

Resource Tracking and Documentation

Sample designs for a system that tracks resources and creates documents.



Document Creator Design

These designs are a part of a much larger project that has been ongoing for over 3 years. The first design displays how an admin could create the logic, layout, and function of a document (e.g., text fields, dropdowns, alerts, etc.). The other two provide an idea of how a document might look after admin configuration, a user fills in fields, and the document is rendered as a PDF. These designs in particular show two different types of documents rendered as PDFs.

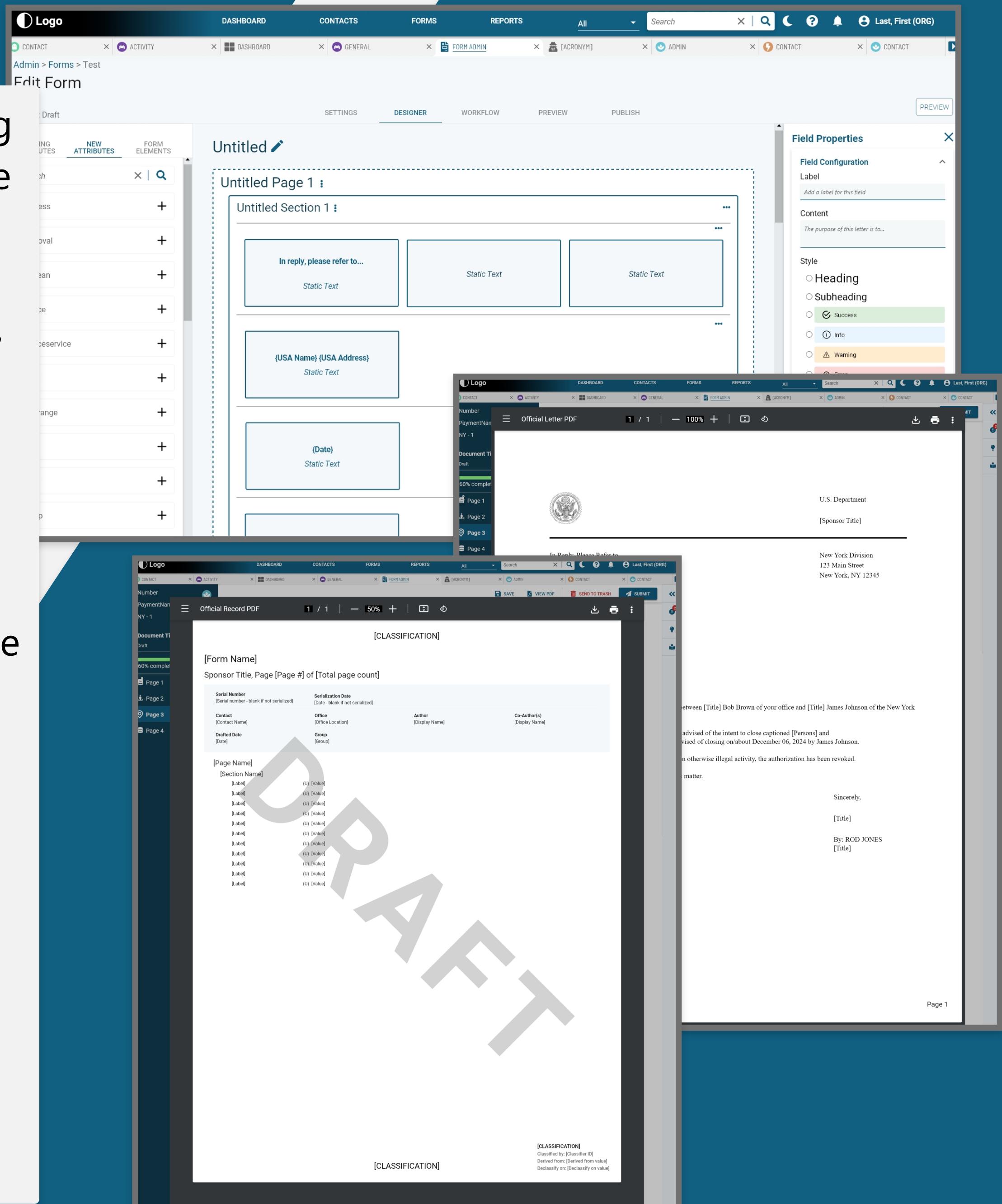
The designs here represent one page of a complete overhaul of the system currently in place. These designs were created based on previously recorded user feedback via interviews and observations of the current system.

My Role:

- UX Designer

Activities:

- Create designs for new UI functions
- Collaborate with internal and external teams
- Interface with the sponsor
- Assist with writing requirements



Edit Form

Test

Status: Draft

SETTINGS

DESIGNER

WORKFLOW

PREVIEW

PUBLISH

PREVIEW

EXISTING ATTRIBUTES NEW ATTRIBUTES FORM ELEMENTS

Search

Address

Approval

Boolean

Choice

Choiceservice

Date

Daterange

File

Float

Group

Untitled

Untitled Page 1 :

Untitled Section 1 :

In reply, please refer to...

Static Text

Static Text

Static Text

{USA Name} {USA Address}

Static Text

{Date}

Static Text

Dear {USA Name}

Field Properties

Field Configuration

Label

Add a label for this field

Content

The purpose of this letter is to...

Style

 Heading Subheading Success Info Warning Error Default Hide Hide on review Hide on export

Business Rules

ADD BUSINESS RULE

[Form Name]

Sponsor Title, Page [Page #] of [Total page count]

Serial Number
[Serial number - blank if not serialized]Serialization Date
[Date - blank if not serialized]Contact
[Contact Name]Office
[Office Location]Author
[Display Name]Co-Author(s)
[Display Name]Drafted Date
[Date]Group
[Group]

[Page Name]

[Section Name]

[Label] (U) [Value]
[Label] (U) [Value]

[CLASSIFICATION]

[CLASSIFICATION]

Classified by: [Classifier ID]

Derived from: [Derived from value]

Declassify on: [Declassify on value]

CONTACT

ACTIVITY

DASHBOARD

GENERAL

FORM ADMIN

[ACRONYM]

ADMIN

CONTACT

CONTACT

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Document Ti

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Page 1

Page 2

Page 3

Page 4



U.S. Department

[Sponsor Title]

In Reply, Please Refer to
[Information]

New York Division
123 Main Street
New York, NY 12345

November 11, 2024

John Smith
[Title]
Northern District of New York
100 Center Street
New York, NY 12345

Re: Rocky

Dear Daniel Smith:

The purpose of this letter is to confirm contact between [Title] Bob Brown of your office and [Title] James Johnson of the New York Division regarding the captioned [Persons].

On December 05, 2024, [Title] Bob Brown was advised of the intent to close captioned [Persons] and the reasons for closing. [Title] Rocky will be advised of closing on/about December 06, 2024 by James Johnson.

If the [Title] had been authorized to participate in otherwise illegal activity, the authorization has been revoked.

Thank you very much for your assistance in this matter.

Sincerely,

[Title]

By: ROD JONES
[Title]