USER MANUAL

ParsePort **Platform Manual**

PARSEPORT

a Workiva company

1. Introducing the ParsePort Platform

Navigating the XBRL™ standard: Mastering the ParsePort Platform

Welcome aboard the ParsePort Platform, your comprehensive solution for creating, viewing, and auditing reporting packages that incorporate Inline XBRL documents.

The platform is designed to empower you, enabling effortless extraction of all essential information from a reporting package. Although the ParsePort Platform doesn't serve as a full-fledged workflow tool, it's designed for seamless integration with your existing tools via its API capabilities.

We're committed to maintaining the user-friendliness of our software, while aiming to minimize the technical expertise required to navigate it. However, we do suggest acquiring some familiarity with XBRL standards to maximize the benefits of the ParsePort Platform.

In the chapters that follow, we'll explore the wide-ranging capabilities of the ParsePort Platform in detail, including step-by-step guidance on extracting all necessary information from a reporting package. If you encounter any hurdles or have any queries along the way, our Knowledge Base on the ParsePort website is readily available for your consultation.

The ParsePort Platform: One Platform for Multiple Taxonomies

The ParsePort Platform handles many **iXBRL formats and taxonomies**. For example purposes, in this guide we will be referring to the conversion and validation of ESEF files, however the process of using our product is the same.

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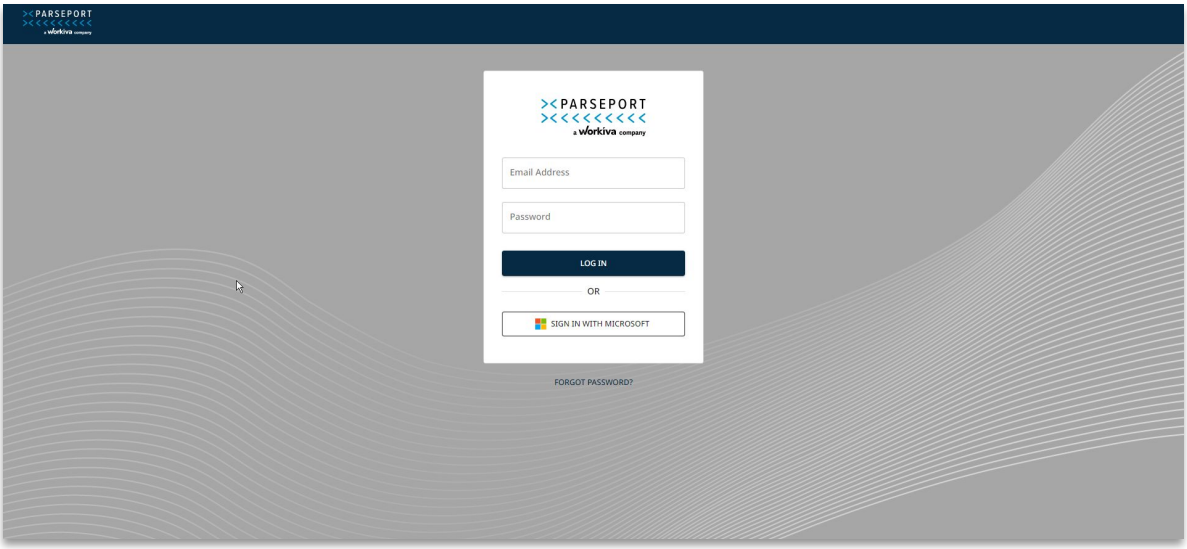
2. Navigating the Login

ParsePort Platform: Logging in

The ParsePort Platform can be accessed via https://platform.live.parseport.com

To access the platform, you'll need the login details given by your company's designated Administrator User. Each company has an Administrator User who can grant access to other members within the organization.

For guidance on setting up additional user accounts, please refer to our Knowledge Base Article:
https://support.parseport.com/knowledge/administrator-accounts-in-parseport-platform



If you are unable to log in, first verify that you're using the correct credentials. If the problem persists, initiate a password reset by clicking: FORGOT PASSWORD?

