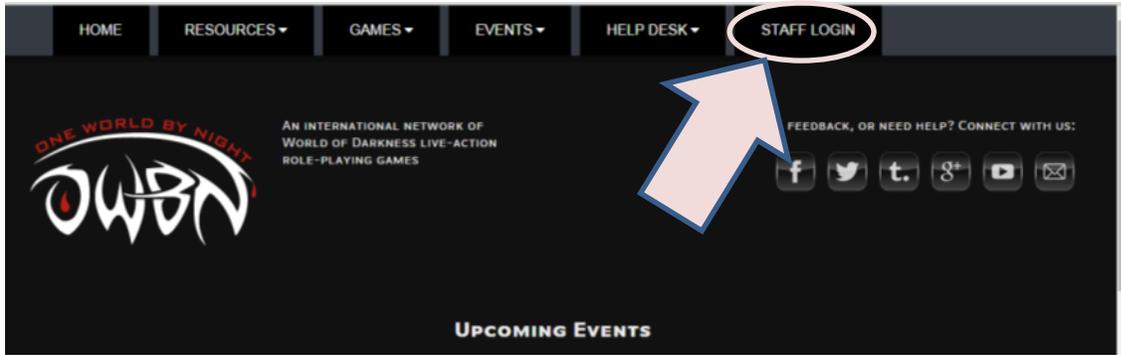


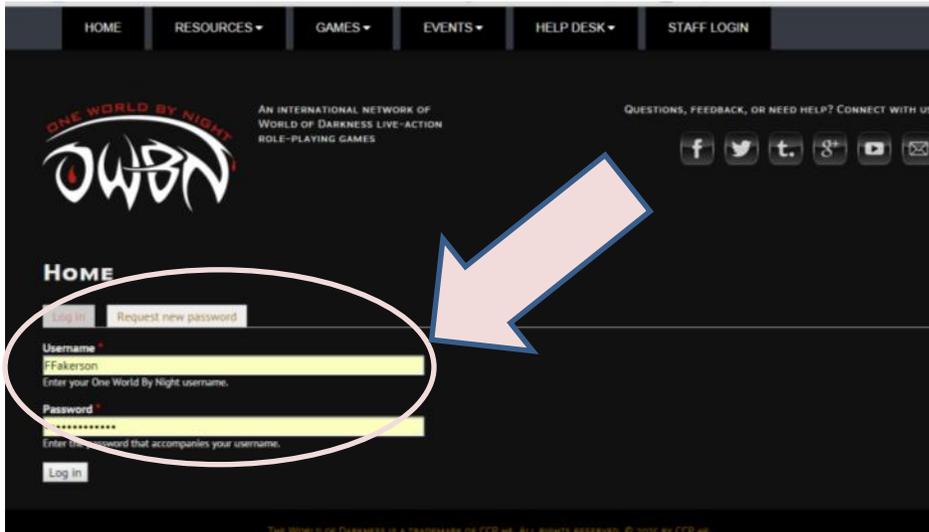
Submitting the Archivist Report

1. Go to www.owbn.net 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.

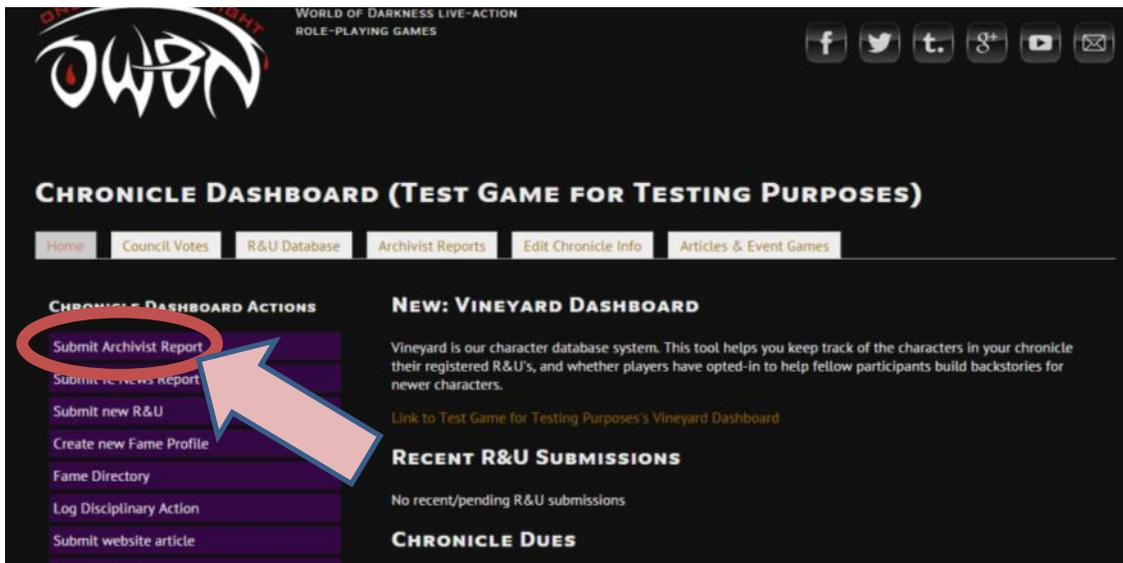
Note: If you have forgotten your password, click on the “request new password” button. A password reset link will be sent to your email address.



3. On the top right side of the screen, click on “Admin Links”, and click on your chronicle name. This will take you to the Chronicle Dashboard.



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 are optional. However, you are encouraged to fill in whatever details you can, to record events over the time period.
6. The first part of the Archivist report is intended to get contact information and attendance over the specified period.

7. The following sections are mandatory:
 - a. **Major plots that happened in the chronicle** – these are defined as a plot that affected several players over more than two game sessions.
 - b. **In-character (IC) events that may affect other chronicles or territory** – These are events that could impact in another member chronicle or coord/neutral territory in a meaningful way.
 - c. **Major Political Changes within the Chronicle - Major political changes** are defined as changes in important positions, ranks, leadership or other noticeable meaningful power shift (i.e. Princes, Harpies, Bishops, high ranked Garou, Chantry leaders, etc), preferably indicating the names being replaced.
 - d. **Noticeable Masquerade breaches** - Defined as any breach of the masquerade that reached news, especially online news.
 - e. **Fame x5 level actions** - Defined as actions that would be noticed by the population.
