

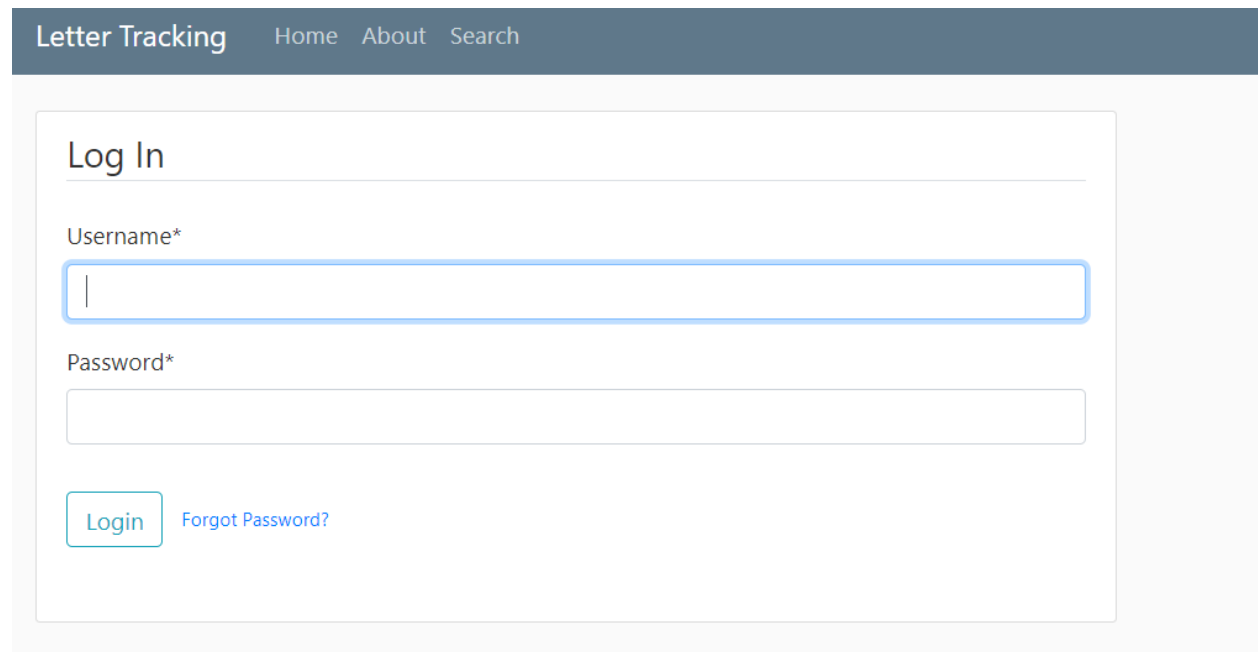
Letter Tracking Website: A User's Guide

Written and Designed by Raymond Eid

[Application Code](#)

Accessing the website

To access the website, please use admin or your individual account.



The screenshot shows the 'Letter Tracking' website's login interface. At the top, a dark blue header bar contains the site name 'Letter Tracking' and navigation links 'Home', 'About', and 'Search'. Below the header, a light gray box contains the 'Log In' section. This section has a title 'Log In' followed by a horizontal line. It includes two input fields: 'Username*' and 'Password*'. The 'Username*' field is currently active, indicated by a blue border and a vertical cursor. Below the password field, there is a 'Login' button with a blue border and a 'Forgot Password?' link in blue text.

Setting up an account

If you do not already have an account, log in with the admin, then click Register User from the top bar



This screenshot shows the top navigation bar of the 'Letter Tracking' website after a user has logged in. The dark blue bar contains the site name 'Letter Tracking' and links 'Home', 'About', and 'Search' on the left. On the right, there are links for 'New Letter', 'Register User', 'Profile', and 'Logout'. The 'Register User' link is circled in black, indicating it is the next step in the process.

Fill in the fields to create your account.

Register to use the system

Username*

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Email*

Password*

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation*

Enter the same password as before, for verification.

Register

Already Registered? [Sign in](#)

Password Reset

Log In

Username*

Password*

Login

Forgot Password?

Need to register? [Register](#)

If you forget your password, click the relevant button and log in with the admin account credentials to access the password reset page. Once logged in, you will be prompted to provide your email.

Reset Password

Email*

Request Password Reset

Home page

Letter view & Quick Actions

Letter view

The homepage and legislator views will display all relevant letters. The Legislator name can be clicked on to access the Legislator view and 'see more info' allows access the detailed letter view. Letters are sorted by date, from most to least recent

Letter Tracking

Home About Search

New Letter Register User Profile Logout

Sen. Warren Elizabeth (D-MA)

July 09, 2019

2020.07.09.S.B.Warren.Migration.1

Legislature: 116th
Specific Topic: Immigration policy
Recipient: N/A
Caucus: N/A
Sponsor(s): Sen. Warren Elizabeth (D-MA)
Representative: 0
Senator: 12
Comments: Firmada junto con 67 demócratas de la Cámara de Representantes.

see more info

Sen. Warren Elizabeth (D-MA)

July 08, 2019

2020.07.08.S.D.Warren.COVID-19.2

Legislature: 116th
Specific Topic: Politics
Recipient: N/A
Caucus: N/A
Sponsor(s): Sen. Warren Elizabeth (D-MA)
Representative: 0
Senator: 1

see more info

Sen. Collins Susan (R-ME)

July 08, 2019

2020.07.08.S.R.Collins.Migration.1

Legislature: 116th
Specific Topic: Immigration policy
Recipient: N/A
Caucus: N/A
Sponsor(s): Sen. Collins Susan (R-ME)
Representative: 0
Senator: 1

see more info

Sen. Menendez Bob (D-NJ)

July 07, 2019

2020.07.07.S.D.Menendez.Foreign Policy.1

Legislature: 116th
Specific Topic: Bilateral relationship
Recipient: N/A
Caucus: N/A
Sponsor(s): Sen. Menendez Bob (D-NJ)
Representative: 0
Senator: 1

see more info

Sen. Booker Cory (D-NJ)

July 01, 2019

2020.07.01.S.B.Booker.COVID-19.1

Legislature: 116th
Specific Topic: H2-A
Recipient: N/A
Caucus: N/A
Sponsor(s): Sen. Booker Cory (D-NJ)
Representative: 0
Senator: 13
Comments: Promovida junto con Rep. Donald Norcross (D-NJ-01). Firmada por un total de 6 congresistas.

see more info

Sen. Sinema Kyrsten (D-AZ)

June 30, 2019

2020.06.30.S.D.Sinema.Environment.1

Legislature: 116th
Specific Topic: None
Recipient: N/A
Caucus: N/A
Sponsor(s): Sen. Sinema Kyrsten (D-AZ)
Representative: 0
Senator: 1

see more info

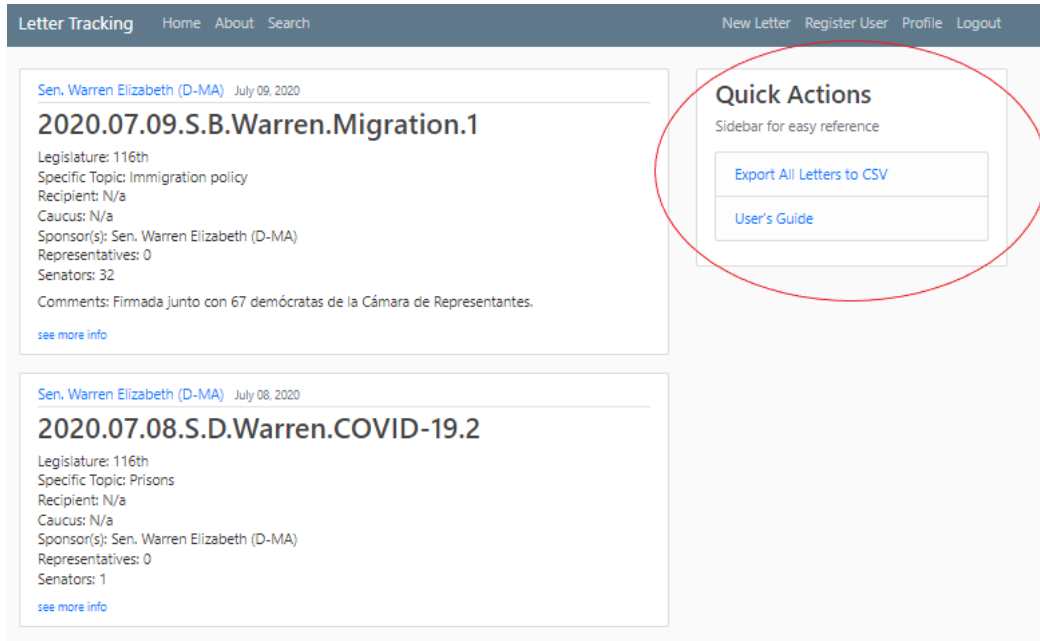
Quick Actions

Shortcut for easy reference

Export All Letters to CSV

User's Guide

Quick Actions sidebar



The sidebar can be accessed from almost any page on the website. It consists of two buttons:

- Export all letters to CSV: User can export all letters currently in the system to a csv file
- User's Guide: User can download this document

Legislator view

This can be accessed by clicking on a letter author or via the search bar

All letters authored and cosigned by the legislator can be viewed and exported to a csv file.

Murphy Christopher (D-CT)

Associated Letters (10)

Export All Letters

Quick Actions

Sidebar for easy reference

Export All Letters to CSV

User's Guide

Letters Authored (1)

Sen. Murphy Christopher (D-CT) June 11, 2020

2020.06.11.S.D.Murphy.COVID-19.1

Legislature: 116th
Specific Topic: Prisons
Recipient: N/a
Caucus: N/a
Sponsor(s): Sen. Murphy Christopher (D-CT)
Representatives: 0
Senators: 2
Comments: Por la delegación del Senado de CT. Es la tercera carta que envían a BOP al respecto.

[see more info](#)

Letters Cosigned (9)

Sen. Durbin Richard (D-IL) June 22, 2020

2020.06.22.S.B.Durbin.Hispanic Community.1

Legislature: 116th
Specific Topic: DACA
Recipient: N/a
Caucus: N/a
Sponsor(s): Sen. Durbin Richard (D-IL)
Representatives: 0
Senators: 47
Comments: Todos los demócratas del Senado.

[see more info](#)

Detailed Letter View

A more detailed view of a letter. Use the update button the change the details and delete to remove the letter from the system.

[Sen. Warren Elizabeth \(D-MA\)](#) July 09, 2020

2020.07.09.B.Warren.Migration.1

Topic: Migration

Specific Topic: Immigration policy

Date: July 09, 2020

Description: Solicitan quitar la nueva directriz que impide que estudiantes internacionales permanezcan en EE.UU. si sus cursos serán en línea.

Positive for Mexico: Positive

Mexico is directly mentioned:

Recipient: N/a

Chamber: Bicameral

Party: Bipartisan

Caucus: N/a

Legislature: 116th

Representatives: 2

Senators: 32

Sponsor(s): Sen. Warren Elizabeth (D-MA)

Cosponsor(s): Rep. Ocasio-Cortez Alexandria (D-NY-14), Rep. Tlaib Rashida (D-MI-13), Sen. Baldwin Tammy (D-WI), Sen. Bennet Michael (D-CO), Sen. Blumenthal Richard (D-CT), Sen. Booker Cory (D-NJ), Sen. Brown Sherrod (D-OH), Sen. Carper Thomas (D-DE), Sen. Casey Bob (D-PA), Sen. Coons Chris (D-DE), Sen. Cortez Masto Catherine (D-NV), Sen. Duckworth Tammy (D-IL), Sen. Durbin Richard (D-IL), Sen. Gillibrand Kirsten (D-NY), Sen. Harris Kamala (D-CA), Sen. Heinrich Martin (D-NM), Sen. Hirono Mazie (D-HI), Sen. Kaine Tim (D-VA), Sen. Klobuchar Amy (D-MN), Sen. Leahy Patrick (D-VT), Sen. Markey Edward (D-MA), Sen. Menendez Bob (D-NJ), Sen. Merkley Jeff (D-OR), Sen. Murray Patty (D-WA), Sen. Reed Jack (D-RI), Sen. Rosen Jacky (D-NV), Sen. Sanders Bernie (I-VT), Sen. Schumer Charles (D-NY), Sen. Smith Tina (D-MN), Sen. Udall Tom (D-NM), Sen. Van Hollen Chris (D-MD), Sen. Whitehouse Sheldon (D-RI), Sen. Wyden Ron (D-OR)

Link: G:\Cartas Legisladores\116th\2020.07.09.B.Warren.Migration.1

Comments: Firmada junto con 67 demócratas de la Cámara de Representantes.

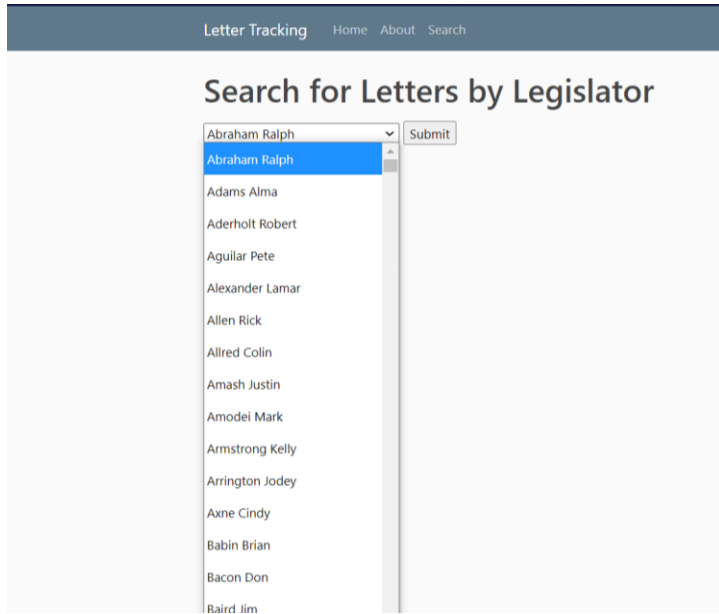
Action: Not reported

Notice: EUA02835

[Update](#) [Delete](#)

Search Bar

The search bar allows for quick access to a legislator view. The dropdown is organized alphabetically



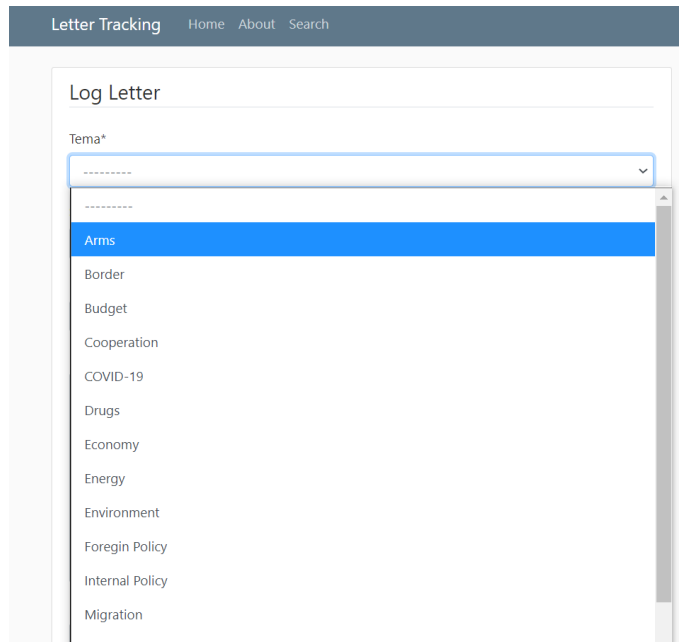
The screenshot shows a web application interface with a dark blue header bar containing the text "Letter Tracking" and navigation links "Home", "About", and "Search". Below the header, the main content area has a title "Search for Letters by Legislator". Under this title is a search form consisting of a dropdown menu and a "Submit" button. The dropdown menu is open, displaying a list of legislator names in alphabetical order. The first name, "Abraham Ralph", is highlighted in blue. The list continues with "Adams Alma", "Aderholt Robert", "Aguilar Pete", "Alexander Lamar", "Allen Rick", "Allred Colin", "Amash Justin", "Amodei Mark", "Armstrong Kelly", "Arrington Jodey", "Axne Cindy", "Babin Brian", "Bacon Don", and "Baird Jim".

Legislator Name
Abraham Ralph
Adams Alma
Aderholt Robert
Aguilar Pete
Alexander Lamar
Allen Rick
Allred Colin
Amash Justin
Amodei Mark
Armstrong Kelly
Arrington Jodey
Axne Cindy
Babin Brian
Bacon Don
Baird Jim

New Letter

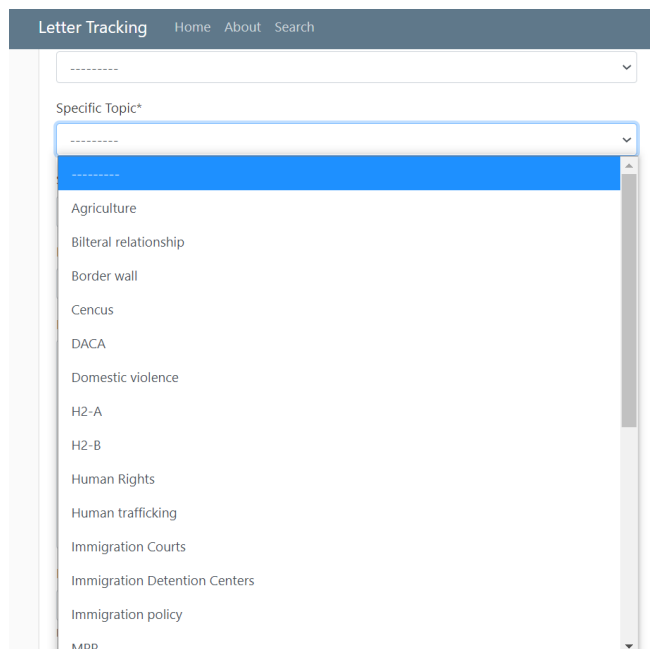
The new letter page can be accessed from the top bar. Field constraints are as follows:

Topic: The Letter topic- choose from the dropdown. New topics can be added to the Topic list (see the Admin section below). Do not leave this field empty.



The screenshot shows a web application interface for 'Letter Tracking'. At the top is a dark blue navigation bar with the text 'Letter Tracking' and links for 'Home', 'About', and 'Search'. Below this is a white form titled 'Log Letter'. The first field is 'Tema*', which is a dropdown menu. The menu is open, showing a list of topics: 'Arms' (highlighted in blue), 'Border', 'Budget', 'Cooperation', 'COVID-19', 'Drugs', 'Economy', 'Energy', 'Environment', 'Foregin Policy', 'Internal Policy', and 'Migration'. The dropdown has a search bar at the top and a scroll bar on the right.

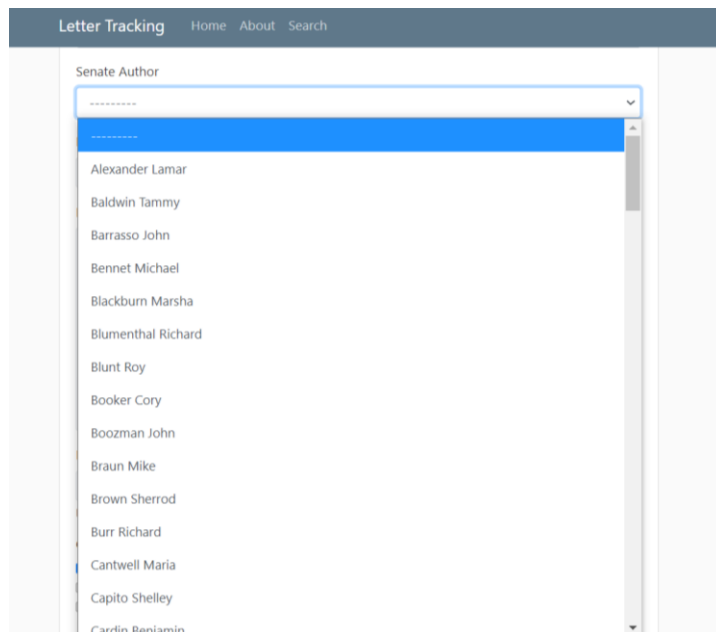
Specific Topic: The Letter's more specific topic. Just as topic, new options can be added to the Specific Topic list (see the Admin section below). Do not leave this field empty.



The screenshot shows the same 'Log Letter' form, but now the 'Specific Topic*' dropdown menu is open. The menu has a search bar and a scroll bar. The list of specific topics includes: 'Agriculture' (highlighted in blue), 'Bilateral relationship', 'Border wall', 'Cencus', 'DACA', 'Domestic violence', 'H2-A', 'H2-B', 'Human Rights', 'Human trafficking', 'Immigration Courts', 'Immigration Detention Centers', 'Immigration policy', and 'MPP'.

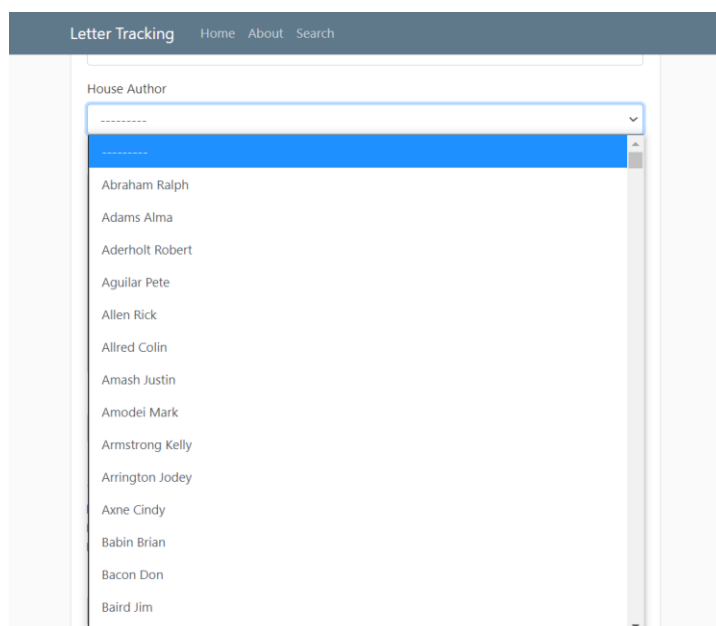
Senate Author: If the letter's author is a senator, select the legislator from the dropdown list of senators. If there is no senate author and only a house author, leave this field blank. *Do not* leave both senate author and House author blank- update the letter if entered without an author.

Note: Only *active* Legislators can be selected. If you wish to upload a letter by a retired legislator, go to the admin page and update their 'Active' status.



The screenshot shows the 'Letter Tracking' application interface. At the top is a dark blue header bar with the text 'Letter Tracking' and navigation links 'Home', 'About', and 'Search'. Below the header, the 'Senate Author' dropdown menu is open, displaying a list of senators. The list includes: Alexander Lamar, Baldwin Tammy, Barrasso John, Bennet Michael, Blackburn Marsha, Blumenthal Richard, Blunt Roy, Booker Cory, Boozman John, Braun Mike, Brown Sherrod, Burr Richard, Cantwell Maria, Capito Shelley, and Cardin Benjamin. The dropdown menu has a blue highlight at the top and a scroll bar on the right.

House Author: Same conditions apply as with Senate Author. Provides a dropdown of congresspeople to choose from.



The screenshot shows the 'Letter Tracking' application interface. At the top is a dark blue header bar with the text 'Letter Tracking' and navigation links 'Home', 'About', and 'Search'. Below the header, the 'House Author' dropdown menu is open, displaying a list of congresspeople. The list includes: Abraham Ralph, Adams Alma, Aderholt Robert, Aguilar Pete, Allen Rick, Allred Colin, Amash Justin, Amodei Mark, Armstrong Kelly, Arrington Jodey, Axne Cindy, Babin Brian, Bacon Don, and Baird Jim. The dropdown menu has a blue highlight at the top and a scroll bar on the right.

Description: Fill in description details for the letter. Cannot be left blank.

Description*

Example description

Date: The date the letter was sent out. As noted, please adhere to Month, Day, Year format.

Date*

08/29/2020

Enter dates in *MM/DD/YYYY* format

Caucus: The relevant caucus(es). Multiple caucuses may be selected. If there is none, please select N/a. The caucus list can be updated to add more options (see admin page).

Caucus*

- ☒ N/a
☐ CHC
☐ Tri Caucus

Legislature: The legislature in which the letter was sent out. List can be expanded (see admin page)

Legislature*

116th

Positive for Mexico: Three options, cannot be left blank.

Positive for Mexico?*

Positive

Neutral

Negative

Was Mexico directly mentioned?: Two options. Cannot be left blank.

Was Mexico directly mentioned?*

Yes

No

Recipient(s): If none, select N/a. Multiple recipients can be selected. The list can be expanded by adding new options through the admin page. If selecting other, provide comments in the next field.

Recipient(s)*

☐ N/a

☐ ACA

☐ BOP

☐ CBP

☐ CDC

☐ CRCL

☐ DHS

☐ DOD

☐ DOE

☐ DOJ

☐ DOL

☐ DOS

☐ DOT

☐ EMBAMEX

☐ EOIR

☐ FEMA

☐ GAO

☐ GEO

☐ HHS

☐ HUD

☐ House Appropriations Committee Leadership

☐ House Majority Leader

☐ House Minority Leader

☐ ICE

☐ IG DHS

☐ OJJDP

☒ Other

☐ POTUS

☐ Senate Appropriations Committee Leadership

☐ Senate Majority Leader

☐ Senate Minority Leader

☐ USAID

☐ USBA

☐ USCIS

☐ USTR

☐ VPOTUS

If 'Other', please specify in the text box below

Other recipient comments: If 'Other' was chosen as a recipient, please provide comments. Otherwise, leave this field blank.

Other recipient comments

Comment about other

Comments: Comments about the letter. Cannot be left blank- if no comments, leave N/a.

Comments*

N/a

Action: Action taken. New options can be added through the admin menu. Cannot be left blank.

Action*

Individual notice
Collective notice
Whatsapp message
Not reported

If a notice was sent, specify the number: Letter Notice number. Cannot be left blank- if no notice, leave the N/a.

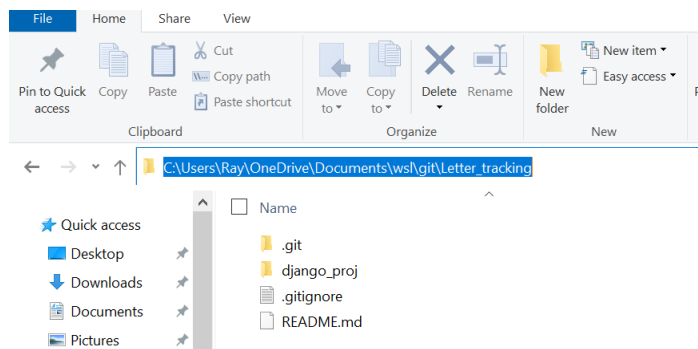
If a notice was sent, specify the number*

N/a

File Path: The path in your local file system that corresponds to this letter. To access the path, copy and paste from the file explorer, as shown below.

File Path

For example, 'G:\Cartas Legisladores\116th\2019.01.23.S.Casey.Migration.1'



Cosigner(s): Choose from a list of all legislators. If none, select N/a. Multiple legislators can be specified.

Note: Like author, only active legislators can be selected. Update legislator's active status from the admin page to access them here.

Cosigner(s)*

- ☒ N/a
- ☐ Abraham Ralph
- ☐ Adams Alma
- ☐ Aderholt Robert
- ☐ Aguilar Pete
- ☐ Alexander Lamar
- ☐ Allen Rick
- ☐ Allred Colin
- ☐ Amash Justin
- ☐ Amodei Mark
- ☐ Armstrong Kelly
- ☐ Arrington Jodey
- ☐ Axne Cindy
- ☐ Babin Brian
- ☐ Bacon Don
- ☐ Baird Jim
- ☐ Balderson Troy
- ☐ Baldwin Tammy
- ☐ Banks Jim
- ☐ Barr Andy
- ☐ Barrasso John
- ☐ Bass Karen
- ☐ Beatty Joyce
- ☐ Bennet Michael
- ☐ Bera Ami
- ☐ Bergman Jack


When all fields have been specified, scroll to the bottom of the page and click the Register button

