

User Guide for:
CapitolTrack
Version 3

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Introduction to CapitolTrack

The CapitolTrack User Guide was designed to walk you through the latest version of our legislative bill tracking software, version 3. If you ever have any questions when working in CapitolTrack, please don't hesitate to call us at (916) 373-0126 and press "0" for the next available person.

Technical Specifications

CapitolTrack 3 is compatible with Internet Explorer 7 or newer. It will also work with Firefox and Chrome, but our best results are with Internet Explorer.

Training

We have training videos available on our website. You can access them by going to www.CapitolTrack.com, clicking on Resources, and then Training Videos.

After watching the videos, if you would like additional training on CapitolTrack, please call us at (916) 373-0126.

Logging In

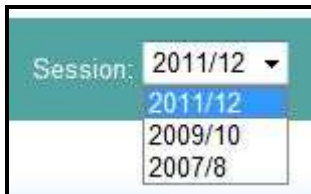
To login to CapitolTrack please go to <http://www.capitoltrack.com>

Enter your username and password at the top of the screen



Subscriber login Username: Password: [LOGIN](#)

Picking a Session



Session: 2011/12 ▾
2011/12
2009/10
2007/8

You will automatically be logged into the current legislative session. If you need to access information about bills from a previous legislative session, please use the drop down at the top of the page to pick the session you need.

Mobile Website



We have a mobile-optimized website that can be used on any smartphone or tablet. Go to <http://m.capitoltrack.com> and login with your username and password.

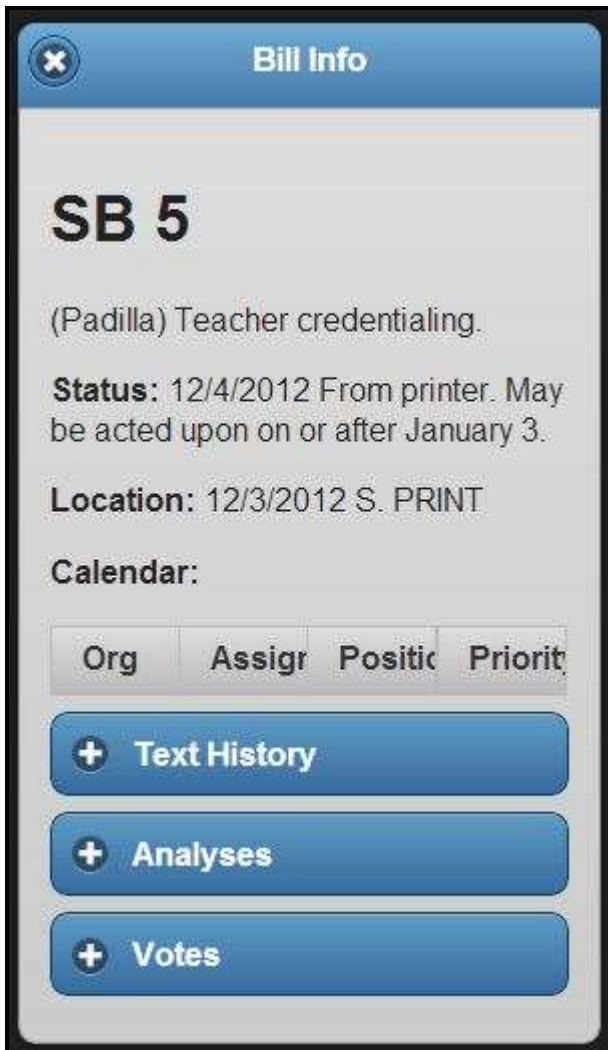
Note: If you are unable to login, please check your cookies settings. Cookies must be enabled so our site can remember your login information.

The site is designed to help you find what you need when you're on the go.

Bill Search



Type in a number, and Bill Search will pull up all bills with that number. We also show the author, topic and status of the bill to be sure you're looking at the correct bill.



Click on the bill to see the full status, location, calendar event, basic tacking information, text history, analyses and votes for that bill.

Reports



These reports show changes since yesterday; however, on Monday they show all updates since last Friday.

Member Roster

The screenshot shows a mobile application interface for a member profile. At the top, there is a blue header with a close button (X) on the left and the name "Beall, Jim" on the right. Below the header, on the left, is a small portrait photo of a man with a white beard and glasses. To the right of the photo, the following information is listed: "House: S", "Room: 4062", "District: 15", and "Party: D". Below this information are two blue buttons: "Call" and "Email". Underneath the buttons is a section titled "Staff". This section contains three entries, each in a white box with a thin border. The first entry is "Cris Forsyth, Chief of Staff" with a phone number "916-651-4015" and an email address "Cris.Forsythe@sen.ca.gov". The second entry is "Rodney Foo, Press" with a phone number "916-651-4015". The third entry is "Jillian Eppinette, Scheduler" with a phone number "916-651-4015" and an email address "Jillian.Eppinette@sen.ca.gov".

Names are sorted alphabetically by last name. Click a member's name to see house, room, district and party... and a picture!

Calendar

The screenshot shows a mobile application interface for a calendar. It features two blue buttons stacked vertically. The top button is labeled "Committee My Bills" and has a right-pointing arrow icon. The bottom button is labeled "Floor My Bills" and also has a right-pointing arrow icon.

See which of your bills are scheduled to be heard on the floor, or in an upcoming committee.

Quick Overview



To view bill information and reports, you should be on the Workspace tab.



Use the Bill Search Bar to jump to the bill you want to track.



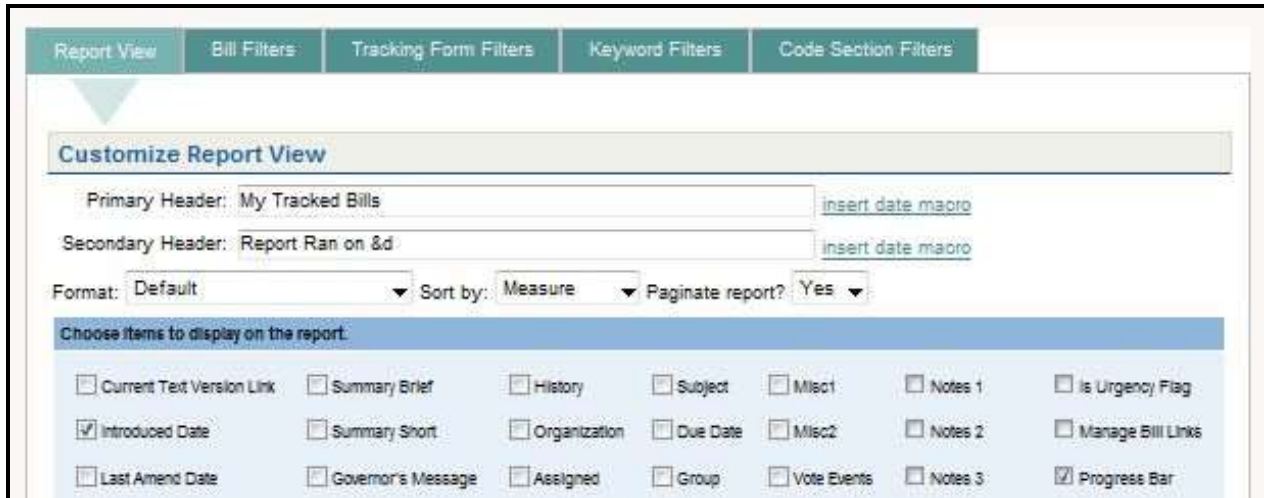
On the Bill Information page, scroll down until you see the Bill Tracking section on the left side. Click on the blue *Add Tracking Form* button.



Make your tracking field selections for this bill. You may add new tracking field selections using the right-hand column. In this instance, we typed in "ABC Company" in the Organization row and clicked *add field*. We then had the option to start tracking this bill for ABC Company. Click the Save button.



To run a report (e.g. a Status Report), begin by clicking on *Workspace* in the top, left corner. From *Workspace*, click on *New Report* on the dark green toolbar.



The Report View tab allows you to choose what *information* to display on your report. The other four Filters tabs allow you to choose *which bills* to display on your report. To display your report, click on *Close and refresh report* in the top, right corner.

My Tracked Bills												
Report Ran on 5/26/2009												
AB 15	(Fuentes) Disaster relief.											
	Introduced: 12/1/2008											
2Year	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
Dead	1st House				2nd House			Conc.				

Here is a sample report that was created in CapitolTrack.

Today's Events



Click on Today's Events on the top, right corner to see the following information:

What's Happening at the Capitol Today

TODAY'S EVENTS
Tuesday, March 29, 2011

Showing events for 3/28/2011. [for more.](#)

Tuesday, March 29, 2011

Floor Times	ASSEMBLY - Floor Session Tuesday at Noon. Extraordinary Upon Call. SENATE - Floor Session Tuesday at 2:00 pm. Extraordinary Upon Call.
<hr/>	
9:30 a.m.	SENATE ENERGY, UTILITIES AND COMMUNICATIONS PADILLA, Chair LOCATION: Room 3191 (TELEVISED) INFORMATIONAL HEARING SUBJECT: The Public Goods Charge and the Renewable Resources Trust Fund
<hr/>	
	SENATE GOVERNOR-S APPOINTMENTS Floor LOCATION: Room 14 KAREN ROSS- Secretary- Department of Food and Agriculture
<hr/>	
10 minutes prior to Session	ASSEMBLY RULES SKINNER, Chair LOCATION: State Capitol. Room 3162 SUBJECT: HEARING CANCELLED

When you click on *Today's Events* you get a snapshot of what's happening at the California Capitol today. To view all non-measure hearings that are scheduled on future date, click the "for more" link.

A horizontal bar with a teal background and white text. It contains several sections: "UPCOMING DEADLINES" with dates and descriptions; "Feedback" with a link to provide suggestions; and "Tip-of-the-week: Sending Letters (3/24/2011)" with a link to learn more. There is also a dropdown menu for "Calendar Resources" with "Select a date" as the selected option.

The header at the top of the page displays:

- Upcoming legislative deadlines
- A place to provide feedback to CapitolTrack
- Any messages from CapitolTrack to our users (system updates, new features, etc.)

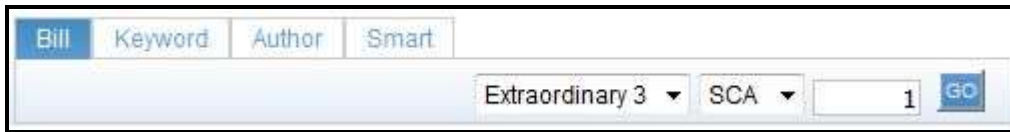
The dropdown lets you view additional calendar resources, including:

- Joint Session Schedule
- Budget Item calendar
- Calendars for each Budget Subcommittee
- Current Daily Files

Search Bars

The Search Bars allow you to quickly jump to a specific bill, or search for similar bills.

Bill Search Bar



Use the Bill Search Bar drop downs to jump to a bill of interest without having to remember the exact prefix

Keyword Search Bar



Use the Keyword Search Bar to find all bills containing your keyword or phrase.

The results of your search will:

- Display all applicable bills
- Show where the keywords were found in the text
- Allow you to start tracking the bill directly from the search results

Note: You can narrow your keyword search (e.g. look for only non-tracked bills) by clicking on *Edit Current Report*

Author Search Bar



Use the Author Search Bar to find all bills by a specific author

Note: As with the keyword search you can narrow your search (e.g. only include bills that have been chaptered) by clicking on *Edit Current Report*

Smart Search Bar



Use the Smart Search bar to find any type of information in CapitolTrack. Based on your entry the system will know if it's a Bill, a Keyword, an Author, etc.

This also allows you to avoid dropdowns and just type in what you need to find.

Note: You can always click on *Edit Current Report* to further refine your search.

Workspace – Bill Information

The Bill Information screen is the place to go to find what you need about a specific bill. You can use the Bill or Smart Search Bars to jump directly to a Bill Information screen, or click on a measure number from a report.

Print/Email Bill Information



Click on this button to view bill information on one, easy-to-print (or email!) page. Using this view also ensures that your CapitolTrack account information stays secure. You'll notice that clicking on text links takes you to the public Leginfo site, so they do not have access to your account.

AB 1 (Morning D) Teachers: program of professional growth: conflict resolution.

Status: 10/11/2009 - Voted by the Governor
 Location: 10/11/2009-A, VETOED

Track	Bill	Priority	Status	Bill	Priority	Status	Bill	Priority	Status	Bill	Priority	Status	Bill	Priority	Status	Bill	Priority	Status	Bill	Priority	Status
													Bill	Priority	Status						

Chapters

Summary

Scotting law requires the Commission on Teacher Credentialing to establish standards and procedures for the issuance and renewal of teaching credentials. Scotting law expresses the Legislature's intent to encourage teachers to engage in an individual program of professional growth that advances a teacher's content knowledge and teaching skills. Scotting law provides that an individualized program of professional growth may consist of specified activities and courses. This bill would specify that an individualized program of professional growth may include a course in negotiation, mediation, and conflict resolution, including peer mediation training and the theory and practice of nonviolence. The bill would specify that the course may include basic negotiation skills, communication skills, basic mediation and peer mediation, and theory and practice of nonviolence and peace building. (Based on fact date 9/27/2009) (Bill Type: Inactive, Non-Urgency, Non-Appropriations, Majority Vote Required, Non-State-Mandated Local Program, Non-Race, Non-Tax Levy)

Bill Text

Enrolled	9/27/2009	html	pdf
Introduced	12/1/2008	html	pdf

Analysis

ASSEMBLY FLOOR ANALYSIS	9/11/2010	html
FLOOR ANALYSIS	8/18/2009	html
RULES COMMITTEE	8/18/2009	html
EDUCATION	8/18/2009	html
ASSEMBLY FLOOR ANALYSIS	3/25/2009	html
EDUCATION	3/18/2009	html

Votes

SEN. FLOOR (Y: 28 N: 13 A: 1)	8/24/2009	html
SEN. ED. (Y: 8 N: 1 A: 0)	8/17/2009	html
ASSEMBLY FLOOR (Y: 52 N: 28 A: 1)	4/12/2009	html
ASSEMBLY ED. (Y: 1 N: 2 A: 1)	3/18/2009	html

History

1/14/2010 Jan. 14 Consideration of Governor's veto stricken from file.
 10/28/2009 Oct. 28 Consideration of Governor's veto pending.
 10/11/2009 Oct. 11 Voted by Governor.
 8/21/2009 Aug. 21 Enrolled and to the Governor at 5:15 p.m.
 8/25/2009 Aug. 25 In Assembly. To enrollment.

