



SENATE OF VIRGINIA

Computer Manual

- Google® Drive
- Google® Docs
- Google® Sheets
- Google® Mail
- Google® Calendar
- Timesheets
- Senate Portal

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TURNING THE COMPUTER ON

The type of computer that you will be using is called a Chromebox.

A Chromebox is a personal computer running Google's Chrome OS operating system.



THE POWER BUTTON

To turn on the computer locate the power button as shown above and press the button.

SIGN IN TO THE COMPUTER

It should say “Administrative Assistant”

Enter your password in the blank white box and click on the arrow to the right or press Enter.

TURN OFF YOUR COMPUTER

- To turn off your computer completely, use one of these options:
- At the bottom right, select the time. Select Power.
- At the bottom right, select the time. Select **Sign out, Shut down**.
- Press and hold the Power key for 3 seconds.
- Press and hold the **Power** button until you see a menu to **Power off** or **Sign out**.

LOCK OR UNLOCK YOUR SCREEN

If you step away from your computer, we recommend locking your screen for extra security.

LOCK YOUR SCREEN

At the bottom right, **select the time. Select Lock.** 

After a while, the screen will turn off to save power.

The screen will turn off in 8 minutes. Your computer will go to sleep in 30 minutes.

UNLOCK YOUR SCREEN

To unlock your computer, sign in with your Google Account password.

VOLUME CONTROL

1. At the bottom right, click on the time. A settings menu will appear.

Adjust the volume control slider.

Click on the time again to close the settings menu.

-OR-

2. While watching session in the video player window, hover over the video and a control bar will appear. In the middle of the bar is the volume control. To mute the sound, click on the speaker icon (see below).



-OR-

3. On one of the speakers that sits on your desk, there is a volume control knob turn it to left and it will mute sound.

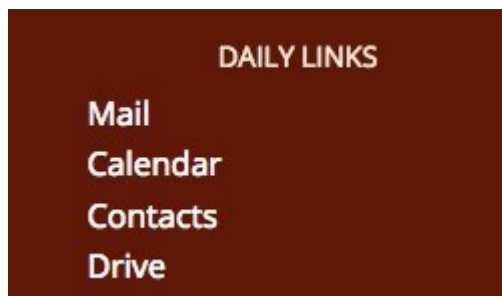


Google Drive is a file storage and synchronization service created by Google. It allows users to store files in the “cloud”, synchronize files across devices, and share files. Included in Google Drive are two applications that you may be working with; Google Docs and Google Sheets. The types of files you may create and share on Google Drive are listed below:

- Documents: For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)
- Spreadsheets: For storing and organizing information (similar to Microsoft Excel workbooks)

HOW TO ACCESS GOOGLE DRIVE

After signing into your computer, you will be directed to the Senate Portal.



THINGS TO KNOW ABOUT GOOGLE DRIVE

1. Keep Drive organized with folders.

- **Create a folder:** Click  and choose **Folder**.
- **Move files to folders:** Select the files you'd like to move. Then click More , select **Move to**, and choose a folder. Or, you can also drag files to a folder in the Drive menu.

2. Share Files with others in your office.

1. Select the files or folders you want to share.
2. Click Share .
3. Enter people's email addresses and types of access.
4. Click .

3. Remove, permanently delete, or restore files.

- **Remove a file:** Select a file and at the top, click Remove .
- **Permanently delete or restore a removed file:** In the side menu, click **Trash**. Select a file and at the top, click Delete forever  or click Restore from trash .



CREATE A NEW DOCUMENT FROM A TEMPLATE

In Drive, click New > Google Docs > Blank document or From a template.

Select the Senate Templates

Once in the Template Gallery, “Senate.Virginia.Gov” should be highlighted in blue.

Template gallery

SENATE.VIRGINIA.GOV

GENERAL

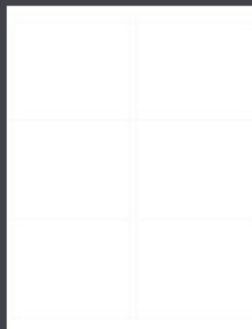
Basics



SUBMIT TEMPLATE



Avery5162Labels



Avery5164ShippingL
abels



Avery8395Labels

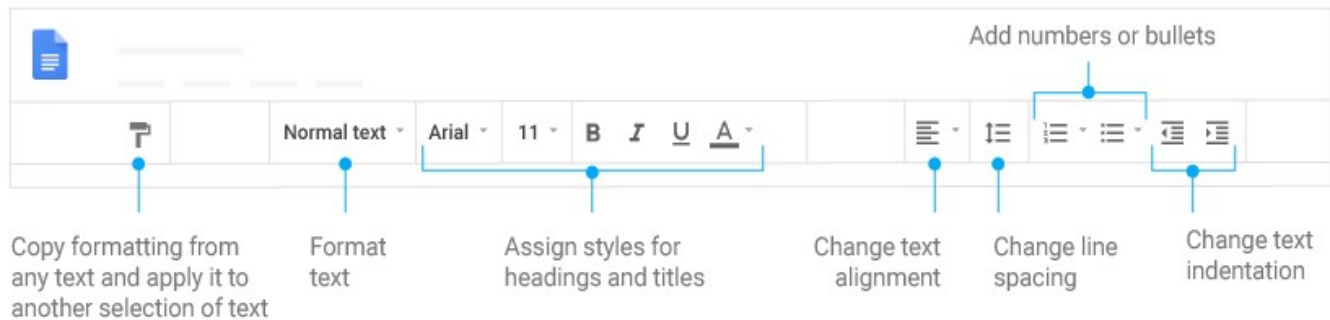


Envelope PB
Addresses Senators

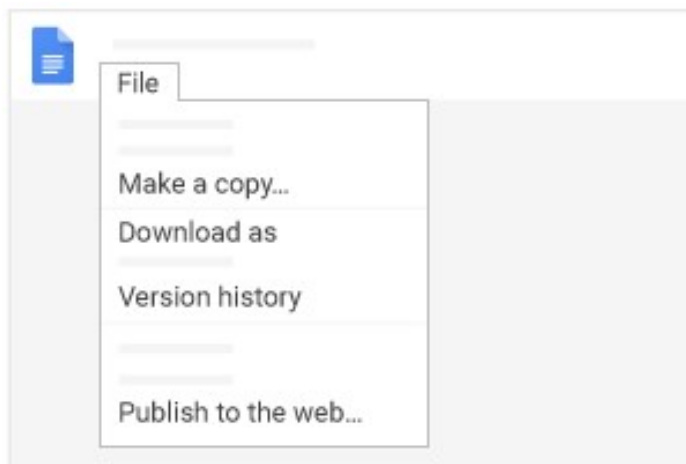
AVAILABLE TEMPLATES

Template Name	Labels per Sheet/Description
Avery5162Labels	Address Labels 1-1/3" x 4" 14 per Sheet
Avery5164ShippingLabels	Shipping Labels 3-1/3" x 4" 6 per Sheet
Avery8395Labels	Name Tags 2-1/3" x 3-3/8" 8 per Sheet
File Folder Labels MLFF37	File Folder 2/3" X 3 7/16" 30 per Sheet
Envelope PB Addresses Senators	Envelopes with the Senator's Poca- hontas Bldg address
Letter	8 1/2" 'x 11" size paper to prepare a mail merge letter
MailingLabels Pres-a-ply 30600	Pres-a-ply mailing labels 1 " x 2-5/8 " 30 per sheet
Monarch Envelope	Monarch size envelope 3.875" x 7.5"
Monarch Paper	Monarch size paper 7.25" x 10.5"
One Envelope	Letter size Envelope 4 1/8" x 9 1/2"
One Letter	8 1/2" x 11" paper

EDIT AND ADD STYLES TO YOUR TEXT



WORK WITH DIFFERENT VERSIONS AND COPIES OF YOUR DOCUMENT



Make a copy—Create a duplicate of your document.

