Step 6: Create additional information

'Additional information', is information from external sources that may be useful for people looking at the website to access. This is often information that has been heavily referenced in your report. They appear below the buttons.



- 1. Create a new Publication (refer to previous steps) which contains the information you want to display in your additional information link. Note do not select filters (report type, facility etc this will be picked up through the parent).
- 2. Link it to the parent publication.
- 3. Assign a feature image.
- 4. In the parent page, scroll down to Layout, subreport (where the background, conclusions etc have been linked)
- 5. Click on Add Row and select Additional Information

	Report layout v				Order	
	Layout				1	
	1. Subreport					
	Subreport			Step 2 (Background, Conclusion, Key findings or Recommendations)		Release date
		Step 2 (Background, Conclusion, Key findings or Recommendations)		Step 2: Conclusion		7 Oct 2013
		Step 2: Conclusion		Step 2: Key findings	REPORTS	
		Step 2: Key findings		Step 2: Recommendations	Subreport Buttons	Featured Image
		Step 2: Recommendations			Additional Informatio	
	Report options				Add Row	
	Report downloads					
	Name	Report			Remove featured image	

6. Add the new publication.