Bill Characteristics



These icons give you at-a-glance characteristics about the bill. From left to right, these icons represent:

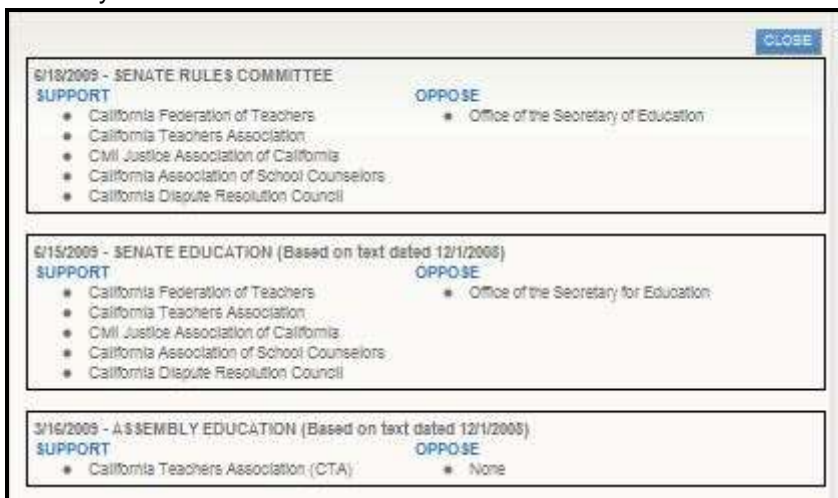
- Active (Inactive if crossed out)
- Appropriations (Non-appropriations if crossed out)
- Fiscal (Non-fiscal if crossed out)
- Non-tax Levy (Tax Levy if not crossed out)
- Urgent (Non-urgent if crossed out)
- State Mandated Local Program (Not a State Mandated Program if crossed out)
- 2/3 Vote Required (Majority vote required if the icon has four boxes with three filled in)

If you place your cursor over any of the icons while in CapitolTrack, the explanation will appear.

Support & Opposition

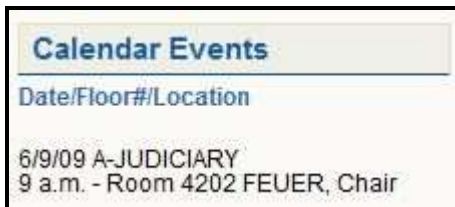
[VIEW SUPPORT & OPPOSITION](#)

Click this button to view which organizations have submitted a letter of support or opposition to a committee. Support & Opposition is listed in date order with the most recent at the top. If there is a note that says “Pending Review” this means that our staff needs to review this analysis for accuracy. Check back in a little while and the list should be available.



This is what the Support & Opposition screen will look like.

Calendar Events



If the bill is scheduled to be heard on the floor or in committee, the date, time, location, and chairperson (if applicable) will appear under Calendar Events. If a bill is scheduled to be heard in more than one place, all scheduled hearings will appear in this section.

You can also create calendar reports which will show you all the bills scheduled to be heard that fit a certain criteria (e.g. all your tracked bills). For more information on how to create this report, please see the Workspace - Reports section of the User Guide.

Note: CapitolTrack has many sources for knowing when/where a bill will be heard next. If you see a Calendar Event marked as “Anticipated Hearing” that means it has not been scheduled in the Daily file, but other sources have told us when and where it should be scheduled next.

It is our policy to leave Anticipated Hearings in the calendar until the day of the hearing. If the hearing has not been confirmed in a Dailyfile, we will remove the event from CapitolTrack.

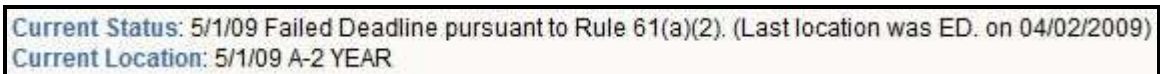
Author



The image shows a box titled "Author" containing a profile picture of a man, the text "Senator Steinberg, Darrell", the letter "D", and "District 6".

This section gives some information about the author of the bill. Clicking on the member’s name takes you to his/her website.

Status and Location



The image shows a box with two lines of text: "Current Status: 5/1/09 Failed Deadline pursuant to Rule 61(a)(2). (Last location was ED. on 04/02/2009)" and "Current Location: 5/1/09 A-2 YEAR".

The Current Status tells you what last happened to a bill. When we’re monitoring hearings, this will be where we post updates on things like vote results.

The Current Location tells you who currently has ownership of the bill.

Progress Bar



The visual progress bar shows you where in the legislative process the bill currently is. If it reaches certain stages (e.g. vetoed or chaptered) the background turns a different color to make the location easier to identify.

You can also run reports that include this visual progress bar for each bill on the report. For more information on how to include the progress bar on your reports, please see the Workspace – Reports > Create a New Report > Report View Tab > Items to Display > Progress Bar section of the User Guide.

Bill Tracking

Organization	Assigned	Position	Priority	Due Date	
--------------	----------	----------	----------	----------	--

This is where you can view information about bills that you are tracking. For more information, please see the Tracking Form section of the User Guide.

Bill Text - Display Options

Amended - 5/20/09 ▼ HTML PDF WORD
Amended - 5/20/09
Amended - 3/24/09
Amended - 3/2/09
Introduced - 1/26/09
AMENDS THE LAW

This is where you can find each version of the Bill Text. The most recent version will always default to the top, but previous versions can be found using the dropdown menu.

HTML

Choose the version of text you need to read and click *HTML*. We have done a number of things to enhance the HTML Bill Text, including:

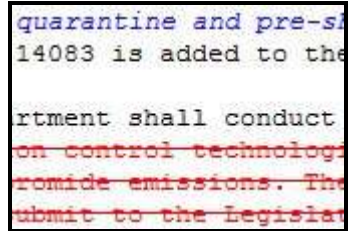
Word Cloud



The Word Cloud gives you an at-a-glance idea of what the bill is about. Our system scans the bill text and then emphasizes the words that are used most often.

To view the Word Cloud, click on the arrow on the right side of the grey bar at the top of the HTML Bill Text.

Color-Coded Text

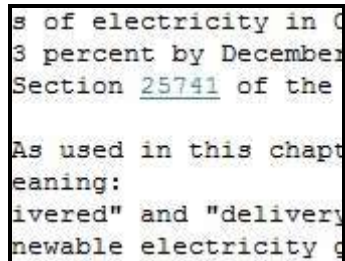


quarantine and pre-si
14083 is added to the

rtment shall conduct
~~on control technology~~
~~romide emissions. The~~
~~submit to the Legislat~~

Changes to Bill Text are much easier to find now, thanks to our color coded text. If words or phrases are being added to this version of the text they'll be in blue italics. If they're being removed from this version of the text, they'll be in red strikeout.

Code Section Links



s of electricity in C
3 percent by December
Section [25741](#) of the

As used in this chapt
eaning:
ivered" and "delivery
newable electricity g

Anywhere a code section is referenced in the HTML text, CapitolTrack has created a link that will display how that code section *currently* reads.

PDF

Choose the version of text you need to see and click *PDF*. This will open the Bill Text in a PDF document, thus displaying the line numbers in the text and formatting the text to be printed.

Word

Choose the version of text you need to see and click *Word*. This opens up the PDF version of the text in a Microsoft Word document. The Word format for bill text is ideal for anyone who needs to see the line numbers in the text, but wants to be able to make changes to the text and “mock-up” or “redline” a bill.

Bill Text - Amends the Law

SEC. 6. Section 7502.2 of the Business and Professions Code is amended to read:

7502.2. (a) financial institution that knowingly engages a nonexempt unlicensed person to repossess collateral on its behalf is guilty of a misdemeanor, and is punishable by a fine of five thousand dollars (\$5,000).

(b) Within existing resources, the Commissioner of Financial ~~Institutions and the Commissioner of Corporations Services~~ may ~~each~~ designate employees to investigate and report on violations of this section by any of the licensees of ~~their respective departments, the Department of Financial Services~~. Those employees are authorized to actively cooperate with the bureau in the investigation of those activities.

Amends the Law is a powerful feature that allows you to see how the law would read if a bill were to chapter today. While each Bill Text shows you what changes have been made since the previous version of the text, Amends the Law lets you see what the bill is actually changing.

Bill Analysis

Bill Analysis
S - Environmental Quality 6/29/12
S - Environmental Quality 6/29/12
A - Floor Analysis 5/26/12
A - Appropriations 5/15/12
A - Natural Resources 4/20/12

As Analyses are released for a bill, they will show up in this section with the most recent defaulting to the top. Use the dropdown menu to access previous analyses. Choose the analysis you need and click on the *HTML* or *Word* buttons to view the text. (The Word option is print/email friendly!)

Votes

Votes
SEN. E.Q. 7/2/12 (Y:5 N:2 A:0)
SEN. E.Q. 7/2/12 (Y:5 N:2 A:0)
ASM. FLOOR 5/29/12 (Y:49 N:27 A:4)
ASM. APPR. 5/25/12 (Y:12 N:5 A:0)
ASM. NAT. RES. 4/23/12 (Y:5 N:3 A:1)

We save the vote history in the Votes section with the most recent vote defaulting to the top. Use the dropdown menu to access previous votes and click on the *HTML* button to the right to view which member voted which way.

Department of Finance Analysis

Dept of Finance Analysis		
Doc Link	Approved	Size
AB 17	05/27/2009 08:46:13AM	119K
AB 17	08/19/2009 11:31:34AM	135K

As the Governor's chief fiscal policy advisor, the Department of Finance analyzes proposed legislation for fiscal impact and alignment with the Governor's Administration's policy priorities. The DOF reports its findings and support position through Bill Analyses and these are available in CapitolTrack as soon as they are made public.

My Bill Alerts

My Bill Alerts			
User	Email	Access	Notify?
ctrack	dtrasko@waveaware.com	E	<input checked="" type="checkbox"/>
ctrackr	jkolar@capitolTrack.com	R	<input type="checkbox"/>

You can elect to receive email notifications whenever the status of a bill changes. With multiple logins you can also pick which email address those notifications should go to.

To begin receiving email alerts on a bill simply go to the Bill Information screen for the bill of interest, and check the "Notify?" box for the user(s) who should receive the updates.

For instructions on how to change the email address assigned to each username, please see the My Tools > Maintenance: Email Maintenance section of the User Guide.

To manage email notifications for each login, please see the My Tools > Maintenance: Notifications section of the User Guide.

Here is a sample Bill Alerts email:

Subject: Bill Notification: AB 1019 7/4/2012 4:12:00 AM

[AB 1019](#) (Buchanan) State government. (Amended-6/27/2012)
has been updated at: **7/4/2012 4:12:00 AM**

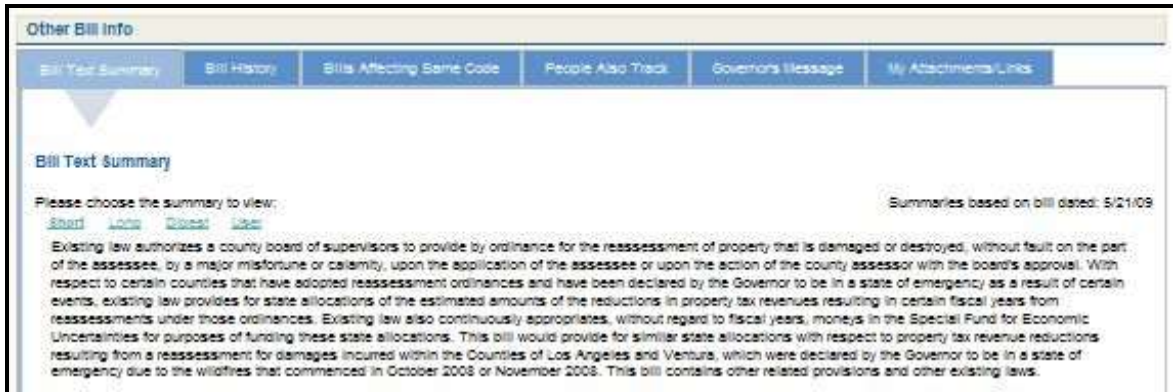
Status: 7/3/2012 Read second time. Ordered to third reading.

Calendar: 07/05/12 #225 S-ASSEMBLY BILLS-THIRD READING FILE

Thank you for using CapitolTrack.

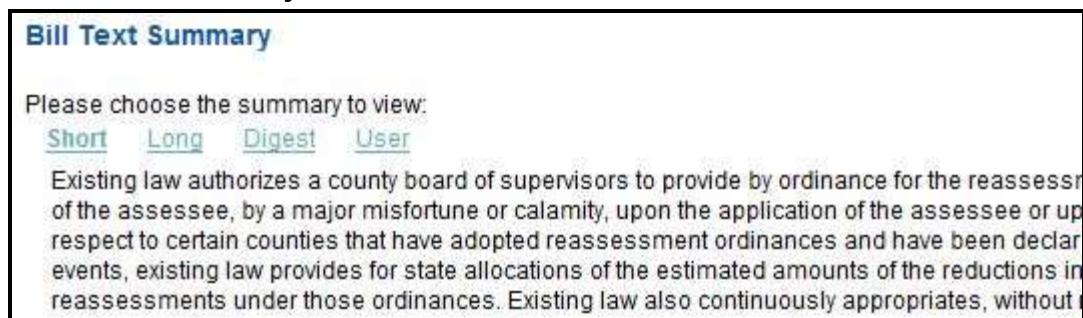
You can request additional information be included in the subject and body of your email alert by filling out our [customization form](#).

Other Bill Info



This section contains a variety of other information related to the bill. Sections include:

Bill Text Summary



There are four types of summaries to view for each bill:

Short Summary

The Short Summary is taken from the Leg Counsel digest and it gives a brief overview of what existing law does and how the bill would change it. If there is additional information in the digest, there will be a sentence at the end of the summary saying “This bill contains other related provisions and other existing laws.”

Long Summary

The Long Summary is taken from the Leg Counsel digest and gives the full description of the bill.

Digest

The Digest is written by Leg Counsel and is an overview of what existing law does, how the bill would change the law, and what the bill characteristics are. (e.g. Appropriation, Fiscal Committee, Required vote, etc.)

User Summary

The User Summary allows a subscriber to enter his/her own summary for a bill. (For instance, you can describe how that bill would directly affect your company.) When a User Summary is entered it replaces all other summaries on reports.

Bill History

Bill History	
Date	Action
05/26/2009	May 26 Re-referred to Com. on APPR.
05/21/2009	May 21 Read second time and amended.
05/20/2009	May 20 From committee: Amend, do pass as amended, and re-refer to Com. on APPR. (Ayes 9. No
05/19/2009	May 19 In committee: Set, first hearing. Referred to REV. & TAX. suspense file.

View the history of the bill.

Bills Affecting Same Code

Bills Affecting Same Code			
Measure	Topic	Code	Tracking?
AB 50	Disaster relief.	Revenue and Taxation Code 218.0000	<input checked="" type="checkbox"/>
AB 79	Disaster relief.	Revenue and Taxation Code 218.0000	<input type="checkbox"/>
AB 50	Disaster relief.	Revenue and Taxation Code 17207.0000	<input checked="" type="checkbox"/>
AB 79	Disaster relief.	Revenue and Taxation Code 17207.0000	<input type="checkbox"/>

Use Bills Affecting Same Code to see what other bills are affecting the same code section that the current bill does. This will allow you to see if you might have a chaptering out problem with another bill. You can also see if you are tracking the other bills and can link directly to the other Bill Information screens by clicking on the bill number.

People Also Track

People Also Track			
People who track this bill, also track:			
Percent	Measure	Topic	Tracking?
80%	AB 15	Disaster relief.	<input type="checkbox"/>
80%	SB 20	Personal information: privacy.	<input type="checkbox"/>
73%	AB 50	Disaster relief.	<input checked="" type="checkbox"/>

Use People Also Track to get an idea of what similar bills other people are tracking. (If you have ever been to Amazon.com and seen their "Customers Who Bought This Item Also Bought" section, this is the same idea.)

