

## User Guide Checklist

*The User Guide template (IDA-MS-UG) provides guidance and template material for use by IDA projects in producing system-specific user guides. This checklist summarises the recommended structure and contents of documents based on the template.*

| Sect No | Section Title | Activities  |
|---------|---------------|---|
| 1       | Introduction  | <p>Introduce User Guide document:</p> <ul style="list-style-type: none"><li>• Intended readership (1.1)<ul style="list-style-type: none"><li>– define the categories of user, including types of end users and system operators</li><li>- for each, define level of experience assumed and state which sections of user guide apply to them</li></ul></li><li>• Applicability statement (1.2) – describe software releases that User Guide refers to</li><li>• Purpose (1.3) – both of the system and the User Guide</li><li>• How to use User Guide document (1.4) – intended use, section contents and relationship between sections</li><li>• Related documents (1.5)</li><li>• Conventions (1.6) – symbols, stylistic conventions and command syntax conventions in document</li><li>• Problem reporting instructions (1.7)</li></ul> |
| 2       | Overview      | <p>Give user a general understanding of system capabilities and how they are invoked:</p> <ul style="list-style-type: none"><li>• Use an external “black box” approach</li><li>• Focus on functions, inputs and outputs apparent to users</li><li>• Further detailed explanation optional, but helpful if this gives users better understanding of what system does</li><li>• Assumptions on user expertise required (optional)</li></ul>   |
| 3       | Instructions  | <p>Tell new users how to operate the system, providing for each operation:</p> <ul style="list-style-type: none"><li>• Functional description</li><li>• Cautions and warnings</li><li>• Procedures – set-up/initialisation, input operations and expected results</li><li>• Probable errors and possible causes</li></ul>   |

| <b>Sect No</b> | <b>Section Title</b>                   | <b>Activities</b>   |
|----------------|--|---|
| 4              | Reference                              | Give comprehensive information about all system capabilities (desirable even if system has comprehensive on-line "Help" files). Include for each operation: <ul style="list-style-type: none"> <li>• Functional description</li> <li>• Cautions and warnings</li> <li>• Formal description of required parameters, optional parameters, default options and order/syntax</li> <li>• Examples</li> <li>• Possible error messages and causes</li> <li>• Cross references to other operations</li> </ul> |
| A              | Error Messages and Recovery Procedures | Give details of all error messages (desirable even if system has comprehensive on-line "Help" files): <ul style="list-style-type: none"> <li>• Provide diagnosis</li> <li>• Suggest recovery procedures</li> <li>• Recommend back-up and archiving procedures if there is risk of loss of inputs or stored data</li> </ul>  |
| B              | Glossary                               | To be provided if User Guide contains ambiguous terms or terms users may not know. (Possibly merge Glossary with Index)   |
| C              | Index                                  | Recommended for User Guides of 40 pages or more   |
|                | Document Control                       | Document Control, Signoff and Change Record   |