

Library overview – Explorer

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UNIVERSITY OF CAMBRIDGE

Library Explorer

Add new attachment!

Total files
245900

Search...

Filters

- Portfolio
- Elements
- Catalogues
- Doc types
- System Source
- Tags
- Collections

Dashboard

Document Type Breakdown

Click a slice to view breakdown.

- Certificates
- Method Statement
- Insurance Certificate
- Drawings
- Schematic Diagrams - Mechanical
- Quotations
- Risk Assessment
- RAMS
- Task Specific RAMS (Contractors)
- Building User Guides
- Reports
- Images
- Videos
- Manufacturers Literature
- Documents
- Unknown
- Manuals
- Test & Commissioning Results
- Contracts

Document Type(s)	Total Files
Certificates	6604
Reports	143
Method Statement	4
Images	234861
Insurance Certificate	3
Videos	33
Drawings	1407
Manufacturers Literature	3
Schematic Diagrams - Mechanical	1
Documents	1708
Quotations	19
Unknown	15
Risk Assessment	1231
Manuals	46
RAMS	14
Test & Commissioning Results	4
Task Specific RAMS (Contractors)	1
Contracts	1
Building User Guides	2

Search results

Download

File Name: 6e682975-12de-40e1-877e-c53b1a41a70e.jpg
Linked to: Tickets - Plumbing & Drainage > Plumbing - Other
Path: E032 : Sanger Building > 00 : Ground Floor > E032-00-0027 : 0.60 Mechanical Plant Room
Source Type: Tickets
Author: Roger Blamonti
Created date: Mar 19, 2025 8:15:26 AM

Actions -

Total downloads: 0

Add, search & filter

Files can be added directly to the Library.

Required info. is indicated with a red line.

The screenshot displays the Invida Library Explorer interface. The main panel shows a navigation menu on the left with 'Library' selected. The central area displays 'Add new attachment!' and 'Total files: 245900'. A blue box highlights the 'Add new attachment!' button and the search bar. A 'Create Attachment' modal is open on the right, showing a form for adding a new attachment. The form includes fields for Description, Revision Ref, Date file depicts, Start date, and Expiry date, all with red lines indicating required information. Below these are sections for 'Bind to project', 'Bind to location', and 'Bind to BCIS', each with a red line. At the bottom, there are dropdowns for '*Document type' and '*Catalogue location', also with red lines. The modal has 'Save' and 'Cancel' buttons at the bottom right.

Add, search & filter

Keyword searches, when applied, are shown in the Filters window, and can then be combined with other filters.

The *Dashboard* and *Search results* and *Total files* count will update accordingly.

The screenshot displays the Invida Library Explorer interface. At the top, the University of Cambridge logo and 'Library Explorer' are visible. A navigation sidebar on the left includes options like Dashboard, Portfolio, Surveys, Life Cycle, Task Management, Service Providers, Compliance, Quote, Library, Reports, and Administration. The main content area features a search bar with 'fire' entered, a 'Filters' window showing the search term, and a 'Total files' count of 31861. A 'Dashboard' section contains a 'Document Type Breakdown' pie chart and a table. The 'Search results' section lists three PDF files with their respective metadata and download links.

Document Type(s)	Total Files
RAMS	1
Videos	1
Documents	691
Reports	13
Images	29117
Risk Assessment	441
Certificates	1596
Manuals	1

Description	File Name	Linked to	Path	Source Type	Author	Created date	Total downloads
Completion	W145 Maxwell Centre.pdf	Maintenance jobs - Fire > Emergency Lighting > Repairs	W - West Cambridge Site > W145 : Maxwell Centre	Maintenance jobs	Sarah Leczkowski	Mar 19, 2025 8:11:34 AM	0
Completion	C012-Baker Building_Scroope House .pdf	Maintenance jobs - Fire > Emergency Lighting > Repairs	C - Scroope House > C012 : Baker Building	Maintenance jobs	Sarah Leczkowski	Mar 19, 2025 8:10:19 AM	0
Completion	S030-Faculty Of Divinity .pdf	Maintenance jobs - Fire > Emergency Lighting > Repairs	S - Sidgwick Site > S030 : Faculty of Divinity	Maintenance jobs	Sarah Leczkowski		0

Add, search & filter

Click on item in Filter menu to open further options.

Previous selections can be saved or removed in the *Filters* window.

Saved filters can be applied from here.