Governor's Message

Governor's Message

To the Members of the California State Assembly: I am returning Assembly Bill X1 3 without my s
with California's current budget and economic crisis. This package of bills punishes Californian
does not create jobs or stimulate our economy, does not allow government to run more efficient
Sincerely, Arnold Schwarzenegger

If the Governor includes a chapter or veto message, it can be found under this tab. You can also run reports that include the Governor's Message. For more information, please see the Workspace - Reports section of the User Guide.

My Attachment/Links

My Attachments/Links

(05/29/09) [Banking and Finance - Bill Letter](#) [delete](#)

Add New Attachments or Links

If you would like to add a new document or link to this bill, follow the directions below. Please note that *any documents you upload may be viewed by reader or visitor accounts.*

CapitolTrack allows you to attach files and website links to your Bill Information page. This allows you to manage your files and information, and view these items anywhere that you have web access. You can also run reports that contain links to these items: For more information, please see the Workspace - Reports > Create a New Report > Report View Tab > Items to Display > Attachments section of the User Guide.

To add an attachment or link, begin by typing in the name you want displayed for the attachment (in this case we called the attachment "Banking and Finance – Bill Letter"). To attach a file, click on the blue "Upload a File" button, find the file you need to attach, and click on "Open." To save a link to a website, enter the web URL and click on the blue "Save URL" button.

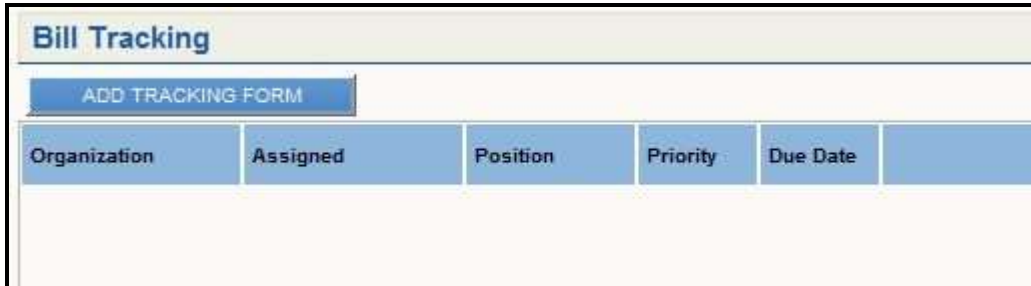
After uploading a file or saving a URL, the screen will refresh and you will see your attachment under the My Attachment/Links header. It will have today's date (the day you created the attachment), the display name you chose, and an option to delete the attachment.

Tracking Form

The Tracking Form lets you store your company's information and preferences about any bill.

Note: Setting up your tracking form for the first time is important because it impacts the way you track all bills within CapitolTrack. For help and advice on setting up your tracking form and discussing different options, please contact the CapitolTrack staff.

Adding a Tracking Form



The screenshot shows a web interface titled "Bill Tracking". Below the title is a blue button labeled "ADD TRACKING FORM". Underneath the button is a table with five columns: "Organization", "Assigned", "Position", "Priority", and "Due Date". The table is currently empty.

If you are not already tracking the bill, you can go to the Bill Information page and locate the Bill Tracking section on the left side of your screen. To begin tracking a bill, please click on the blue *Add Tracking Form* button.

Completing a Tracking Form



The screenshot shows a configuration interface for the tracking form. It is divided into three main sections: "Current Tracking Selections", "Choose Tracking Selections", and "Add Tracking Selections".

Current Tracking Selections	Choose Tracking Selections	Add Tracking Selections
Organization	<input type="checkbox"/> ABC Company <input type="checkbox"/> XYZ Company	<input type="text"/> add field
Assigned	<input type="checkbox"/> Dave <input type="checkbox"/> Jennifer <input type="checkbox"/> Julie <input type="checkbox"/> Rick	<input type="text"/> add field
Position	<input type="checkbox"/> Oppose <input type="checkbox"/> Support <input type="checkbox"/> Watch <input type="checkbox"/> NONE	<input type="text"/> add field
Priority	<input type="checkbox"/> 1-High <input type="checkbox"/> 2-Medium <input type="checkbox"/> 3-Low <input type="checkbox"/> NONE	<input type="text"/> add field

Filling out a tracking form lets you save your information and preferences about that bill. The first time you log into your CapitolTrack, the middle section of your tracking form will be blank. This is because the tracking form was designed to be fully customizable to fit your needs, so we let you add the tracking options you want. Please see the Add Tracking Selections section below to learn how to add options to the middle section of your tracking form.

Current Tracking Selections

Current Tracking Selections
Organization
ABC Company
Assigned
Jennifer
Position
Support
Priority
3 - Low

The section on the left shows the fields that are available to track your bills in different ways. The default fields are Organization, Assigned, Position, Priority, etc.; but these can be changed to fit your needs. If Organization isn't helpful but Client is, please let CapitolTrack know and we will make the change. A request form can be found in Appendix B of the User Guide.

Choose Tracking Selections

Choose Tracking Selections			
<input checked="" type="radio"/> ABC Company	<input type="radio"/> XYZ Company	<input type="radio"/> -NONE-	
<input type="checkbox"/> Dave	<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Julie	<input type="checkbox"/> Rick
<input type="radio"/> Oppose	<input checked="" type="radio"/> Support	<input type="radio"/> Watch	<input type="radio"/> -NONE-
<input type="radio"/> 1 - High	<input type="radio"/> 2 - Medium	<input checked="" type="radio"/> 3 - Low	<input type="radio"/> -NONE-

Use the middle column to choose your tracking selections for this bill. You do not have to pick an option in every field in order to track a bill. If you do not choose any tracking selections but click the Save button, that bill will still be part of your tracked bills list.

You will notice there are two main *types* of tracking fields available:

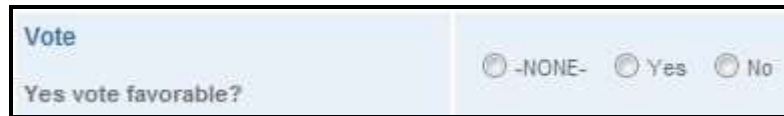
Fields with *radio buttons* that allow one selection at a time – useful for tracking things such as your position since you're never going to have a bill with two different positions at once.

Fields with *check boxes* that allow multiple selections at a time – useful for tracking things where more than one option apply, such as the subject of a bill.

Note: You can edit or delete your tracking options. For instance, if Jennifer were to leave the company and be replaced by Clint, you could simply change Jennifer to Clint

and all Jennifer's bills would automatically be re-assigned. For information on how to edit or delete your tracking choices, please see the My Tools > Maintenance > Tracking Field List section of the User Guide.

Vote



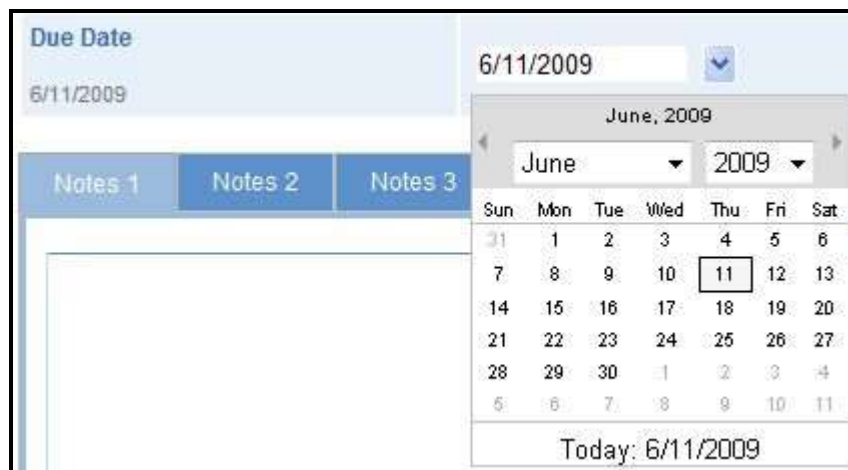
Vote

Yes vote favorable?

-NONE- Yes No

The vote field helps you run analysis on the bills you're tracking. After selecting whether you prefer a "yes" or a "no" vote on each of your bills, you can run reports on which legislative members consistently do or don't vote the way YOU want them to. For more information on how to run the Vote Score analysis, please see the CT Analyze > Vote Score section of the User Guide.

Due Date



Due Date

6/11/2009

6/11/2009

Notes 1 Notes 2 Notes 3

June, 2009

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 6/11/2009

The Due Date field allows you to set a date for a bill and then run reports that sort by that date. This can be used in a variety of ways; for instance, you can mark the dates that you need analysis back by and then keep a report of what deadlines are coming up.

Add Tracking Selections



Add Tracking Selections

XYZ Company [add field](#)

[add field](#)

[add field](#)

[add field](#)

If you need a new tracking option, simply type it in the right hand column and click the *add field* link.

Editing a Tracking Form

Bill Tracking					
ADD TRACKING FORM					
Organization	Assigned	Position	Priority	Due Date	
ABC Company	Jennifer	Support	3 - Low		Edit Archive
XYZ Company	Rick	Oppose	1 - High		Edit Archive

If you are already tracking a bill, you can edit your tracking preferences by clicking the *Edit* link on the right.

Archiving and Deleting Tracking Forms

Position	Priority	Due Date	
Support	3 - Low		Edit Archive
Oppose	1 - High		Edit Unarchive Delete

There are a number of reasons why you might not need to track a bill anymore. Perhaps the bill was amended so it no longer impacts your client, or maybe the bill failed a legislative deadline and you no longer want it to appear on your active bill reports.

If this is the case, CapitolTrack gives you the ability to archive the tracking form. This will remove it from your active tracking lists, but retains the tracking information for future reference. At the end of a two year session, you can create reports that show all your active and archived bills for a full picture of the session. For more information on how to create reports with your tracked and archived bills, please see the *Workspace – Reports > Create New Report > Bill Filters* section of the User Guide.

For more information on how to auto-archive a group of bills (e.g. all 2 year bills, all chaptered/vetoed bills, all dead bills), please see the *My Tools > Archive* section of the User Guide.

You may also decide that you want the tracking form deleted completely. If this is the case, click the *Archive* button and you will then have the option to delete the tracking form.

Adding Tracking Forms to Multiple Bills at Once

Tracking Form
AB 1 [Monning] Teachers:
AB 1, AB 8, SB 1, AB 71

To begin tracking multiple bills at once, click the *Add Tracking Form* button on the first bill you want to add, then type in the other bill numbers in the text box just below the topic. You may make tracking selections for these bills as long as you have the same preferences for every bill in the group.

Adding Tracking Forms for Multiple Clients (Multiform)

Current Tracking Selections	Choose Tracking Selections
Organization ABC Company, XYZ Company	<input checked="" type="checkbox"/> ABC Company <input checked="" type="checkbox"/> XYZ Company

Some organizations take only one position on a bill at any given time. For instance, it makes no sense for an association to both support *and* oppose a bill at the same time! For organizations such as this, CapitolTrack allows one tracking form per bill.

Other organizations need to take multiple positions on a bill. For instance, a lobbying firm may need to track a bill for clients ABC and XYZ, but those clients may not have the same position. For organizations such as this, CapitolTrack allows multiple tracking forms (known as Multiform) for each bill. If your company needs the Multiform feature turned on, please call us at (916) 373-0126 and we can turn it on at no charge.

Using the Notes Fields

Notes 1	Notes 2	Notes 3	Memo

The Notes and Memo fields can be used to store different types of typed information. The Notes fields support plain text and the Memo field supports rich text formatting. CapitolTrack has provided multiple Notes fields to allow you to store different types of information that can then be included in reports. For instance, your office might use Notes 1 to store internal notes about when letters were sent to committees or legislative members and Notes 2 could be used to summarize progress for your client.

Note: CapitolTrack can also rename the fields so instead of saying Notes 1 and Notes 2, the headers could say Internal Notes and Client Notes. Please contact us to make these changes.

Tracking Suggestions

<input type="radio"/> 1 - Analysis Requested	<input type="radio"/> 2 - Analysis Received	<input type="radio"/> 3 - Analysis Submitted to Policy Dir	<input type="radio"/> -NONE-
--	---	--	------------------------------

The tracking form is designed to be the one-stop place to keep all information about your bills. When you're setting up your tracking form, think about your bill tracking process and how the CapitolTrack tracking form can help manage that process.

For example, you can use the tracking form to track where you are in your analysis process. If these are your steps in the analysis process,

- Step 1: Request Analysis
- Step 2: Receive Analysis
- Step 3: Submit Analysis to Policy Director

you can enter those three steps in a tracking field, and mark each bill according to what step that bill is on.

Analysis Report 7/9/2009	
1 - Analysis Requested	
AB 5	(Evans) Civil discovery: Electronic Discovery Act.
SB 367	(Negrete McLeod) Discrimination.
2 - Analysis Received	
AB 8	(Brownley) Education finance: working group.
AB 1340	(Lowenthal, Bonnie) Special absentee voters.
3 - Analysis Submitted to Policy Dir	
AB 2	(De La Torre) Individual health care coverage.

Marking each bill then allows you to create reports to view which bills are on what step of the process. For more information on how to create reports, please see the Workspace – Reports > Create a New Report section of the User Guide.

The screenshot shows a software interface with tabs for 'Notes 1', 'Notes 2', 'Notes 3', and 'Memo'. Below the tabs is a rich-text editor with various icons for text formatting (bold, italic, underline, text color, background color, font size, font style) and alignment. Below the editor are dropdown menus for 'Font', 'Size', 'Formatting', and 'Style'. At the bottom of the memo field is a table template with three columns: 'Text Version', 'Gov Pos', and 'Dept. Pos'. The table contains two rows of data.

Text Version	Gov Pos	Dept. Pos
I-12/1/2008	Support	Support
A-3/24/2009	Support	Oppose

Some organizations need to track information related to each version of a bill. One way to tracking this information is to use the Memo field at the bottom of the tracking form. The field allows rich-text formatting so you can create a template table and then add new rows every time a new text version is released.

For more information on how to set-up your Memo field template, please see the My Tools > Maintenance > Memo Template, section of the User Guide.

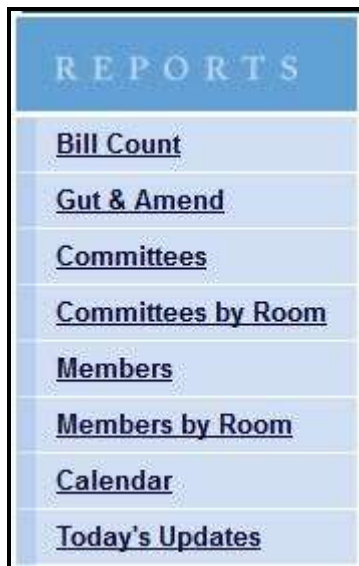
Workspace – Reports



If you need to view a select group of bills in CapitolTrack, you can create go to the Workspace and run a report. CapitolTrack reports let you decide which bills you need to display and what information you need to show for each bill. This section of the User Guide discusses all your report options.

For step-by-step instructions on how to create common reports, please see Appendix A – How To Create Common Reports in the User Guide.

