

Legislative Information Notification Update System

LINUS

Training User Manual 2009 Session

**Updated By:
DAS LINUS Support Team**

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1. GETTING STARTED

A. ABOUT LINUS

Legislative Information Notification Update System (LINUS) is a web-based application that provides agency access to information from the Oregon Legislative Information System (OLIS) as well as access to information input by agency staff. The system is a statewide system developed through a collaborative process with input from agency legislative coordinators who serve on the LINUS Steering Committee.

To get to LINUS you need Internet access to <http://linus.state.or.us>. To troubleshoot agency access, please ask your Agency LINUS Administrator to contact the DAS LINUS Help Desk: Linus.SUPPORT@state.or.us. Your access to LINUS is available through your employment with your agency. Do not share your user ID or password with others.

LINUS receives information from Oregon Legislative Information Systems (OLIS). Every fifteen minutes the agreed-upon parts of OLIS data are exported to a secondary server. The LINUS server checks the secondary server and when LINUS detects new data, a replication process runs. When these replications occur, all appropriate information is updated in LINUS and refresh e-mail notifications are sent.

B. USER HELP

Tier 1 support – Contact your Agency LINUS Administrator or Agency LINUS Super User.

Tier 2 support – Agency LINUS Administrator contacts the LINUS Help Desk.

Tier 3 support – LINUS Help Desk contacts the LINUS Project Staff.

C. USERS/USER GROUPS

You must be granted access rights by being added as an “active” user in the system and assigned a user ID and password. You must also be assigned to a user group. Agency LINUS Administrators add users and assign the appropriate user group. If your agency does not have a LINUS Administrator, they will need to identify someone to be the administrator. If you don't know who your administrator is, contact the DAS LINUS Help Desk: Linus.SUPPORT@state.or.us.

Default User Groups and Rights (for detailed information for Bill Manager and Super User and an explanation of each LINUS authority see Agency LINUS Administrator manual):

- **Agency LINUS Administrator** – Has full rights to the system and is the contact for any problems with LINUS. The administrator sets up all LINUS divisions, offices and users; assigns user groups; keeps current the list of all agency LINUS users and groups; deletes saved searches; and acts as the agency help desk for LINUS users.
- **Bill Manager** – Needs to have view rights to the system (except for LINUS administrator screens) as well as rights to generate reports. Depending up the bill manager's responsibilities this group may need additional rights. The bill manager will automatically receive e-mail notification when hearings are scheduled and when Third Readings are scheduled on bills for which they are assigned as bill manager.

- **Super User** –Receives e-mail notification for Third Readings on all bills the agency is tracking. Depending upon responsibilities, the Super User may need to be assigned some rights.

D. LOGIN

1. Go to the LINUS Login web page at: <http://linus.state.or.us>
2. Type in your user ID. Each user must have a user ID that is unique from any other user. For ease of assigning user IDs, agencies have been asked to use the first half of your state e-mail address as your user ID. The user ID field is **case-sensitive**. For ease of use, agencies may elect to use all lower case letters for the user ID.

3. Type in your password. If you forget your password, e-mail your Agency LINUS Administrator and ask that it be reset to a temporary password so you can go in and reset your password. (The password field is also **case-sensitive**.)
4. If you have difficulty logging in, make sure you have typed your user ID and password using the correct upper and/or lower case letters. If you are still unable to log in, please contact your Agency LINUS Administrator.
5. Use your mouse and cursor to click Login or press Enter on your keyboard.

E. MAIN MENU

After logging in you will be on the Main Menu. This page provides links to various screens. All links except Reports Menu are also found across the top of every LINUS screen.



Main Menu Links (see appropriate section for more detailed information):

- **Search** – link to both basic and advances searches.
- **Committees** – current committees with links to the committee information screen.
- **Legislators** – current legislators with links to the legislator information screen.
- **Users** – users and links to individual user screens (administrators add new users here).
- **Administrative** – Administrators add divisions and offices, user groups, subjects list, interested parties list, agency defaults for e-mail notification, saved searches and saved reports.
- **Reports Menu** – After performing a search and then going to other screens to make edits, the Reports menu allows you to generate a report *based on the last search performed* rather than having to do the search again. (Click house image then click Reports Menu.)
- **Log Out** – Log out when you are finished with your LINUS session or if you will be away from it for more than 15 minutes.
- **About** – Link to information about the version of LINUS and release date.
- **House Image** – On all LINUS screens there is an image of a house in the LINUS header. Clicking on the image of the house will take you back to the Main Menu.



- **Envelope Image** – Clicking on the envelope in the LINUS header will open an e-mail that is addressed to your Agency LINUS Administrator(s). Please send an e-mail if you need help or encounter any problems with LINUS.

F. CHANGING YOUR PASSWORD

If you are a new user or your password has been re-set, you will have a temporary password assigned to you. Once you have logged on, you should change it to a password that will be familiar to you.

1. Click on the **Users** link (this is at the top of any LINUS page or on the LINUS Main Menu). This will display the Agency User List. Make sure that Active is checked to get a list of all active users.

Divisions -----	AGENCY USER LIST Active <input checked="" type="radio"/> Inactive <input type="radio"/> All <input type="radio"/>	
	Agency Users	Active
	Adelman, Joe	Y
	Ammiro, Julie L	Y
	Andresen, Frohna	Y
	Conner, Scot	Y
	Creasey, Anthony J	Y
	Futrell, Suzanne L	Y

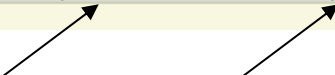
2. Click on your name in the User List. This takes you to your individual user information screen.

Email Notification
User Override

Save Reset

USER INFORMATION

Last Name: Super	First Name: User	M.I.:
Division SDC Division2	Job Title: 	
Office (No Office Selected)	Phone Number: 	Ext.:
Email: 	Cell Phone: 	
Active: <input checked="" type="checkbox"/>	Pager Number: 	
Get all automated Hearing emails? <input type="checkbox"/>	Get all automated Refresh emails? <input type="checkbox"/>	
User ID: Super.User	Password: •••••	Confirm Password: •••••



3. Change your password. Go to the bottom right hand corner of the screen to set or change your password. Click in the first password field and type your chosen password. Click in the second field and type it again.
4. Click Save. Your new password is now set. Log out, then log back in with your new password.

2. SEARCHES

One important LINUS function is rapidly locating specific bills and the quick display of key information regarding them. LINUS offers Basic and Advanced search functions.

Searches allow you to locate bills using selected search fields. Fields where you are only allowed one selection create an “and” statement and fields where you are allowed more than one selection create an “or” statement.

AND Statements

If you enter a bill number such as 710 **and** your division such as Building Codes Division, you create this “and” statement: *Search for bills where the number is “710” and the division tracking is “Building Codes Division.*

AND/OR Statements

On search fields where you are allowed to enter more than one selection, i.e. bill manager, and you select more than one you create an “or” statement along with the “and” statement. For instance, if you enter the division “Building Codes” and you enter two bill managers, “Andrea Simmons” and “Terry Swisher,” the search statement is: *Search for bills where the division tracking is “Building Codes” and the bill manager is **either** Andrea Simmons **or** Terry Swisher.*

SORT BY Field

The Sort By field works after all of the other search criteria are met and creates an “and then” statement. If you choose not to enter anything in the Sort By field the default is to sort the bills by bill number. For example, if you select Building Codes Division as the division and do not select any sort criteria, the search statement would be: *Search for bills where the tracking division is Building Codes and then sort the results by bill number.* If you have more than one bill manager tracking the bill, the bill managers will display in alphabetical order by last name.

You can select one or more sort criteria. The order you select the search criteria creates the order or additional “and then” statements for your sort. If you select Building Codes Division and then from the Sort field you select bill manager, then you select priority, you create this statement: *Search for bills where the tracking division is Building Codes and then sort by bill manager and then for each bill manager sort the bills by priority.*

A. BASIC SEARCH

Simple Search using the Basic Search Menu

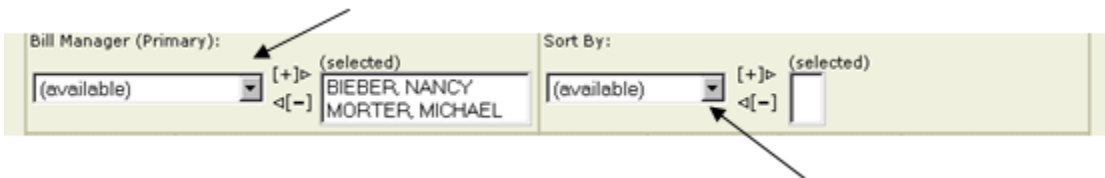
To use the Basic Search menu, make sure the small check box next to the word “Advanced” is not checked.

BILL SEARCH Advanced

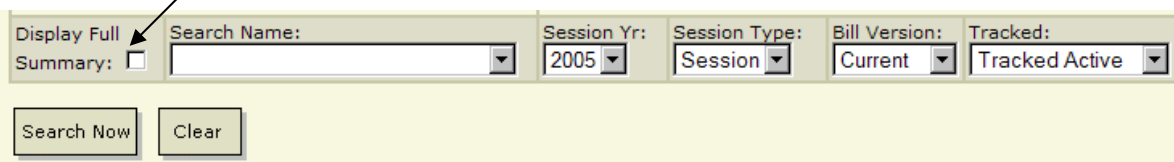
Bill Number:	Concept Number:	Summary:	Relating To Clause:	Bill Label:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bill Manager (Primary):	Sort By:				
(available) <input type="button" value="[+]>"/> <input type="button" value="<[-]"/>	(available) <input type="button" value="[+]>"/> <input type="button" value="<[-]"/>				
Display Full Summary: <input type="checkbox"/>	Search Name:	Session Yr:	Session Type:	Bill Version:	Tracked:
<input type="text"/>	<input type="text"/>	2008	Special	Current	Tracked Active

- **Default values** - The information on the Basic Search screen for “Session Year,” “Session Type,” “Bill Version” and “Tracked” will default to the current session year, current session type, current bill version and “Tracked Active.” If you want to search a different session year or a different version of the bill, or a different tracked status, you must use the arrows to toggle to the selection you want. The options for tracked status are Tracked Active, Tracked Inactive, All Tracked, Untracked and blank. If you choose blank you are searching all tracked and untracked bills.
- **Bill Number** – Search by bill number by typing the number of the bill. You must include all digits of the bill number. You do not need to put in HB or SB.
- **Concept Number** – Search by concept number by typing the legislative concept (LC) number of the bill. **Note:** The LC number must be input by the agency on the Bill Summary screen. It cannot be input until after the bill has had First Reading.
- **Summary** – Search by a word or phrase in the bill summary. Enter a word or a phrase from the summary, i.e. insurance. Suggestions: If you are using this function to identify bills that you have missed in tracking, use only single words in your search (if you enter a phrase it will be looking for the entire phrase exactly as you typed it).
- **Relating To Clause** – Search by a word or phrase in the relating to clause. Enter a word or a phrase from the relating to clause, i.e. insurance.
- **Bill Label** – Search for any word in the bill label. Only one label is allowed per bill per agency. The bill label is a field on the Bill Summary screen that is input by the agency. If the agency has not input a bill label, the search will not yield any results.

- Bill Manager (Primary)** – This search is only available after a bill has been assigned to a bill manager. On the Basic Search screen you can search for bills managed by a specific primary bill manager or multiple primary bill managers where multiple divisions/offices are tracking the bill. The primary bill manager is the manager from the division/office that has checked the “Primary” check box on the Bill Summary screen (the division that will take the lead on tracking the bill). Any bill managers on a record where the “Primary” box is not checked are secondary bill managers for LINUS search purposes. To search bills managed by a secondary bill manager or a combination of primary and secondary bill managers, use the Advanced Search screen. To select a bill manager, use the drop down list and highlight the name of the bill manager. You may also click in the field and type the first letter of the last name. LINUS will drop down to the first person who has a last name that begins with that letter. You then use the drop down list to select the bill manager. Click the plus (+) sign and the bill manager’s name will show in the “selected” list. You may select more than one bill manager.



