Washington State Department of Enterprise Services

2017 Bill Analysis and Tracking Training

Learning BATS and the "new" format

Introduction to BATS

- Help is available for BATS specific www.des.wa.gov/services/IT/SystemSupport/Training/Pages/trainingCourseMaterials.aspx 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**

Layout/Navigation

- 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**

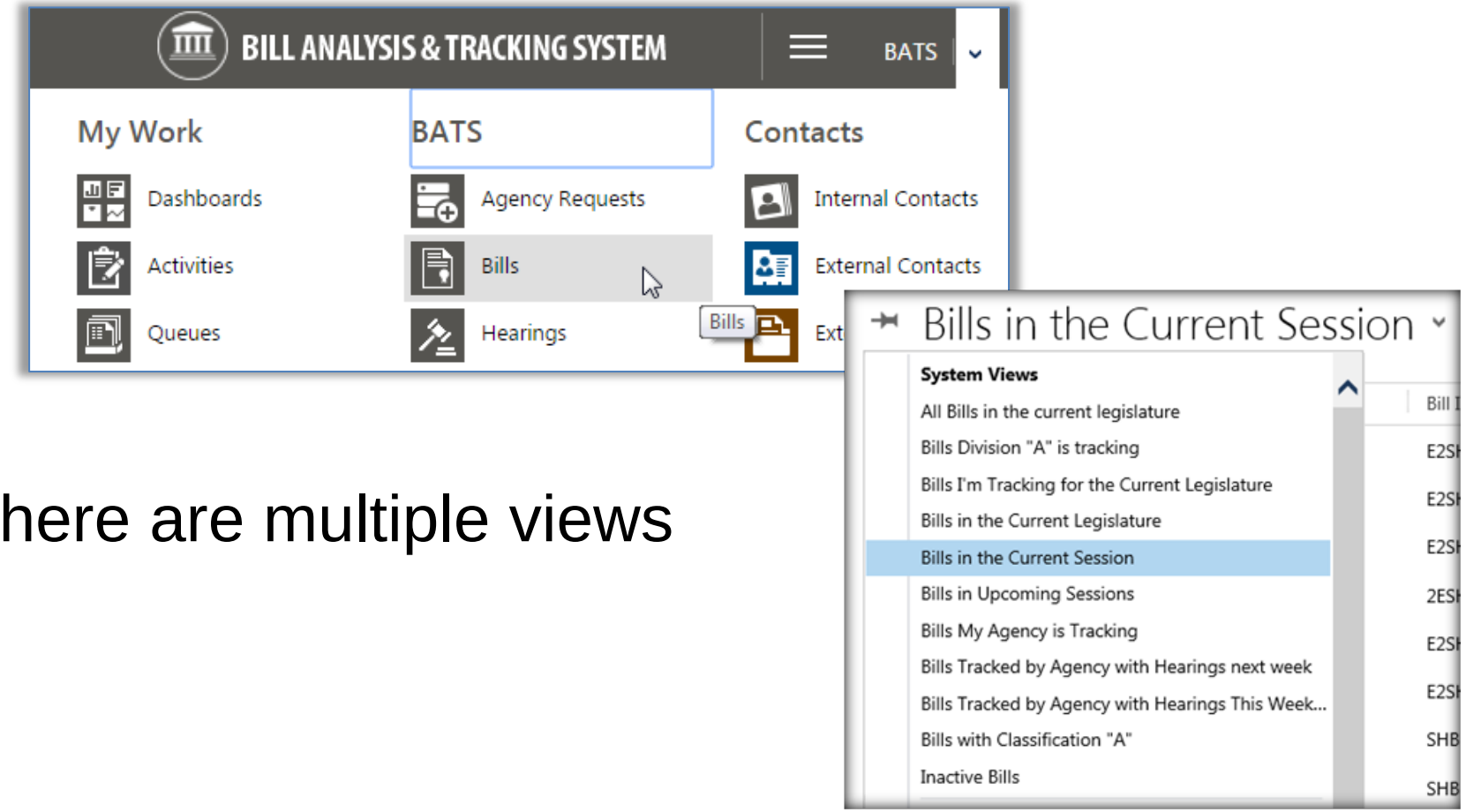
  An External Contact is someone not using the system, usually another agency. Legislators have been imported from LSC.

- **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

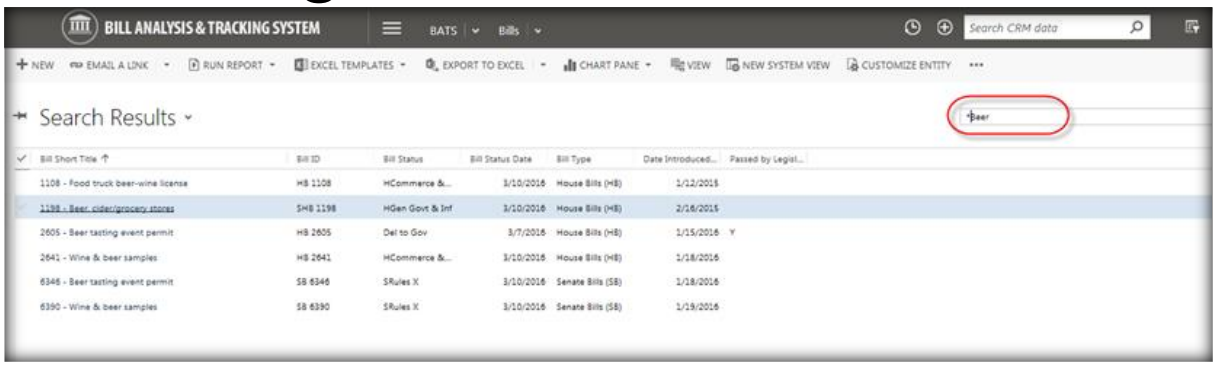
- “Click Bills” in the Work Tile Ribbon to show Bill Screen



