

Creating Staff Analysis in Engagifii

11 Steps [View most recent version](#) 

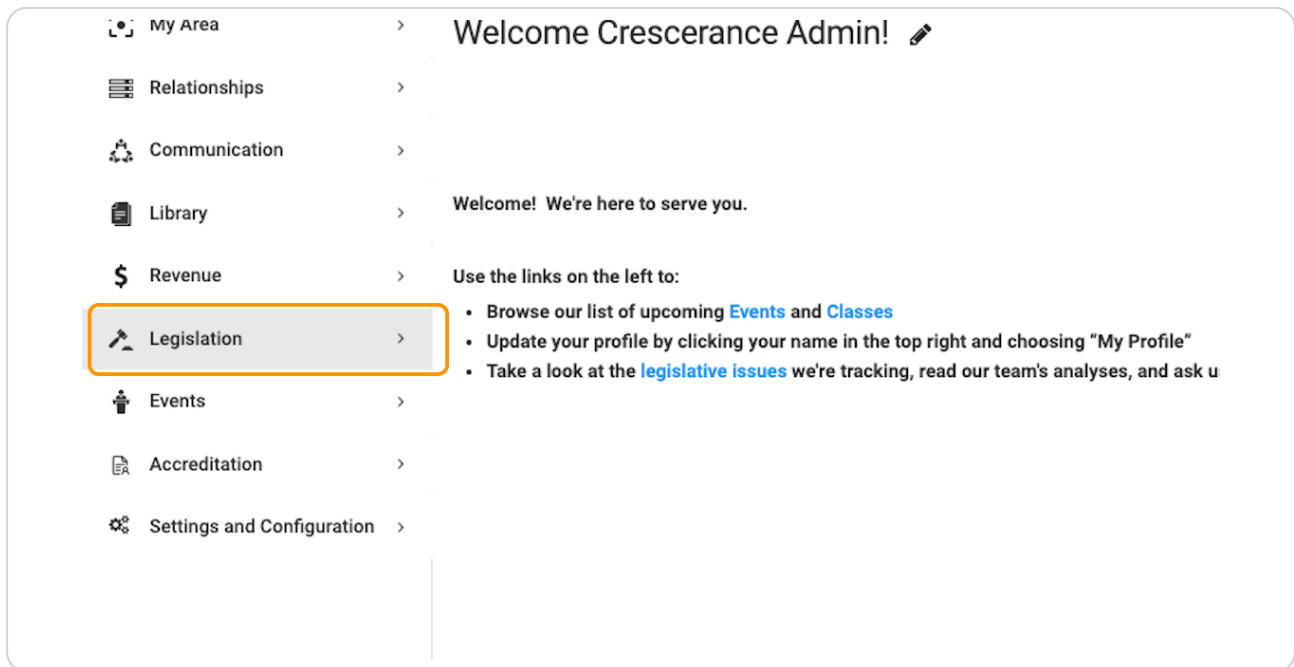
Created by
Engagifii Inc.

Creation Date
October 30, 2023

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October 30, 2023

STEP 1

Click on Legislation



The screenshot shows a dashboard with a left sidebar containing several menu items: My Area, Relationships, Communication, Library, Revenue, Legislation (highlighted with an orange box), Events, Accreditation, and Settings and Configuration. The main content area displays a welcome message for 'Crescerance Admin!' and a list of instructions for using the dashboard.

My Area > Welcome Crescerance Admin! ✎

Relationships >

Communication >

Library > Welcome! We're here to serve you.

