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Introduction

What is LINUS?

LINUS is a “real time” legislative bill tracking system that allows state agencies to track bills throughout the legislative process. It is a web application made available to Oregon state agencies and their statutorily defined agents. LINUS is populated by information posted in Oregon Legislative Information System (OLIS) at a refresh rate of every 15 minutes. Current session data becomes available in LINUS on the first day of each session. LINUS bill tracking information dates back to the year 2003.

How to Setup an Account

LINUS entry requires a user ID and password. Please contact your Agency LINUS Administrator to create an account. If your agency does not have a LINUS administrator, or you do not know who your administrator is, contact the LINUS Help Desk at: LINUS.Support@state.or.us

Forgot Your Password?

Contact your agency LINUS administrator or the Technology Support Center Help Desk at (503) 378-2135 | LINUS.Support@state.or.us

Need Help?

If you are a user in need of application assistance, please call your Agency LINUS Administrator. If you are an Agency Administrator in need of application assistance please contact the LINUS Help Desk at: (503) 378-2135 | LINUS.Support@state.or.us
LINUS and the Legislative Process

LINUS was created to assist you in tracking information about bills throughout key steps of the Legislative process. By paralleling LINUS tracking options with the “How an Idea Becomes Law” graphic on page 3, you can see how LINUS keeps you informed at each point in the lifecycle of a bill. Below are some examples of steps where you can put LINUS’ to work for you:

1. **First Reading**
   Announces the bill is officially introduced in that chamber.
   - LINUS TRACKING - from the Advanced Bill Search screen, Bill Location field, choose House or Senate Desk *Awaiting First Reading*, Speakers Desk - *Awaiting Referral*, or Senate Presidents Desk – *Awaiting Referral*

2. **Committee Assignment**
   Senate President or Speaker of the House assigns bills to committees. Bills may be also assigned a “subsequent referral” to Ways and Means, Revenue or another committee in this step.
   - LINUS TRACKING - from the Advanced Bill Search screen make a selection from choose *Bills Assigned to Committee*

3. **Committee Action**
   Committee Chairs decide whether or not bills will have public hearings and/or work sessions. Agencies communicate with chairs AND committee staff about bills they’re following and ask for amendments if necessary.
   - LINUS TRACKING - from the Advanced Bill Search screen, make a selection from the *Bill Location* field

4. **Second Reading**
   Announcement on the House or Senate floor that a bill has been approved in committee and will soon be debated on the floor. This cannot happen until the committee staff has all final paperwork on the bill approved in committee including fiscal and revenue impacts.
   - LINUS TRACKING - from the Advanced Bill Search screen, Bill Location field, choose House or Senate Desk *Awaiting Second Reading*

5. **Third Reading**
   Full House or Senate debate and vote on a bill.
   - LINUS TRACKING - from the Advanced Bill Search screen, Bill Location field, choose House or Senate Desk *Awaiting Third Reading*

6. **Second Chamber, First Reading**
   Announces that the bill is still alive
• LINUS TRACKING – steps one through five above are repeated for bills in second chamber. Follow a bill from the Advanced Bill Search screen, in the Bill Location field menu.

7. **Assign Bill to Committee**
The presiding officer of the second chamber must assign the bill to the committee and may add a subsequent referral.

• LINUS TRACKING – steps one through five above are repeated for bills in second chamber. Follow a bill from the Advanced Bill Search screen, in the Bill Location field menu.

8. **Committee Action**

• LINUS TRACKING – steps one through five above are repeated for bills in second chamber. Follow a bill from the Advanced Bill Search screen, in the Bill Location field menu.

9. **Second Chamber, Third Reading**
   If the second chamber amends the bill, then the first chamber must approve those changes – if they don’t, then the bill is assigned a conference committee including members from both chambers.

• LINUS TRACKING – steps one through five above are repeated for bills in second chamber. Follow a bill from the Advanced Bill Search screen, in the Bill Location field menu.

10. **First Chamber Vote**

• LINUS TRACKING – steps one through five above are repeated for bills in second chamber. Follow a bill from the Advanced Bill Search screen, in the Bill Location field menu.
The Oregon Legislative Assembly
The Oregon Legislative Assembly is state government’s “board of directors.” It is responsible for making laws dealing with Oregon’s well-being, adopting the state’s budget, and for setting public policy. The Legislative Assembly is made up of two bodies: the Senate and the House of Representatives. The Senate consists of 30 members elected for four-year terms. The House consists of 60 representatives elected for two-year terms. Each member of the legislature represents a district (an area determined by population). Every Oregonian is represented by one state Senator and one state Representative.

The legislature convenes annually in February at the State Capitol in Salem, but sessions may not exceed 160 days in odd-numbered years and 35 days in even-numbered years, unless extended by a two-thirds vote in each chamber. About 3,000 bills are considered in each odd-year session. Relying largely upon work done in committees, the legislature enacts about one-third of these bills into law.

How an Idea Becomes Law
A simple view of the Oregon Legislative Process

1. Speaker or President assigns bill to a committee
2. Committee holds public hearings and takes action
3. 1. Pass
   2. Pass with amendments
   3. Do not pass
4. Bill becomes law 90 days after legislature adjourns
5. Bill becomes law without Governor’s signature
6. House and Senate concur, bill is sent to Governor
7. 1. Sign
   2. Not sign
   3. Veto
8. Bill goes back to House and Senate, 2/3 majority vote in both chambers will override veto
9. Conference committee: appointed; legislators from House and Senate iron out differences
10. Back to 1st Chamber for vote on changes
11. Public hearing and committee action (same process as 1st chamber)
12. 1. Back to 1st Chamber
    2. Reprinted and back to 1st Chamber
    3. Bill is dead
13. 1. Pass
    2. Fail
    3. Refer back to committee
14. Bill is introduced and read for first time
15. Speaker or President assigns bill to a committee
16. Bill is passed to 2nd Chamber for first reading
17. 1. Pass
    2. Fail
    3. Refer back to committee
The first screen you will see in LINUS is the Main Menu. From this screen click on the task you would like to perform:

- **Search** – search for bills by specific parameters
- **Committees** – comprehensive list of committee names, members, contact information, bills assigned, scheduled meetings
- **Legislators** – names and contact information for legislators
- **Users** – displays a list of your agency users with options to sort by active, inactive or all, you can also update your user profile.
- **Administrative** – this area is accessible only to Agency Administers. There is a separate manual dedicated to administrator functions.
- **Third Reading Report** – shows the bills up for third reading at the time of your report
- **Track by Legislative Concept Number** – enter information about your legislative concept before session begins. After the bill has its first reading, LINUS will match your LC tracking information to the correct bill.
- **Log Out** – always log out when you complete your session or will be away for more than 1 hour

For detailed information on any of the above menu items please visit the associated chapter name.

