



Training:

# INVIDA – Dashboard

Audience: Internal Teams

Please note:

This document functions best using the hyperlinks, rather than scrolling through pages.

Next slide:

[Add / edit gauges](#)



# Add / edit gauges

Add new gauge

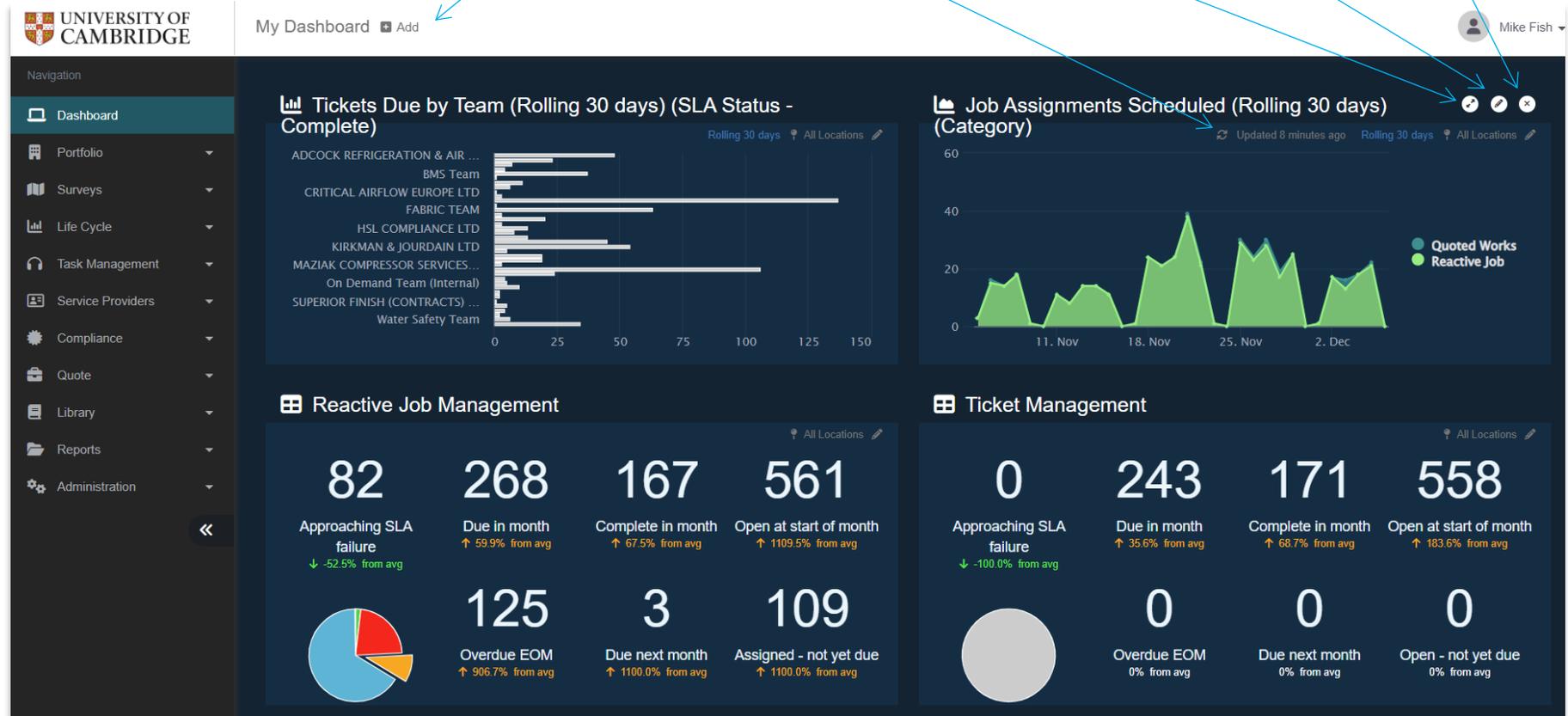
Update

Expand

Edit

Remove

Navigate to Dashboard



Next slide:  
Gauges type menus

# Gauge type menus

## [Compliance Gauges](#)

Compliance	
<input checked="" type="checkbox"/>	% Compliance
<input checked="" type="checkbox"/>	% Compliance history
<input checked="" type="checkbox"/>	Compliance overdue inspections by age
<input checked="" type="checkbox"/>	Open findings
<input checked="" type="checkbox"/>	Open findings by severity
Library	
<input checked="" type="checkbox"/>	Document totals by source
<input checked="" type="checkbox"/>	Top 10 document downloads
Permits	
<input checked="" type="checkbox"/>	Awaiting Approval <span style="float: right;">Not yet available</span>
<input checked="" type="checkbox"/>	Awaiting approval (24hrs) <span style="float: right;">Not yet available</span>
<input checked="" type="checkbox"/>	Declined requests <span style="float: right;">Not yet available</span>
<input checked="" type="checkbox"/>	Permit returns overdue <span style="float: right;">Not yet available</span>
<input checked="" type="checkbox"/>	Permit to Work Management <span style="float: right;">Not yet available</span>
<input checked="" type="checkbox"/>	Permits Granted For Today <span style="float: right;">Not yet available</span>
<input checked="" type="checkbox"/>	Permits issued <span style="float: right;">Not yet available</span>
<input checked="" type="checkbox"/>	Returns not uploaded <span style="float: right;">Not yet available</span>
Portfolio	
<input checked="" type="checkbox"/>	Portfolio Asset/System Records
<input checked="" type="checkbox"/>	Portfolio Asset/System Records by Date

## [Library Gauges](#)

## [Permits Gauge \(N/A\)](#)

## [Portfolio Gauges](#)

## [Jobs Gauges](#)

Task Management	
<input checked="" type="checkbox"/>	Job Assignments Scheduled
<input checked="" type="checkbox"/>	Job Costs
<input checked="" type="checkbox"/>	Job Costs by Date
<input checked="" type="checkbox"/>	Jobs Complete by Date
<input checked="" type="checkbox"/>	Jobs Due
<input checked="" type="checkbox"/>	Jobs Due by Date
<input checked="" type="checkbox"/>	Jobs Due by Level 1 Region
<input checked="" type="checkbox"/>	Jobs Open by Date
<input checked="" type="checkbox"/>	Jobs Overdue by Date
<input checked="" type="checkbox"/>	PPM Job Management
<input checked="" type="checkbox"/>	Reactive Job Management
<input checked="" type="checkbox"/>	Ticket Management
<input checked="" type="checkbox"/>	Tickets Complete by Date
<input checked="" type="checkbox"/>	Tickets Due
<input checked="" type="checkbox"/>	Tickets Due by Date
<input checked="" type="checkbox"/>	Tickets Due by Team <span style="float: right;">Not available</span>
<input checked="" type="checkbox"/>	Tickets Open by Date
<input checked="" type="checkbox"/>	Tickets Overdue by Date <span style="float: right;">Not available</span>
<input checked="" type="checkbox"/>	Tickets Required by Date <span style="float: right;">Not available</span>

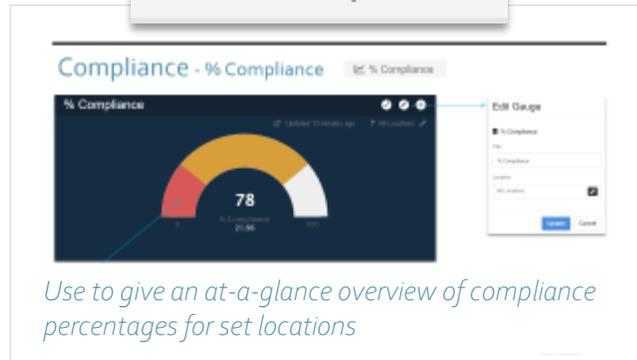
## [Tickets Gauges](#)

[Back to:](#)  
[Add / Edit /](#)  
[Remove gauges](#)

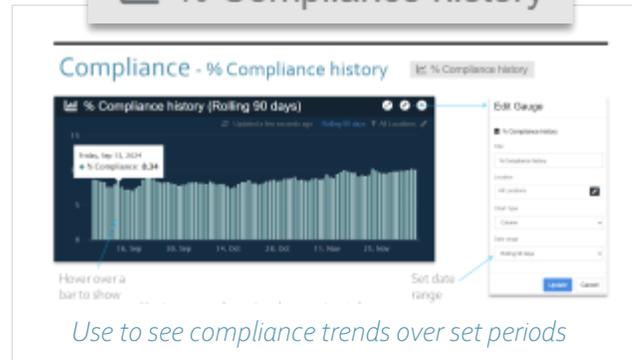
# Compliance gauges

Click on images below to zoom in / out

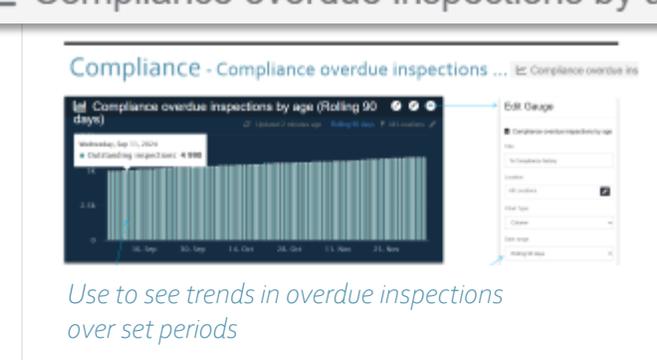
 % Compliance



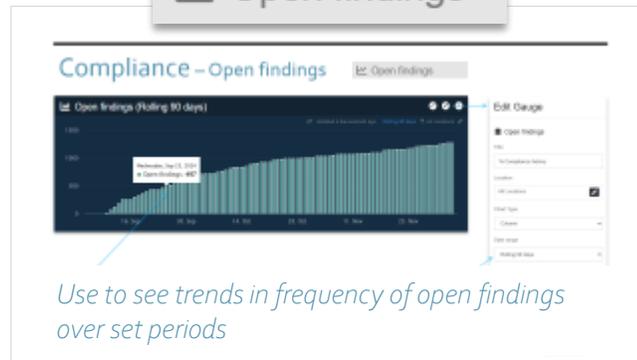
 % Compliance history



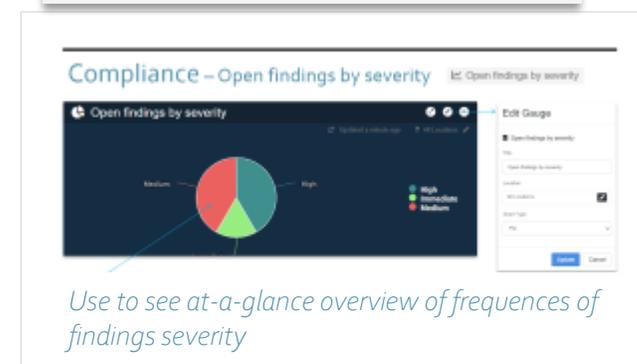
 Compliance overdue inspections by age



 Open findings



 Open findings by severity



[Return to Menu](#)

