

Assigning Multiple Bills at One Time

6 Steps [View most recent version](#) 

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STEP 1

Click on Tracked Bills

The screenshot shows a navigation menu on the left with the following items: Notification Prefere..., Committee Calendar, All State Bills, My Bills, **Tracked Bills** (highlighted with an orange box), Bill Compare, Public Officials, Legislative Reports, and Saved Search. On the right, there is a progress bar at 0.0 and a pie chart titled "Distribution of Bills by Tracking Levels" with a subtext "Filtered for Tracked bills assigned" and a "Clear filter" link. The pie chart shows a single yellow segment representing 100% of the bills, with a legend indicating "Tracked".

STEP 2

Scroll down to the list of tracked bills beneath the 'Tracked Bills: Summary' graphics and click the check box next to all of the desired bills

The screenshot shows a legislative tracking interface. At the top, there is a bar chart with categories: Coronavirus, Curriculum, Education, Energy, Job, Infrastructure, Public Health, Real Estate, Taxes, and Transportation. Below the chart is a table titled "TRACKED BILLS (Total 17 bills)". The table has columns for Bill Type, Bill #, Bill Title, Introduced Date, # of Analysis, Assigned to, and Last Action. The table contains five rows of bills, each with a checkbox in the first column. The first three rows have their checkboxes checked, and the fourth row has its checkbox checked with a yellow highlight. The fifth row has its checkbox unchecked.

| <input type="checkbox"/> | Bill Type | Bill # | Bill Title | Introduced Date | # of Analysis | Assigned to | Last Action |
|-------------------------------------|------------------|---------|---|-----------------|---------------|----------------------|-------------|
| <input checked="" type="checkbox"/> | House Bill | HB 1685 | Banking and Finance: Department of employ an experienced person to advise... | 04/04/2022 | 0 | House Hopper | 04/04/2022 |
| <input checked="" type="checkbox"/> | House Bill | HB 1684 | Mental health: revise procedures regarding emergency involuntary treatment for... | 04/04/2022 | 0 | House Hopper | 04/04/2022 |
| <input checked="" type="checkbox"/> | House Bill | HB 1663 | Commerce and trade: right to repair digital electronic equipment provide... | 04/04/2022 | 0 | House Hopper | 04/04/2022 |
| <input type="checkbox"/> | House Bill | HB 1625 | Buildings and housing: discrimination in housing based on source of income... | 04/04/2022 | 0 | House Hopper | 04/04/2022 |
| <input type="checkbox"/> | House Resolution | HR 1149 | House Study Committee on Regulation, Affordability, and Access to Housing... | 03/29/2022 | 0 | House Passed/Adopted | 04/04/2022 |

STEP 3

Click on Actions

The screenshot shows a web application interface with a navigation bar at the top containing categories: energy, hot, Infrastructure, Public Health, and Real Estate. Below the navigation bar is a table with columns: Introduced Date, # of Analysis, Assigned to, and Last Ac. The 'Actions' button is highlighted with an orange box. Below the table, there is a row of data: 04/04/2022, 0, and 04/04/20 House H.

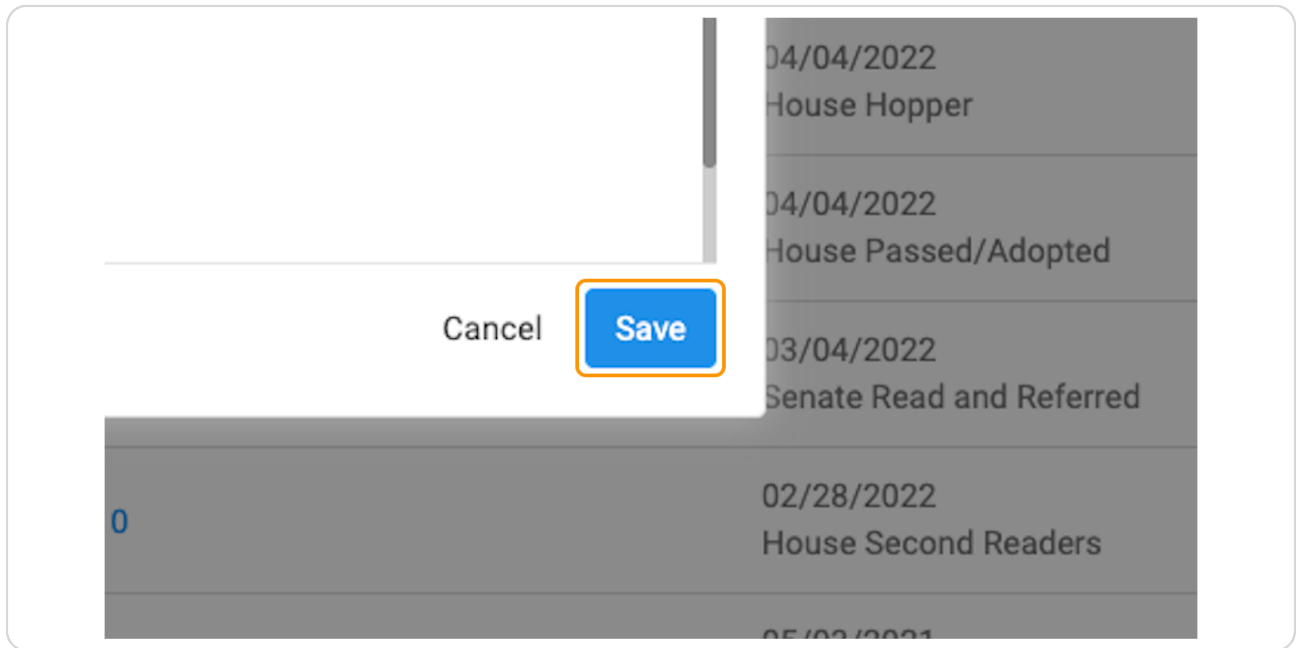
STEP 4

Click on the drop-down associated with the 'Assign To' line item

The screenshot shows a modal dialog box titled "Select Actions (3 selected bills - HB 1685, HB 1684, HB 1663)". The dialog has several sections: Tracking Level (Select Tracking Level), Tags (+), Reports (Weekly New Bills, List Style Report, +), Progression Level (Select), Assign To (Select), and Untrack bill(s) (toggle). The "Assign To" dropdown menu is highlighted with an orange box. At the bottom right of the dialog are "Cancel" and "Save" buttons. The background shows a table with columns: Bill Type, House Bill, Assign To, Introduced Date, # of Analysis, and Last Ac. The row for HB 1663 is visible, with the "Assign To" column highlighted.

STEP 5

Select all desired users and/or groups and then click 'Save' to save the selected bill assignees



STEP 6

Click on 'Save' once more to finalize the change

