

Notes and Comments on Tracked Bills

18 Steps [View most recent version](#) 

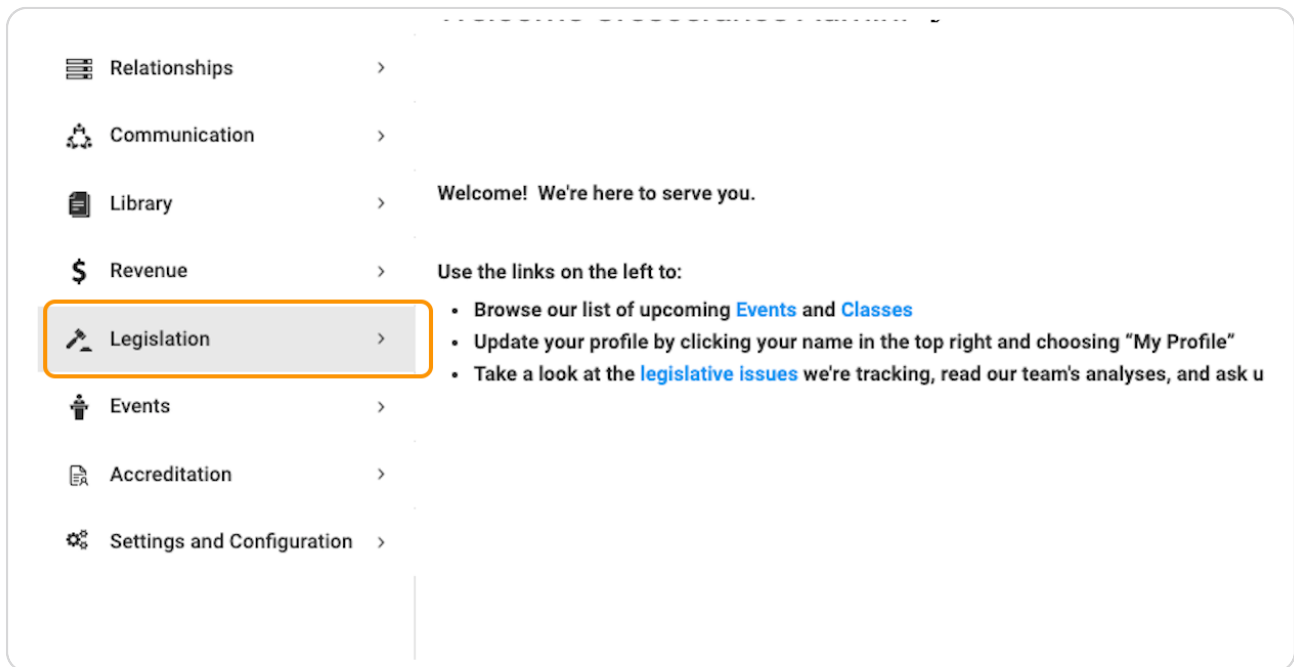
Created by
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October 30, 2023

STEP 1

Click on Legislation

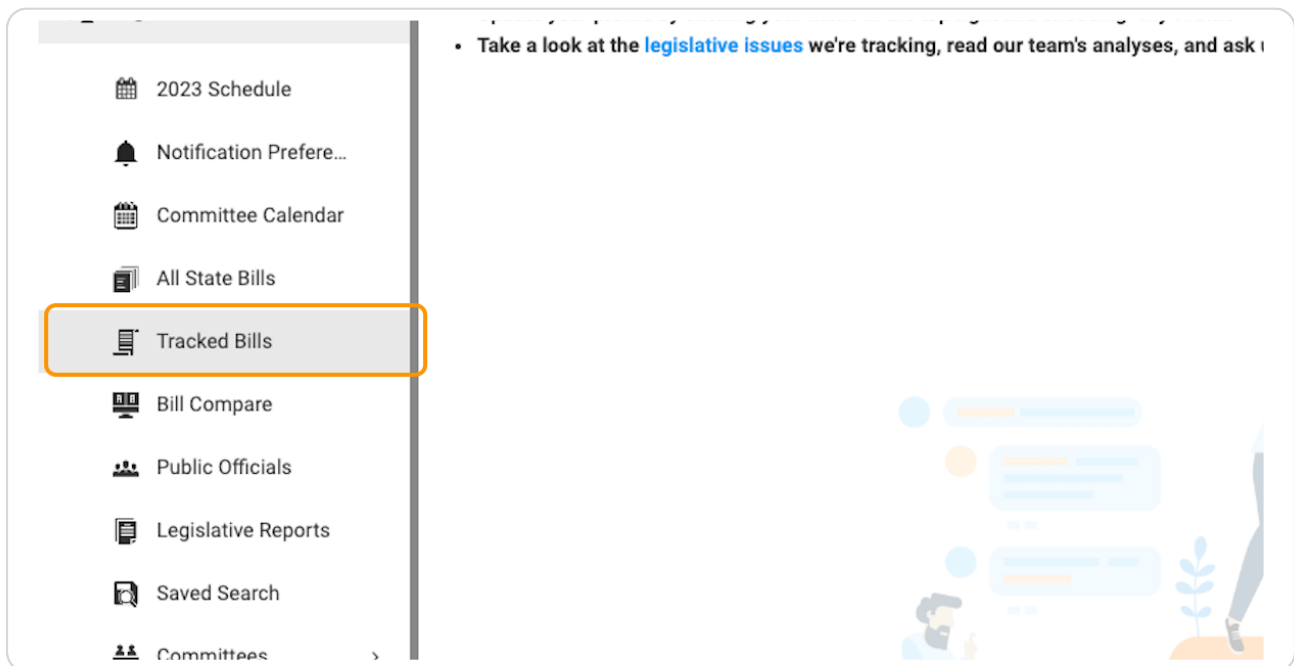


The screenshot shows a navigation menu on the left side of a dashboard. The menu items are: Relationships, Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Legislation' item is highlighted with an orange border. To the right of the menu, there is a welcome message: 'Welcome! We're here to serve you.' Below this, there is a section titled 'Use the links on the left to:' followed by three bullet points: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right and choosing "My Profile"', and 'Take a look at the legislative issues we're tracking, read our team's analyses, and ask u'.

