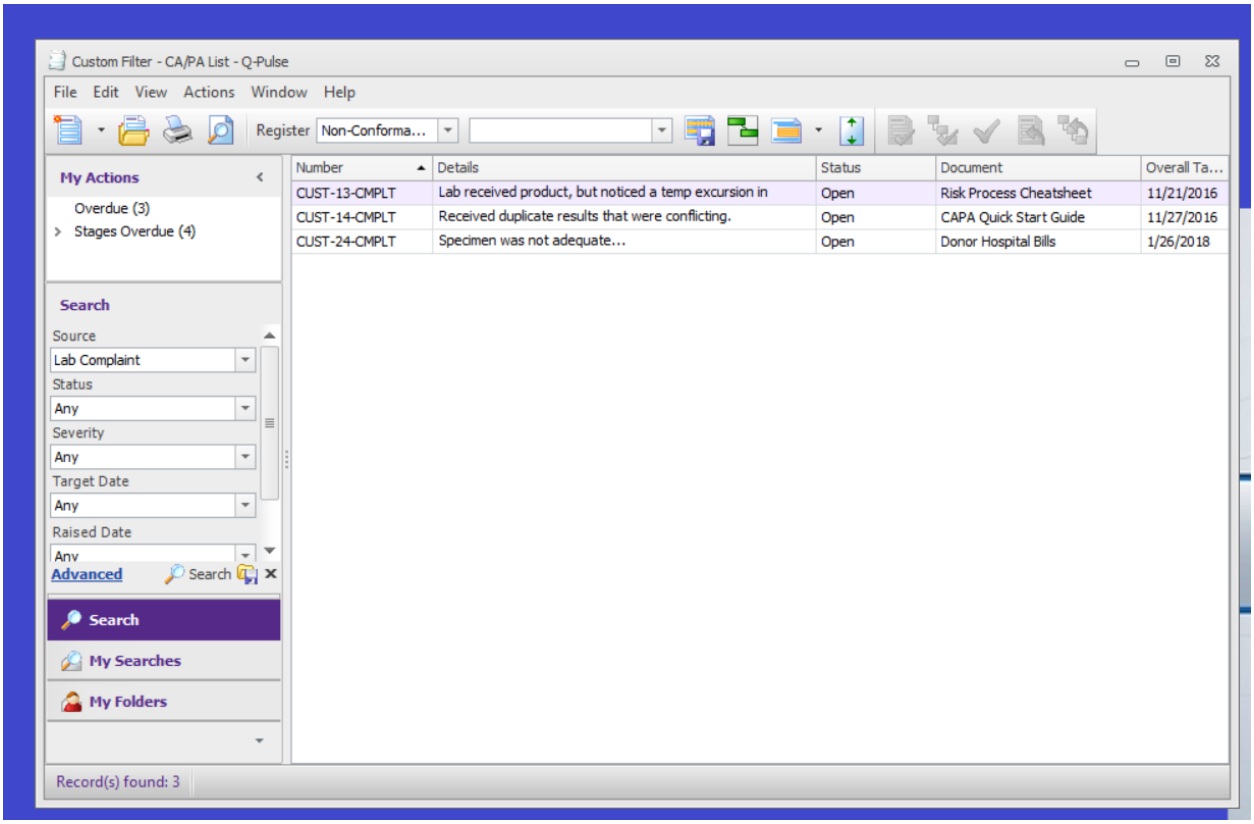
Q-Pulse Tip: How to Group Edit in CA/PA List View

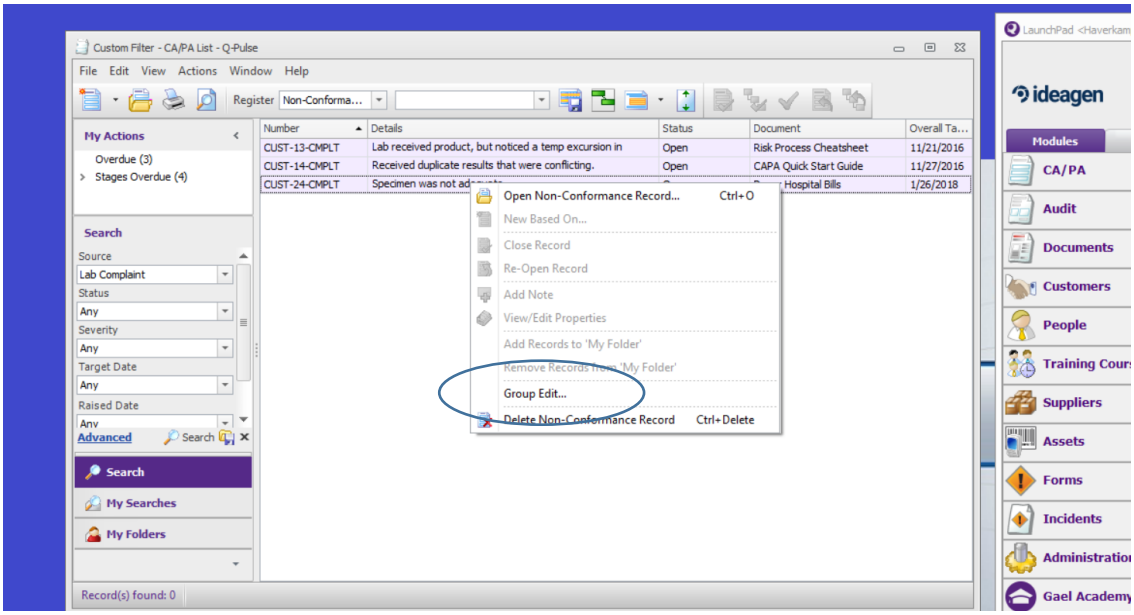
Group Editing is a handy tool available in CA/PA. Whether it is updating current records or correcting previous non-conformance records, it is an efficient method of ensuring that your organization gets the full benefit of CA/PA Analysis.

