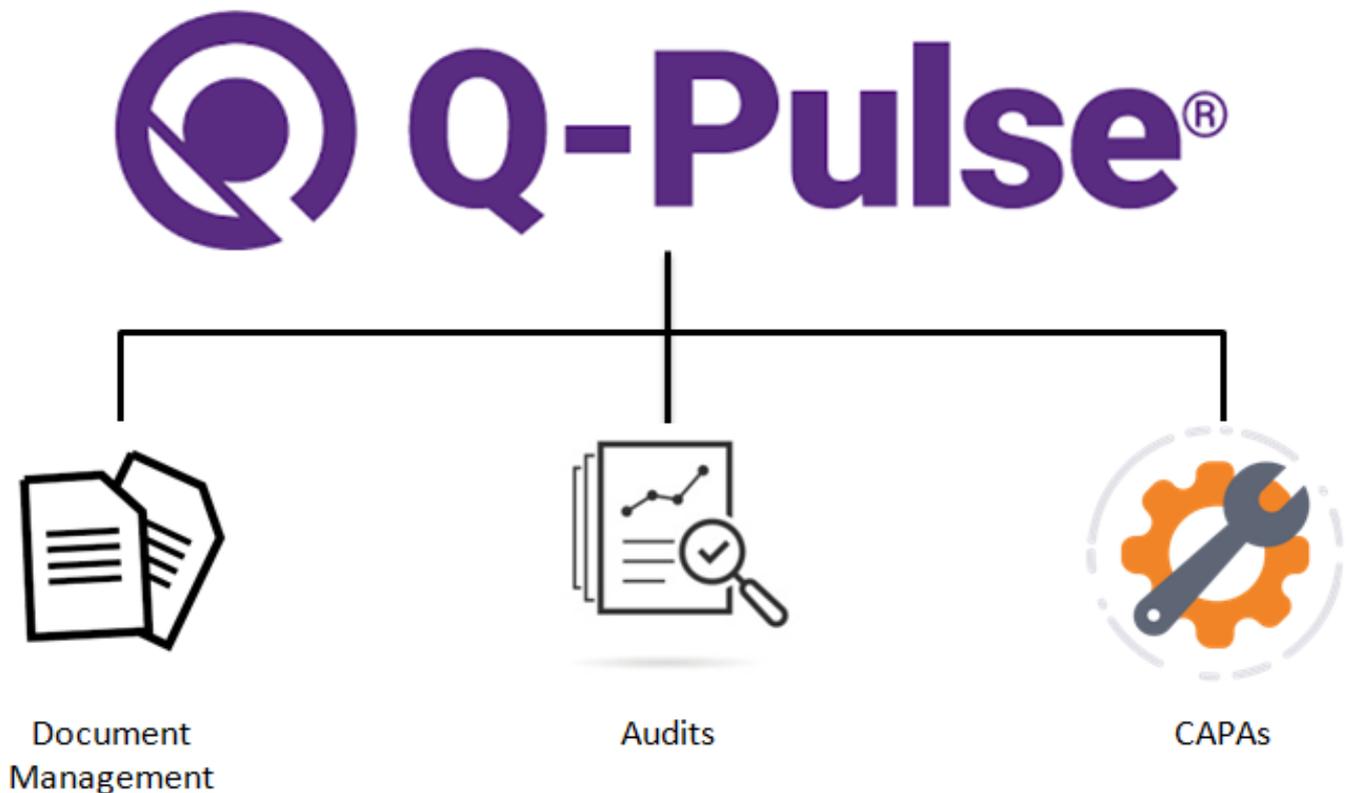


# Introduction to Q-Pulse

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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:



- Documents
  - Control of SOPs, Forms and Guidelines
  - Audit Trail of Reviews
  - Traceability of Approvals
  - Central repository for Change Requests
  - 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

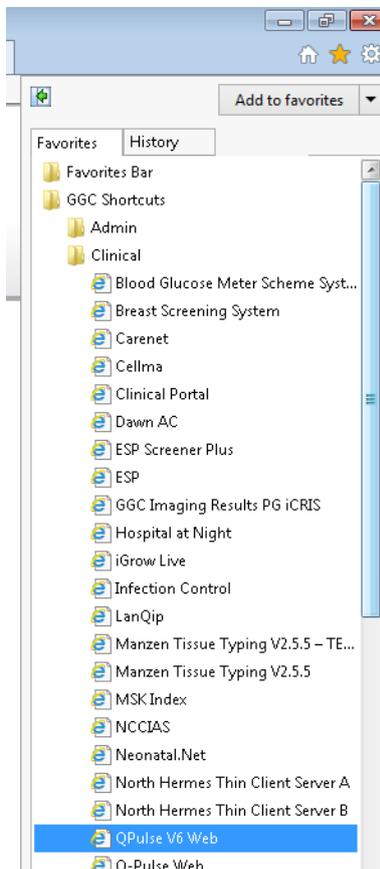
If Q-Pulse is not installed on your machine, you can request it through IT Service Desk.



