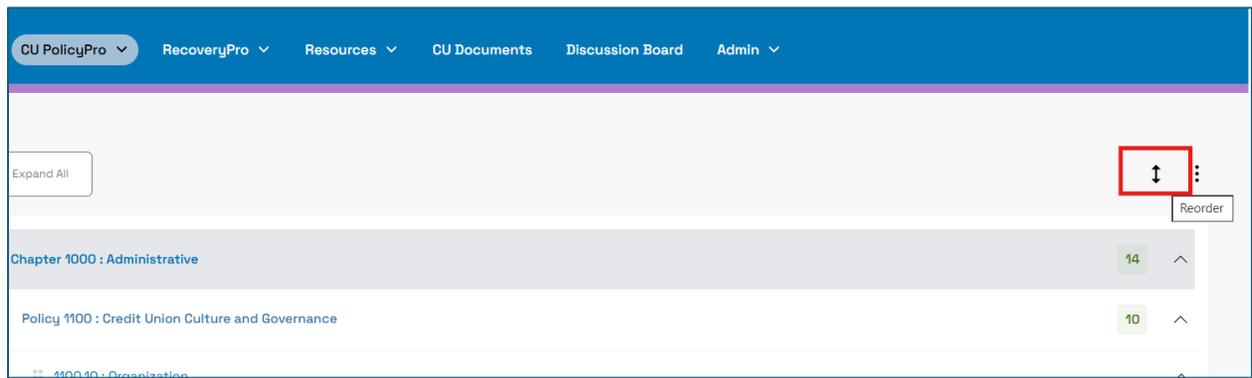


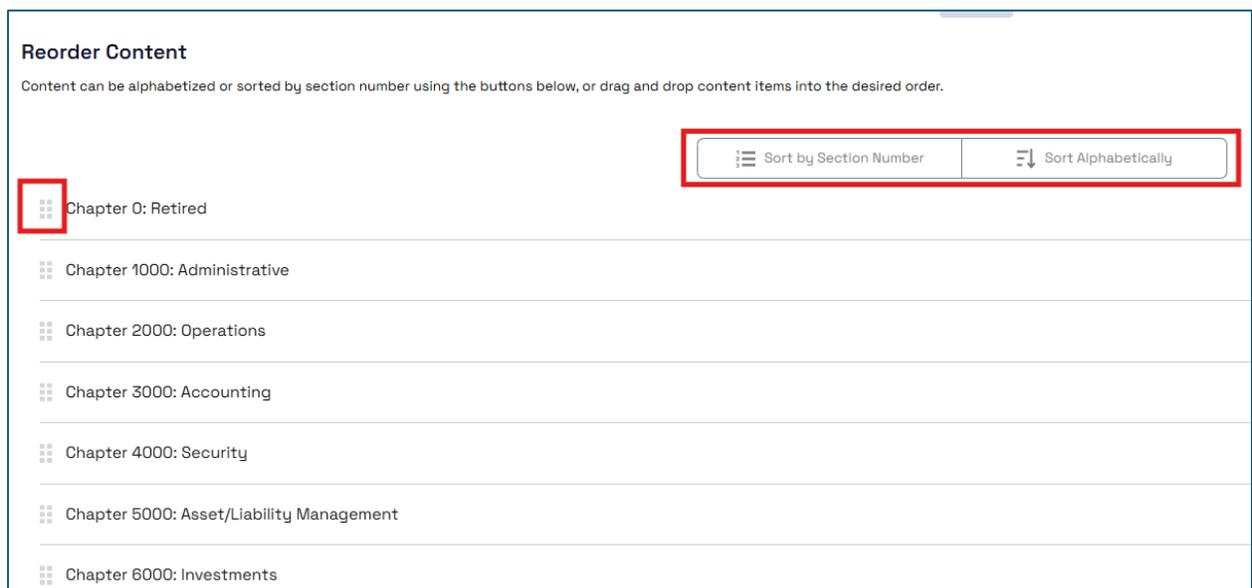
Reordering Content in CU PolicyPro & RecoveryPro

Content can be reordered in both CU PolicyPro and RecoveryPro under **CU Policies** and **CU BCP**.

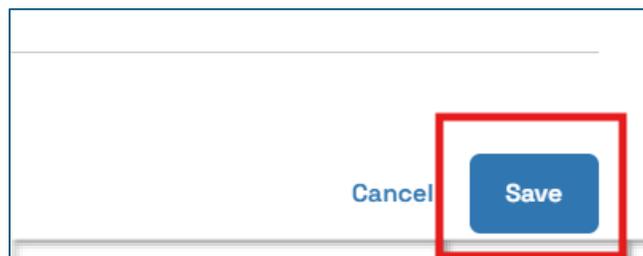
To reorder content by **chapter**, click on the reorder icon at the top of your CU Policies or CU BCP screen:



Once you click on the reorder icon, you can either drag and drop your content using the dots on the left side, or you can have them ordered by number or alphabetically:



Once you have reordered your content, click **SAVE** at the bottom right of your screen:



To reorder content within a chapter, click on the reorder icon at the chapter level:



Use the same process to reorder your content at the individual chapter level as stated above, click **SAVE** at the bottom right of your screen.