Download as—Download your document in other formats, such as Word or PDF.

Version history—See all the changes you and others have made to the document or revert to earlier versions.

CUSTOMIZE YOUR DOCUMENT

Depending on what you want to change, choose an option:

To customize margins, page color, and orientation, click **File > Page setup**.

	Undo or redo your last changes or print your document.
	Copy formatting from any text and apply it to another selection of text.
Normal text Arial 11	Change the style, font, or font size.
B <i>I</i> <u>U</u> A	Make text bold, in italics, or underlined or change the text color.
	Add or change the text highlight color.
	Insert a link, comment, or image.
	Change the text alignment.
	Change the line spacing or add numbers or bullets.
	Change the text indentation.
	Remove text formatting.

SAVE A DOCUMENT

Your Google files will save as you type. You don't need a save button.

PRINT YOUR DOCUMENT

To print your document, do one of the following options:

Click File > Print.

OR

Click Print .

In the preview that appears, you can scroll through your document on the right, or choose print options on the left.

Note: Be sure you have the correct printer selected.

PRACTICE EXERCISE

Following the instructions to create a New Document and Select the “Letter Template”.

Use the following text to enter the body of the letter:

Dear Mr. Jones,

Following up on our phone conversation, I look forward to meeting with you and your strategic planning staff on Thursday, January 15, at your office. I’d appreciate your arranging to have a screen in the conference room for me to use during my presentation.

One other request. Do you think it’s possible to have David Jaffe attend as well? Since he’ll be signing off on the project, it would be helpful to have him see my presentation.

I’ll touch base with you a few days before the meeting to reconfirm.

Sincerely,



Sheets

Sheets is Google's answer to Excel. If you've had any experience working with Excel, you'll find the Sheets interface quite similar. If this is your first time using a spreadsheet tool, you'll find that Sheets is extremely intuitive.

CREATE A NEW LIST

You can create a new list right in Sheets or in Google Drive.

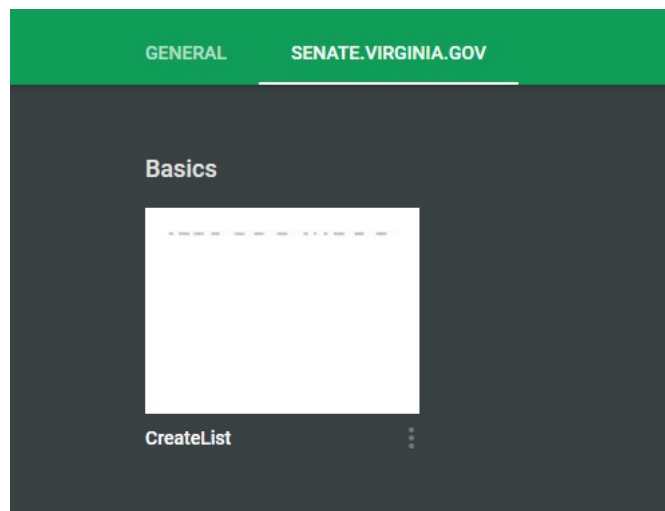
From the Sheets homepage: Click Create new spreadsheet .

From Google Drive: Click New > Google Sheets > New Spreadsheet or From a template.

SELECT THE SENATE TEMPLATES

Once in the Template Gallery, Select "Senate.Virginia.Gov"

Select the **Create List Template**



Do not do anything to the column headings. This is VERY important if you are preparing a list for letters. Do not rename, delete or edit the column headings.

IMPORT AND CONVERT OLD SPREADSHEETS TO SHEETS

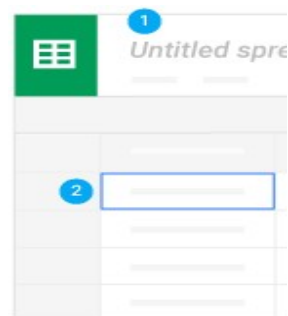
If you have an existing spreadsheet you created in another program, you can easily import and convert it to Sheets.

1. Go to Drive.
2. Click New > File Upload.
3. Choose the existing spreadsheet from your computer to add it to Drive. Supported files include .xls, .xlsx, .xlt, .ods, .csv, .tsv, .txt, and .tab.
4. In Drive, right-click the spreadsheet you want to convert.
5. Select Open with and choose Google Sheets.

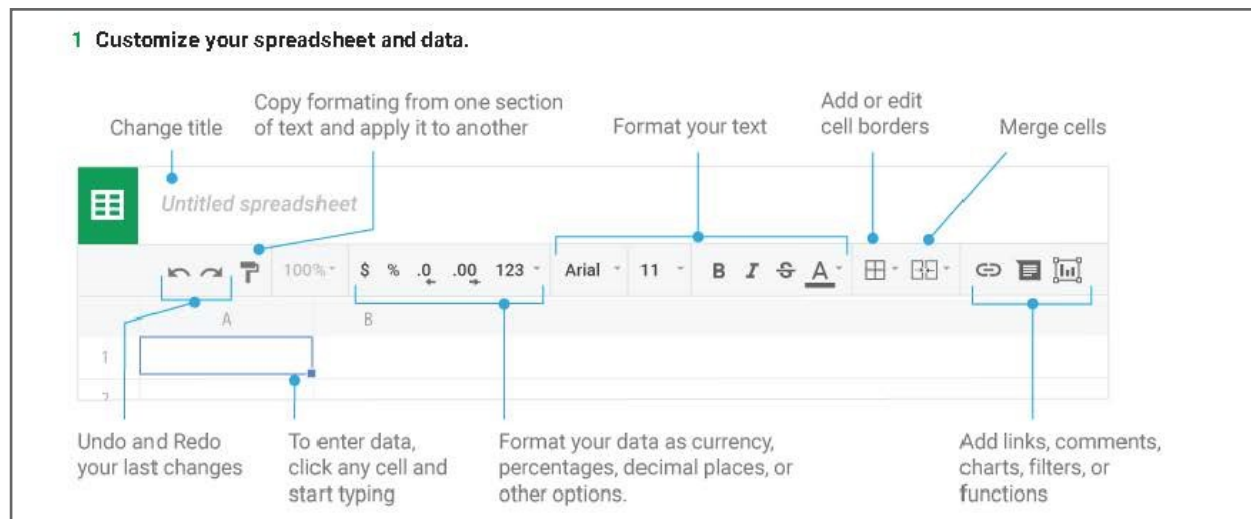
When you convert your spreadsheet from another program, a copy of your original file is created in the Sheets format. You can then edit it in your browser as you would with any other Sheet.

ENTER AND EDIT YOUR DATA

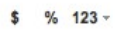
1. Rename your spreadsheet: Click Untitled spreadsheet and type a new name.
2. Enter text or data: Click a cell and start typing.



Customize formats and fonts



In your spreadsheet, select the cells you want to customize, then use the menus and toolbar to change their formats.

