



UI GUIDELINE

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

LAST UPDATED: 3 JULY 2018

PART 1

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

The image shows a screenshot of the XiMnet Malaysia website. The header is blue and contains the logo 'XTOPIA' and 'XiMnet Malaysia'. Below the header is a navigation menu with items: OVERVIEW, CONTENT, APPS, PROJECT TEAM, SETTINGS, and REPORTS. The main content area features a list of items, each with a checkbox, a title, a description, a date, and a user name. The list items are: 'The Web Agency That Delivers Real Results through Web Design, Website Application Development, Respon...', 'About XiMnet Malaysia', 'Projects & Case Studies', 'Our Stories', 'FAQ', and 'Join Us'. Annotations point to various elements: 'HEADER 02' points to the header area, 'BUTTON' points to the navigation menu, 'TITLE 02' points to the title of the first item, 'BODY' points to the description of the first item, and 'DESCRIPTION' points to the count of items in the 'Projects & Case Studies' row.

HEADER 02

BUTTON

TITLE 02

BODY

DESCRIPTION

Item	Title	Description	Date	User	Count	Lock	More
<input type="checkbox"/>	The Web Agency That Delivers Real Results through Web Design, Website Application Development, Respon...	Last Modified May 23 by huiching					⋮
<input type="checkbox"/>	About XiMnet Malaysia	Last Modified Aug 23 by Josephine Toh	1				⋮
<input type="checkbox"/>	Projects & Case Studies	Last Modified Aug 18 by Josephine Toh	17				⋮
<input type="checkbox"/>	Our Stories	Last Modified Apr 03 by Josephine Toh	93				⋮
<input type="checkbox"/>	FAQ	Last Modified Oct 22 by Josephine Toh				🔒	⋮
<input type="checkbox"/>	Join Us	Last Modified May 19 by Wiley Chin					⋮

TYPE SYSTEM EXAMPLES

The image shows a screenshot of a web application interface for 'Manage Page Settings'. The interface is overlaid on a blurred background of a website. The main content area is titled 'Manage Page Settings' and has three tabs: 'PROPERTIES', 'SCHEDULE', and 'ADVANCED PROPERTIES'. The 'PROPERTIES' tab is active. Below the tabs, there are several form fields:

- Page Title:** The Web Agency That Delivers Real Results through Web Design, Website Application Development, Respor
- Custom URL Name:** Custom URL Name
- Master Page:** Masterpage 01
- Page Summary:** From a web design company in Malaysia, designing websites and building web applications for Malaysian companies and the region since 1999, we can now deliver Real Results on the INTERNET through responsive web design, mobile web application development, mobile apps development, social media

Callout boxes point to specific elements:

- HEADER 02:** Points to the 'Manage Page Settings' title.
- BUTTON:** Points to the 'PROPERTIES' tab.
- TITLE 02:** Points to the 'Page Title' label.
- BODY:** Points to the text of the 'Page Title' field.

TYPE SYSTEM EXAMPLES

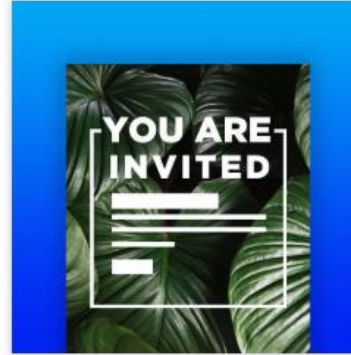
HEADER 03

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.

HEADER 03

BODY



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

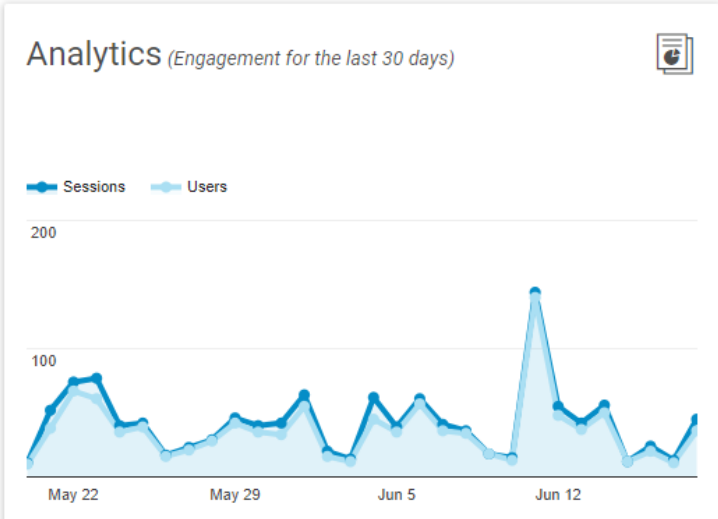
Useful Tips

BODY

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

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

Latest Announcements (Updated 19 April 2018)

BODY

TYPE SYSTEM EXAMPLES

The image shows a 'General Settings' page with a left-hand navigation menu and a main content area. The navigation menu includes: General Settings, Colour, Font, Data, Forms, Media, Social, 404, Project Plugin, Custom Object, and Custom Object UI Setting. The main content area has a header with a pencil and ruler icon and the title 'General Settings'. Below the header are form fields for 'Project Name' (containing 'XiMnet Malaysia'), 'Website Name' (containing 'XiMnet Malaysia'), and 'Description' (containing a paragraph about XiMnet Malaysia). At the bottom, there is a 'Website Thumbnail' field with a URL and two buttons: 'SELECT' and 'VIEW'. Annotations with blue boxes and lines identify type system elements: 'TITLE 02' points to the 'Colour' menu item; 'HEADER 01' points to the 'General Settings' title; 'TITLE 02' points to the 'Project Name' label; 'BODY' points to the 'XiMnet Malaysia' text in the 'Project Name' field; and another 'TITLE 02' points to the 'Project Name' label.

General Settings

Colour

Font

Data

Forms

Media


Social

404

Project Plugin

Custom Object

Custom Object UI Setting



General Settings

Project Name

XiMnet Malaysia

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-

TITLE 02

HEADER 01

TITLE 02

BODY

TITLE 02

TYPE SYSTEM EXAMPLES

The image shows a screenshot of a web dashboard with several annotated elements. On the left is a sidebar menu with items: 'Audit Trail', 'Users List', 'Dormant Users', and 'Google Analytics'. The main content area has a header with a list icon and the text 'Google Analytics'. Below the header is a 'Date Range' section with 'From' and 'To' fields containing dates '20 May 2018' and '18 Jun 2018', and a 'SEARCH' button. Below that is a login status 'You are logged in as: ximnet@gmail.com'. At the bottom is a chart titled 'Engagement' for the period '20 May 2018 - 18 Jun 2018', showing 'Sessions' and 'Users' data. Annotations with lines point to these elements from labels on the left and right.

Annotations:

- TITLE 01** points to the 'Date Range' label.
- TITLE 02** points to the login status text.
- HEADER 03** points to the 'Engagement' chart title.
- HEADER 01** points to the 'Google Analytics' header text.
- BUTTON** points to the 'SEARCH' button.
- BODY** points to the 'Engagement' chart area.

PART 1: Platform and Application UI Guideline

Colour Palette

COLOUR PALETTE



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.

