In order to certify that “Corrective Actions” have been completed, follow these steps.

1. Login to LabCliQ (labcliq.com) using your UVM NetID and password.

2. Click “Corrective Actions” in the left menu under “Summary.”
3. To view all of the corrective actions (the ones you are personally responsible for as well as those others are responsible for*):
   a. Click “All” next to “Show:”

   ![Corrective Actions](image1)

   b. Click “Update”

   ![Corrective Actions](image2)

   *The corrective actions that have been assigned to you will have your name next to them. Please do not certify that actions have been completed, unless you are the person to complete them, or have ensured completion.

4. You will see a list of any lab spaces in which audits have been completed and still require corrective actions to be made. There are four possible “Actions” at this point.

   ![Actions](image3)

   a. The green check allows you to go in and directly certify the actions have been completed.
   b. The little person allows you to reassign actions to another person.
   c. The little calendar allows you to request an extension on an action.
   d. The magnifying glass allows you to view the inspection report.
5. After clicking the green check, the necessary corrective actions will be listed. Click the boxes to the left of the actions to check them off:

6. Add any specific comments about the corrective actions to the “Comments” section.

7. Click “Certify Corrective Actions” to submit your corrections.

Each lab room will be in a separate report. Therefore, if there are multiple lab rooms with the same corrective actions, each room will need to be certified separately.