

Read and Comprehend - Application

When a document is distributed, an E-Mail will be sent to all Copyholders and Notified individuals. This will include a file to locate the record in the desktop application and a link to open the record in the web version.

[Locate record in Q-Pulse Web](#)



The following document has been updated and it is required that you acknowledge that you have received, read and comprehend its content.

If you do not know your log in details for Q-Pulse, check for a previous email from Q-Pulse with the subject "New User Added to Q-Pulse GG&C Research and Innovation". Failing this, contact the QA Manager.

Number	SOP 51.007
Title	Identifying a Sponsor organisation
Revision	6.0
Active Date	09/01/2025
Author	

If you do not have access to the GG&C network, you may access the above mentioned document on the Glasgow CTU website.

<https://www.glasgowctu.org/Home/sops/>

It may take time for this update to filter through to the website so confirm the correct version number is in place before reading. Form 01.008B can be used to record you have read the documents and returned to the R&I Quality Manager (paul.gibbon@ggc.scot.nhs.uk) for update on Q-Pulse

If you are on the GG&C network, you can log in to Q-Pulse directly and acknowledge this document.

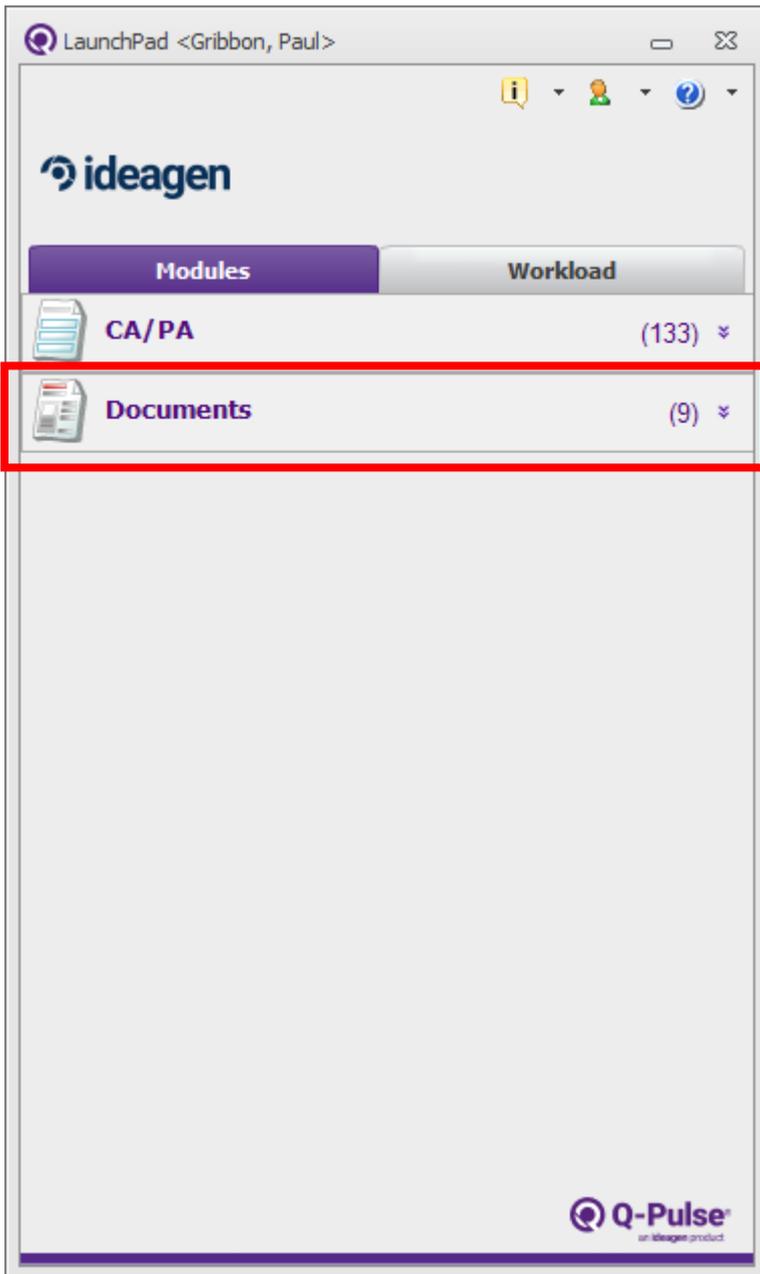
To open this document in Q-Pulse web, there is a link at the top of this E-Mail to locate the record.

To complete the required actions, the following How To Guide is available.