If you are still unable to log in after following the email instructions, please don't hesitate to contact us at support@parseport.com for further assistance.

3. Conversion and Validation

Getting Started: Uploading Your Files to the ParsePort Platform

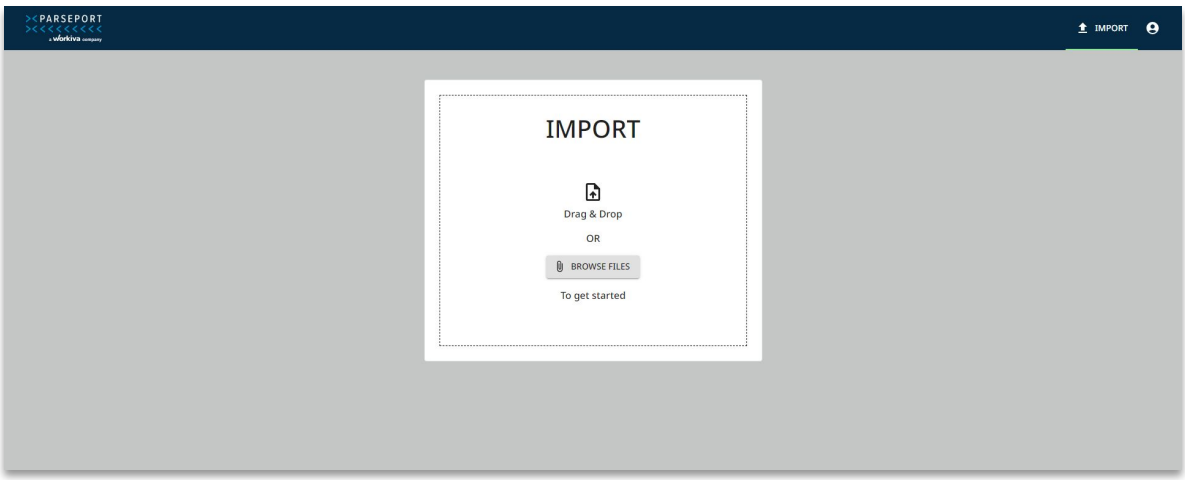
After logging in, you'll be taken to the Import page. Here, you'll upload both your Annual Report in PDF format and the Excel Template. Here you can also upload previous ESEF .zip packages.

You can choose from two methods to upload your files to the platform:

1. **Drag and Drop:** You can simply drag and drop the files into the designated area.
2. **File Selection:** Alternatively, you can select the files from your computer: BROWSE FILES

Once your files are uploaded and you're ready to proceed, just click on: CONVERT AND VALIDATE

This will initiate the conversion and validation process for your ESEF package.



