



\*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 <https://flag.dol.gov>.
2. Navigate to the "Cases" tab

**Cases**

View and manage cases throughout the application lifecycle.

**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.

790A 156 9142B 94 9035 88 9141 61 9142A 58 9142C 26 9141C 10

Initiated (74) Pending Case Number (0) **Assigned Case Number (3)** Historical (11)

1 - 3 OF 3 ASSIGNED CASE NUMBER Refine results

<input type="checkbox"/>	Assigned Case Number	Employer Name	Job Title	Submitted Date	Case Status	PDF
<input type="checkbox"/>	<a href="#">I-200-20338-309314</a>	OTA Industries	Software Developer	December 3, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20304-279466</a>	OTA Industries	Software Developer	October 30, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20265-276527</a>	Example, Inc.	Tester	September 21, 2020	IN PROCESS	

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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

The screenshot shows the 'Cases' page with a sidebar on the left containing 'New Application', 'Cases', 'Profiles', and 'My Network'. The main content area has a title 'Cases' and a subtitle 'View and manage cases throughout the application lifecycle.' Below this are filter tabs: 'Initiated (74)', 'Pending Case Number (0)', 'Assigned Case Number (3)', and 'Historical (11)'. The 'Assigned Case Number (3)' tab is highlighted with a red box. Above the table, there are filter buttons for forms: 790A (156), 9142B (94), 9035 (88), 9141 (61), 9142A (58), 9142C (26), and 9141C (10). The 9035 button is also highlighted with a red box. An 'Important Note' states: '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.' Below the filters, it says '1 - 3 OF 3 ASSIGNED CASE NUMBER' and 'Refine results'. A table with 7 columns: 'Assigned Case Number', 'Employer Name', 'Job Title', 'Submitted Date', 'Case Status', and 'PDF'. The table contains three rows of data. The first row is highlighted with a red box. At the bottom, there are navigation controls: '<< < Page 1 of 1 > >>' and 'Show 10'.

<input type="checkbox"/>	Assigned Case Number	Employer Name	Job Title	Submitted Date	Case Status	PDF
<input checked="" type="checkbox"/>	<a href="#">I-200-20338-309314</a>	OTA Industries	Software Developer	December 3, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20304-279466</a>	OTA Industries	Software Developer	October 30, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20265-276527</a>	Example, Inc.	Tester	September 21, 2020	IN PROCESS	

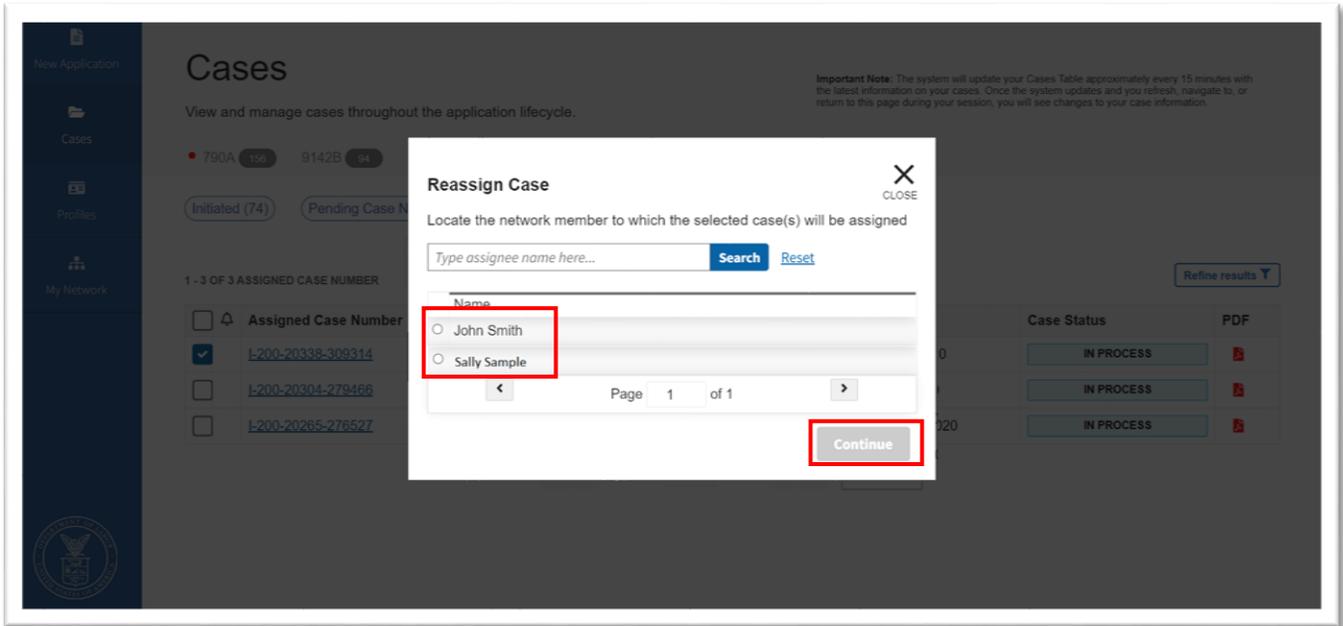
4. Select one or more cases from the list. You can use the top checkbox to select all cases currently listed (up to 100). After selecting one or more cases, the option to Reassign those cases will appear. Click "Reassign"

