

Lobbyists | Tracking Levels by Organization

15 Steps [View most recent version](#) 

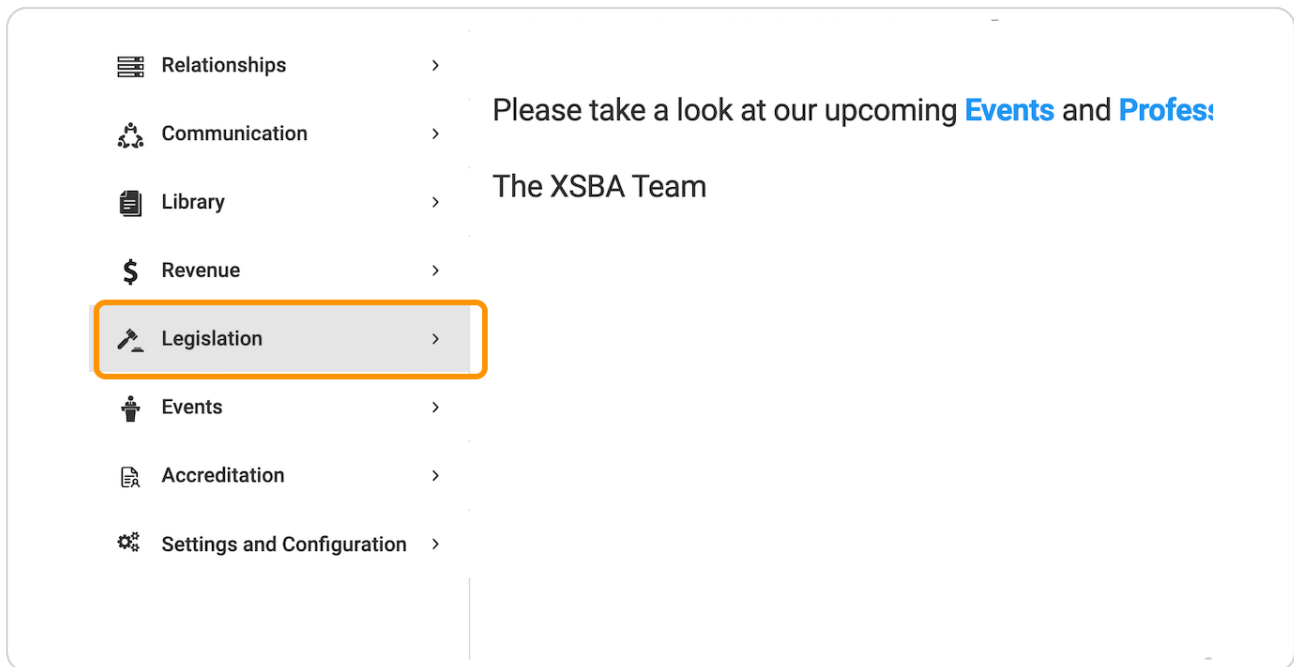
Created by
Engagifii Inc.

