

# CONNECTICUT GENERAL ASSEMBLY

## ONLINE PROPOSED BILL REQUEST USER GUIDE



(October 2011)

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## CREATE PROPOSED BILL REQUEST

This application is available to all Legislators and their designated caucus staff to log requests for LCO to draft Proposed Bills. Please call the ITS Help Desk for assistance at x 0000, if you need access to the system.



1. Double-click the Internet Explorer icon on the desktop to display the CGA LITES Intranet home page.
2. Click the link for **Proposed Bill Request** under the **My Job** section in the left-hand column of the home page.

The **Proposed Bill Request** displays:

The screenshot shows a web form titled "Proposed Bill Request". At the top left is a button labeled "Introducers...". To its right is a "Subject:" dropdown menu with a list of categories: Education, Environment, Health, Courts and Civil Procedure, Criminal Law and Procedure, Taxes, Transportation & Motor Vehicles, Municipalities, and Other. Below these are three text input fields with blue headers: "Summary of Proposed Legislation: (Maximum: 6,000 Characters)", "Statement of Purpose: (Maximum: 1,500 Characters)", and "Additional Information:". The "Additional Information:" section contains fields for "Contact:", "Phone:", "Send Completed Bill to:", "By Request?" (checkbox), "Prior Legislation?", "Bill No.:", and "Year:". A "Next" button is located at the bottom right. A paperclip icon is visible at the bottom left, and a note at the bottom states: "Note: After Proposed Bill deadline, LCO will send completed Proposed Bill to the appropriate Clerk's office for filing."

3. Enter the appropriate information in the following fields.

### *Introducers*

- Click the **Introducers** button on the **Proposed Bill Request** to display the list of Senators and Representatives.



✓ **Note:** Click the **Sort by** buttons to view the lists of Representatives and Senators in order by **Last Name** or by **District #**.

Click the **Show** buttons to view **All** Legislators, all **Democrats**, or all **Republicans** in the lists of Representatives and Senators.

- To select one or more Introducers from the list, use the following methods:

<b>By Legislator's Name</b>	<p>Click in the <b>Name or District #</b> field. Type the first few letters of the Last Name to locate the name. Press <b>Enter</b> or click the <b>Add</b> button.</p> <p>Repeat for additional Legislators.</p>
<b>By District #</b>	<p>Click in the <b>Name or District #</b> field. Type the 3-character District #. Press <b>Enter</b> or click the <b>Add</b> button.</p> <p>Note: For Senators, type an "S" followed by the district number (S01, S02...etc.). For Representatives, type only the district number (080, 114...etc.).</p>

The Introducers names appear in the **Selected Legislators** field.

✓ **Note:** To change the position of a name in the **Selected Legislators** field, click on the Legislator's name and click the Up  or Down  arrows.

To remove a name from the **Selected Legislators** field, click on the Legislator's name and click the **Remove** button.

To clear **all** names from **the Selected Legislators** field, click **Clear**.

4. Click the **Done** button.

✓ **Note:** If you have selected a Legislator who has the same last name as another Legislator in the list or a similar sounding name to another Legislator, you will be prompted to confirm that you have selected the correct name.

If the name selected corresponds to your login name, you will not be prompted to confirm the selection.

The **Proposed Bill Request** displays with the Legislators' names in the Introducers field.

### ***Subject***

Click on a subject from the list of topics. (**Note:** This is a required field; you must select a subject. Select ***Other*** if the appropriate subject is not displayed in the list of topics.)

### ***Summary of Proposed Legislation***

Type the summary of the **Proposed Bill Request**. (**Note:** This is a required field; you must enter a summary.)

✓ **Note:** The summary is limited to 6,000 characters. Additional information may be submitted as an attachment.

### ***Statement of Purpose***

Type the statement of purpose. (**Note:** This is a required field; you must enter a statement of purpose. This field is limited to 1,500 characters.)

## *Additional Information*

*The following fields are required.*

### *Contact*

Type the name of the person to be contacted if additional information is necessary.

