

Creating a Staff Analysis Template

6 Steps [View most recent version](#) 

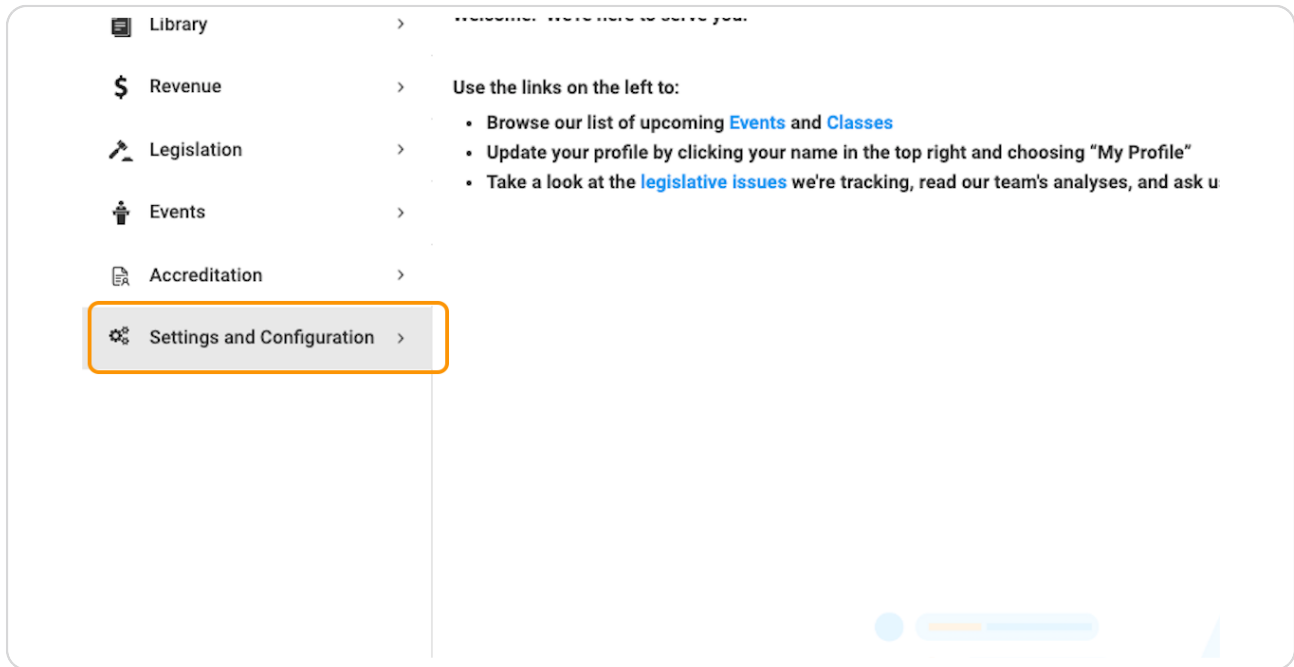
Created by
Engagifii Inc.

