COMMITTEE TRAINING FOR FISCAL NOTES

CONTACTS FOR FISCAL NOTES

Fiscal Notes Help Desk Number: 936-4033

Email Contact: LBB.Applications@lbb.state.tx.us

For immediate 24-7 response, please call the Fiscal Notes Help Desk Number.   For less urgent issues, use the email contact. You should receive a response to your email by the end of the next business day.

Committee Coordinators

Scott Dudley – Manager, Estimates and Revenue Analysis	
Alison Gilliam	Business and Industry
Keisha Gray	State Affairs, Insurance, Transportation
Leanne Hernandez	Public Education
Kevin Kavanaugh	Fiscal Committees and High Education
Cindy Lopez	Health and Human Services
Kevin Kromenacker	Local Government
Kathryn Millington	Veterans, Senate Administration, Government Organization, Land Resource Management
Jason Thurkill	Judiciary
Scott Zaskoda	Natural Resources

Requesting a Logon

- To access the link to request a logon, go to our LBB website: http://www.lbb.state.tx.us/

Requesting a Logon (con't)

- After clicking on the link, you will see a screen similar to the one below:

Please enter the User ID assigned to you by the TLC to access Committee Systems.
Then click on 'Request Logon' to request access to Fiscal Notes System.

If you already have Fiscal Notes access, but have forgotten your password, type in your Committee Systems UserID.
Then click on 'Forgot Password', your password will be emailed to you.

FNS Request Form

UserID: [   ]

Request Logon

Forgot Password

Fiscal Notes Support
Phone: (512) 936-4033
Email: LBB.Applications@lbb.state.tx.us

Requesting a Logon (con't)

- Before you can request a logon, the TLC must assign you a UserID. If you do not have a UserID, call the TLC Support Desk. If you do have a UserID from the TLC, enter it in the UserID field and click the Request Logon link.

FNS Request Form

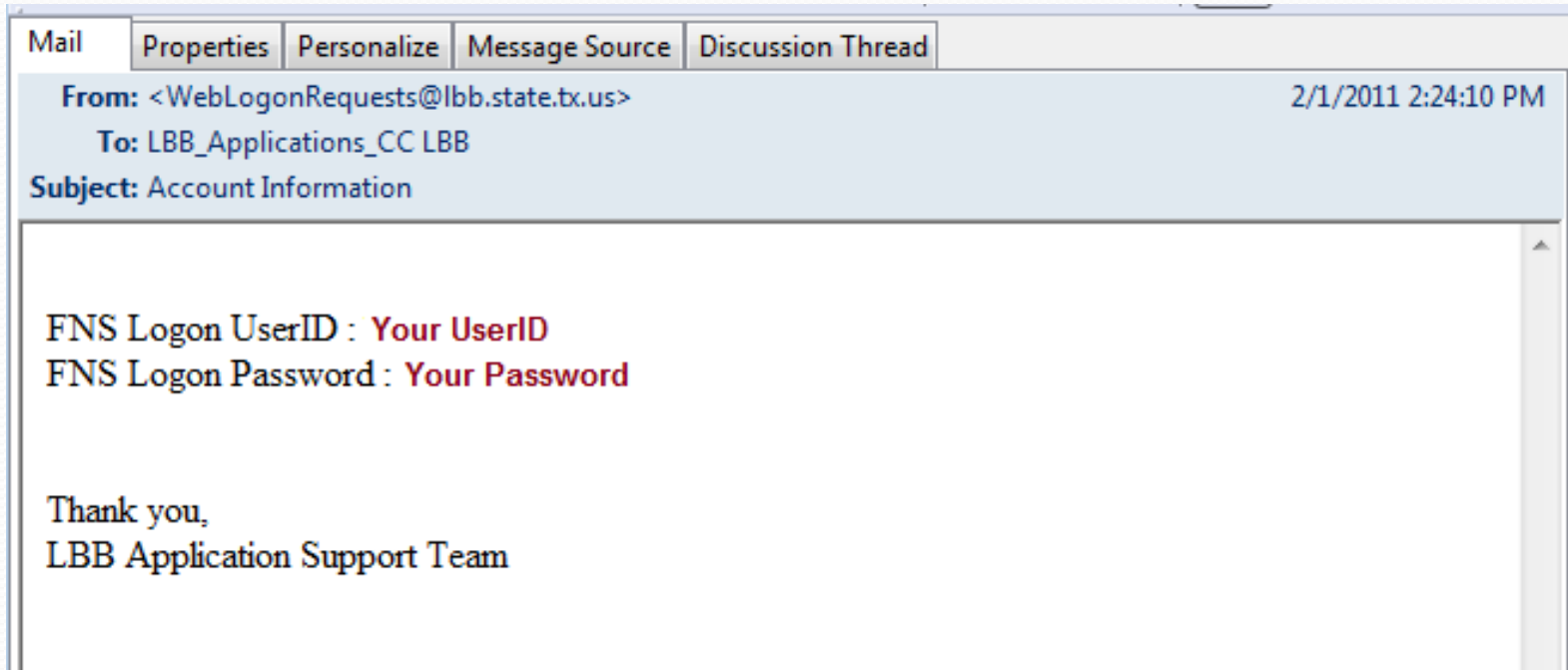UserID: [_____] ← Enter UserID from TLC

Request Logon ← Click Here

Forgot Password

- You will see a screen similar to the one below. Enter the password that you want to use and then retype the password in the Confirm Password field. Click the Submit button.

If you are **[your name]** enter Password.

