Report project management

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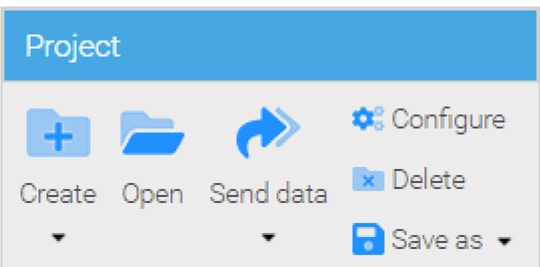
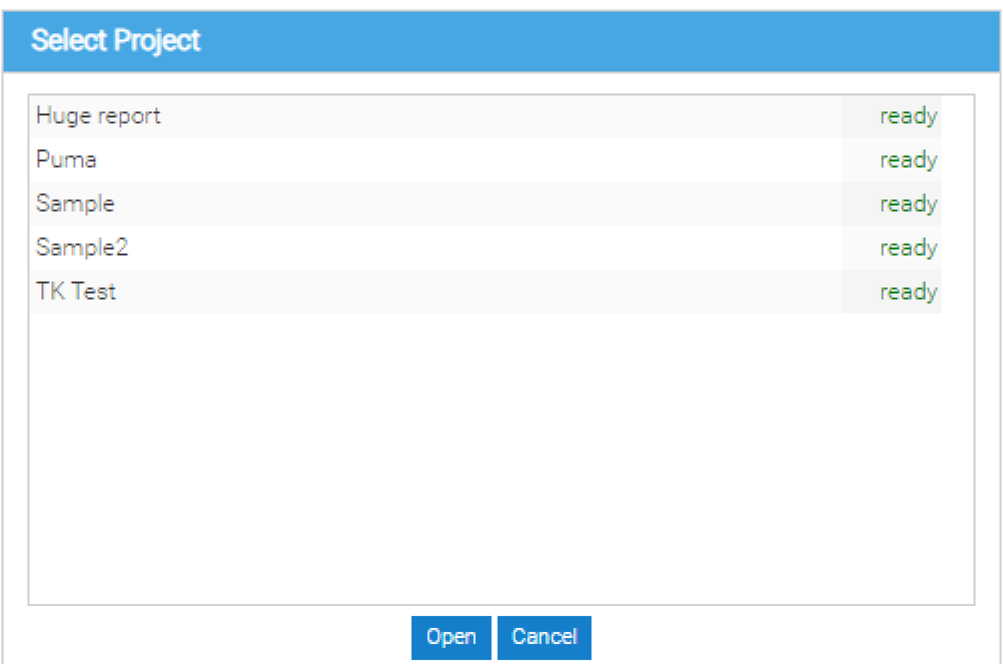
In the **Project** section of the ribbon, users can access and manage projects

Open existing projects



Clicking **Open** in the **Project** section of the ribbon**Project** menu will bring up a dialog displaying the list of projects the currently logged in user has the permission to access.



To open a project, double-click it or select it by left-clicking it and then clicking **Open**

Create a new project

If you belong to the **Administrator** or **Project creator** roles you can create new projects by clicking **New** in the **Project** section of the ribbon**Project** menu

Configure a project

To complete the creation of a new project you need to configure it first. Once the project has been created, if you are an administrator or the project's creator, you can change its configuration by clicking **Configure** in the **Project** section of the ribbon**Project** menu

