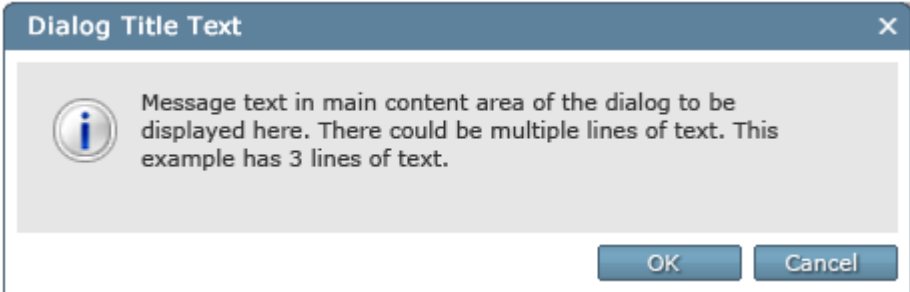
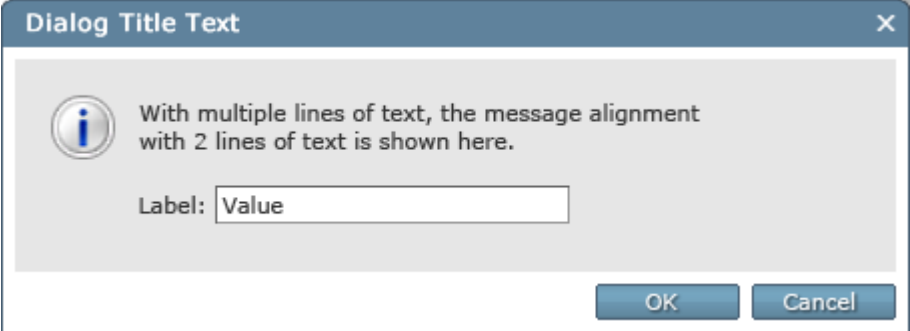
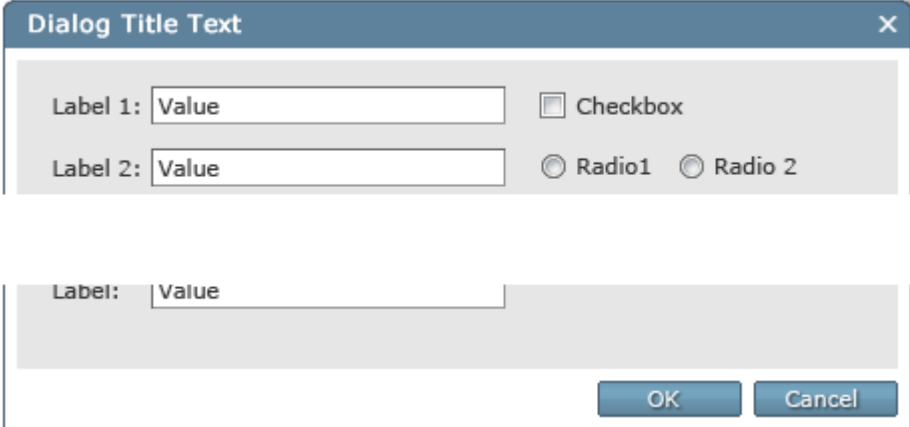


