



# 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: [Rules Writer Dashboard](#) instead.

1. 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](mailto: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 Dashboard displays next. It has 4 queues (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 (usually 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 Oregon State Archives.
  - “Staff” column shows the last person to work on 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.

The screenshot shows the 'Oregon Administrative Rules' dashboard. At the top, there is a welcome message: 'Welcome Insa! This is the daily message set by your OARD application administrator.' Below this is the 'Rules Coordinator Dashboard for Chapter 166' with a 'Select an action...' dropdown. The main content is a table titled 'Filings Work Queue' with the following data:

Date	Caption	Type	Status	Staff	Action
06/29/2017 9:34 AM	This is 15 words or less	Notice	Submitted	Insa	View   Receipt Copy
06/28/2017 12:05 PM	Caption	Minor Correction	Submitted	Rhonda	View   Receipt Copy
06/26/2017 9:45 PM	Do not publish...	Permanent	Draft	Rhonda	Edit   Delete
06/19/2017 12:14 PM	Caption	Minor Correction	Draft	Insa	Edit   Delete
06/19/2017 12:05 PM	Caption	Minor Correction	Draft	Insa	Edit   Delete

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 “Status.” In this column will be “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.

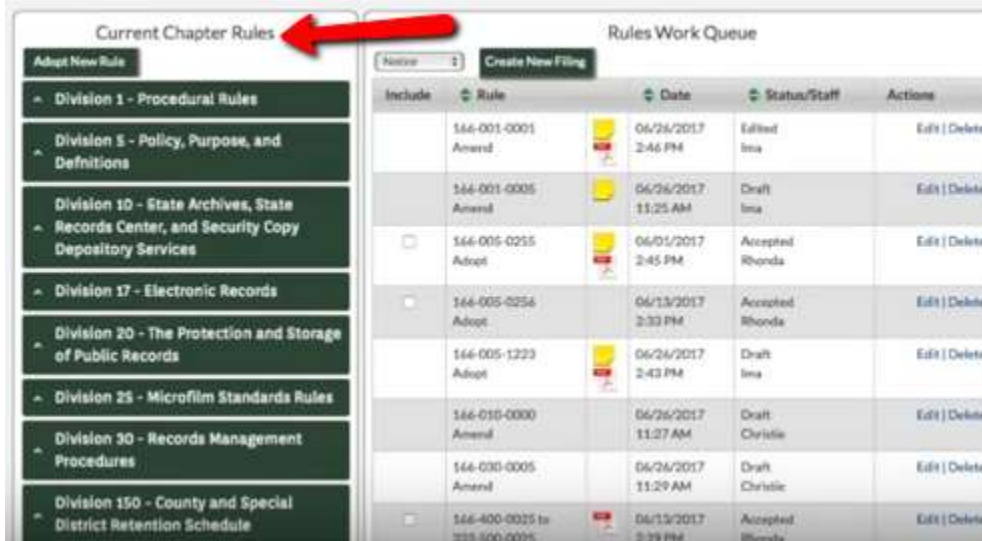
The screenshot shows the 'Filings Final Queue' table. A red arrow points to the 'Status' column. The table contains the following data:

Filed Date	AON	Caption	Type	Status	Action
06/27/2017 3:10 PM	OSA 47-2017	Caption	Minor Correction	Published	View   Receipt Copy
06/27/2017 3:05 PM	OSA 46-2017	Caption- Do not publish...	Minor Correction	Voided	View   Receipt Copy
06/26/2017 3:54 PM		Do not publish...	Notice	Voided	View   Receipt Copy
06/16/2017 3:50 PM	OSA 45-2017	Caption	Permanent	Published	View   Receipt Copy
06/16/2017 2:35 PM	OSA 44-2017	Caption	Permanent	Voided	View   Receipt Copy
06/16/2017 2:33 PM	OSA 43-2017	Caption	Temporary	Voided	View   Receipt Copy
06/02/2017 9:38 AM	OSA 42-2017	self	Permanent	Voided	View   Receipt Copy

