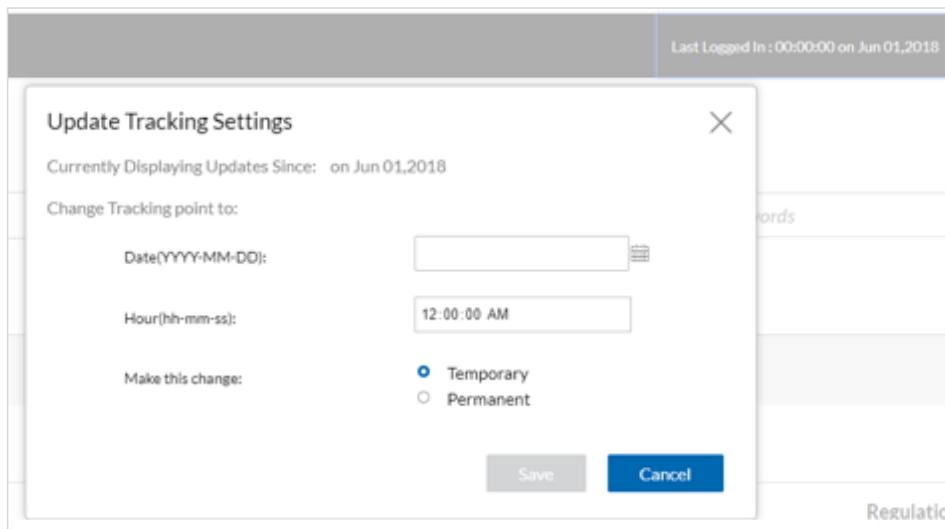**LexisNexis®**

Canadian Legislative Pulse
Modify Time Period Option

How to Modify the Time Period

To modify the application's tracking period and view items that have been updated from a specific date and beyond, perform these steps:

1. Click on **Last Logged in** on the menu bar.

2. Click the **Calendar Icon** to the right of the **Date** box to view the calendar.

3. You can navigate between months and years as necessary.

4. Select the date you would like from the calendar (*i.e. June 1, 2018, is the date selected in the screen grab below*).

5. Click **Update.**

   Note: The application also offers an option to change the hour at which time the tracking should begin.
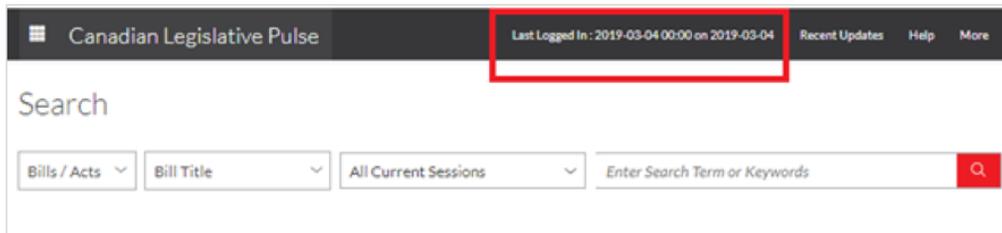
6. When the message **Tracking information was successfully updated!** appears, your update has been completed.
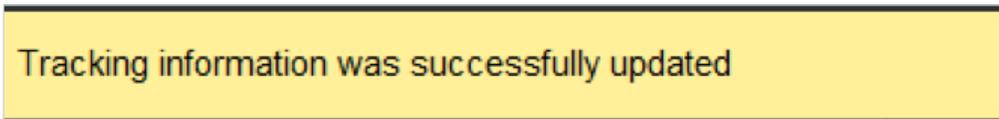

Note: The **last logged in** time stamp in the menu bar will now display the date you selected and the application will redisplay updates that have been applied to the site since that date.

Using the Modify Time Period to View Folder Changes

After you have modified your time period, you can perform the following steps to view updates to the Bills you have added to individual folders since the newly specified date:

5. Under **More** in the top menu bar, select **Folders.**

6. Locate the folder you would like to view (***Criminal Code*** *is selected in the example below*).

7. Click the folder name to view its contents.
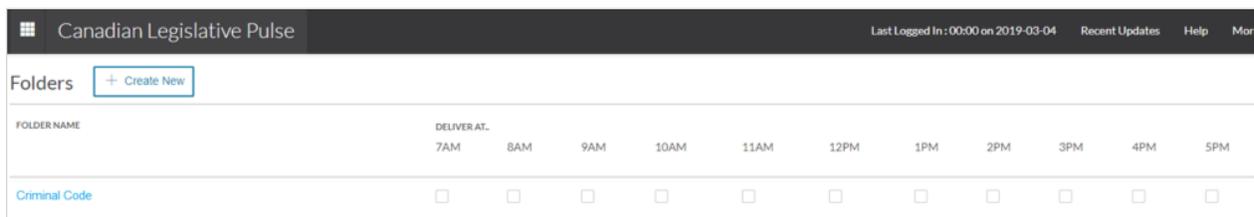
Items that have been added to or updated in the application since the date specified are now **identified with a blue dot.**

The following example shows what has been updated in the **Criminal Code** folder from June 1, 2018 to the present date