Revenue > Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classes](#)
- Update your profile by clicking your name in the top right and choosing "My Profile"
- Take a look at the [legislative issues](#) we're tracking, read our team's analyses, and ask u

Legislation >

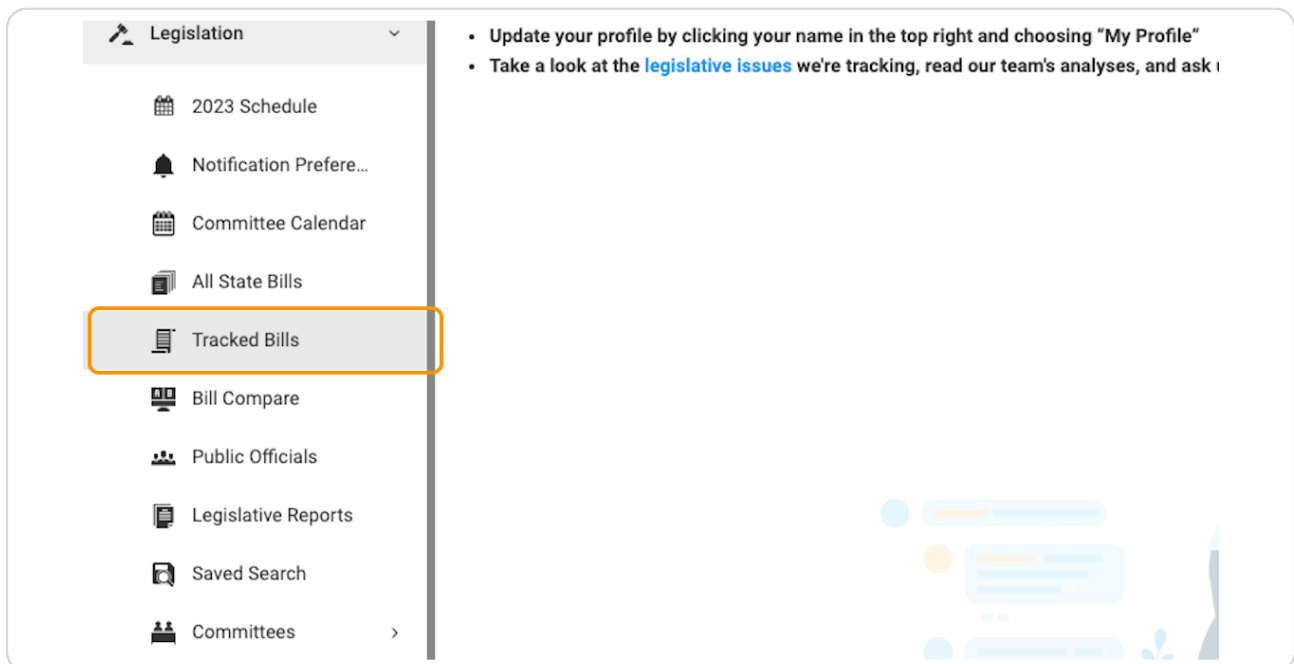
Events >

Accreditation >

Settings and Configuration >

STEP 2

Click on Tracked Bills



The screenshot shows the 'Legislation' dropdown menu expanded in the left sidebar. The 'Tracked Bills' option is highlighted with an orange box. The main content area displays the same list of instructions as in Step 1.

Legislation >

- 2023 Schedule
- Notification Prefere...
- Committee Calendar
- All State Bills
- Tracked Bills
- Bill Compare
- Public Officials
- Legislative Reports
- Saved Search
- Committees >

- Update your profile by clicking your name in the top right and choosing "My Profile"
- Take a look at the [legislative issues](#) we're tracking, read our team's analyses, and ask i

STEP 3

Click on a bill

The screenshot shows a legislative tracking interface. At the top, there is a bar chart with a y-axis from 0 to 4. The x-axis categories are 'Billing', 'Competitive Bids', 'Infrastructure', and 'Total'. The 'Total' bar is the tallest, reaching a value of 4. Below the chart is a section titled 'TRACKED BILLS (Total 12 bills)'. It features a table with columns: Bill Type, Bill #, State, Bill Title, Introduced Date, Assigned to, Full Text, Last Action, Tracking Level, and Sponsor. The first row is highlighted in orange and contains the following information: Senate Bill, SB 0002, AL, Public K-12 Education, Star-Spangled Banner to be broadcast each week durin..., 09/05/2023, Ben Stein, PDF icon, 09/05/2023 Prefiled, Watch, and a sponsor profile picture.