Creation Date
October 31, 2023

Last Updated
October 31, 2023

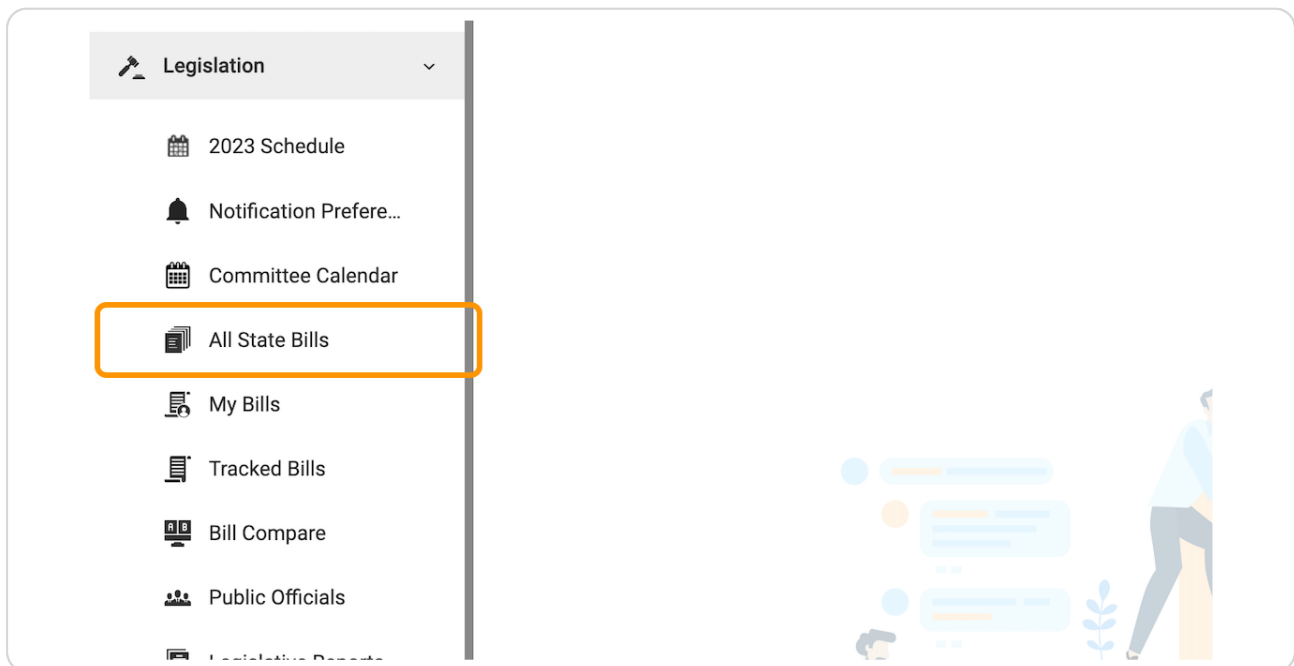
STEP 1

Click on Legislation



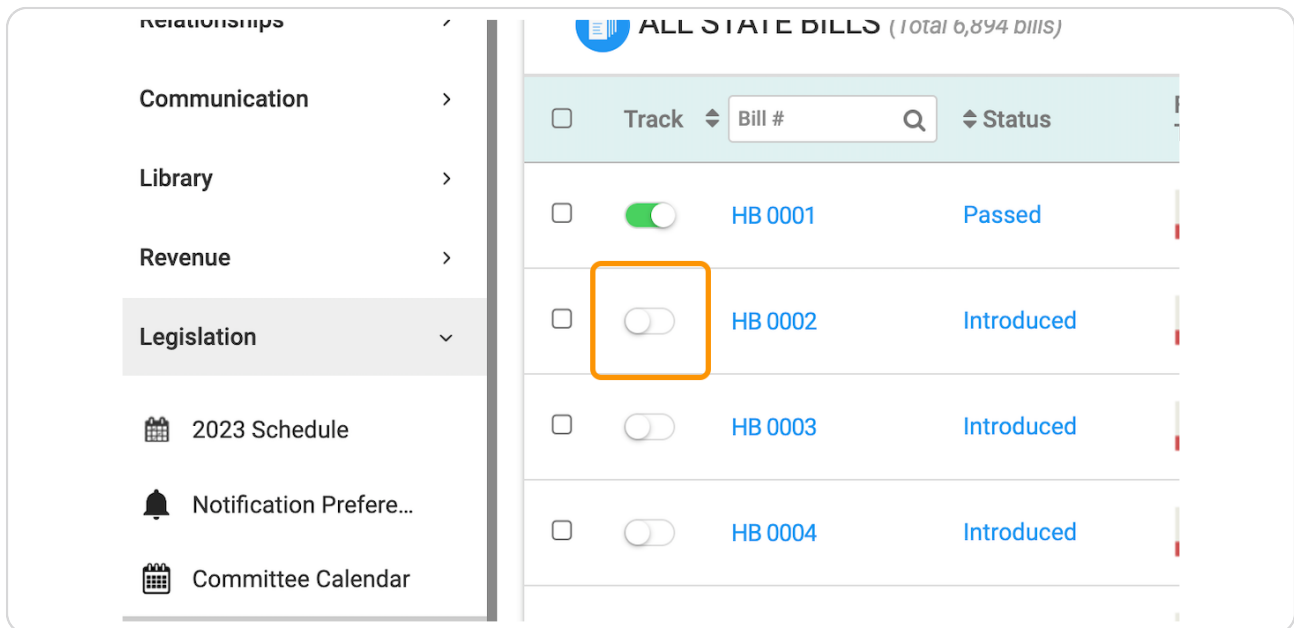
