

Documents creation and management

- Document configuration
 - Default property configuration
- Document management
- Document access
 - Document import
 - HTML\XHTML import
 - PDF import
 - Reporting package import
 - Document editing
- Document permissions
- Document history
- Document impact
 - Project import/export
 - Project roll forward

The **document** data source that can be configured within the project allows the upload, storage and management of HTML\XHTML (as well as any related image or stylesheet files) and PDF files and makes them available for iXBRL tagging in the **Tagging** tool.

Document configuration

Management of all documents associated with the project is performed in the **Documents** tab, located between the **Forms** and **Permissions** tabs in the **Project** configuration.

The **Documents** tab contains the **Documents** grid that lists all of the documents (i.e. data sources) added to the project and their properties:

- The title of the document can be configured in the **Name** column

Note: The title of the document (i.e. the document **Name**) has to be unique within the project

- The document type is shown in the **Type** column. For HTML\XHTML reports, the type is **HTML\XHTML**
- The fact collection used by the document is shown in the **Fact collection** column
- The default client the document is created for can be configured in the **Client** column by selecting one of the already configured clients from the drop down.
- The default period of the document can be configured in the **Period** column by selecting one of the already configured periods from the drop down
- The default precision in which the values are expected to be reported in the document can be configured in the Precision column by selecting
- The default currency used in the document can be configured in the **Unit** column by selecting the 3-letter ISO code of the currency from the drop-down.

The entries in the **Documents** grid are sortable; by default, the entries are sorted by the **Name** column in a lexicographically descending order. All changes made to the document's configuration are applied on saving the entire project configuration.

Default property configuration

By default:

- The oldest (i.e. first created) fact collection is configured in the **Fact collection** column
- The oldest (i.e. first created) top-level client is configured in the **Client** column
- The main period is configured in the **Period** column
- The project default precision is configured in the **Precision** column
- The project default currency is configured in the **Unit** column

Document na...	type	Fact Collection	Client	Period	precision	Unit
Document 1	HTML/XHTML	Fact Collection 1	Firma	Period 1	exact number	EUR
Document 1- copy	HTML/XHTML	Fact Collection 1	Firma	Period 1	exact number	EUR
Document 2	HTML/XHT...	Fact Collecti...	<ANY>	Period 2	million	USD

New Remove Copy

Save Cancel

Document management

By default (i.e. when creating a new project), a document titled **Document 1** will be automatically created for the user, once at least one fact collection, client and period are configured for the project. Additional documents can be created:

- by clicking the **Add** button, to create a new document with the default property configuration
- by clicking the **Copy** button, to create a new document that copies the property configuration of an existing document

Note: Copying a document does not copy its contents, only its configuration. In other words, references (i.e. links or paths) to the external data sources (i.e. HTML\XHTML files) configured for the source document will not be copied over to the newly created document

An existing document can be removed by selecting its entry in the grid and clicking **Remove**. Removing a document results in:

- The document no longer being accessible via the **Documents** menu\ribbon
- Deletion of all entries related to the document from the **Documents history**
- Deletion of all configured external data sources (i.e. uploaded HTML\XHTML files as well as any related image, stylesheet or script files) if such data sources exist

Document access

All documents configured in the project are accessible:

- In the ribbon view, via the **Documents** ribbon section
- In the menu view, via the **Documents** menu located in the **Main** toolbar

In order to access a document, the project where the document resides needs to be open first; otherwise, the ribbon section will not be visible\the menu items will be disabled.

Document import

In order for the document to be accessible and usable in the **Tagging** tool, the physical PDF or HTML\XHTML files (as well as any related image, stylesheet or script files) need to be imported into the document. This can be done by clicking the **Import** button in the **Documents** ribbon section\ **Documents** menu

HTML\XHTML import

Although the tool allows uploading and working with HTML and XHTML files that do not pass the XHTML 1.1 schema validation for testing purposes, as an XHTML file that passes the XHTML 1.1 schema validation is required by the iXBRL in order to produce a valid iXBRL instance, we recommend uploading and working only with this type of XHTML files form in order to avoid possible submissions rejections and loss of work

This option allows the import of an HTML\XHTML file into a pre-configured document that's selected in the **Document** drop-down menu. Using this dialog, both a single HTML\XHTML file that contains all of its images and stylings inline or a zip archive containing the HTML\XHTML file and all of the referenced image, stylesheet or script files, can be imported into a document; please note that no other files or file formats are supported for import using this dialog.

Note: If the document that's being specified as the import destination is not empty (i.e. already contains an HTML\XHTML file, etc.) its contents will be overwritten and cannot be recovered.

Import HTML/X-HTML report

Please specify the document where the HTML/XTHML will be stored. If the selected document is not empty, its content will be owerritten.

Document : Document 1

Please provide the location of the HTML/XHTML file to be uploaded below. If your report utilizes external files (e.g. images) you can pack those files alongised the HTML/XHTML file in a zip package and provide the location of the entire package below.