# Library gauges

Click on images below to zoom in / out

Document totals by source



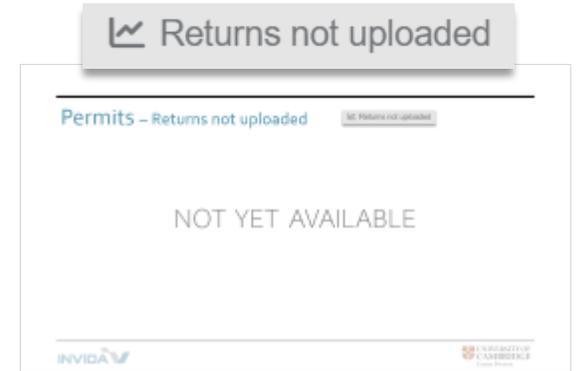
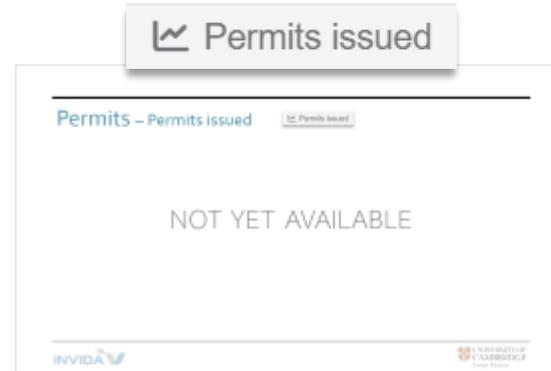
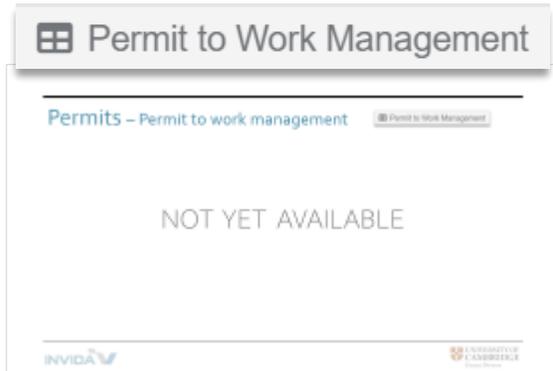
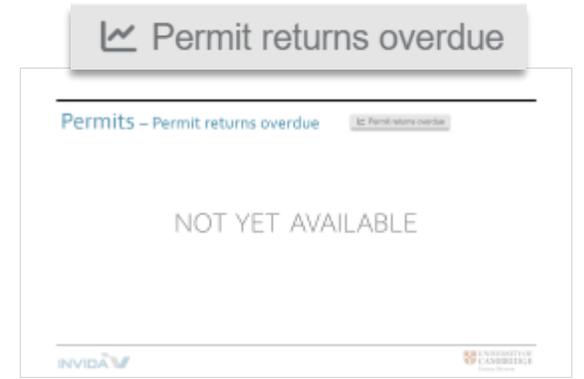
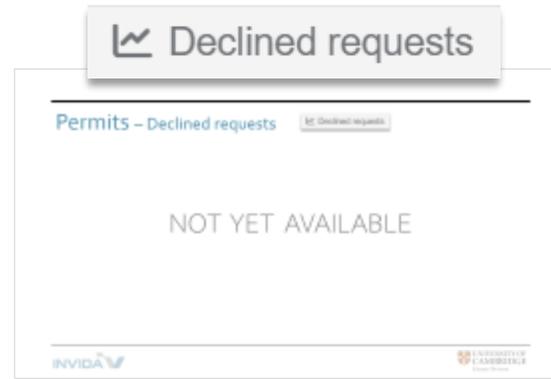
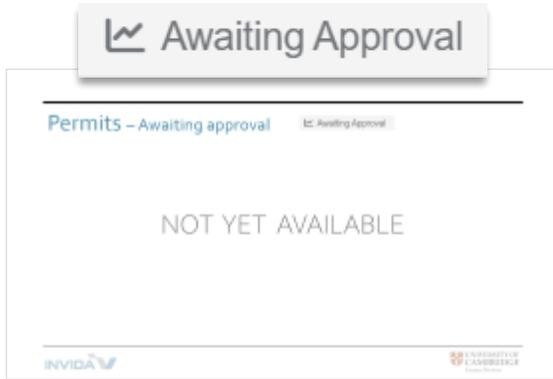
Top 10 document downloads



[Return to Menu](#)

# Permits gauges

Click on images below to zoom in / out



[Return to Menu](#)

# Portfolio gauges

Click on images below to zoom in / out



[Return to Menu](#)

# Jobs gauges

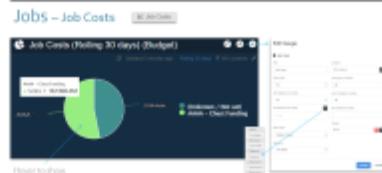
Click on images below to zoom in / out

## Job Assignments Scheduled



Use to see frequencies of scheduled Job assignments

## Job Costs



Use to see comparison of costs

## Job Costs by Date



Use to see trends in cost over set periods

## Jobs Complete by Date



Use to see trends and comparisons in completed Jobs

## Jobs Due



Use to compare frequencies of Jobs due

## Jobs Due by Date



Use to compare trends in Jobs due

## Jobs Due by Level 1 Region



Use to compare frequencies of Jobs due across locations

## Jobs Open by Date



Use to see trends in Jobs due

## Jobs Overdue by Date



Use to compare trends in overdue Jobs

## PPM Job Management



Use to gain insights into PPM Jobs due, overdue etc.

## Reactive Job Management



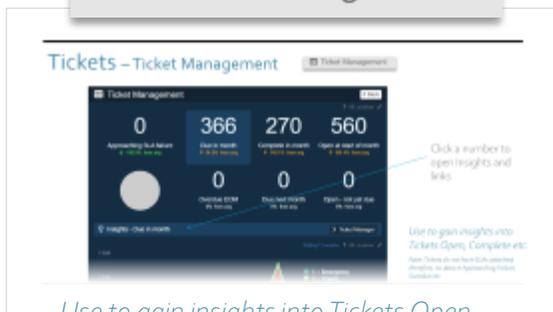
Use to gain insights into Reactive Jobs due, overdue etc.

[Return to Menu](#)

# Tickets gauges

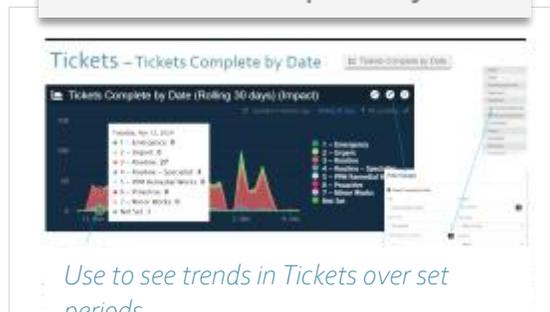
Click on images below to zoom in / out

 Ticket Management



Use to gain insights into Tickets Open, Complete etc.

 Tickets Complete by Date



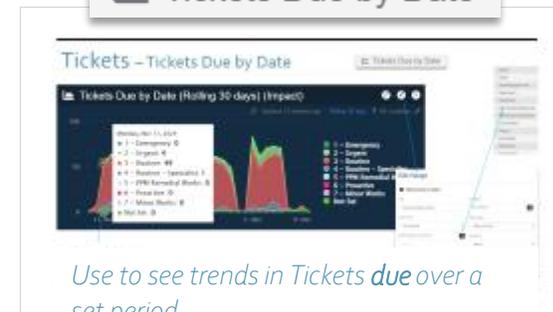
Use to see trends in Tickets over set periods

 Tickets Due



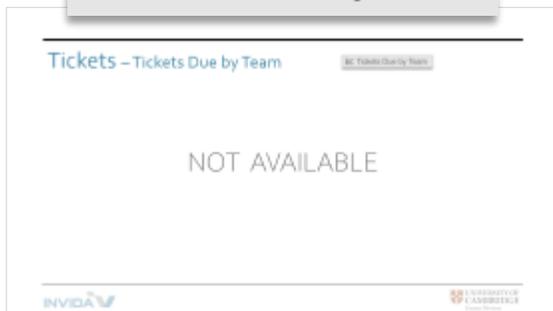
Use to see frequencies of Tickets within a set period

 Tickets Due by Date

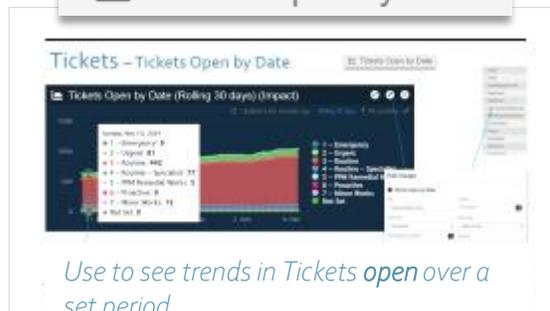


Use to see trends in Tickets due over a set period

 Tickets Due by Team

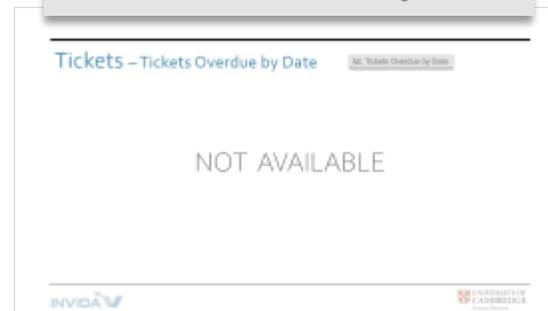


 Tickets Open by Date

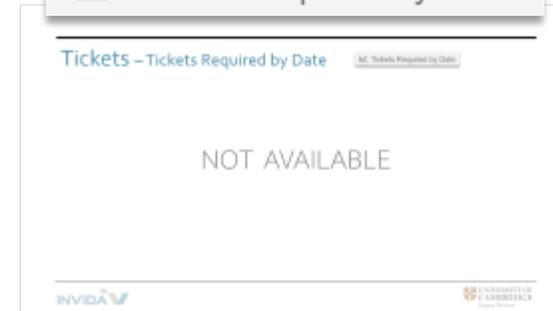


Use to see trends in Tickets open over a set period

 Tickets Overdue by Date



 Tickets Required by Date

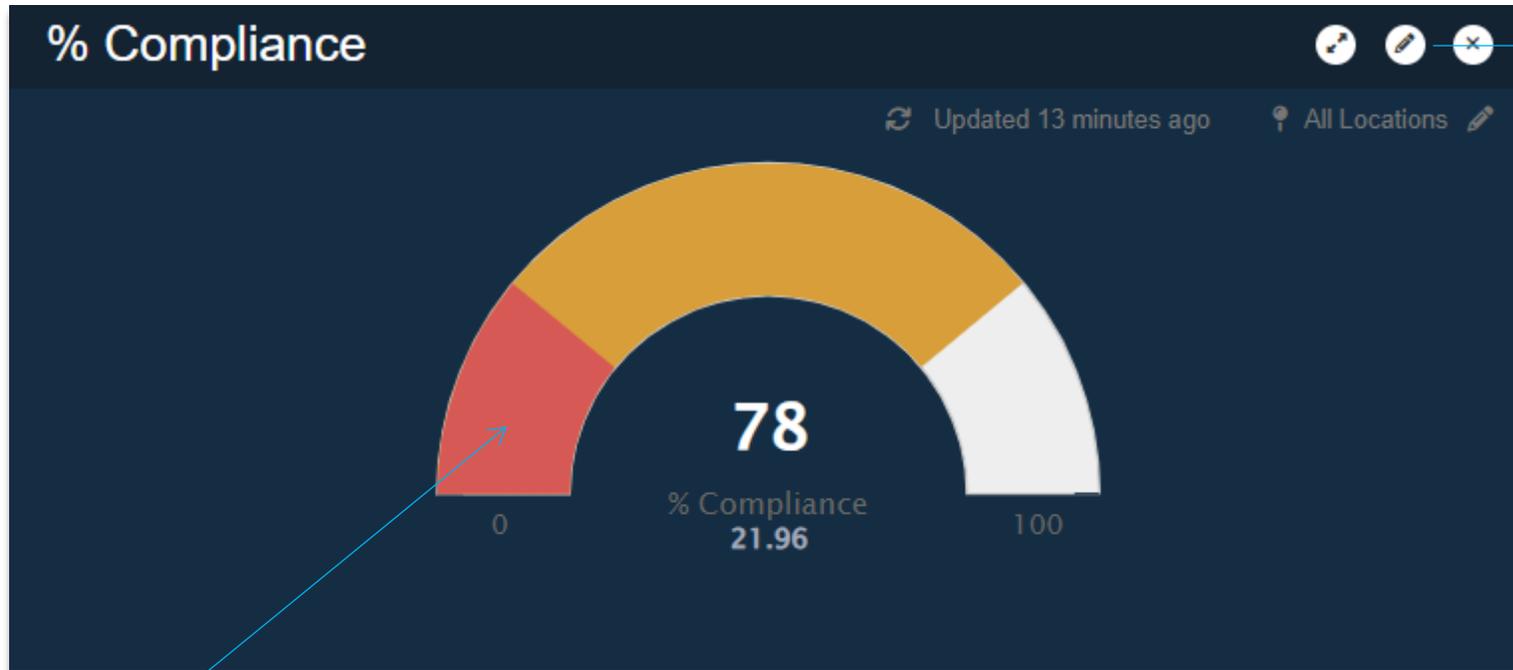


[Return to Menu](#)



