Yeti

Taxonomy Viewer Guide

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Yeti is a versatile review tool for viewing and commenting on XBRL taxonomies. This guide describes how to use the Yeti Taxonomy Viewer, and is aimed at all users. The Taxonomy Viewer is where taxonomy review takes place. You can browse relationships, examine concept details, make comments and view comments that other users have made. Some sections of the guide are only relevant to users with administrative permissions.

1. The Taxonomy Viewer

When you arrive at the Yeti homepage, you will be shown a list of taxonomies available for public viewing (fig. 1.1).

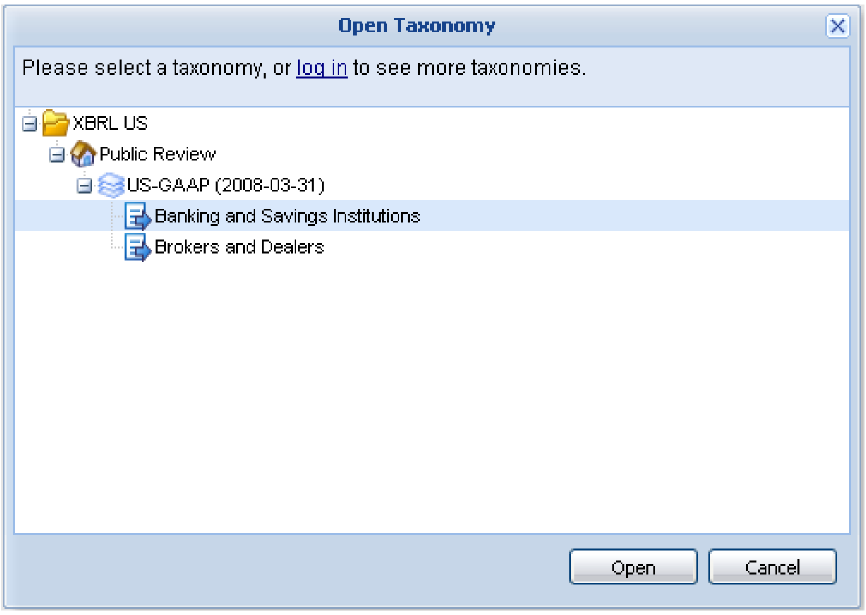

Figure 1.1: The *Open Taxonomy* dialog.

You can choose a taxonomy from this list, or log in by clicking on the **log in** hyperlink to see additional subscription-only taxonomies (fig. 1.2). If you already have a Yeti account you can log in with your username, which is the same as your email address. If your system administrator has enabled Yeti authentication via an LDAP server then you do not need a Yeti account. You can just log in with your LDAP username and password.

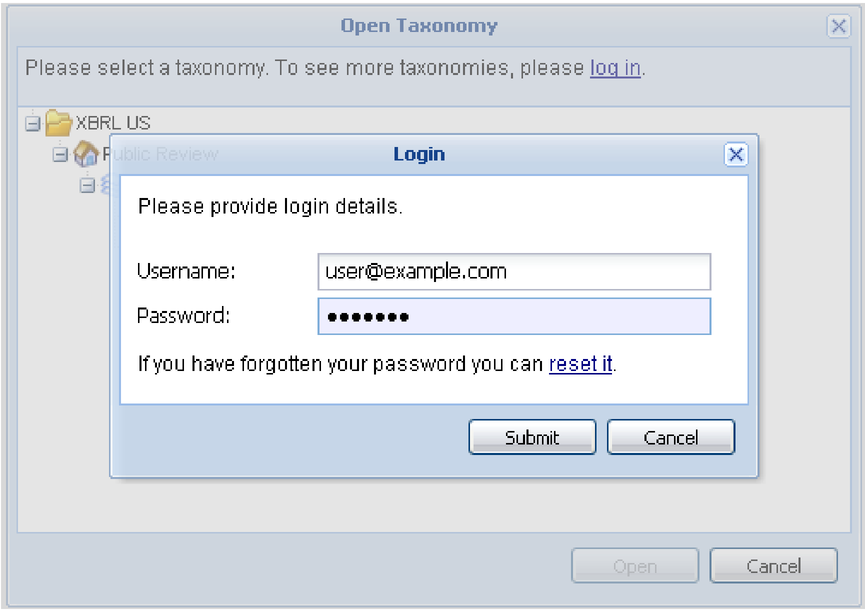

Figure 1.2: The *Login* dialog.

If you need a Yeti account, you can create one by clicking **Sign Up** on the menu bar next to **Login** and filling in your details. The email address you enter will also be the username you need to log in to Yeti. The sign up option will only be available if it has been enabled by a Yeti Administrator.

To return to the list of taxonomies, click **Taxonomy > Open** (fig. 1.3).

Figure 1.3: The Taxonomy menu.

The Taxonomy Viewer is arranged into three main areas (fig. 1.4):

