

# **QAD**

## **Web Site Technical Specifications Document Version 1.1**

Prepared by  
Rachele DiTullio  
Web Developer  
Electronic Marketing



Web Team

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## 1. Introduction

The decision has been made to modify the look and feel of QAD's Web presence as well as to reorganize the existing content into a more intuitive navigation scheme.

This document will serve as the guideline for the creation of qad.com's new look and feel. The attempt has been made to define every element and area of every type of page so as to keep consistency and uniformity across QAD's Web presence.

Please refer to the appendices and Procedural Document for visual examples of page layouts including diagramming of page sections and Style tags as well as specifics for page creation.

- **Requirements**
  - Color Palette
  - Fonts
  - Page Elements
  - Navigation & Site Map
  - Graphics
  - Cascading Style Sheets
  - Server Side Includes
  - Templates
- **Page Layout**
  - Home Page
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- **Implementation**
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  - Web Request Process
  - Browser Testing
  - Development Process

## 2. Requirements

The follow subsections will detail the page level conditions for each page constructed under the redesign.

### 2.1 Color Palette

Use of hexadecimal color codes is mandatory to ensure proper color display. The format for using colors includes using the # symbol and no quotation marks. Use of quotation marks leads to instances of discoloration in Netscape. Text colors should only be defined in a Style.

Yellow: #ffcc00  
Dark Blue: #003366  
Light Blue: #3366cc  
Light Grey: #cccccc  
White: #ffffff  
Black: #000000

**Note:** This hexadecimal color palette does not pertain to graphics.

### 2.2 Fonts

**Definition:** Fonts are complete typesets of one face and size.

The TTF family used for text is Verdana, Arial, Helvetica, San-Serif.

Graphics are restricted to the Sabon Adobe font family or Verdana.

### 2.3 Page Elements

**Definition:** Page Elements, or tags, in HTML provide formatting specifications for everything within the document. The tags mentioned in the follow subsections are by no means a definitive list of allowed tags; they are simply tags that need special mention for formatting specifications.

### 2.3.1 Top-Level Elements

`<head>`

The head tag contains the page title, most JavaScript and Style sheet information.

`<frameset>`

The decision to use frames on a section will be made on a case-by-case basis; however, any site or area created in frames must be opened in a new window.

### 2.3.2 Head Elements

`<meta>`

META tags will be used on all "main" directory pages as well as on the main index page for the entire site.

```
<META NAME = "keywords" CONTENT = "life, universe, mankind, plants, relationships,
the meaning of life, science" >
```

```
<META NAME = "description" CONTENT = "This page is about the meaning of life, the
universe, mankind and plants." >
```

`<title>`

Page titles will appear thus: QAD | Section | Subsection | Etc.

### 2.3.3 Block-Level Elements

`<center>` and `<div>`

Use of the `<div>` tag is problematic, mainly because it always creates a line break. Instead of using either `<center>` or `<div>`, try to define alignment within a `<td>`.

`<h1>`- `<h6>`

These tags should not be used; instead use a Style element.

`<hr>`

This page element is defined within the Style sheet.

### 2.3.4 Table Elements

`<table>`

When creating a new table, it is imperative to define it in the follow manner:

```
<table width=( = 600 or %) border=0 cellpadding=0 cellspacing=0>
```

The content area of every page is a 600-width area. Cellspacing, cellpadding and border widths can be altered in special circumstances.

<td>

When creating a new <td>, make sure to define the width, align and valign parameters and to ALWAYS close the </td> at the end of the content. DO NOT BREAK THE LINE.

### 2.3.5 Inline Elements

<a>

The <a> tag is defined within the Style sheet. When linking a file path, the use of ../ is deprecated in favor of the full file path from / (root) . Use quotes around the file path.

<font >

The <font> tag should be used to define text by adding the appropriate class.

<img>

Images must have a defined height, width and border and alt tag (use of the title tag is optional but recommended). When linking a file path, the use of ../ is deprecated in favor of the full file path from / (root) . Use quotes around the file path.

## 2.4 Navigation & Site Map

**Definition:** Within a web document, the navigation is how information is organized and the process through which users move from one web page to the next, including multimedia files.