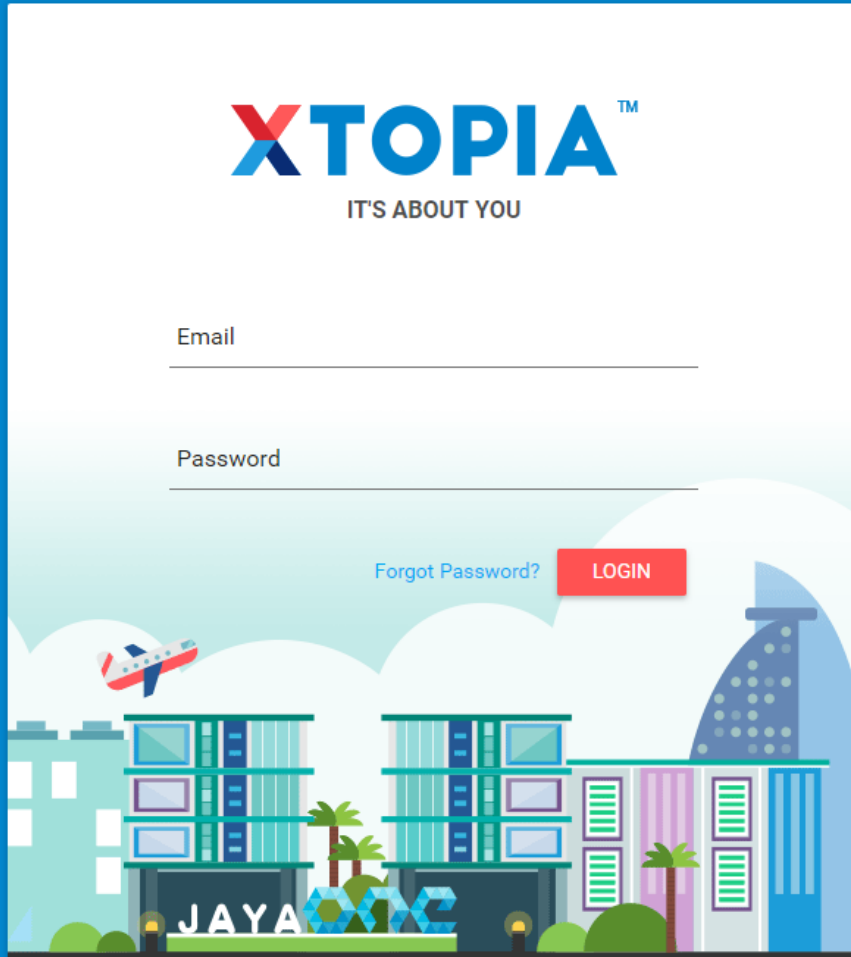
Intentional

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

PART 1: Platform and Application UI Guideline

General Layout

GENERAL LAYOUT

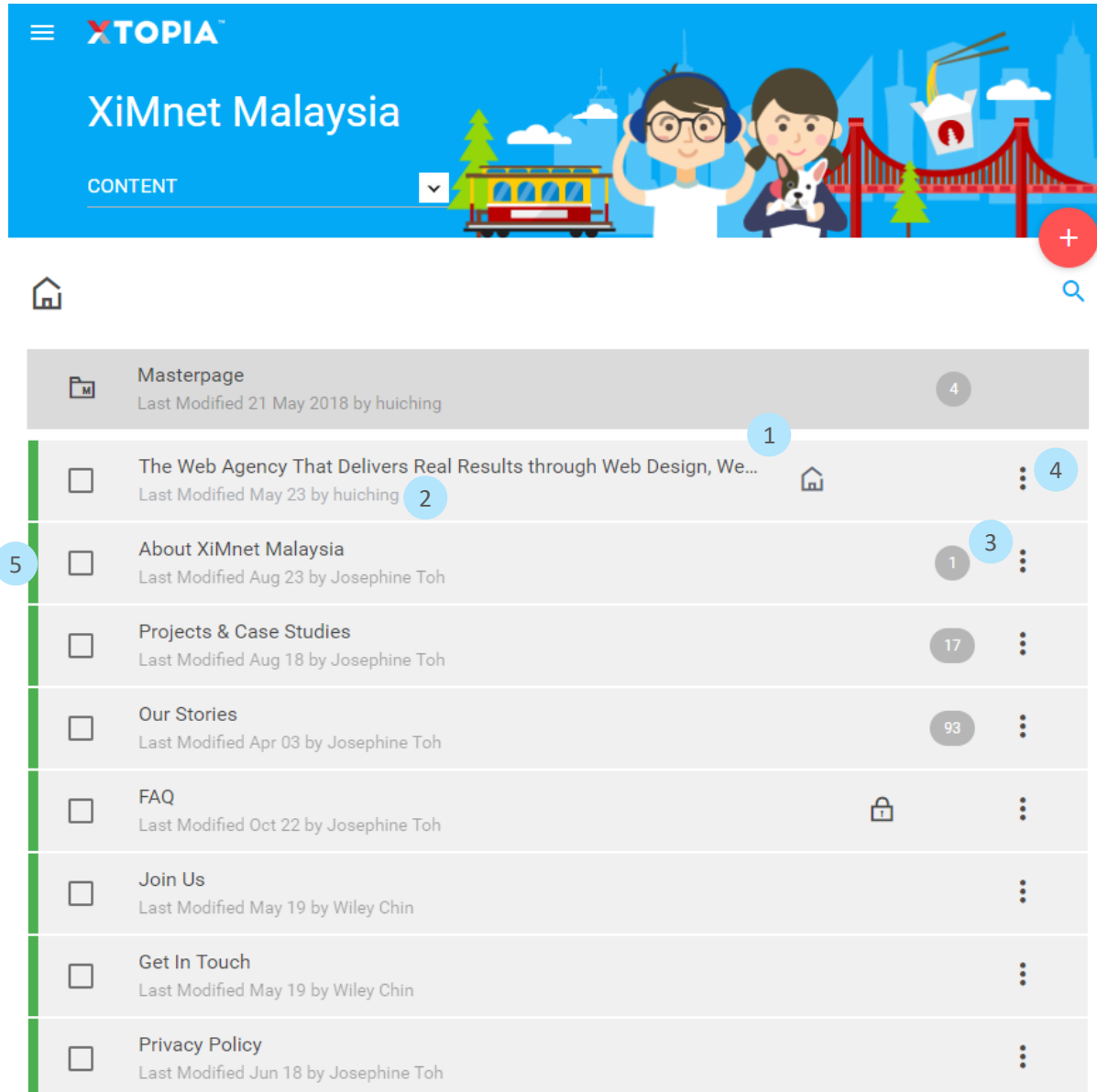


XTOPIA layouts encourage consistency across platforms, environments, and screen sizes by using uniform elements and spacing.

- **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 by 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



Custom Objects

1

2 Sub Menu

3 Displays siblings/child pages of current page
24 Oct 2017

Burger Menu

4 Menu mostly display on a mobile device
16 Oct 2017

Horizontal Menu

5 Horizontal Menu with normal/mega drop down.
02 Oct 2017

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 to the musicians who has made a great...

Designed by Josephine Toh
02 May 2016



Behn Meyer Intranet

1 Forms
31 Pages


Last Modified 21 May 2018



SDAC Ford Malaysia

15 Forms
394 Pages

Last Modified 21 May 2018




Foodrenzy

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



XTOPIA Developers

0 Forms
9 Pages

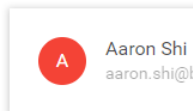
Last Modified 21 May 2018



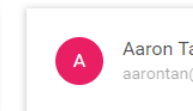
Propay Partners

0 Forms
55 Pages


Last Modified 21 May 2018



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




Aaron Tan Wai Min
aarontan@behnmeyer.com.my



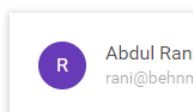
Customer Relationship Management

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

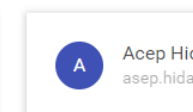


Membership App

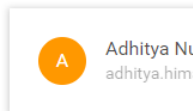
An easy-to-use membership management for member registration, activation and profile management.



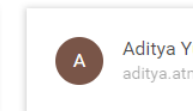
Abdul Rani B Mohd Ali
rani@behnmeyer.com.my




Acep Hidayat
asep.hidayat@behnmeyer.co.id



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




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



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.

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



Pageviews

2,179

% New Sessions

71.362

Social Actions

0

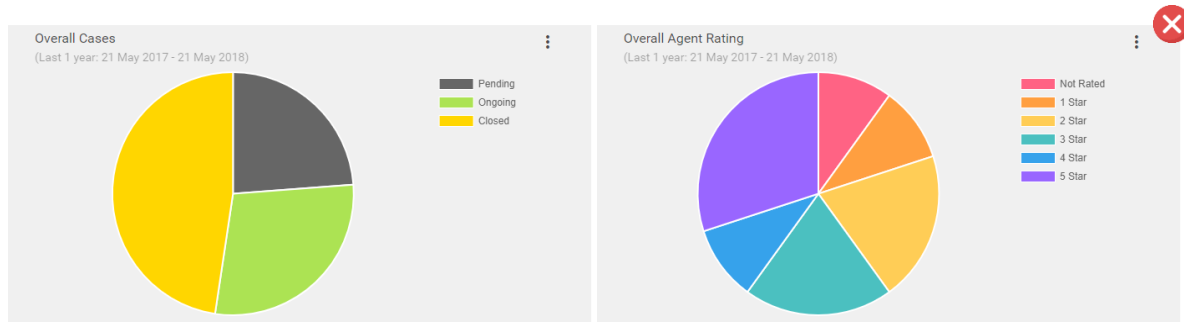
When to use it:

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.

January 1

I have learned over the years that when one's mind is made up, this diminishes fear.

— Rosa Parks

January 2

Give me a stock clerk with a goal, and I will give you a man who will make history. Give me...

— James Cash Penny

I have learned over the years that when one's mind is made up, this diminishes fear.

January 1

Life is a daring adventure or it is nothing at all.

January 2

Don't tell people how to do things; tell them what to do and let them surprise you with their results.

January 3

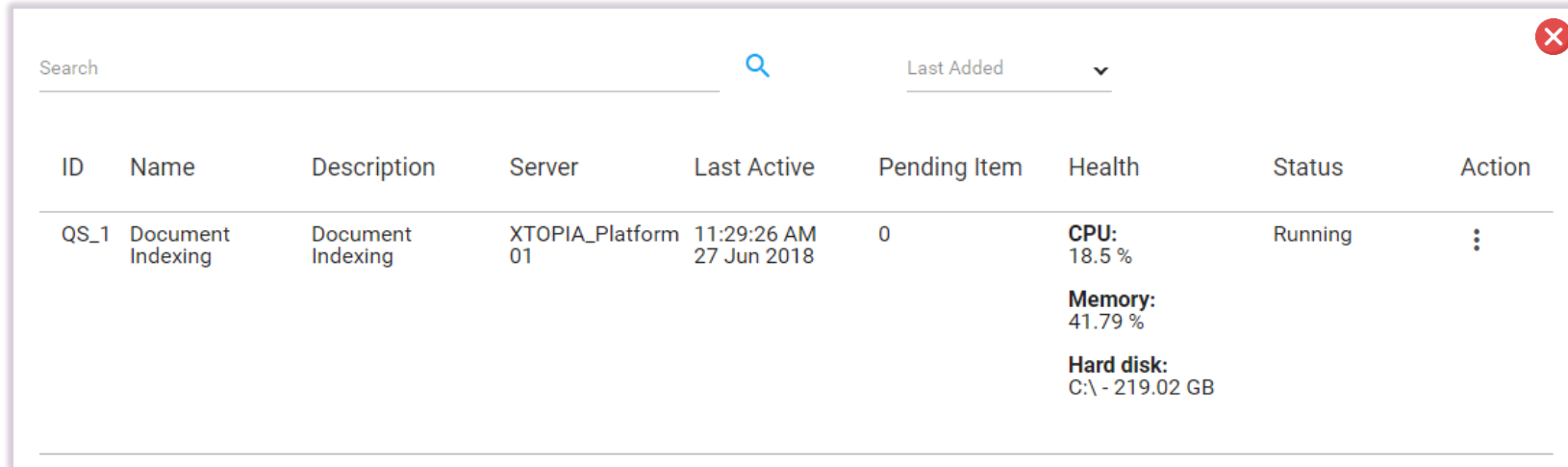
Victory has a hundred fathers and defeat is an orphan.

