# CitiControls Visual Design Guidelines

Version 2.2 | Sep 15, 2017







Version	Date	Notes
V1.0	Jun 13, 2017	The first CitiControls style guide, based on CitiInsight style. It includes guidelines for the following components.  1. Navigation and Tabs  2. Form Components  3. KPIs  4. Panels  5. Data Grid  6. Charts
V2.0	Jun 30, 2017	IMPROVEMENTS:  1. Document architecture improved to accommodate detailed information.  2. Components annotations made CSS friendly. In some cases it can be directly pasted into the CSS file.  3. Copy of the document reviewed and simplified.  4. Colors used in the components now more compliant with Citi Approved web colors.  5. Accent Colors now includes more Citi approved colors.  6. Colors suggested in the Charts sections removed, and Accent Colors are now promoted to be used for Charts.  7. Citi Header and Tab Navigation separated as different components, providing the ability to work independently.  8. Form Components sections has been renamed to Form Elements. It now supports 5 different states of 11 components.  9. Data grid has been improved to support various types of information including Text, Numeric Value, Colored Value, Hyperlink, Date, input Fields, Actions, Grid Header and Grid Footer.  10. KPIs has been renamed to Scorecards. The specs have been tweaked to allow data intensive dashboards to accommodate adequate information.  ADDITIONS:  1. Revision History  2. Left navigation: This is included to replace the Left Nav from ETS-UX Standards.  3. Modal Windows  4. Data Grid Elements: These elements are to be used inside a Data Grid.  5. Multi Select 1  6. Multi Select 2
V2.1	Jul 25, 2017	IMPROVEMENTS: 1. Bug Fixes  ADDITIONS: 1. Toggle 2. Progress Tracker 3. Record Viewer

### **Revision History**

Version	Date	Notes
V2.2	Sep 15, 2017	IMPROVEMENTS: 1. Bug Fixes
		ADDITIONS:  1. Accordions for Panels 2. New Command Bar 2 3. Iconography 4. All New Icons Library

### **Table of Contents**





### CitiControls Introduction

1.1 Introduction

### 2.0 General Aspects

- 2.1 Resolution & Layout
- 2.2 Typography
- 2.3 Color Palette
- 2.4 Accent Colors
- 2.5 Iconography

### **UI Components**

- 3.1 Citi Header
- 3.2 Left Navigation
- 3.3 Tab Navigation
- 3.4 Command Bar 1
- 3.5 Command Bar 2
- 3.6 Panels
- 3.7 Modal Windows
- 3.8 Form Elements
- 3.9 Data Grid
- 3.10 Data Grid Elements
- 3.11 Toggle
- 3.12 Multi Select 1
- 3.13 Multi Select 2 3.14 Progress Tracker
- 3.15 Scorecards
- 3.16 Record Viewer
- 3.17 Charts

### 4.0 Sample Layouts

4.1 Metrics Inventory

### Introduction

### CitiControls

CitiControls is an end to end single integrated solution to support strong internal risk control processes & management for the Citi franchise globally in support of the 3 lines of defense.

As the Citi Controls team grows it will become increasingly important to maintain a consistent style and visual language across all areas of the product. To do this we have built the following style guide to document reusable components for faster product development.

### Purpose

This set of guidelines outlines the basic principles, user experience, and visual components for Citi Controls Responsive Web Application.

This document is a living document that will be updated and extended regularly.







CitiControls

# General Aspects

- **Resolution & Layout** 2.1
- Typography 2.2
- 2.3 **Color Palette**
- 2.4 **Accent Colors**
- Iconography 2.5

### Resolution & Layout



#### Visual Design Guidelines | CitiControls | citi

### **Typography**

Arial is the official secondary font according to the Citi Branding Guidelines and also a web-safe typeface. CitiControls should be limited to regular and bold fonts.

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

**Arial Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ** abcdefghijklmnopqrstuvwxyz 0123456789

#### Visual Design Guidelines | CitiControls | citi

### Color Palette

Color name	RGB	HEX	Web Usage
Citi Red	255 0 0	FF0000	Logo Only
Citi Blue	0 45 114	002D72	Headlines, Content Headings
Ocean	0 140 230	008CE6	Link Hover States
Cyan	0 189 242	00BDF2	Primary Nav Band, Active Links, Overlay Call-out Text, Type Rollover
Dark Gray	83 86 90	53565A	Body Copy, Left Nav Text, Nav Band Activated Links for Private Bank Only
Light Gray	151 153 155	97999B	Tertiary Elements
Function Gray	204 204 204	cccccc	Various Functional Elements
Background Gray	151 153 155	EEEEEE	Left Nav Highlight and Other Subtle Backgrounds
White	255 255 255	FFFFFF	Primary Nav Links, Backgrounds, Text, links or buttons over images
Fuschia	198 0 126	C6007E	Accent Color, Charts and Graphs
Plum	137 12 88	890C58	Accent Color, Charts and Graphs
Lavender	160 94 181	AO5Eb5	Accent Color, Charts and Graphs
Purple	107 48 119	6B3077	Accent Color, Charts and Graphs
Aqua	0 176 185	00B0B9	Accent Color, Charts and Graphs
Teal	0 115 119	007377	Accent Color, Charts and Graphs
Green	132 189 0	84BD00	Accent Color, Charts and Graphs
Forest	0 132 61	00843D	Accent Color, Charts and Graphs
Lime	196 214 0	C4D600	Accent Color, Charts and Graphs
Olive	148 147 0	949300	Accent Color, Charts and Graphs
Yellow	255 205 0	FFCD00	Accent Color, Charts and Graphs
Goldenrod	201 151 0	C99700	Accent Color, Charts and Graphs
Tangerine	237 139 0	ED8B00	Accent Color, Charts and Graphs
Burnt Orange	203 96 21	CB6015	Accent Color, Charts and Graphs

### **Main Colors**

Colors for Citi's websites are used to reinforce the corporate brand and frame in rich, full-color photography. These are the main colors for digital elements of all Citi sites.

Citi Blue	Cyan	Ocean	Dark Gray		Background Gray

### The Blue Wave



This element is one of the most common elements used throughout Citi's brand. There are four colors that create this gradient and we've depicted them above.

#### **RAG Colors**





### **Accent Colors**

Accent colors add energy and vibrancy to our palette. Accent colors may be tinted for use in delineating data within charts and graphs for illustration purposes.