	Undo or Redo your last changes.
	Copy formatting from any text and apply it to another selection of text.
	Format your data as currency, percentages, dates, times, plain text, or other options.
	Change font or font size.
	Add font styles such as bold, italics, underline, and font color.
	Add or edit cell borders.
	Merge cells.
	Choose text alignment.
	Insert links, comments, or charts.
	Filter your data.
	Add functions.

Print Spreadsheet

To print your spreadsheet, click **File > Print** or click **Print print**.

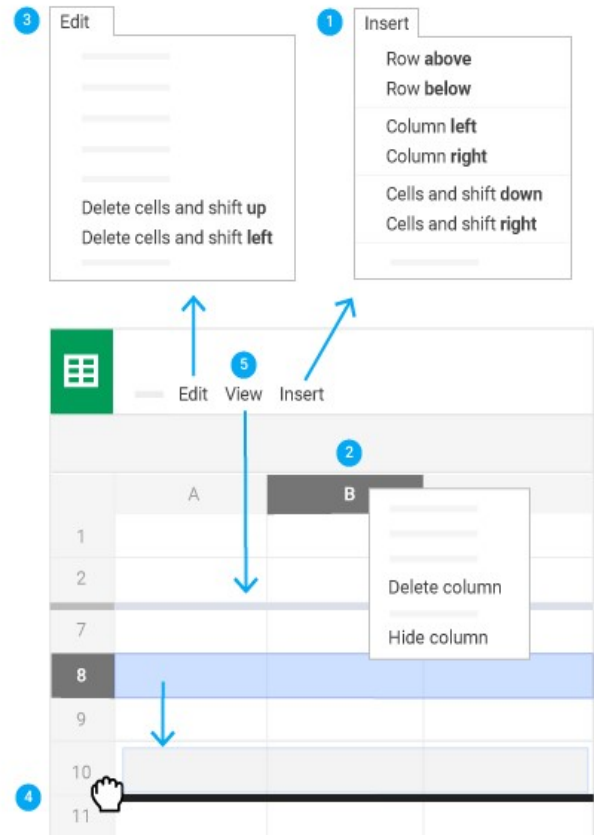
You can choose which sheets to print, what features to include, and which layout you want.

Make a Copy

To make a copy of your spreadsheet, click **File > Make a copy**. You can rename the copy, change where you save it in Drive, and optionally share it with the same collaborators.

WORK WITH ROWS, COLUMNS, AND CELLS

- 1 **Add rows, columns, and cells**—Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.
- 2 **Delete or hide rows and columns**—Right-click the row number or column letter and select **Delete** or **Hide**.
- 3 **Delete a cell or a block of cells**—Select the cells you want to delete. Click **Edit > Delete cells and shift up**, or **Edit > Delete cells and shift left**.
- 4 **Move rows and columns**—Click the row number or column letter to select it. Then, drag it to a new location.
- 5 **Freeze header rows and columns**—Keep some data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View > Freeze** and choose an option.



SAVE A FILE

Your Google files will save as you type. You don't need a save button.

NOTE: On Google Sheets, you need to click outside of the cell you're typing in to save.

PRACTICE EXERCISES

Exercise 1

1. Open Google Sheets
2. Open the Create List Template on [Senate.virginia.gov](https://senate.virginia.gov)

Punctuation Rules

Title: Enter the period (.)

Address1 and Address2: Enter the period (.) or any other punctuation marks

City: No comma required

ST: Enter if only different from “VA”

3. Type in the following name and address:

ROW 1 —

TITLE Mr. (Click to the next cell or press the Tab Button)

FIRSTNAME John (Click to the next cell or press the Tab Button)

LASTNAME Doe (Click to the next cell or press the Tab Button)

ADDRESS1 123 First St. (Click to the next cell or press the Tab Button)

ADDRESS2

CITY Richmond (Click to the next cell or press the Tab Button)

ST

ZIP 23219 (Click to the next cell or press the Tab Button)

Continue by entering the following addresses:

Ms. Barbara Cook Rt. 1 Box 648-A Swords Creek, VA 24649 Mr. Greg Rife Rt. 4 Box 138 A Grundy, VA 24614 Mr. Mark Surber New York Life Insurance Company 549 Randolph Ave. Pulaski, VA 24301 Ms. Debora Penson Director of Sales and Marketing Four Seasons Hotel 1093 Honeycutt Way Virginia Beach, VA 23464 Mr. Russell Scherck 4552 Picasso Dr. Virginia Beach, VA 23909 Dr. Joe Smith Hanover Medical Park 3854 Wake Circle Norfolk, VA 23518 Ms. Kate Bigelow 734 Delaware Ave. Norfolk, VA 23508 Mr. Charles Taylor One Shenandoah Valley Dr. Strasburg, VA 22657	Mr. John Schrider 735 Wild Cherry Lane Harrisonburg, VA 22801 Michelle Schult 308 Victoria Dr. Bridgewater, VA 22812 Ms. Betty V. Meinhardt Web Solutions Graphics Designer 1941 New Market Lane Richmond, VA 23223 Mr. Terrance Nadder 490 Hanover Meadows Dr. Mechanicsville, VA 23213 Dr. Marion Foos Mill Haven Medical Park 490 Hanover Meadows Dr. Mechanicsville, VA 23213 Mr. Arnold Ford 1840 Monument Ave. Richmond, VA 23221 Mr. Bill Journey 8021 Dulles Court Richmond, VA 23218 Ms. Carol Schexnayder 1622 Park Ave. Richmond, VA 23225
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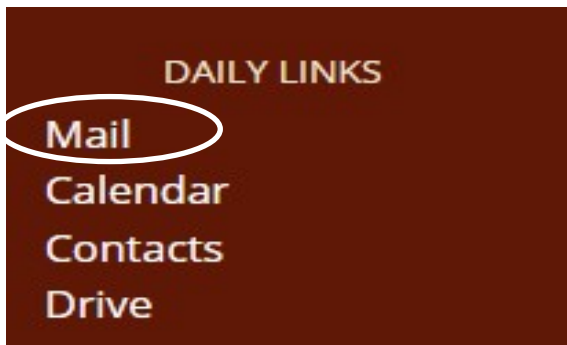


Gmail

EMAIL: SENDING, REPLYING, ATTACHMENTS, AND PRINTING

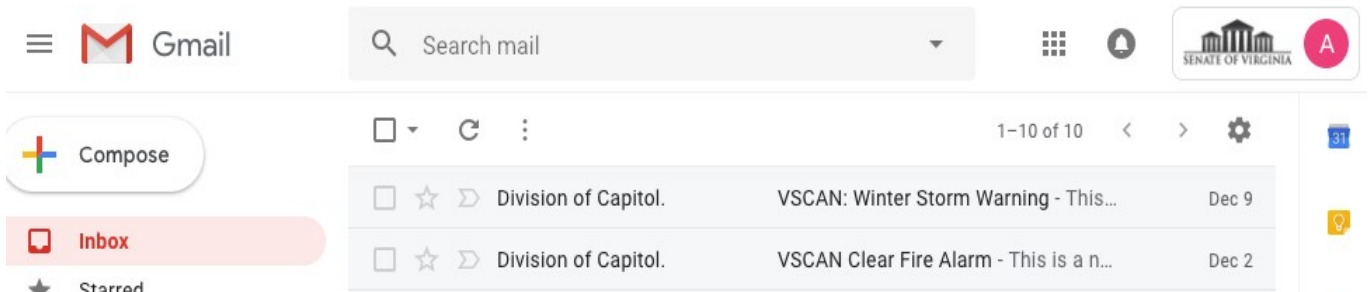
Click on the Google Chrome Icon : 

The Senate Portal Page will appear. In the upper left hand corner is a menu



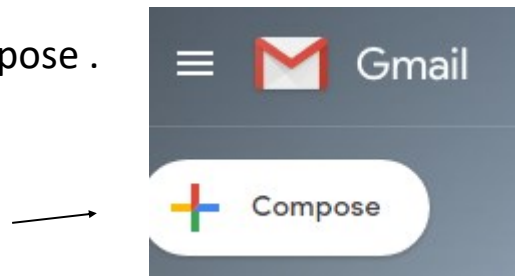
Select Mail to open your email

Your Gmail Inbox appears. For example:



COMPOSE A MESSAGE

In the pane on the left, click Compose .

