

LEGISLATIVE INFORMATION NOTIFICATION UPDATE SYSTEM (LINUS) HOW TO SET EMAIL NOTIFICATIONS

How to Set your Email Notifications in LINUS

Introduction

This tutorial will walk you through the steps for how to set up email notifications in LINUS.

Select the step numbers below to navigate through this tutorial.

1 2 3 4 5 6 7 8 9

How to Set your Email Notifications in LINUS

1 Step 1

USER ID	bmeng
PASSWORD

Login Clear


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




The screenshot shows a vertical menu titled "MAIN MENU" with the following options: Search, Committees, Legislators, Users, Administrative, Reports Menu, and Log Out. The "Users" option is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

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

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3 Step 3



The screenshot shows a table titled "AGENCY USER LIST" with radio buttons for "Active", "Inactive", and "All". The table has two columns: "Agency Users" and "Active". The "Active" column contains the letter "Y" for all rows. A mouse cursor is pointing at the first row of the table.

Agency Users	Active
01, student	Y
02, student	Y
03, student	Y
04, student	Y
05, student	Y
06, student	Y


Search for your name on the Agency User List and click on your name.

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4 Step 4




On the User Information screen, select the *Email Notification User Override* link.

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5 Step 5



The Email Notifications User Override screen will display. Choose the number of days in advance of any bill hearing or work session you want to receive notice (1 is probably too few, 10 is probably too many).

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6 Step 6

Send Refresh Notification emails when a:	Send Notification?	Notification Interval?
Bill is added for the first time	<input checked="" type="checkbox"/>	OLIS Refresh
Bill is amended	<input checked="" type="checkbox"/>	Daily
New version records are created due to bill being amended	<input type="checkbox"/>	
Bill summary or relating to clause is updated	<input type="checkbox"/>	
New committee is added	<input type="checkbox"/>	
Committee is updated	<input type="checkbox"/>	
Committee is inactivated	<input type="checkbox"/>	
Committee member is added	<input type="checkbox"/>	
Committee member is removed	<input type="checkbox"/>	
New legislator is added	<input type="checkbox"/>	
Legislator is updated	<input type="checkbox"/>	
Legislator is inactivated	<input type="checkbox"/>	

Decide which refresh notifications you want to be notified about (check box to receive).

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7 Step 7

Send Refresh Notification emails when a:	Send Notification?	Notification Interval?
Bill is added for the first time	<input checked="" type="checkbox"/>	OLIS Refresh
Bill is amended	<input checked="" type="checkbox"/>	Daily
New version records are created due to bill being amended	<input type="checkbox"/>	

Decide how often you want to receive notifications - OLIS Refresh is multiple times per day and Daily is once per day.

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8 Step 8

Send Agency Notification emails when a:	Send Notification?	Notification Interval?
New bill note is added to a bill	<input checked="" type="checkbox"/>	Upon Entry

Decide if you want to receive notifications when agency staff add bill notes to any bill.

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9 Step 9

Users
Email Notifications User Override

Save **Reset**

EMAIL NOTIFICATIONS USER OVERRIDE

Last Name: 01 First Name: student Middle Initial:

Days advance notice for Hearing Notification emails? 3

Send Refresh Notification emails when a:	Send Notification?	Notification Interval?
Bill is added for the first time	<input checked="" type="checkbox"/>	OLIS Refresh
Bill is amended	<input checked="" type="checkbox"/>	OLIS Refresh
New version records are created due to bill being amended	<input checked="" type="checkbox"/>	OLIS Refresh

Click **Save** to update your profile settings.

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