This screenshot is similar to the previous one, but now the first checkbox in the table is checked. Above the table, a red box highlights a notification that says '1 Cases Selected' with a 'Clear All' link and a 'Reassign' button. The 'Assigned Case Number (3)' tab remains highlighted. The rest of the page layout, including the sidebar, filters, and table, is identical to the previous screenshot.

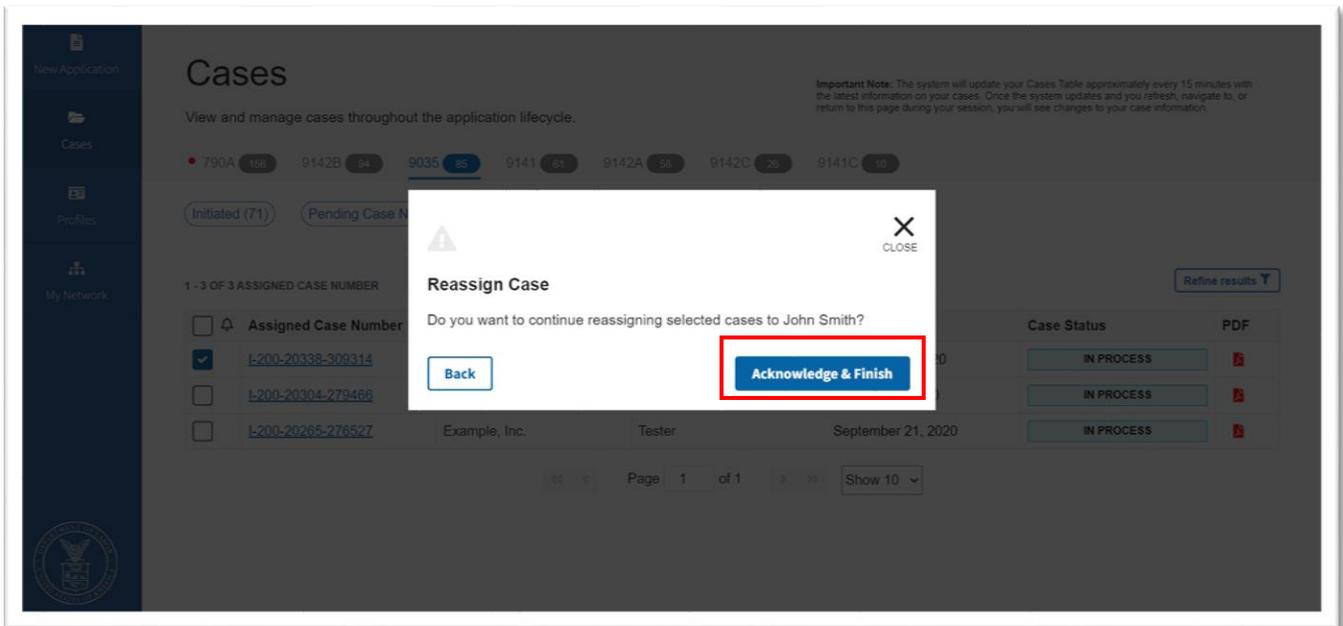
<input checked="" type="checkbox"/>	Assigned Case Number	Employer Name	Job Title	Submitted Date	Case Status	PDF
<input checked="" type="checkbox"/>	<a href="#">I-200-20338-309314</a>	OTA Industries	Software Developer	December 3, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20304-279466</a>	OTA Industries	Software Developer	October 30, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20265-276527</a>	Example, Inc.	Tester	September 21, 2020	IN PROCESS	