Default Reports



There are eight default reports available in every CapitolTrack account. You can create other categories that contain reports, but these five reports will always display at the bottom of the list.

Bill Count

Bill Counts By House of Origin				
	1st Year All	1st Year Mine	2nd Year All	2nd Year Mine
ASSEMBLY	1792	20	0	0
SENATE	1023	4	0	0
TOTALS	2815	24	0	0

Bill Counts By Location				
	1st Year All	1st Year Mine	2nd Year All	2nd Year Mine
CHAPTERED	119	0	0	0
DEAD	10	0	0	0
ENROLLED	13	1	0	0
OTHER	2658	23	0	0
VETOED	15	0	0	0

Bill Counts By Prefix				
	1st Year All	1st Year Mine	2nd Year All	2nd Year Mine
AB	1584	19	0	0
ABX1	14	0	0	0

The Bill Count report gives you statistics on the number of bills with different characteristics. You can see the numbers for both the first and second years of the session, and for all the bills (All) and just the bills you're tracking (Mine). These numbers can be very useful at the end of the two year session!

Gut & Amend

Gut and Amend Report	
6/12/2009	
AB 33	<i>(Nava) Financial services; (Have) Department of Financial Services;</i>
AB 1543	<i>(Jones) Medicare supplement coverage; (Committee on Health) Medicare Advantage plans;</i>
ABR 60	<i>(Gilmora) The Medal of Honor Recipient Larry Stanley Plarca Memorial Highway; (Gilmora) The Larry Stanley Plarca Memorial Highway;</i>
6/11/2009	
AB 1331	<i>(Portantino) Elections; voter registration; (Portantino) State contractor employment clause;</i>
6/9/2009	
AB 715	<i>(Caballero) County and city ordinances; publishing and posting requirements; (Ebbelero) City ordinances; publishing and posting requirements;</i>

CapitolTrack maintains a daily Gut & Amend report with the most recent changes at the top. If a bill had a full text change, a change in author or a change in topic, CapitolTrack will display the new author and topic in italics and the old author and topic in strikethrough.

Committees/Committees by Room

ASSEMBLY BUDGET SUBCOMMITTEE NO. 4 ON STATE ADMINISTRATION					
Member	District	Party	Room	Phone	Fax
Anniano, Tom (Chair)	13	D	2175	916 319 2013	916 319 2113
Chesno, Wesley	1	D	2178	916 319 2001	916 319 2101
Cook, Paul	65	R	5164	916 319 2055	916 319 2155
DeLaTorne, Hector	50	D	4018	916 319 2050	916 319 2150
Jeffries, Kevin	66	R	5128	916 319 2066	916 319 2166

ASSEMBLY BUDGET SUBCOMMITTEE NO. 5 ON INFORMATION TECHNOLOGY/TRANSPORTATION					
Member	District	Party	Room	Phone	Fax
Adams, Anthony	59	R	4015	916 319 2059	916 319 2159
Blumenthal, Bob (Chair)	40	D	6011	916 319 2040	916 319 2140

CapitolTrack maintains a list of standing and select committees. If you would like to use this list to create a mail merge (for letter, labels, etc.) you can use the Data File export

feature. For more information on how to create a Data File, please see the Export – Data File section under Workspace – Reports in the User Guide. The Committees by Room option sorts committee members by room number in descending order to make letter delivery easier.

Members/Members by Room

SENATE MEMBER ROSTER State Capitol Sacramento, CA 95814 Daily File Clerk - 916.651.4171							
Member	House	District	Party	Room	Phone	Fax	Committees
Asheated, Sam	S	4	R	3063	916 651 4004	916 445 7750	BUDGET AND FISCAL REVIEW, BUSINESS, PROFESSIONS AND ECONOMIC DEVELOPMENT, HEALTH, LOCAL GOVERNMENT, RULES.
Aquilist, Elaine	S	13	D	9090	916 651 4013	916 324 0283	ASIAN PACIFIC ISLANDER AFFAIRS, BUDGET AND FISCAL REVIEW, BUDGET AND FISCAL REVIEW SUBCOMMITTEE NO. 3 ON HEALTH AND HUMAN SERVICES, DISASTER AND EMERGENCY RESPONSE, EARTHQUAKE AND DISASTER PREPAREDNESS, EDUCATION, EMERGING TECHNOLOGIES AND ECONOMIC COMPETITIVENESS, HEALTH,

CapitolTrack also maintains a list of contact information by legislative member. If you would like to use this list to create a mail merge (for letter, labels, etc.) you can use the Data File export feature. For more information on how to create a Data File, please see the Export – Data File section under Workspace – Reports in the User Guide. The Member by Room option sorts Assembly/Senate members by room number in descending order to make letter delivery easier.

Calendar

Jan 05, 2010 ASSEMBLY JOBS, ECONOMIC DEVELOPMENT AND THE ECONOMY V. PEREZ, Chair 9 a.m. - Room 127 ICAL	
AB 177	(Price) Economic development: California Urban Communities Collaborative Initiative Act of 2009.
AB 1139	(John A. Perez) Income taxes: credits: enterprise zones.
AB 1378	(V. Manuel Perez) California Workforce Investment Board: veterans' workforce program.
AB 1410	(Bass) Community block funds: State Infrastructure Revolving Fund Program.
AB 1460	(Solorio) Economic development.
AB 1491	(V. Manuel Perez) Corporations: boards of directors: diversity.

This was designed to give you a jump start on creating calendar reports. As the message box indicates, this will give you a calendar of all bills scheduled to be heard on the floor or in committee. If you need a more specific calendar; for instance, a calendar of just the bills you're tracking, or just your priority bills, you may click the Edit Current Report text and filter down on the type of bills that should be displayed.

ICAL Button



Each calendar event will have a green button that says "ICAL." If you use an electronic calendar that supports the ICalendar format (such as Microsoft Outlook), you can click on the button and add the event to your calendar.

Today's Updates

**Today's Updates
as of 6/13/2011**

AB 103 (Committee on Budget) Taxation.
Status: 6/13/2011-Action From SECOND READING: Read second time.To THIRD READING.

AB 472 (Ammiano D) Controlled substances: overdose: punishment.
Status: 6/13/2011-Action From SECOND READING: Read second time and amended.To THIRD READING.

This was designed to give you a jump start on creating a report of today's updates. As the message box indicates, this will give you a report of all bill status updates posted throughout the day. If you need a more specific report; for instance, a report of just the bills you're tracking, or just your priority bills, you may click the Edit Current Report text and filter down on the type of bills that should be displayed.

Create a New Report



To create a new report in CapitolTrack, please be sure you are in the Workspace, and then click on *New Report* on the dark green Report Actions Bar.



This pops open the Report Filters box to create your report. You will notice at the top that there are five green tabs: Report View, Bill Filters, Tracking Form Filters, Keyword Filters, and Code Section Filters. Each tab is discussed below, but it is important to notice that the first tab uses the word "View" and the other tabs use the word "Filters." This is because the Report View tab is used to pick what information you want to view on your report, whereas the other four tabs are used to filter down on specific types of bills.

Keep in mind that your report will be created based on all four filter tabs, so the more boxes you check, and the more information you input, the more refined your search will be. If you enter a keyword on the Keyword Filters tab, and a code section on the Code Section Filters tab, the report will only display bills that contain your keyword AND affect the code section you listed.

Report View Tab

This tab is used to define how you want your report to look.

Primary and Secondary Header

These fields are used to insert titles at the top of your report. The Primary Header is the first line and the Secondary Header is the second line. If you would like your report to show today's date each time its run, click on "insert date macro" on the right.

So filling out the Primary and Secondary Header like this...

Primary Header:	ABC Company Status Report	insert short date long date time
Secondary Header:	Status as of &d	insert short date long date time

Will display at the top of your report like this...

ABC Company Status Report
Status as of 6/12/2009

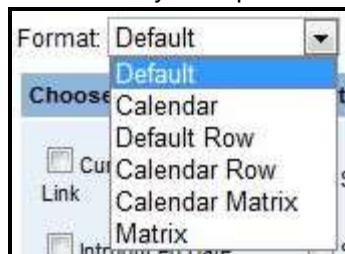
The short date looks like this: 6/12/2009

The long date looks like this: Friday, June 12, 2009

The date looks like this: 8:23 am

Format

The Format section is an important box because it drastically affects the way you view your report. Please see below for the Format options and how each of those affect your report.



Note: You will notice that each sample report below displays the EXACT SAME INFORMATION. They all show the bill number, author, topic, organization, assigned, position, and priority; however, each report displays those items in a different format.

On the calendar formats, a bill is only displayed if it is scheduled to be heard on the floor or in committee. That is why SB 59 in the following examples is displayed on the report formats, but not on any of the calendar formats; it is not calendared to be heard.

If your calendar includes floor events, the next floor time for the Assembly and Senate will automatically be included at the top.

ASSEMBLY - Floor session at 2:00 pm.
SENATE - Floor session at 1:00 pm.

Default Format

AB 65	(Gatto D) Elections: statewide ballot pamphlet.			
	Organization	Position	Priority	Assigned
	Company ABC	Support	3 - Low	Rick
	Company DEF	Oppose	2 - Medium	Jennifer, Rick
AB 103	(Committee on Budget) Taxation.			
	Organization	Position	Priority	Assigned
	Company ABC	OUA	3 - Low	Rick
SB 59	(Runner R) Parole: release.			
	Organization	Position	Priority	Assigned
	Company DEF	Oppose	1 - High	Jennifer

Default format organizes tracking form information in columns.

Calendar Format

Jun 13, 2011				
SEN - ASSEMBLY BILLS-SECOND READING FILE				
ICAL				
#2	AB 103	(Committee on Budget) Taxation.		
	Organization	Position	Priority	Assigned
	Company ABC	OUA	3 - Low	Rick
Jun 21, 2011				
SEN - ELECTIONS AND CONSTITUTIONAL AMENDMENTS				
CORREA, Chair 1:30 p.m. - Room 3191				
ICAL				
	AB 65	(Gatto D) Elections: statewide ballot pamphlet.		
	Organization	Position	Priority	Assigned
	Company ABC	Support	3 - Low	Rick
	Company DEF	Oppose	2 - Medium	Jennifer, Rick

Calendar format displays bills in the order they are scheduled to be heard on the floor or in committee, and lists the tracking form information in columns.

Note: If a bill is not scheduled on the legislative calendar, it will not appear on this report.

Default Row Format

<p><u>AB 65</u> (<u>Gatto D</u>) Elections: statewide ballot pamphlet.</p> <p>Organization: Company ABC Position: Support Priority: 3 - Low Assigned: Rick</p> <p>Organization: Company DEF Position: Oppose Priority: 2 - Medium Assigned: Jennifer, Rick</p> <p><u>AB 103</u> (<u>Committee on Budget</u>) Taxation.</p> <p>Organization: Company ABC Position: OUA Priority: 3 - Low Assigned: Rick</p> <p><u>SB 59</u> (<u>Runner R</u>) Parole: release.</p> <p>Organization: Company DEF Position: Oppose Priority: 1 - High Assigned: Jennifer</p>

Default Row format organizes tracking form information in rows. This is a great format to use if you're moving your report over to Microsoft Word for further editing.

Calendar Row Format

Jun 13, 2011
SEN - ASSEMBLY BILLS-SECOND READING FILE
ICAL

AB 103 (Committee on Budget) Taxation.

Organization: Company ABC
Position: OUA
Priority: 3 - Low
Assigned: Rick

Jun 21, 2011
SEN - ELECTIONS AND CONSTITUTIONAL AMENDMENTS
CORREA, Chair 1:30 p.m. - Room 3191
ICAL

AB 65 (**Gatto D**) Elections: statewide ballot pamphlet.

Organization: Company ABC
Position: Support
Priority: 3 - Low
Assigned: Rick

Organization: Company DEF
Position: Oppose
Priority: 2 - Medium
Assigned: Jennifer, Rick

Calendar Row format displays bills in the order they are scheduled to be heard on the floor or in committee and lists the tracking form information in rows. This is a great format to use if you're moving your report over to Microsoft Word for further editing.

Note: If a bill is not scheduled on the legislative calendar, it will not appear on this report.

Calendar Matrix Format

Jun 13, 2011 SEN - ASSEMBLY BILLS-SECOND READING FILE ICAL						
Measure	Author	Topic	Organization	Position	Priority	Assigned
AB 103	Committee on Budget	Taxation.	Company ABC	OUA	3 - Low	Rick
Jun 21, 2011 SEN - ELECTIONS AND CONSTITUTIONAL AMENDMENTS CORREA, Chair 1:30 p.m. - Room 3191 ICAL						
Measure	Author	Topic	Organization	Position	Priority	Assigned
AB 65	Gatto D	Elections: statewide ballot pamphlet.	Company ABC	Support	3 - Low	Rick
AB 65	Gatto D	Elections: statewide ballot pamphlet.	Company DEF	Oppose	2 - Medium	Jennifer, Rick

Calendar Matrix format displays bills in the order they are scheduled to be heard on the floor or in committee and lists the tracking form information in a grid and can easily be transferred into Microsoft Excel.

Note: If a bill is not scheduled on the legislative calendar, it will not appear on this report.

Matrix Format

Measure	Author	Topic	Organization	Position	Priority	Assigned
AB 65	Gatto D	Elections: statewide ballot pamphlet.	Company ABC	Support	3 - Low	Rick
AB 65	Gatto D	Elections: statewide ballot pamphlet.	Company DEF	Oppose	2 - Medium	Jennifer, Rick
AB 103	Committee on Budget	Taxation.	Company ABC	OUA	3 - Low	Rick
SB 59	Runner R	Parole: release.	Company DEF	Oppose	1 - High	Jennifer

Matrix Format displays information in a grid and can be easily transferred into Microsoft Excel and similar programs.

Personalized Formats

If you need a report to look a specific way that is different from the formats listed above, please let CapitolTrack know! We can help you avoid hours of cutting / pasting to make your report look “just right.” CapitolTrack offers personalized formats free of charge and we will do the work to make your reports look the way you need them to. For more information on Personalized Formats, please see Appendix B in the User Guide.

Sort By



This feature allows you to sort/group bills based on a specific field.

Some of these options are specific to the bill (Measure, Author, House, Location, Text Date, Chapter Number and Deadline.)

Other options are specific to your tracking form (Assigned, Organization, Due Date, Group, Misc1, Misc2, Office, Position, Priority and Subject.) If you have customized your field labels, the list in your account may look slightly different.

Company ABC			
AB 65 (Gatto D)	Elections: statewide ballot pamphlet.		
	Position	Priority	Assigned
	Support	3 - Low	Rick
AB 103	(Committee on Budget) Taxation.		
	Position	Priority	Assigned
	OUA	3 - Low	Rick
Company DEF			
AB 65 (Gatto D)	Elections: statewide ballot pamphlet.		
	Position	Priority	Assigned
	Oppose	2 - Medium	Jennifer, Rick
SB 59 (Runner R)	Parole: release.		
	Position	Priority	Assigned
	Oppose	1 - High	Jennifer

In this example, the report was sorted by Organization so all the bills for ABC Company are under one header, and all the bills for XYZ Company are under another header.

