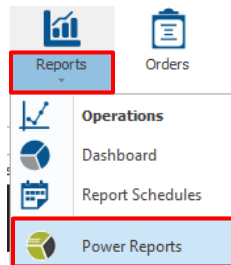# Working with Power Reports

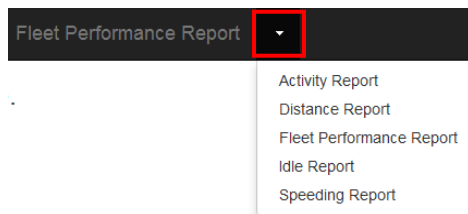## RUNNING POWER REPORTS

There are 5 Power Reports currently available in Fleet Complete. They are the Activity, Distance, Fleet Performance, Idle, and the Speeding report.

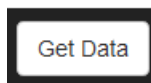**1.** To access Power Reports, from the main toolbar click **Reports** -> **Power Reports**

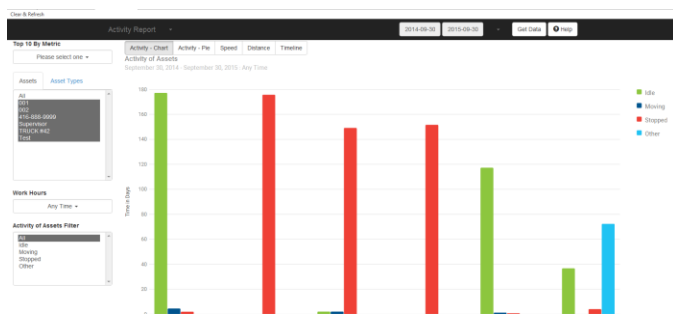**2.** Choose the report from the drop-down arrow

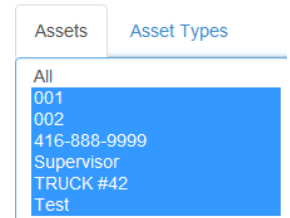**3.** Set the date range

4. Click **Get Data**

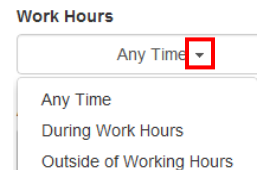**5.** Results will be displayed in chart format by default with the parameters used to the left.

6. You can change the parameters to refine the Work Hours, the Filter options, and which Assets you see.
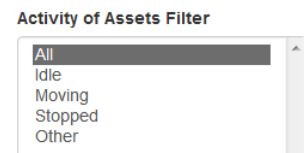
a. To see all Assets at once, select the **All** button or click the top Asset and drag your mouse downwards. To include only specific Assets, highlight an Asset and then CTRL click to include one at a time.

b. To change the Work Hours, click the drop-down arrow and select a different option.
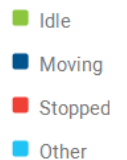
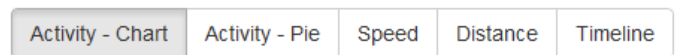**c.** To set a different filter, click on a different option in the Asset Filter window.

7. Your Assets are listed along the **X** axis, with your reported information plotted along the **Y** axis (the data displayed in the **Y** axis will change depending on the data you are viewing).

8. The data displayed will be colour-coded with a corresponding legend in the top right corner of the report.

9. To change your view of the report, select the different options across the top of the report.

10. To clear and refresh your data, click the *Clear & Refresh* button in the top left corner.

LEARN MORE ABOUT POWER REPORTS

To learn more about Power Reports, click the ❓Help button at the top right of the report.