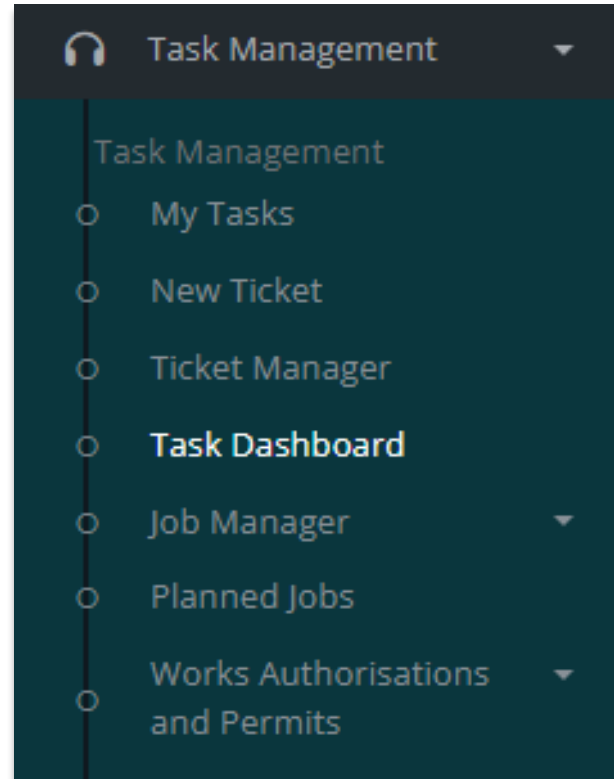

Task Dashboard – How to find

Task Dashboard is located in the navigation menu, nested under *Task Management*.

It can also be found by clicking *Dashboard* in the simplified interface:

uoc.Invida.co.uk/simplified/home



Navigation & Filtering

Building selection
(from your given locations)

Filter Contractors and Job Types
listed on page

Keyword search

Page selection

Further items are
listed on subsequent
pages

The screenshot displays a web dashboard for 'Laundry Farm SMU Workshop'. The interface includes a top navigation bar with 'Home', 'Dashboard', and 'New Ticket' links, and a user profile for 'Mike Fish (Building User)'. A left-hand menu offers options like 'My Jobs & Compliance', 'My Quotes', and 'My Complete Jobs'. The main content area is divided into two sections: 'My Jobs' and 'My Compliance'. The 'My Jobs' section features a table with columns for Reported Date, Reported By, Ticket Ref, Job Type, Job Ref, Contractor, Job Completion By, Status, and Job Scheduled Date. The 'My Compliance' section includes a table with columns for Description, Reference, Type, Contractor, Due date, Site visit date, Status, and Compliance Status. Both tables include pagination controls ('Previous' and 'Next') at the bottom. Above the tables, there are filters for 'Contractor filter' and 'Job Type filter', and a search bar for keyword search. The 'Building selection' is indicated by a dropdown menu showing 'Laundry Farm, Barton Road, Cambridge, CB3 9LH'.

Reported Date	Reported By	Ticket Ref	Job Type	Job Ref	Contractor	Job Completion By	Status	Job Scheduled Date
29/04/2026	Mike Fish (Building User)	SRTK18670	Boiler	JOB82220	Mike Fish Service Provider	01/05/2026	Contractor Accepted	
08/04/2026	David Robinson	SRTK18663	Lighting	JOB81916	Electrical	Overdue 28/04/2026		
14/11/2025	Chris Knights	SRTK18604	Contractor				Assessing Ticket	