- Sort By** – This field allows you to choose how you want your search results sorted. You may select more than one selection. The sort order selected on the search will also determine the sort order on your reports. Your first choice will be the primary sort key, your second choice the secondary sort key, etc.
- Display Full Summary** – If this box is checked, your search results will show the full bill summary. If it is not checked it will show only the first 250 characters. If you choose to show the full summary, you will also get the full summary on your reports. This may be particularly useful if you are printing the Bill Summary Report on an individual bill or a report to send to stakeholders or committee members.



- Search Now** - Click on the Search Now button to view search results.
- Clear** - Click the Clear button to clear all fields on the search screen.

B. ADVANCED SEARCHES

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/or are tracking many bills. You can access the Advanced search screen by clicking on the check box next to the word “Advanced”.

BILL SEARCH **Advanced** Search Now

Bill Number:	Concept Number:	Summary:	Relating To Clause:	Bill Label:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bill Manager (Primary):	Sort By:				
(available) <input type="text"/> [+] > (selected) [-] <	(available) <input type="text"/> [+] > (selected) [-] <				
Display Full Summary: <input type="checkbox"/>	Search Name:	Session Yr:	Session Type:	Bill Version:	Tracked:
<input type="text"/>	<input type="text"/>	2008	Special	Current	Tracked Active
Division:	Office:				
<input type="text"/>	<input type="text"/>				
Bill Manager (Secondary):	Priority:				
(available) <input type="text"/> [+] > (selected) [-] <	(available) <input type="text"/> [+] > (selected) [-] <				
Due Date:	Receive E-Mail Updates:	Fiscal Impact:			
From: <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>			
Completed Date: <input type="checkbox"/> (find incomplete documents)	Subject:				
From: <input type="text"/> <input type="text"/>	<input type="text"/>				
Hearing Date:	Other Interested Parties:			Position:	
From: <input type="text"/> <input type="text"/>	<input type="text"/>			<input type="text"/>	
Date Due to LFO:	Sponsor:				
From: <input type="text"/> <input type="text"/>	<input type="text"/>				
Date Sent to LFO:	Last Action Date:				
From: <input type="text"/> <input type="text"/>	From: <input type="text"/> <input type="text"/>				
Bill Location:	Bills Assigned to Committee:				
(available) <input type="text"/> [+] > (selected) [-] <	(available) <input type="text"/> [+] > (selected) [-] <				

Search Now Clear

Save Search

- **Division** – Use the drop down list to select a division. This will limit your search to only those bills already designated as being tracked by the division.
- **Office** – Use the drop down list to select an office. This will limit your search to only those bills already designated as being tracked by the office.
- **Secondary Bill Manager** – This field allows you to search for all bills being managed by a secondary bill manager. If a bill manager wants a list of **all** bills he or she is managing you must select the name in both the primary bill manager field and the secondary bill manager field. This will yield a list of all bills on which the bill manager is either primary or secondary bill manager. Select the name by either using the drop down list or type the first letter of the bill manager’s last name to quickly move to the correct section of the alphabet; then select the correct name. After you have highlighted the name, click the plus (+) sign to move the name to the “Selected” list.
- **Priority** – Choose one or more priorities to get a list of bills with a specific priority.
- **Receive E-mail Updates** – Select a name from the available list. Click “Search Now” and you will receive a list of all bills on which the individual is in the selected list to receive e-mail updates. By using this search you can also verify that you are on the e-mail notification list for all bills you want to track.
- **Fiscal Impact** – Blank; Complete – With Impact; Complete – No Impact; Not Required; Required – Not Completed (requires that agency make the appropriate entries on the Fiscal Impact screen).
- **Subject** – Choose from a list of available subjects to search for bills with a specific subject.
- **Bill Location** – Choose from a list of available bill locations to search for a list of bills at a specific location. You can select more than one location. The Bill Location field and the Last Action Date can be used together. If you select “Speakers desk awaiting referral” in the Bill Location field and put the current date in the Last Action Date, the search will find bills that are at the Speaker’s desk on the date entered. If only the Last Action Date is entered and nothing is in the Bill Location field, the search will find bill(s) with any last action on the date entered. If you select a Bill Location without selecting a date you will get a list of all bills that have been at that bill location to date. This can be useful for specific bill locations, i.e. bills vetoed.
 - **Live Bill Search** –The Live Bill Search is only useful after the Cross Over Date is announced. Prior to this date all bills are “Live”. This search, however, only considers a bill “Live” if it has passed out of the house of origin by the Cross Over Date.

It is the House and the Senate who decide what date the “cross over” takes effect. This date is not determined until closer to the end of session. Once the Cross Over date is announced, the House and Senate begin to shut down their committees leaving only a few remaining open to work on bills.

To access the Live Bill Search you must be on the Advanced Search Screen. There are four options available which are as follows:

- Live HB – All Locations
- Live HB – All Locations/Selected Committees
- Live SB – All Locations
- Live SB – All Locations/Selected Committees

Combinations of the options can be used to find both your tracked House bills and Senate bills. For more information on how to use the search see the *Live Bill Search* document.

- **Other Interested Parties** – Use this field for creating reports for boards or committees. Make sure you have entered the board or committee in the Other Interested Parties field on all of the bills you want included in the report. You can select one or more interested parties. Use the drop down menu to highlight the name and click the plus (+) sign to move the name to the selected field.
- **Position** – Search for all bills that have been assigned a specific position. Choose from Neutral, Support, Oppose, Pending or Not Required.
- **Sponsor** – Search for all bills on which a specific person is named as the sponsor.
- **Bills Assigned to Committee** – Search for all bills you are tracking that are assigned to a specific committee by selecting the appropriate tracked status, e.g. Tracked Active or All Tracked, and one or more committees of interest. Use the drop down menu to highlight the name and click the plus (+) sign to move the name to the selected field.
- **Due Date** – Search for all bills that have documents due within a specific date range.
- **Completed Date** – Search for all bills on which documents were completed within a specific date range.
 - **Find Incomplete Documents** – For a list of all bills that have incomplete documents, do not enter dates in the Completed Date field. Only check the check box “Find Incomplete Documents.”
- **Hearing Date** – Search for all bills that have hearings scheduled within a specific date range. This allows you to print the Scheduled Hearing Report with only those bills that have a hearing within a certain date range.
- **Date Due to LFO** – Search for all bills on which there are fiscal impact statements due to LFO within a specific date range.
- **Date Sent to LFO** – Search for all bills on which there were fiscal impact statements sent to LFO within a specific date range.
- **Last Action Date** – Search for all bills that had their last action occur within a specific date range.

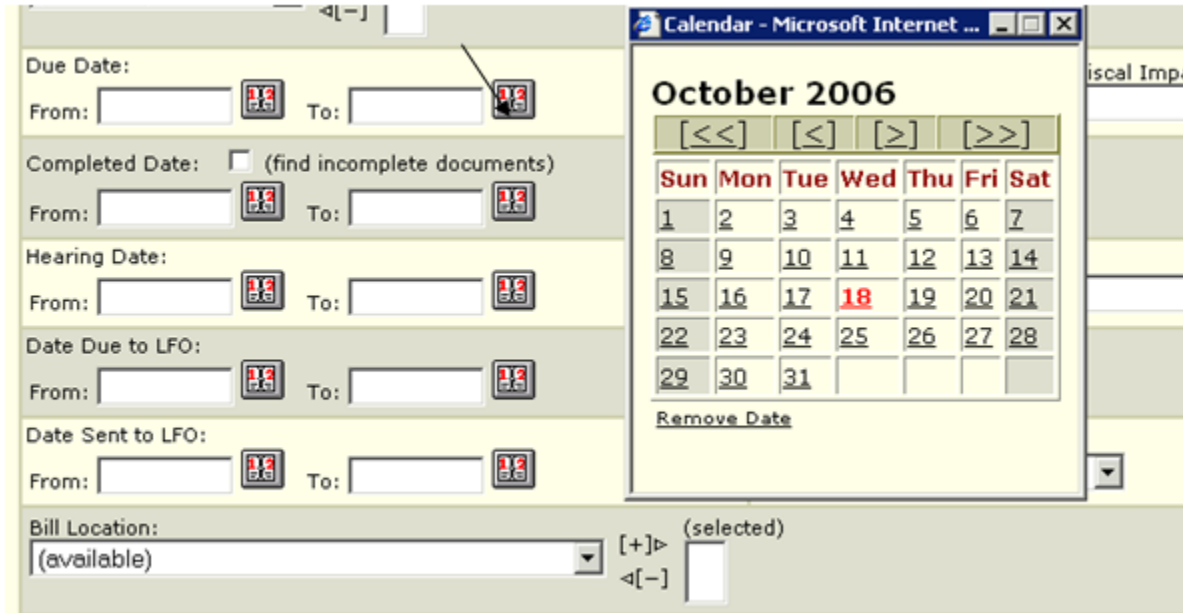
Searching on date fields

To search on a date range, enter a date in both the To and the From field.

To search up to a certain date, enter a date only in the To field.

To search after a certain date, enter a date only in the From field.

Instructions for entering dates on the Advanced search screen



1. Click on the Calendar icon next to the date field you would like to complete.
2. A calendar pop-up will appear. Click on the date you wish to select.
3. If you would like to change a date you have entered, click on the Calendar icon again and select the new date.
4. Remove Date - You must use the "Remove Date" link on the calendar pop-up. You cannot delete calendar dates from fields by highlighting and using the Delete key on your keyboard.
5. If the calendar pop-up disappears, you can return to the calendar by clicking on the Calendar window button at the bottom of your screen.



C. SAVING SEARCHES

Search Name and Save Search – LINUS allows you to save specific search criteria as a saved search. If you have a search that you perform repeatedly, you may want to save the search.

BILL SEARCH **Advanced** Search Now

Bill Number:	Concept Number:	Summary: health	Relating To Clause:	Bill Label:	
Bill Manager (Primary): (available)	[+]> (selected) <[-]	Sort By: (available)	[+]> (selected) <[-]	Division Bill Manager	
Display Full Summary: <input checked="" type="checkbox"/>	Search Name:	Session Yr: 2008	Session Type: Special	Bill Version: Current	Tracked: Tracked Active

Search Now Clear

Save Search

1. First, enter all of your search criteria that you would like to save on the Bill Search screen.
2. Click the Save Search button. This will bring up the Save Search Information screen where you will name your search and write a brief description of the search.
 - Search Name – This is what will appear in the Search Name drop down field on the Bill Search screen. In order to help facilitate management of the saved searches for your agency, it is recommended for agencies to develop naming conventions.
 - Description – This is to give a more complete description of the search you are saving. This also will help facilitate management of the saved searches. Note that single quotes are not allowed.

SAVE SEARCH INFORMATION

Search Name: Health bills sorted by Div and BM

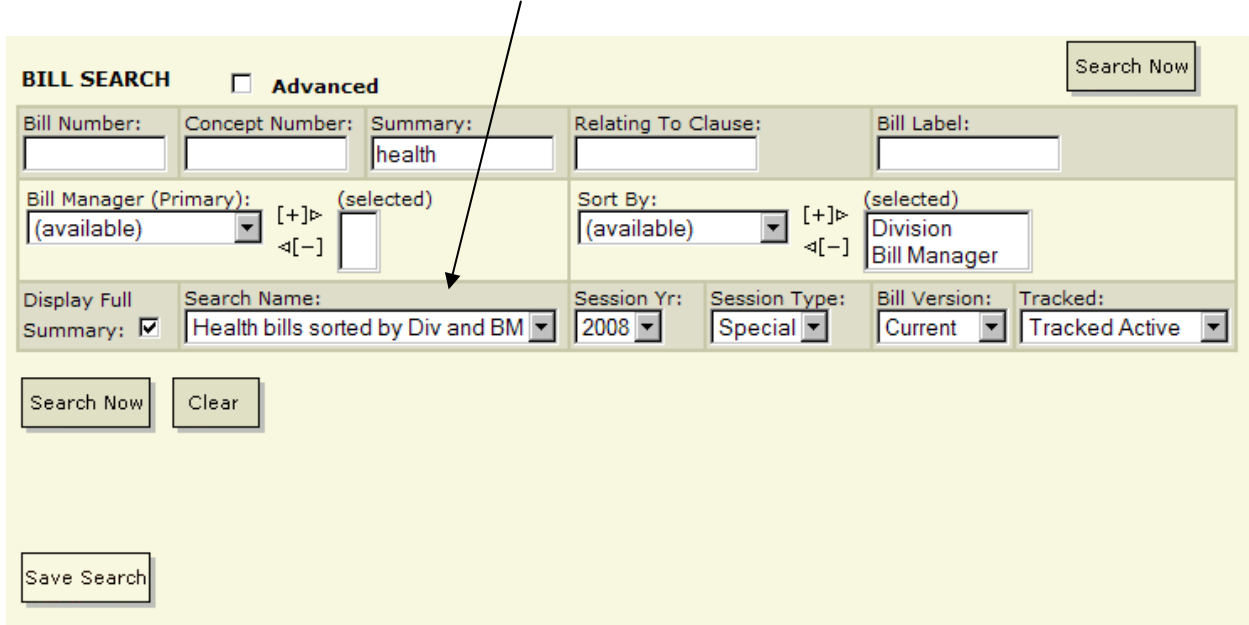
Description: Searches for 2008 special session bills related to health. Results are sorted by Division, then Bill Manager.
(Single quotes are not allowed and will be stripped from the text.)