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October 23, 2023

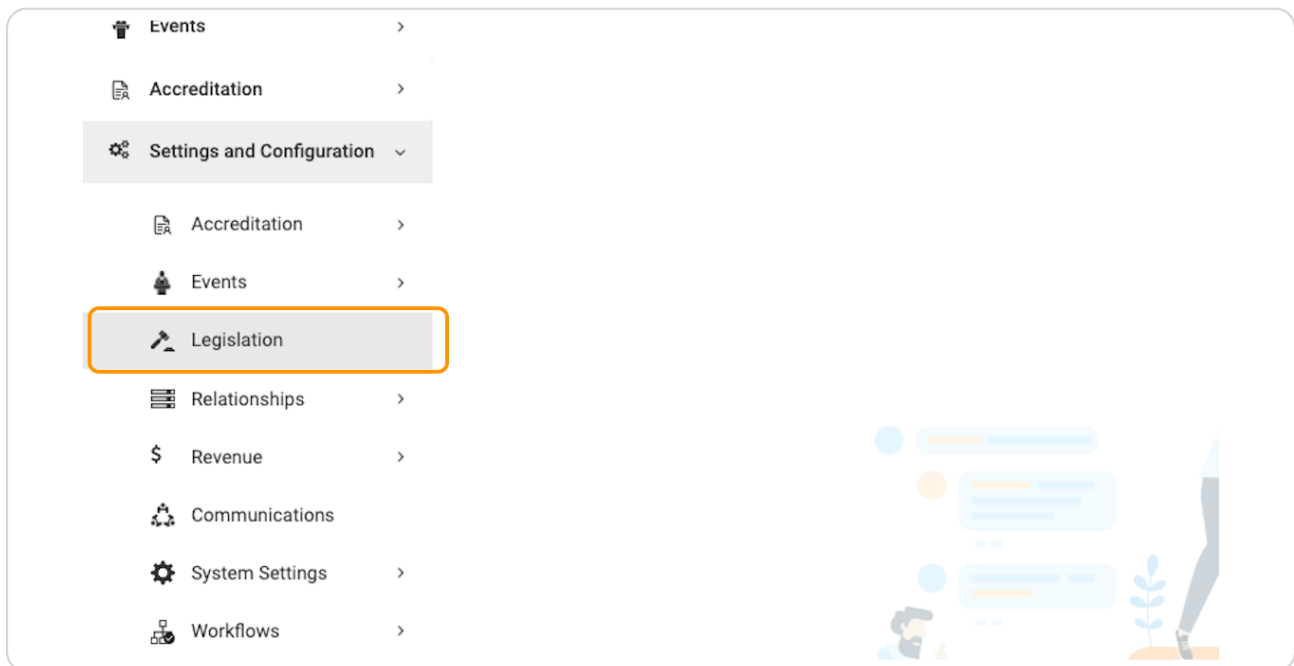
STEP 1

Click on Settings and Configuration



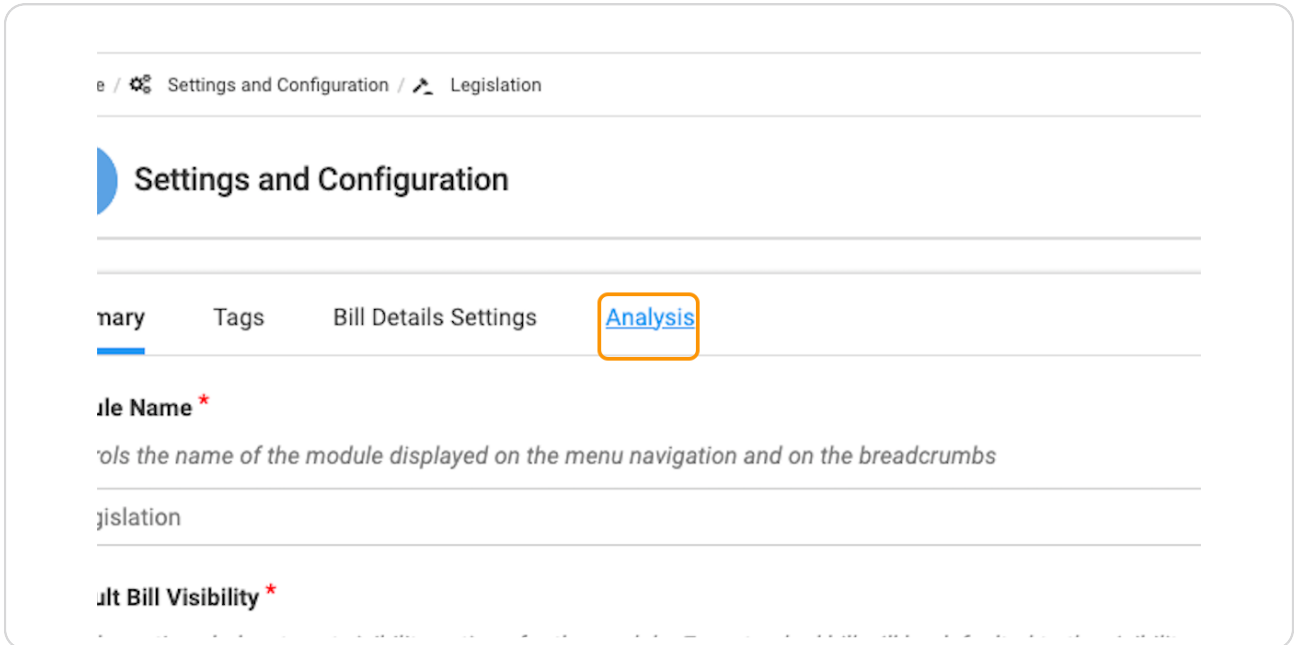
STEP 2

Click on Legislation



