

Tabula

ID7 Style Guide

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Colour Palette

Tabula App Colours

Tabula has its own branding for elements such as the masthead, footer, and various page elements used throughout the site. The Tabula colour is **#239B92**. The navbar and footer colourings will follow through, as per protocol for ID7 page generation, using the Tabula colour as the theme colour.

Badges and Alert Messages

Important or informative information will have a visual hook to differentiate it from standard content on the page. For the most part these and styled process buttons will follow the same colour scheme to indicate the level of importance.

Labels

Labels follow the ID7 reference guide, but will be restricted to using only three types.

Default is used for incidental information, e.g. addendums to secondary information

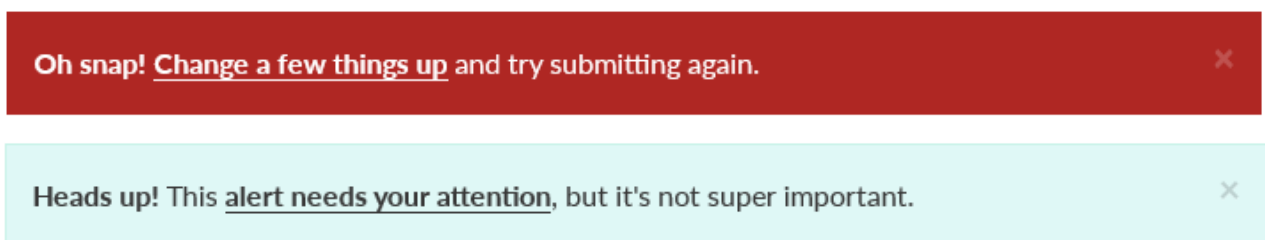
Primary is used for explicit features, like identifying new functions

Danger is used for immediate or negative information, e.g. late coursework deadlines, new notifications



Alert Messages

Alert messages will follow the ID7 reference guide. However, only red danger and blue information alerts can be used.



Buttons, Links and Other CTAs

Styled Process Buttons

Buttons will all follow the ID7 reference guide, but can only be one of two styles; Default and Primary. Primary buttons are to be used for system navigation and primary actions (like submitting a form), and Default used for all other actions like Cancel.

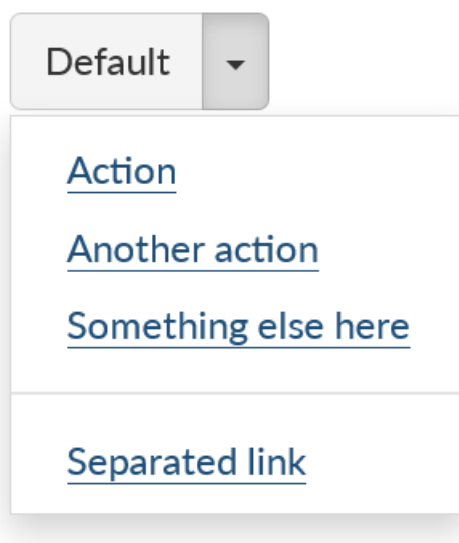


An exception to this rule are the two help buttons placed on the navigation bar; these use the Primary style provided in the ID7 reference guide.

Tabula settings

Problems, questions?

There may be multiple actions available, depending on the data or process, such as choosing to email, download, or delete a data file. If more than two actions are to be used a drop menu of options should replace the options where ever possible.



Default ▼

- [Action](#)
- [Another action](#)
- [Something else here](#)

- [Separated link](#)

Dividing Contents

Individual self-contained content areas on a page should be easily identifiable, this can be achieved by 'clumping' or for important or primary information those areas can be enclosed in box styles, following the ID7 style guide.

Form Elements

Form Layouts

Form element stylings will all follow the ID7 reference guide. Forms will be laid out with the form label left aligned to their column. Form fields will be placed underneath the label, aligned to the left. Fields that require individual labels, such as radio buttons, will have the label left aligned after the field.

Email

Password

Checkboxes

☐ Unchecked☒ Checked☐ Disabled

Radios

☐ Not selected☒ Selected☐ Disabled

Selects

Feature Menus on Buttons

Styling follows the ID7 reference guide. The dropdown menu will have a small button on its right side, with a downwards arrow icon to indicate that it can be dropped down. Menu items should be aligned left and be consistent with other items in the menu. If this is the primary action on the page, then Primary styling is to be used. Else, use Default styling.

