

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

Navigation

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

Reports

- 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)

All Locations

Date From 18/02/2025 08:24

Date To 20/03/2025 08:24

Template category All categories

Generate Report

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 'UNIVERSITY OF CAMBRIDGE' Invida Reports interface. The sidebar on the left includes navigation options: Dashboard, Portfolio, Surveys, Life Cycle, Task Management, Service Providers, Compliance, Quote, Library, Reports (selected), and Administration. The 'Reports' section is expanded, showing a list of report categories with counts: Admin Reports (1), User Login Report (4), 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 details: 'Details of dates/times the systems is accessed by users.' Below this is a 'Report production' section with a 'Download a recent report' button. A dropdown menu shows 'Recently Generated Reports' with three entries: 'All Buildings - - Space Analysis Report-{year}.pdf' (Generated on 12 February 2025 09:20), 'All Buildings - - Compliance overview.pdf' (Generated on 07 February 2025 09:16), and 'All Buildings - - Compliance overview.pdf' (Generated on 06 February 2025 14:33). The 'Report Filtering' section includes 'By Portfolio Cluster' (set to 'Specific location(s)'), 'Date From' (18/02/2025), 'Date To' (20/03/2025), and 'Template category' (set to 'All categories'). At the bottom are 'Schedule Report' and 'Generate Report' buttons.