The site map will have the following navigational areas:

- **Solutions**
  - Business Cycles
    - Design to Retire
    - Requirements to Purchase to Pay
    - Planning to Execution
    - Prospect to Cash to Care
    - Replenishment to Order
    - Plan to Perform
  - Applications
    - MFG/PRO eB
    - QAD eQ
    - Supply Visualization
  - MFGx.net

- **Industries**
  - Automotive
    - After Market
    - OEMs
    - Suppliers
    - System Suppliers
    - Testimonials
    - Development Group
    - Case Studies
  - Consumer Products
    - Consumer Products
    - Testimonials
    - Development Group
    - Case Studies
  - Electronics
    - Components
    - Consumer Electronics
    - Systems
    - Testimonials
    - Development Group
    - Case Studies
  - Food & Beverage
    - Bulk/Commodities
    - Food Service
    - Retail Management
    - Testimonials
    - Development Group
    - Case Studies
  - Industrial
    - Equipment
    - Fabricated Parts
    - Materials
    - Testimonials
    - Development Group
    - Case Studies
  - Medical
    - Medical Devices
    - Pharmaceutical/Biotech
    - Testimonials
    - Case Studies
- **Company**
  - Investor Relations



- Financials
- News & Events
- FAQs
- Request Information
- Strategy
- News
  - Press Release Archive
  - QAD in the Press
  - Feature Archive
- Events
- Publications
  - Case Studies
  - Data Sheets
  - White Papers
  - Up and Running
- Careers with QAD
- **Support & Services (ServiceLinQ)**
  - Support Tools
    - Knowledgebase
    - Call Management
      - Call Entry
      - Call Status
    - Documentation
      - MFG/PRO
      - APM
      - Decision Support
      - APO
      - External Interfaces
      - Errata
      - Help
    - Software Updates
      - Service Packs
      - ECOs
      - Advisories
      - Errata
      - Product Lifecycle
      - Product Availability
  - Education
    - Courses
    - Schedules
    - Campuses

- Bookstore
- Alliance Tools
  - Direct Call Entry
  - Call Update
  - Call Status
  - Solution Explorer
  - ADP
  - Certification
- Development Tools
  - Vertical Development Groups
  - Development Standards
  - Enhancement Request
  - Trading Partner Library
- Consulting Services
  - Technical
  - Implementation
  - Contact Service Rep
- User Forums
  - Q-Village
  - PEG
  - QAD User Groups
- **Alliances**
  - Alliances Overview
  - Join QAD Alliances
  - Technology Alliances
  - Product Alliances
  - Services Alliances
  - Channel Alliances
  - Alliance Center
  - QAD and IBM Alliance

### 2.4.3 Top Navigation

- **Site Map**
- **Contact Us**
- **Accounts**
- **Countries**
- **MFGx.net**

### 2.4.4 User Links Jump Menu

- Customers
- Partners
- Investors
- Executives
- Media

## 2.5 Graphics

**Definition:** Graphics are image elements in a web document specified with the <img>; they are usually GIF (graphics interchange format) or JPEG (Joint Photographic Experts Group) formats. File size for images is limited to 100k and should optimally be 10-15k on prominent pages such as the home page and ServiceLinq index page.

### 2.5.1 Creating Graphics

When creating graphics, be sure to first save the source file (.psd in PhotoShop and .png in Fireworks). This allows the graphic to be altered at any time and still “save for web” without losing any quality that would result from trying to alter a .gif or .jpg.

After creating a graphic in PhotoShop or Fireworks, it is important to evaluate the needs of that graphic so as to determine in which format to save it.

**NOTE:** Creating optimized Web graphics is an art. The following guidelines for creation of graphics are meant only to assist in their creation; experimentation for proper look and feel is encouraged. Additionally, Creative Services should be consulted for large-scale and prominent graphics.

### 2.5.2 Creating GIFs

If the graphic has few colors, “save for web” as a .gif. GIFs have a maximum 256 colors and work well for smaller, less detailed images. When “saving for web,” make sure to select the preview with 0% dither; this keeps the image as true-to-form as possible and limits the amount of attempted-color matching. The use of GIFs is also mandatory for any images that are sliced because when the browser attempts to display the slices as a full image, IE 5.5 especially will leave some gapping between the slices if they are done as JPEG.

### 2.5.3 Creating JPEGs

JPEG is the format of choice for larger, more-detailed images such as photographs. When "saving for web," play around with the quality of the JPEG preview; it is rarely necessary to have 100% quality, as this will add hugely to the file size but not always to the visible quality.

## 2.6 Cascading Style Sheets

**Definition:** Cascading Style Sheets (CSS) are files that contain statements about page elements and are linked to web documents by the <style> within the <head>. CSS Styles are called by using a class="parameter." Making a change to a Style in a CSS file reformats any element defined by that Style anywhere on the Web site.

