



# State Agency Rulemaking Searchable Portal: Public User Guide

## Contents

ACCESSING THE STATE AGENCY RULEMAKING SEARCHABLE PORTAL .....	3
STATE AGENCY RULEMAKING SEARCHABLE PORTAL OVERVIEW .....	3
NAVIGATION .....	4
ACTIVE PROPOSALS BAR CHART .....	5
ACTIVE PROPOSALS LIST .....	6
Sorting the Active Proposal List .....	6
Viewing Active Proposal Details.....	6
Navigating Multiple Pages.....	6

# ACCESSING THE STATE AGENCY RULEMAKING SEARCHABLE PORTAL

To access the State Agency Rulemaking Searchable Portal, go to <https://oalrulesproduction.dynamics365portals.us> using an internet browser, such as Chrome, Edge, Firefox, or Safari.

## STATE AGENCY RULEMAKING SEARCHABLE PORTAL OVERVIEW

The State Agency Rulemaking Searchable Portal consists of three areas:

1. **NAVIGATION** – Used to select the desired active proposals Bar Chart and the corresponding active proposal List (no sign in is required for public access)
2. **ACTIVE PROPOSALS BAR CHART** – Displays the selected active proposal view in the Bar Chart, grouped by the selected criteria
3. **ACTIVE PROPOSALS LIST** – Displays active proposals filtered by specific criteria.

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1

Select a View

Active Proposals by Agency

2

Department	Count:All (PRN Number)
Department 1	1
Department 2	4
Department 3	7
Department 4	5
Department 5	23
Department 6	4
Department 7	1
Department 8	10
Department 9	6
Department 10	2
Department 11	2
Department 12	3
Department 13	1
Department 14	2
Department 15	2
Department 16	1
Department 17	4
Department 18	1

3

PRN Number ↑	Department	Division/Subagency	Date Published	Title/Subject
<a href="#">2018-037</a>	Law and Public Safety		5/7/2018	Occupational Therapy Advisory Council rules
<a href="#">2018-041</a>	Law and Public Safety		5/21/2018	Provides exemptions to prohibition on plenary retail consumption alcoholic beverage licensee obtaining a license to hold amusement games.
<a href="#">2018-043</a>	Treasury-General		5/21/2018	Provide rules and regulation for new Set Aside Law for Disabled Veterans
<a href="#">2018-077</a>	Agriculture		8/20/2018	Spotted Lanternfly quarantine.

< 1 2 3 4 5 6 7 8 >

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## NAVIGATION

Active Proposals can be viewed by 5 criteria:

1. Active Proposals by Agency
2. Active Proposals by Subagency
3. Active Proposals by Date Published
4. Active Proposals by Legal Deadlines
5. Active Proposals by Regulatory Flexibility

To select a specific view, click the *Select a View* drop down box at the top left of the page

Select a View

A list of available views will be displayed

Select a View

- Select a View
- Active Proposals by Agency
- Active Proposals by Subagency
- Active Proposals by Date Published
- Active Proposals by Legal Deadlines
- Active Proposals by Regulatory Flexibility

Select the desired view, then click

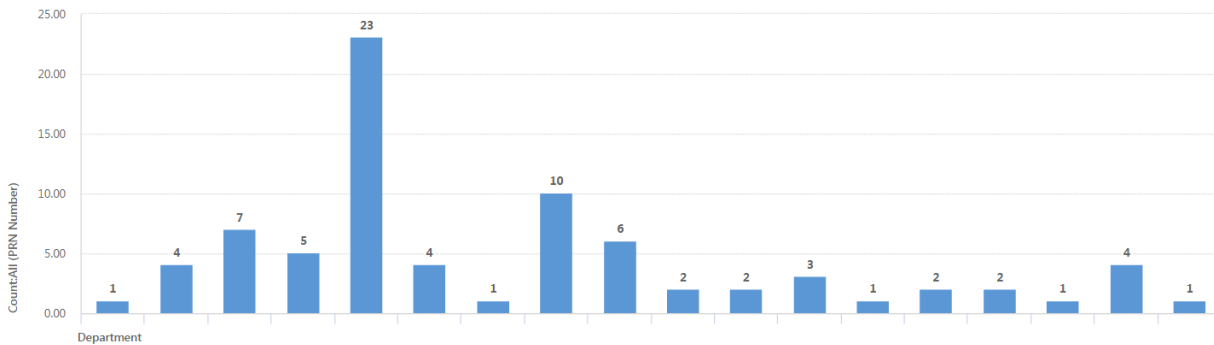
The active proposals Bar Chart and active proposals List will be displayed on the page

