

# Company Self- Check Module Documentation

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# The DiliCHANCE project

## The Challenge

The European Union perceives due diligence as crucial to its economic and sustainability goals. It is needed to secure critical raw materials, support the green and digital transition, and promote sustainable practices that reduce societal and environmental harm.

for more details please visit

[www.DiliCHANCE.eu](http://www.DiliCHANCE.eu)

## Our Approach

DiliCHANCE improves due diligence in mineral value chains and responsible business conduct by (a) raising awareness and knowledge of human rights and environmental due diligence (HREDD) among corporate actors, (b) identifying gaps in HREDD implementation in policy and industry, (c) enhancing due diligence operations with better tools and new solutions, and (d) promoting multi-stakeholder engagement and capacity building.



## Imprint

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# Overview

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# 1. Introduction

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The Self-Check Tool is a core feature of the DiliCHANCE platform. It helps companies evaluate how well they follow the OECD Due Diligence Guidance for Responsible Business Conduct, using a simple and structured approach. The tool is built around the OECD's six-step Due Diligence framework, with each step corresponding to one assessment module, and contains up to 42 questions (7 per module: 1 gateway question and 6 detailed follow-up questions). Each module begins with a general gateway question; if answered negatively, the user proceeds to answer 6 additional detailed questions. If answered positively ("Yes, skip the sub questions"), the user skips directly to the next module. The tool is designed to be completed in an estimated 10-45 minutes depending on the number of modules, making it both practical and accessible.

The tool supports differentiation in due diligence levels, allowing companies to reflect compliance-based practices and more meaningful, effective approaches. It works as a self-declaration assessment (no need to upload evidence), and it can be filled out individually.

The user receives:

- A scoring-based summary that highlights strengths, weaknesses, and risk areas.
- A roadmap for improvement with recommendations and resources (Direct links to related content on the DiliCHANCE platform (training, events, deep-dive articles, tools, regulations and standards).
- Shareable results for stakeholders

In addition to guiding users, the tool will serve as a source of insights into common due diligence gaps across sectors. These insights will help the editorial team and project partners prioritize future content development, for example deep-dive articles, ensuring that the platform continuously evolves to address real user needs and challenges.

## 2. User roles and personas

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### 2.1. User roles

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The Self Check tool supports four user roles with distinct access levels and capabilities.

Role	Description	Key functionalities
Administrator	<ul style="list-style-type: none"> <li>○ Craft CMS backend access</li> </ul>	<ul style="list-style-type: none"> <li>○ Manage content (questions, recommendations, resources)</li> <li>○ Access to assessment data</li> <li>○ Access to user data</li> </ul>

Assessment owner	<ul style="list-style-type: none"> <li>○ Registered user creating assessments</li> </ul>	<ul style="list-style-type: none"> <li>○ Create/edit/delete assessments,</li> <li>○ View, share, download report</li> </ul>
Report viewer	<ul style="list-style-type: none"> <li>○ Public access via unique URL (no login required)</li> </ul>	<ul style="list-style-type: none"> <li>○ View completed reports</li> <li>○ Download PDF (no login required)</li> </ul>

## 2.2. Primary personas

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User personas are fictional, yet realistic representations of key user types, based on research and stakeholder insights. They help guide design and development decisions by providing concrete examples of how different users approach the tool with distinct goals, pain points, and usage patterns.

The following two primary personas were identified and developed during a collaborative workshop held with all work package partners in December 2025. These personas represent two user archetypes for the Self Check Tool and have informed decisions throughout the design and development process.

**Lina** - Sustainability Manager at OEM (at car manufacturing company)

- **Goals:** Build leadership buy-in, drive real impact, centralize Due Diligence information, align company KPIs with sustainability
- **Pain Points:** Solo responsibility, rapidly changing regulations, lack of top-level priority, budget constraints, departmental silos
- **Usage:** Completes all 6 modules for comprehensive overview, values the curated resources and recommendations as actionable guidance, uses detailed insights to create business case for CEO, tracks quarterly progress

