

## Bill Tracking Manual

*How to track proposed legislation using the State's bill tracking system*

*Questions? Please contact WSBA's Outreach & Legislative Affairs Coordinator:*

*[Clark McIsaac](#), (206) 733-5991.*

Updated: November 2017

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# Overview – Tracking Options: Email & List

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There are two ways to track bills through the leg.wa.gov website: email and list.

1. **Email:** You will receive automatic email updates when the bill(s) you choose to track move in the legislative process.
  - a. **Pro:** This is a hands-off, relatively effortless, and good way to stay informed in real-time.
  - b. **Con:** You do not have access to a list so you cannot run reports or quickly break down data.
  - c. *This option is not recommended if you will be tracking a lot of bills and want to provide interested parties with a report.*
2. **List:** You can view multiple bills' statuses in a list and run reports to quickly disseminate information.
  - a. **Pro:** You have access to a list of the bills you are tracking. Up front, lists provide a large amount of information you can forward to selected parties.
  - b. **Con:** You will not receive real-time automatic updates and need to keep visiting the list's page to see a bill's status.
  - c. *This option is not recommended if you will not be monitoring your list manually or are only tracking a few bills.*

**Recommended:** Use the email option to track select bills you need real-time updates for and the list option to track the progress of all bills of interest.

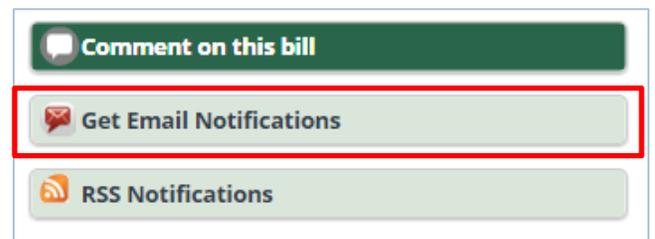
***FYI - If you are unsure of the significance of a term, refer to the glossary included with the legislative primer materials.***

# Tracking Bills – Email

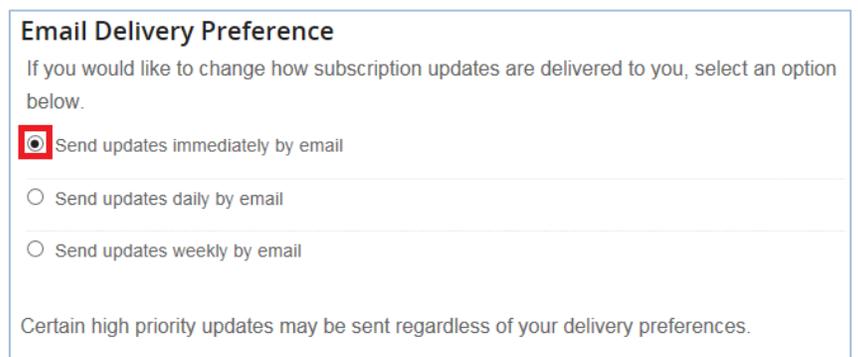
1. Go to the [Bill Information](http://www.app.leg.wa.gov/billinfo/) page (http://www.app.leg.wa.gov/billinfo/), enter only the number of the bill you want to track (i.e. enter 5011 for SB 5011) and click “Search”:
  - a. **Note: Only enter bill numbers into the text field (SB 5011 should be entered as 5011). This applies nearly anytime you use the WA State legislative website.**



2. On the right side of the page, select “Get Email Notifications”:



3. Enter the email address you want the system to send notifications to.
4. If this is the first time you are signing up for email notifications you need to confirm your email address and select your “email delivery preference” (it is recommended you select “Send updates immediately by email” for important bills). Entering a password is optional.



5. Click “Submit.” You are now signed up to receive updates for that bill.

6. Repeat step 2 for every bill you want to receive automatic email notifications.

Email updates look like:

You are subscribed to HB 1298-2017-18 for Washington State Legislature Bills. This information has recently been updated, and is now available.

**[20 - April 23, 2017 - By resolution, returned to House Rules Committee for third reading.](#)**

Bill Description - Prohibiting employers from asking about arrests or convictions before an applicant is determined otherwise qualified for a position.

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This message was sent to the subscribers of the HB 1298-2017-18 update list. Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit [subscriberhelp.govdelivery.com](http://subscriberhelp.govdelivery.com).

This service is provided to you at no charge by [Washington State Legislature Bills](#).

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This email was sent to [kelli.schmidt@gmail.com](mailto:kelli.schmidt@gmail.com) using GovDelivery, on behalf of: Washington State Legislature Bills · 2404 Chandler Court SW, Olympia, WA 98502-6052 1-360-786-7000



# Tracking Bills – List: Registering an Account

To track bills on the Washington State legislature’s website, you need to register for an account.

1. To register for an account follow this [link](#) (leg.wa.gov),
2. Select “Track Bills” and click “Register for a new account.”
3. Enter a username and your email address (twice), click “Submit.”

**Create an account to customize reports, manage personal bill tracking lists, or change default settings.**

User Name

E-mail Address

Confirm E-mail Address

1. We will send your password to your e-mail address.  
**Spam or junk e-mail filters may collect our e-mail message by mistake.**  
**To ensure e-mail delivery please add LegReports@leg.wa.gov to your e-mail address book.**
2. Follow the link in your e-mail to log into the site.
3. At that point, you have the option to change your password to something you can easily remember.

3. “LegReports@leg.wa.gov” will send you an email with a temporary password. Follow the email’s instructions and insert the password into the “Current Password” text field. Below the current password, enter a new password (twice) and click “Save.”

