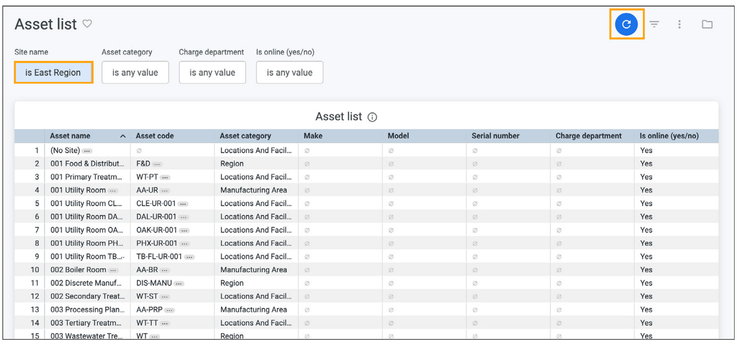
Access the most popular reports in Analytics

Before you begin

Plans: Professional and Enterprise
Audience: Viewers, Users, and Creators

Our 15 most popular reports are available as dashboards in **Analytics,** allowing you faster access to key data and metrics.

When you run one of these reports, the dashboard view is updated directly in the same screen as soon as you apply filters and click **Run:**



This means that you can quickly and easily switch filters to view different sets of data with fewer clicks. As in all analytics dashboards, you can also save and share these new dashboards outside the CMMS.

The following reports are available as dashboards in **Analytics > Shared > Popular reports:**

Sub-folder	Dashboard name	Description
Assets	Asset list	Lists all of the assets for the selected locations, asset categories, and charge departments.
	Meter reading history	Lists all meter readings from the selected time period.
	Offline assets	Lists the assets that are currently offline, along with the date they were taken offline and the user who changed the asset's status.
Labor details	Detailed employee hours (legacy)	Lists the hours an employee recorded on work orders each day during the selected time period.
	Labor costs by user	Lists each user's total labor hours and costs from work orders completed during the selected time period.
	Logged hours by user	Shows how many work orders a user has closed and how many hours they logged during the selected time period.
Maintenance metrics	Mean time to repair	A list showing the number of breakdowns (i.e. times an asset was offline) and mean time to repair (MTTR) for all of your assets that had downtime during the selected time period.
Parts and stock	Low stock by location	A list of all parts with low stock (i.e. below the minimum quantity) for the selected location.
	Parts usage by work order completion	This report filters parts consumed on work orders closed during the selected time period. **Note:** The original version of this report (Parts usage by date used) populated the exact date the part was consumed, but this field is not available in Analytics.
Scheduled maintenance	Scheduled maintenance list	Lists your scheduled maintenance for the selected site and maintenance type.
Work orders	Closed work order details with completion notes	A detailed list of all work orders closed during the selected time period, including any completion notes.
	Closed work order graph	A pie chart showing the percentage of closed work orders for each maintenance type from the selected time period **Note:** In Reports, this report is called Closed work order chart by maintenance type.
	Closed work orders list	Lists the work orders that were closed during the selected time period.
	Open work order list	Lists all open work orders that were created during the selected time period.
	Work requests	Lists work requests created during the selected time period.

To learn how to access our Analytics dashboards, see View dashboards.