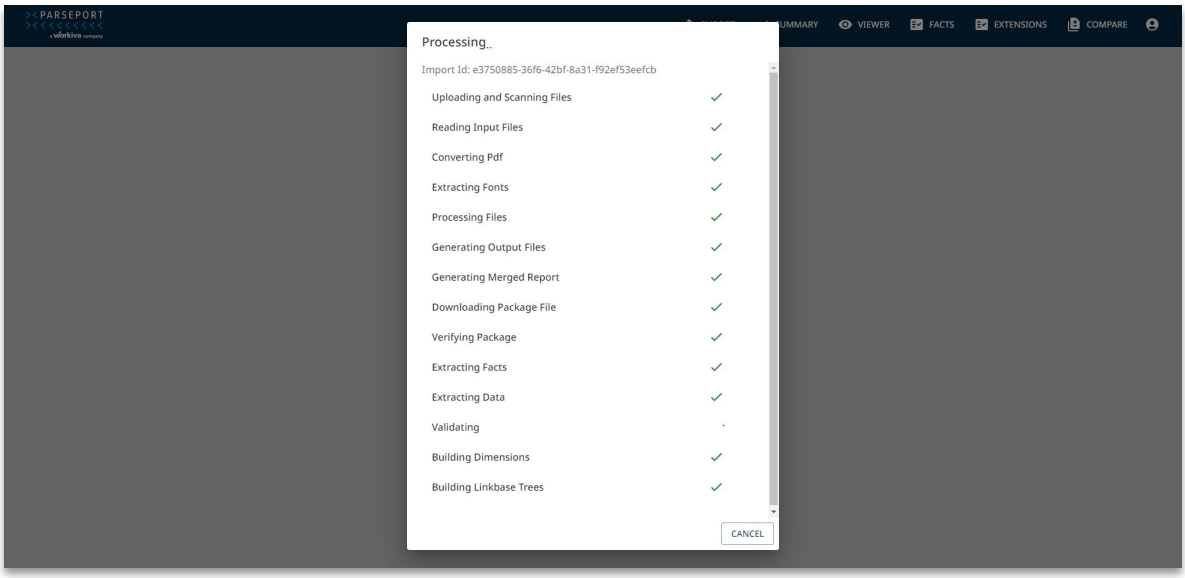
Ensuring Smooth Validation: Follow the Best Practice Guide

For successful validation, it's crucial that you prepare your ESEF files according to our best practice guide. Please refer to the guide and ensure that all steps are followed accurately. This will help you avoid any potential issues during the validation process.
https://support.parseport.com/knowledge/esef-preparation-process-step-by-step-guide-1

3. Conversion and Validation - continued

Monitoring Your ESEF Package Creation: A Transparent View

As your ESEF package undergoes conversion and validation, you'll have real-time insight into its progress. Each stage of the transformation is clearly presented, ensuring you're always in the loop about what's unfolding behind the scenes. This open process keeps you updated on the status of your ESEF package generation.

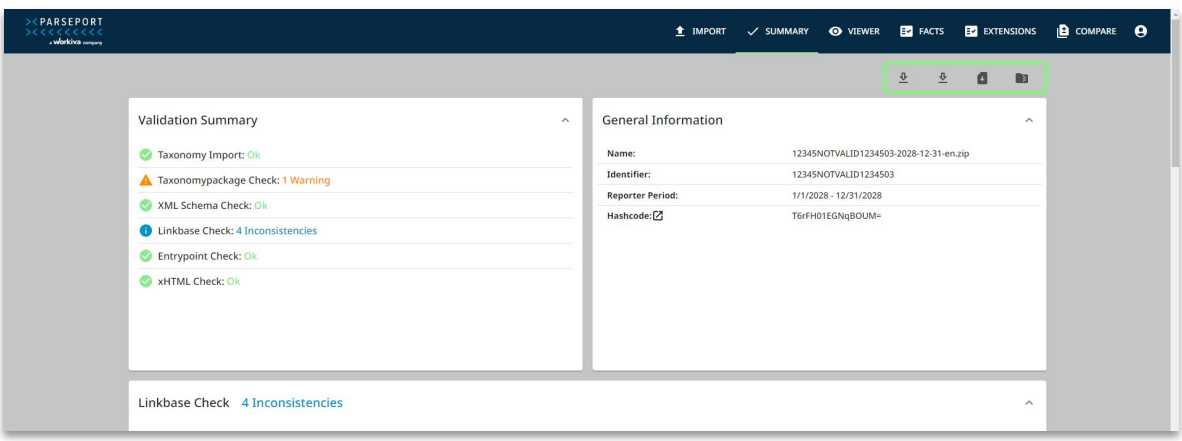


4. Validation Overview

Exploring the Summary Page: A Detailed Post-Conversion Overview

After the conversion concludes, you will be automatically moved to the **Summary** page. Here, you'll find an in-depth breakdown of the conversion and validation journey. As you scroll, the page unfolds into distinct sections, each highlighting precise aspects of the conversion and validation progression.

