

Data Entry is an important interactive way to retrieve information of objects since users will frequently add, change or delete information. Diverse ways for text input entry and selection entry help users finish interactions more clearly and efficiently. Designers should pay attention to things as follows:

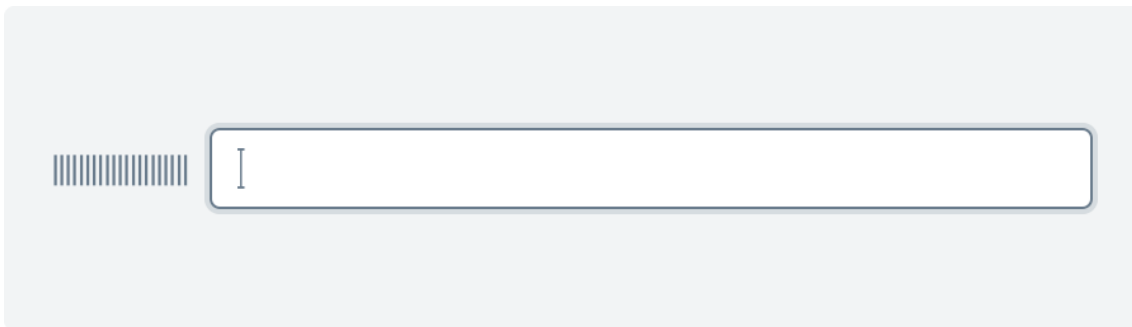
- Straightforward text should be provided as "Label" for novice users and users that access occasionally, while terminology should be provided as "Label" for domain experts. When sensitive information should be provided by users, hints can be used to specify why the system need to do so. For example, when it's necessary to retrieve a user's identity (ID) or phone number.
- Allow users to get information via context to help completing their input. It avoids users to have wild guesses from the empty input through approaches like "good default values", "structured formats", "hints", "input tips" etc.

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## Text Input Entry

Input is the basic and common way for data entry, which provides a text editable component for users.

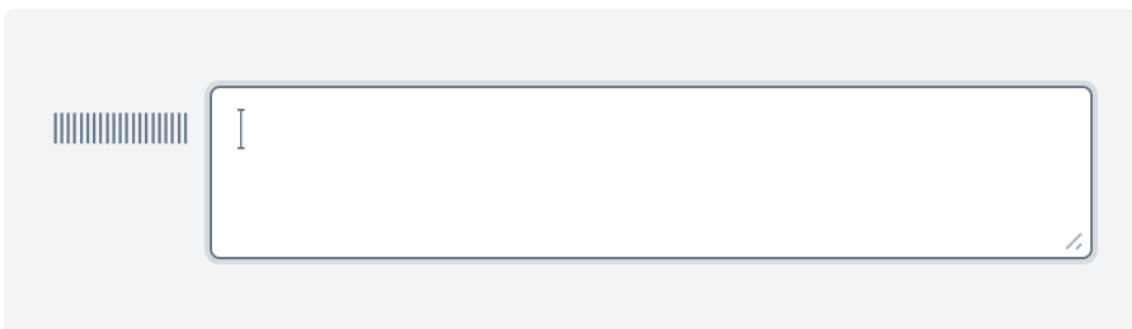
### Input

A single-line text input field is shown within a light gray container. To the left of the input box is a label icon consisting of ten vertical bars of varying heights. The input box itself is white with a thin blue border and a blue cursor (a vertical line) inside, indicating it is ready for text entry.

It uses a single line for text input with limited length.

*Note: Specific styles can be applied to some text (e.g. numbers, URL). Please refer to [Input](#).*

### Textarea





A multi-line text input field, or textarea, is shown within a light gray container. To the left of the input box is a label icon consisting of ten vertical bars of varying heights. The input box is white with a thin blue border and a blue cursor (a vertical line) inside. A small blue icon in the bottom right corner of the box indicates that it can be expanded or collapsed.

It's a multi-line text input for single long text.

### Tips and helps

Hints is usually added in Input to help remind users, which can increase efficiency for the data entry.

*Note: Input usually works together with label which is to the left of input by default, while it can be on top as well when the text is too long or in English context. However, it should be consistent within the same system.*



This is a helper text

## Search

Search can help users reduce the range for target and retrieve the necessary information quickly from a huge information pool.

