Early Adopter Program Q&A
Q3 2018
Agenda

- Timeline
- Project Structure
- Requirements
- Highlights
- Features not available at program start
- Features available
- iXBRL
Early Adopter Program - Timeline

Week 1  Week 2  Week 3  Week 4  Week 5  Week 6  Week 7  Week 8  Week 9  Week 10  Week 11  Week 12  Week 13  Week 14

Sept 4  Sept 24

Project Copy & Transition (by Workiva team)

Q2 Filing

Complete Q2 (as normal)

Q3 Filing

Customer Updates Document and Provides Feedback

Customer Training: Documents & Spreadsheets, XBRL, and Filing

Note: Timeline will be adjusted for customers with year end other than 12/31.
Project Structure

• What documents are linked from your main Workbook or Spreadsheet?
  ◦ 10Q
  ◦ 10K
  ◦ 8K
  ◦ Other?

• Formatting
Project Structure

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  - 10Q
  - 10K
  - 8K
  - Other?

- Formatting

All linked Workbooks and Documents will be transitioned during copy
Program Requirements

- Chrome browser only
- Transition Phase
  - 5-8 business days for Workbook and Classic Document transition and review
  - No updates during this time
- Filing Phase
  - Final updates should be completed 2-3 hours prior to filing
  - Minimal last minute updates
Highlights

Multiple Monitor Support
Documents can be placed side by side on separate monitors

Continuous Scroll
Simplifies editing, reviewing and paginating

Multiple XBRL Facts on Single Value
Tag multiple facts on a single number
Reduces need for phantom tagging in some areas

New filing experience
Improved, more intuitive and flexible user interface
Primary Features Not Available (during Q3 program)

- Inline Track Changes
- Style Guides
- Document Attachments
- Support Binders
- Data Collection
- Business Wire Integration
- Localization Support
- Personal drafts

Limited Fonts: Arial, Arial Narrow, Calibri, Georgia, Times New Roman, Verdana
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Are any of these missing features a blocker to your process?
Features Planned for Q3 Release (July-Sept)

**Documents**
- Charts
- Save As DOCX

**XBRL**
- Fact Highlighting
- Connect Disconnected Facts

**Spreadsheets**
- Save Spreadsheet as PDF
- Save sections as XLSX (instead of whole spreadsheet)
- Data validation - drop-down lists
Features Available Now

**Document**
- Sections
- Non-Printing Sections
- Blacklines
- Headers/Footers
- Margins
- Images

**Save As**
- PDF
- EDGAR

**Properties**
- Document, Section, Link

**Linking**
- Out from Spreadsheets

**XBRL**
- Tagging, Validation and Review
- Reports (Taxonomy, Calc)

**Tables**
- Insert and format
- Rich text formatting in cells
iXBRL

Inline XBRL Only
Minimal adjustment in Wdesk
Low time commitment

2017 and 2018 Taxonomies
No 2017-2018 migration in next gen

iXBRL Mandate
SEC Adopts Inline XBRL for Tagged Data

Filing Warning
Hidden XBRL Fact warning

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Any concerns about switching to iXBRL?
Next Steps

Continue as normal throughout this quarters filing

Email will be sent in mid August with additional program information and timing

Questions?
Contact CSM or earlyadopter@workiva.com