

GFZA Internal Operations Portal (IOP) – UI Design Guide

Version 1.0

1. DESIGN SYSTEM OVERVIEW

Vision

Modern, minimal, clean interface designed for enterprise staff portal usage. Mobile-first responsive design with consistency across all modules.

Core Principles

- **Minimalism** – Remove unnecessary elements, focus on content
- **Consistency** – Unified design language across all dashboards
- **Accessibility** – Clear hierarchy, readable typography, sufficient contrast
- **Efficiency** – Intuitive navigation, quick task completion
- **Professional** – Enterprise-ready, polished aesthetic

2. COLOR PALETTE

Primary Colors

Primary Green: #00c73f

- CTA buttons, active states, highlights
- Hover: #00b033
- Active: #009929
- Disabled: #cccccc

Neutral White: #ffffff

- Cards, backgrounds, surfaces

Neutral Background: #f5f5f5

- Page background, secondary surfaces
- Subtle dividers: #e0e0e0

Dark Text: #1a1a1a

- Primary text color
- High contrast for readability

Secondary Gray: #666666

- Secondary text, descriptions
- Helper text, hints

Semantic Colors

Success: #4caf50 (for positive actions, confirmations)

Warning: #ff9800 (for cautions, alerts)

Error: #f44336 (for errors, deletions)

Info: #2196f3 (for informational messages)

Disabled: #bdbdbd (for inactive states)

Color Usage Guidelines

- Primary green (#00c73f) for:
 - Main CTA buttons
 - Active navigation items
 - Success states
 - Highlights and accents
- Neutral colors for:
 - Card backgrounds

- Table structures
- Form layouts
- Semantic colors for:
 - Status indicators
 - Alert messages
 - Form validation

3. TYPOGRAPHY

Font Family

Primary Font: Poppins

- All headings, body text, and UI elements
- Import:

<https://fonts.googleapis.com/css2?family=Poppins:wght@300;400;500;600;700;800&display=swap>

Font Sizes & Weights

Heading 1 (H1)

- Size: 32px
- Weight: 700 (Bold)
- Line Height: 40px
- Usage: Page titles, main dashboard headings

Heading 2 (H2)

- Size: 24px
- Weight: 600 (Semibold)
- Line Height: 32px
- Usage: Section headings, card titles

Heading 3 (H3)

- Size: 20px

- Weight: 600 (Semibold)
- Line Height: 28px
- Usage: Subsections, module titles

Heading 4 (H4)

- Size: 16px
- Weight: 600 (Semibold)
- Line Height: 24px
- Usage: Component titles, labels

Body Large (Body L)

- Size: 16px
- Weight: 400 (Regular)
- Line Height: 24px
- Usage: Primary body text, descriptions

Body Regular (Body M)

- Size: 14px
- Weight: 400 (Regular)
- Line Height: 20px
- Usage: Standard text, table content

Body Small (Body S)

- Size: 12px
- Weight: 400 (Regular)
- Line Height: 18px
- Usage: Captions, helper text, timestamps

Button Text

- Size: 14px
- Weight: 600 (Semibold)
- Line Height: 20px
- Usage: All button labels

Caption

- Size: 12px
- Weight: 500 (Medium)
- Line Height: 16px
- Usage: Field labels, small headings

4. LAYOUT & SPACING

Spacing Scale

Base Unit: 8px

xs: 4px

sm: 8px

md: 16px

lg: 24px

xl: 32px

2xl: 48px

3xl: 64px

Layout Structure

Page Layout:

- Sidebar: 280px (fixed)
- Main Content: Remaining width
- Top Padding: 24px
- Left/Right Padding: 24px
- Bottom Padding: 24px

Desktop (1920px+)

- Max content width: 1400px
- Column grid: 12 columns
- Gap: 16px

Tablet (768px - 1024px)

- Sidebar: Collapsible to 80px icon-only
- Content padding: 16px
- Column grid: 8 columns
- Gap: 12px

Mobile (< 768px)

- Sidebar: Full-screen overlay or bottom navigation
- Content padding: 12px
- Single column layout
- Gap: 8px

Card Spacing

Padding: 16px (inside cards)

Margin Between Cards: 16px

Border Radius: 8px

Box Shadow: 0 1px 3px rgba(0,0,0,0.08)