A. ESEF package download functionality
B. Validation Summary
C. General Information
D. Linkbase Check
E. Taxonomypackage Check
F. Taxonomy Package
G. Zip Content
H. Validation Log



A. ESEF package download functionality

Highlighted in green (top right corner) are your **four download** options, but only the last one is your ESEF package. **Important:** Make sure to leave the ESEF package as it is - do not change the filename or extension. You need to submit the .zip file as is to the authorities.

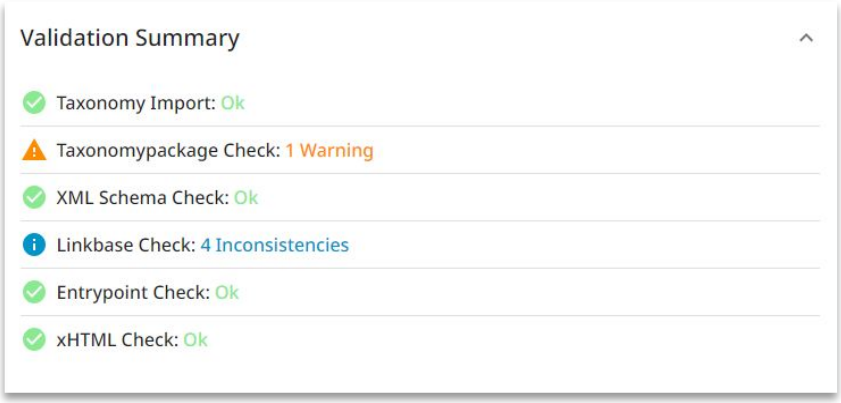
- Download summary as Excel Sheet.
- Download summary as PDF.
- Download plain XBRL file.
- Download zip - this is your **ESEF package**.

4. Validation Overview - continued

B. Validation Summary

Comprehensive Check: Delving into Multi-Dimensional Validation

Our validation process examines the product from multiple perspectives. This rigorous method ensures its robustness and reliability in all financial situations.



Understanding Validation Messages: Dimension-Specific Types

For each dimension mentioned earlier, there are four distinct types of validation messages you might encounter. Let's delve into these to ensure clarity during your validation process:

- **Green** - Ok, everything is fine.
- **Blue** - indicates inconsistencies, which are not critical.
- **Orange** - warnings that should be addressed before publishing.
- **Red** – errors that need to be addressed before publishing as these can block the submission.

Understanding Validation Interdependencies: Errors & Warnings Explained

When encountering errors or warnings, be aware that an issue in one category can influence the others. Addressing the root problem often resolves its associated warnings. It's vital to correct these errors for most authority approvals. However, given that the ESEF Reporting Manual isn't globally mandatory, some national authorities may disregard specific errors. While many warnings can be bypassed, certain ones warrant resolution for the package to gain acceptance.

4. Validation Overview - continued

C. General Information

Company Profile and ESEF Package Integrity: The Role of the Hashcode

Within this section, you'll find detailed information about your company and specifics related to the ESEF package. Pay particular attention to the Hashcode—it serves as the unique identifier for your ESEF package. Any slight alteration to the files in the reporting package generates a distinct hashcode. This code guarantees that the file vetted during audits matches precisely with the one submitted to authorities.

