

Reports overview

Numbers indicate how many reports are in each section

Click on a section to open and see reports contained

Reports visible depend on permissions and roles set

UNIVERSITY OF CAMBRIDGE

Reports

Navigation

- Dashboard
- Portfolio
- Surveys
- Life Cycle
- Task Management
- Service Providers
- Compliance
- Quote
- Library
- Reports
- Administration

Reports

- Browse

Admin Reports 1

User Login Report 1
Details of dates/times the systems is accessed by users.

Checklists 4

Compliance Reports 4

Library Reports 2

Lifecycle Reports 8

Portfolio Reports 7

Quote Reports 1

Task Reports 16

User Login Report

Details of dates/times the systems is accessed by users.

Report production

Download a recent report

Select a download from the drop down list

Report options

You can choose to filter the results of the report using the options below, then press **Generate Report** to build and download your report.

Report Filtering

By Portfolio Cluster Specific location(s) Date From

All Locations 18/02/2025 08:24

Template category Date To

All categories 20/03/2025 08:24

Generate Report

INVIDA

Mike Fish

Reports overview

Click to see list of previously downloaded reports of this type

To filter by site or building, click *Specific location(s)* then 📍

Filter by asset type using *Template category*

Filters and Schedule Report are only available for some reports

The screenshot displays the 'Reports' section of the Invida system. On the left, a navigation menu lists various system functions, with 'Reports' and 'Browse' highlighted. The main area shows a list of report categories: Admin Reports (1), User Login Report (1), Checklists (4), Compliance Reports (4), Library Reports (2), Lifecycle Reports (8), Portfolio Reports (7), Quote Reports (1), and Task Reports (16). The 'User Login Report' is selected, showing its details and a 'Download a recent report' button. A dropdown menu lists recently generated reports. The 'Report Filtering' section allows users to filter reports by location and date, with 'Specific location(s)' and 'All categories' selected. The 'Generate Report' button is highlighted in green.