Dashboard Sections

Page Title + Breadcrumbs: 16px margin-bottom

Filter Bar: 16px margin-bottom

Main Content Grid: Gap 16px between cards

Stats Row (KPI Cards): Gap 16px horizontally

Tables: 16px margin-top/bottom

5. SIDEBAR NAVIGATION

Sidebar Structure

Width: 280px (fixed)
Background: #ffffff
Border Right: 1px solid #e0e0e0
Overflow: auto
Position: fixed, left: 0, top: 0, height: 100vh
Z-index: 1000

Collapsible on tablet/mobile to:
Width: 80px (icon-only mode)

Sidebar Components

Logo Section (Top)

Height: 64px
Padding: 12px 16px
Display: flex, align-items: center, justify-content: center
Border Bottom: 1px solid #e0e0e0
Logo: 40x40px (centered when collapsed)

Navigation Items

Height: 44px per item
Padding: 0 16px
Margin: 4px 8px
Display: flex, align-items: center, gap: 12px
Border Radius: 8px
Transition: all 0.2s ease

States:

- Default: Text #666666, Icon #666666
- Hover: Background #f5f5f5, Text #1a1a1a

- Active: Background #00c73f, Text #ffffff, Icon #ffffff (MUI icon)

Icon Size: 24px (MUI)

Text Size: 14px (Poppins, Regular)

Navigation Groups

Group Label:

- Size: 12px (Poppins, 600)
- Color: #999999
- Padding: 12px 16px
- Text Transform: uppercase
- Letter Spacing: 0.5px
- Margin Top: 16px (first), 12px (others)

Items in group indented: 0px (keep consistent)

User Profile Section (Bottom)

Height: 56px

Padding: 12px 16px

Border Top: 1px solid #e0e0e0

Position: sticky, bottom: 0

Display: flex, align-items: center, gap: 12px

Background: #f5f5f5

Avatar: 36x36px, border-radius: 50%

Name: 12px, #1a1a1a (Poppins 600)

Email: 12px, #999999 (Poppins 400)

Hover: Background #eeeeee

Sidebar Navigation Map

Home

- └─ Dashboard (icon: Dashboard)
- └─ My Tasks (icon: CheckCircle)
- └─ Notifications (icon: Bell)

HR Operations

- └─ Memos (icon: Mail)
- └─ Meal Management (icon: Restaurant)
- └─ Employee Directory (icon: People)

MIS Support

- └─ IT Tickets (icon: BuildCircle)
- └─ Asset Management (icon: Inventory2)
- └─ System Emails (icon: Email)

Facilities

- └─ Conference Rooms (icon: MeetingRoom)
- └─ Room Bookings (icon: EventNote)

Community

- └─ Discussion Feed (icon: ChatBubble) [Future]

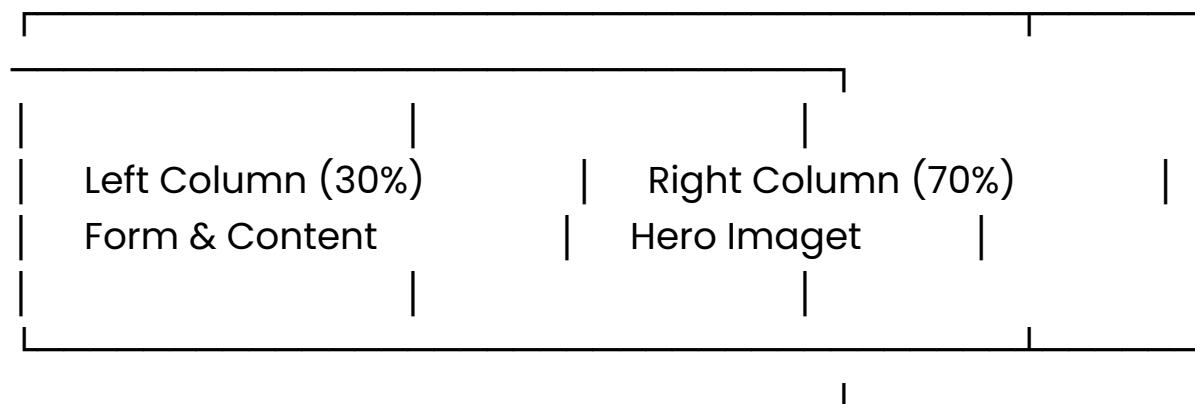
Settings & Admin

- └─ Settings (icon: Settings) [if admin/staff]
 - └─ User Management (icon: AdminPanelSettings) [if admin]
 - └─ Reports (icon: BarChart) [if admin/hr]
 - └─ System Logs (icon: History) [if admin]
-