<b>Citi Blue</b> #002d72	100%	Ocean Blue #008ce6	100%	Cyan Blue #00bdf2	100%						
#4c6c9c	70%	#4caeed	70%	#4dd1f6	70%						
#99abc7	40%	#99d1f5	40%	#99e5fa	40%						
#ccd5e3	20%	#cce8fa	20%	#ccf2fc	20%						
Dark Grey #53565a	100%	Light Grey #97999b	100%	Function Gre	ey 100%	Background #eeeeee	Grey 100%	White #ffffff	100%		
#86888b	70%	#b6b8b9	70%	#dbdbdb	70%	#f3f3f3	70%				
#babbbd	40%	#d5d6d7	40%	#ebebeb	40%	#f8f8f8	40%				
#ddddde	20%	#eaebeb	20%	#f5f5f5	20%	#fcfcfc	20%				
Tangerine #ed8b00	100%	Burnt Orange #cb6015	100%	<b>Aqua</b> #00b0b9	100%	Fuschia #c6007e	100%	Plum #890c58	100%	Lavendar #a05eb5	100%
#f2ae4c	70%	#db905b	70%	#4cc8ce	70%	#d74ca4	70%	#ac548a	70%	#bc8ecb	70%
#f8d199	40%	#eabfa1	40%	#99dfe3	40%	#e899cb	40%	#d09ebc	40%	#d9bfe1	40%
#fbe8cc	20%	#f5dfd0	20%	#cceff1	20%	#f4cce5	20%	#e7cede	20%	#ecdff0	20%
Purple #6b3077	100%	Teal #007377	100%	Green #84bd00	100%	Forest #00843d	100%	Lime #c4d600	100%	Olive #949300	100%
#976ea0	70%	#4c9da0	70%	#a9d14c	70%	#4ca977	70%	#d6e24c	70%	#b4b34c	70%
#c4acc9	40%	#99c7c9	40%	#cee599	40%	#99ceb1	40%	#e7ef99	40%	#d4d499	40%
#e1d6e4	20%	#cce3e4	20%	#e6f2cc	20%	#cce6d8	20%	#f3f7cc	20%	#eae9cc	20%
Yellow #ffcd00	100%	Goldenrod #c99700	100%	PB Black #231f20	100%	Citi Thankyo #ff6600	ou Orange 100%	Dark Orange #ff2900	100%	Dark Gold #7f5920	100%
#ffdc4c	70%	#d9b64c	70%	#656262	70%	#ff944c	70%	#ff694c	70%	#a58a62	70%
#ffeb99	40%	#e9d599	40%	#a7a5a6	40%	#ffc299	40%	#ffa999	40%	#cab68b	40%
#fff5cc	20%	#f4eacc	20%	#a7a5a6	20%	#ffe0cc	20%	#ffd4cc	20%	#e5ded2	20%
Citi Gold		Red									
#b4975a	100%	#e54343	100%								
	100% 70%	#e54343 #ed7b7b	100% 70%								
#b4975a											

### Iconography

CitiConrols style guide offers a library of icons that can be used for most actions across the functions in CitiControls. You can find IconsLibrary.zip in our collaborate page. If a needed icon is not available in the library, it can be created using following guidelines.

### Consistency

Keep your icons consistent. Whether you use only custom icons or mix custom and standard icons, all icons in your app should be the same in terms of styling, detail, optical weight, stroke weight, position, and perspective.

### Legibility

Make sure icons are legible. Coordinate the weight of custom icons with standard icons.

#### **Format**

CitiControls Style Guide encourages to use .svg in the apps to have clarity and scalability.

























## 3.0 UI Components

- 3.1 Citi Header
- 3.2 Left Navigation
- 3.3 Tab Navigation
- 3.4 Command Bar 1
- 3.5 Command Bar 2
- 3.6 Panels
- 3.7 Modal Windows
- 3.8 Form Elements
- 3.9 Data Grid
- 3.10 Data Grid Elements
- 3.11 Toggle
- 3.12 Multi Select 1
- 3.13 Multi Select 2
- 3.14 Progress Tracker
- 3.15 Scorecards
- 3.16 Record Viewer
- 3.17 Charts

### Citi Header

The application home page is used to hold multiple applications, and provide a framework for performing functions within that app.

#### A. Blue Wave Band

This includes the application name / logo and the Citi logo. Nothing else should go in this area.

Height: 46px

Gradient: #00bdf2 to #004785

### **B. Primary Navigation Band**

Used for navigation across various functions in CitiControls.

Height: 32px Color: #00bdf2

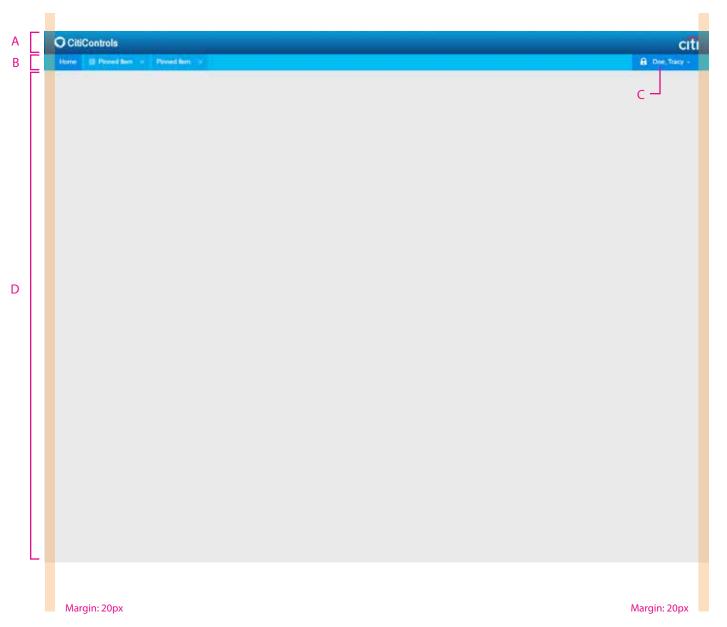
#### C. User Information

This is used to display name of the current logged-in user. The dropdown has a link to logout.

#### D. Content Area

All interactions happen here. Pages can be built using CitiControls UI components, which are covered in this document.

Background: #dde4e9



### Visual Design Guidelines | CitiControls | citi





### Left Navigation

This is used to navigate inside an active CitiControls Functon.

Note: When Left and Tab Navigation coexist, Left Nav becomes the master of Tab Nav.

