

14

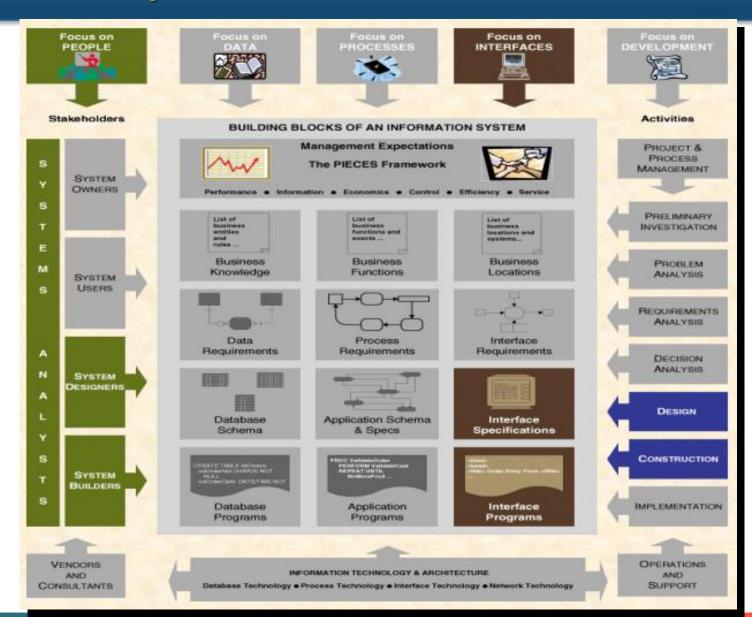
系统分析与设计 (System Analysis and Design)

Input Design and Prototyping

Content Structure

- Input Design Concepts and Guidelines
- GUI Controls for Input Design
 - 在输入设计中如何考虑使用控件
- How to Design and Prototype Inputs?
 - 工具;设计过程;与互联网和 Web 相关的输入设计

Chapter Map



Input Design Concepts and Guidelines

"Garbage in! Garbage out!"

Two Aspects of the Input Design

- How the data is initially captured, entered, and processed.
- The method and technology used to capture and enter the data.

Data Capture, Entry, and Processing

- Data capture is the identification and acquisition of new data (at its source).
 - <u>Source documents</u> are forms used to record business transactions in terms of data that describe those transactions.
- **Data entry** is the process of *translating* the source data or document (above) into a computer readable format.
- Data processing is all processing that occurs on the data after it is input from a machine readable form.
 - In <u>batch processing</u>, the entered data is collected into files called batches and processed as a complete batch.
 - In <u>on-line processing</u>, the captured data is processed immediately
 - In <u>remote batch processing</u>, data is entered and edited on-line, but collected into batches for subsequent processing.

Input Implementation Methods

- Keyboard
- Mouse
- Touch Screen
- Point-of-sale terminals
- Sound and speech
- S Automatic data capture
 - Optical mark recognition (OMR)
 - Bar codes
 - Optical character recognition (OCR)
 - Magnetic Ink MICR
 - Electromagnetic transmission
 - Smart cards
 - Biometric

Taxonomy for Computer Inputs

Method Process	Data Capture	Data Entry	Data Processing
Keyboard	Data usually captured on a business form that becomes the source document for input. Data can be collected realtime (over the phone).	Data entered via keyboard. This is the most common input method, but also the most prone to errors.	OLD: Data can be collected into batch files (disk) for processing as a batch. NEW: Data processed as soon as it has been keyed.
Mouse	Same as above.	Used in conjunction with keyboard to simplify data entry. Mouse serves as a pointing device for a screen. Can be with graphical user interfaces to reduce errors through point-and-click choices.	Same as above, but the use of a mouse is most commonly associated with on-line and real-time processing.
Touch Screen	Same as above.	Data entered on a touch screen display or handheld device. Data entry users either touch commands and data choices, or enter data using handwriting recognition.	On PCs, touch screen choices are processed same as above. On handheld computers, data is stored on the handheld for later processing as a remote batch.

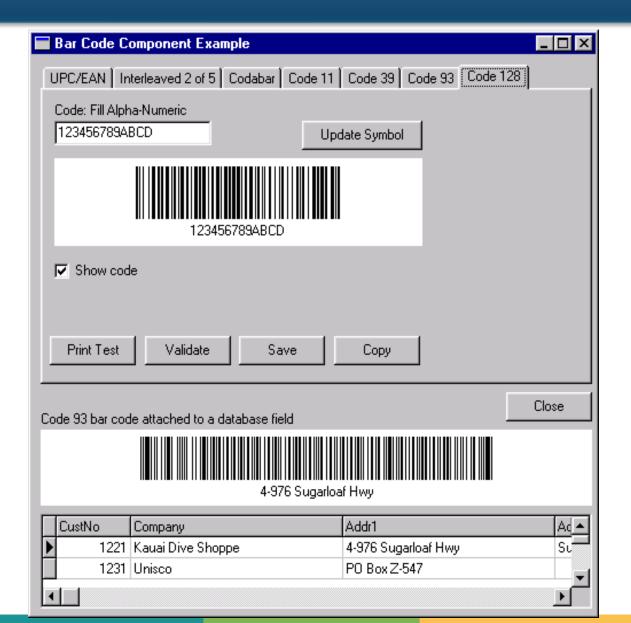
Taxonomy for Computer Inputs (continued)

Method Process	Data Capture	Data Entry	Data Processing
Point of Sale	Data is captured as close to the point of sale (or transaction) as humanly possible. No source documents.	Data is often entered directly by the customer (e.g., ATM) or by an employee directly interacting with the customer (e.g., retail cash register).	Data is almost always processed immediately as a transact ion or inquiry.
		Input requires specialized, dedicated terminals that utilize some combination of the other techniques in this table.	
Sound	Data is captured as close to the source as possible, even when the customer is remotely located (e.g., at home or their place of employment).	Data is entered using touch-tones (typically from a telephone). Usually requires fairly rigid command menu structure and limited input options.	Data is almost always processed immediately as a transaction or inquiry.
Speech	Same as sound.	Data (and commands) are spoken. This technology is not as mature and much less reliable and common than other techniques.	Data is almost always processed immediately as a transaction or inquiry.
Optical Mark	Data is recorded on optical scan sheets as marks or precisely formed letters, numbers, and punctuation. This is the oldest form of automatic data capture.	Eliminates the need for data entry, (Very commonly used in education for test scoring, course evaluations, and surveys.)	Data is almost always processed as a batch.

Taxonomy for Computer Inputs (continued)

Process Method	Data Capture	Data Entry	Data Processing
Magnetic Ink	Data is usually pre- recorded on forms that are subsequently completed by the customer. The customer records additional data on the form.	A magnetic ink reader reads the magnetized data. The customer-added data must be entered using another input method. This technique is used in applications requiring high accuracy and security, the most common of which is bank checks (for check number, account number, bank id).	Data is almost always processed as a batch.
Electromagnetic	Data is recorded directly on the object to be described by data.	Data is transmitted by radio frequency.	Data is almost always processed immediately.
Smart card	Data is recorded directly on a device to be carried by the customer, employee, or other individual that is described by that data.	Data is read by smart card readers.	Data is almost always processed immediately.
Biometric	Unique human character- istics become data.	Data is read by biometric sensors. Primary applications are security and medical monitoring.	Data is processed immediately.

Automatic Identification: Bar Codes



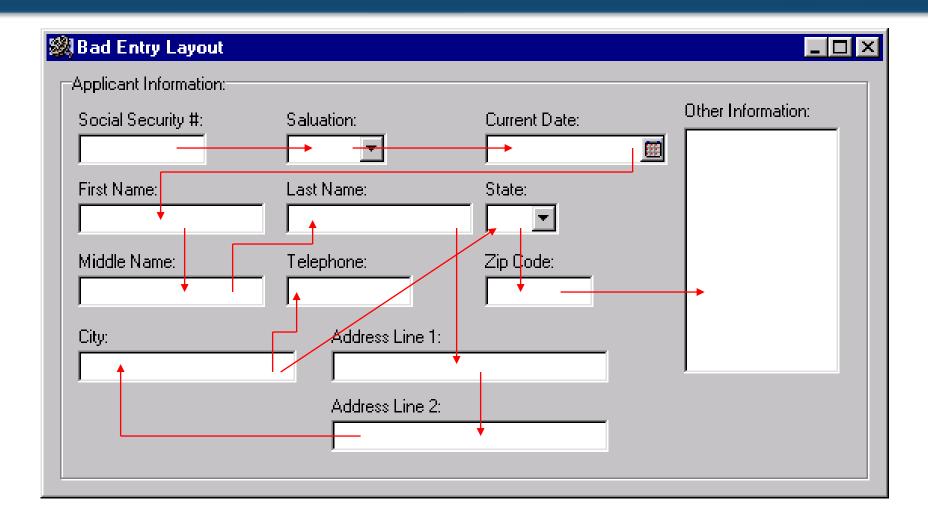
Input Design Guidelines

- Sometimes Capture only *variable data*.
- So not capture data that can <u>calculated or stored</u> in computer programs as constants.
- Substitutes Use business codes for appropriate attributes.

