



Governor's Legislative Information System

User's Handbook

Last Revised 11/14/08

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1.0 Introduction

1.1 Overview

The Governor's Legislative Information System, or GLIS, provides agencies and the Governor's Office with immediate access to:

- Up-to-date information on legislation;
- Notes from Committee Meetings;
- OPB policy and fiscal analyses;
- District Mapper for the 2009-2010 sessions;
- Fiscal Notes;
- Related legislation;
- Code sections being modified by the legislation;
- Other analyses prepared by Executive Branch agencies (this feature is available only to users in agencies who have agreed to share their analyses with other Executive Branch agencies); and
- Numerous links to the General Assembly's web site to obtain current status of legislation, full text of the latest version, legislator information, and House of Representatives and Senate vote details.

This system streamlines the process of developing the policy and fiscal analysis of pending and passed legislation for the Governor's Office by providing agencies with the ability to:

- Identify and track legislation independent of OPB;
- Prepare its own policy and fiscal analysis of important bills;
- Record its own notes from Committee Meetings;
- Send a bill alert within GLIS to inform users of new changes to bills;
- Share its analysis with OPB; and
- Share its analysis with other agencies.

This is the same information that has in the past been requested from OPB analysts by phone or e-mail from other agencies and the Governor's Office staff. We now simplify this process by using an online application.

1.2 Computer Compatibility

For best results, agencies should access the Governor's Legislative Information System application using **Microsoft Internet Explorer 6.0 or higher**. Netscape WILL NOT be supported and may result in problems with data entry or display of the application. GLIS takes advantage of browser function supported only by MSIE 6.0 or higher. Users can continue to use other browsers for other web functions. A free upgrade to MSIE 6.0 or higher is available online from Microsoft. All personnel having access to the Governor's Legislative Information System should be familiar with the use of Internet Explorer.

In addition, critical information regarding outages will be made available at the time of sign-on via a pop-up window. Therefore, users of the system **must allow site pop-up windows** while

using GLIS; as a result, pop-up blockers should be disabled prior to initial sign-on to GLIS. This will also ensure that requested reports properly open.

Each page of data will fit on a 1024 x 768 Windows desktop; users may confirm that their screen area is set at this level by reviewing their display settings through their computer's Control Panel. If you are not viewing the entire screen from left to right you most likely need to adjust your display settings. To do this, first click on the "Start" button at the bottom of your screen. Move your mouse pointer up to Settings and then over to Control Panel; click on Control Panel. Now look for the Display icon and double click on it; this will open the Display Properties window. When your Display Properties window opens, click on the *Settings* tab, and look for the box that contains the Screen Resolution (i.e., screen size). Move the arrow in the box over until it is set on 1024 x 768; then click the "OK" button. Your screen will now resize and you will have 15 seconds to accept the new screen size changes. Be sure to click 'Yes' to set the new screen size.

If screen size continues to be a problem, change the DPI Setting to 96 DPI by clicking the "Advanced" button on the Display Properties window, then clicking on the *General* tab. Next, select 96 DPI from the Display drop-down menu; then click the "OK" button. The user will have to re-boot their system in order for this change to take effect.

Note: Too many toolbars at the top or bottom of the browser window can also cause on-screen viewing problems when using GLIS. In this case, users should temporarily disable the toolbars in their View settings to enhance on-screen views of GLIS.

The reports developed for the Governor's Legislative Information System application have been written to use standard Microsoft Office software applications – Word and Excel. In order to receive GLIS reports properly, you should have the following software installed on the PC you use to access GLIS:

Microsoft Word 2000 SP 1 (version 9.0.3831 or higher)
Microsoft Excel 2002 (version 10.0.0 or higher)

For an explanation of all available reports, refer to the *7.0 Reports* section of this handbook.

1.3 General Assistance

For general assistance with GLIS, contact the GLIS System Administrator at OPB (*Brenda Purcell*, telephone: 404-656-6517; e-mail: Brenda.Purcell@opb.state.ga.us).

For problems with the application, such as inability to sign onto or data entry problems, please submit an issues ticket to the following location [Issues Tracking System](#). If possible, attach a screen print of any error received with an explanation of the problem encountered.

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2.0 Becoming a User

2.1 General Information

Agencies who want to obtain User IDs for GLIS must complete a Request for Access to GLIS - Agency Agreement (Form A) for the agency and a Request for Access to GLIS - Agency Users (Form B) for each individual agency user, available in GLIS from the GLIS Documents menu on the GLIS home page. Samples of these forms are shown below.

Note: Adding new agencies or new users is a simple process in GLIS. Agencies that have already registered users in GLIS, but would like to add a new user, need only complete and submit Form B to the GLIS System Administrator.

The form retrieval process is as simple as 1-2-3:

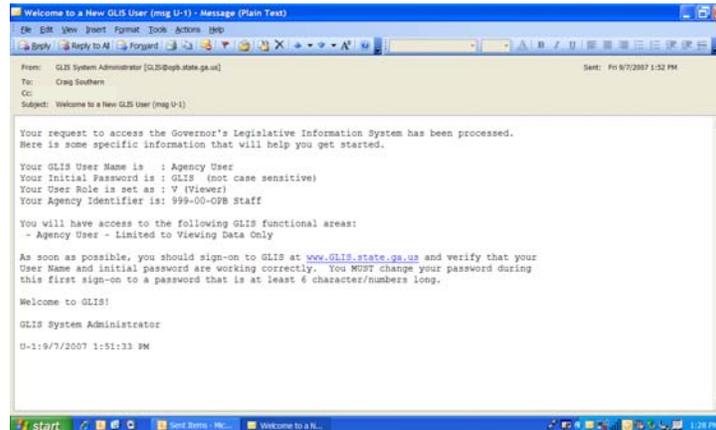
1

2

3

When a new agency has been established in GLIS, an e-mail is generated and sent to the Legislative Coordinator of the new agency informing them that their Agency Name, Abbreviation, and Number are now registered in GLIS.

An e-mail will also be generated and sent to the new users that have recently been added or adjusted; this will indicate to the users that changes were made. An example is shown below.



Upon first sign-on to GLIS, all user passwords are GLIS (not case sensitive). After the initial sign-on, the user will be asked to change their password. If a user ever forgets their password they can click on the “Did you forget your User Name and/or Password?” link and request their user name and/or password via return e-mail. Another option is for the user to contact their Legislative Coordinator to look up the information for them.

2.2 User Authority

There are four types of Agency Roles for which a user can be set up. Each is hierarchical and roles will be designated when the agency or a new user is added. This gives added security to GLIS while still allowing more individuals to view the site. The four roles are as follows:

1. *Viewer* – has the ability to view the analysis screens (List of Bills, Analysis of Bills, Reports), but does not have rights to add data to any screens.
2. *Analyst/Updater* – has the ability to add data to any of the data entry screens, and update committee notes.
3. *Manager/Reviewer* – has the ability to view all information, add data, and access the analysis of their assigned analysts for review.
4. *Legislative Coordinator* – has the ability to perform system maintenance functions and assign agency bills to users for review and monitoring. *One person in each agency will be assigned this role.*

Types of User Authority:

Viewer – If signed on as a viewer the user will have the ability to view all bills, view the OPB and agency fiscal and policy reviews, track bills and read committee notes.

