## Create a new 'parent' publication for an annual report

- 1. Open the administration section of the website (http://www.oics.wa.gov.au/wp-admin)
- 2. Using the 'New' drop down menu, select new Publication.

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- 3. Fill in the detail on the new Publication page as follows (diagram below):
  - a. Annual report for yyyy/yy
  - b. dd month yyyy Annual report (this is the date the report was tabled in Parliament)
  - c. Set type of report to Annual report
  - d. Leave all boxed in 'Facility' unchecked
  - e. Ignore the WordPress SEO by Yoast section
  - f. As this is the 'parent' publication leave as "(no parent)"
  - g. Order ignore
  - h. Add in the release date of the report. This should correspond to 'b'
  - i. Select the standard image for an annual report from the media library (see 'select the annual report image' for further information)
  - j. Skip (this is not needed for an annual report)
  - k. Upload the report (see 'upload an annual report' for further information) and check the 'show download PDF button'
  - I. Select the checkbox to indicate the report was tabled in Parliament.
- 4. Save the draft of the parent page (or publish if you have the access).