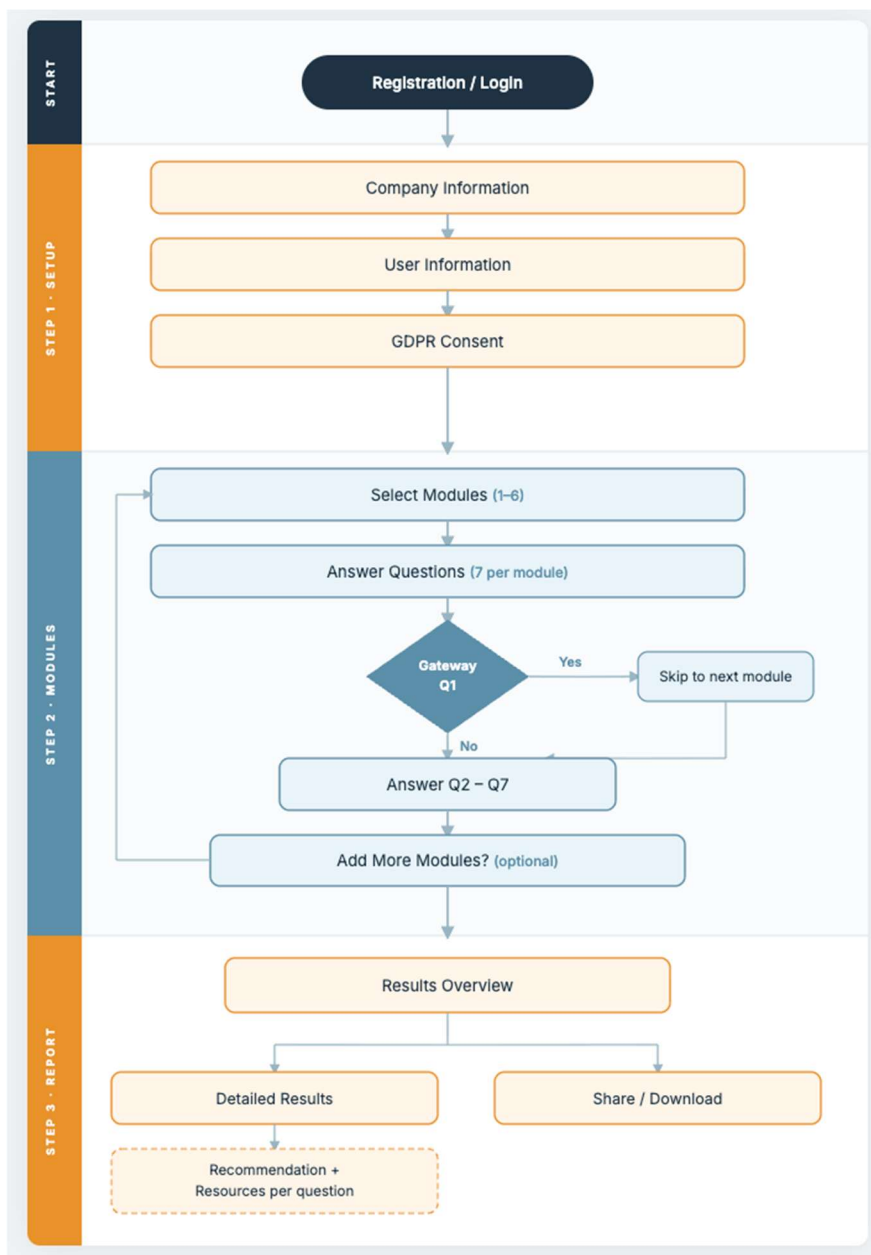
**Peter** - Procurement Manager at in-house SME (EV batteries/electronics)

- **Goals:** Meet compliance requirements efficiently, maintain supplier relationships, minimal disruption to workflow
- **Pain Points:** Views Due Diligence as bureaucratic burden, difficult to keep track of the constant new requirements, lack of control over external changes
- **Usage:** Completes 2-3 procurement-relevant modules, duplicates annually for compliance proof, appreciates (skip logic) efficiency

### 3. Functional overview

The self-check tool enables companies to evaluate their due diligence practices through a structured, modular approach. The general flow (3.1) maps the complete user journey from registration to report generation. User journeys (3.2) demonstrate how different users interact with these features.

#### 3.1. General flow



## 3.2. User journeys

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This section outlines the key user flows through the Self-check tool, illustrating common paths users take when interacting with the system. Rather than persona-specific scenarios, these journeys demonstrate core functional workflows that apply to all users.

The three journeys documented below cover: initial registration and first assessment completion (3.2.1), creating additional assessments as a returning user (3.2.2), and accessing shared reports as an external viewer without an account (3.2.3). Together, these flows capture the primary ways users engage with the tool from entry point through final output.

### 3.2.1. First time user

---

1. Discover tool on dilichance.eu → Register → Login
2. Dashboard empty state → Click “Start New”
3. Complete Setup: Company info → User info → GDPR consent
4. Select 3 modules (Embed, Identify, Track)
5. Answer gateway Q1 for Module 1:
6. If No → Answer Q2-Q7
7. If Yes → Skip to Module 2
8. Complete all 3 modules → Confirmation screen
9. Choose: Add modules OR Finish assessment
10. View results → Download PDF → Share URL with auditor

### 3.2.2. Returning user

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1. Login → Dashboard shows existing assessment
2. Click “Duplicate” on previous assessment → Setup pre-filled
3. Modify company data if needed → Select all 6 modules this time
4. Complete assessment → Compare with previous results

### 3.2.3. External viewer

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1. Receive unique URL via email
2. Click link (no login) → View full report
3. Browse results, recommendations, resources
4. Download PDF for records

## 4. Detailed functional specifications

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This section documents the complete user flows from registration through report generation (4.1) and defines navigation patterns, system states, and screen transitions (4.2). These specifications serve as the implementation blueprint for all user interactions and detail all functionality within the Self check tool.

