XTOPIA™

UI GUIDELINE

Developing intuitive and easy-to-use interface for users.

LAST UPDATED: 3 JULY 2018

XTOPIA™

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PRIVATE & CONFIDENTIAL 2018 | A PLATFORM DEVELOPED BY **XIMNET MALAYSIA SDN BHD**.

Microsoft Partner
Silver Independent Software Vendor (ISV)

Platform and Application UI Guideline

1. Type System
2. Colour Palette
3. General Layout
4. Pop-Up Layout
5. Buttons
6. Iconography

PART 1: Platform and Application UI Guideline

Type System

TYPE SYSTEM

Header 01

Font Type: Regular
Font Size: 45px
Line Height: 1

Header 02

Font Type: Regular
Font Size: 34px
Line Height: 1.2

Header 03

Font Type: Regular
Font Size: 24px
Line Height: 1

Title 01

Font Type: Bold
Font Size: 18px
Line Height: 1.2

Title 02

Font Type: Regular
Font Size: 16px
Line Height: 1.2

Body

Font Type: Regular
Font Size: 14px
Line Height: 1.2

Description

Font Type: Regular
Font Size: 12px
Line Height: 1

BUTTON

Font Type: Regular
Font Size: 14px, Uppercase
Line Height: 1.2

Label

Font Type: Regular
Font Size: 12px
Line Height: 1

Use typography to present your design and content as clearly and efficiently as possible.

The XTOPIA type scale includes a range of contrasting styles that support the needs of your product and its content.

The type scale is a combination of 10 styles that are supported by the type system. It contains reusable categories of text, each with an intended application and meaning.

Font used in the entire XTOPIA is **Roboto**.

TYPE SYSTEM EXAMPLES

HEADER 02

BUTTON

TITLE 02

BODY
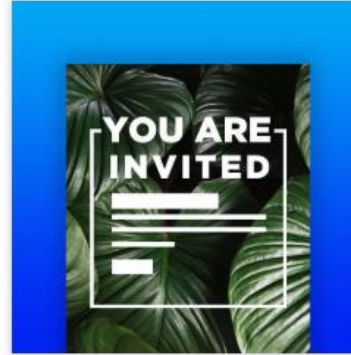
DESCRIPTION

TYPE SYSTEM EXAMPLES

TYPE SYSTEM EXAMPLES

My Apps List

Survey Builder

Build online survey easily without the need to code. Best for surveys, feedback, questionnaires and assessments.

e-Broadcast App

An online marketing application for e-mail broadcasting and engagement tracking for your business.

YOU ARE INVITED

Membership App

An easy-to-use membership management for member registration, activation and profile management.

Object Builders

An environment for front-end developers to design Smart Objects, Rich Media Objects, Custom Objects, Menu and Settings.
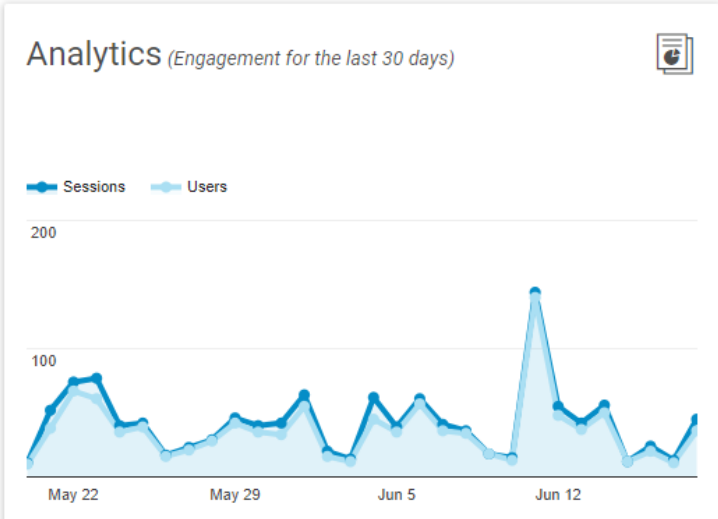
TYPE SYSTEM EXAMPLES

HEADER 03

BODY

Useful Tips

What Causes Users To Leave Your Website?

One of the key success factor of a website is its ability to keep your users engaged. There are 3 things you need to avoid in order to retain your users and increase pageviews.

LEARN MORE

Quote of The Day

"The best way to predict the future is to invent it."

– Alan Kay

Analytics (Engagement for the last 30 days)

Sessions   Users

200

100

May 22   May 29   Jun 5   Jun 12

Last 5 Logins

19 Jun	09:12 AM	Josephine Toh
14 Jun	11:16 AM	Support Team XiMnet
14 Jun	10:55 AM	Support Team XiMnet
14 Jun	09:58 AM	Support Team XiMnet
13 Jun	08:32 PM	Support Team XiMnet

BODY

Latest Announcements (Updated 19 April 2018)

TYPE SYSTEM EXAMPLES

General Settings

TITLE 02 — Colour

Font

Data

Forms

Media

Social

404

Project Plugin

Custom Object

Custom Object UI Setting

General Settings — HEADER 01

Project Name — TITLE 02

XiMnet Malaysia — BODY

Website Name

XiMnet Malaysia

Description

XiMnet Malaysia - The leading digital agency in Malaysia and the region. We deliver world-class results in digital strategy, web design & web application development and social media engagement.

Website Thumbnail

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-   SELECT   VIEW

TYPE SYSTEM EXAMPLES

Audit Trail

Users List

Dormant Users

Google Analytics

Google Analytics

HEADER 01

TITLE 01

Date Range

From

To

20 May 2018

18 Jun 2018

SEARCH

BUTTON

TITLE 02

You are logged in as: ximnet@gmail.com

HEADER 03

Engagement

Session / Users

20 May 2018 - 18 Jun 2018

BODY

Sessions   Users

200

100

PART 1: Platform and Application UI Guideline

Colour Palette

COLOUR PALETTE

DARK PRIMARY #0288D1	PRIMARY #03A9F4	LIGHT PRIMARY #B3E5FC	TEXT / ICON #FFF
PRIMARY TEXT #212121	SECONDARY TEXT #727272	DIVIDER #B6B6B6	LIGHT ACTIVE #C8E6C9
ACTIVE #4CAF50	ACCENT #FF5252	LABEL #FFC107	LABEL #FF6600

Color is applied to UI elements and components in consistent and meaningful ways. These guidelines describe a variety of UI components and elements where color application is important.

Consistent
Color should be applied throughout a UI consistently and be compatible with the brand it represents.

Distinct
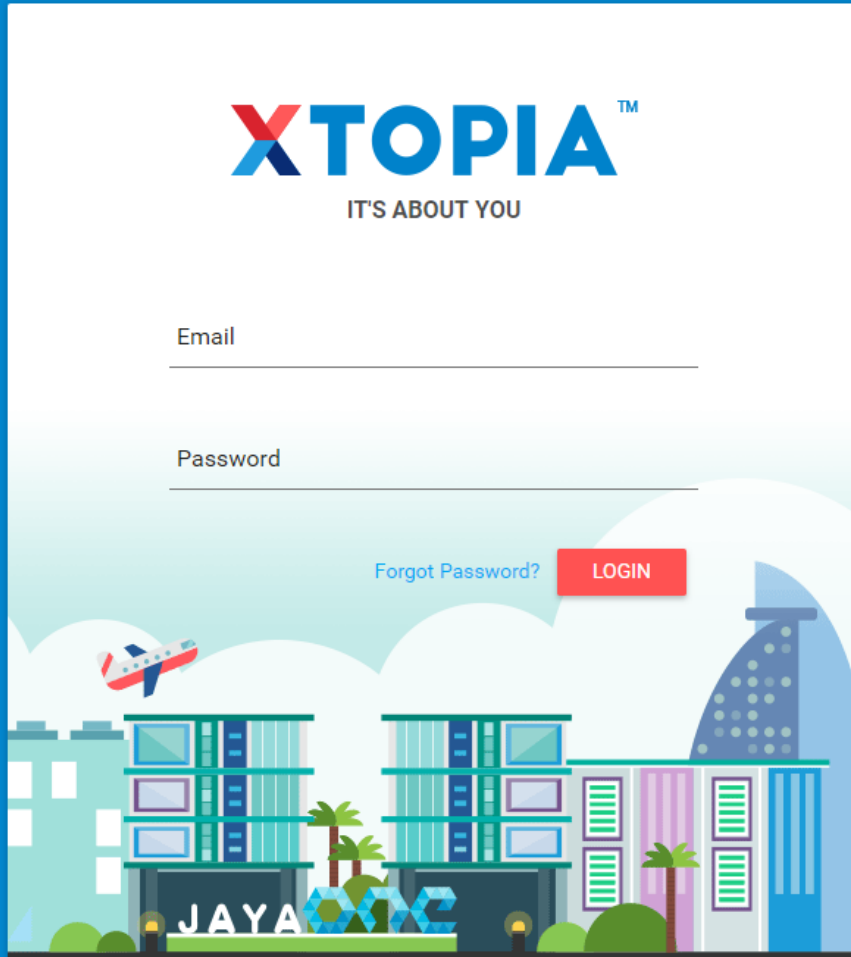Color should create distinction between elements, with sufficient contrast between them.

Intentional
Color should be applied purposefully as it can convey meaning in multiple ways, such as relationships between elements and degrees of hierarchy.

General Layout

GENERAL LAYOUT

XTOPIA layouts encourage consistency across platforms, environments, and screen sizes by using uniform elements and spacing.

- **Predictable**
  UIs should use intuitive and predictable layouts, with consistent UI regions and spatial organization.

- **Consistent**
  Layouts should use a consistent grid, keylines, and padding.

- **Responsive**
  Layouts are adaptive and react to input from the user, device, and screen elements.

XTOPIA layout is inspired be Google Material Design. Please visit https://material.io/design/ for more reference.

