

Agency Bill Analysis– Agency Process Overview Bill Enrollment and Agency Request System (BEARS)

Agency Bill Analyses – Agency Process Overview

Agencies create analyses for a bill to provide clear, concise answers and help ensure decision makers easily understand the agency’s position. Multiple analysis can be created by an agency to describe multiple “what-if” scenarios for a bill before it is checked in as enrolled.

- ✓ The BEARS application allows agency users to create, edit, review, and delete an Agency Bill Analysis based on roles and permissions assigned
- ✓ The workflow for creating an Agency Bill Analysis in BEARS is based on the current workflow and expectations
- ✓ The following processes are covered in this job aid:
 - Creating a new Agency Bill Analysis (Agency Administrator)
 - Providing relevant information for the Agency Bill Analysis by an Agency Analyst or the Agency Administrator
 - Completing the Agency Bill Analysis

To create a user account for BEARS, complete the [BEARS Security Request form](#) for the application. Keep in mind only one role can be assigned per user, information on roles and permissions can be found in the [Roles and Permissions Guide](#).

- ✓ BEARS can be accessed using Chrome, Firefox, or Microsoft Edge. Access [BEARS application](#).
- ✓ For training members of your agency on BEARS, please visit the [BEARS training environment](#).
- ✓ For more information about BEARS and training materials, please visit the [BEARS web page](#).
- ✓ For additional information about BEARS, contact the OFM Help Desk.



HereToHelp@ofm.wa.gov 360.407.9100

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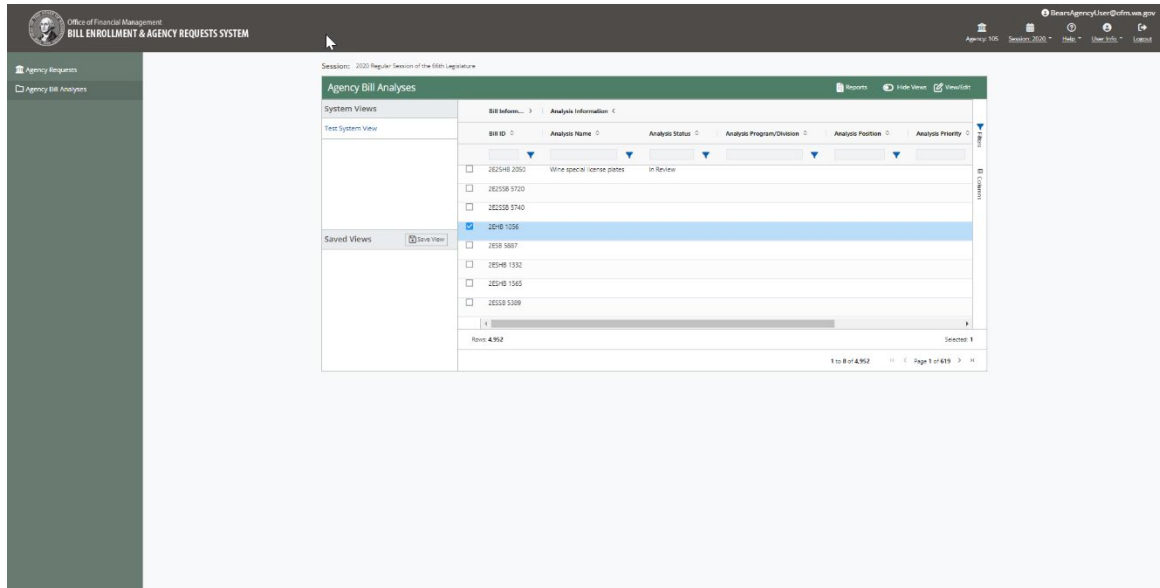
Agency Bill Analysis– Agency Process Overview Bill Enrollment and Agency Request System (BEARS)

Agency Bill Analyses (List) Screen – Agency User

The Agency Bill Analyses Screen is available for any Agency User to view information. A System View is a pre-defined list of bills for the selected session in BEARS with a set of filters applied to certain columns displayed.

Note: The buttons available in the header will be available based on the role/permissions of the user.

- Preset System Views will be set up and available for all users
- Saved Views are user specific and multiple views can be created and saved
- Filters and sorting can be used to tailor the list of bills to view and/or store as a Saved View
- Any bill that already has one or more analyses associated will display a subset of records with its analysis information included
- Page Header:
 - Until a bill is selected the page header only contains information about the current legislative session
 - After a bill is selected the Bill Short Title as a link to the Bill in LSC is included
 - After an Agency Bill Analysis is created the Analysis Name and Analysis Status are included
- Sidebar or Left Navigation – provides navigational links to the workflow components to complete an Agency Bill Analysis





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Agency Bill Analyses (List) Screen & Create Agency Bill Analysis – Agency Administrator

This section covers the **Agency Bill Analyses (List) Screen** as used by the Agency Administrator including the ability to create an Agency Bill Analysis:

1. Navigate:

As an Agency Administrator log into BEARS and navigate to the **Agency Bill Analyses (List) Screen** to view the list of bills

→ View Bill and Bill Analysis information by toggling between the following selection arrows:

- Bill Information** selection – shows a line item per Bill ID and
- Analysis Information** selection – shows a line item for each analysis created, a bill can have multiple analyses

→ **Filter Tools** – the filter can be set for each column by the use of the filters tool on the right hand side

→ **Column Tools** – the bill /analysis filter options customized by selecting or deselecting the checkbox by each column header

→ **Other Information Displayed:**

- Rows:** provides the number of records returned
- Range and Page Number:** The bottom row displays the numeric range of 8 records returned and the page number of the range