The toolbar that runs across the top of the window allows you to access LINUS’ primary functions from nearly any screen.

- The House Button allows you to return to the **Main Menu**
- The Envelope Button allows you to send an email to your agency LINUS administrator
Bill Search

Basic Bill Search Features

One of the tools available to you in LINUS is the Search feature. Searching allows you to locate bills by specific parameters. The Search window automatically opens to the Basic Bill Search screen as seen above. This screen permits basic search by entering a few simple selections. There are no “required fields” so you are free to enter as many or as few parameters as you wish.

Please see the Advanced Bill Search section beginning on page 8 for additional search options.

Basic Bill Search Fields and Buttons

- **Advanced**: Advanced Bill Search – select this checkbox if you want to add additional detailed searching parameters. See next section of this chapter dedicated to Advanced Bill Search features.

- **Bill Number**: Include all digits of the bill – Prefixes are not necessary (HB, SB, HCR, HJM, SB etc.)

- **Concept Number**: This field requires user setup on the Bill Summary screen. Please see page 18 for information about Bill Summary.

- **Relating To Clause**: Type key word(s) or phrase from the relating to clause.

  **Tip**: you can also use this field to search for the statutes that govern or affect your agency.

- **Search Full (Relating Clause)**: Select this checkbox to search the entire relating to clause of the bill
  - Find specific statutes
  - Emergency clauses
  - Etc.
| **Display Full** | Select this box if you want to see the complete relating clause language in your results. Leaving this box unchecked will produce shorter version results. |
| **Summary** | Type key word(s) or phrase from the bill summary. This does not search the full text of the bill. |
| **Display Full** | Select this checkbox to view the entire bill summary language in your results. |
| **Search Name** | This field is pre-populated with previously saved searches. Please see page 14 for instructions on how to Save a Search. |
| **Session Yr** | This field is pre-populated with current session year. Use the drop down arrow to select past session information dating back to 2003. |
| **Session Type** | Prior to 2012, even-year sessions were “special sessions”. |
| **Bill Version** | This field is pre-populated with current bill version. Use the drop down arrow to select from options: Previous or (all versions) of a bill. |
| **Tracked** | Field is pre-populated with Tracked Active; use the drop down arrow to select one of the options: Tracked Active, Tracked Inactive, All Tracked or Untracked. |
| **Sort By** | Select the way(s) you want search results sorted. Use the + and – to add or delete from your selection. Your reports will reflect your sort options, the default sort option is bill #. |
| **Bill Type** | Options include HB, HCR, HJM, HJR, HM, HR, SB, SCR, SHR, SM, and SR. Use the + and – to add or delete from your selection. |
| **Bill Manager (Primary)** | Search for bills by the name(s) of primary manager(s) in your agency. To search for secondary bill managers see the Advanced Search instructions. Select name(s) from the list and use the + or – to add or delete from your selection. |
| **Bill Manager (Secondary)** | Search for bills by the name(s) of secondary manager(s) in your agency. Select name(s) from the list and use the + or – to add or delete from your selection. |
**Bill Search**

**Division**
Use the drop down arrow to select your Agency’s Division from the list if you want to limit search results to bills already being tracked by this division. 

*Agency LINUS administrators establish and assign people to divisions.*

**Office**
Use the drop down arrow to select an office if you want to limit search to bills already being tracked by such office. *Agency LINUS administrators establish and assign people to offices.*

**Priority**
Choose one or more priorities to get a list of bills with specific priority. 

*Agencies may choose to use this function or not.*

**Position**
Search for bills assigned to a specific position. Dropdown menu options include Neutral, Support, Opposed, Pending and Not Required. *Agencies may choose to use this function or not.*

**Other Interested Parties**
Use this field when creating reports for boards or committees. Use the drop down menu to select one or many names from the list. *Your agency LINUS administrator creates these lists.*

**Subject**
Select one or many subjects to include in your search results, use the + and – to add to your selection. This subject is assigned by users via the Bill Summary screen, and the list is maintained by the agency administrator. Please see page 18 for more information about the Bill Summary screen.

*Tip: hold down the CTRL key to select multiple bill subjects from the list.*

**Bill Label**
Search for any word in the bill label. Only one label allowed per bill per agency. If the agency has not input a bill label on the Bill Summary screen, this search will not yield results. See page 18 for more information on the Bill Summary screen.

**Fiscal Impact**
Choose from the following selections: Complete - With Impact, Complete – Minimal Impact, Complete – No Impact, Not Required, Required – Not Completed. *This field is identified by each individual agency.*

**Search Now**
Click this button to begin searching from the parameters entered.

**Clear**
Click this button to clear all fields.

**Save Search**
Save your search parameters for later use. See the *Saving Your Search* section of this chapter on page 14.
Advanced Bill Search Features

The **Advanced Bill Search** feature further limits search results according to your specific parameters. To open the **Advanced Bill Search** options, select the **Advanced** check box on the main **Bill Search** screen.

