

Setting Tracking Levels and Progression Levels

4 Steps

[View most recent version](#) 

Created by

Engagifii Inc.

Creation Date

October 13, 2023

Last Updated

October 13, 2023

STEP 1

Click to track a bill

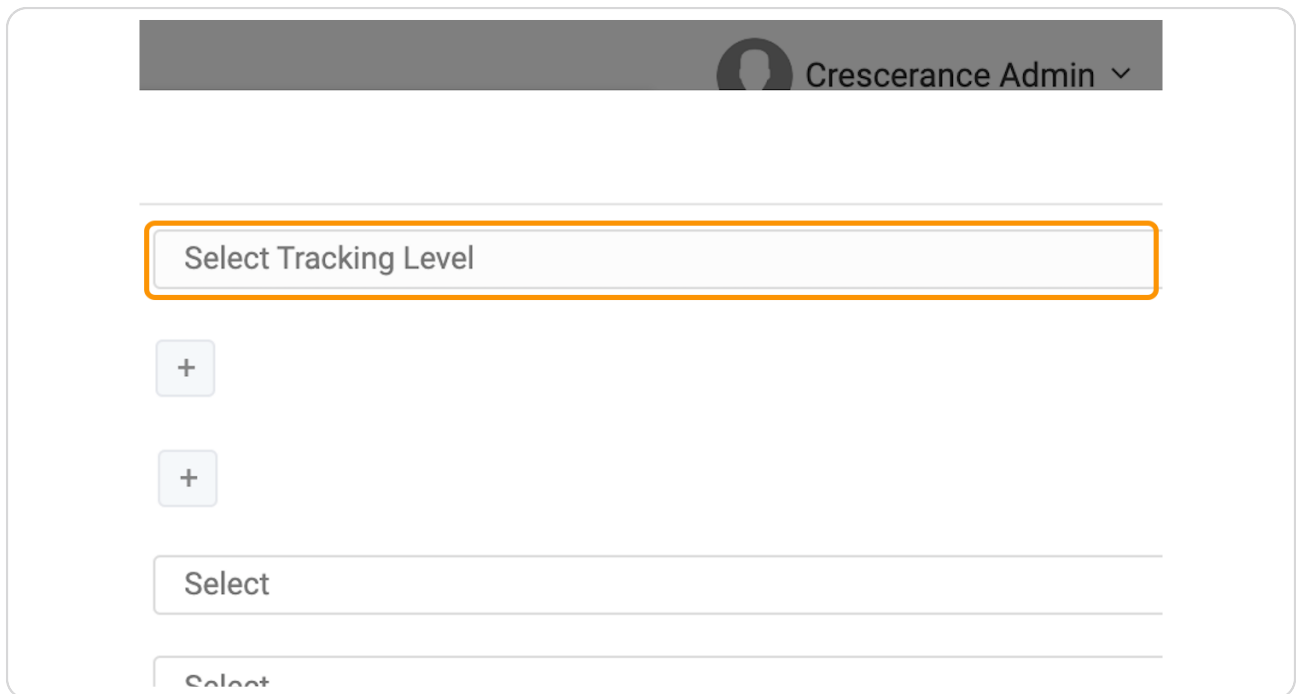
The screenshot shows a web interface titled "ALL STATE BILLS (Total...". On the left, there is a vertical sidebar with several right-pointing chevrons (>) and a grey box containing a downward-pointing chevron (v). The main content area contains a table with the following structure:

<input type="checkbox"/>	Track	↕ Bill Type	▲
<input type="checkbox"/>	<input checked="" type="checkbox"/>	House Bill	▶
<input type="checkbox"/>	<input type="checkbox"/>	House Bill	▶

The toggle switch for the first "House Bill" row is highlighted with an orange border.

STEP 2

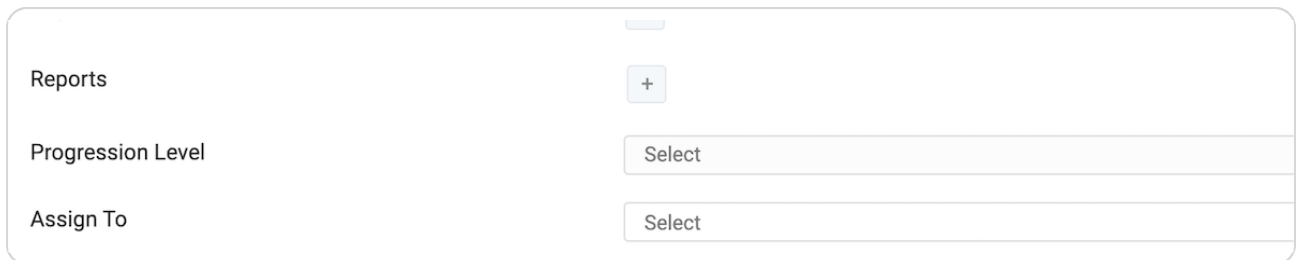
Click on 'Select Tracking Level' and choose a tracking level



The screenshot shows a user interface for a user named 'Crescerance Admin'. At the top right, there is a user profile icon and the name 'Crescerance Admin' with a dropdown arrow. Below this, there is a search bar containing the text 'Select Tracking Level', which is highlighted with an orange border. Underneath the search bar, there are two plus signs (+) in light blue boxes. At the bottom of the interface, there are two 'Select' buttons, one of which is partially visible.

STEP 3

Click 'Select' on the Progression Level row and choose a progression level



The screenshot shows a table with three rows. The first row is 'Reports' with a plus sign (+) in a light blue box. The second row is 'Progression Level' with a 'Select' button highlighted. The third row is 'Assign To' with a 'Select' button. The table is enclosed in a rounded rectangle.

STEP 4

Click on 'Start Tracking to save your selections

