

To delete a folder, go to Menu > Admin > Setup > Manage Folders:

1. Select the cabinet that holds the folder(s) you want to delete, then click Search.
2. There will be a red **X** that will allow you to delete each folder. If the red **X** does not appear next to each folder, your user account does not have permission to delete folders.

Please note: ALL documents from within the folder(s) you are trying to delete MUST be permanently deleted from PinPoint before a folder can be deleted. Documents can be deleted but still exist in the Document Recovery area; an administrator will need to purge documents from the Document Recovery screen before the folder can be deleted.

To see documents at the Recovery screen, go to Menu > Admin > Recover > Documents.

