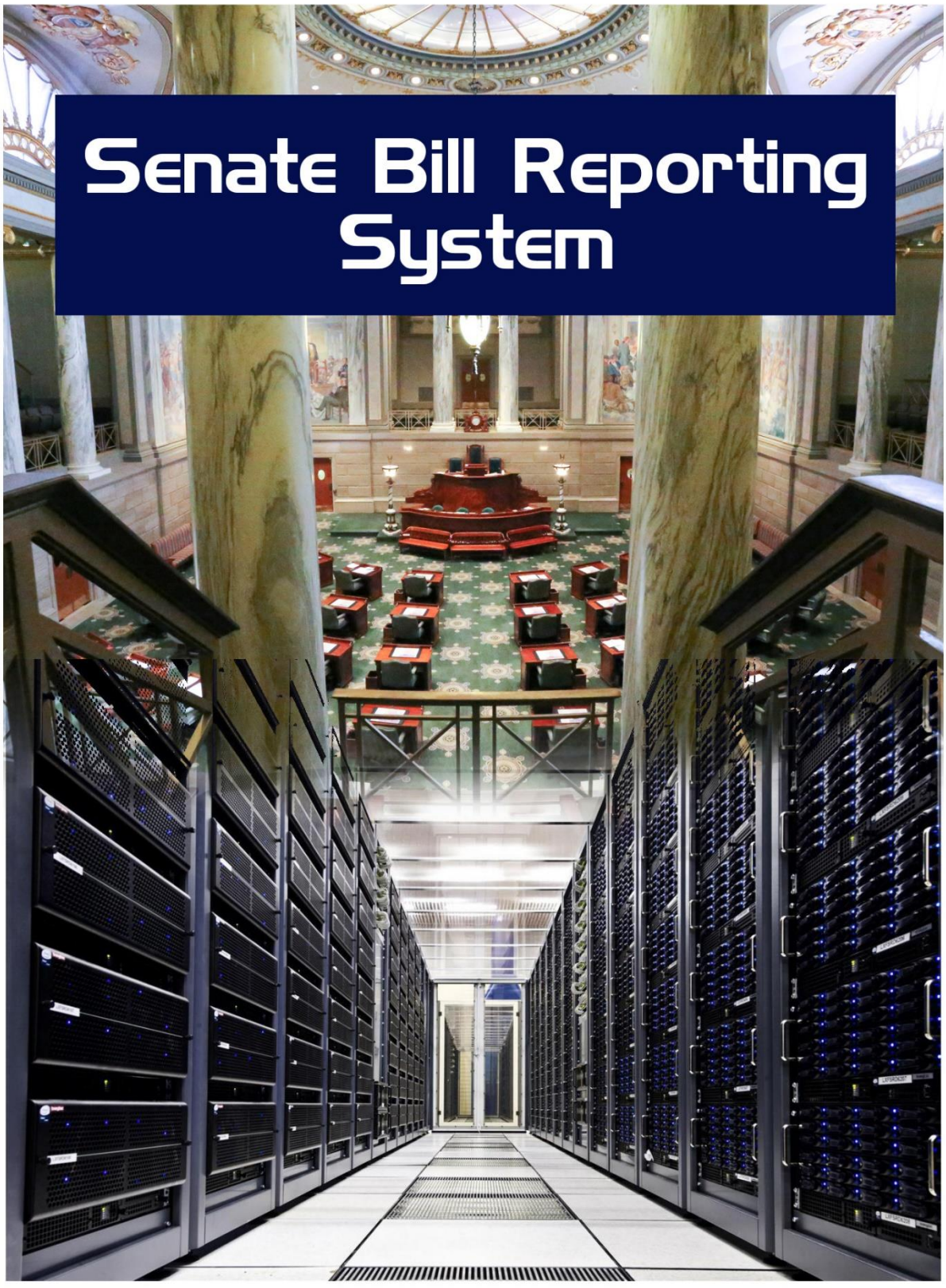
Senate Bill Reporting System



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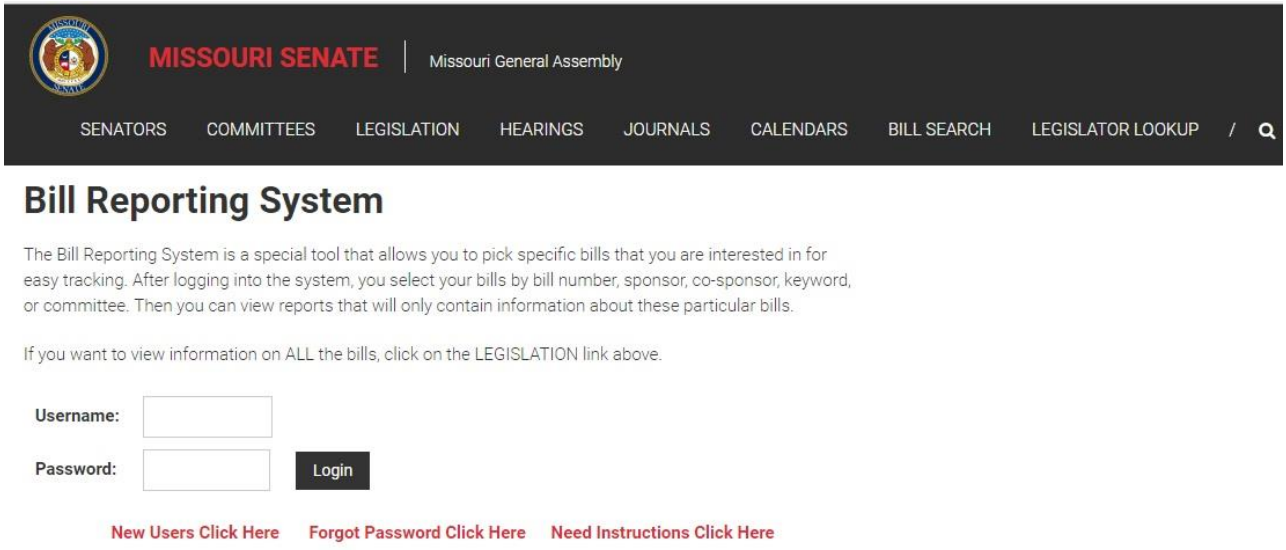
Bill Reporting System



Getting to know Report Types

Introduction

The Bill Reporting System is a web application designed to help you make reports on bills that you are interested in. Once you have created a login, you simply select the bills you are interested in, and then you can make reports on just those bills. Your selected bills will be saved until you clear them so you can make reports on your bills at another time. All data is pulled from the database in real-time, so as soon as it is entered in, you can view it.

What you need

Browsers

This application has been tested with Internet Explorer, Google Chrome, Mozilla Firefox, Android web browser and Safari.

Adobe Reader

If you want to make reports that look nice when they print out, you will need to download and install the Adobe PDF Reader. There is a link on the login page get Adobe Reader as shown in **Figure 1.** Just follow the online instructions on their web site.

Figure 1

How to get to it

Point your browser to this URL: http://www.senate.mo.gov/brs_web/login.aspx or go the main Senate page and click on Bill Reporting System.

Creating a Login

To create a new login, click on the “new users click here” hyperlink from the login page. This will bring you to the “create new user form”. Simply enter your new login information and click create user. If everything is filled out correctly, you will be brought to the main page and an empty “default report” will be created.

E-Mail Addresses

In case you forget your password use your email address to be sent the information. You cannot have two separate logins with the same e-mail address. By default you will be emailed anytime an action is added or updated to the selected bills in the Report. Use the Opt Out option to stop receiving these emails. This will then give the Opt In to start receiving the added or updated actions for the bill in the report.

Note: you should never need more than one login. The new system lets you make multiple reports using the same login information. See tracking different sets of bills with multiple reports.

Logging in

To login, simply type your username and password and click login. As long as your browser allows cookies, your username will be saved the next time you login.

