Q-Pulse Tip- Q-Pulse Workload

Did you know you can view all outstanding actions/work items that <u>you</u> 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

<u>Useful Workload Features Include</u>:

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