### 4.1. User flows

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The following subsections detail each functional workflow within the tool, organized in the typical sequence of new user experiences: from landing page entry (4.1.1) through assessment creation and completion (4.1.3), to ongoing assessment management actions like editing, viewing, duplicating, and deleting (4.1.6-4.1.9). Each flow specifies required fields, validation rules, navigation options, and system behavior.

#### 4.1.1. Create an assessment

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##### Entry Points

A visitor can discover and access the self-check tool through multiple entry points on the DiliCHANCE website:

- **From the Homepage:**
  - Prominent "Due Diligence Self-Check Tool" card in hero section
  - Orange CTA button: "Start assessment"
    - If logged in, this links to profile page with the assessment overview
    - Otherwise, the visitor is first asked to log in or register before being directed to their profile page
  - Additional "Learn more" link for detailed information
    - Links to Tool landing page
- **From the Navigation:**
  - "Self Check" menu item in main header navigation: this links to the Tool landing page
  - "Self Check" menu item in doormat: this links to Tool landing page
  - Both are accessible from any page on the site

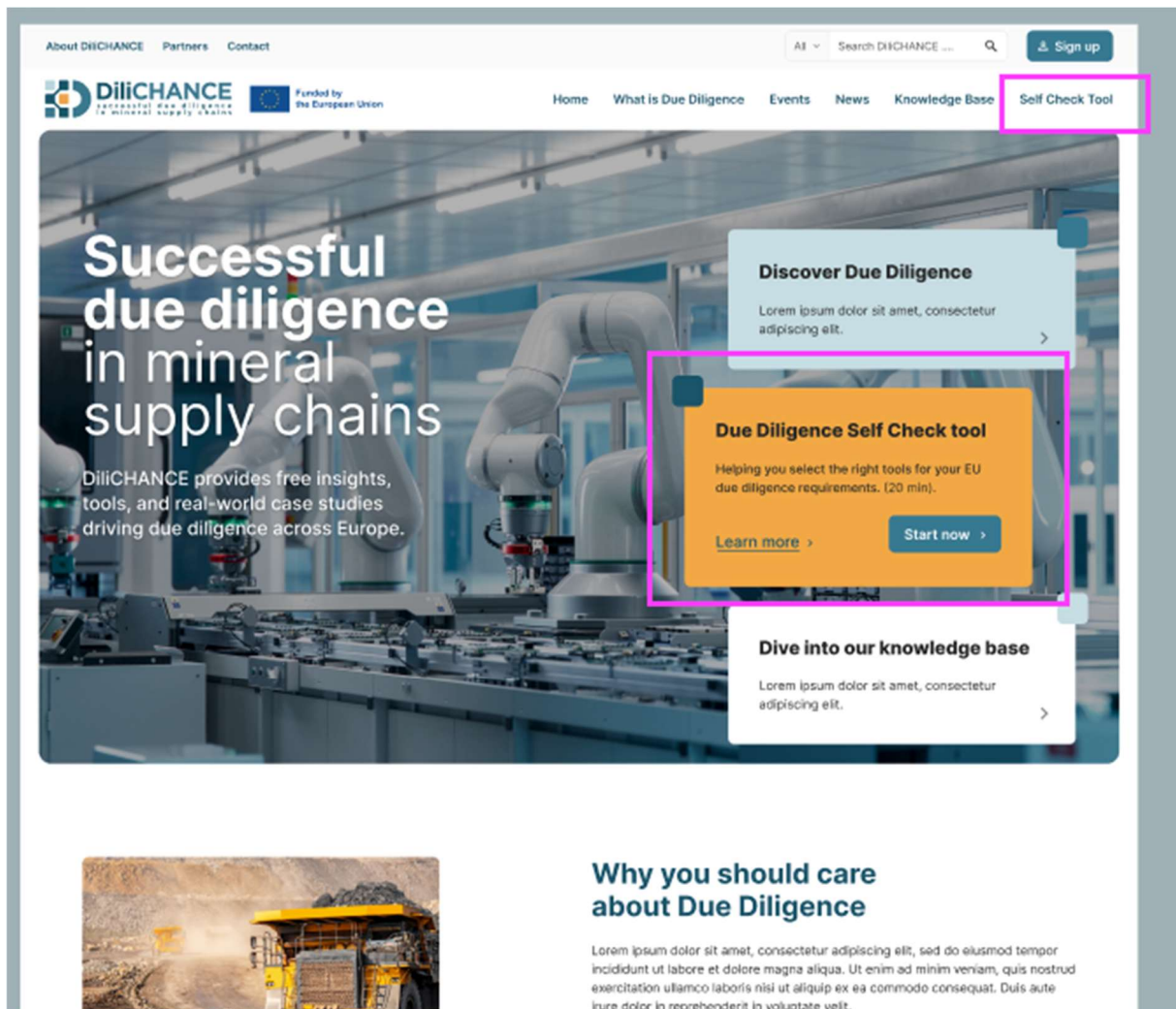


Figure 1 Homepage (indicative design)

## Tool Landing Page

The self-check tool has a dedicated landing page that provides:

### Tool Introduction:

The introduction section explains the purpose and functionality of the self-check tool, detailing how it evaluates due diligence practices across six OECD-based modules. It clearly defines the target audience, specifying which types of organizations and roles will benefit most (such as sustainability managers, procurement professionals, and compliance officers).

