

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.

The screenshot shows the 'Manage Shared List' page. At the top, there is a search criteria section with a dropdown menu for 'User Name(s)' currently set to '--Please Select--'. A 'RESET' button is located in the bottom right corner of the search area.

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

The screenshot shows the 'Manage Shared List' page with the search criteria dropdown set to 'nbiaqatest'. Below the search area, there is a 'Results Per Page' dropdown set to '10' and a status message: '1 list found, displaying 1 records, from 1 to 1. Page 1 / 1'. A table of results is displayed below:

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.