

Read and Comprehend – Web Client

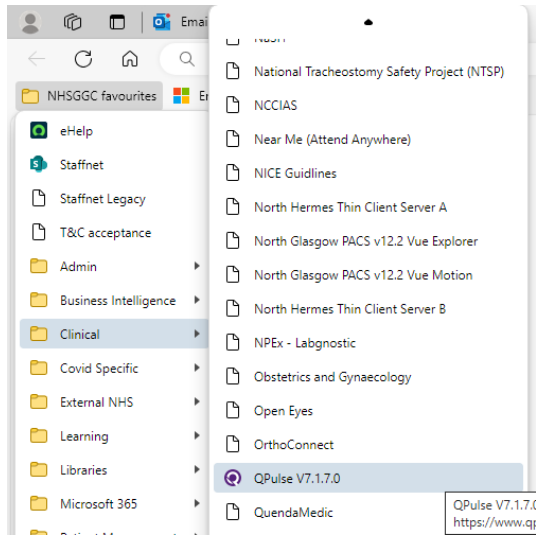
The following instructions will guide you on how to complete a Read and Comprehend request using the Web Client for Q-Pulse.

Open Q-Pulse Web

The web client for Q-Pulse can be accessed from NHSGGC Favourites which is available for all NHSGGC Staff. This appears in 2 locations in Microsoft Edge.

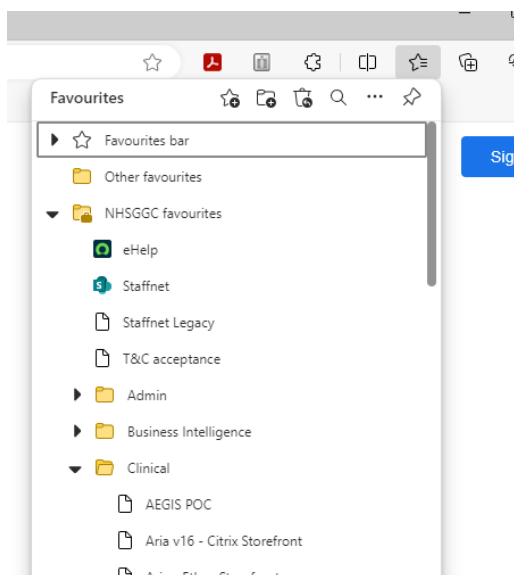
Top Left in Edge

The tab NHSGGC Favourites appears in the top left, when clicked it will give a number of options. Select “Clinical” and from this list select QPulse V7.1.7.0



Top Right in Edge

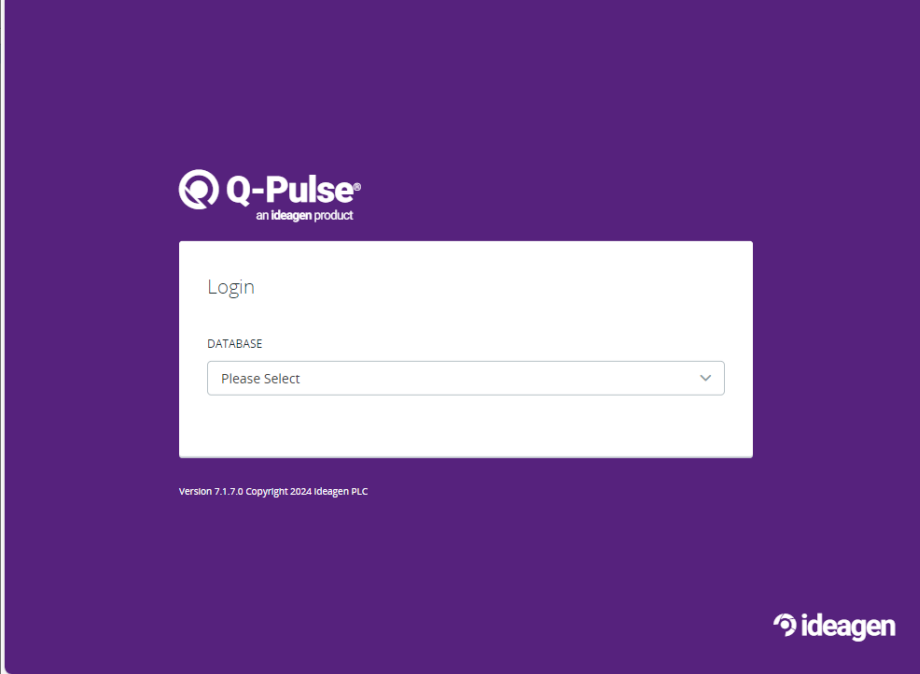
There is a star icon in the top right of Microsoft Edge that when clicked gives the option to select “NHSGGC Favourites”, from here you can then select “Clinical” and from this list select “QPulse V7.1.7.0