1. Network Browser
2. Details Area
3. Tools Panel

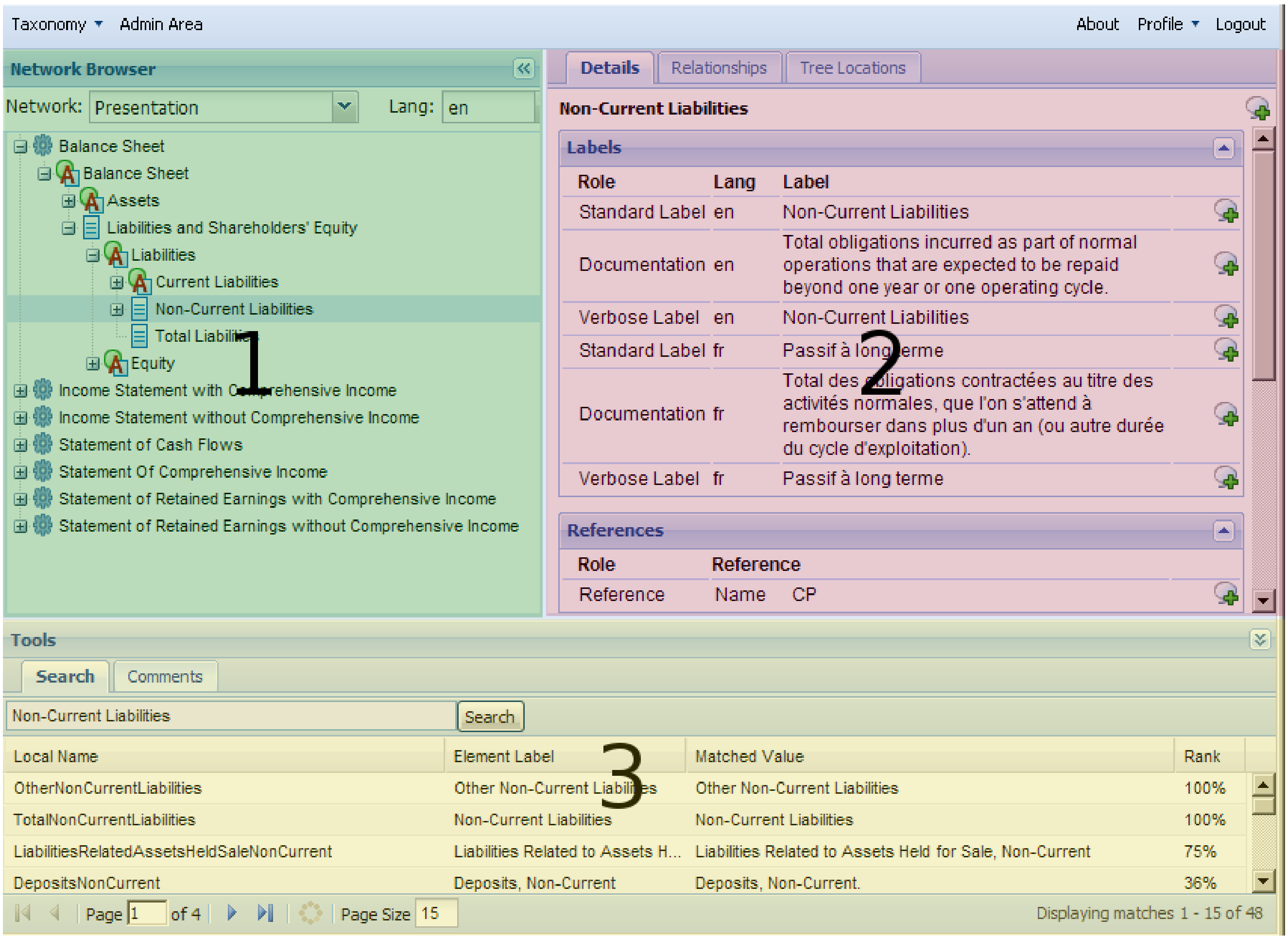

Figure 1.4: The three main areas in the Taxonomy Viewer.

Each of these areas is resizable. Additionally, the Network Browser and Tools Panel can be hidden/re-shown using the button in the top right hand corner of the panel. Clicking on the panel bar of a collapsed panel will temporarily show it over open panels.

1. Network Browser

When the taxonomy you selected from the *Open Taxonomy* dialog has loaded, the Network Browser on the left hand side of the page will display relationships between concepts in the taxonomy. Clicking on a concept in the Network Browser will open its details in the Details Area .

If the taxonomy has labels in multiple languages, you can select the label language from the Network Browser's menu bar (fig. 2.1).

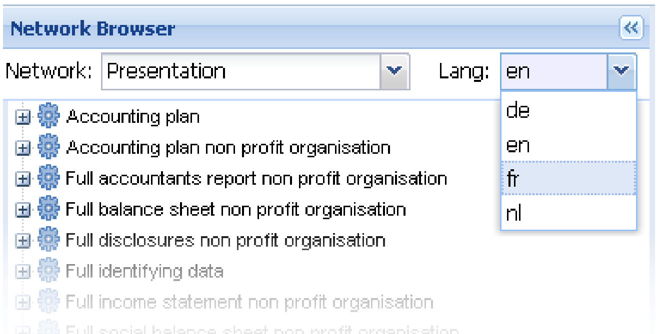

Figure 2.1: Language selection in the Network Browser.

The Network Browser will show concept labels in the chosen language if a standard label (or in the presentation parent-child network, a preferred label) exists in that language. If no such label exists, the element name will be displayed instead. Changing the language will also change the concept labels displayed in the search and comment views and concept title in the Details Area .

You can switch between networks in the taxonomy using the network drop down (fig. 2.2).

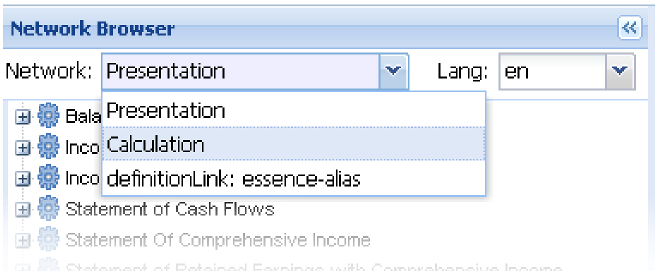

Figure 2.2: Network selection in the Network Browser.

2. The Details Area

When you select a concept in the Network Browser, its details will be shown in the Details Area. This pane contains three tabs – *Details* , *Relationships* and *Tree Locations* – giving you access to different aspects of the concept's definition.

2.1. The Details Tab

The *Details* tab in the Details Area shows the labels, references, XBRL attributes and custom item type information defined for the concept (fig. 2.3).

NOTE: The custom type information panel displays the details of *custom* types only. It will not show details of standard XBRL data types or types with complex content such as tuples.