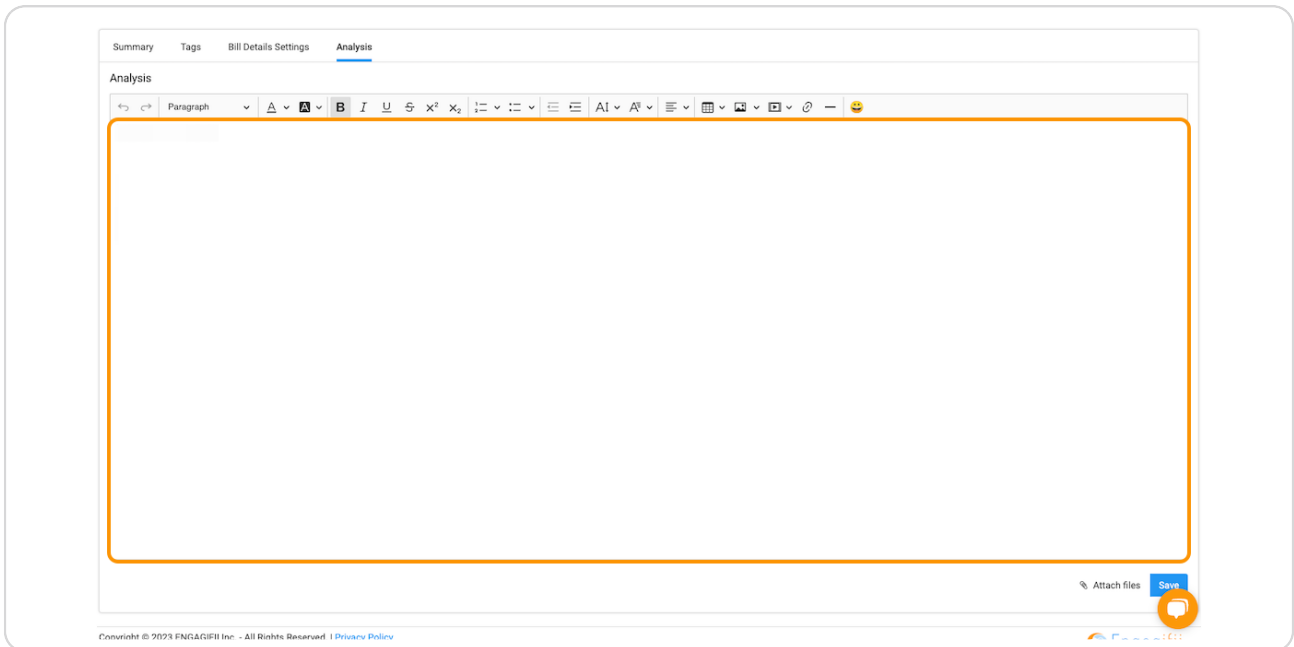
STEP 3

Click on Analysis



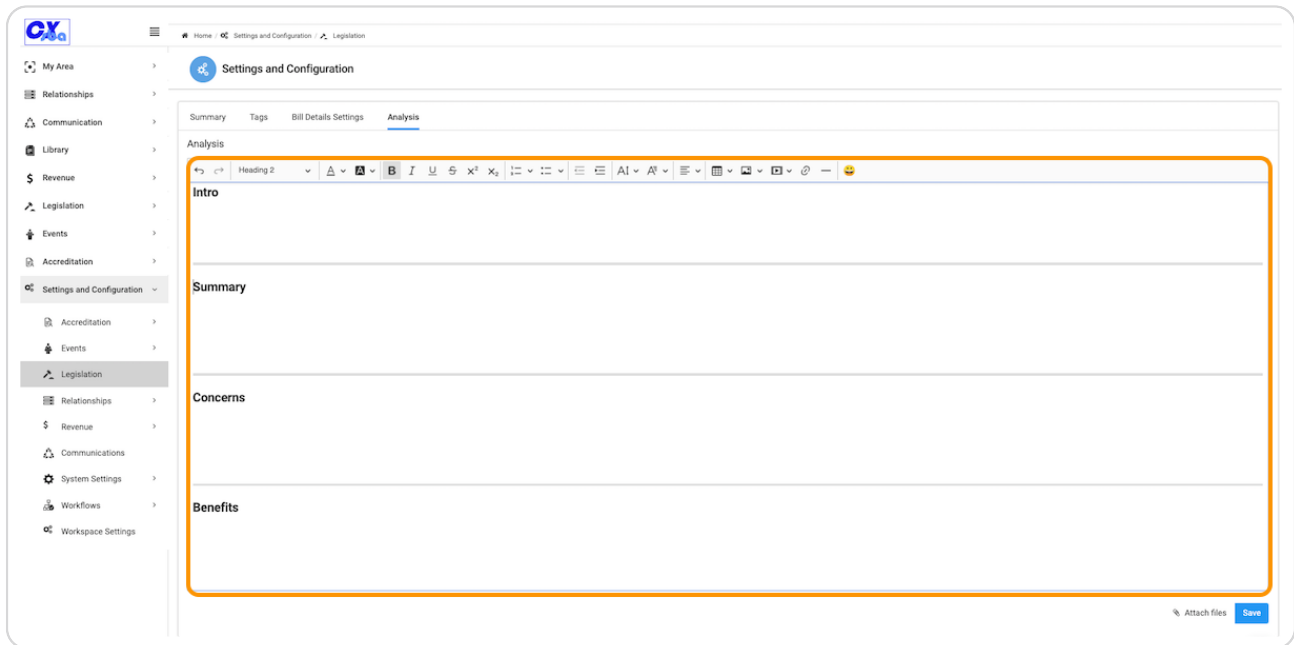
STEP 4

Begin typing your desired template as you would any document using our document editor



