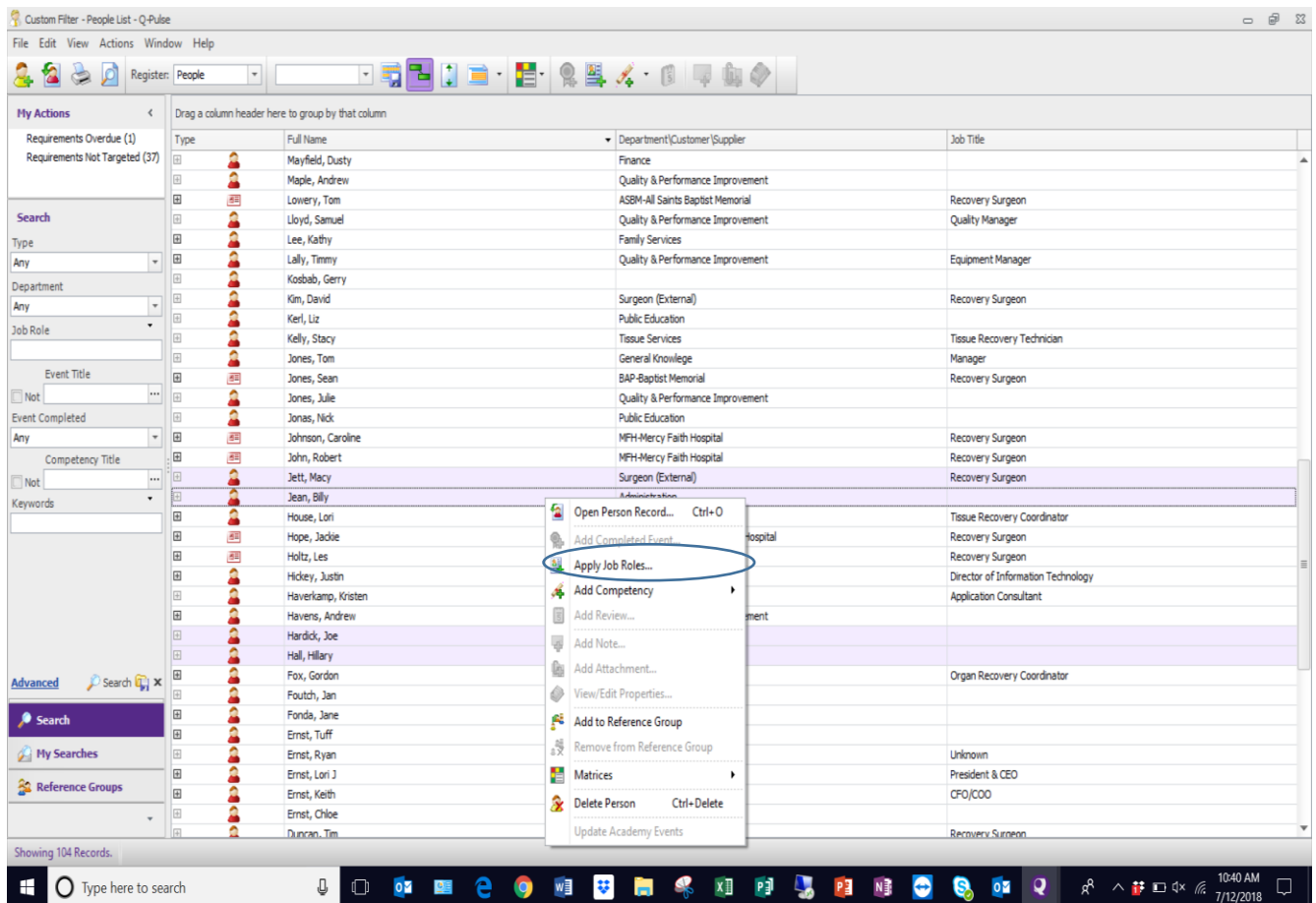


## Q-Pulse Tip: People Module- Applying a Master Job Role to multiple individuals

Did you know that you can apply a Master Job Role with its correlating Training Plan to multiple people at once? Here is how ...

1. Login to Q-Pulse and click on the People Module
2. Refresh the search if needed to bring up a list of all employees or only the employees needing a Master Job Role applied.
3. Select all Individuals needing the same Master Job Role (subsequent Training Plan) applied while holding the control key and right click.
4. Select from the Menu Apply Job Roles...



The screenshot shows the 'People List' interface in Q-Pulse. The main table displays a list of employees with columns for 'Type', 'Full Name', 'Department (Customer/Supplier)', and 'Job Title'. A context menu is open over the list, and the 'Apply Job Roles...' option is circled in blue. The interface includes a search sidebar on the left and a taskbar at the bottom.

