ISO/TR 14105:2001-10 (E)

Electronic imaging - Human and organizational issues for successful Electronic Image Management (EIM) implementation

Contents

Page

Foreword iv

Introduction v

1 Scope 1

2 References 1

3 Terms and definitions 1

4 Usability and Ergonomic Interfaces 2
4.1 General 2
4.2 End-User Analysis and Usability 2
4.3 Ergonomic Criteria for Selection of Electronic Imaging Systems 3
4.4 Software Usability Checklist 4

5 Workplace Ergonomics 6
5.1 General 6
5.2 Image Systems as VDT Workstations: Image System Hardware Requirements 7
5.3 Health Issues 8
5.4 Handicapped User Accessibility 10

6 Designing Forms for Use with Electronic Image Management Systems 11
6.1 General 11
6.2 Creating Field Labels and Instructions 11
6.3 Sequencing Information 12
6.4 The Use of Lines 12
6.5 Defining Individual Fields 13
6.6 Spacing 13
6.7 Additional Considerations 14

7 Recommendations for EIM implementation success 14
7.1 General 14
7.2 Participation and Integration 15
7.3 Strategic Planning: The Organizational Change Strategy 16
7.4 The Organizational Assessment 17
7.5 The Change Management Program 17
7.6 Using Consultants 19

8 Conclusion 20