

Legislative Services Agency – Computer Services Division Iowa Legislature Help Deck (515)281-6506

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Bills & Rules Watch

Bills & Rules Watch allows you to follow bills and rules; subscribe to legislation, rule makings, and publications by topic or category; maintain collections; and receive an e-mail update when the status of watched bills and rules change. In **Bills & Rules Watch**, you can organize watched bills, rules, topics, and publications into dynamic or static collections and build or maintain collections as resources or research tools. To use Bills & Rules Watch, a user account is required.

Use the following links to click and jump to a section for quick reference or follow the steps in sequence to create an account and set up collections and rules:

Navigate to Bills & Rules Watch

Login *UPDATED*

Create Collections

Subscribe to Legislation *UPDATED*

Subscribe to Rule Making

Subscribe by Topic

Subscribe by Category

Adding Content from Search Legislative Documents

E-mail Notifications and Settings

Prioritizing Documents *NEW*

Adding Notes to Documents

UPDATED Monitoring and Maintaining Collections

- Copy, move, lock or delete rules

- Copy, move or delete documents

Export a Collection to PDF

Export a Collection to Excel

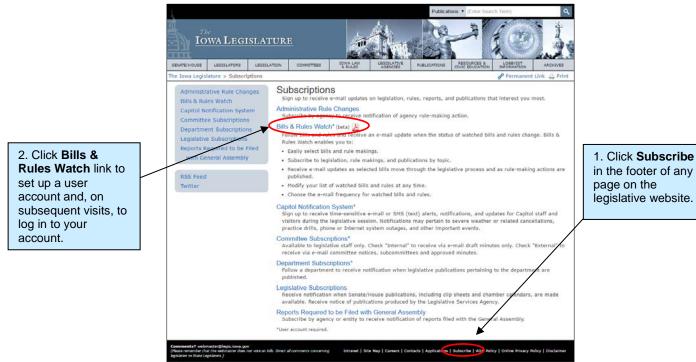
Export a Collection on a Mobile Device

Search a Collection by Keyword

Feedback or questions

Navigate to Bills & Rules Watch

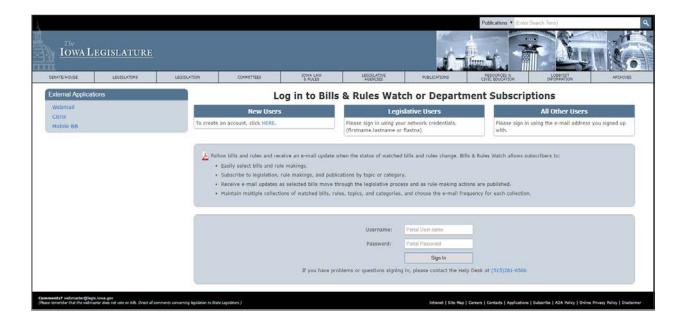
To establish a user account, click the **Subscribe** link in the footer of our website (www.legis.iowa.gov) and then click on the link entitled **Bills & Rules Watch**.



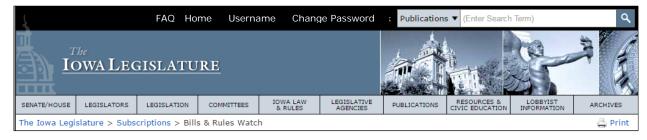
Login

If not already logged in to the portal, you will be taken to the Legislative Applications page.

Legislative staff and portal users: Use your network credentials to login at the Legislative Applications login page.



[To logout of your account, click your username in the black header bar on the website or click Logout in the left navigation panel. Non-legislative users may change their account password using the link in the black header bar.]



Create Collections

On your first visit to **Bills & Rules Watch**, you will see the steps for the guided tutorial. (Once you have established collections and rules, you will no longer see the tutorial.)

A Collection is your list of documents and rules.

Rules are criteria to determine how and what content is added to your collection.

To create your first collection, click the plus sign in the **Collections** navigation header.