Password: [••••••••]

Confirm Password: [••••••••]

[Submit]

Home

Requesting a Logon (con't)

- When we have completed your request, you will receive an email similar to the one below.

| Mail | Properties | Personalize | Message Source | Discussion Thread |

From: <WebLogonRequests@lbb.state.tx.us>   2/1/2011 2:24:10 PM
To: LBB_Applications_CC LBB
Subject: Account Information

FNS Logon UserID : **Your UserID**
FNS Logon Password : **Your Password**

Thank you,
LBB Application Support Team

Retrieving Your Password

- To access the link to request a logon, go to our LBB website: http://www.lbb.state.tx.us/
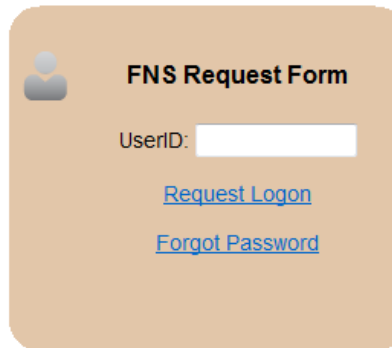
Retrieving Your Password (con't)

- After clicking on the link, you will see a screen similar to the one below:

Please enter the User ID assigned to you by the TLC to access Committee Systems.
Then click on 'Request Logon' to request access to Fiscal Notes System.

If you already have Fiscal Notes access, but have forgotten your password, type in your Committee Systems UserID.
Then click on 'Forgot Password', your password will be emailed to you.

FNS Request Form

UserID: [   ]

Request Logon

Forgot Password

Fiscal Notes Support
Phone: (512) 936-4033
Email: LBB.Applications@lbb.state.tx.us

Retrieving Your Password (con't)

- Enter your UserID into the UserID field and click the Forgot Password link.

FNS Request Form

UserID: ⬅ **Enter UserID from TLC**

Request Logon

Forgot Password ⬅ **Click Here**

- You will receive an email similar to the one below:

| Mail | Properties | Personalize | Message Source | Discussion Thread |

From: <WebLogonRequests@lbb.state.tx.us>   2/1/2011 2:24:10 PM
To: LBB_Applications_CC LBB
Subject: Account Information

FNS Logon UserID : **Your UserID**
FNS Logon Password : **Your Password**

Thank you,
LBB Application Support Team
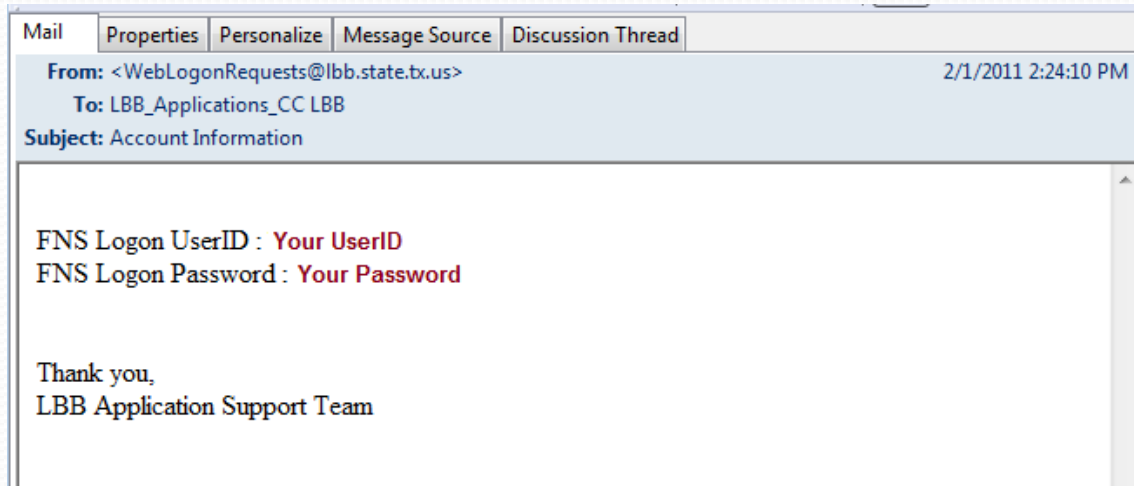
Logon Screen

- Below is the new Fiscal Notes Logon screen.

- Type your username and password and click the Login button to log into the system.

Committee Screen

- The top portion of the screen contains items and buttons that are available throughout the application. The rest of the screen is divided into tabs.

Committee Screen (con't)

- The top portion of the screen contains the following items:
  1. Session drop down. This drop down defaults to the current session.

  2. If you belong to one committee, that committee is displayed to the right of the session drop down.

81ST LEGISLATIVE REGULAR SESSION ▼	Public Health (H)		Hello, TestCommittee!
		Help	Contact Us	Logout

  If you belong to more than one committee, a committee drop down is displayed to the right of the session drop down.

81ST LEGISLATIVE REGULAR SESSION ▼	Insurance (H) ▼		Hello, HTestA2 Test!
		Help	Contact Us	Logout

  3. Help button
  4. Contact Us button
  5. Logout button

News Screen

- After you have successfully logged in, the system will display the News screen. This screen provides a way for the LBB to communicate important information to all of the committees.

Admin Screen – Committee Information

- This screen lists all of the committees, the committee coordinators, and committee contacts.

- The Print View button will allow you to print this list.

