

The NEW Email Group function allows for creation of groups of people who will receive notifications about bills. The email group is at the agency level and can be created and edited based on the authority level.

Granting permissions:

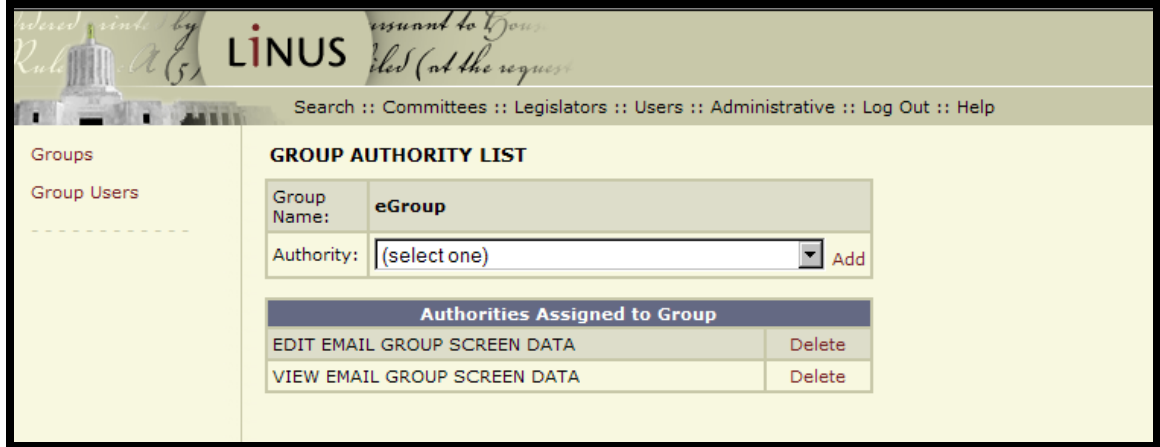
1. Go to the **Administrative screen** and select **Group**
2. Select a group



3. Select **Group Authority List**



4. To add authorities, select Edit Email Group Screen Data and click Add. Then select View Email Group Screen Data and click Add



Creating an Email Group:

1. Go to the **Administrative** screen and select **Email Groups**



Figure 1. Agency User List

2. To add a new email group, click **New** button on the left panel



Figure 2. Email Group List

3. Enter email group name and click **Save** button to save the email group. Remove checkmarks to avoid users in the email group from receiving every notification about every bill the agency is tracking.

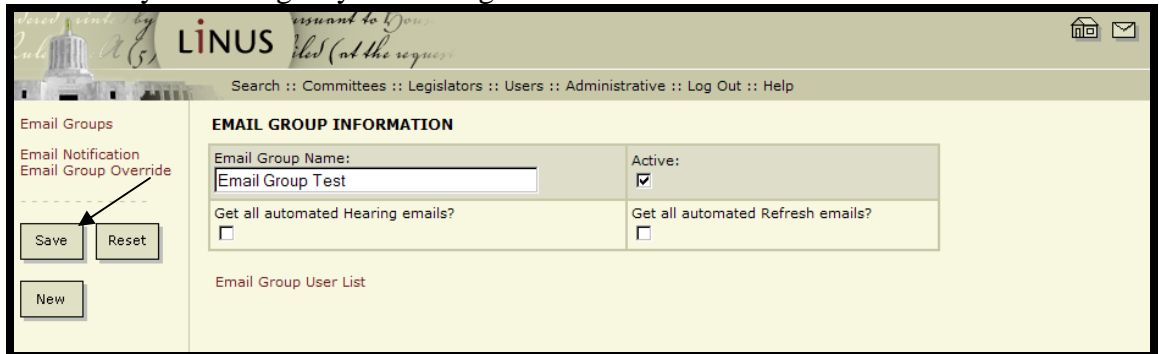


Figure 3. Email Group Information

4. After saving the email group, the system allows users to be added to this group by clicking **Email Group User List** link