Bills about Workers' Compensation Sorted by Next Deadline
2013-05-03 Last day for policy committees to meet and report to fiscal committees fiscal bills introduced in their house. (J.R. 61(a)(2))
<p>AB 1010 (Hueso D) Financial statements: workers' compensation insurers: publication.</p> <p>AB 1138 (Chau D) Workers' compensation: records.</p> <p>SB 487 (Calderon D) Workers' compensation insurance: Self-Insured Group Security Fund.</p> <p>SB 626 (Beall D) Workers' compensation.</p>
2013-05-10 Last day for policy committees to meet and report to the floor non-fiscal bills introduced in their house. (J.R. 61(a)(3))
<p>AB 360 (Alejo D) Workers' compensation: independent contractors.</p> <p>SB 258 (Lieu D) Workers' compensation: advertisements.</p> <p>SB 375 (Committee on Labor and Industrial Relations) Workers' compensation: liens.</p> <p>SB 773 (Hernandez D) Workers' compensation: lifeguards.</p>
2013-05-24 Last day for fiscal committees to meet and report to the floor bills introduced in their house. (J.R. 61(a)(5))
<p>AB 454 (Dickinson D) Workers' compensation benefits: prevailing wages.</p> <p>AB 638 (Alejo D) Workers' compensation: proceedings: expedited hearings.</p> <p>SB 36 (Hueso D) Internet Web site: workers' compensation insurers: workers' compensation data.</p> <p>SB 377 (Lieu D) Public works: project determinations: wage and penalty assessments.</p>
2013-05-31 Last day for each house to pass bills introduced in that house. (J.R. 61(a)(8))
<p>AB 1309 (Perea D) Workers' compensation: professional athletes.</p> <p>AB 1373 (John A. Pérez D) Workers' compensation: firefighters and peace officers.</p>

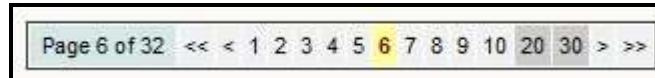
The only field that really need explanation is the Deadline option. Sorting by Deadline will show you which legislative deadline each bill is up against next. If a bill is exempt from deadlines, it will be sorted to the bottom of the report under an Exempt section.

Paginate Report



Paginate report? Yes
Yes
No

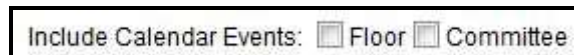
This feature allows you display bills in one long list (Paginate = No), or view them in sets of 20 bills per page (Paginate = Yes).



Page 6 of 32 << < 1 2 3 4 5 6 7 8 9 10 20 30 > >>

Large reports will load faster if you paginate the report, and you can easily jump to different pages using the toolbar that appears at the top of the report.

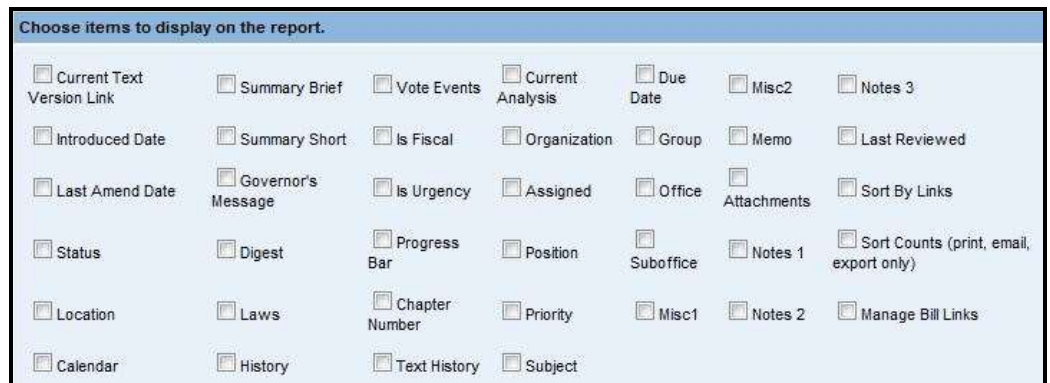
Include Calendar Events



Include Calendar Events: Floor Committee

This option appears when you choose one of the Calendar formats. You may choose to run a calendar of just Floor hearings, or just Committee hearings. Checking both boxes or leaving both boxes blank will display Floor *and* Committee hearings.

Items to Display

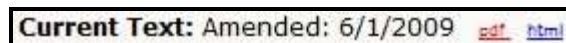


Choose items to display on the report.

<input type="checkbox"/> Current Text Version Link	<input type="checkbox"/> Summary Brief	<input type="checkbox"/> Vote Events	<input type="checkbox"/> Current Analysis	<input type="checkbox"/> Due Date	<input type="checkbox"/> Misc2	<input type="checkbox"/> Notes 3
<input type="checkbox"/> Introduced Date	<input type="checkbox"/> Summary Short	<input type="checkbox"/> Is Fiscal	<input type="checkbox"/> Organization	<input type="checkbox"/> Group	<input type="checkbox"/> Memo	<input type="checkbox"/> Last Reviewed
<input type="checkbox"/> Last Amend Date	<input type="checkbox"/> Governor's Message	<input type="checkbox"/> Is Urgency	<input type="checkbox"/> Assigned	<input type="checkbox"/> Office	<input type="checkbox"/> Attachments	<input type="checkbox"/> Sort By Links
<input type="checkbox"/> Status	<input type="checkbox"/> Digest	<input type="checkbox"/> Progress Bar	<input type="checkbox"/> Position	<input type="checkbox"/> Suboffice	<input type="checkbox"/> Notes 1	<input type="checkbox"/> Sort Counts (print, email, export only)
<input type="checkbox"/> Location	<input type="checkbox"/> Laws	<input type="checkbox"/> Chapter Number	<input type="checkbox"/> Priority	<input type="checkbox"/> Misc1	<input type="checkbox"/> Notes 2	<input type="checkbox"/> Manage Bill Links
<input type="checkbox"/> Calendar	<input type="checkbox"/> History	<input type="checkbox"/> Text History	<input type="checkbox"/> Subject			

All reports display the bill number, author and topic, but there are many other types of information you can choose to display on your report. Most are self-explanatory, but we've explained some of the more cryptic options below.

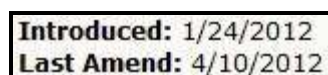
Current Text Version



Current Text: Amended: 6/1/2009 [pdf](#) [html](#)

Displays the most recent version of text and provides links to the PDF and HTML version of that text.

Introduced Date and Last Amend Date



Introduced: 1/24/2012
Last Amend: 4/10/2012

Displays the date the bill was introduced, and the date of the most recent amendment.

Status and Location

Status: 6/2/2009-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. on 04/15/2009)
Location: 6/2/2009-A. 2 YEAR

The Status tells you what last happened to a bill. When we're monitoring hearings, this will be where we post updates.

The Location tells you who currently has ownership of the bill.

Calendar

Calendar: 6/17/2009 9 a.m. - Room 126 ASSEMBLY HOUSING AND COMMUNITY DEVELOPMENT, TORRES, Chair

Displays the date, time and location of any upcoming floor or committee hearings. If there is no upcoming hearing for this bill, the Calendar item will not display.

Summary Brief vs. Summary Short

Summary: Would extend the authorized operation of the program until July 1, 2013 .
Summary: Existing law authorizes specified counties, until July 1, 2010, to develop the Rural Crime Prevention Program, as specified. This bill would extend the authorized operation of the program until July 1, 2013 .

Summary Brief describes what the bill would do.

Summary short describes current law and then what the bill would do to change that.

Laws

Laws: An act to amend Sections 1358.4, 1358.6, 1358.8, 1358.9, 1358.10, 1358.11, 1358.12, 1358.13, 1358.14, 1358.15, 1358.16, 1358.17, 1358.18, and 1358.20 of, and to add Sections 1358.81, 1358.82, 1358.83, 1358.84, 1358.85, 1358.86, 1358.87, 1358.88, 1358.89, 1358.90, 1358.91, 1358.92, 1358.93, 1358.94, 1358.95, 1358.96, 1358.97, 1358.98, 1358.99, and 1359.00 of, the Health and Safety Code, and to amend Sections 785, 10192.4, 10192.6, 10192.7, 10192.8, 10192.9, 10192.10, 10192.11, 10192.12, 10192.13, 10192.14, 10192.15, 10192.16, 10192.17, 10192.18, 10192.19, 10192.20, 10192.21, 10192.22, 10192.23, and 10192.24 to, the Insurance Code, relating to health care coverage, therefor, to take effect immediately.

Displays which code sections this bill would affect and what it relates to.

Vote Events

Vote Events:
06/08/2009 ASM. B. & F. (Y:8 N:2 A:1) (P)
05/20/2009 ASM. APPR. (Y:10 N:4 A:2) (P)
04/28/2009 ASM. JUD. (Y:6 N:2 A:2) (P)
04/20/2009 ASM. B. & F. (Y:8 N:2 A:1) (P)

Displays a summary of past votes.

Is Fiscal Flag and Is Urgency Flag

Is Urgency: N
Is Fiscal: Y

These will display whether or not each bill is a fiscal bill, and whether or not each bill is an urgency bill.

Progress Bar

The Progress Bar gives you a visual idea of how far through the legislative process the bill currently is. This is a great tool for reports that are given to people who are unfamiliar with the steps a bill takes to become law.

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

Bill has failed a legislative deadline, and is 2 YEAR or DEAD

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

Bill is moving through its first house (Assembly for AB bills, and Senate for SB bills)

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

Bill is moving through the opposite house (Senate for AB bills, and Assembly for SB bills)

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

Bill is in conference or concurrence

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

Bill is in enrollment or is enrolled

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

Bill has been vetoed by the Governor

2 Year Dead	Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf.	Enrolled	Vetoed	Chaptered
	1st House				2nd House				Conc.			

Bill has been adopted or chaptered

Text History

Text History:
C-02/20/2009
E-02/19/2009
A-02/14/2009
A-01/13/2009
I-01/05/2009

Displays a summary of the text versions for the bill.

Current Analysis

Current Analysis: 06/18/2012 Senate Public Safety (text 6/13/2012) [.html](#)

Show the most recent analysis for the bill, includes the text date the analysis is based on, and has a link to the document.

Attachments

Attachments:
[Bill Letter](#)

If you attach any letters or website addresses to your Bill Information Screen, this will display those attachments and hyperlink to the document.

Last Reviewed

AB 2 **(De La Torre D) Individual health care coverage.** [Reviewed](#)
Last Reviewed:
jen: 11/16/2010 11:29 AM
julie: 11/15/2010 10:15 AM

This lets you log the date and time that you reviewed a bill. Click the purple “Reviewed” link and your report will automatically update with the current date and time for your login. You can also see when others in your office have reviewed the bill. For more information about this, please go to our [Training Video](#) page and watch the video that shows how to use this feature.

Sort By Links

GoTo: [ABC Company](#) [XYZ Company](#)

When you sort by a field other than “Measure,” you can use Sort By Links to create shortcuts to the different headers. In this example, clicking on either link would take you directly to the part of the report that lists the bills for ABC Company or XYZ Company.

Sort Counts

Tracking Form count of Aanestad : 0
Measure count of Aanestad : 18

When you sort by a specific field, you can choose to include a count of how many tracking forms and how many measures appear under each header. In this example, we sorted our bills by Author, and told us display Sort Counts. There were 18 bills on our report under the Author “Aanestad.”

Note: To view the sort counts, please run your report and click the Print/Email button or PDF - Export button. Simply running the report in your Workspace will not display the sort counts.

Manage Bill Links



Bill Number	Author	Title	Action
SB 151	(Ducheny D)	Reentry courts: pilot program.	<input type="checkbox"/> Add Notify
SB 167	(Ducheny D)	Solid waste: waste tires.	<input type="checkbox"/> Add Notify

Let's you manage actions on multiple bills at one time. *Add tracking form* lets you to go straight to the tracking form to add a bill to your file. Mark reviewed is used in conjunction with the Last Reviewed option. Check the boxes next to the bills and use the dropdown to select what action should be taken.

To begin tracking a single bill click the green Add button. To sign up for email alerts on a bill, click the Notify button.



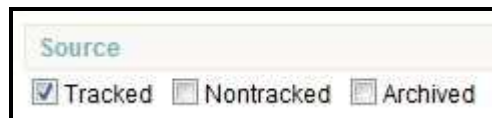
Bill Number	Author	Title	Action
AB 63	(Mendoza)	Service contracts: retailers.	<input type="checkbox"/> Add Notify
Organization	Position	Priority	
ABC Company	Support	3 - Low	<input type="checkbox"/> Edit <input type="checkbox"/> Archive
XYZ Company	Oppose	1 - High	<input type="checkbox"/> Edit <input type="checkbox"/> Archive

You can also use this feature to manage the tracking forms for the bills you're currently tracking. Click on the Edit or Archive links to the left of Organization.

Bill Filters Tab

This tab is used to create a report with only certain types of bills displayed.

Source



Source

Tracked Nontracked Archived

Use this section to filter on bills by their tracking status. You can choose from all your tracked bills, specifically bills you're not already tracking, or bills that you were tracking but have archived the form.

Last Reviewed



Last Reviewed

Hide bills reviewed by me

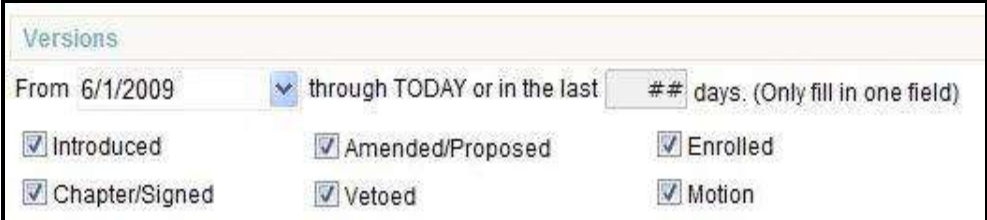
- me
- anyone in my office

This hides bills that have been reviewed since their most recent text change. The filter should be used in conjunction with the Last Reviewed checkbox on the Report View tab.

If you create a report of bills amended yesterday and turn on this filter, you'll notice that bills disappear from the report as soon as you click the purple Reviewed button. This is a great way to go through reports at your leisure and be sure that nothing was missed.

The dropdown lets you choose whether a bill should be hidden after you review it, or anyone in your office reviews it.

Versions



The screenshot shows a search filter titled "Versions". It includes a date field set to "6/1/2009", a dropdown menu, and a text input field for the number of days. Below these are six checkboxes for different bill stages: Introduced, Amended/Proposed, Enrolled, Chapter/Signed, Vetoed, and Motion. All checkboxes are currently checked.

There are two parts to this section, and combined they can be very powerful.

The first allows you to find text versions or motions that were released either since a specified date, or within the last certain number of days. (It is only necessary to fill in a date OR a number of days... not both.)

The second allows you to search for only bills with a certain text version, or a motion.

So if you're looking for bills that were amended since yesterday, you check only the Amended/Proposed box and put a 1 in the ## box. If you came in on Monday and wanted to see anything since the previous Friday, you would put a 3 in the box.

Note: The version date is looking up the *posted* date in CapitolTrack, not the listed date for the text. What does that mean? Well, let's say you have a report that shows you all text changes since yesterday. If a bill was introduced on 2/27/2009, but the text wasn't released until 3/3/2009, that could be a problem if we went by the text date! Instead, CapitolTrack will pull up text on 3/4/2009 because the text was *posted in our system* the day before. That way, you'll never miss a thing!