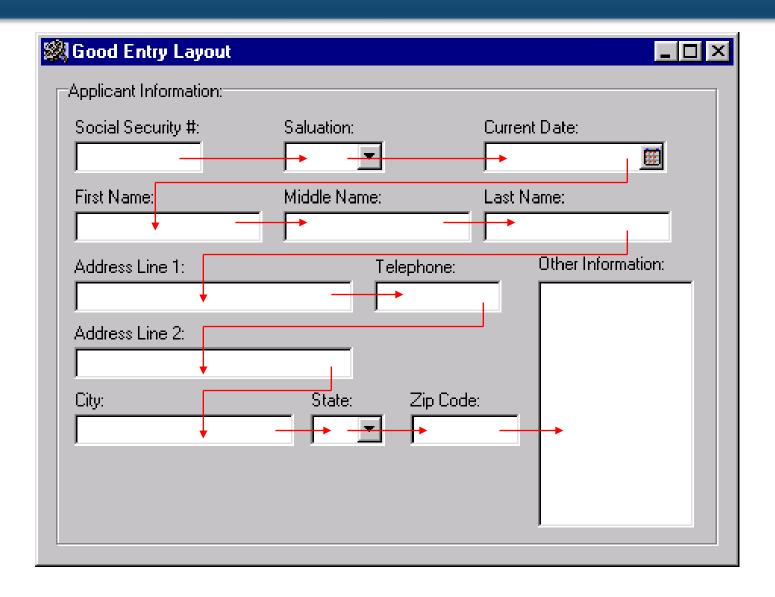
Source Document / Form Design Guidelines

- Include instructions for completing the form.
- Minimize the amount of handwriting.
- Data to be entered (keyed) should be sequenced so that it can be read like a book, that is, top-to-bottom and left-to-right.

Bad Flow in a Form



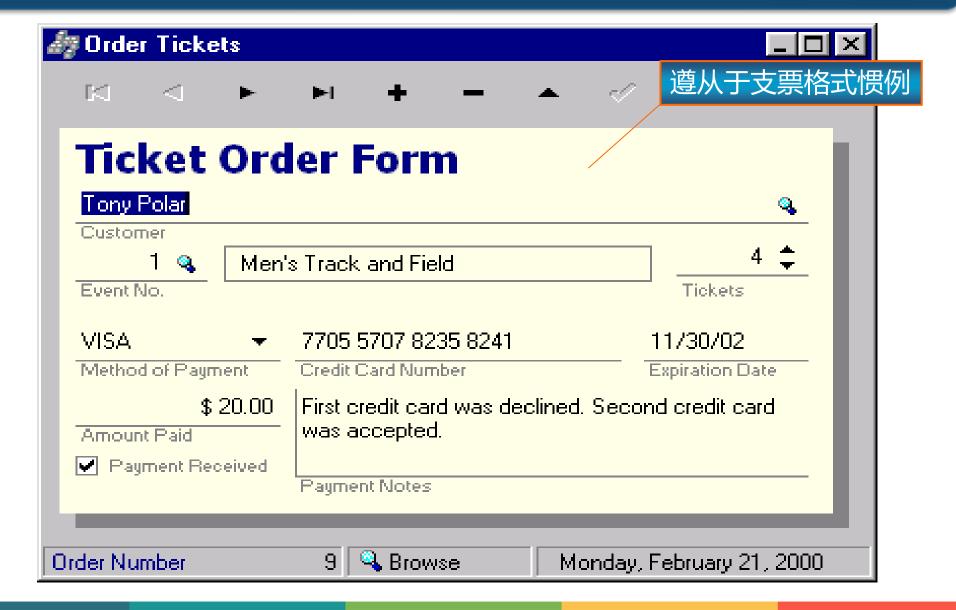
Good Flow in a Form



Source Document / Form Design Guidelines

- \$\mathbb{S}\ Include instructions for completing the form.
- Minimize the amount of handwriting.
- Data to be entered (keyed) should be sequenced so that it can be read like a book, that is, top-to-bottom and left-to-right
- ₩ When possible, based input design on known metaphors (尽可能使用具有已知含义的设计).

Metaphoric Screen Design



Internal Controls for Inputs

- See Each input, and the total number of inputs should be monitored (to minimize the risk of lost transactions).
 - For batch processing
 - Use batch control slips (批控制记录单)
 - Use one-for-one checks against post-processing detail reports
 - For on-line systems
 - Log each transaction as it occurs
 - Assign each transaction a confirmation number (common in web-based systems)

Internal Controls for Inputs

Validate all data

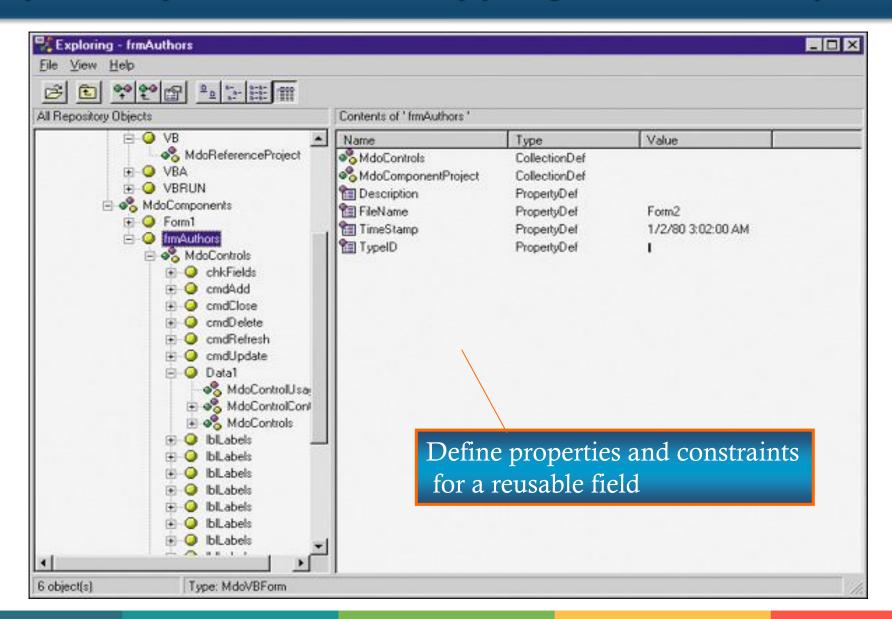
- Existence checks determine whether all required fields on the input have actually been entered.
- Data type checks ensure that the correct type of data is input.
- Domain checks determine whether the input data for each field falls within the legitimate set or range of values defined for that field.
- Combination checks determine whether a known relationship between two fields is valid.
- Self-checking digits determine data-entry errors on primary keys.
- Format checks compare data entered against the known formatting requirements for that data.

GUI Controls for Input Design

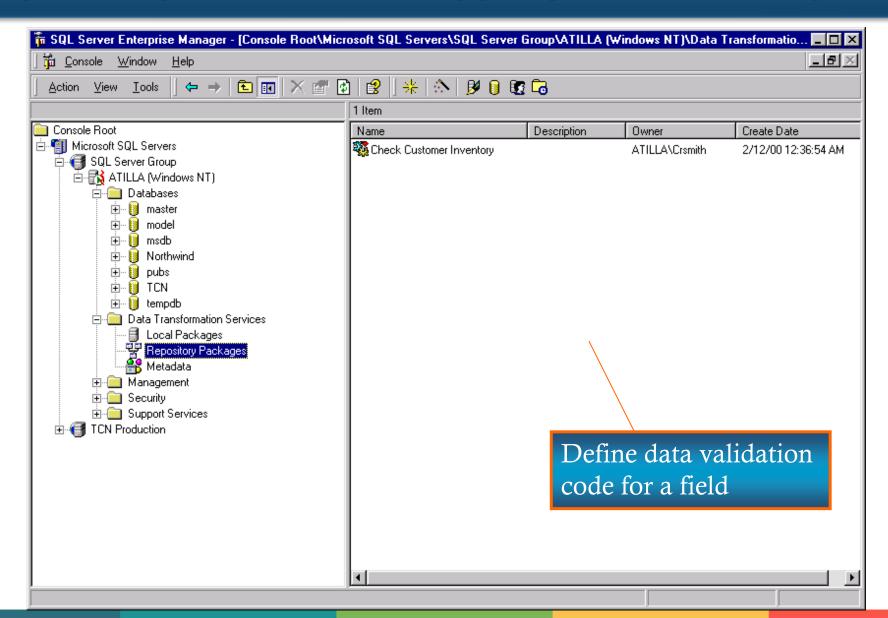
Using GUI in Information Systems

- Most new applications being developed today include a GUI. Most are based on Microsoft Windows, but the pervasive (普遍深入的) adoption of the Internet combined with Web-based e-commerce is quickly driving some interface to the Web browser.
- 新 This chapter will not attempt to address all the GUI design issues. It will focus on selecting the proper screen-based controls (控件) for entering data on a GUI screen.

