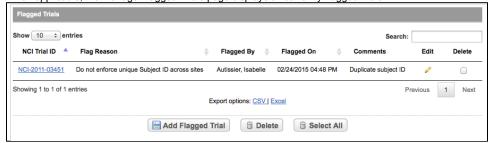# Flagging Trials - Include v4.4

You can grant an exception to the rule that enforces unique Subject IDs by flagging the trial.

How to Flag Trials
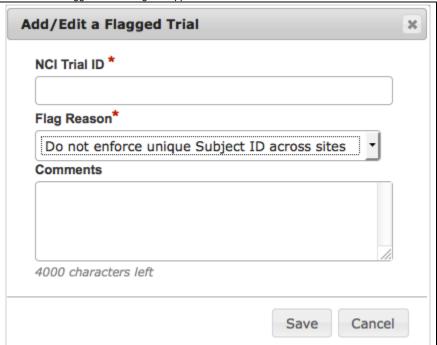
1. On the main menu, click **Manage Flagged Trials**.
   When applicable, the Manage Flagged Trials page displays all currently-flagged trials.
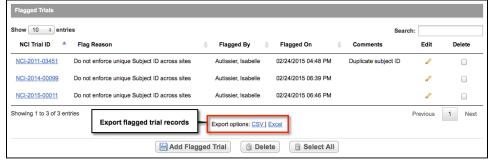

2. Click **Add Flagged Trial**.
   The Add/Edit Flagged Trial dialog box appears.

3. Enter the trial's NCI Trial ID.
4. Select a reason from the **Flag Reason** list.
5. Optionally, enter a comment, and then click **Save**.
   The trial is flagged and listed in the Flagged Trials table.

6. To export the list of flagged trials, click **CSV** or **Excel**.
7. To modify a flag, click the **Edit** icon, make changes as necessary, and then click **Save**.