South Dakota
Administrative
RULES

USERS GUIDE

rules.sd.gov

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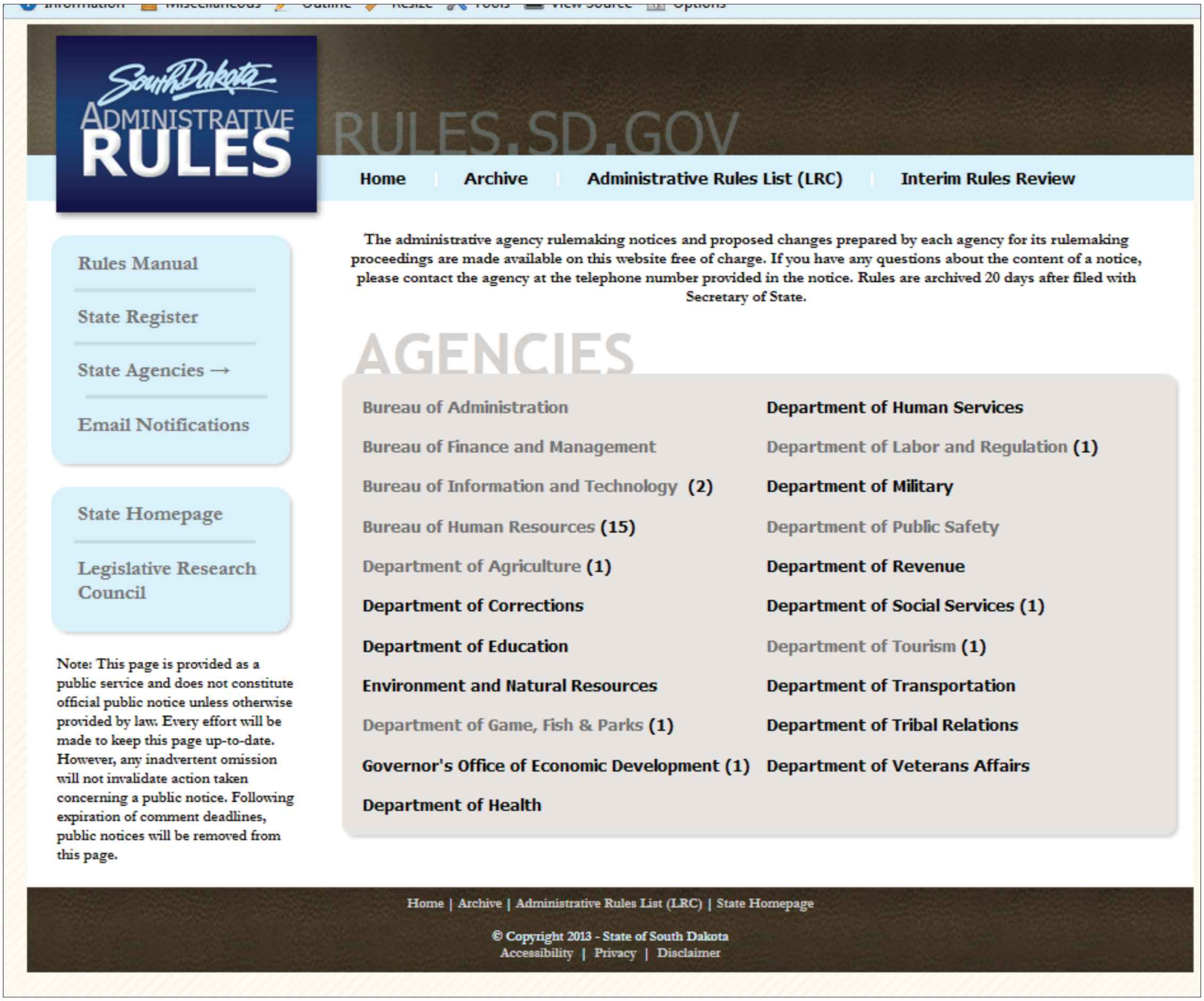
Welcome to the home page of the new rules.sd.gov. You will see a variety of helpful links throughout the page. The links you are probably most interested in are those listed under the “AGENCIES” heading.

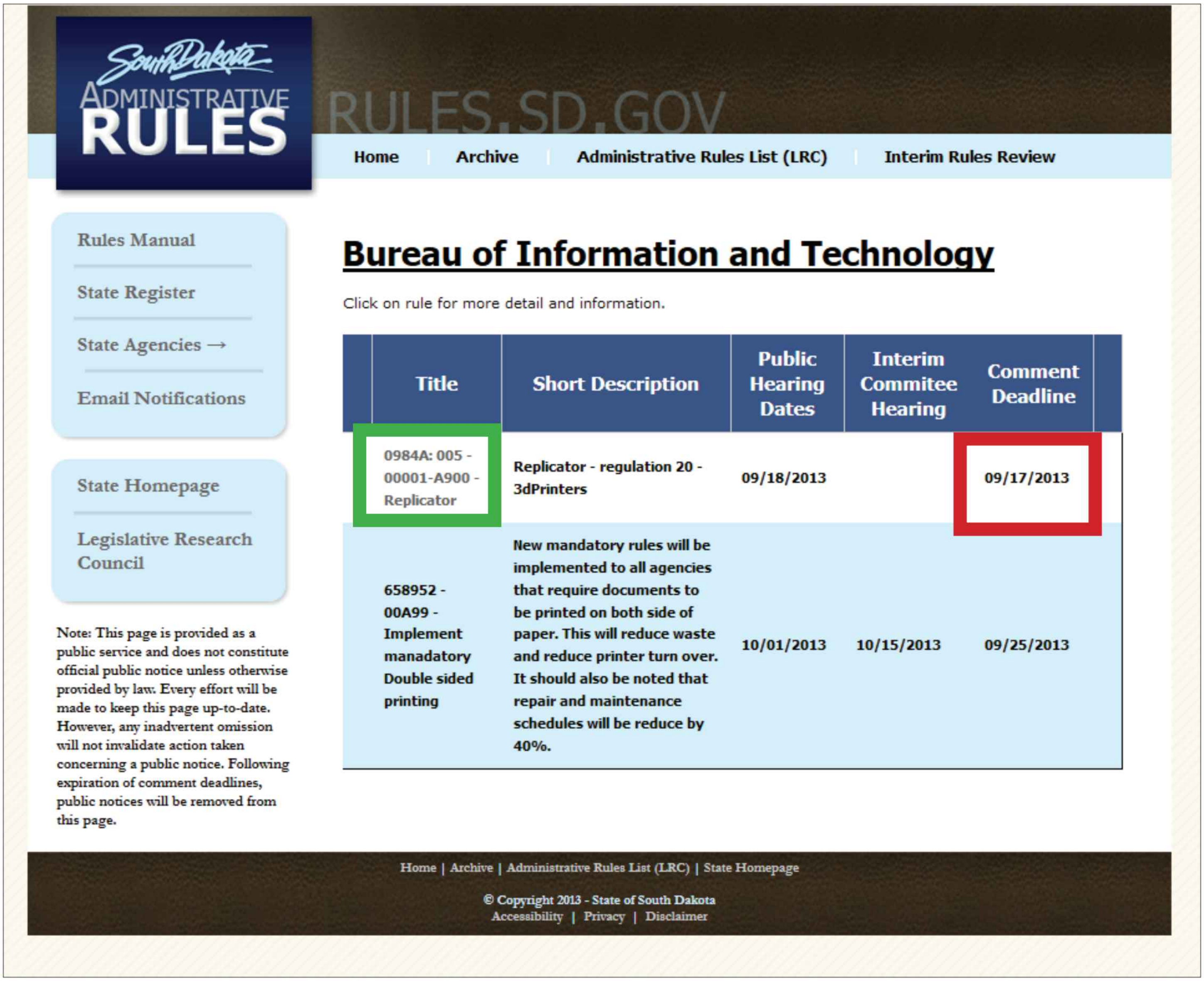
The numbers behind each agency represent the number of current proposed rules that specific agency has at that moment. If there is not a number, the agecny simply does not have any active proposed rules.



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 commitee 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.



South Dakota ADMINISTRATIVE RULES

RULES.SD.GOV

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Note: This page is provided as a public service and does not constitute official public notice unless otherwise provided by law. Every effort will be made to keep this page up-to-date. However, any inadvertent omission will not invalidate action taken concerning a public notice. Following expiration of comment deadlines, public notices will be removed from this page.

Bureau of Information and Technology

Click on rule for more detail and information.