- 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

STEP 2

Click on Tracked Bills



The screenshot shows a navigation menu on the left side of a dashboard. The menu items are: 2023 Schedule, Notification Prefer..., Committee Calendar, All State Bills, Tracked Bills, Bill Compare, Public Officials, Legislative Reports, Saved Search, and Committees. The 'Tracked Bills' item is highlighted with an orange border. To the right of the menu, there is a bullet point: 'Take a look at the legislative issues we're tracking, read our team's analyses, and ask u'. Below the menu, there is an illustration of a person sitting at a desk with a laptop, surrounded by speech bubbles and a small plant.

- Take a look at the [legislative issues](#) we're tracking, read our team's analyses, and ask u

STEP 3

Click on the bill you need

<input type="checkbox"/>	House Joint Res...	HJR 0050	AL	COMMENDING EIGHTH GRAD COLVARD, FOR PROVIDING EM
<input type="checkbox"/>	House Bill	HB 0152	AL	Relating to public institutions c education; to add Section 16-2
<input type="checkbox"/>	Senate Bill	SB 0108	AL	Procurement Bill Relating to public contracts; to Sections 41-16-50, 41-16-51, 4

Show record per page

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STEP 4

Click on Comments (1)

Who sees this? [Hot](#) [Everyone](#)

Comments (1) Notes (1)

