

Sample Work Instruction

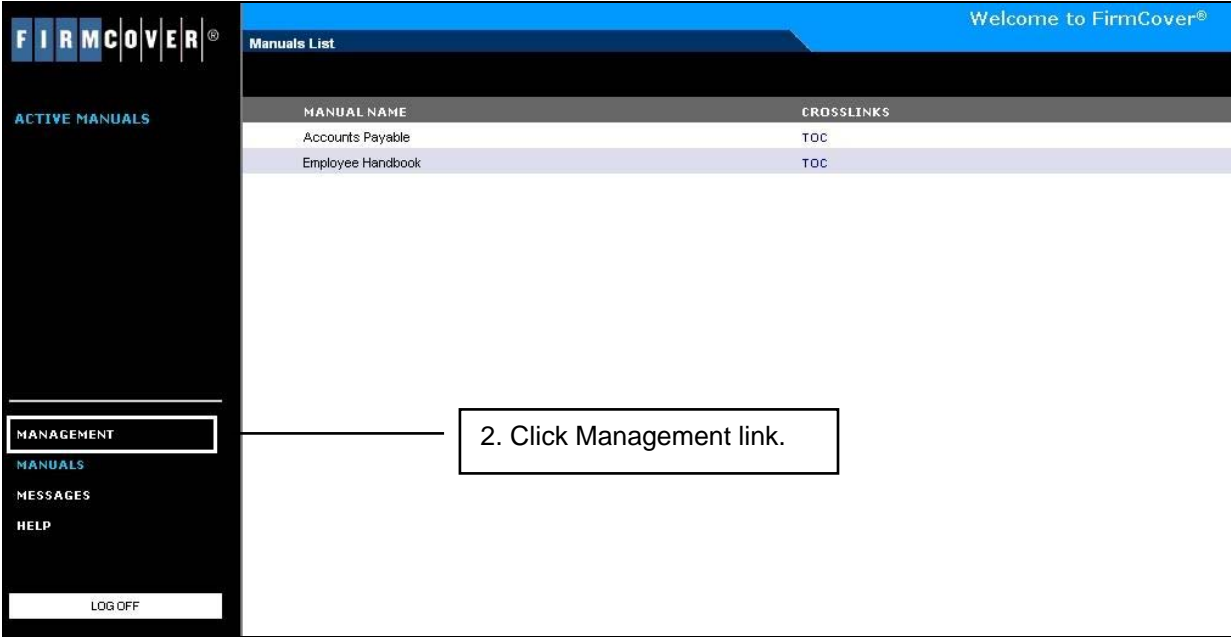
3.1 Manage Affirmations

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.



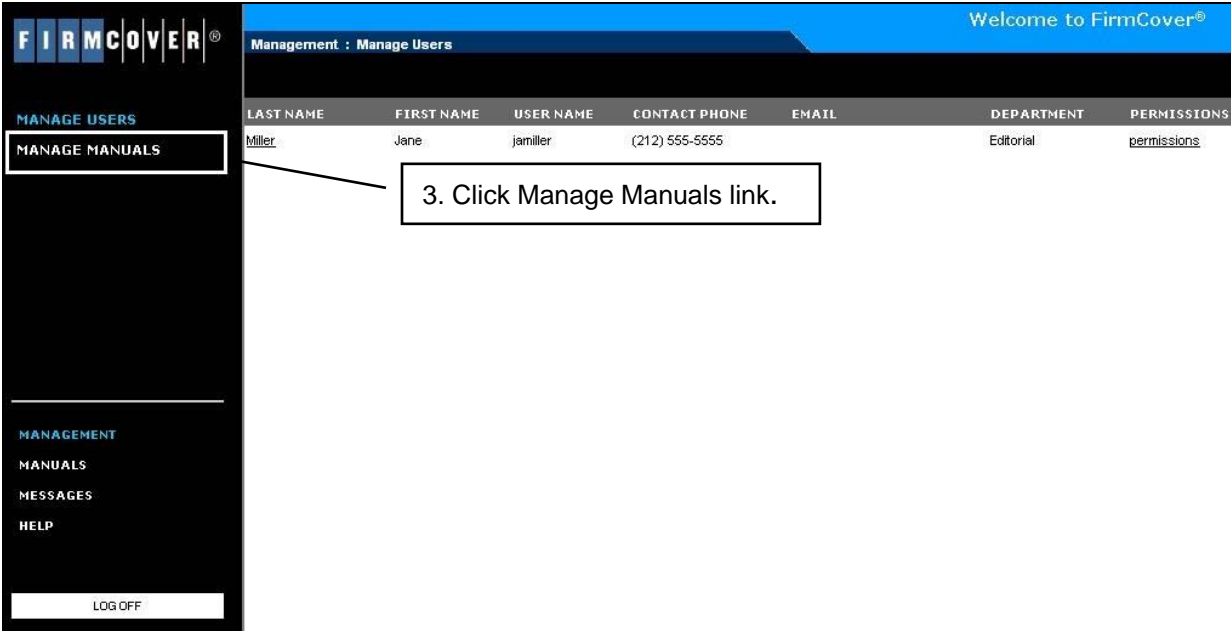
*For illustrative purposes only.
Generally requires customization for use in a specific organization.*