Viewers do not have rights to view other menus; they cannot input or adjust any information. Also, these users can only view analyses by those agencies that have agreed to share information.

Updater – If signed on with Updater Authority, the user will have the ability to add his or her analysis of a bill. He or she can also update their position, priority and analysis for their agency. These users cannot change the comments in the committee notes, fiscal notes or the analysis of another agency. Also, these users can only view analyses by those agencies that have agreed to share information.

Committee Notes Recorder – The Committee Notes Recorder user is able to actually fill in the Committee Notes for a bill and make designations as to what type of action was taken by a Committee. This is not an official document, but only general notes of the Committees’ actions. After Committee Notes are recorded for a bill, an e-mail notification is sent to all those users who have tagged that bill for tracking.

System Maintenance Functions – Only the Legislative Coordinator will have access to this menu option.

2.3 Changing the User Settings

The user may change his/her user settings at any time. To make adjustments the user need only click on the User Profile menu on the left side of the screen, and then click the Settings submenu. For more information on changing user settings, refer to the *6.0 User Profile* section of this handbook. We would like to encourage users to keep this information current for our records; this will also help the site to function better by having up-to-date links available for all users.

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3.0 Initial Sign-On

3.1 General Information

The user will be prompted to change their password the first time they sign onto the system. Simply follow the instructions on the screen to change password. If a user ever forgets their password, clicking on the link “Did you forget your User Name and/or Password?” will allow the user to request their user name and/or password via return e-mail as shown on the screen below.

Request a Copy of Your GLIS User Name and Password

If you remember your e-mail address, GLIS will e-mail your User Name and Password to that address. The e-mail address you enter must be the same as that currently on file with GLIS. You can keep your e-mail address up-to-date by periodically reviewing your User Profile.

E-mail Address

If your e-mail address has changed or is different from that in your User Profile, you must notify the [System Administrator](#) or your agency's Legislation Coordinator.

Once a user has successfully signed onto the system, the next screen (as shown below) the user will see depends on the authorization given at the agency Legislative Coordinator level. Users who are only allowed to view the system or update bills will be taken directly to the List of Bills and to their Alert Bills screen. If they have no *Alerts Bills* the system will automatically roll over to the user's *My Bills* list. If they have no bills in their My Bills list they will be automatically rolled over to their agencies' *Our Bills* list. If no bills are found in the Our Bills list then it will roll over to the *All Bills* list.

Bill #	✓	Bill Caption	Author/Sponsor	⊗	FN	★	📄	CALE	❤
HB1	✓	Crimes against public health and morals; abortion; provisions	Franklin,Bobby 43rd	⊗					
HB2	✓	(Act 205) Annexation of territory; establish state policy; provisions	Holt,Doug 112th	⊗					
HB3	✓	Child custody proceedings; parental rights; provisions	Sailor,Ron 93rd	⊗					❤
HB5	✓	Motor vehicles; wireless communication devices; provisions	Oliver,Mary 83rd	⊗					❤
HB6	✓	Firearms; carrying and possession; certain emergency conditions; provisions	Franklin,Bobby 43rd	⊗					❤
HB8	✓	Elections; tampering of electronic voting machines; increase penalty	Bearden,Timothy 68th	⊗					❤

Users with Updater Authority, Committee Note Recorder and System Maintenance Functions authority will see a menu similar to this one:

Office of Planning & Budget

Governor's Legislative Information System

Thursday, December 13, 2007

Adjourned

0 Days Remain

OPB Home Page
GLIS Sign-off
GLIS Documents
General Assembly
Legislative Process
2007-2008
My Menu

Choose one of the following GLIS Menus

[Agency User with Updater Authority](#)

[Committee Note Recorder](#)

[System Maintenance Functions](#)

3.2 Agency Access and Security

Access to the Governor's Legislative Information System should be limited and controlled by the agencies using the system. As part of any security process, the agency should first make an affirmative election to use this system and, because of the nature of the data, the agency head should make that election.

As part of the election process, the agency head can make choices concerning data sharing. By default, agencies that elect to use the system will be also electing to share their data with OPB and the Governor's Office. As part of the election process, the agency head can opt to not share data with other agencies. Data sharing is *strongly* encouraged though for the most thorough analysis to be supplied to the Governor.

The final step in the election process is to identify an agency Legislative Coordinator. Many agencies already have designated an individual as their key legislative contact. These roles may

be synonymous. The Legislative Coordinator will be the primary conduit for information about the system to and from the agency. The Legislative Coordinator, or the agency head, must sign and approve every user for their agency. The GLIS System Administrator at OPB will handle the processing of the paperwork for adding agency users.

After the agency head has approved participation, each user, including the agency head and Legislative Coordinator must, complete a Request for Access to GLIS - Agency Users (Form B) user agreement. Part of the approval process is to define for each user the roles that they will have as a user in the system. Agencies should identify no more than five users; however, this number is flexible for larger agencies.

Completed user agreements should be forwarded by fax to the number provided at the bottom of the form in order to be processed. Submitted user agreements will be processed by the GLIS System Administrator. The users and Legislative Coordinator will be notified via e-mail when the approval process is completed.

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4.0 Home Page Features

4.1 Overview

After signing onto GLIS and resetting your user password, you will be at the home page screen, also called My Menu screen. The My Menu screen displays the menu options that are available to the user. These menu options will vary depending on how the user is set up in the system (i.e., Viewer, Updater, etc.). The Legislative Coordinator for each agency will determine the user's access when he or she is first added as a new user of GLIS. These options for a user can be adjusted after they have been initially registered as a user. A user's Legislative Coordinator will need to notify the GLIS System Administrator to change a user's rights. Users can update their own personal information in GLIS by selecting the User Profile menu on the left of the screen, then clicking on the Settings submenu. For more information on changing user settings, refer to the *6.0 User Profile* section of this handbook.

Before selecting a menu option on the Main Menu screen, it is important to know the other features available on this screen.



The Main Menu screen contains a banner at the top of the screen, a menu bar (directly below the banner) on which you will find several navigation options from which to choose and a link to the GLIS News Center (bottom left of screen). Also at the bottom center of the screen is a link to contact the GLIS System Administrator by e-mail if a problem occurs or for any additional help that may be needed.

4.2 Banner

The banner provides the date and the current state of the Legislative Session and its remaining days. You can find this information on the right side of the banner.

4.3 Menu Bar

The Main Menu screen also contains a menu bar with the following seven options:

- OPB Home Page
- GLIS Sign-on
- GLIS Documents
- General Assembly
- Legislative Process
- Legislative Session
- My Menu

A. OPB Home Page:

This is the first option on the menu bar and is used to access OPB's web site. Clicking this option will link you to OPB's home page where you can get information about:

- ➔ Budget Information & News
- ➔ Georgia Census Data Program
- ➔ Strategic Business/Planning

B. GLIS Sign-on:

This is the second option on the menu bar and is used to sign-on/sign-off GLIS. Users must be signed on to track bills. Be aware that after certain intervals of inactivity, the application will timeout and any data entry not saved will be lost. Users will be required to sign-on again if timeout should occur. Setting the timeout feature is covered in the *6.0 User Profile* section of this handbook.

