Company Name 5 for 1 Point of Sale Application
User Interface Style Guide (UI Style Guide)

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Document Information and Revision History

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1.0	10-17-02	David Sansone	
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Introduction to the Style Guide
This guide describes the design, layout, and style specifications used for the custom built user interfaces of the Company Name 5 for 1 POS application. The User Interface (UI) team recommends that all pages within the application conform to these style guide specifications to ensure design consistency.

The 5 For 1 application will comprise the following design components:
- A window based user interface that is richer and less cryptic than that provided by the GDSs.
- A "Profile" system that allows the Company Name application to be the authoritative source of customer, traveller and office data.
- A Fare Search Engine to ensure that travellers receive the lowest fares available.
- A Customer Telephony Interface that will queue calls to the Travel Counselors while simultaneously presenting pertinent data to that Travel Counselor.
- A PNR system that makes Company Name the owner of reservations data that it has captured during the reservation process.

There will be considerable changes that the travel counselors will need to adapt to:
- The forms based interface vs. standard GDS formats.
- All people who interact with the system (either as travellers, travel arrangers, etc.) will have unique identifiers, making positive identification possible.

Technical Standards
Technical standards adhered to within the POS application are standard "best-practices" for interfaces developed for a windows application. Additional feedback was garnered from the Company Name development team and incorporated into this section:

Viewing Assumptions

While designing the POS screens, the following assumptions were made with regard to the final viewing environment.

- Hardware/Screen: Standard 15 inch monitors or higher
- Minimum screen resolution: 800 x 600 pixels (Main window must fit 800 X 600 Window with no cropping and the fields on the window will not stretch to fit the screen if the window is opened beyond 800 X 600 Pixels)

Window Standards

- Pixel dimensions are to be included for each image.
- Form names will be based on form element names as defined in the data map. The developers will be providing this document to the UI team.
- Pop up windows will be used in the POS application, buttons and corresponding fields will be marked in the use case/message log.
- A tabular menu will be used to navigate between the various module/functions of the system. The width of the tabs will be proportionate to the number of tabs on the screen.
- There is one main template for the layout: The anticipated minimum page real estate for one non-scrolling screen, content and navigation (with the application's frame) is 790 X 570 pixels. The producer (Softphone) navigation measures 50 pixels down from the top of the windows screen. The user navigation measures 70 pixels across from the side of the application's screen. The content area will stretch vertically with increasing amounts of content. The side navigation will be retractable to allow the content area to stretch horizontally for maximum views. The status bar will always be appended 25 pixels below the end of the content area (see the following illustration).

Navigation ⟶
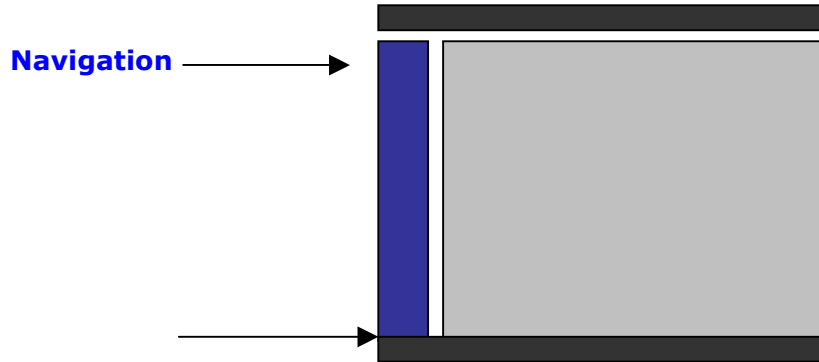
Content and Labeling

Button and Hyperlink Semantics
Listed below are standard button labeling and their appropriate use:

From the Itinerary options include:
    To conduct a search:
- Search Trip
- Search Air
- Search Car
- Search Hotel

    To display alternative search results:
- View Alternate Air
- View Alternate Car
- View Alternate Hotel

    To modify:
(Note when system saves the information to the session, the button will be name save instead of submit. Submit button will be used when the system writes to the GDS)
- Submit Car
- Submit Hotel
- Submit Meals
- Submit Frequent Flyer Numbers

    To add manual segments to the itinerary:
- Add Manual Air
- Add Manual Car
- Add Manual Hotel

    To update the itinerary in the GDS:
- Accept Trip

From Other Screens
    For Search and Select and Add Manual, to update the itinerary:
- Accept Air
- Accept Car
- Accept Hotel

    To update MIS Codes:
(Note when system saves the information to the session, the button name will be "save" in place of "submit")
- Submit MIS

To update changed items (modify, MIS, FF#, meals, etc.):