Save Reset

Back

3. Click the Save button. You will return to the Bill Search screen..

4. Your saved search will now be available in the Search Name drop down list. When you select a saved search, the screen refreshes, and all search criteria automatically resets to the criteria of the saved search.



The screenshot shows a web form titled "BILL SEARCH" with an "Advanced" checkbox. The form is organized into several sections:

- Top Right:** A "Search Now" button.
- Input Fields:** Bill Number, Concept Number, Summary (containing "health"), Relating To Clause, and Bill Label.
- Sort and Filter Section:** Bill Manager (Primary) dropdown (set to "(available)"), Sort By dropdown (set to "(available)"), and a list of selected items: "Division" and "Bill Manager".
- Display Options:** "Display Full Summary" checkbox (checked).
- Search Name:** A dropdown menu showing "Health bills sorted by Div and BM". An arrow points to this dropdown.
- Session and Tracked Info:** Session Yr (2008), Session Type (Special), Bill Version (Current), and Tracked (Tracked Active).
- Buttons:** "Search Now" and "Clear" buttons are located below the main form. A "Save Search" button is located at the bottom left.

NOTE: Saved searches cannot be edited. If you have saved a search that does not give you the results you want, ask your Agency LINUS Administrator to delete it.

3. TRACKING A BILL

A. TRACKING BILLS FOR YOUR AGENCY/DIVISION/OFFICE

1. Identify bills that will be tracked by your agency/division/office.

Agencies/users may elect to have LINUS send an e-mail notification for each new bill that is added to the system for the first time. This may eliminate or reduce the need to order paper copies of the bills from Legislative Publications. (See the Default E-mail Settings section for information about receiving refresh e-mails.)

2. Using the Search screen, enter the number of the bill you wish to track, or search on a word or phrase in the Summary or Relating To Clause fields. Click Search Now to bring up a list of bills that match your criteria.

NOTE: Until you have saved the bill as “Tracked”, you must select “Untracked” in the Tracked drop down field in order to find the bill.

Display Full Summary: Search Name: [] Session Yr: 2008 Session Type: Special Bill Version: Current Tracked: Untracked

3. Select bill on Search Results screen.

Untracked Bills – For all bills that are not yet being tracked by your agency, the word “Track” will appear in the Bill Manager field on the Search Results screen.

Click the word “Track” for the bill you want to track for your agency/division/office. This will bring you to the Bill Summary screen for that bill.

<ul style="list-style-type: none"> Assignment Status Report Bill Summary Detail Report Bill Summary High Level Report Current Version Bill Notes Report Scheduled Hearing Report Third Reading Report 	<p>SEARCH RESULTS (65 records found; sorted by Bill Number)</p> <table border="1"> <thead> <tr> <th>Bill #</th> <th>Summary</th> <th>Organization</th> <th>Priority</th> <th>Bill Manager</th> </tr> </thead> <tbody> <tr> <td>HB3603A</td> <td>Requires mortgage banker and mortgage broker to file report concerning residential mortgage lending activities by May 1 of each year. Punishes failure to file report with fine of \$100 per day.] Specifies contents of and retention requi</td> <td></td> <td></td> <td>TRACK</td> </tr> <tr> <td>HB3604</td> <td>Allows chief petitioners of initiative or referendum petition to withdraw petition at any time prior to deadline for filing petition. Declares emergency, effective on passage.</td> <td></td> <td></td> <td>TRACK</td> </tr> </tbody> </table>	Bill #	Summary	Organization	Priority	Bill Manager	HB3603A	Requires mortgage banker and mortgage broker to file report concerning residential mortgage lending activities by May 1 of each year. Punishes failure to file report with fine of \$100 per day.] Specifies contents of and retention requi			TRACK	HB3604	Allows chief petitioners of initiative or referendum petition to withdraw petition at any time prior to deadline for filing petition. Declares emergency, effective on passage.			TRACK
Bill #	Summary	Organization	Priority	Bill Manager												
HB3603A	Requires mortgage banker and mortgage broker to file report concerning residential mortgage lending activities by May 1 of each year. Punishes failure to file report with fine of \$100 per day.] Specifies contents of and retention requi			TRACK												
HB3604	Allows chief petitioners of initiative or referendum petition to withdraw petition at any time prior to deadline for filing petition. Declares emergency, effective on passage.			TRACK												

Tracked Bills – If the bill is already being tracked at agency level or one or more divisions/offices, a separate record will appear for each. If the bill is being tracked but a bill manager has not been assigned, the words “Not assigned” will appear in the Bill Manager field. To view the bill on the Bill Summary screen click on the bill manager’s name or the “Not assigned”.

	SEARCH RESULTS (34 records found; sorted by Bill Number)				
	Bill #	Summary	Organization	Priority	Bill Manager
Assignment Status Report	HB3600A	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.	Department Of Systems Development		Smith, John
Bill Summary Detail Report	HB3600A	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.	F and A		Not assigned
Bill Summary High Level Report					
Current Version Bill Notes Report					
Scheduled Hearing Report					
Third Reading Report					
Tracked List Report					

NOTE: If your division/office needs to track a bill that is already being tracked by another division/office, select one of the bills being displayed on the Search Results. On the Bill Summary screen you will select your division and then office (if applicable). (See Bill Summary Screen below).

Other features of Search Results screen: Access to reports links (see Reports section); Link to export data (see Reports section); Select the text of the summary and copy and paste into other documents (check “Display full summary” before performing search).

4. Save bill on Bill Summary screen.

- **Division** – If you have selected a bill that was previously not tracked by anyone in the department, your division will automatically be in the division window. If you have selected a bill that is already being tracked by another division, you will need to use the arrow and select your division.

After you select your division, allow the screen to refresh before making any entries.

The screenshot shows the 'Bill Summary' screen with a dropdown menu open for selecting a division. The dropdown menu lists the following options: FINANCE AND CORPORATE SECURITIES, INFORMATION MANAGEMENT (highlighted), INJURED WORKERS OMBUDSMAN, INSURANCE, MINORITY WOMEN AND EMERGING SMALL BUSINESS, OREGON MEDICAL INSURANCE POOL, OREGON OSHA, PERSONNEL SERVICES, SMALL BUSINESS OMBUDSMAN, WORKERS COMPENSATION BOARD, WORKERS COMPENSATION DIVISION, and INFORMATION MANAGEMENT. The 'Bill Location' is set to 'In House Committee'. Other fields include 'Last Action Date: 08/27/2003', 'Concept Number', 'Bill Manager', 'Primary bill manager?' (checkbox), and 'Office'.

- **Office** – After selecting a division all offices that are associated to the division will be in the Office drop down list. Click the arrow and select the Office from the list.
- **Bill Manager** – Enter the bill manager for this bill by using the arrow toggle and selecting the person from the drop down list. If you have selected the correct division/office that the bill manager is assigned to and the person is not on the list, contact your Agency LINUS administrator. Although a division/office may have many bill managers, each division/office can only have one bill manager assigned to the bill.

Bill Manager: Morter, Michael M	Division: SDC Division2
Primary bill manager? <input checked="" type="checkbox"/>	Office: []
Position:	Receive E-Mail Updates: (available) [+]▶ (selected) ◀[-]
Active? <input checked="" type="checkbox"/>	Other Interested Parties: (available) [+]▶ (selected) ◀[-]
Priority: 1 (Highest)	Subjects: (available) [+]▶ (selected) ◀[-]

- **Primary Bill Manager** – If your agency has multiple divisions/offices, the primary division/office responsible for tracking the bill should check the box for the Primary Bill Manager field.
- **Priority** – Priorities 1-5 are available. Agencies should define what the numbers mean for their agency.
- **E-mail Notification** – Anyone other than the bill manager who should receive e-mail notification on this bill must be manually entered. To do this you must:
 1. Use the drop down list for Receive E-Mail Updates,
 2. Select the person, and
 3. Use the plus (+) sign to move their name to the “Selected” list.

4. If you want to remove a person from the list to receive e-mail notification on a bill, select their name from the “Selected” list and click the minus (-) sign.

5. If you have selected the correct division that the person is assigned to and his/her name does not appear on the “Receive E-mail Updates” list, contact your Agency LINUS Administrator.
6. Click Save!

B. OTHER ENTRIES ON THE BILL SUMMARY SCREEN

- **Concept Number** – You may enter the legislative concept number of a bill if you know it. This information is agency entered. If you enter the concept number you can use it for searching and it will show on the Bill Summary Report for an individual bill.

The screenshot shows a portion of a web form. On the left, there are two buttons: 'Save' and 'Reset'. To their right are two input fields. The first field is labeled 'Concept Number:' and the second is labeled 'Bill Label:'. Two black arrows point from the text above to these two fields respectively.

- **Bill Label** – This is a "pet name" that each division may create for a bill. To enter a label, type directly in the Bill Label field. The purpose of a bill label is to jog your memory with a few short words about the bill. The bill label is included on the Bill Summary High Level Report and the Fiscal Impact Statement Tracking Report. If you do not enter a label, a portion of the relating to clause will appear in the Label field on printed reports.

NOTE: Remember that your entries into LINUS are public record!

- **Other Interested Parties** – This list must be created by using the Administrative menu before they will appear in the selection list. This may be used to create a list of bills of interest to a specific board, advisory committee, stakeholder group, etc. By adding interested parties to a bill, you can use that field as search criteria and create a report containing only the bills that interest a specific group.
- **Bill Subject** – Subjects entered by an agency during the last legislative session are still in the system for use by that agency. You may select any subject that is already in the system. A bill can have more than one subject. If the subject is not available on the list they must be added using the Administrative menu. After a new subject has been added in the Administrative menu it will be available in the drop down list. By adding a subject to a bill you can generate a report of all bills on a specific subject.

The screenshot shows a section of the web form with several fields. On the left, there is an 'Active?' checkbox which is checked, and a 'Priority:' dropdown menu set to '1 (Highest)'. To the right, there are two main sections: 'Other Interested Parties:' and 'Subjects:'. Each section has a dropdown menu with '(available)' selected and a list of selected items. The 'Other Interested Parties' section has a list with '(selected)' above it. The 'Subjects' section has a list with '(selected)' above it, containing 'Property and Casualty Insurance' and 'Surplus Lines'. Two black arrows point from the text above to the 'Other Interested Parties' and 'Subjects' dropdown menus.

- **Active Check Box** – Uncheck if you no longer need to actively track a bill, include it in regular reports, receive e-mail notifications, etc. You can do a search on all inactive bills at any time by selecting “Tracked Inactive” in the Tracked drop down field.

- **Related Bills** – All current bills will be available to select from a drop down list. If there is a bill from a previous session that is related, enter it as a Bill Note.



