



USERS GUIDE

rules.sd.gov

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Welcome to the home page of the new rules.sd.gov. You will see a variety of helpful links throughout the page. The links you are probably most interested in are those listed under the "AGENCIES" heading.

The numbers behind each agency represent the number of current proposed rules that specific agency has at that moment. If there is not a number, the agency simply does not have any active proposed rules.

South Dakota

ADMINISTRATIVE

RULES

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Legislative Research Council

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RULES.SD.GOV

The administrative agency rulemaking notices and proposed changes prepared by each agency for its rulemaking proceedings are made available on this website free of charge. If you have any questions about the content of a notice, please contact the agency at the telephone number provided in the notice. Rules are archived 20 days after filed with Secretary of State.

AGENCIES

Bureau of Administration

Bureau of Finance and Management

Bureau of Information and Technology (2)

Bureau of Human Resources (15)

Department of Agriculture (1)

Department of Corrections

Department of Education

Environment and Natural Resources

Department of Game, Fish & Parks (1)

Governor's Office of Economic Development (1)

Department of Health

Department of Human Services

Department of Labor and Regulation (1)

Department of Military

Department of Public Safety

Department of Revenue

Department of Social Services (1)

Department of Tourism (1)

Department of Transportation

Department of Tribal Relations

Department of Veterans Affairs

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Once you click on the agency you select, you will get a list of proposed rules for that agency. As you can see below, it shows the Title of rule, short description, public hearing date, interim committee hearing date and the comment deadline.

The user can click on the **title** of the rule to navigate to the proposed rule details.

The user can also click on the **comment deadline date** for that rule and submit a comment.



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Bureau of Information and Technology

Click on rule for more detail and information.

Title	Short Description	Public Hearing Dates	Interim Committee Hearing	Comment Deadline
0984A: 005 - 00001-A900 - Replicator	Replicator - regulation 20 - 3dPrinters	09/18/2013		09/17/2013
658952 - 00A99 - Implement manadatory Double sided printing	New mandatory rules will be implemented to all agencies that require documents to be printed on both side of paper. This will reduce waste and reduce printer turn over. It should also be noted that repair and maintenance schedules will be reduce by 40%.	10/01/2013	10/15/2013	09/25/2013


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When the user clicks on the title, they are brought to the detail page. This is where they will see the detailed items for their selected proposed rule. It has the broken down information about the rule plus the readable PDF's for Public Notice, Proposed Rule, Latest Version of Rules (with amendments), Adopted Rule, Fiscal Note, Letter of Approval, Agency Rules Hearing minutes & audio and Interim Rules Hearing minutes and audio.

There is also an area of "Important Dates" which lists the Public Hearing, Comment Deadline, Interim Rules Committee Hearing, Filed with Secretary of State, and Rule Effective dates.

When the user clicks on one of the buttons, a PDF of that detail will open.



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Bureau of Information and Telecommunications

0984A: 005 - 00001-A900 - Replicator

Replicator - regulation 20 - 3dPrinters

New content is added below as the draft rules move through the rule-making process.

[Public Notice](#)

[Proposed Rule](#)

[Latest Version of Rule \(w/amendments\)](#)

[Adopted Rules](#)

[Fiscal Note](#)

[Letter of Approval LRC](#)

[Business Impact Statement](#)

Agency Rules Hearing

[Minutes](#) [Audio](#)

Interim Rules Hearing

[Minutes](#) [Audio](#)

Important Dates

Public Hearing:	09/18/2013
Comment Deadline:	09/17/2013
Interim Rules Committee Hearing:	
Filed-Secretary of State:	
Rule Effective:	

Agency Contact: Randy X mail to:
BITAdminRules@state.sd.us

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Comments

When the viewer clicks on the date, they are brought to the comment page. This is where the user can now enter the required fields and enter their comment. They will be notified with a message that insures the comment has been submitted.

The screenshot shows the 'South Dakota ADMINISTRATIVE RULES' website header with the URL 'RULES.SD.GOV'. The navigation bar includes links for 'Home', 'Archive', 'Administrative Rules List (LRC)', and 'Interim Rules Review'. The main content area is titled 'Enter comments for A-97865 : B99 001 01 10 11 00 01: Bureau of Information and Telecommunications'. It contains a form with the following fields: 'Commenter' (required), 'Address' (required), 'City' (required), 'State' (required), 'Zip' (required), 'Email', 'Phone', and 'Comments' (required). A 'Submit' button is located at the bottom of the form.

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Enter comments for A-97865 : B99 001 01 10 11 00 01: Bureau of Information and Telecommunications

Commenter * Required Address

City * Required State * Required

Zip * Required

Email Phone

Comments * Required

Submit

Email Notifications

The screenshot shows the South Dakota Administrative Rules website. The header features the South Dakota logo and the text 'ADMINISTRATIVE RULES' and 'RULES.SD.GOV'. A navigation bar includes links for Home, Archive, Administrative Rules List (LRC), and Interim Rules Review. On the left, a sidebar menu lists 'Rules Manual', 'State Register', 'State Agencies →', 'Email Notifications', 'State Homepage', and 'Legislative Research Council'. The main content area has a red text prompt: 'Submit your email address to receive email updates from your chosen agency when a new rule is created.' Below this is a section titled 'GET NOTIFIED' which lists 18 South Dakota state agencies in two columns. A note at the bottom left explains that the page is for public service and does not constitute official public notice. The footer contains copyright information for 2013 and links for Accessibility, Privacy, and Disclaimer.

South Dakota
ADMINISTRATIVE RULES
RULES.SD.GOV

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Submit your email address to receive email updates from your chosen agency when a new rule is created.

GET NOTIFIED

Bureau of Administration	Bureau of Finance and Management
Bureau of Human Resources	Bureau of Information and Telecommunications
Department of Agriculture	Department of Corrections
Department of Education	Department of Environment and Natural Resources
Department of Game, Fish, and Parks	Department of Health
Department of Human Services	Department of Labor and Regulation
Department of Public Safety	Department of Social Services
Department of the Military	Department of Tourism
Department of Transportation	Department of Tribal Relations
Department of Veterans Affairs	Governor's Office of Economic Development

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When you click on the "Email Notifications" menu item on the left-hand side menu, it brings you to the page above.

The user can now choose which agency they would like email updates from.

An email will be sent to the user whenever there is a new proposed rule submitted on the website from the agency they selected.

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Submit your email address to receive email updates from your chosen agency when a new rule is created.

