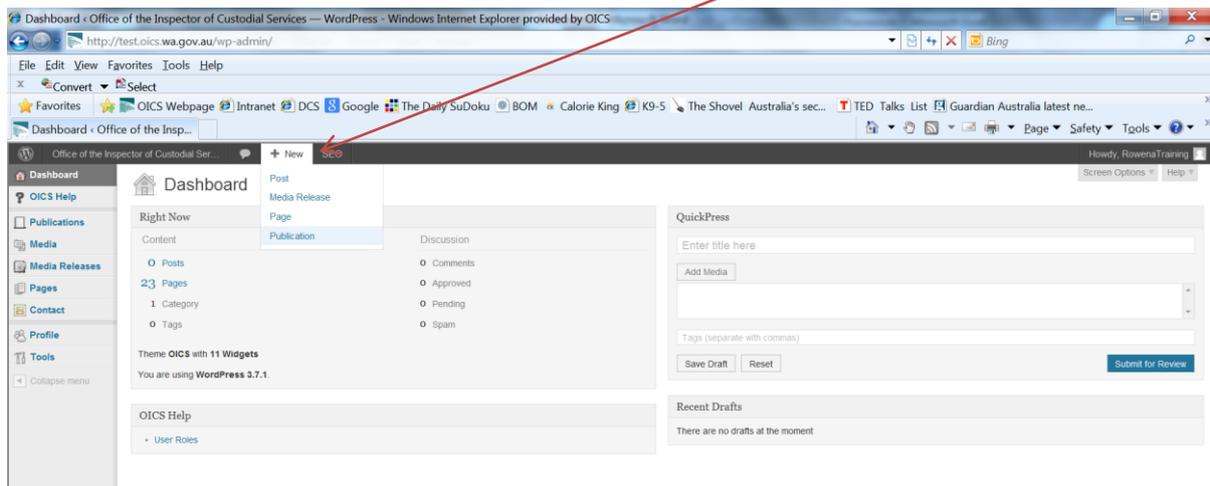


Create a new 'parent' publication for an annual report

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.



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'
 - l. 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).

a) Title of report

b) Report description

c) Select report type

d) Do not select any facilities

e) Ignore

f) Leave (as this is the parent document)

g) Ignore

i) Not needed

h) Enter release date

i) Select annual report image

k) Add report

l) Not needed

m) Check box