- **Bill Notes** – Add notes/comments related to the bill. The person who entered the note and the date the note was entered will also be saved.
- **Bill Location** – Shows current location of a bill (as input on OLIS).
- **Bill Summary** – To see the full summary of a bill, put your cursor on the Summary box and hover; an enlarged window will pop up showing the full summary and will remain visible for approximately 5 seconds. You can also use the up and down arrows to scroll through the full summary.
- **Last Action Date** – Shows the most recent date of action associated with a bill.
- **Relating To Clause** – Relating clause of a bill. For long relating to clauses put your cursor on the box and hover; an enlarged window will pop up showing the full relating to clause and will remain visible for approximately 5 seconds. You can also use the up and down arrows to scroll through the relating to clause.
- **Sponsor** – Shows names of sponsors as listed on a bill.
- **View PDF** – This is a link to the Legislature’s Web site and will link to the location of the PDF file for the bill text. This feature allows you to view current and previous versions of a bill.
- **Position** – This is entered from the Bill Analysis screen. Generally agencies remain neutral on all bills unless the Governor has approved a position.
- **Document Status** – Information about the status of documents (Bill Analysis, Fiscal Impact Statement, Testimony, Blue Sheet) appears on the Bill Summary screen, but is entered in the individual document screens.
- **Link to Action History** – Shows the action history of a bill from First Reading to the most recent action.
- **Links to Document Screens** – After a record has been created for your division/office the links will be active to go to a screen for each document (Bill Analysis, Fiscal Impact Statement, Testimony, Blue Sheet).
- **Bill Summary Report** – The Bill Summary Report is a summary of all information on this one bill.
- **Hearings Schedule** – A listing of all hearings that have occurred or are scheduled on a bill.
- **Bill Summary link** – Use this link to return to the Bill Summary screen after going to another screen associated with the bill.

4. FISCAL IMPACT STATEMENTS

A. FISCAL IMPACT SCREEN

<ul style="list-style-type: none"> Action History Bill Analysis Bill Summary Blue Sheet Hearing Schedule Testimony ----- Bill Summary Report Leg. Fiscal Office Measure Summaries & Impact Statements ----- Save Reset 	FISCAL IMPACT			
	Bill Number: HB3609A Session Year: 2008			
	Document Status			
	Due Date:	2/20/08	Status:	Complete - With Impact <input type="button" value="v"/>
	Completed Date:	2/19/08	Last Update:	
	Approved Date:	<input type="text"/>		
	Date Due to LFO:	<input type="text"/>	Date Sent to LFO:	<input type="text"/>
	Division:	TestDivision1 <input type="button" value="v"/>		
	Assigned To:	Schenk, Suzanne N <input type="button" value="v"/>	Assigned Date:	<input type="text"/>
	Attach File:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>		
Attached Files:	<input type="button" value="v"/> View Detach			
Fiscal Amounts				
	Biennium 1	Biennium 2		
Expenditure:	<input type="text"/>	<input type="text"/>		
Revenue Impact:	<input type="text"/>	<input type="text"/>		
FTE Impact:	<input type="text"/>	<input type="text"/>		
Notes New Note				
User Name	Date of Entry	Note	Bill Version	

Getting to the right bill record

1. Go to the correct bill by using the Basic Search screen and entering the bill number.
2. You will only be able to enter fiscal data for a division that is tracking the bill. A separate record is created for each division/office that is tracking the bill.
3. Click on the bill manager's name for a division/office that will be assigned to do a fiscal impact for the bill. If the division/office is not tracking the bill you will need to contact the appropriate division staff and ask them to enter the bill as being tracked by their division/office.
4. Clicking on the bill manager's name will take you to the Bill Summary screen for the bill. You can then click on the link for the Fiscal Impact screen.

<ul style="list-style-type: none"> Action History Bill Analysis Blue Sheet Fiscal Impact Hearing Schedule Testimony 	BILL SUMMARY		
	Bill Number: HB3609A Session Year: 2008 Session Type: Special Version: Current		
	Summary		
Bill Location:	In House Committee		VIEW PDF
Bill Summary:	Defines 'marine reserve' and 'marine protected area.' Provides that marine reserves and marine protected areas may be established only by amendment to Oregon Ocean Resources		

Entries on the Fiscal Impact screen

NOTE: For instructions on how to enter dates, see Section 2B - Advanced Searches.

- **Due Date** – The date the fiscal impact is due from a division to the agency budget manager.
- **Completed Date** – The date the fiscal impact was completed by the division and sent to the agency budget manager.
- **Approved Date** – The date the fiscal impact was approved by the agency budget manager.
- **Date Due to LFO** – The date the agency budget manager would like to send fiscal impact to LFO.
- **Date Sent to LFO** – The date the fiscal impact was actually sent to LFO.
- **Division - making a fiscal assignment to a second division.** To make assignments to another division for a fiscal impact on the same bill, use the arrow and toggle to a new division that is tracking the bill. (If you have assigned offices within a division, you will need to go back to the search screen to access the correct record.) The Fiscal Impact screen will refresh and assignments can be made to the new division.

The screenshot shows the 'Fiscal Impact' form with the following fields: 'Date Due to LFO', 'Date Sent to LFO', 'Division' (set to 'INSURANCE'), 'Assigned To' (set to 'BUDGET DIRECTORS OFFICE'), and 'Assigned Date' (set to '11/3/04'). The 'Assigned To' dropdown menu is open, showing 'INSURANCE' as the selected option. There are 'Save' and 'Reset' buttons on the left, and 'Attach File' and 'Attached Files' sections at the bottom.

- **Assigned To** – Enter the name of the user assigned to complete the fiscal by selecting the person from the drop down list. If you have assigned users to offices, the user's division will show in the division field, but if you selected a record being tracked by an office, you will only see names of bill managers assigned to that office in the drop down field.
- **Assigned Date** – The date an assignment was made to a division.

The screenshot shows the 'Fiscal Impact' form with the following fields: 'LFO', 'Division' (set to 'TestDivision1'), 'Assigned To' (set to 'Schenk, Suzanne N'), and 'Assigned Date' (empty). The 'Assigned To' dropdown menu is open, showing 'Schenk, Suzanne N' as the selected option. There are 'Save' and 'Reset' buttons on the left, and 'Attach File' and 'Attached Files' sections at the bottom.

- **Fiscal amounts** – Enter fiscal amounts in the available fields by typing in the data fields.

The screenshot shows the 'Fiscal Amounts' table with the following structure:

	Biennium 1	Biennium 2
Expenditure:	<input type="text"/>	<input type="text"/>
Revenue Impact:	<input type="text"/>	<input type="text"/>
FTE Impact:	<input type="text"/>	<input type="text"/>

Below the table is a 'Notes' section with a 'New Note' button and a table with columns: 'User Name', 'Date of Entry', 'Note', and 'Bill Version'.

- **Document Status** – Enter document status by selecting a choice from the Status drop down menu.

The screenshot shows the 'FISCAL IMPACT' interface for Bill Number **HB3600A** in Session Year **2008**. On the left is a navigation menu with items like 'Action History', 'Bill Analysis', 'Bill Summary', 'Blue Sheet', 'Hearing Schedule', 'Testimony', 'Bill Summary Report', and 'Leg. Fiscal Office'. The main area is titled 'Document Status' and contains several input fields: 'Due Date', 'Completed Date', 'Approved Date', and 'Date Due to LFO', each with a calendar icon. It also has 'Status', 'Last Update', and 'Date Sent to LFO' fields. A dropdown menu for 'Status' is open, showing options: 'Complete - With Impact', 'Complete - No Impact', 'Not Required', and 'Required - Not Complete'. An arrow points to the dropdown menu.

- **Fiscal Notes** – Enter a note to the Fiscal screen by clicking the New Note link. An entry screen will pop up. Click in the data field and add the note. Click Save.

The screenshot shows the 'FISCAL NOTE' entry screen. It has 'Save' and 'Reset' buttons on the left. The form fields include: 'Bill Number: HB2018', 'User Name:', 'Entry Date: 11/30/04', and a large text area for 'Note:'.

You can edit or delete notes by using the appropriate links on an existing note.

Notes				New Note	
User Name	Date of Entry	Note	Bill Version		
CURZON, MYRNA	11/30/04	This note was added to the test environment of LINUS for training purposes only.	Intro	Edit	Delete

- **Leg. Fiscal Office link** – This takes you to the Legislative Fiscal Office web-site page.
- **Measure Summaries & Impact Statements link** – This takes you to the Legislative web-site page that has links to all the staff measure summaries, revenue impact statements and fiscal impact statements.

B. ATTACHING FISCAL IMPACT STATEMENTS

1. Click on the Browse button on the Fiscal screen.
2. Browse to the network location for the file you want to attach.
3. Highlight the file name and click Open or double click on the file name. The file name will now show in the Browse field.
4. Click Attach. The file will now be available in the list of attached files to view.
5. Click Save.
6. Two documents can be attached to the Fiscal screen.
7. Documents that are attached to the Fiscal screen can be viewed by agency users with view rights.

5. OTHER DOCUMENTS

A. BILL ANALYSIS, TESTIMONY, BLUE SHEET

Getting to the right bill record

1. Go to the correct bill by using the Basic Search screen and entering the bill number.
2. Click on the bill manager's name for a division/office that will be assigned to do a document for the bill. If the division/office is not tracking the bill you will need to contact that division's legislative coordinator and ask them to enter the bill as being tracked by their division.
3. Clicking on the bill manager's name will take you to the Bill Summary screen for the bill. Then click on the link to the document screen you wish to access (Bill Analysis, Blue Sheet, etc.). You must be tracking the bill for the links to be active (i.e. clicked Save).

BILL ANALYSIS
Bill Number: **HB3610A** Session Year: **2008**




Document Status			
Due Date:	<input type="text"/>		Status: <input type="text"/>
Completed Date:	<input type="text"/>		Position: <input type="text"/>
Approved Date:	<input type="text"/>		Last Update:
Division:	<input type="text" value="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="text"/> <input type="button" value="View"/> <input type="button" value="Detach"/>		

Save Reset

Entries on Bill Analysis, Blue Sheet, and Testimony

The Bill Analysis, Blue Sheet, and Testimony screens are identical in form and manner of entering data.

- Enter dates by using the calendar pop-ups. You can also remove dates by using the “Remove Date” link on the calendar pop-up.
- If you have rights to attach files, you will be able to attach files by browsing to the network location for the file you want to attach.

<p>Action History</p> <p>Bill Analysis</p> <p>Bill Summary</p> <p>Fiscal Impact</p> <p>Hearing Schedule</p> <p>Testimony</p> <p>-----</p> <p>Bill Summary Report</p> <p>-----</p> <p>Save Reset</p>	BLUE SHEET	
	Bill Number: HB3610A Session Year: 2008	
	Document Status	
	Due Date:	<input type="text"/>  Status: <input type="text"/> ▼
	Completed Date:	<input type="text"/>  Last Update:
	Approved Date:	<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="text"/> <input type="button" value="View"/> <input type="button" value="Detach"/>

Attaching a file to your document

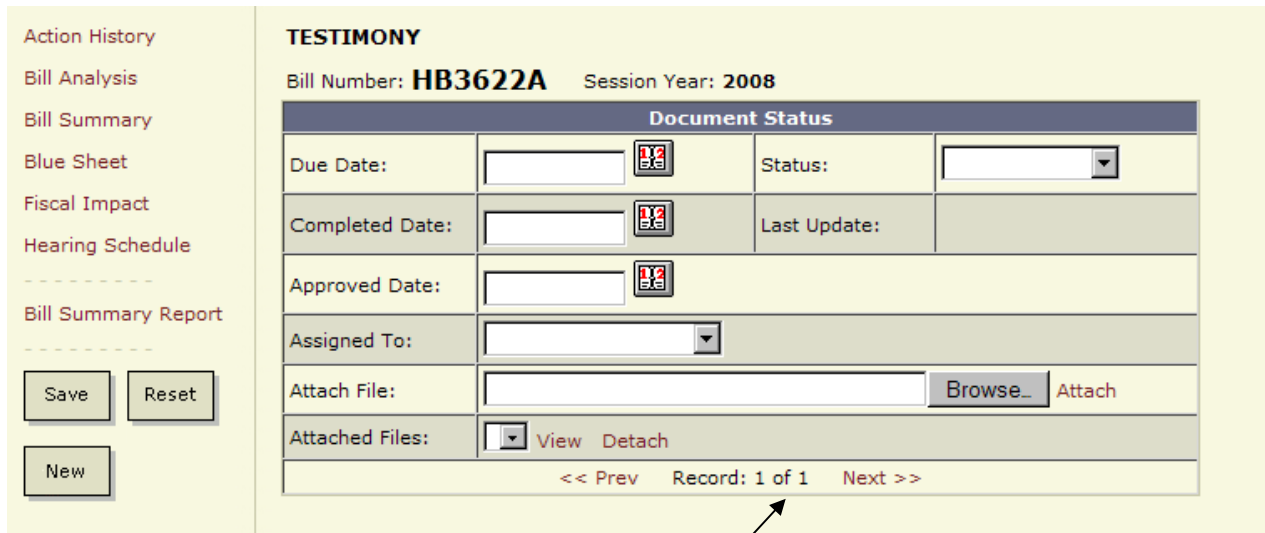
1. Click on the Browse button.
2. Browse to the network location for the file you want to attach.
3. Highlight the file name and click Open or double click on the file name. The file name will now show in the Browse field.
4. Click Attach. The file will now be available in the Attached Files list.
5. Click Save.
6. Only one document can be attached to each version of the Bill Analysis and Blue Sheet screens for each agency/division/office that is tracking a bill.

