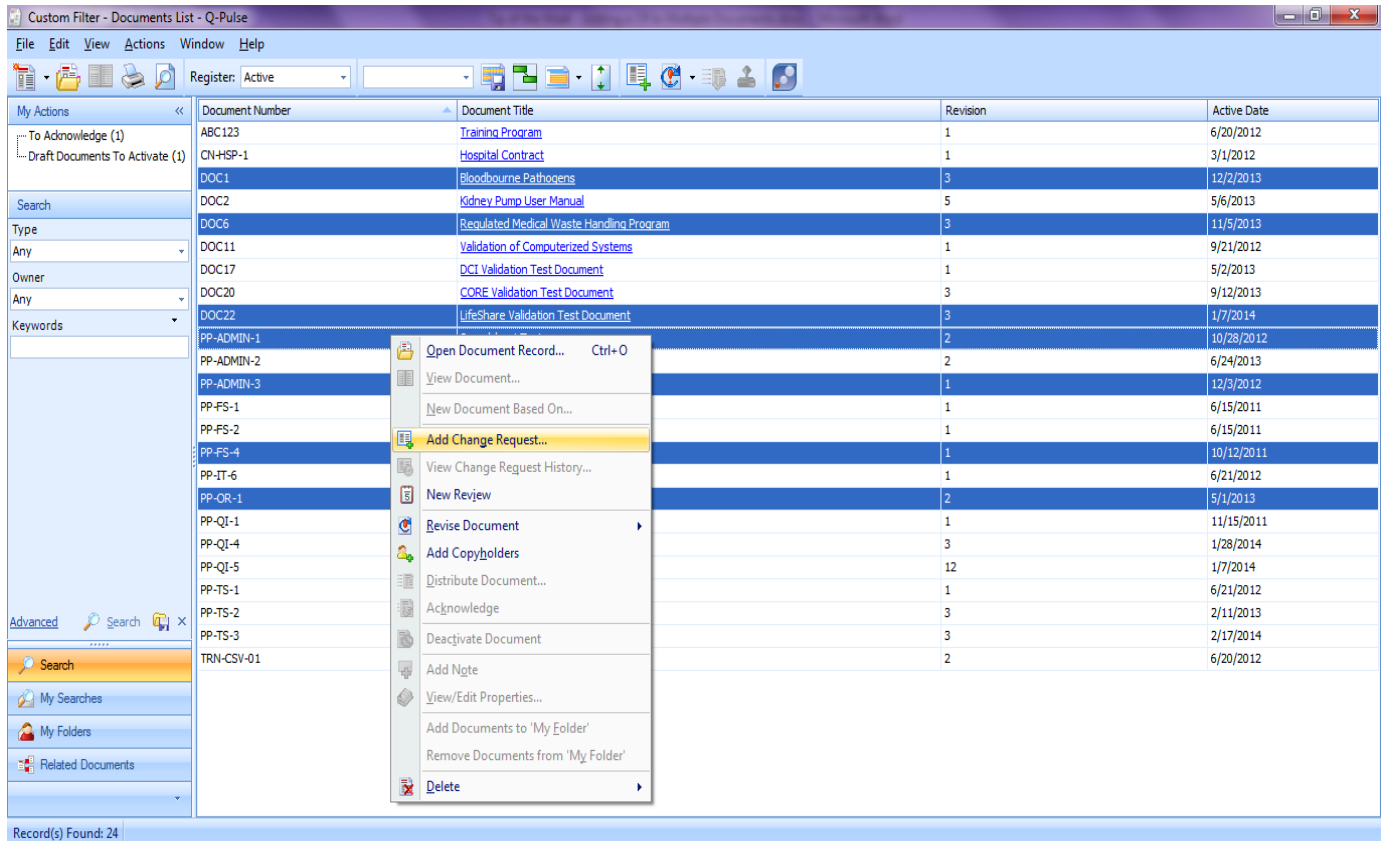


## Q-Pulse Tip- Q-Pulse Change Request

### Adding a Change Request to Multiple Documents at Once

For example, there has been a change in accreditation or regulatory language or there is a global change to the industry standard product labeling nomenclature. This is referenced in several procedures or other documents and you need to change them all. As you know, each needs to be revised independently, but you can still document the required change in all Records in one single Change Request. Here's how you can accomplish it.

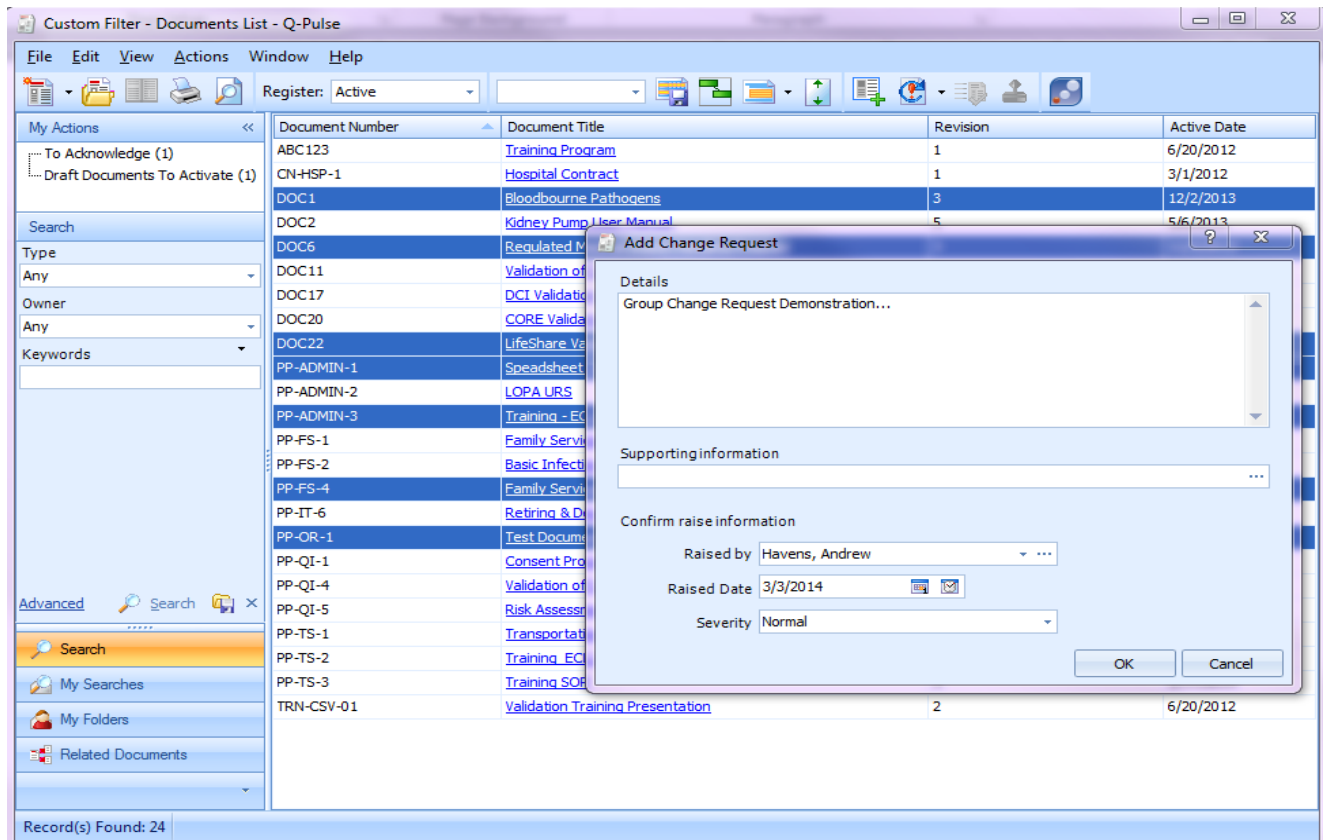
Perform a search in the Documents Module to populate the List View with the documents needing the change. Select all the documents needing the change (using <Ctrl> and clicking each or <Ctrl> <A> to select all). Right click and select Add Change Request....



The screenshot shows a window titled "Custom Filter - Documents List - Q-Pulse". The interface includes a menu bar (File, Edit, View, Actions, Window, Help), a toolbar, and a search sidebar on the left. The main area displays a table of documents with columns for Document Number, Document Title, Revision, and Active Date. A context menu is open over the selected rows, with "Add Change Request..." highlighted. The status bar at the bottom indicates "Record(s) Found: 24".

Document Number	Document Title	Revision	Active Date
ABC123	Training Program	1	6/20/2012
CN-HSP-1	Hospital Contract	1	3/1/2012
DOC1	Bloodborne Pathogens	3	12/2/2013
DOC2	Kidney Pump User Manual	5	5/6/2013
DOC6	Regulated Medical Waste Handling Program	3	11/5/2013
DOC11	Validation of Computerized Systems	1	9/21/2012
DOC17	DCI Validation Test Document	1	5/2/2013
DOC20	CORE Validation Test Document	3	9/12/2013
DOC22	LifeShare Validation Test Document	3	1/7/2014
PP-ADMIN-1		2	10/28/2012
PP-ADMIN-2		2	6/24/2013
PP-ADMIN-3		1	12/3/2012
PP-FS-1		1	6/15/2011
PP-FS-2		1	6/15/2011
PP-FS-4		1	10/12/2011
PP-IT-6		1	6/21/2012
PP-OR-1		2	5/1/2013
PP-QI-1		1	11/15/2011
PP-QI-4		3	1/28/2014
PP-QI-5		12	1/7/2014
PP-TS-1		1	6/21/2012
PP-TS-2		3	2/11/2013
PP-TS-3		3	2/17/2014
TRN-CSV-01		2	6/20/2012

Enter your Change Request Details and attachment as you normally would.



The screenshot shows a software interface with a table of documents and an open dialog box for adding a change request.

Document Number	Document Title	Revision	Active Date
ABC123	Training Program	1	6/20/2012
CN-HSP-1	Hospital Contract	1	3/1/2012
DOC1	Bloodborne Pathogens	3	12/2/2013
DOC2	Kidney Pump User Manual	5	5/6/2013
DOC6	Regulated M...		
DOC11	Validation of		
DOC17	DCI Validatio		
DOC20	CORE Validat		
DOC22	LifeShare Va		
PP-ADMIN-1	Speadsheet		
PP-ADMIN-2	LOPA URS		
PP-ADMIN-3	Training - EC		
PP-FS-1	Family Servi		
PP-FS-2	Basic Infect		
PP-FS-4	Family Servi		
PP-IT-6	Retiring & D		
PP-OR-1	Test Docum		
PP-QI-1	Consent Pro		
PP-QI-4	Validation of		
PP-QI-5	Risk Assessm		
PP-TS-1	Transportati		
PP-TS-2	Training, EC		
PP-TS-3	Training SO		
TRN-CSV-01	Validation Training Presentation	2	6/20/2012

The 'Add Change Request' dialog box contains the following fields:

- Details:** Group Change Request Demonstration...
- Supporting information:** (Empty text area)
- Confirm raise information:**
  - Raised by: Havens, Andrew
  - Raised Date: 3/3/2014
  - Severity: Normal

Click OK and you are finished. The system automatically adds the same Change Request to every Document Record, with consecutive and unique CR numbers for each.

The next time you revise that document, you will have the recorded reminder to make the change.