- Submit Car
- Submit Hotel
- Submit Air
- Submit Meals
- Submit Frequent Flyer Numbers

For All Screens (when applicable)

To accept messages (when applicable):

- OK
- Yes/No

To get out of a window or cancel working on a screen:

- Cancel

To clear all fields:

- Clear All

Abbreviations

Listed below are standard abbreviations used throughout the POS for field and Data labels and table titles:

- Year = Yr.
- Number = No.
- Extension = Ext.
- January = Jan
- February = Feb
- March = Mar
- April = Apr
- May = May
- June = Jun
- July = Jul
- August = Aug
- September = Sep
- October = Oct
- November = Nov
- December = Dec
- Monday = Mon
- Tuesday = Tues
- Wednesday = Wed
- Thursday = Thurs
- Friday = Fri

Capitalization

Standard capitalization rules are used for titles, headers, and buttons, for example, initial letter capitalization for the title, header, sub-header, and buttons. Articles and short prepositions are not to be capitalized.

Month fields for drop downs and tables are ALL 3 letter CAPS:

- January = JAN
- February = FEB
- March = MAR
- April = APR
- May = MAY
- June = JUN

- July = JUL
- August = AUG
- September = SEP
- October = OCT
- November = NOV
- December = DEC

The exception to this rule is the 'OK' button which will be ALL CAPS when used.

Formats

Listed below are standard formats and styles used throughout the POS tool:

- Date: DDMMMYYYY (ie. 26OCT2002) .
- Phone Numbers: Country Code – Phone Number (ie. 001-6021239877).
- Extensions for Business Phone Numbers: Country Code – Phone Number ext (ie. 001-6021239877 ext 1234).
- Calendar Control Popup will default with a one-month calendar highlighting the current date. Navigation arrows will be located at the top to scroll through the months.
- Time: Time formats are 24 hour-based limited to hours and minutes and am or pm indicator (i.e. 8:45pm).
- Dollar values: Include a decimal point with two spaces for cents. Use commas where applicable. (i.e. USD 500.00).
- Colons: Used after each data element label.
- *Email* should be the proper spelling, as opposed to E-mail or any other version.
- The exception is the Date stamp located on the frame of the application.
- The internationalized word "Traveller" will be used in place of "Traveler".

Visual Design Standards

Global Navigation

- The global navigation for the POS tool is located in the left side of the screen consistently throughout the application and is 130 pixels wide and is constructed with no graphical elements, such as gifs.
- The total width of the side navigation is 130 pixels with separate windows sitting inside.
- The predominant colors in the navigation are light blue (#C6DBEF), dark blue (#00659C) and yellow for the Go button (FFCF00).
- The menu will be a "Show and Hide" menu with a highlighted link for the User to click on to Show or Hide the menu in a vertical format.
- Each window within the side navigation will have a screen width of 117 pixels beveled.
- The total width of the bevel is 1 pixel.
- The navigational text links will have a square bullet next to each option with the text link underlined.
- Each window label will be positioned above the beveled window.
- The total space between each window will be 22 pixels high to accommodate the text label
- The *Itinerary* window will have a scroll bar for view multiple listed itineraries.
- The *Corporate Policy* window will not have a scroll bar but will be expandable depending on length summary text.
- The *Main Navigation* window will not have a scroll bar. (can be expanded vertically for future navigation items.
- The *Record Locator Number input box* will accommodate a 6 character Record Locator number for searching. Pressing the Go button will begin the search.

Navigation screenshot
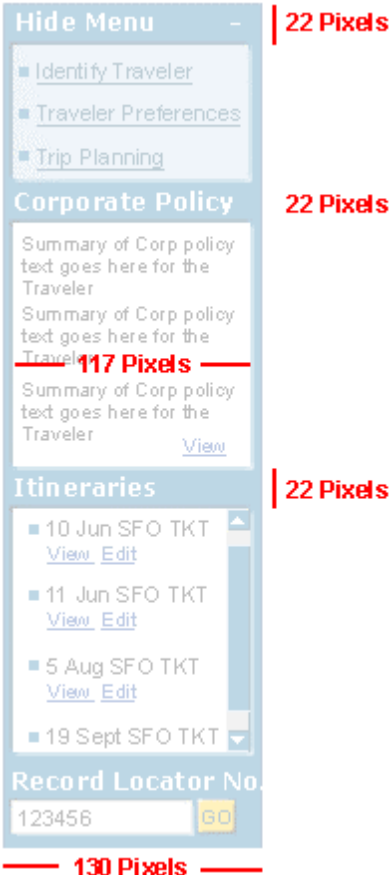
Navigation screenshot Global Nav window

Navigation screenshot Corporate Policy window

Navigation screenshot Itineraries window

Navigation screenshot Itineraries window

Universal Navigation

- The top Universal navigation will have a total width of 790 pixels and a height of 38 pixels.
- This area will contain Help and Logout links. (The help option will be disabled for release one)
- The predominant color used will be a gradient of dark blue (#00659C) and light blue (C6DBEF)
- This area will contain the branding (ie. Logo graphic) and the Title label for the screens.
- This area can also support and future global navigation.

