**Standards for Forms**

1. Title: The form title should relate to the goal it allows users to complete. Avoid using generic titles such as ‘Please fill in this form to continue’ and instead opt for a more descriptive one such as ‘Register to buy steel’.
2. Input Fields: Input fields are what allows your users to fill in the form. Depending on what information you ask, there are various types you can use - text fields, password fields, drop-downs, check boxes, radio buttons, date-pickers, and others.

* Avoid drop-down menus with fewer than 4 options. Use radio buttons instead;
* Visually group related details, such as first name and last name (even better: combine them into one field ‘Full name’);
* Date of birth can be a single date-picker, not three separate dropdown menus;
* Proper data type for every fields. E.g., if field is accepting Numbers, then only Numbers keyboard should be visible.

1. Updating Fields:Other input fields should not be affected by Updating fields.
2. Clickable menu or Option must be Tappable.
3. Proper Loading Screen or icon must appear upon Submission of form.
4. Compulsory and Optional Fields, if required.
5. Proper Navigation through multiple tabs or Screens.
6. Adjust the width of the Fields so it’s just long enough to contain all characters.
7. Show the user where the error occurred and provide them with a reason.
8. Use Field Validation: Proper format for all input fields. You ask for an email address, and you receive a response with no @ sign. You request a phone number, and half your answer don’t contain enough digits. So, user must get a message to enter proper input.
9. Place Labels above, below or hidden labels in the input fields.

Enter your Email:

e.g., Xyz@example.com

1. Splitting of Fields Properly. “Try One-Thing per page”

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1. Give Shortcuts (which carefully guide users along with clues, cues and direction.
2. Illustrate the progress. Reflect user’s advancements at all times.

The closer respondents feel to their goals, the more likely they are to push.

1. Make sure users can jump through fields using the Tab key and that the tabbing is in a logical order.
2. Break complex forms in a multi-step process:For longer forms that cannot be shortened, your best option is to split the process into various bite-size steps. The multi-step form process can increase success rates and overall make your form less intimidating from a first impression. Make sure you split the requested information logically and that users are shown their progress within the process. This can be achieved by indicating the step they are on (example: Step 2 of 3) and by providing a visual cue such as a progress bar or a percentage - which is how survey forms typically handle it.

## Use smart defaults: Smart defaults are very good as they fill in fields for 90% of cases, resulting in faster fill-ins. A couple of examples: A language dropdown can default to browser language and country can default to the user's IP country using geolocation.