Type	Full Name	Department (Customer/Supplier)	Job Title
	Mayfield, Dusty	Finance	
	Maple, Andrew	Quality & Performance Improvement	
	Lowery, Tom	ASBM-All Saints Baptist Memorial	Recovery Surgeon
	Lloyd, Samuel	Quality & Performance Improvement	Quality Manager
	Lee, Kathy	Family Services	
	Lally, Timmy	Quality & Performance Improvement	Equipment Manager
	Kosbab, Gerry		
	Kim, David	Surgeon (External)	Recovery Surgeon
	Keri, Liz	Public Education	
	Kelly, Stacy	Tissue Services	Tissue Recovery Technician
	Jones, Tom	General Knowledge	Manager
	Jones, Sean	BAP-Baptist Memorial	Recovery Surgeon
	Jones, Julie	Quality & Performance Improvement	
	Jonas, Nick	Public Education	
	Johnson, Caroline	MFH-Mercy Faith Hospital	Recovery Surgeon
	John, Robert	MFH-Mercy Faith Hospital	Recovery Surgeon
	Jett, Macy	Surgeon (External)	Recovery Surgeon
	Jean, Billy	Administration	
	House, Lori		Tissue Recovery Coordinator
	Hope, Jackie	hospital	Recovery Surgeon
	Holtz, Les		Recovery Surgeon
	Hickey, Justin		Director of Information Technology
	Haverkamp, Kristen		Application Consultant
	Havens, Andrew		
	Hardick, Joe		
	Hall, Hillary		
	Fox, Gordon		Organ Recovery Coordinator
	Foutch, Jan		
	Fonda, Jane		
	Ernst, Tuff		
	Ernst, Ryan		Unknown
	Ernst, Lori J		President & CEO
	Ernst, Keith		CFO/COO
	Ernst, Chloe		
	Duncan, Tim		Recovery Surgeon

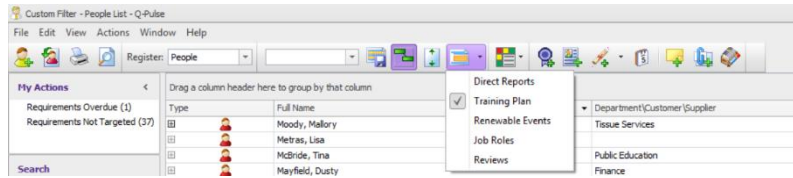
- The list of all Master Job Roles will appear (Master Job Roles do normally take a minute or two to appear since they contain a lot of data), Select the appropriate Job Role and hit Okay.

The screenshot shows the Q-Pulse software interface. On the left, there is a 'My Actions' sidebar with filters for 'Requirements Overdue (1)', 'Requirements Not Targeted (37)', 'Search', 'Type', 'Department', 'Event Title', 'Event Completed', 'Competency Title', and 'Keywords'. The main area displays a list of 104 records with columns for 'Type', 'Full Name', 'Department/Customer/Supplier', and 'Job Title'. A 'Master Job Role List' dialog box is open, showing a search bar and a list of job roles with their descriptions. The 'Demo Job Role' is selected in the list.

This is a close-up view of the 'Master Job Role List' dialog box. It features a search bar at the top and a table with the following columns: 'Job ...', 'Job Role', and 'Description'. The 'Demo Job Role' is highlighted with a blue selection bar. Other visible job roles include 'Accounting Specialist', 'Cellular Therapy Tech 1', 'CEO', 'Certified Procurement Tx ...', 'Certified Tx Perfusionist', 'Dir of Quality', 'Director of Finance', 'Director of Hospital Devel...', 'Director of Human Resour...', 'Director of Organ Recovery', 'Director of Tissue Services', 'ECL2 Assistant', 'Emergency Medical Techn...', 'Family Care Specialist', 'Hospital Development Co...', 'Licensed Vocational Nurse', 'Manager of Accounts Pay...', 'Manager of Accounts Rec...', and 'Manager of Family Care'.

\*\* The Job Role will take a minute or two to apply. The more people you have select the longer it may take.

6. Now Nest by Training Plan



7. The Individuals that were applied the Master Job Role will all show the Training Plan as well.

Competency Title	Level	Status	Target Date	Actual Date
Demo Competency	Basic			
Drag a column header here to group by that column				
Requirement Title	Target Date	Scheduled Date	Completed Date	
Liability Insurance				
SOP-10053 Master Event Training				
Orientation	General			