How do I create a namespace for my XBRL report?

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The namespace identifies the extended elements being used in the report as well as the data for the report. When using GoFiler Complete or GoXBRL, you do not need to know how to create a namespace. The application will create a namespace based on information you provide it during the **New Report Wizard** (also referred to as the **Document and Entity Information Wizard**) or within the **Namespace Properties** dialog.

To create a namespace during the **Document and Entity Information Wizard**:

1. Create a new report using the New XBRL Report function.

2. Click the Next button on the first screen that appears (the Welcome to the XBRL Wizard screen).

3. Enter the **Domain** and/or **Ticker** for the entity filing the report. If the entity does not have a domain or a ticker symbol, you can use alternate information described below.

4. Enter the period of the report.

5. Complete the wizard as usual.

When you enter data into the **Domain**, **Ticker** and **Period Ending** fields, the URI and Identifier information will automatically be created. If you choose not to add this information at the time of the report's creation, you can edit the namespace later using the **Namespace Properties** dialog.

To create or edit a namespace using the **Namespace Properties**:

1. With the XBRL report as the active edit window, navigate to the **XBRL Ribbon**.

2. Press the **Namespace Properties** button in the **XBRL Report Toolse**t.

3. Enter the data in the Auto Create area. If the entity does not have a domain or a ticker symbol, you can use alternate information described below.

4. Press the OK button.

When you enter data into the **Domain**, **Ticker** and **Period Ending** fields, the URI and Identifier information will automatically be created/edited.

For entities that do not have a domain or a ticker symbol:

If you are creating a report on behalf of a company that does not have a domain name or a ticker symbol, you will need to use another unique identifier for that company. If you are a filing agent or

other organization filing the report for another entity, you can use your own domain name (if you have one) and simply add an identifying string to the domain that will be used only for this entity. An example domain you might use: exampleentity.excellentfilingagent.com

If you are a company filing for yourself and you do not have a domain or ticker, you can use another identifier for the company, such as an abbreviation followed by your CIK or the company name (minus any spaces). The important thing to note when making the namespace for the report is that it should be unique to the company.