

# USER MANUAL

## **INTRODUCTION**

The User Manual contains all essential information for the user to make full use of the information system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. Use graphics where possible in this manual. The manual format may be altered if another format is more suitable for the particular project.

## **PURPOSE AND SCOPE**

This section provides a description of the purpose and scope of the User Manual.

## **ORGANIZATION**

This section describes the organization of the User Manual.

## **POINTS OF CONTACT**

This section identifies the organization codes and staff (and alternates if appropriate) who may assist the system user. If a help desk facility or telephone assistance organization exists, describe it in this section.

## **PROJECT REFERENCES**

This section provides a bibliography of key project references and deliverables that have been produced prior to this point in the system development process.

## **PRIMARY BUSINESS FUNCTIONS**

This section discusses the business perspective of the user's primary responsibilities and tasks as they are supported by the system. Introduce the business functions so that the focus may rest on the systematic steps to support the business functions in later sections.

## **GLOSSARY**

This section provides a glossary of all terms and abbreviations used in the manual. If the glossary is several pages or more in length, it may be placed as an appendix.

## **SYSTEM CAPABILITIES**

# Format Factory User Guide

**Rosina Ehmman**



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