

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.

Personal

Private

Default

Cabinet

<-- Select Cabinet -->

Doc Type

<-- Select Doc Type -->

From

Content

fx

Name

Doc Name

Search

Folder

<-- Select Folder -->

Doc Tab

<-- Select Doc Tab -->

To

AND

Search Folder

Tag

<-- Select Tag -->

Date Type

Doc Date

Metadata

Sub-Divider

<-- Select Sub-Divider -->

Folder Notes

Notes

Search

Clear

25

Up Arrow

<input type="checkbox"/> Action	DocID	Document	Cabinet	Folder	Sub-Divider	Doc Type	Document Tab	First Field	Second Field	Third Field	Document Date	Entry Date
<input type="checkbox"/> fx	6491	ABC Company Invoice	Customers	ABC Company	Invoices	Invoice	Unpaid	3337	01-25-2016	93.50	02/08/2022	02/08/2022

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.