C. GLIS Documents:

This is the third option on the menu bar and is where the user will find the two forms needed to register his/her agency for GLIS access. The forms are available in either Word DOC format or Acrobat PDF. You can access this option without having to be signed onto GLIS. These forms can be printed first, or can be filled out then printed. The Agency Head will need to sign Form A for registering the agency and assigning the Legislative Coordinator; on Form (B) the Legislative Coordinator's signature is required

to add a new user. The agency will then need to fax the forms to OPB at (404) 656-7916 to the attention of GLIS System Administrator. The GLIS User's Handbook is also available here for download or print.

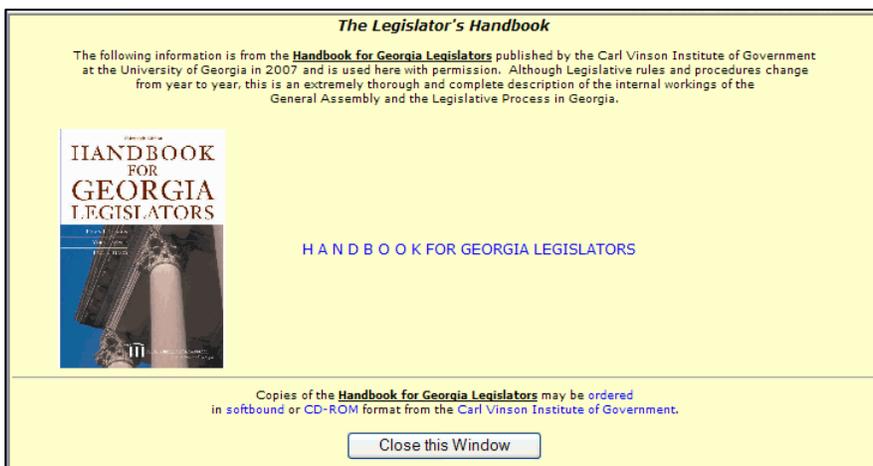
D. General Assembly:

This is the fourth option on the menu bar and is used to access the General Assembly's web site. Clicking on this option will link you to the General Assembly's home page where you can get information about the House of Representatives and the Senate. Click on any of the available links to find helpful information about House of Representatives and Senate committees, meeting schedules, legislation, etc.

E. Legislative Process:

This is the fifth option on the menu bar and is where the user can access information on the legislative process.

Authorized GLIS users have been given permission to view the informational handbook published by the Carl Vinson Institute of Government titled the Handbook for Georgia Legislators (13th Edition, ISBN 0-89854-226-X). Users must be signed onto GLIS to access this handbook. This handbook provides a wealth of information in "plain English" that explains the Georgia legislative process and its intricacies. The handbook can be found by clicking on the Legislative Process option on the menu bar once you have signed onto the system. From there a full-length lesson on the history and description of duties for both chambers is available, including photographs, charts and notes. This handbook is approximately three hundred pages in its entirety.



Those users not signed onto GLIS will not be able to access this handbook, but will instead only see an Acrobat PDF diagram of how the legislative process operates titled "How a Bill becomes a Law".

F. Legislative Session:

This is the sixth option on the menu bar and will display the session that the user is viewing. The current session is the default unless otherwise specified.

To change sessions, point on this option and click the desired session from the list of available sessions. All sessions since 2001 are on this list, including special sessions; GLIS includes this information for research and comparison purposes. Remember to reset this option to the current session prior to sign-off otherwise the next time you sign-on you will be accessing a prior session.

As GLIS keeps all logs of bills and amendments since its creation in 2001, there are quite a few entries in its database.

Note: When using old data from previous sessions, many of the new features, that have recently been added, will not work properly.

G. My Menu:

This is the seventh option on the menu bar. Clicking on this option will display the Main Menu screen where the user can view, select and navigate to and from the menu options for which the user has been granted access.

Note: This option should always be used to navigate between menus and/or return to the Main Menu screen in GLIS as use of the ← (“Back”) button can suspend, interrupt or halt a user’s current session.

4.4 News Center

The News Center provides users with a list of recent GLIS changes and is identified by a newspaper icon (located to the bottom left of the Main Menu screen). To access the News Center, click on the newspaper icon.

Once the News Center is open, users will find a list of recent GLIS changes by topic. Clicking on a topic will open up a new web page with a more thorough description of what the change was, where it can be found in GLIS, and a visual aide if applicable.

Date	Headline	
3/11/2005	Tips for a Faster GLIS	52
3/1/2005	A New Committee Filter	30
2/28/2005	Revised Reports	48
2/28/2005	Can't Adjust to the New Screen Size?	98
2/4/2005	New Additions to Fiscal Notes	34
2/1/2005	Adding an Analysis	32
1/25/2005	User Guides are now available	35
12/22/2004	Setting Your Windows Screen Size	301
12/5/2004	Bill Alerts	97
11/25/2004	User Profile Changes and 'Watch' Settings	50
11/15/2004	District Mapper Added	31
11/1/2004	New Key Word Search	20
10/20/2004	New Passage Pie Filter	19
10/15/2004	New Filters	28
4/7/2004	New Icon for Constitutional Amendments	23

There are also several links located on the bottom of this page:

1. Governor's Press Releases – This link will take you to the Governor's web page; specifically to his Press Releases.
2. Georgia Newspapers – This link is to a selection of several Georgia newspapers and related sites. To go to a specific site, click on the desired site from the drop-down list.
3. Live House of Representatives/Senate Broadcasts – These two links are to the live broadcasts of the General Assembly. By clicking on these links, you can view the live proceedings in the session for either the House of Representatives or the Senate. During non-session days the user will find that a message appears saying the link is “Out-of-date” and unable to connect. These two links will only be available on days the General Assembly meets.

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5.0 Tracking a Bill

5.1 Overview

Being able to monitor the progression of a bill thorough the legislative process, and use that information to make more informed decisions, is the ultimate goal of this system. GLIS was designed as a tool for the Governor's Office and Executive Branch agencies to use in tracking bills that were of importance to the fiscal and policy analysis of the State of Georgia. In tracking a bill the user will have immediate access to current information on Legislation, Notes from Committee Meetings, Agency and OPB policy and fiscal analyses, Fiscal Notes, and the ability to run reports on specific and pertinent information that a particular agency needs. The method of selecting bills to view is easy. GLIS allows a user to filter the bills in many different ways. All of the filters described below may be used alone or in conjunction with each other, allowing maximum flexibility for the user.

5.2 Filter Tools

It is always more convenient to narrow a search down according to parameters the user designates. Knowing this, GLIS has many filter tools to help the user find and track only that information that is of interest to him or her. Once a menu is selected the List of Bills screen will automatically display users' bill alerts. The following filters are available on all of the tracking screens: Alert, My, Our, and All Bills. Additional information about these filters can be found in the *5.3 Marking a Bill for Tracking* section of this handbook.

This is where the largest array of filters can be found. By looking on the bar directly below the Title bar and above the actual data a user will see the filter bar. Here are the primary filters a user will need when narrowing their search for a bill.



