

LexisNexis®

Canadian Legislative PULSE®
Email Alert Features

Canadian Legislative **PULSE**

Copyright

LexisNexis, Lexis, and the Knowledge Burst logo are registered trademarks of Reed Elsevier Properties Inc., used under license. Canadian Legislative PULSE is a trademark of LexisNexis Canada Inc. Other products and services may be trademarks or registered trademarks of their respective companies.

Copyright © 2015 LexisNexis. All rights reserved.

May 2015

Contents

Overview	1
Folders Alerts	1
Setting Up Email Notification Options	1
Creating Individual PULSE Folders	2
Setting Up the PULSE Folders Email Alerts	3
Adding Bills to PULSE Folders	4
New Bills Alerts	5
Setting Up Email Notification Options	5
Affected Legislation Alerts	6
Setting Up Email Notification Options	6
Weekly Bill Reports	8
Setting Up Email Notification Options	8
Contact Us	10

Overview

The Canadian Legislative PULSE provides various types of email notification options to aid you in keeping up-to-date with changes.

Email notification options available include alerts for:

- PULSE Folders
- New Bills
- Affected Legislation
- Weekly Bill Reports

Folders Alerts

Setting Up Email Notification Options

The **PULSE Folders** email alert feature provides email notification relating to the progress of legislation (including changes to the proclamation information) with respect to Bills targeted in individual PULSE folders. In order to use this email alert feature, you must first create a PULSE folder, then add the bills you would like to track to the bill folder created.

In order to use this email alert feature, you must first create a PULSE folder, then add the bills you would like to track to the bill folder created.