GENERAL LAYOUT: LIST
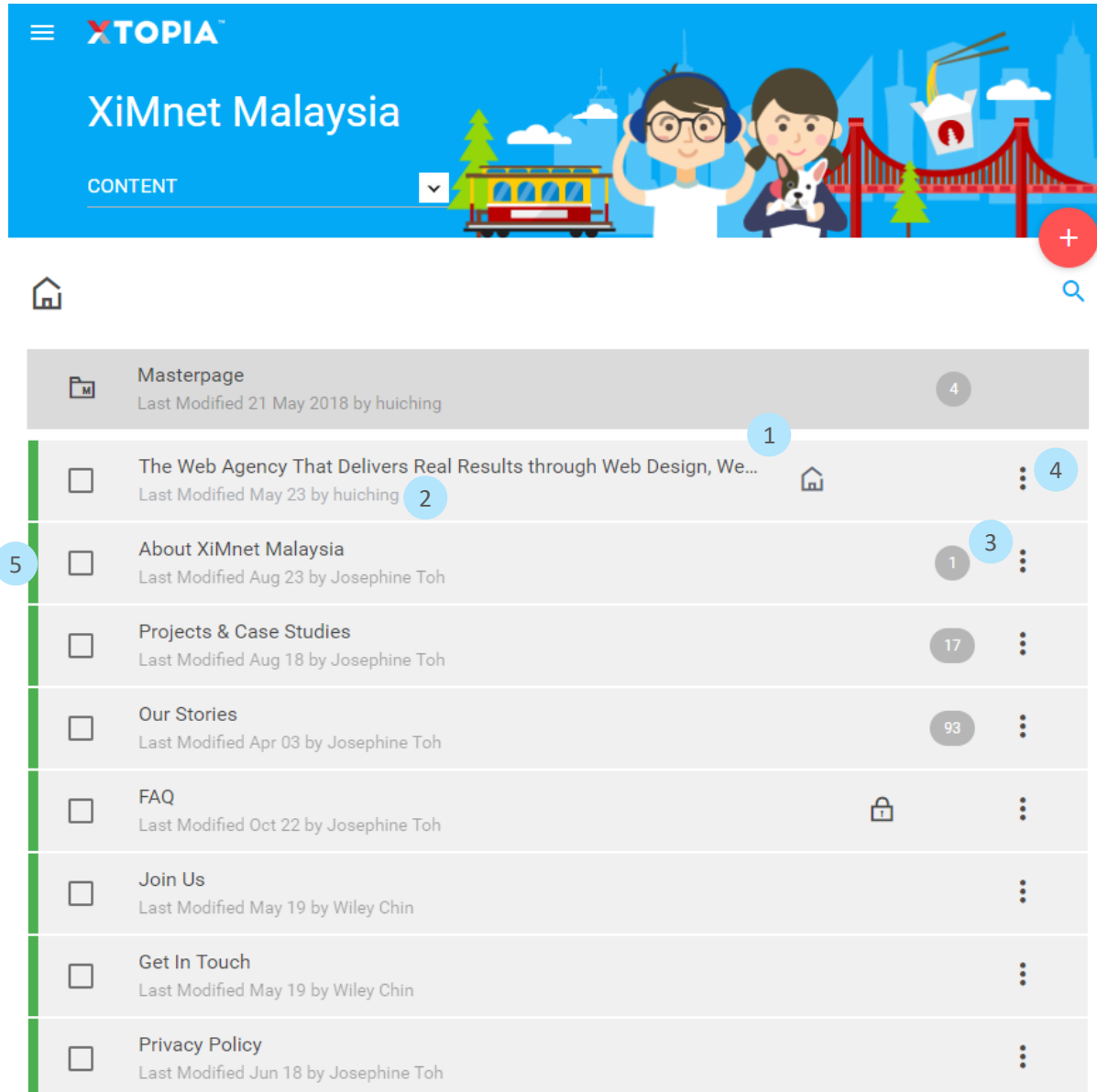
When to use it:
List layout is the most preferred layout for page that contains multiple items for users to manage.

This layout is also recommended for items which comes with nested items.

List layout commonly comes with the following elements:

1. Item Title
2. Date Modified
3. Number of Nested Items
4. Overflow Button
5. Status Bar

GENERAL LAYOUT – LIST EXAMPLES

hi
Intent: General_GreetingsEn
Last Modified 20/6/2018 9:24:21 AM

what is your name?
Intent: generalNameEn
Last Modified 20/6/2018 9:24:26 AM

how's the weather today?
Intent: generalWeatherEn
Last Modified 20/6/2018 9:24:37 AM

I am bored
Intent: General_JokesEn
Last Modified 20/6/2018 9:24:58 AM

another joke?
Intent: General_JokesEn
Last Modified 20/6/2018 9:25:57 AM

XTOPIA 3.0 & 4.0 Clients
Last Modified 6/1/2018 2:49:09 PM by Josephine Toh   58

Clients with Google Maps API
Last Modified 5/18/2018 8:59:52 AM by Josephine Toh   3

All Client
Last Modified 5/18/2018 8:58:50 AM by Josephine Toh   113

Non-SSL
Last Modified 5/18/2018 8:36:20 AM by Josephine Toh   13

Sansha Email List
Last Modified 5/17/2018 5:33:33 PM by Sansha Wong   4

Joe's Test
Last Modified 5/16/2018 8:45:12 PM by Josephine Toh   3

Completed XTOPIA Scheduled Server Maintenance
Last Modified 6/6/2018 3:39:50 PM by

Completed Test: Scheduled Server Maintenance
Last Modified 6/1/2018 2:16:45 PM by

Completed Adding SSL to Your Website
Last Modified 5/30/2018 2:35:44 PM by

Completed XIMNET Team Is Away for A Retreat
Last Modified 5/30/2018 2:29:06 PM by Josephine Toh

Completed Google's GDPR: What You Can Do
Last Modified 5/23/2018 10:05:52 AM by

Completed Test 01 - What You Can Do About Google's GDPR
Last Modified 5/23/2018 9:26:17 AM by

Default Permission

Advanced Permission

Caution:
List layout is recommended to come with its grey background color.

GENERAL LAYOUT: GRID

When to use it:
List layout is used for page that contains multiple items which requires visual to represent them.

This layout is not for items which comes with nested items.

List layout commonly comes with the following elements:

1. Thumbnail
2. Item Title
3. Description
4. Date Added / Modified
5. Overflow Button

GENERAL LAYOUT – GRID EXAMPLES

System Default
Featuring the locations of our future offices, we look forward to serving clients across the globe.

Designed by Josephine Toh

02 May 2016

Music Legends
Music plays a big part in our lives. This theme design is dedicated the musicians who has made a great...

Designed by Josephine Toh

02 May 2016

Food
This theme celebrates food around the world as food connects the past, people and culture.

Designed by Loo Shien Sim

31 May 2016

Daily Life
Lily is the name of the character.Work hard, play harder ! This theme represent all aspects of everyday life.

Designed by Chan Suet Ying

31 May 2016

Customer Relationship Management
A suite of apps designed to help businesses manage your business processes, customer data, interaction, access and automate sales.

Membership App
An easy-to-use membership management for member registration, activation and profile management.

Application Builder
An environment for coders to build custom application for your project.

API Builder
Registering new a API. Manage data source with API. Setup API Credentials, generating an OAuth 2.0 client ID.

Behn Meyer Intranet
1 Forms
31 Pages

Last Modified 21 May 2018

SDAC Ford Malaysia
15 Forms
394 Pages

Last Modified 21 May 2018

XTOPIA Developers
0 Forms
9 Pages
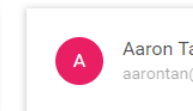
Last Modified 21 May 2018

Propay Partners
0 Forms
55 Pages

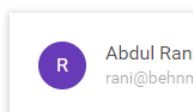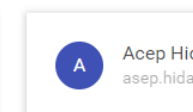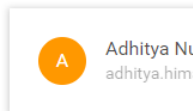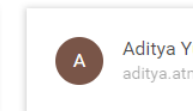Last Modified 21 May 2018

A Aaron Shi
aaron.shi@behnmeyer..com.cn

A Aaron Tan Wai Min
aarontan@behnmeyer.com.my

R Abdul Rani B Mohd Ali
rani@behnmeyer.com.my

A Acep Hidayat
asep.hidayat@behnmeyer.co.id

A Adhitya Nur Himawan
adhitya.himawan@behnmeyer.co.id

A Aditya Yudha Setyo Atmanto
aditya.atmanto@behnmeyer.co.id

Caution:
List layout can be used to reduce the page length especially for short items. However, please use with caution.

GENERAL LAYOUT: CARDS

1

Useful Tips

What Causes Users To Leave Your Website?

One of the key success factor of a website is its ability to keep your users engaged. There are 3 things you need to avoid in order to retain your users and increase pageviews.

LEARN MORE **2**

Analytics *(Engagement for the last 30 days)* **3**

Sessions Users

200

100

May 22   May 29   Jun 5   Jun 12

Pageviews	% New Sessions	Social Actions
2,179	71.362	0

When to use it:
Card layout is recommended when you need to display multiple types of content on a page.