These fields are identified in **Basic Bill Search section**

Additional **Advanced Bill Search** options discussed in this section
The top portion of the Advanced Bill Search screen is identical to the Basic Bill Search screen. Please see the Basic Bill Search Fields and Buttons section on page 5 for detailed information on each of these fields.

There are no “required fields” in LINUS searching, so you are free to enter as many or as few parameters as you wish to narrow your results.

Advanced Bill Search Fields and Buttons

Receive E-Mail Updates  Search by a person(s) in your agency receiving e-mail updates. Perform this search on yourself to verify that you will receive information for all bills you want to track.

Receive E-Mail Group Updates  Identify groups of people who want to receive notices about the same bill during session. *E-mail groups are established and maintained by the agency LINUS administrator.*

Bill Location  Select one or many bill locations to include in your search results, use the + and – to add to your selection.

**Tip:** hold down the CTRL key to select multiple bill locations from the list.

Bills Assigned to Committee  Select one or many bills assigned to committee use the + and – to add to your selection. Titles are alphabetized by chamber: House, Senate or Joint.

Sponsor  Search for bills on which a specific sponsor is named. Use the + and – to add to your selection.

Hearing Date  To narrow your search by hearing date, use the calendar button to select dates in the “from” and “to” fields or manually type in the format: mm/dd/yyyy. See the Working with Dates Tip at the end of this list for tips on working with the calendar feature.

Last Action Date  Search for bills that had their last action occur within a specific date range. To search up to a specific date, enter date only in the “to” field. To search after a specific date, enter date only in the “from” field. See the Working with Dates Tip at the end of this list for tips on working with the calendar feature.

Due Date  To narrow search results by due dates, use the calendar buttons to select dates in the “from” and “to” fields or manually enter using the format: mm/dd/yyyy. See the Working with Dates Tip at the end of this list for more info about the calendar feature.
Completed Date  Select the (find incomplete documents) checkbox if you want to include incomplete documents in your results. To search the completed date range, use the calendar buttons to select dates “from” and “to” or manually enter in the format: mm/dd/yyyy. To search up to a specific date, enter date only in the “to” field. To search after a specific date, enter date only in the “from” field. See the Working with Dates Tip at the end of this list for tips on working with the calendar feature.

Date Due to LFO  Search for all bills on which there are fiscal impact statements due to LFO within a specific date range. To search up to a specific date, enter date only in the “to” field. To search after a specific date, enter date only in the “from” field. See the Working with Dates Tip at the end of this list for tips on working with the calendar feature.

Date Sent to LFO  Search for bills on which there were fiscal impact statements sent to LFO within a specific date range. To search up to a specific date, enter date only in the “to” field. To search after a specific date, enter date only in the “from” field. See the Working with Dates Tip at the end of this list for tips on working with the calendar feature.

Search Now  Click this button to begin searching from the parameters entered.

Clear  Click this button to clear all fields.

Save Search  Save your search parameters for later use.

Working with Dates Tip: when using the calendar button of any date field, you must use the Remove Date hyperlink in order to change or delete your selection. The delete key on your keyboard is disabled when using the calendar feature.
How to Search for a Bill

Here are some basic instructions to get you started with Search.

How to Search for a Bill Instructions

1. Log in to LINUS and choose Search from the Main Menu.

2. In the Bill Search screen, start by entering as much or as little information as you like:
   - Specific Bill Number.
   - Word or phrase in the bill Summary, or Relating To Clause.
   - Tracked status.
     - Tracked Active – bills actively being tracked by your agency
     - Tracked Inactive – bills tracked at one time by your agency
     - All Tracked – all bills tracked in LINUS by your agency
     - Untracked – bills not yet tracked by anyone in your agency

3. Click the Search Now button.
Multiple Bill Search

LINUS users can search on multiple bills at one time.

Multiple Bill Search Instructions

1. Open the main Bill Search screen; enter the bill prefix (HB, SB, HJR etc.) and number for the first bill. Note: The bill prefix is a requirement when searching for multiple bills. Do not include spaces between the prefix and number: HB4131

2. Continue entering as many bills as you like using a comma to separate: HB4131, SB5508, HJR37.

3. Make a selection from the Tracked field drop down (Tracked Active, Tracked Inactive, All Tracked or Untracked).

4. Click the Search Now button.

5. Search results returns a list of all bills identified.
The results of your search criteria are returned on the Search Results screen. Use this screen to track or untrack bills, view bill information or run reports.

Please see page 32 for information on reports and all of the options available in the left navigation menu of the Search Results screen.

Click on any of the hyperlinks in the Bill # column to jump to the Legislative web site where information about the bill is posted.
Save Your Search

LINUS allows you to save specific search criteria. If you have a search that you perform frequently, you may want to save it. The **Save Search** option is available to you in both the **Basic Bill Search** and **Advanced Bill Search** screens.

**Saving Your Search Instructions**

1. Enter all of your search criteria on the **Bill Search** screen fields.

2. Click the **Save Search** button. This will open the **Save Search Information** screen where you can name the search and provide a description.

3. Click the **Save** button and you will return to the **Bill Search** screen.

4. Your saved search will now be available in the **Search Name** drop down list. When you select a saved search, the screen refreshes, and all search criteria automatically resets to the criteria of the saved search.

**NOTE**

Saved searches cannot be edited. Please contact your Agency LINUS Administrator to delete any unwanted saved searches.
Assign a Bill Manager

Use the follow steps to designate your staff member as the bill manager for your agency.

Assign a Bill Manager Instructions

1. Open the Bill Search screen and enter the number of the bill you want to track or enter a word or phrase in the Summary or Relating To Clause fields. Then click the Search Now button.

   **Note:** you must select “untracked” from the Tracked field in order to find the bill since you are establishing the bill for tracking.

2. Find your bill on the Search Results screen and click on the word TRACK in the Bill Manager column.

   **Note:** bills not currently being tracked by your agency will appear with TRACK as the bill manager. Bills that are tracked without a manager assigned will appear as Not Assigned.
4. Select a name from the **Bill Manager** drop down field along with the appropriate Division name from the drop down.