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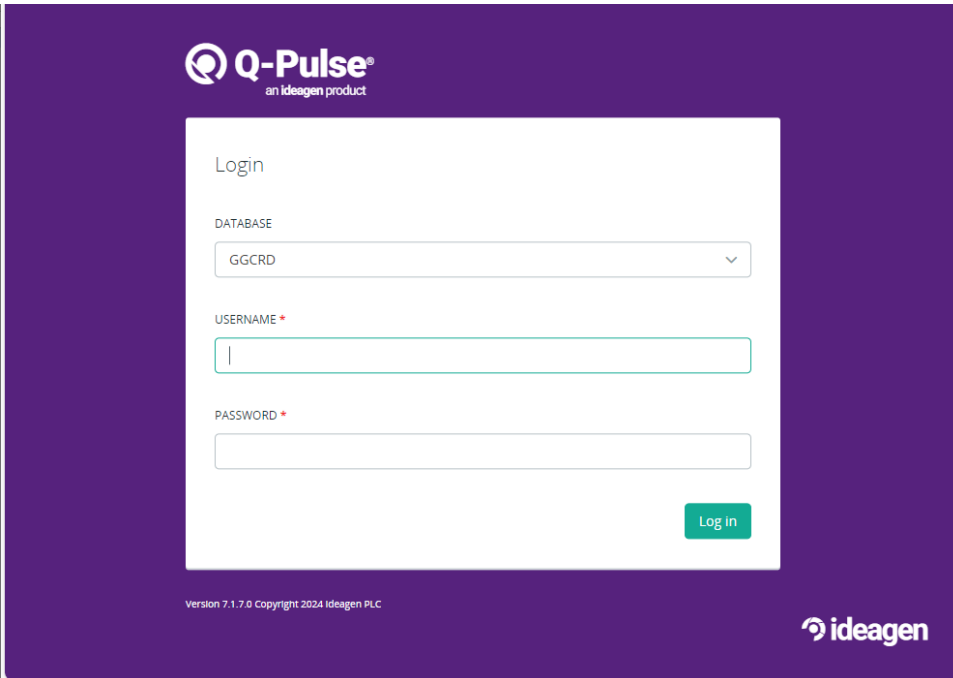
By selecting the above links, a new window will open that looks like the image below.

The first step in logging in is to select the Research and Innovation Database from the drop down, the name is “GGCRD”



The screenshot shows the Q-Pulse login interface. At the top left is the Q-Pulse logo with the tagline "an Ideagen product". The main content area is a white box titled "Login". Inside this box, there is a "DATABASE" label above a dropdown menu. The dropdown menu is open, showing "Please Select" as the current selection. Below the dropdown menu, there is a small version number: "Version 7.1.7.0 Copyright 2024 Ideagen PLC". In the bottom right corner of the purple background, there is the Ideagen logo.

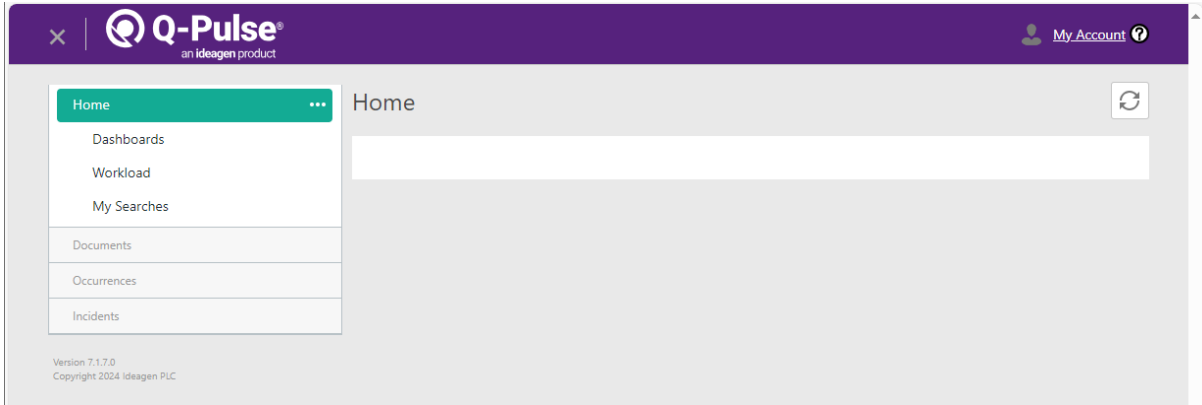
When the database name is selected, you will then need to enter your username and password. If you do not know either your username or password, contact your local QA to get the details.



