

HOW TO SIGN UP FOR MEASURE TRACKING LIST

STEP 1

Go to the Legislature's website www.capitol.hawaii.gov and click on "Sign In" (upper right corner of the page) and enter your email address and password.

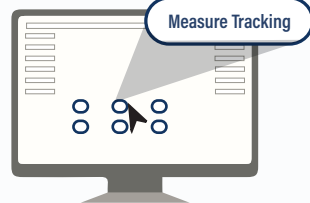


This is an incredibly helpful feature that allows you to create lists of bills and other measures you're interested in.

- 1 Allows you to easily view the current status of numerous bills
- 2 Create easy-to-read reports
- 3 Easy to make changes to your lists as the session progresses
- 4 Great tool for sharing information with colleagues

STEP 2

Click on the orange "Measure Tracking" icon located in center screen.



STEP 3

First, you'll need to create a list. You can name it anything. Just enter the name in the left hand column and then click on "Create List."



STEP 4

Next, click on "Show List." The list's name will appear in the column on the right. Add as many measures to the list as you like - just enter a bill number in the space and click on "Add a Measure." Repeat the process until you've added all the bills you'd like to appear on that list.

Option: You can "Add Notes" for each item to add information or highlight items on your list.



STEP 5

Finally, click on "Generate Report." Your list can be viewed as a handy report that shows each measure, its description and current status, and links to its status sheet and its current draft.

Note: The report can be sorted, just double-click the column headers. This is especially helpful to search for most recent activity, or to have the bills listed in numerical order.



Tips: When printing the report, use the landscape orientation for best results. Try saving it as a .pdf file if you want to attach it to an email. You may want to export it as an Excel file for further options.



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