Sample Work Instruction

3.1 Manage Affirmations

3.1.1 Set Affirmation (Continued)

3. Click Manage Manuals link.



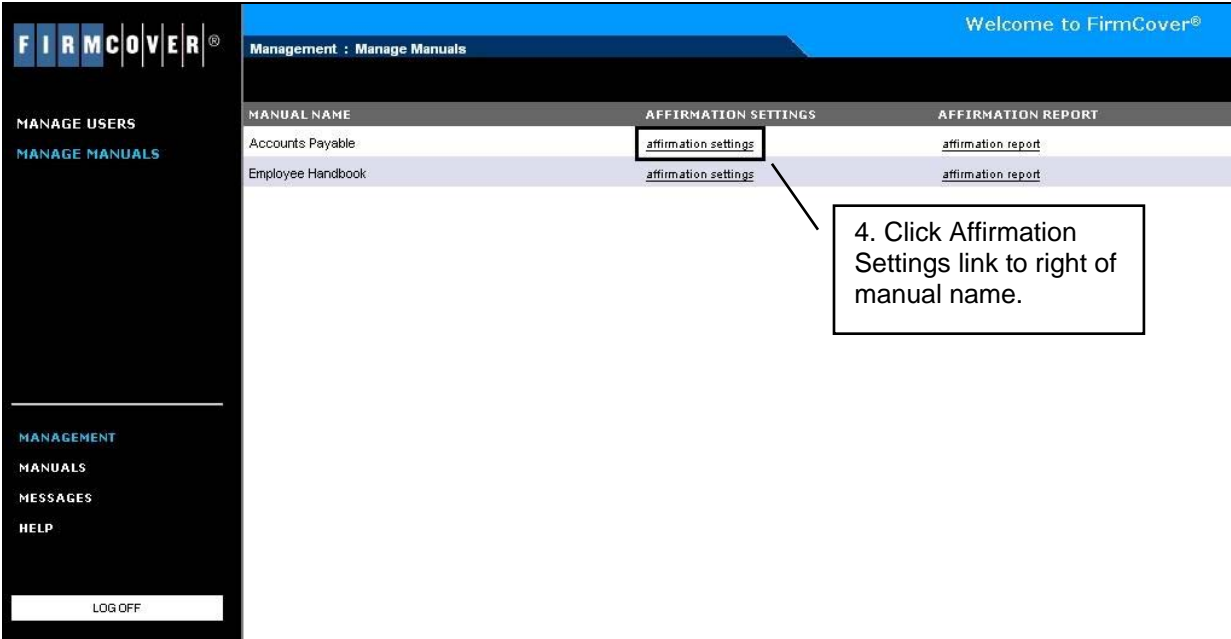
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Sample Work Instruction

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.



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Sample Work Instruction

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 header are 'Back' and 'Save & Exit' buttons. The main content area includes a checkbox for 'The affirmation checkbox/screen will be applied to this manual.' with a callout '5.1 Select checkbox to apply affirmation to manual.' Below this is the 'Affirmation Content' text box containing the text: 'Section 3.1.1 Set up New Vendor has changed. Please affirm that you have read and understood the updated procedure.' with a callout '5.2 Enter text of affirmation.' Below the text box are fields for 'Affirmation Creator:' and 'Affirmation Creation Time:'. Below these is the 'Affirmation Expiration' field showing '5-Dec-2008' with a calendar icon and a callout '5.4 Use Calendar tool to select expiration date.' Below that is the 'Send Reminder Email' field with a value of '1' and the text 'day(s) before affirmation expires (leave blank to skip email)' with a callout '5.5 To send reminder email, enter number of days before expiration email should be sent.' Below the reminder field are sections for 'Select Group(s):' (with links for 'Administrator' and 'TempGroup') and 'Select User(s):' with a list of users: 'Doe, Mary' (checked), 'Miller, Jane' (unchecked), and 'Smith, John' (checked). A callout '5.6 Select users to whom affirmation applies.' points to the user selection area.

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3.1 Manage Affirmations

3.1.1 Set Affirmation (Continued)

6. Click Save & Exit button to save affirmation.

Link(s):