Register

Admin Page

Login

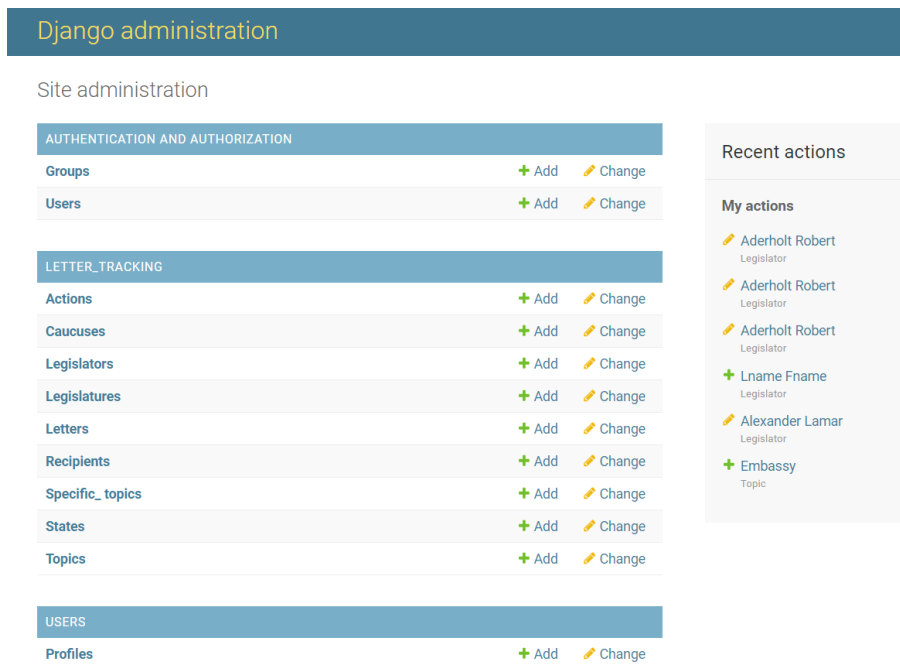
To access the admin page, you must log in as the admin



The image shows the Django administration login page. It has a dark blue header with the text "Django administration". Below the header, there are two input fields: "Username:" and "Password:". The "Username:" field is a text input with a cursor inside. The "Password:" field is a password input. Below the password field is a blue button with the text "Log in".

Admin Home

Once logged in, the admin home page allows you to view the different models- *Letters, Legislators, Actions, Caucuses, Legislatures, Specific Topics, and Topics*. *Groups, Users, and Profiles* are extra functionality that are not necessary.



The image shows the Django administration home page. It has a dark blue header with the text "Django administration". Below the header, there is a section titled "Site administration" with a table of models. The table has two columns: "Model" and "Actions". The models are grouped into three sections: "AUTHENTICATION AND AUTHORIZATION", "LETTER_TRACKING", and "USERS". Each model has a green plus icon and the text "Add", and a yellow pencil icon and the text "Change".

AUTHENTICATION AND AUTHORIZATION	
Groups	+ Add Change
Users	+ Add Change

LETTER_TRACKING	
Actions	+ Add Change
Caucuses	+ Add Change
Legislators	+ Add Change
Legislatures	+ Add Change
Letters	+ Add Change
Recipients	+ Add Change
Specific_topics	+ Add Change
States	+ Add Change
Topics	+ Add Change

USERS	
Profiles	+ Add Change

Recent actions

My actions

- [Aderholt Robert](#)
Legislator
- [Aderholt Robert](#)
Legislator
- [Aderholt Robert](#)
Legislator
- [+ Lname Fname](#)
Legislator
- [Alexander Lamar](#)
Legislator
- [+ Embassy](#)
Topic

Letters

Clicking on Letters from the Admin home page will open this page displaying all letters in the system. They can be filtered by multiple attributes via the filter bar on the right, and the filters can be undone by clicking “Clear all filters”.

Select letter to change

Action: Go 0 of 4 selected

<input type="checkbox"/>	TITLE	TOPIC	SPECIFIC TOPIC	DATE	DESCRIPTION	POSITIVE FOR MEXICO?	WAS MEXICO DIRECTLY MENTIONED?	RECIPIENT(S)	CÁMARA	PARTIDO	CAU
<input type="checkbox"/>	2020.06.28.S.Reed.Border.1	Border	Border wall	June 28, 2020	Se alegra de que la Corte del Distrito 9 haya catalogado ilegal la transferencia de fondos militares para construir el muro	Positive	No		Senate	Democrat	
<input type="checkbox"/>	2020.06.26.S.Shaheen.Border.2	Border	Border wall	June 26, 2020	Se alegra de que la Corte del Distrito 9 haya catalogado ilegal la transferencia de fondos militares para construir el muro	Positive	No		Senate	Democrat	
<input type="checkbox"/>	2020.06.26.S.Leahy.Border.1	Border	Border wall	June 26, 2020	Se alegra de que la Corte del Distrito 9 haya catalogado ilegal la	Positive	No		Senate	Democrat	

ADD LETTER +

FILTER

× Clear all filters

By Legislature

All
116th
-

By Action

All
Individual notice
Collective notice
Whatsapp message
Not reported
-

By caucus

All
N/a
CHC
Tri Caucus

By Topic

All

Selected letters can then be exported as a csv, as shown below:

Select letter to change

Action: Go 2 of 4 selected

<input type="checkbox"/>	TITLE	TOPIC	SPECIFIC TOPIC	DATE	DESCRIPTION	POSITIVE FOR MEXICO?	WAS MEXICO DIRECTLY MENTIONED?	RECIPIENT(S)	CÁMARA	PARTIDO	CAU
<input checked="" type="checkbox"/>	2020.06.28.S.Reed.Border.1	Border	Border wall	June 28, 2020	Se alegra de que la Corte del Distrito 9 haya catalogado ilegal la transferencia de fondos militares para construir el muro	Positive	No		Senate	Democrat	
<input checked="" type="checkbox"/>	2020.06.26.S.Shaheen.Border.2	Border	Border wall	June 26, 2020	Se alegra de que la Corte del Distrito 9 haya catalogado ilegal la transferencia de fondos militares para construir el muro	Positive	No		Senate	Democrat	
<input type="checkbox"/>	2020.06.26.S.Leahy.Border.1	Border	Border wall	June 26, 2020	Se alegra de que la Corte del Distrito 9 haya catalogado ilegal la	Positive	No		Senate	Democrat	

ADD LETTER +

FILTER

× Clear all filters

By Legislature

All
116th
-

By Action

All
Individual notice
Collective notice
Whatsapp message
Not reported
-

By caucus

All
N/a
CHC
Tri Caucus

By Topic

All
Arms

Legislators

Just like Letters, Legislators are displayed and can be filtered across different attributes. They can also be exported to a csv file.

Select legislator to change

Action: Go 0 of 100 selected

<input type="checkbox"/>	NAME	STATE	DISTRICT	PARTY	REPRESENTATIVE OR SENATOR	NUM ALL LETTERS	LETTERS AUTHORED
<input type="checkbox"/>	Alexander Lamar	Tennessee	N/a	Republican	Senator	1	
<input type="checkbox"/>	Baldwin Tammy	Wisconsin	N/a	Democrat	Senator	21	
<input type="checkbox"/>	Barrasso John	Wyoming	N/a	Republican	Senator	2	
<input type="checkbox"/>	Bennet Michael	Colorado	N/a	Democrat	Senator	24	2020.05.04.S.Bennet.COVID-19.1, 2020.04.24.S.Bennet.COVID-19.1, 2020.04.10.S.Bennet.COVID-19.1
<input type="checkbox"/>	Blackburn Marsha	Tennessee	N/a	Republican	Senator	4	
<input type="checkbox"/>	Blumenthal Richard	Connecticut	N/a	Democrat	Senator	32	2020.06.19.S.Blumenthal.Migration.1
<input type="checkbox"/>	Blunt Roy	Missouri	N/a	Republican	Senator	1	
<input type="checkbox"/>	Booker Cory	New Jersey	N/a	Democrat	Senator	32	2020.07.01.S.Booker.COVID-19.1
<input type="checkbox"/>	Boozman John	Arkansas	N/a	Republican	Senator	2	
<input type="checkbox"/>	Braun Mike	Indiana	N/a	Republican	Senator	1	
<input type="checkbox"/>	Brown Sherrod	Ohio	N/a	Democrat	Senator	26	2020.04.30.S.Brown.COVID-19.2, 2020.04.30.S.Brown.COVID-19.1
<input type="checkbox"/>	Burr Richard	North Carolina	N/a	Republican	Senator	3	

ADD LEGISLATOR +

FILTER

×

Clear all filters

By Active

All

True

False

By Party

All

Democrat

Republican

By Rep or Sen

All

Senator

Representative

By state

All

Alabama

Alaska

American Samoa

Arizona

Arkansas

California

Legislators can also be added to the system here by clicking the ADD LEGISLATOR button in the top right corner of the page. Fill out the required fields and click save to add the legislator.

Home > Letter_Tracking > Legislators > Add legislator

Add legislator

First name:

None

Last name:

None

State:

District:

N/a

If politician is a Senator, please select N/a

Representative or Senator:

Party:

☐ Active

Save and add another

Save and continue editing

SAVE

To update a legislator, for example to mark them as not active when they are voted out of office, click on the legislator's name from the list, which will open this menu, where you can update the legislator's info or delete the legislator from the system.

Change legislator

HISTORY

First name:

Joe

Last name:

Kennedy III

State:

Massachusetts

District:

4

If politician is a Senator, please select N/a

Representative or Senator:

Representative

Party:

Democrat

☐ Active

Delete

Save and add another

Save and continue editing

SAVE

Actions, Caucuses, Legislatures, States, Specific Topics, and Topics

In the same way Letters and Legislators were accessed and updated, the same can be done for all other models. For example, using legislature, click the add legislature button and specify the new legislature's name, as shown below. The same applies to all models.

Select legislature to change

ADD LEGISLATURE +

Action:

Go

0 of 1 selected

☐ LEGISLATURE

☐ 116th

1 legislature

...

Add legislature

Legislature name:

117th

Save and add another

Save and continue editing

SAVE

To add a state, include full name and abbreviation

Add state

Name:

Abbr: