

# **Front Office Modernization**

## **SLDS Mini Style Guide**

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## Table of Contents

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# Component Map

Activity Timeline

Badge

Button

Button Group

Card

Carousel

Checkbox

Datepicker

Docked Form Footer

Dynamic Menu

Expandable Section

Feed

Form Element

Global Header

Global Navigation

Lookups

Modal

Page Header

Path

Picklist

Pill

Radio Button Group

Radio Group

Rich Text Editor

Scoped Notifications

Scoped Tabs

Slider

Tabs

Toast

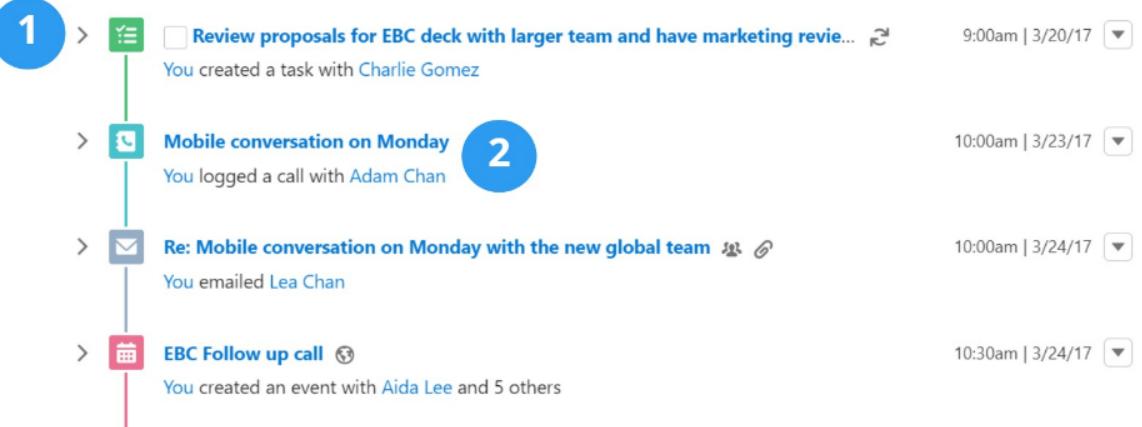
Toggle

Visual Picker

# ACTIVITY TIMELINE

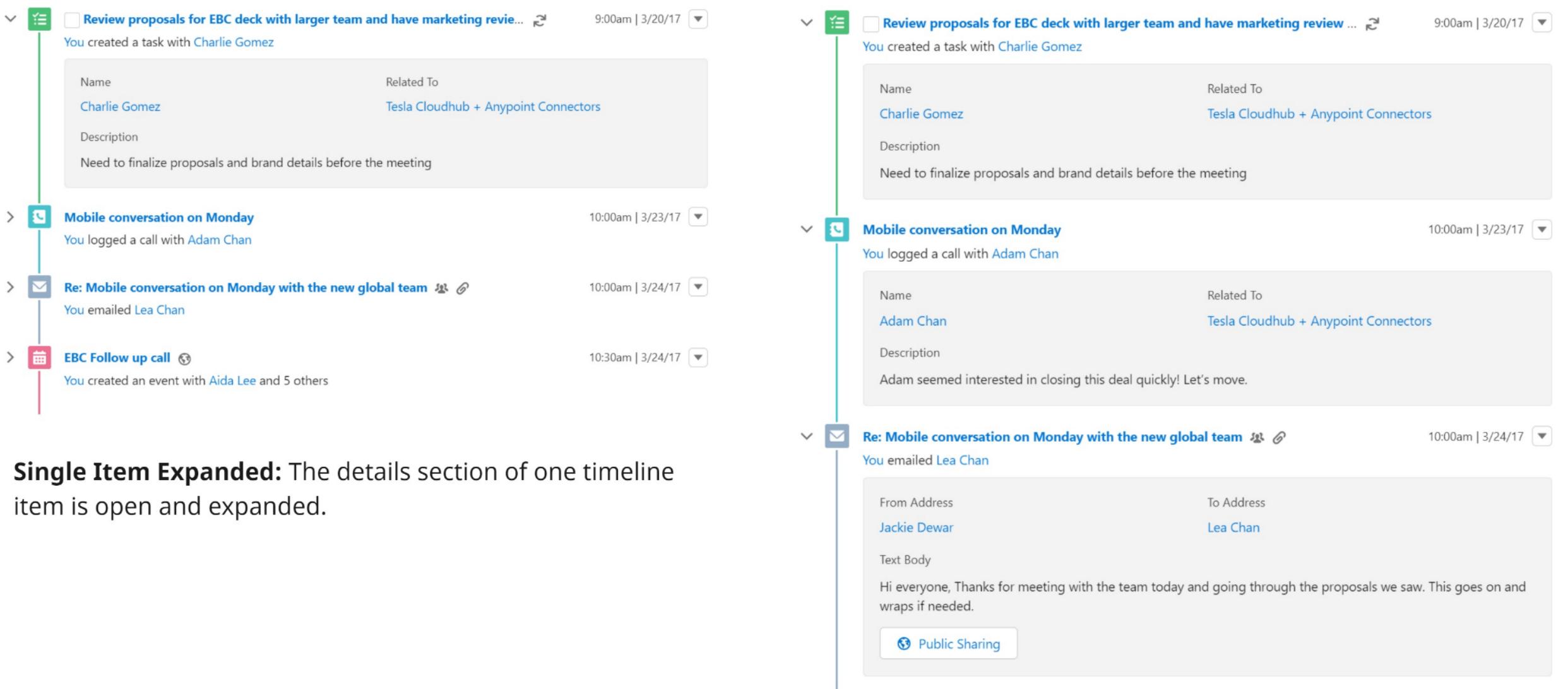
Activity Timelines are used to display a user's past, current, and upcoming activities.

## Anatomy



- 1. Button:** Performable action to change the visibility of the Details Section.
- 2. Details Section:** Content of item.

## States



1 > **Review proposals for EBC deck with larger team and have marketing review...** You created a task with Charlie Gomez 9:00am | 3/20/17

Name: Charlie Gomez Related To: Tesla Cloudhub + Anypoint Connectors

Description: Need to finalize proposals and brand details before the meeting

> **Mobile conversation on Monday** You logged a call with Adam Chan 10:00am | 3/23/17

> **Re: Mobile conversation on Monday with the new global team** You emailed Lea Chan 10:00am | 3/24/17

> **EBC Follow up call** You created an event with Aida Lee and 5 others 10:30am | 3/24/17

1 > **Review proposals for EBC deck with larger team and have marketing review...** You created a task with Charlie Gomez 9:00am | 3/20/17

Name: Charlie Gomez Related To: Tesla Cloudhub + Anypoint Connectors

Description: Need to finalize proposals and brand details before the meeting

> **Mobile conversation on Monday** You logged a call with Adam Chan 10:00am | 3/23/17

Name: Adam Chan Related To: Tesla Cloudhub + Anypoint Connectors

Description: Adam seemed interested in closing this deal quickly! Let's move.

> **Re: Mobile conversation on Monday with the new global team** You emailed Lea Chan 10:00am | 3/24/17

From Address: Jackie Dewar To Address: Lea Chan

Text Body: Hi everyone, Thanks for meeting with the team today and going through the proposals we saw. This goes on and wraps if needed.

Public Sharing

**Single Item Expanded:** The details section of one timeline item is open and expanded.

**Multiple Items Expanded:** The details section of multiple timeline items are open and expanded.

## Behavior

The button as well as the title of the timeline item can be clicked to open or close the details section. The timeline displays the user's past, current, and upcoming activities in a chronological order.

## Usage

- Display past, current, and upcoming activities, with expandable detail sections.

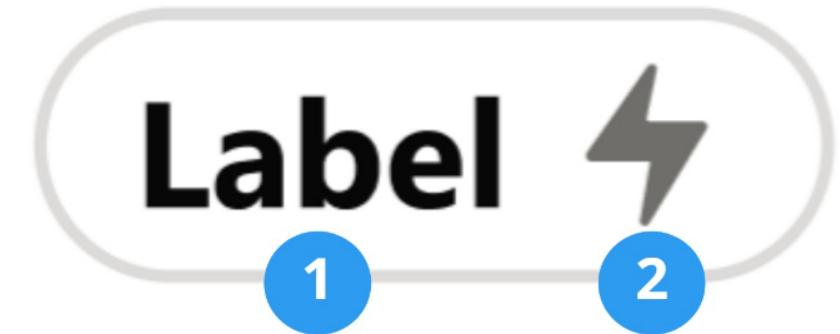
## Recommendations

- Give users a timeline of their activities.

# BADGE

Badges are used as labels to hold small amounts of information.

## Anatomy



1. **Label:** Text to hold information.
2. **Icon (optional):** Use an icon to convey more meaning.

Default Badge

Darker Badge

Lightest Badge

Success Badge

Warning Badge

Error Badge

423 Credits Available

423 Credits Available

Default Badge

**Darker Badge:** For higher contrast.

**Lightest Badge:** For higher contrast on darker backgrounds.

**Success Badge:** To communicate success.

**Warning Badge:** To communicate a warning.

**Error Badge:** To communicate an error.

Badge with icon on left.

Badge with icon on right.

## Behavior

Information is displayed inside the badge container.

## Usage

- Used to display information.

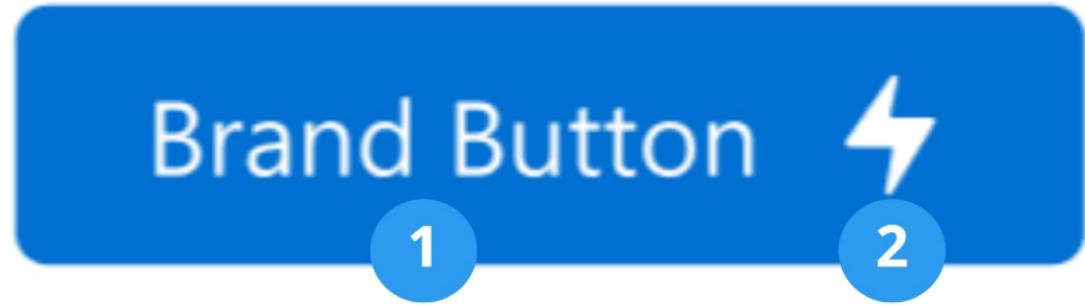
## Recommendations

- Provide information to users that they can use for filtering.

# BUTTON

Buttons are used to indicate performable actions that users can take.

## Anatomy



1. **Label:** Text to hold information.
2. **Icon (optional):** Use an icon to convey more meaning.

## Variations

Label

**Base Button:** Used most frequently.

Label

**Neutral Button:** Used most frequently.

Label

**Brand Button:** Should generally be used only once per page.

Label

**Outline Brand Button**

Label

**Destructive Button:** To communicate destructive action, like delete.

Label

**Success Button**

Label

**Disabled Button:** To indicate when a button can't be clicked.

⚡ Label

Button with icon on left.

Label ⚡

Button with icon on right.

## Behavior

Users can trigger an action by clicking on the button (an action is almost always on the same page that the user is currently on).

## Usage

- Used when performing an action.
- Brand buttons should generally only be used once per screen to draw attention to a primary action.

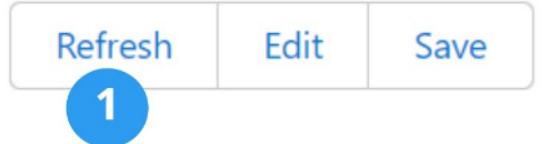
## Recommendations

- Give users actions they can take.

# BUTTON GROUP

Button Groups are used to group buttons with similar actions.

## Anatomy



1. **Button:** Performable actions.

## States



**Disabled:** Button is greyed out to indicate that the button is in view-only mode and cannot be selected.



**With Overflow Menu Disabled:** Down triangle icon is greyed out to indicate that the Overflow Menu cannot be selected or open.



**With Overflow Menu:** Overflow Menu items are hidden in a dropdown that is triggered by the down triangle icon.



**With Overflow Menu Open:** Down triangle icon has been clicked, and the dropdown is open, displaying all items in the Overflow Menu.

## Variations



**Button Icon Group:** Buttons in the Button Group are icons.

## Behavior

Buttons with related actions are grouped together within a parent container. Buttons can have labels or icons.

## Usage

- Bunch buttons with related actions together.

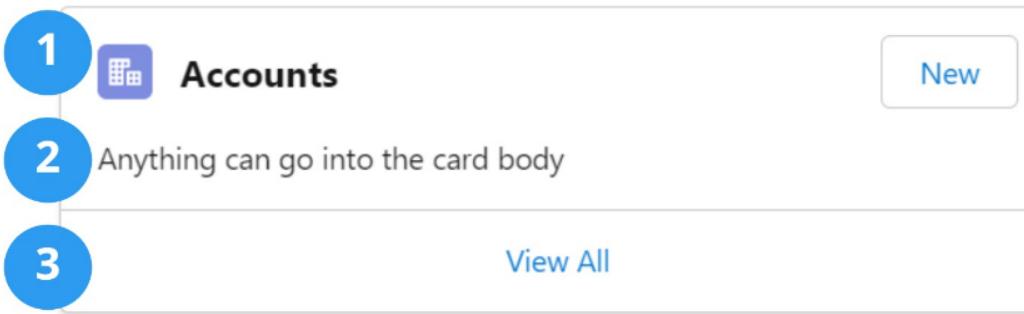
## Recommendations

- Give users similar actions they can take.

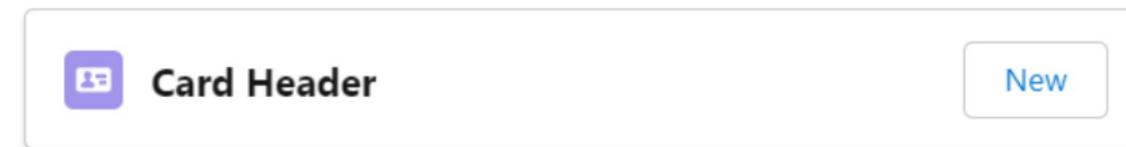
# CARD

Cards are used to apply a container around a related group of information.

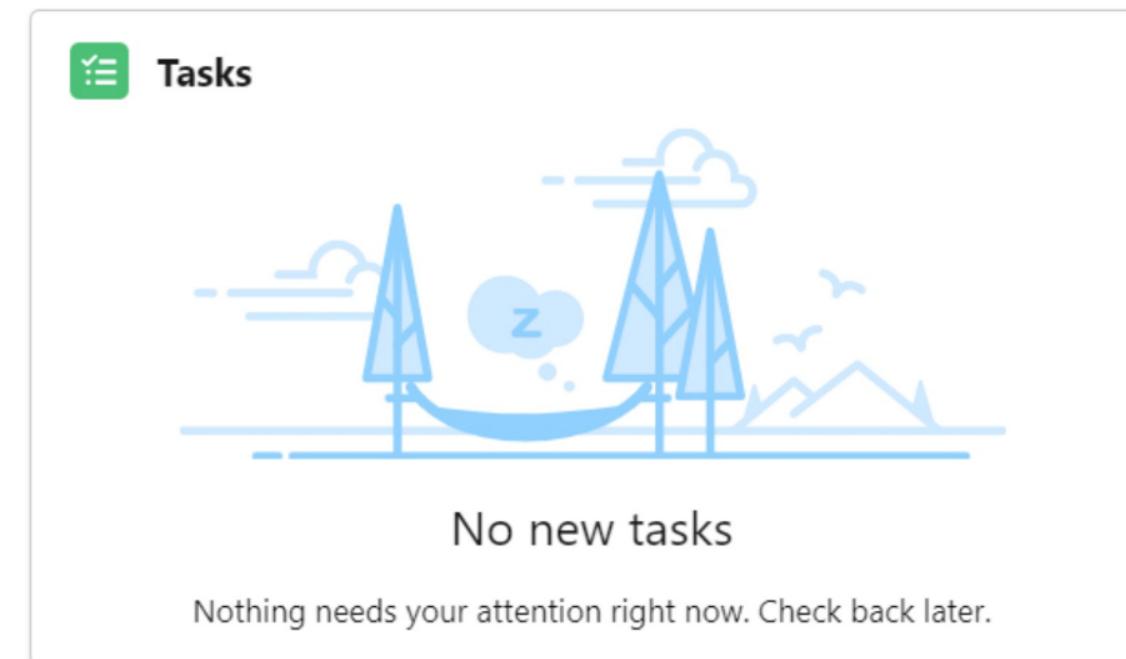
## Anatomy



## States



**Empty Card:** Footer and Body collapsed by default for cards with no data.



**Empty Card:** Can use illustration in body for cards with no data.



**Loading Card:** Use a spinner to provide feedback to user.

Contacts (1)			
Name	Company	Title	Email
Amy Choi	Company One	Director of Operations	adam@company.com
<a href="#">View All</a>			

**Data Table Card:** Card with data table in the body.

Contacts (3)					
Related Record Title 1		Related Record Title 1		Related Record Title 1	
Firs...	Description for f...	Firs...	Description for f...	Firs...	Description for f...
Sec...	Description for s...	Sec...	Description for s...	Sec...	Description for s...
<a href="#">View All</a>					

**Tiles Card:** Card with tiles in the body (to apply additional padding to card body content).

## Behavior

Users can trigger an action by clicking on the action on the right hand side of the card's header. User can be taken to the object list view by clicking the "View All" link in the footer.