2. Show Views/Hide Views:

Any Agency Administrator can select the **Show Views** button and **Hide Views** button (alt+shift+k) as a toggle to show or hide the System Views and Saved Views Selection Columns from the grid

Session: 2020 Regular Session of the 66th Legislature

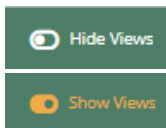
Agency Bill Analyses										
Bill Information										
Bill ID	Bill Short Title	Bill Type	Bill Status	Bill Status Date	Date Introduced	Passed				
<input type="checkbox"/>	2E25HB 2050	2050 - Wine special license plates	HB	HPassed 3rd	02/19/2020	01/15/2020	No			
<input type="checkbox"/>	2E25SB 5720	5720 - Involuntary treatment act	SB	C 302 L 20	04/02/2020	02/28/2019	Yes			
<input type="checkbox"/>	2E25SB 5740	5740 - Retirement savings program	SB	SRules 3	03/12/2020	03/01/2019	No			
<input type="checkbox"/>	2EHB 1056	1056 - Domestic violence/workplace	HB	Gov vetoed	04/03/2020	01/14/2019	Yes			
<input type="checkbox"/>	2E5B 5887	5887 - Prior authorization	SB	C 193 L 20	03/27/2020	02/11/2019	Yes			
<input type="checkbox"/>	2E5HB 1332	1332 - Energy site eval. council	HB	HRules 3C	03/12/2020	02/14/2019	No			
<input type="checkbox"/>	2E5HB 1565	1565 - Background check sharing	HB	HRules 3C	03/12/2020	02/13/2019	No			
<input type="checkbox"/>	2E5SB 5389	5389 - Telehealth program/youth	SB	SRules 3	03/12/2020	03/01/2019	No			

Rows: 4,952 1 to 8 of 4,952 Page 1 of 619

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Agency Bill Analyses									
Bill Information									
Bill ID	Bill Short Title	Bill Type	Bill Status	Bill Status Date	Date Introduced	Passed By Legislature	Bill Official Title		
<input type="checkbox"/>	2E25HB 2050	2050 - Wine special license plates	HB	HPassed 3rd	02/19/2020	01/15/2020	No	AN ACT Relating to	
<input type="checkbox"/>	2E25SB 5720	5720 - Involuntary treatment act	SB	C 302 L 20	04/02/2020	02/28/2019	Yes	AN ACT Relating to	
<input type="checkbox"/>	2E25SB 5740	5740 - Retirement savings program	SB	SRules 3	03/12/2020	03/01/2019	No	AN ACT Relating to	
<input type="checkbox"/>	2EHB 1056	1056 - Domestic violence/workplace	HB	Gov vetoed	04/03/2020	01/14/2019	Yes	AN ACT Relating to	
<input type="checkbox"/>	2E5B 5887	5887 - Prior authorization	SB	C 193 L 20	03/27/2020	02/11/2019	Yes	AN ACT Relating to	
<input type="checkbox"/>	2E5HB 1332	1332 - Energy site eval. council	HB	HRules 3C	03/12/2020	02/14/2019	No	AN ACT Relating to	
<input type="checkbox"/>	2E5HB 1565	1565 - Background check sharing	HB	HRules 3C	03/12/2020	02/13/2019	No	AN ACT Relating to	
<input type="checkbox"/>	2E5SB 5389	5389 - Telehealth program/youth	SB	SRules 3	03/12/2020	03/01/2019	No	AN ACT Relating to	

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3. Create Analysis:

An Agency Administrator can create a new Analysis by selecting the box next to any bill on the Agency Bill Analyses Screen and then selecting the **Create Analysis** button (alt+shift+n)

→ Once the **Create Analysis** button (alt+shift+n) is selected, the Agency Administrator navigates to the **Analysis Information Screen** to enter the **Analysis Name** and **Program**

→ **Save Unsuccessful:** If the information is not entered completely, when the **Save** button (alt+shift+s) is selected the following message will be provided:

“Bill Analysis failed to save.”

→ Select the **Back** button before saving or navigate away and receive the Unsaved Changes popup

- Select **Discard Changes** to navigate to another screen or
- Select **Continue Editing** to continue editing

Save Successful: If the information is entered completely, when the **Save** button (alt+shift+s) is selected the following message will be provided:

“Bill Analysis successfully save.”

4.

5. View/Edit:

Once a Bill Analysis is created it can be selected from the list of bills on the **Agency Bill Analysis Screen**

→ Then select the **View/Edit** button (alt+shift+v) to navigate to the **Bill Information** Screen to view or edit an analysis based on permissions

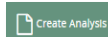
6. Run Reports:

The Agency Administrator can select the **Reports** button (alt+shift+d) to run a report

→ Select the Reports button and select a report from the dropdown list of reports available in the Run Report Popup

→ Select the Report Format radio button for PDF, Word, Excel

- Then Select the **Run Reports** button to run the report or



Session: 2020 Regular Session of the 66th Legislature Bill: 1066_Domestic_violence/workplace

Analysis Information Save

Complete the fields below. All fields are required to save the form unless otherwise indicated.

Analysis Name
 Domestic violence/workplace

Program (Respond if applicable)

Back



Bill Analysis failed to save.

You have unsaved changes.

You can continue editing and save changes, or discard changes and navigate away.

Discard Changes
Continue Editing

Bill Analysis successfully saved.



