



# How to Suppress a Flag on a Case

## 1. Search for the case

On your Dashboard, click in the **Case File No** field, enter the number for the case and press *[Enter]* on your keyboard.

**Find a Case**

\* Case File No:

[Advanced Search](#)

## 2. Access the Add Suppressed Flags screen

In the Suppressed Flags tab of the GTS Case screen, click the Add Suppressed Flag icon above the grid.

Incapacitated Person	Suppressed Flags
Case Actions	
Guardians	
Other Case Participants	
Attorneys	
Reports	
Bond Ordered	
Suppressed Flags	
Report Reminders	

  

Flag Type	Category	Description
+		

## 3. Select the flag that needs to be suppressed

In the Add Suppressed Flag popup, select the radio button in the grid for the appropriate flag

**Add Suppressed Flag**

Flag Type	Category	Description
<input type="radio"/> Total assets exceed 20k-Bond not required	Unprotected Asset	The total assets exceed \$20,000
<input type="radio"/> Gift Expense	Unapproved Expense	The report includes expenses for [redacted] except by court order.
<input type="radio"/> Utilities Expense	Unapproved Expense	The report includes expenses for [redacted] incapacitated person is a facility.
<input type="radio"/> Missing Documentation-Social Security Benefits	Representative Payee	The guardian is a representative [redacted] benefits Report that the guardian sends to the Social Security
<input type="radio"/> Auto Expense	Unapproved Expense	The report includes auto related [redacted] of assets.
<input checked="" type="radio"/> Cable Expense	Unapproved Expense	The report includes expenses for [redacted] incapacitated person is a facility.
<input type="radio"/> No Real Estate-Listed in Assets	Real Estate	The filer indicates that the Incapacitated [redacted] but the Asset List does include real estate.
<input type="radio"/> No Real Estate-Property Tax	Real Estate	The filer indicates that the Incapacitated [redacted] there is an expense recorded for property tax.

## 4. Click SAVE

**Tip** When a flag is suppressed, it will not display in reports even when the condition exists where a flag would normally be presented.