#### A. Placeholder

Width: 380px Min-height: 500px Max Height: 800px Bg-color: #ffffff Border-radius: 4px

Box-shadow: 0px 3px 7px 0px, #97999b

#### B. Header (optional)

Height: 70px Bq-color: #ffffff Padding: 20px

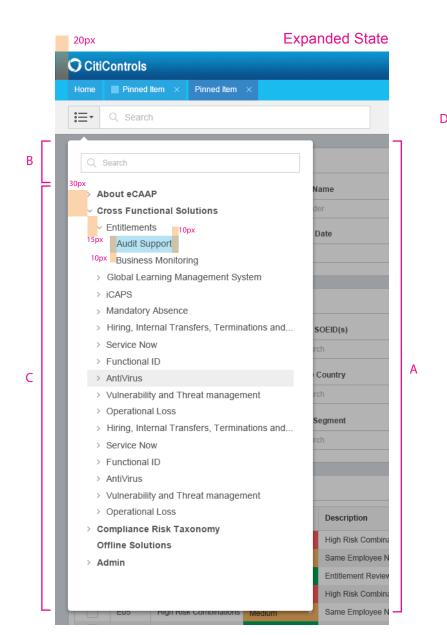
### C. Body

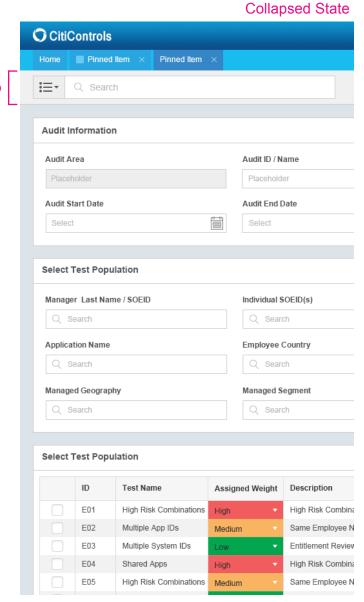
Padding-left: 30px Padding-right: 30px Padding-bottom: 30px Padding-top: 0px Row height: 26px Active item bg color: #b2ebfb Hover bg color: #ccccc

### D. Expand Button

Width: 50px Height: 36px Bg-color: #eeeeee Border: #ccccc

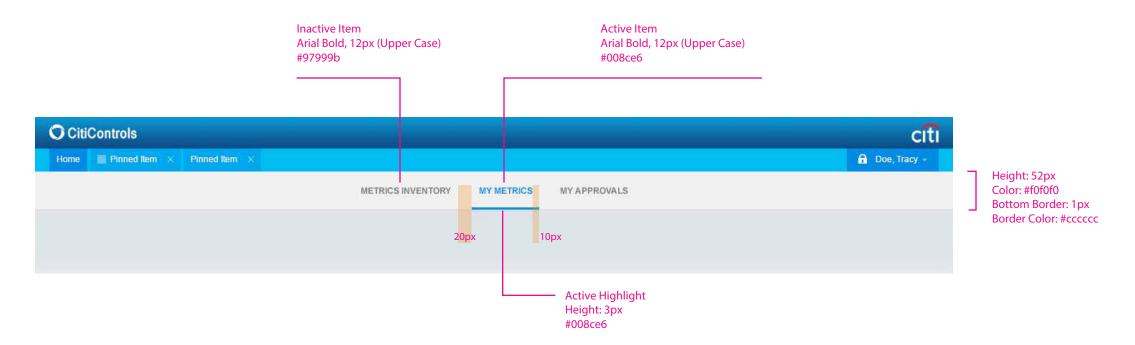
Icon size: 30 x 16px, #53565a



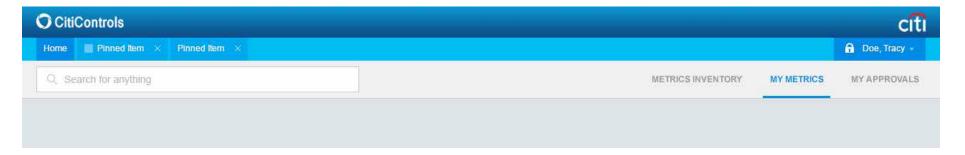


### Tab Navigation

This is used to navigate inside an active CitiControls resourse. Note: When there is no Left Nav, Tab Nav becomes the primary navigation.



The secondary navigation bar can also include Form Elements such as buttons, search box, etc. to support the requred functionality. Example Bellow

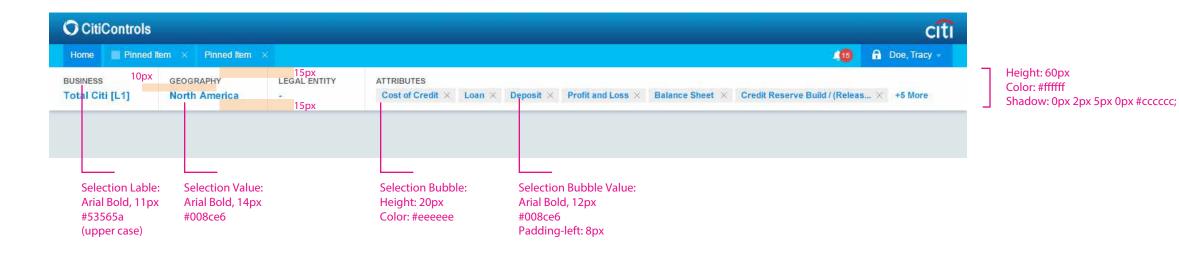


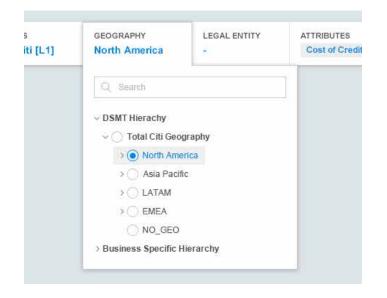




### **Command Bar 1**

Command-Bar provides users with easy access to commands or options that are specific to the user's context for the particular screen /Function. Selections and Quick Actions can be provided here.



