# Lobbyists | Tracking Levels by Organization

15 Steps <u>View most recent version</u>

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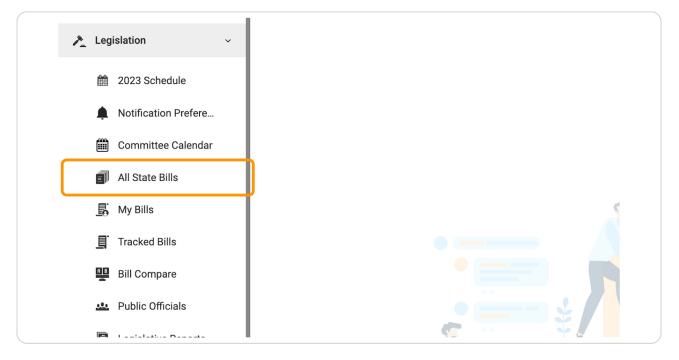


# **Click on Legislation**

101	Relationships	>	
4 5 3	Communication	>	Please take a look at our upcoming Events and Profess
Ê	Library	>	The XSBA Team
\$	Revenue	>	
1	Legislation	>	]
Ť	Events	>	-
R	Accreditation	>	
00	Settings and Configuration	>	

#### STEP 2

## **Click on All State Bills**





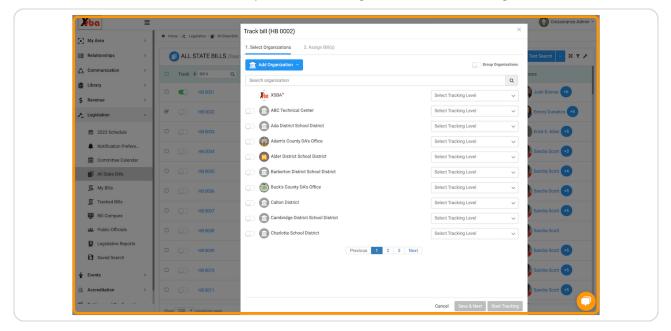
## Track a bill

กษาสแบบเอาแห่ง /						
Communication	>		Track	Bill #	Q 🗘 Status	ŀ
Library Revenue	>			HB 0001	Passed	
Legislation	~		$\bigcirc$	HB 0002	Introduced	
🛗 2023 Schedule			$\bigcirc$	HB 0003	Introduced	
Notification Prefere			$\bigcirc$	HB 0004	Introduced	
Committee Calendar						

#### **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





# Click on Select Tracking Level

Group Organizations			
Q	isors		
Select Tracking Level 🗸	Josh Bonner +		
Select Tracking Level ~	Emory Dunahoo		
Select Tracking Level ~	Erick E. Allen		
Select Tracking Level 🗸			
Select Tracking Level 🗸	Sandra Scott 🔫		

## STEP 6

# Choose the tracking level

Select Tracking Level	~
Select Tracking Level	~
Select Tracking Level	
O Hot	
O Tracked	~
O Acknowledged	
Select Tracking Level	~ <b>&gt;</b>
Select Tracking Level	~



# **Click on Start Tracking**

~			Sandra Scott +5
			Sandra Scott +5
			Sandra Scott +5
incel	Save & Next	Start Tracking	

# # Editing a tracking level for an Organization

8 Steps

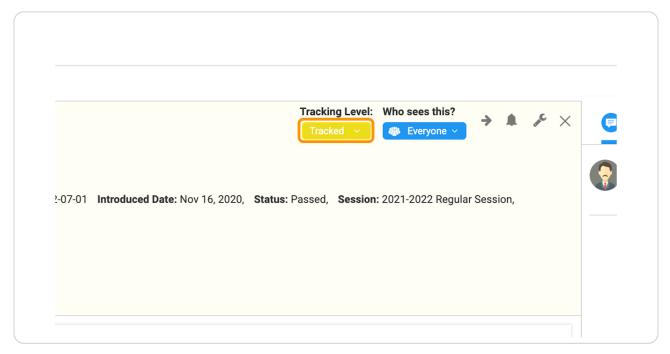


Go into the bill you'd like to edit

n	>	Track 🗢 Bill #	Q	≑ Status	Full Text
	>		001	Passed	PDF
	~		002	Introduced	PDF
dule			003	Introduced	PDF
n Prefere e Calenda			004	Introduced	PDF

