The Hawaii State Legislature's website has been re-designed! With this new design, the public can access information more easily, keep better track of it, and deliver testimony much more efficiently.

The new home page (same address as ever -- www.capitol.hawaii.gov) is now a "dashboard," allowing you to access just about everything you need from that single screen. For example, to find the list of current hearing notices, you can simply scroll through and sort a list that appears in the lower center screen. (In the website's previous incarnation, you had to go to another page, and then click on a link, to get to such a list.)

Additional features abound. Now you will be able to customize your own measure tracking lists! This will be a great timesaver, and you can learn more about it in the next few pages. Tracking lists help you assess the status of numerous pieces of legislation more efficiently, and they provide an easy format for downloading.

The redesign may take a little getting used to, but we think you'll quickly find it rewarding and much more effective.

Here are some important things to keep in mind –

- Only the center portion of the screen changes as you access many features.
- Remember that you can return "home" anytime by clicking on the website's banner headline or the handy icon in the upper right-hand corner.
- Announcements and highlighted "recent updates" appear in center screen.
- Handy icons in center screen allow you to click to get to lists of legislators or committees.

And the "Reports and Lists" icon brings you to a wealth of information – from lists of all bills introduced to bill packages. Take a moment and check out what you find there.

In designing the new website, the data systems folks have been wonderfully responsive to suggestions from the public. We believe you will find the site to be greatly improved. Explore and find out all it has to offer. Have comments or ideas for how it can be improved? Or, just want to give them kudos? The webmaster (webmaster@capitol.hawaii.gov) will be happy to hear from you.

And don't hesitate to contact PAR if you need assistance! We're happy to help you out.

(808) 587-0478 or par@capitol.hawaii.gov
www.capitol.hawaii.gov

Often-Used Features of the new Home page
(see next page for details)
**Search boxes**
- Search for a bill or resolution using the measure number – use the "Bill Status/Measure Status" search box. Just enter the prefix and the number, no draft numbers and no spaces. (For example, enter "HB123" rather than "HB 123 HD1 SD1.")
- Search for a bill or resolution using keywords by using the "Keywords" search box.
- Find particular hearing notices – use "Hearings by Date" or "Hearings by Measure" search boxes.
- Get the Orders of the Day. They will tell you the order of events taking place in the House and Senate chambers on Session Days.

**Hawaii Revised Statutes**
- New feature – The Index and Supplement Index provide additional search techniques.
- Table of Contents allows you to glance through the structure of the HRS to find the area you’re looking for.
- Browse HRS sections still allows you to zero in on a specific section number.
- You can still search the HRS for specific words or phrases.

**Reports and Lists**
- This is a very useful icon! Take a moment to see what it has to offer.
- Find lists of Acts, Governors Messages, Vetoes, Daily Updates and Reports to the Legislature.
- Find measures that have passed a given legislative deadline (for example, after 1st crossover, find a list of all the measures that are still alive).
- The lists are sortable and searchable – let PAR know if you need help finding something, and we’ll be happy to walk you through the process.
- This is also where you’ll find a list of Bill Packages.

**All Current Hearing Notices**
- Sortable list of all upcoming hearing notices – right on the home page!
- You can look at the list in full page view, if you prefer.

**Archives**
- Find measures introduced in previous sessions as far back as 1999.
- After you select a year, you can either search by keyword or bill number or use the "reports" link to find lists of bills, resolutions, Governor's Messages or acts.
- New feature – you can now search by keyword through all previous sessions.

**Help and Information**
- Links to Citizen's Guide, a handy glossary of legislative terms and acronyms, and Frequently Asked Questions (FAQ) to help you learn more about the legislative process.
- Maps and directories to help find your way around the Capitol.
- Contact information provided for those needing additional assistance.
Bill Status Sheet – Easy-to-access Features
(see next page for details)

The format of this section remains unchanged.

HB1613 HD1 SD1 CD1

Please be advised that these pages may contain links to external Internet sites established by other entities. The Hawaii State Legislature does not monitor, review, or endorse these sites and is not responsible for their content. We make every effort to comply with ADA standards, and Section 508 of the Rehabilitation Act. Visit our ADA page here. If you have any problems with any of these pages, please contact the webmaster with the page address and problem encountered. You may view our privacy policy here.

Archives 2013 Senate Committee Leadership
2009 House Committee Leadership
Special Studies 2011
Links Hawai‘i Government Services Hawai‘i State Judiciary

Page 4
Overview of Legislature’s Website (January 2013)
Bill Status Sheet – Easy-to-access Features

Bill status sheets have been redesigned to offer much greater access to relevant information. In the prior version of the bill status sheet, the user would need to click on a link in order to get a list of available related documents. Here, the available documents are listed and ready to be accessed with the click of a mouse.