In the dialog box, enter the name for your collection and, if desired, add a description, then click "Save." To create additional collections, repeat these steps.



The collection description may be edited or added at any time by using the edit icon next to "Description:"



By default, the Legislation tab will display on your first visit. To subscribe to rule-makings or by topic or category, select the applicable tab to add content to your selected collection.

Subscribe to Legislation

You may subscribe by any or all of the options offered; subscriptions to legislation by certain rules will apply *for* the current General Assembly only. Rules to subscribe by LSB, by bill number, and by legislation affecting the lowa Code terminate at the end of a GA.

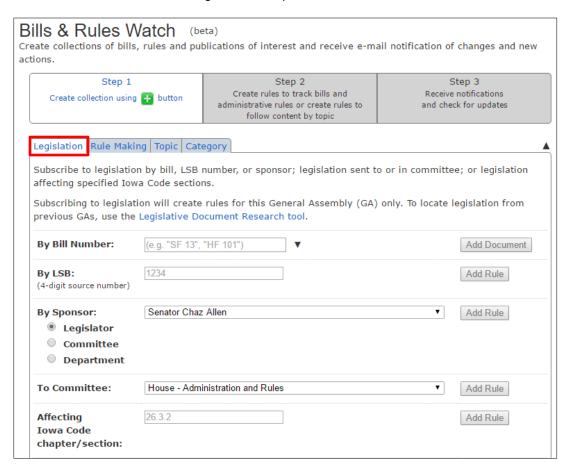
To subscribe by **bill number**, enter the bill number in the field and click "Add Document." The bill will be added to your collection, and in the "Documents matching" list, any new actions to the bill will be displayed when the action history for that bill is expanded using the dropdown arrow. Rules to subscribe by bill number terminate at the end of a GA.

To subscribe by **LSB**, enter the LSB number in the field and click "Add Rule." Subscription by LSB will provide notification when the LSB receives a bill number and when action happens on *any version* of the LSB.

To subscribe by **sponsor**, select the radio button for Legislator, Committee, or Department and use the dropdown menus to select the applicable entity. Click the "Add Rule" button. Subscription by sponsor will provide notification when legislation by the selected sponsor is introduced and when new action on such legislation is reported.

To subscribe to **legislation in committee**, use the dropdown next to the "To Committee:" field to select a committee, and click "Add Rule." With this subscription rule, your collection will be updated when legislation is sent to the committee to which you subscribed.

To subscribe to **legislation affecting the lowa Code**, enter the lowa Code chapter or section in the field and click "Add Rule." Your collection will be updated when legislation affecting the lowa Code chapter or section is introduced and when new action on such legislation is reported.



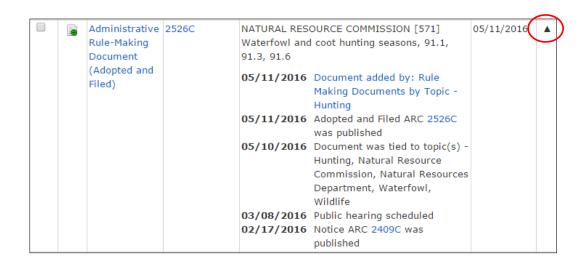
Subscribe to Rule Making

You may subscribe by either or both of the options offered:

To subscribe by **proposed rule making**, enter the ARC number in the field and click "Add Document." The rule making (ARC) will be added to your specified collection and any new actions to the rule making (including public hearing, Amended Notice of Intended Action, or filed rule) will be displayed when the action history for that rule making is expanded using the dropdown arrow (see second graphic below).

To subscribe by **agency**, **chapter**, **or rule number**, either enter the agency number (and include the chapter or chapter and rule number if desired) in the field or select the agency from the displayed agency listing (drill down to chapter or rule if desired) and click "Add Rule." Subscription by agency, chapter, or rule will update your collection when rule making affecting the agency, chapter, or rule is published.