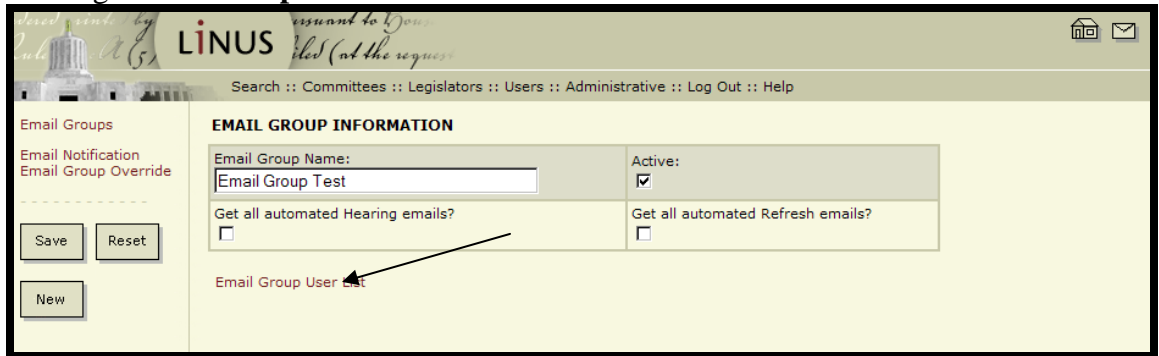


Figure 4.1. Email Group Information

5. To add user(s) to the email group, select a user name from the user dropdown list and click **Add**. To delete user(s) from the group, click **Delete** next to their name



Figure 5. Email Group User List

- To customize the Email Notification parameters, click **Email Groups** and select the email group name.



Figure 6. Email Group List

Click **Email Notification Email Group Override** on the left panel



Figure 6.1. Email Group Information

7. Customize the number of days of advance notice, types of notices and frequency of notifications. Click **Save** button on the left panel to save the information

EMAIL NOTIFICATIONS EMAIL GROUP OVERRIDE

Email Group Name: **DAS Email Group**

Days advance notice for Hearing Notification emails?

| Send Refresh Notification emails when a: | Send Notification? | Notification Interval? |
|---|-------------------------------------|------------------------|
| Bill is added for the first time | <input checked="" type="checkbox"/> | OLIS Refresh |
| Bill is amended | <input checked="" type="checkbox"/> | OLIS Refresh |
| New version records are created due to bill being amended | <input checked="" type="checkbox"/> | Daily |
| Bill summary or relating to clause is updated | <input checked="" type="checkbox"/> | Daily |
| New committee is added | <input checked="" type="checkbox"/> | Daily |
| Committee is updated | <input checked="" type="checkbox"/> | Daily |
| Committee is inactivated | <input checked="" type="checkbox"/> | Daily |
| Committee member is added | <input checked="" type="checkbox"/> | Daily |
| Committee member is removed | <input checked="" type="checkbox"/> | Daily |
| New legislator is added | <input checked="" type="checkbox"/> | Daily |
| Legislator is updated | <input checked="" type="checkbox"/> | Daily |
| Legislator is inactivated | <input checked="" type="checkbox"/> | Daily |

| Send Agency Notification emails when a: | Send Notification? | Notification Interval? |
|---|-------------------------------------|------------------------|
| New bill note is added to a bill | <input checked="" type="checkbox"/> | Upon Entry |

Figure 7. Email Notification Email Group Override

To Use an Email Group:

1. To use the email group, go to **Search** screen, find a bill and click the **Search** button or press enter key on your keyboard

2. On the Search Results page, select a **Bill Manager** name to go to the **Bill Summary** page

| Bill # | Relating To | Summary | Organization | Priority | Bill Manager |
|---------|--|--|-----------------------------------|----------|------------------|
| HB3600A | Relating to education; and declaring an emergency. | Allows school district to seek waiver if school district uses entity other than entity under state contract to administer assessments to students in grade 10. Specifies conditions. Declares emergency, effective on passage. | Test Division1 | | Elliott, William |
| | | | Department Of Systems Development | | Liu, Linda |
| | | | SDC Division2 | | Schenk, Suzanne |
| | | | Test Office Clone | 2 | Not assigned |
| | | | New Office for Test | | Not assigned |
| | | | Field Office 1 | | Not assigned |
| HB3601A | Relating to Oregon Farm-to-School and School Garden Program; and declaring an emergency. | Requires Department of Education to establish Oregon Farm-to-School and School Garden Program. Appropriates moneys from General Fund to department for | Field Office 2 | | Not assigned |
| | | | Field Ops | 3 | Not assigned |
| | | | SDC Division2 | | Schenk, Suzanne |

3. Choose an email group from **Receive Email Group Updates** dropdown list and move it to the selected box by clicking **[+]>**. Note that individual users can be selected and added in a separate field.