- The boxes to the left of the Committee Name will allow you to select the committee.
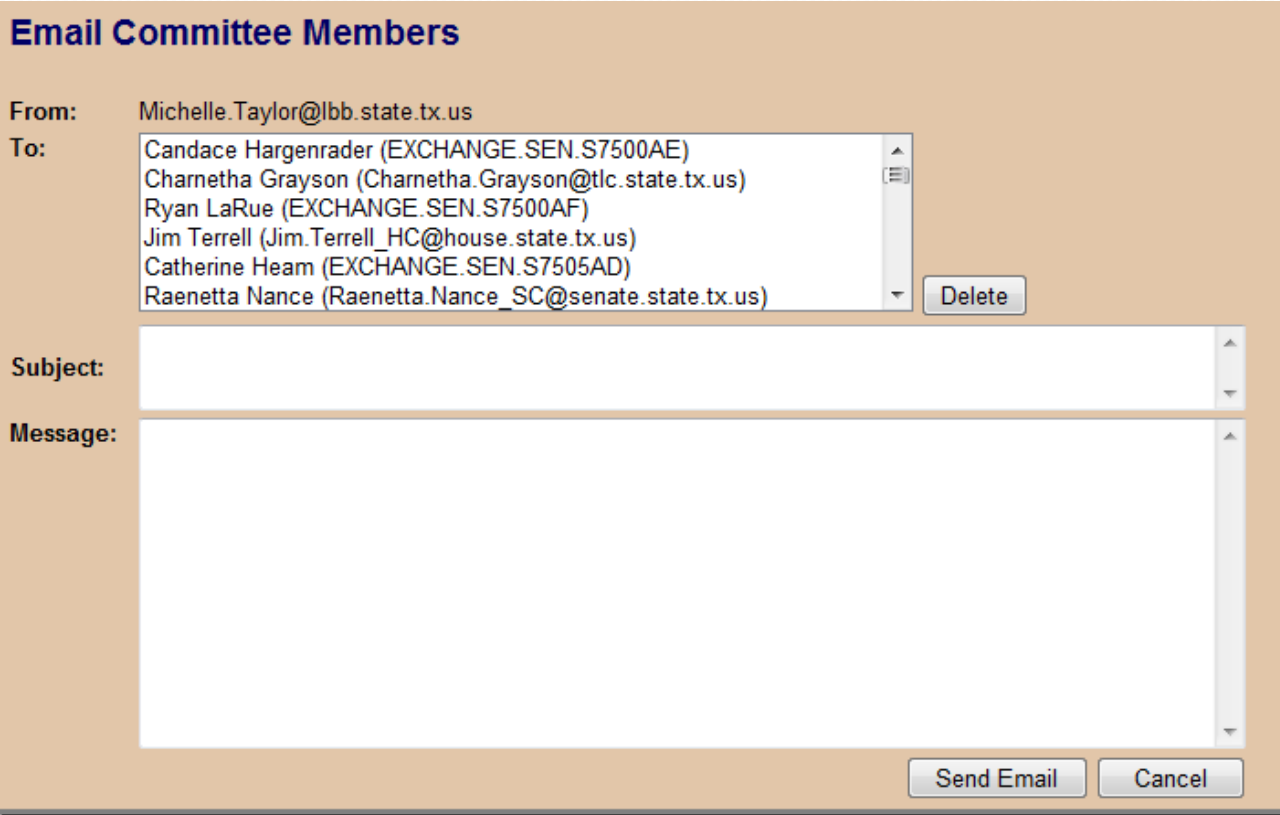
Admin Screen – Committee Information (con't)

- The Email All Committees button will open up a dialog box that will have all of the contacts listed in the To: field. You can then fill out the subject and message and click the Send button to send an email to all the committees.

Email Committee Members

From:	Michelle.Taylor@lbb.state.tx.us
To:	Candace Hargenrader (EXCHANGE.SEN.S7500AE)
	Charnetha Grayson (Charnetha.Grayson@tlc.state.tx.us)
	Ryan LaRue (EXCHANGE.SEN.S7500AF)
	Jim Terrell (Jim.Terrell_HC@house.state.tx.us)
	Catherine Heam (EXCHANGE.SEN.S7505AD)
	Raenetta Nance (Raenetta.Nance_SC@senate.state.tx.us)

Delete

Subject:

Message:

Send Email   Cancel

Admin Screen – Committee Information (con't)

- The Email Selected Committees button will open up a dialog box that will have all of the members from the selected committees listed in the To: field. You can then fill out the subject and message and click the Send button to send an email to all members of the selected committees.

- If you want to remove a person from the To: list, you can click on their name and then click the delete button.

- The coordinator/contact names are mailto links. You can click on the name and your email client will open. You can then send your email message.
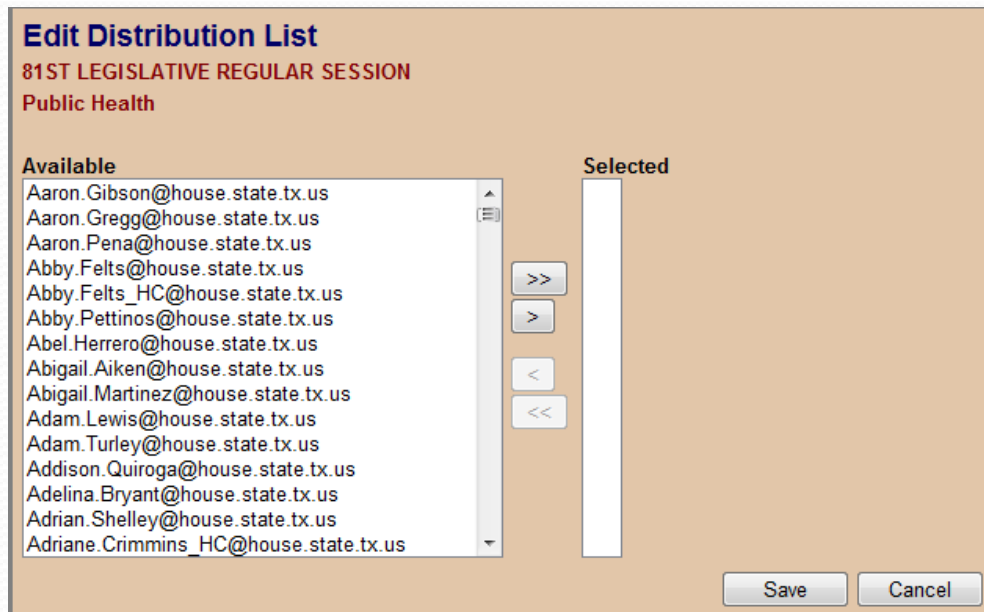
Admin Screen – Committee Distribution List

- To create a distribution list for your committee, click the Create List button.

