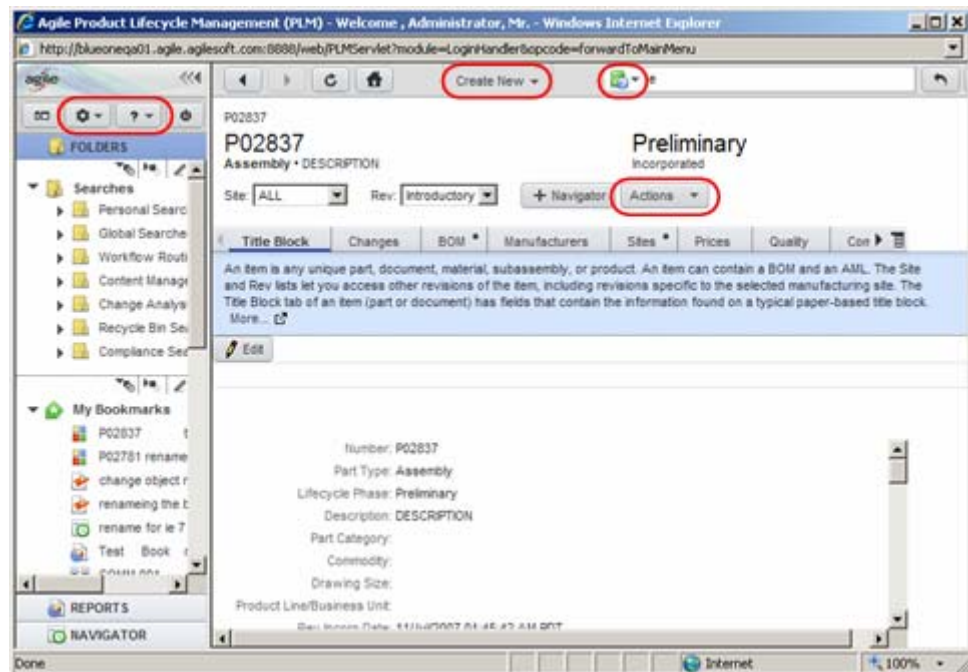


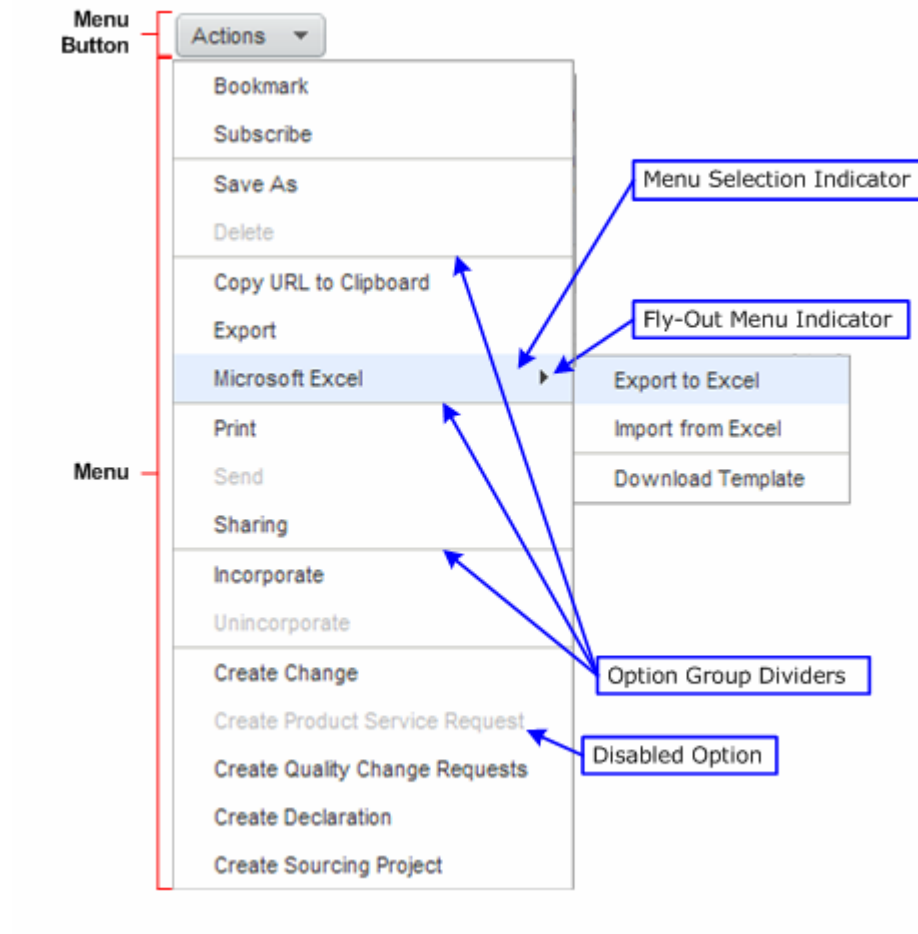
# Menus

Menus are used throughout the user interface to perform actions, change modes, save data and launch new screens.

