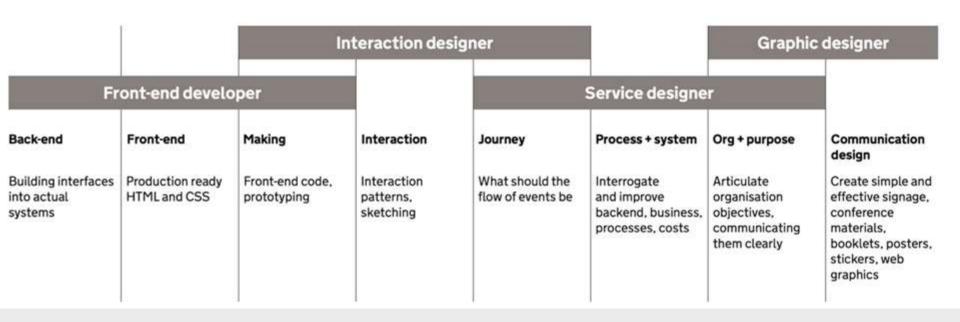
Design patterns for government services: a community not a library

UX Cambridge 2015



Caroline Jarrett
Forms specialist
Government Digital Service
@cjforms

Tim Paul Head of Interaction Design Government Digital Service @timpaul



Not present at time of photo: content designer, user researcher, product manager, other?

A quick show of hands...

Government Digital Service

The next 90 minutes:

- 1. Designing GOV.UK
- 2. Using design patterns
- 3. Example patterns
- 4. Lessons learned

Designing GOV.UK



Welcome to GOV.UK

The best place to find government services and information **Simpler, clearer, faster**

Search GOV.UK

q

Popular on GOV.UK

Universal Jobmatch job search

Renew vehicle tax (tax disc)

Log in to student finance

Book your theory test

Employment and Support Allowance

Benefits

Includes tax credits, eligibility and appeals

Births, deaths, marriages and care

Parenting, civil partnerships, divorce and Lasting Power of Attorney

Business and self-employed

Tools and guidance for businesses

Citizenship and living in the UK

Voting, community participation, life in the UK, international projects

Crime, justice and the law

Legal processes, courts and the police

Disabled people

Includes carers, your rights, benefits and the Equality Act

Driving and transport

Includes vehicle tax, MOT and driving licences

Education and learning

Includes student loans, admissions and apprenticeships

Employing people

Includes pay, contracts and hiring

Environment and countryside

Includes flooding, recycling and wildlife

Housing and local services

Owning or renting and council services

Money and tax

Includes debt and Self Assessment

Passports, travel and living abroad

Includes renewing passports and travel advice by country

Visas and immigration

Visas, asylum and sponsorship

Working, jobs and pensions

Includes holidays and finding a job

#gdstean



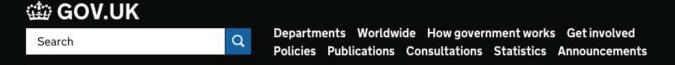
12 million unique visitors every week

Home to over 330 departments and organisations

Saving more than £62 million a year

GOV.UK is information and services

www.gov.uk/guidance/keeping-a-pet-pig-or-micropig



Guidance

Keeping a pet pig or 'micropig'

From: Department for Environment, Food & Rural Affairs

First published: 31 December 2014

Part of: Keeping sheep, goats, pigs and deer

Find out how to register your land and animals, how to get a walking licence and what you can feed pet pigs.



You're considered to be a pig keeper if you keep a pig or 'micropig' as a pet. You have to follow the same regulations as pig farmers.

'Micropigs' are pigs bred to be small so they can be more easily kept as pets.

Register as pig keeper

You can't keep a pet pig at your home until you get a county parish holding (CPH) number from the Rural Payments Agency (RPA).

You must also tell your nearest Animal and Plant Health Agency (APHA) office that

www.gov.uk/get-birthday-anniversary-message-from-queen

⇔ GOV.UK

Search

Q

Home > Citizenship and living in the UK > Living in the UK, government and democracy

Get a birthday or anniversary message from the Queen

Elsewhere on GOV.UK

Order a copy of a birth, death or marriage certificate

Apply to Buckingham Palace to get a free birthday or anniversary message from the Queen - only certain birthdays and anniversaries count and you may need to send proof.

You can't apply earlier than 3 weeks before the celebration date. You can get a belated message up to 6 months after your birthday or anniversary.

Birthdays



Download 'Application for a birthday message' (PDF, 314KB)

You can get a message for:

- 100th birthday
- 105th birthday
- · each year following your 105th birthday

You'll need to include a copy of your birth certificate if you were born abroad.