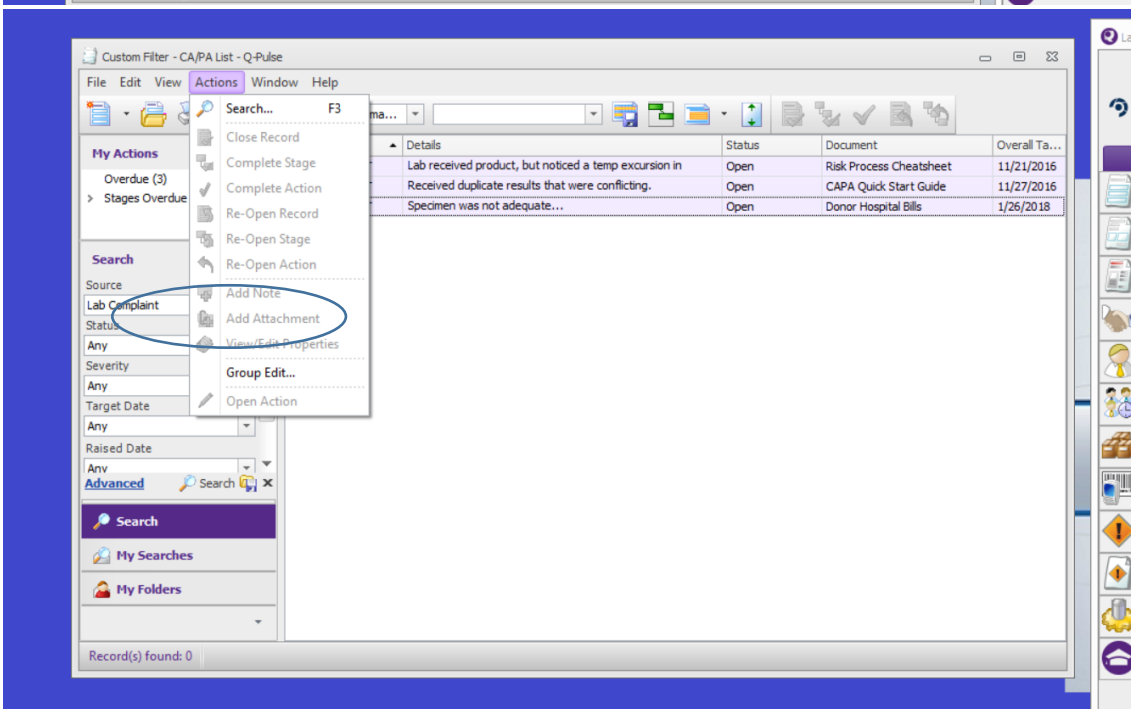
Login to Q-Pulse and open the CA/PA Module.

1. Filter using the simple search within the Search Pane on the left side of the screen; or use the Advanced Search to locate the desired records. (We will use the Source of Lab Complaint in this example).

