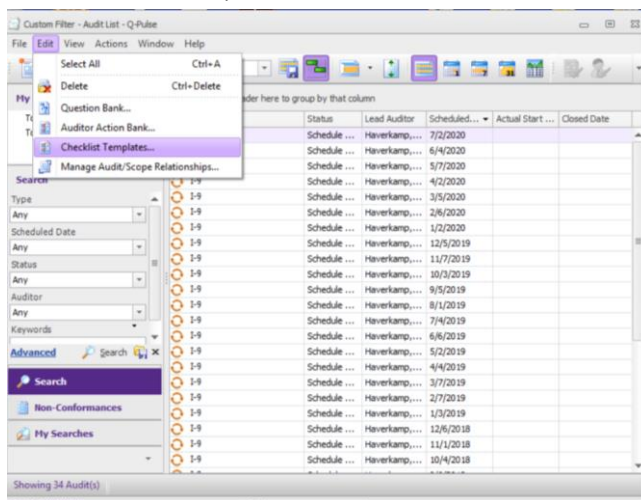


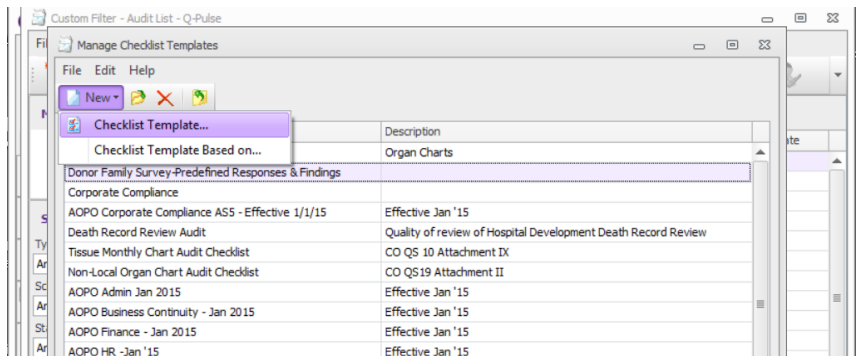
Q-Pulse Tip: Audit Module: Multi-Editing Predefined Answers

Predefined answers are a great way to allow auditors to complete an audit checklist quickly, but also to set guidelines on the responses. The predefined responses can be Yes, No, or Partial. When selecting No or Partial it can be set up to raise a Nonconformance.

1. Login to Q-Pulse and click on the Audit Module
2. Once in List view, Click on the Edit Menu and select Checklist Templates



3. Once the Manage Checklist Template opens click the New icon, then Checklist Template



4. Begin by adding questions to the New Checklist

Checklist

Title: Predefined Answers Example

Description: QuickTips

#	Section Header/Question	Area Of Standard	Guidance
1	Are the employees friendly ?		
2	Is the facility clean and tidy?		
3	Are all building exits clearly marked?		
4	Did you check in with the front desk?		

Drag items to the bank to re-use them in other checklists. Total Available Score: 0

Add an item to the checklist:

Press Enter or Alt + Enter to add a Question or Section Header respectively.

New... Edit... Delete Print...

Question Bank

Questions

- Donor Family Survey-Predefined Responses_Findings - 2016-
- Corporate Compliance**
- Death Record Review Audit - 2016-07-25-20:06:24
- Corporate Compliance - 2016-05-24-11:03:44
- Corporate Compliance (AOP) AS5 - Effective 1/1/15 - 2016-
- Tissue Monthly Chart Audit Checklist - 2016-12-13-11:17:10
- Authorization/ME Documentabon
- AOP Admin Jan 2015 - 2017-02-22-08:44:19
- Ocular - Tissue Monthly Chart Audit Checklist - 2016-12-13-11:17:10
- AOP Finance - Jan 2015 - 2017-02-22-08:45:05
- AOP Scoring Grid**
- Test - 2017-07-24-13:15:42
- AOP Business Continuity - Jan 2015 - 2017-02-22-08:44:37
- ESSENTIAL STANDARDS - 2017-07-25-09:12:57
- QS.705.F09 - Referral Audit Form - 2017-09-27-09:14:17
- AOP HR - Jan '15 - 2017-02-22-08:45:41
- AOP SG - AS1_Governing_Advisory Board_Questions - 2017-
- QS.705.F01 - Authorization and UDRAI (Greater than 12 Yrs
- MTN Corporate Compliance Audit Questions**
- Organ Procurement Organization CMS Audit - 2017-12-07-09-
- CMS Prep Audit - 2017-12-19-12:49:48
- Ocular Monthly Chart Audit Checklist - 2016-12-13-10:38:15
- Level 2... Chart Audit Checklist - 2016-12-13-10:38:15

Drag items from the bank to the checklist to add them.

Manage Question Bank...

OK Cancel

- Highlight all the questions that are going to be completed the same way and then hit Edit
 - *Notice it states on the top of the Question Editor how many questions have been selected and that all edits will be applied to all.

Click Use predefined responses

The screenshot shows two overlapping windows. The background window is titled 'Checklist' and contains a table with four questions highlighted in purple. The foreground window is titled 'Question Editor' and displays configuration options for the selected questions. A blue circle highlights the top of the 'Question Editor' window, which contains the text '4 questions selected' and 'The values entered below will be applied to all selected questions.' Below this, the 'Available Score' is set to 0, and the 'Use predefined responses' checkbox is checked. The 'Yes' section has a 'Response' field and an 'Auditor may edit response' checkbox. The 'No' section has a larger 'Response' text area and an 'Auditor may edit response' checkbox. The 'Partial' section also has a 'Response' text area and an 'Auditor may edit response' checkbox. At the bottom of the 'Question Editor' window are 'OK' and 'Cancel' buttons.

#	Section Header/Question
1	Are the employees friendly ?
2	Is the facility clean and tidy?
3	Are all building exits clearly marked?
4	Did you check in with the front desk?

6. Once 'Use Predefined Responses' is checked the responses may be edited.

This check box will make a NC be raised automatically if the answer is no, the Source and severity can also be chosen so the Auditor does not have a choice .

Question Editor *

4 questions selected
The values entered below will be applied to all selected questions.

Available Score: 0

Use predefined responses

Yes

Response: Yes, compliant
 Auditor may edit response

No

Response: Not compliant
 Auditor may edit response

Raise a Non-Conformance Finding with:
Source: [dropdown] Severity: <various>

Partial

Response: Partially compliant
 Auditor may edit response
 Raise a Non-Conformance Finding with:
Source: [dropdown] Severity: [dropdown]

OK Cancel

Allowing the Auditor to edit the response means the Auditor can change the "Partially Complaint" and add also be able to add text to explain more.

7. Click Okay and a New Checklist is Created. To open the New Checklist, go to Checklist Templates or Apply it to a New Audit.