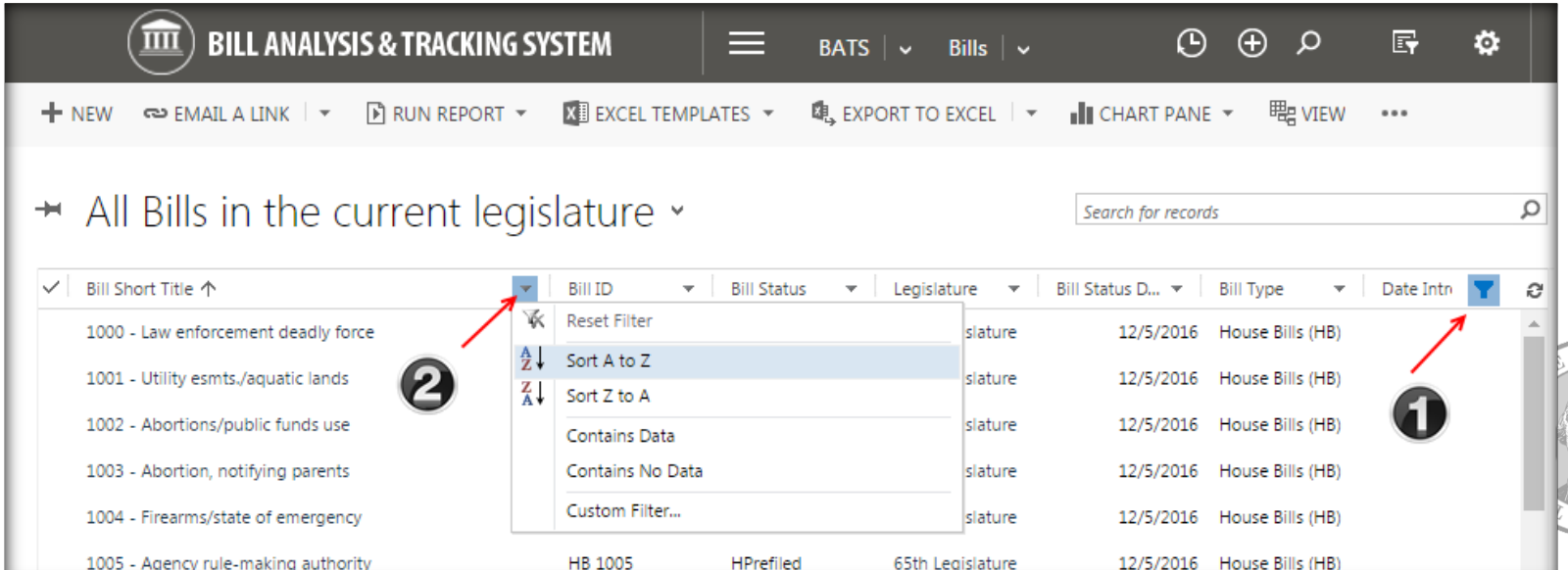
- There are multiple views

Bill Tracking & Analysis

- Searching

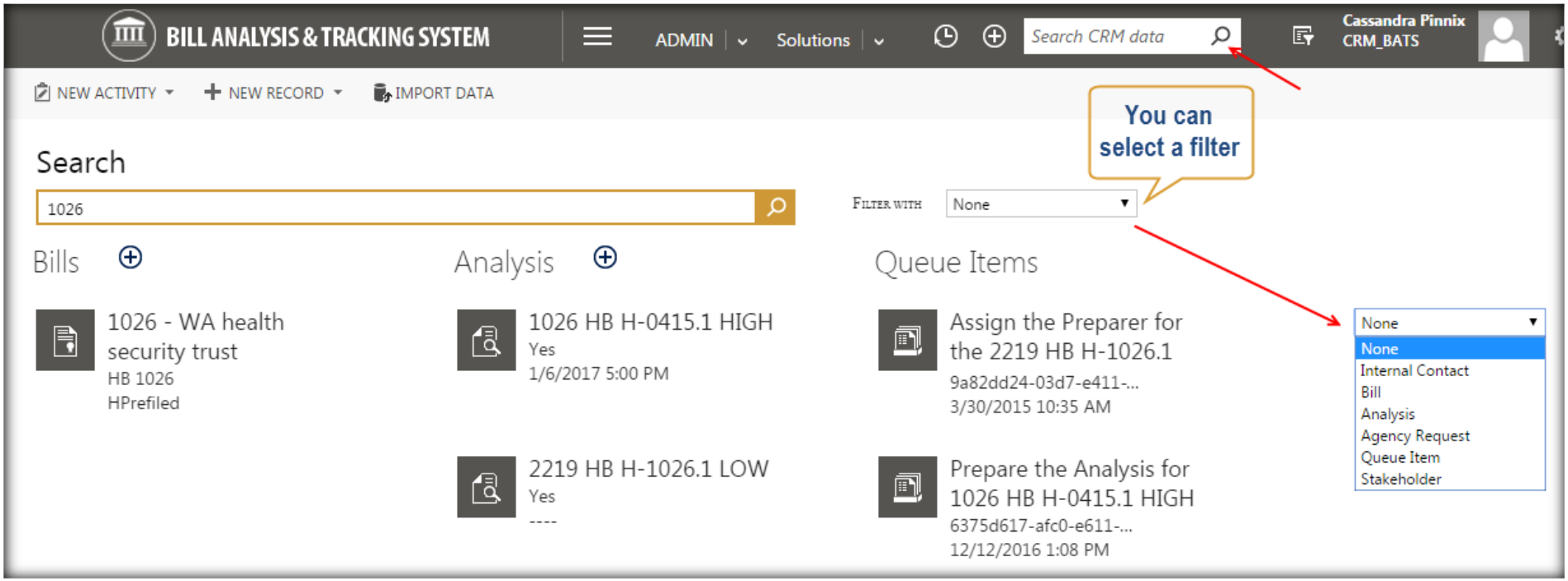


- Filtering



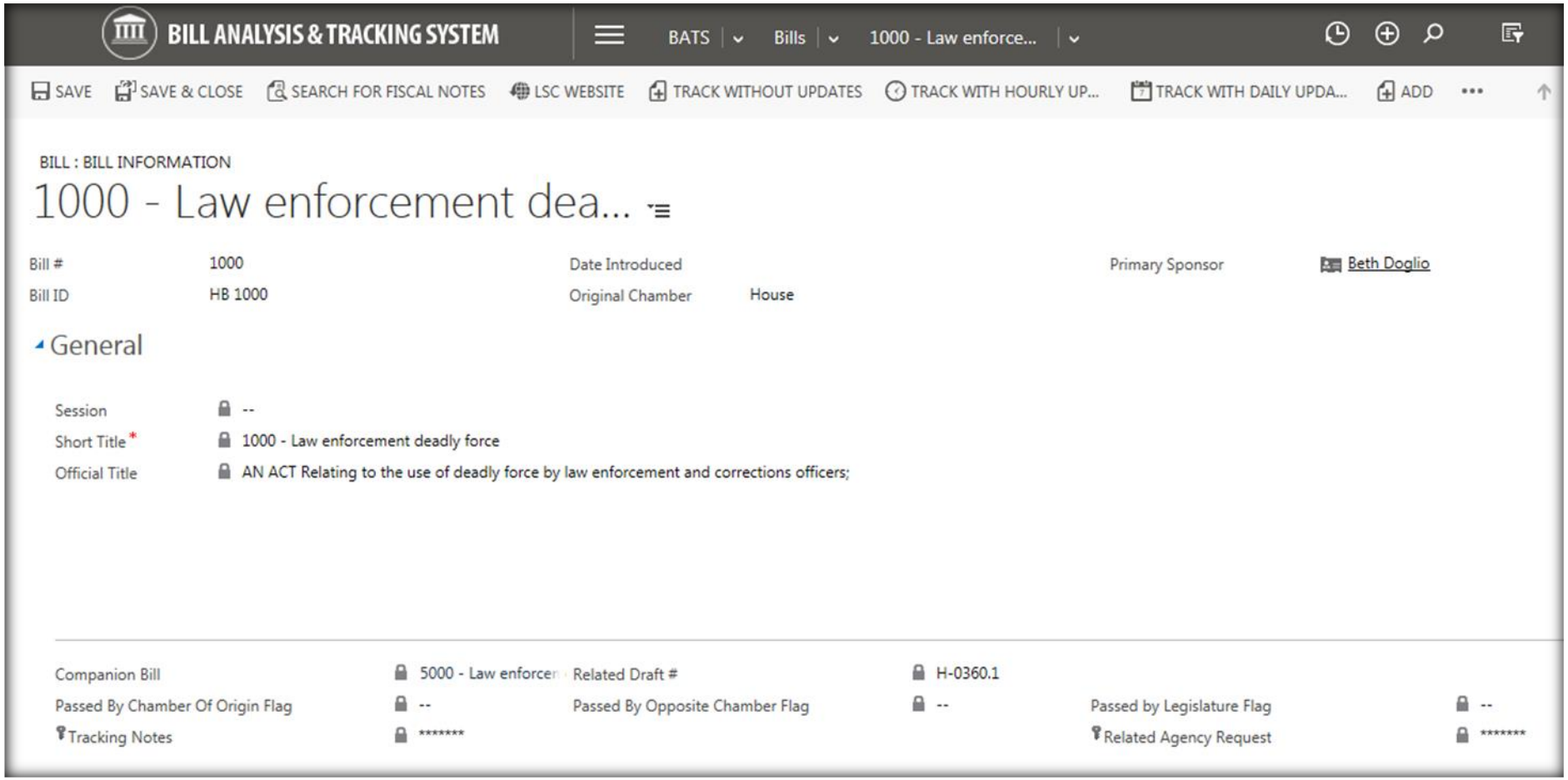
Bill Tracking & Analysis

- Other ways to search and filter



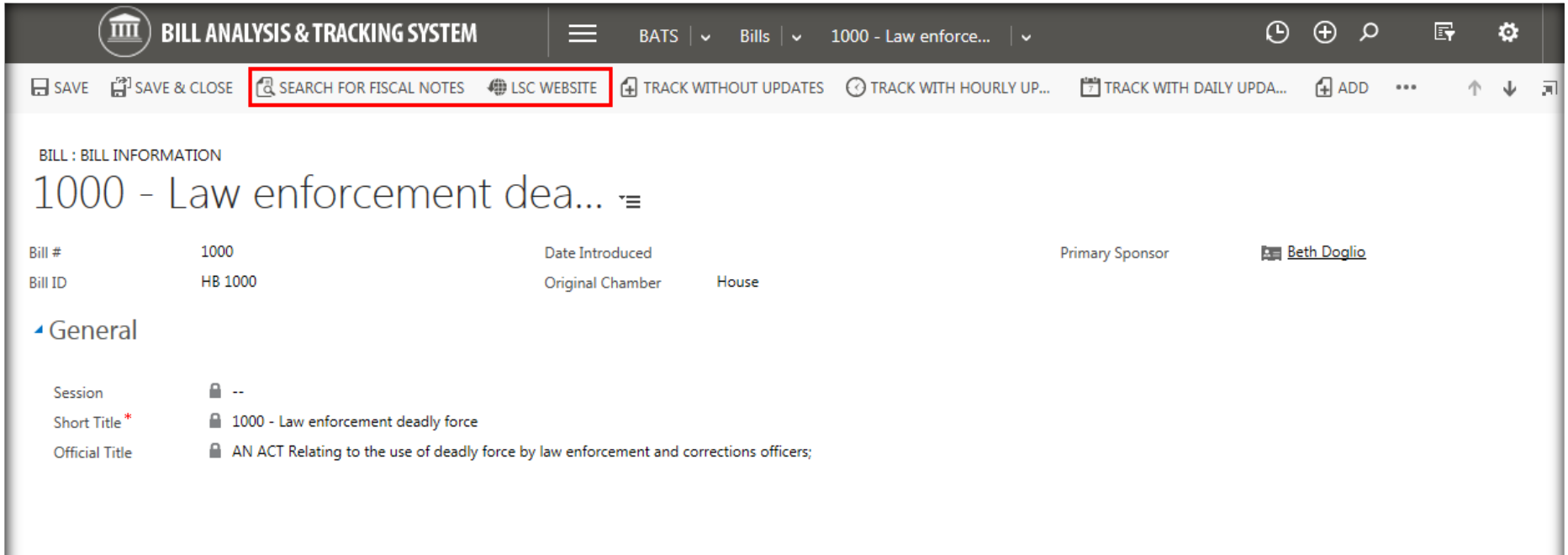
Bill Elements