## Usage

- Used to group a related set of information.
- Show an action a user can take for the grouped information.

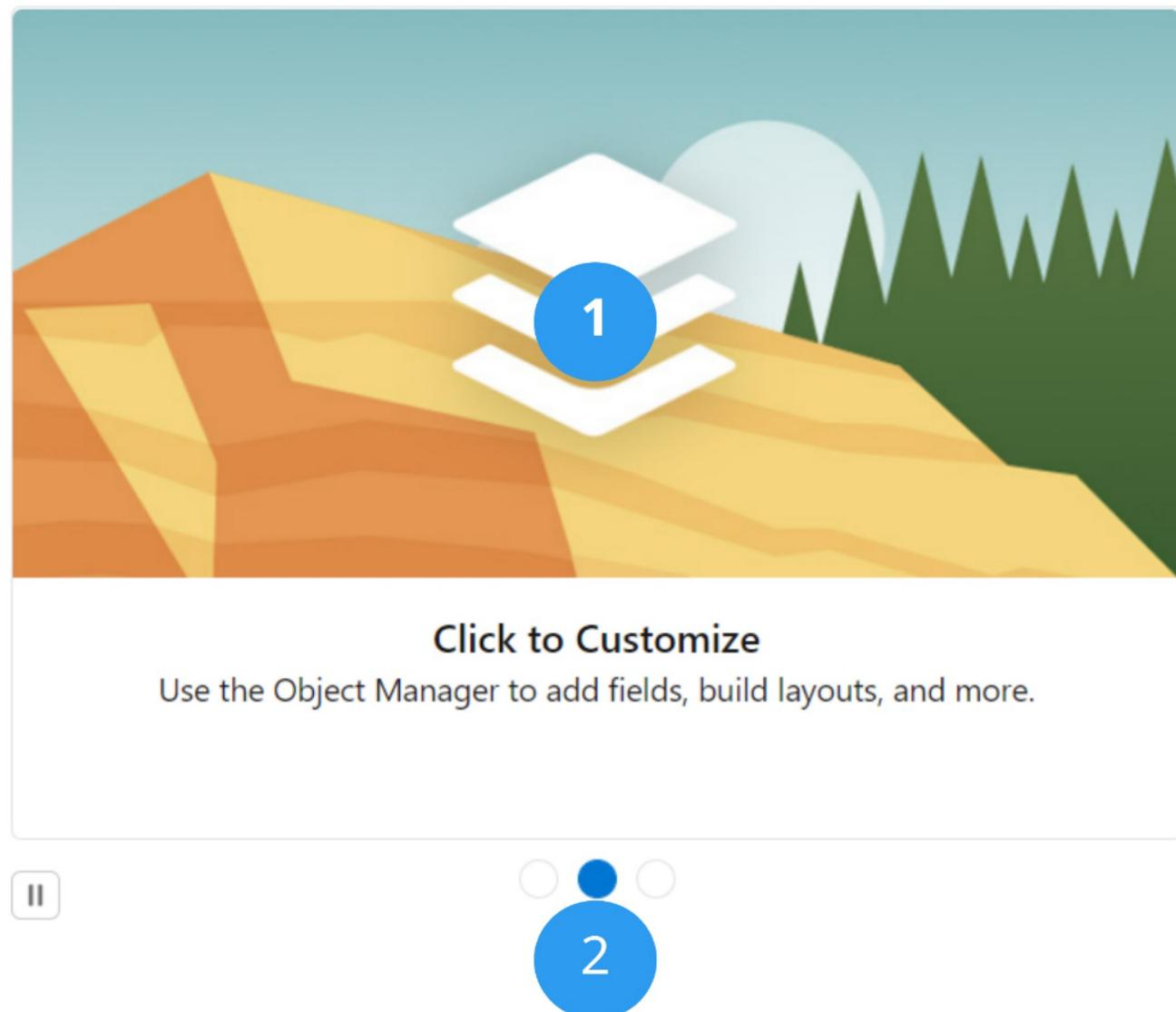
## Recommendations

- Display information by grouping related items together.

# CAROUSEL

Carousels are used to rotate through a collection of items.

## Anatomy



- 1. Object Manager:** Illustration, fields, or text body.
- 2. Indicator Buttons:** Use to display the previous or following panel.

## Behavior

A carousel can have a maximum of 5 panels, with only one panel shown at a time. Users can click the indicator buttons to change which panel is shown.

## Usage

- Used to put featured content in one space that can be rotated through.

## Recommendations

- Allow users to view featured content in a single space.

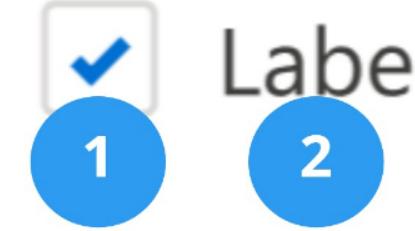
# CHECKBOX

Checkboxes are used to enable the selection of an option and communicate if the option is true or false.

## Anatomy



Label



1. **Checkbox:** Input that user can check or uncheck.
2. **Label:** Text to describe the checkbox.

## States



Checkbox Label



Checkbox Label



Checkbox Label

This field is required



Checkbox Label



Checkbox Label

**Checked:** Checkbox is checked.

**Required:** Use an asterisk to indicate that the checkbox is required.

**Error:** Error message is displayed below the checkbox to indicate that an error has occurred.

**Disabled:** Checkbox is greyed out to indicate that it is in view-only mode and cannot be checked.

**Checked and Disabled:** Checkbox is checked and greyed out to indicate that it is in view-only mode and cannot be unchecked.

## Behavior

Users can click the checkbox to select or deselect an option.

## Usage

- Display if an option is true or false.

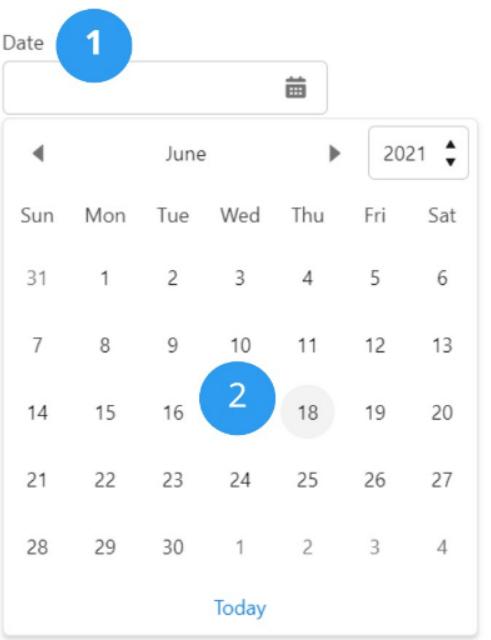
## Recommendations

- Let users communicate if an option is true or false.

# DATEPICKER

Datepickers are used as text inputs to capture a date.

## Anatomy



## States

Date  
06/24/2021

◀ June ▶ 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Today

Datepicker with Date Selected

Date

◀ June ▶ 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Today

Datepicker with Error

\* Date

◀ June ▶ 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Today

Datepicker with Date Required

\* Date

◀ June ▶ 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Today

Datepicker with Date Required,  
Datepicker has Error

Start and End Date

Start Date

End Date

◀ June ▶ 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Today

Datepicker with Range for Start Date  
and End Date

## Behavior

Users can click the form element to open up the dropdown menu. From the dropdown, a single date, date range or date and time can be selected.

## Usage

- Pick a date, date range, or date and time

1. **Form Element:** Label and text input.

2. **Dropdown Menu:** Grid-based calendar and filters.

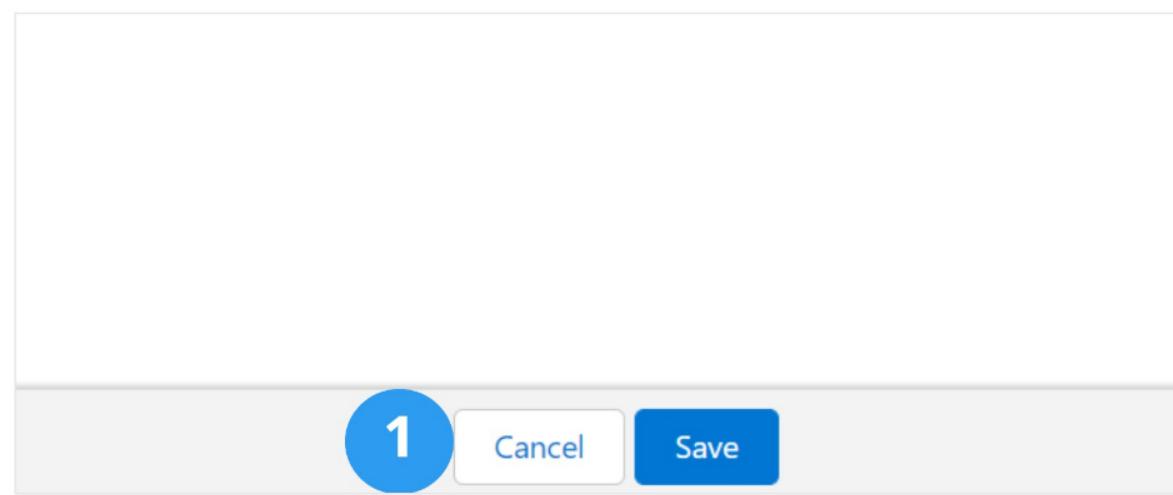
## Recommendations

- Get a date input from users.

# DOCKED FORM FOOTER

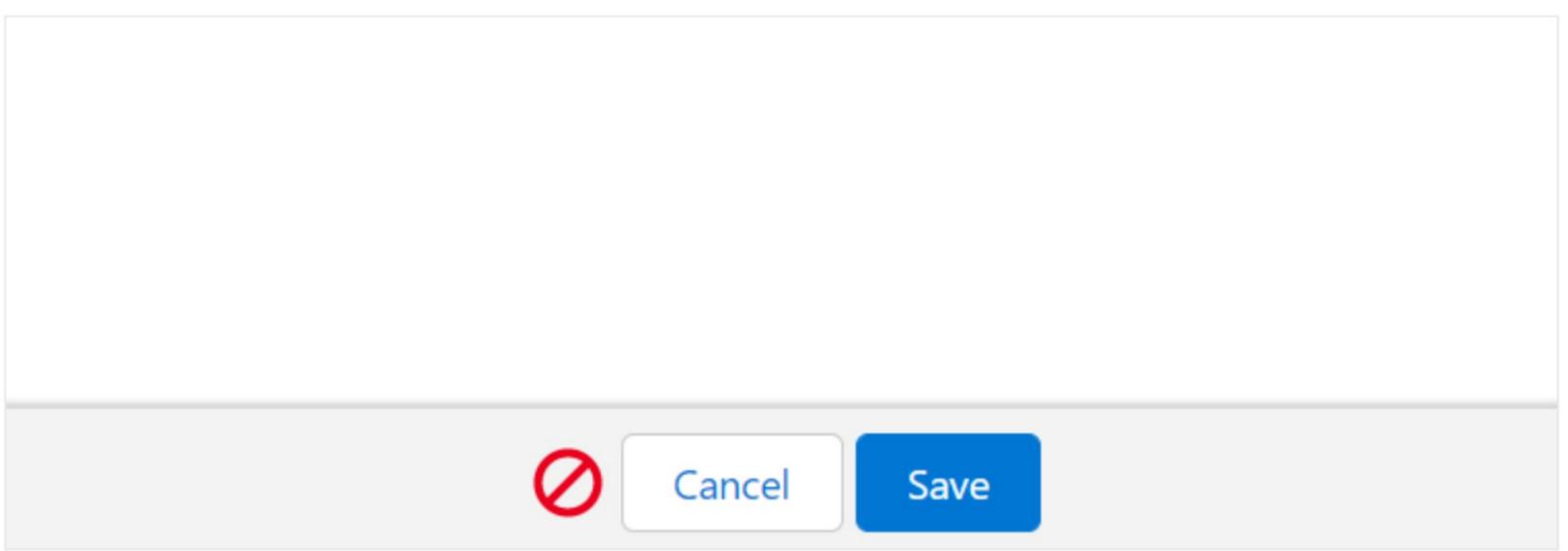
Docked Form Footers are used to fix form actions to the bottom of the page.

## Anatomy

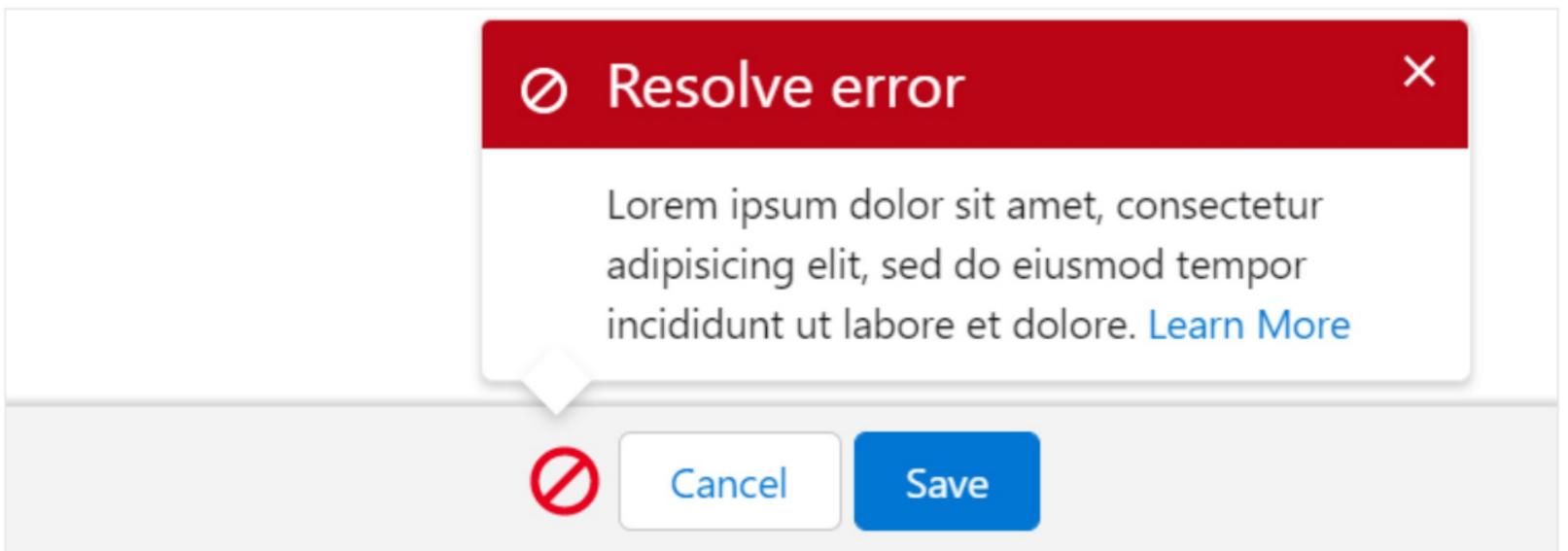


1. **Button:** Performable actions for the form.

## States



**With Error:** Notify users if there are any errors in the form.



**With Error Popover:** Use a popover to list out page-level errors to indicate to users that there are errors in the form.

## Behavior

The form footer is docked to the bottom of the viewport. Within the footer, there are related actions that users can take by clicking the form buttons.

## Usage

- Display form actions in a fixed position at the bottom of the viewport.

