|  |
| --- |
|  |
|  |
|  |
| **<Customer Name>** |
|  |
|  |
|  |
| **User Manual** |
| **for** |
| **<Application Name>** |
|  |
|  |
|  |
|  |
| **Version History** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ver. No.** | **Date** | **Author Name** | **Reviewer Name** | **Approver Name** | **Summary of Changes** |
| 1.0 | DD-Mon-YYYY |  |  |  |  |
| 2.0 | DD-Mon-YYYY |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

###### Table of Contents

[1. Purpose of User Manual 3](#_Toc39083369)

[2. Pre-requisite 3](#_Toc39083370)

[3. Application in Brief 3](#_Toc39083371)

[4. Functionality Name 3](#_Toc39083372)

[4.1 <Screen Name> 3](#_Toc39083373)

[4.1.1. Description 3](#_Toc39083374)

[4.1.2. How to Arrive at 3](#_Toc39083375)

[4.1.3. Screen Snapshots 3](#_Toc39083376)

[4.1.4. Validations\ Constraints 4](#_Toc39083377)

[5. Glossary 4](#_Toc39083378)

[6. References 4](#_Toc39083379)

# Purpose of User Manual

<Document Purpose of user manual.>

Example:

**Objective of this user manual is mentioned below:**

**a.** To systematically record all current flow for < application\tool name>

**b.** To clearly indicate the flow of actions performed from beginning to end of the <application\tool name>

**C.** This is a Reference guide for <procedure \ function\module name>

Target Audience:

* + Audience 1
  + Audience 2
  + Audience 3
  + Audience 4

# Pre-requisite

<Specify the Pre-requisite for the user category as target by this document.

Specify how to create shortcut or add to favorites for the intended application.>

# Application in Brief

<Explain how to start using the application. In case of client-server kind of application create the shortcut, which the user clicks and invoke the application. In case of web-based specify the URL, which will invoke the application. The Username and Password information can be very well stated here. Explain the security related issues \ features, with the kind of security provided at each level, user hierarchy etc. Specify the pre-requisite for application execution.

Paste the startup screen shot of the application if any. Explain the workarounds.>

# Functionality Name

## <Screen Name>

<Replace the Screen name above with menus \ sub-menus \ Function\ Screens \ Reports. Specify the above for all the modules>

### Description

<Describe the purpose Screen in brief>

### How to Arrive at

<State the menu name for arriving at report or entry form. State the short cut keys and other ways to invoke module. Display the menu hierarchic>

### Screen Snapshots

<Paste the screen snapshot if any. These can be multiple screen snapshot.>

### Validations\ Constraints

<Explain the validations and\or constraints while entering the data in entry forms. Explain this with help of the Screen snaps pasted in previous section. Specify the validations and constraints on entry of each field or user input in the following table.>

|  |  |  |
| --- | --- | --- |
| **User Input \ Field** | **Description** | **Validations\ Constraints** |
| For Ex.  Log Number | A unique ID given to Equipment.  **Mandatory Entry** | * Length 7 Characters * Should not be blank * Full 7 characters should be entered * No duplicates allowed.   In case of Edit\Update option help on Log Number can be invoked on **<F1**> key. |

# Glossary

|  |  |
| --- | --- |
| **Term** | **Description** |
|  |  |
|  |  |

# References

<Provide details of reference websites\ URL\ client materials, if any>