January 4

Caution:

For listed items, it is best to use the list layout to keep usability consistent.

OTHER LAYOUT EXAMPLES

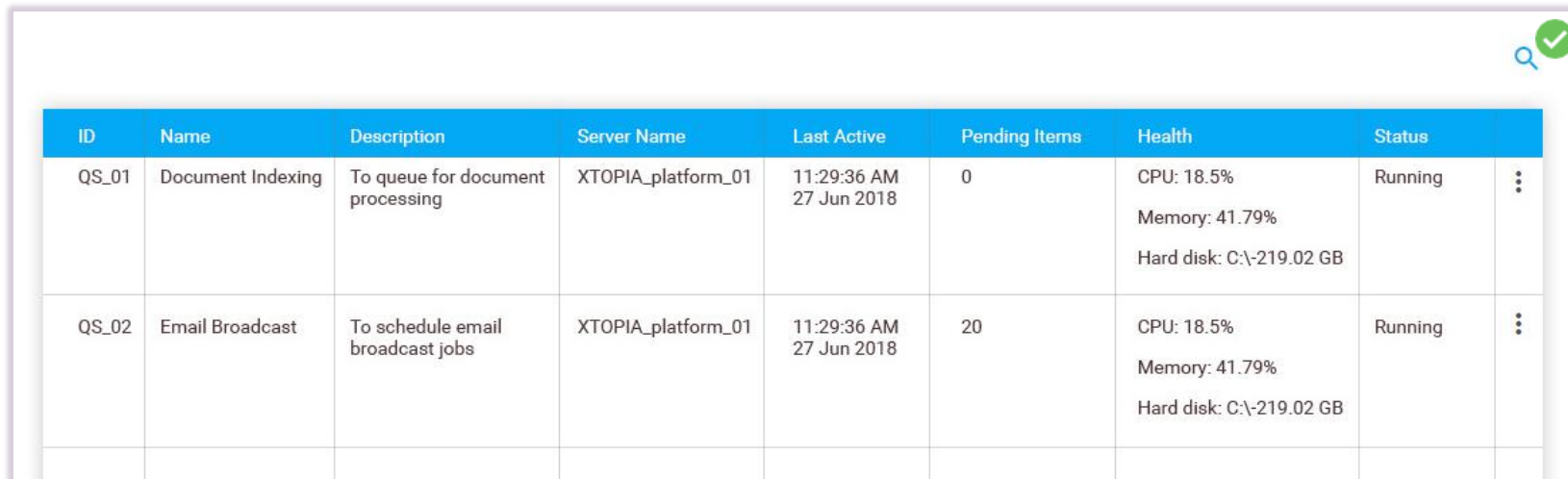


This screenshot shows a table layout within a card. At the top left is a search bar with a magnifying glass icon. At the top right is a dropdown menu labeled 'Last Added' and a red close button with an 'X' icon. The table has the following columns: ID, Name, Description, Server, Last Active, Pending Item, Health, Status, and Action. The first row contains data for 'QS_1 Document Indexing'.

ID	Name	Description	Server	Last Active	Pending Item	Health	Status	Action
QS_1	Document Indexing	Document Indexing	XTOPIA_Platform 01	11:29:26 AM 27 Jun 2018	0	CPU: 18.5 % Memory: 41.79 % Hard disk: C:\ - 219.02 GB	Running	⋮

Caution:

When data table is required, keep it organized within a card layout.



This screenshot shows a table layout within a card. At the top right is a search bar with a magnifying glass icon and a green checkmark icon. The table has a blue header with the following columns: ID, Name, Description, Server Name, Last Active, Pending Items, Health, and Status. The first two rows contain data for 'QS_01 Document Indexing' and 'QS_02 Email Broadcast'.

ID	Name	Description	Server Name	Last Active	Pending Items	Health	Status	
QS_01	Document Indexing	To queue for document processing	XTOPIA_platform_01	11:29:36 AM 27 Jun 2018	0	CPU: 18.5% Memory: 41.79% Hard disk: C:\-219.02 GB	Running	⋮
QS_02	Email Broadcast	To schedule email broadcast jobs	XTOPIA_platform_01	11:29:36 AM 27 Jun 2018	20	CPU: 18.5% Memory: 41.79% Hard disk: C:\-219.02 GB	Running	⋮

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

SEARCH ON PAGE

The image shows two screenshots of the XTOPIA XiMnet Malaysia website. The top screenshot shows the navigation menu with a search icon circled in red. The bottom screenshot shows the search results page with a search bar and a list of items.

Navigation Menu:

- OVERVIEW
- CONTENT
- APPS
- PROJECT TEAM
- SETTINGS
- REPORTS

Search Results:

Item	Last Modified	By	Count
The Web Agency That Delivers Real Results through Web Design, Website Application Development, Resp...	May 23	huiching	
About XiMnet Malaysia	Aug 23	Josephine Toh	1
Projects & Case Studies	Aug 18	Josephine Toh	17
Our Stories	Apr 03	Josephine Toh	95
FAQ	Oct 22	Josephine Toh	

When to use it:

Search is recommended when you have a long list of items in the page.

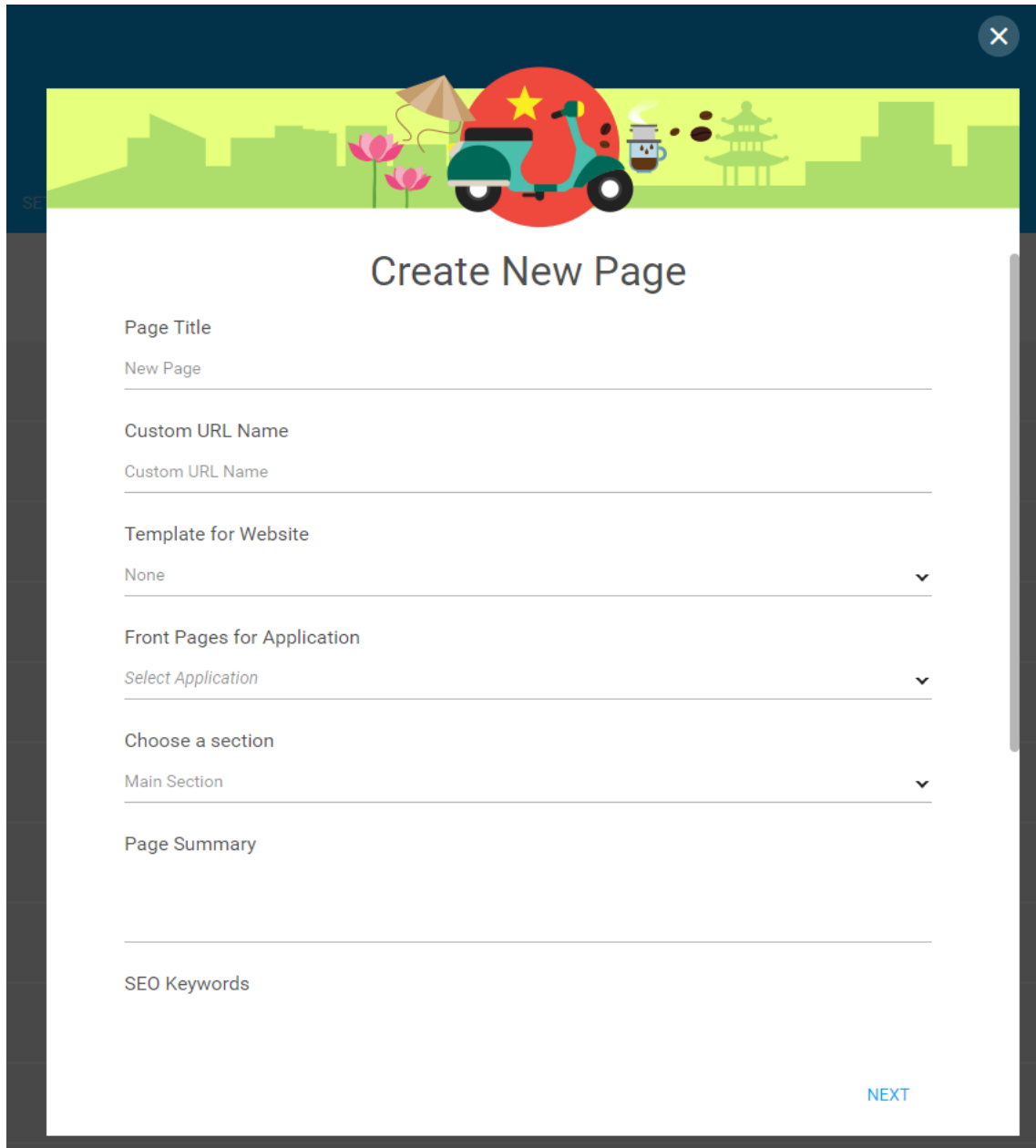
Search icon should consistently be placed on the top right corner as indicated.

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



Close button (X)

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 take 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



Manage Page Settings

PROPERTIES SCHEDULE ADVANCED PROPERTIES

Page Title
The Web Agency That Delivers Real Results through Web Design, Website Application Development, Respor

Custom URL Name
Custom URL Name

Master Page
Masterpage 01

Page Summary
From a web design company in Malaysia, designing websites and building web applications for Malaysian companies and the region since 1999, we can now deliver Real Results on the INTERNET through responsive web design, mobile web application development, mobile apps development, social media

MANAGE ADVANCED SETTINGS

CANCEL UPDATE

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  No image uploaded.