Card layout commonly comes with the following elements:

1. Item Title
2. Text Button
3. Icons (Recommended)

OTHER LAYOUT EXAMPLES
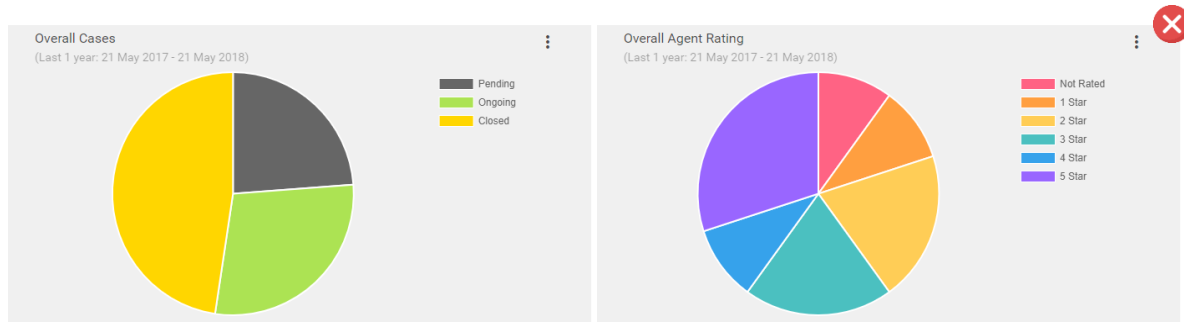
Caution:
When in grid / card format, it is recommended to keep the background white.
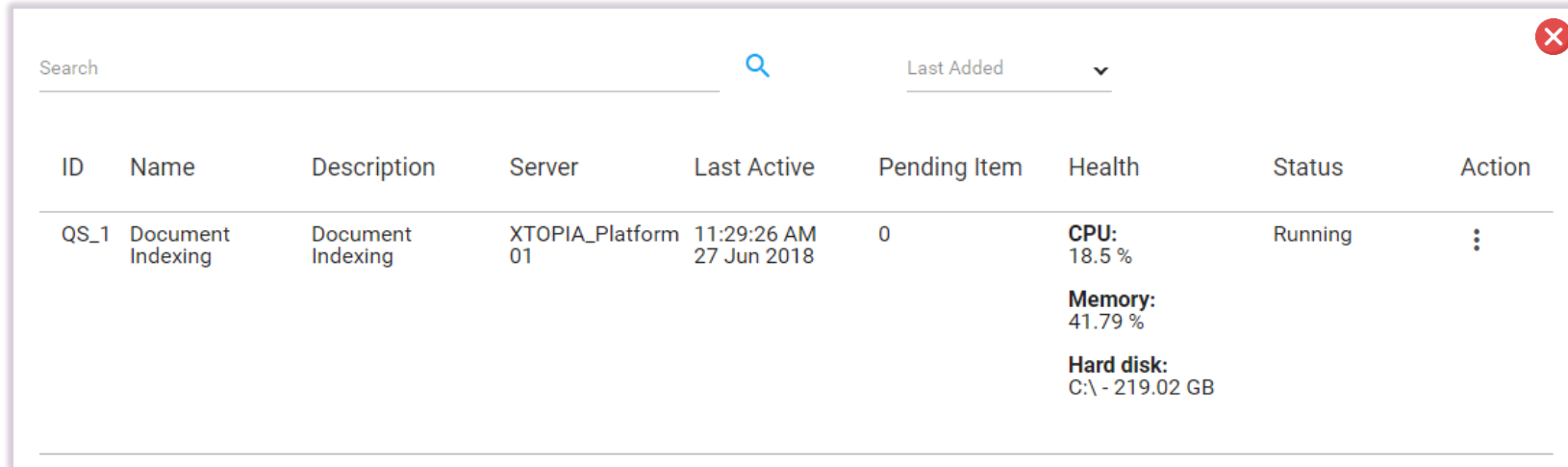
Caution:
For listed items, it is best to use the list layout to keep usability consistent.

OTHER LAYOUT EXAMPLES
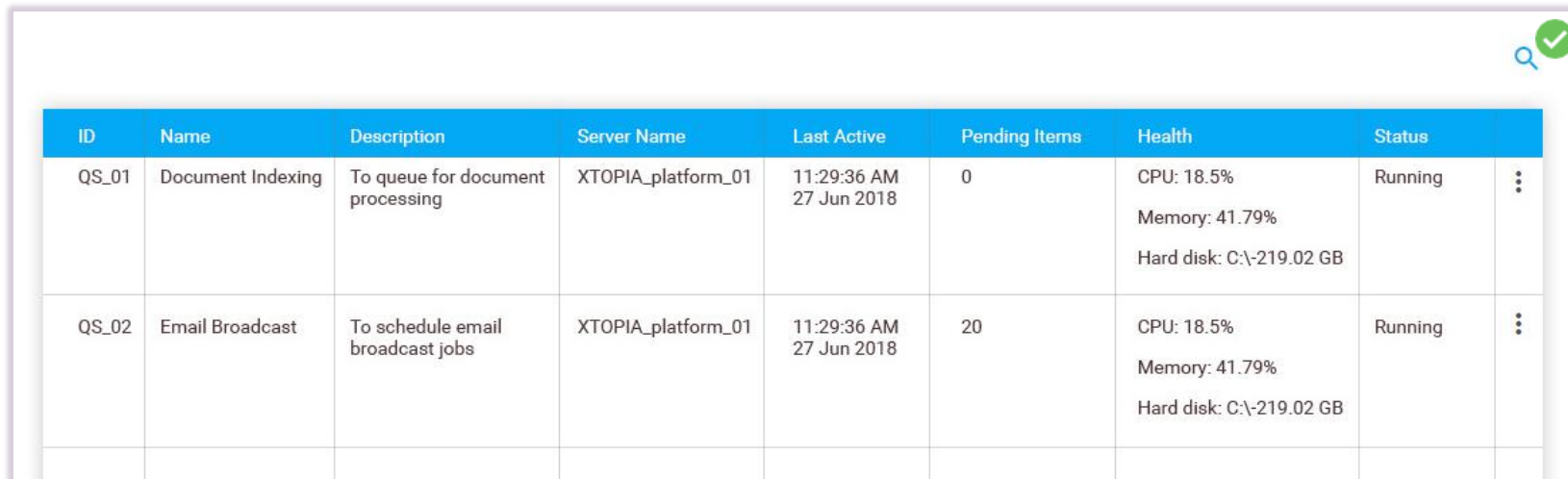
Caution:
When data table is required, keep it organized within a card layout.

Font size should be kept as standard, with the search on top right.

SEARCH ON PAGE

When to use it:
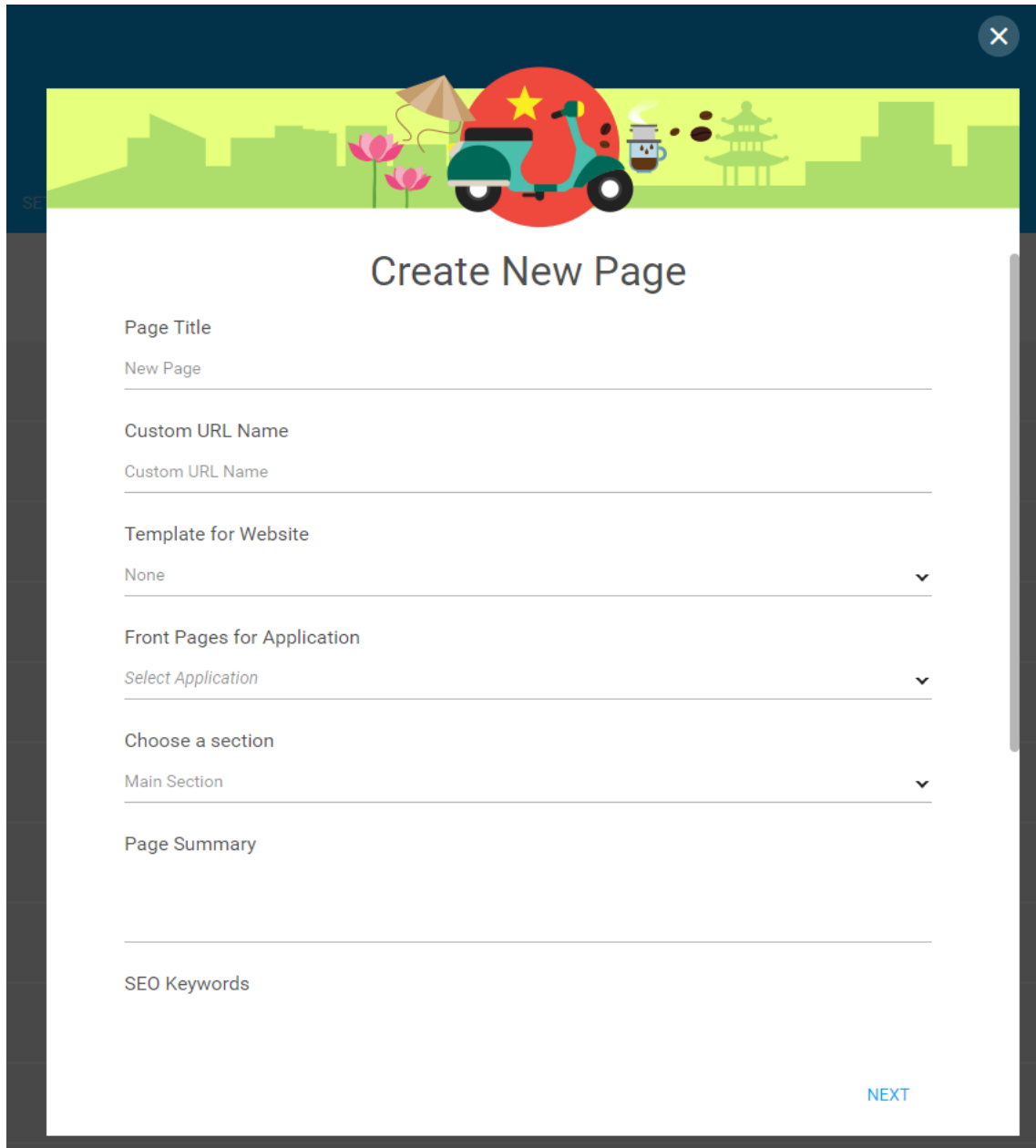Search is recommended when you have a long list of items in the page.

Search icon should consistently be placed on the top right corner as indicated.

On click, advanced search / filter / sort options can be shown on the left.

PART 1: Platform and Application UI Guideline

Pop-up Layout

POP-UP UI

Create New Page

Page Title

New Page

Custom URL Name

Custom URL Name

Template for Website

None

Front Pages for Application

Select Application

Choose a section

Main Section

Page Summary

SEO Keywords

NEXT

XTOPIA Pop-up UI is used when users takes an action using the floating button. It is recommended for adding or editing information in XTOPIA on top of a list of items.

Pop-ups may come in the following layout:-

1. **One Level Design**
   This is used when user only need to manage one category of information.

2. **Tab Design**
   This is used when user is required to manage more than one category of information for an item.

3. **Sequential / Step-By-Step Design**
   This is used when user is required to be guided through multiple steps to manage an item.

POP-UP UI – TAB DESIGN

TAB DESIGN

It is recommended to keep the each tab with a maximum of 5 most important or frequently used fields.

This is to avoid cluttering the pop-up, making it more manageable for the user.

When more than 5 fields are required in the same category, you are advised to keep them under the "Advanced" section within the same tab.

