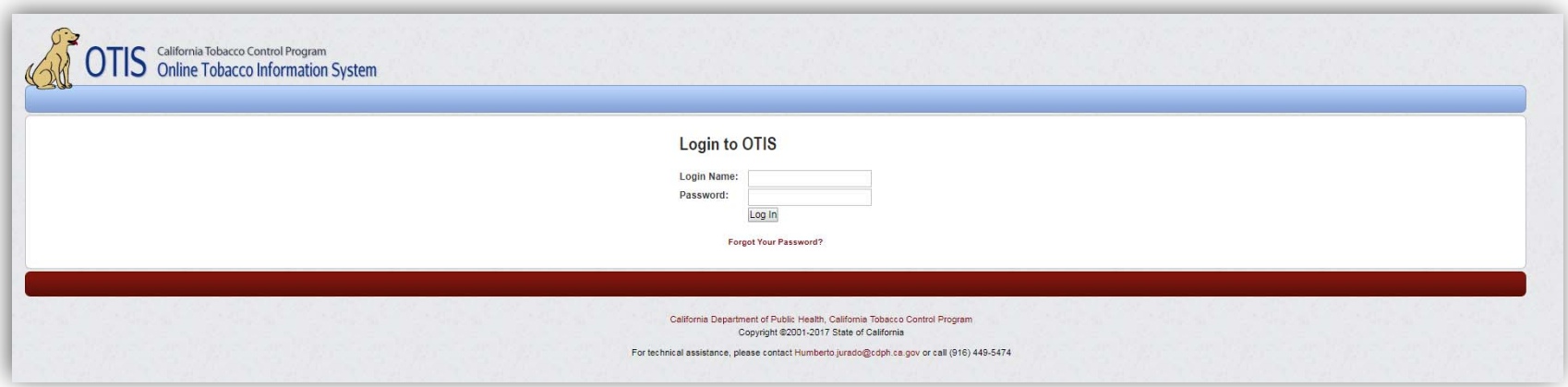
Instructions for Accessing the OTIS Activity Wizard

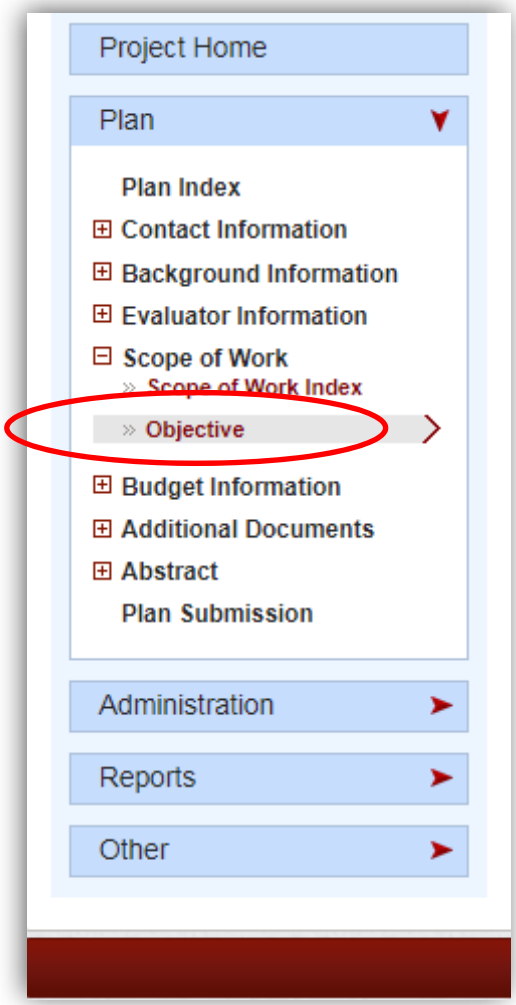
Activity Wizard

The OTIS Activity Wizard is a tool to help you write activities for your Intervention and Evaluation Plans. Sample activity description is categorized by type of activity. To access the OTIS Wizard, follow the steps below. We recommend you also review Appendix 15. *OTIS Activity Wizards List* to guide you in the development of your plan.