In addition, the section outlines the tool's primary objectives: helping businesses understand their due diligence maturity, identify implementation gaps, and receive actionable guidance. It also describes the results users will receive, including a detailed assessment report with scoring, personalized recommendations, curated resources, a shareable PDF for stakeholder communication, and a means to track progress over time through repeat assessments.

**Frequently Asked Questions:**

- Expandable FAQ section answering common questions
- Topics include: Who is this for? How long does it take? What happens with my data?
- Both questions and answers can be added and edited by the administrators via the CMS.

**Call-to-Action:**

- Orange "Start Due Diligence assessment" button

**Other Content Blocks**

- Other content blocks (video, image, cards, etc.) included in the website's CMS can be added to this page by the administrators.

**Registration Requirement:**

The self-check tool uses the existing DiliCHANCE website registration system. Users who already have an account on [www.dilichance.eu](http://www.dilichance.eu) can log in with their existing credentials. New users follow the same registration process used across the DiliCHANCE platform.

To begin an assessment, users must:

1. Register for a new account, OR
2. Login with existing credentials

After authentication, users are directed to their profile page where they can adjust their profile, change their password, logout, as well as have an overview of their previous assessments (see 4.1.2), start a new assessment and other related actions.

# Due Diligence Self Check Tool

This tool finder recommends the right tools for your EU due diligence requirements.

**Welcome**

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**Results:**

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**For who?**

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**How long?**

- 20 min

[Start Due Diligence assesment >](#)

20 MIN

**Due Diligence Self Check Tool** >

Identify your Due Diligence gaps and get tailored tool recommendations.

Start assesment >

Figure 2 landing page – top section (indicative design)

## 4.1.2. Overview of assessments

Every authenticated user has access to a personal dashboard on their profile page displaying all their assessments.

### Assessment overview:

The table displays all user assessments with the following columns:

- **Assessment:** Name/title of the assessment with a status:
  - Ongoing (assessment is active and editable)
  - Completed (report has been generated and assessment is locked)
- **Date Created:** When the assessment was initiated

- Date Updated: Last modification date
- Actions: Button group with available actions per assessment (edit OR view, share, duplicate, delete)

### Available Actions

From the dashboard, users can:

- Start: Primary "Start New" button above the table. This will create a new assessment.
- Edit: Edit button (available for ongoing assessments only)
- View: View button (available for completed assessments only). This opens the report.
- Duplicate: This will copy all provided data to a new assessment, which the user can modify.
- Share: Share button (available for completed assessments only).
- Delete: To remove an assessment.

### Additional Profile Options

Below the assessment table, users can access:

- Update your profile: Modify personal information
- Change your password: Update account credentials
- Log out
- Removing your account: Delete your account permanently.
- Call-to-Action: A prominent "Due Diligence Self Check Tool" card with "Start assessment" button provides quick access to begin a new evaluation.

### Your Due Diligence assessments

Short optional body description of the tool. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[Start New >](#)

Assessment	Status	Date Created	Date Updated	Actions
return to last - Organisation ABC	Ongoing	10-02-2026	24-02-2026	<a href="#">edit</a> <a href="#">delete</a>
1 module - Corp XYZ	Ongoing	10-02-2026	24-02-2026	<a href="#">edit</a> <a href="#">delete</a>
TEst - Sigrid Corp	Completed	09-02-2026	09-02-2026	<a href="#">view</a> <a href="#">share</a> <a href="#">duplicate</a> <a href="#">delete</a>
Test 2 - Statik	Completed	26-01-2026	28-01-2026	<a href="#">view</a> <a href="#">share</a> <a href="#">duplicate</a> <a href="#">delete</a>

Figure 3 Assessment overview ((indicative design))

## 4.1.3. Completing the assessment

An assessment consists of 2 parts: the initial setup and the due diligence assessment.

## The initial setup

In the initial setup, users provide company and user data and agree to GDPR consent terms. Not all fields are mandatory, and this information will enable the platform to tailor the resources in the report to the user's specific organizational profile, sector, position in the value chain, etc., and as such increase the reports' impact. Additionally, aggregated data from all users enables the platform to identify sector-specific due diligence gaps and trends, helping the editorial team develop increasingly relevant content.

All obligatory fields are marked with an \*. When a user chooses 'other' option in a dropdown menu, a free text field is displayed to specify.

### Assessment name

We ask the user to set up a name for the assessment. This name will appear on the assessment overview page.

- Note: When an assessment is duplicated this name is automatically prefilled with the name of copied the assessment followed by '(copy)'.

Field name	Field type	Obligatory?
Name	Free text field	Yes

### Company data

We ask the user to provide us with company data.