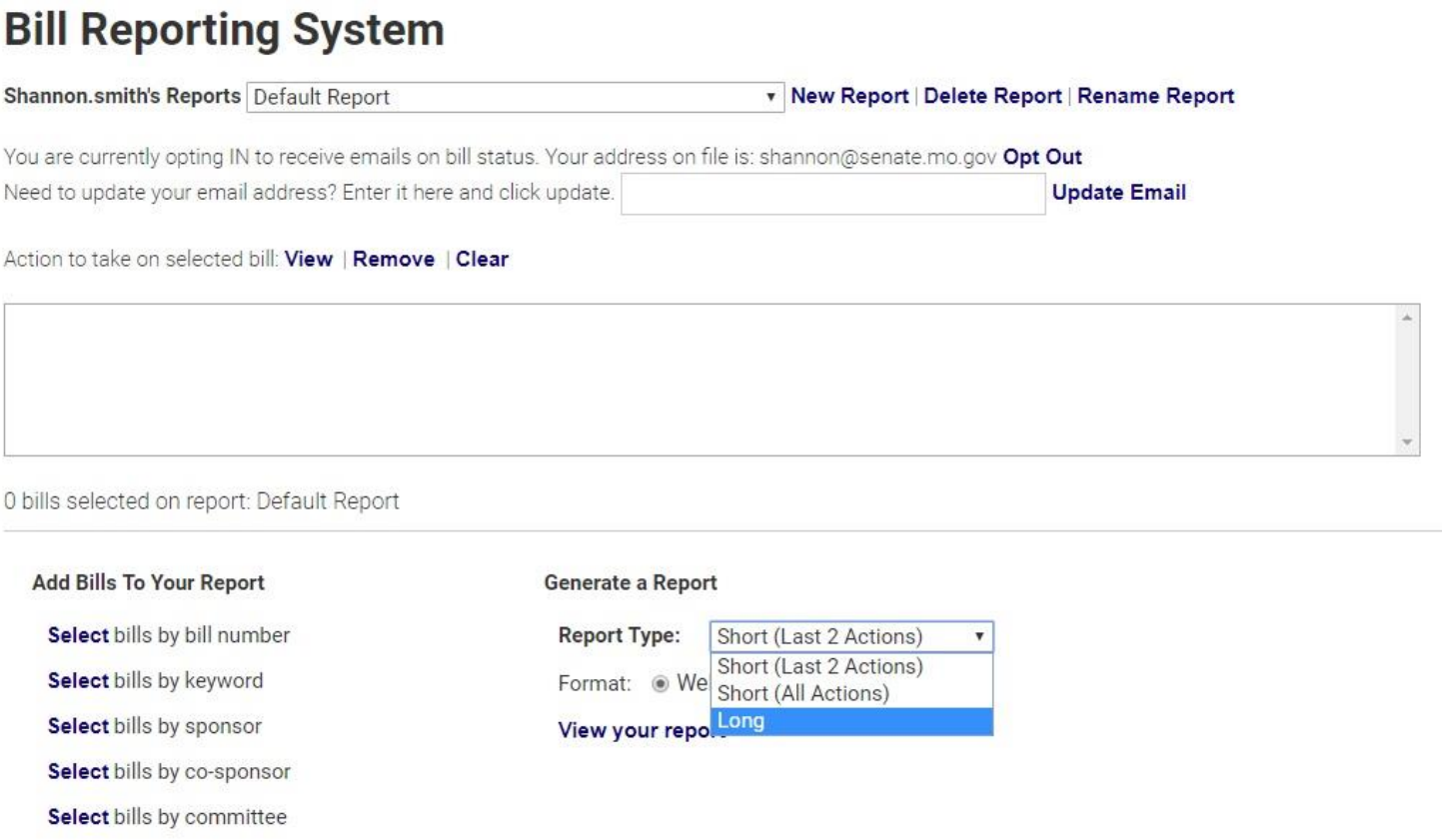
In case you forget your login

If you have forgotten your login information simply click on forgot password hyperlink on the login page. You will be asked for you e-mail address and as long as it matches the one you logged on with, your login information will be sent to you.

Selecting Bills to Track

Once you have logged in you will be brought to the main page. On this page, you have several different options on how to select bills. The following goes into more detail.

The Main page is shown below.



By Bill Number

Selecting bills by their bill number will bring up a list of all the bills. Simply select which bills you are interested in and click the checkmark next to them. When you have selected all bills that you want to track, click on the update button at the top or bottom of the page.

By Keyword

To select bills by keyword, first select the keyword you are interested by using the drop down list as shown in **Figure 2.** Once you have selected it, only bills that are using that keyword will be shown. Simply select which bills you are interested in and click the update button at the top or bottom of the page.

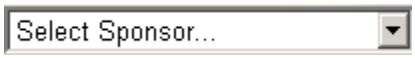
Note: Only keywords that are in use will show up in the drop down list. The number after the keyword is a count of how many bills are using that keyword.

Figure 2

By Sponsor

To select bills by sponsor, first select the sponsor whose bills you want to see by using the drop down list as shown in **Figure 3**. This will bring up **only** those bills that are **sponsored** by that legislator. Simply select those bills that you are interested in and click the update button at the top or bottom of the screen.

Figure 3



By Co-Sponsor

To select bills by co-sponsor, first select the co-sponsor whose bills you want to see by using the drop down list as shown in **Figure 4**. This will bring up **only** those bills that are **co-sponsored** by that legislator. Simply select those bills that you are interested in and click the update button at the top or bottom of the screen.

Figure 4

By Committee

To select bills by committee, first select the committee you are interested in using the drop down list as shown in **Figure 5.** After you have selected a committee, all those bills that are in that committee will be shown in a datagrid. Simply select those bills that you are interested in and click the update button.