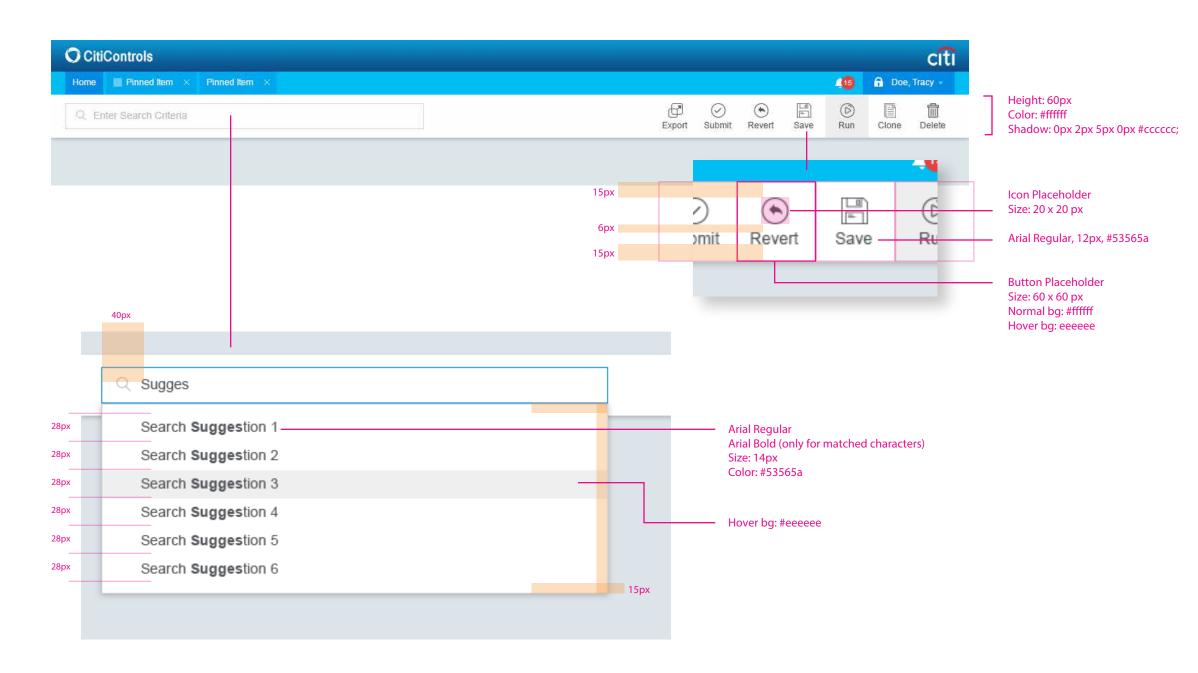




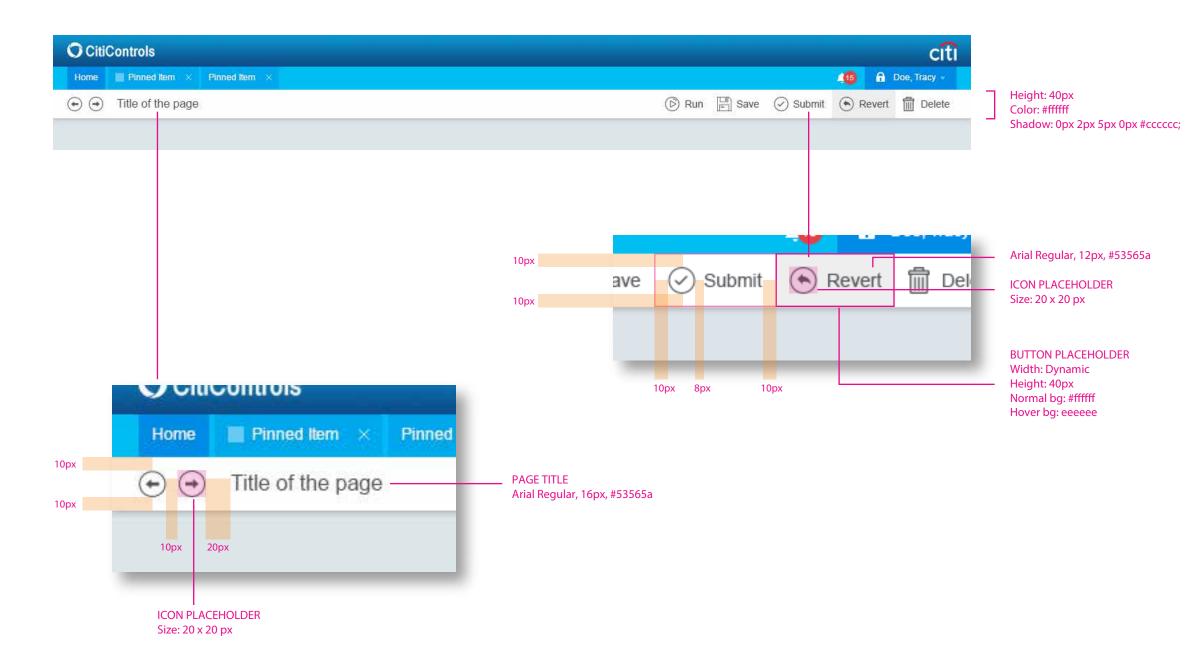
Selection Pop-over Width: Dynamic Color: #ffffff

Shadow: 0px 2px 5px 0px #ccccc;

### Command Bar 1



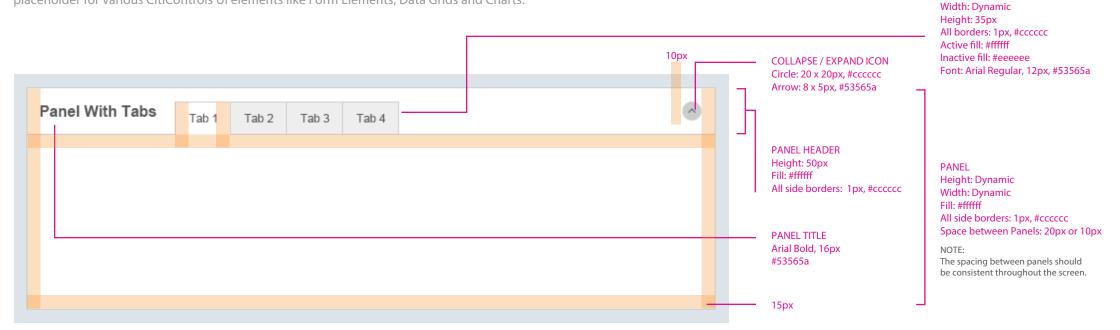
### Command Bar 2



**TABS** 

### **UI** Components **Panels**

Panels are the fundamental building blocks of CitiControls web UI guidelines. Panels serve as a placeholder for various CitiControls UI elements like Form Elements, Data Grids and Charts.



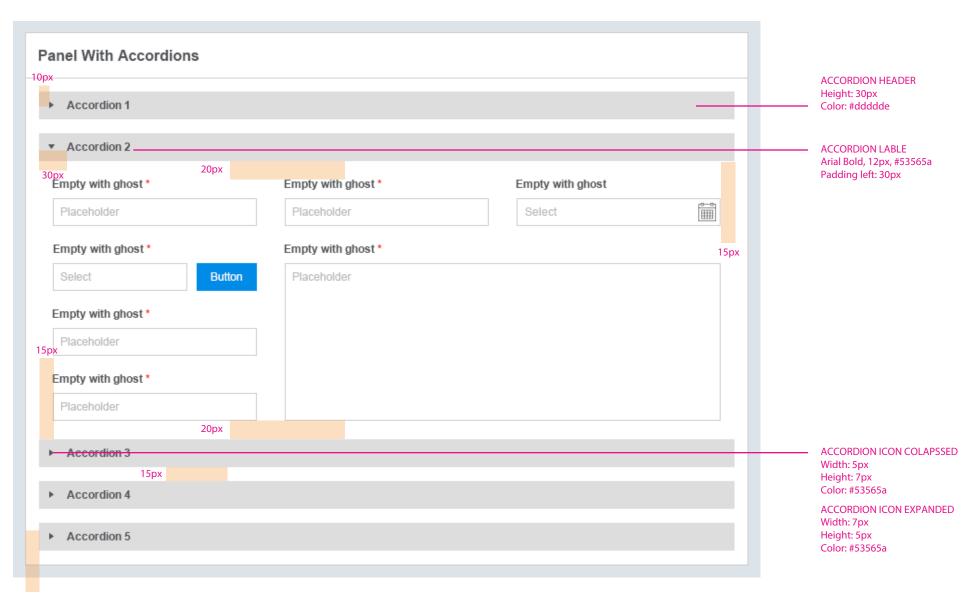


Panel headers can be colored in the following conditions using mentioned colors.