 - f. **Plots that may require help or attention from Coordinators** - Any plot the chronicle feel would benefit from such attention, serving as indication of willingness to work with said coordinator.
 - g. **Death or Administrative Removal of Prominent Characters within the Chronicle** - Character deaths, NPC (Significant sect members, i.e Prince, Primogen, Archbishop, High Ranked Garou, etc or Kine, Mayor, Media personality or other significant person) or PC
8. The following sections are optional:
 - a. **In-character events that may gain Regional or National attention**
 - i. **Regional attention** means events that may or have caused PCs, NPCs or mortal authorities in other regional games or nearby areas to take notice. Include IC events that you have informed nearby games and Subcoordinators of.
 - ii. **National attention** means events that may or have caused PCs, NPCs or mortal authorities outside of your region to take notice. Include IC events that you have informed distant games and Coordinators of.
 - b. **Other Matters the Reporter Feels are Relevant** – This is a catch-all miscellaneous section for items that don't fit in elsewhere.
9. If you run out of time to fill out the report, it can be saved as a Draft. Keep in mind that saving things to draft still requires text in the starred areas. Putting in a single word like “later” will allow the drafts to be saved. At the bottom of the Archivist Report, click on “Draft” and click on “Save”. If you are performing multiple drafts, you can optionally use the “Workflow Comment” to make a note for yourself later as to which sections still need to be filled in.

Target state

Submitted / Pending Review

Draft

Workflow comment

Remember to finish Fame x5 actions

A comment to put in the workflow log.

Save

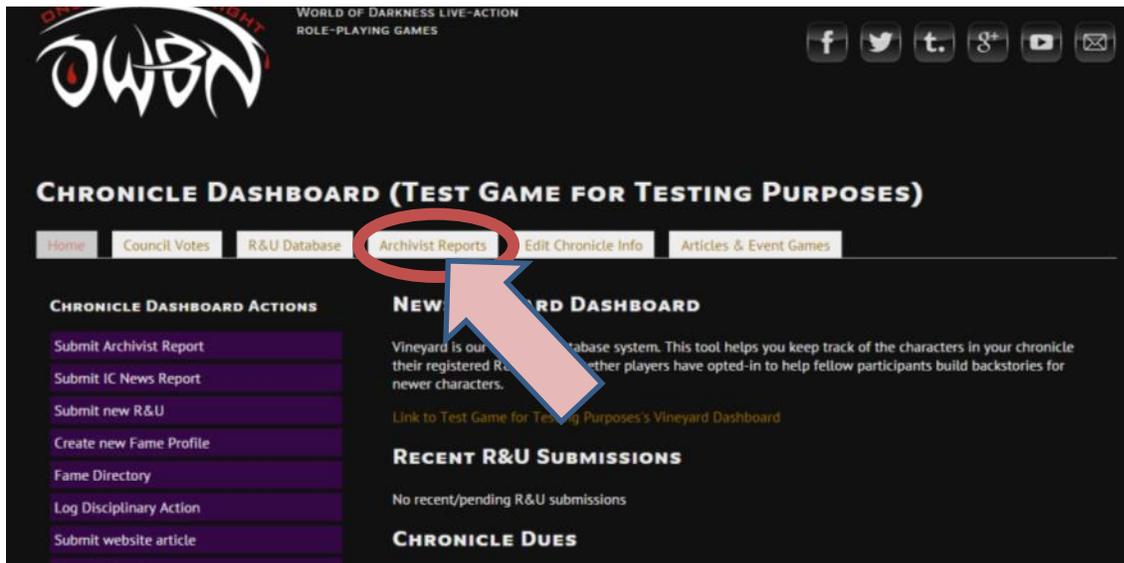
View changes

Delete

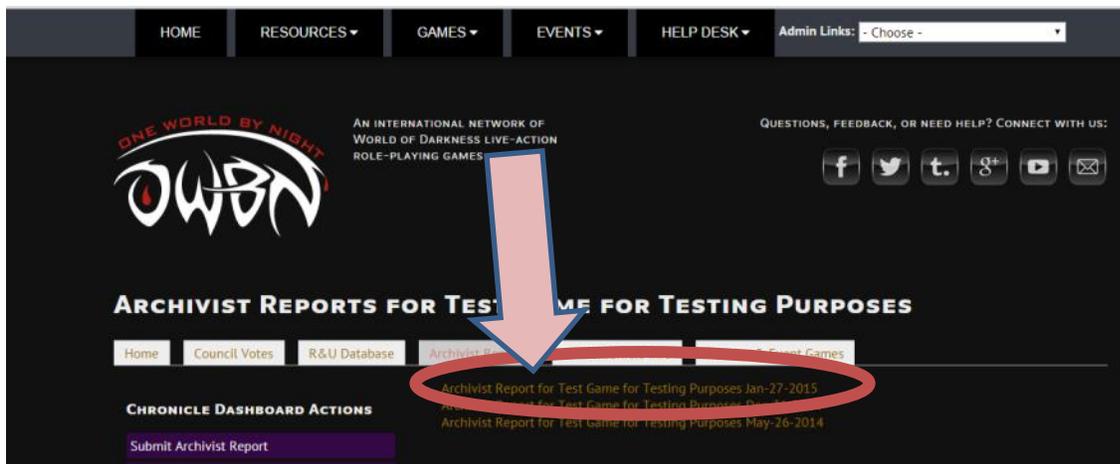
10. To return to a Draft of an Archivist report, Click on “Admin Links” and your chronicle name.



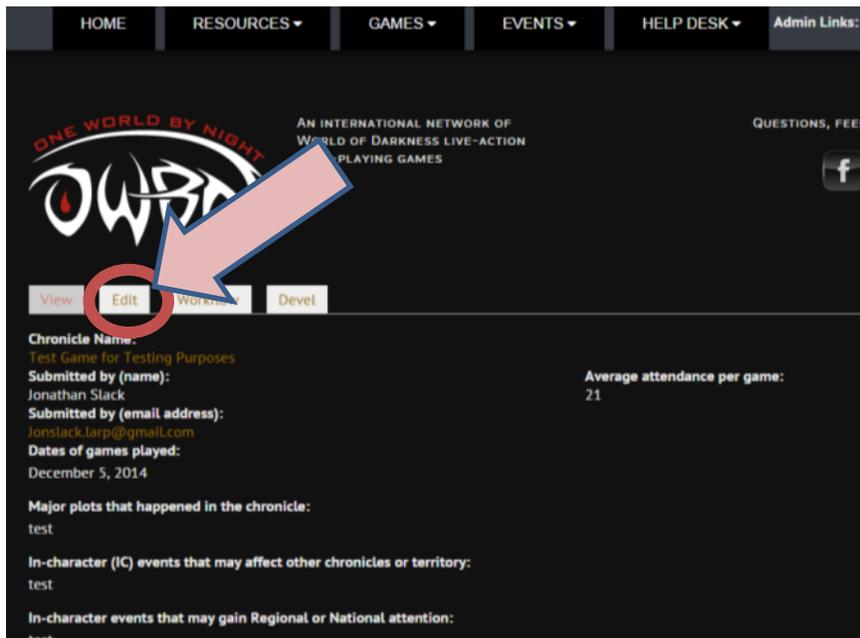
11. On the dashboard, click on “Archivist Reports” in the list of horizontal tabs.



12. Click on the date that was set to draft.



13. This will show what you have so far. To edit this draft, click on “Edit”



14. You will return to editing the Archivist report. The Draft option can be used multiple times to work on the report over several sessions, if needed.

15. When you have completed the Archivist report, click on “Submitted/Pending Review” at the bottom of the Archivist report, and then click on “Save”

Target state

- Submitted / Pending Review
- Draft

Workflow comment

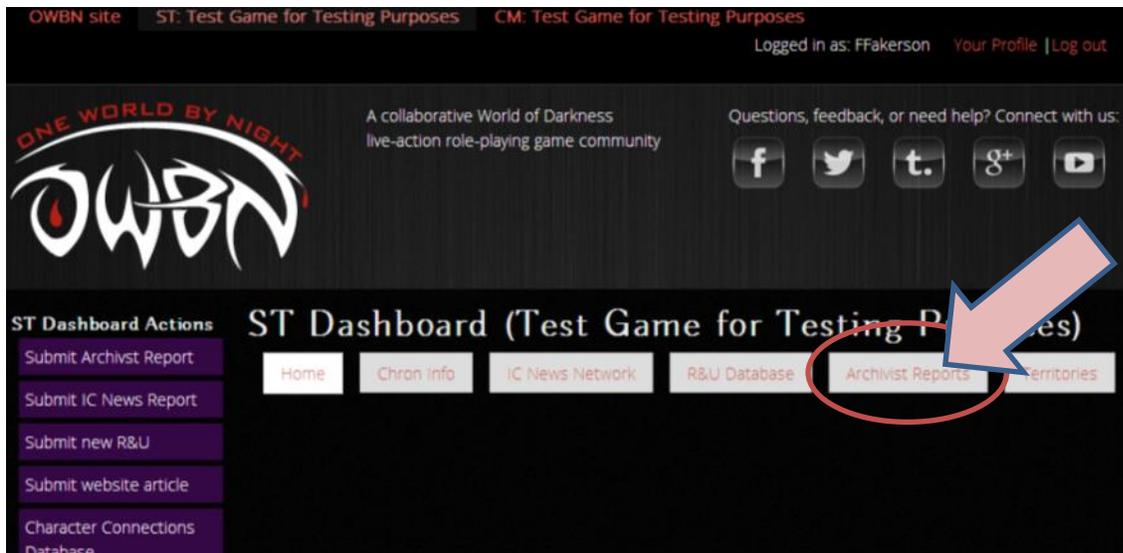
A comment to put in the workflow log.

- Save
- View changes
- Delete

16. The Submitted/Pending Review option will send it to the Archivists, who will review the report.

17. Reports that are missing information can be rejected. If a report is rejected, you will be informed of the rejection and informed of the reason for the rejection. Rejected reports are saved in draft state, and can be opened and edited by following the Draft instructions above.

18. 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”.



19. 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.



20. 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.



21. 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.