Page Banner  No image uploaded.

Data Properties

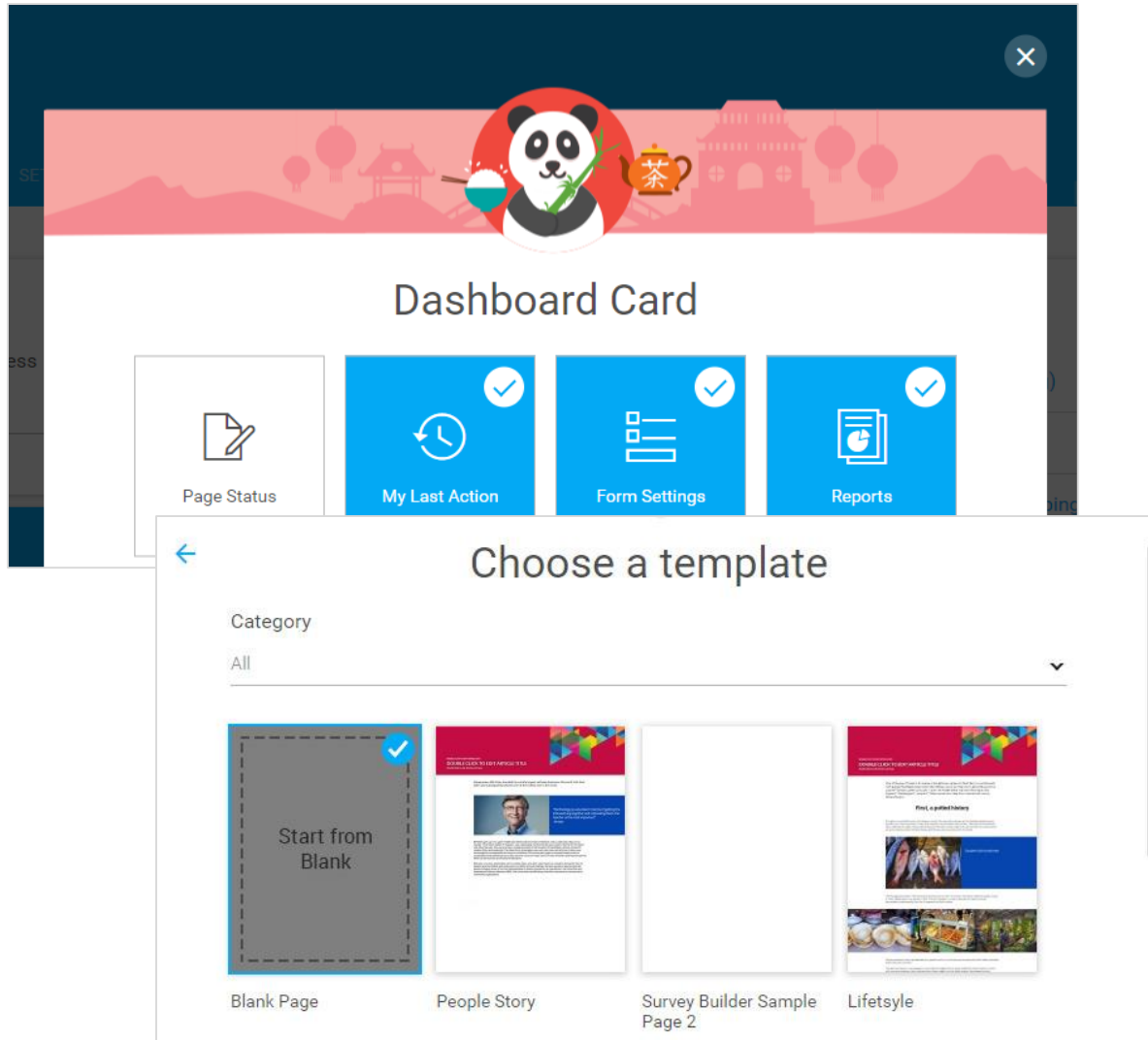
Has Dynamic Data

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



Select fields and label them

1 ————— 2

Fields	<input type="checkbox"/> Salutation	Labels	Salutation
	<input type="checkbox"/> First Name		First Name
	<input type="checkbox"/> Last Name		Last Name
	<input type="checkbox"/> Email Address		Email Address
	<input type="checkbox"/> Contact Number		Contact Number

Campaign's Preferences

1 — 2 — 3 — 4

Targeted Recipient(s)

Contact Group(s)

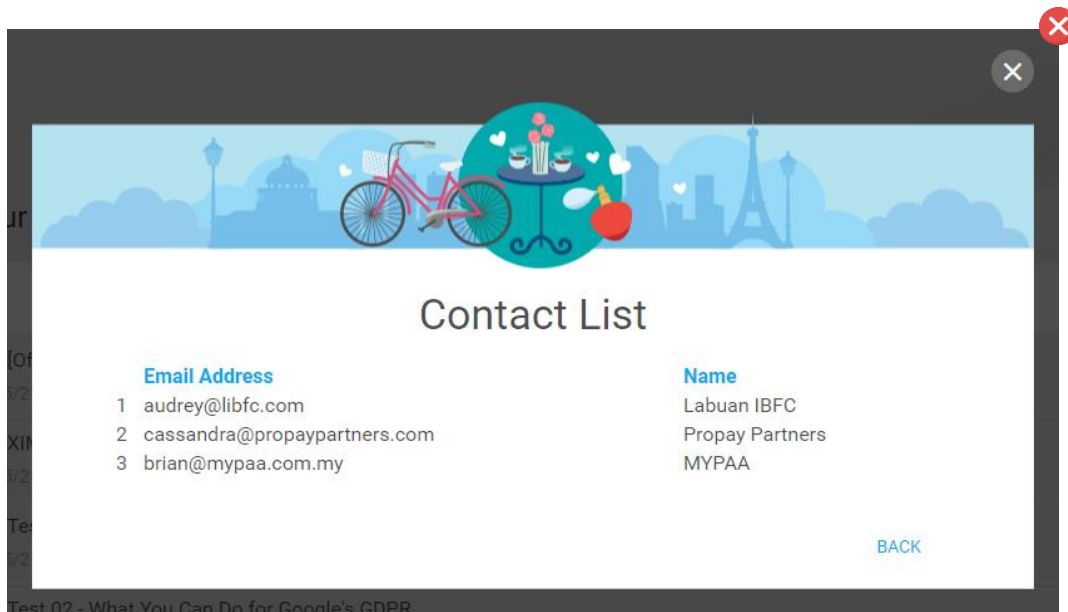
- All Client
- Clients with Google Maps API
- Joe's Test

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.

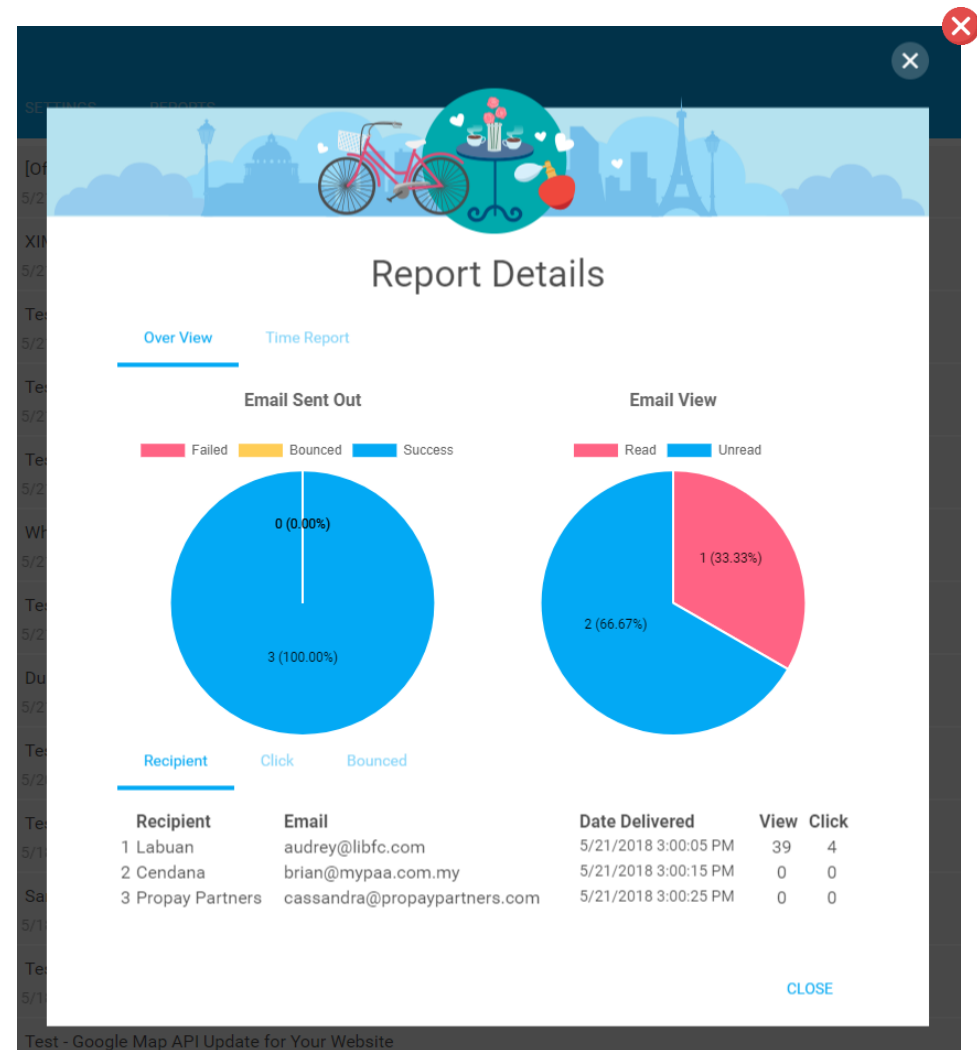
POP-UP UI – EXAMPLES



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.