- 1. To represent priority.
- 2. To represent health.
- 3. To visually categorize

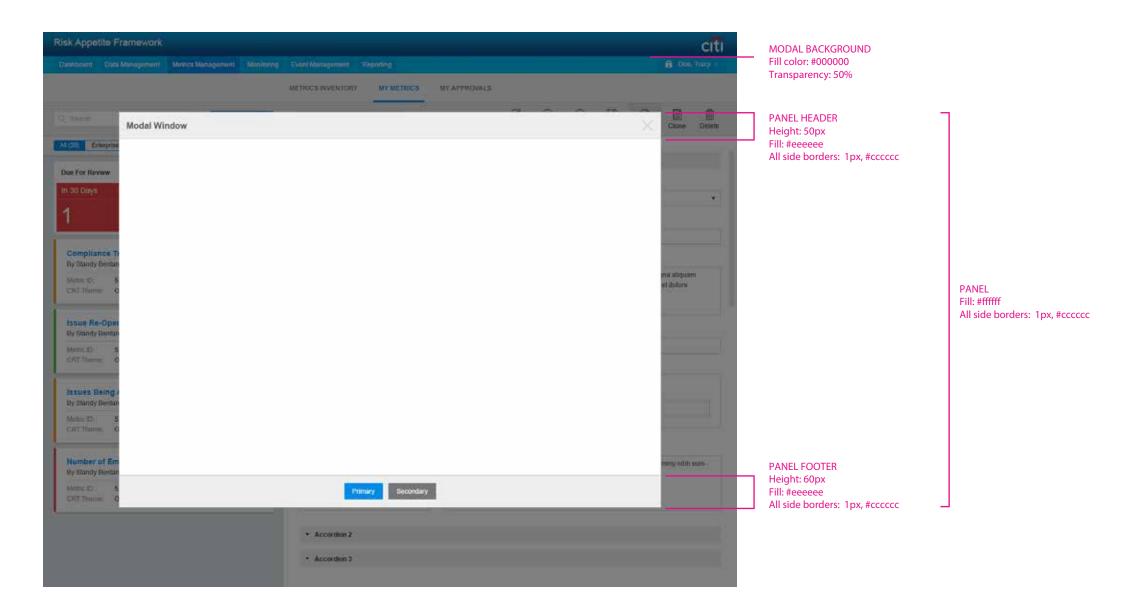
#ffffff	#eeeeee	#008ce6	#00bdf2	84bd00	#ed8b00	#e54343
(default)						

### Panels



### **Modal Windows**

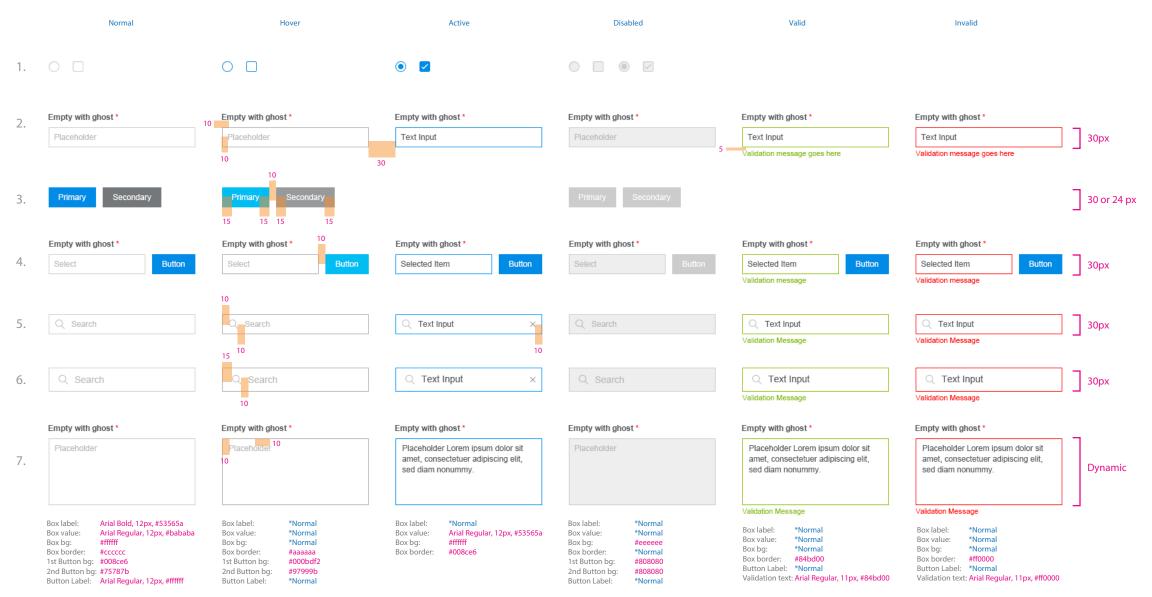
Modal Windows provide details about dialog / alert / task listed that communicates information to the user and prompts them for a response. Note: Never open more than one modal window at once.



