Step 1: Create a new 'parent' publication

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.
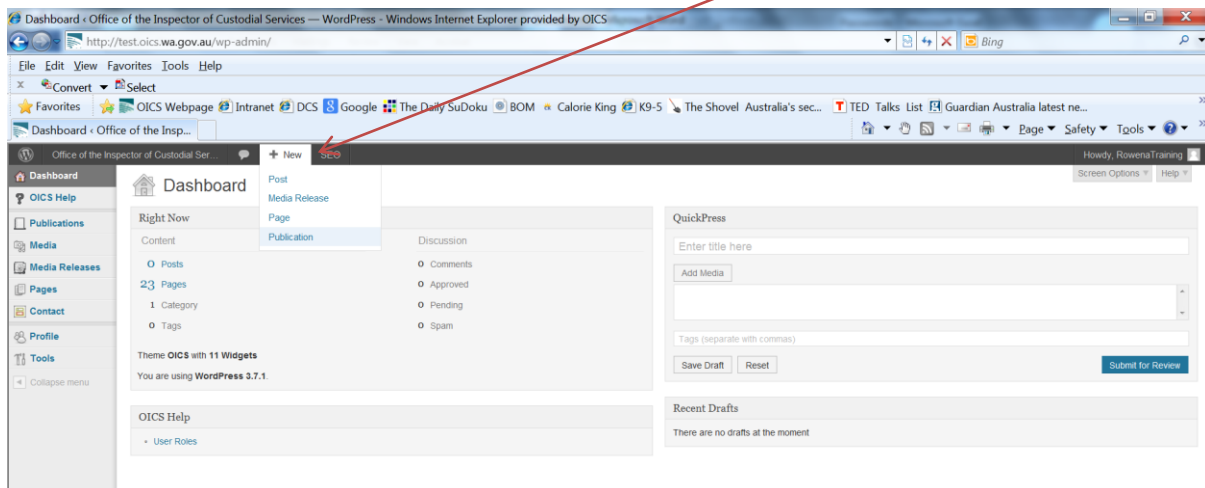
3. Fill in the detail on the new Publication page as follows (diagram below):
    a. Title
    b. 25 word maximum, description of the report
    c. Select type of report (ie inspection or review)
    d. Select facility the report is related to (if needed this can be multiple facilities)
    e. Ignore 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. Please note this is the day the report was released to the public, not publication date or date the report went to Parliament.
    i. Skip
    j. Skip
    k. Add in the report (see detailed instructions below)
    l. Select the checkbox if the report was tabled in Parliament.

4. Save the draft of the parent page and move on to uploading images and developing additional information to be linked to the parent. (Save draft is in the top right hand corner of the screen, indicated by the red box above).

a) Title of report

b) Report description

Office of the Inspector of Custodial Ser...   💬   + New   SEO

Howdy, RowenaTraining

🏠 Dashboard
❓ OICS Help
📄 Publications
  All Publications
  New Publication
📷 Media
📝 Media Releases
📄 Pages
📇 Contact
👤 Profile
🔧 Tools
◀ Collapse menu

📌 Add New Publication

Title of report (ie 85 Directed review into an incident at Banksia Hill Detention Centre....)

Permalink: http://test.oics.wa.gov.au/reports/title-of-repor...tention-centre/   Edit

📷 Add Media   Visual | Text

B | I | ABC | ⋮☰ | ☰ | " | ☰ ☰ ☰ | ∿ | ⊞ ⊟ ⊞ ⊞

Add 40 word (max) description of the report

ie On 20 January 2013 an extremely serious incident of mass disorder erupted at Banksia Hill
juvenile detention centre. blah blah blah. up to 40 words

Path: p
Word count: 29   Draft saved at 12:31:13 pm.

WordPress SEO by Yoast

General | Page Analysis | Social

Snippet Preview: Title of report ie 85 Directed review into an incident at Banksia ...
                     test.oics.wa.gov.au/reports/...
                     Add 40 word ... of the report ie On 20 January 2013 an extreme...
                     incident ... Banksia juvenile detention...