5. Select the name of the individual to assign the selected case(s) to, then click “Continue”



6. Confirm the reassignment by clicking “Acknowledge & Finish”



You will receive a confirmation message and the selected cases will now be assigned to the selected, new owner:



- New Application
- Cases
- Profiles
- My Network

# Cases

View and manage cases throughout the application lifecycle.

**Important Note:** The system will update your Cases Table with the latest information on your cases. Once the system updates, return to this page during your session, you will see changes to

**Success!**  
Successfully reassigned cases.

790A 156 9142B 94 **9035 85** 9141 61 9142A 58 9142C 26 9141C 10

Initiated (71) Pending Case Number (0) **Assigned Case Number (3)** Historical (11)

Refine results

1 - 3 OF 3 ASSIGNED CASE NUMBER

<input type="checkbox"/>	Assigned Case Number	Employer Name	Job Title	Submitted Date	Case Status	PDF
<input type="checkbox"/>	<a href="#">I-200-20338-309314</a>	OTA Industries	Software Developer	December 3, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20304-279466</a>	OTA Industries	Software Developer	October 30, 2020	IN PROCESS	
<input type="checkbox"/>	<a href="#">I-200-20265-276527</a>	Example, Inc.	Tester	September 21, 2020	IN PROCESS	

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### HOW TO BULK DELETE INITIATED CASES

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

**Cases**  
View and manage cases throughout the application lifecycle.

**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.

790A 156 9142B 94 9035 88 9141 61 9142A 58 9142C 26 9141C 10

Initiated (74) Pending Case Number (0) Assigned Case Number (3) Historical (11)

1 - 10 OF 74 INITIATED Refine results ▼

Application ID	Employer Name	Job Title	Initiated Date	Case Status
<input type="checkbox"/> 60d4b0cbd6624b001b068dfc	--	--	June 24, 2021	INITIATED
<input type="checkbox"/> 60d3f07dd6624b001b054772	--	--	June 23, 2021	INITIATED
<input type="checkbox"/> 60c2268f8fd494001b279c55	Example, Inc.	Non-Destructive Testing Speci...	June 10, 2021	INITIATED
<input type="checkbox"/> 60b65f2d8fd494001b23caa3	--	--	June 1, 2021	INITIATED
<input type="checkbox"/> 60a3df58476c40001bcb38e6	--	--	May 18, 2021	INITIATED
<input type="checkbox"/> 6070a593a7e416001bcc128f	--	--	April 9, 2021	INITIATED
<input type="checkbox"/> 60622b36bb4b0d001b038573	--	--	March 29, 2021	INITIATED
<input type="checkbox"/> 6042a60f6a0555001bf0f7ce	--	--	March 5, 2021	INITIATED
<input type="checkbox"/> 6037f61c8a0555001baf14f6	--	--	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)