- Click on a bill to view the elements on the bill



Bill Elements

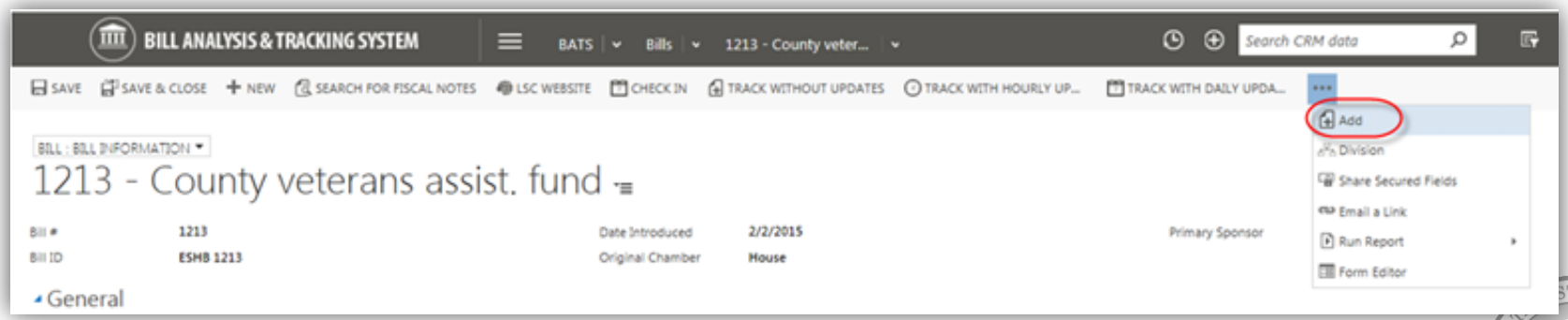
- Click “LSC Website” in top Ribbon Bar to view webpage associated with this Bill. The webpage will open in a new tab
- Click “Search for Fiscal Notes” in top Ribbon Bar to view the OFM Fiscal Notes site for Fiscal Notes associated with this Bill