Repository-Based Prototyping and Development

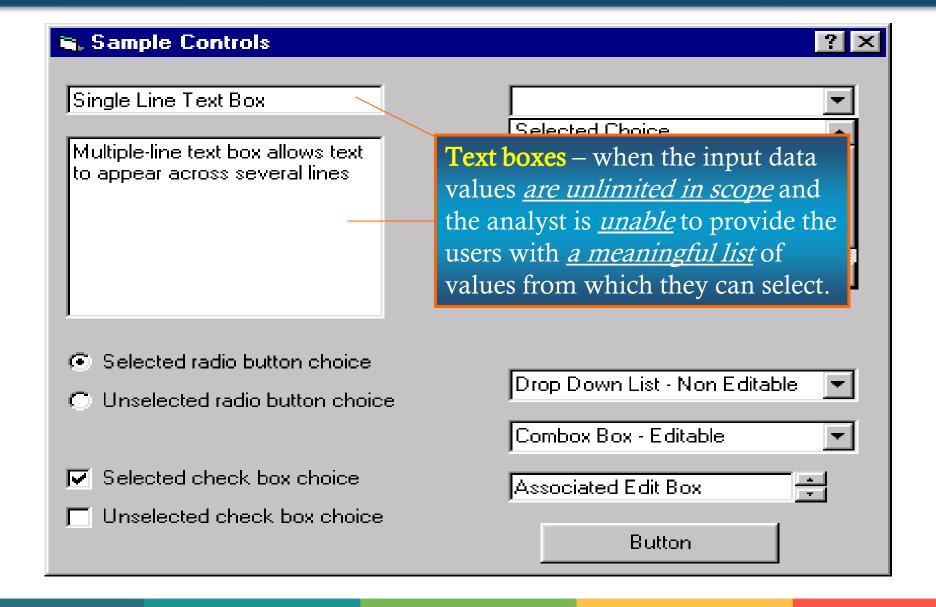


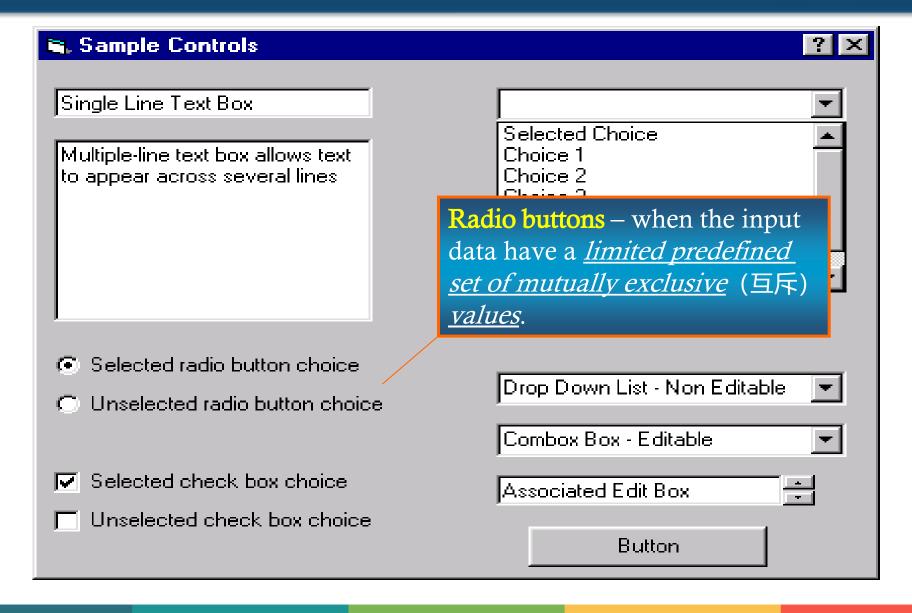
Repository-Based Prototyping and Development

