

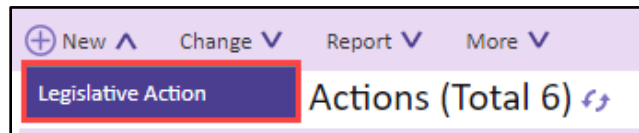
## Creating a Legislative Action

**Market:** House, Senate

**Description:** These instructions teach users how to create a new legislative Action.

### Creating a New Legislative Action

1. Navigate to the **LegiStats** application.
2. At the top of the screen select **New**. Click **Legislative Action**.



3. Complete the fields within the **Action** tab.
  - a. **Action Name:** enter a title for this legislative action.
  - b. **Action Type:** select a value from the list. This list will vary based on office.
  - c. **Member Role:** select Sponsor or Co-Sponsor.
  - d. **Description:** enter a brief description for this legislative action.
  - e. **Notes:** enter notes as needed.
  - f. **Issues:** select relevant issue codes(s).

A screenshot of the 'Add Legislative Action Record' form. The form has a purple header with the title and a close button. Below the header are tabs: 'Action', 'Status', 'Bills & Letters', 'Attachments', and 'Other'. The 'Action' tab is selected and highlighted with a red box. The form contains several input fields: 'Action Name', 'Action Type' (with a dropdown arrow), 'Member Role' (with a dropdown arrow), 'Description' (with a text area icon), 'Notes' (with a text area icon), and 'Issues' (with a dropdown arrow). At the bottom right, there are three buttons: 'Save & Close', 'Save', and 'Close'.

4. Complete the fields within the **Status** tab.
  - a. **Assigned To:** select the name of the staff member responsible for this action.
  - b. **Completed:** enter the date that the action was completed.
  - c. **Success Rating:** select the rating for this action.



**Add Legislative Action Record** [X]

**Action Name**

Action **Status** Bills & Letters Attachments Other

Assigned To \_\_\_\_\_

Completed  
mm/dd/yyyy [Calendar Icon]

Success Rating \_\_\_\_\_ [Plus Icon]

5. Complete the fields within the **Bills & Letters** tab.
- d. **Bill Type**: select the type of bill from the drop-down menu.
  - e. **Bill Number**: enter the bill number.
  - f. **Congress**: select the current meeting number during which the bill was introduced



**Add Legislative Action Record** [X]

**Action Name**

Action Status **Bills & Letters** Attachments Other

Congress \_\_\_\_\_

Bill Type \_\_\_\_\_ [Plus Icon]

Bill Number \_\_\_\_\_

Form Letters \_\_\_\_\_

6. Click **Save & Close**.



Save & Close Save Close

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