Author



The screenshot shows a search filter titled "Author". It contains a list of author names with checkboxes next to them. The names listed are: Aanestad, Sam; Alquist, Elaine; Anderson, Joel; Ashburn, Roy; Beall, Jim; Adams, Anthony; Ammiano, Tom; Arambula, Juan; Bass, Karen; and Benoit, John. All checkboxes are currently unchecked.

If you need to filter on just bills by specific author(s), use this section to choose which authors should be included.

Location

Location Include Exclude

<input type="checkbox"/> A: 2 YEAR	<input type="checkbox"/> S: 2 YEAR
<input type="checkbox"/> A: A,E,S,T, & I.M.	<input type="checkbox"/> S: A,E,S,T, & I.M.
<input type="checkbox"/> A: ADOPTED	<input type="checkbox"/> S: ADOPTED
<input type="checkbox"/> A: AGING & L.T.C.	<input type="checkbox"/> A: AGRI.
<input type="checkbox"/> S: AGRI.	<input type="checkbox"/> A: APPR.

Use this section to include or exclude bills that are in a certain location. This can be useful to find which bills were marked 2 YEAR or DEAD when they are marked in CapitolTrack. You can also use this section to see which bills are still active at the end of the year. Just exclude the following locations: 2 YEAR, ADOPTED, CHAPTERED, DEAD, or VETOED.

Here's a translation of what the committee acronyms mean:

A. & A.R.	Accountability and Administrative Review
A.,E.,S.,T., & I.M.	Arts, Entertainment, Sports, Tourism and Internet Media
AGING & L.T.C.	Aging and Long-Term Care
AGRI.	Agriculture
APPR.	Appropriations
B. & F.	Banking and Finance
B. & F.I.	Banking and Financial Institutions
B., P. & E.D.	Business, Professions and Economic Development
B.,P. & C.P.	Business, Professions and Consumer Protection
BUDGET & F.R.	Budget and Fiscal Review
E. & C.A.	Elections and Constitutional Amendments
E. & R.	Elections and Redistricting
E. U. & C.	Energy, Utilities and Communications
E.Q.	Environmental Quality
E.S. & T.M	Environmental Safety and Toxic Materials
ED.	Education
G. & F.	Governance and Finance
G.O.	Governmental Organization
H. & C.D.	Housing and Community Development
HIGHER ED.	Higher Education
HUM S.	Human Services
INS.	Insurance
J., E.D. & E.	Jobs, Economic Development and the Economy
JUD.	Judiciary
L. & E.	Labor and Employment
L. & I.R.	Labor and Industrial Relations
L. GOV.	Local Government
N.R. & W.	Natural Resources and Water
NAT. RES.	Natural Resources
P.E. & R.	Public Employees and Retirement
P.E.,R. & S.S.	Public Employees, Retirement and Social Security
PUB. S.	Public Safety
REV. & TAX	Revenue and Taxation
RLS.	Rules
T. & H.	Transportation and Housing
TRANS.	Transportation
U. & C.	Utilities and Commerce
V.A.	Veterans Affairs
W.,P. & W.	Water, Parks and Wildlife

Manual Bill List

Manual Bill List (ADVANCED)

AB 15, SB 77, ABX3 1

A majority of the time you can create a report in CapitolTrack using one of the many other filters available. The nice part of using other filters is that your reports will automatically update with changes. But there's the rare occasion

where you can't create a list of bills with any other filter, so you can use the Manual Bill List to create a report with specific bills included. CapitolTrack recommends using this list as a last resort when creating reports.

Tracking Form Filters

The screenshot shows a web-based filter interface with the following sections and options:

- Organization:** ABC Company, XYZ Company
- Assigned:** Dave, Jennifer, Julie, Rick
- Position:** Oppose, Support, Watch
- Priority:** 1 - High, 2 - Medium, 3 - Low
- Office:** (empty)
- Suboffice:** (empty)
- Group:** (empty)
- Misc1:** 1 - Analysis Requested, 2 - Analysis Received, 3 - Analysis Submitted to Policy Dir

This tab is used to filter your report based on you tracking form selections.

You will notice the options available on this tab are identical to the options you added to your tracking form. That's because as you personalize your tracking form to fit your needs, this filter tab automatically updates to reflect your changes.

To filter down on just the bills that fit a certain criteria, simply check the box of the type of bills you need to pull up. For instance, if you wanted to see all the bills you're tracking for XYZ Company, you would check the box next to the company name. You can filter down further and see all the Support bills that you're tracking for XYZ Company by checking both boxes.

If you don't need to filter on a certain category (e.g. you don't care who the bill is assigned to) you do NOT need to check every single box in that category! Simply leave the entire category blank.

Note: Checking multiple boxes within the same category creates an "or" statement, while checking multiple boxes from different categories creates an "and" statement. For instance, checking the Oppose and Support boxes (in the Priority category) will display all bills that are marked as Support *or* marked as Oppose. Checking the Oppose box (in the Priority Category) and the Jennifer box (in the Assigned category) will display all the bills that are assigned to Jennifer *and* that are marked Oppose.

Keyword Filters

This tab is used to find bills that contain certain keywords or phrases. You can use the Keyword Search Bar to quickly find bills with a specific keyword or phrase, but this filters tab is a great way to search on multiple terms and to save that parameters of your search to run on a regular basis.

To search for multiple terms, enter each keyword or phrase on a separate line.

Enter search words/phrases one per line: healthcare HMO medi-cal

This will produce a report that displays every bill in which one or more search terms were found.

AB 832	(Jones) Ambulatory surgical clinics: workgroup.
Synopsis: ...be deemed to be an organized outpatient clinic for purposes of qualifying for reimbursement as a rehabilitation center under the Medi-Cal Act (Chapter 7 (commencing with Section 14000) of Part 3 of Division 9 of the Welfare and Institutions Code). (1subdivision (a), (d), or (e), and in which the procedures performed are staffed by the medical staff of, or other healthcare practitioners with clinical privileges at, the facility and are subject to the peer review process of the facility but which ... Text Version	

Here are some additional helpful hints when creating a keyword search.

If you type...	... it will find:
air pollution	documents that contain the phrase "air pollution"
air and pollution	documents that contain both the words "air" and "pollution"
topic contains health	documents with the topic containing the word "health"
author contains hill	documents authored by Hill
coauthor contains jones	documents where Jones is listed as a coauthor
air w/5 pollution	documents that have the word "air" within 5 words of "pollution"
air and not pollution	documents that only contain the word "air" and not "pollution"
appl*	documents that have the word "apple", "application", "applicable", etc.
apply~	documents that have the word "apply", "applied", "applying", etc.

Code Section Filters

Code	From	To	Delete Row
Public Resources Code	421	422.99	<input type="checkbox"/>
Public Resources Code	4251	4299.99	<input type="checkbox"/>
Civil Code	1000	1002.99	<input type="checkbox"/>
Civil Code			<input type="checkbox"/>

This tab is used to find bills that affect specific code sections.

Just click on the space under Code to see the drop down list of code sections. Enter the section range you're interested in and press Tab on your keyboard to create another line.

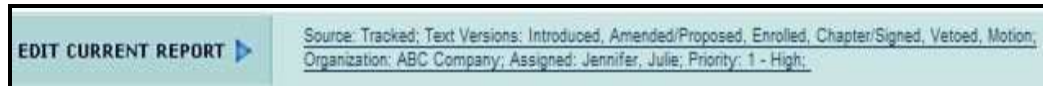
Note: When entering code section numbers in the To field, be careful. Entering the range 100.0 to 100.8 will not include code section 100.81. If you need to include any sub-section of 100.8, it would be best to enter 100.9 or even 101.

Report Actions



When you run a report in the Workspace, you can use the green toolbars above to manage that report.

Editing Reports



You'll notice that when you run a report in your Workspace, the text to the right of Edit Current Report will change to describe the report parameters. To edit your current report, simply click on the text and the Report Filters screen will pop-up and let you make changes.

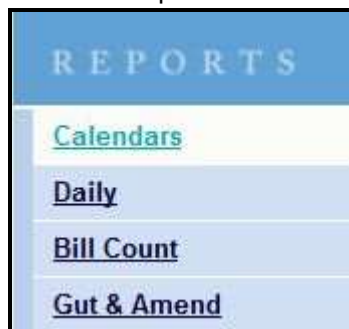
Saving Report Parameters



If there are reports that you need to run on a regular basis, you can save the parameters of that report so you don't need to type in the criteria each time. Simply create your report as discussed above, run the report, and click the Save button on the dark green toolbar.

Saving your report like this:

Saves the report under the Calendars category:



And displays the Report Name and Description like this:

Report	Description
2009 Budget Bills	Calendar of Upcoming Hearings on Budget Related Bills

To run the report, click on the report name.

Note: It is important to realize that you are saving the *parameters* of the report, not the results of the report. If you create and save a report of all your tracked bills on June 24, and then begin tracking a new bill on June 25... your report will show all tracked bills *including* the one added on June 25. Reports are constantly updating in CapitolTrack so whenever you run a saved report, you are getting up-to-the-minute information. If you need a report of your tracked bills as of June 24, please be sure to save a copy of the report results on your computer.

Print/Email Reports



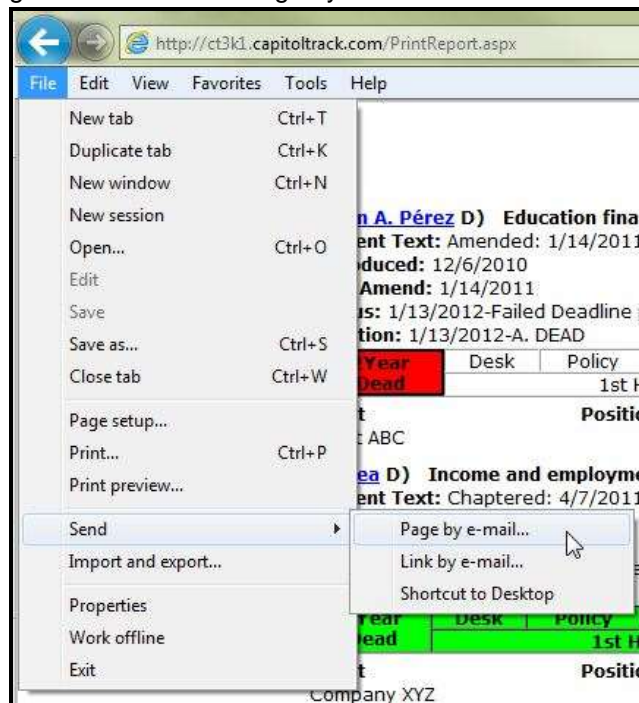
When you run a report in CapitolTrack, you have the option to Print or Email that report.

Printing Reports

Click on the Print/Email button, then go to File > Print.

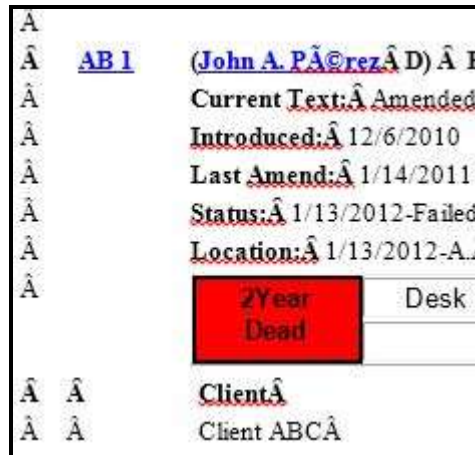
Emailing Reports

If you use Internet Explorer as your browser, click on the Print/Email button, then go to File > Send > Page by Email.



This will create a new email in your default email program (e.g. Outlook), and put your report in the body of the email.

If your email is suddenly filled with a bunch of funny looking A's, don't panic! There's a one-time change to your encoding setting that will fix this problem on all future emails.



Outlook 2007

1. On the main Outlook screen, click on Tools
2. Scroll down and click on Options
3. Click on the Mail Format tab
4. Click on the International Options button
5. Change the "Preferred encoding for outgoing messages" to Unicode (UTF-8)
6. Click OK.

Outlook 2010

1. On the main Outlook screen, click on the yellow File tab
2. In the left column, click on Options
3. In the left column, click on Advanced
4. Scroll to the bottom until you see the International Options section
5. Put a checkmark in the box that says "Automatically select encoding for outgoing messages"
6. Change the "Preferred encoding for outgoing messages" to Unicode (UTF-8)
7. Click Ok

Outlook 2013

1. On the main Outlook screen, click on the black File tab
2. In the left column, click on Options
3. In the left column, click on Advanced
4. Scroll to the bottom until you see the International Options section
5. Put a checkmark in the box that says "Automatically select encoding for outgoing messages"
6. Change the "Preferred encoding for outgoing messages" to Unicode (UTF-8)
7. Click Ok

Note: This fix will not affect the emails you have already started, but it will fix all future emails.

Exporting Reports



You have a few options when it comes to Exporting reports. You can save any report as a PDF file in either Portrait (P) or Landscape (L) orientation, you can export the report to Word, or you can create a Data File.

The Data File export is great for doing mail merges to create your own custom reports. You can also use the Data File export with the Members Roster report or the Committee Roster report to do mailing labels or letters. For help in using the Data File export feature to create merges, please call CapitolTrack at (916) 373-0126.

Edit



If you have a saved report that needs to be edited (e.g. you run an Amended Bills report on Monday morning and need to go back 3 days instead of 1) you can click on the “Edit” link. This will take you directly to the Report Filters pop-up screen instead of having to run the report first.

Web Link



If you have saved the parameters of your report, you will also have the option to create a Web Link for that report. Web Links are a powerful tool because they allow people to see your reports without gaining access to your CapitolTrack account.

When you click on the Web Link icon, a screen pops up with a Web Publishing Link and code for Search Publishing:

Web Publishing Link

The following link can be used to link this report to your web site.
Copy and paste the link into your site, but please
BE AWARE: anyone that has access to this link can run your report!
You are responsible for keeping this link **SECURE**.

```
http://ctweb.capitoltrack.com/public/public/sh.aspx?session=13&id=f3876cb6-49ff-4642-9053-2e5d965901
```

Calendar Feed

```
webcal://ctweb.capitoltrack.com/public/calendar/feed.ashx?id=f3876cb6-49ff-4642-9053-2e5d965901
```

Search Publishing

The following html code can be used for integrating bill searches into your web site.
BE AWARE: Tracking information is limited to those bills that would show up on THIS report.

```
<form action="http://ctweb.capitoltrack.com/public/search.aspx" id="ctsearchform"
```

Web Publishing Link

This URL allows someone to view your report without logging into your CapitolTrack account.

This is a very powerful feature and you can use it in a variety of ways:

Send it to your clients.

Giving your client this link allows them to go to the webpage at anytime and *always receive up-to-the-minute information on their report...* without any work on your part! The link will automatically update as you work in CapitolTrack so you don't need to constantly send them new reports. If the status of one of their bills changes, it will update on the report. If you start tracking a new bill for that client, it will automatically be added. It keeps them constantly in the loop without requiring additional time and effort from you. That's customer service at its finest!

Publish it on your website.