STEP 2

Click on All State Bills



STEP 3

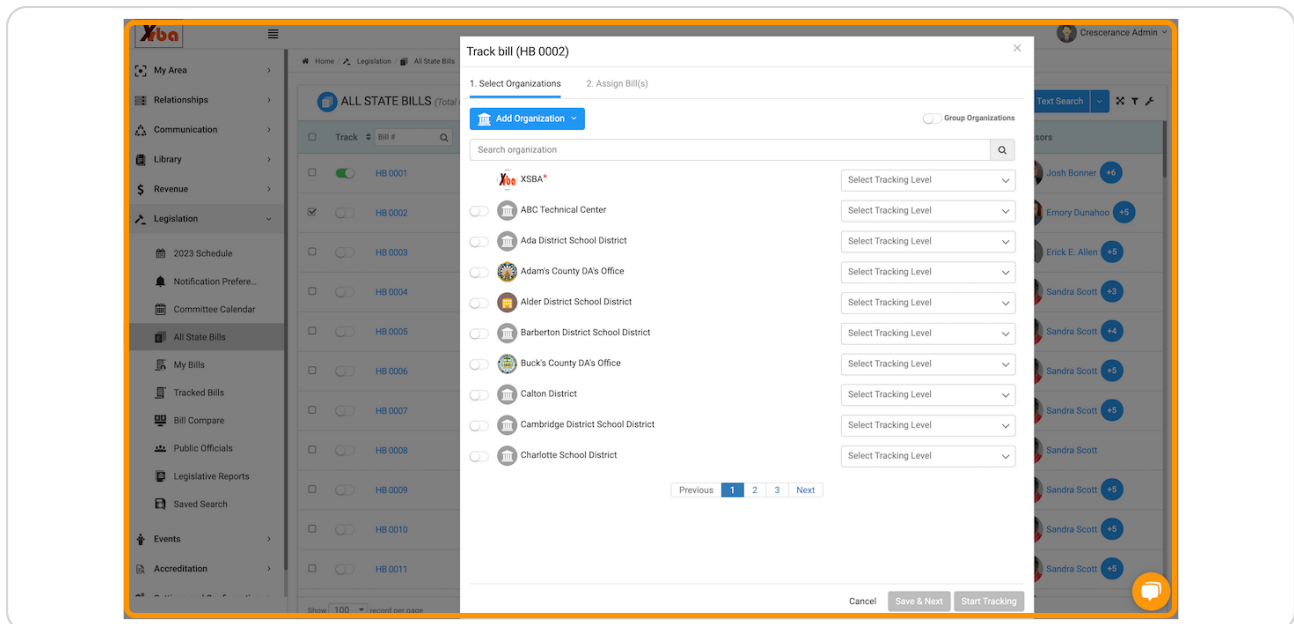
Track a bill



STEP 4

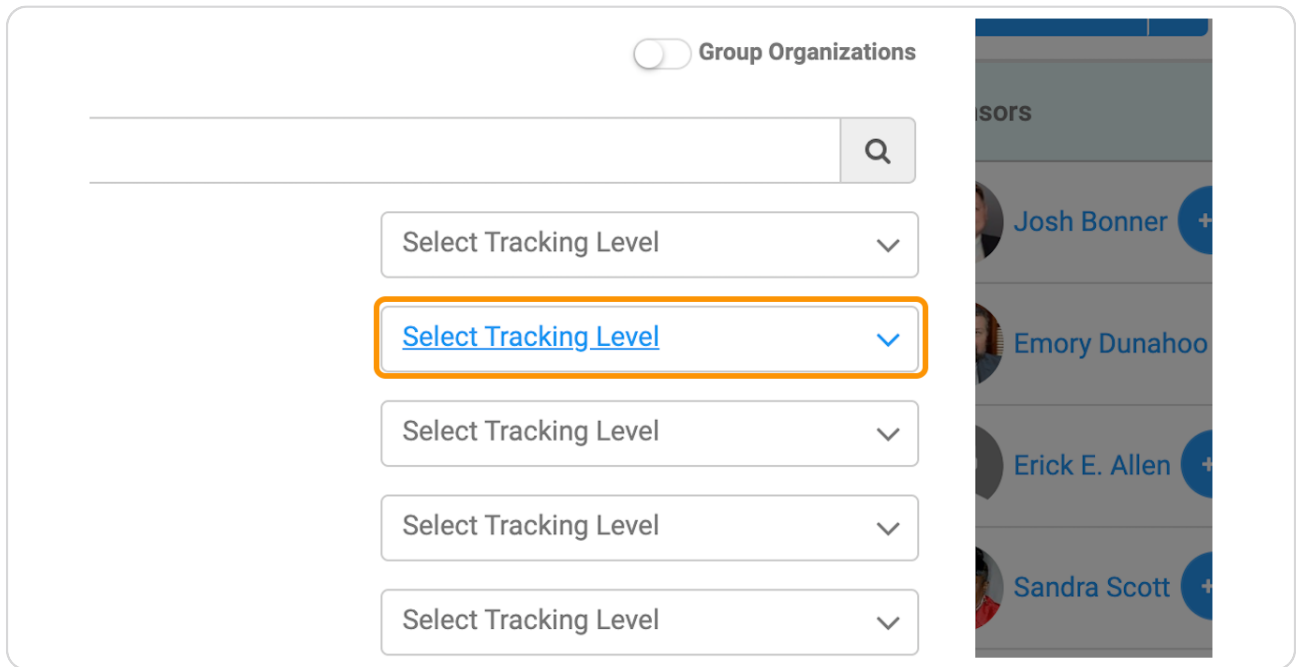
Tracking for an Organization

In the bill processing window, you'll have the option to select the organizations you want to track this bill for, and set the specific tracking levels for those organizations



