## Step 4: Create report detail

When the user selects view detail on the website, a separate page opens. For tabled reports, easily accessible information is displayed in the form of four sections, Background, Conclusion, Key Findings and Recommendations. These instructions outline how to create these four sections.

Note: Each of the four sections requires a new publication
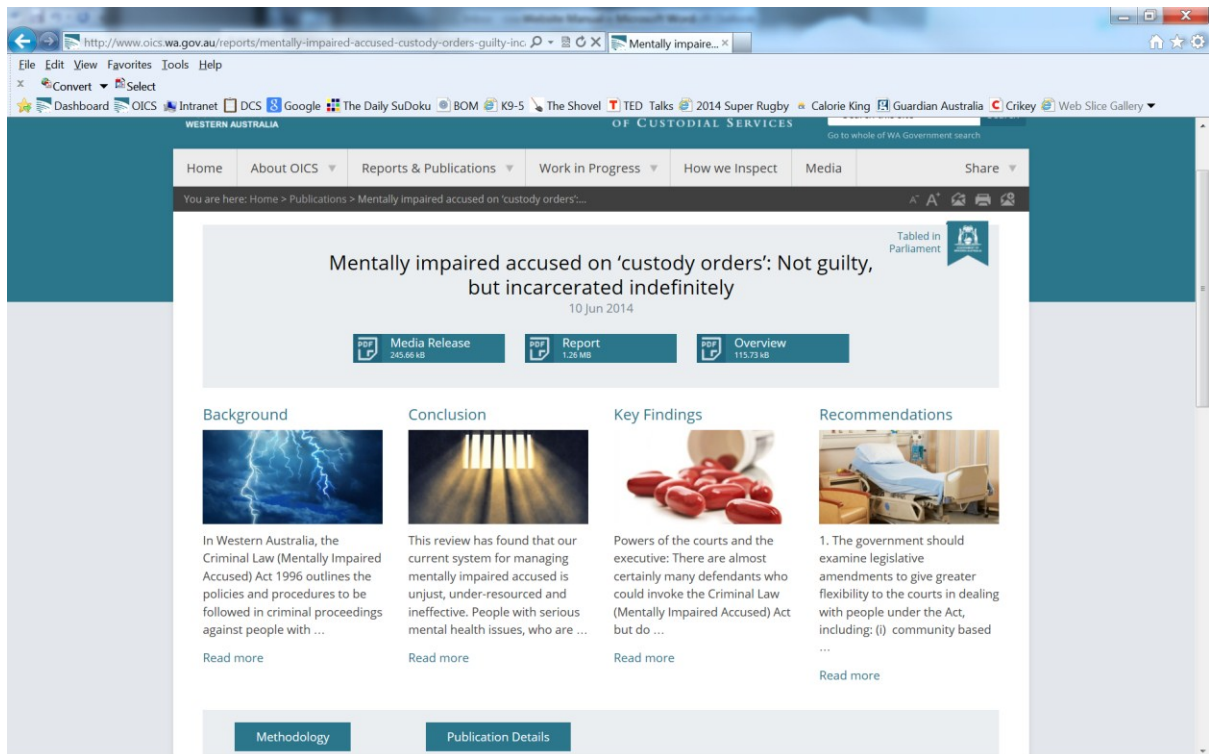
1. Select New Publication
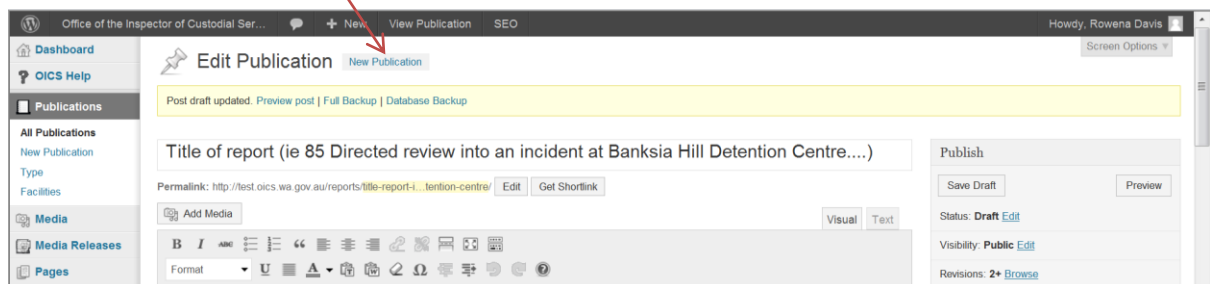
2. Fill in the detail on the new Publication page as follows (diagram below):

