

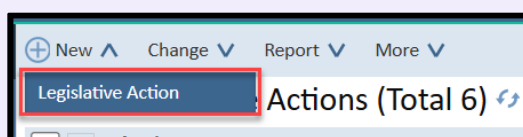
Creating a Legislative Action

Market: House, Senate

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

Creating a New Legislative Action

1. Navigate to the **LégiStats** 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 a web form titled 'Add Legislative Action Record'. The form has a dark blue header bar with the title and a close button. Below the header, there are five tabs: 'Action' (selected), 'Status', 'Bills & Letters', 'Attachments', and 'Other'. The 'Action' tab contains several input fields: 'Action Name' (text), 'Action Type' (dropdown with a plus icon), 'Member Role' (dropdown with a plus icon), 'Description' (text area), 'Notes' (text area), and 'Issues' (dropdown with a plus icon). At the bottom right of the form, 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.

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.
 - a. **Congress**: select the current meeting number during which the bill was introduced
 - b. **Bill Type**: select the type of bill from the drop-down menu.
 - c. **Bill Number**: enter the bill number.
 - d. **FormLetters**: select the related form letter.

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

7. Add any attachments by clicking the + button.

Add Legislative Action Record

Action

Status

Bills & Letters

Attachments

Other

Save & Close

Save

Close

[Top of Page](#)