2017

<Product Name (version)>User Guide

product/app/service related image

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Company Name

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Preface and document control

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Version control

Version	Version date	Document history
1.00	17/05/2016	First Draft
1.00	19/06/2016	Live Document
2.00	06/01/2017	Live Document(Operations and MI Reporting modules compiled)
3.00	19/03/2017	Live Document (Compiled <product name> Release 3)

Table of Contents

1. Introduction

1.1. <Company name>

Company brief

1.2. <Purpose of this Guide>

This User Guide has been designed to help a new user of <product/app/service> become familiar with the application and its workability.

xxxxxxxxxxxxx

1.3. <Product Description>

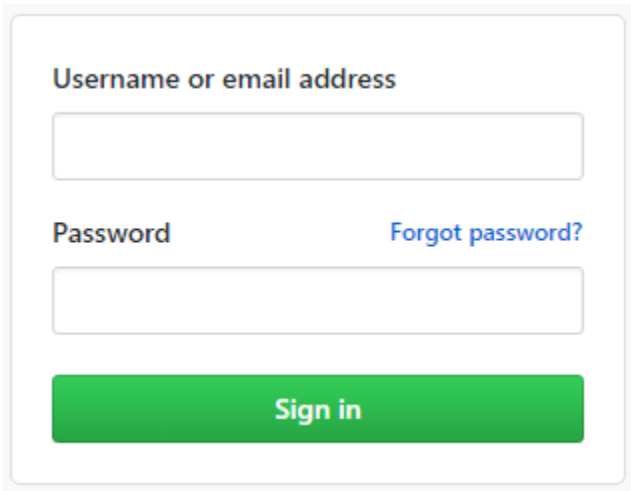Product brief and services

1.4. <Minimum Product Requirements>

System requirements are a structured collection of information that embodies the minimum system configuration for proper functioning of <product>. The basic requirements are presented below in a tabular form:

<Requirement Table>

1.5. <Getting Started>

System login through User ID and Password

Figure 1.1

Login Steps

With the link provided user gets a screen as shown above figure 1.1, where the credentials of the user are entered.

To log into the <name> application, the user needs to have a valid login id and password. This information is provided by <application/product> Implementation team. If the user does not have a login, please contact the <application> helpdesk on product.support@company.com to get one.

💡 The system allows user with three login attempts, post which the account gets locked and the user needs to contact the administrator to reset the password.

After the credentials are entered, the user is presented with the following screen (Figure 1.2)

1.6. <The Environment or Application Home Page>

On Successful authentication of the login details, the user is directed to the following screen, popularly referred as <product name> work environment (figure 1.2). To explain all the components of this screen it has been divided in sections with marked numbers, these are further explained below.

Figure 1.2
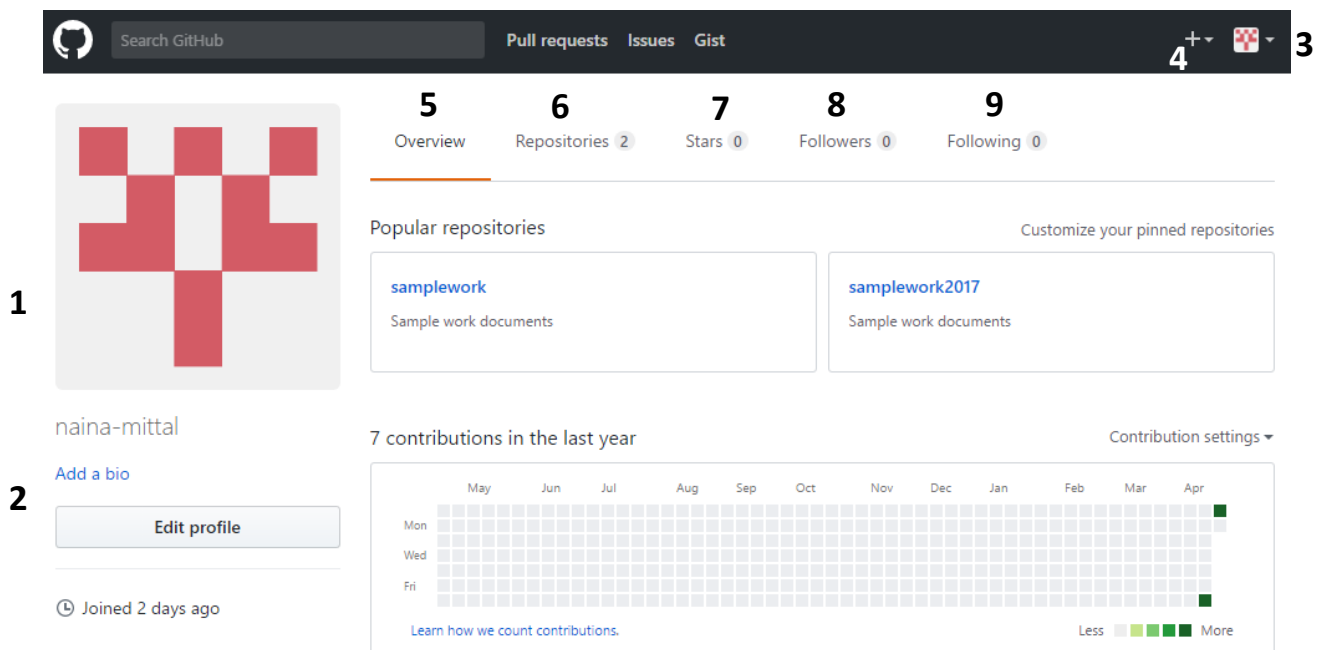
1. **Profile Picture**
   Here you can upload or change your profile picture to be recognized by others.
2. **Edit Profile**
   Updating your profile with your name, location, and a profile picture helps other GitHub users get to know you.
3. **Profile/Account Settings/Sign out**
   This space shows the details of the user currently logged in along with other user details, help, account settings and sign out option.
4. **Create repository, gist and organization**
   <app> allows you to create your repository, import your repository and create gist. This menu also has option to create new organisation profile.
5. **Overview**
   With the experience gained from visits, there are some repositories which a user accesses very frequently. This area also lists your contribution in recent years through a graph. <app> pins your recent activities.
6. **Repositories**

This option is very useful; it lets you to view your all repositories and you can choose one to work on it.

7. **Stars**

To view/edit existing repositories you have stared. You star repositories to save them for later and they'll show up here.

8. **Followers**

This is about being social on <app>. It shows the <app> users who are your followers and want to see your activities.

9. **Following**

This lists the people or organisation under the umbrella of <app> that you are following.

1.7. Change Password

Once the user has logged in, it is important to change the login password provide security of the account. To change the existing password click on the Your **Profile>Edit Profile** from the left navigation panel and select the Account option.

On selection of the change password option, the following screen appears in the work space.

Figure 1.3

On selection of the change password option, the following screen appears in the work space.

When selecting a new password user must adhere to the <company> Password Policy, i.e. all passwords must be constructed in compliance with the following rules: Select a password with at least 8 characters which contains a mixture of upper and lower case characters, numeric characters and special characters (e.g.!"£$%).

Ensure passwords are not to be constructed in predictable patterns (e.g. abc123, 999aaa).

2. \<Other Module\>

\<Contact Us Details\>