Notes:

- The Organization field is optional, allowing users to complete assessments anonymously if desired. This also enables consultants or advisors to create separate assessments for different client organizations using a single account.
- All dropdown fields have the option 'Other' as a possible answer.

Field name	Field type	Obligatory?
Organization	Free text field	No
Sector(s) of activity	Dropdown	Yes
Type of organization	Dropdown	No
Position in the mineral value chain	Dropdown	No
Geographic scope of operations / sourcing	Dropdown	No

Organization size	Dropdown	Yes
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### User data

We ask the user to provide us with user data.

Field name	Field type	Obligatory?
Your role within the organization	Dropdown	Yes

### Consent

In the last step of the initial setup, we ask for the users' GDPR consent. The page displays an "Is my data protected?" information box providing detailed data protection information. All content on this page is editable by administrators via the CMS.

At the bottom is a required checkbox to agree to data processing and the privacy policy. The checkbox must be checked to enable the "Next" button and start the assessment.

It will be possible to add an extra checkbox here to sign up for the DiliCHANCE newsletter. This would be optional.

## The due diligence assessment

After completing the initial setup, users begin the due diligence assessment. The assessment consists of 6 modules aligned with the OECD Due Diligence Guidance for Responsible Business Conduct. Users can select one, several, or all modules to complete based on their needs.

### Selecting the modules

Users can select modules through either a visual graphic interface or a checklist, or by clicking the "Select all" button to choose all 6 modules at once. All three selection methods are synchronized in real-time - any selection made updates across all views immediately.

The module selection screen displays:

- **Visual graphic:** a graphic showing all 6 modules with visual highlighting of selected modules.
- **Checklist:** Numbered module cards (1-6) with checkboxes, each showing:
  - Module number, name, and description.
  - Optional "More information" expandable section (only visible when content has been added by administrators)
  - Checkbox for selection
- **"Select all" button:** One-click option to (de)select all modules

Users must select at least one module to proceed.

### Completing a module

Once modules are selected, users proceed through each module sequentially. The modules are built with the following structure:

#### Module structure:

- Each module consists of 7 questions. 1 gateway question (Q1) and 6 detailed sub questions (Q2-Q7)
- Each question can be answered by selecting one of three options: Yes, Partially, No or Unknown
- Questions may include an optional "More information" expandable section providing additional context (only displayed when content has been added by administrators in the CMS).

**Module display:** Each module page shows:

- Module card with number, name, description, and optional "More information" section
- Previous and Next navigation buttons at the bottom

#### 4.1.4. Adding more modules

---

When users have completed all selected modules, they are directed to the 'Finalize Your Assessment' page. This page displays two sections:

**Section 1: Select more modules to be completed** (only shown if uncompleted modules remain)

- Heading and explanatory text about the option to add additional modules
- Cards displaying only the uncompleted modules with:
  - Module number, name, and description
  - Checkbox for selection
  - Optional "More information" expandable section
- "Add modules" button: Selecting one or more modules and clicking this button returns users to the module question flow

#### Section 2: Finalize assessment

Warning box with text: "You are about to finalize your assessment. After generating your report, you cannot edit this assessment."

- "Generate report" button (primary): Clicking this button generates the report and locks the assessment

**Conditional display:**

If all 6 modules have been completed, Section 1 ("Select more modules") is hidden. Only the header and warning box with the "Generate report" button are displayed.

## 4.1.5. The report

---

When a user clicks "Generate report" on the Finalize Your Assessment page, the report is automatically generated, and the assessment is locked (no further editing is possible).

**Report page structure:**

The report displays the results for all modules that were selected and completed during the assessment.

**Page header:**

- Heading: "Result"
- Introductory paragraph explaining the report
- Optional "More information" expandable section (only displayed if content has been added by administrators)
- "Print this results page" button

**Module cards:**

Each completed module is displayed as a card containing:

- Module number, name and brief description
- See module results expandable button (collapsed by default)
- Score indicator on the right side showing: the average score on this module

**Module results (expanded view):**

When users click "See module results," the card expands to show:

General module information:

- Detailed module description and context
- General recommendation for the module
- Curated resource links organized by category

Question-by-question breakdown: For each question in the module:

- Question number and full question text
- User's selected answer (Yes, Partially, No/Unknown)
- Question score
- Question-specific recommendation (if provided by administrators)
- Question-specific resources (if provided by administrators)

All expandable content sections (module descriptions, recommendations, resources) are managed by administrators in the CMS and only display when content has been added.

### Report actions:

Users can perform the following actions from the report page:

- **Print:** "Print this results page" button (appears at top and bottom of page). This allows the users to download their results as a PDF file.
- **Share:** Copy unique report URL to share with stakeholders

### Report access:

Once generated, the report:

- Is permanently locked (assessment cannot be edited)
- Receives a unique URL with a randomly generated identifier (UUID) for sharing
- Can be accessed by anyone with the URL (no login required)
- Remains accessible indefinitely unless the assessment is deleted

## 4.1.6. Edit an ongoing assessment

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A user can adjust their assessment as long as the assessment is 'on going', meaning the report has not been generated.