- The Edit Distribution List pop-up will display

Admin Screen – Committee Distribution List (con't)

- The 4 buttons between the Available List and the Selected List have the following functions:

- `>>` Move all members from the Available List to the Selected List

- `>` Move selected members from the Available List to the Selected List

- `<` Remove selected members from the Selected List

- `<<` Remove all members from the Selected List

- If you want to select a block of members in either the Available List or the Selected List, click on the first members name, hold down the Shift key, and click on the second members name. This will highlight the members that you clicked on and everyone in between.

Selected
- Aaron.Gibson@house.state.tx.us ← 1. Click here
- Abigail.Aiken@house.state.tx.us   2. Hold down shift key
- Addison.Quiroga@house.state.tx.us ← 3. Click here
- Adrianne.Fore@house.state.tx.us
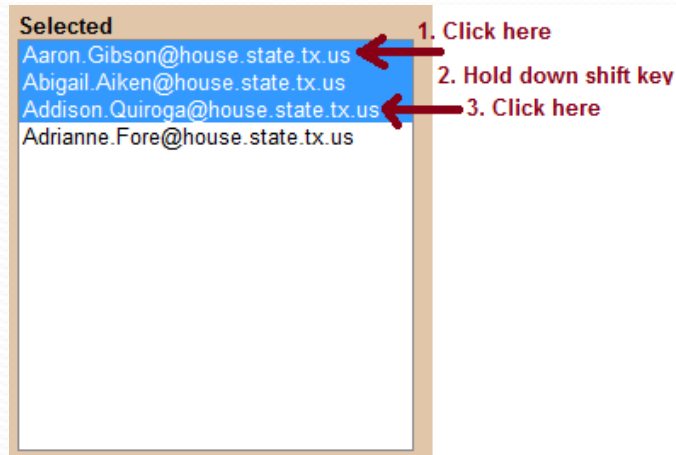
Admin Screen – Committee Distribution List (con't)

- If you want to select a non-contiguous block of members in either the Available or Selected List, click on the first members name, hold down the Ctrl key, and click on the second members name. This will highlight the members that you clicked on and everyone in between.
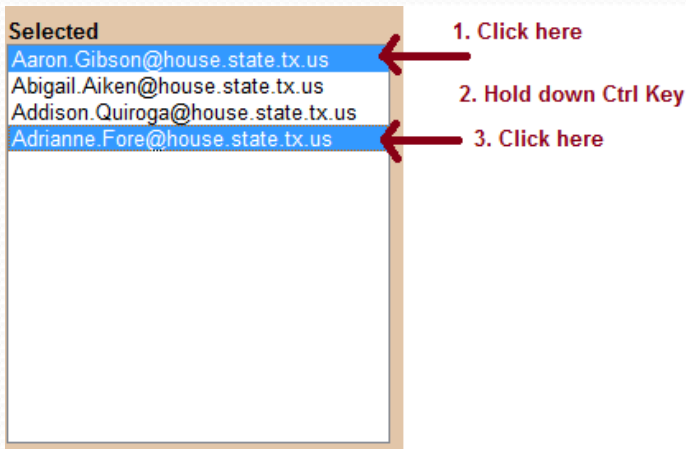
- Once you have moved the appropriate members to the Selected List, click the Save button.
- The updated list will display on the screen.

Name	Email	Phone Number
Aaron Gibson	Aaron.Gibson@house.state.tx.us	(512)463-0645
Abigail Aiken	Abigail.Aiken@house.state.tx.us	
Addison Quiroga	Addison.Quiroga@house.state.tx.us	
Adrianne Fore	Adrianne.Fore@house.state.tx.us	(512)463-0727

Admin Screen – Delete Committee Request

- Click the Bill Numbers drop down if you need to filter by bill number.

- When you see the bill you want to delete, click in the text box to the right of the bill number and enter your comments. Then, click the Delete link to the left of the bill number.

- The request will be deleted and you will no longer see it in the list.

Admin Screen – Modify Bill Text

- If you forgot to attach a bill text to an amendment or a substitution or if you attached the wrong bill text to an amendment or substitution, the Admin Screen – Modify Bill Text tab will allow you to correct your mistake.

- Click the drop down arrow to select an amendment or substitution.

- Click the Find button.

Admin Screen – Modify Bill Text

- If the bill text is not available, you will see the following message, Bill Text not found.

Bill Text not found.

HB310 1st Cmte Rep, Amend ▾

Find

- If the bill text is available, the pdf will display on the screen.

