

**Role:** Building User      **Task:** Gaining an overview of Planned Jobs within Invida

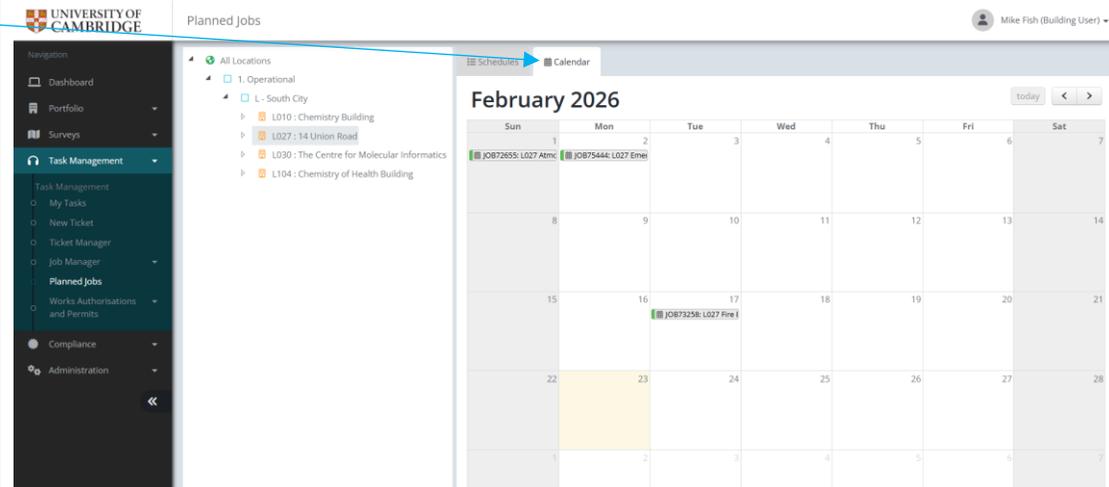
A. Planned Jobs – Schedules tab																	
<p><b>A1</b> Navigate to <i>Planned Jobs</i>, within <i>Task Management</i>.</p> <p><b>A2</b> Planned Job schedules are listed, organised by location.</p> <p><b>A3</b> Schedules can be filtered via the location menu to the left. Click on the arrows to open sub-sections to see the locations for which you have visibility.</p> <p><b>A4</b> Use the Search box to filter by keyword relating to asset, service provider, location etc.</p>																	
<p><b>A5</b> Each schedule shows:</p>	<table border="0"> <tr> <td>Start date</td> <td>JBS schedule ref.</td> <td>Building ref.</td> <td>Compliance Schedule ref.</td> <td>Frequency of Job creation</td> <td>Contractor assigned</td> <td>Due or upcoming Job reference</td> <td>When due</td> </tr> <tr> <td colspan="8"> </td> </tr> </table>	Start date	JBS schedule ref.	Building ref.	Compliance Schedule ref.	Frequency of Job creation	Contractor assigned	Due or upcoming Job reference	When due								
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## B. Planned Jobs – Calendar tab

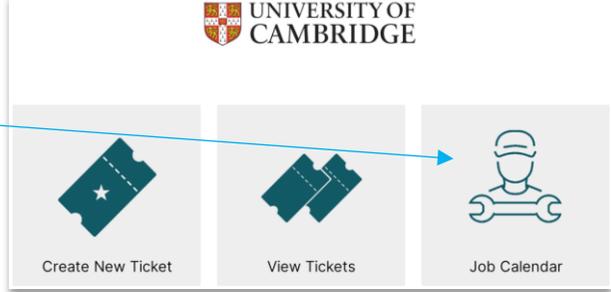
**B1** Click the *Calendar* tab to see Schedules by month.

**B2** These are the dates on which Planned Jobs are due, not specifically when contractors will attend. Around these dates, contractors are expected to get in touch to arrange actual visit dates and times.

**B3** To obtain an Excel spreadsheet of all Planned Jobs for a specific building or buildings, contact:  
[estates.invidasupport@admin.cam.ac.uk](mailto:estates.invidasupport@admin.cam.ac.uk).



The screenshot displays the 'Planned Jobs' interface for the University of Cambridge. On the left is a navigation menu with options like Dashboard, Portfolio, Surveys, Task Management, My Tasks, New Ticket, Ticket Manager, Job Manager, Works Authorisations and Permits, Compliance, and Administration. The main area shows a tree view of locations under 'Operational' and 'South City', including Chemistry Building, 14 Union Road, The Centre for Molecular Informatics, and Chemistry of Health Building. A 'Calendar' tab is active, showing a monthly calendar for February 2026. The calendar has columns for days of the week and rows for dates. Planned jobs are indicated by colored bars: a green bar for 'JOB72655: L027 Atmc' on Monday 2nd, a blue bar for 'JOB75444: L027 Eme' on Monday 2nd, and a green bar for 'JOB73258: L027 Fire' on Wednesday 17th. A yellow highlight is on Monday 23rd. The user 'Mike Fish (Building User)' is logged in.

C. Job Calendar	
<p><b>C1</b> Following contact from the contractor to book the date/time of visit, to view these scheduled Jobs in Invida, navigate to <i>Job Calendar</i> within the <i>Invida Resolve</i> mobile app.</p> <p>This can be freely downloaded from Appstore or GooglePlay. If you do not have access to a work mobile device, this can be accessed on PC via a mobile emulator such as BlueStacks.</p>	
<p><b>C2</b> Coloured dots below dates indicate at least one Job of the following type and status:</p> <p><b>Grey:</b> The due date of a Planned Job according to its schedule – as yet, without an engineer/operative having been assigned by the contractor.</p> <p><b>Orange:</b> Planned, Reactive or Remedial Job to which at least one engineer/operative has been scheduled to attend on this date.</p> <p><b>Green:</b> Completed Job.</p>	
<p><b>C3</b> Click on a date to see Job details listed below, inc. contractor and name of engineer.</p> <p><i>If the time is shown as 12am, this indicates that the Job is scheduled for that day but without a set time.</i></p> <p><i>If the Job description begins with the building code, this indicates a Planned Job.</i></p>	