

Sample Procedure: Screenshot Follows Procedure 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.

Manuals List	
MANUAL NAME	CROSSLINKS
Accounts Payable	TOC
Employee Handbook	TOC

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

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3.1 Manage Affirmations

3.1.1 Set Affirmation (Continued)

3. Click Manage Manuals link.

The screenshot displays the FirmCover Management interface. The top navigation bar includes the FirmCover logo and a 'Welcome to FirmCover®' message. The main content area is titled 'Management : Manage Users' and contains 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

The left sidebar contains the following navigation options: MANAGE USERS, MANAGE MANUALS, MANAGEMENT, MANUALS, MESSAGES, HELP, and a LOG OFF button.

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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.

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

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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 displays the 'Manage Manuals' interface in FirmCover®. At the top right, it says 'Welcome to FirmCover®'. Below the header, there are 'Back' and 'Save & Exit' buttons. A checkbox is checked, indicating that the affirmation will be applied to this manual. The 'Affirmation Content' field contains the text: 'Section 3.1.1 Set up New Vendor has changed. Please affirm that you have read and understood the updated procedure.' Below this, there are fields for 'Affirmation Creator', 'Affirmation Creation Time', and 'Affirmation Expiration' (set to 5-Dec-2008). The 'Send Reminder Email' field is set to 1 day(s) before expiration. Under 'Select Group(s)', there are links for 'Administrator' and 'TempGroup'. Under 'Select User(s)', three users are listed: 'Doe, Mary' (checked), 'Miller, Jane' (unchecked), and 'Smith, John' (checked).

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6. Click Save & Exit button to save affirmation.

Link(s):