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## Selection entry

Allow users to select from a specific range

### Radio Button

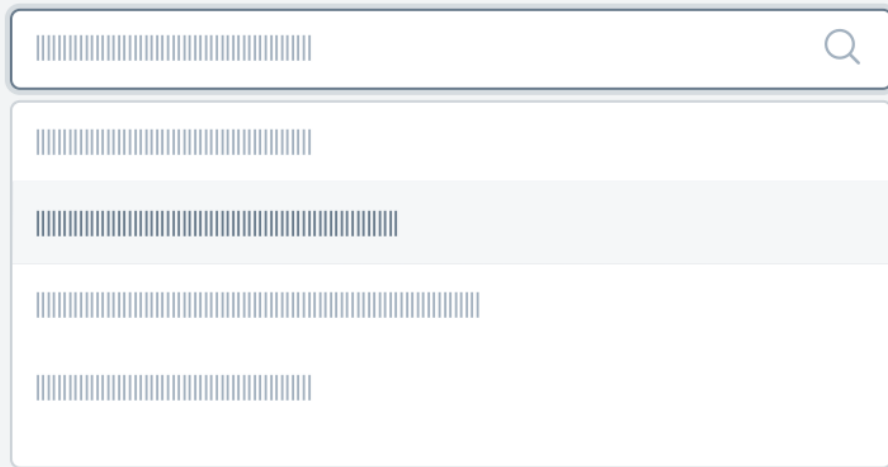
Radio button allows a user to select only one value from several options. Radio options should not be too many because all the options are default visible to a user so that the user can make the selection via comparison.

*Note: Radio Button must be more than two options, and normally less than five.*

### Checkbox

Checkbox is used to select multiple values from several options.

*Note:*



A search bar with a magnifying glass icon on the right. Below it is a dropdown menu with four items, each represented by a barcode-like pattern.



Three radio button options. The first is selected (filled dark blue), and the other two are unselected (empty white circles).



Three checkbox options. The first is checked (filled dark blue with a white checkmark), and the other two are unchecked (empty white squares).

1. Checkbox often works together with submit action for state.
2. A single checkbox can represent the switch of two states.

## Switch

It's used to switch the state of a single option. The inline label of "Switch" should be displayed clearly, e.g. Disable/Enable, Disallow/Allow etc.

*Note: It will trigger the state change directly when a user toggle the "Switch".*

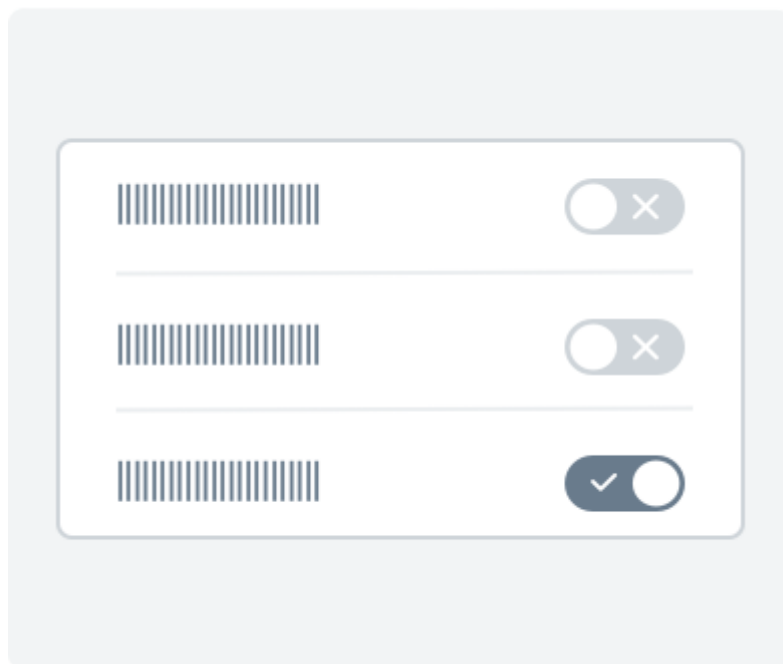


## Dropdown

Dropdown provides more flexibility for the number of options, allowing a user to select one or multiple values from a list of options.

*Note:*

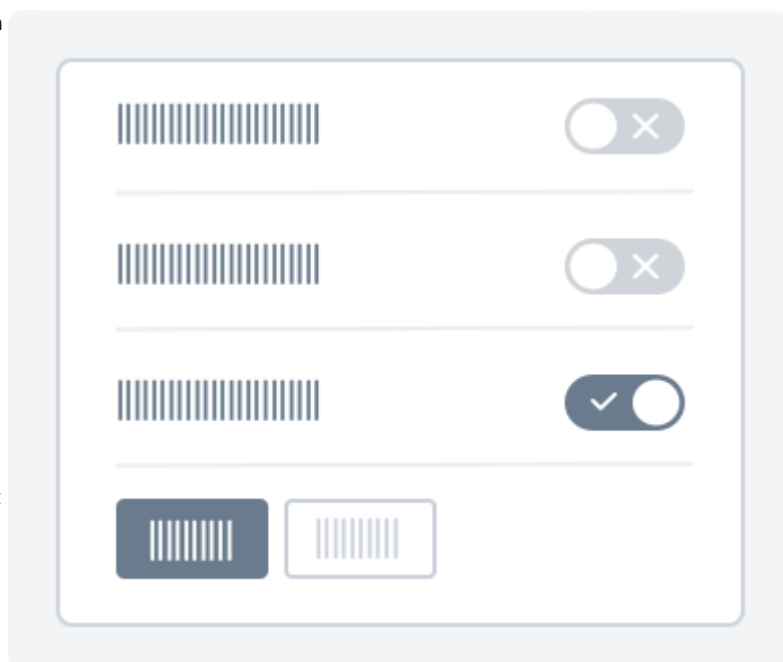
1. Used when there are more than five options.
2. Options is listed with logical sorting and content should be fully displayed.



