

---

# What are element templates and how can I use them?

Last Modified on 02/26/2018 6:00 pm EST

Element templates are files that you can create from XBRL reports that contain information about the elements used within that report. You can create an element template from one report and apply it to another to quickly map or “tag” the new report in the same manner that the previous report was mapped. Element templates are one way you can quickly advance a report to a new period.

To create an element template:

1. Open the basis of the template in GoFiler.
2. Press the **Export** button in the **XBRL Report Toolset** of the **XBRL Ribbon**. A pop-up menu will appear.
3. Choose the **XBRL Element Template** option.
4. In the dialog that appears, select the location and name for the element template. Element templates are a special file type (\*.xet) used specifically to store the element information for an XBRL report.
5. Press the **OK** button to save the template.

To apply an element template:

1. Create the report as normal, making certain that the names of each presentation match the names for those presentations in the basis of your template. Be sure to add all of the contexts and label information for the presentations. Figures/fact data can be added before or after the template is applied.
2. With the desired presentation active, press the **Add** button in the **Presentation Toolset** of the **XBRL Ribbon**. A pop-up menu will appear.
3. Choose the **Apply Template** option.
4. In the dialog that appears, use the **Browse** to specify the element template. Recently used templates will appear in the drop-down list.
5. Press **OK** to apply the template.
6. Repeat this process for each presentation in the report.

A log of the function will appear in the **Information View** window.

Element templates use the order of elements as well as the element labels to determine how to map or tag a new report. If line items differ between the reports, you may encounter issues when

applying the element template, so take care to review all information provided in the **Information View** after the application process is complete.

Please be aware that you must apply the template to each presentation, but you do not need to export the template for individual presentation. Additionally, the element template function is currently unavailable for equity tables.

---