

Sample Procedure: Screenshot Callouts Correlate with Each Step

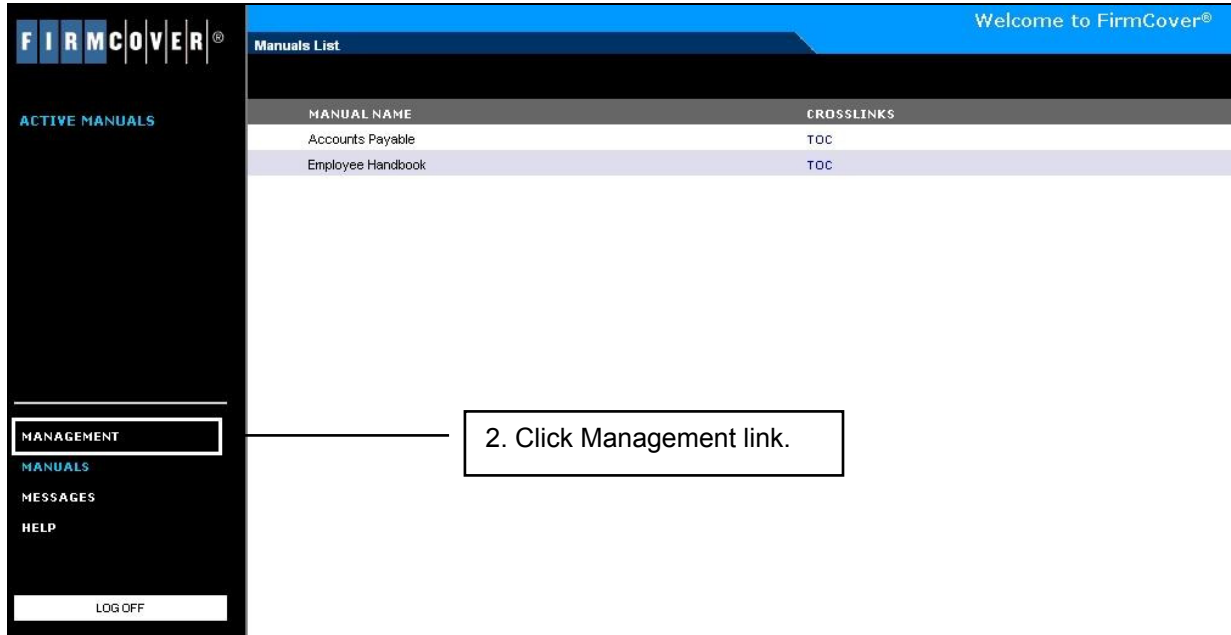
3.1 Manage Affirmations

3.1.1 Set Affirmation

Responsibility: Approver, Administrator
System(s): FirmCover®
Procedures:

Affirmations ensure that FirmCover® users are aware of important policies and procedures in a manual.

1. Access FirmCover® program.
 - Enter Web address for FirmCover® instance in Internet browser.
 - Sign in using FirmCover® username and password.
2. In FirmCover® Home screen, click Management link.



