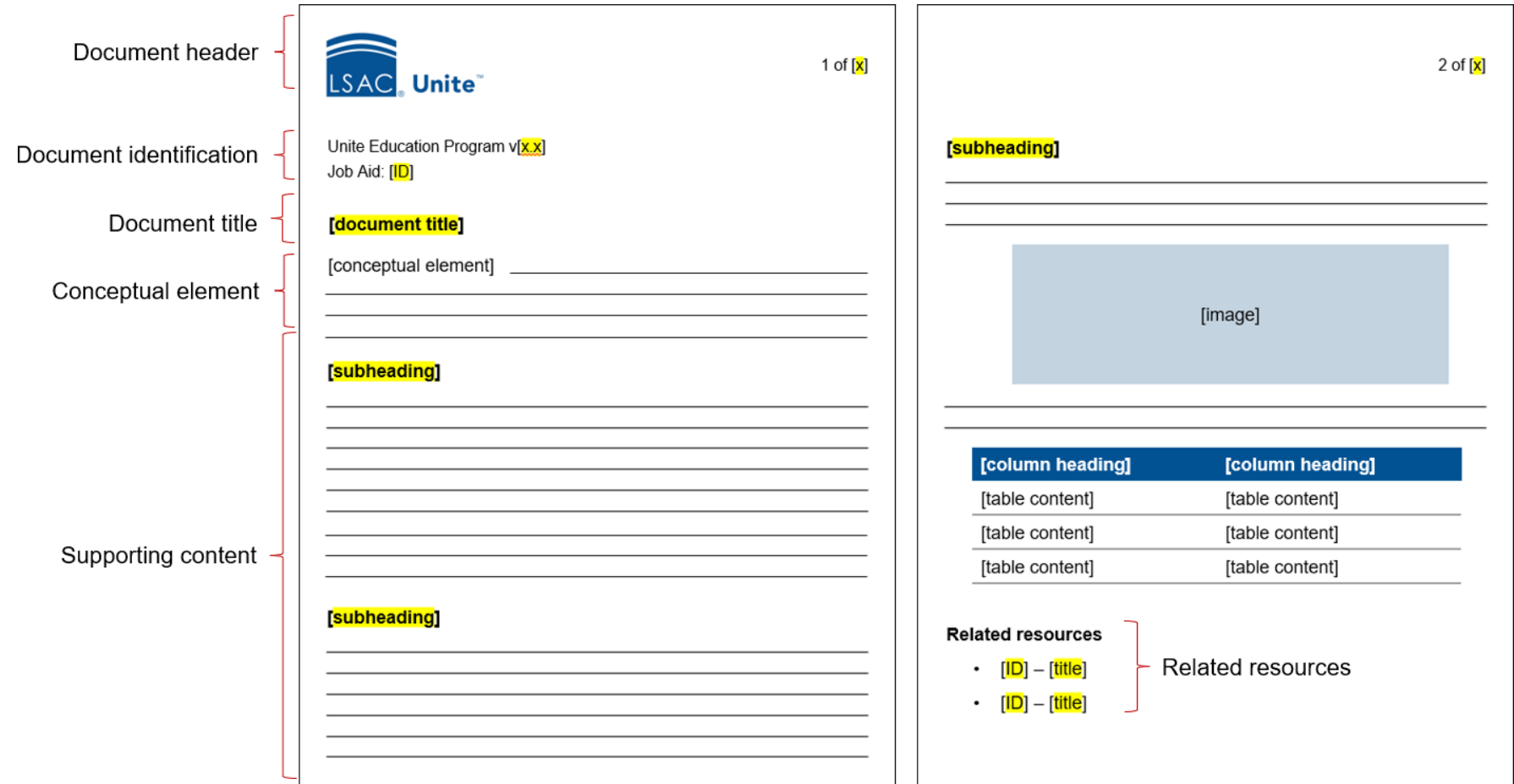


Concept Wireframe

A concept or “about” job aid defines the interrelated ideas and potential tasks for the object-oriented design group. Concept job aids contain six key content elements to help users gain an overview of tasks within a specific area of Unite. Subheading content, images, and tables, present supporting content to illustrate or elaborate key broad concepts.