# Compliance - % Compliance

📈 % Compliance



## Edit Gauge

% Compliance

Title

% Compliance

Location

All Locations

Update

Cancel

Hover over section to show %

*Use to give an at-a-glance overview of compliance percentages for set locations*

# Compliance - % Compliance history

 % Compliance history



## Edit Gauge

 % Compliance history

Title

% Compliance history

Location

All Locations 

Chart Type

Column 

Date range

Rolling 90 days 

Update

Cancel

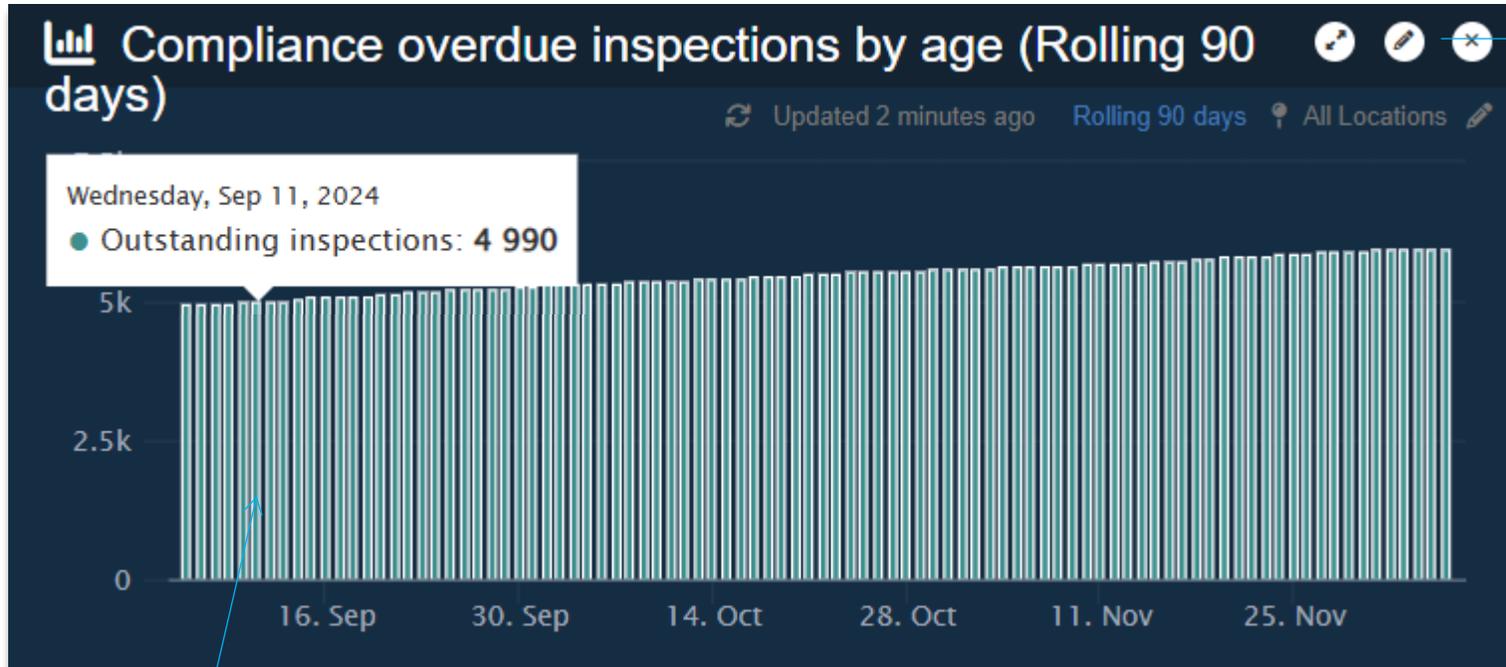
Hover over a bar to show date and %

*Use to see compliance trends over set periods*

Set date range

# Compliance - Compliance overdue inspections ...

Compliance overdue ins



### Edit Gauge

Compliance overdue inspections by age

Title  
% Compliance history

Location  
All Locations

Chart Type  
Column

Date range  
Rolling 90 days

Update Cancel

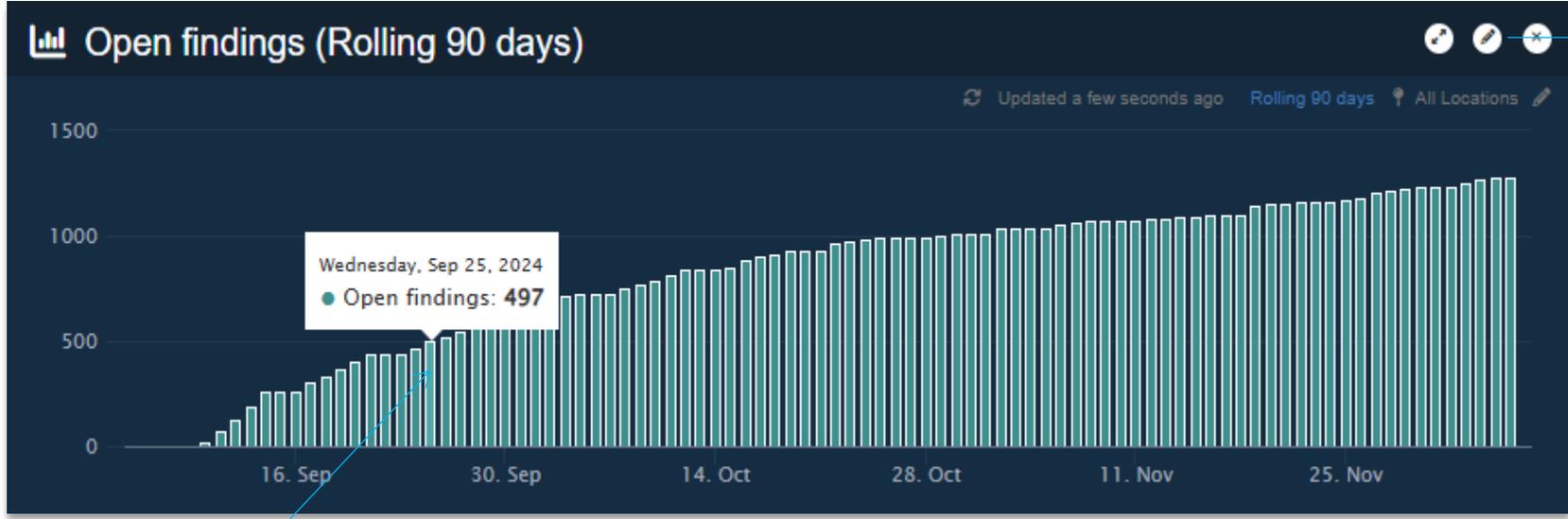
Hover over a bar to show date and frequency

*Use to see trends in overdue inspections over set periods*

Set date range

# Compliance – Open findings

Open findings



### Edit Gauge

Open findings

Title  
% Compliance history

Location  
All Locations

Chart Type  
Column

Date range  
Rolling 90 days

Update Cancel

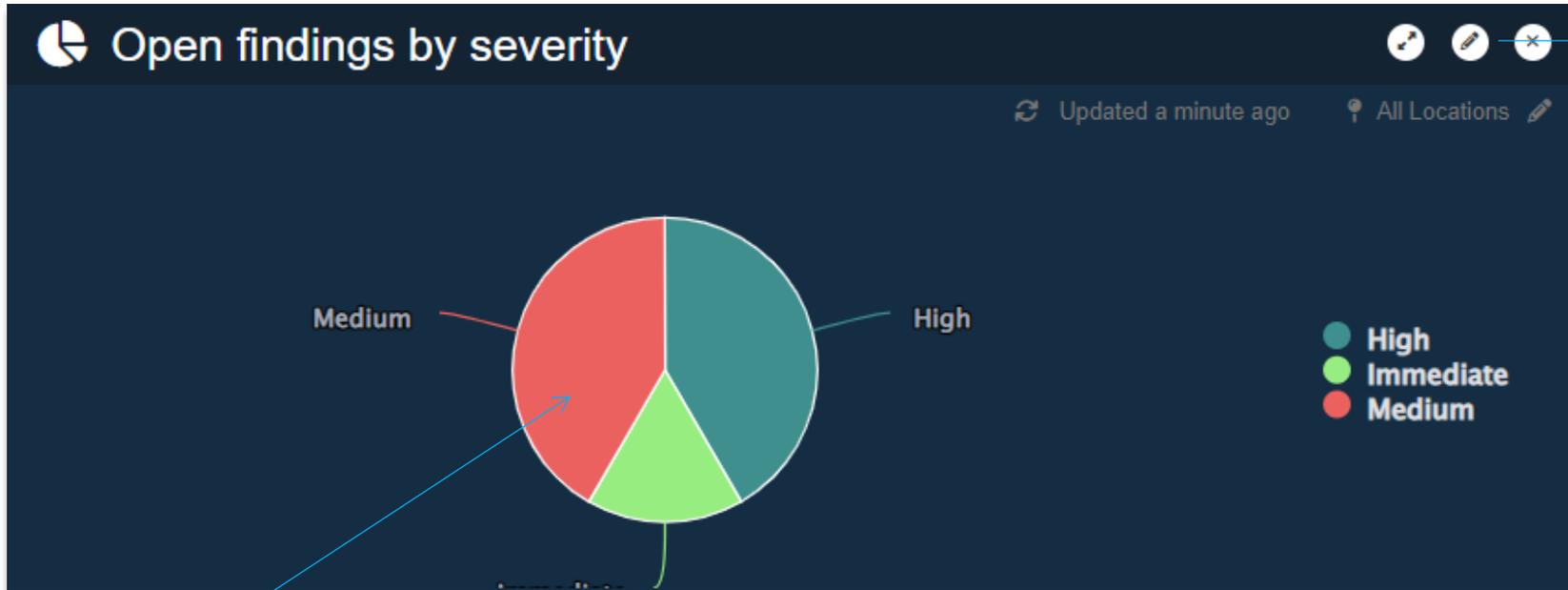
Hover over a bar to show date and frequency

