# [Product name] user manual

| Field | Value |
|---|---|
| Product and version | [Product name, version 1.0] |
| Manual version | [1.0] |
| Date | [YYYY-MM-DD] |
| Owner | [name, role] |
| Next review | [YYYY-MM-DD] |

## 1. About this manual

- Who it is for: [example: new accounting staff who use the invoicing screen]
- What the product does: [one or two sentences]
- What this manual does not cover: [example: administrator settings]

## 2. Before you start

- [Account or permission you need]
- [Browser, device or software you need]
- [Information to have at hand: example, your customer number]

## 3. Getting started

1. [Open the product: address or where to find it.]
2. [Sign in: which account to use.]
3. [What the first screen shows and where the main menu is.]

[Screenshot: first screen, main menu marked]

## 4. Tasks

### How to [task 1: start with a verb, example: create an invoice]

When to use it: [one sentence]

1. [Start with a verb. Example: Click New invoice.]

[Screenshot: button marked]

1. [One action per step.]

[Screenshot]

1. [Say what the reader should see when it worked.]

Note: [a warning or tip that belongs to this task]

### How to [task 2]

1. [...]
2. [...]

[Copy this block for each task. Put the tasks in the order a new user meets them.]

## 5. Settings

| Setting | What it does | Default |
|---|---|---|
| [Setting name] | [Effect in one sentence] | [Default value] |

## 6. Troubleshooting

| Problem | Likely cause | What to do |
|---|---|---|
| [Error message or what the user sees] | [Cause] | [Fix, step by step] |

## 7. Frequently asked questions

**[Question in the user's own words]** [Short answer.]

## 8. Glossary

| Term | Meaning |
|---|---|
| [Term used in the product] | [Plain explanation] |

## 9. Support

- Who to ask: [person, team or channel]
- What to include in a request: [example: screenshot, time, what you were doing]

## 10. Revision history

| Version | Date | Changed by | Change |
|---|---|---|---|
| [1.0] | [YYYY-MM-DD] | [name] | [First release] |