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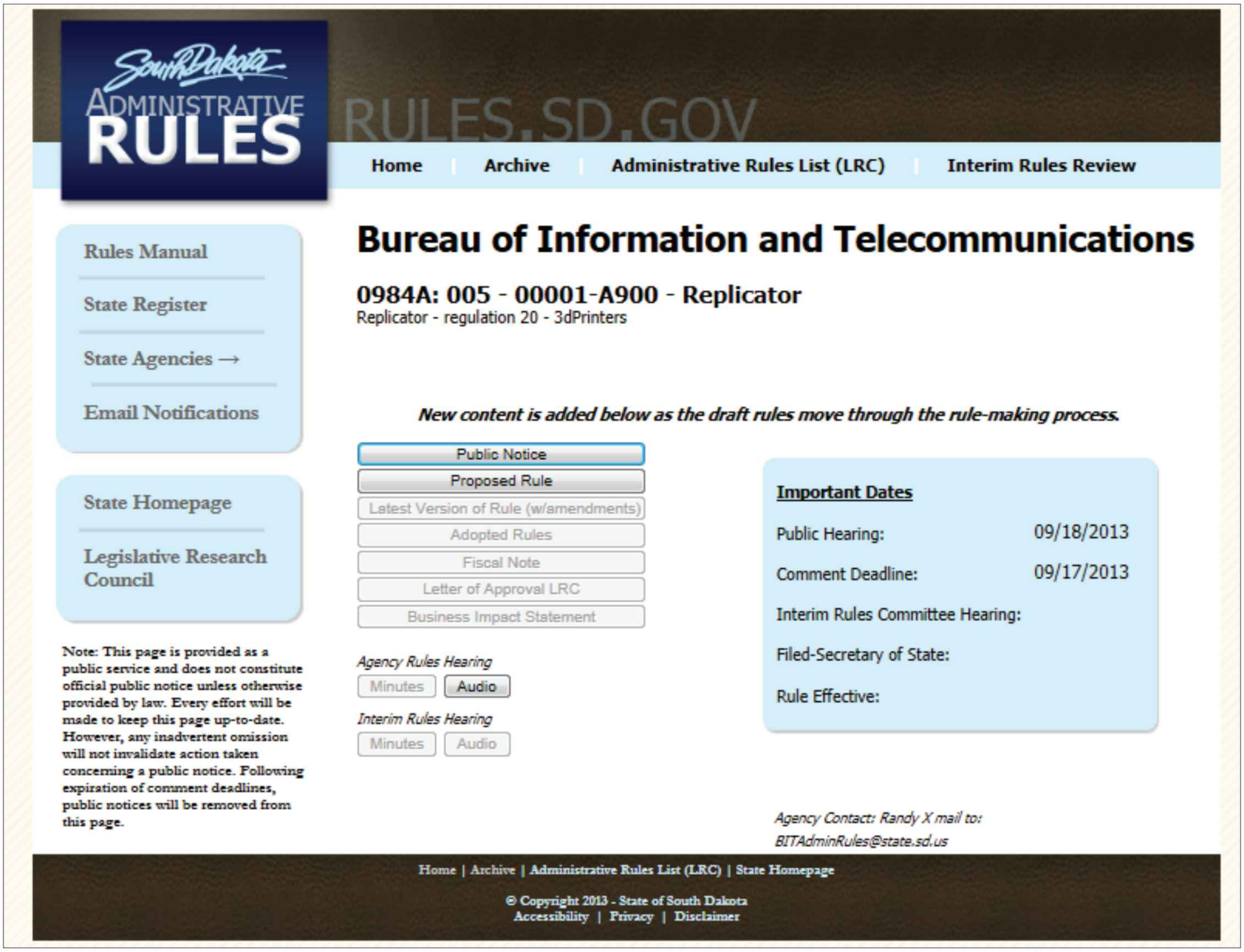
When the user clicks on the title, thay are brought to the detail page. This is where they will see the detailed items for their selected proposed rule. It has the broken down information about the rule plus the readable PDF’s for Public Notice, Proposed Rule, Latest Version of Rules (with amendments),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

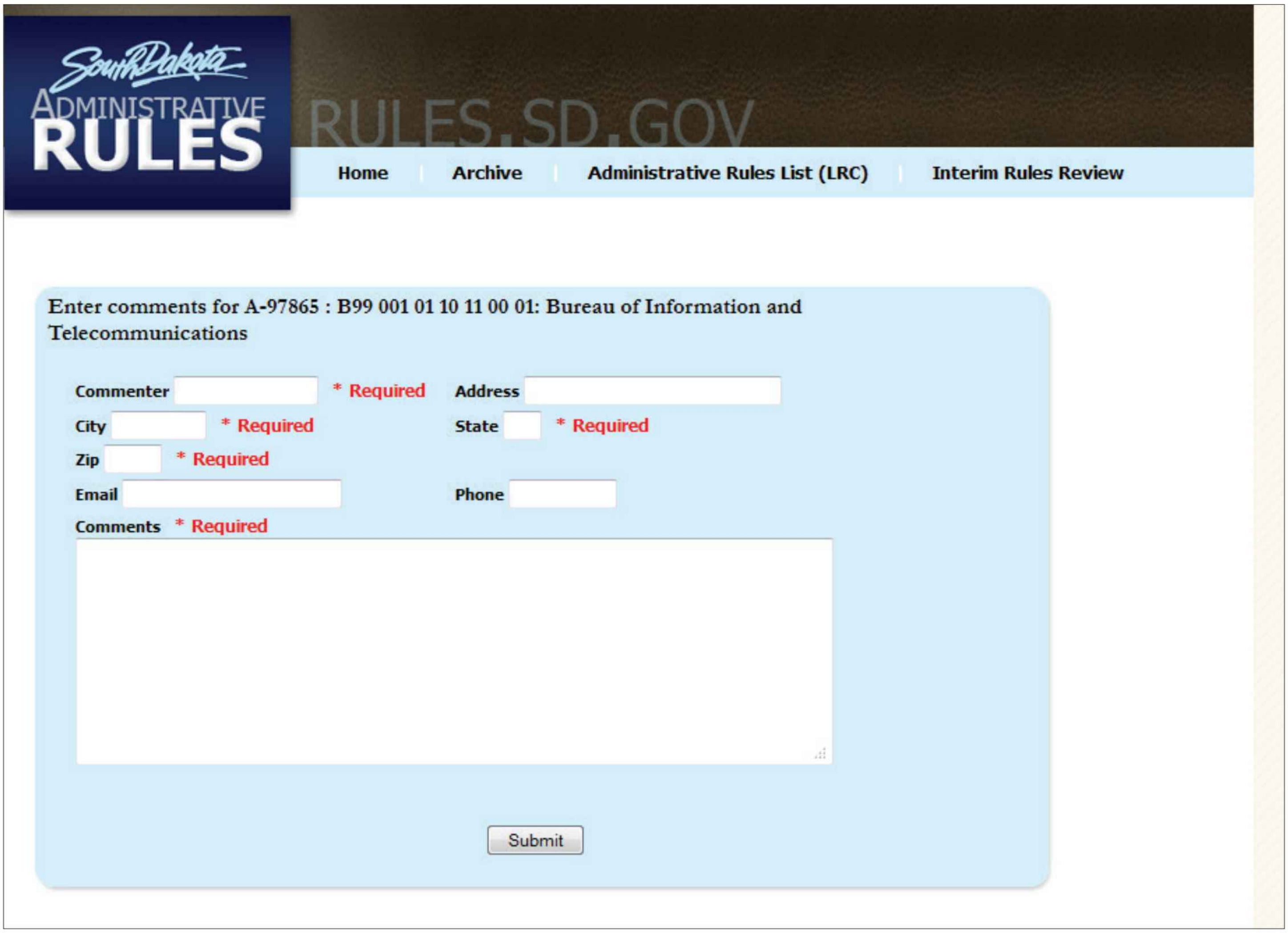
There is also an area of “Important Dates” which lists the Public Hearing, Comment Deadline, Interim Rules Commitee Hearing, Filed with Secretary of State, and Rule Effective dates.

