

Sample Procedure: Screenshot Callouts Have General Information

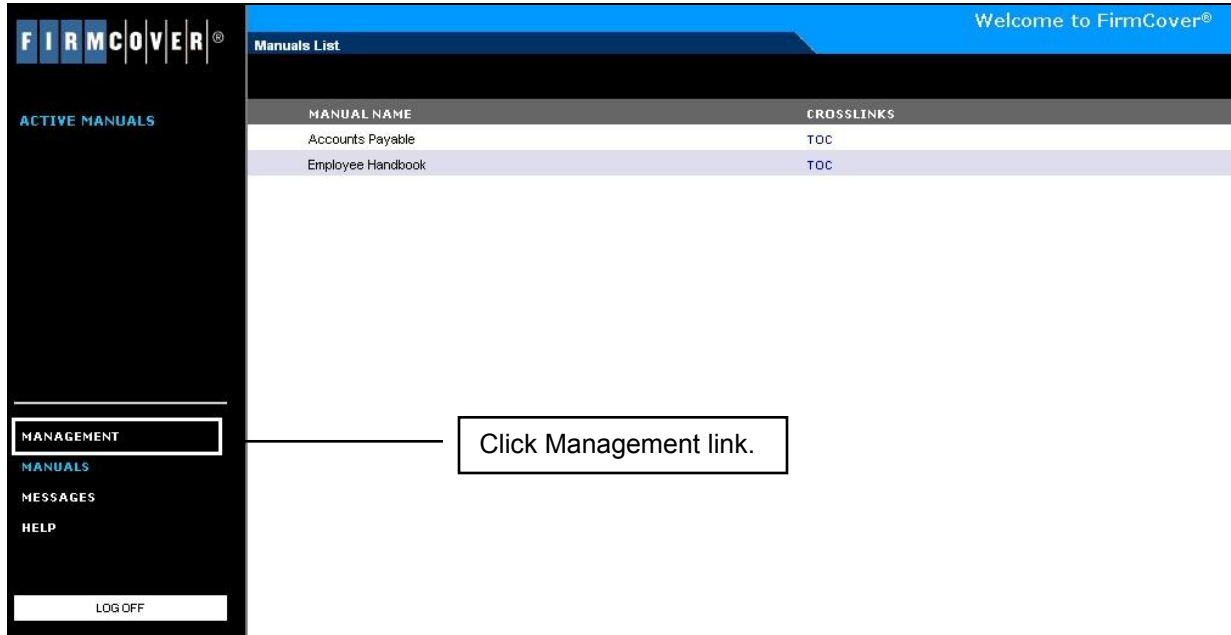
3.1 Manage Affirmations

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.



The screenshot displays the FirmCover® user interface. On the left is a dark sidebar with the 'FIRM COVER' logo at the top. Below the logo, the text 'ACTIVE MANUALS' is visible. Further down, there are menu items: 'MANAGEMENT' (highlighted with a white box and a callout line), 'MANUALS', 'MESSAGES', and 'HELP'. At the bottom of the sidebar is a 'LOG OFF' button. The main content area has a blue header with 'Welcome to FirmCover®' on the right and 'Manuals List' on the left. Below the header is a table with two columns: 'MANUAL NAME' and 'CROSSLINKS'. The table contains two rows: 'Accounts Payable' with 'TOC' as a crosslink, and 'Employee Handbook' with 'TOC' as a crosslink.

MANUAL NAME	CROSSLINKS
Accounts Payable	TOC
Employee Handbook	TOC

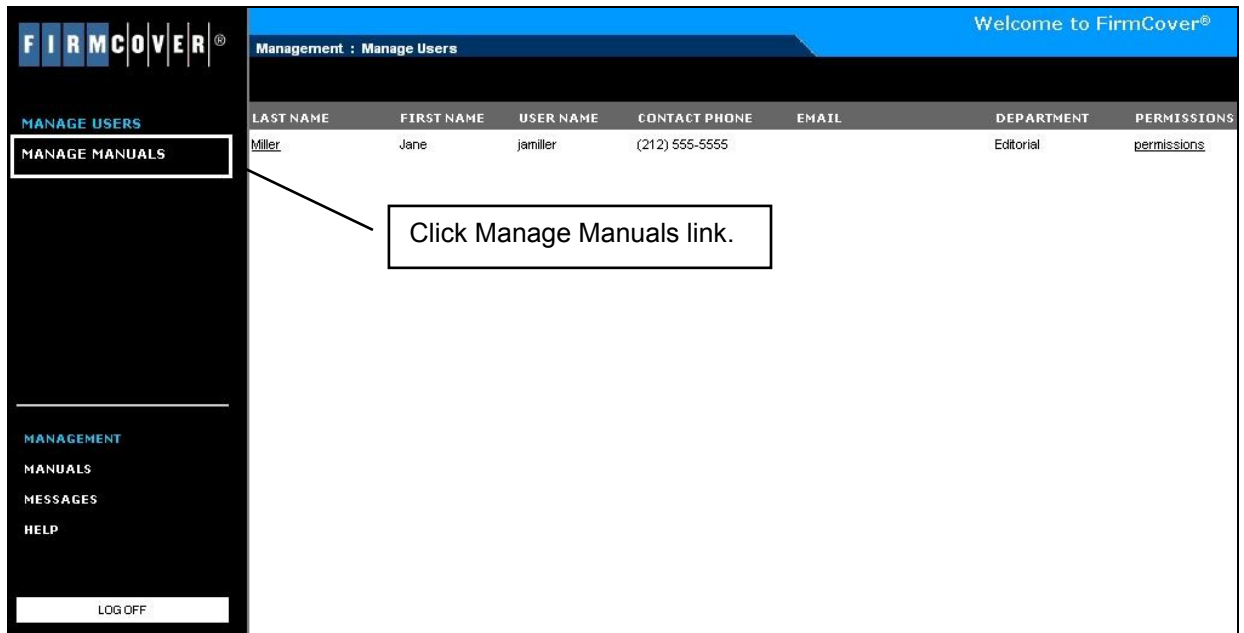
*For illustrative purposes only.
Generally requires customization for use in a specific organization.*