The screenshot shows the Q-Pulse login interface with the database dropdown menu set to "GGCRD". Below the dropdown menu, there are two input fields: "USERNAME" and "PASSWORD". The "USERNAME" field has a cursor in it. A green "Log in" button is located at the bottom right of the white login box. Below the login box, there is a small version number: "Version 7.1.7.0 Copyright 2024 Ideagen PLC". In the bottom right corner of the purple background, there is the Ideagen logo.

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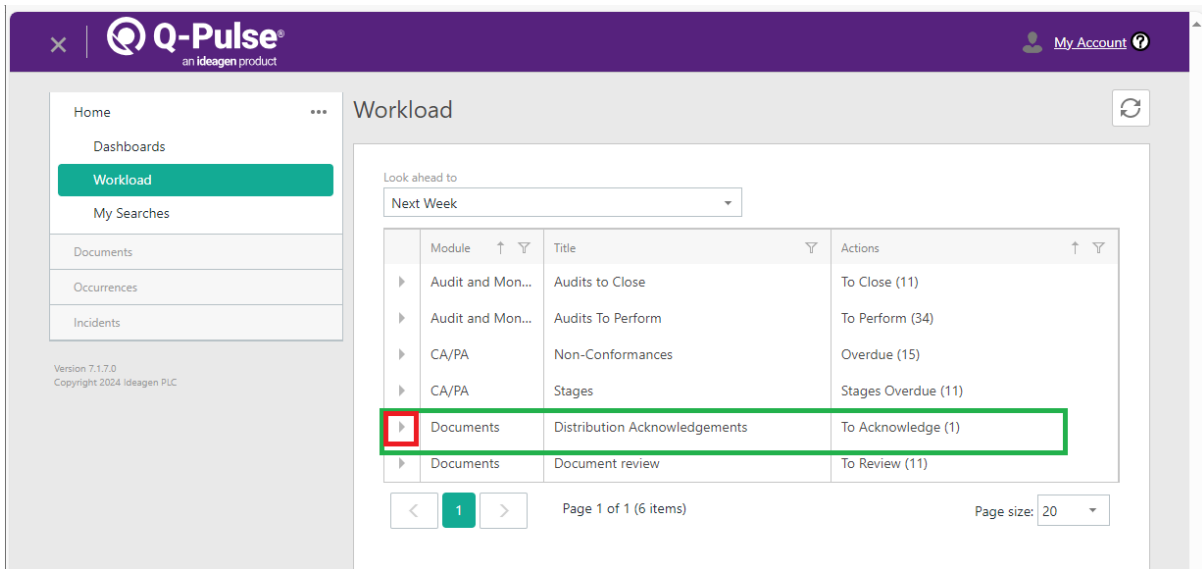
When you first log in to Q-Pulse you will see a screen like the one below.



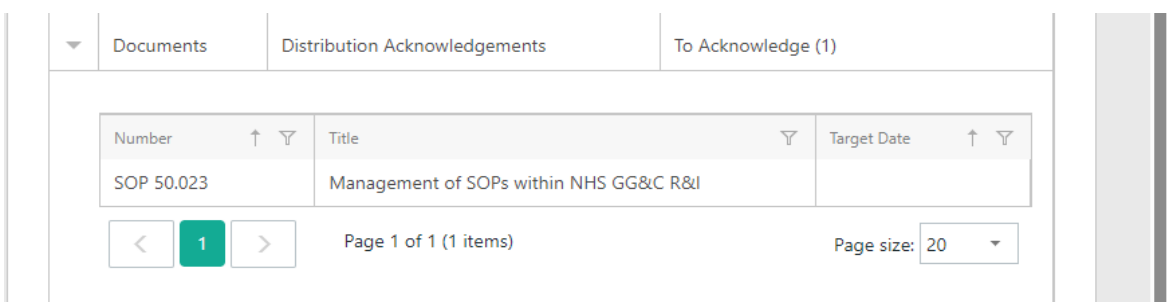
Access Workload

To see a list of SOPs which require a Read and Comprehend action, select the “Workload” tab on the left hand side.