### *Phone*

Type the phone number for the contact person.

### *Send Completed Bill to*

Type the name of the person to receive the completed bill.

(**Note:** If the proposed bill deadline has passed when the bill is completed, LCO will send the completed bill to the appropriate Clerk's office for filing.)

*The following fields are optional.*

### *By Request*

Click on this box if your only intent in sponsoring the legislation is to respond to a constituent request.

### *Prior Legislation?*

#### *Bill No.*

If the bill was proposed in a prior session, type the bill number.


#### *Year*

If the bill was proposed in a prior session, type the year.

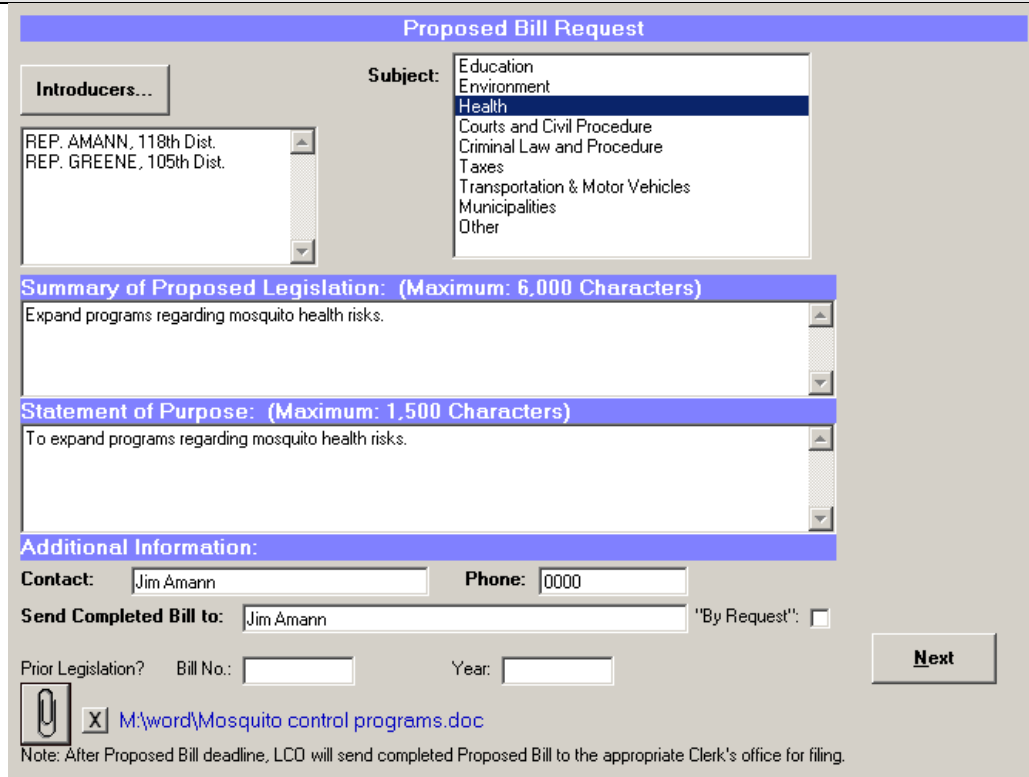
### *Attachment*

This option is used to submit additional information with the request in the form of a Microsoft Word document.

✓ **Note:** The Word document must be created and saved before using the Attachment option. **Please be sure the Word document is closed.** If the attached file is open when you **Save** your request, it cannot be sent.

- Click the attachment  button to attach a MS Word document to your request. The **Select File to Attach to Request** dialog box opens.
- Click on the file that you want to attach, and then click **Open**. The file is attached to the Bill Request and the dialog box is closed.

✓ **Note:** The name and location of the attached Word document displays at the bottom of the Proposed Bill Request adjacent to the attachment button.



**Proposed Bill Request**

**Introducers...**

REP. AMANN, 118th Dist.  
REP. GREENE, 105th Dist.

