<Product Name(version)>User Guide

**2017**

Naina

[Type the company name]

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Table of Contents

[1. Introduction 3](#_Toc479934117)

[1.1. <Company name> 3](#_Toc479934118)

[1.2. <Purpose of this Guide> 3](#_Toc479934119)

[1.3. <Product Description> 3](#_Toc479934120)

[1.4. <Minimum Product Requirements> 3](#_Toc479934121)

[1.5. <Getting Started> 3](#_Toc479934122)

[1.6. <The Environment or Application Home Page> 3](#_Toc479934123)

[1.7. Change Password 3](#_Toc479934124)

[2. <User Module> 4](#_Toc479934125)

# Introduction

## <Company name>

Company brief

## <Purpose of this Guide>

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

xxxxxxxxxxxxx

## <Product Description>

## <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>

## <Getting Started>

System login through User ID and Password

<Figure 1.1>

<Login Steps>

## <The Environment or Application Home Page>

<Figure 1.2>

## Change Password

<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 be constructed in predictable patterns (e.g. abc123, 999aaa).

# <User Module>

* 1. User Creation by manager