Sample Procedure: Screenshot Callouts Have General Information

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 callout box), MANAGEMENT, MANUALS, MESSAGES, HELP, and LOG OFF. The main content area shows 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

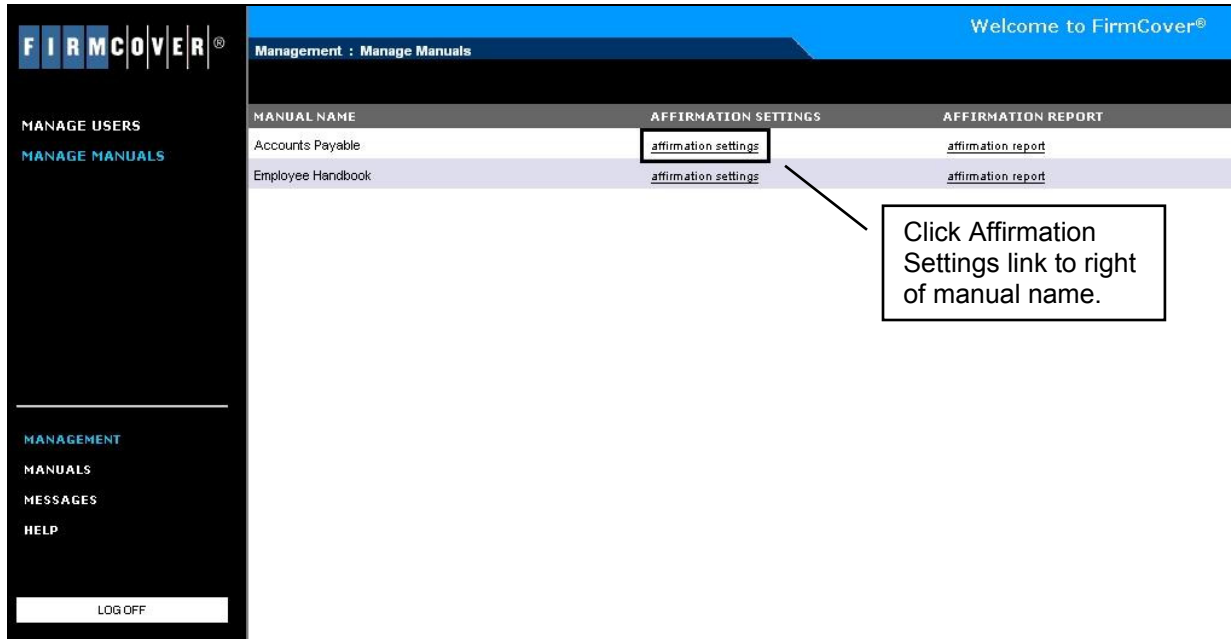
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3.1 Manage Affirmations

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 FirmCover logo on the left and the text "Welcome to FirmCover®" on the right. Below the navigation bar, the page title is "Management : Manage Manuals". The main content area features a table with three columns: "MANUAL NAME", "AFFIRMATION SETTINGS", and "AFFIRMATION REPORT". The table lists two manuals: "Accounts Payable" and "Employee Handbook". The "AFFIRMATION SETTINGS" column for "Accounts Payable" is highlighted with a box, and a callout box with an arrow points to it, containing the text "Click Affirmation Settings link to right of manual name." The left sidebar contains navigation links for "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

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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.' A callout box points to it with the text: 'Select checkbox to apply affirmation to manual.'
- An 'Affirmation Content' text area containing the text: 'Section 3.1.1 Set up New Vendor has changed. Please affirm that you have read and understood the updated procedure.' A callout box points to it with the text: 'Enter text of affirmation.'
- 'Affirmation Creator:' and 'Affirmation Creation Time:' fields. A callout box points to these fields with the text: 'Affirmation Creator and Affirmation Creation Time fields are updated automatically when affirmation is saved.'
- 'Affirmation Expiration:' field showing '5-Dec-2008' and a calendar icon. A callout box points to it with the text: 'Use Calendar tool to select expiration date.'
- 'Send Reminder Email:' field with a text input containing '1' and the label 'day(s) before affirmation expires (leave blank to skip email)'. A callout box points to it with the text: 'To send reminder email, enter number of days before expiration email should be sent.'
- 'Select Group(s):' section with links for 'Administrator' and 'TempGroup'.
- 'Select User(s):' section with a list of users: 'Doe, Mary' (checked), 'Miller, Jane' (unchecked), and 'Smith, John' (checked). A callout box points to this list with the text: 'Select users to whom affirmation applies.'

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6. Click Save & Exit button to save affirmation.

Link(s):