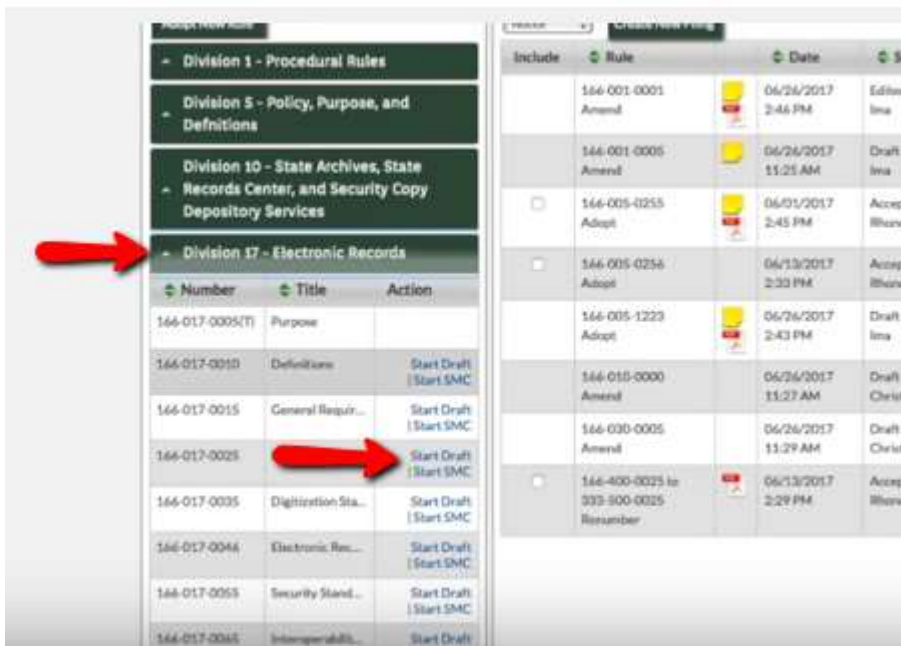
- “Filed Date” column is the date it was filed (this does not change)
- “AON” column is the Administrative Order Number, which is assigned by the Oregon State Archives.
- “Caption” column is the caption of the filing (usually 15 words or less).
- “Type” column is 1 of 4: Notice, Minor Correction, Permanent or Temporary.

- “Action” column will always have a “View” and “Receipt Copy.” The Receipt Copy might have changed from the one in **Filings Work Queue** if you had to submit a correction.

6. The **Current Chapter Rules** Queue holds all your rules and their text. If you want to start a new draft of an existing rule, this is where to start. (For a tutorial on creating a rule draft see “[Rule Draft in OARD](#)” video.)



- Click on a rule 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 on a filing.

Include	Rule	Date	Status/Staff	Actions
	166-001-0001 Amend	06/26/2017 2:46 PM	Edited Ina	Edit   Delete
	166-001-0005 Amend	06/26/2017 11:25 AM	Draft Ina	Edit   Delete
<input type="checkbox"/>	166-005-0255 Adopt	06/01/2017 2:45 PM	Accepted Rhonda	Edit   Delete
<input type="checkbox"/>	166-005-0256 Adopt	06/13/2017 2:03 PM	Accepted Rhonda	Edit   Delete
	166-005-1220 Adopt	06/26/2017 2:43 PM	Draft Ina	Edit   Delete
	166-010-0000 Amend	06/26/2017 11:27 AM	Draft Christie	Edit   Delete
	166-020-0005 Amend	06/26/2017 11:29 AM	Draft Christie	Edit   Delete
<input type="checkbox"/>	166-400-0025 to 333-500-0025	06/13/2017 2:29 PM	Accepted Rhonda	Edit   Delete

- “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: View, Receipt Copy, Edit or Delete. Be careful with “Delete” as the item is not retrievable once deleted.

Other tasks you can perform from the dashboard are found in the drop down menu in the upper right:

Home Business Voting Elections State Archives Audits

Oregon Administrative Rules

Welcome Ina!  
This is the daily message set by your OARD application administrator.

Rules Coordinator Dashboard for Chapter 166

Select an action...  
 Select New Chapter  
 Maintain Rules Writers  
 Maintain Divisions  
 Search Rules  
 Search Filings  
 Logout

Date	Caption	Type	Status	Staff	Actions
06/26/2017 9:24 AM	This is 15 words or less	Notice	Submitted	Ina	
06/26/2017 12:05 PM	Caption	Minor Correction	Submitted	Rhonda	View   Receipt Copy
06/26/2017 3:45 PM	Do not publish...	Permanent	Draft	Rhonda	Edit   Delete
06/19/2017 12:16 PM	Caption	Minor Correction	Draft	Ina	Edit   Delete
06/19/2017 12:05 PM	Caption	Minor Correction	Draft	Ina	Edit   Delete

Filed Date	AON	Caption	Type	Status	Action
06/27/2017 3:10 PM	OSA 47-2017	Caption	Minor Correction	Published	View   Receipt Copy

Tasks include:

- Select New Chapter
- Maintain Rules Writers
- Maintain Divisions
- Search Rules
- Search Filings
- Logout