**In-house Heuristics:**

**Visibility of the dashboard system – the current and future status of page updates:**

The user interface should keep users informed about the current status of the dashboard through appropriate and timely feedback, for example, when a data visualisation is loading or updating next.

* Does every page and data module have a title or header that accurately describes the content?
* Is there a clear and consistent indicator design being applied on each page?
* Do you get visual feedback in menus about which choices are selectable?
* Do you know your current location on the site?
* Is the terminology used to describe your location on the site consistent?
* Does the system visually provide you with information relating to the age of the data being displayed?

**Matching real-world terminology:**

The dashboard should use consistent terminology, using familiar words, phrases and concepts, rather than unsystematic or overly complex information, and use logical ordering throughout.

* Are icons familiar and representative of content?
* Are the section titles descriptive and logically arranged?
* Do colour codes follow accessibility guidelines?
* Are concepts and the phrases used to describe them familiar and conventional?

**Navigation and control error correction:**

When the user makes a mistake, the dashboard should facilitate functions to correct actions without having to go through extended efforts or distress and support undo / redo wherever possible.

* Is there a clear “bread-crumb” trail of pages visited or visible secondary navigation scheme?
* Are all pages accessible from your current location?
* Can you easily revisit a specific page?
* How easy is it to return to the homepage?

**Consistency and standardisation of conventions:**

There should be no ambiguity in the meaning of menu items or controls in different situations; all actions and meaning should remain the same throughout.

* Are pages following a consistent layout and familiar format?
* Does each page have a clear title and meaning?
* Are the colours applied in the theme contrasted for visual clarity?
* Is the text correctly spelled and is grammatic form followed consistently?
* Are all menu choices presented vertically?

**Recognition before recall:**

The dashboard should reduce the user’s memory load by making all menu items, actions, and option visible upon selection.

* Is the information you are presented with placed where you can read it?
* Does each data module have a title?
* Is blank space used effectively to lead your eye to the next point of interest?
* Have all data themes been grouped logically together?
* Are page sections correctly delineated?
* Are selectable items correctly coloured?
* Are menu icons consistent and representative?

**Efficient use:**

The dashboard menu should provide advanced users with “accelerators” to speed-up interactions with experts. This will facilitate frequent visitor actions. These options can be hidden from novices, but not buried.

* Is navigation between pages easy?
* Can you select menu items with your cursor without difficulty?
* Are all menu items easy to find?
* Are all procedures similar across all pages?

**Informative by design:**

Consistency and relevance in the use of visualisations, dialogues, and interactions; providing users with transparency of use.

* Is the data you are viewing simple enough to understand?
* Are different sections distinguished effectively by page objects, large fonts, and blank spaces?
* Are sections labelled correctly with brief, familiar, and descriptive text?
* Do you think all pages are well designed?
* Are symbols appropriate to the design used?

**Assist the user:**

All input responses that are made in error should be highlighted in such a way to help the user recognise, diagnose, and recover. This should be done in plain language that precisely indicates the problem and gives constructive feedback.

* Are there any unnecessary elements on the screen?
* Do you know which page elements are “clickable”?
* Are all data modules clear and visible?
* Is the data presented in a simple and explorable format?

**Extras:**

**Help, training, and documentation:**

The dashboard should innately facilitate exploration. However, it is also necessary to provide help, training, and the relevant documentation for all advanced options. This should be easy to find, be task driven, procedurally constructed, and not be too verbose.

* *\*NOTE\*: We don’t have any materials to provide “help” for the user yet.*

**Error prevention:**

The dashboard should actively prevent user errors by eliminating error-prone conditions and seek user confirmation before committing to certain actions.

* *\*NOTE\*: We are using constrained user input throughout most of the dashboard, error prevention might only be helpful when creating or using tools; we need to ensure that the constrained choices we currently offer cover all possible scenarios.*