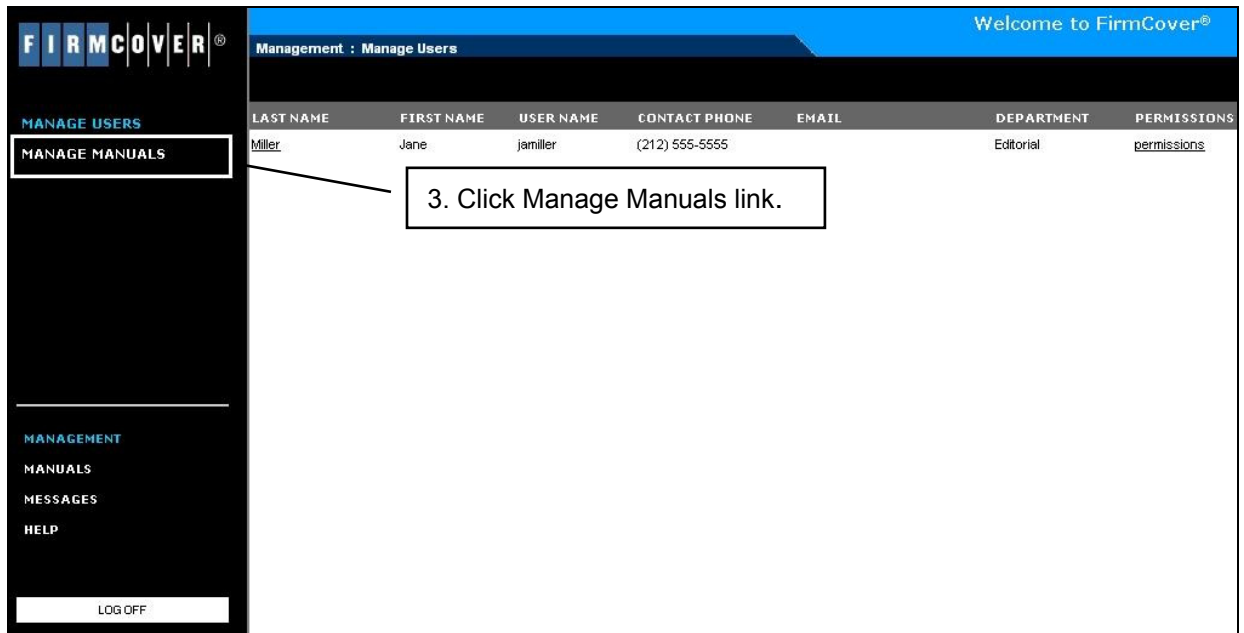
*For illustrative purposes only.
Generally requires customization for use in a specific organization.*

Sample Procedure: Screenshot Callouts Correlate with Each Step

3.1 Manage Affirmations

3.1.1 Set Affirmation (Continued)

3. Click Manage Manuals link.



The screenshot displays the FirmCover Management : Manage Users interface. The left sidebar contains a navigation menu with the following items: MANAGE USERS, MANAGE MANUALS (highlighted with a box), MANAGEMENT, MANUALS, MESSAGES, HELP, and a LOG OFF button. The main content area features a table with the following data:

| LAST NAME | FIRST NAME | USER NAME | CONTACT PHONE | EMAIL | DEPARTMENT | PERMISSIONS |
|-----------|------------|-----------|----------------|-------|------------|-----------------------------|
| Miller | Jane | jamiller | (212) 555-5555 | | Editorial | permissions |

A callout box with the text "3. Click Manage Manuals link." is positioned over the MANAGE MANUALS link in the sidebar, with a line pointing to it.

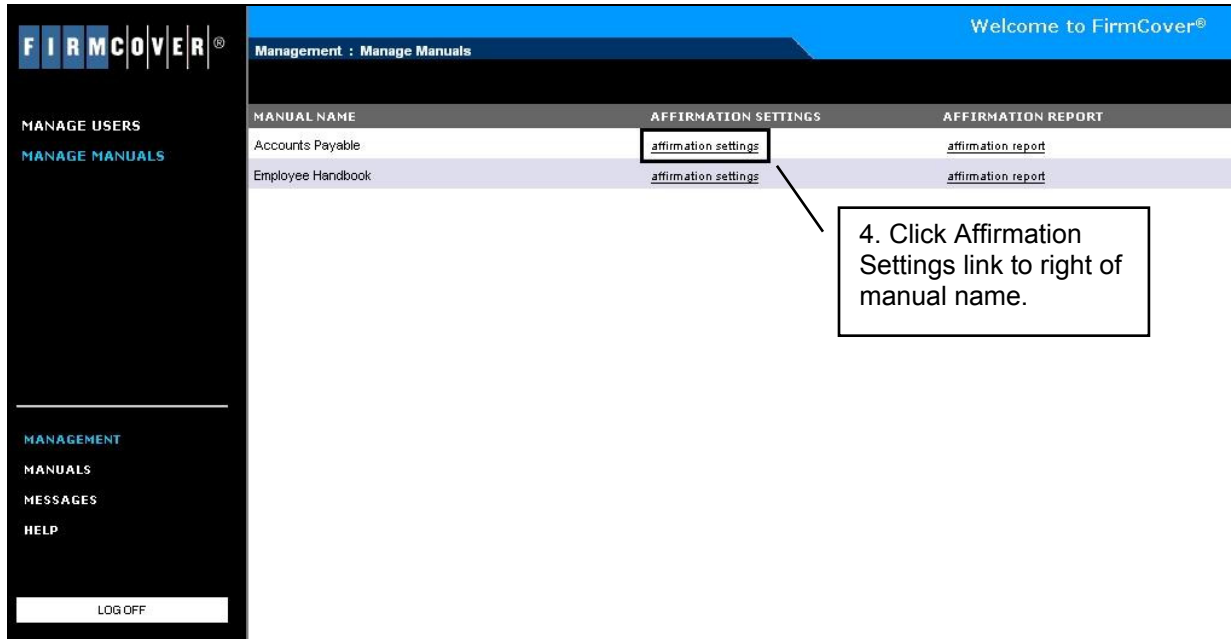
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Sample Procedure: Screenshot Callouts Correlate with Each Step

