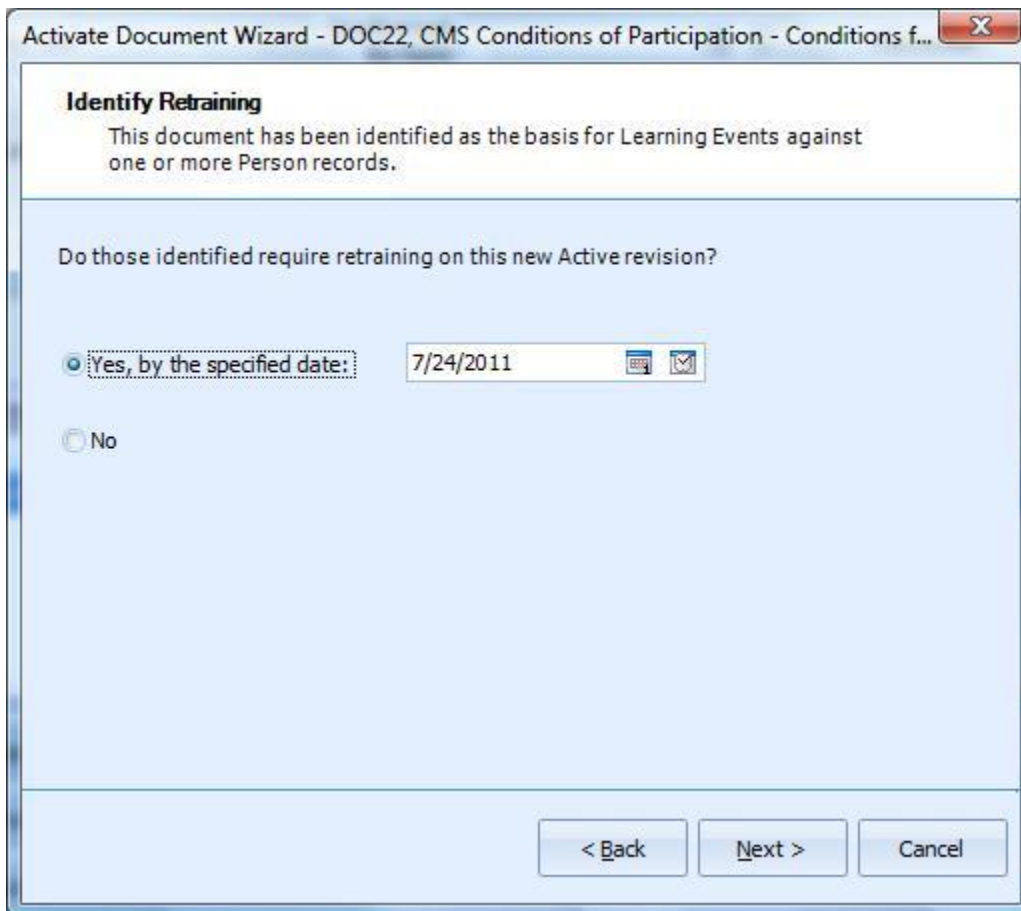


## Q-Pulse Tip- Q-Pulse Document Training Software

You probably already know that Q-Pulse can support Document-based training, but there is a neat feature in Q-Pulse that recognizes when new retraining may be necessary for revisions to that document.