**Account security starts with a good password.**

Current Password  \*

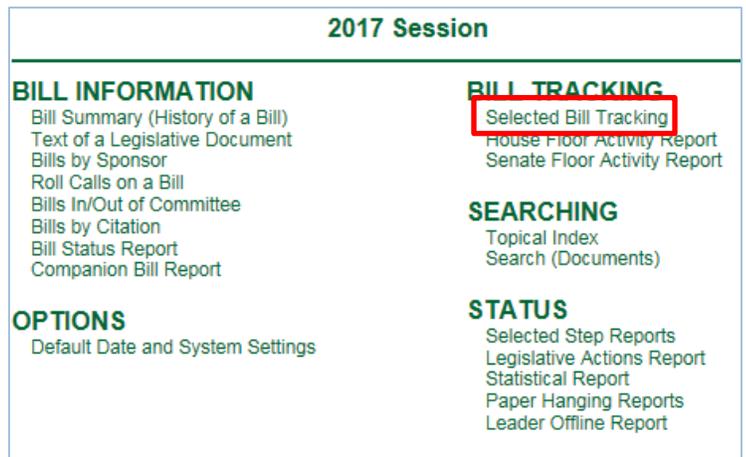
New Password

Confirm New Password

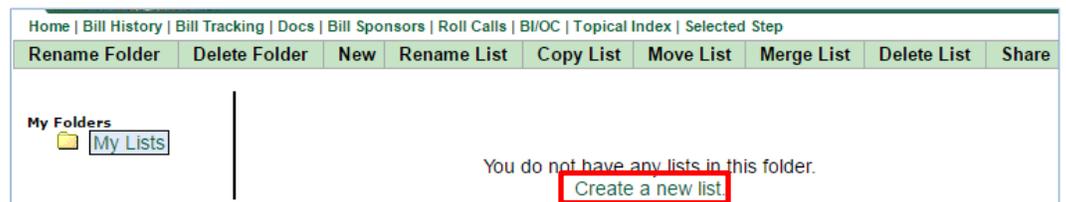
4. This will be your login information for your bill tracking account.
5. You have now registered for an account and can begin setting up the bill tracker!

# Tracking Bills – List: Getting Set Up

1. After the first time you log in to your account, you will be sent to the “Home” page below.
2. Click on “**Selected Bill Tracking.**”



3. To start tracking bills you need to create a list. You can create multiple lists. Lists are an organizational tool for storing bills, much like folders organize documents on your computer.
  - a. Using different lists is recommended if you want to track groups of bills separately.
4. To create a list, select “**Create a new list.**”

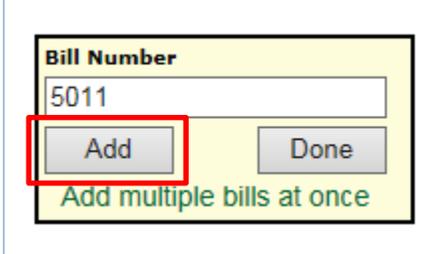


5. Insert a “**List Name**” that works best for the bill(s) you are tracking, a description of the list is optional. Select “**Save/Add Bills.**”

The screenshot shows the 'Enter information about your new list' form. It has the following fields and buttons:

- Folder:** A dropdown menu with 'My Lists' selected.
- List Name:** A text input field containing 'Ex. List', highlighted with a red box.
- Description (optional):** A large text area for entering a description.
- Buttons:** 'Save/Add Bills' (highlighted with a purple box), 'Save/Close', and 'Cancel'.

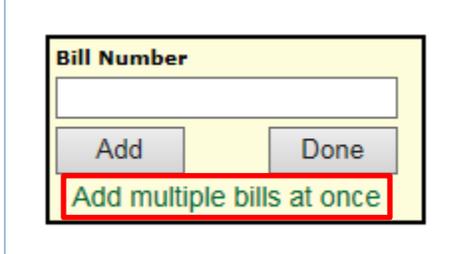
6. If you only have one bill to add to the tracker, insert the bill number in the text field and click “Add” (you still may add other bills later). If you have multiple bills to add, skip to step 7.



A screenshot of a web form titled "Bill Number". It features a text input field containing the number "5011". Below the input field are two buttons: "Add" and "Done". The "Add" button is highlighted with a red rectangular box. Below the buttons, the text "Add multiple bills at once" is displayed in green.

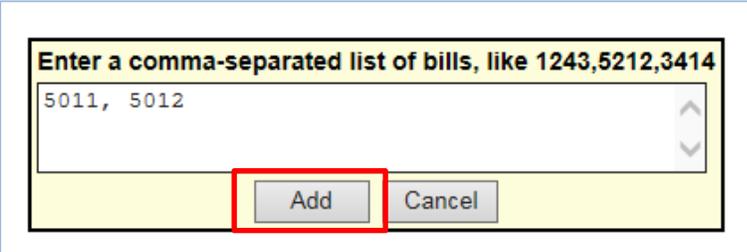
- a. Note: Only enter bill numbers into the text field (SB 5011 should be entered as 5011). This applies nearly anytime you use the WA State legislative website.

7. If you have multiple bills to add to the tracker, click on “Add multiple bills at once” (you still may add other bills later).



A screenshot of the same "Bill Number" form. The text input field is empty. The "Add" and "Done" buttons are visible. The text "Add multiple bills at once" is highlighted with a red rectangular box.

