In order to login to LabCliQ, you need to use your UVM NetID and password. i.e. If your name is First Last, use flast as the login.

1. Go to labeliq.com to get started.

2. Use your NetID email (flast@uvm.edu NOT first.last@uvm.edu), make sure the box next to “Single Sign-on?” is clicked to “On,” and click “Login.”

3. This will bring you to a UVM secure login page:

Login using your UVM NetID and password.
The following details how to use LabCliQ online in order to view audit reports or to handle assigned corrective actions.

1. On the main login screen, under “Inspection Findings,” you should see three options:
   • “Corrective Actions” – If you are listed as the supervisor or LSO for the lab, you will be able to see all corrective actions that need to be completed for your lab. If you have had corrective actions assigned to you, but you are NOT the supervisor or LSO, you will only be able to view the corrective actions you are responsible for completing.
   • “Summary Reports” – This option will allow you to review audits that have been performed in your lab.
   • “Complete Inspections” – This option will allow you to view recently performed audits in your lab as well as older audits that have been completed.

*** Before completing an audit online, the corrective actions that were assigned must be fulfilled. ***
2. After clicking on “Corrective Actions,” you will have two options:

![Manage Report]

3. In “Manage,” you will be able to respond directly to the corrective actions that have been assigned in that audit. The following options are available under “Manage:”

- “Comment” enables you to make comments on a particular corrective action, *before* you complete the action.
- “Photo” enables you to add any relevant photos to the report.
- “Reassign” enables you to reassign the corrective action to another person. *When reassigning, make sure to use their NetID email, not first.last email!* *
- “Extend” enables you to request an extension for the timeframe in which the corrective action must be completed.
- “Complete” enables you to close the corrective action, and show that it has been completed, in the report.
  * Make sure to use make any comments BEFORE completing the actions. You will not be able to make comments after the actions have been completed.*