

OTM Database System

How-To Guide for Campus Administrators



<http://otms.nrhh.org>

10 Things Campus Administrators should know.

1. Not having a campus configured correctly can cause OTMs to be submitted for the wrong month and to the wrong level (ie: campus or regional levels).
2. Depending how your university submits OTMs, the system can handle the submission of OTMs locally and regionally.
3. The entire database system is run off of dates that administrators put in when configuring their university. Ie: When a user clicks on Submit General OTM, the system will automatically determine what month and year the OTM is being written for.
4. All user accounts, when created, are set to inactive. They must be activated by an administrator for the user to log into the system.
5. The system can keep track of OTMs submitted by individual halls and/or organizations.
6. If a campus submits OTMs locally, the campus administrator has the option of deciding which OTM categories their university will accept.
7. If a campus submits OTMs locally, the campus administrator set dates for when OTMs are to be submitted by.
8. If a campus does not submit OTMs locally first, the system will only handle one OTM submission per category.
9. All OTMs will be viewable to the public at the Regional NRHH RAD's discretion.
10. Campus OTM Committee Users & Administrators can view OTMs from your university between the local date due and the regional date due.

What are my responsibilities as a Campus Administrator?

- Manage user accounts for your university.
 - Deleting inactive users from the system.
 - Configure campus OTM committee users.
 - Configuring multiple campus administrators (if required).
- Configure your university preferences.
 - Putting in university & chapter sizes
 - Website information
 - Individual Hall/Organization Information
 - Does your university submit OTMs locally first?
- If your university OTMs locally:
 - You will need to submit campus winners to your regional level. (This can only be done between local and regional due dates.)
 - You will need to configure campus OTM due dates.
 - You will need to choose which OTM categories your university accepts.

How to configure my university settings

1. Once you have created an account and it has been designated as a campus administrator, log into the system at <http://otms.nrhh.org> by clicking on **Log In**.
2. Click on the **Campus Info** link on the left hand side.
3. Type in **Campus Population** and **NRHH Campus Size**. Fill out the website information and **Administrator's E-mail**.
4. If your university wants to keep track of individual hall submission, click Yes. (Question #7)
5. **If your university submits OTMs locally first** before submitting OTMs to the regional level, select Yes. (Question #8) **NOT ANSWERING THIS CORRECTLY CAN CAUSE OTMS TO GET "LOST."** If your university submits multiple OTMs per category on the local level and then determines which OTMs will advance to the regional level, select YES. If your university decides what OTMs should be submitted to the regional level and then writes them, then select NO. This option will send all OTMs submitted directly to the regional level and your university will only be allowed to submit one OTM per category.
6. If you as the administrator would like to be notified when a user is requesting an account, select Yes. (Question #9)
7. If you would like the user to receive an e-mail when the account has been activated, select Yes. (Question #10)
8. If you would like the user to receive an e-mail when the account has been denied, select Yes. (Question #11)
9. Fill out the default e-mail distribution list (optional). This can be used for when you want the system to send out an e-mail of the campus winning OTMs. If you have a select list of e-mail address you submit it to each month, this will relieve the hassle of having to type them in every month. If you submit the list to a listserv, and the listserv is a closed listserv (ie: only the subscribers may submit to it), make sure that otms@otms.nrhh.org is added to the list and set to not receive e-mails.
10. If you selected yes to items 4 & 5, the system will automatically log you out when you hit the update button for the settings to take effect.

If your university submits OTMs locally first.

1. Log back into the system and click on **Campus Info**.
2. Select the **categories that your campus will accept** and hit update.
3. Select **Config Dates** on the menu bar.
4. Since your university submits OTMs locally, you will have the option of when you want your OTMs to be due. Select the edit link next to each month and fill in the appropriate information. **TIPS:** All times are in Central Standard Time. If you want your OTMs due at midnight on the 10th, then set the system to have them due by the 11th at 00 hour.
5. **NOT SETTING THE DATES PROPERLY CAN CAUSE OTMS TO BE SUBMITTED FOR THE WRONG MONTH/YEAR. Do not set OTMs to be due the same date/time as the regional level. This will cause your OTMs to not be submitted onto the regional level.** (Read on as to why...)
6. The campus administrator **MUST** log into the system between the local date due and the regional date due (grading period) to submit the proper OTMs onto the regional level. Only one OTM per category can be submitted to the regional level. **IT MUST BE DONE BY THE REGIONAL DEADLINE.**
7. Due to the fact that OTMs can not be viewed by the public until a date the Regional NRHH RAD sets, the campus administrator can designate users as a **campus OTM committee** level access. This permits those users the ability to view OTMs submitted by your University during the grading period. Click Admin User and Edit for each user who should have this access.

If your university just submits OTMs to the regional level

1. Your university will only be allowed to submit one OTM per category.
2. All OTMs will automatically be sent to the regional level.
3. Your university can not choose which categories to submit for.
4. You can not set when the OTMs must be submitted by. The Regional NRHH RAD will specify this date.

If your university keeps track of OTMs submitted by an individual hall or organization

1. Log back into the system and click on Hall Orgs
2. Type in the name of the organization and click add.
3. If you type the name in wrong, just set it to inactive and create a new one.

Get Web Links

Want to your university's NRHH website to link directly to OTMs submissions for your university? Direct your browser to https://otms.nrh.org/get_links.php and select your University to get all the link information for your website.