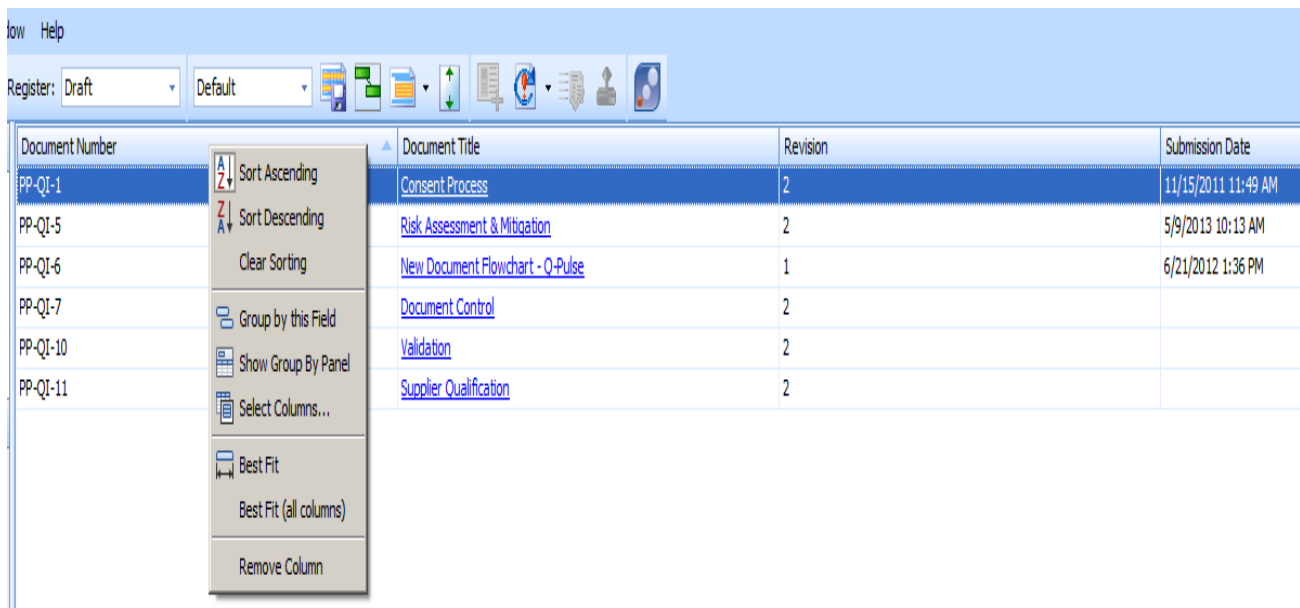


Q-Pulse Tip- Q-Pulse Saved View

CREATING A SAVED VIEW:

When you first became a Q-Pulse User you may recall your excitement when you learned how to create and save views. If not, then here's a little refresher for you:

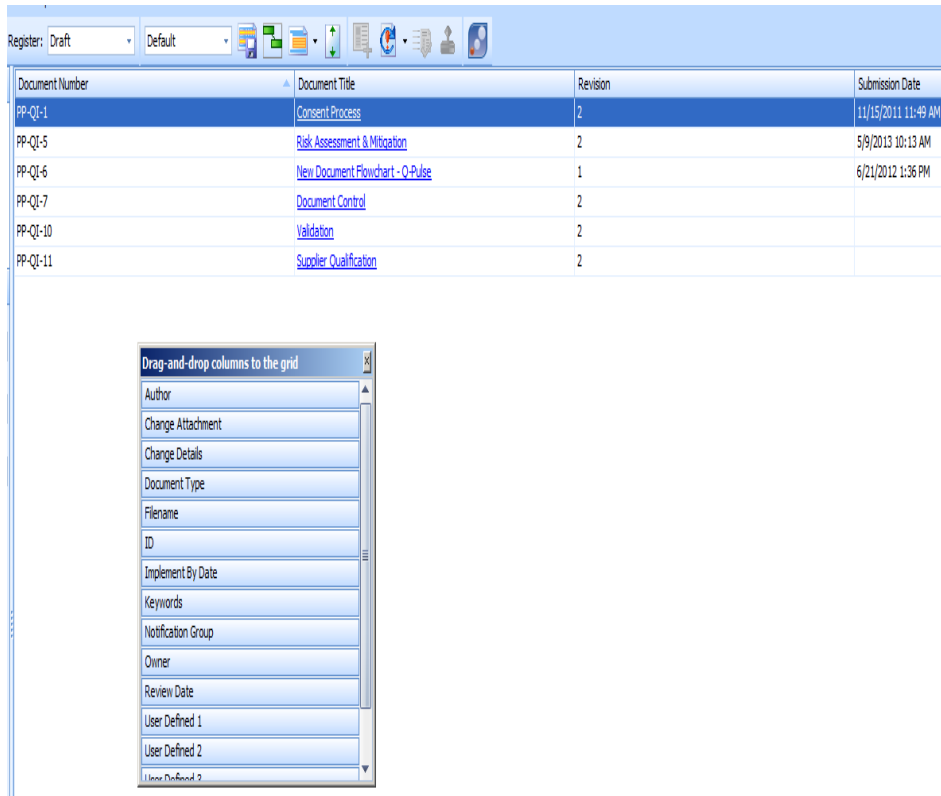
Right-click anywhere on the header bar (the light blue bar below with the column names listed, i.e. Document Number, Document Title, Revision, Submission Date).



