



Your Company Name

User Interface Design Template

For

Name of Screen

Date

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Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

1 Purpose

Purpose describes the intent of the document, which is to provide detailed business and technical information for design and development of a user interface (i.e., a screen). This section includes the following information:

- *Product or system name.*
- *Functions associated with the product or system.*
- *Screens to be designed or developed associated with the product or system, including sub-screens (tabs located on the screen) that can be navigated to when their action button is pressed.*
- *Field information.*

2 Product or System Information

This section of the document should contain background information about the screens associated with the product or system.

2.1 Product or System Overview

Provide an overview of the product or system and the environment in which it is currently used.

- *Indicate the products, systems, databases, and processes that interface with it.*
- *Provide diagrams or examples, if necessary.*

2.2 Screen Development or Redesign Reason and Description

Provide a description and reason why the screen is being developed or redesigned, e.g.,

- *New or modified process.*
- *Number of new or modified screens and sub-screens.*
- *Associated functions and processes.*
- *Associated screens.*
- *Tables and Databases involved.*
- *Special or unique processes, functions, fields or actions.*



2.3 Assumptions, Dependencies, and Constraints

List assumptions, dependencies, and constraints that could constrain the development or redesign tasks, e.g., completion of a specific task and product or software availability or access.

2.4 Stakeholders

Provide information about who the Stakeholders are and their respective roles.

Name	Department	Role
John Smith	Information Technology	Manager

2.5 Risks

*Provide information about any risks associated with the development or redesign, if any.
Provide any work-around or mitigation information for each risk identified.*

2.6 Implementation Dates

Provide a list of high-level tasks or deliverables and their associated target dates.

Tasks / Deliverables	Target Date



3 Screen Details

Screen Information:

Topic	Information
Main Screen Name	
New or Existing Screen	
Screen Description	
Major Function	<i>Indicate the major function that the screen is used for, e.g., find feature, generate reports, Other (explain).</i>
Initial Access activity	<i>Indicate the activity that must be performed first before you can navigate to the screen, if any, e.g., Find function must be performed first before account maintenance.</i>
Security access restrictions	<i>Indicate any special access restrictions, e.g., Finance department only, managers and above, etc.</i>

Tabs on the screen that lead to other sub-screens:

Tab Names	Information



Tab Names	Information

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Prepare a Separate Table for each Screen or Screen Tab Combination

Screen or Screen Tab Name:	
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Field Information:

Field Type Legend: **C**=Checkbox

D=Dropdown-combo box

R=Radio button

T=Textbox

Data Type Legend: **A**=Alphanumeric

C=Currency **D**=Date

M=Time

N=Numeric

T=Text

Field / Label Name	Field Type C, D, R, T	Data Type A, C, D, M, N, T	Length	Required (Y/N) – when or is it based on a specific data or field?	Display only field (Y/N) When	Comments



Field / Label Name	Default Data – none-if no default	Dropdown-combo box results – indicate column headings	Dropdown-combo box results – indicate sort order, if any	Part of a Results Grid (Y/N)	Gray Out Field – When	Special Rules



Screen or Screen/Tab Name:	
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Action / Command Buttons:

Action / Command Buttons	Displayed On Screen (Y/N)	Screen Location	Indicate field or Function it is Associated With	Comments or Special Rules
Main Screen				
Tab:				



Screen or Screen/Tab Name:	
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Additional Information:

Indicate any special rules, actions, formats, color schemes, navigation, etc.

Topic	Information
<i>Data case sensitivity</i>	
<i>Font, size, bold, shading, etc.</i>	
<i>Pop-up messages</i>	
<i>Date formats</i>	
<i>Time formats</i>	
<i>Grid column titles</i>	
<i>Grid column vertical scrolling (yes/no)</i>	
<i>Field navigation (tab to where)</i>	
<i>Next event to happen</i>	
<i>Special field screen placement (e.g., fields grouped or aligned together)</i>	
<i>Data exportable</i>	
<i>Unique calculations</i>	
<i>Error Messages</i>	



Topic	Information

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Screen Sample:

Provide a sample copy of the screen(s).

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