Portal Design Standards|Valero Energy Corporation

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Introduction to the Portal Design Standards

The Portal Design Standards (PDS) comprises the comprehensive collection of design standards and guidelines for developing the portal solution. Collectively, these standards define the portal user experience, including the navigation, content and assets, the look and feel of the entire portal, as well as the detailed page and component designs. The PDS is the culmination of the innovative concepts and best practices identified and developed by Logical Design Solutions as adapted and applied to the specific needs for an Enterprise Portal at Valero.

Each standard has been developed by a team of portal design experts together with key client personnel and has gone through a rigorous approval process. Any changes to the design elements and concepts included here should be avoided, as changes could likely introduce a cumulative effect to the sequence of events within the Portal. However, these standards and designs may be interpreted and applied according to your own platform and development requirements. In the interest of good design, they should be used and applied consistently to enable and enhance your users' experience.

PDS Scope

This document describes the spectrum of objects, assets, styles, visual standards, and content that defines the Inside Valero Enterprise Portal. It is not intended to describe the detail of how all artifacts are applied in each instance for the Portal; rather, it sets the standards which Portal designs must meet, and identifies the patterns and design rules to be followed. The detailed configuration designs for a specific release of the portal are found in the page wireframe documents, asset inventories, site map, images and screenshots.

Intended Audience

The PDS is meant to be used by the designers and developers of the portal solution. It is not a document intended for end users of the portal.

Portal Governance

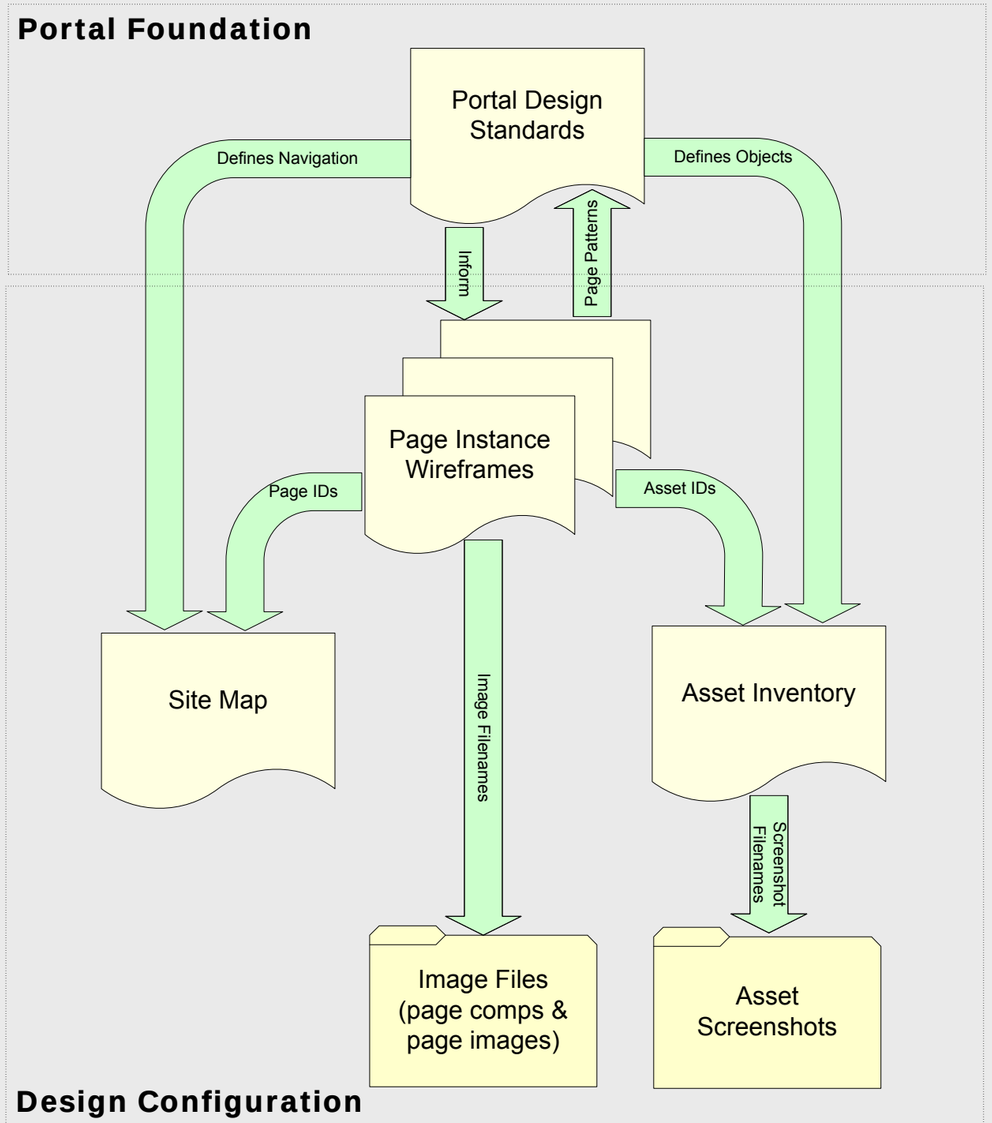
The PDS captures the guidelines for Portal governance and provides guidance for the development of new portal content or sections. The new content shall conform to the guidelines in the document, or the Governance Committee can decide to amend the PDS.

Each section is intended to help the governance team:

- Enforce the PDS.
- Instruct vendors or internal authors on how to follow the design standards.

Portal Design Document Relationships

Portal Foundation Document Relationships



Portal Design Standards (PDS)
This document is the keystone design document for your portal. The PDS is not specific to a particular release of the portal, but contains foundational design concepts that will continue to apply as the portal design evolves.

Design Configuration
The PDS works in conjunction with other portal design documents, collectively referred to as the "Design Configuration" because these documents provide the additional design specifications that define a particular release of the portal.

Page Instance Wireframes
Each portal page is an instance of one of the portal page patterns defined in the PDS. Each page instance wireframe defines how each of the components, that are associated with the page pattern, are to be configured for this portal page.

Site Map
The site map defines a page ID for each portal page and illustrates the hierarchical relationships between pages that define the portal structure, or information architecture.

Asset Inventory
This spreadsheet defines an asset ID for each of the different types of assets (types are defined in the PDS) that are linked to, or embedded in, portal page instances.

Image Files
The visual design of the portal pages is represented as portal page "comps" that show the visual design of each portal page. Some page instance wire frames also refer to specific page image files.

Asset Screenshots
These provide additional information, beyond current location when needed, need to define an asset to be integrated by the portal.

Site Map and Asset Inventory

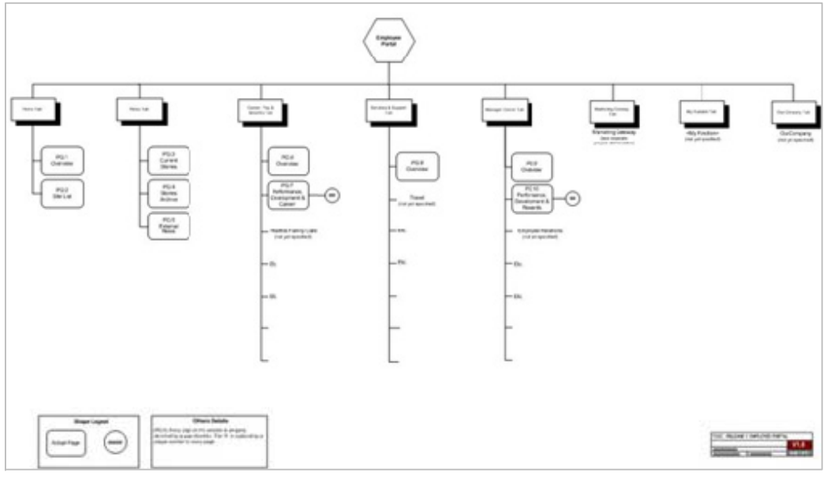
Site Map

What is the Site Map?

The Site Map identifies every portal page and visually represents the primary portal structure, or portal information architecture (IA). It includes:

- Reference for all portal page IDs
- Page names are shown on the site map to make it more comprehensible
- Baselined early in the Elaborate Phase
- Updated throughout elaborate and finalized at the end of elaborate
- Typically used to configure the portal IA
- E.g., SAPP workset-folder-page relationships
- File Format: VISIO

Sample Site Map:



See Attached Site Maps:

Enterprise Portal Site Map

I/S Workspace Site Map

HR Site Map (Valero & Me, Manager Center, HR Workspace)

Asset Inventory

What is the Asset Inventory?

The Asset Inventory is a compilation of all assets currently held by the client; they encompass all of the existing asset types identified within the Portal Objects:Asset Types section of this document. The Asset Inventory is a document or documents that assembles assets by type and location for ease of access and identification.

Who Uses This Document?

The Asset Inventory is used by:

- Portal designers to identify the assets that must be accessed within a portal page for the various user segments.
- Portal developers as they implement the designs, to identify the location of assets and ensure they are accessed correctly.

Sample Asset Inventory:

	A	B	C	D	E	F	G	H	I	J
1	Asset ID	Asset	Title	File Name	Format	Current Location	User Targeting	Owner	Search Key Words	Comments/Description
2	Service Center									
3	A-DOC-SC-01	Shipping Document	UPS Expedited Shipping Form	UPS.doc	Word	http://velocity1.valero.com/docs	All	Nayaki Nayyar		
4	A-DOC-SC-02	Company Location Addresses	Company Location Addresses	North LocationDirectory.xls	Excel	http://velocity1.valero.com/docs	All	Nayaki Nayyar		
5										
6	A-DOC-SC-04	Menu	Cafeteria Menu	HQ Menu .coc	Word	http://velocity1.valero.com/docs/ccrp/saranark	San Antonio	Nayaki Nayyar		
7	A-DOC-SC-05	Conference Rooms	Reserve a Conference Room	Conference Room Reservations procedures.doc	Word	http://velocity1.valero.com/docs/ccrp/OfficeServices	All	Nayaki Nayyar		
8	A-DOC-SC-06	Equipment Procedures	Checkout Equipment	New	New	http://velocity1.valero.com/rootccro/Office_Services/CheckoutProcedures.htm	San Antonio	Nayaki Nayyar		Velocity page - this should be made intc a Word or PDF file.
9	A-DOC-SC-07	Training Rooms	Training Room Reservations	New	New	http://velocity1.valero.com/rootccro/Office_Services/TrainingRooms.htm	San Antonio	Nayaki Nayyar		Velocity page - this should be made intc a Word or PDF file.
10	A-DOC-SC-08	Café Privrte Dining	Cafeteria Private Dining Reservations	New	New	http://velocity1.valero.com/rootccro/office_services/privatedining.htm	San Antonio	Nayaki Nayyar		Velocity page - this should be made intc a Word or PDF file.
11	A-DOC-SC-09	Café Main Dining	Cafeteria Main Dining Reservations	New	New	http://velocity1.valero.com/rootccro/Office_Services/mandining.htm	San Antonio	Nayaki Nayyar		Velocity page - this should be made intc a Word or PDF file.
12	A-DOC-SC-10	Printable Drawing Format	Dining Area Floor Plan	Cafe Empty Set Up.pdf	PDF	http://velocity1.valero.com/docs/ccrp/OfficeServices	San Antonio	Nayaki Nayyar		
13	A-DOC-SC-11	Dollies/Carts	Dollies/Carts	Office Services Equipment Log.doc	Word	http://velocity1.valero.com/docs/ccrp/OfficeServices	San Antonio	Nayaki Nayyar		
14	A-DOC-SC-12	Supply Room Locations	Find a Supply Room	New	New	http://velocity1.valero.com/rootccro/Office_Services/SupplyRoomLoc.htm	San Antonio	Nayaki Nayyar		Velocity page - this should be made intc a Word or PDF file.
15	A-DOC-SC-13	Furniture/Move Procedures	Furniture/Move Procedures	New	New	http://velocity1.valero.com/rootccro/Office_Services/FurnitureMoves.htm	All	Nayaki Nayyar		Velocity page - this should be made intc a Word or PDF file.
16	A-DOC-SC-14	Restricted Access Request Form	Request Restricted Area Access	Access/RequestForm.doc	Word	http://velocity1.valero.com/rootccro/is/security	All	Nayaki Nayyar		
17	A-DOC-SC-15	Valero Global Information Security Policy	Valero Global Information Security Policy	Valero Global Information Security Policy.doc	Word	http://velocity1.valero.com/docs/ccrp/corporate_policies	All	nayaki Nayyar		

See Attached Asset Inventory:

Enterprise Portal Asset Inventory

I/S Workspace Asset Inventory

HR Asset Inventory (Valero & Me, Manager Center, HR Workspace)

Portal Access and User Segments

Scope of Audience

The portal experience will vary based on roles and rights; however, users in the Valero Active Directory will be divided into two main access groups: in-scope and out-of-scope.

In-Scope

- All San Antonio headquarters employees will have access to Inside Valero.
- All Valero employees and contractors working on the Refining side of the Valero business will have access to Inside Valero.
- Valero retail employees located at Corporate Headquarters will also have access to Inside Valero.
- See the User Segment section for more details on the in-scope audience.

Out-of-Scope

- Retail store employees are out-of-scope for this portal and ***will not*** have access to Inside Valero from store locations. Retail employees are those Valero employees who work only on the retail side of the Valero business in store locations. Their access will be limited to the retail portal on the legacy SAP Portal.

Authentication

Users will require no separate sign-on for initial access to Inside Valero. Login to the Valero network via Active Directory will authenticate the user and determine the appropriate level of access.

Single Sign-on Between Applications

Once users are authenticated via Active Directory they will be able to navigate from the Employee portal to other internal Valero applications. These applications include but may not be limited to:

- SAP
- Flex
- Team Viewer
- Pay Stubs
- Employee Performance Review (EPR)
- Individual Development Plan (IDP)
- Merit Recommendation System
- LTI Award Recommendation System
- Bonus Award Recommendation System

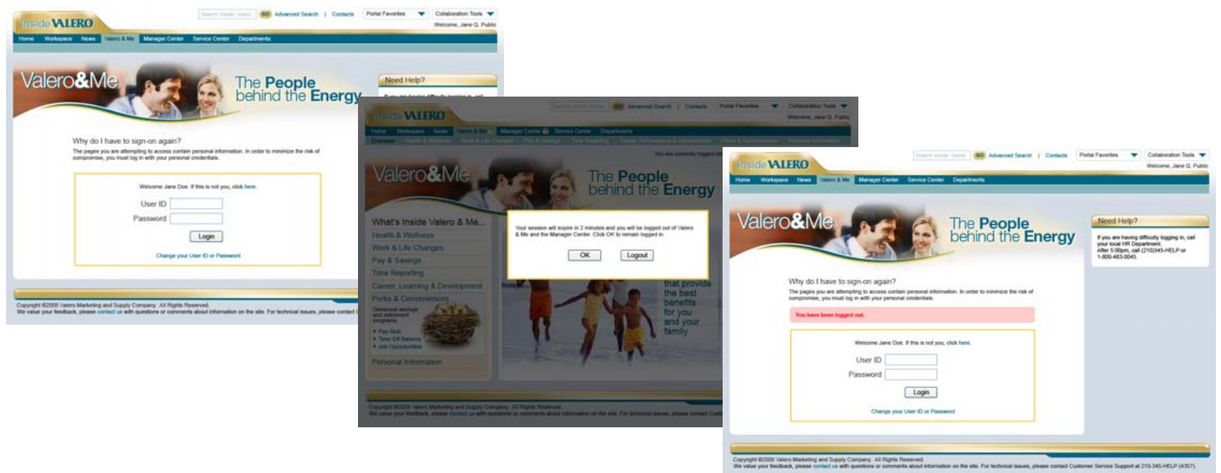
Note: Additional authentication may be required to login to non-portal asset systems accessed via the portal.

User Authentication In Valero & Me, Manager Center, HR Workspace

The portal protects Human Resource information with a separate authentication step. LDS recommends that users have only one ID and password for all Valero accounts; therefore, users would login to Valero & Me, the Manager Center, or HR Workspace with their Windows ID and password. This login allows users to feel secure that their sensitive data is kept confidential. As users attempt to enter Valero & Me, the Manager Center, or HR Workspace they are prompted with a login screen. By logging in to the portal using their ID and password users then gain access to sensitive HR information for the duration of that active session. Due to single sign-on between Valero & Me and back-end HR applications (SAP, EPR, Pay Stub, Team Viewer, etc) logged in users also gain access to data held in these applications. This access remains until users either log out of the HR Portal or close their browser. If users are inactive for 20 minutes throughout the Inside Valero portal they will be automatically logged off.

Login Behaviors

- Valero & Me or Manager Center Login and Logout
- Valero & Me or Manager Center Login Intercept Screen
- Valero & Me or Manager Center Login Status (viewable from all areas while logged in)
- Session Expiration Warning Notification



User Segments

The portal objects referenced within the Valero portal design standards are intended for a specific target audience or audiences. The user segment defines the target audience for each resource identified in the portal design. User segments are different from user authentication; they represent a further definition and refinement of content allocation.

The segments listed here do not include segments (i.e., legacy Active Directory groups) already used to define access to the existing KM repository or legacy SAP Portal objects. Access to these resources will remain as currently defined.

Segments That Apply Across all Locations:

- **All Portal users** – This segment will be used to represent all users that have any access to the new employee portal. This is the same as the group of users referenced as "In Scope" above. This group includes all members of the segments below.
- **Employees** – This segment represents all portal users who are not managers and not contractors.
- **Managers** – This segment represents all portal users who are employees and managers.
- **Contractors** – This segment represents all portal users who are contractors only.

Once users have been identified by major user segment, content delivered to them can be further defined according to their location and then, by role within the location.

User Segments (continued)

Location-based Segments

- Corporate – This segment includes all portal users not listed in any Refinery locations. That is, all employees, managers and contractors at San Antonio and any other location not mentioned below (such as Canada, Aruba).

Location-based segments for all Refinery locations at Valero:

- Ardmore
- Benicia
- Corpus Christi
- Delaware City
- Houston
- Krotz Springs
- McKee
- Memphis
- Paulsboro
- Port Arthur
- St. Charles
- Texas City
- Three Rivers
- Wilmington

User membership to the segments listed thus far can be determined and automatically managed using HR profile data available for users within Active Directory.

Refinery Ops Workspace-based Segments

The segments listed below are used to vary the user experience of the Refinery Ops Workspace:

- **Corporate Refinery Ops** – These are all employees that are in the *Corporate* location segment (as described above) AND belong to the Refinery Operation department.
- **Corporate Non-Refinery Ops** – These are all employees that are in the *Corporate* location segment (as described above) AND do NOT belong to the Refinery Operation department.

The following segments should be defined per each Refinery location listed above:

- **Refinery Manager and Refinery Leadership Team (RLT)** – This includes the Refinery Manager and his/her direct reports at a Refinery location.
- **Refinery middle management** – This includes all salaried exempt employees at a refinery location that are not in the *Refinery Manager and RLT* segment for that refinery location.
- **Other Refinery workers** – This includes all hourly and salaried non-exempt employees at a refinery location that are not in the *Refinery Manager and RLT* segment for that refinery location.

The membership of employees into one of the above Refinery Ops Workspace based segments can be determined by their HR Profile data. However, provisions should be made to manually manage membership of contractors and exception employees into these groups. For example, an employee in an I/S department supporting Refinery Ops may need to be included in the *Corporate Refinery Ops* segment instead of defaulting them to the *Corporate Non-Refinery Ops* segment per their HR data.

Information Services Workspace-based Segments

The segments listed below are used to vary the user experience of the Information Services Workspace:

- **IS Employees** – These are all employees that are in the Information Services division of Valero (regardless of location). This excludes IS employees of Retail.
- **CIO Leadership** – These are all employees Information Services division and are either the CIO or direct reports of the CIO.

Human Resource-based Segments

The segments listed below are used to vary the user experience of the Valero & Me and Manager Center portal:

- **Retail Corp** - retail employees who are affiliated with corporate. This helps the portal determine the appropriate 401(k) Savings Plan and Health & Wellness experience.
- **Non-Retail** - these are employees who do not work in the retail space and are eligible for Flex benefits. This helps the portal determine the appropriate 401(k) Savings Plan and Health & Wellness experience.
- **Non-Retail Premcor** - these are employees who do not work in the retail space and are not eligible for Flex benefits. This helps the portal determine the appropriate 401(k) Savings Plan and Health & Wellness experience.
- **Flex Employee** - employees who are eligible for Flex benefits. This segment allows the portal to target the information around Health and Wellness programs delivered to employees.
- **New Hire Status** - This segment allows the portal to target the Anchor highlighter component on the Valero & Me homepage. It also allows the portal to target of any other banners or highlighters on the site that should be shown to new hires.
- **Salaried Exempt** - Salaried employees who are not eligible for overtime. This segment allows the portal to target the time management and financial benefits experiences.
- **Salaried Non-Exempt** - Salaried employees who are eligible for overtime. This segment allows the portal to target the time management and financial benefits experiences.
- **HR Employee** - Employees who work in Human Resources. This segment determines the HR Workspace option for HR employees. Non-HR employees will not see the HR Workspace.
- **HR Staffing & Employee Services Employee** – HR employees who work in the Staffing & Employee Services area. This segment helps determine which HR Workspace experience the user receives.
- **HR Compensation Employee** - HR employees who work in the Compensation area. This segment helps determine which HR Workspace experience the user receives.
- **HR Benefits Employee** - HR employees who work in the Benefits area. This segment is not yet used, but it will eventually helps determine which HR Workspace experience the user receives.
- **HR Organizational Development & Training Employee** - HR employees who work in the OD & Training area. This segment is not yet used, but it will eventually helps determine which HR Workspace experience the user receives.
- **HR HRIS & Payroll Employee** - HR employees who work in the HRIS & Payroll area. This segment is not yet used, but it will eventually helps determine which HR Workspace experience the user receives.
- **HR Refineries Employee** - HR employees who work in the Refineries area. This segment is not yet used, but it will eventually helps determine which HR Workspace experience the user receives.
- **Executive** - Vice presidents and above. This helps the portal determine access to the Executive Physicals page.
- **Logistics** - pipeline & terminal employees who have a different CATs profile (includes work order and shift codes). They were selected with the following SAP attributes: “Personnel Area: P*” ; “Employee SubGroup: 02” (salaried non-exempt). This segment helps the portal determine which version of the time entry page to display.

Portal Objects

These are the most fundamental “building blocks” of the portal system. They encompass the various resources which are organized into the portal user experience.

The Portal Objects are:

- Portal Pages
- Components and Modules
- Assets
- Articles

Portal Pages

Portal Page specifications describe the attributes of actual SAP portal pages including the page patterns and user entitlements. Attributes like the “Title” are then used by page components like the “Asset List” component to determine what links can be shown to a user at run time.

Attribute	Description
Page ID	This is defined in the Site map structure
Title	This is defined in the page instance wireframe
Entitlement	Segment(s) that are allowed to view this page
Defaults for (optional)	Only used for pages having multiple local views. Identifies segments for whom this page is the default view
Page Pattern	The page pattern wireframe describes the different patterns in detail.
Page Components	The page instance wireframe describes all the page components contained in the page.
Search Keywords	Specific words, associated with the page, that should yield a search match. TBD by Valero.
Owner	Valero contact responsible for the page content - maintains it, has the authority to modify it, delete it, etc.
Comments	

Components

Components are common, re-usable elements that appear within the columns and content areas of the page layouts. Components can be described as either: Component Patterns or Unique Components.

Component Patterns outline the common functionality, authoring guidelines, and visual treatment of individual components that can be used in different portal pages. As each pattern is instantiated on a portal page, it may have different content (or other configurations) than the other component instances following the same pattern.

A **Unique Component** is created only once and may appear on one or more page instances. The functionality and visual treatment do not vary as the component is placed in different areas of the portal.
The content is either the same in every instance, or is determined by an application or meta data.

In general, the visual design, functional behavior and authoring guidelines (for Component Patterns) are described as part of a Component description.

Modules

Instantiated components that users may add to a page of which they have control are called a Modules. They are self contained components and do not need other components on the page to give them context or meaning.

Modules have functional behavior above and beyond the component from which they are promoted. The additional functions of a module include: add, remove, re-position and show/hide. The core component functionality including its behavior and visual design is defined in the component specification.

Due a component’s “promotion” as a module, the following attributes are specified:

Attribute	Description
Module ID	A unique identifier for the component that has been promoted to be a Module
Component	This is the component from which the module derives its visual design, functional behavior and authoring guidelines (if the component is an instance of a component pattern)
Entitlement	Segment(s) that are entitled to see and add as a module on their page
Column Span	Can be either Wide (2 column) or Narrow (1-column). Indicates the number of columns this module is suited for display on a user’s controlled page
Mandatory	Can be either Yes/No. If “Yes” the module may not be removed from a user-controlled page. Users may only show/hide and re-position
Category	Meta data that indicates under which category the module is available within a Module Library

Asset Types

This section describes the different types of assets that will be integrated into the portal experience. Information about the assets is used by page components to be able to render themselves.

The available assets types are:

- Documents
- Sites
- Embedded Applications
- Periodic Reports
- KM Folders
- Folders
- Desktop Applications

Documents

These are typically files like MS-Word, Excel spreadsheets, PDF's, etc. that are referenced by some page components as links or list of links to documents.

The logical structure of the Document type is:

Attribute	Description
Asset ID	Unique Identifier
Title	Title of asset
File Name	Actual document file name (including, .doc, .xls, .pdf, etc.)
File Format	Type of Document – Word, PDF, Excel, Etc
Entitlement	If specified, segments that are allowed to view this asset.
Current Title	Current title of document
Current Location	Current Path Location (e.g., http://velocity1.valero.com/root/corp/travel/docs/)
Owner	Valero contact responsible for the asset - maintains it, has the authority to modify it, delete it, etc.
Search Keywords	Specific words, associated with the asset, that should yield a search match. TBD by Valero.
Comments	

See Asset Inventory

Sites

Sites are web sites or web applications referenced by page components.
The logical structure of the site asset type is:

Attribute	Description
Asset ID	Unique identifier
Title	Ttile of asset
Entitlement	If specified, segments that are allowed to view this site.
Internal/External	Flag to indicate if this is an internal or external site or application.
Behavior	Indicates the method that the site asset displays (either pops up in a new browser window or opens in the same browser window)
Sign On required	The value "Automatic" for this column means that the application has or needs a single sign on.
Current Title	The current name of the site or web application.
Current Location	Current URL to the web site or web application.
Owner	Valero contact responsible for the asset - maintains it, has the authority to modify it, delete it, etc.
Search Keywords	Specific words, associated with the asset, that should yield a search match. TBD by Valero.
Comments	

See Asset Inventory

Embedded Applications

Embedded applications are pages, sites or applications that are rendered within an iView on a portal page. The logical structure of the Embedded application type is:

Attribute	Description
Asset ID	Unique Identifier
Title	Optional – e.g., used to title narrow embedded application component
Entitlement	If specified, segments that are allowed to view this application.
Option to Open in New Window	Indicates whether the New Window button should appear when presenting this asset.
Current Title	The name of the application (used to find the application in the "as-is"
Current Location	Iview ID (or URL to current web site or application)
Owner	Valero contact responsible for the asset - maintains it, has the authority to modify it, delete it, etc.
Comments	

See Asset Inventory

Asset Types (continued 1)

Periodic Reports

Information about periodic reports, and their logical association with related periodic reports, that is used to determine how users would be able to access different versions of these reports via a mouse-over popup that appears when a user hovers over a link for the report.

Attribute	Description
Asset ID	Unique identifier
Report Title	Title of report as labeled on portal pages
Periodicity	Reporting periods for the report (e.g., weekly, monthly etc.)
Refinery-Specific	Y/N Use Y to indicate there is a refinery-specific version of the report for each refinery, or N to indicate there is only one version.
Current Report Location	Path specification for the current KM folder location where *summary* reports are kept. Path specification may include variability (e.g., …/Energy Scorecard/<Year>)
Owner	Valero contact responsible for the asset - maintains it, has the authority to modify it, delete it, etc.
Comments	

See Asset Inventory

KM Folders

The specifications for KM folders, that will be referenced by KM iViews, are captured in the KM folder specifications. The logical structure of the KM Folder asset type is:

Attribute	Description
Asset ID	Unique identifier
Title	Title of the folder that is the starting point for KM folder iViews
Entitlement	If specified, segments that are allowed to view this folder.
Current KM Path	Current path to starting KM Folder
Owner	Valero contact responsible for the asset - maintains it, has the authority to modify it, delete it, etc.
Comments	

See Asset Inventory

Folders (local or legacy file shares)

The portal may provide links to shared drive folders that are not in KM, especially in cases where documents are being managed in local shared drives. The logical structure of the Folder asset type is:

Attribute	Description
Asset ID	Unique identifier
Title	New Asset name, which is used as the link text in the new portal
Entitlement	If specified, segments that are allowed to view this folder.
Folder Source	The type of file share, e.g. local shared drive, Manuals Site
Current Location	Complete path for the current location of the folder being linked to
Owner	Valero contact responsible for the asset - maintains it, has the authority to modify it, delete it, etc.
Comments	

See Asset Inventory

Desktop Applications

The portal also provides access to assets that can only be viewed if specific applications are installed on a user's desktop. These are similar to the Documents asset type, where the asset is opened in its native application, but they are not as common as MS-Office or Acrobat. The logical structure of the Desktop Application asset type is:

Attribute	Description
Asset ID	Unique identifier
Title	New Asset name, which is used as the link text in the new portal
Installation Dependency	Indication if access to the asset requires that an application be installed on the users desktop
Entitlement	If specified, segments that are allowed to view this folder.
Sign On Required	The value Automatic for this column means that the application has or needs single sign on.
Current Location	Current URL to the site or application.
Owner	Valero contact responsible for the asset - maintains it, has the authority to modify it, delete it, etc.
Comments	

See Asset Inventory

Articles

Articles are a special type of object referenced by some of the components defined in this document. Specific instances of articles are not defined as part of the portal design (e.g., as are assets) but are dynamically created during the operation of the portal. However, certain information is assumed to be available about articles that can be used by the logic of the components to determine what should be presented, and how.

Article Types and Categories
There are two different types of articles:

- News – "Stories" in one of the following news categories
  - Company
  - Community
  - Valero in the Press
- Announcements – "By-lined" messages in one of the following categories
  - General (company-wide or targeted)
  - Leadership Messages

The information about an article is different for the two different types of articles; yet, there is some common information that applies to all articles.

Every article has the following information:

Attribute	Description
Title	The name of the article determined by the author
Article Entry Date/Time Stamp	A snapshot of the system date and time that the article was entered into the repository
Publication Date/Time	Date and time that the article should become available for access by entitled users.
Entitlement	Access control information that determines who is allowed to view the article (only used for Announcements and Leadership Messages in Release 1). Articles can be entitled to any of the User segments defined in the *User Segments* section and also to legacy groups existing in Active Directory. In Release 1, support for entitlements of articles should minimally be by Location based segments.
Article Content	This is the actual article content (e.g., text, images, etc.) that will be presented to the user for article viewing. The first sentence of the article content will be accessed independently for display by some components (e.g., Headline News)

News articles also have the following information:

Attribute	Description
News Category	One of the new category values (defined for news articles) must be attributed to each news article
Headline News Indicator	This binary attribute (Yes/No) should explicitly be set to "Yes" by the article publisher to indicate that the news article should appear on the home page.
Headline News Image	Every article with a Featured Article Indicator = "Yes" should have a separate image that will be displayed on the home page

Announcement articles also have the following information:

Attribute	Description
Announcement Category	One of the following values must be attributed to each announcement article based on the source of the announcement (General, Leadership Message)
Author	The name of the author of the announcement
Community Announcement Flag	Set to Yes if this announcement is specifically about Communities.
End Date	The date after which the announcement article is no longer valid (i.e., should no longer be included in those components that present "recent" announcements).
Leadership Message Image	If Announcement category is Leadership Message, provide an image for the Author of the announcement

Portal Asset Integration Principles

Integrate - *Verb tr.*
1. To make into a whole by bringing all parts together; unify.
2. a. To join with something else; unite. b. To make part of a larger unit: integrated the new procedures into the work routine.

--The American Heritage® Dictionary of the English Language, Fourth Edition

One of the primary functions of an enterprise portal is integration. In the ideal state, all items are integrated in such a way that they feel "of the portal" instead of "apart from the portal." The reality is that this can never be the case. Consider the volume of existing sites and tools that would need to be re-designed. Even with endless resources, some tools are outside your reach—tools on the Internet or provided by third parties.

An integration strategy enables the development of a user experience that allows you to make as many assets feel "of the portal" as possible, while also elegantly handling those assets that will naturally be "apart from the portal."

The scope of an Enterprise Portal is large. Many assets needs to be available to your entire employee population, while others are targeted to a select few user segments. In order for a portal to deliver value to this wide and varying audience, the portal will have to integrate many portal objects. By far, the most diverse objects that the portal must integrate into the user's experience are the different kinds of assets. The portal asset integration principles described here will help explain the portal design decisions that are embodied in the PDS and Portal Configuration Designs. They will also help provide guidance for the evolution of your portal.

Asset Types

The assets that are integrated by the portal are broadly categorized by "type." The three primary types of assets are documents, sites, and embedded applications. The type of the asset is determined partly by the characteristics of the asset itself, and partly by an assessment of how the asset might best be integrated into the portal experience.

Documents

This determination is simple. Any documents more naturally viewed by an application other than the web browser (e.g., MS Word, Excel, PowerPoint, Adobe Acrobat Reader, etc.) are typed as documents. Documents are always integrated into the portal experience in the same way. Portal components contain links to documents (the link text being equal to the asset title), and when the user clicks the link, the corresponding viewing application is launched in a new browser window containing the content of the document. The current portal page, from which the asset link was clicked, is not affected and remains loaded in the current browser window, which will be behind the newly launched document window.

Sites

In general, assets that are single or multi-page web sites or web applications can be categorized as "sites." The determination that an asset is a site is a bit more involved, as it must be distinguished from assets that can be, and should be, integrated as an embedded application, the third type of asset. They are units of content and functionality that may currently exist as independent sites, or they may be parts of an existing site.

Assets that are sites will always be integrated into the portal experience in one of two ways, depending on the portal context. Portal components will always contain links to assets that are sites (the link text being equal to the asset title), but when the user clicks on the link, the first page of the site will either replace the current portal page in the browser window or will be launched in a new browser window (similar to how documents are integrated).

The portal context will determine which of the two integration behaviors is appropriate.

1. Replace the Browser
In general, if the portal's role in relation to the asset is simply to provide access to the site, the site should replace the current portal page in the same browser window. These will naturally feel like they are "apart from the portal."

2. Pop a New Window
If the portal's role is to provide more context and structuring of the user experience (e.g., guiding the user through a process), and the site asset is integrated for the purpose of carrying out a specific task within the context of that process, the site will be launched in a new browser window so that the portal experience is not interrupted.

Embedded Applications

Assets categorized as embedded applications will be more fully integrated into the portal experience. Rather than being accessed via a link within a component, embedded applications are experienced as a component on a portal page—"of the portal." Integrating assets this way has advantages for the way users experience the portal, and quite a diverse range of assets can be integrated this way, but not all assets are suitable for embedding. Also, some assets (such as SAP iViews) can only be integrated as embedded applications.

The most obvious use of this integration approach is when the asset, whether existing or new, is designed as an element for inclusion on a page. This includes functionality that is delivered by SAP (e.g., the KM iView) as well as existing page component functionality that will be re-integrated into the portal (e.g., a stock ticker).

At the other end of the spectrum of possible embedded applications are multi-page legacy web applications that can be integrated as the main (also typically the largest) component on a portal page, and that can be surrounded by other complementary components that, together with the embedded application asset, provide a more consistent portal page experience. It is here that some criteria must be applied to ensure that the characteristics of the embedded application do not break portal page design rules.

The most important consideration is to ensure that embedded applications have not been designed with their own site navigation (e.g., top navigation tabs, left-hand navigation links) that will conflict with the portal navigation scheme. Assets having these characteristics must be categorized as "sites" and will be handled in one of the ways described above.

Conclusion

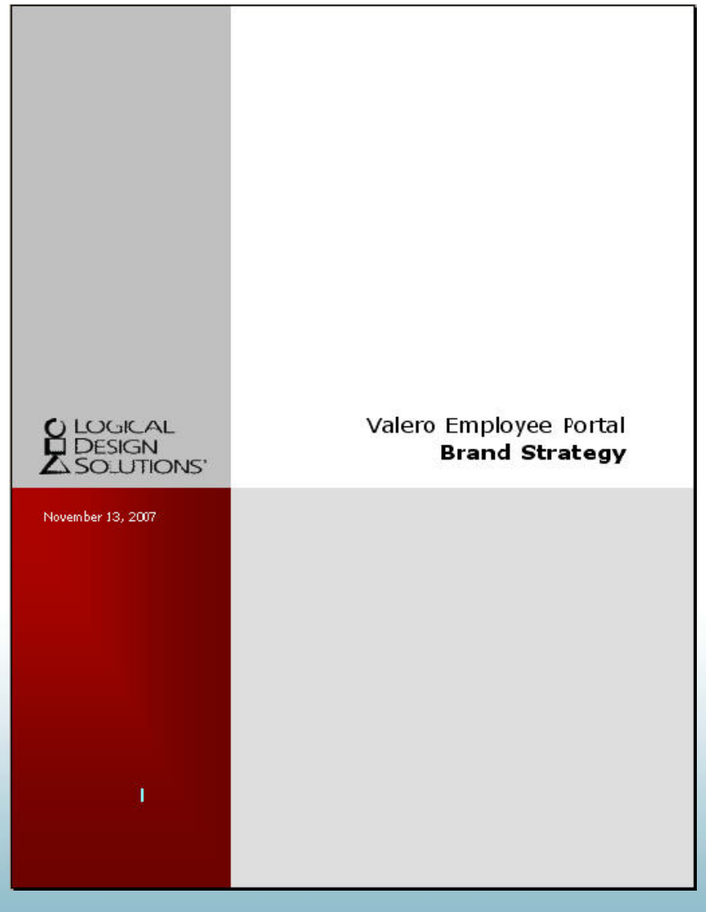
There are actually quite a few different ways in which assets may be integrated into the portal. Establishing governing principles, and ensuring they are applied correctly as the portal evolves, will make an enormous difference in the way the portal is experienced by users. In fact, inconsistent or under-considered integration decisions can render a portal unusable by users. Portal asset integration can be achieved readily by categorizing assets into different types following these integration principles.

Visual Standards

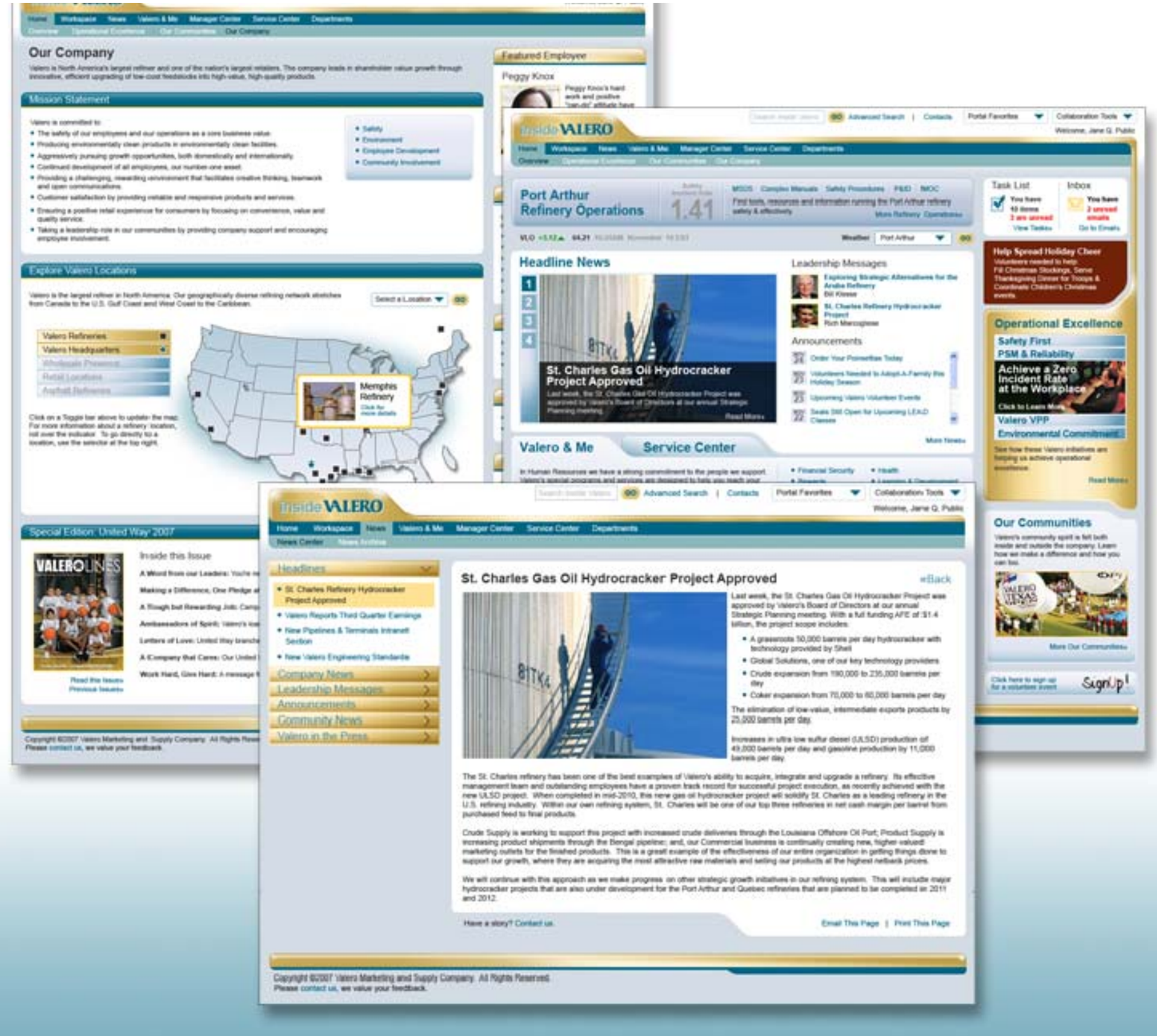
Brand Strategy

The Brand Strategy was instrumental in developing the design direction and branding for the portal. It is included here as an historical reference to the design recommendations and suggestions made during that point-in-time.

This document includes some creative brief elements together with the original strategic recommendation on how to brand the portal.

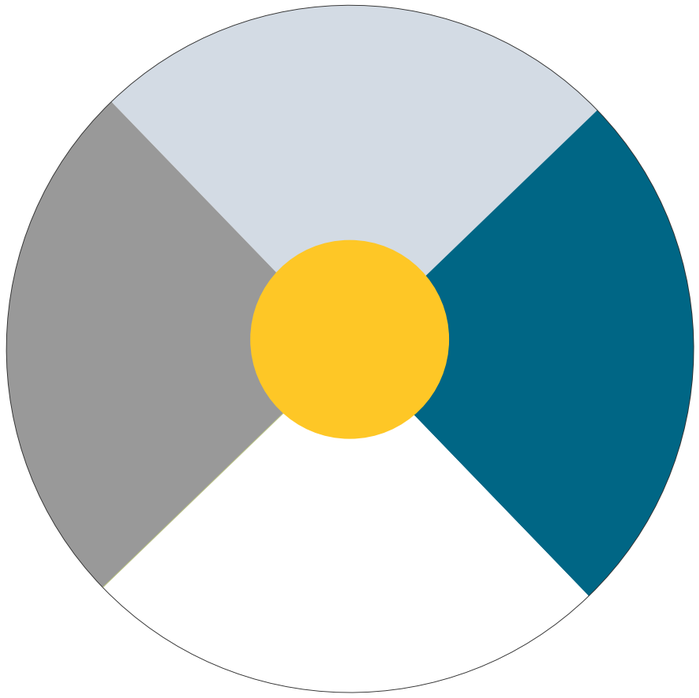


Brand Strategy



Color Palette

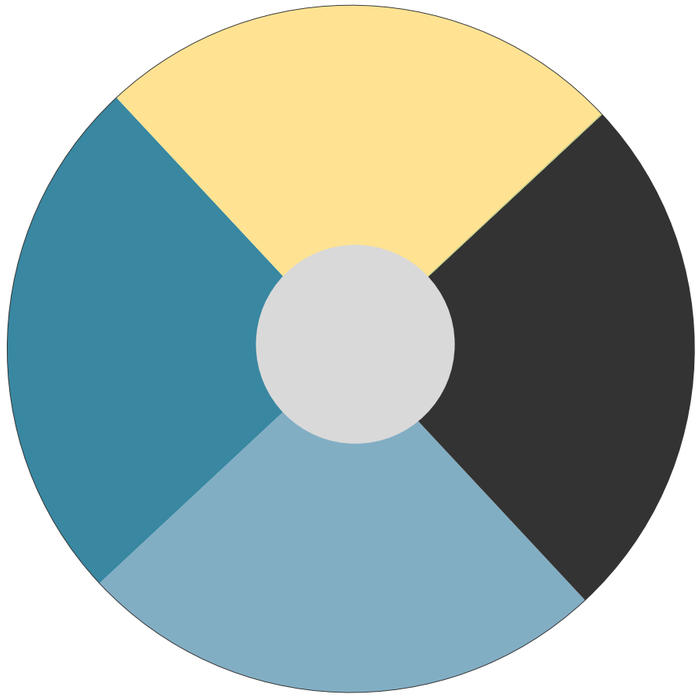
Color Wheel Primary



HEX Values

- Teal, #006685
- Grey, #999999
- Light Blue, #D3DBE4
- Gold, #FEC726
- White, #FFFFFF

Color Wheel Secondary



HEX Values

- Medium Teal, #3987A1
- Light Yellow, #FFE392
- Light Teal, #82AEC4
- Light Grey, #D9D9D9
- Dark Grey, #333333

Fonts and Styles

The styles below are referenced by components so that a style can be changed here and impact multiple elements.

Important note about font sizes

To support accessibility, font sizes should be set as **relative (not absolute) sizes** whenever possible. This helps users change their browser or desktop settings to increase font sizes for better legibility.
The absolute sizes are provided here only to reflect the static sizes in the visual compositions. The intent is to help convey the *difference* in sizes in this design.

Standard Text

Font face: Arial
Color: Dark Grey
Size: user's default (11 px)

Sample standard text

Standard Link

Based off of Standard Text, except:
Color: Teal
On-hover: Underline

Sample Default Link Sample Default Link

Page Title

Based on Standard Text except:
Bold
Size: larger than user's default (20 px)

Sample Page Title

Page Title Link

Based on Page Title except:
Color: Teal
On-hover: Underline

Sample Page Title Link

Sample Page Title Link

Subhead One

Based off Standard Text, except:
Bold
Size: larger than user's default (18 px)

Sample Subhead One

Subhead One Link

Based off Subhead One, except:
Color: Teal
On-hover: Underline

Sample Subhead One Link

Sample Subhead One Link

Subhead Two

Based off Standard Text, except:
Size: larger than user's default (15 px)

Sample Subhead Two

Subhead Two Link

Based off Subhead Two, except:
Color: Teal
On-hover: Underline

Sample Subhead Two Link

Sample Subhead Two Link

Bulleted Text

Based off of Standard Text, except:
Teal, Round Bullet
Hanging indent

- Sample bulleted text that wraps lines

Bulleted Link

Based off of Standard Link, except:
Teal, Round Bullet
Hanging indent

- Sample bulleted text that wraps lines
- Sample bulleted text that wraps lines

Bulleted Link w/News Icon

Based off of Standard Link, except:
News Icon
Hanging indent

Sample news text that wraps lines

Sample news text that wraps lines

Style Treatments

The styles below are referenced by components so that a style can be changed here and impact multiple elements.

Mouse-Over Popup

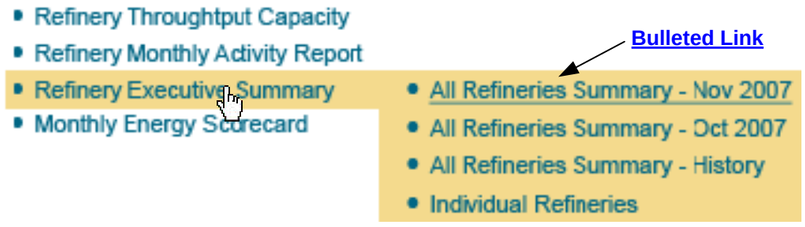
On Rollover of Link:
- Link Background Color On Rollover: Light Yellow
- Background Color of Flyout: Light Yellow

On Rollover of Flyout Link:
- Background Color of Highlighted Link: White

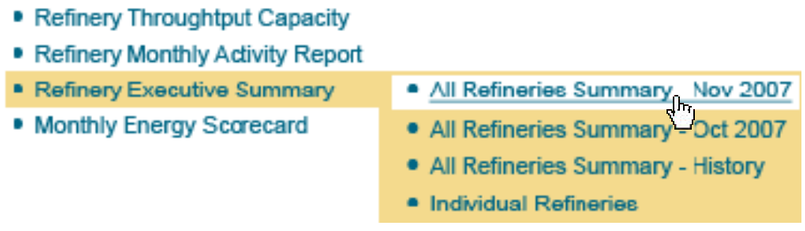
Bulleted Links

- Refinery Throughtput Capacity
- Refinery Monthly Activity Report
- Refinery Executive Summary
- Monthly Energy Scorecard

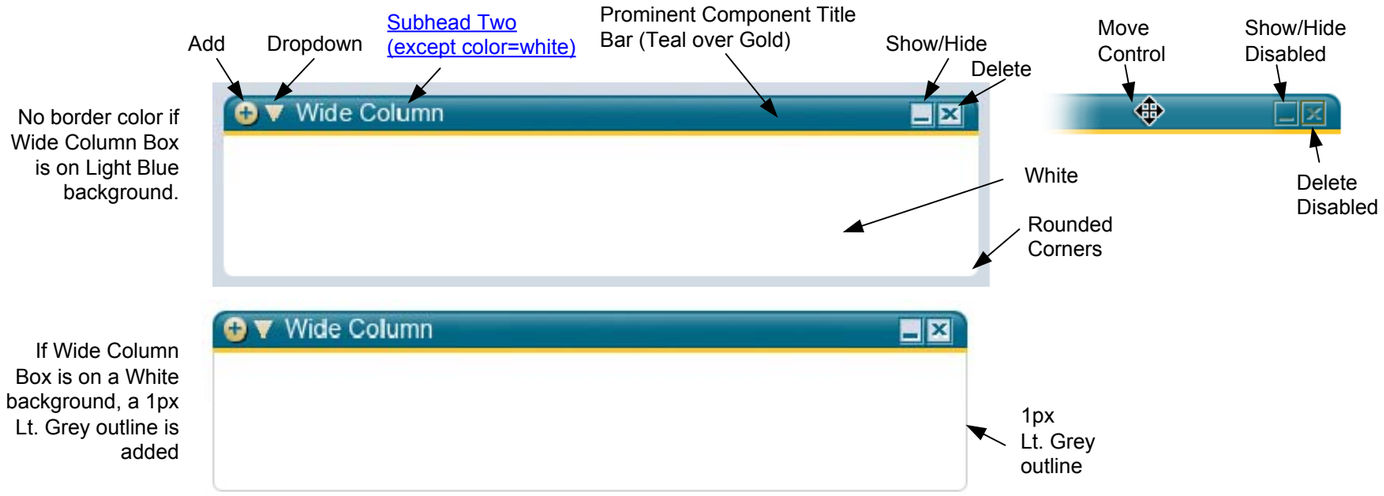
Rollover of Link w/Flyout



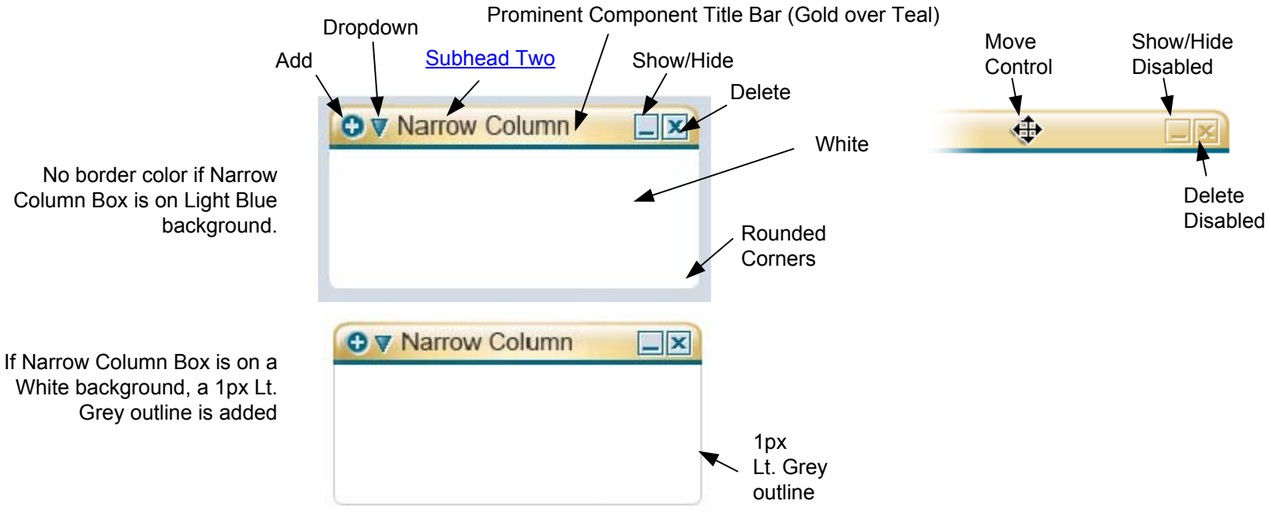
Rollover of Flyout Link



Wide Column Box



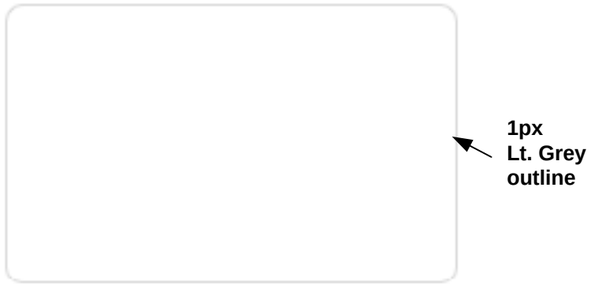
Narrow Column Box



Style Treatments (continued)

Untitled Box

No border color if Untitled Box is on Light Blue background.



If Untitled Box is on a White background, a 1px Lt. Grey outline is added

Separator

1px Line
Light Blue
(Can be used horizontally or vertically)

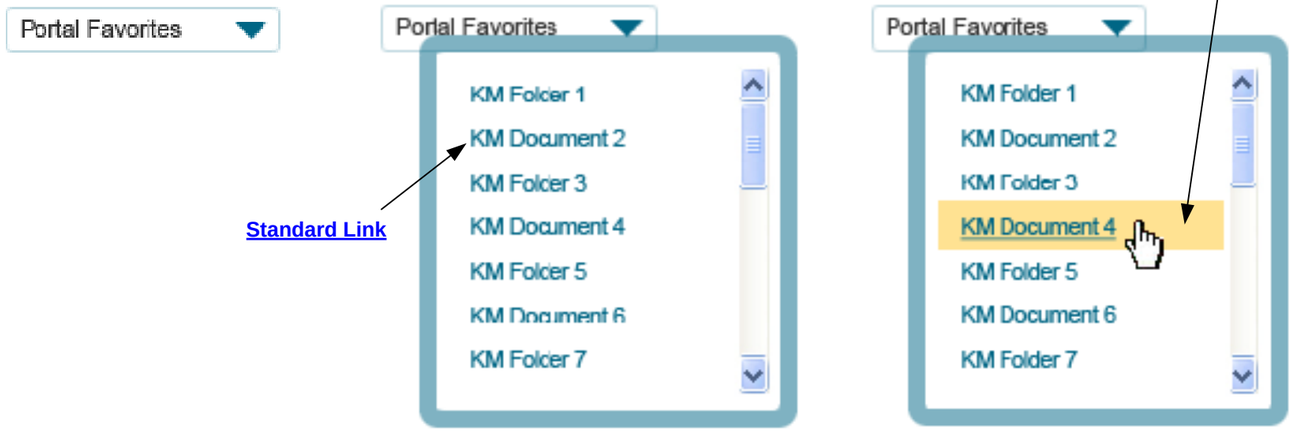
Pictures

1px Rule
Gold

Dropdown Menu

On click, dropdown menu displays. Links display against white background, and there is a Teal (at 50% opacity) 8px rounded border around dropdown.

On rollover, there will be a Light Yellow background behind the link.



Style Treatments (continued 2)

Feature Box One

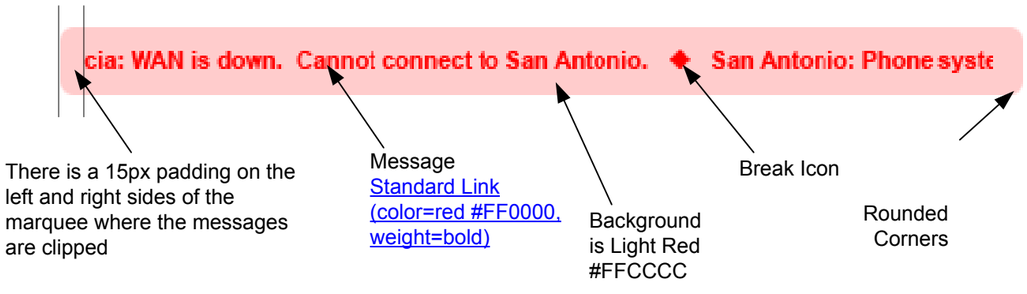
Feature Box Two

This is a unique variation of **Feature Box One** used only on the Home Page.

Graphic Button

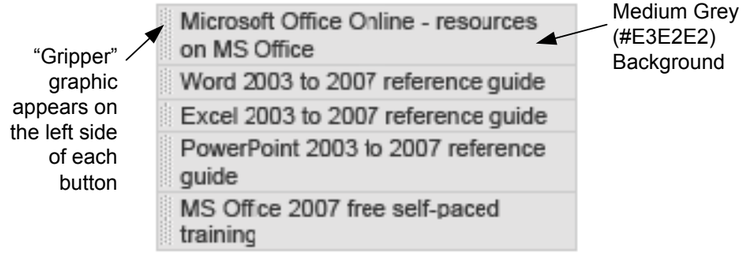
Scalable to fit wide or narrow columns.

Alert Marquee



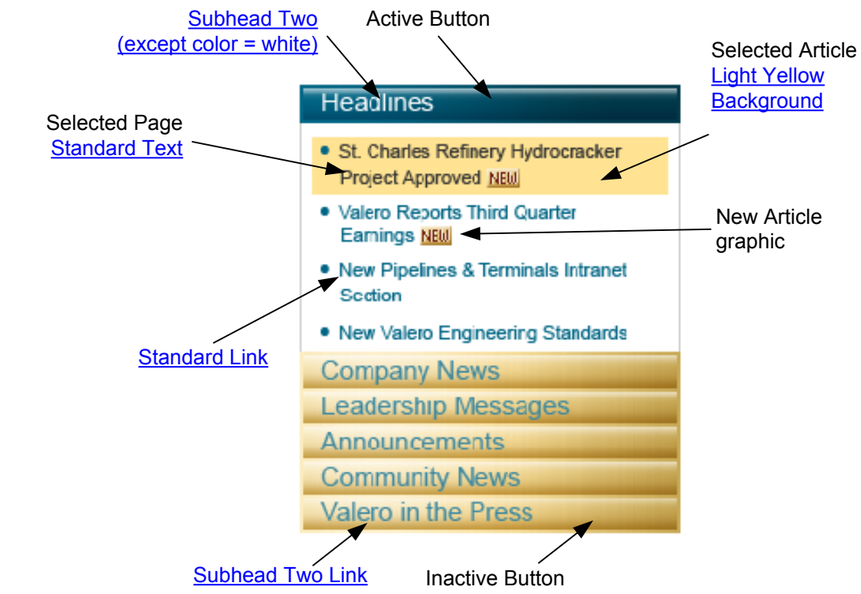
Item Reorder Buttons

Users can click & drag these buttons to reorder them. Even though there is a “gripper” area graphically represented on the left of each button, any place on the button can be clicked on to start dragging.



Style Treatments (continued 3)

Accordion One



Accordion Two

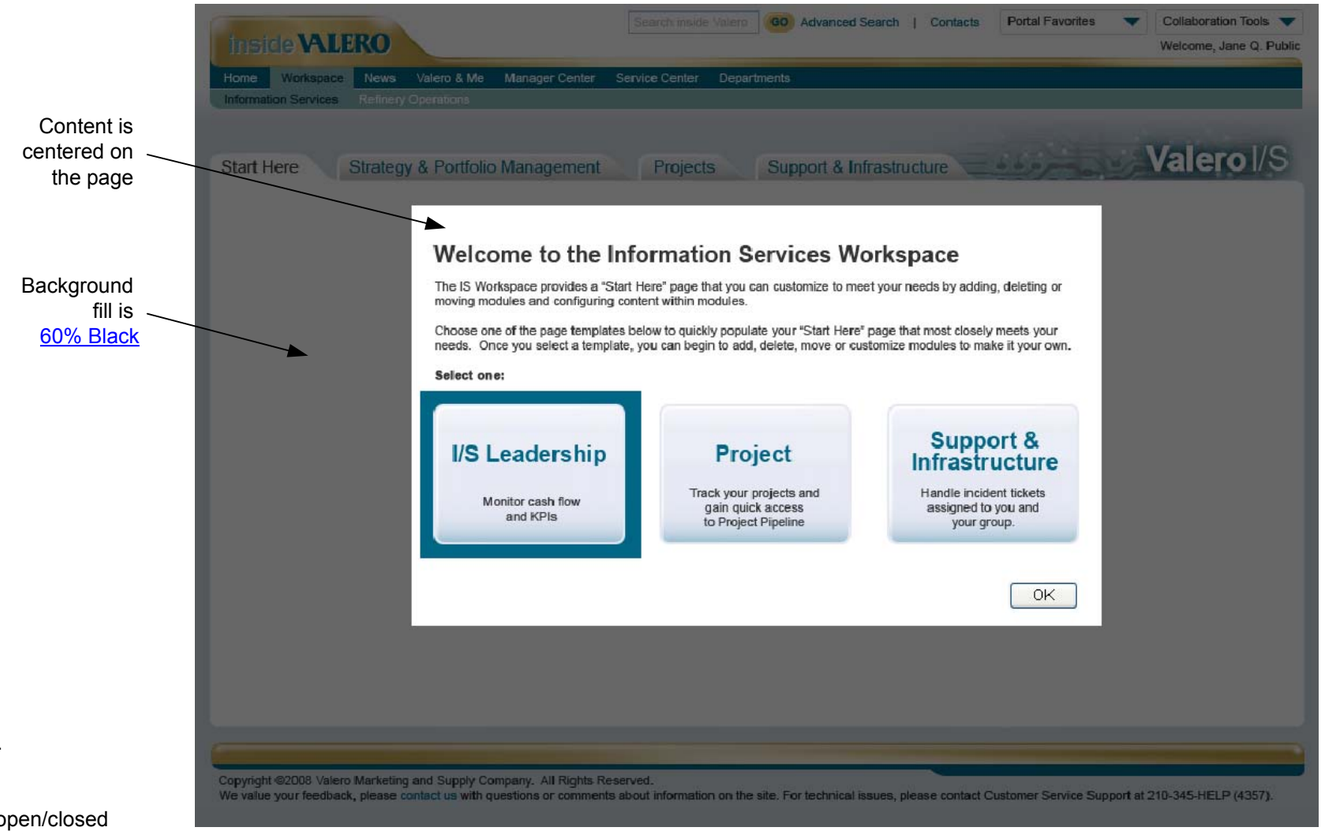
Functionality is similar to **Accordion One**.

Differences include:

- No carets on the right side indicating open/closed
- Graphic background silver instead of gold

Modal Window

A modal window is a child window which requires the user to interact with it before they can return to the browser. Modal windows are commonly used to draw attention to vital pieces of information, blocking the user from continuing until information required to continue is entered.

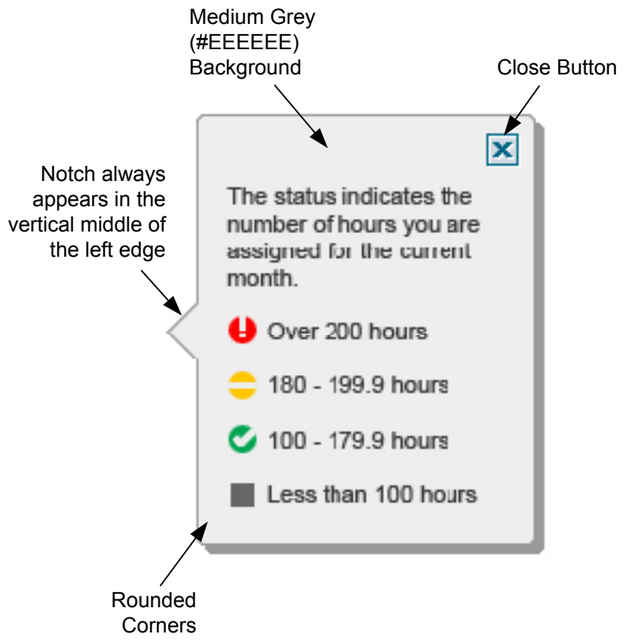


Style Treatments (continued 4)

Rollover Bubble

Bubble is constructed from graphics. Content area colored through CSS/HTML.

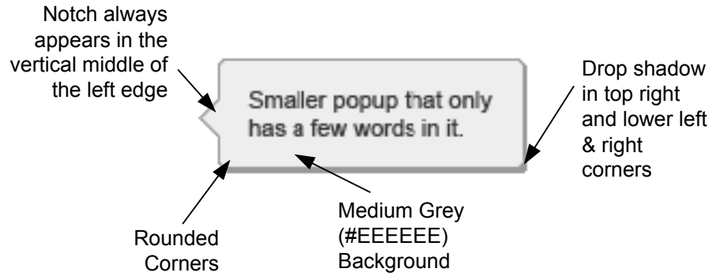
This version requires the user to close the bubble using the Close Button in the top right.



Rollover Bubble Two

This version of the bubble does not include a Close Button – instead, the bubble closes when the user is no longer hovering over it.

It mainly serves as a “tool tip”.



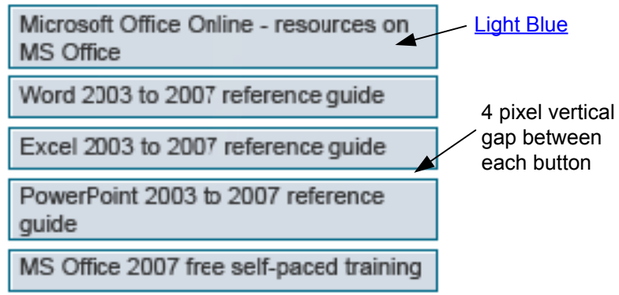
Stoplight

Used in some components and rollover bubbles as visual indicators. The individual component will define the thresholds for determining the appropriate indicator. The indicators are:

- Urgent
- Watch
- OK
- No Data

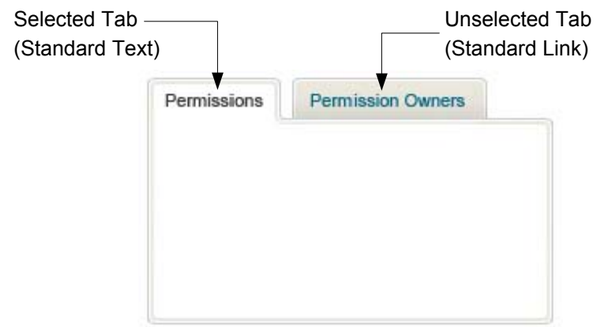
Item Edit Buttons

Users click on one of these buttons to go into Edit mode. There is no rollover state and only one button can be clicked at a time. On mousedown, the buttons disappear and the component enters Edit mode.



Tabbed Content

The tabs and outlines are graphics.



Style Treatments (continued 5)

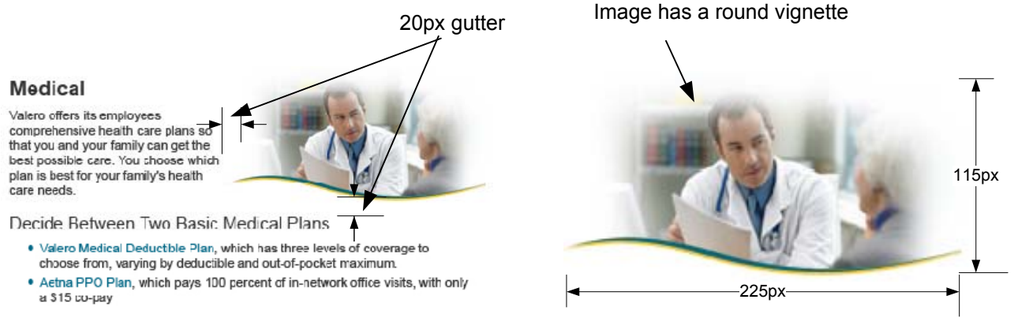
Valero & Me/Manager Center Imagery

The Valero & Me and Manager Center areas of Inside Valero call attention to content supporting the HR brand position of “The People Behind the Energy”. Valero & Me and Manager Center portal page images, styles, and objects should reflect characteristics of the brand through the use of specialized treatments as outlined on this page.

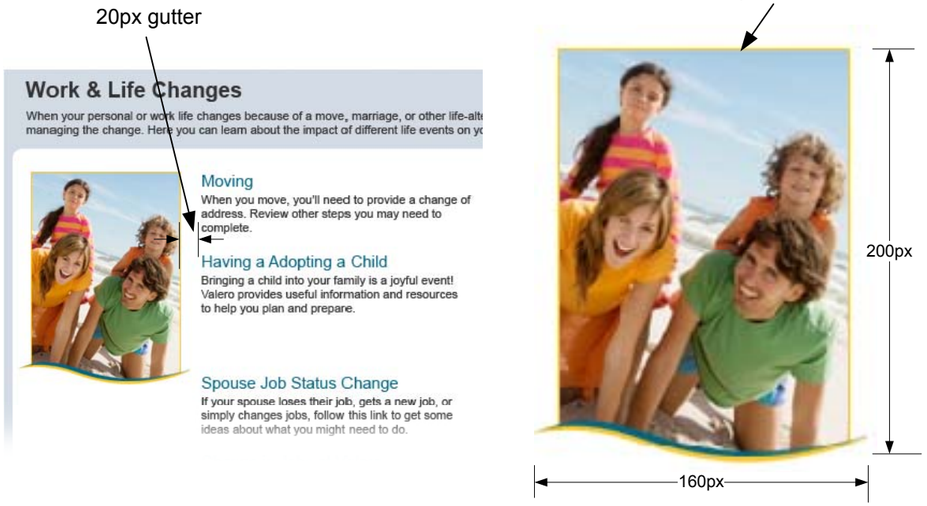
Valero & Me Masthead and “Swoosh”

The Valero & Me page employs a masthead combining images of people in action, a graphical “swoosh” element (to be used consistently in imagery throughout the section) and an overarching theme tagline of “The People Behind the Energy” that positions the HR brand identity within Inside Valero.

Focal Content Component HR Branded Image



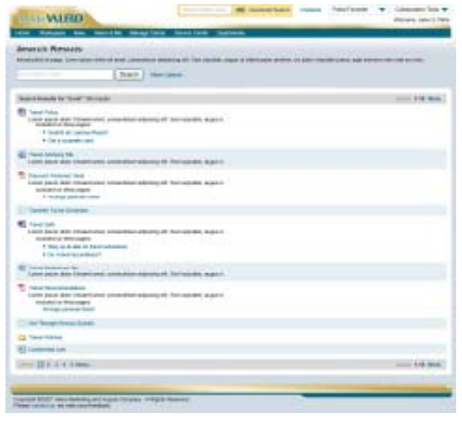
Portal Navigation Page HR Branded Image



Personalized Benefits Summary Component HR Branded Image

Photoshop Compositions

- Source Adobe Photoshop file with layers exists for these comps that you can use for reference, production, image creation and slicing. A ZIP file of these source files can be downloaded here.



COMP_0001_searchresults.psd

COMP_0002_advancedsearch.psd

COMP_0003_contacts_directory.psd

COMP_0003_contacts_directory_results.psd

COMP_1000_homepage.psd

COMP_3000_newscenter_announcementindex.psd

COMP_3000_newscenter_newsarticle.psd

COMP_3000_newscenter_leadershiparticle.psd

COMP_3000_newscenter_newsindex.psd

COMP_3000_newscenter_leadershipindex.psd

Photoshop Compositions (continued)

COMP_3001_newsarchive.psd

COMP_P2_5001_financialsecurity.psd

COMP_P5_2000CF_refineryoperations.psd

COMP_P5_2000CL_refineryoperations.psd

COMP_P5_2000RF_refineryoperations.psd

COMP_P6_7007_recordsmanagement.psd

COMP_P6_7009_accountspayable.psd

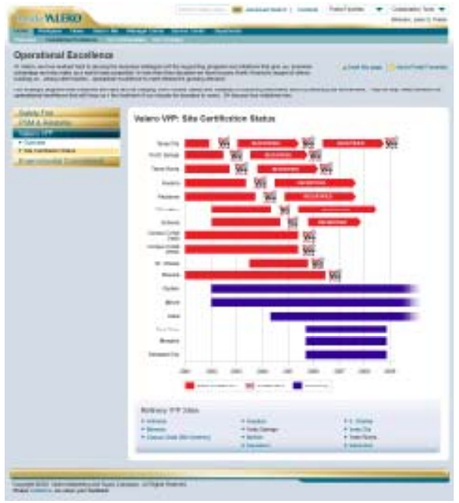
COMP_P7_1001_ourcompany.psd

COMP_1002_ourcommunities.psd

COMP_P7_1010_locationheadquarters.psd

Photoshop Compositions (continued 2)

COMP_P10_4002_psmandreliabilityoverview.psd

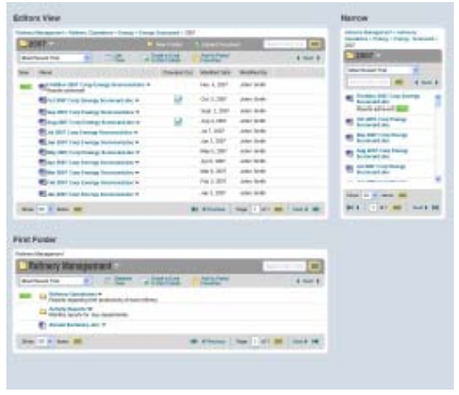


COMP_P10_4005_vppsitecertification.psd

COMP_P12_2011_refinerydailyreports.psd

COMP_P12_7013_itservicesfaq.psd

COMP_P13_litekmiviewintegrator.psd



km_iviews.psd

vpp_chart.psd

Photoshop Compositions: IS/Collaboration

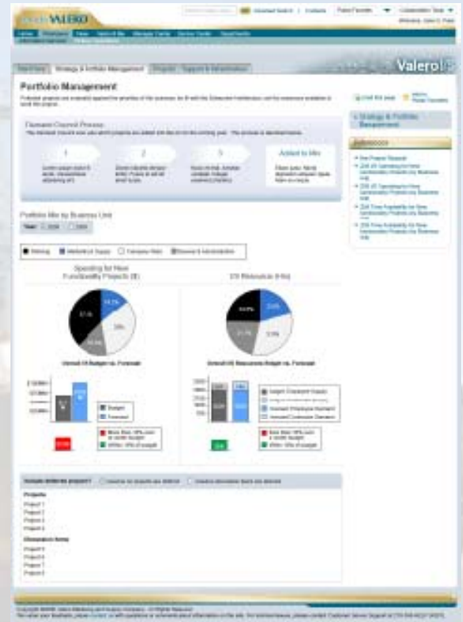
- Source Adobe Photoshop file with layers exists for these comps that you can use for reference, production, image creation and slicing. A ZIP file of these source files can be downloaded here.

COMP_P5_PG 9020_projects.psd

COMP_P7_PG 9010_strategy_portfolio_management.psd

COMP_P7_PG 9010_strategy_portfolio_management.psd

COMP_P7_PG 9011_strategy.psd



COMP_P7_PG 9012_portfolio_management.psd

COMP_ P10_PG 9022_elaboration.psd

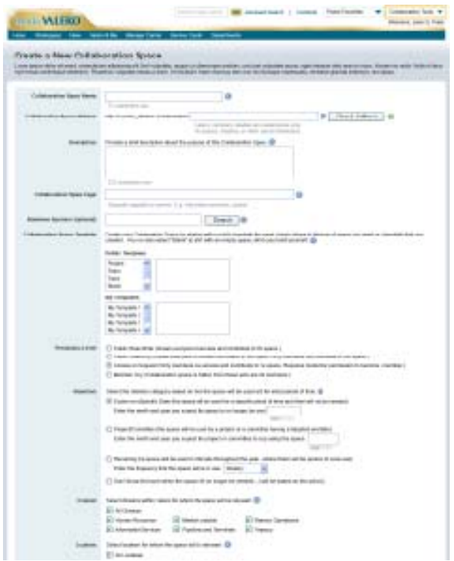
COMP_P11_PG 9000M_start_mgmt.psd

COMP_P11_PG 9000P_start_project.psd

COMP_P11_PG 9000S_start_support.psd

COMP_P15_ PG 0100_collab_spaces_directory.psd

Photoshop Compositions: IS/Collaboration (continued)



COMP_PG 0101_create_new_collab_space.psd

COMP_PG 9015_ea_standards.psd

project_space_closed.psd

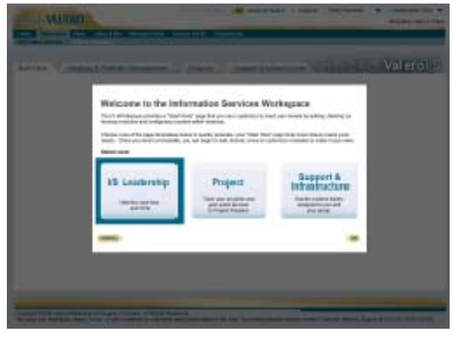
team_calendar.psd

team_space_open.psd

teamwork_tracker.psd

topic_collab_space_template.psd

topic_space_closed.psd



user_control_page_manager_template _selector.psd

user_controlled_list.psd

Photoshop Compositions: IS/Collaboration (continued 2)

utility_bar.psd

service_manager_cash_forecasting
_dashboard.psd

my_project_time.psd

project_watch.psd

organize.psd

my_projects_dashboard_service
_managers.psd

modules_large.psd

modules_small.psd

Photoshop Compositions: Valero HR

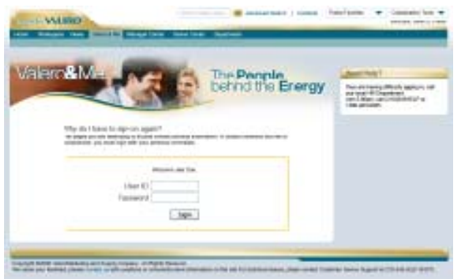
- Source Adobe Photoshop file with layers exists for these comps that you can use for reference, production, image creation and slicing. A ZIP file of these source files can be downloaded here.

COMP_P1_5000_valero_and_me.psd

COMP_P1_5400_work_life_changes.psd

COMP_P1_5500_career_perf_dev.psd

COMP_P1_5800_valero_and_me_logged_out.psd



COMP_P1_5800_valero_and_me_login.psd

COMP_P1_5800_valero_and_me_session_expire.psd

COMP_P1_6000_manager_center.psd

COMP_P1_10000_hr_workspace.psd

COMP_P2_5303_direct_deposit.psd

COMP_P2_5507_my_performance.psd

Photoshop Compositions: Valero HR (continued 1)

COMP_P3_5701_discounts.psd

COMP_P5_PG 10400_staffing_empl_services.psd

COMP_P7_5301_paystub.psd

COMP_P7_6101_recruiting.psd

COMP_P8_5401_moving.psd

COMP_P8_5403_having_adopting_a_child.psd

COMP_P10_5207_medical.psd

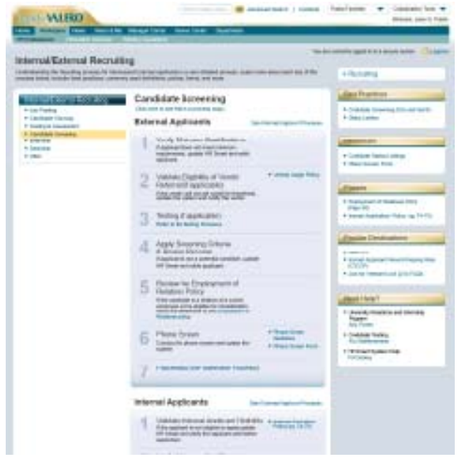
COMP_P10_5219_flex_benefits_overview.psd

COMP_P10_5307_401k_flex.psd

COMP_P10_6201_annual_merit_increase.psd

Photoshop Compositions: Valero HR (continued 2)

COMP_P10_10201_job_posting.psd



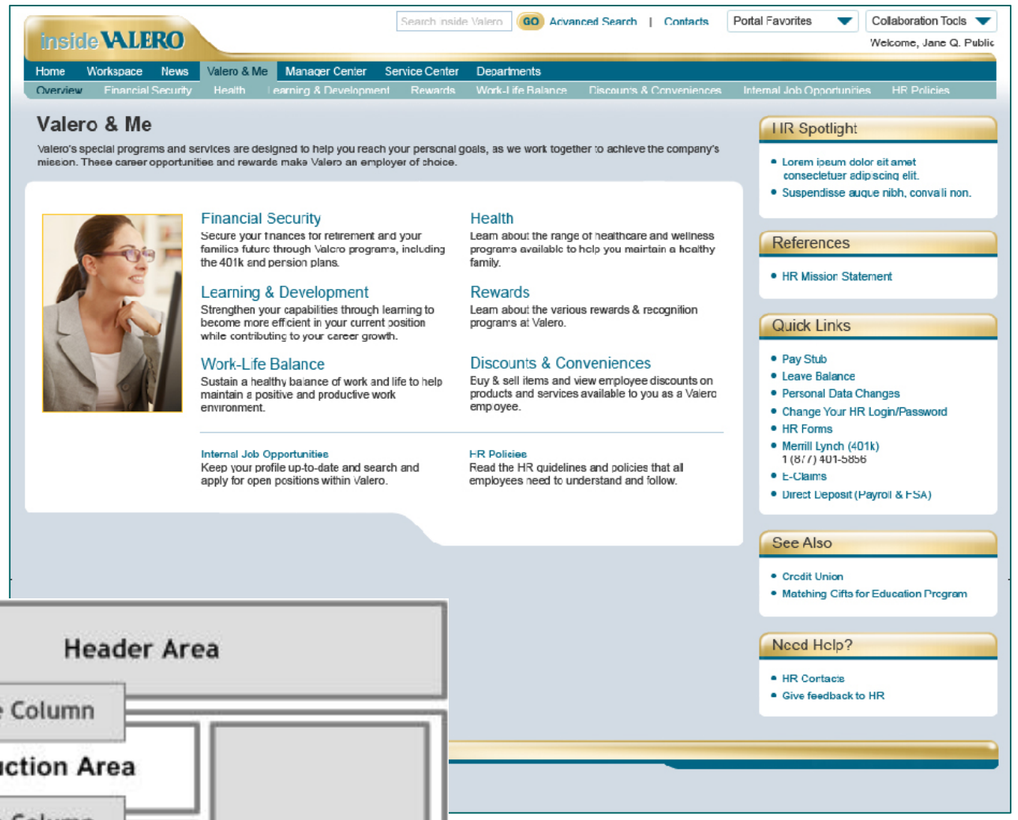
COMP_P10_10205_candidate_screening.psd

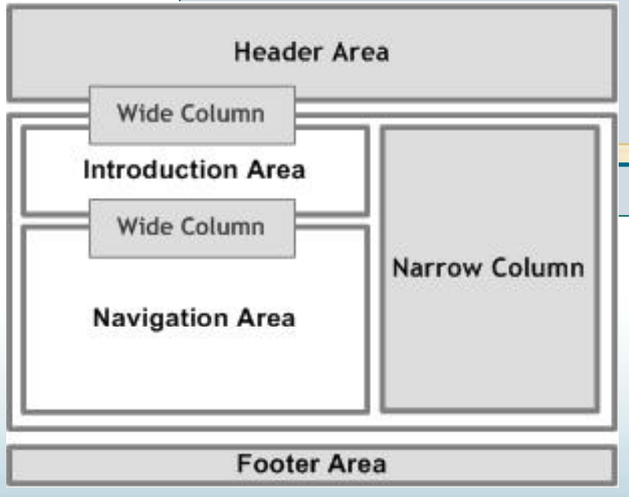
Page Design

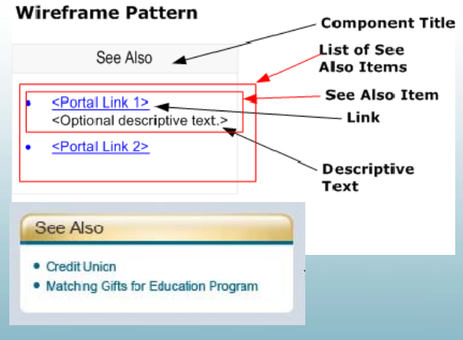
Introduction

Each portal page will either follow one of the pre-defined page patterns in this section or will be a unique page if its layout does not match any of the page patterns.

- Unique Pages
- Page Patterns







Unique Pages

Introduction

Unique pages are single instance pages that do not follow a pattern.

- Home Page
- Login Page
- News Archive Page
- News Center Page
- Our Communities Page

Home Page

The Home Page presents an overview of information contained in the portal and highlights important news and announcements that the user would not otherwise seek out.

Header Area

Components contained:
Header (including sub-components defined therein)

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Wide Column

Width:
75% (710 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom, left to right:

- Workspace Highlighter
- Stock and Weather Toolbar
- Headline News
- What's Inside – Admin Services Navigator
- Leadership Messages
- Announcements

Narrow Column

Width:
25% (273 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Message Status
- Image
- Ops Excellence Navigator
- Featured Portal Navigator

Footer Area

Components contained:
Footer

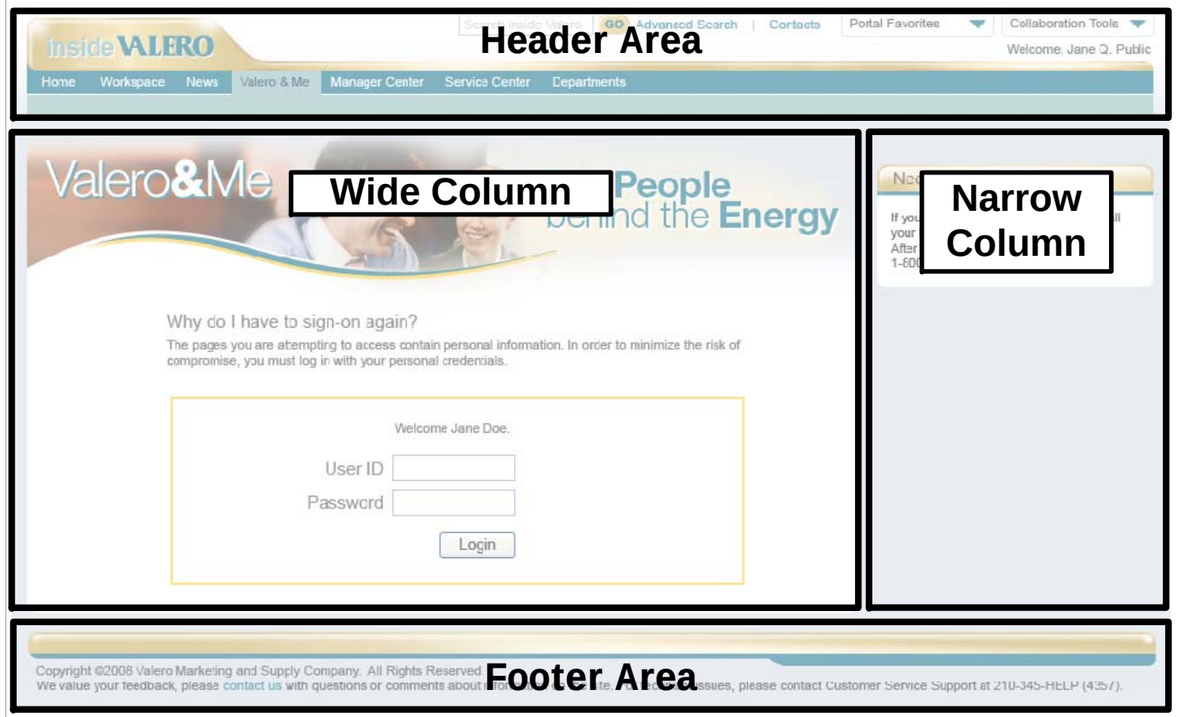
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Home Page Visual

Login Page

The Login Page is used to satisfy a Valero requirement that users log in a second time before they can access Valero & Me, Manager Center, or HR Workspace pages.



Header Area

Components contained:
Header (including sub-components defined therein)

Note: Second level navigation will not be displayed to the user until they have successfully logged in.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Wide Column

Width:
75% (710 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom, left to right:

- Focal Content
- Login

Narrow Column

Width:
25% (273 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Need Help Application

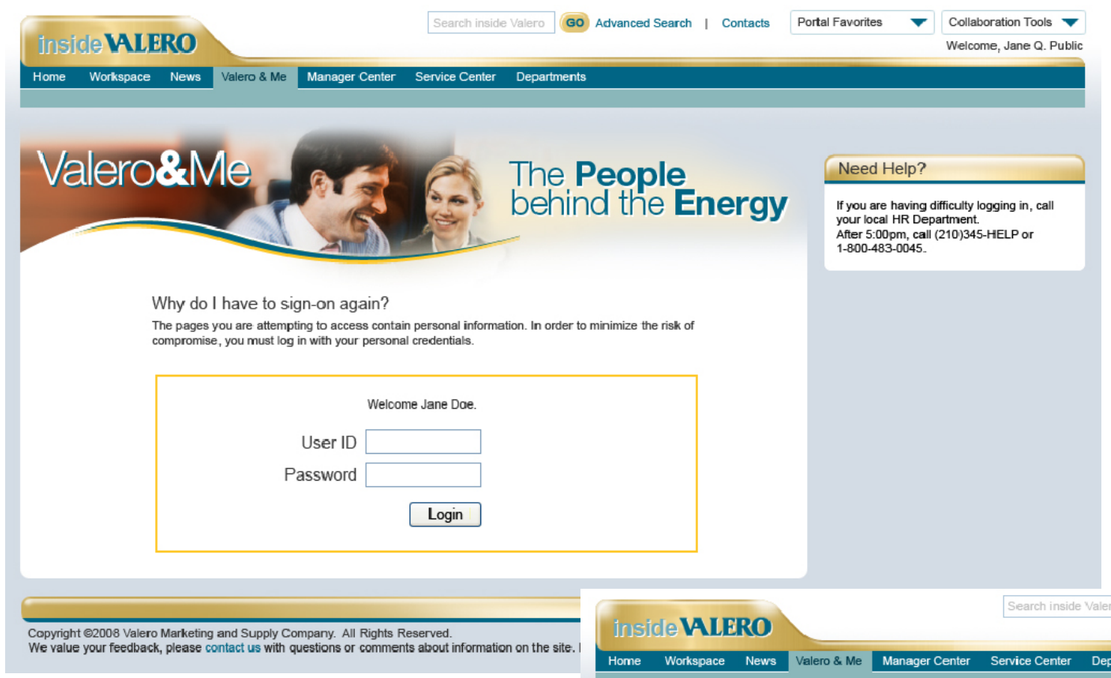
Footer Area

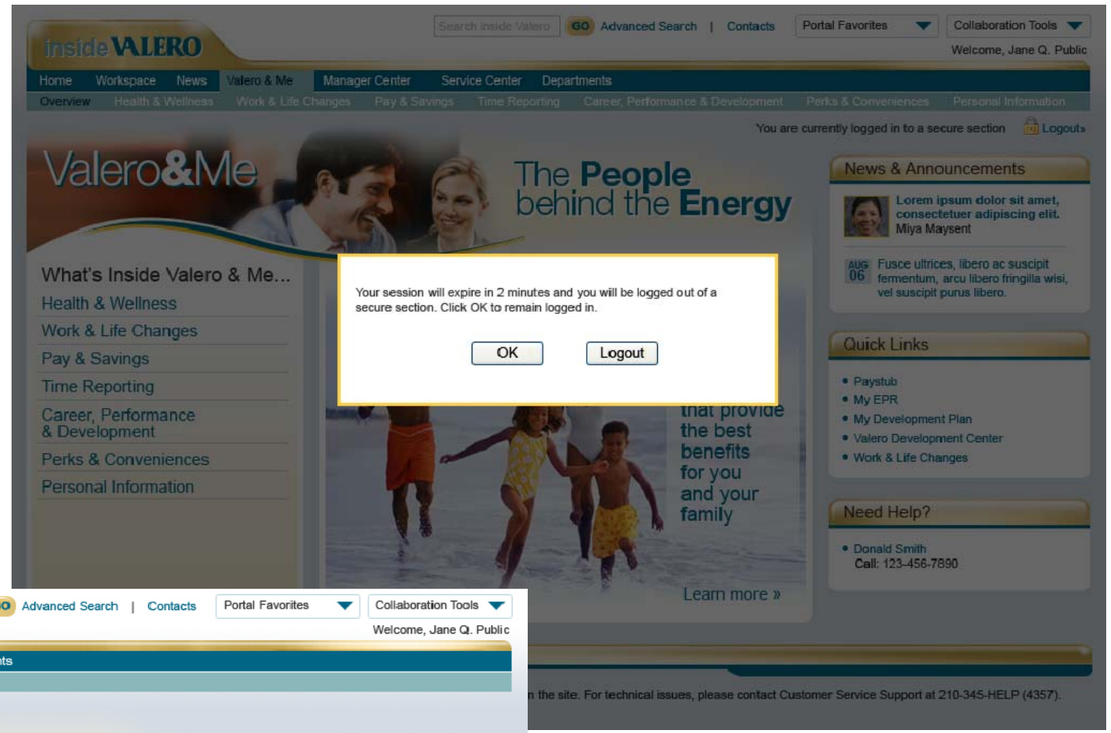
Components contained:
Footer

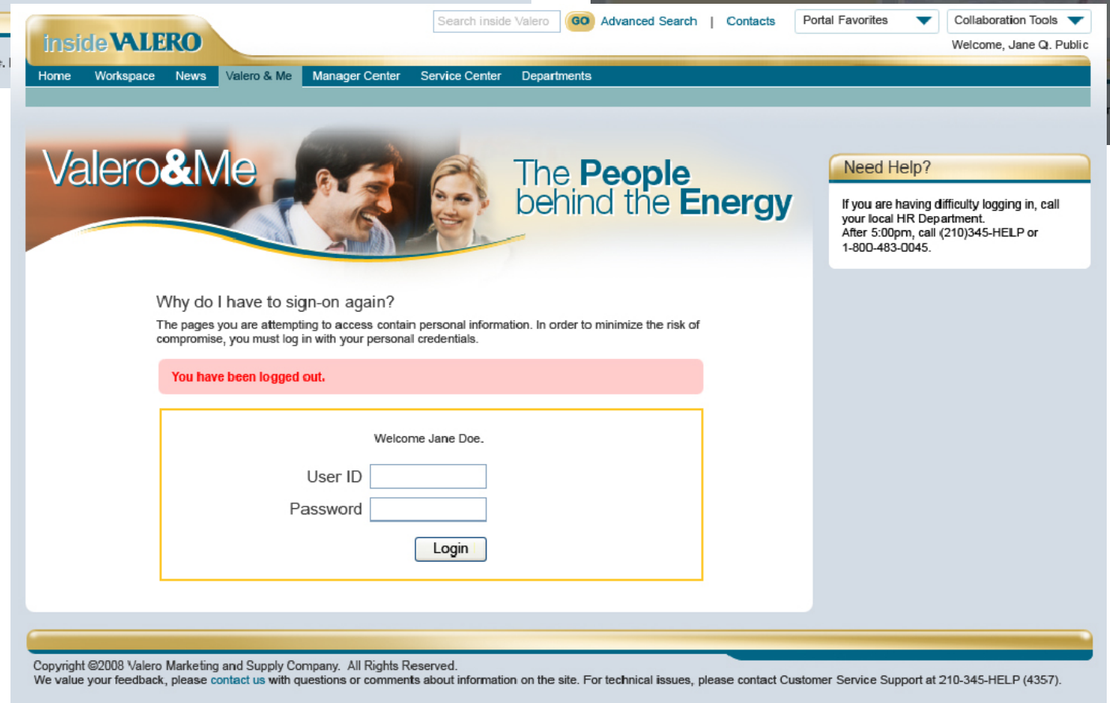
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Login Page Visual

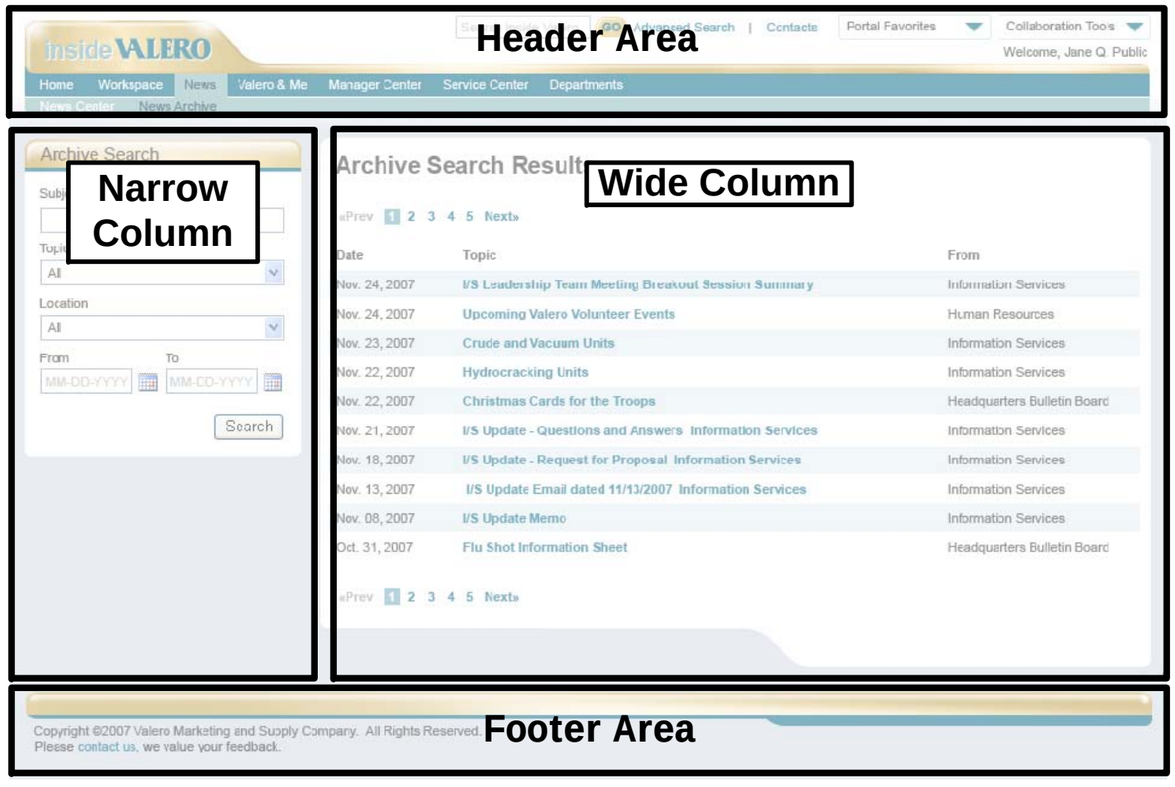






News Archive Page

The News Archive Page provides a capability to search all news and announcements (both recent and non-recent) and browse view results.