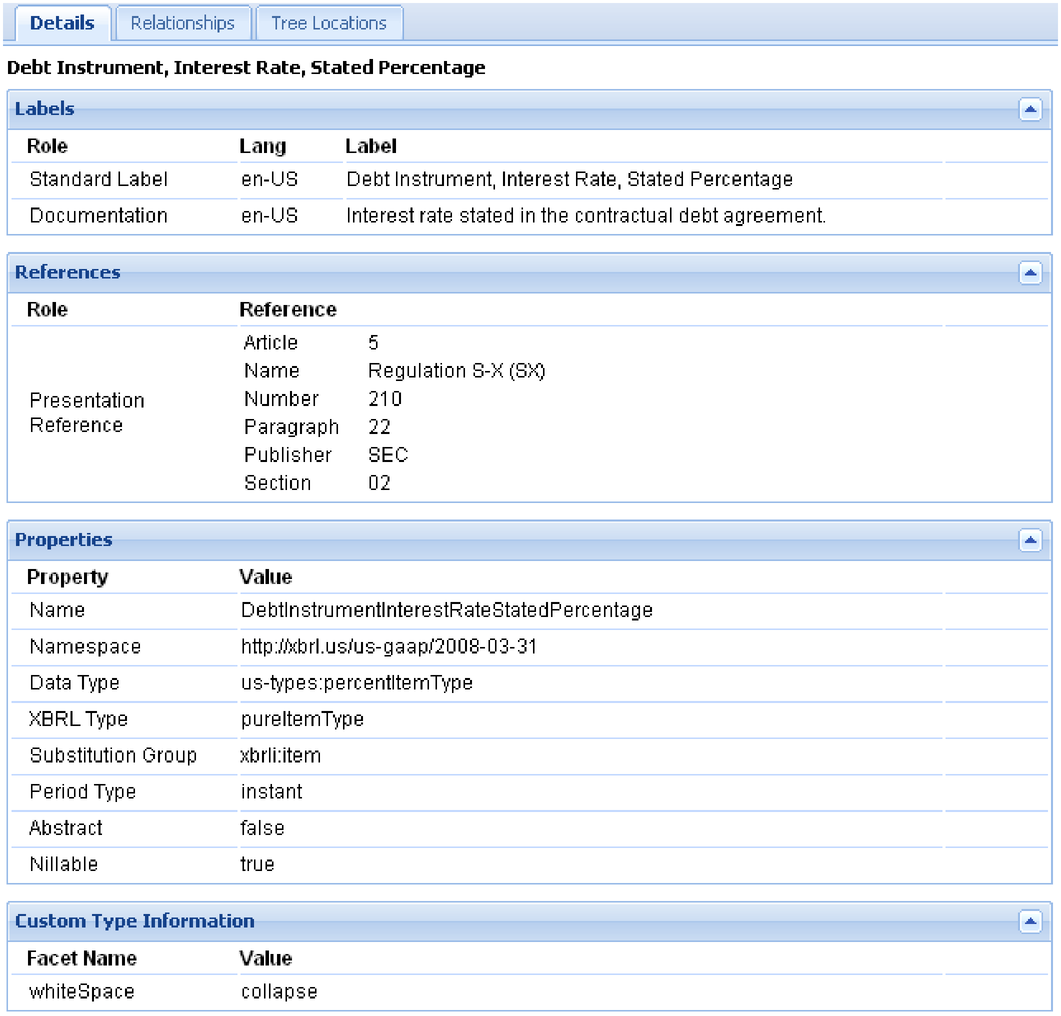

Figure 2.3: The *Details* tab.

You can rearrange the three panels in this view by dragging and dropping. You can also collapse panels that are not of interest using the minimise ( ) button in the top right hand corner or double clicking on the table header.

2.2. The Relationships Tab

The *Relationships* tab shows the calculation relationships defined for a concept (fig. 2.4). If a concept in the calculation has a balance attribute defined, it will be shown next to the concept as *Dr* for Debit or *Cr* for Credit.

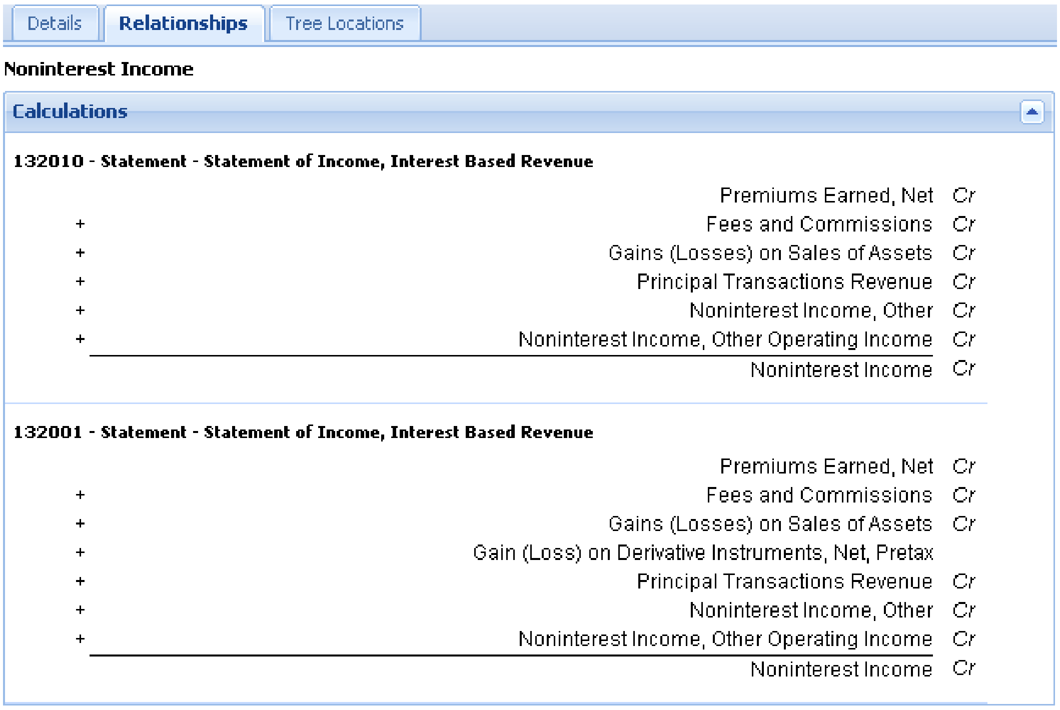

Figure 2.4: The *Relationships* tab.

2.3. The Tree Locations Tab

Concepts are often used in more than one place in a single XBRL taxonomy. The *Tree Locations* tab displays information relating to the current concept across the whole taxonomy (fig. 2.5). Direct children are shown in grey, direct ancestors are shown in black and occurrences of the current element are highlighted in gold. This allows you to review all occurrences, in all networks, of the current concept. Clicking on a concept in the Tree Locations tab will take you to its location in the Network Browser and open its details in the *Details* tab.

