

Steps to Access Applications in ODM (Online Database Manager)

The application is staggered this year therefore the **deadline date** to complete applications for Income, Health, Homelessness and Basic Needs is **Thursday April 28, 2011, at 2 p.m.**

The **deadline** for **Education** is **May 5, 2011, at 2 p.m.**

As always, please make sure your organization is keeping the contact information displayed on the "Your Central Agency Info Sheet" up-to-date in the ODM (Online Database Manager).

Remember! your logins are retained (**only on the computer that you are currently using**) so that you do not have to type them in again when accessing the database. To effectively use the CTK CI ODM, it is necessary to access the Internet using **Microsoft Internet Explorer 6.0** or higher.

At the Internet Explorer page set up your caching correctly. While the browser is open, click on **Tools;**


Internet Options

Select the **General Tab** (usually the default tab).

The middle section is titled **Temporary Internet Files.**

Click on **Settings** button when the Settings box opens

Select **Every Visit To The Page** is selected from the options listed at the top of that box. This allows the web browser to automatically update and show any changes made to a page. **Also, make sure you remove pop-up blockers on your computer prior to updating the form.** Now you are ready to access the database. The link to login to ODM is: https://www.ckodm.com/uwma_atl/

1. Go to the left-hand side of the screen at the top under **Navigation Menu**; click on "Your Central Agency Info Sheet Search"
2. You will arrive at the Agency Search screen; in the **using this criteria box**, type in the first letter of your agency name and **click Search.**
3. You will see your Agency name in the Search Results list, when you locate your agency name you will see icons next to it, click **directly on the yellow folder**  to open your agency folder of forms.

Once you are inside your agency folder you will see **11 buttons**:

[Back to Search](#) = returns you to the search screen

[Agency Profile](#) = contains the Your Central Agency Info Sheet (where the agency updates their information throughout the year.) and the Agency Management Administration form where the agency annually records their agency budget information.

[Program Application 2010](#) = contains your application form from the 2010-11 Impact Fund Investment year. *(each will show you the program(s) listed out if an agency has multiple programs).*

[Reports](#) = contains Mid Year and Year End Reports for the agency

[Program Grant Decisions](#) = the form where agencies view their funding decisions and confirmed target numbers for the 2010-11 Grant Agreement contract.

[Education 2011-12 Application](#) = Education application for 2011-12

[Low Income 2011-12 Application](#) = Income application for 2011-12

[Homelessness 2011-12 Application](#) = Homelessness application for 2011-12

[Health 2011-12 Application](#) = Health application for 2011-12

[Basic Needs 2011-12 Application](#) = Basic Needs Application for 2011-12

[Attach Documents](#) = optional: upload additional documents for your program (with button selected, go up to Create New; slide down to Upload; a box will open for you to name and attach your document by clicking Upload. Close. You will be returned to the view doc folder screen.

4. The **Agency Profile** button will already be selected; you will see your *existing Agency Management Administration form*. Click directly on [Agency Management Administration \(1\)](#) to open it and update all information in the form. After you have updated all fields, scroll up to the upper-right hand corner of the form and click the **SAVE** button. **CLOSE** form. You will be returned to your agency folder of forms again where you see the 11 buttons. Now you will create and complete the applicable form for your program.

5. Click on the button of your choice depending on the application you wish to complete. For example you will see the buttons where the application forms can be completed:

[Education 2011-12 Application](#)

[Low Income 2011-12 Application](#)

[Homelessness 2011-12 Application](#)

[Health 2011-12 Application](#)

[Basic Needs 2011-12 Application](#)

6. After you click the button of your selection, go up to the **Create New** drop-down at the top, slide down within the drop-down to select, open and tab through to complete the application form.

Do not forget to click the **SAVE** button in the upper-right hand corner of your form, after you fill in pieces of data as you go through the form. ***Do not leave the form open for long periods of time; the system will time you out and you will lose any information you have completed.*** Simply **SAVE** then **CLOSE** the form at a later time to complete form. When you close the form, you will automatically be returned to the view doc folder screen.

Select the **status** of your form at the bottom: **Draft** or **Final**. Do not select Final until you have completed the form in its entirety. Always click the **SAVE** button in the upper-right hand corner of form, after filling in any data. Close form.

If you are ready to **Submit** your application, click **Agency Profile** button, click directly on the form: **Your Central Agency Info Sheet** select **Submit** in the drop-down at the top of the form. Scroll back up to top of form click the **SAVE** button in the upper-right hand corner of form, after you have fill in your data. **CLOSE** form. Under the Navigation Menu you may **Logout** if you are done.

You will receive an email notification stating that we have been notified of your submission status of the application. If you have any questions send an email to grantee@unitedwayatlanta.org.

Thank you.