

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

How to Untrack a Bill in LINUS

Introduction

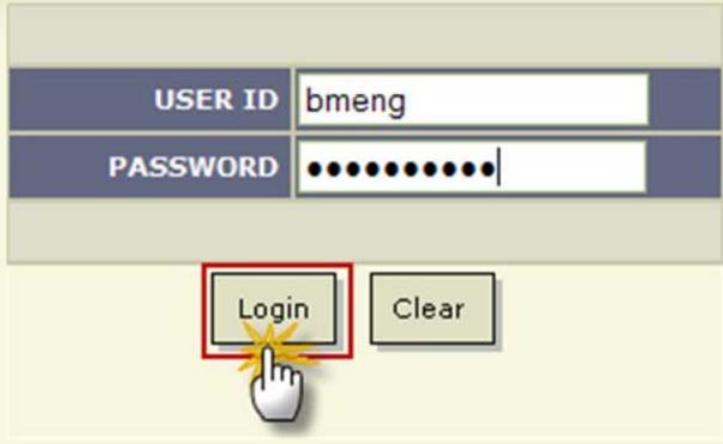
This tutorial will walk you through the steps for how to untrack a bill in LINUS.

Select the step numbers below to navigate through this tutorial.

1 2 3 4 5 6 7

How to Untrack a Bill in LINUS

1 Step 1



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




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

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3 Step 3



Select your name from the *Bill Manager* drop down menu.

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4 Step 4

BILL SEARCH Advanced Search Now

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:
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bill Manager (Primary):	(selected) Smith, John		Sort By:	(selected)		
(available) <input type="checkbox"/>	<input type="checkbox"/>		(available) <input type="checkbox"/>	[+] <input type="checkbox"/>		
Search Name:	Concept Number:	Session Yr:	Session Type:	Bill Version:	Tracked:	
<input type="text"/>	<input type="text"/>	2010 <input type="checkbox"/>	Special <input type="checkbox"/>	Current <input type="checkbox"/>	Tracked Active <input type="checkbox"/>	

Click on the **plus [+] sign** to add your name. Your name will appear on the right under (selected). Select **Search Now**.

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5 Step 5

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
HB3605A	Relating to the Oregon Business Development Fund; appropriating money; declaring an emergency.	Deletes] Creates exception to maximum loan amount permitted from Oregon Business Development Fund for applicants proposing business development projects. Increases maximum amount of loan that may be approved by Director of Oregon Busi	Test Division1		Smith, John

On the Search Results screen scroll to the bill you don't want to track. Click on your name under the **Bill Manager** column.

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6 Step 6

Bill Manager: Smith, John	Division: Test Division 1
Primary bill manager? <input checked="" type="checkbox"/>	Office:
Position:	Receive E-Mail Updates: (available) [+]> (selected) 01. student 04. student
Active? <input checked="" type="checkbox"/>	Receive E-Mail Group Updates: (available) [+]> (selected) DAS Email Group Test

The Bill Summary screen is displayed. De-select the check mark in the Active check box.

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7 Step 7

Action History

Bill Analysis

Blue Sheet

Fiscal Impact

Hearing Schedule

Testimony

Bill Summary Report

Measure Summaries
& Impact Statements

Save

Reset

BILL SUMMARY

Bill Number: **HB5002A** Session Year: **2009** Session Type: **Session** Version: **Current**

Summary

Bill Location: Chapter Number Assigned	Bill Summary: VIEW PDF Appropriates moneys from General Fund to Oregon Department of Administrative Services for certain biennial expenses.
Last Action Date: 06/30/2009	Relating To Clause: Relating to financial administration of the Oregon Department of Administrative Services; appropriating money; and declaring an
Concept Number:	Sponsor: Presession filed.
Bill Manager: Admin, Admin	Bill Label:
Division: New Division 5	

Click **Save**. Repeat for other bills as needed.

1 2 3 4 5 6 7