NOTE: Files that are attached can only be viewed by agency users with view rights.

B. TESTIMONY SCREEN DIFFERENCES

The Testimony screen is different in that multiple documents with different due dates and assigned to information can be attached to each version of the bill.

When the Testimony screen is displayed, the information at the bottom of the screen will indicate how many documents have been attached. If all fields are blank upon entering and the information at the bottom of the screen is “Record 1 of 1”, a testimony record has not been created.



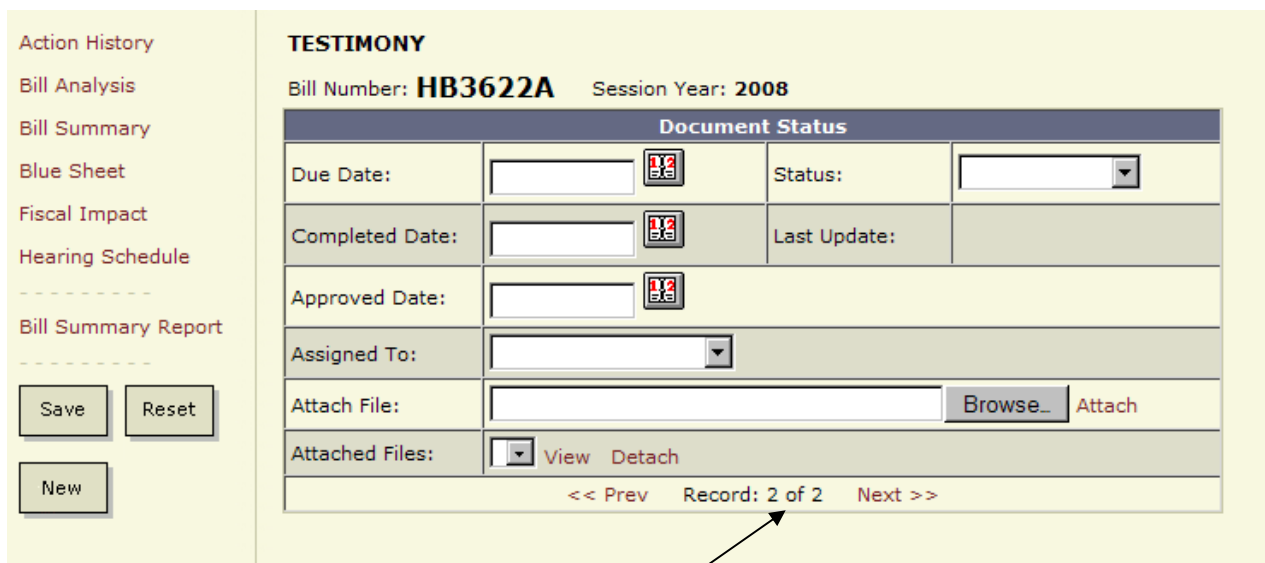
The screenshot shows the TESTIMONY screen for Bill Number HB3622A, Session Year 2008. The left sidebar contains navigation links: Action History, Bill Analysis, Bill Summary, Blue Sheet, Fiscal Impact, Hearing Schedule, and Bill Summary Report. Below these are buttons for Save, Reset, and New. The main content area is titled TESTIMONY and contains a form with the following fields:

Document Status			
Due Date:	<input type="text"/>		Status: <input type="text"/>
Completed Date:	<input type="text"/>		Last Update:
Approved Date:	<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="text"/> <input type="button" value="View"/> <input type="button" value="Detach"/>		

At the bottom of the form, the text reads: << Prev Record: 1 of 1 Next >>. An arrow points to this text.

For the first testimony

1. Enter your information (dates, assigned to, etc.).
2. Click Save.
3. To attach a file, see *Attaching a file to your document* instructions above.



The screenshot shows the TESTIMONY screen for Bill Number HB3622A, Session Year 2008. The left sidebar contains navigation links: Action History, Bill Analysis, Bill Summary, Blue Sheet, Fiscal Impact, Hearing Schedule, and Bill Summary Report. Below these are buttons for Save, Reset, and New. The main content area is titled TESTIMONY and contains a form with the following fields:

Document Status			
Due Date:	<input type="text"/>		Status: <input type="text"/>
Completed Date:	<input type="text"/>		Last Update:
Approved Date:	<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="text"/> <input type="button" value="View"/> <input type="button" value="Detach"/>		

At the bottom of the form, the text reads: << Prev Record: 2 of 2 Next >>. An arrow points to this text.

To add additional testimonies

1. Make sure you are on the division to which you want to add the testimony (see *Getting to the right bill record* above).
2. Click New button.
3. A blank Testimony screen will display. The record count at the bottom of the screen will increment.
4. Enter your information.
5. Click Save.

After more than one document has been added, the <<Prev and Next>> will be active.

Clicking <<Prev will take you to the prior record until you reach the first record.

Clicking Next>> will take you to the next record until you reach the last record.

If your agency tracks bills at agency level only, you will be able to click through all testimonies associated to the bill version. If your agency tracks bills at division or office, you will be able to click through all testimonies that are associated to the bill version for the division.

To view a different division, return to Bill Summary, select the tracked record, then return to the Testimony screen.

6. REPORTS

A. CREATING REPORTS USING SEARCH RESULTS

Search Criteria

For all reports, first perform a search to get the list of bills you want on your report. This first step is the most important step in creating reports. A thorough understanding of the search will aid you in creating valuable bill tracking reports.

Identify which bills you want to appear on the report. This requires the user to spend some time identifying the common characteristics of the bills they want to appear on the report.

- Bills that are actively being tracked or bills that are inactive?
- Bills being tracked by a specific division or office?
- Bills that are managed by a specific bill manager/managers?
- Bills with specific priority/priorities?
- Bills in which a specific person is identified to receive e-mail updates?
- Bills with a specific status on the fiscal impact statement document?
- Bills with a specific subject? You can only select one subject on the search screen, but each bill can have more than one subject. The Subject field can be used to create a custom list of bills that you want to track for a specific purpose. For instance, you could create a subject called “Director interest” or “Director Hearing Report.” The Subject list is created by a person with access to the Administrative menu. The available list carries over from one session to the next.
- Bills that are of interest to a specific interest group? The Interested Parties list is created by a person with access to the Administrative menu. Bills can have multiple interested parties, but only one interested party can be selected on the search screen. This allows agencies to create a list of bills that are of interest to a particular interest group, advisory committee, etc.
- Bills that have documents due within a specific date range?
- Bills that have a hearing within a specific date range?
- Bills that are assigned to a specific committee, e.g. Ways and Means?
- Bills that are currently in a specific location/locations?
- Report including data from multiple divisions: If you do not select a division on the Advanced search screen, your report will include data from all divisions in the agency. This type of report works best sorted by bill number. If you choose to sort by any other sort key, a bill will show up multiple times if multiple divisions are tracking a bill.

Enter your search criteria using either the Basic or Advanced search screen.

- Reports that include a Bill Summary can have a long or short summary. Select which length you prefer by clicking the check box “Show Full Summary.”
- Reports can be viewed online, e-mailed or printed. (Note: A report that includes a large number of bills may be difficult to e-mail because of the size of the file.)

Sort By Criteria

The sort by criteria will determine how your report will display and/or print. Most of the pre-defined reports with the exception of Third Readings and Schedule Hearing work best when sorted first by bill number. When you sort by bill number first, each bill will only display once with all information listed.

However, if you sort first by bill manager then bill number, bills with more than one bill manager will display/print all information multiple times (once for every bill manager assigned).

B. PRE-DEFINED REPORTS

You can access the pre-defined reports by clicking on the links found on the Search Results screen or the Reports Menu screen.

Assignment Status Report

The Assignment Status Report works best when Due Date and/or Completed Date (may want to check the “Include blank values”) are used in the search criteria. You will then find only those bills that have document records associated.

Includes the following fields: Bill Number, Summary (will be truncated unless you check “Display Full Summary” before you do your search), Next Hearing Date, Division, Bill Manager, Priority, Bill Position, Document Type, Assigned To, Date Due, Completed, and Approved.

NOTE: Use **Landscape** setting on your browser Page Setup

Assignment Status Report										
Report Date: Tue, Dec 7, 2004										
Searched on: Session Year=2003; Session Type=Session; Tracked=Tracked Active; Bill Version=Current;										
Division=OREGON MEDICAL INSURANCE POOL ; Sort By=Bill Manager;										
Bill #	Summary	Next Hearing Date	Division	Bill Manager	Prty	Bill Posn	Doc Type	Assigned To	Date Due	Cmp App
HB2537A	[Modifies requirements for benefit levels of basic health benefit plans for small employers.] Permits Insurance Pool Governing Board to contract for and offer health benefit plans for certain small employers that are not eligible for sub	No hearings scheduled at this time.	OREGON MEDICAL INSURANCE POOL	KELLY HARMS			Testimony	Not assigned	12/14/04	Yes No
							Bill Analysis	Not assigned	12/14/04	Yes Yes
							Fiscal Impact	Not assigned	12/14/04	No No

Email Report

Bill Summary Detail Report

Includes the following fields: Bill Number, Summary (will be truncated unless you check “Display Full Summary” before you do your search), Label, Relating To Clause, Last Three Actions, Next Hearing, First 2 Sponsors, Number of Sponsors Remaining, Filed at the Request of, Division, Priority, Bill Manager, Bill Position, and Testimony Approved.

NOTE: Use **Landscape** setting on your browser Page Setup

Bill Summary Detail Report												
Report Date: Wed, Dec 3, 2008												
Searched on: Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Sort By=Bill Number;												
Bill #	Summary	(Label) Relating To	Last Three Actions	Next Hearing	First 2 Sponsors	Spr Rmg	At the Request of	Division	Prty	Bill Manager	Bill Posn	Tmy App
HB3600A	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.	Relating to education; and declaring an emergency.	03/11/08 - Chapter 20, (2008 Laws): Effective date March 11, 2008. 03/11/08 - Governor signed. 03/06/08 - President signed.	No hearings scheduled at this time.	Elections, Ethics and Rules (H)	0	House Interim Committee on Education	F and A laydivision Test Division1	2	student 14 Not assigned admin lay student 14 student 02		No
HB3601A	Requires Department of Education to establish Oregon Farm-to-School and School Garden Program. Appropriates	(Oregon Farm-to-School) Relating to Oregon Farm-to-School and School Garden Program; and declaring an	03/11/08 - Chapter 21, (2008 Laws): Effective date March 11, 2008. 03/11/08 - Governor signed. 03/06/08 - President signed.	No hearings scheduled at this time.	Elections, Ethics and Rules (H)	0	House Interim Committee on Education	Test Division1	2	John Smith student 02		No

Bill Summary High Level Report

Includes the following fields: Bill Number, Label (the optional agency "pet name" for a bill*), Summary (will be truncated unless you check “Display Full Summary” before you do your search), Last action, Next Hearing, Division (will list all divisions tracking the bill), Priority, Bill Manager, and Bill Position. *Be aware that labels are public information. If a label is not entered by the division, the field will contain a portion of the bill’s relating to clause.