Admin Screen – Modify Bill Text

- To attach the bill text, click the Browse button. In the Choose File to Upload dialog box, navigate to the correct directory, select the bill , and click the Open button.
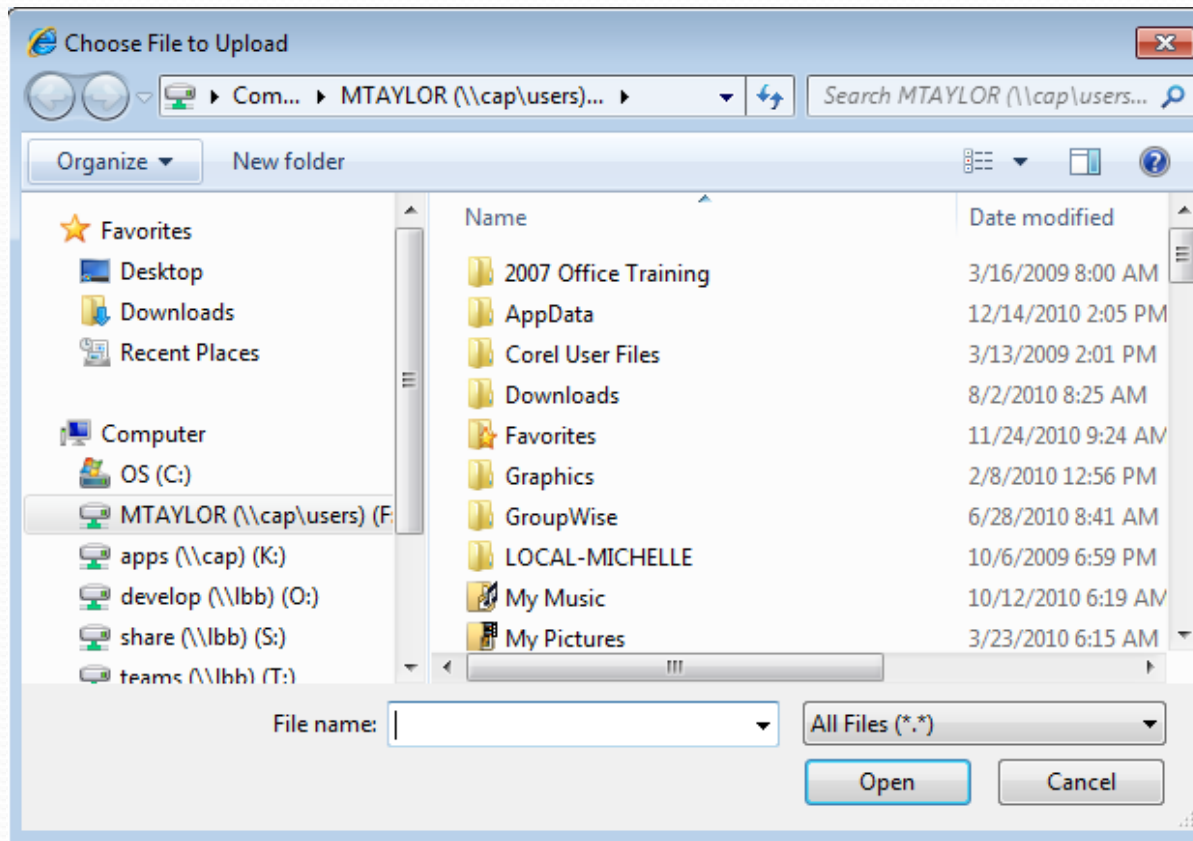
- **PLEASE NOTE – You can only upload .pdf files.**

Admin Screen – Modify Bill Text

- After clicking the Open button, you **must** click the Attach button to attach the bill text to the request.

F:\CWW FAQ.pdf   Browse...   Attach

You must click the Attach button to attach the bill text.
Attaching will overwrite the previously save document.

- **Please note: Attaching the file will overwrite the previously save document.**
- After clicking the Attach button, the pdf will reload on the screen.

Committee Information | Committee Distribution List | Delete Committee Request | Modify Bill Text

SB202 1st Cmte Rep, Amend ▼   Browse...   Attach

You must click the Attach button to attach the bill text.
Attaching will overwrite the previously save document.

Find

81R2168 MLT-D

By: Me   S.B. No. nn
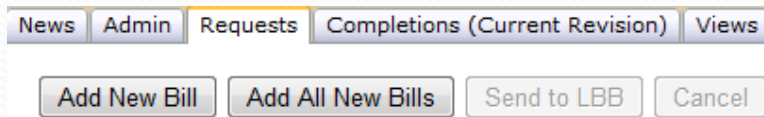
A BILL TO BE ENTITLED

AN ACT

relating to some agency.
    BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:
    SECTION 1. Section 41.002(a), Code, is amended to read as follows:
    (a) some text.
    SECTION 2. Section 42.101, Code, is amended to read as follows:
    Sec. 42.101. SOME MORE STUFF. This is some text for some some bill
text for some bill during some session. This bill is updated for the update
function of Cmte Request

Requests Screen

- This tab will allow you to requests fiscal notes and impacts statements for bills. You can either enter one bill in at a time or you can click the Add All New Bills button to add all Introduced and Engrossed bills assigned to your committee.

- If you click the Add New Bill button, the program will display a screen to add your request. Notice that the Session drop down and the Logout button have been disabled. If you have a committee drop down, that will be disabled as well. The News, Admin, Completions, and View tabs will disappear from the screen.

Requests Screen – Add a Bill

- In the Add Bill screen, select a bill from the drop down list. If the bill isn't in the list, you can type the bill number in the Bill Not in Committee box and click the Get Versions button.

Add Bill

| Bill Number: | ---- ▼ | | Bill Not in Committee: | | Get Versions |

- When you either select a bill or type the bill in the Bill Not in Committee dialog and click the Get Versions button, the Version field will enable. Click the arrow and select a Version.

Version: ----- ▼

- If you select any version except for Intro or Engrossed, the bill text field and buttons will enable.

Bill Text: | | Browse... | Attach | You must click the Attach button to attach the bill text.

- The new fiscal notes system allows you to attach the bill text to substituted and amended bills. Please use this feature as it will decrease the turnaround time for processing.