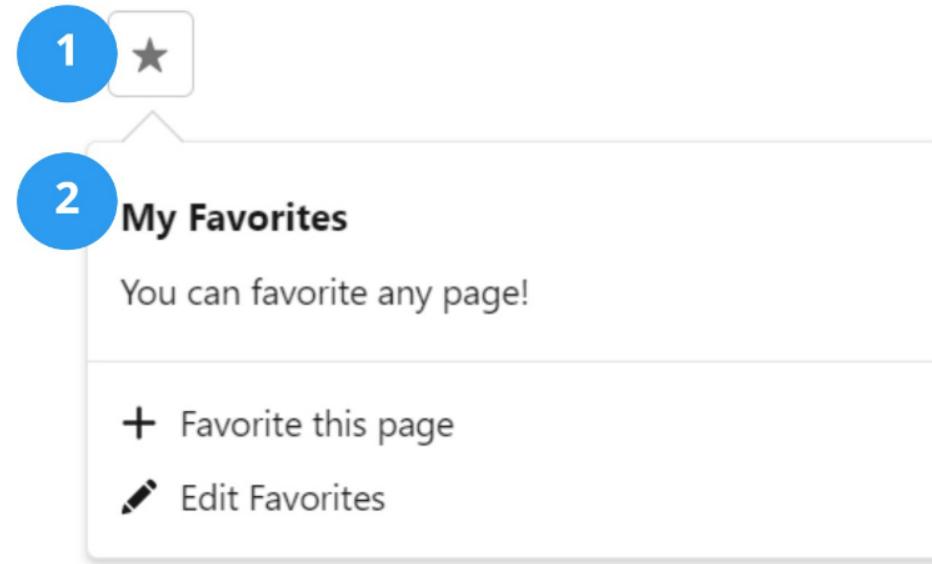
## Recommendations

- Give users actions they can take related to the form.

# DYNAMIC MENU

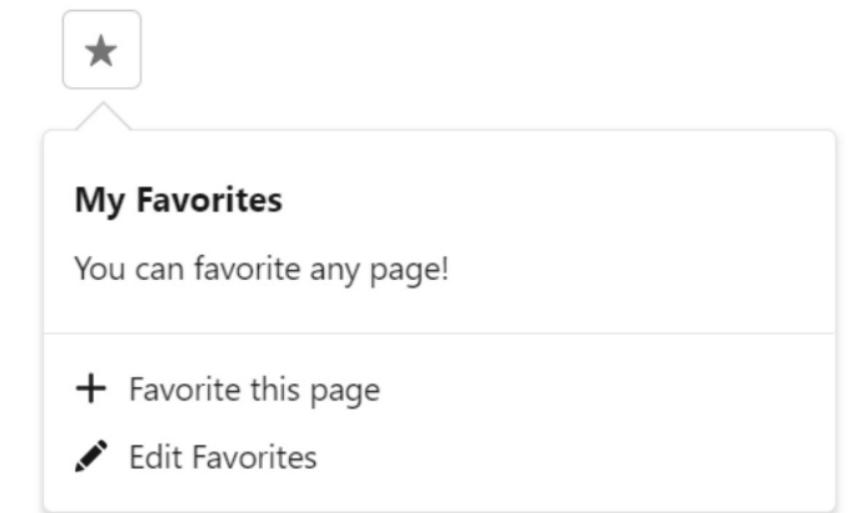
Dynamic Menus are used to give users a list of actions they can take.

## Anatomy

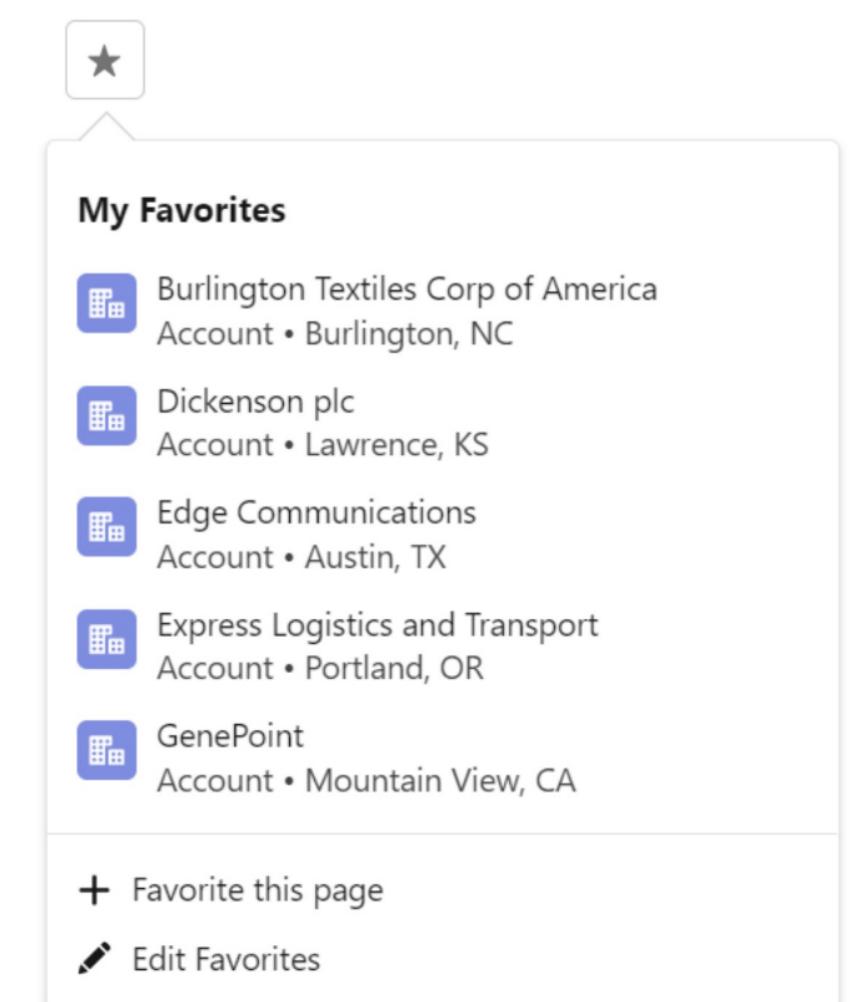


1. **Menu Button:** Button to display Popover.
2. **Popover:** List of action items.

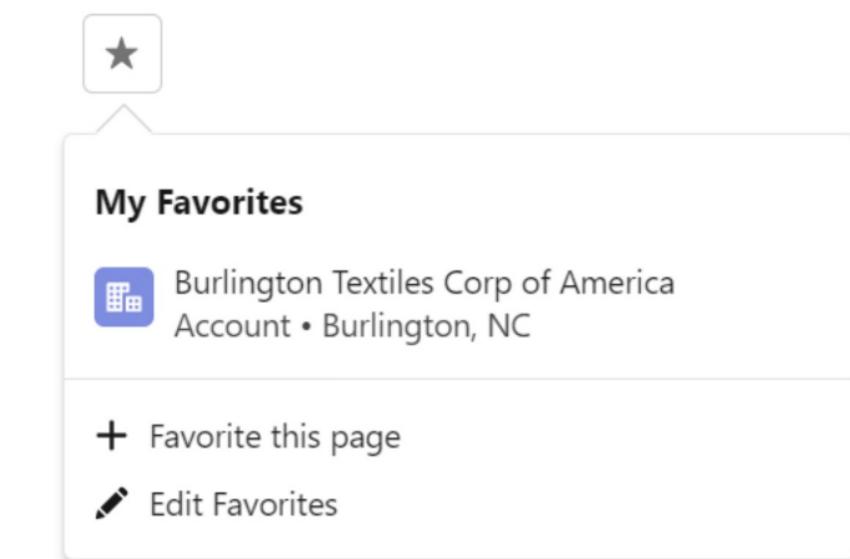
## States



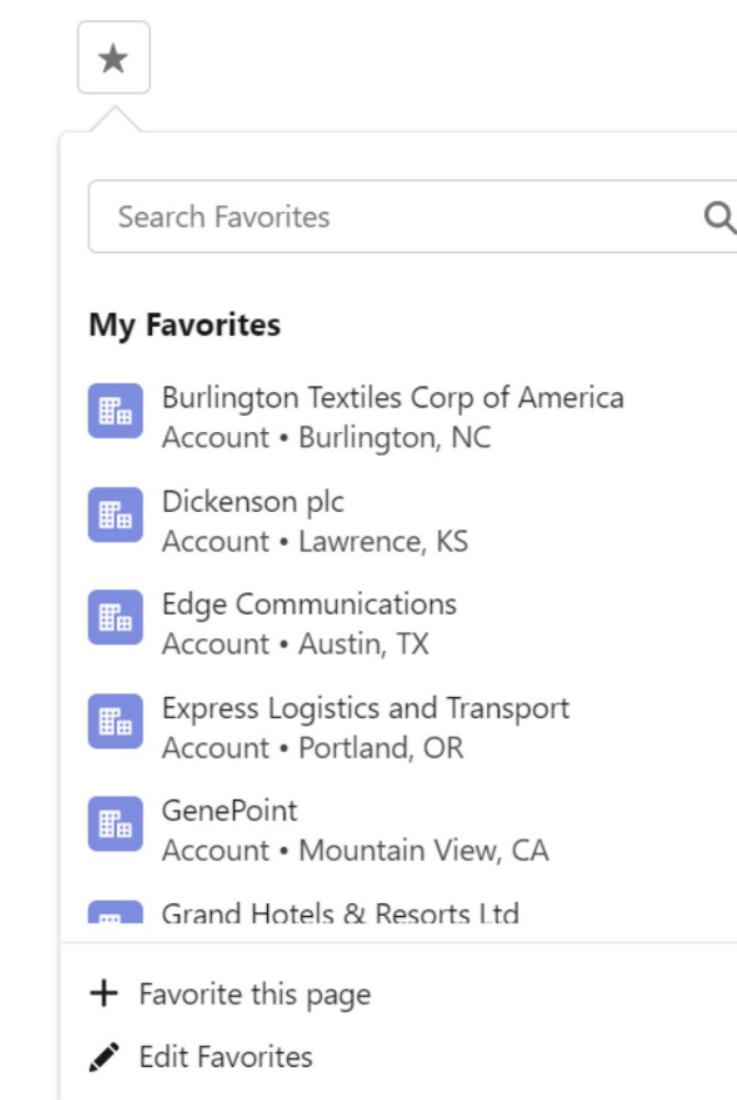
**Empty Menu:** Display static content in body when there are no actions other than pinned actions.



**Less than 10 Items in Menu:** Use listbox to display item in body.



**1 Item in Menu:** Use listbox to display item in body.



**More than 10 Items in Menu:** Use Autocomplete Combobox to display some items and allow search for other items that are not displayed.

## Behavior

Actions are included in the Popover. Users can open the Popover by clicking on the Menu Button to view actions they can take.

## Usage

- Provide bulk actions within a menu that users can take.

## Recommendations

- Give users a list of actions to take.

# EXPANDABLE SECTION

Expandable Sections are used to toggle visibility of section content.

## Anatomy

1 ▾ Section Title

Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam quis risus eget urna mollis ornare vel eu leo. Nulla vitae elit libero, a pharetra augue.

1. **Section Title:** Interactive title that opens and closes the content.

2. **Content:** Body composed of text and/or illustrations.

## States

▾ Section Title

Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam quis risus eget urna mollis ornare vel eu leo. Nulla vitae elit libero, a pharetra augue.

**Open:** Section is open and section content is visible.

Section Title

Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam quis risus eget urna mollis ornare vel eu leo. Nulla vitae elit libero, a pharetra augue.

**Non-collapsible:** Section content is always visible and cannot be hidden.

➤ Section Title

**Closed:** Section is closed and section content is hidden.

## Behavior

Users can click anywhere in the section title container to show or hide the section content.

## Usage

- Display or hide section content.

## Recommendations

- Let users toggle the visibility of section content.

# FEED

Feeds are used to display a recurring list of elements of similar types, such as a discussion feed composed of posts made by users.

## Anatomy

1 Jason Rogers — Design Systems  
5 days Ago

Hey there! Here's the latest demo presentation @Jenna Davis, let me know if there are any changes. I've updated slides 3-8 and slides 16-18 slides with new product shots.

2 Like Comment Share 20 shares 259 views

## Variations

Jason Rogers — Design Systems  
5 days Ago

Hey there! Here's the latest demo presentation @Jenna Davis, let me know if there are any changes. I've updated slides 3-8 and slides 16-18 slides with new product shots.

Image Title PDF 22+

Like Comment Share 20 shares 259 views

**File(s) Attachment:** Users can attach files in their posts.

Jason Rogers — Design Systems  
5 days Ago

Hey there! Here's the latest demo presentation @Jenna Davis, let me know if there are any changes. I've updated slides 3-8 and slides 16-18 slides with new product shots.

Maui By Air The Best Way Around The Island  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Like Comment Share 20 shares 259 views

**Link Attachment:** Users can attach links in their posts.

- Media Object:** User's name and avatar image.
- Content:** Body composed of text and or link/file attachments.
- Footer:** Action buttons.

Jason Rogers — Design Systems  
5 days Ago

Hey there! Here's the latest demo presentation @Jenna Davis, let me know if there are any changes. I've updated slides 3-8 and slides 16-18 slides with new product shots.

Jenna Davis  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
Like • 16hr Ago

Jenna Davis  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
Like • 16hr Ago

Write a comment...

**With Replies:** Replies to a user's post show up below the post by time replied.

## States

Jason Rogers — Design Systems  
5 days Ago

Hey there! Here's the latest demo presentation @Jenna Davis, let me know if there are any changes. I've updated slides 3-8 and slides 16-18 slides with new product shots.

Like Comment Share 20 shares 259 views

You liked this post

**Liked:** When you have liked someone else's post, the like button will darken, and a status message will show below the post.

## Behavior

A post displays the avatar and name of the initial poster. Users can click on the actions to react to the post.

## Usage

- Write a post of text, link attachments, or file attachments.
- Respond and/or react to other's posts.

Jason Rogers — Design Systems  
5 days Ago

Here's the latest demo presentation @Jenna Davis, let me know if there are any changes. I've updated slides 3-8 and slides 16-18 slides with new product shots.

Like Comment Share 8 comments 20 shares 259 views

More comments 1 of 8

Jenna Davis  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
Like • 16hr Ago

Write a comment...

**Replies - Overflow Bar:** Posts with over 5 replies only show the top reply with the rest hidden in overflow.

## Recommendations

- Users can communicate with others through Chatter and share files and links.

# FORM ELEMENT

Form Elements are used to get input from users.

## Anatomy



1. **Label:** Text to hold information.
2. **Input Element:** Input - can be text, checkboxes, or radio buttons.

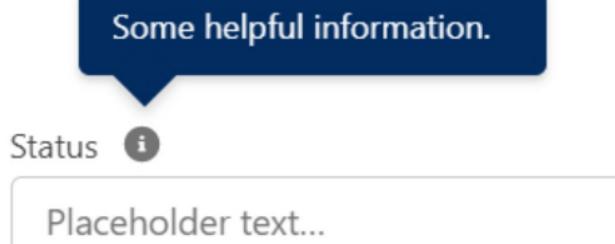
## Variations

Status  
In Progress

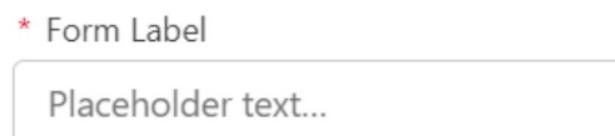
**View Mode/Static:** View mode or static state of the element.

Status  
In Progress

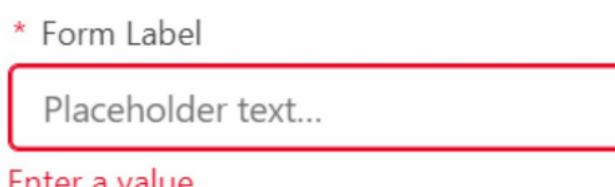
**Inline Edit:** Users can click the edit button icon (pen) to switch out of view mode and make edits.



**Help Text Icon:** Users can hover over the tooltip to view the displayed help text information.



**Required:** Use the red asterisk to show that the form element is required.



**Error:** If an error occurs while submitting a form, the form element should display an error message to provide feedback to the user.

## Behavior

Form elements can be in the form of an input container, text area, radio buttons, or checkboxes. Users can type text or click on a checkbox to give input in a form.