NOTE: Use **Landscape** setting on your browser Page Setup

Bill Summary High Level Report								
Report Date: Wed, Dec 3, 2008								
Searched on: Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Sort By=Bill Number;								
Bill #	Relating To (Label)	Summary	Last Action	Next Hearing	Division	Prty	Bill Manager	Bill Posn
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.	03/11/08 - Chapter 20, (2008 Laws): Effective date March 11, 2008.	No hearings scheduled at this time.	F and A laydivision Test Division1	2	student 14 Not assigned admin lay student 14 student 02	
HB3601A	Oregon Farm-to-School	Requires Department of Education to establish Oregon Farm-to-School and School Garden Program. Appropriates moneys from General Fund to department for program implementation.] Declares emergency, effective on passage.	03/11/08 - Chapter 21, (2008 Laws): Effective date March 11, 2008.	No hearings scheduled at this time.	Test Division1	2	John Smith student 02	

Current Version Bill Notes Report

This report will only include Bill Notes from the current version of a bill. The report includes the following fields: Bill Number, Bill Label/Relating To Clause, Bill Summary, Last Three Actions, Next Hearing, Division, and Bill Notes. Remember that bill notes are considered public record.

NOTE: Use **Landscape** setting on your browser Page Setup

Current Version Bill Notes Report						
Report Date: Wed, Dec 3, 2008						
Searched on: Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Sort By=Bill Number;						
Bill #	Relating To (Label)	Summary	Last Three Actions	Next Hearing	Division	Prty Bill Notes
HB3600A	Test Label	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.	03/11/08 - Chapter 20, (2008 Laws); Effective date March 11, 2008. 03/11/08 - Governor signed. 03/06/08 - President signed.	No hearings scheduled at this time.	Field Ops SDC Division2 Test Division1	11/13/08 - Send this note to receive email people. 08/29/08 - Trying the test again. 08/29/08 - This is a test. 04/03/08 - Want to see what a note looks like. 09/26/08 - This is to test the bill notes email enhancement.

Scheduled Hearing Report

This report works best when Hearing Date To and From are used in the search criteria. If you do not select date parameters for the hearings, you will get a report of all hearings to date on the bills in your search results.

This report includes the following fields: Bill Number, Bill Summary, Hearing Date and Time, Committee Name and Chamber, Hearing Type, Division, Priority, Bill Manager, Document Type, and Assigned To.

NOTE: Use **Landscape** setting on your browser Page Setup

Scheduled Hearing Report							
Searched On Hearing Date Range: 02/04/2008 - 02/08/2008							
Report Date: Wed, Dec 3, 2008							
Searched on: Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Hearing Date From=02/04/2008; Hearing Date To=02/08/2008;							
Bill #	Summary	Hearing Info	Division	Prty	Bill Manager	Doc Type	Assigned To
05-Feb-2008							
HB3607B	Establishes Oregon Declared Emergency Recovery Fund. Specifies purposes of fund. Continuously appropriates moneys in fund to Governor. Directs that moneys in fund be disbursed by Oregon Military Department through Office of Emergency Management.	Time: 12:00 AM Loc: HR D Com: Workforce and Economic Development (H) Type: PUB			Kim Reynolds		
HB3616B	Requires health benefit plan to provide coverage for services rendered by professional counselors or marriage and family therapists acting within their scope of practice if plan covers services provided by certain other professionals. Adds service	Time: 12:00 AM Loc: HR E Com: Human Services and Women's Wellness (H) Type: PAW			Kim Reynolds		

Third Reading Report

The Third Reading Report is designed to generate a report of tracked bills that are scheduled for Third Reading on the day the report is run. If you do not receive the Third Reading email notices but want the third readings for your agency, you can run this report (The Third Reading Report only yields results on days in which there are Third Readings on bills that your agency is tracking.)

The report has the following fields: Date of Third Reading, House of Third Reading, Convening Time of House, Bill Number, Summary, Bill Carrier, Priority, and Bill Manager.

The first time you come to the Third Reading Report the “Filter on Search Results” box will not be checked. When this box is not checked, the report will display/print all of your agency’s tracked bills that are scheduled for Third Reading that day.

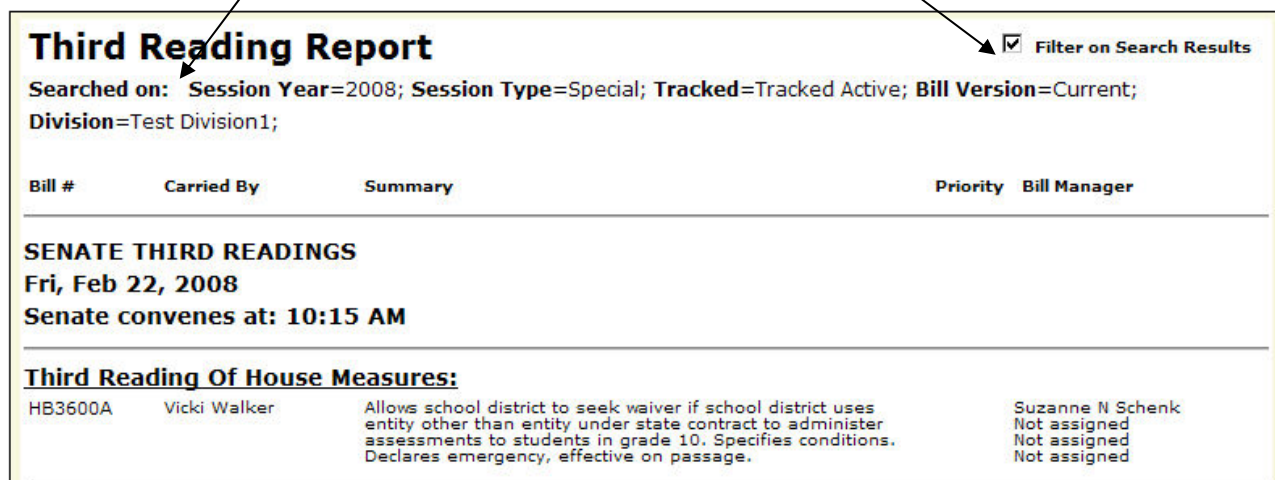
NOTE: Use **Portrait** setting on your browser Page Setup



Third Reading Report					<input type="checkbox"/> Filter on Search Results
Bill #	Carried By	Summary	Priority	Bill Manager	
SENATE THIRD READINGS Fri, Feb 22, 2008 Senate convenes at: 10:15 AM					
Propositions And Motions: Possible Consideration of House Amendments:					
SB1092B	Vicki Walker	Requires district attorney or other person filing juvenile delinquency petition to notify school authorities when student of school is subject of petition alleging certain criminal acts. Requires school administrator to notify necessary school		Suzanne N Schenk	

To generate a Third Reading report that uses your search results, check the “Filter on Search Results” box. You will also notice that your search criteria are displayed at the top of the report when it is using the search results.

NOTE: Your search results must contain bills you are tracking as the Third Reading report is for tracked bills only (not untracked bills).



Third Reading Report					<input checked="" type="checkbox"/> Filter on Search Results
Searched on: Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Division=Test Division1;					
Bill #	Carried By	Summary	Priority	Bill Manager	
SENATE THIRD READINGS Fri, Feb 22, 2008 Senate convenes at: 10:15 AM					
Third Reading Of House Measures:					
HB3600A	Vicki Walker	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.		Suzanne N Schenk	Not assigned Not assigned Not assigned

Tracked List Report

The Tracked List Report works best when Due Date and/or Completed Date (may want to check the “Include blank values”) are used in the search criteria and the sort by criteria is bill number then division. You will then find only those bills that have documents attached.

Includes the following fields: Bill Number, Summary, Division, Bill Manager, Priority, Bill Position, Document Type, and Assigned To.

NOTE: Use **Landscape** setting on your browser Page Setup.

Tracked List Report

Report Date: Tue, Dec 7, 2004

Searched on: Session Year=2003; Session Type=Session; Tracked=Tracked Active; Bill Version=Current; Division=OREGON MEDICAL INSURANCE POOL ; Hearing Date From=04/07/2003; Hearing Date To=04/10/2003; Sort By=Bill Manager;

Bill #	Summary	Division	Bill Manager	Prty	Bill Posn	Doc Type	Assigned To
HB2537A	[Modifies requirements for benefit levels of basic health benefit plans for small employers.] Permits Insurance Pool Governing Board to contract for and offer health benefit plans for certain small employers that are not eligible for sub	OREGON MEDICAL INSURANCE POOL	KELLY HARMS			Testimony Bill Analysis Fiscal Impact	ROCKY KING KELLY HARMS BECKY FREDERICK

[Email Report](#)

Bill Summary Report

The Bill Summary Report is a summary of all information on one bill. Access the link to the Bill Summary Report from the Bill Summary screen.

NOTE: Use **Landscape** setting on your browser Page Setup.

[Search](#) :: [Committees](#) :: [Legislators](#) :: [Users](#) :: [Administrative](#) :: [Log Out](#) :: [About](#)

Bill Summary Report

Report Date: Mon, Dec 13, 2004

Bill Number: HB2537A **Label:** **Session Yr:** 2003

Relating To: Relating to health benefit coverage; and dedaring an emergency.

Summary: [Modifies requirements for benefit levels of basic health benefit plans for small employers.] Permits Insurance Pool Governing Board to contract for and offer health benefit plans for certain small employers that are not eligible for sub

Priority: **Subjects:** Health, Hot Bills **LC:**

Position:

Bill Manager: HARMS, KELLY **Office:**

Division: OREGON MEDICAL INSURANCE POOL

Location: Chapter Number Assigned

Current Committee:

Fiscal Impact Statement Tracking Report

The Fiscal Impact Statement Tracking Report works best when you search by one or more of the following fields: Due Date, Completed Date, Date Due To LFO, Date Sent to LFO and/or Fiscal Impact Status. If agencies have input data in the Status field on the Fiscal Impact screen, reports can be generated based on the status, e.g. Complete with Impact.

NOTE: By default, the fiscal amounts are not displayed. To view the fiscal amounts, check the box "Display Fiscal Amounts".

NOTE: Use **Landscape** setting on your browser Page Setup

Fiscal Impact Statement Tracking Report
 Report Date: Tue, Nov 30, 2004
 Searched on: Session Year=2003; Session Type=Session; Tracked=Tracked Active; Bill Version=Current; Find It By=Bill Manager;
 Display Fiscal Amounts

Bill #	Relating To (Label)	Division	Bill Manager	Prty Assigned To	Date Assigned	Date Due	Date Received	Date Due to LFO	Date Sent to LFO	Expenditure				
								Biennium 1		Biennium 2				
			Bill Manager	Prty Assigned To	Date Assigned	Date Due	Date Received	Date Due to LFO	Date Sent to LFO	Expenditure	Revenue	FTE Expenditure	Revenue	FTE

C. CUSTOMIZED REPORTS

The Customized Report Selection screen can be accessed from the Search Results screen or the Reports Menu. However, the link to this screen will only be active if the search resulted in records found.

<ul style="list-style-type: none"> Assignment Status Report Bill Summary Detail Report Bill Summary High Level Report Current Version Bill Notes Report Scheduled Hearing Report Third Reading Report Tracked List Report Fiscal Impact Statement Tracking Report Customized Report Selection 	<p>SEARCH RESULTS (47 records found; sorted by Bill Number)</p> <table border="1"> <thead> <tr> <th>Bill #</th> <th>Summary</th> <th>Organization</th> <th>Priority</th> <th>Bill Manager</th> </tr> </thead> <tbody> <tr> <td>HB3600A</td> <td>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.</td> <td>SDC Division2</td> <td></td> <td>Morter, Michael</td> </tr> <tr> <td>HB3600A</td> <td>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.</td> <td>Test Division1</td> <td></td> <td>Robertson, Glenn</td> </tr> <tr> <td>HB3600A</td> <td>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.</td> <td>New Office for Test</td> <td></td> <td>Not assigned</td> </tr> <tr> <td>HB3600A</td> <td>Allows school district to seek waiver if</td> <td>Field Ops</td> <td></td> <td>Not</td> </tr> </tbody> </table>	Bill #	Summary	Organization	Priority	Bill Manager	HB3600A	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.	SDC Division2		Morter, Michael	HB3600A	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		Robertson, Glenn	HB3600A	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.	New Office for Test		Not assigned	HB3600A	Allows school district to seek waiver if	Field Ops		Not
Bill #	Summary	Organization	Priority	Bill Manager																						
HB3600A	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.	SDC Division2		Morter, Michael																						
HB3600A	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		Robertson, Glenn																						
HB3600A	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.	New Office for Test		Not assigned																						
HB3600A	Allows school district to seek waiver if	Field Ops		Not																						

1. Click on the Customized Report Selection link.
2. The Customized Report Selection screen will display. The Bill Number field will automatically be checked for you.
3. Check any other fields you want to be displayed on the report. As each field is checked it will appear in the Column Order box. The order of the fields can be changed by highlighting the field then clicking the up or down arrow.
4. Click Run Report to create the report.

