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.