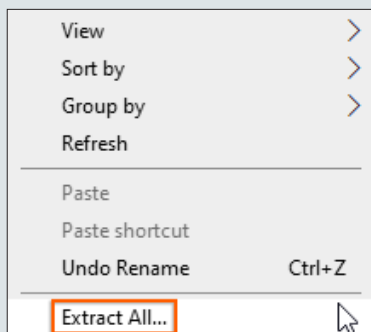# ESEF Report

Thank you for downloading your report from CtrlPrint. Please take a moment to read through the information below, which will assist you with your ESEF report file.

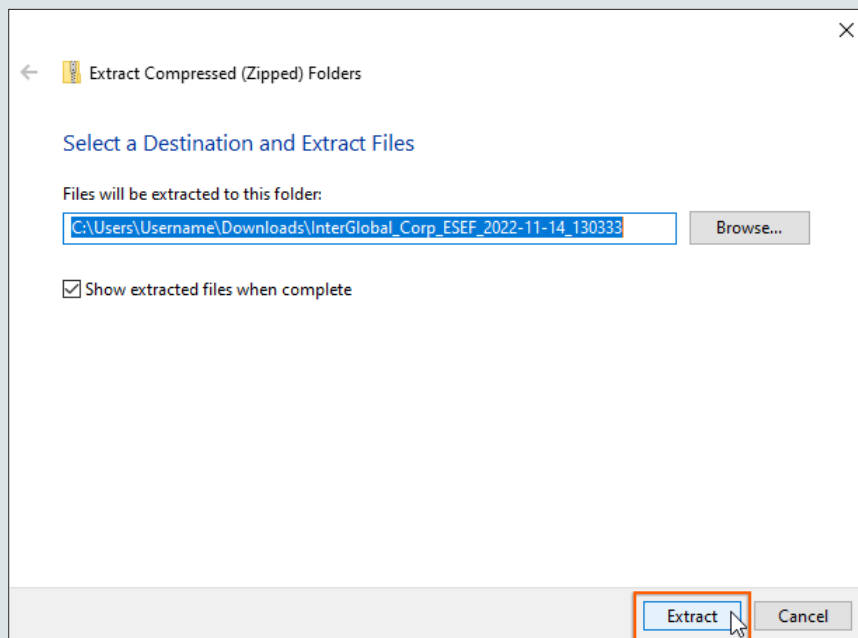## HOW TO EXTRACT YOUR ZIP FILE

Your downloaded merged ESEF report is contained in a ZIP file which needs to be extracted. To do this, please follow the steps below.

1. Open the downloaded file and right click in an empty space in the folder and click "Extract All".

2. Choose the location for the unzipped folder to be created and then click "Extract".
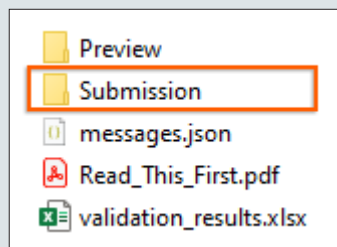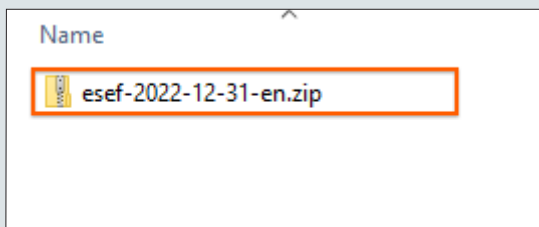
1.

2.

CtrlPrint

WHAT DO I SUBMIT?

In the folder you extracted you will find a ZIP file in the location shown below. This is the file that you should submit to your relevant authority. Before submitting your ESEF report you should check if there are any specific naming conventions for the file that must be followed.

1.

- Preview
- **Submission**
- messages.json
- Read_This_First.pdf
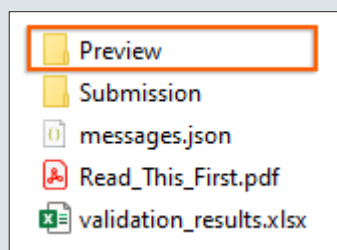- validation_results.xlsx

2.
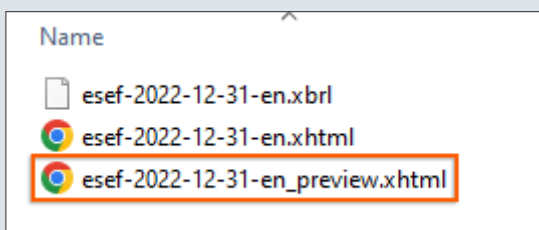
Name

- esef-2022-12-31-en.zip

WHERE IS MY PREVIEW FILE?

To make it easier to view tags in a web browser, you can access the preview file of your report that includes an online viewer, as shown below. Please note that this file should not be submitted to your relevant authority but can be distributed on your website.

1.

- **Preview**
- Submission
- messages.json
- Read_This_First.pdf
- validation_results.xlsx

2.

Name

- esef-2022-12-31-en.xbrl
- esef-2022-12-31-en.xhtml
- **esef-2022-12-31-en_preview.xhtml**

WHERE IS MY VALIDATION REPORT?

Your validation report is available as an Excel file. Its location is shown below. Please note that mapping reports are only available for individual chapter downloads and will not be present if you downloaded a merged report.

- Preview
- Submission
- messages.json
- Read_This_First.pdf
- **validation_results.xlsx**

CtrlPrint