Controls - Dialog Boxes

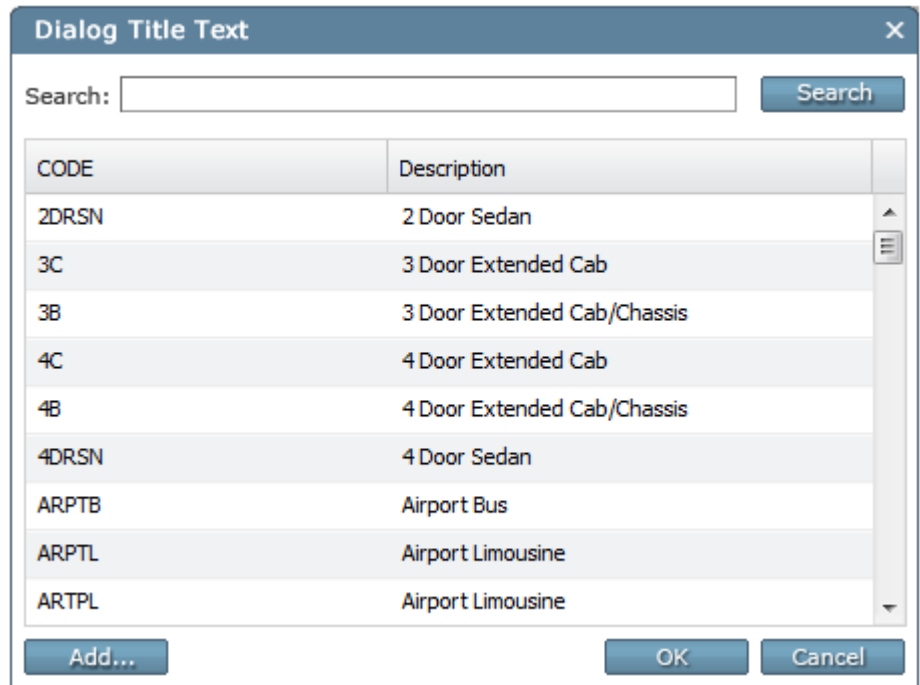
Dialog Boxes

Dialog boxes are displayed to help focus or isolate a user's task, actions (system or user), messages (warnings, notifications, confirmations) and to allow the user to complete a specific task or step by pressing the representative dialog button to return to the main page.

Type of Dialog	Example
<p>Message Box</p> <p>Use this pattern for user messages such as error messages or warning messages.</p>	
<p>Message Dialog Box with Simple Control</p> <p>Use this pattern when there is a need for instruction text with simple data entry (1 or 2 fields)</p>	
<p>Control Dialog Box</p> <p>Use this pattern when there is a need for simple data entry with less than 10 fields. Please Note: This example is showing only a partial view - the top portion of the dialog and the bottom portion of the dialog.</p>	

Dialog Box with Grid Element

Use this pattern when there is a need for a simple lookup control and the data will be displayed in a grid. Grid can be sorted or filtered based on the lookup field. Grid settings will not be saved between lookup user requests.



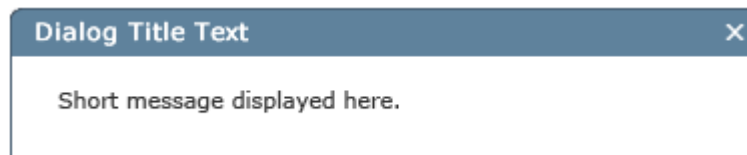
Large Dialog

Use this pattern when there are multiple complex interactions with multiple data entry fields or a grid controls with display fields. Maximum dialog size is approximately 750 pixels x 550 pixels.

Please consult with UX Design team.

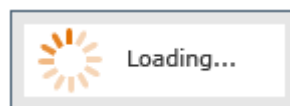
Short Message Box

Use this pattern for simple user messages such as confirmations.



Progress Message

Use this pattern to indicate that a control such as a page or grid data is loading.



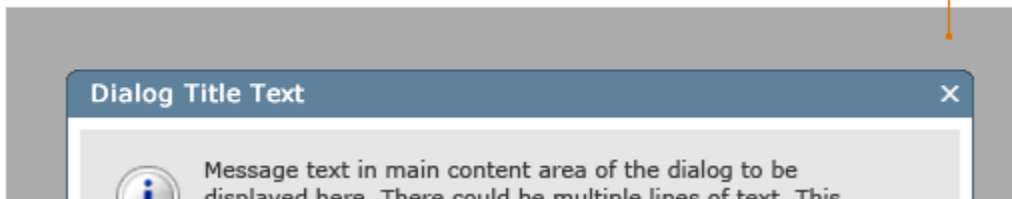
General Rules and Guidelines

- Avoid *dialogs on dialogs*. Generally avoid designing a task to require a dialog to pop-up on top of a dialog already displayed.
- Dialog boxes initially display centered in the application window. The box may be dragged or moved by user. A repositioned dialog box will return to its initial location after it is closed and redisplayed (that is, centered in the application window).
- Common general sizes for dialog boxes. Dialog box overall outer size is based on the content displayed in the dialog window. Dialogs

may be grouped into these general sizes: (width x height in pixels)