Session: 2020 Regular Session of the 66th Legislature

Agency Bill Analyses Reports Hide Views Create Analysis View/Edit

System Views Set Track Bill Flag Set Lead Analysis Flag Set Testify Flag Set AG Review Flag

Bill ID	Analysis Name	Analysis Status	Analysis Program/Division	Analysis Position	Analysis Priority
<input type="checkbox"/> 2E25HB 2050	Wine special license plates	In Review			
<input type="checkbox"/> 2E25SB 5720					
<input type="checkbox"/> 2E25SB 5740					
<input type="checkbox"/> 2EHB 1056	Domestic violence/workplace	In Review	The Program		
<input checked="" type="checkbox"/> 2E5B 5887	Prior authorization	In Review	The Program		
<input type="checkbox"/> 2E5HB 1332					
<input type="checkbox"/> 2E5HB 1565					
<input type="checkbox"/> 2E5SB 5389					

Rows: 4,952 Selected: 1



Run Report

Select a report

Report Format

PDF Word Excel CSV

(To run the Bill Analysis Summary - Agency report please ensure that all of the selected bills contain an associated analysis.)

Cancel
Run Report



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- Select the **Cancel** Button to return to the Agency Bill Analyses Screen

7. Flags: Above the Bill Information and Analysis Information toggle arrows there are yes/no flags that can be set for each bill:

- Set/Unset Track Bill Flag (alt+shift+t)**
To indicate interest in a specific bill
- Set/Unset Lead Analysis Flag (alt+shift+l)**
To indicate Lead Analysis
- Set/Unset Testify Flag (alt+shift+2)**
To indicate the need to Testify
- Set/Unset AG Review Flag (alt+shift+2)**
To indicate Attorney General Review

Session: 2020 Regular Session of the 60th Legislature

Reports Hide Views Create Analysis View/Edit

Set Track Bill Flag
 Set Lead Analysis Flag
 Set Testify Flag
 Set AG Review Flag

Bill ID	Bill Short Title	Analysis Name	Lead	Bill Review Status	AG Review
<input type="checkbox"/> HB 1000	1000 - Temp. vehicle trip permits				
<input type="checkbox"/> SHB 1002	1002 - Rape in the third degree				
<input checked="" type="checkbox"/> HB 1003	1003 - Marijuana business siting				
<input type="checkbox"/> HB 1004	1004 - Theater licenses	FOOFOOFOO	Yes	Agency Review	No
<input type="checkbox"/> HB 1004	1004 - Theater licenses	FOOFOOFOO.2	No	Agency Review	No
<input type="checkbox"/> HB 1005	1005 - Mobile home foreclosure sale				
<input type="checkbox"/> SHB 1005	1005 - Mobile home foreclosure sale				
<input type="checkbox"/> HB 1006	1006 - Underground facilities				

Rows: 4,952 Selected: 1

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Agency Bill Analyses (List) Screen – Agency Analyst

1. Navigate:

As an Agency Analyst log into BEARS and navigate to the **Agency Bill Analyses (List) Screen** to view the list of bills

→ View Bill and Bill Analysis information by toggling between the following selection arrows:

- Bill Information** selection – shows a line item per Bill ID and
- Analysis Information** selection – shows a line item for each analysis created, a bill can have multiple analyses

→ **Filter Tools** – the filter can be set for each column by the use of the filters tool on the right hand side

→ **Column Tools** – the bill /analysis filter options customized by selecting or deselecting the checkbox by each column header

→ Other Information Displayed:

- Rows:** provides the number of records returned
- Range and Page Number:** The bottom row displays the numeric range of 8 records returned and the page number of the range

2. Show Views/Hide Views:

Any Agency Administrator can select the **Show Views** button and **Hide Views** button (alt+shift+k) as a toggle to show or hide the System Views and Saved Views Selection Columns from the grid

3. View/Edit:

Once a Bill Analysis is created it can be selected from the list of bills on the **Agency Bill Analyses (list) Screen**

→ Then select the **View/Edit** button (alt+shift+v) is the to navigate to the **Bill Information** Screen to view or edit an analysis based on status and permissions

Session: 2020 Regular Session of the 66th Legislature

Agency Bill Analyses

System Views: [Set/Unset Testify Flag] [Set/Unset AG Review Flag]

Test System View	Bill Inform...	Analysis Information
	Bill ID	Analysis Name
<input type="checkbox"/>	2E25HB 2050	Wine special license plates
<input type="checkbox"/>	2E25SB 5720	
<input type="checkbox"/>	2E25SB 5740	
<input type="checkbox"/>	2E4B 1056	Domestic violence/workplace
<input type="checkbox"/>	2E5B 5887	Prior authorization
<input type="checkbox"/>	2E5HB 1332	
<input type="checkbox"/>	2E5HB 1565	
<input type="checkbox"/>	2E5SB 5389	

Rows: 4,952

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Hide Views

Show Views

Session: 2020 Regular Session of the 66th Legislature

Agency Bill Analyses

System Views: [Set: Testify Flag] [Set: AG Review Flag]

Test System View	Bill Information
	Bill ID
<input type="checkbox"/>	2E25HB 2050
<input type="checkbox"/>	2E25SB 5720
<input checked="" type="checkbox"/>	2E25SB 5740
<input type="checkbox"/>	2E4B 1056
<input type="checkbox"/>	2E5B 5887
<input type="checkbox"/>	2E5HB 1332
<input type="checkbox"/>	2E5HB 1565
<input type="checkbox"/>	2E5SB 5389

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View/Edit



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8. Run Reports:

The Agency Administrator can select the **Reports** button (alt+shift+d) to run a report

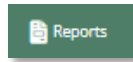
- ➔ Select the Reports button and select a report from the dropdown list of reports available in the Run Report PopUp
- ➔ Select the Report Format radio button for PDF, Word, Excel

- Then Select the **Run Reports** button to run the report or
- Select the **Cancel** Button to return to the Agency Bill Analyses Screen

9. Flags: Above the Bill Information and Analysis Information toggle arrows there are yes/no flags that can be set for each bill:

- Set/Unset Testify Flag (alt+shift+2)**
To indicate the need to Testify
- Set/Unset AG Review Flag (alt+shift+2)**
To indicate Attorney General Review

Note: When an analysis is complete, the flags will default to last selected and will not be usable, but will not disabled.



Run Report

Report Format

PDF
 Word
 Excel
 CSV

(To run the Bill Analysis Summary - Agency report please ensure that all of the selected bills contain an associated analysis.)

Agency Bill Analyses					
System Views		Bill Information	Analysis Information		
Test System View	Bill ID	Analysis Name	Analysis Status	Analysis Program/Division	Analysis Position
<input type="checkbox"/>	2E25HB 2050	Wine special license plates	In Review		
<input type="checkbox"/>	2E25SB 5720				
<input type="checkbox"/>	2E25SB 5740				
<input type="checkbox"/>	2EHB 1056	Domestic violence/workplace	In Review	The Program	
<input checked="" type="checkbox"/>	2E5B 5807	Prior authorization	In Review	The Program	
<input type="checkbox"/>	2E5HB 1332				
<input type="checkbox"/>	2E5HB 1565				
<input type="checkbox"/>	2E5SB 5389				

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Bill Information Screen – Agency Analyst

1. Navigate:

Navigate to the **Bill Information** Screen by clicking on the **View/Edit** button (alt+shift+v) on the **Agency Bill Analyses** Screen

Note: Bill Information from the LSC is populated and updated once every hour

Important: For real time bill tracking go to the LSC and create a Bill Tracking account.

2. Back and Continue:

Use the **Back** and **Continue** buttons at the bottom of the screen to navigate back to the **Agency Bill Analyses (list)** Screen or continue on to the **Analysis Information** Screen

The screenshot shows the 'Bill Information' screen for Bill 2750. The page title is '2020 Regular Session of the 69th Legislature - Bill: 2750 - Retirement savings program - (Continue)'. The left sidebar contains navigation options: Agency Requests, Agency Bill Analyses, Bill Information (selected), Analysis Information, Requirements, Analysis Details, Analysis Recommendations, and Review Analysis.

Bill Information
 Bill Information will be updated from the Legislative Service Center (LSC) once every hour, for real-time bill tracking go to the LSC and create a bill tracking account.

General Information

Bill Short Title: 2750 - Retirement savings program
 Official Title: AN ACT Relating to creating the secure choice retirement savings program;
 Bill Status: Status 3
 Companion Bill: No data to display
 Passed by Legislature: No
 Amended by Opposite House: Yes

Chamber Votes

Chamber	Date	Vote ID	Yea	Nay	Absent	Excused
Senate	01/17/2020	4	26	20	0	3
Senate	02/08/2019	27	31	17	0	1

Sponsors
 No data to display

Buttons: Back, Continue



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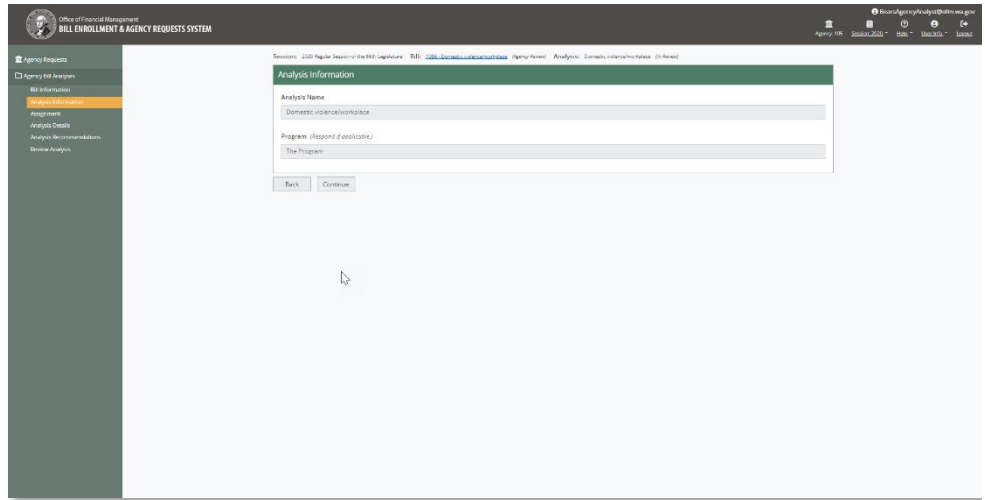
Analysis Information Screen – Agency Analyst

1. Navigate:

Navigate to the **Analysis Information** Screen to view the Analysis Name and Program information entered when the Analysis was created

2. Back and Continue:

Use the **Back** and **Continue** buttons at the bottom of the screen to navigate back to the **Bill Information** Screen or continue on to the **Assignment** Screen





Agency Bill Analysis– Agency Process Overview Bill Enrollment and Agency Request System (BEARS)

Assignment – Agency Administrator

1. New Assignment:

Log in as the Agency Administrator and navigate to **Assignment** Screen via the **Continue** button at the bottom of the **Analysis Information** Screen or the left side navigation

→ Enter the Preparer's Full Name and Preparer's Email Address

→ Due date is optional

2. Save Successful:

Select the **Save** button(alt+shift+s) to save the assignment, if the save is successful a successful save message will be provided.