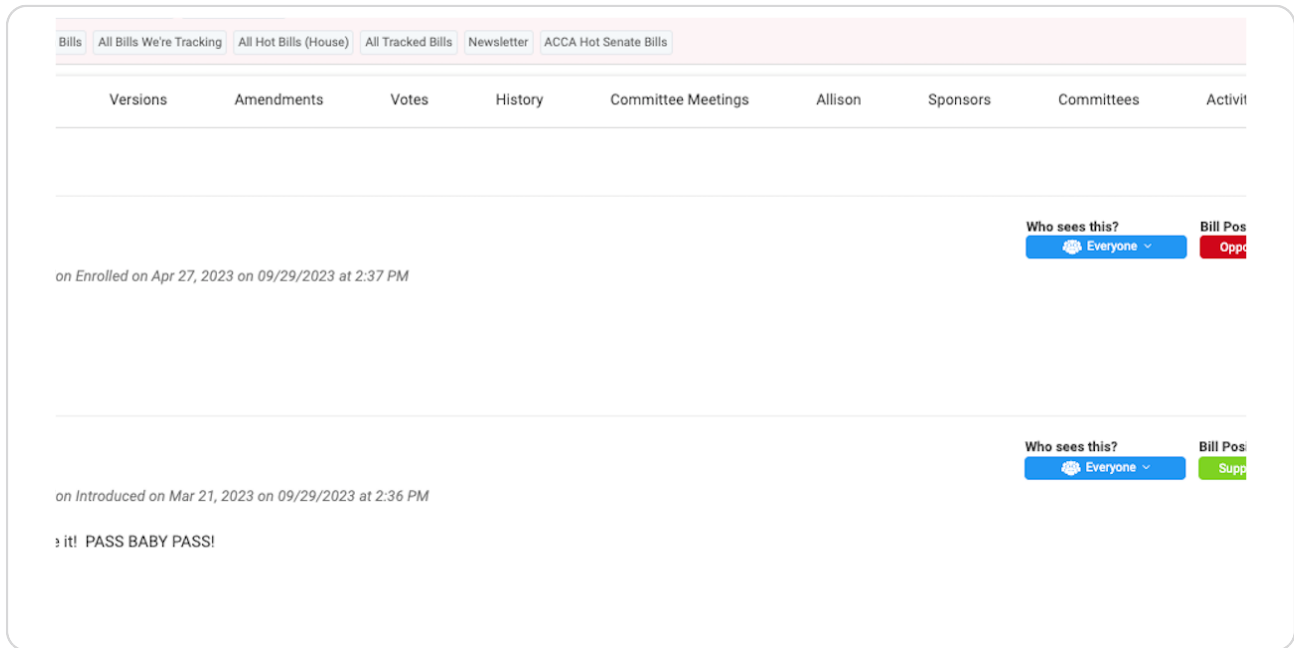
Create a note

Crescerance... ACCA Who sees this? [Everyone](#) a few seconds ago

Additional feedback on analysis

STEP 5

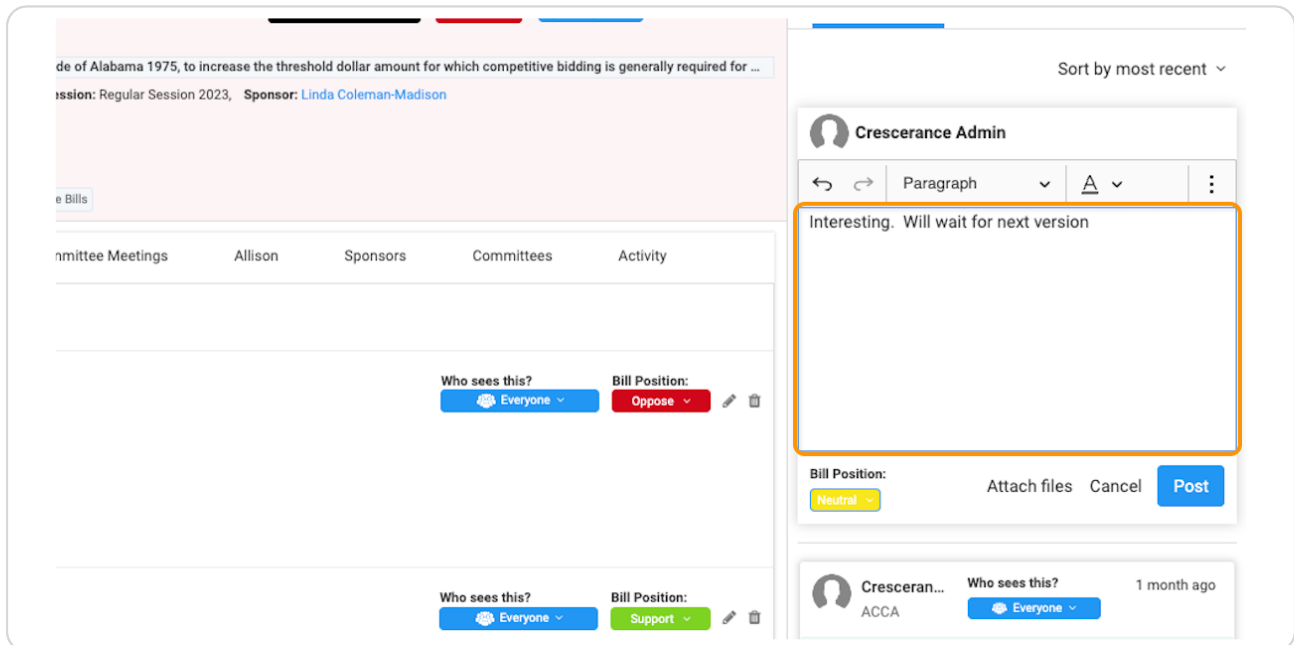
You can view, like or dislike the previous comments as well as type a new comment in the Join the Discussion box



The screenshot shows a web interface for tracking bills. At the top, there are navigation tabs: Bills, All Bills We're Tracking, All Hot Bills (House), All Tracked Bills, Newsletter, and ACCA Hot Senate Bills. Below these are sub-tabs: Versions, Amendments, Votes, History, Committee Meetings, Allison, Sponsors, Committees, and Activity. The main content area displays two comment entries. The first entry is dated "Enrolled on Apr 27, 2023 on 09/29/2023 at 2:37 PM" and has a "Who sees this?" dropdown set to "Everyone" and a "Bill Position" dropdown set to "Oppose". The second entry is dated "Introduced on Mar 21, 2023 on 09/29/2023 at 2:36 PM" and has a "Who sees this?" dropdown set to "Everyone" and a "Bill Position" dropdown set to "Support". The text of the second comment is partially visible: "it! PASS BABY PASS!".

STEP 6

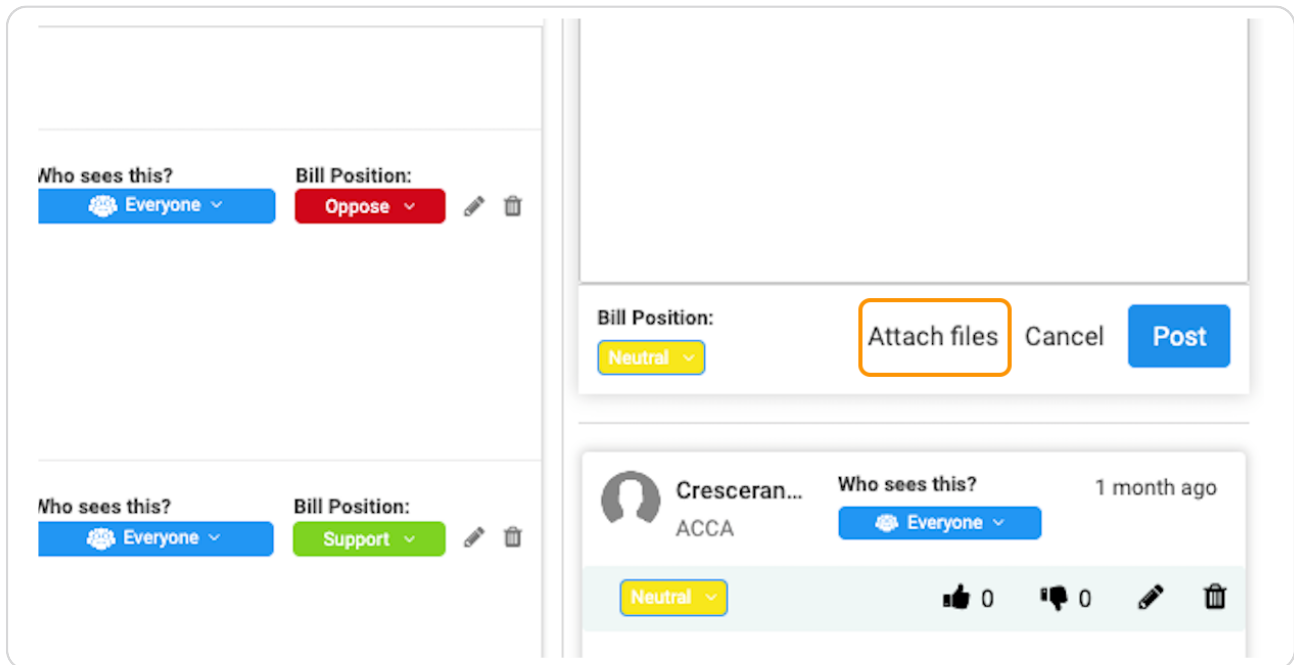
Type new comment in the text box



The screenshot shows the same legislative tracking page as in Step 5, but with a comment composition box open on the right side. The box is titled "Crescerance Admin" and has a "Sort by most recent" dropdown. The text input area contains the comment "Interesting. Will wait for next version". Below the text input, there is a "Bill Position:" dropdown set to "Neutral", and buttons for "Attach files", "Cancel", and "Post". The background shows the same comment history as in Step 5, with the second comment's text "it! PASS BABY PASS!" visible.