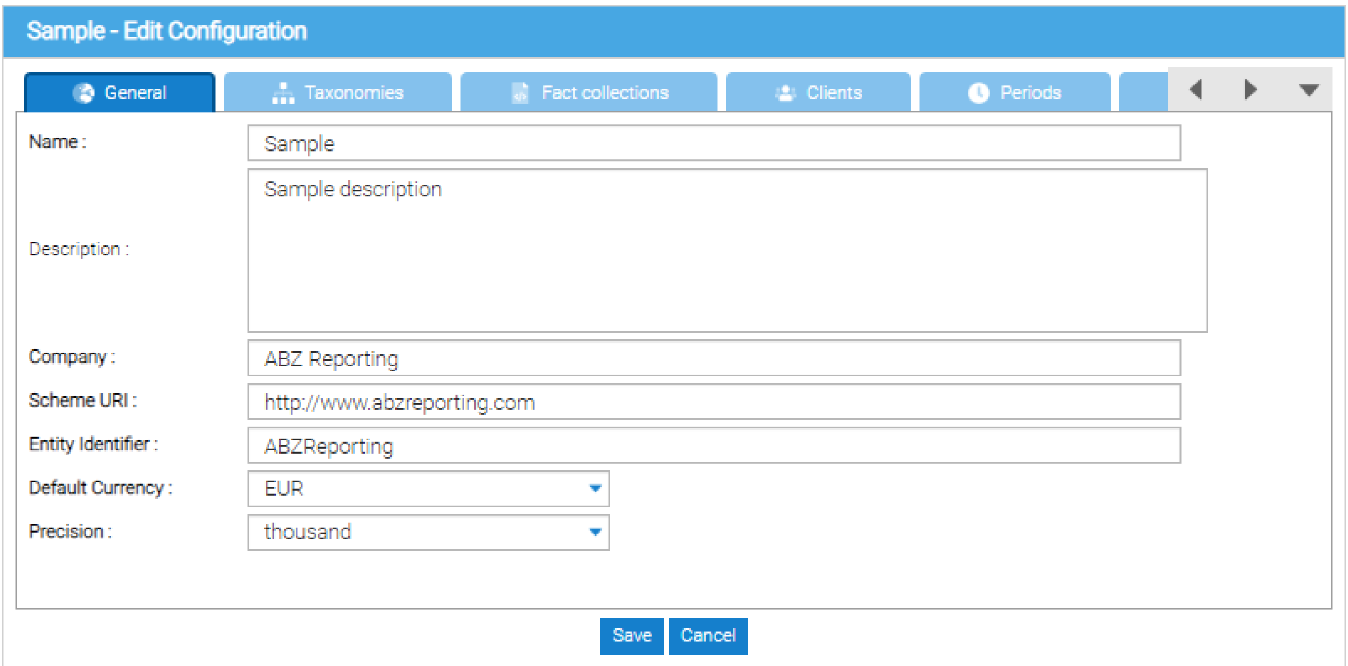
The project's settings are split across several tabs of the **Project configuration** dialog.

By clicking **Save,** the current state of the settings on all tabs will be preserved. Clicking **Cancel** will result in losing all changes made to the settings.

General

General information is provided in the **General** tab. All input fields, except for the **Description** field, are mandatory, as indicated by the bold labels.