EMAIL SIGNUP

First Name * Required

Last Name * Required

Email * Required

Subscribe

Bureau of Human Resources

Submit

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When the user chooses an **agency**, it brings them to the next screen where they enter their information to subscribe to emails.

A batch program will be ran every 12 hours to look for new rules and send an email blast.

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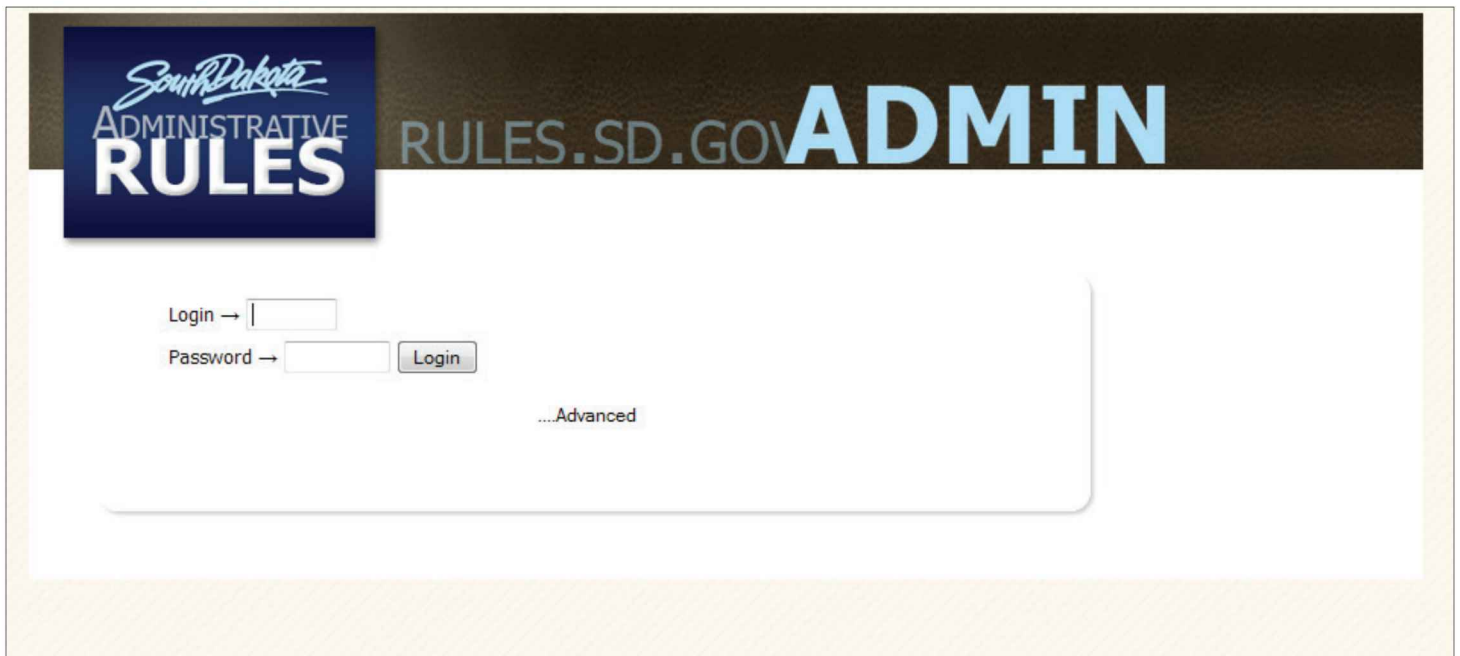
ADMIN SIDE GUIDE

Admin Login

Below is an example of what the Admin Log-in Page looks like.

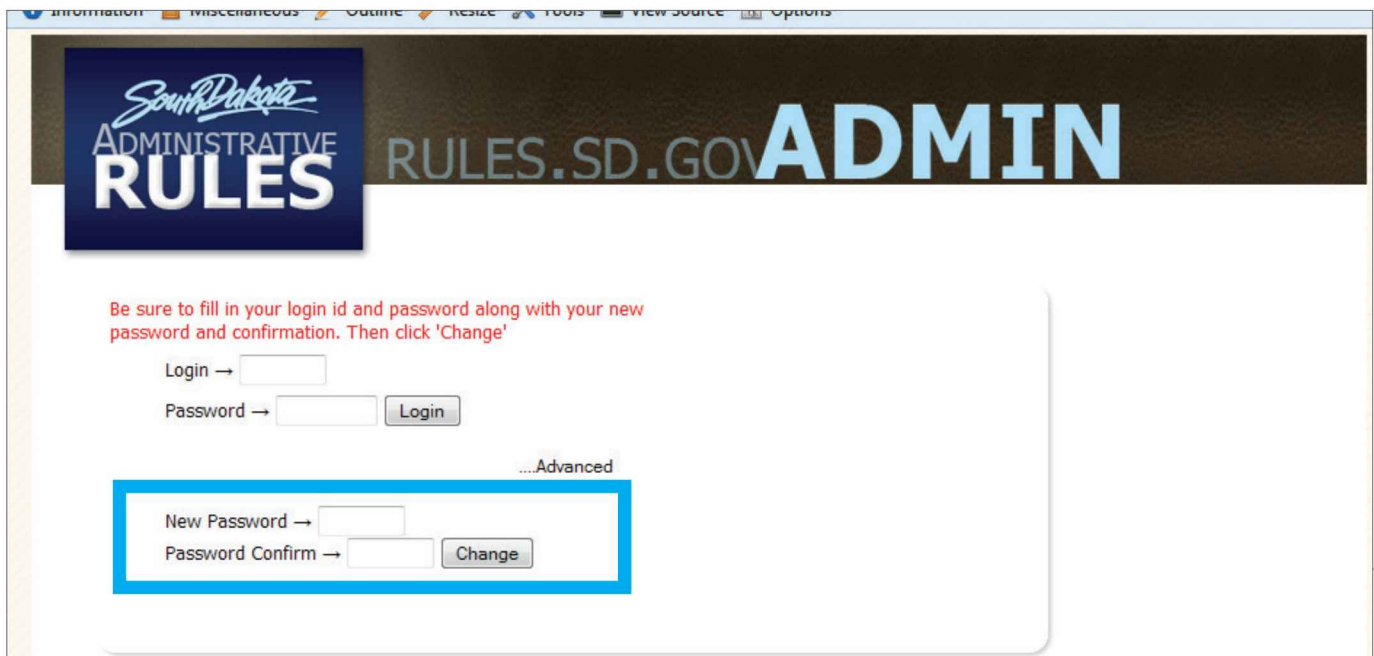
Your log in ID is your **NT Windows Log-in ID (ex. itpr15659)**

