



## The Secure ESG Network

User Guide for:

Reporting Organisation

- Account Creation
- Wallet Top-up
- Transformation of PDF reports into digital Structured Data Format
- Authorization to View XBRL Reports Dashboards

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## 1. Introduction

This manual guides the user to perform the following:

- 1) Create a new Reporting Organisation account on the Secure ESG Reporting Network
- 2) Add digital-Euro to the organisation's payment gateway wallet
- 3) Upload PDF formatted ESG Reports into the account
- 4) Transform material information from the report into Structured Data format (XBRL) and store the information into a database
- 5) Attach the uploaded report to an NFT (Non-Fungible Token)
- 6) Allow a Banking Organisation to request to view the Report
- 7) Allow the Reporting Organisation to Grant Access to the Report

*Note:* for the purposes of simplicity of use during this pilot / proof-of-concept phase we have disabled certain security features. These include:

- 1) OTP (email/mobile validation) during KYC (Know Your Customer) process
- 2) 2FA (2-factor-authentication) during user login process

All the information used in this pilot is sample data and the companies are fictitious. Therefore, there are no private data protection issues that will occur during this demonstration phase.

## 2. Demo Test setup

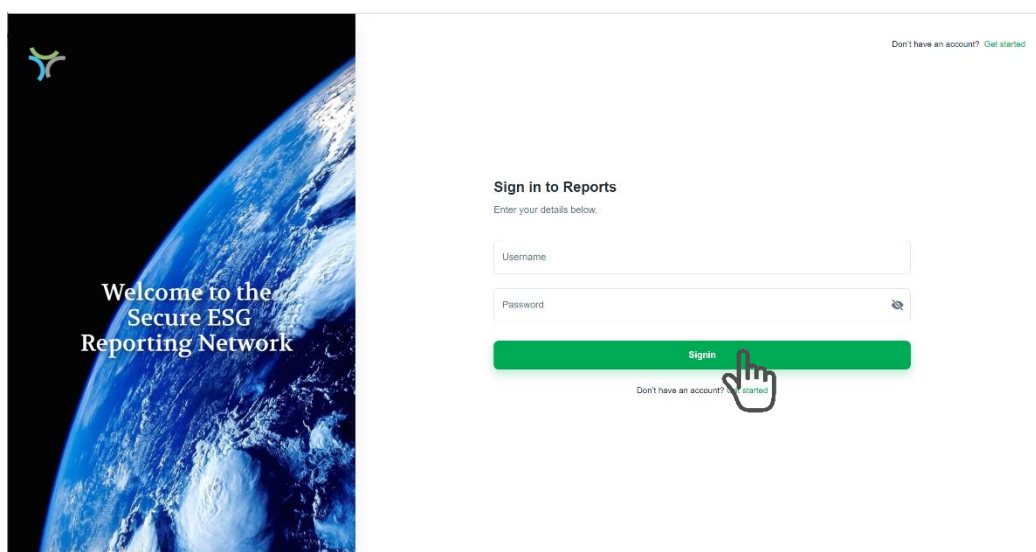
Download the file: **DOMO AB ESG Reports (2017-2012).ZIP** and store it on your local directory (*NOTE:* All the PDF files have been pre-scanned to ensure there are no viruses or malicious programs)

Unpack the .ZIP file in a folder in your local computer (or on a network drive, easily accessible for you).

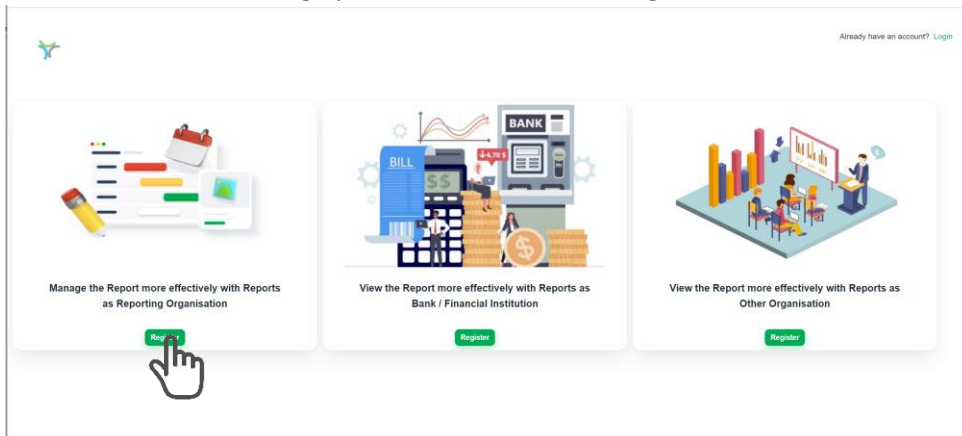
## 3. The login and account creation screen

### 3.1.1. Create a Reporting Organisation account

- Select the following link to arrive at the login and account creation screen
- <http://teams-zabel-nft.com:3000/>



- Select 'Get Started'  
This will bring up the Account Creation Page



- There are 3 Account Creation options:
  - As a Reporting Organisation
  - As a Banking Organisation
  - As a view only organisation e.g., academia or an NGO
- Select the first registration as a 'Reporting Organisation'

The screenshot shows the registration form for a Reporting Organisation. The form is titled 'Get started with Reports' and includes a 'Register' button at the bottom. The form is divided into 'Personal Details' and 'Company Details' sections. The 'Personal Details' section includes fields for Email address (domo@gmail.com), Mobile number (08880123456), First name (Susanne), Middle name (D), Last name (Singh), and Password (Domo1234\*). The 'Company Details' section includes fields for Company Name (Domo AB), Company number (4243847), Address (283 Leitz Strasse), Country (Germany), City (Munich), and Postal Code (3472). A VAT Number field (4243847) is also present. A green 'Register' button is located at the bottom of the form. A link 'Already have an account? Login' is visible in the top right corner. Below the form, there is a small text: 'By registering, I agree to Reports Terms of Service and Privacy Policy.'

- Fill in the data as you see in the screen above. If your inputs vary then please make a note of the:

- Email address: domo@gmail.com
- Password: Domo1234\*

So, your future logins are facilitated.

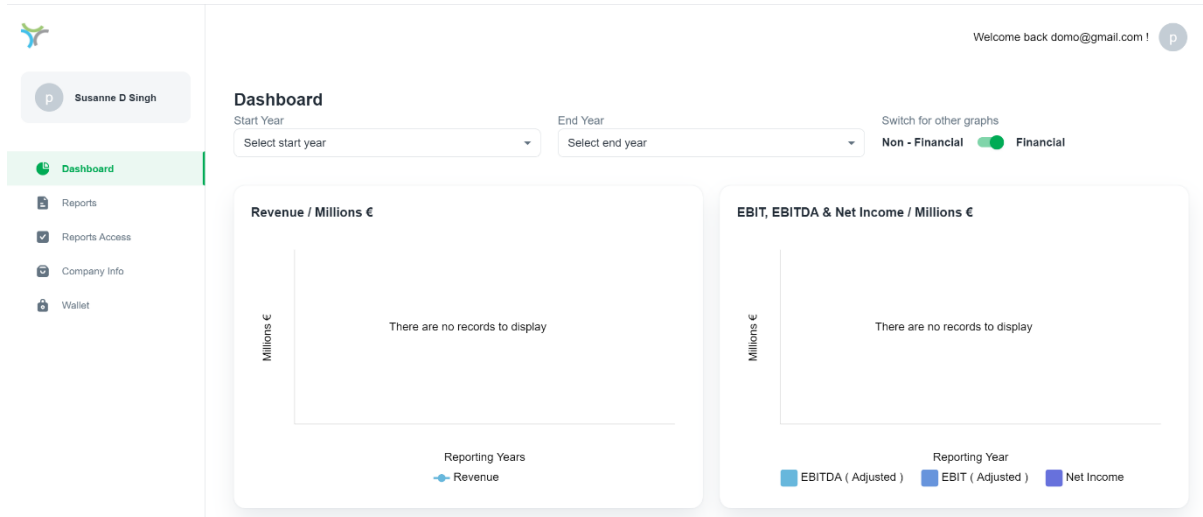
- Select 'Register'



After the Registration process is successful, the user will be guided back to the login screen. By hovering over the 'User Name' field they should see their email address in the memory of the browser. Select the appropriate email address and login.

