**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 iii 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 identities 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 he placed as an appendix.

**SYSTEM CAPABILITIES**

This section provides a brief overview of the system and its capabilities.

**PURPOSE**

This section describes the purpose of the application system.

**GENERAL DESCRIPTION**

This section provides an overview of the system’s capabilities, functions, and operation, including the specific high-level functions performed by the system. Use graphics and tables, if appropriate.

**DESCRIPTION OF SYSTEM FUNCTIONS**

This section describes each specific function of the system. In this high-level section, describe any conventions to he used in the associated subsections. Each of the subsequent sections should be repeated as often as necessary to describe each function within the system. The term “Function X” in the subsection title is replaced with the name of the function.

**FUNCTION X TITLE**

This section provides the title of the specific system function.

**DETAILED DESCRIPTION OF FUNCTION**

This section provides a description of each function. Include the following, as appropriate:

* Purpose and uses of the function
* Initialization of the function, if applicable
* Execution options associated with this function
* Description of function inputs
* Description of expected outputs and results
* Relationship to other functions
* Summary of function operation
* Preparation of Function Inputs
* This section defines required inputs. These inputs should include the basic data required to operate the system.

 The definition of the inputs includes the following:

**TITLE OF EACH INPUT**

* Description of the inputs, including graphic depictions of display screens
* Purpose and use of the inputs
* Input medium
* Limitations and restrictions
* Format and content on inputs, and a descriptive table of all allowable values for the inputs
* Sequencing of inputs
* Special instructions
* Relationship of inputs to outputs
* Examples
* Results

This section describes expected results of the function. Include the following in the description as applicable:

**DESCRIPTION OF RESULTS, USING GRAPHICS, TEXT, AND TABLES**

* Form in which the results will appear
* Output form and content
* Report generation
* Instructions on the use of outputs
* Restrictions on the use of outputs
* Relationship of outputs to inputs
* Function-specific error messages
* Function-specific or context-sensitive help messages associated with this function
* Examples

**OPERATING INSTRUCTIONS**

This section provides detailed, step-by-step system operating instructions.

**INITIATE OPERATION**

This section contains procedures for system logon and system initialization to a known point, such as a system main menu screen. This initialization procedure should describe how to establish the required mode of operation and set any initial parameters required for operation. Software installation procedures should be included if the software is distributed on diskette and should be downloaded before each use.

**MAINTAIN OPERATION**

This section defines procedures to maintain the operation of the software where user intervention is required.

**TERMINATE AND RESTART OPERATIONS**

This section defines procedures for normal and unscheduled termination of the system operations and should define how to restart the system.

**ERROR HANDLING**

This section should address error message and help facilities. Additional information and subsections may be added as necessary. Included in this section should be a list of all possible error messages, including the following:

* Any numeric error codes associated with the error message
* A description of the meaning of the error message
* A discussion of how to resolve the error

**HELP FACILITIES**

This section describes any resident help software or any Service or contractor help desk facility that the user can contact for error resolution. Help desk telephone numbers should be included.