Looking at the List of Bills screen from left to right, the user will first encounter the search by ‘Bill #’ entry box. This is a recently enhanced feature in GLIS. The filter accommodates the user in finding a bill or a range of bills even if they do not know the exact number assigned to the bill. There are a few special features about this filter that are worthy of noting for the user. If the user knows the bill number prior to beginning a search, they need only type it in using the prefix HB, HR, SB, or SR for House Bill, House Resolution, Senate Bill, or Senate Resolution respectively, directly followed by the bill number. Do not include any spaces between the abbreviation and the number. This will take the user to a menu of one bill. However, if a user does not know the exact number, or only wants to view those bills that occur after a set bill number, they are also able to do so. If the user knows where the legislation originated (HB, HR, SB, or SR), they can type in those initials and type an asterisk mark to view all bills that meet that criteria. If the user knows the bill was some where in the four hundreds range of bills, then they need only type in the two-letter initials, the number four and an asterisk mark to view bills four, forty through forty-nine, and all other bills numbered in the four hundreds range.

Examples: HB2* – will show House Bills 2, 20-29, 200-299, etc.
 SR1*5 – will show Senate Resolutions 15, 105, 115, 125, 135, 145, 155, 165, 175, 185, 195, 1005, 1015, 1025, 1035, 1045, 1055, 1065, etc.

Note: The asterisk mark is used as a ‘wildcard’ in GLIS; by typing an asterisk mark in the place of a missing number all bills that fit this criteria will be listed.

The second filter box along the bar is the tracking filter. This option will be explained later in greater detail in the 5.3 *Marking a Bill for Tracking* section of this handbook.

The next filter (Introduction) is designed to locate bills whose First Reader occurred on a specific day. To use this option, click the calendar icon beside the entry box (calendar appears) and scroll over to the desired month and day. All bills or resolutions that were introduced for the first time in the first chamber on that day will be displayed.

The ‘Search’ box is designed to help locate a bill that contains a word or phrase that the user chooses. The List of Bills will then filter to only show those bills that have that specific set of characters in the full text of the bill. For example if ‘child’ were entered in the ‘Search’ box, GLIS would find any bill that had ‘c’, ‘h’, ‘i’, ‘l’ and ‘d’ in that order in its full-text. So the results would also show bills with *children, child’s, Radchild, grandchild* or *childless*. This is designed for a single word or phrase and not a sentence; capitalization is irrelevant to the search. The ‘Search’ box is not designed to produce results for requests such as “child or young adult”; it is for a single word or phrase. This is an extremely useful filter for those users who want a broad search of bills by topic. Specific code sections and locations can also be entered here, but again the user needs to enter the data exactly as they think it will appear in the text of a bill, hyphens or

apostrophes included. Quotes, however, do not need to surround the word. They are already assumed.

The 'Committee' box allows you to search for all bills assigned to a particular committee. A drop-down menu is available to choose the committee by which you want to search.

The next search filter is feature is one that aids the user in identifying the author/sponsor for a bill. This is very helpful for users who want to know all bills that a particular House of Representatives or Senate member is either the primary author or a sponsor. This is also a useful search filter if the user only knows the author's name and no other specific information about a bill. By selecting an author (from the drop-down menu), the user will be shown all legislation that they are currently sponsoring, regardless if they are the primary author for that bill or if they are sponsoring it and not the primary author.

The Passage Pie filter is an icon of a circle divided into three equal sections, or pieces of a pie. This is a pictorial representing the current status of a bill in each of the respective chambers, including the Governor's action, as follows:

- The top left slice with the S inside represents the Senate
- The bottom left slice with the H inside represents the House of Representatives
- The right hand side with the G inside represents the Governor's Actions

The Passage Pie will illustrate one of three possible color standpoints within each section. If the user sees that the section of pie is white that indicates that there has been no vote yet, a color of green would indicate that the bill passed, and the color red would indicate that the bill was vetoed. Below the Passage Pie icon there is a new drop-down menu option for filtering. The six options in that drop-down menu are as follows:

- 1** – Lists all bills that have passed in at least one portion of the pie
- 2** – Lists all bills that have passed in at least two sections of the pie
- H** – Lists all bills that have passed in the House of Representatives
- S** – Lists all bills that have passed in the Senate
- X** – Lists all bills that have been signed by the Governor
- V** – Lists all bills that have been vetoed by the Governor

By electing to use the Passage Pie filter, the user will have a much more intimate knowledge of the current state of events for those bills they want to track.

The next set of filters is a series of check boxes. Showing a check mark in a check box indicates that the user wants to view the items that apply. At the heading of each box is an icon representation for what the user is filtering. To view the full name of the filter simply scroll over the icon with your mouse and the name will appear. The user has the option of selecting more than one check box to further sort for only those bills of interest. However, be aware that the more check boxes that are checked for filtering purposes, the narrower the search field becomes, resulting in fewer possible hits. Having all check boxes checked will likely produce no results, because the search field is then too specific.



→ The letters FN stand for *Fiscal Notes*, applying this filter will show you all bills that have a formal fiscal note requested for them.



→ The gold star icon signifies that the bill is an *Administration Bill* – those sponsored by the Governor.



→ The locked folder icon indicates that the bill has been engrossed, and no amendments or substitutions can be made to the bill.



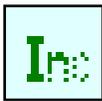
→ The CA letter icon represents bills that are *Constitutional Amendments*.



→ The Loc Leg icon next to a bill signifies that it is a piece of *Local Legislation*.



→ In the next column the user will find a simple heart icon that signifies that a bill is still considered to be ‘live’ within the chambers. This filter will only be activated after the 33rd day of the session.



→ The last column contains the Inc icon. This will indicate to an analyst that they have not yet completed an analysis for that bill; hence, it is *Incomplete*. This icon will only appear in the analyst’s My Bills list.

In the live bills column, it is important for users to know that this filter option will only be available for the current legislative session, and will appear hidden for any past sessions. This is because of the fact that those bills in previous sessions are not considered “live” anymore, they have become law, died, or been vetoed at this point.

Note: If a user knows of a bill, but is having difficulty finding it, the user needs to first be sure that the tracking and filters are set accordingly. This is the most often cause of missing a target bill. *Also, it is important to always clear all filters from previous bill searches when beginning a new search.*

5.3 Marking a Bill for Tracking

To mark a bill for tracking by an agency or by a user is an easy process. To begin the user needs to be in the List of Bills Menu and be sure that the ‘Tracking’ filter box is set to ‘A’ for All Bills. There are four broad classification types for tracking a bill; they are All Bills, My Bills, Our Bills, or Track Only. When the List of Bills is opened it is set, by default, to go to any Bill Alerts the user may have set. If there are none the screen will display a message indicating that there are none. About five seconds later the screen will automatically switch over to the user’s “My Bills” list. If there are no bills found there, it will then switch over to the “Our Bills” list, and if none are found there it will switch to the “All Bills” list. Once the user is sure the filter is

set to 'A' for All Bills, they can then decide which bills they want to track. Most users do not follow every bill in the General Assembly and will generally focus their attention on a selection of bills that directly affect their group, their constituents, and/or the State of Georgia. GLIS has been developed with this flexibility in mind. The following letter representation for the classification will appear in the drop-down menu box below the Tracking filter icon.

