OVERVIEW

Personalized Legislative Tracking (PLT), which is now integrated with NELIS, allows you to subscribe to BDRs, bills, and budgets that are of interest to you.

To use PLT, you must:

1. Register with the Nevada Legislature
2. Sign in to your Nevada Legislature account
3. Sign up for Tracking
4. Choose a subscription option
5. Sign out
6. Sign in again

You can then stay informed as your subscriptions move through the legislative process. The advantage of PLT is that you will receive immediate notifications of hearings, a daily status notification, and have access to tailored, exportable reports for the subscriptions you have chosen to track.

SIGN IN, THEN SIGN UP

1. Go to www.leg.state.nv.us
2. Click NELIS
3. Click Sign In/Register in the upper right corner of the NELIS webpage.
4. Enter your Username and Password.
5. Click Sign In.
6. At the top right of the screen, below Welcome, click Tracking, then click Sign up for Tracking.
7. Complete the Subscription Options screen, then click **Subscribe**

8. As the screen details, you need to sign out, then sign in again

9. Follow steps 3, 4, and 5 and click **Sign In**
WELCOME MENU

Use the Welcome Menu, for NELIS and PLT, to make changes to your profile and to sign out.

MY PROFILE

My Profile allows you to update personal information such as your name, email address, email preferences, company name, and phone number.

1. After signing in, click **Welcome “Username”** at the top right of the screen
2. Click **My Profile**
3. Make any necessary changes to your personal information, then click **Submit Changes**

EMAIL PREFERENCES

You can specify your email preferences.

By default, all email types are turned on under Email Preferences. Uncheck the box to turn off an email type.

The four different email notifications are:
1. **Committee Meetings** – Receive notification when a committee meeting agenda which contains a bill or a budget that you are tracking is created or deleted, or when a bill or a budget that you are tracking is added to or deleted from a committee meeting agenda.

2. **Committee Reports** - Receive notification when a committee report is received by the Senate or Assembly Front Desk which contains a bill you are tracking that will be discussed during the next scheduled Senate or Assembly Floor Session.

3. **Legislation Introduced Today** - Receive daily notification indicating all legislation that was introduced that day.

4. **Status of Legislation Today** - Receive daily notification indicating the current status of all bills and budgets you are tracking.

**SIGN OUT**

Use this menu option to sign out of NELIS and PLT.

**TRACKING HOME**

Tracking has its own menu. Toward the top right of the screen, click **Tracking**.

The **My Meetings** Page will list meetings scheduled for today to discuss your tracked legislation and any upcoming meetings scheduled to discuss your tracked legislation.
SUBSCRIPTIONS

A subscription is a BDR, Bill, or Budget that can be tracked. Depending on the subscription option you chose, you may be limited on the total number you can track at any given time. You can add and delete subscriptions.

ADD SUBSCRIPTIONS

1. At the top right side of the screen, click Tracking

2. Click Add Tracked Content

3. Select the Subscription Type from the drop-down menu: Bill, BDR, Budget, Assembly, or Senate OR Enter search text and click Search

4. Check the checkbox to the left of the legislation description(s) of the item(s) you want to track OR Check the checkbox in the results list header to select all items found

5. After you have checked one or more checkboxes, click Subscribe to selected items button

Subscribe to selected items
DELETE SUBSCRIPTIONS

Only one subscription at a time can be deleted.

1. At the top right side of the screen, click **Tracking**
2. Click **Manage Tracked Content**
3. Click **Delete** next to the subscription to be deleted
4. Click **Delete** button to confirm **Deleting Subscription**

Note: If the subscription has a tag, a message will appear indicating that the subscription has tags that must be removed before the subscription can be deleted (see page 7 for information on removing tags).

MY TAGS

Tags are used to organize and filter subscriptions. A tag can be created for subject matters, client names, or any other idea you want to use to organize your subscriptions.

For example, create a tag named “Education” and tag it to any subscription you are tracking that has to do with education. Once subscriptions have been tagged they can be viewed by the specific tag(s) assigned to them.

CREATE TAG

1. At the top right side of the screen, click **Tracking**
2. Click **My Tags**
3. Type a name for the tag, noting the maximum of 50 characters
4. Click **Add new tag** or press Enter
DELETE TAG

You cannot delete a tag that is currently being used. In the sample on the previous page, edu, tax and water have **Remove tag** buttons because they have subscriptions using them, while health is not in use and can be deleted.

1. At the top right side of the screen, click **Tracking**
2. Click **My Tags**
3. If a zero shows to the left of a tag, it can be deleted
   - Click **X Delete** next to the tag to be deleted – in this sample **ExampleTag**

4. If a tag is in use, and you want to delete it, use **Remove tag from 1 subscription(s)**
5. You can now delete the tag
**ADD TAG TO SUBSCRIPTION**

Once tags have been created, they can be applied to any subscription.

