For instructions on using this template, please see Notes to Author/Template Instructions on page 15. Notes on accessibility: This template has been tested and is best accessible with JAWS 11.0 or higher. For questions about using this template, please contact [CMS IT Governance](mailto:IT_Governance@cms.hhs.gov) ([IT\_Governance@cms.hhs.gov](mailto:IT_Governance@cms.hhs.gov)). To request changes to the template, please submit an [XLC Process Change Request](https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/XLC/Downloads/XLCProcessChangeRequestCR.docx) (CR) (<https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/XLC/Downloads/XLCProcessChangeRequestCR.docx>).

<Project Name/Acronym>

# User Manual

Version X.X

MM/DD/YYYY

Document Number: <document’s configuration item control number>

Contract Number: <current contract number of company maintaining document>

Table of Contents

[1. Introduction 1](#_Toc61763701)

[2. Overview 2](#_Toc61763702)

[2.1 Conventions 2](#_Toc61763703)

[2.2 Cautions & Warnings 2](#_Toc61763704)

[3. Getting Started 3](#_Toc61763705)

[3.1 Set-up Considerations 3](#_Toc61763706)

[3.2 User Access Considerations 3](#_Toc61763707)

[3.3 Accessing the System 3](#_Toc61763708)

[3.4 System Organization & Navigation 3](#_Toc61763709)

[3.5 Exiting the System 3](#_Toc61763710)

[4. Using the System 4](#_Toc61763711)

[4.1 <Given Function/Feature> 4](#_Toc61763712)

[4.1.1 <Given Sub-Function/Sub-Feature> 4](#_Toc61763713)

[5. Troubleshooting & Support 5](#_Toc61763714)

[5.1 Error Messages 5](#_Toc61763715)

[5.2 Special Considerations 5](#_Toc61763716)

[5.3 Support 5](#_Toc61763717)

## Introduction

Instructions: Provide full identifying information for the automated system, application, or situation for which the User Manual applies, including as applicable, identifications number(s), title(s)/name(s), abbreviation(s)/acronym(s), part number(s), version number(s), and release number(s). Summarize the purpose of the document, the scope of activities that resulted in its development, the intended audience for the document, and expected evolution of the document. Also describe any security or privacy considerations associated with use of the User Manual.

This User Manual (UM) provides the information necessary for <types of users> to effectively use the <System Name (Acronym)>.



## Overview

Instructions: Briefly describe in general terms the system/application and the purpose for which it is intended, written in non-technical terminology. Consider including a high-level, business context diagram(s) for the system. The description should include, but is not limited to, the following:

* Key features or major functions performed by the system/application
* Architecture of the system in non-technical terms (e.g., client server, Web-based, etc.)
* User access mode (e.g., graphical user interface)
* System environment or special conditions

### Conventions

Instructions: If applicable, describe any stylistic and command syntax conventions used within the User Manual. The following text is provided as an example only.

This document provides screen prints and corresponding narrative to describe how to use the <System Name and/or Acronym>.

When an action is required on the part of the reader, it is indicated by a line beginning with the word “Action:” For example:

Action: Click on OK.

Fields or buttons to be acted upon are indicated in bold italics in the Action statement; links to be acted upon are indicated as links in underlined blue text in the Action statement.

Note: The term ‘user’ is used throughout this document to refer to a person who requires and/or has acquired access to the <System Name and/or Acronym>.

### Cautions & Warnings

Instructions: If applicable, identify any cautions or warnings that the user should know about before using the system (e.g., noted prohibitions, penalties for unauthorized access, etc.). If waiver use or copy permissions need to be obtained, describe the process.

A toilet in a bathtub

Description automatically generated with medium confidence

## Getting Started

Instructions: Provide a general walkthrough of the system from initiation through exit. The logical arrangement of the information should enable the user to understand the sequence and flow of the system. Use screen prints to depict examples of text under each heading. All screen prints must have a caption and an associated tag providing appropriate alternative text for Section 508 compliance.