First time log-in password is: **password**



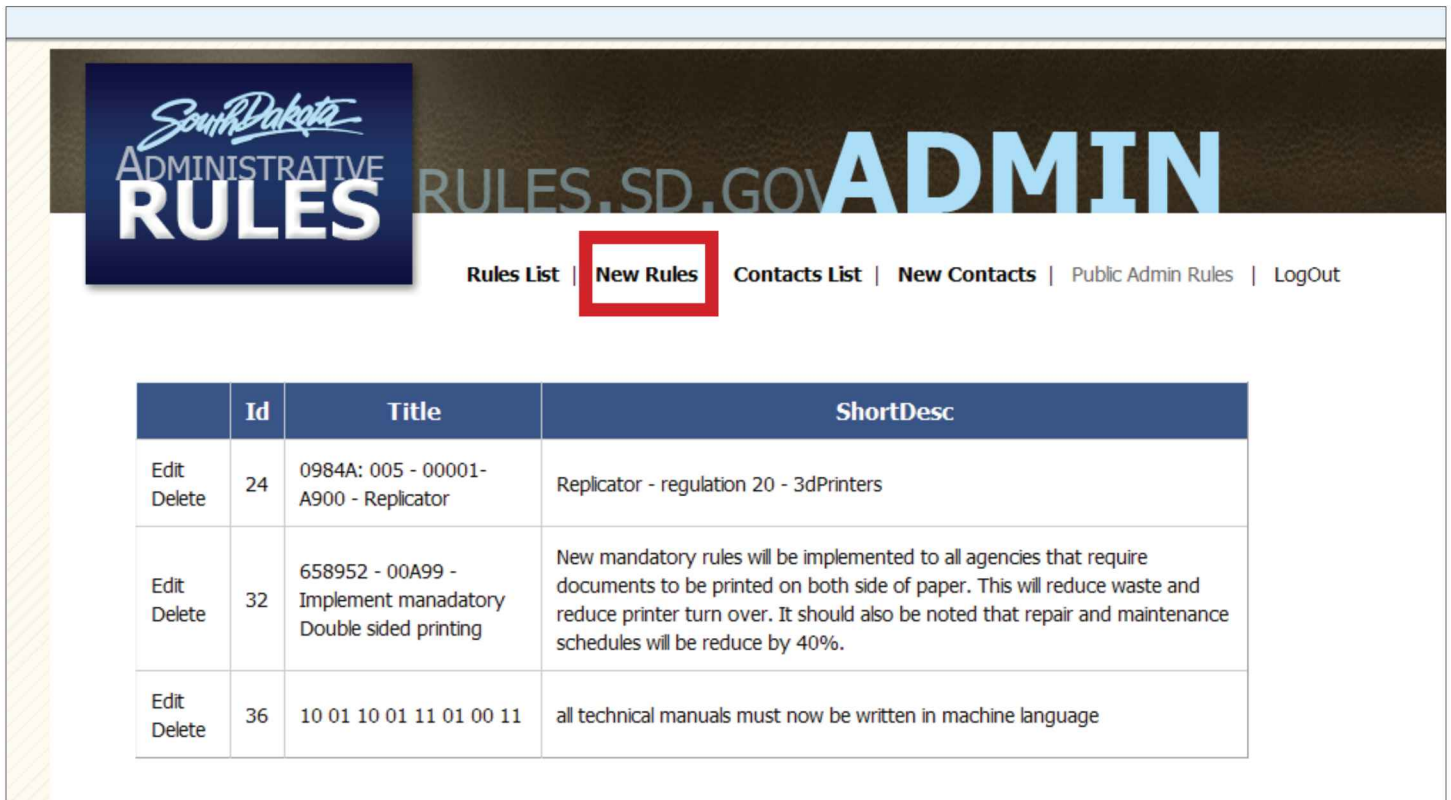
The screenshot shows the 'ADMIN' login page for 'South Dakota ADMINISTRATIVE RULES' at 'RULES.SD.GOV'. The page has a dark header with the site logo and name. Below the header, there is a login form with two input fields: 'Login →' and 'Password →', followed by a 'Login' button. A link labeled '....Advanced' is positioned below the password field. The entire form is enclosed in a light-colored rounded rectangle.

You will then be asked to **change** your password before continuing. The password must be at least 8 characters with at least 1 number.



This screenshot shows the password change interface on the same 'ADMIN' page. A red instruction message reads: 'Be sure to fill in your login id and password along with your new password and confirmation. Then click 'Change''. Below this, there are two sets of input fields. The first set, for login, includes 'Login →' and 'Password →' fields with a 'Login' button. The second set, for password change, is highlighted with a blue border and includes 'New Password →' and 'Password Confirm →' fields with a 'Change' button. A '....Advanced' link is also visible between the two sets of fields.

New Rules



	Id	Title	ShortDesc
Edit Delete	24	0984A: 005 - 00001- A900 - Replicator	Replicator - regulation 20 - 3dPrinters
Edit Delete	32	658952 - 00A99 - Implement manadatory Double sided printing	New mandatory rules will be implemented to all agencies that require documents to be printed on both side of paper. This will reduce waste and reduce printer turn over. It should also be noted that repair and maintenance schedules will be reduce by 40%.
Edit Delete	36	10 01 10 01 11 01 00 11	all technical manuals must now be written in machine language

Once you have successfully changed your password, you will be brought to the “rules list”. As you see above, it is a list of all current proposed rules that are active.

To enter a new rule, click on “**New Rules**”.

South Dakota ADMINISTRATIVE RULES ADMIN

[Rules List](#) | [New Rules](#) | [Contacts List](#) | [New Contacts](#) | [Public Admin Rules](#) | [LogOut](#)

Rule has been posted.