## Usage

- Get free form user input.

## Recommendations

- Get input from users through text, checkboxes, or radio buttons.

# GLOBAL HEADER

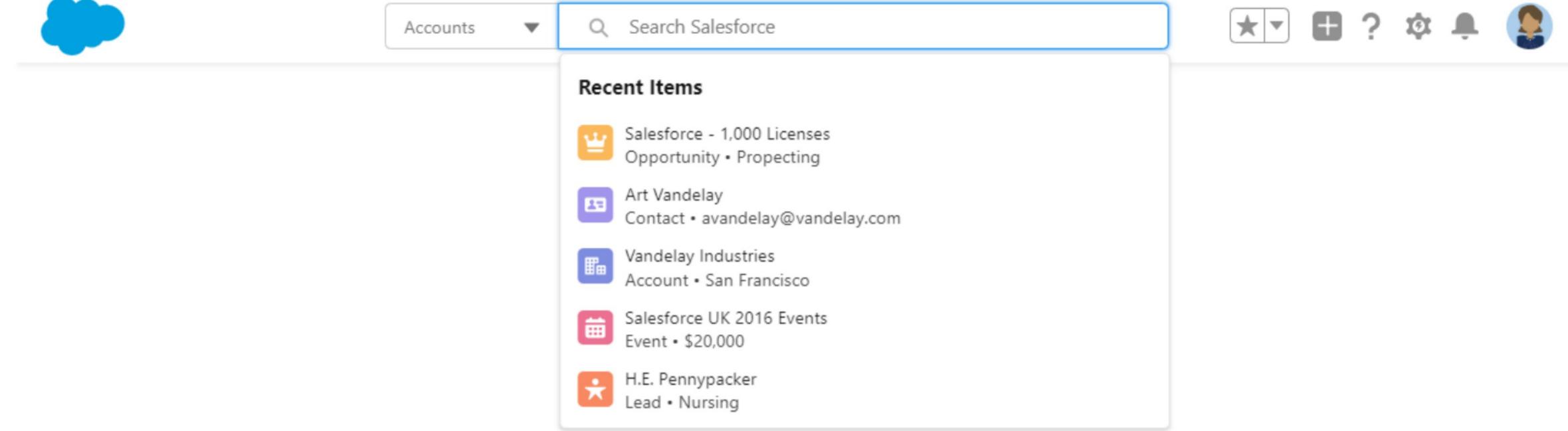
A Global Header is used to provide navigation and other action elements.

## Anatomy

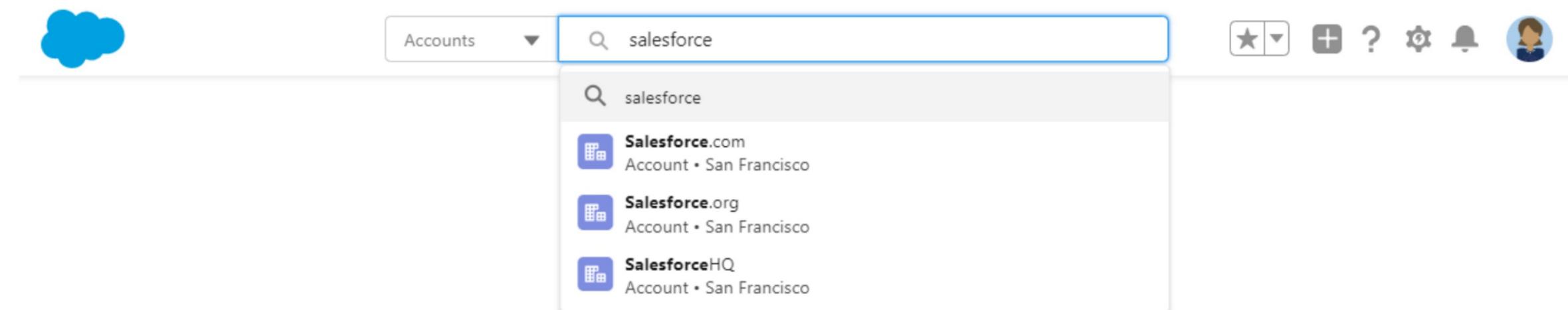


1. **Logo:** Company logo.
2. **Global Search:** Application wide search implemented as a Combobox.
3. **Global Actions:** Task actions including Favorites, Task Menu, Help, Setup, Notifications.

## States



**Focused and Expanded:** Clicking the search bar opens to display the most recent search items.



**Active and Typing:** Typing in the search bar displays items that match the typed input.

## Behavior

Appears at the top of the page. User can click the logo to return to the home screen. Actions can be taken by clicking any of the global action buttons.

**This component is a global feature and appears by default on all pages.**

## Usage

- Used to group a related set of information.
- Show an action a user can take for the grouped information.

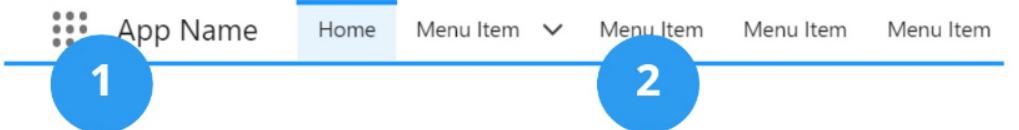
## Recommendations

- Give users actions they can take.

# GLOBAL NAVIGATION

Global Navigation is used to provide navigation links accessible from every page.

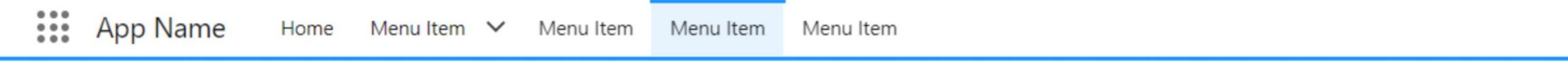
## Anatomy



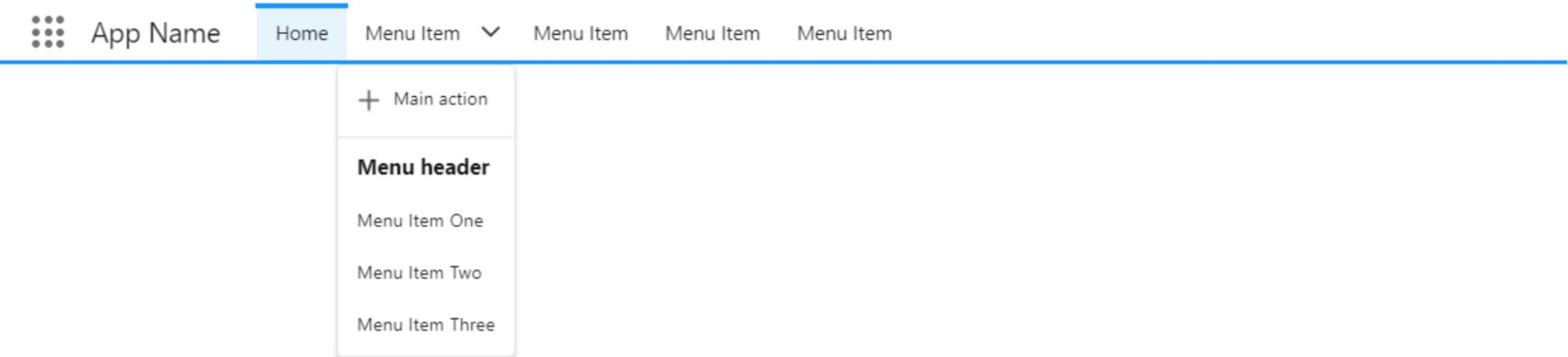
1. **Primary Region:** App Launcher and App Name.

2. **Secondary Region:** List of App Items for navigation.

## States



**Active Item:** Use the primary brand color to highlight the current active tab.



**Menu Open:** Users can click on the Menu tab to open the dropdown and display all items within the menu.

## Behavior

Appears at the top of the page under the Global Header. The App Name displays the current app. Users can click through the various tabs to navigate to a different section.

**This component is a global feature and appears by default on all pages.**

## Usage

- Navigation within the current app.

## Recommendations

- Give users a way to move through different parts of the app.

# LOOKUPS

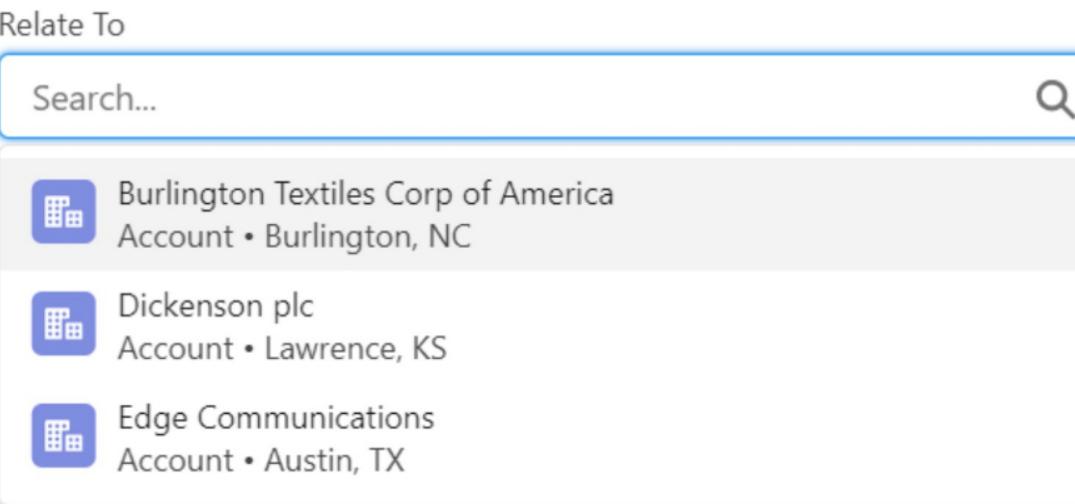
Lookups are used as a method to search within a database.

## Anatomy

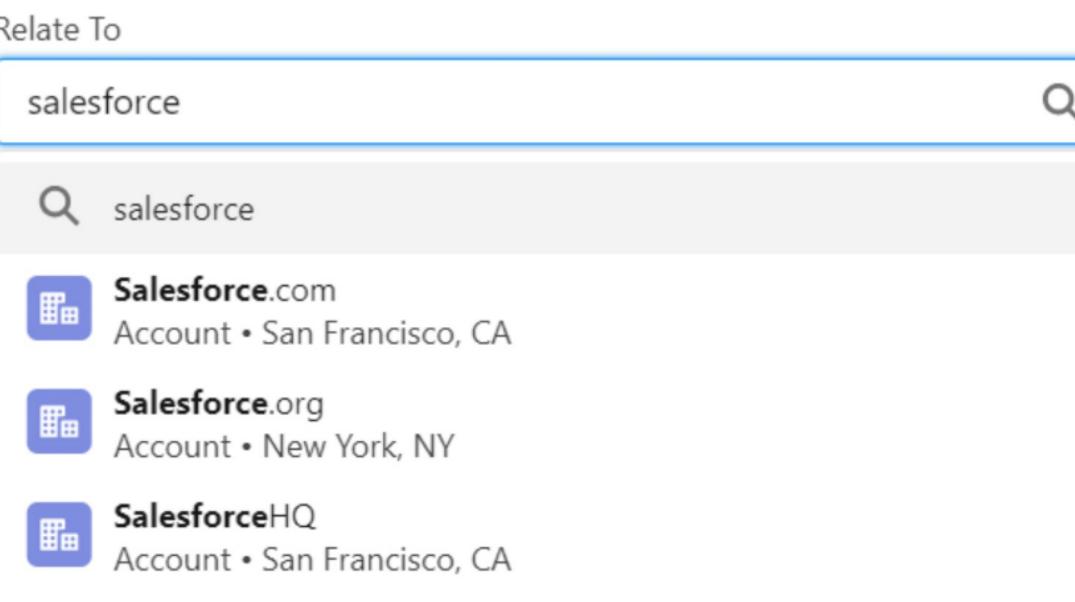


1. **Combobox:** Text to display.

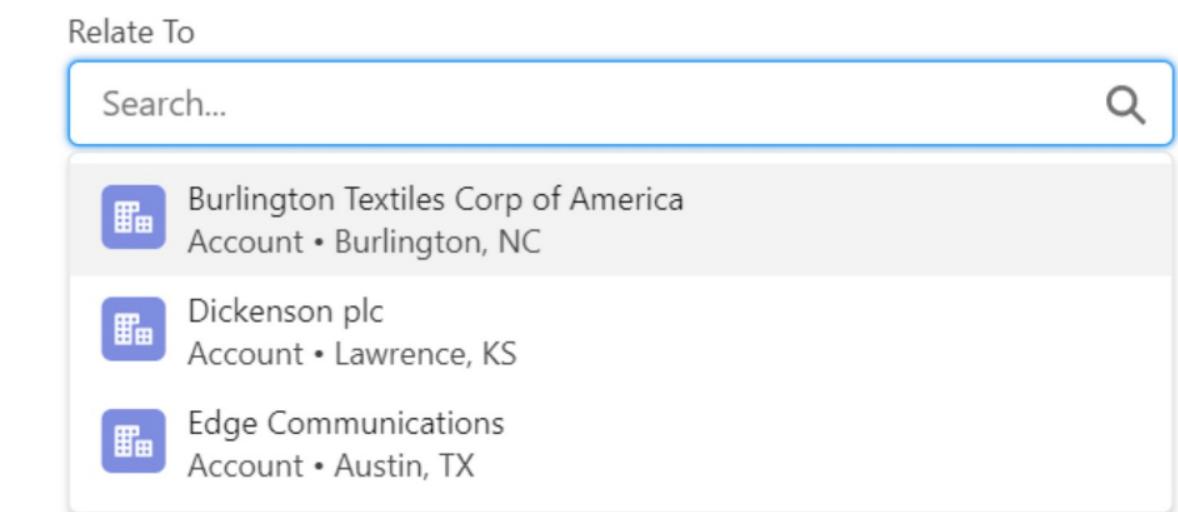
## States



**Focused:** The Combobox dropdown is open and displays search results.



**Displaying Options Based on User Input:** User has typed a search term into the Combobox, and the Combobox dropdown items are autocomplete search results that match the search term.



**Open - Item Focused:** Combobox dropdown is open, and an item is hovered over.



**Option Selected:** The Combobox dropdown is closed, and the Combobox displays the selected item with a button icon to enable the removal of the selected item.

## Behavior

Users can type into the Combobox, which will autocomplete with search results within the database.

## Usage

- Provide search results from a database.

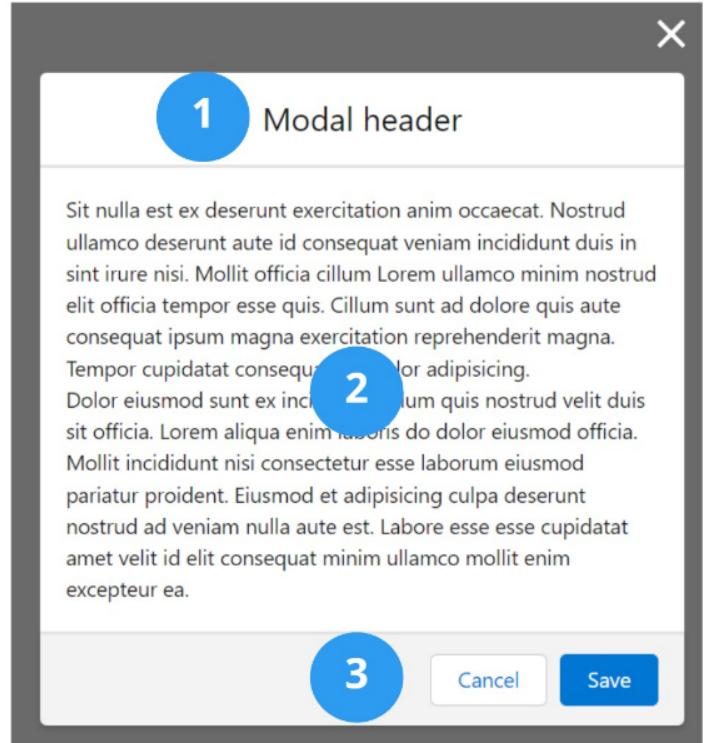
## Recommendations

- Let users parse through datasets.