- **PLEASE NOTE – You can only upload .pdf files.**

Requests Screen – Add a Bill (con't)

- To attach the bill text, click the browse button. In the Choose File to Upload dialog box, navigate to the correct directory, select the bill , and click the Open button.
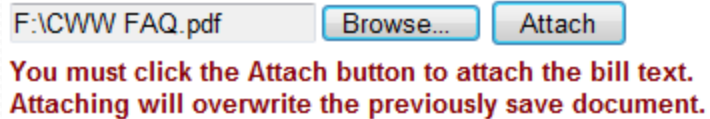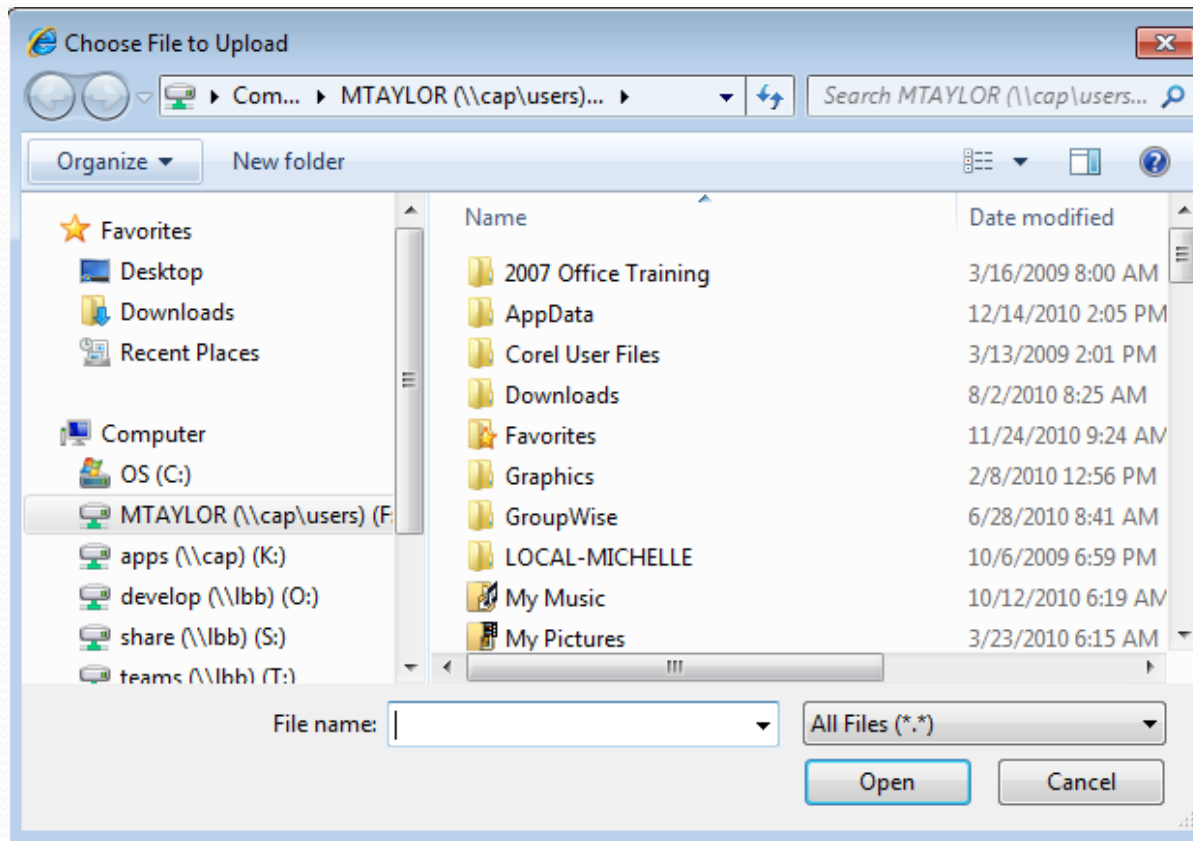

- **PLEASE NOTE – You can only upload .pdf files.**

Requests Screen – Add a Bill (con't)

- After clicking the Open button, you **must** click the Attach button to attach the bill text to the request.

Bill Text: F:\CWW FAQ.pdf Browse... Attach You must click the Attach button to attach the bill text.

- After clicking the Attach button, the following message will appear:

CWW FAQ.pdf was successfully uploaded.

and the bill text box will clear out.

Bill Text: Browse... Attach You must click the Attach button to attach the bill text.

- Select the request type, and if you are assigned to a House committee and it's applicable, the appropriate impact statements.

  - House Committee:

    Request Types: ☑FN ☐ACT ☐CJ ☐EEFIS ☐TAX ☐WDEV
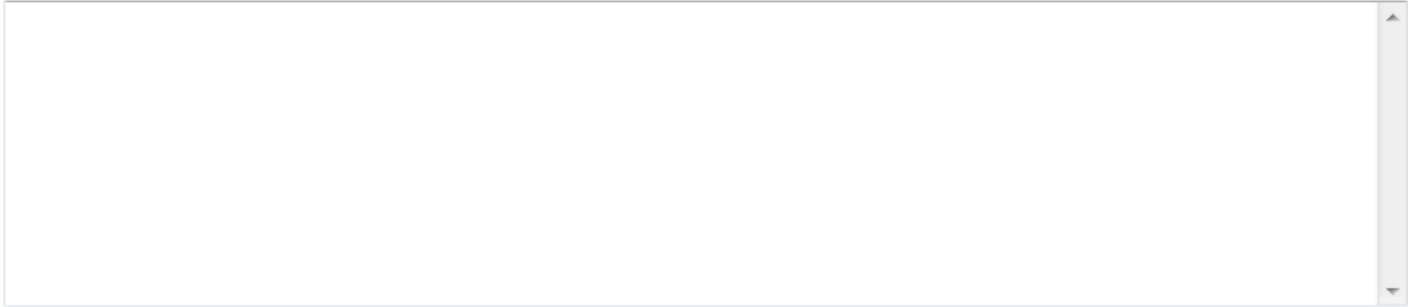
  - Senate Committee:

    Request Types: ☑FN

Requests Screen – Add a Bill (con't)

- If applicable, add comments.

Comments:

- Click the Add to List button.