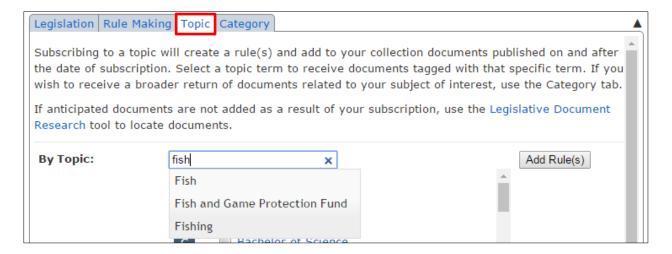


Subscribe by Topic

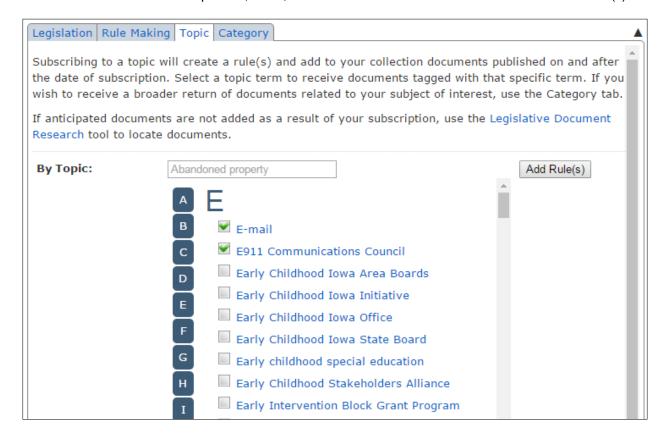
You may subscribe to a topic and elect to follow the topic when it appears in legislation, rule making, or publications. Subscription by topic will add content to your collection when content indexed with that topic is published.

Note that subscribing to a topic may yield narrow results. If you wish to receive a broader return of documents related to your subject of interest, subscribe via the Category tab.

First, to subscribe by topic, enter a topic term in the field and select from the offered topics.



Or click a term or letter from the topics list, scroll, and select a term or terms of interest. Click "Add Rule(s)."



After clicking the "Add Rule(s)" button, a pop-up box will display options for the topic subscription. By default, Legislation, Rule Making Documents, and Publications will be selected, but you may click to select and deselect each checkbox. Click "Save" to complete the subscription.



Your collection rules will reflect your topic subscriptions by content type. Based on your topic subscription(s), your collection will be updated when legislation, rule-making documents, or publications indexed with your selected topic(s) are published. In addition, your collection will be updated if previously published publications are later assigned an indexing topic that corresponds to your subscription.

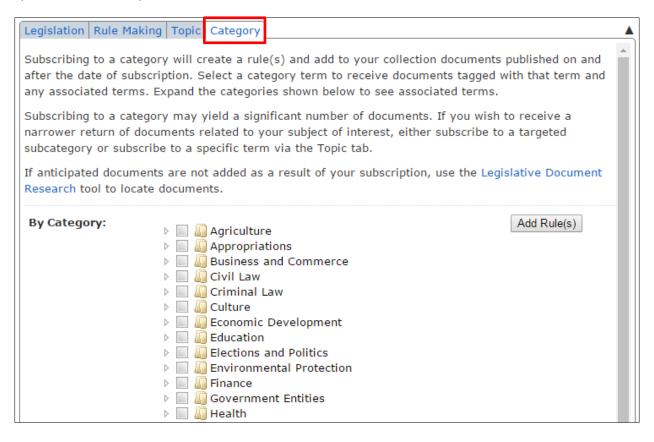


Subscribe by Category

You may subscribe to a category and have content added to your collection when content tagged with the category term and associated terms appear in legislation, rule making, or publications.

Select a category from the list or use arrows where available to view associated terms. After selecting a category, click "Add Rule(s)." By selecting a category, when documents tagged with the category and its associated terms are published, the documents will be added to your collection.

Note that subscribing to a category may yield a significant number of documents. If you wish to receive a narrower return of documents related to your subject of interest, either subscribe to a targeted subcategory or subscribe to a specific term via the Topic tab.