Information Types

- Document header
- Document identification
- Document title
- Conceptual element
- Supporting content
- Related resources



Concept Wireframe Guide

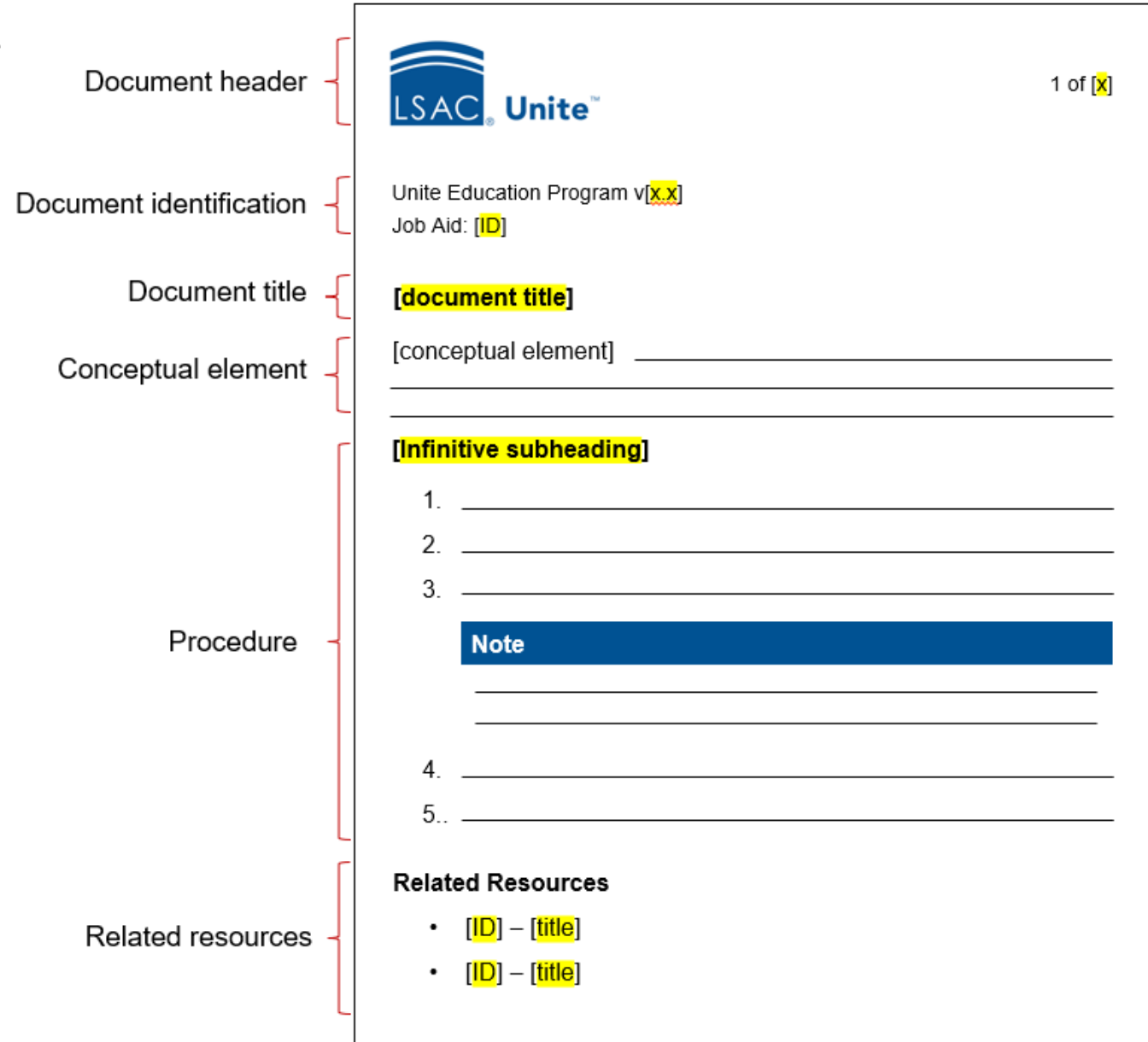
Information Type	Guidance
Document header	<ul style="list-style-type: none">• Include LSAC Unite logo on first page only• 1 of [X]: Page numbers are programmed to automatically update
Document identification	<ul style="list-style-type: none">• Replace v[X.X] with the =latest Unite Education Program RELEASE number; example: v9.0• Replace [ID] with the unique identification number assigned to the document for life-cycle management
Document title	<ul style="list-style-type: none">• Use a brief topic description for the [document title] that encompasses an area in Unite• Begin the title with “About”; example: “About FlexApp Sections and Questions”
Conceptual element	<ul style="list-style-type: none">• Summarize the topic and context for users• Describe the possible tasks users might perform within an area of Unite• Explain how one or more tasks might affect other settings or cause users to perform additional tasks to meet their objectives
Supporting content	<ul style="list-style-type: none">• Replace [subheading] with a title that describes a subtopic or sub-area of Unite• Begin the subheading with “About”; example: “About FlexApp Standard Sections” and “About Rules for FlexApp Questions” for the document title “About FlexApp Sections and Questions”• For each [subheading] content area, develop more narrowly focused summaries for tasks users can perform with an area of Unite• Include images and tables that illustrate and define details that you describe in the subheading content
Related resources	<ul style="list-style-type: none">• Include the job [ID] and job aid [title] for documents with topics that relate to a reference in the conceptual element or another information type

