

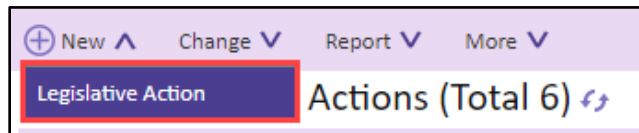
Creating a Legislative Action

Market: House, Senate

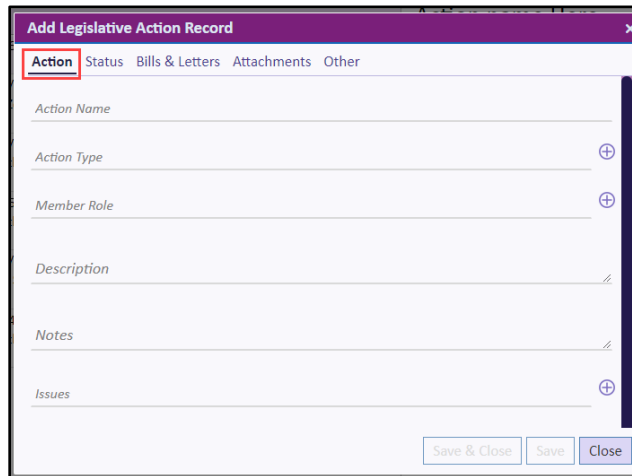
Description: These instructions teach users how to create a new legislative Action.

Creating a New Legislative Action

1. Navigate to the **LegiStats** application.
2. At the top of the screen select **New**. Click **Legislative Action**.



3. Complete the fields within the **Action** tab.
 - a. **Action Name:** enter a title for this legislative action.
 - b. **Action Type:** select a value from the list. This list will vary based on office.
 - c. **Member Role:** select Sponsor or Co-Sponsor.
 - d. **Description:** enter a brief description for this legislative action.
 - e. **Notes:** enter notes as needed.
 - f. **Issues:** select relevant issue codes(s).



4. Complete the fields within the **Status** tab.
 - a. **Assigned To:** select the name of the staff member responsible for this action.
 - b. **Completed:** enter the date that the action was completed.
 - c. **Success Rating:** select the rating for this action.

The screenshot shows a web form titled "Add Legislative Action Record". At the top, there are four tabs: "Action", "Status", "Bills & Letters", "Attachments", and "Other". The "Status" tab is currently selected and highlighted with a red box. Below the tabs, there are several input fields: "Assigned To" (a text field), "Completed" (a date field with a calendar icon and the placeholder "mm/dd/yyyy"), and "Success Rating" (a field with a plus sign icon on the right).

- 5. Complete the fields within the **Bills & Letters** tab.
 - d. **Bill Type**: select the type of bill from the drop-down menu.
 - e. **Bill Number**: enter the bill number.
 - f. **Congress**: select the current meeting number during which the bill was introduced

The screenshot shows the same "Add Legislative Action Record" form, but now the "Bills & Letters" tab is selected and highlighted with a red box. The "Status" tab is now dimmed. The form fields visible are: "Congress" (a text field), "Bill Type" (a drop-down menu with a plus sign icon on the right), "Bill Number" (a text field), and "Form Letters" (a text field).

- 6. Click **Save & Close**.



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