   a. Title: Select Background, Conclusions, Key findings, or Recommendations
   b. Enter the text that will appear (please see advanced instructions to add hyperlinks into this text)
   c. Do not select type of report (this is linked to the parent)
   d. Do not select a facility (this is linked to the parent)
   e. Ignore the WordPress SEO by Yoast section
   f. Use the drop down menu to link to the Parent publication
   g. Order – ignore
   h. Add in the release date of the report. Use the same date as the parent.
   i. Select your image from the media library to be displayed as one of the four boxes in the report details page. (please see additional instructions for uploading images to the media library)
   j. Report options are not relevant for a Non Parent Page (leave blank)
   k. Media release is not relevant for a Non Parent Page (leave blank)
   l. Tabled in parliament is not relevant for a Non Parent Page (leave blank)

Last updated: 5 September 2014

a) Background, conclusion etc

b) Enter

Tip, don't place a heading here. It will double up with the title.

Tip, if you want to add agency responses to you recommendations, follow the advanced instructions on adding hyperlinks or read more information.

c) Do not select

d) Do not select

e) Ignore

f) Select parent

g)

h) Same as parent

i) Select image from media library

j) Not relevant

k) Not relevant

l) Not relevant

3. Save the draft
4. Repeat from step 1 to create the other three pages. Please note you cannot preview your pages until all four (Background, Conclusions, Key findings and Recommendations) pages have been created and added to the Parent page.
5. After creating all four pages, reopen the parent page, using the link on the left hand side of the page (highlighted in red above).

6. Find your parent publication. This can be done by scrolling down or by searching for the title using the search function.
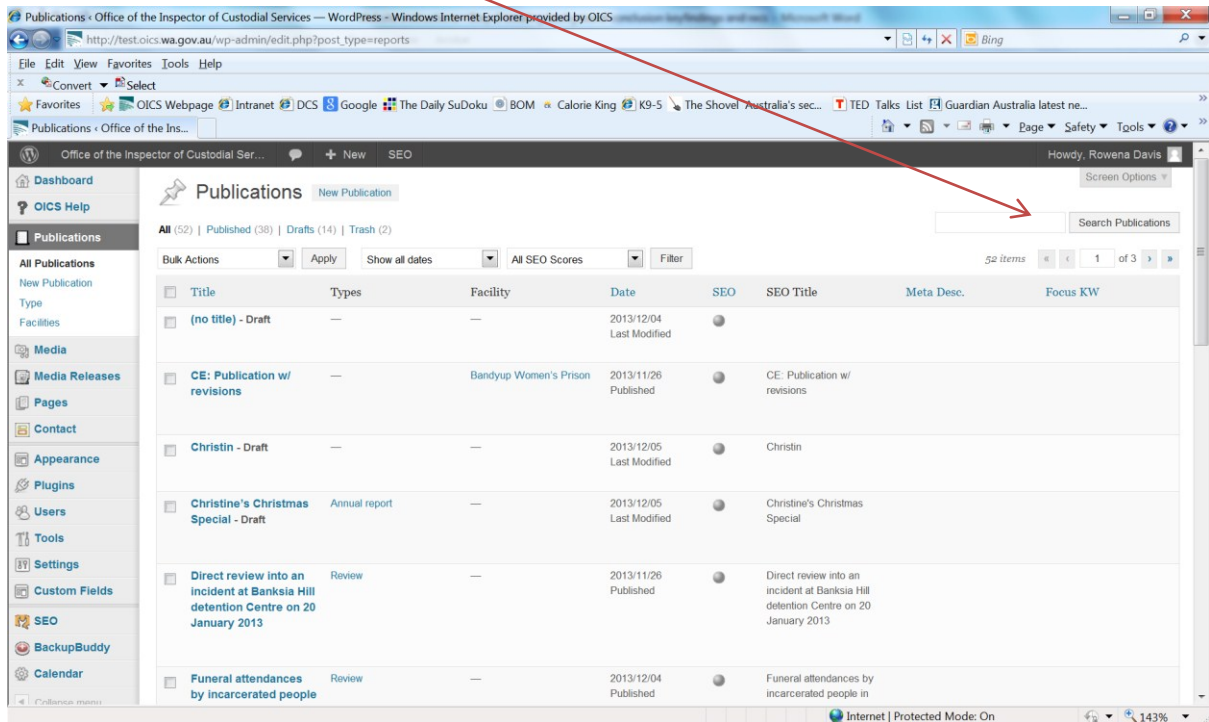
7. Open your Parent publication
8. Scroll down to report layout. Your linked sub-reports should be visible if you have selected the correct parent page when you created the new publications.
9. Use the plus symbol to add the four sub-reports to the parent page, (no additional rows are required)
10. Select submit for review.