

How to Relate Grants to Sub-grants in Q-Pulse

Each sub-grant (SG) in Q-pulse must be related to the grant (G) funding it.

Open the Q-Pulse SG file on the document. Click on the Properties icon at the top of the file or in the Properties tab.

The screenshot shows the Q-Pulse software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Actions', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. A red circle highlights the Properties icon (a document with a gear) in the toolbar. A yellow warning banner below the toolbar reads: 'Warning: Where this icon appears, refer to the tooltip for more information.' The main content area displays document details for 'The ACT Center for Tobacco Education, Treatment, and...'. The status is 'Draft'. Fields include Owner (Allen, Reeshemah), Implement By Date (10/1/2020), Filename (ACT Center Determinati...), Analyst (McCord, Robbin), and Keywords. Below these fields is a 'Change Details' section. A vertical sidebar on the right contains several expandable sections: Approval, Actions, Change Requests, Review History, Revision History, and Properties. The Properties section is expanded, showing a table with the following data:

User/Note	Date/Time
Allen, Reeshemah	9/29/2020 ...
This sub-grant is fund by state tobacco funds.	
McCord, Robbin	7/17/2019 ...
Document Obsolete	
New revision created	

A red circle highlights the Properties icon in the bottom right corner of the Properties section.

Mississippi State Department of Health
Office of Policy Evaluation
October 1, 2020

A new window will open. Click the Related Documents icon on the left. Click the Add button and search for the Q-pulse grant file that the sub-grant is funded from.

The screenshot shows the 'Document Properties Editor' window. On the left is a sidebar with icons for 'Notes', 'Additional Fields', 'Related Documents', 'Related Departments', 'Related Processes', 'Related Standards', and 'Signatures'. The 'Related Documents' icon is highlighted. The main area has a blue header 'Related Documents' and the text 'SG-130 references the following:'. Below this is a table with columns 'Type', 'No', and 'Title'. Below the table are 'Add...' and 'Remove' buttons, with 'Add...' circled in red. Below the buttons is the text 'SG-130 is referenced by:' followed by another table with columns 'Type', 'No', and 'Title'.

Document Properties Editor

Related Documents

SG-130 references the following:

Type	No	Title
------	----	-------

Add... Remove

SG-130 is referenced by:

Type	No	Title
------	----	-------

Mississippi State Department of Health
Office of Policy Evaluation
October 1, 2020

You may search by document type or keyword.

The image shows a software dialog box titled "Search for Document". At the top left is a magnifying glass icon and the title "Search for Document". At the top right is a close button (X). Below the title bar, there are two input fields: "Type" with a dropdown menu currently showing "Any", and "Keyword" with an empty text box. To the right of the "Keyword" field is a "Search" button with a magnifying glass icon and an "X" to close the search. Below these fields is a table with three columns: "Number", "Title", and "Type". The table is currently empty. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Number	Title	Type
--------	-------	------

Mississippi State Department of Health
Office of Policy Evaluation
October 1, 2020

The application will list documents filtered in the search. Highlight the document(s) you wish to relate and click OK.