- **A** = Represents bills that are listed for that session; the A stands for **ALL** Bills.
- **O** = Represents those bills that a user's agency has marked for tracking; the O stands for **OUR** Bills.
- **M** = Represents those bills that the user has personally marked for monitoring or tracking, and those bills assigned by the Legislative Coordinator for analysis and tracking; the M stands for **MY** Bills.
- **!** = Represents the most current bill alerts that appear for the list of all bills; these are triggered automatically when a user signs onto GLIS.

Once the user has determined which bills they would like to flag or mark for either monitoring or tracking, click the check box beside the corresponding bill number. A dialog box will then open, allowing the user to set a few conditions for the bill they would like to monitor or track.

**Add this Bill to
My List of Bills Being Tracked**

Session 2007-2008

Bill Number **HB5**

Caption of Bill *Motor vehicles; wireless communication devices; provisions*

Anticipated Activity:

Analysis Assigned to:

Topic:

Priority:

Although there are three broad groups (All, Our & My) used to classify bills, there are five ways the bill can appear visually. The 'Anticipated Activity' box is essentially asking the leading question, "What does this bill mean to the user?" Further, will the user only be monitoring it, as in the user will only be looking at all the activity for that bill, but will NOT be adding any analysis for it? Also, will the user be the Primary Analyst for their Agency, meaning the user is the first person responsible to add a written analysis in GLIS about that bill? Lastly, will the user be the Secondary Analyst for their Agency? Having a secondary analyst assigned to a bill is often necessary for many agencies. An example of why that would be called for could be that the bill falls within two or more divisions of that agency. Only one Primary Agency Analyst can be chosen for a bill, but there is no limit on the number of Secondary Analysts that can be assigned to a bill.

Any user can go to their All Bills list and tag/mark a bill to monitor. Only those with Update Authority can go to their All Bills list and tag/mark a bill to **‘track’**. Meaning they will add an analysis for that bill. So any analyst can assign a bill to themselves. The Legislative Coordinator for the agency (or any Manager/Reviewers if that agency has a secondary review process) can assign a bill to another analyst. They can determine who will be assigned to which bills. Once the ‘Add this Bill to My List of Bills Being Tracked’ box is completed and the information is added to the system, the bill will then appear on that analyst’s My Bills list. To add an analysis the user must be on their My Bills list.

The user does need to be aware of the different options of how a bill can be tagged for tracking. There are five ways in which a bill can be labeled, each is color coded to inform the user of the designation. When looking in the List of Bills the user can see a column of check mark icons between the bill number and the bill title. These options are as follows:



→ A gray check mark indicates that no users in GLIS have selected that bill for monitoring or tracking.



→ A light green check mark indicates that the user has selected this bill to monitor only. They cannot add any analysis to the bill. An **‘M’** will appear in the ‘Tracking’ filter box representing “My Bills”.



→ A light blue check mark indicates that there is a user within the same agency that has marked this bill for monitoring or been assigned the bill for analysis. This bill will appear when the ‘Tracking’ filter box contains an **‘O’** representing “Our Agency’s Bills”.



→ A dark blue check mark indicates that the user has opted to be the Primary Agency Analyst for the bill, and that they are currently tracking this bill. An **‘M’** will appear in the ‘Tracking’ filter box representing “My Bills”.



→ A dark blue check mark, with the number 2 above it, indicates that the user is a secondary tracker for the bill, and another user within the same agency has been designated the primary user to track the bill. An **‘M’** will appear in the ‘Tracking’ filter box representing “My Bills”.

5.4 Bill Alerts

Whenever a user signs onto GLIS, it will immediately go to their Alert screen in their “List of Bills”. The ‘Tracking’ filter box will have the exclamation point (!); an automatic display of all the bills triggering a bill alert will occur.

There are two general ways a user can receive a bill alert. The first type of alert is triggered because the user had previously marked a bill for monitoring or tracking, and some type of change has happened to that bill. Those changes could be any of the following:

- Committee note was added
- Fiscal note was added
- Related legislation was identified
- Code section was modified
- Vote was posted
- Governor's Action was reported
- Bill was engrossed
- Analysis was posted (by OPB or another Agency)

The second kind of action that can trigger a bill alert is through the use of a 'watch' setting. Here the user can pre-select Committees, Keywords, or OCGA Titles for GLIS to watch. If a new bill is added to the system that is assigned to one of the user's 'watched' committees or contains a keyword or title on their 'watch' list a bill alert will be generated. For more information on 'watch' settings, refer to the *6.0 User Profile* section of this handbook.

If this is the first time using GLIS, the user will see a 'Message' box indicating that they have not marked or 'flagged' any bills for monitoring or tracking. To monitor or track bills, the user needs to change the tracking filter to 'A' for All Bills and select the bills they want to track (refer to the *5.3 Mark a Bill for Tracking* section of this handbook). Each bill with activity posted since the last sign-on date will appear with a red highlight over the bill number. By rolling the cursor over the bill number, a pop-up box will display the new message about that bill. The session, bill number, event of the change, and the type of change appears; the basis of the message will describe what type of change was detected (committee or fiscal note added, legislative action, analysis posted, code section changed, keyword identified, bill was engrossed, assigned to committee, or related legislation was identified, etc.). It needs to be made clear that this is only a condensed version of the change and will merely instruct users as to where they should look to find more information. Users can return to this data at any time during their current sign-on session (simply select the ! option in the 'Tracking' filter box).

For a comprehensive list of the history of changes to a bill the user can look in their User Profile folder under Prior Alerts. This will list in a bill-by-bill format, and not in a date sequential change list. For more information about using the User Profile, refer to the *6.0 User Profile* section of this handbook.

5.5 List of Bills

A. Overview:

The List of Bills gives the user an overview of the general information pertaining to a bill. Information such as the Bill Number, Bill Title, where it stands in the General Assembly, who the Author/Sponsor is, and other general information. When a user is first signed onto GLIS, and has chosen from their GLIS menu, they will see the List of Bills menu item come up first. This is the starting point for new users; here is where they can select the bills to track.

B. Links:

There are several helpful links in the List of Bills. By clicking on the Bill Number in the List of Bills the user will be automatically linked to the GLIS General Information page in the Analysis of Bills for that bill. By clicking on the Bill Title the user will be automatically linked to the Georgia General Assembly full-text version of the bill.

The final link is on the Author's name; clicking here will link to the District Mapper page with links to that legislator's web site, and to view the legislation they are sponsoring. The District Mapper will open and a regional picture of Georgia will appear. Highlighted in red within the map is the district of the legislator whose name appears in the drop-down menu box. From here the user has access to the author's/sponsor's home page and general information about the region the legislator is from. At their home page, information will be posted on the bills they are sponsoring or co-sponsoring currently, committees they are on, contact and biographical information. For more information on how to use the District Mapper, refer to the *District Mapper User's Guide* in GLIS Documents.

5.6 Analysis of Bills

A. Overview:

Looking in the Analysis of Bills the user will see more specific information about the bills they are tracking. Information such as OPB reviews, Fiscal and Committee Notes, what other users are tracking the same bill, bills that are related to the one being tracked, and Miscellaneous Bill Data. This is where much of the information a user is searching for will be posted. Agencies must designate that they are willing to share information before it will be made available for viewing purposes by users outside their agency; information sharing is highly encouraged. OPB's reviews will always be available to all users.