This will open a window like the one shown below, this details all the actions required to be completed by your account. Read and Comprehend actions are listed under the one highlighted in green.



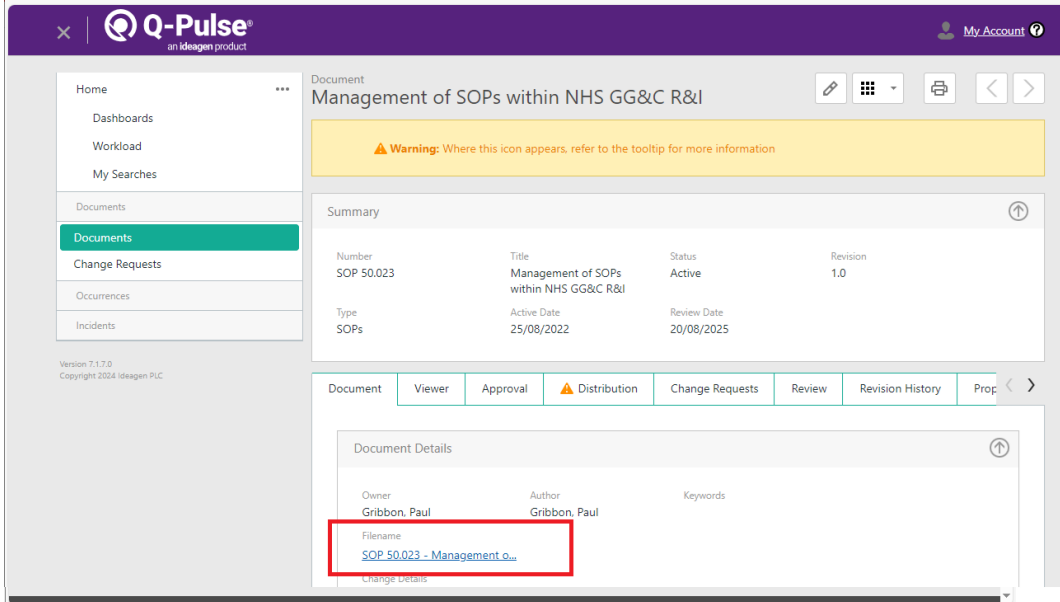
To see a list of SOPs records that can be opened and the SOP can be downloaded from, select the arrow that appears on the very left hand side of this tab highlighted in red, this will expand and show a list of the SOPs which can then be clicked to open a new window.



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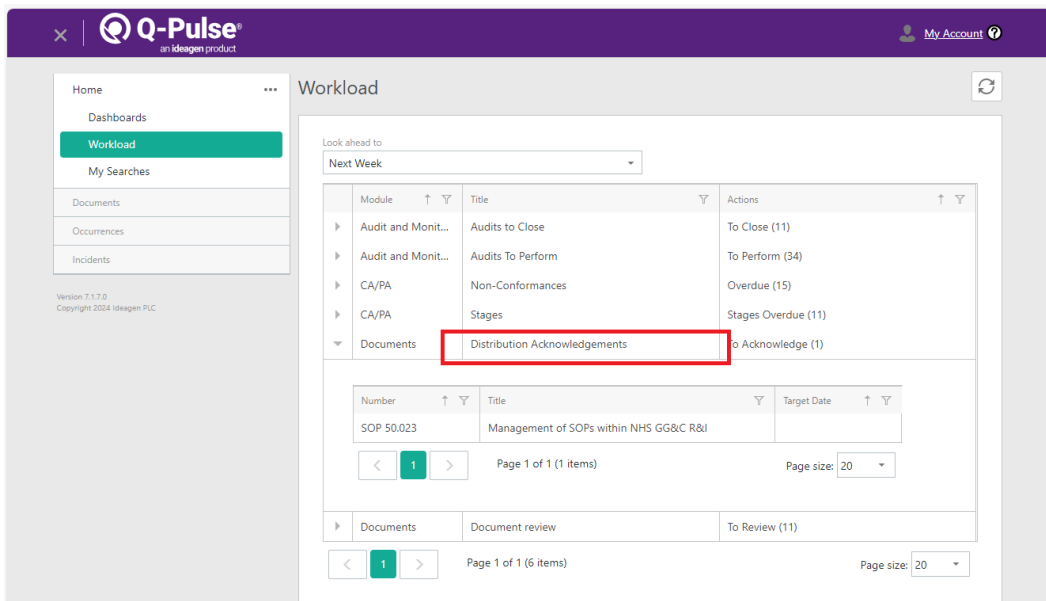
Open a Document