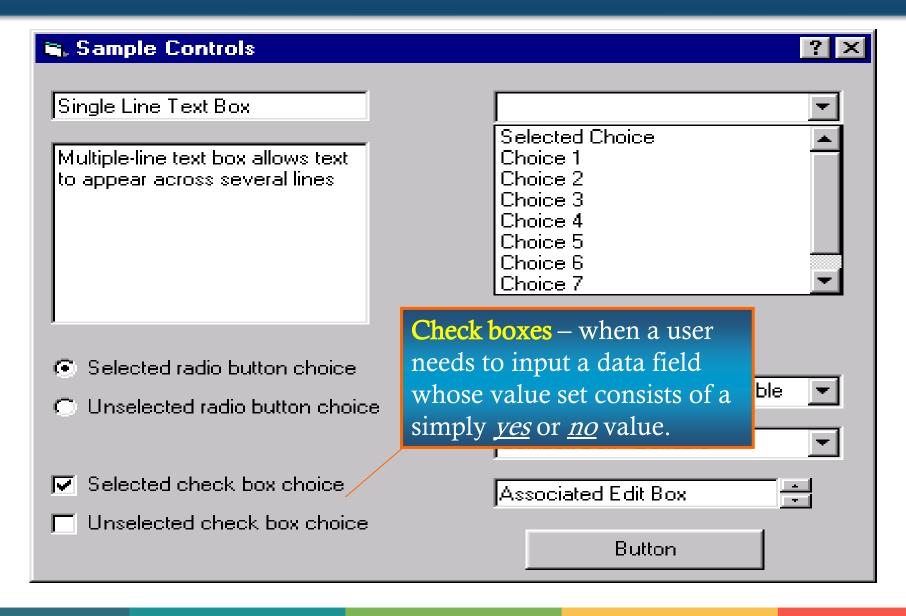


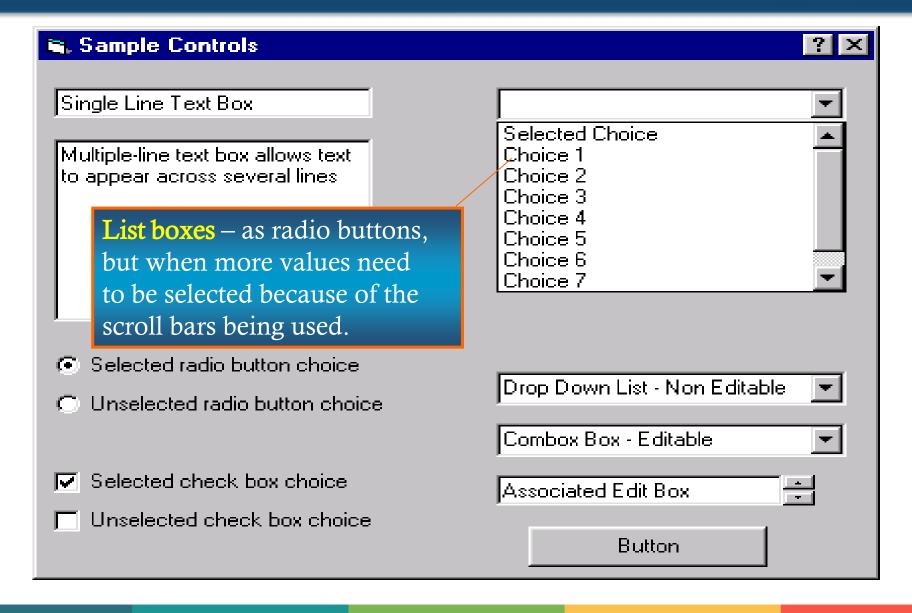
GUI Controls

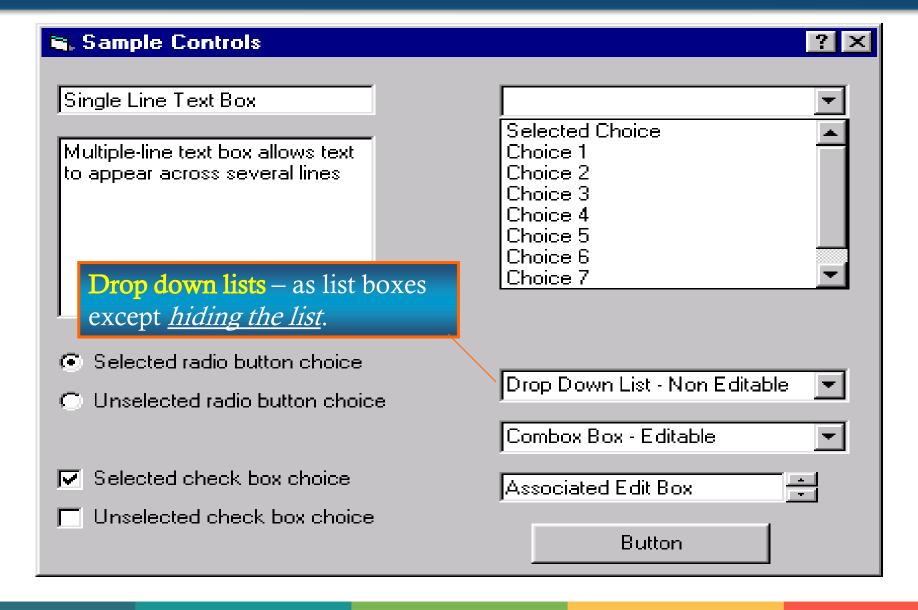
- **Solution** GUI components
- Advanced GUI components