**Cases**  
View and manage cases throughout the application lifecycle.

**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.

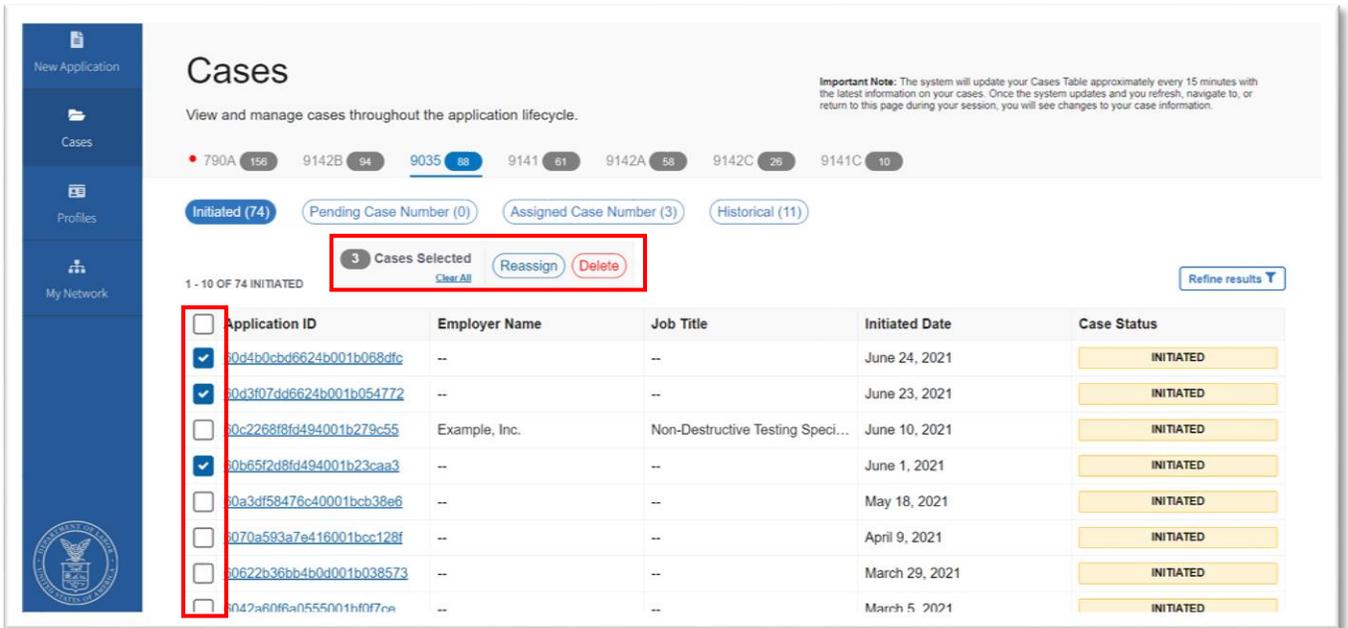
790A 156 9142B 94 9035 88 9141 61 9142A 58 9142C 26 9141C 10

Initiated (74) Pending Case Number (0) Assigned Case Number (3) Historical (11)

1 - 10 OF 74 INITIATED Refine results ▼

Application ID	Employer Name	Job Title	Initiated Date	Case Status
<input type="checkbox"/> 60d4b0cbd6624b001b068dfc	--	--	June 24, 2021	INITIATED
<input type="checkbox"/> 60d3f07dd6624b001b054772	--	--	June 23, 2021	INITIATED
<input type="checkbox"/> 60c2268f8fd494001b279c55	Example, Inc.	Non-Destructive Testing Speci...	June 10, 2021	INITIATED
<input type="checkbox"/> 60b65f2d8fd494001b23caa3	--	--	June 1, 2021	INITIATED
<input type="checkbox"/> 60a3df58476c40001bcb38e6	--	--	May 18, 2021	INITIATED
<input type="checkbox"/> 6070a593a7e416001bcc128f	--	--	April 9, 2021	INITIATED
<input type="checkbox"/> 60622b36bb4b0d001b038573	--	--	March 29, 2021	INITIATED
<input type="checkbox"/> 6042a60f6a0555001bf0f7ce	--	--	March 5, 2021	INITIATED
<input type="checkbox"/> 6037f61c8a0555001baf14f6	--	--	February 25, 2021	INITIATED

- 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”



**Cases**  
View and manage cases throughout the application lifecycle.

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.