Header Area

Components contained:
Header (including sub-components defined therein)

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Narrow Column

Width:
30% (410 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
News Search

Wide Column

Width:
60% (614 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
News Search Results Viewer or

News Viewer: News Article Pattern or

News Viewer: Announcement Article Pattern

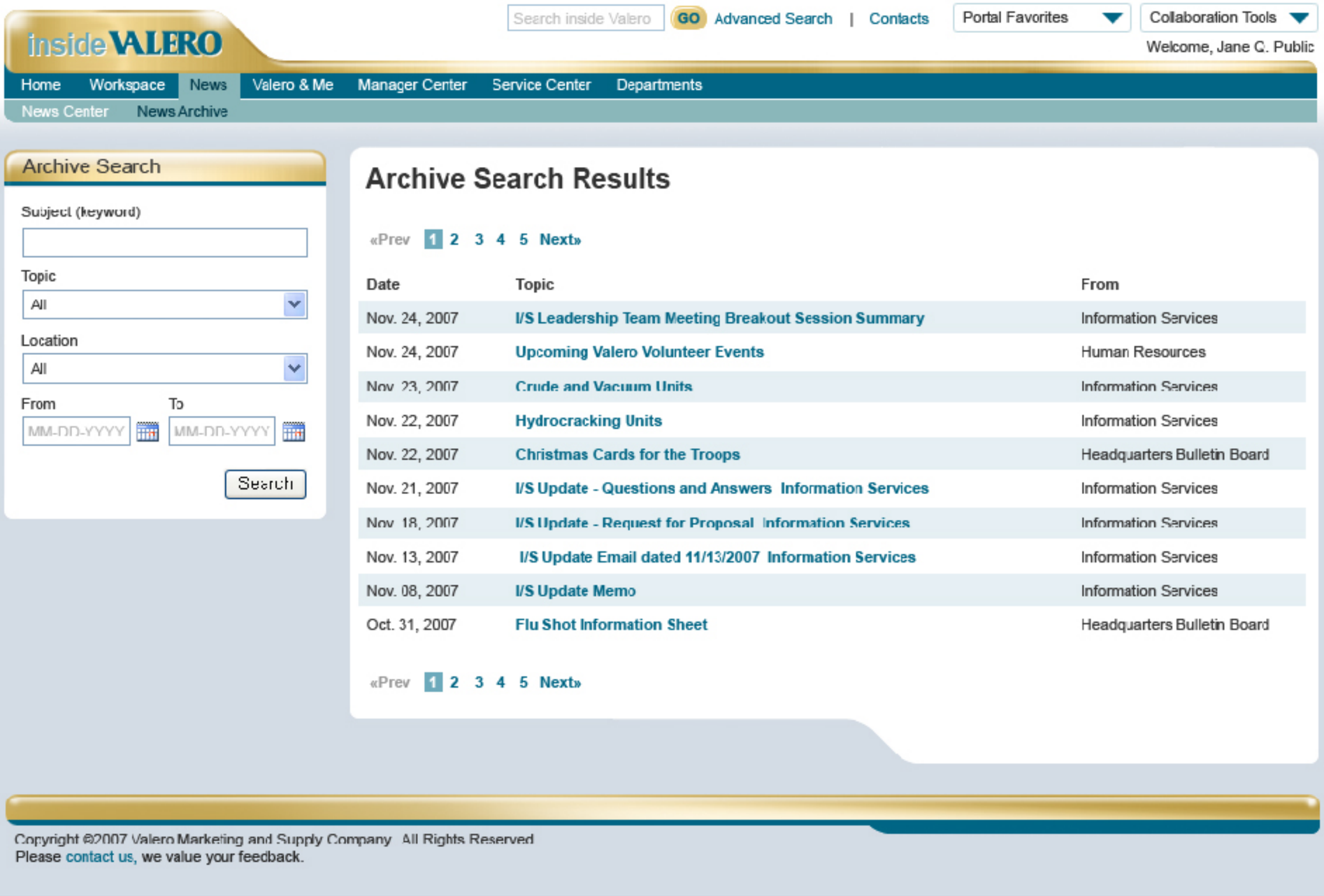
Footer Area

Components contained:
Footer

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

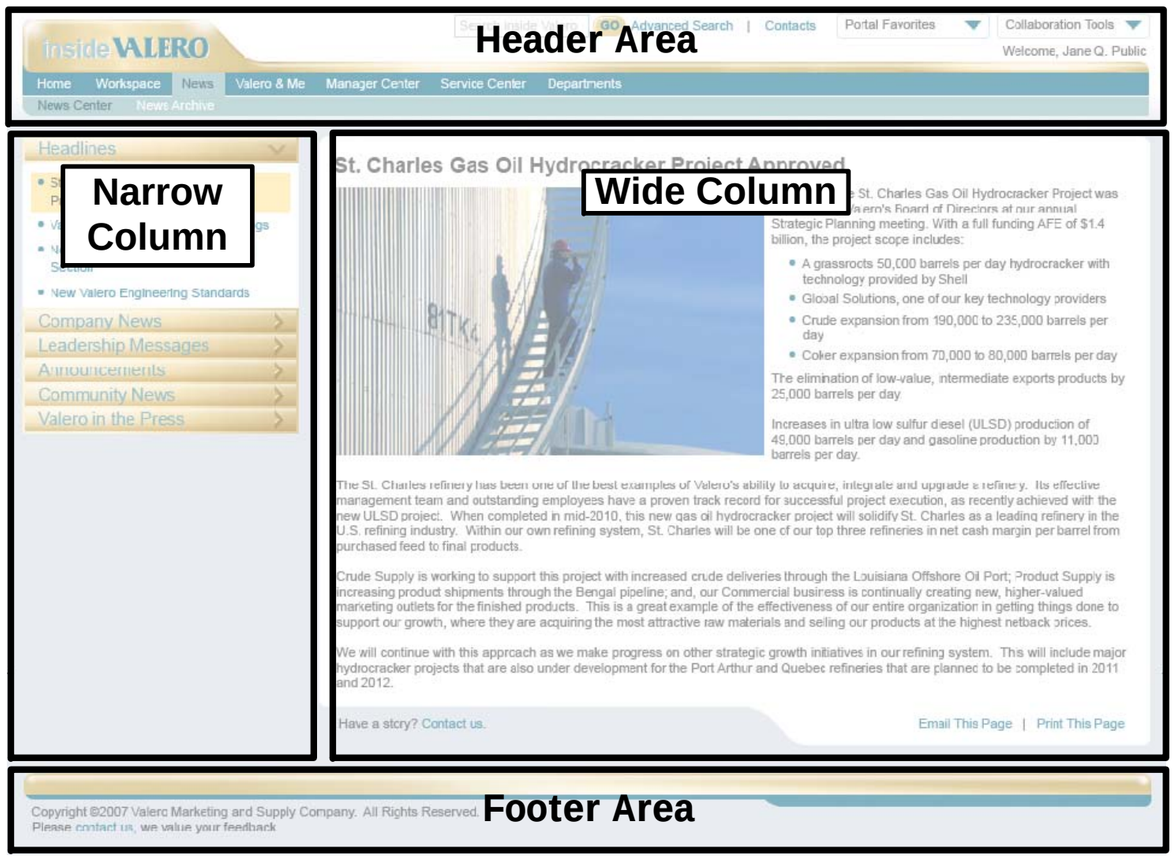
Scrollbars: No.

News Archive Visual



News Center Page

This News Center Page presents news and announcements in a consolidated portion of the site so that the user may browse stories relevant to them and to other locations (and in the future, functions) in the company.



Header Area

Components contained:
Header (including sub-components defined therein)

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Narrow Column

Width:
30% (410 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
News Accordion

Wide Column

Width:
60% (614 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
- News Viewer

Footer Area

Components contained:
Footer

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

News Center Visual

Search inside Valero | GO | Advanced Search | Contacts | Portal Favorites | Collaboration Tools

insideVALERO

Welcome, Jane Q. Public

Home | Workspace | News | Valero & Me | Manager Center | Service Center | Departments

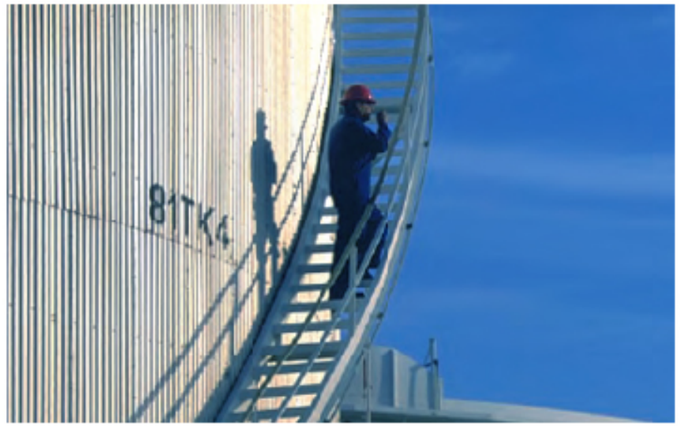
News Center | News Archive

Headlines

- St. Charles Refinery Hydrocracker Project Approvec
- Valero Reports Third Quarter Earnings
- New Pipelines & Terminals Intranet Section
- New Valero Engineering Standards

Company News
Leadership Messages
Announcements
Community News
Valero in the Press

St. Charles Gas Oil Hydrocracker Project Approved



Last week, the St. Charles Gas Oil Hydrocracker Project was approved by Valero's Board of Directors at our annual Strategic Planning meeting. With a full funding AFE of $1.4 billion, the project scope includes:

- A grassroots 50,000 barrels per day hydrocracker with technology provided by Shell
- Global Solutions, one of our key technology providers
- Crude expansion from 190,000 to 235,000 barrels per day
- Coker expansion from 70,000 to 80,000 barrels per day

The elimination of low-value, intermediate exports products by 25,000 barrels per day.

Increases in ultra low sulfur diesel (ULSD) production of 49,000 barrels per day and gasoline production by 11,000 barrels per day.

The St. Charles refinery has been one of the best examples of Valero's ability to acquire, integrate and upgrade a refinery. Its effective management team and outstanding employees have a proven track record for successful project execution, as recently achieved with the new ULSD project. When completed in mid-2010, this new gas oil hydrocracker project will solidify St. Charles as a leading refinery in the U.S. refining industry. Within our own refining system, St. Charles will be one of our top three refineries in net cash margin per barrel from purchased feed to final products.

Crude Supply is working to support this project with increased crude deliveries through the Louisiana Offshore Oil Port; Product Supply is increasing product shipments through the Bengal pipeline; and, our Commercial business is continually creating new, higher-valued marketing outlets for the finished products. This is a great example of the effectiveness of our entire organization in getting things done to support our growth, where they are acquiring the most attractive raw materials and selling our products at the highest netback prices.

We will continue with this approach as we make progress on other strategic growth initiatives in our refining system. This will include major hydrocracker projects that are also under development for the Port Arthur and Quebec refineries that are planned to be completed in 2011 and 2012.

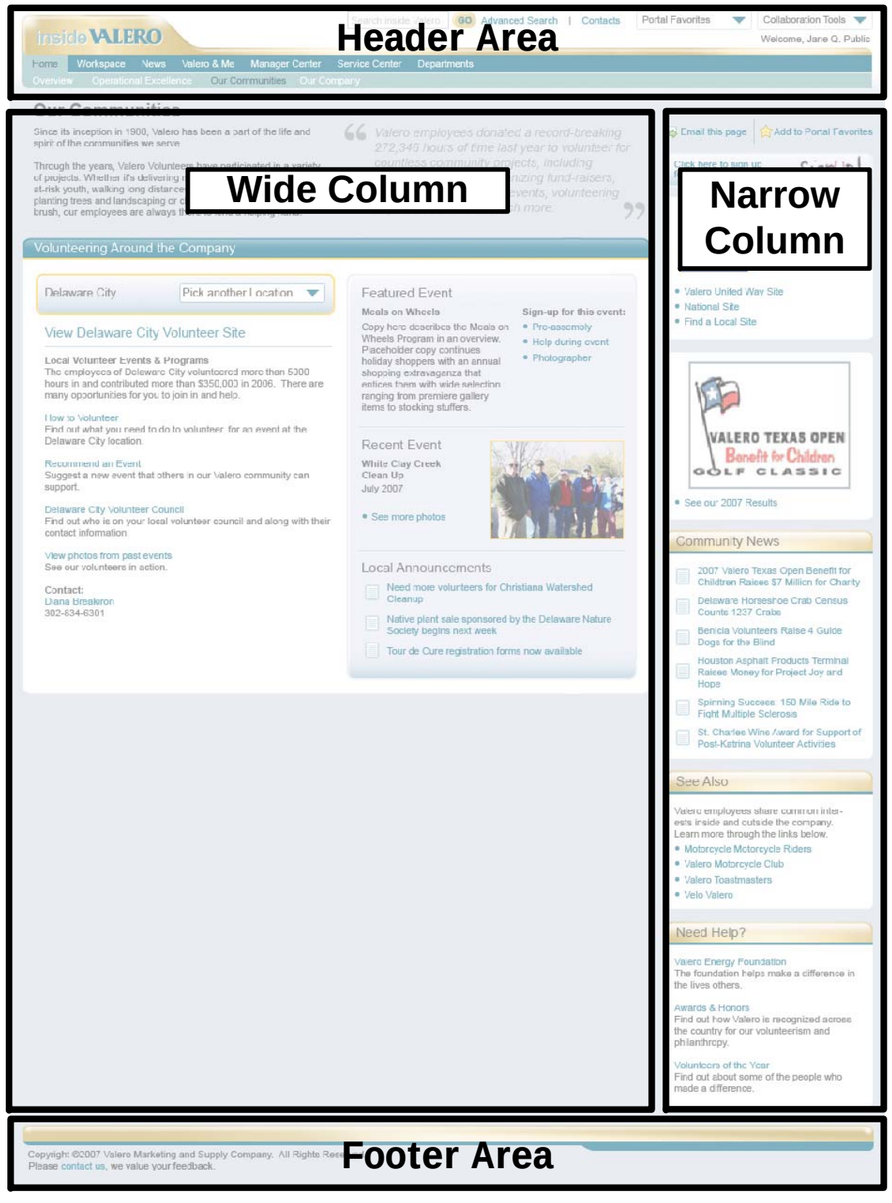
Have a story? Contact us.

Email This Page | Print This Page

Copyright ©2007 Valero Marketing and Supply Company. All Rights Reserved.
Please contact us, we value your feedback.

Our Communities Page

Our Communities page presents an overview of all volunteering activities conducted within Valero at all its locations.



Header Area

Components contained:
Header (including sub-components defined therein)

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Wide Column

Width:
75% (710 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom, left to right:

- Page Introduction and Title
- Personalized Volunteer Content Box

Narrow Column

Width:
25% (273 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Utilities
- Content Pattern: United Way Banner
- Image
- Filtered Articles
- Asset List – This component is used twice on this page

Footer Area

Components contained:
Footer

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Our Communities Visual

Page Pattern Overview

Overview

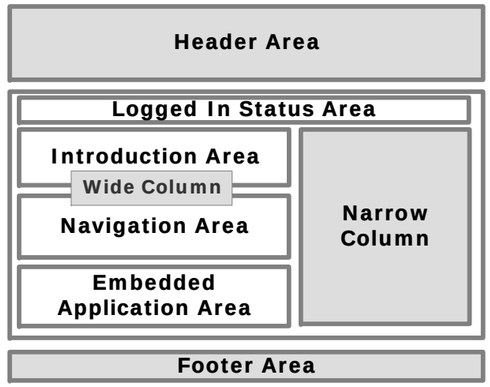
Page patterns describe the layout for the SAP Portal pages. In the page instance wireframes, one of the following page templates is indicated as the model to follow for layout.

Each page template contains areas (like Wide Column, Narrow Column, etc.) that distinguish one template from another. Each area can contain different components.

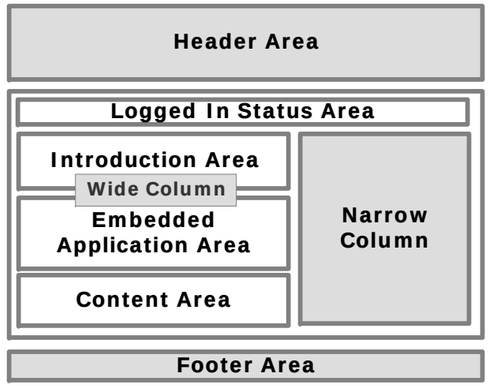
Refer to the individual page pattern for detailed information on the intended use of the page pattern and the components that are permitted within the defined areas of the page.

The Basic Structural Diagram illustrates how the Inside Valero portal pages are grouped and the page patterns that are used across the entire information architecture (IA).

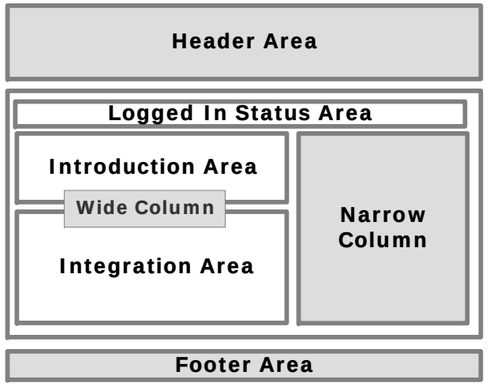
- Basic Structural Diagram



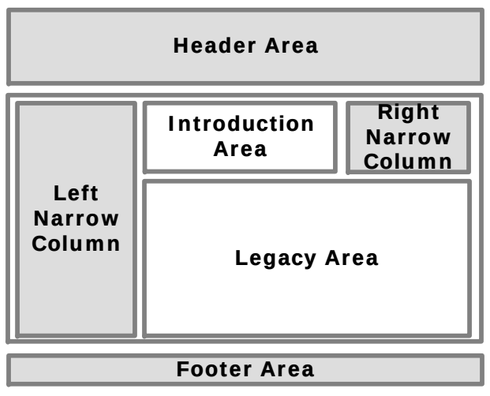
P1 Portal Navigation Page



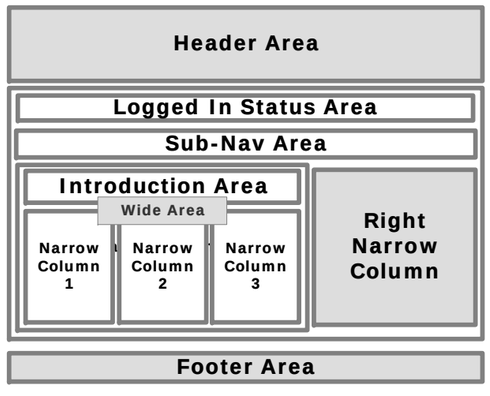
P2 Embedded Application Integration Page



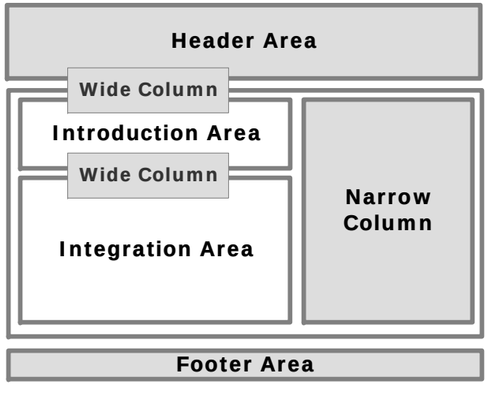
P3 Asset Integration Page



P4 Legacy Portal Page

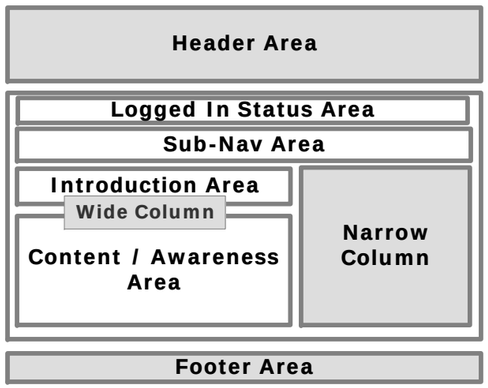


P5 Expert Integration Page

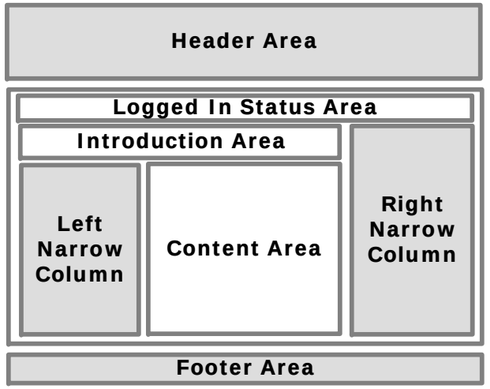


P6 Mixed Integration Page

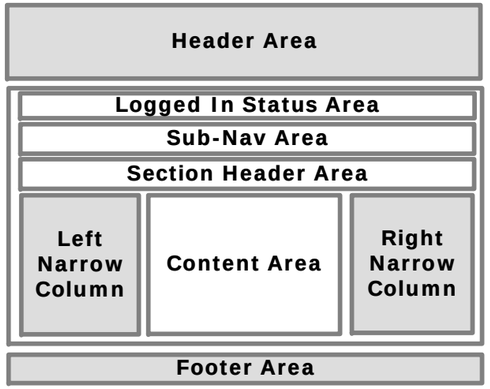
Page Pattern Overview (continued)



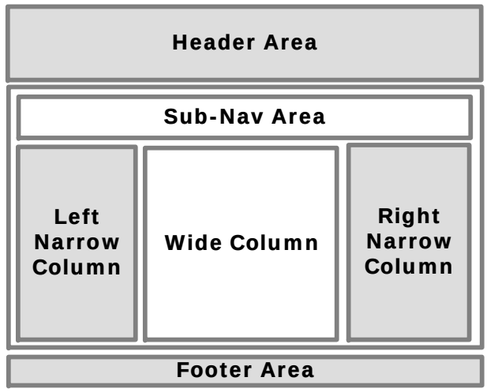
P7 Awareness Page



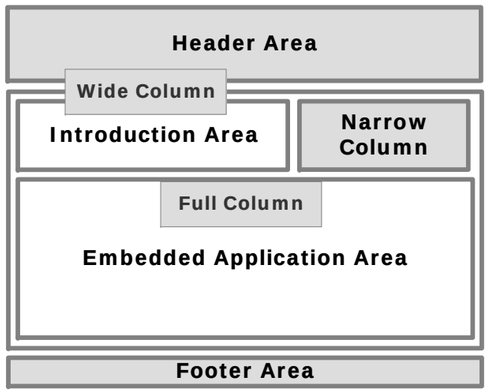
P8 Life Event Page



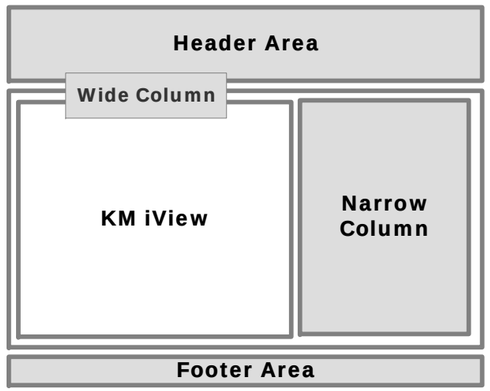
P10 Sub-Selection Page



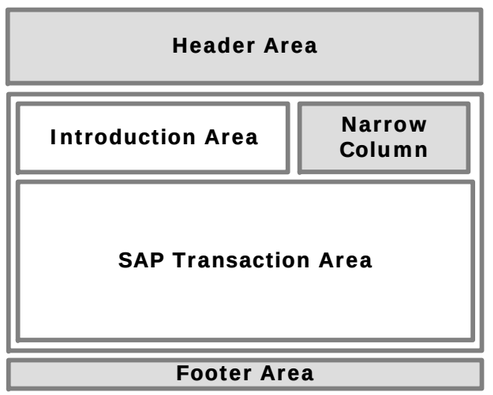
P11 User Controlled Page



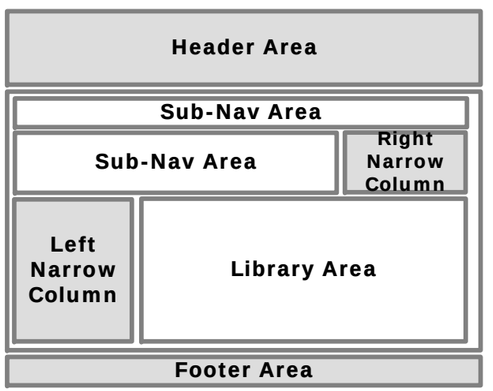
P12 Full Width Embedded Application Integration Page



P13 Lite KM iView Integrator Page



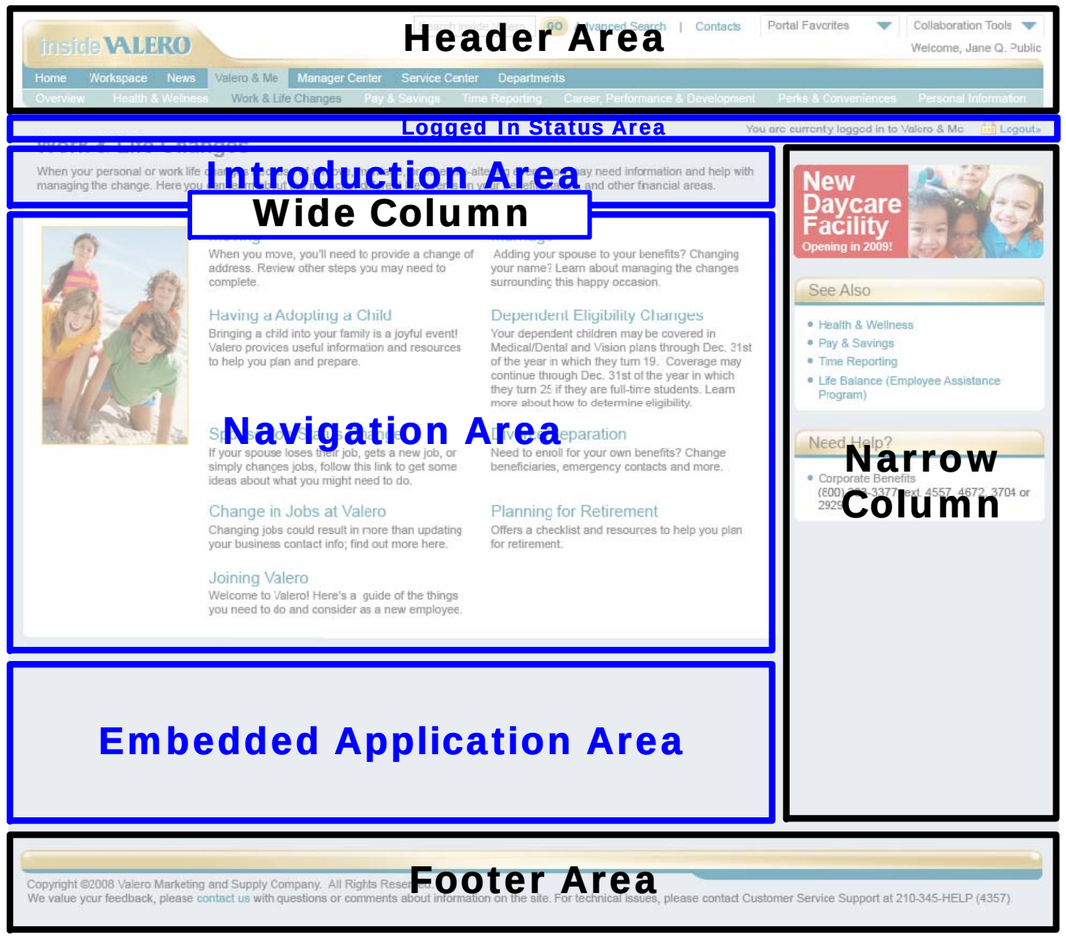
P14 SAP Transaction Navigator



P15 Library Page

P1 Portal Navigation Page

The Portal Navigation page is intended to give an overview of the contents of this area of the Employee Portal and to alert the user to key business messages and decision-making alerts. To the user, we expect this page to be a "lay-over" on the way to his/her intended destination. Repeat any important, actionable concepts stated on this page in destination areas. The pattern can be used for 1st and 2nd level pages.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Logged In Status Area - Optional

To indicate to the user that they are within a secure section of the portal and currently logged in. This area is optional and only displays if it page instance is within a secure section of the portal.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Login Status – Right Aligned

Wide Column

Width:
75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Wide Column: Introduction Area - Optional

To provide feedback to the user that they are on the appropriate page.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title (Optional) – Will not display when the Navigation Accordion component is used in the Navigation Area.

Wide Column: Navigation Area

To allow the user fast access to main content in this section of the portal.

Components contained:
Each page instance will require only one of the following navigation components:

- Next Level Down
- Mixed Links Menu
- Navigation Accordion
- Next Level Down – Graphical

Wide Column: Embedded Application Area - Optional

To surface a legacy or custom application intended to provide the user relevant data associated with the page being viewed.

Components contained:
The order of the elements as they should appear from top to bottom:

- Wide Embedded Application

Narrow Column Area

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actually order):

- Task List Status (Optional)
- Page Utilities (Optional)
- Page Link (Include only when Portal Page is at Level 3 or deeper)
- Selected Articles (Optional)
- Image (Optional)
- Asset List (Optional) – each page can contain more than one
- Narrow Embedded Application (Optional) – each page can contain more than one
- Personalized Asset List (Optional) – each page can contain more than one
- Need Help Application (Optional)

Footer Area

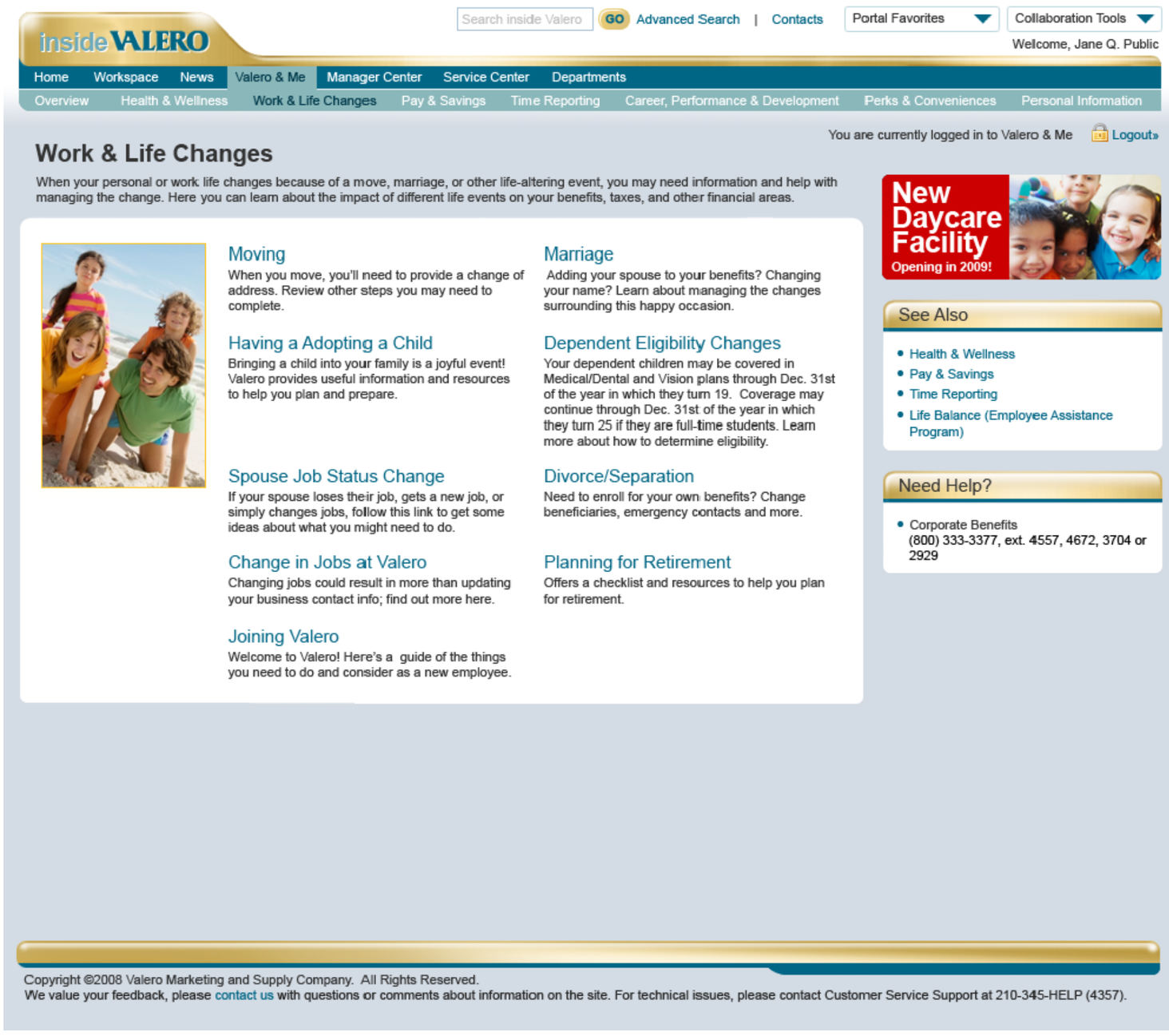
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

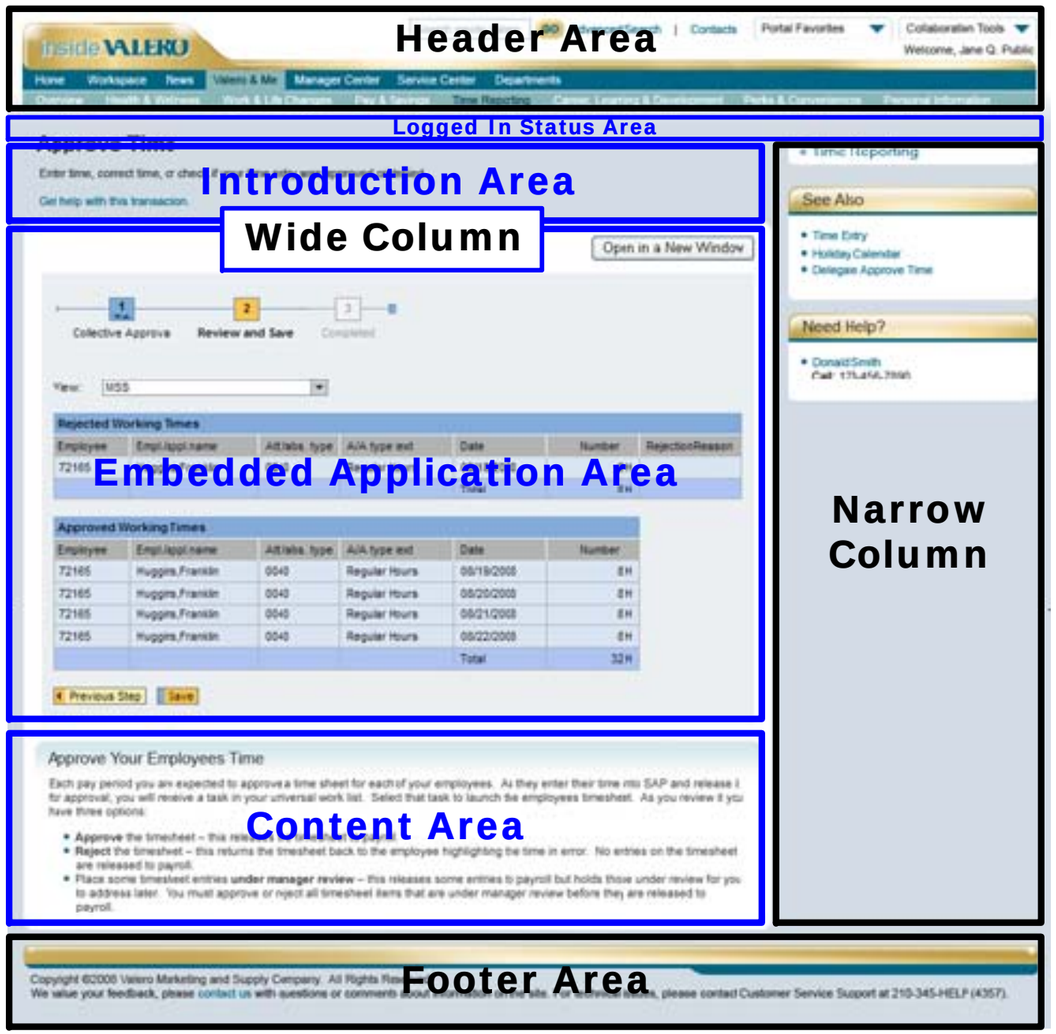
- Footer

Portal Navigation Page Visual



P2 Embedded Application Integration Page

This page template allows for an existing legacy page or application to be embedded on the portal page, surrounded by content, resources and assets related to it.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Logged In Status Area - Optional

To indicate to the user that they are within a secure section of the portal and currently logged in. This area is optional and only displays if it page instance is within a secure section of the portal.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Login Status – Right Aligned

Wide Column

Width:
75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Wide Column: Introduction Area

To provide feedback to the user that they are on the appropriate page.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title
- Focal Content (Optional)

Wide Column: Embedded Application Area

Surfaces the existing content area of legacy application pages to allow the user fast access to the assets.

Components contained:
The order of the elements as they should appear from top to bottom:

- Wide Embedded Application

Wide Column: Content Area – Optional

To provide the user additional information related to the application that is surfaced within the Wide Embedded Application component. Often, the Wide Embedded Application surfaces a transaction, this area will contain instructions and supporting content for the application that is embedded. This area is optional and only displays if the component exists for the page instance.

Components contained:
The order of the elements as they should appear from top to bottom:

- Focal Content

Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actual order):

- Page Utilities
- Page Link (Include only when Portal Page is at Level 3 or deeper)
- Task List Status (Optional)
- Narrow Embedded Application (Optional)
- Refinery Ops Asset List: Featured Links layout (Optional)
- Personalized Asset List (Optional) – each page can contain more than one
- Need Help Application (Optional)

Footer Area

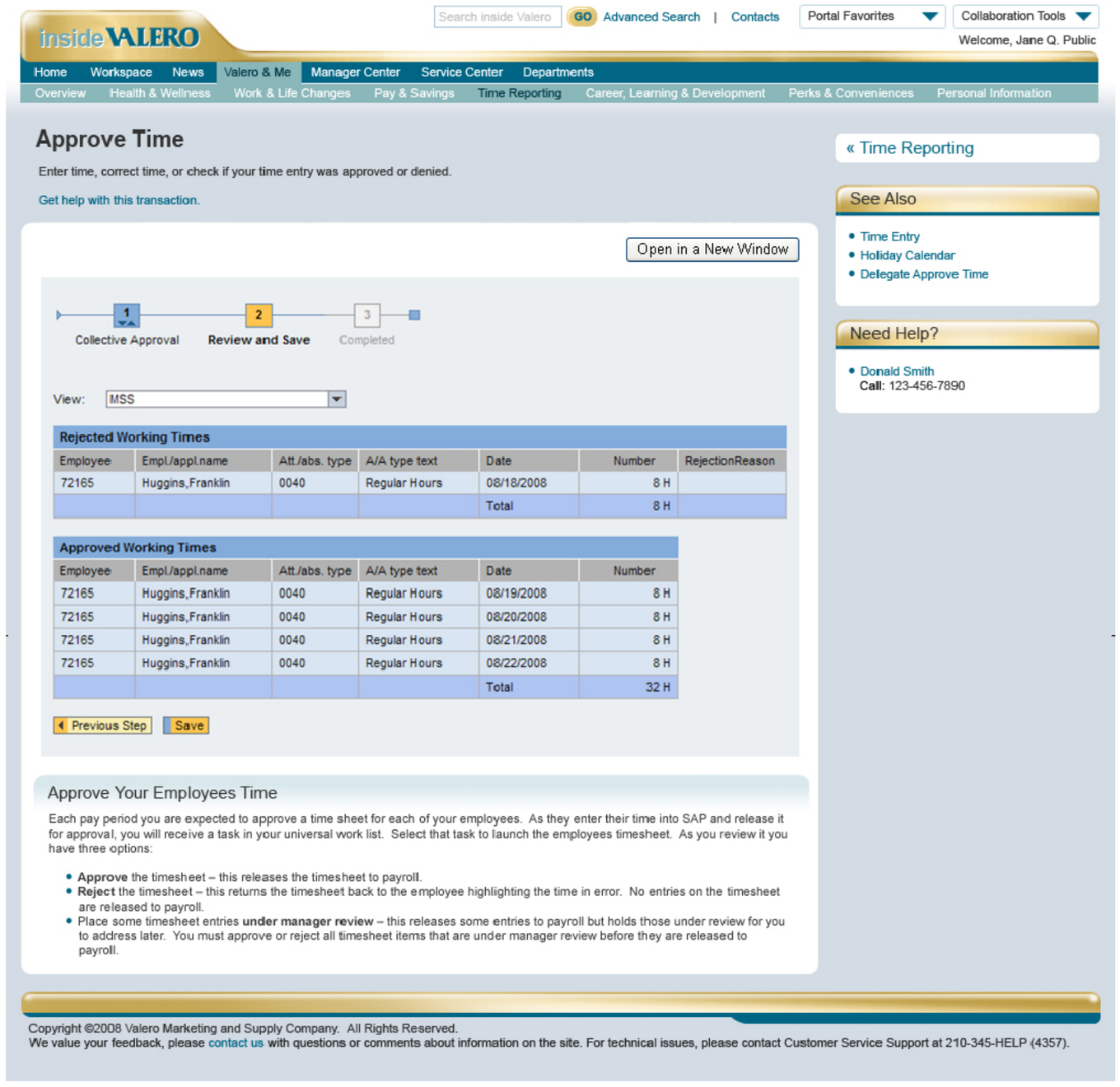
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

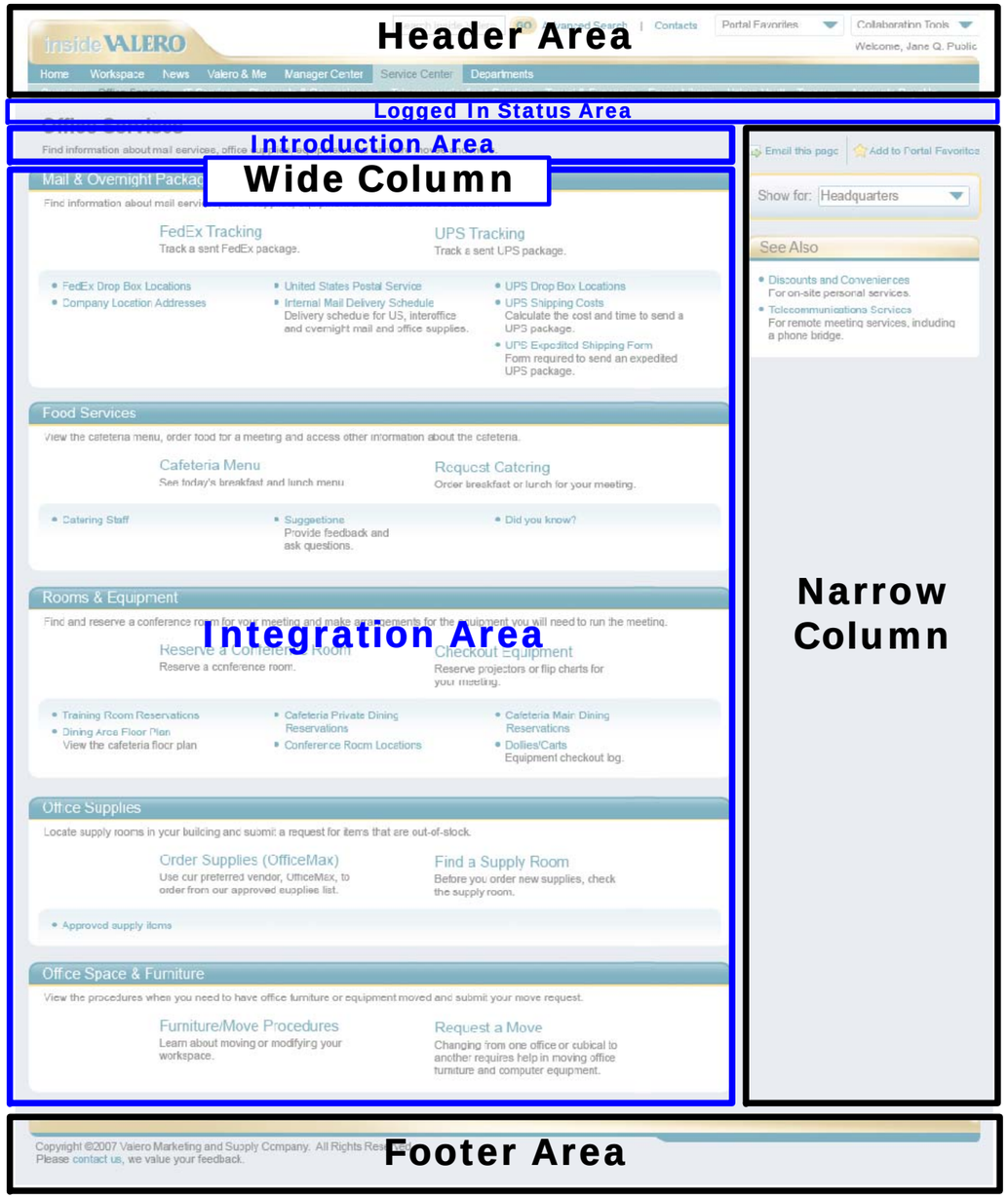
- Footer

Embedded Application Integration Page Visual



P3 Asset Integration Page

This page template allows for integration of links to many assets. The asset links are commonly grouped. This page is typically a "lay-over" for the user, as he/she accesses the intended asset.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Logged In Status Area - Optional

To indicate to the user that they are within a secure section of the portal and currently logged in. This area is optional and only displays if it page instance is within a secure section of the portal.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Login Status – Right Aligned

Wide Column

Width:
75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Wide Column: Introduction Area

To provide feedback to the user that they are on the appropriate page.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Wide Column: Integration Area

To allow the user fast access to lower level pages and assets.

Components contained:
The order of the components as they should appear from top to bottom:

- Wide Embedded Application (Optional)
- Asset Groupings (Each page should have at least one Asset Grouping)

Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actually order):

- Page Utilities
- Location Navigator (Optional)
- Page Link (Include only when Portal Page is at Level 3 or deeper)
- Task List Status (Optional)
- Selected Articles (Optional)
- Asset List (Optional) – each page can contain more than one
- Personalized Asset List (Optional) – each page can contain more than one
- Need Help Application (Optional)

Footer Area

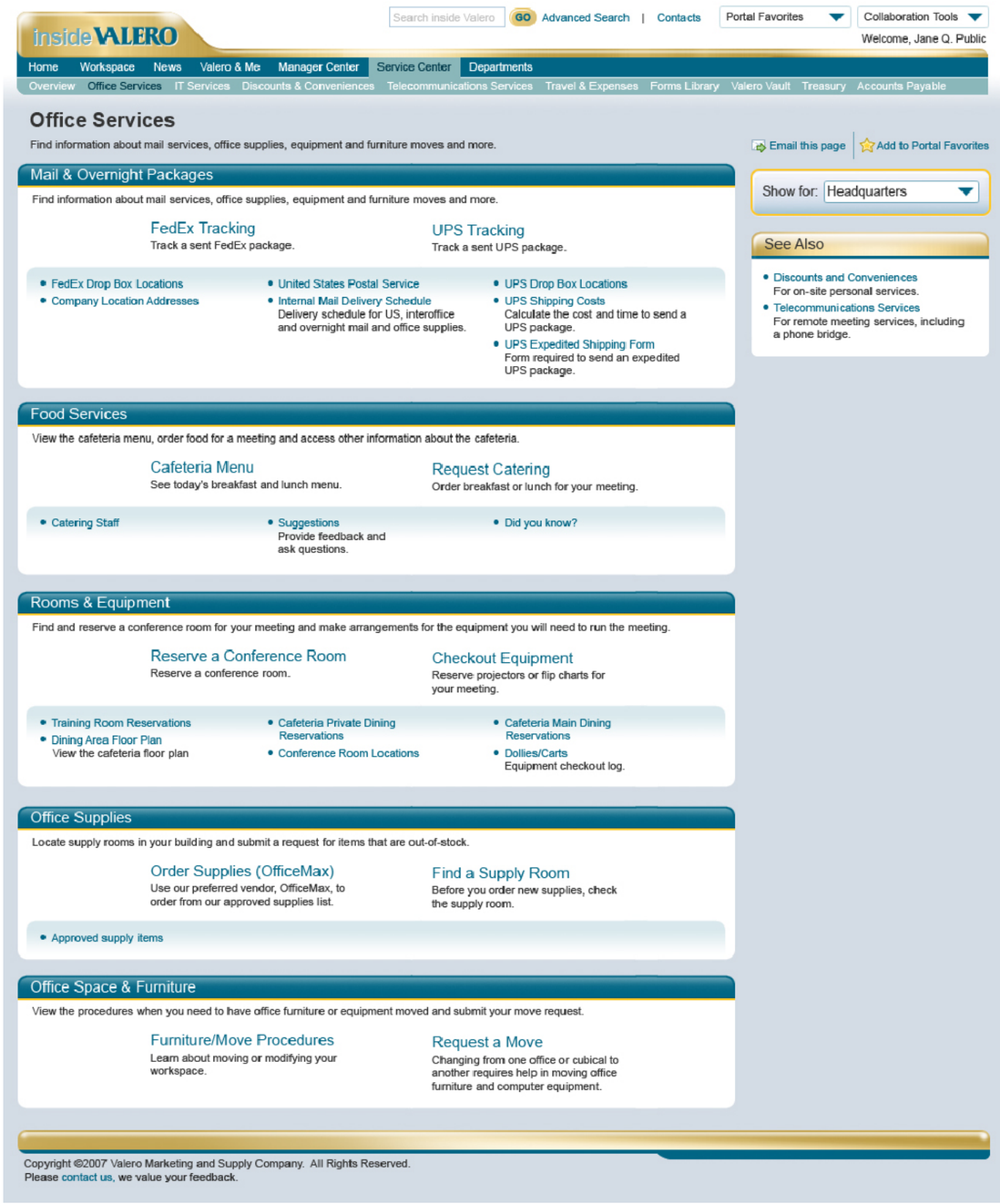
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

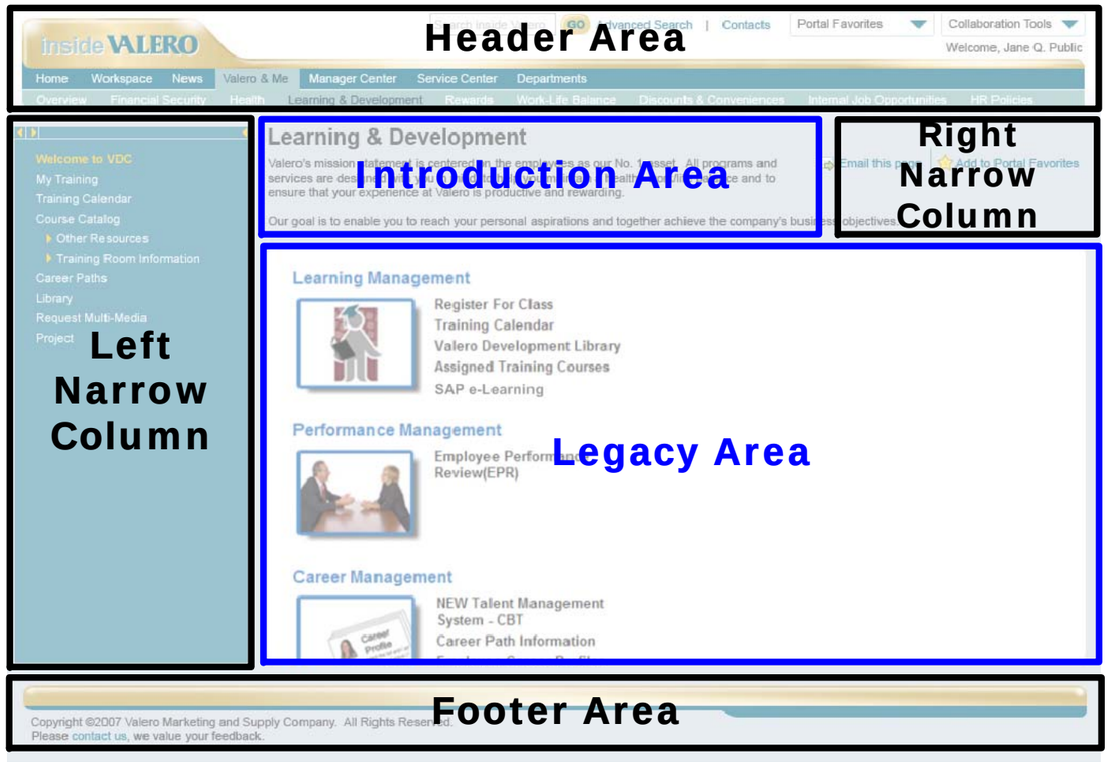
- Footer

Asset Integration Page Visual



P4 Legacy Portal Page

This page template is intended to be used for existing portal pages containing detailed left-side navigation that are not being redesigned for Release 1.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Left Narrow Column

To contain the legacy SAP portal detailed navigation expanded. This column is optional and only displays if the legacy portal page has detail navigation.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Introduction Area

To provide feedback to the user that they are on the appropriate page.

Width:

- 75% (768 pixels for a 1024x768 screen resolution), if there is a Left Narrow Column, but no Right Narrow Column.
- 50% (512 pixels for a 1024x768 screen resolution), if there is a Left Narrow Column and components in the Right Narrow Column.

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Legacy Area

To contain the legacy content and legacy sub-site navigation.

- 75% (768 pixels for a 1024x768 screen resolution), if there is a Left Narrow Column.
- Otherwise it is 100% (full width for a 1024x768 screen resolution).

Contains:
All of the existing components on the legacy SAP page, without the legacy Portal Header area.

Right Narrow Column

To contain a navigational element. This column is optional and only displays if the component exists for the page instance.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

- Page Utilities
- Page Link (Include only when Portal Page is at Level 3 or deeper)

Footer Area

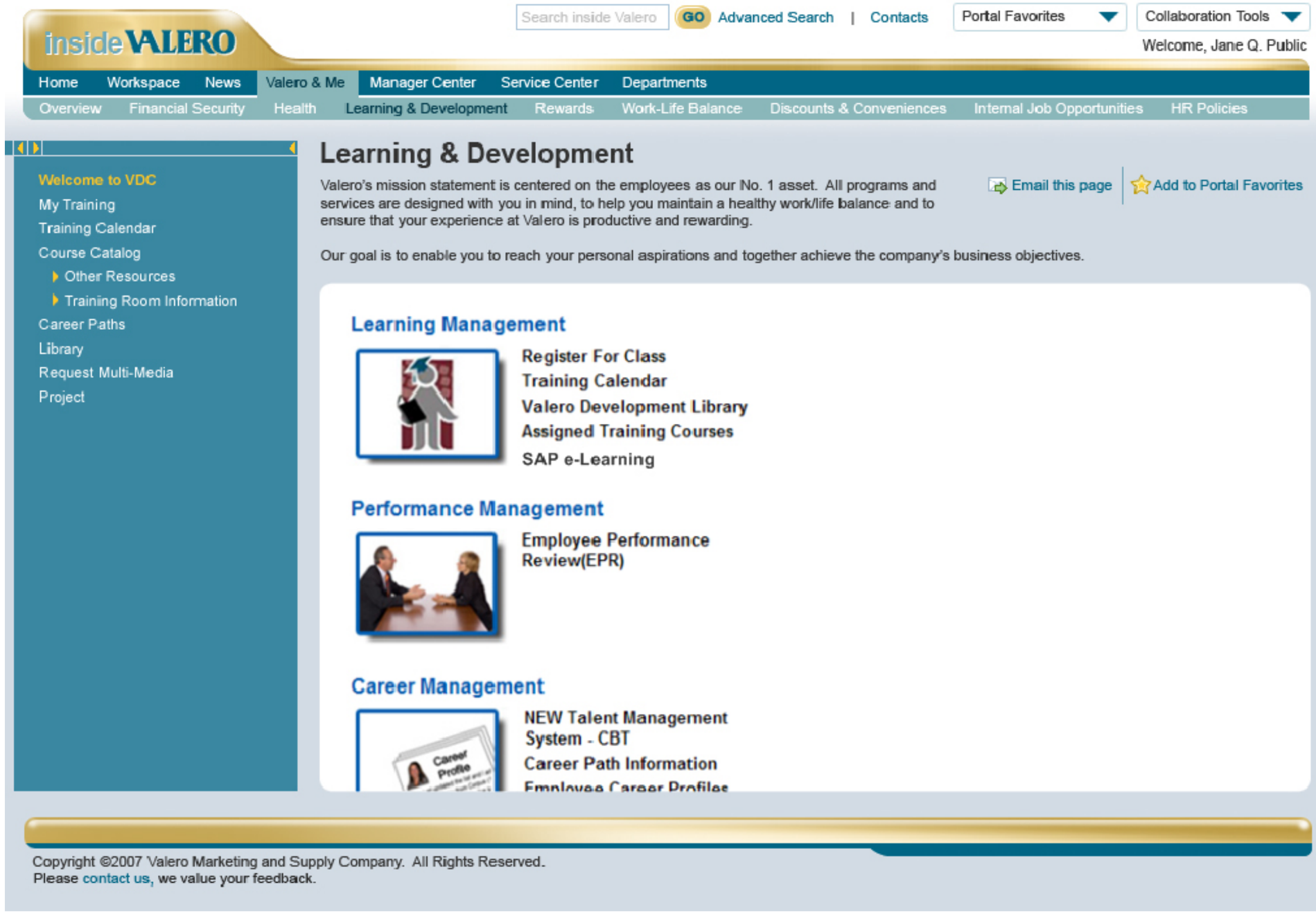
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

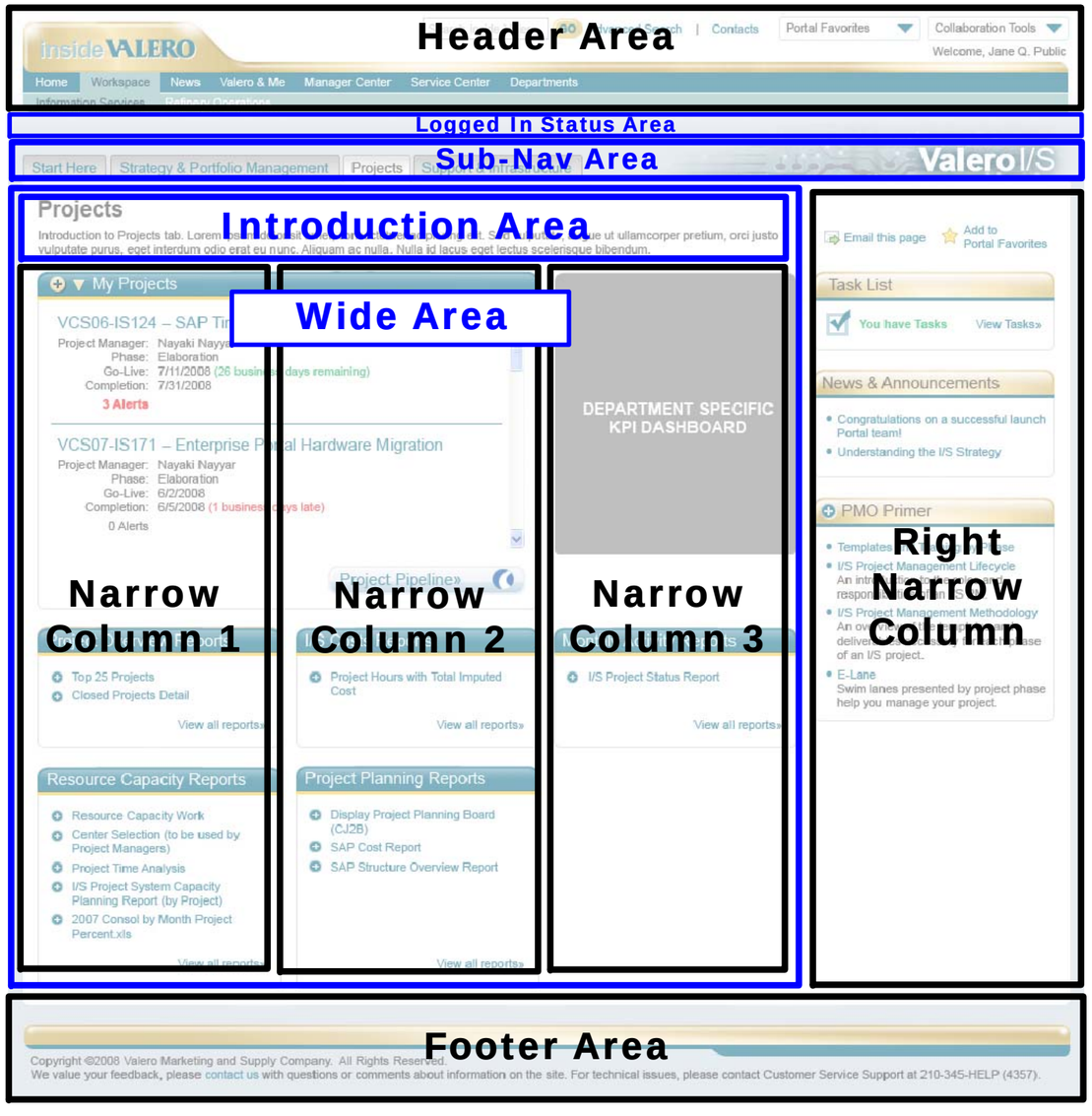
- Footer

Legacy Portal Page Visual



P5 Expert Integration Page

The page is intended to give an overview of the contents of a section of the Employee Portal and to provide the user easy access to key, familiar assets. To the user, we expect this page to be a "lay-over" on the way to his/her intended destination.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:

- Header (including sub-components defined therein)

Logged In Status Area - Optional

To indicate to the user that they are within a secure section of the portal and currently logged in. This area is optional and only displays if it page instance is within a secure section of the portal.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:
The order of the elements as they should appear from top to bottom:

- Login Status – Right Aligned

Sub-Nav Area – Optional

To provide feedback to the user that they are on the appropriate page. This area is optional and only displays if it is within the page hierarchy of a Workspace.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:
The order of the elements as they should appear from top to bottom:

- Third Level Navigation

Introduction Area

To provide feedback to the user that they are on the appropriate page.

Width:75% (768 pixels for a 1024x768 screen resolution)
Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Wide Area

To provide the user fast access to assets, lower level pages and dashboards.

Width: 75% (768 pixels for a 1024x768 screen resolution)
Scrollbars: No.
The wide column is split into 3 equal columns (25% each), and follows these rules:
1) Components may span more than 1 column in the Wide area.
2) Each page instance can contain 1 or more rows of components.
3) All component in a row are aligned at the top, and the height of all the components in the row are determined by the height of the longest component in the row.

Wide Area (continued)

Components contained:
Each page instance wireframe using this pattern will provide the layout of the components. All components are optional on a page instance, though each page will require at least one of the components. Each page can contain multiple instances of the following components:

- Refinery Ops Asset List: Snapshot List layout – Spans 1 or 2 columns
  - Images may be used as fillers to complete rows.
- My Projects Dashboard – Spans 2 columns
- My Support Dashboard – Spans 2 columns
- KPI Dashboard – Spans 1 column
- System Outage – Spans 2 columns
- Focal Content – Spans 2 or 3 columns
- Department KPI Dashboard – Spans 1 columns

Right Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Utilities
- Location Navigator (Optional)
- Task List Status
- Image (Optional)
- Selected Articles (Optional) – each page can contain more than one
- Page Link (Include only when Portal Page is at Level 3 or deeper)
- Asset List (Optional) – each page can contain more than one
- Personalized Asset List (Optional) – each page can contain one used as a "See Also"
- Need Help Application (Optional)

Footer Area

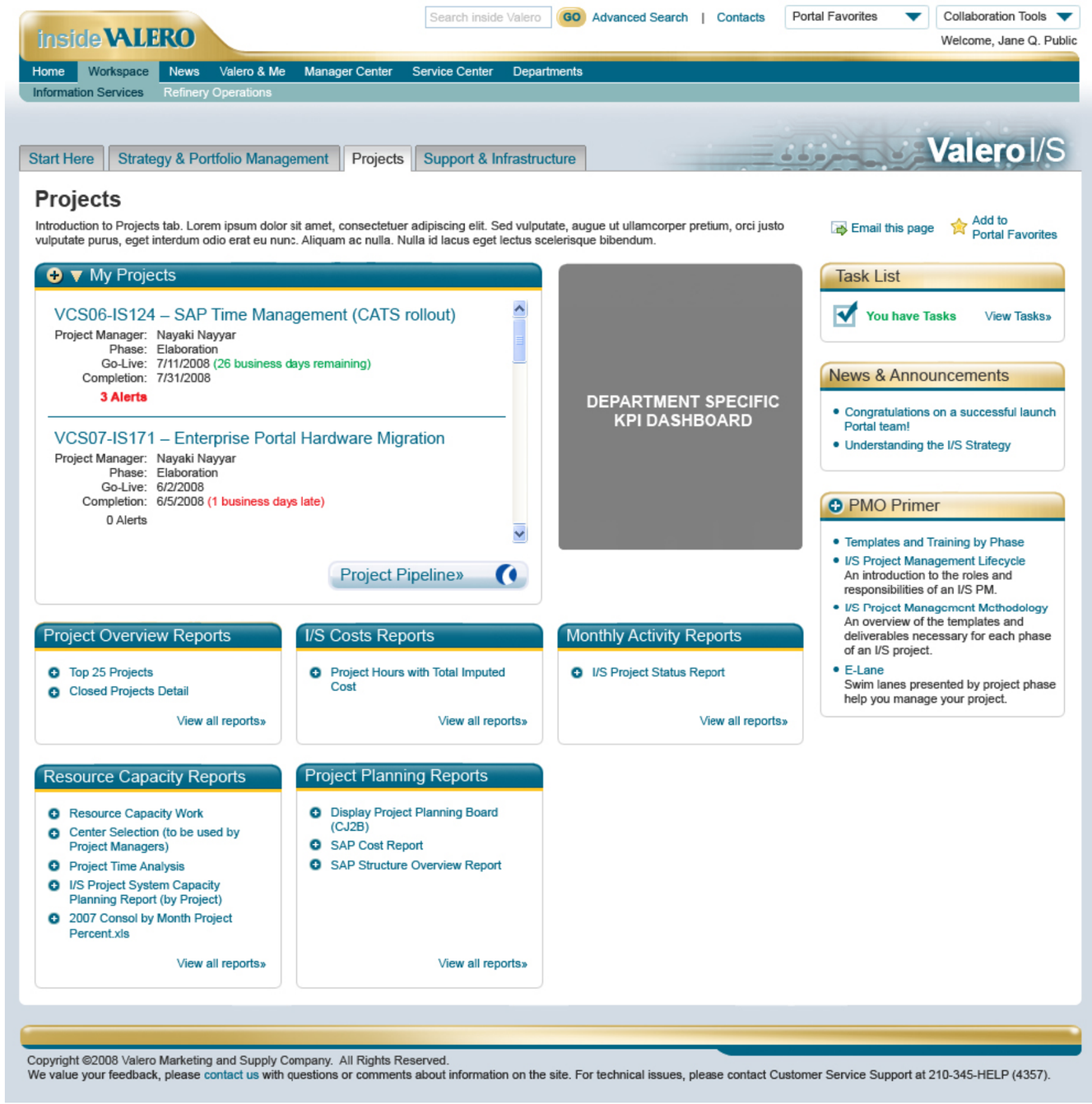
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

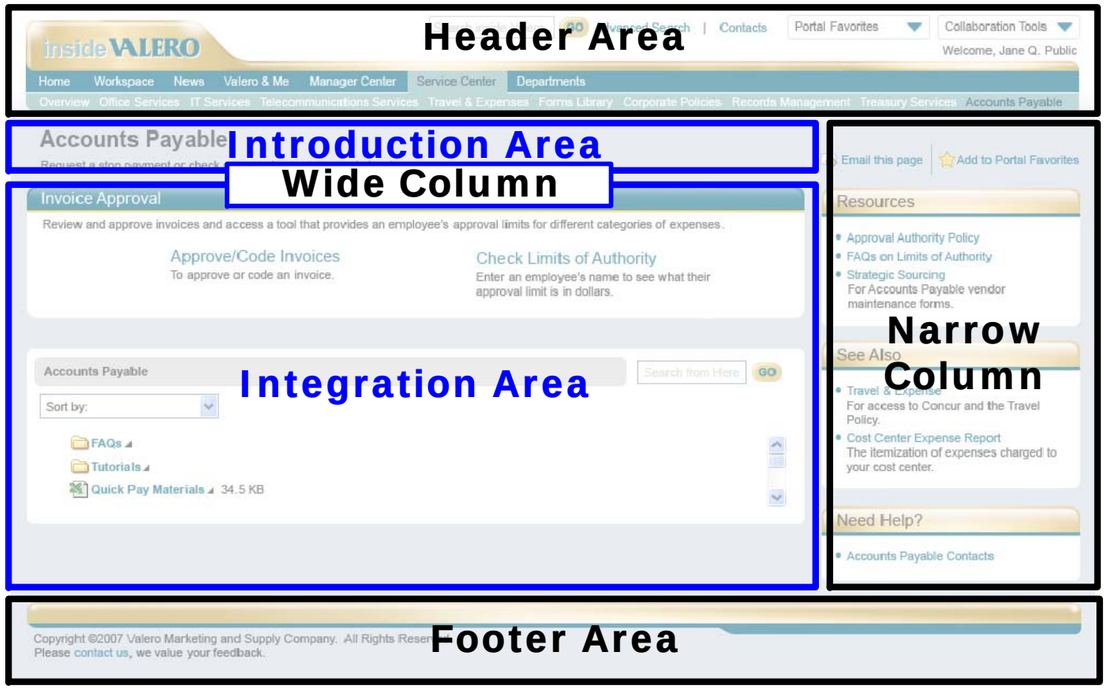
- Footer

Expert Integration Page Visual



P6 Mixed Integration Page

The page is intended to give an overview of the contents of a section of the Employee Portal and to provide the user easy access to key, familiar assets.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Wide Column

Width:
75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Wide Column: Introduction Area

To provide feedback to the user that they are on the appropriate page.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Wide Column: Integration Area

To allow the user fast access to lower level pages and assets.

Components contained:
The order of the elements as they should appear from top to bottom:

- Asset Groupings (Optional)
- Wide KM iView (Optional) – each page can contain more than one
- Focal Content (Optional)

Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actually order):

- Page Utilities
- Page Link (Include only when Portal Page is at Level 3 or deeper)
- Asset List (Optional) – each page can contain more than one
- Personalized Asset List (Optional) – each page can contain more than one

Footer Area

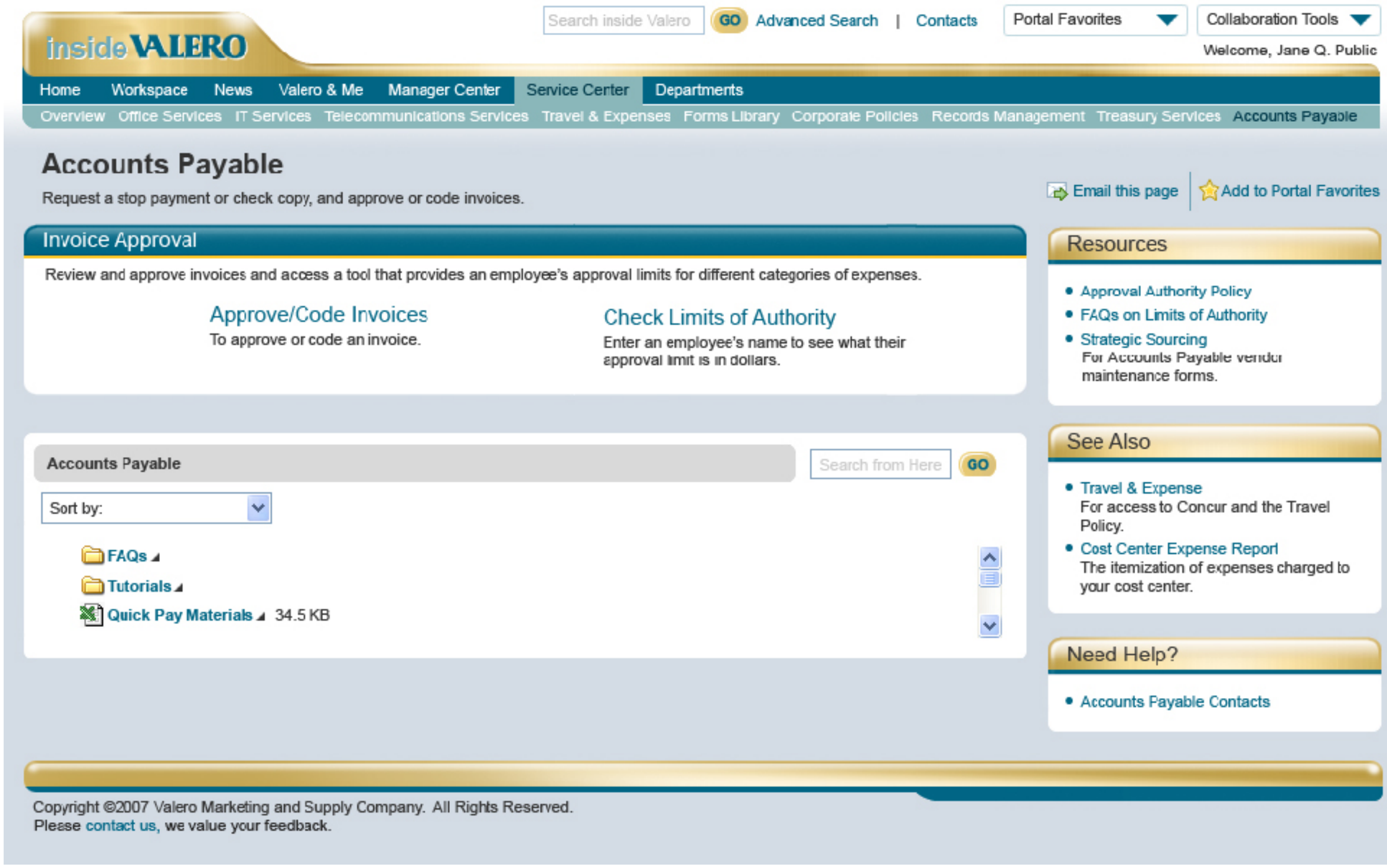
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

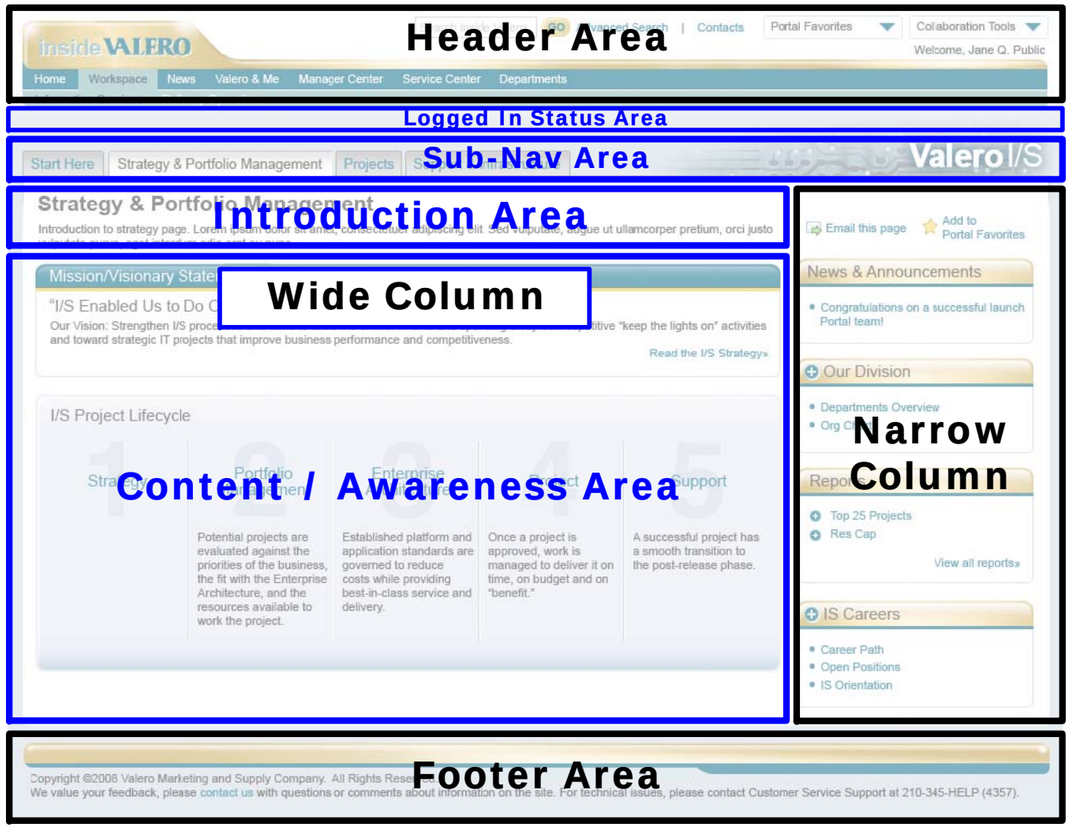
- Footer

Mixed Integration Page Visual



P7 Awareness Page

This page template encourages further exploration of assets; the user is encouraged to browse many different areas of the portal via this page.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Logged In Status Area - Optional

To indicate to the user that they are within a secure section of the portal and currently logged in. This area is optional and only displays if it page instance is within a secure section of the portal.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Login Status – Right Aligned

Sub-Nav Area – Optional

To provide feedback to the user that they are on the appropriate page. This area is optional and only displays if it is within the page hierarchy of a Workspace.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Third Level Navigation

Wide Column

Width: 75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No

Wide Column: Introduction Area

To provide feedback to the user that they are on the appropriate page.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Wide Column: Content / Awareness Area

To encourage exploration of lower-level pages and to allow user fast access to them.

Components contained:
The order of the components as they should appear from top to bottom:

- Content Section – may be multiples of this

AND/OR

- Focal Content – may be multiples of this

AND/OR

- Unique components that are designed for a wide column

Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actually order):

- Page Utilities
- Location Navigator (Optional)
- Page Link (Include only when Portal Page is at Level 3 or deeper)
- Selected Articles (Optional) – each page can contain more than one
- Narrow Column Content (Optional) – each page can contain more than one
- Asset List (Optional) – each page can contain more than one
- Personalized Asset List (Optional) – each page can contain one used as a "See Also"
- Need Help Application (Optional)

Footer Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Footer

Awareness Page Visual

P8 Life Event Page

The page template is intended to provide the user a list of tasks that need to be attended to related to a work life event. The page also provides the user a snapshot of their current benefits and dependents and links to helpful tools and resources. The page is not available to contractors and Canadian employees.

Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Logged In Status Area - Optional

To indicate to the user that they are within a secure section of the portal and currently logged in. This area is optional and only displays if it page instance is within a secure section of the portal.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Login Status – Right Aligned

Introduction Area

To provide feedback to the user that they are on the appropriate page.

Width: 75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Left Narrow Column Area

To provide the user a summary of current benefit and dependents, which can be helpful when addressing some of the tasks associated with a life event.

Width: 25% (256 pixels for a 1024 x 768 screen resolution)

Scrollbars: No

Components contained:
The order of the elements as they should appear from top to bottom:

- Personalized Benefits Summary (Optional)

Wide Column Area

Width: 50% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:

- Focal Content

Right Narrow Column Area

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actually order):

- Page Utilities
- Page Link (Include only when Portal Page is at Level 3 or deeper)
- Narrow Column Content (Optional) – each page can contain more than one
- Personalized Asset List (Optional) – each page can contain one used as a "See Also"
- Image (Optional) – each page can contain more than one
- Need Help Application (Optional)

Footer Area

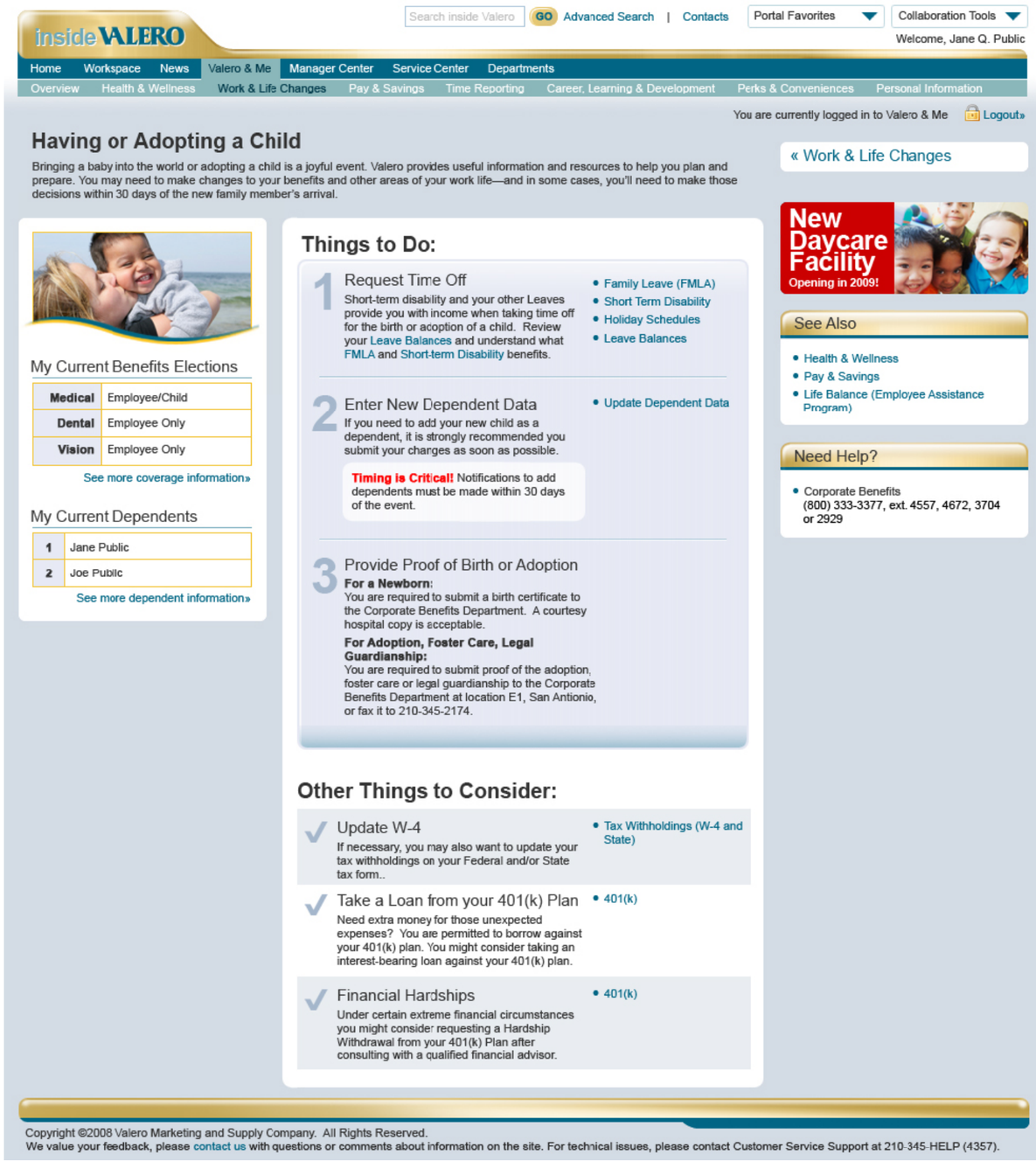
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

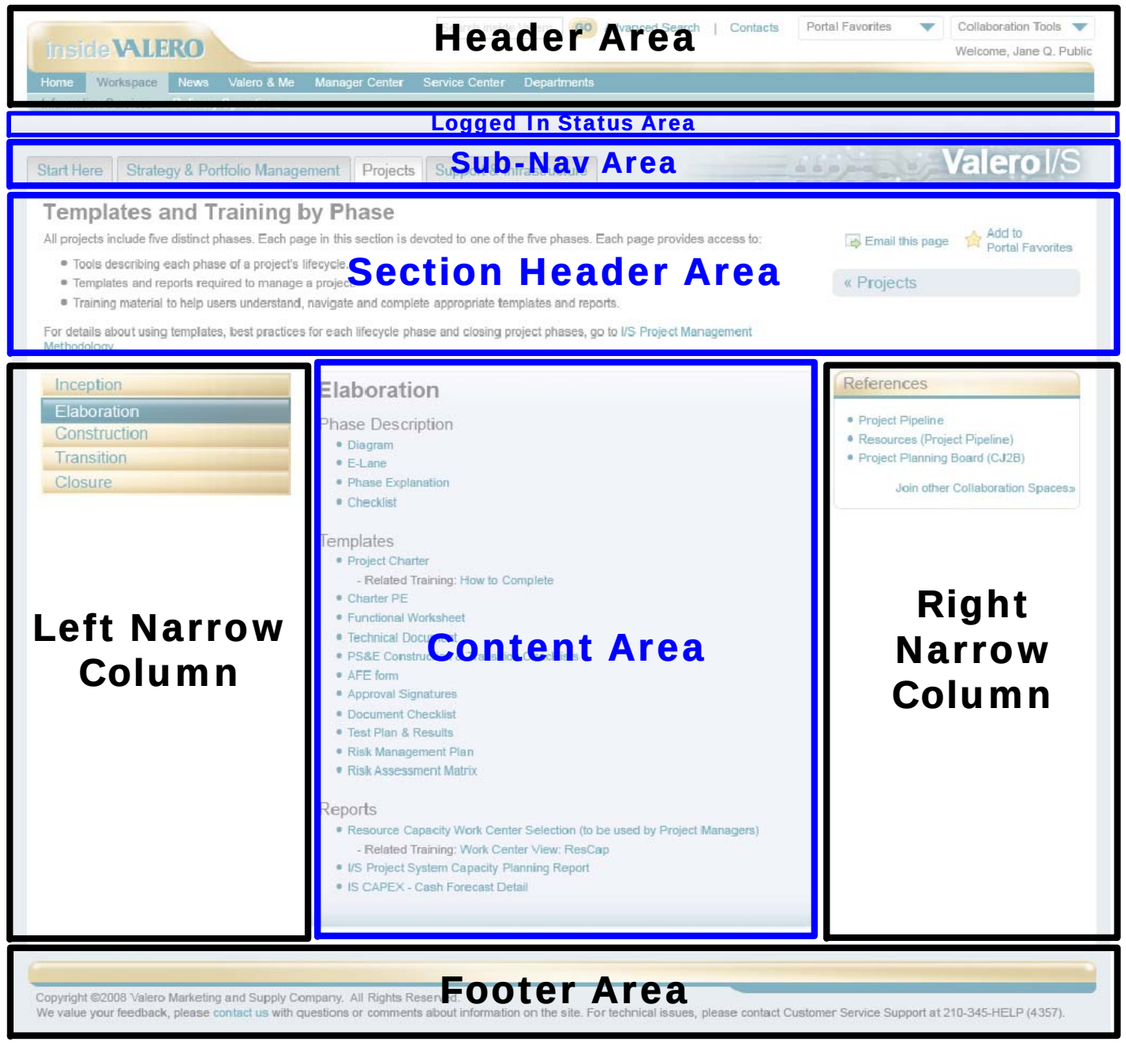
- Footer

Life Event Page Visual



P10 Sub-Selection Page

This pattern is intended to be used to provide an overview of the key topics found within the section and access to them.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:

- Header (including sub-components defined therein)

Logged In Status Area - Optional

To indicate to the user that they are within a secure section of the portal and currently logged in. This area is optional and only displays if it page instance is within a secure section of the portal.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:
The order of the elements as they should appear from top to bottom:

- Login Status – Right Aligned

Sub-Nav Area – Optional

To provide feedback to the user that they are on the appropriate page. This area is optional and only displays if it is within the page hierarchy of a Workspace.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:
The order of the elements as they should appear from top to bottom:

- Third Level Navigation

Section Header Area

To provide user information about the overall section

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title – Left aligned
- Page Utilities (Optional) – Right aligned
- Page Link (Optional) – Right aligned

Note: If the Page Utilities and/or Page Link components are included on a page instance, the Page Introduction and Title component spans 75% of the page, else it spans the full width of the page.

Left Narrow Column

To allow the user fast access to sub-section pages.

Width: 25% (256 pixels for a 1024 x 768 screen resolution)
Scrollbars: No.
Components contained:
The order of the elements as they should appear from top to bottom:

- Sub-Section Navigator

Content Area

Provides users the focal information regarding the sub-section.

Width:
50% (512 pixels for a 1024x768 screen resolution), if there are components in the Right Narrow Column. Otherwise it is 75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No
Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actually order):

- Focal Content
- Refinery Ops Asset List: Featured Links layout (Optional) – can be added only if the area includes the Focal Content component
- Wide Embedded Application (Optional) – should be added only if the area does not include the Focal Content and the Refinery Ops Asset List components
- Benefits Snapshot (Optional)
- Financial Snapshot (Optional)

Right Narrow Column - Optional

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution), if the content area is 50%. Otherwise it is 0%.

Scrollbars: No.