6. AUTHENTICATION PAGES

Layout Structure

Two-Column Layout:



Left Column (Form)

Width: 300%

Padding:

Display: flex, flex-direction: column, justify-content: left

Min Height: 100vh

Background: #ffffff

Logo & Title

Logo: 32x32px, margin-bottom: 32px

Title: H1, "Welcome Back"

Subtitle: Body M, #666666, margin-bottom: 32px

Form Elements

Max Width: 400px

Spacing Between Fields: 16px

Input Fields:

- Height: 44px
- Padding: 12px 16px
- Border: 1px solid #e0e0e0
- Border Radius: 8px
- Font: Body M, Poppins 400
- Placeholder: #999999
- Focus: Border #00c73f, Box Shadow: 0 0 0 3px rgba(0,199,63,0.1)
- Error: Border #f44336

Labels:

- Size: 14px (Caption)
- Weight: 600
- Margin Bottom: 8px
- Color: #1a1a1a

Buttons

Primary CTA Button (Login/Register):

- Width: 100%
- Height: 44px
- Background: #00c73f
- Color: #ffffff
- Font: Button Text (14px, 600)
- Border Radius: 8px
- Border: none
- Hover: Background #00b033
- Active: Background #009929
- Disabled: Background #cccccc, Cursor not-allowed
- Transition: all 0.2s ease

Secondary Links:

- Color: #00c73f
- Text Decoration: none

- Hover: Text Decoration: underline

Form Footer

Spacing: 16px margin-top

Text: Body S, #666666

Link: Body S, Color #00c73f, Font-weight 600

Divider: 1px solid #e0e0e0, margin: 24px 0

Social Login Buttons: Height 44px, outline style, gap 12px

Right Column (Hero)

Width: 70%

image

Responsive Behavior

Desktop (> 1024px): Two-column layout as described

Tablet (768px - 1024px):

- Left Column: 60%, Right Column: 40%
- Left Padding: 32px
- Right Image: Smaller or partially visible

Mobile (< 768px):

- Single Column Layout
- Right Column: Hero image as background (opacity 0.3)
- Form on top with white background
- Full width, padding: 20px

Auth Page Variations

Login Page

Title: "Welcome Back"

Subtitle: "Sign in to your GFZA Staff Portal"

Fields:

- Email input
- Password input
- "Forgot Password?" link

Button: "Sign In"

Footer: "Don't have an account? Sign up"

Registration Page

For developer: Note that there will be No registration, All accounts will be added by admin or HR. this is an internal system and not open for public registration

Forgot Password Page

Title: "Reset Password"

Subtitle: "Enter your email to receive reset instructions"

Fields:

- Email input

Button: "Send Reset Link"

Footer: "Back to Sign In" (link)

Allow users to contact admins for password reset. By sending their details if email does not work. So admins will create for them and give them by calling them manually to login and reset. Or instruct user to the MIS department for password reset. MIS department will also be controlling the admin accounts.

7. DASHBOARD LAYOUTS

Dashboard Header

Breadcrumbs: 12px text, path with "/" separator

- Color: #666666
- Active: #1a1a1a

Page Title: H1, margin: 12px 0

Quick Actions: Right-aligned buttons

- Refresh Icon: MUI Refresh
- Filter Icon: MUI FilterList
- More Options: MUI MoreVert

KPI Cards (Stats Row)

Card Design:

- Background: #ffffff
- Padding: 20px
- Border Radius: 8px
- Border: 1px solid #e0e0e0
- Shadow: 0 1px 3px rgba(0,0,0,0.08)
- Transition: all 0.3s ease

Hover State:

- Shadow: 0 4px 12px rgba(0,0,0,0.12)
- Transform: translateY(-2px)

Content Layout:

- Icon (top-left): 32x32px, #00c73f
- Label (top-right): 12px, #999999, uppercase
- Value (bottom-left): H3, #1a1a1a
- Change (bottom-right): 12px, green/red, with icon

KPI Card Example

	Open Tickets	
24	↑ 12% (from prev)	

Data Tables

Table Header

Background: #f5f5f5

Height: 44px

Padding: 12px 16px

Font: Caption (12px, 600)

Color: #666666

Text Transform: uppercase

Letter Spacing: 0.5px

Border Bottom: 1px solid #e0e0e0

Checkbox Column (if selectable): 40px wide

Action Column (if present): 60px wide

Table Rows

Height: 48px

Padding: 12px 16px

Border Bottom: 1px solid #e0e0e0

Font: Body M (14px, 400)