790A 156 9142B 94 9035 88 9141 61 9142A 58 9142C 26 9141C 10

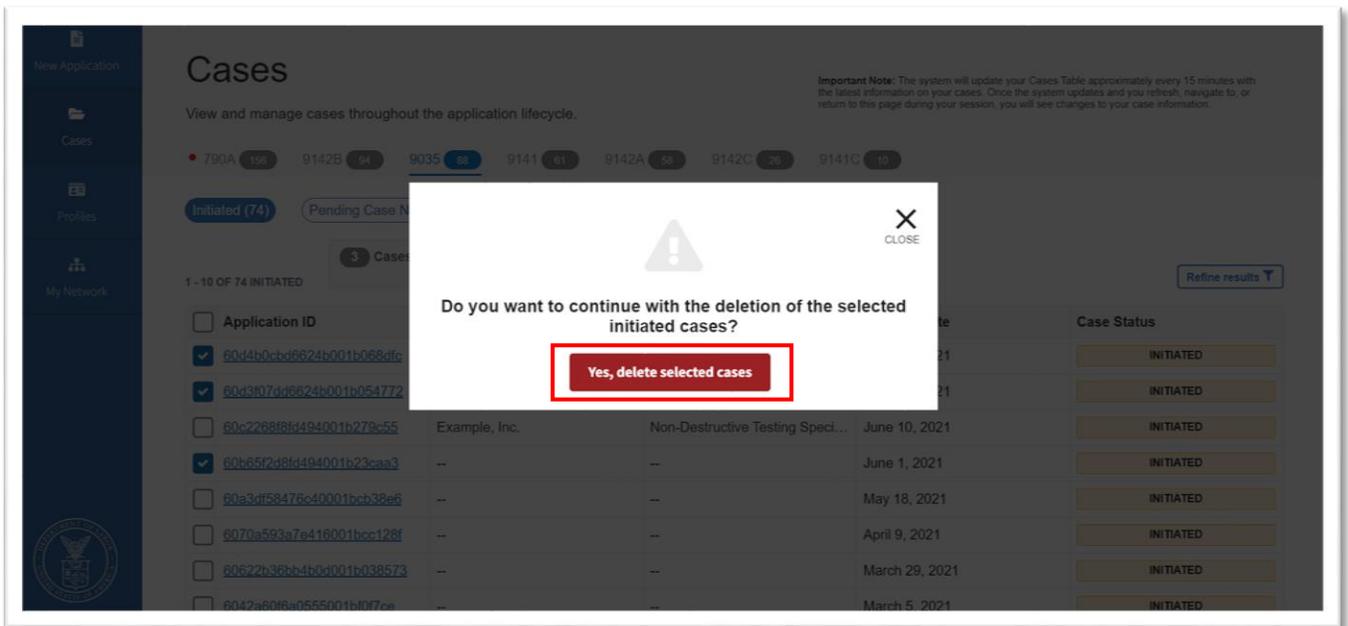
Initiated (74) Pending Case Number (0) Assigned Case Number (3) Historical (11)

3 Cases Selected Reassign Delete

1 - 10 OF 74 INITIATED

Application ID	Employer Name	Job Title	Initiated Date	Case Status
<input checked="" type="checkbox"/> 60d4b0cbd6624b001b068dfc	--	--	June 24, 2021	INITIATED
<input checked="" type="checkbox"/> 60d3f07dd6624b001b054772	--	--	June 23, 2021	INITIATED
<input type="checkbox"/> 60c2268f8fd494001b279c55	Example, Inc.	Non-Destructive Testing Speci...	June 10, 2021	INITIATED
<input checked="" type="checkbox"/> 60b65f2d8fd494001b23caa3	--	--	June 1, 2021	INITIATED
<input type="checkbox"/> 60a3df58476c40001bcb38e6	--	--	May 18, 2021	INITIATED
<input type="checkbox"/> 6070a593a7e416001bce128f	--	--	April 9, 2021	INITIATED
<input type="checkbox"/> 60622b36bb4b0d001b038573	--	--	March 29, 2021	INITIATED
<input type="checkbox"/> 6042a6f0f6a0555001bf0f7ce	--	--	March 5, 2021	INITIATED