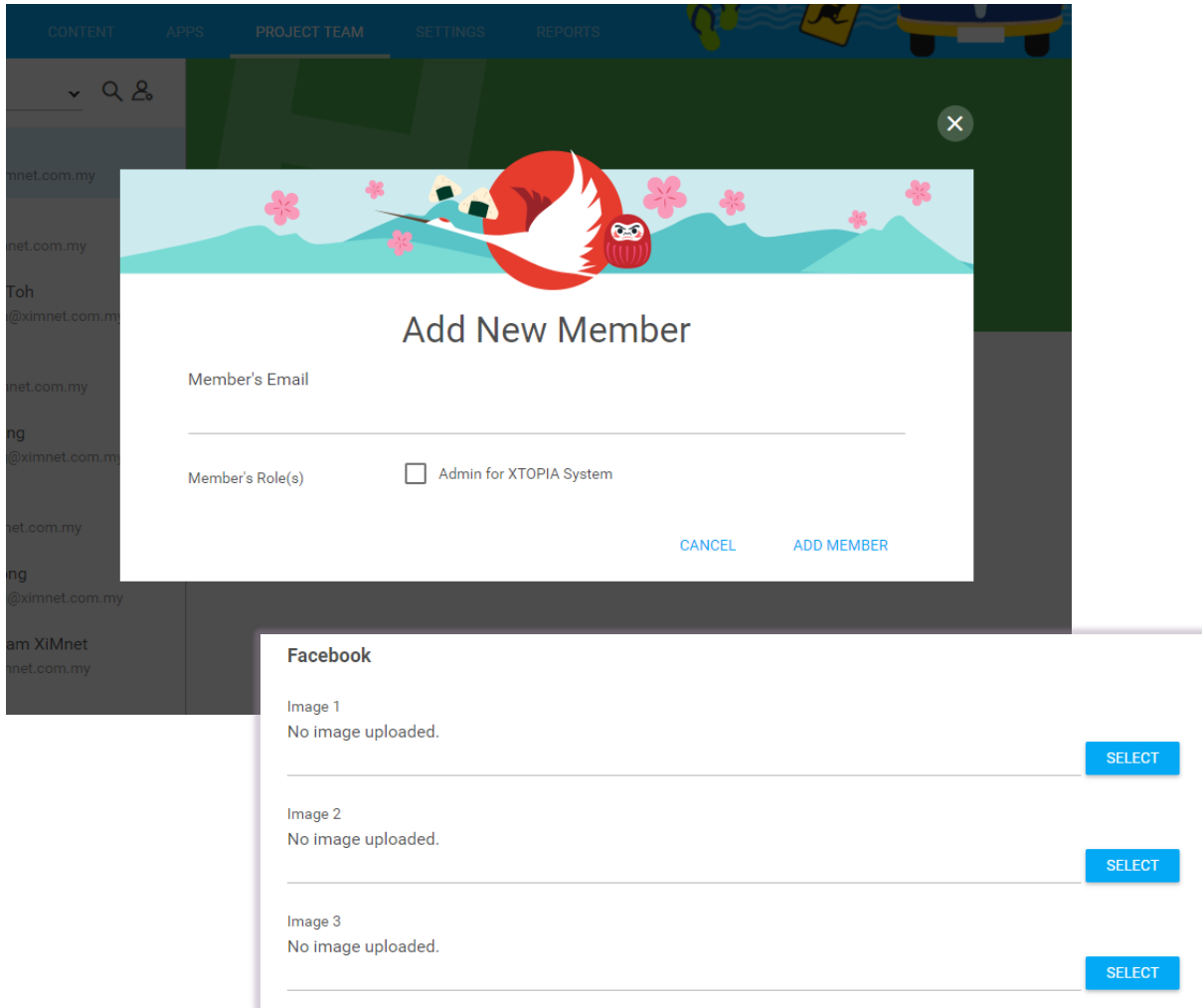
It is also not recommended to have more than one tab in a single pop-up.



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.

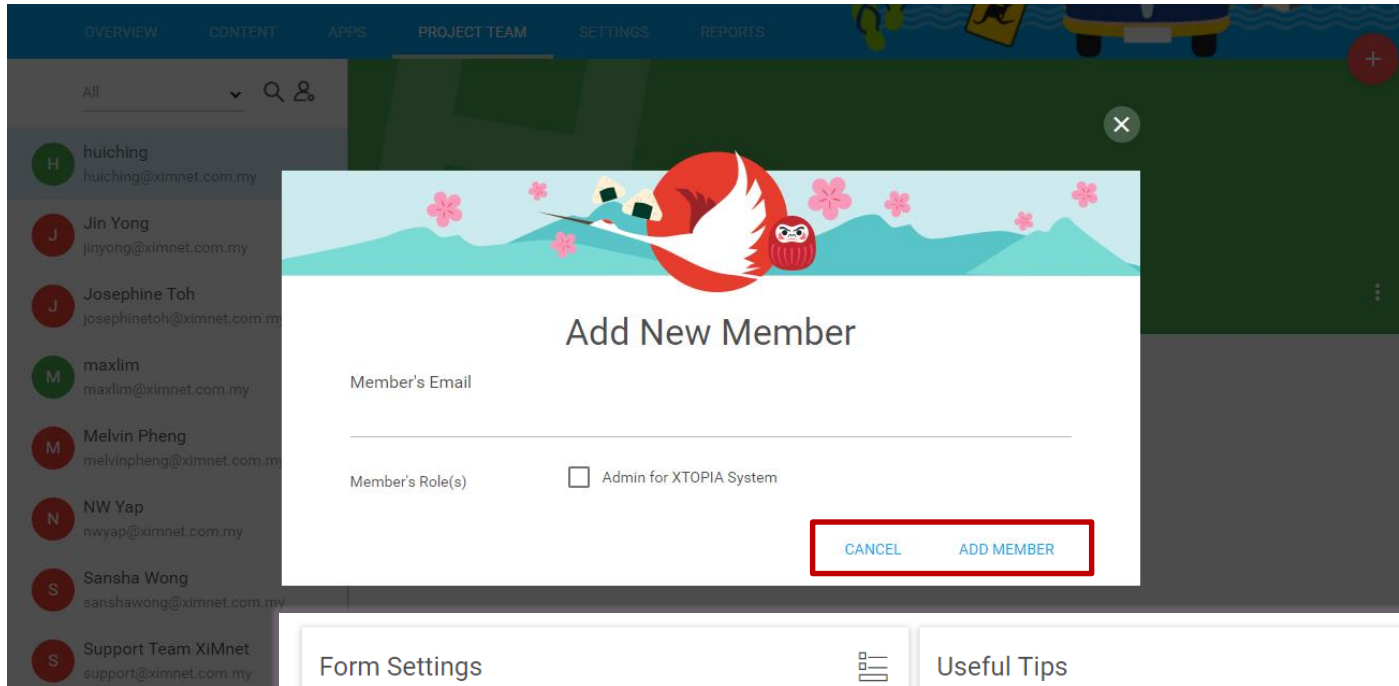
Clear

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



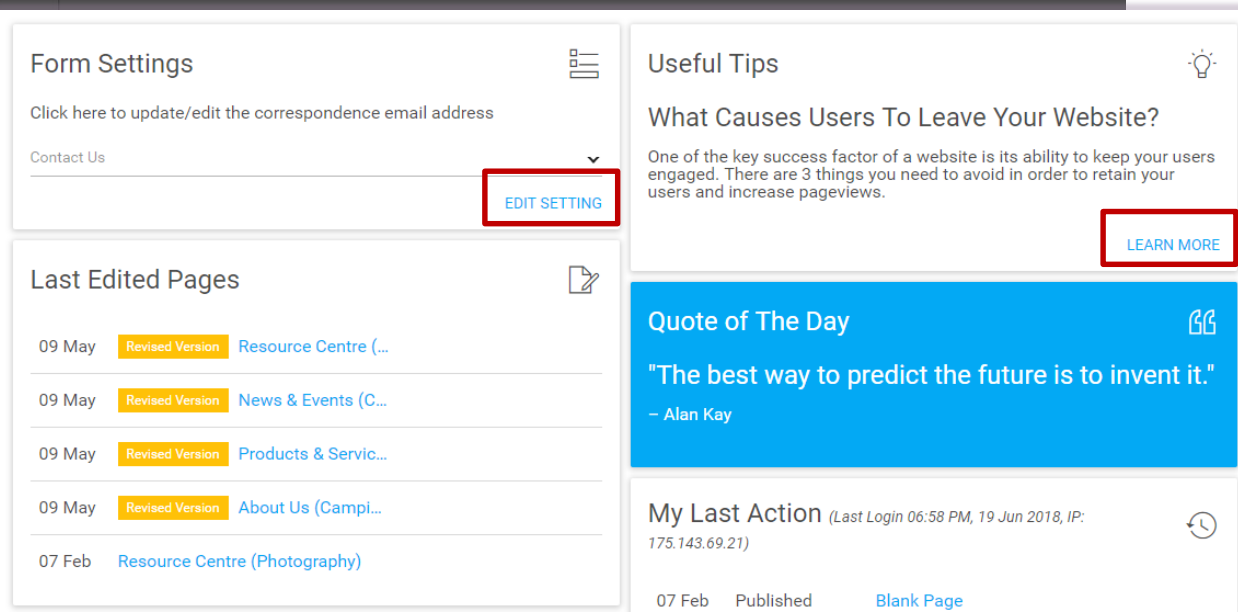
Text Button

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

Website Thumbnail

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE5A/contentMS/

SELECT

VIEW

Favicon

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE5A/contentms/

SELECT

VIEW



Page Thumbnail

SELECT

No image uploaded.