All Styles used must be in a Style sheet, which is called within the <head> of each page. This includes defined elements as well as custom Styles.

**NOTE:** Netscape renders some Styles differently than IE, for example selector Styles for links are not supported in Netscape 4.x.

**NOTE: Classes within other classes take precedence.**

## 2.7 Server Side Includes

**Definition:** A Server Side Include is a file containing information which is called by <include> and executed by the server before returning the web page. Includes make it possible to have the same information appear in several places but changeable in one place.

```
<!--#include virtual="/includes/mainnav.inc"-->
```

**NOTE:** As a rule of thumb, any element organized to appear on two or more pages should be incorporated as an include file if possible.

### **2.7.1 Body Includes**

These include files will contain the information found within the body tag: background color, default text color, background image and JavaScript rollover images to preload.

### **2.7.2 Main Navigation Includes**

These include files contain all the information for the main and top navigations. An include exists for each section of the main navigation as well as a home version for those pages which do not exist within any of the main navigation sections.

### **2.7.3 Side Navigation Includes**

The side navigation include files contain all the links for the side navigations. A separate include exists for each section of the main navigation.

### **2.7.4 Footer Include**

This include file is classified as a “global” include and should not be altered. It will appear at the end of every page and contains the QAD tag line and a link to copyright information.

### **2.7.5 Other Includes**

These includes and their variants contain the information for other elements, for example the search and find it fast forms, and are easily movable to different areas on a page.

## ***2.8 Templates***

**Definition:** A template is a file that sets up default parameters for a Web page that can then have information added to it.

For the purposes of the redesign, a template will exist for each of the main navigation areas and for those pages that do not live inside any of the main navigation areas, like the site map.

The templates are simply files with all page parameters defined for each section. Check out the source file, "save as" the proper new page and check the source file back in. The proper page title, headings and content should then be added to the newly saved as page.

**NOTE:** *Templates must be "saved as" to create a new page.*

### **3. Page Layout**

This section will explain the basic page layout for each type of page design, specifically those elements which are similar to all pages. Most of these "areas" will be contained within include files.

**NOTE:** The useable area of every page is 783 pixels, which is based on the 800x600 Web-standard resolution for development.

#### **3.1 Home Page**

##### **3.1.1 Main Navigation Area**

The main navigation area is everything at the top of the page – QAD logo and images, top navigation and main navigation tabs – these elements all appear in a main navigation include file by section.

##### **3.1.2 Side Bar Area**

This area is 145 pixels wide and is where the side navigation is located on other pages. Its purpose is to provide quick links to areas of interest. It will also contain various QAD messages and product alerts.

##### **3.1.3 Content Area**

This area is 600 pixels wide. The top section contains headlines and applicable image. The bottom sections highlight "QAD News" on the left and "QAD Events" on the right.

### **3.1.4 Footer Area**

The footer is part of the main table and will appear beneath the area which holds the side bar and content areas so that it will appear last on the page. The footer is contained in the footer include file.

## ***3.2 Main Navigation Sections***

### **3.2.1 Main Navigation Area**

The main navigation area is everything at the top of the page – QAD logo and images, top navigation and main navigation tabs – these elements all appear in a main navigation include file by section.

### **3.2.2 Side Navigation Area**

This area is 145 pixels wide. It contains the search include and side navigation include files.

### **3.2.3 Content Area**

The content area is 600 pixels wide. The page heading and subheading appear at the beginning along with the find it fast jump menu. Any new content may be placed beneath this comment:

**<!-- NEW CONTENT GOES IN THIS AREA ONLY -->**

### **3.2.4 Footer Area**

The footer is part of the main table and will appear beneath the area which holds the side bar and content areas so it will last on the page. The footer is contained in the footer include file.

## ***3.3 Top Navigation Pages***

### **3.3.1 Main Navigation Area**

The main navigation area is everything at the top of the page – QAD logo and images, top navigation and main navigation tabs – these elements all appear in a main navigation include file by section.

### **3.3.2 Side Bar Area or Side**

This area is 145 pixels wide. It contains the search include and side navigation include files. Its purpose on top navigation pages will vary.

### **3.3.3 Content Area**

The content area is 600 pixels wide. The page heading and subheading appear at the beginning along with the find it fast jump menu. Any new content may be placed beneath this comment:

**<!-- NEW CONTENT GOES IN THIS AREA ONLY -->**

### **3.3.4 Footer Area**

The footer is part of the main table and will appear in the beneath the area which holds the side bar and content areas so it will appear last on the page. The footer is contained in the footer include file.