The active proposals View name is displayed in the upper left corner of the active proposals Bar Chart section

To select a different active proposals view, repeat the above steps

Select a View

Active Proposals by Agency

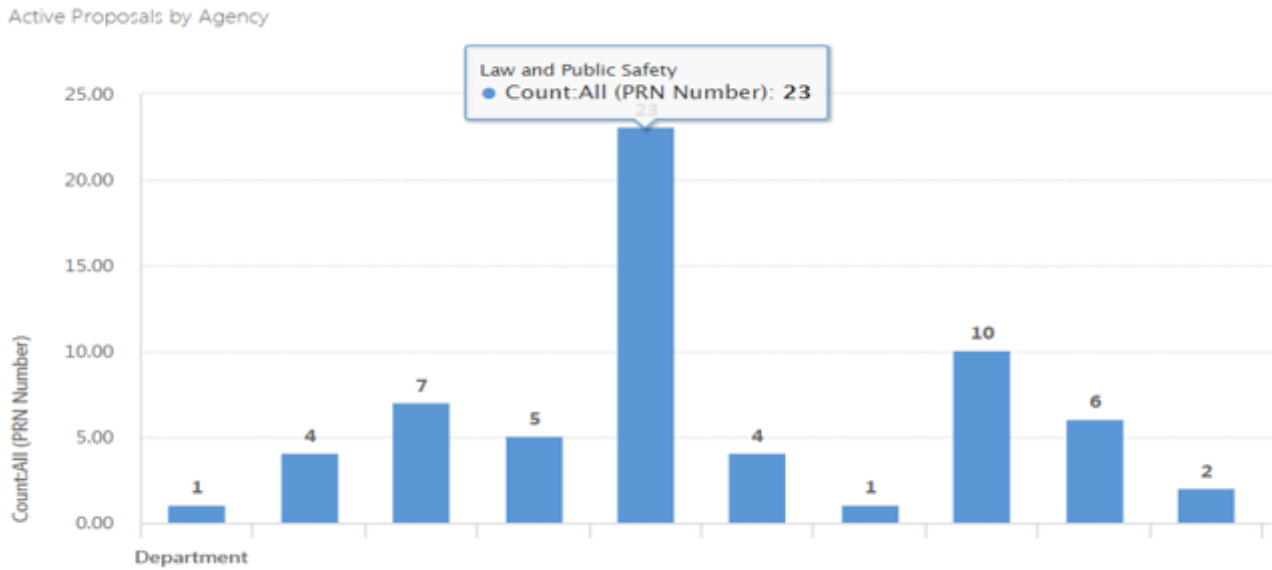


## ACTIVE PROPOSALS BAR CHART

The active proposals Bar Chart is a graphical view of the active proposals from the selected drop-down menu.

The vertical axis shows the total number of active proposals within the selected grouping. The example below shows the number of active proposals by Department.

The horizontal axis shows the active proposals grouped by the selected criteria. The example below shows the number of each department with an active proposal. (Please note that depending on the number of items listed on the horizontal axis, the name below each bar may not show. In this case, place your cursor over the specific bar to show the department name)



## ACTIVE PROPOSALS LIST

The Active Proposals List shows all active proposals, filtered by the selected view.

### *Sorting the Active Proposals List*

At the top of the Active Proposals List are column headers describing the information displayed. The Active Proposals List can be sorted by clicking on the column header (the Title/Subject header cannot be sorted). Only one column can be sorted at a time.

A sorted column will display an arrow indicating an ascending or descending sort order for that column. In the example below, the Department column is sorted in ascending order.

<a href="#">PRN Number</a>	<a href="#">Department ↑</a>	<a href="#">Division/Subagency</a>	<a href="#">Date Published</a>	<a href="#">Title/Subject</a>
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### *Viewing Active Proposal Details*

To view the details of an active proposal, click on the PRN NUMBER of the active proposal to open the Active Proposal Details page.

To return to a different view, select the desired Active Proposal View from the *Select A View* drop down box.

### *Navigating Multiple Pages*

If the Active Proposal List contains more than 10 active proposals, the list will be paginated. To navigate the pages, use the page navigation at the bottom of the page



Click the > arrow to move forward a single page

Click the < to move back a single page

To go to a specific page, click the page number