Description	Reference	Type	Contractor	Planned Inspection / Test	Due date	Site visit date	Status	Current Compliance
F132 Electrical Safety Checks (EICR) CS3312	CS3312	Compliance	E J PARKER TECHNICAL SERVICES (CENTRAL) LTD		05/03/2030	Pending	Current	Compliant Expires on 03/06/2030
F132 Electrical Safety Checks (EICR) CS3312	JB55878	Planned	E J PARKER TECHNICAL SERVICES (CENTRAL) LTD		24/02/2030	Pending	Current	n/a
F132 Fire Extinguishers CS5456	CS5456	Compliance	MARLOWE FIRE & SECURITY LIMITED		04/11/2026	Pending	Current	Overdue Expired on 04/12/2025
F132 Fire Blanket CS5790	CS5790	Compliance	MARLOWE FIRE & SECURITY LIMITED		02/11/2026	Pending	Current	Overdue Expired on 04/12/2025
F132 Closed Water System	JB55728	Planned	HSL COMPLIANCE LTD		09/10/2026	Pending	Current	n/a
F132 Flues (All Combustible Fuels) CS2653	CS2653	Compliance	MUNRO BUILDING SERVICES LTD		01/08/2026	Pending	Current	Overdue Expired on 26/09/2025
F132 Fire Risk Assessment CS577	CS577	Compliance	C S TODD AND ASSOCIATES LIMITED		05/05/2026	Pending	Current	Compliant Expires on 05/06/2026
F132 Forced Draught (Pressure Jet) Oil Burner CS2653	CS2653	Compliance	MUNRO BUILDING SERVICES LTD		01/02/2026	Pending	Overdue	Overdue Expired on 26/09/2025
F132 Forced Draught (Pressure Jet) Oil Condensing Boiler CS2653	CS2653	Compliance	MUNRO BUILDING SERVICES LTD		01/02/2026	Pending	Overdue	Overdue Expired on 26/09/2025
F132 Independent Legionella Risk Assessment - CS3881	CS3881	Compliance	SMS ENVIRONMENTAL LTD		19/01/2026	Pending	Overdue	Overdue Expired on 19/02/2026

'My Jobs' section

Alarm icon signifies action required, e.g. Job creation by Help Desk


Click arrows to sort by a column

Dates correspond to SLA priorities set by Help Desk

Pre-Planned Maintenance Jobs are listed in the *My Compliance* section, not here.

Completed Jobs are found on the *My Complete Jobs* page.

Click on a Job to see details.

Reported Date	Reported By	Ticket Ref	Job Type	Job Ref	Contractor	Job Completion By	Status	Job Scheduled Date
29/04/2026	Mike Fish (Building User)	SRTK18670	Boiler	JOB82220	Mike Fish Service Provider	01/05/2026	Attendance Scheduled	01/05/2026
28/04/2026		JBS12761	Air Handling Units - General (v8)	JOB82223	Mike Fish Service Provider	10/06/2026	Contractor Accepted	
08/04/2026	David Robinson	SRTK18663	Lighting	JOB81916	Electrical	Overdue 28/04/2026		
07/04/2026	Taylor Allison	SRTK18662	Pest Control	JOB82222	AIM PEST CONTROL LTD	01/05/2026	Awaiting Acceptance	
 14/11/2025	Chris Knights	SRTK18604	Contractor				Assessing Ticket	
01/05/2025		CS7827	Fire Alarm System	JOB82225	MARLOWE FIRE & SECURITY LIMITED	29/07/2026	Awaiting Acceptance	

< Previous Next >

Ref types

SRTK: Service Ticket;

JBS: PPM Schedule, on which a Follow-on Job has been raised;

CS: Compliance Schedule, on which a Follow-on Job has been raised

Status options

Assessing Ticket: Job not yet created or assigned by the Help Desk

Awaiting Acceptance: Job assigned to contractor, but not yet accepted

Contractor Accepted: Job has been accepted but not yet assigned it to an Operative

Attendance Scheduled: Job has been scheduled for the date shown

Attendance Overdue: Scheduled date has passed

'My Jobs' – details view

Change Building, Job Type or Contractor filters

Change selected Job

Comments added are reviewed by the Help Desk daily, but are not visible to the Contractor.