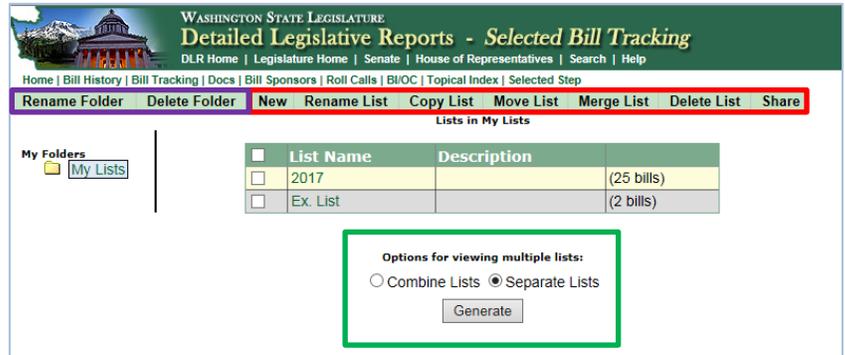
8. You may enter as many bills as you like, so long as each bill number is separated by a comma and a space. Once you have entered all the bills you want to track, click “Add.” You will then be sent to the “Home” page as described on pages 9-12).



A screenshot of a web form titled "Enter a comma-separated list of bills, like 1243,5212,3414". The text input field contains "5011, 5012". Below the input field are two buttons: "Add" and "Cancel". The "Add" button is highlighted with a red rectangular box.

# Tracking Bills – List: Navigating “Home” 1/2

1. After you set up your tracker your “Home” page will look something like this:



2. Edit your folder(s) with the “Rename Folder” and “Delete Folder” buttons in the green bar.
  - a. Your lists are stored in folders. You can enter multiple lists in one folder, as shown above.
3. View single lists by clicking on the list’s name. Note: bills in lists are populated with abbreviations; see the shaded, blue box on page 13 for clarification.
4. Edit your list(s) by clicking the white “check” box to the left of each list, then clicking on the appropriate link above the list(s).
5. To view multiple lists at once, click the white boxes to the left of each list.
6. Choose to view “Separate Lists” (below, left: two separate tables) or “Combined Lists” (below, right: single table with multiple lists), then click “Generate.”

List: 2017 25 bills

Bill Flags	Title	Status	Date	Original Sponsor	Committee Sponsor
<input type="checkbox"/>	SHB 1055 a	Military members/pro bono	C 163 L 17 05/04/2017	Kilduff	APP
<input type="checkbox"/>	HB 1056 f	Military/consumer protection	H Rules 3C 06/21/2017	Kilduff	
<input type="checkbox"/>	HB 1091 a	Solemnizing marriages	C 130 L 17 04/27/2017	Appleton	
<input type="checkbox"/>	HB 1139 f	Office of pub. guardianship	H Rules 3C 04/23/2017	Kilduff	
<input type="checkbox"/>	SHB 1183 af#	Creative districts	C 240 L 17 05/08/2017	McBride	APP
<input type="checkbox"/>	EHB 1378	Disqualification of judges	H Rules 3C 04/23/2017	Graves	
<input type="checkbox"/>	2SHB 1402 a	Incapacitated persons/rights	C 268 L 17 05/10/2017	Jenkins	APP
<input type="checkbox"/>	HB 1494	Private road maintenance	H Rules 3C 04/23/2017	Morris	
<input type="checkbox"/>	HB 1676 fe	Service animals in training	C 170 L 17 05/04/2017	Sullivan	
<input type="checkbox"/>	E2SHB 1783	Legal financial obligations	H Rules 3C 06/21/2017	Holy	APP
<input type="checkbox"/>	2SHB 1904 f	Personal info. sale & tax	H Rules C 04/23/2017	Smith	FIN
<input type="checkbox"/>	SB 5011 fe	Business corporation act	C 28 L 17 04/17/2017	Pedersen	LAW
<input type="checkbox"/>	SSB 5012 f	Trust assets distribution	C 29 L 17 04/17/2017	Pedersen	LAW
<input type="checkbox"/>	2SSB 5021 d	Military members/pro bono	S Rules 3 04/23/2017	O'Ban	WM
<input type="checkbox"/>	SB 5040 f	Uniform business orgs. code	C 31 L 17 04/17/2017	Pedersen	
<input type="checkbox"/>	SB 5041 f	Military/consumer protection	S Rules 3 04/23/2017	Baumgartner	
<input type="checkbox"/>	SSB 5081 af	Uniform law on notarial acts	C 281 L 17 05/10/2017	Pedersen	LAW
<input type="checkbox"/>	SB 5085 fe	Voidable transactions act	C 57 L 17 04/19/2017	Pedersen	LAW
<input type="checkbox"/>	2SSB 5236 f	Civic learning partnership	S Rules 3 04/23/2017	Zeiger	WM
<input type="checkbox"/>	SSB 5277 f	Disqualification of judges	C 42 L 17 04/17/2017	Padden	LAW
<input type="checkbox"/>	2SSB 5300	Creative districts	S Rules 3 04/23/2017	Zeiger	WM
<input type="checkbox"/>	ESSB 5312 f	Criminal record/employment	S Rules 3 04/23/2017	Baumgartner	CLS
<input type="checkbox"/>	SSB 5356 #	Humane treatment of dogs	C 65 L 17 04/19/2017	Fain	LAW
<input type="checkbox"/>	2SSB 5474 a	Elk hoof disease	C 159 L 17 04/27/2017	Pearson	WM
<input type="checkbox"/>	2SSB 5577	Incapacitated persons/rights	S Rules 3 04/23/2017	Conway	WM