Home > Environment and countryside > Treasure and wrecks

Report treasure

You must report treasure to the local coroner within 14 days of finding it.

You only need to report items officially defined as treasure ...



There is a fine of up to £3,000 or 3 months in prison for not reporting treasure.

You can voluntarily report items to the <u>Portable Antiquities Scheme</u> if they aren't treasure but are still of cultural or historical interest. This is to help keep a record of all finds in England and Wales.

There are different rules for Scotland and Northern Ireland.

After a find is reported

A local Finds Liaison Officer will contact you to talk about how and where you made the find and to give you a receipt.

They'll write a report on the find. Museums can express an interest in it if it's treasure.

Treasure and wrecks

Report wreck material

More



Home > Births, deaths, marriages and care > Death and bereavement

Licence

Get a licence for a burial at sea in England

Apply for this licence



Overview

You can apply for a marine licence to bury someone at sea:

- · off The Needles, Isle of Wight
- · between Hastings and Newhaven
- · off Tynemouth, North Tyneside

You can also propose a new site when you make your application. You'll need to supply coordinates and evidence to demonstrate that the site is suitable

www.gov.uk/claim-asylum



Search



<u>Home</u> > <u>Visas and immigration</u> > <u>Asylum</u>

Claim asylum in the UK

1. Overview

2. Eligibility

3. Documents you must provide

4. Register your asylum claim

5. After your screening

6. Asylum interview

7. Get a decision

8. Help you can get

9. If you're under 18

Asylum

Asylum support

More

Elsewhere on GOV.UK

<u>Asylum applicants' rights and</u> responsibilities

Information leaflet for asylum applications

Report an immigration crime

1. Overview

You must apply for asylum if you want to stay in the UK as a refugee.

To be <u>eligible</u> you must have left your country and be unable to go back because you fear persecution.

www.gov.uk/carers-allowance/how-to-claim

⇔ GOV.UK

Search

Q

Home > Benefits > Carers and disability benefits

Carer's Allowance

- 1. Overview
- 2. What you'll get
- 3. Eligibility

- 4. Make a claim
- 5. If your circumstances change

4. Make a claim

You will need

Before you apply, check you're eligible and make sure you have:

- · your National Insurance number
- · the date of birth and address of the person you're caring for
- · your bank or building society details

You may need to provide course details if you are studying, and any employment details including dates and how much you were paid.

Apply now >

Carers and disability benefits

Attendance Allowance

Carer's Credit

Disability Living Allowance (DLA) for adults

Personal Independence Payment (PIP)