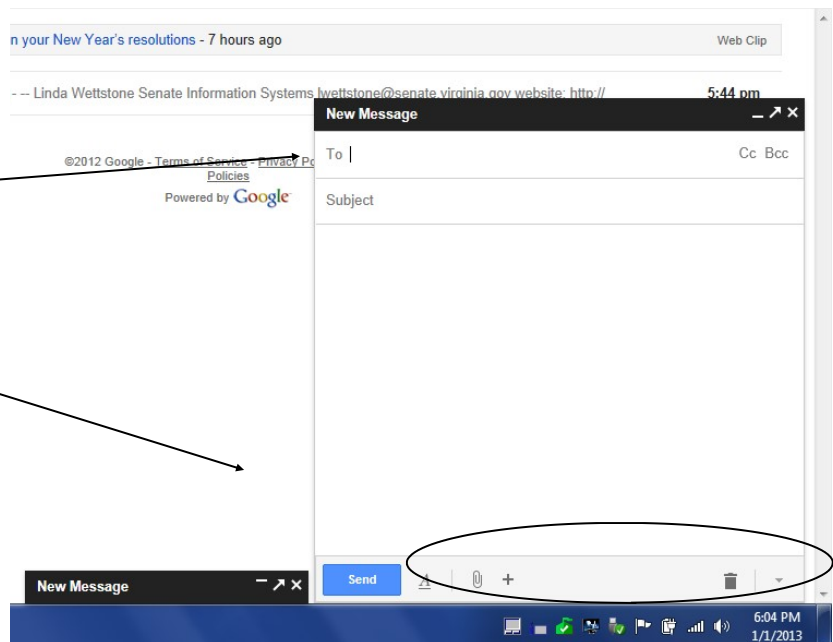


In the To field, type the first few letters of recipient's name to look up the address in your contacts.

At the bottom of the message window, click SEND.

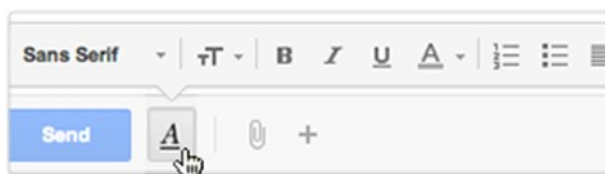
Tip: if you change your mind, click Discard. Use Save Now to save a draft to finish later.

A message appears at the top of the Mail window, confirming that your message was sent.



Formatting Bar

FORMATTING TEXT



Click the icon  to see text formatting options, such as font size, bold, underline, and bullets. Look for indentation options under the

alignment icon.



ATTACHMENTS, PHOTOS, AND LINKS

Click the icon  to attach a file from your desktop.

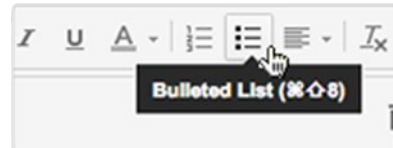
Hover over the +  icon to see more options for inserting photos and links.



TOOLTIPS AND KEYBOARD SHORTCUTS

If you're not sure what an icon does, point at it to see a pop-up description.

For many actions, the description also includes a keyboard shortcut for performing the action without having to display the icon.



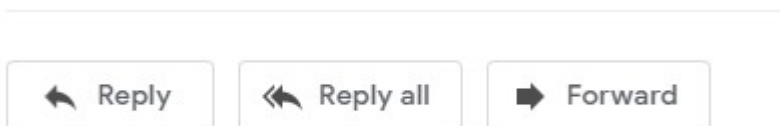
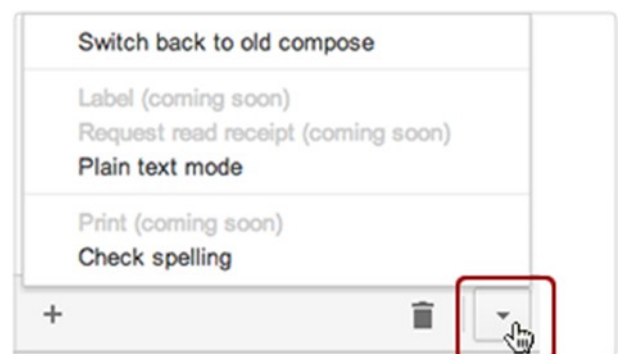
SPELL CHECK, PRINTING, AND LABELS

Click the **More options** menu to see other tools, such as check spelling, plain text mode, print, and adding labels.

Some options may not yet be ready and will be shown in gray until they become available.

REPLY, REPLY ALL, & FORWARD

When replying to a message, scroll to the bottom of the message, where display options appear to **reply, reply all, or forward the message.**



PRINT A MESSAGE

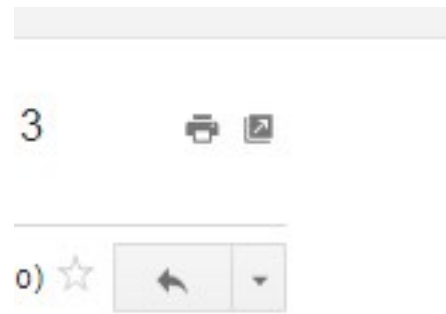
You can print a single message, an entire conversation, or just a single message in a conversation.

To Print a Message or an Entire Conversation

1. Open the message or conversation.
2. At the upper right of the message, click Print all.

A printer-friendly version of the conversation appears.

3. Use your web browser's Print options to print the message.



To print a single message in a conversation

1. Open the conversation and select the message you want to print.
2. Click the down arrow to the right of Reply, and then click Print.

A printer-friendly version of the message appears.

Use your web browser's Print options to print the message.

CREATE AN EMAIL SIGNATURE

1. Open Gmail.
2. In the upper-right corner of the Mail window, click the Gear icon and then click **Settings**.
3. On the **General** page, scroll down to the **Signature** section and enter your signature in the box.
4. If desired, use the options above the box to format your text and add links and images.
5. Click **Save Changes** at the bottom of the page.