List: Ex. List 2 bills

Bill Flags	Title	Status	Date	Original Sponsor	Committee Sponsor
<input type="checkbox"/>	SB 5011 fe	Business corporation act	C 28 L 17 04/17/2017	Pedersen	LAW
<input type="checkbox"/>	SSB 5012 f	Trust assets distribution	C 29 L 17 04/17/2017	Pedersen	LAW

List: 2017, Ex. List 25 bills

Bill Flags	Title	Status	Date	Original Sponsor	Committee Sponsor
<input type="checkbox"/>	SHB 1055 a	Military members/pro bono	C 163 L 17 05/04/2017	Kilduff	APP
<input type="checkbox"/>	HB 1056 f	Military/consumer protection	H Rules 3C 06/21/2017	Kilduff	
<input type="checkbox"/>	HB 1091 a	Solemnizing marriages	C 130 L 17 04/27/2017	Appleton	
<input type="checkbox"/>	HB 1139 f	Office of pub. guardianship	H Rules 3C 04/23/2017	Kilduff	
<input type="checkbox"/>	SHB 1183 af#	Creative districts	C 240 L 17 05/08/2017	McBride	APP
<input type="checkbox"/>	EHB 1378	Disqualification of judges	H Rules 3C 04/23/2017	Graves	
<input type="checkbox"/>	2SHB 1402 a	Incapacitated persons/rights	C 268 L 17 05/10/2017	Jenkins	APP
<input type="checkbox"/>	HB 1494	Private road maintenance	H Rules 3C 04/23/2017	Morris	
<input type="checkbox"/>	HB 1676 fe	Service animals in training	C 170 L 17 05/04/2017	Sullivan	
<input type="checkbox"/>	E2SHB 1783	Legal financial obligations	H Rules 3C 06/21/2017	Holy	APP
<input type="checkbox"/>	2SHB 1904 f	Personal info. sale & tax	H Rules C 04/23/2017	Smith	FIN
<input type="checkbox"/>	SB 5011 fe	Business corporation act	C 28 L 17 04/17/2017	Pedersen	LAW
<input type="checkbox"/>	SSB 5012 f	Trust assets distribution	C 29 L 17 04/17/2017	Pedersen	LAW
<input type="checkbox"/>	2SSB 5021 d	Military members/pro bono	S Rules 3 04/23/2017	O'Ban	WM
<input type="checkbox"/>	SB 5040 f	Uniform business orgs. code	C 31 L 17 04/17/2017	Pedersen	
<input type="checkbox"/>	SB 5041 f	Military/consumer protection	S Rules 3 04/23/2017	Baumgartner	
<input type="checkbox"/>	SSB 5081 af	Uniform law on notarial acts	C 281 L 17 05/10/2017	Pedersen	LAW
<input type="checkbox"/>	SB 5085 fe	Voidable transactions act	C 57 L 17 04/19/2017	Pedersen	LAW
<input type="checkbox"/>	2SSB 5236 f	Civic learning partnership	S Rules 3 04/23/2017	Zeiger	WM
<input type="checkbox"/>	SSB 5277 f	Disqualification of judges	C 42 L 17 04/17/2017	Padden	LAW
<input type="checkbox"/>	2SSB 5300	Creative districts	S Rules 3 04/23/2017	Zeiger	WM
<input type="checkbox"/>	ESSB 5312 f	Criminal record/employment	S Rules 3 04/23/2017	Baumgartner	CLS
<input type="checkbox"/>	SSB 5356 #	Humane treatment of dogs	C 65 L 17 04/19/2017	Fain	LAW
<input type="checkbox"/>	2SSB 5474 a	Elk hoof disease	C 159 L 17 04/27/2017	Pearson	WM
<input type="checkbox"/>	2SSB 5577	Incapacitated persons/rights	S Rules 3 04/23/2017	Conway	WM

# Tracking Bills – List: Navigating “Home” 2/2

This section focuses on the top navigation options, above the green bar on the “Home” page.

The screenshot shows the Washington State Legislature website. The header includes the text "WASHINGTON STATE LEGISLATURE" and "Detailed Legislative Reports - Selected Bill Tracking". Below the header is a navigation bar with links: Home, Bill History, Bill Tracking, Docs, Bill Sponsors, Roll Calls, BI/OC, Topical Index, and Selected Step. Below the navigation bar is a secondary bar with options: Rename Folder, Delete Folder, New, Rename List, Copy List, Move List, Merge List, Delete List, and Share. The main content area is titled "Lists in My Lists" and contains a table with the following data:

<input type="checkbox"/>	List Name	Description	
<input type="checkbox"/>	2017		(25 bills)
<input type="checkbox"/>	Ex. List		(2 bills)

Below the table, there are options for viewing multiple lists: "Combine Lists" (radio button) and "Separate Lists" (radio button, selected). A "Generate" button is located below these options.

- 1. Home:** returns you to the menu shown in step 1 on page 7.
- 2. Bill History:** provides more information on a bill, allows you to search through the full text of a bill.
  - a.** To find more information on a bill, enter the bill number into the text field and click “Search.”
  - b.** To search the full text of a bill click “Search the full text of a bill.” This is an alternate search tool used to find a bill without the bill number. (See steps b.i. – b.iv.).

The screenshot shows the "Bill Summary" search interface. It includes a text input field with the value "5011", a dropdown menu with the value "2017-2018", and a "Search" button. Below these is a search bar with a magnifying glass icon and the text "Search the full text of a bill".

