# View, Print and Post Published Manuals

- 1. Click on the "CU Policies" tab at the top left of the screen to make sure you are in the CU Policies.
- 2. Using the plus signs to the left of each folder, expand the "MANUAL ADMINISTRATION" and the "PUBLISHING TOOLS" folders.
- 3. Click on the "View and Post Published Documents" link in the "PUBLISHING TOOLS" folder. **Note:** If you have just published a manual, you will be automatically directed to the "View and Post Published Documents" area.

CU Policies Model Policies Archived Policies	
Search CU Policies: Search	View and Post Published Policy Documents         Click on the Published Document name link to view and print any published document. Use         "SAVE" button to change the viewing rights. If selected, the Published Document will apper         123 Training CU Policies (PDF Version) (published: August 23rd, 2016 12:38:31 PM)         Allow Employees to View         Allow Managers To View
	123 Training CU Policies (PDF Version) (published: July 26th, 2016 05:15:51 PM)         Allow Employees to View         123 Training CU Policies (PDF Version) (published: July 26th, 2016 09:00:27 AM)         Allow Employees to View         Allow Managers To View         Allow Managers To View

4. The "View and Post Published Documents" area lists all published manual versions in date order, with the most recently published version at the top of the list. Published Manuals will be provided as both an HTML version (to read online) and as a PDF. Published manuals can be viewed, printed, and posted on the Home Page of CU PolicyPro for staff to access.

# Viewing and Printing a Published Manual

- 1. To view or print a published manual, click on the link (the name) of the published manual to open an HTML version, or the PDF Version link to open the document as a PDF.
- 2. To print the manual, from the HTML version, click on the "Print" button in the top left corner to print the published manual. From the PDF Version, use your PDF viewer tools to print the manual. See Appendix B for Printing Tips.

# Posting Published Manuals on the Home Page

Links to published manuals can be made available on the Home Page, within the "Manager Manuals" and/or the "Employee Manuals" folders. Remember, the "Employee Manuals" folder is available to anyone from the organization with an CU PolicyPro login, while the "Manager Manuals" folder is only available to a full admin, or a user with access rights to see what is in that folder.

 Use the check boxes directly underneath any published manual to determine if the link will appear in the "Manager Manuals" ("Allow Managers to View" checkbox) the "Employee Manuals" ("Allow Employees to View" checkbox) or both.

Tip: It is recommended to check only one box. If a published manual is placed in the "Employee Manuals" folder, it is viewable by all CU PolicyPro users from the organization and does not need to also be placed in the "Manager Manuals" folder.

2. Click the "Save" button at the bottom of the page when finished.

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Operations Manual (PDF Version) (published: February 12th, 2016 06:13:29 AM) Allow Employees to View Allow Managers To View
Operations Manual (published: February 9th, 2016 12:52:37 PM)  Allow Employees to View  Allow Managers To View
Title of Document       (published: February 9th, 2016 09:22:04 AM)         Allow Employees to View         Allow Managers To View
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# Removing Published Manuals from the Home Page

- 1. To remove a manual from the home page, unclick the "Allow Managers to View" and/or the "Allow Employees to View" checkbox.
- 2. Click the "Save" button when finished.

# Additional Notes About Publishing

Publishing is a point in time process. When policies are published, the system will take a copy of the content in the CU Policies manual for the selected policies (or the content from the previously published manual, if selected), and put that content into the published manual document. Subsequent changes to policies the CU Policies manual will not flow to the published manual. You will need to re-publish in order to see any new changes.