5. Click the Save button in the left navigation bar to save your Bill Manager designation.
Receive Email Updates on Assigned Bills

Only agency LINUS users can receive email updates on bills. If you have a LINUS account and want to receive email updates on bills already assigned to a bill manager, just follow these three simple steps:

Receive Email Updates on Assigned Bills Instructions

1. Open the Bill Search screen and enter the number of the bill you want to track or enter a word or phrase in the Summary or Relating To Clause fields. Select Tracked Active from the Tracked field drop down, and then click Search Now.

2. Find your bill on the Search Results screen and click on the name under Bill Manager.

3. Select name(s) from the list in the Receive E-Mail Updates field and use the + or – to add to your selection. Then click the Save button.
Bill Summary

Note: Left navigation bar hyperlinks are only active when information is available

Bill Summary Left Navigation Menu:

Action History  Shows the bill history from First Reading to the most recent action.

Bill Summary, Blue Sheet, Fiscal Impact, Hearing Schedule And Testimony  After a record has been created for your division/office the links will be active to go to a screen for each document (Bill Summary, Blue Sheet, Fiscal Impact, Hearing Schedule, and Testimony)

Bill Summary Report  This report shows all of the information on the bill.
| Measure Summaries & Impact Statements | Link to the State Legislature’s web page where the following information is posted: fiscal impact statements, budget reports, revenue impact states, staff measure summaries |

**Bill Summary Fields and Buttons:**

- **Bill Location**: Search results return with the bill’s current location
- **Bill Summary**: Search results return with complete bill summary
- **View PDF**: Link to the State Legislature’s web page where bills can be viewed as either html or PDF documents
- **Last Action Date**: Search results return with the date of last action
- **Relating To Clause**: Search results return with the full relating to clause
- **Sponsor**: Search results return with the sponsor name
- **Concept Number**: Legislative Counsel assigns concept numbers during the drafting process. Users can enter this number and save for use later. This field is not pre-populated by LINUS.
- **Bill Label**: Divisions can create a “pet name” for each bill. This field was created as a way to jog your memory with a few short words about the bill. Please note that the label is included on the Bill Summary High Level Report and the Fiscal Impact Statement Tracking Report. If you do not enter a label, a portion of the relating to clause will appear in the Label field on printed reports.
- **Bill Manager**: Select a name from the drop down to assign a bill manager
- **Division**: Select the appropriate division from the drop down associated with the bill manager
- **Primary Bill Manager**: If your agency has multiple divisions/offices, the primary division/office responsible for tracking the bill should check the box for the Primary Manager field.
- **Office**: Select the appropriate office location of the primary bill manager
- **Active?**: Uncheck if you no longer need to actively track a bill, include it in regular report, receive e-mail notifications, etc. You can do a search on all inactive bills at any time by selecting “Tracked Inactive” in the Tracked drop down field.
### Receive E-Mail Updates
Anyone other than the bill manager who should receive e-mail notification on this bill must be manually entered using these steps:
- Use the drop down list for **Receive E-Mail Updates**
- Select the name, use the (+) to move the name to the selected list
- To remove a person, select their name and click (–)
- Click **Save**

### Receive E-Mail Group Updates
In the list, select the name of the group within your agency that should receive emails about the bill, click the (+) to move them to selected. To remove the group, use the (–) sign.

### Priority
Priorities 1-5 are available. Agencies should define what the numbers mean to their agency.

### Other Interested Parties
The Other Interested Parties list is maintained by your agency administrator. By adding interested parties to a bill, you can use the field as search criteria and create a report containing only bills that interest a specific group. Please see your agency administrator to add or edit parties on this list.

### Subjects
The subject dropdown list is maintained by your agency administrator. Consider adding a subject to a bill for reporting, search criteria and staying organized on specific subjects. Please see your agency administrator to add or edit subjects in this list.

### Related Bills
All current bills are available in the drop down list. If there is a bill from a previous session that is related, enter it as a Bill Note.

### Type
Corresponding documents related to your bill: Bill Analysis, Fiscal Impact, Testimony, Blue Sheet

### Notes
Add notes that only people in your agency can view. Once you’ve entered the note, click the **Save** button. NOTE: LINUS notes are public record.

### New Note
You cannot add new notes to bills that are not being tracked
How to Track a Bill

In less than 10 steps, you can begin tracking bills for your agency.

How to Track a Bill Instructions

1. Log in to LINUS and choose Search from the Main Menu.

2. Select and enter any of the options below then click the Search Now button:
   - Search by entering a specific Bill Number (include all numerical digits).
   - Search by a word or phrase in the Relating to Clause, or Summary fields.
   - Choose Untracked from the Tracked field dropdown.

3. Bills that are not yet tracked by your agency will appear with the word TRACK in the Bill Manager column on the Search Results screen. Click on the word TRACK to track single bills.

Or to track many bills simultaneously, by clicking the Express Entry Mode checkbox, then click on the Track checkboxes for each bill you want to track. Then click the Track button.
4 The next screen to display is the Bill Summary. Select your name from the Bill Manager drop down menu. As the Bill Manager, you will receive email notifications on this bill. Click the Save button to save your selection.

5 If you have selected a bill that was previously not tracked by anyone in the department, your division will automatically display.

6 If applicable, after you’ve selected a division the offices associated with the division will appear in the Office drop down list. Select your Office from the drop down menu.

7 Anyone other than the bill manager who should receive e-mail notification on this bill must be manually entered. Under Receive E-Mail Updates, select the name of the person and click on the plus [+] sign to add them. Their name will appear on the right under (selected).

8 When you have entered all of the information, click Save. Repeat these steps for other bills as needed.

9 To track a bill that is already being tracked by another person in your agency: Search for the bill, on the search results screen click on the Bill Manager name, on the Bill Summary screen, select your Division name from the Division field dropdown, and click the Save button.
How to Untrack a Bill

How to Untrack a Bill Instructions

1. Log in to LINUS and choose Search from the Main Menu.

2. Select your name from the Bill Manager drop down then click the + sign to add your name to the (selected) column, and click Search Now.

