

Rules Coordinator Dashboard

A video of these instructions can be found on the Oregon State Archives YouTube channel

This overview is for the **Rules Coordinator** role. If you are a **Rules Writer** your dashboard will look different. See the video <u>Rules Writer Dashboard</u> instead.

Login here https://secure.sos.state.or.us/oim/login
If you don't see the Oregon Admin Rules DB (OARD) link, make sure the Rules Coordinator and Delegation of Rulemaking Authority Form has been sent to the Oregon State Archives to approve your access.

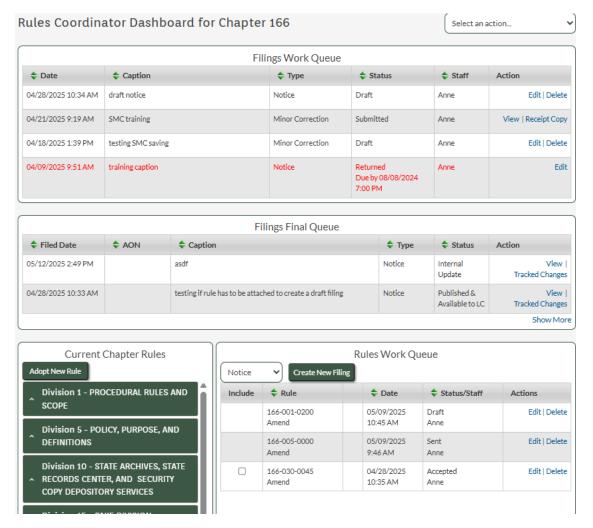


If the form has been submitted and you still don't see this link, contact the Administrative Rules Section at 503-373-0701, option 2, or, adminrules.archives@oregon.gov.

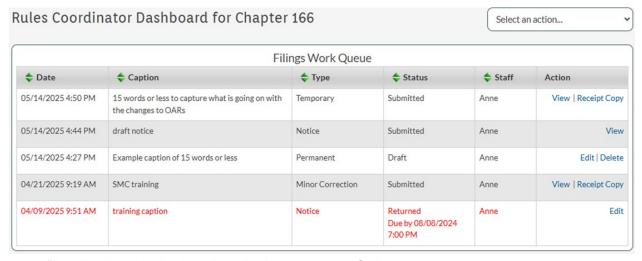
2. After clicking the link for Oregon Admin Rules DB, Chapter Selection displays. You may see one option or many. Your screen will not look exactly like this. It will be customized for your agency and access level. Click the chapter you wish to work in:



3. The Rules Coordinator Dashboard displays next. It has 4 separate areas (Filing Work Queue, Filings Final Queue, Current Chapter Rules, Rules Work Queue).

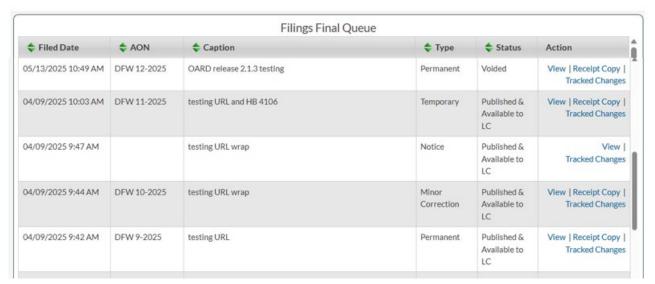


4. The Filings Work Queue contains filings. There are 4 types: Notice, Minor Correction, Permanent or Temporary.



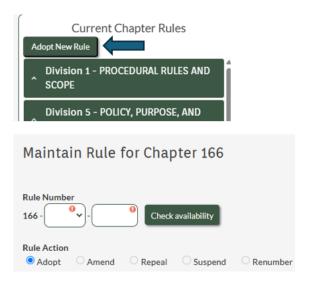
- "Date" column is the last date the item was modified.
- "Caption" column is the caption of the filing (15 words or less).
- "Type" column is 1 of 4: Notice, Minor Correction, Permanent or Temporary.
- "Status" column indicates the status of your filing. Usually, you will see it in **Draft** state which is how it displays as you are working on it and saving along the way. Once it says **Submitted** in this field, you have sent the filing to the Secretary of State's Administrative Rules Unit.

- "Staff" column shows the last person to work on or submitted the filing.
- "Action" column gives the options of things you can do with the filing. Only Drafts can be edited or deleted. Only Submitted filings can show a "Receipt Copy".
- Your "Receipt Copy" serves has your record of the submission. You can save it or print it.
- 5. The **Filings Final Queue** displays the filings you submitted to the Oregon State Archives. Once a filing is submitted and the Oregon State Archives processes the filing, it moves to this queue.
 - The most important column is "Status." This column will show "Published" or "Voided." Published means all the requirements for filing have been met. A status of Voided means the filing did not meet all the requirements.
 - "Filed Date" column is the date it was filed (this does not change)
 - "AON" column is the Administrative Order Number, which is assigned by the Oregon State Archives.
 - "Caption" column is the caption of the filing (usually 15 words or less).
 - "Type" column is 1 of 4: Notice, Minor Correction, Permanent or Temporary.
 - "Action" column will have a "View," "Tracked Changes," and "Receipt Copy" link depending on the filing type. The Receipt Copy might have changed from the one in Filings Work Queue if you had to submit a correction.

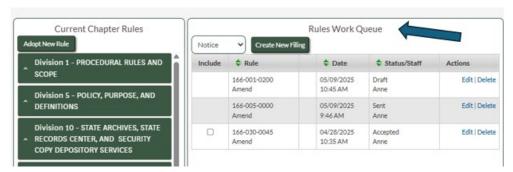


5. The **Current Chapter Rules** Queue holds all your rules and their text. If you want to start a new draft of a rule, this is where to start. (For a tutorial on creating a rule draft see <u>YouTube</u> tutorial video.)





- Click on a Division to expand it and see options for "Start Draft" or "Start SMC" (Statutory Minor Correction) For details on SMCs see the video on YouTube.
- Use the "Adopt New Rule" button to start a new rule.
- 7. The **Rules Work Queue** is to the right of the Current Chapter Rules Queue. This queue contains drafts and rules that are being worked on that are not yet in a filing.



- "Include" column allows you to check the box to include the draft on a filing.
- "Rule" column shows the rule number and the action being taken: Adopt, Amend, Renumber, Repeal, or Suspend. Some drafts show PDF attachments and/or notes, indicated by icons to the right.
- "Date" column shows the date last modified.
- "Status/Staff" column shows the last person to work on the draft and the action taken.
- "Actions" column shows the options: Edit or Delete. Be careful with "Delete" as the item is not retrievable once deleted.
- 8. Other tasks you can perform from the dashboard are found in the drop-down menu in the upper right:
 - YouTube tutorial videos and PDF guides are available online on our resource website.
 - Tasks included in the "Select an action..." dropdown menu are:
 - Select New Chapter
 - · Maintain Rules Writers
 - Maintain Divisions
 - Search Rules
 - Search Filings
 - Logout