Please note, if you upload the report in HTML format, either as a single file or as a part of zip package, the tool will automatically convert it to XHTML.

choose file : Choose Files No file chosen

Upload Cancel

Note: If a document is open for editing when the **HTML\XHTML import** button is clicked, the user is notified that this operation may potentially discard their currently open document if they select it as the import destination

PDF import

In order to ensure the successful import and tagging of PDF reports:



- The PDF file should not be encrypted, password protected or otherwise secured
- The PDF file should not contain:
 - hidden text
 - text obtained by OCR
 - non-Unicode fonts (i.e. fonts containing glyphs that don't map to Unicode code points)
 - Annotations (non-embedded images, stamps, etc.) - at the very least, these will be ignoredPlease note that while you might be able to import and successfully tag PDF reports that fail one or more of the above-listed requirements, in some cases not fulfilling those conditions might result in the inability to import the report or to tag it either fully or partially.
- Internet Explorer is not supported for PDF import

Reporting package import

This option allows to quickly import an entire reporting package generated by the **Tagging** tool. Importing the package will automatically create a new project, configured with the reporting taxonomy and the taxonomy extension and a pre-configured document containing the tagged HTML\XHTML report (and any referenced image, stylesheet or script files)

Document editing

Once the external data sources have been imported into a document, that document can be opened for editing in the **Tagging** tool by clicking the **Edit** button in the **Documents** ribbon section\Documents menu and selecting its name, and clicking **Open** in the **Edit documents** dialog that will appear. Concurrent document access is supported – a document that's currently open for editing can be opened by another user independently and they will be notified that the document is currently being edited.

In case the edits result in conflicting changes, the changes made by the user that saves the document last will be the ones that will be persisted.

Document permissions

Access to documents is controlled via the following permissions located in the project configuration **Permissions** tab:

- Users with the **Manage documents** permission can configure (i.e. create, remove and copy documents) in the project's configuration
- Users with the **Modify documents** permission can access the **Documents** menu\ribbon and all of its functionalities including:
 - Upload the external data sources into the document
 - Edit the document with the **Tagging** tool
 - View **Document history**

Document history

All actions that affect the currently configured documents in the project are tracked in the **Document history** that can be accessed by clicking **View history** in the **Documents** ribbon section\Documents menu. The **Document history** dialog lists the following details on the tracked actions:

- The **Document name** column contains the title of the affected document
- The **Version** column contains the version of the document that was automatically created by the tracked action. The document creation automatically sets the document to version 0; each subsequent action performed on the document automatically increments its version number by 1
- The **User** column contains the user name of the person that performed the action
- The **Action** column contains the type of action that was performed. The following types of actions are being tracked:
 - **Creation** – the document has been added or copied
 - **Update** – the document configuration has been changed
 - **Upload** – HTML\XHTML file or a zip archive has been imported into the document
 - **Tagging** – the imported HTML\XHTML file has been tagged and those tags have been saved
- The **Timestamp** column contains the date and time the action took place
- The entries in the **Documents history** grid are sortable; by default, the entries are sorted by the **Timestamp** column in a descending order

View version history of all documents				
Document name	Version	User	Action	Timestamp
Document 1	v6	ReportFactory Ad...	tagging	Wed Apr 22 00:37:2...
Document 1	v5	ReportFactory Ad...	tagging	Wed Apr 22 00:37:0...
Document 3	v1	ReportFactory Ad...	upload	Wed Apr 08 23:41:0...
Document 2	v2	ReportFactory Ad...	upload	Thu Apr 02 15:39:2...
Document 1	v4	ReportFactory Ad...	tagging	Thu Apr 02 15:38:4...
Document 1	v3	ReportFactory Ad...	update	Thu Apr 02 15:37:1...
Document 2	v1	ReportFactory Ad...	update	Thu Apr 02 15:37:1...
Document 3	v0	ReportFactory Ad...	creation	Thu Apr 02 15:37:1...
Document 4	v0	ReportFactory Ad...	creation	Thu Apr 02 15:37:1...
Document 1	v2	ReportFactory Ad...	update	Thu Apr 02 15:36:3...
Document 2	v0	ReportFactory Ad...	creation	Thu Apr 02 15:36:3...
Document 1	v1	ReportFactory Ad...	upload	Thu Apr 02 15:32:2...
Document 1	v0	ReportFactory Ad...	creation	Thu Apr 02 15:32:1...

[Cancel](#)

Document impact

Project import/export

In addition to the existing functionalities, exporting/importing the project also exports/imports:

- the document configuration for all documents
- the latest version of the imported HTML\XHTML report (and any referenced image, stylesheet or script files) with all saved tags, if any
- the extension taxonomy
- the **Document history**

Project roll forward

Rolling forward the project updates the document's period configuration by rolling forward the period for which the document is configured