CREATE AND APPLY EMAIL LABELS

Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to a message, so you can "store" a single copy of a

message in multiple labels. When you delete the message all “copies” are gone. You can also:

- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on messages in your Inbox, to quickly identify different types of messages

Make your labels easy to identify by applying different colors to them. Here’s how labels look in your Inbox:



TO CREATE A LABEL

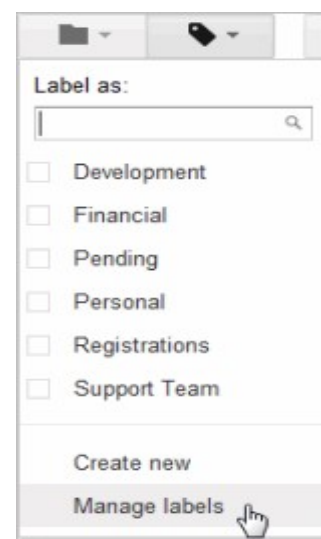
1. Select or open any message to display the **Labels** icon in the toolbar:
2. Click the **Labels** icon and then click **Manage labels**:



Tip: Alternatively, you can click the Gear icon and then **Settings > Labels**.

3. Under **Labels**, in the **Create a new label** field, type the name of your new label, and then click **Create**

Tip: Use the **Nest label under** option if you want to add a sub-label to an existing label. For example, you might add a sub-label for each day of the week under a parent label called “To Do.”



TO CHANGE THE COLOR OF A LABEL

1. In your Labels list on the left, hover over the label and then click the down ar-

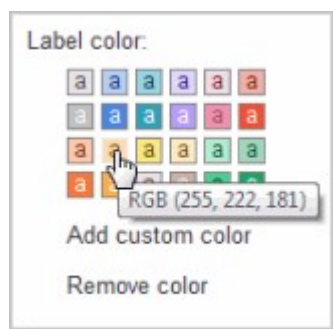


A dialog box titled "New Label" with a close button (X) in the top right corner. It contains a text input field with the placeholder "Please enter a new label name:" and the text "Solar Industry" entered. Below this is a checkbox labeled "Nest label under:" followed by a dropdown menu. At the bottom are "Create" and "Cancel" buttons.

row that appears:



2. Select a color from the palette that appears. The change is instantly applied to all messages with that label:

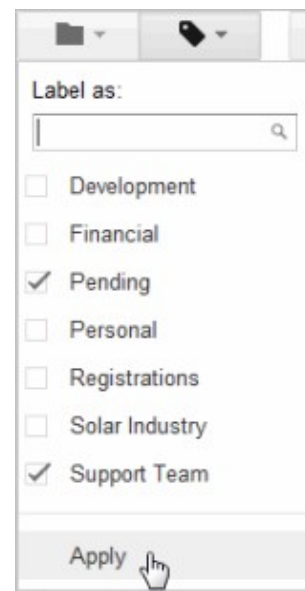


You can remove a color from the label by clicking **Remove color** below the color palette.



TO APPLY A LABEL TO MESSAGES (AND KEEP THEM IN THE INBOX)

1. Select the check box next to the messages you want to label, then click the **Labels** icon:

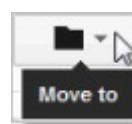


2. Select the label name from the **Labels** drop-down menu and click **Apply**. You can select more than one label:

Tip: You can create a new label or search your label list by typing a label name in the search box at the top.

TO APPLY A LABEL TO MESSAGES AND MOVE THEM OUT OF THE INBOX

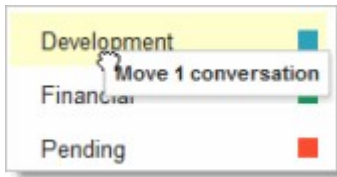
If you want to move messages out of your Inbox *at the same time* that you apply one new label to them, use the **Move to** menu instead of the **Labels** menu:



1. Select (or open) the message or messages you want to move.
2. Click the **Move to**  icon and select a label.

Alternatively, you can just drag the message to the label:

Click and hold near the box to the left of the message and then drag the message to a label's name.



TO MOVE MESSAGES OUT OF YOUR INBOX WITHOUT APPLYING A NEW LABEL

1. Select one or more messages in your Inbox.
2. Click the **Archive** icon in the toolbar:



*To view a labeled message that you've archived, just click the label in the left pane. (If you have a lot of labels, you might need to click **More** or scroll down to see your label.)*

Tip: If you archive unlabeled messages, you can still find them under the system label called **All Mail**.

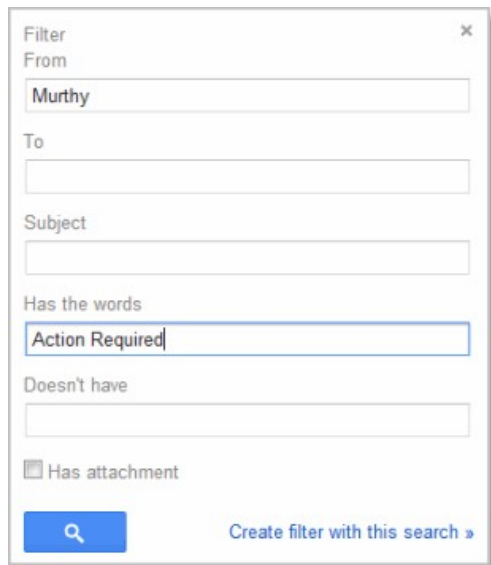
SET UP EMAIL FILTERS

Use filters to manage your incoming messages. With filters, you can automatically label, archive, or delete messages based on keywords and other criteria.

Gmail filters are similar to Email Rules in Microsoft Outlook or Lotus Notes.

1. In the upper right corner of Gmail, click the Gear icon and then **Settings > Filters > Create a new filter**.
2. Enter your filter criteria in the fields. For example, you might filter all messages from your manager with the words "Action Required."

3. Click **Create filter with this search**, then select one or more actions to apply to messages that match this filter's criteria. For example:



Filter

From
Murthy

To

Subject

Has the words
Action Required

Doesn't have

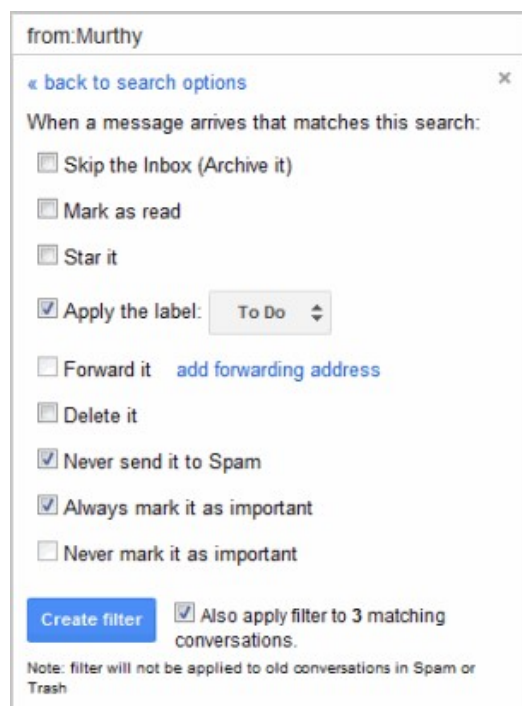
☐ Has attachment

[Create filter with this search »](#)

Note: These actions are applied in the order in which they are listed. For example, you could choose to **forward** matching messages to a specific email address, and then **delete** the messages.

4. To apply the filter to messages you've already received, click **Also apply filter to [x] matching conversations**.

5. Click **Create Filter**.



from:Murthy

[« back to search options](#)

When a message arrives that matches this search:

☐ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☒ Apply the label: To Do

☐ Forward it [add forwarding address](#)

☐ Delete it

☒ Never send it to Spam

☒ Always mark it as important

☐ Never mark it as important

☒ Also apply filter to 3 matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash



Calendar

CREATE AN EVENT

Open Google Calendar. You can schedule a meeting by clicking the Create Event link or by just clicking directly on your calendar view.