Bill Type	Bill #	State	Bill Title	Introduced Date	Assigned to	Full Text	Last Action	Tracking Level	Sponsor
Senate Bill	SB 0002	AL	Public K-12 Education, Star-Spangled Banner to be broadcast each week durin...	09/05/2023	Ben Stein	PDF icon	09/05/2023 Prefiled	Watch	[Profile Picture]
House Bill	HB 0005	AL	To amend Section 17-14-20, Code of Alabama 1975, to provide for the reapportionment and redistricting of the state's United States Congressional districts for the purpose of electing members at the General Election in 2024 and thereafter, until the release of the next federal census.	07/17/2023		PDF icon	07/21/2023 Read A Third Time And...	Monitor	[Profile Picture]
House Bill	HB 0504	AL	To authorize the Chilton County Commission, pursuant to Section 217 of...	05/23/2023	Howard Hughes	PDF icon	06/01/2023 Enacted	Monitor	[Profile Picture]
House Bill	HB 0505	AL	Relating to Calhoun County, to provide for the salary of the judge of probate.	05/23/2023		PDF icon	06/01/2023 Enacted	Watch	[Profile Picture]
Senate Bill	SB 0346	AL	Relating to Cullman County, to amend Section 45-22-225 of the Code of Alaba...	05/23/2023	Howard Hughes	PDF icon	06/01/2023 Enacted	Monitor	[Profile Picture]

STEP 4

Click on the Staff Analysis tab

The screenshot shows a detailed view of a bill, SB 0002. The title is 'SB 0002 - Public K-12 Education, Star-Spangled Banner to be broadcast each week durin...'. It includes a 'Download Full Text' button, the state 'AL', and the last action 'Sep 05, 2023 - Prefiled'. The 'Assign To' field shows two staff members: Ben Stein and Diana Ross. There are '0' tags and '5' reports. The 'Reports' section includes filters for 'All Watch Bills', 'All Bills We're Tracking', 'All Hot Bills (House)', and 'All...'. At the bottom, there is a navigation bar with tabs: 'Summary', 'Staff Analysis' (highlighted with an orange box), 'Versions', 'Amendments', and 'Ve...'. The main content area shows the bill title and a partial description: 'Public K-12 Education, Star-Spangled Banner to be broadcast each week during inst...'. A left sidebar contains navigation options: 'ication', 'on', '3 Schedule', 'ification Prefere...', 'nmittee Calendar', and 'State Bills'.

STEP 5

Click on Add New Analysis

The screenshot shows the Engagifii interface. On the left is a navigation menu with categories: Communication, Library, Revenue, Legislation, 2023 Schedule, Notification Preferences, Committee Calendar, All State Bills, and Tracked Bills. The 'Legislation' category is expanded. The main content area displays details for bill SB 0002 - Public K-12 Education, Star-Spangled Banner to be broadcast each week. It includes a 'Download Full Text' button, state information (AL), last action (Sep 05, 2023 - Prefiled), and introducer (Introduce). Below this are 'Assign To' (2 users: Ben Stein, Diana Ross), 'Tags' (0), and 'Reports' (5). A tabbed interface shows 'Summary', 'Staff Analysis', 'Versions', and 'Amendments'. The 'Staff Analysis' tab is active, and a blue button with a plus icon and the text 'Add New Analysis' is highlighted with a blue border.