Bill Tracking - Individual

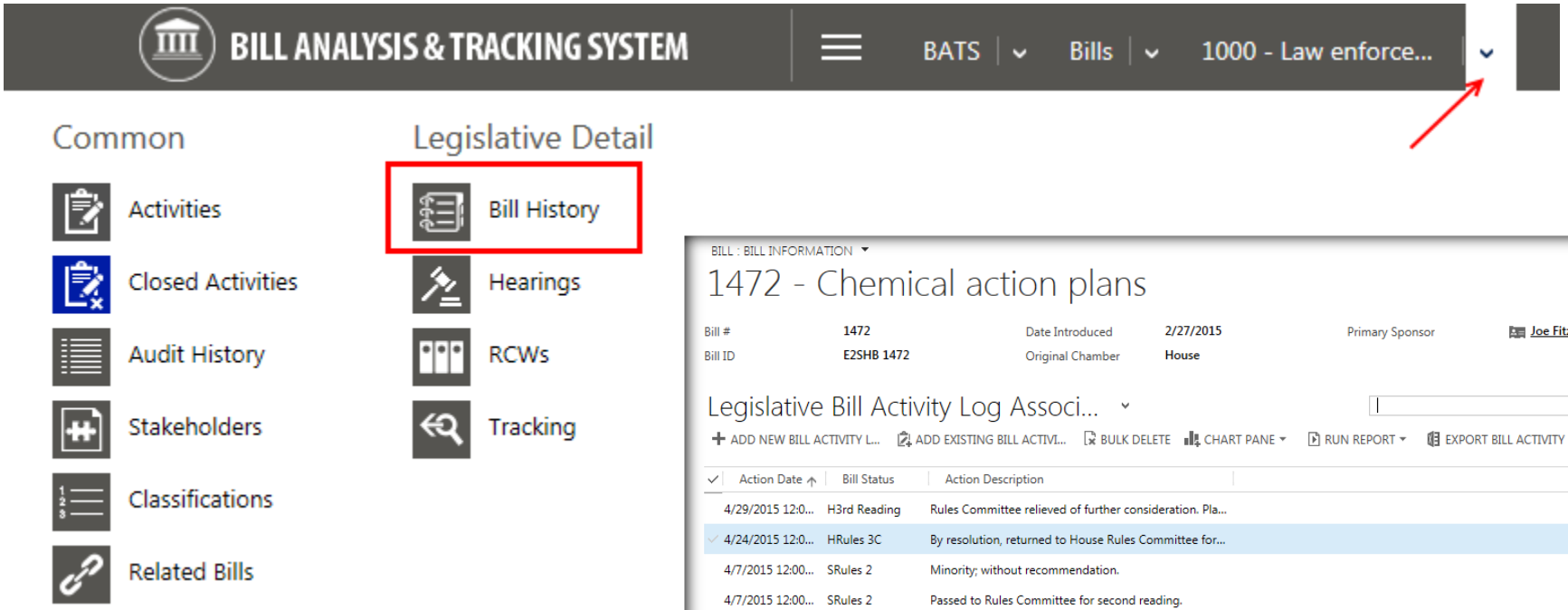
- Select the Update Options you would like to track with

- For an agency tracking:



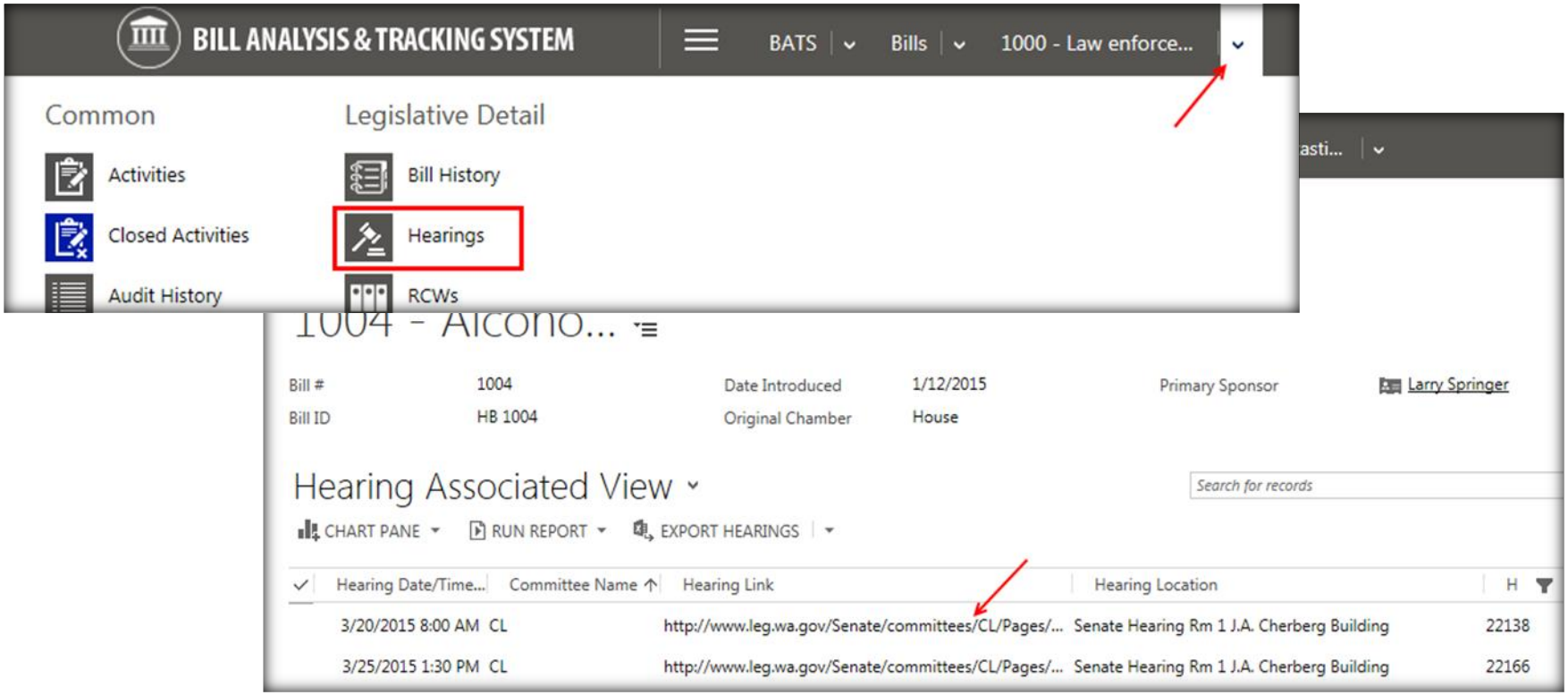
Bill History

- To view the Bill History via the Navigation Bar for details on changed versions of the Bill



