
<PRODUCT NAME>

A
“How to use” Document (User Manual)
On

“<Product Name>”

Version X.X approved

Month-YEAR

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1. Introduction

1.1. Purpose

<Identify the product whose features and functions are mentioned in this document, including the revision or release number. Describe the scope of the product.>

1.2. Document Conversion

<Describe any standards or typographical conventions that were followed when writing this document, such as fonts or highlighting that have special significance.>

1.3. Intended Audience and reading suggestions

<Describe the different types of reader that the document is intended for, such as developers, project managers, marketing staff, users, testers, and documentation writers. Describe what the rest of this document contains and how it is organized. Suggest a sequence for reading the document, beginning with the overview sections and proceeding through the sections that are most pertinent to each reader type.>

1.4. Project Scope

<Provide a short description of the software being specified and its purpose, including relevant benefits, objectives, and goals. Relate the software to corporate goals or business strategies. If a separate vision and scope document is available, refer to it rather than duplicating its contents here.>

1.5. Document Copyrights

All of this document contents are protected under International Copyright Laws and Treaties. No part of this material is allowed to be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system without express written permission from Enterprise Consultancy Services Company. This document is only available for its intended audience. Do not share internally nor externally, please. Any attempt to decrypt the document protection or copying the information mentioned here, unauthorized reprint or use of this material is prohibited and will make you exhibited to legal repercussions and SRS and/or contract cancellation.

1.6. References

<List any other documents or Web addresses to which this document refers. These may include user interface style guides, contracts, standards, system requirements specifications, use case documents, or a vision and scope document. Provide enough information so that the reader could access a copy of each reference, including title, author, version number, date, and source or location.>

2. Product Description

2.1. System overview

<Describe the context and origin of the product being specified in this document. For example, state whether this product is a follow-on member of a product family, a replacement for certain existing systems, or a new, self-contained product. If the document defines a component of a larger system, relate the requirements of the larger system to the functionality of this software and identify interfaces between the two. A simple diagram that shows the major components of the overall system, subsystem interconnections, and external interfaces can be helpful.>

2.2. System Key Features

<Describe the main features for the system. Those features should be unique in the system like multi-currency support, offline functionality...etc.>

2.2.1. “Feature 1”

2.2.2. “Feature 2”...etc.

2.3. System Hot Keys

<Insert a table with all of the hot keys or shortcuts that are implemented in the system. The table is only 2 columns; the hot key “short cut” and the function with no further explanation as everything will be explained in this document later on.>

3. Getting started

3.1. Start the System

<How to start the system once the machine is turned on supported with screen shots, figures and figure reference in order to insert a figure table.>

3.2. Log in functionality

3.3. Changing Password

3.4. Log out functionality

3.5. System Menu

3.6. MainFunction_UserType1

<Describe the main function for the user. For example, if we have a cashier module in the system, so the most frequent function will be submitting a bill. "SubmitBill_Cashier" Explain that function with screen shots and steps. Do not repeat that function in the using the system section.>

3.7. MainFunction_UserType2...etc.

<Describe the main function for the user. For example, if we have a cashier module in the system, so the most frequent function will be submitting a bill. "SubmitBill_Cashier" Explain that function with screen shots and steps. Do not repeat that function in the using the system section.>

4. System Configuration

<Describe the pre-conditions that the end user must care for before starting the system like the internet connection, another software that should be started and connected to the intended system...etc.>

5. Using the system \ System Functionality

5.1. User Module 1

5.1.1. Function 1

5.1.2. Function 2...etc.

5.2. User Module 2

5.2.1. Function 1

5.2.2. Function 2...etc.

5.3. User Module 3

5.3.1. Function 1

5.3.2. Function 2...etc.

6. FAQ

6.1. [“Question 1”](#)

6.2. [“Question 2”](#)

6.3. [“Question 3”...etc.](#)

7. Instructions for error correction

7.1. "Issue 1"

7.2. "Issue 2"...etc.

Appendix A: Glossary

<Define all the terms necessary to properly interpret the User manual, including acronyms and abbreviations. You may wish to build a separate glossary that spans multiple projects or the entire organization, and just include terms specific to a single project in each document.>