1 To schedule an event, click . To update an event, click the event >

The screenshot shows the Google Calendar event creation form. On the left, there are two icons: a red circle with a white plus sign and a grey circle with a white pencil. Arrows point from these icons to the form. Below the icons, there are four labels with arrows pointing to specific parts of the form: 'Enter event details' points to the title field, 'Add a video meeting' points to the video meeting icon, 'Add or delete event notifications' points to the notification bell icon, and 'Add event description' points to the description text area. The form itself has a title field, a date and time selector, a time zone dropdown, an RSVP button, a recurrence dropdown, a location field, a video meeting toggle, a notification dropdown, an add notification button, a calendar icon, a color selector, a description text area with a rich text editor toolbar, and a guests list on the right.

ADD EVENT DETAILS

Don't Forget to click SAVE

Enter the meeting or event location

Add an event description—Add details, such as contact information,

This screenshot is a closer view of the Google Calendar event creation form. It shows the title field, date and time selector, time zone dropdown, recurrence dropdown, location field, video meeting toggle, notification dropdown, add notification button, calendar icon, color selector, description text area with a rich text editor toolbar, and the guests list. A black arrow points from the 'Don't Forget to click SAVE' text to the 'SAVE' button in the top right corner. Another black arrow points from the 'Enter the meeting or event location' text to the location field. A third black arrow points from the 'Add an event description—Add details, such as contact information,' text to the description text area.

CHOOSE YOUR CALENDAR STYLE

You can choose how many days you see at a time in your calendar view. Select the option that's best for you at the top of your calendar.

Choose your calendar view:

At the top right in the view switcher box, click the Down arrow and choose an option:

- View a calendar by day, week, month, or year
- View your schedule
- Hide or show weekends
- Hide or show declined events
- View multiple calendars side-by-side in day view—Select **Day** view and check the boxes next to the calendars you want to see.

To view the next or previous day's calendar—Next to Today, click Next > or Previous <

MANAGE YOUR CALENDAR VIEW SETTINGS

1. Click Settings > Settings

2. On the left under **General**, click **View options**.

3. Depending on the view you want, check or uncheck the following boxes:

- Show weekends
- Show declined events
- Reduce the brightness of past events
- View calendars side by side in Day View

4. Click Start week on and choose when to start the week.

5. Go to the **Set custom view** field and click the Down arrow to choose the number of days or weeks you want to appear in your calendar view.

6. Go to the Alternate calendars field and click the Down arrow to choose an alternate calendar.

CHANGE YOUR CALENDAR'S LOOK

Changing the way your calendar appears can help you when you have several calendars layered on the same screen.

Change your calendar's density and color set:

1. Click Settings > **Density and color**.
2. Click **Information density** > **Compact or Responsive to your screen**.
3. Click **Color set** > **Modern or Classic**.
4. Click **DONE**.

Change your calendars' color set:

On the left, hover over your calendar and click More > Select the color you want from the palette.

Change an event's color: Right-click an event and select a new color.

Note: If you change the color of an event, the original color is represented as a vertical line on the left side of the event.

DELETE AND RESTORE EVENTS

Delete An Event

- Click the event in your calendar grid and click Delete 

Restore an event you deleted by mistake, or permanently remove deleted events:

1. To find your deleted event, click Settings, Trash
2. Hover over the event and choose an option:
 - To restore the event, check the box next to the event and click Restore .
 - To permanently delete the event, check the box next to the event and click Delete 

3. (Optional) To delete all events in your trash, at the top right, click **Empty trash**.

Note: Deleted events remain in a calendar's trash for approximately 30 days.

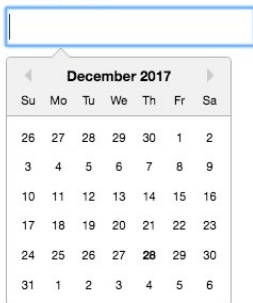
PRINT CALENDAR CARD

These instructions are for printing on calendar card size paper. **These instructions are for Google Chrome only, the use of any other browser is not supported.**

1. Go to the Home Page of the Senate Portal and locate 'Daily Links'
2. Under '**Daily Links**' click '**Print Calendar Card**', a new tab will load with the tile '**Google Calendar Date Printer**'
3. Click inside the empty box titled '**Select Date**', a box will appear that will allow you to select the date you require. Choose the date and hit the '**Log In**' button.

GOOGLE CALENDAR DATE PRINTER

Select date



The screenshot shows a date selection interface. At the top, there is a text input field with a blue border. Below it is a calendar for December 2017. The calendar has a header with the month and year, and a grid of days. The day 28 is highlighted in red.

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

4. Once you hit log in, another popup box will appear asking you to choose your Google account. Choose the relevant account and click '**Continue**'. **Some of you may find this box disappears automatically, if so disregard this step.**

5. A new box will appear with the the title ‘Select Calendar’. Choose the username of the calendar you wish to view events for.

Select calendar:

psturman@senate.virginia.gov

Interim

Interim

Interim

Lobby Day

Lobby Day

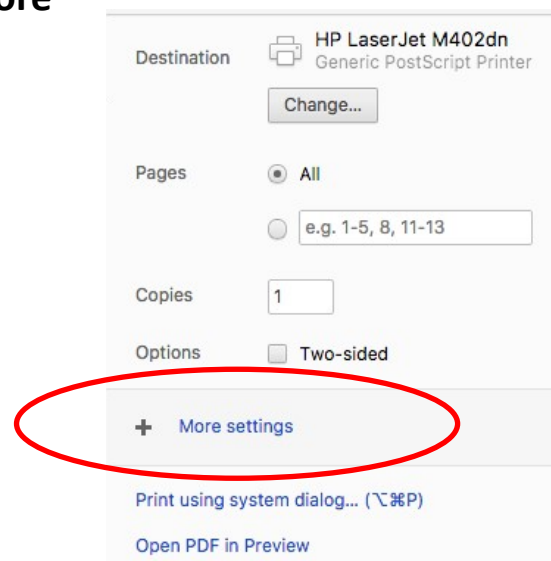
Calendar print name:

Senator Sturman

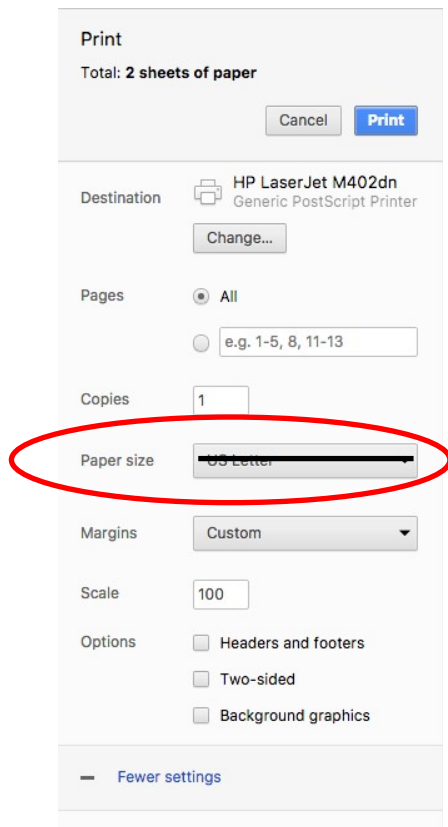
Print

Date must be set to proceed

6. Under the ‘Select Calendar’ box you’ll see an empty bar titled ‘**Calendar Print Name**’. Enter the name of the person’s calendar you’re view (i.e. ‘Senator Smith’ or ‘Senator Janeway’)
7. Click the red ‘**Print**’ button. Two boxes will render on the page, giving you a full list of events for the day.
8. In the toolbar above your page go to ‘**File → Print**’ or use the shortcut ‘ctrl + p’ to open up the Chrome print screen.
9. Once you’re in the print screen click on ‘**More Settings**’ located next to the + sign.