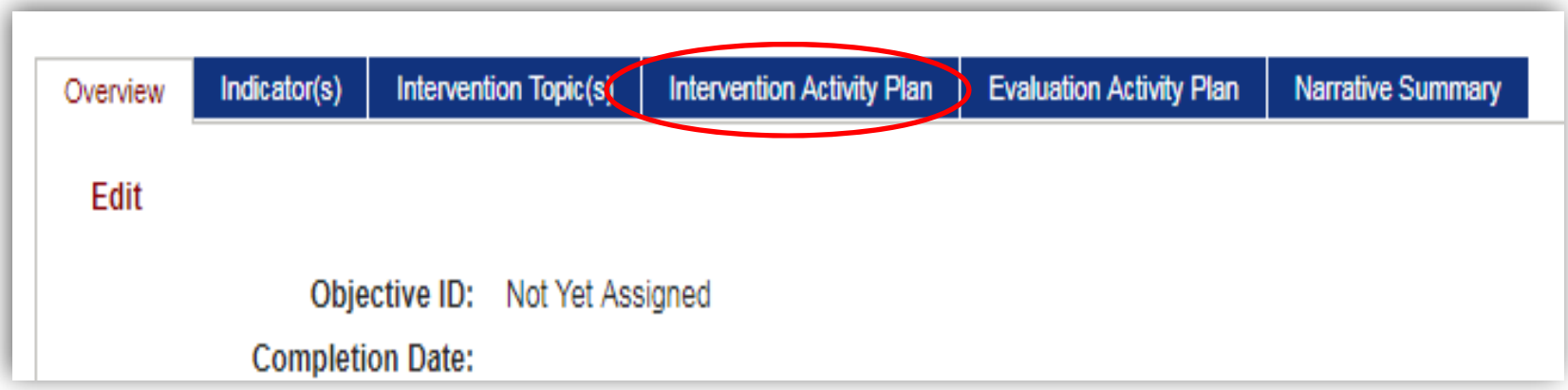
1. **Log in to OTIS.** https://otis.catcp.org/



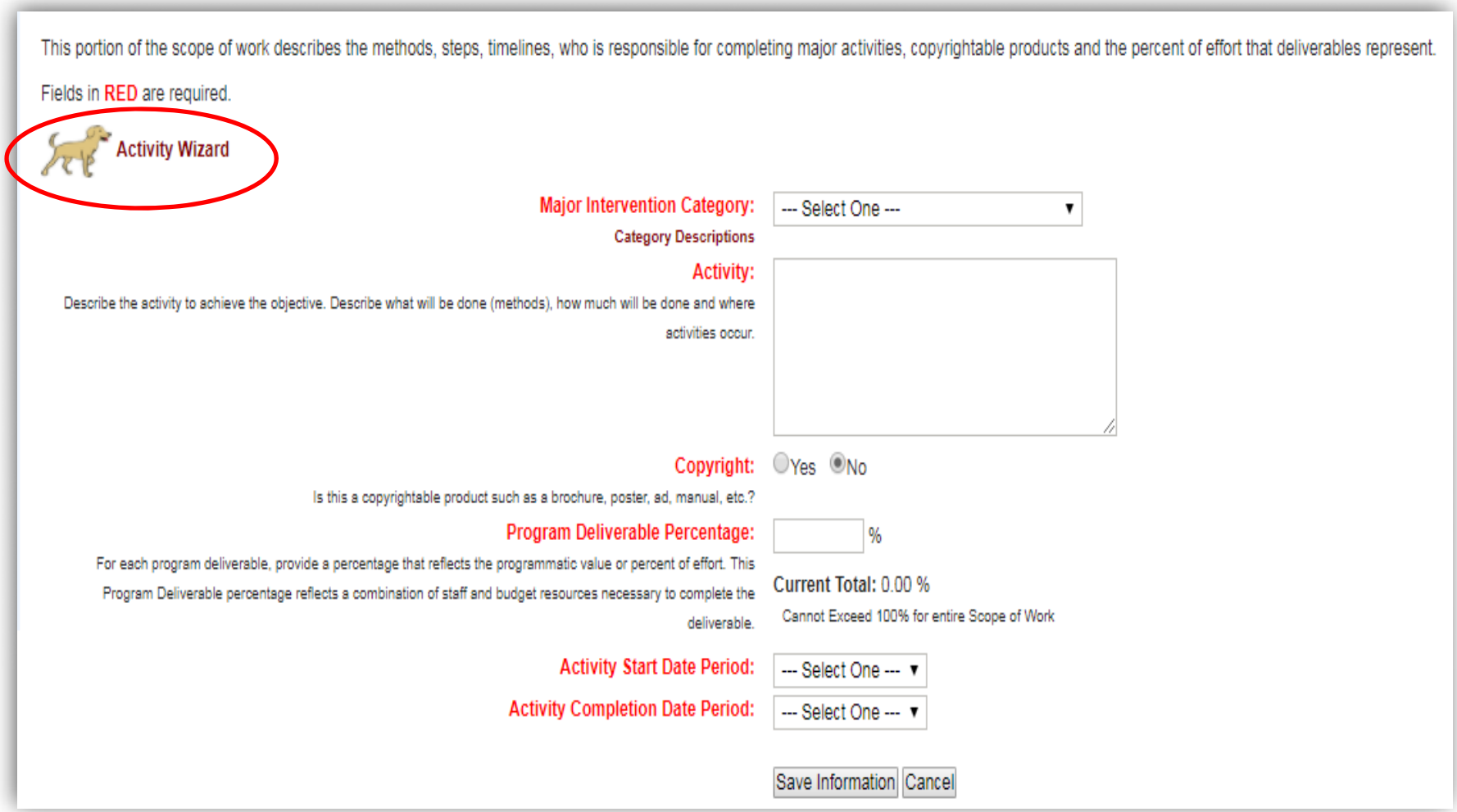
2. **On the left-hand column, click on "Plan." Below "Plan Index," click on "Scope of Work." Finally, click on "Objectives." The order goes:**
    1. **Plan**
    2. **Plan Index**
    3. **Scope of Work**
    4. **Objective**



