**User Interface Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Report Details | | | | |
| Item | Checklist | Yes | No | N/A |
| Menu Bars | Is the label(s) meaningful? |  |  |  |
|  | Does the label describe the associated functions being performed? |  |  |  |
|  | Are labels ordered by frequency of use and/or importance? |  |  |  |
| Buttons | Do buttons describe the appropriate action? |  |  |  |
|  | Are labels consistent from one page/screen to another? |  |  |  |
|  | Is the button’s position consistent? |  |  |  |
|  | Are button sizes consistent? |  |  |  |
| Toolbars | Are the toolbars consistent across the site? |  |  |  |
|  | Do icons intuitively represent their associated function? |  |  |  |
|  | Are tool tips & text available to assist the user? |  |  |  |
| Check Boxes | Do check boxes have descriptive labels? |  |  |  |
|  | Are check boxes used only for functions with multiple options? |  |  |  |
|  | Are ‘radio’ buttons used for On/Off functions? |  |  |  |
| Color | Does the contract in colors help reduce eye-strain? |  |  |  |
|  | Is the combination of red and green minimized to avoid color blindness? |  |  |  |
|  | Is there appropriate use of color for attracting attention? |  |  |  |
|  | Are the colors appealing? |  |  |  |
|  | Are colors used consistently, e.g., blue for hyperlinks? |  |  |  |
| Form Labels | Are the field length’s sufficient to accommodate different screen resolutions? |  |  |  |
| Text Fields | Does the length of input text field’s match their database storage size? |  |  |  |
| Messages | Are error messages consistent? |  |  |  |
|  | Are error messages meaningful? |  |  |  |
|  | Do error messages contain non-technical information? |  |  |  |
|  | Do informational messages interfere with the user's interaction? |  |  |  |
| Page Design | Are graphics and text cluttered? |  |  |  |
|  | Is the page layout logical or do you have to search for common functions? |  |  |  |
|  | Is the text easy to read? |  |  |  |
|  | Are paragraphs written in chunks rather than large blocks? |  |  |  |
| Fonts | Are custom fonts used instead of default fonts? |  |  |  |
|  | Are custom fonts available dynamically through the application? |  |  |  |
| Navigation | Is the site easy to navigate? |  |  |  |
|  | Are 'clickable' items obvious? |  |  |  |
|  | Does the navigation identify where each button/link takes you? |  |  |  |
|  | Is key content easily accessed? |  |  |  |
|  | Do all links go to the correct pages? |  |  |  |
|  | Can visitors distinguish between visited and un-visited pages? |  |  |  |
|  | Is the navigation consistent? |  |  |  |
|  | Is Help documentation available and correct? |  |  |  |
|  | Is there a Site Map? |  |  |  |
| Security | Is the site secure? |  |  |  |
| Response Time | Does the page download in less than 5 seconds? |  |  |  |
|  | Are request processes in less than 2 seconds? |  |  |  |