10. Next, change the Paper Size to 5" X 7"



Change the paper size to 5" x 7"

11. Click '**Print**' (Make sure the card is already loaded into the printer before continuing)

12. If the card is two-sided do **not** select the 'Two-sided' option. Print the first page, then the second page after rotating the card manually.



CREATING A NEW TIMESHEET



The Timesheet application is essential to complete in order to process your paycheck. This is the only device we have to track your hours worked. Your hours worked are submitted on a weekly basis.

The timesheet can be accessed by going to the Senate Portal's homepage.

The screen below will appear:

A screenshot of the "SENATE OF VIRGINIA TIMESHEET" login screen. It features the same banner as the previous image. Below the banner is a login form with two input fields: "Username:" and "Password:". Below the "Password:" field is an "Ok" button. The form is set against a gold background with a subtle architectural pattern.

Field Name	Value
Username:	
Password:	
Ok	

You will enter the same username (admasstXX) and password that you use to log on to your computer. Press the OK button.

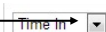
The screen below appears, click on “New Timesheet”

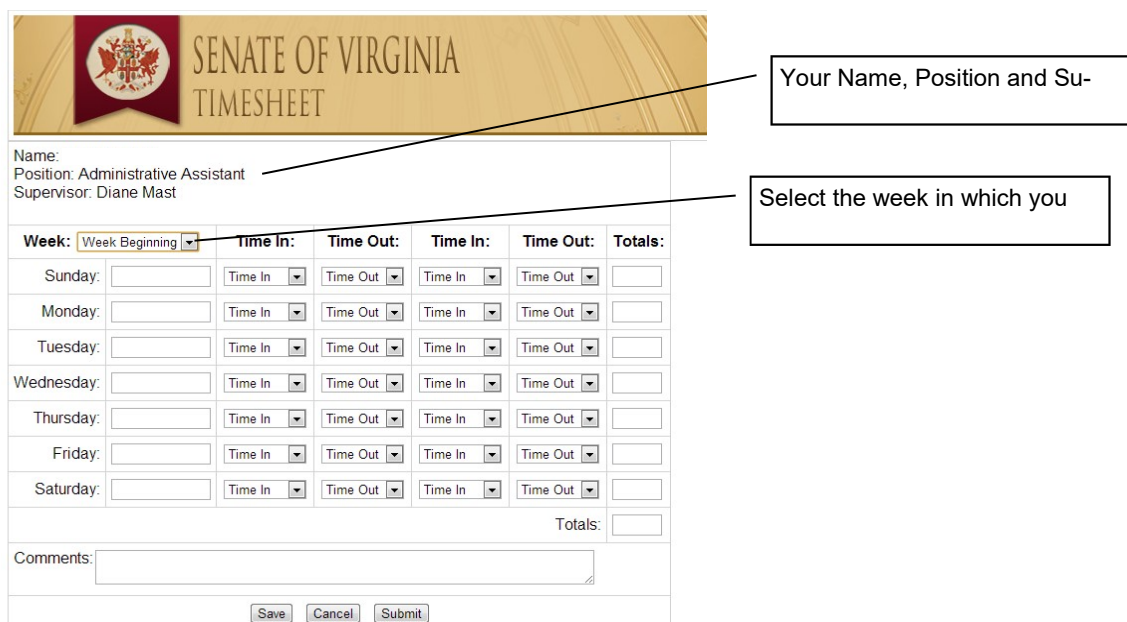


[New Timesheet](#)

Week: Last Name: First Name: Username: Position: Status: Hours: Submitted:

ENTERING YOUR HOURS WORKED

1. In the “Time In” block, click the down arrow 
2. Enter the time that you arrived at work. The times are listed on the quarter hour.
3. In the “Time Out” block select the time that you left for lunch. If you are working on a day that does not have a lunch hour, use this block as your ending time for the day. For instance, if you come in at 8:30 a.m. and have to leave at 10:30 a.m., this is the block that you would indicate that.
4. In the next block, “Time In” select the time you returned from your lunch break.



SENATE OF VIRGINIA
TIMESHEET

Name:
Position: Administrative Assistant
Supervisor: Diane Mast

Week: Week Beginning

	Time In:	Time Out:	Time In:	Time Out:	Totals:
Sunday:	Time In	Time Out	Time In	Time Out	
Monday:	Time In	Time Out	Time In	Time Out	
Tuesday:	Time In	Time Out	Time In	Time Out	
Wednesday:	Time In	Time Out	Time In	Time Out	
Thursday:	Time In	Time Out	Time In	Time Out	
Friday:	Time In	Time Out	Time In	Time Out	
Saturday:	Time In	Time Out	Time In	Time Out	
Totals:					

Comments:

Save Cancel Submit

Your Name, Position and Su-

Select the week in which you

5. In the next “Time Out” block, select the time you are leaving for the day.
6. Check your total hours worked in the “Totals” column. If this is correct, Click on the save button on the bottom of the screen. Otherwise, correct your errors and check the “Totals” column again.

SENATE OF VIRGINIA
TIMESHEET

Name:
Position: Administrative Assistant
Supervisor: Diane Mast

Week:	Time In:	Time Out:	Time In:	Time Out:	Totals:
Sunday:	Time In	Time Out	Time In	Time Out	
Monday:	Time In	Time Out	Time In	Time Out	
Tuesday:	Time In	Time Out	Time In	Time Out	
Wednesday:	Time In	Time Out	Time In	Time Out	
Thursday:	Time In	Time Out	Time In	Time Out	
Friday:	Time In	Time Out	Time In	Time Out	
Saturday:	Time In	Time Out	Time In	Time Out	
Totals:					

Comments:

Save Cancel Submit

7. Click the “Save Button”

Please do not fill in your **timesheet for hours that you have not worked**. For example, do not prefill your timesheet for the week, enter your hours worked at the end of each day.

THE REMAINDER OF THE WEEK’S ENTRIES

1. To enter the rest of the week’s hours worked, when you have completed your timesheet for the week, Click on the “**Submit button**” at the bottom of the screen.
2. Once, you have submitted your timesheet, it is sent to your supervisor for approval. You will not be able to edit the timesheet that you have submitted.

TIMESHEET LISTING

As you submit your timesheets, you will begin to see a list of the prior weeks that you submitted a timesheet. Each week you will have a saved timesheet in the list.



PORTAL

The Senate Portal is available to Senate Staff as a tool to provide easy access to items that are related to Senate activities. There are links, forms, publications and other helpful tools to assist you. The Portal is also mobile ready.

The URL is <http://apps.senate.virginia.gov/Portal/index.php>

The Portal is divided up four basic parts: Top Navigation Menu, Mid Section 1 and 2 and Local, State and National Resources and Websites.

