Introduction to Q-Pulse

Q-Pulse is a tool used by NHS GG&C to manage a variety of aspects of the Quality Management System. Q-Pulse maintains information in relation to a number of different aspects with examples of this detailed below:



Management

CAPAs

- Documents
 - Control of SOPs, Forms and Guidelines
 - Audit Trail of Reviews
 - Traceability of Approvals
 - Central repository for Change Requests
 - o Record of distributions and Acknowledgements
- Audits and Monitoring
 - A central repository for all Internal and External Audit activity, Monitoring Visits and Vendor Assessments
 - Full record of audit evidence and documentation
 - Control and visibility of timescales
 - Forward loading of audit plans
- CAPAs
 - A record of Non-Conformances with a structured approach to implement corrections
 - Easy management and visibility of timescales
 - Ability to review trends and introduce improvements
 - Easy visibility of CAPAs to all stakeholders

Accessing Q-Pulse

Q-Pulse is a secure platform with controlled access, to access Q-Pulse a user will require a login which can be created as required.

All new users will receive an E-Mail notification with their log in details.

Q-Pulse software must be installed on your machine to log in from the application, alternatively access is available from the web portal.

Requesting Q-Pulse Software

If Q-Pulse is not installed on your machine, you can request it through IT Service Desk.



In the request form, select Q Pulse as the affected system and explain that you require the software to be installed on your machine in the "Issue" box.

Accessing Web Portal

The web portal can be accessed from Internet Explorer by clicking on the Star in the top right hand corner to access Favourites. Expand "GGC Shortcuts" then "Clinical" and Select "QPulse V6 Web".



This will then open the Q-Pulse front page.

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Q -Pulse [®]			
	Q-Puise [®]		
	Database		
	Assisted_Conception ✓		
	User Name		
	Password		
	Remember me on this computer		
	Login		
<			>

From this, you must then select the appropriate Database which is "GGC_RD", enter the appropriate username and password to then log in.

Logging in from Application

If the application is installed on your machine, you can find a shortcut for this on your desktop as shown below.



When you click on this icon, a window will open to allow you to log in as shown below.

Welcome to Q-P			23
Please	Log on press	Q-Puise [®]	
Databa	ise:	GGC-Research_Development 🔹	
User N	ame:		
Passwo	ord:		
Versio	n: 6.2.0.113	Login	
Copyri Q-Puls	ight © Ideagen æ is a registere	Products Ltd 2016 d trademark of Ideagen Products Ltd	

In the database field, make sure GGC-Research_Development is selected and then enter your User Name and Password and click log in.

This will then open the front splash screen where the required features can be accessed.

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Audit and Monitoring		×	
Documents		×	
Sponsors		¥	
People		×	
Training Courses		¥	=
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Assets		*	-
Occurrences		¥	-
Incidents		*	
Administration		(13)	-
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Modules

Along the top of the front splash screen you can change the view, the default view will be the Modules tab.

Modules	Workload	Analysis
provide the second s		

From here you can access the different Modules of Q-Pulse depending on what action you need to carry out.

Workload

The workload tab allows users to see what actions are assigned to them across all modules, by default this module will look ahead for a 1 week period and present a report for the required actions. This can be adjusted by selecting the workload tab and changing the selection at the bottom from "Next Week", to Month, Quarter, Year or a specified date range and then click the refresh button to the right

Look ahead to:	
Next Week	- 🙆 💩 🚮
Next Week	
Next Month	
Next Quarter	
Next Year	O-Pulse
On or Before	U U U U U

If the user has an action against them, it will be listed under the type of action and the number of actions. It will also separate this in to overdue or on time.

> Administration (13)	
v Documents (1)	
Document review actions outstanding	1

If an action is on time, the flag beside the number is green, if it is overdue it will show as read. By clicking on the number a list of actions will then be returned in the appropriate window.



The record in Q-Pulse can then be opened and the appropriate action completed.

Searching

As well as locating records with actions specifically assigned against you, it is possible to locate records by carrying out a search. This can vary in complexity based on what you are trying to find, if you are trying to find a single CAPA, Audit or Document and you have their reference number you can simply search for this from the front screen.

For example, you can search for a CAPA by its reference number as shown below.

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Modules	Workload	Analysis
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This will return all results which contain this reference.

📄 Custom Filter - CA/PA List - Q-Pulse						
<u>File E</u> dit <u>V</u> iew <u>A</u> ctions	dow <u>H</u> elp					
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My Actions	<	Number	Audit			
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No Actions to display.		MON11	ReduceRisk_			
		MON12	ReduceRisk_			
		MON13	ReduceRisk_			
		MON14	ReduceRisk_			
Search		MON16	ATTEST2_Le			
Source		MON17	ATTEST2_Le			
Any	*	MON18	ATTEST2_Le			
Status		MON19	ATTEST2_Le			
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It is possible to carry out more complicated searches looking for a range of results, to do this open the module of interest, for example Documents.

This will open the relevant window and you can create a search criteria by clicking on the "Advanced" option under search.

📓 Custom Filter - Documents List - Q-	-Pulse				0	• **
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My Actions <	Document 🔺	Document Title	Author	Revision	Active	Review
No Actions to display.	SOP 51.001	Protocol Development	Traver	4.0	17/12/	17/12/2
Search						
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Any						
Owner						
Any						
Keywords						
	# #					
Advanced 🔑 Search 🕼 🗙						
🔎 Search						
🖉 My Searches						
🔷 My Folders						
Related Documents						
·						
Record(s) Found: 1						

This will open a search window, where the criteria can be created.

🔑 Advanced Search	23
<u>F</u> ile <u>E</u> dit Fil <u>t</u> er <u>H</u> elp	
And/or	
	.:

By Selecting the "And/Or" options you can layer a query to return results which meet the criteria, this can be raised against all aspects of the records in Q-Pulse.

~	Do	rument Details
		Author Full Name
		Check Out Full Name
		Checkout Check Out
		Created By Full Name
		Number
		Owner Full Name
		Revision Active Date
		Revision Attachment
		Revision Author
		Revision Change Details
		Revision Created By
		Revision Implement By Date
		Revision Inactive Date
		Revision Keywords
		Revision Obsolete Date
		Revision Owner
		Revision Reference
		Revision Review Date
		Revision Status
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For example, this query will return all Documents with the prefix "SOP" with a review date before todays date.

🔑 Advanced Search	23
<u>File E</u> dit Fil <u>t</u> er <u>H</u> elp	
Number starting with SOP AND Revision Review Date <= 01/10/2019	÷
Number starting with SOP	
AND T Revision Review Date T on or before T D1/10/2019 T And/Or	
And/Or	
	.::

Once a query has been created, it can then be saved and shared with other users so they can access it and run the search as needed. Saved searches will appear in the "My Searches" category.

Forgotten Password

If you do not frequently use Q-Pulse it is possible to forget your log in details, if this occurs contact a System Admin who can reset your password and send the log in details to you.