# 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 you want to remove.
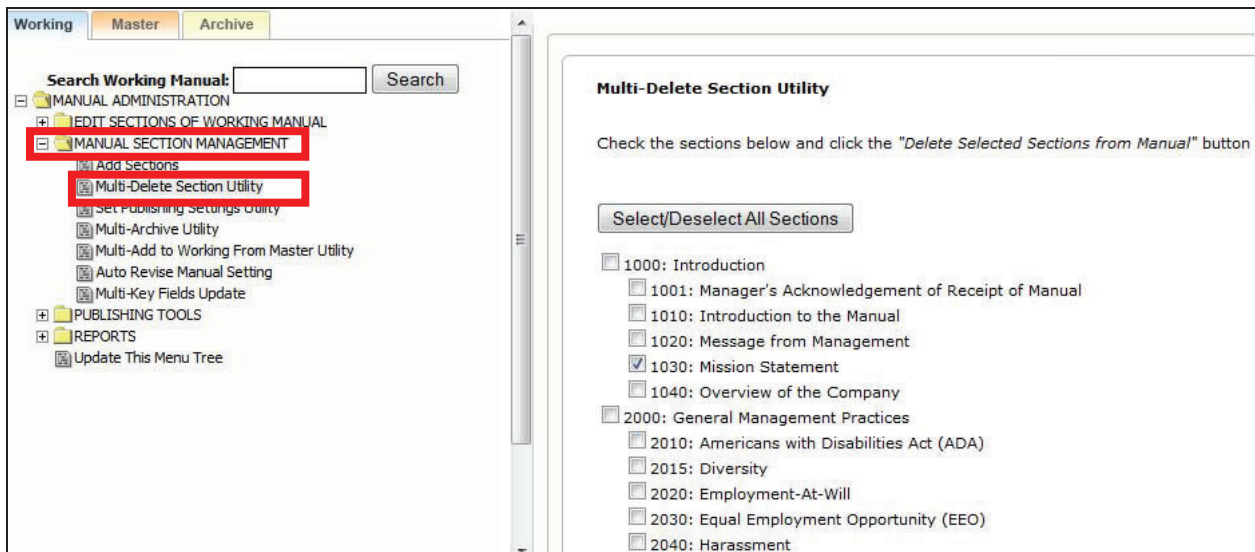
6. Scroll to the end of the page and click the "Delete Selected Sections from Manual" button.
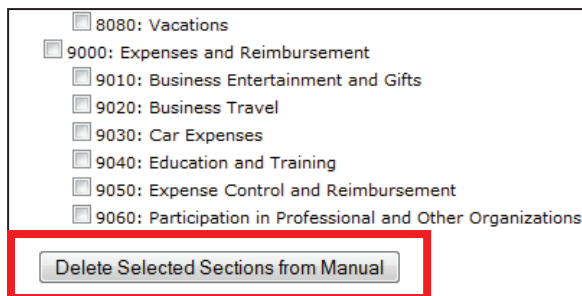
7. A confirmation box will pop up, and once confirmed, the selected policies will be removed from your Working Manual.

8. Policies that are removed by mistake can be restored by the HR Suite support staff. Contact policysupport@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 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.

Auto Revise Manual Setting

The "Auto Revise Manual Setting" tool allows you to automatically check or uncheck the "**Auto Update Revised Date**" button across all sections of the working manual.

This is the button found in the Toolbar when you are editing a policy: ☐ Auto Update Revised Date

When this button is checked, clicking the "Save" button for that policy will insert the current date into the "Revised" field. If the button is not checked, you will need to manually insert a date if you want one in the "Revised" field.

To check the box in every policy in your working manual, change the dropdown under "Auto Revise Manual Settings" to "Yes" and click "Update".

To un-check the box in every policy in your working manual, change the dropdown under "Auto Revise Manual Settings" to "No" and click "Update".