Components contained:
All components of this column are optional. The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actually order):

- Specialized Comp Application (Optional)
- Selected Articles (Optional)
- Image (Optional)
- Asset List (Optional) – each page can contain more than one
- Personalized Asset List (Optional) – each page can contain more than one
- Need Help Application (Optional)

Footer Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

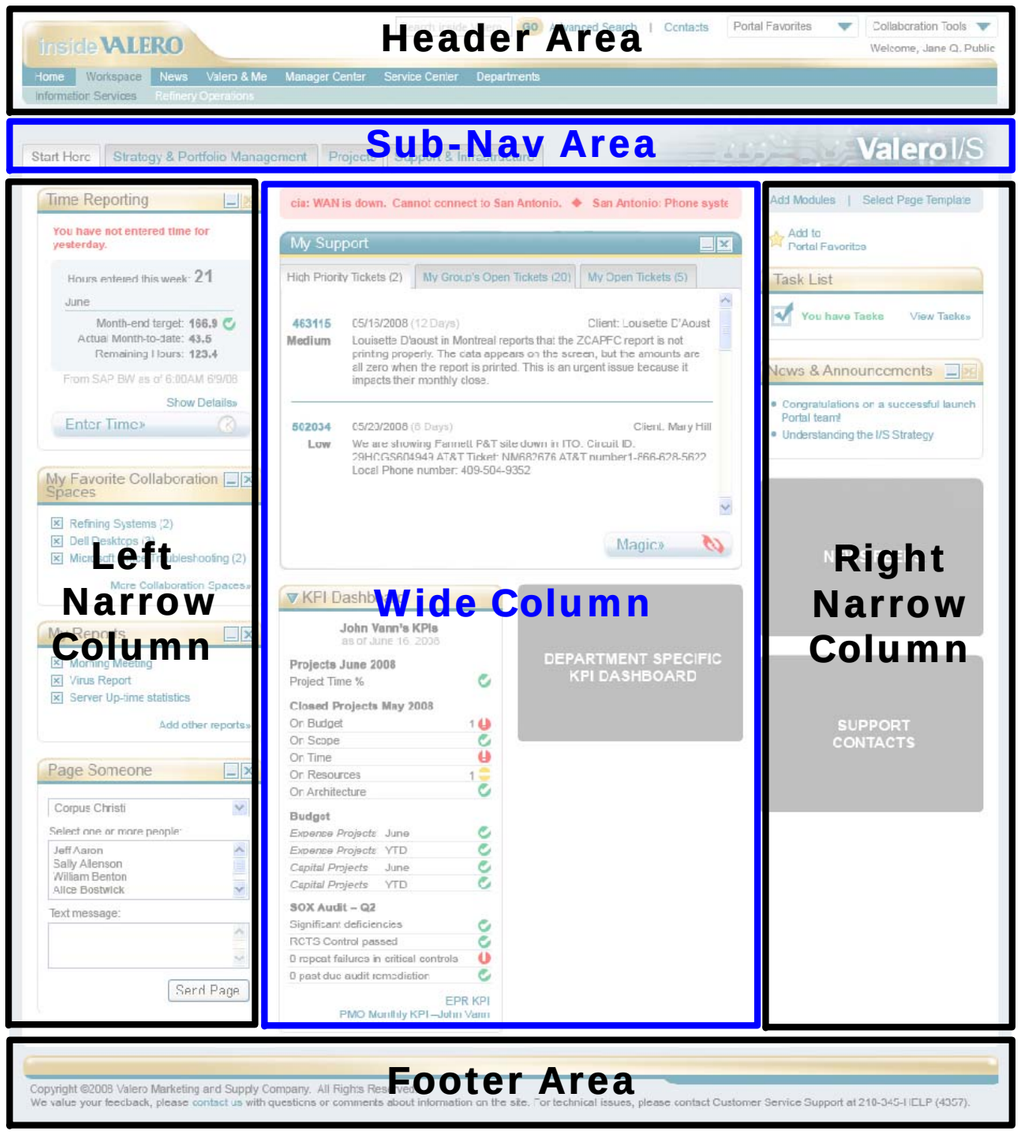
Components contained:

- Footer

Sub-Selection Page Visual

P11 User Controlled Page

This page pattern supports the use of Modules (modular components), such that the user can add, remove or reposition them. A page following this pattern should always be the landing or the main page of an area of the site that it is in. The intent of this page is to allow expert users in that area of the site to self organize their tools, resources and information available in that area. The pattern allows for components to be mandatory on the page that the user cannot remove.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Sub-Nav Area

To provide feedback to the user that they are on the appropriate page.

Optional area – This area is not necessary if there is no need for sub-branding this section of the portal and there are no sibling pages to this page that user should be able to navigate to.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Third Level Navigation (Optional) – should only be added if there sibling pages that the user should be able to navigate to

Left Narrow Column

Width: 25% (256 pixels for a 1024 x 768 screen resolution)

Scrollbars: No
Components contained:
This area can contain modules both that are mandatory or the ones the user selects to add to their page.

Only modules that have the Column Span of Narrow are appropriate to be added to this area.

User have the ability to reposition the modules that are placed in this column.

Wide Column

Width: 50% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
This area can contain modules that are both mandatory or the ones the user selects to add to their page.

Modules of any Column Span (Wide or Narrow) are appropriate to be added to this area.

User have the ability to reposition the modules that are placed in this column.

Right Narrow Column

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
This area contains following components in the following order:

- User Control Page Manager
- Page Utilities
- Task List Status

In addition, below the components listed above, this area can contain modules both that are mandatory or the ones the user selects to add to their page.

Only modules that have the Column Span of Narrow are appropriate to be added to this area.

User have the ability to reposition the modules that are placed in this column.

Footer Area

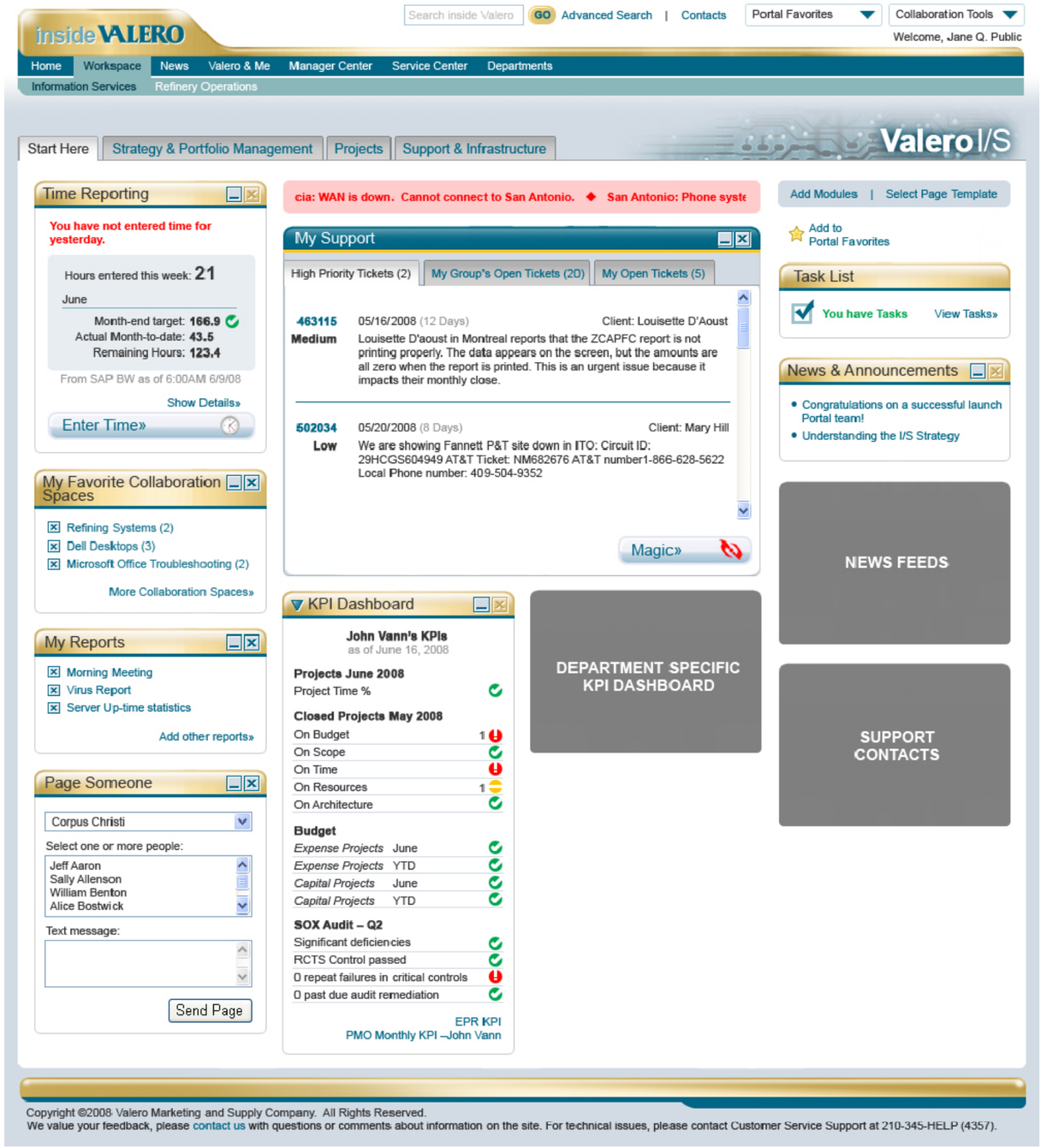
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

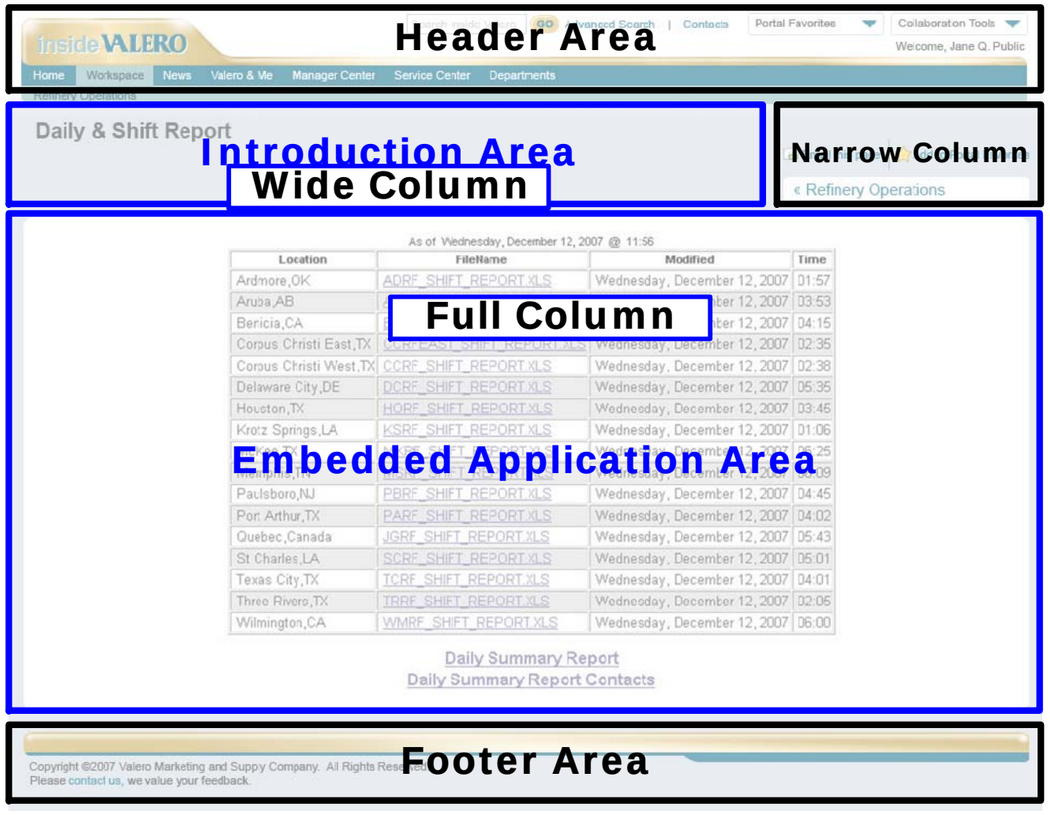
- Footer

User Controlled Page Visual



P12 Full Width Embedded Application Integration Page

This page template allows for an existing legacy page or application to be embedded in a full page width iView on the portal page, surrounded by content, resources and assets.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Wide Column

Width:
75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Wide Column: Introduction Area

To provide feedback to the user that they are on the appropriate page.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Wide Column: Embedded Application Area

Surfaces the existing content area of legacy application pages to allow the user fast access to the assets.

Components contained:
The order of the elements as they should appear from top to bottom:

- Full Width Embedded Application

Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Utilities
- Page Link (Include only when Portal Page is at Level 3 or deeper)

Footer Area

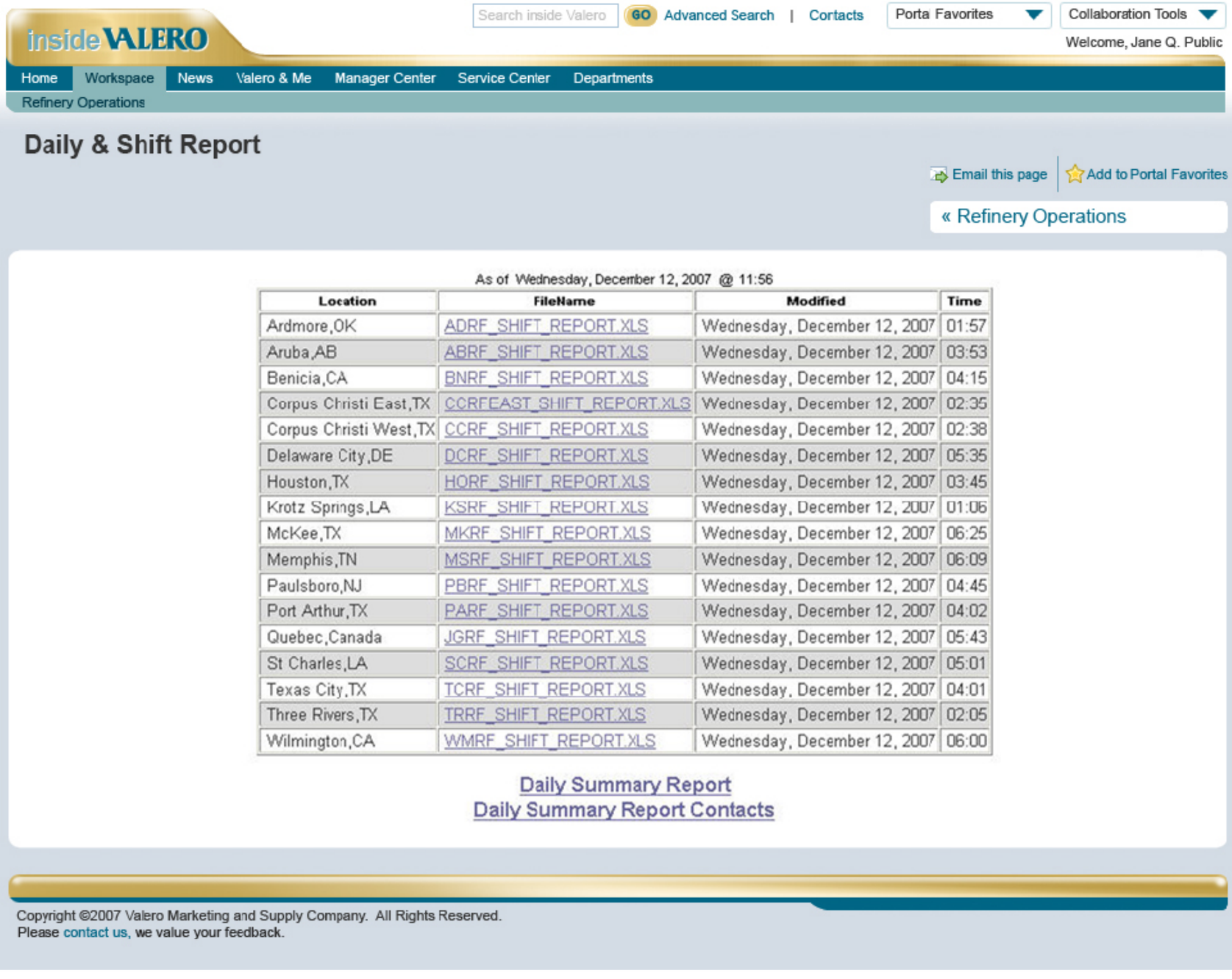
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

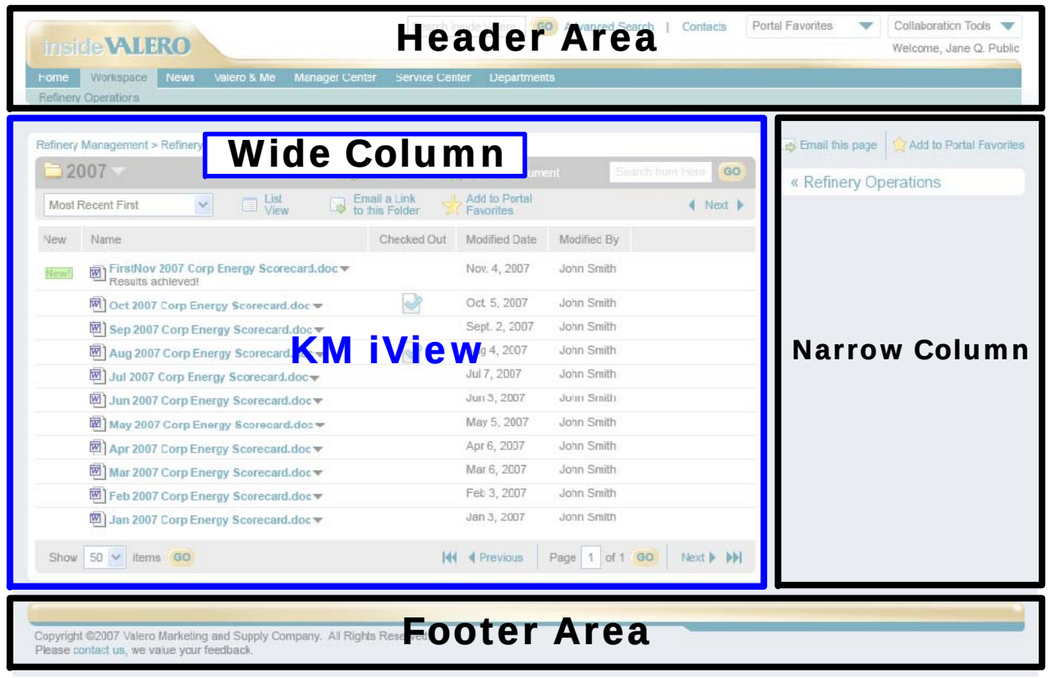
- Footer

Full Width Embedded Application Integration Page Visual



P13 Lite KM iView Integrator Page

This page template allows for surfacing a KM iView in a wide column.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Wide Column

Width:
75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Surfaces an individual KM iView for thee user to navigate through a group of folders and files.

Components contained:
The order of the elements as they should appear from top to bottom:

- Wide KM iView

Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Utilities
- Page Link (Include only when Portal Page is at Level 3 or deeper)

Footer Area

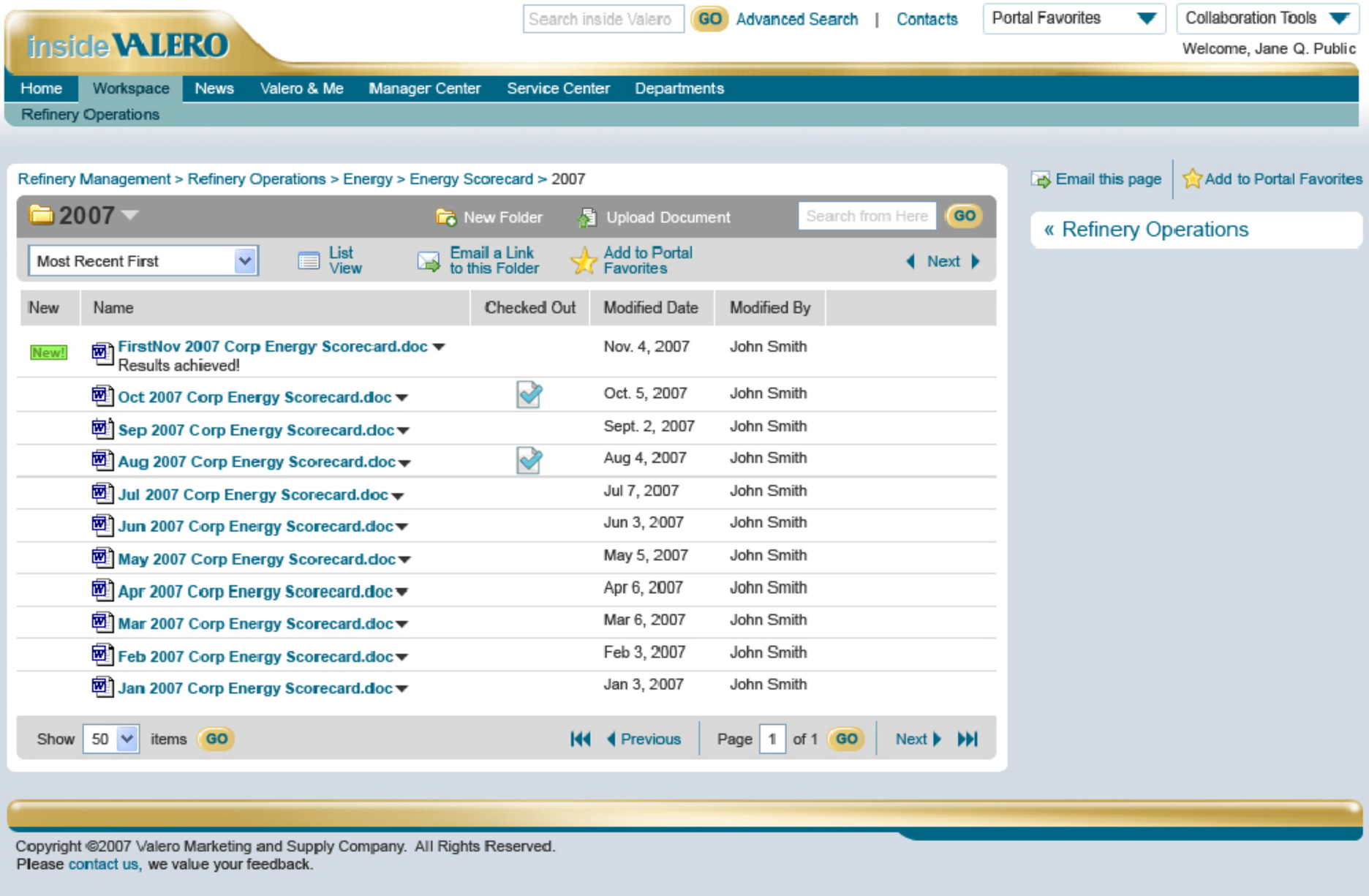
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

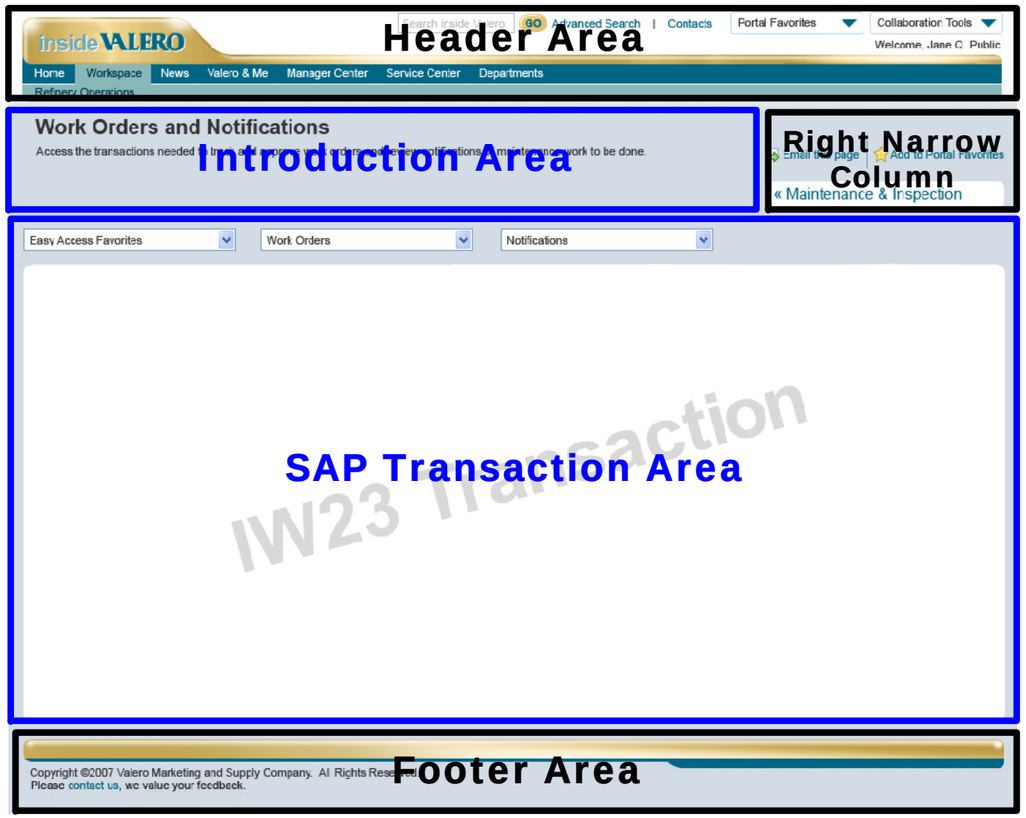
- Footer

Lite KM iView Integrator Page Visual



P14 SAP Transaction Navigator

This page template allows for a group of SAP transactions pertaining to or supporting a similar process to be navigated.



Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Introduction Area

To provide feedback to the user that they are on the appropriate page.

Width:
75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

SAP Transaction Area

Surfaces the existing content area of legacy application pages to allow the user fast access to the assets.

Width:
100% (1024 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- SAP Transaction Viewer

Right Narrow Column

To contain navigational and referential elements relevant to the content in the Wide Column.

Width:
25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they generally appear from top to bottom – but the order can vary (refer to the wireframe instance for the actual order):

- Page Utilities
- Page Link (Include only when Portal Page is at Level 3 or deeper)

Footer Area

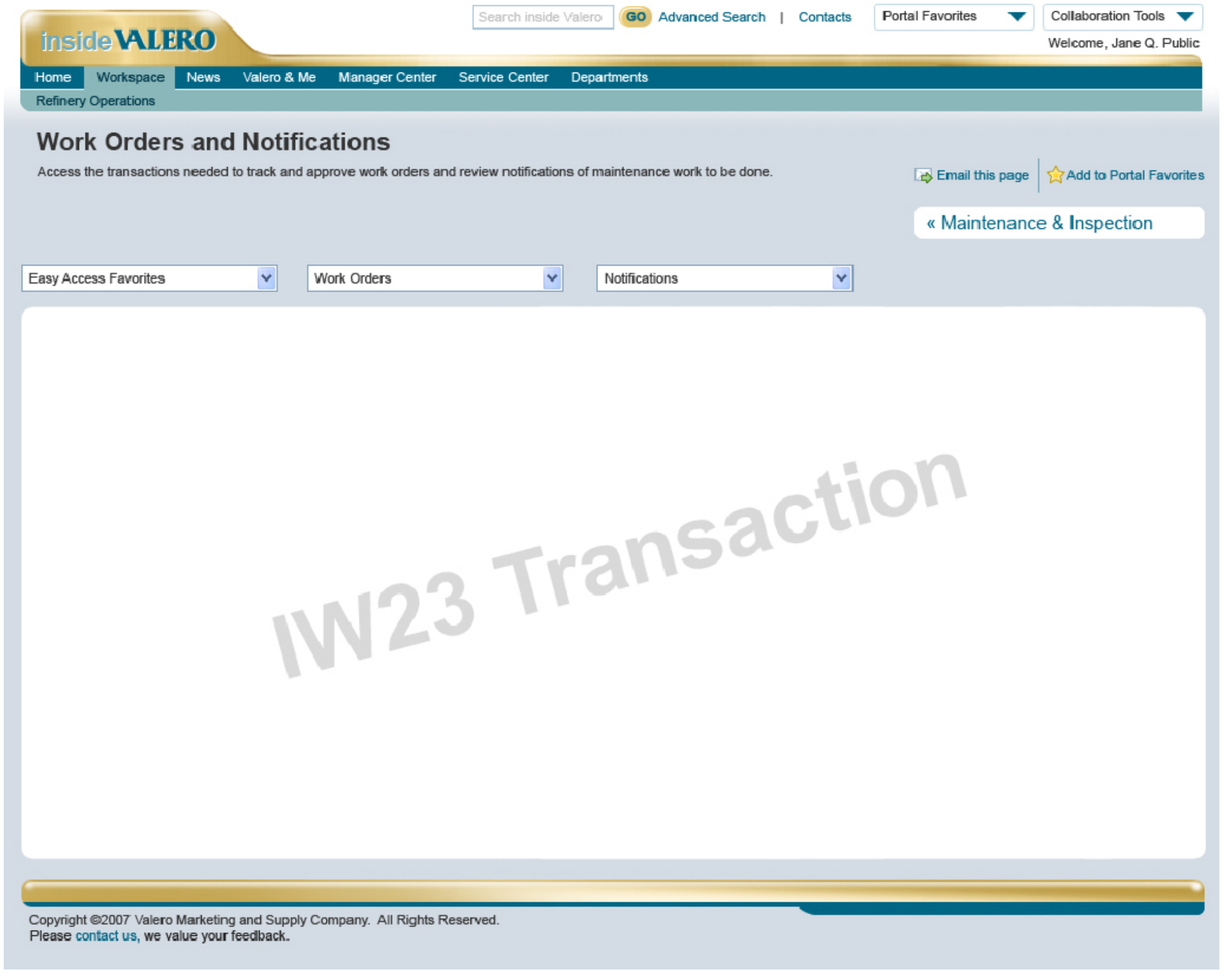
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Footer

SAP Transaction Navigator Page Visual



P15 Library Page

This page pattern allows for a collection of like items to be browsed, searched, filtered and sorted. The user can add any of the items found to a user controlled component or a user controlled page from here.

Header Area

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Header (including sub-components defined therein)

Sub-Nav Area – Optional

To provide feedback to the user that they are on the appropriate page. This area is optional and only displays if it is within the page hierarchy of a Workspace.

Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Third Level Navigation

Introduction Area

To provide user information about the page.

Width: 75% (768 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- Page Introduction and Title

Left Narrow Column – Optional

To provide components that display the users participation within Collaboration Spaces. This area is optional and only displays on the Collaboration Space Directory page instance.

Width: 25% (256 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:
The order of the elements as they should appear from top to bottom:

- All of My Spaces
- My Actions Summary

Library Area

Provides users the list of items contained in a specific library.

Width:
75% (768 pixels for a 1024x768 screen resolution), if there are components in the Left Narrow Column. Otherwise it is 100% (1024 pixels for a 1024x768 screen resolution).

Scrollbars: No
Components contained:
The order of the elements as they should appear from top to bottom:

- Library Viewer

Right Narrow Column

Width: 25% (256 pixels for a 1024x768 screen resolution)

Scrollbars: No.

Components contained:
The area contains both fixed components Modules. The order of the elements as they should appear from top to bottom:

- Create a Collaboration Space (Optional) – only appears on the Collaboration Space Directory page instance.
- Page Utilities
- Page Link

Footer Area

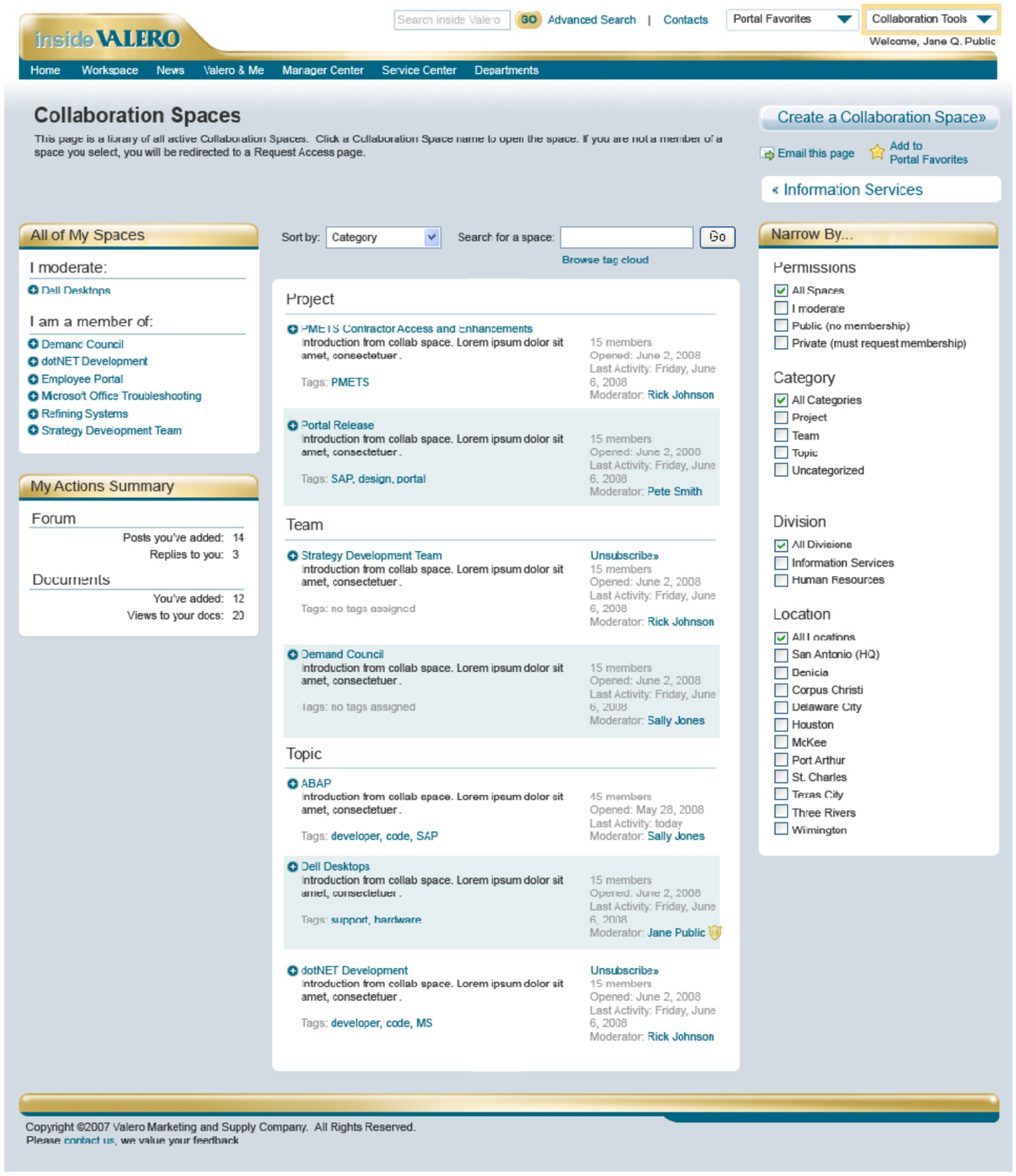
Width: 100% (1024 pixels for a 1024 x 768 screen resolution)

Scrollbars: No.

Components contained:

- Footer

Library Page Visual



Basic Structural Diagram

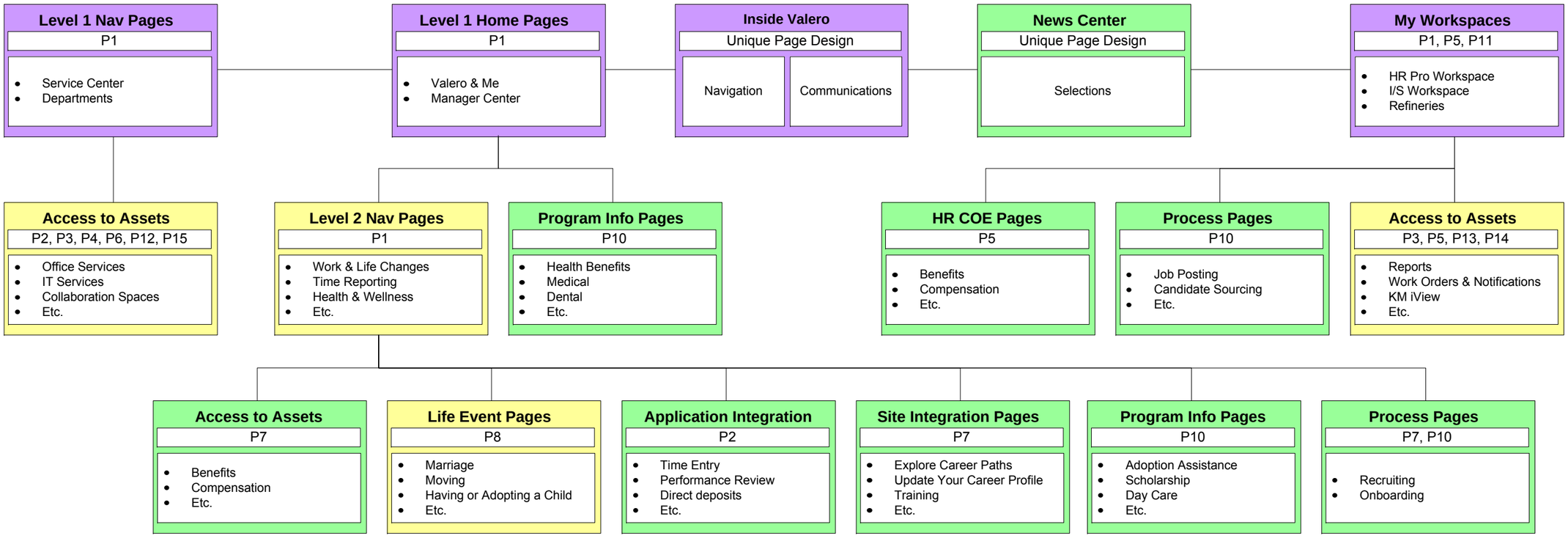
The following illustrates how the Inside Valero portal pages are grouped and the patterns they use across the entire information architecture (IA). This diagram depicts which page patterns are used throughout the levels of the portal, as well as which pages serve as Origin, Layover or Destination pages per the following definitions:

- Origin Page: the primary entry points of a user's experience and interaction with the portal.
- Layover Page: navigation-centric pages and asset grouping pages. Intended to give an overview of the contents or assets accessible within a given section or page. Commonly used to help navigate the user to a specific Destination Page.
- Destination Page: pages that contain specific content or data that satisfy a user intent.

How and when Is this diagram used?
When extending the portal design by creating new portal pages, this diagram provides guidelines to follow to assist the portal designer with determining the specific page pattern that the new page should follow. Notably, the same page pattern can be instantiated at varying levels of the IA, thus enabling the portal designer to extend the depth of the portal. Therefore, when extending the portal design (via a new page, a new page pattern, or a revision to an existing pattern) this diagram helps the portal designer consider the design implications of that extension.

Legend:

- Origin Page
- Layover Page
- Destination Page



Components

Overview

Components are Common, re-usable elements that appear within the columns and content areas of the page layouts.

Common Component Functionality

- Sizing
- Asset Link Handling
- Modules (Modular Component)
- Current Article List Definitions
- New Indicator
- Periodic Reports Mouseover Behavior

Component Definitions

- List of Components
  - Component Patterns
  - Unique Components

Sizing

Consider the height and width of each component in the context of a liquid environment: a web browser. Although there is a standard screen resolution for the Company, individual users may change resolution, and the browser window size can vary. The user may also resize the window while viewing any given page of the portal.

This page examines the sizing options for any given component, and explains how it should behave dependent on the column or page in which it is displayed.

Both Static
The component does not grow or shrink as the window size is changed by the user.
- Specify fixed Height and Width in pixels.
- Specify the alignment of the component: Left, Right, or Centered.

Both Conformable
The component grows or shrinks as the window size is changed by the user (e.g. maximizing or changing resolution.)

Width:
The component inherits its width from the column in which it is contained.
No scrollbars appear horizontally within this component.
- Specify a minimum Width.

Height:
The component height is determined by the height of the elements it contains.
Once maximum height of the component is achieved, then a vertical scrollbar must appear within the component.
- Optionally, specify a maximum Height.

Static Height
The height of the component stays fixed, and the width grows or shrinks as the window size is changed by the user (e.g. maximizing or changing resolution.)

Width:
The component inherits its width from the column in which it is contained.
- Specify the minimum width for this component.

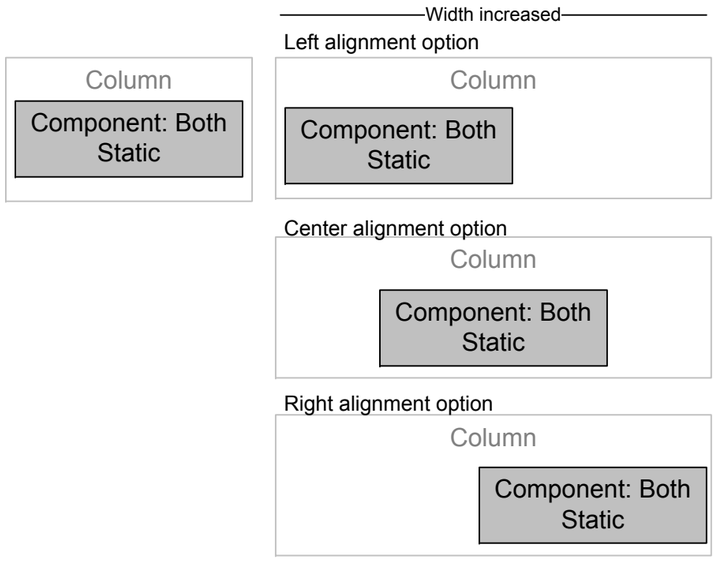
Height:
- Specify fixed Height in pixels.

Static Width
The width of the component stays fixed, and the height of the component is based on the total height of the elements it contains, which is only known at run time.

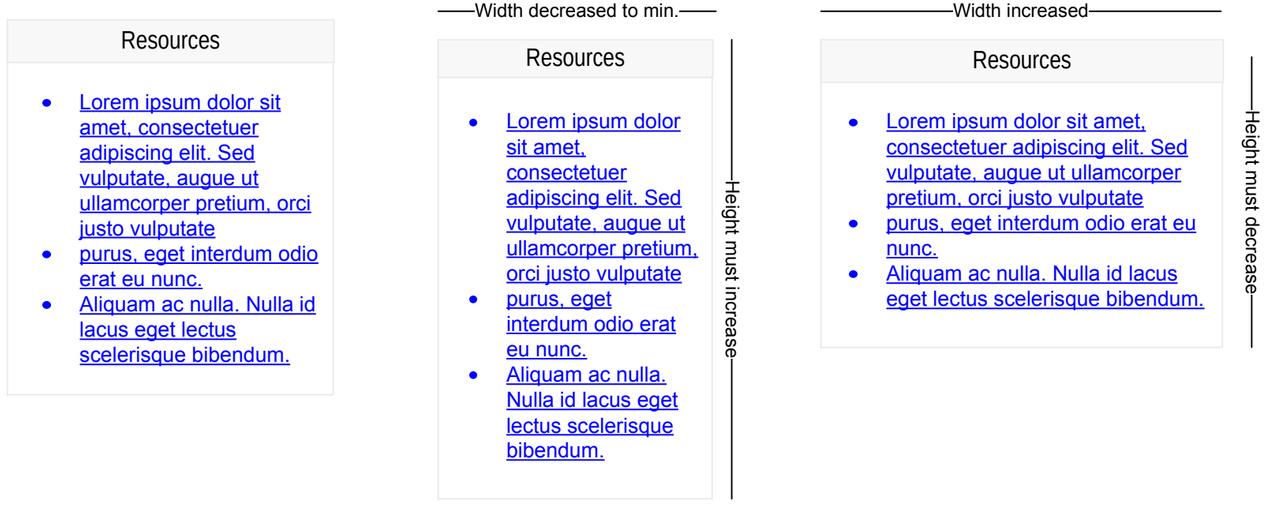
Width:
- Specify fixed Width in pixels.
- Specify the alignment of the component: Left, Right, or Centered.

Height:
The component height is determined by the height of the elements it contains.
Once maximum height of the component is achieved, then a vertical scrollbar must appear within the component.
- Optionally, specify a maximum Height.

Example of "Both Static"

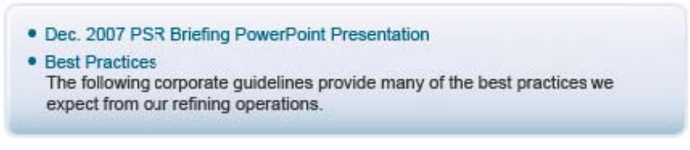


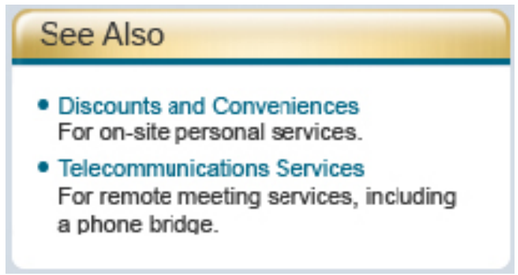
Example of "Both Conformable"



Asset Link Handling

This common functionality defines the behavior of the portal when a user clicks on a link to an asset, and the characteristics of any new browser windows that may be used to display an asset.





Handling Different Asset Types

Assets all have a "type" which helps determine how the asset will be integrated into the portal, as explained in the Portal Asset Integration Principles.

The following types of assets that can be linked from within components on portal pages to which this handling applies to are:

Links to Documents

When the user clicks on a link to a document, the response is always the same – a new browser window is launched to display the document's contents. It is always a completely new browser window (i.e., existing browser windows are not re-used) and the window opens as specified in "New Browser Window Characteristics."

Links to document assets that are hosted in a KM folder are shown with an open folder icon next to them.

On clicking the icon , follow the behavior specified for Links to KM Folders asset type.

Links to Sites

When the user clicks on a link to a site, the response can vary.

The desired response is specified in the "Behavior" attribute for a Site Asset in the Asset Inventor. The options are :

- "Open in Browser" - this is the default behavior where the site should open in the current browser window, replacing the portal
- "Open in Popup" - should open the site in a new browser window following the specifications in "New Browser Window Characteristics".

Links to KM Folders

When a user clicks on a link to a KM folder type of an asset, the response is to navigate the user to the KM iView portal page (PG 0005), which has the KM iView that needs to be sensitive to the context in which the page was loaded. That is, the iView needs to dynamically point to the KM folder linked to from the originating link.

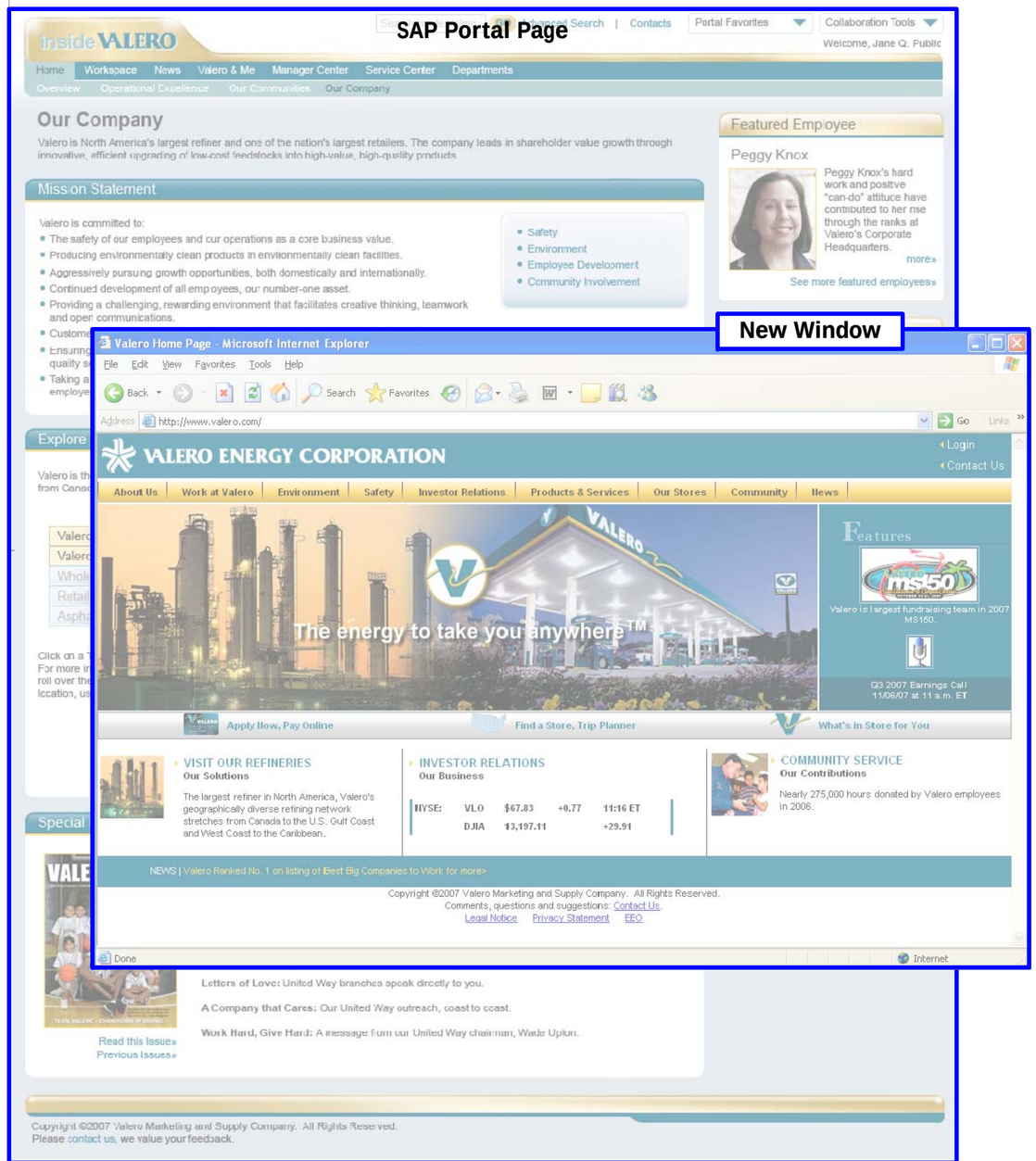
Links to Other Folders

When a user clicks on a link to a folder type of an asset, the response is always the same – a new browser window is launched to display the folder's contents. It is always a completely new browser window (i.e., existing browser windows are not re-used) and the window opens as specified in "New Browser Window Characteristics."

Links to Desktop Applications

When a user clicks on a link to a desktop application type of an asset, the response is always the same – the file is launched outside of the browser experience, within its native application. For example, if a file with the extension .atgraphic is clicked, it should be displayed in the AspenTech application. If the AspenTech application is not installed on the user's system, an error message should pop up to let the user know what application was expected and not found.

Asset Link Handling (contd)



New Browser Window Characteristics

A new browser window opens on top of the Portal page parent window. The new window contains the asset that is the target of the link (document or site) without any portal identity or navigation.

Size & Placement:
For the new window to be evident to the user, it is sized and placed to allow a portion of the parent window to be visible.

Size: 600 x 400 pixels
Placement: shifted down from top corner of the screen by 100 pixels, and over from the left by 100 pixels.

Browser Elements
There are elements of the browser window that can be included or excluded when the new window is launched, depending on the contained asset. The full set of these elements are:

- Title Bar
- Status Bar
- Standard button bar (icons for Back, Print, etc)
- Address (URL)
- Menu Bar (File, Edit, View, Favorites, etc)

All of the above elements should be displayed when a new browser window is launched from the portal. The exceptions to this are the following asset types:

1) Documents –
If the asset is of type “Document” (referenced in the Documents tab in the Asset Inventory), the browser window should include the following:

- Title Bar
- Status Bar
- Standard button bar (icons for Back, Print, etc)
- Menu Bar (File, Edit, View, Favorites, etc)

Modules (Modular Component)

Introduction

Any instantiated component can be made available to users so they can add it to a page following the P11 User Controlled page pattern.

Such Components are called Modules. They are self contained and do not need other components on the page to give them context or meaning. Guidelines for when its appropriate to promote a Component to be made available as a Module is described below.

When a component is promoted to be a module, its behavior, visual design and function follow the component specifications. It also gets some additional properties due its “promotion” to a module.

These properties vary based on the state of the module (that is from where it is being viewed).

Module States

A component promoted to a module can be in one of two states, depending on the portal page it is on:

- Added (to a User Controlled Page)
- Available (to add from a non-User Controlled Page)

Design Guidelines for “promoting” a Component to a Module

A component that should be considered by a user for inclusion on a User-Customizable Page should be promoted to a module. Typically, users will want modules to have one or more of the following characteristics:

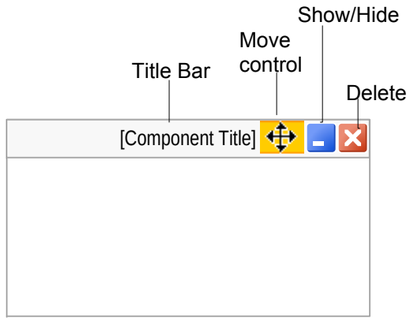
· **Personalizable** – A list of items the user can control for his own view

· **Informative** – A key piece of information or communication (especially updated regularly) that helps drive her work (e.g. announcements, KPIs, etc)

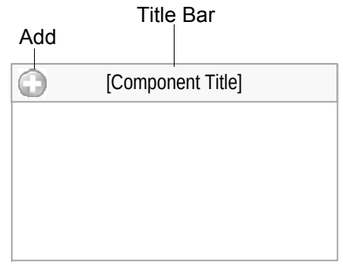
· **Frequently Used** – Provides access to key items the user typically references as part of his role

· **Supports Tasks** – Provides access to key resources that support or help to organize the user’s work (e.g. dashboard, task list, etc.)

Wireframe Pattern (*Added* state)



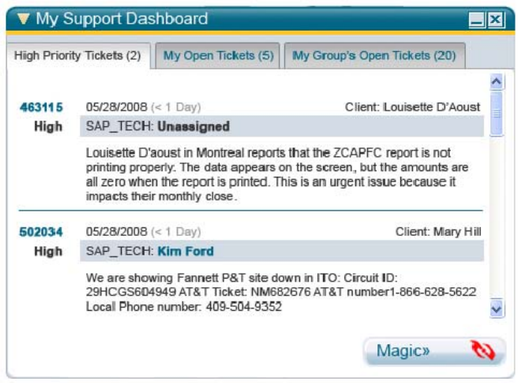
Wireframe Pattern (*Available* state)



Visual Composition (*Added* state)

Narrow Column Box

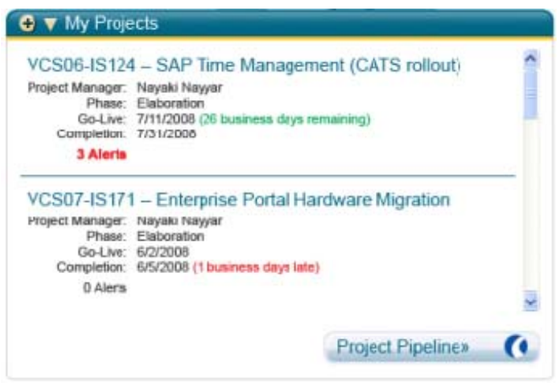
Wide Column Box



Visual Composition (*Available* state)

Narrow Column Box

Wide Column Box



Modules (Modular Components) - Continued

Module General Properties

Style:
In *Added* state (i.e. on the User controlled P11 page):
- If Column Span = Wide, then use style Wide Column Box
- If Column Span = Narrow, then use style Narrow Column Box

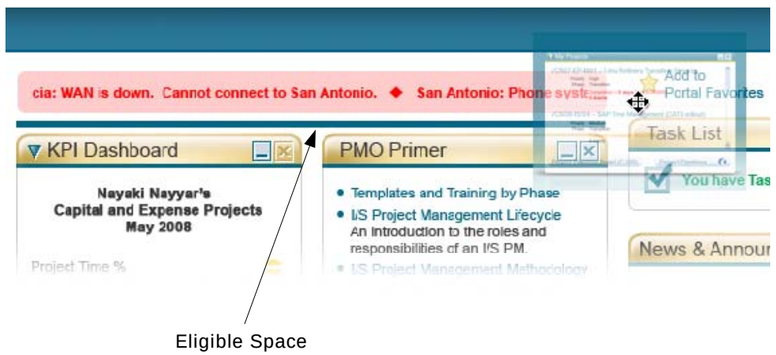
In *Available* state (i.e. on a page **other** than the user controlled P11 page): As specified for the component on which the Module is based on.

Text: As specified by the component the Module is based on

Title Bar, Move control

Visibility: The Move control appears only if the module is in the *Added* State, on mouse-over on the Title Bar of the module.

Behavior:
- Allows the user to re-position the module in the allowed column based on the Column span.
- As the module is being dragged on the Portal page, when it is over a space it can be dropped into, the space changes to solid blue (color = Teal).
- Once dropped into an eligible space (on click release):
  - The blue bar is removed.
  - The components and modules that where below the moved module prior to it being repositioned, are moved up the same column on the Portal page.
  - The components and modules that are below the moved module in it's new position, are moved down the same column on the Portal page.



Show / Hide

Visibility: Appears only if the module is in the *Added* state.

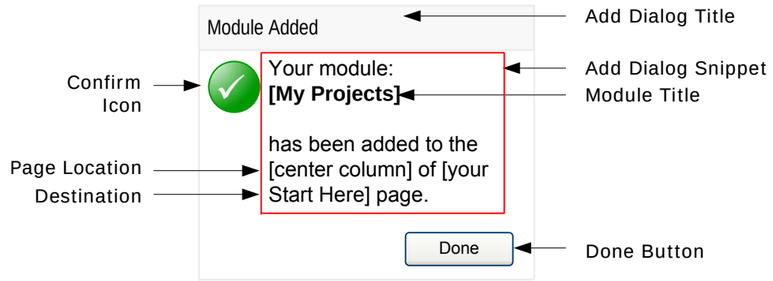
Toggle between show and hide allowing the user to expand.

Add

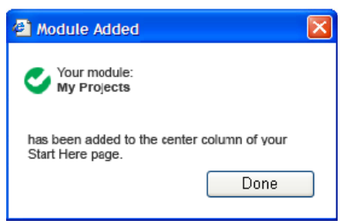
Visibility: Appears only if the module is in *Available* state and is not mandatory.

Behavior: When a Module is added to a User Controlled Page from either a non-User Controlled Page or the associated Module Library, or to a Collaboration Space from the Collaboration Space Module Library, the Module is placed on the page as follows:
- Use the Module Inventory spreadsheet, "Default Column Placement" to determine the appropriate column placement.
  - For a Collaboration Space, refer to the Collaboration Space Modules.xls file.
  - For a user Controlled Page, refer to the associated Module Inventory.
  - In the appropriate column, the Module is placed at the top of the column, but not above any fixed components in the column (such as the Page Utilities, Task List Status, etc.).
- Once the Module is added, pop up the **Module Added Dialog Box**.

Module Added Dialog Box Wireframe Pattern



Module Added Dialog Box Pattern Composition



Add Dialog Title

Style: Browser Title Bar

Text: As shown in the Wireframe Pattern.

Add Dialog Snippet

Style: Standard Text

Text: Display as specified in the **Module Added Dialog Box Wireframe Pattern**, where the *Module Title*, *Page Location* and *Destination* are all variables within the text.

Module Title

Style: Standard Text ; Bold

Text: Displays the title of the Module that was added.

Page Location

Style: Standard Text

Text:
For a Module added to a Collaboration Space, use the "Default Column Placement" field in the Collaboration Space Modules.xls file:
- If the value is 1st, display "left".
- If the value is 2nd, display "right".

For a Module added to a Start Here page, use the "Default Column Placement" field in the associated Module Inventory file:
- If the value is 1st, display "left".
- If the value is 2nd or 3rd, display "center".
- If the value is 4th, display "right".

Destination

Style: Standard Text

Text:
- For a Module added to a Collaboration Space, display "the [Collaboration Space Title] collaboration space.", where [Collaboration Space Title] = title of the space the Module is added to.
- For a Module added to a Start Here page, display "your Start Here page."

Confirm Icon

Style: Graphic

Done Button

Style: Standard Browser GUI

Text: Fixed at "Done".

Behavior "On-click": Closes the Dialog Box.

Modules (Modular Components) - Continued 2

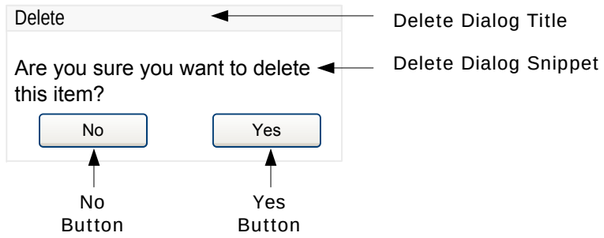
Delete

Visibility: Appears only if the module is in the *Added* state.

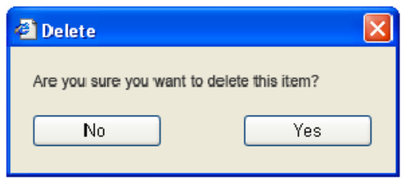
Behavior: Disabled if the module is mandatory.

Behavior “On-click”: When active, pops up the **Delete Dialog Box**.

Delete Dialog Box Wireframe Pattern



Delete Dialog Box Pattern Composition



Delete Dialog Title

Style: Browser Title Bar

Text: Display as specified in the **Delete Dialog Box Wireframe Pattern**

Delete Dialog Snippet

Style: Standard Text

Text: Display as specified in the **Delete Dialog Box Wireframe Pattern**

No Button

Style: Standard Browser GUI

Text: Fixed at “No”.

Behavior “On-click”:
- Closes the Dialog Box.
- The Module that was selected to be removed using the *Remove Icon* remains on the Portal page.

Yes Button

Style: Standard Browser GUI

Text: Fixed at “Yes”.

Behavior “On-click”:
- Closes the Dialog Box.
- The Module that was selected to be removed using the *Remove Icon* is removed from the Portal page.

Current Article List Definitions

Overview

The following list definitions will determine the article list contents of the News Accordion for each of the News Categories, as well as the articles listed on in the News Viewer Index Pages for each of the News Categories.

Headlines List

List:

- The most recently published news articles where the author has selected “Yes” for the “Headline News Indicator”.
- Ordered in reverse chronological order based on the most recent publish date from newest (article 1) to oldest (article N).
- These are visible to all users of the Portal.

Current Company News Lists

- The most recent 6 Company News articles that were published within the last 90 days.
- Ordered in reverse chronological order based on the most recent publish date from newest to oldest.
- These are visible to all users of the Portal.

Current Leadership Messages List

- Up to the most recent six Leadership Messages that were published within the last 90 days and are targeted to the user.
- Ordered in reverse chronological order based on the most recent publish date from newest to oldest.
- Different users may see a different set of Leadership messages.

Current Announcements List

Contents:

- The four most recent Company Announcements.
- The eight most recent Targeted Announcements.

Order 1 (used in the Announcements Index Pattern in the News Viewer and News Accordion):

- Company Announcements grouped together, separate from Targeted Announcements, in reverse chronological order.
- Targeted Announcements grouped together, separate from Company Announcements, in reverse chronological order.

Order 2 (used in Targeted Announcements component on the Home Page):

- Company Announcements and Targeted Announcements grouped together in reverse chronological order.

Current Community News

- The most recent 6 Community News articles.
- Ordered in reverse chronological order based on the most recent publish date from newest to oldest.
- These are visible to all users of the Portal.

Valero in the Press

- The most recent 6 Valero in the Press articles.
- Ordered in reverse chronological order based on the most recent publish date from newest to oldest.
- These are visible to all users of the Portal.

Current Local Community Announcements List

- The most recent 3 locally targeted Announcements articles, where the “Community Announcement Flag" is set to “Yes”.
- Ordered in reverse chronological order based on the most recent publish date from newest to oldest.
- These are visible to all users of the Portal.

New Indicator

Introduction

As the portal expands and new content or information is made available to users, a New icon will be used to indicate to users.

NEW Sizing: Both Static
Width: 19 pixels
Height: 11 pixels

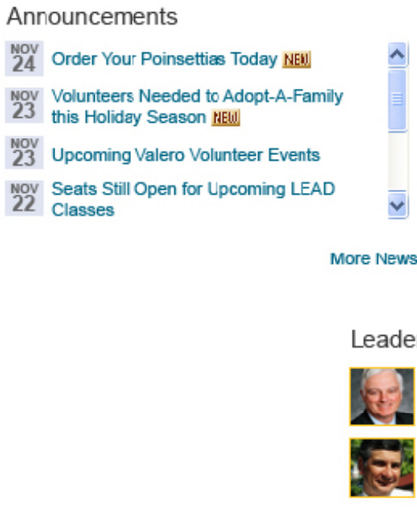
The following kinds of objects can include the New indicator:

- Links to Articles
- Links to following types of assets:
  - Documents
  - Sites

The new indicator should only appear until the user has not clicked on a link. However if the user's activity vis-à-vis them having clicked on a link cannot be tracked then the rules described here should be used.

Links to Articles

Links to Articles with publish date of less than 3 days of today's date should include the New indicator next to them.



Links to Document assets

Links to Document asset type include the New indicator next to them each time the target document's last modified date is less than 7 days of today's date.

Links to Site assets

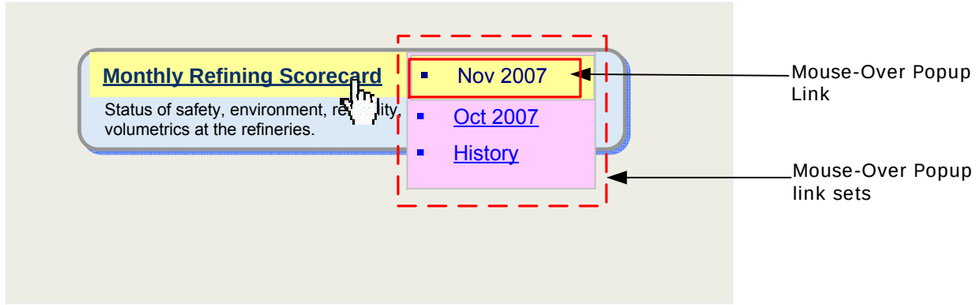
Links to Site asset type include the New indicator next to them each time the target site of the link was last modified in less than 7 days of today's date.

Periodic Reports Mouseover Behavior

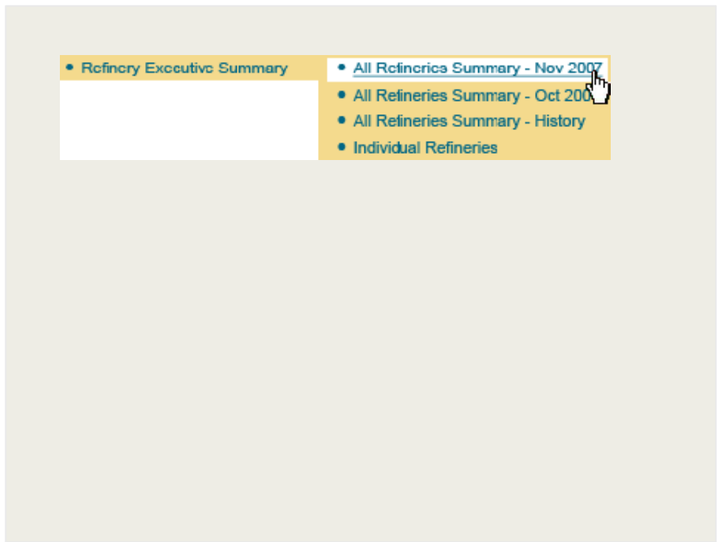
Introduction

The Mouse-Over Popup is a list of links to periodic reports and KM folders containing sets of periodic reports. The list length and type of links in the popop depends on the nature of the periodic report referenced and the “view” of the page the popup is on.

Wireframe Pattern



Visual Composition



Mouse-Over Popup List

There are three different reporting scenarios:

- RS 1: Is when the referenced report is a summary report *with no* individual refinery report associated.
- RS 2: Is when the referenced report is a summary report *with individual refinery reports associated.*
- RS 3: Is when referenced report is an *individual* refinery report *with no* associated summary report.

There are two different views that impact the list:

- V1: Corporate View
- V2: Local Refinery View

The reporting scenario is determined by the combination of a periodic report’s attributes for whether it is *Refinery Specific* and whether it has an *Associated Report*. The table below helps determine the applicable reporting scenario:

Asset Attribute		Reporting Scenarios
Refinery Specific	Associated Report	
Y	N/A	RS 3 for both Corp and Local View
N	N/A	RS 1 for both Corp and Local View
Y	Has Associated Asset Report ID	RS 2 For Local View
N	Has Associated Asset Report ID	RS 2 For Corp View

The table below defines the link sets that will appear in the popup for a reporting scenario in a particular view:

	V1: Corporate View	V2: Local Refinery View
RS 1	• [Most Recent Month/Year] (File) • [Next Most Recent Month/Year] (File) • History (Folder)	
RS 2	• [Most Recent Summary Month/Year] (File) • [Next Most Recent Summary Month/Year] (File) • History (Folder) • Individual Refineries (Folder)	• [Most Recent Refinery Month/Year] (File) • [Next Most Recent Refinery Month/Year] (File) • History (Folder) • [All Refineries Summary – Month/Year] (Folder) • All Refineries Summary – History (Folder)
RS 3	• [Most Recent Month/Year] Individual Refineries (Folder) • [Next Most Recent Summary Month/Year] Individual Refineries (Folder) • History (Folder)	• [Most Recent Refinery Month/Year] (File) • [Next Most Recent Refinery Month/Year] (File) • History (Folder)

Periodic Reports Mouseover Behavior (continued)

The target of links in link sets the is determined by the location specified for the periodic assets in the asset inventory. The table below specifies to the Target location for each link item for all reporting scenarios:

List Pattern	Link	Target Location specified in Asset Inventory (Column ID)
RS 3 For Corp View	• [Most Recent Month/Year] Individual Refineries (Folder)	• Current Individual Refineries Folder Location (K)
	• [Next Most Recent Summary Month/Year] Individual Refineries (Folder)	• Current Individual Refineries Folder Location (K)
	• History (Folder)	• Current Refinery History Folder Location (J)
RS 3 For Local View	• [Most Recent Refinery Month/Year] (File)	• Current Refinery Report Location (I)
	• [Next Most Recent Refinery Month/Year] (File)	• Current Refinery Report Location (I)
	• History (Folder)	• Current Refinery History Folder Location (J)
RS 1for Corp and Local View	• [Most Recent Month/Year] (File)	• Current Summary Report Location (G)
	• [Next Most Recent Month/Year] (File)	• Current Summary Report Location (G)
	• History (Folder)	• Current Summary History Folder Location (H)
RS 2 For Corp View	• [Most Recent Summary Month/Year] (File)	• Current Summary Report Location (G)
	• [Next Most Recent Summary Month/Year] (File)	• Current Summary Report Location (G)
	• History (Folder)	• Current Summary History Folder Location (H)
	• Individual Refineries (Folder)	• In Associated asset ID - Current Individual Refineries Folder Location (K)
RS 2 For Local View	• [Most Recent Refinery Month/Year] (File)	• Current Refinery Report Location (I)
	• [Next Most Recent Refinery Month/Year] (File)	• Current Refinery Report Location (I)
	• History (Folder)	• Current Refinery History Folder Location (J)
	• [All Refineries Summary – Month/Year] (Folder)	• In Associated asset ID - Current Summary Report Location (G)
	• All Refineries Summary – History (Folder)	• In Associated asset ID - Current Summary History Folder Location (H)

- If the target location is a document file, open in a new window according to the default behavior specified in Asset Link Handling
- If the target location is a folder, then replace the current portal page with the *KM iView page (PG 0005)*, with KM iView set to the target folder location.

Mouse-Over Popup List (continued)

Style: Bulleted Link

Background: Light Yellow

Highlighted link: Standard Link (with White background)

Asset Item Highlight:
- On initial mouse over, the first item in the list is highlighted.
- As the user moves the mouse, the asset item the mouse is over is then highlighted.
- When the mouse is no longer hovering over any of the Asset Items in the list, the Mouse-Over Popup will close.

Order:
- The order is determined by the link sets.

List of Components

Components are common, re-usable elements that appear within the columns and content areas of the page layouts. In general, there are two types of components: component patterns and *unique components (*indicated in *italics)*.

- Component patterns are to be used in many different contexts to support a wide range of needs in many different pages of the portal. These patterns outline the common functionality, authoring guidelines, and visual treatment of individual components that can be used in different portal pages. As each pattern is instantiated on a portal page, it may have different content (or other configurations) than the other component instances following the same pattern.
- *Unique components each serve a specific need, and may also be repeated throughout the portal. Each unique component is created only once and may appear on one or more page instances. The functionality and visual treatment do not vary as the component is placed in different areas of the portal. The content is either the same in every instance, or is determined by an application or meta data.*

The components are categorized below by the area of the portal solution they support. The component definitions on the following pages are in alphabetical order, regardless of their categories.

General Portal Utilities

- *Footer*
- *Header*
- *Message Status*
- *Page Utilities*
- *Stock and Weather Toolbar*
- *Task List Status*
- *User Control Page Manager*
- *Wide KM iView*

Home Page Navigation

- *Featured Portal Navigator*
- *Ops Excellence Navigator*
- *What's Inside – Admin Services Navigator*

HR Applications

- *Benefits Snapshot*
- *Financial Snapshot*
- *Need Help Application*
- *Personalized Benefits Summary*
- *Specialized Compensation Application*

Portal Navigation

- Navigation Accordion
- Next Level Down
- Next Level Down - Graphical
- Page Link
- Third Level Navigation
- Sub-Section Navigator

Link Organizers

- Asset Groupings
- Asset List
- Library Viewer
- *Location Navigator*
- *Map Navigation*
- Mixed Links Menu
- Personalized Asset List
- Refinery Ops Asset List
- User Controlled List
- Workspace Highlighter

Embedded Asset Integration

- Full Width Embedded Application
- Narrow Embedded Application
- SAP Transaction Viewer
- Wide Embedded Application

Login Applications

- *Login*
- *Login Status*
- *Login – System Time Prompt*

Communication Channels

- Alert Marquee
- Filtered Articles
- Image
- Selected Articles
- *Announcements*
- *Headline News*
- *Leadership Messages*
- *News Accordion*
- *News Search*
- *News Search Results Viewer*
- *News Viewer: Announcements Article Pattern*
- *News Viewer: Announcements Index Pattern*
- *News Viewer: Leadership Message Index Pattern*
- *News Viewer: News Article Pattern*
- *News Viewer: News Index Pattern*
- *News Viewer: Overview*

Content Integration

- Content Section
- Focal Content
- Narrow Column Content
- Page Introduction and Title
- *Personalized Volunteer Content Box*

Collaboration Space Modules

- *Collaboration Space Members*
- Discussion Forum
- Linked List
- *My Activity*
- *Project Watch*
- Team Calendar
- *Teamwork Tracker*
- *Topic Watch*

Collaboration Space Utlities

- *All of My Spaces*
- *Collaboration Space Moderator Actions*
- *Collective Teamwork Tracker*
- *Create a Collaboration Space*
- *Intra-Collab Space Navigator*
- *My Actions Summary*

I/S Workspace Applications

- Department KPI Dashboard
- *KPI Dashboard*
- *My Project Time*
- *My Projects Dashboard*
- *My Support Dashboard*
- *Page Someone*
- *Time Reporting*

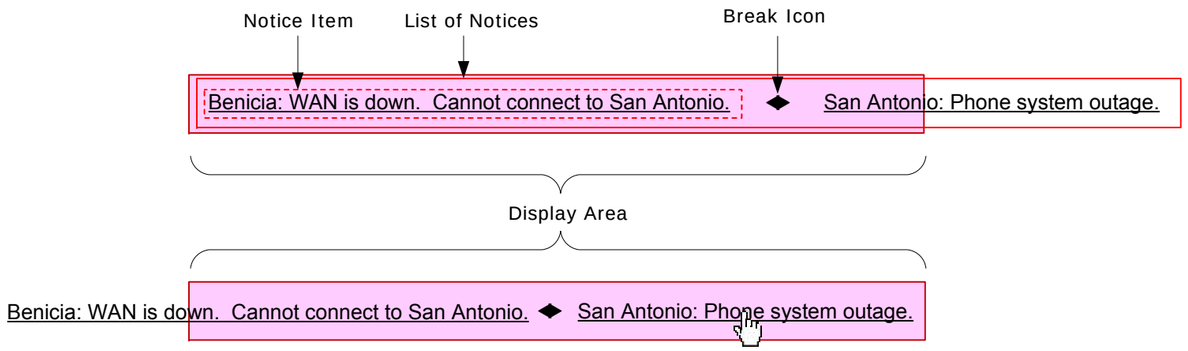
* *Items in italics are unique components.* Items not italicized are component patterns.

Alert Marquee

Overview

A component pattern used is display a list of alert messages. The messages scroll across the component horizontally in a “marquee" type fashion and allows for a deep link to a more detailed explanation of the alert.

Wireframe Pattern



Visual Composition

Component General Properties

Style: Alert Marquee

Sizing: Static Height
Minimum width: 457 pixels.
Height: 32 pixels

Scroll Bar: No

Visibility: Displays if the user is entitled to at least one Notice Item.

Search Indexed: No.

List of Notices

Number of Notices:
Min: One
Max: No system maximum.
Note: the list may be longer for some users than others because some notices are targeted to certain user types and hidden from others.

Behavior: Notice Items scroll across the screen in a "marquee" style.

Alert Item

Style: Alert Marquee: Message

Mode 1: I/S System Outages
Text: Authored text describing the System Outage (this manual process will be needed until an automated process is implemented that pulls Issues from the whiteboard in Magic).

Format: Alerts follow the pattern: <Location impacted>: <short issue description> (note: location can be “All”)

Behavior “On-click”: Each Alert launches the ticket tracking system, deep linking directly to the selected issue.

Behavior “hover”:
- When the user hovers in the Display Area over a Notice, the scrolling stops.
- The scrolling resumes when the user mouses off of the Notice.

Break Icon

Style: Graphic

Visibility: Displays between each Notice Item, including between the same Notice that repeats when there is only one Notice Item for the user.

Authoring Guidelines

Mode 1:

Notice Item
- Author should manually enter the description of the Notice (until an automated process is implemented).
- Limit the Notice text description to 200 characters.
- Add a link to the related issue in the Magic tracking system.

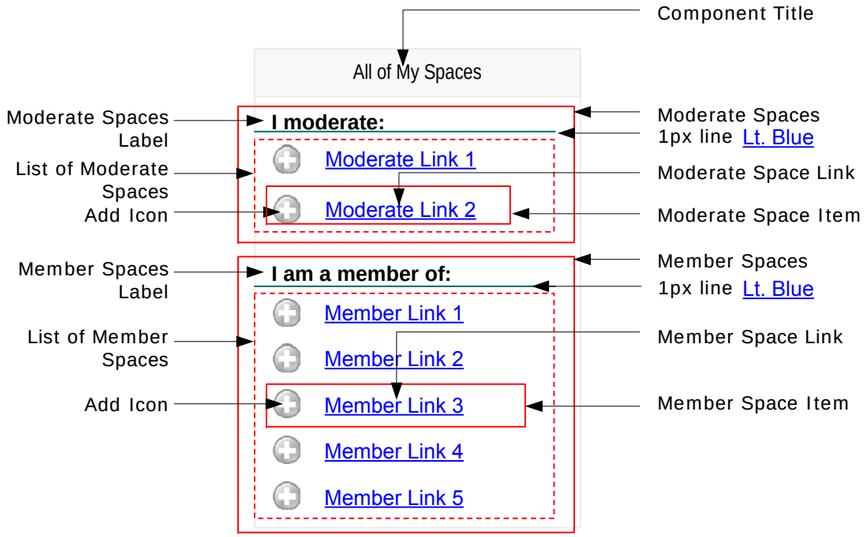
All of My Spaces

Overview

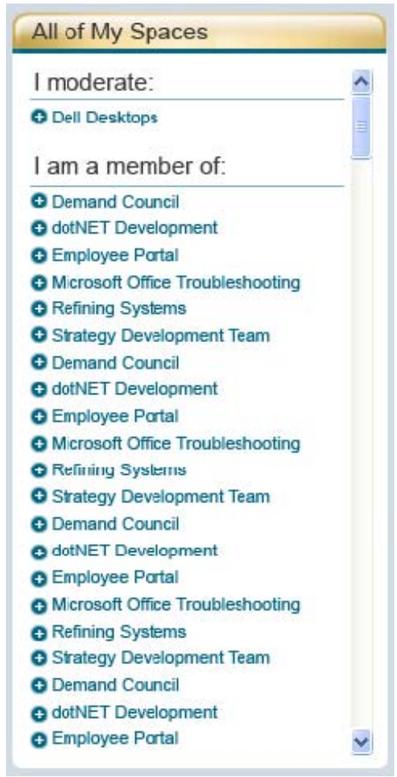
Provides an overview of a users full list of the Collaboration Spaces of which the user is either a moderator or is a member.

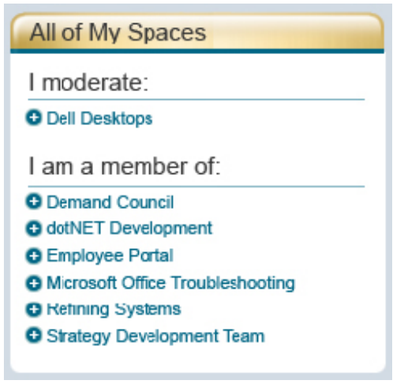
The list allows the user to add any of these Collaboration Spaces to their associated User Controlled List of spaces.

Component Wireframe



Visual Composition





Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable
Minimum width: 237 pixels.
Maximum height: 430 pixels in “Member Spaces (allow for about 25 items in the list before scrolling)

Search Indexed: No.

Component Title

Text: Title as specified in the page instance wireframe.

Moderate Spaces

Contents:
- Moderate Spaces Label
- List of Moderate Spaces

Moderate Spaces Label

Style: Subhead Two

Align: Left

Text: Fixed at “I moderate:”.

List of Moderate Spaces

Number of Items:
Min: Zero
Max: No system maximum.
Note: The list is auto generated for each individual user, so the amount of items contained will vary from user to user.

Order: The list of items are ordered alphanumerically.

Display:
- Include only spaces (spaces closed or archived will not appear) the user Moderates.
- If there are no Moderate Spaces for the user, display text “There are no spaces that I moderate.”, using Standard Text

All of My Spaces (continued)

Moderate Space Item

Contents:
- Moderate Space Link
- Add Icon

Moderate Space Link

Style: Standard Link

Text: Link text is equal to the name of the target Collaboration Space, as defined in the associated Collaboration Spaces directory.

Target: The portal page opens in the same window, replacing the current content page.

Member Spaces

Contents:
- Member Spaces Label
- List of Member Spaces

Member Spaces Label

Style: Subhead Two

Align: Left

Text: Fixed at “I am a member of:”.

List of Member Spaces

Number of Items:
Min: Zero
Max: No system maximum.
Note: The list is auto generated for each individual user, so the amount of items contained will vary from user to user.

Order: The list of items are ordered alphanumerically.

Display:
- Include only spaces (spaces closed or archived will not appear) of which the user is a member.
- If there are no Member Spaces for the user, display text “I’m not a member of any spaces.”, using Standard Text

Member Space Item

Contents:
- Member Space Link
- Add Icon

Member Space Link

Style: Standard Link

Text: Link text is equal to the name of the target Collaboration Space, as defined in the associated Collaboration Spaces directory.

Target: The portal page opens in the same window, replacing the current content page.

Add Icon

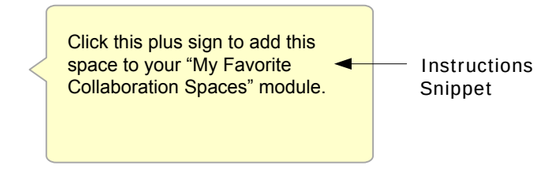
Style: Graphic

Visibility: Refer to the Collaboration Spaces wireframe for the rules for displaying the Add Icon.

On mouse-over:
- Display the **Instruction Details** (shown below).
- When moving the mouse off the Add Icon, the **Instruction Details** is hidden.

Behavior “On-click”:
- If the associated User Controlled List is not already part of the users Start Here page, the User Controlled List is added to the Start Here page.
- Adds the item to the associated User Controlled List for the user as defined in the wireframe.
- Once the item is added, pop up the **Collab Space Added Dialog Box**.

Instruction Details Wireframe Pattern



Instruction Details General Properties

Style: Rollover Bubble Two

Sizing: Static Width Width: 225 px

Scroll Bar: No

Visibility: Always displays for this component.

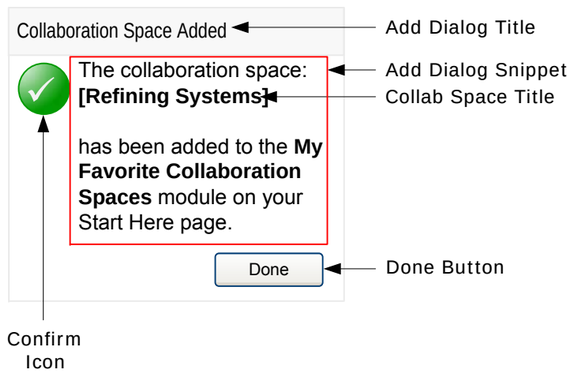
Search Indexed: No.

Instructions Snippet

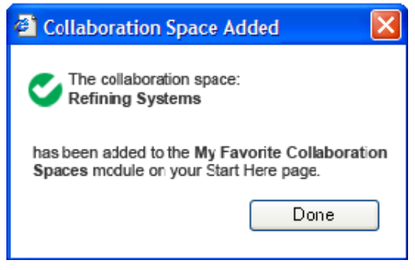
Style: Standard Text

Text: Display as specified in the **Instruction Details Wireframe Pattern**.

Collab Space Added Dialog Box Wireframe Pattern



Collab Space Added Dialog Box Pattern Composition



Add Dialog Title

Style: Browser Title Bar

Text: Display as specified in the **Collab Space Added Dialog Box Wireframe Pattern**.

Add Dialog Snippet

Style: Standard Text

Text: Display as specified in the **Collab Space Added Dialog Box Wireframe Pattern**, where the *Collab Space Title* is a variable within the text.

Collab Space Title

Style: Standard Text ; Bold

Text: Displays the title of the Collaboration Space that was added.

Confirm Icon

Style: Graphic

Done Button

Style: Standard Browser GUI

Text: Fixed at “Done”.

Behavior “On-click”: Closes the Dialog Box.

Authoring Guidelines

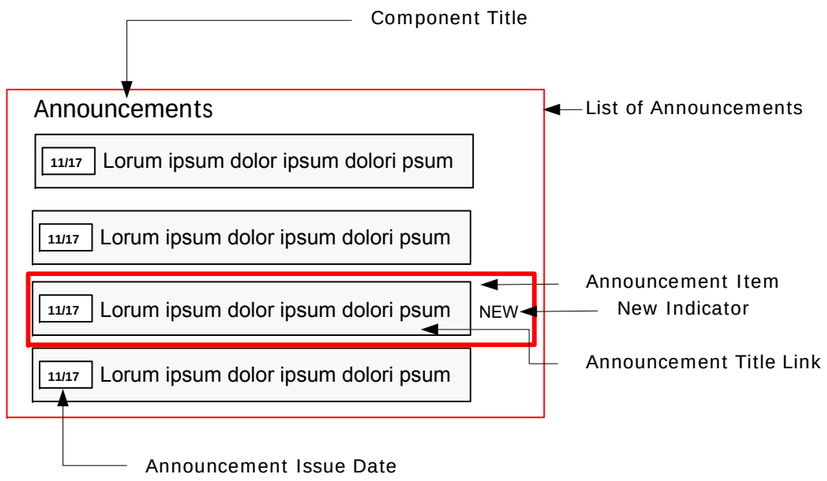
None

Announcements

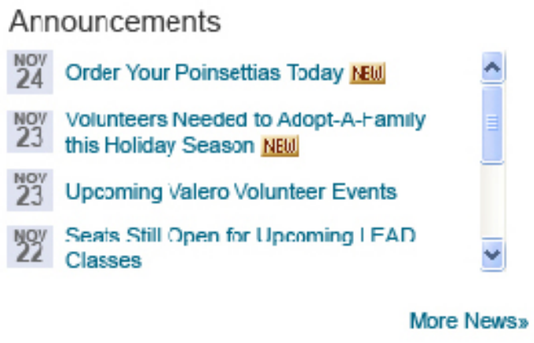
Overview

Displays a listing of announcements that includes both the Company Announcements, and announcements targeted to the user.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Minimum Width: 255 pixels

Height varies, based on whether 0, 1, or 2 Leadership Messages are presented in the component above on the Home Page.

Visibility: Component is always shown.

Component Title

Style: Subhead Two Left aligned.

Text: See wireframe pattern to left.

List of Announcements

List Utilized: Current Announcements List (order 2).

Announcement Item

Announcement Item Contents:
- 1 Announcement Title Link
- 1 Announcement Issue Date

Announcement Title Link

Style: Standard Text; Bold

Text: Equal to the “Title” of the Announcement article.

Target: News Center Page with the Announcement selected.

Announcement Issue Date

Style:
Month - Based on Standard Text weight=bold, size=8px
Day - Based on Standard Text weight=bold, size=13px

Text: Equal to the “publication date” of the Announcement article.

Target: News Center Page with the Announcement selected.

New indicator

Follow behavior described for Links to Articles in New Indicator

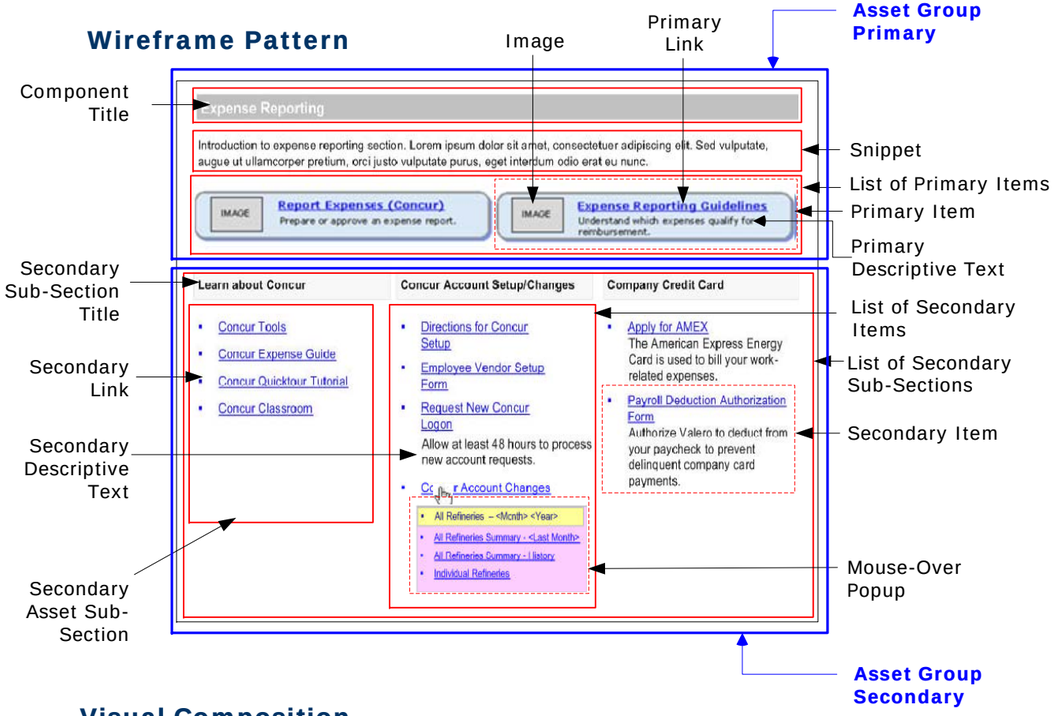
Asset Groupings

Overview

Contains blocks of associated links (with supporting text) to assets, presented as either “primary” or “secondary”. The Asset Groupings component is made up of 2 separate components – Asset Group Primary and Asset Group Secondary.

The visual treatment for primary assets places the link/text higher in the column and provides highlighting features.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable Min Width: 600 pixels

Asset Grouping Primary

Component Title

Style: Subhead Two

Text: Set by author. One title applies for all users.

Snippet

Style: Standard Text

Text: Displays authored text for this asset grouping. Text is same for all user types.

Search Indexed: Yes.

List of Primary Items

Number of Items:
- Min: None – Primary Items are not required for each instance of the component.
- Max: No system maximum: optimally there should be 4 or less.

Primary Item

Contents:
- One primary asset link
- One primary Descriptive Text
- Inage (Optional)

Visibility: Appears if the asset is targeted to the user.

Primary Link

Style: Subhead Two Link

Text:
- Link text is equal to the name of the target asset or page, unless the author provides alternate, context-specific link text.

Target:
- If the Asset ID for the Asset Item exists on the “Periodic Reports” tab in the Asset Inventory, the Mouse-Over Popup displays.
  See Periodic Report Mouseover Behavior.
- If the Asset ID for the Asset Item does not exist on the “Periodic Reports” tab in the Asset Inventory, there is no Mouse-Over Popup for the Asset Item. Such assets follow the behavior specified in Asset Link Handling

Primary Descriptive Text

Style: Standard Text

Text: Created by an author for each primary asset link.

Image

Style: Graphic

Size:
Height: 75 pixels
Width: 100 pixels

Visibility: Displays for all users if included as part of the Primary Item.

Target: The asset opens following the behavior specified in the Asset Link Handling

Asset Grouping Secondary

List of Secondary Sub-Sections

Number of Items:
- Min: Zero
- Max: No system Maximum. Typically there should be none or 2 or 3 for any given user.

Note: the list seen may vary because some assets are targeted to some user types and hidden from others.

Secondary Asset Sub-Secton

Sizing: Both Conformable Min Width: 200 pixels

Visibility: Appears if there are any assets targeted to the user.

Contents:
- A sub-section title
- List of secondary items

Secondary Sub-Section Title (optional)

Style: Subhead Two

Text: Set by author. One title applies for all user types.

List of Secondary Items

Number of Items:
- Min: Zero
- Max: No system maximum; optimally there should be 8 or less.

Note: the list seen may vary because some assets are targeted to some user types and hidden from others.

Secondary Item

Contents:
- One secondary asset link
- One secondary Descriptive Text

Visibility: Appears if the asset is targeted to the user.

Asset Groupings (continued)

Secondary Link

Style: Bulleted Link

Text:
- Link text is equal to the name of the target asset or page, unless the author provides alternate, context-specific link text.

Target:
- If the Asset ID for the Asset Item exists on the "Periodic Reports" tab in the Asset Inventory, the Mouse-Over Popup displays.
  - See Periodic Report Mouseover Behavior.
- If the Asset ID for the Asset Item does not exist on the "Periodic Reports" tab in the Asset Inventory, there is no Mouse-Over Popup for the Asset Item. Such assets follow the behavior specified in Asset Link Handling

Secondary Descriptive Text

Style: Standard Text

Text: Optionally created by an author for each secondary asset link.

Mouse-Over Popup

See Periodic Report Mouseover Behavior.