3. On the Search Results screen, scroll to the bill that you no longer want to track and click on your name under the Bill Manager column. *To untrack multiple bills simultaneously, see page 29 for Untrack Multiple Bills instructions.*
4 The next screen to display is the **Bill Summary**. Scroll down and **deselect** the **Active?** checkbox.

5 **Click the Save button** to apply the changes.
Track by Legislative Concept Number

Setup bill tracking before session begins using your Legislative Concept number. Legislative Counsel assigns this three digit number during the drafting process. After a bill has its first ready, LINUS will match your LC tracking information to the correct bill.

Track by Legislative Concept Number Instructions

1. Log in to LINUS and choose Track by Legislative Concept Number from the Main Menu.

2. Enter the three digit LC number (exclude LC prefix) into the Legislative Concept Number field on the Track by Legislative Concept Number screen.
3. Enter any additional information into all applicable fields on the **Track By Legislative Concept Number** screen, and then click the **Save** button.

4. The legislative concepts that are tracked will display on the search results screen when performing any search. These tracked concepts will be viewable to all users in your agency. Once the bill has its first reading, the Bill Manager is notified via email that LINUS has merged the LC tracking information with the new bill number data. When this occurs, the LC no longer shows under Tracked By Legislative Concept Number.
Track Multiple Bills (Express Entry)

These instructions explain how to track multiple bills simultaneously using the Express Entry Mode.

Track Multiple Bills Instructions

1. Log in to LINUS and choose **Search** from the **Main Menu**.

2. Either select a name from the **Bill Manager** drop down then click the + sign to add the name to the (selected) column, or select Untracked from the **Tracked** field and click **Search Now**.
3 On the Search Results screen, select the Express Entry Mode checkbox. Then select the Track checkboxes for all bills that you want to begin tracking. Then click the Track button.

5 The next screen confirms your new Tracking selections. Click the Save button to apply the changes.
Untrack Multiple Bills (Express Untrack)

These easy to follow instructions explain how to stop tracking multiple bills simultaneously using the Express Untrack Mode.

1. Log in to LINUS and choose **Search** from the **Main Menu**.

2. Select your name from the **Bill Manager** drop down then click the + sign to add your name to the (selected) column, and click **Search Now**.

3. On the **Search Results** screen, select the **Express Untrack Mode** checkbox.
4 Select the **Untrack checkbox** for all bills that you no longer want to track. Then click the **Untrack button**.

5 The next screen confirms your untracked selections. Click the **Save button** to apply the changes.
Create Reports from Search Results

LINUS features the ability to create a report from any search that you perform. A thorough understanding of the search feature will aid you in creating bill tracking reports. Please refer to Bill Search on page 5 of this manual for information about the searching feature in LINUS.

Create Reports from Search Results Instructions

1. Start by performing a **Bill Search** in either the Basic or Advanced screen (see page 13 for instructions on How to Search for a Bill).

2. Reports that include a **Bill Summary** or **Relating To** can be included in your report with either a short or long version. To include the full version of either, select the check box **Display Full Summary** or **Display Full Relating To**, then click **Search Now**.

3. When your Search Results are returned, choose an appropriate report from the left navigation menu bar: Assignment Status, Bill Summary Detail, Bill Summary High Level, Current Version Bill Notes, Scheduled Hearing, Third Reading, Tracking List, or Fiscal Impact Statement.
Try out one; or try out all of the reports that are available, and then Print right from your browser, or click the Email Report button to send, or Export button to send to Word.
Report Templates

Do not create reports completely from scratch. LINUS has eight content-rich report templates that are just a click away on the Search Results screen. See How to Search on page 11 for more information on how searching in LINUS.

TIP: Select Landscape from your browser Page Setup to print any of these reports from your browser.

Assignment Status Report

This report works best when the Due Date and/or Completed Date are used in the search criteria.

Report Fields: Bill#, Summary, Next Hearing Date, Division, Bill Manager, Priority, Bill Position, Document Type, Assigned To, Date Due, Completed, and Approved.

Note: Summary will be truncated unless you select the checkbox “Display Full Summary” before searching.
**Report Fields:** Bill#, Summary, Label, Relating To Clause, Last Three Actions, Next Hearing, First 2 Sponsors, Number of Sponsors Remaining, Filed at the Request of, Division, Priority, Bill Manager, Bill Position, and Testimony Approved.

*Note: Summary and Relating to Clause results will be truncated unless you select the checkbox “Display Full” before searching.*

---

**Bill Summary High Level Report**

Report Fields: Bill#, Summary, Last Action, Next Hearing, Division (if available), Priority, Bill Manager, and Bill Position.

---

**Current Version Bill Notes Report**

Report only includes Bill Notes from the current version of a bill.

Report Fields: Bill#, Label, Relating To Clause, Summary, Last Three Actions, Next Hearing, Division (if available), and Bill Notes.

---

**Scheduled Hearing Report**

Works best when Hearing Date To and From are used in search criteria. If you do not select date parameters for the hearings, you will get a report of all hearings to date on the bills in your search.

Report Fields: Bill#, Summary, Hearing Date and Time, Committee Name and Chamber, Hearing Type, Division (if available), Priority, Bill Manager, Document Type, and Assigned To.
Third Reading Report only yields results on days there are Third Readings on bills that your agency is tracking. **Report Fields:** Date of Third Reading, House of Third Reading, Convening Time of House, Bill#, Summary, Bill Carrier, Priority, and Bill Manager.

Tracked List Report

Works best when Due Date and/or Completed Date are used in the search criteria. **Report Fields:** Bill#, Summary, Division, Bill Manager, Priority, Bill Position, Document Type, and Assigned To.