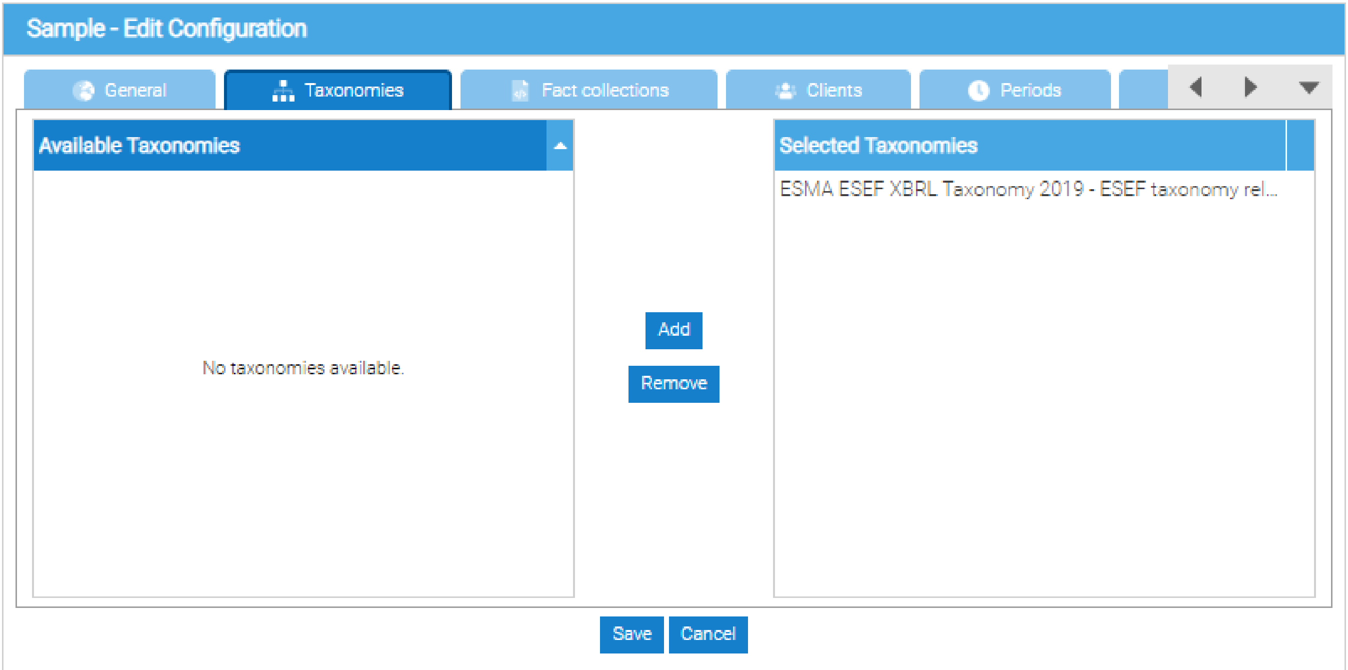
- **Name** - The project's name. This will be displayed in the **Open** dialog and in the left corner of the tools menu bar.
- **Description** - A description of the report project's content and purpose.
- **Company -** The reporting entity. This field's contents are used to automatically proposed the values for the two fields below.
- **Scheme URI** - The reporting entity's internet address. Our recommendation is to accept the proposed value, even if the reporting entity doesn't have an internet address unless you are exactly sure of what you are doing.
- **Entity identifier** - The company ID. The technical specification required for the creation of XBRL filings. Our recommendation is to accept the proposed value unless you are exactly sure of what you are doing.
- **Default currency** - The default currency for monetary position values with the project.
- **Precision** - The default precision to be used for monetary position values within the project.



Taxonomies

In the Taxonomies tab, you can specify one or more taxonomies from which positions will be used within the project.

Only a single ESMA ESEF taxonomy can be used for iXBRL tagging purposes



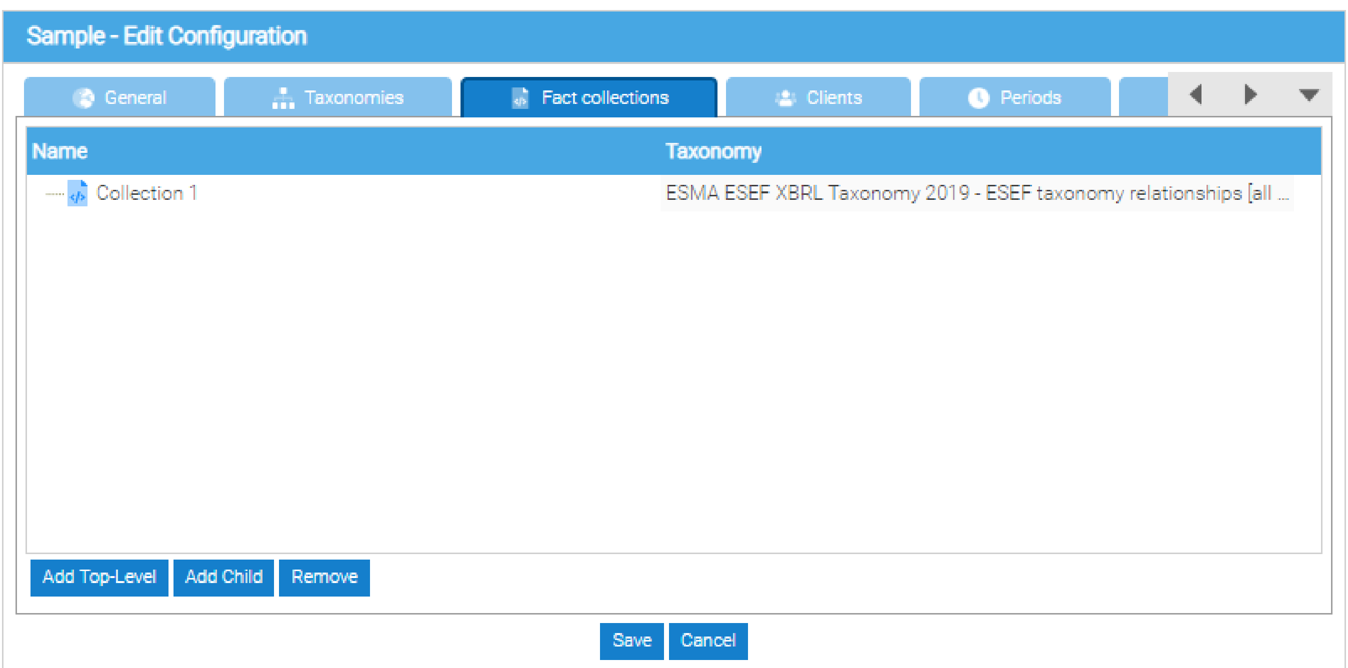
A taxonomy is added to the project by selecting it from the left-hand side taxonomy list by left-clicking and clicking **Add**

