# Adding Client Flags

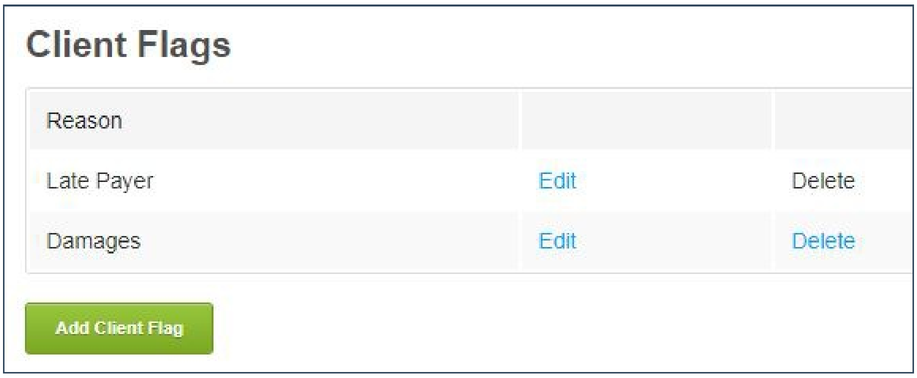
Last Modified on 02/11/2020 4:36 pm GMT

Client flags give the administrator the ability to flag certain clients and be able to draw attention where they may be an issue, or just that there is something different about that account. For example; it may be the case that that client is owing a payment, or that the client needs to be invoiced weekly.

To add this setting in, go to the **Manage** Tab, scroll down the **Venue Management** sub tab to **Client Flags**.

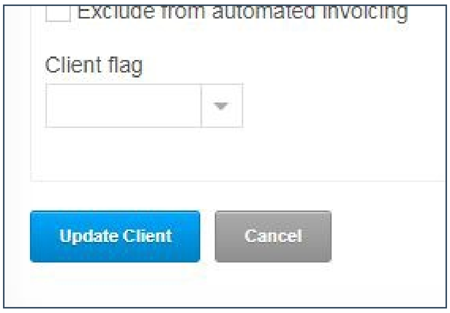
Click **Add Client flag**, and type in a reason for the flag, and click **Save**. Please note that this has a limit of 25 characters.

You can add as many different flags as needed.

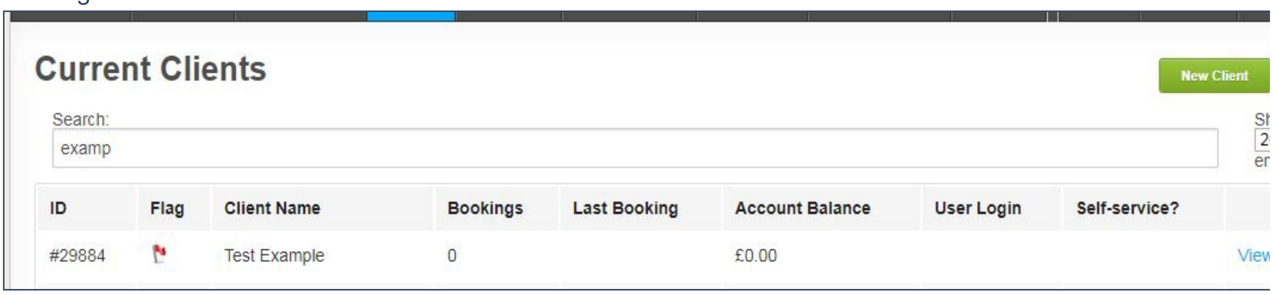



In order to then allocate the flag to a client account, click into the **Clients** tab, find the client and click **Edit**.

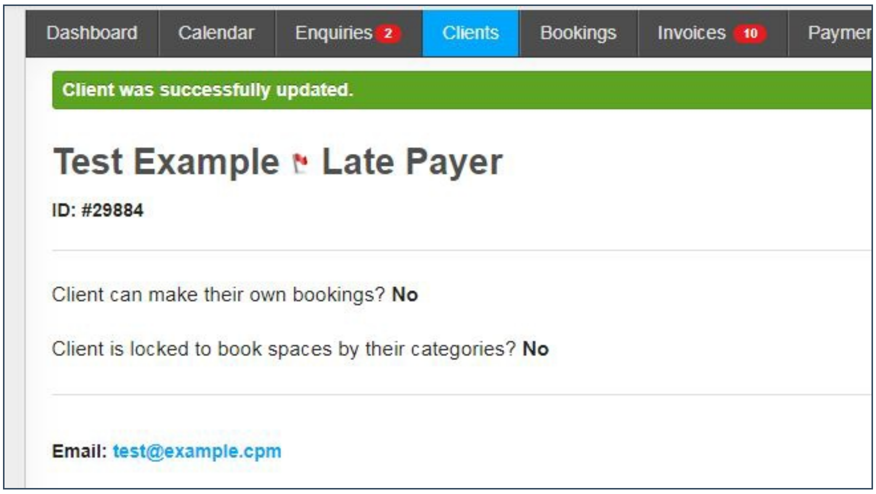
Scroll down to the bottom of the page to select the reason from the Client flag drop down menu, and click **Update Client**.



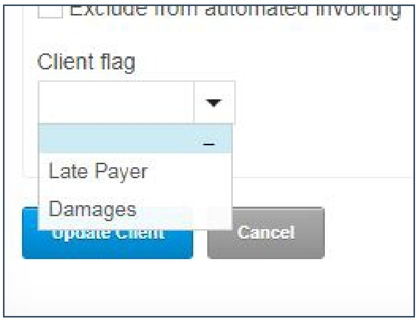

This flag will now show on the Clients tab:




and at the top of a Clients account:




If you would like to remove a flag from a Clients account, click back into the **Edit** page, select the blank space from the Client flag drop down and click **Update Client**




Please note the following:

- These flags are not visible to a client when logged into their client account.
- Once a Client flag has been allocated against a client it cannot be deleted from the Manage Tab.