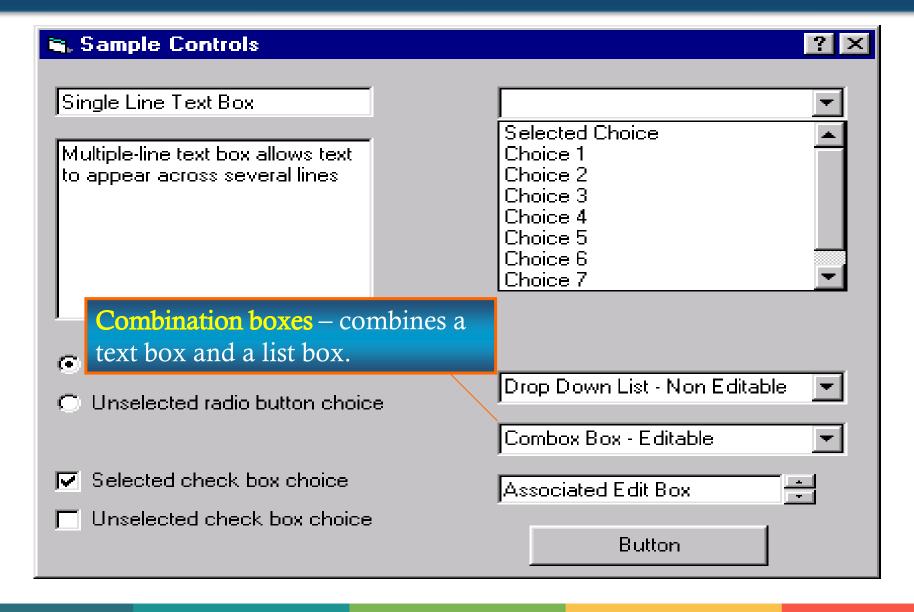


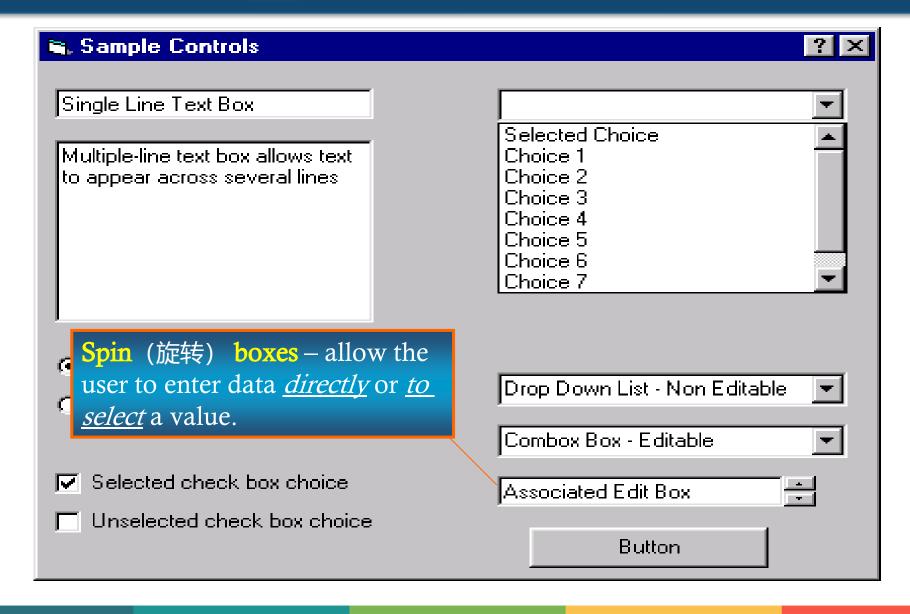


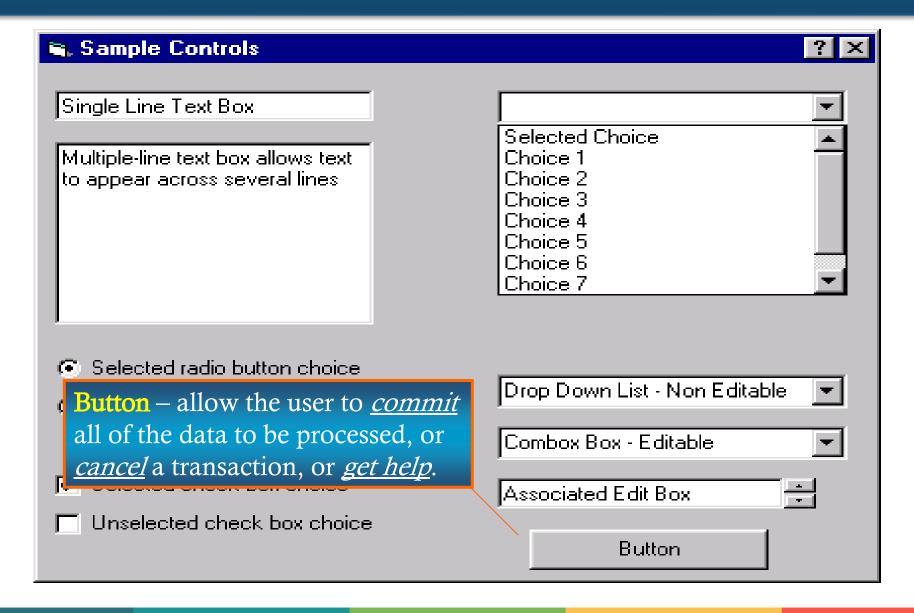








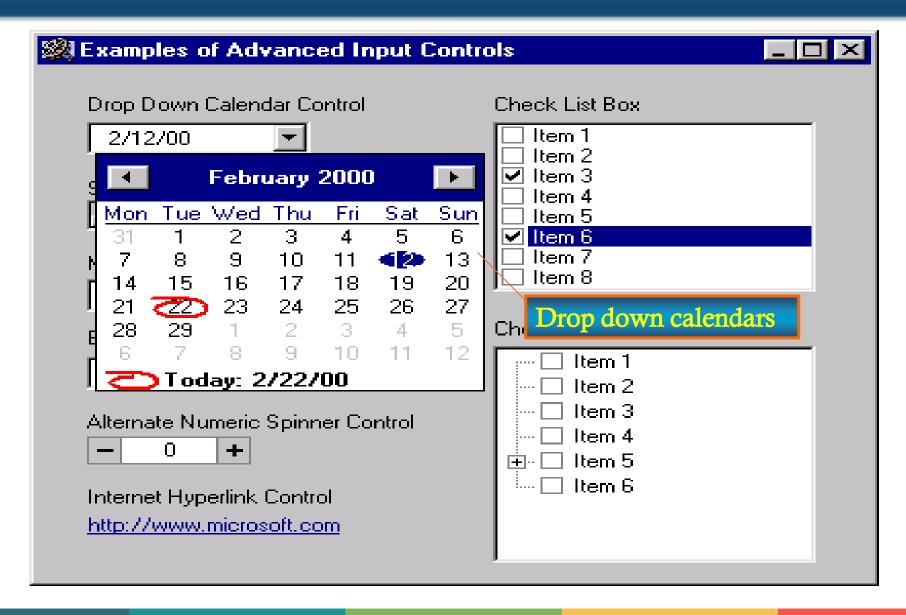




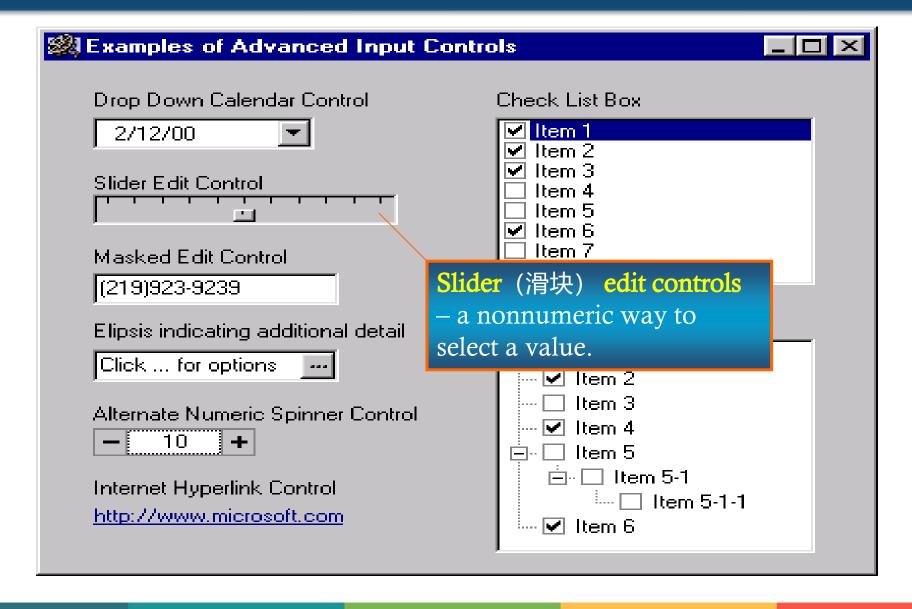
Advanced GUI Components

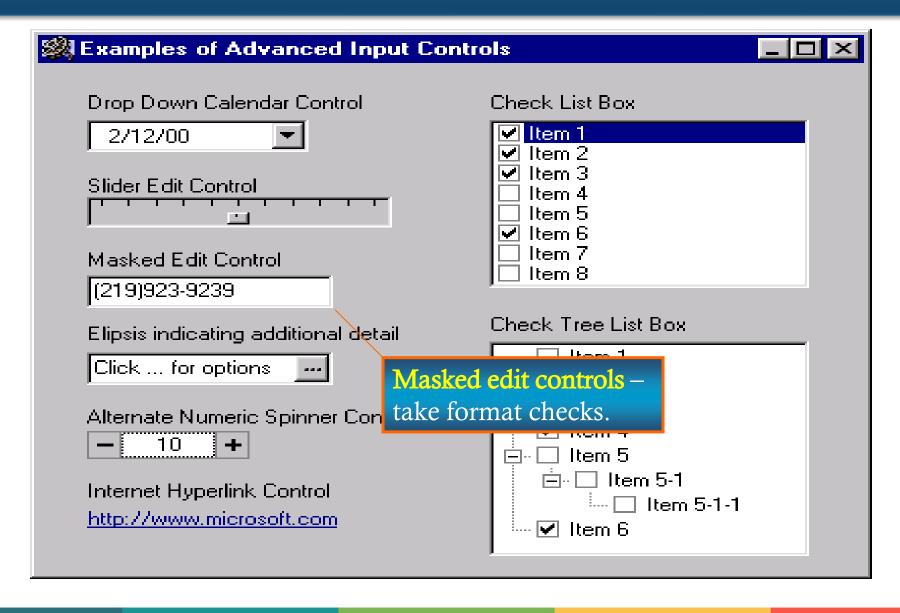
Examples of Advanced Input Controls		
Drop Down Calendar Control 2/12/00 Slider Edit Control Masked Edit Control (219)923-9239	Check List Box Item 1 Item 2 Item 3 Item 4 Item 5 Item 6 Item 7 Item 8	
Elipsis indicating additional detail Click for options Alternate Numeric Spinner Control 10 + Internet Hyperlink Control http://www.microsoft.com	Check Tree List Box Item 1 Item 2 Item 3 Item 4 Item 5 Item 5 Item 5-1 Item 5-1-1 Item 6	