- i. If you know any of the bill’s text you are searching for, type it into “**Search Term(s).**” Hover your mouse over the “i” icon for more information.
- ii. If you know any keywords located in the bill’s file name, type those into “**Documents Named Like.**” Hover your mouse over the “i” icon for more information.
- iii. Ensure you select the **document type** (you will frequently use bills and amendments).

3. **Bill Tracking:** sends you to the List Home page, as shown on the top of pages 9 and 10.
4. **Docs:** similar to the “Bill History” tool. Search for bills by entering terms associated with file names or statutes by their numbers. Refer to the glossary for details on the appropriate codes.
5. **Bill Sponsors:** search for bills by their sponsors (i.e. Representative, Senator, Committee, etc.).
  - a. You can also sort bills by primary and secondary bills.
6. **Roll Calls:** search for a bill’s roll calls.
7. **BI/OC** = Bills in/out of Committee. This is a good tool for monitoring a **Committee’s** progress by viewing all bills that have been referred to that Committee.
8. **Topical Index:** search for bills in sorted topics or by bill number. This is a great tool for finding similar bills to the one(s) you are tracking.

9. **Selected Step:** search for bills by their progress in the legislative process.

a. E.g. you can search for all Senate bills that have passed the House:

New Search		Print List		Export Data		Report Views	
Date Options						Current View: Standard	
<b>Selected Step Report: Senate Bills Passed House (2017)</b>							
<b>Only the Senate bills that have passed the House</b>							
Page 12 (Rows 1-100 of 175)		Page Size		100			
<input type="checkbox"/>	Bill	Flags	Title	Status	Veto	Date	Original Sponsor
<input type="checkbox"/>	ESB 5008	Docs afd	REAL ID compliance	C 310 L 17		05/16/2017	King
<input type="checkbox"/>	SB 5011	Docs fo#	Business corporation act	C 28 L 17		04/17/2017	Pedersen
<input type="checkbox"/>	SSB 5012	Docs fo	Trust assets distribution	C 29 L 17		04/17/2017	Pedersen
<input type="checkbox"/>	SSB 5018	Docs a	Accessible taxi HOV lane use	C 311 L 17		05/16/2017	Hasegawa
<input type="checkbox"/>	SSB 5022	Docs afd	Education loan information	C 154 L 17		04/27/2017	Bailey
<input type="checkbox"/>	ESB 5023	Docs f	Schools/excess levies	C 6 L 17		03/15/2017	Wellman
<input type="checkbox"/>	SB 5030	Docs afd#	Trafficking, etc/time limits	C 231 L 17		05/05/2017	Darneille
<input type="checkbox"/>	SSB 5031	Docs fo	Uniform money services act	C 30 L 17		04/17/2017	Angel
<input type="checkbox"/>	SSB 5035	Docs af	Investigational med. product	C 212 L 17		05/05/2017	Pedersen
<input type="checkbox"/>	SB 5036	Docs #	PUD unit priced contracting	C 85 L 17		04/20/2017	Takko
<input type="checkbox"/>	SB 5037	Docs f#	DUI 4th offense/felony	C 335 L 17	PV	05/16/2017	Padden
<input type="checkbox"/>	SB 5039	Docs fo	Electronic legal material	C 106 L 17		04/21/2017	Pedersen
<input type="checkbox"/>	SB 5040	Docs fd	Uniform business orgs. code	C 31 L 17		04/17/2017	Pedersen
<input type="checkbox"/>	ESB 5042	Docs f	Insurance/funeral benefits	C 32 L 17		04/17/2017	Angel
<input type="checkbox"/>	SSB 5046	Docs af#	Language of public notices	C 312 L 17		05/16/2017	Hasegawa
<input type="checkbox"/>	ESSB 5048	Docs afd	Operating budget	S Rules 3		04/23/2017	Braun
<input type="checkbox"/>	SB 5049	Docs af#	Relocation assistance	C 213 L 17		05/05/2017	King
<input type="checkbox"/>	SSB 5051	Docs f	State land lease provisions	C 56 L 17		04/19/2017	Brown
<input type="checkbox"/>	SSB 5069	Docs fo	Associate degree education	C 120 L 17		04/25/2017	Walsh
<input type="checkbox"/>	SB 5075	Docs f	Seed buyer & dealer disputes	C 33 L 17		04/17/2017	Takko
<input type="checkbox"/>	SSB 5077	Docs f	Housing assistance/women	C 214 L 17		05/05/2017	Angel
<input type="checkbox"/>	SSB 5079	Docs	Dental services for tribes	C 5 L 17		02/22/2017	McCoy
<input type="checkbox"/>	SSB 5081	Docs afo	Uniform law on notarial acts	C 281 L 17		05/10/2017	Pedersen
<input type="checkbox"/>	SSB 5083	Docs f#	Sex offenders/victim notice	C 86 L 17		04/20/2017	Pearson
<input type="checkbox"/>	SB 5085	Docs fo#	Voidable transactions act	C 57 L 17		04/19/2017	Pedersen
<input type="checkbox"/>	ESSB 5086	Docs ad	Capital budget 2017-2019	S Rules 3		04/23/2017	Honeyford
<input type="checkbox"/>	ESB 5096	Docs ad	Transport. budget 2017-2019	C 313 L 17	PV	05/16/2017	King
<input type="checkbox"/>	ESB 5097	Docs fd	Chehalis board appointments	C 27 L 17		04/17/2017	Braun
<input type="checkbox"/>	SSB 5100	Docs af	Financial literacy seminars	C 177 L 17		05/04/2017	Bailey
<input type="checkbox"/>	2ESSB 5106	Docs a	Involuntary treatment act	C 14 L 17 E3		07/06/2017	O'Ban
<input type="checkbox"/>	2SSB 5107	Docs f#	Early childhood ed & assist	C 178 L 17		05/04/2017	Billig
<input type="checkbox"/>	SB 5118	Docs f	Personal needs allowance	C 270 L 17		05/10/2017	Rolfes