Add to List   Cancel

Requests Screen (con't)

- After you click add, the Request screen will redisplay.

House version:

Senate Version:

Since there is a request pending, the screen will look different. The Session drop down and Logout buttons will be disabled. If you have a Committee drop down, that will be disabled as well. The News, Admin, Completions, and View tabs will disappear. The Send to LBB and Cancel buttons will be enabled.

Requests Screen (con't)

- Each pending request will be displayed as a row on the table of the requests screen.

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
Edit Delete	hb123	1st Cmte Rep, Amend	☑	☐	☐	☐	☐	☐	This is test comments. I'm making the co More...	CWW FAQ.pdf
Edit Delete	hb234	Intro	☑	☐	☐	☐	☐	☐	This is a short comment.	
Edit Delete	hb345	1st Cmte Rep, Sub	☑	☐	☐	☐	☐	☐		

- Click the Edit link to edit the bill version, impact statements (if applicable), comments, or attachments (if applicable)

- Click the Delete link to delete the bill from the row. The bill request will not be processed.

- Please note – if you add the wrong bill, you will not be able to change the bill number. You must delete the row and add a new request.

- If impact statements are available, you can check/uncheck them from the grid.

- If you comment is more than 40 characters, you will see a More… link in the Comments column.

Requests Screen – Edit a Request

- When you click the Edit link, the information will display on an Edit Bill tab.

- If the Bill text has been attached to the request, a message will display at the bottom

  Bill Text attached: CWW FAQ.pdf

- If you change the version to Intro or Engross and the request has an attachment, the attachment will be deleted.

- If you change the version to something other than Intro or Engross and the request will have an attachment, the following message will display:

  Please verify that [filename] is the correct bill text for [version] .

- When you have finished your changes, click the Save Changes button.

  Save Changes   Cancel

Requests Screen – Delete a Request

- If you add a request by mistake, but you haven't submitted the request to the LBB, you can delete the request prior to submission.

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
Edit Delete	hb123	1st Cmte Rep, Amend	✓	☐	☐	☐	☐	☐	This is test comments. I'm making the co More...	CWW FAQ.pdf
Edit Delete	hb234	Intro	✓	☐	☐	☐	☐	☐	This is a short comment.	
Edit Delete	hb345	1st Cmte Rep, Sub	✓	☐	☐	☐	☐	☐		

- To delete the request prior to LBB submission, click the delete link. Please Note: The system will not ask for verification.

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
Edit Delete	hb123	1st Cmte Rep, Amend	✓	☐	☐	☐	☐	☐	This is test comments. I'm making the co More...	CWW FAQ.pdf
Edit Delete	hb234	Intro	✓	☐	☐	☐	☐	☐	This is a short comment.	

Requests Screen - Comments (con't)

- If want to read the comments, click the More link (if comments are more than 40 characters) and a pop-up box with the full comments will display.

|	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
Edit Delete	hb123	1st Cmte Rep, Amend	✓	☐	☐	☐	☐	☐	This is test comments. I'm making the co More...	CWW FAQ.pdf
Edit Delete	hb234	Intro	✓	☐	☐	☐	☐	☐	This is a short comment.	

Comments for Bill: hb123

This is test comments. I am making the comments really long so I can show the More Option.
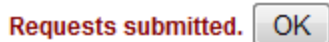
OK

- Click OK when you are

Requests Screen – Send to LBB/Cancel

- After adding all of your requests to list, you can click on the Send to LBB button.
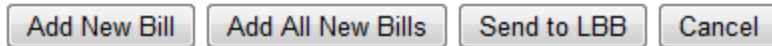
- If all of are processed and submitted, you'll see the following message below:

- Click OK. The News, Admin, Completions, and View tabs will reappear. The Session drop down, committee drop down (if applicable), and the Logout button will become enabled.

- If you change your mind and want to delete all requests, click the cancel button. You will see the following message:
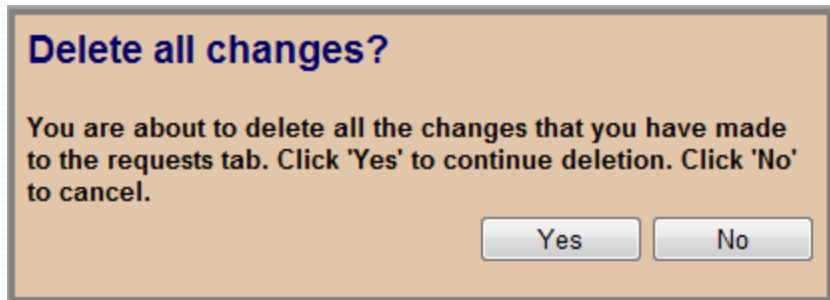
- Click Yes and the News, Admin, Completions, and View tabs will reappear. The Session drop down, committee drop down (if applicable), and the Logout button will become enabled. Click No and "Delete all changes?" pop-up will disappear.

Completions Tab

- This tab allows you to view the fiscal notes and impact statements for the bills assigned to your committee. The left side of the tab contains a drop down for the bills/versions. Select the bill/version from the drop down and click the Find button.

- The system will pull up the fiscal note and the impact statements (if available) for the bill/version that you selected. Click on the appropriate button and the fiscal note or impact statement will display on the right side of the screen.

Views Tab

- This tab displays the bills assigned to your committee. The top of the tab contains the drop downs that allow you to filter and sort your bills. You also have the option to print. The list of bills that meet the criteria will display below the drop downs.

- You will get the following message, if no bills match the criteria:

No documents found that match this criteria. Please try again.

- If a fiscal note or impact statement is available, the item will appear as a link in the list.