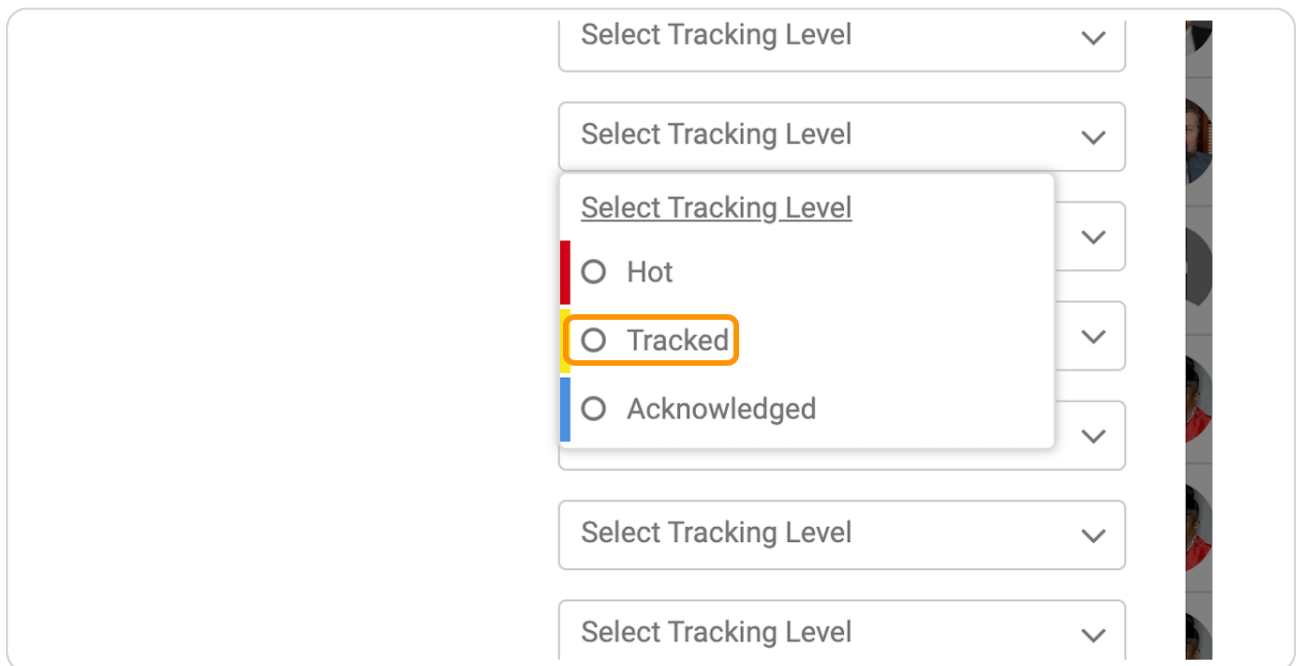
STEP 5

Click on Select Tracking Level



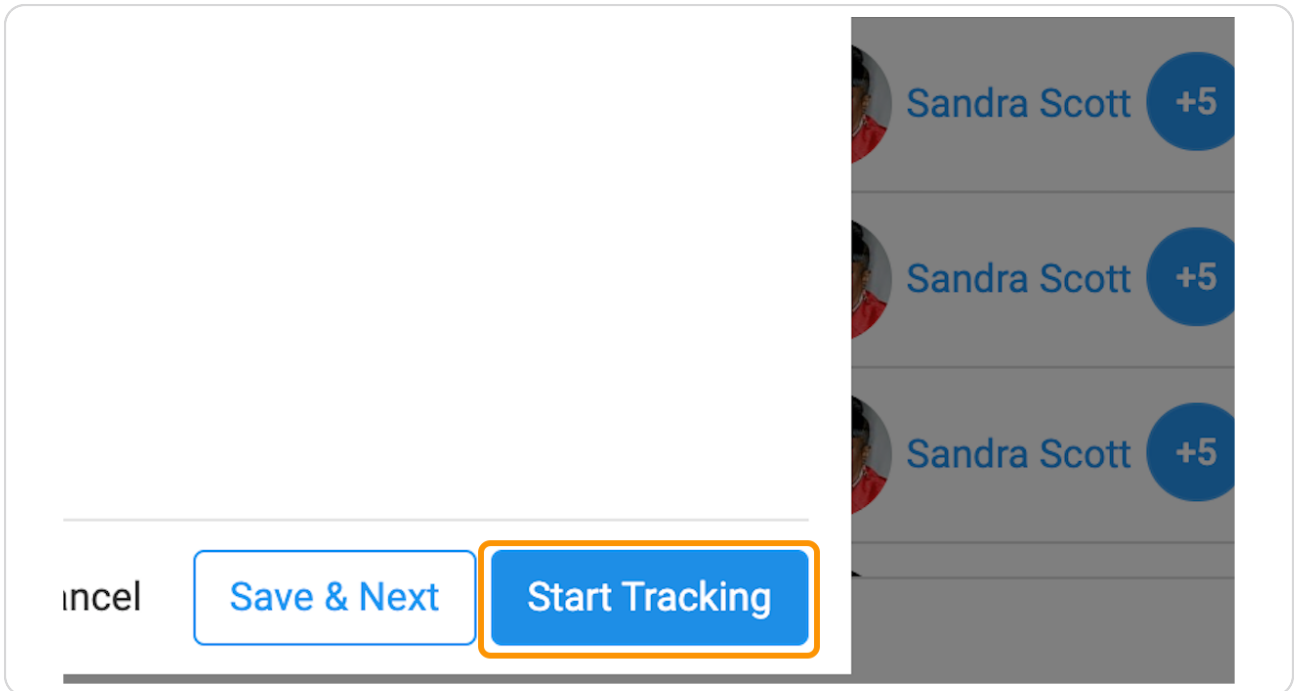
STEP 6

Choose the tracking level



STEP 7

Click on Start Tracking



Editing a tracking level for an Organization

8 Steps

STEP 8

Go into the bill you'd like to edit

<input type="checkbox"/>	Track	Bill #	Status	Full Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HB 0001	Passed	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HB 0002	Introduced	
<input type="checkbox"/>	<input type="checkbox"/>	HB 0003	Introduced	
<input type="checkbox"/>	<input type="checkbox"/>	HB 0004	Introduced	