By clicking on the SOP Number, a new window will open which contains all the details about the document. On the front page of the new window, a field for “filename” will appear with blue underlined text, by clicking on this you can download a copy of the SOP to read the contents.



Acknowledge a Document

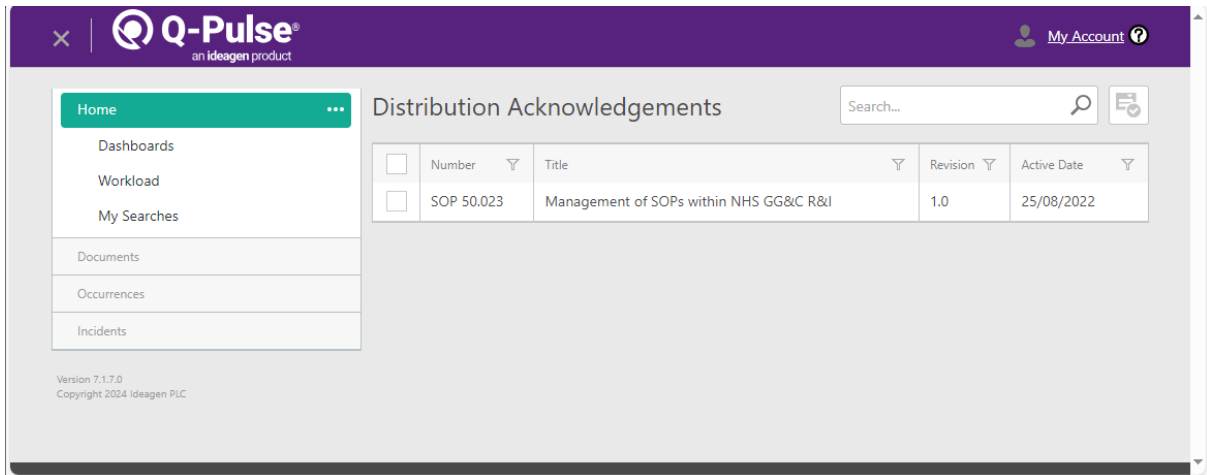
When you have read the content of the SOP and are happy to acknowledge you have read it and comprehend the contents, return the web client to complete this action. From the steps followed previously you should have 2 open windows, close the window shown in the image above that has the individual document record open and it will leave you with the window that contains the following:



From here, if you click on the tab above the list of documents as highlighted in red it will open a screen to acknowledge the documents.

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The new window that opens will look like the one below and will list all the SOPs you have to acknowledge. Beside each is a tick box, select those from the list you have read and comprehend the contents of. Once you have select a document you will see the button in the top right will no longer be greyed out and will allow you to acknowledge the document. Press this button to complete the action.



Q-Pulse[®]
an ideagen product

My Account ?

Home ...

Dashboards

Workload

My Searches

Documents

Occurrences

Incidents

Version 7.1.7.0
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Distribution Acknowledgements

Search...

<input type="checkbox"/>	Number	Title	Revision	Active Date
<input type="checkbox"/>	SOP 50.023	Management of SOPs within NHS GG&C R&I	1.0	25/08/2022

Once you have completed this action for all documents you will have acknowledged all the relevant SOPs. You will be notified of any future updates to relevant SOPs and will have to complete this action at the time.

Q-Pulse will then act as your training record for all SOPs.