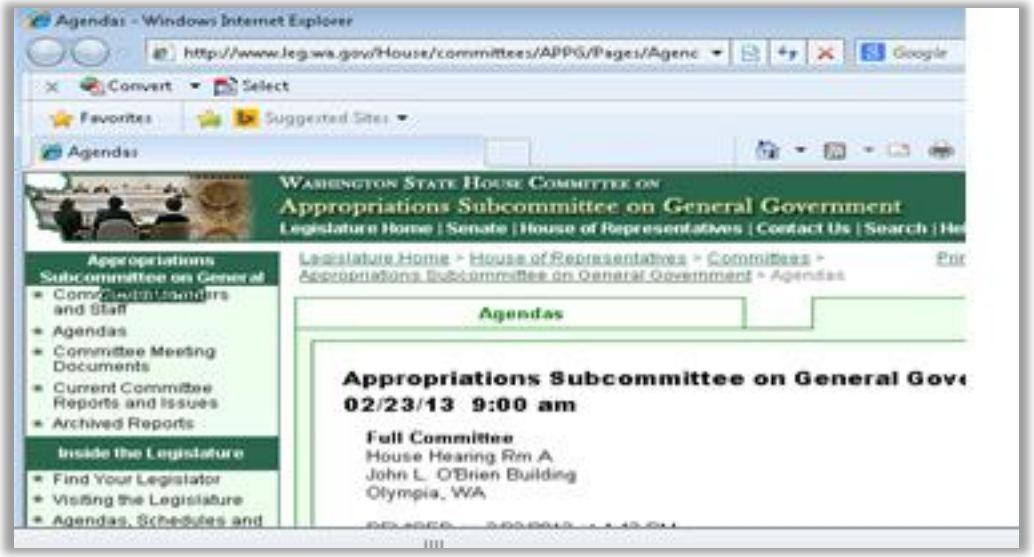
Hearings

- Click “Hearings” for information on Hearings related to the Bill
- Click the Hearing hyperlink to open the LSC Web Page



Hearings

- **T**he 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”

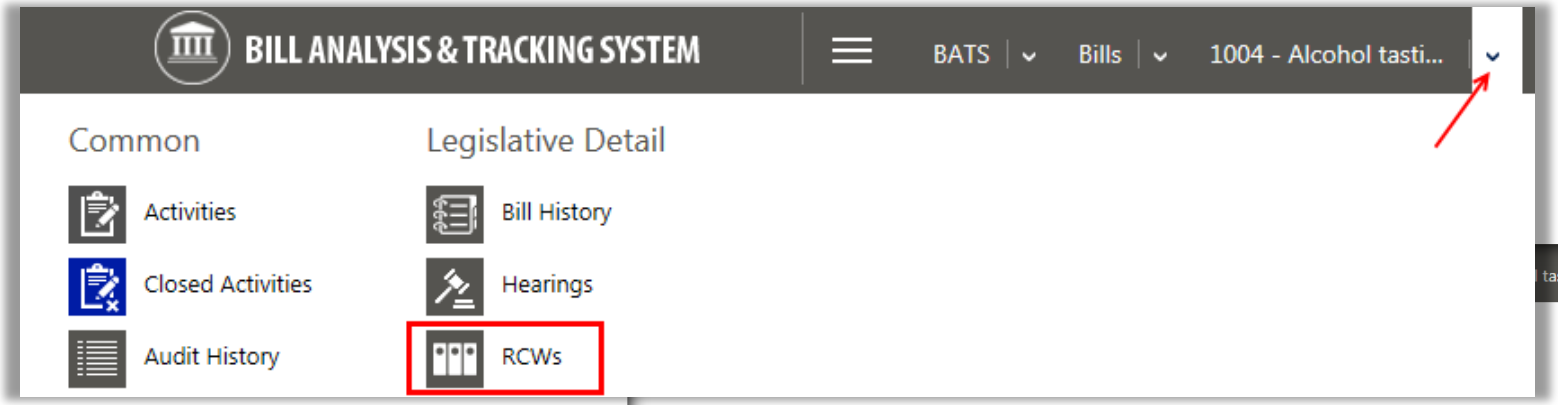
  - Click on the Down Arrow & Select “Activities” from the Work Tile Ribbon
  - Click the “New Activity”, Select Appointment
    - Fill in the details
      - Paste the previously copied link into the subject or description
  - Click Save