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

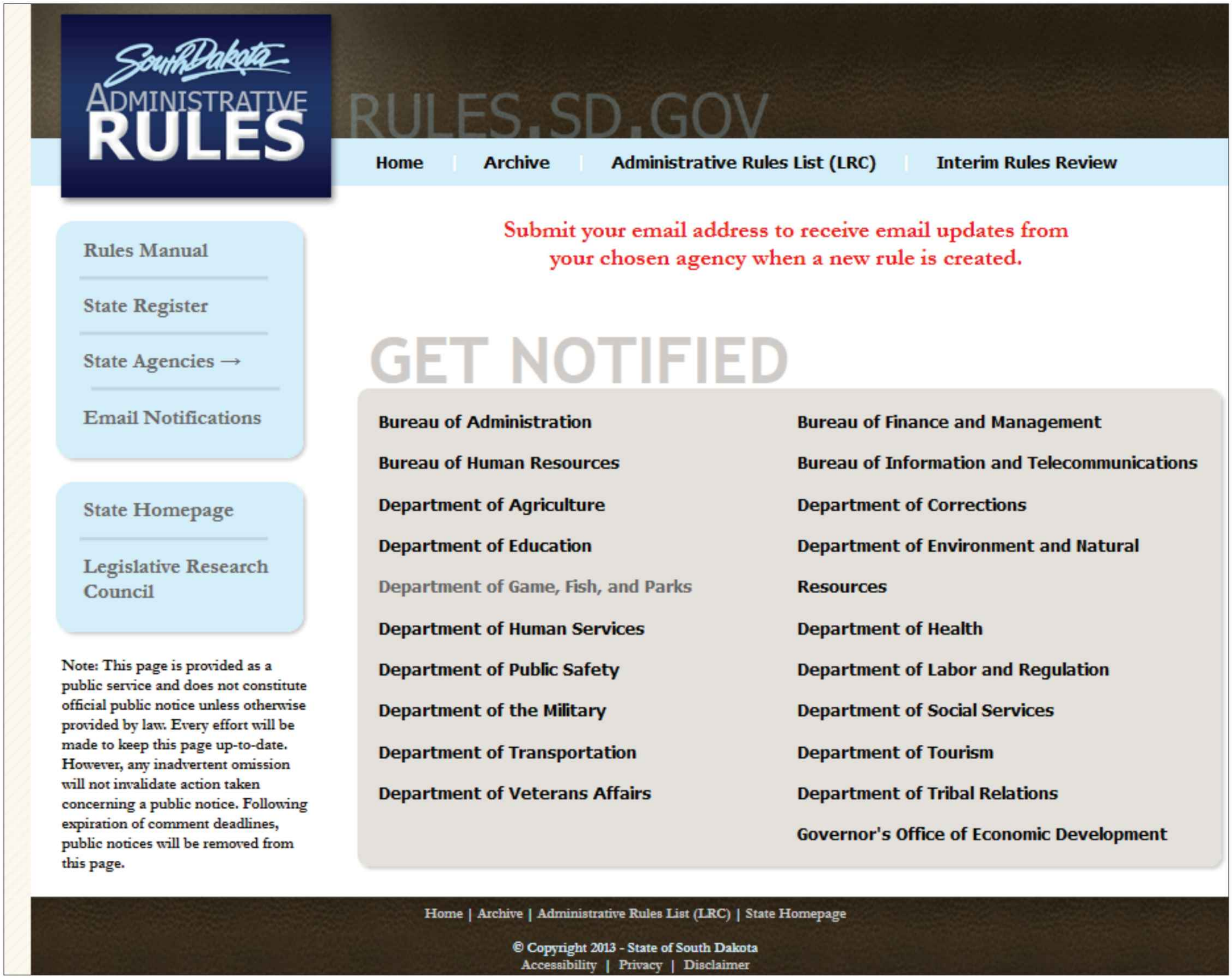


Comments

When the viewer clicks on the date, thay 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.



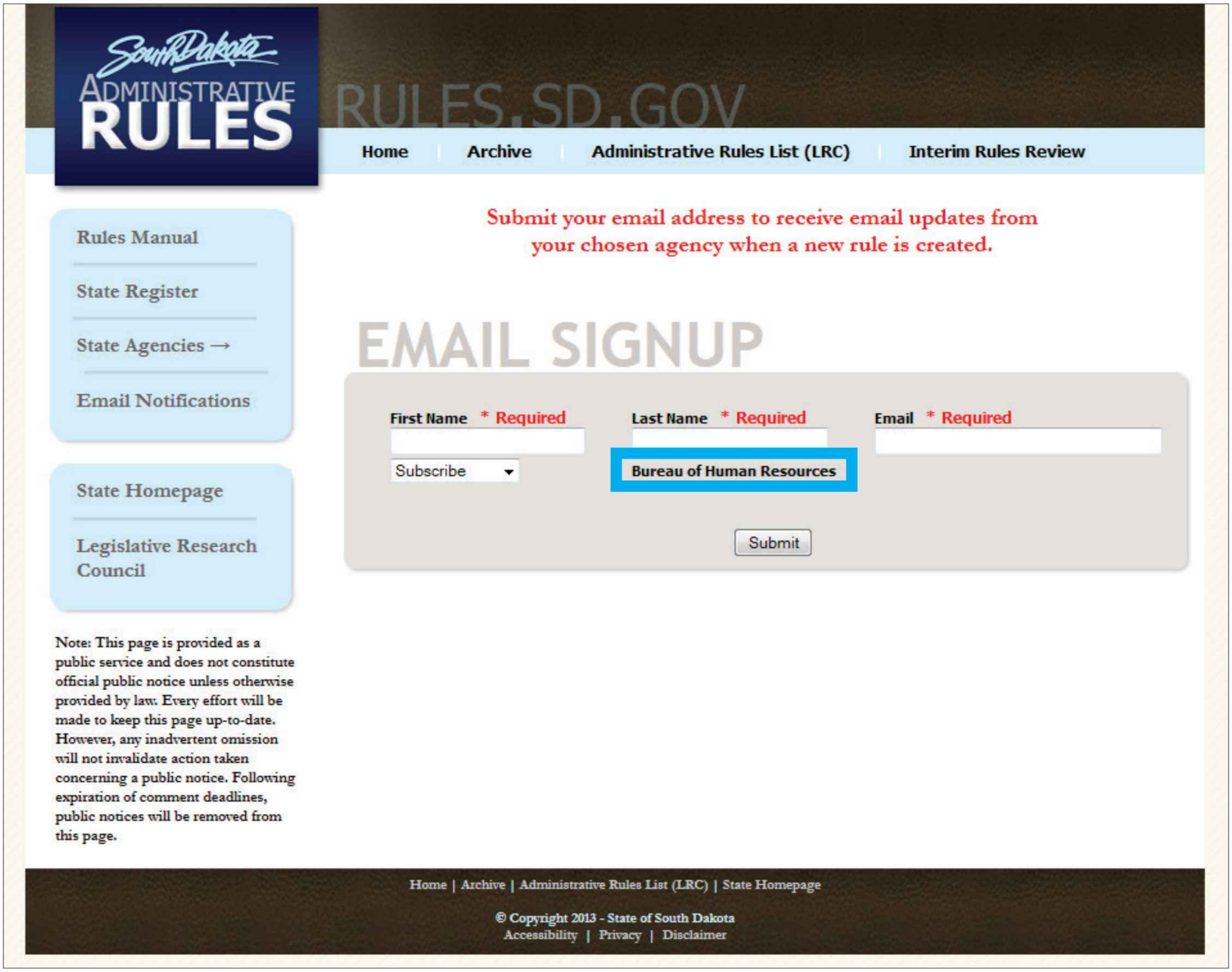
Email Notifications



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.



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.

