

LEGISLATIVE INFORMATION NOTIFICATION UPDATE SYSTEM (LINUS) HOW TO SEARCH FOR A BILL

How to Search for a Bill in LINUS

Introduction

This tutorial will walk you through the steps for how to search for a bill in LINUS.

Select the step numbers below to navigate through this tutorial.

1 2 3 4 5 6 7

How to Search for a Bill in LINUS

1 Step 1

USER ID	<input type="text" value="bmeng"/>
PASSWORD	<input type="password" value="....."/>

Go to the LINUS web page at <https://apps.state.or.us/linus/>.
Enter in your **USER ID** and **PASSWORD**. Select **Login**.

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2 Step 2




The screenshot shows a vertical menu titled "MAIN MENU" with the following options: Search, Committees, Legislators, Users, Administrative, Reports Menu, and Log Out. The "Search" option is highlighted with a red box and a mouse cursor icon pointing to it.

After logging in you will be on the Main Menu. Click on *Search*.

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3 Step 3



The screenshot shows the "BILL SEARCH" form with the following fields and options:

- BILL SEARCH** Advanced
- Bill Number: Summary: Display Full Summary:
- Relating To Clause: Search Full Relating To: Display Full Relating To: Bill Label:
- Bill Manager (Primary): (available) (selected)
- Sort By: (available) (selected)
- Search Name: Concept Number: Session Yr: 2010 Session Type: Special Bill Version: Current Tracked: Tracked Active
-

There are several ways that you can search for a bill to track.

- You can search by entering a specific Bill Number (you must include all numerical digits and exclude the HB or SB).
- Search by a word or phrase in the bill Summary, Relating to Clause, or Bill Label.

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4 Step 4

The screenshot shows the 'BILL SEARCH' interface with the 'Advanced' checkbox checked. The interface includes several search criteria fields:

Bill Number:	Summary:	Display Full Summary: <input type="checkbox"/>	Relating To Clause:	Search Full Relating To: <input type="checkbox"/>	Display Full Relating To: <input type="checkbox"/>	Bill Label:			
Bill Manager (Primary): (available) [+>] <[-]	(selected)	Sort By: (available) [+>] <[-]	(selected)	Search Name:	Concept Number:	Session Yr: 2010	Session Type: Special	Bill Version: Current	Tracked: Tracked Active
Division:	Office:								

The Advanced search screen is used to further limit the bills that you get in your search results. This screen is mainly used by those agencies who have divisions or divisions and offices and are tracking many bills.

To do an Advance Search, select the **Advance** check box.

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5 Step 5

Several new search options will display. You can search by Division, Office, Secondary Bill Manager, Priority, Due Date, Completed Date, Hearing Date, Date Due to LFO, Date Sent to LFO, Bill Location, Bills Assigned to Committee.

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6 Step 6

Bill Location: (available) [selected] [+>] [-<]

Bills Assigned to Committee: (available) [selected] [+>] [-<]

Sponsor: (available) [selected] [+>] [-<]

Search Now Clear

Use one method to search for a bill to track and select **Search Now**.

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7 Step 7

SEARCH RESULTS (2 records found; 2 unique bills; sorted by Bill Number)

Bill #	Relating To	Summary	Organization	Priority	Bill Manager
HB3604A	Relating to preference factors for public contracting; declaring an emergency.	Requires contracting agency that issues request for proposals or invitation to bid for construction related to interstate bridge to include preference for products, materials and components fabricated in close proximity to site at which products	Test Division1		Smith, John

The search results screen will display. Select a bill that you want to view.

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