

Layout standards checklist

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📄 Layout standards checklist

Checklist for consistent form layouts – structure, spacing, tabs/subforms, components and work environment.

REFERENZ

CONFIGURATOR

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APPLIES TO NUCLOS 4.2026.X

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This checklist enables a quick review of form layouts and helps enforce consistent standards across projects.

The screenshot shows a complex web form for an 'Auftrag' (order). The form is divided into several sections: 'Suche' (search) at the top, 'Kunden' (customer) details, 'Rechnungsanschrift' (billing address), 'Lieferanschrift' (delivery address), 'Konditionen' (conditions), 'Kalkulation' (calculation), and a table for 'Positionen' (positions). The form is annotated with blue arrows and numbers indicating layout standards:

- Arrow 5 points to the top navigation bar.
- Arrow 0 points to the search bar.
- Arrow 0 points to the 'Kunden' section.
- Arrow 0 points to the 'Rechnungsanschrift' section.
- Arrow 0 points to the 'Lieferanschrift' section.
- Arrow 0 points to the 'Konditionen' section.
- Arrow 0 points to the 'Kalkulation' section.
- Arrow 5 points to the 'Positionen' table.
- Arrow 5 points to the bottom status bar.

The 'Positionen' table has the following columns: Pos, Menge, Rabatt in %, EK-Netto, VK-Netto, VK-Netto Gesamt, VK-Brutto, VK-Brutto Gesamt, Handelsspanne, MwSt, Einheit, Artikel, and Lager.

Example layout of an order form

Main layout

- Design compactly; avoid oversized fields and large label-field gaps (use field widths that fit the content).
- Avoid placing several fields side by side – except tightly related fields (zip + city, date + time, actual + target).

- A TabbedPane (if present) should use the full available height and width.
- From 3–4 fields onward, use layout panels for sensible grouping.
- Title of the first layout panel (top left) = the BO name.
- Each layout panel needs at least one column with „use remaining width“ (possibly the label column).

Spacing

- Always hide the default border.
- Instead add left/right columns and top/bottom rows of 5pixels (default border).
- The default spacing between two objects and between two rows is 5pixels.
- Above a TabbedPane always add a standard row of 22pixels height.
- Spacing between adjacent subforms: 20pixels.

Tabs & subforms

- Subform components always belong in a TabbedPane (even for a single subform).
- If a tab contains only one subform or a text area, it should fill the tab without borders.
- Multiple subforms in one tab get explanatory headings.
- Fields with file attachments need a border (e.g. engraved, lowered).
- Prefer placing text areas in their own layout panel (with border) or their own tab (no border).

Components

- Choose „do not clone“ and „active“ deliberately per component.
- Set non-writable fields (calculated / rule-driven) to inactive.
- Reference fields with few entries (10, e.g. salutation, priority) as combo boxes, otherwise as selection fields.
- Constrain the selection sensibly via a value list provider (e.g. only active addresses matching the customer).
- Set the initial focus to the first active input field at the top left.

Work environment & result list

- Active: „hide name“ and „adopt last window settings“.
- Use the „screen“ icon.
- Assign the „general“ work environment to all user groups.
- Configure the result list via sort order/column settings.
- Publish these settings to the workspace so all users can use them as a template.

Related pages

Maintenance

Maintenance.

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