Default



[Action](#)

[Another action](#)

[Something else here](#)

[Separated link](#)

Info



[Action](#)

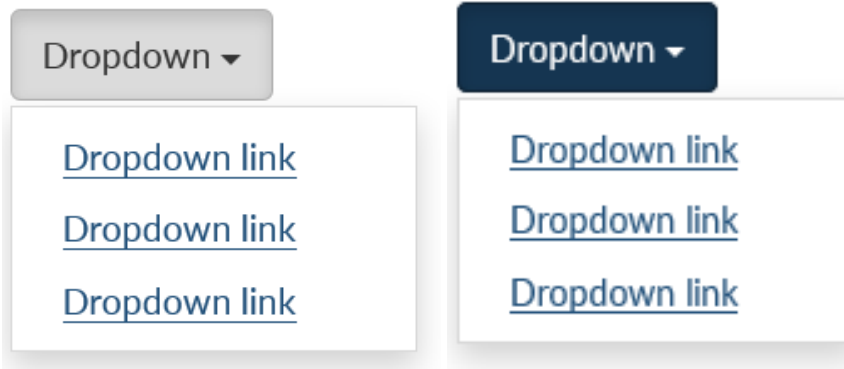
[Another action](#)

[Something else here](#)

[Separated link](#)

Filter Menus on Buttons

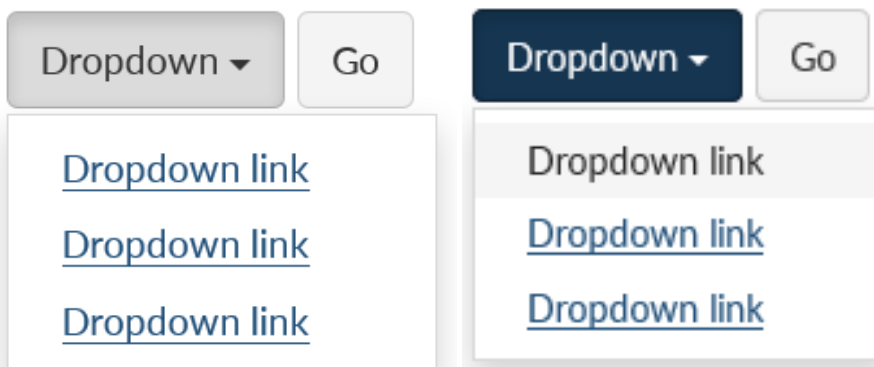
The button label must be aligned left while menu items should be left aligned with the checkboxes located before the menu items.



NB If the filter menu is used in a form to filter out entries, then Default styling is to be used. Else, if the filter is the primary call to action on the page, then it should use Primary styling.

Jump Navigation Menus

Jump navigation menus, where a single page is selected from multiple possibilities, are styled as per the Feature Menu, but have the addition of a go button. This is a safety-net for touchscreen devices where an unwanted selection is easily made if entries are formatted close together. All menu entries are arranged left.



NB Similar to filter menus, if the jump menu is the primary action on the page, then Primary styling is to be used. Else, use Default styling.



Text Entry

Generic Search


Generic searching, whereby users search for a keyword rather than for an individual, is not, as yet, available within Tabula. This element is therefore included for potential future enhancements.

All search boxes will be clearly labelled as to the search type, using a standardised sub-header (H3). If help is required an additional inline information link can be displayed, this is optional, with a label informing the user that help/instructions are available. If the search field has a label, the help link appears inline. Otherwise, you can place it next to the search field.

The search box itself will contain hint text (see Text Section for full styling). The search is committed by selection of the button/icon which is always right aligned to the text box.

Search bar

Single Person Search

Person search, whereby users search for a person or id number and are presented with predictive results is used in different ways across Tabula. This will be standardised and presented as it is currently implemented in Departmental Permissions.

If used as a standalone feature, a sub-header should be used as per the Generic Search, if part of a process, such as establishing roles in Departmental Permissions the Process' own header should be used only. The search is committed by selection of one of the predictive search results.

Darth Vader
stardv

Luke Skywalker
starls

Han Solo
starhs

Multiple Person Search

Multiple Person searches, whereby users search for a number of people by entering multiple id numbers, is presented as a multiline text field. The search box itself will contain hint text (see Text Section for full styling) and will scroll as necessary. The search is committed by selection of the button/icon which is always aligned top right to the text box.