More

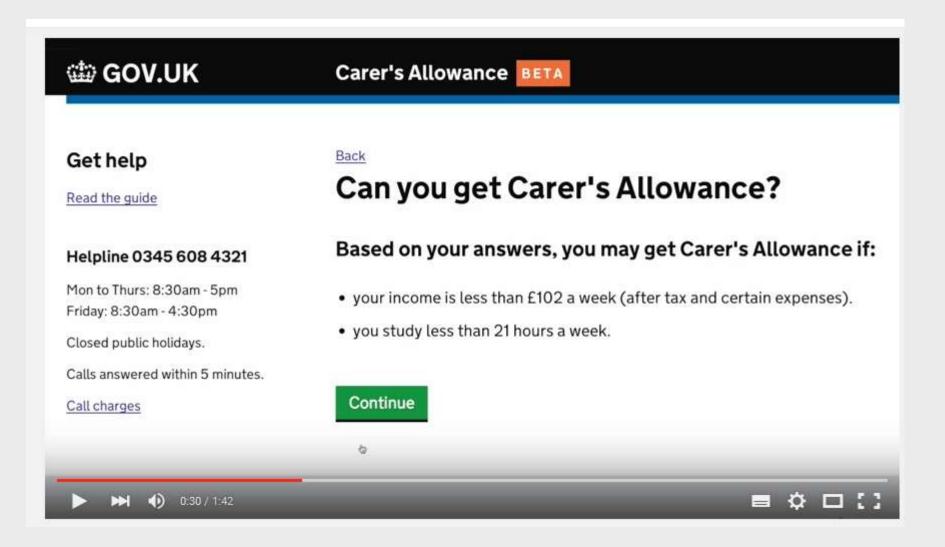
Benefits

Constant Attendance Allowance

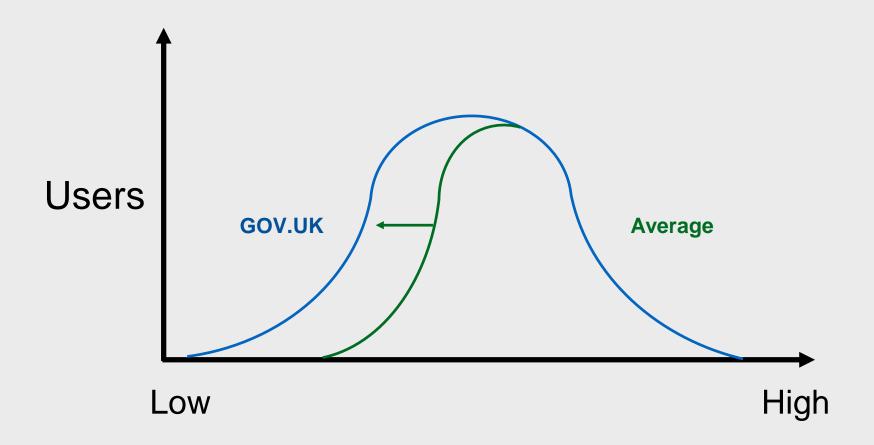
How and when your benefits are paid

Benefit fraud

More



GOV.UK is for everyone



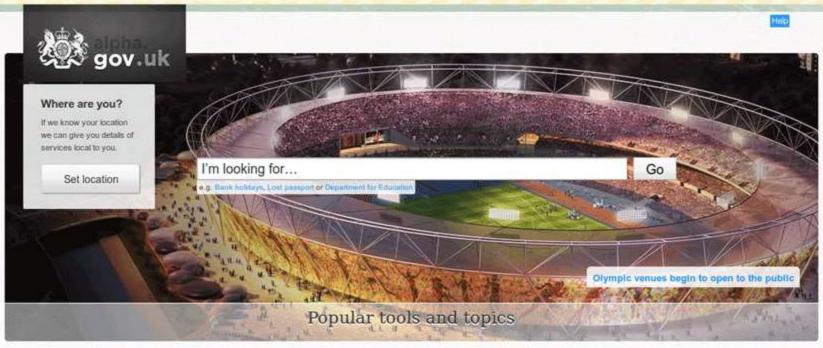
Digital skills and confidence

A brief history of designing GOV.UK

2011 Alpha 1 designer

2012 Beta 10 designers

2013 Live 100+ designers







Book a driving test



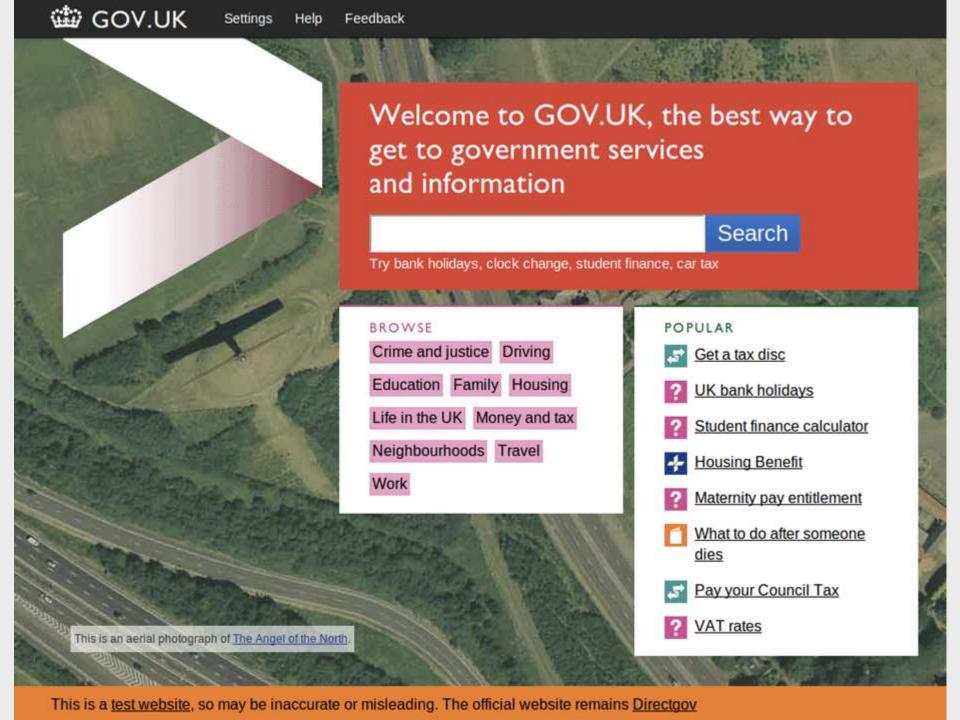














Small teams

Easy to share and copy ideas

House style emerges naturally



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Visas, asylum and sponsorship