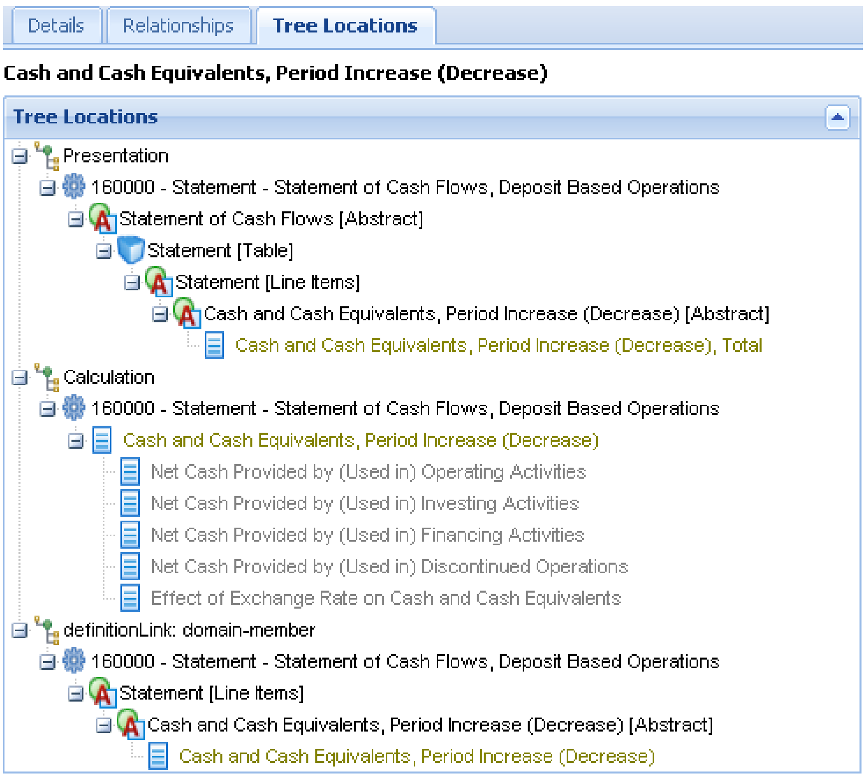

Figure 2.5: The *Tree Locations* tab.

3. Linking to Concepts

Every concept in Yeti has its own URL. This means that after browsing to a concept, you can save a link to it. You can embed direct links to different concepts in emails or other documents, as well as store locations to return to later.

4. Downloading a Taxonomy

To download the currently open taxonomy:

1. **Taxonomy > Download**
2. Click on **Download File**.
3. Save the taxonomy.

Searching

Yeti provides a powerful search tool. The search tool is in the Tools Panel, next to the *Comments* tab (fig. 3.1). Search terms that you enter into the search box will be matched against any label or reference defined for a concept and results returned in order of relevance.

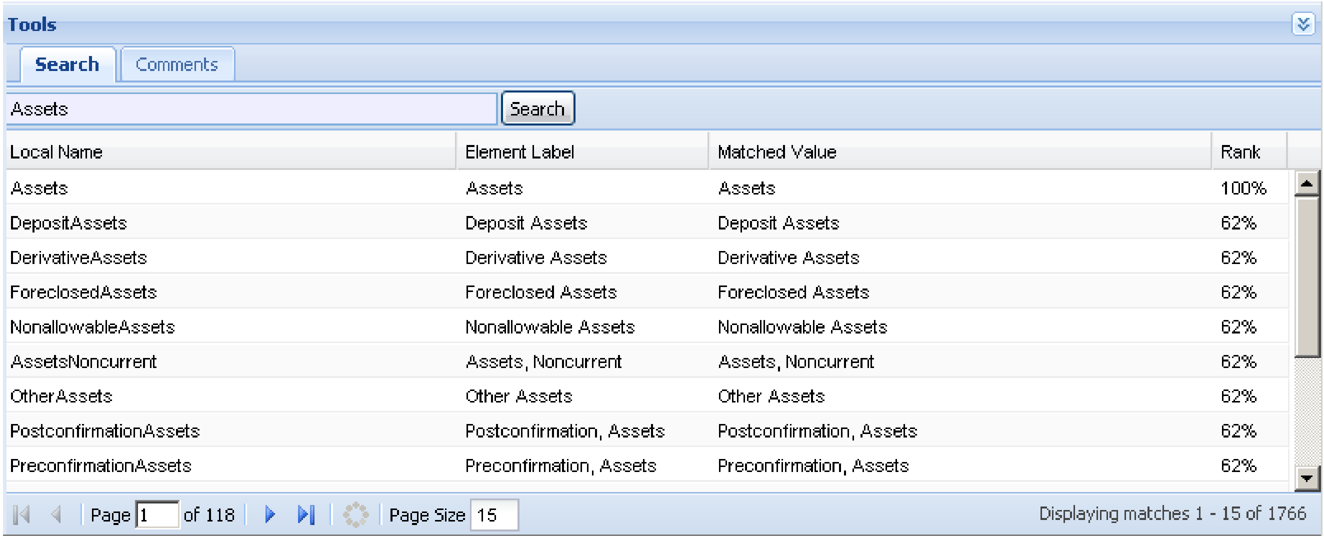

Figure 3.1: The *Search* tab.

The columns shown in the search results are sortable (e.g you can sort by Local Name instead of relevance if desired). The columns can also be rearranged by dragging and dropping. You can refine your search using the following techniques:

"+" in front of a word denotes a word that must appear in the results.
"-" in front of a word denotes a word that must not appear in the results.
Double quotes around several words denotes an exact string that must be matched.
"*" is a wildcard that can be used to match parts of words.
"?" is a wildcard that can be used to match one character.
"~" can be added after a word to match words with similar spellings.

Table 1. Example Search Strings

Example Query	Results
Total Assets	Returns all concepts containing either the word *Total* or the word *Assets*. Concepts containing both will be ranked higher.
"Total Assets"	Returns all concepts containing the phrase *Total Assets*.
Total +Assets	Returns all concepts containing the word *Assets*. Those that also contain the word *Total* will be ranked higher.
-Total Assets	Returns all concepts containing the word *Assets* that do not also contain the word *Total*.
Asse*	Returns all concepts containing a word that starts with *Asse*.
Amoriti?e	Returns all concepts containing *Amorti?e* where ? is any single character. I.e. concepts containing either *Amortize* or *Amortise* will be matched.

