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.
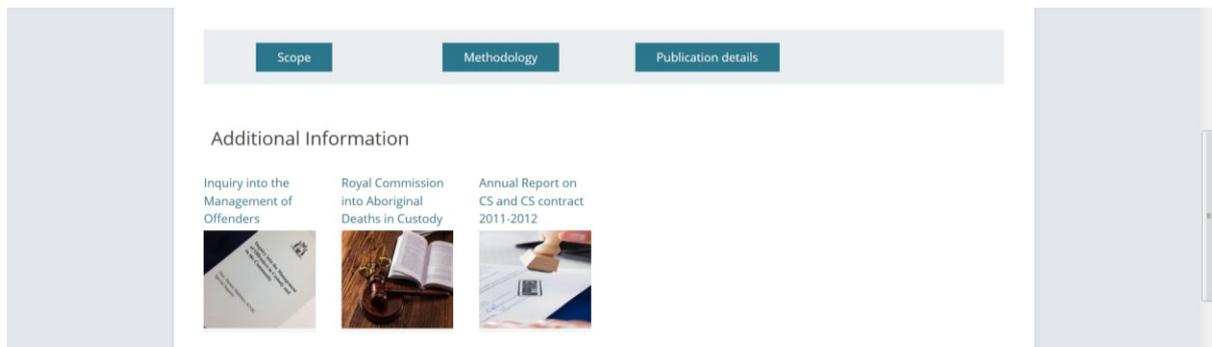
1. Create a new Publication (refer to previous steps) which contains the information you want to display in your additional information link. Note do not select filters (report type, facility etc – this will be picked up through the parent).
2. Link it to the parent publication.
3. Assign a feature image.
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
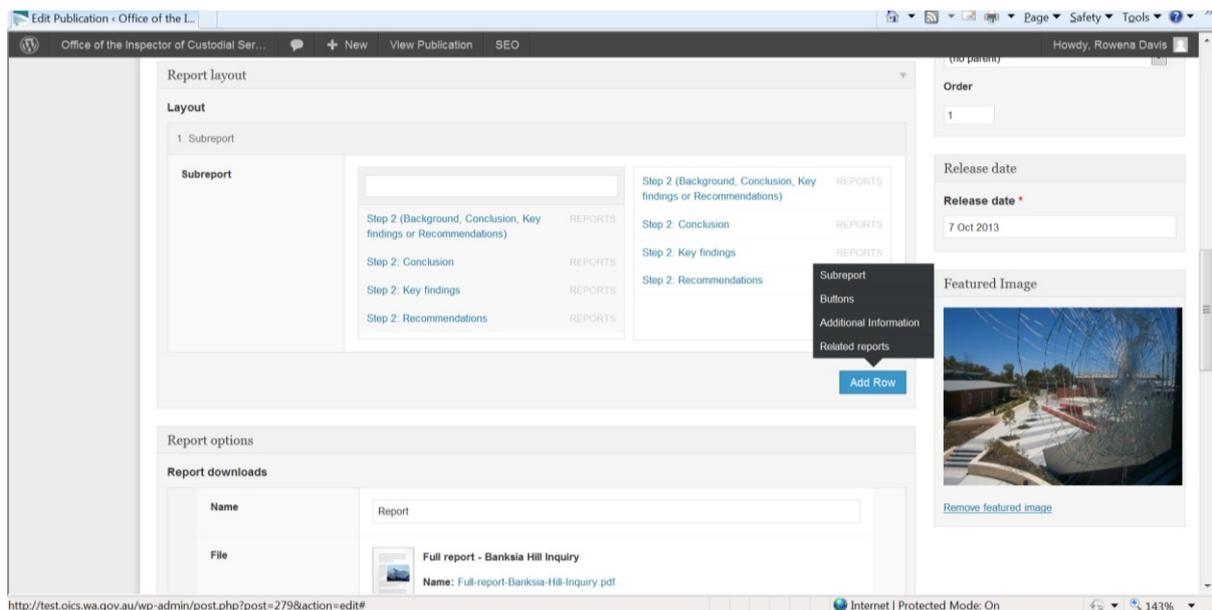
6. Add the new publication.