If used as a standalone feature, a sub-header should be used as per the Generic Search, if part of a process, such as generating reports for Tier 4 students then the Process' own header should be used only.

Search text goes here

+

Item 1

Item 2

Item 3

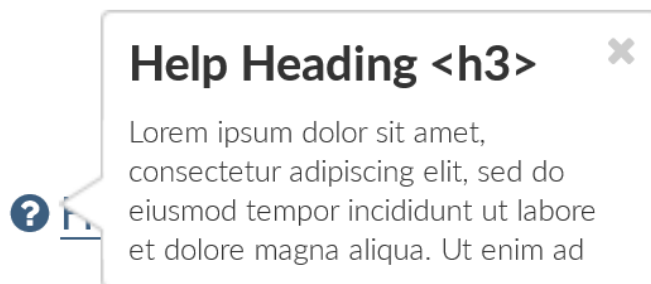
Save

Help Text, Introductory Text and Tool Tips

Help Text

Use FontAwesome fa-question-circle to indicate the location of the text. Icons by themselves should not be used as they are not of a size that is 'finger friendly'.

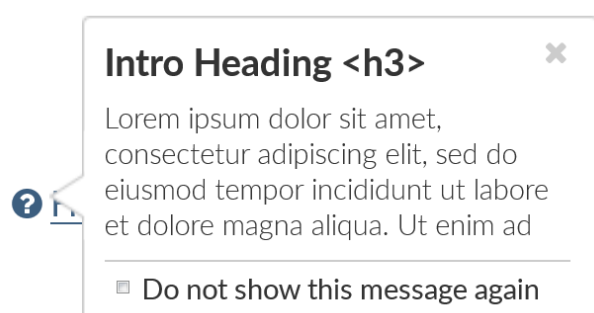
Help text should be used for short pieces of text next to specific items on the page. Text should be presented in a Bootstrap Popover with close icon. User selects the help icon to see the help text if required and then closes the popover when done.



Notification/Introductory Text

Use an appropriate FontAwesome icon to indicate the location of the text. If the information is about the system itself, use fa-question-circle. If the information is about the data in the system, use fa-info-circle.

Introductory text behaves as Help text, in that it can be displayed by the user by selecting an icon and link, the difference is that introductory text is displayed by default every time the page loads. The main purpose of introductory text is to point out new features added to the system, and to explain processes that cannot be made any more intuitive due to complexity of requirements. Text should be presented in a Bootstrap Popover with close icon and 'don't show me this again' checkbox. Users can choose to dismiss the popover or have it show repeatedly; if dismissed it can still be shown by selecting the CTA.



Tooltips

Tooltips should be used for very short pieces of text which don't give direct help about an item/functionality on the page (e.g. why something is missing, who to approach for permissions). Text should be shown on hover over a link with dotted underline and presented in a Bootstrap tooltip.

Who can see this tool tip?

Anybody who mouses over the tooltip on desktop, or who selects it on a touchscreen device.

Nb. Tooltips, by their very nature, require a Mouseover to be selected. As such they should be used very sparingly as they exclude touchscreen interaction. Tooltips can still be used but must be both very visibly different from body text (dotted underline and the #3C5E7F in colour) and include touch to select and touch to close interactions.

Content

Accordion Styling

▼ Form Label Open

Anim pariatur cliché reprehenderit, enim eiusmod high life accusamus terry richardson ad squid. 3 wolf moon officia aute, non cupidatat skateboard dolor brunch. Food truck quinoa nesciunt laborum eiusmod. Brunch 3 wolf moon tempor, sunt aliqua put a bird on it squid single-origin coffee nulla assumenda shoreditch et. Nihil anim keffiyeh helvetica, craft beer labore wes anderson cred nesciunt sapiente ea proident. Ad vegan excepteur butcher vice lomo. Leggings occaecat craft beer farm-to-table, raw denim aesthetic synth nesciunt you probably haven't heard of them accusamus labore sustainable VHS.

➤ Form Label Closed

➤ Form Label Closed

Text

A visually hierarchical header structure is to be used. Mostly, text styling follows the ID7 Guidelines, occasionally breaking away from ID7 style guidelines; most headers use the same font colour as the body copy. There are

many clickable elements throughout Tabula, and styling headers in the same way as clickable objects may become confusing.

