

## Gongwer News Service Bill Tracking Guide

Gongwer News Service offers a robust bill tracking, alert and reporting system that provides subscribers real-time notification of legislative activities and the ability to produce and share reports that advise clients and members about legislative developments.

All bill tracking and reporting functions are included with your Gongwer subscription.

Subscribers can make use of bill tracking features through multiple areas of the [Gongwer website](#) and subscribers can manage their tracked legislation and reports through the [Bill Tracking menu](#).

### **Tracking Legislation**

There are several ways to track legislation. To track a bill, you can:

- Click on the green box (■) that appears next to any bill number across all of Gongwer's products, or;
- From the [Bill Tracking page](#), enter the number of the bill you want to track in the Track Bills box, or;
- [Search](#) for any keyword, Revised Code section or sponsor in which you are interested, and click on the green box next to the bill number of any proposal you want to track.

Once a bill is tracked, Gongwer will send you an email whenever that bill is scheduled for action or is the subject of any action in the legislature.

### **Creating Tracking Groups**

Once you have identified legislation to track, you may want to create tracking groups that categorize legislation by subject matter, client, Revised Code section or other classification.

To create a tracking group, go to the [Bill Tracking page](#) and click "Add A New Tracking Group." In the pop-up window, you can name the group and, if you choose, add bills to that group immediately.

You can add other bills to that group by clicking on the "Manage Groups" link that appears below the title of the bills you are tracking, or simply by clicking on green boxes next to a bill number and assigning the bill to the correct group.

You can delete bills from your tracking groups by clicking "Edit" below the name of your group.

### **Adding Your Personal Comments on Tracked Bills**

Subscribers can upload personal comments on legislation through the [Bill Tracking page](#). To post a comment, click the Add Comments link that appears under the bill title. Once your comments have been uploaded, they can be displayed or hidden on status reports.



## **Generating & Sharing Status Reports**

Gongwer's tracking system provides subscribers an efficient way to generate and share real-time legislation status reports with clients and members.

To generate a bill status report, from the [Bill Tracking page](#), click on the "Status Reports" link under the name of your tracking group. When the report is displayed, you can choose the information you would like to display (long or short bill titles, Revised Code sections, all activities or a limited number of activities, your personal comments on bills, a weekly summary report and/or new bill introductions).

You also have the option of saving your preferences on what information to display on status reports.

Besides printing status reports, you can also share your status reports online by copying & pasting the link that appears when you click the "Share" link on the Bill Tracking page into your preferred distribution method (email or website posting).

**Note:** Those clicking on a link to your bill status report will only be able to see your report and cannot modify it.

## **Tracking Committees**

Gongwer also offers a real-time notification service that alerts you when certain committees schedule, revise or cancel meetings.

To track committees, go to the [Bill Tracking page](#) and scroll down to the Committee Tracking section. Select the chamber of the committee(s) you want to track, and put a check in the box next to the name of the appropriate committee(s). Click the Submit button, and your tracked committee(s) will appear in your tracking profile.

Subscribers can also track committees by clicking the Track Committee button that appears on each committee page on the Gongwer site.

## **Tracking Categories**

Gongwer subscribers can also flag any number of legislative categories ([category list](#)) they want to track. When a category is tracked, all new bills introduced in that category are automatically added to your list of tracked items. Alerts will then be delivered whenever there is subsequent activity on those bills.

If you are not interested in a bill that has been added to your Tracked Items list via category tracking, simply delete it by clicking the Stop Tracking link that appears in the Tracked Items area.

Tracking categories can also be added to existing Tracking Groups.

## **Saved Searches & Alerts**

Gongwer's bill tracking system also allows subscribers to save searches for keywords and Revised Code sections that are of interest.

You can create a saved search by entering your search term(s) in the [Advanced Search box](#). Before running the search, check the "Save Search" box, name the search, and check the "Send Email Alerts" box

Once a search is saved, Gongwer will send you an email whenever there is a match for your search terms.

For additional questions on Gongwer's bill tracking and alert system, please feel free to contact Gongwer at 614.221.1992 or [gongwer@gongwer-oh.com](mailto:gongwer@gongwer-oh.com)