## Slider

Slider allows to select a suitable value by moving the anchor in a continuous or discontinuous range. It's a better choice for reflecting options of intensities or grades, e.g. volume, brightness, color saturation etc.

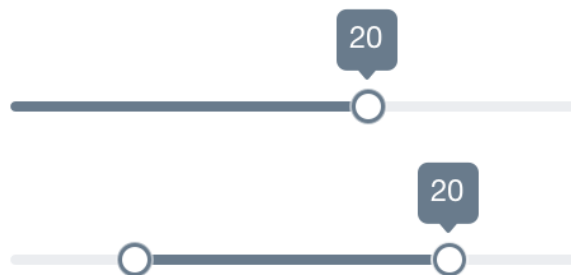
*Note: Operations can be more flexible and convenient using "Slider" when precise value is not required. "NumberInput" can be worked together with Slider for precise values.*



## Transfer

Transfer the elements between two columns in an intuitive and efficient way.

## DatePicker



DatePicker provides a visual way to browse and select a date or date range for users.

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## Upload

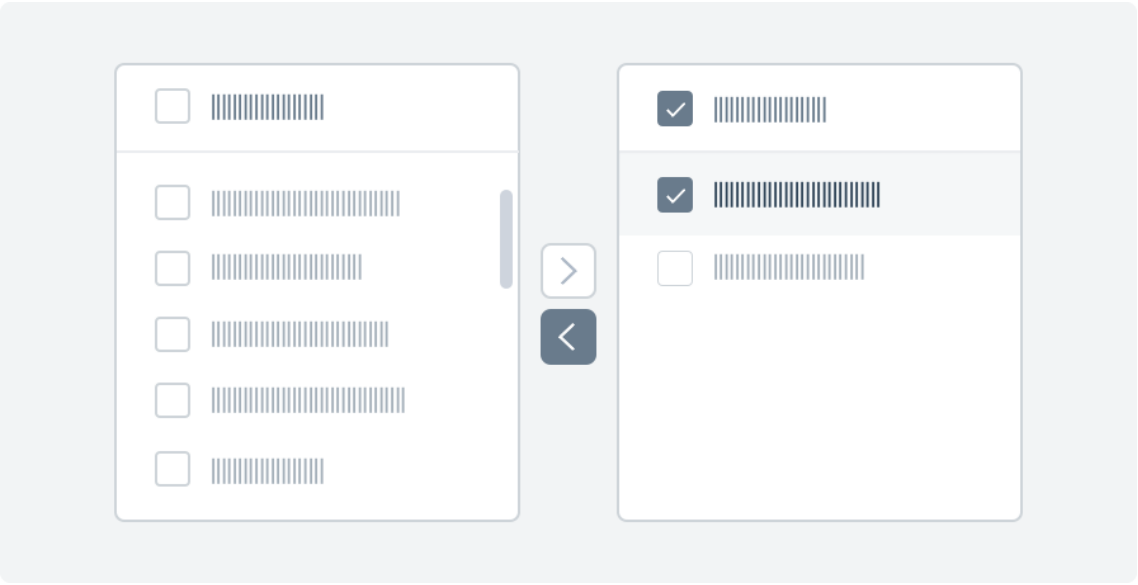
Upload is the process of publishing information (from local or cloud storage) to a remote server via a web page or a upload tool.

### Upload by simple clicks

Normally used to upload a single file which doesn't require preview. Click the button will prompt the file selection window.

### Upload by displaying thumbnails

Normally used to upload images. Users can upload images and display thumbnails in the list. The upload button will disappear when the number of images is up to a threshold.



**Upload by drag-and-drop**

Drag files into a specific area to upload, while it supports upload by clicking as well.

*Note: Specific file size and format is required for file upload, e.g.: Please select text files (support PDF, ZIP, EXL) with*

 Click to Upload



  
Upload



Click or drag file to this area to upload



*size no more than 5M. Progress of uploading should be displayed.*