*Use to see trends in frequency of open findings over set periods*

Set date range

# Compliance – Open findings by severity

Open findings by severity



Edit Gauge

Open findings by severity

Title

Open findings by severity

Location

All Locations

Chart Type

Pie

Update

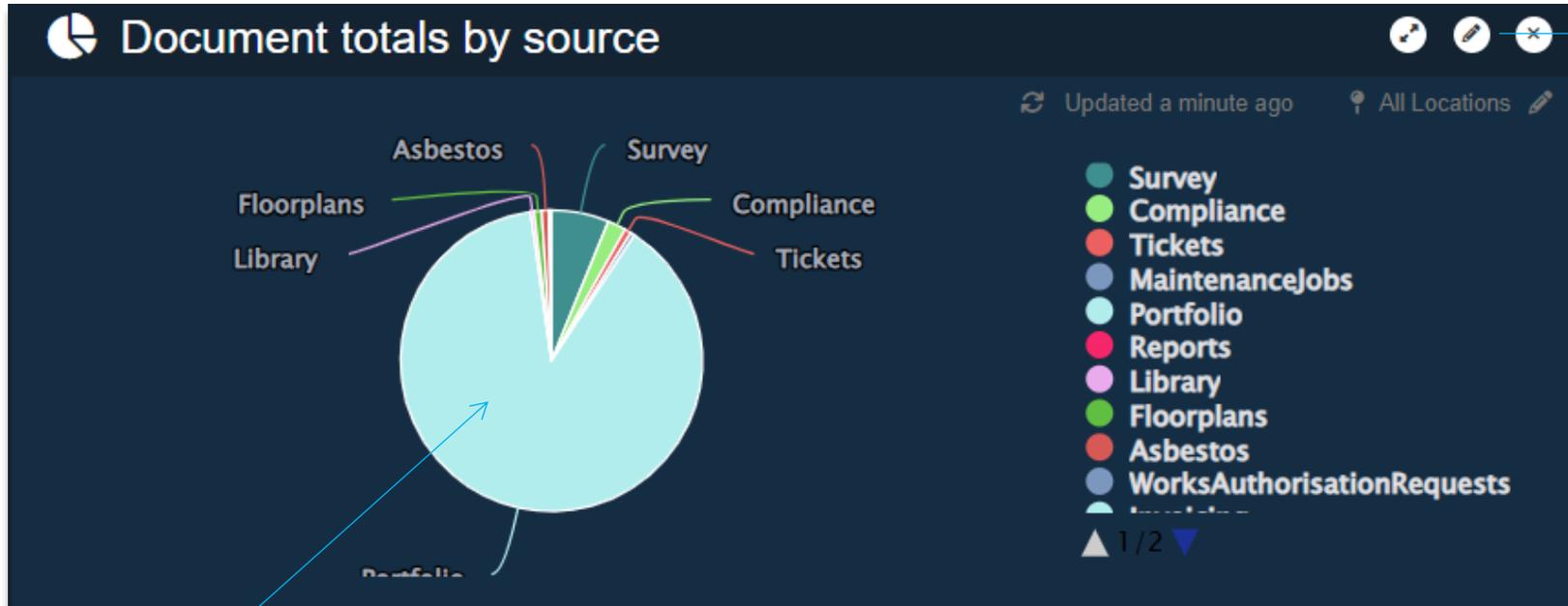
Cancel

Hover over a section to show frequency

*Use to see at-a-glance overview of frequencies of findings severity*

# Library – Doc totals by source

Document totals by source



Edit Gauge

Document totals by source

Title

Document totals by source

Location

All Locations

Chart Type

Pie

Update

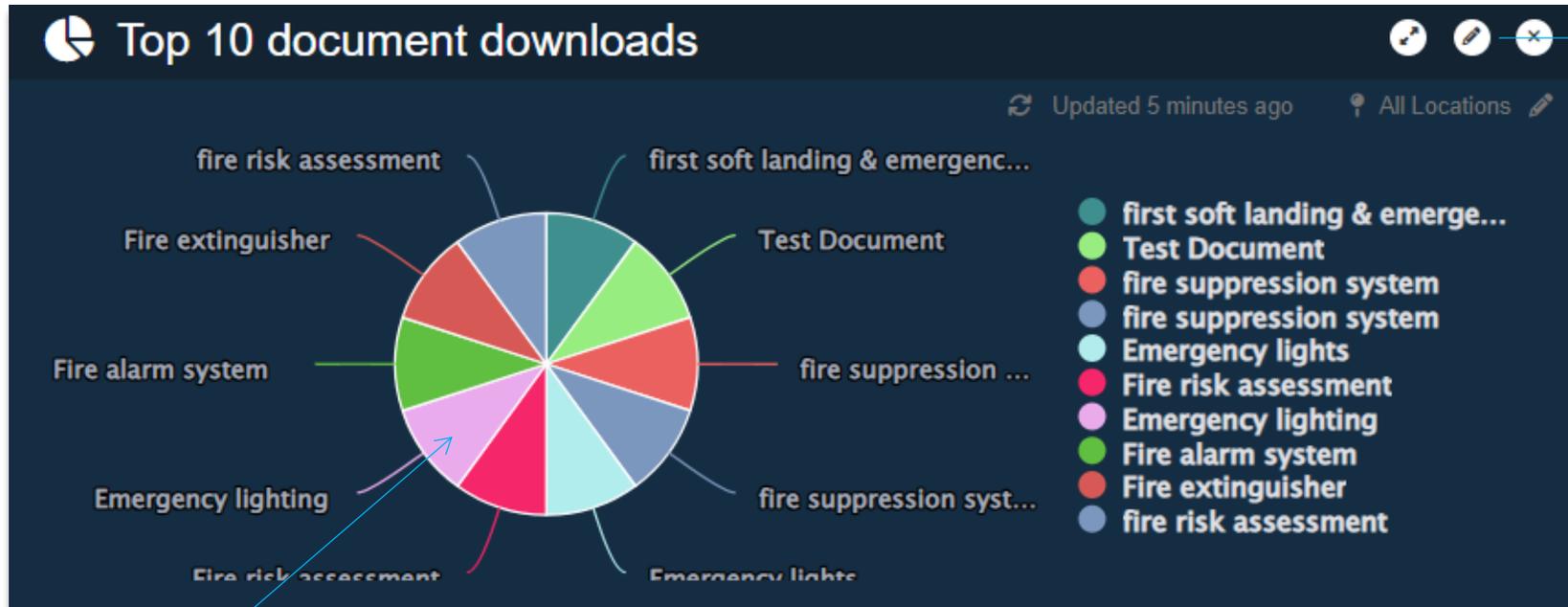
Cancel

Hover over section to show frequency

*Use to see at-a-glance frequencies of library document sources*

# Library – Top 10 doc downloads

Top 10 document downloads



### Edit Gauge

Document totals by source

Title

Location

Chart Type

Update Cancel

Hover over section to show frequency

*Use to see at-a-glance frequencies of library downloads*

---

# Permits – Awaiting approval

 Awaiting Approval

NOT YET AVAILABLE

---

# Permits – Awaiting approval (24hrs)

 Awaiting approval (24hrs)

NOT YET AVAILABLE

---

# Permits – Declined requests

 Declined requests

NOT YET AVAILABLE

---

# Permits – Permit returns overdue

📄 Permit returns overdue

NOT YET AVAILABLE

---

# Permits – Permit to work management

 Permit to Work Management

NOT YET AVAILABLE

---

# Permits – Permits granted for today

Permits Granted For Today

NOT YET AVAILABLE

---

# Permits – Permits issued

Permits issued

NOT YET AVAILABLE

---

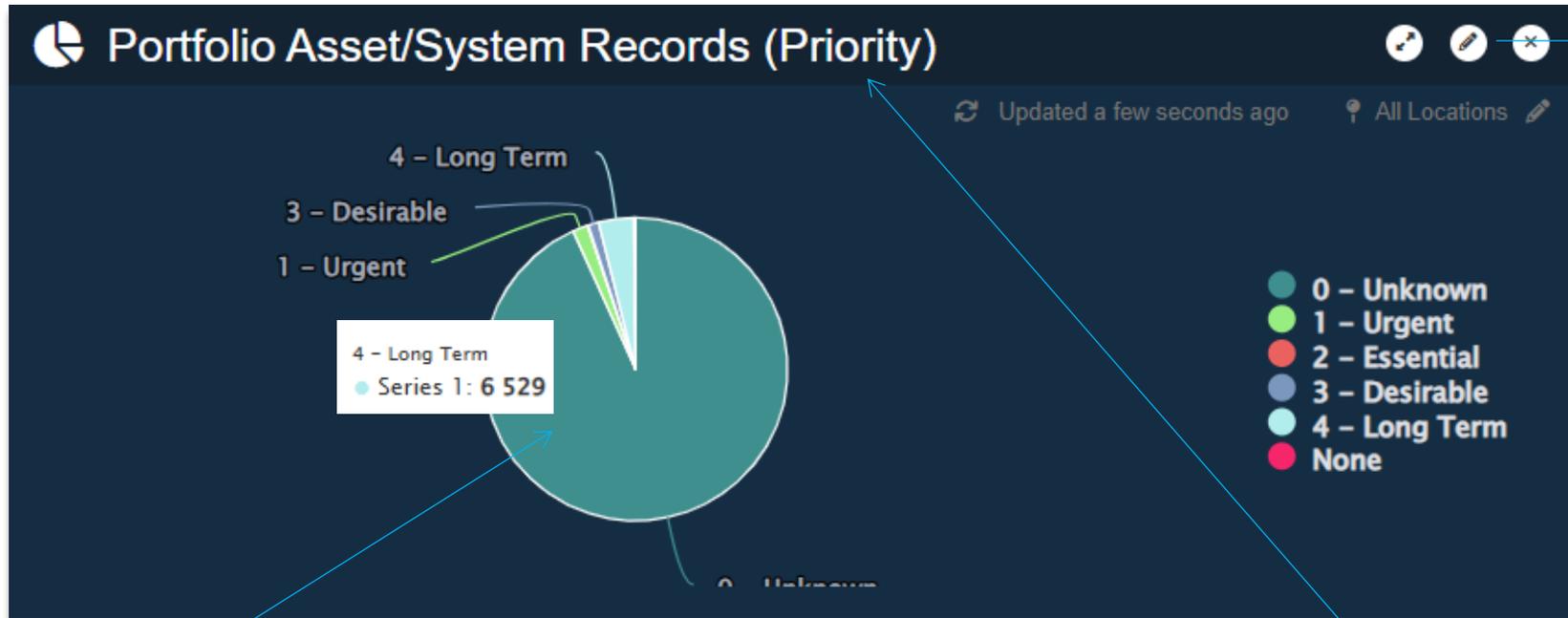
# Permits – Returns not uploaded

📄 Returns not uploaded

NOT YET AVAILABLE

# Portfolio – Asset/system Records

Portfolio Asset/System Records



Edit Gauge

Portfolio Asset/System Records

Title

Portfolio Asset/System Records

Location

All Locations

Chart Type

Pie

Group by

Priority

None  
H&S Issues  
Priority  
Condition  
Elemental Classification  
Template  
Last Edit User

