LABCLIQ – SUMMARY REPORTS GUIDE

This guide describes the main features on using the Summary Reports Module within the online inspection tool – LabcliQ. First you need to log into LabcliQ at www.labcliq.com. LabcliQ is best viewed with the Mozilla Firefox browser.

1) Summary Menu Button – click this to open the Summary Reports module.

2) Organize how the data is grouped by with the drop down menu and then click “Update” to display data.

3) Click on the plus sign (+) to expand group.

4) Display of summary data: the group and room inspected, the number of inspections, the number of open corrective actions, the total number of corrective actions, the deficiency ratio (# of actions / # of inspections), and the summary reports charts.

5) The Summary Reports chart icon

   ![](image) Click to view summary reports at each level of the organization tree.

   Click the “+” icon to expand the organization tree.
Summary Reports Charts

Main summary report at the organization level showing number of corrective actions by category and the % of actions for each category / total number of corrective actions.

Summary report at the college level showing corrective actions by category.

Click on the “close” button to return to the Summary Reports home page.
Summary Reports Charts

1. Main summary report at the building level showing number of corrective actions by category and the % of actions for each category / total number of corrective actions.

2. Summary report at the room level showing corrective actions by category.

3. Click on the “close” button to return to the Summary Reports home page.
Summary Reports Charts

Main summary report at the room level showing number of corrective actions by category and the % of actions for each category / total number of corrective actions.

Summary report at the inspection date level showing corrective actions by category.

Click on the “close” button to return to the Summary Reports home page.