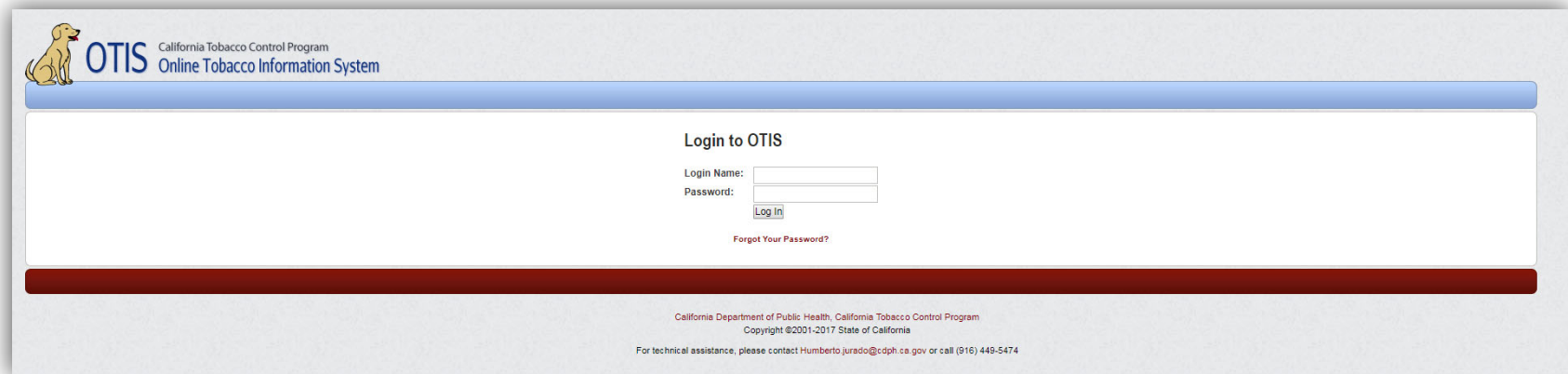


Instructions for Accessing the OTIS Activity Wizard



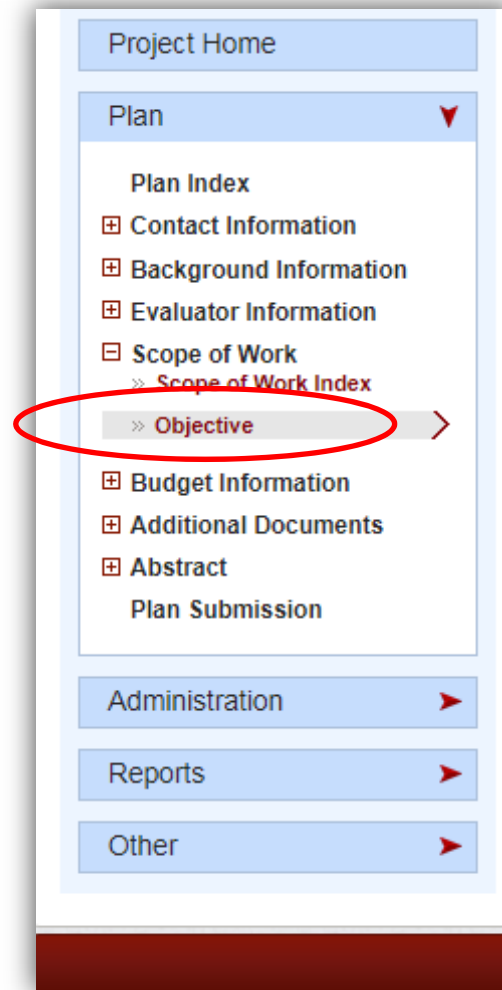
The OTIS Activity Wizard is a tool to help you write activities for your Intervention and Evaluation Plans. Sample activity description is categorized by type of activity. To access the OTIS Wizard, follow the steps below.

Log in to OTIS. <https://otis.catcp.org/>

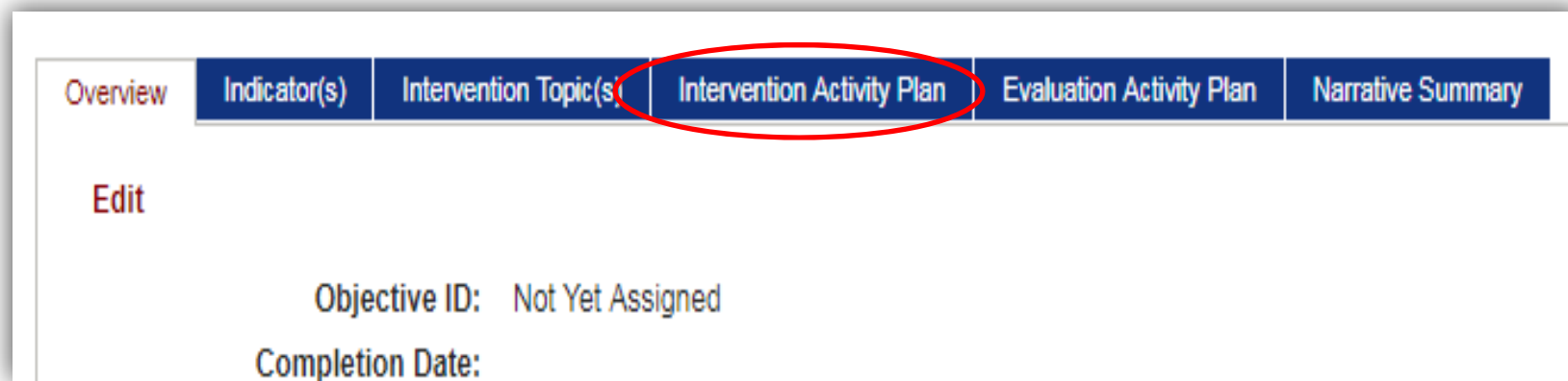
A screenshot of the OTIS (Online Tobacco Information System) login page. The page has a light gray background. At the top left, there is a logo with a yellow dog and the text "OTIS California Tobacco Control Program Online Tobacco Information System". Below this is a blue horizontal bar. The main content area is white and contains the text "Login to OTIS". Below this text are two input fields: "Login Name:" and "Password:". To the right of the "Password:" field is a "Log In" button. Below the input fields is a link that says "Forgot Your Password?". At the bottom of the page, there is a dark red horizontal bar. Below this bar, there is small text that reads: "California Department of Public Health, California Tobacco Control Program Copyright ©2001-2017 State of California For technical assistance, please contact Humberto.jurado@cdph.ca.gov or call (916) 449-5474".

1. 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



2. On the center of page, click on the “Intervention Activity Plan” tab.



The screenshot shows a web interface with a horizontal tabbed menu. The tabs are labeled: Overview, Indicator(s), Intervention Topic(s), Intervention Activity Plan, Evaluation Activity Plan, and Narrative Summary. The 'Intervention Activity Plan' tab is highlighted in blue and circled with a red oval. Below the tabs, on the left, is an 'Edit' link. In the center, the text 'Objective ID: Not Yet Assigned' is displayed, followed by 'Completion Date:' on the next line.

Overview	Indicator(s)	Intervention Topic(s)	Intervention Activity Plan	Evaluation Activity Plan	Narrative Summary
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Edit

Objective ID: Not Yet Assigned

Completion Date:

3. 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.

4. 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

5. 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.

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