### 3.1.2. Your New Reporting Dashboard

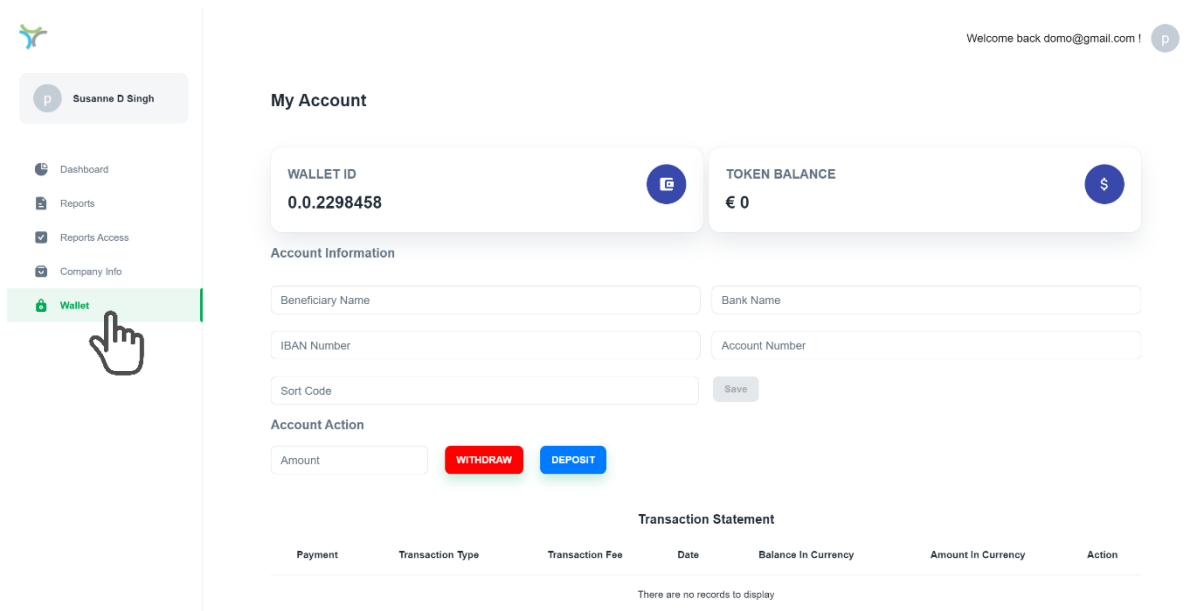
- You will be directed to your new reporting dashboard.



The screenshot shows a user interface for a reporting dashboard. On the left is a sidebar with a user profile for 'Susanne D Singh' and a menu with options: Dashboard (selected), Reports, Reports Access, Company Info, and Wallet. The main content area is titled 'Dashboard' and includes filters for 'Start Year' and 'End Year' (both set to 'Select start year' and 'Select end year' respectively), and a toggle for 'Non - Financial' (off) and 'Financial' (on). Below the filters are two empty chart areas. The first chart is titled 'Revenue / Millions €' and the second is 'EBIT, EBITDA & Net Income / Millions €'. Both charts show 'There are no records to display' and have a legend at the bottom. The legend for the first chart shows 'Revenue' with a blue line and dot. The legend for the second chart shows 'EBITDA ( Adjusted )', 'EBIT ( Adjusted )', and 'Net Income' with blue squares.

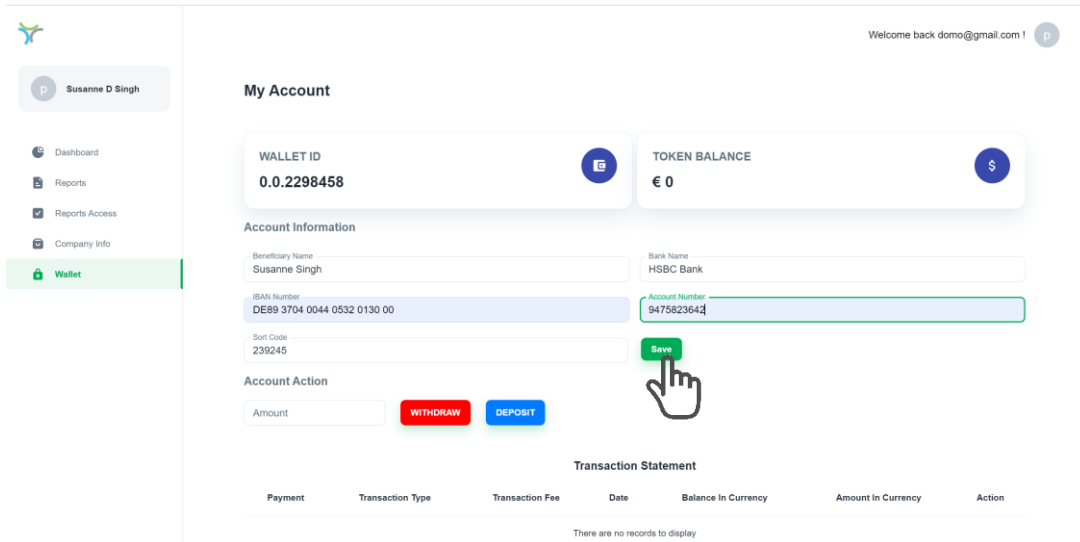
### 3.1.3. Wallet Top-Up

- The first thing you must do is to top-up your reporting wallet so that you can create your reporting tokens (NFT)

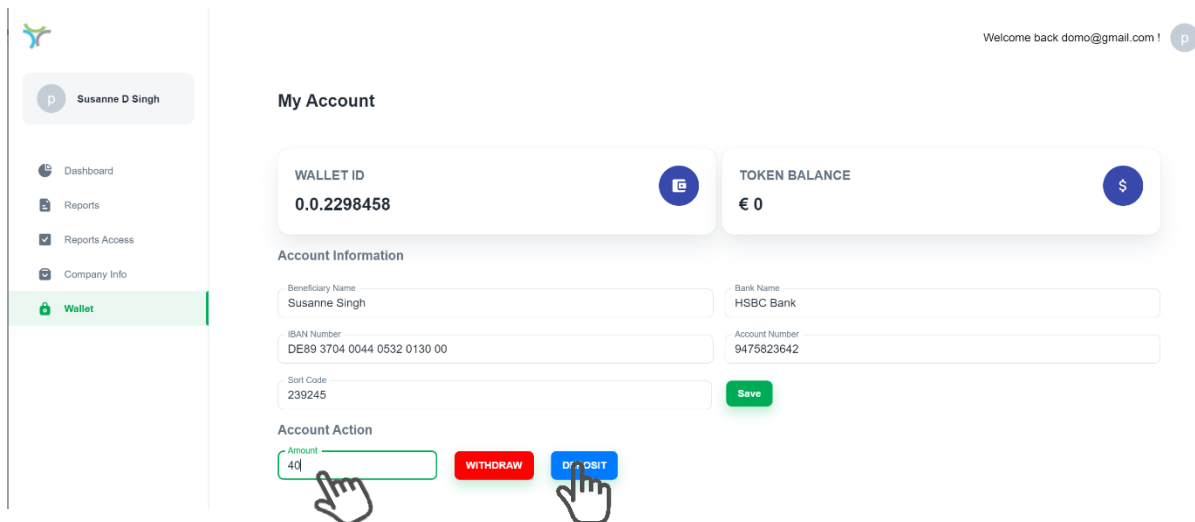


The screenshot shows the 'My Account' page. On the left sidebar, the 'Wallet' option is highlighted with a hand cursor. The main content area is titled 'My Account' and includes a 'WALLET ID' of '0.0.2298458' and a 'TOKEN BALANCE' of '€ 0'. Below this is the 'Account Information' section with form fields for 'Beneficiary Name', 'Bank Name', 'IBAN Number', 'Account Number', and 'Sort Code', along with a 'Save' button. The 'Account Action' section has an 'Amount' input field and 'WITHDRAW' and 'DEPOSIT' buttons. At the bottom is a 'Transaction Statement' table with columns: Payment, Transaction Type, Transaction Fee, Date, Balance In Currency, Amount In Currency, and Action. The table is currently empty, showing 'There are no records to display'.