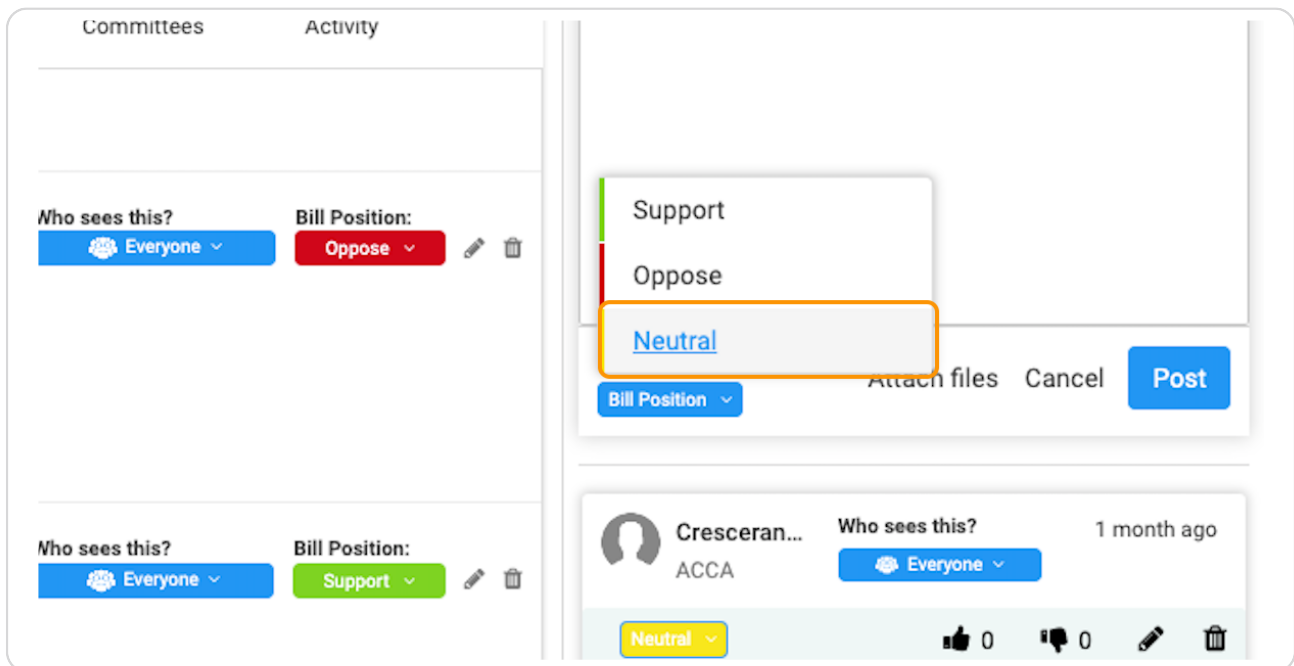
STEP 7

Click on Attach files to add files



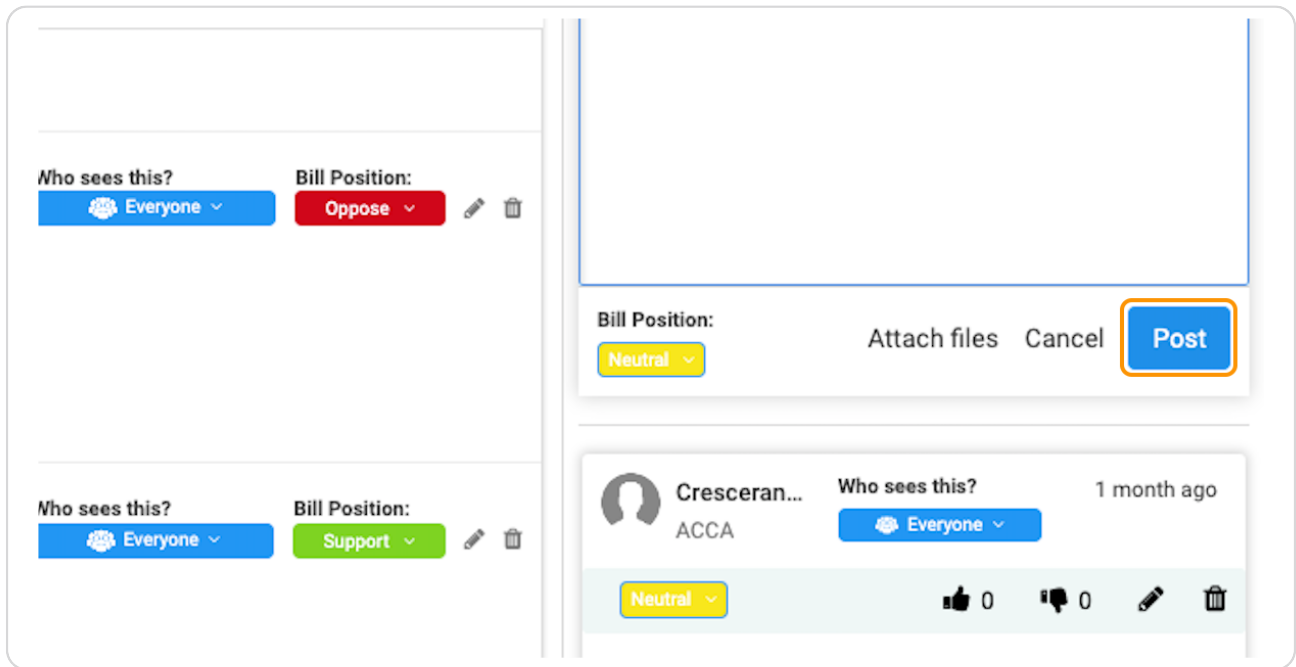
STEP 8

Select Bill Position



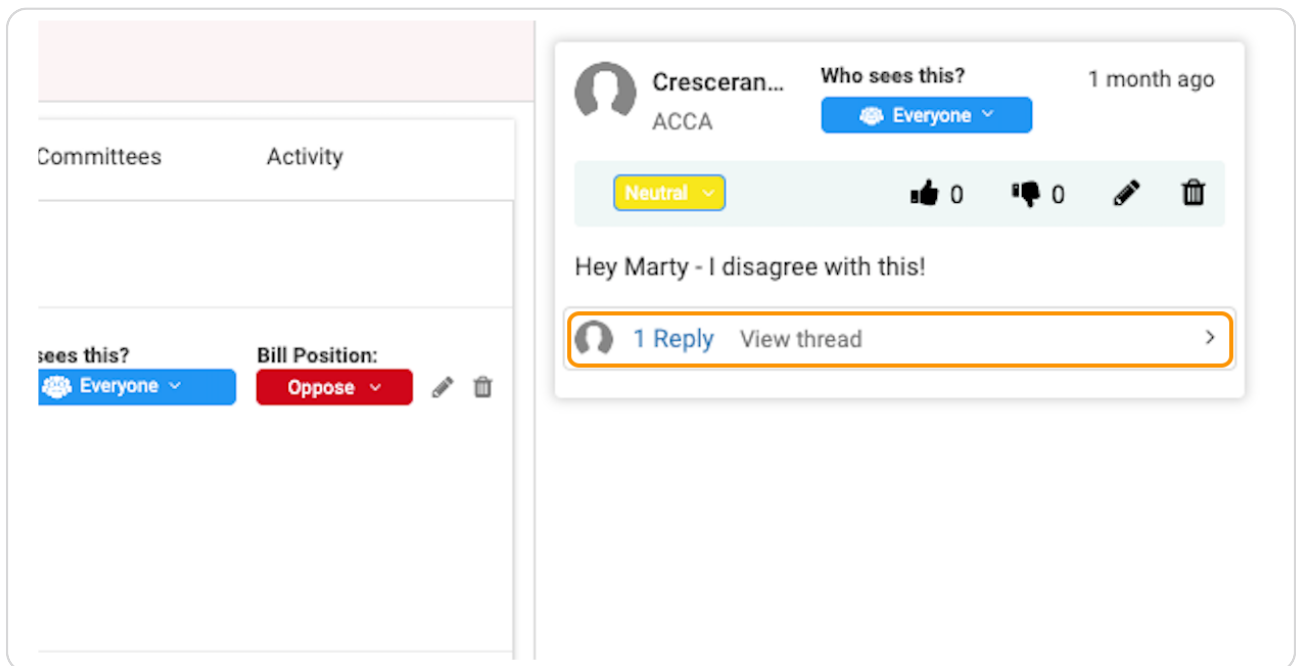
STEP 9

Click on Post when you are ready to share



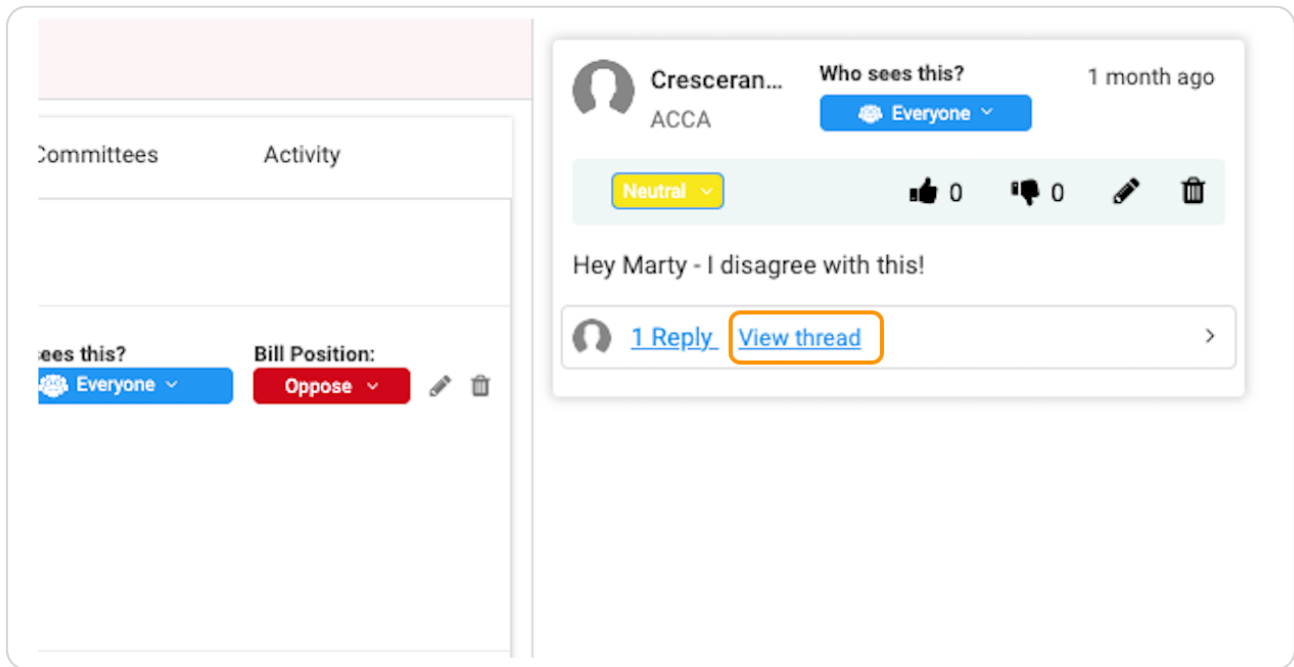
STEP 10

You can view replies to the comment



STEP 11

