

# Creating a Newsletter Style Report

The Newsletter style report is exactly what it sounds like, rather than working in a list or a spreadsheet, you'll be working with more organic narrative and inserting the bills into the text

11 Steps [View most recent version](#) 

---

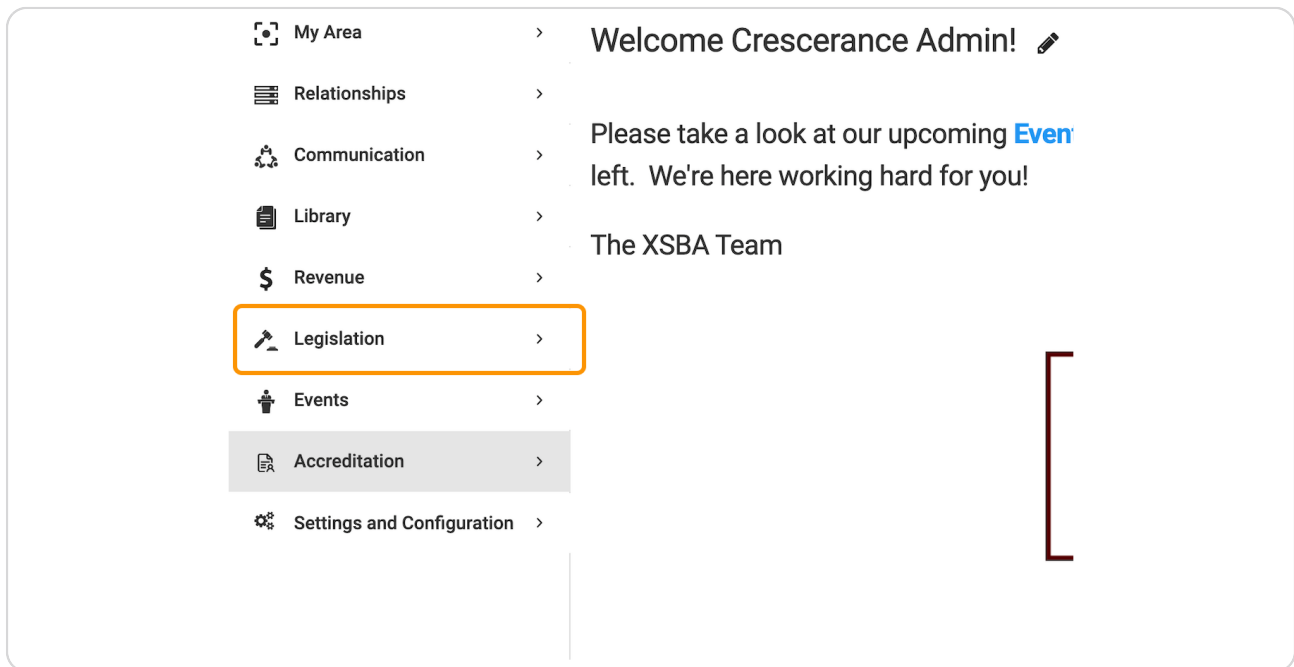
Created by  
Engagifii Inc.