A taxonomy is added to the project by selecting it from the right-hand side taxonomy list by left-clicking and clicking **Remove**

To save a project, at least one taxonomy must be added to the project.

Fact collections

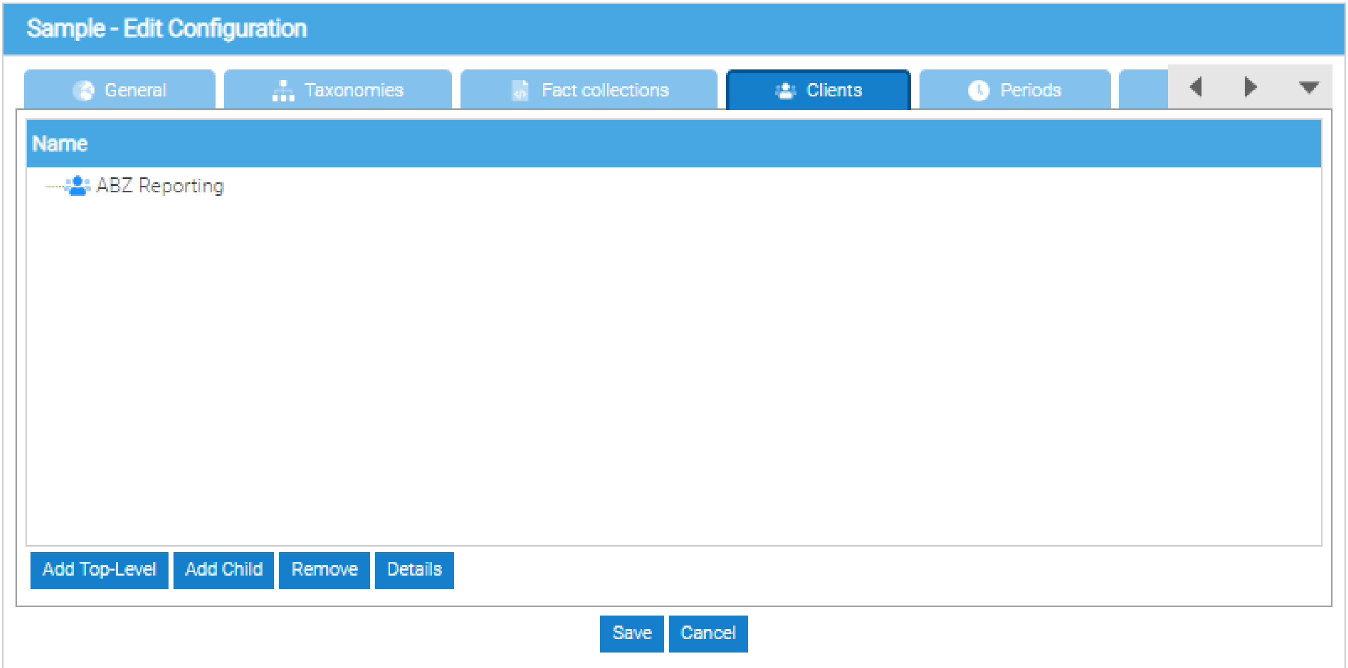
The values of the positions of an XBRL taxonomy are called facts. In the application, these facts are organized in fact collections.