Title * Required

Short Desc * Required

Public Hearing ☐ (Click Icon) * Required

Comment Deadline ☐ (Click Icon) * Required

Interim Hearing ☐ (Click Icon)

Files SOS ☐ (Click Icon)

Rules Effective ☐

Public Notice (.pdf) * Required

Original Draft Rules (.pdf) * Required

Admendments Original Draft (.pdf)

Adopted Rules (.pdf)

Agency Hearing Audio (.wav)

Agency Hearing Minutes (.pdf)

Interim Hearing Audio (link)

Interim Hearing Minutes (link)

Fiscal Note (.pdf)

Letter LRC Approval (.pdf)

Business Impact Statement (.pdf)

Note:
You **MUST** insert the **FULL** link.
Ex.: <https://www.websitehere.com>
If not, it will not re-direct correctly. There will be a "Test Link" button on the live site that allows you to be sure you entered the correct link.

That brings you to the page where you can upload all available files in it's respective file type.

PDF (Interim Hearing Audio & Agency Hearing Audio) files are the only file types accepted. *For a how-to for creating a .PDF document from Microsoft Word, continue to next page.*

An asterisk (*) is after each field that you are **required** to enter. The new proposed rule **will not** display without that information.

Once you have entered all available information about the new proposed rule, click **submit** and the rule will automatically go live on the website to be viewed by the public.

After the new rule is submitted, you will be re-directed back to a blank new rule form. There you will get notification that the rule has been successfully posted.

To see the Rules List, click on **Rules List**.

How to create a .PDF document in Microsoft Word

1. Click the Microsoft Office Button image, point to the arrow next to Save As, and then click PDF or XPS.
2. In the File Name list, type or select a name for the document.
3. In the Save as type list, click PDF.
4. If you want to open the file immediately after saving it, select the Open file after publishing check box. This check box is available only if you have a PDF reader installed on your computer.
5. Next to Optimize for, do one of the following, depending on whether file size or print quality is more important to you:
 - If the document requires high print quality, click Standard (publishing online and printing).
 - If the print quality is less important than file size, click Minimum size (publishing online).
6. Click Options to set the page range to be printed, to choose whether markup should be printed, and to select the output options. (Find links to more information on these options in the See Also section.) Click OK.
7. Click Publish.

If you want to make changes to the PDF after saving it, return to your original Microsoft Word file in which you created it and save the file as PDF again.



	Id	Title	ShortDesc
Edit Delete	24	0984A: 005 - 00001-A900 - Replicator	Replicator - regulation 20 - 3dPrinters
Edit Delete	32	658952 - 00A99 - Implement manadatory Double sided printing	New mandatory rules will be implemented to all agencies that require documents to be printed on both side of paper. This will reduce waste and reduce printer turn over. It should also be noted that repair and maintenance schedules will be reduce by 40%.
Edit Delete	36	10 01 10 01 11 01 00 11	all technical manuals must now be written in machine language

Now back on the Rules List page, you have the options to **edit** or **delete** a rule.

When you choose to delete a rule, you will be asked to confirm the rule you want to delete and if yes, it will be deleted immediately both from the Admin site and Public site.

Edit Rules

The screenshot displays the 'ADMIN' interface for editing administrative rules. The header includes the 'South Dakota ADMINISTRATIVE RULES' logo and the text 'RULES.SD.GOV ADMIN'. A navigation bar contains links: 'Rules List', 'New Rules', 'Contacts List', 'New Contacts', 'Public Admin Rules', and 'LogOut'.

The form is divided into two main columns. The left column contains text input fields for 'Title * Required' (with value '0984A: 005 - 00001-A900 - Replicator'), 'Short Desc * Required' (with value 'Replicator - regulation 20 - 3dPrinters'), 'Public Hearing' (with date '09/18/2013'), 'Comment Deadline' (with date '09/17/2013'), 'Interim Hearing', 'Files SOS', and 'Rules Effective'. Each date field has a calendar icon and a '(Click Icon) * Required' label.

The right column contains file upload sections for various document types, each with a 'Browse...' button and a 'Review' button (except for 'Delete' on 'Agency Hearing Audio'). The sections are: 'Public Notice (.pdf) * Required' (File loaded previously), 'Original Draft Rules (.pdf) * Required' (File loaded previously), 'Admendments Original Draft (.pdf)', 'Adopted Rules (.pdf)', 'Agency Hearing Audio (.wav)' (File loaded previously), 'Agency Hearing Minutes (.pdf)', 'Interim Hearing Audio (link)', 'Interim Hearing Minutes (link)', 'Fiscal Note (.pdf)', 'Letter LRC Approval (.pdf)', and 'Business Impact Statement (.pdf)'. A 'Submit' button is located at the bottom center.

Annotations on the screenshot include a blue box around the 'Review' button for 'Public Notice (.pdf)' and a red box around the 'Delete' button for 'Agency Hearing Audio (.wav)'.

When you choose to Edit a rule, you will be brought to the screen above. There, you will be able to see what files you have and have not uploaded previously.

You can also **review** which .pdf files you have previously uploaded.

The user will **not** be able to delete required files, only optional ones.

Once all changes have been made, click submit and the changes will be reflected on the public side.

Agency Contacts

- An agency can have as many users of the Admin site as they wish. It is, however, good practice not to have TOO many users as confusion can set in as to who posted what, when and where.
- There can only be one primary user. Note: the primary user controls adding and deleting of agency users and/or password resets.
- If an agency employee needs to be added to the email-folder list for their agency, they **will** have to contact BIT to get permissions.

	Id	Agency	Login	FirstName	LastName	Email	PrimaryContact
Edit Delete	16	BIT	testbit1	Randy	X	randy.x@state.sd.us	Y
Edit Delete	26	BIT	itpr15659	Sarah	Gates	sarah.gates@state.sd.us	N
Edit Delete	22	BIT	xxxxxxxxxx	A	B	ab@fake.com	N

Submit

When you click on the "Contacts List" you will be directed to the page above. You will see the list of each contact assigned to your agency with permissions. There can only be **one** primary contact.

The primary contact is the only one allowed to make changes, add/delete from the contact list.

South Dakota ADMINISTRATIVE RULES

RULES.SD.GOV ADMIN

[Rules List](#) | [New Rules](#) | [Contacts List](#) | [New Contacts](#) | [Public Admin Rules](#) | [LogOut](#)

First Name * Required

Last Name * Required

Email * Required

Main Contact Y * Required

Login * Required

To add a new agency contact, click on “New Contacts” and it will bring you to the page above.

All fields are required.

