

Department/Team Name

(Debut Date) Month Day, Year | Product/Guide Name

Version XXX

Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| XX/XX/XXXX | 1 | Product Debut | XXX |
| XX/XX/XXXX | 2 | XXX (what changes/updates/additions) | XXX |

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## 1. Product Overview

Body text. Body text.

* Use L1 bullets as needed. Don’t use closing punctuation unless it’s a complete sentence.
* See above. \*\*ONLY USE BULLETS OR SUB-BULLETS IF YOU HAVE 2 OR MORE POINTS TO MAKE. If not, make the single point body text.\*\*
  + Sub-bullet L2 text (as needed)
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Section Subhead (as needed)

Body text. Body text. Etc.

## 2. User Access

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Section Subhead (as needed)

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## 3. Navigation

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Section Subhead (as needed)

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## 4. Functionality

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    - Sub-bullet L3 (as needed)
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Section Subhead (as needed)

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## 5. Major Issues and Error Messages

Body text. Body text.

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    - Sub-bullet L3 (as needed)
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Section Subhead (as needed)

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EXAMPLE: IN-TEXT REFERENCE TO IMAGES

\*\*TRY TO KEEP TEXT AND IMAGE ON SAME PAGE; INSERT PAGE BREAKS AS NEEDED.\*\* Body text. Body text (See [Figure 2](#Fig2)).

Graphical user interface, text, application, email

Description automatically generated  
*Figure 2. A brief caption, 9-point italic.*

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