

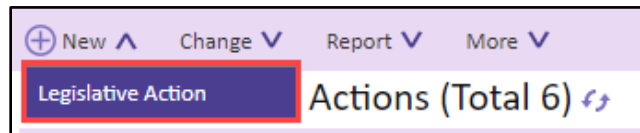
Creating a Legislative Action

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).

A screenshot of the 'Add Legislative Action Record' form. The form has a purple header with the title and a close button. Below the header are several tabs: 'Action', 'Status', 'Bills & Letters', 'Attachments', and 'Other'. The 'Action' tab is selected and highlighted with a red box. The form contains several input fields: 'Action Name', 'Action Type' (with a dropdown arrow), 'Member Role' (with a dropdown arrow), 'Description' (with a text area icon), 'Notes' (with a text area icon), and 'Issues' (with a dropdown arrow). At the bottom right, there are three buttons: 'Save & Close', 'Save', and 'Close'.

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", "Completed" (with a date format "mm/dd/yyyy" and a calendar icon), and "Success Rating" (with a plus sign icon).

- 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 greyed out. The form fields visible are: "Congress", "Bill Type" (with a plus sign icon), "Bill Number", and "Form Letters".

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

The screenshot shows three buttons in a row: "Save & Close", "Save", and "Close". The "Save & Close" button is highlighted with a red border.

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