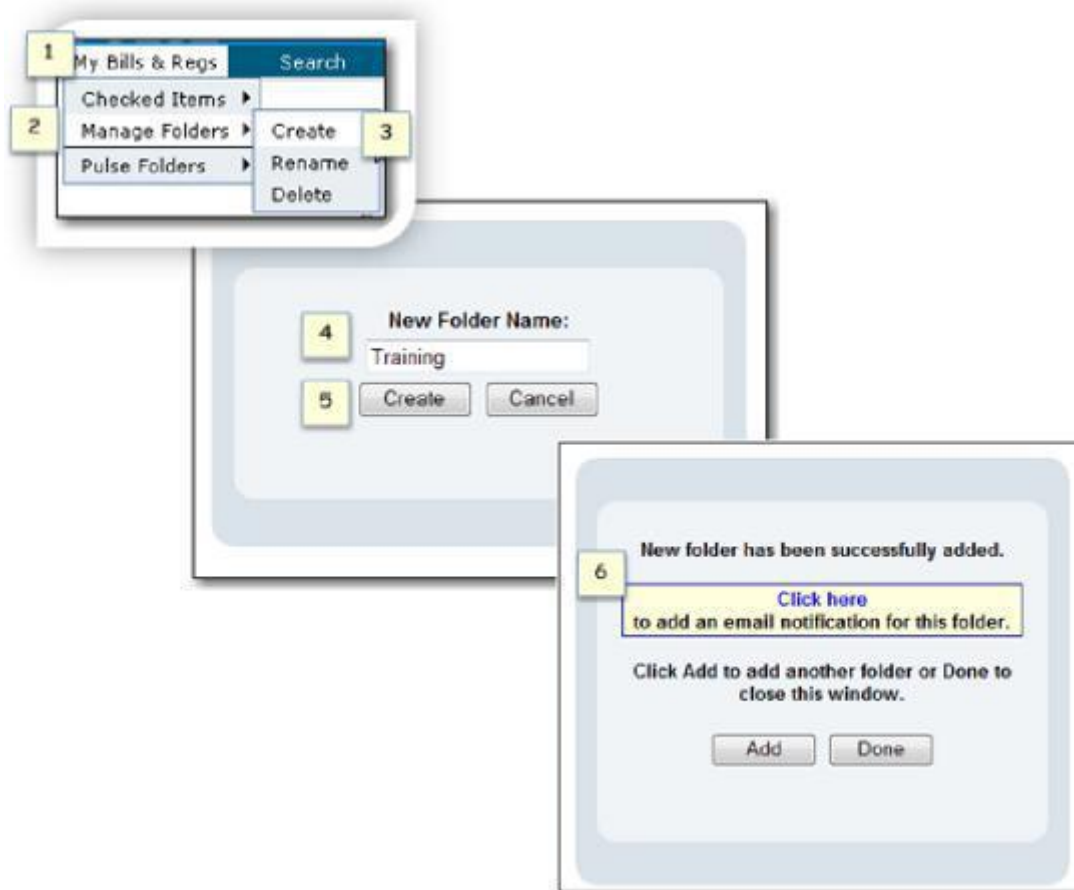
sample alert

British Columbia: 4th Session of the 39th Parliament							
Bill	Title	1st Reading	2nd Reading	3rd Reading	Royal Assent	Chapter No.	Effective Date
34	Limitation Act	Apr. 16, 2012	Apr. 23, 2012	Apr. 25, 2012			
Ontario: 1st Session of the 40th Parliament							
Bill	Title	1st Reading	2nd Reading	3rd Reading	Royal Assent	Chapter No.	Effective Date
71	New Drivers' Insurance Rate Reduction Act, 2012	Apr. 23, 2012	Apr. 28, 2012				

Creating Individual PULSE Folders

1. Select **My Bills & Regs.**
2. Go to **Manage Folders.**
3. Select **Create.**
4. Enter the desired folder name (e.g., Training) in the **New Folder Name** box provided.
5. Click on **Create.** The message **New folder has been successfully added** message appears.

Note: The box containing this message also prompts you to **Click here to add an email notification for this folder.**



Tip: Each time you create a new bill folder, you also need to set up the **email alert option** for that folder.

Setting Up the PULSE Folders Email Alerts

Now that a folder has been created, you will need to set up the email notification for the folder. To set up **PULSE Folders** email alerts, simply follow the prompt provided in step 6 and press **Click here**. This will take you to **PULSE Folders – Email Notification Options** screen. Once there, simply follow these steps to set up the email alerts for the PULSE folder you have created:

1. Use the **check boxes** provided to select the times of day when you would like to receive the alert.

Note: If you would like to receive notification as soon as a change is posted to the Canadian Legislative PULSE site, simply check **all times listed**.

2. Click **Update**.

Note: The alert times you selected for each PULSE folder is highlighted in green.

The screenshots show the 'PULSE Folders – Email Notification Options' interface. It features a table with columns for 'Folder' and 'Time' (Morning, Afternoon, Evening, Night). The 'Corporate' folder in the top screenshot and the 'Commercial' folder in the bottom screenshot are highlighted in green, indicating that all notification times are selected for these folders. The 'Update' button is highlighted in blue in both screenshots, with callout boxes labeled '2' and '1' respectively.

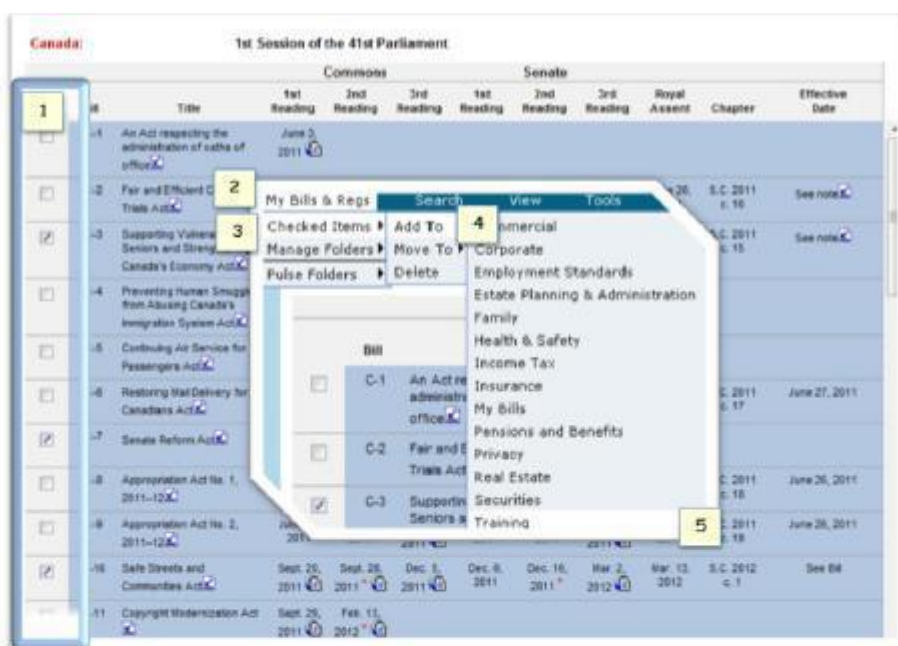
Tip: You can also access **PULSE Folders – Email Notification Options** via the Tools Menu. Simply go to **Tools, Email Notifications**, and select **PULSE Folders**.