Creation Date  
October 31, 2023

Last Updated  
October 31, 2023

## STEP 1

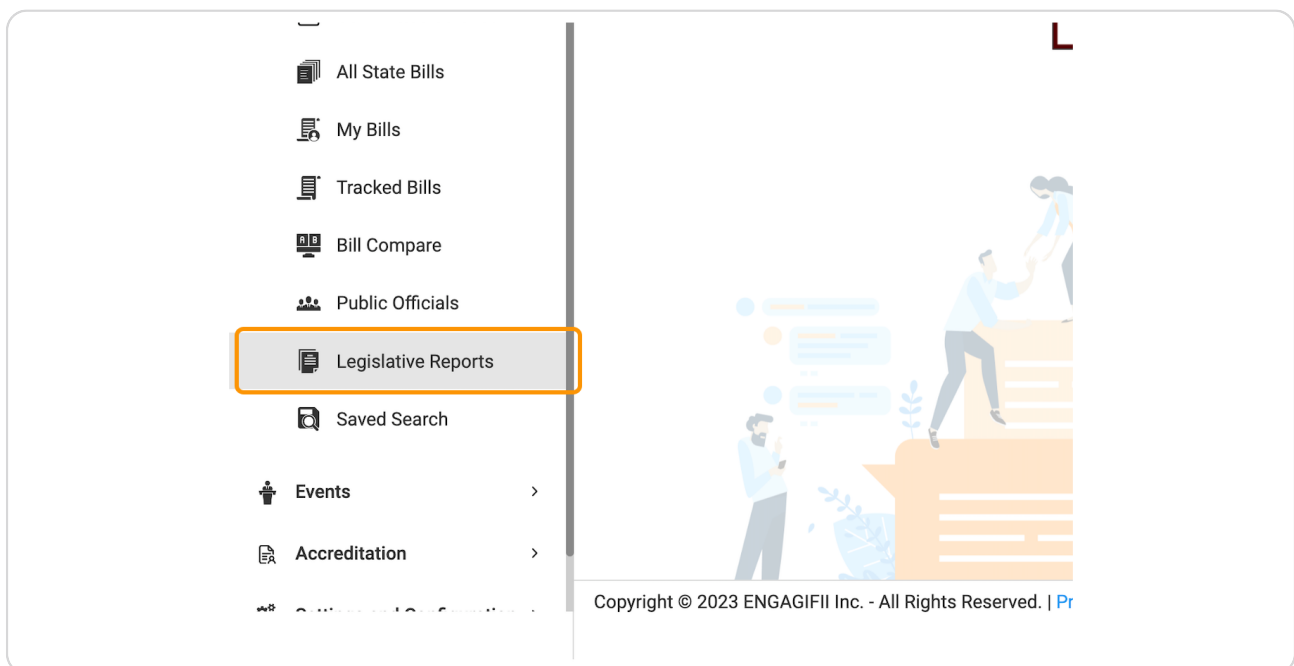
### Click on Legislation



The screenshot shows a sidebar menu on the left with the following items: My Area, Relationships, Communication, Library, Revenue, Legislation (highlighted with an orange box), Events, Accreditation, and Settings and Configuration. The main content area on the right displays a welcome message: "Welcome Crescance Admin! ✎", followed by "Please take a look at our upcoming **Event** left. We're here working hard for you!" and "The XSBA Team". A large red bracket is positioned on the right side of the main content area.

## STEP 2

### Click on Legislative Reports



The screenshot shows the 'Legislative Reports' page. The sidebar menu on the left includes: All State Bills, My Bills, Tracked Bills, Bill Compare, Public Officials, Legislative Reports (highlighted with an orange box), Saved Search, Events, Accreditation, and Settings and Configuration. The main content area features an illustration of people working together around a large document, with a red 'L' in the top right corner. At the bottom of the page, the text reads: "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Pr".

### STEP 3

#### Click on Add Report

Home / Legislation / Legislative Reports

Legislative Reports Capitol Reports

LEGISLATIVE REPORTS Add Report

Search in Title

	Type
Report Name	List/Newsletter Rep
List Style Report	List/Newsletter Rep

### STEP 4

#### Click on List/Newsletter Report

Home / Legislation / Legislative Reports

Legislative Reports Capitol Reports

LEGISLATIVE REPORTS Add Report

Search in Title

- List/Newsletter Report
- Spreadsheet Report

	Type
Report Name	List/Newsletter Report
List Style Report	List/Newsletter Report

## STEP 5

Type in the name of your report and do not turn on Criteria

LEGISLATIVE REPORTS |

Criteria Select Fields 2 Report

Please select the criteria from below to generate a report.

Report Title \* Report will include (65 matching) Tracked bills

Newsletter Report

Include Untracked Bills

Criteria

## STEP 6

Click on Save & Next

Crescerance Admin ▾

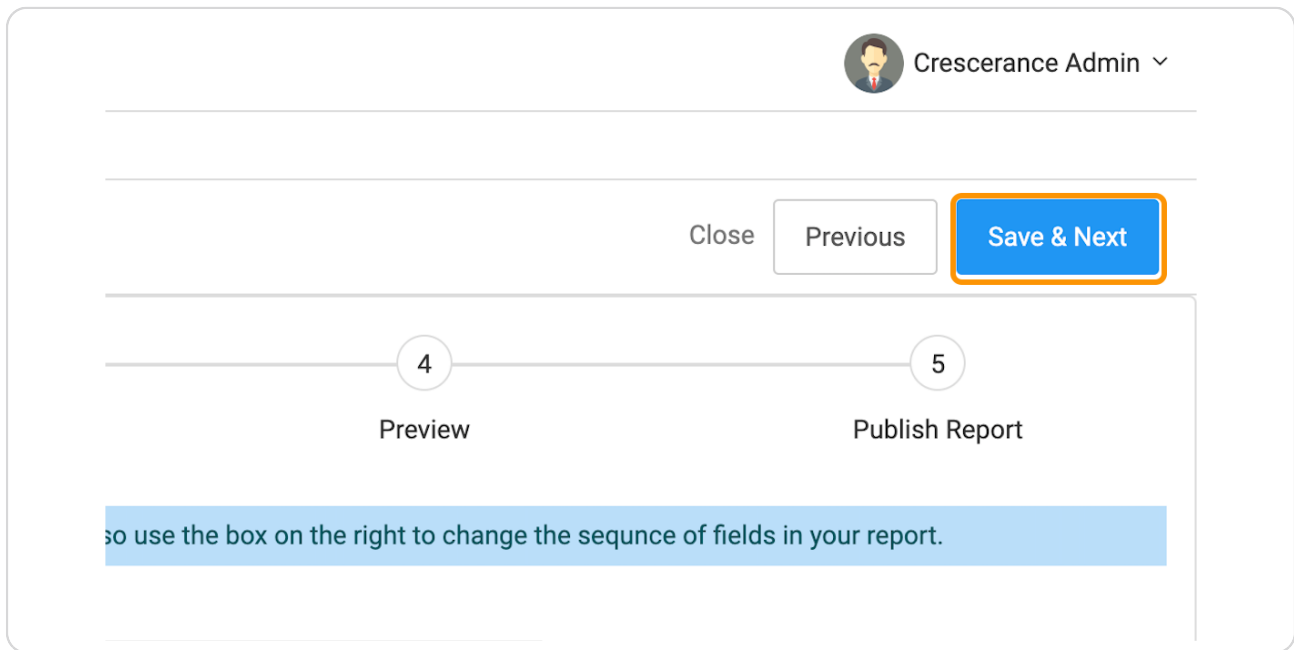
Close Save & Next

4 5

Preview Publish Report

## STEP 7

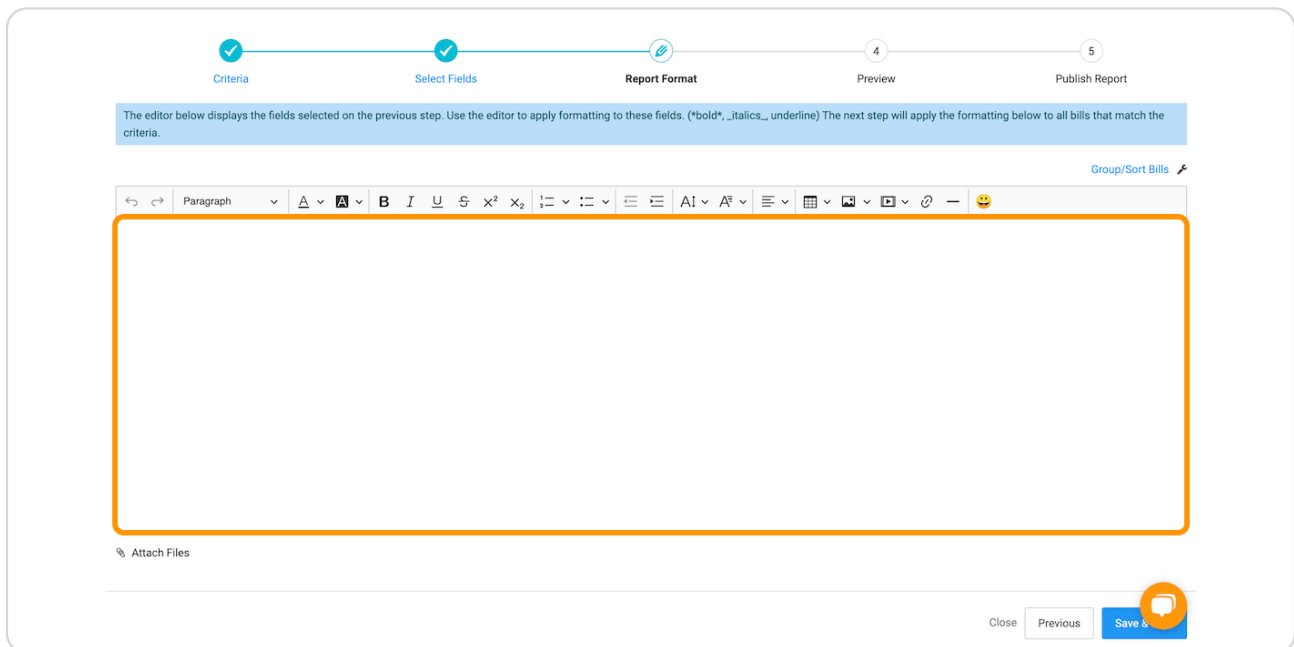
On the second step, **Select Fields**, do not select any fields to add and click **Save and Next**



The screenshot shows a user interface for a report creation process. At the top right, there is a user profile icon and the name "Crescerance Admin" with a dropdown arrow. Below this, there are three buttons: "Close", "Previous", and "Save & Next". The "Save & Next" button is highlighted with an orange border. A progress bar below the buttons shows five steps: "Criteria", "Select Fields", "Report Format", "Preview", and "Publish Report". The "Preview" step is currently active, indicated by a circle with the number "4" above it. Below the progress bar, there is a light blue text box that says "so use the box on the right to change the sequence of fields in your report."