Hearing	Bill	Version	Type	Revision
4/20/2009 3:00:00 PM	SB318	Intro	FN	Original
4/20/2009 3:00:00 PM	SB2251	Intro	FN	Original
4/20/2009 3:00:00 PM	SB2307	Intro	FN	Original
4/20/2009 3:00:00 PM	SB2523	Intro	FN	Original
4/20/2009 12:00:00 AM	SB1756	1st Cmte Rep, Amend	FN	Original
4/20/2009 12:00:00 AM	SB2251	1st Cmte Rep, Sub	FN	Original
4/20/2009 12:00:00 AM	SB2307	1st Cmte Rep, Sub	FN	Original

link to fiscal note or impact statement

Views Tab (con't)

- Click the link to open the fiscal note or impact statement in a new window.
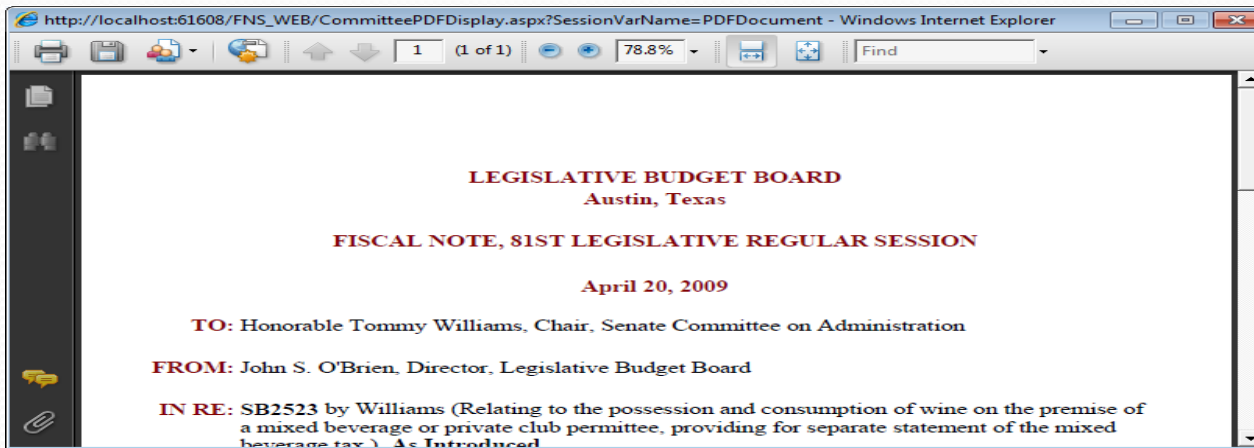
- The Print View button will open another browser window and display the list of bills that meet your criteria. Click the Print button in the new browser window to send the list to the printer.
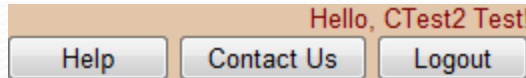
Help

- For more information on the Fiscal Notes application, click the Help button. The fiscal notes help will open in a new browser window.
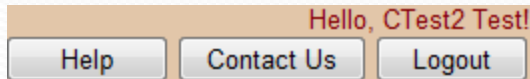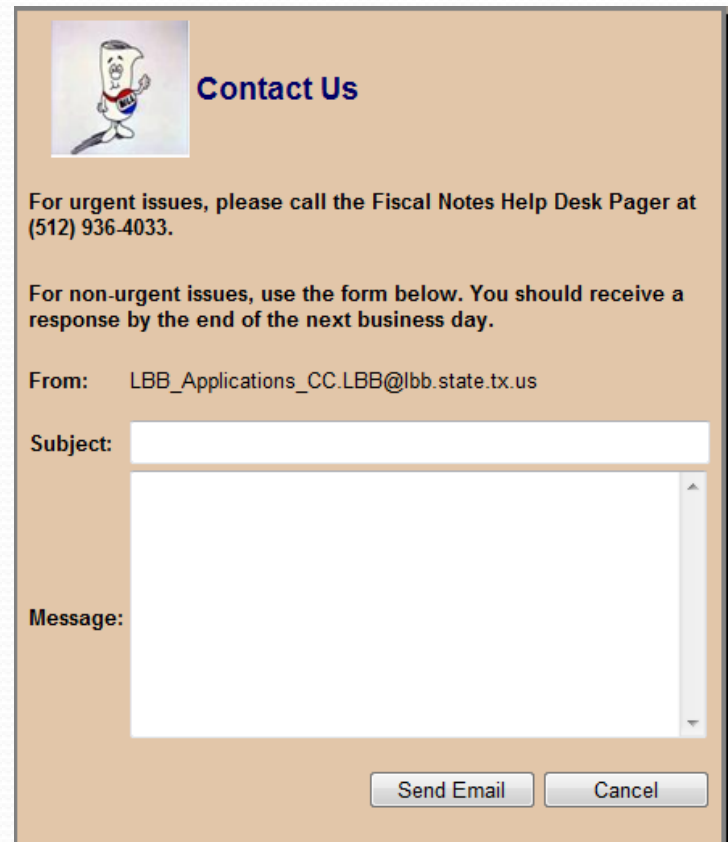
Contact Us

- Click the Contact Us button to display a pop-up box of contact information.

  Hello, CTest2 Test!
  | Help | Contact Us | Logout |

  - If you want immediate 24-7 assistance, call the FNS Help Desk number.
  - If you want assistance within the next business day, click the LBB Applications link.

- When you click the Contact Us button, the system will display a pop-up form. Fill out the subject and message and then click the Send Email button. You should receive a response by the end of the next business day.

Contact Us

For urgent issues, please call the Fiscal Notes Help Desk Pager at (512) 936-4033.

For non-urgent issues, use the form below. You should receive a response by the end of the next business day.

From: LBB_Applications_CC.LBB@lbb.state.tx.us

Subject:

Message:

| Send Email | Cancel |

THE END