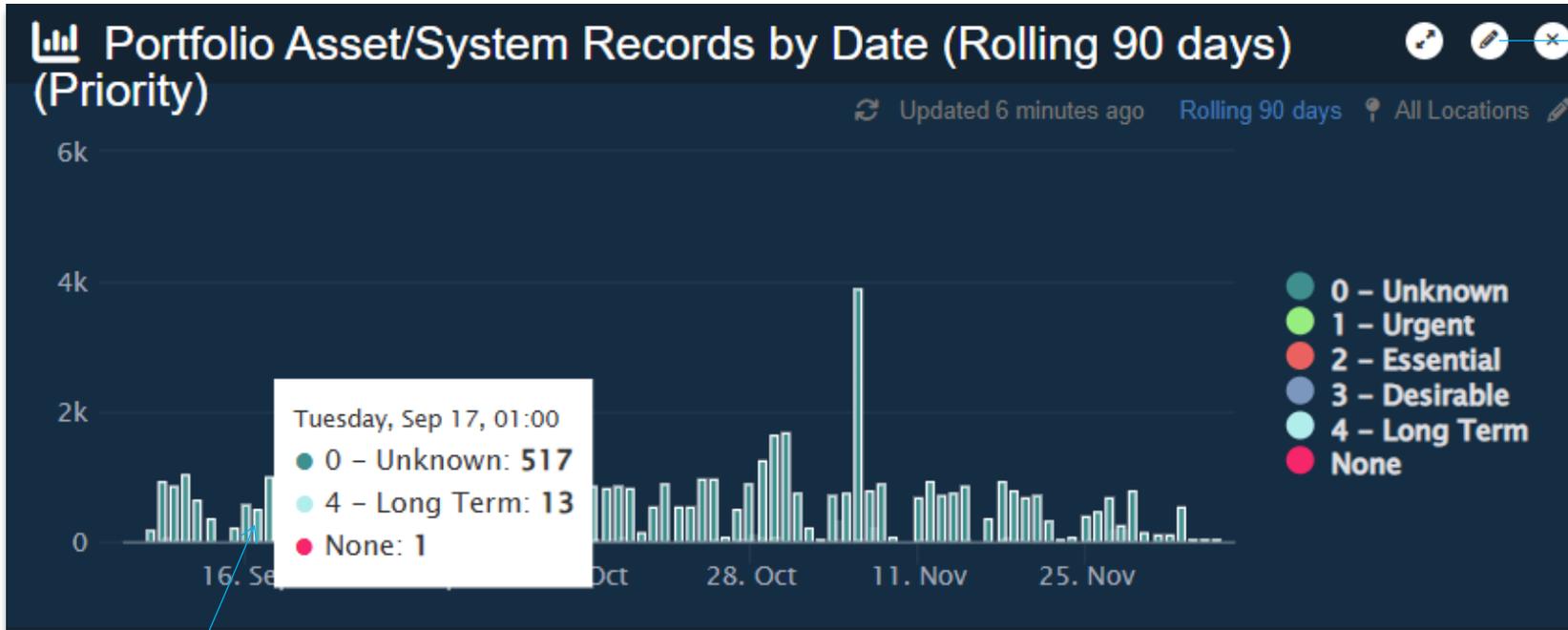
Hover over section to show frequency

*Use to see at-a-glance frequencies relating to assets*

Change grouping

# Portfolio – Asset/system Records by Date

Portfolio Asset/System Records by Date



Edit Gauge

Portfolio Asset/System Records by Date

Title

Portfolio Asset/System Records by Date

Location

All Locations

Chart Type

Column

Date range

Rolling 90 days

Group by

Priority

None

H&S Issues

Priority

Condition

Elemental Classification

Template

Last Edit User

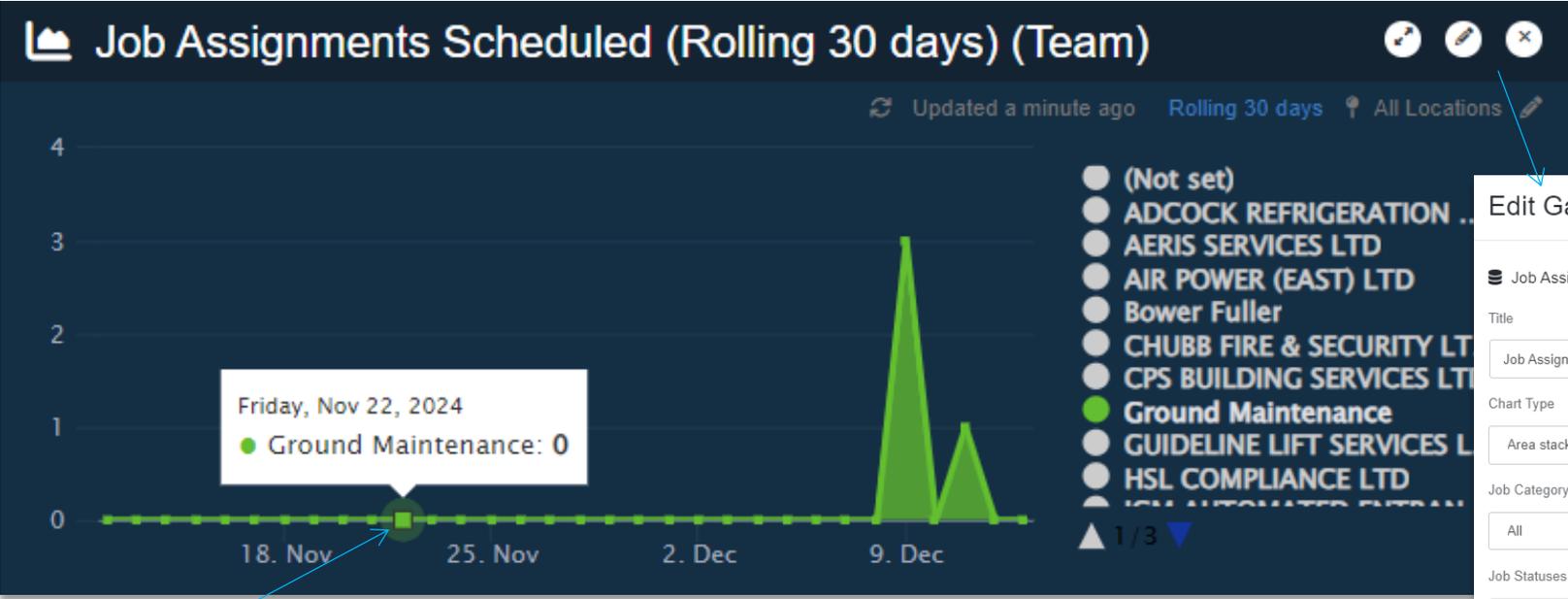
Hover over bar  
to show  
frequencies

*Use to see trends relating to assets*

Set date  
range &  
grouping

# Jobs – Job Assignments Scheduled

Job Assignments Scheduled



Edit Gauge

Job Assignments Scheduled

Title: Job Assignments Scheduled Location: All Locations

Chart Type: Area stacked Job types to include: All

Job Category to include: All Job Criticality to include: All

Job Statuses to include: Empty SLA Status to include: [dropdown]

Date range: Rolling 30 days Group by: Team

Update Cancel

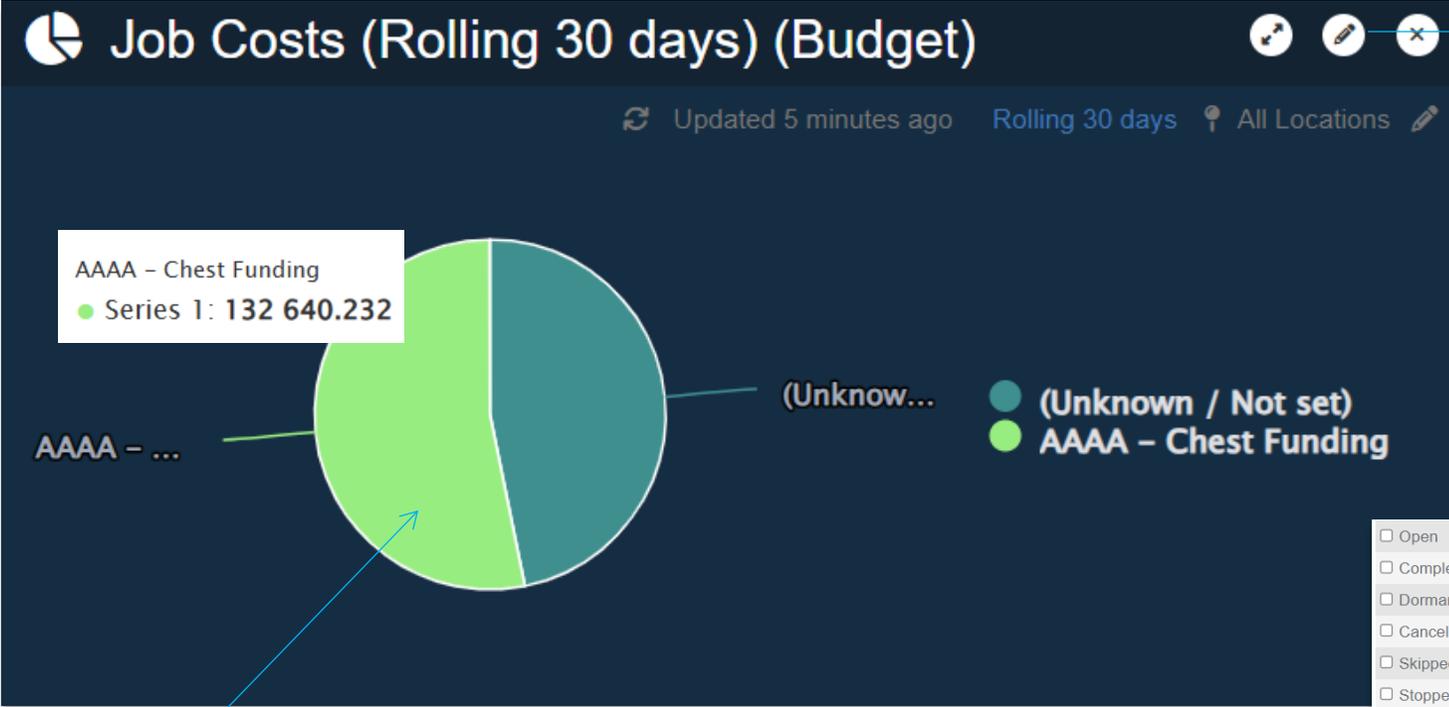
Hover to show frequencies

To view your team only, group by Team and de-select all unwanted by clicking dots above.

*Use to see frequencies of scheduled Job assignments*

# Jobs – Job Costs

Job Costs



### Edit Gauge

Job Costs

Title	Location
Job Costs	All Locations

Chart Type: Pie

Job types to include: All

Job Category to include: All

Job Criticality to include: All

Job Statuses to include: Empty

SLA Status to include:

Date range: Rolling 30 days

Cluster: None

Group by: Job Status

Update Cancel

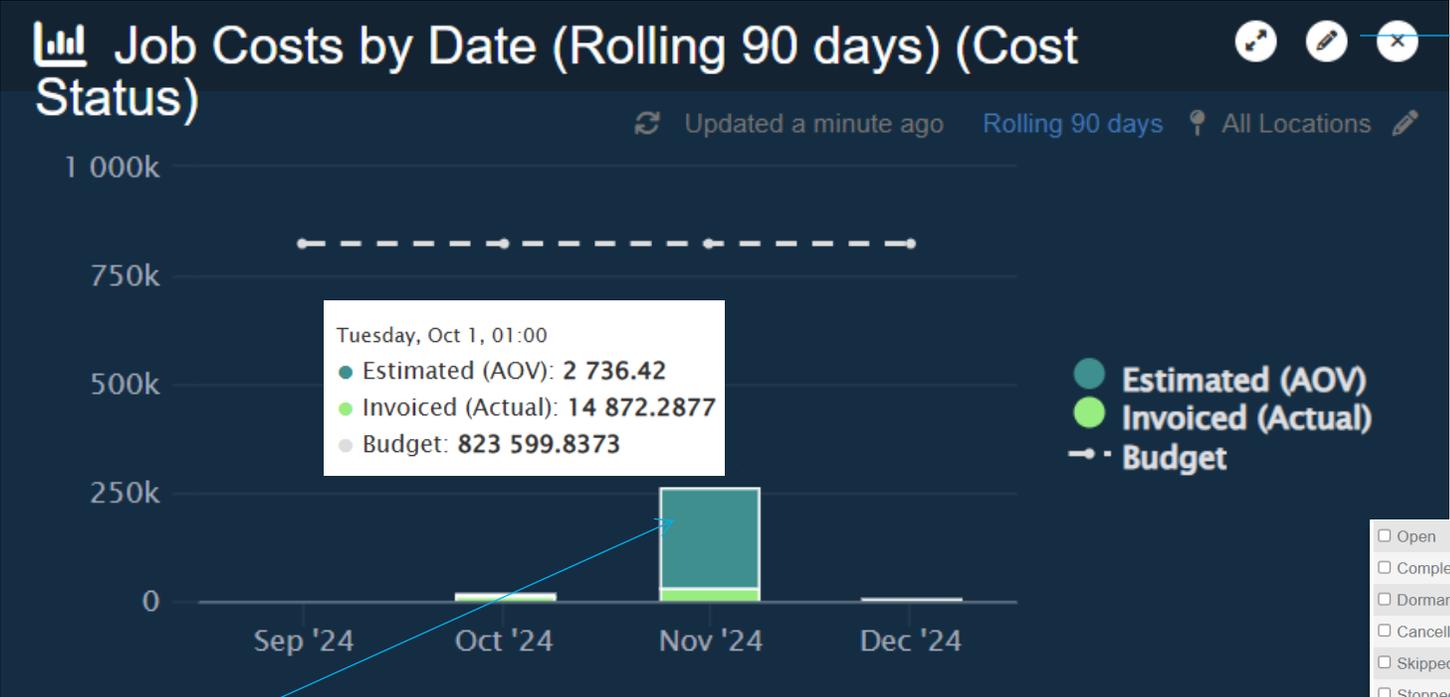
Hover to show amounts

Use to see comparison of costs

- Open
- Complete
- Dormant
- Cancelled
- Skipped
- Stopped
- Declined
- Scheduled
- Rejected
- Accepted
- Closed

# Jobs – Job Costs by Date

Job Costs by Date



Edit Gauge

Job Costs by Date

Title: Job Costs Location: All Locations

Chart Type: Pie Job types to include: All

Job Category to include: All Job Criticality to include: All

Job Statuses to include: Empty SLA Status to include: [dropdown]

Date range: Rolling 30 days Cluster: None

Group by: Job Status

Update Cancel

Hover to show amounts

Use to see trends in costs over set periods

- Open
- Complete
- Dormant
- Cancelled
- Skipped
- Stopped
- Declined
- Scheduled
- Rejected
- Accepted
- Closed

