

Letter Tracking Website

User's Guide

Written and Designed by Raymond Eid

[Application Code](#)

Setting up an account

Click Register from the top bar

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](#)

Logging in & Password Reset

Log In

Username*

Password*

Login

[Forgot Password?](#)

Need to register? [Register](#)

Home page

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.

Letter Tracking Home About Search

[Sen. Warren Elizabeth \(D-MA\)](#) July 09, 2020
2020.07.09.B.Warren.Migration.1
Legislature: 116th
Specific Topic: Immigration policy
Recipient: N/a
Caucus: N/a
Sponsor(s): Sen. Warren Elizabeth (D-MA)
Representatives: 2
Senators: 32
Comments: Firmada junto con 67 demócratas de la Cámara de Representantes.
[see more info](#)

[Sen. Warren Elizabeth \(D-MA\)](#) July 08, 2020
2020.07.08.S.Warren.COVID-19.2
Legislature: 116th
Specific Topic: None
Recipient: N/a
Caucus: N/a
Sponsor(s): Sen. Warren Elizabeth (D-MA)
Representatives: 0
Senators: 1
[see more info](#)

Export all letters to CSV

This sidebar will be available from any screen on the website

Letter Tracking Home About Search [Contact Us](#) [Help](#) [Privacy Policy](#) [Terms of Service](#) [Feedback](#) [Sign Out](#)

[Sen. Warren Elizabeth \(D-MA\)](#) July 09, 2020
2020.07.09.B.Warren.Migration.1
Legislature: 116th
Specific Topic: Immigration policy
Recipient: N/a
Caucus: N/a
Sponsor(s): Sen. Warren Elizabeth (D-MA)
Representatives: 2
Senators: 32
Comments: Firmada junto con 67 demócratas de la Cámara de Representantes.
[see more info](#)

[Sen. Warren Elizabeth \(D-MA\)](#) July 08, 2020
2020.07.08.S.Warren.COVID-19.2
Legislature: 116th
Specific Topic: None
Recipient: N/a
Caucus: N/a
Sponsor(s): Sen. Warren Elizabeth (D-MA)
Representatives: 0
Senators: 1
[see more info](#)

Quick Actions
Sidebar for easy reference
[Export All Letters to CSV](#)

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

Letters Authored (1)

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

2020.06.11.S.Murphy.COVID-19.1

Legislature: 116th
Specific Topic: None
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.Durbin.None.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

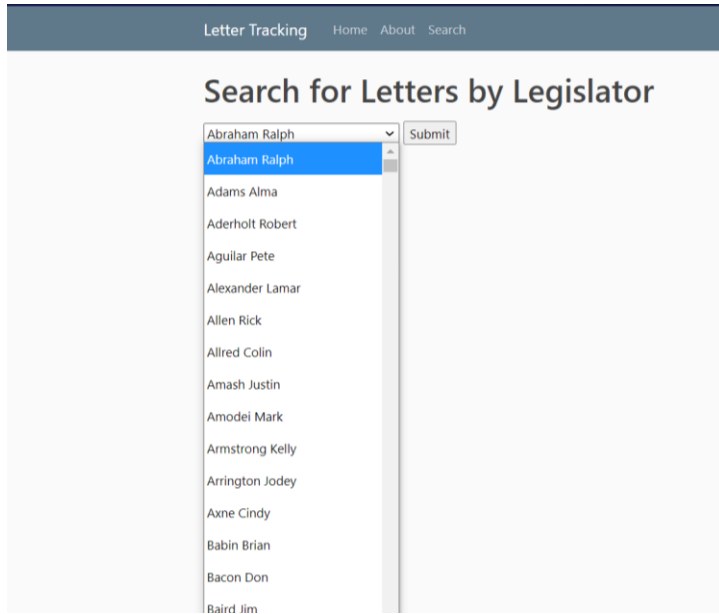
Notice: EUA02835

Update

Delete

Search Bar

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



Letter Tracking [Home](#) [About](#) [Search](#)

