

This job aid includes information for agency administrators and agency coordinators.

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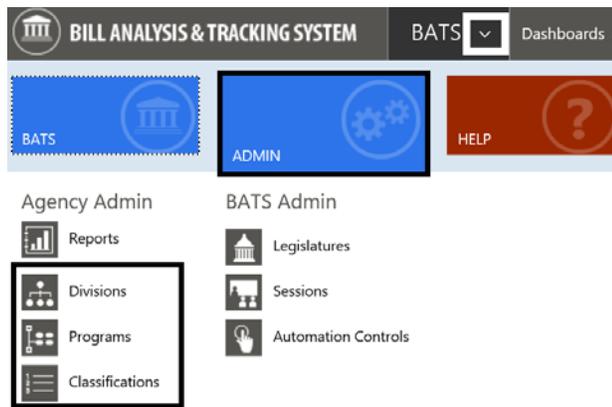
Divisions/Programs/Classifications

BATS uses standard tools and processes to support agency request legislation and bill tracking. For example, you can create divisions, programs, and classifications to track bills based on specific types of information.

Area	Additional Information/Example
Divisions	✓ Agency Division or Unit
Programs	✓ Agency Program
Classifications	✓ Category or Subject Area

Agency administrators can create and maintain divisions, programs, and classifications for their agency.

- Select:** Down arrow next to BATS.
- Select:** ADMIN.
- Select:** Divisions
-- or --
Select: Programs
-- or --
Select: Classifications.
➔ BATS will display a list of divisions, programs, or classifications for your agency.



Divisions

Agency administrators can create and maintain divisions for their agency.

- ✓ Agency coordinators can update divisions created by their agency administrator.
- ✓ Use divisions to save time and reduce data input errors. For example, you can link a division coordinator and reviewers to a program. When you associate that program to your agency analysis, BATS will auto-fill assignments/tasks to prepare and review the analysis.

- Select:** Divisions.
➔ BATS will display a list of divisions for your agency.



- Select:** New.



- Input:** Name.
➔ Use up to 100 characters to create a division name.

Name * Owner *

- Select:** Save.

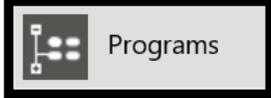


Programs

Agency administrators can create and maintain programs for their agency.

- ✓ Agency coordinators can update programs created by their agency administrator.
- ✓ Use programs to save time and reduce data input errors. For example, you can link a division coordinator and reviewers to a program. When you associate that program to your agency analysis, BATS will auto-fill assignments/tasks to prepare and review the analysis.

1. **Select:** Programs.
 → BATS will display a list of programs for your agency.



2. **Select:** New.



3. **Input:** Program Name.
 → Use up to 100 characters to create a program name.



4. **Select:** Save.



Link Program to Division and Division Coordinator/Default Reviewers

Agency administrators and agency coordinators can link a program to a division, assign a default coordinator, and assign up to seven default reviewers. For example, you can link a division coordinator and reviewers to a program. When you associate that program to your agency analysis, BATS will auto-fill assignments/tasks to prepare and review the analysis.

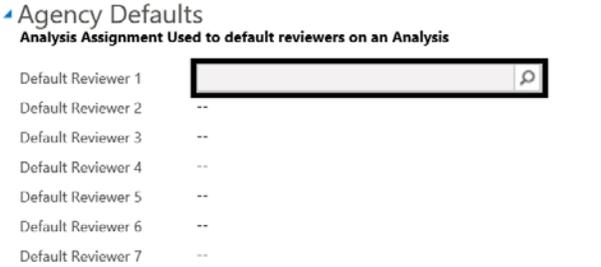
1. **Select:** Program.



2. **Select:** Division.
 3. **Select:** Division Coordinator.
 → Use 🔍 lookup to find and select a division and coordinator.



4. **Select:** Default Reviewer.
 → Use 🔍 lookup to find default reviewers for the agency analysis.
 → If you cannot find a default reviewer, they may need to be added as an internal contact for your agency.



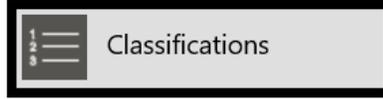
5. **Select:** Save.



Classifications

Agency administrators can create and maintain classifications for their agency. For example, you can create a classification to track status and information for a set of bills based on specific categories.

- Select:** Classifications.
 → BATS will display a list of classifications for your agency.



- Select:** New.



- Input:** Name.
 → Use up to 100 characters to create a classification name.



- Input:** Description for the classification.
 → Provide brief description for the classification.

Description

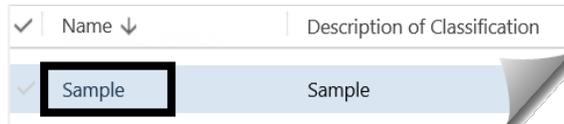
- Select:** Save.



Link Bills to a Classification

Agency administrators can link a set of bills to a classification for tracking and reporting.

- Select:** Classification.



- Select:** + plus icon.
 → BATS will prompt you to select the bills you want to link to the classification.



- Select:** Bill.
 → Use 🔍 lookup to find bills you want to link to the classification.



- Select:** Save.