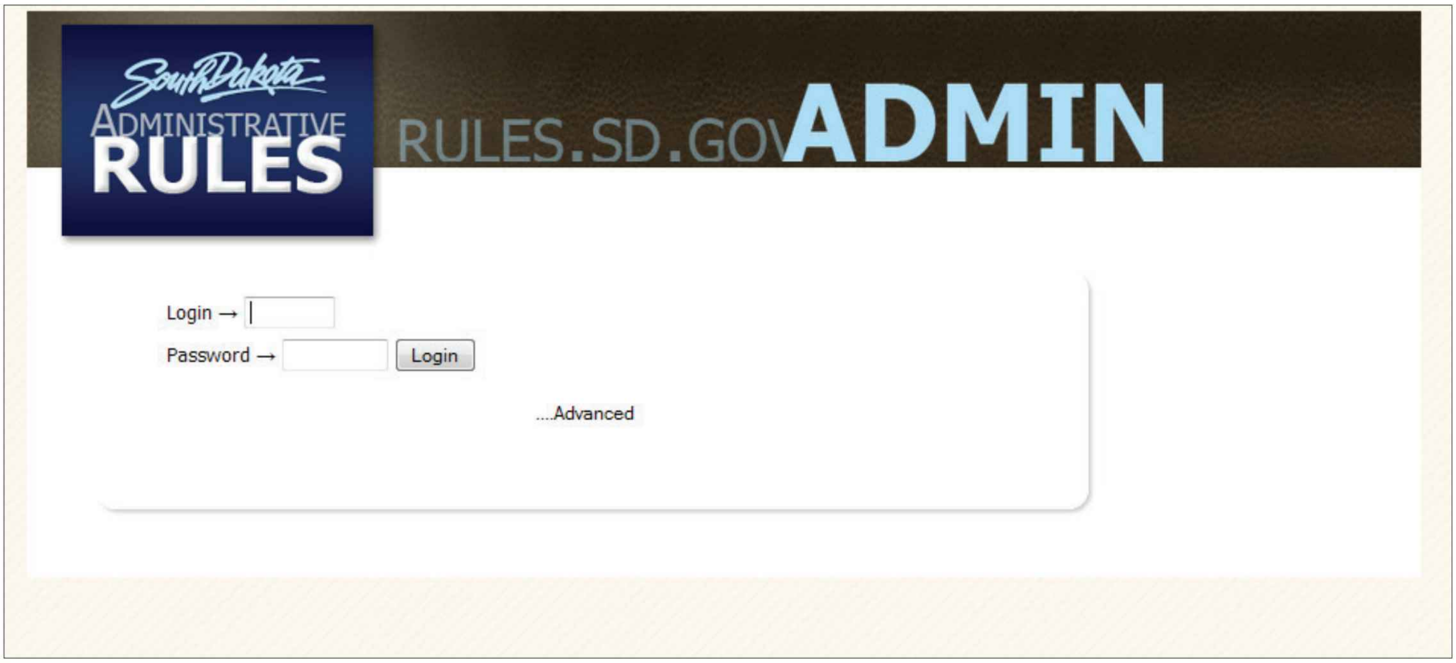
Admin Side Guide

Admin Login

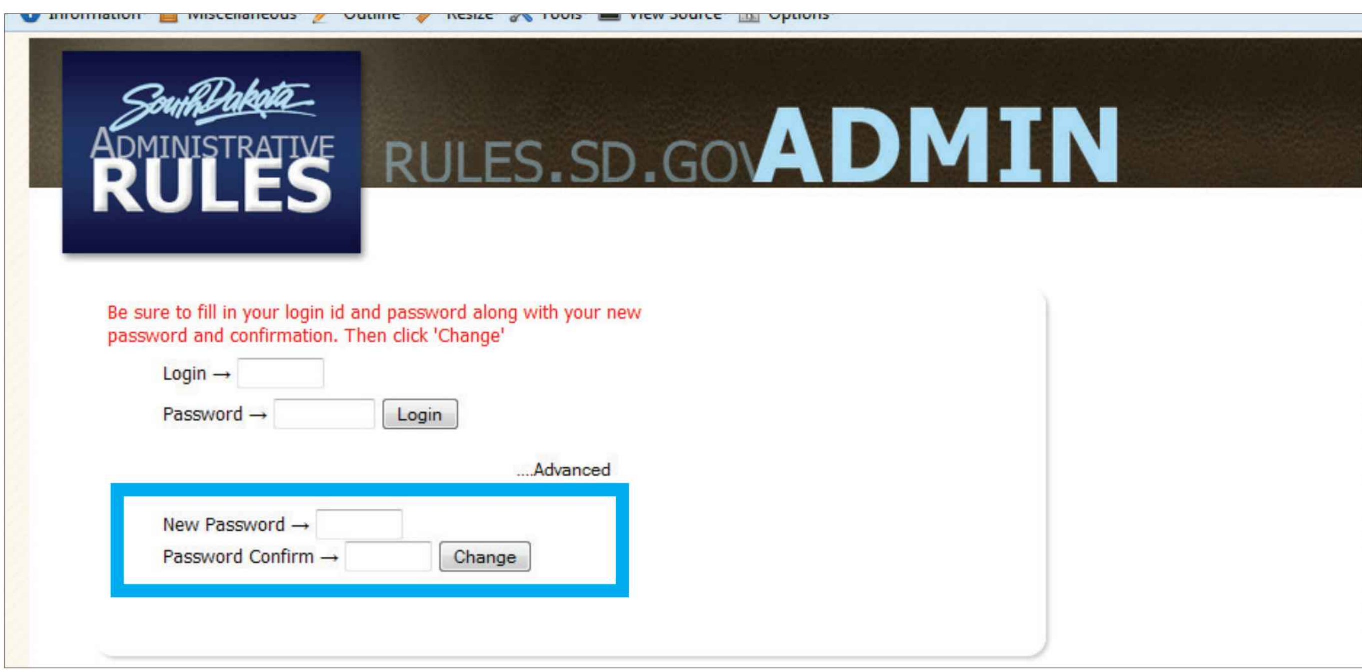
Below is an example of what the Admin Log-in Page looks like.

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

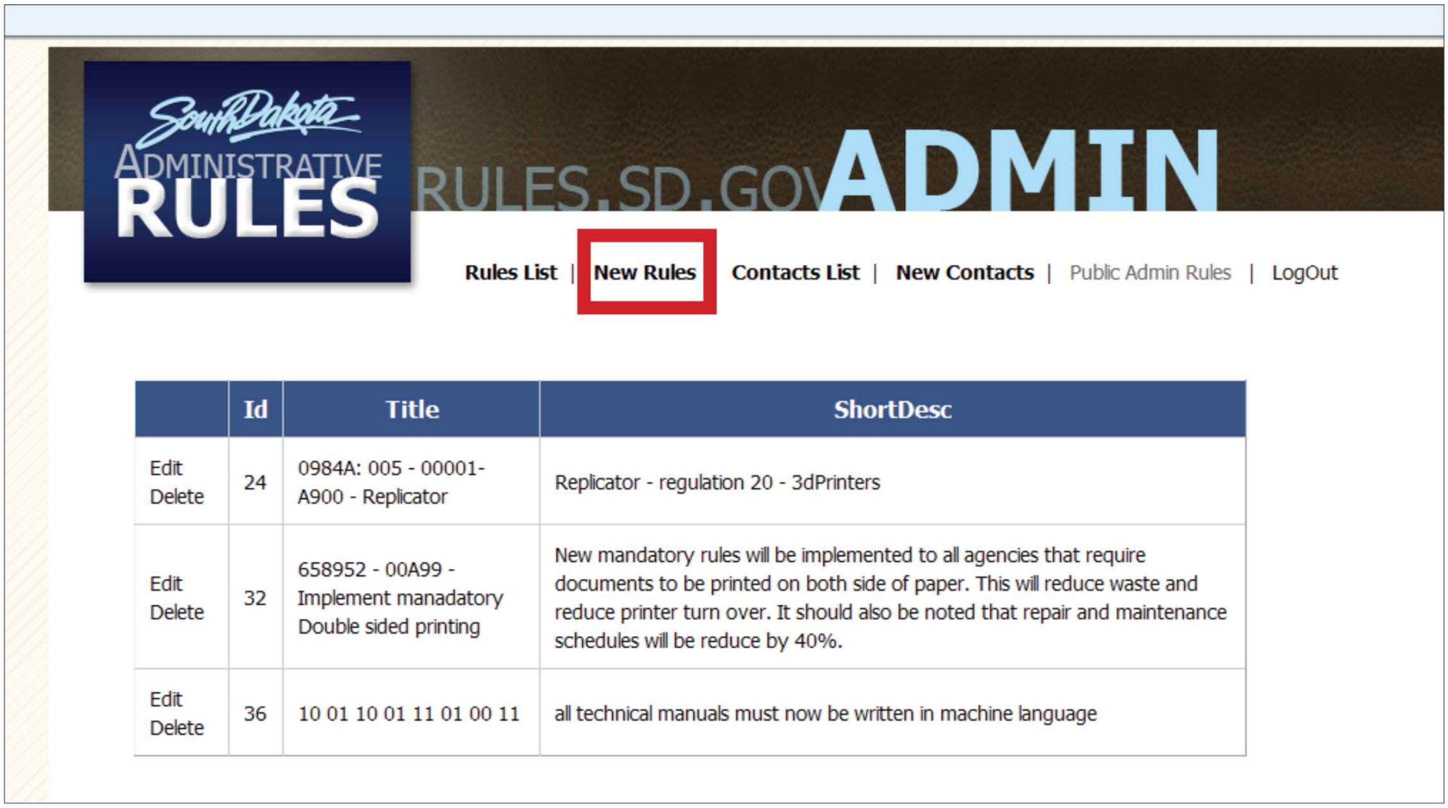
First time log-in password is: **password**



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



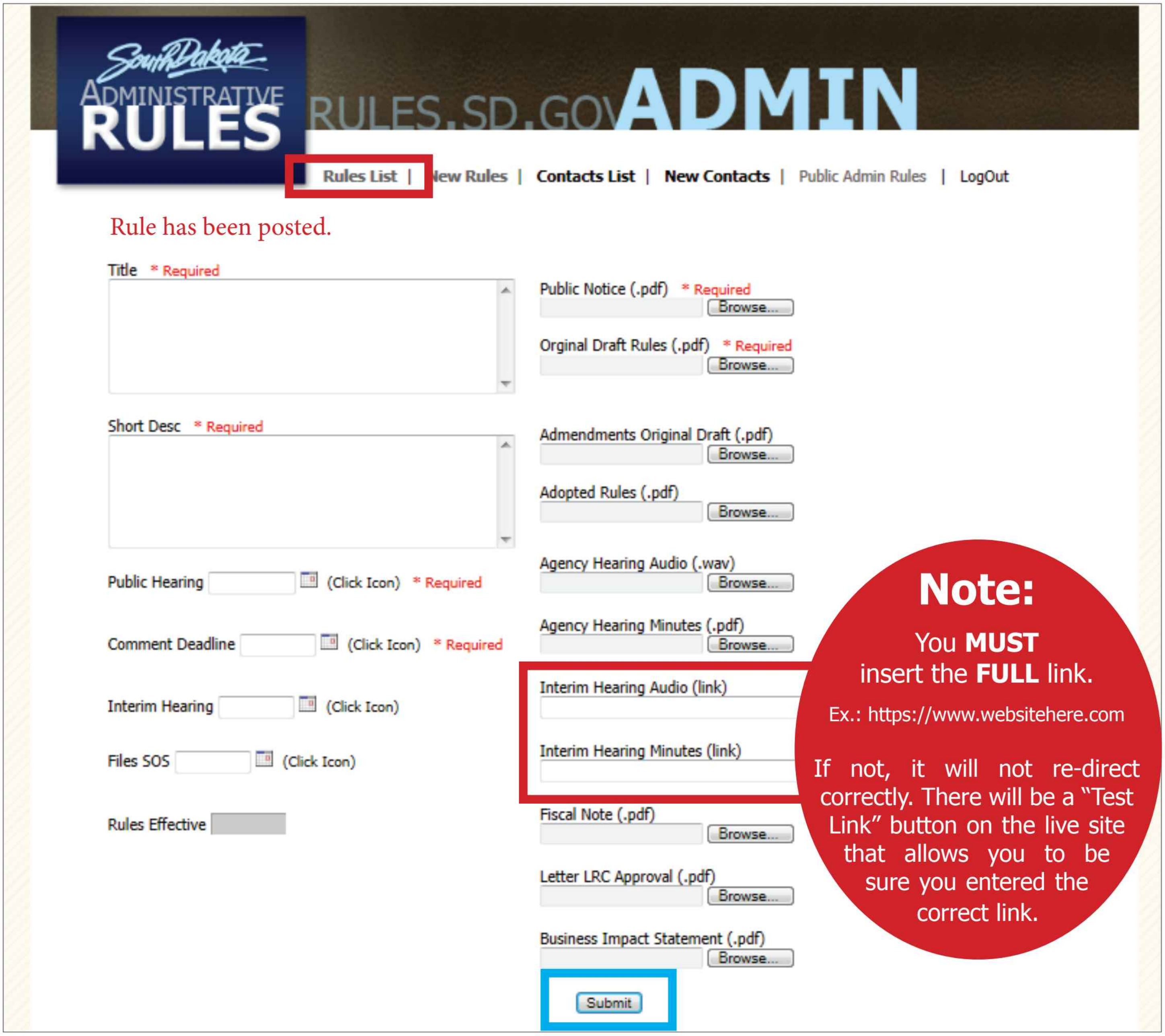
New Rules



	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**".



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:

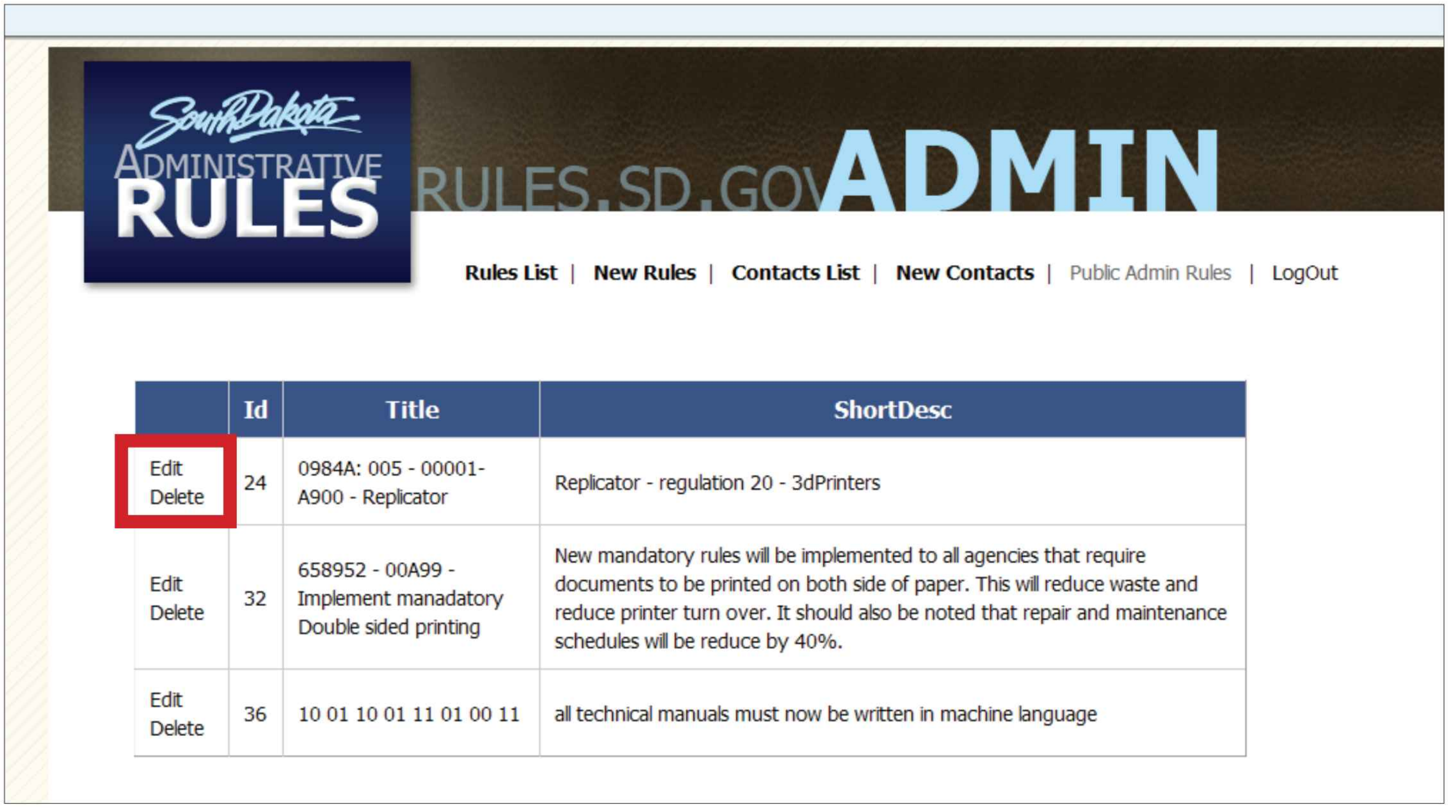
   - If the document requires high print quality, click Standard (publishing online and printing).

   - 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
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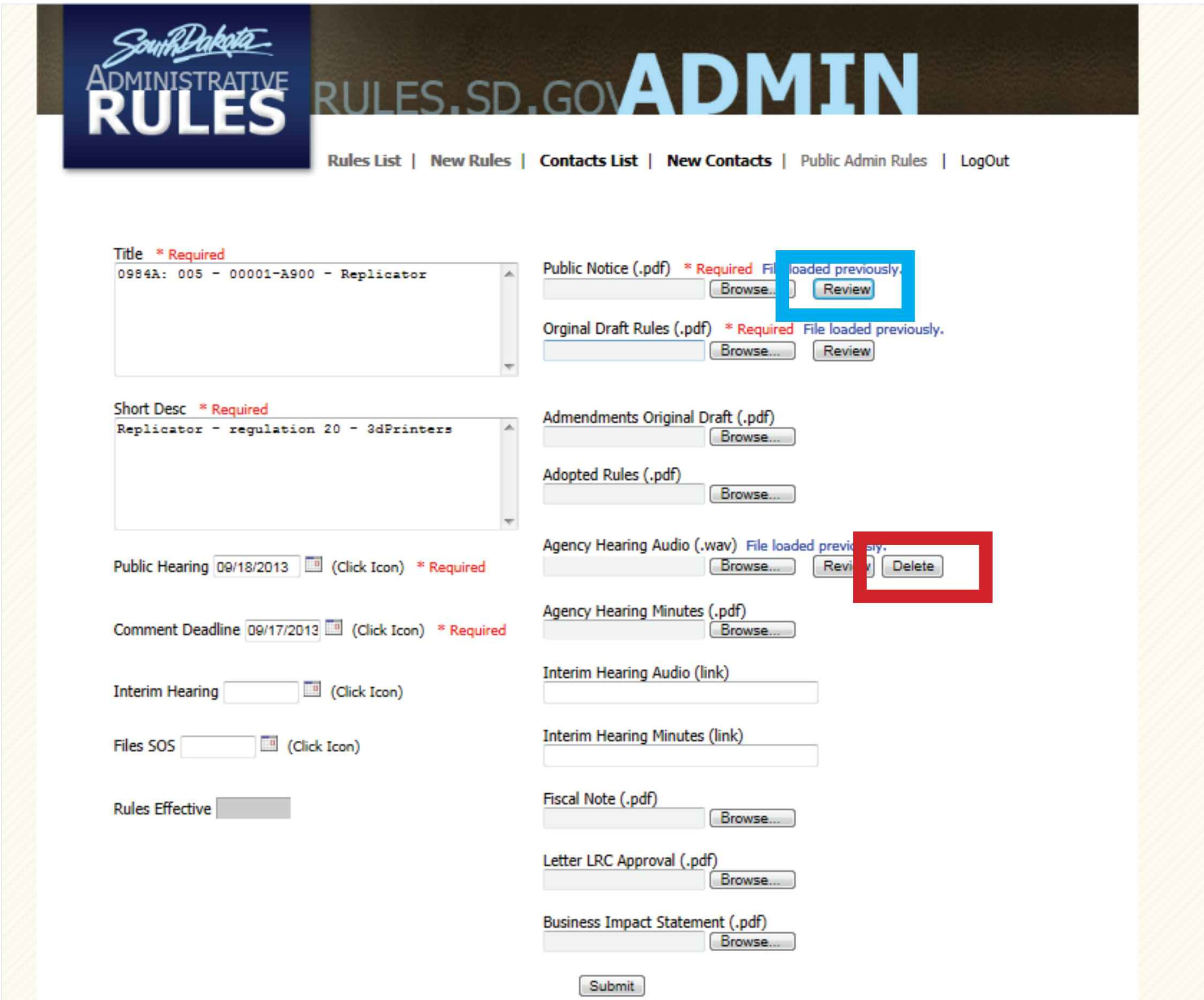
Edit Delete	36	10 01 10 01 11 01 00 11	all technical manuals must now be written in machine language

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



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.

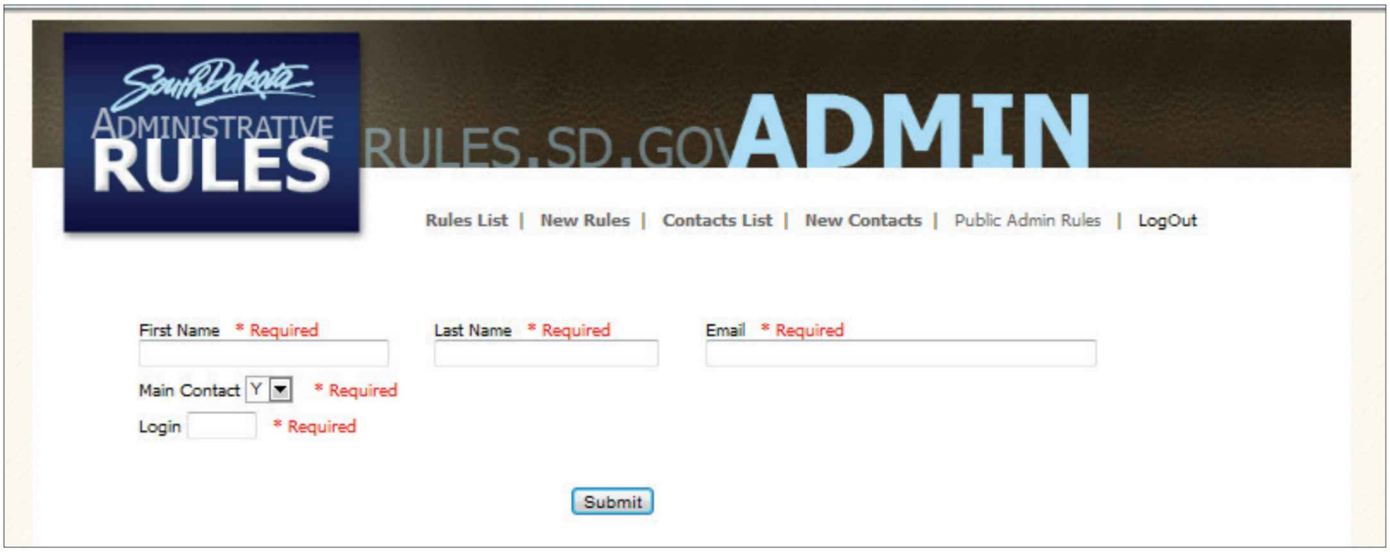
- There can only be one primary user. Note: the primary user controls adding and deleting of agency users and/or password resets.

- 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

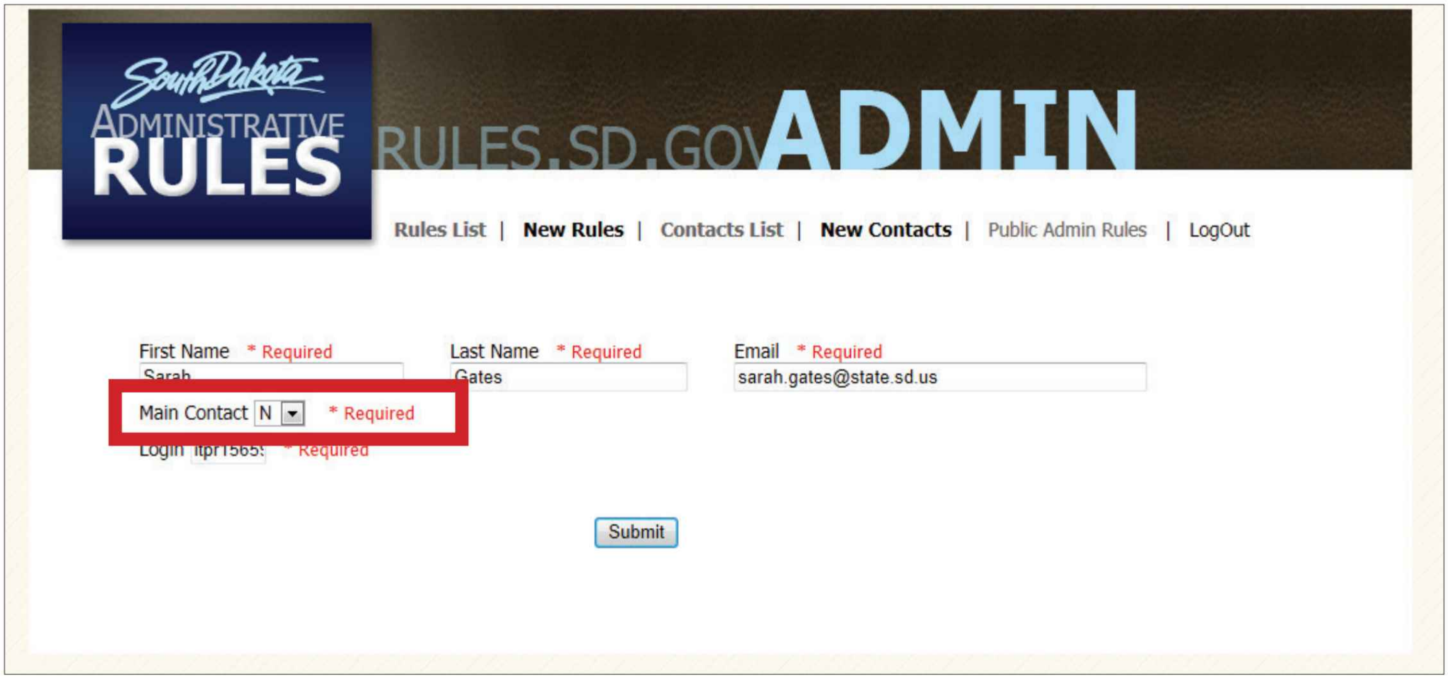
When you click on the "Contacts List" you will be directed to the page above. You will see the list of each contact assigned to your agency with permissions. There can only be **one** primary contact.

