

## Q-Pulse Tip: Related Non-Conformances to a Document

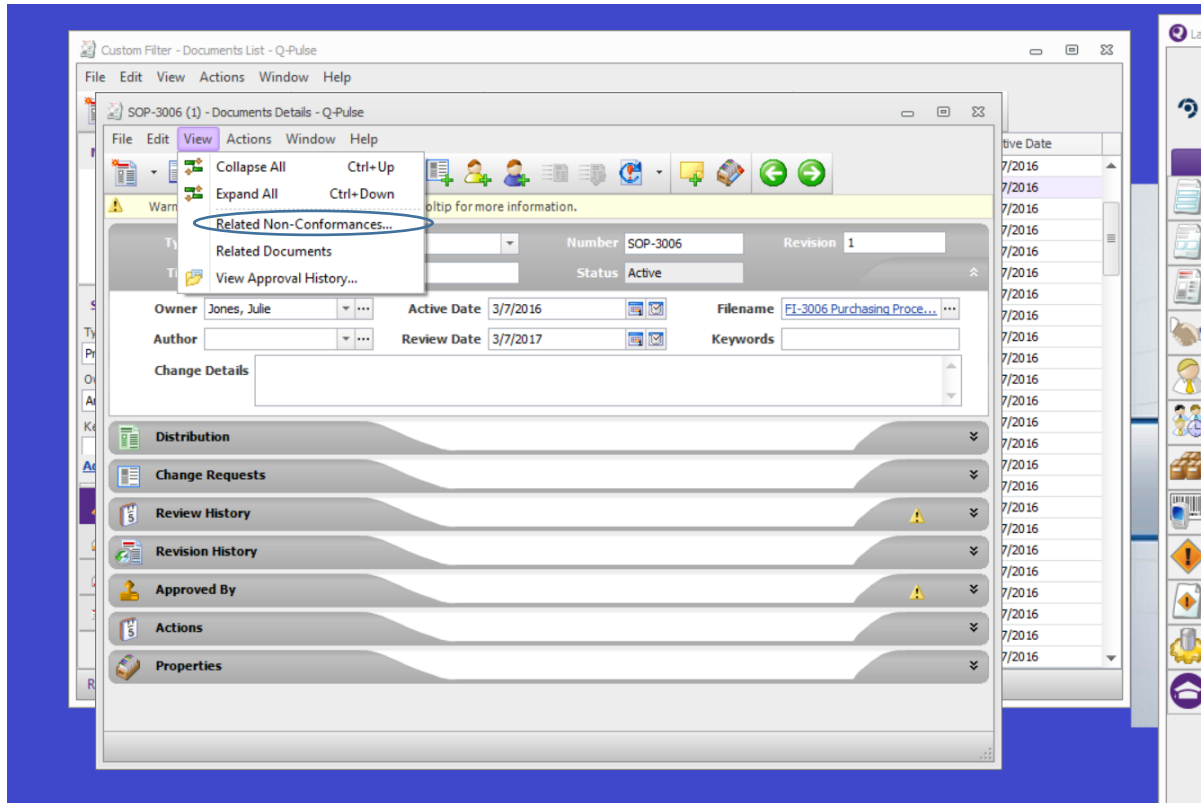
In this Quick Tip we will show you how to track and trend non-conformances related to documents. This can be useful in generating a New Change Request or staff training opportunities.

1. Log in to Q-Pulse and open the Document Module. Select the Document of interest.

The screenshot displays the Q-Pulse software interface. The main window is titled 'Custom Filter - Documents List - Q-Pulse' and shows a table of documents. The table has columns for Document Number, Document Title, Revision, and Active Date. The document 'SOP-3006 Purchasing Procedure' is highlighted. To the left of the table is a sidebar with 'My Actions' and 'Search' sections. To the right is a vertical sidebar menu with various modules like 'CA/PA', 'Audit', 'Documents', 'Customers', 'People', 'Training Courses', 'Suppliers', 'Assets', 'Forms', 'Incidents', 'Administration', and 'Gael Academy'.

Document Number	Document Title	Revision	Active Date
SOP-3005	Audits	1	3/7/2016
SOP-3006	Purchasing Procedure	1	3/7/2016
SOP-3008	Advances	1	3/7/2016
SOP-3102	Chart of Accounts	1	3/7/2016
SOP-3103	Monthly Calendar	1	3/7/2016
SOP-3105	Budget	1	3/7/2016
SOP-3201	Approval of Invoices and Check Requests	1	3/7/2016
SOP-3202	Donor Hospital Bills	1	3/7/2016
SOP-3203	Approval and Payment of Physician Fees	1	3/7/2016
SOP-3205	Processing Accounts Payable	1	3/7/2016
SOP-3206	Checks	1	3/7/2016
SOP-3207	1099's	1	3/7/2016
SOP-3303	Cash Receipts	1	3/7/2016
SOP-3304	AR Aging	1	3/7/2016
SOP-3402	Financial Statements	1	3/7/2016
SOP-3404	Approving Time and Expense Reports	1	3/7/2016
SOP-3408	Import Revenue	1	3/7/2016
SOP-3409	Expense Reimbursement	1	3/7/2016
SOP-3410	Mobile Device Stipend Policy	1	3/7/2016
SOP-3411	Granting Overtime Pay	1	3/7/2016
SOP-3412	Payroll Changes	1	3/7/2016
SOP-3413	Cost Allocation	1	3/7/2016
SOP-3414	Financial Authority Policy	1	3/7/2016
SOP-3415	Operating Reserve and Investment Policy	1	3/7/2016

2. Double Click to open that Documents Detail View. Use the View dropdown menu and select Related Non-Conformances.



3. Once Related Non-Conformances is selected, a CA/PA List View window will open with only the Non-Conformances that have this Document Record selected in the CA/PA record.

\*\* If the Document field is not mandatory at this time, but would like to pull this data, this can be changed in the CA/PA Mandatory Field Set under the Edit Menu. \*\*

**Number**       **Status**       **Raised Date**

**Source**       **Owner**       **Target Date**

**Details**

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**Raised By**  Internal  Customer      **Against**  Department  Partner/Vend      **Severity**

           **Keywords**

**Process**       **Document**       **Standard**

**Event Type**       **Resolution**       **Root Cause**

**Gift or Service**       **Closed By**       **Closed Date**

Custom Filter - CA/PA List - Q-Pulse

File Edit View Actions Window Help

Register Non-Conforma...

My Actions	Number	Details	Status	Document	Overall Ta...
Overdue (3)	CUST-15-CMPLT	Staff arrived late...	Open	Purchasing Procedure	12/1/2016
> Stages Overdue (4)	NC66		Open	Purchasing Procedure	8/6/2017
	NC74		Open	Purchasing Procedure	3/23/2018

**Search**  
 Source:   
 Status:   
 Severity:   
 Target Date:   
 Raised Date:   
 Advanced Search

Record(s) found: 3