STEP 9

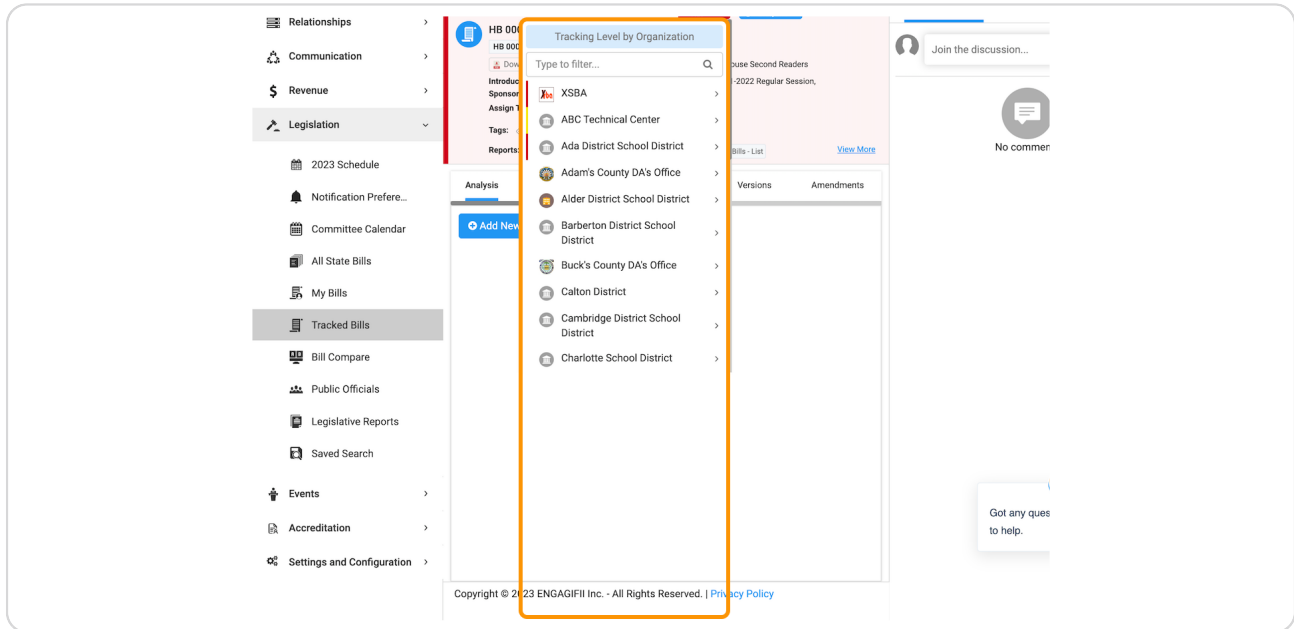
Click on the Tracking Level in the top right

Tracking Level: **Tracked** Who sees this? **Everyone**

2-07-01 **Introduced Date:** Nov 16, 2020, **Status:** Passed, **Session:** 2021-2022 Regular Session,

