



## **Accessing Documents in Q-Pulse**



📓 Custom Filter - Documents List - Q-Pulse												
File Edit View Actions Window Help												
🛅 - 📇 💷 🚴 💋	Register: Active	-	•		-							
My Actions <	Documen  Document Title Revision		Active	Date								
No Octions to display	EXT-GA-QR-1 Sharps Injury Prevention quideline HSA 1		03/07	/2013								
No Actoris to display.	PPG-GA-QR-1 Sharps Needlestick Injury Prevention Guideline 1			03/07/2013								
	PPG-GA-QR-2 Sharps Needlestick Injury Presentation 1		03/07	2013								
	PPG-GA-QR-3 Sharps Injury Risk Assessment 1		03/07	/2013								
Search Type Any Owner Any Keywords Advanced Search My Searches My Folders Record(s) Found: 4	<ul> <li>4. Click on the blue underlined <u>document title</u> to open and read the document. When you have finished reading the document, close the document. This will bring you back to this screen</li> <li>5. You can also search for documents by <b>Type</b> or by <b>Owner</b>. Select the relevant Document Type or Owner from the dropdown list and click on the <b>Search</b> icon to run the search</li> </ul>											

Q-Pulse Support (HCI) Tel: 1890 424 999 (9am-5pm Monday to Friday) Email: support@hci.ie





## Logging an Incident, Complaint, Risk in Q-Pulse

- 1. Log onto Q-Pulse using your username and password.
- 2. Click on the **down arrows** next to Report an Incident or Feedback.

Report an Incident or Feedback	(2) *
New	1 Complaint
Recently Viewed	2 Extreme Impact Incident
Folders	3 Incident / Near Miss
	4 Positive Feedback
2	5 Risk Identification

- 3. Click 'New', Select the relevant form from the options available.
- 4. The relevant form shall be presented for completion by the user.
- 5. Please complete all relevant sections of the form. Some sections are mandatory, which means that you must complete these before you can save the report.
- 6. Click on the '>' to expand the **Location** list to select the relevant Directorate, Department or Ward.

Location		-	Location	<b>T</b>				
	Eppis Hospital (EH)		Title	~	<ul> <li>Ennis Hospital (EH)</li> </ul>			
litte N		Nepada Hospital (NH)			¥	Diagnostics Directorate (E	H) Ennis Ho:	
	(		This fame is fa			X-Ray Department (El-	<ol> <li>Ennis Ho:</li> </ol>	
nis form is fo	(	Cream Orthogoadic Haspital (COH)	This form is to			Radiology (EH)	Ennis Ho:	
B re Locatior >		Croom Orthopaedic Hospital (COH)	NB re Locatior		>	Hospitality/Facilities/Engin	eerin Ennis Ho	
		University Maternity Hospital Limeri	the exact dire		>	Medicine Directorate (EH)	Ennis Ho:	

- Save the form by clicking in the save icon at the top of the record.
   A reference number for the report will appear in the 'Number' box of the record.
- 8. **Close the form**, by clicking on the X on the top right of the record.