Learning Objectives

By the end of this course, you will be able to:

- Access the Workiva Platform

- Navigate and Organize Home

- Create/Edit Documents, Spreadsheets, and Presentations

- Make Documentation Interactive via Linking

- Utilize Digital Review features

- Access Additional Resources, ?

Agenda

Part I

- Organizations/Workspaces
- Navigate Home
  - Organize Folders
- Create a Document
- Format Documents
  - Properties & Permissions
  - Populate and Format Text & Tables
  - Insert Hyperlinks & Auto-text
- Review Features
  - Track Changes, Blacklines, Comments, Tasking

Agenda

Part II

- Create a Presentation
  - ◦ Create & Format a Chart
- Create a Spreadsheet
- Learn How to Create All Types of Links
  - ◦ 1:1, 1:many
  - ◦ Subcell linking
- Publishing & Partial Publishing
- Navigating Link Properties
- Purple Question Mark

Organizations & Workspaces

Purpose of Workspaces

- A place for an individual team to collaborate
- Customize your space
- Ability to easily find and organize your files
- Secure
- Move files across teams safely

Using Workspaces

Belonging to a Workspace
- You may belong to one or more than one workspace
- Easily switch between workspaces

Creating a New Workspace
- You can create new workspaces - *if allowed by your organization admins*
- You will be the Admin (can manage members and groups)
- Type of workspace dictates what features you have access to
- Select workspace type with care

Company

(Organization)

SOX Team

(Workspace)

SEC Team

(Workspace)

Risk Reporting Team

(Workspace)

Audit Team

(Workspace)

YOUR LOGO HERE

Workspaces & Home

- Navigate
- Create
- Admin
- Folder Organization
- Folder Copy

Workspaces

Workiva Home

What can I do there?

- Search, Access, and open your files
- Organize your content
- Create documents, spreadsheets, presentations, and folders
- Access User specific items
  - Recent Files
  - Starred
  - Tasking
- Copy a folder = rollforward
- Other
  - Certifications - all
  - Filing/Section 16
  - Database/Audit

Open a Document - Activity

1. Search for the "Class Discussion/Polling" Document from home
2. Open it
3. Find the section with your name on it
4. Type a response to the question in the gray box

Now check out the "Class Discussion Results" section to see what everyone else's answers were.

Back to Workiva Home

How do I get home?

Note: Wdesk Home will also be your first landing page upon log in.

Back to Workiva Home

How do I get home?

- The Workiva Home browser tab is collapsed on the left side and is always accessible

Note: Wdesk Home will also be your first landing page upon log in.

Create and Organize a Document - Activity

1. Create a Document:
    a. From Home>Create>Document
    b. Under File>Rename it "YourName Doc - MM.DD.YY"

2. Organize your Document:
    a. Go back to Home
    b. Locate your newly created document (may need to refresh)
    c. Move it to the "TODAY'S DATE Participant Files" folder

Home & NextGen

The Document

CV-Consolidated Financial Statement 2019 NG Wdata

File   Edit   View   Review   XBRL

Publish   Undo   Redo   Format   Styles   Normal   Times New Roman   10   Insert

CV-Consolidated Financial Stat...

2. Fair Value Measurements

2. FAIR VALUE MEASUREMENTS

The fair value of an asset is considered to be the price at which the asset could be sold in an orderly transaction between unrelated knowledgeable and willing parties. A liability's fair value is defined as the amount that would be paid to transfer the liability to a new obligor, rather than the amount that would be paid to settle the liability with the creditor. Assets and liabilities recorded at fair value are measured using a three-tier fair value hierarchy, which prioritizes the inputs used in measuring fair value. These tiers include:

- Level 1 – Observable inputs that reflect quoted prices in active markets
- Level 2 – Inputs other than quoted prices in active markets that are either directly or indirectly observable
- Level 3 – Unobservable inputs in which little or no market data exists, therefore requiring the Company to develop its own assumptions

Assets and Liabilities Measured at Fair Value on a Recurring Basis

The assets and liabilities of the Company that are measured at fair value on a recurring basis as of January 31, 2018 and January 31, 2017 were as follows (amounts in millions):

	Fair Value at June 30, 2015 Using			Fair Value at June 30, 2014 Using		
	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Derivative agreements - assets	—	$ 82	$ —	$ —	$ 77	$ —
Derivative agreements - liabilities	—	(29)	—	—	(19)	—
Total	—	$ 53	$ —	$ —	$ 58	$ —

The Company uses derivative financial instruments from time to time in the management of its interest rate exposure on long-term debt and its exposure on foreign currency fluctuations. The fair value of the Company's derivative financial instruments was measured using level 2 inputs. The Company's derivative agreements are discussed further in Note 4. Income Taxes.