Specific & Generalized Task Wireframe

A specific task job aid defines steps that refer to a narrowly defined, specific task, such as Add a logo. A generalized task job aid defines broader steps that might refer users to more narrowly described steps of a specific task job aid, such as Edit a user role. Specific and generalized task job aids contain six key content elements.

Information Types

- Document header
- Document identification
- Document title
- Conceptual element
- Procedure
- Related resources



Specific & Generalized Task Wireframe Guide

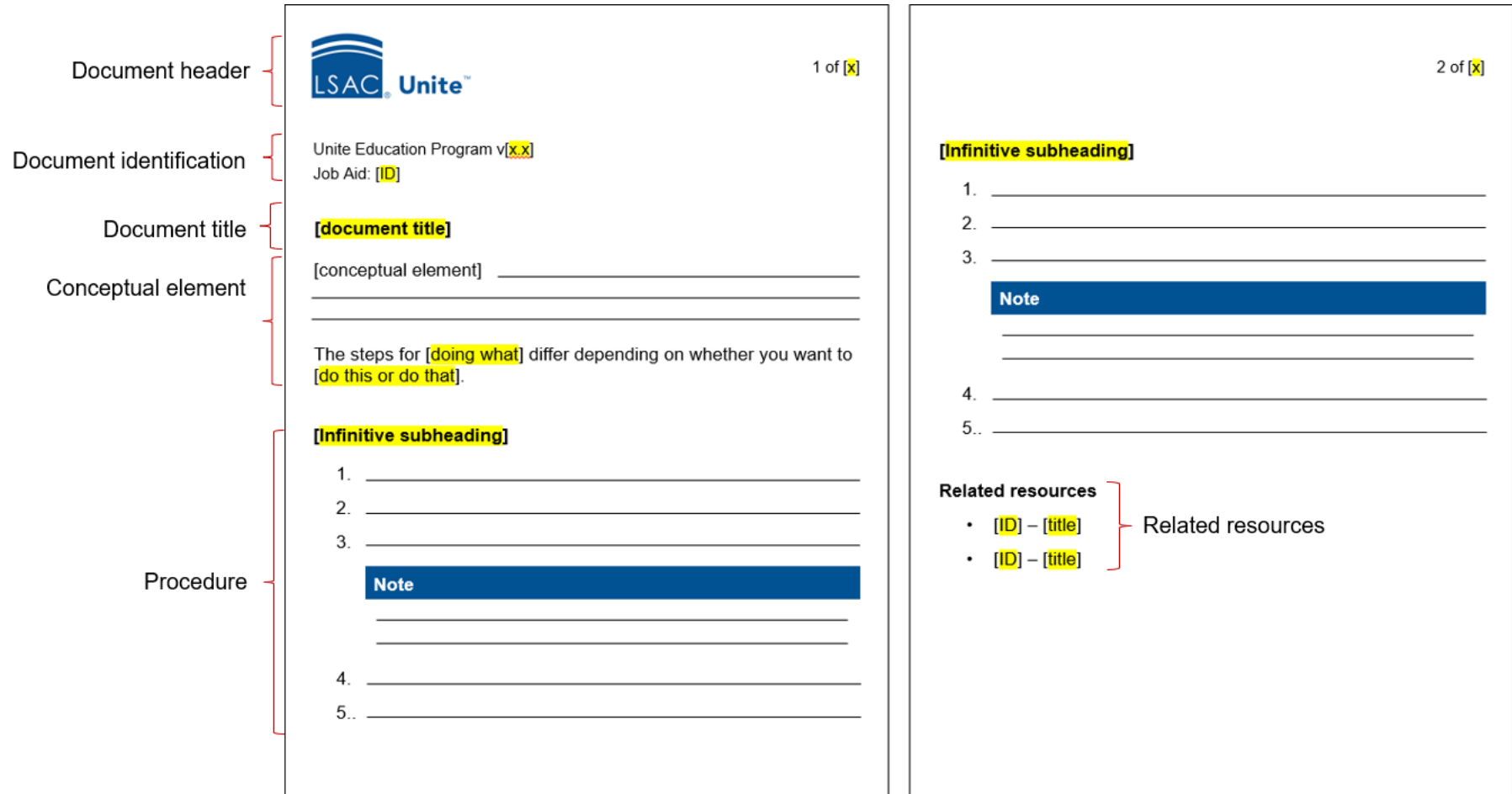
Information Type	Guidance
Document header	<ul style="list-style-type: none">• Include LSAC Unite logo on first page only• 1 of [X]: Page numbers are programmed to automatically update
Document identification	<ul style="list-style-type: none">• Replace v[X.X] with the =latest Unite Education Program RELEASE number; example: v9.0• Replace [ID] with the unique identification number assigned to the document for life-cycle management
Document title	<ul style="list-style-type: none">• Use a brief task for the [document title] that starts with a present-tense verb• Communicate a task in the system and not a task for a role or job function
Conceptual element	<ul style="list-style-type: none">• Summarize the task and context for users.• Explain how the task or steps might affect other settings or cause users to perform additional tasks to meet their objectives
Procedure	<ul style="list-style-type: none">• Replace [infinitive subheading] with a heading that repeats keywords of the document title with the option to shorten the subheading• Begin the subheading as an infinitive phrase with “To”; example: “To add a section” for the document title “Add a Section to a FlexApp.”• Begin a step with a preposition phrase that offers location, if applicable, for example, “In the Name column”.• Add a note after a step where additional context may be helpful. If the note applies to the entire task or procedure, integrate it into the conceptual information aid and do not call it out as a note.
Related resources	<ul style="list-style-type: none">• Include the job [ID] and job aid [title] for documents with topics that relate to a reference in the conceptual element or another information type

Conditional Task Wireframe

A conditional task job aid defines steps that vary depending on the task, including at least two conditions. For example, Reassign an Application for Review defines steps for assigning an application to (1) selected viewers and (2) a standard review group. Conditional task job aids contain six key content elements.

Information Types

- Program version
- Job aid ID
- Document title
- Conceptual element with transition statement
- Procedures
- Related resources