There are other types of user sign-ons that can modify the limitations of a user's profile. If the user is signed on as an Updater they will have more options in the Analysis of Bills than a Viewer might have. The Updater will have the allowed to input data in specified fields where a Viewer is not allowed to do so. More details will be provided latter sections of this handbook.

B. General Information Screen:

Upon clicking on the General Information submenu option, the user will be able to view general information about the bill. Here the first reader and date it was read in the first chamber is displayed along with bill's current status, latest committee activity, related legislation, legislative and Governor's action. There are also facts about what type of impact the bill has, if any, along with Legislative Counsel (LC) Numbers, Last Known Committee, whether a Fiscal Note was requested, and what other users are tracking this bill besides you. It is important for GLIS users to be aware that the first reader is always posted the next day after it is read.

The Related Legislation feature is one that allows the user to view pieces of legislation that relate to a bill the user is currently tracking. This can offer the user a broader perspective on similar bills that are currently in session, or have died in the previous sessions. The Bill Number and Bill Caption for those related bills that are shown are also links to the Georgia General Assembly web site. In the far right box the user will see how each bill relates to the original bill; typically the user will see one of the following options: Companion, Conflicting, Duplicate, Package and Similar.

If a user is aware of a related piece of legislation that relates to, duplicates, conflicts with, etc. the bill they are currently monitoring and/or tracking, they have the ability to note such by using the Add Related Legislation feature; clicking the corresponding button of the same name facilitates this process. This feature is available to all users regardless of their authority level of access.

The General Information screen will appear slightly different per each user's access and authority level. There are also several links available on this page. They are slightly different from those found on the List of Bills page. Here when a user clicks on the Bill Number they are taken to the Georgia General Assembly Summary page and given more thorough information on the bill's history, the different Legislative Counsel versions, and the electronically recorded votes. The next two links on that bar for the Bill Title and the Author will take the user to the same sites they did in the List of Bills, either to the Georgia General Assembly home page or the District Mapper page. The next link found on this page is in the 'Legislative Action' box. By clicking on the 'Yeas' or 'Nays' the user will be taken to the Votes page on the Georgia General Assembly web site. There they can see an actual break down of how each legislator voted. Under the Related Legislation table the Bill Number and Bill Caption are the same type of link as are found above. Another helpful feature provided by GLIS is to show what other GLIS users are also tracking that bill. By rolling the mouse pointer over the staff members name their telephone number will appear in a pop-up box. Clicking on their name will create a window with any analysis the other tracker may have written about that bill.

On the right hand side of the screen a user will see the impact flags and current position of the bill. There are flags for Organizational Impact, Regulated Occupations, Board Appointments, and Study Commissions, Legislative Counsel numbers, Last known committee, and whether a Fiscal Note has been requested for that bill.

By clicking the "Data Sheet" button at the top right of the screen the user will be taken to a Report screen listing all the information about that bill. Data containing the First Reader, analysis by OPB and any other agencies, committee notes, code sections affected, and related legislation. This is in essence the same information that is also available on the Report 1000 – Single Bill Data Sheet option; the "Data Sheet" button is just an efficient shortcut to that report. For additional information about available reports, refer to the *7.0 Report* section of this handbook.

C. OPB Reviews:

As mentioned before, all agencies have access to view OPB’s Fiscal and Policy Reviews. Looking first at the OPB policy screen a user will be able to determine which analyst was assigned to the bill, and view their summary of the impact that state programs and policies will feel because of the bill. A priority is then assigned to the bill in accordance with the analysis. The box to the right of the screen will display the internal tracking information for the OPB analyst and reviewer assigned to that bill. There is a box that indicates whether the analysis has been initially reviewed as well as the information concerning what day the analyst and reviewer were assigned and then completed their analysis for the bill. In the ‘Contacts Made’ box a user can see who is also involved in the analysis, and depending on the note, to what degree they were a part of the process.

In the next submenu, Fiscal Review, the user will be shown any fiscal analysis that the OPB analyst has estimated will have an impact on an agency’s budget and/or operations. The internal tracking is still shown on the right side of the screen.

For agencies and the Governor’s Office Staff, there will be a separate submenu for “Our Review” indicating your internal analysis.

The final submenu option is for the Private Notes screen. This is a special feature each agency has; the location for this feature varies depending on a user’s view. This option was created to allow agencies to post information within their agency and/or division without having to make it available to all viewers. If the user is not within that specified group of viewers, they will not see this submenu option at all.

It is important to always save information entered on each screen before navigating to another screen; otherwise, all data entered will be lost.

D. Secondary Analysis – OPB & Agencies Only:

As is sometimes the case a bill will fall into multiple divisions within an agency. GLIS accommodates this by allowing one bill to be tagged/marked for tracking by a Primary Agency Analyst and multiple Secondary Agency Analysts. This is explained in the *5.3 Marking a Bill for Tracking* section of this handbook. To view all analysis for a single bill within the user’s own agency, there are a few simple steps they need to take. First the user needs to be in their ‘Our Bills’ list to view other analyses. Once there, the user needs to click on the Our Review – Policy Review branch on the navigation bar off to the left. Users should always confirm they are on the bill of interest. To advance to the next bill use the “Page Over” icon on the top right side of the screen to advance to the next bill, or use the “Page Back” icon on the top left side of the screen to return to the previous bill.



Once the user has found the bill that has been assigned to multiple analysts they will see the word “Next” appear beside the Page Over icon. This indicates the next analysis is available; clicking “Next” will move to the next analysis for the same bill. To return to the previous analysis, click “Prev” beside the Page Back icon.

E. Committee Notes:

Within the next menu item of Analysis of Bills, the user will find the Notes from Committee Meetings page. This page was designed to give the user a brief synopsis of the actions of the committee for a bill that they are tracking. It was not designed to provide a complete account of the committee meeting. GLIS is designed to be a courier of the current legislative information. We strongly encourage committee note takers to be more descriptive in their meeting notes. It would also be prudent to mention that these are not official comments from the committees. Instead they are only comments about the committees’ proceedings and general information about the meeting outcomes.

There are three links in this menu, the Bill Number, Bill Title and Author/Sponsor. These three links are connected to the Georgia General Assembly web site, and can be accessed by clicking on them. There is also one filter tool for this page. In the upper left side of the Notes from Committee Meetings frame there is a filter by ‘Bill #’ box. If the exact bill number is not known the user may type the first two letters of the bill, such as HR, HB, SR, or SB followed by an asterisk mark. Remember the asterisk mark is a wildcard and can be used in place of the unknown number and all bills that have that criteria will be displayed. Please be aware though that only one bill may be viewed on the screen at a time; users can click “Next” or “Prev” to navigate bills.

F. Fiscal Notes:

This section provides information about formal fiscal notes that have been requested by the legislators for the specified bill. If no formal fiscal note has been requested there will be a disclaimer here indicating such. However, if a formal fiscal note has been requested the user can come here and view who requested the note, when, and what version of the bill was requested. They will see the estimated cost, time-span, and financial impact a bill will likely have on the State programs, policies and/or other operations. There is also a link to a PDF version of the actual prepared formal fiscal note. Clicking on the  (eyeglasses) icon on the bottom right of the screen will allow access to the PDF version of the formal fiscal note.