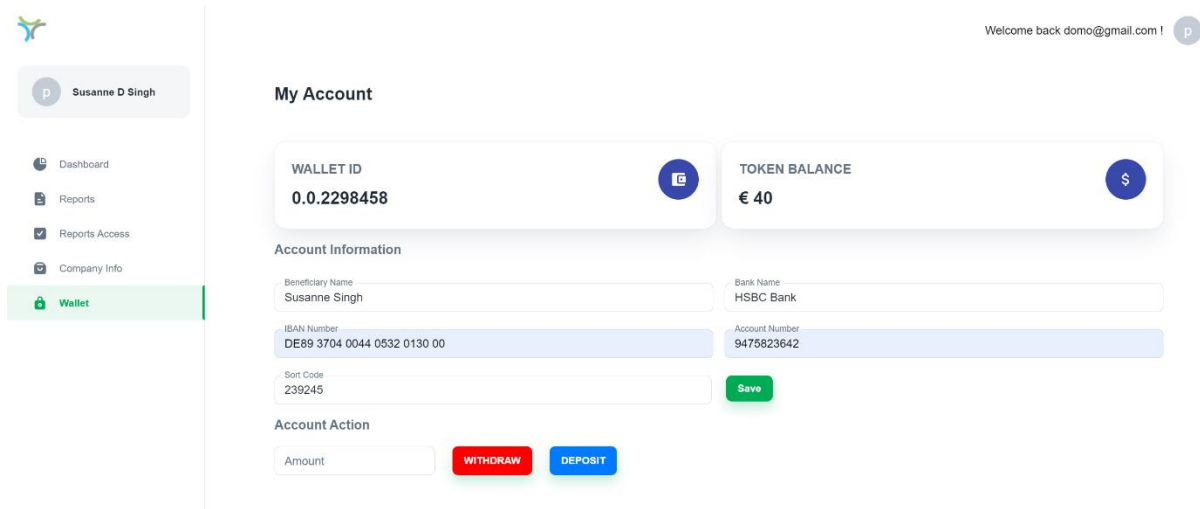
- Fill in your banking details as indicated above, and press 'Save'



- Once saved, add 40 Euro-tokens (whole digits only) to your wallet and select 'Deposit'



- The digital Euro-tokens are now in your wallet, and you are ready for business



- You will see that every transaction that is made is recorded in real-time within the Statement Dashboard: 1 Euro-Token = €0.1

- Please note that the cost of filing an ESG Report onto the Secure ESG Network with an NFT is 1 Euro-Token (€0.1)

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**WALLET ID**  
0.0.2298458

**TOKEN BALANCE**  
€ 40

**Account Information**

Beneficiary Name: Susanne Singh | Bank Name: HSBC Bank  
 IBAN Number: DE89 3704 0044 0532 0130 00 | Account Number: 9475823642  
 Sort Code: 239245

**Account Action**

Amount:  **WITHDRAW** **DEPOSIT**

**Transaction Statement**

Payment	Transaction Type	Transaction Fee	Date	Balance In Currency	Amount In Currency	Action
PAID IN	Credit Deposit	0.00414252	2021-08-27 13:14:34	0.4	4.0	
PAID OUT	Credit Withdrawal	0.00441798	2021-08-27 13:11:12	0.0	4.0	
PAID IN	Credit Deposit	0.00414252	2021-08-27 13:09:07	0.4	4.0	

- When the icon on the right is selected a pop-up window is seen showing all the details concerning that transaction including any fees that may have been levied:

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**WALLET ID**  
0.0.2298458

**TOKEN BALANCE**  
€ 40

**Account Information**

Beneficiary Name: Susanne Singh | Bank Name: HSBC Bank  
 IBAN Number: DE89 3704 0044 0532 0130 00 | Account Number: 9475823642  
 Sort Code: 239245

**Account Action**

Amount:  **WITHDRAW** **DEPOSIT**

**Transaction History**

<b>Payment</b>	<b>Transaction Type</b>
PAID IN	Credit Deposit
<b>Transaction Fee</b>	<b>Node Fee</b>
0.00414252	0.00019412
<b>NetWork Fee</b>	<b>Date</b>
0.0039484	2021-08-27 13:14:34
<b>Balance In Currency</b>	<b>Amount In Currency</b>
0.4	4.0
<b>Stable Coin</b>	<b>Total Fee</b>
40	0.00414252

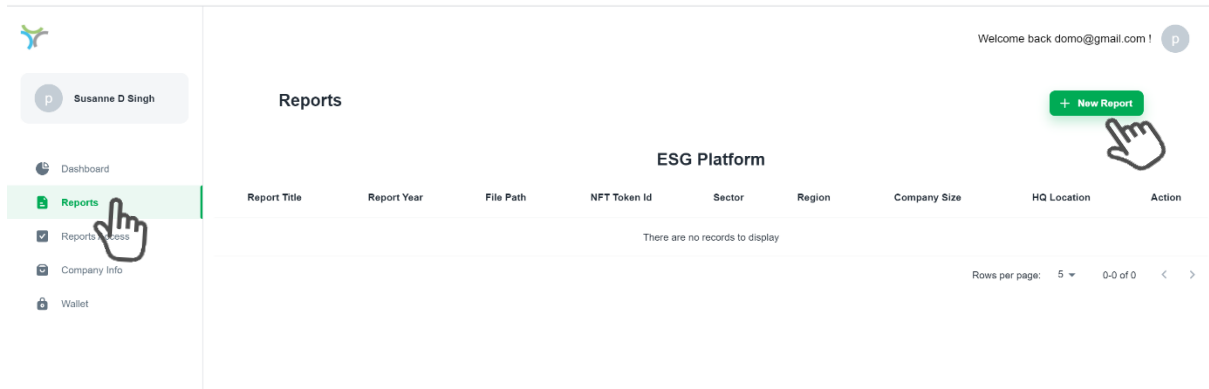
**Close**

**Transaction Statement**

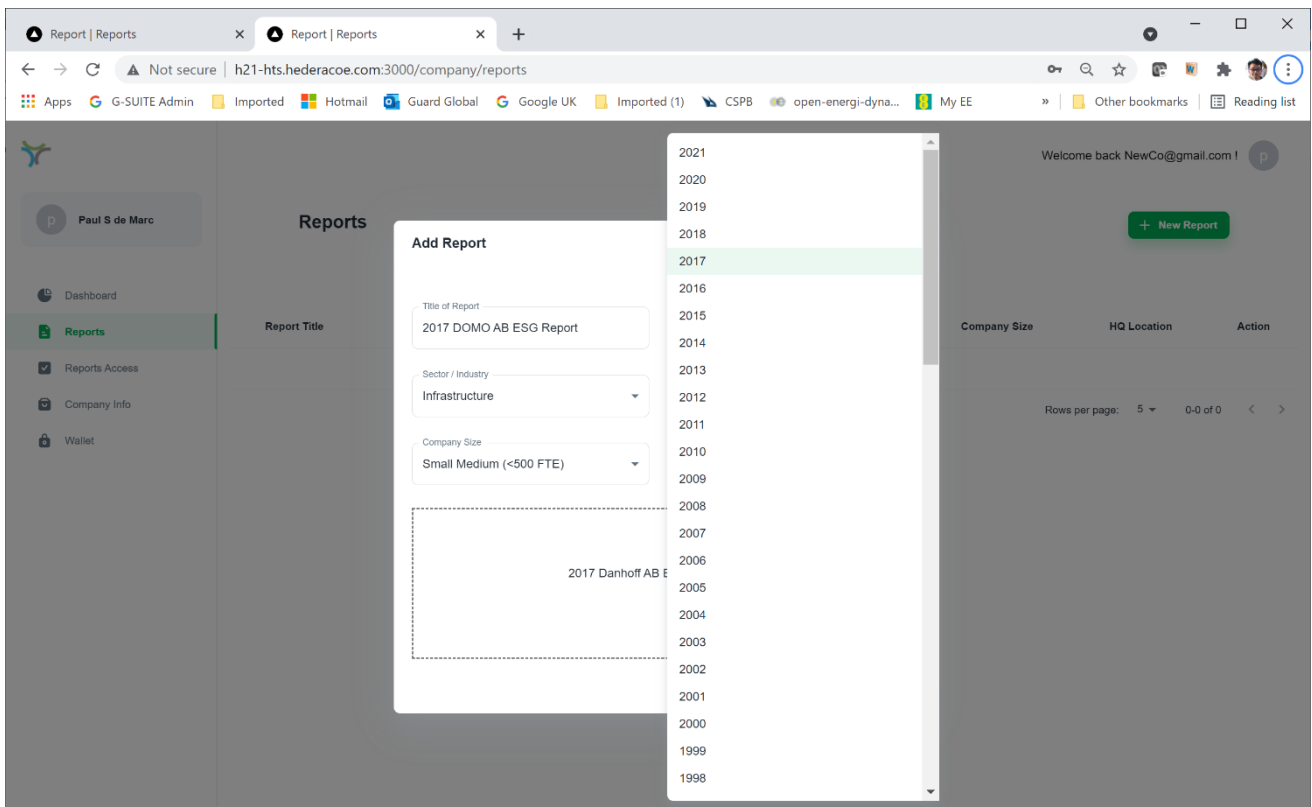
Payment	Transaction Type	Transaction Fee	Date	Balance In Currency	Amount In Currency	Action
PAID IN	Credit Deposit	0.00414252	2021-08-27 13:14:34	0.4	4.0	
PAID OUT	Credit Withdrawal	0.00441798	2021-08-27 13:11:12	0.0	4.0	
PAID IN	Credit Deposit	0.00414252	2021-08-27 13:09:07	0.4	4.0	