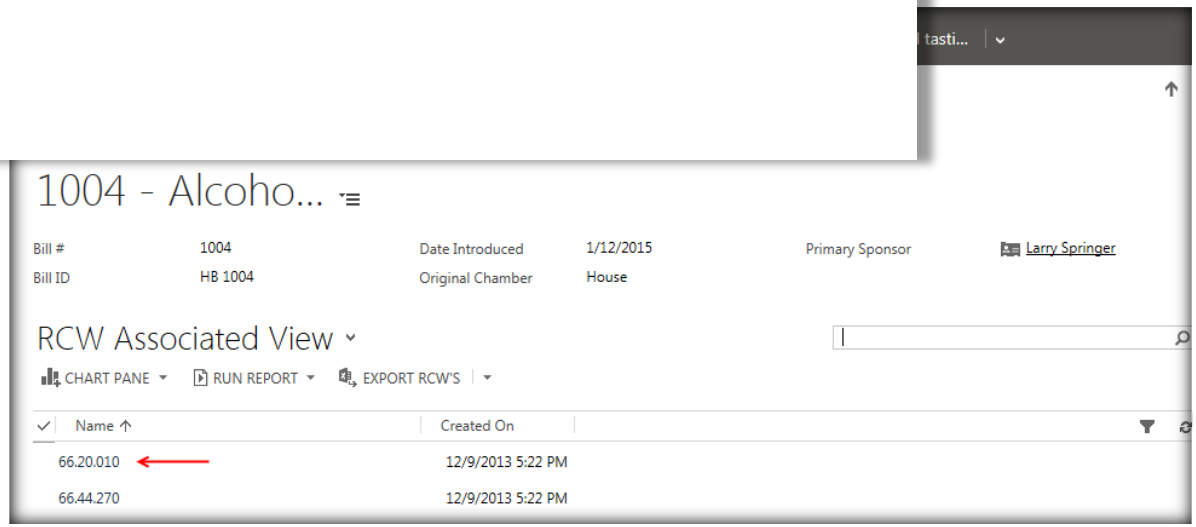
Hearing Report

- 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

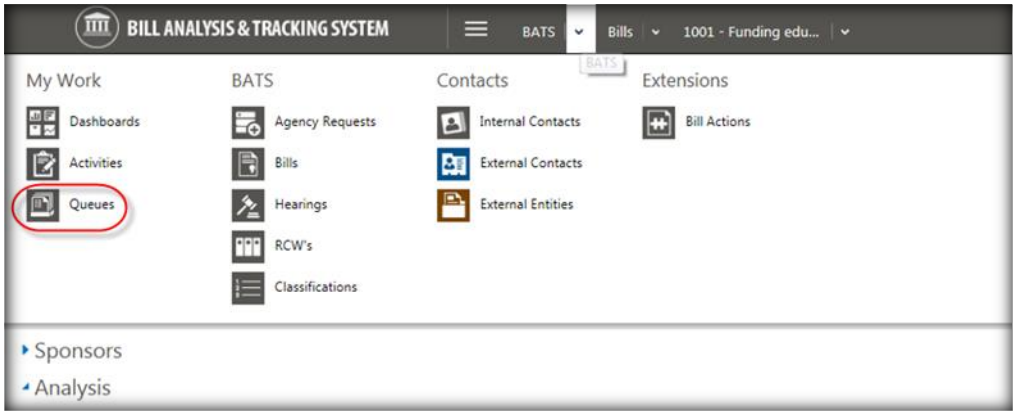
- To view RCW's, select in the top navigation bar
- Double click on an RCW

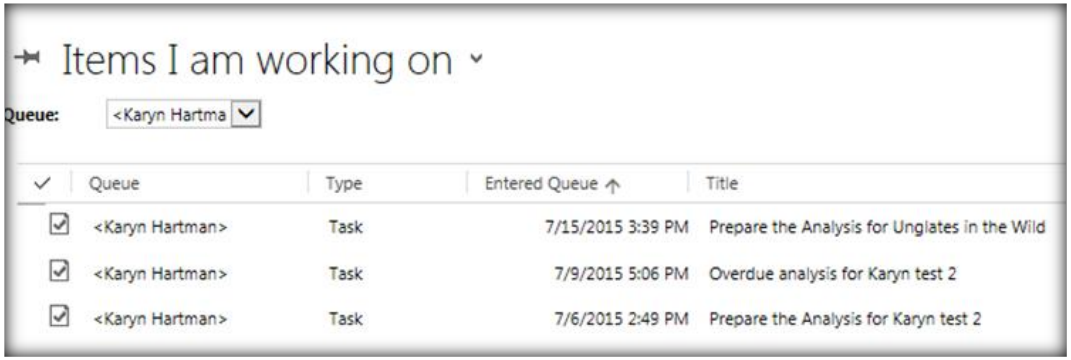




Bill Analysis Preparation

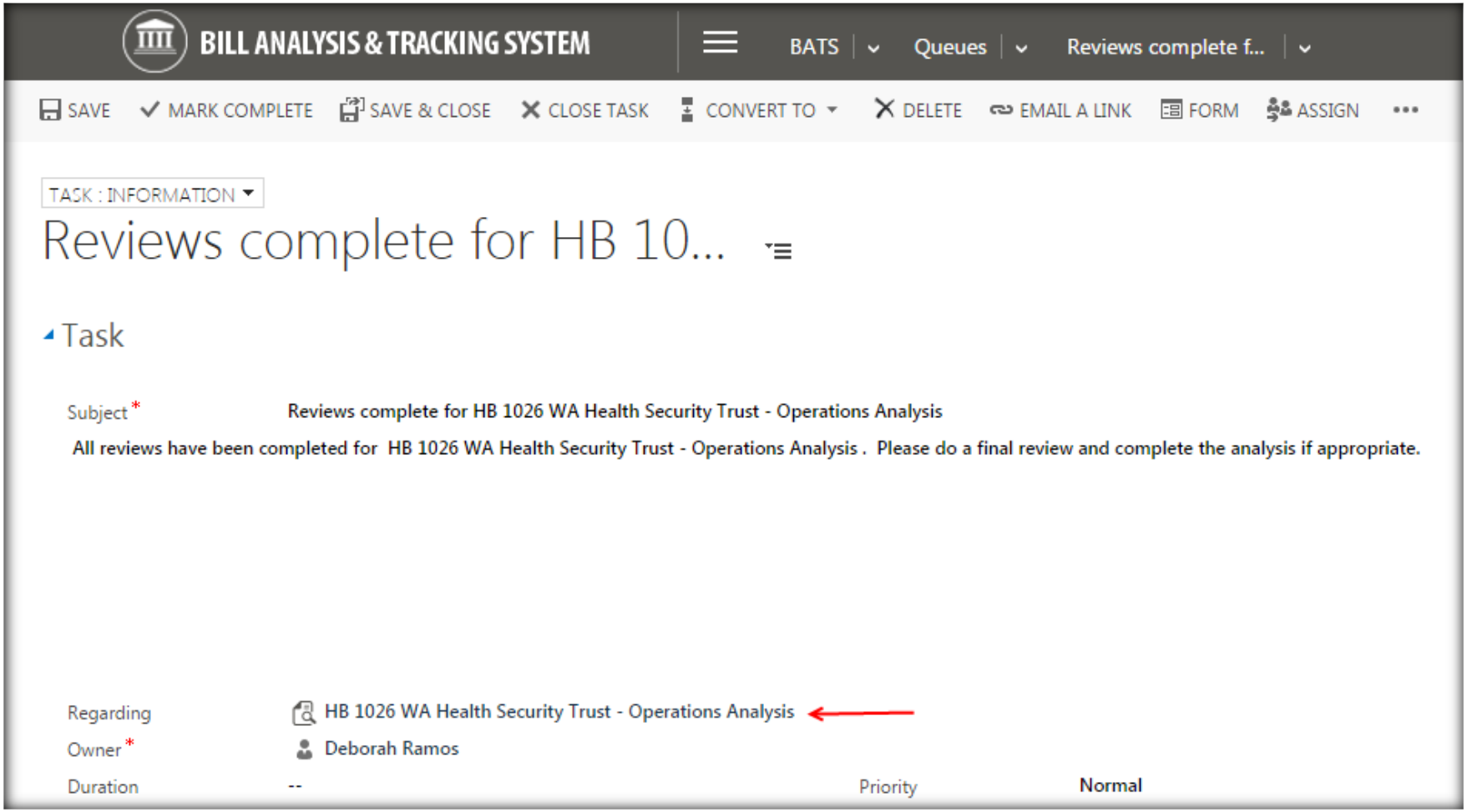
- Navigate to the Queue.
- Click on the title of the queue item to open