POP-UP UI - EXAMPLES

Manage Page Settings

PROPERTIES   SCHEDULE   ADVANCED PROPERTIES

Go Live Date:

15 Mar 2016 - 12:00 AM

Expiry Date:

01 Jan 2100 - 12:00 AM

Display Date:

15 Mar 2016 - 12:00 AM

CANCEL   UPDATE

Manage Field Settings

PROPERTIES   VALIDATION

Required Field

Error Message

Please enter first name.

Manage Page Settings

PROPERTIES   SCHEDULE   ADVANCED PROPERTIES

Page Thumbnail

SELECT

No image uploaded.

Page Banner

SELECT

No image uploaded.

Data Properties

☐ Has Dynamic Data

☐ Enable Dynamic Data

Tip: The page's information will be used as a source for Dynamic Data

POP-UP UI – VISUAL CHECKBOX
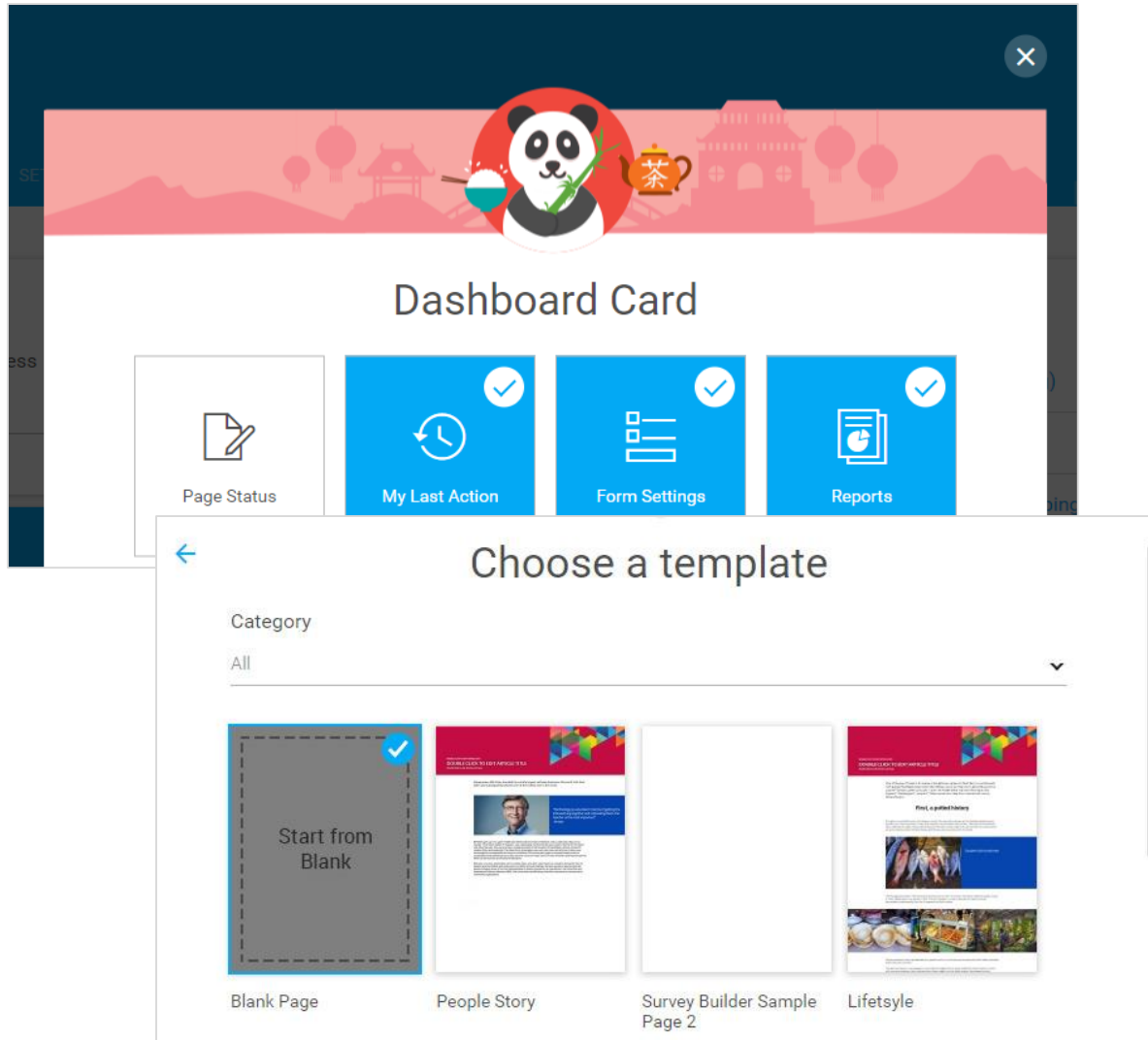
VISUAL CHECKBOX

Items which requires visual indication for selection is recommended to come with checkbox layout to guide user to make a choice.

If needed, Preview action can appear on hover to allow user to view the actual visual on a new tab. This is recommended for design templates.

POP-UP UI – SEQUENTIAL DESIGN

SEQUENTIAL DESIGN

If user is required to go through multiple steps to complete an action, use sequential design for your pop-ups.

It is recommended to keep the sequence up to 5 steps. This helps to break down the process complexity.

POP-UP UI – EXAMPLES
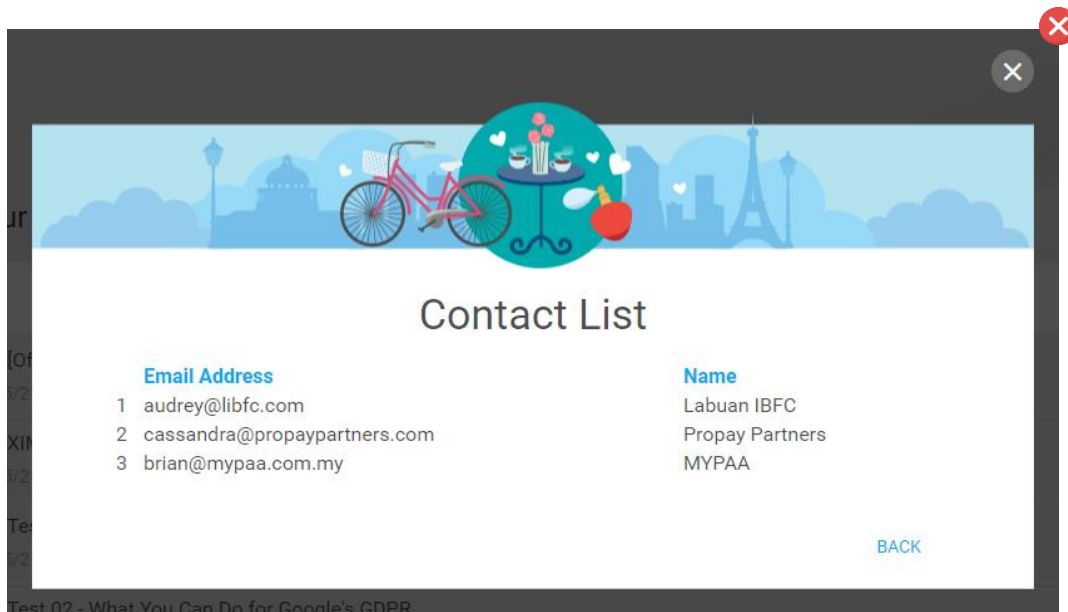
Caution:

Avoid using pop-up layout for data display. As the space in a pop-up is limited, it is not recommended to include too much information in a box.

It is also not recommended to have more than one tab in a single pop-up.
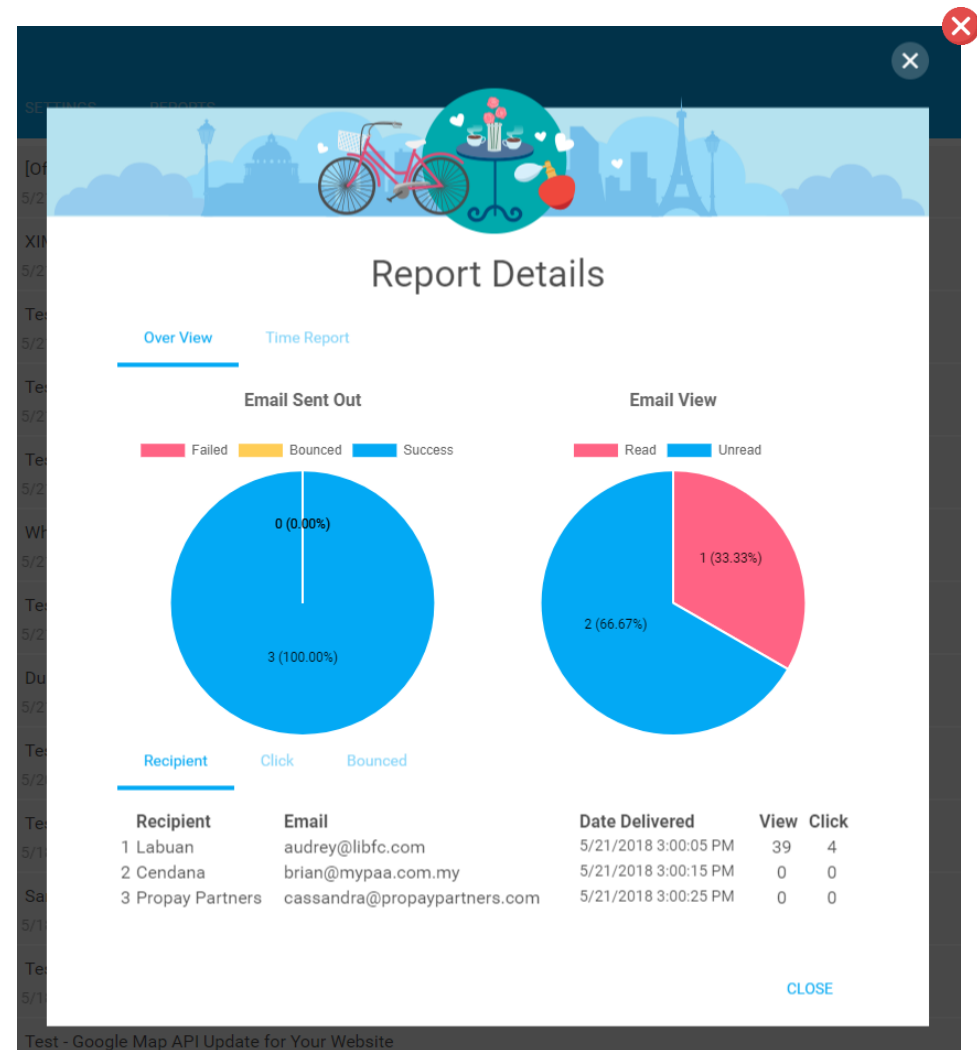
PART 1: Platform and Application UI Guideline

