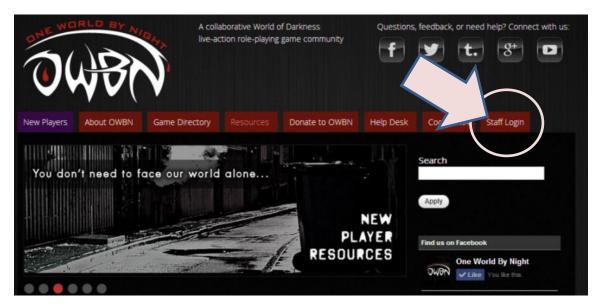
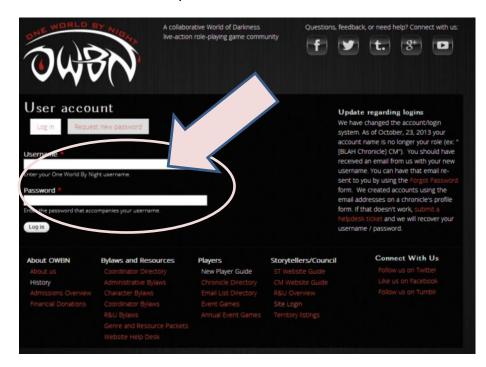
Submitting the Archivist Report

1. Go to <u>www.owbn.net</u> and click on "Staff Login".



2. Type in your username and password, and then click on the "log in" button. The username is your first initial and last name.

Note: If you have forgotten your password, click on the "request new password" button. A password reset link will be sent to your email address.



3. If you are a CM, Storyteller, or both, you'll see links to the CM, Storyteller, or both areas. **Both** Storytellers and CMs can submit Chronicle updates, so click one or the other.



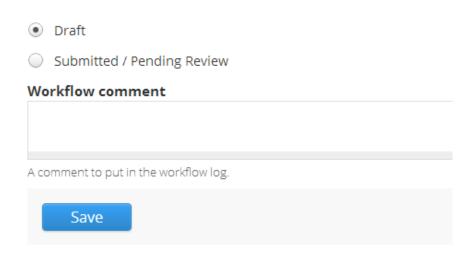
4. In the Screen that follows (Storyteller or CM), click on the "Submit Archivist Report" button on the left hand side.



5. At this point, you will see a series of boxes called Fields. All fields with stars next to them need to be filled out. The ones without stars do not need to be filled out.

channel
Show row we
Show row w
Show row we
Show row we

6. When all the information has been filled out, you have two options at the bottom. The Draft option is if you aren't quite done, and want to continue later. The Submitted/Pending Review option will send it to the Archivists, who will review the report. Once either option has been chosen, please make sure to click on "Save".



7. If you selected draft, and want to work on the Archivist report at another point, Follow steps 1-3. When you see the dashboard, click on "Archivist Reports".

OWBN site ST: Test	Game for Test	ing Purposes	CM: Test Game for 1		as: FFakerson Your	Profile Log out
OWE WORLD BY	No star		Vorld of Darkness playing game community	Questions, fe	eedback, or need help?	Connect with us:
ST Dashboard Actions	ST Da	ishboard	(Test Gar	ne for Te	sting P	.es)
Submit Archivst Report	Home	Chron Info	IC News Network	R&U Database	Archivist Reports	Territories
Submit IC News Report Submit new R&U						
Submit website article						
Character Connections Database						

8. In the screen that follows, click on the report that you were previously working on. The report will have a date in the label, which should help in finding the report you have saved as draft.

OWBN site	ST: Test Game for T	esting Purposes	CM: Test Game fo	r Testing Purposes		
				Logged in	as: FFakerson	Your Profile Log out
TO CO	NIGHT		World of Darkness -playing game commun		edback, or need	d help? Connect with us
What would you to do?	ılike Arch Purr	nivist Rep	ports for T	est Game	for Tes	ting
Submit Archivist R	leport		atabase Chon J	chivist Report		
Create R&U Subm	and the second sec					
Submit website ar	rticle Archivist R	leport for Test Game	for Testing Purp	-26-2014		
View Closed Votes	s					
R&U Statistics - A	ctive					
Contact the Archiv	vist					

9. In the next screen, click on "Edit". This will bring you back to the form, and you can fill it out and complete the form.



10. When you are done, don't forget to change the option to "Submitted/Pending Review". This indicates the Archivist report is completed. Click on save to submit the report to the Archivists.

Submitted / Pending Review
Workflow comment
A comment to put in the workflow log.
Save View changes