

How-To Page Format

[How to <Do Something>]

Summary

Brief explanation of what this how-to covers.

Prerequisites

- List any access, permissions, software, or setup needed before starting.
- Include relevant roles or system context.

Steps

Step 1: [Describe the first step]

Explain what to do in detail. Include screenshots if helpful.

Step 2: [Describe the next step]

Provide any necessary warnings or notes.

Step 3: [Continue the process]

Repeat as needed.

Notes / Tips

- Provide any best practices, shortcuts, or helpful context.
- Mention how long the process typically takes.

Related Articles

- [Link to related KB article]
- [Link to external documentation]

Revision #2

Created 2025-05-14 18:03:19 UTC by Josh Breytspraak

Updated 2025-11-20 15:49:49 UTC by Josh Breytspraak