**Subject:**

- Education
- Environment
- Health
- Courts and Civil Procedure
- Criminal Law and Procedure
- Taxes
- Transportation & Motor Vehicles
- Municipalities
- Other

**Summary of Proposed Legislation: (Maximum: 6,000 Characters)**

Expand programs regarding mosquito health risks.

**Statement of Purpose: (Maximum: 1,500 Characters)**



To expand programs regarding mosquito health risks.

**Additional Information:**

**Contact:** Jim Amann **Phone:** 0000

**Send Completed Bill to:** Jim Amann "By Request":

Prior Legislation? Bill No.:  Year:

  M:\word\Mosquito control programs.doc

Note: After Proposed Bill deadline, LCO will send completed Proposed Bill to the appropriate Clerk's office for filing.

**Next**

5. After entering all information, click the **Next** button.

The **Summary of Proposed Bill Request** displays with the entered information.

**Summary of Proposed Bill Request**

Save file as:

**Summary of Request:**

Entered by: marshs Date/Time: 11/6/2006 4:08:43 PM

Introduced by:  Subject: Health

**Summary of Proposed Legislation:**

**Statement of Purpose:**

**Additional Information:**

Contact Person: Jim Amann  
Send to: Jim Amann

Prior Legislation: Bill No: Year: "By Request":

Attachment File: M:\word\Mosquito control programs.doc

## EDIT PROPOSED BILL REQUEST

1. If it is necessary to make additional changes to the request, click the **E**dit button to display the **Proposed Bill Request**.

', and 'Attachment File: M:\word\Mosquito control programs.doc'."/>

**Summary of Proposed Bill Request**

Save file as:

**Summary of Request:**  
Entered by: marshs Date/Time: 11/6/2006 4:08:43 PM  
Introduced by: REP. AMANN, 118th Dist.  
REP. GREENE, 105th Dist. Subject: Health

**Summary of Proposed Legislation:**  
Expand programs regarding mosquito health risks.

**Statement of Purpose:**  
To expand programs regarding mosquito health risks.

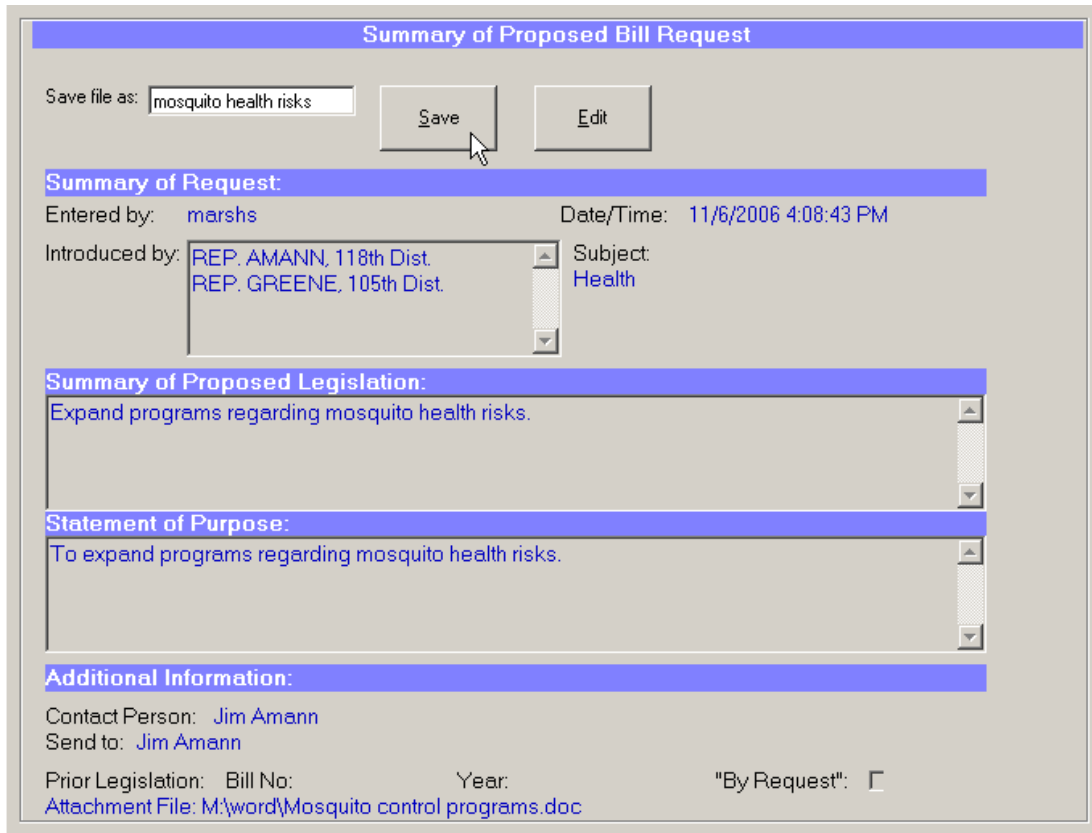
**Additional Information:**  
Contact Person: Jim Amann  
Send to: Jim Amann  
Prior Legislation: Bill No: Year: "By Request":   
Attachment File: M:\word\Mosquito control programs.doc