Example Query	Results
Colour~	Returns all concepts containing a word that is similar to *Colour*. I.e. concepts containing either *Colour* or *Color* will be matched.

Clicking on a search result in the list of matches will open the Details Area for that concept and if it exists in the currently selected network, the Network Browser will scroll to show its location.

Yeti's commenting functionality will only be available as described below if the following criteria are met:

- A suitable licence has been installed by your system administrator.
- The taxonomy is open for commenting (set by Yeti administrators).
- You have contributor (or higher) status within the review group (set by Yeti administrators).
- You are logged in.

If a subset of these conditions are met (e.g. the taxonomy is open for comments, but you have *Reviewer* status) then some of the following will still apply.

Comments can be added either to a concept in general, or to a specific label, reference, property or custom item type facet. Adding a new comment to any of these starts a new *issue*. It is also possible to make comments on existing issues.

1. Adding New Comments

See also Making Comments on Existing Issues .

In the Details Area for a concept, there is an **Add Comment** icon ( ) next to every component which is available for commenting (see fig. 4.1).

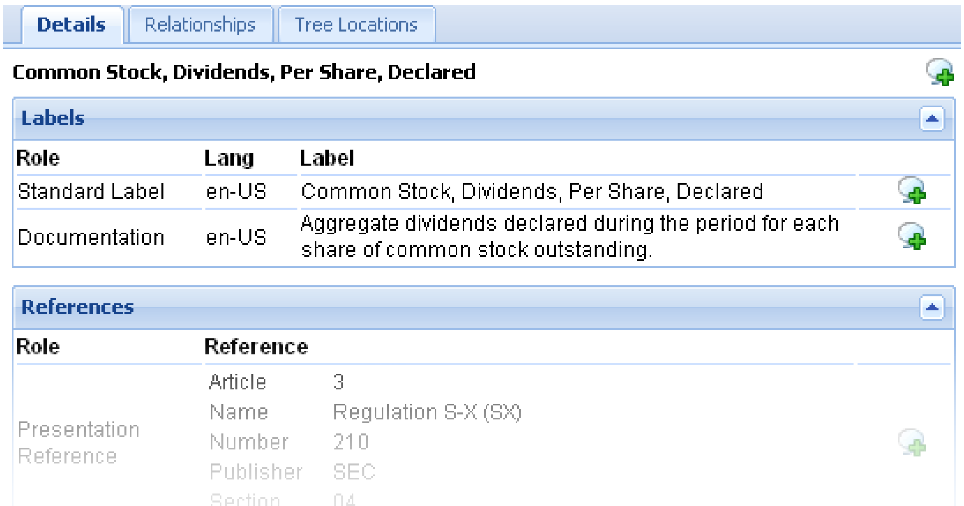

Figure 4.1: Add a comment.

To add a new comment, click on the **Add Comment** icon next to the component you wish to comment on. This will open a dialog into which you can enter your comment (fig. 4.2).

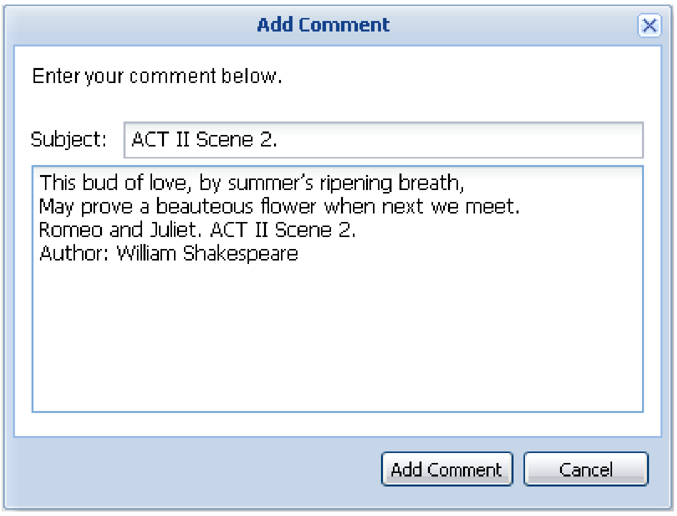

Figure 4.2: The *Add Comment* dialog.

NOTE: If Moderating Comments has been set up for the review group, and you have *contributor* status, your comment will not be visible until it has been accepted by a moderator.

2. Viewing Comments

Clicking on the *Comments* tab next to the *Search* tab in the Tools Panel displays a list of all comments in the currently open taxonomy, grouped by issue (fig. 4.3). The list can be filtered to show only comments for the concept currently open in the Details Area by checking the box in the tab header (see fig. 4.3).

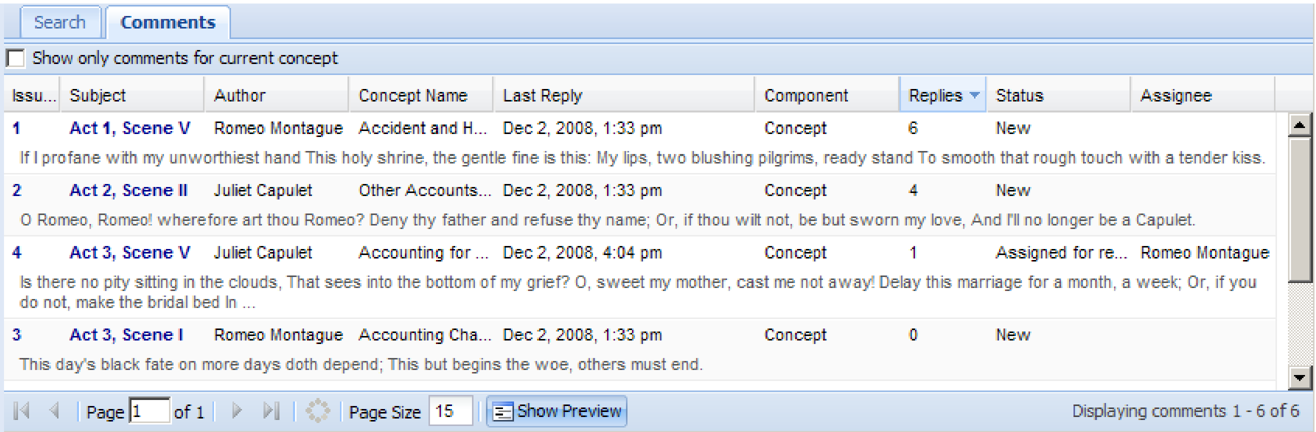

Figure 4.3: The *Comments* tab in the Tools Panel.