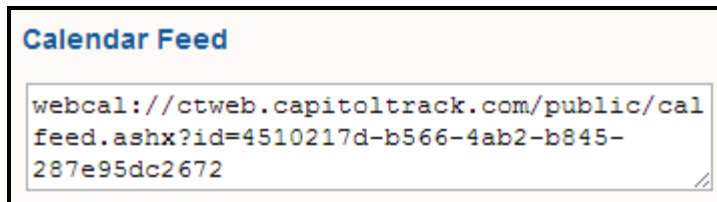


CapitolTrack can help integrate your reports into your website, so your members or visitors are always getting the updated information you want them to see... and it's coming straight from you because there is no branding on the part of CapitolTrack.

Save it as a button on your browser.

Turn the link into a Favorites button on your browser so you can get one-click updates on your crucial bills.

Calendar Feed



Calendar feeds let you add your *entire* CapitolTrack calendar to Outlook (or another calendar program). Once you add the webcal link to Outlook, it regularly syncs with CapitolTrack data and automatically stays up-to-date for you.



Please note that this feature does **not** add hearings to your **personal calendar**. A calendar feed is a *separate calendar* that can be viewed at the same time. You cannot edit events on this calendar feed. (But you also don't need to do anything to keep that calendar up-to-date!) In the screenshot above, you can see the personal calendar (in light blue) and the CapitolTrack calendar (in green).

For instructions on how to add the calendar feed to different calendar programs, please see *Appendix C – Web Publishing Instructions > Adding a calendar feed to your calendar program*.

Search Publishing

This HTML lets webmasters to add a search bar to your website. When the code is implemented, it will default to looking like this.

Bill Number
 Keyword

Users can type in a bill number or keyword that they are interested in, and all bills in CapitolTrack's system will be searched. The results of the search will mirror the parameters set in the report.

There are instructions for webmasters in Appendix C of this User Guide. Please have your webmaster look through the instructions, then call CapitolTrack staff at (916) 373-0126 if (s)he has any questions.

Note: Web Publishing is available to all clients for an additional charge. For current pricing, please contact CapitolTrack at (916) 373-0126.

My Tools

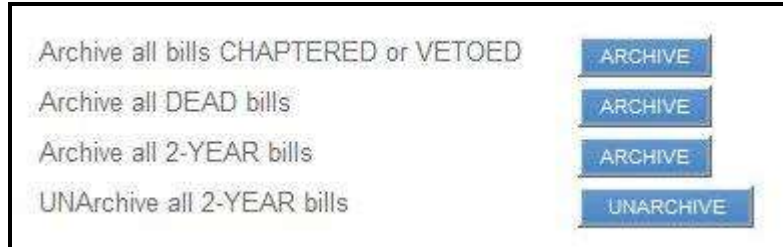


The My Tools section allows you to manage your CapitolTrack account.

Archive

Use this section to automatically (un)archive bills.

Auto-Archive



This section allows you to (un)archive specific types of bills with the click of a button. If you need to archive a specific bill, please use the Search Bar to go to the Bill Information screen, and then click the “archive” button for that tracking form. For more information, please see the Tracking Form > Archiving and Deleting Tracking Forms section of the User Guide. There are a few advantages to archiving bills:

It allows you to set aside the bills that won’t be moving so you can focus your efforts on the ones that are still working their way through the legislature.

If you subscribe to CT Lite or CT Lite+ (which limit the number of bills you can track), archiving a bill reduces your overall count.

If you need to (un)archive a large group of bills with a different criteria than what’s on this list, please contact CapitolTrack and we may be able to help you speed up the (un)archive process.

Maintenance

Use this section to maintain parts of your CapitolTrack account.

Email Addresses

User Name		E-Mail Address
ctrack	E	Person1@CapitolTrack.com
ctrackr	R	Person2@CapitolTrack.com

If you have signed up for My Bill Alerts, you can manage your corresponding email addresses in this section. To change an email address, simply click on the section beneath E-Mail Address and start typing. For more information on receiving emails anytime the status of your important bills change, please see Workspace – Bill Information > My Bills Alerts in the User Guide.

Memo Template



If you would like to use rich text formatting to store information on your tracking form, you can come here to set up the template for that field. In this instance, we created a table to store information on each version of text for a bill. This table will appear in the Memo field of every tracking form and we can fill in the table from there.

Notifications

For the login: Measure:

Measure	Topic	Notify?
AB 1019	State government.	<input checked="" type="checkbox"/>
AB 1450	Employment: discrimination: status as unemployed.	<input checked="" type="checkbox"/>
AB 1453	Essential health benefits.	<input checked="" type="checkbox"/>
SB 950	Sales and use taxes: administration: tax amnesty.	<input checked="" type="checkbox"/>

Use this section to view, add, and delete the bills each users signed up to receive email alerts on. For more information on receiving emails anytime the status of your important bills change, please see Workspace – Bill Information > My Bills Alerts in the User Guide

System Options

Choose which field you want to track changes for and see which additional CapitolTrack features you're signed up for.

Field Tracking

Choose the field to track history: Choose the Notes field to store the history:

You can choose to track the changes to a certain field. Anytime a change is made, CapitolTrack will automatically put an entry in the field you specify.

```
4/10/2009 A-3/2/2009 to: Support
2/18/2009 I-1/22/2009 to: Pending
1/27/2009 I-01/22/2009 to: Watch
```

In this example, we choose to track the changes we made to the Position field and store the history in the Notes 1 field. These are the changes that CapitolTrack logged and anytime we run a report with the Notes 1 field, we will see that position changes we've made to each tracked bill.

Bill Information Tracking Columns

Bill Information Tracking Columns

Column 1 Organization ▼

Column 2 Assigned ▼

Column 3 Position ▼

Column 4 Priority ▼

Column 5 Due Date ▼

Use this section to pick what information should be displayed on your Bill Information screen under the Bill Tracking section.

For instance, you could choose to display the following information on your Bill Information page:

Misc2	Position	Organization	Priority	Group
Position Approved	Support	ABC Corp	2 - Med	Medical
Position Requested	Watch	XYZ Assoc	3 - Low	Health

Other Options

Other Options

Multiform Allowed to add multi tracking forms per bill

Web Publishing Can link reports to your web site yes

Gov Matrix Summarize department/agency information

See which optional CapitolTrack features your organization has signed up for.

Multiform – Please see Tracking Form > Adding a Tracking Form

Web Publishing – Please see Workspace – Reports > Web Publishing

Gov Matrix – This is used by a very small group of CapitolTrack subscribers.

Please contact our office to discuss this feature if you feel it could be of use.

Tracking Field List

Assigned

To add options to your tracking form, selection the section, type in the new option you want to add, and click the Add button.

Assigned	
Dave	1
Jennifer	delete
Julie	3
Rick	delete

Use the grid section to manage your tracking options. Change an option by clicking on the current word, and delete an option that is not currently being used by clicking the delete link.

Links

Links

This section is a great place to find legislative resources. Some of the sites include:

- Federal Legislative Tracking Website – And it's free!
- Political News – Updated daily
- California Statues – Find past bills by chapter number
Assembly, Senate and Joint Rules

CT Analyze



After more than a decade of tracking bills, CapitolTrack has built up a huge database of information and we're beginning to develop new features for analyzing bill information.

Vote Record

Last Name	First Name	House	Party	District	
Achadjian	Katcho	A	R	33	view
Alejo	Luis	A	D	28	view
Allen	Michael	A	D	7	view
Alquist	Elaine	S	D	13	view

Use this to view how each member voted on every bill from the entire session.

Vote Record



Assemblyperson Katcho Achadjian

Party: R District: 33
San Luis Obispo

<p>Coordinating Council.</p> <p>06/01/2011 ASM. FLOOR N</p> <p>08/29/2012 ASM. FLOOR N</p> <hr/> <p>AB 826 (Swanson) Medi-Cal: managed care plan tax: Healthy Families Program transition: skilled nursing facility and managed care plan charges.</p> <p>05/19/2011 ASM. FLOOR Y</p> <hr/> <p>AB 828 (Swanson) CalFresh: eligibility: drug felonies.</p> <p>05/23/2011 ASM. FLOOR N</p> <hr/> <p>AB 834 (Hernández, Roger) Local government: contracts.</p> <p>05/16/2011 ASM. FLOOR Y</p> <hr/> <p>AB 835 (Mitchell) Community colleges: Economic and Workforce Development Program.</p> <p>03/29/2011 ASM. HIGHER ED. Y</p> <p>05/05/2011 ASM. FLOOR Y</p> <p>08/18/2011 ASM. FLOOR Y</p> <hr/> <p>AB 837 (Nestande) Solid waste: plastic</p>	<p>08/28/2012 ASM. FLOOR Y</p> <hr/> <p>AB 1707 (Ammiano) Child Abuse Central Index.</p> <p>05/14/2012 ASM. FLOOR Y</p> <p>08/30/2012 ASM. FLOOR Y</p> <hr/> <p>AB 1708 (Gatto) Vehicles: electronic verification of financial responsibility and insurance.</p> <p>05/10/2012 ASM. FLOOR Y</p> <p>08/13/2012 ASM. FLOOR Y</p> <hr/> <p>AB 1710 (Yamada) Nursing home administrators: fees and fines.</p> <p>05/03/2012 ASM. FLOOR N</p> <p>08/24/2012 ASM. FLOOR N</p> <hr/> <p>AB 1712 (Beall) Minors and nonminor dependents: out-of-home placement.</p> <p>05/30/2012 ASM. FLOOR Y</p> <p>08/30/2012 ASM. FLOOR Y</p> <hr/> <p>AB 1713 (Campos) Child abuse reporting.</p> <p>05/10/2012 ASM. FLOOR Y</p>
--	--

By the end of a two year session, this gets to be pretty long!

Vote Shift

Vote Shift Report (beta) A Vote shifted for these bills you are tracking: 6/3/2009		
AB 2 (De La Torre) Individual health care coverage. (Amended - 6/2/2009)		
Previous Vote	Member	New Vote
Y 4/28/2009 ASM. HEALTH Do pass and be re-referred to the Committee on Appropriations.	Block, Martin (D) [A]	A 6/3/2009 ASM. FLOOR AB2 DE LA TORRE Assembly Third Reading
N 4/28/2009 ASM. HEALTH Do pass and be re-referred to the Committee on Appropriations.	Emmerson, Bill (R) [A]	A 6/3/2009 ASM. FLOOR AB2 DE LA TORRE Assembly Third Reading
Y 5/28/2009 ASM. APPR. Do pass as amended.	Hall, Isadore (D) [A]	A 6/3/2009 ASM. FLOOR AB2 DE LA TORRE Assembly Third Reading
Y 5/28/2009 ASM. APPR. Do pass as amended.	Solorio, Jose (D) [A]	A 6/3/2009 ASM. FLOOR AB2 DE LA TORRE Assembly Third Reading
Vote Shift Totals		
3	Yes Votes	0
1	No Votes	0
0	Absent/Abstain Votes	4
Party Totals		
	Democrat	3
	Republican	1
	Other	0

This report shows when legislative members change their vote on a particular bill. It then totals the vote changes by type of vote and by party. A vote shift report is available for all bills that you are tracking.

Vote Score

Vote Score is a powerful tool that allows you to see how often each legislative member is voting the way that YOU want them to. This feature is used in conjunction with the Vote section of your tracking form, so please see the Tracking Form > Choose Tracking Selections > Vote, section of the User Guide. There, you will learn how to mark your Vote Favorable preference on each tracking form and this will allow you to use the Vote Score application.

When you run Vote Score, it will open up an Excel Spreadsheet with lots of columns of information:

The screenshot shows an Excel spreadsheet with columns for Bill Number, Date, Title, Author, Sponsor, Committee, Favorable, Unfavorable, and others. The data includes various bills such as AB 2, AB 3, AB 4, etc., with their respective dates and authors.

You can then use Pivot Tables in Excel to summarize the data and create statistics. In this example, we marked our Vote Favorable position on seven different bills, and asked it to show us how often members voted “for us” and how often they voted “against us.”

Member	Total Favor	Total Unfavor
Van Tran	3	10
Mike Feuer	4	10
Jim Nielsen	5	10
Steve Knight	4	9
Bill Monning	5	8
Noreen Evans	5	8
Audra Strickland	3	8
Dean Florez	4	8
Dave Jones	6	8
Paul Krekorian	6	8
Ted Gaines	3	8
Julia Brownley	5	8
Grand Total	484	596

Although it doesn't display in this example, we can also see the Vote Score breakdown by bill number, by party, by district, etc. For help with this, please call CapitolTrack at (916) 373-0126.

CA Chapter Code Index

CALIFORNIA LAW CODE INDEX CHAPTERED BILLS								
CODE	SECTION	BILL PREFIX	BILL NUMBER	AUTHOR	TOPIC	CHAPTER DATE	CHAPTER NUMBER	TRACKING
Business and Professions Code	19606.1	SBX2	16	Ashburn	Horse racing: license fees.	2/20/2009	12	Y
Business and Professions Code	19606.3	SBX2	16	Ashburn	Horse racing: license fees.	2/20/2009	12	Y
Civil Code	1936.15	SBX2	10	Oropeza	Vehicle license fees.	2/20/2009	8	
Civil Code	2923.52	ABX2	7	Lieu	Residential mortgage loans: foreclosure.	2/20/2009	5	
Civil Code	2923.53	ABX2	7	Lieu	Residential mortgage loans: foreclosure.	2/20/2009	5	
Education Code	1240.3	SBX3	4	Ducheny	Education finance.	2/20/2009	12	
Education Code	2558.46	SBX3	4	Ducheny	Education finance.	2/20/2009	12	

The CA Chapter Code Index displays all codes sections that have been affected by a chaptered bill during this legislative session. It will also indicate whether or not you were tracking that chaptered bill.

Appendix A – How to Create Common Reports

Appendix A contains step-by-step instructions on how to create common reports. If there are no instructions for a certain section of the Report Filters screen, please leave the default selections. If you have any questions when creating reports in CapitolTrack, or it's taking you more than five minutes to create the report you need, don't ever hesitate to call the office at (916) 373-0126.

When you create these reports, please remember you have the option to save the reports to run them on a regular basis. For more information on saving reports, please see Workspace – Reports > Managing Reports > Saving Report Parameters in the User Guide.

Calendar of My Bills

Go to **Workspace**

Click on **New Report**

On the **Report View** Tab:

Primary Header: **Calendar of Tracked Bills**

Secondary Header: **&d**

Format: **Calendar**

Check the following boxes:

Calendar

At the top right corner, click **Close and refresh report**

Status Report of My Bills

Go to **Workspace**

Click on **New Report**

On the **Report View** Tab:

Primary Header: **Status Report**

Secondary Header: **&d**

Check the following boxes:

Current Text Version Link

Status

Calendar

Summary Brief

Progress Bar

Organization *(optional if using this field on your tracking form)*

Assigned *(optional if using this field on your tracking form)*

Position *(optional if using this field on your tracking form)*

Priority *(optional if using this field on your tracking form)*

At the top right corner, click **Close and refresh report**

Recently Introduced Bills Report

Go to **Workspace**

Click on **New Report**

On the **Report View** Tab:

Primary Header: **Introduction Report**

Secondary Header: **&d**

Check the following boxes:

Current Text Version Link

Summary Brief

Manage Bill Links

On the **Bill Filters** Tab:

Source: **Check Tracked, Nontracked, and Archived**

Versions: From *<leave blank>* through TODAY or in the last **3** days

Check *only* the Introduced box

At the top right corner, click **Close and refresh report**

Note: You can change how far back this report will look for introduced bills. If you need all bills introduced within the past week, please enter 7 instead of 3. If you need all bills introduced yesterday, please enter 1.

