

Colorado Capitol Watch

Bill Tracker: Landscape Format

This document explains how to select and order fields commonly used for the landscape bill tracker.

Step 1: Confirm that you are working in the correct profile.

Step 2: Navigate to the Manage Your Profiles page. You can get there from the link on the lefthand navigation panel.

Step 3: Click on the Select fields (landscape format) link.

The screenshot shows the 'Manage your Profiles' page on the Colorado Capitol Watch website. The page is titled 'Manage your Profiles' and includes a sub-header: 'Set up your tools here to watch legislators, bills, and issues. After you select your bills and legislators, you can go to "Vote Watch" (in the left navigation) to track and analyze your selected legislators' votes.'

Step 1: A red box highlights the top right corner of the page, showing the 'Legislative Year: 2021' and 'Current Profile: Bill Profile' with links to 'Change'.

Step 2: A red box highlights the 'My CCW Tools' link in the left-hand navigation panel.

Step 3: A red box highlights the 'Select fields (landscape format)' link under the 'Manage Report Fields for Bill Tracker Reports' section.

The page content includes several sections for managing profiles and reports:

- Create Your Profiles:** Select your Current Profile. Add, Edit, and Delete Profiles. NOTE: All "Reports based on Your Profile" are based on your Current Profile.
- Manage Bills in your selected Profile:** Add, remove, and configure bills in your selected Profile. Selected bills will appear in your Profile reports.
- Manage Legislators in your selected Profile:** Add, remove, and configure legislators in your selected profile. Selected legislators will appear in your Profile reports.
- Enable/Manage Candidates in your selected Profile:** Add, remove, and configure candidates in your selected profile. Selected candidates will appear in your Candidate reports.
- Enable Lobbyist Searches and Reports:** Search and report on bill lobbyists and their clients. This data is mirrored from the Secretary of State.
- Manage your Login and Account settings:** Change your password, email, name, company name, and address.
- Manage Report Fields for Bill Tracker Reports:**
 - User-defined fields (Bill reports)
 - Select fields (portrait format)
 - Select fields (landscape format)
- Manage Report Fields for Legislator Reports:**
 - User-defined fields (Legislator and Candidate reports)
 - Select fields (landscape format)
- Manage Report Fields for Candidate Reports:**
 - User-defined fields (Legislator and Candidate reports)
 - Select fields (landscape format)
- Select Profiles for Secretary of State report**
- Manage User-defined Searches (for Bills):** Add, remove, and edit your user-defined Searches for finding bills using the Advanced Search feature.
- Get Bill Feedback**

Step 4: Select the following fields and number them in this order.

Manage Fields for Bill Tracker Reports (landscape format)

[Return to Profiles](#)

1. Select the fields and field order you want to appear **for the Current Profile** in the Bill Tracker Reports (landscape format).
2. Click the **SAVE Fields** button to save your field settings.

You have 12 fields in your selected Profile

Check/Uncheck All Fields

SAVE Fields -- OR -- **REMOVE checked from Profile** -- OR -- **REMOVE ALL from Profile**

Field Name	Profile	Order
Bill Subject	<input type="checkbox"/> ✓	3
Description	<input type="checkbox"/> ✓	4
Fiscal Notes	<input type="checkbox"/> ✓	6
Full Text	<input type="checkbox"/> ✓	5
Hearing Date	<input type="checkbox"/> ✓	11
Hearing Time	<input type="checkbox"/> ✓	12
House Committee	<input type="checkbox"/> ✓	7
House Sponsors	<input type="checkbox"/> ✓	9
Position	<input type="checkbox"/> ✓	1
Senate Committee	<input type="checkbox"/> ✓	8
Senate Sponsors	<input type="checkbox"/> ✓	10
Status	<input type="checkbox"/> ✓	2

Step 5: Click on SAVE Fields and the fields will now be correctly ordered.

Manage Fields for Bill Tracker Reports (landscape format)

[Return to Profiles](#)

1. Select the fields and field order you want to appear **for the Current Profile** in the Bill Tracker Reports (landscape format).
2. Click the **SAVE Fields** button to save your field settings.

You have 12 fields in your selected Profile

Check/Uncheck All Fields

SAVE Fields -- OR -- **REMOVE checked from Profile** -- OR -- **REMOVE ALL from Profile**

Field Name	Profile	Order
Position	<input type="checkbox"/> ✓	1
Status	<input type="checkbox"/> ✓	2
Bill Subject	<input type="checkbox"/> ✓	3
Description	<input type="checkbox"/> ✓	4
Full Text	<input type="checkbox"/> ✓	5
Fiscal Notes	<input type="checkbox"/> ✓	6
House Committee	<input type="checkbox"/> ✓	7
Senate Committee	<input type="checkbox"/> ✓	8
House Sponsors	<input type="checkbox"/> ✓	9
Senate Sponsors	<input type="checkbox"/> ✓	10
Hearing Date	<input type="checkbox"/> ✓	11
Hearing Time	<input type="checkbox"/> ✓	12

Step 6: Click on the Generate Reports link to access the tracker link.