Adding Content from Search Legislative Documents

Several document types may be added to a collection directly from the Search Legislative Documents tool. Ensure that you are logged in (username will appear in the black bar at the top of the website header), and either perform a search or navigate directly to a document using the Search Legislative Documents tool. Click the icon next to the document you wish to add.



If "Collection" is an available option, the document can be added to a collection. Click the "+ Collection" option.



At the prompt, select or create the collection to which the document should be added, and click "Save."

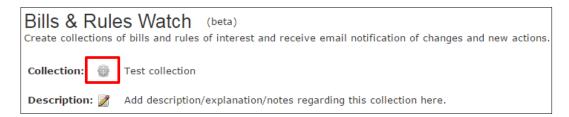


Next to the list name are icons that indicate whether notifications are turned on or off for the selected collection and whether the collection is locked and does not receive automatic updates when new action affecting content occurs. (A "locked" collection still accepts manual addition of documents.)

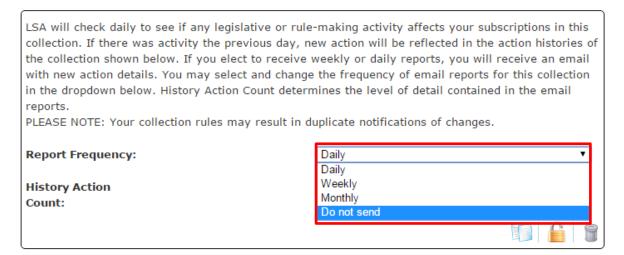
E-mail Notifications and Settings

By default, you will receive **weekly** e-mail updates to notify you of any action based on your subscription rules (i.e., when legislation is introduced and any action on legislation affected by your subscription rules or when publications pertaining to your topic or category subscription are published). By default, the e-mail notifications will report the **last three actions** affecting legislation, rule making, and publications.

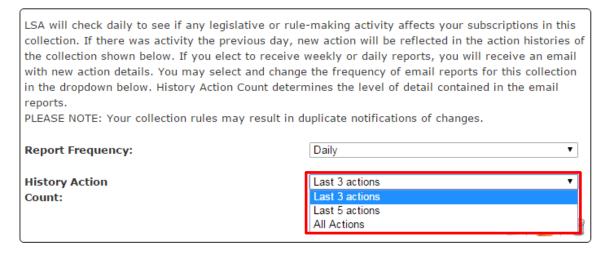
To receive more frequent updates or if you would rather not receive e-mail updates, you may change your settings for individual collections by clicking the gear icon next to the collection name.

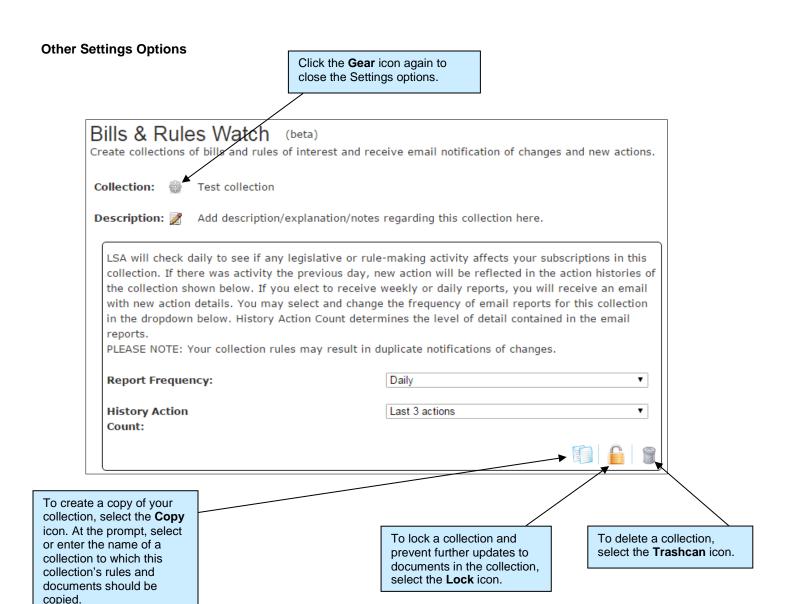


Settings options will be displayed. Use the dropdown to select the frequency with which you would like to receive updates. If you would rather not receive e-mail updates and instead monitor updates by logging in to review your collections, select "Do not send."