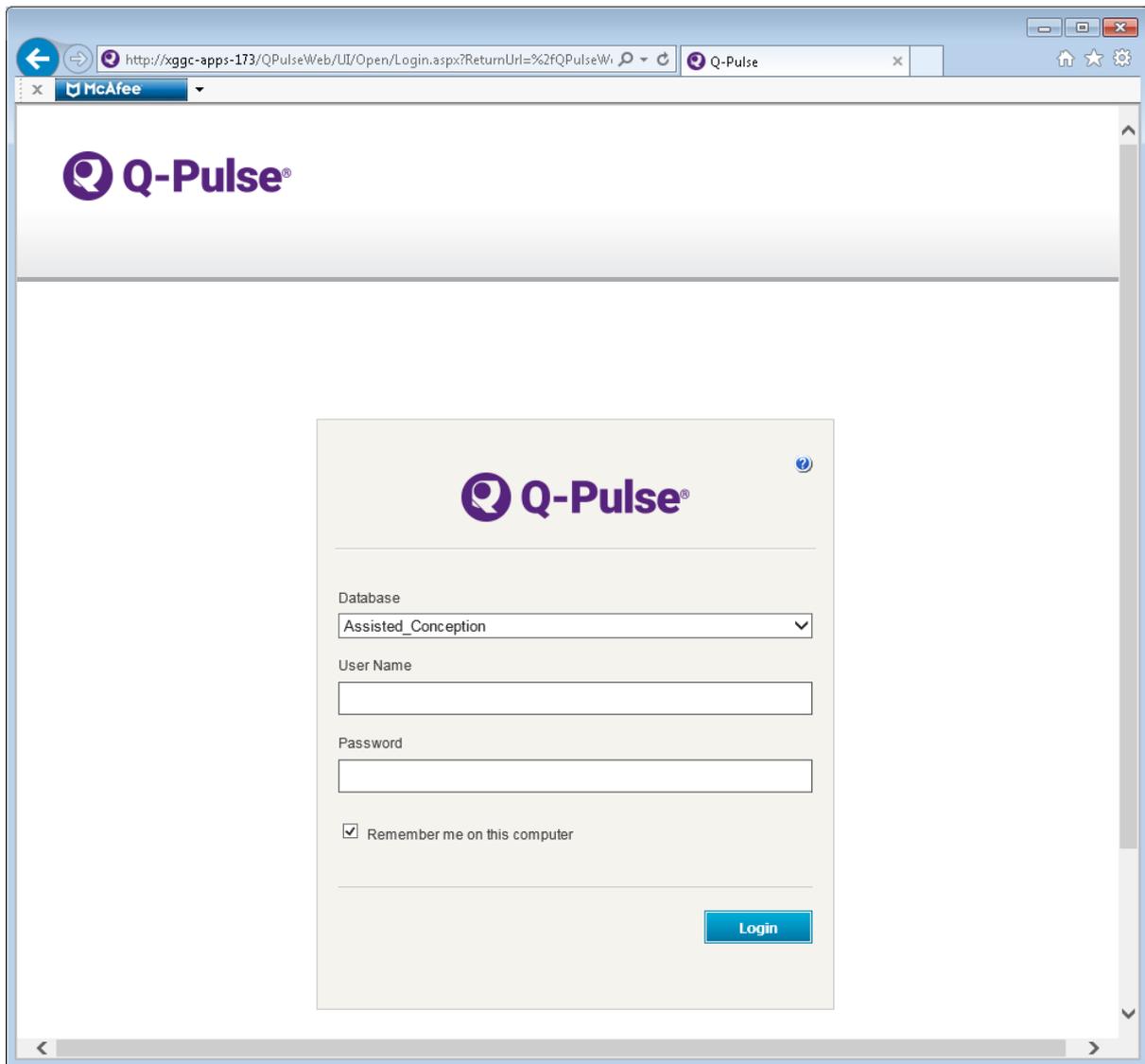
In the request form, select Q Pulse as the affected system and explain that you require the software to be installed on your machine in the “Issue” box.

## 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.



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.



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.