Facebook

Image 1

No image uploaded.

SELECT

Image 2

No image uploaded.

SELECT

Image 3

No image uploaded.

SELECT

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

Website Thumbnail

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE5A/contentMS/ SELECT VIEW 

Favicon

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE5A/contentms/ SELECT VIEW

Website Thumbnail

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE  SELECT 

Favicon

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE  SELECT

XTOPIA 3.0 & 4.0 Clients

XTOPIA Subscribers

CHECK NO. OF RECIPIENT(S)

VIEW LIST 

XTOPIA 3.0 & 4.0 Clients

XTOPIA Subscribers

CHECK NO. OF RECIPIENT(S)

VIEW LIST 

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](#)

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](#)

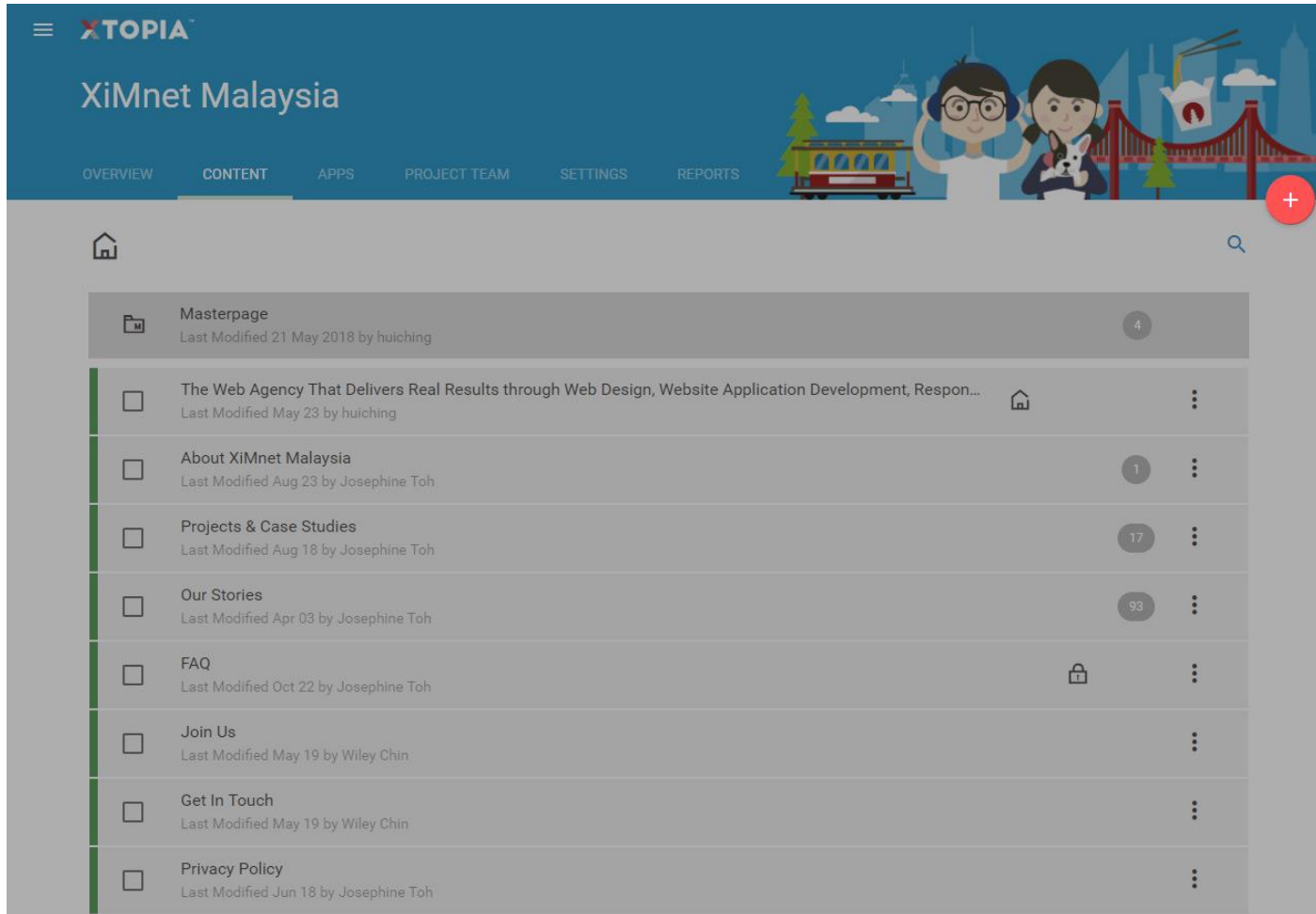
[BACK](#)

[READY, SEND NOW!](#)

[BACK](#)

[READY, SEND NOW!](#)

BUTTON - EXAMPLES



Floating Button

When to use it:

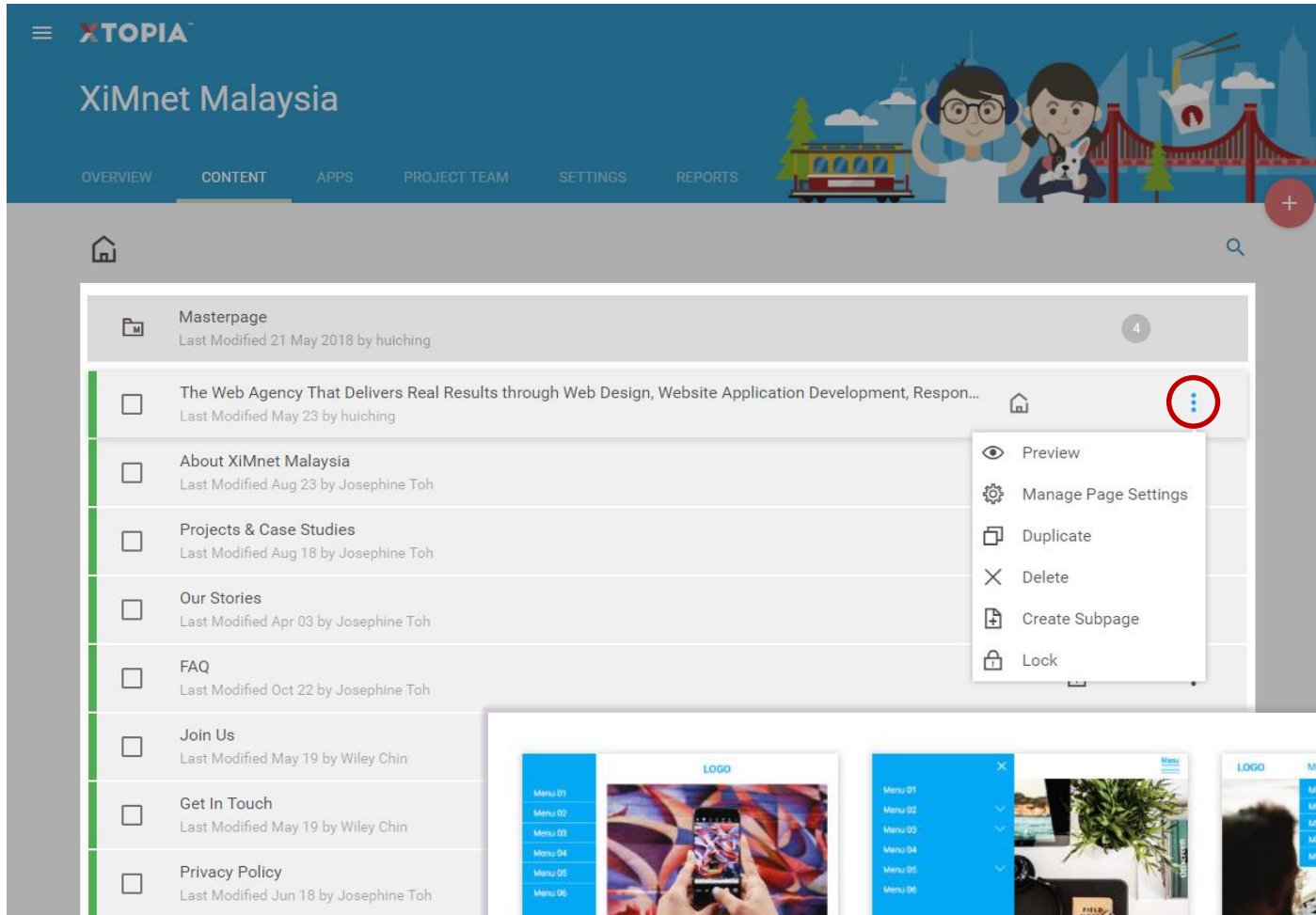
When the page requires user to add new item into the section / list.