Authoring Guidelines

Asset Grouping Primary

- This component is required for all instances of Asset Groupings.

Component Title
- The title is always required – this includes instances when no other parts of the Asset Grouping Primary component are used, but the Asset Grouping Secondary component exists.
- Create appropriate title for the assets contained.

Snippet
- The snippet is optional.
- Text should provide an overview of the types of assets available in the Asset Grouping and be generic enough to be applicable even if the assets vary per user type.
- Text does not contain links.
- Text can have html formatting.

List of Primary Items
- The list of primary items is optional – as long as the Asset Grouping Secondary component exists. Otherwise, the list of primary items is required.
- Select appropriate primary assets for the grouping.
- Do not list the same asset as both primary and secondary.

Primary Descriptive Text
- The description is optional.
- Describe why this asset may be relevant in this context.
- Author can copy a description used elsewhere for the same target asset.

Image
- The Image is optional.
- For each instance of the component, Images should be used on all of the Primary Items or none of the Primary Items – there should not be some Primary Items with an image and others without an image.
- Select an appropriate image to represent the theme of the asset being linked to from the Primary Item.
- The image target will need to match the url of the corresponding Primary Link.

Authoring Guidelines (continued)

Asset Grouping Secondary

- This component is optional.

Secondary Asset Sub section
- Rule of thumb: there should either be no sub-sections or there should be 2 or 4 sub-sections for any given user type within the component.

Secondary Sub section Title
- The secondary sub section title is only required if there are multiple secondary asset sub sections.
- Create an appropriate title for the assets contained.

List of Secondary Items
- Author determines the order of the assets.
- Rule of thumb: 1 to 8 secondary links should show for any given user type.

Secondary Descriptive Text
- The description is optional.
- Describe why this asset may be relevant in this context.
- The author can copy a description used elsewhere for the same asset.

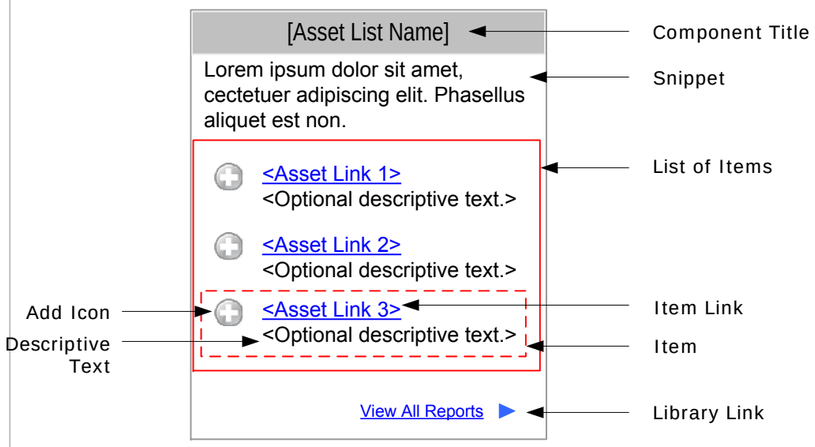
Asset List

Overview

Displays a list of links to assets or portal page, with optional descriptions, that the author suggests are related to each other in the context of the current page. Links are NOT targeted for specific audiences.

The component also provides the author the ability to allow users to select an asset to include on an associated User Controlled List component.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable Minimum width: 237 pixels.

Style: Narrow Column Box

Search Indexed: No.

Component Title

Text: Title as specified in the page instance wireframe.

Snippet

Style: Standard text

Visibility: Shown if snippet is not blank.

Text:
- Displays authored text. One snippet text for all user types.
- Text can have formatting.
- Text cannot contain links

List of Items

Number of Items:
Min: One
Max: No system maximum.

Note: the list of links apply to all users viewing the component.

Order: Determined by the author

Item

Contents:
- Item Link
- Descriptive Text (Optional)
- Add Icon

Link

Style: Bulleted Link

Text: Link text is equal to the name of the target asset, unless the author provides alternate, context-specific link text.

Target:
- If the link is to a Portal page, it opens in the same window, replacing the current page. Portal links will need to pass a location parameter to a target page. E.g. linking to the Location pages from “Our Company”, or to Service Center location varied pages.
- If the link is to an asset, then follow the behavior specified in Asset Link Handling

Descriptive Text (optional)

Style: Standard Text

Text: Descriptive text is optionally created by an author for each asset link.

Library Link

Style: Standard Link

Text: The link text is specified in the page instance wireframe.

Visibility: Displays only if the author chooses to use the component in association with a User Controlled List .

Target: The Portal page opens in the browser, replacing the current page.

Add Icon

Style: Graphic

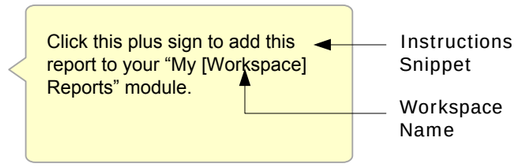
Visibility: Displays only if the author chooses to use the component in association with a User Controlled List .

On mouse-over:
- Display the **Instruction Details** (shown on the next page).
- When moving the mouse off the Add Icon, the **Instruction Details** is hidden.

Behavior “On-click”:
- If the associated User Controlled List is not already part of the users Start Here page, the User Controlled List is added to the Start Here page.
- Adds the item to the associated User Controlled List for the user as defined in the wireframe. The item gets added to the top of the list.
- Once the item is added, pop up the **Item Added Dialog Box** (shown on the next page).

Asset List (continued)

Instruction Details Wireframe Pattern



Instruction Details General Properties

Style: Rollover Bubble Two

Sizing: Static Width Width: 225px

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Instructions Snippet

Style: Standard Text

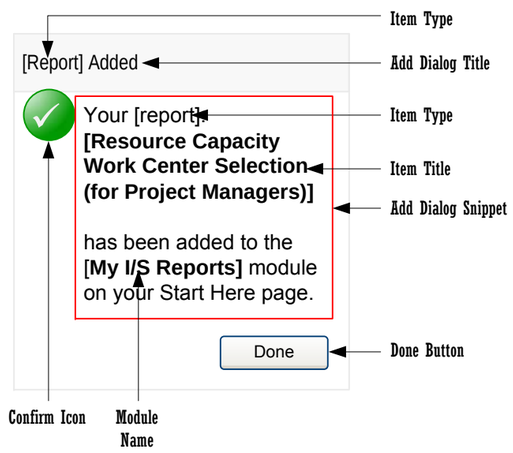
Text: Display as specified in the **Instruction Details Wireframe Pattern**, where where the *Workspace Name* is a variable within the text.

Workspace Name

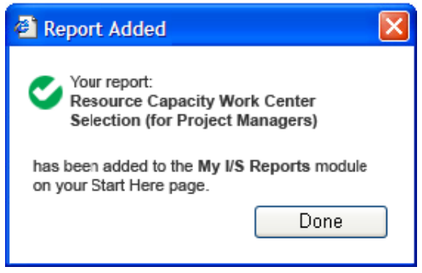
Style: Standard Text

Text: Displays the title of the Workspace.

Item Added Dialog Box Wireframe Pattern



Item Added Dialog Box Pattern Composition



Add Dialog Title

Style: Browser Title Bar

Text: Display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type* is a variable within the text.

Item Type

Text: Displays the type of item (i.e., Report) that is being added from the component instance.

- Use initial upper case within the *Add Dialog Title*.
- All lower case within the *Add Dialog Snippet*.

Add Dialog Snippet

Style: Standard Text

Text: Display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type*, *Item Title* and *Module Name* are variables within the text.

Item Title

Style: Standard Text ; Bold

Text: Displays the title of the Item that was added.

Module Name

Style: Standard Text ; Bold

Text: Displays the title of the Module the Item is added to.

Confirm Icon

Style: Graphic

Done Button

Style: Standard Browser GUI

Text: Fixed at “Done”.

Behavior “On-click”: Closes the Dialog Box.

Authoring Guidelines

General:

- The component does NOT support targeting assets to certain users. If the author needs to target assets, use the Personalized Asset List component.
- Author needs to determine if the component will be a source of assets for a User Controlled List component (allowing for customizing the list of assets).

Component Title

- If the component is being used to provide help or access to help related portal pages or assets, it should be titled “Need Help?”.
- If the component is being use to re-direct users to other portal pages or sites, it should be titled “See Also”.

Snippet:

- The snippet is optional.
- Provides brief overview of the group of items within the component instance.

List of Items:

- Select appropriate portal pages and/or assets for the target user, that add value (based on the context of the page) on which this component is displayed.
- Limit the number of links you include so as not to overwhelm the user. Rule of thumb: 1 to 5 links should show

Link:

- It is recommended to use the default asset or portal page name whenever possible.

Descriptive Text:

- The description is optional. You may choose not to use one if the link is self-explanatory in the context of the page.
- Describe for the user why this asset may be relevant in this context.
- You can copy a description used elsewhere for the same target asset.

Library Link:

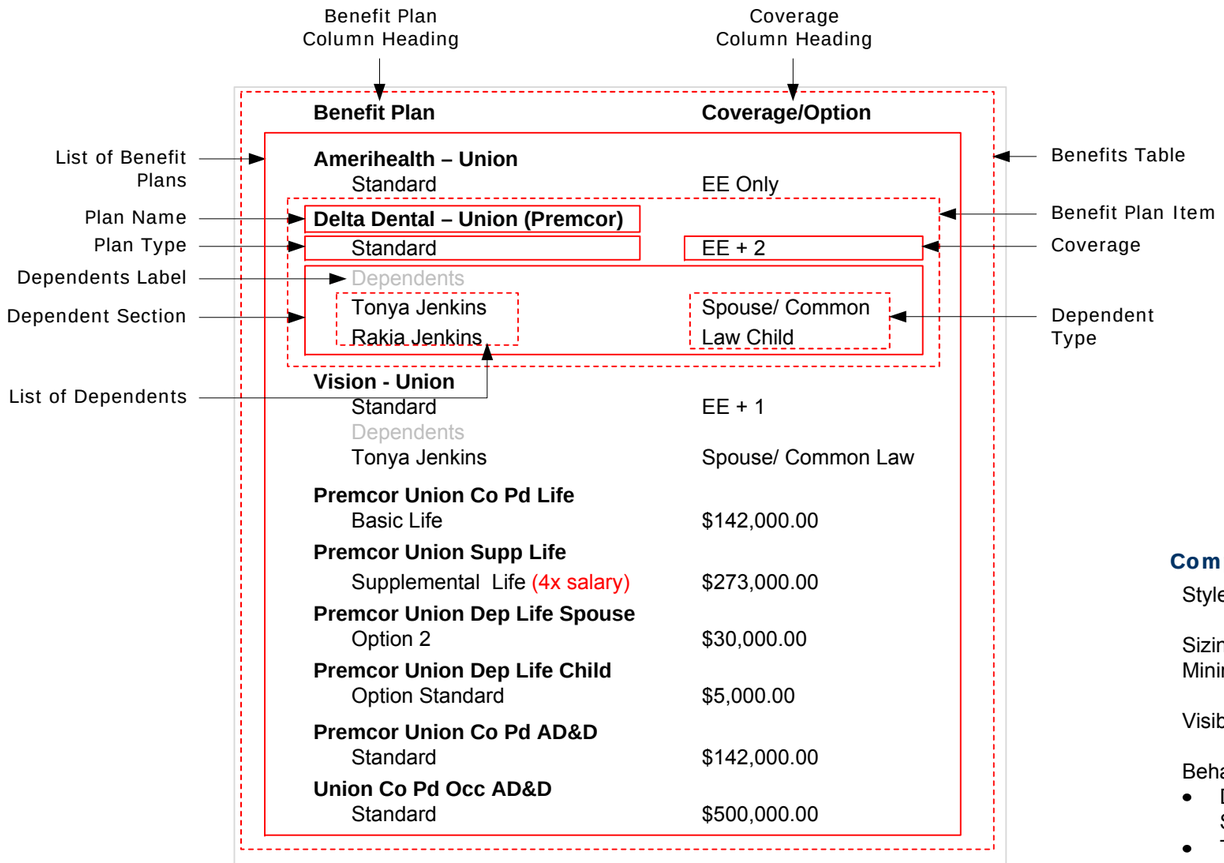
- Library Link is optional – should only be included if the component is being used in association with a User Controlled List component.
- Include a reference to the type of assets (in the Library) the user is customizing within the component.

Benefits Snapshot

Overview

This component provides the user a summary of their current health benefits enrollment coverage's, as sourced from the Benefits application. It is expected that this component will change over time, as new benefits are added and benefits are removed.

Wireframe Pattern



Visual Composition

Benefit Plan	Coverage/Option
Amerihealth – Union	
Standard	EE Only
Delta Dental – Union (Premcor)	
Standard	EE + 2
Dependents:	
Tonya Jenkins	Spouse/Common Law
Rakia Jenkins	Child
Vision - Union	
Standard	EE + 1
Dependents:	
Tonya Jenkins	
Premcor Union Co Pd Life	
Basic Life	$142,000.00
Premcor Union Supp Life	
Supplemental Life (4x salary)	$273,000.00
Premcor Union Dep Life Spouse	
Option 2	$30,000.00
Premcor Union Dep Life Child	
Option Standard	$5,000.00
Premcor Union Co Pd AD&D	
Standard	$142,000.00
Union Co Pd Occ AD&D	
Standard	$500,000.00

Component General Properties

Style: Feature Box One

Sizing: Both Conformable
Minimum width: 420 pixels.

Visibility: Always displays if included on a page.

Behavior:
- Displays the information available in the users “Benefits Summary” PDF.
- The component will not include the “Annual Costs Pre tax” and “Annual Costs Post tax” columns.

Search Indexed: No.

Benefits Table

Table Layout:
- 2 Columns.
- The number of benefit plan items varies by user.

Size:
- Left Column Width: 200 Pixels.
- Right Column Width: 170 Pixels.
- Row Height: 20 Pixels.

Benefits Snapshot (continued)

Benefit Plan Column Heading

Style: Subhead Two

Align: Top of the left-side column.

Text: Fixed at “Benefit Plan”.

Coverage Column Heading

Style: Subhead Two

Align: Top of the right-side column.

Text: Fixed at “Coverage/Option”.

List of Benefit Plans

Number of Items:
Min: One
Max: No system maximum – equal to the number of benefits displayed in the users “Benefits Summary” PDF.

Behavior:
- The list size can change over time as benefits are added or removed for a user.
- The list of benefits will vary from user to user.

Content and Order: Matches the users “Benefits Summary” PDF.

Benefit Plan Item

Contains:
- Plan Name
- Plan Type
- Coverage
- Dependents Section (Optional)

Plan Name

Style:
Text: Standard Text ; Bold.
Row Background: Med. Blue #ADC8D9

Align: Left

Source: The Benefit Plan Name value displayed is sourced from the Benefits application.

Plan Type

Style: Standard Text

Align: Right

Source: The Plan Type value displayed is sourced from the Benefits application.

Coverage

Style: Standard Text

Align: Left

Source: The plan Coverage value displayed is sourced from the Benefits application.

Dependent Section

Contains:
- Dependents Label
- List of Dependents
- Dependent Type

Visibility:
- Displays only for Benefit Plan Items that are Medical, Dental and Vision.
- Displays only if the Coverage value for the Benefit Plan Item is NOT Employee Only.

Source: The data is sourced from the Benefits application.

Dependents Label

Style: Standard Text
Font Color: Grey

Align: Right

Text: Fixed at “Dependents”.

List of Dependents

Style: Standard Text

Align: Right

Text:
- Displays the name of the dependents for the corresponding Benefit Plan.
- Format: [First Name] [Middle Initial] [Last Name]

Behavior: Each dependent is list on a new row.

Source: The dependent names value displayed is sourced from the Benefits application.

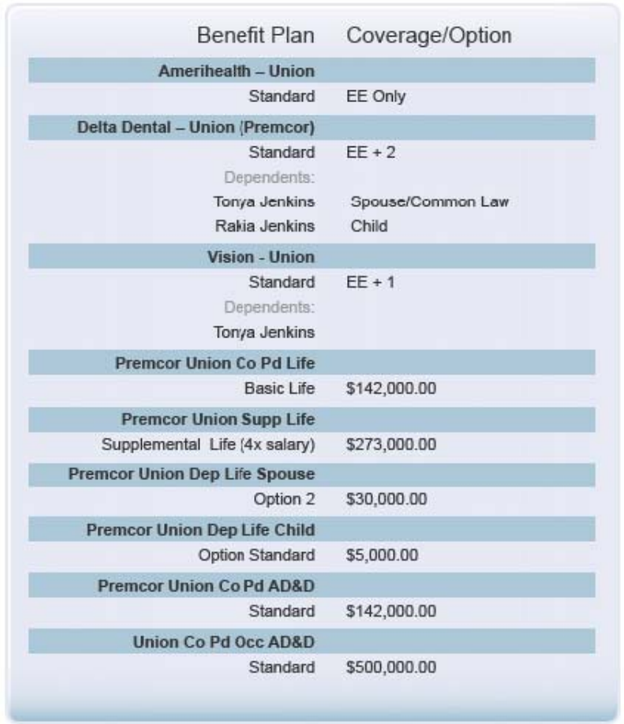
Dependent Type

Style: Standard Text

Align: Left

Text: If there is no value, the field is empty.

Source: The Dependent Type value displayed is sourced from the Benefits application.



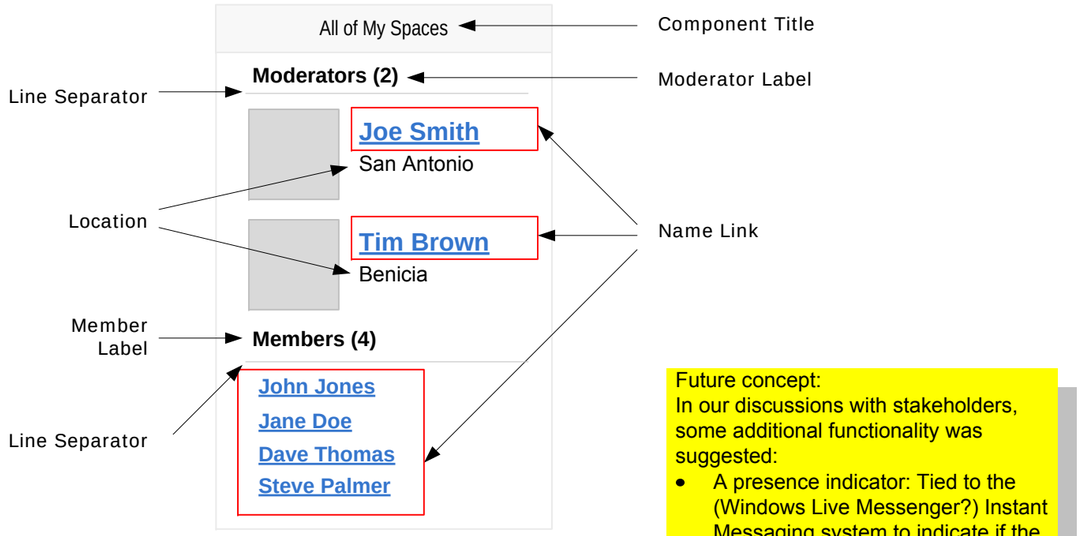
Benefit Plan	Coverage/Option
Amerihealth – Union	
Standard	EE Only
Delta Dental – Union (Premcor)	
Standard	EE + 2
Dependents:	
Tonya Jenkins	Spouse/Common Law
Rakia Jenkins	Child
Vision - Union	
Standard	EE + 1
Dependents:	
Tonya Jenkins	
Premcor Union Co Pd Life	
Basic Life	$142,000.00
Premcor Union Supp Life	
Supplemental Life (4x salary)	$273,000.00
Premcor Union Dep Life Spouse	
Option 2	$30,000.00
Premcor Union Dep Life Child	
Option Standard	$5,000.00
Premcor Union Co Pd AD&D	
Standard	$142,000.00
Union Co Pd Occ AD&D	
Standard	$500,000.00

Collaboration Space Members

Overview

This component is the out-of-the-box SAP delivered component available in all Collaboration Spaces. The component provides the complete member list for the space, including the Moderator(s) and access to each members contact information.

Wireframe Pattern



Future concept:
In our discussions with stakeholders, some additional functionality was suggested:

- A presence indicator: Tied to the (Windows Live Messenger?) Instant Messaging system to indicate if the user is online, or in a meeting.
- On rollover of person's name, provide action options to:
  - Send a text message
  - Send an email
  - Start a Live Meeting (with this person)
  - Open contact directory

Visual Composition

Component General Properties

Style: Narrow Column Box

Sizing: No changes to the SAP delivered sizing.

Visibility: Always appears if included in the collaboration space instance.

Behavior: No changes to the out-of-the box SAP components functionality, unless noted.

Search Indexed: No

Component Title

Text: Title as specified in the page instance wireframe.

Moderator Label

Style: Subhead Two

Text:

- For Project Collaboration Spaces, display label as "Project Manager".
- For all other Collaboration Spaces, display the label as "Moderators".
- Label to continue to provide the number of Project Managers/Moderators for the space (shown in parenthesis "( )").

Name Link

Style (Moderator): Subhead Two Link
Style (Member): Standard Link

Target: Instead of linking to the users Profile, as is designed in the out-of-the box SAP delivered component, suggest targeting Contacts Directory for the selected user.

Location

Style: Standard Text

Text: For each Project Manager/Moderator for the Space, displays the users location, as defined in the Contacts Directory.

Line Separator

Style: Separator

Display:

- Under the Moderator Label.
- Under the Member Label.

Member Label

Style: Subhead Two

Text:

- Change the label from "Visitors" to "Members" for all Spaces.
- Label to continue to provide the number of Members for the space (shown is parenthesis "( )".

Additional Changes

The following are additional changes need to the out-of-the-box delivered SAP component:

- Remove the label "Owner" that currently displays in the out-of-the-box component under the Moderator Name (replaced with the Location part).

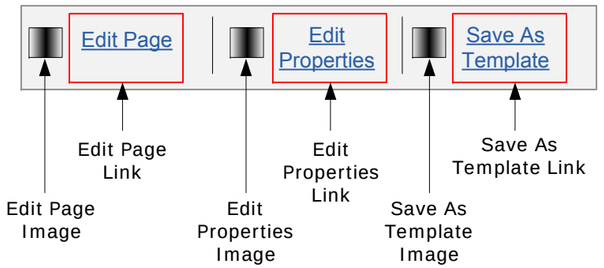
Collaboration Space Moderator Actions

Overview

A component that provides the Moderator of a collaboration space the ability to:

- Update the collaboration space (add/remove modules and move modules on the page).
- Change the properties of the collaboration space (i.e., update the description of the space, change the access requirements, etc.)
- As the current view of the space (layout and included modules) as a template that the Moderator can use for future collaboration spaces.

Wireframe Pattern



Visual Composition

On mouse-over:

Component General Properties

Sizing: Both Static

Alignment: Left Aligned

Visibility: The component displays for all Moderators of the specific collaboration space instance.

Search Indexed: No

Edit Page Image

Style: Graphic

Size:
Height: 18 pixels
Width: 16 pixels

Visibility: Displays for all instances of the component.

Edit Page Link

Style: Standard Link

Sizing: Both Static
Height: 52 pixels
Width: 31 pixels

Text: Fixed at: “Edit Page”.

Target: The corresponding Edit a Collaboration Space page associated with the collaboration space currently being used. The Portal page opens in the same window, replacing the current portal page.

On mouse-over: The background and the link style change per visual composition.

Edit Properties Image

Style: Graphic

Size:
Height: 14 pixels
Width: 15 pixels

Visibility: Displays only when the component appears on the main page of a collaboration space.

Edit Properties Link

Style: Standard Link

Sizing: Both Static
Height: 52 pixels
Width: 55 pixels

Text: Fixed at: “Edit Properties”.

Visibility: Displays only when the component appears on the main page of a collaboration space.

Target: The SAP out-of-the-box page opens in the same window, replacing the current portal page.

On mouse-over: The background and the link style change per visual composition.

Save As Template Image

Style: Graphic

Size:
Height: 16 pixels
Width: 16 pixels

Visibility: Displays only when the component appears on the main page of a collaboration space.

Save As Template Link

Style: Standard Link

Sizing: Both Static
Height: 52 pixels
Width: 46 pixels

Text: Fixed at: “Save As Template”.

Visibility: Displays only when the component appears on the main page of a collaboration space.

Target: The SAP out-of-the-box page opens in the same window, replacing the current portal page.

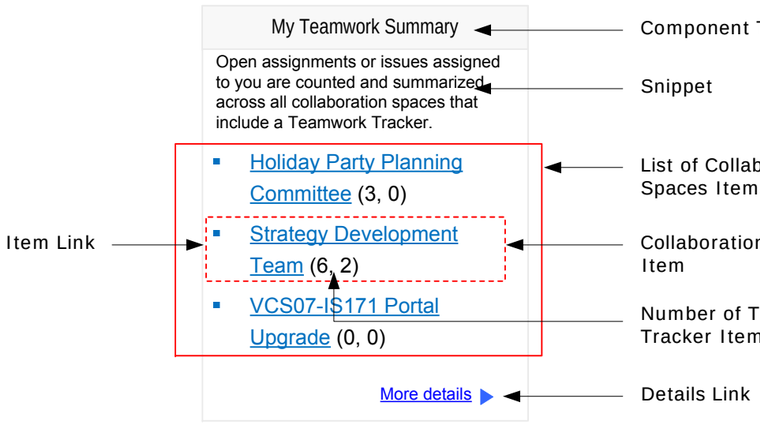
On mouse-over: The background and the link style change per visual composition.

Collective Teamwork Tracker - Narrow

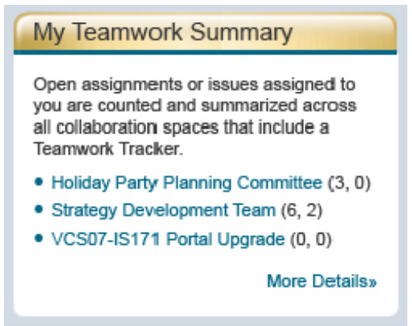
Overview

A component that provides the user a quick summary of the number of open Assignments and open Issues assigned to the user for each collaboration space the user is a Member or Moderator. Only collaboration spaces containing the Teamwork Tracker component are displayed.

Wireframe Pattern



Visual Composition



Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable
Minimum width: 237 pixels.

Scroll Bar: No

Visibility: Displays if at least one item appears in the *List of Collaboration Spaces* Items for this user.

Search Indexed: No.

Component Title

Text: Fixed at “My Teamwork Summary”.

Snippet

Style: Standard Text

Text: Refer to the Wireframe Pattern.

List of Collaboration Spaces Items

Number of Items:
Min: One
Max: No system maximum.
The list size will vary from user to user.

Content and Order:
- The list includes all the Collaboration Spaces containing the Teamwork Tracker component that the user is either a Member or a Moderator.
- The items are listed in alpha order.

Collaboration Spaces Item

Contents:
- Item Link
- Number of Teamwork Tracker Items

Item Link

Style: Standard Link

Text: Displays the name of the Collaboration Space.

Target: Opens the Collaboration Space page that contains the Teamwork Tracker componentfor the selected item in the browser window.

Number of Teamwork Tracker Items

Style: Standard Text

Text: For each Collaboration Space listed in the List of Collaboration Spaces Items, provides:
- Number of open Assignments = A count of Assignments where the status is NOT Closed AND the Assigned To person is the current user.
- Number of open Issues = A count of Issues where the status is NOT Closed AND the Assigned To person is the current user.

Format: “([Number of open Assignments], [Number of open Issues])” where each is a whole number, including zero.

Details Link

Style: Standard Link

Text: Fixed at “More details”.

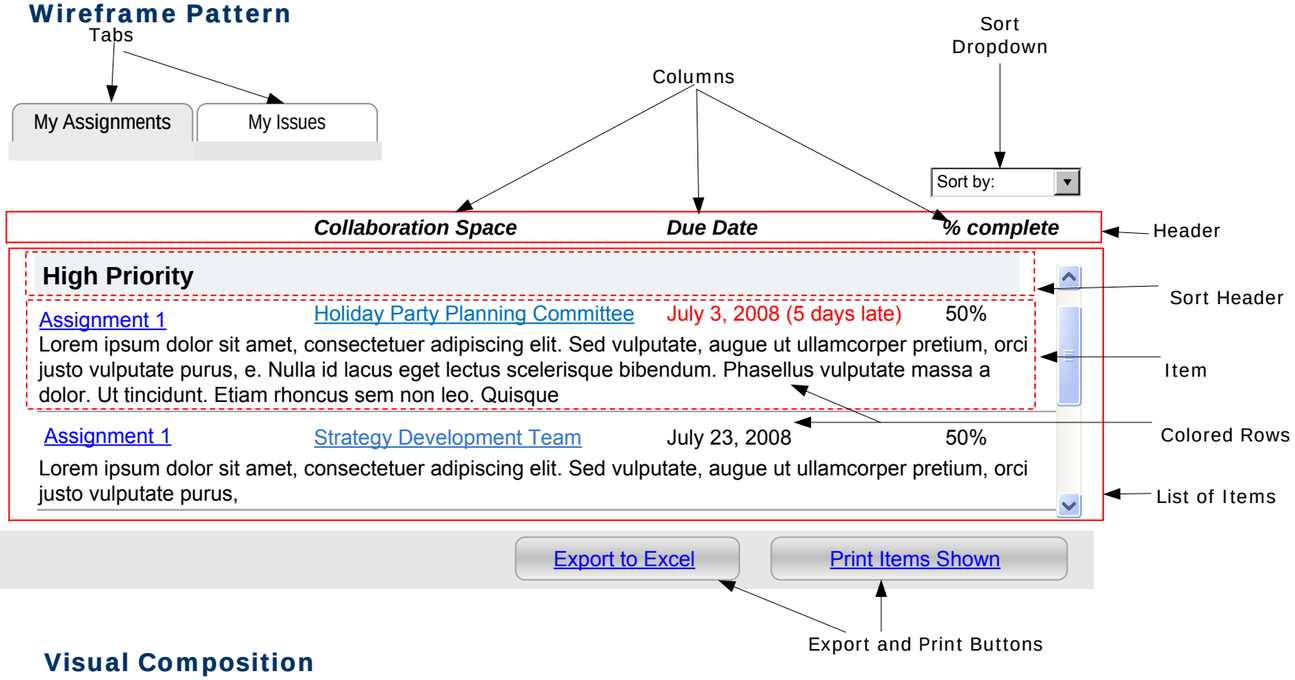
Target: Opens the Collective Teamwork Tracker - default view in the browser window.

Collective Teamwork Tracker - Wide

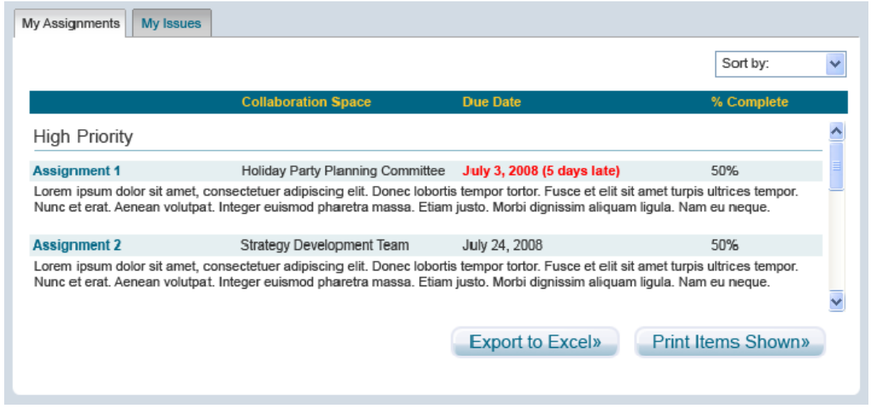
Overview

A component that aggregates all open Assignments and open Issues assigned to the user across all collaboration spaces containing a Teamwork Tracker component where the user is a Member or Moderator.

Wireframe Pattern



Visual Composition



Component General Properties

Style: Tabbed Content

Sizing: Both conformable
Min width: 500

Scroll Bar: No

Search Indexed: No

Tabs

Style: Tabbed Content

Text: As shown in the wireframe pattern.

On click behavior: selects the tab clicked on. The tab previously selected is unselected

Sort Dropdown

Style: Standard Browser GUI

Contents and Order: Varies by the *Tab* selected
For "My Assignments" tab:
- Collaboration Space (default selection)
- Priority
- Due Date
- % complete

For "My Issues" tab:
- Collaboration Space (default selection)
- Priority
- Due Date
- Status

Behavior:
The selection determines the way the *Items* are grouped and ordered in the *List of Items*.

Behavior "On-click":
The component is refreshed and the *Items* in the *List of Items* are ordered according to the selection.

Header

Banner: Teal, 18 pixels high

Columns

Text (in *Header*): Standard Text (except color = Gold)

Contents: The columns shown vary by the selection made in *Sort Dropdown*. The selection made in the *Sort dropdown* does not appear as a column

List of Items

Number of Items:
- Min: Zero
- Max: No system maximum.

Scroll Bar: Yes

Content and Order:
- Displays all Items assigned to the user, grouped by the selection from the *Sort Dropdown.*
- The default order for
  - Assignments is by Priority (High to Low), then by Due Date (earliest to latest), and then by Percent Complete (highest to lowest).
  - Issues is by Priority (High to Low) and then by Due Date (earliest to latest).

Sort Header

Varies by the selection made from the *Sort Dropdown.*

If selection is "Collaboration Space" then:
- Style: Subhead Two Link
- Text: The name of the collaboration Space
- On click: Navigate to the home page of the Collaboration Space

If selection is NOT "Collaboration Space" then:
- Style: Subhead Two
- Text: The same as the selection in the *Sort Dropdown*

Item

Contents of each item varies by *Tab* and the *Sort Dropdown* selection. For details refer to the *See All View* for Assignments and Issues within Teamwork Tracker component

Export and Print Buttons

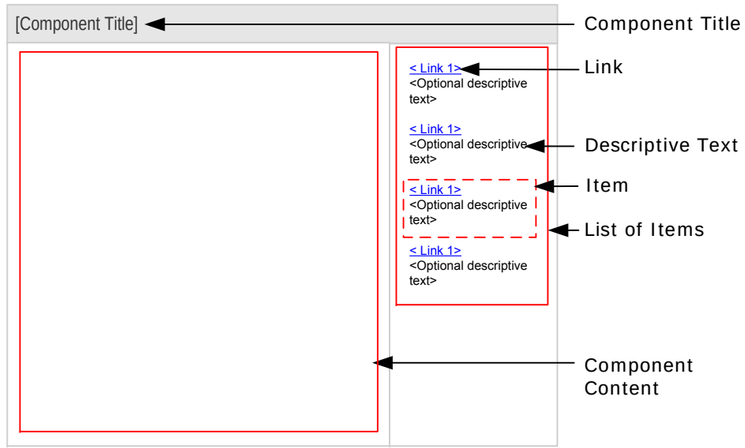
Refer to the Teamwork Tracker component for details

Content Section

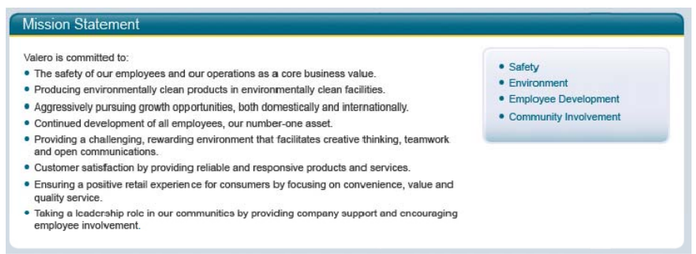
Overview

Displays content, with related contextual links.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Minimum width: 710 pixels.

Style: Wide Column Box

Visibility: Component is presented if targeted to the user type.

Component Title

Style: Subhead Two

Text: Set by author. One title applies for all users.

Component Content

Style: Standard text

Text: Set by author. One version of the content for all users.

List of Items

Number of Items:
Min: One
Max: No system maximum.
Note: the list may be longer for some users than others because some assets or portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author

Item

Contents:
- One Link
- Descriptive Text (Optional)

Visibility: The item will only be displayed if the linked asset or portal page is targeted to the user.

Link

Style: Bulleted Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

Descriptive Text

Style: Standard Text

Text: Descriptive text is optionally created by an author for each link. The text needs to be same for all users that are entitled to see the link.

Authoring Guidelines

Component Title
- Create appropriate title for the content and items contained.
- Set by author. One title applies for all users.
- The title should reflect the content contained within.

Component Content
- Text does not contain links.
- Text can have html formatting.

List of Items:
- Select appropriate assets or portal pages to be featured in the context of the page on which this component is displayed.
- Limit the number of links you include so as not to overwhelm the user. Rule of thumb: 1 to 5 links should show for any given user.

Link:
- It is recommended to use the default asset title or portal page title whenever possible.

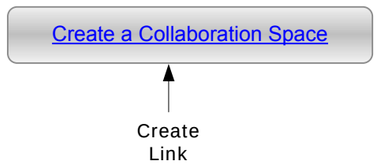
Descriptive Text:
- The description is optional. You may choose not to use one if the link is self-explanatory in the context of the page.
- Describe for the user why this asset or portal page may be relevant in this context.
- You can copy a description used elsewhere for the same target asset.

Create a Collaboration Space

Overview

A component that provides all users access to the Create a New Collaboration Space page, containing the form needed to create a new collaboration space on the portal.

Wireframe Pattern



Visual Composition

On mouse-over:

Component General Properties

Style: Graphic Button
Sizing: Both Static

Alignment: Left Aligned

Visibility: The component displays for all users.

Search Indexed: No

Create Link

Style: Subhead Two Link

Sizing: Both Static
Height: 25 pixels
Width: 240 pixels

Text: Fixed at: “Create a Collaboration Space”.

Target: The Portal page Create a New Collaboration Space (PG 0101) opens in the same window, replacing the current portal page.

On mouse-over: The background and the link style change per visual composition.

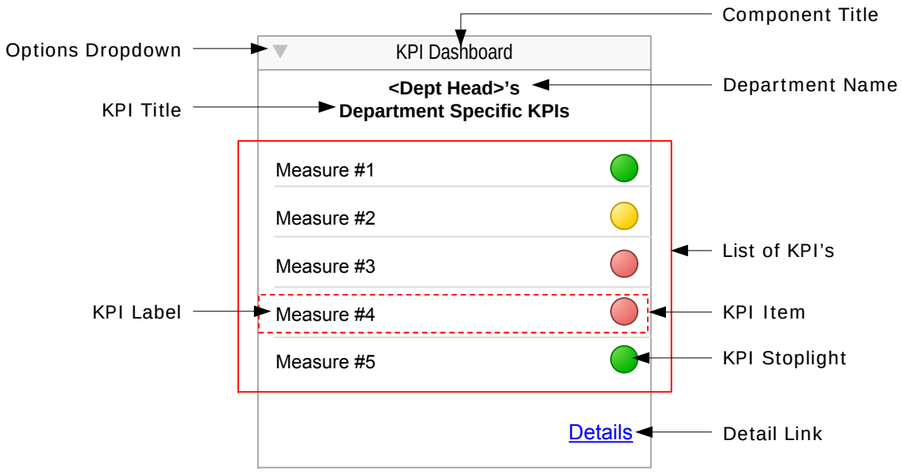
Department KPI Dashboard

Overview

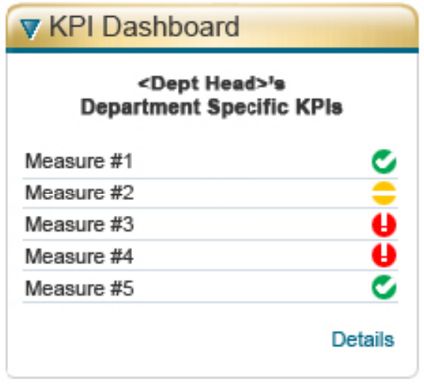
This component is a pattern that allows for displaying a quick view of a department's overall performance based on defined key performance indicators. The component can also include individual views fro each department within the organization.

The author defines the data to be represented, the scale to base the performance on and the metrics used to determine it's performance.

Wireframe Pattern



Visual Composition



Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable Minimum width: 237 pixels.

The component as 2 modes of behavior:

- Mode 1: The component exists on the "Start Here" page – the default view on component load is the last view the individual user selected in the Options Menu (selected either during the current session or from the prior session).
- Mode 2: The component exists on a page other then the "Start Here" page – the default view on component load is static for all users and determined by the author of the component.

Search Indexed: No

Component Title

Text: Set by author. One Component title applies for all users for each instance of the component.

Options Dropdown

Style: Graphic

Visibility: Displays if the instance of the component contains multiple views (KPI's for more than one Department).

Behavior: Provides ability for the user to change from one Departments KPI to another Departments KPI.

Behavior "On-click": Displays the Options Menu.

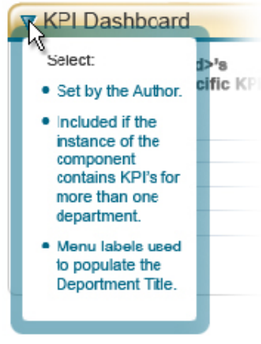
Options Menu

Style: Dropdown Menu

Contents and Order:

- Set by the Author.
- Included if the instance of the component contains KPI's for more than one Department.
- Menu labels used to populate the Department Title.

Behavior "On-click": The component is refreshed displaying the KPI data for the selected Department.



Department Name

Style: Standard Text (weight=bold)

Text:

- Set by author based on the values contained in the Options Menu.
- Department Name changes based on the selection in the Options Menu.
- Department Names apply for all users – no variability in a department's name.

KPI Title

Style: Standard Text (weight=bold)

Text:

- Set by author.
- One KPI Title applies for all users for each instance of the component.

List of KPI's

Number of Items:
Min: One
Max: No system maximum.
Note: The list will be the same for all users for a specific instance of the component. Each item is separated by a 1px Light Blue line.

KPI Item

Contents:

- KPI Label
- KPI Stoplight

KPI Label

Style: Standard Text

Text:

- Set by author.
- Applies for all users – no variability in a KPI label for a specific view of the component.

Department KPI Dashboard (continued)

Detail Link

Style: Standard Link

Align: Right

Text: Set by the Author. The link name should be a combination of the Department Name and the KPI Title.

Target:
- Set by the Author.
- Intended to be the complete report being used to source the KPI's.
- The asset should be surfaced according to the behavior specified in the Asset Link Handling .

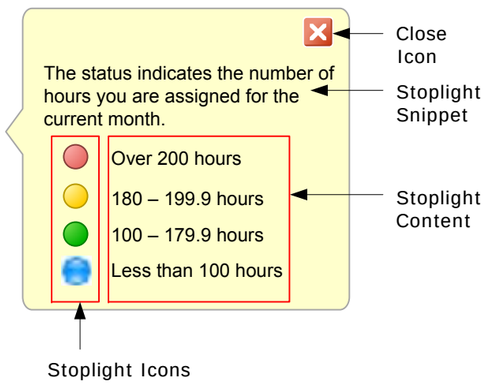
KPI Stoplight

Style: Stoplight

Display:
Author will set the thresholds for determining the appropriate Stoplight graphic to display for the data being viewed. Available Stoplights are:
- Urgent
- Watch
- OK
- No Data

Behavior: On roll-over, display the *Status Indicator Legend* (shown below).

Status Indicator Legend Wireframe



Status Indicator Legend General Properties

Style: Rollover Bubble

Sizing: Static Width Width: 175 pixels.

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Close Icon

Style: Graphic

Behavior "on-click":
- The *Status Indicator Legend* is closed.

Stoplight Snippet

Style: Standard Text

Text: Set by author. One snippet content for all users for a specific instance of the component.

Stoplight Icons

Style: Stoplight

Display: Match the appropriate Stoplight graphic with the Stoplight Content.

Stoplight Content

Style: Standard Text

Text:
- Set by the Author. Based on the thresholds set for determining the appropriate Stoplight graphic to display for the data being viewed.
- Text applies for all users for a specific instance of the component.

Authoring Guidelines

Component Title
- Set by author. One title applies for all users.
- Create an appropriate title that reflects the KPI's contained.

Options Menu
- Required if the instance of the component contains more then one departments KPI (multiple views).
- Set by author. All menu labels are available to all users.
- Create an appropriate menu labels that reflect the Departments that have KPI's for display.

KPI Title
- Set by author. One KPI title applies for all users.
- Create an appropriate KPI title that reflects the type of data being displayed in the dashboard.

List of KPI's
- Select appropriate KPI's to be featured within the dashboard.
- Limit the number of KPI's you include so as not to dilute the value of the dashboard. The list should reflect a quick snapshot summary of a departments performance. Rule of thumb: 3 to 7 KPI's should show an instance of the component.
- The author of the component determines the default view for each instance of the component that doesn't appear on a "Start Here" page.

KPI Label
- Set by author. One KPI label applies for all users and for each of the views (each Department).
- Create an appropriate KPI label that provides a very brief description (name) of the data being surveyed. Rule of thumb: the label should fit on one line (no more than 5 or 6 words).

Authoring Guidelines (continued)

Detail Link
- Optional – only needed if there is a more detailed report available that the KPI's were based on.
- Set by the Author. One link name for applies for all users.
- The text should reflect a combination of the Department and the KPI Title. Therefore, each Department can have slightly different text for the link.

Stoplight Snippet
- Required – provides a brief description of the type of data the stoplights are representing.
- Set by author. One snippet applies for all users.

Stoplight Icons
- Required to included at least 2 stoplights for each stance of the component.
- Determined by the Author if all 4 stoplights will be used or which one or 2 to exclude, based on how the KPI will be used to display performance.

Stoplight Content
- Required for each Stoplight Icon included in the instance of the component.
- Set by author. The content applies for all users.
- The content should provide the ranges used for each Stoplight Icon included in the instance of the component.

Discussion Forum

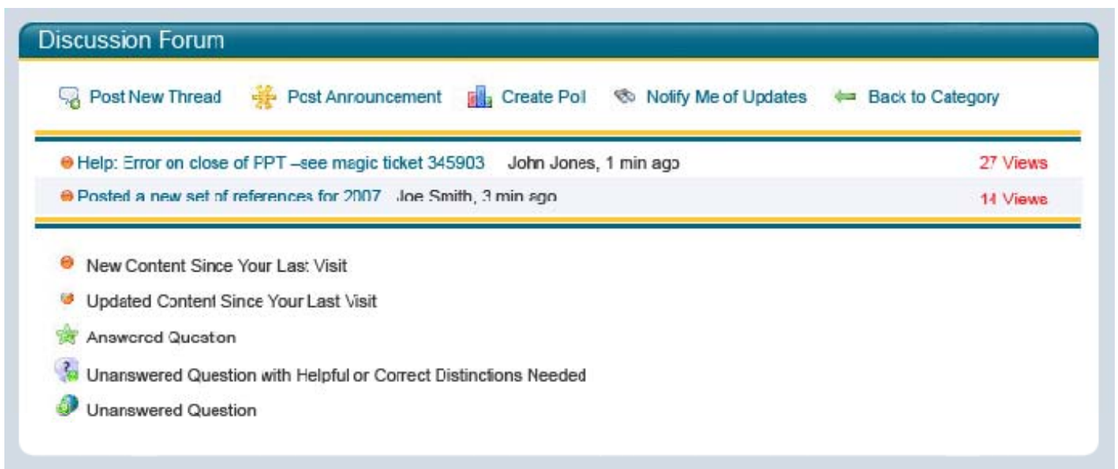
Overview

This component is the out-of-the-box SAP delivered component which supports user interaction within a Collaboration Space. The Moderator of the space can decide to include or exclude this component within the space.

Included here are some suggested changes to the component in order to make it more uniform with the portal and enhancements to improve the usability.

Wireframe Pattern

Visual Composition



Component General Properties

Sizing: Static Height

Height: 280

Scroll Bar: Yes

Visibility: Always appears if included in the collaboration space instance.

Search Indexed: No

Behavior: No changes to the out-of-the box SAP components functionality, unless noted.

Notify Me Link

Text: Change the out-of-the-box SAP text from “Watch Forum” to “Notify Me of Updates”

Author Name

Style: Standard Text

Text:
- Displays the name of the author of the entry.
- The Authors name is taken as it exists in the Contacts Directory.
- The Authors name is not a link, as it is in the out-of-the-box SAP delivered tool.

Format: [Author First Name] [Author Last Name]

Separator

Style: Standard Text

Text: A Comma (,) used to separate the Author Name and the Time Stamp.

Time Stamp

Style: Standard Text

Order: Displays the most recent post first.

Text:
- Displays the time the post was submitted.
- The display the value converted to the users time zone.

Format:
Post entered on the current day
- If the post was less then 60 minutes from the current time, display as “[X] min ago”, where X = the minutes prior.
- If the post was 60 minutes or more from the current time, display as “[X] hours ago”, where X = the hours prior, in increments of 1 for every 60 minutes (for example, if the post was 130 minutes, X = 3).

Post entered on the prior day
- Display as “Yesterday, [HH:MM] [AM/PM]”

Post entered before the prior day
- Display as “[Day, Month Date, Year; [HH:MM] [AM/PM]

Views

Text: Combines the number of views (as provided in the out-of-the-box SAP delivered tool) followed by fixed text “Views”.

Additional Changes

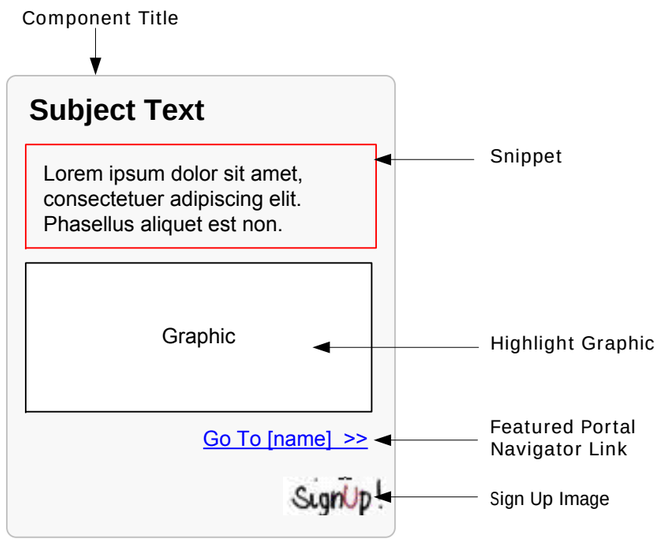
The following are additional changes need to the out-of-the-box delivered SAP tool:
- Remove Forum Title
- Remove Breadcrumb
- Remove Filter dropdown above the table
- Remove column headings
- Move “Views” to the right most field
- Remove “Replies” column
- Remove Search Forum
- Added gold/teal stripes above and below forum topic list
- Even rows have Light Blue striping beneath them
- All links converted to Standard Link
- All text converted to Standard Text

Featured Portal Navigator

Overview

Provides prominent visual exposure to a section of the Portal through use of visual content, description and a link to a targeted Portal page.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable
Height: 200 pixels (min) up to 300 pixels (max)
Width: 222 pixels

Style: Feature Box Two

Visibility: Always appears if included on page.

Component Title

Style: Subhead One Link

Text: Set by author.

Target: Equal to the Featured Portal page identified on the page instance wireframe.

Snippet

Style: Standard Text

Text:
- Displays authored text. One snippet text for all user types.
- Text can have formatting.
- Text cannot contain links

Highlight Graphic

Sizing: Both Static
Width: 205 pixels
Height: 100 pixels (min) up to 150 pixels (max)

Target:
- Equal to the Featured Portal page.

Featured Portal Navigator Link

Style: Standard Link

Text: “More [target page title]”

Target: The Portal page opens in the browser, replacing the current page.

Sign Up

Graphic for Sign Up. May include text integrated into the image.

Target: The Sign Up application follows the behavior specified in Asset Link Handling

Authoring Guidelines

Component Title:
- States the name of the area of the Portal the component relates to.
- Text is equal to the title of the target Portal page, unless the author provides alternate, context-specific text.

Snippet:
- Describes the purpose and value of the Portal page or section referenced in the Component Title.

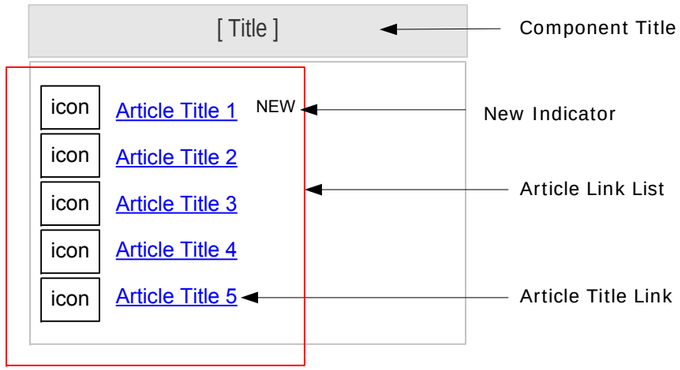
Highlight Graphic:
- One graphic required.
- May be periodically updated manually.

Filtered Articles

Overview

Presents a filtered list of current articles (news and/or announcements) for inclusion on a portal page.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable

Minimum Width: 237 pixels

Component Title

Style: Narrow Column Box

The Title is specified in the page wireframe.

Article Link List

Style: News Bulleted List

Visibility: Show if there are any visible Article Title Links.

The page wireframe specifies the list definition to use. See the Current Article List Definitions.
Options include:

- Current Community News List
- Current Local Community Announcements List

Article Title Link

Style: Standard Link Left aligned.

Text: Equal to the *Title* of the corresponding article.

Visibility: Show the link if the article is targeted for the user.

Target: The article is displayed in the *News Viewer* on the News Center Page of the Portal.

New indicator

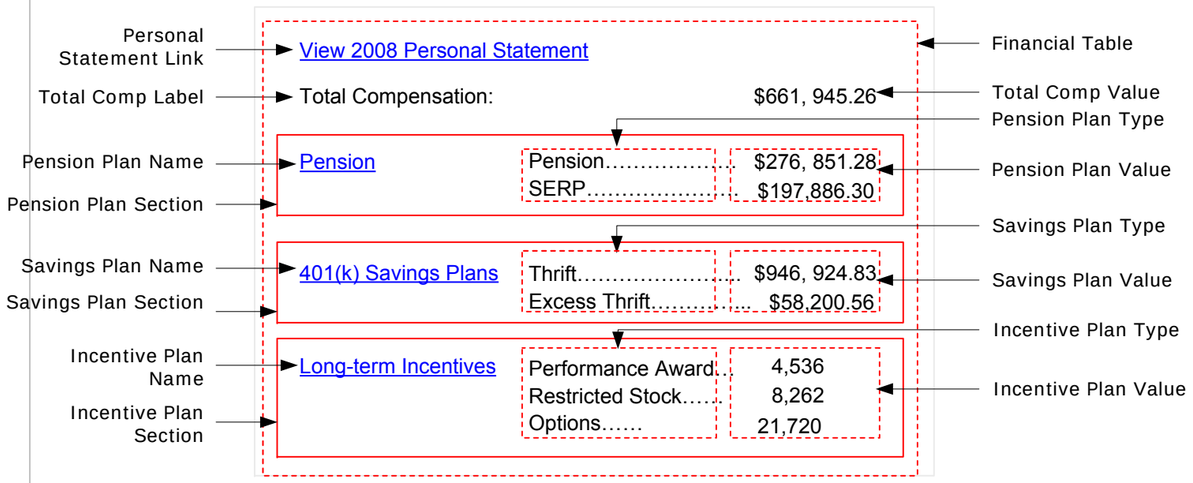
Follow behavior described for Links to Articles in New Indicator

Financial Snapshot

Overview

This component provides the user a summary of their company-provided financial amounts, as sourced from various Financial applications and reports. The component also provides quick access related assets and portal pages.

Wireframe Pattern



Visual Composition

Component General Properties

Style: Feature Box One

Sizing: Conformable
Minimum width: 420 pixels.

Visibility: Always displays if included on a page.

Search Indexed: No.

Financial Table

Table Layout:
- 3 Columns.
- The number of Financial Plans varies by user.

Size:
- Left Column Width: 150 Pixels.
- Center Column Width: 20 Pixels.
- Right Column Width: 230 Pixels.
- Row Height: 15 Pixels.

Personal Statement Link

Style: Standard Link

Align: Left

Text:
- Fixed at “View [Year] Personal Statement”, where:
  - [Year] = the most current year statement available.
  - Format = YYYY

Target: Opens Asset ID A-DOC-HR-170 in the browser window, replacing the current page.

Total Comp Label

Style: Subhead Two

Align: Left

Text: Fixed at “Total Compensation:”.

Total Comp Value

Style: Subhead Two

Align: Left

Text:
- Display “$” prior to the value.
- Displays the users Total Compensation value.
- Format to include commas (,) and decimal (.).

Source: Data used to determine this value is sourced from Financial applications and/or reports.

Pension Plan Section

Contains:
- Pension Plan Name
- Pension Plan Type
- Pension Plan Value

Visibility: Displays for all users entitled to a Pension Plan.

Pension Plan Name

Style: Standard Link Bold

Align: Right

Text: The Pension Plan Name value displayed is sourced from Financial applications and/or reports.

Target: Opens the appropriate version of the Pension portal page PG 5305 in the browser window, replacing the current page.
- 5305-A for Flex Employees.
- 5305-B for Non-Flex Employees in Delaware City & Memphis Employees.
- 5305-C for Non-Flex Employees in Port Arthur Employees.

Pension Plan Type

Style: Standard Text

Align: Left

Text: Displays a row for each Pension Plan Type the user is entitled.

Source: Sourced from Financial applications and/or reports and corresponds to the appropriate Pension Plan Value.

Financial Snapshot (continued)

Pension Plan Value

Style: Standard Text

Align: Right

Text:
- Display “$” prior to the value.
- Displays the numeric value for the user.
- Format to include commas (,) and decimal (.).

Source: Sourced from Financial applications and/or reports and corresponds to the appropriate Pension Plan Type.

Savings Plan Section

Contains:
- Savings Plan Name
- Savings Plan Type
- Savings Plan Value

Visibility: Displays for all users entitled to a Savings Plan.

Savings Plan Name

Style: Standard Link Bold

Align: Right

Text: The Savings Plan Name value displayed is sourced from Financial applications and/or reports.

Target: Opens the appropriate version of the 401(k) portal page PG 5307 in the browser window, replacing the current page.
- 5307-A for Flex Employees.
- 5307-B for All Delaware City & Memphis Employees.
- 5307-C for Port Arthur Employees.
- 5307-D for Retail Corp Employees.

Savings Plan Type

Style: Standard Text

Align: Left

Text: Displays a row for each Savings Plan Type the user is entitled.

Source: Sourced from Financial applications and/or reports and corresponds to the appropriate Savings Plan Value.

Savings Plan Value

Style: Standard Text

Align: Left

Text:
- Display “$” prior to the value.
- Displays the numeric value for the user.
- Format to include commas (,) and decimal (.).

Source: Sourced from Financial applications and/or reports and corresponds to the appropriate Savings Plan Type.

Incentive Plan Section

Contains:
- Incentive Plan Name
- Incentive Plan Type
- Incentive Plan Value

Visibility: Displays for all users entitled to an Incentive Plan.

Incentive Plan Name

Style: Standard Link Bold

Align: Right

Text: The Incentive Plan Name value displayed is sourced from Financial applications and/or reports.

Target: Opens the portal page PG 5306 in the browser window, replacing the current page.

Incentive Plan Type

Style: Standard Text

Align: Left

Text: Displays a row for each Incentive Plan Type the user is entitled.

Source: Sourced from Financial applications and/or reports and corresponds to the appropriate Incentive Plan Value.

Incentive Plan Value

Style: Standard Text

Align: Left

Text:
Text:
- Displays the users Performance Award value.
- Format to include commas (,).

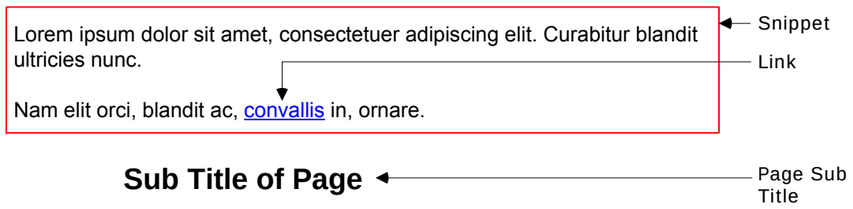
Source: Sourced from Financial applications and/or reports and corresponds to the appropriate Incentive Plan Type.

Focal Content

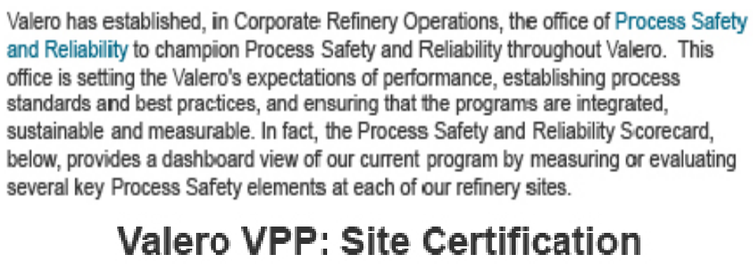
Overview

Carries the content that is the primary focus of the page. This content should be globally applicable to all users of the page, i.e. there is no support for personalization required for this component. The component also allows for prominently displaying the portal page's sub-title.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Min Height: one line of text

Visibility: Show if there is at least one snippet targeted for the user.

Search Indexed: Yes.

Snippet

Style: Standard Text

Text:
- Displays authored text globally applicable to all users of the page.

Search Indexed: Yes.

Link

Style: Standard Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling

Page Sub Title

Style: Subhead One

Text: As shown in the page instance wireframe.

Search Indexed: Yes.

Authoring Guidelines

Snippet
- Text can contain images
- Text can contain links as long as the target of the link is globally available to all users of the page and no special logic needs to be coded to author the link.
- Text can have html formatting.

Link:
- It is recommended to use the default asset title or portal page title, whenever possible.

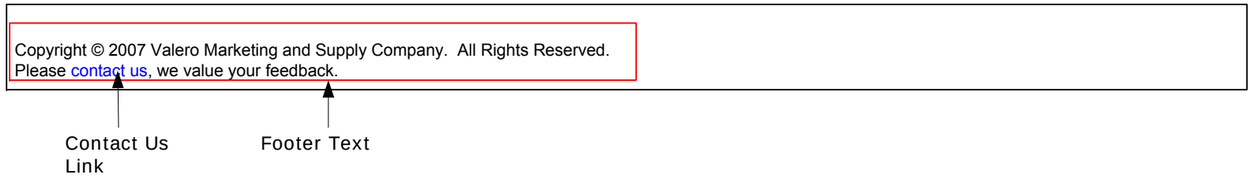
Page Sub Title
- Page Sub Title is optional.
- Use to separate main sections of a portal page.

Footer

Overview

Display a consistent footer at the bottom of all portal pages.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable

Minimum Width: 100 pixels

Visibility: Always shown.

Alignment: Left Aligned

Search Indexed: No.

Footer Text

Style: Standard Text

Text: Fixed at:
"Copyright © <year> Valero Marketing and Supply Company. All Rights Reserved.
Please contact us, we value your feedback."

- <year> = Equals an integer for the current calendar year

Contact Us Link

Style: Standard Link

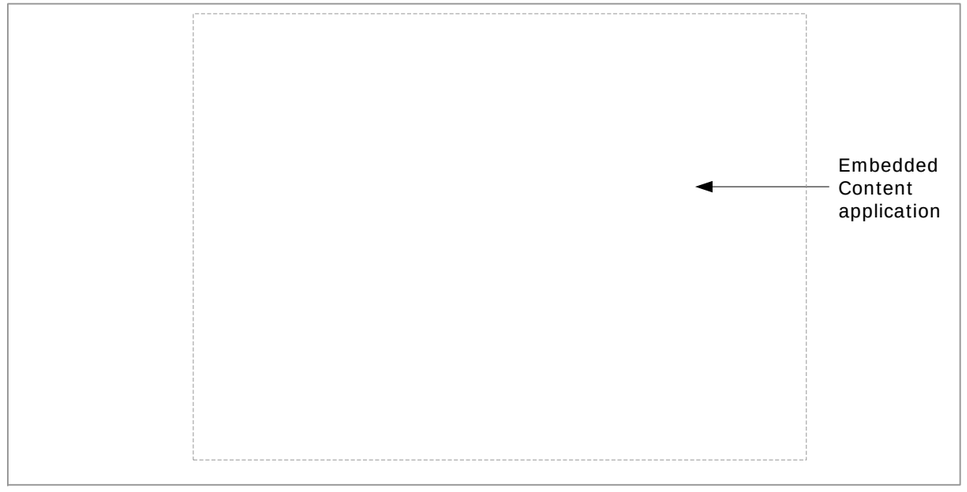
Target: The user profile from the contacts directory application, for the identified "page owner" of the current page, is opened in a new browser window, following the "New Browser Window Characteristics" described in Asset Link Handling

Full Width Embedded Application

Overview

This component is used to integrate legacy applications into the new portal. The component presentation and behavior are inherited from the legacy application. The component is the full width of the portal page. If there are suggestions or recommendations for changes to the legacy assets they will be included with the page instance specifications.

Wireframe Pattern



Visual Composition

As of Wednesday, December 12, 2007 @ 11:56

Location	FileName	Modified	Time
Ardmore,OK	ADRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	01:57
Aruba,AB	ABRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	03:53
Benicia,CA	BNRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	04:15
Corpus Christi East,TX	CCRFEAST_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	02:35
Corpus Christi West,TX	CCRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	02:38
Delaware City,DE	DCRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	05:35
Houston,TX	HORF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	03:45
Krotz Springs,LA	KSRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	01:06
McKee,TX	MKRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	06:25
Memphis,TN	MSRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	06:09
Paulsboro,NJ	PBRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	04:45
Port Arthur,TX	PARF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	04:02
Quebec,Canada	JGRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	05:43
St Charles,LA	SCRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	05:01
Texas City,TX	TCRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	04:01
Three Rivers,TX	TRRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	02:05
Wilmington,CA	WMRF_SHIFT_REPORT.XLS	Wednesday, December 12, 2007	06:00

Daily Summary Report
Daily Summary Report Contacts

Component General Properties

Sizing: Define initial height and width for each instance to reduce appearance of scroll bars.

Style: Untitled Box

Visibility: Show if the legacy application is targeted to the user.

Search Indexed: No.

Legacy Application

The embedded application identified in the page instance specifications is shown here.

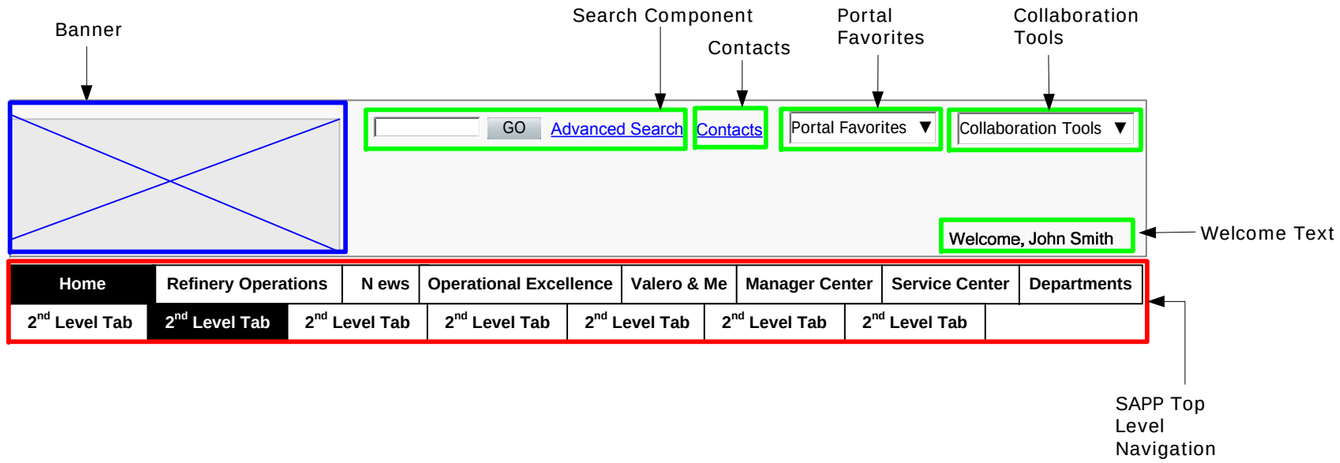
The embedded application should be designed to ensure that there is no horizontal scrolling.

Header

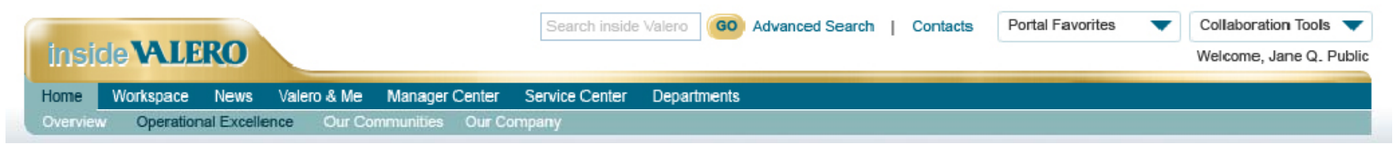
Overview

Display a consistent masthead of the Portal that provides access to all top-level sections of the Portal Information Architecture, as well as access to Search mechanisms. The header is included on all portal pages.

Wireframe Pattern



Visual Composition



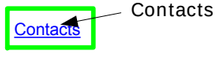
SAPP Top Level Navigation

- SAPP managed display and control behavior based on SAPP configuration.
- Refer to wireframes for the Top Level Navigation (1st & 2nd level tabs)
- Also refer to the “Login Page” wireframe for special Top Level Navigation treatment. On the Login Page, only 1st level tabs are displayed for the user (2nd level tabs are only displayed once the user has successfully logged in.).

Style: Standard Text

Color Treatments:
- 1st Level Background: Teal
- 2nd Level Background: Middle Teal (#8AB7Ba)
- Selected Navigation Item: Dk. Teal (#003A4B)
- Unselected Navigation Item: White

Contacts



Style:
Inactive state (when on any Portal page other than Contacts page):

Contacts

Active state (when on the Search Results or Advanced Search page of the portal) with Light Yellow Background

Contacts

Link style: Standard Link

Target: Refer to the Home page instance wireframe

Component General Properties

Sizing: Both Conformable Minimum Width: 850 pixels

Visibility: Always shown.

Search Indexed: No.

Banner

Sizing: Both Static

Left aligned.
Width = 205 pixels
Height = 45 pixels

Graphic: Image provided by the author to be the same for all user types.

Welcome Text

Style: Standard Text

Text:
- Fixed at “Welcome, <First> <MI> <Last>”
  - <First> - Equal to the First name of the user from the database.
  - <MI> - Equal to the Middle Initial of the user from the database.
  - <Last> - Equal to the Last name of the user from the database.

Collaboration Tools

Style: Dropdown Menu

Inactive state (when on any Portal page NOT associated with Collaboration Tools):

Collaboration Tools

Active state (when on any Portal page associated with Collaboration Tools) with Light Yellow Background:

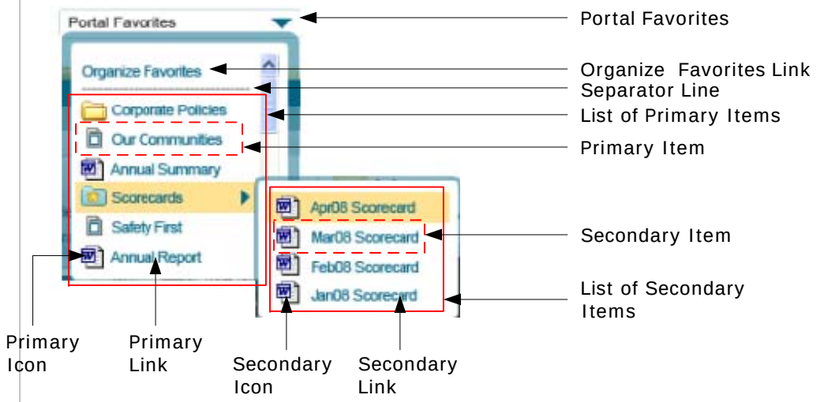
Collaboration Tools

Contents and Order:
- Collaboration Tools – this is the default selection on component load and is not selectable.
- Application Sharing – links to Asset ID A-ST-HP-18.
- Instant Messenger – links to Asset ID A-ST-HP-19.
- Live Meeting – links to Asset ID A-ST-HP-21.
- Collaboration Spaces Library – links to Portal Page PG 0100.
- Create a Collaboration Space – links to Portal Page PG 0101.

On click:
- If the target is an asset then follow the behavior specified in the Asset Link Handling .
- If the target is a portal page then open the page in the same browser window replacing the current page.

Header (continued)

Portal Favorites Component



Portal Favorites

Style: Dropdown Menu

Visibility: Displays for all users.

Text: The component always displays “Portal Favorites”.

On click: The Primary menu is displayed.

Organize Favorites Link

Style: Standard Link

Visibility: Always displays for all users. Always the first item in the Primary Menu, followed by the Separator Line.

Text: Fixed at “Organize Favorites”.

On click: Pops up the Organize Favorites screen (see KM iView Enhancements specifications)

List of Primary Items

Scroll Bar: Yes

Height: Maximum height should be large enough to display “Organize Favorites” plus 6 additional primary items. If the users List of Primary Items is more than 6, include the scroll bar.

Number of Items:
Min: Zero
Max: No system maximum.

Source: Dynamically generated for each user matching the users list of Current Portal Favorites (see KM iView Enhancements specifications).

Order: Determined by the author as indicated on the Organize Favorites screen.

Primary Item

Contains:
- Primary Icon
- Primary Link
- Arrow

Primary Icon

Style: Graphic

Display the appropriate icon for each Primary Item:
= Files (use the appropriate icon for the MS files, Word, Excel, PP, etc.)
= KM Folders
= Favorites Folders
= Portal Pages

Primary Link

Style: Standard Link
(On hover - displays light yellow background; see Style Treatments)

Text: Display the item name from the users list of Current Portal Favorites.

On Hover:
- For Favorites Folders containing Secondary Items, the Arrow is displayed and the List of Secondary Items displays.
- For Files, KM Folders, Portal Pages and Favorites Folders containing no Secondary Items, hover results in no action.

On click:
- File assets open the file in a new window.
- KM Folders open page PG 0005 in the same browser window, displaying the selected KM folder.
- Portal Pages open the selected page in the same browser window.
- Favorites Folder containing Secondary Items, the Arrow is displayed and the List of Secondary Items displays.
- Favorites Folders containing no Secondary Items, click results in no action.

List of Secondary Items

Scroll Bar: Yes

Height: Maximum height should be large enough to display 6 items. If the List of Secondary Items contains more than 6, include the scroll bar.

Number of Items:
Min: One
Max: No system maximum.

Source: Dynamically generated for each user matching the users list of Current Portal Favorites (see KM iView Enhancements specifications).

Order: Determined by the author as indicated on the Organize Favorites screen.

Secondary Item

Contains:
- Secondary Icon
- Secondary Link

Secondary Icon

Style: Graphic

Display the appropriate icon for each Secondary Item:
= Files (use the appropriate icon for the MS files, Word, Excel, PP, etc.)
= KM Folders
= Portal Pages

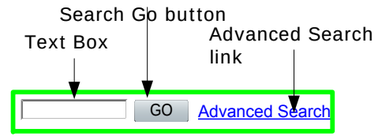
Secondary Link

Style: Standard Link
(On hover - displays light yellow background; seeStyle Treatments)

Text: Display the item name for the selected Favorites Folder based on the users list of Current Portal Favorites.

On click:
- File assets open the file in a new window.
- KM Folders open page PG 0005 in the same browser window, displaying the selected KM folder.
- Portal Pages open the selected page in the same browser window.

Search Component



Style:
Inactive state (when on any Portal page other than Search Results or Advanced Search pages): (no style)

Active state (when on the Search Results or Advanced Search page of the portal): Background behind search box, “go” button and “Advanced Search” link highlights with Light Yellow

Text Box

Text: “Search inside Valero”

On click: delete “Search inside Valero” and allow user to start typing search term.

Search Go button

Style: Graphic

Target: Refer to the Home page instance wireframe

Advanced Search Link

Style: Standard Link

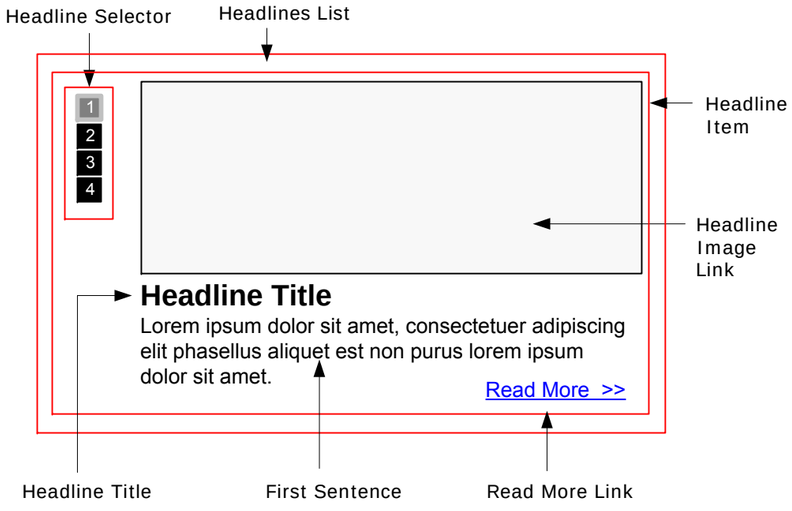
Target: Refer to the Home page instance wireframe

Headline News

Overview

Displays recent, important news articles that Corporate publishers have selected to be featured. These include articles from the following news categories: Company News, Community News, and Valero in the Press.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Static Left aligned.

Width = 397 pixels
Height = 233 pixels

Visibility: Always shown.

Headlines List

List Content & Order: Use Current Article List Definitions for Headlines List.

Headline Item

Headline Item Content:
- 1 Headline Image Link
- 1 Headline Title
- 1 First Sentence
- 1 Headline Selector
- 1 Read More Link

Headline Image Link

Display: The News Article Image associated with the Article.

Target: The *News Center* page with the associated article selected and displayed in the News Viewer.

Headline Title

Style: Subhead One Link Left aligned.

Text: News Article Title.

First Sentence

Style: Standard text (color=white) Left aligned.

Text: *News Article* first sentence.

Headline Selector

Numbers:
Sizing: Both Static

Display and Order:
- Number and order of numerical selectors displayed is based upon the number and order of articles in the Headlines list.
- Default display = Number Selector #1

On-Click Behavior:
- The visual treatment of the indicator number (e.g., 1 – 4) changes to indicate the new selection.
- The corresponding News Article Image is displayed.

New indicator

Follow behavior described for Links to Articles in New Indicator

Read More Link

Style: Standard Link

Text: Fixed at “Read More” for each headline.

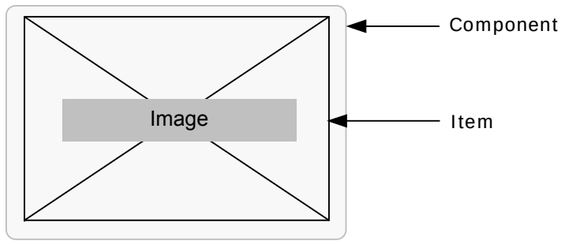
Target: The News Center page with the associated article selected and displayed in the News Viewer.

Image

Overview

Displays one advertisement that is placed temporarily on the page to highlight a timely and important matter and that provides (optionally) a link to a Portal page or asset.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Static Width

Width:
- 222 pixels.
- Alignment: Right.

Visibility: Component is presented if targeted to the user type.

Item

Sizing: Both Static
Width: 222 pixels
Height: 75 pixels (min) up to 200 pixels (max)

Guidelines:
- Min: zero
- Max: 2

Visibility:
- May be visible to all user types or targeted to a user type or location.
- If two items are visible, the most recent item is “stacked” on top of the prior item.

Behavior: Display Image in full, filling up component.

Image

Graphic or photo provided by an author for the corresponding Item. May include text integrated into the image. Must conform to sizing of the Item.

Target (optional):
- A single URL (may be a Portal page or asset) – optional.
- If the Item is a portal page, it opens in the same window, replacing the current content page.
- If the Item is an asset, then follow the behavior specified in .Asset Link Handling

Authoring Guidelines

Component General Properties:
- The author selects the appropriate Item to include on the page.
- An optional end date may be specified that would remove the Item automatically.
- Recommended that only topics of high significance to the business be featured as an Item – limit 2.

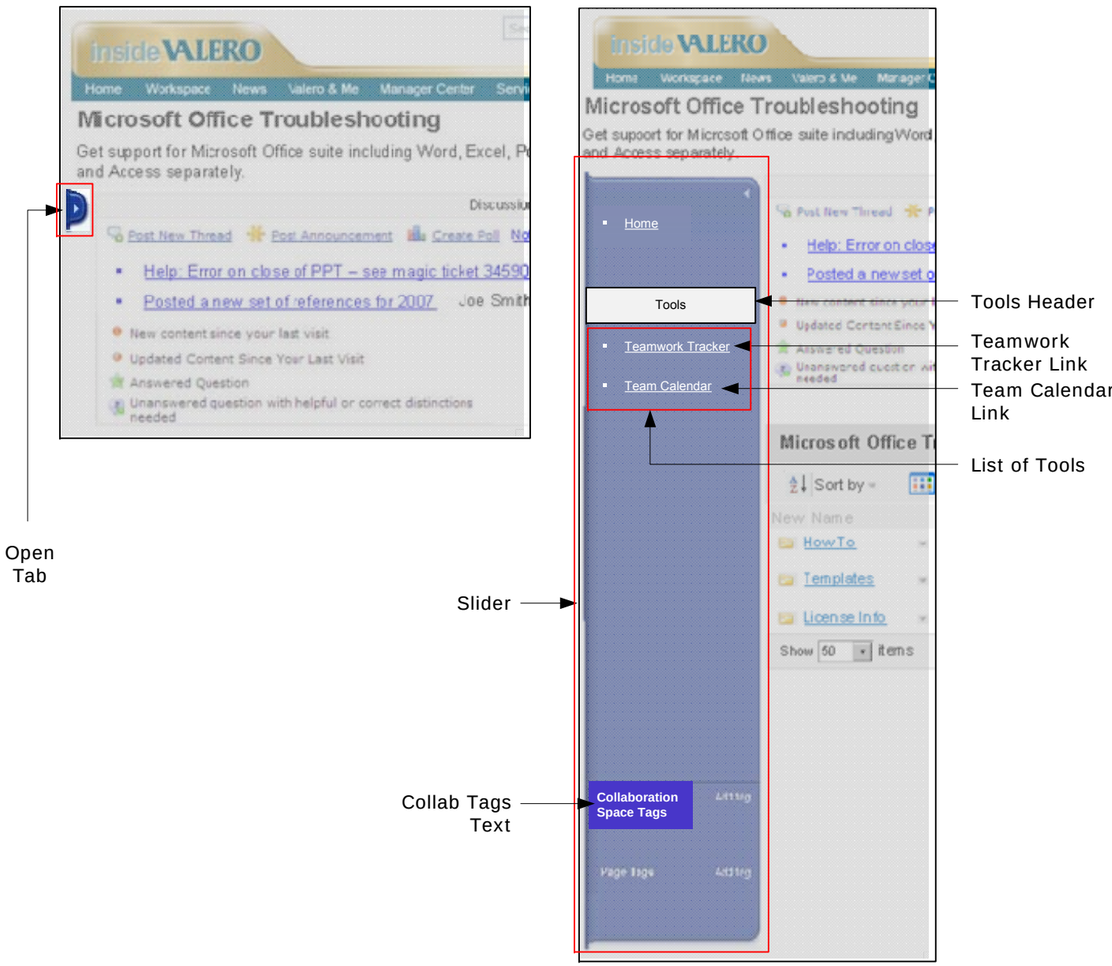
Image:
- Select an appropriate image (comprises photos or graphics and may integrate text).
- Identify URL to be assigned to the Item as navigation (optional).
- Optimize image to indicate it has a target being linked from it. If the image has a target portal page or asset, include the text “click here for more…”).

Intra-Collab Space Navigator

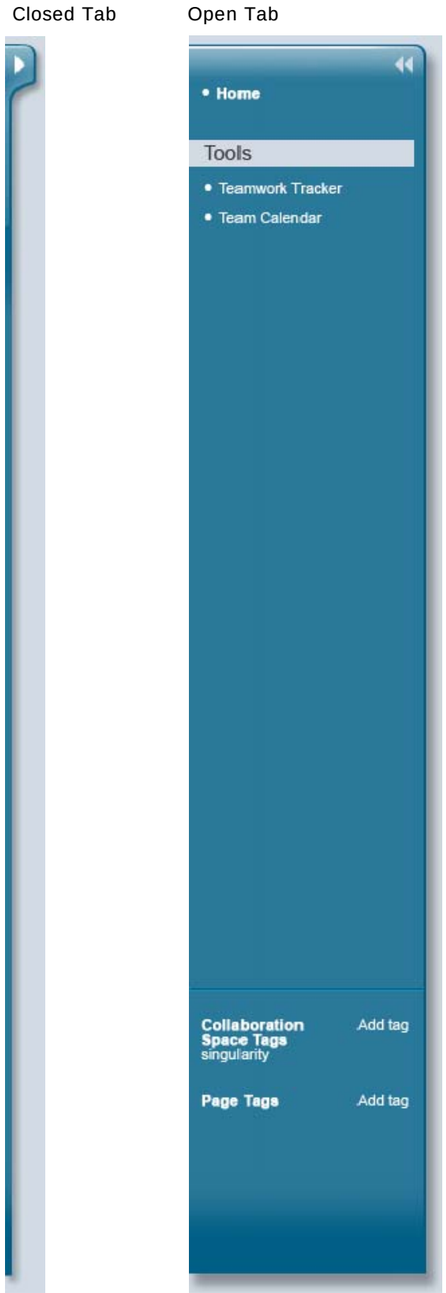
Overview

This component is the out-of-the-box SAP delivered component which provides the user a view of sub-pages and tags within this Collaboration Space. The Moderator of a Collaboration Space has the ability to add pages to a space. This allows all users the ability to navigate from one page of a space to another.

Wireframe Pattern



Visual Composition



Component General Properties

Style:
- Open Tab: Graphic
- Slider: Graphic

Sizing: No changes to the SAP delivered sizing.

Scroll Bar: No

Visibility: Always appears for Collaboration Spaces.

Behavior: No changes to the out-of-the box SAP components functionality, unless noted.

Search Indexed: No

Collab Tabs Text

Style: Standard Text (weight=bold, color=white)

Text: Change the out-of-the-box SAP text from "Workspace Tags" to "Collaboration Space Tags"

Tools Header

Style: Subhead Two

Background: Light Blue
Width: 165 pixels
Height: 20 pixels

Text: Fixed at "Tools".

Visibility: Displays if the user has at least one item in the List of Tools.

List of Tools

Number of Items:
Min: Zero
Max: No system maximum.

Note: The list is auto generated for each Collaboration Space based on the Modules used within the specific space.

Contains: A pre-defined list of Modules that when added to a collaboration space generate an item for the list.

Order:
- Teamwork Tracker links always display first.
- Team Calendar

Teamwork Tracker Link

Style: Standard Link (color=white)

Text: Fixed at "Teamwork Tracker".

Visibility: Display for each instance of the Teamwork Tracker module within a specific collaboration space instance.

Target: Displays the Collaboration Space – Tools page, containing the Teamwork Tracker – See All (Assignments) view, in the browser window, replacing the current content page.

Team Calendar Link

Style: Standard Link (color=white)

Text: Fixed at "Team Calendar".

Visibility: Display for each instance of the Team Calendar module within a specific collaboration space instance.

Target: Displays the Collaboration Space – Tools page, containing the Team Calendar – Month View, in the browser window, replacing the current content page.

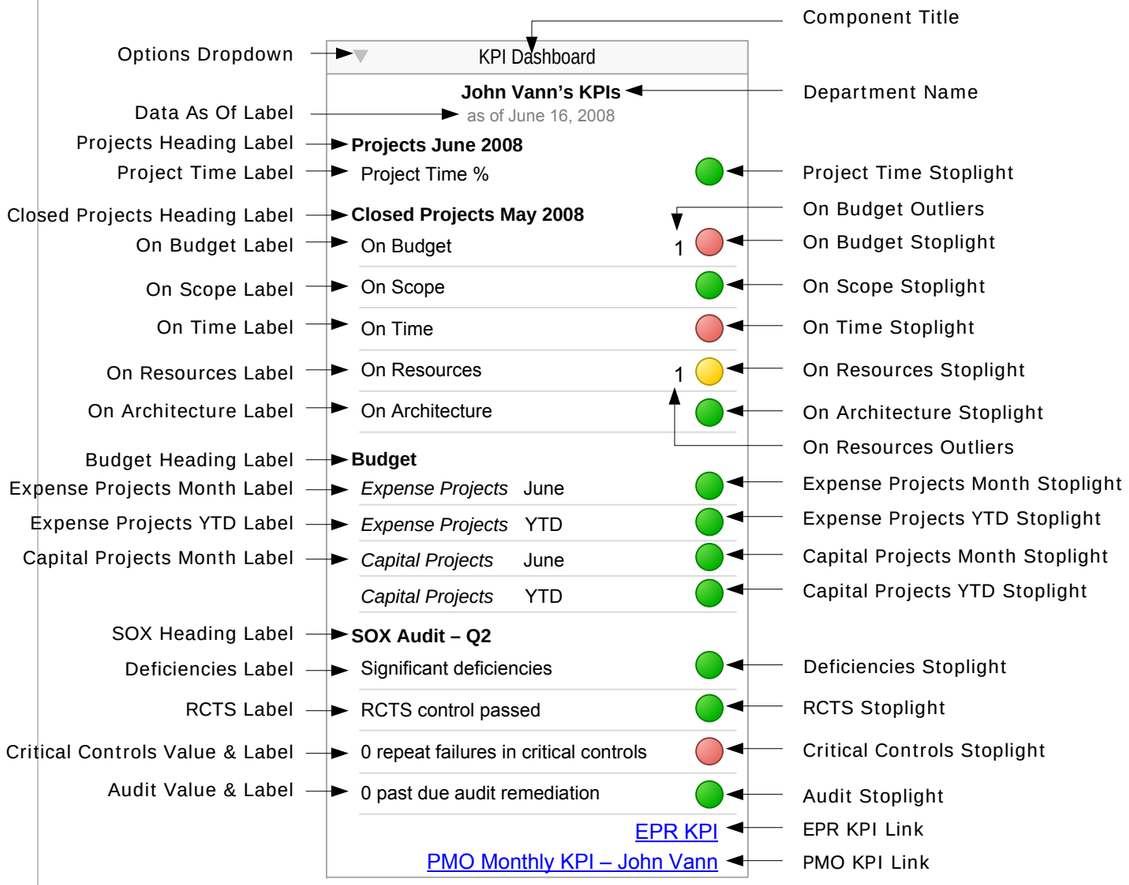
KPI Dashboard

Overview

Displays a quick snapshot of the overall I/S organizations performance (on a monthly basis) and provides views into individual departments within the I/S organization to see their performance – allowing the user to select the department to view.

There are also links to the detailed reports that serve as the source of the data displaying within the component.

Wireframe Pattern



Visual Composition

Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable Minimum width: 237 pixels.

Behavior:

- On component load, the view is for the "Overall I/S" Department.
- Once a user changes the view using the Options Menu, the default view on component load is now the last view the individual user selected in the Options Menu (selected either during the current session or from the prior session).

Search Indexed: No

Component Title

Style: Subhead Two

Text: Title as specified in the page instance wireframe.

Options Dropdown

Style: Graphic

Behavior "On-click": Displays the Options Menu.

Options Menu

Style: Dropdown Menu

Contents and Order:

- Overall I/S
- Then, all department heads in alpha order by last name

Note: Overall I/S = Hal Zesch's view.

Behavior "On-click": The component is refreshed displaying the KPI data based on the selection.

Department Name

Style: Standard Text (weight = bold)

Text: Based on which Department view is displaying

- If "Overall I/S" view – "Overall I/S KPIs"
- For all other views: "[Department Name]'s KPIs", where Department Name is taken from the Options Menu value.

Data As of Label

Style: Standard Text (color = Grey)

Text: Displays as "as of [Date]"

- Where Date is in the format = Month Day, Year (i.e., June 16, 2008)
- The Date value is determined by the date of the most recent update of data within in the dashboard.

KPI Dashboard (continued)

Projects Heading Label
Style: Standard Text (weight = bold)

Text: Displays as “Projects [Date]”
- Where Date is in the format = Month Year (i.e., June 2008)
- The Date value is determined by the most current months data available.

Project Time Label
Style: Standard Text

Text: Fixed at “Project Time %”.

Project Time Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: PMO Monthly KPI. Project Time Percentage graph.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

Closed Projects Heading Label
Style: Standard Text (weight = bold)

Text: Displays as “Closed Projects [Date]”
- Where Date is in the format = Month Year (i.e., May 2008)
- The Date value is determined by the most current month’s data available.
- Typically, the closed month is the calendar month prior to the update.

On Budget Label
Style: Standard Text

Text: Fixed at “On Budget”.

On Budget Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 2* (shown towards the end).

Source: PMO Monthly KPI. Capital Projects $$ - PRT vs. Actual.

Behavior: On roll-over, display the *Status Indicator Legend 2* (shown towards the end).

On Budget Outliers
Style: Standard Text

Text: Numeric value, where the value represents the number of On Budget Outliers (greater than 10% outside their goal) as determined from the source file.

Source: PMO Monthly KPI. Capital Projects $$ - PRT vs. Actual.

On Scope Label
Style: Standard Text

Text: Fixed at “On Scope”.

On Scope Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: EPR KPI. Customer Benefits: B.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

On Time Label
Style: Standard Text

Text: Fixed at “On Time”.

On Time Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: EPR KPI. Customer Benefits: D.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

On Resources Label
Style: Standard Text

Text: Fixed at “On Resources”.

On Resources Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 2* (shown towards the end).

Source: PMO Monthly KPI. Manhours % of PRT Planned vs. Actual.

Behavior: On roll-over, display the *Status Indicator Legend 2* (shown towards the end).

On Resources Outliers
Style: Standard Text

Text: Numeric value, where the value represents the number of On Resources Outliers (greater than 10% outside their goal) as determined from the source file.

Source: PMO Monthly KPI. Manhours % of PRT Planned vs. Actual.

On Architecture Label
Style: Standard Text

Text: Fixed at “Architecture”.

On Architecture Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: EPR KPI. Customer Benefits: F.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

Budget Heading Label
Style: Standard Text (weight = bold)

Text: Fixed at “Budget”.

Expense Projects Month Label
Style: Standard Text; Italic

Text: Displays as “Expense Projects [Month]”
- Where Month (i.e., June).
- Month value not in italic.
- The Month value is determined by the most current months data available.