Recently Amended Bills Report

Go to **Workspace**

Click on **New Report**

On the **Report View** Tab:

Primary Header: **Amended Report**

Secondary Header: **&d**

Check the following boxes:

Current Text Version Link

Summary Brief

Manage Bill Links

On the **Bill Filters** Tab:

Source: **Check the Tracked, Nontracked, and Archived** boxes

Versions: From *<leave blank>* through TODAY or in the last **3** days

Check *only* the Amended box

At the top right corner, click **Close and refresh report**

Note: You can change how far back this report will look for amended bills. If you need all bills amended within the past week, please enter 7 instead of 3. If you need all bills amended yesterday, please enter 1.

Keyword Search

Go to **Workspace**

Click on **New Report**

On the **Report View** Tab:

Primary Header: **Keyword Search**

Secondary Header: **&d**

Check the following boxes:

Current Text Version Link

Summary Brief

Manage Bill Links

On the **Bill Filters** Tab:

Source: **Check** the **Tracked**, **Nontracked**, and **Archived** boxes

On the **Keyword Filters** Tab:

Enter your keywords or phrases, one per line

At the top right corner, click **Close and refresh report**

Appendix B – Customize Your CapitolTrack Account

CapitolTrack offers a variety of ways to personalize your account to fit your organization’s need. Below are some of the options available to all CapitolTrack clients.

Personalized Formats

Report formats are discussed in the Workspace – Reports > Create a New Report > Report View Tab > Formats, section of the User Guide. However, you may need your report to look a specific way that none of our standards formats can create. In cases like this, CapitolTrack offers Personalized Formats free of charge. Just draw us what you would like your report to look like, and we will create a format that’s available to just your organization that displays your report the way you want to see it.

Some of the requests we’ve had in the past include:

- Adding multiple fields to one column (e.g. measure, author, and position are all in the first column)
- Turning certain fields a different color or making them bold (e.g. displaying calendar events in red, or making “support” bills green and “oppose” bills red)
- Adding a logo and company contact information to the top of reports



Bill	Summary	Latest Action
AB 1 Alejo D	Water quality: integrated plan: Salinas Valley. Would appropriate \$2,000,000 to the State Water Resources Control Board for use by the Greater Monterey County Regional Water Management Group (management group) to develop an integrated plan to address the drinking water and wastewater needs of disadvantaged communities in the Salinas Valley whose waters have been affected by waste discharges, thereby making an appropriation. The bill would require the management group to consult with specified entities and to submit to the Legislature by January 1, 2016, the plan developed by the group. This bill contains other related provisions.	12/4/2012: From printer. May be heard in committee January 3.
AB 2 Morrell R	Sex offenders: parole violations. Would provide that any criminal defendant who is released on parole or to postrelease community supervision, who has suffered a prior or current felony requiring registration as a sex offender, and who violates that parole or postrelease community-based supervision by violating the requirement to register as a sex offender shall serve any period of incarceration ordered for that violation in the state prison.	12/4/2012: From printer. May be heard in committee January 3.
AB 3 Bocanegra D	Income taxes: credits: film. The Personal Income Tax Law and the Corporation Tax Law authorize various credits against the taxes imposed by those laws, including a credit against those taxes attributable to the production of a qualified motion picture in California, or, where the qualified motion picture has relocated to California or is an independent film, as provided. This bill would state the intent of the Legislature to enact legislation to expand or continue the California Film and Television Tax Credit Program.	12/4/2012: From printer. May be heard in committee January 3.

Sample personalized format

Personalized Labels

In the section, Tracking Form > Managing and Using Tracking Forms > Current Tracking Selections, we discussed how CapitolTrack can personalize the fields on your tracking form.

If you would like to make changes to your tracking form, please fill out the form following page and email or fax it to CapitolTrack.

Personalized Email Notifications

We can customize the information that is displayed in the subject and the body of your email alerts. Please use [this form](#) to tell us what information should be included.

CapitolTrack

Personalized Labels Request Form

CapitolTrack now allows you to personalize your Tracking Field labels. Please submit this completed form and our staff will customize your company's labels.

Company:
Contact Person:

Default Label	Change to
Organization†	
Assigned*	
Position†	
Priority†	
Subject*	
Office*	
Suboffice*	
Group*	
Misc1†	
Misc2†	
Due Date**	
Notes 1‡	
Notes 2‡	
Notes 3‡	
Memo‡	

* Field supports multiple selections in the form of check boxes

† Field supports a single selection in the form of radio buttons

** Field is a date

‡ Field is a text box

Please email this completed form to support@capitoltrack.com or fax it to (916) 373-0459.

Appendix C – Web Publishing Instructions

CapitolTrack uses XML and XSLT to integrate up-to-the-minute legislative information into your website. The following instructions are primarily for webmasters who will be integrating CapitolTrack reports into client web pages. You should have a good working knowledge of HTML for this to be helpful.

Generating the unique link for a report

The CapitolTrack user should login to his/her account, create and save the parameters for a web report. We recommend creating a new category called “Web Reports” so that all users are can find the reports that are live on your website.

All Office Reports	Report	Description	Edit	Web Link	Delete
Daily	Priority 1 Bills	DO NOT DELETE - This report is posted on our website.	edit		delete
Dave					
Jennifer					
Julie					
Rick					
Web Reports					

Once the report is saved, click on the Web Link icon to generate the unique link for this report.



Web Publishing Link

The following link can be used to link this report to your web site.
Copy and paste the link into your site, but please
BE AWARE: anyone that has access to this link can run your report!
You are responsible for keeping this link **SECURE**.

```
http://ct3k1.capitoltrack.com/public/publish.aspx?session=11&id=882fb9b2-4c12-4c6e-b8d0-3f0cd60db
```

Integrating the report into your website

Option 1 – Use an iFrame tag (preferred method)

Place the report inside an iFrame tag. (This works especially well if you are using Content Management software.) You can set the border, height and width to fit with your site, and our office can personalize the report fonts, colors, etc. To display the entire report without scroll bars, set the iFrame height and width to 100%.

Sample:

```
<iframe frameborder="0" width="670" height="600" src="http://ct3k1.capitoltrack.com/...  
your unique link here" />
```

Option 2 – Insert the HTML

This is the preferred method since any changes to the website, menus or graphics are maintained on your site. Below is sample code using ASP and PHP code. Note: You should use the unique link from your CapitolTrack account in lieu of the sample one below.

Using ASP code

```
<%  
Set objXML = CreateObject("MSXML2.ServerXMLHTTP")  
objXML.open "GET",  
"http://www....your header html here", False  
objXML.send()  
header_Source = objXML.responseText  
  
objXML.open "GET",  
"http://www....your footer html here", False  
objXML.send()  
footer_Source = objXML.responseText  
  
Set objXML = CreateObject("MSXML2.ServerXMLHTTP")  
objXML.open "GET",  
"http://ct3k1.capitoltrack.com/... your unique link here"  
False  
objXML.send()  
content_Source = objXML.responseText  
  
Set objXML = Nothing  
%>  
  
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">  
<html>  
<head>  
<title>  
</title>  
<% response.Write(header_Source) %>  
<% response.Write(content_Source) %>  
<% response.Write(footer_Source) %>
```

Using PHP code

```
<?php

    $ch = curl_init("http://ct3k1.capitoltrack.com/... your unique link here ");
    curl_setopt($ch, CURLOPT_HEADER, 0);
    curl_setopt($ch, CURLOPT_FOLLOWLOCATION, 1);
    curl_setopt($ch, CURLOPT_RETURNTRANSFER, 1);
curl_setopt($ch, CURLOPT_COOKIEFILE, $cookie_file_path);
    $output = curl_exec($ch);
    curl_close($ch);
    echo $output;
?>
```

Option 3 – Use a Content Management site

If your website uses [Content Management Software](#) you may be able to insert html from a source link. (Note: iFrames can be used with this method as well. Please see Option 1 for more information.)

Option 4 – Add the link to your site

You can submit and host a personalized stylesheet. . This is the least preferred method because CapitolTrack must be updated anytime you make changes to the main portions of your website.

If choosing this option, please adhere to the following XSL standards:

1. All tags must be closed. (e.g. meta and image tags) You can choose to use `</tagname>` or `<tagname...../>` to close
2. All references to URL's must be absolute (e.g. they should all start with `http://`) This includes images, scripts, etc.
3. Character codes should be used:
 - The literal **&** sign must be coded as **&**;
 - The literal **<** sign must be coded as **<**;
 - The literal **>** sign must be coded as **>**;
 - Use of ** **; (non breaking space) must be coded as ** **;
 - Use of **©**; must be coded as **©**;

Please be sure to test your html before submitting it to CapitolTrack. It should be one file (.htm or .html), and you should be able to open the file from your local hard drive and view all functions.

Webmasters who are not familiar with XSLT and would like us to create the stylesheet may submit a stand-alone webpage in HTML. When submitting the HTML, place `<div>INSERT REPORT CONTENT HERE</div>`

In the html page and we will add the XSLT syntax in this spot. For example:

```
<html>
<head>
<title>sample page</title>
<style type="text/css">
    a {color:blue}
    P {font-size: 10pt; font-family: Arial; vertical-align: top}
</style>
```

```
</head>
<body bgcolor="#FFFFFF" leftmargin="0" topmargin="0" link="#000000"
vlink="#999999">
<h1>Welcome to our site</h1>
<div>
INSERT REPORT CONTENT HERE
</div>
</body>
</html>
```

Printable Version of the Report

To provide a printable version of the report(s) embedded in your website, you can include a link to a “Printable Version” of the report. For example:

```
<a href="http://ct3k1.capitoltrack.com/... your unique link here" target="_blank">Printable
Version</a>
```

Important Note: The ampersands (&) in the unique link needs to be replaced with (&#x26;#x26;) For example:

http://ct3k1.capitoltrack.com/public/publish.aspx?session=11&id=..... Becomes
http://ct3k1.capitoltrack.com/public/publish.aspx?session=11 **&#x26;**id=.....

Picking the legislative session

The unique link generated by CapitolTrack includes an argument that specifies which legislative session bills should be displayed from.

Always show bills from the 2011 legislative session:

<http://ct3k1.capitoltrack.com/public/publish.aspx?session=11&id=0853a04d-9e9c-4e95-a1e1-91bbfe6ecb>

If the report should always show bills from the *current* legislative session, remove the session argument from the unique link:

Always show bills from the *current* legislative session:

<http://ct3k1.capitoltrack.com/public/publish.aspx?id=0853a04d-9e9c-4e95-a1e1-91bbfe6ecb>

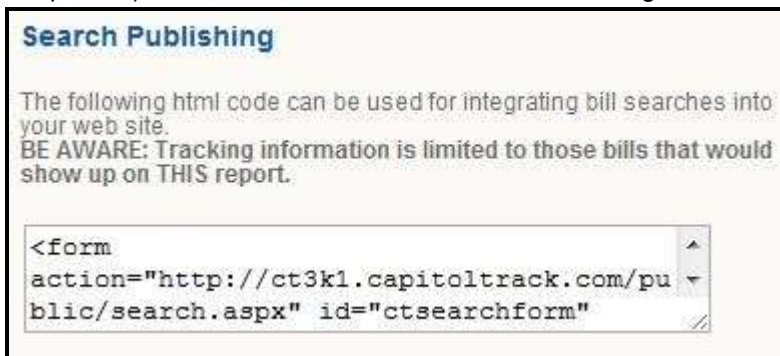
Adding a search bar to your website

CapitolTrack provides the code to insert a bill/keyword search bar on your website.



The screenshot shows a search interface. At the top, there are two radio buttons: 'Bill Number' (which is selected) and 'Keyword'. Below these is a text input field. To the left of the input field is a 'Search' button. To the right is a dropdown menu currently displaying '2011-12'.

To get the HTML code for the search bar, click on the Web Link icon (like you did to generate the unique link), and use the code in the Search Publishing section.



The screenshot shows a section titled 'Search Publishing'. It contains the following text: 'The following html code can be used for integrating bill searches into your web site. BE AWARE: Tracking information is limited to those bills that would show up on THIS report.' Below this text is a code editor showing the following HTML code:

```
<form action="http://ct3k1.capitoltrack.com/public/search.aspx" id="ctsearchform"
```

Important Note: Any tracking form information that is displayed on the corresponding report will also be displayed in the results of a search. For instance, if the report displayed the position and priority for each bill, the results of a search using this code will also display the position and priority for each bill.

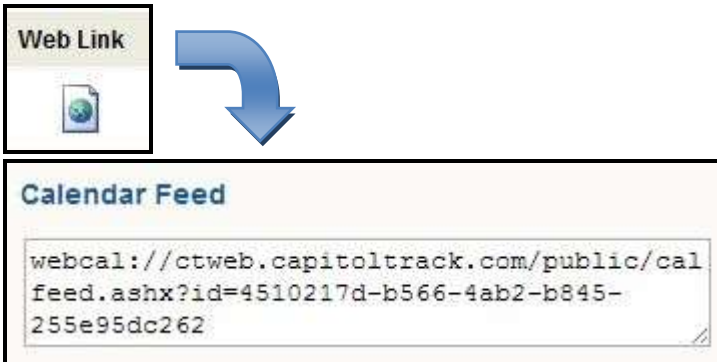
Adding a calendar feed to your calendar program

CapitolTrack provides webcal links so you can subscribe to the calendar feed. Please do the following:

Click on the category in the left column where your calendar is saved.



Click on the Web Link icon next to your calendar, and copy the link in the Calendar Feed box.



Add a Calendar Feed to Outlook 2007

1. Go to your Outlook Calendar
2. Click on Tools > Account Settings...
3. Click on the Internet Calendars tab
4. Click on New
5. Paste the "webcal://ctweb.capitoltrack.com..." link in the box and click Add
6. Click Ok
7. Press the F9 button on your keyboard. (This will sync the calendar to Outlook.)
8. In the left column, the calendar will be visible in the Other Calendars section



9. Check the box next to calfeed to see your CapitolTrack calendar

Add a Calendar Feed to Outlook 2010 or Outlook 2013

1. Click on the Web Link icon next to your calendar
2. Copy the "webcal://ctweb.capitoltrack.com..." link
3. Go to your Outlook Calendar
4. In the left column, right-click on Other Calendars
5. Click on Add Calendar > From Internet
6. Paste the "webcal://ctweb.capitoltrack.com..." link in the box and click Add
7. Press the F9 button on your keyboard. (This will sync the calendar to Outlook.)

Add a Calendar Feed to Google Calendar

1. Click on the Web Link icon next to your calendar
2. Copy the “webcal://ctweb.capitoltrack.com...” link
3. Go to your Google Calendar
4. In the left column, click on the down arrow next to Other calendars
5. Click on Add by URL
6. Paste the “webcal://ctweb.capitoltrack.com...” link in the box and click Add Calendar