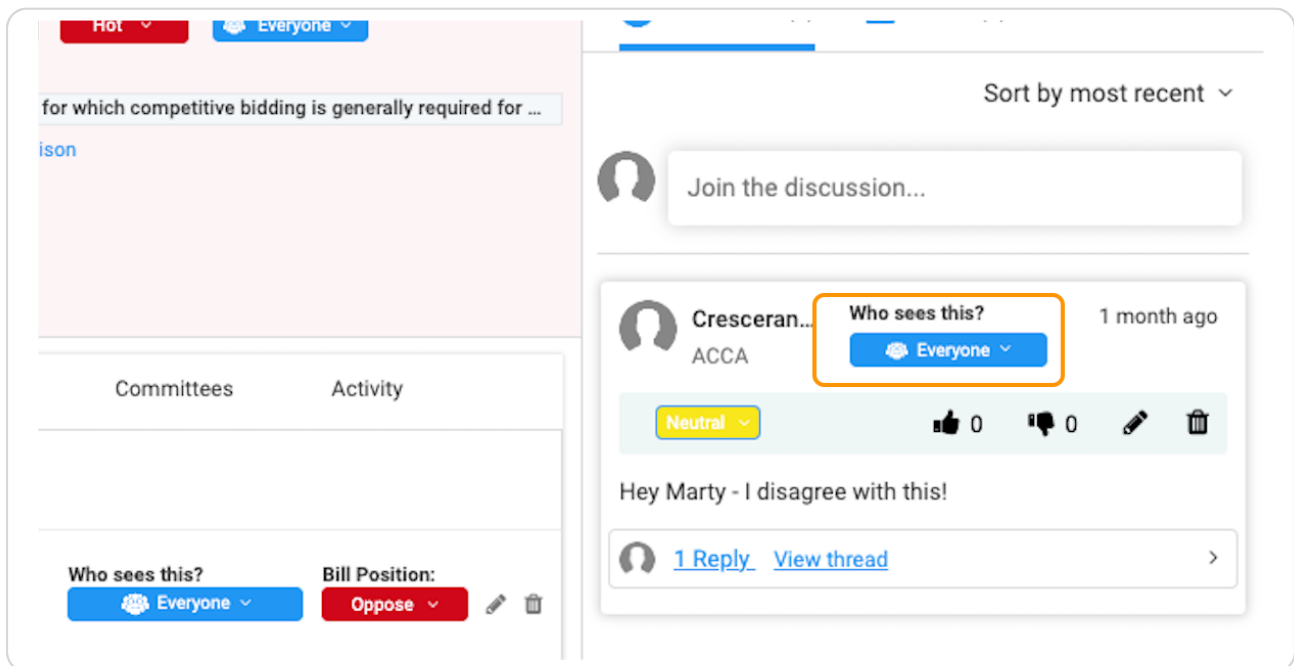
You can view the reply thread



This screenshot shows a user interface for a comment. On the left is a sidebar with 'Committees' and 'Activity' tabs. The main content area shows a comment by 'Cresceran... ACCA' posted '1 month ago'. The comment text is 'Hey Marty - I disagree with this!'. Below the comment, there is a 'Who sees this?' dropdown