Buttons

BUTTONS
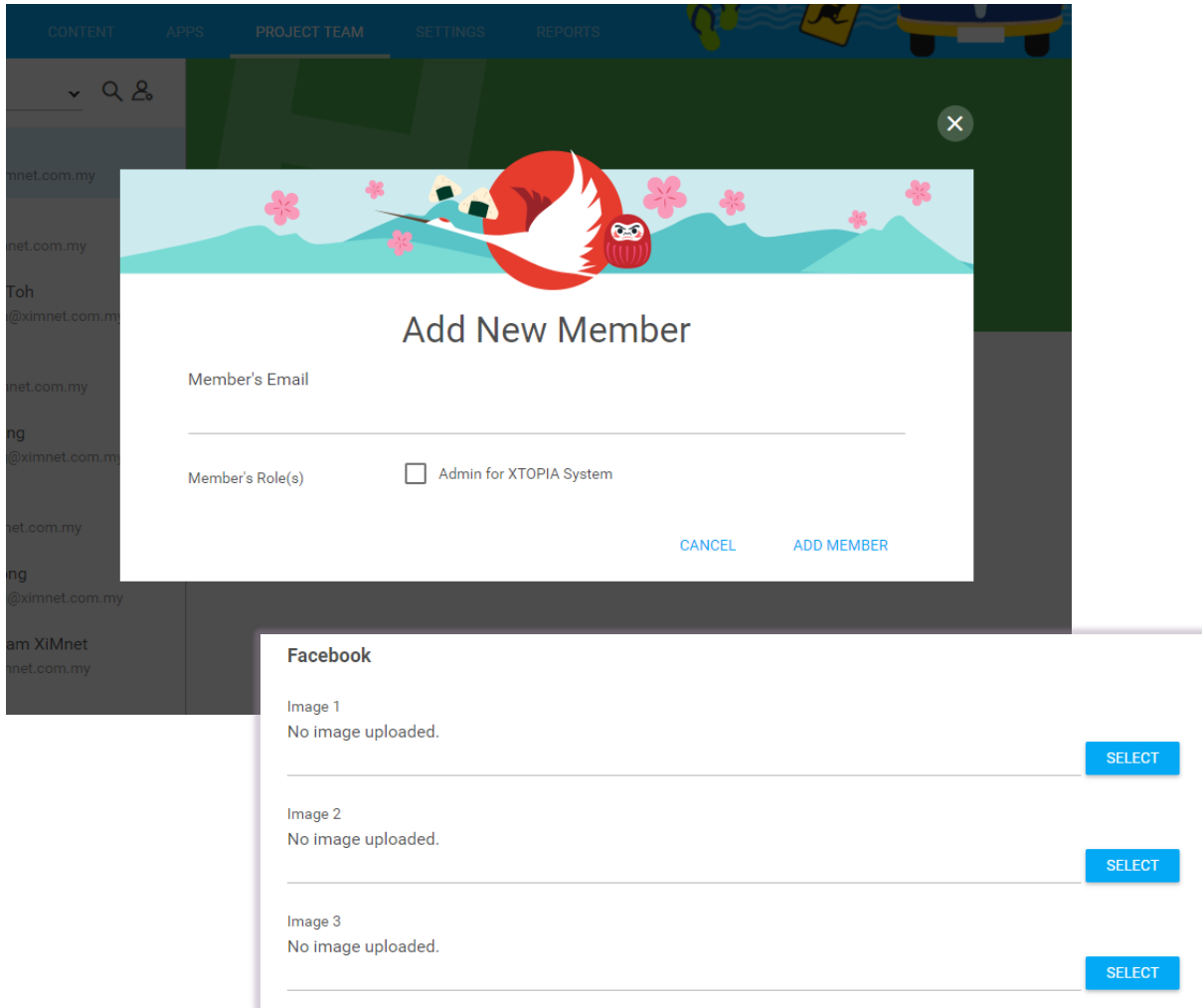
Buttons allow users to take actions, and make choices, with a single tap.

Identifiable
Buttons should indicate that they can trigger an action.

Findable
Buttons should be easy to find among other elements, including other buttons.

Clear
A button's action and state should be clear.

Types of button used in XTOPIA are:
1. Text Button
2. Contained Button
3. Floating Button
4. Overflow Button
5. Icon Button

BUTTON – EXAMPLES
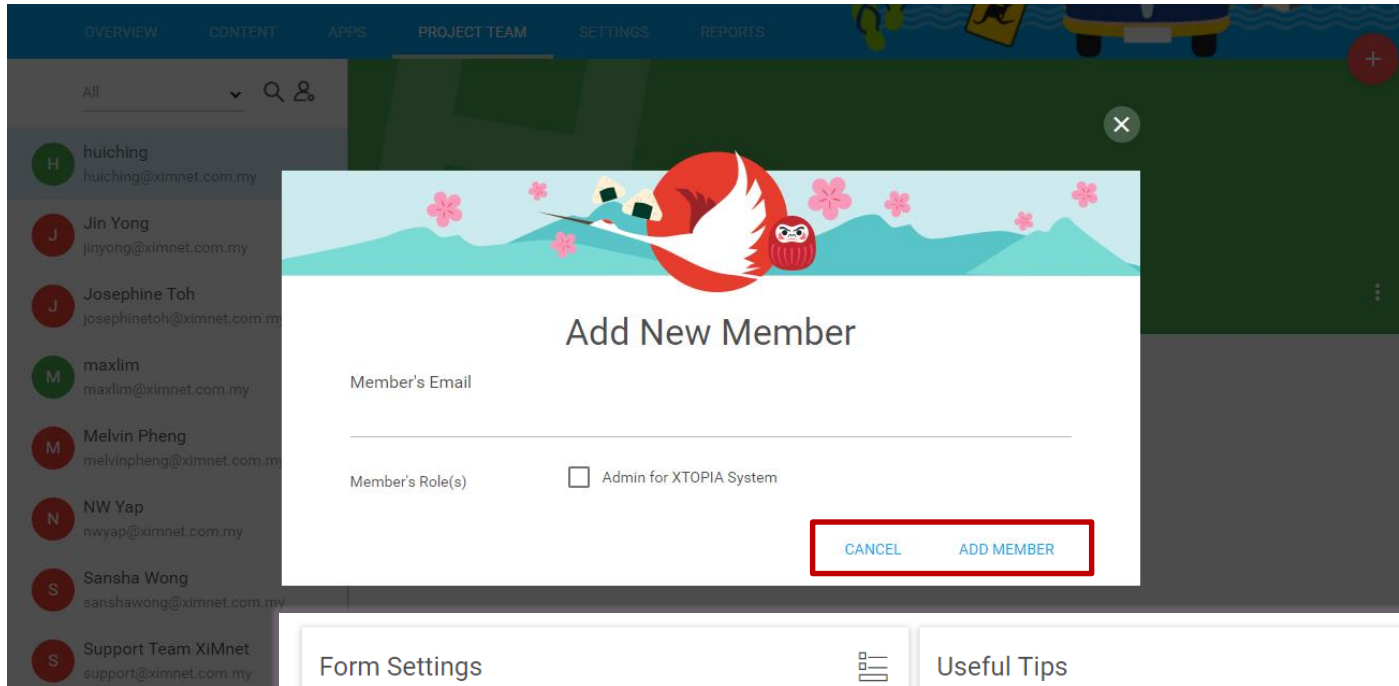
Text Button

When to use it:
Text buttons are often embedded in contained components like cards, pop-ups / dialogs.

Where it is placed:
Align text buttons to the bottom right for left-to-right scripts.

BUTTON - EXAMPLES

Contained Button

When to use it:
Contained buttons are high-emphasis, distinguished by their use of elevation and fill. They contain actions that are primary on your page / pop-up / dialog.

Where it is placed:
This is usually placed beside the element you wish to take action with.

BUTTON - EXAMPLES

Contained Button

How to use it:
When two buttons are needed for the same element, it is recommended to make them look different.

Only one of the buttons should be high-emphasis.

Refer to the samples here.

BUTTON – EXAMPLES

Sender's Information ❌

Campaign Name
01

Email Subject Header
01

From Email
joe@joe.com

SMTP Setting
Default Setting

EDIT INFORMATION

Targeted Recipient(s)

No. of recipient to be send to: 3

EDIT RECIPIENT(S)   VIEW LIST

Newsletter's Template

EDIT CONTENT(S)   PREVIEW TEMPLATE

Schedule Job Send Out

Date

2018-06-20 08:26

SEND BY SCHEDULE

BACK   READY, SEND NOW!

Sender's Information ✅

Campaign Name
01

Email Subject Header
01

From Email
joe@joe.com

SMTP Setting
Default Setting

EDIT

Targeted Recipient(s)

Total Targeted Recipients: **3**   👁 EDIT

Template Selected: **SSL e-Newsletter**   👁 EDIT

Schedule Job Send Out

Date

2018-06-20 08:26   SCHEDULE JOB

BACK   READY, SEND NOW!