### 3.2. You are now ready to upload and view your reports

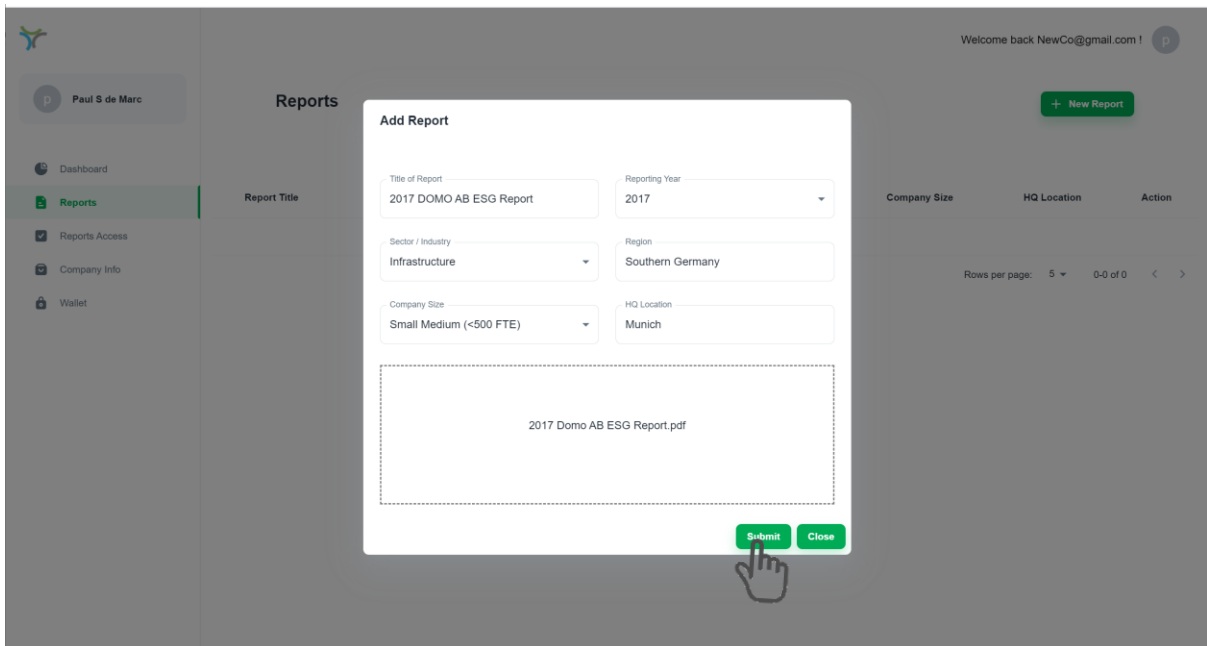
- Select 'Reports' from the left menu list:



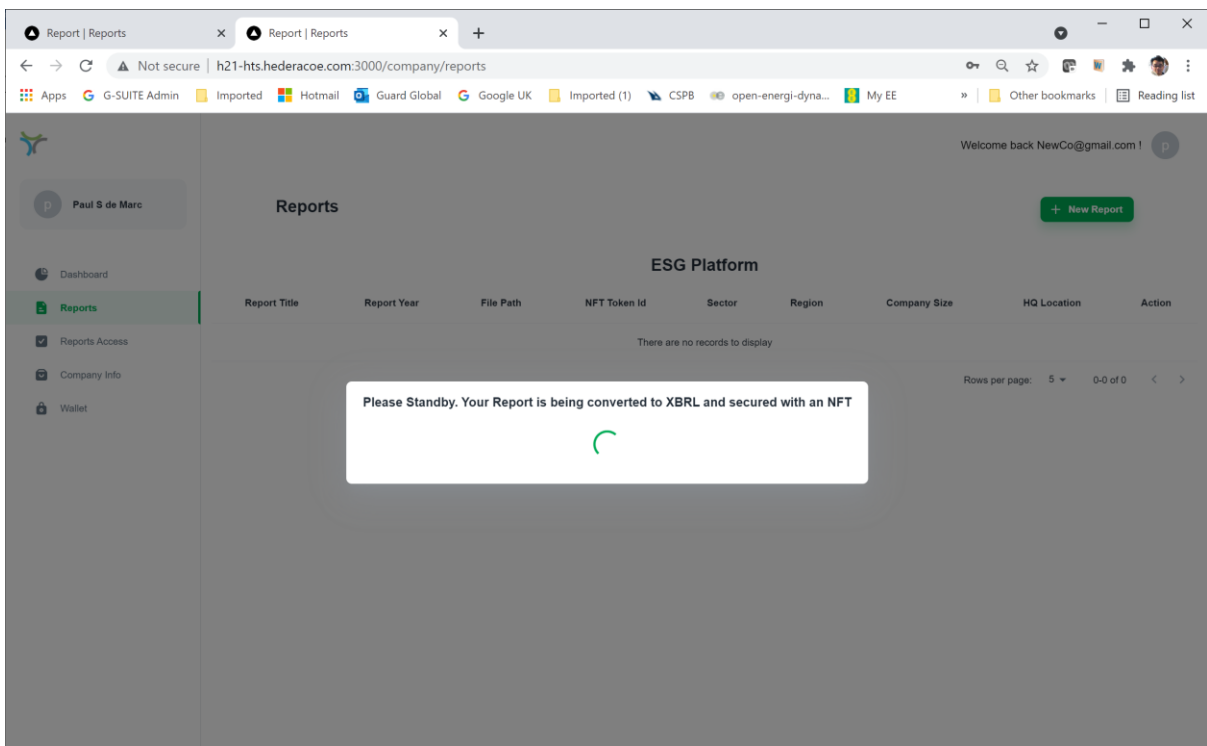
- Select 'New Report'
- Fill in all the details for the first report to upload: 2017
- Select 2017 from the dropdown list when you click on 'Reporting Year'







- Fill in the details as shown and then select the report called '2017 Domo AB ESG Report.pdf' from your local folder. The file may be selected from the file-explorer or drag-&-dropped into the space provided. After the file has been selected, press 'Submit'



- The system will take the PDF report and scan its contents. It will extract all the material information from the uploaded report and match it to the Sector ESG Reporting Network structured taxonomy and place it in a database. Once completed, a unique NFT identifier will also be attached to the report.

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Paul S de Marc

Dashboard

Reports

Reports Access

Company Info

Wallet

### ESG Platform

Report Title	Report Year	File Path	NFT Token Id	Sector	Region	Company Size	HQ Location	Action
2017 DOMO AB ESG Report	2017	/root/Dl/nft_reports/config/91fa2598-8071-4540-9802-f96a226f9439/Xls/FilePath/2017 Domo AB ESG Report.xlsx	0.0.2298507	Infrastructure	Southern Germany	Small Medium (<500 FTE)	Munich	

Rows per page: 5 1-1 of 1

- Select the icon on the far right of the listed report to view specific details.

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Dashboard

Reports

Reports Access

Company Info

Wallet

### 2017 DOMO AB ESG Report - 2017

[View XBRL File](#)

Data Name	Disclosure Label	Taxonomy Code	Value In Year	Units	Audit / Assurance	Action
Key economic data	Reporting Year	F2.107	2017	Year	yes	
Key economic data	Revenue	IAS-1.102	3,500.00	mio. €	yes	
Key economic data	(Adjusted) EBITDA	F2.108	1,610.00	mio. €	yes	
Key economic data	(Adjusted) EBIT	F2.109	1,530.00	mio. €	yes	
Key economic data	Net income	IAS-1.106.d.i	1,250.00	mio. €	yes	

Rows per page: 5 1-5 of 53

[Back](#)

- By selecting on the far-right icon on any of the line-items, the user can drill-down into further details of the reported indicator.

