Guide

Logiqc Quick Start Guide

Your organisation has implemented the Logiqc platform to enable all staff to contribute to managing safety, quality and risk in healthcare. Each time you report adverse events or a near miss, you are creating an opportunity for your organisation to analyse how it can improve the way services are provided to clients.

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Logging in

* Open your Internet browser (e.g. Google Chrome, Microsoft Edge) and enter your Logiqc web address (URL)
* Enter your username and password, and click log in. If you’ve forgotten your password, click the ‘Forgot password’ link

**Related Knowledge base articles:**

[How to log in](https://knowledgebase.logiqc.com.au/how-to-log-in)

Homepage

When you log into Logiqc, you will open at the homepage.

A screenshot of a computer

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Add new items here with the FAB (Floating Action Button)

Navigate the system using this left nav panel

Link to the Help Centre

Access your account details

Search all registers here

Updating your password and account details

* After logging in, click on your name (top right), and select ‘**My Account**’
* Click ‘**Change password**’ to enter a new password and click ‘**Ok’**.
* Make sure your email address is correct. This is the address Logiqc will send task notifications and meeting reminders to.
* Update you phone numbers (optional)
* Click ‘**Save**’ to update your account.

**Related Knowledge base articles:**

[Changing your password](https://knowledgebase.logiqc.com.au/changing-your-password)

[Editing your user account](https://knowledgebase.logiqc.com.au/editing-your-user-account-1)

Reporting an event (Incident, Improvement, Feedback, Repair)

* Click on the FAB (see page 1) and select the event type you need to add.
* Describe the details of the event.
* Assign the item to the appropriate person and the relevant Meeting and Business area.

**Related Knowledge base articles:**

[Report an incident](https://knowledgebase.logiqc.com.au/details-incidents)

[Report a complaint](https://knowledgebase.logiqc.com.au/details-complaint)

[Report feedback](https://knowledgebase.logiqc.com.au/details-feedback)

[Report a repair](https://knowledgebase.logiqc.com.au/details-repair)

Adding a register item

* Go to the relevant register and click on the FAB.
* Define the details of the item.
* Assign the item to the appropriate person and the relevant Meeting and Business area.

Viewing documents

* Use the left nav panel (see page 1) to go to the Document Register.
* Search or filter for the document.

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* When you have found the required document, click on the icon in the View column to open a preview.

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Complete a Task

* If you have been assigned a task you will receive an email notification, and the task will be listed in your Tasks Register in the My tasks tab. Click on the Description of the task to go to your task management options.

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**Related Knowledge base articles:**

[About tasks](https://knowledgebase.logiqc.com.au/about-tasks)

Logiqc Learning Academy

The Logiqc Academy has a variety of self-paced courses designed to help you get the most from your Logiqc platform.

Knowing how to use the platform is one thing but understanding why is the next piece in the puzzle.

Our courses are designed to provide context and rationale for implementing a QMS and will explore how to position quality as a strategic driver in your organisation.

Follow this link <https://academy.logiqc.com.au/> to access the Academy.

Courses recommended for new staff

[Introduction to LogiqcQMS](https://academy.logiqc.com.au/course/intro-to-logiqcqms)

[Report an Incident](https://academy.logiqc.com.au/course/incident)

[Report feedback](https://academy.logiqc.com.au/course/feedback)

[Suggest an improvement or report a non-conformance](https://academy.logiqc.com.au/courses)

**Related Knowledge base articles:**

[Accessing the LogiqcQMS Academy](https://knowledgebase.logiqc.com.au/the-logiqc-learning-academy)

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