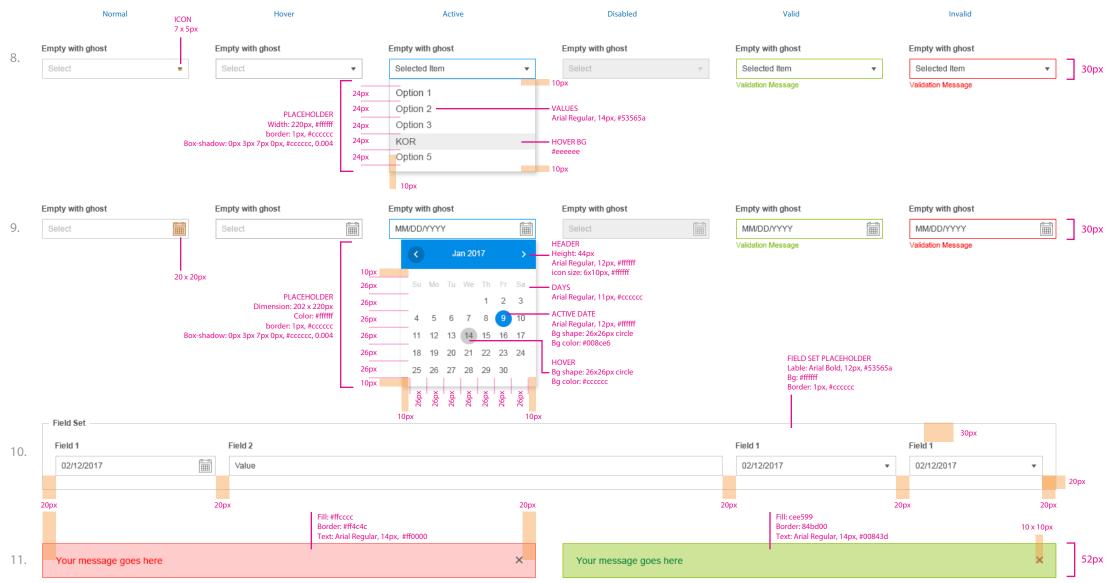


### Form Elements

Form Elements allows user to provide or to enter data and to submit such data for certain action. Each Form entry must have a label and an input field. Such Form entry fields can be arranged in columnar layout, accordion layout, progress tracker layout, or any combination of such.



### Form Elements



Rule: The validation message always appears at the bottom of the screen with a 50px bottom padding. It can also have a 5 seconds delayed fade out.

### **Data Grid**

A data grid should / could consist of the following.

#### A. Grid Placeholder

This is the placeholder for the entire grid. Height: Dynamic Width: Dynamic All-borders: 1px, #ccccc Position from Panel: 15px All Sides

#### B. Grid Header (optional)

This area can have Title, Description, Searchbox, Quick Filters and Action Icons. Height: 40px

bg color: #eeeeee

Border-bottom: 1px, #ccccc

#### C. Column Headers

This area should host the column names. Column names can be stacked to a maximum of 3 levels. Height: 44px

bg color: #eeeeee

Border-bottom: 1px, #ccccc

#### D. Column Filters (optional)

This area provides column filtering capabilities in the form of Dropdowns and Search Boxes. Height: 28px

bg color: #eeeeee

Border-bottom: 1px, #ccccc

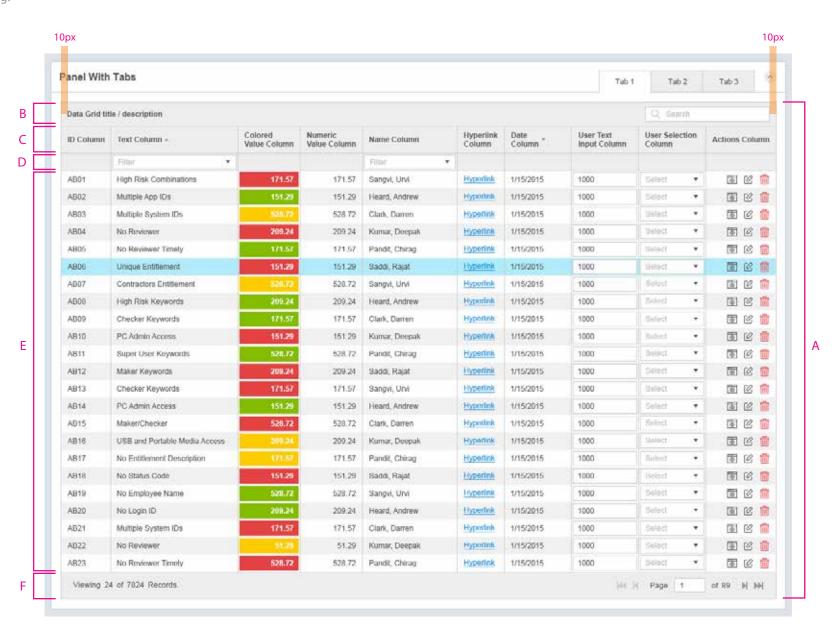
#### E. Grid Rows

Rows of the grid carry the primary information. Alternating colors are used to improve usability. Row-height: 28px Odd rows bg: #ffffff Even rows bg: #f1f1f1

Row hover or active: #b2ebfb

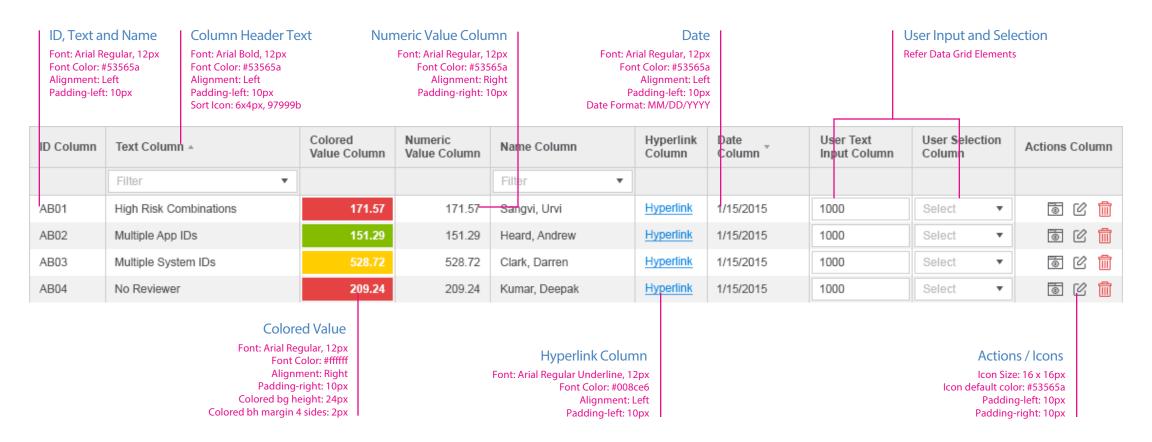
#### F. Grid Footer (optional)

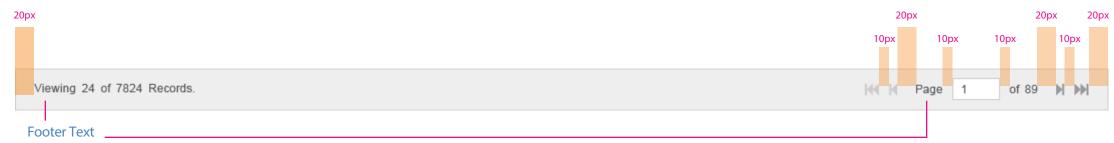
This area will display records count and pagination. Height: 44px bg color: #eeeeee Border-top: 1px, #ccccc





A grid row can have different types of information. (Column values' specs and footer specs are covered here)