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Dashboard

Reports

Reports Access

Company Info

Wallet

### 2017 DOMO AB ESG Report - 2017

[View XBRL File](#)

Data Name	Disclosure Label	Report Year	Taxonomy Code	Value In Year	Units	Audit / Assurance	Action
Key economic data	Revenue	2017	F2.107	3,500.00	mio. €	yes	
Key economic data	(Adjusted) EBITDA	2017	F2.108	1,610.00	mio. €	yes	
Key economic data	(Adjusted) EBIT	2017	F2.109	1,530.00	mio. €	yes	
Key economic data	Net income	2017	IAS-1.106.d.i	1,250.00	mio. €	yes	
Key economic data	Return on Equity	2017	F2.106	8.84%	%	yes	
Key economic data	Total assets	2017	IAS-1.76	900.00	mio. €	yes	
Key economic data	Equity	2017	IAS-1.55	20,000.00	mio. €	yes	

**Key economic data**

**Disclosure Label**  
Revenue

**Report Title**  
2017 DOMO AB ESG Report

**Report Year**  
2017

**Data Name**  
Key economic data

**Taxonomy Code**  
IAS-1.102

**Value In Year**  
3,500.00

**Units**  
mio. €

**Audit / Assurance**  
yes

**Audit / Assurance Level**  
Annual Audit

**Auditor / Assurer**  
KPMG

**Information Source**  
ARs

[Close](#)

- By selecting the 'View XBRL File' button the viewer can verify that all the information from the report file is in Structured Data format

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## Reports

[+ New Report](#)

### 2017 DOMO AB ESG Report - 2017

[View XBRL File](#)

Data Name	Disclosure Label	Taxonomy Code	Value In Year	Units	Audit / Assurance	Action
Key economic data	Reporting Year	F2.107	2017	Year	yes	
Key economic data	Revenue	IAS-1.102	3,500.00	mio. €	yes	
Key economic data	(Adjusted) EBITDA	F2.108	1,610.00	mio. €	yes	
Key economic data	(Adjusted) EBIT	F2.109	1,530.00	mio. €	yes	
Key economic data	Net income	IAS-1.106.d.i	1,250.00	mio. €	yes	

Rows per page: 5 1-5 of 53

[Back](#)