**What can be edited:** Users can edit

- All answers in the initial setup (company data, user data)
- All answers in the module questions
- Add extra modules to the assessment

Once editing is complete, progress is auto-saved as users navigate through pages with all required fields completed.

## 4.1.7. View a completed assessment

---

From the assessment dashboard on the profile page, users click the "View" button next to a completed assessment. Clicking "View" opens the report page. This button is only available for assessments with "completed" status.

## 4.1.8. Duplicate an assessment

---

From the assessment dashboard on the profile page, users click the "Duplicate" button next to any assessment. This button is available for both in-progress and completed assessments.

What gets duplicated: A new assessment is created with:

- Title: [original title] (copy)
- Initial setup data: All company and user information copied
- Module selections: Same modules pre-selected
- Question answers: All answers from the original assessment copied

Users can edit all copied data in this new assessment.

- Note:
  - GDPR consent is not duplicated. The user is required to give his consent.
  - To generate a report for the duplicated assessment, users must complete the assessment flow (even if all answers are already filled in) and click "Finish assessment" on the Finalize Your Assessment page.

#### 4.1.9. Delete an assessment

---

From the assessment dashboard on the profile page, users click the "Delete" button next to any assessment. This button is available for both in-progress and completed assessments.

##### **Deletion process:**

When clicking "Delete," a confirmation dialog appears asking the user to confirm the deletion.

**Effect of deletion:** Once confirmed:

- The assessment is permanently removed from the user's dashboard
- If the assessment was deleted, the report URL becomes invalid and displays a "not available" page with a link to the Tool landing page
- The assessment will no longer be accessible online

#### 4.1.10. Share an assessment

---

From the assessment dashboard on the profile page, users click the "Share" button next to a completed assessment. This button is only available for assessments with "completed" status.

##### **Shared report access:**

- Anyone with the URL can view the report (no login required)
- The shared URL remains valid and accessible until the assessment is deleted
- Recipients can view all results, recommendations, and resources
- Recipients can also download the PDF version of the report

## 5. Navigation and states

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This section defines how users move through the assessment, the interface elements that guide navigation, and the distinct states an assessment can be in throughout its completion.

### 5.1. Navigation Elements

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The self-check tool uses three levels of navigation to guide users through the assessment. Once an assessment is completed and in report view, sidebar navigation is disabled while global navigation remains accessible for both assessment owners and external viewers.

#### Global Navigation

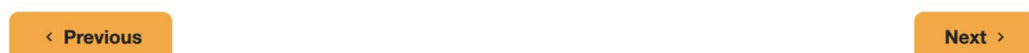
- Main DiliCHANCE website header remains persistent throughout the assessment.
- "Self Check" menu item always accessible in header and footer.
- User profile access available for logged-in users. Register option available for visitors

#### Sidebar Navigation

- Left sidebar displays four main steps: Introduction → Setup → Modules → Results
- Shows progress through assessment with visual indicators
- When in Modules step, displays list of selected modules with completion status
- While the assessment is ongoing the sidebar can be used to navigate to a previously completed step. Users cannot jump ahead to incomplete steps.

#### Page-Level Navigation (Previous/Next)

- Previous and Next buttons appear at bottom of each page
  - Next button only enabled when all required fields are completed
  - Previous button allows backtracking through assessment
- Button labels change in specific contexts (e.g., 'Start Assessment' on consent page, 'Generate Report' on finalize page)



*Figure 4 Page level navigation (indicative design)*

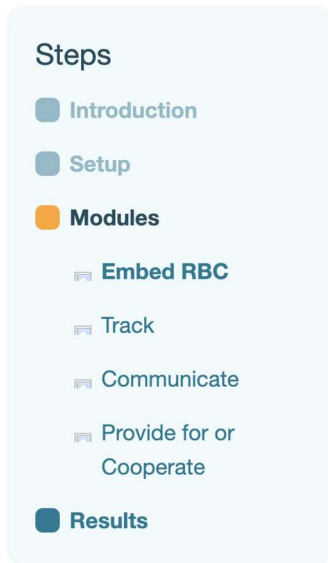


Figure 5 Page level navigation (indicative design)

## 5.2. Assessment States

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Three states determine what users can do with an assessment:

State	Available Actions	Edit possible
Ongoing	Edit, Duplicate, Delete	Yes
Completed	View, Share, Duplicate, Delete	No
Deleted	Admin access only	No

Key Rule: In Progress → Completed is irreversible. Once report is generated, assessment cannot be edited.

## 5.3. Progress Tracking

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The sidebar functions as a progress tracker

- Active step is highlighted in primary color
- Completed steps are visually distinguished from future steps
- Module list (when in Modules step) shows which modules have been selected and the users progress

## 5.4. Progress Saving

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The self-check tool automatically saves user progress as they navigate through the assessment, ensuring data is not lost if users need to pause and return later.