Assets and Liabilities Measured at Fair Value on a Nonrecurring Basis

The assets and liabilities of the Company that were measured at fair value on a nonrecurring basis as of January 31, 2018 and January 31, 2017 were as follows (amounts in millions):

	Fair Value Measured During Fiscal 43190 Level 3	Gains (Losses)
Lease obligation costs, net	$ (153)	$ (26)
Total for fiscal 43190		$ (26)
	Fair Value Measured During Fiscal 400004 Level 3	Gains (Losses)

Link Formatting

Value Formatting

Format — Date

Date Options

Display — January 31, 2017

Advanced Options

☐ Uppercase all
☐ Abbreviate month

Custom Prefix

Custom Suffix

Set as default for Date

Cover
Table of Contents
Forward Looking Statements
Consolidated Financial Statements
  Consolidated Statements of Op...
  Consolidated Balance Sheets
  Consolidated Statements of Ear...
  Consolidated Statements of Sto...
  Consolidated Statements of Cas...
  Notes to Consolidated Financial...
    1. Summary of Significant A...
    2. Fair Value Measurements
    3. Property and Leases
    4. Income Taxes
    5. Long-Term Debt
    6. Stock Plans
    7. Employee Benefit Plans
    8. Debt Guarantee
    9. Store Closings
    10. Commitments and Conti...

VIEWING   2. Fair Value Measurements   100%

YOUR LOGO HERE

The Document - Right Hand Panel - Properties

The Document - Right Hand Panel - Properties

The Document - Right Hand Panel - Properties

YOUR LOGO HERE

The Document - Document Outline

The Document - Document Health

The Document

YOUR LOGO HERE

File Tab
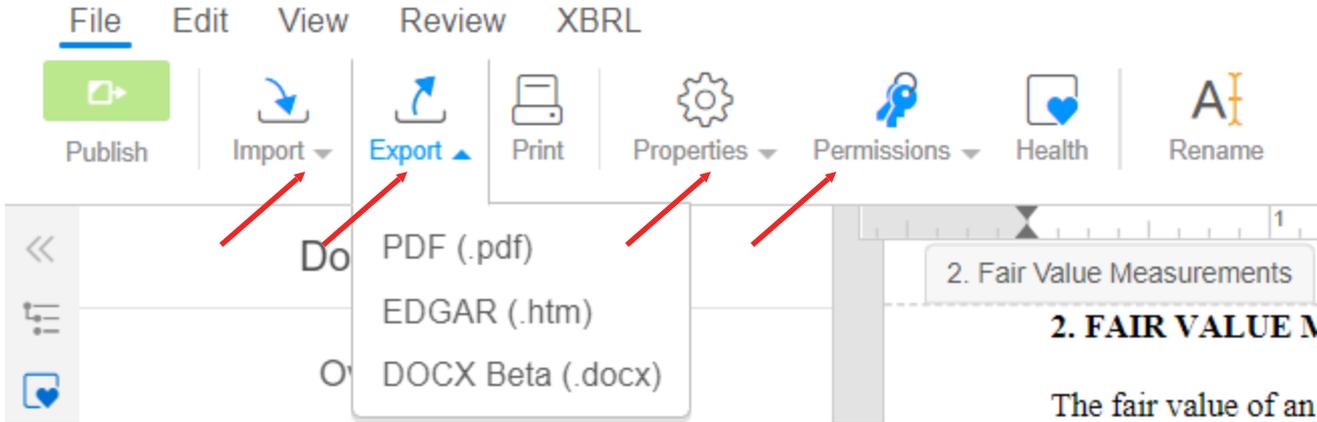
Edit Tab

File   Edit   View   Review   XBRL

Publish   Undo   Redo   Normal   Styles   Times New   10   Clear   Painter   Conditions   Accounting   Entered In   Ones   Shown In   Millions   2   Decimals   Insert   Delete   Hide   Lock   SUM

B3   0

CV-Consolidated Financial Stat...

