**User Manual**

The user manual is also a very important part of the project. It is very easy to develop though many people have problems writing it up. The manual, which will be a separate entity and not a continuation of the project report, will have the following sections;

* Introduction
* Minimum System requirements
* Installation Guide
* Loading instructions
* User Guide
* Dealing with errors
* (FAQs)

The introduction will need to be a bit detailed as it needs to outline fully, the purpose and functions of the system. Do not think you can get away with a single sentence for your introduction.

You will need to show how one section of your system works in a step-by-step fashion. This guide will need to be detailed and should show fully annotated screenshots of the steps involved. In essence you will need to show how data is entered into the system, how to process the data and then possibly show how to out put the resulting information. You should also show how to edit or delete data from the system as well.

You will also need to have a section which deals with **error recovery**. This means that you will be expected to give details to your user about how they might recover should they encounter an error. This is not as daunting as you might think. First of all, your validation allows you to anticipate errors which might pop up, so this means that wherever these validation rules are broken, a message should appear telling the user what has gone wrong. All you need to do is explain the possible cause of the error and the say what button to press to continue and if necessary what to do to carry on.

In addition, you will need to have a section which anticipates problems a user might have with the new system. This can be in the form of FAQs. Which are questions of what might go wrong with a suggested solution to the question/problem.