TOP NAVIGATION MENU



Electronic Calendar

Submenu

NOTE: Both Applications are for use by the LA and Senator. (must have an LA Sign in

Electronic Calendar: A system for Senators and Legislative Assistants to review bills and resolutions during session.

Electronic Docket

LIS

Submenu

Bills and Resolutions: A link to the LIS (Legislative Information System).

This system is the computer system that provides a status of individual bills and related information.

Lobbyist in a Box: Provides you with "profiles" for tracking and reporting legislation

Virginia General Assembly

Submenu

Virginia General Assembly Website- a link to the Virginia General Assembly Website. This website is available to the public. When assisting someone, you may give them this web address: **http://viriniageneralassembly.gov**

Bills and Resolutions- A link to the LIS (Legislative Information System). This system is the computer system that provides a status of individual bills and related information.

Lobbyist in a Box- Provides you with "profiles" for tracking and reporting legislation

Senate Finance Committee

Submenu

Senate Finance Committee- A link to the Senate Finance Committee Home page.

Budget Amendment and Documents

SFC Calendar

Calendars- A list of legislative calendars and Capitol events

Submenu

Legislative Calendar

Commonwealth Calendar

Capitol Events Calendar

Interim Calendar

Session Calendar

Social Calendar

Meriwethers- The restaurant and caterer serving the Capitol

Submenu

Weekly Specials

2. MID SECTION 1

This section is a resource tool for you to use to help others who may have questions about legislation.

DAILY LINKS	SENATE OF VIRGINIA	HOUSE OF DELEGATES	CURRENT SESSION
Mail	Senate Members	House Members	Senate
Calendar	Senate Committees	House Committees (PDF)	House
Contacts	Senate Committee Chart (PDF)	House Clerk's Office	Minutes
Drive	Senate Subcommittees (PDF)	House Staff Listing	Daily Floor Calendar
Leave	Studies and Commissions	House Appropriations	
Time Sheet	Downloadable Lists		
Senate Employee Fund	Senate Clerk's Office	U.S. CONGRESS	
Stationery	Senate Clerk's Office Staff	Virginia Congressional Delegation (PDF)	
Employee Handbook	Senate Finance Committee	U.S. Senate	
SOV Meetings		U.S. House	
Session Forms			
Certificates			

Daily Links: Applications and webpages

Senate of Virginia: Directory listings of the members and staff of the Senate of Virginia

Printing of Webpages on the Senate Member Listings and Bio Pages

Senate Members– to print the listings of the Senate Membership and/or Bio page, there is a print button located on the upper right hand corner. Click on the “Print PDF” link to print out the listing. If you do not see the “Print PDF” link, then the webpage (what you see on the screen) will print.

Bio Pages– Right click on the screen and a dialog box will appear and select and click on the Print option.

House of Delegates: Directory listings of the members and staff of the House of Delegates.

U.S. Congress: Listing Virginia Congressional Delegation and U.S. Senate and House Websites

Current Session: A section that will provides with applications, member and staff directories and Session viewing.

Live video of the Senate and House in Session. Listing of Minutes and the Daily Floor Calendar

3. MID SECTION 2



SEARCH FOR A BILL: Enter Bill No. (SB1C) Submit SESSION TRACKING VIRGINIA.GOV WHO'S MY LEGISLATOR?

Search for a Bill: Enter in a current session bill number to find the status of the bill.

Bill Tracking: Allows one to track current session bills in the LIS (Legislative Information System)

Virginia.gov: The Commonwealth of Virginia website.

Who's my Legislator: A tool to provide you with the contact information for those individuals that want to know who or how to contact their elected

4. BOTTOM SECTION- Local, State and National Resources and Websites

CAPITOL AND GENERAL ASSEMBLY	STATE AND LOCAL WEBSITES	NATIONAL WEBSITES
Evacuation Plan- Capitol (PDF)	Commonwealth Website	NCSL-National Conference of State Legislatures
Evacuation Plan - GAB (PDF)	State Employee Directory	CSG-Council of State Governments
Forms and Manuals	Legislative Careers Website	ALEC-American Legislative Council
Electronic Stationery Guidelines	Legislative Services Website	National Media
Payline	Virginia Newspapers	
Publications	Virginia TV Stations	
Session Handbook	VPAP VaNews	
Virginia Protocol Guide (PDF)		
Restaurants		

CAPITOL AND GENERAL ASSEMBLY

Evacuation Plan: Capitol (PDF)

Evacuation Plan: Pocahontas Bldg (PDF)

Member Evac Plan-Pocahontas Bldg (PDF)

Forms and Manuals: The most commonly used forms. (see the following page for a listing of the forms)



SENATE OF VIRGINIA PORTAL

Senate Forms and Manuals

Form Name	Link or PDF
Amendment Form	PDF DOC
Budget Amendment Form	PDF DOC
Certificate Request	LINK
Committee/Subcommittee Room Reservation Form - Pocahontas Building	PDF
Computer Training Manual	PDF
Chief Co-Patron Form (Listing of Senators)	PDF
Co-Patron Form (Listing of Senators)	PDF
Chief Co-Patron Form (Listing of Delegates)	PDF
Co-Patron Form (Listing of Delegates)	PDF
Co-Patron Form (House Form with a Listing of Senators)	PDF
E-filing and Co-patrons	PDF
Fax Cover Sheet	PDF DOC
General Sign Language Interpreter/CART Request Form	PDF DOC
Legislative Assistant Employment Forms	LINK
Legislative Assistant Wage Timesheet	PDF
Parliamentary Language for Senate Floor Procedures	PDF
Per Diem Form (Legislative Assistants)	PDF
Rented Equipment Form-for General Assembly Office	PDF
State Application Form	LINK
Stationery Request	LINK
Supply Request	LINK
Timesheet	PDF
Travel Voucher/Travel Expenses Reimbursement Form	PDF DOC
Why is Virginia a Commonwealth?	PDF
Tax Forms	
VA-4 Virginia Personal Exemption Worksheet	PDF
Employee's Withholding Allowance Certificate (Federal W-4)	PDF

Electronic Stationery Guidelines: an email template is available for use that holds the header of Senate Stationery.

Payline: The Dept. of Accounts website that will show your personal earnings. If this is your first time using the system, create an account by following the prompts. You will need to input your social security number. If you have problems please call the Senate Fiscal Office at 804-698-7420.

Publications: Various publications and programs available in PDF format.

Session Handbook: Basic information on the legislative process and the operation of the Senate for Senators, legislative assistants, administrative assistants, and Senate session employees.

Virginia Protocol Guide (PDF): A guide to Virginia's Protocols and Traditions.

Restaurants: a list of the area restaurants in and around the Capitol.

STATE AND LOCAL WEBSITES

Commonwealth Website: The Commonwealth of Virginia website (Virginia.gov).

State Employee Directory: A tool to lookup email address for State Employees

Legislative Careers Website: Legislative staff members around the country and the National Conference of State Legislatures have teamed up to show the opportunities of work for state legislatures.

Legislative Services Website: The Division of Legislative Services website

Virginia Newspapers: A listing and links to Virginia newspapers

Virginia TV Stations: A listing and links to Television stations

VPAP VaNews: The Virginia Public Access Project connects Virginians to non-partisan information.

NATIONAL WEBSITES

NCSL: National Conference of State Legislatures

CSG: Council of State Governments

ALEC: American Legislative Council

National Media: A listing and links to National newspapers and television stations.