Clicking once on an issue in the *Comments* tab will open the concept to which it relates in the Details Area, with a marker indicating which component it applies to. Double clicking on an issue in the *Comments* tab will open the issue in a dialog (fig. 4.4). All comments made on the issue will be shown.

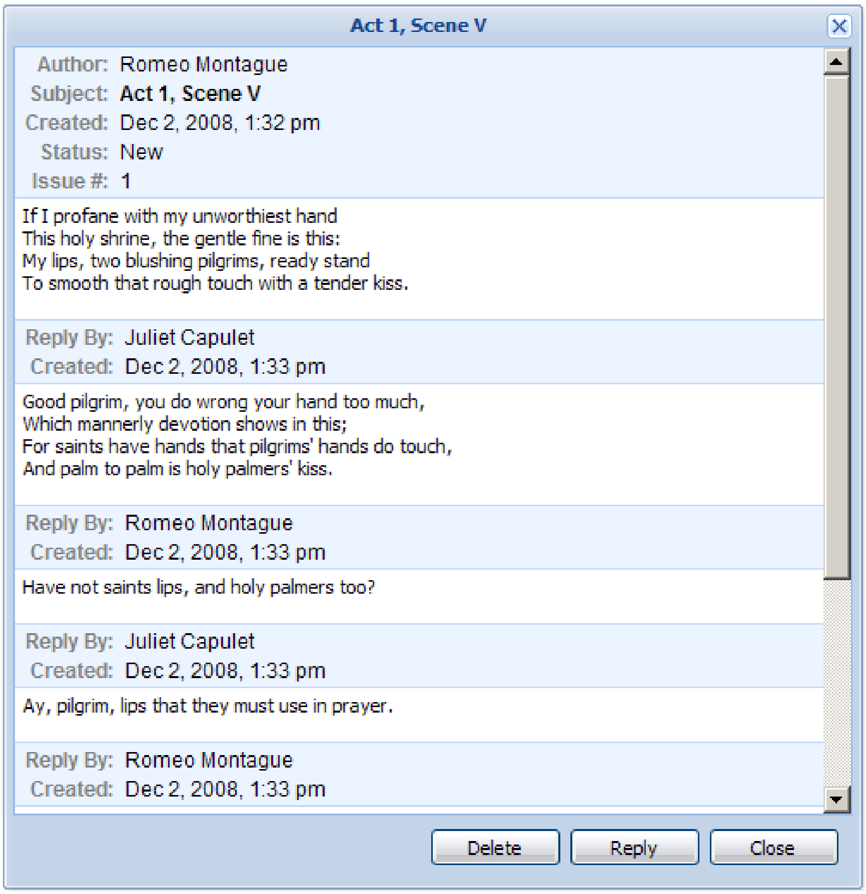

Figure 4.4: The *View Issue* dialog.

If a component already has comments, the number of existing issues will be shown to its right. Clicking on this number will pop up a list of the five most recently added or changed issues (fig. 4.5). Clicking on an issue on this list will open the issue as in figure 4.4.

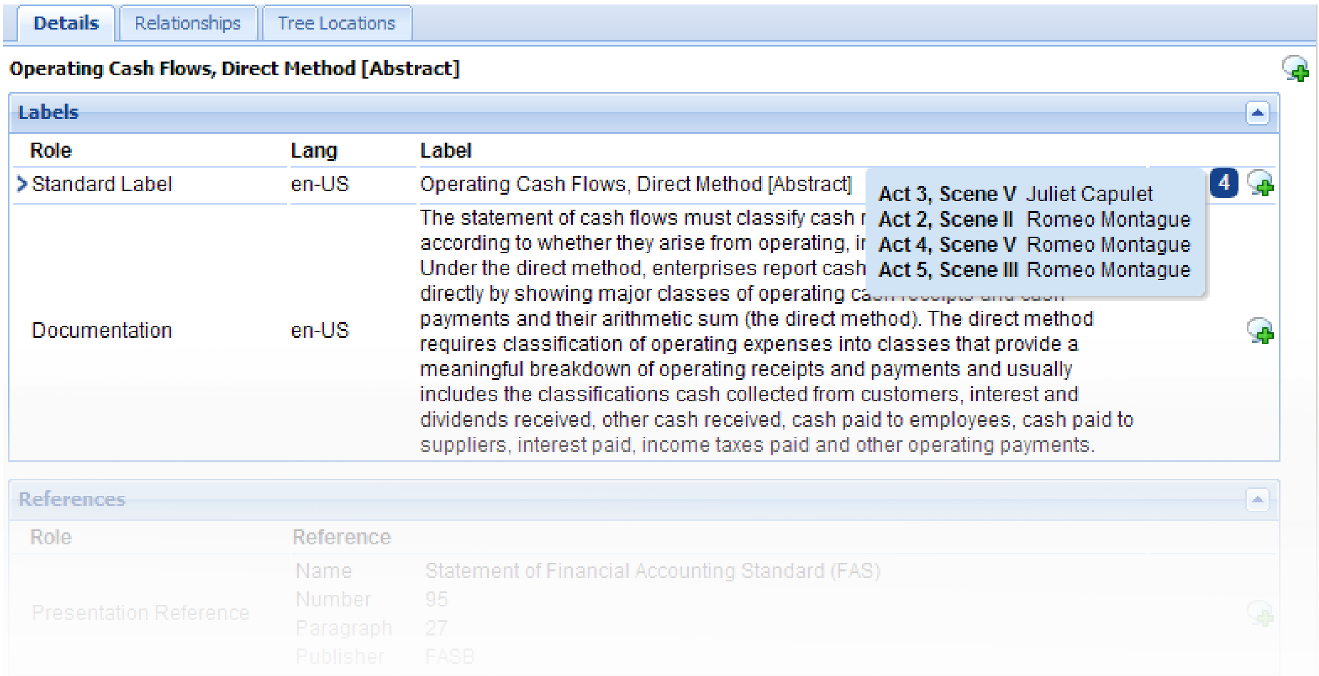

Figure 4.5: The Issue Indicator popup.

