

How-To Guide Wizard Tools Template

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Refer to the following for additional guidance:

- [Checklist for creating How-To Guide articles](#)
- [Author's Guide: Creating Consistent How-To Guide articles](#)
- Sample HTGs using wizard template - [Add Attendance Recovery Program Records using the Import File option on the Federal/State Program Updater](#)

Tool Search:

This guide explains how to {insert a brief description of the task}.

{Specify when and why your user might want to perform the task.}

Before you start

{Use this section as needed. Remember, this is a how-to; this section should be brief and provide links to additional resources/articles. 3-5 options is enough, with the last option reserved for tool rights.}

{If you are struggling with the list of prerequisites, consider using KIRO for assistance.}

- Prerequisite 1
- Prerequisite 2
- Set appropriate tool rights {always use these words.'Tool rights' is linked to the relevant tool rights article in the Tool Rights Catalog.}

{Task name}

{Provide a concise description of the purpose of this task. **Only include this if the purpose is not clear from the task title.**}

{Insert image here}

Image goes here that supports the steps below.

{You can use this format to describe your steps:}

{Step 1 - One-sentence description of the first step in the process}

{Optionally, introduce this section with brief explanatory text.}

{Continue with a list section if these steps include a sequence of instructions}

{Optional: include a code snippet or relevant screenshot that helps your users complete the

steps.}

{Optional: show the result of completing this step, such as a text output or an image.}

{Step 2 - One-sentence description of the second step in the process}

{Optionally, introduce this section with brief explanatory text.}

{Continue with a list section if these steps include a sequence of instructions}

{Optional: include a code snippet or relevant screenshot that helps your users complete the steps.}

{Optional: show the result of completing this step, such as a text output or an image.}

{Step 3 - One-sentence description of the third step in the process}

{Optionally, introduce this section with brief explanatory text.}

{Continue with a list section if these steps include a sequence of instructions}

{Optional: include a code snippet or relevant screenshot that helps your users complete the steps.}

{Optional: show the result of completing this step, such as a text output or an image.}

{Impact}

{Includes the impact of completing the main task. For example, this information can be viewed by parents in the portal.}

What's next

{Include references and/or links to other related documentation such as other how-to guides, conceptual topics, troubleshooting information, and limitation details if any.

- Reference link
- Concept link
- Troubleshooting link