

KB Article Template

Purpose

Use this template for every LinkUp knowledge base page. It keeps the public help simple while giving us a small implementation check under the same article.

Page template

Section	What to write
Title	Use a short task-based title, such as Buy a ticket or Confirm an offline reservation .
Public help	Explain the task in plain language for the reader. Use short steps and avoid developer wording.
Expected LinkUp behavior	State what the product should do when the feature works correctly.
Implementation status	Mark the feature as Implemented, Partial, Legacy Only, Missing, Planned, or Needs Verification.
Verification checklist	Add simple checks that prove the feature works in the web app, mobile app, admin panel, or scanner app.
Gaps / notes	Record anything unclear, risky, or different from the intended behavior.

Writing rules

- Write for one audience at a time.
- Use second person: “you”.
- Keep each step to one action.
- Use **bold** for buttons, screens, and fields.
- Use `[VERIFY: ...]` when a screen, button, or workflow has not been confirmed.
- Do not describe planned features as live features.

Implementation check table

Expected behavior	Status	Surface	Manual check
Every KB page includes public help and internal implementation notes.	Implemented	BookStack	Create or review a page and confirm both sections exist.
Unconfirmed UI is marked before publishing.	Implemented	Authoring process	Search the article for <code>[VERIFY:]</code> markers before release.

Gaps / notes

This is the first local standard. Update it after the first five to ten articles if the structure feels too heavy or too light.

Revision #1

Created 2026-05-25 15:09:01 UTC by Admin

Updated 2026-05-25 15:09:03 UTC by Admin