If you would like to change the level of detail contained in your e-mail notifications, use the History Action Count dropdown to select one of the options.





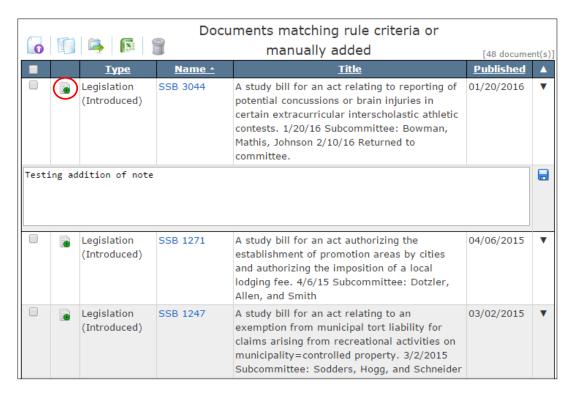
Prioritizing Documents

Prioritize documents within a collection by selecting the star icon in the document's row. When the page is refreshed and when you next open the collection, the priority document(s) will appear at the top of the list. To remove the priority designation, click the star icon again to clear it.

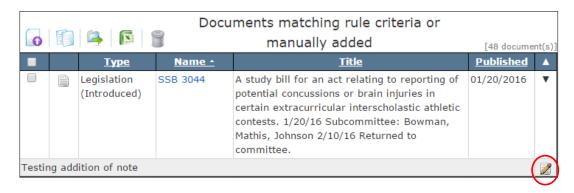


Adding Notes to Documents

Add notes or associated information to any document in your collection by clicking the icon in the second column of the "Documents matching" table. Type your note in the field provided and click the disk/save icon. Notes will remain associated with documents even if documents are moved from one collection to another.



Notes may be edited by clicking the pencil/edit icon in the note's row.

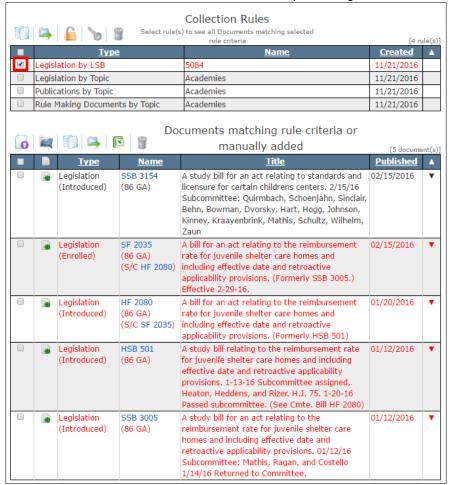


Monitoring and Maintaining Collections

In addition to receiving e-mail notifications of updates to your watched bills, rules, topics, and categories, you may review or change your collections within Bills & Rules Watch at any time.

To check for updates related to a particular rule, click the checkbox for that rule in the "Collection Rules" table. The font color will change to red, as will any related documents in the "Documents matching" table below.

If "S/C" is indicated in the Name column, the links to similar and companion legislation will be included.

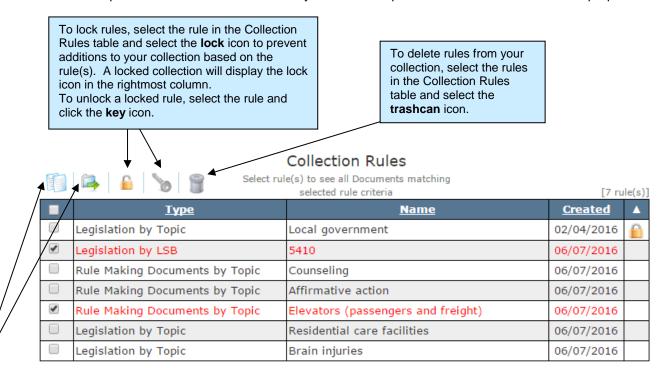


Click the arrow in the right-hand column of any row in the "Documents matching" table to expand and view the action history for that document. Click the arrow again to collapse the action history display.