G. Miscellaneous Bill Data:

The first fields the user will come across here are for the authors/sponsors of the current bill being displayed. GLIS captures the top six authors/sponsors for a bill, and displays on the Miscellaneous Bill Information screen. Being that there are volumes of Georgia Codes that apply to a multitude of bills, GLIS will sort through these and pick out the codes sections that are being referenced in each bill. The user can find those code sections that are referenced in the bill below the author

information. By clicking on the Code Section number the user will see a cross reference to other bills referencing the same code section.

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6.0 User Profile

6.1 Overview

This is a user self-maintenance menu that allows a user to view and change their user profile, including personal information, watch settings and bill alerts.

6.2 User Settings

From this submenu option users can make adjustments to their password, phone number, e-mail address and default watch committee. The user can also control their refresh rates for the page, the number of bills that will appear on their List of Bills, and their time-out on GLIS. GLIS is refreshed every time the user signs onto the system, so a setting of never will not prevent the user from getting new information.

Users also have the ability to set and reset their show alerts on/after date. This is a handy feature if the user has already seen and clicked off the Bill Alerts for that day. For example, the user has done this everyday for the past three days due to the fact that they have not had time to thoroughly review bill changes. Now it's been three days and they need to see all the activity that they have been turning off, by resetting the "Show Alerts on/after" date the user can go back to the last day they were actually able to review the changes and see all the new changes that have occurred in those three days. Be sure to always go back and reset the date when completed using this feature.

Note: User Name and Agency Number can only be changed by a user's agency Legislative Coordinator or the GLIS System Administrator.

6.3 Committee Watch

From the screen of this submenu option, a user can indicate to GLIS the committees they would like to have watched for new bills that come into the system. The user needs to check the corresponding boxes next to the committee or committees in the User Committee Watch List in order to activate this feature. The user can select a committee or a group of committees to add to their Bill Alert list. Once committee selections have been made, any changes, actions, or new bills that are entered into the system and assigned to one of the user's committees will render a bill alert to the user. The user does not need to be actively monitoring or tracking the bills that are assigned to those watched committees to receive a bill alert for it.

To select a committee, simply scroll through the list of committees and place a check mark in the box next to each committee to be monitored, or watched, then click the “Save these Changes” button. From this point forward a bill alert will be sent for any bill added to GLIS that was assigned to that committee.

6.4 Keyword Watch

To receive a bill alert by keyword the user needs to first visit this submenu option and type in the words, specific code sections, or phrases they want monitored directly on the Keyword Watch List for Daily First Readers screen.

When a new bill is entered into GLIS, the system will search through the full text of that bill and look for a match to the listed keywords. If a match occurs, the user will be sent a bill alert that indicates this is a new bill that matched one of his or her keywords. Each GLIS user may enter up to 25 keywords. These words are unique to the user and can be modified at any time. By clicking the “Save these Changes” button, the system will know to look or ‘watch’ for these words or phrases. The words typed in are automatically assumed as wildcards. That means if a user types in ‘employ’ the system will send a bill alert for any reference to ‘employ’. So employee, re-employ, employer, employment, state employee, and more would be considered a match and all bills that have that these words or phrases will appear in the List of Bills. Additional rules and examples for using a keyword watch is provided on Keyword Watch List for Daily First Readers screen.

6.5 OCGA Watch

To receive a bill alert by an OCGA title, the user needs to select the OCGA titles they would like for GLIS to watch from the User OCGA Watch List screen. By doing so, the user will receive a bill alert whenever an OCGA title that they have selected is found in a new bill. The search is throughout the full text of the bill. To select an OCGA title, scroll through the list and place a check mark in each box of the code sections to monitor, or watch, then click the “Save these Changes” button.

6.6 Prior Alerts

Bill Alerts are a quick and convenient way for a user to determine if any changes have been made to the legislation they have marked for either monitoring, tracking, or for new bills that have just been added to GLIS. The content of the Bill Alerts are discussed in the *5.4 Bill Alerts* section of this handbook; however, this menu item is where the history or List of User Bill Alerts will be kept. Each alert is given an ID number to distinguish it and placed in a date sequential order.

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7.0 Reports

7.1 Overview

A variety of reports are available to GLIS users; however, it should be noted that user access to these reports is based upon decisions made by each agency's Legislative Coordinator. In some instances, there may be reports that are accessible only by an agency, OPB or the Governor's Office Staff.

7.2 Report Options

GLIS offers seven categories of reports from which users may choose as follows: Bill Data Sheets, Lists and Logs, OPB Reports, Governor's Office Reports, Fiscal Notes and Committee Notes. Details of each these report categories is listed below.

A. Bill Data Sheets:

In the first submenu option, Bill Data Sheets, the user will see that they have several selections offered to them in a single report.

Report 1000 – Single Data Sheet. This report gives seven data choices for the user to select from in order to extract only the information about a bill that is of importance to them.

The first step in this process is to select the bill of choice. Next, the user must select from the data choices of OPB Review, Our Agency Review, Other Agency Reviews, Committee Notes, Fiscal Notes, OCGA Sections List, and Related Bills List. The user may notice that the Data Sheet available in the Analysis of Bills contains the same information that the Report 1000 will return if all boxes are checked. By placing a check mark in the corresponding box, these filters will be activated; therefore, when the "Run this Report" button is clicked, only selected items will be shown in conjunction with the selected bill.

Some users will notice that one or more of the check boxes may be grayed out; such is determined by the user's agency indicating if they have the option to select these choices. All users will have the first 'General Information' box grayed and checked. Grayed out check boxes indicate that the information cannot be accessed, it is considered protected from other agencies viewing per the privacy agreement. Upon clicking the "Run this Report" button, the report opens on a new web page. In the report the user will find all the requested information displayed for them.

B. Lists and Logs:

The next submenu item in the Reports folder is Lists and Logs. There are currently seven report selections for the Lists and Logs.

Report 2001 – Master Bill List. This report gives a complete list of all Bills that are currently being tracked by anyone within the user’s agency. The filtering check boxes for live, administration, etc., will apply to the report. If the user has the live bills filter on only those will appear in the report.

Report 2011 – Analyst’s Bill Log. This is the second selection in Lists and Logs. This report allows the user to select an analyst and view all those bills that they have categorized as incomplete, completed & reviewed, or those that the analyst is only monitoring. Only general information about a bill will be posted; the date that the analyst was assigned to the review, and the completion date are available. This report will only post bills that are within the users’ current settings.

Report 2012 – Reviewer’s Bill Log. This report is designed for those users who want to see the current state of progress of the reviewer. In this report all bills within the current settings that were assigned to the selected reviewer will post. They are categorized in three levels of completion; beginning with Analysis is Incomplete, Review Incomplete, Analysis and Review Completed. The general information for the bill is listed along with the assigned and completion dates for the analyst and reviewer.

Report 2013 – Bills by Agency Topic. This report is designed to provide information about a bill by topic area. These topics are assigned by the analyst tracking the legislation. They have the same general information that is listed in the previous reports concerning analyst dates as well as additional information about the Agency Topic and its position on their priority list.

Report 2014 – Bills by Agency Priority. This report is a comprehensive list of all bills that are in the priority level selected by the user. They have the same general information that is listed in the previous reports concerning analyst dates as well as additional information about the Agency Topic and its position on their priority list.

