

LEGISLATIVE INFORMATION NOTIFICATION UPDATE SYSTEM (LINUS) HOW TO CREATE CUSTOM REPORTS

How to Create a Custom Report in LINUS

Introduction

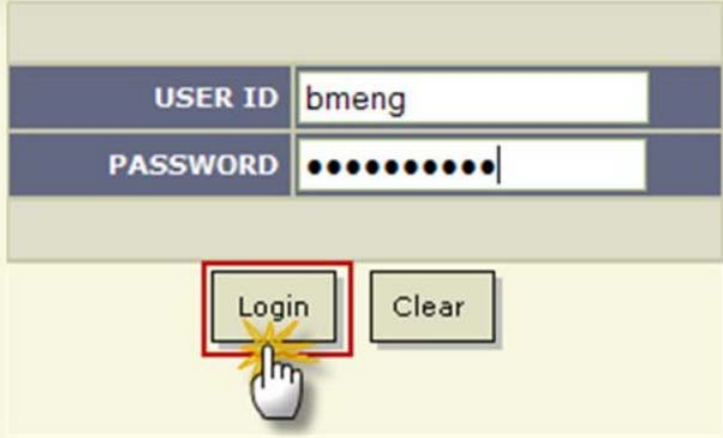
This tutorial will walk you through the steps for how to create a custom report, save, print, and email a report in LINUS.

Select the step numbers below to navigate through this tutorial.

1 2 3 4 5 6 7 8 9 10 11 12 13 14

How to Create a Custom Report in LINUS

1 Step 1



Go to the LINUS web page at <https://apps.state.or.us/linus/>
Enter in your **USER ID** and **PASSWORD**. Select **Login**.

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2 Step 2



After logging in you will be on the Main Menu. Click on *Search*.



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3 Step 3

BILL SEARCH Advanced Search Now

Bill Number:	Summary:	Display Full Summary: <input type="checkbox"/>	Relating To Clause:	Search Full Relating To: <input type="checkbox"/>	Display Full Relating To: <input type="checkbox"/>	Bill Label:
Bill Manager (Primary): Smith, John	[+] (selected) -<[-]		Sort By: (available)	[+] (selected) -<[-]		
Search Name:	Concept Number:	Session Yr: 2010	Session Type: Special	Bill Version: Current	Tracked: Tracked Active	

Search Now Clear

Select your name from the *Bill Manager* drop down menu.



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4 Step 4

BILL SEARCH Advanced Search Now

Bill Number: Summary: Display Full Summary: Relating To Clause: Search Full Relating To: Display Full Relating To: Bill Label:

Bill Manager (Primary): (selected) Smith, John Sort By: (selected)

Search Name: Concept Number: Session Yr: 2010 Session Type: Special Bill Version: Current Tracked: Tracked Active

Click on the **plus [+] sign** to add your name. Your name will appear on the right under (selected). Select **Search Now**.

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5 Step 5

Assignment Status Report
Bill Summary Detail Report
Bill Summary High Level Report
Current Version Bill Notes Report
Scheduled Hearing Report
Third Reading Report
Tracked List Report
Fiscal Impact Statement Tracking Report
Customized Report Selection

SEARCH RESULTS (2 records found; 2 unique bills; sorted by Bill Number)

Bill #	Relating To	Summary	Organization	Priority	Bill Manager
HB3634	Relating to preference factors for public contracting; declaring an emergency.	Requires contracting agency that issues requests for proposals or invites to bid for construction related to interstate bridge to include preference for products, materials and components fabricated in close proximity to site at which products	Test Division		Smith, John
HB3634	Relating to the Oregon Business Development Fund; appropriating money; declaring an emergency.	Deletes) Creates exception to maximum loan amount permitted from Oregon Business Development Fund for applicants proposing projects. Increases maximum amount of loan that may be approved by Director of Oregon Bus	Test Division		Smith, John

On the Search Results screen, select **Customized Report Selection**.

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8 Step 8

Customized Report
Report Date: Tue, Nov 30, 2010
Searched on: Unique Bills=2; Session Year=2010; Session Type=Special; Tracked=Tracked Active;
Bill Version=Current; Primary Bill Managers=Smith, John; Sort By=Bill Number;

Bill #	Relating To Clause	Summary
HB3604A	Relating to preference factors for public contracting; declaring an emergency.	Requires contracting agency that issues request for proposals or invitation to bid for construction related to interstate bridge to include preference for products, materials and components fabricated in close proximity to site at which products
HB3605A	Relating to the Oregon Business Development Fund; appropriating money; declaring an emergency.	Deletes) Creates exception to maximum loan amount permitted from Oregon Business Development Fund for applicants proposing business development projects. Increases maximum amount of loan that may be approved by Director of Oregon Busi

Your customized report will be displayed. If you have not saved the report fields, the default name of the report will be Customized Report.

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9 Step 9

Save Report

To save the fields so you can re-run the report, check all the fields you want to display/print on the Customize Report Selection screen. Click **Save Report**.

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10 Step 10

SAVE REPORT INFORMATION

Report Name:
(This value will display as the report header.)

Description:
(Single quotes are not allowed and will be stripped from the text.)

The Save Report Information screen will display. Enter in a meaningful **report name**. This will be the name that will display on the report. Enter in a **description** of the report. Click **Save**.

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11 Step 11

Saved Custom Reports:

Bill Number Relating To Clause Bill Summary At the Request of

The saved report name will now be available for selection in the **Saved Custom Reports** drop down field.

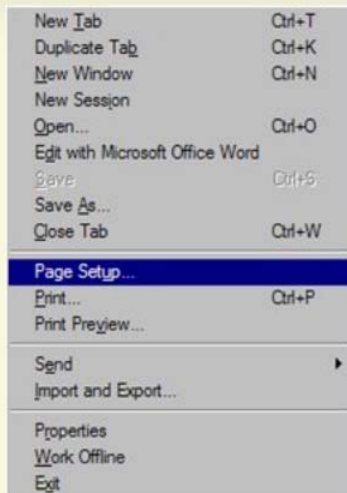
1 2 3 4 5 6 7 8 9 10 11 12 13 14

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12 Step 12

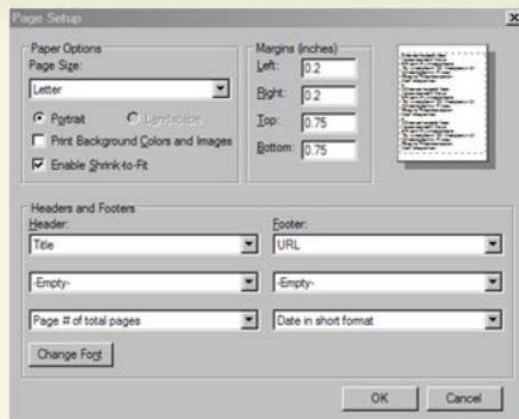
To print a report you need to set your Page Setup to the proper settings. Go to **File** at the top of your browser window. Choose **Page Setup** from the File menu.



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13 Step 13



For reports requiring landscape: Size = Letter; Orientation = Landscape; Left Margin 0.2"; Right Margin 0.2". For reports requiring portrait you can use the same margins and just change to Portrait setting. Click **OK**. The Page Setup window will close. Click **Print**.

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14 Step 14

Email Report

To e-mail a report to another person, go through the steps to generate the report. Select **Email Report** and LINUS will e-mail the report as an attachment to you. You can then forward the e-mail to another person.

1 2 3 4 5 6 7 8 9 10 11 12 13 14