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		Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Derivative agreements - assets		$ —	$ 82	$ —	$ —	$ 77	$ —
Derivative agreements - liabilities		—	(29)	—	—	(19)	—

Table Properties

Title

Title Row

Title Suffix   Insert Suffix Here

Headers

Header Rows   0

Table Breaking

○ Never break if smaller than a page
○ Always break across pages
○ Only break when table exceeds

100   %   of the page height

YOUR LOGO HERE

The File/Edit Tab - Activity

1. In the document you created
   a. Go to **Document Properties**
      i.   Update Symbol Align to $(1,234.12)
      ii. Update page margins to Top ".75"
   b. Go to **Permissions**
      i.   Filter by Owner
      ii. Add someone else in the class as viewer
   c. From the Edit tab
      i.   Insert a Table

Documents

- Continuous Scrolling
- Insert
- Formatting
- Hyperlinks
- Audit Trail & Milestones

Documents

Adding Text - Activity

1. Rename Section 1 to "Table of Contents"
2. Add 2 new sections to the document outline
3. Rename the sections each:
     a. "Overview"
     b. "Performance"
   * Open the Wdesk doc called "Source Information - Copy/Paste" and copy text from there
4. Copy/paste Overview text* into Overview section
5. Copy/paste Performance text* into Performance section

Document Basics - Formatting

Formatting Your Text
- Style guides
- Format painter

Documents

- Formatting
    - Style Guides
    - Format Painter

Style Guides - Formatting Text - Activity

1. From the Styles drop down select "Edit Style Guide"
   a. Normal
      i. Change and lock the font style to "Calibri"
      ii. Update Notes to "Calibri only"
   b. Headings
      i. Heading 1: Change Heading 1 to the color purple
      ii. Heading 2: lock the font size and Italicize
2. Publish your updates & return to Document
3. Apply Heading 1 style to the two headings in your document
4. Apply Heading 2 style to 2 Sub-titles in the "Performance" section
5. Go back to the still open "Style Guides" Tab
   a. Update Heading 1 color to Green & Publish

Did all the headers in your document change to the color green?

Format Painter - Formatting Text - Activity

Your Turn!

1. In the Overview Section
    a. Pick some text from the first paragraph - bold it and format
       it in a different color
2. Highlight that text
3. Double-click on the format Painter
4. Apply that formatting to other pieces of text in the next
   paragraph

Note: Hit the Esc key or click the formatting painter button again to exit out of this mode.

Milestone the Document - Activity

1. From the Right Hand Panel:
   a. From the History panel
   b. In the drop down menu for your most recent 5 minutes logged
   c. Select > Create Milestone
      i. Name: Draft 1
      ii. Remarks: Text Formatting

Document Basics - Tables

Working With Tables

- Tables function much like mini spreadsheets
- Several additional formatting options appear on the toolbar when a table is activated

Documents

- Formatting Tables

Working With Tables - Activity

1. In your Performance section, insert a table under the text
2. Formatting Tables with text, numbers, formulas, etc:
   a. From "Source Information - Copy/Paste" > Tables> copy table
   b. Paste into the table you inserted in your Document

NOTE: You will match the formatting in your table to the below example

(in thousands)		YTD		
		March 31, 2019	March 31, 2018	
Gross Income		$ 125.00	$	120.00
Expenses		100.00		100.00
Net Income		$ 25.00	$	20.00
% Profit		20.0 %		16.7 %

Shortcuts:
- Who can find the keyboard shortcut for applying alternate row shading?
  (look under the Workiva Icon at bottom left)

Don't forget to: Merge cells, indent text, add alternating color fill, insert borders, delete excess columns/rows, formulas, etc.

