
<Enter title of guide here>

User Guide

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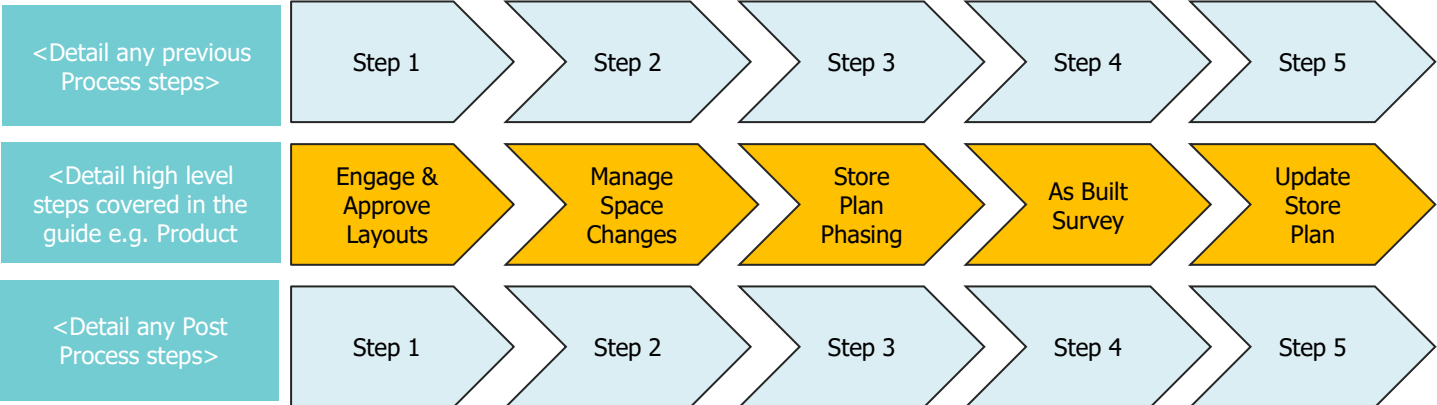
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1 Introduction

<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

The screenshot displays the Dynamics 365 Finance and Operations interface. The top navigation bar shows 'Dynamics 365' and 'Finance and Operations'. The main area is divided into several tabs: 'PRODUCT', 'PURCHASE', 'SELL', 'MANAGE INVENTORY', 'ENGINEER', 'PLAN', and 'MANAGE PROJECTS'. The 'PRODUCT' tab is active, and the 'NEW' sub-tab is selected. The 'Product creation wizard' is highlighted in the 'NEW' sub-tab. Below the tabs, there is a table with columns: 'Item number', 'Product name', 'Search name', 'Product type', 'Product subtype', and 'Product dimension groups'. The table contains three rows of data. An orange callout box with a '1' icon points to the 'Product creation wizard' link, with the text 'Click on Product creation wizard'. Another orange callout box with a '2' icon points to the 'Product creation' radio button, with the text 'Ensure that Product creation is selected (Extension to a Store is covered later in the guide)'. A third orange callout box with a '3' icon points to the 'Store number' list, with the text 'Select the Store(s) where the product is to be made available'. A fourth orange callout box with a '4' icon points to the 'Next' button, with the text 'Click Next'. The 'Store number' list shows five options: 'BRX', 'BST', 'NCL', 'WEB', and 'YRK', with 'NCL' and 'YRK' selected. The 'Next' button is highlighted in orange.

Item number	Product name	Search name	Product type	Product subtype	Product dimension groups
0000100005	NETTLETON JACKET	120030-14013Q	Item	Product master	SIZCOL
0000100006	KICALDY JACKET	120124 14013Q	Item	Product master	SIZCOL
0000100007	STERLING JACKET	120030-14013Q	Item	Product master	SIZCOL

2. Enter the new product master information

The screenshot shows a web application interface for entering product master information. The form is divided into three main sections: VENDOR, PRODUCT, and ADDITIONAL. Callout 1 points to the 'Vendor account' dropdown menu. Callout 2 points to the 'VPN' text input field. Callout 3 points to the 'Category' dropdown menu. Callout 4 points to the 'Product name' and 'Age restriction' fields. Callout 5 points to the 'Next' button at the bottom right of the form.

1 Select the appropriate **Vendor account**.
Tip: When the drop down menu is open use filters to help search

2 Enter the **VPN**.

3 Select the appropriate **Category** (This should be selected at the sub-department level)

4 Enter the **Product** details

5 Click **Next**

VENDOR	PRODUCT	ADDITIONAL
Vendor account 01109997	Product name Cashmere Coat	Age restriction 00
VPN 1236547	Brand Maxmara Studio	Packsize 0.00
CATEGORY 0724-MMSL	Sub class Coat	
	Season Id SS18	
	Segment ID MAIN	
	Item type S	
	Label Type A	

Back Next Cancel



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]