D. Linkbase Check

Deciphering Validation Errors: A Detailed Breakdown

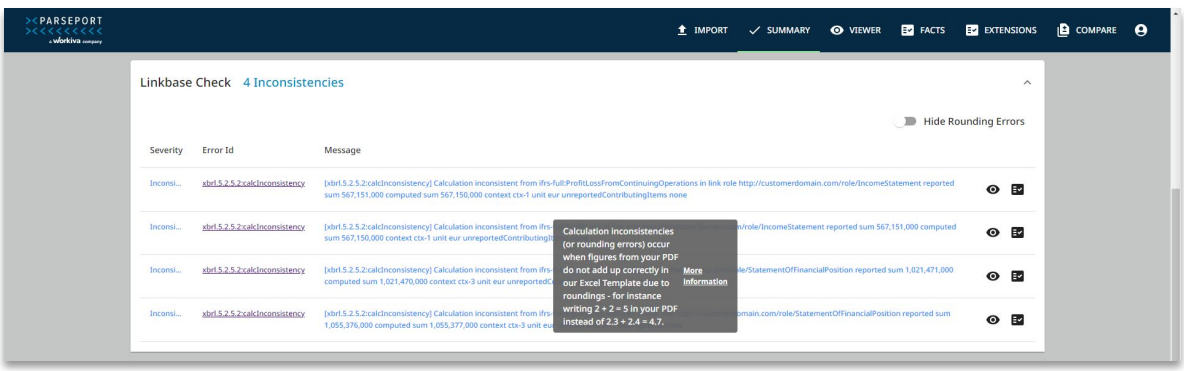
Should errors arise during the validation process, this section provides a comprehensive analysis. You'll understand the nature of these errors, their underlying causes, and their locations in the iXBRL report. Below, we elucidate these categories for clarity.

Severity - Validation errors are categorized by severity: error, warning, inconsistency.

Error Id - provides the basis of the validation rule. By clicking on the **Error Id** you will be directed to the underlying documentation:

- **ESEF.RTS.Annex.[xxx].[...]:** the validation rule comes from the RTS for ESEF.
- **XBRL.x.x.x.[...]:** the validation rule comes from the XBRL specifications.
- **ESEF.x.x.x.[...]:** the validation rule comes from the ESEF Reporting Manual.
- **message: [...]:** the rule comes from the ESEF taxonomy formulas.
- **xmlSchema:[...]:** this is related to technical XML-related issues.

Message - the ParsePort Platform is now connected to the Knowledge Base. By hovering on over the error/warning/inconsistency you will receive a pop-up message (ref. below). The message is relevant as you can see the element that is creating the issue/error with other relevant information.



4. Validation Overview - continued

Example Explanation: Understanding Calculation Inconsistencies

The term "Calculation Inconsistency" typically refers to rounding discrepancies that are commonly accepted. For further insights, click on "**More information**" to be directed to ParsePort's Knowledge Base.

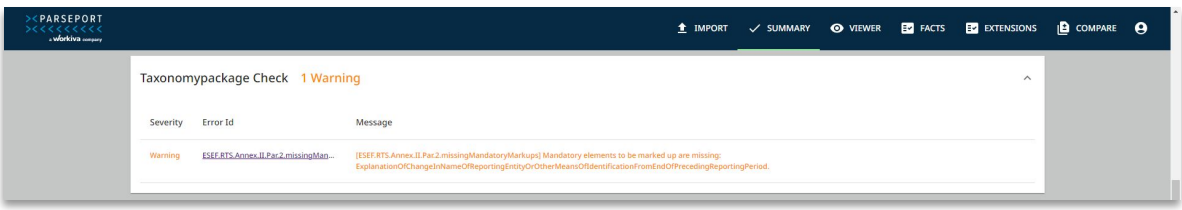
Moreover some of the validation messages include icons at the end of the message.
Each icon is clickable and links to the fact mentioned in the validation error in the **VIEWER** and the **FACTS** list.

E. Taxonomypackage Check

In the Taxonomypackage Check, as for the Linkbase Check, the errors and warnings from the Validation Summary are explained in more detail. The functionality allows you to understand the cause of these errors/warnings in order to solve them.

Example Explanation: Mandatory Element Missing

In this case, the warning is a reminder, because the mandatory element is not used. As the information is not present in the report, the application of this element is not required, so the warning can be ignored.



F. Taxonomy Package

Here is information regarding ESEF package name, company details, taxonomy and other relevant dates that are requested to be inside the ESEF package.