- Confirm the deletion by clicking “Yes, delete selected case”



**Cases**  
View and manage cases throughout the application lifecycle.

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.

790A 156 9142B 94 9035 88 9141 61 9142A 58 9142C 26 9141C 10

Initiated (74) Pending Case Number (0) Assigned Case Number (3) Historical (11)

3 Cases Selected

1 - 10 OF 74 INITIATED

**Do you want to continue with the deletion of the selected initiated cases?**

**Yes, delete selected cases**

Application ID	Employer Name	Job Title	Initiated Date	Case Status
<input checked="" type="checkbox"/> 60d4b0cbd6624b001b068dfc	--	--	June 24, 2021	INITIATED
<input checked="" type="checkbox"/> 60d3f07dd6624b001b054772	--	--	June 23, 2021	INITIATED
<input type="checkbox"/> 60c2268f8fd494001b279c55	Example, Inc.	Non-Destructive Testing Speci...	June 10, 2021	INITIATED
<input checked="" type="checkbox"/> 60b65f2d8fd494001b23caa3	--	--	June 1, 2021	INITIATED
<input type="checkbox"/> 60a3df58476c40001bcb38e6	--	--	May 18, 2021	INITIATED
<input type="checkbox"/> 6070a593a7e416001bce128f	--	--	April 9, 2021	INITIATED
<input type="checkbox"/> 60622b36bb4b0d001b038573	--	--	March 29, 2021	INITIATED
<input type="checkbox"/> 6042a6f0f6a0555001bf0f7ce	--	--	March 5, 2021	INITIATED

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



- New Application
- Cases
- Profiles
- My Network

# Cases

View and manage cases throughout the application lifecycle.

**Important Note:** The system will update your Cases Table appo the latest information on your cases. Once the system updates return to this page during your session, you will see changes to

**Success!**  
Successfully deleted cases.

790A 156 9142B 94 9035 85 9141 61 9142A 58 9142C 26 9141C 10

Initiated (71) Pending Case Number (0) Assigned Case Number (3) Historical (11)

1 - 10 OF 71 INITIATED

Refine results

<input type="checkbox"/>	Application ID	Employer Name	Job Title	Initiated Date	Case Status
<input type="checkbox"/>	<a href="#">60c2268f8fd494001b279c55</a>	Example, Inc.	Non-Destructive Testing Speci...	June 10, 2021	INITIATED
<input type="checkbox"/>	<a href="#">60a3df58476c40001bcb38e6</a>	--	--	May 18, 2021	INITIATED
<input type="checkbox"/>	<a href="#">6070a593a7e416001bcc128f</a>	--	--	April 9, 2021	INITIATED
<input type="checkbox"/>	<a href="#">60622b36bb4b0d001b038573</a>	--	--	March 29, 2021	INITIATED
<input type="checkbox"/>	<a href="#">6042a60f6a0555001bf07ce</a>	--	--	March 5, 2021	INITIATED
<input type="checkbox"/>	<a href="#">6037f64c6a0555001bef1cf6</a>	--	--	February 25, 2021	INITIATED
<input type="checkbox"/>	<a href="#">6022a6faa16e7c001ba3be25</a>	First Inc	--	February 9, 2021	INITIATED
<input type="checkbox"/>	<a href="#">601cb8487ac6de001b11fbb5</a>	--	--	February 4, 2021	INITIATED
<input type="checkbox"/>	<a href="#">5ff9fa74c64d4001b3003a7</a>	--	--	January 11 2021	INITIATED