## STEP 8

Add in your text

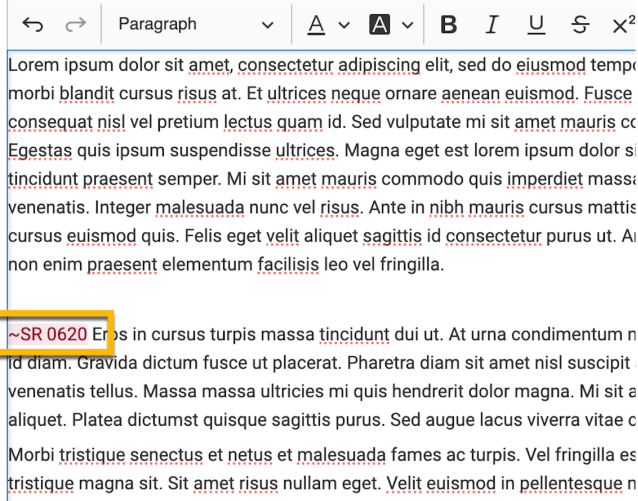


The screenshot shows a user interface for a report creation process. At the top, there is a progress bar with five steps: "Criteria", "Select Fields", "Report Format", "Preview", and "Publish Report". The "Report Format" step is currently active, indicated by a circle with a pencil icon above it. Below the progress bar, there is a light blue text box that says "The editor below displays the fields selected on the previous step. Use the editor to apply formatting to these fields. (\*bold\*, \_italics\_, underline) The next step will apply the formatting below to all bills that match the criteria." Below the text box, there is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, link, and text color. The editor area is currently empty and highlighted with an orange border. At the bottom right, there are three buttons: "Close", "Previous", and "Save & Next". The "Save & Next" button is highlighted with an orange border.

## STEP 9

### When adding in bills to your newsletter, you'll add them in via tilde (~)

The editor below displays the fields selected on the previous step. Use the editor next step will apply the formatting below to all bills that match the criteria.