G. Zip Content

The downloaded ESEF package should always remain as a .zip file. This is how it needs to be submitted to the authorities. In this section you can see what folders & files are inside the .zip package.

H. Validation Log

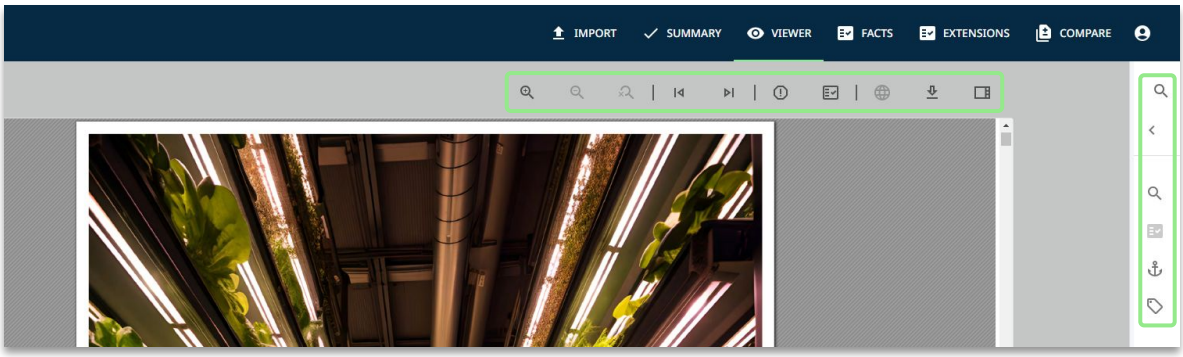
What Validation rules are applied to the ESEF package during the validation process.

5. Viewer Interaction

Exploring the Viewer: Engage with Your Tagged Report

The Viewer allows you to see how your data from your Annual Report PDF is associated with the respective taxonomy elements. To simplify how it works, during the conversion, the ParsePort Platform attaches on top of your PDF annual report the XBRL layer which contains the taxonomy elements. The result is an interactive xHTML page that you can see in the **Viewer**.

The Viewer can be downloaded as a standalone HTML file (web page) that can be published on your Investor Relations section website if desired.



Zoom in/out/reset: Choose your comfortable view.

Fact navigation: Go through the taxonomy elements as applied in the report

Highlight Errors: Elements with validation errors/warnings/inconsistencies.

Highlight Facts: See how the elements are applied.

XBRL language: Change the languages of your XBRL file if more are available.

Download the xHTML file: The Viewer as a web page that you can save.

Show/Hide sidebar: Taxonomy details and further references.

Taxonomy Explorer: The Taxonomy tree shows the element organisation.

Facts and Elements: The Element (Fact) details with several dimensions.

Anchoring: Display details of the selected anchoring.

Mandatory Tag Usage: The taxonomy with the elements applied in the report.

The **most useful** are Highlights Facts and Facts and Elements. The details of these are shown in the **Sidebar**.

5. Viewer Interaction - continued

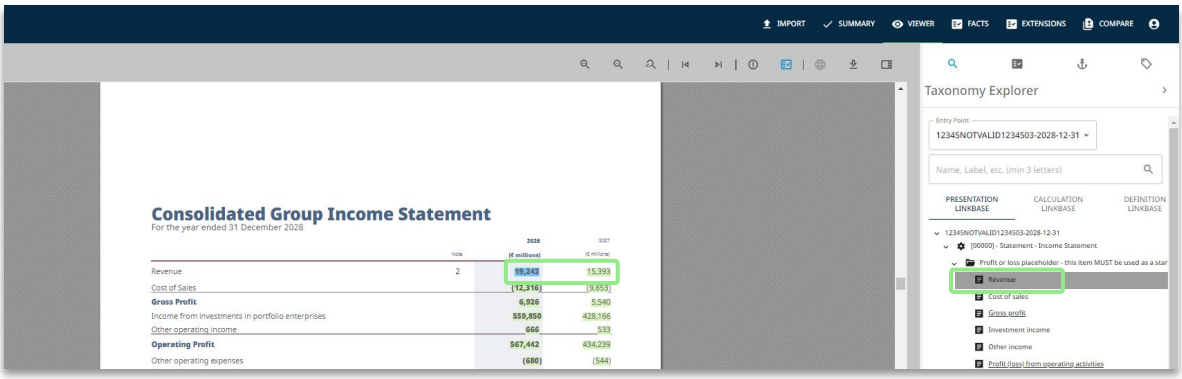
Streamlined Workflow: Step-by-Step Guidance

