**User Interface Checklist**

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| --- |
| 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? | [ ]  | [ ]  | [ ]  |