# MODAL

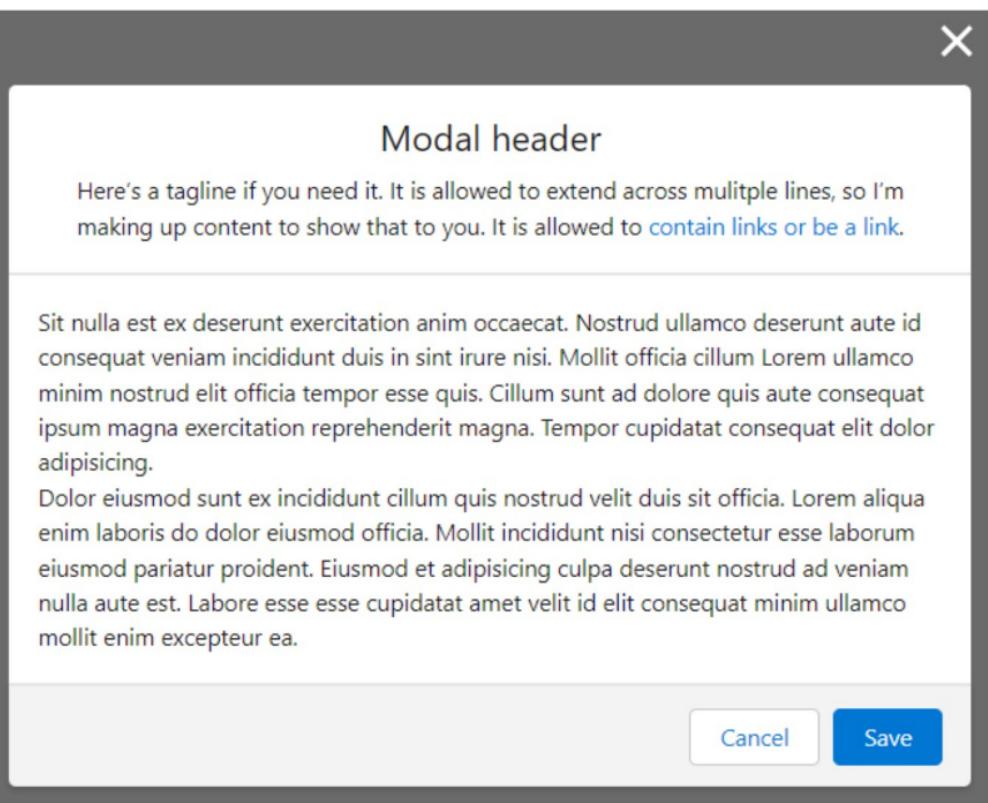
Modals are used to display content in a layer above the current page.

## Anatomy

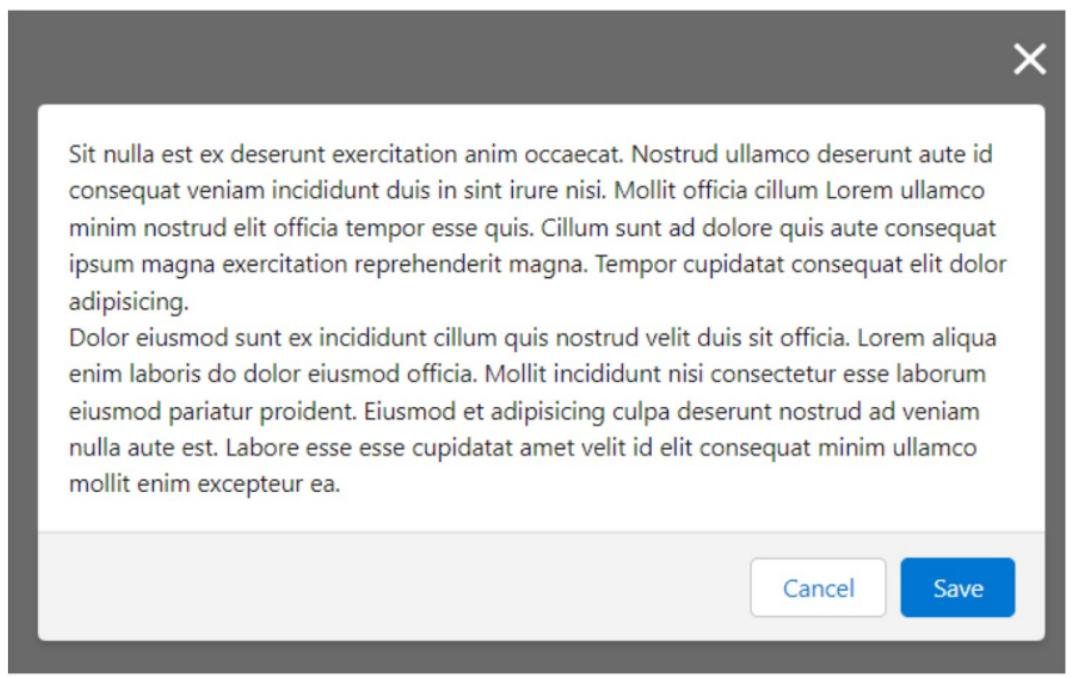


- Header:** Text to hold information.
- Content:** Body composed of text.
- Footer:** Action buttons.

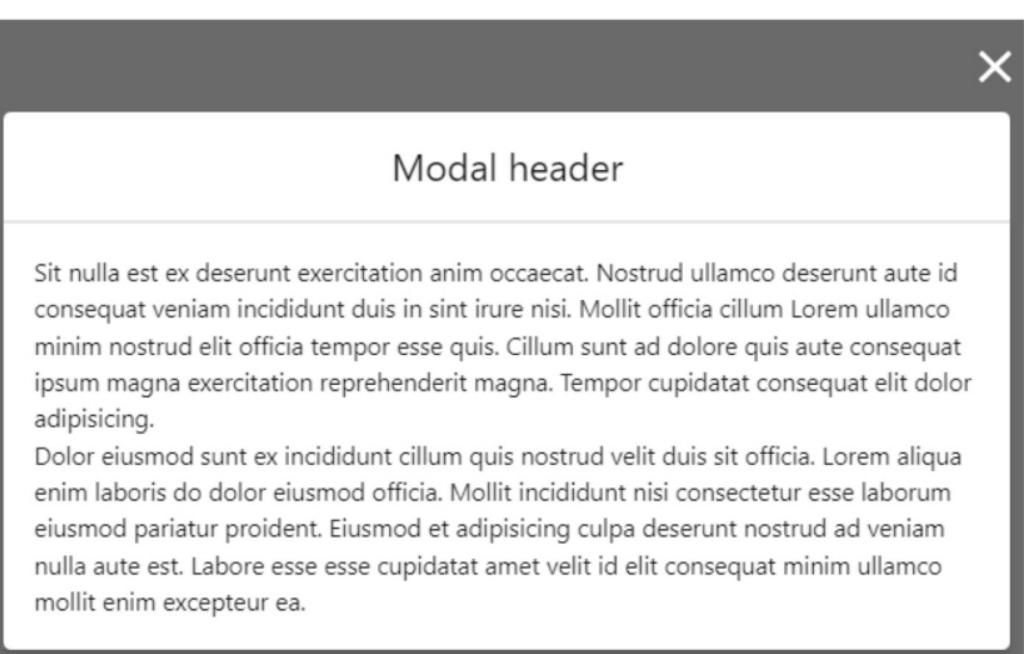
## States



**Taglines:** Modal headers can have taglines, which are used to provide additional context. These can contain links or be a link itself.



**Headless:** The header can be removed from the modal.



**Footless:** The footer can be removed from the modal.

## Behavior

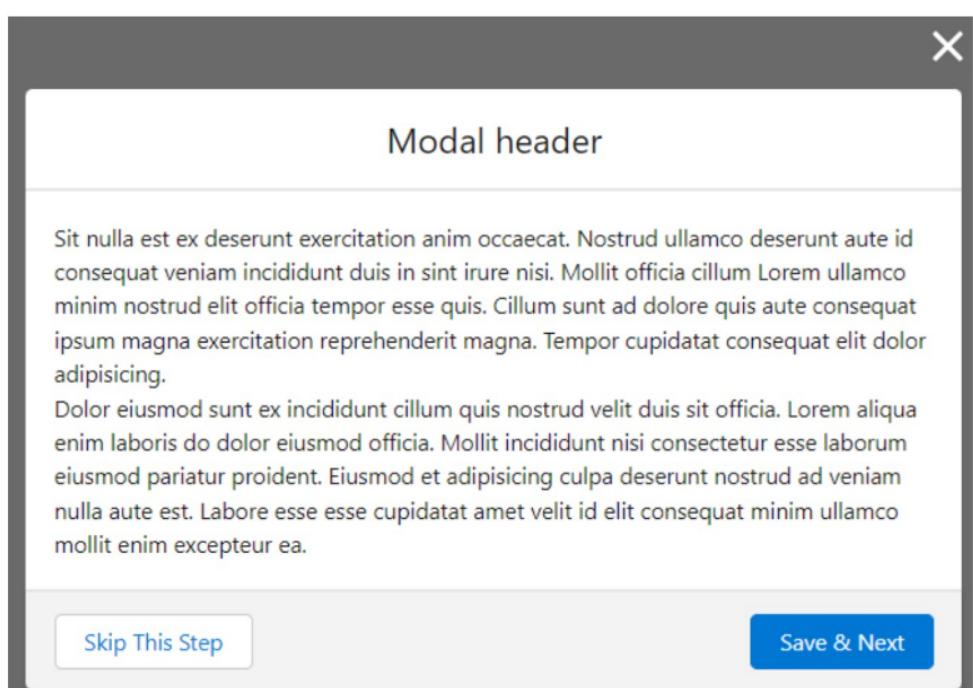
Modal pops up in a layer over the current app. Width is 50% of viewport, with minimum and maximum dimensions to avoid going too narrow or too wide. Users can click any of the buttons in the footer to take an action.

## Usage

- Provide space above the current app for users to create or edit a record.
- Can also be used for messaging.

## Recommendations

- Let users create or edit a record, or allow users to type messages.

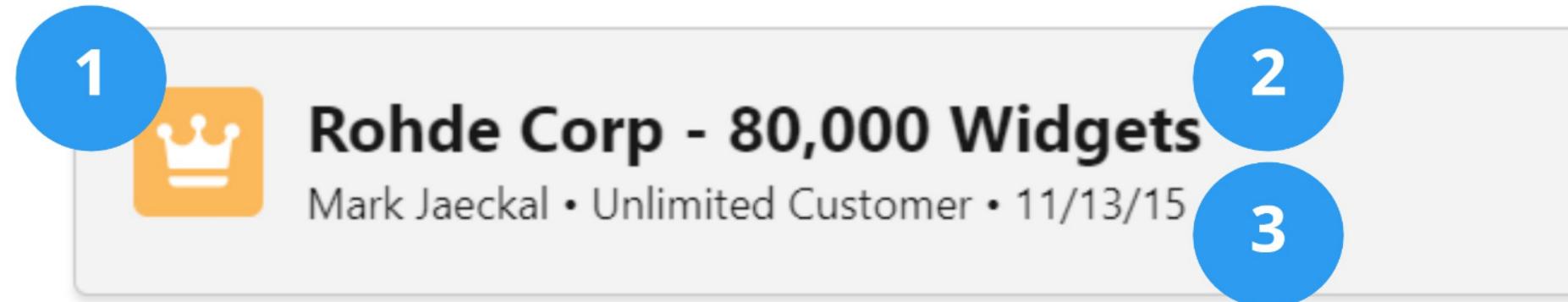


**Directional:** For directional navigation ("Next" and "Back"), the action buttons are places on the left and right instead of only on the right.

# PAGE HEADER

Page Headers are used to display the title of the page, as well as provide any additional related actions.

## Anatomy



## Behavior

Page headers appear at the top of the page. The title is displayed as well as any supporting details and related actions.

## Usage

1. **Icon:** Use an icon to convey more meaning.
2. **Title:** Text describing the page header.
3. **Subtitle:** Text to provide any supporting details.

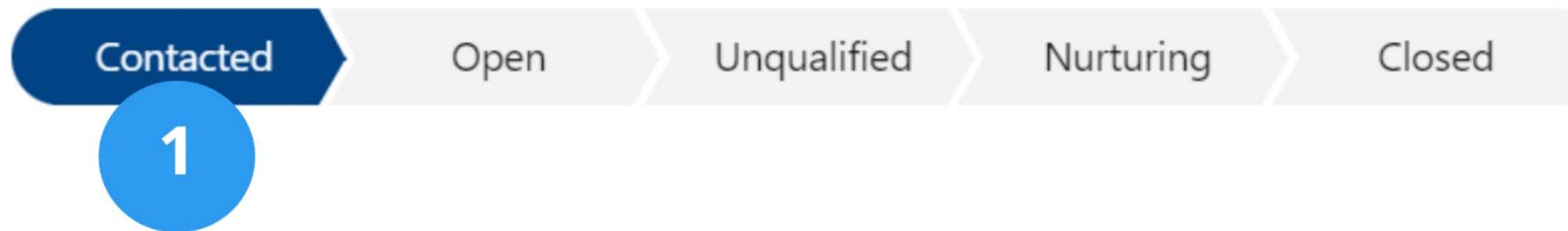
## Recommendations

- Let users take any related actions.

# PATH

Paths are used to display progress of a particular process.

## Anatomy



1. **Stage:** Differentiate between each step of the process.

## Behavior

Displays the state of a process and how much is completed.

## Usage

- Show the progress of a particular process.

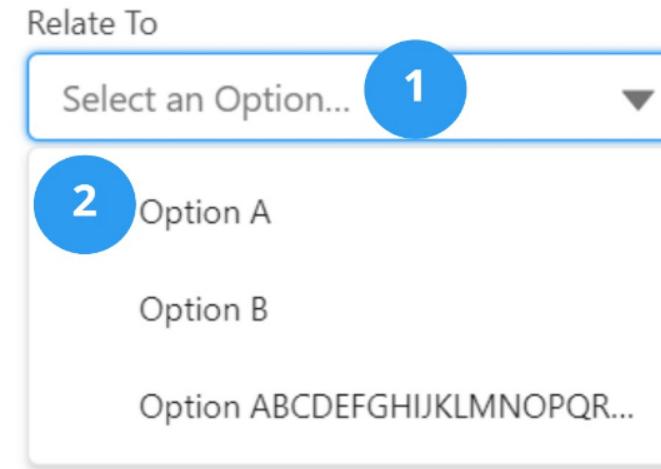
## Recommendations

- Let users see how far into a process they are.

# PICKLIST

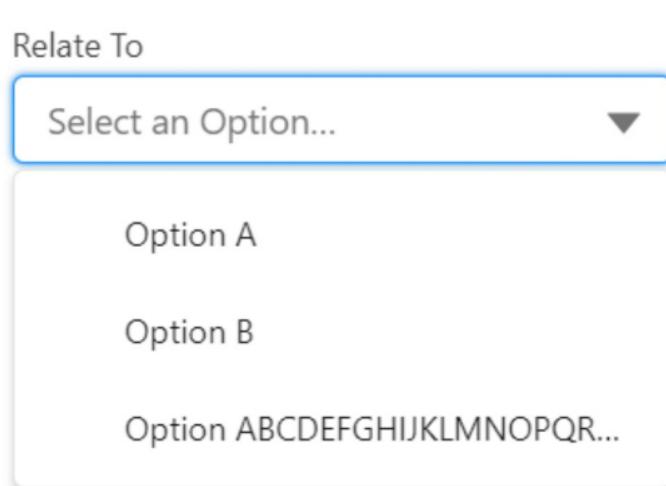
Picklists are used to let users select items from a list.

## Anatomy

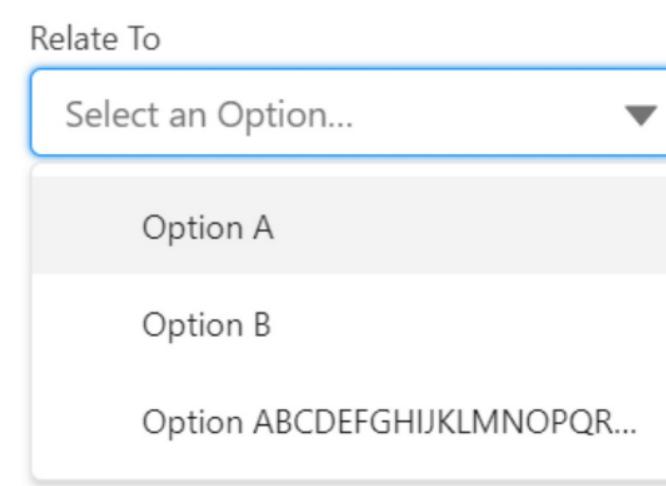


1. **Read-Only Input:** Text to display.
2. **Option:** Items in list.