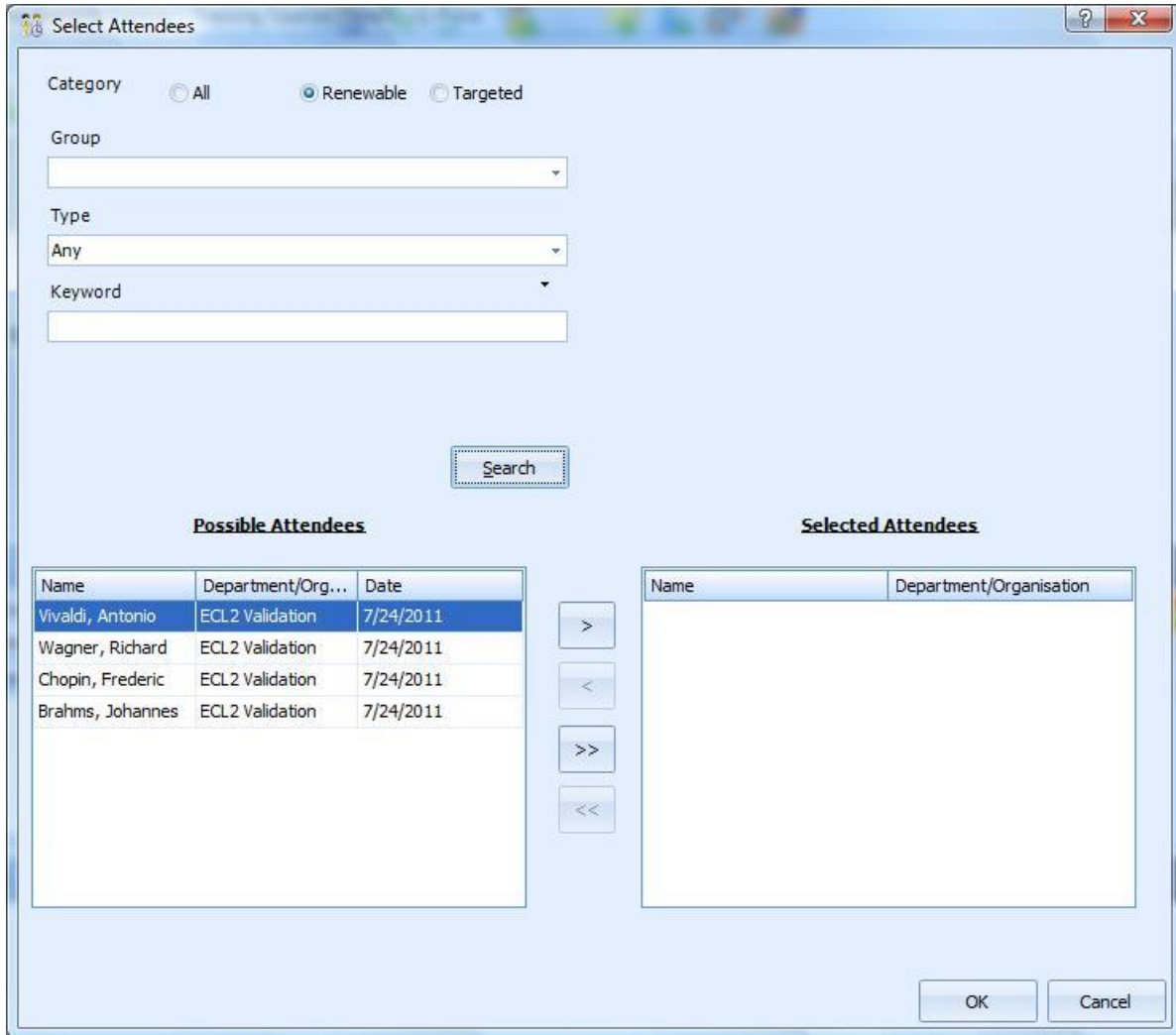
Here is how it's done.

1. A renewable, document-based training event is created for "DOC22" (example document, Revision 00) after that document is activated in Q-Pulse.
2. The training (learning) event is completed by all attendees.
3. At some point in the future, DOC22 is revised to Revision 01 and goes through the approval process.
4. During the Activation Wizard, Q-Pulse now adds a new screen:



The screenshot shows a dialog box titled "Activate Document Wizard - DOC22, CMS Conditions of Participation - Conditions f...". The dialog has a close button (X) in the top right corner. The main content area is titled "Identify Retraining" and contains the text: "This document has been identified as the basis for Learning Events against one or more Person records." Below this, a question is asked: "Do those identified require retraining on this new Active revision?". There are two radio button options: "Yes, by the specified date:" (which is selected) and "No". The "Yes" option is followed by a date input field containing "7/24/2011" and two small icons (a calendar and an envelope). At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

5. When the training event is created for that new revision, it is very easy to select the attendees. Simply select the “renewable” category and it will pull up the people who were identified for retraining.



**Select Attendees**

Category:  All  Renewable  Targeted

Group:

Type:

Keyword:

Possible Attendees			Selected Attendees	
Name	Department/Org...	Date	Name	Department/Organisation
Vivaldi, Antonio	ECL2 Validation	7/24/2011		
Wagner, Richard	ECL2 Validation	7/24/2011		
Chopin, Frederic	ECL2 Validation	7/24/2011		
Brahms, Johannes	ECL2 Validation	7/24/2011		

Navigation buttons: > < >> <<