# **Write what the guide is for here**

Overview:

Write the overview for the purpose of this document

Processes

Write the processes required. I typically use numbers, and if I have additional information to add under each number, I use bullets:

1. Information
   * For example….
2. Information
   * Or a screen shot of what I am talking about, etc.
3. Also be sure to notice the “last revised” date on the bottom of the page.
   * We should be periodically revising these documents as features are added or removed from the application.