# Jobs – Job Complete by Date

Jobs Complete by Date



Edit Gauge

Jobs Complete by Date

Title: Jobs Complete by Date

Location: All Locations

Chart Type: Area stacked

Job types to include: All

Job Category to include: All

Job Criticality to include: All

Job Statuses to include: Empty

SLA Status to include:

Date range: Rolling 30 days

Group by: Category

- None
- Job Status
- Priority
- Category
- SLA Status - Open
- SLA Status - Accept
- SLA Status - Attend
- SLA Status - Start
- SLA Status - Contain
- SLA Status - Complete
- SLA Status - Close
- Supplier
- Team

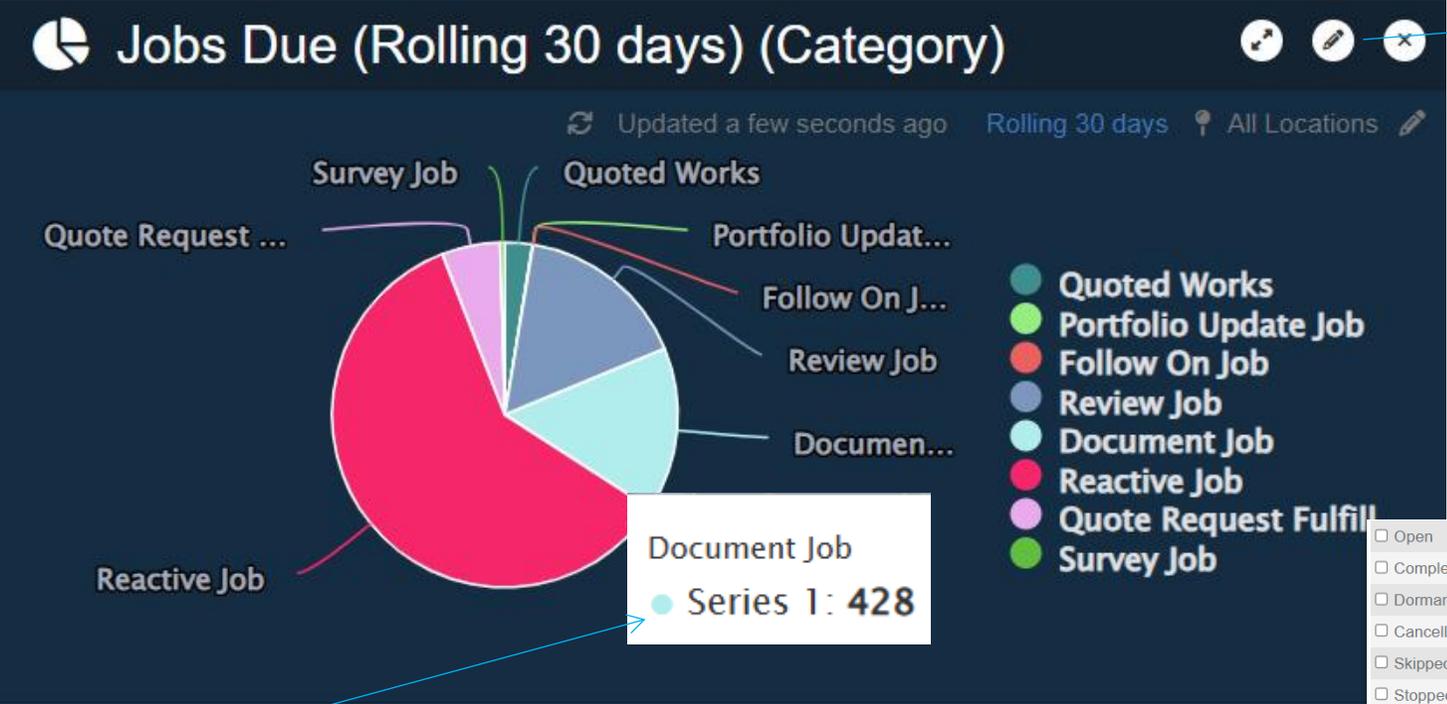
Hover to show amounts

Use to see trends and comparison in completed jobs

- Open
- Complete
- Dormant
- Cancelled
- Skipped
- Stopped
- Declined
- Scheduled
- Rejected
- Accepted
- Closed

# Jobs – Job Due

Jobs Due



Edit Gauge

Jobs Due

Title: Jobs Due Location: All Locations

Chart Type: Pie Job types to include: All

Job Category to include: All Job Criticality to include: All

Job Statuses to include: Empty SLA Status to include: All

Date range: Rolling 30 days Group by: Category

Update Cancel

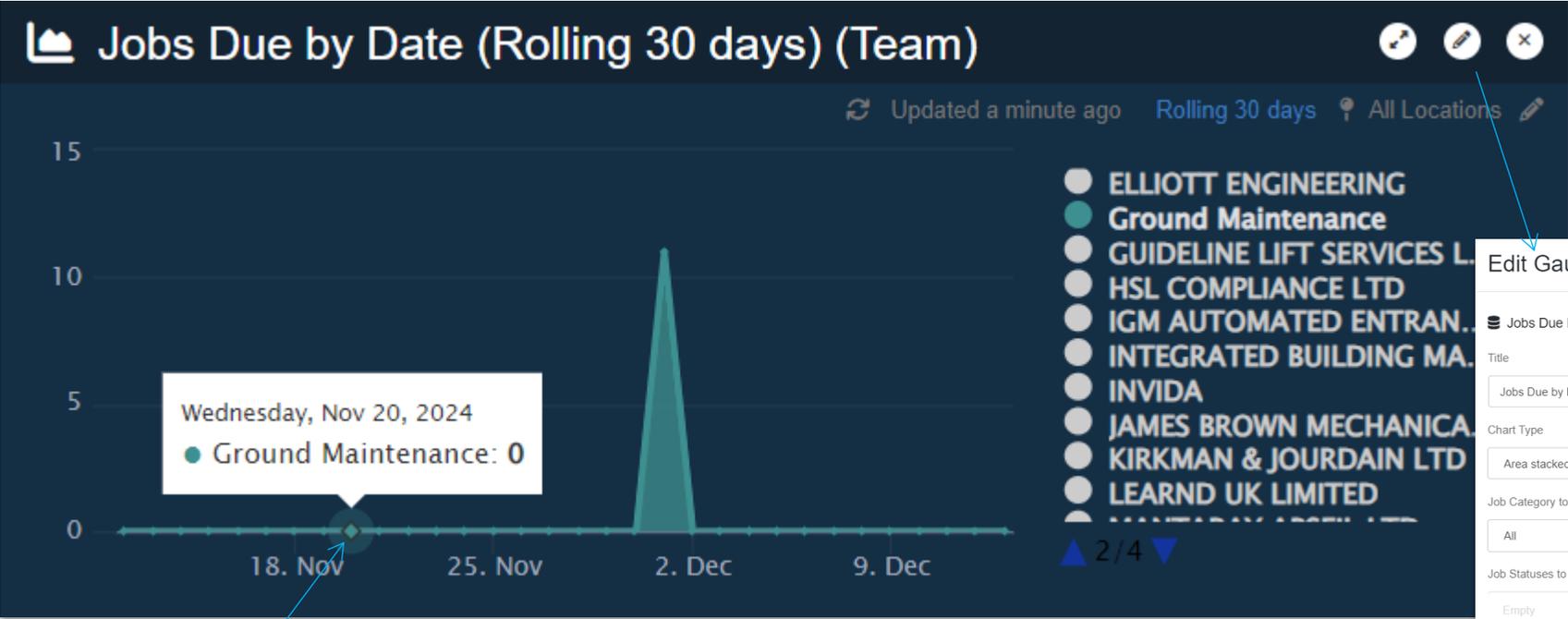
- Open
- Complete
- Dormant
- Cancelled
- Skipped
- Stopped
- Declined
- Scheduled
- Rejected
- Accepted
- Closed

Hover over section to show frequency

Use to compare frequencies of Jobs due

# Jobs – Job Due by Date

Jobs Due by Date



Hover over section to show frequencies

To view your team only, group by Team and de-select all unwanted by clicking dots above.  
*Use to compare trends in Jobs due*

Edit Gauge

Jobs Due by Date

Title: Jobs Due by Date Location: All Locations

Chart Type: Area stacked Job types to include: All

Job Category to include: All Job Criticality to include: All

Job Statuses to include: Empty SLA Status to include:

Date range: Rolling 30 days Group by: Team

Update Cancel

# Jobs – Jobs Due by Level 1 Region

Jobs Due by Level 1 Region



Hover over bar to show frequencies

Use to compare frequencies of Jobs due across locations

- Open
- Complete
- Dormant
- Cancelled
- Skipped
- Stopped
- Declined
- Scheduled
- Rejected
- Accepted
- Closed

Edit Gauge

Jobs Due by Level 1 Region

Title: Jobs Due by Level 1 Region Location: All Locations

Chart Type: Column Job types to include: All

Job Statuses to include: Empty SLA Status to include:

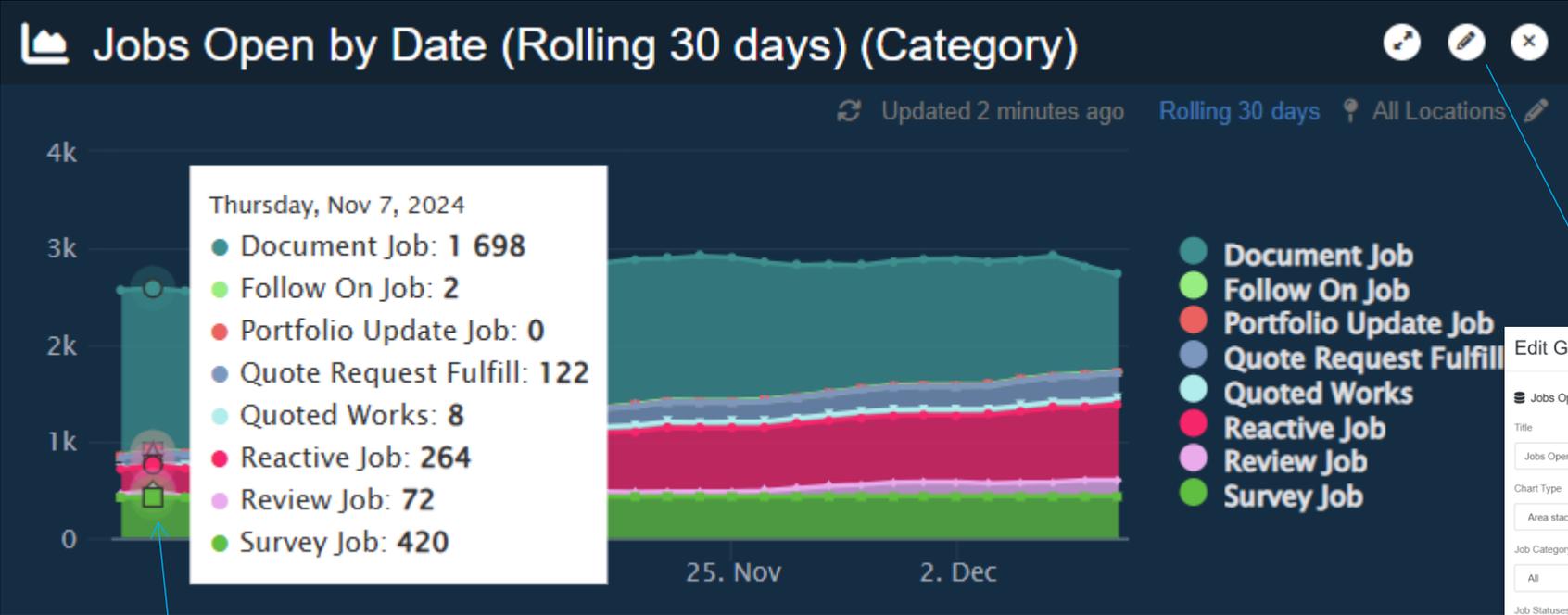
Job Category to include: All Job Criticality to include: All

