

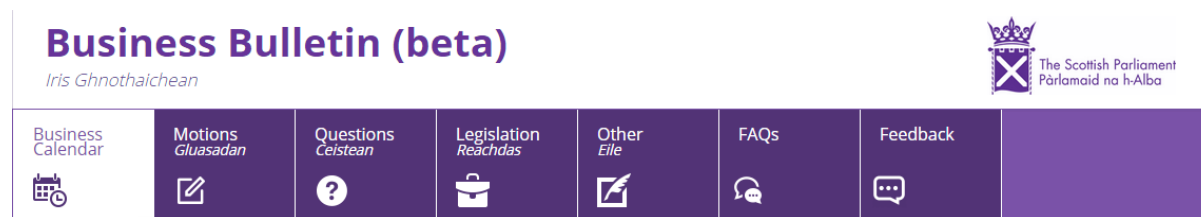
FREQUENTLY ASKED QUESTIONS FOR: THE (NEW) BUSINESS BULLETIN (BB) – WEB VERSION

Q. Why are we changing the BB

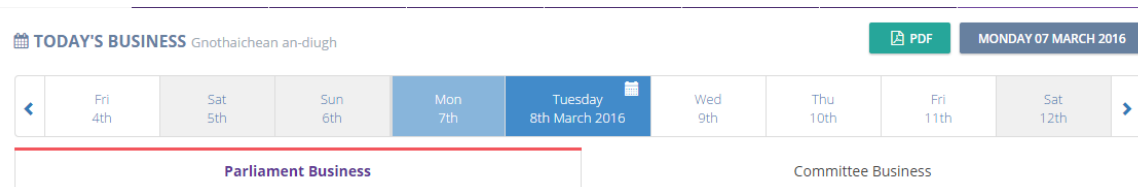
In order to meet the growing demands of Members and the wider society to access information anytime anywhere, we needed to produce parliamentary business information and services fit for digital consumption. The Business Bulletin (BB) is a key Parliamentary document and thus the BB production process has been transformed to deliver the BB digitally and the Digital and Printed outputs have been transformed to engage the consumer both visually and functionally. The new digital Bulletin contains new features, such as the ability to share information contained within the Bulletin via email and direct to social media, and to filter motions and questions by type and by party or group.

Q. What has changed in the new web version of the Business Bulletin?

- The first thing you will notice is that there are no “**Section A, B, C...**” headings – these different sections are now simply **recognised by their titles** and these are shown in square tiles, horizontally across the top of the Home page.



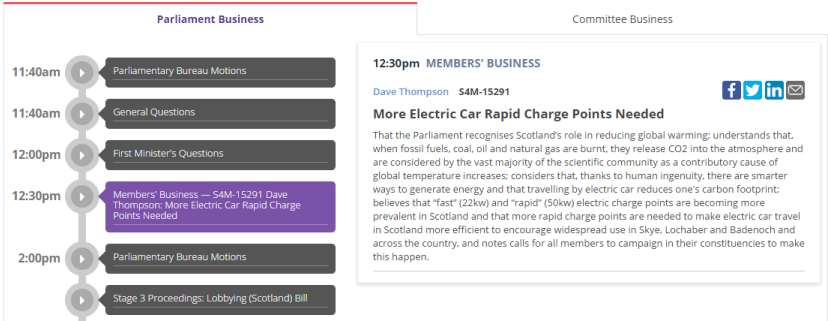
- Next is the **Today's Business Calendar** strip which allows you to select the day's business you wish to view, for both **Parliament Business** and **Committee Business**. This calendar only shows today and future days. You can use the arrow buttons to change the week or click on the small calendar image in the top left of the date window which to access a full monthly calendar enabling you to select a specific date.