# Tracking Bills – List: Navigating “List” Page

If you want to view a specific list (as described in step 3 of page 9), you will be sent to the page below:

The screenshot shows the 'List' page interface. At the top, there is a navigation bar with links: Home | Bill History | Bill Tracking | Docs | Bill Sponsors | Roll Calls | BI/OC | Topical Index | Selected Step. Below this is a row of action buttons: Home, Add Bill, Copy Bill, Move Bill, Delete Bill, Print List, Share, Export Data, and Report Views. A 'Current View: Standard' indicator is also present. Under 'Date Options', it says 'List: Ex. List 2 bills'. A table lists bills with columns for Bill Flags, Title, Status, Date, Original Sponsor, and Committee Sponsor. Two bills are shown: SB 5011 f# (Business corporation act) and SSB 5012 f (Trust assets distribution). A legend box explains bill flags: a Amended, \$ Appropriation bill, f State fiscal note on file, d Department, e Governor, b Joint Legislative Audit & Review Committee, o Other, # Local fiscal note on file. At the bottom, there are links for Legislative Home Page, DLR Help, and Help with Abbreviations.

<input type="checkbox"/>	Bill Flags	Title	Status	Date	Original Sponsor	Committee Sponsor
<input type="checkbox"/>	SB 5011 f#	Business corporation act	C 28 L 17	04/17/2017	Pedersen	
<input type="checkbox"/>	SSB 5012 f	Trust assets distribution	C 29 L 17	04/17/2017	Pedersen	LAW

**Home:** returns you to the List Home page as shown at the top of pages 9 and 10.

**Add Bill:** returns you to the same screen as steps 6 – 8 on page 8.

**Copy Bill:** creates a copy of a selected bill in another list. There will now be two copies of one bill in two locations – the original list and a new list.

1. Select the bill(s) you wish to copy to another list by clicking the white check boxes, select “Copy Bill.”
2. Select the list you wish to send the copy of the bill to and click “OK.”

**Move Bill:** allows you to transfer a bill from one list to another. Unlike the “Copy Bill” option, a copy of the bill is *not* made. The bill will only be located in the new list.

1. Select the bill(s) you wish to move by clicking the white check boxes, click “Move Bill.”
2. Select the list you wish to move the bill to and click “OK.”

**Delete Bill:** removes the bill from its current list.

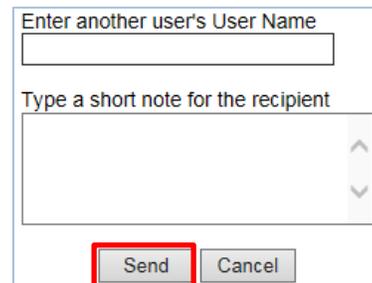
1. Select the bill(s) you wish to delete by clicking the white check boxes, click “Delete Bill.”
2. A pop-up window will ask you to verify deleting the selected bill(s). Click “OK.”

**Print List:** sends you to a printer-friendly version of the selected list.

1. Proceed to print as you would with any other web-page.

**Share:** allows you to share a list with another user. Enter their user name, type a note, and click “Send.”

1. If you wish to email your list, you need to export the data. Please see the next step.



**Export Data:** allows you to export list data to an Excel, text, or Word file. This creates a report that contains abbreviations, knowing their meaning is helpful (see shaded, blue box on page 13).

*Recommended file type: Excel.*

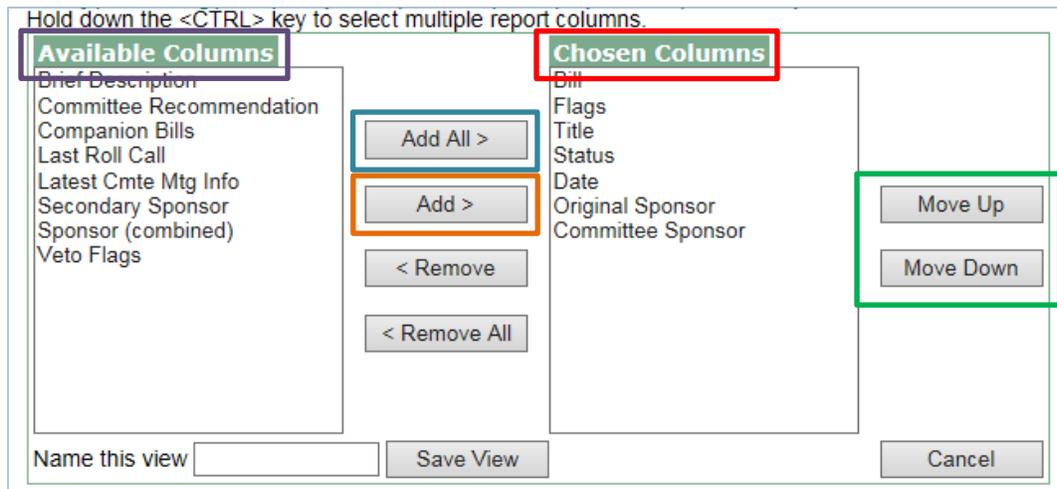
**Report Views:** Allows you to edit what/how information is displayed when data is exported.