1. At the top right side of the screen, click **Tracking**
2. Click **Manage Tracked Content**
3. Select ‘Edit’ to the left of the subscription(s) to add a tag
   OR
   Select ‘Add Tags or Add/Remove Tags’ to the right.
4. By checking the boxes on multiple selections, and selecting a tag from the drop-down menu you can utilize the **Add Tag to Checked** button

![Multiple tags can be added to subscriptions.](image)

5. Your tags should not display under the Tags Detail to the right.

**REMOVE TAG FROM SUBSCRIPTION**

1. At the top right side of the screen, click **Tracking**
2. Click **Manage Tracked Content**
3. Check the checkbox(es) to the left of the subscription(s) to remove a tag
   OR
   Check the checkbox in the results list header to select all items
4. Select a tag from the drop-down list
5. Click **Remove Tag from Checked** button
6. Your tags should now be removed from the Tags detail to the right.
NOTES ON BDRS

Click Edit to add a note to the BDR.

Click Manage Tracked Content from the Tracking Tab to add notes.

Type in your note and then click Save Note.
Clicking on the My Note tab will show any notes you’ve made.

You can also add or view a note from the BDR List.

The tracking tab will indicate whether you are currently tracking the bill and gives you the option to track.
NOTES ON BILLS AND BUDGETS

If you want to change or remove a Note, Remove Note option. If you make this selection by mistake and do not want to remove your note, select “Cancel.”

Select “Save Changes & Close” to save.
REPORTS & LINKS

There are several reports available by going to Tracking and selecting Reports & Links. You can access a menu of PLT reports by expanding the PLT Reports menu:

- **Subscriptions by Tag** – list subscriptions by a specific tag
- **Status of Legislation (Print & Spreadsheet view/With or without Tag Notes)** – list subscriptions including status and recent history in grid format
- **Bills by Date Introduced** - list subscriptions by introduced date using a specified date range

As described in the text, the star is used to mark a Report or Link as a Favorite.
SUBSCRIPTIONS BY TAG

1. At the top right side of the screen, click Tracking
2. Click Reports & Links
3. Open PLT Reports
4. Click Subscriptions by Tag

5. To filter the list (optional):
   a. Filter by Text or by Tag
   b. Select Type: All, Bill, BDR, and Budget
   c. Select Bill Status: Show all, Exclude Dead Bills, or View Only Dead Bills
   d. Click Apply

6. To Export the grid:
   a. Click Export and choose a file: PDF, CSV, Word or Excel
   b. Allow pop up and open download
   c. Click Save list arrow, then Save As
   d. Specify a file location and name, click Save
   e. Click arrow to Open
   f. If necessary in Excel, click Enable Editing

Note: It is important that you do not use this file to track information about your subscriptions. It is a snapshot of your subscriptions for that moment in time. If you need another report later, let PLT generate another updated report that you can export to Excel.
**STATUS OF LEGISLATION**

1. At the top right side of the screen, click **Tracking**
2. Click **Reports & Links**
3. Open **PLT Reports**
4. Click **Status of Legislation** (Options for Print view or Spreadsheet View)

![Status of Legislation - Spreadsheet View](image)

5. To filter the list (optional):
   a. Enter Text or Tag in text field option
   b. Search By Type: All, Bill, BDR, or Budget
   c. Search by Bill Status: Show all, Exclude Dead Bills, or View Only Dead Bills
   d. Click **Apply**

6. To Export the grid:
   a. Click **Export** drop down option
   b. Choose option to export: PDF, CSV, Word, or Excel
   c. Allow pop up in order to open. Click to **Print** or **Save As**
   d. If necessary in Excel, click **Enable Editing**

**Note:** It is important that you do not use this file to track information about your subscriptions. It is a snapshot of your subscriptions for that moment in time. If you need another report later, let PLT generate another updated report that you can export to Excel.
BILLS BY DATE INTRODUCED

1. At the top right side of the screen, click Tracking
2. Click Reports & Links
3. Open PLT Reports
4. Click Bills by Date Introduced

5. To filter the list (optional):
   a. Filter by Text or by Tag
   b. Specify date range
   c. Search By Bill Status: Show all, Exclude Dead Bills, and View Only Dead Bills

6. To Export the grid:
   a. Click Export and choose PDF, CSV, Word or Excel
   b. Allow pop ups
   c. File will download click arrow to Open file
   d. Click document to Print or Save As
   e. Specify a file location and name, click Save
   f. If necessary in Excel, click Enable Editing

Note: It is important that you do not use this file to track information about your subscriptions. It is a snapshot of your subscriptions for that moment in time. If you need another report later, let PLT generate another updated report that you can export to Excel.
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