## Modules

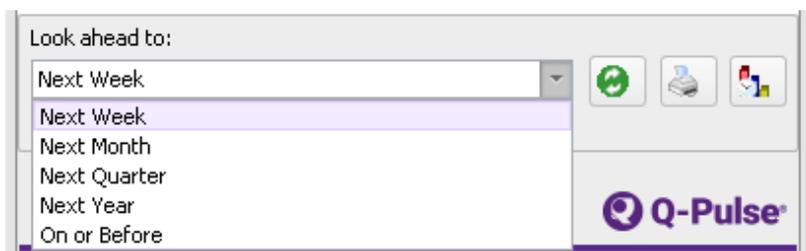
Along the top of the front splash screen you can change the view, the default view will be the Modules tab.



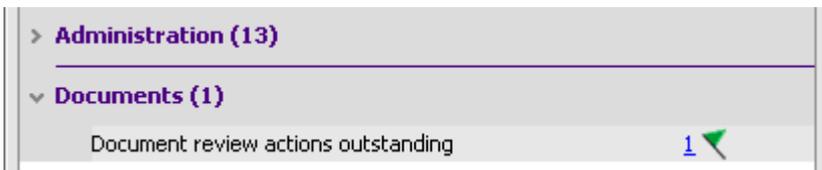
From here you can access the different Modules of Q-Pulse depending on what action you need to carry out.

## Workload

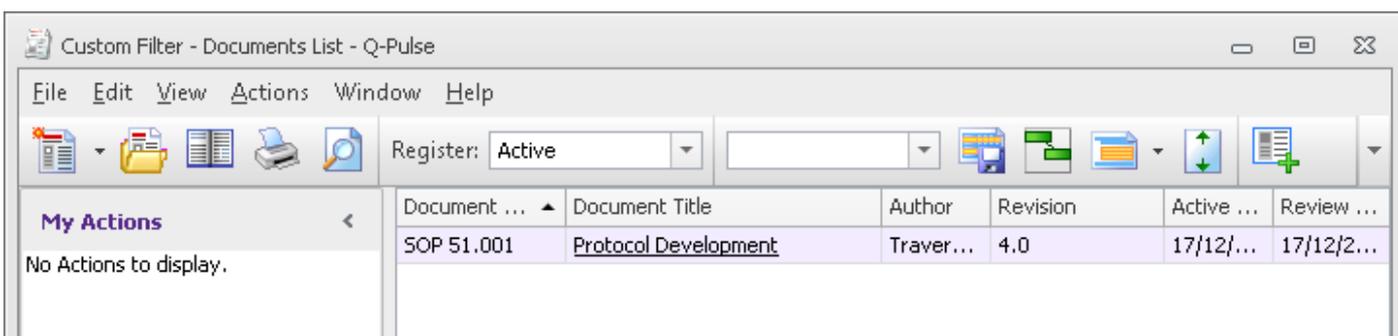
The workload tab allows users to see what actions are assigned to them across all modules, by default this module will look ahead for a 1 week period and present a report for the required actions. This can be adjusted by selecting the workload tab and changing the selection at the bottom from “Next Week”,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



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.



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.

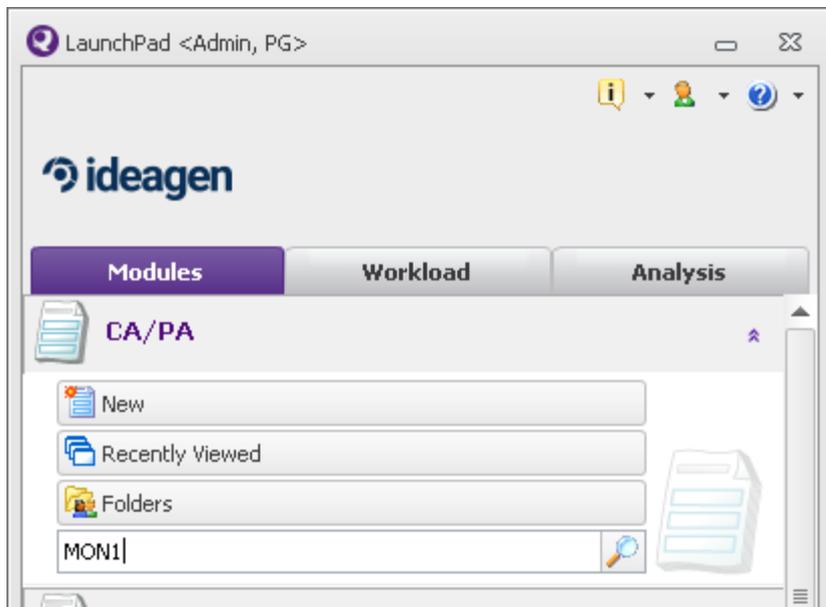


The record in Q-Pulse can then be opened and the appropriate action completed.