STEP 6

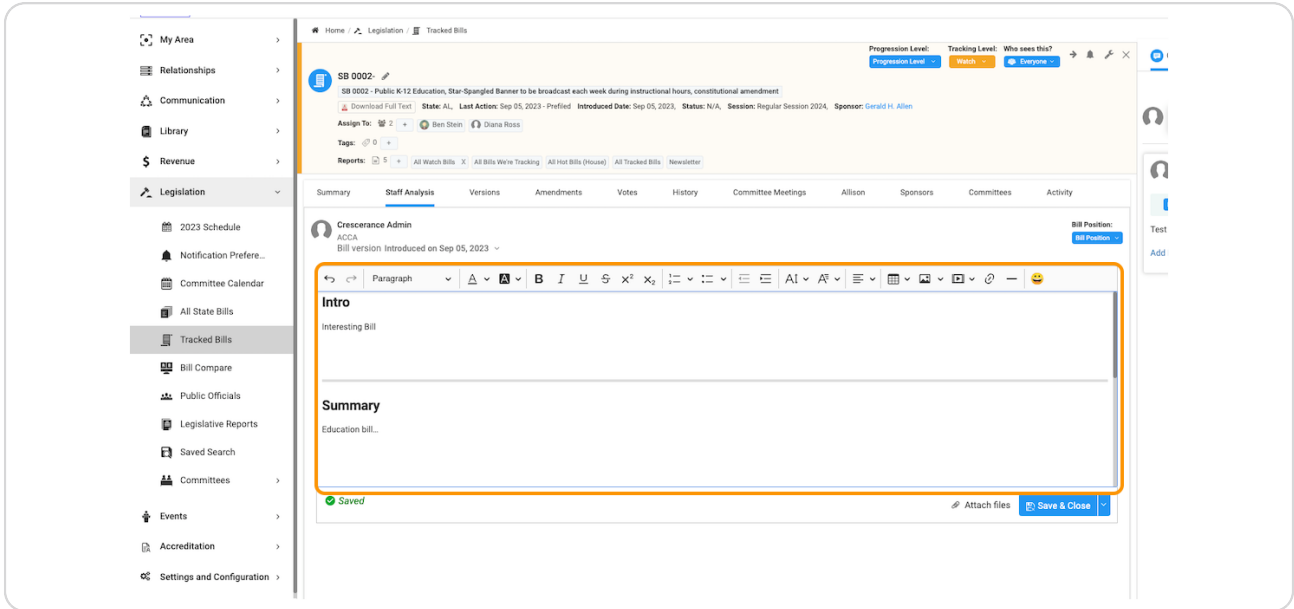
You can write an analysis on a specific bill version

The screenshot shows the Engagifii interface. On the left is a navigation menu with categories: Communication, Library, Revenue, Legislation, 2023 Schedule, Notification Preferences, Committee Calendar, All State Bills, Tracked Bills, Bill Compare, and Public Officials. The 'Legislation' category is expanded. The main content area displays details for bill SB 0002 - Public K-12 Education, Star-Spangled Banner to be broadcast each week during instructional hours. It includes a 'Download Full Text' button, state information (AL), last action (Sep 05, 2023 - Prefiled), and introduction date (Sep 05, 2023). Below this are 'Assign To' (2 users: Ben Stein, Diana Ross), 'Tags' (0), and 'Reports' (5). A tabbed interface shows 'Summary', 'Staff Analysis', 'Versions', 'Amendments', 'Votes', and 'History'. The 'Staff Analysis' tab is active, and a blue button with a plus icon and the text 'Add New Analysis' is highlighted with a blue border. Below the button, the user 'Crescerance Admin' is selected, with 'ACCA' and 'Bill version Introduced on Sep 05, 2023' shown. A rich text editor is visible with a toolbar containing undo, redo, paragraph, text color, background color, bold, italic, underline, strikethrough, superscript, subscript, and bulleted list. The text 'Intro' is written in bold, and 'Interesting Bill' is written below it.

