

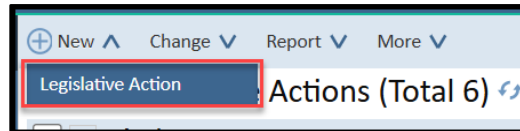
## Creating a Legislative Action

**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.

Add Legislative Action Record

Action
Status
Bills & Letters
Attachments
Other

Assigned To

Completed

mm/dd/yyyy

Success Rating

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

Add Legislative Action Record

Action
Status
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Other

Congress

Bill Type

Bill Number

FormLetters

6. Click **Save & Close**.

Save & Close
Save
Close

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