BUTTON – EXAMPLES
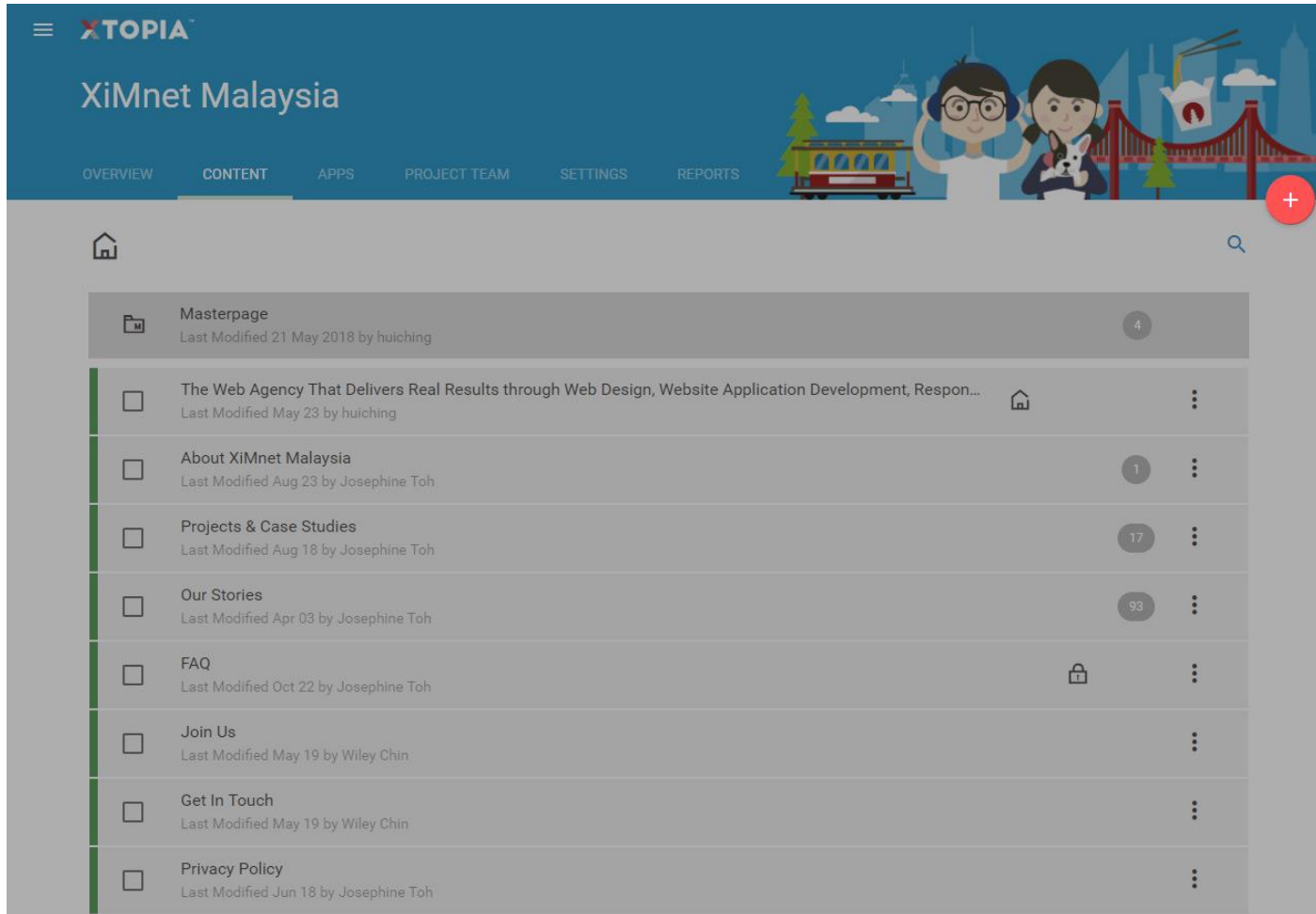
Floating Button

When to use it:
When the page requires user to add new item into the section / list.

This button usually follows by a pop-up screen to add the item.

Where it is placed:
You are advised to only have one floating button on a page and it is always positioned at the top right of the page.

BUTTON – EXAMPLES
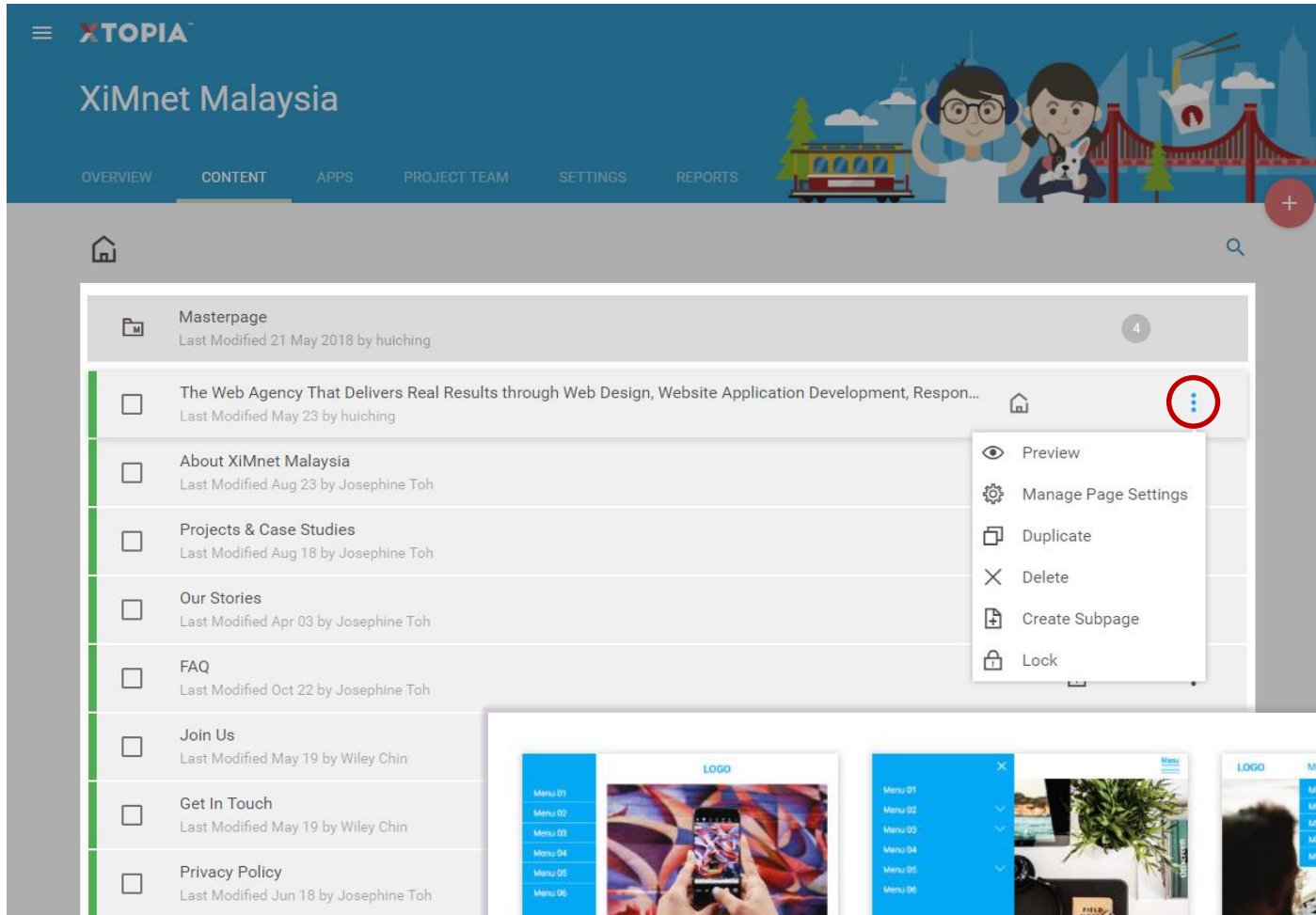
Overflow Button

When to use it:
When user can take multiple actions to an item on the page.

Where it is placed:
Overflow button is often placed on the right of the item. When hover, a list of options will show accordingly.
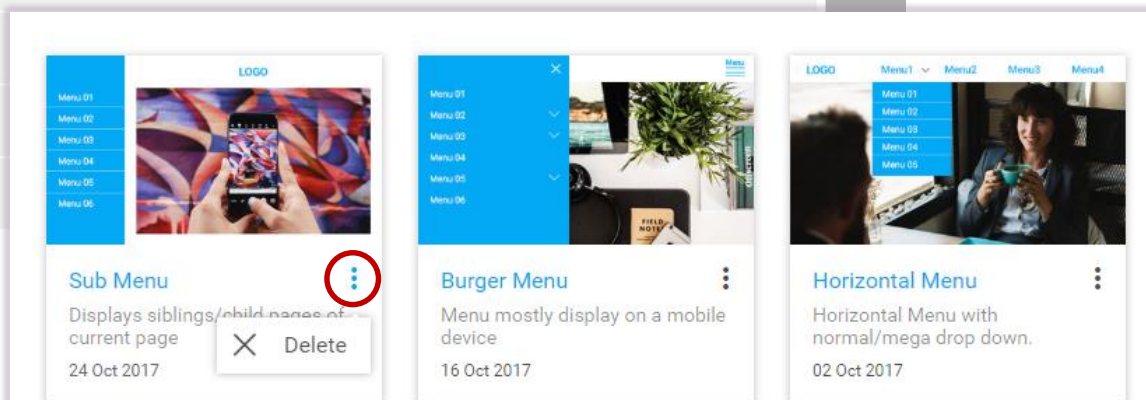
BUTTON - EXAMPLES
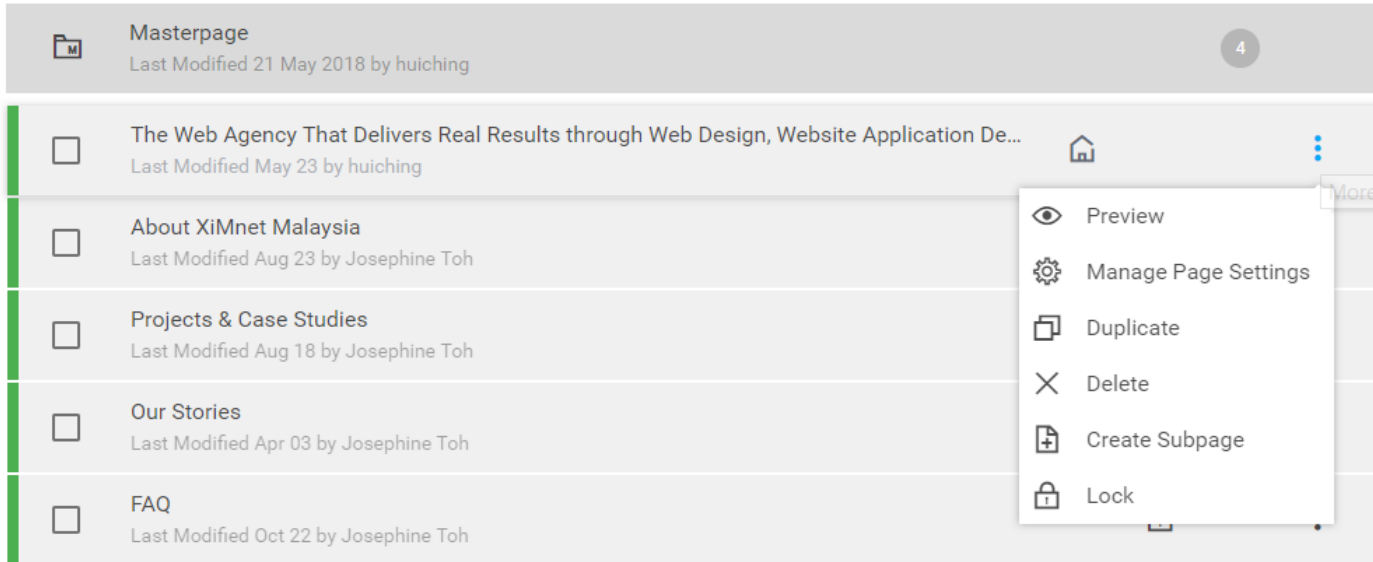
Icon Button

