

## Sample Procedure: Screenshot Callouts Have Numbers Correlating with Steps

### 3.1 Manage Affirmations

---

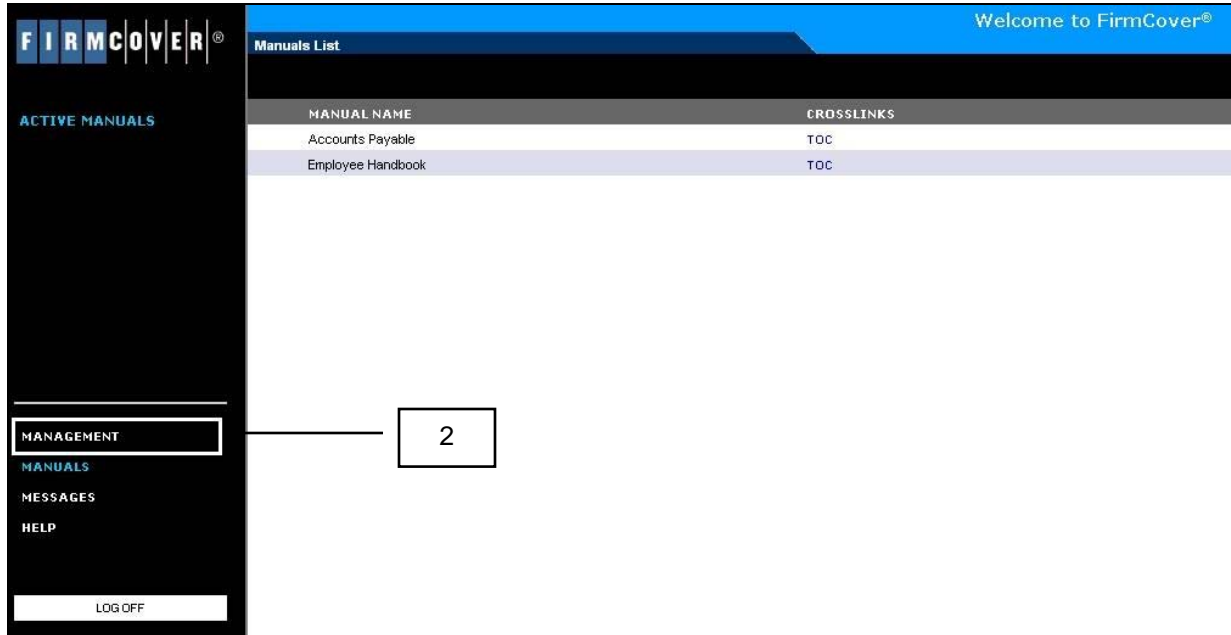
#### 3.1.1 Set Affirmation

---

**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 Have Numbers Correlating with Steps

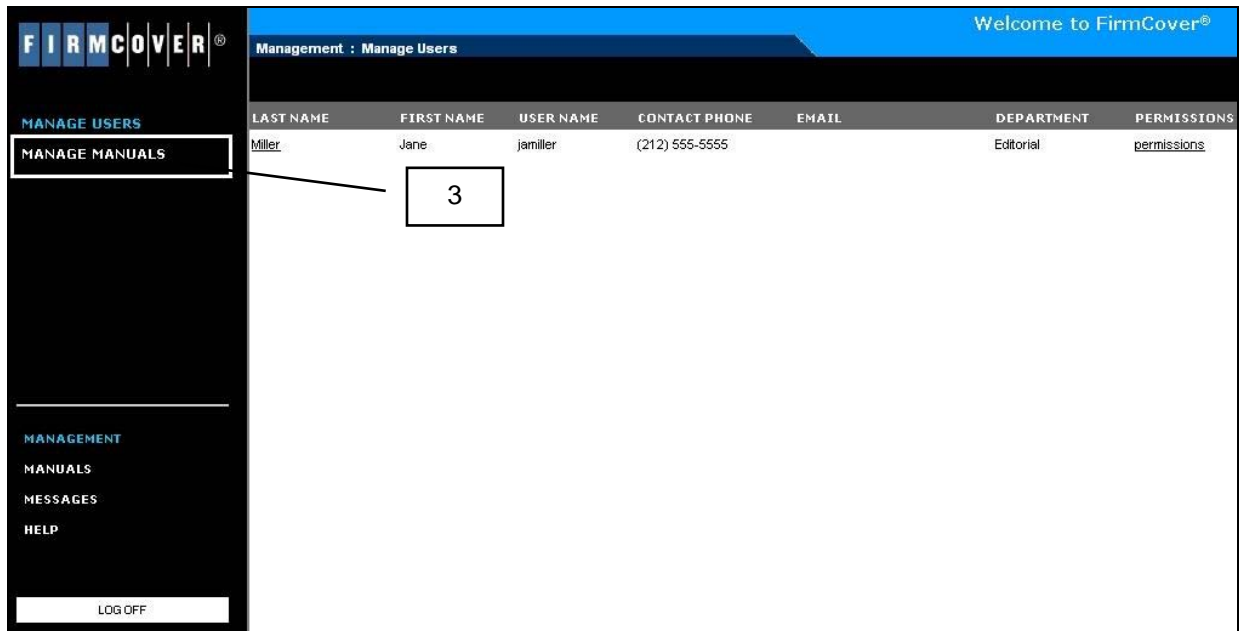
### 3.1 Manage Affirmations

---

#### 3.1.1 Set Affirmation (Continued)

---

3. Click Manage Manuals link.



The screenshot shows 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 and callout number 3), MANAGEMENT, MANUALS, MESSAGES, HELP, and LOG OFF. The main content area displays a table with the following data:

LAST NAME	FIRST NAME	USER NAME	CONTACT PHONE	EMAIL	DEPARTMENT	PERMISSIONS
Miller	Jane	jamiller	(212) 555-5555		Editorial	<a href="#">permissions</a>

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

## Sample Procedure: Screenshot Callouts Have Numbers Correlating with Steps

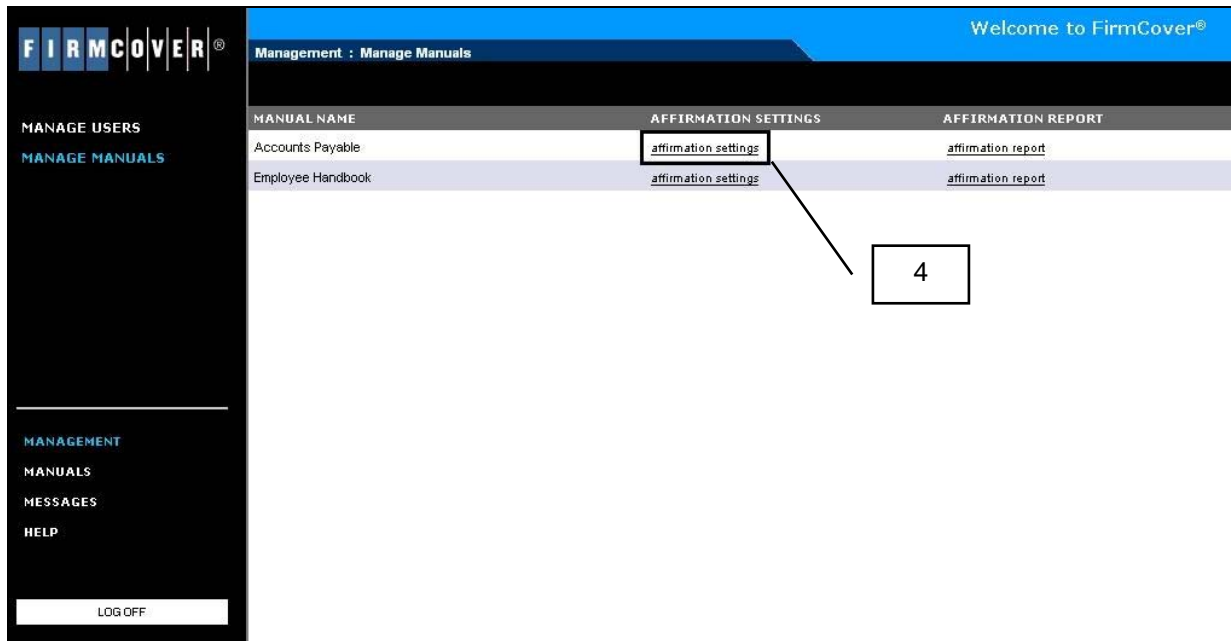
### 3.1 Manage Affirmations

---

#### 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 includes the FirmCover logo and the text "Welcome to FirmCover®". Below this, the breadcrumb "Management : Manage Manuals" is visible. The main content area features a table with the following structure:

MANUAL NAME	AFFIRMATION SETTINGS	AFFIRMATION REPORT
Accounts Payable	<a href="#">affirmation settings</a>	<a href="#">affirmation report</a>
Employee Handbook	<a href="#">affirmation settings</a>	<a href="#">affirmation report</a>

A callout box containing the number "4" is positioned to the right of the "Employee Handbook" row, with a line pointing to the "affirmation settings" link in that row. The left sidebar contains navigation options: "MANAGE USERS", "MANAGE MANUALS", "MANAGEMENT", "MANUALS", "MESSAGES", "HELP", and a "LOG OFF" button.

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

## Sample Procedure: Screenshot Callouts Have Numbers Correlating with Steps

### 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.
6. Click Save & Exit button to save affirmation.

Link(s):

The screenshot shows the 'Manage Affirmations' interface in FirmCover. At the top, there is a blue header with 'Welcome to FirmCover®' and a navigation bar with 'Back' and 'Save & Exit' buttons. The main content area contains several fields and controls:

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

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