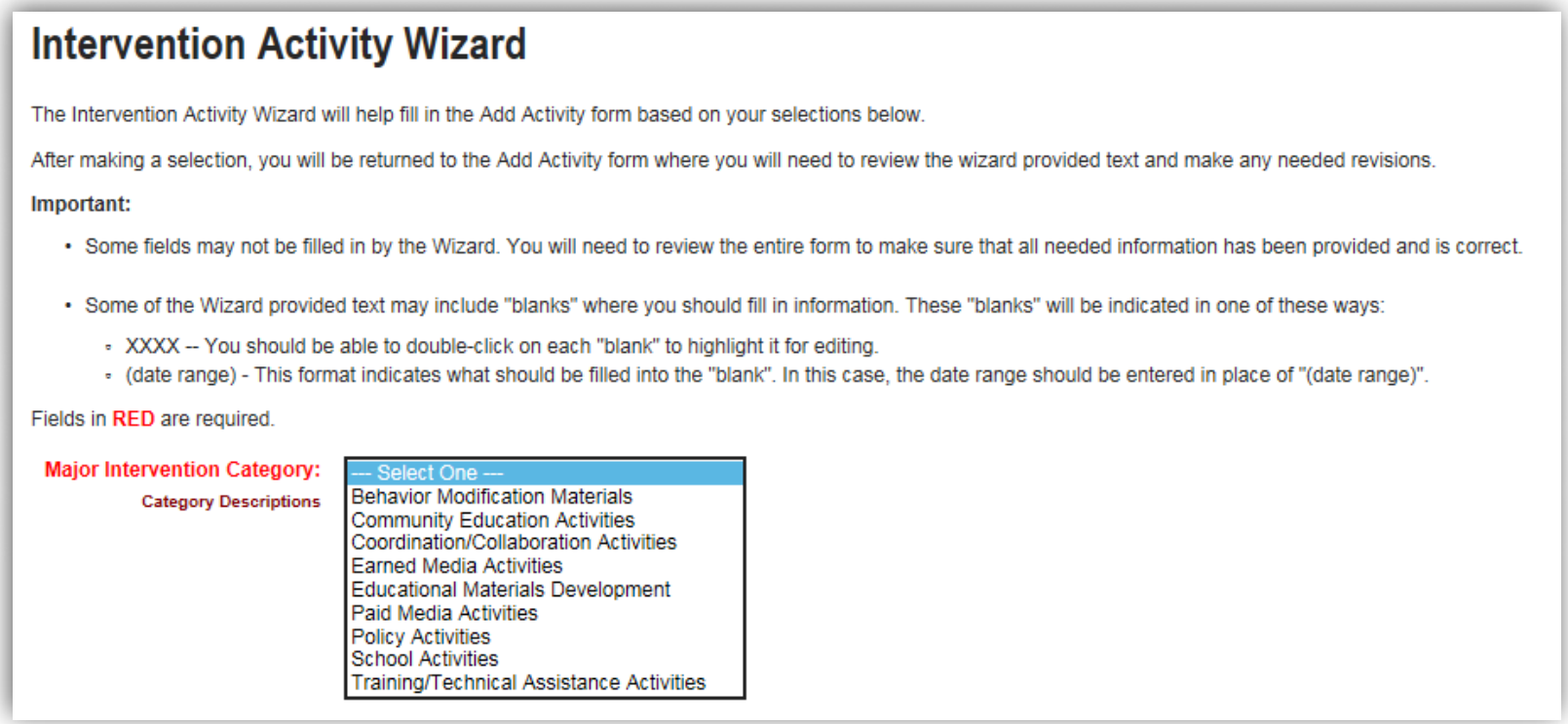
3. On the center of page, click on the "Intervention Activity Plan" tab.