## ***3.4 User Link Pages***

### **3.4.1 Main Navigation Area**

The main navigation area is everything at the top of the page – QAD logo and images, top navigation and main navigation tabs – these elements all appear in a main navigation include file by section.

### **3.4.2 Side Navigation Area**

This area is 145 pixels wide. It contains links applicable to the user type.

### **3.4.3 Content Area**

The content area is 600 pixels wide. The page heading and subheading appear at the beginning along with the find it fast jump menu. Any new content may be placed beneath this comment:

**<!-- NEW CONTENT GOES IN THIS AREA ONLY -->**



### **3.4.4 Footer**

The footer is part of the main table and will appear in the beneath the area which holds the side bar and content areas so it will appear at the bottom of the page. The footer is contained in the footer include file.

## ***3.5 Support Tool Pages***

Support tools that are in some fashion separate applications from the rest of the site, such as the QAD Knowledgebase, will open in new windows.

## ***3.6 Documentation Pages***

Documentation pages which are part of a document set will popup in a new window and will have a different but consistent formatting which will include use of defined required elements. The top and bottom of each page will have a consistent text navigation menu for navigation of the documentation set.

## 4. Implementation

Implementation refers to the process of organizing and structuring all data and files appearing within QAD's Web presence.

### 4.1 Directory Structure Scheme

The home page is located at / (root) level along with the section folders; images; includes; resources; JavaScripts and Style sheets folders. Housing these folders at / (root) will severely lessen the occurrence of multiple copies of a file existing in buried subdirectories.

**NOTE:** Subfolders should be created only with the intent to use another index.html page or if it houses special files.

**NOTE:** Files should be referenced with a full file path:

```
/includes/solutions_sidenav.inc
```

NOT

```
../solutions_sidenav.inc
```

#### 4.1.1 Section Folders

Section folders are located at / (root) level. Subsections of main navigation sections will not have subfolders unless they require an overview page explaining the subsection in further detail.

#### 4.1.2 Includes Folder

The includes folder is located at / (root) level and contains every include file used on the site. Subfolders should be made only in special circumstances, such as housing include files for a regional site, e.g. /includes/br/.

#### 4.1.3 Images Folder

The images folder is located at / (root) level and contains every image file used on the site. Subfolders should be made only in special

circumstances, such as housing image files for a regional site, e.g. /images/br/.

#### **4.1.4 Resources Folder**

The resources folder is located at / (root) level and contains files which are neither images nor publications and would appear in several locations such as the site map and search pages.

#### **4.1.5 Source Folder**

The source folder is located at / (root) level and contains source files for items such as images and html templates.

#### **4.1.6 Style Sheets Folder**

The Style sheets folder is located at / (root) level and contains every Style sheet used on the. Subfolders should be made only in special circumstances.

#### **4.1.7 JavaScripts Folder**

The JavaScripts folder is located at / (root) level and contains files which are linked to on every page of the site and contain the JavaScripts used in the navigational elements and Find It Fast. Subfolders should be made only in special circumstances.

### **4.2 File Naming Scheme**

As a general rule, name all files in lower-case and **without** spaces between words.

qadeq\_managers\_guide.pdf

NOT

QAD eQ Managers Guide.pdf

While the second file name works well on a personal computer, it is disorganized in a Web environment where capitalization can affect files dramatically. Additionally, Netscape does not always process file names containing spaces; *the underscore is your friend*.

#### 4.2.1 HTML and Include Files

To reduce the confusing environment created by a multitude of subfolders containing files with the same name, file names should be as intuitive as possible. For example, all includes have a base name explaining what they are – `sidenav.inc`, `mainnav.inc`, etc. They are then named by section – `solutions_sidenav.inc`, `home_mainnav.inc`.

When naming HTML files, spell out the full name of the page heading or subheading. For example, the automotive page under industries would be named `automotive.html` and not `auto.html`. Some leeway can be made in this area, such as using known abbreviations, i.e. `sv` for Supply Visualization. The idea is to lessen all around confusion by having unique file names rather than subfolders containing files with exactly the same name.

The appropriate file extensions for HTML documents is **.html**

The appropriate file extension for includes is **.inc**

#### 4.2.2 Graphics and Publication Files

This same idea applies to naming graphics and publications. If a graphic is of a button that says 'PDF' on it, name the graphic `pdf_button.gif` instead of `button1.gif`.

Having file names for frequently downloaded publications that fully identify the contents of the document will be more helpful to users who save these files for later reference.