H1 - Page Header Only

H2 – Content Segment Header

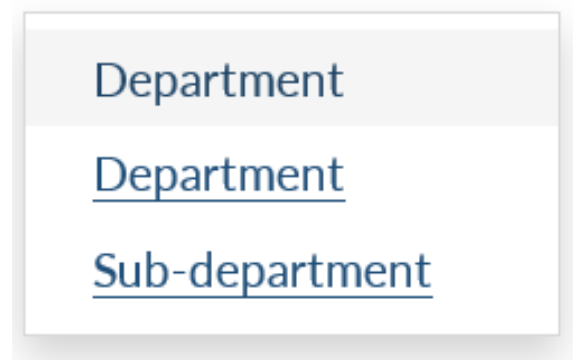
H3 – Content Intermediate Header

H4 – Content Secondary-Header

Department Sub-Headers

These are a subset of the H2 headers, used to denote the department of admin operations. These are to be used only on pages where there is content relating to a specific department. If the user has permissions to change between departments, the header becomes a dropdown pill; the list of departments are any which the user has permission to view. Otherwise, if the user can only administrate one department, the header returns to the default H2 styling.

Department ▼



Department (only one)

Hyperlinks

All text based interactions will use the body copy font (Lato) and use just one colour: “204F79” (taken to match the Tabula colour scheme). In addition all text based interactions will now be visually identifiable with an underline and not rely on Mouseover only interaction; this is so they are easily distinguished from other text and utilised better on touchscreen devices.

This is a primary link - H2 Size

Usage: Used for the most important links on the page, e.g. Section navigation on the Tabula landing page.

This is a secondary link - body text size

Usage: Used for the most important links on the page, e.g. Section navigation on the Tabula landing page.

This is an inline secondary link lorem ipsum.

Usage: Used for links within body copy.

? This is a tooltip link

Usage: Used for onpage interaction, such as help or ancillary/contextual information.

This is a tooltip link

Usage: Used for links outside of body copy which are not enhanced by an icon.

Body Text/Copy

Follows ID7 guide

A Note of Date Formatting

Present dates in the following format: Day Date Month Year, using shortened versions of the day and month so: Fri 19 Feb 2013.

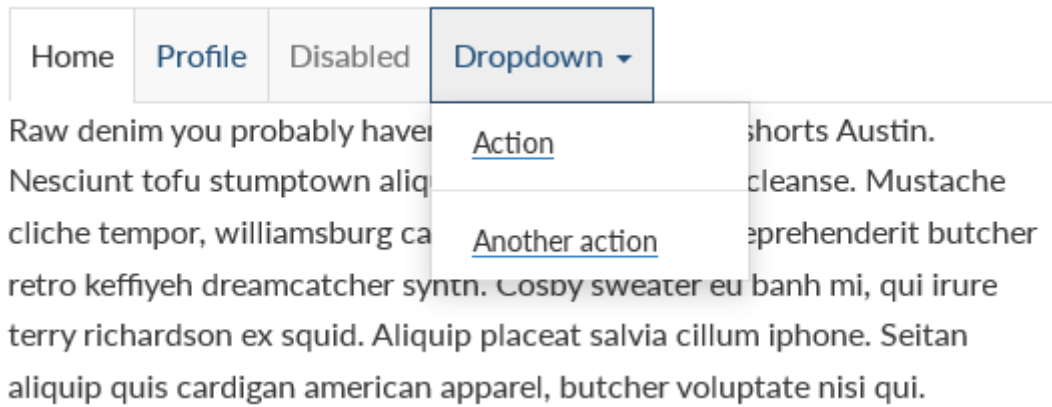
If it's appropriate and useful to add the time as well, put that at the beginning (24hr clock) e.g. 12:30 Fri 19 Feb 2013 or 18:00 Mon 22 Apr 2013

Replace dates with 'Today', 'Tomorrow', or 'Yesterday' when appropriate e.g. 12:15 Today or 18:45 Tomorrow.

Tables

| # | Column heading | Column heading | Column heading |
|---|----------------|----------------|----------------|
| 1 | Column content | Column content | Column content |
| 2 | Column content | Column content | Column content |
| 3 | Column content | Column content | Column content |
| 4 | Column content | Column content | Column content |
| 5 | Column content | Column content | Column content |
| 6 | Column content | Column content | Column content |
| 7 | Column content | Column content | Column content |

Tabs



Modals

Use the standard Bootstrap modal, as given in the ID7 style guide. Remember, the Primary button in modals now takes on the colours of the Info button.

Progress Bars

Follows the ID7 styling for progress bars.