Date range: Rolling 30 days Group by: Category

Update Cancel

# Jobs – Jobs Open by Date

Jobs Open by Date



- Open
- Complete
- Dormant
- Cancelled
- Skipped
- Stopped
- Declined
- Scheduled
- Rejected
- Accepted
- Closed

**Edit Gauge**

Jobs Open by Date

Title: Jobs Open by Date | Location: All Locations

Chart Type: Area stacked | Job types to include: All

Job Category to include: All | Job Criticality to include: All

Job Statuses to include: Empty | SLA Status to include: [dropdown]

Date range: Rolling 30 days | Group by: Category

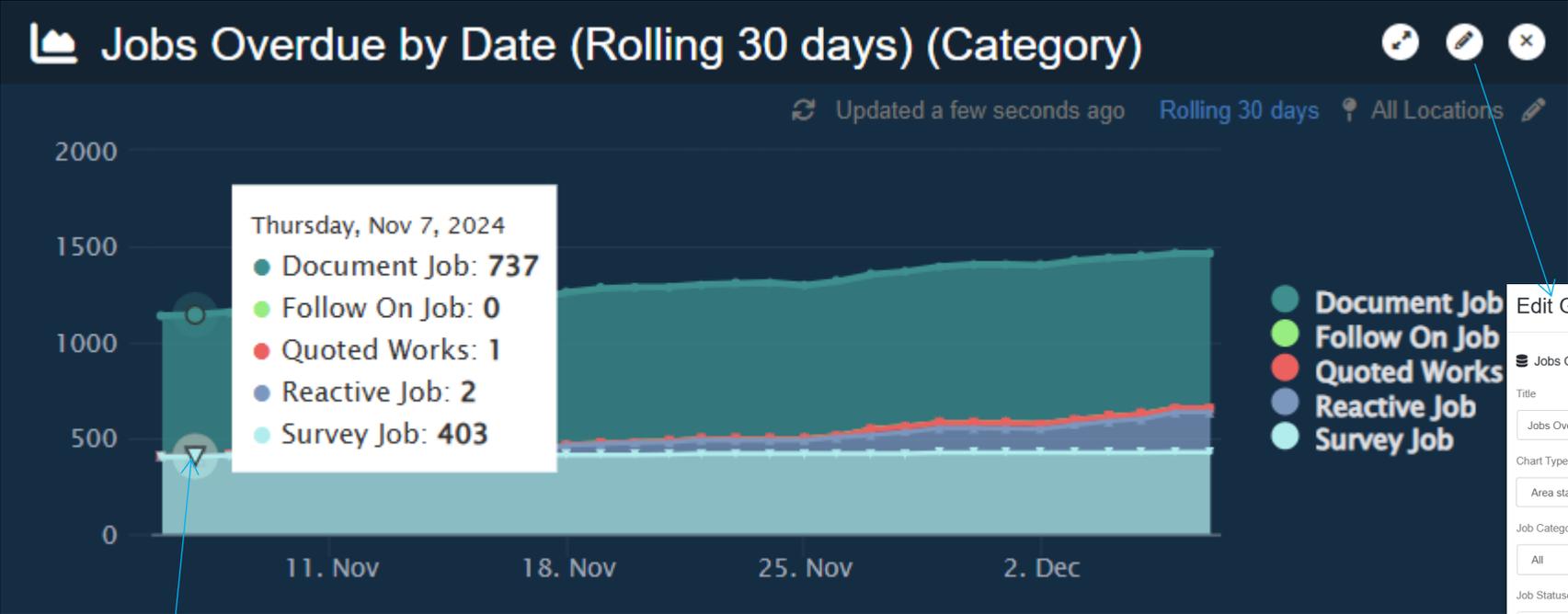
**Update** **Cancel**

Hover to show frequencies

*Use to compare trends in Jobs due*

# Jobs – Jobs Overdue by Date

Jobs Overdue by Date



**Edit Gauge**

Jobs Overdue by Date

Title	Jobs Overdue by Date	Location	All Locations
Chart Type	Area stacked	Job types to include	All
Job Category to include	All	Job Criticality to include	All
Job Statuses to include	Empty	SLA Status to include	
Date range	Rolling 30 days	Group by	Category

Hover to show frequencies

*Use to compare trends in overdue Jobs*

# Jobs – PPM Job Management

PPM Job Management



Click a number to show Insights and links

Use to gain insights into PPM Jobs Due, Overdue etc.

# Jobs – Reactive Job Management

Reactive Job Management

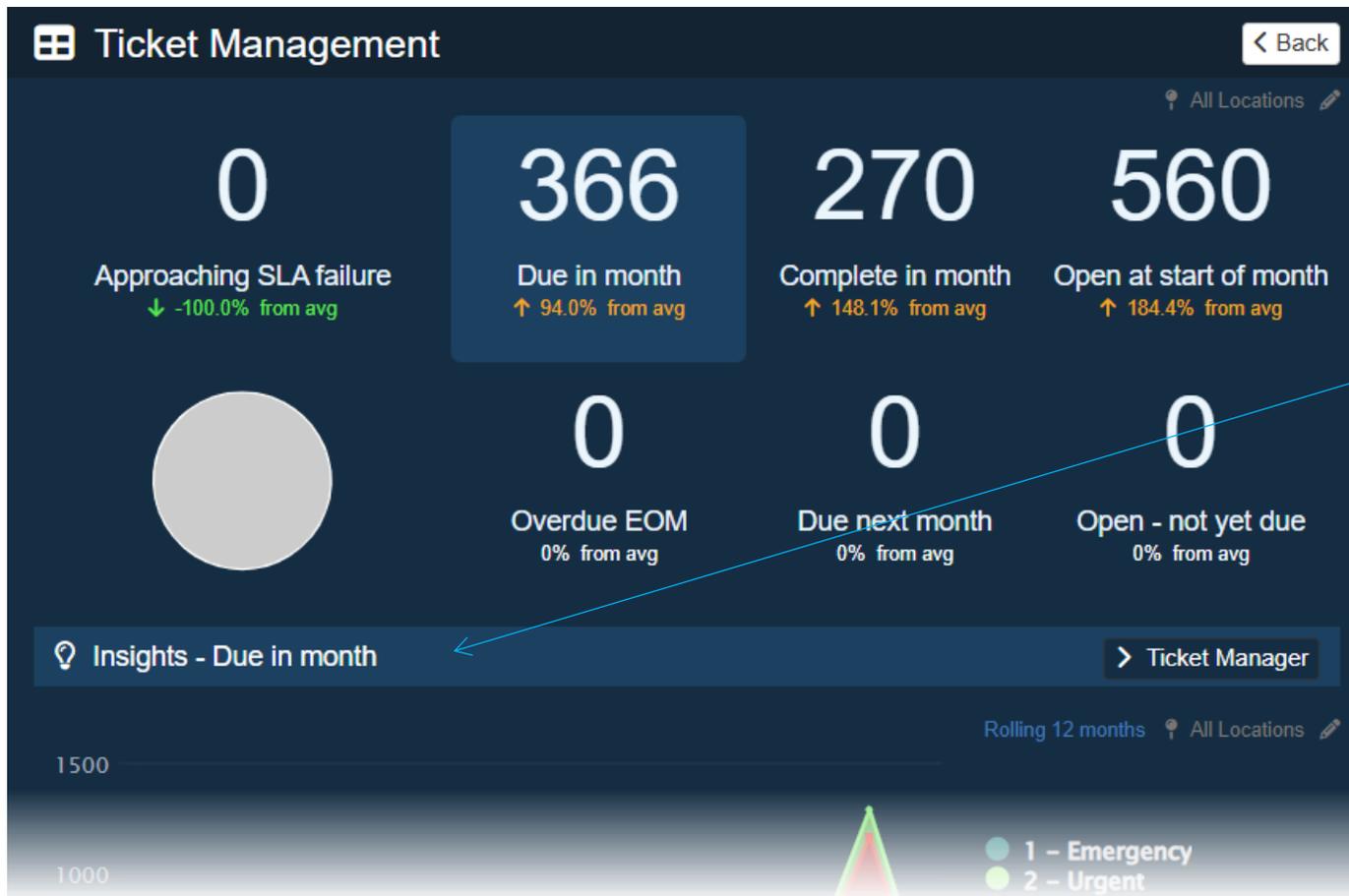


Click a number to open Insights and links below

Use to gain insights into Reactive Jobs Due, Overdue etc.

# Tickets – Ticket Management

Ticket Management



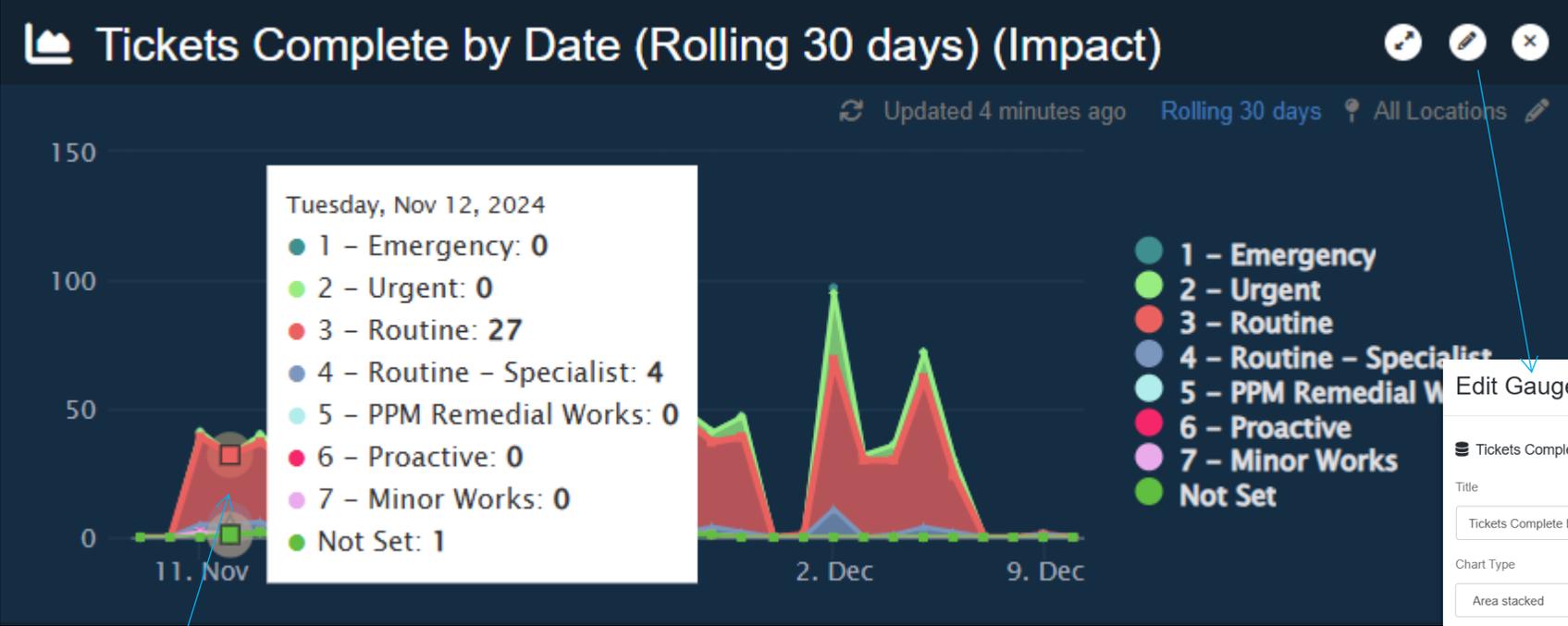
Click a number to open Insights and links

*Use to gain insights into Tickets Open, Complete etc.*

*Note: Tickets do not have SLAs attached; therefore, no data re Approaching Failure, Overdue etc.*

# Tickets – Tickets Complete by Date

Tickets Complete by Date



- Open
- Draft
- AwaitingApproval
- Approved
- Declined
- NominationApproved
- NominationDeclined
- Committed
- Query
- Complete
- Revoked
- Cancelled