Adding Bills to PULSE Folders

After you have created your **PULSE folders** and scheduled the email notification for the folders created, you will need to add the Bills you would like to track to the appropriate folders. To add Bills to the PULSE folders you have created, simply follow these steps:

1. While viewing a list of Bills, use the check boxes provided to **select the Bills** you would like to add to a PULSE Folder.
2. Select **My Bills & Regs.**
3. Go to **Checked Items.**
4. Go to **Add To.**
5. Select the folder (e.g., Training) to which you would like to add Bills.

Note: The items added to the PULSE Folder now have a **green highlight** in the column containing the check boxes. Also, the targeted PULSE folder now lists the items added.



New Bills Alerts

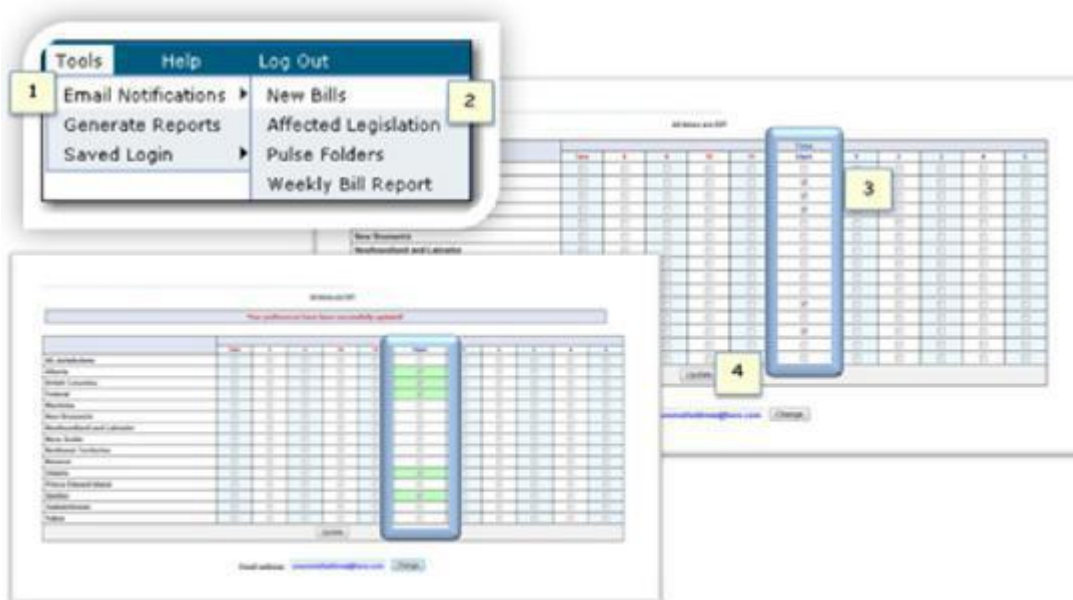
Setting Up Email Notification Options

The **New Bills** email alert feature provides email alerts whenever new legislation is added to the **Canadian Legislative PULSE** site. To set up New Bills email alerts, simply follow these steps:

1. Go to **Tools** and select **Email Notifications**.
2. Select **New Bills**.
3. Use the **check boxes** provided to select the jurisdictions for which you would like to receive email alerts, and the times of day when you would like to receive the alert.

Note: If you would like to receive notification as soon as a change is posted to the PULSE site, simply **check all times listed**.