- Minimum size for a fixed-size dialog box, approximately 250 x 200
- Small, for message boxes or dialogs with 1 or 2 controls, approximately 500 x 250
- Medium, for dialogs with more than 2 controls, approximately 500 x 450
- Large, for dialogs that display controls such a grid, approximately 700 x 500. This is the maximum size for any dialog because it is not desirable to cover up the entire main window with the dialog. If the large dialog covers up the entire main window, users will think that they have left the main window and are looking at a new page.
- **Resizing dialog windows:**
 - Dialogs should only include a resizable corner/edge when there is a grid displayed in its contents. This is to allow the user to manually resize the dialog to view more contents in the grid element.
 - Scroll bars do not display for the content area of the dialog box, only for grid elements, if necessary.
 - Will remain in its resized size during the current log-in session (or until the user resizes it again). The dialog returns to its initial size after the user has logged off and back on.
 - There may be common sets of dialogs that will be configured as one control such as a product's lookup dialog. In these situations, the user's sizing preference will apply to this set of dialogs rather than a particular instance.
 - User options, preferences or settings control may exist in a product that allows a user to manually reset resizable or repositionable dialogs to their initial state.
- **Manually resizable dialogs:**
 - Cannot be sized beyond the application window edge. Note: For maximum size, see above.
 - Should have a minimum size limit to prevent the user from sizing the dialog down to an unusable size.
 - When manually sizable down, the dialog should not clipped content so that it is out of view.
- **Modal or non-modal:**
 - Modal dialog windows are commonly used to display alerts, dialogs, settings and content to users. Content or messages in modal dialogs usually requires the user to respond before returning to the main page, whereas, content displayed in a modeless window does not require the user to interact with it immediately and the modeless window is available for the user at any time while permitting other user actions.
 - Use modal windows to focus the user's focus attention to an important message or to edit specific fields or page content related to the main window.
- **Light-box effect:**
 - When it is necessary to focus the user's attention on error or warning messages before continuing with any user action, a modal dialogs should display the "light-box" effect.
 - When a page or grid is loading, use the light-box effect to prevent user actions during this period.

Lightbox Effect: color#000, Opacity: 33%



Dialog Text & Graphic Elements

All dialog message text including instruction text and data entry labels should be reviewed with writers. Please review the wording of the final design of a dialog box in the context of the interface.

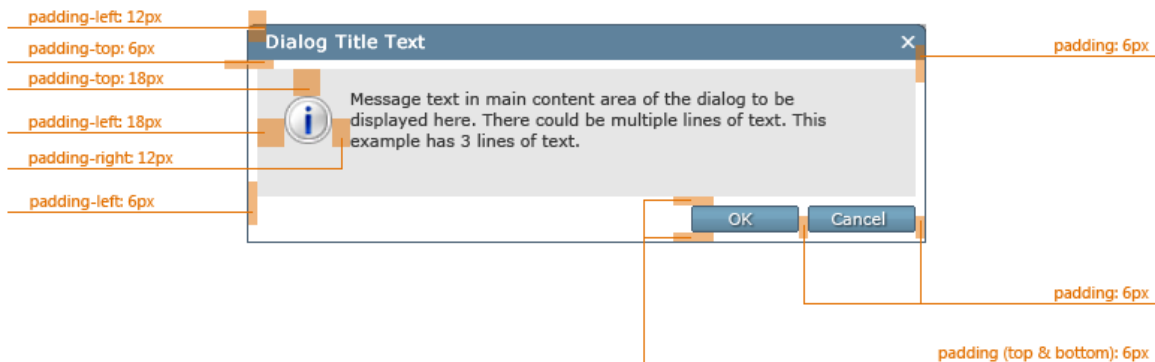
- **Dialog box title bar text includes:**
 - Clear and visible title that matches what the user clicked