### Auto-save behavior:

Progress is automatically saved when:

- All required fields on the current page/step are completed
- The user clicks "Next" to proceed to the following step
- The user navigates to a different section of the assessment

Progress is NOT saved when:

- A page contains incomplete required fields
- The user has only partially filled out a step
- The "Next" button remains disabled due to missing required information

## 5.5. Error States and Validation

---

### Page-Level Validation

- Next button disabled until all required fields completed
- Error displays:
  - Error message below unanswered required field with message "This value is required", "Please select an option", "Please specify"
  - Field is indicated with red background
  - Page focuses on the error
- User cannot proceed until errors fixed

### Deleted assessment page

- When a completed assessment is deleted, its unique report URL becomes invalid. Anyone attempting to access the deleted report URL will see a "not available" error page with a link to the Tool landing page



Figure 6 Required field error (indicative design)

## 6. Visual identity and interface

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The Self-Check Tool follows the DiliCHANCE platform design system to ensure visual consistency and brand alignment across all platform touchpoints. This approach serves two critical functions: reinforcing DiliCHANCE's professional brand identity and creating an intuitive user experience that accommodates diverse user needs.

### 6.1. Design Principles and Components

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The tool's design framework addresses a fundamental challenge identified during persona research: users approach due diligence assessment with vastly different expertise levels, time constraints, and organizational contexts. Rather than forcing a one-size-fits-all experience, the design accommodates multiple usage patterns through two core principles..

The design principles were also informed by a market analysis of 5 representative Self-Check Tools currently available on the market, as well as by a gap and opportunity matrix developed in collaboration with project partners. Gaps were assessed based on their relevance to companies and the level of dissatisfaction caused by missing features. This analysis highlighted critical gaps, including the lack of tailored recommendations, opaque scoring systems, static logic flows, limited benchmarking, and weak connections to practical guidance or training resources.

Research with practitioners reinforced these findings, emphasizing the need for clear gap identification, actionable recommendations, transparent outputs, and user-friendly design. In response, the tool incorporates a modular framework, transparent and visually intuitive scoring mechanisms, and coherent visual design language reinforcing its practical orientation.

#### Principle 1: flexibility and user control

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As documented in Section 2.2, primary personas range from Lina (Sustainability Manager seeking comprehensive insights to build leadership buy-in) to Peter (Procurement Manager requiring efficient compliance documentation). The tool supports both approaches through three key design features:

##### **Flexible Depth of Information**

The tool offers users both high-level and in-depth approaches. Administrators can add detailed explanations and resources through expandable "More information" sections. Users seeking quick guidance can skip these elements, while those wanting comprehensive understanding can explore the additional context.

##### **Modular Selection**

Users select 1-6 modules based on their immediate needs rather than completing all six modules. The gateway question structure (documented in Section 3.2) further reduces burden by skipping detailed questions when not applicable.

### **Efficiency Through Duplication**

The duplicate function (detailed in Section 4.1.8) enables users to copy previous assessments, pre-filling company data and module selections. This supports repeat assessments, progress tracking over time, and year-over-year compliance documentation.

## **Principle 2: consistency and standards**

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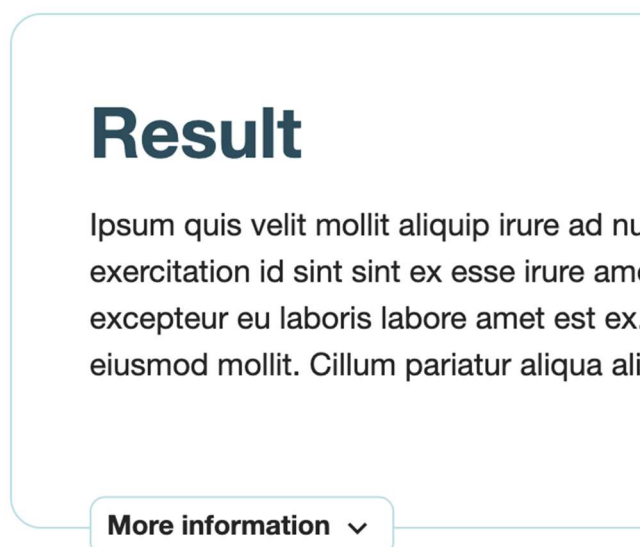
Intuitive navigation and clear communication minimize cognitive load and ensure users can focus on assessment content rather than interface complexity. The tool achieves this through two key design features:

### **Consistent Module Cards**

Visual components maintain identical structure across all assessment screens, creating predictable patterns that users quickly internalize.

### **Language and Framework Consistency**

As documented in Section 2.2, users report confusion from rapidly changing standards and regulations. By using the recognizable OECD Due Diligence Guidance for Responsible Business Conduct and adopting their terminology for all six module steps, the tool reassures users that the Self Check tool aligns with established international standards rather than introducing yet another proprietary framework that could create unnecessary confusion.



*Figure 7 More information dropdown (indicative design)*

## 6.2. Design consistency

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The Self-Check Tool maintains visual alignment with the DiliCHANCE platform while introducing assessment-specific components necessary for its functionality.