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



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

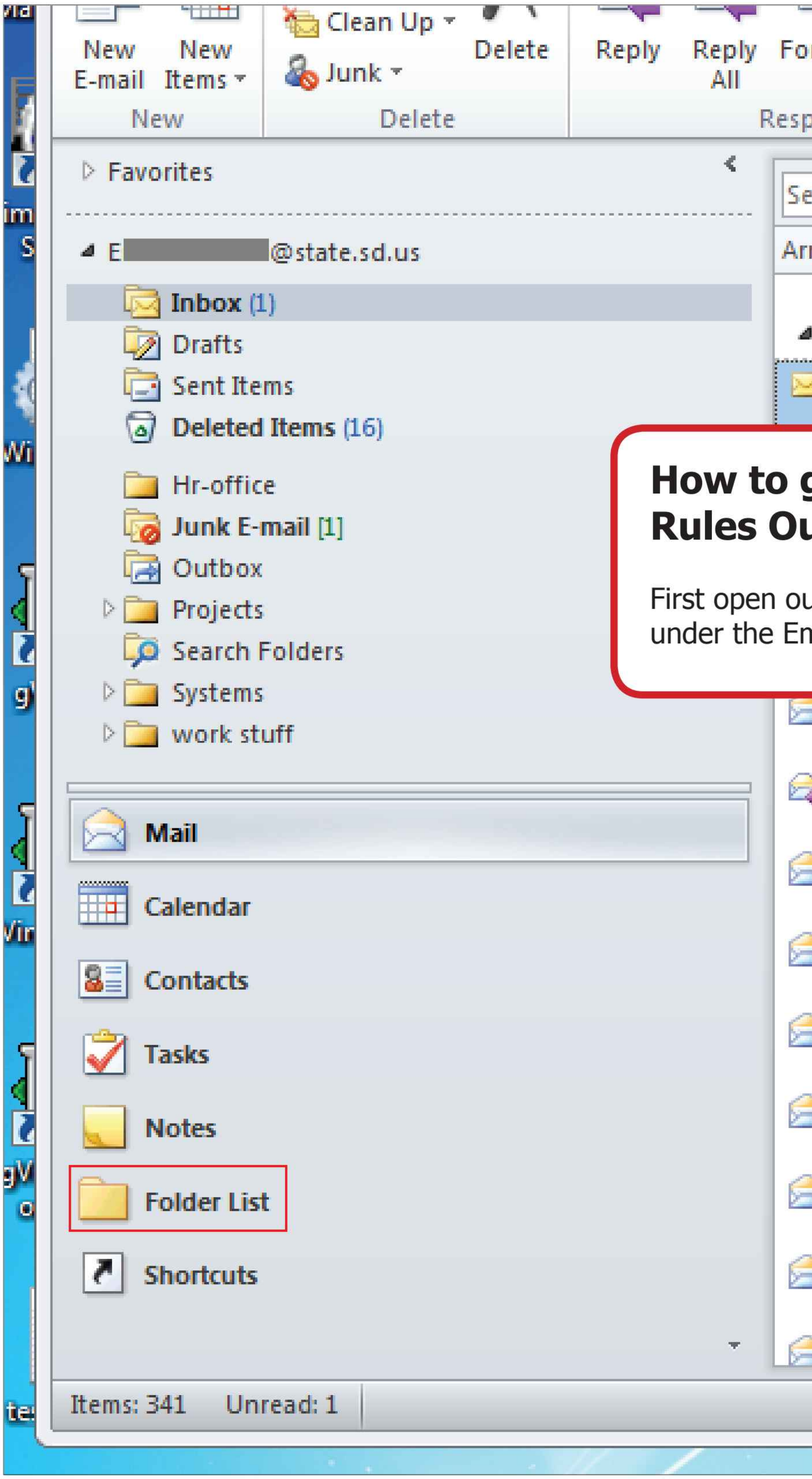
All fields are required.



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.

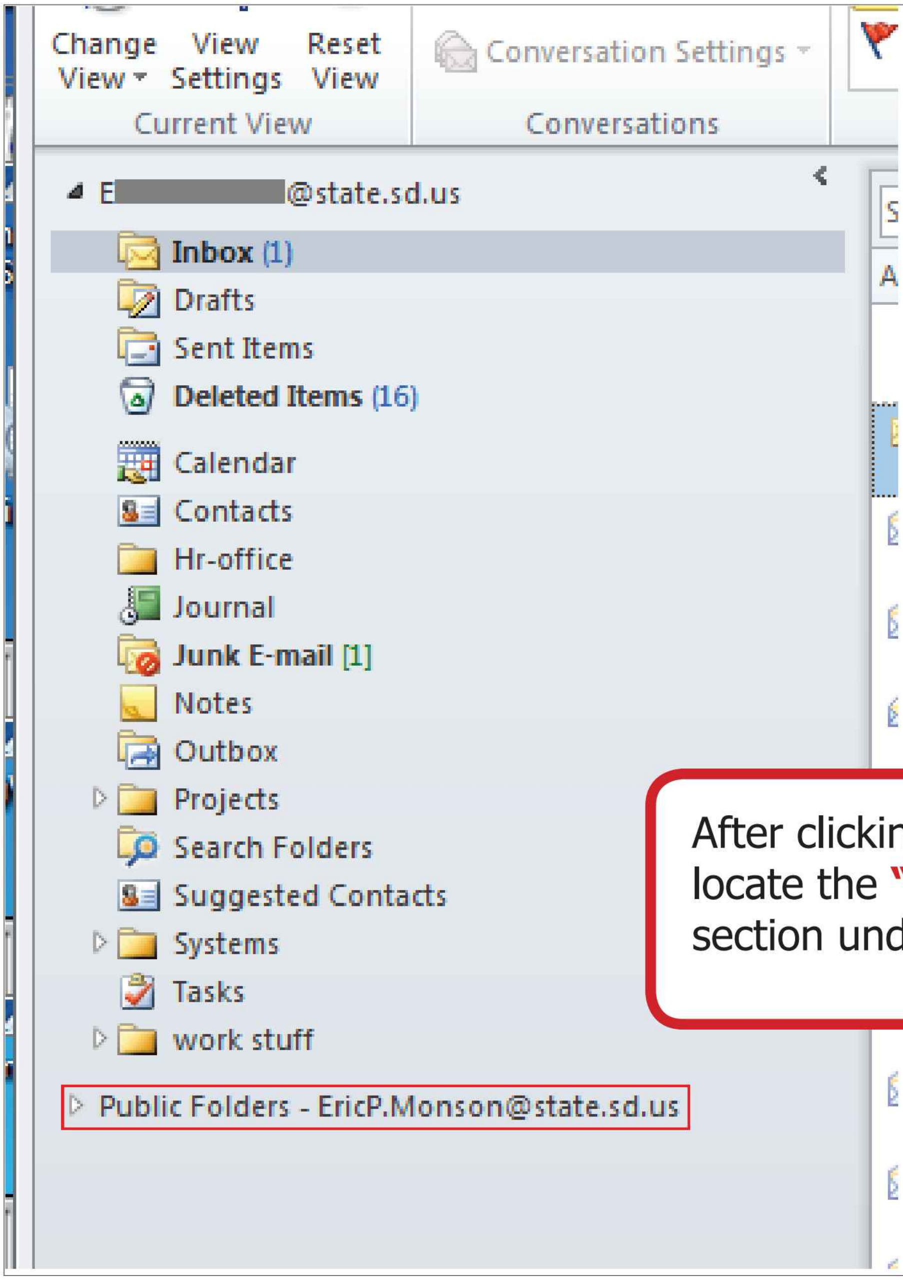
When finished, click submit. The changes will be added immediately.