Focus Keyword: ❓
SEO Title: ❓
                      Title display in search
Meta Description: ❓
                      The meta de... limited to 156 chars, **156** chars left.

e) Ignore

Report layout

Layout

Start creating your layout

i) Skip for now

Add Row

Report options

Report downloads

Media release   Add Report

Internet | Protected Mode: On

Publish

Save Draft   Preview

Status: **Draft**

Visibility: **Public**

SEO: 🌐 Check

Move to Trash   Submit for Review

Types

All Types | Most Used

☐ Annual report
☐ Inspection
☐ Issues paper
☐ Research brief
☑ Review

c) Select report type

Facility

All Facilities | Most Used

☐ Acacia Prison
☐ Albany Regional Prison
☐ Bandyup Women's Prison
☑ Banksia Hill Juvenile Detention Centre
☐ Boronia Pre-release Centre for Women
☐ Broome Regional Prison
☐ Bunbury Regional Prison

d) Select facility (multiples allowed)

Attributes

Parent

(no parent)   ▼

Order

f) Leave (as this is the parent document)

g) Ignore

Release date

Release date *

h) Enter release date

Featured Image

Set featured image

i) Skip for now

k) Add report

Media release

Inspection of Karnet Prison Farm

Media Release – 68: Report of an announced inspection of Casuarina Prison   MEDIA RELEASE

Media Release – 69: Report of an Announced Inspection of Rangeview Remand Centre   MEDIA RELEASE

Media Release – 70: Report on an inspection of   MEDIA RELEASE

l) Skip for now

Tabled in Parliament

☑ Show Tabled in Parliament with Crest

**m) Tick if report tabled**

Add the report (and overview)

1. Click Add report
2. Title the report PDF, "Report"
3. Click Add file and either:
   a. select the PDF from the media file
   b. select upload file (further instructions below)
4. Check the text box to allow the report to be shown as a PDF button on the home page and publications page.
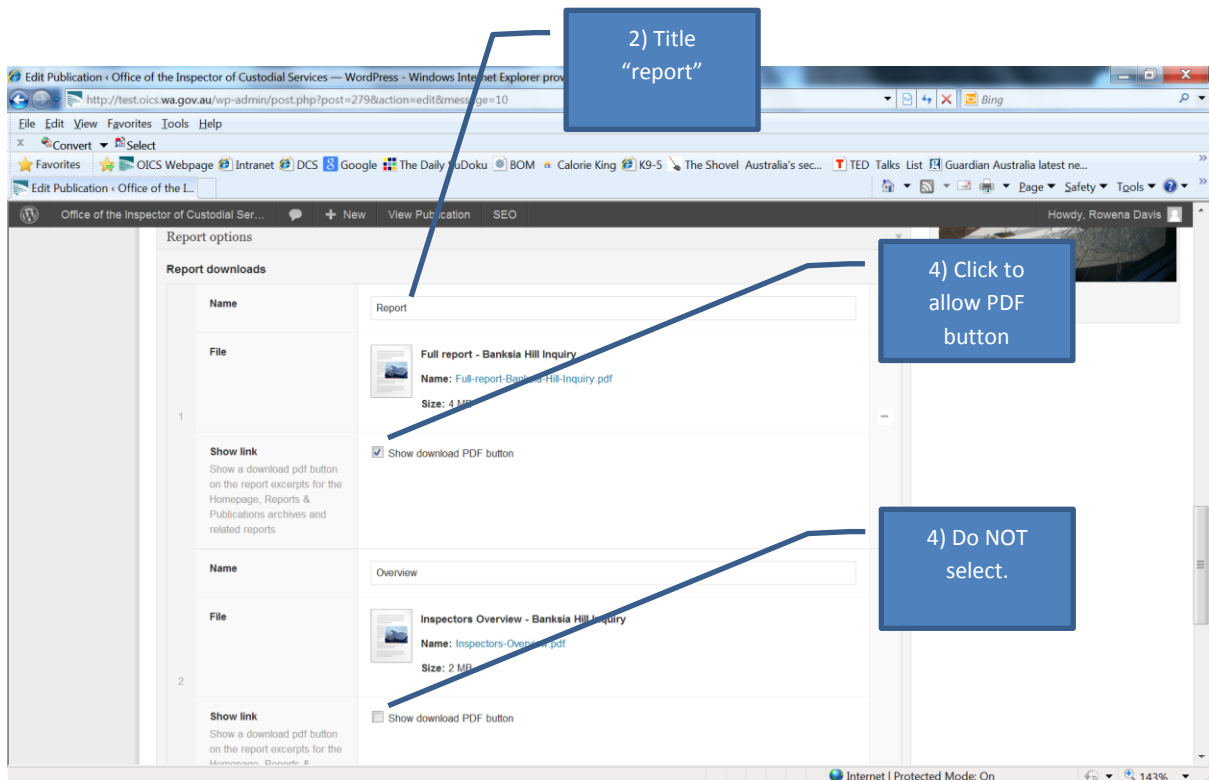
5. If you are uploading an overview (mandatory for tabled reports), repeat this process.
6. Use the title "Overview",
7. However DO NOT check the text box to show this as a download button.