- Action or command that invoked the dialog box such as "Edit" or "View"
- The name of the item being edited or viewed
- The product name is not included in dialog title bars
- **Closing the dialog:**
 - An "X" close button in the title bar has same functionality as the "Close" or "Cancel" label button located at the bottom of the dialog box. The "X" close button is optional except for the small message box pattern because the small message box will not display the Cancel button.
 - For accessibility reasons, the modal window should close when users press the ESC key. If there are controls in the dialog window, allow users to tab through controls in the modal window.
 - Cancel button: Sometimes a modal window needs a Cancel button. If the user engages in a process or task that takes time to complete, a Cancel button will reassure users that the information they entered will be gone when they press the Cancel button.
 - When the dialog window, only has the "X" close button, close the dialog window when users click outside it. If there is a Cancel button, do not allow this action.
- **Dialog controls:**
 - Controls or messages are located in the main content area of the dialog box.
 - Command buttons (sometimes referred to as action or command buttons) appear towards the bottom of the dialog box. Please refer to the [Buttons](#) page for specifics about layout and wording.
 - Shadow effect for all dialogs will be:

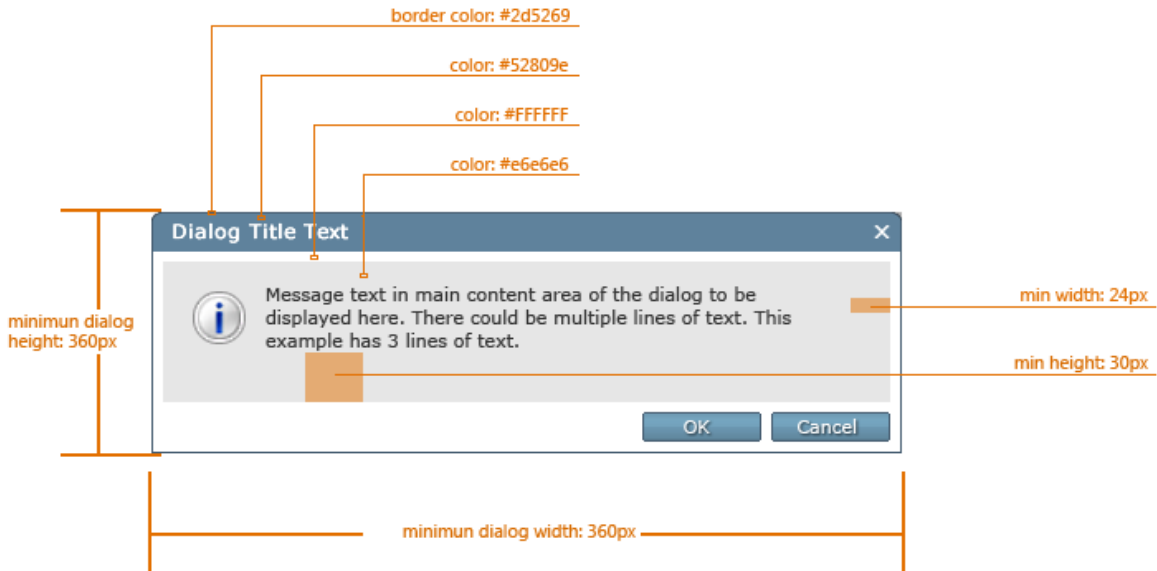


Dialog and Message Box Redlines

- **Redlines for spacing dialog UI elements**

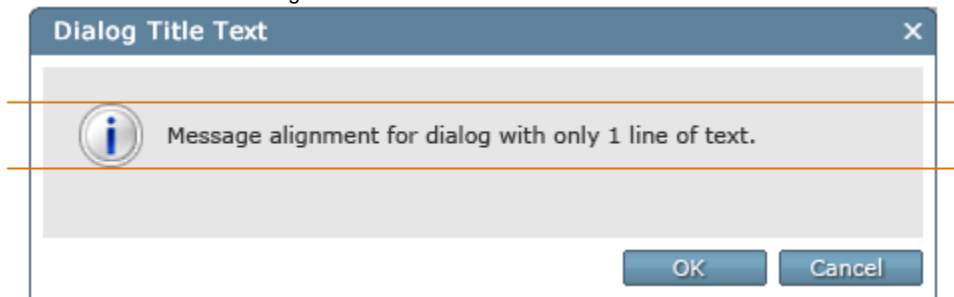


- **Redlines for Minimal Widths and Colors**

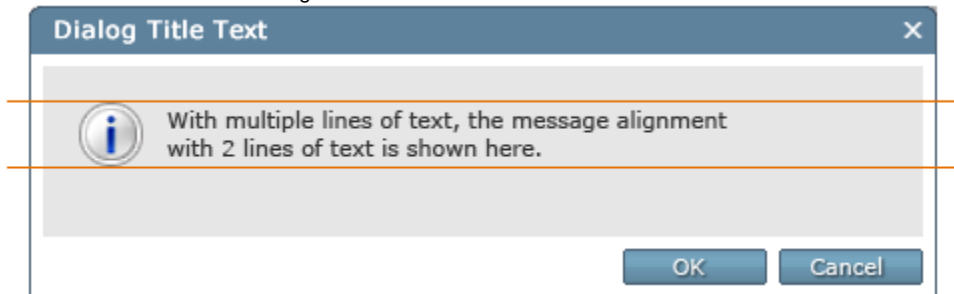


- **Redlines for UI Message Text**

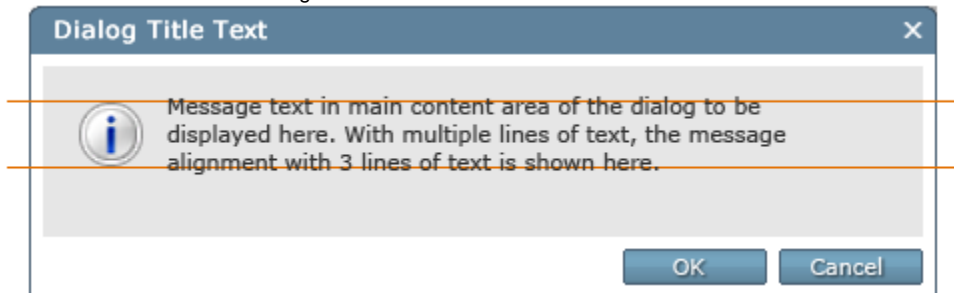
- UI text with 1-line: centered aligned to status icons



