

# NetScan® at a Glance

NetScan is designed for professionals who need to identify, track, and analyze legislation and regulations. This quick reference guide will help you perform tasks such as searching for statutes and regulations and organizing your research.

## Beginning and Ending Your Research Session

To sign on to NetScan, follow these steps:

1. Access [www.netscan.com](http://www.netscan.com) and click **Subscribers** at the top of the page.
2. In the dialog box that is displayed, type your user name and password in the text boxes. Passwords are case sensitive.

**Note:** Select the **Remember my password** check box if you want your NetScan user name and password automatically entered each time you sign on to NetScan. When this option is selected, anyone accessing netscan.com using your computer can sign on to NetScan with your password.

3. Click **OK**.

To end your NetScan research session, close your Web browser.

## Searching for Legislation and Regulations

NetScan allows you to search for legislation and regulations using Boolean queries or drop-down lists.

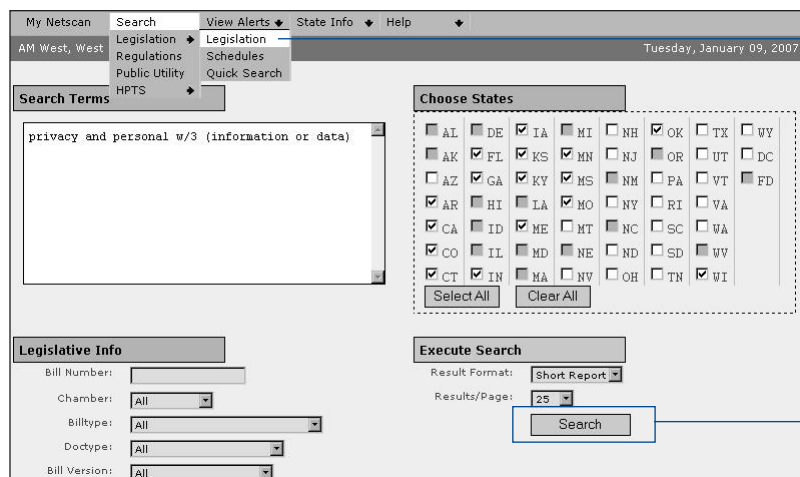
- To access a search page for legislation, point to **Legislation** in the Search menu at the top of the page. Then click **Legislation** in the submenu.
- To access a search page for regulations, select **Regulations** from the Search menu at the top of the page.

At the legislation or regulation search page, you can enter search terms using the Boolean search method, or use drop-down lists and check boxes to limit your search in a variety of ways, including by type of document, document date, sponsor (for legislation), agency (for regulations), and jurisdiction. You can also choose a format for your result from the *Result Format* drop-down list. For more information, see “Viewing Your Search Result” on the next page.

NetScan is available on the Web at [www.netscan.com](http://www.netscan.com).

For technical support or search assistance, call 1-800-982-2177.

For billing or account assistance, call 1-800-328-4880.



To access a search page for legislation, point to **Legislation** in the Search menu at the top of the page. Then click **Legislation** in the submenu.

Type a search in the *Search Terms* text box, or restrict your search using the drop-down lists and text boxes under *Legislative Info*. Then click **Search**.

Legislation search page

## Boolean Search Tips

Use the following information to help you craft your queries to produce relevant and manageable results.

### Searching for Phrases

Two or more words typed without Boolean connectors will be treated as a phrase. For example, *rights of way* will retrieve documents containing the phrase *rights of way* but not *right of way*. Use quotation marks to search for an exact phrase. For example, “*health and human services*” will retrieve documents containing the phrase *health and human services*.

### Boolean Connectors

Use **and** between terms to retrieve documents containing both terms. For example, type **operating and budget** to retrieve documents containing both *operating* and *budget*.

Use **or** between terms to retrieve documents containing either terms or both terms. For example, type **gift card or gift certificate** to retrieve documents containing either *gift card* or *gift certificate* or both.

Use **and not** to specify a term that should be excluded. For example, type **nonprobate transfer and not cemeter\* or funeral%** to retrieve legislation or regulations relating to nonprobate transfers but not documents mentioning cemeteries or funerals.

Use **w/n** to specify terms within *n* terms of each other, where *n* is a number. For example, to search for *member* within five terms of *credit union*, type **member w/5 credit union**.

### Variations of Word Forms

Use the percent symbol and the asterisk to retrieve variations of word forms.