Fiscal Impact Statement Tracking Report

Works best when you search by one or more of the following fields: Due Date, Completed Date, Date Due to LFO, Date Sent to LFO and/or Fiscal Impact Status. By default, the fiscal amounts are not displayed. To view fiscal amounts, check the box “Display Fiscal Amounts”.

Customized Report Selection

Please see How to Create Custom Reports on page 37 for more information.
How to Create Custom Reports

1. Log in to LINUS and choose **Search** from the **Main Menu**.

2. Select your name from the **Bill Manager** drop down then click the + sign to add your name to the (selected) column, and click **Search Now**.

3. On the **Search Results** screen, select the **Customized Report Selection** from the left navigation menu.
4. The **Customized Report Selection** screen will display. The **Bill Number** field will already be pre-selected. Mark the checkbox of all fields you want displayed in your report.

As each field is checked, it will appear in the **Column Order** box. The order of the fields can be changed by highlighting the field then clicking the Move Up or Move Down arrow.

**If you would like to Save your report parameters, proceed to step 8**

5. Click the **Run Report** button to view your report. If you did not already save the report fields, the default name will be Customized Report.
Now choose to either: **Email Report** or **Export**

- **Email** – LINUS sends an email to your address with the report attached.
- **Export**
  
  1. Click **Allow access** on the popup to give the webpage access your Clipboard

![Image of Allow access popup]

  2. The next popup gives the following instructions:

  ![Image of popup instructions]

Open a **new** blank **Word** document, then **right click** your mouse somewhere within the blank Word document and select **paste**. Click the **OK** button.

This step is optional - If you want to Save your report for later use, at the end of the Step 4 (above) click the **Save Report** button.

![Image of Save Report button]

Enter a meaningful **Report Name** in the **Save Report Information** screen. This name will appear prominently on your report. Enter an appropriate description of the report, then click **Save**.

![Image of Save Report information screen]

The saved report will be available for later selection in the **Saved Custom Reports** drop down field on the main **Customized Report Selection** screen. **Note**: Only administrators can delete a saved report.
Documents and Notes

Attach a Document (Bill Analysis, Blue Sheet, Fiscal Impact and Testimony)

LINUS offers you the ability to collaborate with other LINUS users in your agency by attaching documents to the areas of: Bill Analysis, Blue Sheet, Fiscal Impact and Testimony. These documents are viewable only by other users in your agency.

1. Log in to LINUS and select Search from the main menu.

2. From the Bill Search screen select a name from the Bill Manager (Primary) list and then click the plus sign to add the name to the (selected) column.

3. Click Search Now.

4. From the Search Results Screen, Click on the name in the Bill Manager column associated with the bill that you want to add documents.
5. On the Bill Summary screen, make a selection from the left navigation menu bar to the location where you would like to upload a document: Bill Analysis, Blue Sheet, Fiscal Impact, or Testimony.

6. Click on the Browse button in the Attach File row to navigate to the location of the document that you want to upload, then click on Attach.

7. Click Save. These documents are now viewable only to other users within your agency.

**REMINDER**

Documents and notes uploaded into LINUS are viewable only to users within your agency.
View Attached Documents

1. From the **Bill Search** screen, locate the bill by either entering the Bill Number or by entering the bill manager’s name and use the + symbol to move it to the (selected) column, and then click the **Search Now** button.

![Bill Search Screen](image1)

2. If searching by the Bill Manager’s name, on the **Search Results** screen find the bill number which you want to view attachments, and then click on the associated Bill Manager’s name.

![Search Results Screen](image2)

3. On the **Bill Summary** screen, select the appropriate heading from the left navigation menu that has the documents you want to view.

![Bill Summary Screen](image3)

4. These instructions are interchangeable for most left navigation menu options (Bill Analysis, Blue Sheet, Fiscal Impact, and Testimony)
At the bottom of the screen, view the attached files in the drop down.

5 Select the name of the document that you want to view from the dropdown, and click on the word View.
Bill Notes

The Bill Notes area is a place to share information with other LINUS users in your agency. This option is only available for bills currently tracked by your agency. Please be advised that all notes are public record.

1. Start by searching for the bill that you want to attach a note to.

2. In the Search Results window, click on the correct bill manager’s name to open the Bill Summary screen.

3. On the Bill Summary screen, scroll to the very bottom, and click New Note.

4. Type your note into the note field window, click the send email checkbox to send the note via e-mail those tracking the bill if desired, then click save.

5. Now when user’s within your agency scroll to the bottom of the Bill Summary screen they will see your note.
Fiscal Impact

The Fiscal Impact screen enables you to track and share your agency due dates, staff assignments, and fiscal impact statements. Please be advised that all documents and information uploaded into LINUS are public record.

1. Start by searching for the bill for which you want to update fiscal impact information on.

2. In the Search Results window click on the correct bill manager’s name to open the Bill Summary screen.

3. On the Bill Summary screen, select Fiscal Impact from the left navigation menu.

4. Enter your updated information on the Fiscal Impact screen including dates, status changes, attach any documents, enter fiscal amounts and create notes. Click the save button to save your additions.
The Committee screen lists committees by House/Senate/Joint committee name. Click on a committee name hyperlink to view detailed committee information including member names, phone numbers, meeting dates and locations:

From the Committee Information screen, you can view reports on Bills In Committee, see previous agendas, and view bills that you might want to start tracking.
The Legislators screen is a listing of all Senators and Representatives for the legislative session.

Click on the name of a legislator to view contact information and their committee assignments.

Use the notes section to share information with other LINUS users in your agency about legislators. Please be advised that all notes are public record.

1. Click on **New Note**.
2. Enter your information into the Note field on the **Legislator Note** screen.
3. Click the **Save** button.

Go back to the full Legislator list by using the left navigation bar menu.
User Settings

As a LINUS user, you have editing rights to your user information. To access your User Information follow these easy steps.

Adjust User Settings Instructions

1. Navigate to the Users screen by either clicking on the word Users from the Main Menu or by clicking Users from the top menu bar that runs across the LINUS window.