3. Making Comments on Existing Issues

When viewing an issue, you can make a comment on it by clicking **Reply** (fig. 4.4). This will open a dialog similar to figure 4.2, with the subject line already filled in. Clicking **Add Comment** will add your comment to the selected issue.

4. Changing the Status of an Issue

Review group managers and other administrators have permission to change the status of an issue to any of the following:

- *New* - The default status given to an issue when the first comment is made.
- *Assigned for review*
- *Assigned for implementation*
- *Closed - wontfix*
- *Closed - implemented*
- *Closed - duplicate*

To change the status of an issue:

1. Open the issue from the comments tab (see Viewing Comments).
2. Click **Reply**.
3. Enter a message (usually describing your action) in the text box.
4. Select a status from the drop down list (see fig. 4.6).
5. If you have chosen *Assigned for review* or *Assigned for implementation* you will also need to assign the issue to a user in the current review group. Start typing their name or email address into the box to see a list of possible matches and select the correct one.
6. Click **Add Comment** to submit your change and close the dialog.

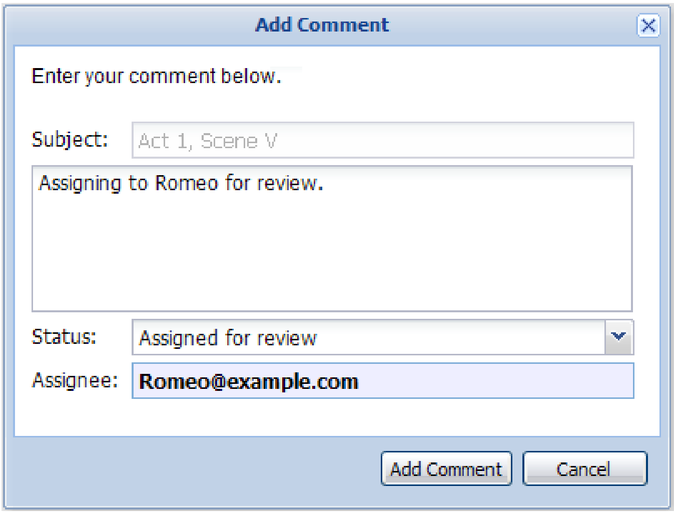

Figure 4.6: The *Reply to Comment* dialog for changing a comment's status.

5. Deleting Issues

To delete an issue (all comments made on the issue will be deleted):

1. Open the issue (see Viewing Comments).
2. Click **Delete**.
3. Click **Delete** again on the confirmation dialog.

6. Moderating Comments

If moderation of comments has been set for the review group (set by a Yeti Administrator), users with *Review Group Manager* status or higher will need to approve any comments made by users with *Contributor* status.

The Viewing Comments tab in the Tools Panel will show an additional column, *Moderation*, which indicates which issues have comments pending moderation, or have already been moderated and approved (fig. 4.7).

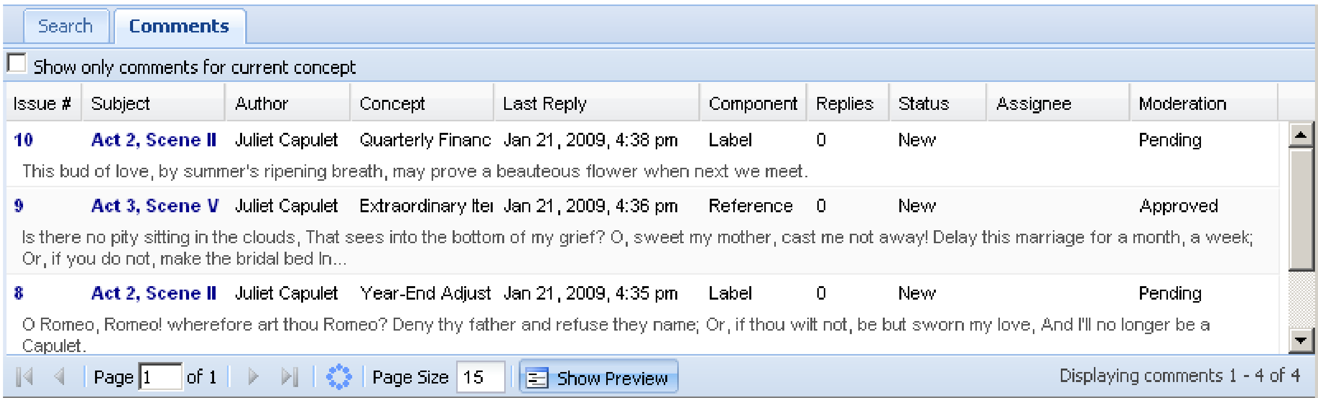

Figure 4.7: *Comments* tab with comments to moderate.

To moderate a comment:

1. Open the issue which has comments pending moderation by double clicking on it in the *Comments* tab.
2. Comments requiring moderation will have a *Moderate* panel above them (see fig. 4.8). Select either **Approve** (to approve the comment, making it visible to all users with *Contributor* or *Reviewer* status) or **Delete** (to delete the comment from the issue).
3. Click **Moderate**.
4. Click **Close** to close the dialog.