Color: #1a1a1a

Hover State:

- Background: #f5f5f5

- Cursor: pointer

Selected State:

- Background: rgba(0,199,63,0.05)
- Border Left: 3px solid #00c73f

Striped Rows (optional):

- Even rows: #ffffff
- Odd rows: #fafafa

Table Pagination

Position: Bottom right

Height: 44px

Padding: 12px 16px

Display: flex, align-items: center, gap: 12px

Elements:

- "Rows per page:" text + dropdown (12px)
- Page info: "1–10 of 150" (12px)
- Previous/Next buttons with arrows
- Jump to page input (if needed)

Button Style:

- Width: 36px, Height: 36px
- Border Radius: 6px
- Border: 1px solid #e0e0e0
- Background: transparent
- Hover: Background #f5f5f5
- Active: Background #00c73f, Color #ffffff, Border transparent

Table with Actions

Right Column: Action Icons (MUI)

- Edit Icon: MUI Edit (24px, #00c73f)
- View Icon: MUI Visibility (24px, #2196f3)
- Delete Icon: MUI Delete (24px, #f44336)
- More Options: MUI MoreVert (24px, #666666)

Icons in Row:

- Display on hover (mobile: always show)
- Gap between icons: 8px
- Hover icon color: darker shade
- Click: Show tooltip or open menu

Cards Grid Layout

Card Design

Background: #ffffff

Border: 1px solid #e0e0e0

Border Radius: 8px

Padding: 16px

Shadow: 0 1px 3px rgba(0,0,0,0.08)

Transition: all 0.3s ease

Hover:

- Shadow: 0 8px 24px rgba(0,0,0,0.12)
- Transform: translateY(-4px)

Click/Active:

- Border: 2px solid #00c73f
- Shadow: 0 0 0 4px rgba(0,199,63,0.1)

Card Header

Title: H4 (16px, 600), #1a1a1a

Subtitle/Date: 12px, #999999
Icon/Badge: Top-right corner, 32x32px
Divider: 1px solid #e0e0e0, margin: 12px 0

Card Body

Padding: 12px 0 (inside card padding area)
Content: Body M or S, #1a1a1a
Links: Color #00c73f, hover underline

Card Footer

Divider: 1px solid #e0e0e0, margin: 12px -16px 0 -16px
Padding: 12px 16px 0 16px
Buttons/Actions: Flex, justify-content: space-between
- Primary button: #00c73f
- Secondary button: outline style

Grid Responsive Behavior

Desktop (1920px+): 4 columns, gap 16px
Desktop (1440px): 3 columns, gap 16px
Laptop (1024px): 3 columns, gap 16px
Tablet (768px): 2 columns, gap 12px
Mobile (< 768px): 1 column, gap 12px

8. FORM COMPONENTS

Text Inputs

Height: 44px
Padding: 12px 16px

Border: 1px solid #e0e0e0
Border Radius: 8px
Font: Body M, Poppins 400
Background: #ffffff

States:

- Default: Border #e0e0e0
- Focus: Border #00c73f, Box-shadow: 0 0 0 3px rgba(0,199,63,0.1)
- Error: Border #f44336, Box-shadow: 0 0 0 3px rgba(244,67,54,0.1)
- Disabled: Background #f5f5f5, Border #e0e0e0, Color #999999, Cursor not-allowed

Placeholder: #999999, opacity 0.6
Label (above): 14px (Caption), color #1a1a1a, margin-bottom 8px

Error Message (below): 12px, color #f44336, margin-top 4px
Helper Text (below): 12px, color #999999, margin-top 4px

Selects / Dropdowns

Height: 44px
Padding: 12px 16px
Border: 1px solid #e0e0e0
Border Radius: 8px
Font: Body M, Poppins 400
Background: #ffffff
Icon: MUI ExpandMore (24px, right-aligned, #999999)

Dropdown Menu:

- Position: absolute, below input

- Min Width: 100% (input width)
- Background: #ffffff
- Border: 1px solid #e0e0e0
- Border Radius: 8px
- Shadow: 0 8px 24px rgba(0,0,0,0.12)
- Max Height: 280px
- Overflow: auto
- Z-index: 1100

Menu Items:

- Height: 40px
- Padding: 12px 16px
- Font: Body M
- Color: #1a1a1a
- Hover: Background #f5f5f5
- Selected: Background rgba(0,199,63,0.1), Color #00c73f, Font-weight 600

Checkboxes

Size: 20x20px

Border: 2px solid #e0e0e0

Border Radius: 4px

Background: transparent

States:

- Unchecked: Border #e0e0e0, Background transparent
- Checked: Border #00c73f, Background #00c73f, Icon #ffffff (checkmark)
- Hover: Border #00c73f
- Disabled: Border #bdbdbd, Background #f5f5f5, Cursor not-allowed

- Indeterminate: Border #00c73f, Background #00c73f, Icon: minus line

Label (next to checkbox):

- Font: Body M
- Color: #1a1a1a
- Margin-left: 12px
- Cursor: pointer

Radio Buttons

Size: 20x20px

Border: 2px solid #e0e0e0

Border Radius: 50%

Background: transparent

States:

- Unchecked: Border #e0e0e0, Background transparent
- Checked: Border 6px solid #00c73f (or filled circle)
- Hover: Border #00c73f
- Disabled: Border #bdbdbd, Cursor not-allowed

Label (next to radio):

- Font: Body M
- Color: #1a1a1a
- Margin-left: 12px
- Cursor: pointer

Buttons

Primary Button

Padding: 12px 24px

Min Height: 44px
Background: #00c73f
Color: #ffffff
Font: Button Text (14px, 600)
Border Radius: 8px
Border: none
Cursor: pointer
Transition: all 0.2s ease

States:

- Default: Background #00c73f
- Hover: Background #00b033
- Active: Background #009929
- Disabled: Background #cccccc, Cursor not-allowed, Opacity 0.6
- Loading: Show spinner icon, text hidden or "Loading..."

Sizes:

- Small: 36px height, 16px padding
- Medium: 44px height, 24px padding (default)
- Large: 52px height, 32px padding

Secondary Button

Padding: 12px 24px
Min Height: 44px
Background: transparent
Color: #00c73f
Font: Button Text (14px, 600)
Border: 2px solid #00c73f
Border Radius: 8px
Cursor: pointer
Transition: all 0.2s ease

States:

- Default: Background transparent, Border #00c73f
- Hover: Background rgba(0,199,63,0.08), Border #00c73f
- Active: Background rgba(0,199,63,0.12), Border #00b033
- Disabled: Border #cccccc, Color #cccccc, Cursor not-allowed

Tertiary/Ghost Button

Padding: 12px 24px

Min Height: 44px

Background: transparent

Color: #00c73f

Font: Button Text (14px, 600)

Border: none

Border Radius: 8px

Cursor: pointer

Transition: all 0.2s ease

States:

- Default: Background transparent
- Hover: Background rgba(0,199,63,0.08)
- Active: Background rgba(0,199,63,0.12)
- Disabled: Color #cccccc, Cursor not-allowed

Icon Button

Size: 40x40px (standard) or 36x36px (compact)

Display: flex, align-items: center, justify-content: center

Background: transparent

Border: none

Border Radius: 50% or 8px

Cursor: pointer
Transition: all 0.2s ease

Icon: 24px (MUI)

States:

- Default: Color #666666
- Hover: Background #f5f5f5, Color #1a1a1a
- Active: Background #00c73f, Color #ffffff
- Disabled: Color #bdbdbd, Cursor not-allowed

Variants:

- Primary: Color #00c73f, Hover background rgba(0,199,63,0.1)
- Danger: Color #f44336, Hover background rgba(244,67,54,0.1)
- Info: Color #2196f3, Hover background rgba(33,150,243,0.1)

Chip / Tag Component

Height: 32px
Padding: 4px 12px
Background: #f5f5f5
Border: 1px solid #e0e0e0
Border Radius: 16px (pill-shaped)
Font: 12px (Body S)
Color: #1a1a1a
Display: inline-flex, align-items: center, gap: 8px

Icon (optional): 16px MUI
Close Icon (if removable): 16px MUI, cursor pointer

Variants:

- Default: Background #f5f5f5, Border #e0e0e0

- Success: Background `rgba(76,175,80,0.1)`, Border `#4caf50`, Color `#4caf50`
- Warning: Background `rgba(255,152,0,0.1)`, Border `#ff9800`, Color `#ff9800`
- Error: Background `rgba(244,67,54,0.1)`, Border `#f44336`, Color `#f44336`
- Primary: Background `rgba(0,199,63,0.1)`, Border `#00c73f`, Color `#00c73f`