Screen Size and Layout

- The total screen width for the POS application is 800 pixels in full screen mode.
- The application sits within a frame size that is 5 pixels wide on either side and 20 pixels high at the top and 23 pixels high (status bar) along the bottom.
- The Name of the application, date, full screen, close application and minimize icons all sit within the 20 pixel beveled frame.
- The predominant color of the application's frame is blue (#003C73).

- The page real-estate (main content area) will be 635 pixels wide with the navigation bar showing. Without the Navigation bar the page real-estate (main content area will be 765 pixels wide).
- The gutter on either side of the main content area will be 2pixels on the left and 5 pixels on the right.

Full size application window 800 px w

Left Gutter 2 px w

Frame (standard windows height)

Right Gutter 5 px w

Frame 5 px w

Status bar 23 px h

Colors

Palette

The color palette is basically made up of twelve colors, which are in the color chart below. These colors should be viewed in digital form for true representation (once printed, even in color, they may look significantly different). The six alphanumeric codes represent the HEX values for the specific color. The HEX codes are to be used when applying the color scheme of the POS application.

Dark Blue: 10497B

Faded Blue: C6DBEF

Light Blue: 63CFFF

Yellow: FFCF63

Orange: FF9A31

Green: 31CF9C

Medium Blue: 00659C

Khaki Green: CECF9C

Red: FF0000

Light Gray: C6C3C6

Dark Gray: 9C9A9C

Black: 000000
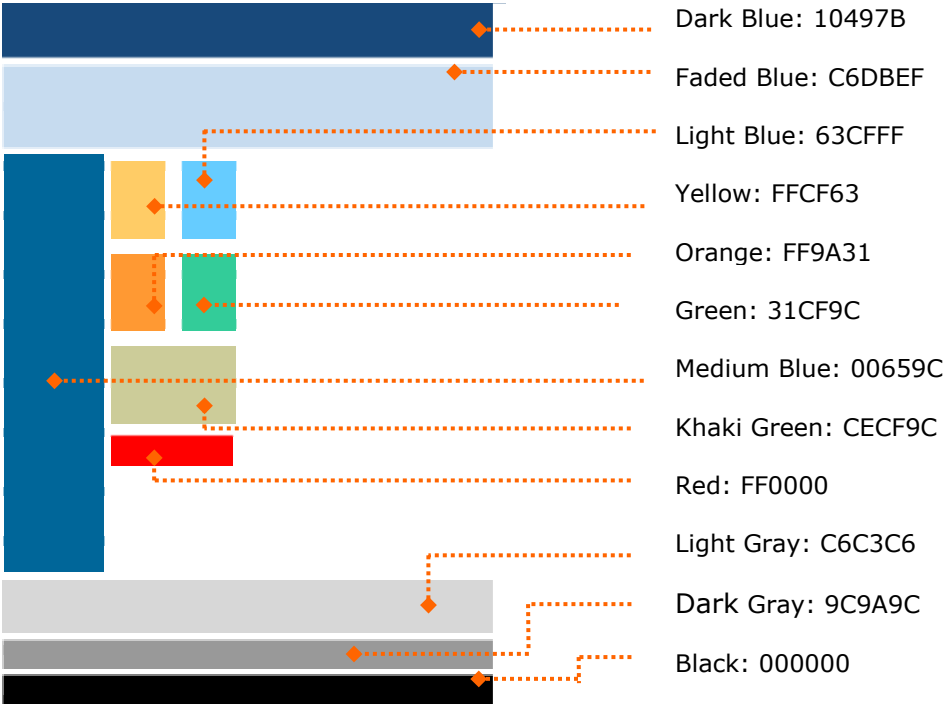
Color Usage

The following colors are to be used in their designated location.