Expense Projects Month Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: I/S 2008 Project Availability by BU (Dollars)? Specific data TBD by Valero.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

Expense Projects YTD Label
Style: Standard Text; Italic

Text: Fixed at: “Expense Projects YTD”, where “YTD” is not in italic.

Expense Projects YTD Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: I/S 2008 Project Availability by BU (Dollars)? Specific data TBD by Valero.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

Capital Projects Month Label
Style: Standard Text; Italic

Text: Displays as “Capital Projects [Month]”
- Where Month (i.e., June).
- Month value not in italic.
- The Month value is determined by the most current months data available.

Capital Projects Month Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: I/S 2008 Project Availability by BU (Dollars)? Specific data TBD by Valero.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

KPI Dashboard (continued 2)

Capital Projects YTD Label
Style: Standard Text; Italic

Text: Fixed at: “Capital Projects YTD”, where “YTD” is not in italic.

Capital Projects YTD Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: I/S 2008 Project Availability by BU (Dollars)? Specific data TBD by Valero.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

SOX Heading Label
Style: Standard Text (weight = bold)

Text: Displays as “SOX Audit – Q[Quarter Number]”
- Where the Quarter Number is a numeric value (1, 2, 3 or 4), based on the year Quarter.
- The Quarter value is determined by the most current quarters data available.

Deficiencies Label
Style: Standard Text

Text: Fixed at “Significant Deficiencies”.

Deficiencies Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: EPR KPI. SOX/Audit: B.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

RCTS Label
Style: Standard Text

Text: Fixed at “RCTS control passed”.

RCTS Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: EPR KPI. SOX/Audit: C.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

Critical Controls Value & Label
Style: Standard Text

Text: Displays as “[Value] repeat failures in critical controls”.
- Where the Value is numeric
- The Value is sourced from the EPR KPI. SOX/Audit: E file.

Critical Controls Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: EPR KPI. SOX/Audit: E.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

Audit Value & Label
Style: Standard Text

Text: Displays as “[Value] past due audit remediation”.
- Where the Value is numeric
- The Value is sourced from the EPR KPI. SOX/Audit: F file.

Audit Stoplight
Style: Stoplight

Display: To determine the appropriate Stoplight graphic to display, match the value from the Source file to the legend in *Status Indicator Legend 1* (shown towards the end).

Source: EPR KPI. SOX/Audit: F.

Behavior: On roll-over, display the *Status Indicator Legend 1* (shown towards the end).

EPR KPI Link
Style: Standard Link

Text: As specified in the page instance wireframe.

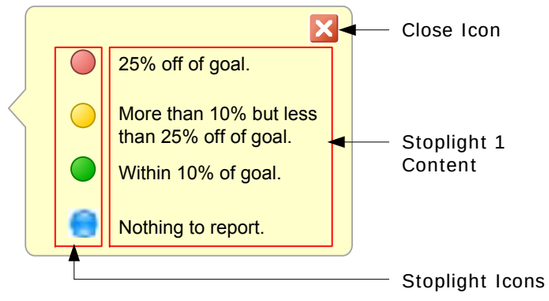
Target: Opens Asset ID A-DOC-IS-21 according to the default behavior specified in the Asset Link Handling.

PMO KPI Link
Style: Standard Link

Text: Displays as “PMO Monthly KPI – [Department Name]”.
- Where Department Name is taken from the Options Menu value.

Target: Based on the Department selected, the applicable file opens according to the default behavior specified in the Asset Link Handling.

Status Indicator Legend 1 Wireframe



Status Indicator Legend 1 Visual Composition

Status Indicator Legend 1 General Properties
Style: Rollover Bubble

Sizing: Static Width Width: 175 pixels.

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Close Icon
Style: Graphic

Behavior “on-click”: Closes the *Status Indicator Legend 1*.

Stoplight Icons
Style: Stoplight

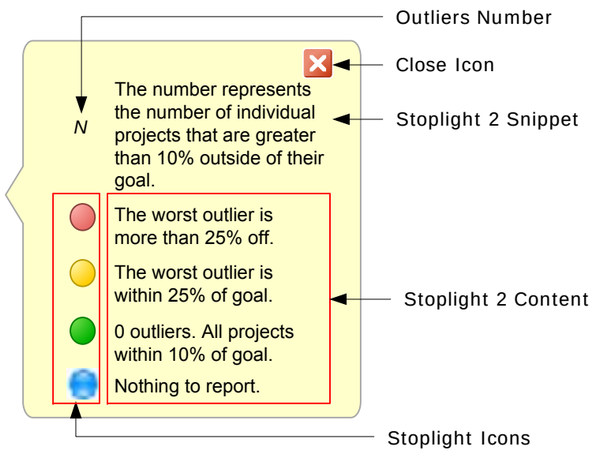
Display: Match the appropriate Stoplight graphic with the Stoplight Content.

Stoplight 1 Content
Style: Standard Text

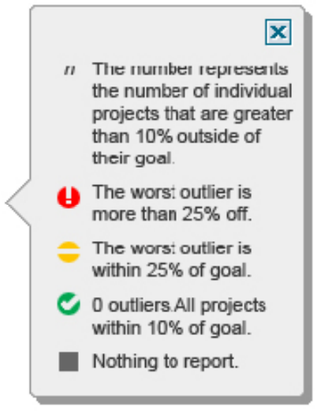
Text: Displayed as specified in the *Status Indicator Legend 1* Wireframe.

KPI Dashboard (continued 3)

Status Indicator Legend 2 Wireframe



Status Indicator Legend 2 Visual Composition



Status Indicator Legend 2 General Properties

Style: Rollover Bubble

Sizing: Static Width Minimum width: 175 pixels.

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Close Icon

Style: Graphic

Behavior “on-click”: Closes the *Status Indicator Legend 2*.

Outliers Number

Style: Standard Text ; Italic

Text: Fixed at “N”.

Stoplight Icons

Style: Stoplight

Display: Match the appropriate Stoplight graphic with the Stoplight Content.

Stoplight 2 Content

Style: Standard Text

Text: Displayed as specified in the *Status Indicator Legend 2* Wireframe.

Stoplight 2 Snippet

Style: Standard Text

Text: Displayed as specified in the *Status Indicator Legend 2* Wireframe.

Authoring Guidelines

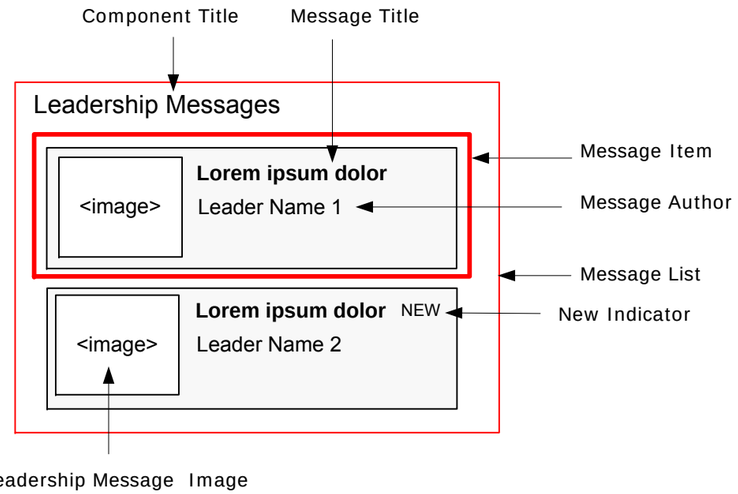
None

Leadership Messages

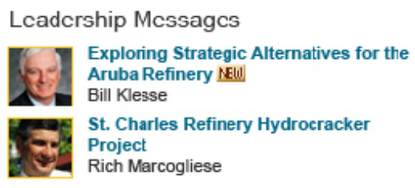
Overview

Displays all Leadership Messages that are targeted to the user.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Minimum Width: 265 pixels

Visibility: Show if there is at least one Leadership Message targeted for the user.

Search Indexed: No.

Message List

- An author will select the appropriate set of Leadership messages to include and their order.
- Leadership message articles are targeted, so all users may not see the same set of messages.
- No user should see more than two Leadership messages.

Message Item

Leadership Message Item Contents:
- 1 Leadership Message Title
- 1 Leader Author
- 1 Leadership Message Image

Visibility: Show the Message Item if the Leadership Message article is targeted to the user.

Component Title

Style: Subhead Two Left aligned.

Message Title

Style: Based off of Standard Text Link, except: Weight = Bold

Text: Equal to the *Title* of the Leadership Message article.

Target: News Center Page with Leadership Message article selected.

Message Author

Style: Standard Text Left aligned.

Text: Equal to the *Author* metadata of the Leadership Message article.

Target: News Center Page with Leadership Message article selected.

Message Image

Sizing: Both Static Left aligned.

Width = 42 pixels ; Height = 38 pixels

Graphic: The image thumbnail associated with the Leadership Message author.

Target: *News Center* Page with *Leadership Message* article selected.

Authoring Guidelines

Message List:
- Leadership messages are by definition from a pre-determined short list of senior executives who are tapped to utilize this communications channel.
- Guidelines for Home Page:
  - CEO message is always first (if applicable).
  - COO message is listed above all others, except CEO.
  - If no CEO or COO message, other messages should be listed with most recent first.
- A managed list is associated with each Portal page that includes this component.

Component Title:
- Text: see wireframe pattern for exact text.

New indicator

Follow behavior described for Links to Articles in New Indicator

Library Viewer

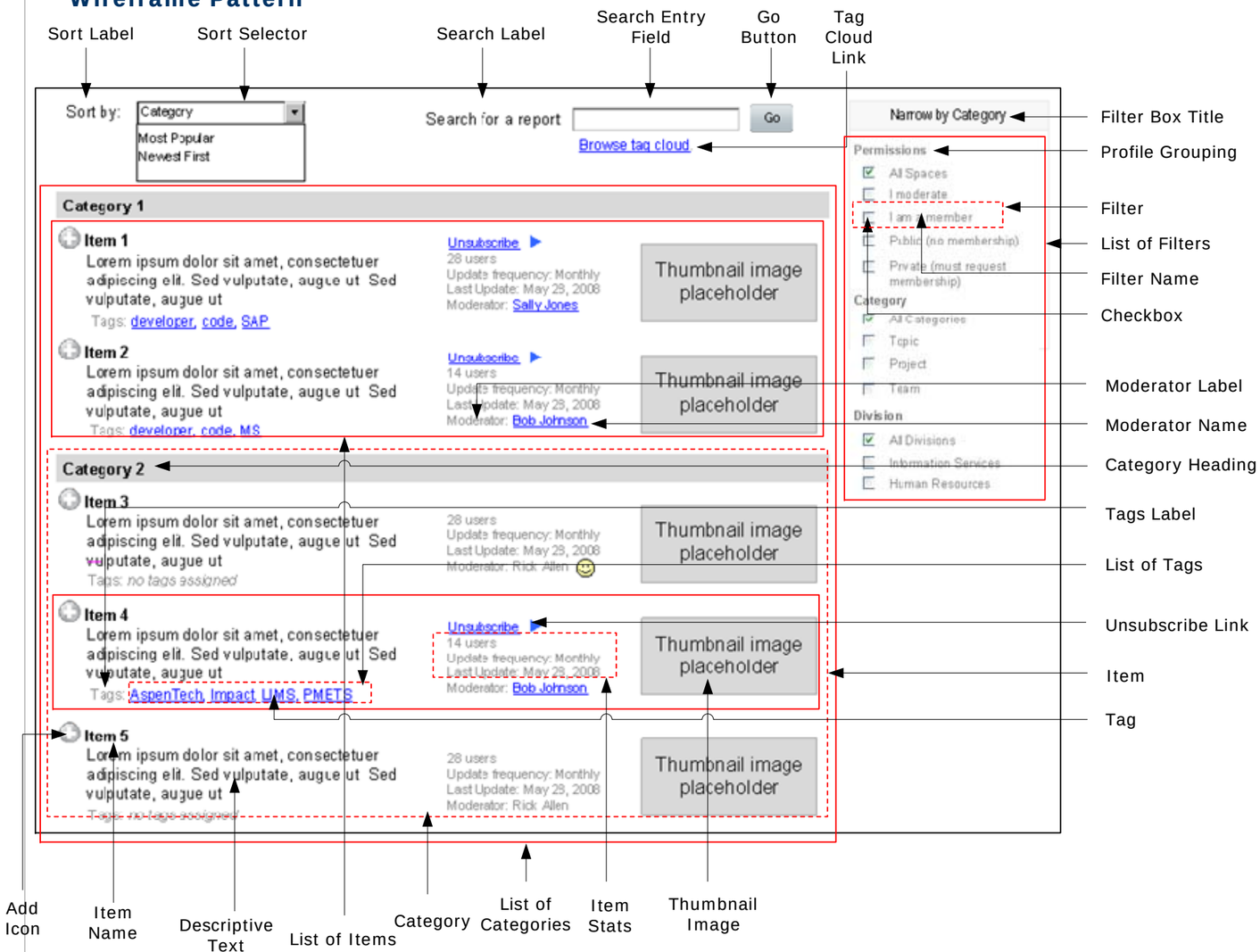
Overview

Allows for searching or browsing for a particular item among a set of like items (e.g. Modules, reports, etc.). The component allows the user to view the item and add it to an associated User Controlled List or add Modules to their Workspace "Start Here" page or Collaboration Space.

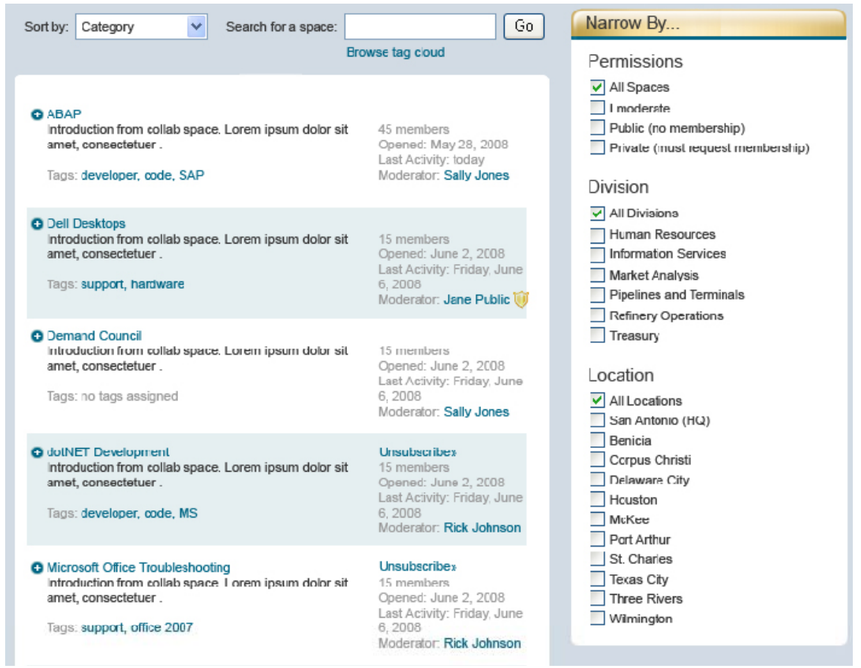
The component supports 2 modes:

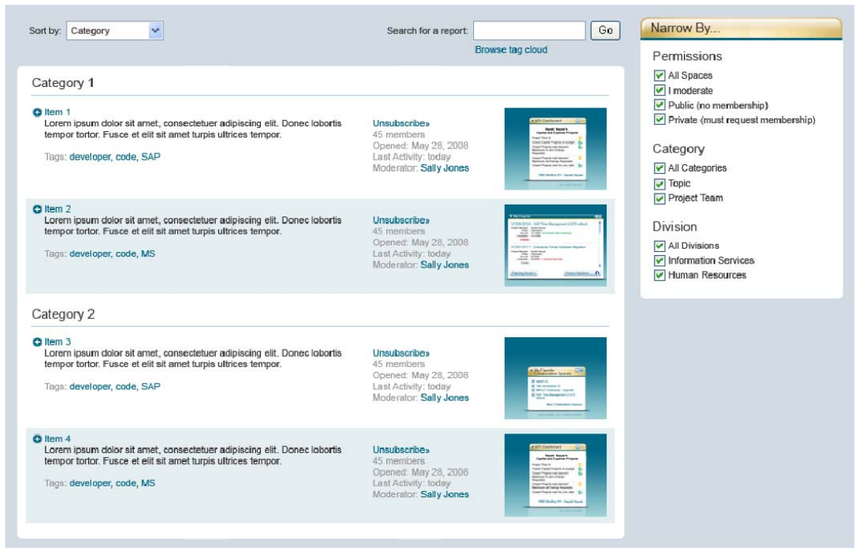
- Mode #1 - a directory of Collaboration Spaces
- Mode #2 - a directory of assets of the same kind (e.g. reports, modules)

Wireframe Pattern



Visual Composition





Library Viewer (continued)

Component General Properties

Sizing: Both Conformable
1) When included on a Portal Page containing a narrow left column: Minimum width: 460 pixels.
2) When included on a Portal Page that does not have a narrow left column: Minimum width: 710 pixels.

Search Indexed: Yes

Visibility: Always shown if included on the page.

List of Categories

Number of Categories:
Min: Zero – only when the author does not group items into more refined lists.
Max: No system maximum.

Visibility:
- The list seen may vary by user because some categories may not contain any items available to the user.
- On component load, the the List is sorted by Category.
- The List of Categories is refreshed and impacted based on the user using the Sort Selector, Search, and Category Filter functionality.

Category

Contents:
- Category Heading
- List of Items

Visibility:
- The category will only be displayed if it has at least one item entitled to the user, factoring the impact Search and Filter have on the list of items.

Order: The Categories are always shown in alpha/ numeric order.

Category Heading

Style:
- Text: Subhead Two
- 1px Light Blue line beneath

Sizing:
1) When included on a Portal Page containing a narrow left column: 460 pixels.
2) When included on a Portal Page that does not have a narrow left column: Minimum width: 710 pixels.

Text:
- For Mode 1, used for Collaboration Spaces – no Category Heading displays.
- For Mode 2, display the names of the authored Categories.

Visibility: For Mode 2, if the user performs a Sort other than by Category, the Category Heading is hidden.

List of Items

Number of Items:
Min: One
Max: No system maximum.

Visibility:
For the Collaboration Spaces mode (Mode 1):
- Displays active spaces (spaces closed or archived will not appear).
- Spaces that are set as “Members Only”, will not display unless the user is already a member of the space.
- The list of Spaces is also impacted by the Search and Filter functionality.
- If no items are found in Search, the List of Items displays as “No items found matching your search term.”

For Mode 2:
- The list seen may vary by user because some items may not be available to all user types.
- The list of Items is also impacted by the Search and Filter functionality.
- If no items are found in Search, the List of Items displays as “No items found matching your search term.”

Item

Contents:
- Item Name
- Descriptive Text
- Add Icon
- Item Stats
- Moderator Label
- Moderator Name
- Thumbnail Image
- Tags Label
- List of Tags
- Unsubscribe Link

Visibility:
- The item will only be displayed if it is entitled to the user (and matches the Search query, if a Search was performed).

Order:
In the Collaboration Spaces mode:
- If Search or Filter is performed, the Items are always shown in alpha/numeric order.
- If a different Sort is performed, the Items are ordered by the selected metadata.

For Mode 2:
- If Sort by Category, Search or Filter is performed, the Items are always shown in alpha/numeric order within their Category.
- If a different Sort is performed, the Items are ordered by the selected metadata (without Category Headings displayed).

Item Name

Style: Standard Text
- For Module Libraries, the name is not a link.
- For all other instances of the component, the name is a link: Standard Link

Text: Text is equal to the name of the target item.

Target:
- For assets, follow the default behavior specified in the Asset Link Handling
- For Collaboration Spaces, if the user is already a member or the moderator, or the space is public, the selected space opens in the same browser window, replacing the current portal page.
- For Collaboration Spaces, if the user is not already a member or the moderator, and the space is NOT public, the Request Permission page opens in the same browser window, replacing the current portal page.

Descriptive Text

Style: Standard Text

Sizing:
- If there is no narrow left column on the page and the Thumbnail Image part is not included: 260 pixels
- If there is no narrow left column on the page and the Thumbnail Image part is included: 140 pixels
- If there is a narrow left column on the page and the Thumbnail Image part is included: 115 pixels
- If there is a narrow left column on the page and the Thumbnail Image part is not included: 140 pixels

Text:
- In the Collaboration Spaces mode (Mode 1) – the descriptive text is sourced from the Description field that Moderators populate when completing the out-of-the-box SAP form for creating a Collaboration Space.
- For mode 2 – the descriptive text is created by the author of the item.

Add Icon

Style: Graphic

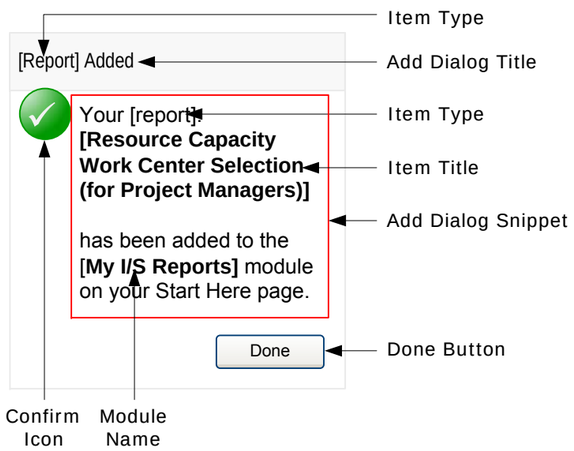
Visibility: Refer to the P11 User Controlled Page that the items should be added to for the rules for displaying the Add Icon.

Behavior “On-click”:
Reports and Collaboration Spaces
- If the associated User Controlled List is not already part of the users Start Here page, the User Controlled List is added to the Start Here page.
- Adds the item to the associated User Controlled List for the user as defined in the wireframe.
- Once the item is added, pop up the **Item Added Dialog Box** (shown on the next page).

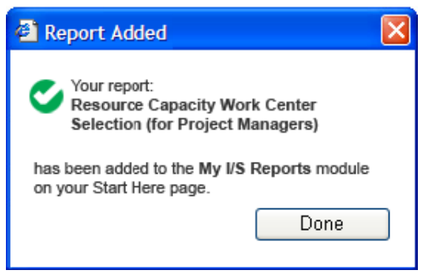
For Modules:
- If the user is viewing a workspace Module Library, the selected item is added to the users “Start Here” page for the specific workspace.
- If the user is viewing the Collaboration Space Module Library, the selected item is added to the Collaboration Space the user was previously viewing.
- Once the item is added, pop up the **Module Added Dialog Box** (as described in the Modules component functionality).

Library Viewer (continued 2)

Item Added Dialog Box Wireframe Pattern



Item Added Dialog Box Pattern Composition



Add Dialog Title
Style: Browser Title Bar

Text: Display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type* is a variable within the text.

Item Type
Text: Displays the type of item (i.e., Report, Collaboration Space, etc.) that is being added from the component instance.
- Use initial upper case within the *Add Dialog Title*.
- All lower case within the *Add Dialog Snippet*.

Add Dialog Snippet
Style: Standard Text

Text: For items, such as Reports or Collaboration Space, added to a User Controlled List, display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type*, *Item Title* and *Module Name* are variables within the text.

Item Title
Style: Standard Text ; Bold

Text: Displays the title of the Item (i.e., a Report name, a Collaboration Space name, etc.) that was added.

Module Name
Style: Standard Text ; Bold

Text: Displays the title of the Module the Item is added to (i.e., My I/S Reports, My Favorite Collaboration Spaces, etc.).

Confirm Icon
Style: Graphic

Done Button
Style: Standard Browser GUI

Text: Fixed at “Done”.

Behavior “On-click”: Closes the Dialog Box.

Moderator Label
Style: Standard Text

Align: Left

Text: Fixed at “Moderator:”.

Visibility: Displays only for Mode #1 (Collaboration Spaces).

Moderator Name
Style:
- If the user is the Moderator of the Collaboration Space (no link): Standard Text; And the Moderator Icon displays.
- If the user is NOT the Moderator of the Collaboration Space (link): Standard Link

Text: Displays the Moderators name from the Contacts Directory.

Target: If the user is NOT the Moderator of the Collaboration Space, the Contacts Directory for the Moderator opens in a new window.

Visibility: Displays only for Mode #1 (Collaboration Spaces).

Item Stats
Style:Standard Text (color=Grey)
Align: Left

Text:
- Refer to the details within the page instance Wireframes for the Stats included for each Library (Reports, Modules, Collaboration Spaces).
- For all future instance of this component, the author will determine the metadata required for display.

Thumbnail Image
Style: Graphic

Size: Both Static
Width: 110 pixels
Height: 50 pixels

Image: An image for each Module in a Module Library.

Visibility: Displays only in a Module Library.

Tags Label
Style: Standard Text (color=Grey)

Text: Fixed at “Tags:”.

Visibility: Displays only for Mode #1 (Collaboration Spaces).

List of Tags
Number of Items:
Min: None
Max: Displays up to the 10 most recently added Tags for the Collaboration Space; separated by a commas.

Behavior:
- The tags are ordered from left to right, starting with the most recently added.
- If there are no tags for the Collaboration Space, display “no tags assigned”; Text is in italic.

Visibility: Displays only for Mode #1 (Collaboration Spaces).

Tag
Style: Standard Link

Text: Displays the Tag text from the Item metadata.

Target: Refreshes the component and displays the Search Results containing other Collaboration Spaces matching the selected Tag.

Unsubscribe Link
Style: Standard Link
Align: Left

Text: Fixed by “Unsubscribe”.

Behavior “On click”: Refreshes the Portal page with the out-of-the-box SAP functionality initiated.

Visibility: Displays only for Mode #1 (Collaboration Spaces) if the user is currently a member of the space, but not a Moderator.

Sort Label
Style: Standard Text

Text: Fixed at “Sort by:”.

Sort Selector
Style: Standard Browser GUI

Contents and Order:
- For Collaboration Spaces (Mode 1): Most Popular, Name, Newest First
- For Mode 2: Category, Most Popular, Name, Newest First

Behavior:
- All items in the library are impacted by the selected sort. – not just the ones displaying from a prior Search or Filter action.
- When a Search is executed, the results are sorted by relevance by default - the Sort option is blank.

Behavior “On-click”: The List of Categories is refreshed and updated based on the users selection.
- If “Category” is selected – the Category Headings are in alpha order and the Items in each category are ordered by alpha.
- If “Most Popular” is selected – the Category Headings are hidden and the items (from all Categories) are ordered from the one included in the most User Controlled Lists to the one in the fewest (secondary sort is by the Item Name in alpha-numeric order).
- If “Name” is selected – the Category Headings are hidden and the items (from all Categories) are in alpha-numeric order.
- If “Newest First” is selected – the Category Headings are hidden and the items (from all Categories) are ordered from the one most recently added to the Library to the oldest in the library (secondary sort is by the Item Name in alpha-numeric order).

Note: The Items metadata will be used for sort using “Most Popular” and “Newest First”.

Library Viewer (continued 3)

Search Label

Style: Standard Text

Text: Fixed at “Search for a [Item]:”; where [Item] is replaced by the type of items in the Library (i.e., Report, Module, Collaboration Space).

Search Entry Field

Style: Standard Browser GUI

Behavior:
- Field is empty on screen load.
- Allows user to type into the field.

Go Button

Style: Standard Browser GUI

Text: Fixed at “Go”.

Behavior on button click or on key press “Enter:
- Performs a search of item names, item descriptions and tags (for Mode 1) of the items in the Library, based on the user entered text in the Search Entry Field.
- The search includes only those Items currently displaying prior to the search being preformed (based on the Filter the user set).
- The component refreshes displaying the Search Results.
- The Sort Selector is blank.

Tag Cloud Link

Style: Standard Link

Text: Fixed at “Browse tag cloud”.

Target: Links to the out-of-the-box SAP tag cloud, which contains the tags across all Spaces.

Visibility: Displays only for Mode #1 (Collaboration Spaces).

Filter Box Title

Style: Narrow Column Box

Text:
- In the Collaboration Spaces (Mode 1), display “Narrow by …”.
- For Mode 2, display “Narrow by Category”.

List of Filters

For Collaboration Spaces (Mode 1):
Contents and Order:
- Contains Profile Grouping categories: Permissions, Division, Location. (additional Profile Groupings can be added by the Author – based on available metadata).
- Refer to the Collaboration Space wireframes for the full list of initial Profile Groupings and the Filters within each.

Behavior: Auto generated based on the user authored modifications to the initial Profile Groupings and Filters.

For Mode 2
Contents and Order:
- Display “All Categories” as the first item in the list.
- Followed by the name of each category in the Library in alpha/numeric order.

Visibility: The list seen may vary by user because some Categories may not be available to all user types.

Behavior:
- This Mode doesn’t use the Profile Grouping.
- Auto generated based on the user authored Categories.

Profile Grouping

Style: Subhead Two

Text: Displays the initial list from the Collaboration Space wireframes, factoring in any Authored modifications.

Visibility: Displays only for Mode #1 (Collaboration Spaces).

Filter

Contents:
- Filter Name
- Checkbox

Filter Name

Style: Standard Name

Text: Displays the name of the authored Filter.

Checkbox

Style: Standard Browser GUI

For Collaboration Spaces (Mode 1):
Behavior: The component is refreshed and the List of Items is updated to reflect the checkboxes selected.
- On component load, for each Profile Grouping, all the Filters are selected.
- If the Profile Grouping contains an “All” option – when it’s currently selected:
  - All other Checkboxes in that Profile Grouping are selected.
  - If a Filter in the Profile Grouping is unselected, the “All” option is auto unselected.
- If the Profile Grouping contains an “All” option – when it’s NOT currently selected:
  - The user can select individual Checkboxes.
  - If the user selects all the Checkboxes with a Profile Grouping, the “All” option is auto selected.
  - If the user selects the “All” option, all Filters in the Profile Grouping are auto selected.

For Mode 2
Behavior: The component is refreshed and the List of Categories is updated to reflect the checkboxes selected.
- On component load, all the Filters are selected.
- When the “All” option is currently selected:
  - All other Checkboxes are selected.
  - If a Filter is unselected, the “All” option is auto unselected.
- When the “All” option is NOT currently selected:
  - The user can select individual Checkboxes.
  - If the user selects all the Checkboxes, the “All” option is auto selected.
  - If the user selects the “All” option, all Filters are auto selected.

Authoring Guidelines

List of Categories
- The list of categories is not used for the Collaboration Space mode (Mode 1).
- The list of categories is required for Mode 2.
- Contains each of the authored Categories for the associated Library.
- There is no system maximum for the number of Categories that can be included in a Library. The author should determine the best way to logically group the items into Categories, keeping similar items together.

Authoring Guidelines (continued)

List of Items
For Mode 1 (Collaboration Spaces)
- The list is not authored – it is auto generated.

For Mode 2
- The list of items is required.
- Contains each of the authored items for the associated Category.
- There is no system maximum for the number of items that can be included in a Category. But, it is recommended to not have more than 10 items in a Category.
- If there are more then 10 items, the author should consider refining the Category further by creating 1 or 2 additional, more detailed Categories.

Descriptive Text
- The description is optional – though it is recommended.
- Describes information such as what the item is, who typically has a need for the item and why it is used.

Item Stats
- This is required – the initial set of stats for each Library are contained in the Wireframes.
- The stats are a key tool that can help the user determine if an item should be considered for inclusion in their .
- Authors can modify the metadata requirements in order to present additional or different stats to the users.

Thumbnail Image
- This is required for each item in a Module Library – a screen shot of the Module.

List of Tags
- Tags are optional for items in the Collaboration Space Library.
- Tags can be added by the Moderator of the space or any user.

Profile Grouping
- For the Collaboration Space Library, authors can determine what metadata to allow filtering.
- The Author can add or remove Profile Groupings.

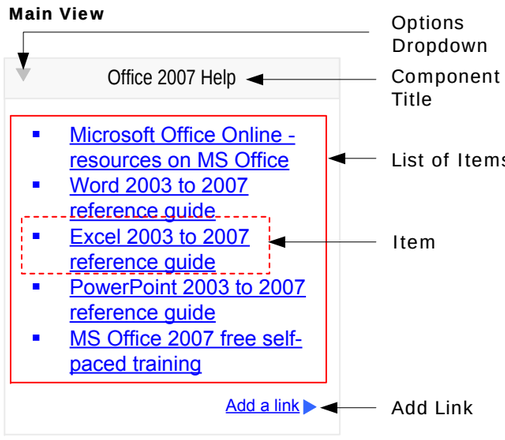
Linked List

Overview

A component available within a Collaboration Space that allows Moderators and Members the ability to add links to related assets (i.e., sites and applications) that support the needs of the members of the space. These assets could be tools and resources that help the members of the space resolve issues or gather information.

Wireframe Pattern

Main View



Visual Compositions

Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable
Minimum width: 237 pixels.

Scroll Bar: No

Visibility: Always appears if included in the collaboration space instance.

Search Indexed: No.

Component Title

Text: Title as specified in the page instance wireframe. The same title displays for all views of the component instance.

Options Dropdown

Style: Graphic

Behavior “On-click”: Displays the Options Menu.

Options Menu

Style: Dropdown Menu

Contents, order and visibility:
- “Add a link” – always displays
- “Edit a link” – displays if at least one item exists
- “Re-order links” – displays if at least two items exist
- Delete a link – displays if at least one item exists

Behavior “On-click”: The component is refreshed displaying the appropriate view (shown within this component description):
- Add a link – displays the “Add a link” view.
- Edit a link – displays the “Edit a link - default” view.
- Re-order links – displays the “Reorder Links” view.
- Delete a link – displays the “Delete a link” view.

List of Items

Number of Items:
Min: Zero
Max: No system maximum.

Display:
- If there are no items in the list, display text “There are no items.”.

Order:
- The items are listed in the order in which they are added – from bottom to top (i.e., the most recent item added is the top most item).
- When the list is re-ordered, on component load the saved re-order is displayed. Items added after a re-order, are added to the top of the list.

Item

Style: Bulleted Link

Text: Link text is equal to the value entered in the *Link Name Field* from the **Add a Link** view or if edited, the value entered from the **Edit a Link** view.

Target: The item opens in a new browser window displaying the target as entered in the *URL Field* from the **Add a Link** view or if edited, the value entered from the **Edit a Link** view.

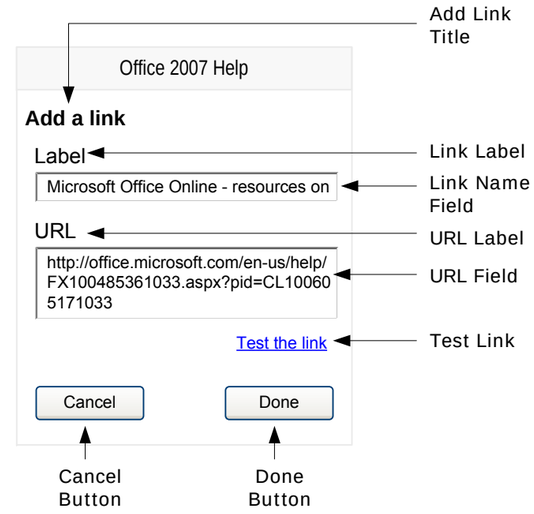
Add Link

Style: Standard Link

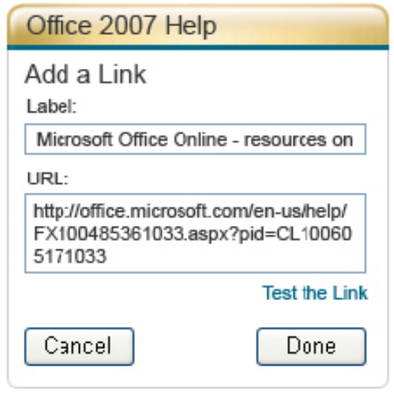
Text: Fixed at “Add a link”.

Target: Refreshes the component displaying the **Add a Link** view.

Add a Link Wireframe Pattern



Add a Link Visual Composition



Style: Standard Text ; Bold

Text: Fixed at “Add a link”.

Add Link Title

Style: Standard Text

Text: Fixed at “Label”.

Link Label

Linked List (continued)

Link Name Field

Style: Standard Browser GUI

Behavior:
- On initial view, the field is empty.
- Allows the user to type in a name for the item being added.

URL Label

Style: Standard Text

Text: Fixed at “URL”.

URL Field

Style: Standard Browser GUI

Behavior:
- On initial view, the field is empty.
- Allows the user to type or copy in the location for the item being added.

Test Link

Style: Standard Link

Text: Fixed at “Test the link”.

Behavior On-click:
- Opens a new browser window displaying the target for the URL entered in the *URL Field*.

Cancel Button

Style: Standard Browser GUI

Text: Fixed at “Cancel”.

“On selection” behavior:
- On button click, the component refreshes and displays the **Main View**.
- Any information entered in the *Link Name Field* or the *URL Field* is not saved.

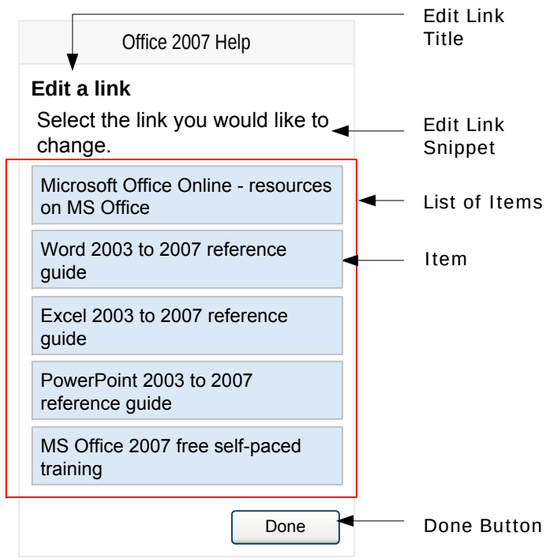
Done Button

Style: Standard Browser GUI

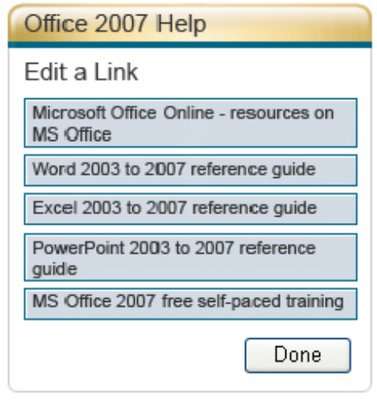
Text: Fixed at “Done”.

“On selection” behavior:
- On button click, the component refreshes and displays the **Main View**.
- The item text (as entered in the *Link Name Field*) is displayed in the *List of Items*.
- The newly added item is displayed at the top of the list.

Edit a Link – Default View Wireframe Pattern



Edit a Link – Default View Pattern Composition



Edit Link Title

Style: Standard Text ; Bold

Text: Fixed at “Edit a link”.

Edit Link Snippet

Style: Standard Text

Text: Fixed at “Select the link you would like to change.”.

List of Items

Visibility: Contains the same list of items from the **Main View** of the component instance.

Order: The items are listed in the order in which they were listed in the **Main View** of the component instance.

Item

Style: Item Edit Buttons

Text: Equal to the name of the item from the **Main View** of the component instance.

Behavior: On button click, the component refreshes and displays the **Edit a link – Edit View** for the item selected.

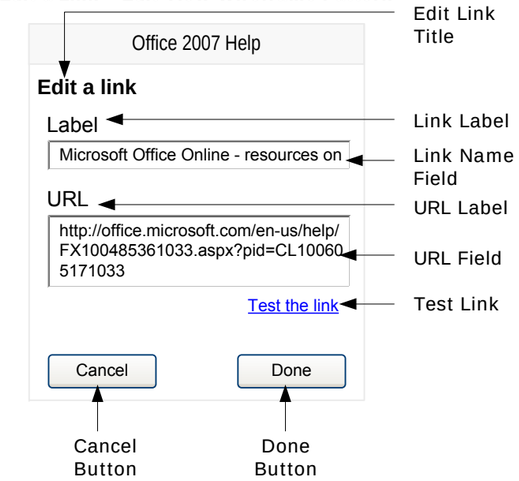
Done Button

Style: Standard Browser GUI

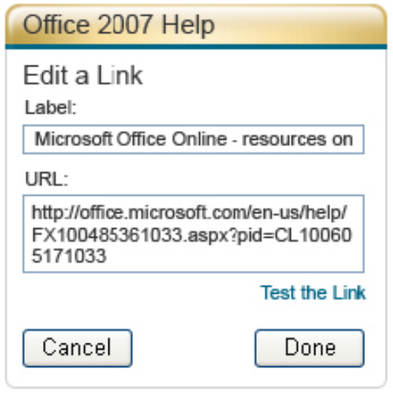
Text: Fixed at “Done”.

“On selection” behavior:
- On button click, the component refreshes and displays the **Main View**.
- Any items changed while while editing (as entered in the *Link Name Field*) on **Edit a Link – Edit View** are displayed with the update text in the *List of Items*.
- The edited items are displayed in the order they were prior to editing.

Edit a Link – Edit View Wireframe Pattern



Edit a Link – Edit View Pattern Composition



Edit Link Title

Style: Standard Text; Bold

Text: Fixed at “Edit a link”.

Link Label

Style: Standard Text

Text: Fixed at “Label”.

Linked List (continued 2)

Link Name Field

Style: Standard Browser GUI

Behavior:
- On initial view, the field is populated with the *Item Name* value from the **Edit a Link – Default View** for the item selected.
- Allows the user to modify or type in a new name for the item.

URL Label

Style: Standard Text

Text: Fixed at “URL”.

URL Field

Style: Standard Browser GUI

Behavior:
- On initial view, the field is populated with the Items URL (as provided when the item was initially added or subsequently edited.
- Allows the user to modify or copy in a new location for the item.

Test Link

Style: Standard Link

Text: Fixed at “Test the link”.

Behavior On-click:
- Opens a new browser window displaying the target for the URL entered in the *URL Field*.

Cancel Button

Style: Standard Browser GUI

Text: Fixed at “Cancel”.

“On selection” behavior:
- On button click, the component refreshes and displays the **Edit a Link – Default View**.
- Any information changed in the *Link Name Field* or the *URL Field* is not saved.

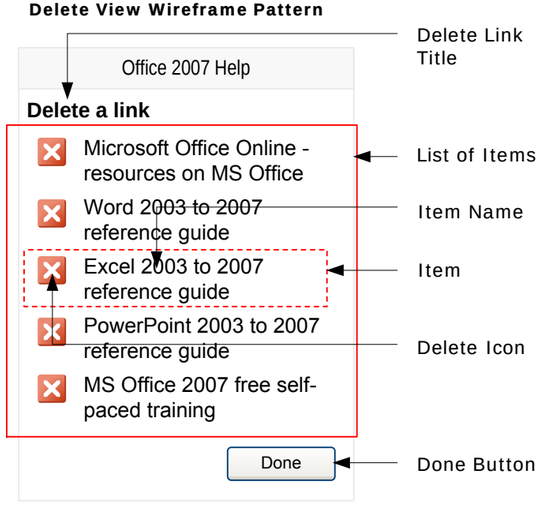
Done Button

Style: Standard Browser GUI

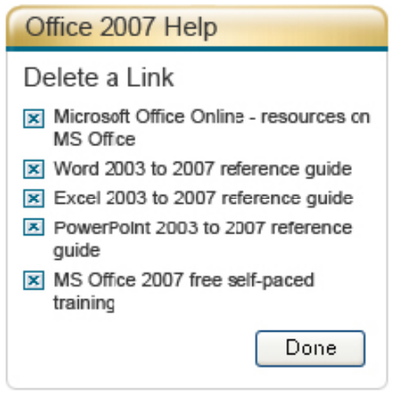
Text: Fixed at “Done”.

“On selection” behavior:
- On button click, the component refreshes and displays the **Edit a Link – Default View**.
- The item text (as entered in the *Link Name Field*) is displayed in the *List of Items*.
- The edited item is displayed in the order it was previous to editing.

Delete View Wireframe Pattern



Delete View Pattern Composition



Delete Link Title

Style: Standard Text; Bold

Text: Fixed at “Delete a link”.

List of Items

Visibility: Contains the same list of items from the **Main View** of the component instance.

Order: The items are listed in the order in which they were listed in the **Main View** of the component instance.

Item

Contents:
- Item Name
- Delete Icon

Item Name

Style: Standard Text

Text: Equal to the name of the item from the **Main View** of the component instance.

Done Button

Style: Standard Browser GUI

Text: Fixed at “Done”.

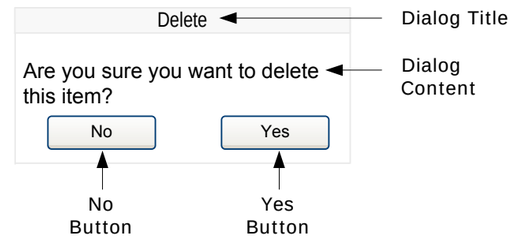
“On selection” behavior:
- On button click, the component refreshes and displays the **Main View**.
- Any item deleted (*Delete Icon* was selected for the item) will no longer display in the *List of Items*.

Delete Icon

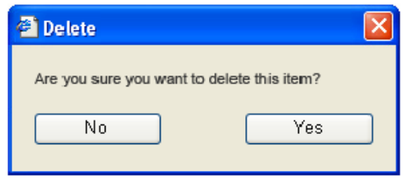
Style: Graphic

Behavior “On-click”: Pops up the **Delete Dialog Box**.

Delete Dialog Box Wireframe Pattern



Delete Dialog Box Pattern Composition



Dialog Title

Style: Browser Title Bar

Text: As shown in the Wireframe Pattern.

Dialog Content

Style: Standard Text

Text: As shown in the Wireframe Pattern.

No Button

Style: Standard Browser GUI

Text: Fixed at “No”.

Behavior “On-click”:
- Closes the Dialog Box; **Delete View** of the component continues to display.
- The item previously selected with the *Delete Icon* remains in the *List of Items*.

Yes Button

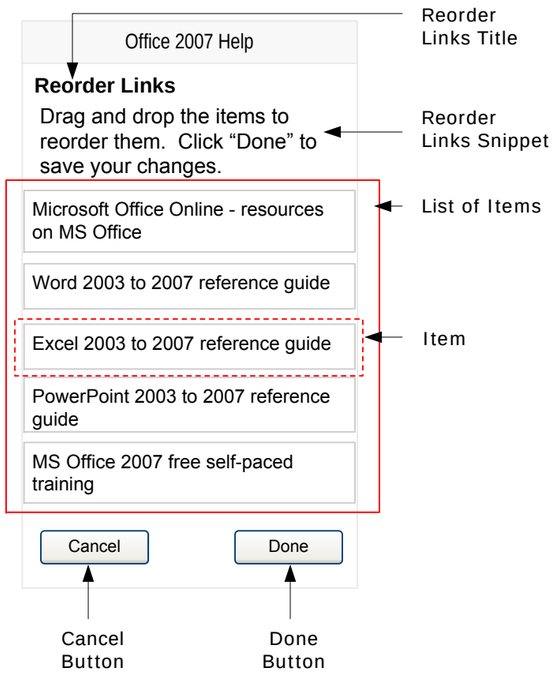
Style: Standard Browser GUI

Text: Fixed at “Yes”.

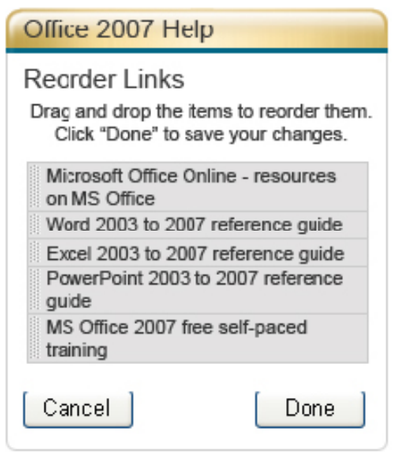
Behavior “On-click”:
- Closes the Dialog Box.
- Refreshes the **Delete View** of the component, and the previously selected item is no longer displayed within the *List of Items*.

Linked List (continued 3)

Reorder View Wireframe Pattern



Reorder View Pattern Composition
(See Visual Compositions in the User Controlled List component to see how items are reordered)



Reorder Links Title

Style: Standard Text; Bold

Text: Fixed at "Reorder links".

Reorder Links Snippet

Style: Standard Text

Text: As shown in the Wireframe Pattern.

List of Items

Visibility: Contains the same list of items from the **Main View** of the component instance.

Order: The items are listed in the order in which they were listed in the **Main View** of the component instance.

Item

Style: Standard Text

Text: Equal to the name of the item from the **Main View** of the component instance.

Cancel Button

Style: Standard Browser GUI

"On selection" behavior:

- On button click, the component refreshes and displays the **Main View**.
- The items are order as they were prior to displaying the **Reorder View**. Any re-ordering the user did prior to clicking the button are not saved.

Done Button

Style: Standard Browser GUI

"On selection" behavior:

- On button click, the component refreshes and displays the **Main View**.
- The items are now order based on the re-ordering the user did prior to clicking the button.
- This re-order becomes the default until the user either re-orders again or adds new items (which are placed at the top of the list).

Authoring Guidelines

Component Title:

- The title should help the user understand how these items are related to each other.

List of Items:

- The author should limit the the number of links to 10 or less within one instance of the component.
- If the author intends to include more then assets, consider having more than one instance of the component, splitting the assets into more finite categories.

Link Name Field:

- This field is required.
- The author needs to provide a brief name of the asset being linked to (i.e., the name of a site or application, including a specific section of the site or application).

URL Field:

- This field is required.
- The author needs to provide the url location for the asset being linked to.

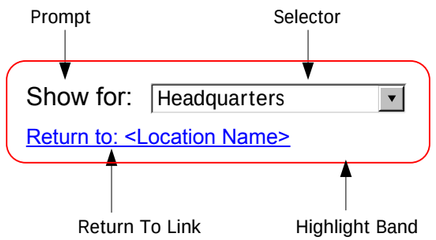
Location Navigator

Overview

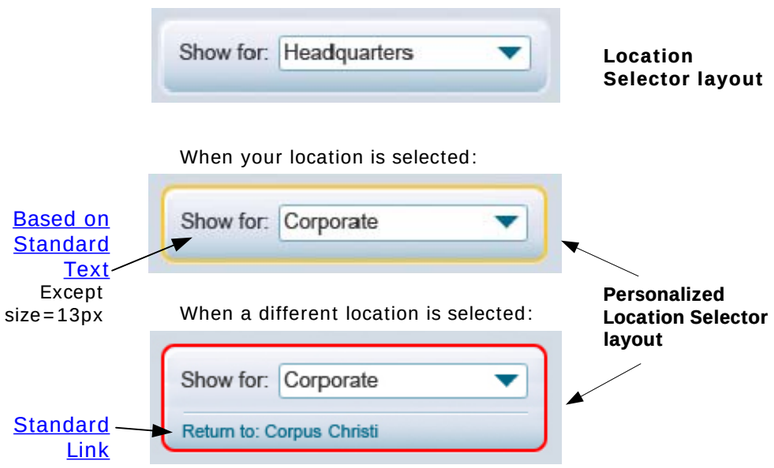
A dropdown menu containing an entry for all major Valero locations. The component allows the user to select a location and navigate to a page associated to that location.

This component has 2 layouts available based on what page the component is being used. The main difference is that one of the layouts supports a "Return to:" link. The Author will determine which layout is needed for each instance of the Location Navigator.

Wireframe Pattern



Visual Compositions



Component General Properties

Sizing: Both Conformable

Min Width: 150 pixels

Visibility: Always appears if included on page and there is more than one version of the page (2 or more locations have a version of the page).

Search Indexed: No.

Prompt

Style: Based off of Standard Text, except: Size = 13px

Text: See Wireframe Pattern to the left for text.

Selector

Style: Dropdown Menu

Location Selector layout

Contents of the dropdown menu:
- Headquarters
- Ardmore, Benicia, Corpus Christi, Delaware City, Houston, Quebec, Krotz Springs, McKee, Memphis, Paulsboro, Port Arthur, St. Charles, Texas City, Three Rivers, Wilmington
- Retail
- Asphalt
- The locations listed in the menu should only be those having a version of the page. Locations that do not have a version of the page, should be hidden.

Order:
- Headquarters is listed first, followed by the refineries in alpha order, Asphalt, Retail.

Behavior:
- The full dropdown (including the location name, down arrow and white space), are clickable and open the dropdown menu.

Default Selection:
When arriving at a page containing the Location Navigator, the following rules determine the selection value on page load:
- When arriving from a source page that contains the Location Navigator, the default selection value is equal to the selection value from the source page.
- When arriving from a source page that contains a link for a specific location, the default selection value is equal to the location context for the link on the source page.

"On selection" behavior:
On location selection, the portal page changes to the appropriate portal page (refer to the Site Map) based on the selected value.

Selector (continued)

Personalized Location Selector layout

Contents and order of the dropdown menu:
- The first item in the menu will vary by **mode**:
  If Mode 1
  Headquarters
  If Mode 2
  Corporate
- In both modes, list of refineries follow in alpha order:
  Ardmore, Benicia, Corpus Christi, Delaware City, Houston, Krotz Springs, McKee, Memphis, Paulsboro, Port Arthur, St. Charles, Texas City, Three Rivers, Wilmington
- All user types see all selection values
- The locations listed in the menu should only be those having a version of the page. Locations that do not have a version of the page, should be hidden.

Behavior:
- The full dropdown (including the location name, down arrow and white space), are clickable and open the dropdown menu.

Default Selection:
When arriving at a page containing the Personalized Location Selector, the following rules determine the selection value on page load:
- When arriving from a source page that contains the Personalized Location Selector, the default selection value is equal to the selection value from the source page.
- When arriving from a source page that contains a link for a specific location, the default selection value is equal to the location context for the link on the source page.
- When arriving from a page that doesn't contain a link for a specific location and doesn't contain a Personalized Location Selector, the default selection value is equal to the location segment the user belongs to.
-
- "On selection" behavior:
- Display the view of the page corresponding to the selected location.

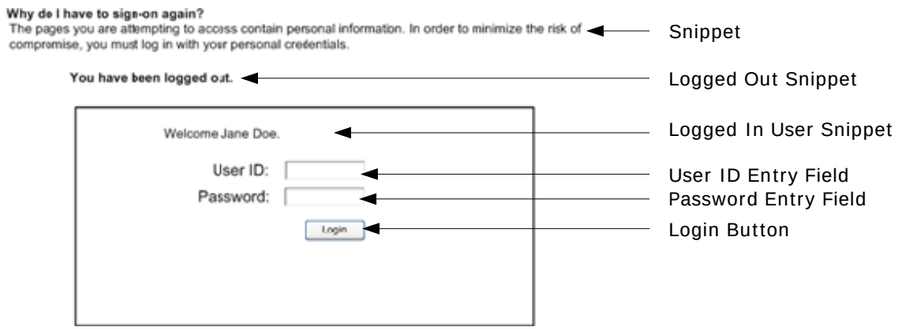
Login

Overview

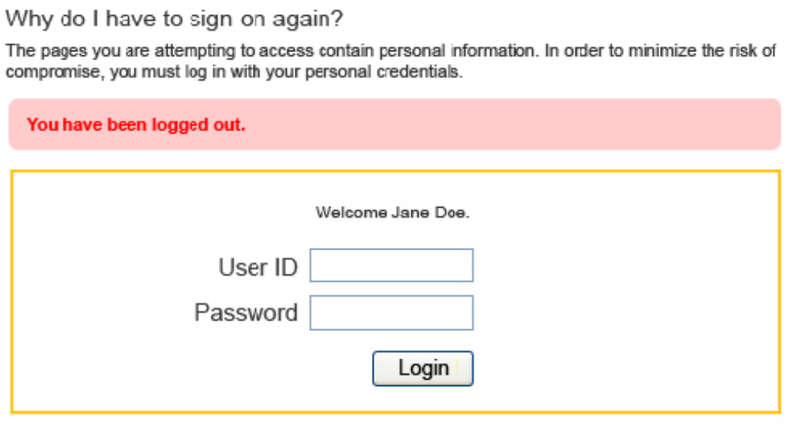
Displays a login box to enable the user to enter their User ID & Password to satisfy a Valero requirement for secondary authentication to access sensitive personal information.

Note: Valero to determine which User ID and Password will be used for this additional level of authentication.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Visibility: Component is shown whenever access to a Valero & Me, Manager Center or HR Workspace page is attempted.

Search Indexed: No.

Snippet

Style: Standard Text

Text: As shown in the page instance wireframe.

Logged Out Snippet

Style: Standard Text

Text: As shown in the page instance wireframe.

Visibility: Only visible if user has timed out or logged themselves out of Valero & Me, Manager Center or HR Workspace pages.

Logged In User Snippet

Style: Standard Text

Text:
- Fixed at “Welcome [User name]”, where the format of User name is “First Name Last Name”.

User ID Entry Field

Style: Standard Browser GUI

Behavior:
- Field is empty on screen load.
- Allows user to type into the field – to enter a user ID (to be determined by Valero which user ID and password will be used).

Password Entry Field

Style: Standard Browser GUI

Behavior:
- Field is empty on screen load.
- Allows user to type into the field – to enter their password (to be determined by Valero which user ID and password will be used)

Login Button

Style: Standard Browser GUI

Text: Fixed at “Login”.

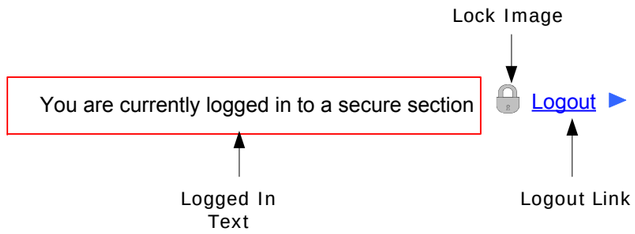
On-click behavior:
- If login is successful, desired Valero & Me, Manager Center or HR Workspace page is displayed.
- If login is unsuccessful, an error message is displayed to guide the user. Error Message is specified on the wireframes.

Login Status

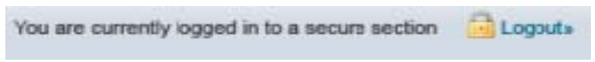
Overview

The component is used on all pages within the sections of the portal designated as requiring additional security to protect sensitive personal information. The component will indicate to the user that they have completed the additional authentication and have accessed one of the portal sections requiring the additional security.

Wireframe Pattern



Visual Composition



Component General Properties

Visibility: Component is shown whenever included on a page and the user is logged..

Search Indexed: No.

Logged In Text

Style: Standard Text

Text: Fixed at “You are currently logged in to a secure section”.

Lock Image

Style: Graphic

Visibility:

- Required for each instance of the component.
- One image applies for all users entitled to the page.

Logout Link

Style: Standard Link

Text: Fixed at “Logout”.

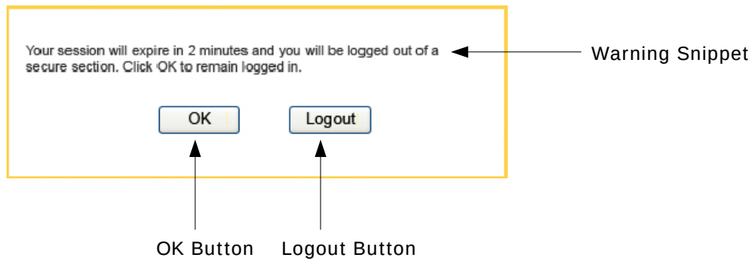
Target: Returns the user to the Login Page (PG 5800), displaying the text “You have been logged out.”

Login - System Time Prompt

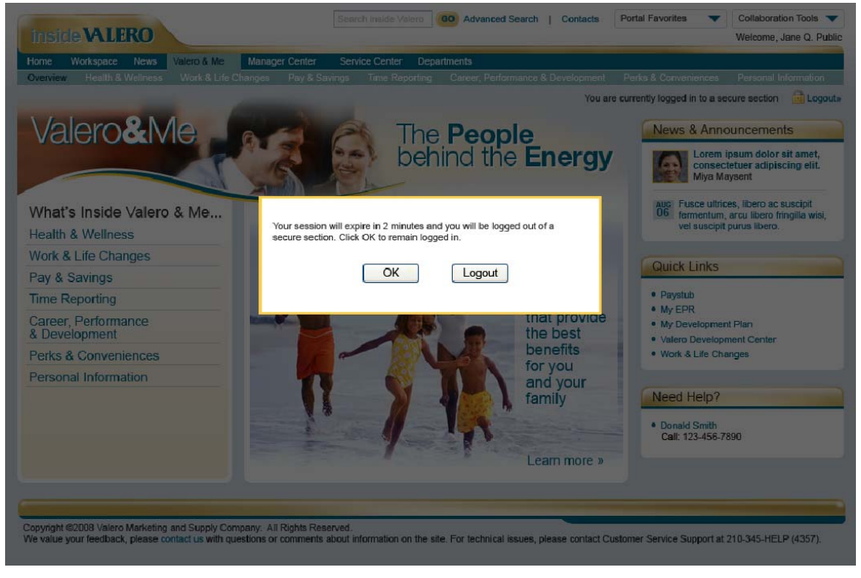
Overview

Provides the user with a reminder that they are logged into Valero & Me, Manager Center and HR Workspace pages after a specific amount of portal inactivity. The component also provides an automatic logout mechanism when the user does not react to the System Time Prompt reminder.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Static

Height: 140 pixels
Width: 400 pixels

Visibility: When the specified time threshold is reached from the time the user logged into a Valero & Me, Manager Center or HR Workspace session, the System Time Prompt popup window will be displayed to remind the user that their session is about to expire.

Behavior:

- Inactivity: If the user does not react to the System Time Prompt, they are logged out of their Valero & Me, Manager Center and HR Workspace page session.
- The System Time Prompt closes and the Login Page (PG 5800) displays containing the text "You have been logged out."

Search Indexed: No.

Warning Snippet

Style: Standard Text

Text:

- Display: "Your session will expire in [numeric time] minutes and you will be logged out of the secure section. Click OK to remain logged in."
- Where [numeric time] is a numeric value indicating the number of minutes remaining before the user is logged out.
- The value threshold will be determined by Valero.

OK Button

Style: Standard Browser GUI

Text: Fixed at "OK".

On-click behavior:

- Refreshes the System Time Prompt inactivity timer.
- Continues the user's Valero & Me, Manager Center and HR Workspace session.
- The popup window closes to display page content.

Logout Button

Style: Standard Browser GUI

Text: Fixed at "Logout".

On-click behavior: Returns the user to the Login Page (PG 5800), displaying the text "You have been logged out."

Location Navigator (continued)

Return To Link

Style: Standard Link

Visibility:
- Displays in the Personalized Location Selector layout only.
- Displays only if the user is *not viewing* their location, otherwise it is hidden.

Text:
- Fixed at “Return to: <Location Name>.
- Where Location Name equals the location the user belongs to.

On selection behavior:
- Display the view of the page corresponding to the users location in the current browser window.

Highlight Band

Visibility:
- Displays in the Personalized Location Selector layout only.
- Displays only if the user is *not viewing* their location, otherwise it is hidden.

Style:
- When the users location is displaying: 2 pixel (outside the box) Gold rule.
- When a location other then the users location is displaying: 2 pixel (outside the box) Red (#FF0000) rule.

Behavior:
- If the user is viewing their location, the band color is 2 pixel (outside the box) Gold rule.
- If the user is viewing a location other then their location, the band color is 2 pixel (outside the box) Red (#FF0000) rule.

Authoring Guidelines

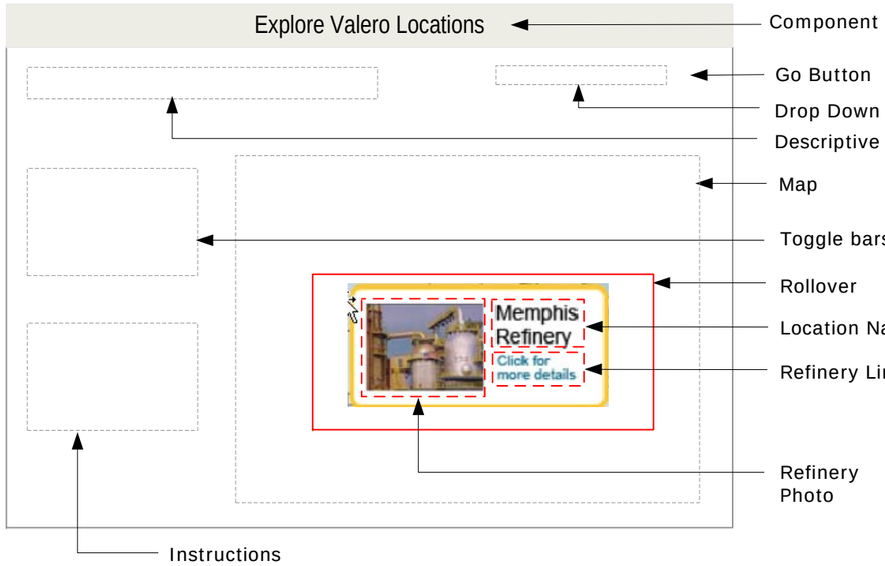
- This component is maintained by Corporate.
- Authors will need to select the layout.
  - The Location Selector layout is used on the Our Company pages
  - The Personalized Location Selector layout is used when multiple versions of a page exists – where a separate version can exist for each location.

Map Navigation

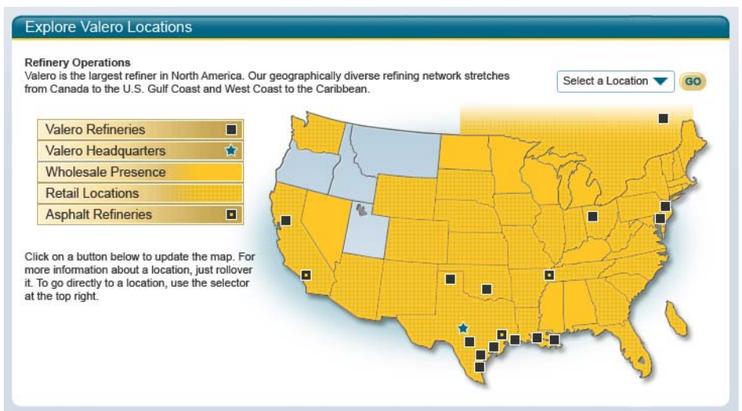
Overview

This component is a specific instance of a content section and can be used to show maps of the various locations and facilities and to navigate to lower-level pages about them

Wireframe Pattern



Visual Composition: Map



Component General Properties

Sizing: Both Conformable
Minimum width: 710 pixels.

Style: Varies

Search Indexed: No

This Component can be used on Page Patterns that allow the use of components Content Section or Focal Content

Component Title

Text: Fixed at “Explore Valero Locations”.

Descriptive Content

Style: Standard Text

Visibility: Required if the component exists.

Text:
- Displays authored text. One version of the descriptive content for all users.
- Refer to page instance wireframe for suggested text.
- Descriptive content can have formatting.
- Descriptive content cannot contain links.

Instructions

Style: Standard Text

Visibility: Required if the component exists.

Text:
- Displays authored text. One version of the descriptive content for all users.
- Descriptive content can have formatting.
- Descriptive content can contain links.

Visual Composition: Rollover

Drop Down Menu

Style: Dropdown Menu

Contents and Order:
- The selection values will include “Headquarters” and all of the active refinery locations.
- The list includes values “Retail” and “Asphalt”.
- The list does not include any retail locations.
- Selection values are listed in alpha order.
- All users see all selection values.
- The list contains “Select a location” value, as the default display.

Order:
- Selection values are listed in alpha order.

Default Selection:
- The component always displays “Select a location”.

Go Button

Style: Graphic

“On selection” behavior:
- On button click, the appropriate location page opens based on the value selected in the Drop Down Menu, in the browser, replacing the page on which the component resides.

Toggle Bars

Styles: (refer to the comps for treatment)
Toggle Bar Selected: Subhead Two
Toggle Bar Un-Selected: Subhead Two

Visibility:
- Required if the component exists.
- All users see all Toggle Bars.
- Refer to the page instance wireframe for the list of Toggle Bars

“On selection” behavior:
- Each element in the Toggle bar creates a different response on the map. When Toggle bar is selected, the map responds as follows:
  - Valero Refineries Toggle bar selected: designated element shows location on the Map.
  - Valero Headquarters Toggle bar selected: designated element shows location on the Map.
  - Wholesale Presence Toggle bar selected: state is shaded with appropriate color element on the Map.
  - Retail Locations Toggle bar selected: state is shaded with appropriate color element on the Map.
  - Asphalt Refineries Toggle bar is selected: designated element shows location on the Map.
- When a Toggle bar is un-selected, the corresponding designed element on the Map is hidden.
- If no Toggle bars are selected, the map shows no elements.
- Any combination of Toggle bars may be active at any time.

Default selection:
- No Toggle bars bars selected.

Map Navigation (continued)

Map

Styles: Refer to the comps for style treatments when Toggle Bars are selected and un-selected.

Contains:
- Location indicators for all available values for each of the Toggle Bars.
- Roll Over feature for Valero Refineries and Headquarters Toggle Bars.

On Toggle Bar selection:
- When Valero Refineries Toggle Bar is selected, a Roll Over is available for the corresponding refinery locations.
- When Valero Headquarters Toggle Bar is selected, a Roll Over is will be available for the Headquarters location.
- When Asphalt Refineries Toggle Bar is selected, a Roll Over is available for the corresponding refinery locations that produce asphalt.
- When Wholesale Presence Toggle Bar is selected, the states that have a wholesale locations are shaded.
- When Retail Locations Toggle Bar is selected, the states that have a retail locations are shaded.

Roll Over

Sizing: 175 pixels X 85 pixels Min Width: 175 pixels

Visibility:
- With mouse over of Valero refineries or Headquarters a Roll Over is shown.
- This element is displayed for all users.

Contents:
- Location Name
- Refinery Photo
- Refinery Link

Refinery Name

Styles: Subhead Two

Visibility: Required for each Roll Over. This element is displayed for all users.

Text: Displays the appropriate refinery name based on the location the user has the mouse over.

Refinery Photo

Visibility: A photo is required for each location having a Roll Over. One photo displays for all users.

Refinery Link

Style: Standard Text

Visibility: The link is required for each location having a Roll Over. One link for all users.

Text: Fixed at “Click for more details”.

Target: The link will open the target location page asset in the browser window, replacing the page on which the component resides.

Authoring Guidelines

Descriptive Content:
- The content is required.
- Provide a description of the Map component. Author should use the suggested content provide in the page instance wireframe, though the author can alter the content.
- Author can add formatting to the text.
- Author cannot contain links.

Instructions:
- The content is required.
- Provide details on how to use the Map component. Author should use the suggested content provide in the page instance wireframe, though the author can alter the content.
- Author can add formatting to the text.
- Author cannot contain links.

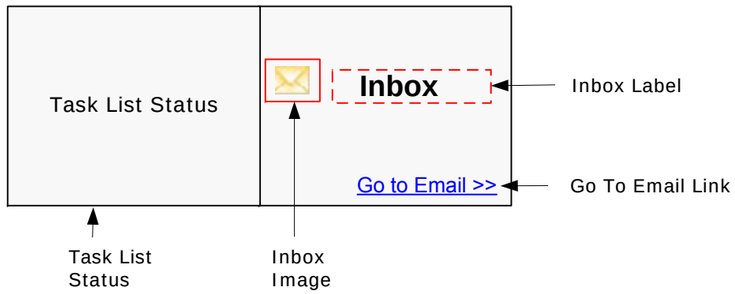
Message Status

Overview

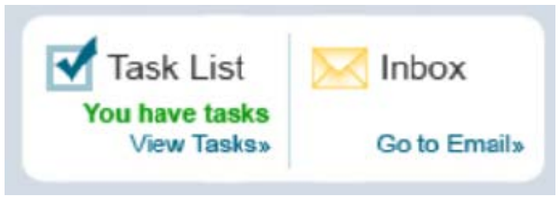
Displays a combination of the Task List Status component and Inbox Status.

The Task List Status component displays personalized data related to the status of the user's SAP online task-related workflow "inbox" or "message center". It's described as a separate component in this document. The Inbox Status displays personalized data related to the number of unread emails in the users Outlook email "inbox".

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Static
Width = 223 pixels ;
Height = 85 pixels

Visibility: Always shown if on the page.

Inbox Label

Style: Subhead Two Left aligned

Text: Fixed at "Inbox" for all instances.

Inbox Image

Style: Graphic

Image: Home page comp for the image to be used for all instances of the Inbox.

Visibility:
- Required – the image displays for all instances of the Inbox.
- One image for all users

Go To Email Link

Style: Standard Link

Text: Fixed at "Go to Email" for all instances.

Target: Opens (surfaces) the users Outlook client.

Task List Status

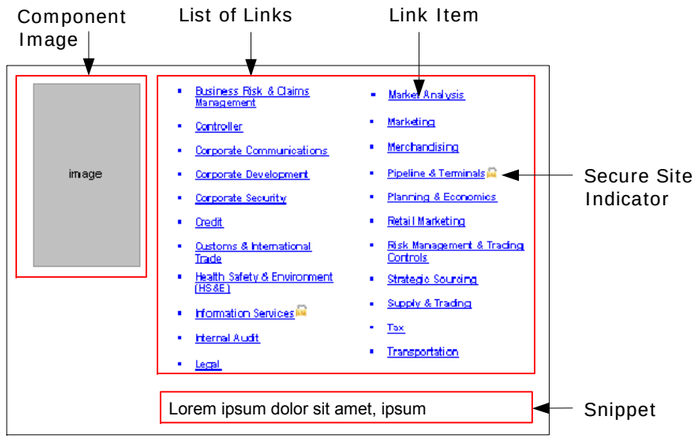
Visibility:
- Displays a narrow version of the Task List Status component.
- Refer to the Task List Status component for full details.

Mixed Links Menu

Overview

Intended to be visually similar to the Next Level Down navigator component. Displays links to lower-level Portal pages and assets without personalization.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable Minimum width: 600 pixels.

Visibility: Always shown.

Search Indexed: No.

Component Image

Image: See Wireframe Page instance for the image file name.

Visibility: Optional – the image is not necessary if the component is on a level 2 page or lower.

List of Links

Number of Items:
- Min: One
- Max: Maximum – equal to the number of link items.

Contents:
- Link Item
- Secure Site Indicator (Optional)

Link Item

Style: Standard Link

Text: Link text is equal to the title of the target Portal page or asset.

Target:
If the link is to a a portal page, it opens in the same window, replacing the current content page.
If the link is to a asset, then follow the behavior specified in Asset Link Handling

Secure Site Indicator

Image: lock icon

Snippet

Style: Standard Text

Visibility:
- One snippet, including image, for all users.

Text:
- Displays authored text.
- Text can have formatting.
- Text cannot contain links

Image:
- Author can optionally include an image.

Authoring Guidelines

Component Image

- Select appropriate image to represent the theme of the page.

List of Links

- Select appropriate primary next level down portal pages and asset links. List them alphabetically.

Secure Site Indicator

- Include the secure site indicator if the site is not universally accessible to all users who have access to this page. Because the links are not personalized, this give the user some warning that the coming page may not be visible.

Snippet:

- Snippet is optional text.
- The image is optional.
- Describes the purpose/meaning of the “Secure Site Indicator”.

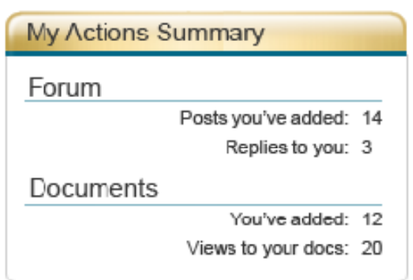
My Actions Summary

Overview

A unique component used to provide some statistics of a users activity across all Collaboration Spaces the user participates. The statistics include Project, Topic and Team spaces, active or closed.

Component Wireframe

Visual Composition



Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable Minimum width: 237 pixels.

Visibility: Always appears if included on a Portal page.

Search Indexed: No

Component Title

Text: Title as specified in the page instance wireframe.

Forums Label

Style: Subhead Two

Align: Left

Text: Fixed at "Forums:". Underneath is a 1px Light Blue line.

Forums Added Label

Style: Standard Text

Align: Right

Text: Fixed at "Posts you've added:".

Forums Added Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of times the user has initiated a thread in all Collaboration Spaces.

Format: Displays as a numeric value.

Forums Replies Label

Style: Standard Text

Align: Right

Text: Fixed at "Replies to you:".

Forums Replies Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of replies to threads the user has received from others in all Collaboration Spaces.

Format: Displays as a numeric value.

Documents Label

Style: Subhead Two

Align: Left

Text: Fixed at "Documents:".

Documents Added Label

Style: Standard Text

Align: Right

Text: Fixed at "You've added:". Underneath is a 1px Light Blue line.

Documents Added Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of Documents the user has added in all Collaboration Spaces.

Format: Displays as a numeric value.

Documents Views Label

Style: Standard Text

Align: Right

Text: Fixed at "Views to your docs:".

Documents Views Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of times the user's documents have been viewed by others in all Collaboration Spaces.

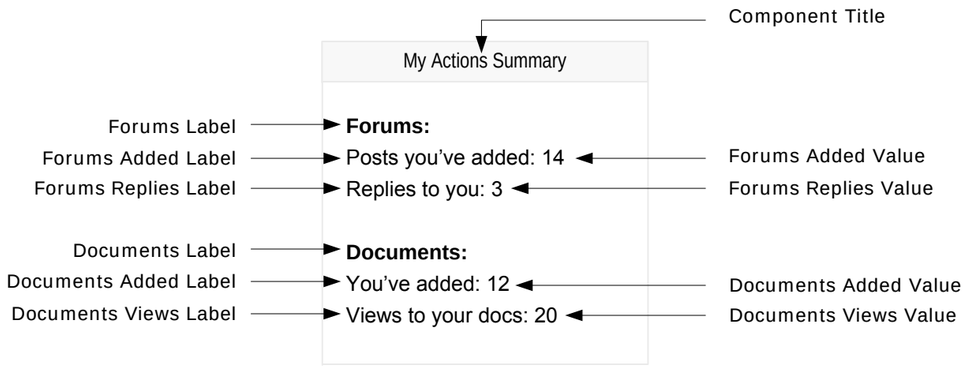
Format: Displays as a numeric value.

My Activity

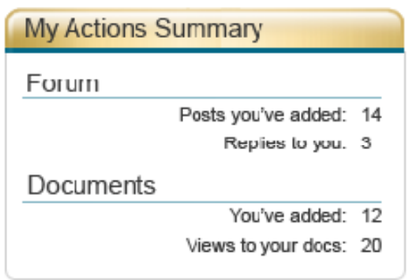
Overview

A component used to provide some statistics related to the user's activity within a Collaboration Topic Space. The user can view their contributions to the space as it relates to adding documents and forums.

Component Wireframe



Visual Composition



Component General Properties

Style: Narrow Column Box

Sizing: Static Height
Minimum width: 237 pixels.
Height: 161 pixels

Scroll Bar: No

Visibility: Always appears if included in the collaboration space instance.

Search Indexed: No.

Component Title

Text: Fixed at "My Actions Summary".

Forums Label

Style: Subhead Two

Align: Left

Text: Fixed at "Forums:".

Forums Added Label

Style: Standard Text

Align: Right

Text: Fixed at "Posts you've added:".

Forums Added Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of times the user has initiated a thread to the specific Collaboration Space being viewed.

Format: Displays as a numeric value.

Forums Replies Label

Style: Standard Text

Align: Right

Text: Fixed at "Replies to you:".

Forums Replies Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of replies to threads the user has received from others to the specific Collaboration Space being viewed.

Format: Displays as a numeric value.

Documents Label

Style: Subhead Two

Align: Left

Text: Fixed at "Documents:".

Documents Added Label

Style: Standard Text

Align: Right

Text: Fixed at "You've added::". Underneath is a 1px Light Blue line.

Documents Added Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of Documents the user has added to the specific Collaboration Space being viewed.

Format: Displays as a numeric value.

Documents Views Label

Style: Standard Text

Align: Right

Text: Fixed at "Views to your docs:".

Documents Views Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will need to be sourced from the portal, providing the number of times the user's documents have been viewed by other in the specific Collaboration Space being viewed.

Format: Displays as a numeric value.

My Project Time

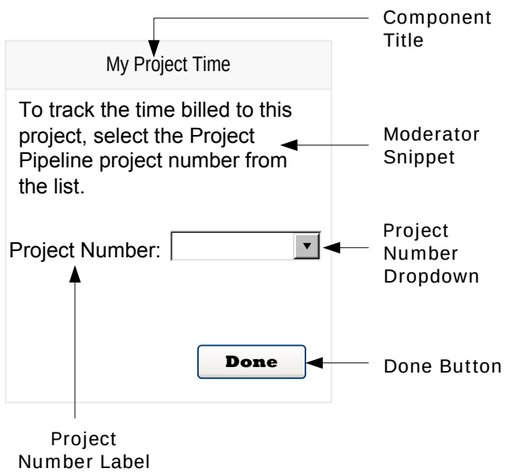
Overview

This component provides a quick glance of the users project time sourced from the Time Entry application. The component is included as part of the default Project Collaboration Space template, but does require the Moderator to select the Project Code before the component can display project specific time data.

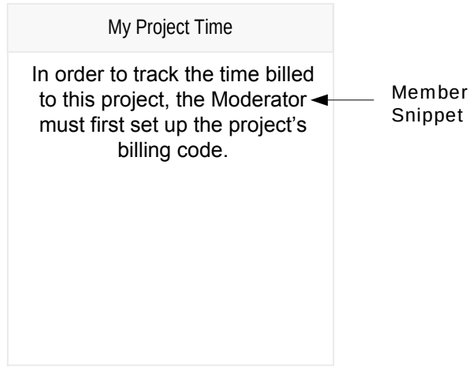
The component also provides a link directly to the Portal Page containing the Time Entry application for users to easily update their project time.

Wireframe Pattern

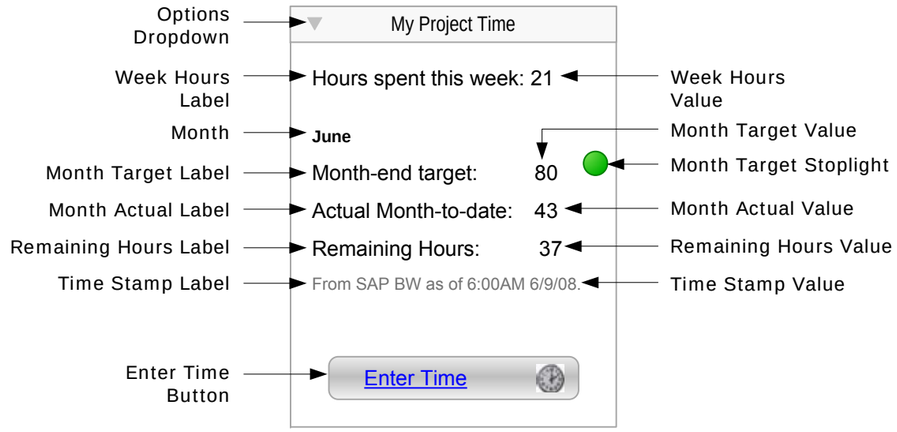
Initial Moderator View



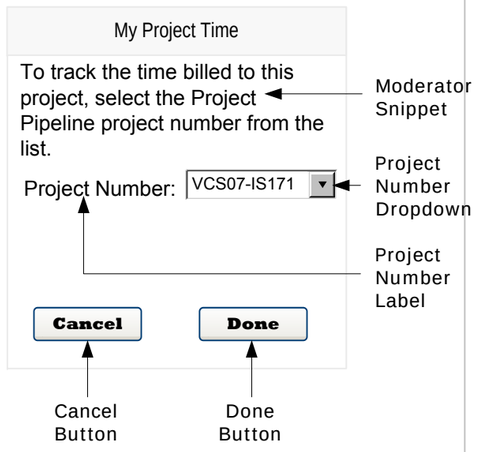
Initial Member View



Main View

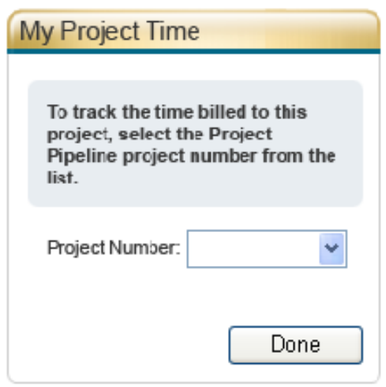


Edit View

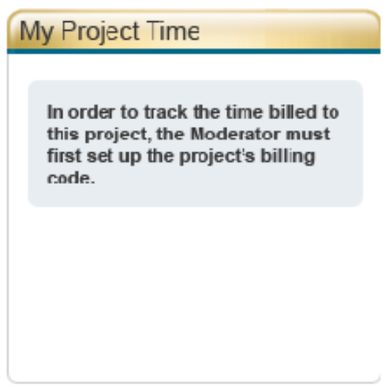


Visual Composition

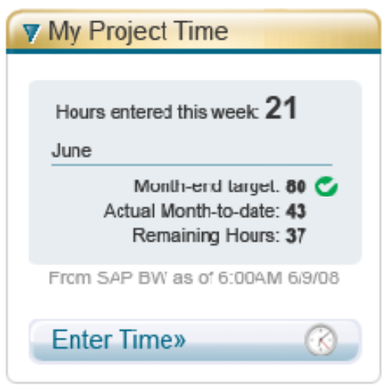
Initial Moderator View



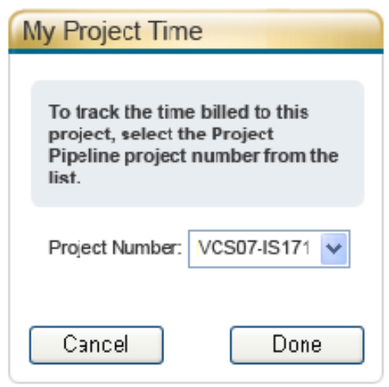
Initial Member View



Main View



Edit View



My Project Time (continued)

Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable Minimum width: 237 pixels.

Scroll Bar: No

Visibility:
- Always appears if included in the collaboration space instance.
- The various Views display as follows on component load:
  - If a Moderator of the space, and no Project Code has been selected, display the **Initial Moderator View**.
  - If a member (non-Moderator) of the space, and no Project Code has been selected, display the **Initial Member View**.
  - If a Moderator or Member of the space and a valid Project Code has been selected, display the **Main View**.

Search Indexed: No

Component Title

Text: Fixed at “My Project Time” for all views.

Moderator Snippet

Style: Standard Text

Align: Left

Text: As shown in the wireframe pattern.

Visibility: Displays only to Moderators of the collaboration space being viewed in the **Initial Moderator View** and the **Edit View**.

Project Number Label

Style:

Text: Fixed at “Project Number:”.

Visibility: Displays to only Moderators of the collaboration space being viewed.

Project Number Dropdown

Style: Standard Browser GUI

Contents: A list of all Project Codes sources from the Time Entry application (Asset ID A-EA-IS-01).

Order: Project Codes are listed in alpha order.

Visibility:
- Displays only to Moderators of the collaboration space being viewed in the **Initial Moderator View** and the **Edit View**.
- Moderators see all values.

Default Selection:
- When in the **Initial Moderator View**, on component load, no value is selected.
- On initial display of the **Edit View**, the current value is selected.

Done Button

Style: Standard Browser GUI

Text: Fixed at “Done”.

Visibility: Displays only to Moderators of the collaboration space being viewed in the **Initial Moderator View** and the **Edit View**.

“On selection” behavior:
- On button click, the component refreshes and displays it’s **Main View**.
- All project time related data displaying in the Main View will be based on the value the Moderator selected in the Project Number Dropdown Menu.
- The project related data is sourced from the Time Entry application.

Member Snippet

Style: Standard Text

Align: Center

Text: As shown in the wireframe pattern.

Visibility: Displays only to Members (non-Moderators) of the collaboration space being viewed in the **Member View**.

Options Dropdown

Style: Graphic

Visibility: Displays only to Moderators of the collaboration space instance being viewed in the **Main View**.

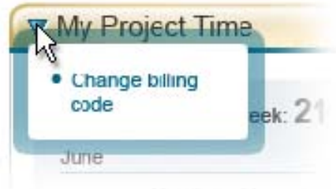
Behavior “On-click”: Displays the Options Menu.

Options Menu

Style:

Contents and Order:
- Change billing code

Behavior “On-click”: The component is refreshed displaying the **Edit View**.



Week Hours Label

Style: Standard Text

Align: Right

Text: Fixed at “Hrs. entered this week:”.

Visibility: Displays in the **Main View** only.

Week Hours Value

Style: Subhead One

Align: Left

Visibility: Displays in the **Main View** only.

Source: Data used to determine this value is sourced from the Time Entry application.

Month

Style: Standard Text ; Bold

Align: Left

Text: Displays the current month.

Visibility: Displays in the **Main View** only.

Month Target Label

Style: Standard Text

Align: Right

Text: Fixed at “Month-end target:”.

Visibility: Displays in the **Main View** only.

Month Target Value

Style: Standard Text ; Bold

Align: Left

Visibility: Displays in the **Main View** only.

Source: Data used to determine this value is sourced from the Time Entry application.

Month Actual Label

Style: Standard Text

Align: Right

Text: Fixed at “Actual month-to-date:”.

Visibility: Displays in the **Main View** only.

Month Actual Value

Style: Standard Text ; Bold

Align: Left

Visibility: Displays in the **Main View** only.

Source: Data used to determine this value is sourced from the Time Entry application.

My Project Time (continued 2)

Remaining Hours Label

Style: Standard Text

Align: Right

Text: Fixed at “Remaining hours:”.

Visibility: Displays in the **Main View** only.

Remaining Hours Value

Style: Standard Text ; Bold

Align: Left

Visibility: Displays in the **Main View** only.

Source: Data used to determine this value is sourced from the Time Entry application.

Time Stamp Label

Style: Standard Text (color=Grey)

Align: Centered

Visibility: Displays in the **Main View** only.

Text: Fixed at “From SAP BW as of [Time Stamp Value] .

Time Stamp Value

Style: Standard Text (color=Grey)

Visibility: Displays in the **Main View** only.

Source: Data used to determine this value is sourced from the Time Entry application.

Format:
Data displayed as follows:
Time = HH:MM AM/PM
Date = MM/DD/YY

Enter Time Button

Style: Graphic

Visibility: Displays in the **Main View** only.

Target: The Time Entry System Portal page (PG 9003) opens in the browser, replacing the current page.

Month Target Stoplight

Style: Stoplight

Display:
Determining the appropriate Stoplight graphic to display is based on the users number of hours assigned for the current month, where the data used is sourced from the Time Entry application.

- Urgent = Over 100 hours
- Watch = 80 – 99.9 hours
- OK = 60 – 79.9 hours
- No Data = Less than 60 hours

Visibility: Displays in the **Main View** only.

Behavior: On roll-over, display the *Status Indicator Legend* (shown to the right). The legend remains showing until the user clicks the Close Icon.

Cancel Button

Style: Standard Browser GUI

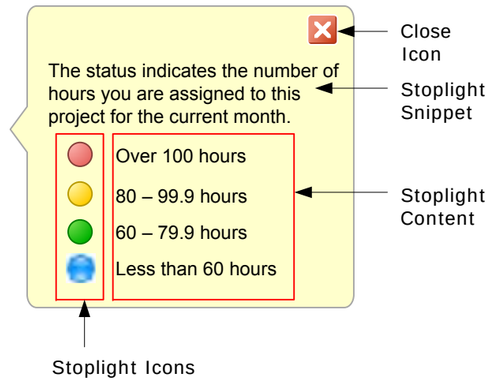
Text: Fixed at “Done”.

Visibility: Displays only to Moderators of the collaboration space being viewed in the **Edit View**.

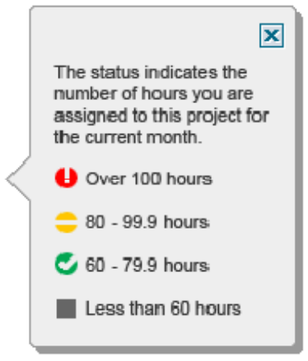
“On selection” behavior:

- On button click, the component refreshes and displays it’s **Main View**.
- Any change made in the Project Number Dropdown is NOT saved.
- All project related data displaying in the **Main View** will continue to be based on the previous value.

Status Indicator Legend Wireframe



Status Indicator Visual Composition



Status Indicator Legend General Properties

Style: Rollover Bubble

Sizing: Static Width Width: 175 pixels.

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Close Icon

Style: Graphic

Behavior “on-click”:

- The *Status Indicator Legend* is closed.

Stoplight Snippet

Style: Standard Text

Text: Display as specified in the *Status Indicator Legend* wireframe.

Stoplight Icons

Style: Stoplight

Display: Match the appropriate Stoplight graphic with the Stoplight Content.

Stoplight Content

Style: Standard Text

Text:

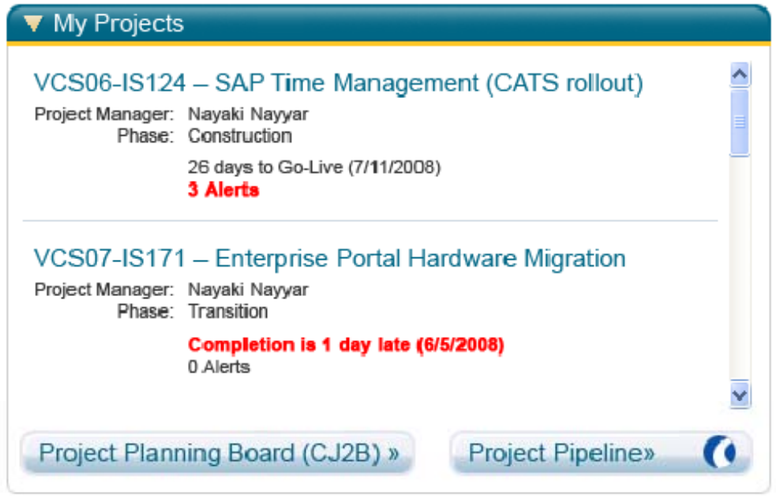
- Display as specified in the *Status Indicator Legend* wireframe.
- Match the appropriate Stoplight graphic with the Stoplight Content.