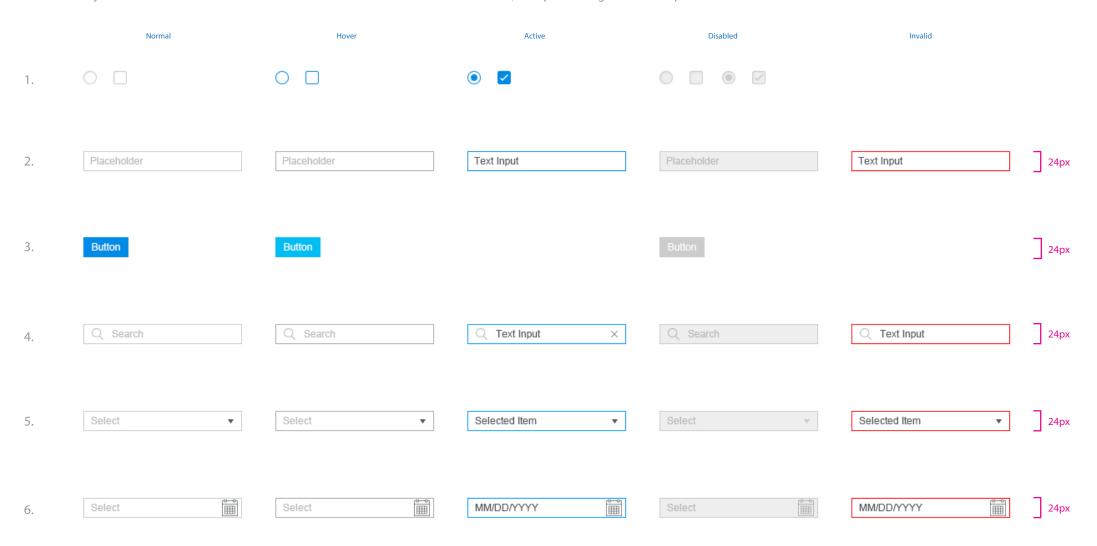


Font: Arial Regular: 12px Font Color: #53565a

### **Data Grid Elements**

A grid can have the following elements in the grid header or body.

Note: The style of the below elements are the same the ones in Form Elements section, except the height here is 24px.



Toggle

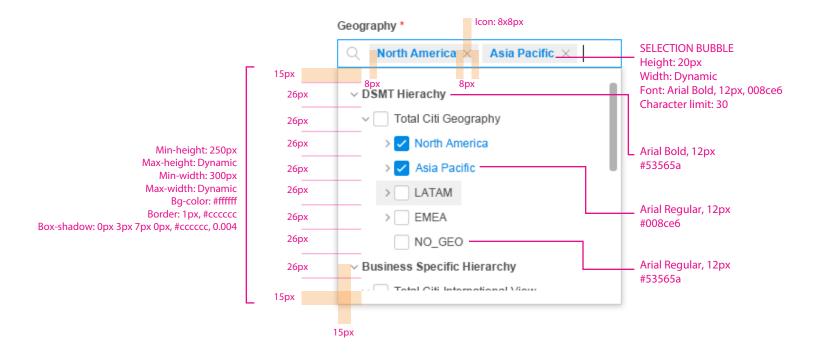
Toggle provides the ability to perform instant filtering or selection. This can have a maximum of 5 items to filter or select from.

All (20) My Requests (4) My Approvals (3) Others (13)

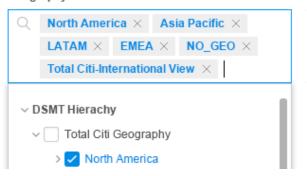


### Multi Select 1 (Less than 10 entries)

Multi Select 1 is the default and reommended component among the multi select components in the CitiControls UI Guidelines. This component can be used to select multiple entries upto 10.



#### Geography \*

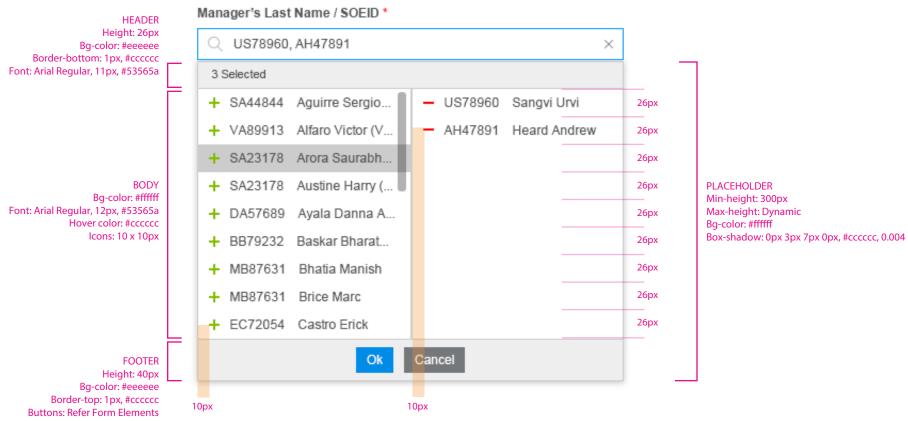


#### RULES

- 1. A maximum of 3 rows or 10 bubbles are allowed.
- 2. Cursor appears after the last bubble.
- 3. If unable to accommodate 10 items in 3 rows, show scroll bar.

### Multi Select 2 (More than 10 entries)

Multi Select 2 is provided in the CitiControls Guidelines to cater specific use cases needing more than 10 inputs from the user.



### CitiControls

### **Progress Tracker**

When a function needs to take input for multiple sections of a Form, Progress Tracker is the component to use. User may progress sequentially from first to last step, or randomly based on the use case.



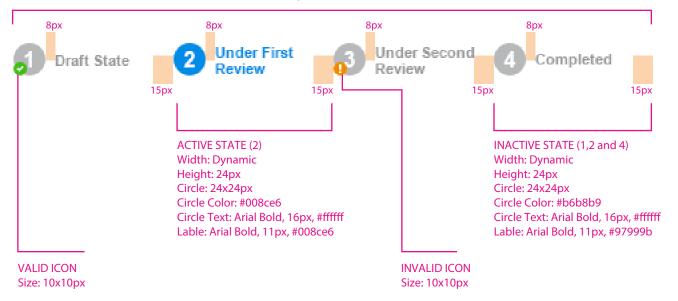
2 Under First Review





#### PROGRESS TRACKER PLACE HOLDER

Width: 100% Height: 24px Fill: Transparent



#### BEST PRACTICE:

- 1. It can be used in a Command Bar, Tab navigation, Panel Headers and Panel Body based on the use case. However, it is best to place the Progress Tracker right above the content that the it relates to.
- 2. It is best to place the title of the current state / selection underneath the progress tracker, to make it evident.

### Scorecards

Scorecards are used to display Key Risk Indicators (KRI) and Key Performance Indicators (KPI). These are to be used to summary information for users to note and act up on.