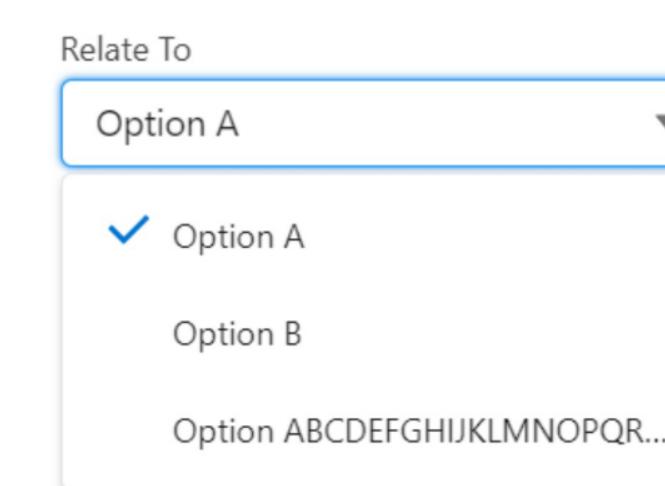
## States



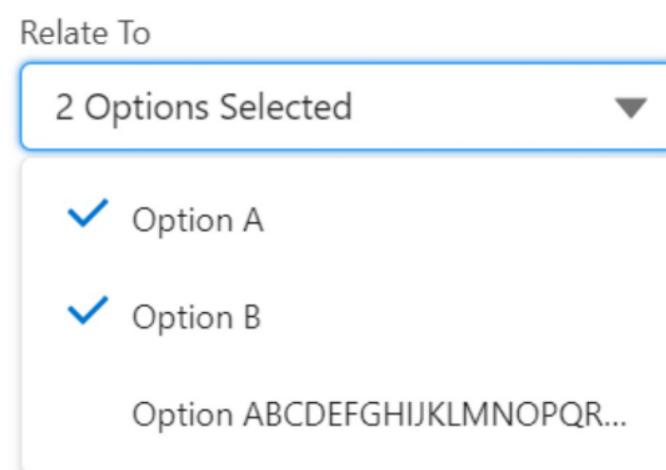
**Focused:** Picklist is open and shows all available options to pick from.



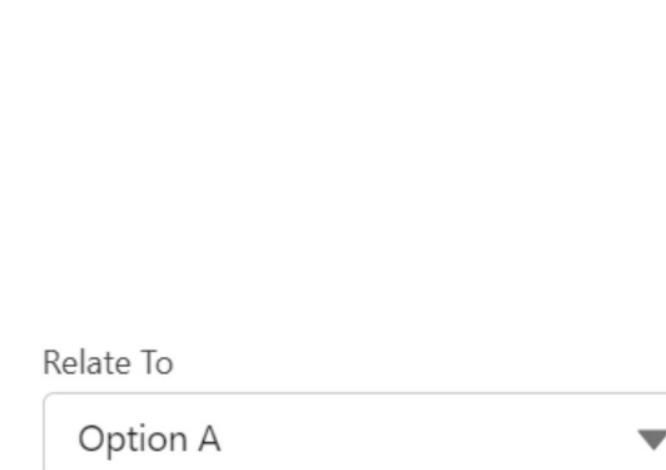
**Open - Item Focused:** Picklist is open and an option is hovered over.



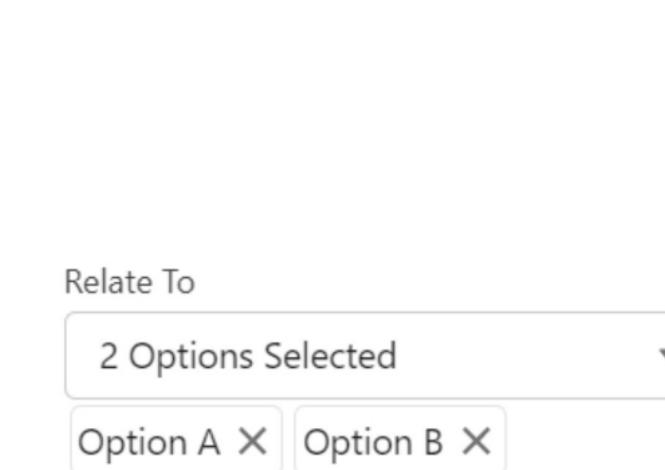
**Open - Option Selected:** Picklist is open and an option is selected, indicated by the checkmark next to the option. The read-only input is updated to display the chosen option.



**Open - Options Selected:** Picklist is open and multiple options are selected, indicated by the checkmarks next to the options. The read-only input is updated to display the total number of options selected.



**Closed - Option Selected:** Picklist is closed and read-only input displays the chosen option.



**Closed - Options Selected:** Picklist is closed and read-only input displays the total number of chosen options. A listbox of pills below the read-only input displays the chosen options.

## Behavior

Users can select options from a list. Can either pick a single item or multiple. Once an item has been selected, the Read-Only Input will be updated to display it.

For multi-select, the Read-Only Input will be updated to display the total number of selected items. When a picklist with multiple selected items is closed, a listbox of pills is used to display the selected options below the Read-Only Input so users can easily see and remove any items.

## Usage

- Let users select an item (or multiple).

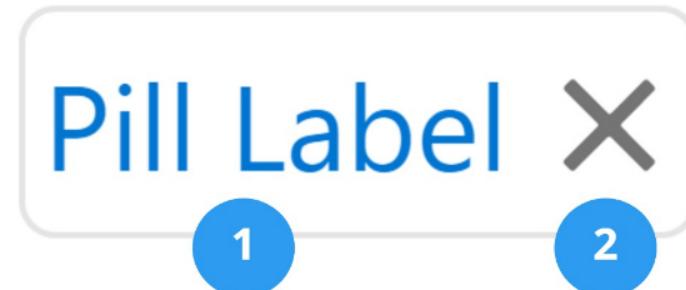
## Recommendations

- Give options for users to pick from, and display the chosen item.

# PILL

Pills are used to represent an object that can be viewed with or without an icon.

## Anatomy



1. **Label:** Text to hold information.
2. **X Icon:** Icon selection used to remove the pill.

## Variations



**With Icon:** Icons can be added to pills to convey more meaning.

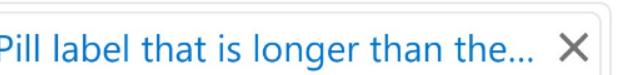
**With Avatar:** Images, such as avatars, can be added to pills to convey more meaning.

**With Container:** Containers can be used to group pills together.

## States



**Error:** Indicate to user that an error has occurred.



**Truncated:** The pill label will truncate if it is longer than the width of its parent container.

## Behavior

Pills labels use text to hold information, but they can also include links. Pills have an X icon on the right hand side, allowing users to remove pills from view. Pills can also use icons or images to convey more meaning.

## Usage

- Used to display selected items from a list.

## Recommendations

- Show what items have been selected out of a list, with the option to remove from view.

# RADIO BUTTON GROUP

Radio Button Groups are used to let users select an entry out of a list.

## Anatomy

Radio Group Label

Mon	Tue	Wed	Thu	Fri
-----	-----	-----	-----	-----

1

1. **Radio Button:** Item to display.

## States

Radio Group Label

Mon	Tue	Wed	Thu	Fri
-----	-----	-----	-----	-----

**Disabled:** The Radio Buttons are greyed out to indicate that the Radio Button Group is in a view-only mode, and no actions can be taken.

\* Radio Group Label

Mon	Tue	Wed	Thu	Fri
-----	-----	-----	-----	-----

**Required:** Use an asterisk to indicate that the Radio Button Group is required.

\* Radio Group Label

Mon	Tue	Wed	Thu	Fri
-----	-----	-----	-----	-----

This field is required

**Error:** Indicate to the user that an error has occurred using an error message below the Radio Button Group.

## Behavior

The Radio Buttons are displayed in a list format, allowing users to select one item.

## Usage

- Choose an item out of a list.

## Recommendations

- Let users select an item.

# RADIO GROUP

Radio Groups are used to enable the selection of an item out of a list.

## Anatomy

### 1 Radio Group Label

2  Radio Label One 3

Radio Label Two

1. **Radio Group Label:** Text to hold information.

2. **Radio Button:** Item to select.

3. **Radio Label:** Text to hold information.

## Variations

### Radio Group Label

- Radio Label One
- Radio Label Two

### Radio Group Label

- Radio Label One
- Radio Label Two

### \* Radio Group Label

- Radio Label One
- Radio Label Two

### \* Radio Group Label

- Radio Label One
- Radio Label Two

This field is required

### \* Radio Group Label

- Radio Label One
- Radio Label Two

Some helpful information.

### \* Radio Group Label

- Radio Label One
- Radio Label Two

### Radio Group Label

- Radio Label One
- Radio Label Two

### Radio Group Label \*

- Radio Label One
- Radio Label Two

## Behavior

Users can click the Radio Button to select an item. Within a group, there are at least two Radio Buttons. Users can only select one Radio Button at a time.

**Disabled:** Radio Buttons are greyed out to indicate that the Radio Group is in view-only mode and no items can be selected.

**Checked and Disabled:** One item is selected. Radio Buttons are greyed out, indicating the Radio Group is view-only.

**Required:** Use an asterisk to indicate that the Radio Group is required.

**Error:** Use an asterisk to indicate that the Radio Group is required. Radio Buttons are encircled with red and an error message is displayed below the Radio Group to indicate that an error has occurred.

**Required with Help Text Icon:** Use an asterisk to indicate that the Radio Group is required. Help Text Icon indicates that there is help information available for users to view.

**Required with Help Text Icon and Tooltip:** Use an asterisk to indicate that the Radio Group is required. Users can hover over the Help Text Icon to view the help information in the Tooltip.

**Right to Left:** For when the Radio Group is located on the right hand side of the page. Everything is read from right to left.

**Right to Left Required with Help Text Icon:** For when the Radio Group is located on the right hand side of the page. Everything is read from right to left.

## Usage

- Select only one item from a group at a time.

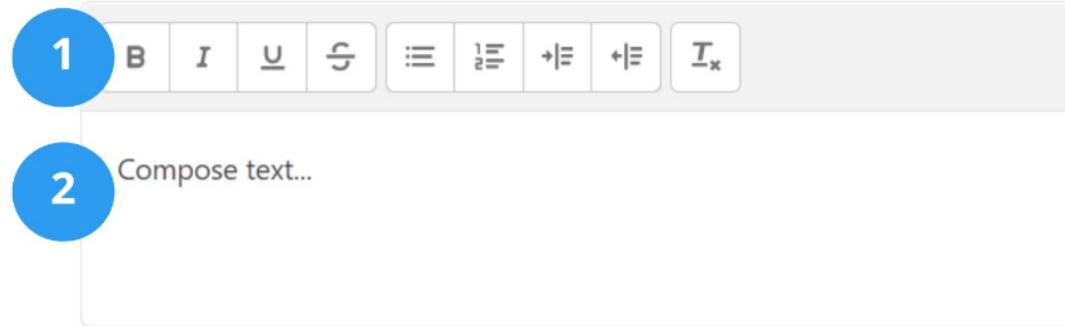
## Recommendations

- Give options for users to pick from.

# RICH TEXT EDITOR

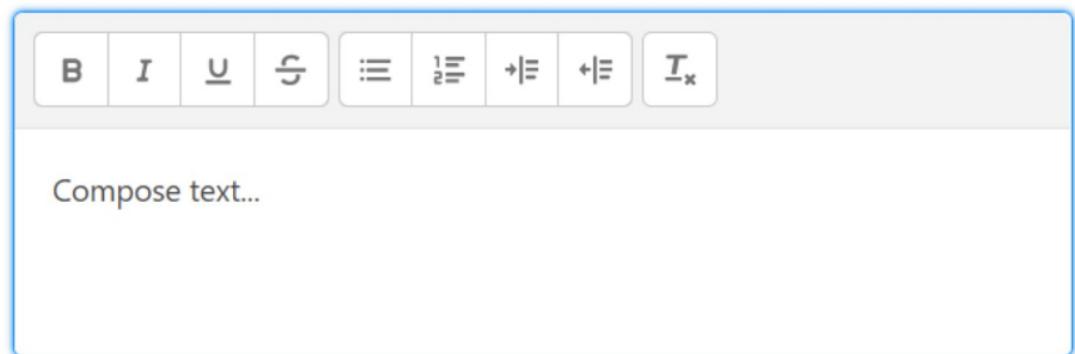
Rich Text Editors are used to let users format text.

## Anatomy

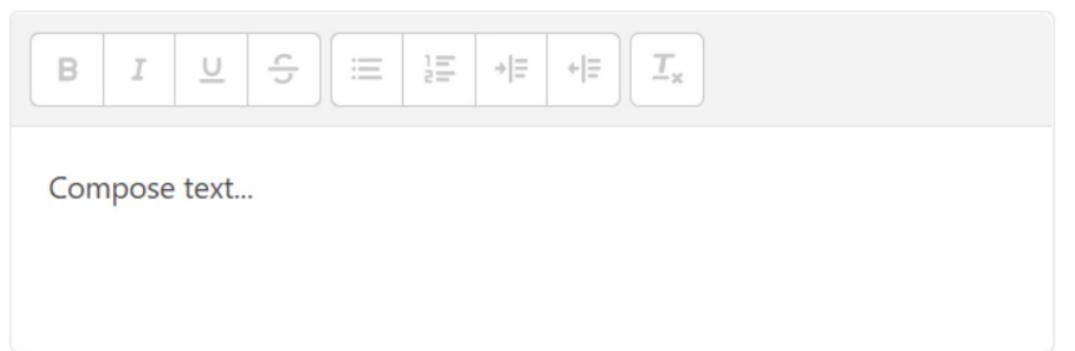


1. **Toolbar:** Buttons to format text, format body, insert content, and clear formatting.
2. **Textbox:** Container for text.

## States



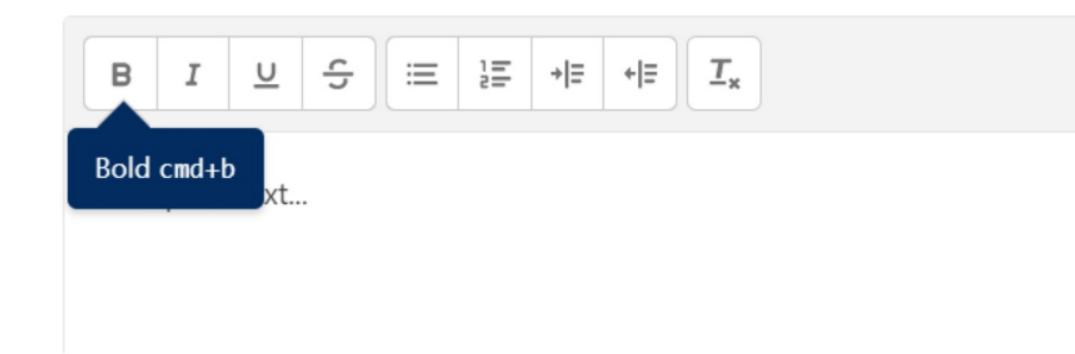
**Focused:** The container enclosing the Rich Text Editor has a blue highlight to indicate the focused state.