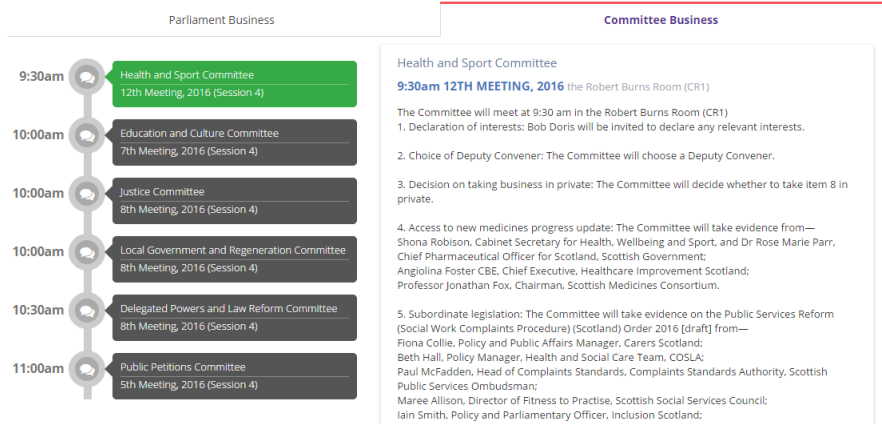
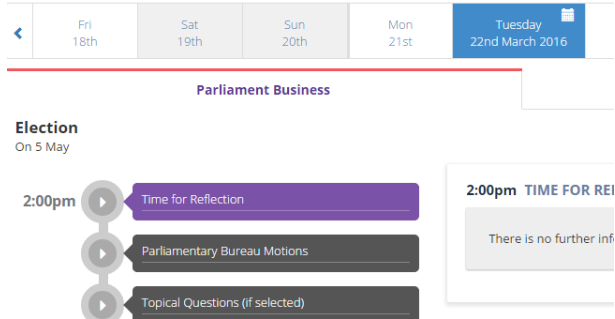


- When you click on the **Business Calendar** tile, **Today's Business** will be detailed under separate tabs for **Parliament Business** and **Committee Business**.
- **Future Business** can be found by selecting the desired date on the calendar strip.
- All **Motions** and **Questions** can be found by clicking on the respective new tiles, positioned under the BB tile at the top of the screen.
- Similarly, all items relating to **Legislation** (including New Bills & Accompanying Documents, Amendments, Members' Bills Proposals, New Subordinate Legislation and Progress of Legislation) can be found by clicking on the Legislation tile.
- The **Other** tile contains Petitions information, New Documents, Corrections and the Contacts page.
- A new feature allows you to save specific items of interest in the BB to a **Favourites** folder. Please note that the contents expire when you close the browser window at the end of each browser session. This feature will be available in a future release of the web version of the Business Bulletin.

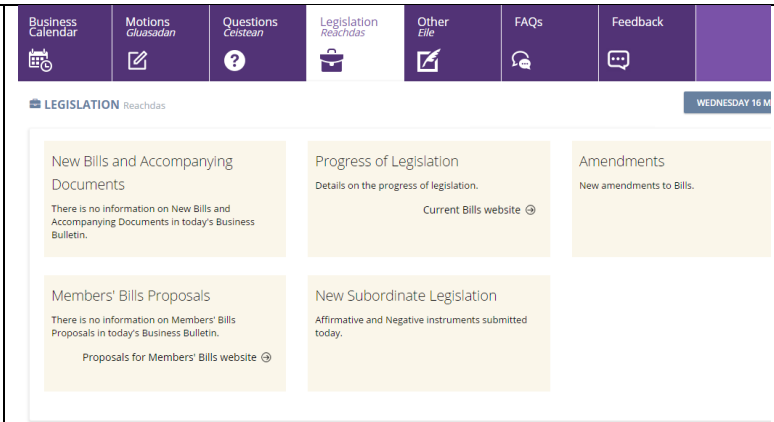
Q. Where can I find my favourite page?