STEP 7

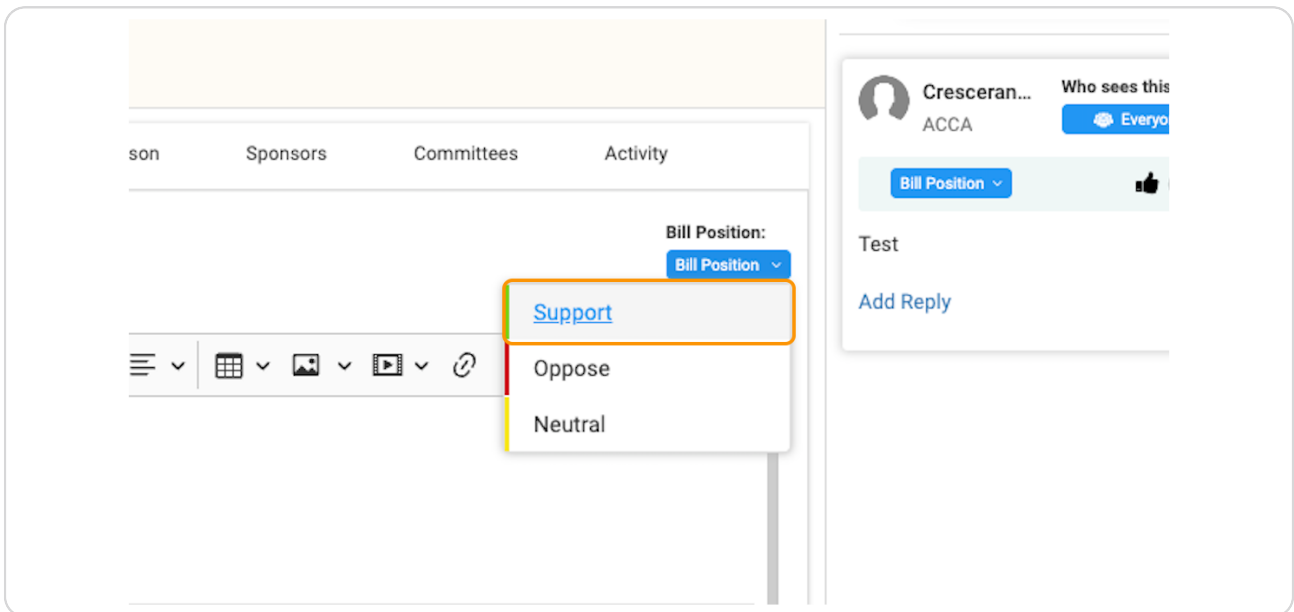
Begin writing the analysis in the text box. You can format using the editor bar, as well as add images and links.

Your workspace may have a staff analysis template created with parameters for your analysis content



