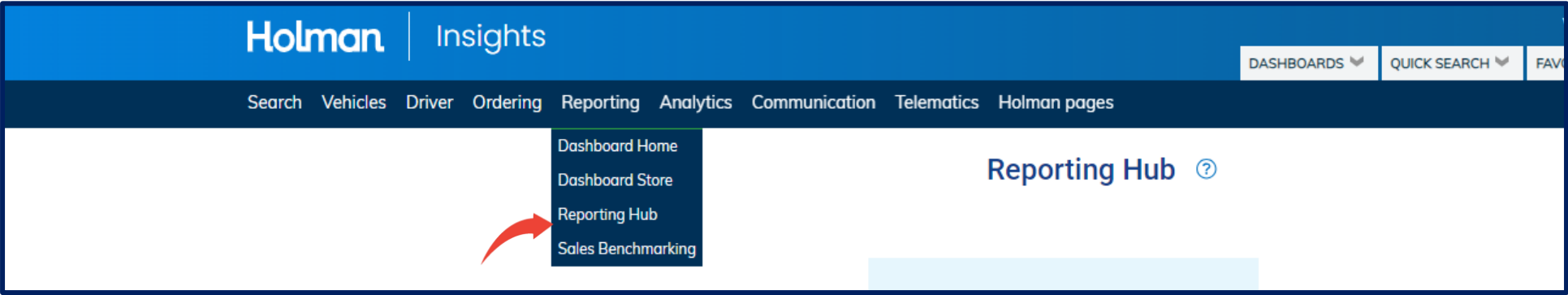


# How to Generate an MPG and Miles Using First and Last Odometer Report in Holman

Click on the **Reporting** tab, then choose **Reporting Hub**



Click **Find** Under **Search Bi Templates**  
Type **MPG and Miles Using First and Last Odometer** under Search Term and click **Search**

**Find Reports (Client)**

Easily filter the listing of reports by selecting from the drop downs or using the Keyword search

Country: USA

Report Topic: Select

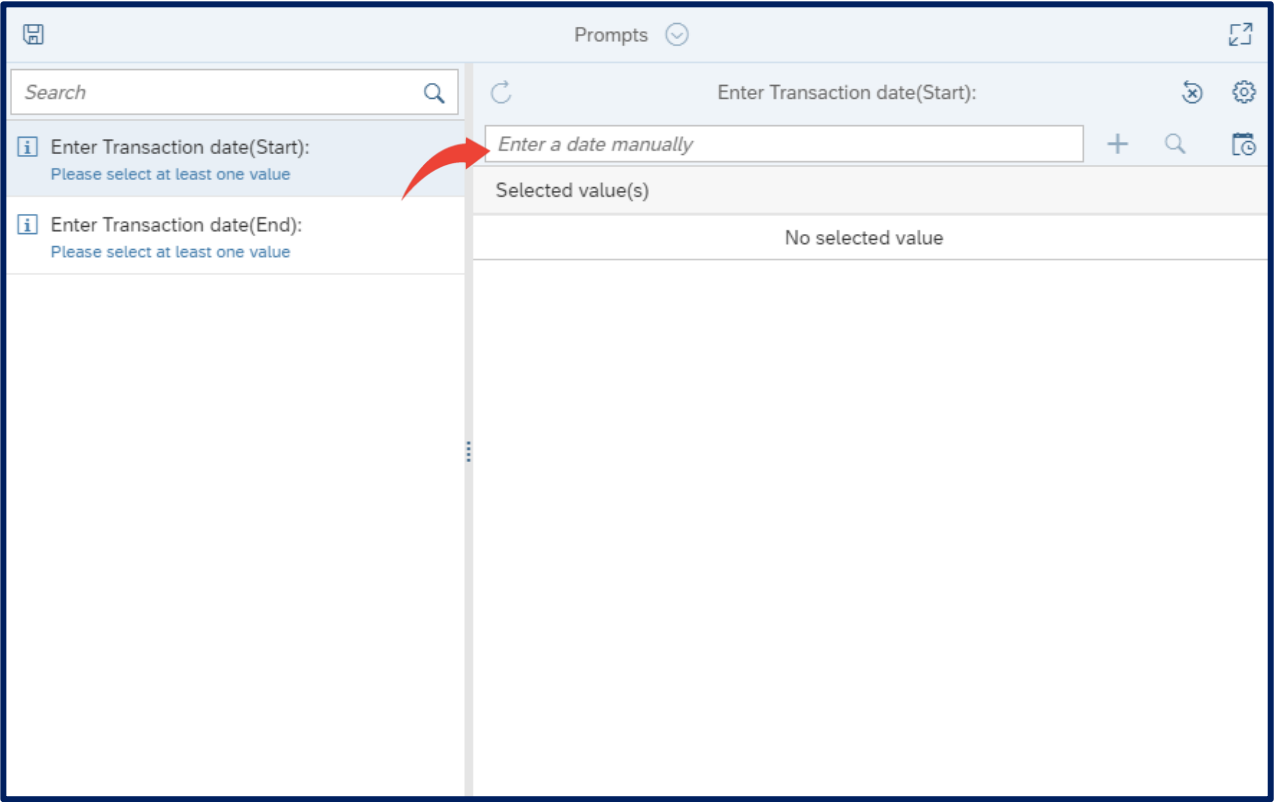
Search Term: mpg and miles using first and last odometer

Use a keyword to search report titles and descriptions

**Reports**

Report Name	Description	Report Type	Report Access Count	Published O
MPG AND MILES USING FIRST AND LAST ODOMETER	Mileage and MPG related	Mileage and Odometer	11861	02/16/2017

Click on **MPG and Miles Using First and Last Odometer**, and the prompt screen will appear



The screenshot shows a software window titled "Prompts" with a search bar and a list of prompts. The first prompt, "Enter Transaction date(Start):", is selected and highlighted in blue. A red arrow points from this prompt to the input field on the right, which contains the text "Enter a date manually". Below the input field is a section labeled "Selected value(s)" which currently displays "No selected value". The second prompt, "Enter Transaction date(End):", is also visible in the list.

Prompts	
Search	Enter Transaction date(Start):
<i>Enter Transaction date(Start):</i> Please select at least one value	<i>Enter a date manually</i>
Selected value(s)	
No selected value	
<i>Enter Transaction date(End):</i> Please select at least one value	

Enter **Start** and **End** transaction dates and click **OK**

Once the report generates, you can download it by clicking the export symbol

If you have any questions, please contact Fleet Management  
Phone number: 1-855-817-1910  
Email: [Fleet@wv.gov](mailto:Fleet@wv.gov)