### **4.3 Web Request Process**

The Web Request Process is used to update current content and request new content development as well as to alert the Web Team about problems on existing pages.

- Add the Web Team Database to your desktop.
- To log a New Request, begin by opening the Web Team Database.
- Click the "New Request" button on the tool bar; a New Request window will appear with several blank fields.
- **SHORT DESCRIPTION:** Give a short, title-like description summarizing the scope of the New Request.
- **REQUEST TYPE:** Choose an option from the dropdown menu that best describes the purpose of the New Request.
- **PROPOSED PUBLICATION DATE:** Enter a date when the New Request should be published **ONLY** if it is time-sensitive.
- **WEB TEAM ASSIGNEE:** All New Requests are "Unassigned;" when a New Request is approved, a Web Team administrator will assign it to the appropriate Web Team Member or a Web Team Members may choose to assign the requests to themselves.
- **PROJECT & SUB-PROJECT:** These fields should remain blank and will be filled in by a Web Team administrator if appropriate.
- **REQUEST STATUS:** Notice that the request is marked as "New Request;" when the status of the New Request changes, you will be notified by e-mail of its progress. It is the responsibility of the Web Team Assignee to update the status of the request as work progresses.
- **DOMAIN:** Check the box(es) of the domain(s) where the files are located for the New Request.
- **LISTING OF URLS:** Be sure to document the exact URL(s) of all pages and files that the New Request will affect.
- **REQUESTOR COMMENTS:** Provide all necessary information about the nature of the New Request; if the New Request is for a fix or change to existing content, please document the specific changes that need to take place. If the New Request is for new content, please insert or attach the content.
- Be sure to **SAVE** the New Request before exiting.

- You may view the status of the New Request at any time by returning to the Web Team Database, clicking the "Web Request" option in the side bar and searching for your name under "By Requester."

## ***4.4 Browser Testing***

All Web pages must be reviewed in **IE 4.x or higher**, **Netscape 4.x** and **Netscape 6.x or higher** for basic consistency. Netscape will *usually* display a little differently than IE but making sure nothing is outright broken in either Netscape view is important.

**NOTE:** Both a 4.x and 6.x version of Netscape can be installed at the same time.

## ***4.5 Development Process***

### **4.5.1 Development Server**

All new Web pages are created and uploaded to the development server for initial testing. Test each page in each browser and make all necessary changes to the files **BEFORE** uploading them to the test server.

### **4.5.2 Test Server**

Once a web page is determined to be working properly in all three browsers, it can then be moved to the test server.

**Note:** Don't forget to move dependent files like images and PDFs.

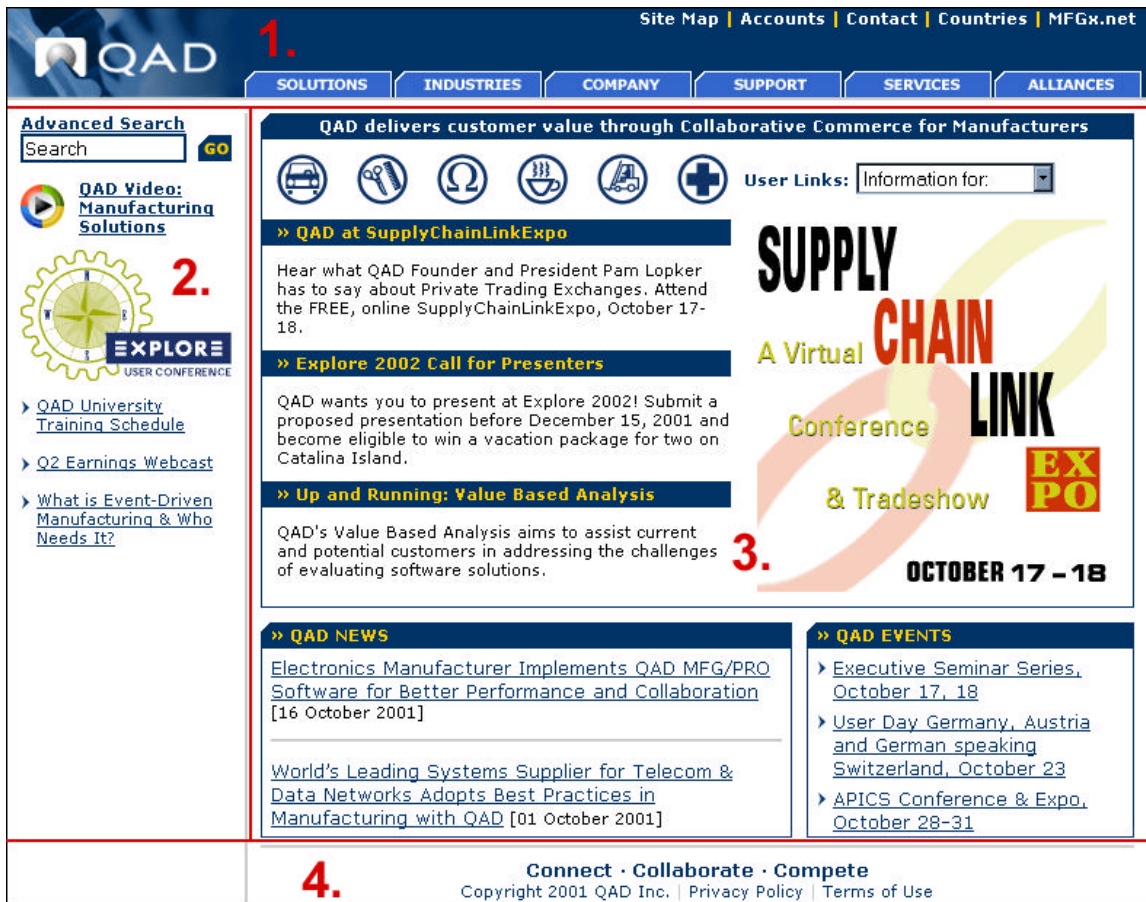
***The test server should, in theory, be an exact mirror of the live server. If anything breaks in test, remove it and return to the development server to troubleshoot the problem.***