set to 'Everyone', a 'Neutral' sentiment selector, and icons for thumbs up (0), thumbs down (0), edit, and delete. A '1 Reply' link and a 'View thread' link are visible at the bottom of the comment box, with the 'View thread' link highlighted by an orange box.

STEP 12

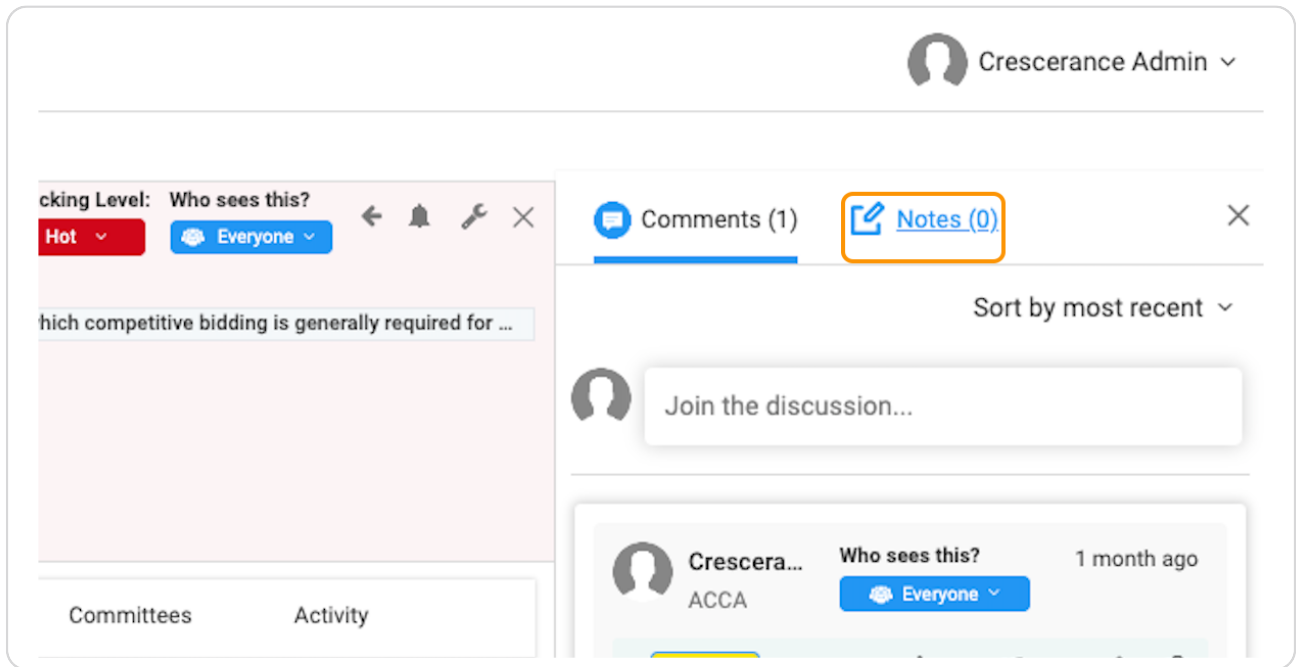
You can determine who has visibility to your comment