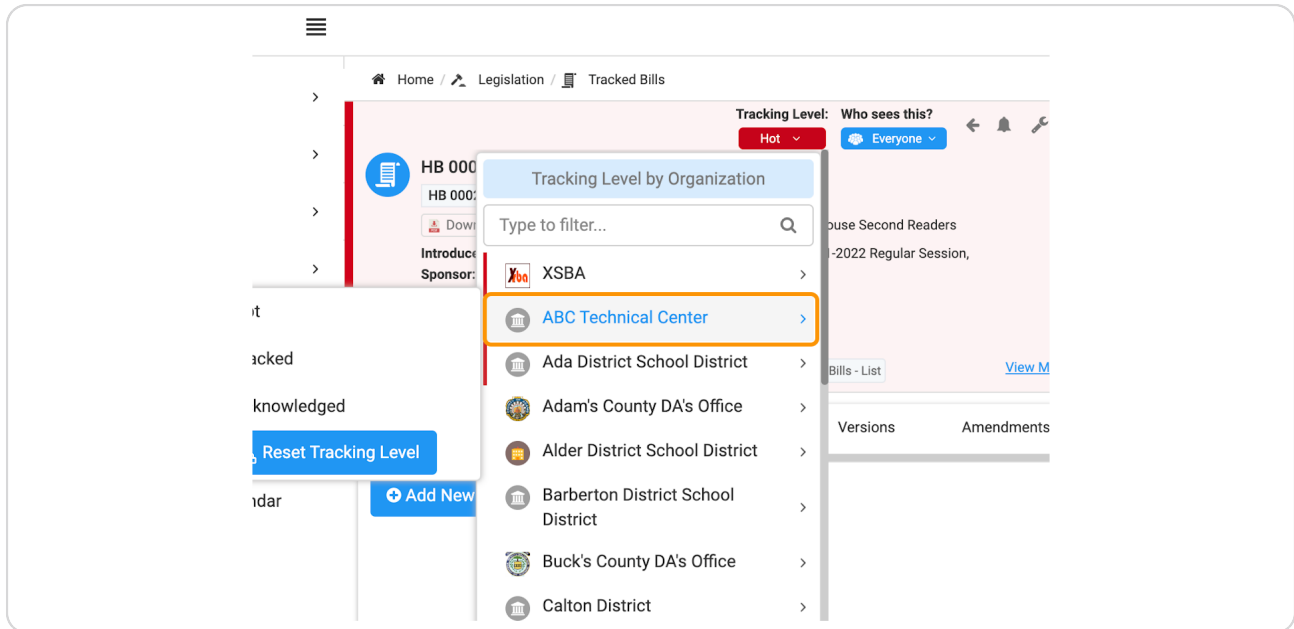
STEP 10

The drop down of all available organizations (already tracked or not) will pop down