The screenshot shows the 'ADMIN' interface for 'South Dakota ADMINISTRATIVE RULES'. The URL 'RULES.SD.GOV' is visible. The navigation bar includes links for 'Rules List', 'New Rules', 'Contacts List', 'New Contacts', 'Public Admin Rules', and 'LogOut'. The form contains the following fields:

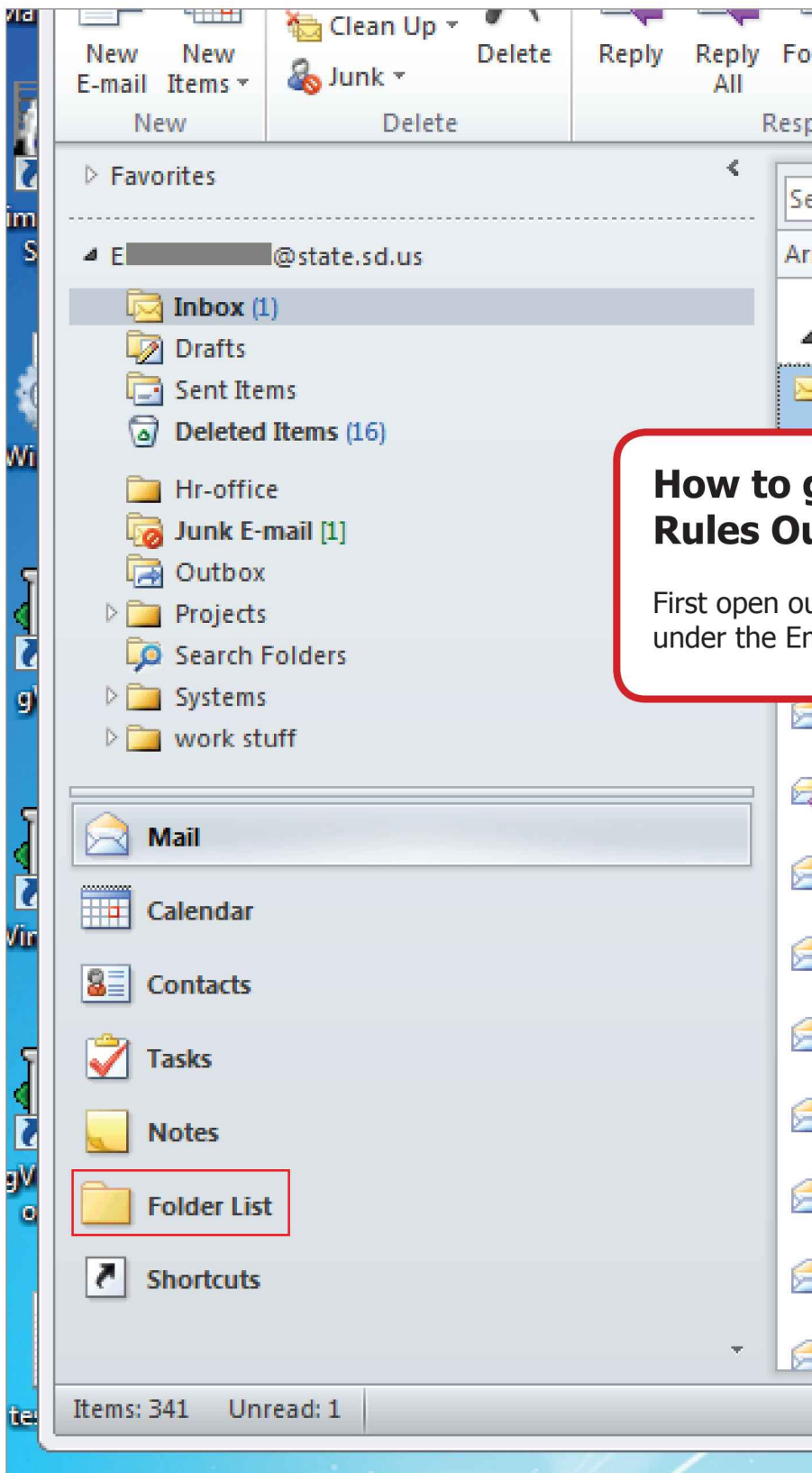
- First Name** * Required: Sarah
- Last Name** * Required: Gates
- Email** * Required: sarah.gates@state.sd.us
- Main Contact** N ▼ * Required (highlighted with a red box)
- Login** tpr1565 * Required

A 'Submit' button is located at the bottom of the form.

When the admin needs to edit a user, this is what appears when they choose the edit option. Here, you can change any of the available fields and also change the users "**Main Contact**" status.

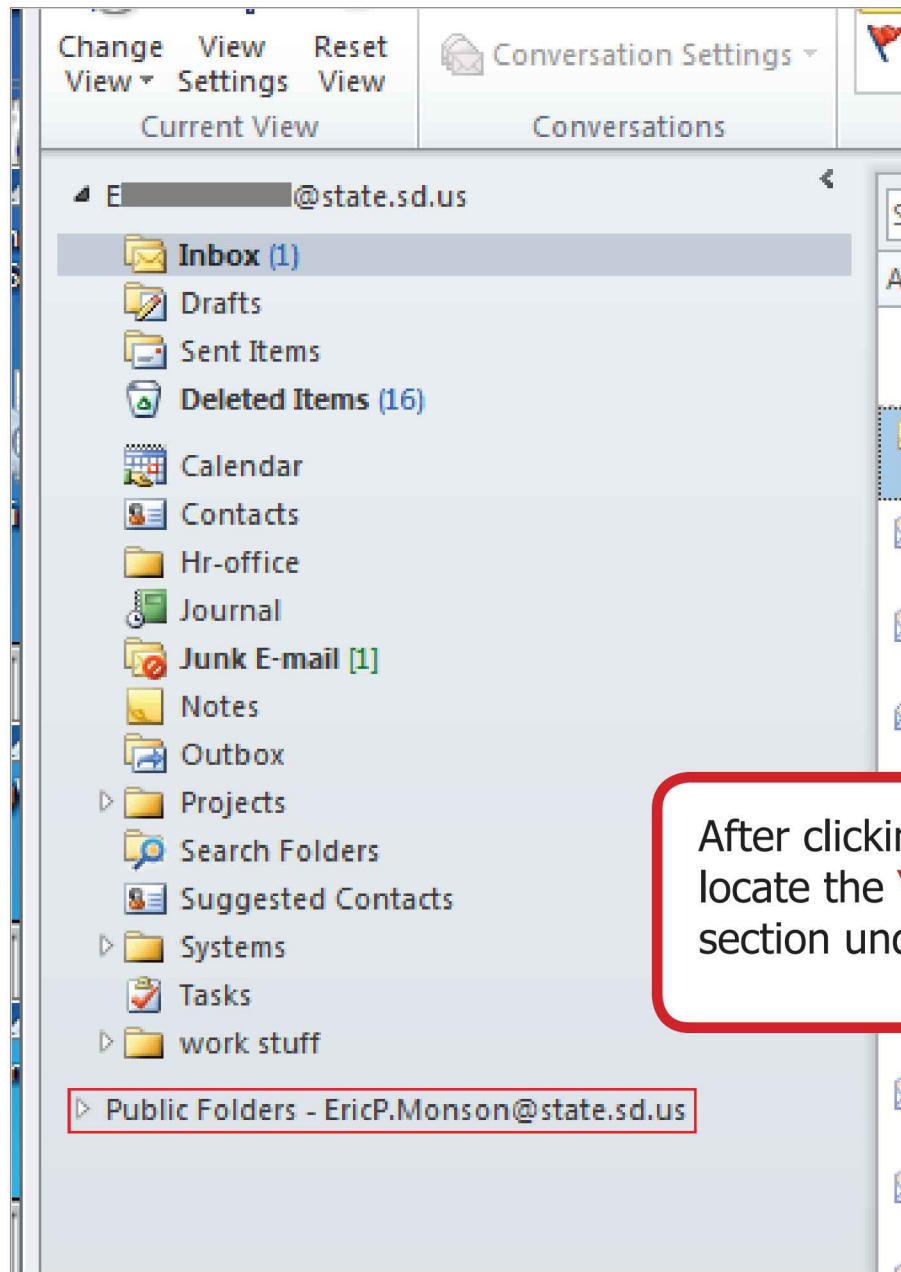
When finished, click submit. The changes will be added immediately.

