2017 Bill Analysis and Tracking Training

Learning BATS and the “new” format
Introduction to BATS

• Help is available for BATS specific information:
  – WaTech Solutions Center
    • Phone: (360) 407-9100
    • Email: solutionscenter@watech.wa.gov
  – Training Environment URL: https://tr.xcrm.wa.gov/CRMBATS
  – Production Environment URL: https://xcrm.wa.gov/crmbats
If you see the Yellow Ribbon Bar, X out of (you will only need to do this one time)

The dark grey navigation bar provides access to the menus which allows you to perform common tasks quickly.
Contacts

• **Internal Contacts (USERS)**
  An Internal Contact is any person within your agency who will be accessing the system.

• **External Contact**
  An External Contact is someone not using the system, usually another agency. Legislators have been imported from LSC.

• **External Entities**
  External Entities are groups or committees, not a person. This is someone outside of the system. An External Contact can be associated to an External Entity.
Bill Tracking & Analysis

• “Click Bills” in the Work Tile Ribbon to show Bill Screen

• There are multiple views
Bill Tracking & Analysis

- Searching
- Filtering
Bill Tracking & Analysis

- Other ways to search and filter
Bill Elements

- Click on a bill to view the elements on the bill.
Bill Elements

- Click “LSC Website” in top Ribbon Bar to view webpage associated with this Bill. The webpage will open in a new tab.
- Click “Search for Fiscal Notes” in top Ribbon Bar to view the OFM Fiscal Notes site for Fiscal Notes associated with this Bill.
Bill Tracking - Individual

- Select the Update Options you would like to track with

- For an agency tracking:
Bill History

• To view the Bill History via the Navigation Bar for details on changed versions of the Bill
• Click “Hearings” for information on Hearings related to the Bill
• Click the Hearing hyperlink to open the LSC Web Page
Hearings

- The LSC Web Page opens in a new window and provides the hearing details.
Hearings

• To add an Appointment to your calendar:
  – Click Back on the BATS Hearing Page
  – Select the hearing and Click “Copy A Link”
  – Click on the Down Arrow & Select “Activities” from the Work Tile Ribbon
  – Click the “New Activity”, Select Appointment
    • Fill in the details
      – Paste the previously copied link into the subject or description
  – Click Save
The Hearing Report is available from either your Bills Page or Hearings Page. It can be exported. The report data relates to the selected view you are using. There is a default view system view available will show all the hearings in the next week that your Agency is tracking.
Seeing RCW’s

- To view RCW’s, select in the top navigation bar
- Double click on an RCW
Bill Analysis Preparation

• Navigate to the Queue.
• Click on the title of the queue item to open
Bill Analysis Preparation

- Click on the hyperlink “Regarding” to complete the Analysis
Bill Analysis Preparation

- Click “Start Analysis” in the top Ribbon Bar
- Click “Notes” to add attachments or notes.
Bill Analysis Preparation

- Click “Generate Summary” to verify Analysis
- Click “Ready for Review” to assign Analysis review to first reviewer
- Mark your task complete
Bill Analysis Review

- From the Queue, click the queue item for “Review the Analysis”
- Click on the hyperlink (Analysis name) to review
Bill Analysis Review

- Review the Analysis and once reviewed, mark the task as “complete”

- Or, click the “Complete” flag in top Ribbon Bar.
Timeline

- From the time the Bill Analysis is assigned:
  - 3 days for lead program.
  - 2 days for support program.
Resources

• WaTech
  – Phone: (360) 407-9100
  – Email: Servicecenter@watech.wa.gov
  – Production Environment URL: https://xcrm.wa.gov/crmbats
Questions?

ALWAYS BE YOURSELF.

UNLESS YOU CAN BE BAT CAT, ALWAYS BE BAT CAT.