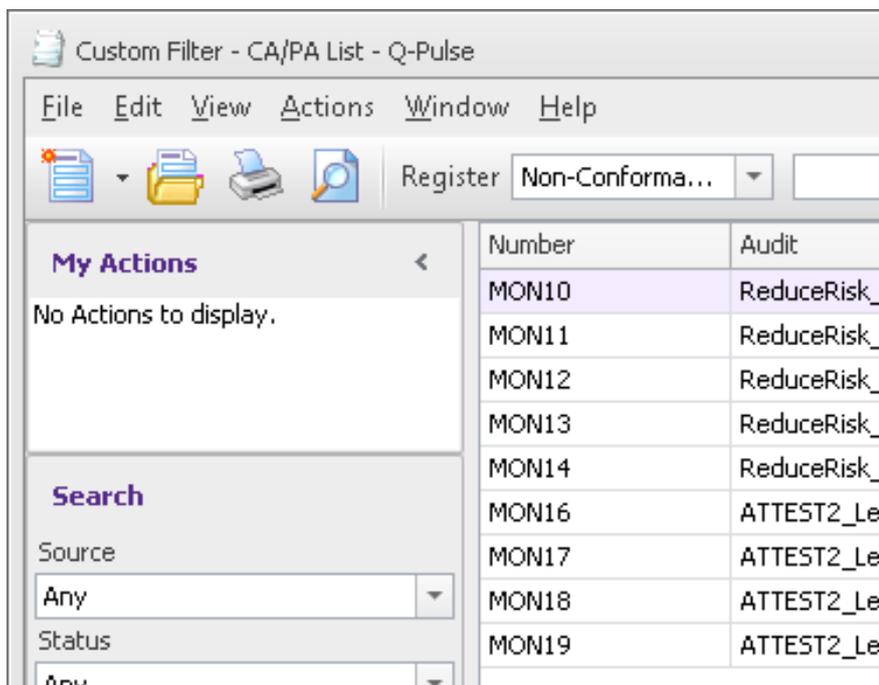
## Searching

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.



This will return all results which contain this reference.



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.

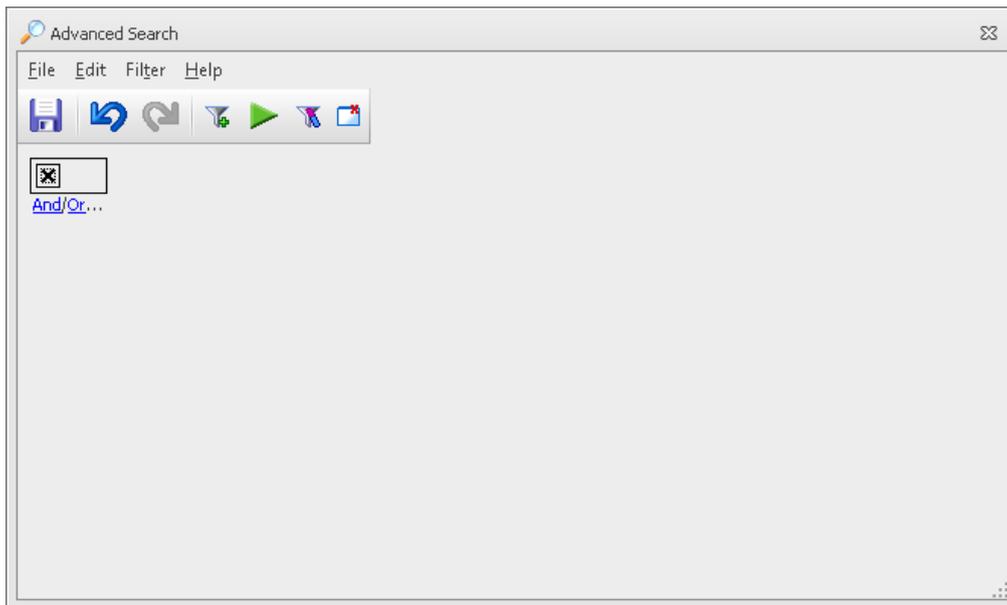
This will open the relevant window and you can create a search criteria by clicking on the “Advanced” option under search.

The screenshot shows the 'Custom Filter - Documents List - Q-Pulse' window. The interface includes a menu bar (File, Edit, View, Actions, Window, Help) and a toolbar with various icons. A 'Register:' dropdown is set to 'Active'. The main area displays a table with the following data:

Document ...	Document Title	Author	Revision	Active ...	Review ...
SOP 51.001	Protocol Development	Traver...	4.0	17/12/...	17/12/2...

On the left side, there is a 'My Actions' section with the text 'No Actions to display.' Below it is a 'Search' section with dropdown menus for 'Type' and 'Owner', both set to 'Any', and a 'Keywords' input field. At the bottom of the left sidebar, there is an 'Advanced' link and a list of options: 'Search', 'My Searches', 'My Folders', and 'Related Documents'. The 'Search' option is currently selected. At the bottom of the window, a status bar indicates 'Record(s) Found: 1'.

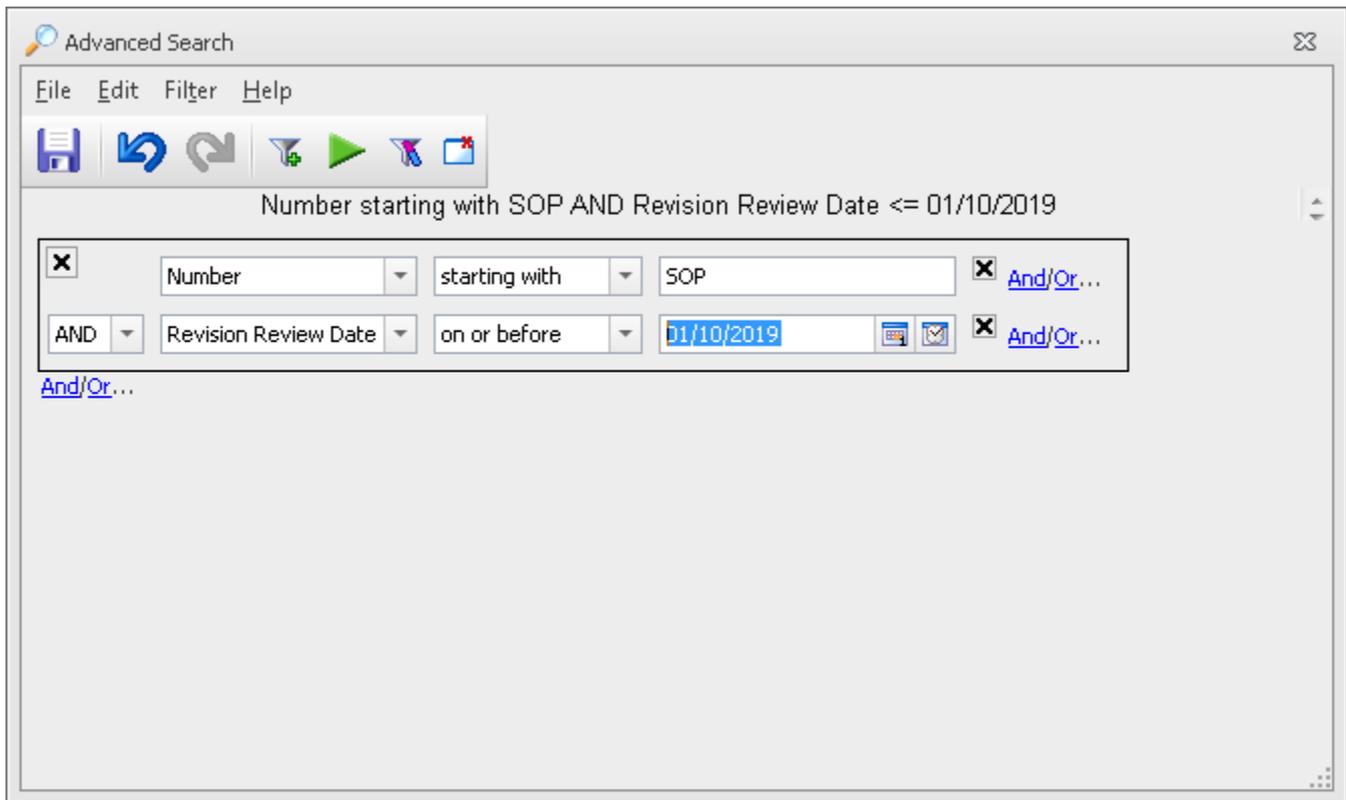
This will open a search window, where the criteria can be created.



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.



For example, this query will return all Documents with the prefix “SOP” with a review date before today's date.



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.