**RHS** 

### **Record Viewer**

This component is used where records will have to be identified, viewed and updated. With improved UX, this challenges the traditional data grid view for data intensive record management operations.

#### Left Hand Side (LHS)

This area will have the list of records that can be searched, filtered and sorted. Each card in the LHS is a record, which can contain record name, summary information, record status, user information and quick actions.

**PLACE HOLDER** Width: Dynamic Max-width: 500px Bg-color: #dde4e9

**HEADER** Height: 50px Bg-color: #ddddde Border-bottom: 1px, #ccccc

**FILTER PANEL** Height: 36px Bq-color: #eeeeee Shadow: 0px 2px 5px 0px #ccccc; Filter icon: 20 x 20px Sort icon: 20 x 20px

**SCROLL BAR** Width: 10px Cornor-radius: 5px Color: #000000 Transparency: 0.2

**CARDS** 

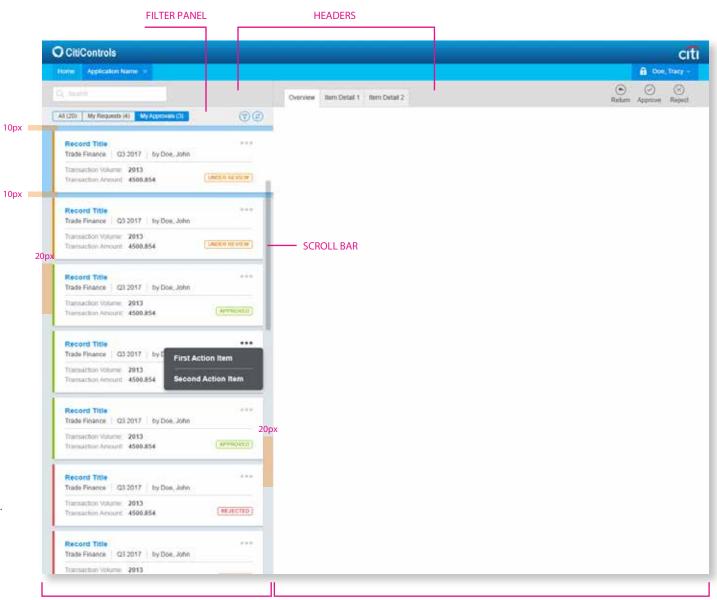
Active bg color: #99d1f5 Hover bg color: #cce8fa

### Right Hand Side (RHS)

This area will contain all the information available for the selected record. It can have panels, data grids, form elements and progress tracker. Active record is represented by a seamless visual integration with a card in the LHS.

PLACEHOLDER Width: 100% Bg-Color: #ffffff

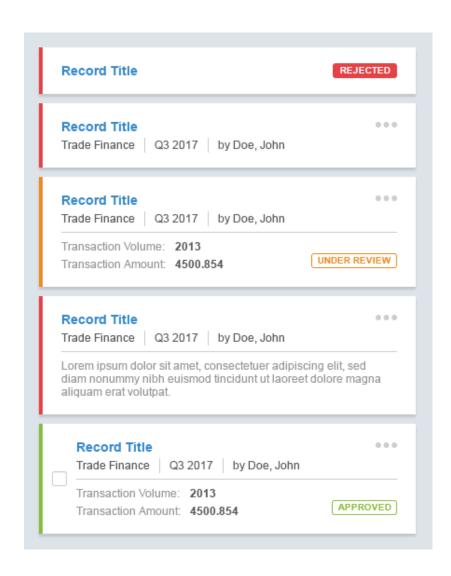
**HEADER** Height: 50px Bg-color: #ddddde Border-bottom: 1px, #ccccc

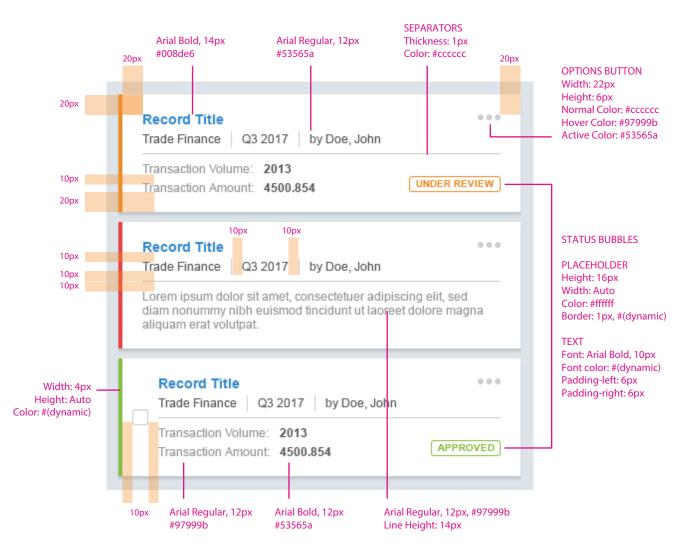


LHS

### **Record Viewer**

The records are displayed in the form of cards. These are a few sample cards which can be used.

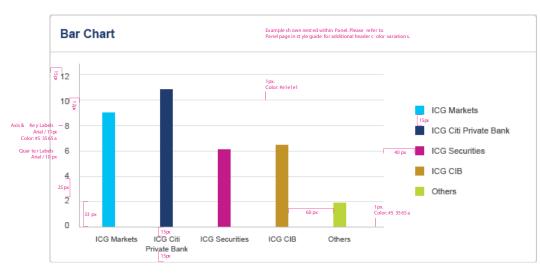


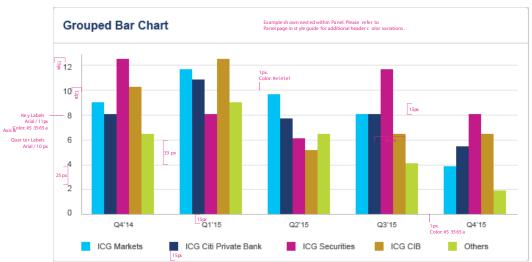


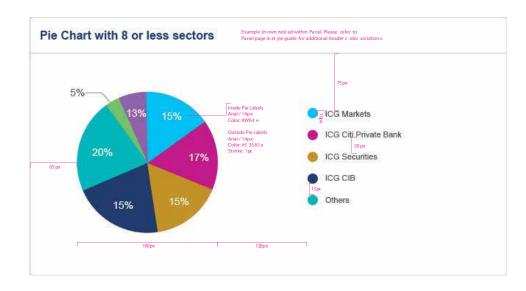
### Charts

Note: Charts to be colored using Accent Colors mentioned at slide 9.









# 4.0 Sample Layouts

4.1 Metrics Inventory





### **Metrics Inventory**