The screenshot shows the Q-Pulse software interface. At the top, there is a menu bar with 'low' and 'Help'. Below it is a toolbar with various icons. A dropdown menu is open over the header bar of a table. The table has four columns: Document Number, Document Title, Revision, and Submission Date. The context menu is open over the 'Document Title' header, showing options like 'Sort Ascending', 'Sort Descending', 'Clear Sorting', 'Group by this Field', 'Show Group By Panel', 'Select Columns...', 'Best Fit', 'Best Fit (all columns)', and 'Remove Column'.

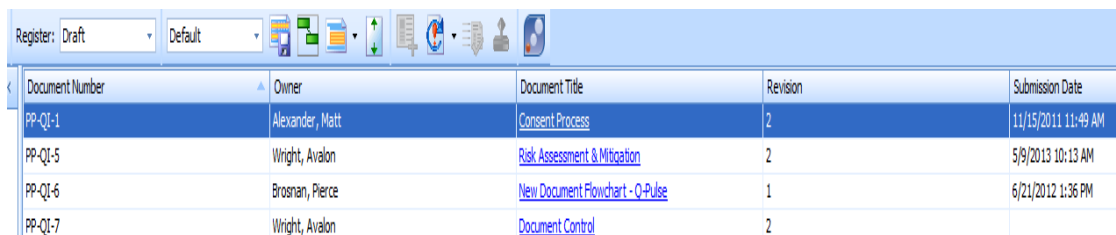
Document Number	Document Title	Revision	Submission Date
PP-QI-1	Consent Process	2	11/15/2011 11:49 AM
PP-QI-5	Risk Assessment & Mitigation	2	5/9/2013 10:13 AM
PP-QI-6	New Document Flowchart - Q-Pulse	1	6/21/2012 1:36 PM
PP-QI-7	Document Control	2	
PP-QI-10	Validation	2	
PP-QI-11	Supplier Qualification	2	

Let's say that you typically like to see more information displayed, perhaps the Document Owner. To show more information, click on "Select Columns". This opens up a box of other options that may be dragged and dropped onto the existing header bar. Items you'd like to remove, can be dragged from the header bar into the box.



Document Number	Document Title	Revision	Submission Date
PP-QI-1	Consent Process	2	11/15/2011 11:49 AM
PP-QI-5	Risk Assessment & Mitigation	2	5/9/2013 10:13 AM
PP-QI-6	New Document Flowchart - Q-Pulse	1	6/21/2012 1:36 PM
PP-QI-7	Document Control	2	
PP-QI-10	Validation	2	
PP-QI-11	Supplier Qualification	2	

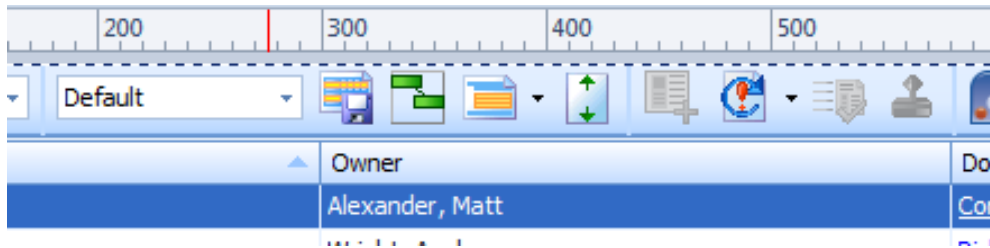
In this view we've added the "Owner" field.



Document Number	Owner	Document Title	Revision	Submission Date
PP-QI-1	Alexander, Matt	Consent Process	2	11/15/2011 11:49 AM
PP-QI-5	Wright, Avalon	Risk Assessment & Mitigation	2	5/9/2013 10:13 AM
PP-QI-6	Brosnan, Pierce	New Document Flowchart - Q-Pulse	1	6/21/2012 1:36 PM
PP-QI-7	Wright, Avalon	Document Control	2	

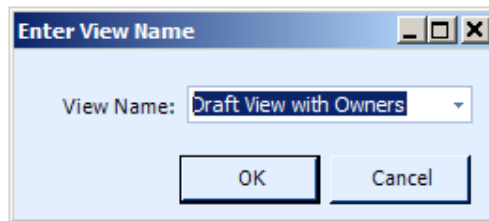
Once you have all of the columns you'd like to have, you may close the box of column options by clicking on the "x" in the upper right corner.

To save the view you've created for future use rather than having to recreate it each time, click the "Save View" icon shown below.



A box will open and you can type in any name you wish (as shown below) to describe the new view and then click OK.

Document Number	Owner	Doc
PP-QI-1	Alexander, Matt	Cor
PP-QI-5	Wright, Avalon	Risk
PP-QI-6	Brosnan, Pierce	New
PP-QI-7	Wright, Avalon	Doc
PP-QI-10	Ernst, Avalon	Vali
PP-QI-11	Ernst, Keith	Sup



Congratulations, you have successfully saved your view.