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

CUSTOMIZED REPORT SELECTION

Run Report

Saved Custom Reports:

<input checked="" type="checkbox"/> Bill Number	<input type="checkbox"/> Relating To Clause	<input checked="" 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"/> Division	<input checked="" type="checkbox"/> Bill Manager	<input type="checkbox"/> Priority
<input type="checkbox"/> Bill Position	<input type="checkbox"/> Bill Label	<input type="checkbox"/> Testimony Approved
<input type="checkbox"/> Document Type	<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"/> 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

Column Order: Move Up Move Down

- Bill Summary
- Bill Manager
- Last Action only
- Effective Date - Exclude bills with blank date

*only applies to Fiscal Impact Document

Run Report Clear Save Report

- Your customized report will be displayed. If you have not saved the report fields, the default name of the report will be Customized Report.

Bill #	Summary	Bill Manager	Last Action	Effective Date
HB3600A	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.	Not assigned Michael Morter Not assigned	03/11/08 - Chapter 20, (2008 Laws): Effective date March 11, 2008.	03/11/08
HB3601A	Requires Department of Education to establish Oregon Farm-to-School and School Garden Program. Appropriates moneys from General Fund to department for program implementation. Declares emergency, effective on passage.	Suzanne Schenk	03/11/08 - Chapter 21, (2008 Laws): Effective date March 11, 2008.	03/11/08
HB3602A	Modifies deadline for Secretary of State to file information with county clerks regarding offices, candidates and measures] candidates for offices of President and Vice President of United States at November 2008 general election. D	Suzanne Schenk	03/11/08 - Chapter 55, (2008 Laws): Effective date March 11, 2008.	03/11/08
HB3607B	Establishes Oregon Declared Emergency Recovery Fund. Specifies purposes of fund. Continuously appropriates moneys in fund to Governor. Directs that moneys in fund be disbursed by Oregon Military Department through Office of Emergency Management.	Suzanne Schenk	03/11/08 - Chapter 24, (2008 Laws): Effective date March 11, 2008.	03/11/08
HB3608A	Authorizes implementing procedures for] Enacts international emergency assistance compact entered into by States of Oregon, Washington, Idaho and Alaska, Province of British Columbia and Yukon Government and authorizes implementing	Suzanne Schenk	03/11/08 - Chapter 25, (2008 Laws): Effective date March 11, 2008.	03/11/08
HB3615A	Provides ballot title for House Joint Resolution 100 (2008)] Senate Bill 1087 (2008). Declares emergency, effective on passage.	Suzanne Schenk	03/11/08 - Chapter 27, (2008 Laws): Effective date March 11, 2008.	03/11/08
HB3619B	Modifies business energy tax credit provisions as they apply to renewable energy resource equipment manufacturing facilities, including provisions for sales of credits. Increases monetary cap on allowable affordable housing tax credits. Applies to	Suzanne Schenk	03/11/08 - Chapter 29, (2008 Laws): Effective date May 23, 2008.	05/23/08

- Click the Back arrow and you will return to the Customized Report Selection screen. All fields will be unchecked except the Bill number field.

To Save the Customized Report

- To save the fields so you can re-run the report, check all the fields you want to display/print.
- Click Save Report

Last Action: Last Action only Last 3 Actions

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

Column Order:

- Relating to Cause
- Bill Summary
- Division
- Bill Manager
- Last Action only

 [▲] Move Up [▼] Move Down

*only applies to Fiscal Impact Document

Run Report Clear Save Report

- The Save Report Information screen will display. Enter in a meaningful report name. This will be the name that will display on the report.
- Enter in a description of the report.
- Click Save.

SAVE REPORT INFORMATION

Report Name: Last Action Report
(This value will display as the report header.)

Description: This is my report.
(Single quotes are not allowed and will be stripped from the text.)

Buttons: Save, Reset, Back

6. The Customized Report Selection screen will be displayed. All fields will be unchecked except the Bill number field.
7. The saved report name will now be available for selection in the Saved Custom Reports drop down field.
8. Click Run Report.

CUSTOMIZED REPORT SELECTION

Saved Custom Reports: Last Action Report

<input checked="" type="checkbox"/> Bill Number	<input checked="" type="checkbox"/> Relating To Clause	<input checked="" type="checkbox"/> Bill Summary
<input type="checkbox"/> At the Request of	<input type="checkbox"/> First 2 Sponsors	<input type="checkbox"/> Remaining # of Sponsors
<input checked="" type="checkbox"/> Division	<input checked="" type="checkbox"/> Bill Manager	<input type="checkbox"/> Priority
<input type="checkbox"/> Bill Position	<input type="checkbox"/> Bill Label	<input type="checkbox"/> Testimony Approved

Run Report

9. The report will be displayed. The report name will be the same name you gave the customized report.

Last Action Report
Report Date: Tue, Sep 16, 2008

Searched on: Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Sort By=Bill Number;

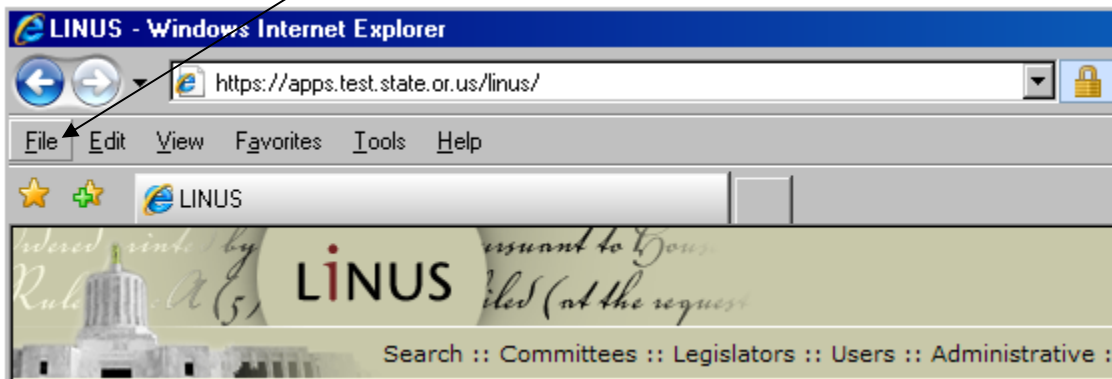
Bill #	Relating To Clause	Summary	Division	Bill Manager	Last Action
HB3600A	Relating to education; and declaring an emergency.	Allows school district to seek waiver if school district uses entity other than entity under state contract to administer assessments to students in grade 10. Specifies conditions. Declares emergency, effective on passage.	Field Ops SDC Division2 Test Division1	Not assigned Michael Morter Not assigned	03/11/08 - Chapter 20, (2008 Laws); Effective date March 11, 2008.
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 program implementation.] Declares emergency, effective on passage.	SDC Division2	Suzanne Schenk	03/11/08 - Chapter 21, (2008 Laws); Effective date March 11, 2008.
HB3602A	Relating to elections; and declaring an emergency.	Modifies deadline for Secretary of State to file information with county clerks regarding offices, candidates and measures) candidates for offices of President and Vice President of United States at November 2008 general election. D	SDC Division2	Suzanne Schenk	03/11/08 - Chapter 55, (2008 Laws); Effective date March 11, 2008.

Email Report

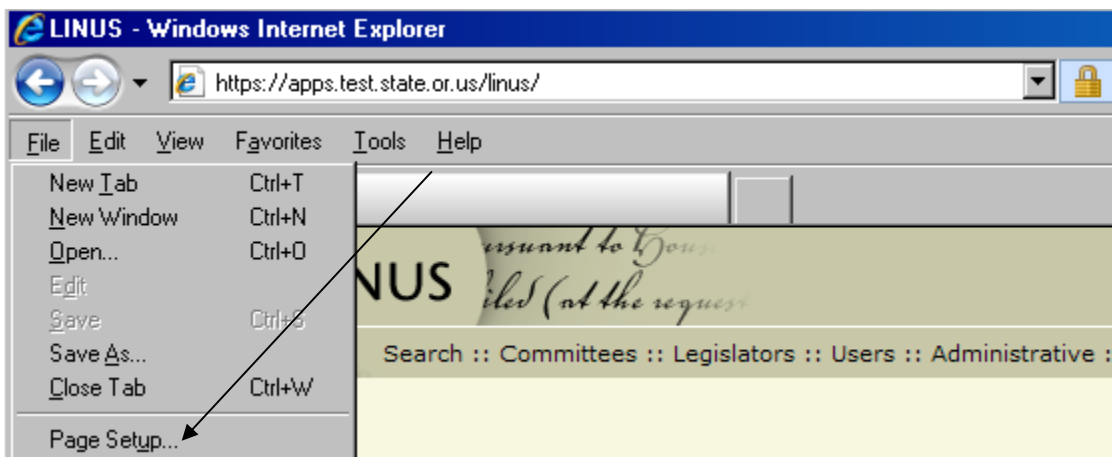
D. PRINTING REPORTS

For all reports in LINUS you need to set your Page Setup to the proper settings.

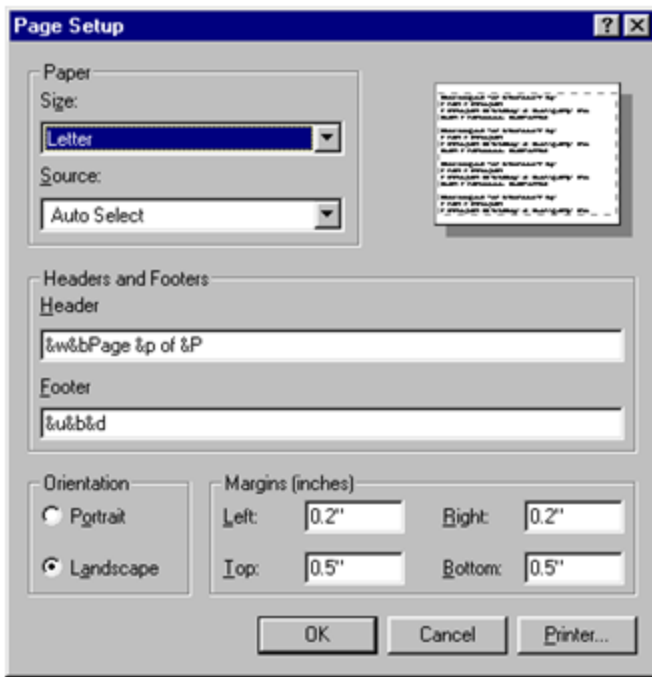
1. Go to File at the top of your browser window.



2. Choose Page Setup from the File menu.



3. For reports requiring landscape: Size = Letter; Orientation = Landscape; Left Margin 0.2"; Right Margin 0.2". For reports requiring portrait you can use the same margins and just change to Portrait setting.



4. Click OK. The Page Setup window will close.

NOTE: This changes the settings for all pages printed from your Internet browser.

5. Click Print.

E. E-MAILING REPORTS

To e-mail a report to another person, go through the steps to generate the report. An “Email Report” button will be displayed at the top and bottom of the report. Click either button and LINUS will e-mail the report as an attachment to you. You can then forward the e-mail to another person. Note: You must have a valid e-mail address on your User Information screen.