### Set-up Considerations

Instructions: Briefly describe and graphically depict as appropriate the equipment, communications, and network configuration of the system in a way that a non-technical user can understand. Include the type of computer input and output devices. Describe any set-up considerations, such as the example boilerplate text provided below.

CMS screens are designed to be viewed at a minimum screen resolution of 800 x 600. To optimize your access to the <System Name and/or Acronym>:

1. Please disable pop-up blockers prior to attempting access to the <System Name and/or Acronym>.
2. Use Internet Explorer, version 6.0 or higher.

### User Access Considerations

Instructions: Describe the different users and/or user groups and the restrictions placed on system accessibility or use for each.

### Accessing the System

Instructions: Provide detailed information and describe the procedures necessary to access the system. If applicable, include how to get a user ID and log on to the system, as well as the actions a user must take to change and/or reset a password.

### System Organization & Navigation

Instructions: Describe in general terms the organization of the system (e.g., the system menu or home page) and the navigation paths to the main functions/features. Each system function/feature should be described under a separate sub-section header, as appropriate.

### Exiting the System

Instructions: Describe the actions necessary to properly exit the system.

## Using the System

Instructions: Provide a detailed description of each user function and/or feature, explaining in detail the characteristics of the required input and system-produced output. Each function/feature should be described under a separate sub-section header, 4.1-4.x, and should correspond sequentially to the system functions (e.g., menu items) and/or features listed in certain sub-sections found in this document. Include screen prints as needed to depict examples. This section of the User Manual may also be tailored or customized based on defined user roles, if appropriate.

If applicable, include sub-sections that describe the pre-programmed and/or ad hoc query and retrieval capabilities of the system and associated user procedures (e.g., sequenced control instructions to extract query requests from the database). Include the query name or code the user would invoke to execute the query and any query parameters.

If applicable, include sub-sections to describe and depict all standard and/or ad hoc report capabilities available to the end user and any associated user procedures. Include formats for each available report and the meaning of each field shown on the report. Also describe any special formats associated with ad hoc reports that the user may be able to create. Provide detailed instructions for executing and printing the different reports that are available. Include descriptions of output procedures, identifying output formats and specifying the output’s purpose, frequency, options, media, and location.

The following sub-sections provide detailed, step-by-step instructions on how to use the various functions or features of the <System Name and/or Acronym>.

### <Given Function/Feature>

Instructions: Describe the specific system function or feature in detail and depict graphically by including screen prints and descriptive narrative as appropriate. Ensure each screen print is captioned and has an associated tag providing appropriate alternative text for Section 508 compliance. Describe, in detail, active links on any screen print illustrated so that the user knows what options are available. Provide information on menus and functionalities that the user must master, expected output/results, and any special instructions. Identify any caveats and exceptions that the user may encounter specific to the system function.

#### <Given Sub-Function/Sub-Feature>

Instructions: Include additional sub-sections as necessary for system sub-functions or sub-features, if they exist.

## Troubleshooting & Support

Instructions: Describe all recovery and error correction procedures, including error conditions that may be generated and corrective actions that may need to be taken. Organize the information in sub-sections as appropriate. The following are common sub-sections that may be included as appropriate.

### Error Messages

Instructions: Identify the error messages that a user may receive and the likely cause(s) and/or possible corrective actions for the error. If the list is extensive, this information may be best provided in an appendix to the document that is referenced here.

### Special Considerations

Instructions: If applicable, describe any special circumstances, actions, caveats, exceptions, etc., that should be considered for troubleshooting.

### Support

Instructions: Provide information on how the user can get emergency assistance and system support (e.g., help desk support, production support, etc.). Include the names of the responsible personnel and organization(s), telephone numbers, and email addresses of the staff who serve as points of contact for system support. The following table is provided as an example and may be modified as needed. Also provide instructions for how identified problems with the system are to be reported. Include instructions for security incident handling, as appropriate.

Graphical user interface, application

Description automatically generated