The screenshot shows the LINUS web application interface. The top navigation bar includes a search function and links for Committees, Legislators, Users, Administrative, Log Out, and Help. The main content area is titled "BILL SUMMARY" for bill number HB3603, session year 2010, and session type Special. A "Summary" section contains several fields: Bill Location (In House Committee), Last Action Date (02/25/2010), Relating To Clause (Relating to repeal of assessment on health insurance premiums; declaring an emergency), Sponsor (Presession filed, Jim Weidner), Bill Label, Division, Office, and Primary bill manager? (unchecked). At the bottom, there are two dropdown menus for "Receive E-Mail Updates" and "Receive E-Mail Group Updates". The "Receive E-Mail Group Updates" dropdown is selected, and an arrow points to it. The "Active?" checkbox is checked.

Click **Save** button on the left panel.

There are two ways to view a complete list of users and groups selected to receive email notifications for a specific bill.

1. From the Bill Summary screen, click the **Bill Summary Report** link on the left panel...

BILL SUMMARY
 Bill Number: **HB3600A** Session Year: **2008** Session Type: **Special** Version: **Current**

Summary

Bill Location: **Secretary of States Office - Chapter Number Assignment** Bill Summary: **Allows school district to seek waiver if school district uses entity other than entity under state contract to administer assessments to students in grade 10. Specifies conditions.** VIEW PDF

Last Action Date: **03/11/2008** Relating To Clause: **Relating to education; and declaring an emergency.**

Sponsor: **Elections, Ethics and Rules (H)**

Bill Label: **TestLabel**

Division: [Dropdown]

Office: [Dropdown]

Receive E-Mail Updates: (selected)
 (available) [Dropdown] [+]> Linus, User1
 <[-] Liu, Linda

Position: **Support**

Action History:

| Date | Chamber | Action |
|------------|---------|---|
| 02/04/2008 | House | First reading. Referred to Speaker's desk. |
| 02/04/2008 | House | Referred to Education with subsequent referral to Ways and Means. |
| 02/05/2008 | House | Public Hearing held. |
| 02/06/2008 | House | Public Hearing and Work Session held. |
| 02/07/2008 | House | Work Session held. |
| 02/08/2008 | House | Recommendation: Do pass with amendments, be printed A-Engrossed, and subsequent referral to Ways and Means be rescinded. |
| 02/08/2008 | House | Subsequent referral to Ways and Means rescinded by order of Speaker. |
| 02/11/2008 | House | Second reading. |
| 02/12/2008 | House | Third reading. Carried by Buckley. Passed. Votes: Ayes, 56; Absent, 1--Macpherson; Excused, 3--Jenson, Krieger, Olson. |
| 02/13/2008 | Senate | First reading. Referred to President's desk. |
| 02/13/2008 | Senate | Referred to Education and General Government. |
| 02/18/2008 | Senate | Public Hearing held. |
| 02/21/2008 | Senate | Public Hearing and Work Session held. |
| 02/22/2008 | Senate | Recommendation: Do pass the A-Eng. bill. |
| 02/22/2008 | Senate | Second reading. |
| 02/22/2008 | Senate | Rules suspended. Third reading. Carried by Walker. Passed. Votes: Ayes, 30. |
| 03/04/2008 | House | Speaker signed. |
| 03/06/2008 | Senate | President signed. |
| 03/11/2008 | House | Governor signed. |
| 03/11/2008 | House | Chapter 20, (2008 Laws): Effective date March 11, 2008. |

Note: All measure history information is considered unofficial until formal revision process is complete and the record certified as accurate. The formal revision process is conducted upon adjournment sine die of the Seventy-Fourth Oregon Legislative Assembly.