Colorado Capitol Watch™
By the people, for the people

Legislative Year: 2021 [Change](#)
Current Profile: [Bill Profile](#) [Change](#)

[FREE TRIAL](#) | [Calendar](#) | [Contact Us](#) | [Subscribe](#) | [Help](#) | [HOME](#)

[Manage](#) : [Profiles](#) | [Bills](#) | [Legislators](#) | [Candidates](#) | [Account](#)

Login
Welcome CCW
Sign Out
Your subscription is valid until 12-31-2021

My CCW Tools

- Generate Reports**
- Get Bill Feedback

Look Up Bills

- Advanced Search
- By Bill Number

Look Up Legislators

- Advanced Search
- By Committee
- How a Legislator Voted

Look Up Candidates

- Advanced Search
- By Bio

Look Up Voter Data

Voter Performance by District

- House
- Senate

Registration by District

- House
- Senate

Manage Fields for Bill Tracker Reports (landscape format)

[Return to Profiles](#)

- Select the fields and field order you want to appear for the **Current Profile** in the Bill Tracker Reports (landscape format).
- Click the **SAVE Fields** button to save your field settings.

You have 12 fields in your selected Profile

Check/Uncheck All Fields

[SAVE Fields](#) -- OR -- [REMOVE checked from Profile](#) -- OR -- [REMOVE ALL from Profile](#)

Field Name	Profile	Order
Position	<input type="checkbox"/> ✓	1
Status	<input type="checkbox"/> ✓	2
Bill Subject	<input type="checkbox"/> ✓	3
Description	<input type="checkbox"/> ✓	4
Full Text	<input type="checkbox"/> ✓	5
Fiscal Notes	<input type="checkbox"/> ✓	6
House Committee	<input type="checkbox"/> ✓	7
Senate Committee	<input type="checkbox"/> ✓	8
House Sponsors	<input type="checkbox"/> ✓	9
Senate Sponsors	<input type="checkbox"/> ✓	10
Hearing Date	<input type="checkbox"/> ✓	11
Hearing Time	<input type="checkbox"/> ✓	12

Step 7: Click on the Bill Tracker – landscape link to access the report.

Colorado Capitol Watch™
By the people, for the people

Legislative Year: 2021 [Change](#)
Current Profile: [Bill Profile](#) [Change](#)

[FREE TRIAL](#) | [Calendar](#) | [Contact Us](#) | [Subscribe](#) | [Help](#) | [HOME](#)

Login
Welcome CCW
Sign Out
Your subscription is valid until 12-31-2021

My CCW Tools

- Manage Profiles
- Generate Reports
- Get Bill Feedback

Look Up Bills

- Advanced Search
- By Bill Number

Look Up Legislators

- Advanced Search
- By Committee
- How a Legislator Voted

Look Up Candidates

- Advanced Search
- By Bio

Look Up Voter Data

Voter Performance by District

- House
- Senate

Registration by District

- House
- Senate

Reports based on your Current Profile

These reports are based on bills, legislators, and issues you selected in your Profile.

To change the bills and legislators in these reports, go to [Update Profiles](#)

- Bill Trackers**
 - [Bill Tracker - portrait](#): Show the bills in your selected Profile in portrait orientation.
 - Bill Tracker - landscape**: Show the bills in your selected Profile in landscape orientation.
 - [Hot Disc Bills](#): Show the bills in your Hot List, by account or by profile
 - [List Bills in all Profiles](#) (with hearing date/time): Show all bills you have in any profile, along with all of the profiles they are assigned to.
 - [List Bills in all Profiles](#) (with comments): Show all bills you have in any profile, along with all of the profiles they are assigned to.
- Legislator Analyzer**
 - [Legislators](#): Show information about legislators in your Profile.
- Campaign Analyzer**
 - [Candidates](#): Show information about candidates in your Profile.
- Vote Analyzers**
 - [Analyze Votes by Bills](#): Show the bills you selected, and how the legislators you selected voted.
 - [Analyze Votes by Legislators](#): Show the legislators you selected, and how they voted on the bills you selected.
 - [Analyze Votes by Legislators & Bills](#): Show a side-by-side comparison of how your selected legislators voted on all selected bills.
 - [Yes/No/Excused Ranking](#)
 - [Scorecard](#)
- Secretary of State Report**
 - [Secretary of State Report](#): Show data to be entered into the SOS reporting system.
- Custom URL Reports**

Create custom URLs to display reports based on your current profile. Send these URLs to your friends so they can see your reports without logging in to Colorado Capitol Watch.

 - [Report URLs](#)

Step 8: Review the tracker results. The following is an example of how the Bill Tracker – landscape format will appear if you follow the steps above.

Bill No.	Title	Position	Status	Bill Subject	Description	Full Text	Fiscal Notes	House Committee	Senate Committee	House Sponsors	Senate Sponsors	Hearing Date	Hearing Time
SB21-248	Loan Program For Colorado Agriculture	Support	Governor Signed: 06/29/2021	- Agriculture	Concerning assistance for agriculture in Colorado, and, in connection therewith, establishing a loan program in the department of agriculture, transferring money from the general fund to a new agricultural future loan program cash fund to be used for the loan program, and making an appropriation.	Full Text of Bill	Fiscal Notes 09/22/2021	Agriculture, Livestock, and Water	Agriculture and Natural Resources	R. Holtorf (R) K. McCormick (D)	K. Donovan (D) C. Simpson (R)		
SB21-235	Stimulus Funding Department Of Agriculture Efficiency Programs	Support	Governor Signed: 06/15/2021	- Agriculture - Business & Economic Development - Energy - State Government - State Revenue & Budget	Concerning additional funding for programs of the department of agriculture to support increased efficiency in agricultural operations, and, in connection therewith, making an appropriation.	Full Text of Bill	Fiscal Notes 08/25/2021	Agriculture, Livestock, and Water	Agriculture and Natural Resources	T. Bernett (D) K. McCormick (D)	K. Priola (R) S. Jaquez Lewis (D)		