How to Use the Online Testimony Database

Comprehensive Plan Update
February 2016

The online comment/testimony database was built to help staff and PSC members review, organize, and track comments and testimony received related to Comprehensive Plan Update early implementation (a.k.a. Task 5) projects.

This database will include **comments** on the Discussion Draft, **testimony** on the Proposed Draft, and **testimony** on the Recommended Draft for each project. The database will include comments and testimony submitted via email, hard copy, and the Map App, as well as verbal testimony at hearings.

This online tool is intended to help you review testimony. You will continue to get the testimony through eFiles via the links Julie sends, but we will be phasing out of this as ALL testimony will be uploaded into the database. *If you have questions, comments, or need some one-on-one support in using this online tool, please let Julie know!* It will be revised along the way, so if you have suggestions for improvements, please pass them along, too.

This tool is also being used by BPS staff and other City staff involved in these projects. Staff are preparing a separate online tool that will allow the public to view testimony from the database. They will be able to search by testifier name/organization, and by geography.

Step 1: Get into the database
Open the database at https://www.portlandmaps.com/bps/tdb.
Use your PortlandOregon.gov login info (not your computer login info) to log in.
Note: if you have not yet given your login information (user name or associated email address, please let Julie know immediately.

Step 2: Open the pool of records you want to review
Click on “Filters” to open the menu.
Choose the Proposal you’re interested in.
Choose any additional filters that you want to deploy (the first time you use it, don’t use any).
Click “Get Records”.

Step 3: Open a record
Click on “Unread” under the “Results” tab. This should open up the comments, which are listed in order received. You will also be able to see the dots on the map for all the comments. You can click on the comment box itself, or you can click on dots. When you click on a dot, it will bring the relevant comment box up to the top, and highlight it. Click on “View Details” to open the full comment box.

Step 4: Mark the record
You can take two actions under "Comment Settings"; both are for your personal organization and tracking of testimony. **There are two other possible actions, but we are requesting that you not use them, so they can be used for staff processing.**

a) "Read" allows you to mark the testimony as read or unread. This mark is relevant only to you, and nobody else can see it. This will allow you to quickly identify which testimony you consider read vs unread. You can use it any way that works for you – to indicate that you have actually read it, or to indicate that you consider it fully considered, etc.
b) "Follow" allows you to sort comments that you want to highlight. ("Followed" is one of the filters you can use when searching for records.) This is also relevant only to you, and nobody else can see it. You might want to use it as a way to highlight testimony/comments that you want to discuss or research more before making a decision about the relevant issue.
c) "Priority" is a universal marker, so everybody looking at the records will see that it is marked "Priority." **Please do not use this marker.**
d) "Status" is also a universal marker, so everybody looking at the records will see that is marked "Active" or "Resolved". **Please do not use this marker.**

You will also see a "Staff Commentary" field. This is intended to be used for communication between staff, at the discretion of project staff and management. It will probably be blank in most cases. **Please do not enter anything in this field.**