### 2017 DOMO AB ESG Report - 2017 XBRL Format

```

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```

[Close](#)

➤ By selecting the 'Dashboard' Menu item the information can be viewed in graphic from:

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## Dashboard

Start Year: 2017 End Year: 2017

Switch for other graphs: Non-Financial  Financial

Revenue / Millions €

Reporting Year	Revenue (Millions €)
2017	3,500

EBIT, EBITDA & Net Income / Millions €

Reporting Year	EBITDA (Adjusted) (Millions €)	EBIT (Adjusted) (Millions €)	Net Income (Millions €)
2017	1,610	1,530	1,250

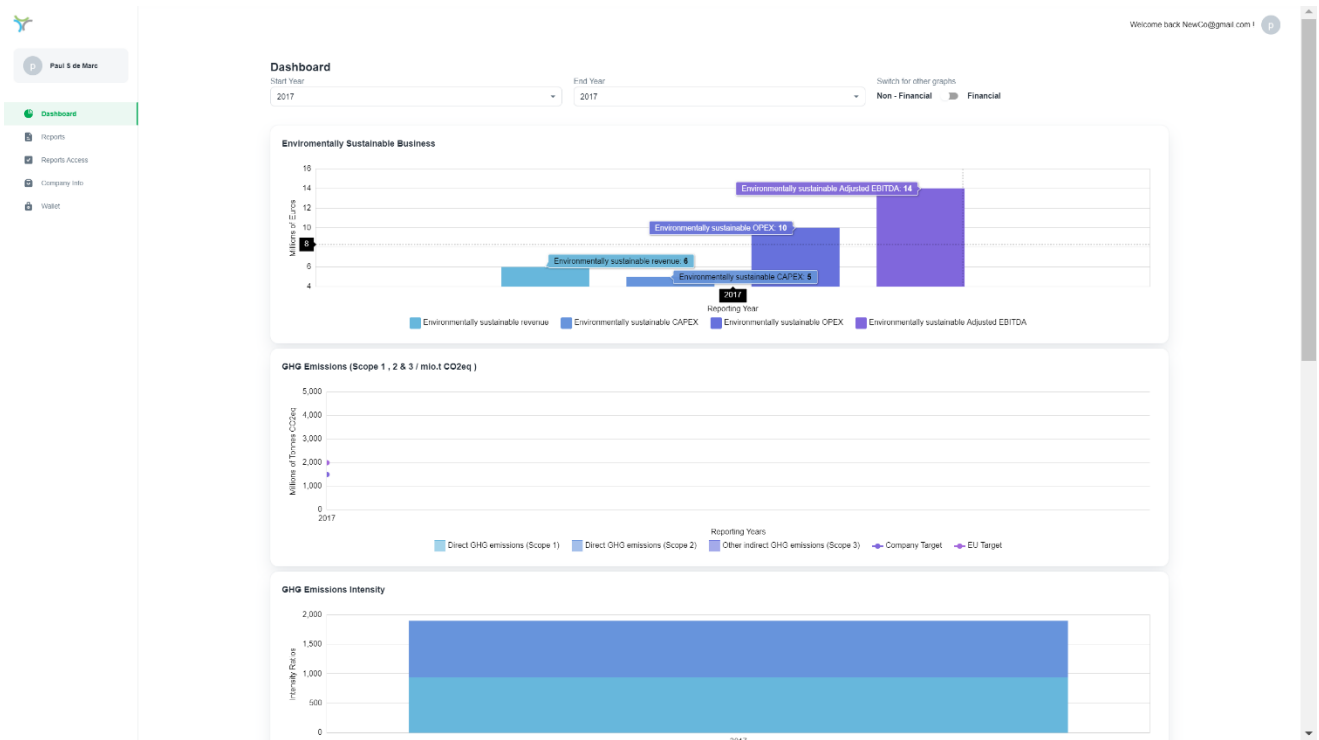
Employees (Average FTE at Year / End)

Reporting Year	Employees (Average FTE)
2017	7,900

Capex and R&D Expenses / Millions €

Reporting Year	Capex and R&D Expenses (Millions €)
2017	350

- The Non-Financial – Financial toggle switch enables the user to switch view from the financial reports to the ESG Reports.



### 3.3. Now return to the 'Reports' Menu item and select 'New Report' once again

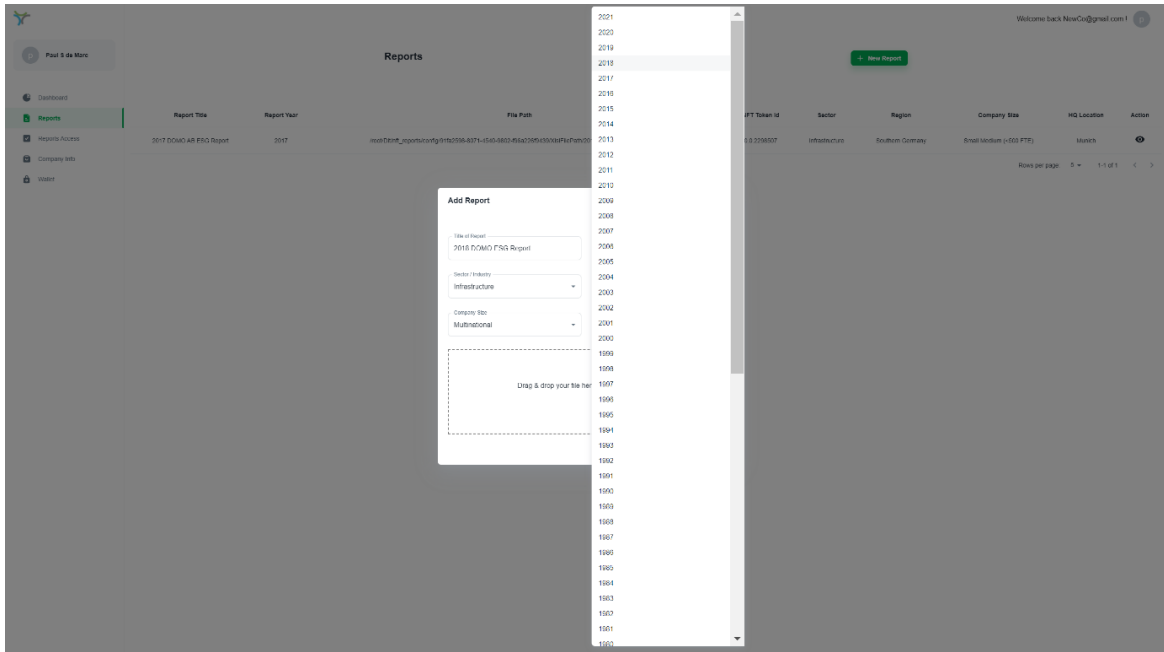
**Reports**

2017 DOMO AB ESG Report - 2017 [View XBRL File](#)

Data Name	Disclosure Label	Taxonomy Code	Value In Year	Units	Audit / Assurance	Action
Key economic data	Reporting Year	F2.107	2017	Year	yes	👁
Key economic data	Revenue	IAS-1.102	3,500.00	mio. €	yes	👁
Key economic data	(Adjusted) EBITDA	F2.108	1,610.00	mio. €	yes	👁
Key economic data	(Adjusted) EBIT	F2.109	1,530.00	mio. €	yes	👁
Key economic data	Net income	IAS-1.106.d.i	1,250.00	mio. €	yes	👁

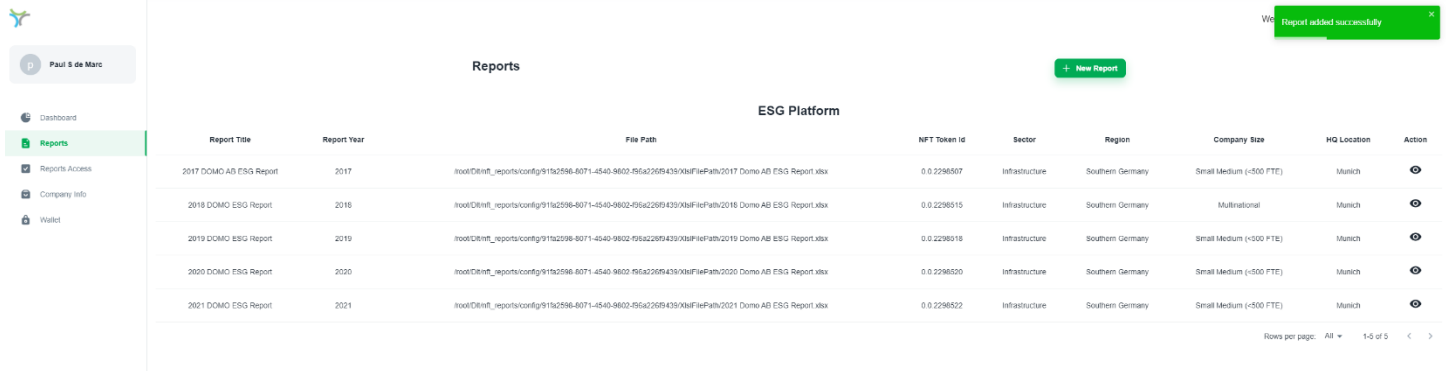
Rows per page: 5 1-5 of 53