When You Get Done Your Table Should Look Something Like This:

(in thousands)	YTD	
	March 31, 2019	March 31, 2018
Gross Income	$ 125.00	$ 120.00
Expenses	100.00	100.00
Net Income	$ 25.00	$ 20.00
% Profit	20.0 %	16.7 %

gif-finder.com

Document Basics - Hyperlinking & Autotext

Hyperlinks & Autotext
- Easily hyperlink to:
  - other sections within the same document
  - other Wdesk documents
  - external url
- Set page numbers to auto-update

Note: Need to ctrl+click to follow the hyperlink

Hyperlinks & Auto-Text - Activity

Your Turn!

1. Demote the Overview & Performance sections underneath of the Table of Contents section
2. From "Source Information - Copy/Paste"
   a. Copy table contents from "Hyperlinks & Auto-text" table into your Table of Contents blank table
3. Apply a hyperlink to the Overview and Performance titles in the table (hyperlinking to respective section in your document)
4. Replace page numbers with auto-text
   a. Double-click into the cell needing a page number
   b. From Edit>Insert>Auto-Text>Section Page Number
   c. Select the corresponding Section and Insert

Documents

- Table of Contents
  - Hyperlinks
  - Auto-text

Formatting

Reviewing Your Document

Your boss wants to review your document - now what?
- Give them the document URL
- Notify them with a Directed Comment
- Send a task requesting a review of the document
- Send the document for review

Reviewing Your Document - Scenario

Your boss wants to navigate directly to her items - how can you accommodate her?

- Use directed comments to point her to exactly the spots in the document that need reviewing
- If only one section of the document needs reviewing, just give her the URL for that one section
- Run a blackline between two revisions to point out the changes that have been made to the document since the last time she did a review
  - now she can just review the changes and not the document in its entirety
  - blacklines can run for the entire document or just for certain sections
  - this blackline can be sent for review for a digital review experience
- Send her a task asking her to review only a specific section of the document
- Work in track changes mode so she can have a chance to approve/reject the changes you are making

Demo

Review Features

- URL
- Labels
- Blacklines
- Commenting
- Tasking
- Track Changes

Document Blackline - Activity

1. From the History Panel choose the most current " Today - Timestamp" to create a blackline
2. Filter the History panel to only Milestones - Diamond Icon
3. Compare the revision you chose to Draft 1 we created earlier
    a. Name the blackline "Training Changes - Blackline"
4. Open the blackline

What color is the newly added content?

Comments - Activity

1. In the Performance Section
    a. Highlight the first paragraph of text
2. Add a directed comment - direct it towards the person in class to whom you gave Viewer permissions to at the beginning of class
3. Resolve the comment
4. Add another directed comment to yourself & the instructor in the same section on the Table
5. From the Comments Panel
    a. Choose Filters
    b. Change the Status drop down to include Resolved

What icon shows a comment?

Comments - Activity

1. Navigate to your email
2. Find the Wdesk notification that you have been mentioned in a comment, follow the hyperlink
3. Reply back to the comment thread with your direct mention
4. Apply a filter to show only resolved comments
5. Did your current comment disappear?

Note: Comments will batch notify users, so there might be a delay in received notifications. This is helpful when sending a lot of comments at once so emails are not blasted with tons of notifications.

Labels - Activity

1. Click on the gray circle at the top right of the document outline
2. Enable labels
3. Pretend your boss just finished reviewing the "Overview" section; apply the "Final" label to it
4. Add a new label and call it "On Hold"
5. Apply it to the "Performance" section

Note: If you only have Viewer permissions on a document, then you can only apply labels. You wouldn't be able to create new ones.

Review Tools

Outline Labels in Documents
- Track progress on the document
- Assign out sections
- Assign priority to sections
- Visual cue for team members

Note: Labels must be enabled by the document Owner before they can be used

Tasking - Activity

1. Click on the Tasks icon in the right-hand panel
2. Create a task and assign it to yourself
3. Note that the task shows up in a few different places, navigate to each:
   a. Under Tasking section in Wdesk Home
   b. Task tab on right-hand panel
      i. Only shows tasks for the active document

Note: The person you assign the task to will get a notification email.

Review Tools

Tasking

- Helps you manage a project
- Assign responsibilities
- Assign deadlines
- To-do list Dashboard

Note: Make sure the person you are assigning the task to has the proper permissions to your document

?s

Review Features

Agenda - Review

Part I

- Organizations/Workspaces
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Anything Covered - P1