The screenshot shows a web application interface for 'My Jobs' details. The top navigation bar includes 'Home', 'Dashboard', and 'New Ticket'. The user is identified as 'Mike Fish (Building User)'. The left sidebar contains filters for 'Laundry Farm SMU Workshop' and buttons for 'My Jobs', 'My Compliance', 'My Quotes', and 'My Complete Jobs'. Below the sidebar is a list of jobs, with 'SRTK18670 Boiler' selected. The main content area displays the details for this job, including a title 'SRTK18670 Boiler', a description 'Boiler - Fault - Boiler not working', and a 'Jobs' section with a list of tasks. The 'Jobs' section includes a task 'JOB82220 Heating, Ventilation & AC - Boiler - Fault' with a status of 'Attendance Scheduled'. The 'Comments' section is currently empty. The 'Actions' section includes a button 'Add Comment/Photo'. There are also annotations with arrows pointing to a dropdown arrow in the job title and a close button in the top right corner.

Click to expand Ticket details

Close and return to My Jobs list

'My Compliance' section

This section lists two types of task: Pre-Planned Maintenance (PPM) Jobs – Type: *Planned*
 Compliance Schedule update tasks – Type: *Compliance*

Only PPM Jobs (not CS tasks) involve site visits, agreed with building before scheduling

My Compliance			Planned Inspection / Test				Current Compliance	
Description	Reference	Type	Contractor	Due date	Site visit date	Status	Compliance Status	
F132 Electrical Safety Checks (EICR) CS3312	CS3312	Compliance	E J PARKER TECHNICAL SERVICES (CENTRAL) LTD	05/03/2030	Pending	Current	Compliant Expires on 03/06/2030	
F132 Electrical Safety Checks (EICR) CS3312	JBS5878	Planned	E J PARKER TECHNICAL SERVICES (CENTRAL) LTD	24/02/2030	Pending	Current	n/a	
F132 Fire Extinguishers CS5456	CS5456	Compliance	MARLOWE FIRE & SECURITY LIMITED	04/11/2026	Pending	Current	Overdue Expired on 04/12/2025	
F132 Fire Blanket CS5790	CS5790	Compliance	MARLOWE FIRE & SECURITY LIMITED	02/11/2026	Pending	Current	Overdue Expired on 04/12/2025	
F132 Closed Water System	JBS5728	Planned	HSL COMPLIANCE LTD	09/10/2026	Pending	Current	n/a	
F132 Flues (All Combustible Fuels) CS2653	CS2653	Compliance	MUNRO BUILDING SERVICES LTD	01/08/2026	Pending	Current	Overdue Expired on 26/09/2025	
F132 Fire Risk Assessment CS577	CS577	Compliance	C S TODD AND ASSOCIATES LIMITED	05/05/2026	Pending	Current	Compliant Expires on 05/06/2026	
F132 Forced Draught (Pressure Jet) Oil Burner CS2653	CS2653	Compliance	MUNRO BUILDING SERVICES LTD	01/02/2026	Pending	Overdue	Overdue Expired on 26/09/2025	
F132 Forced Draught (Pressure Jet) Oil Condensing Boiler CS2653	CS2653	Compliance	MUNRO BUILDING SERVICES LTD	01/02/2026	Pending	Overdue	Overdue Expired on 26/09/2025	
F132 Independent Legionella Risk Assessment - CS3881	CS3881	Compliance	SMS ENVIRONMENTAL LTD	19/01/2026	Pending	Overdue	Overdue Expired on 19/02/2026	

Download latest doc uploaded to Compliance Schedule

Click an item to see details

'My Compliance' details view

Close and return to My Jobs list

Change selected item

Download latest document uploaded to Compliance Schedule

Home Dashboard + New Ticket Mike Fish (Building User)

05/05/2026 **Current** **Compliant** Expires on 05/06/2026

F132 Electrical Safety Checks (EICR) CS3312 E J PARK TECH SERV (CENT LTD)

05/03/2030 **Current** **Compliant** Expires on 03/06/2030

F132 Electrical Safety Checks (EICR) CS3312 E J PARK TECH SERV (CENT LTD)

JBS5878

24/02/2030 **Current** n/a

CS5456 F132 Fire Extinguishers CS5456

Type Compliance **Site visit date** Pending

Contractor MARLOWE FIRE & SECURITY LIMITED **Inspection Status** **Current**

Due date 04/11/2026 **Current Compliance Status** **Compliant**

Jobs

JOB75990 F132 Fire Extinguishers CS5456

Created: 04/11/2025 00:00 (6 months ago) MARLOWE FIRE & SECURITY LIMITED

Hannah.Blahnik@marlowefireandsecurity.com

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'My Quotes' section

If the quote has been raised on a Reactive Job or Ticket, the ref will be given.

