<Enter title of guide here>

User Guide

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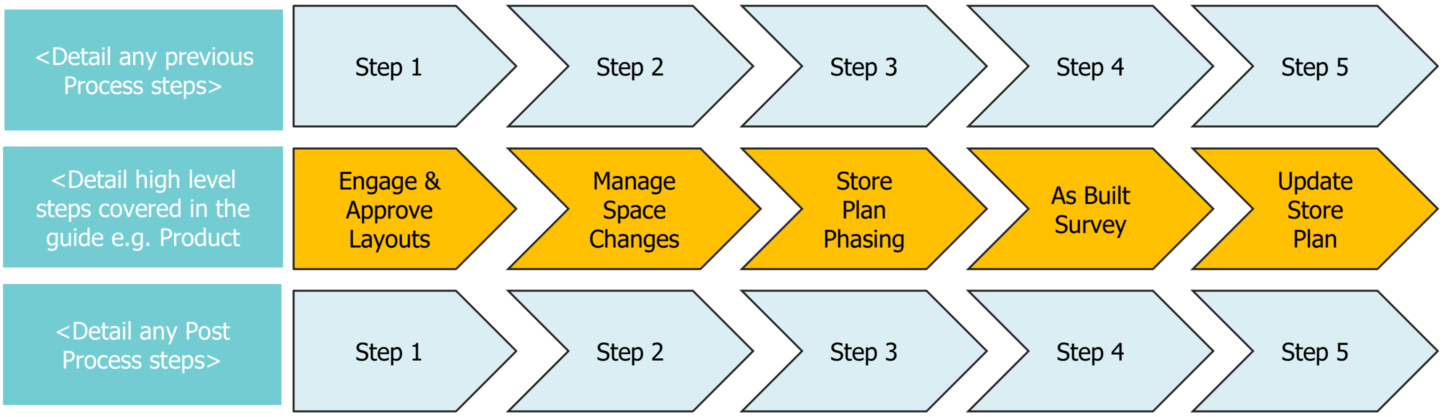
1 Introduction

<Enter the introduction of the user guide here – include the target audience and a high level description of what it covers – for example- “This user guide should be used by the Buyers and Buyers Admin to help guide them on what steps to take when using the <enter system name here> system. It covers the business process and the system steps of all of the most common activities and scenarios that users will have to carry out when using the system.”

Include a high level flowchart of the overall process and how it fits into the bigger picture – example shown below:



2 Document Disclaimer <if necessary>

<i.e. The screenshots and examples used in this document have been taken from testing environments and therefore do not represent real data or events.>

This manual is based on **<Name of Software goes here> version** #.

3 <First Topic Section Goes Here>

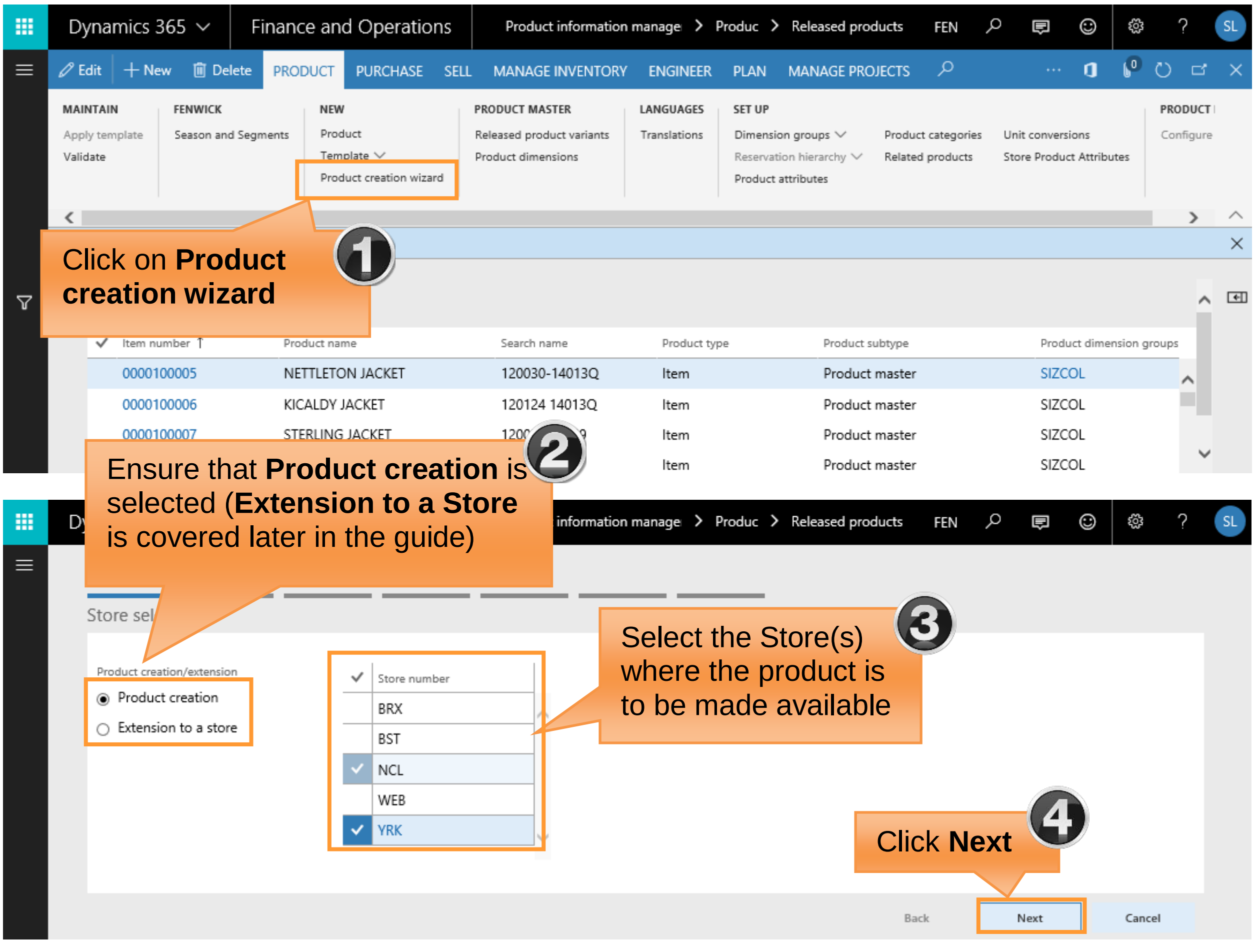
3.1 <Enter Sub Topic here>

<Enter the introduction to the first topic here. Include the following:

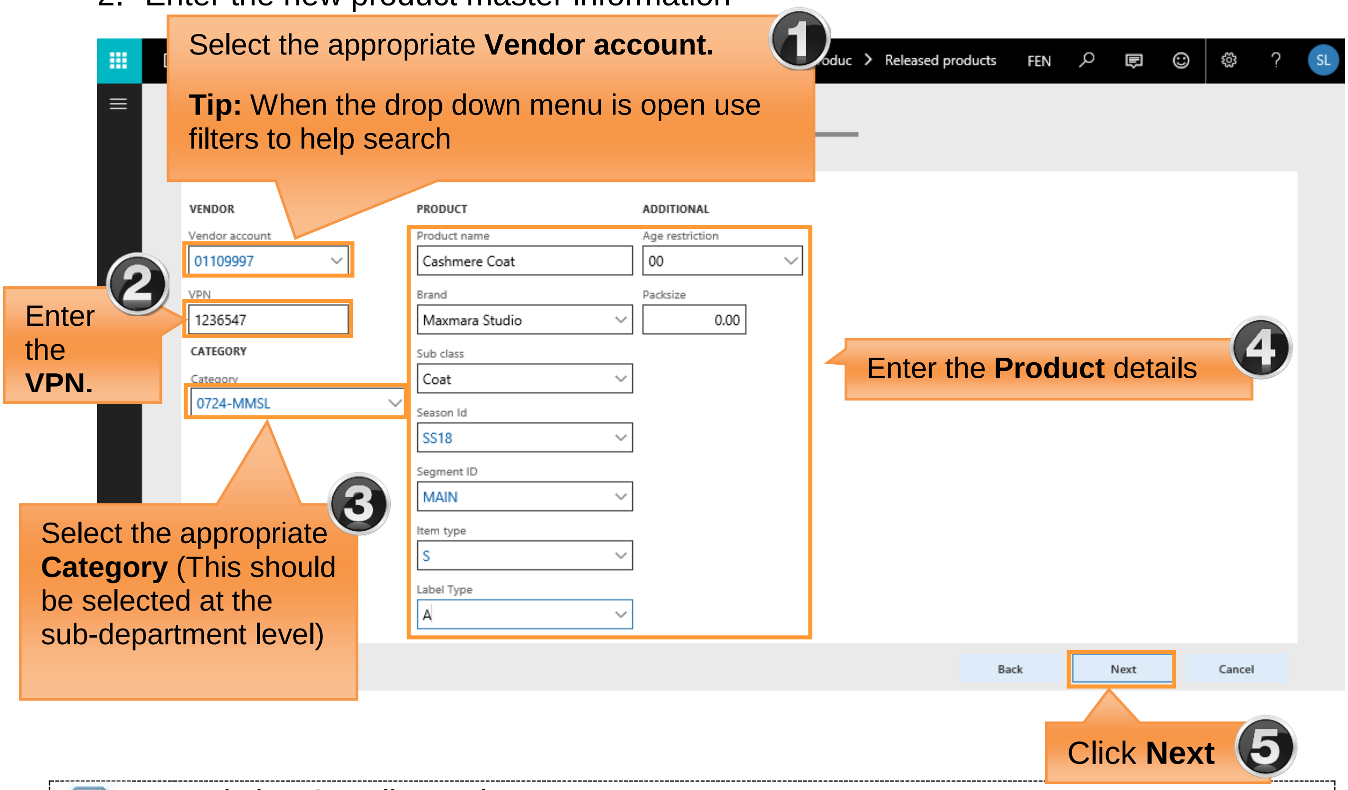
- What it is that will be covered in this section?
- Are there any benefits?
- High level best practice (if these are best practices whilst using the system include them later when describing that steps associated)
- Introduce any new concepts
- Detail any business process that need to be carried out before using the system
- Include a flowchart of the process and how it fits into the bigger picture>

<Enter the detailed steps of how to use the system for the topic – example shown below>

1. Create a new product using the wizard



2. Enter the new product master information



Existing Supplier and VPN

If an existing supplier and VPN is entered then an message will be displayed and the system will automatically populate the following data into the respective fields:

- Product name
- Brand
- Sub-class
- Age restriction

This might be encountered when creating a new variant to an existing product

If matching categories are found for all selected stores then this screen will be skipped.

If you have selected multiple stores you may find that not all stores appear in this screen. In cases where only one store has been excluded, you can continue the product creation process for any other stores in your selection.

3. <continue with the rest of the steps>

3.2 <Enter Next Sub Topic here and repeat for all related topics>

4 <Second Topic Section Goes Here etc>

[Use the following set of icons to use to call out specific notes or best practices associated with the process steps. They should be positioned below the screenshot of the associated step]

Notes

[This box can be used for any notes]

Tips

[This box can be used for any tips]

Best Practice

[This box can be used for any Best Practice notes]

Warning

[This box can be used for any important warning messages to convey]

[Use the following for any numbering of the screen shot steps]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20