Here is a detailed guide to finding the page you are looking for in the new BB website (you can click on the hyperlinks to go directly to the areas referred to below):

Where was it before?	What am I looking for?	Where is it in the new look BB?
Front Page	<p>Summary of Today's Meeting of the Parliament</p> 	<p>This is the default home page view when you open the site. From anywhere else, just click on the Business Calendar tile and the page will open at Today's Meeting of Parliament (under the Parliament Business tab)</p>

<p>Front Page</p>	<p>Summary of Today's Committee Meetings</p> 	<p>From Home page view, click on Committee Business tab situated under the Calendar strip.</p>
<p>Section A</p>	<p>Detail on Today's Meetings of Parliament (see screenshot above under "Summary of Today's Meeting of the Parliament")</p>	<p>Click on the Agenda item on the vertical timetable for the day's business.</p>
<p>Section A</p>	<p>Detail on Today's Meetings of Committees (see screenshot above under "Summary of Today's Committee Meetings")</p>	<p>After clicking on the Committee Business tab from the Home page, click on the Meeting entry in the vertical timetable for the Meetings of Committees for the day. Detail will appear on the right hand side of the screen.</p>
<p>Section B</p>	<p>Future Meetings of the Parliament</p> 	<p>From the Parliament Business tab, click on the future date required from the calendar strip.</p>
<p>Section C</p>	<p>Future Meetings of Committees</p>	<p>From the Committee Business tab click on the future date required from the calendar strip.</p>

Section D	<p>Oral Questions: Topical , Portfolio, General, FMQ, Scottish Parliamentary Corporate Body (SPCB)</p>	Click on the Questions tile at the top of the screen. You can filter on Questions by Portfolio or by Party.
Section E	<p>Written Questions: Questions written by the Scottish Government Scottish Parliamentary Corporate Body (SPCB); Other Written Questions</p>	Click on the Questions tile at the top of the screen. You can filter on Questions by Portfolio or by Party.
Section F	<p>Motions and Amendments</p>	Motions & Amendments can be found by clicking on the Motions tile at the top of the screen.
Section G	<p>New Bills</p>	Click on Legislation tile at top of screen and then select the New Bills & Accompanying Documents link.



Section G	New Accompanying Documents (see example screen shot above)	Click on Legislation tile at top of screen and then select the New Bills & Accompanying Documents link.
Section G	New Bill Amendments	Click on Legislation tile at top of screen and then select the New Bills link.
Section G	Members Bills Proposals	Click on Legislation tile at top of screen and then select the Amendments link.
Section H	New Documents – Committee Reports	Click on the Other tile at the top of the screen and then select on New Documents link.
Section H	New Documents - SPICe Briefings	Click on the Other tile at the top of the screen and then select on New Documents link.
Section H	New Documents – New Sub Legislation	Click on Legislation tile at top of screen and then select the New Subordinate Legislation link.
Section I	Petitions	Click on the Other tile at the top of the screen and then select on Petitions link.
Section J	Progress of Bills	Click on Legislation tile at top of screen.
Section J	Progress of Subordinate Legislation	Click on Legislation tile at top of screen.
Section K	Corrections to Official Report	Click on the Other tile at the top of the screen and then select on Corrections link.
Section J	Contacts	Other \ Contacts

Q. Has anything been removed in the new web version of the BB?

Yes, there are two items that have been removed:

1. Past issues of the Business Bulletin are not available in the first “Beta” version of the new website, but will be accessible via an **Archive** link in the near future.
2. There are two symbols that are no longer being printed next to motions to identify them; they are no longer required as the motions are now being printed in categories which negate the need for the symbols. Those symbols are:
 - a. # which was used to identify Members’ Business motions that had received the required level of cross-party support
 - b. ♦ which was used to identify Members’ Business motions that had not yet received the required level of cross-party support

Q. Will there still be a ‘Today’s Business’ section available for me to print from the website?

There is no specific “Today’s Business” PDF to print off, but you can still print out the entire BB or individual pages as required.

Q How can I feedback my comments about the new BB online?

You can feedback your comments and questions via the **Feedback** tile on the main menu:

