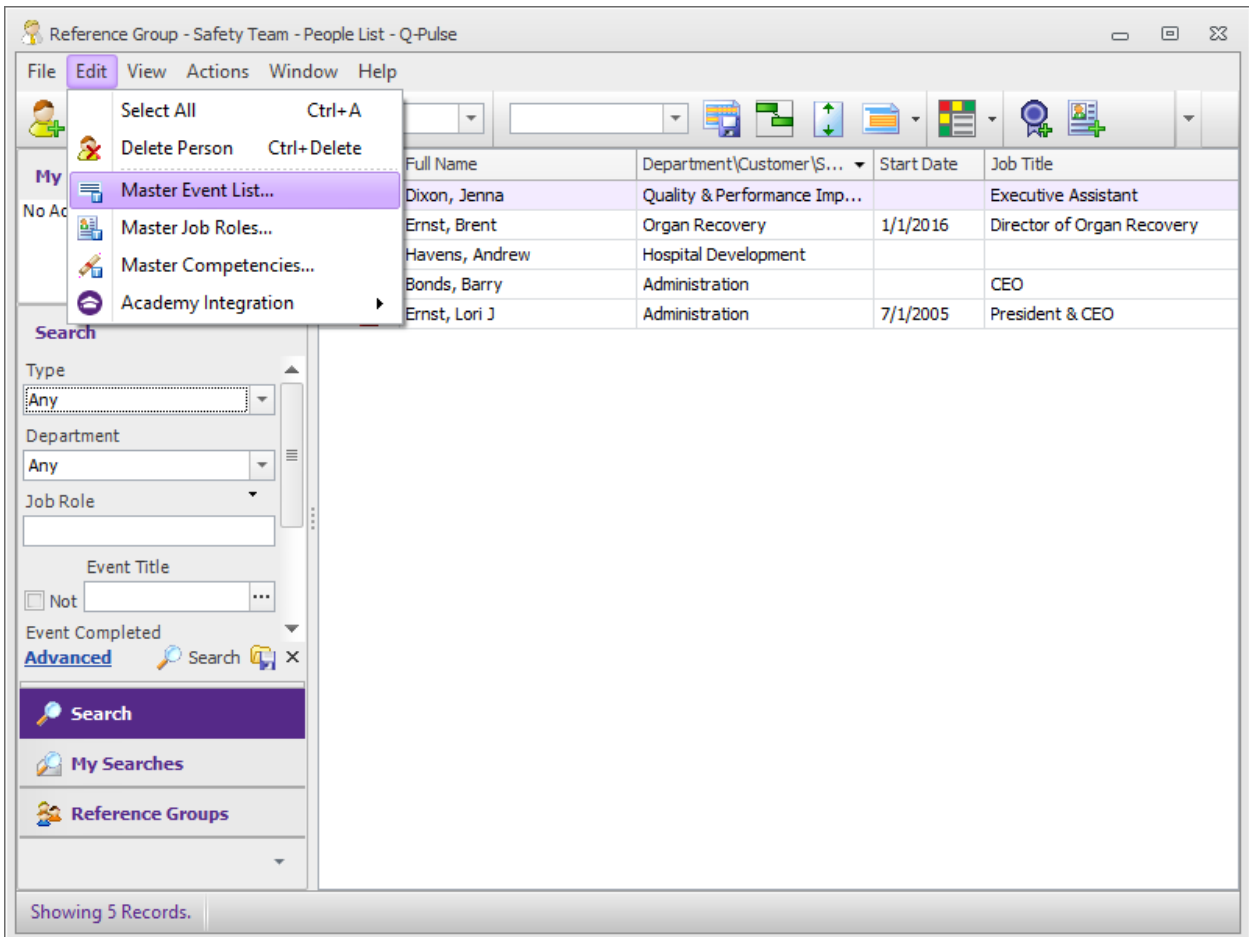


Q-Pulse Tip- Q-Pulse Document-Based Training

Did you know that Q-Pulse supports document-based training?

1. After establishing a new procedure in the Document Module, go to the People Module and create a new Master Event. You can do this by selecting Edit -> Master Event List from the People List View.

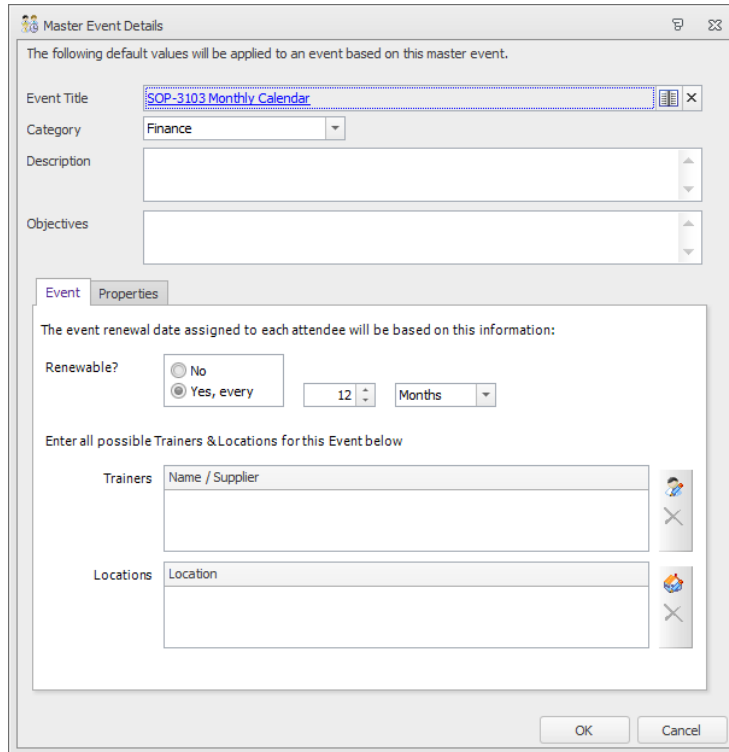


The screenshot shows the 'Reference Group - Safety Team - People List - Q-Pulse' window. The 'Edit' menu is open, and 'Master Event List...' is highlighted. The main area displays a table of people with the following data:

Full Name	Department\Customer\S...	Start Date	Job Title
Dixon, Jenna	Quality & Performance Imp...		Executive Assistant
Ernst, Brent	Organ Recovery	1/1/2016	Director of Organ Recovery
Havens, Andrew	Hospital Development		
Bonds, Barry	Administration		CEO
Ernst, Lori J	Administration	7/1/2005	President & CEO

The interface also includes a search sidebar with filters for Type (Any), Department (Any), Job Role, and Event Title. A 'Search' button is visible at the bottom of the sidebar. The status bar at the bottom indicates 'Showing 5 Records.'

2. Select New Master Event. In the Event Title bar, press the "..." button and it will allow you to select a procedure to be the subject of that training event.



The screenshot shows a dialog box titled "Master Event Details". At the top, it states: "The following default values will be applied to an event based on this master event." Below this, there are several fields: "Event Title" with the value "SOP-3103 Monthly Calendar", "Category" set to "Finance", "Description", and "Objectives". There are two tabs: "Event" and "Properties". The "Properties" tab is active and contains the following information: "The event renewal date assigned to each attendee will be based on this information:" followed by "Renewable?" with radio buttons for "No" and "Yes, every" (selected). Next to "Yes, every" are input fields for "12" and "Months". Below this is the instruction "Enter all possible Trainers & Locations for this Event below". There are two lists: "Trainers" with a header "Name / Supplier" and "Locations" with a header "Location". Both lists have a search icon and a delete icon. At the bottom of the dialog are "OK" and "Cancel" buttons.

Many organizations will choose to set these training events to be renewable for a certain time frequency (annually, for example).

Once this new Master Event has been established, it won't be necessary to set up a new training event each time. Instead, you can simply select the event from the Master Event List and then select the appropriate revision number whenever the procedure is updated. You will assign a trainer for this event, schedule a training date, choose the attendees, etc.

Note: When choosing attendees, you can search by groups of people, keywords, renewable, or personnel who are specifically targeted for that event in their Training Plans.