

Manage Shared Documents

The Manage Shared Documents page lists all documents you have shared to other users.

From the user menu on the left side, go to Locating > Shared Documents.

Here, you will see the DocID, Add Date, End Date, and who the document was Shared To.

On this page, you can remove documents that are you are currently sharing to other users. This will not delete the document from your PinPoint fileroom; it will only remove the document from the user's "My Shared Documents" list.