Follow the steps below for ease of use. Click on a highlighted element to view its technical details on the right. This also highlights the corresponding item in the presentation linkbase. Standard elements are highlighted in green, and extensions are highlighted in yellow. Multi-tagged values are highlighted in purple.

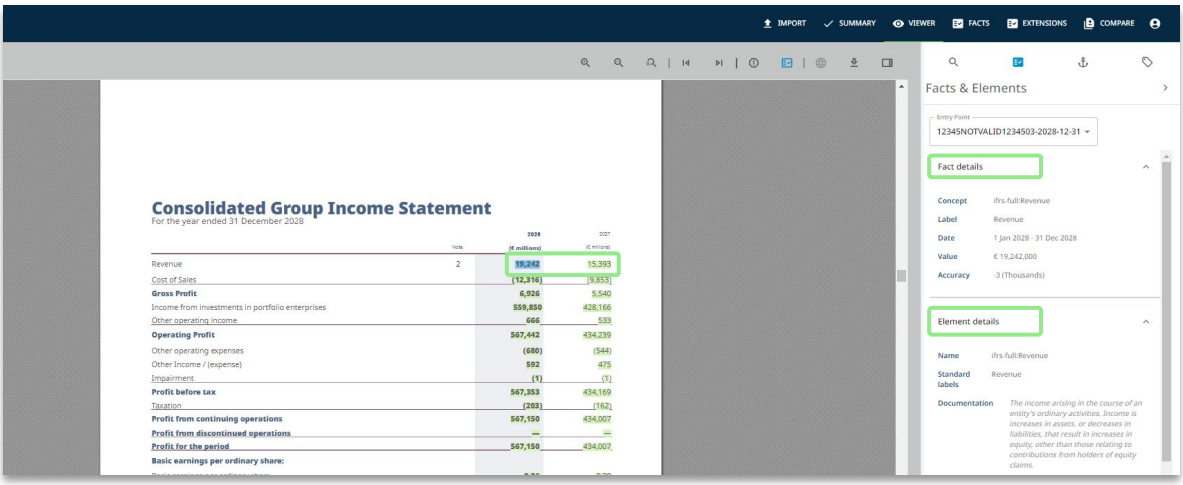
Step 1: Select **Highlights facts** and then press **Next Fact**

Step 2: The **Sidebar** will open and present you with the **Taxonomy Explorer**, which is composed of:

- PRESENTATION LINKBASE - This is the taxonomy tree, where all the elements used are presented in the order in which they are applied in the report.
- CALCULATION LINKBASE - Displays the calculations present in the Financial Statements.
- DEFINITION LINKBASE - Shows the iXBRL elements present in the file.



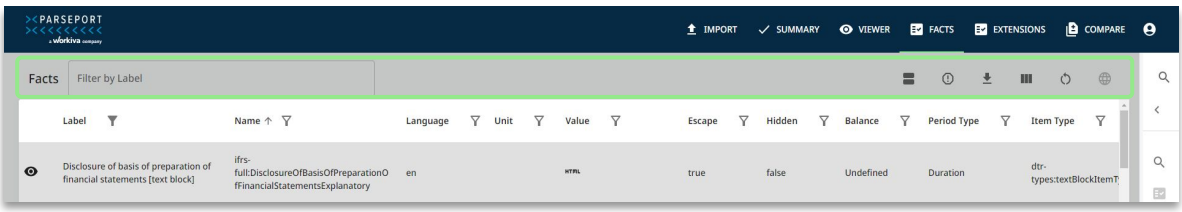
Step 3: Select **Facts & Elements** and see the Fact details and the Element details.