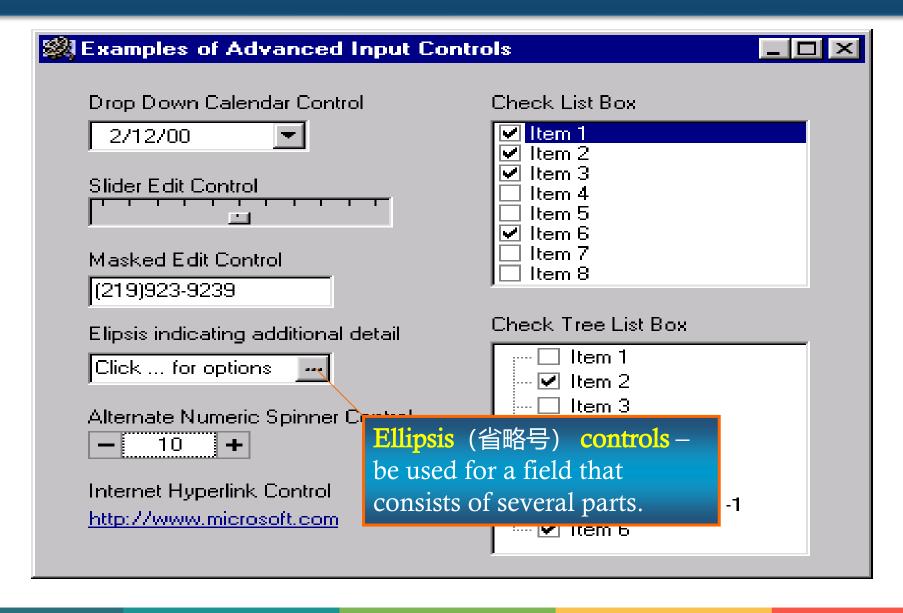
Advanced GUI Components

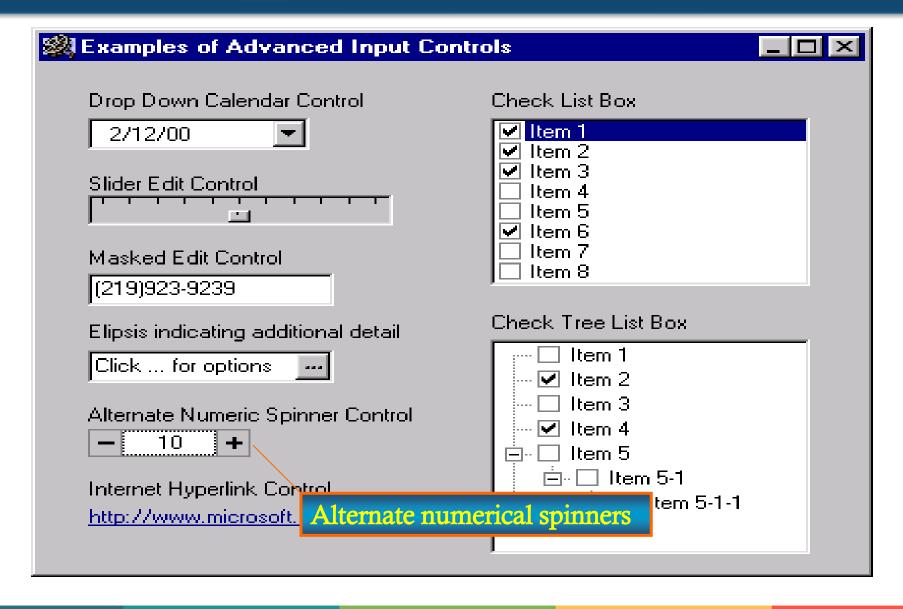


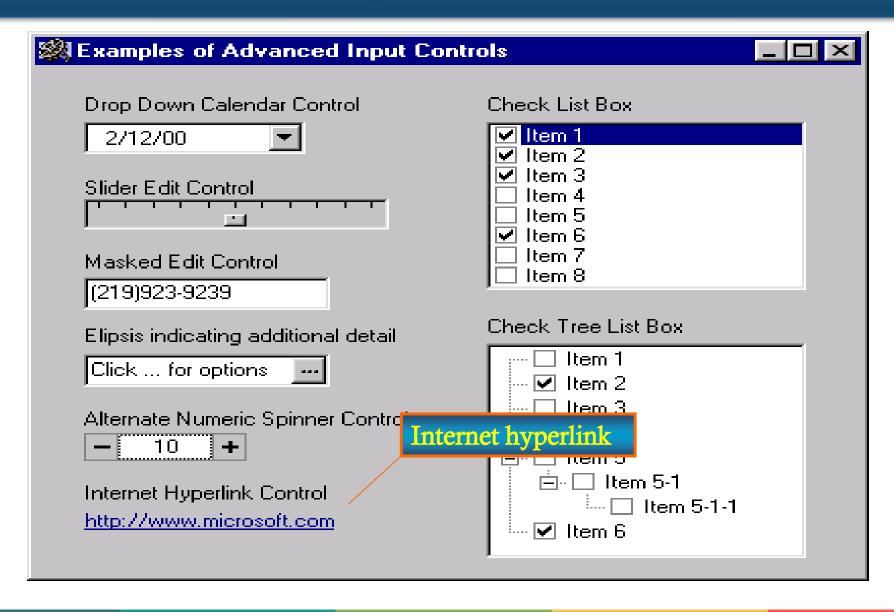
Advanced GUI Components

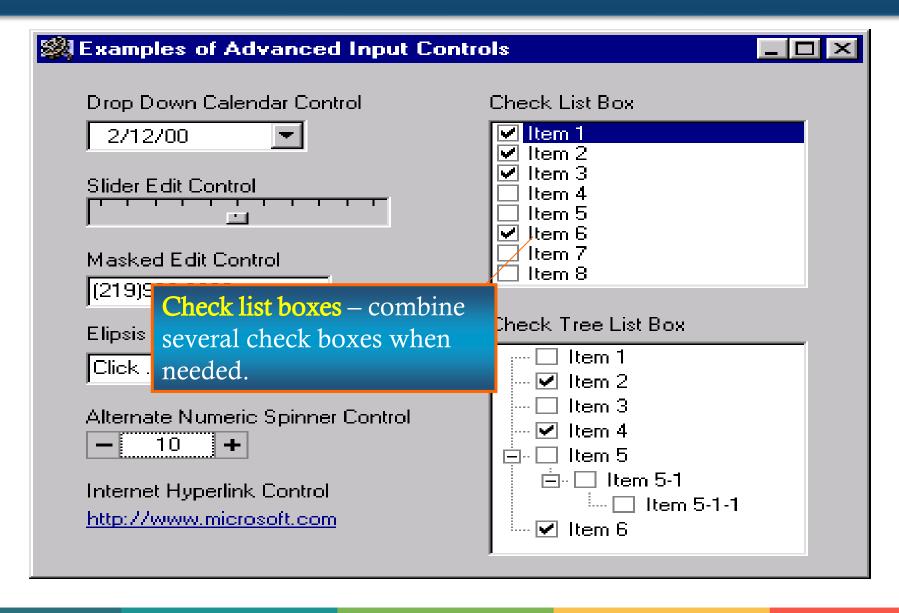


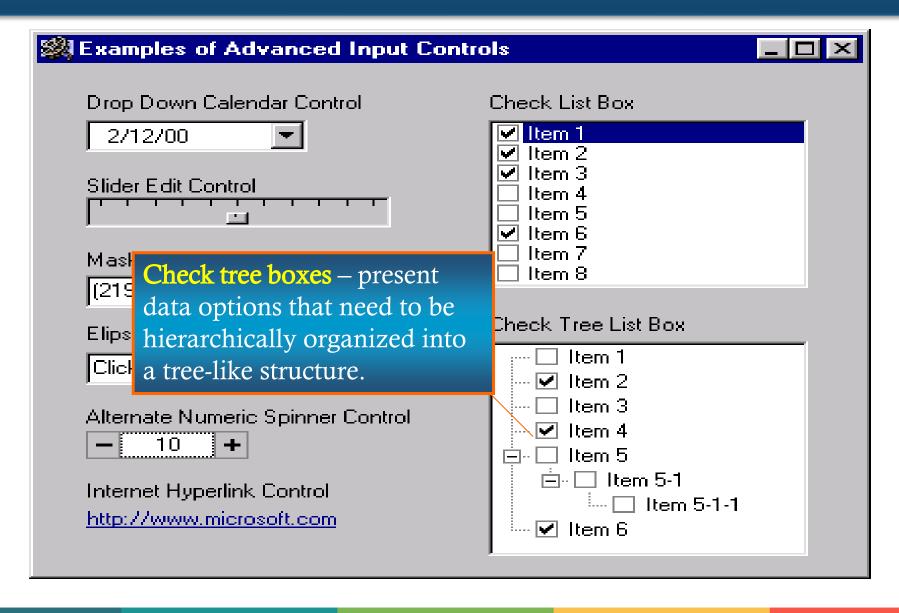












How to Design and Prototype Inputs?

- § Identify system inputs and review logical requirements.
- Select appropriate input components/controls.
- Sesign, validate and test inputs using some combination of:
 - Layout tools (e.g., hand sketches, spacing charts, or CASE tools.
 - Prototyping tools (e.g., spreadsheet, PC DBMS, 4GL)
- As necessary, design any source documents.

- § Identify system inputs and review logical requirements.
- Select appropriate input components/controls.
- Besign, validate and test inputs using some combination of:
 - Layout tools (e.g., hand sketches, spacing charts, or CASE tools.
 - Prototyping tools (e.g., spreadsheet, PC DBMS, 4GL)
- As necessary, design any source documents.

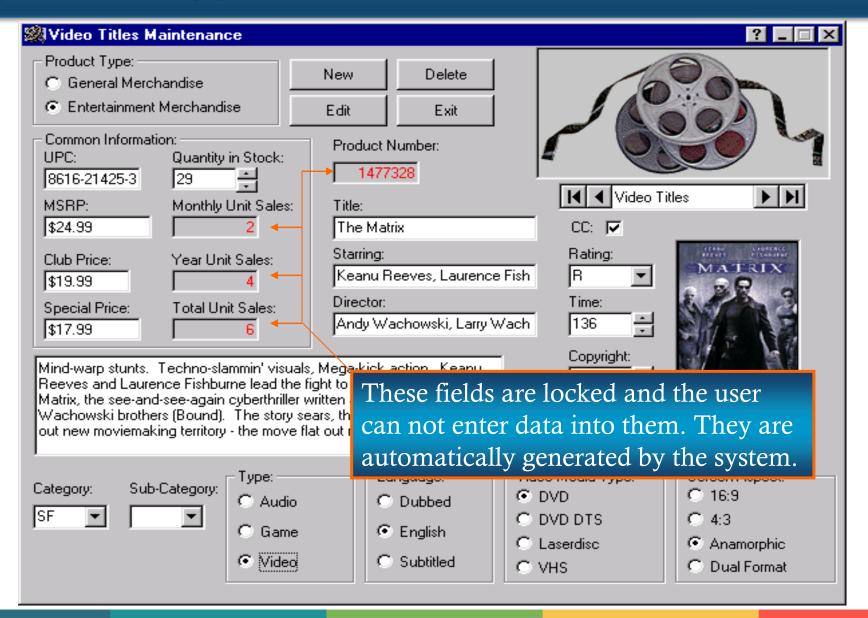
A Logical Data Structure for Input Requirements

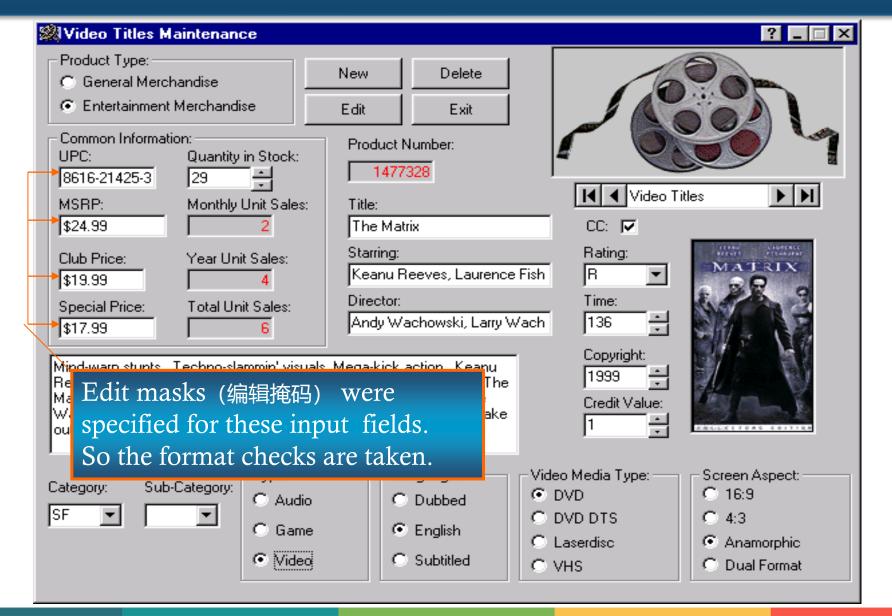
```
ORDER ORDER NUMBER
       + ORDER DATE
       + CUSTOMER NUMBER
       + CUSTOMER NAME
       + CUSTOMER SHIPPING ADDRESS = ADDRESS >
       + ( CUSTOMER BILLING ADDRESS = ADDRESS > )
       + 1 { PRODUCT NUMBER +
            QUANTITY ORDERED } n
        + ( DEFAULT CREDIT CARD NUMBER )
ADDRESS = ( POST OFFICE BOX NUMBER )
       + STREET ADDRESS
        + CITY
       + STATE
       + POSTAL ZONE
```