### **4.5.3 Live Server**

After a file performs successfully on the test server, it will be moved to the live server by IS. It is important to check the file again in all three browsers after it goes live, making sure all elements are functional, especially links.

# Appendix A

## Home Page Layout



The screenshot shows the QAD website home page layout with four numbered annotations:

- 1.** Main Navigation: Located at the top, including the QAD logo, a search bar, and a menu with links for SOLUTIONS, INDUSTRIES, COMPANY, SUPPORT, SERVICES, and ALLIANCES. Above the menu are links for Site Map, Accounts, Contact, Countries, and MFGx.net.
- 2.** Side Bar: Located on the left side, containing an Advanced Search box, a QAD Video link for Manufacturing Solutions, an EXPLORE USER CONFERENCE link with a gear icon, and three other links: QAD University Training Schedule, Q2 Earnings Webcast, and What is Event-Driven Manufacturing & Who Needs It?
- 3.** Content Area: The main body of the page, featuring a header with the QAD logo and a navigation menu. Below the header is a main content area with a large banner for 'SUPPLY CHAIN LINK EXPO' (A Virtual Conference & Tradeshow) scheduled for October 17-18. The banner includes a 'User Links' dropdown menu and several news items: 'QAD at SupplyChainLinkExpo', 'Explore 2002 Call for Presenters', and 'Up and Running: Value Based Analysis'. Below the banner are two columns of news items under 'QAD NEWS' and 'QAD EVENTS'.
- 4.** Footer: Located at the bottom of the page, containing the slogan 'Connect · Collaborate · Compete', the copyright notice 'Copyright 2001 QAD Inc.', and links for 'Privacy Policy' and 'Terms of Use'.