Report 2022 – Summary of Review Activity. This report is designed to show the user the summary by analyst/reviewer of assigned bills and their current status. Figures for the number of bills assigned to the analyst, number and percentage of incomplete analysis, as well as the number and percentage of overdue analysis are shown. This report can offer the user a better picture of the bill load an analyst has.

Report 2101 – List of Prior Bill Alerts for Current User. This report is designed to indicate prior bill alerts. If a user has not been able to view bill alerts for several days, they can run this report to obtain prior alerts and review changes.

C. OPB Reports:

For this next group of reports it is important to be aware of what the user has access to. There are seven reports listed in this subfolder, however, only OPB users have access to all seven reports.

Report 3101 – Bills Affecting Appoints to Boards and Commissions. This is a report that prints a listing of Bills affecting Gubernatorial Appointments.

Report 3102 – Bills Affecting Study Commissions. This is a report that prints a listing of Bills creating Study Commissions.

Report 3103 – GORRC Bills. This is a report that prints a listing of bills affecting the Georgia Occupational Regulatory Review Council (GORCC).

Report 3104 – Bills with Organizational Impact. This is a report that prints a listing of Bills that change existing structure of state government.

Report 3105 – Bills that have been Engrossed. This is a report that prints a listing of Bills that cannot be changed in Committee or by Amendments.

Report 3106 – Proposed Constitutional Amendments. This is a report that prints a listing of Resolutions proposing Constitutional Amendments.

Report 3107 – List of Local Legislation. This is a report that prints the status of Local Legislation.

D. Governor's Office Reports:

For this next group of reports it is important to be aware of what the user has access to. There are three reports listed in this subfolder, however, only OPB and the Governor's Office users have access to all three reports; agency users can only run Report 5101 – Status of Administration Bills.

Report 5001 – Governor's Action List (Short Form). This report is formatted to show only those bills that have passed both houses. The vote count for both houses is posted in addition to the author for that bill. The report shows both signed bills and bills vetoed by the Governor.

Report 5101 – Status of Administration Bills. This report will show all bills that have been classified as Administration Bills, meaning all the bills sponsored by the Governor's Office.

Report 5902 – Bills that Passed either Chamber. This report will provide a master list of bills that have passed a chamber in that session. The vote counts and vote number for each chamber is listed, including the primary author of the bill.

E. Fiscal Notes:

The next submenu item in the Reports folder is Fiscal Notes. Currently, there are only two report selections for Fiscal Notes.

Report 6001 – Fiscal Note Control Log. This is a report of all the formal fiscal notes requested. It can be sorted by bill number, if known, or LC number. There are two tabs – one for non-tax fiscal notes and one for tax fiscal notes.

Report 6002 – Fiscal Note Detail Sheets. This is a report that prints all the fiscal notes for the current Biennium. General information about the bill, names of who requested the note and a brief description of its purpose will be available. Since formal fiscal notes are requested often times when the General Assembly is not in session, a report of a single fiscal note can be requested by LC number if there is no bill number.

F. Committee Notes:

The final submenu item in the Reports folder is Committee Notes. There are three report selections for Committee Notes.

Report 7001 – List of Committees. This is a report that is very useful to many GLIS users. Each year many committees will change their committee titles, while this is a common practice it can be difficult to keep track of newer committee names. In this GLIS report the user will have a comprehensive list of committee names with any new changes in place for the user to easily access. Along with the committee name, their short name, and GLIS code for each is displayed.

Report 7002 – List of Bills in Committee. This report allows the user to select a committee and run a report on all the bills within that committee. The list will include the bill number and bill caption for each. By not selecting a committee the user will have the entire list of bills that are assigned to each committee displayed for them.

Report 7003 – List of Committee Notes. This report will give a user the status of a committee. The user may choose either a committee, a committee starting date, or a committee and a starting date to view committee actions. The selected committee will be displayed, along with its actions in a date descending order. Additional information includes the bill number, bill caption, notes, current status and the analyst that attended the committee meeting.

7.3 Running Reports

To run a report in GLIS, the first step is to make a selection from the list of reports for each of the available categories. The selection process may include choosing a bill, committee, analyst, starting date, etc. Once the user has made his or her selection, the second step is to click the “Run this Report” button. From this point, a report will be generated and displayed on screen per the choices made during the selection process.

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8.0 Committee Notes Recorder – OPB & Agencies Only

8.1 General Information

GLIS has been designed so that analysts may enter committee notes. Analysts can check the committee meeting schedule from our system by following the links to the schedules. Committee notes should be recorded upon the completion of the meeting and NO later than the completion of business on the day of the committee meeting. Subcommittee notes do not go into the system under committee notes. If an analyst feels this information is relevant then it can be entered into the bill record under general information. If a user enters an incorrect note for a bill or a duplicate note, please submit an issues ticket via the [Issues Tracking System](#) in GLIS (found at the footer of each GLIS screen) so the note can be deleted. Please include the following information: bill number, committee name, date, and other information on the incorrect entry.

When viewing the Committee Notes Recorder page, the user will see two dates in a corresponding cell on the same row as the bill in the Last Note in this Committee column. The top date in this cell is for the day the committee meeting was held and the bottom date in this cell is for when the committee note was posted in GLIS.

8.2 Adding Committee Notes

To enter committee notes, begin by clicking on the menu titled Committee Note Recorder from the Main Menu screen. From the Committee Recorder folder, clicking on List of Bills will display the Legislation in Committee screen; this screen will display the user's default committee. If the committee displayed is correct, the user can click on the bill number for which they would like to add a committee note. If the user would like to change their default committee they can do so in their User Profile settings (refer to the 6.0 User Profile section of this handbook for further details). Or, they can use the drop-down menu to select a different committee for which to enter notes. Next, click on the bill number that needs to have a note added to it. This will take you to the Add a Committee Note page.

From this point, be sure to verify that the date, committee name, and bill number are correct. In the Notes section of the page, type the notes (in narrative form), from the committee meeting; in the Check All Boxes that Apply section of the page (shaded yellow) check all boxes that apply to describe the outcome of the meeting. Before clicking the "Save Note/Send E-mail" button, be absolutely certain that all added information is correct, accurate, spell checked, etc. Saving entered notes is the final step in this process; no editing of notes is possible once they are submitted. When notes are submitted (i.e., saved) an automatic e-mail is generated to all users tracking this bill and the user is returned to the Legislation in Committee screen. Repeat this process to enter additional committee notes.

8.3 Reviewing Committee Notes

To view committee notes for a bill, navigate to the Legislation in Committee screen. Next, click on the top date in the cell in the Last Note in this Committee column that corresponds to the bill for review; this will display the View a Committee Note page and show all of the notes entered for that bill. To view the committee notes for another bill, click the “Close this window” button to be returned to the Legislation in Committee screen and select another bill using the previous steps above.

8.4 Committee Notes Reports

Reports showing all of the notes for a particular committee meeting may be viewed in GLIS. To run a report, click on the Reports subfolder and then click on Committee Notes; this will display the Committee Activity Reports page. The user has three report options from which to choose. Refer to the *7.0 Reports* section for a complete summary of each of report, including instructions on how to run these reports.

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