To save a project, at least one fact collection must be created.

Clients

From the perspective of reporting, the term **client** is an essential criterion for the selection of facts used to create a filing and for the purposes of ESEF reporting represents the reporting entity itself



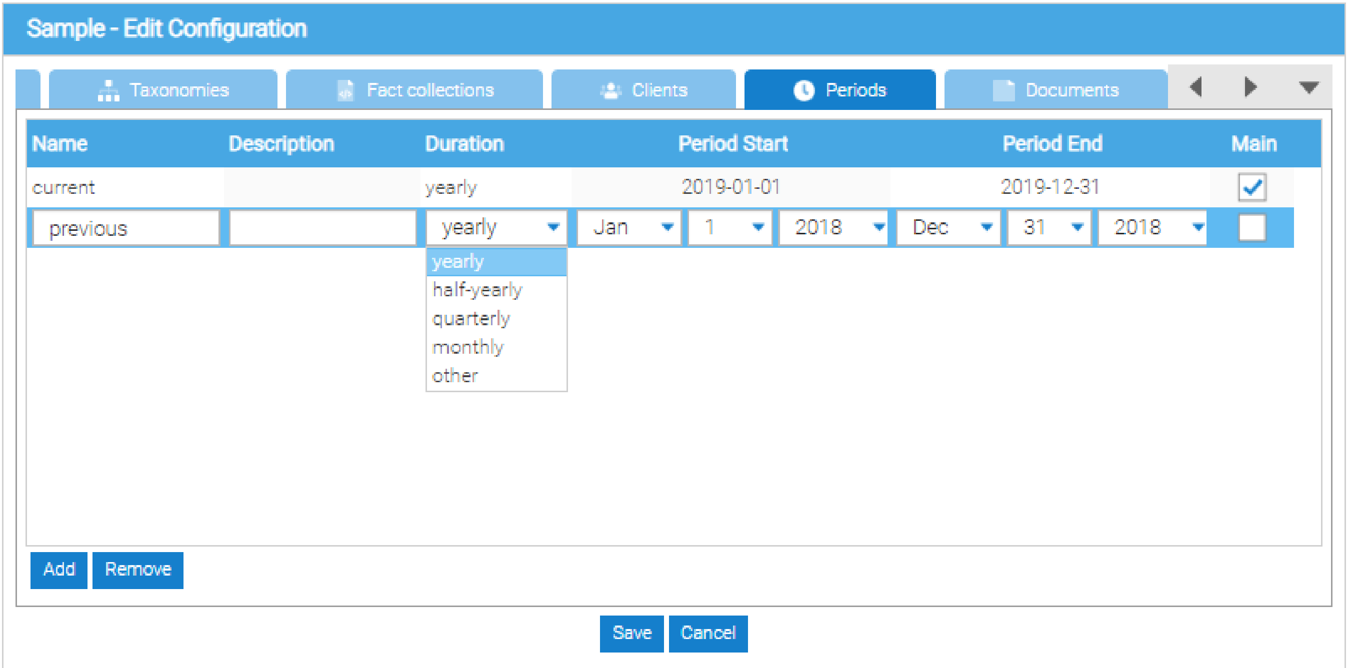
To save a project at least one client must be created.

Periods

Fact for different reporting periods can be defined within the same project, Therefore, in every project, there should be exactly one leading period that represents the current reporting period. When creating periods it is necessary to ensure that the current reporting period is marked as the **main** one by selecting the appropriate checkbox.