Email Actions

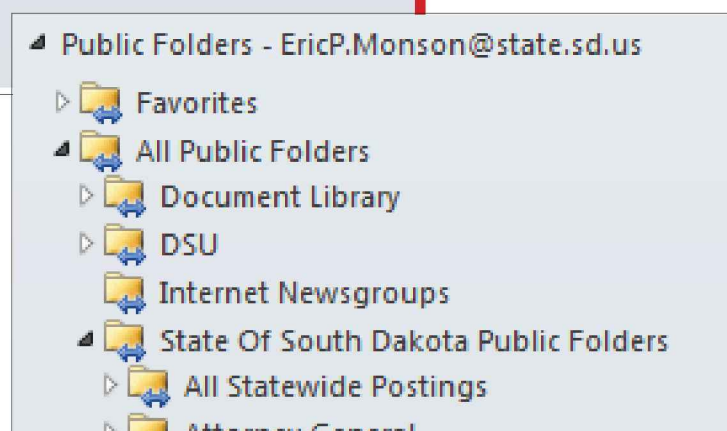
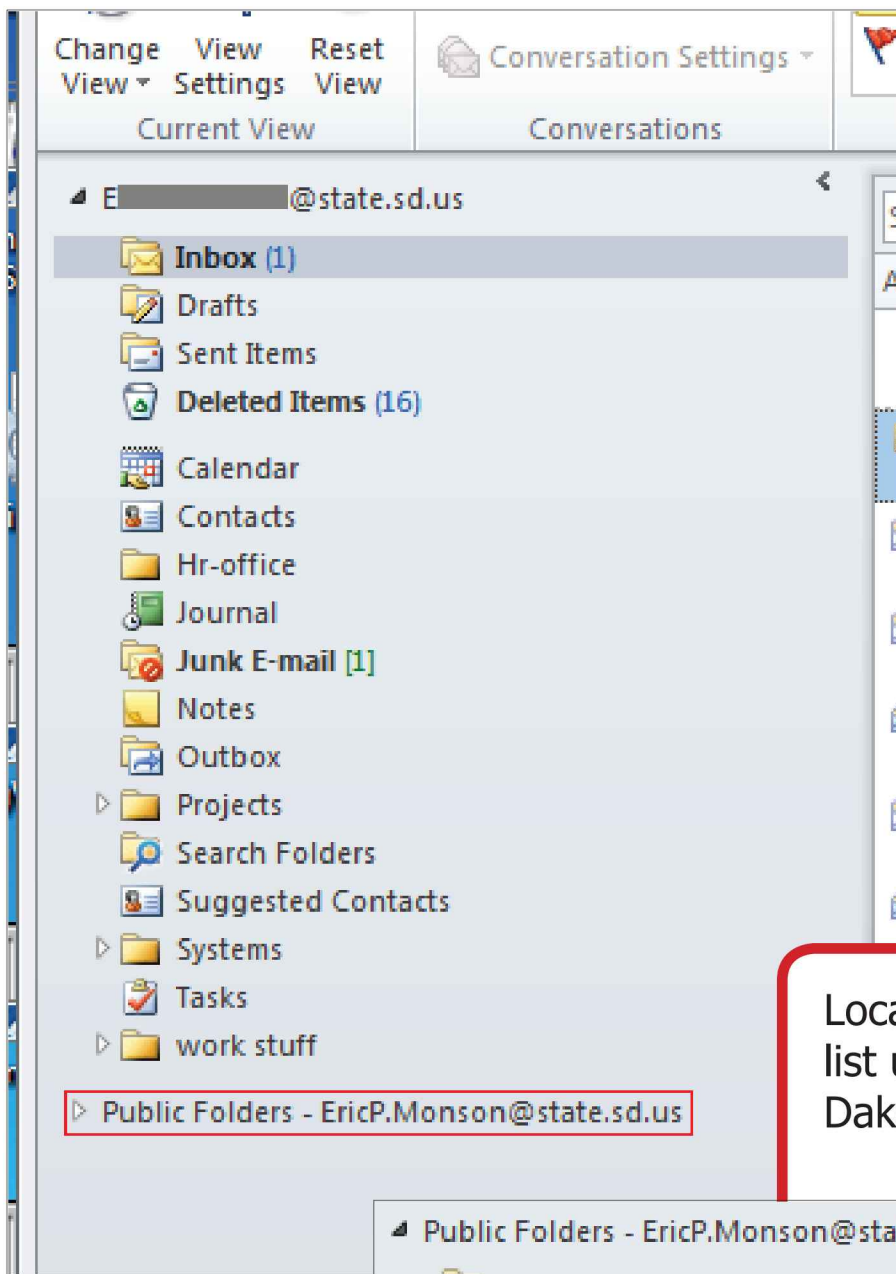