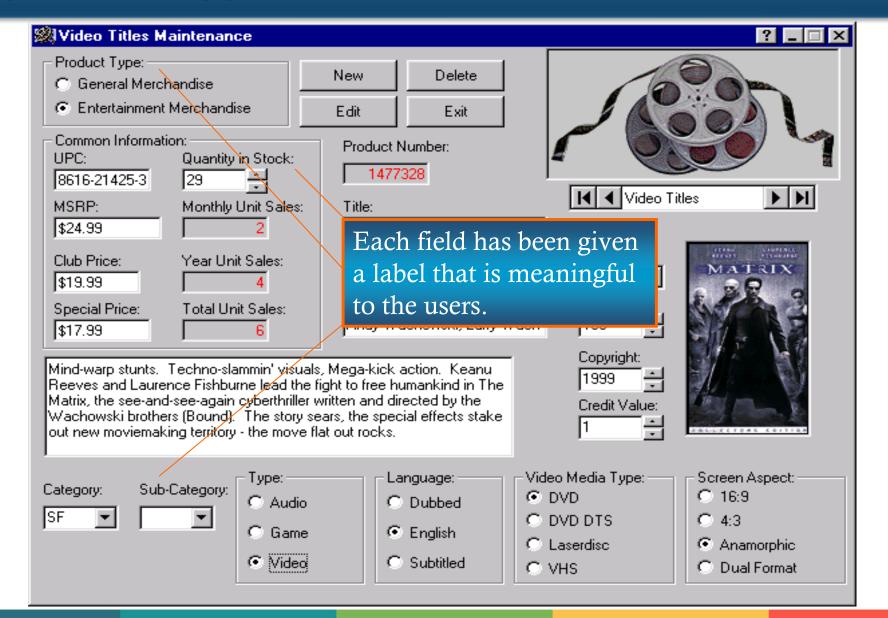
- § Identify system inputs and review logical requirements.
- Select appropriate input components/controls.
- & Design,
 - Layout
 - Prototy
- & As neces

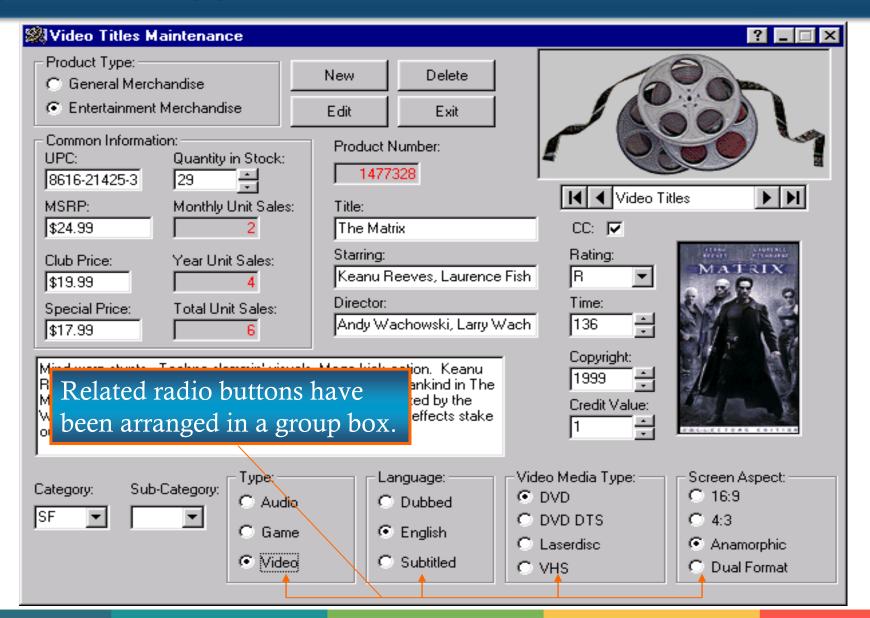
- To choose the correct controls, we must begin to examining the possible values for each attribute.
 - Has an unlimited scope a text box.
 - Has a limited predefined set of values a radio button.
 - Contains yes / no value a check box.
 - Can be sequenced in a predictable manner a spin box and a associated text box.
 - Contains a large number of predefined values a drop-down list.

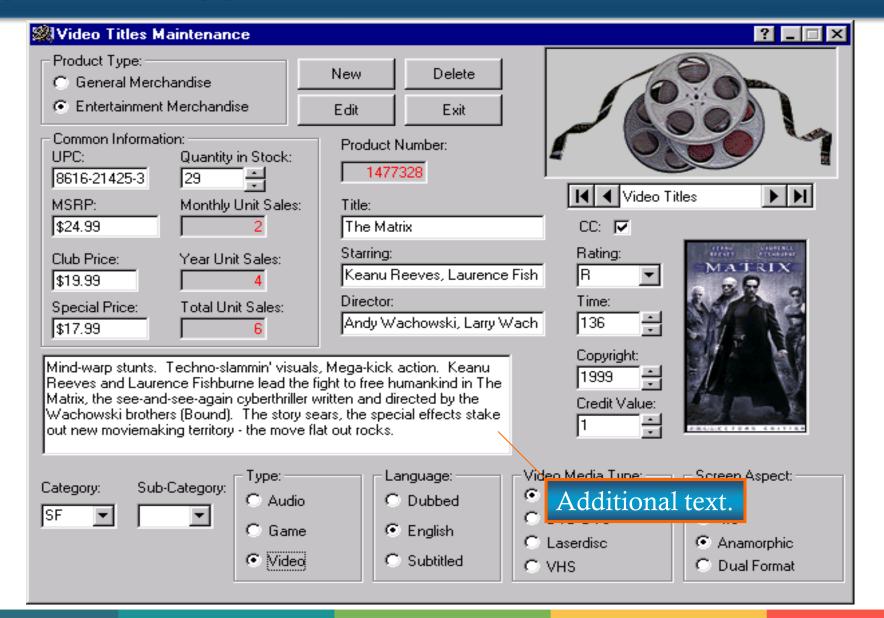
- § Identify system inputs and review logical requirements.
- Select appropriate input components/controls.
- Sesign, validate and test inputs using some combination of:
 - Layout tools (e.g., hand sketches, spacing charts, or CASE tools.
 - Prototyping tools (e.g., spreadsheet, PC DBMS, 4GL)
- As necessary, design any source documents.



