

LEGISLATIVE INFORMATION NOTIFICATION UPDATE SYSTEM (LINUS) HOW TO ATTACH A DOCUMENT

How to Attach a Document in LINUS

Introduction

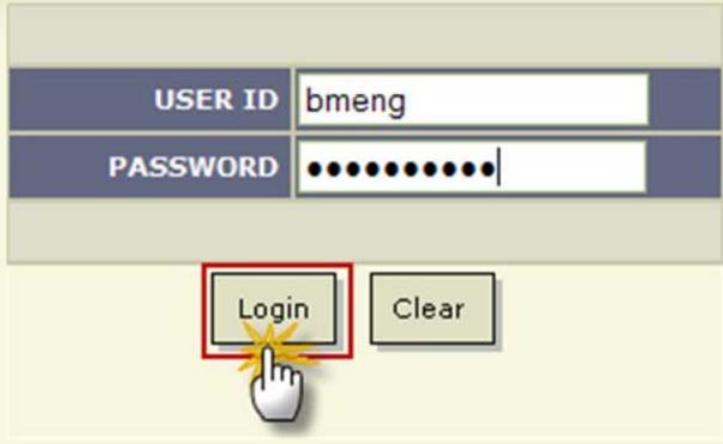
This tutorial will walk you through the steps for how to attach a document in LINUS.

Select the step numbers below to navigate through this tutorial.

1 2 3 4 5 6 7 8 9 10

How to Attach a Document 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

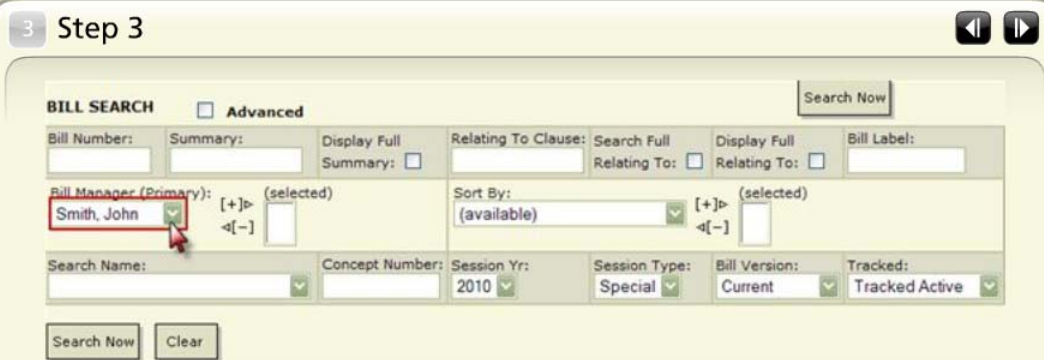


After logging in you will be on the Main Menu. Click on *Search*.

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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"/>	<input type="text"/>

Bill Manager (Primary): (selected) Smith, John

Sort By: [+]> (selected) <[-]

Search Name: Concept Number: Session Yr: 2010 Session Type: Special Bill Version: Current Tracked: Tracked Active

Search Now Clear

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

You can add a document to the Bill Analysis, Blue Sheet, or Testimony screens. Select which document you would like to attach.

- Action History
- Bill Analysis**
- Blue Sheet**
- Fiscal Impact
- Hearing Schedule
- Testimony**

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6 Step 6

Bill Number: **HB3600A** Session Year: **2010**

Document Status	
Due Date:	<input type="text"/> (mm/dd/yyyy) Status: <input type="text"/>
Completed Date:	<input type="text"/> (mm/dd/yyyy) Last Update:
Approved Date:	<input type="text"/> (mm/dd/yyyy)
Assigned To:	<input type="text"/>
Attach File:	<input type="text"/> Browse... Attach
Attached Files:	<input type="text"/> View Detach

Click **Browse**.

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7 Step 7



Browse to the network location for the file you want to attach. Highlight the file name and click **Open**.

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8 Step 8



Document Status			
Due Date:	<input type="text"/>	 (mm/dd/yyyy)	Status: <input type="text"/>
Completed Date:	<input type="text"/>	 (mm/dd/yyyy)	Position: <input type="text"/>
Approved Date:	<input type="text"/>	 (mm/dd/yyyy)	Last Update:
Division:	abeldivision		
Office:	abeloffice		
Assigned To:	<input type="text"/>		
Attach File:	H:\A_Working\Learning\LINUS\LINUS Outli		<input type="button" value="Browse..."/> <input type="button" value="Attach"/>
Attached Files:	<input type="button" value="View"/> <input type="button" value="Detach"/>		

The file name will now show in the Browse field. Click on **Attach**.

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9 Step 9

Document Status			
Due Date:	<input type="text"/>	 (mm/dd/yyyy)	Status: <input type="text"/>
Completed Date:	<input type="text"/>	 (mm/dd/yyyy)	Position: <input type="text"/>
Approved Date:	<input type="text"/>	 (mm/dd/yyyy)	Last Update:
Division:	Test Division1		
Office:	<input type="text"/>		
Assigned To:	<input type="text"/>		
Attach File:	<input type="text"/>		<input type="button" value="Browse"/> <input type="button" value="Attach"/>
Attached Files:	<input type="button" value="View"/> <input type="button" value="Detach"/>		

HB3604A
user_manual.pdf

Now you will be able to see the file listed in the Attached Files. Only one document can be attached to each version of the Bill Analysis and Blue Sheet screens for each agency that is tracking a bill. Files that are attached can only be viewed by agency users with view rights.

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