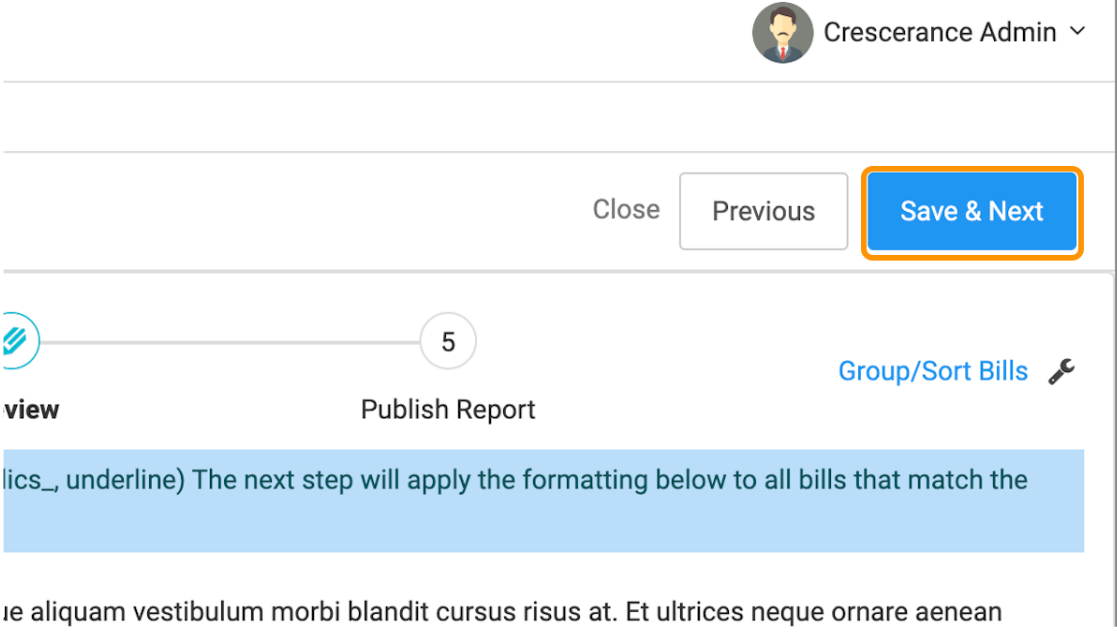


~SR 0620 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor morbi blandit cursus risus at. Et ultrices neque ornare aenean euismod. Fusce consequat nisl vel pretium lectus quam id. Sed vulputate mi sit amet mauris con Egestas quis ipsum suspendisse ultrices. Magna eget est lorem ipsum dolor si tincidunt praesent semper. Mi sit amet mauris commodo quis imperdiet massa venenatis. Integer malesuada nunc vel risus. Ante in nibh mauris cursus mattis cursus euismod quis. Felis eget velit aliquet sagittis id consectetur purus ut. At non enim praesent elementum facilisis leo vel fringilla.

~SR 0620 Er os in cursus turpis massa tincidunt dui ut. At urna condimentum n id diam. Gravida dictum fusce ut placerat. Pharetra diam sit amet nisl suscipit venenatis tellus. Massa massa ultricies mi quis hendrerit dolor magna. Mi sit a aliquet. Platea dictumst quisque sagittis purus. Sed augue lacus viverra vitae c Morbi tristique senectus et netus et malesuada fames ac turpis. Vel fringilla es tristique magna sit. Sit amet risus nullam eget. Velit euismod in pellentesque n

## STEP 10

### Click on Save & Next



Crescerance Admin

Close Previous **Save & Next**

5 Group/Sort Bills

view Publish Report

The next step will apply the formatting below to all bills that match the

re aliquam vestibulum morbi blandit cursus risus at. Et ultrices neque ornare aenean

## STEP 11

Lastly, you have your Publish step, where you can share via Public Link, PDF or Word Doc or emailing

Crescerance Admin ▾

Home / Legislation / Legislative Reports

LEGISLATIVE REPORTS | Newsletter Report

Criteria    Select Fields    Report Format    Preview    Publish Report

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Neque aliquam vestibulum morbi blandit cursus risus at. Et ultrices neque ornare aenean euismod. Fusce ut placerat orci nulla pellentesque dignissim enim sit amet. Ipsum consequat nisl vel pretium lectus quam id. Sed vulputate mi sit amet mauris commodo. Nullam ac tortor vitae purus faucibus ornare suspendisse sed. Egestas quis ipsum suspendisse ultrices. Magna eget est lorem ipsum dolor sit amet consectetur adipiscing. Nec feugiat in fermentum posuere urna nec tincidunt praesent semper. Mi sit amet mauris commodo quis imperdiet massa. Libero volutpat sed cras ornare. Aliquam purus sit amet luctus venenatis. Integer malesuada nunc vel risus. Ante in nibh mauris cursus mattis molestie a iaculis. Ultricies lacus sed turpis tincidunt id. Diam in arcu cursus euismod quis. Felis eget velit aliquet sagittis id consectetur purus ut. Amet luctus venenatis lectus magna fringilla urna porttitor rhoncus. Purus non enim praesent elementum facilisis leo vel fringilla.

**SR 0620** Eros in cursus turpis massa tincidunt dui ut. At urna condimentum mattis pellentesque id nibh tortor. Non arcu risus quis varius quam quisque id diam. Gravida dictum fusce ut placerat. Pharetra diam sit amet nisl suscipit adipiscing bibendum est ultricies. Lectus nulla at volutpat diam ut venenatis tellus. Massa massa ultricies mi quis hendrerit dolor magna. Mi sit amet mauris commodo quis. Lorem sed risus ultricies tristique nulla aliquet. Platea dictumst quisque sagittis purus. Sed augue lacus viverra vitae congue. Morbi leo urna molestie at elementum eu facilisis sed odio.

Morbi tristique senectus et netus et malesuada fames ac turpis. Vel fringilla est ullamcorper eget. Turpis egestas integer eget aliquet nibh praesent tristique magna sit. Sit amet risus nullam eget. Velit euismod in pellentesque massa placerat dui ultricies. Sit amet nisl suscipit adipiscing bibendum est. Amet nulla facilisi morbi tempus iaculis. Pulvinar mattis nunc sed blandit libero volutpat sed cras ornare. Urna dui convallis convallis tellus id interdum velit laoreet id. Elementum tempus egestas sed sed risus pretium quam.

Close    Previous    [Public Link](#)    [Export to PDF](#)    [Export to Word](#)    [Email Report](#)