Color	Elements Used In	Additional Usage
Dark Blue: 10497B	Main POS application beveled frame Tables	• Button text • Tab text • Navigation links
Yellow: FFCC33	Itinerary Tab Rollover	• Go Button
Light Blue: 63CFFF	Air Tab Rollover	
Orange: FF9A31	Car Tab Rollover	
Green: 31CF9C	Hotel Tab Rollover	
Khaki: CECF9C	Store Fare Tab Rollover	
Faded Blue: C6DBEF	Ticketing Tab Rollover	• Window background color for Main Global Navigation • Buttons • End of Gradient in top Universal Navigation area
Medium Blue: 00659C	Background color for side panel in global navigation area	• Buttons • Links • Bullets in side navigation • Start of Gradient in top Universal navigation area
Light Gray: 6C63C6	Background color for tables	• Text in disabled tabs
Dark Gray: 9C9A9C	Tab colors when not active	
Black: 000000	All content area text	
White: FFFFFF	Background color of main content area	• Background color of Corporate Policy window • Background color of Itineraries window • Background color of all input fields/boxes • Text labels for buttons and tabs.
Red: FF0000	Status messages within the POS application	

Fonts

Arial and Verdana are the only Windows-based text font used in the POS tool. The table below contains a list of the elements and their point sizes.

Elements	Font	Size	Color
Page Titles	Arial	20 bold	White FFFFFF
Page Titles sub header	Arial	16 bold	White FFFFFF
Field Labels	Arial	11 bold	Black 000000
Table titles	Arial	11 bold	Black 000000
Table headers (inside blue bkgrn)	Arial	11 bold	White FFFFFF
Body	Arial	11	Black 000000
Data	Arial	11	Black 000000
Global Navigation links	Arial	11	Med Blue 00659C
Error Messages	Arial	11	Red
Universal Navigation (help, logout)	Arial	11	Faded Blue C6DBEF
Application Title	Arial	11 bold	Faded Blue C6DBEF
Date in Application Title bar	Arial	10	Faded Blue C6DBEF
Client identification text	Arial	11	White FFFFFF
Travel Arranger Text	Arial	11	White FFFFFF
Side Navigation title labels (ie. Corporate Policy, Itineraries…)	Verdana	12 bold	White FFFFFF
Corporate Policy window text	Arial	10	Black 000000
Itineraries window text	Arial	11	Black 000000
Record Locator Number	Arial	10	Black 000000
Button label text (submit function)	Arial	12	Dark Blue 9C9A9C
Button label text (Cancel function)	Arial	12	White FFFFFF
All underlined links	Arial	11	Med Blue 00659C
Menu Options in the Tab Menu	Arial	11	Black 000000

Buttons and Links

- All "submit/search data" function buttons will have a blue background (#00659C) with white text (#FFFFFF)

- All "cancel/refresh data" function buttons will have a light blue background (#C6DBEF) and blue text (#003366)

- All links pertaining to a specific table or segment within the application will be blue (#00309C) with an underline, indicating it is a clickable link.

- All links pertaining to screen flow (ie. Previous and Next) within the application will be blue with an underline indicating it is a clickable link.

Button and Link Placement

Data input navigation buttons such as "Add Air, Search Trip, Store Fare," etc. and general-functional buttons such as "Cancel, Refresh," etc. should be placed at the bottom and to the right portion of the screen, in one row. This should be consistent throughout the application.

Buttons or links highly specific to individual data elements, an individual screen, or a process, should be positioned in an order that is consistent with the users decision-making flow through that screen. If there were a button entitled "Previous," for example, it should be placed towards the bottom and to the left of the data to which it refers, if the user reviews the data first and then presses the button. The same button might be place above and to the left of the data to which it refers if the user must press the button to retrieve the data and then review it.

To that extent, when a button is used for canceling, refreshing or any other form of disaffirmation, it should be placed to the right of its grouping (screen flow navigation or functional). Buttons to be used for saving, submitting or any other affirmation, should be placed to the left of its button grouping.

Tables

Tables with headers or labels will have a dark blue background (#18497B) with white text. The table body will have a light gray background (#D6D7D6) with a white keyline vertically separating the lines of data (where applicable).

Table widths and height will expand with the varying amounts of data and with the side global navigation expanded or retracted.

Air Option	View Alternate Air									☐ Remove	confirmed
$599.99	**Newark (EWR) to Phoenix (PHX)**				**Score: 100%**						**Sat Oct 26**
Airline	**Class**	**From**	**To**	**Depart**	**Arrive**	**Stops**	**Equipment**	**Meal**	**On Time %**	**Loc No.**	
AA690	Y	EWR	PHX	6:45pm	10:20pm	0	737	D	80	123456	
Air Frequent Flyer No: AA9984		Seat 15C									

Text Input Fields

- For text input fields, all labels must be black (#000000) bold typeface. Additionally, each field must be separated by 10 pixels and the text in those fields must be black. The font style used within the text input box is a Windows system font (Arial 9pt).
- All text input fields should align left vertically with the corresponding labels to the left.
- The text for the input field labels should be left aligned.
- For text input fields where a set character length is needed that field should contain in the backend the exact number of characters for verification.