



CAPSTONE

PROJECT

USER MANUAL GUIDELINES

This document serves as a guide for drafting the User Manual Documentation for the Capstone Project for the Bachelor of Science in Information Technology.

THIS CAPSTONE GUIDELINES IS INTENDED ONLY FOR THE STUDENTS USE WHO ARE OFFICIALLY ENROLLED IN THE IT 422 CAPSTONE PROJECT 2 COURSE (AY 2025 - 2026). NOT FOR DISTRIBUTION OUTSIDE ITS INTENDED USE

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Rationale

This document serves as a guideline for preparing the Capstone Project User Manual as part of the Midterm Assessment for the IT422 Capstone Project 2 course during the Second Semester of Academic Year 2025–2026.

The primary objective of this guide is to enable students to integrate the knowledge and skills acquired in the Bachelor of Science in Information Technology program through the development of a Capstone Project and its corresponding user documentation.

This guide outlines the expected content for each chapter and subsection, provides writing guidelines, and presents the assessment criteria for evaluating the user manual.

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Part 1. Organization of Content

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 - 3.2. Scope of the system
 - 3.3. Definitions, Acronyms, and Abbreviations
4. General Information
 - 4.1. System Overview
 - 4.1.1. System Description
 - 4.1.2. System Objectives
 - 4.2. User Roles and Privileges
 - 4.3. Points of Contact
5. System Environment
 - 5.1. Technical specifications
 - 5.2. Hardware requirements
 - 5.3. Software requirements
6. Installation and Deployment
 - 6.1. System Configuration
 - 6.2. Downloading/Installing Instructions
 - 6.3. First-time setup (if applicable)
7. User Interface Overview
 - 7.1. Navigation structure
 - 7.2. Screen Description
8. Functional Use
 - 8.1. User Registration and Login
 - 8.2. Administrator Module
 - 8.2.1. <as many subsections as you like>
 - 8.3. User Module
 - 8.3.1. <as many subsections as you like>
 - 8.4. Report Generation Module
9. Error Handling and Troubleshooting
 - 9.1. Common Errors
 - 9.2. Solutions/workarounds
 - 9.3. Known Limitations
10. Backup, Recovery, and Maintenance
 - 10.1. Backup procedures
 - 10.2. Restore procedures
 - 10.3. Maintenance instructions
11. Frequently Asked Questions

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Part II. General Writing Guidelines

A. Style and Tone

- Capstone project user manuals must be written using a **formal, technical, and objective tone**. The use of first-person pronouns such as "I" and "we" is strongly discouraged, except in cases where the nature of the project (e.g., gamified or educational applications) justifies a more personalized tone.
- The user manual must be written primarily in an **imperative or instructional style**, focusing on guiding users through tasks and system operations. The language should be clear, concise, and free from ambiguity.

B. Structure

Numbered headings must be used consistently throughout the document to ensure logical organization and ease of navigation.

Each section must:

- Begin with a brief descriptive introduction
- Use appropriate subsections for clarity
- Include step-by-step procedures where applicable

C. Visuals

Screenshots must be used to support user interface descriptions and functional procedures.

Each screenshot must:

- Be clearly labeled
- Include a figure number and caption
- Be referenced within the corresponding text

D. Consistency

All terminology used in the document must be consistent with:

- System labels
- Database field names
- User interface text

Inconsistent terminology should be avoided, as it may confuse users and reduce the usability of the documentation.

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II. Writing Guidelines by Section

1. Cover page

The cover page must be professionally formatted to clearly identify the document. It should include the capstone project title, authors or team members, and the institution. In addition, the design of the cover page should reflect the overall theme of the capstone project.

2. Table of contents

The table of contents must be auto-generated if using word processing software such as Microsoft Word or Google Docs. Page numbers must not be manually entered.

All heading titles and numbering must exactly match those used in the main document.

3. Introduction

3.1 Purpose of the document

- This section provides an overview of the user's manual. It explains what the manual is for and what the users will learn.

3.2 Scope of the system

- This section defines the boundaries of the system. It describes the major functional areas covered by the system and outlines its key features, including relevant functional and non-functional requirements. Any known system limitations should also be briefly mentioned.

3.3 Definitions, Acronyms, and Abbreviations

- Provide a table defining technical terms, acronyms, and abbreviations used in the system. Only terms that actually appear in the document should be included. Definitions should be written in the authors' own words whenever possible.

4. General Information

This section provides essential background information about the system, including a high-level system description, user roles and privileges, and points of contact.

4.1 System Overview

The system overview consists of two subsections: system description and system objectives. The system description provides a concise explanation of the system,

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including the problem it addresses and its intended users. The system objectives list the measurable goals of the project.

4.2 User Roles and Privileges

This section describes the different user roles within the system, along with their responsibilities, permissions, and accessible modules. The information should be summarized using a table for clarity.

4.3 Points of Contact

This section provides the developers' or support team's contact information. Where appropriate, institutional email addresses should be used. Social media details may be included if formally allowed.

5. System Environment

The system environment section highlights the technical details of the IoT device and its system requirements.