*For reference: the tracker uses the term “views” to refer to how manipulable data is displayed.*

*While going through the next steps, refer back to the shaded, blue box below the list of bills on page 13.*

1. Click “Report Views.” You have two options to choose from in the drop-down menu:
  - a. “Custom Views” allows you to customize the information that is displayed when exporting.
  - b. “Standard Views” exports your data with preset options.
2. “Custom Views”: will lead you to a list of saved views. If you have not saved a custom view the box will be empty.
3. You can create a view by selecting “Add.” Otherwise, you can edit, rename, or delete saved views by clicking on the saved view then the action you want to perform. The following directions are relevant for exporting data to an Excel sheet.
  - a. Export data from a list to excel (see “Export Data” above). As shown in the exported spreadsheet on the next page, each column is listed in the “Chosen Columns.”

- Items in “Available Columns” are not included in the spreadsheet, but can be added to “Chosen Columns.” Items in “Chosen Columns” will appear in the spreadsheet.



- To add **all** items from “Available Columns” to “Chosen Columns”, click the “Add All >” button.
- To add **an** item from “Available Columns” to “Chosen Columns,” click the item in “Available Columns” and click “Add>.”
- The columns are displayed left-to-right in the exported spreadsheet in the same order they are shown in the “Chosen Columns” box from top-to-bottom.
  - You can rearrange the order of columns by selecting a column, then clicking the “Move Up” or “Move Down” buttons (This impacts your list view and your exported reports).
- With minimal reformatting, the exported spreadsheet will appear similar to the spreadsheet below.

The significance of the columns are explained on page 16-18.

	A	B	C	D	E	F	G
1	Bill	Flags	Title	Status	Date	Original Sponsor	Committee Sponsor
2	SHB 1055	a	Military members/pro bono	C 163 L 17	5/4/2017	Kilduff	APP
3	HB 1056	f	Military/consumer protection	H Rules 3C	6/21/2017	Kilduff	
4	HB 1091	a	Solemnizing marriages	C 130 L 17	4/27/2017	Appleton	
5	HB 1139	f	Office of pub. guardianship	H Rules 3C	4/23/2017	Kilduff	
6	SHB 1183	af#	Creative districts	C 240 L 17	5/8/2017	McBride	APP
7	EHB 1378		Disqualification of judges	H Rules 3C	4/23/2017	Graves	
8	2SHB 1402	a	Incapacitated persons/rights	C 268 L 17	5/10/2017	Jenkins	APP
9	HB 1494		Private road maintenance	H Rules 3C	4/23/2017	Morris	
10	HB 1676	f#	Service animals in training	C 170 L 17	5/4/2017	Sullivan	
11	E2SHB 1783		Legal financial obligations	H Rules 3C	6/21/2017	Holy	APP
12	2SHB 1904	f	Personal info. sale & tax	H Rules C	4/23/2017	Smith	FIN
13	SB 5011	f#	Business corporation act	C 28 L 17	4/17/2017	Pedersen	
14	SSB 5012	f	Trust assets distribution	C 29 L 17	4/17/2017	Pedersen	LAW
15	2SSB 5021	d	Military members/pro bono	S Rules 3	4/23/2017	O'Ban	WM
16	SB 5040	f	Uniform business orgs. code	C 31 L 17	4/17/2017	Pedersen	

# Tracking Bills – How to Read Exported Reports

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*This section covers the titles of the “Chosen Columns” as shown in the “Chosen Columns” window and the spreadsheet, both on page 15.*

1. **Bill:**
  - a. **HB** = House Bill
  - b. **EHB** = Engrossed House Bill
  - c. **SHB** = Substitute House Bill
  - d. **2SHB** = Second Substitute House Bill
  - e. **E2SHB** = Engrossed Second Substitute House Bill
  - f. **SB** = Senate Bill
  - g. **ESB** = Engrossed Senate Bill
  - h. **SSB** = Substitute Senate Bill
  - i. **ESSB** = Engrossed Substitute Senate Bill
  - j. **2SSB** = Second Substitute Senate Bill
  - k. **E2SSB** = Engrossed Second Substitute Senate Bill
2. **Flags:** as explained by the shaded, blue & shaded, yellow boxes on page 13.
3. **Title:** an abridged description of the bill.
4. **Status:** represents where a bill currently is in the legislative process, like a committee.
  - a. All bills that have passed the legislature and were signed into law by the Governor resemble this: C 163 L 17. “C” represents what chapter the bill has been filed under and “L” represents the year it was signed into law (17 = 2017).
5. **Date:** the last date the bill moved (as captured in its status).
6. **Original Sponsor:** the name of the bill’s prime sponsor.
7. **Committee Sponsor:** the last committee that referred the bill with a “do pass” recommendation.

**Refer to the “Available Columns” window on page 15.** *The following columns can be included in your exported spreadsheet but were not included in the sample exported spreadsheet.*

1. **Brief Description:** a short description of the bill.
2. **Committee Recommendation:**
  - a. Abbreviations in parentheses represent the Committee the bill was amended in.
  - b. Numbers represent the total number of voting Committee members in the majority.
  - c. DP: Do pass
  - d. DPA: Do pass as amended
  - e. DNP: Do not pass
  - f. w/oRec: Without recommendation
3. **Companion Bills:** see glossary.
4. **Last Roll Call:** the most recent vote on the bill. In order from left to right, the numbers stand for:
  - i. Yeas, nays, absent, excused (respectively)
  - ii. Ex.: 82-13-0-3 = 82 yeas, 13 nays, 0 absent, 3 excused.
5. **Latest Cmte Mtg Info:** the last date the bill was heard in a committee meeting, what action was taken, which committee the action was taken, and the meeting’s start time.
6. **Secondary Sponsor:** see glossary.
7. **Sponsor (combined):** combines original sponsor and committee sponsor.
8. **Veto Flags:** if the bill, or parts of the bill, are vetoed it will show in this column.

