User Manual Template 1

User Manual Template 1

*Document type :*

 draft

 to be validated

 validated

Reference :

<Do not forget to fill in the properties in WORD :

* Document title
* Subjet
* Autor
* Comments

…>

Purpose of the document

One of the several kinds of <a href="http://www.manualagent.com/manual-template/user-manual-template-1/download">User Manual Templates</a> which provides structure and content reference to compose user manuals that are more readable for customers.  
<p class="height15"></p>  
Other kinds of <a href="http://www.manualagent.com/manual-template">User Manual Template</a> are at <a href="http://www.manualagent.com">ManualAgent</a>. Or view <a href="http://www.manualagent.com/brands">manuals of top brands</a> for reference.  
<p class="height15"></p>  
Here are some good examples of <a href="http://www.manualagent.com/">ManualAgent</a> manuals:<p class="height15"></p>  
1.<a href="http://www.manualagent.com/ikea/krabb-mirror-63x8/assembly-instruction">IKEA KRABB MIRROR 63X8" Assembly Instruction</a><p class="height15"></p>  
2.<a href="http://www.manualagent.com/ikea/summera-computer-holder/assembly-instruction">IKEA SUMMERA COMPUTER HOLDER Assembly Instruction</a><p class="height15"></p>  
3.<a href="http://www.manualagent.com/hunter-fan/44100a/owners-manual">Hunter 44100A Owner's Manual</a><p class="height15"></p>  
4.<a href="http://www.manualagent.com/ge-appliances/19248-door-chime-with-pictures-coming-soon/owners-manual">GE Appliances 19248 Door Chime With Pictures Coming Soon Owner's Manual</a><p class="height15"></p>  
5.<a href="http://www.manualagent.com/aoc/i2369vm/owners-manual">AOC i2369Vm Owner's Manual</a>  
<style>  
p.height15{height:8px;display:block;}  
</style>

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Document history

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| --- | --- | --- | --- |
| **Version** | **Date** | **Drafter** | **Description** |
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Distribution

|  |  |  |  |
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| **Receiver** | | **For**  **validation** | **For**  **information** |
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Validation

|  |  |  |
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| **Representative** | **Validator** | **Date** |
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# Icons Used in the Manuel

Throughout this document, the pictograms below are used to underline points or important notions

|  |  |
| --- | --- |
|  | Important information |
|  | Good to know - Tricks |
|  | **Risk** in front of a parameter setting or of a specific action |
|  | Action to be avoided |
|  | Mandatory action |
|  | Sensitive or difficult procedure. To take into account necessarily |
|  | Actions reserved for the …. < Adapt the vocabulary according to the application (administrator, manager, etc. > |
|  | Actions reserved for the … < Adapt the vocabulary according to the application (user, publisher, etc. > |

# Presentation of the Solution

## Brief description

<Give an outline description here>

## Descriptives Icons

<Add if necessary, a table listing the specific signalling system to the application (icons, buttons and associated actions).  
Delete section so useless. >

## Project players

<List all the players impacted by the project/solution here:

* Owner of the application
* Owner of the data

…

>

## Support

<List what is needed for a support request here:

* Telephone
* E-mail
* Dedicated application
* …

Describe how to track the progress of the request in order to avoid excessive telephoning>

## Referenced Documentation

<Some documentation may be useful to the user in helping them understand how application-related modules work.

List them here if applicable.

>

## History of the Solution

<Give the background here to the various stages in developing the solution from a user viewpoint.>

# Connecting to the Application

## Address

You must connect to the application using the following address:

<Insert the application's URL here>

## Authentication

<Indicate here what information must be given by the user to log on: login AD, surname first name, e-mail address etc

Insert a screenshot of the authentication page.

Explain and show a screenshot of the page refusing unauthorised access. >

# Structuring of the Application

## Layout

<For a web application describe the structuring of the pages if they follow the same pattern.

An example is given below.>



Icons / Shorcuts

Processing area

## Menus

<List the menus, shown in tree-structure >

## Icons / Shortcuts

<Show each icon or shortcut, together with a description. >

## Functionalities

### Functionalities Presented/Described

<List here all the functionalities that will be described in the document.

You could group together a number of similar functions or functionalities linked within a workflow for example. These groupings should be shown here to give the user the map they need to read the document. >

### Functionalities not Presented/not Described

<List here all the functionalities that will not be described in the document.

It is not necessary to present all the functionalities of an application:

* because it is already described elsewhere: you could insert a link or reference etc
* because the functionality is unimportant
* …

>

# Function XXX / Screen XXX

<Description of the functionality >

## Screenshot

<Not absolutely necessary but often very useful, with arrowed explanations, and boxing or circling of different fields for user input or presentation>

## Descriptions of fields, content

<Show the fields, particularly the mandatory fields, and/or the input masks which are checked

Show the colour codes if there are any.

Show the lists and explain their content

… >

## Description of actions

<Explain the actions possible for the given screen, and the consequences, without reproducing the functional specifications.

Nevertheless it may prove useful, if not necessary, to reiterate a business rule or management rule.>

## Sequence of screens

<If necessary show the sequence of screens.>

# Function XXX / Screen XXX

<Description of the functionality >

## Screenshot

<Not absolutely necessary but often very useful, with arrowed explanations, and boxing or circling of different fields for user input or presentation>

## Descriptions of fields, content

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Nevertheless it may prove useful, if not necessary, to reiterate a business rule or management rule.>

## Sequence of screens

<If necessary show the sequence of screens.>

# Appendices

## Appendix 1

<Give here any additional information that could make the functional specifications easier to understand.>

## Appendix 2

End of document