4. **Click on "Activity Wizard." This button is located at the top left hand corner of the page. Look for the photo of dog with the red font.**



5. **The page will look like this. This page will include a drop-down menu to select the type of activity you will be conducting. Select from one of the pre-populated categories.**



Intervention Activity Wizard

The Intervention Activity Wizard will help fill in the Add Activity form based on your selections below.

After making a selection, you will be returned to the Add Activity form where you will need to review the wizard provided text and make any needed revisions.

Important:

- Some fields may not be filled in by the Wizard. You will need to review the entire form to make sure that all needed information has been provided and is correct.
- Some of the Wizard provided text may include "blanks" where you should fill in information. These "blanks" will be indicated in one of these ways:
  - XXXX -- You should be able to double-click on each "blank" to highlight it for editing.
  - (date range) - This format indicates what should be filled into the "blank". In this case, the date range should be entered in place of "(date range)".

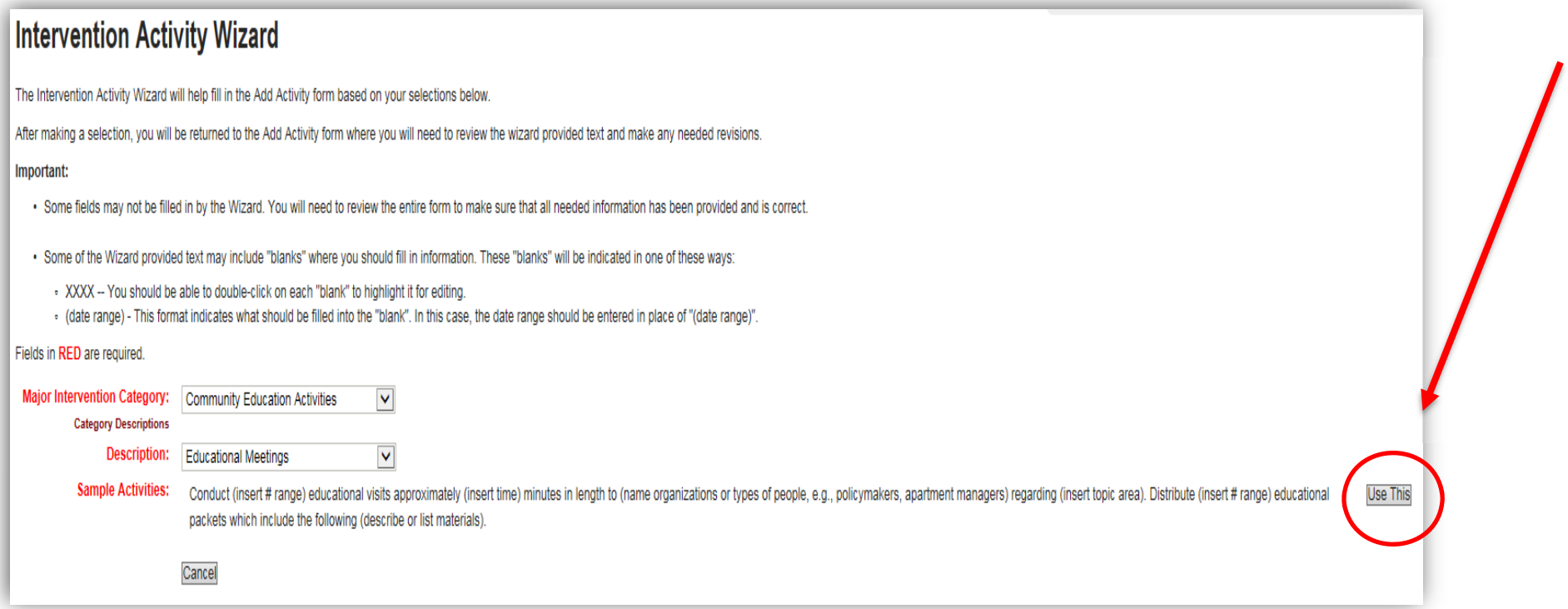
Fields in RED are required.

Major Intervention Category:

Category Descriptions

--- Select One ---
Behavior Modification Materials
Community Education Activities
Coordination/Collaboration Activities
Earned Media Activities
Educational Materials Development
Paid Media Activities
Policy Activities
School Activities
Training/Technical Assistance Activities

6. **Enter the desired category and description. First select your "Major Intervention Category", then select from the pre-populated descriptions for the activities. Once selected, click the "Use This" button, located on the bottom right hand corner of the page, to add the sample language to your plan.**



7. **Repeat Steps 3-6 for the each Intervention and Evaluation Activity.**