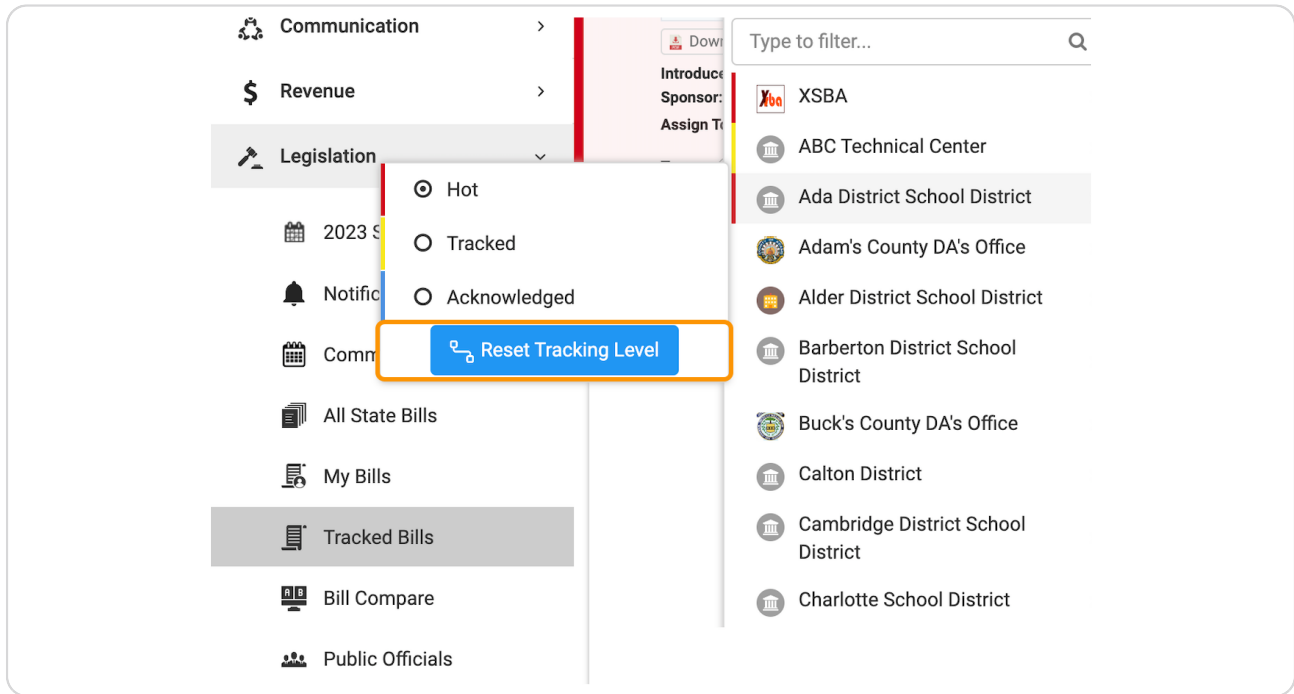
STEP 11

Clicking on an individual organization will allow you to change the tracking level



STEP 12

Or you can remove that bill from that organizations tracker by clicking **Reset Tracking Level**

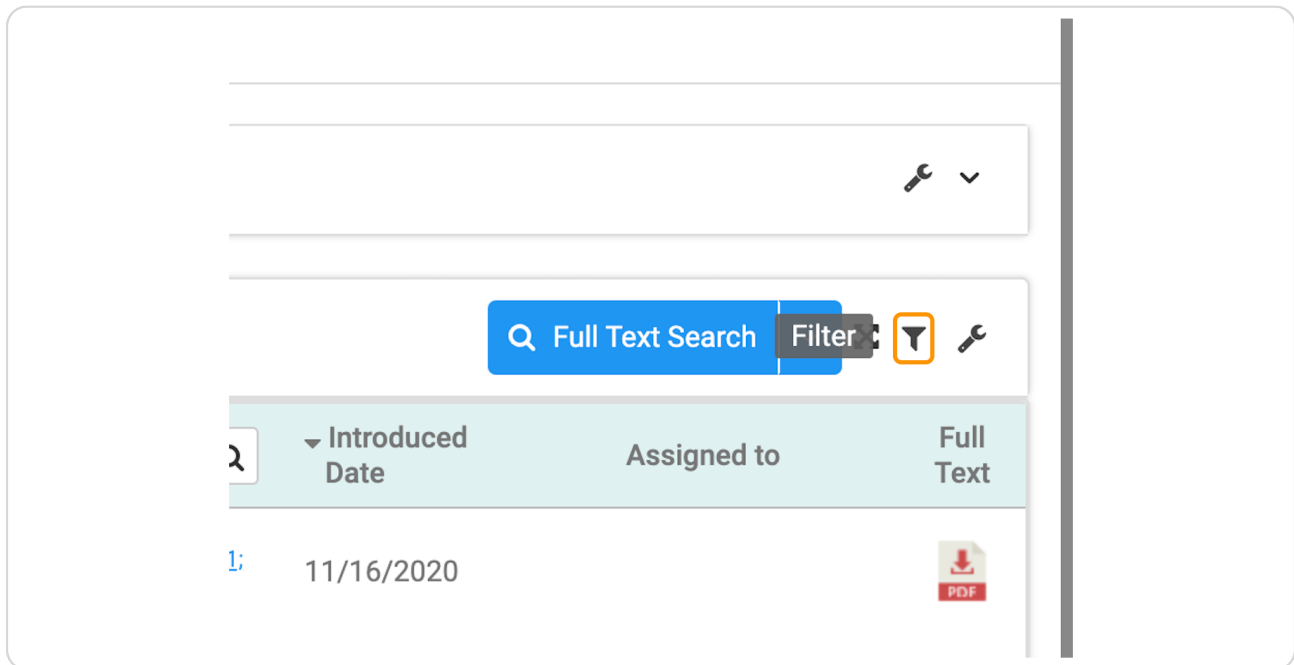


STEP 13

Using Organizations as a filter

STEP 14

Click on the Filter icon (on your Tracked Bills page)



STEP 15

Choose the Organization option, and select the org you'd like to filter by