Working, jobs and pensions

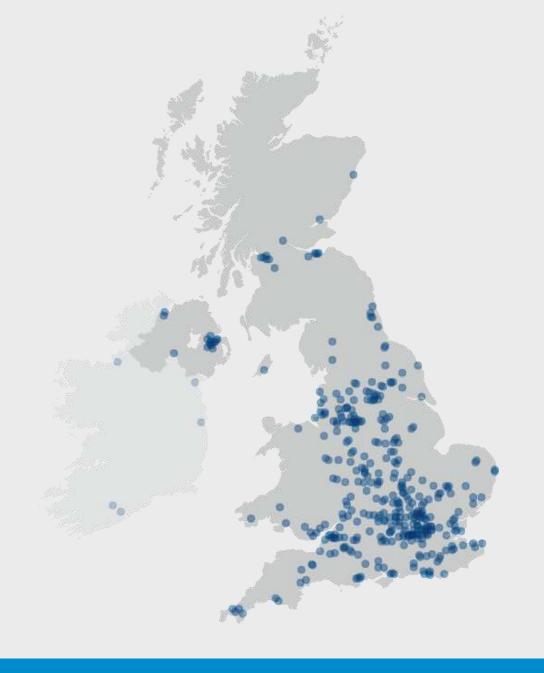
Includes holidays and finding a job

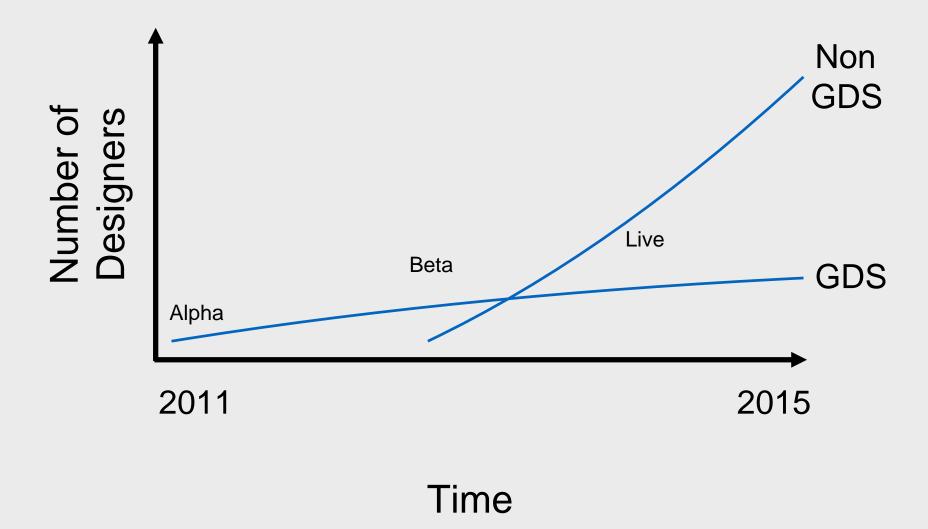
#gdstea



Cross Government Design Meeting, Leeds

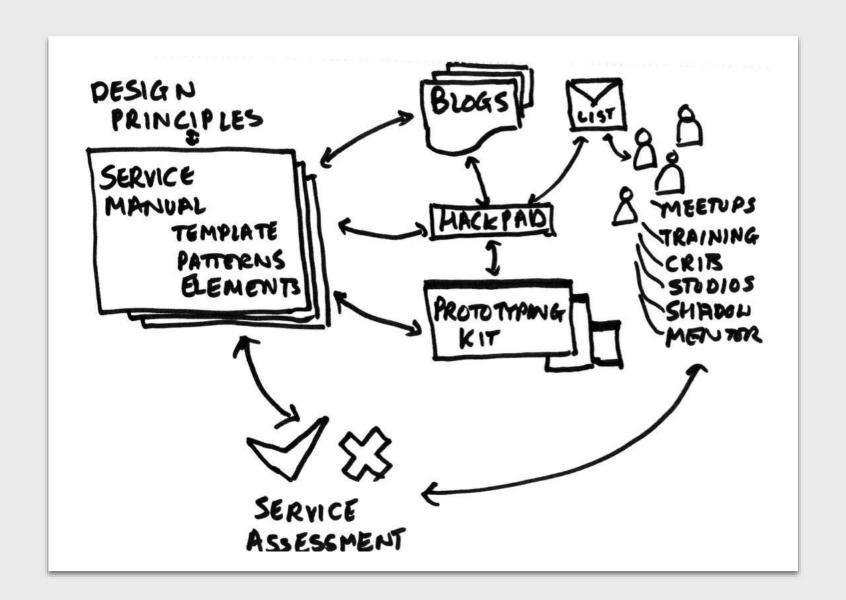






How do you do design at scale?

