

Q-Pulse Tip- Q-Pulse Workload

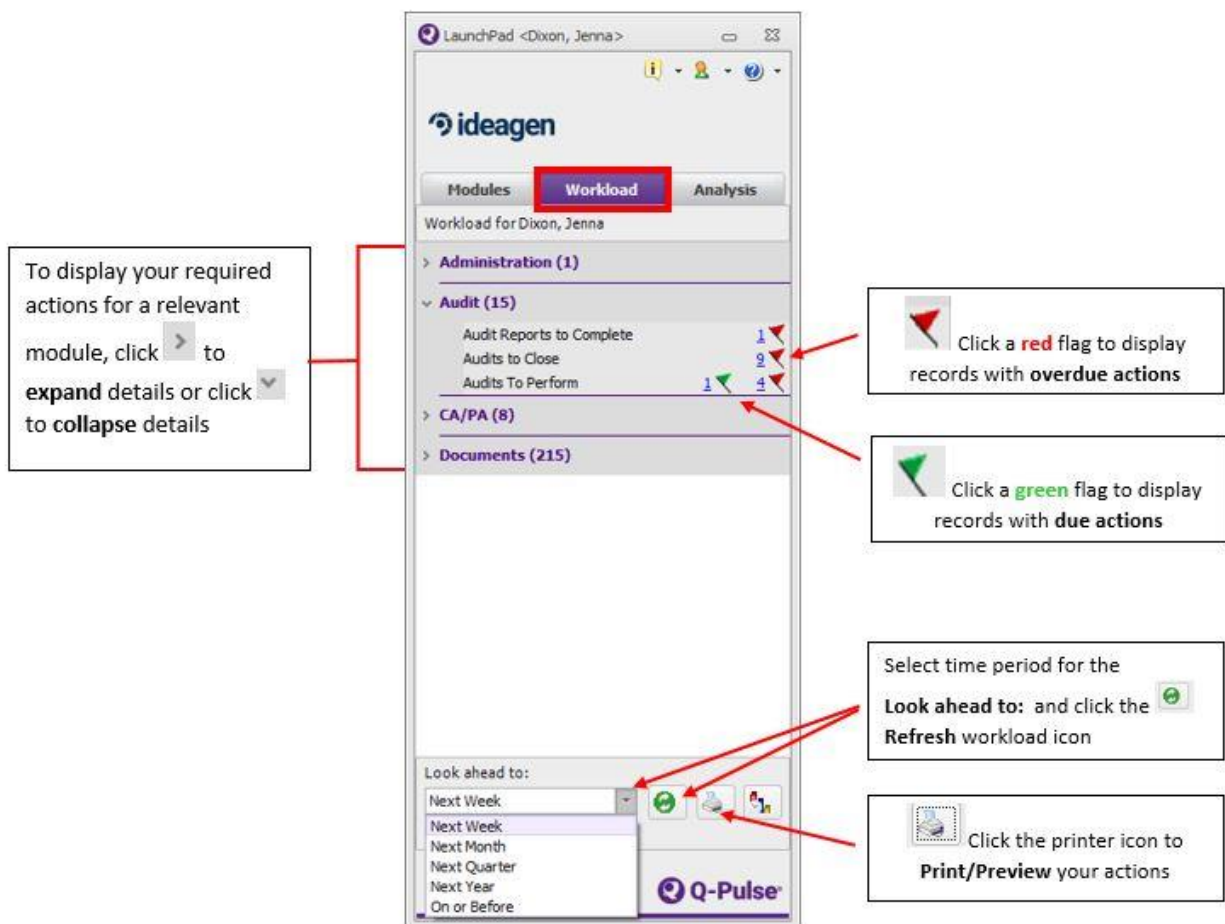
Did you know you can view all outstanding actions/work items that you are required to perform from the Workload tab located on the Q-Pulse LaunchPad?

To get started, click on the [Workload] tab on the LaunchPad.

- Applies for Q-Pulse users who have been granted access to the Workload permission

Useful Workload Features Include:

1. Pinpoint each due and overdue action for the relevant Q-Pulse module, e.g. Audit, CA/PA, Documents ...
2. Quick, [hyperlink](#) access to display the relevant records with required actions in the module's list view
3. Select/choice of a time period to look ahead and plan for your required actions
4. Refresh Workload to view your latest required actions
5. Print/Preview a report of your required actions



The screenshot shows the 'Workload' tab in the Q-Pulse LaunchPad. The interface displays a list of modules with their respective counts and actions. Callout boxes provide instructions on how to interact with the interface:

- To display your required actions for a relevant module, click > to expand details or click v to collapse details**: Points to the expand/collapse icons next to the module names.
- Click a red flag to display records with overdue actions**: Points to the red flag icon next to the 'Audits To Perform' row.
- Click a green flag to display records with due actions**: Points to the green flag icon next to the 'Audits To Perform' row.
- Select time period for the Look ahead to: and click the Refresh workload icon**: Points to the 'Look ahead to:' dropdown menu and the refresh icon.
- Click the printer icon to Print/Preview your actions**: Points to the printer icon in the bottom right corner.