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.

Working Master Archive	
Search Working Manual Section	Multi-Delete Section Utility
	Check the sections below and click the "Delete Selected Sections from Manual" button
	Select/Deselect All Sections
	1000: Introduction
	1001: Manager's Acknowledgement of Receipt of Manual
	☑ 1030: Mission Statement
	1040: Overview of the Company
	2000: General Management Practices
	2010: Americans with Disabilities Act (ADA)
	2015: Diversity
	2020: Employment-At-Will
	2030: Equal Employment Opportunity (EEO)
	2040: Harassment

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 <u>hrsupport@cusolutionsgroup.com</u> for assistance.

Note: To delete an entire chapter, you must check <u>all</u> 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.