

Adding additional sessions to your workspace

5 Steps

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Created by

Engagifii Inc.

Creation Date

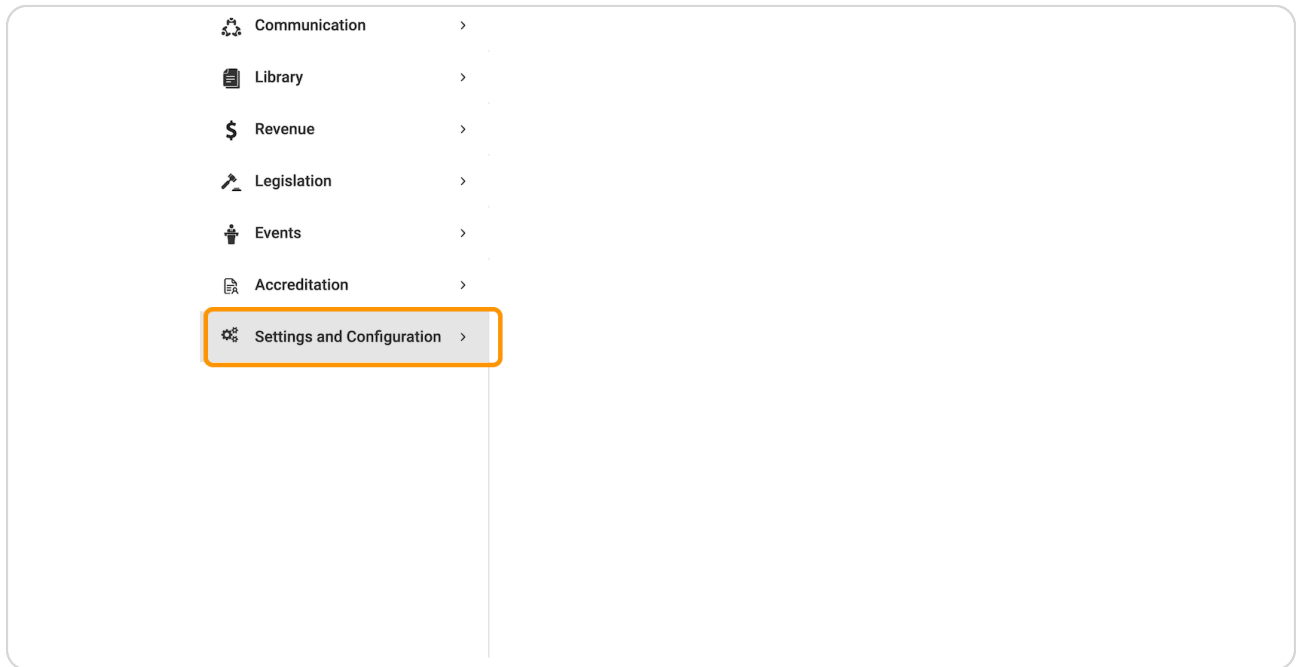
October 11, 2023

Last Updated

October 11, 2023

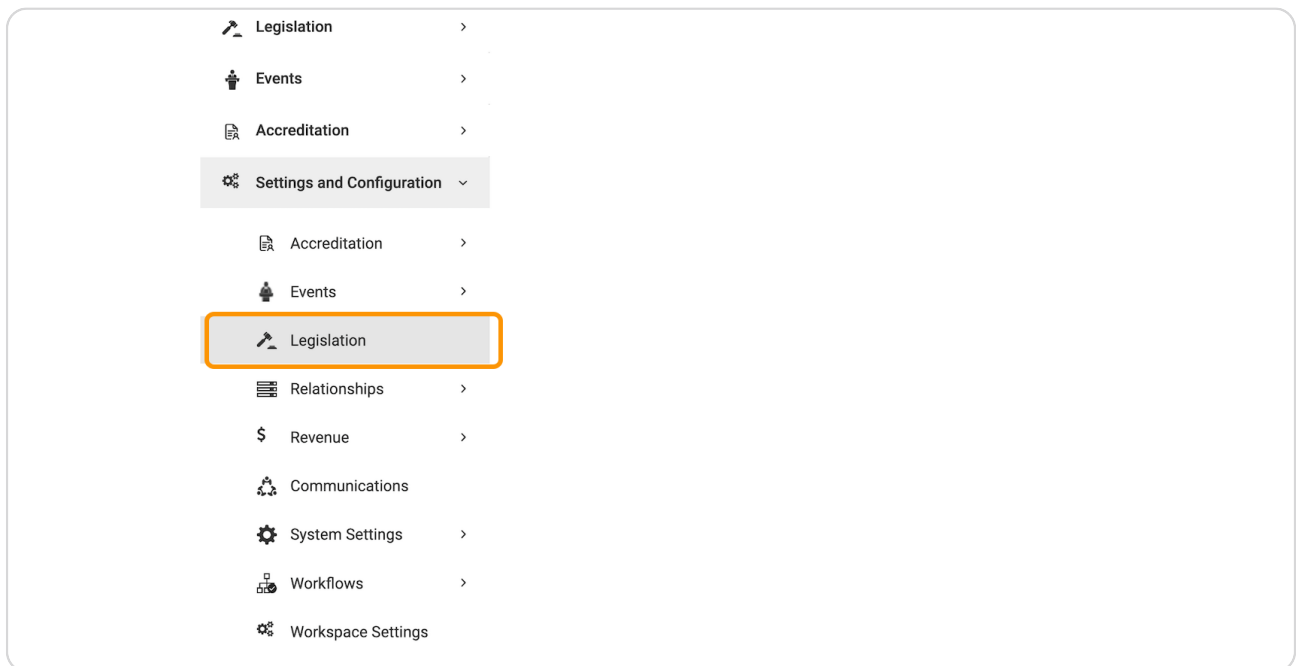
STEP 1

Click on Settings and Configuration



STEP 2

Click on Legislation



STEP 3

Look for the Session Field

The screenshot shows the 'Settings and Configuration' page in Engagifii. The left sidebar contains a navigation menu with 'Settings and Configuration' selected. The main content area is divided into sections: 'Specific Organizations', 'Specific Tags', 'Specific Groups', 'Bill Assignees', and 'Custom'. Below these is the 'States' section, which includes a dropdown menu currently set to 'Alabama'. The 'Session' section is highlighted with an orange box and contains a dropdown menu with 'First Special Session 2023 (Alabama)' selected. Below the session dropdown is the 'Tracking Levels' section, which includes a 'Tracking Level By Organization' toggle and a table of tracking levels: 'Hot', 'Watch', and 'Monitor'. Each level has a toggle switch and a 'Mark as Default' button. The 'Bill Assignment' section is also visible at the bottom.

STEP 4

Click on the specific sessions you wish to add

The screenshot shows the 'Bill Details' page in Engagifii. The left sidebar contains a navigation menu with 'Settings and Configuration' selected. The main content area is divided into sections: 'Module Name', 'Default Bill Visibility', 'Specific Organizations', 'Specific Tags', 'Specific Groups', 'Bill Assignees', and 'Custom'. Below these is the 'States' section, which includes a dropdown menu currently set to 'Alabama'. The 'Session' section is highlighted with an orange box and contains a dropdown menu with 'First Special Session 2023 (Alabama)' selected. Below the session dropdown is the 'Tracking Levels' section, which includes a 'Tracking Level By Organization' toggle and a table of tracking levels: 'Hot', 'Watch', and 'Monitor'. Each level has a toggle switch and a 'Mark as Default' button. The 'Bill Assignment' section is also visible at the bottom.

STEP 5

Click on Save