When to use it:
Icon buttons are commonly used to represent actions you can take within an overflow button. When used in overflow, icons must come with a description.

Icon buttons can also be used when you need more than one action for an element. Use them to represent the low-emphasis action.

Where it is placed:
This is usually placed beside a high-emphasis button or within an overflow button.

PART 1: Platform and Application UI Guideline

Iconography

SYSTEM ICONS

System icons symbolize common actions, files, devices, and directories.

System icons are designed to be simple, modern, friendly, and sometimes quirky. Each icon is reduced to its minimal form, expressing essential characteristics.

Icon style used in XTOPIA is primarily Unfilled / Lined.

You may view the entire collection from:
http://develop.alchemedia-01.ximnet.my/xtopia_atomic_d01/xtopia_p01/xtopia_font/demo.html

SYSTEM ICONS
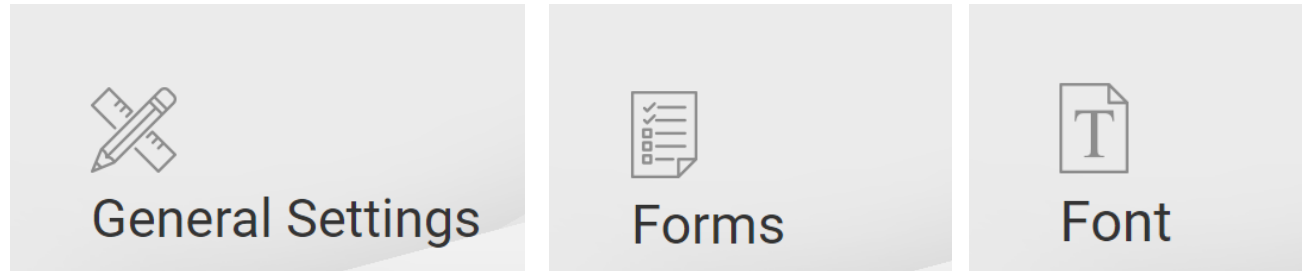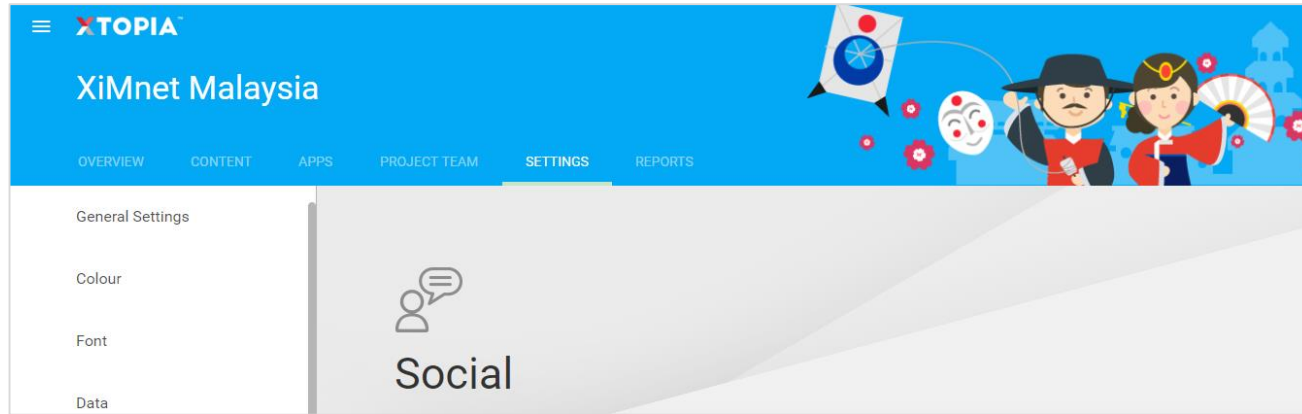
Icons are also used on all sub-headers within XTOPIA Platform.

They are used to represent the function of the page. These icons are saved in the following format:

72PX

72PX
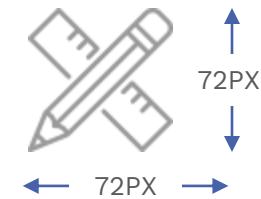
File format: subheader_[functionname].png
File location: .../xtopia_p01/img

XTOPIA Editor UI Guideline

1. Editor Settings Panel
2. Thumbnail Dimensions

Editor Settings Panel

EDITOR SETTINGS PANEL
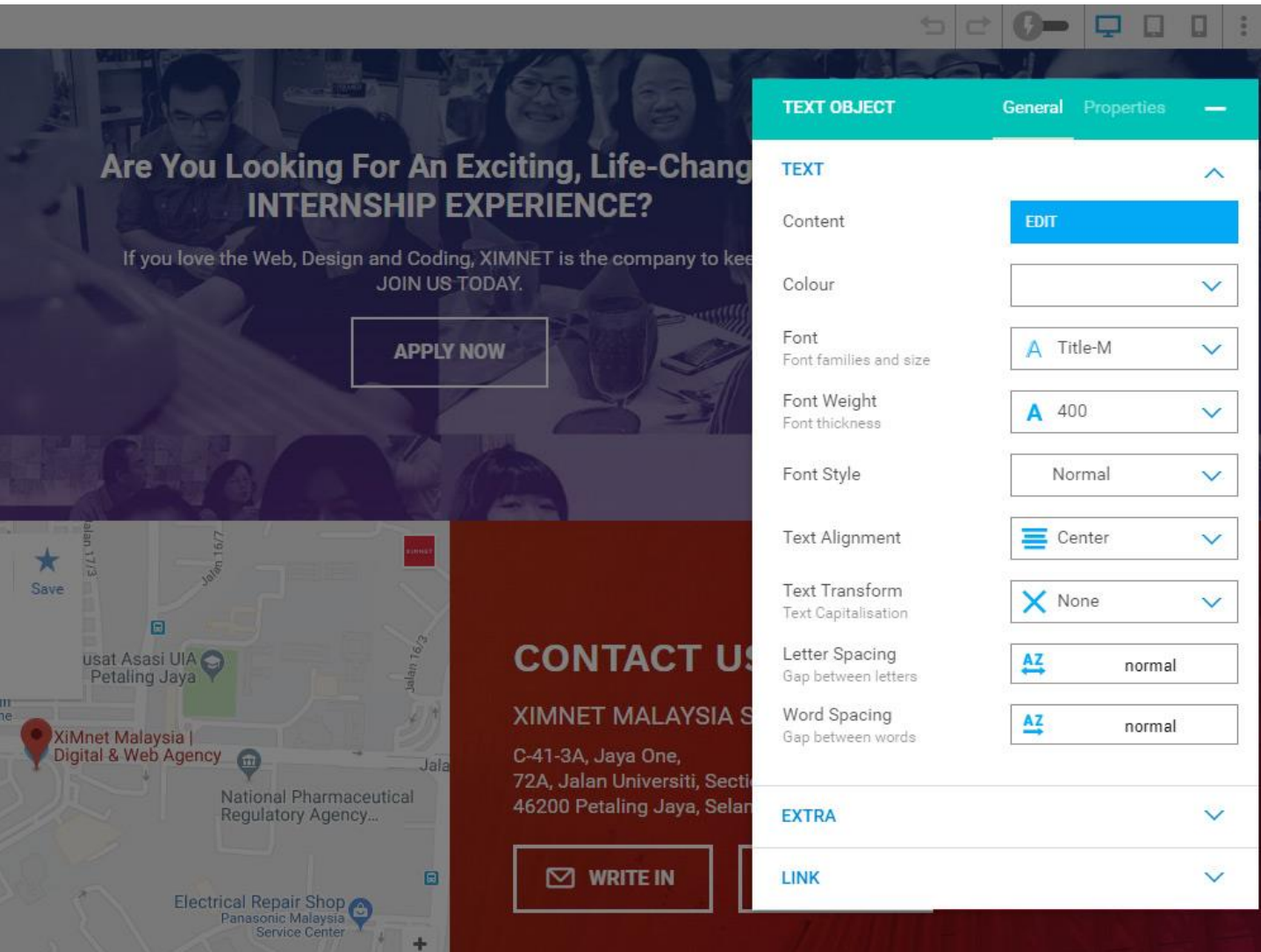
Settings panel is used to feature all settings which users can change and update as they build their project

To keep the user experience consistent throughout the entire process, you are recommended to keep the settings style within these several types:

1. Dropdown
2. Type-in
3. Toggle (On / Off)
4. Radio Button
5. Button with Field
6. Button for Pop-up
7. Re-arrangeable List

EDITOR SETTINGS PANEL

Dropdown

Font Weight
Font thickness — A 400

Font Style — Normal

Text Alignment — ☰ Center

Text Transform
Text Capitalisation — ✕ None

When to use it:
User is required to pick from a list of options available in the editor.

