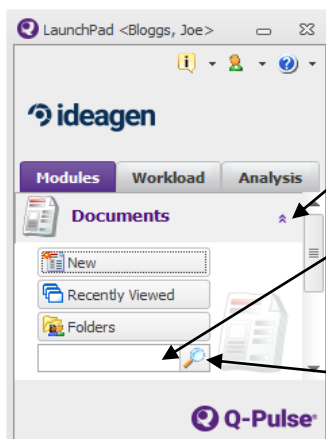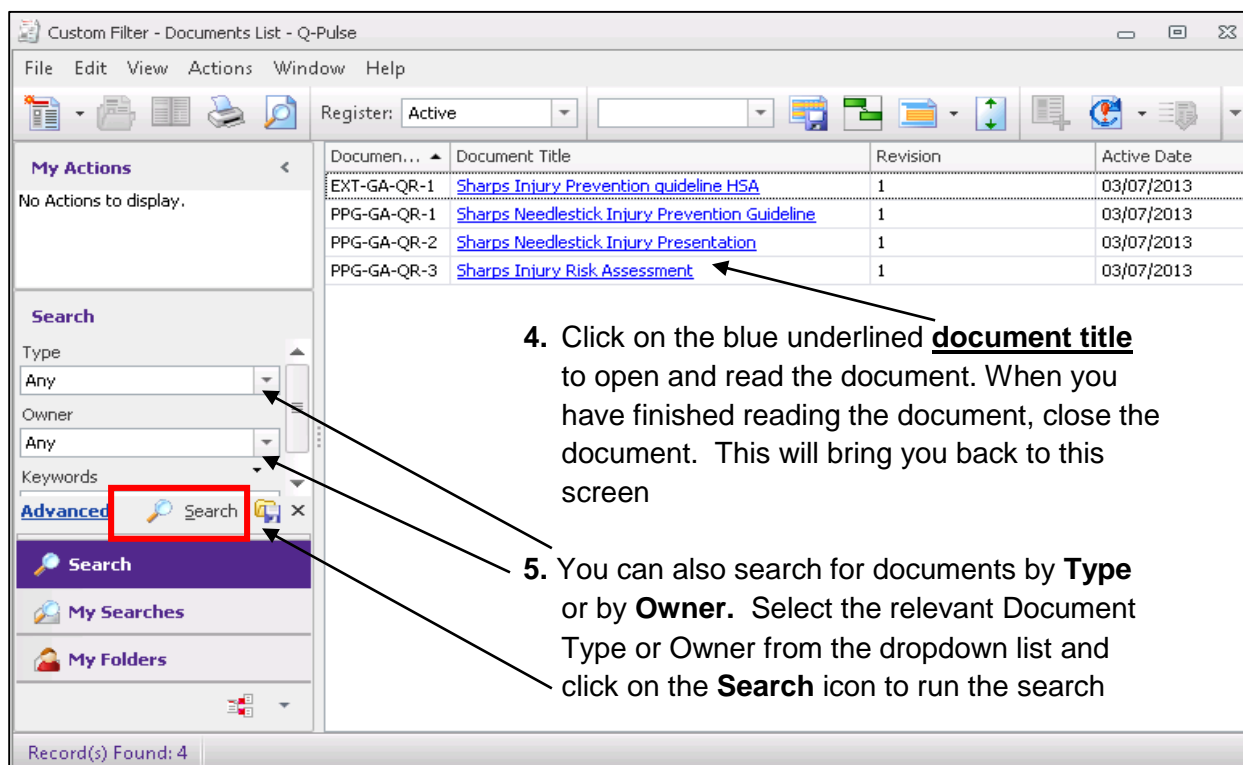# Accessing Documents in Q-Pulse

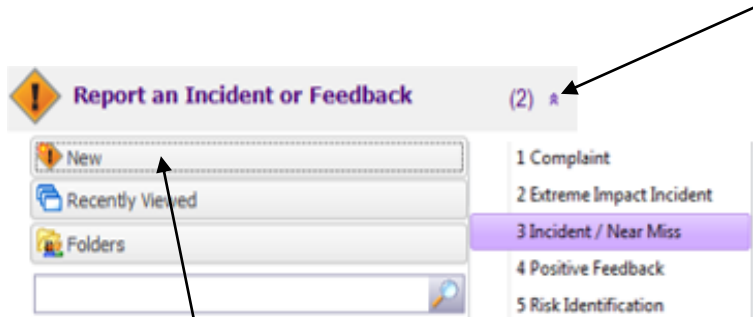

1. Click on the down arrows next to Documents

2. **Enter a keyword** for the document that you require, for example: If you were looking for the *Policy and Procedure on the Sharps Needle stick Injury Prevention*, you could enter the word 'sharp' into the keyword box

3. **Click on the search icon** to run the search. The results of your search will be visible in the **List View** of the Documents Module as shown below

4. Click on the blue underlined **document title** to open and read the document. When you have finished reading the document, close the document. This will bring you back to this screen

5. You can also search for documents by **Type** or by **Owner**. Select the relevant Document Type or Owner from the dropdown list and click on the **Search** icon to run the search
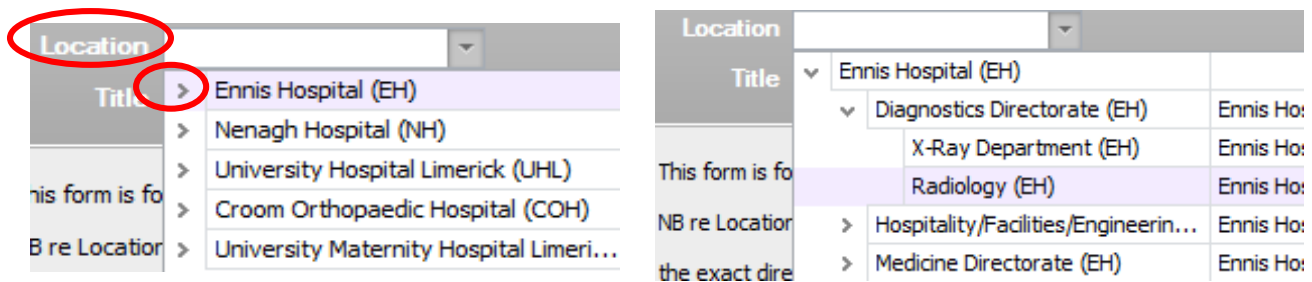
Logging an Incident, Complaint, Risk in Q-Pulse

1. Log onto Q-Pulse using your username and password.

2. Click on the **down arrows** next to Report an Incident or Feedback.

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.

7. **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.