Conditional Task Wireframe Guide

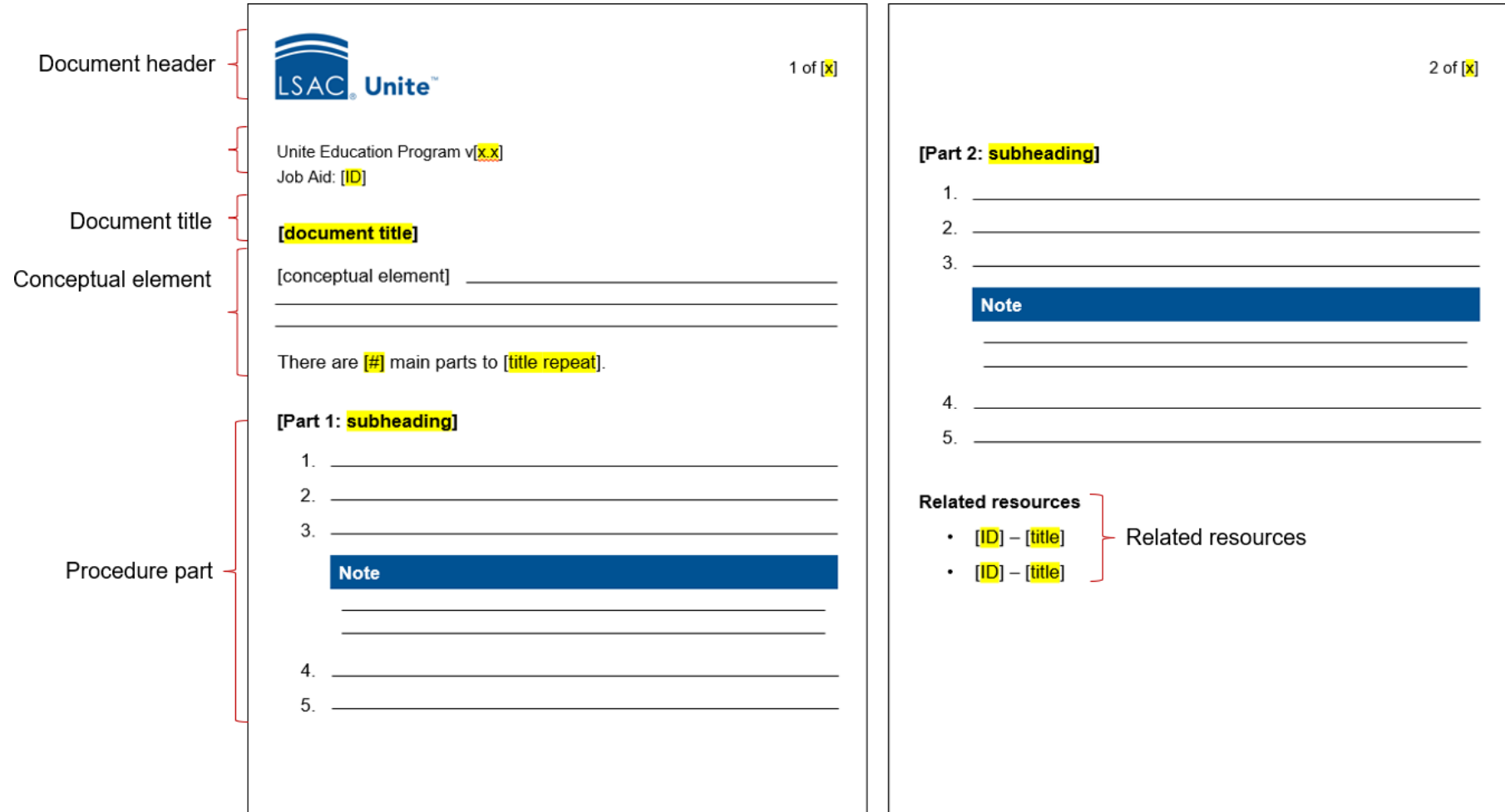
Information Type	Guidance
Document header	<ul style="list-style-type: none">• Include LSAC Unite logo on first page only• 1 of [X]: Page numbers are programmed to automatically update
Document identification	<ul style="list-style-type: none">• Replace v[X.X] with the =latest Unite Education Program RELEASE number; example: v9.0• Replace [ID] with the unique identification number assigned to the document for life-cycle management
Document title	<ul style="list-style-type: none">• Use a brief task for the [document title] that starts with a present-tense verb• Communicate a task in the system and not a task for a role or job function
Conceptual element	<ul style="list-style-type: none">• Summarize the conditional tasks and context for users• Explain how the task or steps might affect other settings or cause users to perform additional tasks to meet their objectives• Conclude the conceptual element with a transitional statement that describes [doing what] and conditional tasks [doing this or that].
Procedure	<ul style="list-style-type: none">• Include two or more procedures for tasks users can perform• Replace each [infinitive subheading] with a heading that repeats keywords of the document title with the option to shorten the subheading• Begin the subheading as an infinitive phrase with “To”; example: “To add a section” for the document title “Add a Section to a FlexApp.”• Begin a step with a preposition phrase that offers location, if applicable, for example, “In the Name column”.• Add a note after a step where additional context may be helpful. If the note applies to the entire task or procedure, integrate it into the conceptual information aid and do not call it out as a note.
Related resources	<ul style="list-style-type: none">• Include the job [ID] and job aid [title] for documents with topics that relate to a reference in the conceptual element or another information type