### **Brand Consistency**

The tool follows established DiliCHANCE design patterns wherever possible. Visual elements including color schemes, typography, and core component styles maintain consistency with the main platform, ensuring users recognize they remain within the DiliCHANCE ecosystem.

### **Component Library**

While leveraging the platform's existing design system, the Self-Check Tool required several new components to support its functionality. These components were designed to align seamlessly with the platform, for example:

- Module cards
- Side menu
- Page navigation (next/previous buttons)
- Iconography

## 6.3. Accessibility considerations

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The Self-Check Tool adheres to WCAG 2.1 Level AA standards, guiding semantics, focus management, keyboard operability, color contrast, and form behavior implemented in Twig and any supporting JavaScript.

## 6.4. Responsive design

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The Self-Check Tool is not optimized for mobile devices, though it remains fully functional on them. For the best experience, we recommend using a desktop or laptop.

# 7. Content Management

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Administrators can modify key content through the Craft CMS backend without developer intervention. This flexibility enables the editorial team to continuously update content based on data insights, as described in Section 4.1.2.1, ensuring the tool evolves to address identified due diligence gaps and user needs.

Administrators manage content through various Craft CMS field types including plain text fields for questions and labels, rich text fields for introductory paragraphs, recommendations and content builder blocks (video, image, cards, etc.).

Administrators can modify the content of:

- Initial setup:
  - o Questions text
  - o Text blocks
- The assessment:
  - o Modules descriptions
  - o The "More information" expandable sections
  - o The report
    - Modules descriptions
    - Recommendations & resources
- The landing page:
  - o Administrators can edit landing page elements including the introduction text, FAQ sections, and add additional content blocks.

## 8. Internationalization

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The Self Check tool will be English-only. However, Craft CMS has built in internationalization features, so additional languages could be implemented with limited effort.

## 9. Technical overview

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The Self-Check Tool is a first-party feature built into the existing Craft CMS v5 site and exposed to authenticated users via a main navigation item labeled "self-test." The entire experience is server-rendered with Twig. The checkup runs through a defined sequence of steps that is implemented directly in the templates; there is no generic step builder.

Within that fixed flow, the test is organized into six modules, each containing seven questions. While the flow and wiring are coded, the actual question texts for all seven questions in each of the six modules are managed in the Craft backend, as are all related result comments. Administrators can therefore adjust the wording of questions and the explanatory or recommendation content shown on the results page without code changes, and the frontend pulls these values at render time.

For many questions, the selectable options are powered by Craft Categories, allowing administrators to change option sets through the backend. Certain category entries can be flagged as "Other" via a lightswitch field; when a user selects an option marked this way, the

interface reveals a companion free-text field to capture the user's specific value. This requirement is enforced on both the client and the server. Client-side validation provides immediate feedback aligned with the templates, and server-side validation ensures integrity, including confirming that submitted category selections belong to the expected groups. The server does not add extra inline messaging beyond preventing progression when data is invalid.

When a user starts the self-test, the system creates a draft assessment linked to that user. Users can stop at any time and later resume from their profile page, which lists all of their assessments as one continuous, unpaginated table ordered by creation time. Multiple concurrent drafts per user are supported. Assessment names are provided by the user and can be renamed until the assessment is finalized. Each step submits via a traditional form POST to a custom controller that validates and saves progress. On final submission, the assessment is marked complete and the results view is rendered. The results page computes suggestions per module at render time based on the recorded answers and the backend-managed result comments associated with the questions. A print-friendly version of the results is available for clean hard copies.

Access control is straightforward. End users must be logged in and can view only their own assessments on the front end. Administrators can view, edit, and delete any assessment in the Control Panel. There are no external integrations or notifications tied to this flow, and the experience is English-only.

Operationally and from a security perspective, the feature relies on Craft's standard protections. All form submissions are covered by CSRF safeguards and require authentication; logging is handled through Craft logs. There is no special rate limiting or CAPTCHA because the feature is only available to logged-in users. There is no data retention period; assessments persist until deleted by an admin or through normal account processes.

Performance is intentionally simple. There is no caching for steps, options, or results; categories and backend-managed question text and result comments are read live on each request, and suggestions are computed on demand. To make resuming robust, assessments and related entities are addressed by UID rather than relying on transient session state; if a user's authentication lapses, the system can re-identify the relevant records after login without depending on server-held session progress.

## 10. Analytics and Data

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### 10.1. Analytics and Tracking Plan

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The Self-Check Tool is included in the DiliCHANCE platform's existing Google Tag Manager (GTM) implementation. All pages with unique URLs are tracked through standard pageview analytics.

## 10.2. Administrator Data Access

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Administrators have access to aggregate assessment data including total assessments created, completion rates, assessments status distribution, and aggregated insights into module question responses segmented by company information (sector, organization type, position in mineral value chain, geographic scope, organization size) and user information (role within organization, reason for using the tool, current tools or services, pain points) collected during initial setup.

This data usage is disclosed during the initial setup GDPR consent step (Section 4.1.3.1). This supports the platform's continuous improvement strategy, without accessing individual user responses.



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