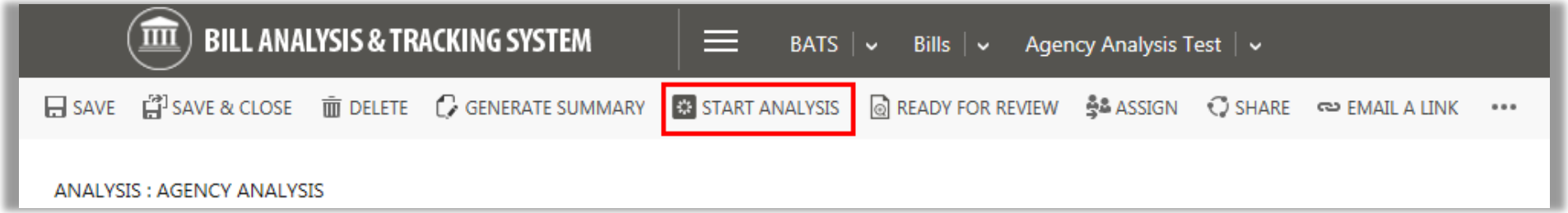
Bill Analysis Preparation

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



Bill Analysis Preparation

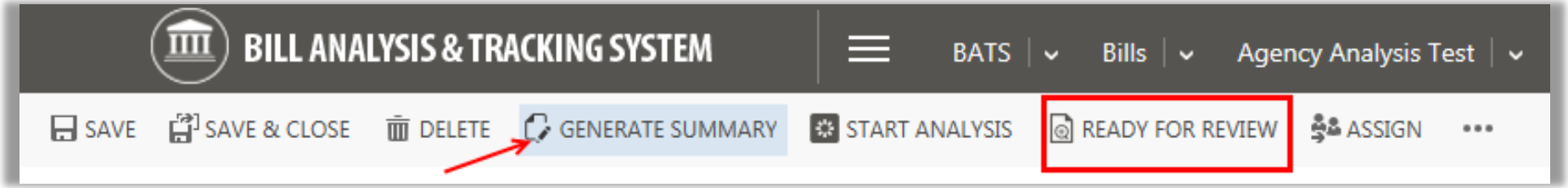
- Click “Start Analysis” in the top Ribbon Bar



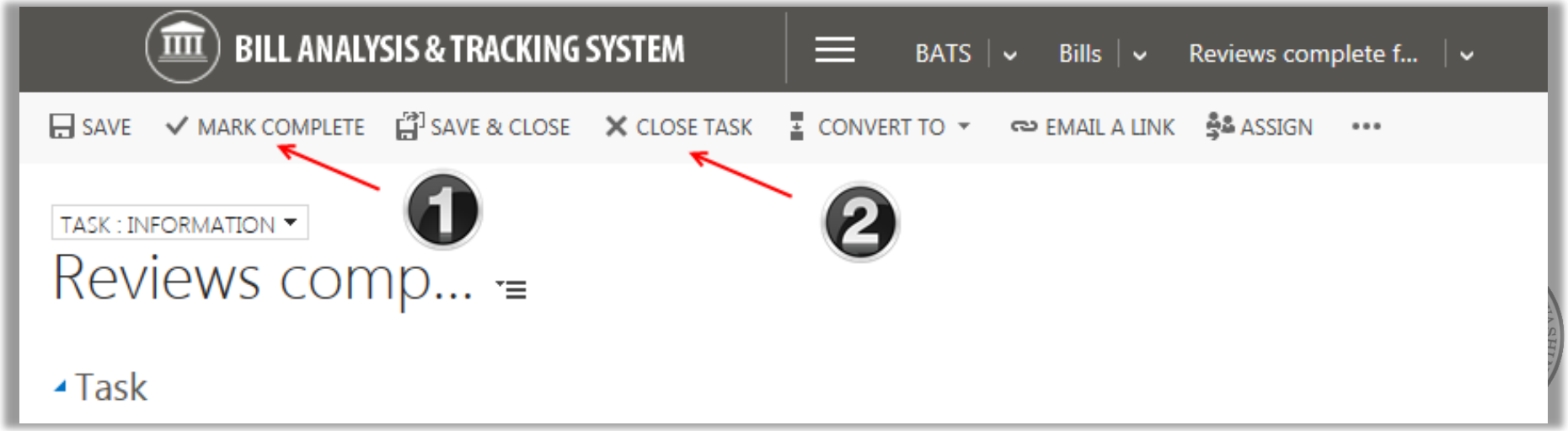
- Click “Notes” to add attachments or notes.

Bill Analysis Preparation

- Click “Generate Summary” to verify Analysis
- Click “Ready for Review” to assign Analysis review to first reviewer