Multi-part Wireframe

A multi-part job aid defines a single procedure where the completion of one part is necessary to complete another part. For example, Assign an Application to One or More Reviewers breaks the steps into (1) Select the application and (2) Assign the application. Multi-part job aids contain six key content elements.

Information Types

- Program version
- Job aid ID
- Document title
- Conceptual element with transition statement
- Procedure part
- Related resources



Multi-part Wireframe Guide

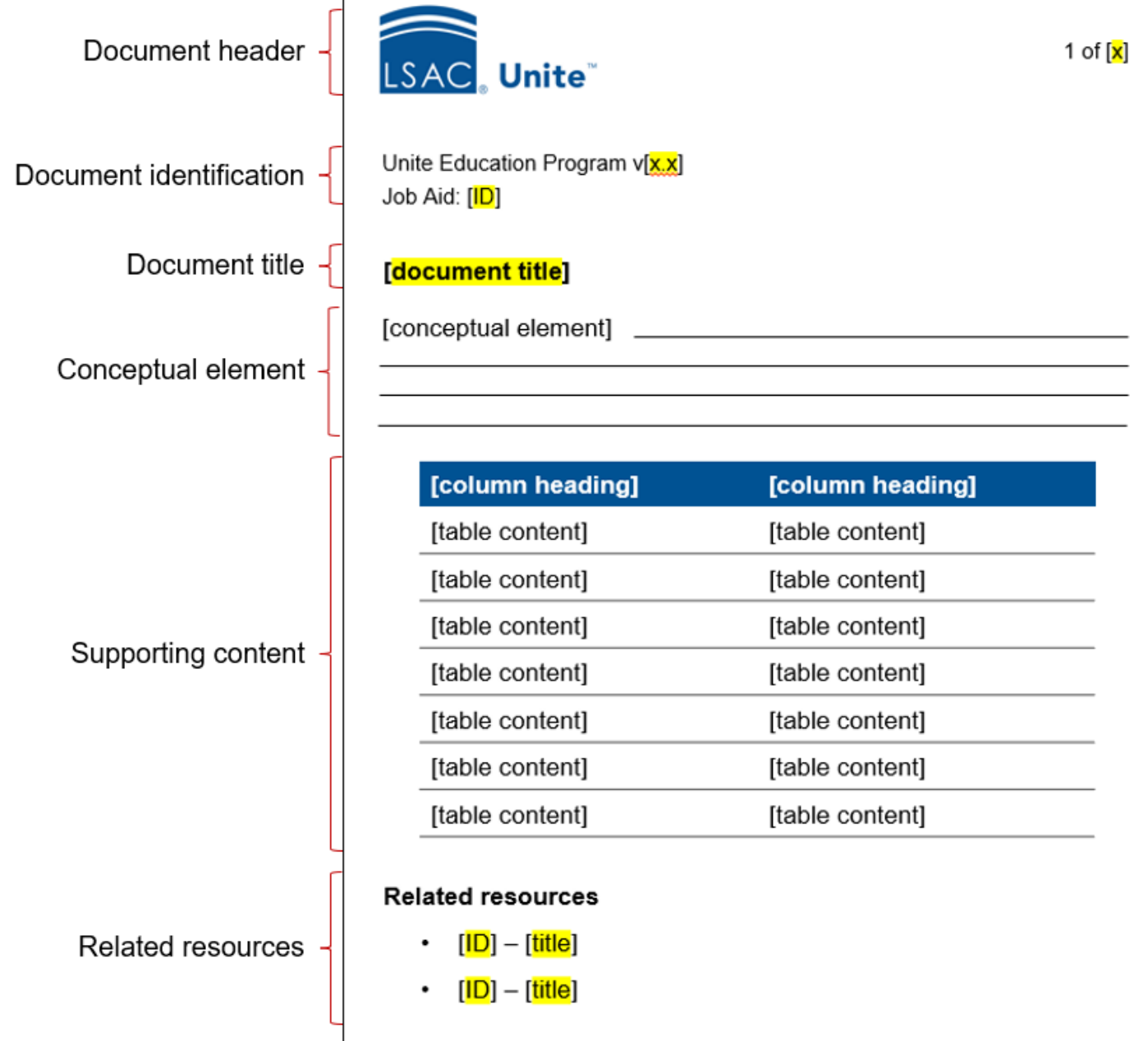
Information Type	Guidance
Document header	<ul style="list-style-type: none">• Include LSAC Unite logo on first page only• 1 of [X]: Page numbers are programmed to automatically update
Document identification	<ul style="list-style-type: none">• Replace v[X.X] with the =latest Unite Education Program RELEASE number; example: v9.0• Replace [ID] with the unique identification number assigned to the document for life-cycle management
Document title	<ul style="list-style-type: none">• Use a brief task for the [document title] that starts with a present-tense verb• Communicate a task in the system and not a task for a role or job function
Conceptual element	<ul style="list-style-type: none">• Summarize the multi-part tasks and context for users• Explain how the tasks or steps for each part might affect other settings or cause users to perform additional tasks to meet their objectives• Conclude the conceptual element with a transitional statement that describes the [#] of parts users can [title repeat].
Procedure part	<ul style="list-style-type: none">• Include two or more parts for tasks users need to perform to complete a broader task• Replace each part [subheading] with a heading that repeats keywords of the document title or conceptual element with the option to shorten the subheading• Use a brief task that starts with a present-tense verb• Begin a step with a preposition phrase that offers location, if applicable, for example, “In the Name column”.• Add a note after a step where additional context may be helpful. If the note applies to the entire task or procedure, integrate it into the conceptual information aid and do not call it out as a note.
Related resources	<ul style="list-style-type: none">• Include the job [ID] and job aid [title] for documents with topics that relate to a reference in the conceptual element or another information type