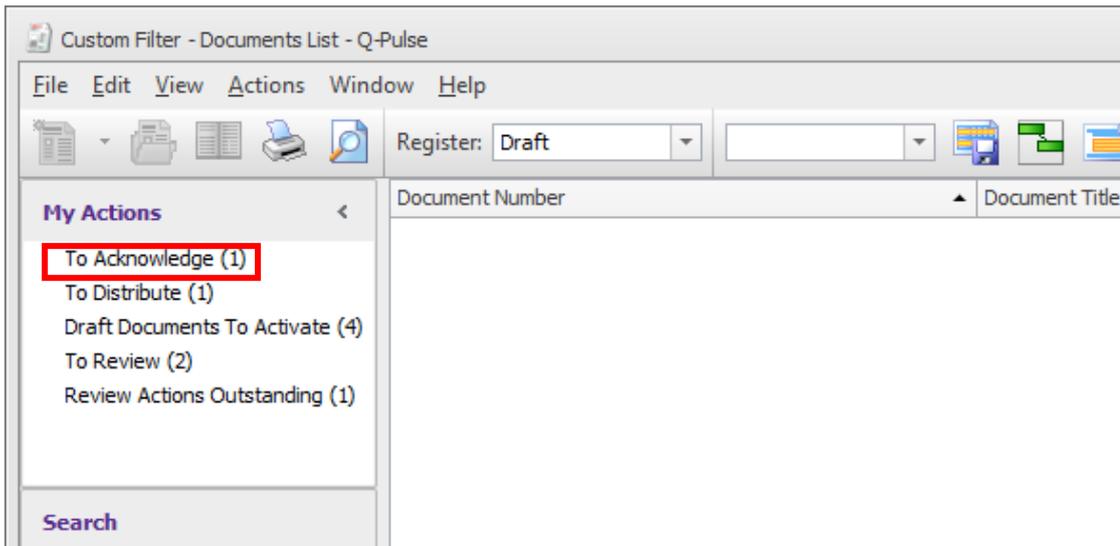
[Read and Comprehend Documents](#)

If you encounter any issues, please refer to the guidance material below or contact the

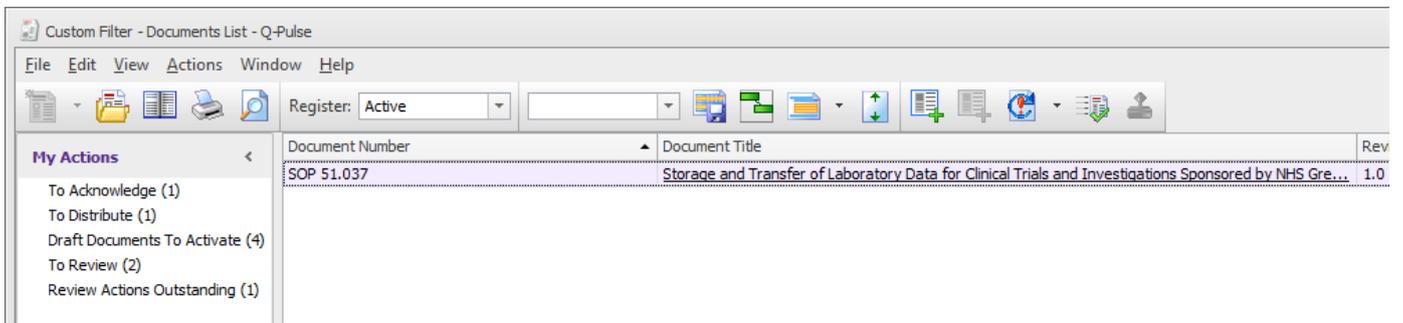
Documents which require acknowledgement can also be identified without receiving an E-Mail by opening the Q-Pulse application and then opening the Documents Module from the front Launch Pad.



This will then open a new window for the documents module, in the top left hand corner of this window the actions associated with your account will be listed.



A number of different actions may be displayed and the numbers to complete for each will appear in brackets beside, in this instance it is the “To Acknowledge” action which is of interest. Double click on this to perform a search which will return a list of all documents to acknowledge.



When the search completes and the documents are listed, each record can be opened by double clicking on the line or the document itself can be downloaded and opened by clicking on the title which will appear in blue underlined text.

You will then need to acknowledge receipt of the document, when you open the record for the document in Q-Pulse you then expand the “Distribution” tab, highlight your name and on the right hand side there will be a button to acknowledge receipt.



Once this has been clicked, an acknowledgement date will appear beside your name.

