


Managing a Shared List 6.5

Users with the appropriate administrative privileges can delete shared lists created by other users.

 **Permissions**
This administrative feature is available only to logged-in users who have "manage visibility" privileges, as defined in UPT.

To delete a shared list, follow these steps:

- 1. Click **Admin > Manage Shared List**.
The Manage Shared List page appears.

Manage Shared List

SEARCH CRITERIA

User Name(s) --Please Select--

RESET

- 2. Select a user name from the list.
That user's shared list(s) appear.

Manage Shared List


SEARCH CRITERIA


User Name(s) nbiaqatest

RESET

Results Per Page: 10

1 list found, displaying 1 records, from 1 to 1. Page 1 / 1

Name	Comment	Date	Hyperlink	Delete
VASARI2	VASARI2	2014-03-13	/VASARI2	

- 3. Click the name link to review the shared list's details or click  to delete shared the shared list.