- UI text with 2-lines: centered aligned to status icons

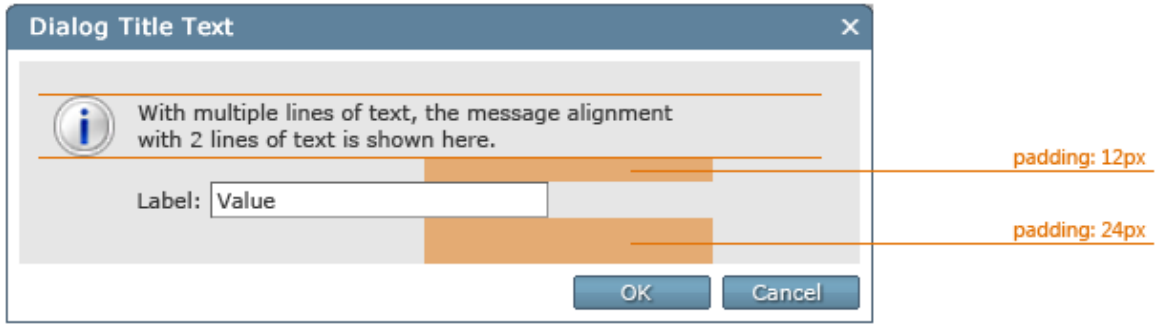


- UI text with 3-lines: centered aligned to status icons

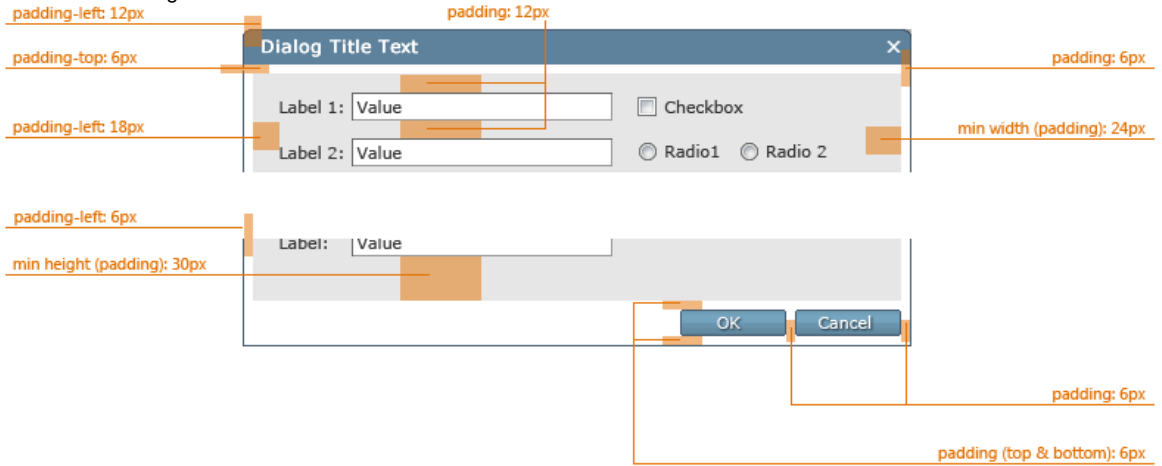


- **Redlines for Dialogs with Controls**

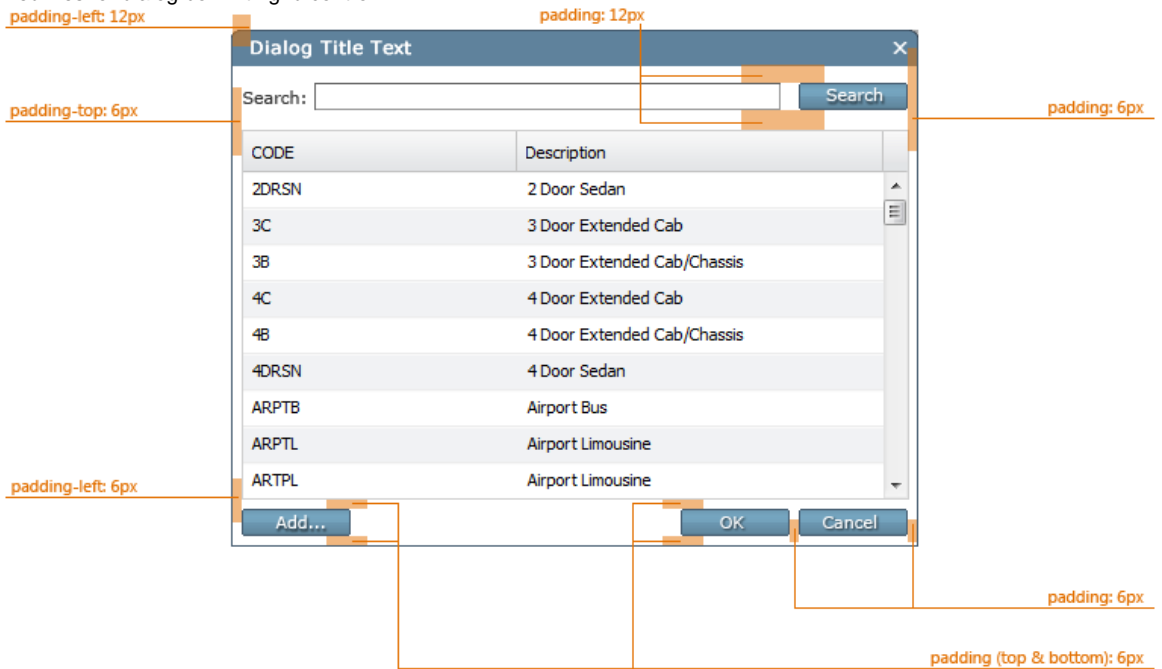
- Redlines for dialog box with form field controls



- Redlines for dialog box with form field controls



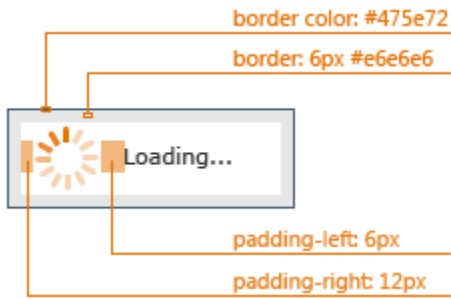
- Redlines for dialog box with grid control



- Redlines for small message box, usually with 1-line for message



- Redlines for progress indicator



Graphics assets for items shown are located on UX SharePoint site and available for download:

- Dialog Header: [UX SharePoint/Graphic Assets/Dialog-Boxes](#)
- Toolbar: [UX SharePoint/Graphic Assets/Toolbar](#)
- Buttons: [UX SharePoint/Graphic Assets/Buttons](#)