The percent symbol (%) represents one or zero characters. Percent symbols can be used within a word and within quotation marks. You can use one or more percent symbols at a time. For example, the following query will retrieve documents containing financial planner, financial planning, and financial plans:

**financial plan% % % %**

The asterisk (\*) represents zero or an unlimited number of characters. It can be used within or at the end of a word. For example, type **insur\*** to retrieve *insure*, *insured*, *insurer*, *insuring*, *insurable*, or *insurance*.

## Viewing Your Search Result

Your legislation search result can be displayed as a list or in a short or long report. Your regulations search result can be displayed in a list or in a report. Use the following information to select the right result format for your research needs.

- The List format displays a list of all the documents that contain your search terms, including each document's title, date, and jurisdiction.
- The Short Report, Long Report, and Report formats provide a complete overview of information for each bill or regulation that matches your search criteria, including a summary and the status of each bill or regulation.

To access a document on the result page, click its link. To track the document, select a folder from the drop-down list next to *Track*, and then click **Track**. To save a search, click **Save Search** at the bottom of the page. For more information on saving searches and tracking bills and regulations, see “Alerts” on the next page.

The screenshot displays a web interface for viewing search results. At the top, there is a navigation bar with links for "My Netscan", "Search", "View Alerts", "State Info", and "Help". Below this, the page header indicates "AM West, West" and "Tuesday, January 09, 2007". A status bar shows "12 bill(s) in report" and "Total Records: 16".

The first result is for "CA SB30 Regular Session". It includes a dropdown menu for tracking and a "Track" button. The details are as follows:  
**Title:** Identity Information Protection Act of 2007.  
**Session Years:** 2007-2008  
**Sponsors:** Simitan.  
**Summary:** An act to add and repeal Article 4 (commencing with Section 1798.10) of Chapter 1 of Title 1.8 of Part 4 of Division 3 of the Civil Code, and to add and repeal Article 13 (commencing with Section 11147) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code, relating to privacy.  
**History:** 12/05/2006 -- (S) FROM PRINT. MAY BE ACTED UPON ON OR AFTER JANUARY 4.  
**Bill Text:** \*\*12/4/2006 Introduced

The second result is for "CA SB31 Regular Session". It also includes a dropdown menu for tracking and a "Track" button. The details are as follows:  
**Title:** Identification documents.  
**Session Years:** 2007-2008  
**Sponsors:** Simitan.  
**Summary:** An act to add Title 1.80 (commencing with Section 1798.79) to Part 4 of Division 3 of the Civil Code, relating to privacy.  
**History:** 12/05/2006 -- (S) FROM PRINT. MAY BE ACTED UPON ON OR AFTER JANUARY 4.  
**Bill Text:** \*\*12/4/2006 Introduced

Legislation search result in Short Report format

## Alerts

NetScan provides three Alert functions you can use to keep track of new legislation and regulations and stay informed about developments in your area of interest. To access any of the Alert functions, select an item from the View Alerts menu at the top of the page.

## Saved Searches

NetScan can automatically run a search that you created and send you the result at intervals you select. To save a search, click **Save Search** at the bottom of any result page after running a search. Or, point to **Alerts** in the View Alerts menu at the top of the page. Then point to **LegAlerts** or **RegAlerts** and click **Searches** in the submenu. The LegAlerts or RegAlerts page will be displayed, where you can create, edit, and organize your saved searches. To create a new saved search, click **new**.

Saved searches appear on the LegAlerts or RegAlerts page under the names you have chosen. When your search retrieves a result, the date the search was run and the number of documents retrieved are displayed under *Recent Results*. To view a result, click **List** or **Report** to view the result in either the List or Report format.

Each bill or regulation retrieved by your saved search has links that allow you to track or ignore the entry. If your search retrieves a bill or regulation in which you are not interested, click **Ignore**. That bill or regulation will no longer be included in the list or report you automatically receive. To track the document, click **Track**.

- Click **new** to save a new search.
- Click **edit** to select a search to edit.
- Click **del** to select a search to delete.
- Click **move** to move a search into a folder.

Click the **Edit and save search** icon to edit the search and save the changes.

Click the **Load this search** icon to run the search without changing the search criteria you saved.