1. Main Navigation (include file)
2. Side Bar – 145px
3. Content Area – 600px
4. Footer (include file)

## Appendix B

### Main Navigation Section Page Layout



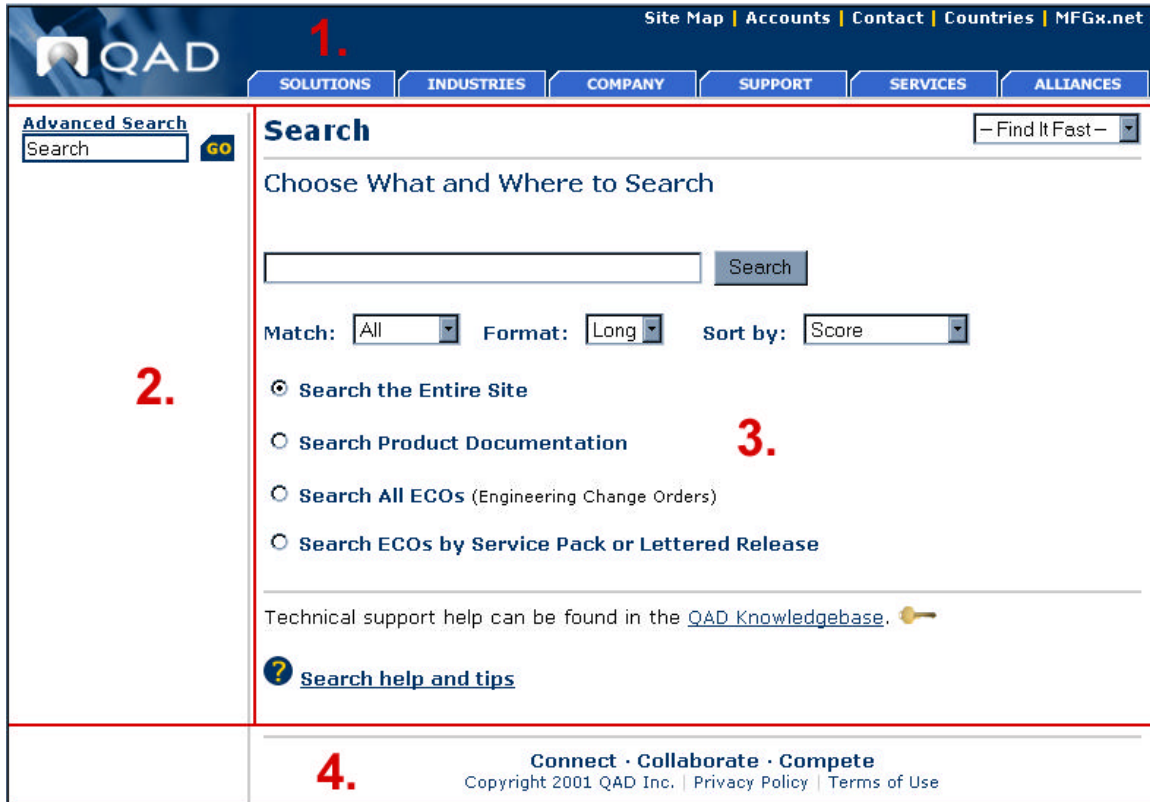
The screenshot shows the QAD website's main navigation section. At the top right, there are links for Site Map, Accounts, Contact, Countries, and MFGx.net. Below this is a main navigation bar with tabs for SOLUTIONS, INDUSTRIES (highlighted), COMPANY, SUPPORT, SERVICES, and ALLIANCES. On the left is a side navigation menu with an 'Advanced Search' box and a list of industry categories: Automotive, Consumer Products, Electronics, Food & Beverage, Industrial Products, and Medical. The main content area is titled 'Industries' and features a search box with the text '- Find It Fast -'. The content is organized into sections: 'ERP and Extended Supply Chain' with a paragraph of text and a bulleted list of features (Industry-specific functionality, Flexible and scalable, 26 languages, Multicurrency and euro support, Global 7x24 support). Below this is a paragraph of text. At the bottom of the content area is a footer with the text 'Connect · Collaborate · Compete' and 'Copyright 2001 QAD Inc. | Privacy Policy | Terms of Use'. Red callout numbers 1 through 4 are overlaid on the image to indicate specific areas of interest.

1. Main Navigation (include file)
2. Side Navigation (include file)
3. Content Area – 600px
4. Footer (include file)



## Appendix C

### Top Navigation Section Page Layout



The screenshot displays the top navigation section of the QAD website. At the top right, there are links for [Site Map](#), [Accounts](#), [Contact](#), [Countries](#), and [MFGx.net](#). Below this is a main navigation bar with tabs for [SOLUTIONS](#), [INDUSTRIES](#), [COMPANY](#), [SUPPORT](#), [SERVICES](#), and [ALLIANCES](#). A red number '1.' is placed above this bar. On the left side, there is an 'Advanced Search' section with a search input field and a 'GO' button, marked with a red number '2.'. The main content area is titled 'Search' and includes a search input field, a 'Search' button, and a '- Find It Fast -' dropdown menu. Below the search field are options for 'Match: All', 'Format: Long', and 'Sort by: Score'. A list of search options is provided:  Search the Entire Site,  Search Product Documentation (marked with a red number '3.'),  Search All ECOs (Engineering Change Orders), and  Search ECOs by Service Pack or Lettered Release. A link for 'Search help and tips' is also present. At the bottom, a footer area contains the slogan 'Connect · Collaborate · Compete' and copyright information, marked with a red number '4.'.