My Projects Dashboard

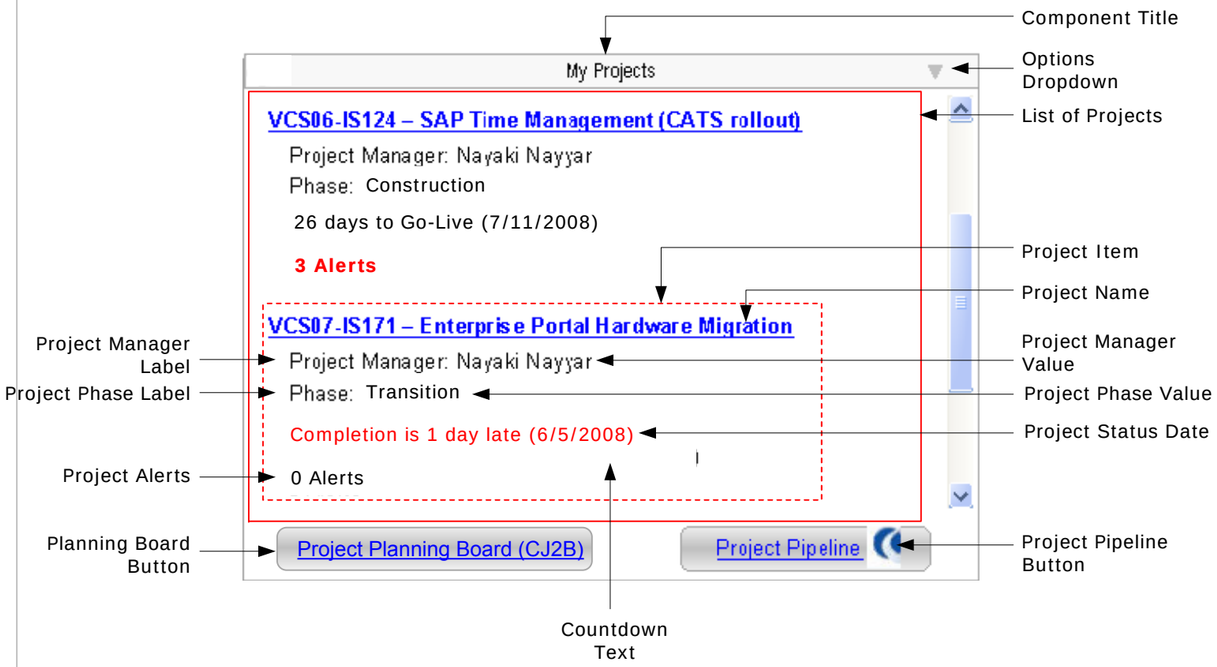
Overview

Displays a quick snapshot for each active project (not in the “Closure” phase) of which the user is a member. The component includes various data elements about the project, including pending Alerts and overall status, sourced from the Project Pipeline application. Each Project’s data includes a direct link to the project in Project Pipeline.

Visual Composition



Wireframe Pattern



Component General Properties

Style: Wide Column Box

Sizing: Static Height
Height: 290 pixels

Scroll Bar: Yes

Visibility: If the component has been promoted to a Module, follow the rules for Modules. If the component is not a Module, show if included on the page.

Search Indexed: No

Component Title

Text: Title as specified in the page instance wireframe.

Options Dropdown

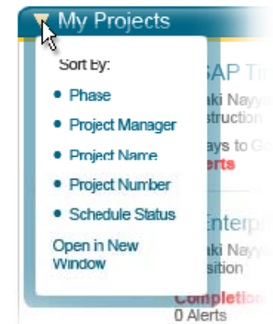
Style: Graphic

Visibility: Displays if included in the component on the page instance wireframe.

Behavior “On-click”: Displays the Options Menu.

Options Menu

Style: Dropdown Menu



Contents and Order:

- Sort by:
  - Phase
  - Project Manager
  - Project Name
  - Project Number
  - Schedule Status
- Open in New Window

Behavior:

- “Sort by:” is not clickable.
- The sort selection determines the order the Project Items are listed in the List of Projects.
- On Component load, the default selection is sort by Project Number.

Behavior “On-click”: The component is refreshed and the Project Items in the List of Projects are sorted according to the selection.

Open in New Window pops the entire component in a new window.

My Projects Dashboard (continued)

List of Projects

Number of Items:
Min: Zero
Max: No system maximum.
Note: The list will vary from user to user as the data is based on the users assignment to projects in Project Pipeline.

Display:
- Include only active projects (any project not in the "Closure" phase) as indicated in Project Pipeline.
- If there are no Projects for the user that are in a phase other than "Closure", display text "You are not assigned to any active projects."

Order:
- On component load, the items are listed by Project Number (lowest to highest).
- The component is refreshed each time a user selects a sort within the *Options Menu*.
  - Sort by "Project Number" lists the Project Items by the Project Number (lowest to highest).
  - Sort by "Schedule Status" according to the Go-Live date and the Completion Date, with the overdue dates first.
  - Sort by Project Name" lists the Project Items according to the Project name (in alpha order).
  - Sort of "Phase" lists the Project Items by Phase:
    - Inception
    - Elaboration
    - Construction
    - Transition
    - (Closure not listed in the dashboard).
  - Sort by "Priority" lists the Project Items by:
    - High
    - Medium
    - Low

Behavior: If the user selects the sort in the *Options Menu* that is currently being displayed, there is no action within the component.

Project Item

Contents:
- Project Name
- Project Manager Label
- Project Manager Value
- Project Phase Label
- Project Phase Value
- Project Completion Date Label
- Project Completion Date Value
- Countdown Message
- Project Alerts

Visibility:
- The item will only be displayed if the user is a team member of the Project, per the Project Pipeline application and the project phase is not in Closure.

Project Name

Style: Subhead Two Link

Text:
- Text is a link displaying the Project Number and Project Name from the Project Pipeline application.
- The format is: [Project Number] – [Project Name].

Target: Links to the selected Project in Project Pipeline. The Project Pipeline application surfaces according to the default behavior specified in the Asset Link Handling .

Project Manager Label

Style: Standard Text

Align: Right

Text: Fixed at "Project Manager:".

Project Manager Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will be sourced from Project Pipeline.

Format: Displays as [First Name] [Last Name].

Project Phase Label

Style: Standard Text

Align: Right

Text: Fixed at "Phase:".

Project Phase Value

Style: Standard Text

Align: Left

Source: Data used to determine this value will be sourced from Project Pipeline.

Format: Displays as [Phase Name].

Project Status Date

Style: Standard Text

Align: Left

Source: Data used to determine this value will be sourced from Project Pipeline.

See Countdown Text explanation on the next page .

Project Alerts

Style:
If no Alerts: Standard Text
If one or more Alerts: Standard Text; Bold, Red (color #FF0000)

Align: Left

Source: Data used to determine the number of Alerts will be sourced from Project Pipeline.

Format: Displays as [Number of Alerts] "Alerts".

Project Pipeline Button

Style: Graphic

Target: The users "My Projects" page (Asset ID A-ST-IS-02) within the Project Pipeline application surfaces according to the default behavior specified in the Asset Link Handling.

Planning Board Button

Style: Graphic

Target: Opens Asset ID A-ST-IS-18 according to the default behavior specified in the Asset Link Handling .

My Projects Dashboard (continued 2)

Countdown Text

The countdown text appears in the Project Dashboards and in the Project Watch. The intention is to give the user a quick indication of how they are tracking to the project's main milestones: transitioning from one phase of the project to the next.

The rules are the same regardless of where the Countdown Text is placed – the only exception is that when displayed within the Projects Dashboards, the text is within parenthesis "( )".

Phases:
During each phase, the countdown to the next phase is displayed. The countdown can indicate that the date is approaching, or that the date has passed.

During this phase...	The next phase is...	The date to display is...	A future date reads...	A passed due date reads...
Inception	Elaboration	<N/A>	<N/A>	<N/A>
Elaboration	Construction	PRT Review meeting date	X days to PRT Review (<date>)	PRT Review must be rescheduled (<date>)
Construction	Transition	Revised Go-Live date (or show planned Go-Live if no revised)	X days to Go-Live (<date>)	Go-Live is x days late (<date>)
Transition	Closure	**Actual Go-Live date from Project Pipeline**	X days to completion (<date>)	Completion is x days late (<date>)

- <N/A> = No Countdown Text displayed
- X = the number of days as determined from the Project Pipeline application
- <date> = the date as sourced from the Project Pipeline application; Displayed in the format [Month] [Day], where the Month is 3 characters

Text color:

As an additional cue to the user, the countdown text changes color to emphasize when a date is approaching or is past due.

Dk. Grey (Dk. Grey) until two weeks prior
Orange (#FFCC00) for two weeks prior
Red (#FF0000) when late.

37 days to Go-Live (Aug 12)
13 days to Go-Live (Jul 7)
Go-Live is 3 days late (Jun 30)

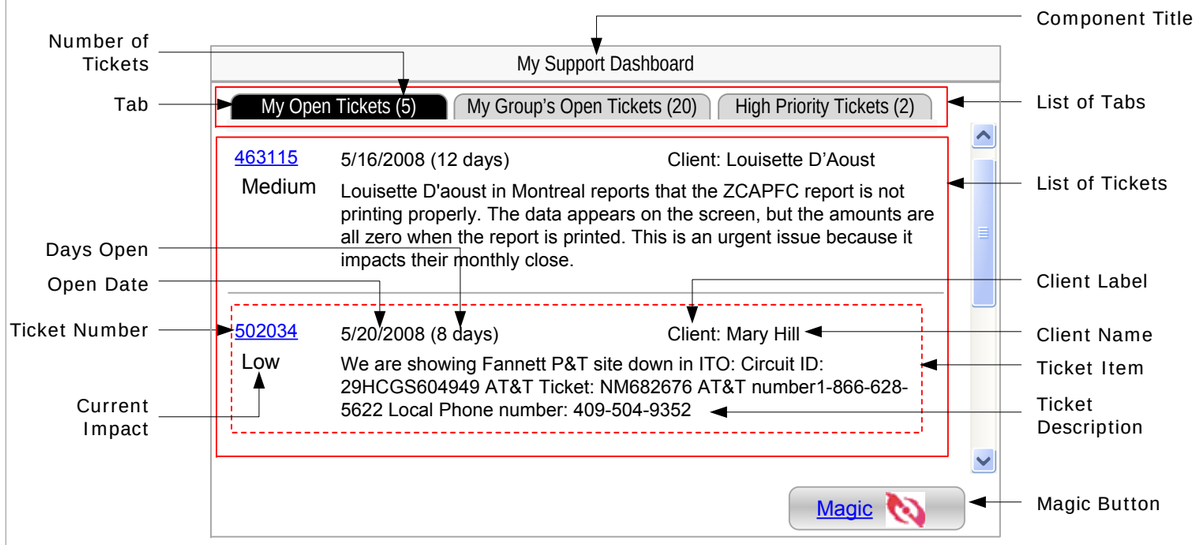
My Support Dashboard

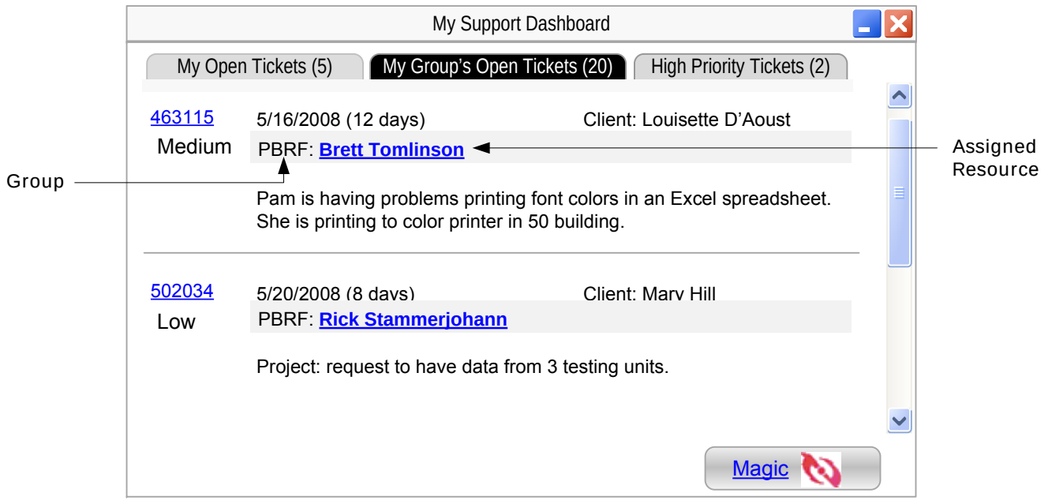
Overview

Provides three (3) snapshots of tickets (incidents) from the Magic application. Only non-closed tickets are included. The 3 snapshots are: 1) the users open tickets; 2) open tickets assigned to the users department; 3) all critical and high tickets (across all departments). The component includes various data elements about the ticket, including a direct link to the ticket in Magic.

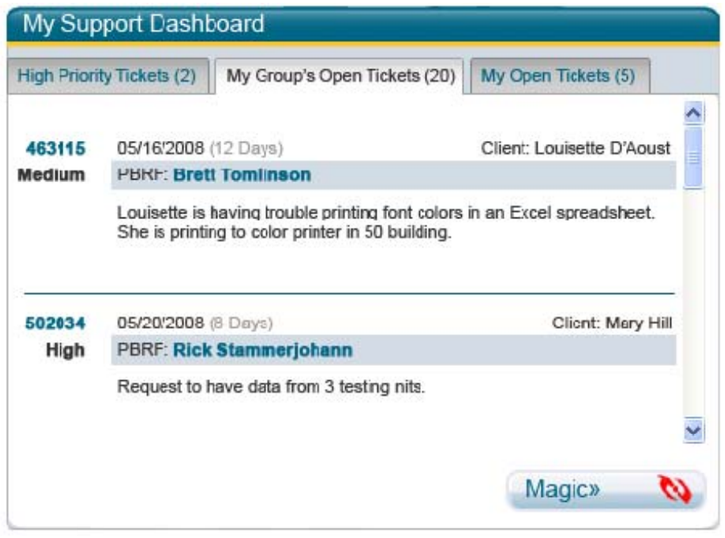
Note: The incident tracking system is currently Magic. When the system changes (to HP Service Center or other application), the source for this component must also change.

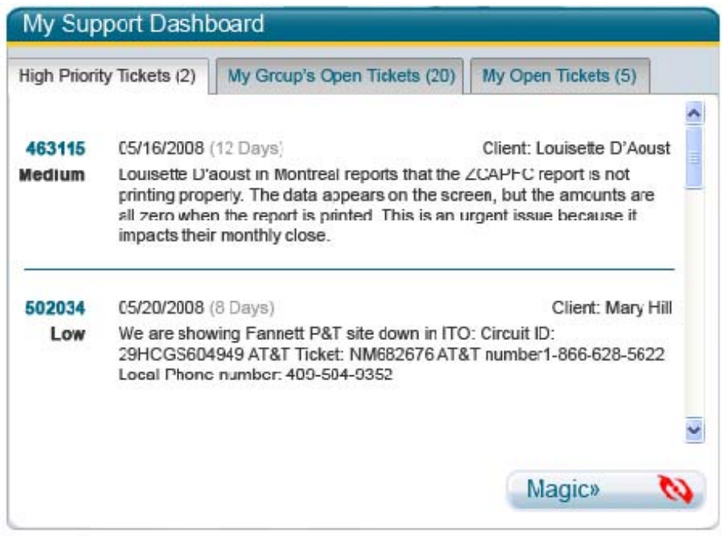
Wireframe Pattern





Visual Composition





Component General Properties

Style: Wide Column Box

Sizing: Static Height
Height: 330 pixels

Scroll Bar: Yes

Visibility: If the component has been promoted to a Module, follow the rules for Modules. If the component is not a Module, show if included on the page.

Search Indexed: No

Component Title

Style: Subhead Two

Text: Fixed at "My Support Dashboard".

My Support Dashboard (continued)

List of Tabs

Number of Items: Fixed at three (3) for all users.

Order (from left to right):
- My Open Tickets
- My Group's Open Tickets
- High Priority Tickets

Behavior:
- On component load, the "My Open Tickets" tab is selected by default.
- If the user selects the Tab is currently in the selected state, there is no action within the component.

Tab

Style:
Selected Tab: Standard Text (size=13px)
Un-selected Tab: Standard Link (size=13px)

Behavior:
- The Tab selection determines the Ticket Items in the List of Tickets, and the order the Project Items are listed in the List of Projects.
- On Component load, the default Tab selection is "My Open Tickets".

Behavior "On-click": The component is refreshed and the Ticket Items in the List of Tickets are updated based on the selection.

Number of Tickets

Style: Standard Text

Display: Provides the numeric value for the number of tickets (open tickets) displaying in the List of Tickets.

Format: The numeric value is displayed after the Tab name and shown in parenthesis "( )"

Source: The value is determined from the data in the Magic application.

List of Tickets

Number of Items:
Min: Zero
Max: No system maximum.
Note: The list will vary from user to user as the data is based on the tickets in the Magic application.

Display and Order:
"My Open Tickets" tab:
- Include all tickets in the Open status assigned to the user.
- The tickets are ordered High to Low impact, and within each impact category, newest to oldest.
- If there are no Open tickets to display for the user, display text "I have no open tickets."

"My Group's Open Tickets" tab:
- Include all tickets in the Open status assigned to the user's department.
- The tickets are ordered with those unassigned first. Then, from High to Low impact, and within each impact category, newest to oldest.
- If there are no Open tickets to display for the user, display text "There are no open tickets assigned to my department."

"High Priority Tickets" tab:
- Include all tickets in the Open status that have either a Critical or High impact.
- The tickets are order with any assigned first. Then, Critical impact tickets followed by High impact, and within each impact category, newest to oldest.
- If there are no Open tickets to display, display text "There are no open Critical or High tickets."

Source: The list of tickets are sourced from the data in the Magic application.

Ticket Item

Contents:
- Ticket Number
- Current Impact
- Open Date
- Days Open
- Client Label
- Client Name
- Group
- Assigned Resource
- Ticket Description

Visibility:
- The item will only be displayed if it matches the rules listed above (in the List of Tickets).

Ticket Number

Style: Standard Link(weight=bold)

Align: Right

Source: Data used to determine this value will be sourced from Magic.

Target: Links to the selected Ticket in Magic. The Magic application surfaces according to the default behavior specified in the Asset Link Handling .

Current Impact

Style: Standard Link(weight=bold)

Align: Right

Source: Data used to determine this value will be sourced from Magic.

Open Date

Style: Standard Text

Align: Left

Source: Data used to determine this value will be sourced from Magic.

Format: Displays as [MM/DD/YYYY].

Days Open

Style: Standard Link(color=Grey)

Source: Data used to determine this value will be sourced from Magic.

Format:
- If the ticket was opened on the current day, display as "(< 1 day)".
- If the ticket was NOT opened on the current day, display as "([numeric value] days)", where the value is the number of days the ticket has been open (i.e., prior day = 1).

Client Label

Style: Standard Text

Align: Right

Text: Fixed at "Client:".

Client Name

Style: Standard Text

Source: Data used to determine this value will be sourced from Magic.

Format: Displays as [First Name] [Last Name].

Group

Style: Standard Text

Background Color: Light Blue

Align: Left

Display: Only displays if the user is viewing the "My Group's Open Tickets" or "High Priority Tickets".

Source: Data used to determine this value will be sourced Project Pipeline.

Assigned Resource

Style: Standard Link(weight=bold)

Background Color: Light Blue

Display: Only displays if the user is viewing the "My Group's Open Tickets" or "High Priority Tickets".

Source: Data used to determine this value will be sourced Project Pipeline.

Target: Opens the Contacts Directory for the Assigned Resource.

Ticket Description

Style: Standard Text

Align: Left

Source: Data used to determine this value will be sourced from Magic.

Magic Button

Style: Graphic

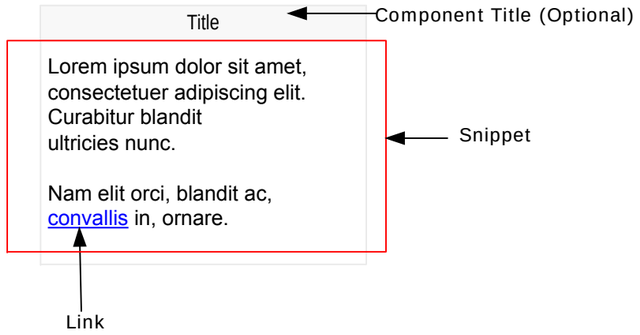
Target: The users list of "My Open Tickets" page within the Magic application surfaces according to the default behavior specified in the Asset Link Handling .

Narrow Column Content

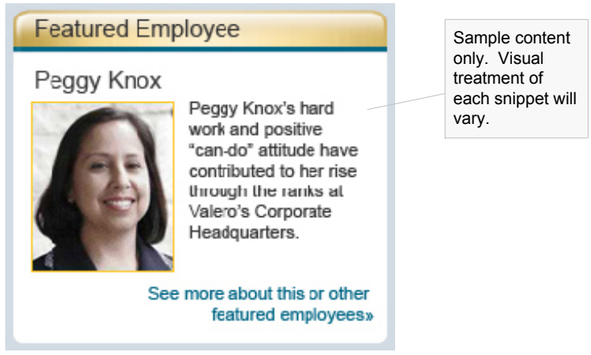
Overview

Carries the content shown in a narrow column of a portal page. This content should be globally applicable to all users of the page, i.e. there is no support for personalization required for this component.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Min Height: one line of text

Style:
If the instance is authored to include a Component Title, then the style is:

Narrow Column Box

Otherwise:
Untitled Box

Component Title (Optional)

Style: Standard Text

Text:
- Displays authored text globally applicable to all users of the page.

Search Indexed: Yes.

Snippet

Style: Standard Text

Text:
- Displays authored text globally applicable to all users of the page.

Search Indexed: Yes.

Link

Style: Standard Link

Text:
- Refers to the name of the target asset or target portal page.

Target:
- For asset links: Follow the Asset Link Handling specifications.
- For Portal Pages: navigate to the portal page in the same window.

Authoring Guidelines

Component Title
- Specify a title that introduces the component. Use one whenever possible.
- Do not specify a component title if the Snippet is mainly an image, like a banner.

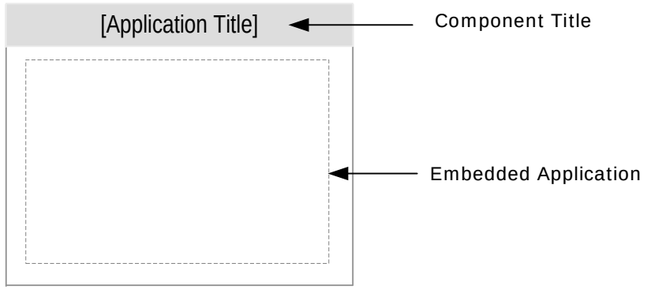
Snippet
- Text can contain images
- Text can contain links provided that the target of the link is globally available to all users of the page and no special logic needs to be coded to author the link.
- Text can have formatting (bullet, bold, italic, etc.)

Narrow Embedded Application

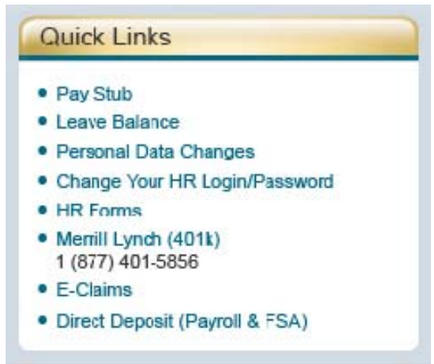
Overview

This component is used to integrate legacy and custom applications into the new portal. The component presentation and behavior are inherited from the application being surfaced in the component. The component is 25% width of the portal page. If there are suggestions or recommendations for changes to the assets they will be included with the page instance specifications.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Define initial height and width for each instance to reduce appearance of scroll bars.

Style: Narrow Column Box

Visibility: Component is shown if the application (legacy or custom) is targeted to the user.

Search Indexed: No

Component Title

Text:

- Equal to the asset title, which can be overwritten by the author.
- If there is no asset title, do not show the component title box.

Embedded Application

The embedded application identified in the page instance specifications displays.

The Embedded Application should be designed to ensure that there is no horizontal scrolling.

Authoring Guidelines

Component Title:

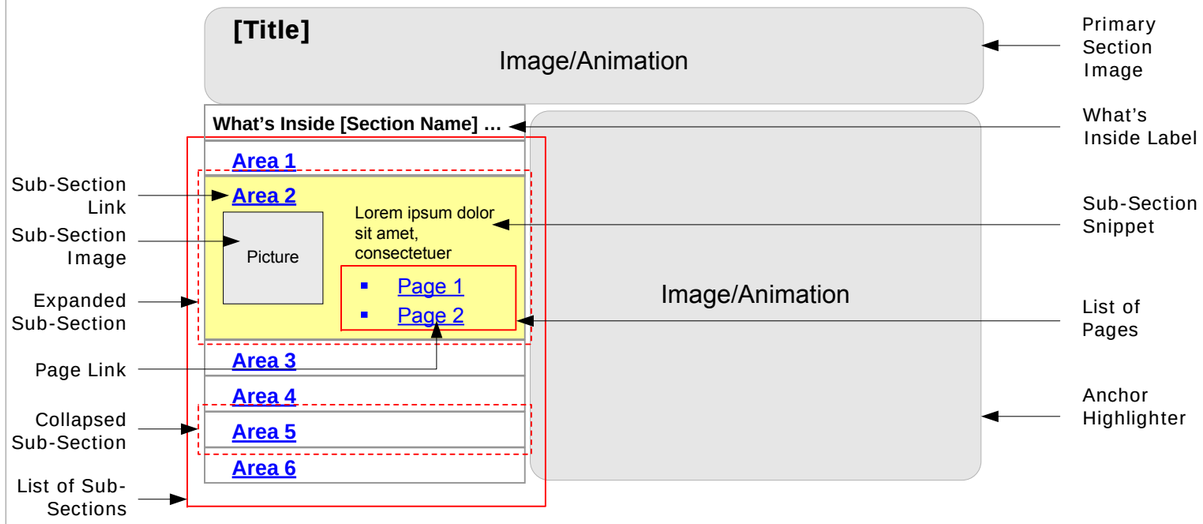
- Takes on the name of the asset being surfaced in the component, but the Author can provide an alternate title.

Navigation Accordion

Overview

For each sub-section within a Section, the component provides navigation to 1 or more lower level pages within the sub-section that are targeted to the user. The component also provides the ability to feature one or more programs within the Section using an image or flash. The image can include brief text about the program.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Static Left aligned.
Width = 710 pixels

Scroll Bar: No

Search: No

Primary Section Image

Style: Graphic

Image:
- Serves as a "logo" to visually represent the Section.
- Includes the title of the section (in the top left), that matches the level 1 or level 2 SAPP tab.
- May include text integrated into the image.

Visibility:
- Required for each instance of the component.
- Image displays for all users entitled to the page.

Anchor Highlighter

Style: Graphic

Size:
Width: 435 pixels
Height: 310 pixels

Visibility:
- Required for each instance of the component.
- An Image(s) can be targeted to specific users. Though, all users entitled to the page must see at least one image.

Target: Links a portal page or asset.
- If linking to a portal page, the portal page opens in the same window, replacing the current content page.
- If linking to an asset, follow the behavior specified in the Asset Link Handling .

What's Inside Label

Style:Subhead One

Text: Fixed at "What's Inside [Section Name] …", where Section Name is equal to the name of the level 1 or level 2 SAPP tab.

List of Sub-Sections

Contents:
- Sub-Sections – a Sub-Section is required for each of the Sub-Section tabs within the Section as defined by the SAPP Top Level Navigation.

Order: Specified according to the SAPP Top Level Navigation (from left to right).

Expanded Sub-Section

Contains:
- Sub-section Link
- Sub-Section Image
- Sub-Section Snippet
- List of Pages

Behavior: On component load, all Sub-Sections are shown as Collapsed.

Sub-Section Link

Style: Subhead Two Link

Text: As specified in the SAPP Top Level Navigation.

Target: The Portal page opens in the browser, replacing the page on which the component resides.

Sub-Section Image

Style: Graphic

Size:
1-Line Height Links: 125 pixels
2-Line Height Links: 140 pixels

Visibility: Displays only when the Sub-Section is expanded.

Sub-Section Snippet

Style: Standard Text

Text: As specified in the page instance wireframe.

Visibility: Displays only when the Sub-Section is expanded.

Navigation Accordion (continued)

List of Pages

Number of Items:
Min: One
Max: No system maximum.
Note: The list seen may vary by user because some pages may not be available to all users. But, all users should see at least one.

Content and Order: As specified in the page instance wireframe.

Visibility: Displays only when the Sub-Section is expanded.

Page Link

Style: Standard Link

Text: As specified in the page instance wireframe.

Visibility: Displays only when the Sub-Section is expanded and the user is entitled to the target page.

Target: The Portal page opens in the browser, replacing the page on which the component resides.

Collapsed Sub-Section

Style: Subhead Two Link

Visibility: Displays only when the Sub-Section is collapsed.

On hover:
- The Sub-Section is expanded.
- If another Sub-Section was expanded, it changes to collapsed. Only one Sub-Section can be expanded at a time.

Authoring Guidelines

Primary Section Image
- The Image is required.
- The image needs to include the name of the Section.
- The image should attempt to provide a visual representation of the theme of the Section.

Anchor Highlighter
- The Image is required.
- Serves as a secondary visual representation of the Section, intended to highlight a specific program or event.
- May include text integrated into the image.
- Can be replaced with a flash animation piece that features multiple programs or events.
- Can contain a link.
- The author can target an image(s) – all users should see at least one image.

Sub-Section Image
- The Image is required for each sub-section.
- Select an appropriate image to represent the theme of the information available in the sub-section.

Sub-Section Snippet
- The snippet is required.
- Provide a brief intro to the Sub-Section or Page Links.

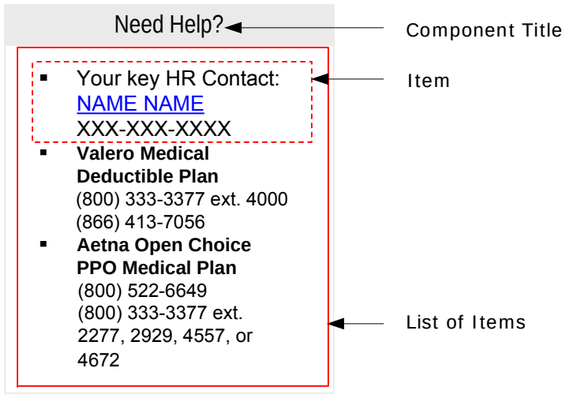
List of Pages
- Select appropriate lower level pages as per SAPP Top Level Navigation to feature.
- Limit the number of level 2 links - rule of thumb: no more than 3 should show for any given user.
- Author determines the order of items.

Need Help Application

Overview

This component is used to provide users contact information for various HR programs. The data is personalized to the user and is sourced from a Valero developed application. The component presentation and behavior dictate the styles and formatting required of the Valero application.

Wireframe Pattern



Visual Compositions

Component General Properties

Sizing: Both Conformable Min width 237 pixels.

Style: Narrow Column Box

Visibility: Show if there is at least one item targeted for the user.

Search Indexed: No.

Component Title

Text: Title as specified in the page instance wireframe.

List of Items

Number of Items:
- Min: Zero
- Max: No system maximum.

Note: the list may be longer for some users than others because some items are targeted to a set of users, and hidden from others.

Source: Dynamically generated for each user as determined from the data source application.

Order: As determined from the data source application.

Item

Style: Bulleted Text, which can include Standard Link .

Text:
- Equal to the text provided from the data source application.
- Text can span multiple lines.
- Text can include a link.
- Text can have html formatting (i.e., italic, bold, etc.).
- If a link is included, the link text is equal to the title of the target page or asset.

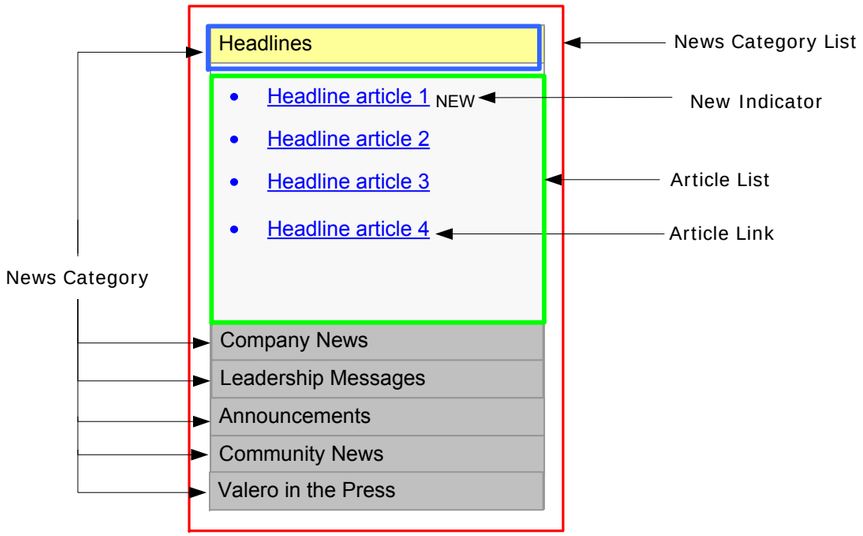
Target for Links:
- If the link is to a Portal page, it opens in the same window, replacing the current page. Portal links will need to pass a location parameter to a target page. E.g. linking to the Location pages from “Our Company”, or to Service Center location varied pages.
- If the link is to an asset, then follow the behavior specified in Asset Link Handling .
- If the target is an email address, launch the users email client.

News Accordion

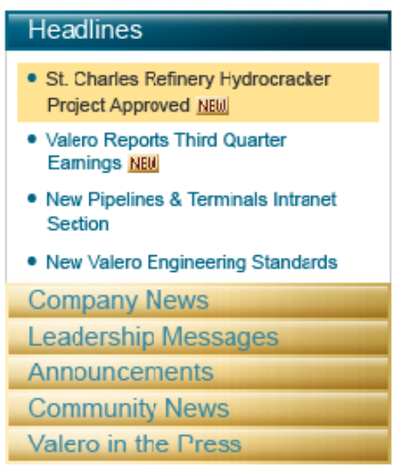
Overview

Displays a personalized list (based on the targeting attributes associated with the user, specifically location) of News and Announcements articles and provides access to the articles that both company and location-based authors have published.

Wireframe Pattern



Visual Composition



Component General Properties

Style: Accordian One

Sizing: Static Width Left aligned

Width: 236 pixels

Visibility: Entire component is always shown.

News Category List

Selected Style: Subhead Two (color = white)
Unselected Style: Subhead Two Link

Number of Category Items: 6

List Contents & Order:
1: Headlines
2: Company News
3: Leadership Messages
4: Announcements
5: Community News
6: Valero in the Press

Article List

Style: Standard Link

The rules that determine the context and order of the article list differ based on the News Category. These roles are defined on the “Comment Article List Definition” page of this document.

Article Link

Style (link): Accordian One: Link
Style (selected): Accordian One: Selected Page

Text: Link text is equal to the title of the associated news or announcement article.

Target: When an Article Link is clicked, the article associated with that link is displayed in the News Viewer on the same page.

New indicator

Follow behavior described for Links to Articles in New Indicator

News Category

Style (inactive): Accordian One: Inactive Button
Style (active): Accordian One: Active Button

Text: equal to the name determined (for each of the News Categories)

State 1: Category collapsed
State 2: Category expanded

Category Selection:
There is always one category expanded. All others are collapsed.

Category Selection States:
Category Selection Behavior (on-click behavior is dependent upon current category selection state):
State 1: collapsed
- Result: The selected category becomes expanded and the News Viewer displays the corresponding category index page.

State 2: expanded
- Result: The selected category remains expanded and the News Viewer displays the corresponding category index page (e.g., either the index remains or a displayed article is replaced by the index)

Display Behavior (dependent on page navigation context specified):
Context 1: No Category or Article Specified (e.g., the News tab on the top navigations bar is selected)
- When the page containing this component loads (and there is no article or announcement specified), the Headlines News Category is expanded and the News Viewer displays the corresponding category index page.

Context 2: Category Specified
- When the page containing this component loads with a Category specified (but no article), the specified Category is expanded and the News Viewer displays the corresponding category index page.

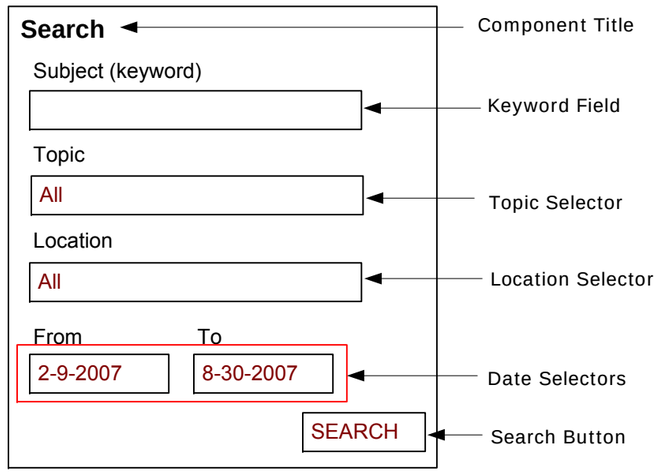
Context 3: Article and Category Specified
- When the page containing this component loads with a Category and an Article specified, the article is displayed in the News Viewer and shown selected within the category specified.
- When an article is selected from an index page within the News Viewer, the Article is displayed in the News Viewer and shown selected within the same News Category as the index page.

News Search

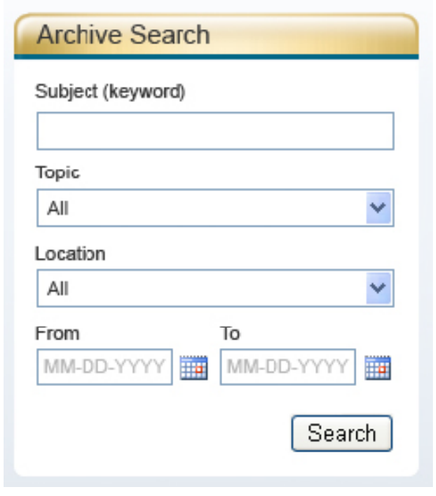
Overview

Allows users to specify search criteria for all news articles and announcements published (both current and dated) so that search results lists and articles can be viewed (see separate component on *News Search Results Viewer*).

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Static Left aligned

Width = 237 pixels ; Height = 271pixels

Style: Narrow Column box

Visibility: Always shown.

Component Title

Label text: Fixed – described in the wireframe pattern to the left.
Style: Subhead Two

Keyword Field

Functionality: Presents an entry field that accepts free-form text from the user for purposes of search.

Label text: Fixed – described in the wireframe pattern to the left.
Style: Standard Text

Functionality: Presents a drop-down selection menu of pre-set values representing all news and announcements categories, except Headlines.

Label text: Fixed – described in the wireframe pattern to the left.

Style:

Values:
- Company News

Topic Selector

- Leadership Messages
- All Announcements
- Company Only Announcements
- [location] Only Announcements
- Community News
- Valero in the Press

Location Selector

Functionality: Presents a drop-down selection menu of pre-set values representing all locations for which personalized announcements and news have been created and assigned meta data values.

Label text: Fixed – described in the wireframe pattern to the left.

Style: Standard Text

Values (illustrative and incomplete list):
- Headquarter (San Antonio)
- Three Rivers
- Port Arthur
- Corpus Christie
- Delaware City

Date Selectors

Functionality: Presents a start date “From” and an end date “To” that limits the search to articles published within that date range. User may alter those ranges as need.

Label text: Fixed – described in the wireframe pattern to the left.

Style: Standard Text

Values:

FROM: Defaults to 1-1-2004 (assumed oldest date for which articles exist).

TO: Defaults to the current date.

Search Button

Functionality: Initiates a search of news and announcements articles. Results are presented in the *News Search Results Viewer* component on the same page. User input and selections in the search fields remain unchanged as long as the page is loaded in the browser.

Label text: Fixed – described in the wireframe pattern to the left.

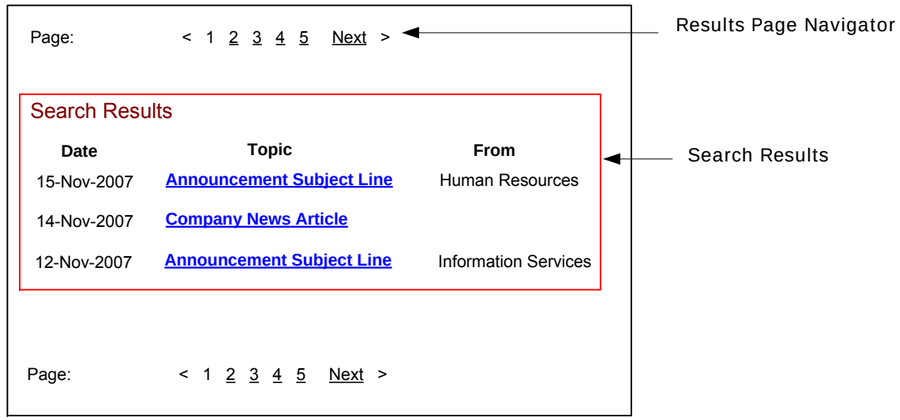
Style: Standard Browser GUI

News Search Results Viewer

Overview

Presents results of a news and announcements search specified and initiated by the user in the News Search component on the same page.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable Left aligned.

Width = 710 pixels

Visibility: Always shown.

Results Page Navigator

Text: Fixed – described in the wireframe pattern to the left.

Functionality: opens component pages that present sequential search results. Number of pages dependent on the number of articles found in search

Style: Prev/Next Inactive: Based on Standard Text (Weight = Bold, Color = Light Grey)
Prev/Next Active: Based on Standard Text Link (Weight = Bold)
Page Number Unselected: Based on Standard Text Link (Weight = Bold)
Page Number Selected/On Hover: Based on Standard Text Link (Weight = Bold, Color = White, Lt. Teal box around it)

Search Results

Text: Fixed – “Search Results”, “Date”, “Topic” and “From”.

Variable: Presents results based on the search parameters, in reverse chronological order.

Article data presented: Date of publication, title, and “author” (if applicable).

Number of articles presents on a Results Page is limited to the number that will fit in the static space.

Target: Clicking a topic will open the article in this component using the same format as specified for the *News Viewer: News Article Pattern* or *News Viewer: Announcement Article Pattern.*

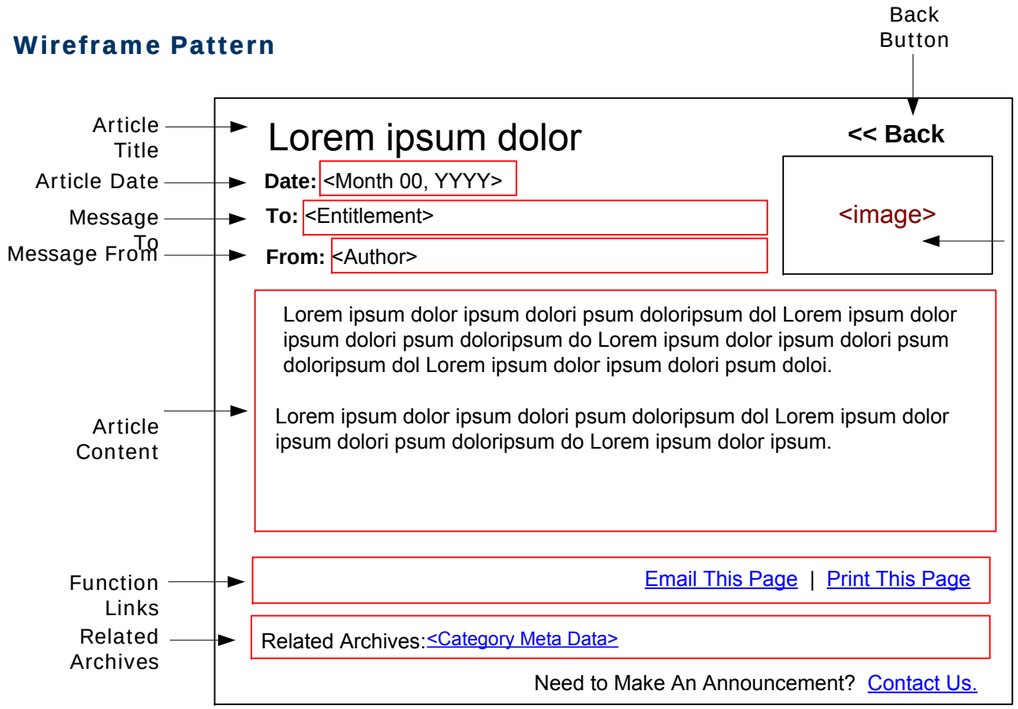
Style: Column Headers: Based on Standard Text (Weight = Bold)
Dates: Standard Text
Topic: Based on Standard Text Link (Weight = Bold)
From: Standard Text

News Viewer: Announcements Article Pattern

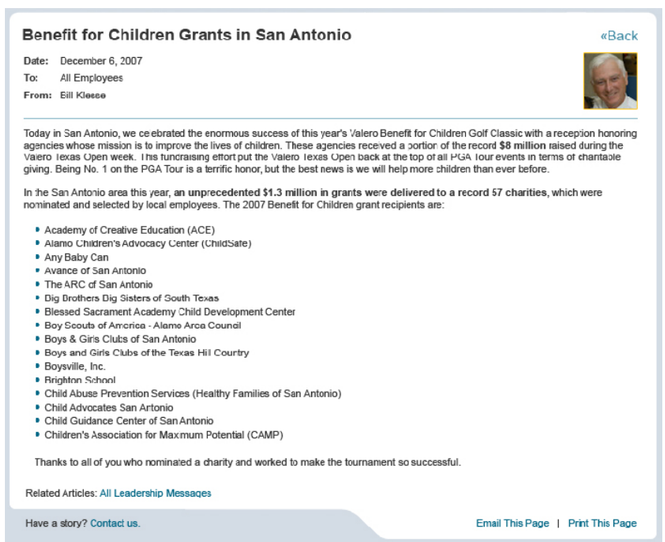
Overview

Allows users to view the contents of a selected News Article.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable Left aligned
Minimum Width: 710 pixels

Visibility: Displayed when an Article is selected.

Search Indexed: No.

Article Title

Style: Page Title left aligned.
Text: Equal to the Title of the selected article.

Article Date

Style: Standard Text left aligned.
Text: Equal to the Publication Date of the selected article.

Message To

Style: Standard Text left aligned.
Text: Equal to the Entitlement of the article.

Message From

Style: Standard Text left aligned.
Text: Equal to the Author of the article.

Leadership Message Image

Visibility: Show if Article type is Leadership Message
Image: Image of the Author of the Leadership image

Article Content

Search Indexed: Yes
Target: Article content displays in context of News Archive.
Style:
Text: Standard Text

- Equal to the article content.
- Can include formatting and images.

Related Archives

Style: Standard Link Left aligned

Contents:

- 1 Label
- 1 Link for category metadata value for the selected article

Label Text: Fixed at “Related Archives:”

Target: The News Archive page with the selected metadata search executed.

Visibility:

- Not visible presented for Headlines category.
- For Announcements category, three options will be presented: All Announcements, Company Announcements Only, [location] Announcements Only

Function Links

Style: Standard Link Left aligned.

Text:

- Fixed at “Email This Page.”
- Fixed at “Print This Page.”
- For announcements: “Need to Make An Announcement? Contact Us.” Hide for Leadership Messages

Email This Page Target:

- On-click, a new message window from the user’s email client is popped
- The subject line is auto-populated with “Check out this article on Inside Valero”.
- The body is auto-populated with the article title and a link to the article.

Print This Page Target:

- On-click, a new window is popped that contains only the article title and content.
- The browser print dialog window is automatically invoked.

Need to Make An Announcement?
Visibility: Show only if Announcement article, hide for Leadership Messages articles.
Target:

- On-click, a popup window presents a listing of contacts to whom announcement submissions may be made, along with their telephone numbers and email addresses.

Back Button

Style: Subhead Two Link; left aligned.

Text: See wireframe.

Target: Prior page of component (e.g., News Search).

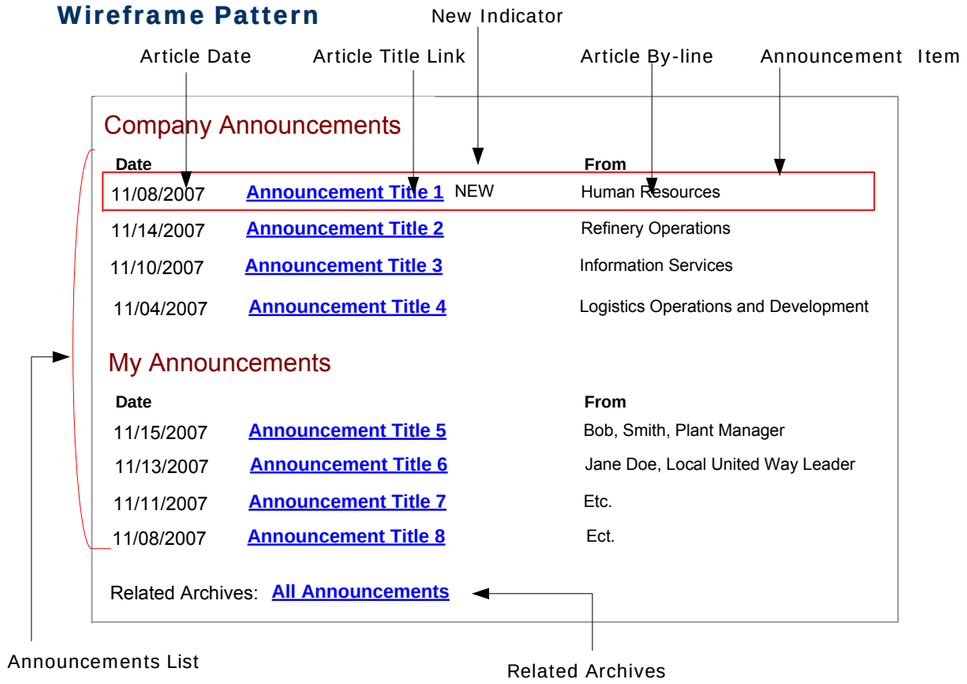
Visibility: Used for articles presented as a result of a search.

News Viewer: Announcements Index Pattern

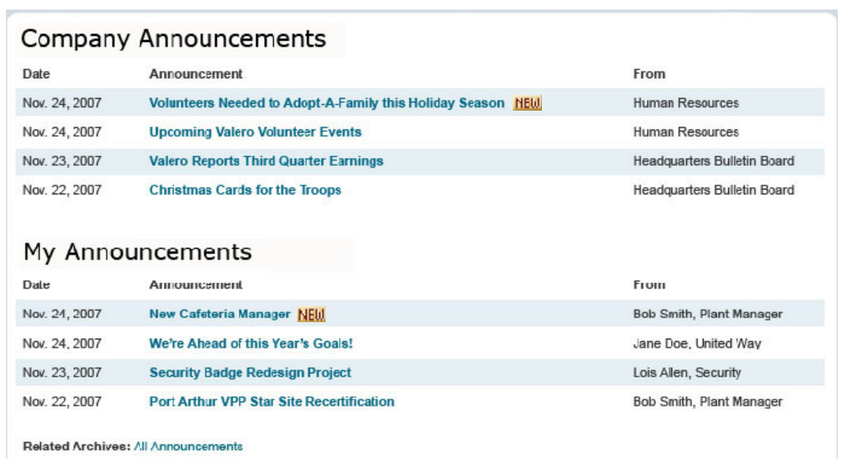
Overview

Presents a list of current announcements, including general company announcements and targeted announcements.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Width = 710 pixels ;

Announcements List

- List Utilized: Current Announcements List (order 1).
- Organized into two sections: Company Announcements and targeted announcements.

See Current Article List Definitions page

Announcement Item

Contents:
- 1 Article Date
- 1 Article Title Link
- 1 Article By-line

Article Date

Style: Standard Text

Text: Equal to the publication date of the article.

Article Title Link

Style: Standard Link Left aligned.

Text: Equal to the “Title” of the corresponding article.

Target: The article is displayed in the News Viewer.

Article By-line

Style: Left aligned. Standard Text

Text: The author of the article.

New indicator

Follow behavior described for Links to Articles in New Indicator

Related Archives

Style: Standard Link Left aligned

Contents:
- 1 Label
- 1 Link for category metadata value for the selected article

Label Text: Fixed at “Related Archives:”

Target: The News Archive page with the selected metadata search executed.

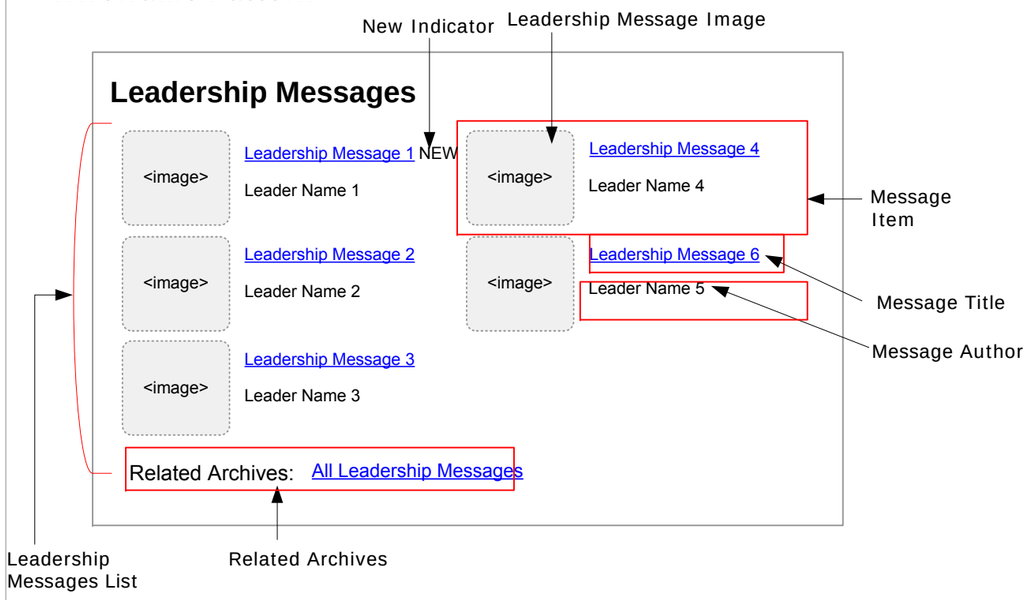
Visibility: Three options will be presented:
- All Announcements
- Company Announcements Only
- My Announcements Only

News Viewer: Leadership Message Index Pattern

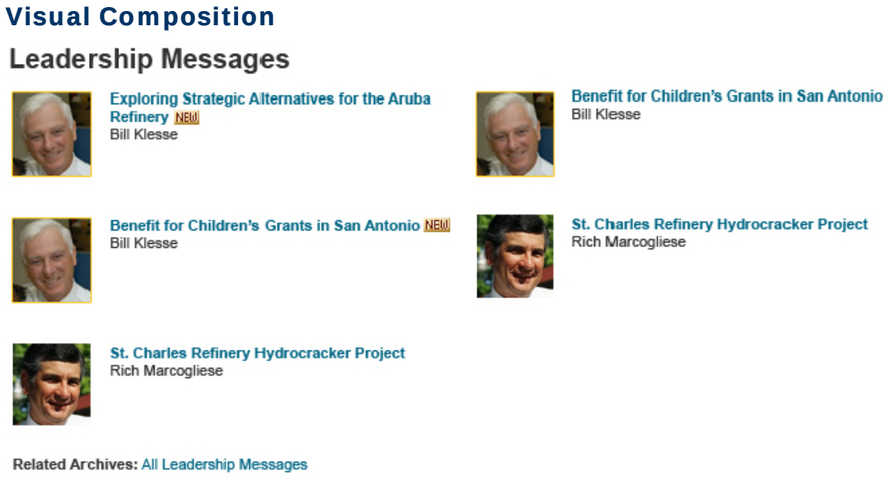
Overview

Presents a list of recent Leadership Messages with a News Category that is selected in the News Accordion.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable Left aligned

Minimum Width: 710 pixels

Leadership Message List

- List Utilized: Current Leadership Messages List.

See Current Article List Definitions page

Message Item

Leadership Message Item Contents:
- 1 Leadership Message Title
- 1 Message Author
- 1 Leadership Message Image

Visibility: Show the Message Item if the Leadership Message article is targeted to the user.

Message Title Link

Style: Standard Link Left aligned

Text: Equal to the "Title" metadata of the corresponding article.

Target: The article is displayed in the News Viewer.

Message Author

Style: Standard Text Left aligned.

Text: Equal to the *Author* metadata of the Leadership Message article.

New indicator

Follow behavior described for Links to Articles in New Indicator

Leadership Message Image

Sizing: Both Static Left aligned.

Width = 42 pixels ; Height = 38 pixels

Graphic: The image associated with the *Leadership Message Image* metadata of the article.

Target: The article is displayed in the News Viewer.

Related Archives

Style: Standard Link Left aligned

Contents:
- 1 Label
- 1 Link for category metadata value for the selected article

Label Text: Fixed at "All Leadership Messages"

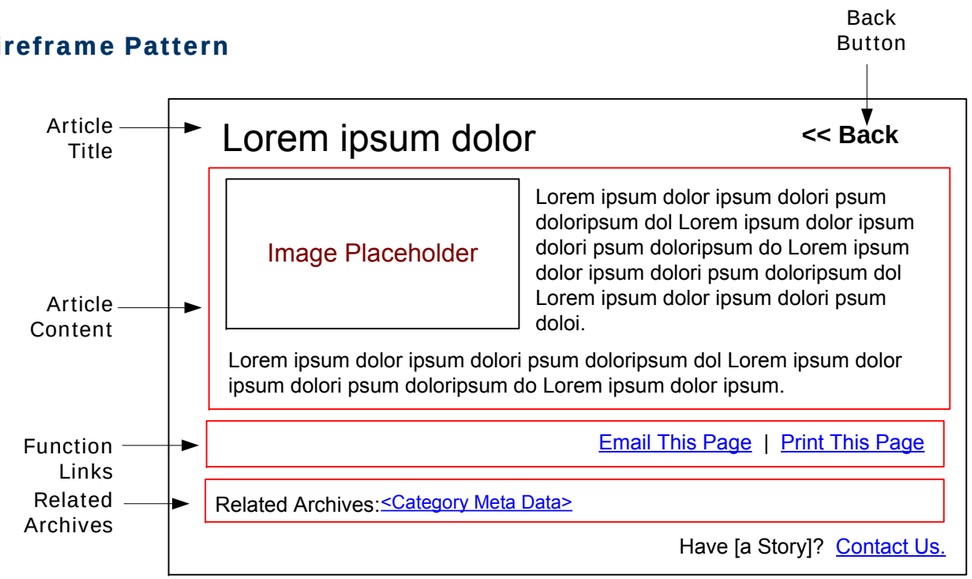
Target: The News Archive page with the selected metadata search executed.

News Viewer: News Article Pattern

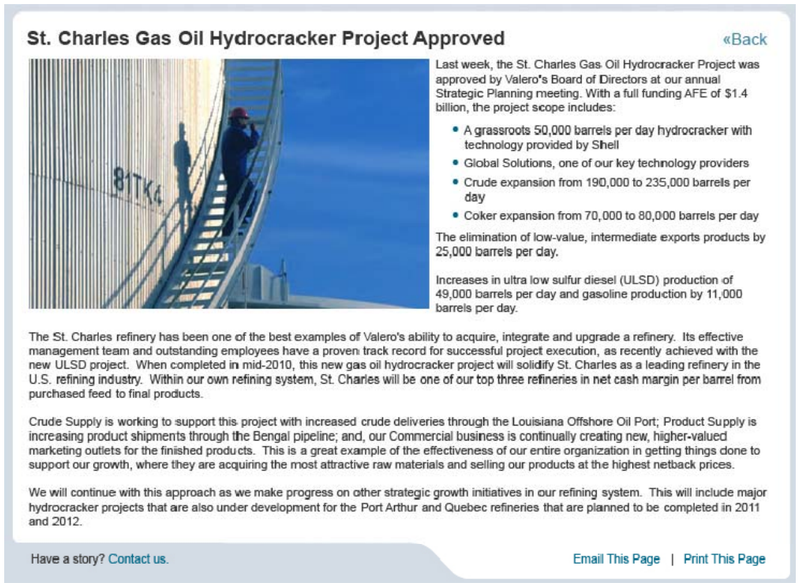
Overview

Allows users to view the contents of a selected Article.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable Left aligned

Minimum Width: 710 pixels

Visibility: Displayed when an Article is selected.

Search Indexed: No.

Article Title

Style: Page Title left aligned.

Text: Equal to the Title of the selected article.

Article Content

Search Indexed: Yes

Target: Article content displays in context of News Archive.

Style: Standard Text

Text:

- Equal to the article content.
- Can include formatting and images.

Related Archives

Style: Standard Link Left aligned

Contents:

- 1 Label
- 1 Link for category metadata value for the selected article

Label Text: Fixed at “Related Archives:”

Target: The News Archive page with the selected metadata search executed.

Visibility:

- Not visible presented for Headlines category.
- For Announcements category, three options will be presented: All Announcements, Company Announcements Only, [location] Announcements Only

Function Links

Style: Standard Link Left aligned.

Text:

- Fixed at “Email This Page.”
- Fixed at “Print This Page.”
- Fixed at “Have a Story? Contact Us.”

Email This Page Target:

- On-click, a new message window from the user’s email client is popped
- The subject line is auto-populated with “Check out this article on Inside Valero”.
- The body is auto-populated with the article title and a link to the article.

Print This Page Target:

- On-click, a new window is popped that contains only the article title and content.
- The browser print dialog window is automatically invoked.

Have A Story? Target:

- On-click, a new message window from the user’s email client is popped
- The subject line is auto-populated with “Story Suggestion for Inside Valero”.
- The body is auto-populated with several standardized questions, such as “story topic”, “related location, event, organization”, “who should we contact to learn more”.

Back Button

Style: Subhead Two Link; left aligned.

Text: See wireframe.

Target: Prior page of component (e.g., News Search).

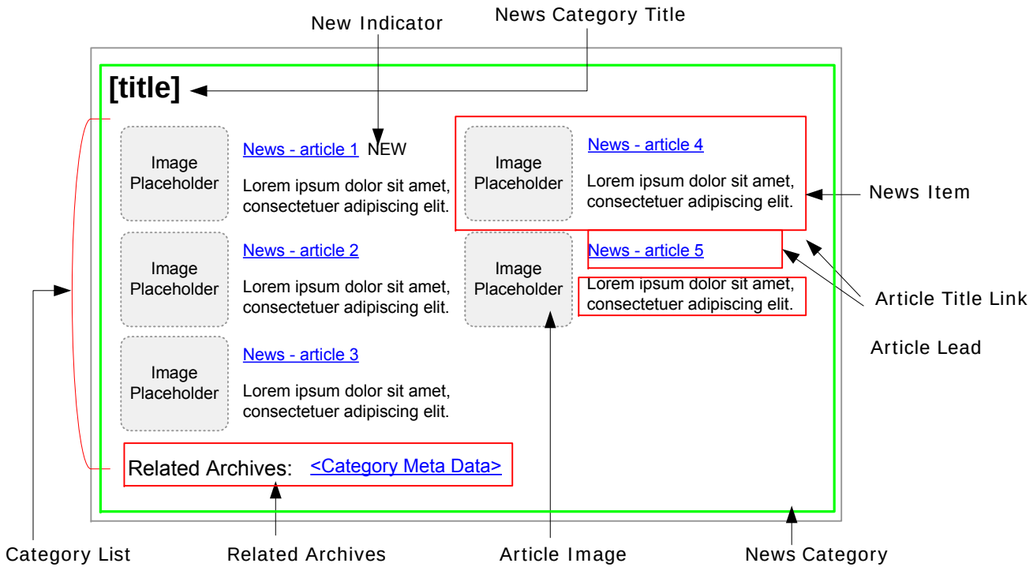
Visibility: Used for articles presented as a result of a search.

News Viewer: News Index Pattern

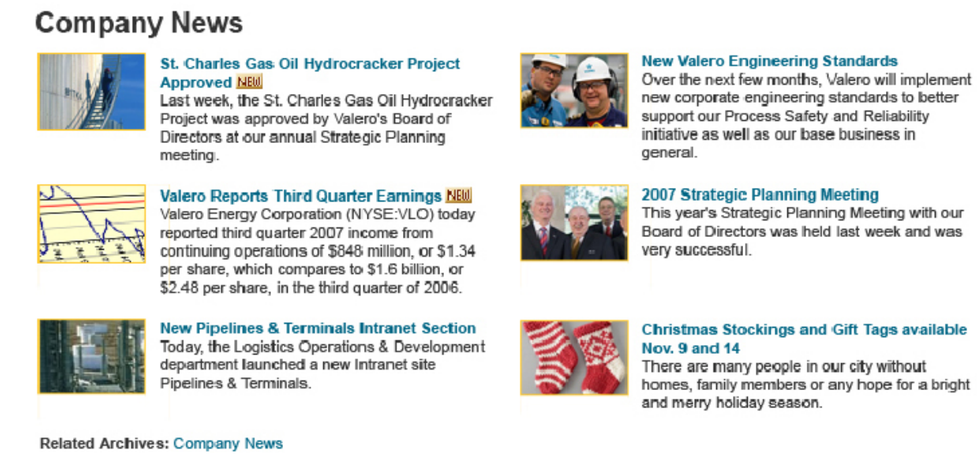
Overview

Presents current articles associated with a News Category that is selected in the News Accordion.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable Left aligned

Minimum Width: 710 pixels

Visibility: Displayed when one of four News Categories is selected in the News Accordion:
- Headlines
- Company News
- Community News
- Valero in the Press

Variability: Presents articles associated with the meta data of the category selected in the News Accordion.

News Category Title

Style: Page Title left aligned.

Text: Equal to the selected news category.

Category List

List Utilized: Index page presents the appropriate “Current Articles List” associated with the selected category.

See Current Article List Definitions page

News Item

Contents:
- 1 Article Title Link
- 1 Article Image
- 1 Article Lead

Article Title Link

Style: Standard Link Left aligned

Text: Equal to the “Title” metadata of the corresponding article.

Target: The article is displayed in the News Viewer.

New indicator

Follow behavior described for Links to Articles in New Indicator

Article Image

Sizing: Both Static Left aligned.

Width = 75 pixels
Height = 55 pixels; 1-pt Gold rule

Graphic: The article image that corresponds to the thumbnail image associated with the news article.

Target: The article is displayed in the News Viewer.

Article Lead

Style: Standard Text Left aligned.

Text: Display the first sentence in the article content.

Related Archives

Style: Standard Link Left aligned;

Contents:
- 1 Label
- 1 Link for category metadata value for the selected article

Label Text: Fixed at “Related Archives”

Target: The News Archive page with the selected metadata search executed.

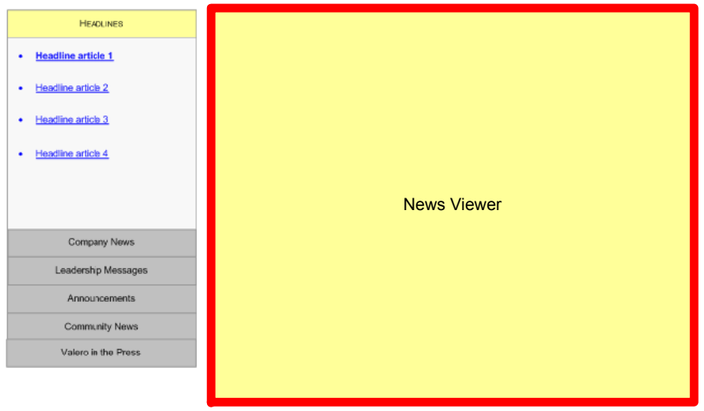
Visibility: Not visible presented for Headlines category.

News Viewer: Overview

Overview

Allows users to view the index of a News Category or an Article selected from the index, the News Accordion, or component on another Portal page.

Wireframe Pattern



Visual Composition

See each Component Content

Component General Properties

Sizing: Both Conformable Left aligned

Minimum Width: 710 pixels

Component Contents:
The News Viewer will display only 1 of the following patterns at any given time. The patterns displayed are dependent upon the referring target link.

- Article Pattern: displayed when the target of a clicked link is an Article.
  - News Article Pattern (for Headlines, Company News, Valero in the News, Community News)
  - Announcement Article Pattern (for Announcements, Leadership Messages)

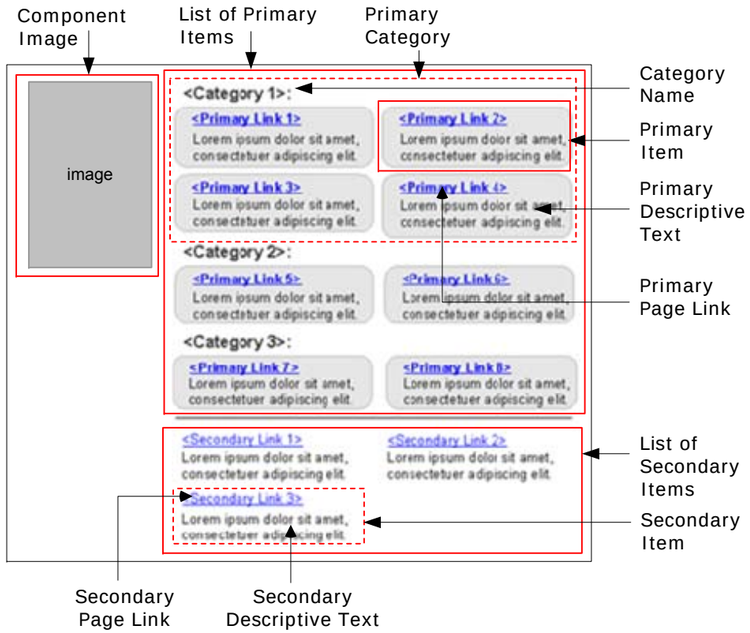
- Index Pattern: displayed when the target of a clicked link is a News Category.
  - News Index Pattern (for Headlines, Company News, Valero in the News, Community News)
  - Announcement Index Pattern (for Announcements)
  - Leadership Message Index Pattern (Leadership Messages)

Next Level Down

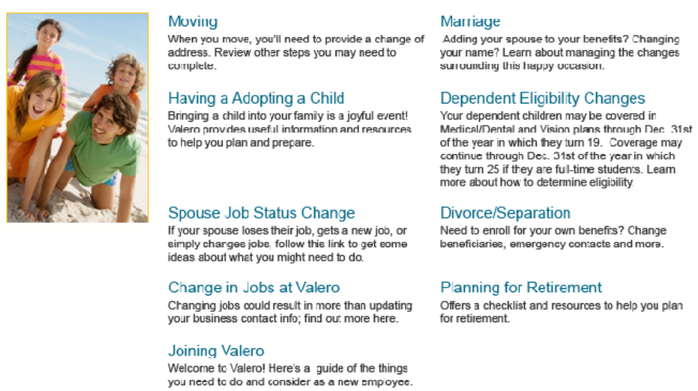
Overview

Displays links to lower-level Portal pages, with supporting text, presented as either “primary pages” or “secondary pages”, that are targeted to the user. The visual treatment for primary pages places the link/text higher in the column and provides highlighting features.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable Minimum width: 600 pixels.

Constraint: primary boxes on each row maintain equal heights.

Visibility: Always shown.

Search Indexed: No.

Component Image

Image: See Wireframe Page instance for the image file name.

Visibility: Optional – the image is not necessary if the component is on a level 2 page or lower.

List of Primary Items

Number of Items:
- Min: Zero
- Max: Maximum – equal to the number of existing lower level pages targeted for the user.

Note: the list seen may vary because some Portal pages are targeted to certain user types and hidden from others.

The List of Primary Items can be split into 2 or 3 groups of Primary Categories.

Primary Category

Number of Primary Categories:
- Min: Two
- Max: Three

Note: All user types see the same Primary Categories, if any. There is no variability based on user types.

Visibility: Displays for all user types if included by the author.

Behavior: If there is only one Primary Category, the Category Name is not displayed.

Contents:
- Category Name
- Primary Items

Category Name

Style: Subhead Two

Text: As specified in the page instance wireframes.

Primary Item

Contents:
- One primary page link
- One primary Descriptive Text

Visibility: Items will be displayed only for pages targeted to the user type.

Primary Page Link

Style: Subhead Two Link

Text: Link text is equal to the title of the target Portal page.

Target: The portal page opens in the same window, replacing the current content page.

Primary Descriptive Text

Style: Supporting Text Aligned center

Text: Descriptive text is optionally created by an author for each portal page in the list.

List of Secondary Items

Number of Items:
- Min: Zero
- Max: Maximum – equal to the number of existing lower level pages targeted for the user.

Note: the list seen may vary because some Portal pages are targeted to certain user types and hidden from others.

Secondary Item

Contents:
- One secondary page link
- One secondary Descriptive Text (optional)

Visibility: Items will be displayed only for pages targeted to the user type.

Secondary Page Link

Style: Standard Link

Text: Link text is equal to the title of the target Portal page.

Target: The portal page opens in the same window, replacing the current content page.

Secondary Descriptive Text

Style: Standard Text

Text: Descriptive text is optionally created by an author for each portal page in the list.

Next Level Down (continued)

Authoring Guidelines

Image
- Select appropriate image to represent the theme of the page.

List of Primary Items
- Select appropriate primary next level down portal pages and order as per SAPP.
- Do not list a page as both primary and secondary.
- Rule of thumb: 1 to 6 primary links should show for any given user.

Primary Descriptive Text
- Describe why this other portal page may be relevant in this context.
- The author can copy a description used elsewhere for the same portal page.

Primary Category
- Primary Category is an optional part of the List of Primary Items.
- The author can decide to split the List of Primary Items into groups of common items.
- There should be either 2 or 3 separate Primary Categories only.

Category Name
- Select a category name that helps distinguish the Primary Items in the category from the Primary Items in the other categories on the page.

List of Secondary Items
- Assign remaining next level down portal pages and order as per SAPP.
- Rule of thumb: 1 to 6 secondary links should show for any given user.

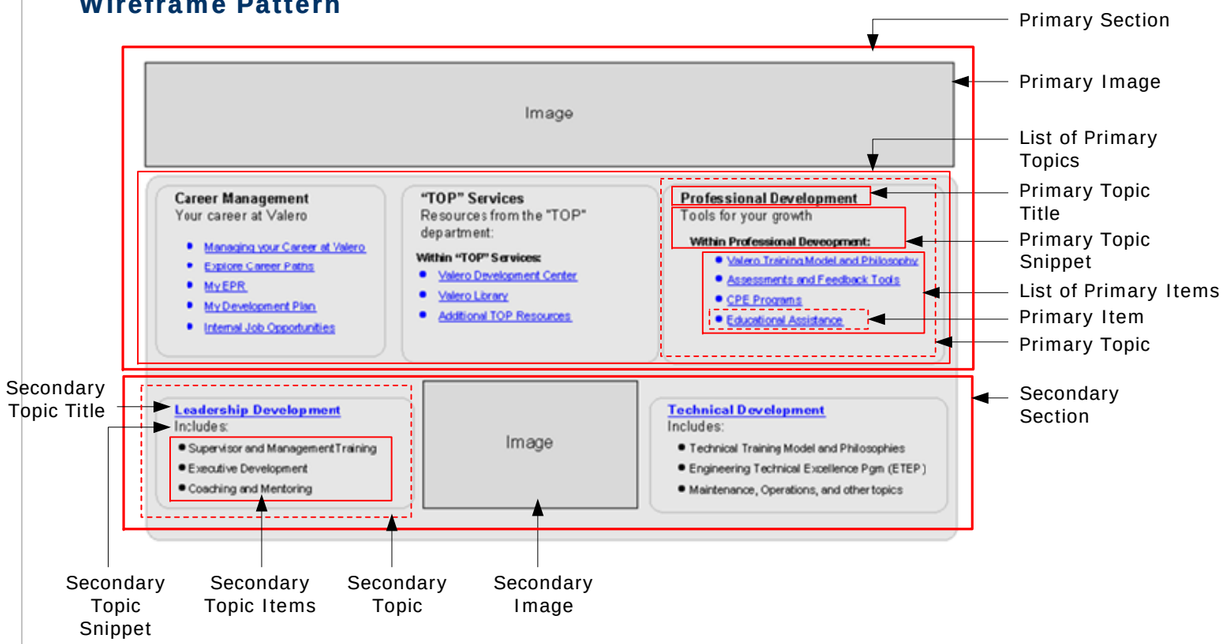
Secondary Descriptive Text
- Describe why this other portal page may be relevant in this context.
- The author can copy a description used elsewhere for the same portal page.

Next Level Down - Graphical

Overview

The component provides navigation to multiple portal pages within a specific area of the portal. The component allows the author to group links to portal pages under a common title and description. The component is intended for a 1st or 2nd level portal page.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Static Left aligned.
Width = 710 pixels

Scroll Bar: No

Search: No

Primary Section

Contents:
- Primary Image
- List of Primary Topics

Visibility: The Primary Section is required for all instances of the component.

Primary Image

Style: Graphic

Image:
- Serves as a "logo" to visually represent the area of the portal the components is supporting.
- May include text integrated into the image.

Visibility:
- Required for each instance of the component.
- One image applies for all users entitled to the page.

List of Primary Topics

Number of Items:
Min: Two
Max: Three.
The List of Primary Topics requires 2 or 3 Primary Topic parts to be used for all instances of the component.

Order: The Primary Topic parts are displayed side by side with the order determined by the author.

Primary Topic

Size:
- Width of each Topic Title varies to accommodate the length of title, snippet and items

Contains:
- Primary Topic Title
- Primary Topic Snippet
- List of Primary Items

Primary Topic Title

Style: Page Title

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

Primary Topic Snippet

Style: Subhead Two ;except color=Light Teal

Align: Left

Text:
- As shown in the page instance wireframe.
- One snippet text for all users.

List of Primary Items

Number of Items:
Min: Two
Max: No system maximum.
Note: the list may be longer for some users than others because some portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author.

Primary Item

Style: Bulleted Text
Standard Link

Text: Link text is equal to the title of the portal page, unless the author provides alternate, context-specific link text.

Target: Opens the portal page in the same window, replacing the current content page.

Secondary Section

Contents:
- Secondary Image
- Secondary Topics

Visibility: The Secondary Section is optional – it can exist only of the author creates 2 Secondary Topic parts.

Next Level Down - Graphical (continued)

Secondary Image

Style: Graphic

Image:
- Serves as a secondary visual representation of the content accessed via the component.
- May include text integrated into the image.

Visibility:
- Optional – the image is not required, even if the Secondary Section exists for an instance of the component.
- One image applies for all users entitled to the page.

Secondary Topic

Contains:
- Secondary Topic Title
- Secondary Topic Snippet
- Secondary Topic Items

Number of Items:
Two – Must contain 2 Secondary Topic parts for all users for each instance in order for the Secondary Section to display.

Display:
- The 2 Secondary parts are displayed side by side with the order determined by the author.
- The parts can have a Secondary Image in-between.

Secondary Topic Title

Style: Subhead Two Link

Align: Left

Text: Link text is equal to the title of the portal page, unless the author provides alternate, context-specific link text.

Target: Opens the portal page in the same window, replacing the current content page.

Secondary Topic Snippet

Style: Standard Text

Align: Left

Text:
- As shown in the page instance wireframe.
- One snippet text for all users.

Secondary Topic Items

Style: Bulleted Text

Align: Left

Text:
- As shown in the page instance wireframe.
- One list of bullets for all users.

Authoring Guidelines

Primary Section

This section and all parts are required for all instances of the component.

Primary Section Image
- The Image is required.
- The image can include integrated text.
- The image should attempt to provide a visual representation of the theme of the section or the portal.

List of Primary Topics
- Determined by the author, as needed, to logically separate the information in the section.
- Each instance of the component requires 2 or 3 Primary Topics.
- Author determines the order across the Primary Section.

Primary Topic Title
- Set by author. One title applies for all users.
- Create appropriate title based on links in the corresponding List of Primary Items.

Primary Topic Snippet
- Set by author. One snippet text applies for all users.
- Create appropriate snippet text as an introduction to the List of Primary Items.

List of Primary Items
- Select appropriate lower level pages as per SAPP Top Level Navigation to feature.
- Limit the number of level 2 links - rule of thumb: no more than 5 should show for any given user.
- Link text should be equal to the title of the portal page, though the author can provide alternate, context-specific link text.
- Author determines the order of items.

Authoring Guidelines (continued)

Secondary Section

This section is optional and can only exist if the author provides 2 separate Secondary Topic parts.

Secondary Image
- The Image is optional.
- Serves as a secondary visual representation of the information available via the component.
- May include text integrated into the image.

Secondary Topic
- Requires 2 separate versions of the part in order for the Secondary Section to exist.
- Determined by the author, as needed, to provide access to secondary information within the section.

Secondary Topic Title
- Set by author. One title applies for all users.
- Title text should be equal to the title of the target portal page, though the author can provide alternate, context-specific link text.

Secondary Topic Snippet
- Set by author. One snippet text applies for all users.
- Create appropriate snippet text as an introduction to the Secondary Topic Items.

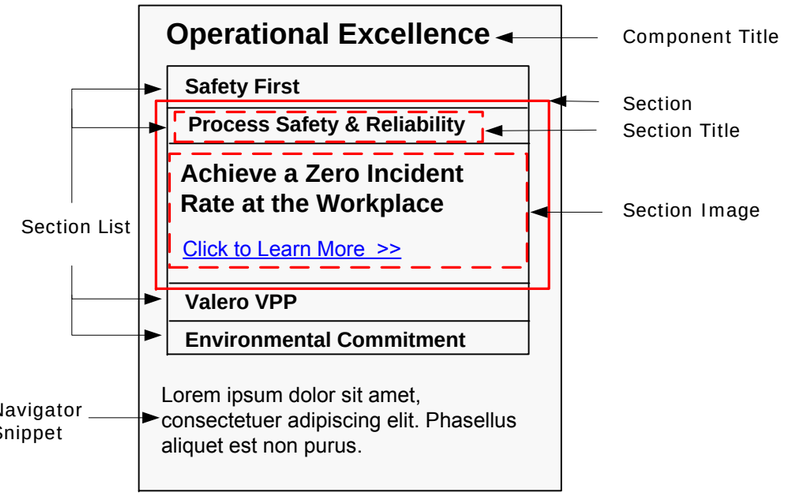
Secondary Topic Items
- Create appropriate list of bullets to represent the content on the portal page targeted by the corresponding Secondary Topic Title.
- Limit the number of bullets – rule of thumb: no more than 4 should show for any given user.
- Author determines the order of items.

Ops Excellence Navigator

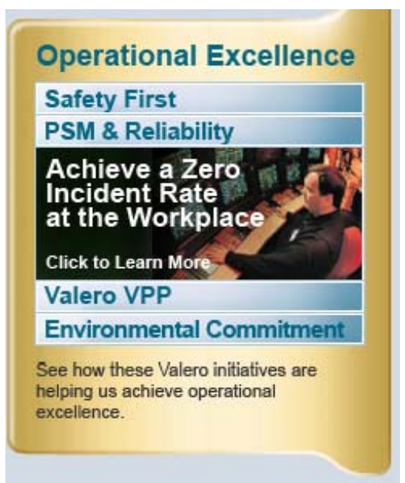
Overview

Provides prominent visual exposure to a second-level section of the Portal ("Operational Excellence") and its next level down pages through use of visual content, description and a link to a targeted Portal page.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Static Left aligned.

Style: Will float inside gold graphic background. Unique only to the home page. Use the Photoshop file for reference.

Width = 238 pixels
Height = 309 pixels

Visibility: Always shown.

Component Title

Style: Subhead One Link Left aligned.

Text: Set by author. One title applies to all users

Section List

Contents: Contains a Section for each Level 3 Portal page in the "Operational Excellence" Level 2 section.

Order: Order based on order of level 3 pages (tabs).

Style: Accordion Two

Section

Width: 204 pixels
Height: 80 pixels (minimum) to 100 pixels (maximum)

Each Section will content:
- Section Title
- Section Image

Section Title

Style:

Text:
- Displays the page title for a Level 3 Portal page in the "Operational Excellence" Level 2 section.
- One title allows for all users.
- Title is not a link.

Behavior:
- On page load, the first Section is expanded (surfacing the Section image) .
- Clicking a Section Title, expands the Section, surfacing the Section Image for the selected Section.
- If a Section is expanded, it is closed when another Section is clicked (hiding the Section Image).

Section Image

Graphic or photo provided by an author for the Section. It will contain text integrated into the image.

Text:
- Fixed at the bottom of the image "Click to Learn More" for all instances.
- Optional – may include additional text integrated into the image to provided a short description of the theme of the section.

Target:
- Corresponding "Operational Excellence" Level 3 page.
- Opens in the same window, replacing the current content page.

Navigator Snippet

Style: Standard text

Text:
- Displays authored text. Text is same for all user types.
- Text can contain formatting.
- Text cannot contain links.

Search Indexed: Yes.

Authoring Guidelines

Component Title:
- Title equal to the target Portal page.

Section Image:
- Very short theme-based text associated with the Level 2 section.
- Delivered as an image file, comprising a photo and/or text (see Visual Composition at left for better understanding).
- Developed to communicate key program themes for that section. Manually maintained.

Navigator Snippet:
- Developed for component to communicate key program themes overall. Manually maintained.

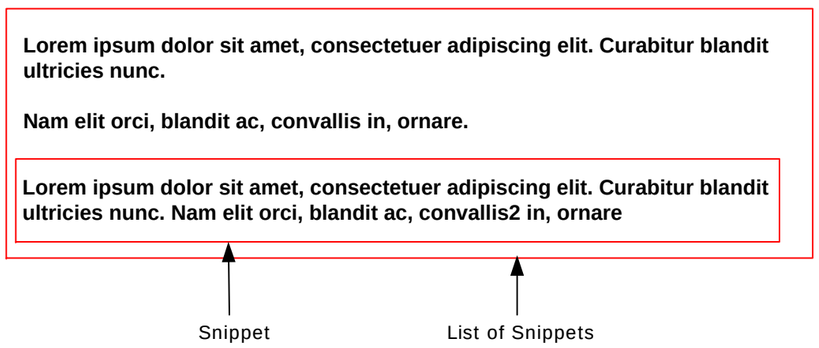
Page Introduction and Title

Overview

Prominently displays the portal page's title in the page's wide column and introduces the page giving an overview of the contents.

In general, it is expected that the introduction and title will be globally applicable to all users of the page. However, to handle special cases, it is possible to define location-specific or user-type-specific snippets within the introduction.

Wireframe Pattern



Component General Properties

Sizing: Both Conformable

Min Height: one line of text

Visibility: Show if component is included on page.

Search Indexed: Yes.

Page Title

Style: Page Title

Text: As indicated in the page instance wireframe.

List of Snippets

Number of Snippets:
- Min: One
- Max: No system maximum. Note: the list may be longer for some users than for others because some snippets are targeted to certain user types and hidden from others.

Order:
The author determines the order in which the snippets appear within this module.

Snippet

Style: Standard Text

Text:
- Displays authored text targeted for the user.
- Text can have formatting and images.
- Cannot contain links

Authoring Guidelines

Page Title
The page title is required.
The page title should reflect the main contents found on the page.

List of Snippets
Multiple snippets are only needed if personalization is required.
Select appropriate snippets to introduce the content on the page.
Before adding a new snippet, make sure there is no available snippet that can be re-used.

Snippet
The snippet is optional on some pages.
Identify targeting for snippet. (Defaults to "All")
Text does not contain links.

Visual Composition

Page Link

Overview

Displays a link to either the referring portal page or the parent portal page from the current page. This provides a compact alternative for SAPP detailed navigation, eliminating unnecessary links to siblings while still providing context for users who have arrived on this page.

The Author determines the mode of the component:
- **Mode 1 =** a link back to the referring page.
- **Mode 2 =** a link back to the parent page in the SAPP hierarchy.

Wireframe Pattern

Visual Composition

Component General Properties

Sizing: Both Conformable

Min Height: one line of text

Visibility: Always appears if included on page.

Search Indexed: No.

Button

Style: Untitled Box

Mode 1 – link to the referring page:

Text: Link text is equal to the title of the target (referring) page.

Target:
- Link points to referring portal page.
- When the target (referring) page contains the Location Navigator: Personalized Location Selector layout component, upon returning to the referring page via the Page Link, the Selector within the Location Navigator: Personalized Location Selector layout component is defaulted to the selected value at the time the user left this originating page.
- The portal page opens in the same window, replacing the current content page.

Mode 2 – link to the parent page:

Source: Link points to parent portal page in SAPP hierarchy (refer to the Site Map to determine the level up parent page).

Text: Link text is equal to the title of the target page.

Target:
- If the referring page is PG 5400 (Work & Life Changes) or one of it's lower level pages in the SAPP hierarchy, the Page Link should target the referring page instead of the parent portal page.
- When the target (parent) page contains the Location Navigator: Personalized Location Selector layout component, upon returning to the parent page via the Page Link, the Selector within the Location Navigator: Personalized Location Selector layout component is defaulted to the selected value at the time the user left this originating page.
- The portal page opens in the same window, replacing the current content page.

Add alternate to Mode 1 when referring page is a Life Event page.

Authoring Guidelines

Mode
The Author will need to select the Mode fro this component:
- Mode 1 = a link to the referring page
- Mode 2 = a link to the parent page

Select Mode 1 when:
- Use this Mode when the page does not exist in the site structure hierarchy – it has no next level up (or parent) page.
- The link target is not determined by the Author. The link target is determined real-time and is the page the user originated from.

Select Mode 2 when:
- Use this Mode when the page exists in the site structure hierarchy – therefore, it has a next level up (or parent) page.
- Using the Site Map, the Author can determine the link target.

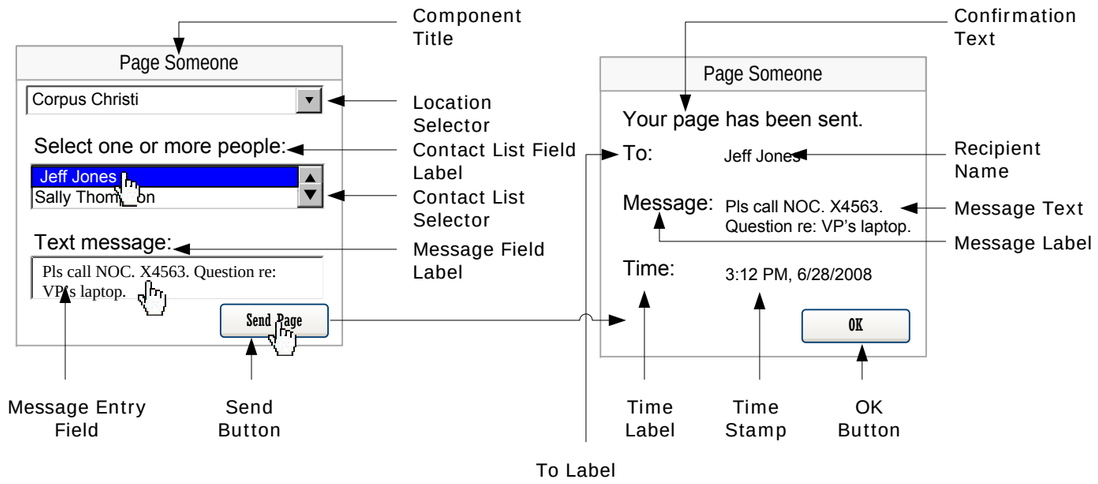
Page Someone

Overview

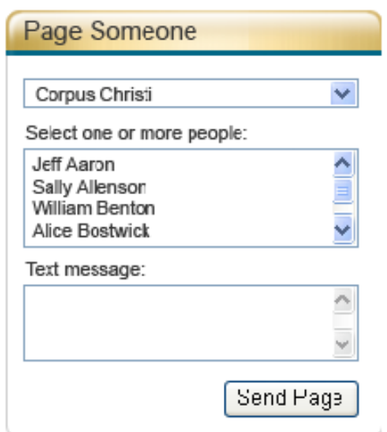
This component is a specific instance of a tool that allows users quick access to Page specific contacts at each location.

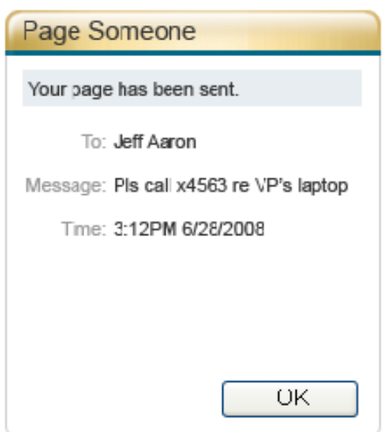
The list of contacts and the locations are predetermined, using the “Page an employee” application available via Contacts as the source for the data.

Wireframe Pattern



Visual Composition





Component General Properties

Style: Narrow Column Box

Sizing: Static Height
Minimum width: 237 pixels.
Height: 250 pixels

Scroll Bar: No

Visibility: Always appears if included on page.

Search Indexed: No

Component Title

Style: Narrow Column Box

Text: Title as specified in the page instance wireframe.

Location Selector

Style: Standard Browser GUI

Contents:
- The selection values are sourced from the “Page an employee” application.
- The list contains “Select a location” value, as the default display.

Order:
- Selection values are listed in alpha order.

Default Value:
- The component always displays “Select a location”.

On selection behavior:
- The location value selected updates the values in the Contact List Selector part – based on the values in the “Page an employee” application.

Contact List Field Label

Style: Standard Text

Text: Fixed at “Select one or more people:”.

Contact List Selector

Style: Standard Browser GUI

Contents and Order:
- The full list of values is sourced from the “Page an employee” application available via Contacts.
- On component load, the full list of values are available in the dropdown, in alpha order by last name.
- The list of values is refreshed each time the user selects a value in the Location Selector dropdown – based on the values in the “Page an employee” application.

Format:
- From the data in the application, display the values as “First Name” “Last Name”.

Message Field Label

Style: Standard Text

Text: Fixed at “Text message:”.

Message

Style: Standard Text

Text: The field is empty on component load.

Behavior:
- Allows users to type a message into the field.
- Any character limitations in the existing application are carried to this field.

Send Button

Style: Standard Browser GUI

Text: Fixed at “Send Page”.

On button click:
- Text message send to the contact selected in the Contact List Selector dropdown, using existing functionality.
- Component is refreshed, displaying the confirmation screen.

Page Someone (continued)

Confirmation Text

Style: Standard Text

Background: Light Blue
Text: Fixed at “Your page has been sent.”

To Label

Style: Standard Text (except color = grey #999999)

Text: Fixed at “To:”.

Recipient Name

Style: Standard Text

Text: Displays the contact selected in the Contact List Selector dropdown.

Message Label

Style: Standard Text (except color = grey #999999)

Text: Fixed at “Message:”.

Message Text

Style: Standard Text

Text: Displays the text the user entered in the Message Entry Field.

Time Label

Style: Standard Text (except color = grey #999999)

Text: Fixed at “Time:”.

Time Stamp

Style: Standard Text

Source: Data used to determine this value is the date/ time the message sent.

Format:
Data displayed as follows: HH:MM AM/PM, MM/DD/YYYY

OK Button

Style: Standard Browser GUI

Text: Fixed at “OK”.

On button click:
- Component is refreshed, displaying the default view used on component load.

Page Utilities

Overview

This component allows for one or more Utilities to be enabled and available to users for an individual portal page. The author determines which Utilities to make available on the Portal Page.

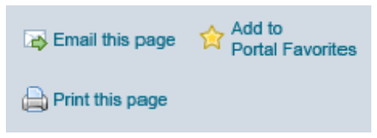
Each instance of the component requires that at least one Utility be available, otherwise the component is hidden on the page.