5.1 Technical specifications (if applicable)

This subsection outlines the technical components used in the system, such as sensors, controllers, equipment, frameworks, databases, and hosting platforms.

5.2 Hardware requirements

This subsection lists the minimum and recommended hardware requirements needed to run the system, including CPU, RAM, storage, and network specifications.

5.3 Software requirements

This subsection lists the required software, including operating systems, browsers, third-party libraries, and their corresponding versions.

6. Installation and Deployment

This section describes the procedures required to install and run the system for the first time. The instructions must be written in a step-by-step format and assume that the user has no development background.

6.1. System Configuration

This subsection explains the required configuration settings, such as environment variables, port numbers, database settings, and sensor calibration (if applicable).

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6.2. Downloading/Installing Instructions

This subsection provides step-by-step instructions for downloading the system, running the installer, and completing the setup process.

6.3. First-time setup

This subsection describes the initial system setup, including default credentials, initial data configuration, administrator account creation, and password updates.

7. User Interface Overview

This section introduces the system interface and explains how users navigate the platform.

7.1. Navigation structure

This subsection provides an overview of menus, dashboards, and modules using diagrams or screenshots.

7.2. Screen Description

This subsection presents screenshots of all major system screens and identifies key interface components. The purpose of each area must be clearly explained.

8. Functional Use

This section explains how the system functions in real usage scenarios. The content must be task-based rather than feature-based.

Each function must include:

- Function name
- Purpose
- Preconditions
- Step-by-step procedure
- Expected output
- Supporting screenshots

Suggested subsections include:

- User Registration and Login
- Administrator Module
- User Module

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- Report Generation Module
- Analytics and Advanced Features

9. Error handling and troubleshooting

This section identifies common system errors and provides solutions.

9.1 Common errors

Provide a table listing all error messages and their possible causes.

9.2 Solutions/workarounds

Describe how to resolve each error listed in subsection 9.1. Each solution must be explicit and actionable.

9.3 Known limitations

List known system limitations, such as missing features, performance constraints, and design restrictions.

10. Backup, Recovery, and Maintenance

This section explains to the user how to backup and restore the system if problems occur.

10.1 Backup procedure

Describe what data must be backed up, how often backups should occur, and where backups should be stored. Step-by-step procedures and screenshots must be included.

10.2 Restore procedures

This subsection provides a step-by-step procedure for the recovery process of the system.

10.3 Maintenance instructions

This subsection details the maintenance instructions to the users to keep the system running in good condition, including log clean-up, database optimization, and update process, if necessary.

11. Frequently Asked Questions (FAQ)

This section lists common user questions and concise answers. The questions must reflect real system behavior. Each answer must be clear and contain no more than five sentences.

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Part III. Rubrics for Grading the User Manual

The user manual shall be graded based on the promptness of submission, completeness of the documentation, effective use of screenshots and photo documentation, clarity and readability of the guides, accuracy and correctness of the content, and the aesthetics of the design. The following is the rubric for grading the user manual in detail.

Criteria	Rating				
	5 pts	4 pts	3 pts	2 pts	1 pt
Promptness of submission	The project team is able to submit their document requirements day(s) before the deadline.	The project team is able to submit their document requirements during the deadline.	The project team is able to submit their document requirements 1-2 weeks late.	The project team is able to submit their document requirements 3-5 weeks late.	The project team failed to submit their document requirements.
Completeness	Covers all the sections in the outline of topics with detailed instructions.	Includes most required sections with adequate details. Minor omissions.	Some sections are missing or incomplete, but the core content is present.	Several critical components are missing, making the manual difficult to use.	Majority of the components are missing or very minimal.
Screenshots and photo documentation	Includes clear, high-quality screenshots/diagrams for each key instruction, step-by-step guides, and detailed troubleshooting steps.	Screenshots are present but lack full coverage of some steps or features.	Some sections contain few or unclear screenshots, making instructions harder to follow.	Screenshots and illustrations are limited or unclear, reducing usability.	No screenshots, diagrams, or illustrations provided.
Clarity and Readability	Well-written, easy to understand, and concise. Uses clear, step-by-step instructions and avoids technical jargon.	Generally clear, but some sections could be more concise or better formatted.	Some unclear or ambiguous instructions due to vague wording.	Difficult to follow due to poor sentence structure, excessive jargon, or lack of detail.	Very hard to understand; lacks logical flow and clarity.
Accuracy and correctness	Instructions, troubleshooting steps, and system descriptions are 100% accurate, well-documented, and validated. No inconsistencies or errors.	Mostly correct, with minor errors or inconsistencies.	Some errors or inconsistencies present; needs verification and revision.	Several major inaccuracies that impact usability.	Highly inaccurate or unreliable, making the manual unusable.

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Information Design and Visual Presentation	Highly professional layout; consistent fonts, spacing, headings, color scheme, and well-integrated visuals. Enhances usability and readability.	Visually appealing with minor layout or consistency issues.	Acceptable design but lacks consistency or polish.	Poor layout; cluttered, inconsistent formatting, or weak visual hierarchy.	Very poor presentation; disorganized, unprofessional, and visually distracting.
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