1. Main Navigation (include file)
2. Side Navigation (include file) or Side Bar – 145px
3. Content Area – 600px
4. Footer (include file)

## Appendix D

### *Redesign Procedural Document*

This Word document covers guidelines and implementation instructions for all pages created under the redesign. It should be consulted concurrently with the Web Site Specifications Document.



QAD\_redesign\_proce  
dural\_document.doc

## Appendix E

### *CSS Styles Defined*

A:link { color: #003366; text-decoration: underline; }

All links look like this by DEFAULT

A:active { color: #cccccc; text-decoration: underline; }

All active links look like this by DEFAULT

A:visited { color: #003366; text-decoration: underline; }

All visited links look like this by DEFAULT

A:hover { color: #ff0000; text-decoration: underline; }

All links in hover state look like this by DEFAULT

.text { font-size: 10pt; color: #000000; font-family: Verdana, Arial, Helvetica, sans-serif; }

This style is used for most content text.

.heading1 { font-family: Verdana, Arial, Helvetica, sans-serif; font-size: 14pt; font-weight: bold; color: #003366; }

**This Style is used for page headings.**

.heading2 { font-family: Verdana, Arial, Helvetica, sans-serif; font-size: 12pt; font-weight: bold; color: #003366; }

**This Style is used for page subheadings.**

.heading3 { font-family: Verdana, Arial, Helvetica, sans-serif; font-size: 10pt; font-weight: bold; color: #003366; }

**This Style is used for section headings.**

.heading4 { font-family: Verdana, Arial, Helvetica, sans-serif; font-size: 8pt; font-weight: bold; color: #003366; }

**This Style is used for section subheadings.**

.sidebar { font-size: 8pt; color: #000000; font-family: Verdana, Arial, Helvetica, sans-serif; }

This Style is used when smaller text is needed.

.navtxt { font-size: 8pt; color: #ffcc00; font-family: Verdana, Arial, Helvetica, sans-serif; font-weight: bold; }

**This Style is use for the text within navigations.**

.menutxt { font-size: 8pt; color: #ffffff; font-family: Verdana, Arial, Helvetica, sans-serif; font-weight: bold; }

**This Style is the same as .navtxt but WHITE.**

```
.highlight10pt{ font-family: Verdana, Arial, Helvetica, sans-serif; font-size: 10pt; font-weight: bold; color: #3366cc;}
```

**This Style is used as an alternate section heading.**

```
.highlight8pt{ font-family: Verdana, Arial, Helvetica, sans-serif; font-size: 8pt; font-weight: bold; color: #3366cc;}
```

**This Style is used as an alternate section subheading.**

```
a.sidenavlink:link {color:#ffffff; text-decoration: none;}
a.sidenavlink:active { color: #cccccc; text-decoration: underline;}
a.sidenavlink:visited {color:#ffffff; text-decoration: none;}
a.sidenavlink:hover {color:#ffcc00;text-decoration: underline;}
Link (WHITE)      Active      Visited (WHITE)      Hover
```

```
a.navlink:link {color:#ffffff; text-decoration: none;}
a.navlink:active { color: #cccccc; text-decoration: underline;}
a.navlink:visited {color:#ffffff; text-decoration: none;}
a.navlink:hover {color:#ffcc00;text-decoration: underline;}
Link (WHITE)      Active      Visited (WHITE)      Hover
```

```
a.activelink:link {color:#ffcc00; text-decoration: none;}
a.activelink:active { color: #cccccc; text-decoration: underline;}
a.activelink:visited {color:#ffcc00; text-decoration: none;}
a.activelink:hover {color:#ffcc00;text-decoration: underline;}
Link              Active      Visited              Hover
```

```
a.onlink:link {color:#ff0000; text-decoration: none;}
a.onlink:active { color: #cccccc; text-decoration: underline;}
a.onlink:visited {color:#ff0000; text-decoration: none;}
a.onlink:hover {color:#ff0000;text-decoration: underline;}
Link              Active      Visited              Hover
```

```
.sansline { text-decoration: none;}
a.sansline:link { text-decoration: none;}
a.sansline:active { text-decoration: none;}
a.sansline:visited { text-decoration: none;}
a.sansline:hover { text-decoration: none;}
This Style removes the underline from any link.
```

```
a.searchlink:link {color:#ffffff; text-decoration: underline;}
a.searchlink:active { color: #cccccc; text-decoration: underline;}
a.searchlink:visited {color:#ffffff; text-decoration: underline;}
a.searchlink:hover {color:#ffcc00;text-decoration: underline;}
Link (WHITE)      Active      Visited (WHITE)      Hover
```