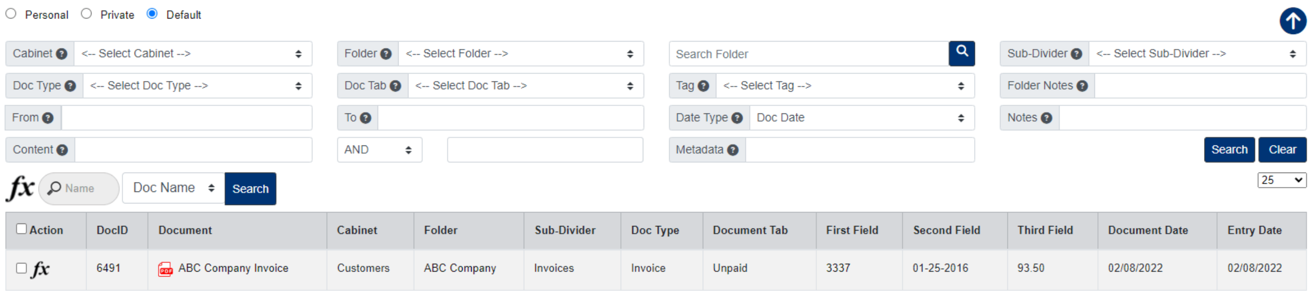
Held Documents

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.