Reference Wireframe

A reference job aid contains conceptual information and no steps or procedure. This job aid type may provide a list or table that *refers* to related procedural job aids. Like a concept job aid, a reference document is often an “about” job aid, for example, About Email Statuses. Reference job aids contain six key content elements.

Information Types

- Program version
- Job aid ID
- Document title
- Conceptual element
- Supporting content
- Related resources



Reference Wireframe Guide

Information Type	Guidance
Document header	<ul style="list-style-type: none">• Include LSAC Unite logo on first page only• 1 of [X]: Page numbers are programmed to automatically update
Document identification	<ul style="list-style-type: none">• Replace v[X.X] with the =latest Unite Education Program RELEASE number; example: v9.0• Replace [ID] with the unique identification number assigned to the document for life-cycle management
Document title	<ul style="list-style-type: none">• Use a brief topic description for the [document title] that encompasses an area in Unite• Begin the title with “About”; example: “About Email Statuses”
Conceptual element	<ul style="list-style-type: none">• Summarize the topic and context for users.• Explain how Unite allows users to perform a variety of tasks related to the topic• Include transitional statements for supporting content, like tables or lists
Supporting content	<ul style="list-style-type: none">• Include tables or lists that reference related job aids or defines key terms; example: “If you want to [configure/set up/add, edit, or delete]” and “Refer to [job aid ID and title]”
Related resources	<ul style="list-style-type: none">• Include the job [ID] and job aid [title] for documents with topics that relate to a reference in the conceptual element or another information type