3. Save Unsuccessful:

Select the **Save** button(alt+shift+s) to save the assignment, if the save is successful an unsuccessful save message will be provided with a validation summary.

→ When the assignment is saved successfully a notification is sent to the Analyst with a link to the Agency Bill Analysis in BEARS

4. If the Agency Administrator navigates away from the **Assignment** Screen without saving, an **Unsaved Changes** popup will be provided

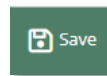
“You have unsaved changes.

You can continue editing and save changes, or discard changes and navigate away.”

- Discard Changes** – Select to navigate away without saving
- Continue Editing** – Select to return to the screen to continue and save changes

The screenshot shows the 'Assignment' form in the BEARS system. The form has a left-hand navigation menu with options like 'Agency Requests', 'Agency Bill Analysis', 'Bill Information', 'Analysis Information', 'Assignment', 'Analysis Details', 'Analysis Recommendations', and 'Review Analysis'. The 'Assignment' form contains the following fields: 'Preparer's Full Name', 'Preparer's Email', and 'Due Date (Respond if applicable)'. There are 'Back' and 'Continue' buttons at the bottom of the form.

This screenshot shows the 'Assignment' form with a red error message at the top: 'The following fields have missing/invalid entries: Preparer's Full Name'. Below the error message, the 'Preparer's Full Name' field is highlighted in red, and the 'Due Date' field has a red border. The 'Preparer's Email' field is also highlighted in red. The 'Back' and 'Continue' buttons are visible at the bottom.



Assignment(s) successfully saved. x

Assignment(s) failed to save. x

You have unsaved changes.

You can continue editing and save changes, or discard changes and navigate away.

Discard Changes
Continue Editing



Agency Bill Analysis– Agency Process Overview Bill Enrollment and Agency Request System (BEARS)

Assignment – Agency Analyst

1. View Assignment:

Log in as the Agency Analyst to view the Assignment for the Analysis

2. Back and Continue:

Use the **Back** and **Continue** buttons at the bottom of the screen to navigate back to the **Analysis Information** Screen or continue on to the **Analysis Details** Screen

Session: 2020 Regular Session of the 66th Legislature Bill: SB07_Prior authorization (Agency Review) Analysis: Prior authorization (In Review)

Assignment

Complete the fields below. All fields are required to save the form unless otherwise indicated.

Preparer's Full Name	Preparer's Email
<input type="text"/>	<input type="text"/>

Due Date (Respond if applicable)



Agency Bill Analysis– Agency Process Overview Bill Enrollment and Agency Request System (BEARS)

Bill Information Screen

An Agency Analyst or Agency Admin can continue with an Analysis they are creating or receive a notification of an assignment for a particular bill. Selecting the link in the notification navigates to the Bill Information Screen for the Agency Bill Analysis assigned.

The screenshot displays the 'Bill Information' screen within the BEARS system. The interface includes a top navigation bar with the system logo and name, and a user profile 'yogi.bear@ofm.wa.gov'. A left-hand sidebar contains a menu with options: Agency Requests, Agency Bill Analyses, Bill Information (selected), Analysis Details, Analysis Recommendation, Attachments, and Review Analysis. The main content area shows the following details:

- Session:** 2023 Regular Session of the 68th Legislature
- Bill:** [1191 - School Notifications](#) (Agency Review)
- Analysis:** 1191 School Notifications (In Review)

The 'Bill Information' section contains a green header with actions: Set/Unset Lead, Create Analysis, View/Edit, and Delete. Below this is a notice: 'Bill Information will be updated from the Legislative Service Center (LSC) once every hour, for real-time bill tracking go to the LSC and create a bill tracking account.' The 'General Information' section lists:

- Bill Short Title:** 1191 - School Notifications
- Official Title:** An Act Relating to opioid overdose medication at kindergarten through twelfth grade and higher education institutions;
- Bill Status:** C 167 L20
- Companion Bill:** [2003](#)
- Must Act By Date:** 11/31/2021
- Passed by Legislature:** Yes
- Amended by Opposite House:** No

At the bottom of the main content area are two buttons: 'Back' and 'Continue'.



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Analysis Details Screen

1. Analysis Details:

→ Navigate to the **Analysis Details** Screen either by the left side navigation or the continue button on the **Analysis Information** Screen

2. Analysis Details:

“Complete the fields below. Requirements will need to be provided before the analysis and/or assignments can be completed. Please work with your agency administrator to determine which questions are required for your agency. If it doesn't apply please indicate N/A.”

→ The unsaved changes popup is provided when navigating away from the screen before saving

“You have unsaved changes.”

You can continue editing and save changes, or discard changes and navigate away.”

- Discard changes** – return to the Analysis Details Screen with no changes
- Continue Editing** – Keeps current changes and continue editing

3. Save (Unsuccessful):

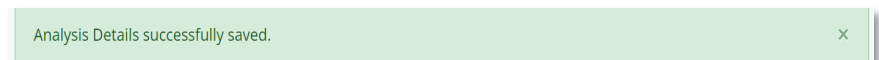
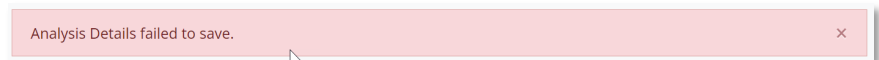
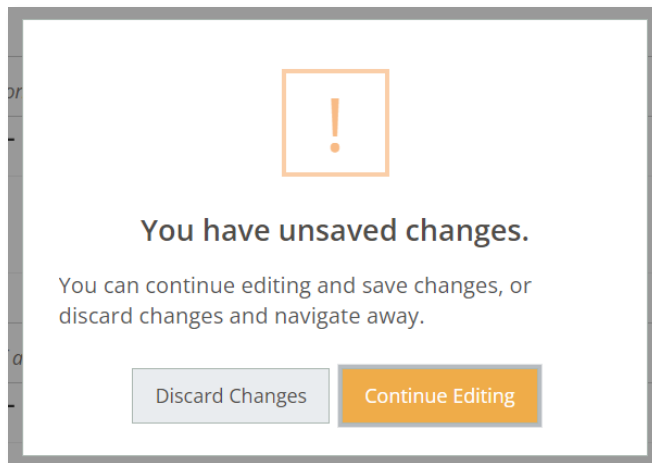
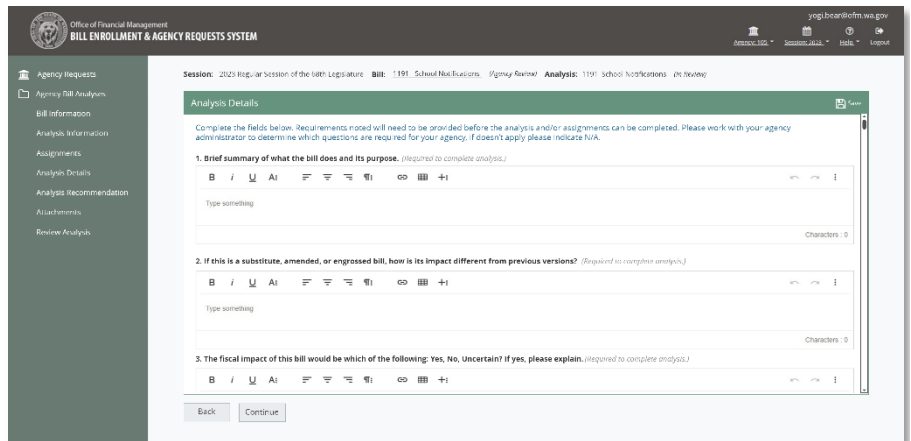
Select the **Save** button (alt+shift+s) - If the fields are not complete the following message is provided:

“Analysis Details failed to save.”

4. Save (Successful):

Select the **Save** button (alt+shift+s) - When the Analysis Details are successfully saved the following message is provided:

“Analysis Details successfully saved.”





Agency Bill Analysis– Agency Process Overview Bill Enrollment and Agency Request System (BEARS)

Analysis Recommendations Screen

1. Analysis Recommendations:

Navigate to the **Analysis Recommendation** Screen either by the left side navigation or the continue button on the **Analysis Details** Screen

➔ **Select one of the following for the Position:**

- Supports
- Supports with Concerns
- Neutral
- Concerns
- Opposes
- Other

And add an explanation for each one

➔ **Select one of the following for the Priority:**

- High
- Medium
- Low
- Inactive

2. Save (Unsuccessful):

Select the **Save** button (alt+shift+s), When the Explanation for the Deny or Conditional Hold fields are not complete the following message is provided:

“An explanation is required.”

3. Save (Successful):

Select the **Save** button (alt+shift+s), When the Analysis Recommendations are successfully saved the following message is provided:

“Recommendations successfully saved.”

The unsaved changes popup is provided when navigating away from the screen before saving

“You have unsaved changes.

You can continue editing and save changes, or discard changes and navigate away.”

- Discard changes** – return to the Analysis Details Screen with no changes
- Continue Editing** – Keeps current changes and continue editing



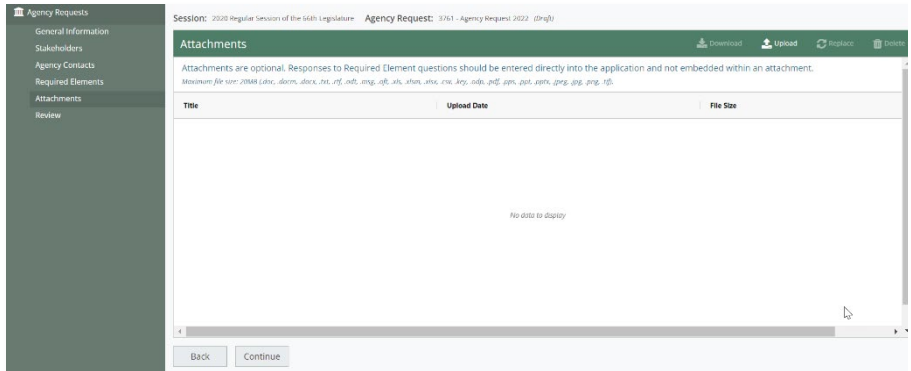


Agency Bill Analysis– Agency Process Overview Bill Enrollment and Agency Request System (BEARS)

Attachments Screen

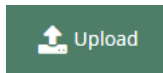
1. Select:

→ After the required elements are saved, navigate to the **Attachments** screen by selecting **Continue** at the bottom of the **Analysis Recommendations** screen or by selecting **Attachments** in the left sidebar navigation



2. Upload:

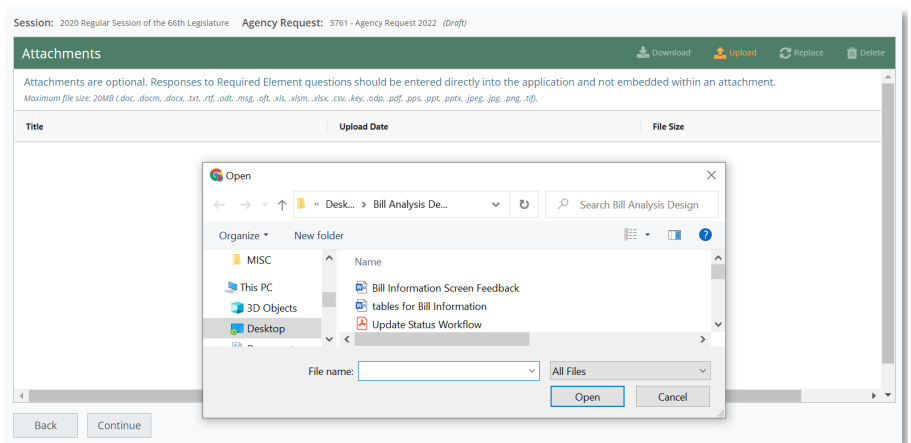
→ Select **Upload** (alt+shift+u) to navigate to the files on your computer and select a file to upload



→ Directly below the Attachments header the following information is provided:

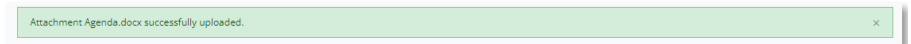
Attachments are optional. Responses to Required Element Questions should be entered directly into the application and not embedded within an attachment.

Maximum file size: 20MB (.doc, .docm, .docx, .txt, .rtf, .odt, .msg, .oft, .xls, .xlsm, .xlsx, .csv, .key, .odp, .pdf, .pps, .ppt, .pptx, .jpeg, .jpg, .png, .tif).



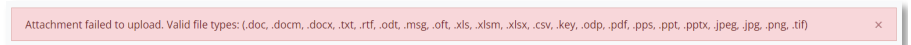
→ Once the file has been uploaded, a message that the file has been successfully uploaded is provided:

“Attachment {name of file} successfully uploaded.”



→ If the file is not of the appropriate format for the upload, the user receives the following validation message:

“Attachment failed to upload. Valid file types: (.doc, .docm, .docx, .txt, .rtf, .odt, .msg, .oft, .xls, .xlsm, .xlsx, .csv, .key, .odp, .pdf, .pps, .ppt, .pptx, .jpeg, .jpg, .png, .tif)”

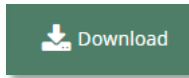




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3. Download:

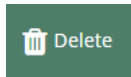
→ select the checkbox next to the file to download and select the **Download** button (alt+shift+d) the file automatically downloads to the downloads folder on your computer, there is no validation message for a download



Attachments		
Title	Upload Date	File Size
<input checked="" type="checkbox"/> tables for Bill Information.docx	2/1/2022 4:41 pm	17.81 KB

4. Delete:

→ Select the checkbox next to the file to delete and select the **Delete** button (alt+shift+x) the following delete confirmation message is provided:



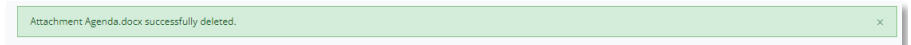
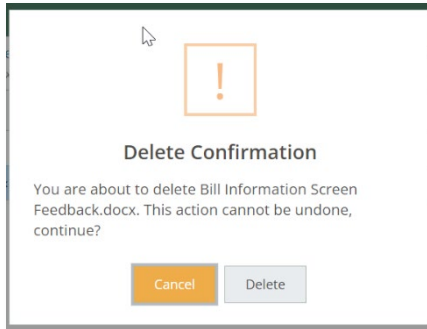
“Delete Confirmation

You are about to delete {Name of File.filetype} this action cannot be undone, continue?”

→ **Cancel** navigates back to the page with no changes,

→ **Delete** removes the file from the Attachments list and the following validation message is displayed:

“Attachment {name of file} successfully deleted.”





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5. Replace:

→ Select the checkbox next to the file to replace and select the **Replace** button (alt+shift+c) the following replace confirmation message is displayed:

“Replace Confirmation

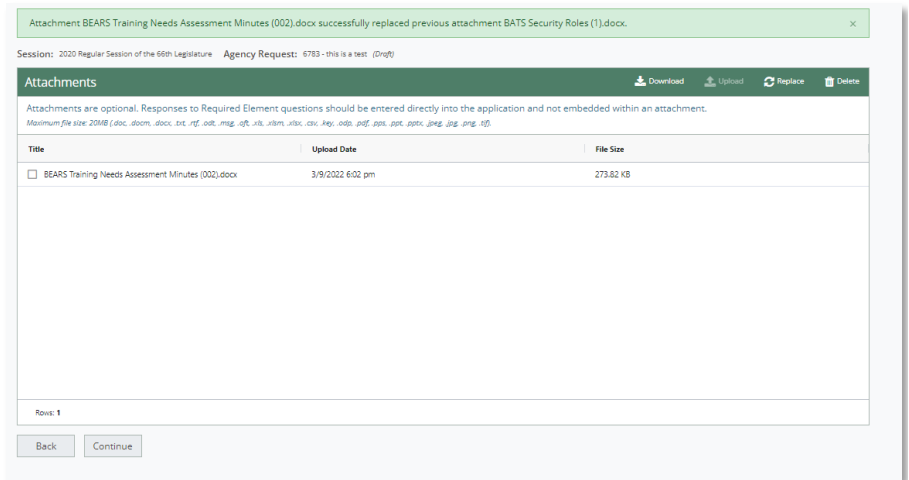
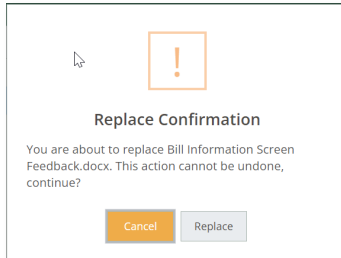
You are about to delete {Name of File.filetype} this action cannot be undone, continue?”

