

USER GUIDE

Introduction

Scope and Purpose

[Provide a concise description of the content for this process or workflow, including any requirements or conditions that are relevant. Repeat this entire section for each major workflow or process.]

[Consider the purpose of the user guide: what functionality or workflow will be covered? Are there any assumptions about the user's knowledge or experience, or prerequisites?]

Process Overview

[Provide a concise description of the overall processes managed by the software, and how the user interacts with the system. An applicable, relevant related process and corresponding documentation (you may want to create an external doc if your workflow/process is too complex)]

[Typical sequence for using the software to manage (group of work flow/function)]

Configure your workspace

Manage my workflow

Manage another key workflow

Sign

Test/Review

[You may choose to include a process flow diagram to accompany the text. Consider including reference diagrams throughout the guide to illustrate use of subsequent workflows]

[Process/Workflow 1]

[Provide a concise description of the content for this process or workflow, including any requirements or conditions that are relevant. Repeat this entire section for each major workflow or process.]

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[Sub-Process or Workflow Step 1]

Example: Configure Connect to manage your work

[Provide a concise description of the content for this sub-process or workflow, including any requirements or conditions that are relevant.]

Level (page title or user, connector displaying etc. Does it point out, or identify user. This is important to not use terms.

[Procedures for Step 1]

Example: To Log in to Connect:

1. On connecting.

Complete or action.

Next a note.

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A Loxley



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