Click a quote listed to see details, alongside related Job and Ticket info.

My Quotes

Ticket Ref	Job Type	Contractor	Date Raised	Quote Ref	Quote Status
		Mike Fish Service Provider	30/04/2026	RFQ3071	Quote Received
		Mike Fish Service Provider	30/04/2026	RFQ3070	Quote Received
SRTK18670	Boiler	Mike Fish Service Provider	30/04/2026	RFQ3069	Pending Approval
		CPS BUILDING SERVICES LTD	30/04/2026	RFQ3067	Waiting for Quote

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'My Complete Jobs' section

This section lists completed Jobs of all categories. If created from a Ticket, it is shown whether the ticket on which the Job sits is Open or Complete.

'CS' references indicate the Compliance Schedule on which a Finding, then this remedial Follow-on Job, has been created.

'JBS' references indicate the Planned Job Schedule from which the PPM Job has been generated.

My Complete Jobs

Reported Date	Reference	TicketStatus	Job Type	Job Ref	Contractor	Completed Date	Feedback
30/04/2025	CS2336			2022-024735 - GB 2 (AEP00186) JOB77447	Mike Fish Service Provider	29/04/2026	★★★★★
22/10/2025	SRTK17196	Complete	Lighting	JOB70616	E J PARKER TECHNICAL SERVICES (CENTRAL) LTD	29/04/2026	★★★★★

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'My Complete Jobs' – details view

Change Building, Job Type or Contractor filters

Click to expand Ticket details

Close and return to My Jobs list

The screenshot shows a web application interface for 'My Complete Jobs'. The top navigation bar includes 'Home', 'Dashboard', and 'New Ticket'. The user is identified as 'Mike Fish (Building User)'. The sidebar on the left contains filters for 'Laundry Farm SMU Workshop' and buttons for 'My Jobs', 'My Compliance', 'My Quotes', and 'My Complete Jobs'. The main content area displays a selected job: 'SRTK17196 Lighting' with details: 'Electrical > Lighting > External Lighting - Repairs - 3 no. external lights not working. please replace. have new fittings at Laundry Farm. contact Adam Burnett 07561107407.' Below this is a 'Jobs' list showing 'JOB70616 Electrical > Lighting > External Lighting - Repairs' as 'Complete' on '29/04/2026 09:45 (7 days ago)' by 'E J PARKER TECHNICAL SERVICES (CENTRAL) LTD'. The 'Comments' section shows a 'Complete' status comment from 'Mike Fish 7 days ago'. On the right, the 'Leave Ticket Feedback' section shows a 5-star rating and a 'Leave feedback' button. Below it, the 'Actions' section includes an 'Add Comment/Photo' button and a 'Re-open Ticket' button. Blue arrows point from text annotations to these elements: 'Change selected Job' points to the job list; 'Comments added are reviewed by the Help Desk daily, but are not visible to the Contractor.' points to the comment; 'Closed Tickets can be re-opened if issues remain.' points to the 'Re-open Ticket' button; 'Click to expand Ticket details' points to the job title; and 'Close and return to My Jobs list' points to the close button in the top right corner.

Change selected Job

Comments added are reviewed by the Help Desk daily, but are not visible to the Contractor.

Closed Tickets can be re-opened if issues remain.

Feedback can only be submitted once and only when the Ticket has closed. Previous submissions will be seen here.

Feedback

Feedback can only be submitted once and only when the Ticket has closed.

Feedback is anonymous, unless you give your name in the final field.

Your feedback...

★★★★★

Was the issue fully resolved?

Are you satisfied with the quality of work by the Contractor?

Are you satisfied with the professionalism of the Contractor?

Any further information you would like to add? (Optional)