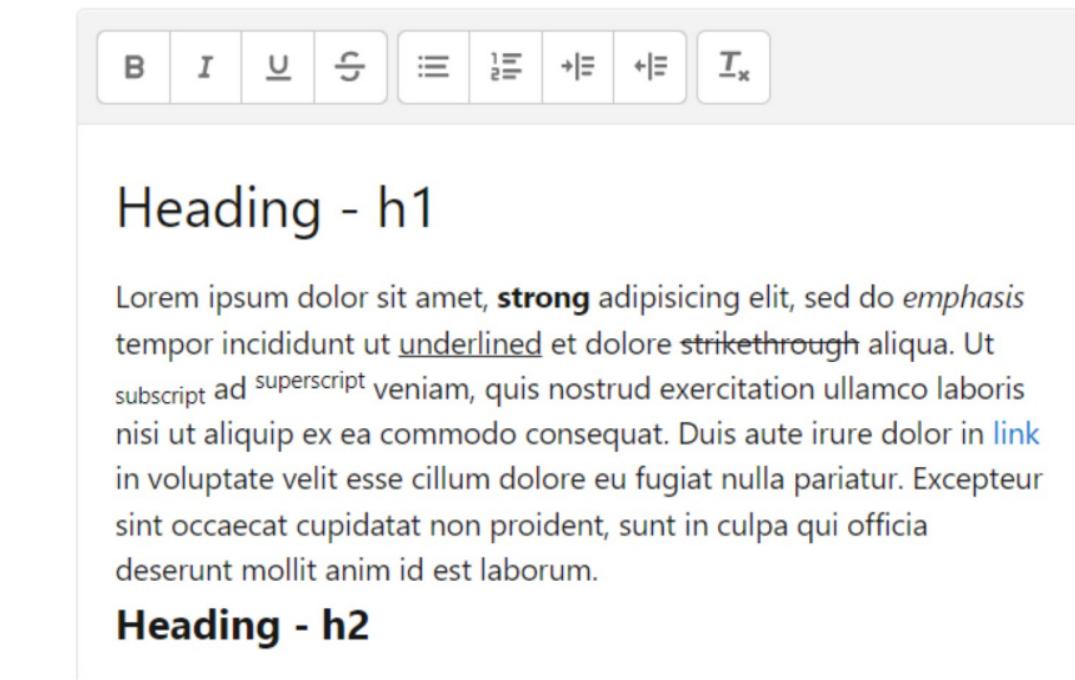
**Disabled:** Rich Text Editor is in a view-only mode and no formatting can be made to the text.



**Error:** Indicate to the user that an error has occurred using an error message below the Rich Text Editor.



**Tooltip:** Hover over the buttons in the toolbar to see the tips for what each button is and its keyboard shortcut.



**Filled Out:** Rich Text Editor has been filled out, with the text in the textbox displaying the formatted text.

## Behavior

Users can click any of the buttons in the toolbar to make alterations to the text, as well as clear any formatting.

## Usage

- Provide different formats of text that users can alter.
- Can be used for email, feed, and notes.

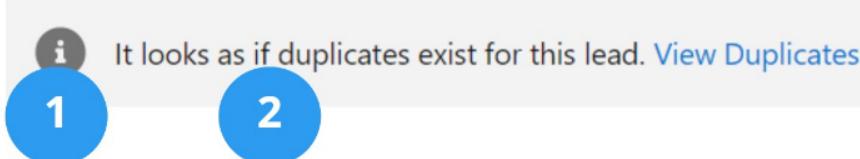
## Recommendations

- Let users edit and format text.

# SCOPED NOTIFICATIONS

Scoped Notifications are used to provide advisory information to users.

## Anatomy

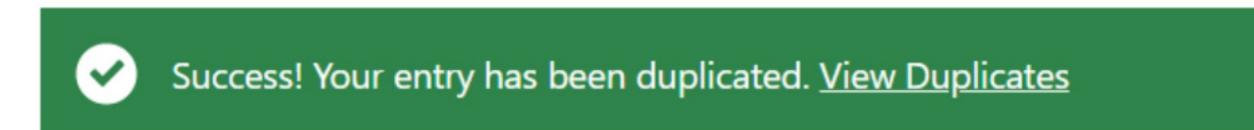


- Icon:** Use an icon to convey more meaning.
- Content:** Text for the information presented to the user.

## States



**Informational:** Used for informational notifications. Default to dark theme.



**Success:** Used for success notifications.



**Warning:** Used for warning notifications.



**Error:** Used for error notifications.

## Variations



**Light Theme:** Notifications with light theme background.



**Dark Theme:** Notifications with dark theme background. Default for Informational Notifications.

## Behavior

The notification appears scoped to the container, with the text displaying the advisory information. These notifications are not important enough to qualify as alerts.

**Scoped Notifications cannot be dismissed.**

## Usage

- Show status updates and advisory information.

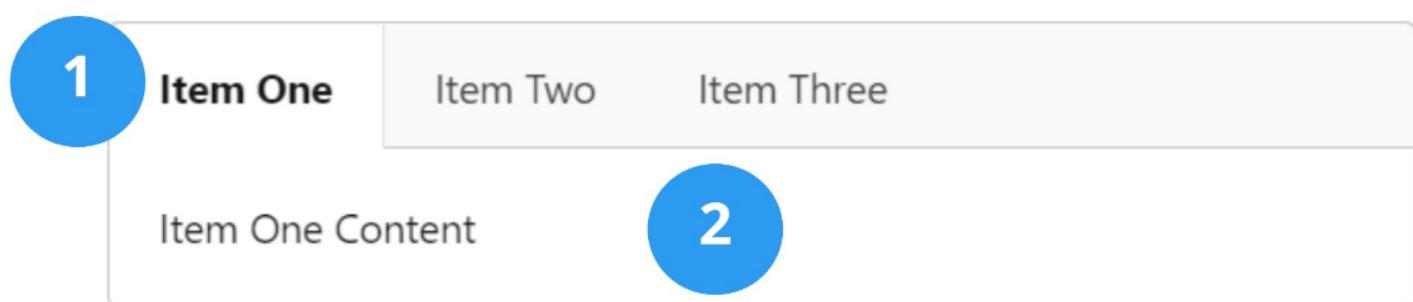
## Recommendations

- Give users advisory information.

# SCOPED TABS

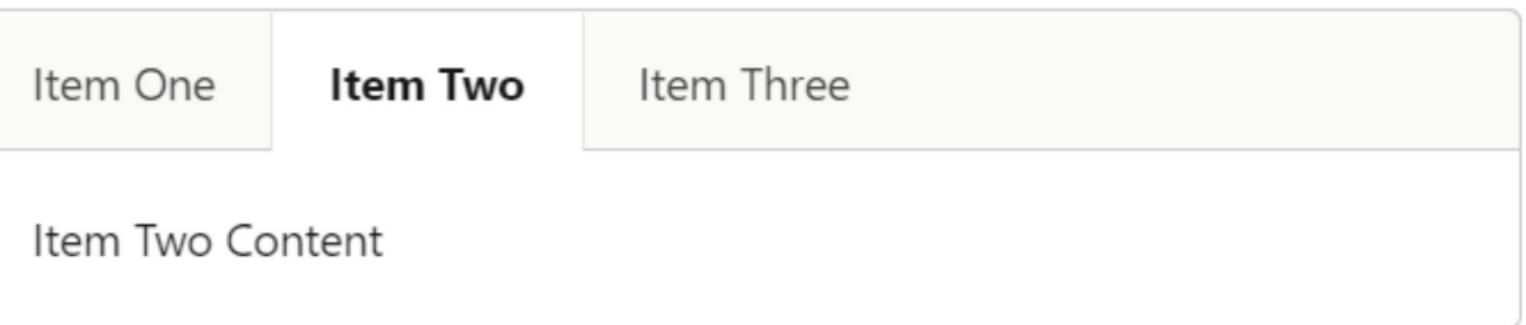
Scoped Tabs are used to hide and show related content by clicking through each tab.

## Anatomy



1. **Tablist:** Tabs for navigation.
2. **Panel:** Content for each related tab.

## States



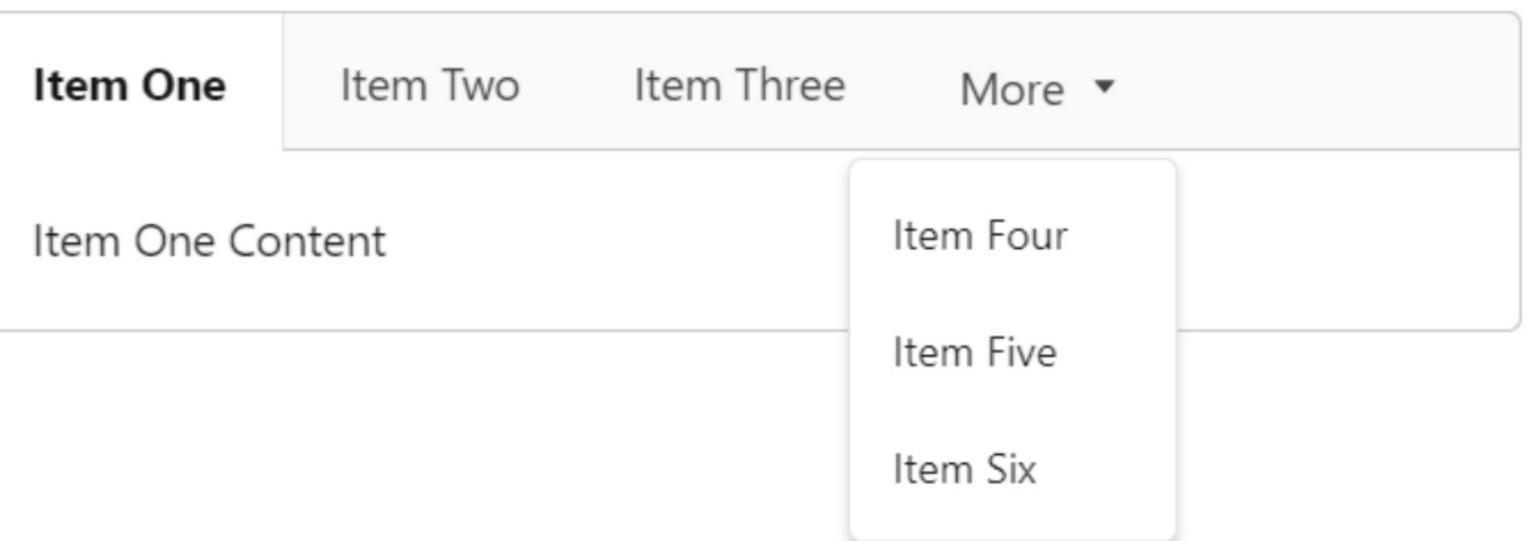
**Selecting Tabs:** The selected tab will be bolded to indicate that it is active, and its content will be displayed in the panel.

## Behavior

Users can select a tab to show the content for that tab, hiding content for others. The tabs are displayed in a closed container with a defined border.

## Usage

- Show and hide related content through navigation.



**With Overflowing Items:** If there are many tabs in the tablist, they will be hidden in the More Tab, which opens as a dropdown with the rest of the tabs in a list.

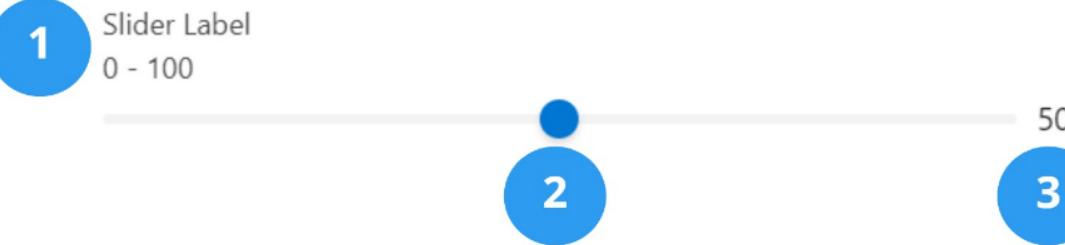
## Recommendations

- Let users move through different tabs to view or hide related content.

# SLIDER

Sliders are used to let users specify value within a range.

## Anatomy



- 1. Label:** Text to display the range of the slider.
- 2. Slider:** Input that user can move to change the value.
- 3. Value:** The current value that the slider is at.

## States



**Disabled:** Slider is greyed out, indicating that it is in view only mode and the slider value cannot be changed.



**Slider Value - 25:** The Slider Value changes to reflect the value that the slider is at.

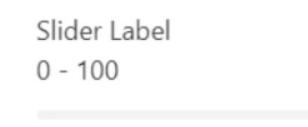
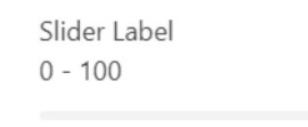
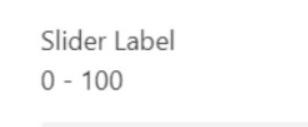
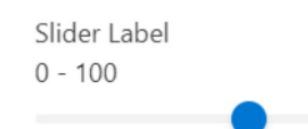
## Variations



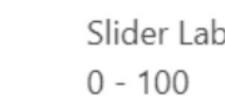
**Min/Max Range:** The Slider Label displays the minimum and maximum range that the slider can be.



**Error:** Display an error message below the slider to indicate that an error has occurred.



**Width: X-small/ Small/ Medium/ Large:** The slider width can be adjusted to different sizes of x-small, small, medium or large.



**Vertical:** The slider can be displayed vertically, with the maximum value at the bottom.

## Behavior

Users can move the slider to choose a specific value within a range.

## Usage

- Get numeric input from users within a specified range.

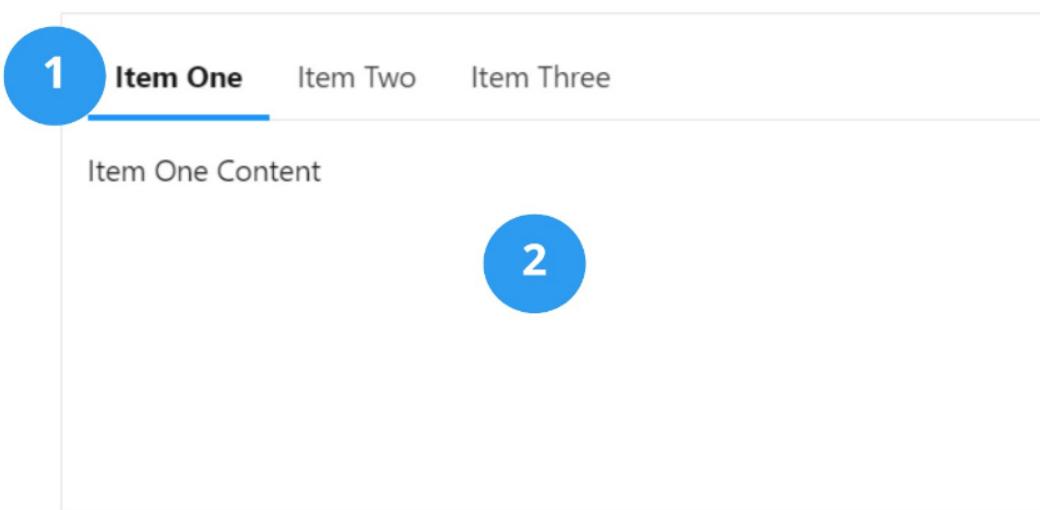
## Recommendations

- Let users choose a value within a range.

# TAB

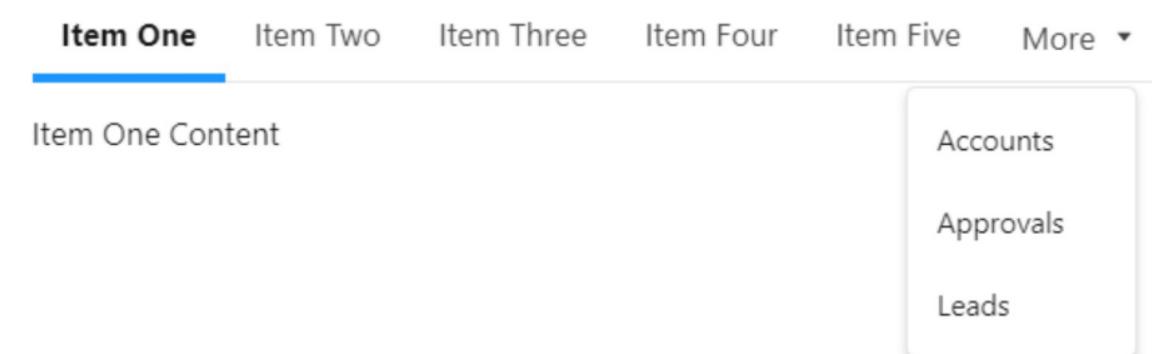
Tabs are used to hide and show related content by clicking through each tab.