This screenshot shows the same comment interface as in Step 11, but with the 'Who sees this?' dropdown menu open. The dropdown is highlighted with an orange box and shows the 'Everyone' option selected. The comment text 'Hey Marty - I disagree with this!' and the '1 Reply' and 'View thread' links are also visible. The sidebar on the left shows 'Committees' and 'Activity' tabs, and the main content area shows a search bar and a 'Sort by most recent' dropdown.

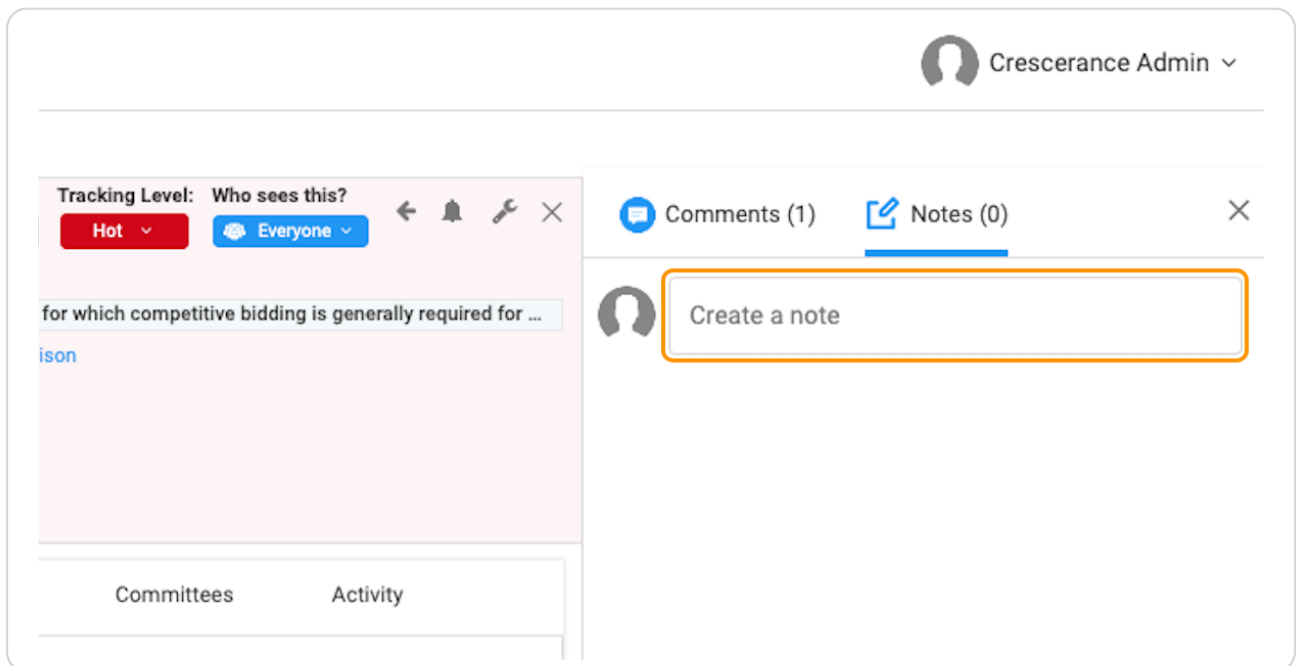
STEP 13

Click on Notes



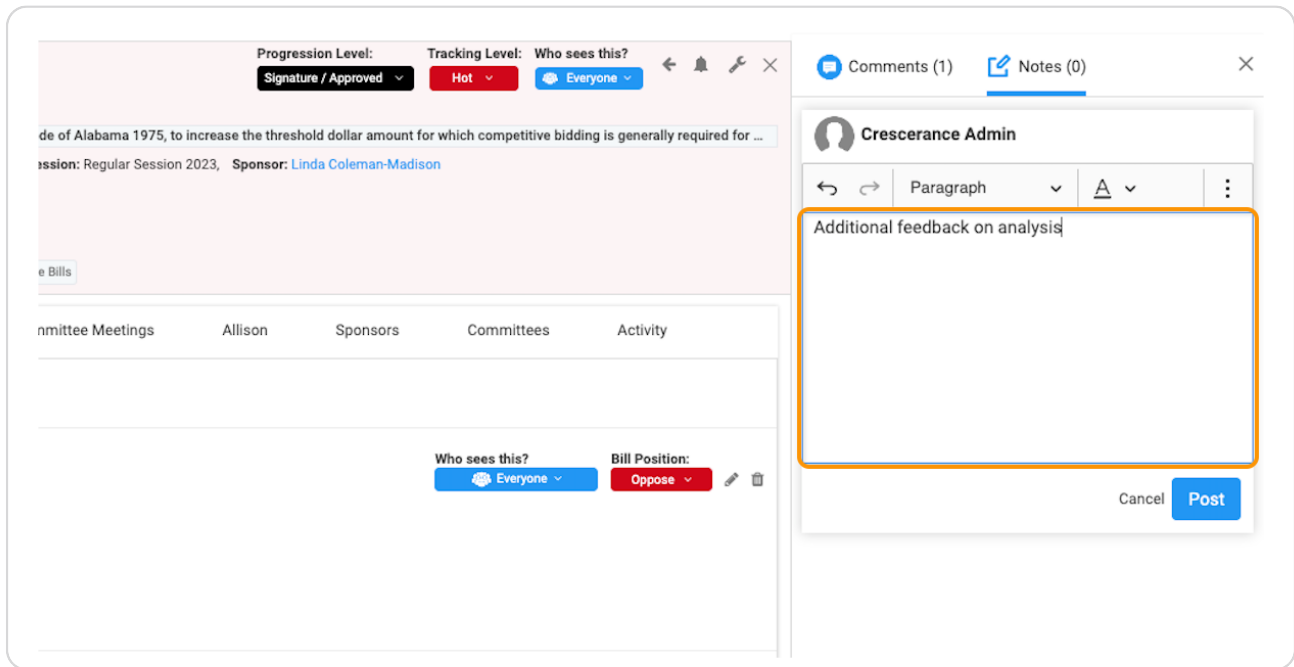
STEP 14

Click on Create a note



STEP 15

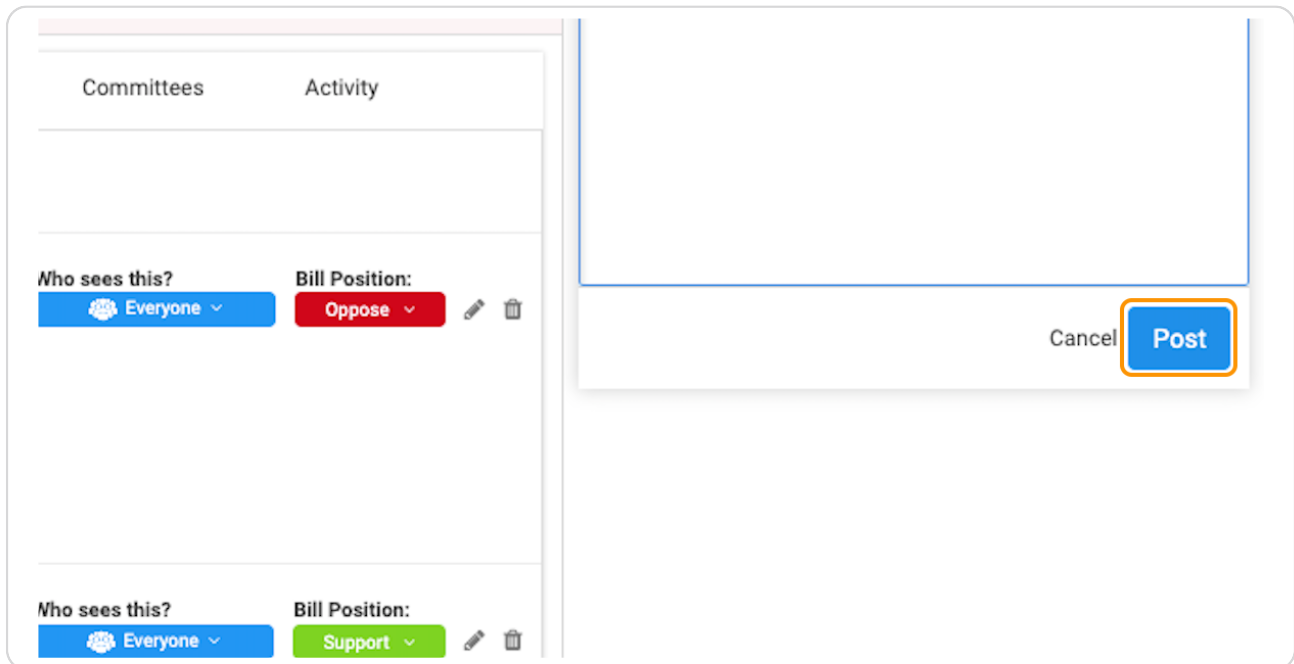
Type your note in the text box



The screenshot shows a legislative tracking interface. At the top, there are dropdown menus for "Progression Level" (Signature / Approved), "Tracking Level" (Hot), and "Who sees this?" (Everyone). Below these is a text box containing the text: "de of Alabama 1975, to increase the threshold dollar amount for which competitive bidding is generally required for ...". Below the text box, there are tabs for "Committee Meetings", "Allison", "Sponsors", "Committees", and "Activity". At the bottom, there are dropdown menus for "Who sees this?" (Everyone) and "Bill Position:" (Oppose). On the right side, there is a "Comments (1)" and "Notes (0)" section. The "Notes (0)" section is active, showing a text box with the text "Additional feedback on analysis" and a "Post" button.

STEP 16

Click on Post



The screenshot shows a close-up of the legislative tracking interface. On the left, there are tabs for "Committees" and "Activity". Below these, there are dropdown menus for "Who sees this?" (Everyone) and "Bill Position:" (Oppose). At the bottom, there are dropdown menus for "Who sees this?" (Everyone) and "Bill Position:" (Support). On the right side, there is a "Comments (1)" and "Notes (0)" section. The "Notes (0)" section is active, showing a text box and a "Post" button. The "Post" button is highlighted with a blue border.

STEP 17

Determine who can see your note

The screenshot shows a software interface for creating a note. On the left, a 'Who sees this?' dropdown menu is open, showing 'Everyone' selected. The note content is 'competitive bidding is generally required for ...'. On the right, a 'Create a note' field is visible. Below it, a user named 'Crescerance... ACCA' has just posted the note, and the 'Who sees this?' dropdown for their note is also highlighted with an orange box.

STEP 18

Click on Save

The screenshot shows a 'Save' dialog box. The dialog box has a 'Select' dropdown menu and 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange box.

