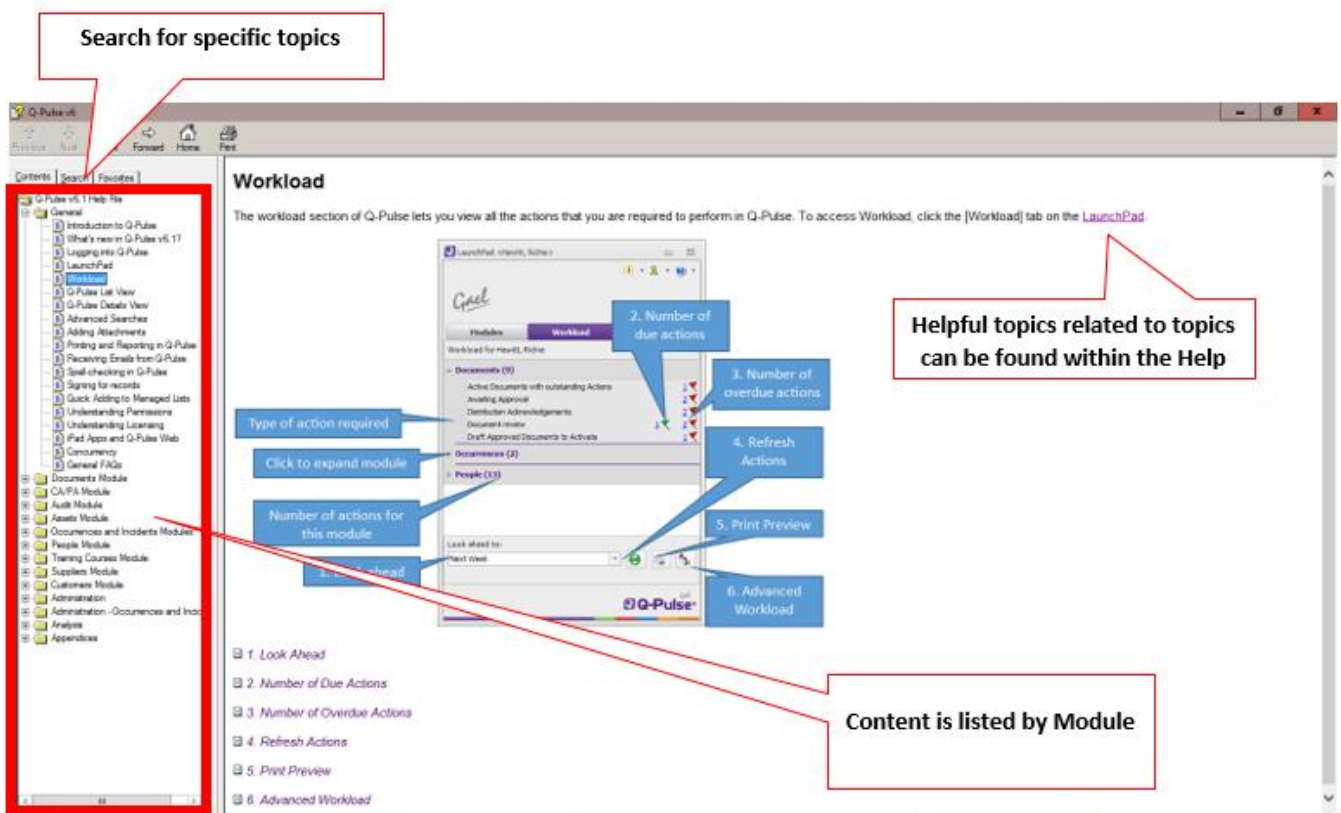


Q-Pulse Tip- Q-Pulse [F1] Shortcut

[F1] say hello to your little Q-Pulse friend:

If you become stumped or just need a refresher while in Q-Pulse, there is a great shortcut that can assist you.

Press the [F1] key on your keyboard while running Q-Pulse at any time for step-by-step guides for Q-Pulse terms and performing tasks in Q-Pulse.



Search for specific topics

Workload

The workload section of Q-Pulse lets you view all the actions that you are required to perform in Q-Pulse. To access Workload, click the [Workload] tab on the [LaunchPad](#)

Helpful topics related to topics can be found within the Help

Content is listed by Module

1. Look Ahead

2. Number of Due Actions

3. Number of Overdue Actions

4. Refresh Actions

5. Print Preview

6. Advanced Workload

Callouts in the screenshot include:

- Search for specific topics (pointing to the search bar)
- 2. Number of due actions (pointing to a number in the workload list)
- 3. Number of overdue actions (pointing to a number in the workload list)
- 4. Refresh Actions (pointing to a refresh icon)
- 5. Print Preview (pointing to a print icon)
- 6. Advanced Workload (pointing to a link)
- Type of action required (pointing to a dropdown menu)
- Click to expand module (pointing to a plus icon)
- Number of actions for this module (pointing to a number)
- Look Ahead (pointing to a link)

You can also click the icon on the top of your LaunchPad to access Q-Pulse Help.

Access Q-Pulse Help from the LaunchPad

