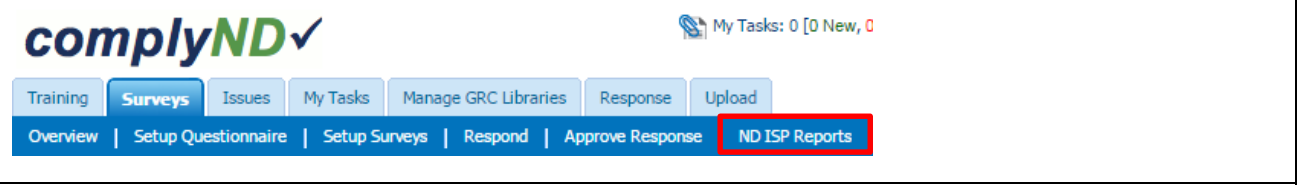
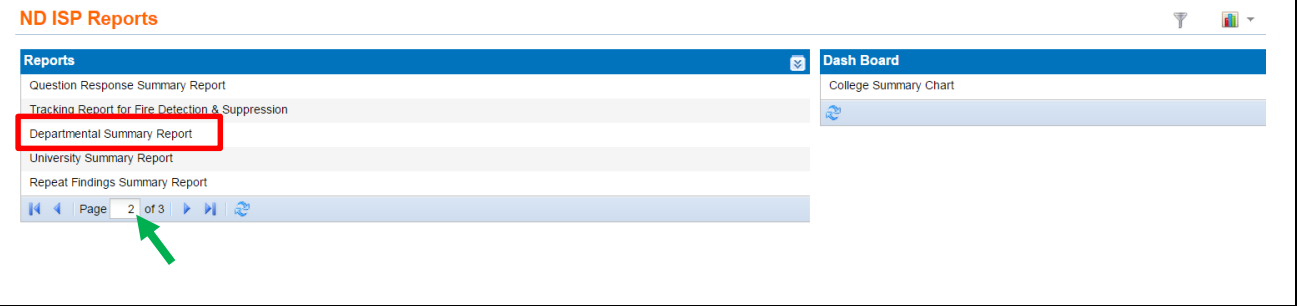
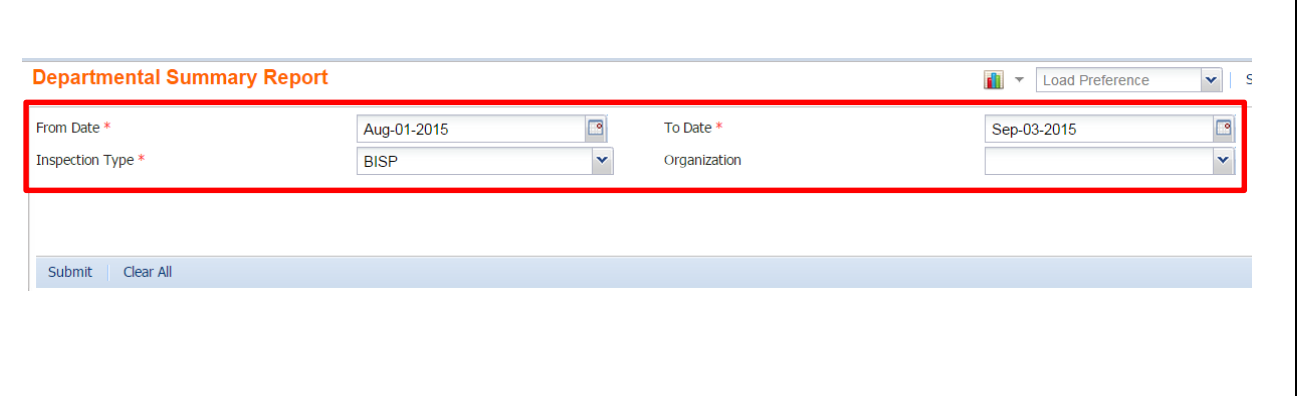


complyND[✓] – Reports and Printing (Department Summary Report)

As an issue owner, you will be able to view reports, including the Department Summary Report. You will be able to print a certificate for the department from this report. Please refer to the [complyND[✓] Inspection Management User Guide](#) for more detailed information.

Reports and Printing (Departmental Summary Report)

<ol style="list-style-type: none">1. Log into comply.nd.edu2. From the Survey tab, click ND ISP Reports.	 <p>The screenshot shows the complyND[✓] interface with a top navigation bar. The 'ND ISP Reports' link is highlighted with a red box. Other visible links include Training, Surveys, Issues, My Tasks, Manage GRC Libraries, Response, and Upload. Below the navigation bar, there are sub-links: Overview, Setup Questionnaire, Setup Surveys, Respond, Approve Response, and ND ISP Reports.</p>
<ol style="list-style-type: none">3. Open the Department Summary Report (>>Reports page 2)	 <p>The screenshot shows the 'ND ISP Reports' page. A list of reports is displayed, with 'Departmental Summary Report' highlighted by a red box. Below the list, a pagination bar shows 'Page 2 of 3' with a green arrow pointing to it. A 'Dash Board' section is visible on the right side of the page.</p>
<ol style="list-style-type: none">4. Filters:<ol style="list-style-type: none">a. From Date: beginning of period you want to searchb. To date: Today's date or the end of period you want to searchc. Inspection Type: Choose the type of inspectiond. Organization: Search for and select your organizatione. Click Submit	 <p>The screenshot shows the 'Departmental Summary Report' filter section. The 'From Date' field is set to 'Aug-01-2015' and the 'To Date' field is set to 'Sep-03-2015'. The 'Inspection Type' is set to 'BISP'. The 'Organization' field is empty. A red box highlights the 'From Date' and 'To Date' fields. Below the filter section, there are 'Submit' and 'Clear All' buttons.</p>

5. Printing:

- a. Find the inspection you want to print the certificate for.
- b. Scroll to the right and click the **Print** link.
- c. The certificate will download to your computer.
- d. Print following the same steps as any other document.

See section 4, Reports in the **complyND Inspection Management User Guide** for more detailed information.

On Plan	Validated On	Print
No		
	25-Aug-2015	Print

Reports:

Department Summary Report - Use the report to view the list of departments that are in different statuses of the workflow. Inspection Admin will see only data for the org to which the Inspection Admin has access. This is also where you can print the inspection certificates.

Question Response Summary Report - Use the Question Response Summary Report to view the details of the responses from respondents. This report displays the details of all the responses based on the filter values.

Repeat Findings Summary Report - Use this report to view the list of findings repeated.

Section JA Score Summary Report - Use this report to view the summary of joint assessment score, assets inspected for a section.

Question - Finding Severity Summary Report - The Question - Finding Severity Summary Report displays the severity of the findings in the Inspection Management Solution module.

Open Issues Report - Use the Open Issues Report to view the details of the open issues.

Assets Not Validated Summary Report - Use this report to view the details of the assets which are not validated.

Issue Closure Report - Use this report to view the details of issue closure.

College Summary Report - Use the report to view the summary of the college.

University Summary Report - Use the University Summary Report to view the summary report of the University.

Upload Status Report - Use the Upload Status Report to view the details of the assets, user and questionnaire uploaded.

