

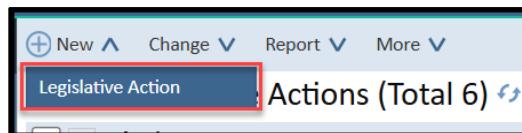
Creating a Legislative Action

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



The dialog box has tabs at the top: Action, Status, Bills & Letters, Attachments, and Other. The Action tab is active. It contains the following fields:

- Action Name: Text input field.
- Action Type: A dropdown menu with a plus sign and a list icon.
- Member Role: A dropdown menu with a plus sign and a list icon.
- Description: Text input field.
- Notes: Text input field.
- Issues: Text input field.

At the bottom are buttons: Save & Close, Save, and Close.

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

Add Legislative Action Record X

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 X

Action Status Bills & Letters Attachments Other

Congress

Bill Type ▼+/-

Bill Number

FormLetters

6. Click **Save & Close**.

Save & Close Save Close

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