4. Click **Update**. The times you selected are highlighted in green.



sample alerts

Ontario — 1st Session of the 40th Parliament

Bill	Title	1st Reading	2nd Reading	3rd Reading	Royal Assent	Chapter No.	Effective Date
71	New Drivers' Insurance Rate Reduction Act, 2012	April 23, 2012					

New Regulations matching: "environmental protection act"

SCN	Title	Act Name	Case#	In Force
25	Canadian Environmental Protection Act, 1999 — Order Adding Toxic Substances to Schedule 1 to the	Canadian Environmental Protection Act, 1999	150_30_2011	Feb. 4, 2011
26	Canadian Environmental Protection Act, 1999 — Order Adding Toxic Substances to Schedule 1 to the	Canadian Environmental Protection Act, 1999	145_30_2011	Feb. 4, 2011
28	Domestic Substances List — Order 2011-07-01-01 Amending the	Canadian Environmental Protection Act, 1999	150_30_2011	Feb. 4, 2011
30	Domestic Substances List — Order 2011-08-01-02 Amending the	Canadian Environmental Protection Act, 1999	150_30_2011	Feb. 4, 2011

New Regulations matching: "income tax act"

SCN	Title	Act Name	Case#	In Force
83	The Income Tax Amendment Act, 2012	The Income Tax Act, 1986		

Affected Legislation Alerts

Setting Up Email Notification Options

The **Affected Legislation** email alert feature provides an email notification when a new Bill is introduced that is proposing changes to a specified Act, or a new Regulation under a specified enabling Act name is added to the PULSE. This alert is particularly useful if there are specific Acts that need to be tracked on an ongoing basis.

To set up Affected Legislation email alerts, perform these steps:

1. Go to **Tools** and select **Email Notifications**.
2. Select **Affected Legislation**.
3. Select **Add**.
4. In the **Email Notification For** box, enter the name of the act for which you would like to be alerted, and select the jurisdiction in which you are interested.

Note: To select more than one jurisdiction, simply **hold down the control key**.
5. Use the **Apply To** option to apply the search criteria to newly added Bills or Regulations. To apply to both Bills and Regulations, select **All**.
6. Click **Add**.
7. Under **Alert Times**, select the times of day when you would like to receive the alert.

Note: If you would like to receive notification as soon as a change is posted, simply **check all times listed**.
8. Click **Update**. The times you selected will be highlighted in green.

Weekly Bill Reports

Setting Up Email Notification Options

The **Weekly Bill Report** is a summary of all the changes that have occurred to the site during the preceding seven-day period. This report covers Bills only. To set up the Weekly Bill Report email alerts, perform the following:

1. Go to **Tools** and select **Email Notifications**.
2. Select **Weekly Bill Report**.
3. Use the check boxes provided to select the day of the week on which you would like to receive the report.
4. Under **Notify**, select **Yes**.
5. Click **Update**. The day of the week you selected is highlighted in green.

The screenshot illustrates the steps to set up email notifications for the Weekly Bill Report. It shows the 'Tools' menu with 'Email Notifications' selected, leading to the 'Weekly Bill Report' option. The configuration form includes a table for selecting notification days and an 'Update' button. A confirmation message indicates that preferences have been successfully updated.

Weekly Bill Report
Reports are sent at 7AM EST

Notify		Monday	Tuesday	Wednesday	Thursday	Friday
Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update

Weekly Bill Report
Reports are sent at 7AM EST

(Email preferences have been successfully updated)

Notify		Monday	Tuesday	Wednesday	Thursday	Friday
Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update

To view a sample of these reports, please click on this link.

Email address: pmm@mailbox@hqs.com **Change**

Manitoba
1st Session of the 40th Legislature

Private Member Bills

Bill 204 — *The Criminal Property Forfeiture Amendment Act*
First Reading: April 18, 2012.

Proclamations

Current Session

No changes have occurred this week.

Previous Sessions

The Public Schools Amendment Act (Reporting Bullying and Other Harm) — S.M. 2011, c. 18,
proclaimed in force April 15, 2012 (Man. Gazette, April 21, 2012).

Contact Us

Mail: 700-123 Commerce Valley Dr. East, Markham, ON L3T 7W8

Training:

Website: www.lexisnexis.ca

Email: training@lexisnexis.ca

Technical Support:

Phone: 1-800-387-0899

Fax: 1-800-214-7085

Email: service@lexisnexis.ca