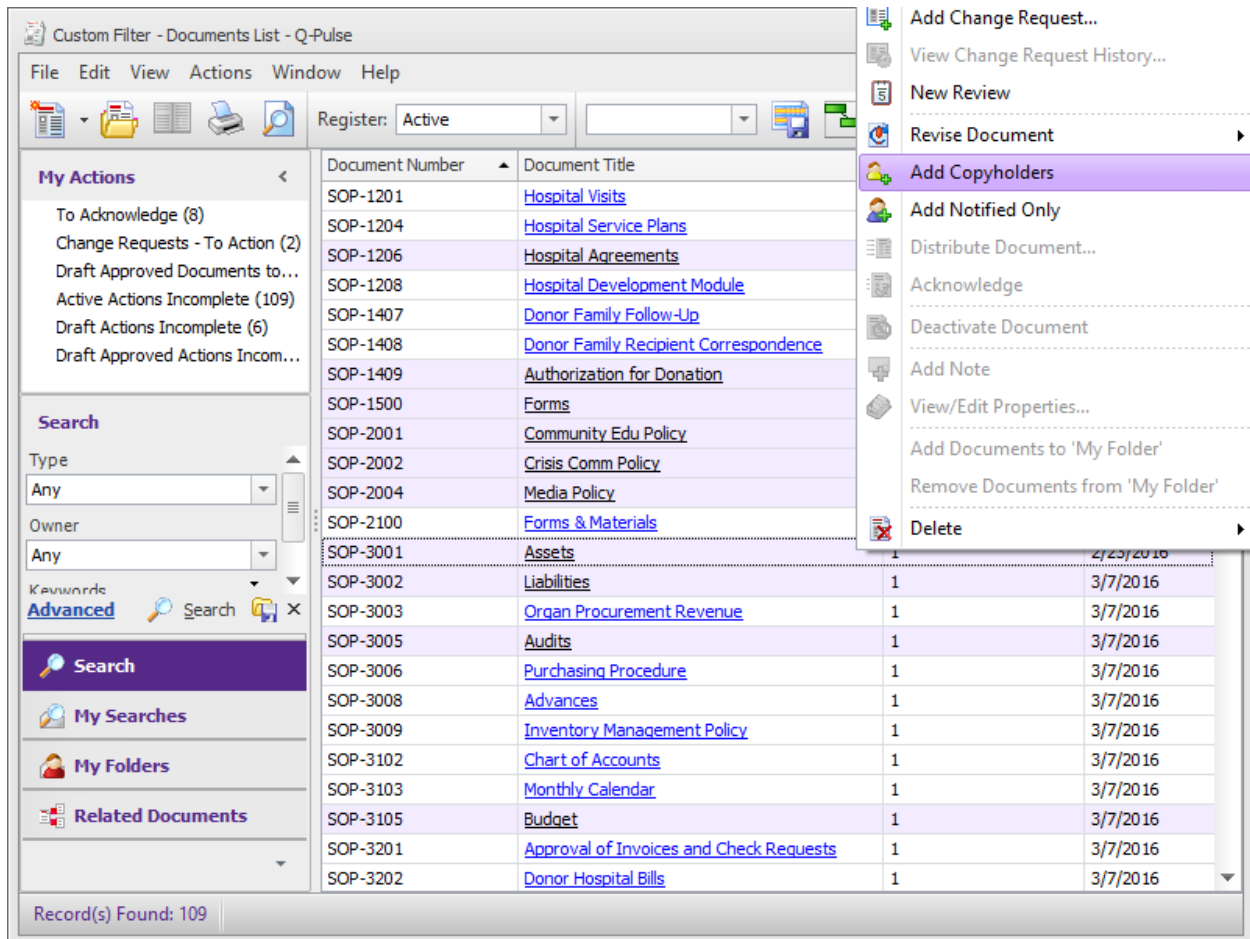


## Q-Pulse Tip - Q Pulse Docs

Did you know that you can add a Copyholder to multiple documents at the same time?

1. Open the Documents Module and highlight the documents you'd like to distribute. You can do this by holding the Control key down. Right-click and then select "Add Copyholders..."

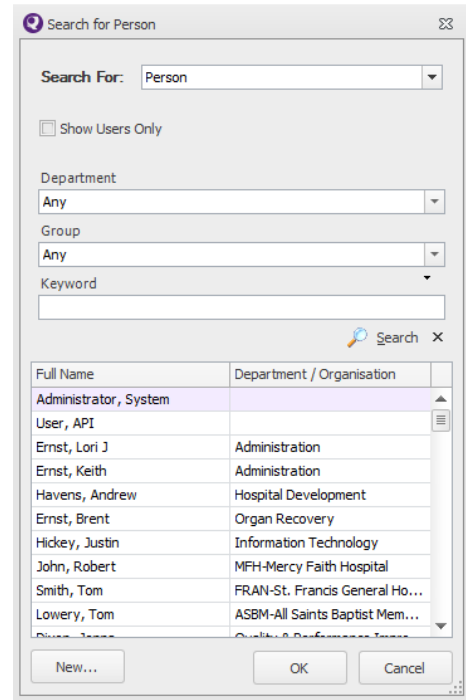


The screenshot shows the 'Custom Filter - Documents List - Q-Pulse' application window. The interface includes a menu bar (File, Edit, View, Actions, Window, Help), a toolbar, and a 'Register: Active' dropdown. On the left, there are sections for 'My Actions' (listing tasks like 'To Acknowledge (8)', 'Change Requests - To Action (2)', etc.), 'Search' (with filters for Type and Owner), 'My Searches', 'My Folders', and 'Related Documents'. The main area displays a table of documents with columns for Document Number, Document Title, and a date. A context menu is open over the table, listing various actions such as 'Add Change Request...', 'View Change Request History...', 'New Review', 'Revise Document', 'Add Copyholders' (highlighted), 'Add Notified Only', 'Distribute Document...', 'Acknowledge', 'Deactivate Document', 'Add Note', 'View/Edit Properties...', 'Add Documents to 'My Folder'', 'Remove Documents from 'My Folder'', and 'Delete'.

Document Number	Document Title		
SOP-1201	<a href="#">Hospital Visits</a>		
SOP-1204	<a href="#">Hospital Service Plans</a>		
SOP-1206	<a href="#">Hospital Agreements</a>		
SOP-1208	<a href="#">Hospital Development Module</a>		
SOP-1407	<a href="#">Donor Family Follow-Up</a>		
SOP-1408	<a href="#">Donor Family Recipient Correspondence</a>		
SOP-1409	<a href="#">Authorization for Donation</a>		
SOP-1500	<a href="#">Forms</a>		
SOP-2001	<a href="#">Community Edu Policy</a>		
SOP-2002	<a href="#">Crisis Comm Policy</a>		
SOP-2004	<a href="#">Media Policy</a>		
SOP-2100	<a href="#">Forms &amp; Materials</a>		
SOP-3001	<a href="#">Assets</a>		
SOP-3002	<a href="#">Liabilities</a>	1	2/23/2016
SOP-3003	<a href="#">Organ Procurement Revenue</a>	1	3/7/2016
SOP-3005	<a href="#">Audits</a>	1	3/7/2016
SOP-3006	<a href="#">Purchasing Procedure</a>	1	3/7/2016
SOP-3008	<a href="#">Advances</a>	1	3/7/2016
SOP-3009	<a href="#">Inventory Management Policy</a>	1	3/7/2016
SOP-3102	<a href="#">Chart of Accounts</a>	1	3/7/2016
SOP-3103	<a href="#">Monthly Calendar</a>	1	3/7/2016
SOP-3105	<a href="#">Budget</a>	1	3/7/2016
SOP-3201	<a href="#">Approval of Invoices and Check Requests</a>	1	3/7/2016
SOP-3202	<a href="#">Donor Hospital Bills</a>	1	3/7/2016

Record(s) Found: 109

2. The Search for Person box will open. Once you've selected the person or people you'd like to add, select OK and they will automatically be added.



<a href="#">Hospital Visits</a>	1	3/7/2016
<a href="#">Hospital Service Plans</a>	1	3/7/2016
<a href="#">Hospital Agreements</a>	1	3/7/2016
<a href="#">Hospital Development Module</a>	1	3/7/2016
<a href="#">Donor Family Follow-Up</a>	1	3/7/2016
<a href="#">Donor Family Recipient Correspondence</a>	1	3/7/2016
<a href="#">Authorization for Donation</a>	1	3/7/2016
<a href="#">Forms</a>	1	3/7/2016
<a href="#">Community Edu Policy</a>	1	3/21/2016
<a href="#">Crisis Comm Policy</a>	1	3/3/2016
<a href="#">Media Policy</a>	1	
<a href="#">Forms &amp; Materials</a>	1	
<a href="#">Assets</a>	1	
<a href="#">Liabilities</a>	1	
<a href="#">Organ Procurement Revenue</a>	1	
<a href="#">Audits</a>	1	
<a href="#">Purchasing Procedure</a>	1	
<a href="#">Advances</a>	1	
<a href="#">Inventory Management Policy</a>	1	
<a href="#">Chart of Accounts</a>	1	
<a href="#">Monthly Calendar</a>	1	
<a href="#">Budget</a>	1	
<a href="#">Approval of Invoices and Check Requests</a>	1	

3. Now you'll need to distribute the document. With the Q Pulse docs still highlighted, right-click again and select "Distribute Document...". This will automatically distribute all of the highlighted documents to those that it hasn't been distributed to previously.