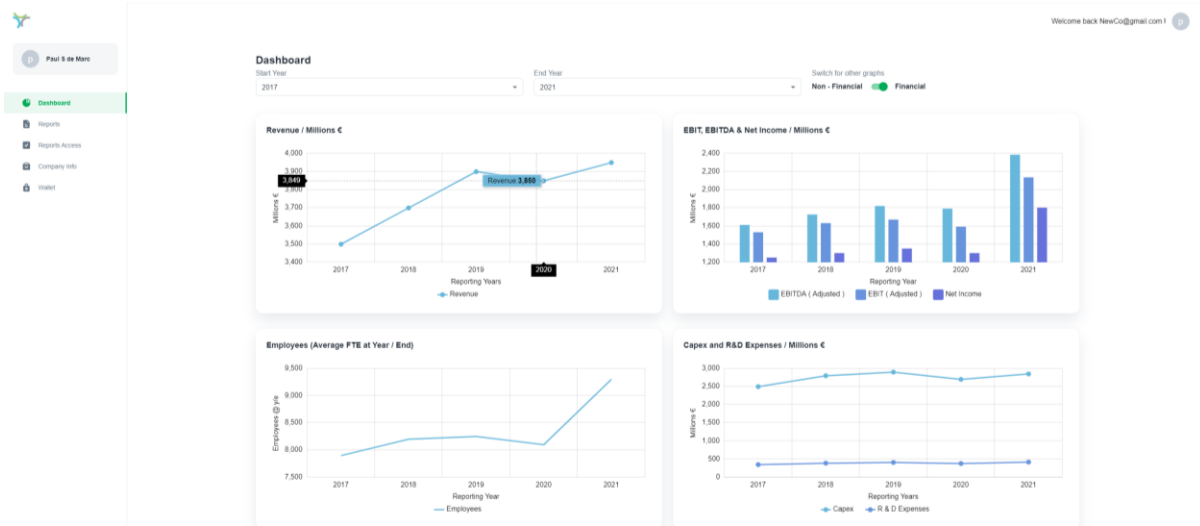
- Repeat steps described above in “3.2 You are now ready to upload and view your reports”, for each reporting year 2018, 2019, 2020 and 2021, making sure you select the correct ‘Reporting Year’ for each uploaded report.



➤ After completing these steps. You will have the full 2017 – 2021 reports in your dashboard:

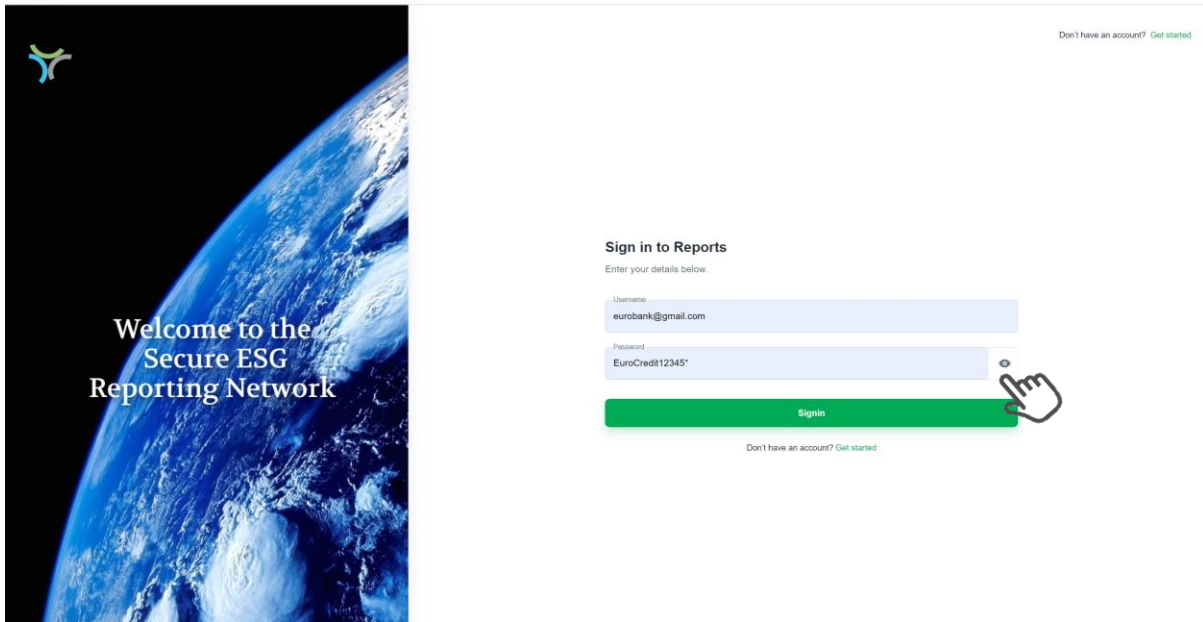
- 2021 DOMO AG ESG Report
- 2020 DOMO AG ESG Report
- 2019 DOMO AG ESG Report
- 2018 DOMO AG ESG Report
- 2017 DOMO AG ESG Report



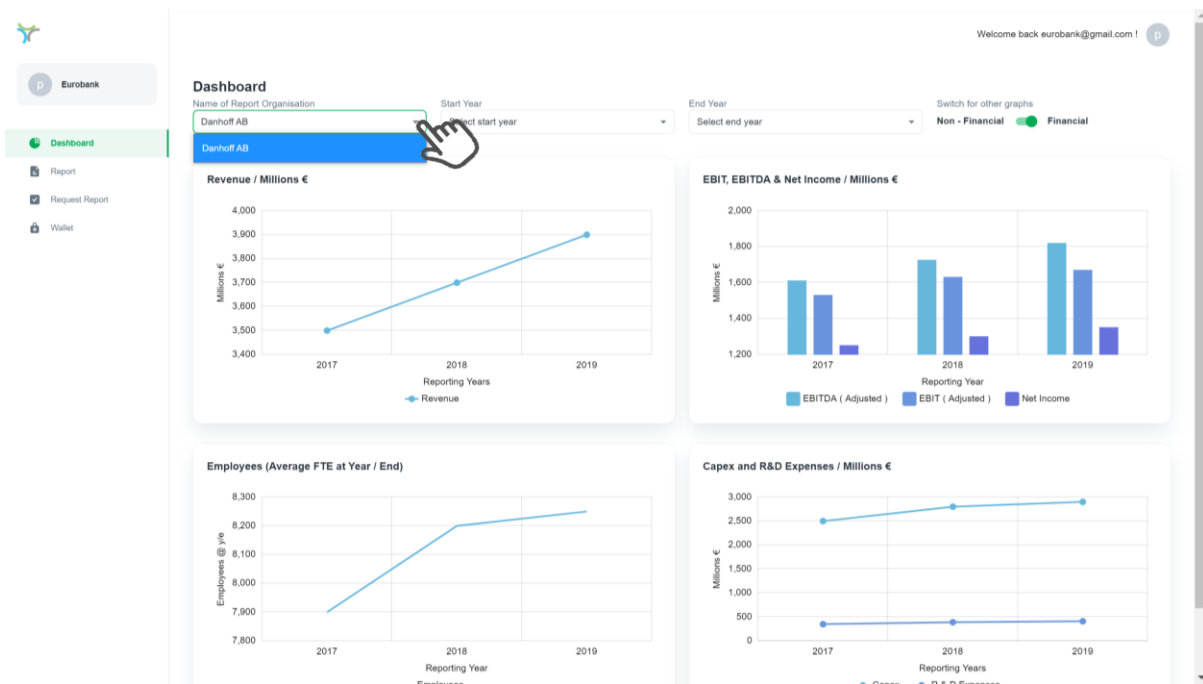


### 3.5. Allowing access to your reports for other organisations.

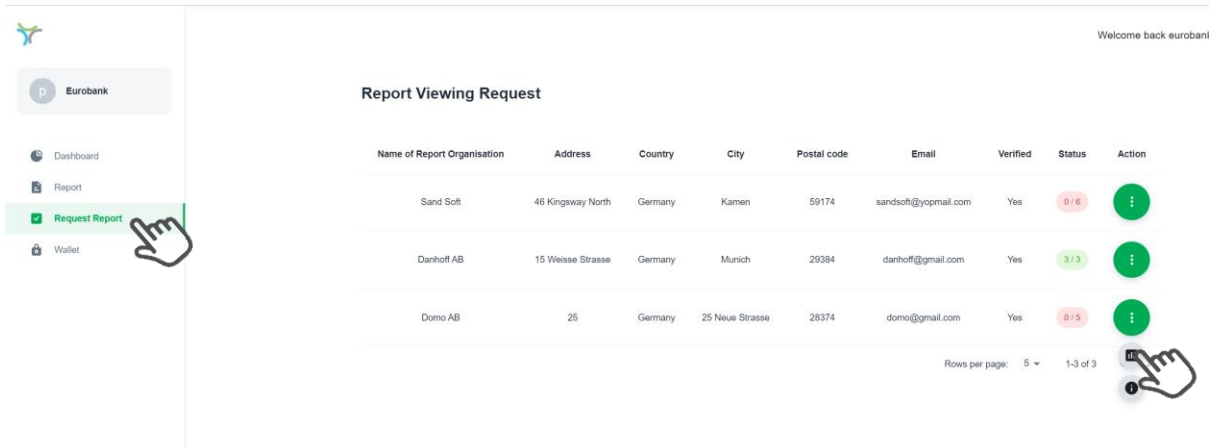
- All other registered participants can see the existence of other registered reporting organisations on the Secure ESG Reporting Network. However, no one else can view your reports unless they: 1) make a request to view the report and 2) be granted permission to view it by you.
- To demonstrate this please open another tab on your browser and login as a Banking Users:
  - <http://teams-zabel-nft.com:3000/>
  - User ID: [eurobank@gmail.com](mailto:eurobank@gmail.com)
  - Password: EuroBank1234\*



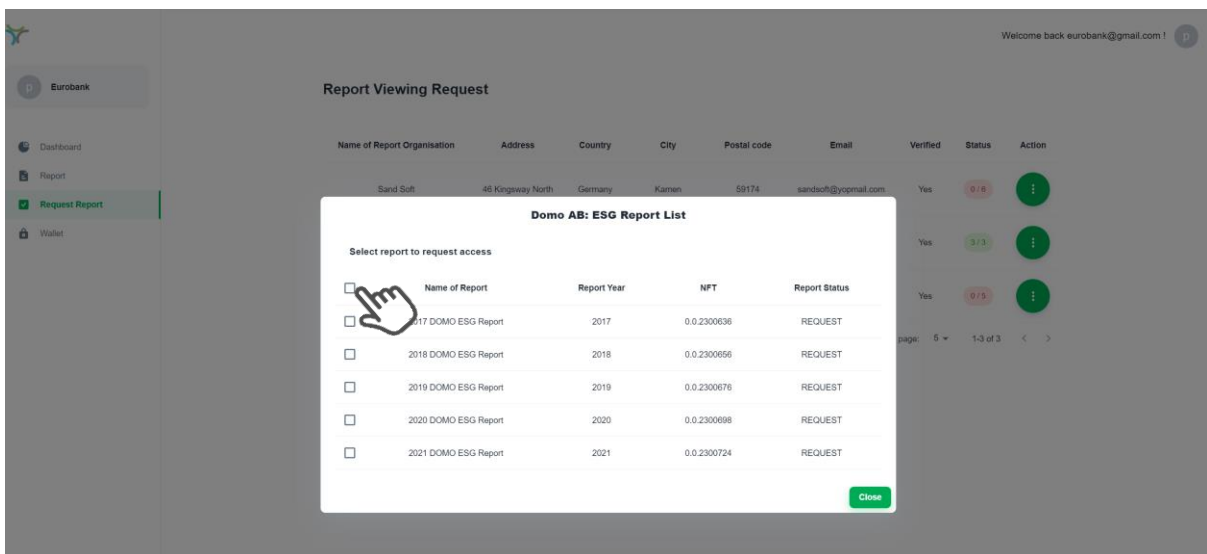
- You will now access EuroBank’s dashboard and see that DOMO AG reports are not available for viewing – only another reporting company, Danhoff AB



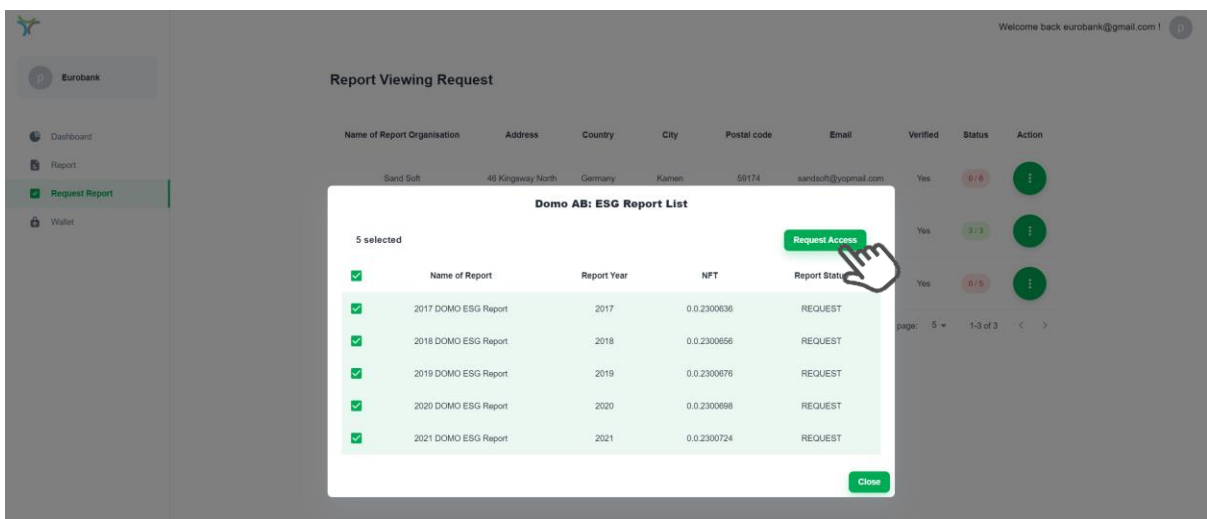
- To request DOMO AG’s ESG reports select ‘Request Report’ from the main menu items on the left:



- Click on the breadcrumb icon on the right and select the 'graph' icon.



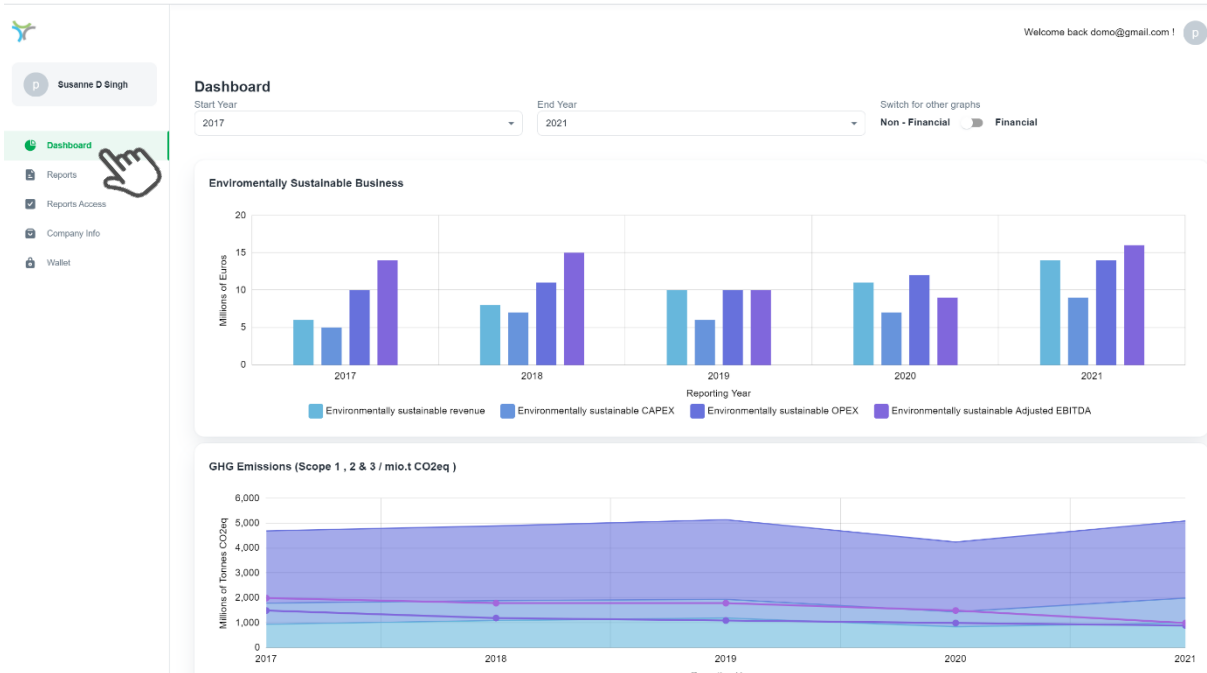