The screenshot shows the 'REGALERTS' section of the NetScan interface. At the top, there are navigation menus for 'My Netscan', 'Search', 'View Alerts', 'State Info', and 'Help'. The 'View Alerts' menu is expanded, showing 'Alerts', 'Leg Alerts', 'Reg Alerts', 'Public Utility', 'Full Text', and 'Reg-Tracking'. Below this, there are controls for 'FOLDERS' (new, edit, del) and 'SEARCHES' (new, edit, del, move). The main content area is divided into sections for 'Board of Pharmacy' and 'financial planning'. Each section has a 'SEARCH STATUS' table and a 'RECENT RESULTS' table. The 'SEARCH STATUS' table has columns for NAME, STATUS, LAST DATE MODIFIED, and ACTION. The 'RECENT RESULTS' table has columns for DATE, NUMBER OF HITS, and VIEW RESULTS. The 'Board of Pharmacy' search is active and was last modified on 1/17/2006. The 'financial planning' search is also active and was last modified on 11/30/2006.

RegAlerts page

## Legislation or Regulation Tracking

NetScan can send you updates when there is new information about specific bills or regulations that interest you. On any result list, including a result from a saved search, select a folder from the drop-down menu next to *Track*, then click **Track** next to the bill or regulation you would like to track. Or, point to **Alerts** in the View Alerts menu at the top of the page. Then point to **RegAlerts** or **LegAlerts** and then click **Reg Tracking** or **Bill Tracking** in the submenu. The Reg Tracks or Bill Tracks page is displayed, where you can create, edit, and organize folders and tracked bills.

Use these links to create, edit, delete, or move a folder to organize your tracked bills or regulations.

The screenshot shows the 'BILL TRACKS' section of the NetScan interface. At the top, there are navigation menus for 'My Netscan', 'Search', 'View Alerts', 'State Info', and 'Help'. The 'View Alerts' menu is expanded, showing 'Alerts', 'Leg Alerts', 'Reg Alerts', 'Public Utility', 'Full Text', and 'Reg-Tracking'. Below this, there are controls for 'GROUPS' (new, edit, del), 'FOLDERS' (new, edit, del, move), and 'TAGS' (new.tag, del.tag, new.value, del.value). The main content area is divided into sections for 'UNASSIGNED FOLDERS' and 'LAST HIT DATE'. The 'UNASSIGNED FOLDERS' table has columns for UNASSIGNED FOLDERS, LAST HIT DATE, NUMBER OF BILLS IN FOLDER, and ACTION. The 'LAST HIT DATE' table has columns for UNASSIGNED FOLDERS, LAST HIT DATE, NUMBER OF BILLS IN FOLDER, and ACTION. The 'UNASSIGNED FOLDERS' table shows folders like 'Grade Crossing', 'homeowners insurance', and 'Outsourcing'. The 'LAST HIT DATE' table shows the 'Outsourcing' folder with a last hit date of 2/16/2006 Morning 1.

Use these links to create or delete tags that help you sort tracked bills and regulations by categories you create.

Use these links to delete, copy, move, or add items to a folder.

Bill Tracks page

## Reporting

The Reporting feature allows you create comprehensive reports that consolidate information for all or some of the bills or regulations you are tracking. The results can be displayed, printed, sent to an e-mail address, or exported as a Microsoft® Excel or Microsoft Word file.

To create a report, follow these steps:

1. Access a Bill Tracking or Reg Tracking Reporting page. Point to **Reporting** in the View Alerts menu at the top of the page. Then click **Bill Tracking** or **Reg Tracking** in the submenu.
2. On the left side of the page, select the folders for which you want to run a report by selecting their check boxes. To select all folders, click the **Select All Bills** check box.
3. In the *Refine your report* section, select the type of documents and information you want to receive in your report from the drop-down lists on the right side of the page. For example, for a Bill Tracking report, you can pinpoint which of your tracked bills has been adopted in the last 30 days by selecting **Adopted** from the *Stages of Legislation* drop-down list and **Last 30 Days** from the *History Date Filter* drop-down list.
4. In the *Display Options* section, select display options for your report.
5. Click **Report**.

Select the folders for which you want to run reports by selecting their check boxes.

The screenshot shows the NetScan Bill Tracking Reporting page. On the left, there is a list of folders under 'UNASSIGNED' with checkboxes: 'Grade Crossing', 'medical malpractice', and 'Outsourcing'. A blue box highlights these checkboxes, with a callout pointing to them. The 'Refine your report' section on the right contains several dropdown menus and radio buttons for filtering the report. A blue box highlights these options, with a callout pointing to them. The 'Display Options' section at the bottom contains more dropdown menus and radio buttons for report formatting. A blue box highlights these options, with a callout pointing to them. A 'Report' button is located at the bottom right of the form.

Select reporting options such as date filters or tags.

Select display options for your report.

Bill Tracking Reporting page