Documents matching rule criteria or						
0	唱		1	manually added	[48 docume	nt(s)
		<u> Type</u>	<u>Name *</u>	<u>Title</u>	<u>Published</u>	
		Legislation (Introduced)	SSB 3044	A study bill for an act relating to reporting of potential concussions or brain injuries in certain extracurricular interscholastic athletic contests. 1/20/16 Subcommittee: Bowman, Mathis, Johnson 2/10/16 Returned to committee.	01/20/2016	(
				06/07/2016 Document added by: Legislation by Topic - Brain injuries 02/17/2016 Document was tied to topic(s) - Athletics, Brain injuries, Football, Head injuries, Hockey, Injuries, Lacrosse, Schools, Soccer, Students, Wrestling 02/04/2016 Subcommittee created for Education		
		Legislation (Introduced)	SSB 1271	A study bill for an act authorizing the establishment of promotion areas by cities and authorizing the imposition of a local lodging fee. 4/6/15 Subcommittee: Dotzler, Allen, and Smith	04/06/2015	•
		Legislation (Introduced)	SSB 1247	A study bill for an act relating to an exemption from municipal tort liability for claims arising from recreational activities on municipality=controlled property. 3/2/2015 Subcommittee: Sodders, Hogg, and Schneider	03/02/2015	•
		Legislation (Introduced)	SR 13	A resolution requesting the legislative council to establish an interim study committee to study local government mandates.	02/24/2015	•

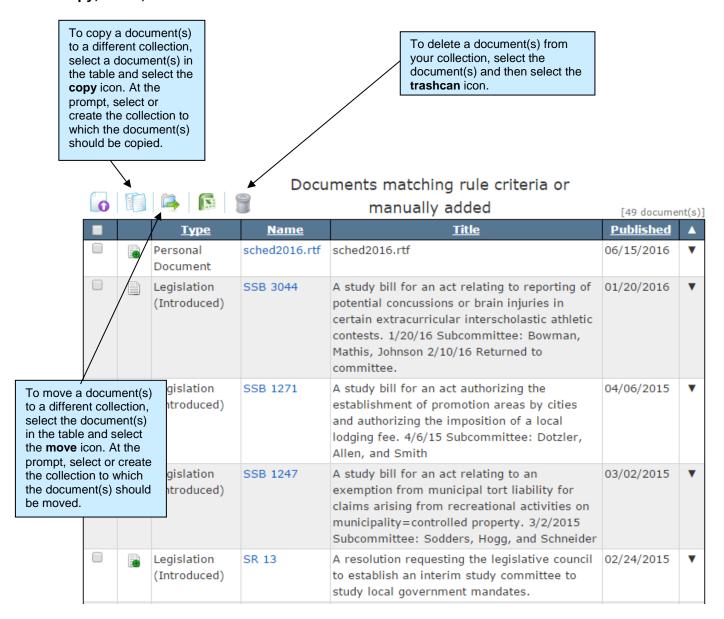
Copy, move, lock, or delete rules

By locking the rules in a collection, the collection will remain static and will not be updated with new content based on subscription rules. Static collections may be useful for point-in-time records or research purposes.



To copy or move a rule(s) to a different collection, select the rule(s) in the Collection Rules table and select the **copy** or the **move** icon. At the prompt, select or create the collection to which the rules should be moved.