2. Select the radio button next to Active. Then find and click your name on the list.

3. Update your information on this screen as applicable. Then click the Save button.
Change Your Password

If you are a new user or your password has been reset, a temporary password will be assigned to you. Please change your password as soon as you log on.

Change Password Instructions

1. Click on the Users menu link (found on the menu bar that runs across the top of the window). Make sure that the Active radio button is selected. Then find and click your name in the list of users.

2. Update your password.

3. Click Save. Your new password is now set. Log out, then log back in using your new password.
Personal E-mail Notifications

Your Agency LINUS Administrator sets agency defaults for the e-mail notification settings; however, each user has the authority to override the default settings to set their own preferences.

Personal E-Mail Notification Instructions

1. Click on the **Users** menu link (found on the menu bar that runs across the top of the window). Make sure that the **Active** radio button is selected. Then find and click your name in the list of users.

2. Click on the **E-Mail Notification User Override** link in the left navigation menu.

3. You will see defaults set by your agency LINUS administrator on this screen and should only change information that is unique to your specific circumstance.

4. After making adjustments, click **Save** to apply your changes.
### Glossary of Terms

#### Meeting Types

During session, measures are often scheduled for different types of committee meetings. LINUS users may see a three letter code that committee staff use to define the type of meeting a measure is scheduled for. These three letter codes are explained below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF</td>
<td>Informational Meeting – Provide testimony on issues rather than measures. Informational meetings may be scheduled at any time during session at which time no action (votes) are taken.</td>
</tr>
<tr>
<td>PAW</td>
<td>Public Hearing and Work Session – A measure may be scheduled for a PAW when a committee chair anticipates that the measure can be heard and acted on during the same meeting. The committee can vote on the measure after the chair opens a work session.</td>
</tr>
<tr>
<td>PPW</td>
<td>Public Hearing and Possible Work Session – Used when a committee chair wants to hear a measure and have the option of taking action on the measure. The committee can vote on the measure after the chair opens a work session.</td>
</tr>
<tr>
<td>PRW</td>
<td>Possible Reconsideration and Work Session – This meeting is used after a measure has been voted out of the committee (generally at a previous meeting) but has not yet been dropped at the chamber desk for consideration by the whole house. Essentially, a reconsideration allows a measure to be taken back into committee. After the measure has been reconsidered, the committee may hold a work session to vote the measure back out of committee with a different, or no, amendment.</td>
</tr>
<tr>
<td>PUB</td>
<td>Public Hearing – Used for the purpose of hearing testimony on a measure. Amendments may also be discussed. People wishing to testify are asked to sign up, but it is the committee chair’s prerogative to decide who testifies, the order people are called in, and length of testimony. The committee may not vote on amendments or the measure during a public hearing.</td>
</tr>
<tr>
<td>PWK</td>
<td>Possible Work Session – Allows a committee chair the option to open a work session on a measure.</td>
</tr>
<tr>
<td>WRK</td>
<td>Work Session – Committee can debate merits of a measure, adopt amendments and take action (vote.) The committee chair may also take testimony on a measure during a work session, but is not required to.</td>
</tr>
</tbody>
</table>
# Bill Locations

Measures may take a twisting journey through the legislative process, but LINUS knows where a measure is located at all times. This information is especially useful when you’re trying to determine whether or not a measure may still be considered for action during the legislative session. Terms are not listed in the order presented in LINUS, but rather the sequence that actions might occur to a measure. “Chamber” refers to the House of Representatives or the Senate. “Desk” refers to the Secretary of the Senate and Chief Clerk of the House.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
</table>
| House Desk – Awaiting First Reading  
Senate Desk – Awaiting First Reading | The measure is waiting for its first introduction. This includes House Bills in the Senate and Senate Bills in the House. The reading clerk will at least recite the measure number and title when it is introduced. |
| Senate Presidents Desk – Awaiting Referral  
Speakers Desk – Awaiting Referral | The presiding officer will direct (refer) a measure to a committee for their consideration. In both chambers, all measures must be referred to committee within a specific number of days after arriving at the presiding officer’s desk. |
| In House Committee  
In Senate Committee | A measure is currently in the possession of a committee. With required notice, the committee may schedule the measure for a hearing or work session. |
| In House Committee Awaiting transfer to Desk  
In Senate Committee Awaiting transfer to Desk | A measure was approved in committee and the committee is processing paperwork to deliver to the chamber desk for second and third reading. Rules in each chamber outline time limits for the paperwork to be processed and delivered to the Desk. |
| Tabled in House Committee  
Tabled in Senate Committee | A motion has been made to stop further action temporarily on the measure in committee. The committee may remove the measure from the table at a later time to take further action. |
| House Speakers Desk – Awaiting Disposition  
Senate Presidents Desk – Awaiting Disposition | A measure is with the presiding officer and is waiting for delivery to the next destination in the legislative process (committee, chamber desk, etc.) There is no time limit on this process. |
| House Desk – Second Reading  
Senate Desk – Awaiting Second Reading | A second reading occurs after a committee has worked on a measure and reported it back to the floor for a vote. This is an announcement that a measure is scheduled for a vote by the whole chamber. |
| House Desk – Third Reading  
Senate Desk – Awaiting Third Reading | A third reading occurs when the chamber is ready to vote on a measure. |
### House Desk – Final Readings of Memorials & Resolutions
The House is scheduled to vote on the memorial or resolution in question.

### House Desk – PM Consideration of Committee and Minority Reports
This action takes place under “Propositions and Motions” (PM). A minority report is a committee report submitted by at least two committee members who are in the minority on the issue in question on a particular measure (not necessarily members from the political minority party.) The chamber will consider the minority report and majority report at the same time during discussion on the floor and choose which version should move forward. The chamber then takes a final vote on the measure as amended by the minority or majority report.