Recommended:
You are recommended to represent the options available in the dropdown with icons to make it easier for user to understand.

Type-In

Letter Spacing
Gap between letters — AZ normal

Word Spacing
Gap between words — AZ normal

Width — auto

Height — auto

When to use it:
User is required type in numeric value in the setting OR when the setting has too many possibilities.

Recommended:
You are recommended to use this for settings which requires numeric value or customized settings.

Toggle

Reverse

Loop

Smooth Height

Control Navigation

When to use it:
User is only allowed to turn on or off for a setting.

Recommended:
You are recommended to is this for settings which only come with yes/no or on/off for user to choose.

EDITOR SETTINGS PANEL

Radio Button

When to use it:
User is required to manage the same group of settings but different state.

Recommended:
You are recommended make this option available for a group of settings for different state. This is usually for buttons and plugin effects.

Button with Field

When to use it:
User is required make a selection for a setting and its selection needs to be visible.

Recommended:
You are recommended to use this for settings such as a file, image or url.

Button for Pop-up

When to use it:
User is required to manage or edit the setting through a pop-up or other tools within XTOPIA Editor.

Recommended:
This should only be use sparingly. It is preferred to edit text or add new item within an object.

EDITOR SETTINGS PANEL

Re-arrangeable List

When to use it:
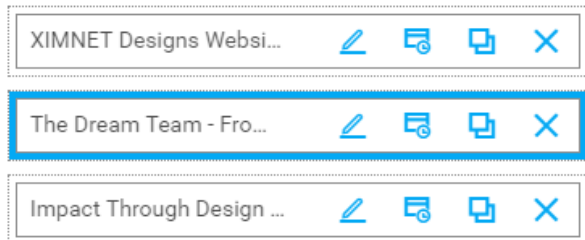User is able to add, manage and rearrange items within an object. Each item is allowed to have multiple action icons nested in it.

Recommended:
You are recommended to use this for Rich Media Objects.

DON'T EXAMPLES:

CONTENT

ADD ROW
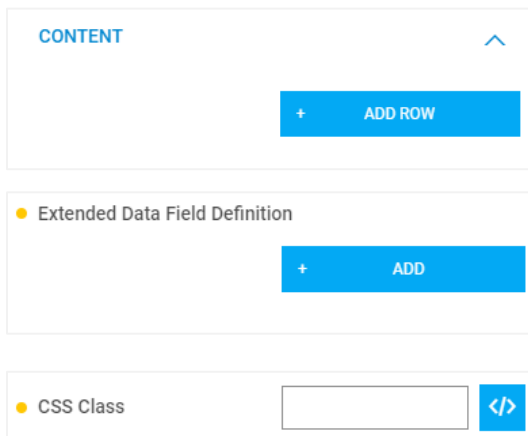
Do not leave an option without its description if possible.

Extended Data Field Definition

ADD

Keep description length within one line is possible.

CSS Class

It is recommended to give the text field its full length for consistency.

Thumbnail Dimensions

THUMBNAIL DIMENSIONS

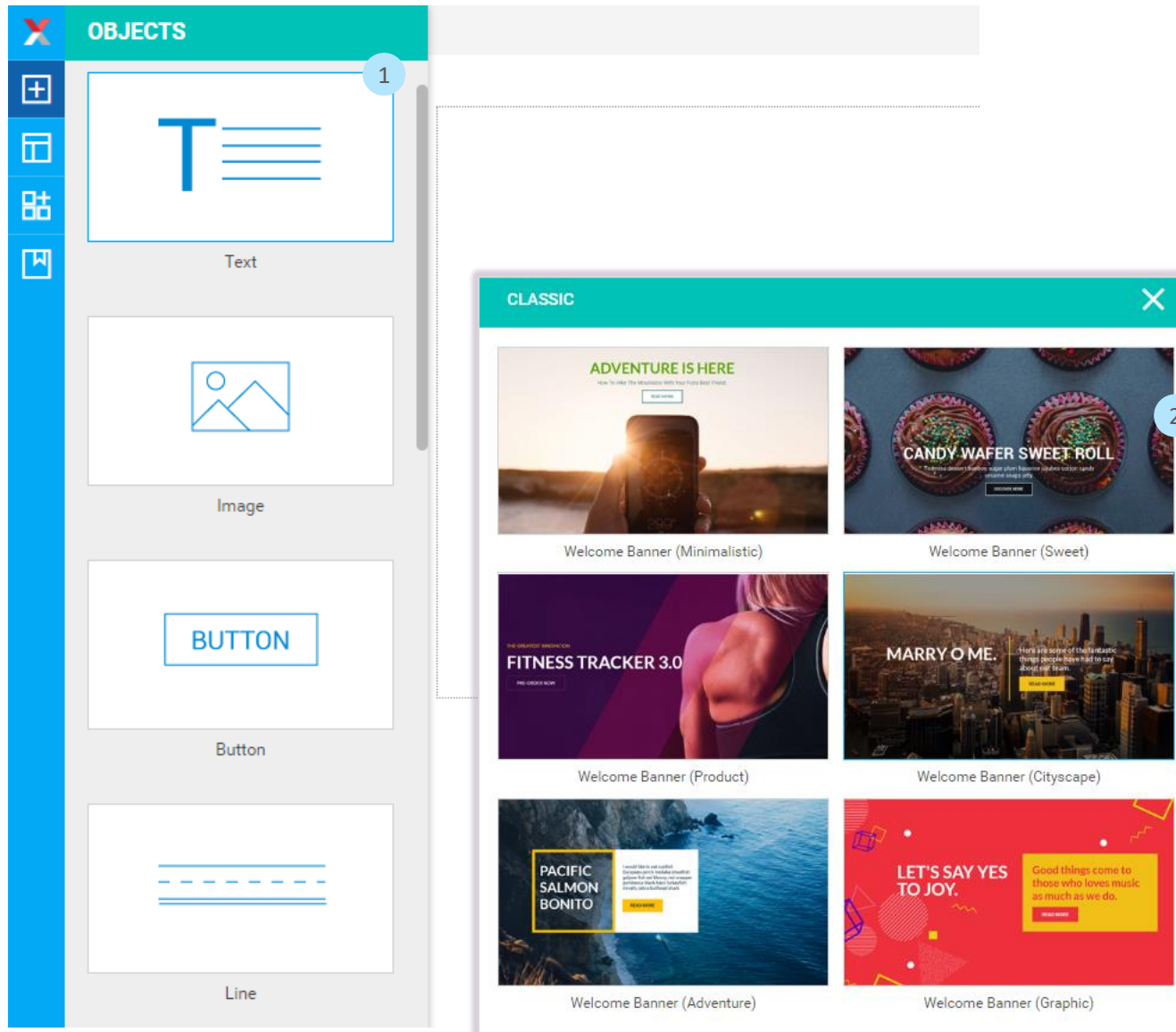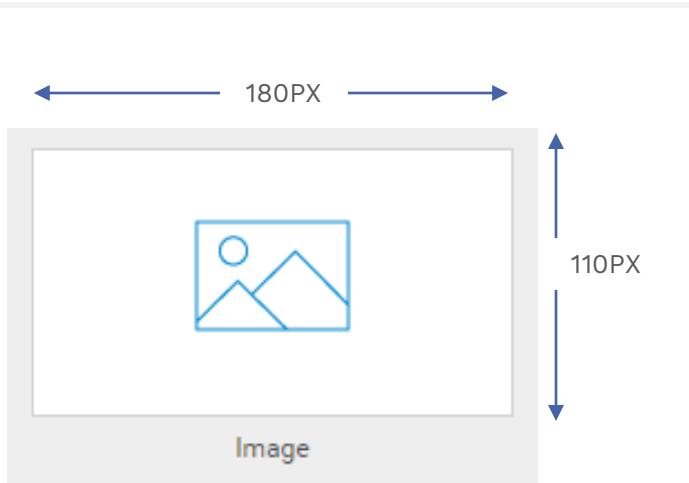There are two types of thumbnails in XTOPIA Editor to represent the different types of objects available for users.

There are two types of thumbnails dimensions used in the Editor environment for different purpose. They are:-

1. Object / Core Category
2. Preset Design / Smart Objects / Rich Media Objects

THUMBNAIL DIMENSIONS

1

180PX

110PX

Image

Thumbnail Type:
Object / Core Category

When To Use:
When the option appears as a main object category in the left panel within Editor.
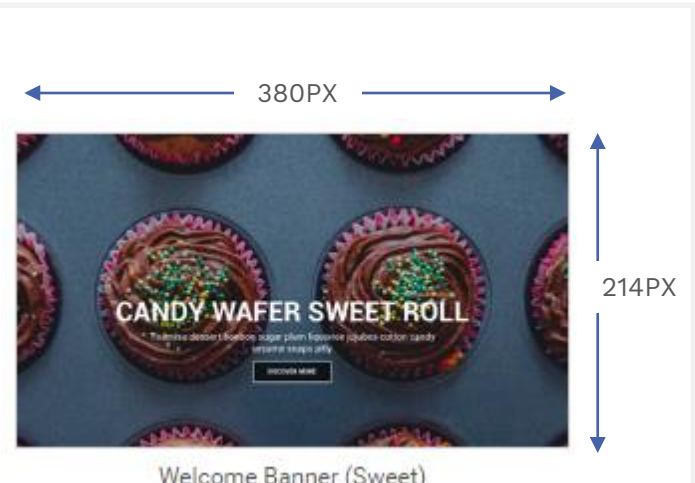
File Format:
.png

File Location:
.../xtopia_p01/img/editor

NOTE: All custom apps thumbnail must abide to this dimension.

2

380PX

214PX

CANDY WAFER SWEET ROLL

Welcome Banner (Sweet)

Thumbnail Type:
Preset Design / Smart Objects / Rich Media Objects

When To Use:
When the option appears in a pop-up within Editor as a preset or sub-type of an object.

File Format:
.png

File Location:
.../xtopia_p01/img/editor/so_thumb

THANK YOU.

XTOPIA™

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