# Element Specification



## Anatomy



## Behavior

### Mouse Over

- Tooltips

No tooltips will be displayed for Menus.

## Menu Button



Menu buttons comply with the [Buttons](#) UI Specification except where otherwise noted.

### Behavior

#### Keyboard Controls and Shortcuts

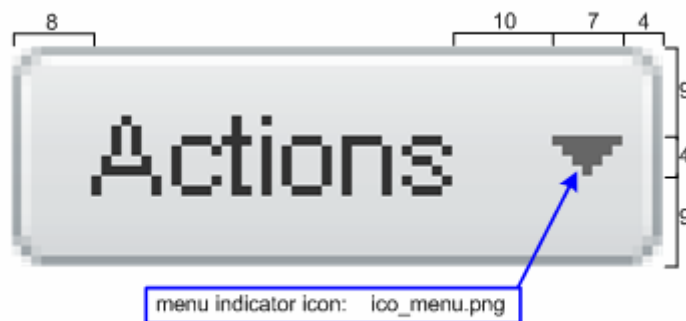
- Enter  
Open the menu if closed.  
Shift the focus to the first Menu Option in the Menu.
- Tab (Shift-Tab)  
Shift the focus to the next (previous) control — outside of the menu — in the tab order.  
Tab and Shift-Tab are disabled when the menu is open.

#### Mouse Buttons

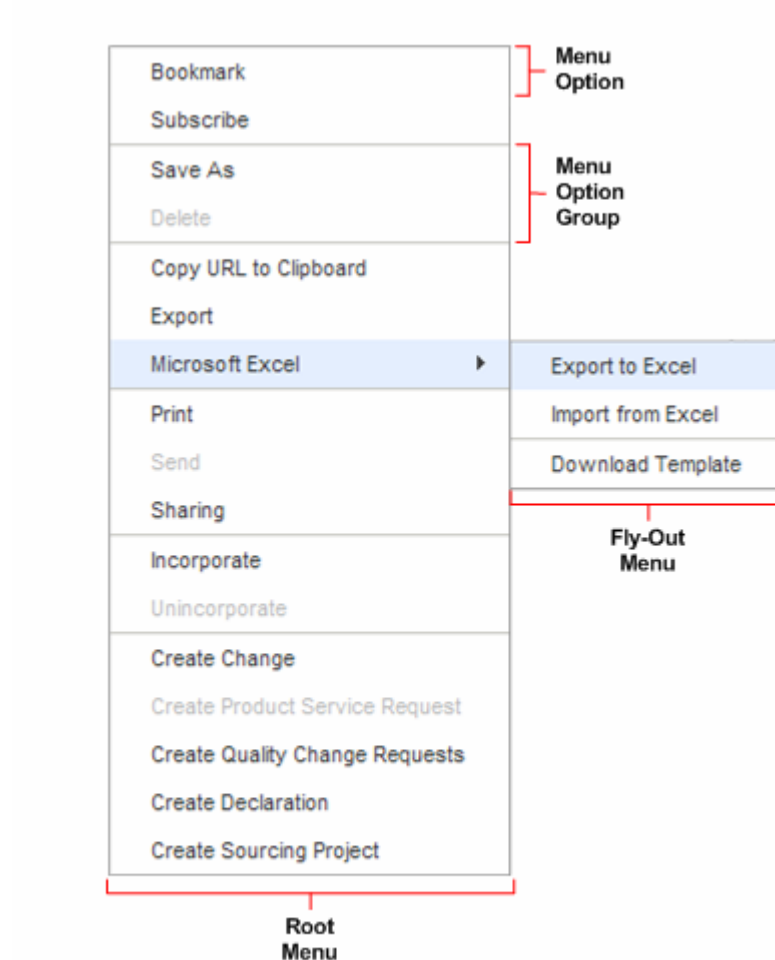
- Click  
Open the menu if closed.  
When opening, shift the focus to the first Menu Option in the Menu.
- Click-Away  
Close menu (all levels) if open.

