# USER MANUAL

1. PROJECT INFORMATION
   1. Project Name
   2. Date of document submission
   3. Version of document (if any changes)
   4. Project team and members
   5. Client (name of client company)

Also state which team member is responsible for writing which section in this document.

1. USER DOCUMENTATION
2. Table of contents
3. Product edition (version)
   * Version updates
     + What’s new in current version compared to previous versions
4. Disclaimers
5. Warranties
6. License agreements
7. Describe the product
   * What is it?
   * What is it used for?
   * Who are the intended users of the product?
8. Technical documentation
   * Description of how the product works (The system)
     + Include visuals
   * Production environment (deployment and configuration)
     + Describe the production environment
     + Describe deployment, set-up procedures
       - For production environment not software
   * System requirements
     + Minimum hardware and software requirements
     + Capacity, space requirements
   * Maintenance requirements
9. User documentation
   * Product features
     + Features overview
       - Include visuals
     + Step by step guide
       - Inputs and outputs
       - Include visuals
   * Installation and configuration instructions
     + For software not production environment
     + Step by step instructions
     + Include visuals
   * Operating instructions
     + Step by step instructions
     + Include visuals
   * FAQs
     + Error messages and error handling
     + Trouble-shooting
     + Contacts