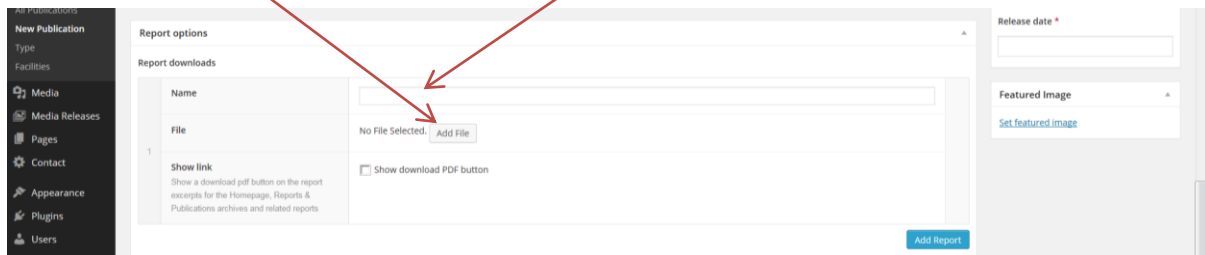


## Uploading an annual report

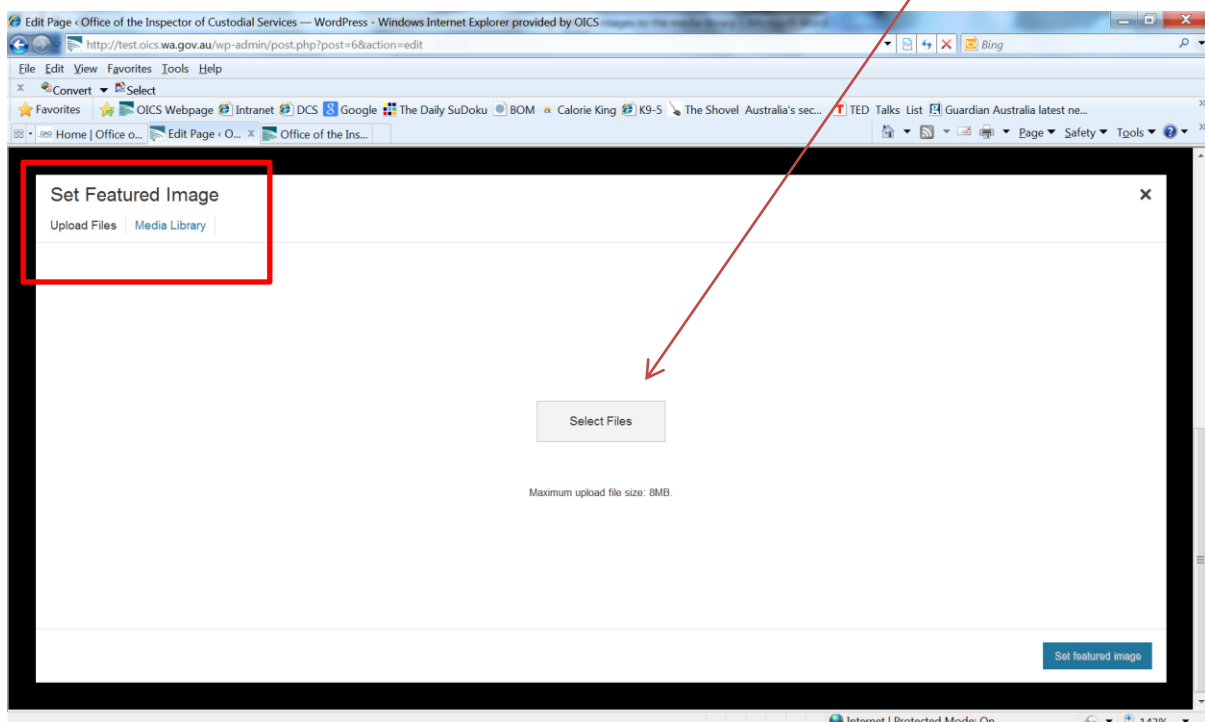
1. In 'report options' - Name the report – “report”

2. Click Add File



This will direct you to the websites media library where you can either select the annual report if it is already uploaded (from the media library tab), or upload the file from an OICS drive.

Selecting the upload file tab will display the following box. Click Select Files



1. Selecting files will open your OICS computer drives. Find the annual report
2. Select Open.
3. 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).
4. Click select to imbed this image into your webpage