

Community Reporting

About the Community Reporting Section

The purpose of the Community Reporting section is to provide external web links to files, documents and resources which may be useful to further explain those components included within the environment COSMOS has been applied to analyse.

The Community Reporting section does not permit the uploading of files - this is reserved for the [Documents](#) section of COSMOS. The Community Reporting section of COSMOS is defined for handling external web links which may lead to documents, photos or other files.

Adding a Community Reporting Item

1) When no 'Community Reporting' items exist, the following will be displayed. If items do exist, skip to action #3 below.


There are no community reporting items for this project.

[Manage Community Reporting](#)

2) Click 'Manage Community Reporting'

3) The **Project Navigation** will now show the following:

Community Reporting

 Please add any Community Reports your project may have.

Add new item

Type the name below and press enter.


Item #1 

4) Here, enter a recognizable name and press 'Enter'. This will now create an item in the **Responsive Model Canvas**:

Community Reporting


Item #1


5) In the **Project Navigation** click the Cimmunity Reporting item to reveal more detail:

Item #1 

Label

Web address

 OK




Enter a web address to provide more information regarding the item and click 'OK'. The **Responsive Model Canvas** will update to include an arrow which, when clicking on it, will launch the destination in a new web browser window:

Community Reporting


Item #1

Reordering a Community Reporting Item

When there are two or more items, it is possible to reorder them. To do so, in the **Project Navigation** click and drag the  icon and move up-and-down to reorder the Community Reporting items.

Removing a Community Reporting Item

1) In the **Project Navigation** click the Community Reporting item to reveal more detail:


Item #1

Label

Item #1

Web address

✓ OK



2) Click the red, trash can icon to delete the Community Reporting item.

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