STEP 5

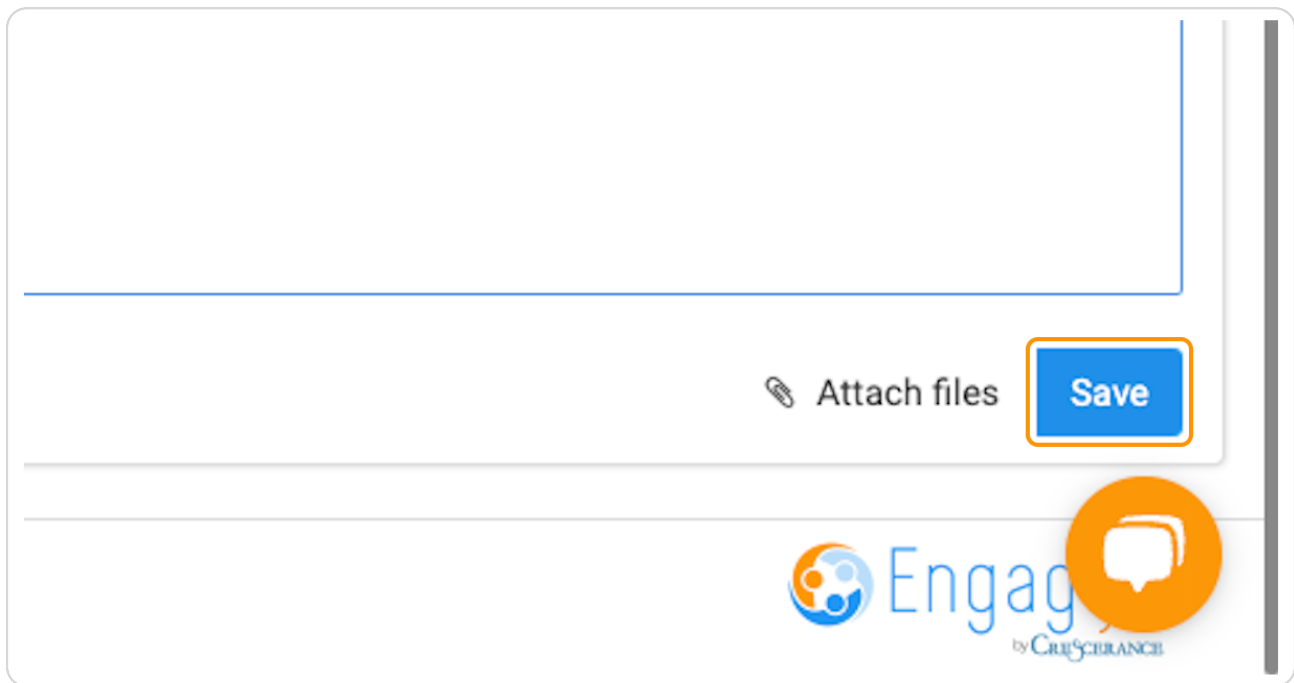
Design your template to your specifications



The screenshot shows the 'Settings and Configuration' page in the Engagifii system. The left sidebar contains a navigation menu with categories like 'My Area', 'Relationships', 'Communication', 'Library', 'Revenue', 'Legislation', 'Events', 'Accreditation', 'Settings and Configuration', 'Accreditation', 'Events', 'Legislation', 'Relationships', 'Revenue', 'Communications', 'System Settings', 'Workflows', and 'Workspace Settings'. The main content area is titled 'Settings and Configuration' and has tabs for 'Summary', 'Tags', 'Bill Details Settings', and 'Analysis'. The 'Analysis' tab is active, showing a rich text editor with a toolbar and a text area containing the following sections: 'Intro', 'Summary', 'Concerns', and 'Benefits'. The text area is highlighted with an orange border. At the bottom right of the text area, there are 'Attach files' and 'Save' buttons.

STEP 6

Click on Save



This close-up screenshot focuses on the bottom right corner of the rich text editor. It shows the 'Attach files' button, which includes a paperclip icon, and the 'Save' button, which is a blue rectangle with white text. The 'Save' button is highlighted with an orange border. Below the buttons, the Engagifii logo is visible, featuring a stylized 'E' icon and the text 'Engagifii by CURSCURANCE'. A vertical scrollbar is visible on the right side of the editor area.