For any period, the following information can be provided:

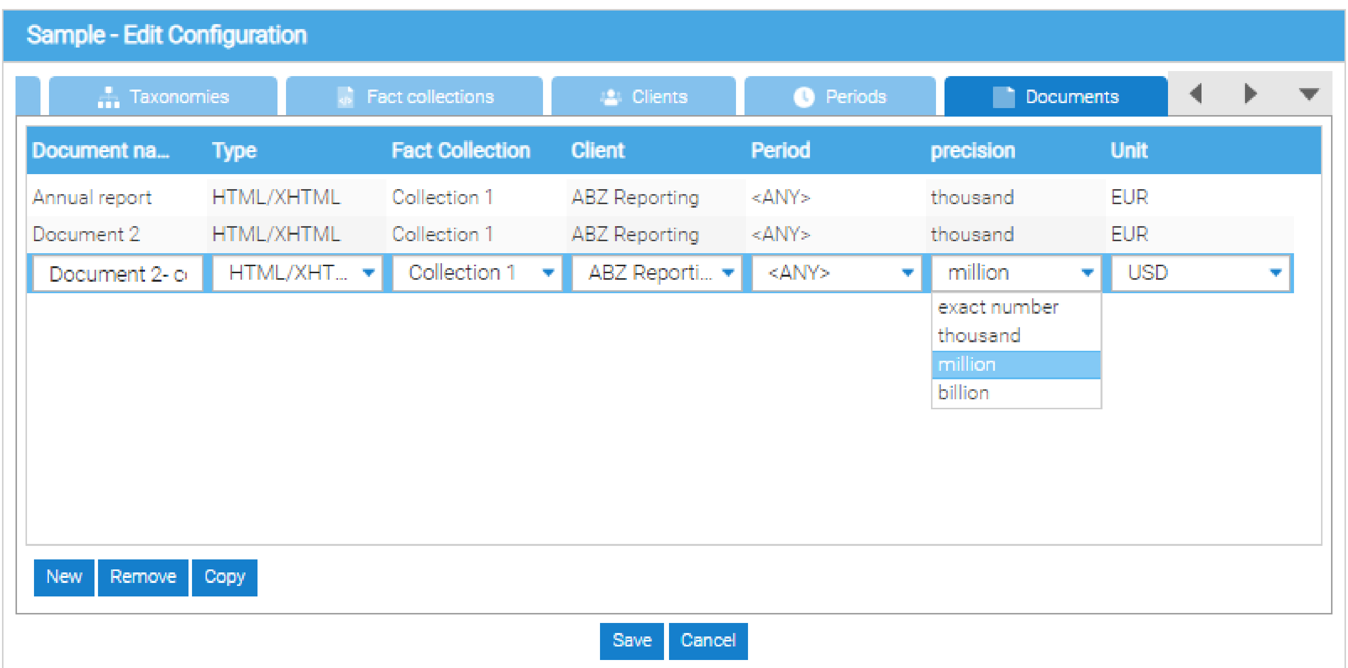
- **Name** - the period name. This name will be used in the column headers of the data visualization reports. Our recommendation is to pick the period names carefully particularly if you are expecting to roll the project forward so that the names can be used in the upcoming reporting periods.
- **Description** - text description of a reporting period
- **Duration**- the timeframe the period encompasses. Can be annual, semiannual, quarterly, or custom. If the custom option selected, the beginning and end of the period can be set directly - otherwise, the end date will be automatically adjusted based on the start date and the selected duration.
- **Period start** - the date the reporting period begins
- **Period end** - the date the reporting period ends
- **Main -** selecting this checkbox marks the period as the leading one. The selection is possible only for one period at a time within the project.