Report Date: Mon, Sep 15, 2008

Searched on: Session Year=2008; Session Type=Special; Tracked=Tracked Active; Bill Version=Current; Sort By=Bill Number;

Bill #	Summary	Next Hearing Date	Division	Bill Manager	Prty	Bill Posn	Doc Type	Assigned To	Date Due	Cmp	App
HB3600A	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.	No hearings scheduled at this time.	Field Ops SDC Division2 Test Division1	Not assigned Michael Morter Not assigned			Fiscal Impact	Not assigned	08/04/08	Yes	No
HB3601A	Requires Department of Education to establish Oregon Farm-to-School and School Garden Program. Appropriates moneys from General Fund to department for program implementation. Declares emergency, effective on passage.	No hearings scheduled at this time.	SDC Division2	Suzanne Schenk							
SB5556A	Adjusts limitations on expenditures by various agencies. Adjusts appropriations from General Fund to various agencies for specified purposes. Appropriates moneys from General Fund to Emergency Board for allocations during biennium. Appropri	No hearings scheduled at this time.	SDC Division2	Suzanne Schenk							
SCR25	Adjourns sine die special session of Seventy-fourth Legislative Assembly.	No hearings scheduled at this time.	SDC Division2	Suzanne Schenk							
SJR41	Proposes amendment to Oregon Constitution to establish joint committee on audits and government accountability. Directs committee to appoint a legislative auditor. Directs legislative auditor to conduct financial and compliance audit of at least two	No hearings scheduled at this time.	SDC Division2	Suzanne Schenk							

F. EXPORTING DATA

LINUS allows exporting of data to provide the opportunity to create custom reports. The data is exported into a comma-delimited text file. By default, this file will open in Microsoft Excel. It is recommended though to import the data into Microsoft Access and create reports within Access. This will require agency staff skilled in building database tables and reports. For more user-friendly customized reports, see Section 6C – Customized Reports.

Note: Exporting data will only capture the data as it existed at the date and time the export was performed.

The screenshot shows the LINUS web application interface. At the top, there is a search bar and navigation links: Search :: Committees :: Legislators :: Users :: Administrative :: Log Out :: About. The main content area displays 'SEARCH RESULTS (48 records found; sorted by Bill Number)'. A table lists search results for bill number HB3600A, with columns for Bill #, Summary, Organization, Priority, and Bill Manager. The table contains six rows of data. On the left side, there is a navigation menu with various report options. An arrow points to the 'Export' link in this menu.

Bill #	Summary	Organization	Priority	Bill Manager
HB3600A	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.	SDC Division2		Morter, Michael
HB3600A	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		Robertson, Glenn
HB3600A	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.	New Office for Test		Not assigned
HB3600A	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.	Department Of Systems Development		Not assigned
HB3600A	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.	Field Ops		Not assigned

Instructions on how to export data

1. Perform a search to get the list of bills you want to be included in the export.
2. On the Search Results screen, click on the Export link.
3. On the File Download pop-up, click Save.
4. On the Save As pop-up, choose where you want to save the file. You can also rename the file. By default, the file name is 'export.csv'. Click Save.
5. On the Download Complete pop-up, click Close.
6. The export process is done! You can now use Excel, Access, or other tools to sort and filter the data.

Fields included in the export file

- Data from legislature:
 - Bill Number
 - Bill Summary
 - Relating To Clause
 - Last Location
 - Last Action Date
- Bill Summary data:
 - Bill Manager
 - Priority
 - Measure Label
 - Division
 - Office
 - Position
 - Concept Number
 - Subjects
 - Other Interested Parties
- Fiscal Impact and External Documents data:
 - Assigned To
 - Assigned Date
 - Document Type
 - Document Status
 - Due Date
 - Complete Date
 - Approved Date
 - Date Due to LFO
 - Date Sent to LFO
 - Expenditure Biennium 1
 - Expenditure Biennium 2
 - Revenue Impact Biennium 1
 - Revenue Impact Biennium 2
 - FTE Impact Biennium 1
 - FTE Impact Biennium 2
- Hearing data:
 - Committee Name
 - Chamber
 - Hearing Location
 - Hearing Date
 - Hearing Time

7. LEGISLATORS AND COMMITTEES

A. LEGISLATORS

The Legislators link takes you to a list of current legislators. If a legislator leaves office, the newly appointed replacement is added automatically to LINUS from OLIS.

Search Results	LEGISLATOR LIST 2008 Special Session
-----	Legislator Name
	Atkinson, Jason
	Avakian, Brad
	Barker, Jeff
	Barnhart, Phil
	Bates, Alan C
	Bentz, Cliff
	Berger, Vicki
	Beyer, E. Terry
	Bonamici, Suzanne
	Boone, Deborah
	Boquist, Brian
	Brown, Kate

Click on the legislator name to go to an information screen for that legislator. Notes about the legislator can be added; remember that this is public information.

Search Results	LEGISLATOR INFORMATION		
Legislator List	Legislator: Atkinson, Jason		Elected Office: Senator
-----	Address: PO Box 1704 Grants Pass, OR 97528		Party: Republican
	Interim E-Mail:	District: 2	
	Session E-Mail: sen.jasonatkinson@state.or.us	Phone: 541-955-0911	
	Committees Assigned To Legislator		Chamber
	Elections and Ethics		Senate
	Finance and Revenue		Senate
	Rules and Executive Appointments		Senate
	Staff Members		Title
	Notes New Note		
	User Name	Date of Entry	Note

B. COMMITTEES

The Committees link takes you to a list of all current committees with links to an information screen on each committee.

The screenshot shows the LINUS website header with the text "Selected rules by Rule 15" and "LINUS issued (at the request) pursuant to Gov. ...". Below the header is a navigation bar with "Search :: Committees :: Legislators :: Users :: Administrative :: Log Out :: About". The main content area is titled "COMMITTEE LIST" and contains a table of active committees.

Committee Name	Active
Agriculture and Natural Resources (H)	Y
Business and Labor (H)	Y
Commerce and Labor (S)	Y
Consumer Protection (H)	Y
Education (H)	Y

Click on the Committee Name to go the information screen for that committee.

The screenshot shows the LINUS website header with the text "Selected rules by Rule 15" and "LINUS issued (at the request) pursuant to Gov. ...". Below the header is a navigation bar with "Search :: Committees :: Legislators :: Users :: Administrative :: Log Out :: About". The main content area is titled "COMMITTEE INFORMATION" and provides details for the Agriculture and Natural Resources (H) committee.

Committee:
Agriculture and Natural Resources (H)

Office: 453	Committee Phone: 503-986-1751
E-Mail:	Committee Fax: 503-986-1814

Committee Members	Position	Phone
Boquist, Brian	Vice-Chair	
Clem, Brian	Vice-Chair	
Dingfelder, Jackie	Member	503-493-2804
Garrard, Bill	Member	
Macpherson, Greg	Member	503-635-2648
Minnis, Karen	Member	
Roblan, Arnie	Chair	

Bills Assigned to Committee

Staff Members	Title	Office	Phone	E-Mail
Beth Patrino	Committee Administrator	453	503-986-1751	
Sue Cook	Executive Assistant	453	503-986-1763	

Committee Meetings

Meeting Date	Location	Ag. No.	Bill Number	Type
Wed, 2/20/08 12:00 AM	HR C	2	SCR23	Public Hearing and Work Session

Meeting Date	Location	Ag. No.	Bill Number	Type
Wed, 2/6/08 12:00 AM	HR C	1	HB3627A	Public Hearing and Work Session

8. USER SETTINGS

A. USER INFORMATION Screen

As a LINUS user you will have editing rights to your user information. To get to the User Information screen you need to first go to the Agency User List. To do that click on the “User” link located at the top of any LINUS screen.

When the Agency User List displays you will be able to

- View a list of all inactive users by clicking the “Inactive” button
- View a list of all users with a “Y/N” to designate active or inactive by clicking the “All” button
- View only active users by clicking the “Active” button.

Agency Users	Active
Adelman, Joe	Y
Ammiro, Julie L	Y
Andresen, Frohna	Y
Conner, Scot	Y
Creasey, Anthony J	Y
Futrell, Suzanne L	Y

To go to the User Information screen, click on the user’s name. The User Information screen will display.

USER INFORMATION		
Last Name: Super	First Name: User	M.I.:
Division SDC Division2	Job Title: 	
Office (No Office Selected)	Phone Number: 	Ext.:
Email: 	Cell Phone: 	
Active: <input checked="" type="checkbox"/>	Pager Number: 	
Get all automated Hearing emails? <input type="checkbox"/>	Get all automated Refresh emails? <input type="checkbox"/>	
User ID: Super.User	Password: •••••	Confirm Password: •••••

If this is your information you will be able to edit. Otherwise all fields will be grayed out.

However, unless the information you are editing is your job title, one of your phone numbers or your password, your agency LINUS administrator should be consulted first.

NOTE: If the first name, last name, division or office is modified it will change on all records where one was listed including records from the previous sessions.

- **Last Name, First Name, Initial** – When changing any part of your name, keep it consistent to what was already used.
- **Division** – If your agency is organized into divisions, a division can be selected from the drop down list.
- **Job title** – Although this is not a required field for LINUS, you may want to enter it as additional information on the user.
- **Office** – If your agency is organized into offices, once a division is selected an office will be available in the drop down list.
- **Phone number, extension** – Although this is not a required field for LINUS, you may want to enter it as additional information on the user.
- **Email** – This field is required if you need to receive notifications from LINUS.
- **Cell Phone** – Although this is not a required field for LINUS, you may want to enter it as additional information on the user.
- **Active** – This field must remain checked. If you uncheck it, once you sign off you will not be able to log back on.
- **Pager number** - Although this is not a required field for LINUS, you may want to enter it as additional information on the user.
- **Get all automated Hearing emails** - To receive hearing notification e-mails for all bills that your agency is tracking this box must be checked. Do NOT check this box if you want to receive only the hearing e-mails on the bills for which you are either the assigned bill manager or your name has been added to the receive e-mail updates drop down on the Bill Summary screen
- **Get all automated Refresh emails** – To receive the refresh notifications that your agency set or you personally set, you must check this box.
- **User ID** – Your LINUS Administrator will assign you a User ID.
- **Password, Confirm Password** - Your password and confirm password must be the same in order to save.

Click Save! Your changes will not be saved until you click the Save button.

B. PERSONAL E-MAIL NOTIFICATIONS

Personal E-Mail Notification Settings - The Agency LINUS Administrator sets agency defaults for the e-mail notification settings; however, each user has the authority to override the default settings to set their own preferences.

To customize your own settings for e-mail notifications, use the “E-mail Notification User Override” link in the top left corner of your User Information screen. Your Email Notifications User Override screen will display.

EMAIL NOTIFICATIONS USER OVERRIDE		
Last Name: Super	First Name: User	Middle Initial:
Days advance notice for Hearing Notification emails?		<input type="text" value="3"/>
Send Refresh Notification emails when a:	Send Notification?	Notification Interval?
Bill is added for the first time	<input checked="" type="checkbox"/>	OLIS Refresh <input type="text"/>
Bill is amended	<input type="checkbox"/>	<input type="text"/>
New version records are created due to bill being amended	<input type="checkbox"/>	<input type="text"/>
Bill summary or relating to clause is updated	<input type="checkbox"/>	<input type="text"/>
New committee is added	<input type="checkbox"/>	<input type="text"/>
Committee is updated	<input type="checkbox"/>	<input type="text"/>
Committee is inactivated	<input type="checkbox"/>	<input type="text"/>
Committee member is added	<input type="checkbox"/>	<input type="text"/>
Committee member is removed	<input type="checkbox"/>	<input type="text"/>
New legislator is added	<input type="checkbox"/>	<input type="text"/>
Legislator is updated	<input type="checkbox"/>	<input type="text"/>
Legislator is inactivated	<input type="checkbox"/>	<input type="text"/>
Send Agency Notification emails when a:	Send Notification?	Notification Interval?
New bill note is added to a bill	<input type="checkbox"/>	Upon Entry

If your agency LINUS administrator has already set agency defaults, you will see them on this screen.

Change only the information that should be different for you than for the agency.

Days Advance Notice for Hearing Notification Emails

This field pertains only to Hearing Notifications. Once a hearing is scheduled by a Legislative committee you will begin receiving email notifications based upon the “Days Advanced Notice”. You will continue to receive a notice on the Daily run until the hearing is held or cancelled. If you need more information on this, contact your LINUS administrator.

Send Refresh Notification E-Mails

To receive a Refresh Notification you must check the corresponding box under “Send Notification” as well as select a notification interval.

The options for the refresh notification interval are: Refresh and Daily.

NOTE: You must also have the “Get all automated refresh e-mails’ checked on the User Information screen.

Send Agency Notification Emails - New bill note is added to a bill

To receive a bill note e-mail you must have this field checked and your name must be under the Receive E-mail Updates field for the specific bill.

Click Save! Your changes will not be saved until you click the Save button.

These changes will only apply to this user.