Community Tools Resources



Community Mailing lists, meet-ups, reviews, studios, wiki, workshops, training

Tools Prototyping kit, Screenshot sharer

Resources Principles, templates, elements and patterns

Government Digital Service

Design Principles

- 1 Start with user needs
- 2 Doless
- 3 Design with data
- 4 Do the hard work to make it simple
- 5 Iterate. Then iterate again.
- 6 Build for inclusion
- 7 Understand context
- 8 Build digital services, not websites
- 9 Be consistent, not uniform
- 10 Make things open: it makes things better



GOV.UK elements

This guide shows how to make your service look consistent with the rest of GOV.UK.

Layout

Grid unit proportions, gutters and spacing.

Icons and images

Icons and image ratios.

Form elements

Form fields, labels, focus states, radio buttons, checkboxes.

Typography

Headings, body text, links, lists, inset text, hidden text.

Data

Data in a table, numeric tabular data, data visualisation.

Errors and validation

Summary boxes, highlighting errors in forms.

Colour

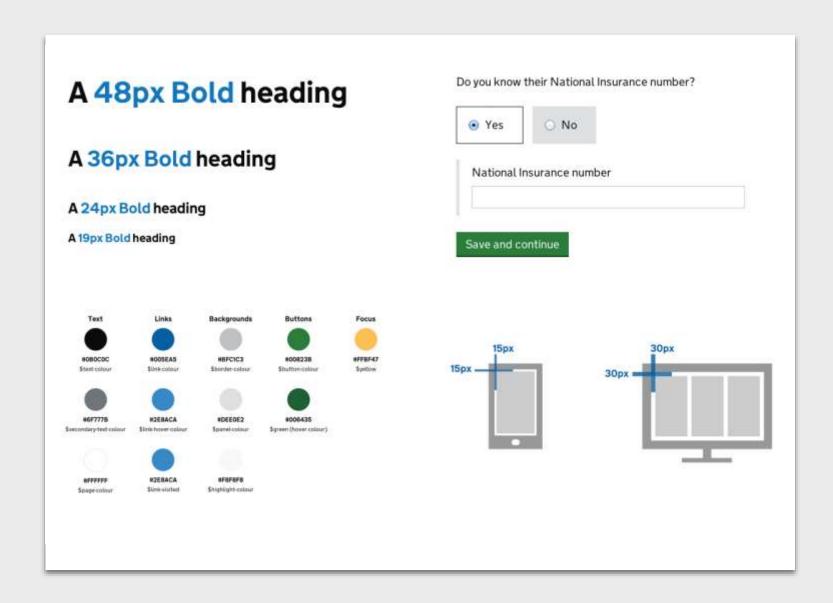
Colour contrast, Sass variables, colour palettes.

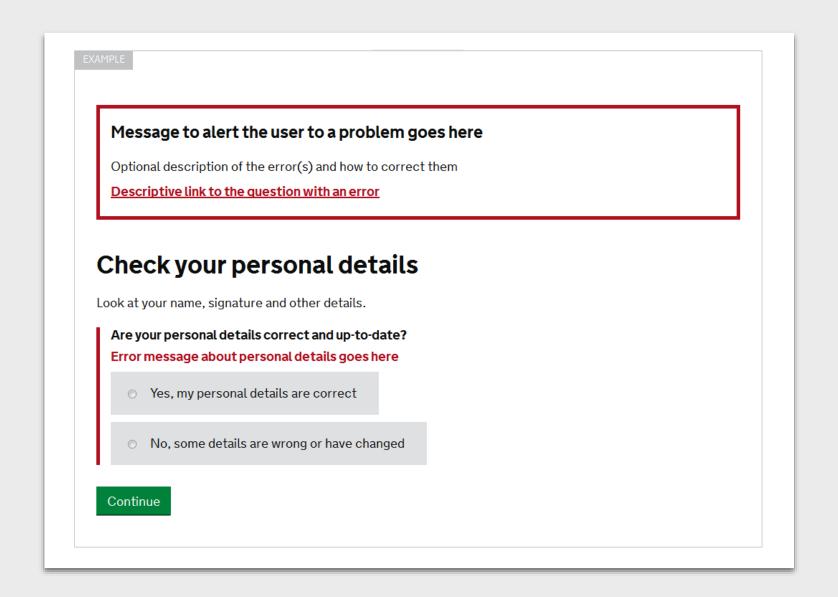
Buttons

Button text, button alignment, creating buttons.

Alpha and beta banners

How to create alpha and beta banners using the front-end toolkit.





