

Design Goals

Standardize data expression to ensure intuitive, accurate and consistent understanding of data.

Types

Numerical

The numerical value is used to indicate the measurement size, it can be used alone or with digital symbols.

Symbol Format	How and When to Use	Example
Decimal separator	Use commas to separate groups of thousands to help users read.	123,123,220
Unit of measurement	Put units of measurement in lowercase.	123,220kg
Percentage	To present proportionality, etc.	12.32%
Forward slash	To express progress with fractions.	12/30

Diameter (cm)	Weight (kg)
3105.48	2341.26
1934.24	1234.23
8649.65	2193.34

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Position: To let users read the data intuitively and accurately, it is necessary to make it clear and concise. In a table with numerical values, "right-aligned" method is usually adopted, which not only facilitates the user to quickly read, but also allows the user to compare the longitudinal data.

Amount

Amount Format: The standard format is "currency symbol + number". For example, "CNY1,123.00". **Currency Symbol:** There are two types: abbreviations letters and characters. You can check symbols for different currencies from [CURRENCY SYMBOLS](#).

Currency Symbol	How and When to Use	Example
Character	Take RMB as example, its character symbol is 元, placed in front of the amount.	¥123.00
Letter	Take RMB as example, it is recommended to use CNY, which is the international currency code.	CNY123.00

Large amount: If an amount is large, "M/Mill." (abbreviation of million) and "B/Bill." (abbreviation of billion) can be used.

Date/Time

Absolute Time

Absolute time is for users with high time accuracy requirements, it emphasizes the precise time point of information release. Through absolute time, users can retrieve information and review the past content.

Date Format:

We suggest the following formats:

Format	How and when to use	Examples
Year, month, day	In China YYYY-MM-DD format is used by default.	2019-12-08
Terms	When a special term containing a date expressed with numbers , display a . between the month and the day, and quotation marks should be added before and after the term.	6.1 children's day
Date range	Put ~ or - between the date or time range (space is required before and after).	2018-12-08 ~ 2019-12-07

Time Format:

Time System	How and when to use	Examples
24-hour clock	The format is HH:MM:SS. Omit hours or second if not apply. Use the 24-hour clock by default.	14:08:00

12-hour clock	Use the format <code>H:MM:SS AM/PM</code> (or <code>am/pm</code>).	2:08:00 PM ~ 2:08:00 AM
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Standard format: When put a date and a time together, show a space between them, e.g. "2019-12-08 06:00:00".

Relative Time

To the users, the accuracy of time is not so important as the immediacy of the information. In the console platform, relative time is generally used for message and notification. And users tend to pay more attention to the unit of time, instead of working out the specific time point of publication.

Time	Display form
Less than 1 minute	just now
Less than 1 hour	N minutes ago
Within 24 hours	N hours ago
Longer than 24 hours	MM-DD HH:MM, e.g. "12-08 08:00"
Longer than one year	YYYY-MM-DD HH:MM, e.g. "2019-12-08 08:00"

Data Redaction

Data redaction refers to representing truncated data to protect sensitive privacy information. The rules presented here are general guidelines, which can be adjusted according to business scenarios with strong data security.

Complete Redaction

Generally used for particularly important and sensitive information such as amount and time. All the numbers need to be hidden. And the data is replaced by `***`.

今日交易总额

Partial Redaction

Generally used for situations that require partial information for identification. In such cases, some part of the information is truncated, but the numerical digits of the numbers need to retain. The truncated data is replaced by `*`.

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Data Type	How and When to Use	Example
Name	Two-character name: display the first character, followed by a *.	仲*
	Names with three characters or more: display the first character and the last character, replace the middle character(s) with *.	仲*妮 仲**妮
Mobile number	Keep the first three and the last four digits of the mobile number.	186****1402
ID number	<p>The Chinese citizenship number consists of six address codes, eight birthdate codes, three sequential codes and one check code.</p> <p>Redaction rules are classified into high, medium and low levels:</p> <p>High: Show the first and last digits, and replace the others with *.</p> <p>Medium: Show the first three and the last three. Replace the others with *.</p> <p>Low: Show the first six and the last four. Replace the others with *.</p>	6*****2 213*****203 212912*****2233
Address	Keep the provinces, cities and district information, followed by several *.	浙江省杭州市 西湖区 *****
Email	Keep the host name of the mail and the first three characters, indicate the rest information with *.	123*****@163.com
Bank card number	<p>The bank card number consists of the issuing bank identification code (ranging from 6 to 12 digits), personal account identification (ranging from 6 to 12 digits), and a check code.</p> <p>Redaction rules are classified into high, medium and low levels:</p> <p>High: Display the last four digits, and replace the others with *.</p> <p>Medium: Display the first six and the last four digits, replace the others with *.</p> <p>Low: Display the first six and the last six digits, display the remaining digits with *.</p>	*****1208 620121**1208 620121****111208

Data Status

Empty State

Display `--` to express no-data status.

Loading

Use Skeleton screen when loading data.

Reference

- [Currency Symbol List](#)
- [Time Data Formats for Different Countries](#)
- [Digital Specification for Publications](#)

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