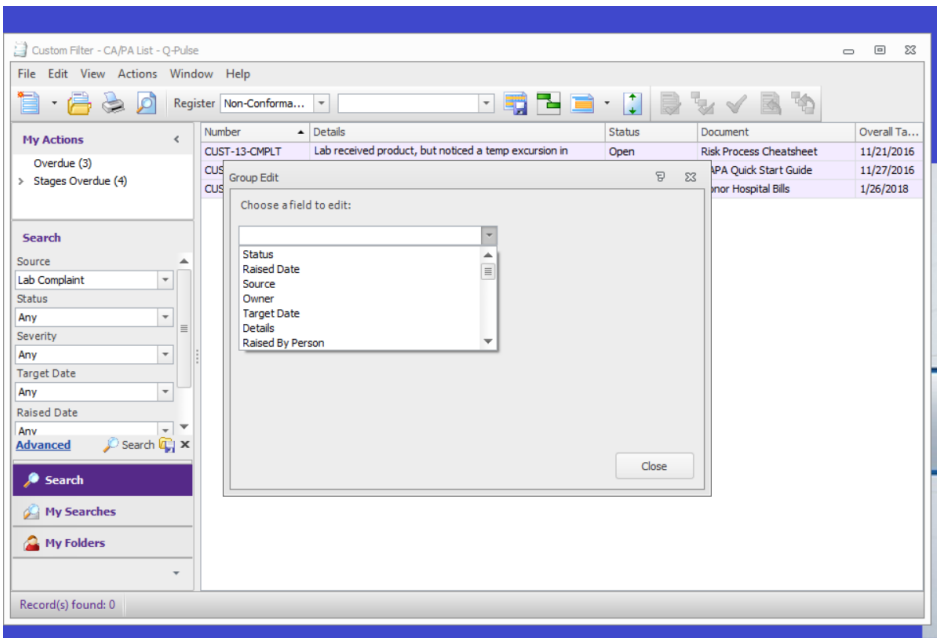


2. Highlight all records of interest in which the same information requires updating or a change by holding down the Ctrl key. Next, right-click and select Group Edit. This function can also be found within the Actions Menu.

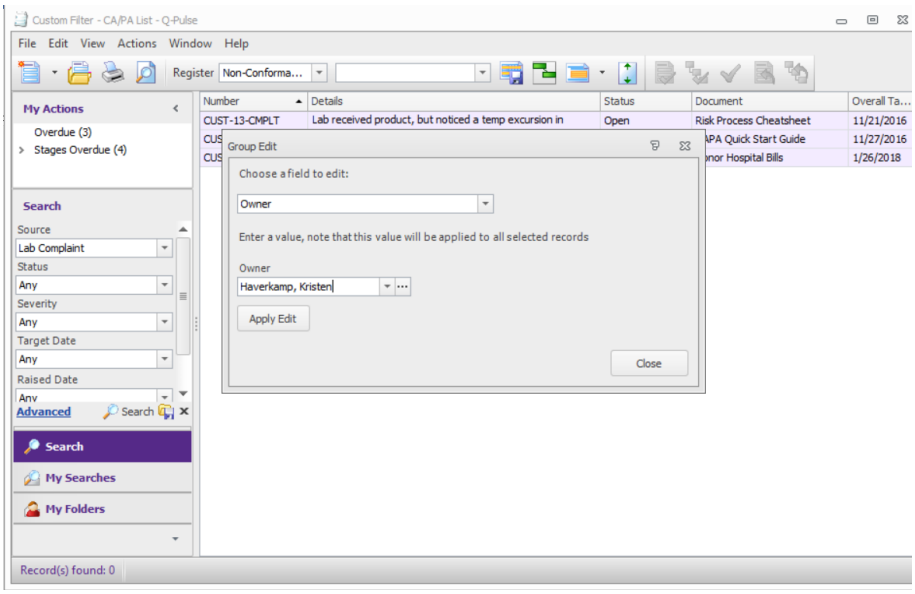




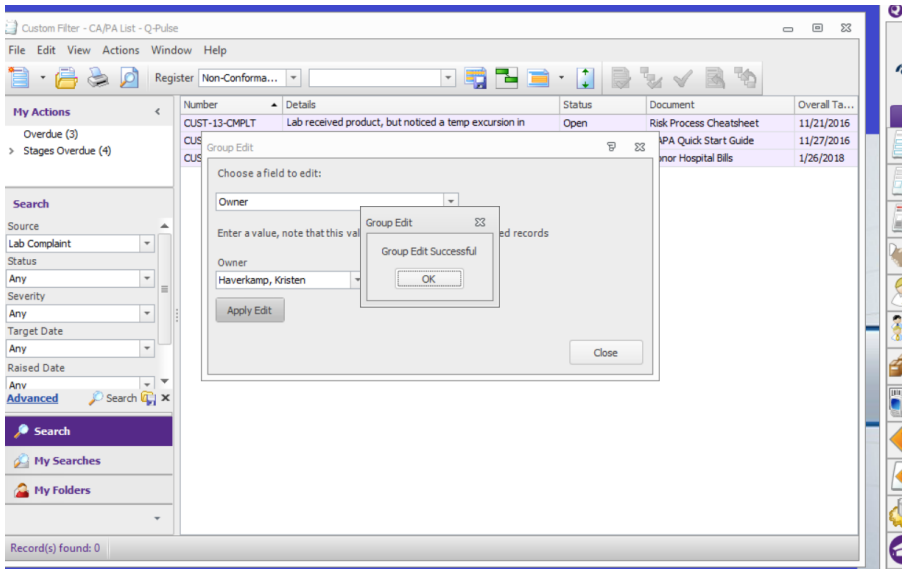
3. The Group Edit Field box will pop-up. Here the drop down will allow you to choose the field that needs to be updated or changed on all the selected records. Please note that if the records have already been closed, they will need to be re-opened in order to edit them. In this case, you may want to note the date each record was previously closed.



4. Depending upon the field selected, the appropriate options will appear (See example below).



5. Make sure to hit Apply Edit prior to hitting Close. Please note, that if you have selected a large group of records, it may take a while for all of the records to be updated/changed. Once the action has been completed, a box will appear letting you know that the Group Edit has been successful. Hit OK then Close.



6. To double check that the Group Edit was applied, right-click on the Column Headers and choose the Column that will show the Field that was updated (if not already displayed). Remember to close any records that were previously closed!