2. Make the appropriate changes.
3. Click the **N**ext button.

The **Summary of Proposed Bill Request** displays with the changes.

## SAVE PROPOSED BILL REQUEST

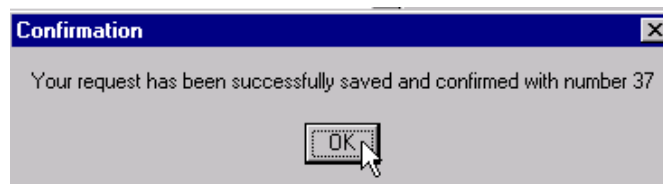
1. Enter a filename in the **Save file as:** field. (*Note:* You must enter a filename.)



The screenshot shows a dialog box titled "Summary of Proposed Bill Request". At the top, there is a "Save file as:" text box containing the text "mosquito health risks". To the right of this text box are two buttons: "Save" and "Edit". Below this is a section titled "Summary of Request:" which contains the following information: "Entered by: marshs", "Date/Time: 11/6/2006 4:08:43 PM", "Introduced by:" followed by a list box containing "REP. AMANN, 118th Dist." and "REP. GREENE, 105th Dist.", and "Subject: Health". Below this is a section titled "Summary of Proposed Legislation:" containing a text area with the text "Expand programs regarding mosquito health risks.". Below that is a section titled "Statement of Purpose:" containing a text area with the text "To expand programs regarding mosquito health risks.". At the bottom is a section titled "Additional Information:" which contains the following fields: "Contact Person: Jim Amann", "Send to: Jim Amann", "Prior Legislation: Bill No:", "Year:", and "Attachment File: M:\word\Mosquito control programs.doc". There is also a checkbox labeled "By Request:" which is currently unchecked.

2. Click the **Save** button to save the **Proposed Bill Request**.

A message box displays that the request has been successfully saved and assigned a confirmation number.



3. Click **OK**. The **Proposed Bill Request** displays.

The fields are cleared, except the **Contact**, **Phone**, and **Send Completed Bill to** information.

4. Enter another **Proposed Bill Request** or click **X** to close the window.

✓ **Note:** The deadline for proposed bills is checked when saving the request. If the deadline has passed, a message displays to indicate the request has NOT been saved. Click **OK** to exit the message box.

The **Proposed Bill Request** is saved as a **Read-Only** Word document in the **WS** (Working Storage) folder. The **WS** (Working Storage) folder is located in your username folder on the **M:\** drive.

The filename for the saved Proposed Bill Request appears in the **WS** (Working Storage) folder as follows:

**USER SPECIFIED NAME + PBR + CONFIRMATION #**



**EXAMPLE:**

**MOSQUITO HEALTH RISKPBR000037**

The document can be opened, printed, or e-mailed from Word. The file may be moved from this folder. *You cannot edit this Read-Only document.*