The screenshot displays the University of Cambridge Invida Library Explorer interface. The top navigation bar includes the University of Cambridge logo, 'Library Explorer', and a user profile for 'Mike Fish'. The main content area is divided into several sections:

- Navigation:** A sidebar on the left contains menu items like Dashboard, Portfolio, Surveys, Life Cycle, Task Management, Service Requests, Compliance, Quote, Library, Reports, and Administration.
- Filters:** A 'Filters' window is open, showing a search for 'fire' with 31861 total files. It lists 'System Filters (5)' such as 'Documents registered for updates', 'Most downloaded documents', 'Recently updated documents', 'Expired documents', and 'Checked out documents'. It also shows 'My Filters (1)' with 'UoC Video Guides'.
- Dashboard:** A 'Document Type Breakdown' pie chart is shown, with a legend for Certificates, Images, Documents, RAMS, Videos, Reports, Risk Assessment, and Manuals. A table to the right provides the following data:

Document Type(s)	Total Files
Certificates	1596
Images	29117
Documents	691
RAMS	1
Videos	1
Reports	13
Risk Assessment	441
Manuals	1

- Search results:** A list of search results for 'fire' is shown, including file names, descriptions, and actions. The first result is 'docket' (File Name: 3610428 action 1.PDF) and the second is 'Docket action 1' (File Name: 3549209 action 1.PDF).

Dashboard

The *Dashboard* gives a summary of currently filtered search results.

Hide/Show.

Click on pie-chart or item listed to filter files and update *Search results* listed.

The screenshot shows the Invida dashboard interface. On the left is a navigation sidebar with the University of Cambridge logo and various menu items. The main content area is titled 'Library Explorer' and shows 'Total files: 245900'. A search bar and a list of filters are visible. A 'Dashboard' window is overlaid on the right, featuring a 'Document Type Breakdown' pie chart and a corresponding table. The table lists document types and their counts. Below the dashboard, a 'Search results' section shows a file entry with details like file name, path, and source type.

Document Type(s)	Total Files
Certificates	6604
Reports	143
Method Statement	4
Images	234681
Insurance Certificate	3
Videos	33
Drawings	1407
Manufacturers Literature	3
Schematic Diagrams - Mechanical	1
Documents	1708
Quotations	19
Unknown	15
Risk Assessment	1231
Manuals	46
RAMS	14
Test & Commissioning Results	4
Task Specific RAMS (Contractors)	1
Contracts	1
Building User Guides	2

Search results

Edit info shown for results.

Download file.

Search results 

 Download	Description: Alarm Enclosure File Name: 445a02f5-f3ae-432a-9997-6099bd8b4efa.jpg Linked to: Portfolio - Foul Water Pumping System Path: L061 : 1 Brookside > Foul Water Pumping System Source Type: Portfolio Author: David Ward Created date: Mar 19, 2025 10:37:41 AM	Actions ▾
 Download	Description: Tank Level Alarm File Name: b8a04696-4c0f-467f-8f7d-143fd863b1b0.jpg Linked to: Portfolio - Foul Water Pumping System Path: L061 : 1 Brookside > Foul Water Pumping System Source Type: Portfolio Author: David Ward Created date: Mar 19, 2025 10:37:41 AM	Actions ▾
 Download	Description: photo File Name: a477b15a-3f0e-4073-b8f1-664137facda6.jpg Linked to: Maintenance jobs - Plumbing & Drainage > Water Heaters > Water Heaters - Electric Point Of Use Fault Path: W033 : Teach Lab/Central Diagnostics > 00 : Ground Floor > W033-00-0021 : Female Toilets > Water Heater - Instant - POU Source Type: Maintenance jobs Author: Eoin Magee Created date: Mar 19, 2025 10:33:40 AM	Actions ▾

-  Notify
-  Comments
-  Bulk action
-  View history
-  Get file link
-  Add tags
-  Register for Updates
-  Add To Collection

-  Portfolio link

-  Check-out

Collections

Collections allow files to be grouped for easy access and management.

Review files Edit details Delete

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Collections

Navigation

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

Library

- Explorer
- Projects
- Collections

Collections + New

Search Search for collections...

Collection Name	Created By	Notification Email
Test O&M Manual	Chris Butchart	chris.butchart@invida.co.uk
UoC Video Guides	Mike Fish	mike.fish@admin.cam.ac.uk