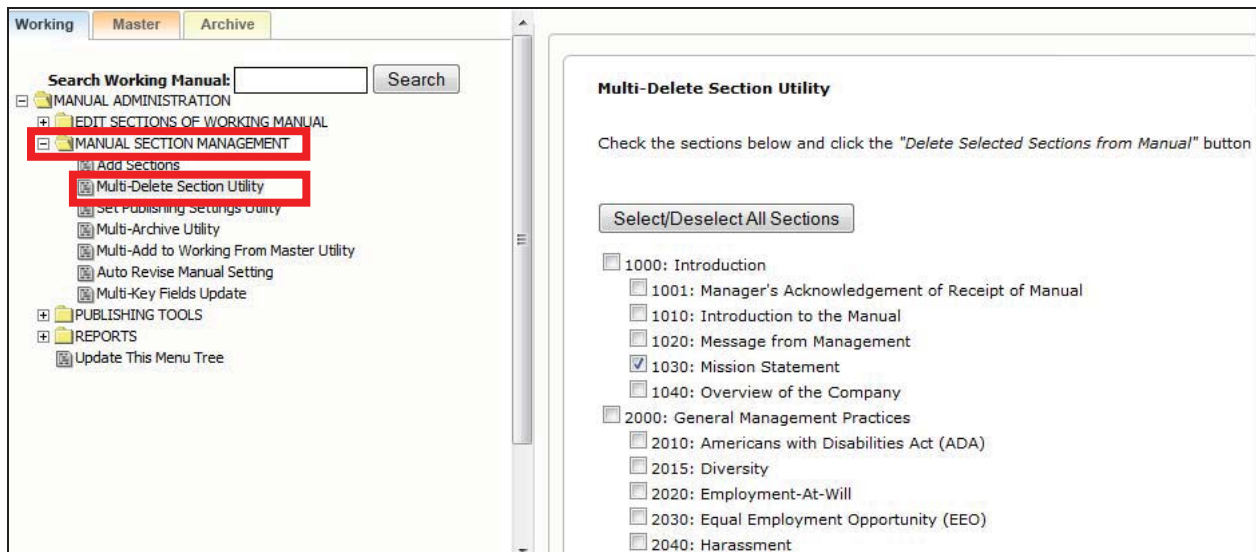
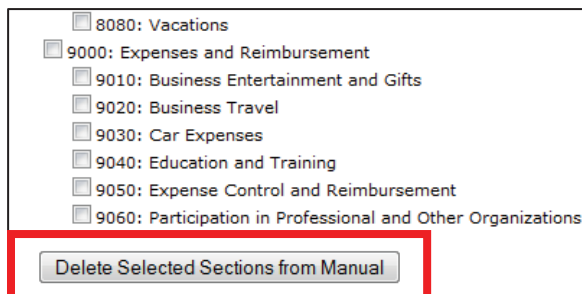


Removing Policies from the Working Manual

1. Click on the “Working Manual” tab at the top left of the screen to make sure you are in the *Working Manual*.
2. Using the plus signs to the left of each folder, expand the “Manual Administration” and the “Manual Section Management” folders.
3. Click on the “Multi-Delete Section Utility” link in the “Manual Section Management” folder.
4. On the right side of the screen, a full list of all policies in the *Working Manual* will appear, with a checkbox next to each policy.
5. Click the checkbox next to each policy that you want to remove.



6. Scroll to the end of the page and click the “Delete Selected Sections from Manual” button.



7. A confirmation box will pop up, and once confirmed, the selected policies will be removed from your *Working Manual*.
8. Policies that are removed by mistake can be restored by the HR Suite support staff. Contact hrsupport@cusolutionsgroup.com for assistance.

Note: To delete an entire chapter, you must check all the policies within that chapter. Deleting just the chapter folder (1000, 2000 etc.) will only delete only that chapter page, not all the policies within the chapter. If a top level chapter page is deleted, any policies within that chapter will no longer be accessible for editing in the *Working Manual*. They will, however, appear in the published manual.