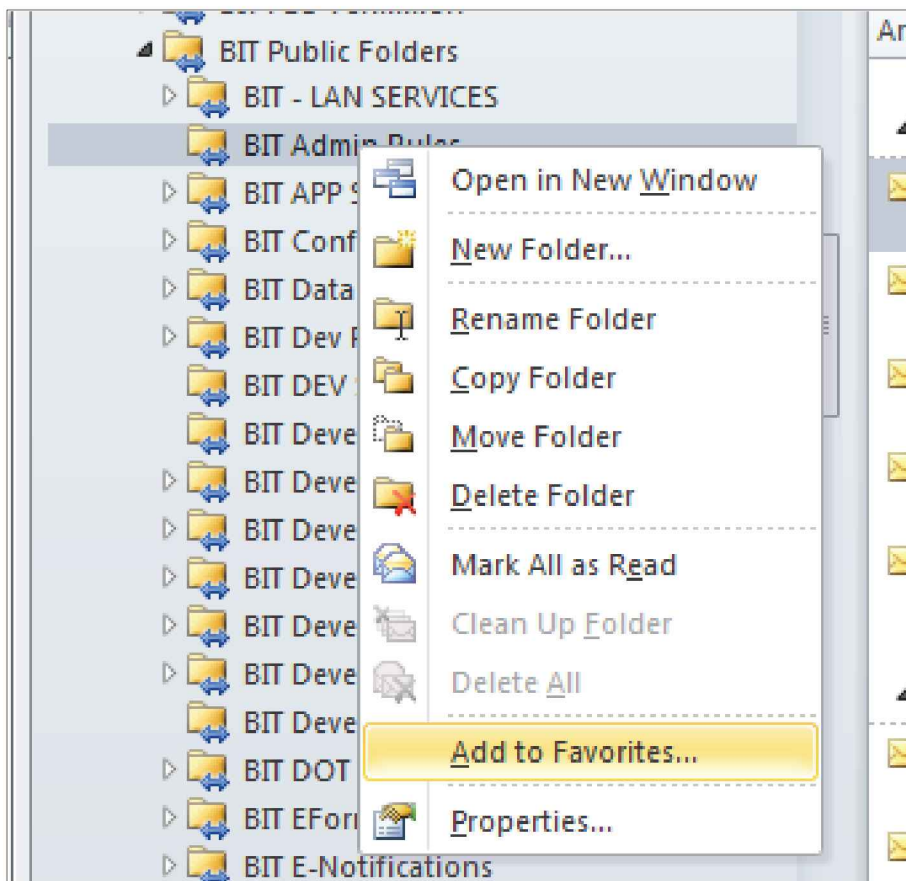
How to get to your Admin Rules Outlook folder.

First open outlook and locate the folders view under the Email folders



After clicking on "Folder List", locate the **"Public Folders"** section under your email box.





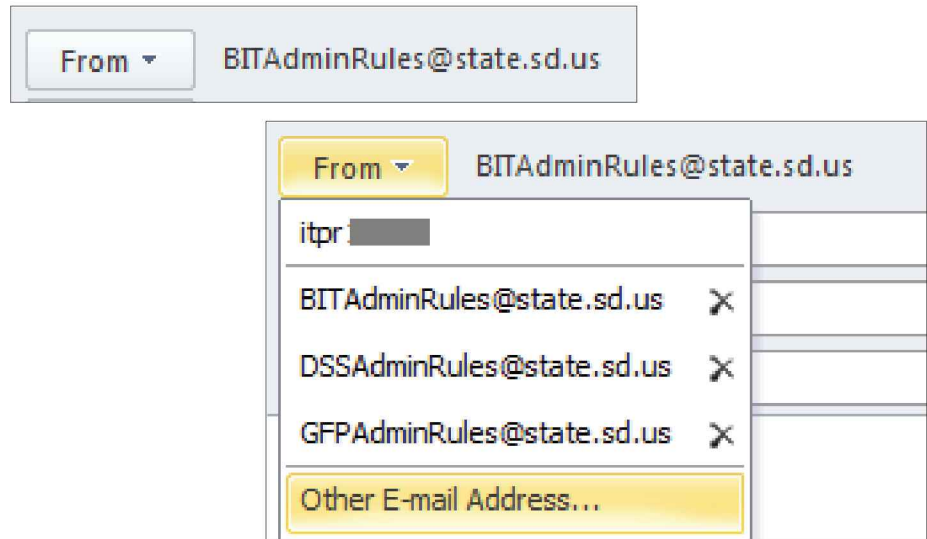
Once you locate your agency folder locate the "[Agency Abbreviation] Admin Rules" folder inside.

It might be a good idea to add this folder to your favorites.

Right click the Admin Rules folder and choose 'Add to favorites...'.

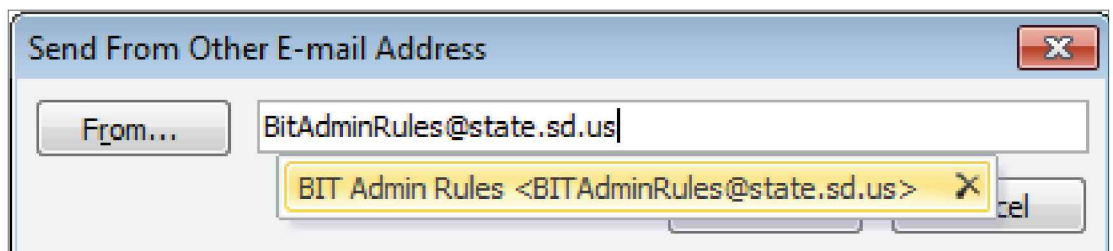
Manually sending a message to the list.

Start a new email. Click the "From" button next to the line that should have your email address next to it.



