


User guide

This user guide is intended to explain the basic functions and features of the SBR Viewer. Additional features and technical details are explained in the technical manual of the program.

Getting started

Home

After you started the SBR Viewer, the home screen will be shown. The home screen provides information about the different SBR applications developed by Accept. In this screen, you can also open and consult the technical manual of the program.



- ⚡ When you want to return to the home screen (for example, after you opened a SBR file) click on  in the menu bar.

Language settings

It is possible to change the language of the SBR Viewer. You can use the program in English and Dutch. To change the language of the Viewer you have to use the flags presented in the menu bar.





However the SBR Viewer is available in English, there is a change that certain words or sentences of a SBR document will be shown in Dutch. This is because not all data in the underlying SBR taxonomy are translated in English. When there is no English translation available, the Viewer will try to translate the text by itself. If that does not work either, the text will be shown in Dutch.

- ⚡ To use the SBR Viewer in Dutch, click on  in the menu bar.
- ⚡ To use the SBR Viewer in English, click on  in the menu bar.

Help and program information

Far right in the menu bar, there are two blue buttons: one with a question mark and one with the letter 'i' on it.

- ⚡ To open the information window click on . The information window provides information about the program version and shows you the name of the underlying taxonomy when you opened a SBR document.
- ⚡ To open the user manual click on .

How to open a SBR document


There are several ways to open a SBR document in the SBR Viewer.



After the installation of the SBR Viewer, files with the extension '.XBRL' will automatically be associated with the Viewer. This means that when you double-click on a SBR file, Windows will automatically start the SBR Viewer, which will present the selected file.



Depending on your system settings, it is possible that Windows will not automatically associate XBRL-files with the SBR Viewer. When that is the case, you can adjust the XBRL-file association manually via your control panel.

- ⚡ To open a SBR document, click on  in the menu bar.
- ⚡ It is also possible to drag a SBR file from the Windows Explorer into the window of the SBR Viewer.

Preparation and presentation

Preparing and working at the same time

After you have selected a SBR document, the Viewer will start to prepare the presentation. Depending on the size and content of the selected document this process could take some time. To save time, users can activate the so called 'phased processing' ('gefaseerde verwerking'). This option is activated by default.

The program option 'phased processing' causes the SBR Viewer to present labels, chapters and paragraphs of a SBR document that have been prepared for presentation while the rest of the content is not presentable yet. In that way you can explore some content of the SBR document while the preparation process is not finished yet.



Activation of the 'phased processing' may slow down the preparation process in total.

- ⚡ To (de)activate 'phased processing' select **Extra » Gefaseerde verwerking**.
- ⚡ You can also (de)activate 'phased processing' by pressing **Ctrl+P**.

Presentation levels

The presentation of a SBR document depends on the content and purpose of that document. To present the content of a SBR document the SBR Viewer uses different presentation levels.

The number of presentation levels that is used, depends on the type and size of the selected SBR document.

- ⚡ **Level 1 - labels:** labels are presented in a highlighted text bar. A label is broken down into several chapters.
- ⚡ **Level 2 - chapters:** the content of a chapter can be collapsed/ expanded. A chapter is broken down into several paragraphs.
- ⚡ **Level 3 - paragraphs:** the content of a paragraph can be collapsed/ expanded. A paragraph contains the actual data of a SBR document.



- ⚡ **Level 4:** the actual data of a SBR document

Navigation pane



The navigation pane is a useful tool that allows users of the SBR Viewer to explore the structure of a SBR document. It can also be used to navigate to particular section of a document.



When you are using the SBR Viewer on a (mobile) device with a small screen, there is a change that the navigation pane will not appear.

The structure

The navigation pane appears on the right side of the SBR Viewer. In the navigation pane, all labels and chapters of a SBR document are presented. The paragraphs of a certain chapter are displayed only when you select that chapter or scroll to (the content of) that chapter.

- ⚡ To hide the navigation pane, click on . This button is located on the left side of the navigation pane.
- ⚡ To show the navigation pane when it is hidden, click on . This button is located on the top right of the screen.


Navigate

The bold purple text in the navigation pane indicates the section you are viewing in the opened SBR document. When you scroll through a document, the purple marking in the navigation pane will move along.

- ⚡ To jump to a certain section (for example a label, chapter or paragraph) of a SBR document, click on the title of that section in the navigation pane.

Grid lines

It is possible to display grid lines around the separate parts of a SBR document.

- ⚡ To display grid lines, click on  in the menu bar. When you choose to display grid lines and you want to hide them, click on the same button again.

Type of content NBA

When you opened a SBR document that is based on the SBR taxonomy developed by the NBA, you can retrieve the type of content that every paragraph contains.

- ⚡ To retrieve the type of content a paragraph contains, click on 'i'. This button is located to the right of the paragraph title.

Work with a SBR document



Collapse and expand

Chapters and paragraphs of a SBR document may contain a lot of data. Not all of these data are equally relevant. The SBR Viewer enables you to collapse irrelevant chapters and paragraphs. Once you collapsed the content of a section, you can easily expand it again.

- ⚡ Click on **+** to expand the content of a chapter or paragraph. After you clicked on the plus sign it will transform into a minus sign.
- ⚡ Click on **-** to collapse the content of a chapter or paragraph. After you clicked on the minus sign it will transform into a plus sign.

References








Apart from that the SBR Viewer makes it possible to present the content of a SBR document, it also enables its users to consult (meta)data and references which are captured in the underlying taxonomy.

To present taxonomy references, a separate window is used. This so called 'reference window' is located at the bottom of the SBR Viewer and its size can be adjusted. It is also possible to hide the reference window.

In the near future the reference window will also be used to present additional help texts.



When you are using the SBR Viewer on a (mobile) device with a small screen, there is a change that the reference window will not appear.







- ⚡ To present the taxonomy reference of a certain SBR document line you have to place your mouse over it. On the left side of the line a  will be shown.
- ⚡ To hold the references of a document line, you have to click on it. As a result of the mouse click, the  will transform in a .
- ⚡ When you want to navigate to a fixed document line click on  in the menu bar.
- ⚡ To clear the reference screen, you have to click on the fixed document line. The  in front of the line will disappear and the content of the reference screen will be variable again.
- ⚡ To hide the reference screen, click on . This button is located above the top right corner of the reference screen.
- ⚡ When the reference screen is hidden, you can disclose it by clicking . This button is displayed on the bottom right of the screen.

Bookmarks

To navigate to a certain section of a SBR document, you can use bookmarks.






After you placed a bookmark, some new buttons will appear in the menu bar. You can use these buttons to navigate to the bookmarks you have placed.

- ⚡ To place a bookmark in a SBR document, hold **Ctrl** on your keyboard and move your mouse over the document line that you want to mark. On the left side of the line a  will be shown.
- ⚡ While still holding **Ctrl**, you have to click on the document line. As a result of the mouse click the  will transform in a . This means the bookmark is placed.
- ⚡ When you have placed multiple bookmarks in one SBR document, you can easily navigate from one to another by clicking on  or  in the menu bar.
- ⚡ To delete a bookmark, hold **Ctrl** and click on the marked document line that you want to forget.
- ⚡ To delete all bookmarks, click on  in the menu bar.

Printing

Apart from that the SBR Viewer makes it possible to present the content of a SBR document, it also enables you to print the content of SBR documents. Before you start printing, you can have a look at a print preview.

- ⚡ To print a SBR document click on  in the menu bar.
- ⚡ To open the print preview of a SBR document click on  in the menu bar.
- ⚡ To make adjustments (for example edit a header or footer), click on  at the top of the preview window.

Document properties

It is possible to examine the properties of an opened SBR document.


- ⚡ To have a look at the properties of a SBR document, click on  in the menu bar.

Search

It is possible to search through the content of a SBR document.



The content of collapsed chapters and paragraphs is not included in the search results.

- ⚡ To open the search window click on  in the menu bar. Type your search term in the search field that appears on top of the screen and press **Enter** to search the page.
- ⚡ You can also open the search window by pressing **Ctrl+F**.



Search options

In the search window, you can (de)activate several options.

- ⚡ To filter your search results you can (un)check the boxes **Heel woord** (whole words only) or **Identieke hoofdletters/kleine letters** (case-sensitive).
- ⚡ To jump from one search result to another, you can use **Volgende** (next) or **Vorige** (previous).