To add a file

1. Activating a button to select or add media (ie through select feature image, or add media) will take you to a screen with the option to upload files from your computer to the media library, or select a file that is already stored in the media library.
2. Always, select media library to check if your image or PDF is already stored in the library before uploading it again. This will avoid duplication.
3. If your image or PDF is not in the library select upload files, which will display the 'select files' button.
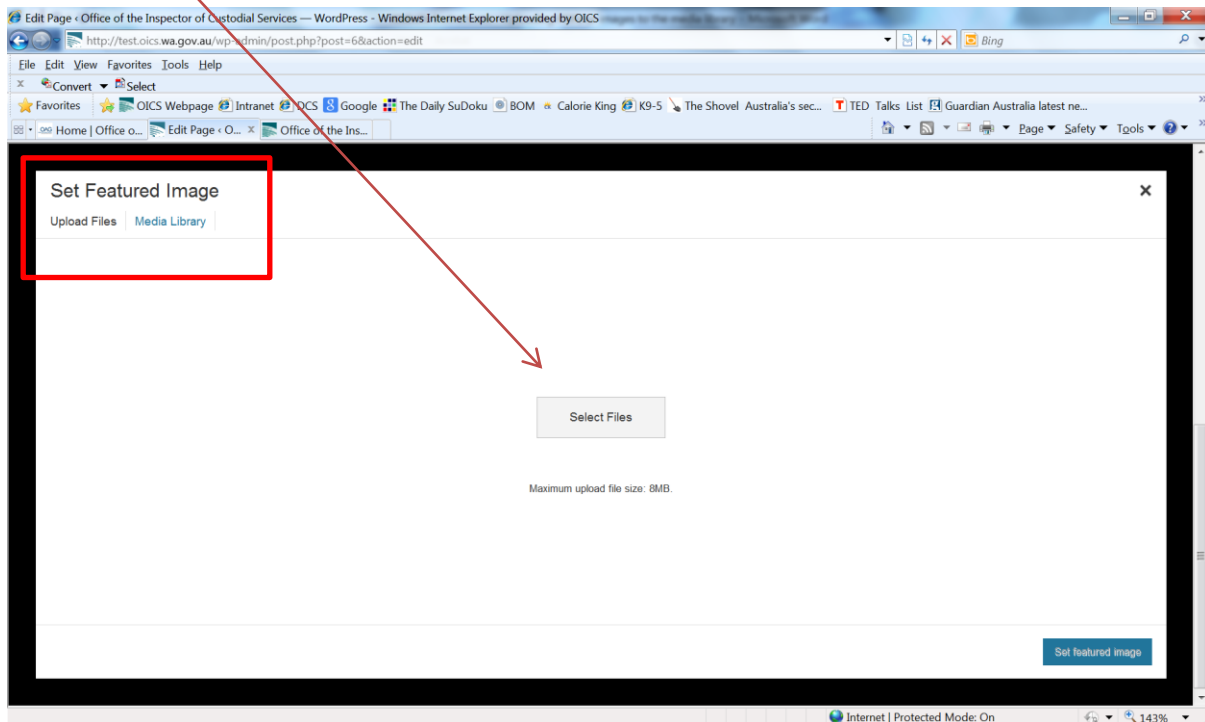
4. Selecting files will open your computer drives. Find the appropriate image or PDF and select Open.
5. This will add your new image to the media library. Your uploaded image will be automatically selected (indicated by a blue tick in the top right hand corner of the image).
6. Click select to imbed this image into your webpage