Wireframe Pattern

Visual Composition

Default State

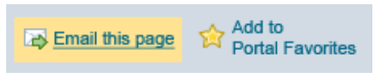
4 showing



3 showing

1 showing

Rollover State



Confirmation State

Component General Properties

Sizing: Both Static

Alignment: Right Aligned

Visibility: Appears if the author selects at least one Utility for the page.

Display:

- The component contains individual graphics for Page Utilities – displayed as 2 Utilities per row.
- If an author decides to not include one or more of the available Utilities on a page, the ordering of the Utilities follows these rules starting in the top row and going down:
- When a row only has one Utility, it should be moved to the left-side location of the component.
- If the component has a subsequent row containing 2 Utilities, the Utility on the left-side location is moved up to the empty location on the row above. And the Utility on the right-side, slides to the left-side location.
- If the component has a subsequent row containing only one Utility, the Utility is moved up to the empty location on the row above.
- This continues until all rows have 2 Utilities or the last row contains only the right-side location.

Search Indexed: No

Email Utility

Style: Both Static (Graphic) Height: 34 Width: 250

Text: Fixed at: “Email this page”

Target:

- A new message window from the user’s email client is popped.
- The subject line is auto-populated with “Link to <Page Title> on Inside Valero”.
- The body is auto-populated with the Page title and a link to the page.

On mouse-over: The background and the link style change per visual composition

Add to Portal Favorites Utility

Style: Both Static (Graphic) Height: 34 Width: 250

Text: Fixed at: “Add to Portal Favorites”

Target:

- The portal page is added to the portal favorites drop down. The Page Title appears in the drop down by default.
- The Confirmation Text is shown to the user.

On mouse-over: The background and the link style change per visual composition (Light Yellow)

Confirmation Text

Style: Both Static (Graphic) Height: 59 Width: 250

Text: as shown in Wireframe Pattern.

Visibility: Shown if the user clicks Add to Portal Favorites Link. Stays visible until user navigates away from this page.

Target:

- The Organize Favorites KM iView is popped.

Utility 3

Style: Both Static (Graphic) Height: 34 Width: 250

Placeholder for future Utility.

Utility 4

Style: Both Static (Graphic) Height: 34 Width: 250

Placeholder for future Utility.

Authoring Guidelines

Utilities

- The author determines which Utilities are contained on a Portal Page.

Personalized Asset List

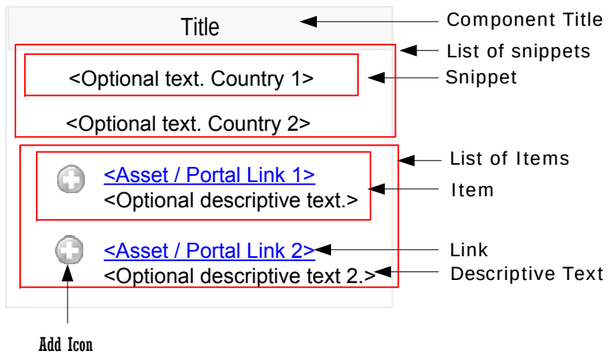
Overview

This component has 2 main functions:

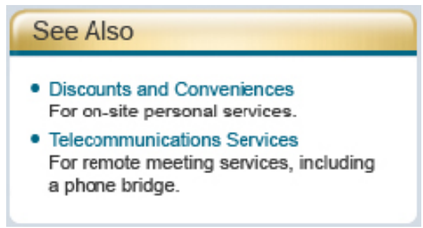
- To provide instructions for the user to get additional help beyond that available through the portal page. Use this component to provide targeted direction support beyond tier 0, as appropriate within the Service Delivery Model.
- To re-direct users to other portal pages and sites, in cases where the user may have arrived on a portal page expecting to find content that actually exists elsewhere. Links may include optional descriptions, at the authors discretion. Links can be targeted for specific audiences.

The component also provides the author the ability to allow users to select an asset to include on an associated User Controlled List component.

Wireframe Pattern



Visual Compositions



Component General Properties

Sizing: Both Conformable Min width 237 pixels.

Style: Narrow Column Box

Visibility: Show if there is at least one snippet or item targeted for the user.

Search Indexed: No.

Component Title

Text: Title as specified in the page instance wireframe.

List of Snippets

Number of Snippets:

- Min: Zero
- Max: No system maximum.

Note: the list may be longer for some users than for others because some snippets are targeted to certain user types and hidden from others.

Order: Determined by the author.

Snippet

Style: Standard Text

Text:

- Displays authored text targeted for the user.
- Text can have formatting and images.
- Cannot contain links

List of Items

Number of Items:

Min: Zero

Max: No system maximum.

Note: the list may be longer for some users than others because some assets are targeted to a set of users, and hidden from others.

Order: Determined by the author.

Item

Contents:

- Item Link
- Descriptive Text (Optional)
- Add Icon

Link

Style: Bulleted Link

Text: Link text is equal to the title of the target page or site.

Target:

- If the link is to a Portal page, it opens in the same window, replacing the current page. Portal links will need to pass a location parameter to a target page. E.g. linking to the Location pages from “Our Company”, or to Service Center location varied pages.
- If the link is to an asset, then follow the behavior specified in Asset Link Handling

Descriptive Text

Style: Standard Text

Text: Descriptive text is optionally created by an author for each asset link.

Library Link

Style: Standard Link

Text: The link text is specified in the page instance wireframe.

Visibility: Displays only if the author chooses to use the component in association with a User Controlled List .

Target: The Portal page opens in the browser, replacing the current page.

Add Icon

Style: Graphic

Visibility: Displays only if the author chooses to use the component in association with a User Controlled List .

On mouse-over:

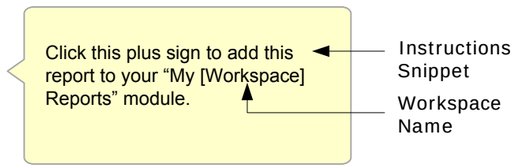
- Display the **Instruction Details** (shown on the next page).
- When moving the mouse off the Add Icon, the **Instruction Details** is hidden.

Behavior “On-click”:

- If the associated User Controlled List is not already part of the users Start Here page, the User Controlled List is added to the Start Here page.
- Adds the item to the associated User Controlled List for the user as defined in the wireframe.
- Once the item is added, pop up the **Item Added Dialog Box** (shown on the next page).

Personalized Asset List (continued)

Instruction Details Wireframe Pattern



Instruction Details General Properties

Style: Rollover Bubble Two

Sizing: Static Width Width: 225 pixels.

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Instructions Snippet

Style: Standard Text

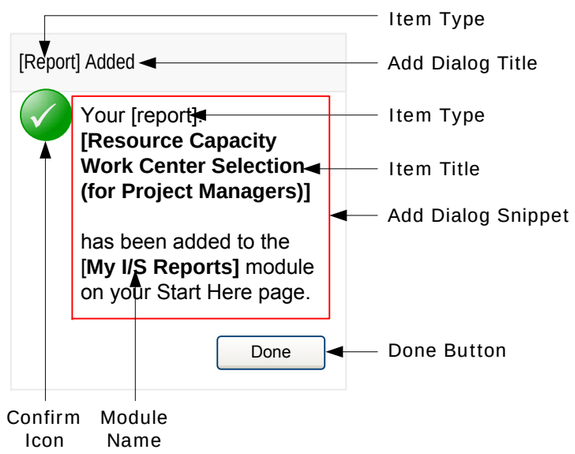
Text: Display as specified in the **Instruction Details Wireframe Pattern**, where where the *Workspace Name* is a variable within the text.

Workspace Name

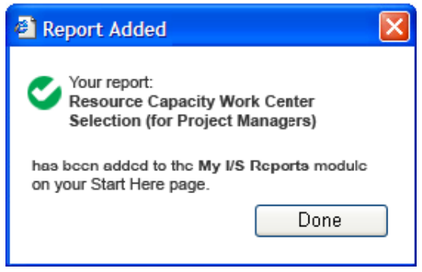
Style:

Text: Displays the title of the Workspace.

Item Added Dialog Box Wireframe Pattern



Item Added Dialog Box Pattern Composition



Add Dialog Title

Style: Browser Title Bar

Text: Display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type* is a variable within the text.

Item Type

Text: Displays the type of item (i.e., Report) that is being added from the component instance.

- Use initial upper case within the *Add Dialog Title*.
- All lower case within the *Add Dialog Snippet*.

Add Dialog Snippet

Style: Standard Text

Text: Display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type*, *Item Title* and *Module Name* are variables within the text.

Item Title

Style: Standard Text ; Bold

Text: Displays the title of the Item that was added.

Module Name

Style: Standard Text ; Bold

Text: Displays the title of the Module the Item is added to.

Confirm Icon

Style: Graphic

Done Button

Style: Standard Browser GUI

Text: Fixed at “Done”.

Behavior “On-click”: Closes the Dialog Box.

Authoring Guidelines

Component Title

- If the component is being use to provide help or access to help related portal pages or assets, it should be titled “Need Help?”.
- If the component is being use to re-direct users to other portal pages or sites, it should be titled “See Also”.

List of Snippets

- This element is only used when the component is being used to provide help.
- Snippets are optional. You may choose not to use one if the list is self-explanatory in the context of the page. If not used, *Snippets* are not used.
- Where no links are available, use the text snippet to give directions.
- You only need multiple snippets if personalization is required.
- Select appropriate snippets to describe Help procedures for the target audience.
- Before adding a new snippet, make sure there is no available snippet that can be re-used.

Authoring Guidelines (continued)

Snippet

- Identify targeting for snippet. (Defaults to “All”)
- Text does not contain links.
- Not used if *List of Snippets* is not used.

List of Items

- Select appropriate portal pages and/or assets for the target user, that add value (based on the context of the page) on which this component is displayed.
- When using the component to re-direct users, avoid adding all “sister” links. If as an author you feel these are all valuable, include one link to a section from which the other sister links may be accessed.
- Limit the number of items you include so as not to overwhelm the user. Rule of thumb: 1 to 5 links should show for any given user.

Link:

- It is recommended to use the default asset or portal page name whenever possible.

Descriptive Text

- The description is optional. You may choose not to use one if the link is self-explanatory in the context of the page.
- If used, describe why this portal page or asset may be relevant in this context.
- You can copy a description used elsewhere for the same target asset or portal page.

Library Link:

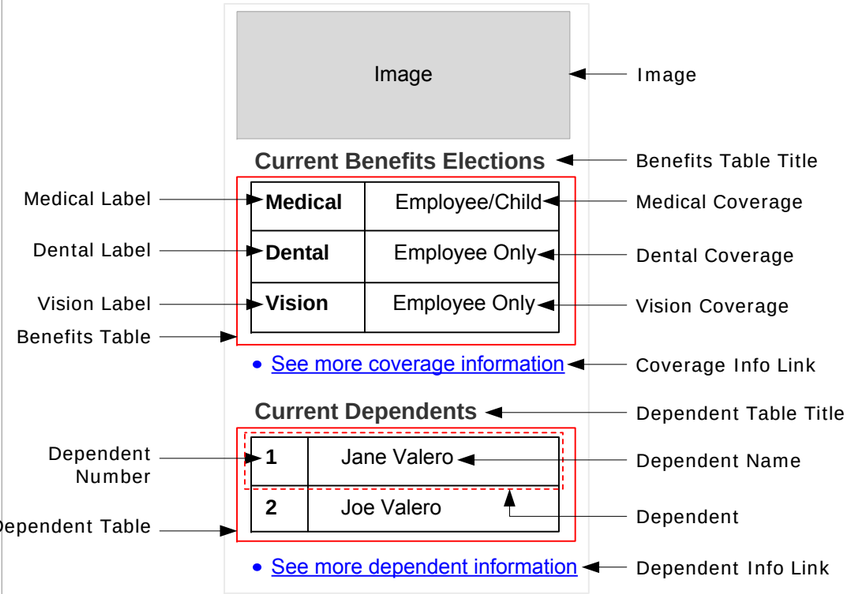
- Library Link is optional – should only be included if the component is being used in association with a User Controlled List component.
- Include a reference to the type of assets (in the Library) the user is customizing within the component.

Personalized Benefits Summary

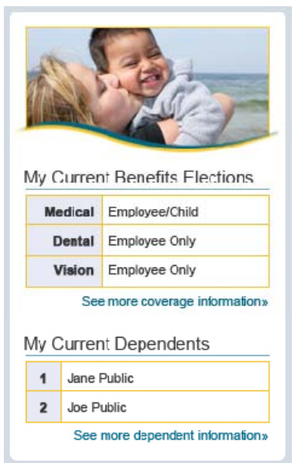
Overview

This component provides the user a brief summary of their current coverage levels for Medical, Dental and Vision plans and a list of their current dependents.

Wireframe Pattern



Visual Composition



Component General Properties

Style: Untitled Box

Sizing: Both Conformable

Minimum width: 235 pixels.

Search Indexed: No.

Image

Style: Graphic Personalized Benefits Summary Componenent HR Branded Image

Sizing:
Width: 225 px
Height: 110

Visibility:
- Required for each instance of the component.
- One image applies for all users for an instance of the component.
- Image should represent the theme of the page the component is contained.

Benefits Table Title

Style: Subhead Two

Align: Left

Text: As shown in the Wireframe Pattern.

Benefits Table

Table Layout:
- 2 Columns.
- 3 Rows.

Size:
- Left Column Width: 66 Pixels. (Lt. Blue background)
- Right Column Width: 144 Pixels (white background)
- Row Height: 25 Pixels.
- 1 pixel Gold rule

Medical Label

Style: Standard Text; Bold

Align: Right

Text: Fixed at “Medical”.

Dental Label

Style: Standard Text; Bold

Align: Right

Text: Fixed at “Dental”.

Vision Label

Style: Standard Text; Bold

Align: Right

Text: Fixed at “Vision”.

Medical Coverage

Style: Standard Text

Align: Left

Text:
- Displays the users current medical coverage level (i.e., Employee & Children).
- If the users current medical plan is waived, display “Waived – No Coverage”.

Source: Data used to determine this value is sourced from the Benefits application.

Dental Coverage

Style: Standard Text

Align: Left

Text:
- Displays the users current dental coverage level (i.e., Employee & Children).
- If the users current dental plan is waived, display “Waived – No Coverage”.

Source: Data used to determine this value is sourced from the Benefits application.

Personalized Benefits Summary (continued)

Vision Coverage

Style: Standard Text

Align: Left

Text:
- Displays the users current vision coverage level (i.e., Employee & Children).
- If the users current vision plan is waived, display "Waived – No Coverage".

Source: Data used to determine this value is sourced from the Benefits application.

Coverage Info Link

Style: Standard Link

Text: As shown in the Wireframe Pattern.

Target:
- If Flex employee, replaces the current portal page with PG 5219 (Flex Benefits Overview) in the same browser window.
- If Non-Flex employee, replaces the current portal page with PG 5201 (Health Benefits) in the same browser window.

Dependent Table Title

Style: Subhead Two

Align: Left

Text: As shown in the Wireframe Pattern.

Dependent Table

Table Layout:
If the user has at least one dependent:
- 2 Columns.
- One row for each dependent.

If the user has NO dependents:
- Table is one cell - one column, one row.

Size:
- Left Column Width: 30 Pixels (if at least one dependent) -- (Lt. Blue background)
- Right Column Width: 180 Pixels (if at least one dependent) – white background
- Table Width: 210 pixels (if NO dependents)
- Row Height: 25 Pixels.
- 1 pixel Gold rule

Dependent

For each dependent, contains:
- Dependent Number
- Dependent Name

If the user has NO dependents, display "No Dependents".

Dependent Number

Style: Standard Text ; Bold

Align: Left

Text: Starting at "1", sequentially number the rows for each dependent.

Dependent Name

Style: Standard Text

Align: Left

Text: Displays the dependents name in the format: [First Name] [Middle Initial] [Last Name].

Source: Data used to determine this value is sourced from the Benefits application.

Dependent Info Link

Style: Standard Link

Text: As shown in the Wireframe Pattern.

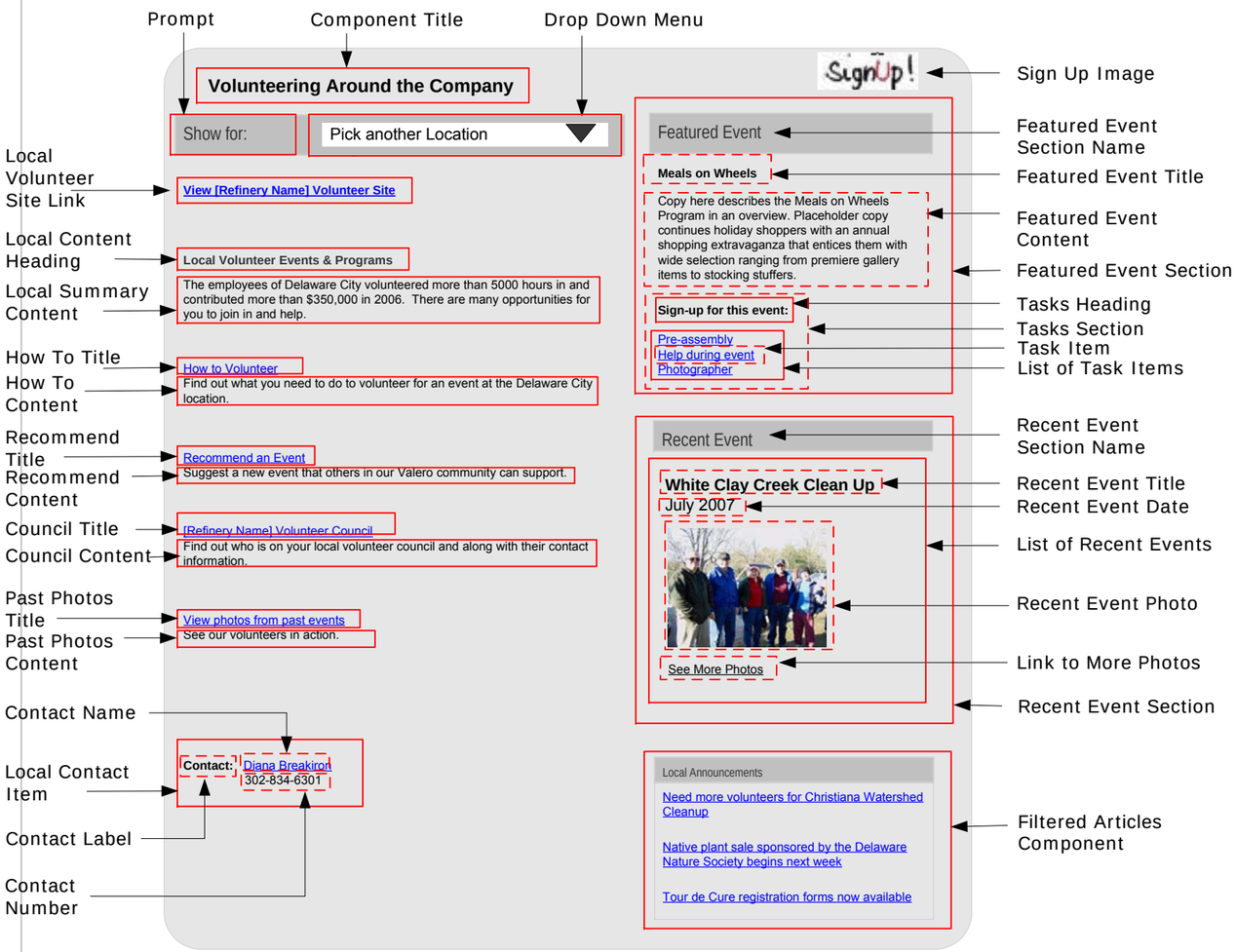
Target: Replaces the current portal page with PG 5608 (View Current Dependents) in the same browser window.

Personalized Volunteer Content Box

Overview

This component features content based on location (each refinery and headquarters) relating to volunteering at Valero.

Visual Composition: Personalized Volunteer Content Box



Component General Properties

Sizing: Both Conformable
Minimum width: 710 pixels.

Style: Wide Column Box

Search Indexed: No

Component Title

Text: Fixed at “Volunteering Around the Company” for all instances.

Drop Down Menu

Style:

Contents and Order:
- The selection values will include all of the active refinery locations and headquarters.
- The list does not include any retail locations.
- Selection values are listed in alpha order.
- All users see all selection values.

Default Selection:
- On page load, the default selection value is equal to the users location (users refinery or headquarters).
- If the users location is not in the list, the default selection value is “Headquarters”.

On selection behavior:
- The component window refreshes replacing all the elements within this component with the appropriate details for the selected refinery or headquarters.
- The portal page and other components on the page do not refresh, .

Sign Up

Graphic for Sign Up. May include text integrated into the image.

Target:
- A single URL to the Sign Up feature.

Prompt

Style: Based off of Standard Text, except: Size = 13px

Text: See Wireframe Pattern to the left for text.

Featured Event Section

Sizing: Both Conformable Min Width: 330pixels

Visibility:
- This section is optional. The author determines if this section is populated.

Contents:
- Featured Event Section Name
- Featured Event Title
- Featured Event Snippet
- Tasks Section (Optional)

Featured Event Section Name

Style: Subhead Two

Visibility: Required if the Featured Event Section exists.

Text: Fixed at “Featured Event” for all instances.

Featured Event Title

Style:

Visibility: Required if the Featured Event Section exists.

Text:
- Displays authored text. One title text for all users.
- Title is not a link.

Featured Event Snippet

Style:

Visibility: Required if the Featured Event Section exists.

Text:
- Displays authored text. One snippet text for all users.
- Snippet can have formatting.
- Snippet can contain links.

Tasks Section

Contents:
- Tasks Heading
- List of Task Items

Visibility: This section is optional. Author determines if information exists that can be presented.

Personalized Volunteer Content Box (continued)

Tasks Heading

Style:

Visibility: This heading is optional. Author determines if a heading is needed, based on listing Task Items.

Text:
- Displays authored text. One heading text for all users.
- Title is not a link.

List of Task Items

Number of Items:
Min: None
Max: No system maximum

Visibility:
- Task Items are optional. Author determines any items are displayed.
- Author determines the order of the items.

Task Item

Style: Bulleted Link

Text:
- Text can be a link, equal to the name of the target asset or page, unless the author provides alternate, context-specific link text.

Target:
- If the text is a link, then on clicking the link follow the default behavior specified in .Asset Link Handling

Recent Event Section

Sizing: Both Conformable Min Width: 330 pixels

Visibility:
- This section is optional. The author determines if this section is populated.

Contents:
- Recent Event Section Name
- List of Recent Events

Visual Composition

Recent Event Section Name

Style: Subhead Two

Visibility: Required if the Recent Event Section exists.

Text: Fixed at “Recent Event” for all instances.

List of Recent Events

Number of Items:
Min: One
Max: No system maximum

Visibility:
- Required if the Recent Event Section exists

Contents:
- Recent Event Title
- Recent Event Date
- Recent Event Photo (Optional)
- Link to More Photos (Optional)

Recent Event Title

Style:

Visibility: Required for each Recent Event in the List of Recent Events.

Text:
- Displays authored text. One title text for all users.
- Title is not a link.

Recent Event Date

Style:

Visibility: Required for each Recent Event in the List of Recent Events.

Text:
- Displays authored text. One date for all users.
- Date cannot contain formatting or links.
- Format = Month 4-digit year (i.e., May 2007)

Recent Event Photo

Photo provided by an author for the corresponding Recent Event.

Visibility: Recent Event Photo is optional. Author determines the inclusion of a photo.

Link to More Photos

Style: Standard Link

Visibility: Link is optional. Author determines the inclusion of a link to additional photos.

Text: Fixed at “See More Photos” for all instances.

Target: The link will open the target asset according to the default behavior specified in Asset Link Handling

Filtered Articles Component

Visibility:
- Surfaces the Filtered Articles component.
- Refer to the Filtered Articles component for full details.

Local Volunteer Site Link

Style: Subhead Two Link

Visibility: Link is optional. Should exist if the local refinery has local volunteer site.

Text: Fixed at “View [Refinery Name] Volunteer Site”.

Target: The link on clicking should follow the default behavior specified in Asset Link Handling

Local Content Heading

Style: Standard Text (weight = bold)

Visibility: Required for all local refineries.

Text: Fixed at “Local Volunteer Events & Programs”.

Local Summary Content

Style: Standard Text

Visibility: Required for all local refineries.

Text:
- Displays authored text. All users see the same content.
- Content can contain formatting and links.

Target:
- If the text contains links, the target assets open in a new window according to then on clicking, follow the default behavior specified in Asset Link Handling

Personalized Volunteer Content Box (continued 2)

How To Title

Style: Standard Link

Visibility: Text/link is required.

Text: Fixed at “How to Volunteer”.

Target: The link will open the target asset according to default behavior specified in Asset Link Handling

How To Content

Style: Standard Text

Visibility: Required for all local refineries.

Text:
- Displays authored text. All users see the same content.
- Content can contain formatting and links.

Target:
- If the text contains links, the target assets open according to default behavior specified in Asset Link Handling

Recommend Title

Style: Standard Link

Visibility: Text/link is required.

Text: Fixed at “Recommend an Event”.

Target: The link will open the target asset to the default behavior specified in Asset Link Handling

Recommend Content

Style: Standard Text

Visibility: Required for all local refineries.

Text:
- Displays authored text. All users see the same content.
- Content can contain formatting and links.

Target:
- If the text contains links, the target assets open according to default behavior specified in Asset Link Handling

Council Title

Style: Standard Link

Visibility: Text/link is required.

Text: Fixed at “[Refinery Name] Volunteer Council”.

Target: The link will open the target asset following the default behavior specified in Asset Link Handling

Council Content

Style: Standard Text

Visibility: Required for all local refineries.

Text:
- Displays authored text. All users see the same content.
- Content can contain formatting and links.

Target:
- If the text contains links, the target assets open according to default behavior specified in Asset Link Handling

Past Photos Title

Style: Standard Link

Visibility: Text/link is optional. Should exist if the local refinery has photos available online to view.

Text: Fixed at “View photos from past events”.

Target: The link will open the target asset according to the default behavior specified in Asset Link Handling

Past Photos Content

Style: Standard Text

Visibility: Optional – will not display if the Past Photos Title element is not displayed.

Text:
- Displays authored text. All users see the same content.
- Content can contain formatting and links.

Target:
- If the text contains links, the target assets open according to the default behavior specified in Asset Link Handling

Local Contact

Style: Standard Text (weight = bold)

Visibility: Required for all local refineries.

Text:
- Displays authored text. All users see the same content.
- Content can contain formatting and links.

Target:
- If the text contains links, then follow the default behavior specified in Asset Link Handling

Contact Item

Visibility:
- Required for all local refineries.

Contents:
- Contact Label
- Contact Name
- Contact Number

Contact Label

Style: Standard Text (weight = bold)

Visibility: Required for all local refineries.

Text: Fixed at “Contact”.

Contact Name

Style: Standard Link

Visibility: Local Refinery contact name is required.

Text:
- Displays authored text. All users see the same contact name.
- Contact Name is a link.

Target: The link is a MailTo and will open users Email Client in a new window.

Contact Number

Style: Standard Text

Visibility: Required for all local refineries.

Text:
- Displays authored text. All users see the same content.
- Content cannot contain formatting or links.

Personalized Volunteer Content Box (continued 3)

Authoring Guidelines

Featured Event Section
- The section is optional.
- The event highlighted in this section should be the event next to occur, based on start date.
- Author should populate as up to 3 Featured Events.
- The author determines the order to display each of the Featured Events – can be based on needs of the event, like those requiring more volunteers.

Featured Event Title:
- Create appropriate title for the event being highlighted.

Featured Event Snippet:
- The snippet is required.
- Provide a description of the highlighted event.
- Author can add formatting to the text.
- Author can add links to relevant topics.

Tasks Heading:
- The heading is required if there is a List of Task Items.
- Suggested text is “Sign-up for this event:”, though the author can alter the text.
- Text should not be a link.

List of Task Items:
- Select appropriate assets/links for the various tasks users can volunteer to help with for the highlighted event.
- There is no maximum number of links – the user can choose to include a link for any task needing volunteers.

Task Item:
- Author determines the text, though the text should equal the name of the task requesting volunteers.

Recent Event Section
- The section is optional.
- Author can choose to provide information for more than one recent event.
- Author should populate as many of the elements within this section as possible for each event included.

List of Recent Events:
- Select recently completed events.
- There is no maximum number of recent events that can be highlighted, though no more than 2 recent events should be highlighted at a time.

Recent Event Title:
- Create appropriate title for the event being highlighted.

Authoring Guidelines (continued)

Recent Event Date:
- List the Date of the completed event.
- Date format is Month Year (May 2007)

Recent Event Photo:
- If there are pictures from the event, the author can include one to represent the event.

Link to More Photos:
- If there are pictures from the event, the author can provide a link to the local location where the pictures can be accessed.
- Link text is fixed – the author should not alter.

Local Volunteer Site Link:
- Text/link is optional – should exist for all refineries that have a local volunteer site.
- Text is fixed – author should not alter the text other then to insert the appropriate refinery name.
- Author to provide the URL for the local volunteer site.

Local Summary Content:
- The snippet is required.
- Provide a summary of the locations event information, such as contributions raised. Content can be based on the suggested text in the page instance wireframe, but needs to be modified per the location.
- Author can add formatting to the text.
- Author can add links to relevant topics.

How To Title:
- The title is required.
- The title is fixed – the author should not alter.
- Author provides the URL to a local site providing appropriate information.

How To Content:
- The content is required.
- Suggested text is provided, though the author can alter the text.
- Author can add formatting to the text.
- Author can add links to relevant topics.

Recommend Title:
- The title is required.
- The title is fixed – the author should not alter.
- Author provides the URL to a local site providing appropriate information.

Authoring Guidelines (continued)

Recommend Content:
- The content is required.
- Suggested text is provided, though the author can alter the text.
- Author can add formatting to the text.
- Author can add links to relevant topics.

Council Title:
- The title is required.
- The title is fixed – author should not alter the text other then to insert the appropriate refinery name.
- Author provides the URL to a local site providing appropriate information.

Council Content:
- The content is required.
- Suggested text is provided, though the author can alter the text.
- Author can add formatting to the text.
- Author can add links to relevant topics.

Past Photos Title:
- The title is optional – only displays if there are photo albums online.
- The title is fixed – author should not alter the text.
- Author can choose to make the title a link. Author provides the URL to a local site providing appropriate information.

Past Photos Content:
- The content is optional – will not display if the Past Photos Title is not displayed.
- Suggested text is provided, though the author can alter the text.
- Author can add formatting to the text.
- Author can add links to relevant topics

Contact Name:
- The contact name is required.
- Author provides the email address for the contact, presented as a MailTo link.

Contact Number:
- The contact number is required.
- Author provides the phone contact number for the contact.

Project Watch

Overview

This component provides a quick glance of some of the key project details sourced from the I/S Project Pipeline application. The component is included as part of the default Project Collaboration Space template, but does require the Moderator to select the Project Code before the component can display project specific data.

The component also provides a link directly to the project in Project Pipeline.

Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable Minimum width: 237 pixels.

Scroll Bar: No

Visibility:
- Visibility: Always appears if included in the collaboration space instance.

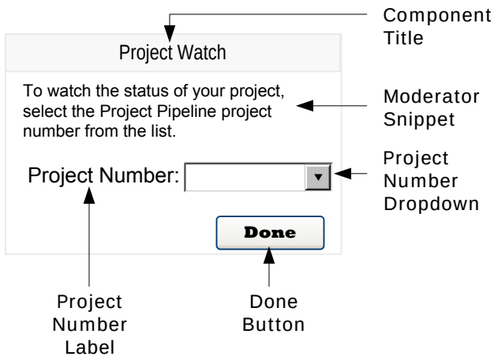
Component General Properties (continued)

Visibility (continued)
- The various Views display as follows on component load:
  - If a Moderator of the space, and no Project Code has been selected, display the **Initial Moderator View**.
  - If a member (non-Moderator) of the space, and no Project Code has been selected, display the **Initial Member View**.
  - If a Moderator or Member of the space and a valid Project Code has been selected, display the **Main View**.

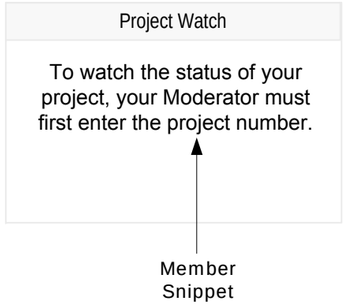
Search Indexed: No

Wireframe Pattern

Initial Moderator View

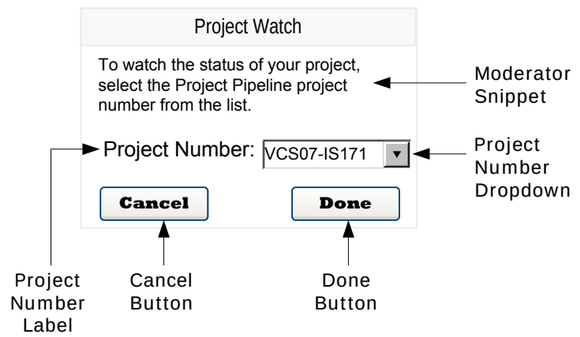


Initial Member View



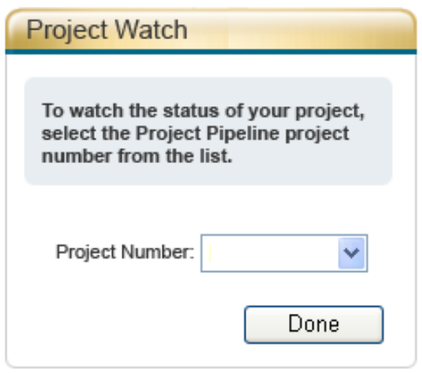
Main View

Edit View

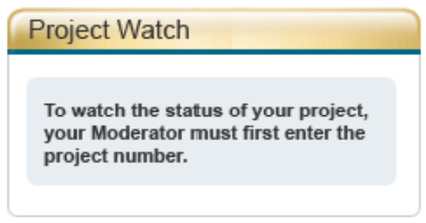


Visual Composition

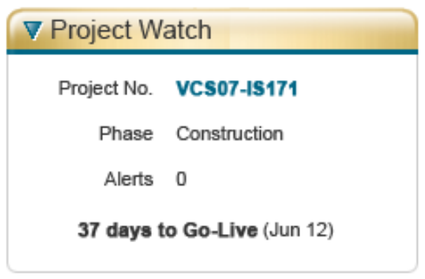
Initial Moderator View



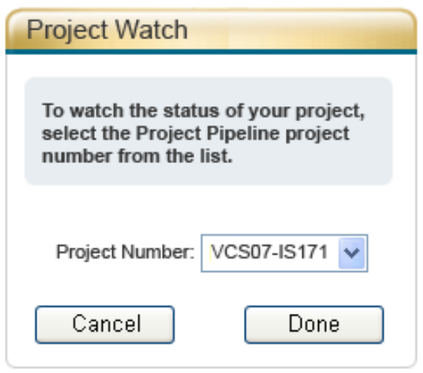
Initial Member View



Main View



Edit View



Project Watch (continued)

Component Title

Text: Fixed at “Project Watch” for all views.

Moderator Snippet

Style: Standard Text

Align: Left

Text: As shown in the wireframe pattern.

Visibility: Displays only to Moderators of the collaboration space being viewed in the **Initial Moderator View** and the **Edit View**.

Project Number Label

Style: Standard Text

Text: Fixed at “Project Number:”.

Visibility: Displays to only Moderators of the collaboration space being viewed.

Project Number Dropdown

Style: Standard Browser GUI

Contents: A list of all Project Codes sources from the Project Pipeline application (Asset ID A-ST-IS-01).

Order: Project Codes are listed in alpha order.

Visibility:
- Displays only to Moderators of the collaboration space being viewed in the **Initial Moderator View** and the **Edit View**.
- Moderators see all values.

Default Selection:
- When in the **Initial Moderator View**, on component load, no value is selected.
- On initial display of the **Edit View**, the current value is selected.

Done Button

Style: Standard Browser GUI

Text: Fixed at “Done”.

Visibility: Displays only to Moderators of the collaboration space being viewed in the **Initial Moderator View** and the **Edit View**.

“On selection” behavior:
- On button click, the component refreshes and displays it’s **Main View**.
- All project related data displaying in the Main View will be based on the value the Moderator selected in the Project Number Dropdown Menu.
- The project related data is sourced from the Project Pipeline application.

Member Snippet

Style: Standard Text

Align: Center

Text: As shown in the wireframe pattern.

Visibility: Displays only to Members (non-Moderators) of the collaboration space being viewed in the **Member View**.

Options Dropdown

Style: Graphic

Visibility: Displays only to Moderators of the collaboration space instance being viewed in the **Main View**.

Behavior “On-click”: Displays the Options Menu.

Options Menu

Style:

Contents and Order:
- Change project

Behavior “On-click”: The component is refreshed displaying the **Edit View**.

Project Number Label

Style:

Align: Right

Text: Fixed at “Project No:”.

Visibility: Displays in the **Main View** only.

Project Number Value

Style: Standard Link

Align: Left

Text: Displays the Project Pipeline project number.

Target: Links to the selected Project in Project Pipeline. The Project Pipeline application surfaces according to the default behavior specified in the Asset Link Handling .

Source: Data used to determine this value is sourced from the metadata the Moderator of the space enters when the space is created.

Visibility: Displays in the **Main View** only.

Phase Label

Style: Standard Text

Align: Right

Text: Fixed at “Phase:”.

Visibility: Displays in the **Main View** only.

Phase Value

Style: Standard Text

Align: Left

Text: Displays the project phase.

Source: Data used to determine this value is sourced from Project Pipeline.

Visibility: Displays in the **Main View** only.

Alerts Label

Style: Standard Text

Align: Right

Text: Fixed at “Alerts:”.

Visibility: Displays in the **Main View** only.

Alerts Value

Style: Standard Text

Align: Left

Text: Displays the number of alerts for the project.

Source: Data used to determine this value is sourced from Project Pipeline.

Visibility: Displays in the **Main View** only.

Countdown Text

See the My Projects Dashboard component for the full details and rules for the value displayed in this part.

Visibility: Displays in the **Main View** only.

Cancel Button

Style: Standard Browser GUI

Text: Fixed at “Done”.

Visibility: Displays only to Moderators of the collaboration space being viewed in the **Edit View**.

“On selection” behavior:
- On button click, the component refreshes and displays it’s **Main View**.
- Any change made in the Project Number Dropdown is NOT saved.
- All project related data displaying in the **Main View** will continue to be based on the previous value.

Refinery Ops Asset List

Overview

This component allows for 2 different layouts that the Author can select: Snapshot List layout or Feature Links layout.

The *Snapshot List layout* is used to display a list of links to portal pages and assets, with optional descriptions for each, that the author suggests are related to each other in the context of the current page. Links can be targeted for specific audiences and based on the selection value of the Location Navigator: Personalized Location Selector layout component.

This layout has 3 formats:

- Format 1: The links are aligned in one-column in a narrow box. This format allows for optional descriptive text for each link.
- Format 2: The links are aligned in two-columns in a narrow box. This format does **not** allow for optional descriptive text for each link.
- Format 3: The links are aligned in two-columns in a wide box. This format allows for optional descriptive text for each link.

The page instance wireframe will define the format for each instance Snapshot List layout.

When using the Snapshot List layout, the component also provides the author the ability to allow users to select an asset to include on an associated User Controlled List component.

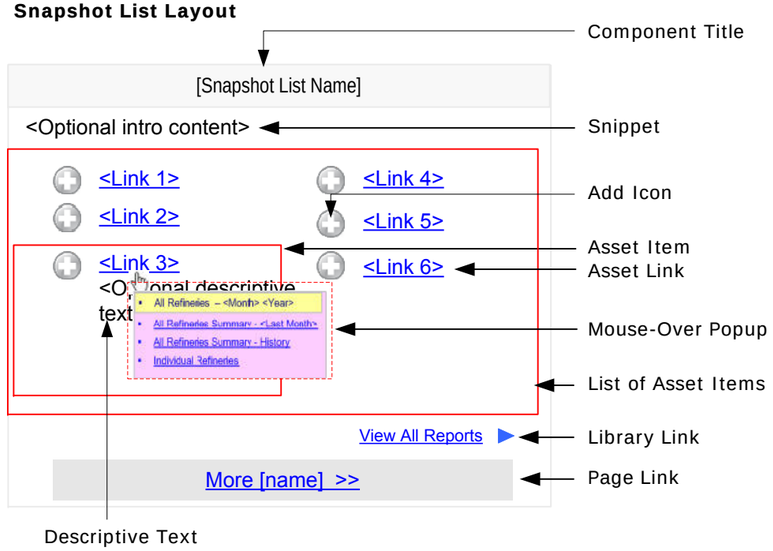
The *Featured Links layout* is used to display a list of links to assets or portal pages, with optional descriptions, that the author suggests are to be featured in the context of the current page. Links can be targeted for specific audiences. This layout does not have multiple formats.

Visual Compositions

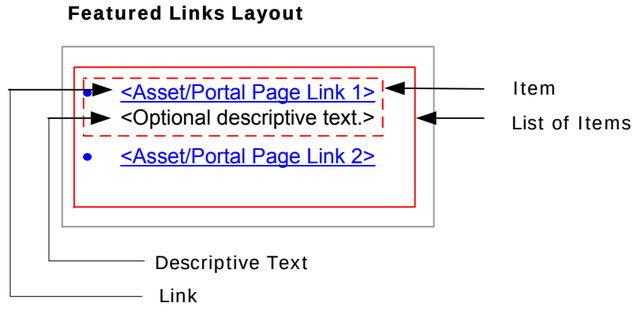
Snapshot List Layout

Wireframe Patterns

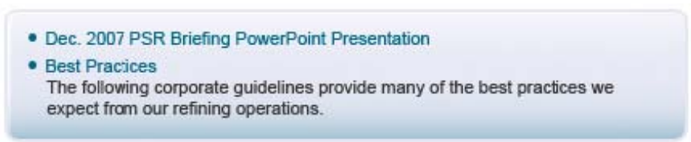
Snapshot List Layout



Featured Links Layout



Featured Links Layout



Snapshot List Layout

Component General Properties

Sizing: Both Conformable
Minimum width:

- Format 1 & Format 2 = 33% (330 pixels)
- Format 3 = 66% (470 pixels)

Minimum height: For all Formats = height of the largest component in the row within the page instance

Style: Narrow Column Box

Visibility: Entire component is shown provided that there is at least one item targeted for the user and the selection value.

Search Indexed: No.

Component Title

Text: The title is specified in the page instance wireframe.

Snippet (optional)

Style: Standard Text

Text: Displays authored text. Text is same for all users.

Search Indexed: Yes.

List of Asset Items

Number of Items:
Min: Zero
Max: No system maximum.
Note: the list may be longer for some users than others because some assets are targeted to certain user types and hidden from others.

Order: The author determines the order in which the items appear.

Asset Item

Contents:

- Asset Link
- Descriptive Text (Optional for formats 1 and 3 only)
- Add Icon

Visibility: The item will only be displayed if the linked asset is targeted to the user type and the location selection value.

Refinery Ops Asset List (continued)

Add Icon

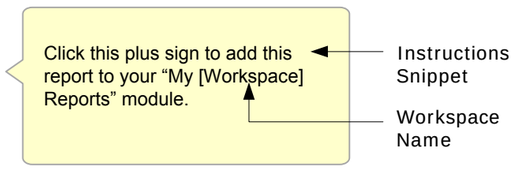
Style: Graphic

Visibility: Displays only if the author chooses to use the component in association with a User Controlled List

On mouse-over:
- Display the **Instruction Details** (shown below).
- When moving the mouse off the Add Icon, the **Instruction Details** is hidden.

Behavior "On-click":
- If the associated User Controlled List is not already part of the users Start Here page, the User Controlled List is added to the Start Here page.
- Adds the item to the associated User Controlled List for the user as defined in the wireframe.
- Once the item is added, pop up the **Item Added Dialog Box** (shown to the right).

Instruction Details Wireframe Pattern



Instruction Details General Properties

Style: Rollover Bubble Two

Sizing: Static Width
Width: 225 pixels.

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Instructions Snippet

Style: Standard Text

Text: Display as specified in the **Instruction Details Wireframe Pattern**, where where the *Workspace Name* is a variable within the text.

Workspace Name

Style: Standard Text

Text: Displays the title of the Workspace.

Link

Style: Bulleted Link

Text: Link text specified in the page instance wireframe, unless the author provides alternate, context-specific link text.

Target:
- If the Asset ID for the Asset Item exists on the "Periodic Reports" tab in the Asset Inventory, the Mouse-Over Popup displays.
  - (See Periodic Reports Mouseover Behavior)
- If the Asset ID for the Asset Item does not exist on the "Periodic Reports" tab in the Asset Inventory, there is no Mouse-Over Popup for the Asset Item.
  - If the target is a portal page, the page opens in the browser, replacing the page on which the component resides.
  - If the target is an asset then follow the behavior specified in Asset Link Handling

Descriptive Text

Style: Standard Text

Text: Descriptive text is optionally created by an author for each asset or page link.

Mouse-Over Popup

See Periodic Reports Mouseover Behavior for details.

Library Link

Style: Standard Link

Text: The link text is specified in the page instance wireframe.

Visibility: Displays only if the author chooses to use the component in association with a User Controlled List .

Target: The Portal page opens in the browser, replacing the current page.

Page Link

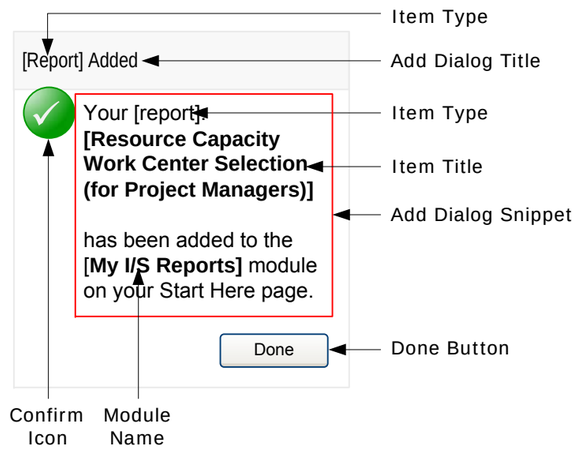
Style: Standard Link

Visibility: The page link is visible if there is a next-level down page that is targeted to the user.

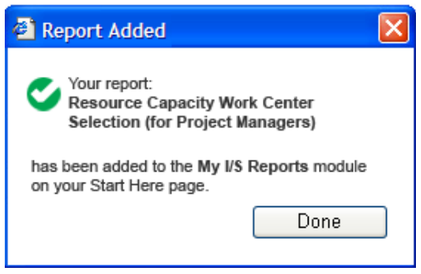
Text: The link [text] is specified in the page instance wireframe.

Target: If the link is to a portal page, the target portal page opens in the browser, replacing the page on which the component resides.

Item Added Dialog Box Wireframe Pattern



Item Added Dialog Box Pattern Composition



Add Dialog Title

Style: Browser Title Bar

Text: Display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type* is a variable within the text.

Item Type

Text: Displays the type of item (i.e., Report) that is being added from the component instance.
- Use initial upper case within the *Add Dialog Title*.
- All lower case within the *Add Dialog Snippet*.

Add Dialog Snippet

Style: Standard Text

Text: Display as specified in the **Item Added Dialog Box Wireframe Pattern**, where the *Item Type*, *Item Title* and *Module Name* are variables within the text.

Item Title

Style: Standard Text ; Bold

Text: Displays the title of the Item that was added.

Module Name

Style: Standard Text ; Bold

Text: Displays the title of the Module the Item is added to.

Confirm Icon

Style: Graphic

Done Button

Style: Standard Browser GUI

Text: Fixed at "Done".

Behavior "On-click": Closes the Dialog Box.

Featured Links Layout

Component General Properties

Sizing: Both Conformable Minimum width: 427 pixels.

Style: Feature Box One

Visibility: Show if there is at least one item targeted for the user.

Search Indexed: No.

List of Items

Number of Items:
Min: Zero
Max: No system maximum.
Note: the list may be longer for some users than others because some assets are targeted to a set of users, and hidden from others.

Order: Determined by the author

Item

Contents: One Link
Descriptive Text (Optional)

Visibility: The item will only be displayed if the linked asset or portal page is targeted to the user.

Refinery Ops Asset List (continued 2)

Link

Style: Bulleted Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling

Descriptive Text

Style:Standard Text

Text: Descriptive text is optionally created by an author for each link. The text needs to be same for all users that are entitled to see the link. Can not contain any embedded links or images

Authoring Guidelines

The Author will select the layout to be used for each instance.

Snapshot List layout

This layout would typically be used when the Author needs to have multiple instances of this component on a page, each containing a common set of assets.

General:
- Author needs to decide if the component provide source assets for a User Controlled List component (allowing for customizing the list of assets).

Component Title
- Create appropriate title for the assets contained.

Snippet
- Text should provide an overview of the types of assets available in the Snapshot List and be generic enough to be applicable even if the assets vary per user.
- Text does not contain links.
- Text can have html formatting.

List of Asset Items
- Select appropriate assets for the list.
- Limit the number of assets you include so as not to overwhelm the user. Rule of thumb: 3 to 8 assets should show for any given user.
- Do not list the same asset in more than one instance Snapshot List on the same page.

Asset Link
- It is recommended to use the default asset name or page name whenever possible.

Descriptive Text
- The description is optional.
- Describe why this asset or page may be relevant in this context.
- Author can copy a description used elsewhere for the same target asset or page.

Authoring Guidelines (continued)

Library Link:
- Library Link is optional – should only be included if the component is being used in association with a User Controlled List component.
- Include a reference to the type of assets (in the Library) the user is customizing within the component.

Page Link
- This is optional.
- It is recommended that the link [text] be equal to the Component title, unless the author provides alternate, context-specific link text.

Featured Links layout

This layout would typically be used when the Author needs only one instance of this component on a page.

List of Items:
- Select appropriate assets to be featured in the context of the page on which this component is displayed.
- Limit the number of links you include so as not to overwhelm the user. Rule of thumb: 1 to 5 links should show for any given user.

Link:
- It is recommended to use the default asset title whenever possible.

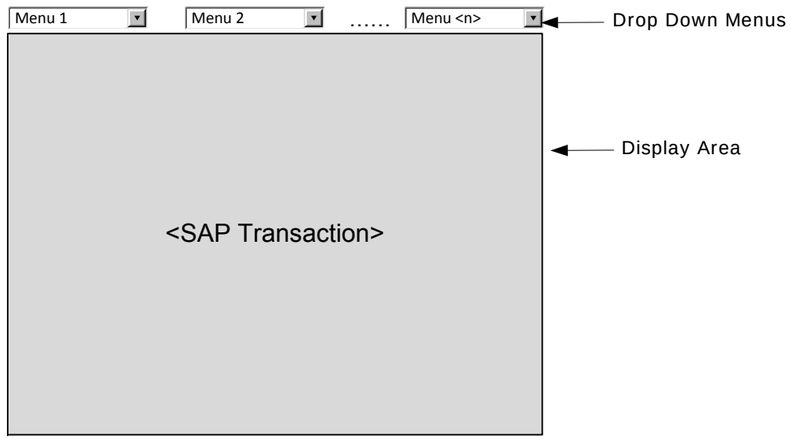
Descriptive Text:
- The description is optional. You may choose not to use one if the link is self-explanatory in the context of the page.
- Describe for the user why this asset or portal page may be relevant in this context.
- You can copy a description used elsewhere for the same target asset.
-

SAP Transaction Viewer

Overview

Allows access to a group of SAP Transactions that are related to a similar task.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable Left aligned

Minimum Width: 1000 pixels

Drop Down Menus

Sizing: Both Conformable Left aligned

Style: Use standard browser based drop down
Background color behind dropdowns should be Light Blue.

The first item in each menu should be the label for the list of transactions in the menu and is not selectable.

Number and contents of drop down menus :
Refer to page wireframe.

Target of a drop down menu selection:
Present the SAP transaction pertaining to the selection in Display Area.

Display Area

Style: Untitled Box

Default: Present the SAP transaction to be displayed before the user makes a selection from the Drop down menus. Refer to page wireframe

Authoring Guidelines

Drop down menus:

- The first item in each drop down menu should be the label for the list of transactions contained in it.
- The labels for transaction names should start with a verb and should describe the task the user would perform using the transaction, followed by the SAP transaction code in parenthesis.
- Create a drop down menu to group SAP transactions that pertain to similar tasks.
- The number of drop down menus on a page could vary. All of the drop down menus should stay on one line in a 1024X768 screen resolution
- If the Easy Access menu is included, then it should be the left most menu on the page.

Display Area:

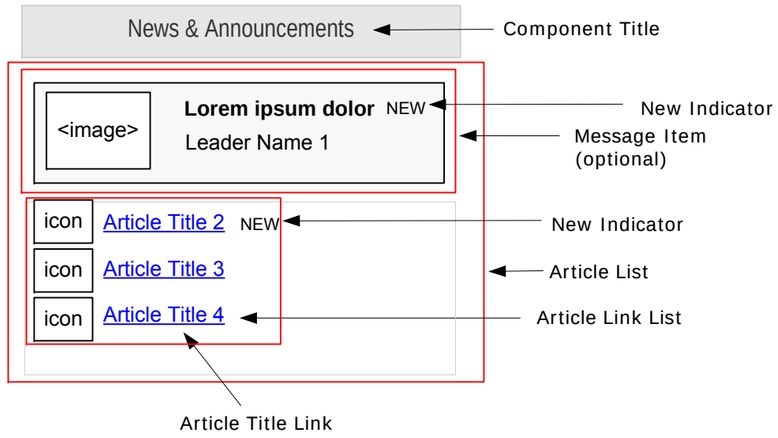
- Present the SAP transaction that helps the user make decisions about which transaction they should select next. E.g status or notifications types of a transaction.

Selected Articles

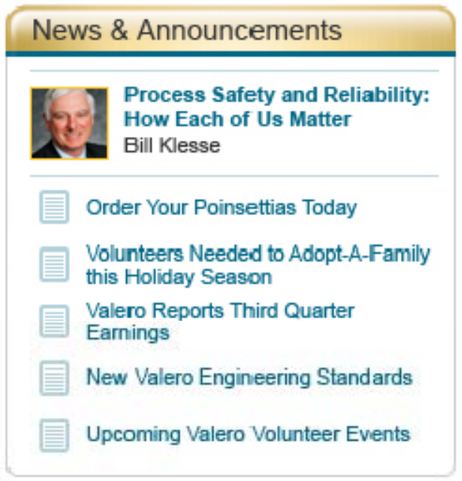
Overview

Presents a list of articles (news and/or announcements) that have been selected for display on a particular portal page to achieve specific communications needs.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Both Conformable

Minimum Width: 237 pixels

Component Title

Style: Narrow Column Box

Article List

Contents and Order:
This list is authored specifically for a particular portal page and can include any type of article.

Message Item

Style: See the Leadership Message component for definition of this element.

Visibility: Show the Message Item if the Leadership Message is targeted to the user.

Target: The leadership message article is displayed in the *News Viewer* on the News Archive Page of the Portal.

Article Link List

Style: News Bulleted List

Visibility: Show if any of the articles in the list are targeted to the user.

Article Title Link

Style: Standard Link Left aligned.

Text: Equal to the *Title* of the corresponding article.

Visibility: The link is shown if the associated article is targeted to the user.

Target: The article is displayed in the *News Viewer* on the News Archive Page of the Portal.

New indicator

Follow behavior described for Links to Articles in New Indicator

Authoring Guidelines

Article List:

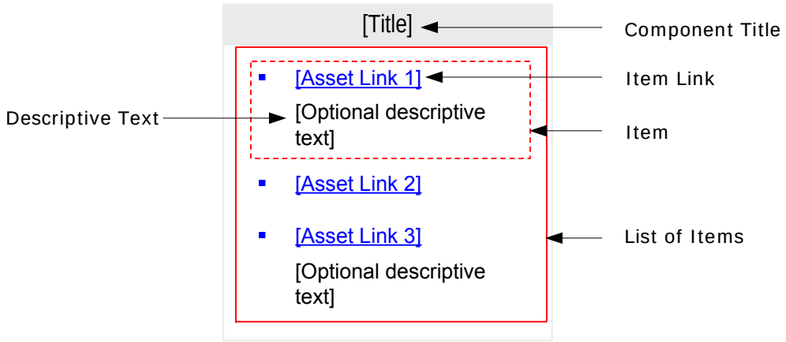
- Select appropriate news and announcement articles, including leadership messages, that can be leveraged on a specific portal page to enhance its value to the user with relevant communications messages.
- Leadership messages, if included in the list, should be listed first and should be limited to one or two at most.
- Limit the total number of articles you include so as not to overwhelm the user. Rule of thumb: 1 to 5 links should show for any given user.

Specialized Compensation Application

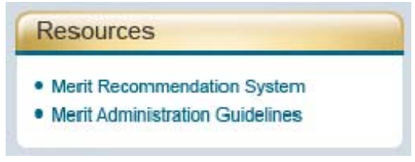
Overview

This component is used to provide managers actively participating in the annual merit, bonus, and long-term incentive programs access to the applicable system and supporting program guidelines. The entitlement to the component is maintained by HRIS via a list of eligible users.

Wireframe Pattern



Visual Compositions



Component General Properties

Sizing: Both Conformable Min width 237 pixels.

Style: Narrow Column Box

Visibility: Show if there is at least one item targeted for the user.

Search Indexed: No.

Component Title

Text: Title as specified in the page instance wireframe.

List of Items

Number of Items:
Min: Zero
Max: No system maximum.
Note: the list may be longer for some users than others because some items are targeted to a set of users, and hidden from others.

Source: Dynamically generated for each user as determined from the data source application.

Order: As determined from the data source application.

Item

Contents:
- Item Link
- Descriptive Text (Optional)

Item Link

Style: Standard Link

Text:
- Equal to the text provided from the data source application.
- The text should match the title of the target asset, portal page or site.

Target:
- If the link is to a Portal page, it opens in the same window, replacing the current page.
- If the link is to an asset, then follow the behavior specified in Asset Link Handling .

Descriptive Text

Style: Standard Text

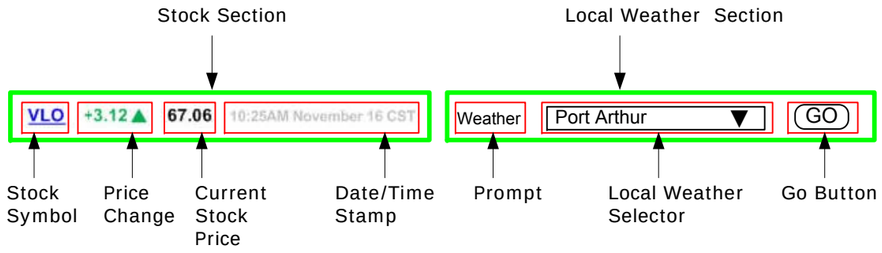
Text: Descriptive text is optionally created for each item link and equal to the text provided from the data source application.

Stock and Weather Toolbar

Overview

Presents stock and weather information. Weather information allows for localization in that it defaults to the user's home location, and allows for searching on other locations.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Static Height

Minimum Width: 710 pixels

Visibility: Always shown.

Search Indexed: No.

Stock Section

Presents delayed stock feed for Valero symbol from existing service.

Visibility: Always appears if included on page. Displays for all users. Aligns left.

Stock Symbol

Style: Standard Text except weight = bold
Left aligned.

Text: Fixed at "VLO".

Target: The asset follows the default behavior specified in Asset Link Handling

Price Change

Style: Graphic
Positive Change: Standard Text except weight = bold, color = Green #339933

Negative Change: Standard Text except weight = bold color = Red #FF0000

Text: Dynamic; value generated from the stock source.

Functionality:
- If the Price Change is positive, the text uses the Positive Change style.
  - Add a "+" in front of the value.
  - Arrow points up.
- If the Price Change is negative, the text uses the Negative Change style.
  - Add a "-" in front of the value.
  - Arrow points down.

Current Stock Price

Style: Standard Text except weight = bold

Text: Dynamic; value generated from the stock source.

Date / Time Stamp

Style: Standard Text except color = Grey

Text: Dynamic; value generated from the stock source.

Format:
- Hour:Minutes AM/PM Indicator
- Month Day "CST"

Local Weather Section

Provides access to a third-party weather service.

Visibility: Always appears if included on page. Displays for all users. Aligns right.

Prompt

Style: Standard Text except weight = bold

Text: Fixed at "Weather".

Local Weather Selector

Style: Dropdown Menu

Contents:
- Refer to the Home page instance wireframe for the values.
- All user types see all selection values.

Order:
- Selection values are listed in alpha order.

Default Selection:
- The selected value always the users location.
- If the users location is not in the list, display "Corporate Headquarters".

Go Button

Style: Graphic

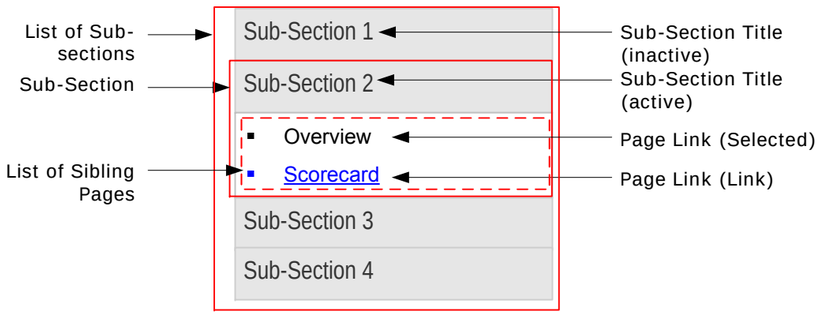
"On selection" behavior:
- On button click, the appropriate weather page opens based on the value selected in the Local Weather Selector, the asset follows the default behavior specified in Asset Link Handling

Sub-Section Navigator

Overview

Component used on Sub-Selection page pattern to allow navigation between sibling pages within the same section.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Static Width Left aligned.

Style: Accordian 1

Width = 236 pixels

List of Sub-Sections

Contents: Sub-Sections

Order: Specified in page instance wireframe

Number of Items:
Min: Two
Max: No system maximum.

Note: the list seen may vary by user because some Sub-Sections may not be available to all users.

Sub-Section

Each sub-section includes:
- Sub-section Title
- List of Sibling Pages

Visibility: Appears only if a user is entitled to one or more sibling pages

Sub-Section Title

Style (inactive): Accordian One: Inactive Button
Style (active): Accordian One: Active Button

Text: As specified in the page instance wireframe.

On click:
- Sub-section changes active. All other Sub-Sections change to inactive
- The first page within the sub-section should be selected and loaded.

List of Sibling Pages

Includes:
- Page Link

Visibility:
- Shown when corresponding Sub-Section Title is active and the number of Page Links is greater than 1.
  - If list of Sibling pages is > than 1, then expands and exposes the sibling pages.
- If the list of Sibling pages is only one, the List of Sibling Pages is hidden.

Page Link

Style (Selected): Accordian One: Selected Page
Style (Link): Accordian One: Link

Visibility: Appears only if a user is entitled to the target page

Text: Link [text] is the same the shown in the in the page instance wireframe.

Target: The Portal page opens in the browser, replacing the page on which the component resides.

Task List Status

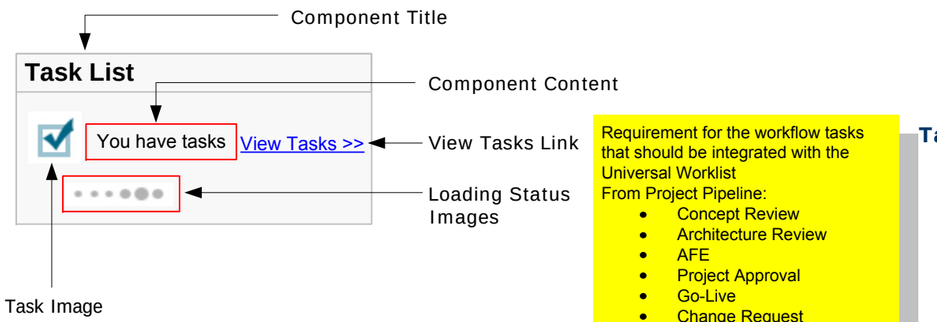
Overview

Displays personalized data related to status of the user's SAP online task-related workflow "inbox" or "message center".

The Task List Status has 2 modes:
- Mode 1 = the component is In the process of loading
- Mode 2 = the component has completed the loading process

The component has 2 formats:
1) Displays in a narrow column
2) Displays within the Message Status component within a narrow column.

Wireframe Pattern

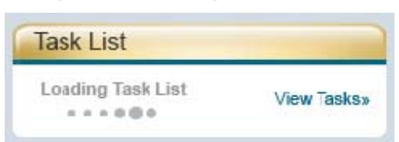


Requirement for the workflow tasks that should be integrated with the Universal Worklist
From Project Pipeline:
- Concept Review
- Architecture Review
- AFE
- Project Approval
- Go-Live
- Change Request
- Completion

From HP Open View Service Center - Change Management Module:
- Coordinate and Approve

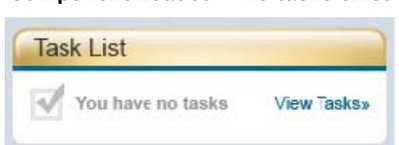
Visual Composition

Component Loading



Component Loaded – Tasks exist

Component Loaded – No tasks exist



Component General Properties

Sizing: Both Static Left aligned.

Format 1:
Width = 237 pixels;
Height = 90 pixels

Format 2:
Width = 115 pixels ;
Height = 90 pixels

Visibility: Always shown.

Component Title

Style: Subhead Two Left aligned.

Text: See wireframe pattern to the left for text.

Task Image

Style: Graphic

Images:
- Gray checkbox and checkmark
- Teal checkbox and checkmark

Visibility:
- Mode 1 – the Task Image is not displayed.
- Mode 2, no tasks exist – use the Gray checkbox and checkmark image for all users.
- Mode 2, tasks exist – use the Teal checkbox and checkmark image for all users.

Loading Status Images

Style: Graphic

Images:
- Set of rotating images that appear to the user as though the image is pulsating – the large dot moves left to right, then starts back at left again.

Visibility:
- Mode 1 – while the component is in this Mode, the set of images display and rotate
- Mode 2 – the Loading Status Images are not displayed.

Component Content

Mode 1
Style: Standard Text weight=bold, color=Grey
Left aligned.

Text: Fixed at "Loading Task List" for all users.

Mode 2
User has no tasks:
Style: Standard Text weight=bold, color=Grey
Left aligned.

Text: Fixed at "You have no tasks" for all users.

User has tasks:
Style: Standard Text weight=bold, color=Green (#339933)
Left aligned.

Text: Fixed at "You have tasks" for all users.

View Tasks Link

Style: Standard Link

Text: Fixed at "View Tasks" for all instances.

Target: Link to portal page PG 0004, which opens in the browser window replacing the current page.

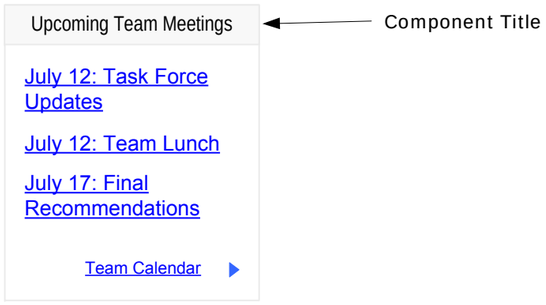
Team Calendar

Overview

This component is used to display and maintain key dates (i.e., meetings, team/project milestones) relevant to the members of the collaboration space.

Specifications of the behavior and presentation of this application are suggested in a separate document:
“Team Calendar.pdf”

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Both Conformable

Style: Wide Column White Box

Scroll bars: No

Visibility: Always appears if included in the collaboration space instance.

Component Specifications:
Refer to the Team Calendar document.

Search Indexed: No.

Authoring Guidelines

Component Title:

- The title should help members understand the relevance of the Calendar entries, as in, are they Team events or milestones or key dates.

Teamwork Tracker

Overview

This component is used for members of a collaboration space to enter, track and result assignments, issues and decisions that are relevant to the work being done and managed within the collaboration space.

Specifications of the behavior and presentation of this application are suggested in a separate document:
“Collaboration Space_Teamwork Tracker.pdf”

Component General Properties

Sizing: Both Conformable

Style: Wide Column White Box

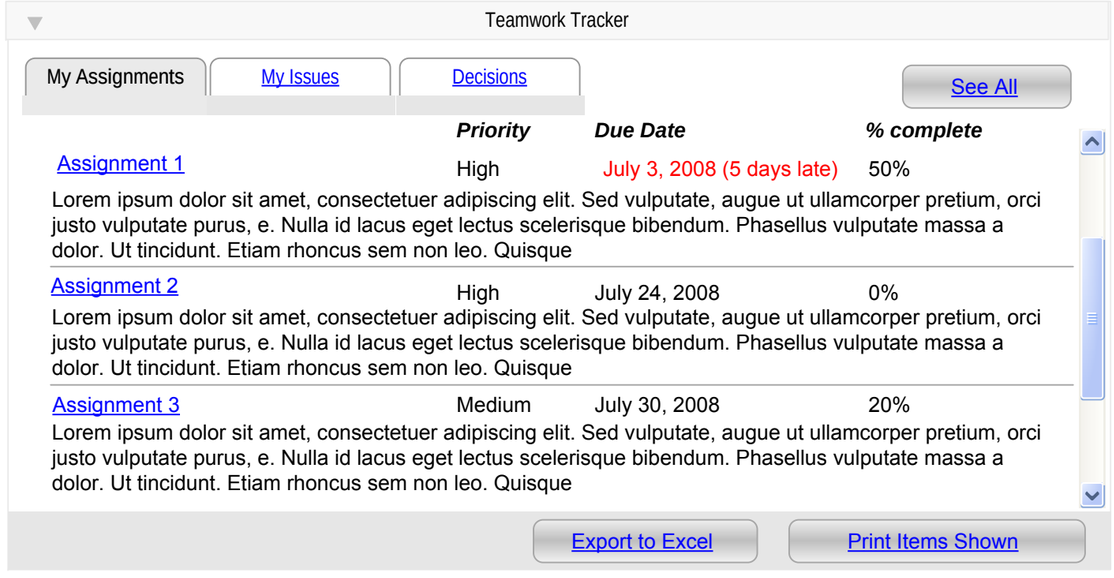
Scroll bars: No

Visibility: Always appears if included in the collaboration space instance.

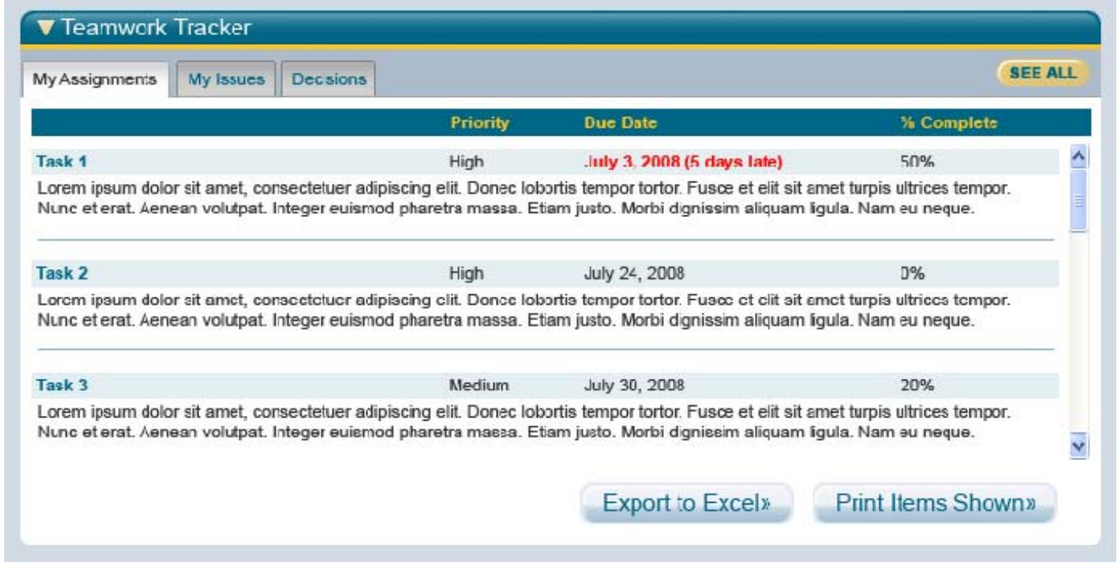
Component Specifications:
Refer to the Collaboration Space_Teamwork Tracker document.

Search Indexed: No.

Wireframe Pattern



Visual Composition



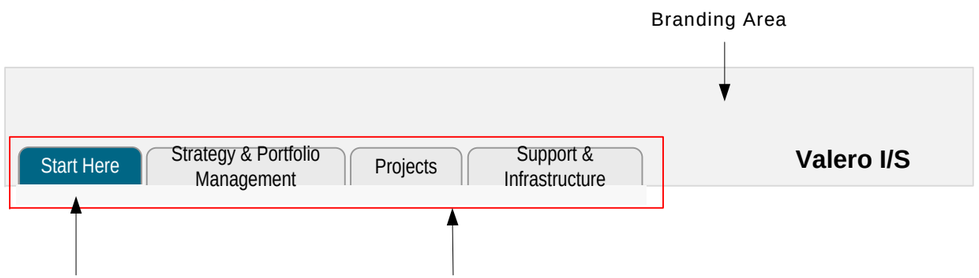
Third Level Navigation

Overview

Display a consistent set of tabs within a Workspace containing a “Start Here” page (a user customizable page) which functions as a 3rd level of navigation. The navigation is persistent within all portal pages within the hierarchy of the Workspace.

The component also allows for branding of each specific Workspace using this navigation.

Wireframe Pattern



Workspace Name

Style: Graphic

Sizing:
Width Range: Maximium of 190px from right side
Height Range: Maximum of 55px

Image: Serves as the title or name of a Workspace.

Visibility:
- Required – the image displays for all instances of the component.
- Each Workspace using this component will have an image displaying the Workspace name.
- One image for all users entitled to the Workspace.

Visual Composition

Component General Properties

Sizing: Static Height
Minimum width: 25 pixels.

Search Indexed: No

Branding Area

Style: Graphic

Sizing:
Width Range: Maximium of 370px from right side
Height Range: Maximum of 55px

Image: Serves as a “logo” to visually represent the Workspace and provides the Workspace name.

Visibility:
- Required – each Workspace needs Workspace name to reflect the function.
- Image displays for all users entitled to the Workspace.

List of Tabs

Number of Items:
Min: Two
Max: Maximum – equal to the number of primary pages within the Workspace.
Note: the list seen may vary because some Portal pages are targeted to certain user types and hidden from others.

Contents:
- One tab displaying the Page Title for each primary page within the Workspace.

Order:
- Determined by the author.

Tab Title

Style:

Text: Tab text is equal to the title of the target Portal page.

Target: The portal page opens in the same window, replacing the current content page.

Color Treatments:
- Selected Tab Item: Standard Text (size=13px)
- Unselected Tab Item: Standard Link (size=13px)

Authoring Guidelines

Branding Area
- Reflect the name of the Workspace based on the function.
- Use a graphic that reflects the tone of the Workspace.

List Of Tabs
- Limit the number of tabs so that they fit in one line in a 1024 X 768 display. Shorten the names of tabs, if necessary.

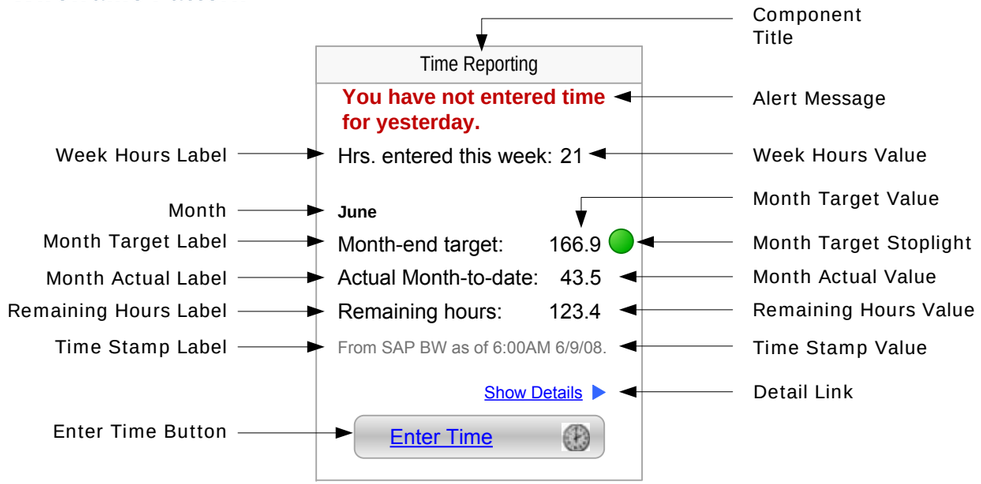
Tab Title
- The author needs to ensure that the tabs names match all the primary pages in the Workspace.
- The author determines the order of the tabs – could be based on level of importance, department workflow, department structure, etc.

Time Reporting

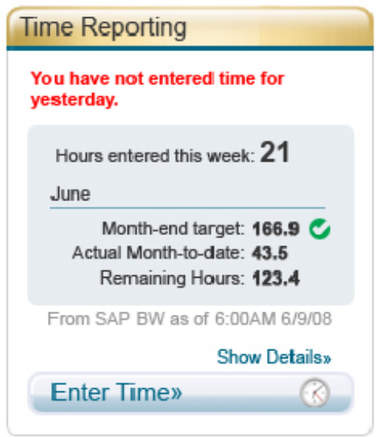
Overview

This component is a specific instance of a tool that allows users quick access view there Time data and access the Time Entry tool. This is a modification to an existing Time Reporting application viewer.

Wireframe Pattern



Visual Composition



Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable Minimum width: 237 pixels.

Scroll Bar: No

Visibility: Always appears if included on page.

Search Indexed: No

Component Title

Style: Narrow Column Box

Text: Title as specified in the page instance wireframe.

Alert Message

Style: Standard Text ; Bold, Red (#FF0000)

Align: Left

Visibility:

- If the user has zero (0) hours reported in the Time Entry application for only the prior day, display the text “You have not entered time for yesterday.”
- If the user has zero (0) hours reported in the Time Entry application for consecutive days, including the prior day, display the text “You have not entered time for the past [n] days.” (where n = number of days missing time).
- If the user has hours reported in the Time Entry application for the prior day, but less then 8 hours, display the text “You only have [n] hours reported for yesterday.” (where n = number of hours entered for the prior day).
- If the user has 8 hours reported in the Time Entry application for the prior day, but has a previous day in the current month with less then 8 hours reported, display the text “You only have [n] hours reported for [mm/dd/yy].” (where n = number of hours entered for applicable day and mm/dd/yy = the most recent day where the hours entered is less then 8).
- If none of the above conditions exist, no Alert Message is displayed.

Source: Data used to determine appropriateness of the message sourced from the Time Entry application.

Week Hours Label

Style: Standard Text

Align: Right

Text: Fixed at “Hrs. entered this week:”.

Week Hours Value

Style: Subhead One

Align: Left

Source: Data used to determine this value is sourced from the Time Entry application.

Month

Style: Standard Text ; Bold

Align: Left

Text: Displays the current month.

Month Target Label

Style: Standard Text

Align: Right

Text: Fixed at “Month-end target:”.

Month Target Value

Style: Standard Text ; Bold

Align: Left

Source: Data used to determine this value is sourced from the Time Entry application.

Month Actual Label

Style: Standard Text

Align: Right

Text: Fixed at “Actual month-to-date:”.

Time Reporting (continued)

Month Actual Value

Style: Standard Text ; Bold

Align: Left

Source: Data used to determine this value is sourced from the Time Entry application.

Remaining Hours Label

Style: Standard Text

Align: Right

Text: Fixed at “Remaining hours:”.

Remaining Hours Value

Style: Standard Text ; Bold

Align: Left

Source: Data used to determine this value is sourced from the Time Entry application.

Time Stamp Label

Style: Standard Text (color=Grey)

Align: Centered

Text: Fixed at “From SAP BW as of [Time Stamp Value] .

Time Stamp Value

Style: Standard Text (color=Grey)

Source: Data used to determine this value is sourced from the Time Entry application.

Format:
Data displayed as follows:
Time = HH:MM AM/PM
Date = MM/DD/YY

Detail Link

Style: Standard Link

Align: Right

Behavior: On click, display the *Show Details* (shown to the right).

Enter Time Button

Style: Graphic

Target: The Time Entry System Portal page (PG 9003) opens in the browser, replacing the current page.

Month Target Stoplight

Style: Stoplight

Display:
Determining the appropriate Stoplight graphic to display is based on the users number of hours assigned for the current month, where the data used is sourced from the Time Entry application.

- Urgent = Over 200 hours
- Watch = 180 – 199.9 hours
- OK = 100 – 179.9 hours
- No Data = Less than 100 hours

Behavior: On roll-over, display the *Status Indicator Legend* (shown below). The legend remains showing until the user clicks the Close Icon.

Status Indicator Legend General Properties

Style: Rollover Bubble

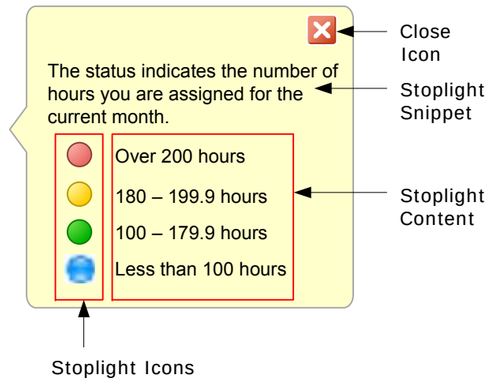
Sizing: Static Width Width: 175 pixels.

Scroll Bar: No

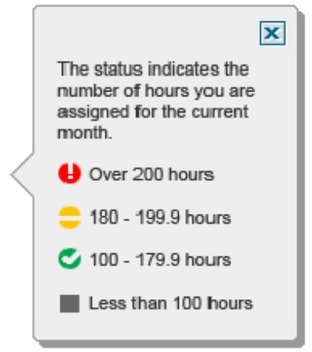
Visibility: Always displays for this component.

Search Indexed: No.

Status Indicator Legend Wireframe



Status Indicator Visual Composition



Close Icon

Style: Graphic

Behavior “on-click”:

- The *Status Indicator Legend* is closed.

Stoplight Snippet

Style: Standard Text

Text: Display as specified in the *Status Indicator Legend* wireframe.

Stoplight Icons

Style: Stoplight

Display: Match the appropriate Stoplight graphic with the Stoplight Content.

Stoplight Content

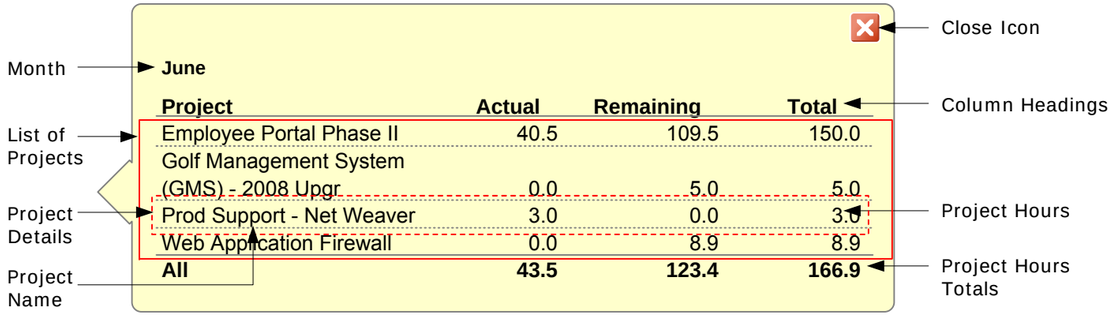
Style: Standard Text

Text:

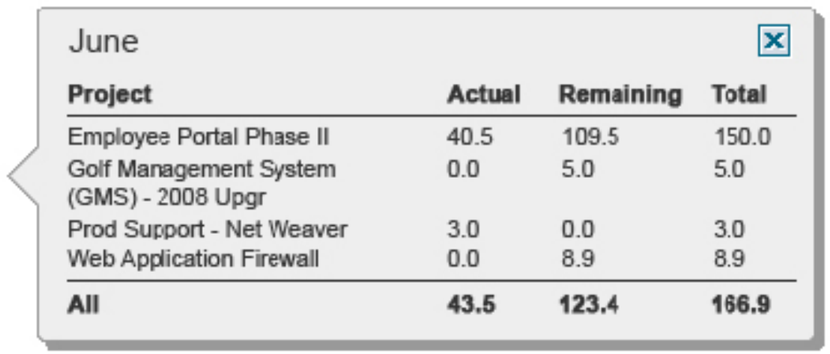
- Display as specified in the *Status Indicator Legend* wireframe.
- Match the appropriate Stoplight graphic with the Stoplight Content.

Time Reporting (continued 2)

Show Details Wireframe



Show Details Visual Composition



Show Details General Properties

Style: Rollover Bubble

Sizing: Both Conformable

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Close Icon

Style: Graphic

Behavior “on-click”:
- The *Status Indicator Legend* is closed.

Month

Style: Subhead Two

Align: Left

Text: Displays the current month.

Column Headings

Style: Standard Text ; Bold

Text: Display as specified in the *Show Details* wireframe.

List of Projects

Number of Items:
Min: One
Max: No Maximum – equal to the number of Projects the user assigned to based on the Time Entry application data

Project Details

Contents:
- Project Name
- Project Hours

Visibility: The item will be displayed for each project the user is assigned.

Order: The Items are order by alpha-numeric according to the Project Name.

Project Name

Style: Standard Text

Align: Left

Source: Data used to determine this value is sourced from the Time Entry application.

Project Hours

Style: Standard Text

Align: Left

Source: Data used to determine the values for each of the project hours categories is sourced from the Time Entry application.

Project Hours Totals

Style: Standard Text ; Bold

Align: Left

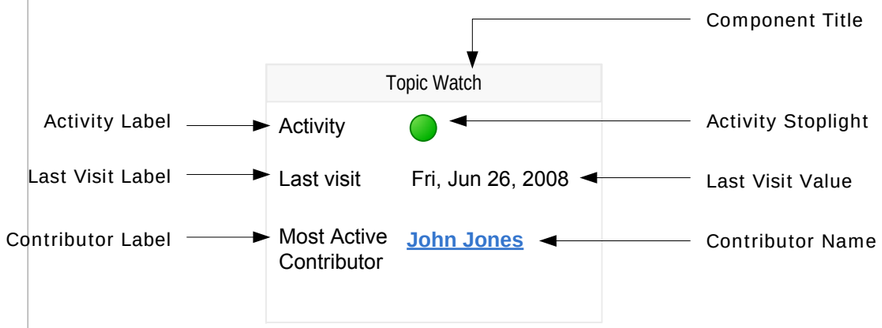
Source: Data used to determine the values for the totals for each of the project hours totals is sourced from the Time Entry application.

Topic Watch

Overview

This component provides the user a quick glance at how recent the Collaboration Topic Space has been used. The component is included as part of the default Topic Collaboration Space template.

Wireframe Pattern



Visual Composition

Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable Minimum width: 237 pixels.

Scroll Bar: No

Visibility: Always appears if included in the collaboration space instance.

Search Indexed: No

Component Title

Style: Narrow Column Box

Text: Title as specified in the page instance wireframe.

Activity Label

Style: Standard Text

Align: Right

Text: Fixed at “Activity Label:”.

Last Visit Label

Style: Standard Text

Align: Right

Text: Fixed at “Last Visit:”.

Last Visit Value

Style: Standard Text (color=Grey)

Align: Left

Text:
- Displays the last time the Space was accessed (regardless of what action the last visitor performed).
- The display the value converted to the users time zone.

Format: Display as “[Day, Month Date, Year; [HH:MM] [AM/PM]

Contributor Label

Style: Standard Text

Align: Right

Text: Fixed at “Most Active Contributor:”.

Contributor Name

Style: Standard Link

Align: Left

Text:
- Displays the name of the user who has contributed the most to the Space.
- The Name displays as it exists in the Contacts Directory.

Source:
- Contributions to the Space include any activity of adding or updating information within the Space.
- Each occurrences adds to the users total contribution value.

Target: Opens the users profile in the Contacts Directory.

Topic Watch (continued)

Activity Stoplight

Style: Stoplight

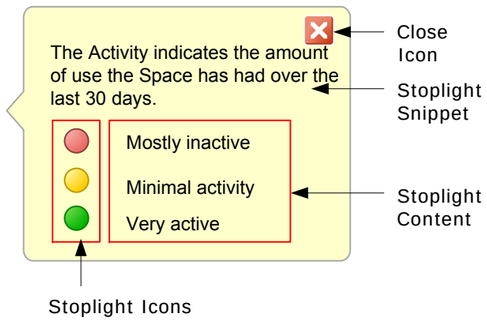
Determining the appropriate Stoplight graphic to display is based on the Activity Score for the Space over the previous 30 days (including the current day).

The Activity Score is calculated as follows:
- Each user visit the past 30 days that includes a contribution (updating, adding, changing something within the Space = 3 points
- Each user visit the past 30 days that does not include a contribution (just viewing the Space) = 1 point

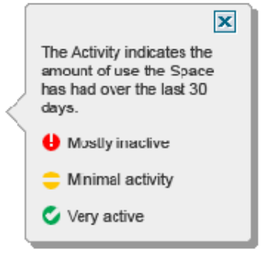
The Stoplight displayed:
- Red Stoplight = 1 or 2 total points for the past 30 days
- Yellow Stoplight = 3 – 19 total points for the past 30 days
- Green Stoplight = 20 or more points total points for the past 30 days

Behavior: On roll-over, display the *Activity Score Legend* (shown to the right).

Activity Score Legend Wireframe



Activity Score Legend Visual Composition



Activity Score Legend General Properties

Style: Rollover Bubble

Sizing: Static Width Width: 175 pixels.

Scroll Bar: No

Visibility: Always displays for this component.

Search Indexed: No.

Close Icon

Style: Graphic

Behavior “on-click”: Closes the *Activity Score Legend*.

Stoplight Snippet

Style: Standard Text

Text: Displayed as specified in the *Activity Score Legend* Wireframe.

Stoplight Icons

Style: Stoplight

Display: Match the appropriate Stoplight graphic with the Stoplight Content.

Stoplight Content

Style: Standard Text

Text: Displayed as specified in the *Activity Score Legend* Wireframe.

User Controlled List

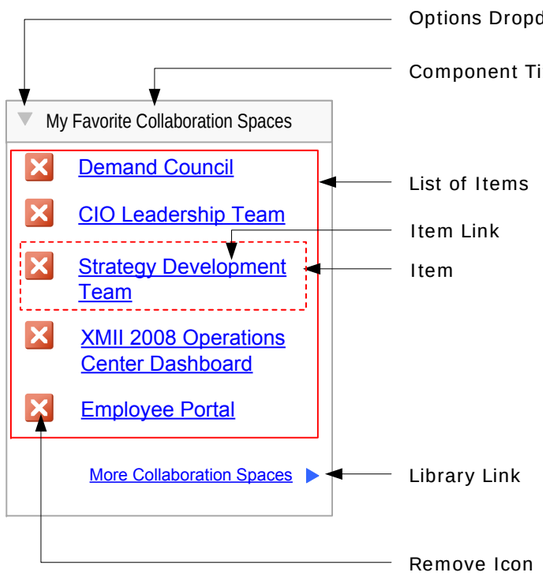
Overview

The user manages a list of favorite or frequently-accessed items of the same type (this is not related to Portal Favorites). The user customizes the items in the list by adding or removing items as desired. Removing an item from this component does not delete it from the portal – only from the user's customized list. The item can always be added back to the user's customized list. This allows these items to be visible and easily accessible on the page – and it allows the user to hand-select the items of importance.

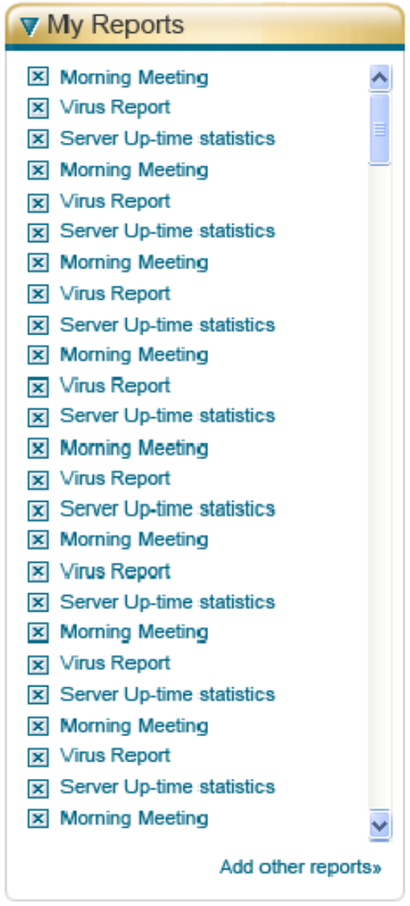
Items are added to the component by selecting them from a Library component, or by adding it from another published module that contains items of the same type.

This component is eligible to be promoted to a Module .

Component Wireframe



Visual Composition



Component General Properties

Style: Narrow Column Box

Sizing: Both Conformable
Minimum width: 237 pixels.
Maximum height: 440 pixels (allow for about 25 items in the list before scrolling)

Search Indexed: No.

Component Title

Text: Title as specified in the page instance wireframe.

List of Items

Number of Items:
Min: Zero
Max: No system maximum.
Note: The list is user customized, so the amount of items contained will vary from user to user. If the Component Title has the name of a Workspace, then the list of items is specific to that Workspace.

Display:
- If there are no items in the list for the user, display text "There are no items in my list.".

Order:
- The items are listed in the order in which they are added by the user – from bottom to top (i.e., the most recent item added is the top most item).
- If the user has re-ordered the items, on component load the saved re-order is displayed. Items added after a re-order, are added to the top of the list.

Item

Contents:
- Item Link
- Remove Icon

Visibility: The item will only be displayed if it is included in the user's customized list.

User Controlled List (continued)

Item Link

Style: Bulleted Link

Text:
- Link text is equal to the name of the target, as defined in the associated Library of items.

Target: If the item is an asset, then it follows the behavior specified in the Asset Link Handling

Library Link

Style: Standard Link

Text: The link text is specified in the page instance wireframe.

Target: The Portal page opens in the browser, replacing the current page.

Options Dropdown

Style: Graphic

Behavior "On-click": Displays the Options Menu.

Options Menu

Style: Dropdown Menu

Contents:
- Re-order items

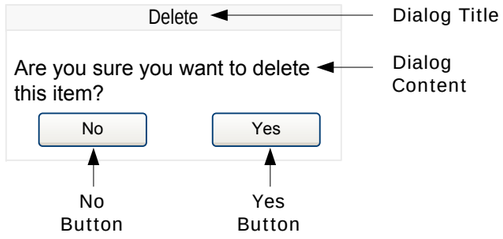
Behavior "On-click": The component is refreshed displaying the **Re-order Interface**.