Edit Gauge

**Tickets Complete by Date**

Title: Tickets Complete by Date | Location: All Locations

Chart Type: Area stacked | Date range: Rolling 30 days

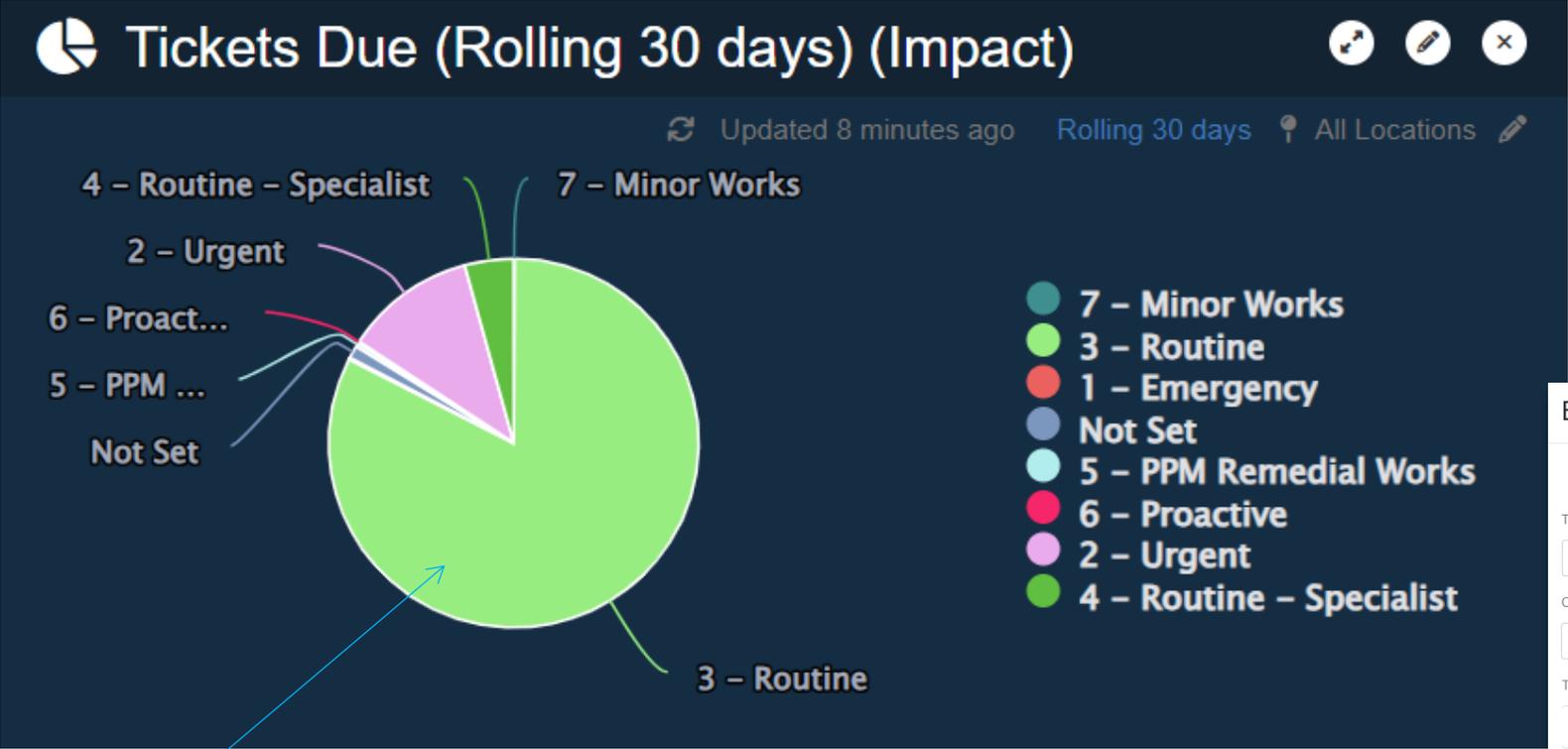
Ticket Statuses to include: Empty | Group by: Impact

Hover to show frequencies

*Use to see trends in Tickets over set periods*

# Tickets – Tickets Due

Tickets Due



- Open
- Draft
- AwaitingApproval
- Approved
- Declined
- NominationApproved
- NominationDeclined
- Committed
- Query
- Complete
- Revoked
- Cancelled

### Edit Gauge

**Tickets Due**

Title: Tickets Complete by Date Location: All Locations

Chart Type: Area stacked Date range: Rolling 30 days

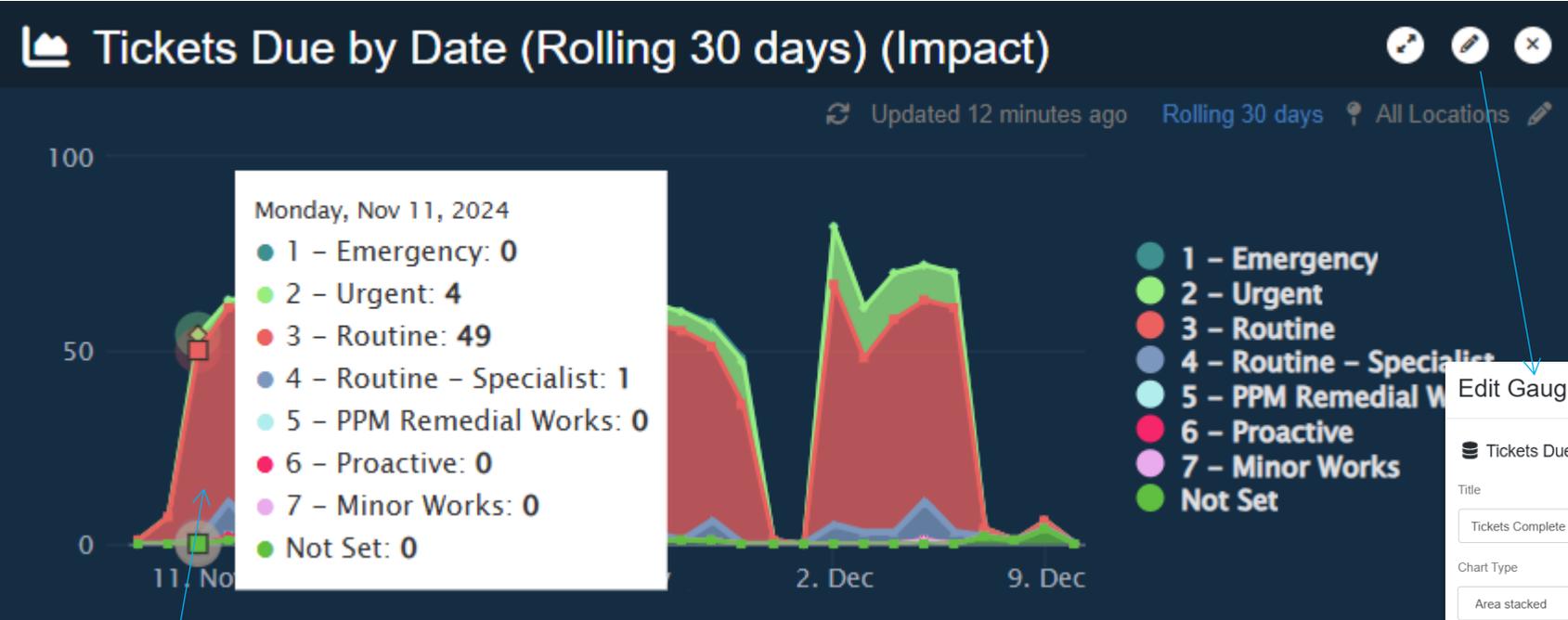
Ticket Statuses to include: Empty Group by: Impact

Hover to show frequencies

*Use to see frequencies of Tickets within a set period*

# Tickets – Tickets Due by Date

Tickets Due by Date



Hover to show frequencies

Use to see trends in Tickets due over a set period

- Open
- Draft
- AwaitingApproval
- Approved
- Declined
- NominationApproved
- NominationDeclined
- Committed
- Query
- Complete
- Revoked
- Cancelled

**Edit Gauge**

Tickets Due by Date

Title: Tickets Complete by Date

Location: All Locations

Chart Type: Area stacked

Date range: Rolling 30 days

Ticket Statuses to include: Empty

Group by: Impact

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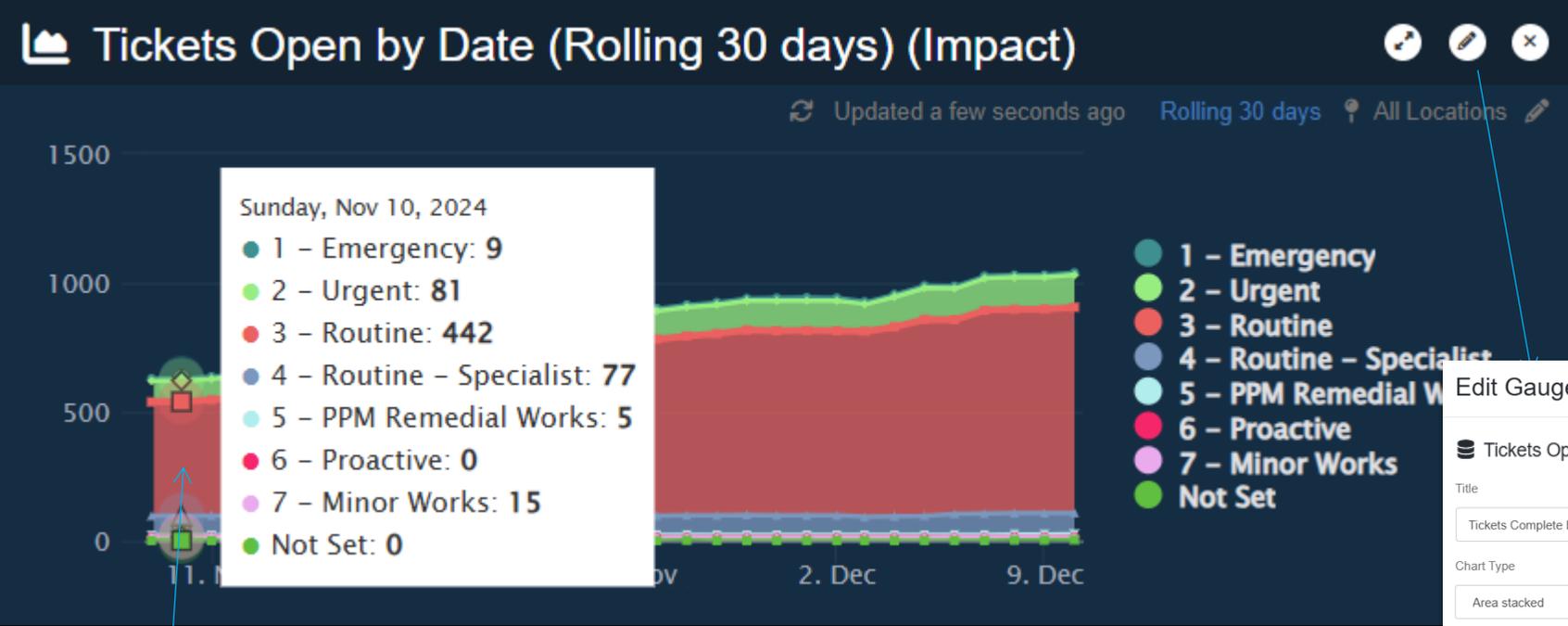
# Tickets – Tickets Due by Team

📄 Tickets Due by Team

NOT AVAILABLE

# Tickets – Tickets Open by Date

Tickets Open by Date



- Open
- Draft
- AwaitingApproval
- Approved
- Declined
- NominationApproved
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Edit Gauge

**Tickets Open by Date**

Title: Tickets Complete by Date | Location: All Locations

Chart Type: Area stacked | Date range: Rolling 30 days

Ticket Statuses to include: Empty | Group by: Impact

Hover to show frequencies

*Use to see trends in Tickets open over a set period*

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# Tickets – Tickets Overdue by Date

📄 Tickets Overdue by Date

NOT AVAILABLE

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# Tickets – Tickets Required by Date

 Tickets Required by Date

NOT AVAILABLE