Copy, move, or delete documents



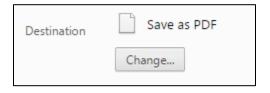
Export a Collection to PDF

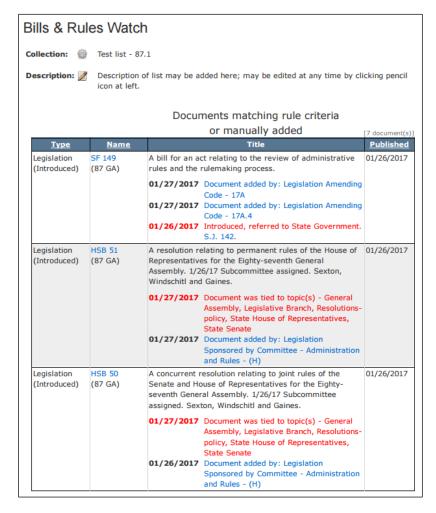
A list of documents in a collection may be exported to PDF.

To print or export to PDF, select documents in a collection, then select the **Print** option below the website header.



To save as a PDF, select PDF as the print destination.



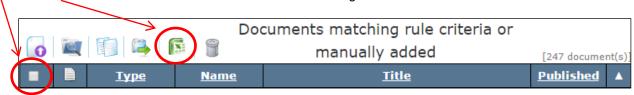


Export a Collection to Excel

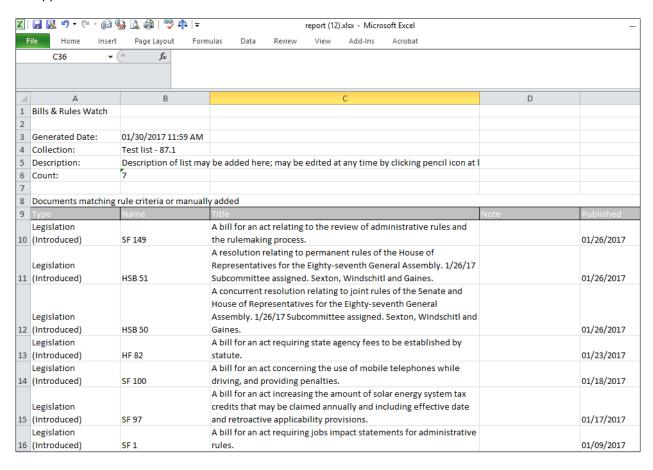
To export to MS Excel, select documents to appear in the report.

To select all documents within the collection, click the checkbox in the header row.

Select the Excel icon above the "Documents matching" table.



The Excel report will appear as a downloadable document in your desktop browser. When opened, the report should appear as follows:



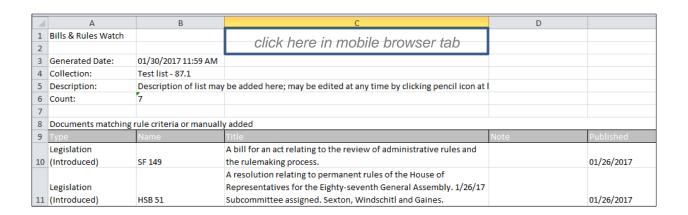
Export a Collection on a Mobile Device

For smartphone, tablet, or iPad users:

Export to Excel capabilities on mobile browsers are limited to the function supported by the mobile browser; therefore, export results may be different in mobile browsers. To export a collection from a mobile browser, particularly Safari or Chrome on iOS, select the documents and click the Excel icon. The report will either download as a separate file or open in a new browser tab.

In the report tab, click in or near the first row to display "Open in..." and "More..." options. Use one of the options to select a location to which the report may be saved.

Alternatively, you may select and copy the report contents and paste them in another application.



Search a Collection by Keyword

To search a collection by keyword, select a collection and then select the documents you wish to search within that collection. To select all documents within the collection, click the checkbox in the header row. Select the search icon above the "Documents matching" table.



Results will be displayed by highlighted rows in the "Documents matching" table.



Feedback or questions

We hope you find Bills & Rules Watch a useful tool in tracking legislative and rule-making activity and activity related to topics and categories and in curating collections of relevant information. If you have feedback as you use Bills & Rules Watch or have questions about your account, collections, or notifications, please contact the Helpdesk at 281-6506 or LSAProjectTeam@legis.iowa.gov. User feedback is valuable and always appreciated!