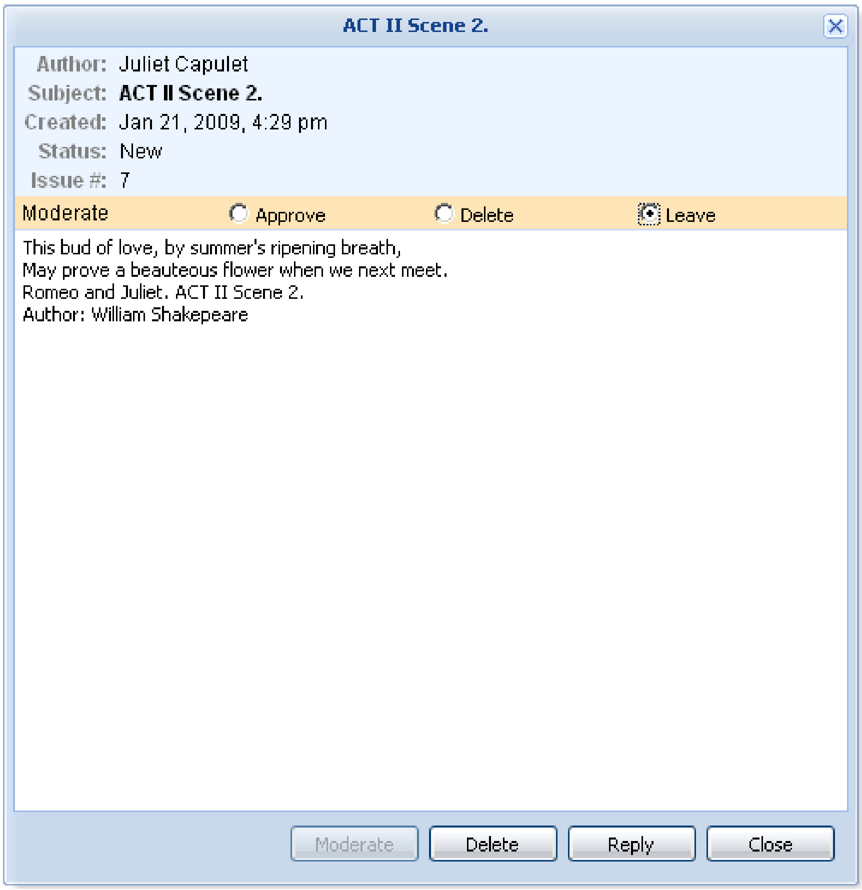

Figure 4.8: Moderate a comment in the *View Issue* dialog.

7. Exporting Comments

To export all comments in the currently open taxonomy to an Excel spreadsheet:

1. **Taxonomy > Export Comments**
2. Click on **Download File**.
3. Save the Excel file.

When logged in, you can update your user details from the **Profile** menu on the menu bar.

1. Edit Your Details

To edit your details, click **Profile > User Details**. From here you can update your name, email address (also used as your username), set a new password and choose whether or not to receive email notification about new comments (fig. 5.1). If this option is checked, you will receive an email every time a comment is made on a taxonomy for which you have commenting privileges. You need to explicitly belong to the review group for this (i.e. project administrators and super users will not receive notification of comments unless they also have a manager or contributor role within the group).

If you are a Review Group Manager and you have chosen to receive email notification about new comments, you will also receive email notification about comments pending moderation.

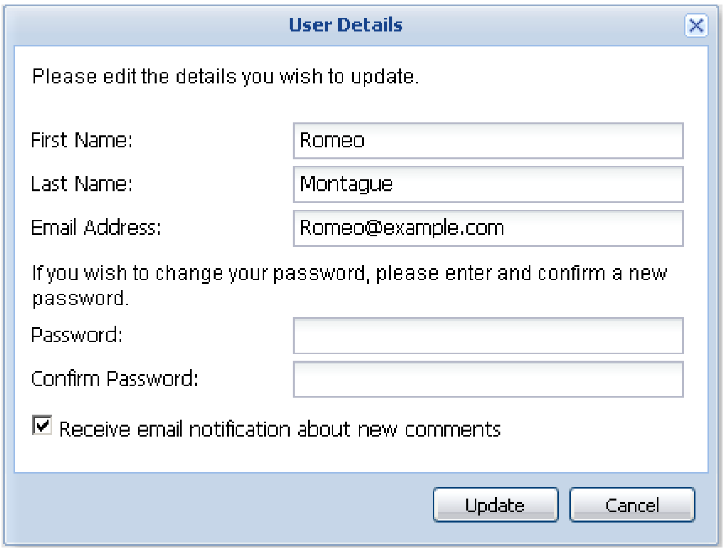

Figure 5.1: The *User Details* dialog.

NOTE: If you are logged in with your LDAP username and password you will not be able to change your details as these come from an external directory. The only option you will be able to update in the *User Details* dialog is your preference for notification emails.

2. Configure Review Group Membership

To edit which Review Groups you are a member of, click **Profile > Review Groups**. This will open a dialog with a list of publicly available Review Groups to which you can choose to subscribe or unsubscribe by checking (or unchecking) the checkboxes (fig. 5.2). The role you will be given when you subscribe to a new Review Group is displayed in the dialog. This will either be Reviewer (read only) or Contributor (able to make comments) and is set by a Yeti Administrator. Clicking **Update** will save your changes. The project to which each Review Group belongs is displayed in brackets before the Review Group name.

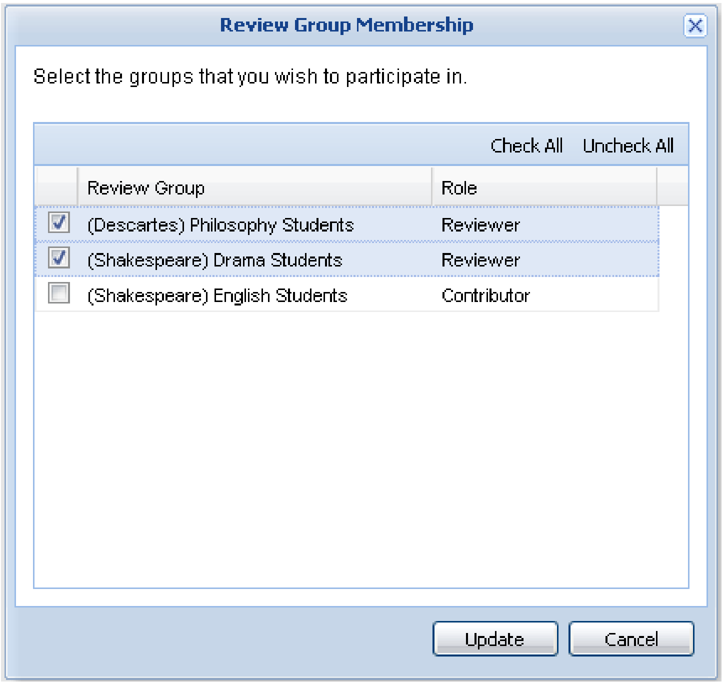

Figure 5.2: The *Review Group Membership* dialog.