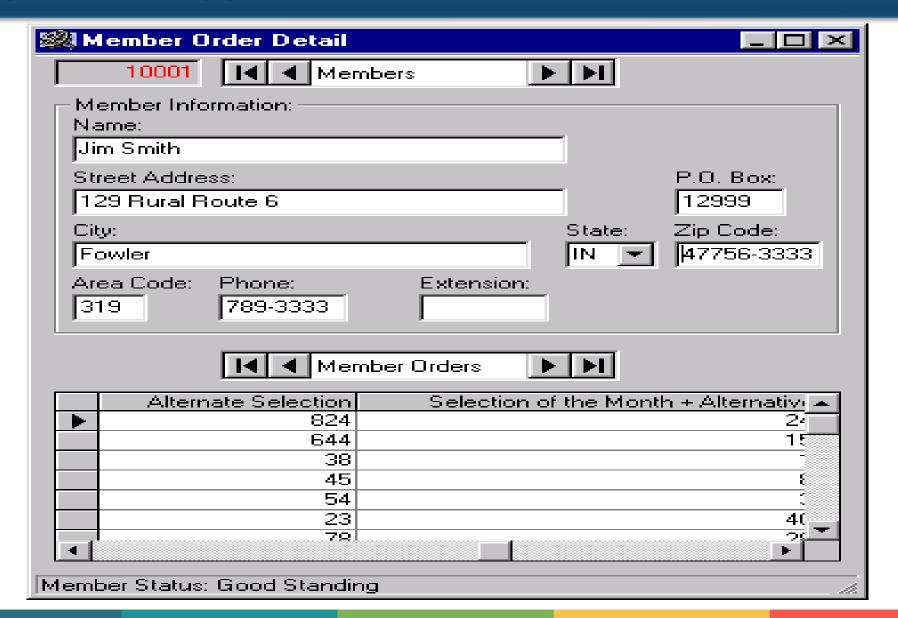


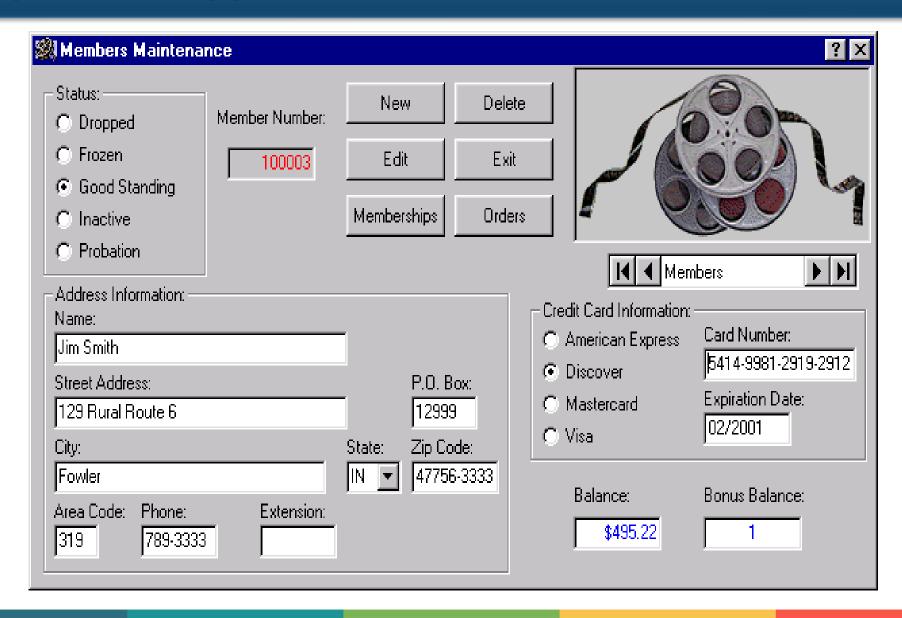




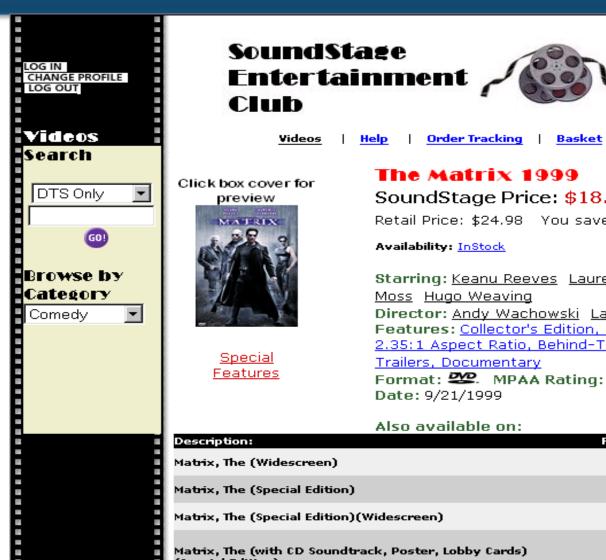


Input Prototype for Transaction





- § Identify system inputs and review logical requirements.
- Select appropriate input components/controls.
- Besign, validate and test inputs using some combination of:
 - Layout tools (e.g., hand sketches, spacing charts, or CASE tools.
 - Prototyping tools (e.g., spreadsheet, PC DBMS, 4GL)
- As necessary, design any source documents.



Videos General

Checkout

SoundStage Price: \$18.99

Retail Price: \$24.98 You save: \$5.99

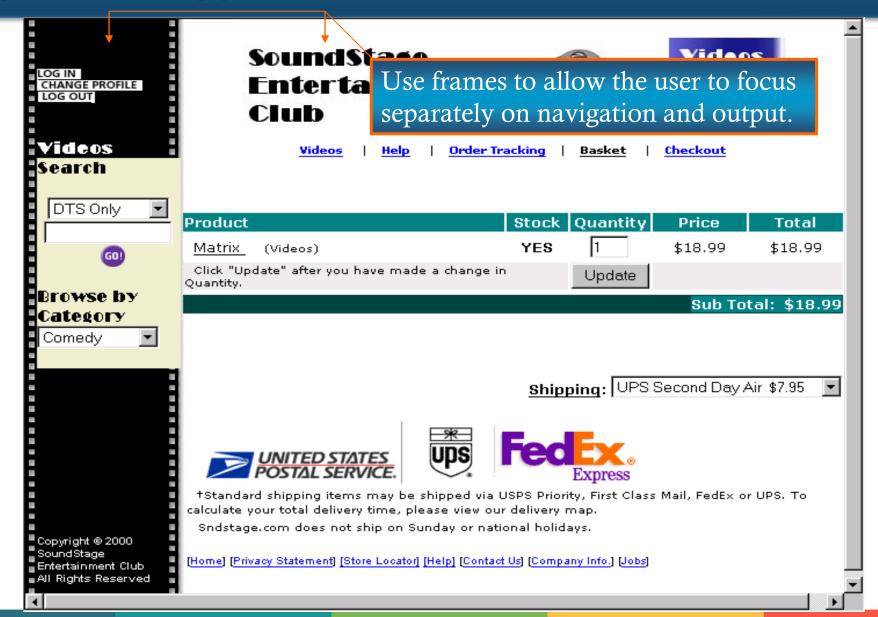
Starring: Keanu Reeves Laurence Fishburne Carrie-Anne

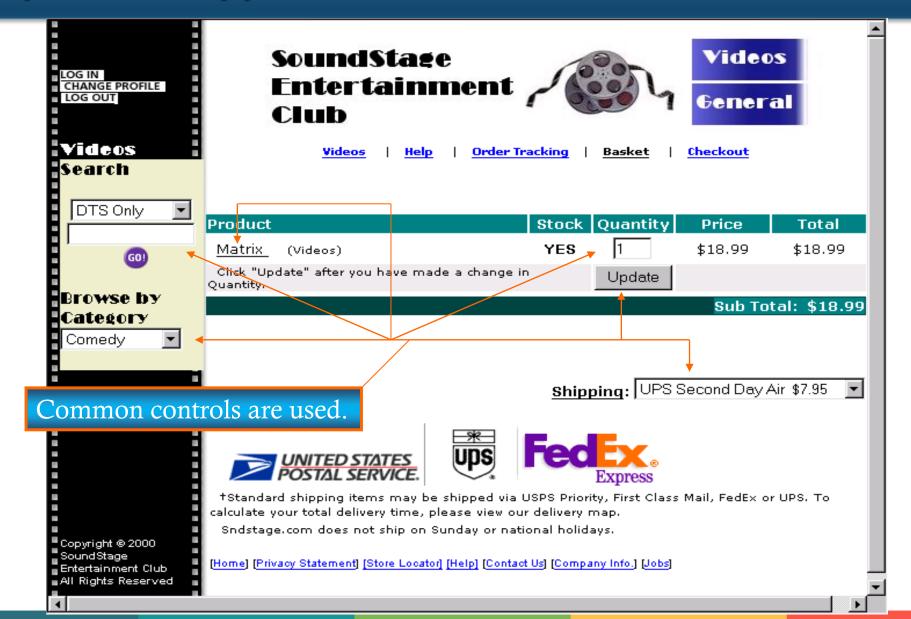
Director: Andy Wachowski Larry Wachowski

Features: Collector's Edition, Anamorphic Widescreen, 2.35:1 Aspect Ratio, Behind-The-Scenes, Commentary,

Format: S. MPAA Rating: Release

Description:	Format/Price:	Purchase:
Ma tri x, The (Widescreen)	DVD \$17.99	BUY
Ma tri x, The (Special Edition)	VHS \$14.49	BUY
Matrix, The (Special Edition)(Widescreen)	VHS \$14.99	BUY
Matrix, The (with CD Soundtrack, Poster, Lobby Cards) (Special Edition)	VHS \$67.99	BUY







要点与引申

- 牢记:如果输入是错误的,那么再做怎样的努力都是徒劳的。
- 能不输入的,一定不要输入。
- 通过十多年的应用,已经形成了一些数据输入的定式,我们不要轻易地否定这样的定式(即使对其满怀着厌恶)。
- 数据的输入,是构件化程度最高的侧面之一,要充分地利用控件的支持。
- 輸入的设计,也是要将用户眼睛的焦点引导到应当注意的地方,而不是为了表现设计者的个性,使得用户感觉上很"灿烂",实际上却无所适从。