States:

- Hover: Opacity 0.8
 - Click: Background slightly darker
-

9. ALERTS & MODALS

Alert / Toast Notification

Position: Fixed, top-right corner (or bottom-right)

Margin: 16px from edges

Min Width: 320px

Max Width: 480px

Padding: 16px

Border Radius: 8px

Shadow: `0 4px 16px rgba(0,0,0,0.15)`

Display: flex, gap: 12px, align-items: flex-start

Animation: slide-in from right (0.3s ease)

Auto-dismiss: 5s (configurable)

Icon (left): 24px MUI

Title: 14px (600), color varies

Message: 14px (400), color varies

Close Button: MUI Close (24px), right-aligned

Variants:

- Success: Background #4caf50, Icon #ffffff, Text #ffffff
- Error: Background #f44336, Icon #ffffff, Text #ffffff
- Warning: Background #ff9800, Icon #ffffff, Text #ffffff
- Info: Background #2196f3, Icon #ffffff, Text #ffffff

Modal / Dialog

Position: Fixed, center of screen

Overlay: Background rgba(0,0,0,0.5), z-index 1200

Modal Box:

- Background: #ffffff
- Border Radius: 12px
- Shadow: 0 20px 60px rgba(0,0,0,0.3)
- Min Width: 400px
- Max Width: 600px
- Max Height: 80vh
- Overflow: auto
- Z-index: 1201
- Animation: scale-up + fade-in (0.3s ease)

Modal Header:

- Padding: 20px
- Border Bottom: 1px solid #e0e0e0
- Display: flex, justify-content: space-between, align-items: center
 - Title: H3 (20px, 600)
 - Close Button: MUI Close, 28x28px, cursor pointer

Modal Body:

- Padding: 20px
- Font: Body M

- Color: #1a1a1a

Modal Footer:

- Padding: 20px
- Border Top: 1px solid #e0e0e0
- Display: flex, justify-content: flex-end, gap: 12px
- Buttons: Primary (confirm), Secondary (cancel)

Sizes:

- Small: 400px
- Medium: 600px (default)
- Large: 800px
- Full: 90vw (with max-width)

Confirmation Dialog

Title: "Confirm Action" (H3)

Message: Body M, explain consequence

Icon: MUI Warning or AlertCircle (32x32px, #ff9800)

Buttons:

- Cancel (Secondary): on left
 - Confirm (Primary/Danger): on right
 - If destructive: use #f44336 instead of #00c73f
-

10. STATUS INDICATORS & BADGES

Badge

Display: inline-block

Padding: 4px 8px

Border Radius: 4px

Font: 11px (600)
Text Transform: uppercase
Letter Spacing: 0.5px

Variants:

- Success (green): Background #4caf50, Color #ffffff
- Warning (orange): Background #ff9800, Color #ffffff
- Error (red): Background #f44336, Color #ffffff
- Info (blue): Background #2196f3, Color #ffffff
- Default (gray): Background #e0e0e0, Color #1a1a1a
- Primary: Background #00c73f, Color #ffffff

Status Indicator (Dot)

Size: 12x12px
Border Radius: 50%
Display: inline-block
Margin-right: 8px (when with text)

Variants:

- Active / Online: #4caf50
- Inactive / Offline: #bdbdbd
- Pending: #ff9800
- Error: #f44336
- Processing: #2196f3 (animated pulse)

Progress Bar

Height: 8px
Background: #e0e0e0
Border Radius: 4px
Overflow: hidden

Filled Portion:

- Background: #00c73f
- Height: 100%
- Transition: width 0.3s ease
- Border Radius: 4px

Label (above bar): Caption (12px), "#value%"

Variants:

- Success: #4caf50
 - Warning: #ff9800
 - Error: #f44336
-

11. MODULE-SPECIFIC LAYOUTS

HR Dashboard

Layout: 3-column cards + table

Top Row (KPIs):

- Total Staff
- New Memos (This Week)
- Pending Approvals (if any)

Main Content:

- Recent Memos Card (left column)
- Upcoming Events (right column)
- Meal Planning & Selections (bottom table)

Color Accent: #00c73f for HR-related items

MIS Dashboard

Layout: 4-column stats + tabs

KPI Cards:

- Open Tickets
- Resolved This Month
- Assigned Assets
- Maintenance Due

Tabs:

- Tickets (table view)
- Assets (grid or table)
- System Emails Status

Color Accent