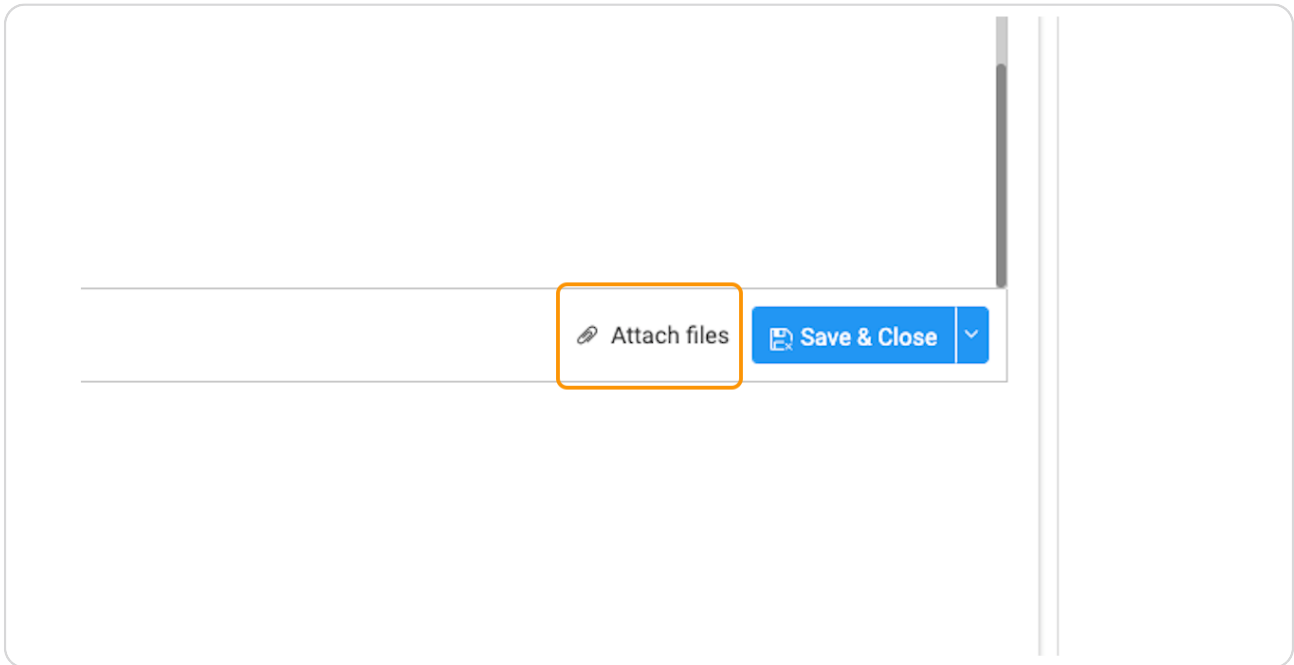
STEP 8

Click on Bill Position to indicate your position



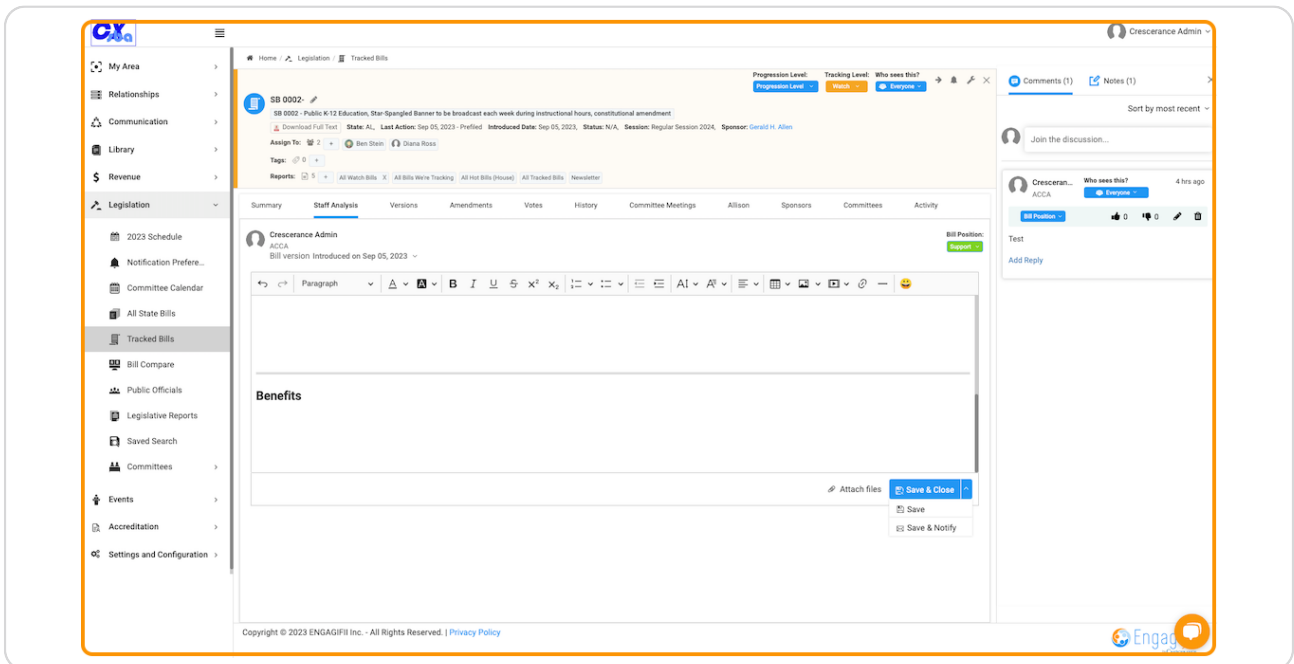
STEP 9

Click on **Attach files** to attach additional documentation to your analysis



STEP 10

Click on **Save...**



STEP 11

Click on **Save & Close...** you can either just save your analysis or save and notify a designated team member.