Remove Icon

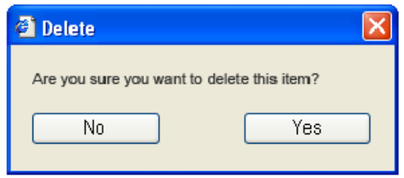
Style: Graphic

Behavior "On-click":
- Pops up the **Delete Dialog Box**.

Delete Dialog Box Wireframe Pattern



Delete Dialog Box Pattern Composition



Dialog Title

Style: Browser Title Bar

Text: As shown in the Wireframe Pattern.

Dialog Content

Style: Standard Text

Text: As shown in the Wireframe Pattern.

No Button

Style: Standard Browser GUI

Text: Fixed at "No".

Behavior "On-click":
- Closes the Dialog Box.
- The item previously selected with the *Remove Icon* remains in the *List of Items*.

Yes Button

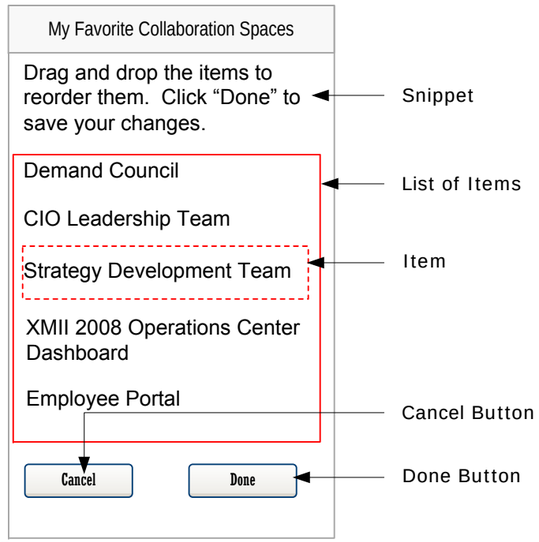
Style: Standard Browser GUI

Text: Fixed at "Yes".

Behavior "On-click":
- Closes the Dialog Box.
- Refreshes the component, and the previously selected item is no longer displayed within the *List of Items*.

Re-order Interface Wireframe

(See Visual Compositions on the next page)



Snippet

Style: Standard Text

Text: As shown in the Wireframe Pattern.

List of Items

Visibility: Contains the same list of items from the initial view of the component for the user.

Order: The items are listed in the order in which they were listed on the initial component load.

Item

Style: Text style is Standard Text
Button style is Item Reorder Buttons

Text: Equal to the name of the item.

Behavior:
- On mouse-over, an item can be grabbed with a user click.
- The item can then be dragged up or down the list of items.
- Un-click releases the item and drops it into the location it is hovering over – sliding the other items up and down the list as appropriate.

Cancel Button

Style: Standard Browser GUI

"On selection" behavior:
- On button click, the component refreshes and displays it's initial view.
- The items are order as they were on initial component load. Any re-ordering the user did prior to clicking the button are not saved.

Done Button

Style: Standard Browser GUI

"On selection" behavior:
- On button click, the component refreshes and displays it's initial view.
- The items are now order based on the re-ordering the user did prior to clicking the button.
- This re-order becomes the default until the user either re-orders again or adds new items (which are placed at the top of the list).

Authoring Guidelines

Component Title:
- The title should help the user understand how these items are related to each other.
- Include a reference to the type of items (Library) the user is customizing within the component, i.e., Reports.
- Include "My" in the title to make it clear that it's the users list – the user is controlling the items in the list.
- Include the name of the Workspace when the items are specific to that Workspace.

Library Link:
- Include a reference to the type of items (Library) the user is customizing within the component.

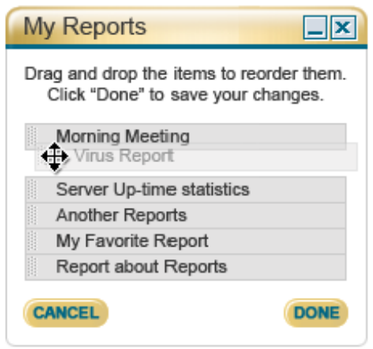
User Controlled List (continued 2)

1) Default view

2) Click on the dropdown to re-order items

3) Content area switches to Re-Order interface

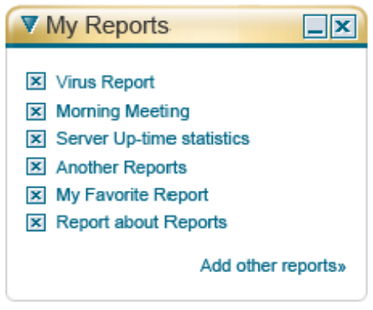
4) Users can grab an item...



5) ...and change the order of the list

6) Those changes are saved by clicking "DONE"

7) Default view with list order changed

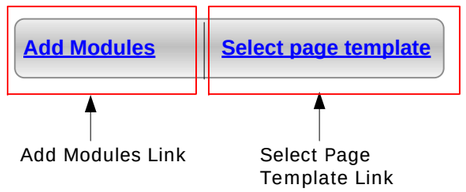


User Control Page Manager

Overview

Provides user the ability to add modules to a page following the P11 User Control Page Pattern (e.g. “Start Here” page within the Information Services workspace). Modules appear for the user to choose from the appropriate Module Library. It also gives the user the ability to either reset their user controlled page to the default state they started with or change to a different default template if one is available.

Wireframe Pattern



Visual Composition

On mouse-over:

Component General Properties

Sizing: Both Static

Alignment: Left Aligned

Visibility: The component is required for each page instance of the P11 User Control Page Pattern

Search Indexed: No

Add Modules Link

Style: Standard Link

Sizing: Both Static
Height: 26px
Width: 90px

Text: Fixed at: “Add Modules”

Target: The User Control Page Manager: Add Modules opens at the top of currently viewed page:

- Replacing this component (the User Control Page Manager).
- Pushing all other components down the page (except for the Third Level Down component). The components are pushed as needed to allow the User Control Page Manager: Add Modules component to fully surface without hiding any components.

On mouse-over: The background and the link style change per visual composition.

Select Page Template Link

Style: Standard Link

Sizing: Both Static
Height: 26px
Width: 133px

Text: Fixed at: “Select Page Template”

Target: The User Control Page Manager: Template Selector component opens on top of the current portal page (the current portal page is displayed in the background and is disabled).

On mouse-over: The background and the link style change per visual composition.

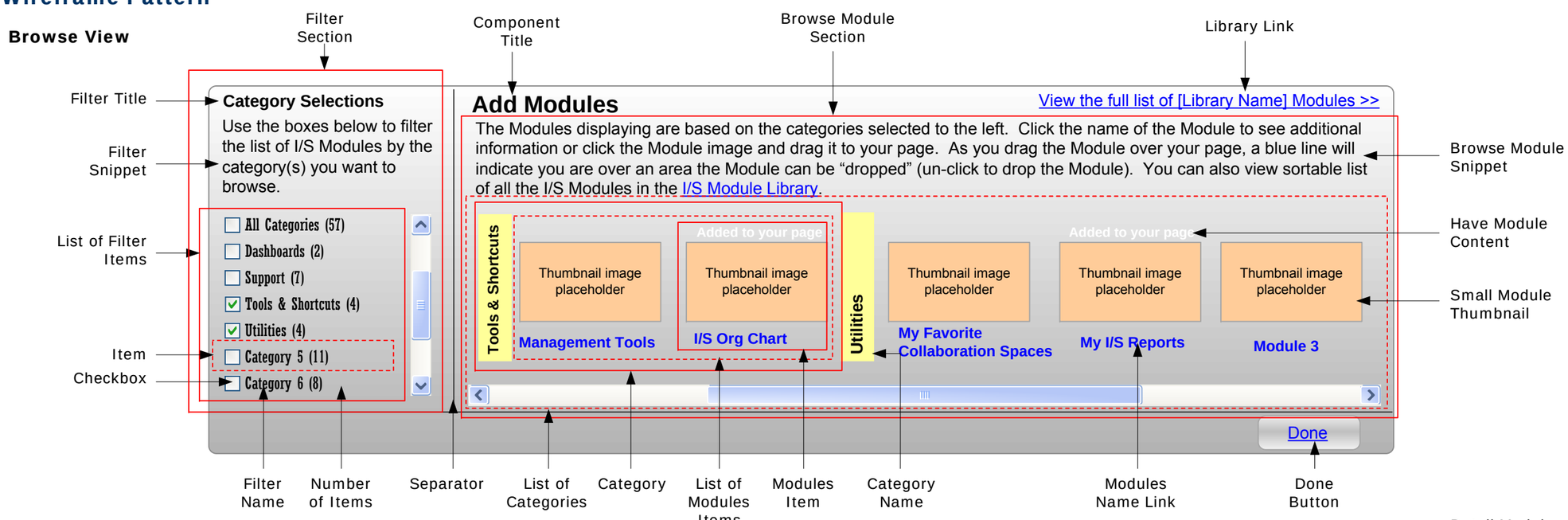
User Control Page Manager: Add Modules

Overview

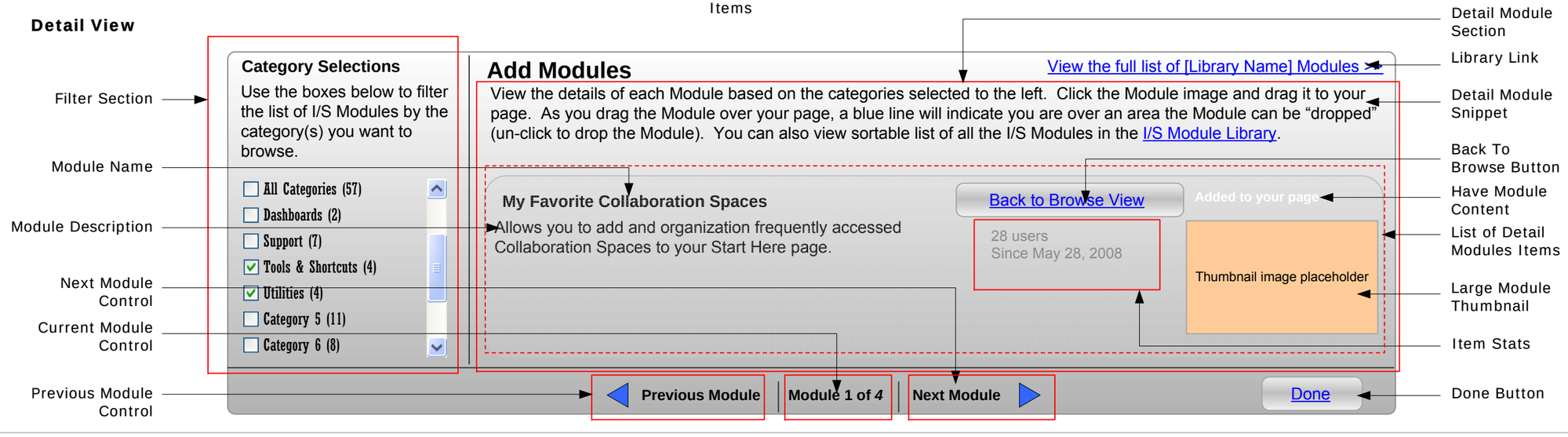
Provides user the ability to add modules to a page following the P11 User Control Page Pattern (e.g. “Start Here” page within the Information Services workspace) or a Collaboration Space. The Modules that are available on the Portal page being viewed are displayed – allowing the user to scan through them, reviewing their description and dragging it to the page and placing it in an eligible location.

Wireframe Pattern

Browse View



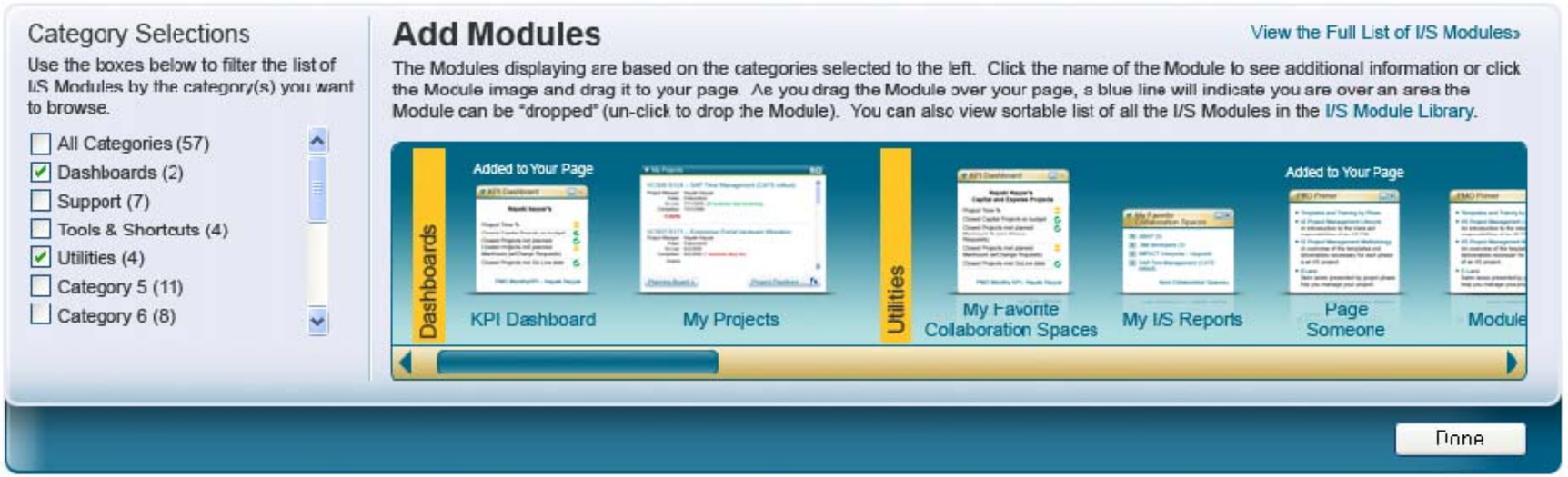
Detail View



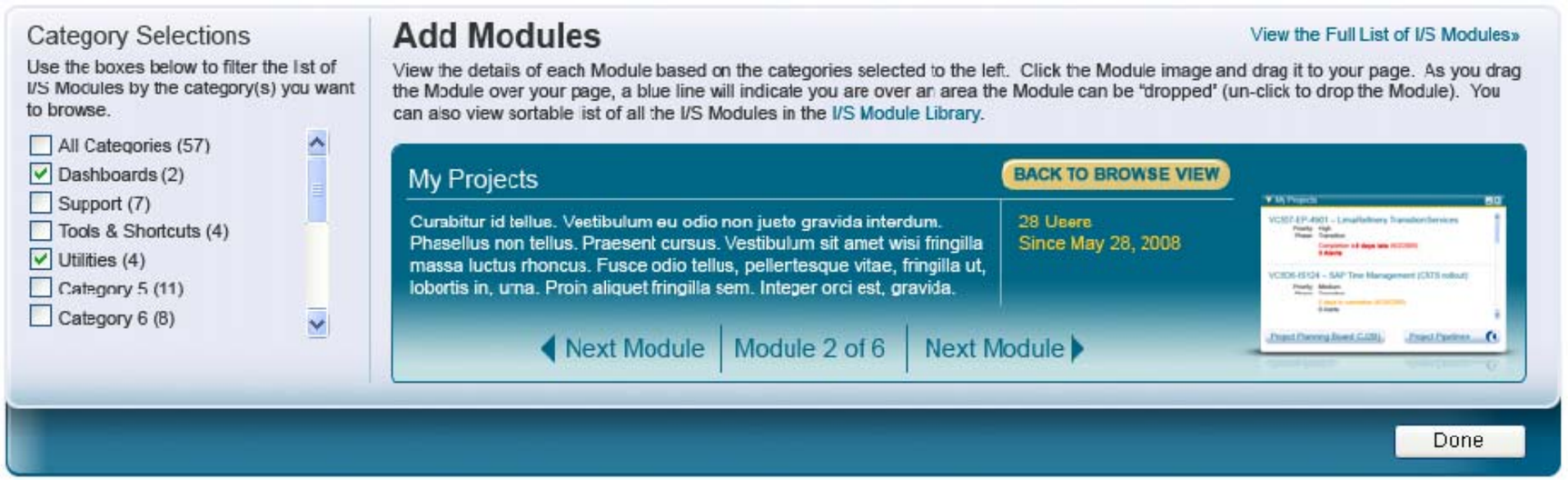
User Control Page Manager: Add Modules (continued)

Visual Composition(s)

Browse View

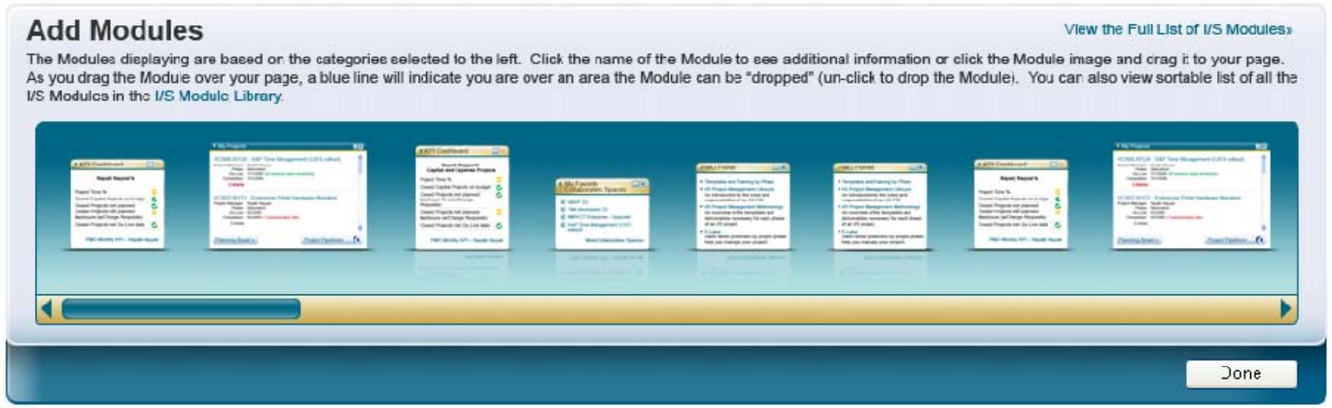


Detail View



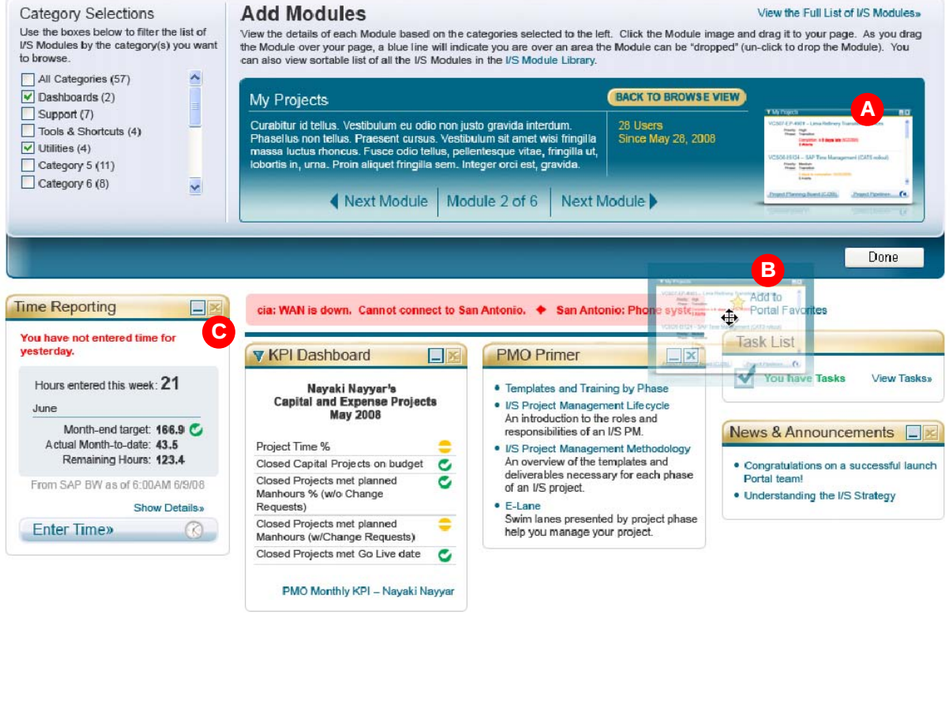
User Control Page Manager: Add Modules (continued 2)

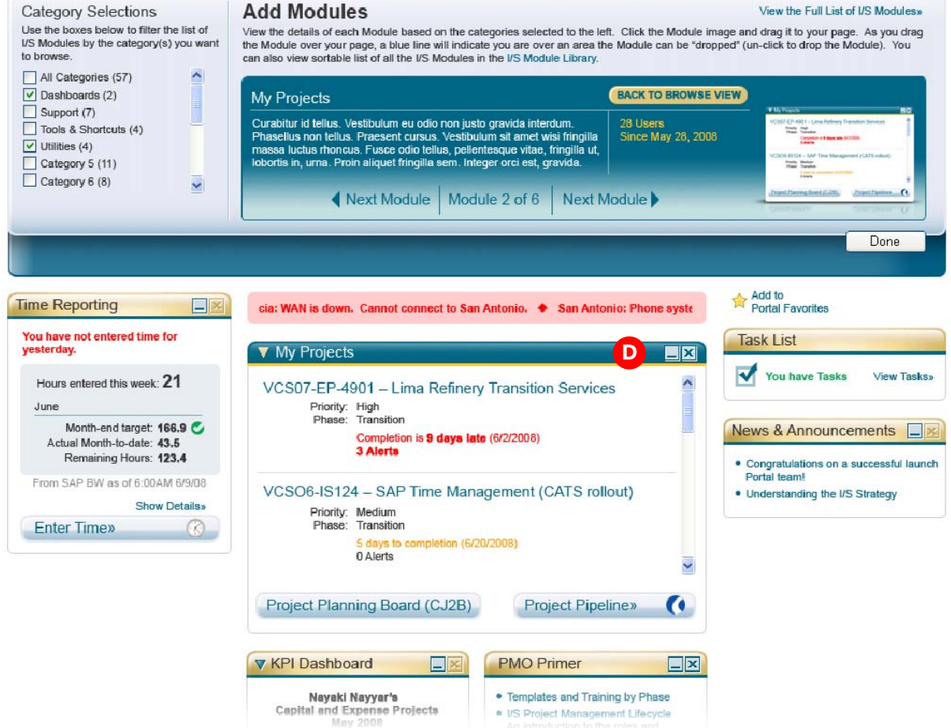
View with No Filter



Drag & Drop Functionality

- **A** Users can grab the module images and drag them onto the portal page.
- **B** A 50% transparent version of the image will appear beneath the cross cursor as the user drags the module around the page.
- **C** A teal box will display in areas where the module is allowed to be place.
- **D** On release, the module will drop into the area specified by the user.





User Control Page Manager: Add Modules (continued 3)

Component General Properties

Sizing: Both Static
Width: 935 pixels
Height: 280 pixels

Visibility: The component is required for each page instance of the P11 User Control Page Pattern and any other Portal page that allows modules to be added.

Scroll Bar: No.

Search Indexed: No

Component Title

Style:Page Title

Text: Fixed at " Add Module".

Separator

Style: Separator

Visibility: Displays only when the Filter Section displays.

Library Link

Style: Standard Link

Text: Refer to the wireframe instance.

Target: Opens the associated Module Library in the browser window.

Done Button

Style: Standard Browser GUI

Text: Fixed at: "Done".

On click behavior:
- The component closes.
- Any module dragged to the Portal page will remain where it was placed.

Browse View

Filter Section

Sizing: Both Static
Width: 200 pixels
Height: 220 pixels

Visibility: This section always displays if the associated Module Library contains Categories.
Scroll Bar: No.
Search Indexed: No

Filter Title

Style: Subhead Two

Text: Fixed at "Category Selections".

Filter Snippet

Style: Standard Text

Text: Refer to the wireframe instance.

List of Filter Items

Number of Items:
Min: Three
Max: No system maximum.

Scroll Bar: Yes (vertical)

Content: Displays an "All Categories" item and each Category name that exists in the associated library.

Order:
- "All Categories" displays first in the list.
- The Category names are then listed in alpha order.

Filter Item

Contents:
- Filter Checkbox
- Filter Name
- Number of Items

Filter Checkbox

Style: Standard Browser GUI

Behavior:
- On component load, the checkboxes for all items are selected.
- The checkboxes determine:
  - The Categories that display in the List of Categories in the Browse Module Section.
  - The Modules that can display in the List of Detail Modules Items in the Detail Module Section.
- When the "All Categories" checkbox is selected, the checkboxes for all the Categories in the list are selected.

On click behavior:
- On checkbox select or unselect, the List of Categories in the Browse Module Section and the List of Detail Modules Items in the Detail Module Section are refreshed.

Filter Name

Style: Standard Text

Text: Equal to the Name of the Module Category.

Number of Items

Style: Standard Text

Text: Displays the number of modules that are contained in the Category.

Format: "([ ])", where [ ] is a whole number, including zero.

Browse Module Section

Sizing with Filter Section:
- Width: 700 pixels
- Height: 200 pixels

Sizing without Filter Section:
- Width: 900 pixels
- Height: 200 pixels

Visibility: This section always displays when the component is in the Browse View.

Scroll Bar: No.
Search Indexed: No

Browse Module Snippet

Style: Standard Text

Text: Refer to the wireframe instance.

List of Categories

Number of Items:
Max: No system maximum.

Scroll Bar: Yes (horizontal)

Visibility:
- Included if the associated Module Library contains Categories.
- If the associated Module Library does NOT contain Categories, refer to the List of Modules Items.

Content: Includes the associated Category for each of the Items selected in the List of Filter Items in the Filter View.

Order: The Categories are listed in alpha order from left to right.

Category

Contents:
- Category Name
- List of Modules Items

Category Name

Style: Graphic
Banner: Gold (117 x 19 pixels)
Text: Standard Text (except size=13px)

Visibility: Included only if the associated Module Library contains Categories.

Text: Displays the name of the Module Category matching a Filter Name that has it's Filter Checkbox selected in the Filter Section.

List of Modules Items

Number of Items:
Max: No system maximum.

Content:
- If the associated Module Library contains Categories, displays a Modules Item for each Module in the associated Category.
- If the associated Module Library does NOT contain Categories, displays a Modules Item for each Module in the library.

Order: The Items are listed in alpha order from left to right.

Modules Item

Contents:
- Modules Name Link
- Small Module Thumbnail
- Have Module Content

Modules Name Link

Style: Standard Link

Text: Equal to the Module Name as it exists in the associated Module Library.

On click behavior:
- Refreshes the Browse Module Section and replaces it with the Detail Module Section.
- In the Detail Module Section, the selected Item is displayed in the List of Detail Modules Items.

User Control Page Manager: Add Modules (continued 4)

Small Module Thumbnail

Style: Graphic

Size: Static Width
Width: 120 pixels
Maximum Height: 96 pixels

Displays the thumbnail image for the associated Modules Item.

On hover behavior:
- The Move control appears over the thumbnail. Refer to the Move Control in the Modules section or see this behavior in illustrated comps in this component description.
- The thumbnail becomes clickable.

On click behavior: The thumbnail is now "grabbed" and can be dragged onto the Portal page and drop (on un-click) to any eligible location on the page.

Have Module Content

Style: Graphic (included in the image)

Text: Fixed at: "Added to your page".

Visibility:
- On initial view of the component, displays if the user has the associated Module on the Portal page being viewed.
- As a Module gets added to the Portal page being view, the text is immediately displayed.

Detail View

Filter Section

Refer to the description provided in the Browse View of this component.

Detail Module Section

Sizing with Filter Section:
- Width: 700 pixels
- Height: 200 pixels

Sizing without Filter Section:
- Width: 900 pixels

Height: 200 pixels

Visibility: This section always displays when the component is in the Detail View.

Scroll Bar: No.

Search Indexed: No

Detail Module Snippet

Style: Standard Text

Text: Refer to the wireframe instance.

List of Detail Modules Items

Number of Items:
Max: No system maximum.

Content:
- If the associated Module Library contains Categories, displays a Modules Item for each Module in the associated Category selected in the List of Filter Items in the Filter Section.
- If the associated Module Library does NOT contain Categories, displays a Modules Item for each Module in the library.

Order:
- If the associated Module Library contains Categories, displays a Modules Item for each Module in the associated Categories.
  - The Items are listed in alpha order across all Categories selected.
- If the associated Module Library does NOT contain Categories, displays the Modules in alpha order.

Behavior: Items are surfaced via the Module Controls, where the Next Module Control surfaces items in ascending alpha order and the Previous Module Control surfaces items in descending alpha order.

Modules Item

Contents:
- Module Name
- Module Description
- Large Module Thumbnail
- Have Module Content
- Item Stats
- Back To Browse Button

Module Name

Style: Subhead Two (except color=White)

Text: Equal to the Module Name as it exists in the associated Module Library.

Module Description

Style: Standard Text

Text: Equal to the Module Description as it exists in the associated Module Library.

Large Module Thumbnail

Style: Graphic

Size: Static Width
Width: 165 pixels
Maximum Height: 135 pixels

Displays the thumbnail image for the associated Modules Item.

On hover behavior:
- The Move control appears over the thumbnail. Refer to the Move Control in the Modules section or see this behavior in illustrated comps in this component description.
- The thumbnail becomes clickable.

On click behavior: The thumbnail is now "grabbed" and can be dragged onto the Portal page and drop (on un-click) to any eligible location on the page.

Have Module Content

Graphic (included in the image)

Text: Fixed at: "Added to your page".

Visibility:
- On initial view of the component, displays if the user has the associated Module on the Portal page being viewed.
- As a Module gets added to the Portal page being view, the text is immediately displayed.

Item Stats

Style: Standard Text (color=Grey)

Text:
- Refer to the details within the page instance Wireframes for the Stats included for each Library.
- For all future instance of this component, the author will determine the metadata required for display.

Back To Browse Button

Style: Graphic

On click behavior:
- Refreshes the Detail Module Section and replaces it with the Browse Module Section.
- The item viewed in the Detail Module Section should be the default item displayed in the Browse Module Section.

Current Module Control

Text: Subhead Two (except color=Teal)

Text: Fixed at "Module [X] of [N]", where:
- X = The number position based on the order of the item in the List of Detail Modules Items
- N = The number of items in the List of Detail Modules Items.

User Control Page Manager: Add Modules (continued 5)

Next Module Control

Text: Subhead Two Link
Arrow: Graphic

Text: Fixed at “Next Module”.

Behavior: Disabled if the item being viewed in the List of Detail Modules Items is the last item in the list (according to alpha).

On click behavior: Displays the next item in the List of Detail Modules Items according to the ascending alpha order.

Previous Module Control

Text: Subhead Two Link
Arrow: Graphic

Text: Fixed at “Previous Module”.

Behavior: Disabled if the item being viewed in the List of Detail Modules Items is the first item in the list (according to alpha).

On click behavior: Displays the previous item in the List of Detail Modules Items according to the descending alpha order.

User Control Page Manager: Template Selector

Overview

A page following the P11 User Control Page Pattern is a user-customizable space (e.g. “Start Here” page within the Information Services workspace). Rather than having the user start with a blank slate, common templates may be developed for the page, based on likely user needs.

The user is offered templates to use as a baseline, and can customize the template-populated page or use it as-is. The user may revert back to a template at any time or choose a different one as a baseline. Any user customization done prior to selecting a template is not stored.

This pattern appears in only one of 2 following scenarios:

- First Visit: This pattern is presented to the user by default upon the first visit to a user customizable page, only if the page has more than one template available. In cases where the user has only one template from which to choose, this pattern should be by-passed and the user should be brought directly to the default page.
- Any other visit: When the user clicks on the “Select page template” link on the User Control Page Manager component

Component General Properties

Style: Modal Window

Sizing: Both Static Center aligned
Width: 600 pixels
Height: 375 pixels

Search Indexed: No

Title

Style: Page Title

Text: The title is specified in the page instance wireframe.

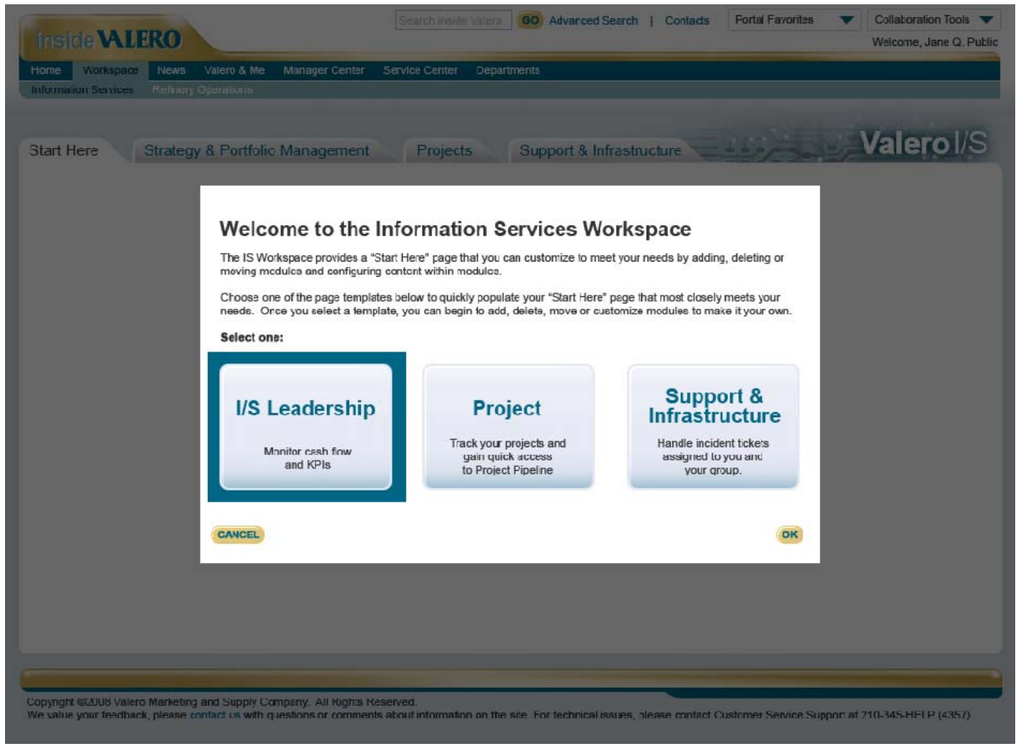
Introduction

Style: Standard Text

Text:
- Specified in the page instance wireframe. Static text applies to all user types.
- Text can have formatting.
- Text cannot contain links

Wireframe Pattern

Visual Composition



User Control Page Manager: Template Selector (continued)

Selection Label

Style: Standard Text ; Bold

Text: Fixed at “Select one:”.

List of Page Templates

Number of Items:
- Min: One
- Max: No system maximum.

Each item includes:
- Page Template
- Page Template Name
- Descriptive Text

Page Template Item

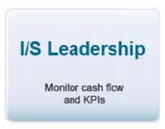
Style: Graphic

Visibility: All templates for the associated Workspace are always shown to all users.

Default selection:
- On component load, the first (left most) Page Template is selected. All other Page Templates are unselected.

“On selection” behavior:
- Clicking a Page Template already selected results in no action.
- Clicking a Page Template that is unselected:
  - Changes it to selected.
  - Unselects the Page Template previously selected.

“On rollover” behavior: On mouse-over, Page Template that is not selected changes to the Rollover state.

Off	Rollover	Selected
		
Background is White	Background is Lt. Teal	Background is Teal

Page Template Name

Style: Page Title (embedded in graphic)

Text: The text is equal to a Page Template name available for the Workspace.

Descriptive Text

Style: Standard Text (embedded in graphic)

Text: Created by an author for each Page Template.

Ok Button

Style: Graphic

“On selection” behavior:
- On button click, based on the Page Template Item selected, the appropriate default “Start Here” page opens in the browser, replacing the page on which the component resides.

Cancel Button

Style: Graphic

Visibility: Should not appear on First time visit to the user controlled page. Appears on all subsequent visits.

“On selection” behavior:
- On button click, take the user to their user controlled page with no changes made to it.

Authoring Guidelines

Component Title
- The title is always required.
- Create an appropriate title based on the Workspace.

Introduction
- The content is required.
- The text should provide a brief overview of the purpose for selecting a Page Template.
- Refer to the sample provided in the Wireframe Pattern as a guide – the only necessary change is replacing the Workspace name (“I/S”).
- Text does not contain links.
- Text can have html formatting.

List of Page Templates
- The list of Page Templates is required
- Contains each Page Template available to the user for selection as the default “Start Here” page for the Workspace.

Page Template Name
- The Page Template Name is required.
- The name should indicate the type of page it is targeted to – just as audience or purpose.

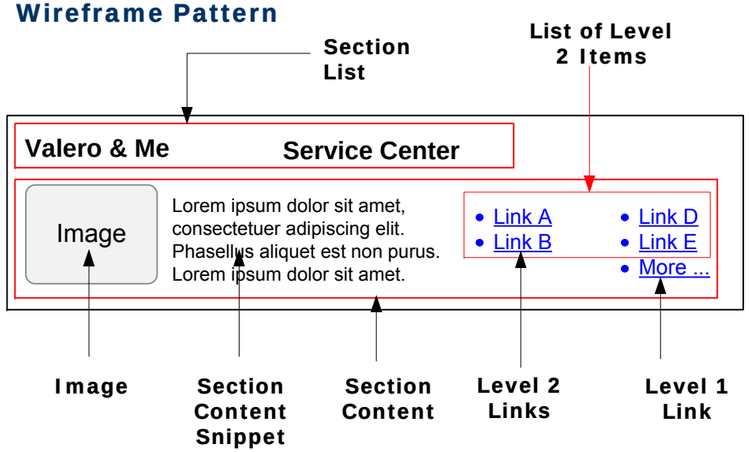
Descriptive Text
- The description is required.
- Describe why a user would select the page template for their “Start Here” page.

What's Inside - Admin Services Navigator

Overview

Provides an overview of items within each of the Level 1 sections of the site and also provides quick access to portal pages that an author determines are useful to a targeted audience.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Static width: 710 pixels

Height: Conforms to contain all elements without scrolling

Visibility: Always shown.

Section List

Style: Page Title

Contents: Present one selection for Level 1 Portal pages: "Valero & Me" and "Service Center". Selecting one of these will present the section content related to that selection.

Behavior: Clicking on Section List name presents Section Content that corresponds to the Section name.

Section Content

Sizing: Static Width: 193 pixels

Contents:
- Section Content Snippet
- List of Level 2 Links
- Level 2 Links
- Level 1 Link
- Image

Section Content Snippet

Style: Standard text

Align:
- Left aligned, if the Image is not included.
- If an image is included, the Snippet slides to the right of the image.

Level 1 Link

Style: Standard Link

Text: Link text is always "More…".

Target: Links to the corresponding Level 1 Portal page presented in the same window.

List of Level 2 Items

Min: Zero
Max: No system max – recommended that there be no more that 6.
Note: the list may vary because some assets are targeted to certain user types and hidden from others (e.g., contractors).

Level 2 Link

Style: Bulleted Link

Text: Equal to the corresponding section Level 2 portal page title.

Target: Links to the corresponding Level 2 Portal page presented in the same window.

Image

Style: Graphic

Align: Left aligned.

Size:
Width: 180px
Height: 60px

Visibility: Displays for all users if included as part of the Primary Item.

Target: Optional – the image links to the corresponding Level 1 Portal page presented in the same window.

Authoring Guidelines

Section Content Snippet:
- Developed for component to communicate key messages regarding the section. Manually maintained.

List of Level 2 Items:
- Limit the number of level 2 links - rule of thumb: no more than 6 should show for any given user.
- Author determines the order of items.

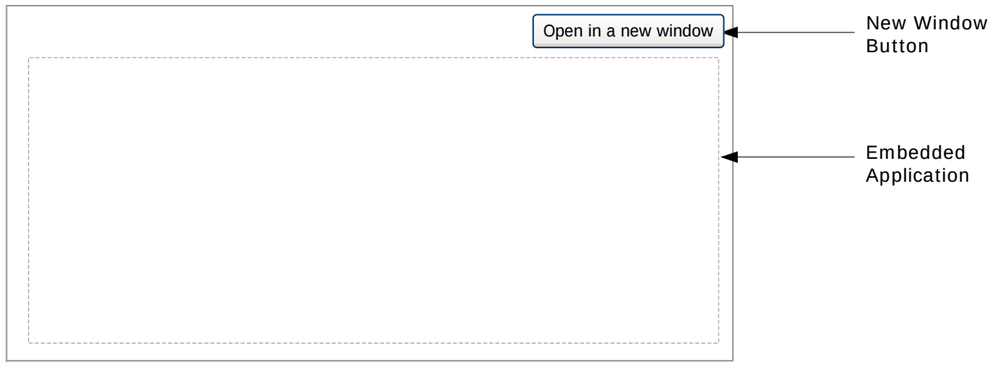
Image:
- The Image is optional.
- Select an appropriate image to represent the theme of the corresponding First Level tab .
- Optional - the image target will need to match the url of the corresponding Level 1 Link.

Wide Embedded Application

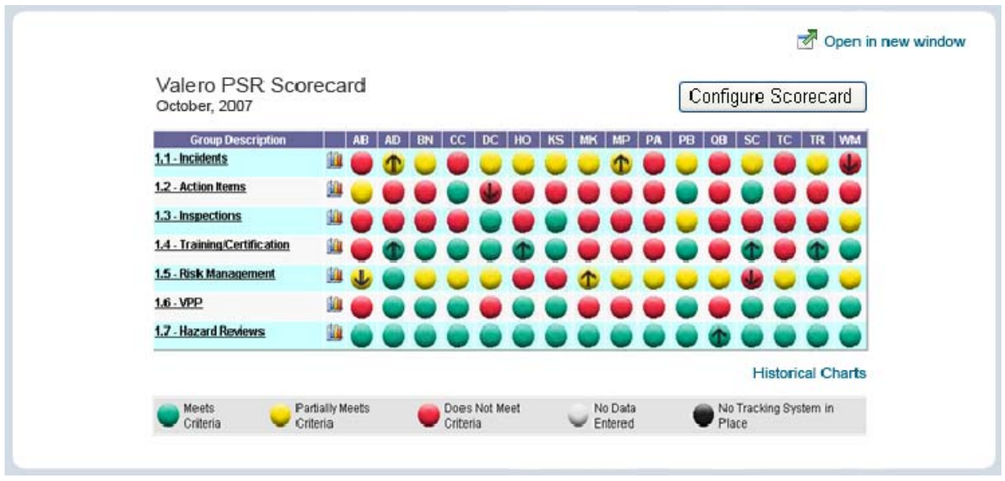
Overview

This component is used to integrate legacy applications into the new portal. The component presentation and behavior are inherited from the legacy application. The component is 75% width of the portal page. If there are suggestions or recommendations for changes to the legacy assets they will be included with the page instance specifications.

Wireframe Pattern



Visual Composition



Component General Properties

Sizing: Define initial height and width for each instance to reduce appearance of scroll bars.

Style: Untitled Box

Visibility: Show if the Embedded Application is targeted to the user.

Search Indexed: No.

New Window Button

Sizing: Both Static (graphic)
Height: 26 Width: 129 Alignment: Right

Visibility: Show if the Asset attribute “Option to Open in New Window” = Yes. [Note: This attribute is only indicated for the Embedded Application Asset type.]

On click: The Embedded Application opens in a new window as specified in “New Browser Window Characteristics.”

Default State | Rollover State

Embedded Application

The Embedded Application identified in the page wireframe displays.

The Embedded Application should be designed to ensure that there is no horizontal scrolling.

Wide KM iView

Overview

This component is used to display and maintain documents managed by the SAP Knowledge Management application. The iView should behave as the application dictates, unless otherwise stated in the enhancements documentation.

Enhancements to the behavior and presentation of this application are suggested in a separate document: "KM iView Enhancements" on pages labeled "Wide View."

Component General Properties

Sizing: Both Conformable

Define initial height and width for each instance to reduce appearance of scroll bars.

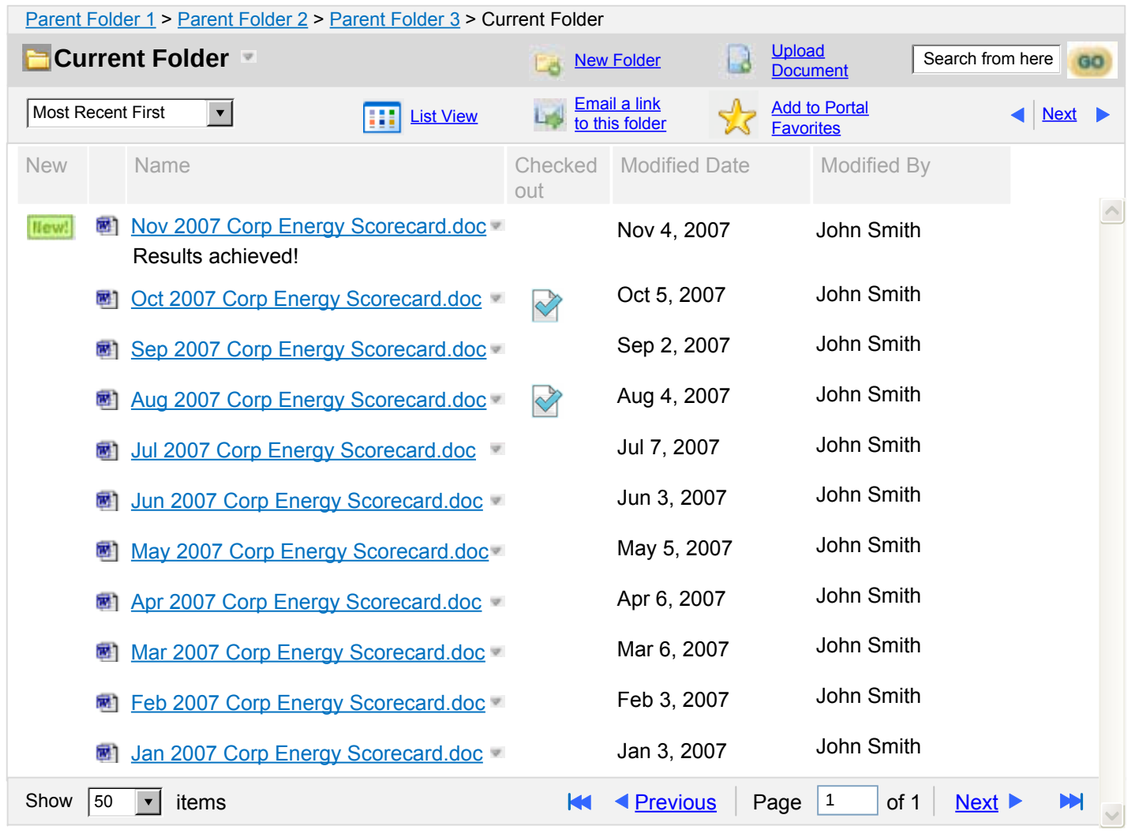
Style: Wide Column White Box

Search Indexed: No.

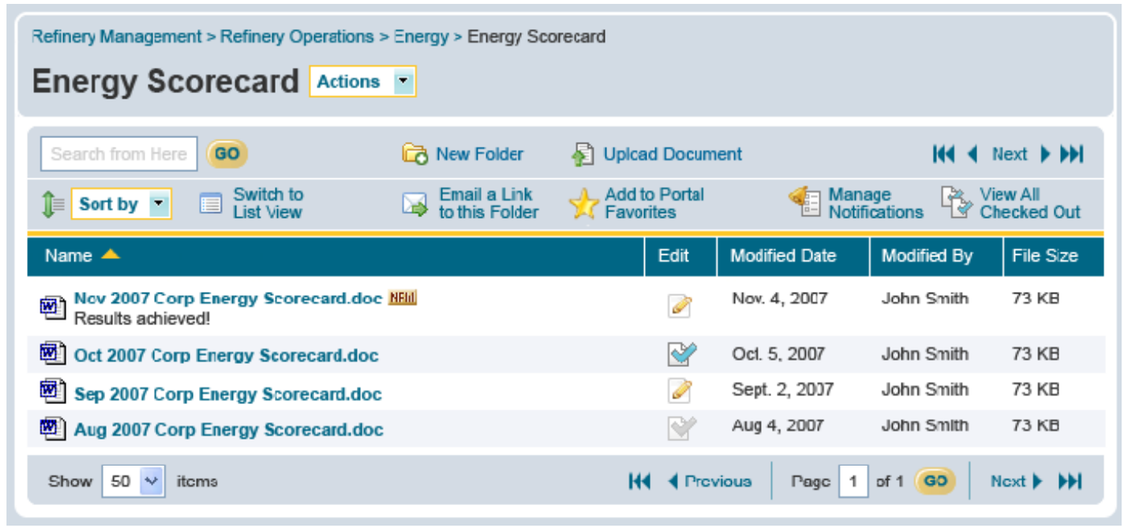
Parameters: The folder to display can be passed to this iView.

Component Enhancements:
Refer to the KM iView Enhancements - Wireframes document.

Wireframe



Visual Composition

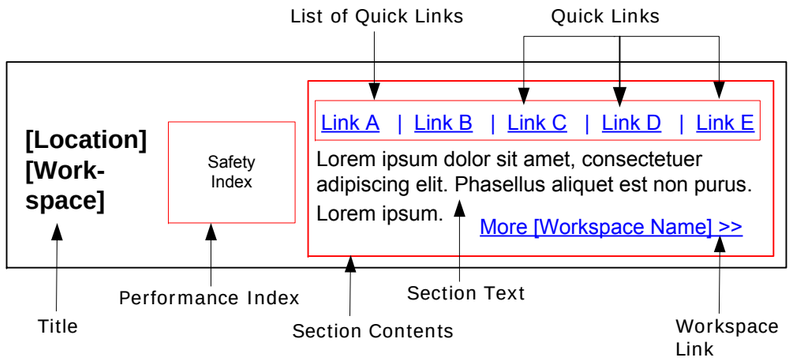


Workspace Highlighter

Overview

Provides an overview of the user's prominent Workspace. A Level 2 tab under the "Workspace" Level 1 must be associated with the user as the most prominent one to have content be relevant for this component. It provides quick access to assets and portal pages that an author determines are useful to each Workspace's audience.

Wireframe Pattern



Visual Composition

Component General Properties

Sizing: Static width: 710 pixels

Height: Conforms to contain all elements without scrolling

Visibility: Shows the user's prominent Workspace. If no prominent workspace is selected, all users outside of Retail will see Refinery Operations instance and remaining users do not see this component.

Title

Style: Page Title Link

Text: Text is [Location] + [Workspace Name]
Where [Location] is equal to the user's location. If there is no variability of the Workspace based on location, then [Location] is not used.
And where [Workspace Name] equals the name of the Workspace Level 2 tab.

Target: Links to the corresponding Level 2 Workspace tab Portal page (personalized) presented in the same window.

Performance Index (Optional)

Contents: (Used only for Refinery Operations instance). An automated presentation of safety-related performance index information specific to the location.

Section Contents

Contents:
- List of Quick Links
- Section Text
- Level 1 Link

Section Text

Style: Standard text Left aligned.

Workspace Link

Style: Standard Link

Text: Link text is "Go to [Workspace Name] >>" where [Workspace Name]=the name of the Workspace Level 2 tab.

Target: Links to the corresponding Level 2 Portal page (personalized) presented in the same window.

List of Quick Links

Equal to the author's selection of assets or portal pages.

Quick Link

Style: Standard Link

Text: Equal to the corresponding asset or portal page title.

Target: Links to the corresponding asset or portal page.
- If the Quick Link is a portal page, it opens in the same window, replacing the current content page.
- If the Quick Link is an asset then follow the behavior specified in . Asset Link Handling

Authoring Guidelines

Section Text:
Developed for component to communicate key messages regarding the section. Manually maintained.

List of Quick Links:
- Select appropriate assets or portal pages to be featured for an expert user of the Workspace. You may select frequently-accessed links, or links of critical importance in an emergency.
- Limit the number of links you include so as not to overwhelm the user. Rule of thumb: 1 to 5 links should show for any given user.

Content Design

Overview

The content written directly on your portal pages should respect the guidelines for syntax and tone described in the Copy Style Guide. Specific content that is written for the portal may also follow a pattern, so that similar content elements will be cohesive and consistent.

Copy Style Guide

List of Content Patterns

List of Content Patterns

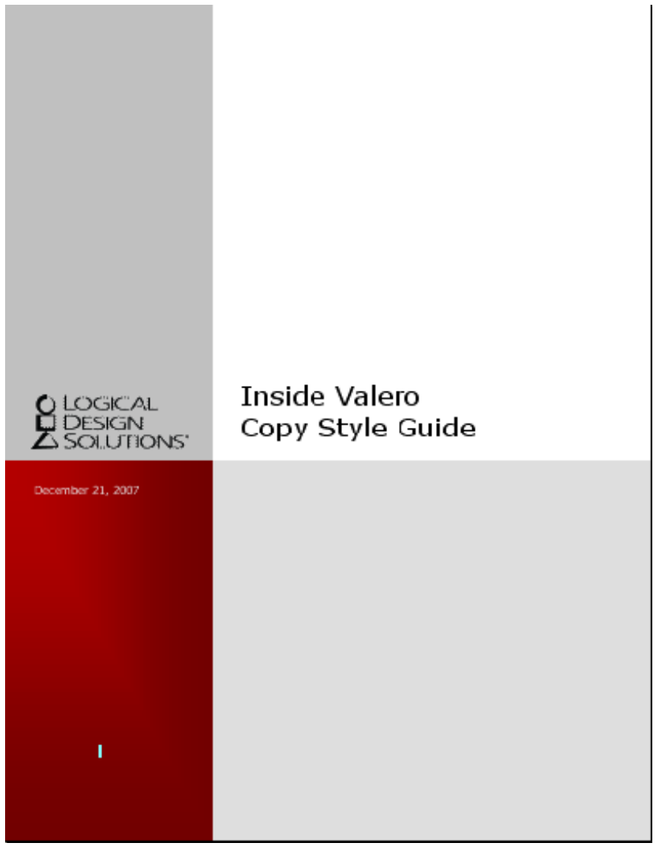
Content Patterns describe authoring guidelines for specific instances of content components. The content pattern definitions on the following pages are in alphabetical order.

Content Patterns	
These patterns outline the unique authoring guidelines for specific content components.	▪ Featured Employee ▪ Life Events Content ▪ Location Detail ▪ Process Content – Narrow ▪ Process Content – Wide ▪ Support Content – Narrow ▪ Support Content – Wide ▪ United Way Banner ▪ Valero Lines

Copy Style Guide

Writing appropriate text is accomplished by following these guidelines that address:

- Tone
- Voicing
- Syntax



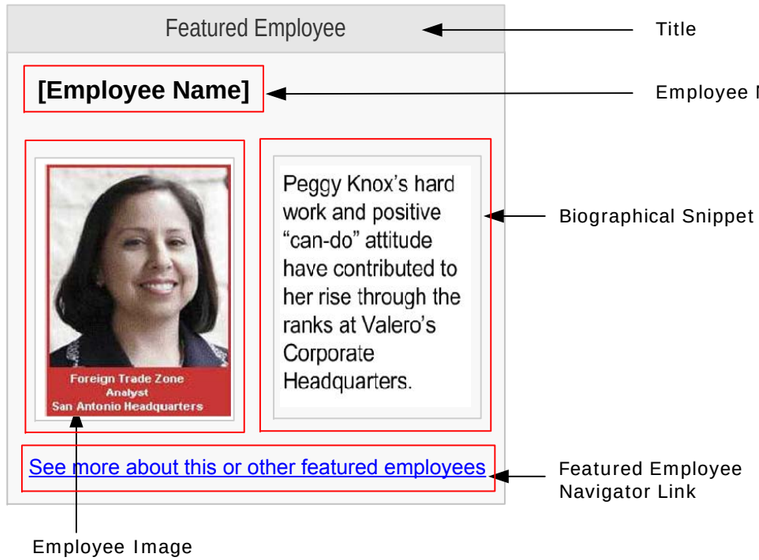
Copy Style Guide

Featured Employee

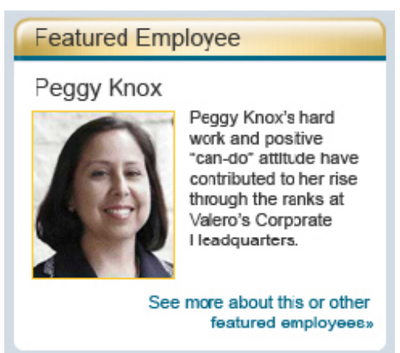
Overview

This content highlights the featured employee and contains navigation to content about the featured employee as well as the Featured Employee Page.

Wireframe Pattern



Visual Composition



Component for Display

Narrow Column Content

Title

Style: Subhead Two

Text: See Wireframe Pattern to the left for text.

Employee Name

Style: Subhead Two

Text: Text is equal to the name of the Featured Employee.

Biographical Snippet

Style: Standard text

Text: Provides a summary of the featured employees company biography

Employee Image

Sizing: Both Static
Width: 90 pixels
Height: 105 pixels

Target: Same as Featured Employee Navigator Link.

Featured Employee Navigator Link

Style: Standard link

Text: "See more about this or other featured employees>>".

Target: The Portal page specified in the wireframe opens in the browser, replacing the current page.

Authoring Guidelines

Biographical Snippet:

- Use the first sentence of the featured employee's biography.
- Text does not contain links.
- Text can have formatting (bold, italics, bullets, etc.)

Employee Image:

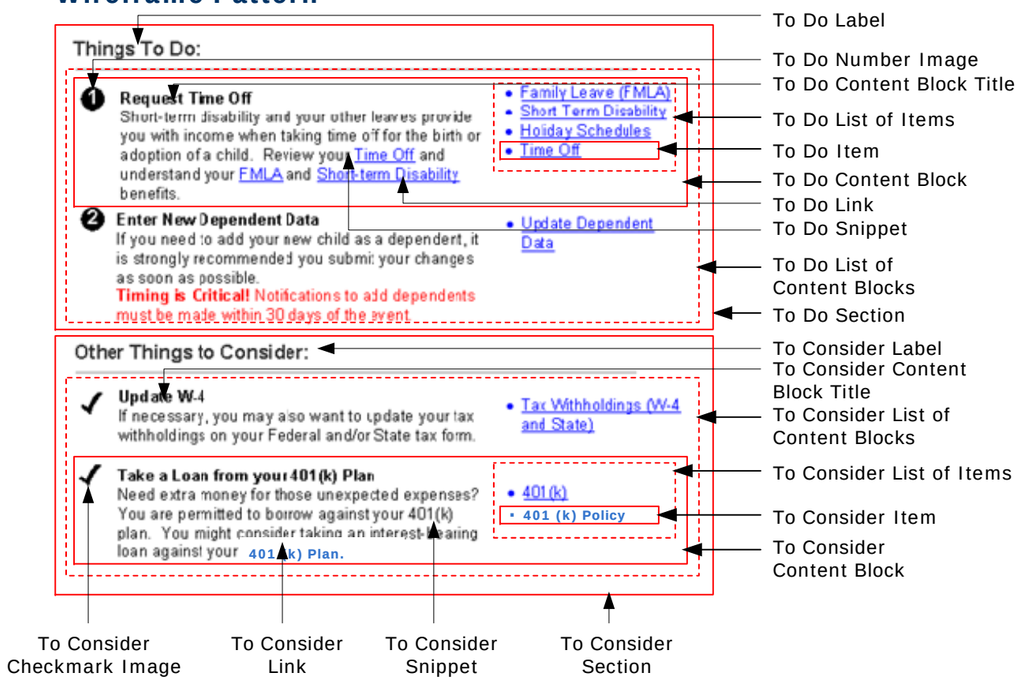
- One photograph required.
- Select a close-up portrait of the Featured Employee in professional attire.

Life Events Content

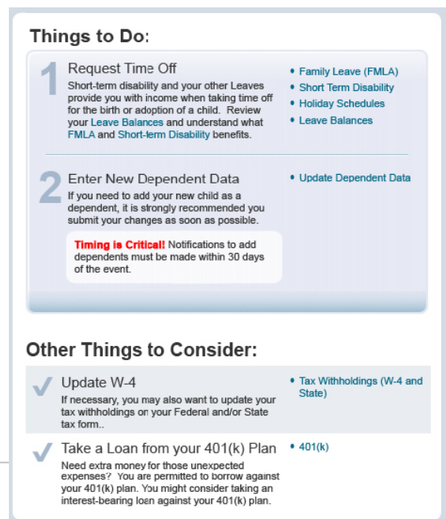
Overview

This is a Content Pattern that provides a specific format of page content, using the Focal Content component. This pattern is used to provide the user 2 task lists – one containing tasks that need to be undertaken and the 2nd containing tasks that the user might want to review to determine if any action is needed. This pattern is only used for Life Events page using the P8 Page Pattern. This pattern is for a 50% display.

Wireframe Pattern



Visual Composition



Component for Display

Focal Content

Sizing: Minimum width: 430 pixels.

To Do Section

Contents:
- To Do Label
- To Do List of Content Blocks

Visibility: This section is required for all instances of this content pattern.

To Do Label

Style: Page Title

Text: Fixed at “Things To Do:”.

To Do List of Content Blocks

Number of Items:
Min: One
Max: No system maximum. The Content Blocks display for all users.

Order: Determined by the author.

To Do Content Block

Contents:
- To Do Number Image
- To Do Content Block Title
- To Do Snippet
- To Do List of Items (Optional)

To Do Number Image

Style: Graphic

Behavior: Each Content Block within the To Do Section contains an image with the applicable numeric value that corresponds to the step number.

To Do Content Block Title

Style: Subhead Two

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

To Do Snippet

Style: Standard Text

Align: Left

Sizing:
- If the corresponding Content Block contains the To Do List of Items, the snippet width is: 225 pixels.
- If the corresponding Content Block does not contain the To Do List of Items, but at least one other Content Block within the instance of the pattern does contain a To Do List of Items, the snippet width is: 225 pixels.
- If the corresponding Content Block does not contain the To Do List of Items, and no other Content Blocks within the instance of the pattern contain a To Do List of Items, the snippet is the fill width: 370 pixels.

Text:
- As shown in the page instance wireframe.
- One version of the content for all users.
- Text can have html formatting, including links.

To Do Link

Style: Standard Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

To Do List of Items

Number of Items:
Min: None
Max: No system maximum.
Note: the list may be longer for some users than others because some assets or portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author.

Life Events Content (continued)

To Do Item
Style: Standard Link
If the Item is not a link: Standard Text

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target (Optional):
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

To Consider Section
Contents:
- To Consider Label
- To Consider List of Content Blocks

Visibility: This section is optional. The author can determine if the instance requires the section.

To Consider Label
Style: Page Title

Text: Fixed at "Other Things to Consider:".

To Consider List of Content Blocks
Number of Items:
Min: One
Max: No system maximum. The Content Blocks display for all users.

Order: Determined by the author.

To Consider Content Block
Contents:
- To Consider Checkmark Image
- To Consider Content Block Title
- To Consider Snippet
- To Consider List of Items (Optional)

To Consider Checkmark Image
Style: Graphic

Behavior: Each Content Block within the To Consider Section contains the image.

To Consider Content Block Title
Style: Subhead Two

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

To Consider Snippet
Style: Standard Text

Align: Left

Sizing:
- If the corresponding Content Block contains the To Consider List of Items, the snippet width is: 225 pixels.
- If the corresponding Content Block does not contain the To Consider List of Items, but at least one other Content Block within the instance of the pattern does contain a To Consider List of Items, the snippet width is: 225 pixels.
- If the corresponding Content Block does not contain the To Consider List of Items, and no other Content Blocks within the instance of the pattern contain a To Consider List of Items, the snippet is the fill width: 370 pixels.

Text:
- As shown in the page instance wireframe.
- One version of the content for all users.
- Text can have html formatting, including links.

To Consider Link
Style: Standard Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

To Do List of Items
Number of Items:
Min: None
Max: No system maximum.
Note: the list may be longer for some users than others because some assets or portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author.

To Consider Item
Style: Standard Link
If the Item is not a link: Standard Text

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target (Optional):
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

Authoring Guidelines

To Do Section
Supports a sequential list of tasks for the user handle, containing content and links to assets and portal pages.

To Do List of Content Blocks
- Determined by the author, as needed, to logically separate the content into steps for the user to follow.

To Do Number Image
- Include the corresponding image based on the sequential step.

To Do Content Block Title
- Set by author. One title applies for all users.
- Create appropriate title for the step.

To Do Snippet
- Set by author. One version applies for all users.
- Text can have html formatting.
- Text can contain links.

To Do Link
- It is recommended to use the default asset title or portal page title, whenever possible.

Authoring Guidelines (continued)

To Do List of Items
- Select appropriate content, assets or portal pages to be featured for the Content Block based on the context of the step.
- Limit the number of items you include so as not to overwhelm the user. Rule of thumb: 1 to 5 items should show for any given user, though in some instances, there may not be any items.
- Optional – if targeting a portal page or asset, need to match the url to the corresponding page or asset.

To Consider Section
Supports a list of suggested tasks for the user to consider handling, containing content and links to assets and portal pages.

This section is optional - the author determines if the section is required for the instance of the pattern.

To Consider List of Content Blocks
- Determined by the author, as needed, to logically separate the content into steps for the user to follow.

To Consider Checkmark Image
- For each Content Block, include the image.

To Consider Content Block Title
- Set by author. One title applies for all users.
- Create appropriate title for the step.

To Consider Snippet
- Set by author. One version applies for all users.
- Text can have html formatting.
- Text can contain links.

To Consider Link
- It is recommended to use the default asset title or portal page title, whenever possible.

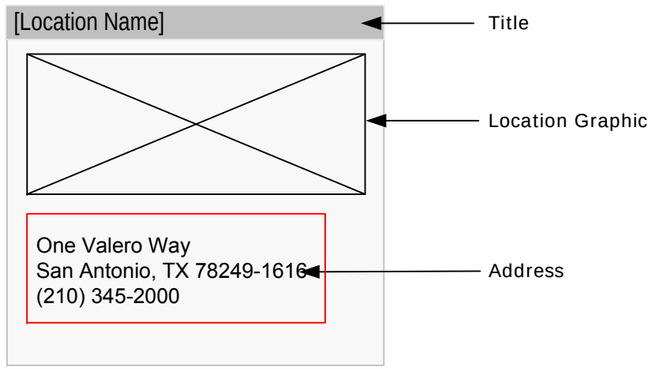
To Consider List of Items
- Select appropriate content, assets or portal pages to be featured for the Content Block based on the context of the step.
- Limit the number of items you include so as not to overwhelm the user. Rule of thumb: 1 to 5 items should show for any given user, though in some instances, there may not be any items.
- If the item is a link, the link target needs to match the url of the corresponding portal page or asset.

Location Detail

Overview

This content displays information for a specific location. It contains a location image and the location address.

Wireframe Pattern



Visual Composition

Component for Display

Narrow Column Content

Title

Style: Subhead Two

Text: Set by author. One title applies for all users.

Location Graphic

Graphic or photo provided by an author representing the corresponding location.

Behavior: Display image in full, filling up component.

Address

Style: Standard Text

Text:
To contain the location street address, city, state, ZIP Code and phone number.

Authoring Guidelines

Title
- Create appropriate title based on the specific location.
- Set by author. One title applies for all users.

Location Graphic:
- Select an appropriate image representing the location.

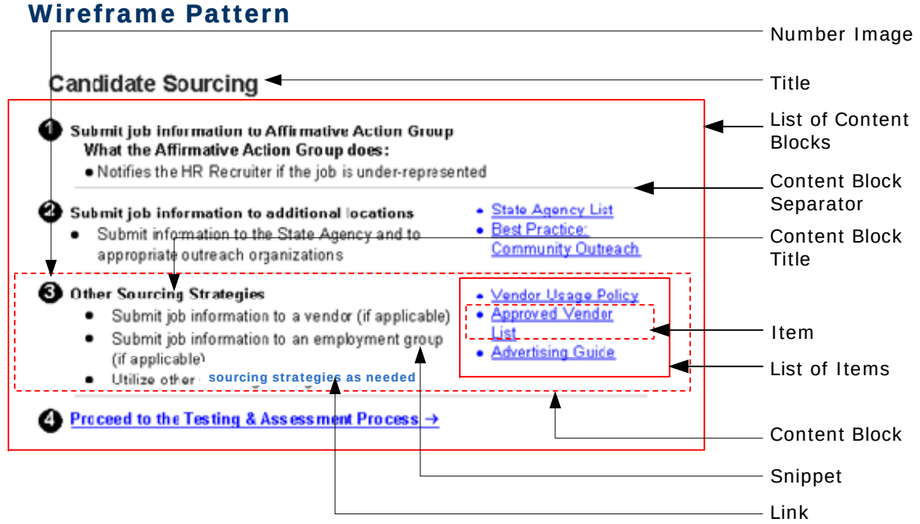
Address
- Complete address for the specific location.

Process Content - Narrow

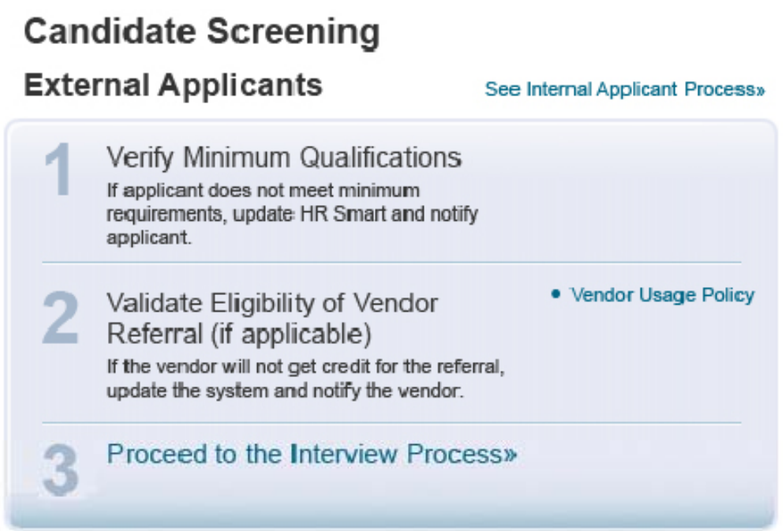
Overview

This is a Content Pattern that provides a specific format of page content, using the Focal Content component. This pattern is used to provide the user with a sequence of process tasks. This pattern should be used on all pages that describe a process sequence that are not Life Events. This pattern is commonly used on the P10 Page Pattern and is for a 50% display.

Wireframe Pattern



Visual Composition



Component for Display

Style: Feature Box One

Focal Content

Sizing: Minimum width: 430 pixels.

Title

Style: Page Title

Text:
- As shown in the page instance wireframe.
- One title for all users.

List of Content Blocks

Number of Items:
Min: One
Max: No system maximum. The Content Blocks display for all users.

Order: Determined by the author.

Content Block

Contents:
- Number Image
- Content Block Title
- Snippet
- List of Items (Optional)

Number Image

Style: Graphic

Behavior: Each Content Block contains an image with the applicable numeric value that corresponds to the step number.

Content Block Title

Style: Subhead Two

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

Snippet

Style: Standard Text

Align: Left

Sizing:
- If the corresponding Content Block contains the To Do List of Items, the snippet width is: 230 pixels.
- If the corresponding Content Block does not contain the To Do List of Items, but at least one other Content Block within the instance of the pattern does contain a To Do List of Items, the snippet width is: 230 pixels.
- If the corresponding Content Block does not contain the To Do List of Items, and no other Content Blocks within the instance of the pattern contain a To Do List of Items, the snippet is the fill width: 350 pixels.

Text:
- As shown in the page instance wireframe.
- One version of the content for all users.
- Text can have html formatting, including links.

Link

Style: Standard Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

List of Items

Number of Items:
Min: None
Max: No system maximum.
Note: the list may be longer for some users than others because some assets or portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author.

Process Content - Narrow (continued)

Item

Style: Standard Link
If the Item is not a link: Standard Text

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target (Optional):
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

Content Block Separator

Style: Seperator

Behavior: Displays after each Content Block accept the last Content Block in an instance of the pattern.

Content Block Separator

Style: Seperator

Behavior: Displays after each Content Block, including the last Content Block in an instance of the pattern (above the Next Step Link).

Authoring Guidelines

List of Content Blocks
- Determined by the author, as needed, to logically separate the content into steps for the user to follow.

Number Image
- Include the corresponding image based on the sequential step.

Content Block Title
- Set by author. One title applies for all users.
- Create appropriate title for the step.

Snippet
- Set by author. One version applies for all users.
- Text can have html formatting.
- Text can contain links.

Link
- It is recommended to use the default asset title or portal page title, whenever possible.

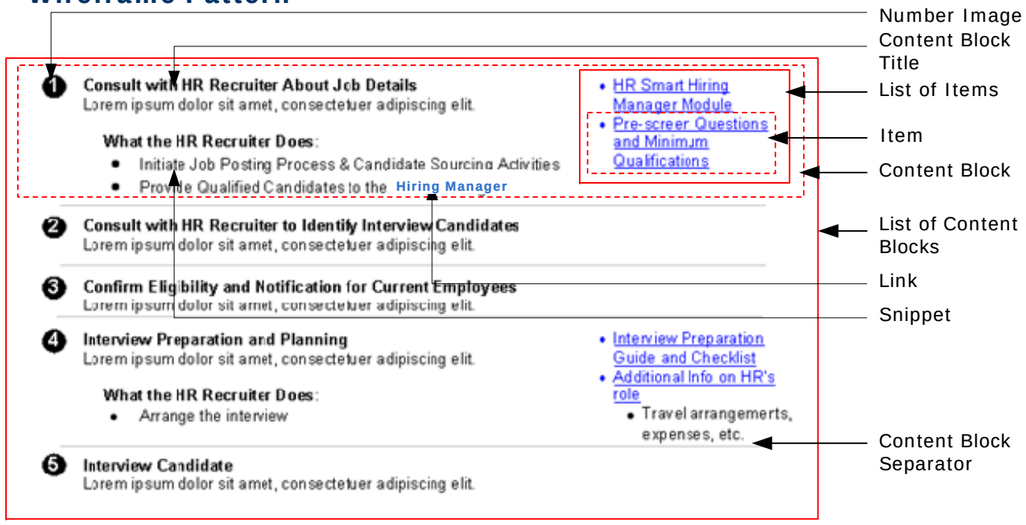
List of Items
- Select appropriate content, assets or portal pages to be featured for the Content Block based on the context of the step.
- Limit the number of items you include so as not to overwhelm the user. Rule of thumb: 1 to 5 items should show for any given user, though in some instances, there may not be any items.
- If the item is a link, the link target needs to match the url of the corresponding portal page or asset.

Process Content - Wide

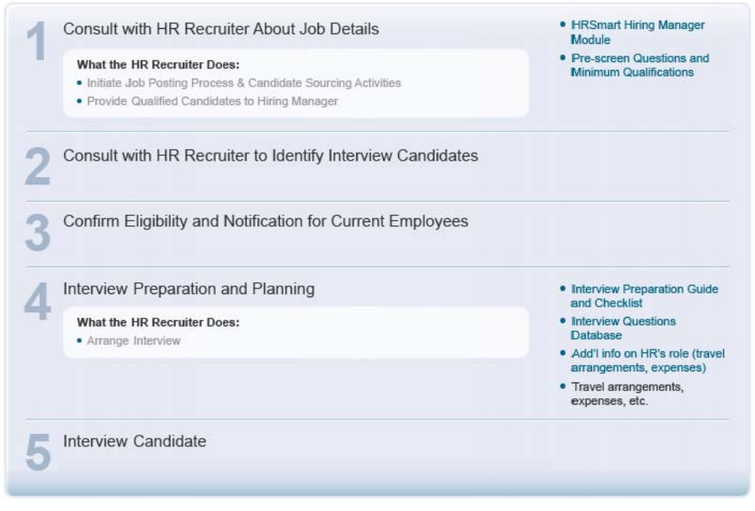
Overview

This is a Content Pattern that provides a specific format of page content, using the Focal Content component. This pattern is used to provide the user with a sequence of process tasks. This pattern should be used on all pages that describe a process sequence that are not Life Events. This pattern is commonly used on the P7 Page Pattern and is for a 75% display.

Wireframe Pattern



Visual Composition



Component for Display

Style: Feature Box One

Focal Content

Sizing: Minimum width: 695 pixels.

List of Content Blocks

Number of Items:
Min: One
Max: No system maximum. The Content Blocks display for all users.

Order: Determined by the author.

Content Block

Contents:
- Number Image
- Content Block Title
- Snippet
- List of Items (Optional)

Number Image

Style: Graphic

Behavior: Each Content Block contains an image with the applicable numeric value that corresponds to the step number.

Content Block Title

Style: Subhead Two

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

Snippet

Style: Standard Text
Background: Lt. Blue #F9FAFC

Align: Left

Sizing:
- If the Content Block contains a List of Items, width is: 435 pixels.
- If the Content Block does not contain a List of Items, the content spans the full width: 615 pixels.

Text:
- As shown in the page instance wireframe.
- One version of the content for all users.
- Text can have html formatting, including links.

Link

Style: Standard Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

List of Items

Number of Items:
Min: None
Max: No system maximum.
Note: the list may be longer for some users than others because some assets or portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author.

Item

Style: Standard Link
If the Item is not a link: Standard Text

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target (Optional):
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

Content Block Separator

Style: Seperator

Behavior: Displays after each Content Block accept the last Content Block in an instance of the pattern.

Process Content - Wide (continued)

Authoring Guidelines

List of Content Blocks
- Determined by the author, as needed, to logically separate the content into steps for the user to follow.

Number Image
- Include the corresponding image based on the sequential step.

Content Block Title
- Set by author. One title applies for all users.
- Create appropriate title for the step.

Snippet
- Set by author. One version applies for all users.
- Text can have html formatting.
- Text can contain links.

Link
- It is recommended to use the default asset title or portal page title, whenever possible.

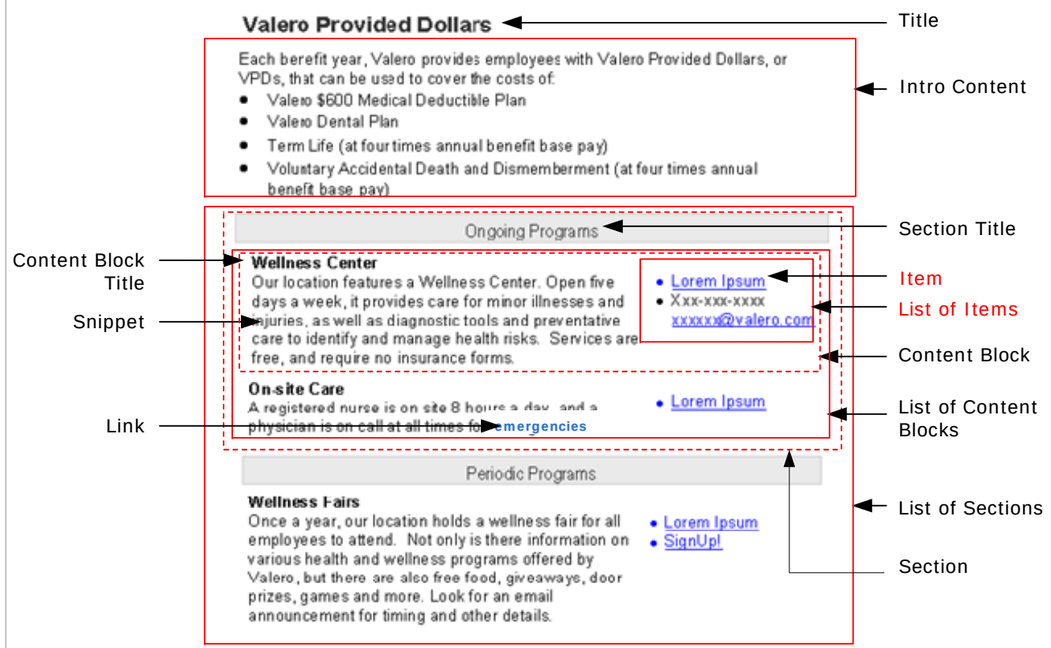
List of Items
- Select appropriate content, assets or portal pages to be featured for the Content Block based on the context of the step.
- Limit the number of items you include so as not to overwhelm the user. Rule of thumb: 1 to 5 items should show for any given user, though in some instances, there may not be any items.
- If the item is a link, the link target needs to match the url of the corresponding portal page or asset.

Support Content - Narrow

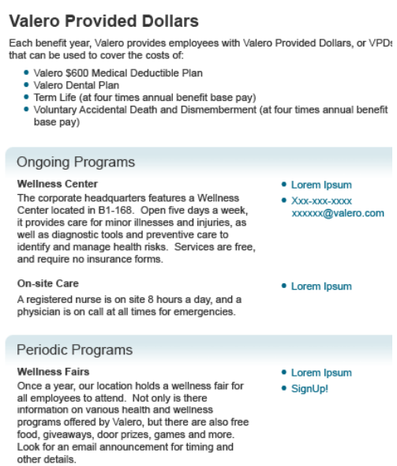
Overview

This is a Content Pattern that provides a specific format of page content, using the Focal Content component. Use this content pattern to logically group content and links to assets and portal pages that are all related to the page topic. This pattern is commonly used for instructions related to an application embedded on a P2 Page Pattern and supporting content on a P10 Page Pattern. This pattern is for a 50% display.

Wireframe Pattern



Visual Composition



Component for Display

Focal Content

Sizing: Minimum width: 420 pixels.

Title

Style: Subhead One

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

Intro Content

Style: Standard Text

Align: Left

Text:
- The Intro Content area is optional.
- As shown in the page instance wireframe.
- One version of the content for all users.
- Text can have html formatting, including an image (right-aligned).

Image: Focal Content Component HR Branded Image

List of Sections

Number of Items:
- Min: One
- Max: No system maximum.

Note: the list of sections can vary from user to user as some sections may be targeted to a set of users, and hidden from others.

Order: Determined by the author.

Section

Contents:
- Section Title
- List of Content Blocks

Section Title

Style: Subhead Two
Background: Graphic

Align: Left

Visibility: If the List of Sections contains only one section for a user, the Section Title is hidden.

Text:
- As shown in the page instance wireframe.
- One title for all users.

List of Content Blocks

Number of Items:
- Min: None
- Max: No system maximum.

Note: the list of content blocks can vary from user to user as some content blocks may be targeted to a set of users, and hidden from others.

Order: Determined by the author.

Content Block

Contents:
- Content Block Title
- Snippet

Content Block Title

Style: Standard Text ; Bold

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

Snippet

Style: Standard Text

Align: Left

Text:
- As shown in the page instance wireframe.
- One version of the content for all users.
- Text can have html formatting, including links and images.

Link

Style: Standard Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

Support Content - Narrow (continued)

List of Items

Number of Items:
Min: None
Max: No system maximum.
Note: the list may be longer for some users than others because some assets or portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author.

Item

Style: Standard Link
If the Item is not a link: Standard Text

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target (Optional):
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

Authoring Guidelines

Title
- Set by author. One title applies for all users.
- Create appropriate title for the page topic.

Intro Content
- The Intro Content is optional.
- Set by author. One version applies for all users.
- Text can have html formatting, including an image.

List of Sections
- Optional - determined by the author, as needed, to group Content Blocks into higher level categories.

Section Title
- Set by author. One title applies for all users.
- Create appropriate title for the content and items contained within the Content Blocks in the Section.
- If an instance contains only one Section, the Section Title is not used.

List of Content Blocks
- Determined by the author, as needed, to logically separate the content on the page.

Content Block Title
- Set by author. One title applies for all users.
- Create appropriate title for the content contained in the content block.

Snippet
- Optional – can be replaced with an image.
- Set by author. One version applies for all users.
- Text can have html formatting.
- Text can contain links.

Link
- It is recommended to use the default asset title or portal page title, whenever possible.

Authoring Guidelines (continued)

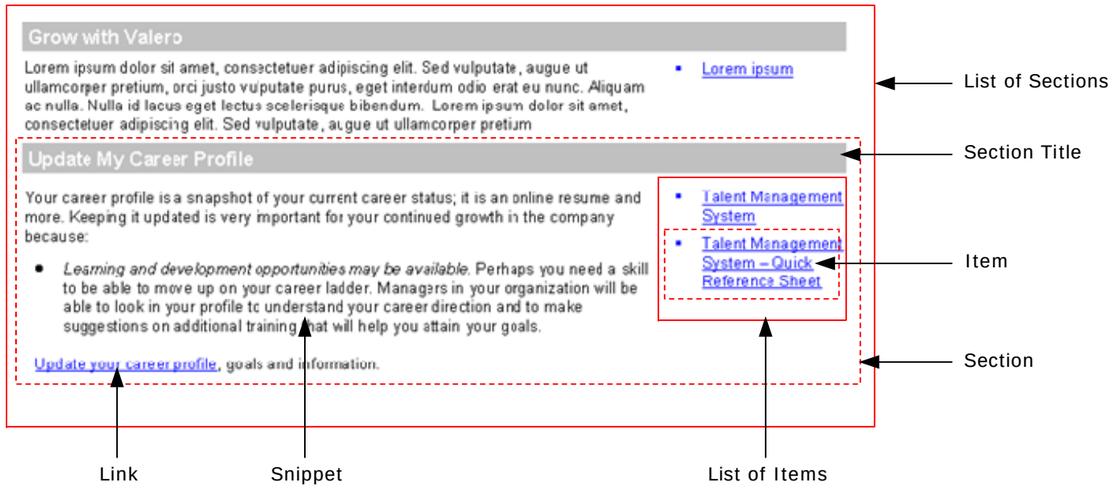
List of Items
- Select appropriate content, assets or portal pages to be featured for the Section based on the context of Snippet content.
- Limit the number of items you include so as not to overwhelm the user. Rule of thumb: 1 to 5 items should show for any given user, though in some instances, there may not be any items.
- If the item is a link, the link target needs to match the url of the corresponding portal page or asset.

Support Content - Wide

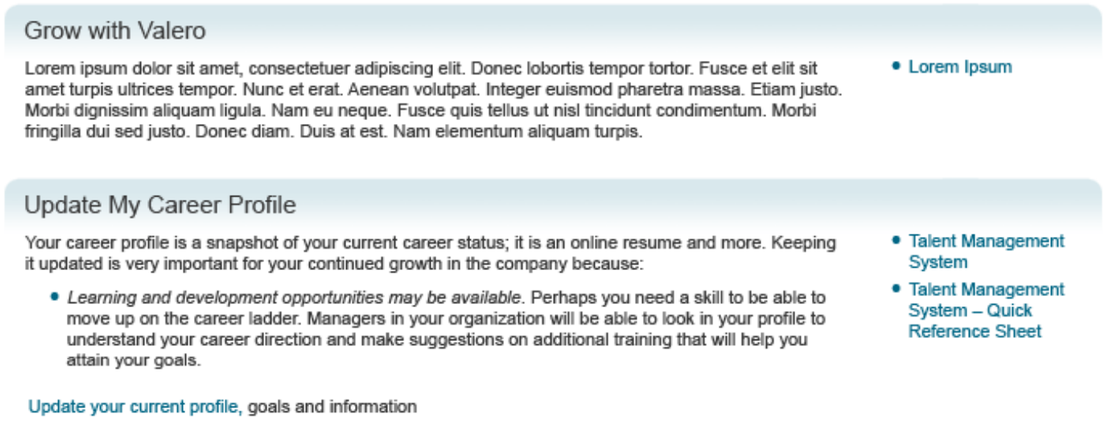
Overview

This is a Content Pattern that provides a specific format of page content, using the Focal Content component. Use this content pattern to logically group content and links to assets and portal pages that are all related to the page topic. This pattern is commonly used for instructions related to an application embedded on a P2 Page Pattern and supporting content on a P7 Page Pattern. This pattern is for a 75% display.

Wireframe Pattern



Visual Composition



Component for Display

Focal Content

Sizing: Minimum width: 680 pixels.

List of Sections

Number of Items:
- Min: One
- Max: No system maximum.

Note: the list of sections can vary from user to user as some sections may be targeted to a set of users, and hidden from others.

Order: Determined by the author.

Section

Contents:
- Section Title
- Snippet
- List of Items (Optional)

Section Title

Style: Subhead Two
Background: Graphic

Align: Left

Text:
- As shown in the page instance wireframe.
- One title for all users.

Snippet

Style: Standard Text

Align: Left

Sizing:
- If the Section contains a List of Items, width is: 500 pixels.
- If the Section does not contain a List of Items, the content spans the full width: 650 pixels.

Text:
- As shown in the page instance wireframe.
- One version of the content for all users.
- Text can have html formatting, including links.

Link

Style: Standard Link

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

List of Items

Number of Items:
- Min: None
- Max: No system maximum.

Note: the list may be longer for some users than others because some assets or portal pages are targeted to a set of users, and hidden from others.

Order: Determined by the author.

Item

Style: Standard Link
If the Item is not a link: Standard Text

Text: Link text is equal to the title of the target asset or portal page, unless the author provides alternate, context-specific link text.

Target (Optional):
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, then follow the behavior specified in Asset Link Handling .

Authoring Guidelines

List of Sections
- Determined by the author, as needed, to logically separate the content on the page.

Section Title
- Set by author. One title applies for all users.
- Create appropriate title for the content and items contained in the Section.

Snippet
- Set by author. One version applies for all users.
- Text can have html formatting.
- Text can contain links.

Link
- It is recommended to use the default asset title or portal page title, whenever possible.

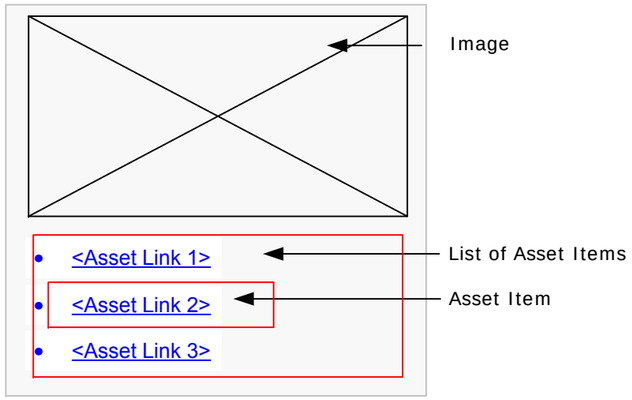
List of Items
- Select appropriate content, assets or portal pages to be featured for the Section based on the context of Snippet content.
- Limit the number of items you include so as not to overwhelm the user. Rule of thumb: 1 to 5 items should show for any given user, though in some instances, there may not be any items.
- If the item is a link, the link target needs to match the url of the corresponding portal page or asset.

United Way Banner

Overview

Used throughout the year to bring attention to the success of our United Way campaign. There are three times this needs to be updated: to kick off a new campaign year, to thank employees for contributions, and to tout the success of the campaign after the tallies are in.

Wireframe Pattern



Visual Composition

Component for Display

Narrow Column Content

Image

Graphic or photo. May include text integrated into the image.

Target:
- A single URL (may be a Portal page or asset) – optional.
- If the Specialized Banner is a portal page, it opens in the same window, replacing the current content page.
- If the Specialized Banner is an asset, it opens in a new window according to rules for *Popped Asset* page pattern.

List of Asset Items

Number of Items:
Min: Zero
Max: No system maximum.

Visibility: The list may be longer for some users than others because some portal pages or assets are targeted to certain user types and hidden from others.

Order: The author determines the order in which the items appear.

Asset Item

Style: Bulleted Link

Text:
- Link text is equal to the name of the target asset or page, unless the author provides alternate, context-specific link text.

Target:
- If the link is a portal page, it opens in the same window, replacing the current content page.
- If the link is an asset, it follows the behavior specified in Asset Link Handling

Authoring Guidelines

Highlight Graphic:
- Select an appropriate image (comprises photos or graphics and may integrate text).
- Link to appropriate page/site based on the topic being highlighted.

Image:
- Select an appropriate image (comprises photos or graphics and may integrate text).

List of Asset Items
- Select appropriate portal pages or assets for the list.
- Limit the number of assets you include so as not to overwhelm the user. Rule of thumb: 1 to 4 items should show for any given user.

Asset Item
- It is recommended to use the default portal page name or asset name whenever possible.

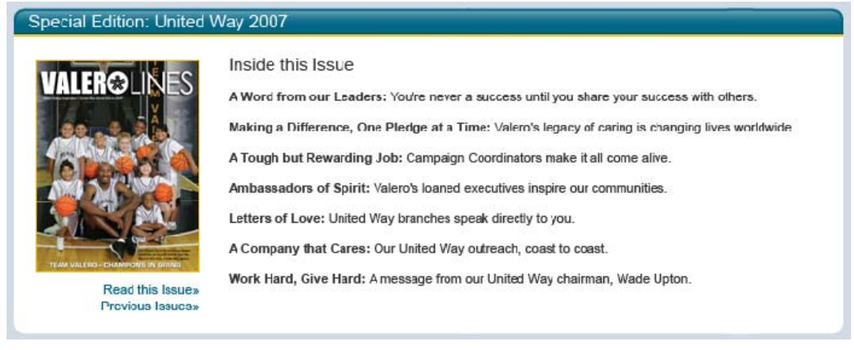
Valero Lines

Overview

This component is a specific instance of a content section and can be used to provide access to the current Valero Lines issue and to all past Valero Lines issues.

Wireframe Pattern

Visual Composition



Component for Display

Focal Content

Current Issue Title

Text: Link text is equal to the title of the current Valero Lines issue.

Current Issue Image

Sizing: Both Static
Width: 710 pixels
Height: 280 pixels

Guidelines: Only one image

Visibility: Always shown

Behavior: Displays an image for the most current Valero Lines issue.

Target:
- The Current Issue Image and the Current Issue Link will target the same Valero Lines issue.
- The most current Valero Lines issue opens following the default behavior specified in Asset Link Handling

Current Issue Link

Style: Standard Link

Text: Fixed at “Read this issue >>”

Target: The most current Valero Lines issue opens following the default behavior specified in

Previous Issues Link

Style: Standard Link

Text: Fixed at “Previous issues >>”

Target: The Portal page specified in the page instance wireframe opens following the default behavior specified in Asset Link Handling

Current Issue Descriptive Text

Style: Standard Text (also bolded for emphasis)

Text: Provides a summary of the various topics that are contained in the most current Valero Lines issue.

Authoring Guidelines

Current Issue Link:
- Identify the URL to the PDF of the current Valero Lines issue being featured.

Current Issue Image:
- The image is required.
- Create an image of the cover of the current Valero Lines issue being featured.
- Identify the URL to the PDF of the current Valero Lines issue being featured.

Current Issue Title:
- The title is required.
- The title should match the title of the current Valero Lines issue being featured.

Current Issue Descriptive Text:
- The description is required.
- Describe the topics contained in the current Valero Lines issue to entice the reader to look at the complete issue, or to help users determine which issue they want to download.

Previous Issues Link:
Link text is static.
Should not have to change the target URL.

Contact LDS

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Portal Design Standards|Valero Energy Corporation

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