## Anatomy

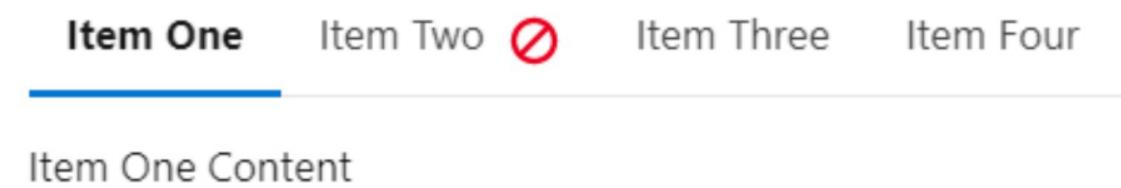


1. **Tablist:** Tabs for navigation.
2. **Panel:** Content for each related tab.

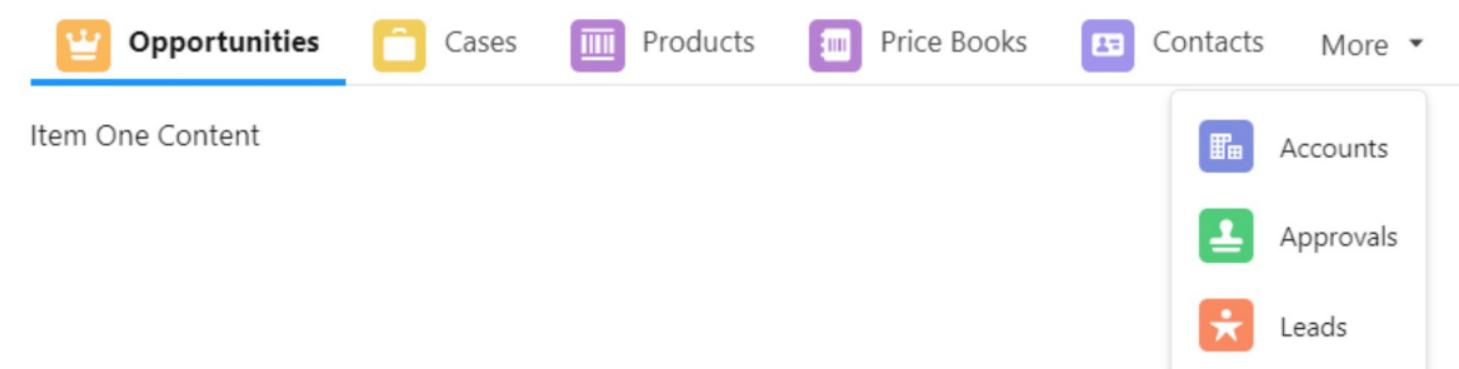
## States



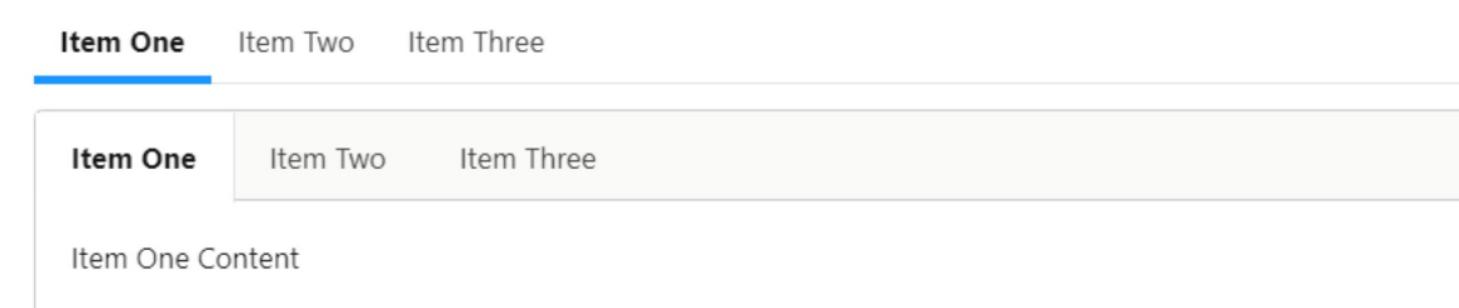
**With Overflow:** If there are many tabs in the tablist, they will be hidden in the More Tab, which opens as a dropdown with the rest of the tabs in a list.



**With Error:** Use an icon to indicate when a tab has a validation error that needs attention.



**With Icon:** Icons can be added to tabs to convey more meaning and help users differentiate among tabs.



**With Nested Scope Tabs:** For nested tabs, the second tab set should be a Scoped Tab to differentiate between the tab sets.

## Behavior

Users can select a tab to show the content for that tab, hiding content for others.

## Usage

- Show and hide related content through navigation.

## Recommendations

- Let users move through different tabs to view or hide related content.

# TOAST

Toasts are used to provide feedback alerts to a user after an action has been taken.

## Anatomy

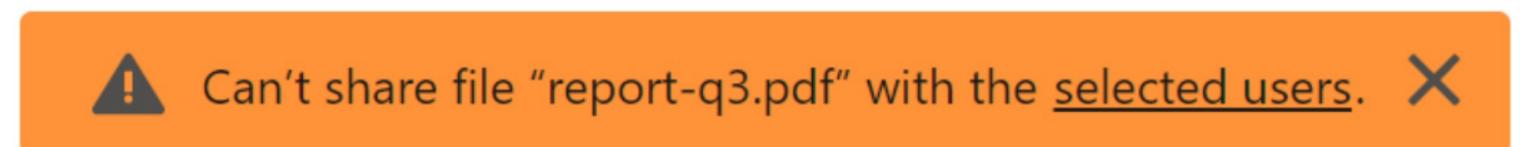


- Icon:** Use an icon to convey more meaning.
- Heading:** Text to hold information.
- X Icon:** Icon selection to remove Toast from view.

## States



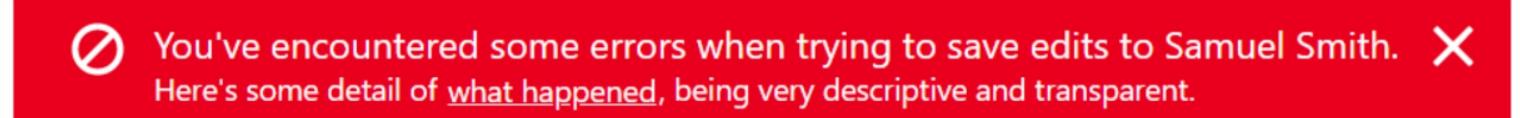
**Success:** Confirm that the taken action was successfully completed.



**Warning:** Indicate that the action cannot be completed due to an external factor (ex: permissions).



**Error:** User has taken an action, but there are system issues that prevent the action from being fully executed.



**Error with Details:** Provide additional details of the error report below the error heading.

## Behavior

Toasts popup on the page to give confirmation feedback after a user has taken an action. Different icons and colors are used to differentiate between Toast alerts. Within the Toast heading, links can be provided related to the recently taken action.

## Usage

- Send feedback alerts to users related to recently taken actions.

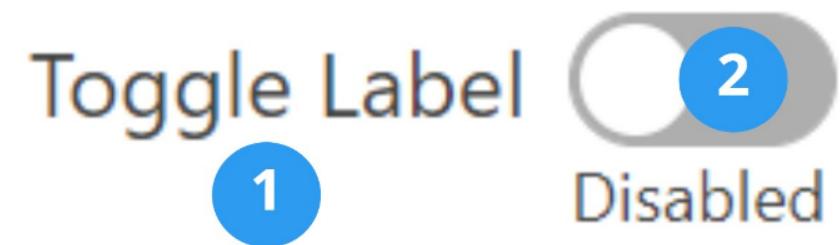
## Recommendations

- Give feedback and confirmation alerts.

# TOGGLE

Toggles are used to enable the selection of an option and communicate if the option is true or false .

## Anatomy



## States



**Checked:** Toggle is checked. Text below the toggle indicates that the toggle is enabled.



**Disabled:** Toggle is disabled and in view only mode. Text below the toggle indicates that the toggle is disabled.



**Right to Left:** For when the toggle is located on the right hand side of the page. The Toggle Label is placed to the right of the toggle.

1. **Label:** Text to hold information.
2. **Toggle:** Input that the user can click to enable or disable.

## Behavior

Users can click the toggle to enable or disable an option.

## Usage

- Communicate if an option is true or false.

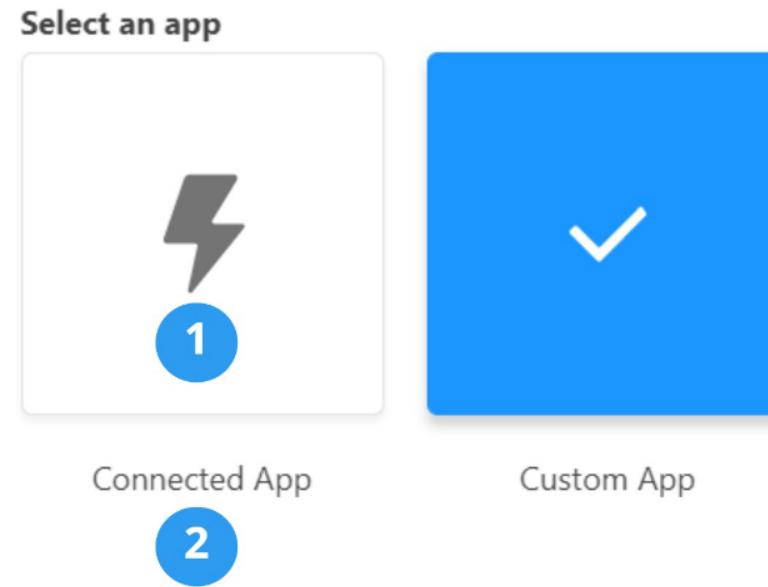
## Recommendations

- Let users communicate if an option is true or false.

# VISUAL PICKER

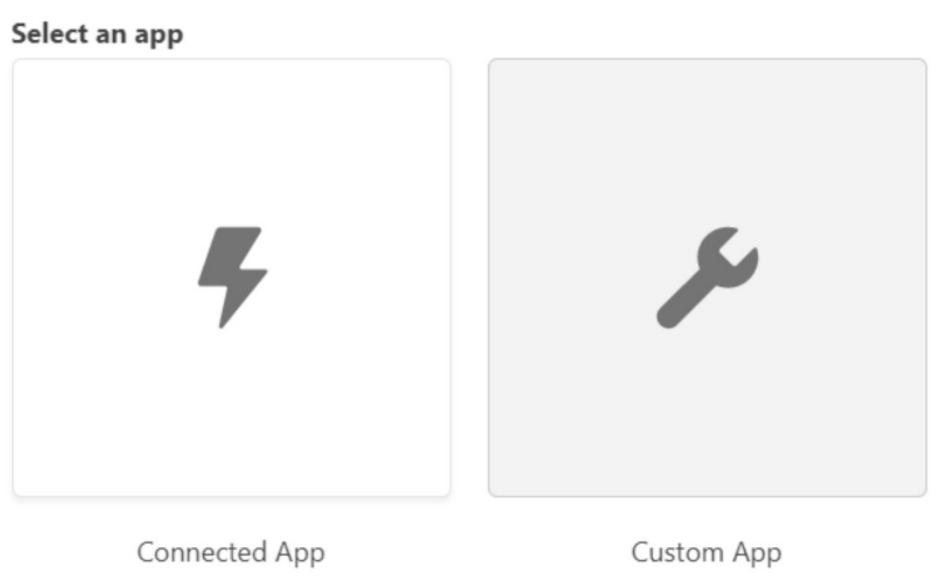
Visual Pickers are radio buttons, checkboxes, or links that are visually enhanced.

## Anatomy

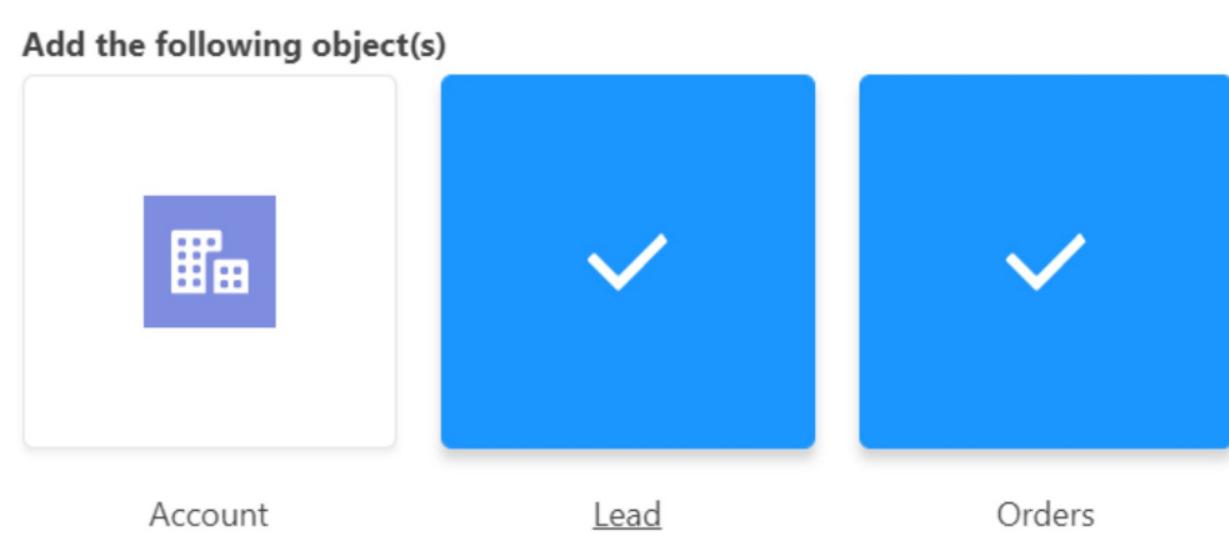


1. **Button:** Button that user can select.
2. **Label:** Text to hold information.

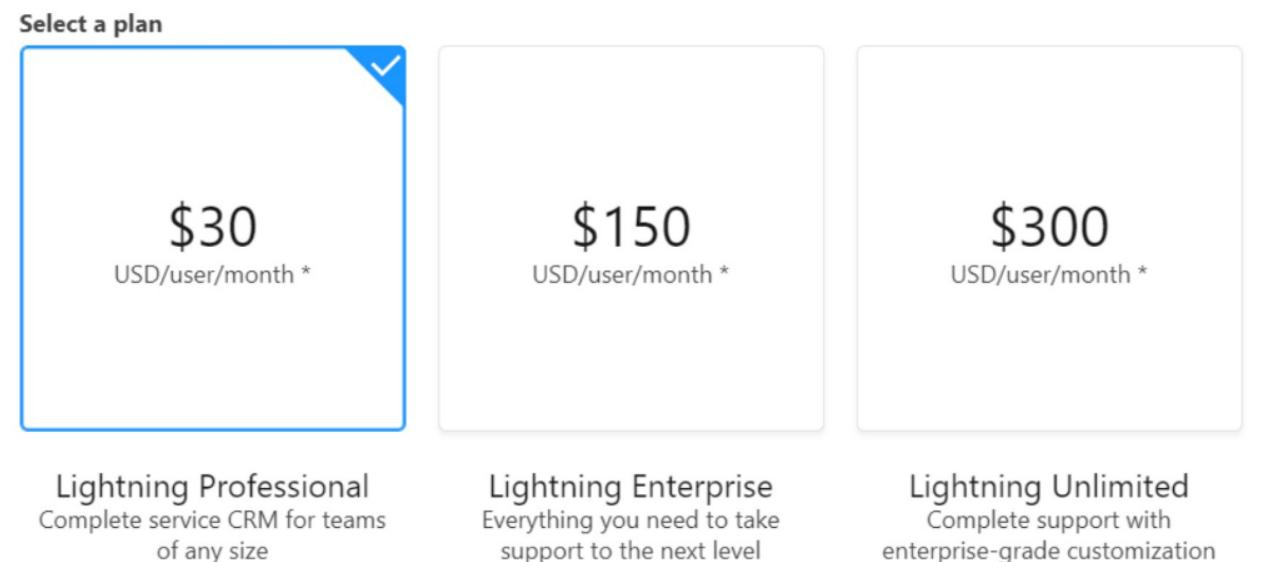
## States



**Disabled:** Icons can be added to pills to convey more meaning.



**Checkbox:** Use checkboxes instead of radio buttons to let users pick multiple options.



**Non Coverable Content:** The checkbox only covers a corner of the button, leaving the inside content still visible.

## Behavior

Users can click the button to select or deselect an option.

**By default, Visual Pickers use Radio Buttons, allowing users to pick only one option.**

## Usage

- Display if an option is true or false.

## Recommendations

- Let users communicate if an option is true or false.