Figure 5

Creating and Viewing Reports

After you have selected all the bills you want to track, select the type of report, short or long, select the format you want the report to be in, either web or pdf, and then click the view hyperlink. The following will go into more detail on what the reports show.

Long Reports

This report will show the following information:

1. Bill Number
2. Brief Description
3. Sponsor
4. Current Legislative Research Number
5. Current Fiscal Note Number
6. Assigned Committee
7. Last Action
8. Bill Title
9. Effective Date
10. Current Summary

If you use the **web** version, you will also have hyperlinks to extra information on the bill such as:

1. All Actions
2. All Summaries
3. Bill Text

Short Report

This report will show the following information:

1. Bill Number
2. Brief Description
3. Last 2 Actions or All Actions depending on report

The **web** version will also show hyperlinks to the bill in case you need extra information.

Formats: Web versus PDF

First off: Both versions show the same information however there are some advantages to using one as opposed to using the other. Depending of your requirements you may want to use one or both. Here are the differences:

Web

Has hyperlinks to the main bill for all information

Faster to generate

PDF

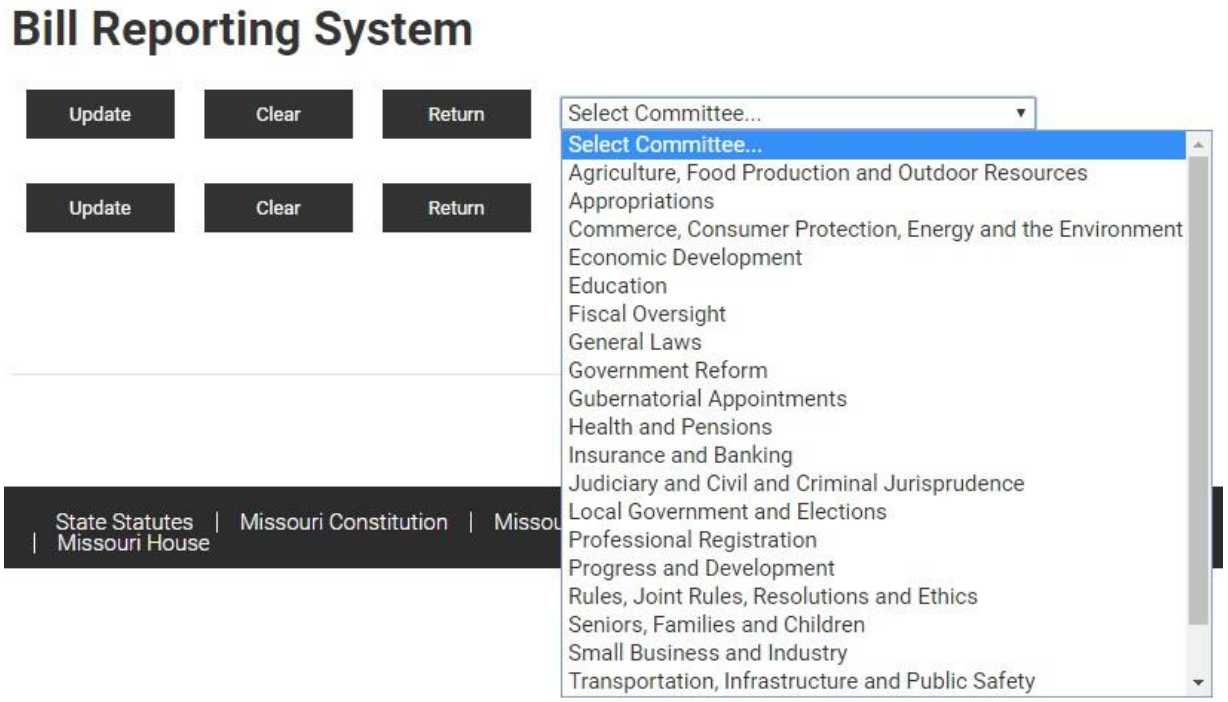
Prints out much better

Slower to generate

How to use it

The first time you login into the system, you will have a default report already set up for you. You can rename the report to something more descriptive such as: Report on transportation or Senator Smith bills by clicking on the rename report hyperlink. Using the methods described in selecting bills to track you can add bills to that report. If you would like to track another set of bills you can create a new report by clicking on the new report hyperlink**.** Simply type in a new report name and click new report. Your new report will be displayed in the drop down list (**Figure 6)** along with any bills that you associate with that report. If you want to go back to the default report, simply select it from the drop down list.

Figure 6



Deleting reports

If you decide you do not need a certain report anymore you can select it from the drop down list and click on the delete report hyperlink.

Note: the system will not let you delete all reports as you must have at least one report associated to your user name.