# Other Ways to Track – Floor Activity Reports

1. From page 6, “House Floor Activity Report” (depending on activity) will look like the image below.
  - i. This is a great tool to use when a bill you are monitoring is being debated on the floor.

**House Floor Activity Report** [Go to Senate Reports](#) Member and Staff Log In

The 2017 1st Special Session of the 65th Legislature | May 2, 2017 | 9th day

**Current Floor Activity** [\(hide current activity\)](#)

**House**

**Chamber display board**  
 THE HOUSE IS ADJOURNED UNTIL 12:00 PM FRIDAY MAY 5, 2017 THE TWELFTH LEGISLATIVE DAY OF THE FIRST SPECIAL SESSION.  
[\(opens larger view\)](#)

**Bill scheduled next:**  
No bill has been specified.

**Calendar for current bill:**  
No bill is currently being debated on the floor.

**Senate**

**Chamber display board**  
 THE SENATE IS ADJOURNED UNTIL 12:00 PM FRIDAY MAY 5, 2017 THE TWELFTH LEGISLATIVE DAY OF THE FIRST SPECIAL SESSION.  
[\(opens larger view\)](#)

**Bill scheduled Next:**  
No bill has been specified.

**Calendar for current bill:**  
No bill is currently being debated on the floor.

**Calendars and Order of Consideration**

Current working calendars: Please Select - Previous Calendars: None available - None available - Search for Amendments or view all:  Go

**Your selected calendar**  
 Floor Calendar for 5/2/2017 [\(hide Order of Consideration\)](#) [Add/Remove Columns](#)

CO#	Amd	Added to List	Bill No.	Flag	Rtg	Description	Chair/Sponsor	Committee info	Floor Action	Action Date
Order of Consideration										
		5/1/2017	HB 1571	f #	3rd	Veterans/care & support srv.	Reeves,Muri	APP DP33	92-0-0-6	5/2
		5/1/2017	HB 1530	d f c	3rd	Minors/homeless info. system	Slatter,McDonald	ELH5 DP12	90-2-0-6	5/2
		5/1/2017	E25HB 1661	e f	3rd	Child, youth, families/dept	APPI(Kagi)	APP DP25(w/o sub ELH528 DNP4	69-23-0-5	5/2
		5/2/2017	23HB 1772		3rd	Early learning financing	Kagi		73-13-0-6	5/2
		5/1/2017	E25HB 1783		3rd	Legal financial obligations	APPI(Holy)	APP DP25(w/o sub JUD031 DNP1	89-3-0-6	5/2
A		5/1/2017	E5HB 1886	f	3rd	OSPI & state board of ed.	ED (Harris)	ED DP511 w/Recs DNP1	92-0-0-6	5/2
		5/1/2017	EHB 1958	f #	3rd	RTA taxes/whole parcel	Hermsworth.Young	TR DP24	92-0-0-6	5/2

2. From page 6, “Senate Floor Activity Report” will look similar to the House Floor Activity Report.
  - i. This is a great tool to use when a bill you are monitoring is being debated on the floor.

**Senate Floor Activity Report** [Go to House Reports](#) Member and Staff Log In

The 2017 1st Special Session of the 65th Legislature | May 9, 2017 | 16th day

**Current Floor Activity** [\(hide current activity\)](#)

**Senate**

**Chamber display board**  
 THE SENATE IS ADJOURNED UNTIL 9:55 AM WEDNESDAY MAY 10, 2017 THE SEVENTEENTH LEGISLATIVE DAY OF THE FIRST SPECIAL SESSION.  
[\(opens larger view\)](#)

**Bill scheduled next:**  
No bill has been specified.

**Calendar for current bill:**  
No bill is currently being debated on the floor.

**House**

**Chamber display board**  
 THE HOUSE IS ADJOURNED UNTIL 9:55 AM WEDNESDAY MAY 10, 2017 THE SEVENTEENTH LEGISLATIVE DAY OF THE FIRST SPECIAL SESSION.  
[\(opens larger view\)](#)

**Bill scheduled Next:**  
No bill has been specified.

**Calendar for current bill:**  
No bill is currently being debated on the floor.

**Calendars and Order of Consideration**

Current working calendars: Please Select - Previous Calendars: None available - None available - Search for Amendments or view all:  Go

**Your selected calendar**  
 Regular Calendar for 5/2/2017 [Yellow sheet](#) [Add/Remove Columns](#)

CO#	Amd	Bill No.	Flag	Rtg	Description	Chair/Sponsor	Page	Floor Action	Action Date
1	A	SSB 5001			Transit auth. board members	King/O'Ban	1	29-17-0-3	5/2
2		SB 5126	f #		Uniform ballot design	Milosca/Hunt	3		
3		SB 5135	f c		Main street program	Warnick/Rivers	5	46-0-0-3	5/2
4		E25SB 5239	f #		Water availability	Warnick/Warnick	8	28-18-0-3	5/2
5	A	E5SB 5294	f		Department of corrections	Padden/Padden	13	40-6-0-3	5/2

**REMEMBER: TVW is an outstanding tool as well. Live and archived committee hearings, executive sessions and floor debates can be watched on [TVW.org](http://TVW.org).**