G Most current version of measure
- This hasn't changed. Just click on the bill number at the top of the page and you'll get the web-based format – click on the Adobe Acrobat symbol next to it for the .pdf version. (The .pdf version will show the printed measure's page and line numbers).
- The header section, which shows the measure title, description, introducers, etc., has not changed.
- The list of measure activity also remains unchanged – everything that happens to the bill or resolution will be listed here.

H Submit testimony
- A short-cut to the webform used to submit testimony appears on each bill status page.

I On demand Media
- If one or more of the hearings for the measure have been broadcast, this will bring you to the on-demand video page and links to the videos.
- Only select hearings are filmed and broadcast, the vast majority are not (for more information on the Legislative Broadcast Project, contact the Public Access Room).

J Previous versions and Committee Reports
- Easy links to previous versions of the bill are listed in chronological order, from most recent to the original version of the measure.
- Easy links to Committee Reports are also listed chronologically. (FYI, committee reports are very helpful in summarizing the changes made to the measure.)

K Testimony
- Easy links to written testimony received.
- Each link opens a searchable .pdf file.

L Hearing Notices
- Lists all hearing notices for the measure. Instructions for submitting testimony can be found at the end of each hearing notice.

M Links back to other features on the Home page
- Handy navigation back to certain home page features.
- This includes a handy list of "Links" to other government pages and websites.
New feature: Sign-in

Register only once – setting up your password and verifying your email – and from then on you’ll just sign in to use the "Submit Testimony," "Hearing Notification" and "Measure Tracking" features.

A bit more information on the process and these features follows.

The "Sign In" and "Register" links are in the upper right-hand corner next to the "Home" button. Once you've signed in, these links convert to "Manage Account" and "Log Out." (FYI, for security reasons, you'll log off automatically after 10 minutes of inactivity.)

The other thing that happens once you sign in is that the top three icon buttons turn orange and round, to show that you now have member access to these features.

More information on these three features appears on the next page.
New feature: Sign-in

The "Submit Testimony" feature works as it has in the past. You'll be asked for the measure you'd like to submit testimony for. **If you've already signed in, it will already have your name and email address ready to go.** You'll just need to fill out the rest of the form (testifying as a group or individual, opposed or supporting the measure, and whether you'll be present at the hearing) and upload your file or add your comments. Don't forget to acknowledge that you've read the privacy terms and conditions!

The "Hearing Notification" feature has been streamlined. **If you've already signed in, you will go immediately to the list of measures and committees for which you've asked to receive email hearing notices.**

If you're just starting your list, simply enter the bill or resolution numbers, and click the boxes next to the committees whose hearing notices you'd like to receive. Then "Save and Exit" by clicking the button centered near the top of the page and you'll be good to go. You'll receive the hearing notices for any of those measures or committees by email. Return to this feature any time you'd like to change your selections.

"Measure Tracking," an incredibly useful feature, has been introduced by popular demand. **If you've already signed in, you will go immediately to the measure tracking lists you've set up.**

If you're just starting your lists, simply enter a name for your first list of measures, and click "create." (You can create many different lists, if you like. This is helpful if you have certain distinct areas of interest – for example, you can create separate lists for environmental legislation, education measures, housing, etc.)

After you've named a list, click on "Show List." Then "Add a Measure" repeatedly to populate the list with the bills and resolutions you want to track. You can annotate the measures with your own notes.

When you've finished, click on "Generate Report" to view your list as a very handy report that shows each measure, your note, the measure's description, and its current status. The report is sortable. For example, you can sort it by current status to easily see which of the measures you're interested in have had activity most recently. You can also export reports in Excel or database formats, which can be incredibly useful when sharing and/or presenting information.
"Reports and Lists" Page

There's a wealth of **new** tools available on the new "Reports and Lists" page. These very useful tools were once available only to the legislative offices. Now the public will be able to make good use of them as well.

Go to the Legislature's homepage ([http://capitol.hawaii.gov](http://capitol.hawaii.gov)), click on the "Reports and Lists" icon and start to explore.

On the left of the screen, you will see the heading "Deadline Tracking." On the right is a long lists of reports that are just a click away. Using these as the session progresses, you will be able to access sortable and downloadable lists of measures that have survived significant deadlines. A great way to keep up with what's still viable.

Next, scroll down the list of headings on the left. There's a lot there! You'll be able to find and customize reports based on committee referrals, who's introduced legislation, measures by package, and much more. This is also where you'll find the Daily Updates feature, which was introduced last year.

Take a few minutes now to familiarize yourself with some of the Reports and Lists available -- you'll be ready to create an easy-to-read, professional report at a moment's notice!