3.1 Manage Affirmations

3.1.1 Set Affirmation (Continued)

4. Find name of manual for which you want to set an affirmation, and then click Affirmation Settings link to the right of the manual name.



The screenshot displays the FirmCover Management interface. The top navigation bar is blue with the text "Welcome to FirmCover®" on the right and "Management : Manage Manuals" on the left. Below this is a table with three columns: "MANUAL NAME", "AFFIRMATION SETTINGS", and "AFFIRMATION REPORT". The table contains two rows: "Accounts Payable" and "Employee Handbook". In the "AFFIRMATION SETTINGS" column, the text "affirmation settings" is underlined and highlighted with a black box. A callout box with a pointer to this link contains the text: "4. Click Affirmation Settings link to right of manual name." The left sidebar is dark blue and contains the FirmCover logo, "MANAGE USERS", "MANAGE MANUALS", "MANAGEMENT", "MANUALS", "MESSAGES", "HELP", and a "LOG OFF" button.

| MANUAL NAME | AFFIRMATION SETTINGS | AFFIRMATION REPORT |
|-------------------|--------------------------------------|------------------------------------|
| Accounts Payable | affirmation settings | affirmation report |
| Employee Handbook | affirmation settings | affirmation report |

4. Click Affirmation Settings link to right of manual name.

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3.1 Manage Affirmations

3.1.1 Set Affirmation (Continued)

5. In Affirmations screen, enter affirmation information.
 1. Select checkbox to apply affirmation to manual.
 2. Enter affirmation text in Affirmation Content text box.
 3. Affirmation Creator and Affirmation Creation Time fields are updated automatically when affirmation is saved.
 4. Select expiration date for affirmation with Calendar tool.
 5. To send reminder, enter number of days in Send Reminder Email text box.
 6. Select users to whom affirmation applies. To select all users in a particular group, click the applicable link.

The screenshot shows the 'Management : Manage Manuals' interface. At the top right, it says 'Welcome to FirmCover®'. Below the title bar are 'Back' and 'Save & Exit' buttons. The main content area includes:

- A checked checkbox with the text: 'The affirmation checkbox/screen will be applied to this manual.' (Callout 5.1)
- An 'Affirmation Content' text box containing: 'Section 3.1.1 Set up New Vendor has changed. Please affirm that you have read and understood the updated procedure.' (Callout 5.2)
- 'Affirmation Creator:' and 'Affirmation Creation Time:' fields (Callout 5.3)
- An 'Affirmation Expiration' field showing '5-Dec-2008' with a calendar icon (Callout 5.4)
- A 'Send Reminder Email' field with '1' and the text 'day(s) before affirmation expires (leave blank to skip email)' (Callout 5.5)
- 'Select Group(s):' with options for 'Administrator' and 'TempGroup'.
- 'Select User(s):' with a list of users: 'Doe, Mary' (checked), 'Miller, Jane' (unchecked), and 'Smith, John' (checked) (Callout 5.6)

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3.1 Manage Affirmations

3.1.1 Set Affirmation (Continued)

6. Click Save & Exit button to save affirmation.

Link(s):