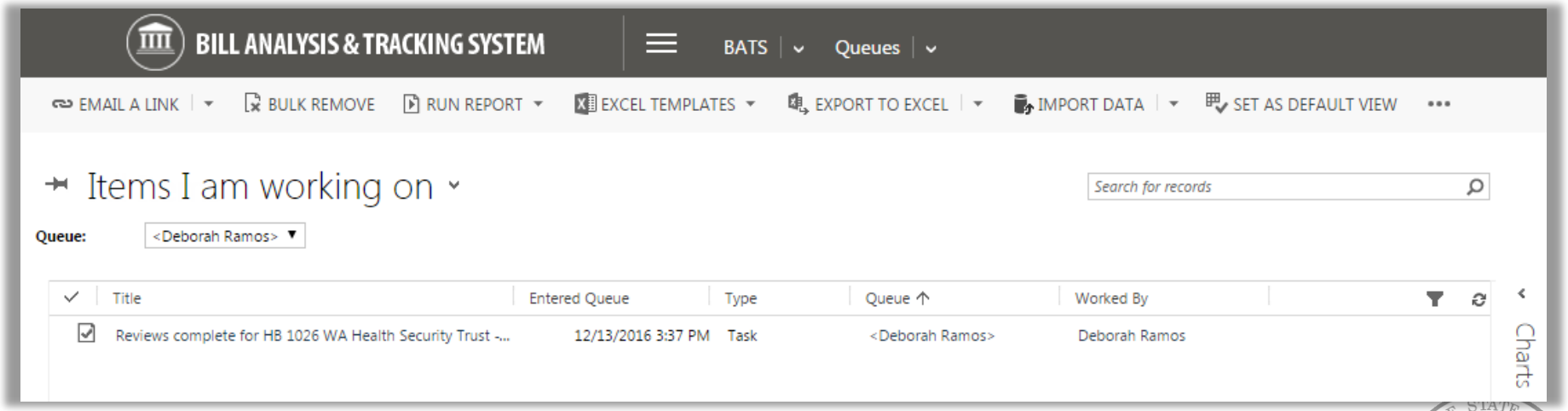


- Mark your task complete



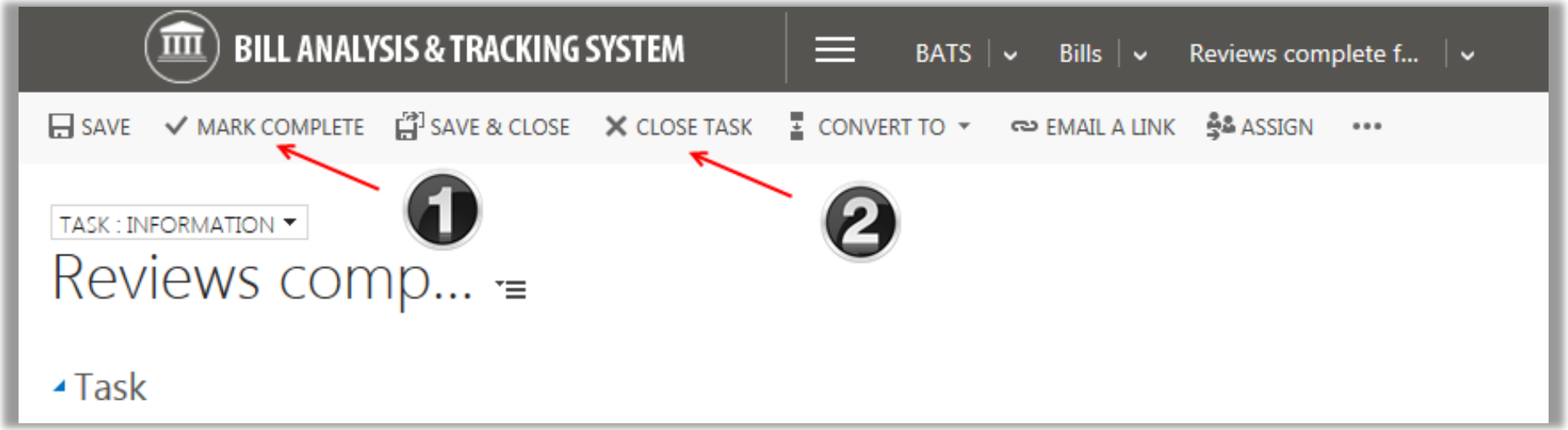
Bill Analysis Review

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

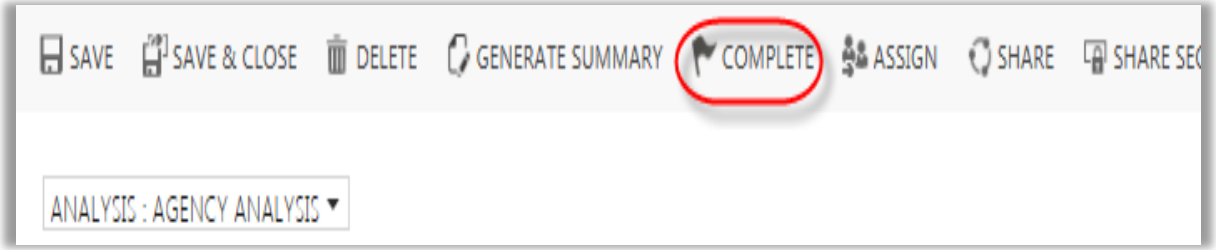


Bill Analysis Review

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



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



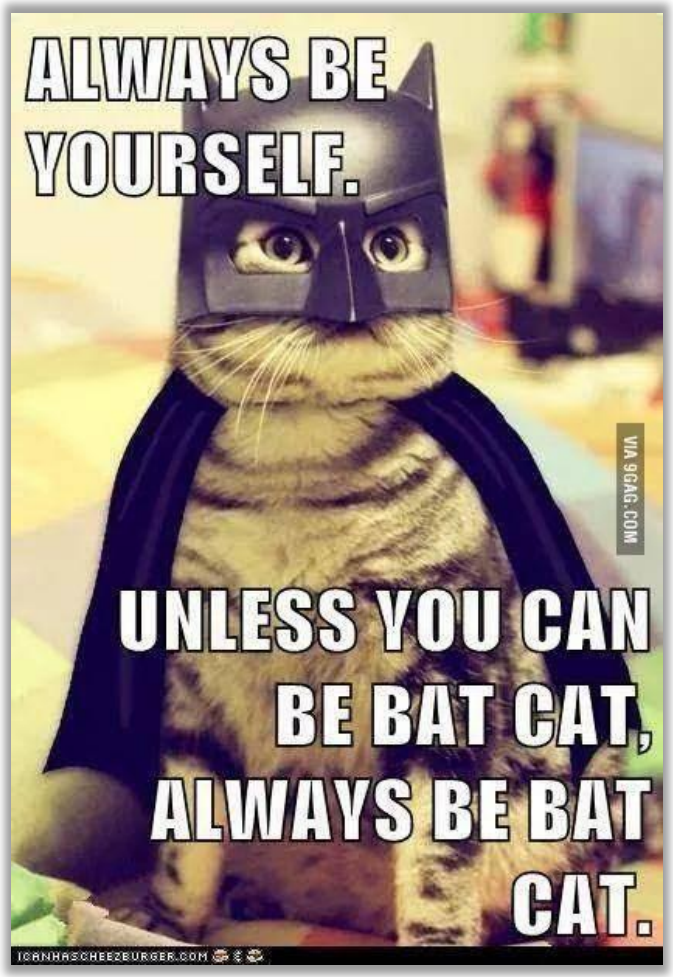
Timeline

- 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.
VIA 9GAG.COM
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