### Senate Desk – PM Consideration of Committee and Minority Reports

### House Desk – PM Possible Consideration of Senate Amendments
This action takes place under “Propositions and Motions” (PM). If the second chamber amends a measure, the first chamber must consider approval of those amendments.

### Senate Desk – PM Possible consideration of House Amendments

### House Desk – Failed
Senate Desk – Failed
The measure was voted on by the House of Representatives or the Senate and did not receive the required number of votes to pass. The measure may not be considered again unless a member served notice of possible reconsideration of the vote at the appropriate opportunity. If notice of reconsideration was not given, then the measure will not move forward.

### House Desk – PM Possible Reconsideration
Senate Desk – PM Possible Reconsideration
This action takes place under “Propositions and Motions” (PM). A motion to reconsider a vote (if approved by the body) nullifies a previous vote on a measure. A reconsideration motion brings the measure back to the body for another vote.

### House – Postponed Indefinitely
Senate – Postponed Indefinitely
This action essentially kills the measure for the rest of the legislative session.

### House – Tabled
Senate – Tabled
The House or Senate voted to temporarily postpone the measure and allow them to consider the measure later if they choose to.

### Awaiting Conferee Appointment
A measure is heading to conference committee (one chamber did not approve amendments made by the second chamber) and the presiding officer has yet to appoint members to the committee.

### In House Conference Committee
In Senate Conference Committee
A conference committee is appointed when one chamber refuses to approve amendments to a measure that were adopted by the other chamber. The committee usually consists of two or three
### Glossary of Terms

**members from each chamber, appointed by their respective presiding officers. These are two committees meeting jointly, not a joint committee. The goal of the committee is to prepare a version of the measure acceptable to both chambers. A conference committee is not required to meet after it is named.**

<p>| House Desk – PM Conference Committee Reports | This action takes place under “Propositions and Motions” (PM). The conference committee report and repassage of the measure is generally voted on in the chamber of origin and then the second chamber. During the last days of session, it is permissible for either chamber to consider the report before the chamber of origin. |
| Senate Desk – PM Conference Committee Reports | The House and Senate approved the measure, and it is in the process of moving from one chamber to the other and being transferred to Legislative Counsel for incorporation of approved amendments and final printing. |
| House Desk – Awaiting Enrollment Senate Desk – Awaiting Enrollment | After the legislature approves a measure, Legislative Counsel prepares a special copy of the measure (enrolled) for the presiding officers, Governor and Secretary of State. After enrollment, the measure will be signed by the Speaker and President and then sent to the Governor for consideration. |
| Legislative Counsel – Enrollment | At this stage, if the enrolled measure is a Senate measure, it goes to the Secretary of the Senate, then Senate President and then the Speaker for signatures, and vice versa for House measures. The measure is tracked by each desk and is transmitted to each location with a written message from the desk. When the Governor has signed the measure, his office transmits it directly to the Secretary of State where an Oregon Law chapter number is assigned. |
| Senate Presidents Desk – Awaiting Signature Speakers Desk – Awaiting Signature | The legislature has approved the measure. The measure has been enrolled and signed by the presiding officers. Now, the Governor must consider approval of the measure. During session, the Governor has five days to approve a measure or not. After the session has ended, the Governor has 30 days excluding weekends and holidays to approve a measure or not. |
| Governor’s Office – Awaiting Signature | All measures approved by the House and Senate, except memorials and resolutions, must be considered by the Governor for approval. During the legislative session, if the Governor does not approve a measure, it is returned to the chamber of origin with written objections. A veto may be reconsidered. |
| House Desk – Vetoed Senate Desk – Vetoed | |</p>
<table>
<thead>
<tr>
<th>Glossary of Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Filed with Secretary of State</strong></td>
</tr>
<tr>
<td><strong>Secretary of State’s Office – Chapter Number Assigned</strong></td>
</tr>
<tr>
<td><strong>Chapter Number Assigned</strong></td>
</tr>
<tr>
<td><strong>At House Desk Upon Adjournment</strong></td>
</tr>
<tr>
<td><strong>At Senate Desk Upon Adjournment</strong></td>
</tr>
<tr>
<td><strong>At Presidents Desk Upon Adjournment</strong></td>
</tr>
<tr>
<td><strong>At Speakers Desk Upon Adjournment</strong></td>
</tr>
</tbody>
</table>
Getting help is only a click away. There are many searchable topics listed on the help screen (accessible via the link on the menu bar that runs across the top of the LINUS window), or feel free to contact your agency administrator or the LINUS help desk.
# Troubleshooting

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why am I getting all these emails?</td>
<td>Uncheck the Get all automated Hearing emails? and/or Get all automated Refresh emails? box on the Users Information screen. See User Settings on page 48 for detailed instructions.</td>
</tr>
<tr>
<td>Receiving hearing notifications too far in advance</td>
<td>Adjust your email notifications user override to the timeframe that suits your schedule. See Personal E-mail Notifications on page 50 for detailed instructions.</td>
</tr>
</tbody>
</table>
| Can’t find the bill I’m searching for | • Try leaving off the prefix of HB, SB etc. in the Bill Number field  
• Verify that you are searching on the correct Session Yr  
• Change your selection from the Tracked dropdown |
| Forgot password | Contact your agency LINUS administrator or the Technology Support Center Help Desk at (503) 378-2135 | LINUS.Support@state.or.us |
| Forgot username | Contact your agency LINUS administrator or the Technology Support Center Help Desk at (503) 378-2135 | LINUS.Support@state.or.us |
| Select a division when there isn’t one available in the dropdown | Contact your agency LINUS administrator |
| Find bills that I’m not currently tracking | On the Search screen, select the Untracked option in the Tracked dropdown menu, then click the Search Now button. |
| Search doesn’t yield results | • On the Search screen, click the Clear button and try your search again  
• Be sure that you are selecting the appropriate option in the Tracked dropdown |
| Get a LINUS account | Contact your agency LINUS administrator or the Technology Support Center Help Desk at (503) 378-2135 | LINUS.Support@state.or.us |