Search for Letters by Legislator

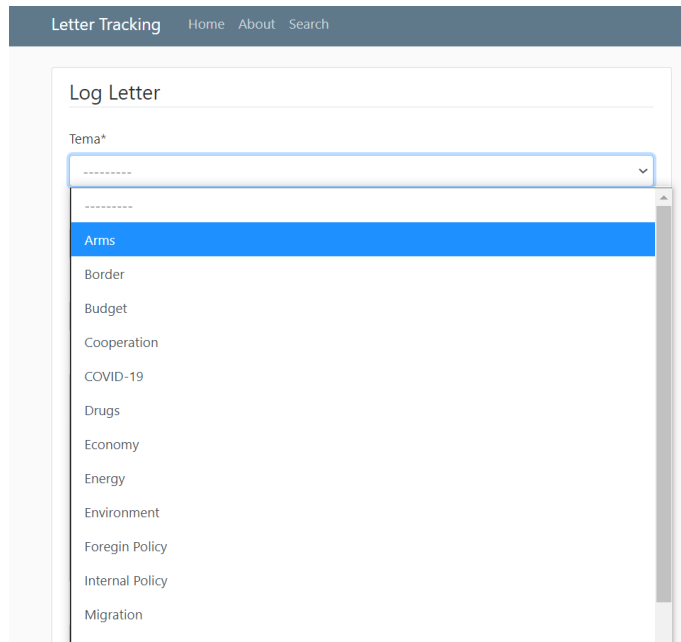
Abraham Ralph

- 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

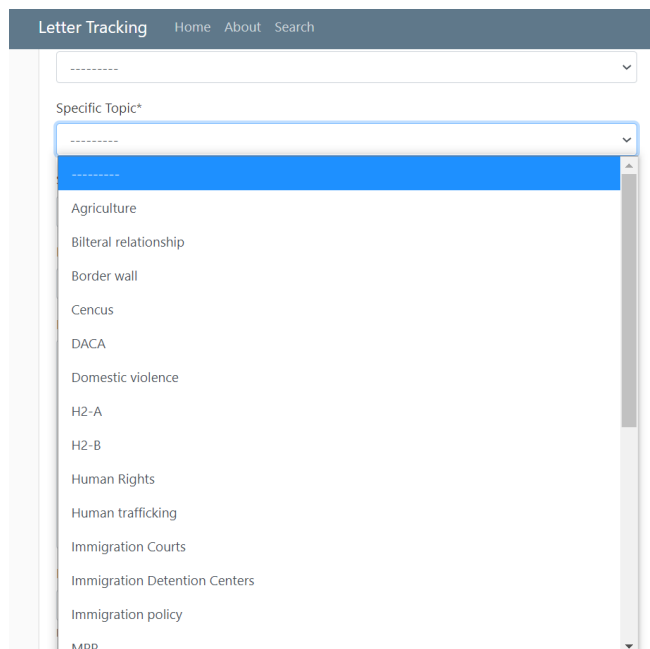
The new letter page can be accessed from the top bar. Field constraints are as follows:

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 the 'Log Letter' form. 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 area with the title '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 scroll bar on the right side.

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 'Log Letter' form, specifically the 'Specific Topic*' field. The dropdown menu is open, displaying a list of specific topics: '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'. The dropdown also features a scroll bar on the right.

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- if this happens, update the letter.

The screenshot shows the 'Letter Tracking' application interface. At the top is a dark blue header bar with the text 'Letter Tracking' and three links: 'Home', 'About', and 'Search'. Below the header, the 'Senate Author' dropdown menu is open. The menu has a blue header bar with a downward arrow on the right. Below the header, a list of 20 senators is displayed, each with their name and a small blue checkmark to the left. The list is scrollable, with a vertical scrollbar on the right side. 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.

Senator Name
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
Cardin Benjamin

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 three links: 'Home', 'About', and 'Search'. Below the header, the 'House Author' dropdown menu is open. The menu has a blue header bar with a downward arrow on the right. Below the header, a list of 15 congresspeople is displayed, each with their name and a small blue checkmark to the left. The list is scrollable, with a vertical scrollbar on the right side. 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.

Congressperson Name
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
Baird Jim

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

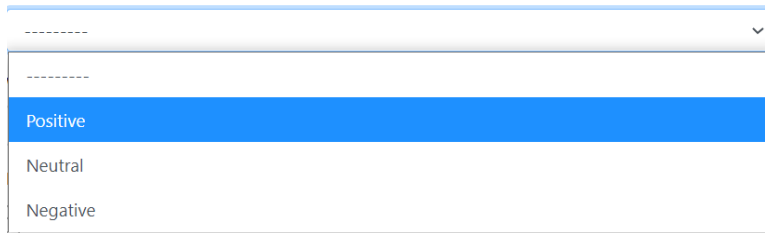
Legislature: The legislature in which the letter was sent out. List can be expanded (see admin page)

Legislature*

116th

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

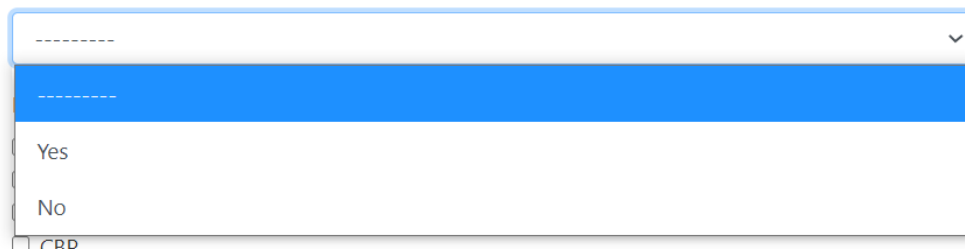
Positive for Mexico?*



A dropdown menu with a light blue border and a downward arrow on the right. The menu is open, showing three options: "Positive" (highlighted in blue), "Neutral", and "Negative".

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

Was Mexico directly mentioned?*



A dropdown menu with a light blue border and a downward arrow on the right. The menu is open, showing two options: "Yes" (highlighted in blue) and "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*

- ☐ N/a
- ☐ ACA
- ☒ BOP
- ☒ CBP
- ☐ CDC
- ☐ CRCL
- ☐ DHS
- ☐ DOD
- ☐ DOE
- ☐ DOJ
- ☐ DOL
- ☐ DOS
- ☐ DOT
- ☐ EMBAMEX
- ☐ EOIR
- ☐ FEMA
- ☐ GAO
- ☐ GEO
- ☐ HHS
- ☐ House Appropriations Committee Leadership
- ☐ House Majority Leader
- ☐ House Minority Leader
- ☐ HUD
- ☐ ICE
- ☐ IG DHS
- ☐ OJJDP
- ☐ POTUS

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

Other recipient comments

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

Comments*

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*

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

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

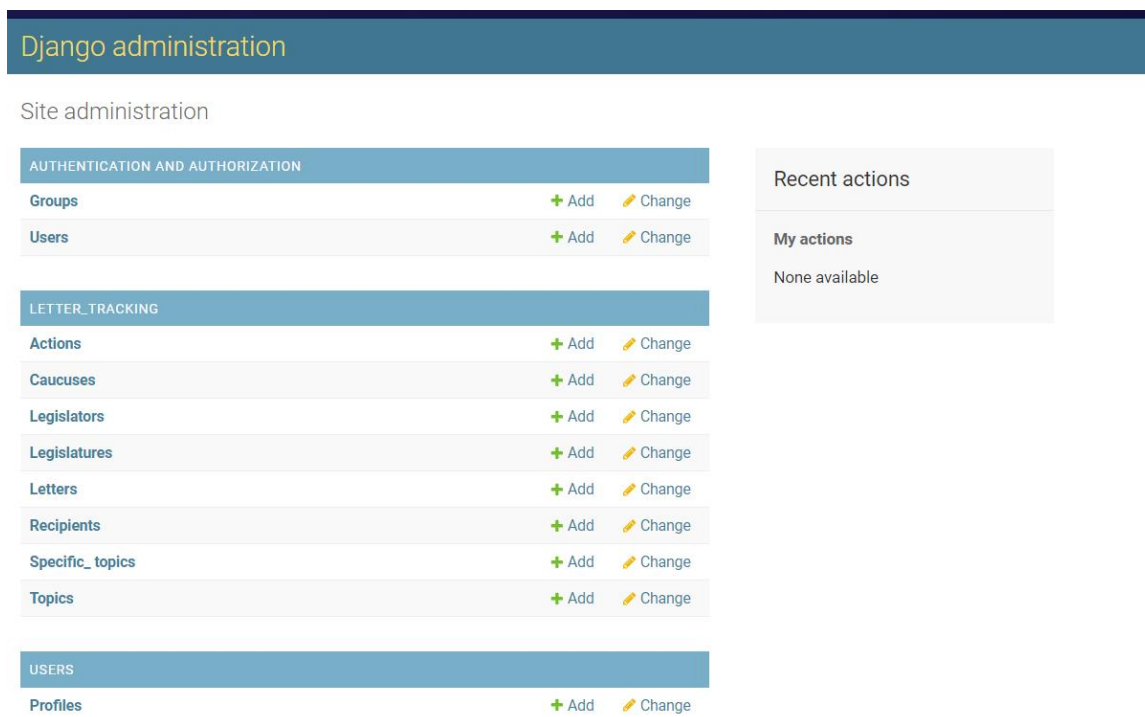
Admin Page

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



The image shows the Django administration login interface. It features 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, and the "Password:" field is a password input. Below these fields is a blue "Log in" button.

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". This section contains two tables. The first table, "AUTHENTICATION AND AUTHORIZATION", has two rows: "Groups" and "Users", each with a "+ Add" link and a "Change" link. The second table, "LETTER_TRACKING", has seven rows: "Actions", "Caucuses", "Legislators", "Legislatures", "Letters", "Recipients", and "Specific_topics", each with a "+ Add" link and a "Change" link. Below these tables is a section titled "USERS" with one row: "Profiles", with a "+ Add" link and a "Change" link. To the right of the "Site administration" section, there is a "Recent actions" section with a "My actions" link and the text "None available".

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
Topics	+ Add Change

USERS	
Profiles	+ Add Change

Recent actions

My actions

None available

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:

Last name:

State:

District:
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 RESTORE

First name:

Last name:

State:

District:
If politician is a Senator, please select N/A

Representative or Senator:

Party:

☐ Active

Delete Save and add another Save and continue editing SAVE

Actions, Caucuses, Legislatures, 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

<input type="checkbox"/>	LEGISLATURE
<input type="checkbox"/>	116th

1 legislature

...

Add legislature

Legislature name:

Save and add another Save and continue editing SAVE