We're improving the Service Manual. Help us get it right (opens a short survey on another website.)

Home > User-centred design

Design patterns

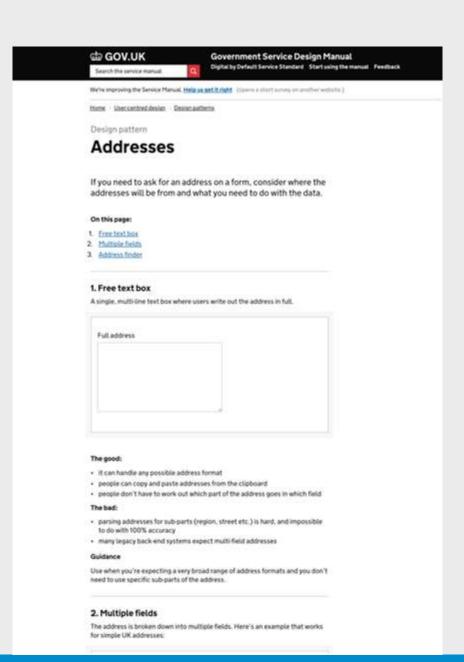
These patterns are based on the research and experience of the whole GOV.UK design community. If you can't find the pattern you're looking for here, we're discussing many more on <u>designpatterns.hackpad.com</u>.

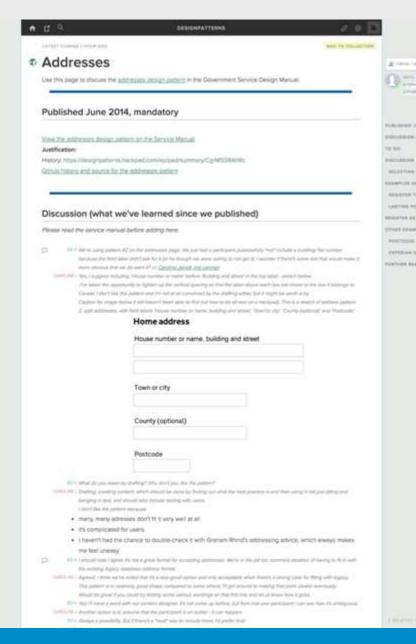
Visual style

For a visual style guide, including front-end code snippets, see the GOV.UK elements guide.

Form questions

- Names
- Dates
- Addresses





20 patterns





100 patterns



5 MINUTES AGO.



Edited by CAROLINE JARRETT



GOV.UK design patterns

Use this wiki to discuss <u>GOV.UK design patterns</u>. We welcome contributions from anyone interested in designing government services. Find out more about this wiki. See the list of patterns.



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30 SECONDS AGO



File attachments

Drag and drop

Edited by YOU

Proficient computer users may prefer to drag and drop from their file system onto the browser.

Always use another method alongside drag and drop.

- · Drag and drop only works in modern browsers
- Users with dexterity problems such as tremor may have difficulty dragging a file.

Things needed:

- ☐ How to indicate drag&drop-ability
- Designs for on-drag
- Research / uptake?



4 MINUTES AGO

550+ members 100+ patterns

designpatterns.hackpad.com

Using design patterns

Activity Let's apply a pattern to a page on GOV.UK

Apply the Form structure pattern

to the Apply for a UK visa page

Google 'service manual form structure'

Search the service manual We're improving the Service Manual. Help

Government Service Design Manual

Digital by Default Service Standard Start using the manual Feedback

We're improving the Service Manual. Help us get it right (opens a short survey on another website.)

Home > User-centred design > Design patterns

Design pattern

Form structure

How to structure web forms for GOV.UK services.

On this page:

- 1. Know why you're asking every question
- Design for the most common scenarios first
- Start with one thing per page
- 4. Examples
- Further reading

1. Know why you're asking every question

Before you start, make a list of all the questions you want to ask. For each question, you need to know:

· why does the service need that information?

Search

Q

Home > Visas and immigration > Arriving in the UK

Apply for a UK visa

Apply online for a UK visa to visit, work, study or join a family member or partner (eg spouse) already in the UK. Or use this service to apply for a certificate of entitlement to right of abode in the UK.

If you're <u>visiting from China</u>, apply using the new service for standard, marriage and civil partnership, or permitted paid engagements visitor visas.

您如果是一位来自中国的访问者,请使用<u>新的服务或</u>来申请普通访问签证、婚姻访问签证、短期有偿工作访问签证。

<u>First check what kind of UK visa to apply for</u> and find out what supporting documents you'll need.



Before you start

When using Visa4UK, choose the visa type that explains your reason for visiting, eg 'general visitor visa' if you're coming here on holiday.

Arriving in the UK

Check if you need a UK visa

Visa fees

More

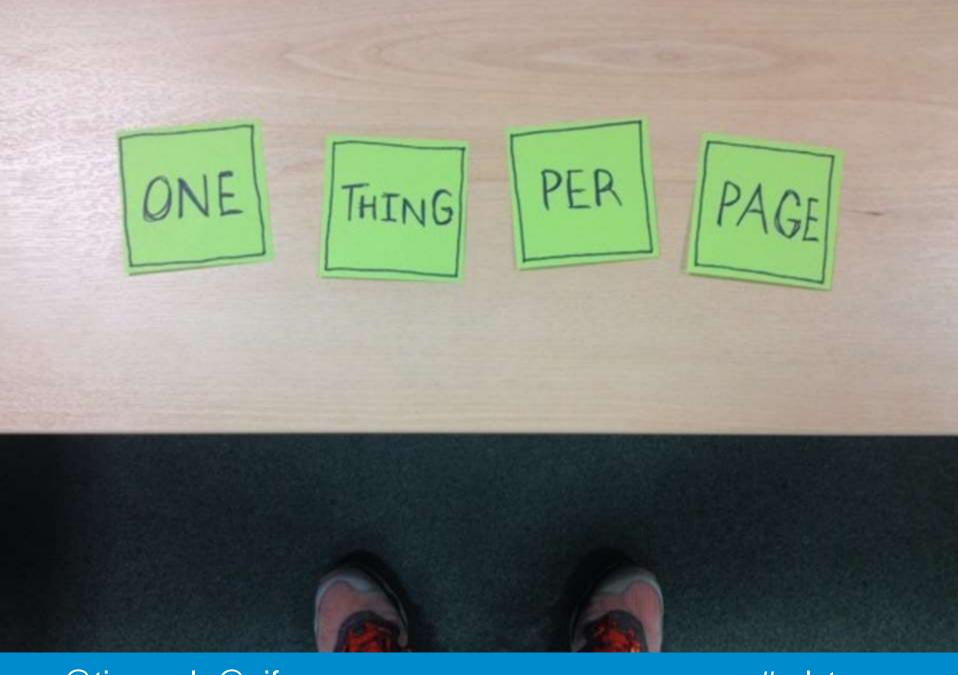
Visas and immigration

Visa processing times

More

Elsewhere on GOV.UK

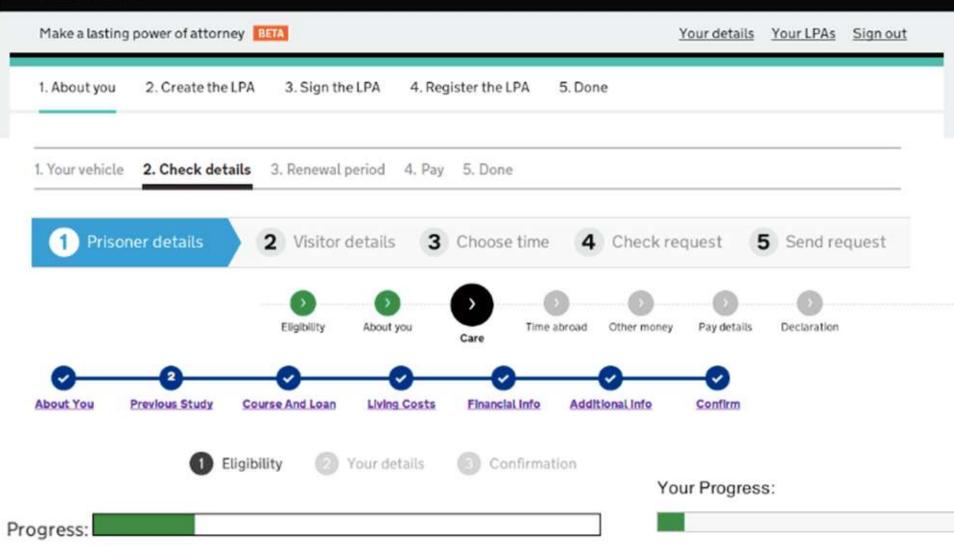
Find a visa application centre



Example patterns

Progress indicators

GOV.UK



Progress indicators

Use these to reassure users that they're making progress and give an indication of how much further there is to go.

On this page:

- 1. Step indicator
- 2. Progress bar
- Summary menu

1. Step indicator

Tell the user what step they're on.

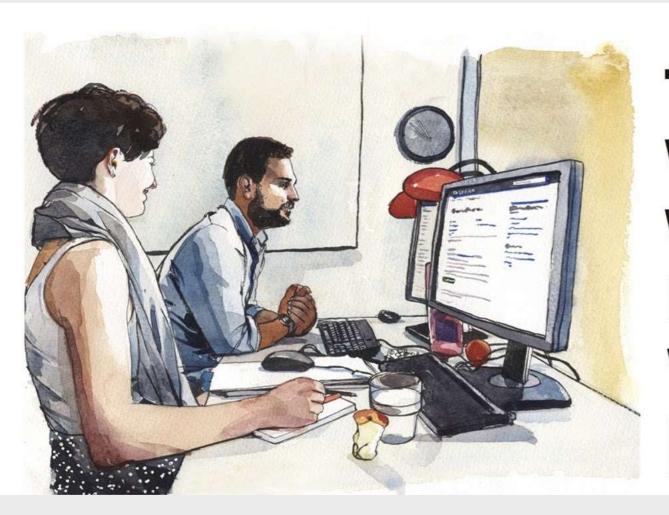
Step 3 of 7
Your details

Do less - Problems as shared spaces

Ben Holliday, 7 July 2014 — Experimental

Most traffic engineers will approach a problem with a road by adding something to solve it. This means new signs, traffic lights, or road markings. All attempts to influence driver behaviour.





find what works not what's popular

LATEST CHANGE JUST NOW



Organising long tasks (was Save and return)

Users may need to complete long tasks in more than one session.

- They may need a break
- They might be interrupted during their work
- They may need need to go to look for information that they do not have immediately to hand.

Sometimes the task is split across many steps - some online, some offline, and some where they wait for the government to do something. This guide is about organising long tasks.

SJORS T Employment Tribunal also explored a lot of these challenges: https://employmenttribunals.service.gov.uk/

Topics

- 1. Understand all the steps
- Provide a status page with all the steps
- 3. Show steps as 'open' as soon as possible
- 4 As far as possible, allow users to complete steps in any order

@timpaul @cjforms

#gdsteam

Drop down lists

Which country do you live in?

Enter a country ✓ Select Country Afghanistan Åland Islands Albania Algeria American Samoa Andorra Angola Anguilla Antarctica Antigua And Barbuda Argentina Armenia Aruba Australia Austria Azerbaijan Bahamas Bahrain Bangladesh Barbados Belarus Belgium Belize Benin Bermuda Bhutan Bolivia Bonaire, Sint Eustatius and Saba Bosnia and Herzegovina Botswana Bouvet Island



nce v3.0, except where otherwise stated

Crown copyright

British Indian Ocean Territory

Brunei Darussalam

Brazil

We showed some videos here of participants struggling with dropdowns.

Sorry, we can't share on the web.

Date	of birth		
For exa	mple, 20 3 1976		
Day	Month Year		

Don't use dropdowns / select boxes.

They're not intuitive
They hide choices
They're hard to use

Avoid if at all possible Use radios or free text fields instead

Radio buttons and checkboxes

How often would you prefer to be contacted?

Select one:

- As often as necessary
- About once a month
- About once every 3 months

What kinds of research are you willing to take part in?

Select all that apply:

- I'm willing to visit a government building in a city near where I live to participate in a study
- I'm willing to participate in a study remotely using my computer and phone
- I'm willing to have a GOV.UK researcher come visit me

	1	\$200	on fruit?	
	pounds	a week	V	
Mhat k	inds of f	ruit da va	ucually buy?	
wnatk	inas or r	ruit do you	usually buy?	
Select all	that apply	<i>t</i> :		
appl	les			
oran	nges			
pair	S			
bana	anas			
What's	vour fav	ourite thi	ng about fruit?	
	your ru	rounte tim	ig about it uit.	

For radio buttons / checkboxes

Make the controls bigger
Use language to differentiate them
Test with 'other' as an option
Write yes/no statements out in full (?)

Gender and sex

Gender and sex

On this page:

- 1. Avoid asking about gender and sex
- Don't say 'sex' when you mean 'gender'
- 3. Do not try to infer gender from title
- Allow users to declare an unspecified gender
- 5. Don't assume that 'male' first is the correct order
- 6. Asking about sex instead of gender
- 7. Further reading

1. Avoid asking about gender and sex

Think very carefully before you decide to ask your users about gender or sex.

Lessons learned

Design patterns can't replace designers

Design patterns can't be imposed on people

Design patterns can't negotiate for you

Design patterns can save you lots of time

Design patterns can make your site design more consistent

Design patterns can be a focus for your design community

The discussion and creation of patterns is where their value lies

Thanks



Caroline Jarrett
Forms specialist
Government Digital Service
@cjforms

Tim Paul Head of Interaction Design Government Digital Service @timpaul