### Layout, Appearance and Styling

All dimensions are in pixels unless otherwise noted.



## Drop-Down Menu



The text used in Menu Options complies with the Fonts UI Specification except where otherwise noted.

### Behavior

- Only one menu may be open at a time.
- After the idle session timeout, any user action will take the user to the login screen.

### Named Behaviors

There are five possible behaviors when the user selects a menu option. This generic discussion of menus will be intentionally vague on the details of the actions to be taken, options to be set or switches to be toggled in the Agile application. These details will be addressed as necessary in the documentation for the specific implementation of each menu within the UI Specification.

#### *Perform the Menu Action*



- Execute the action associated with the menu selection in the Agile application.
- Close the menu.
- Example: [Change Status Menu](#)

#### *Select the Menu Option*



- Set the active option in the Agile application to the selected option.
- Display a diamond next to the selected option.
- Remove the diamond from the previously selected option.
- Close the menu.
- Examples: [Search Filter Menu](#) in the [Top Pane Spec](#), [Change Status Menu](#)

#### *Toggle the Menu Option*



- Toggle the option in the Agile application.
- Display a checkmark next to the text if the option is set.
- Remove the checkmark if the option is clear.
- Close the menu.
- Example: The Include Attachments Text option in the [Search Filter Menu](#) in the [Top Pane Spec](#).

### *Fly-Out Menu*



### *Do Nothing*

- If the Menu Option has a Fly-Out Menu Indicator, the Enter key will not activate it.
- The user must click on the option or use the Right-Arrow key to open the Fly-Out Menu.

### *Open the Fly-Out Menu*

- If a fly-out indicator is present in the current menu selection; open the fly-out menu associated with the selected menu.
- If the Fly-Out Indicator is not present, *Do Nothing*.

## **Keyboard Controls and Shortcuts**

- Down Arrow      Move the option focus down. Skip over disabled options. At the bottom, wrap around to the top.
- Up Arrow      Move the option focus up. Skip over disabled options. At the top, wrap around to the bottom.
- Right Arrow      *Open the Fly-Out Menu* if the indicator is present.

### *Root Menu*

- Esc      Close the menu (all levels) without action and return the focus to the menu button.

### *Fly-out Menu*

- Left-Arrow      Close the Fly-Out Menu (without action).  
Return the highlight to the Menu Option in the parent from which the Fly-Out Menu was launched.
- Esc      Close the Fly-Out Menu (without action).  
Return the highlight to the Menu Option in the parent from which the Fly-Out Menu was launched.

### *Menu Option*

- Enter      For the Menu Option that currently has the focus (as indicated by the focus highlight):  
*Perform the Menu Action* **AND/OR**  
*Selection the Menu Option* **OR**  
*Toggle the Menu Option* **OR**  
*Do Nothing* (as appropriate).

## Mouse Buttons

### Menu Option

- Click

Perform the Menu Action **AND/OR**

Selection the Menu Option **OR**

Toggle the Menu Option **OR**

Open the Fly-Out Menu (as appropriate).

ditto

- Double-Click

### Outside the Menu

- Click

Close the menu (all levels) without action.

Return the focus to the menu button unless the user has clicked on another element that can hold the focus.

## Mouse Over

### Menu Option

- The Menu Selection Indicator follows the mouse as the user moves it around the menu.
- Display Option Focus Indicator under the Menu Option (unless it is disabled).
- |        |         |             |
|--------|---------|-------------|
| cursor | Pointer | if enabled  |
|        | Arrow   | if disabled |
- If option has the Fly-Out Indicator *Open the Fly-Out Menu.*

## Mouse Away

- After a short delay
- Close the menu (all levels) without action and return the focus to the menu button.