In order to save a project, at least one leading period must be configured in the project

Documents

Documents are created and managed from the **Documents** tab. More information on **Documents** can be found in this section of the user manual



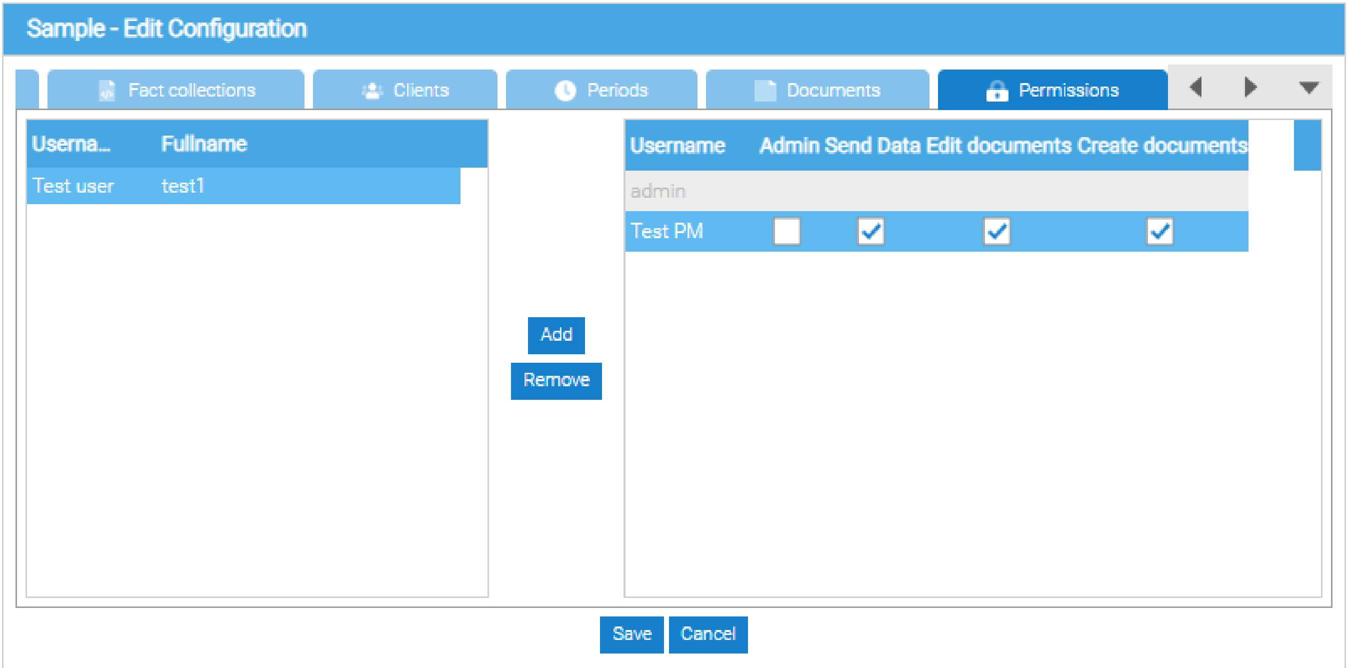
Permissions

This tab and its contents are only visible to project administrators

The access rights within the project are managed in the following way:

- **Admin** - The user has permissions to all of the functionalities within a project
- **Send data** - The user can create an ESEF package via **Send data** in the **Project** section of the ribbon**Project** menu
- **Manage documents** - The user can configure (i.e. create, remove and copy documents) in the project's configuration
- **Modify documents** - The user 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**



To give a user the right to access the project, a project administrator has to select a user by left-clicking them in the user list located on the left-hand side of the **Permissions** tab and clicking **Add**.

Once the user has been added to the project, the project administrator can assign\revoke the user's individual permissions by selecting\deselcting the respective checkboxes.

The project's creator is a project administrator by default. A project administrator may establish additional project administrators by selecting the **Admin** checkbox for each appropriate user.

A project administrator has all of the permissions within the project.

To revoke a project administrator's rights, another project administrator for the same project, must deselect the **Admin** checkbox for the user and then save the project configuration.

Delete a project

To delete a project, open it first and then click **Delete** in the **Project** section of the ribbon**Project** menu. As this is a destructive action that may lead to loss of data you will be prompted to confirm the deletion, and if you opt to confirm it, the project will be permanently removed,