6. Facts Explanation

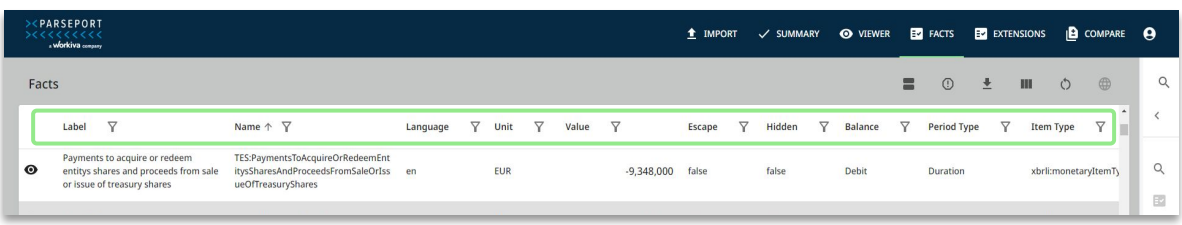
Understanding the Facts: A Comprehensive List of Tagged Elements

In the **Facts** window you will find a list of all the elements that are used to tag information in your report. On the bottom of the page you can select how many elements you can see. The default option is 50.



On the top line from left to right you can find the following functionalities:

- **Facts - Filter by:** you can filter the whole Facts list by different column properties.
- **Show in viewer:** The Viewer will pop up below the list facilitating a better inspection.
- **Show only facts with error:** The list with the elements that have errors.
- **Download:** Get the Facts List as an Excel Sheet.
- **Show/hide columns:** Select what column to see/hide in the Facts List.
- **Reset to defaults:** See the original Facts list.
- **Select the report language:** Change the language of the elements.



On the column headers you can find relevant attributes for each of the elements used:

- **Label:** The element label as it is in the IFRS Taxonomy. This is in human-readable form.
- **Name:** The element name as it is in the IFRS Taxonomy. This is in machine-readable form.
- **Language:** The element's language.
- **Unit:** The currency used to express the figures.
- **Value:** The values are displayed without transformation. For instance, if the report presents figures in thousands and an element has a value of -9.348 in the report, the value in the Facts list will show -9.348.000. Furthermore. For the Notes in the **HTML pop-up** it is content that is tagged with the respective element.

In addition to the above attribute information, in the Facts list are displayed other relevant XBRL properties to help you understand the data better. These include **Balance Type**, **Period Type**, **Item type**, and more item-specific properties such as decimals, scaling, used dimensions, and possible anchoring.

7. Extensions and Compare

Extensions: The List of Custom Elements

The **Extensions** are custom elements that were made specifically for your company.

On the Extensions page you will find the same information as on the Facts page, but only for extension elements. This is particularly useful for checking the anchoring and ensuring that the correct XBRL properties, such as balance, period type, and item type, have been used.

By utilizing the Facts and Extensions list, you can gain a deeper understanding of how the information is tagged in the report. The clear and concise presentation of information makes it easy to navigate and understand, even for those who may not be familiar with XBRL reporting.

Compare: Differences Between Versions

On the Compare page you can compare the current instance of the Converted and Validated/Uploaded .zip files with another package. This might be an older version of the same report, where you can see what has changed.

Also you can compare it with a report from a different company to compare the taxonomy structure of the two reports. The comparison is made between the fact list and the different linkbases. Pressing the different titles will show the connected comparison.

To upload the file that you wish to compare press

and after selection press **GO.**

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