database usability checklist

Ready to launch a winning campaign? Don't fall short at the finish line! Create a frictionless user-experience and capture high-quality data for future campaigns with this checklist.

	IN PROGRESS	DONE
Fields use default values when appropriate	☐	☐
When data entry is capturing information from paper documents (such as a paper form), the data interface is in the same order as the paper form	☐	☐
Field labels are intuitive and clearly explain what information is desired and are close to the data entry fields (e.g. labels are right justified)	☐	☐
Text boxes are configured to an appropriate length for the data to be entered	☐	☐
Critical data is marked as "Required" fields	☐	☐
Data entry fields have hints that can provide examples of the expected input	☐	☐

	IN PROGRESS	DONE
Pull-down menus, radio buttons and check boxes are used when possible to keep data consistent (i.e. text entry fields are not overused)	☐	☐
Users can complete basic tasks by entering just essential information (with the system supplying default information)	☐	☐
The user can easily change default values in form fields	☐	☐
Forms are validated before the form is submitted	☐	☐
The database makes it easy to correct errors (e.g. when a form is incomplete, positioning the cursor at the location where correction is required)	☐	☐
The database automatically manages field formatting (e.g. currency symbols, commas for 1000s, trailing or leading spaces, dates). Users do not need to enter characters like $ or %.	☐	☐
Data is grouped logically on the user interface, and each section has a heading (e.g. contact information, volunteer history, donation history)	☐	☐
Data entry forms allow users to stay with a single input method for as long as possible (i.e. users do not need to change from keyboard to mouse to keyboard to frequently).	☐	☐