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



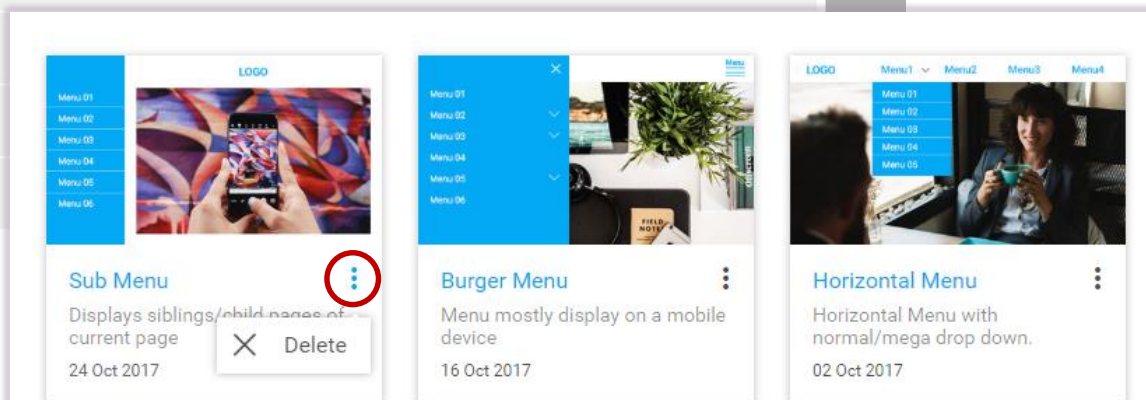
Overflow Button

When to use it:

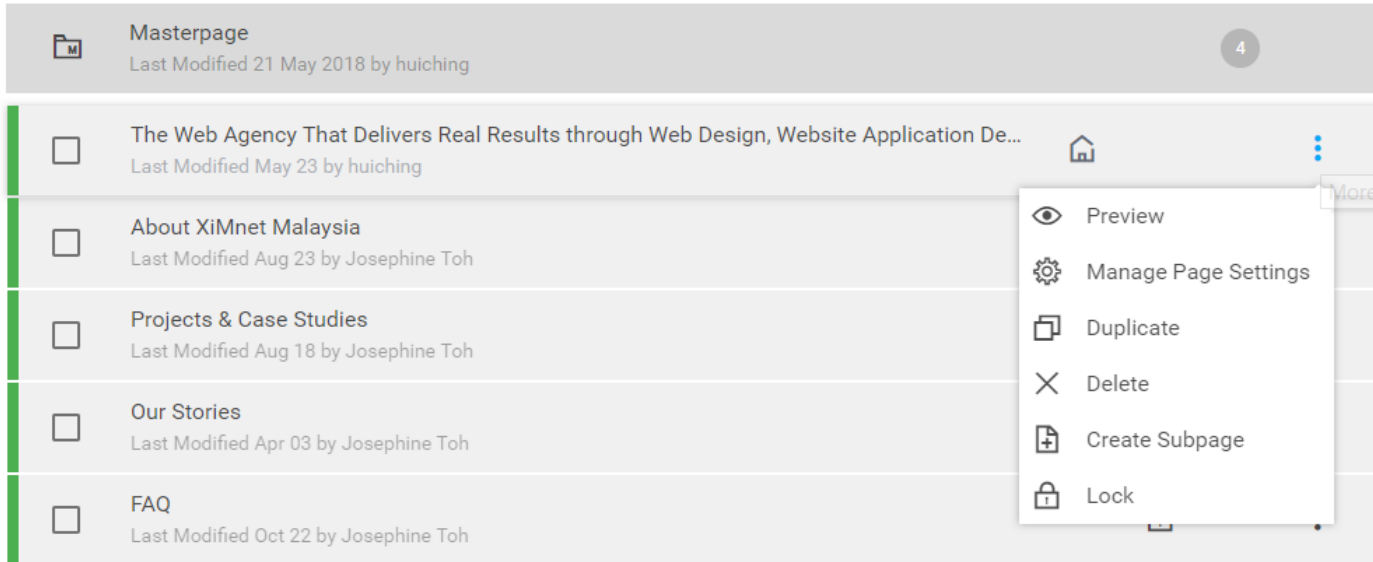
When user can take multiple actions to an item on the page.

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



Website Thumbnail

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE



SELECT

Favicon

https://www.ximnet.com.my/clients/XiMnet_Website_2017_8FD329CA-8584-43D5-ABB6-49153C26CE



SELECT

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.

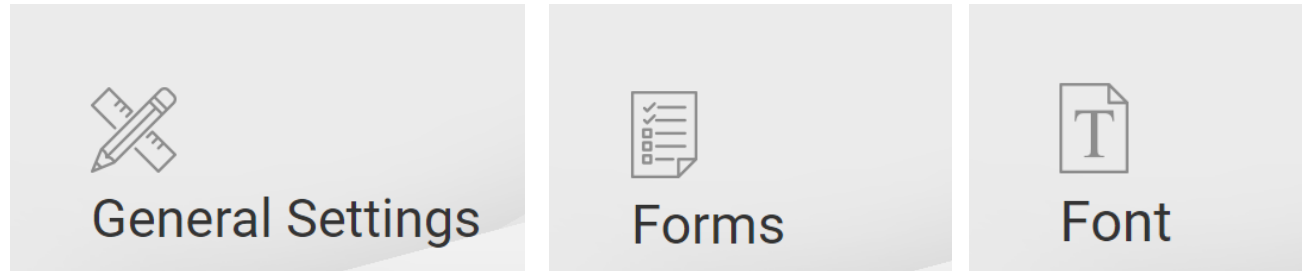
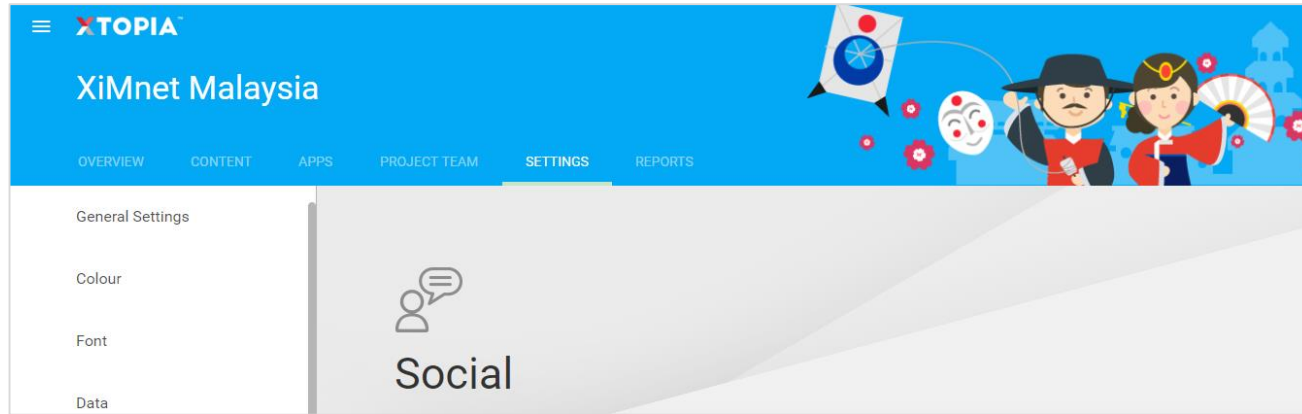
System icons are designed to be simple, modern, friendly, and sometimes quirky. Each icon is reduced to its minimal form, expressing essential characteristics.

Icon style used in XTOPIA is primarily Unfilled / Lined.

You may view the entire collection from:

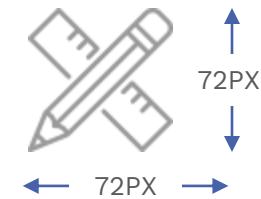
http://develop.alchemedia-01.ximnet.my/xtopia_atomic_d01/xtopia_p01/xtopia_font/demo.html

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:



File format: subheader_[functionname].png

File location: ../xtopia_p01/img

PART 2

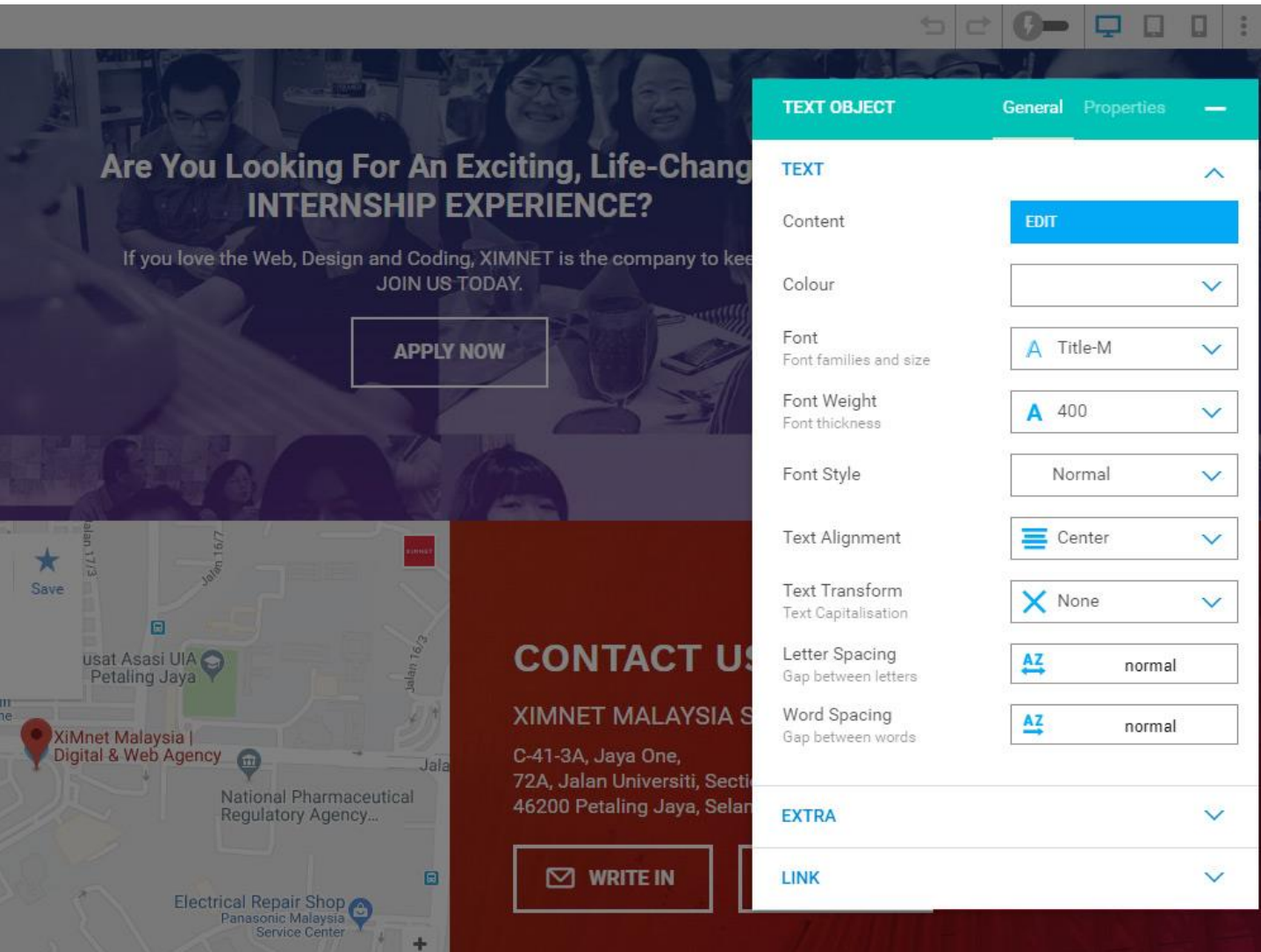
XTOPIA Editor UI Guideline

1. Editor Settings Panel
2. Thumbnail Dimensions

PART 2: XTOPIA Editor UI Guideline

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

Font Weight
Font thickness

A 400

Font Style

Normal

Text Alignment

Center

Text Transform
Text Capitalisation

X None

Dropdown

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.

Letter Spacing
Gap between letters

AZ normal

Word Spacing
Gap between words

AZ normal

Width

auto

Height

auto

Type-In

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.

Reverse

Loop

Smooth Height

Control Navigation

Toggle

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

DESIGN ^

Default Hover

Hover Effect v

Color v


Background Color v

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.

Source
Image file location



URL



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.

Text

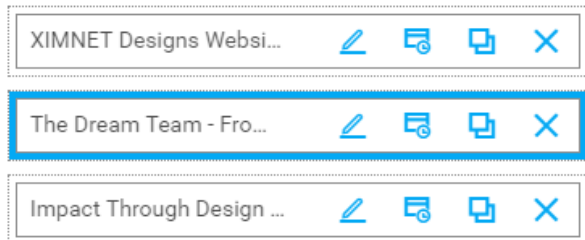
v

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

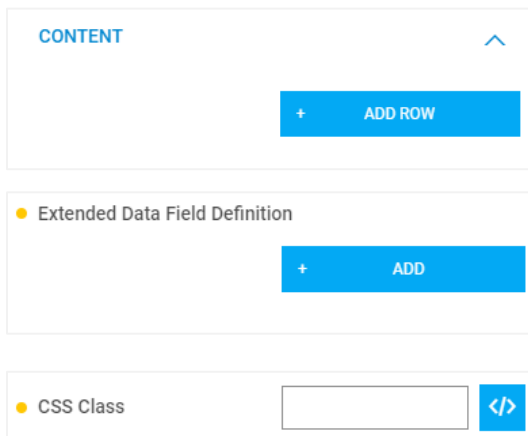
When to use it:

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:



Do not leave an option without its description if possible.

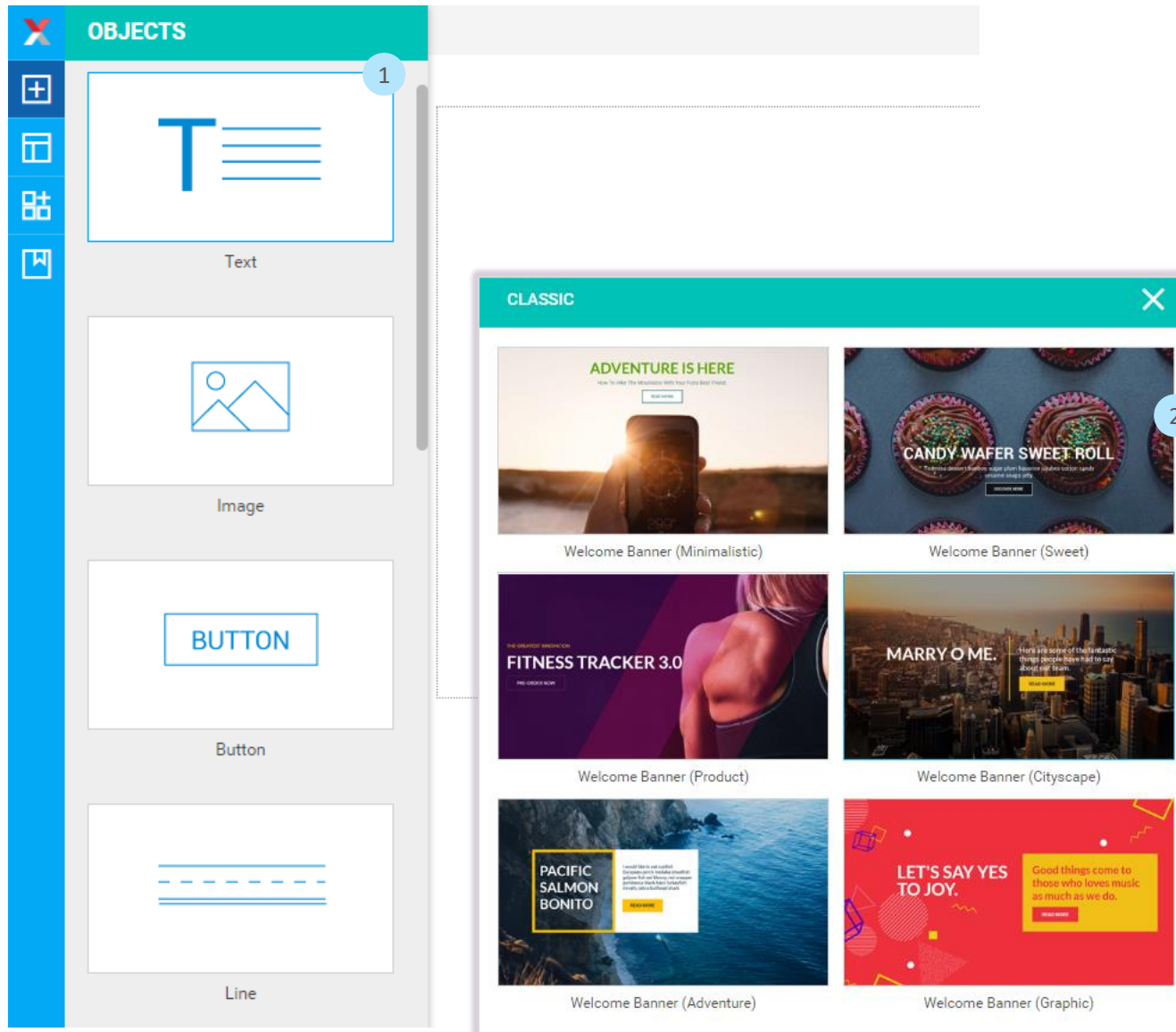
Keep description length within one line is possible.

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

PART 2: XTOPIA Editor UI Guideline

Thumbnail Dimensions

THUMBNAIL DIMENSIONS



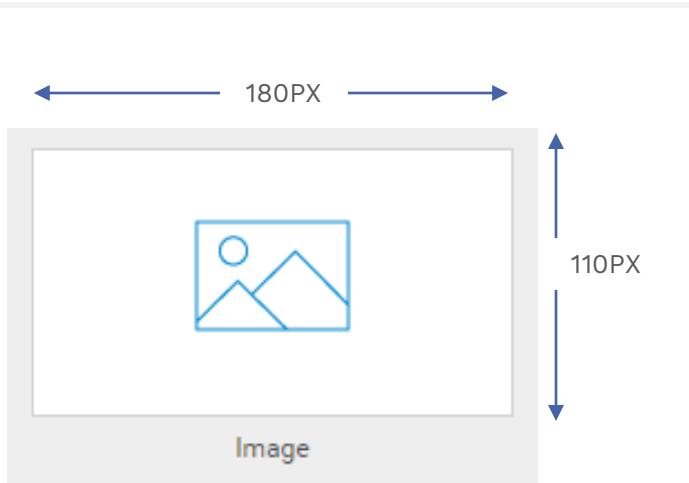
There are two types of thumbnails in XTOPIA Editor to represent the different types of objects available for users.

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



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:

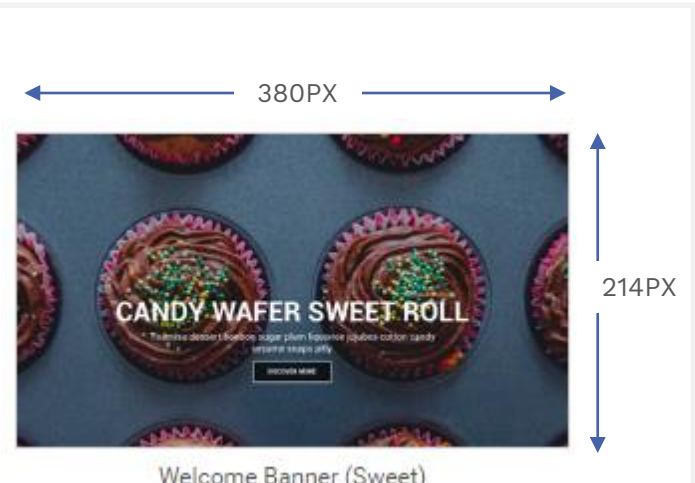
.png

File Location:

.../xtopia_p01/img/editor

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

2



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.

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