- All the available reports from DOMO AG will be displayed. Click on the top 'tick-box' to select all the reports 2017 – 2021.



- Then select Request Access. A message will be transmitted over the DLT to DOMO AG requesting this access.



➤ Now switch back to the DOMO AG user screen:



Name of Organization	Location	KYC Verified	Type of Organisation	Status	Requested Reports
EuroBank SA	27 Hauptstrasse, Frankfurt	Yes	BANK	0 / 5	

➤ Select 'Requested Reports'

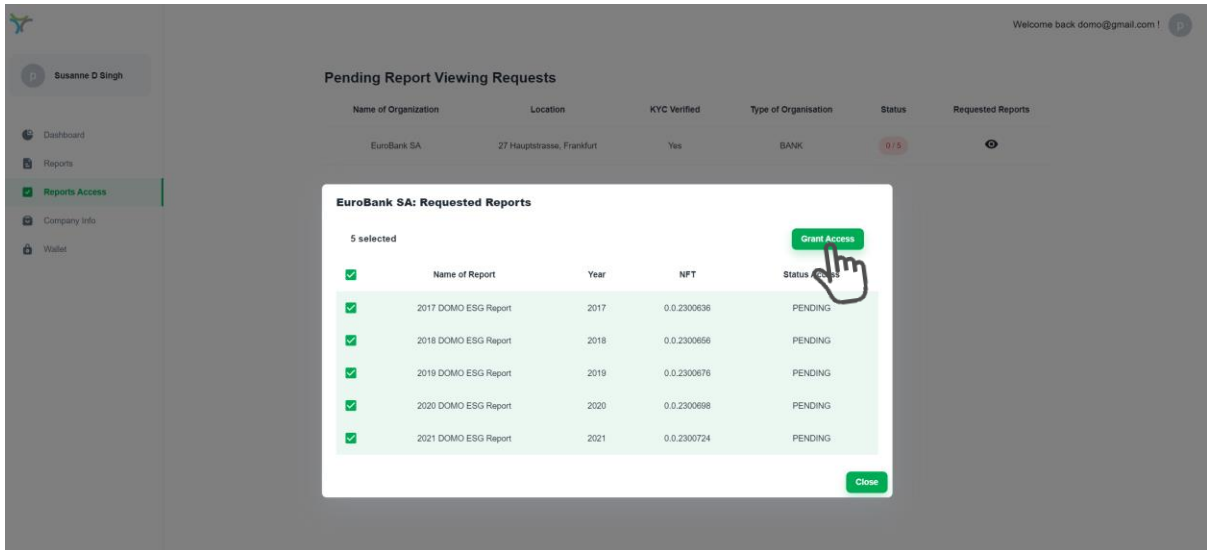
**EuroBank SA: Requested Reports**

Grant Access to Report

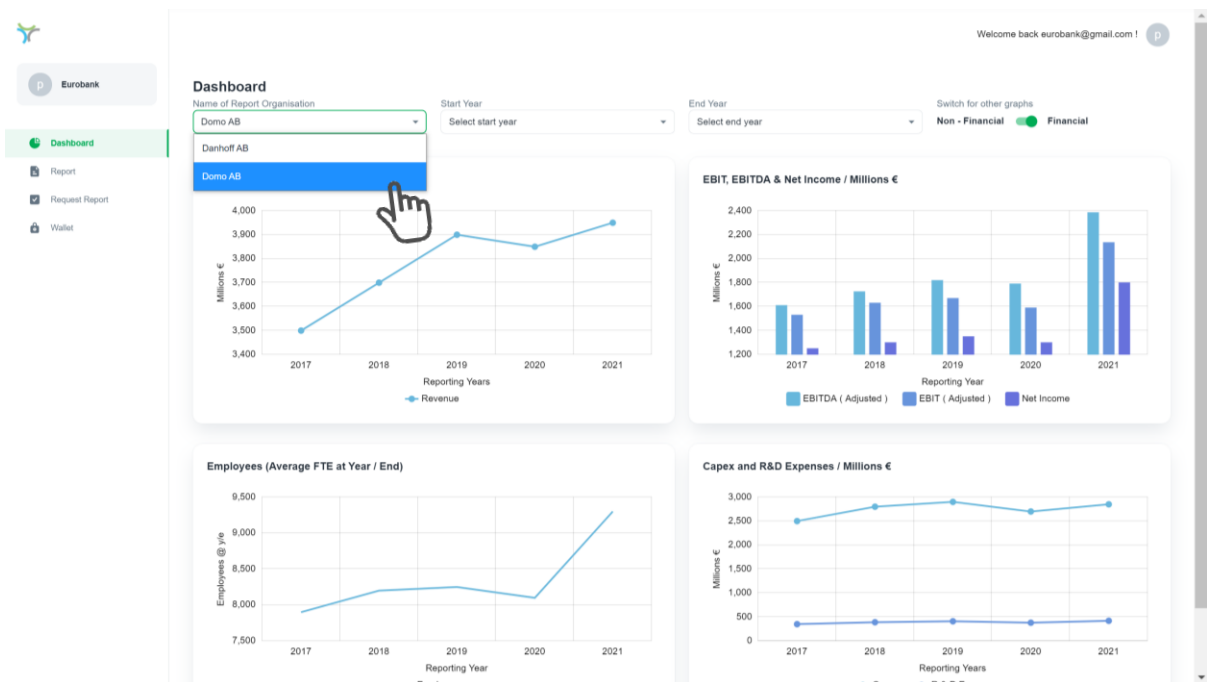
<input type="checkbox"/>	Name of Report	Year	NFT	Status Access
<input type="checkbox"/>	2017 DOMO ESG Report	2017	0.0.2300636	PENDING
<input type="checkbox"/>	2018 DOMO ESG Report	2018	0.0.2300656	PENDING
<input type="checkbox"/>	2019 DOMO ESG Report	2019	0.0.2300676	PENDING
<input type="checkbox"/>	2020 DOMO ESG Report	2020	0.0.2300698	PENDING
<input type="checkbox"/>	2021 DOMO ESG Report	2021	0.0.2300724	PENDING

Close

➤ Click on the top tick-box to select all the requested reports, and select 'Grant Access'



- Once this step has completed, switch back to the EuroBank tab on your browser:



- When you select DOMO AG from the dropdown list you will see all the data available from DOMO AG

## 4. Support

If you should require any support or you think the system is having problems, please do not hesitate to contract the developer directly:

- Name: Jiro Olcott
- Email: [Jiro.olcott@guardglobal.org](mailto:Jiro.olcott@guardglobal.org)
- UK cell: +44 (0) 7770 435 351
- France cell : +33 (0) 678 412 911