



Maintaining Rules Writers

See more videos about the OARD (Oregon Administrative Rules Database) on the [Oregon State Archives YouTube channel](#)

This overview is for the **Rules Coordinator** role. Only Rules Coordinators can assign Rule Writers

1. Login here <https://secure.sos.state.or.us/oim/login> and select the link for **Oregon Admin Rules**.
2. In the “Select and action” menu on the top right of your Dashboard select “Maintain Rules Writers” from the drop down.

The screenshot shows the 'Oregon Administrative Rules' dashboard for a 'Rules Coordinator' for Chapter 340. A welcome message for 'Emma' is visible. A red arrow points to the 'Select an action...' dropdown menu, which is open and shows 'Maintain Rules Writers' as the selected option. Below the menu is a 'Filings Work Queue' table with columns for Date, Caption, Type, Status, and S.

Date	Caption	Type	Status	S
08/09/2017 1:20 PM	Super Mediation Communications for Heros	Minor Correction	Submitted	Emm

3. You will need to know the persons OIM User ID. Enter it in the “Add New Rules Writer” field and click “Add”:

The screenshot shows the 'Add New Rules Writer' form. A red arrow points to the 'OIM User ID' input field, which has a red exclamation mark icon next to it. Below the input field is a green 'Add' button. Below the form is a section titled 'Current Rules Writers'.

4. The user’s information will display. Use the drop down menu under “Assigned Divisions” to add Divisions to this person’s access. After you click the “Add Division” button it will display below, under the list of sections this Rules Writer has access to work on.

Oregon Administrative Rules

Rules Writer Maintenance for Chapter 340

First Name:

Last Name:

OIM User ID:

Email Address:

Assigned Divisions:

Add Division

#	Division Name	Date Active	Date Inactive	Action
12	ENFORCEMENT PROCEDURE AND CIVIL PENALTIES	08/26/2017	<input type="text" value="08/29/2017"/>	
264	RULES FOR OPEN BURNING	08/09/2017	<input type="text"/>	

Save
Maintain Rules Writers

- Select a date for the "Date Active" field. It can be today's date or a date in the future. Then Save.

Add Division

#	Division Name	Date Active	Date Inactive	Action
12	ENFORCEMENT PROCEDURE AND CIVIL PENALTIES	08/28/2017	<input type="text"/>	
264	RULES FOR OPEN BURNING	<input style="border: 1px solid green; color: green; text-decoration: underline; text-decoration-color: green;" type="text" value="08/09/2017"/> ✓	<input type="text"/>	Remove
64	WASTE TIRE PROGRAM: WASTE TIRE STORAGE SITE AND WASTE TIRE CARRIER PERMITS	<input style="border: 1px solid red; color: red; text-decoration: underline; text-decoration-color: red;" type="text"/> ✗	<input type="text"/>	Remove

Save
Maintain Rules Writers

August 2017

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Version: v0.1.066

To remove a Rule Writer select “Edit” to the right of their listing:

Oregon Administrative Rules

Maintain Rules Writers for Chapter 340

Add New Rules Writer

OIM User ID

Current Rules Writers

Div	Division Title	OIM User ID	Name	Email	Actions
12	ENFORCEMENT PROCEDURE AND CIVIL PENALTIES	imanaa	Tester, Admin	isd-ent@sos.state.or.us	Edit
264	RULES FOR OPEN BURNING	imanaa	Tester, Admin	isd-ent@sos.state.or.us	Edit



To remove the person right away, select today’s date for the “Date Inactive” field. Or, set the date to one in the future to have their access expire on that day.

Assigned Divisions

Division Name	Date Active	Date Inactive	Action
11 RULES OF GENERAL APPLICABILITY AND ORGANIZATION	06/09/2017	<input type="text"/>	
12 ENFORCEMENT PROCEDURE AND CIVIL PENALTIES	08/28/2017		
18 STATE AGENCY COORDINATION PROGRAM	08/09/2017		
33 Migrated	06/09/2017		
264 RULES FOR OPEN BURNING	08/09/2017		

August 2017

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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