→ **Cancel** navigates back to the page with no changes,

→ **Replace** to browse and select a new file. Select and the file chosen replaces the file selected in the list

The following success banner is displayed:

“Attachment {name of file} successfully replaced previous attachment (Name of File).”





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Review and Complete Analysis – Agency Administrator

1. Select:

→ After any optional Attachments have been added, navigate to the **Review** screen by click on the **Continue** button at the bottom of the **Attachments** page or through the left sidebar navigation.

2. Review and Update:

→ Each section of the **Review** screen has an **Update** button used to navigate to the section that needs additional information

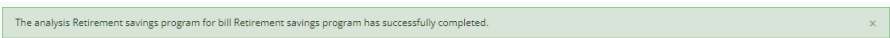
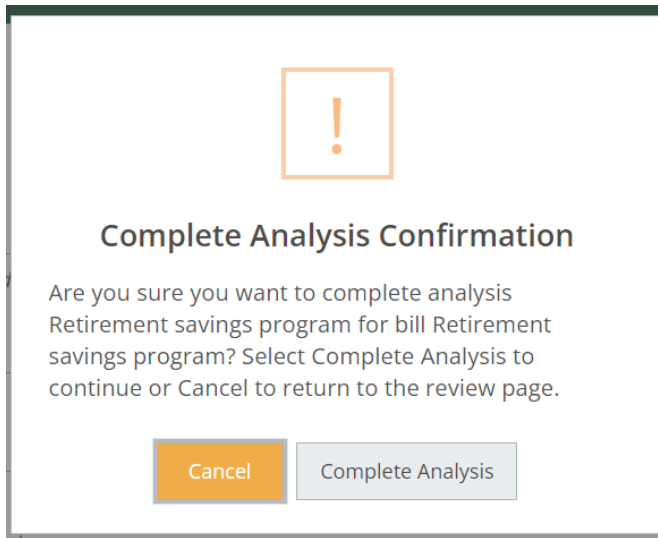
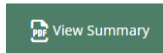
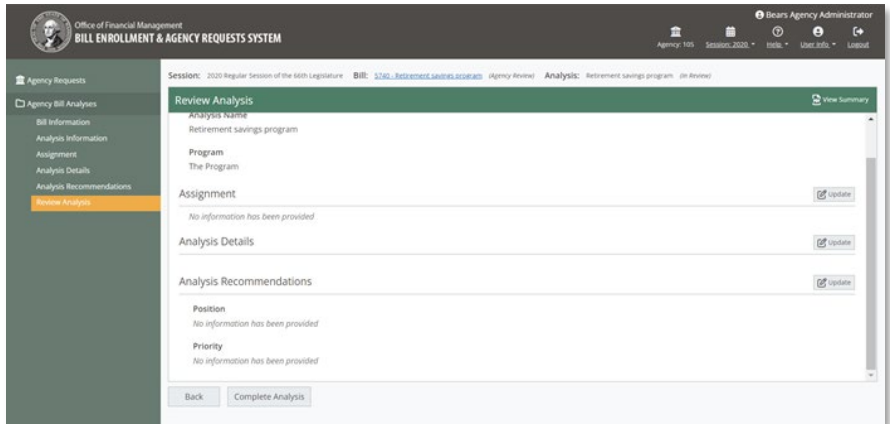
→ By selecting the **View Summary** button (alt+shift+p) a PDF is generated containing all information entered

3. Complete Analysis:

Even if the Analysis has information missing, the Agency Administrator can Select the Complete button at the bottom of the screen to complete the Analysis

→ The successfully completed message will be provided:

“The analysis {name of analysis} for bill {Bill title} has successfully completed.”





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Review Screen – Agency Analyst

4. Select:

After any optional Attachments have been added, navigate to the **Review** screen by click on the **Continue** button at the bottom of the **Attachments** page or through the left sidebar navigation.

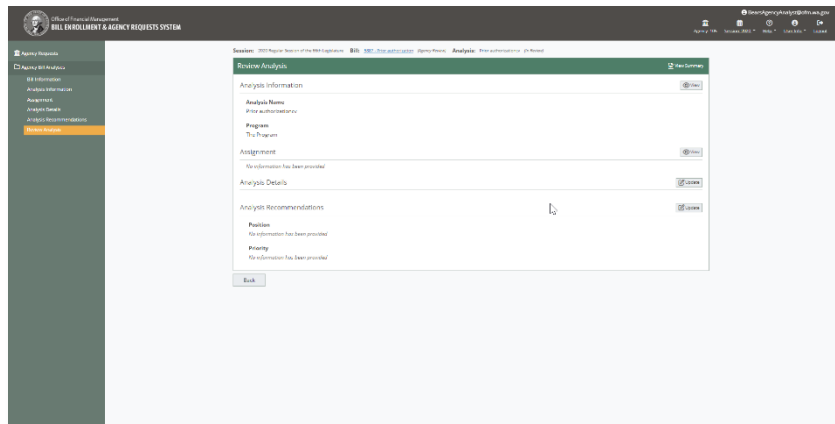
5. Review and Update:


Each section of the **Review** screen has an **Update** button used to navigate to the section that needs additional information

→ By selecting the **View Summary** button (alt+shift+p) a PDF is generated containing all information entered

6. Navigate:

Use the **Back** button to return to the Analysis Recommendations Screen



 View Summary

Important: Only the Agency Administrator can complete an Analysis.