Gov. Signed: Yes

Fiscal Amounts:

| | 1st Biennium | 2nd Biennium |
|----------------|--------------|--------------|
| Expenditures | | |
| Revenue Impact | | |
| FTE Impact | | |

Fiscal Notes:

| User | Date | Notes | Version |
|------|------|-------|---------|
| | | | |

Email Updates: Email Group: DAS Email Group
 User Email: Linus, User1; Liu, Linda

Bill Notes:

| User | Date | Notes | Version |
|------|------|-------|---------|
| | | | |

2. or Click the **Customized Report Selection** link on the left panel of the Search Results screen

Search :: Committees :: Legislators :: Users :: Administrative :: Log Out :: Help

SEARCH RESULTS (76 records found; 47 unique bills; sorted by Bill Number)

| Bill # | Relating To | Summary | Organization | Priority | Bill Manager |
|---------|--|--|--|----------|--------------------------------|
| HB3600A | Relating to education; and declaring an emergency. | Allows school district to seek waiver if school district uses entity other than entity under state contract to administer assessments to students in grade 10. Specifies conditions. Declares emergency, effective on passage. | Test Division1 Department Of Systems Development SDC Division2 | | Elliott, William Liu, Linda |
| | | | Test Office Clone | 2 | Not assigned |
| | | | New Office for Test | | Not assigned |
| | | | Field Office 1 | | Not assigned |
| | | | Field Office 2 | | Not assigned |
| | | | Field Ops | 3 | Not assigned |
| HB3601A | Relating to Oregon Farm-to-School and School Garden Program; and declaring an emergency. | Requires Department of Education to establish Oregon Farm-to-School and School Garden Program. Appropriates moneys from General Fund to department for | SDC Division2 | | Schenk, Suzanne |

Check **Received Email Updates** box

Search :: Committees :: Legislators :: Users :: Administrative :: Log Out :: Help

CUSTOMIZED REPORT SELECTION Run Report

Saved Custom Reports:

| | | | |
|---|---|--|---|
| <input checked="" type="checkbox"/> Bill Number | <input type="checkbox"/> Relating To Clause | <input type="checkbox"/> Bill Summary | <input type="checkbox"/> At the Request of |
| <input type="checkbox"/> First 2 Sponsors | <input type="checkbox"/> Remaining # of Sponsors | <input type="checkbox"/> Bill Location | <input type="checkbox"/> Bill Assigned to Committee |
| <input type="checkbox"/> Division | <input type="checkbox"/> Office | <input type="checkbox"/> Bill Manager | <input type="checkbox"/> Priority |
| <input type="checkbox"/> Bill Position | <input type="checkbox"/> Bill Label | <input type="checkbox"/> Concept Number | <input type="checkbox"/> Fiscal Impact |
| <input type="checkbox"/> Subjects | <input checked="" type="checkbox"/> Receive Email Updates | <input type="checkbox"/> Related Bills | <input type="checkbox"/> Other Interested Parties |
| <input type="checkbox"/> Document Type | <input type="checkbox"/> Document Status | <input type="checkbox"/> Assigned To | <input type="checkbox"/> Date Due |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Completed | <input type="checkbox"/> Received Date | <input type="checkbox"/> Testimony Approved |
| <input type="checkbox"/> Date Assigned* | <input type="checkbox"/> Date Due to LFO* | <input type="checkbox"/> Date Sent to LFO* | |

Fiscal Amounts: Biennium 1: Expenditures Revenues FTE
 Biennium 2: Expenditures Revenues FTE

Bill Notes: Current version only All versions

Next Hearing: Date/time only All hearing information

Last Action: Last Action only Last 3 Actions

Effective Date: Exclude bills with blank date Include bills with blank date

Click Run Report button. The email groups and individual emails are on the report.

Customized Report
Report Date: **Mon, Apr 19, 2010**
Searched on: **Unique Bills=47; Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Sort By=Bill Number;**

| Bill # | Received Email Updates |
|---------|---|
| HB3600A | DAS Email Group Linda; Liu User1; Linus Angelo; Jordan Steve; New Anthony; Creasey Barbara; Smith Debbie; Hunt |
| HB3601A | |
| HB3602A | |
| HB3603A | Rena; Sawyer Suzanne; Futrell |
| HB3604 | SYS Email Group User1; Linus |
| HB3605A | |

Buttons: Email Report, Export