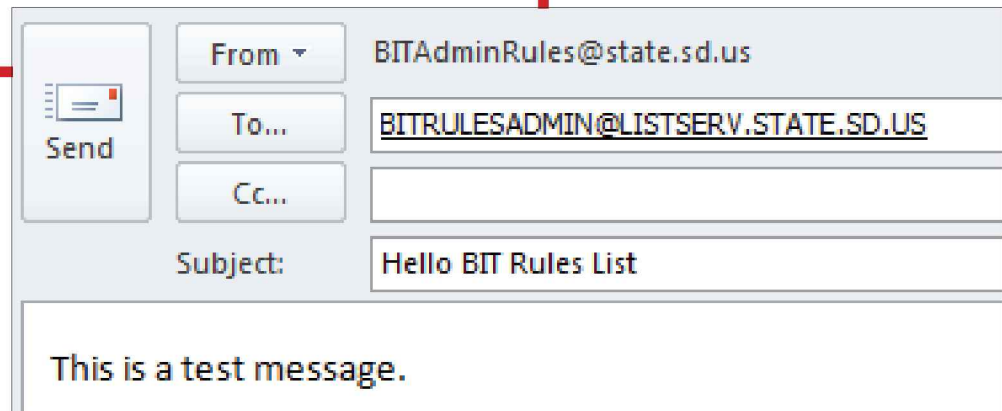
Select the box to send from if you have it or select the "Other E-mail Address..."


If you selected "Other E-mail Address..." be sure to put the proper email address in the "Send From Other E-mail Address" box. [Agency Abbreviation]AdminRules@state.sd.us.



In the "To" box, you will need to specify the lists on the list serve server like so [Agency Abbreviation]RULESADMIN@LISTSERV.STATE.SD.US.

Compose a message with a subject and then send it.

A screenshot of an email composition window. On the left is a 'Send' button with an envelope icon. To its right are three buttons: 'From', 'To...', and 'Cc...'. The 'From' field contains 'BITAdminRules@state.sd.us'. The 'To...' field contains 'BITRULESADMIN@LISTSERV.STATE.SD.US'. The 'Cc...' field is empty. Below these is a 'Subject:' label followed by the text 'Hello BIT Rules List'. At the bottom is a large text area containing the message 'This is a test message.'

 Send	From ▾	BITAdminRules@state.sd.us
	To...	<u>BITRULESADMIN@LISTSERV.STATE.SD.US</u>
	Cc...	
Subject:		Hello BIT Rules List
<div>This is a test message.</div>		

NOTE: Before the message can go to the entire list it needs to be approved. Instructions are on the next page.

Approving a Message to be sent to the list.

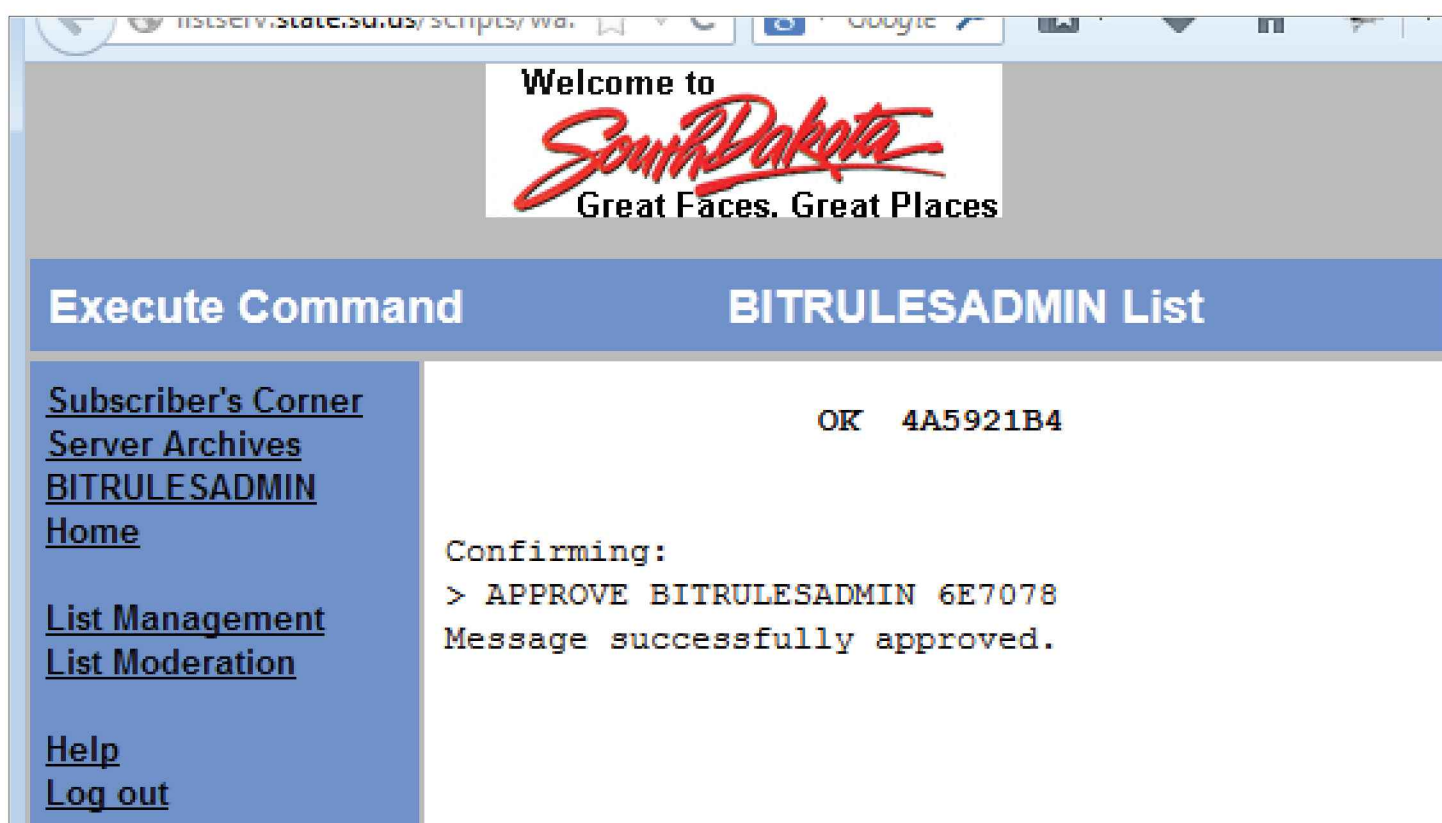
Check the public folder for messages indicating a message to be sent to the list.



View the attachments to be sure that the message you are about to approve is the message you want to send.

Click the **approve** link in the message and the message will be distributed to everyone currently on the list.

The approval screen will look something like the image below.



POWERED BY

BIT

Bit is a leading provider of digital marketing solutions, helping businesses grow their online presence and reach their target audience.

Our services include:

• Search Engine Optimization (SEO)

• Pay-Per-Click (PPC) Advertising

• Social Media Marketing

• Content Marketing