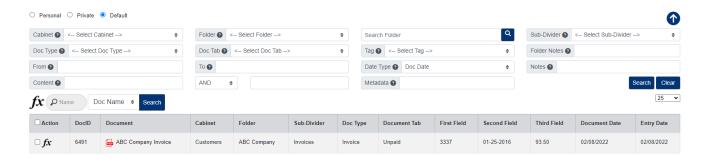
## **Held Documents**

To view all documents currently on Hold, users can go to the Held Documents page.

Go to Admin > Fileroom > Documents on Hold within the PinPoint menu on the left.



## Clear Hold

- 1. Select the documents you want to clear the hold for.
- 2. Click the Fx button above the documents list.
- 3. Click the button for Clear Hold, then click Yes to confirm.