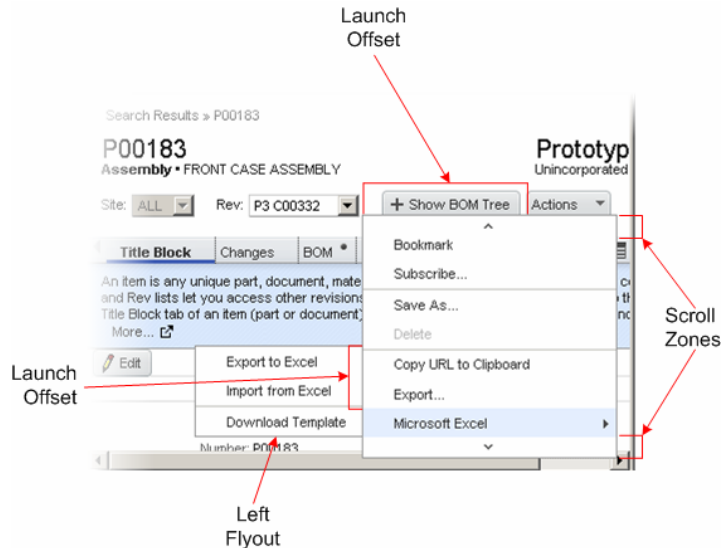
## Normal Menu Positioning

The normal behavior for launching menus when the window is sufficiently large is as follows:

- The Drop-Down Menu will launch with its left-edge flush with the left edge of the Menu Button that launched it.
- Fly-Out Menus do NOT overlap or under-lap their parent menus.
  - Their left edges are flush against the right edges of their parents.
  - Their top edges are flush with the top edges of the Menu Options in their parent menus that launched them.
- The width of the Root Menu (and any Fly-Out Menus that are launched) is determined by length of longest Menu Option in each menu level. Menu Option text will not be truncated.

## Coping with Small Windows

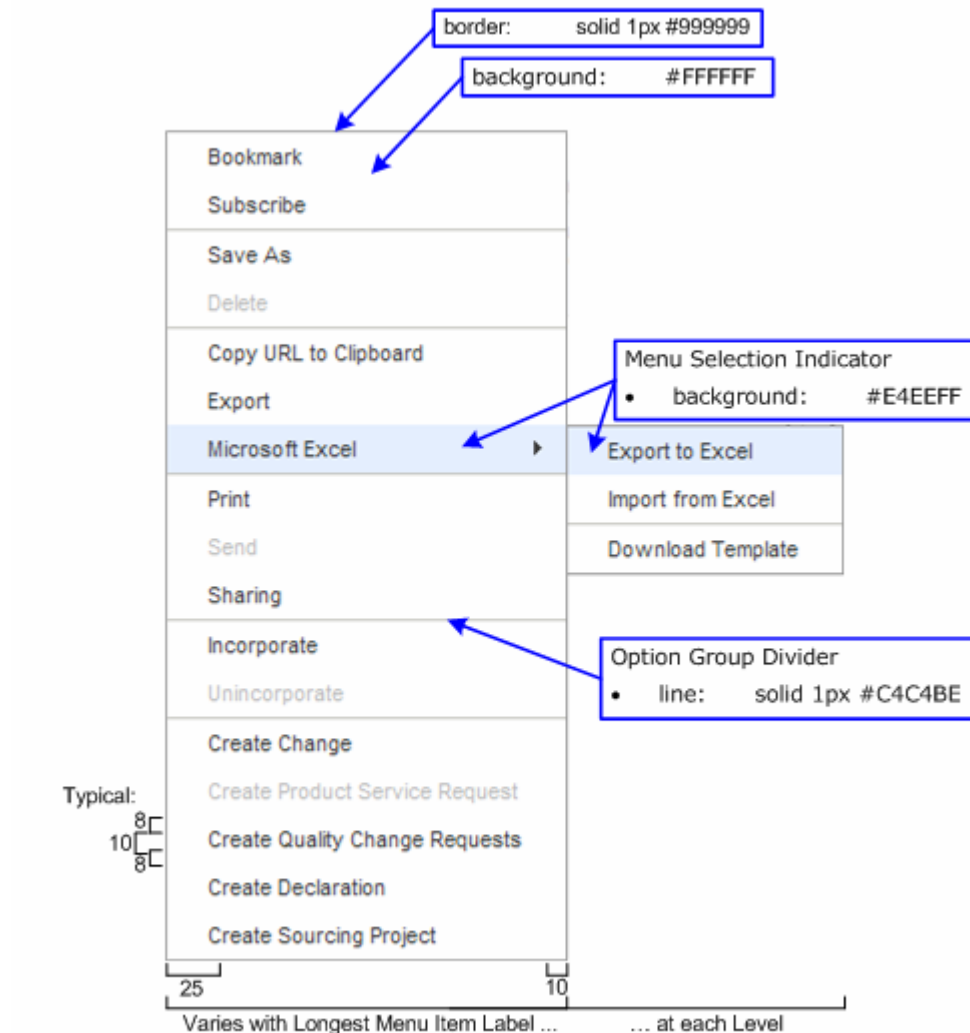
When the window is too small for the full menu to appear, the menu will adjust its appearance and launch behavior as illustrated and listed below:



- The launch position of the first level menu will be shifted to the left to allow the full menu width to be displayed. If the full width cannot be displayed, it will be clipped on the left.
- If the full length of the menu cannot be displayed, Scroll Zones will appear.
- The appearance of these Scroll Zones depends on the control parameters.
- Mouse over (hover over) these Scroll Zones will scroll the listed menu options.
- Scroll Zones may appear on the main menu or fly-out menus as needed.
- If there is insufficient room on the right, the sub-menu will launch against the left edge of the main menu. If there is insufficient room, it will launch flush with the right edge of the parent menu and overlay the parent menu.
- If there is insufficient room below, the launch position of the fly-out menu may be shifted up to allow the full menu to display. If there is insufficient room to display the full menu, Scroll Zones will appear.
- If the width of the menu extends beyond the width of the browser window:
  - White space will be clipped on either side of the menu as needed.
  - Fly-out menus may push the parent menu aside when they gain focus. This may cause some of the Menu Option text to be clipped on the parent menu.
  - When the fly-out menu loses focus, the parent menu will push its way back into view to minimize clipping.



## Layout, Appearance and Styling



### Menu Options

- Menu Options will not be displayed if:
  - They apply to features that are administratively disabled.
  - They apply to features that the user does not have privilege to access.
- Menu Options that are not currently available because of the state of objects in the database will be displayed in the Agile Disabled Text Font.
- Disabled Menu Options are displayed in the Agile Labels and Disabled Text Font. The currently active Menu Option is displayed in the Agile Bold Font. All other Menu Options are displayed in the Agile Normal Font.

The Agile fonts are defined in the Fonts UI Specification.

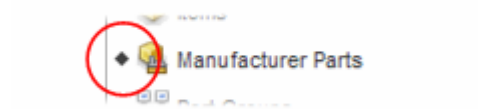
## Menu Indicators

### Menu Action



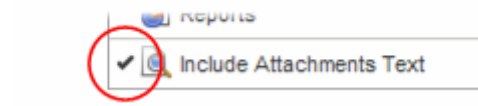
- No indicator image or other decoration.

### Selected Menu Option



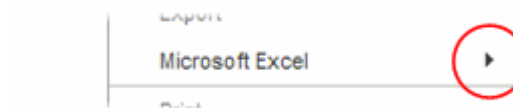
- image ico\_menu\_option\_selected.png

### Toggled (On) Menu Option



- image ico\_menu\_option\_on.png

### Fly-Out Menu Available



- image ico\_menu\_sub\_menu.png

## Root Menu

- left-edge Flush with left edge of button.
- top-edge Flush with bottom edge of button.

**Note:** See *Coping with Small Windows* under Behavior above for exceptions.

## Fly-Out Menu

- left-edge Flush with right edge of parent menu.
- top-edge Flush with top edge of parent menu option.

**Note:** See *Coping with Small Windows* under Behavior above for exceptions.

## Issues

Needs a new screenshot or two when the distance between the label and the menu indicator is reduced.

## Change History

November 20, 2007	Vern McGeorge	Revised to comply with image file naming convention.
August 14, 2007	Vern McGeorge	Final comments in. Complete.
August 3, 2007	Vern McGeorge	Sprint 7 comments in.
July 27, 2007	Vern McGeorge	Reorganized and published for review in sprint 7.
June 27, 2007	Vern McGeorge	Published for reference only to support review of Top Pane spec.
May 24, 2007	Vern McGeorge	Published into Sprint 2 superseding menu_behaviors.txt
May 08, 2007	Vern McGeorge	Second draft for review following incorporation of new button style. Complete with regard to Behavior only. Appearance, Styling and Layout need to be completed.
April 10, 2007	Vern McGeorge	Reconstructed from file system corruption.
March 08, 2007	Vern McGeorge	One more re-vamp leading to a template and process that will allow me to describe any feature within the context of any other feature
March 07, 2007	AH, VM, JN	Consensus reached on format
March 06, 2007	Vern McGeorge	First cut of button spec
March 02, 2007	Vern McGeorge	Initial version of UI Specification

### Legend:

- AH Andrei Hersimchuk
- VM Vern McGeorge
- JN Joel Nave