Email Actions

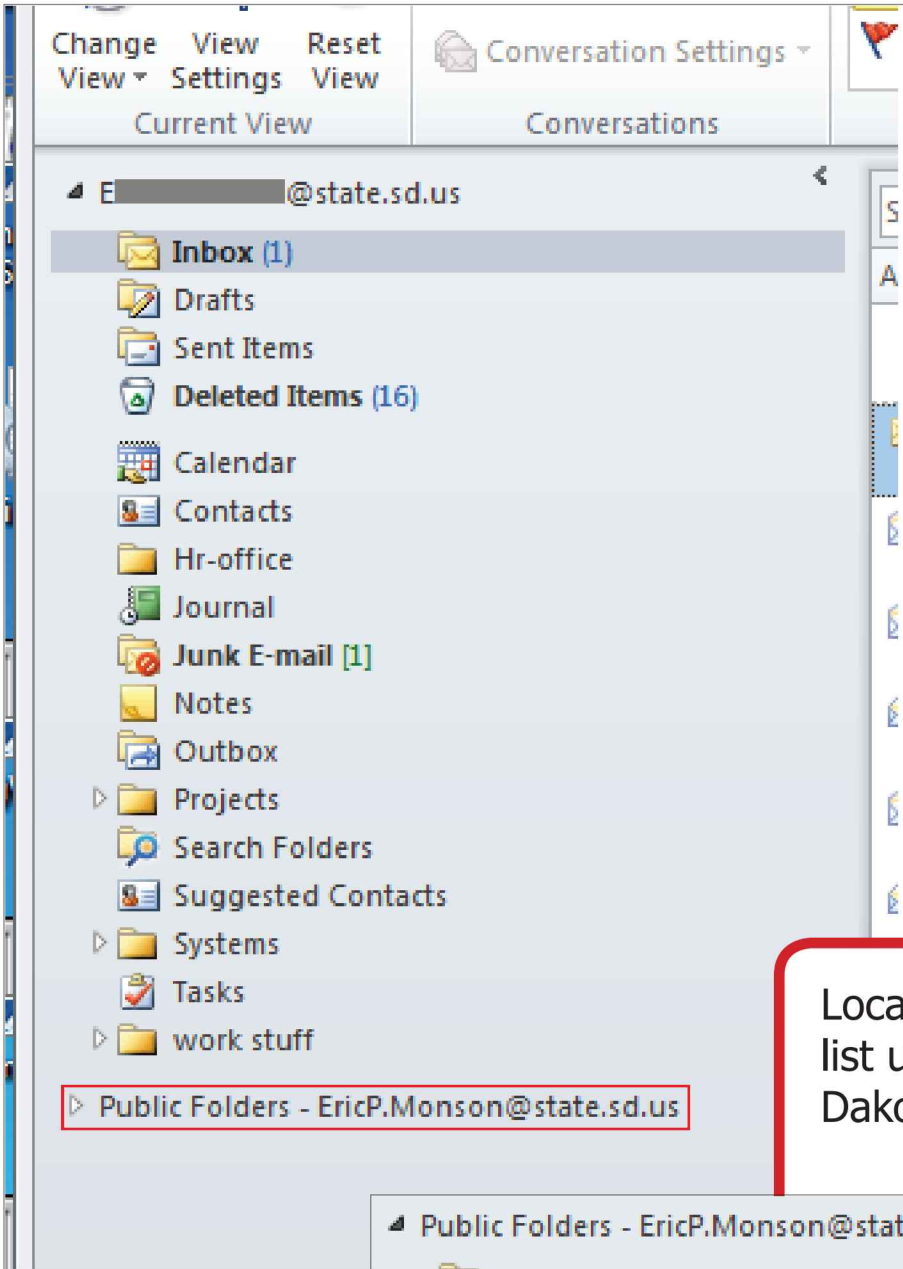


How to get to your Admin Rules Outlook folder.

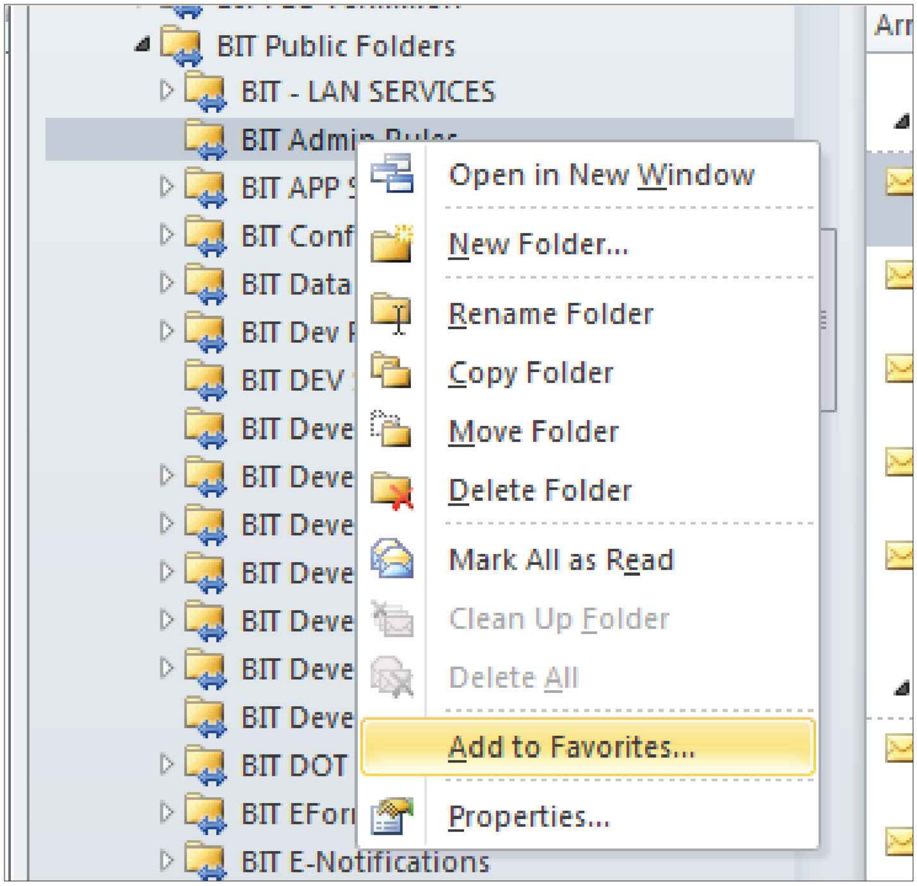
First open outlook and locate the folders view under the Email folders



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



Locate your agency in the list under 'State Of South Dakota Public Folders'.



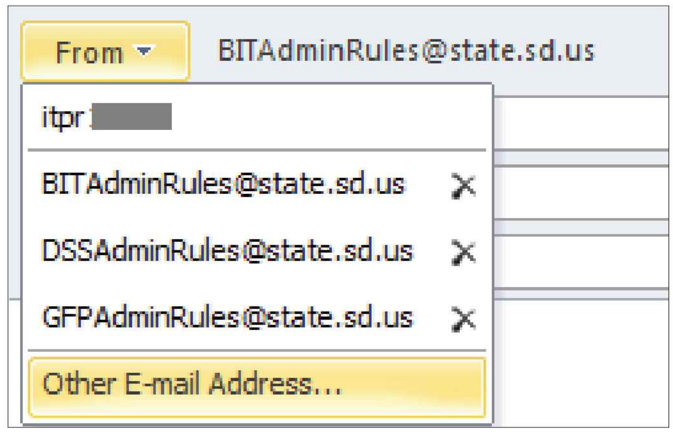
Once you locate your agency folder locate the "[Agency Abbreviation] Admin Rules" folder inside.

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

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

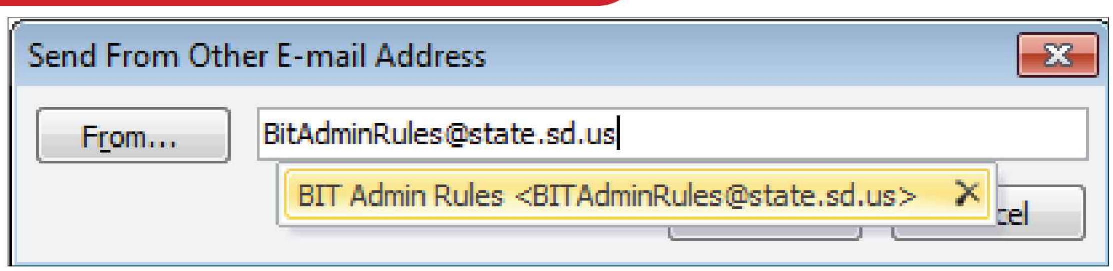
Manually sending a message to the list.

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



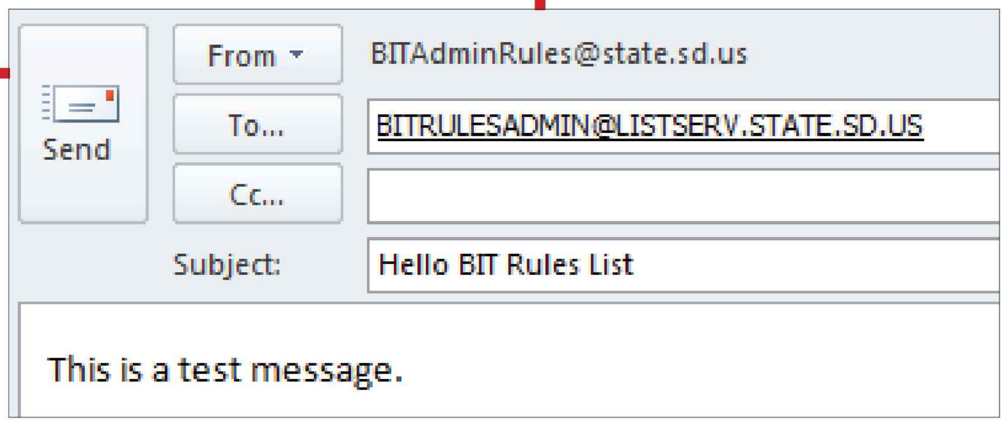
Select the box to send from if you have it or select the “Other E-mail Address...”.

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.



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.

To: BIT Admin Rules
Cc:
Subject: BITRULESADMIN: approval required (4A5921B4)

Message | ATT00001.txt (272 B) | Hello BIT Rules List (3 KB)

This message was originally submitted by to the BITRULESADMIN list at LISTSERV.STATE.SD.US. You can approve it using the "OK"
mechanism (click on the link below), ignore it, or repost an edited copy. The message will expire automatically and you do not need to do anything if you just want to discard it. Please refer to the list owner's guide if you are not familiar with the "OK" mechanism; these instructions are being kept purposefully short for your convenience in processing large numbers of messages.

To APPROVE the message:
http://listserv.state.sd.us/scripts/wa.exe?OK=4A5921B4&L=BITRULESADMIN

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.