant Note: The system will update your C test information on your cases. Once the s to this page during your session, you will C	ases Table approximately every 15 minutes with ystem updates and you refresh, navigate to, or see changes to your case information.
My Network	Application ID	Employer Name	Job Title	Initiated Date	Case Status
	60d4b0cbd6624b001b068dfc			June 24, 2021	INITIATED
	60d3f07dd6624b001b054772			June 23, 2021	INITIATED
	60c2268f8fd494001b279c55	Example, Inc.	Non-Destructive Testing Speci	June 10, 2021	INITIATED
	60b65f2d8fd494001b23caa3	-	-	June 1, 2021	INITIATED
	60a3df58476c40001bcb38e6		-	May 18, 2021	INITIATED
1. (1.) (2.)	6070a593a7e416001bcc128f		-	April 9, 2021	INITIATED
	60622b36bb4b0d001b038573		-	March 29, 2021	INITIATED
	6042a60f6a0555001bf0f7ce	-	-	March 5, 2021	INITIATED
Contraction of the	6037f6/c8a0555001baf1cf6	_	-	February 25, 2021	INITIATED

3. Select the form (e.g., 790A, 9141, 9035, etc.) and Initiated processing status tab for the drafted case(s) you want to delete from your account (and Network if you are in one)

New Application	Cases View and manage cases throughout	the application lifecycle.	Import the late return t	ant Note: The system will update your Cases at Information on your cases. Once the system this page during your session, you will see ch	Table approximately every 15 minutes with updates and you refresh, navigate to, or anges to your case information.
Profiles	790A 156 9142B 94 90     Initiated (74)     Pending Case Nur	9141         91           nber (0)         Assigned Case N	142A 58 9142C 26 9141 umber (3) (Historical (11))	C 10	Refine results <b>T</b>
H My Network	Application ID	Employer Name	Job Title	Initiated Date	Case Status
	60d4b0cbd6624b001b068dfc 60d3f07dd6624b001b054772	-	-	June 24, 2021 June 23, 2021	INITIATED
	60c2268f8fd494001b279c55	Example, Inc.	Non-Destructive Testing Speci	June 10, 2021	
	60a3df58476c40001bcb38e6			May 18, 2021	INITIATED
	6070a593a7e416001bcc128f		-	April 9, 2021 March 29, 2021	INITIATED
	6042a60f6a0555001bf0f7ce	-	-	March 5, 2021	

4. Select one or more cases from the list. You can use the top checkbox to select all cases currently listed (up to 100). After selecting one or more cases, the option to Delete those cases will appear. Click "Delete"

New Application	Cases View and manage cases throughout the application lifecycle. • 790A 155 9142B 94 9035 00 9141 61 9142A 58 9142C 25 (initiated (74) Pending Case Number (0) Assigned Case Number (3) (Historical (11)) 1-10 OF 74 INITIATED			Important Note: The system will update your Cases Table approximately every 15 minutes with the latest information on your cases. Once the system updates and you refresh, navigate to, or return to this page during your session, you will see changes to your case information. 9141C 10 Refine results T		
	Application ID	Employer Name	Job Title	Initiated Date	Case Status	
	30d4b0cbd6624b001b068dfc	-	1571	June 24, 2021	INITIATED	
	30d3f07dd6624b001b054772			June 23, 2021	INITIATED	
	0c2268f8fd494001b279c55	Example, Inc.	Non-Destructive Testing Speci	June 10, 2021	INITIATED	
	0b65f2d8fd494001b23caa3	-	-	June 1, 2021	INITIATED	
	0a3df58476c40001bcb38e6	-	-	May 18, 2021	INITIATED	
	0070a593a7e416001bcc128f	-	-	April 9, 2021	INITIATED	
	00622b36bb4b0d001b038573	-	-	March 29, 2021	INITIATED	
CALLER OF SM	042a60f6a0555001bf0f7ce	-	-	March 5 2021	INITIATED	

5. Confirm the deletion by clicking "Yes, delete selected case"

E New Application	Cases View and manage cases throughout	the application lifecycle.	Imp the return	ortant Note: The system will update your Cases- latest information on your cases. Once the system to this page during your session, you will see c	Table approximately every 15 minutes with opticates and you reflexith, navigate to, or hanges to your case information.
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My Network	-10 0F 74 INITIATED     Application ID     60d4b0cbd6624b001b068dfg     60d3f07dd6624b001b0684772	Do you want to cont	inue with the deletion of the initiated cases? s, delete selected cases	selected te	Case Status INITIATED
	80c2268/86/494001b279c55           90b65f2d8/6494001b23caa3           80a3df52476c40001bcb38e6	Example, Inc.	Non-Destructive Testing Speci.	June 10, 2021 June 1, 2021 May 18, 2021	INITIATED INITIATED INITIATED
	<u>9070a593a7e416001bcc128f</u> <u>90622b36bb4b0d001b038573</u> <u>9042a60f6a0555001bf07ce</u>	-		April 9, 2021 March 29, 2021 March 5, 2021	INITIATED INITIATED

You will receive a confirmation message and the selected, initiated cases will no longer be listed on your cases table

Application	Cases View and manage cases throughou	t the application lifecycle.	Import the late return t	ant Note: The system will update your Case st information on your cases. Once the systs this page during your session, you will see	s Table app o em updates a changes to
Profiles	790A (155 9142B 94 9      Initiated (71)     Pending Case Nu 1 - 10 OF 71 INITIATED	035 65 9141 61 mber (0) (Assigned Case	9142A 58 9142C 26 91410 e Number (3) (Historical (11))	0	Refine results
Network		Employer Name	Job Title	Initiated Date	Case Status
	60s3df58476c40001bcb38e6	Example, inc.	Non-Destructive resting Speci	May 18, 2021	INITIATED
	6070a593a7e416001bcc128f	-		Anril 9, 2021	INITIATED
	60622b36bb4b0d001b038573	-	-	March 29, 2021	INITIATED
	6042a60f6a0555001bf0f7ce	-		March 5, 2021	INITIATED
	6037f64c6a0555001bef1cf6	-		February 25, 2021	INITIATED
INT OF	6022a6faa16e7c001ba3be25	First Inc	-	February 9, 2021	INITIATED
and it					
	601cb8487ac6de001b11fbb5	-	-	February 4, 2021	INITIATED

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