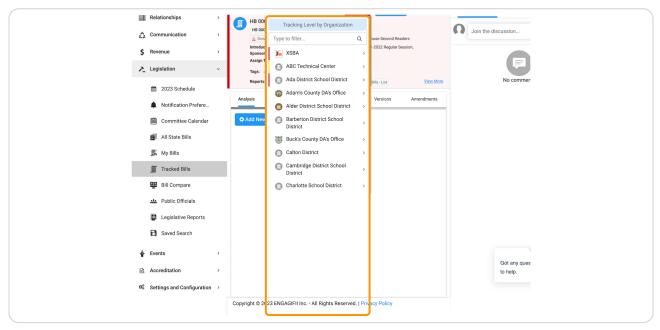
#### STEP 9

# Click on the Tracking Level in the top right



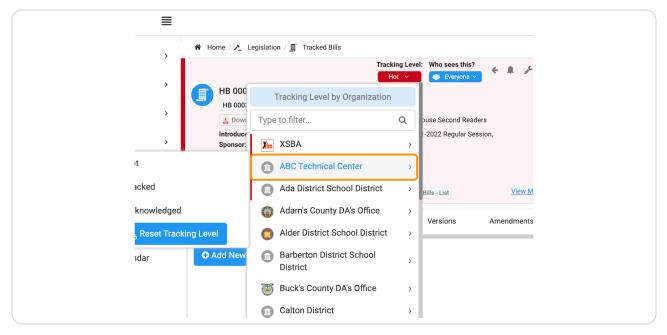


The drop down of all available organizations (already tracked or not) will pop down



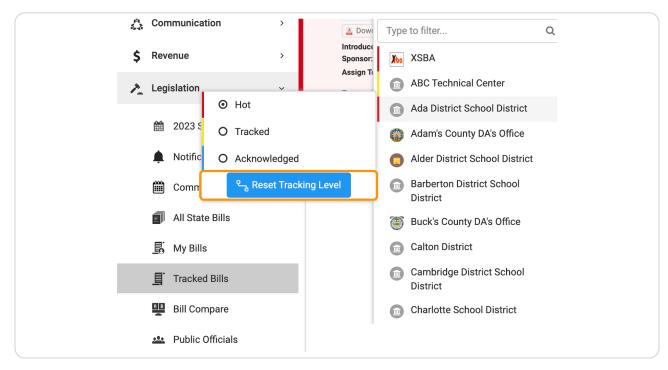
#### STEP 11

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





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

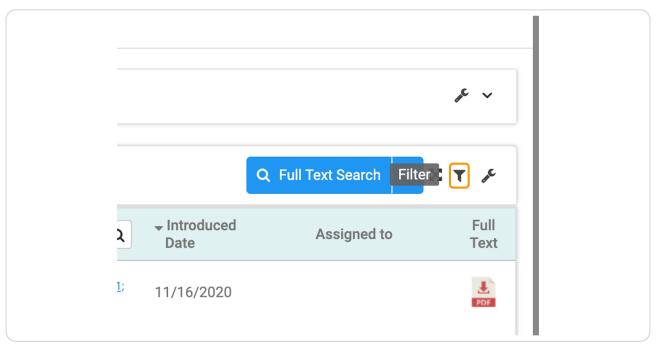


#### **STEP 13**

# Using Organizations as a filter

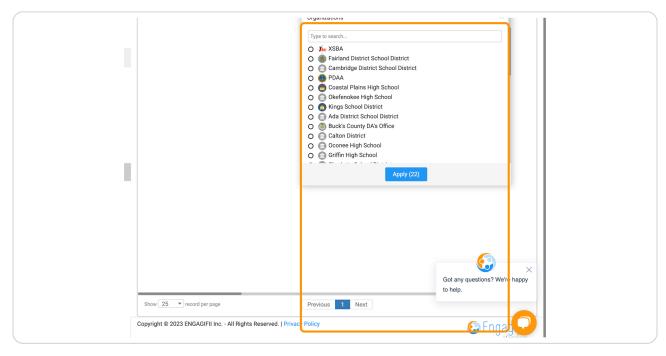






#### STEP 15

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







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