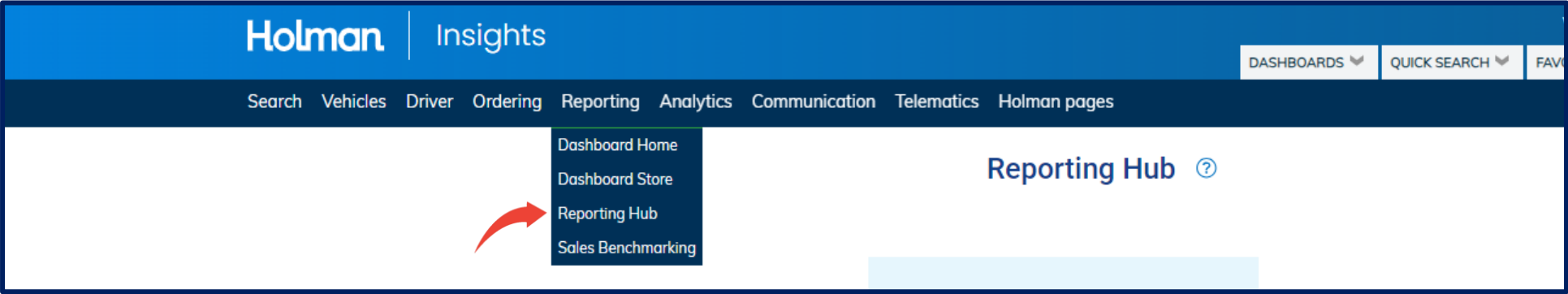
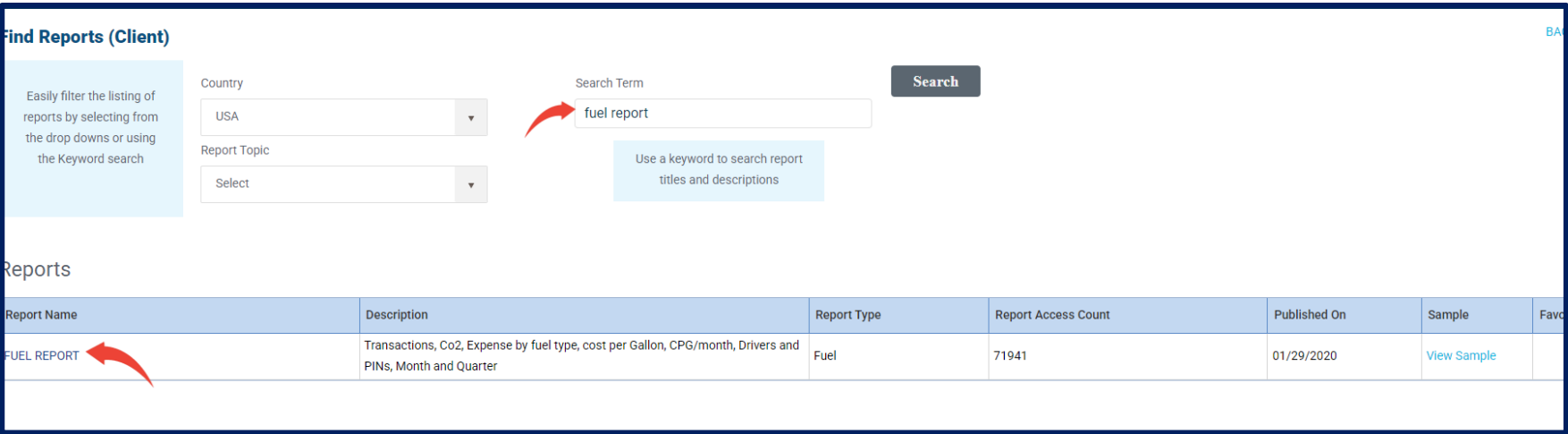


How to Generate a Fuel Report in Holman

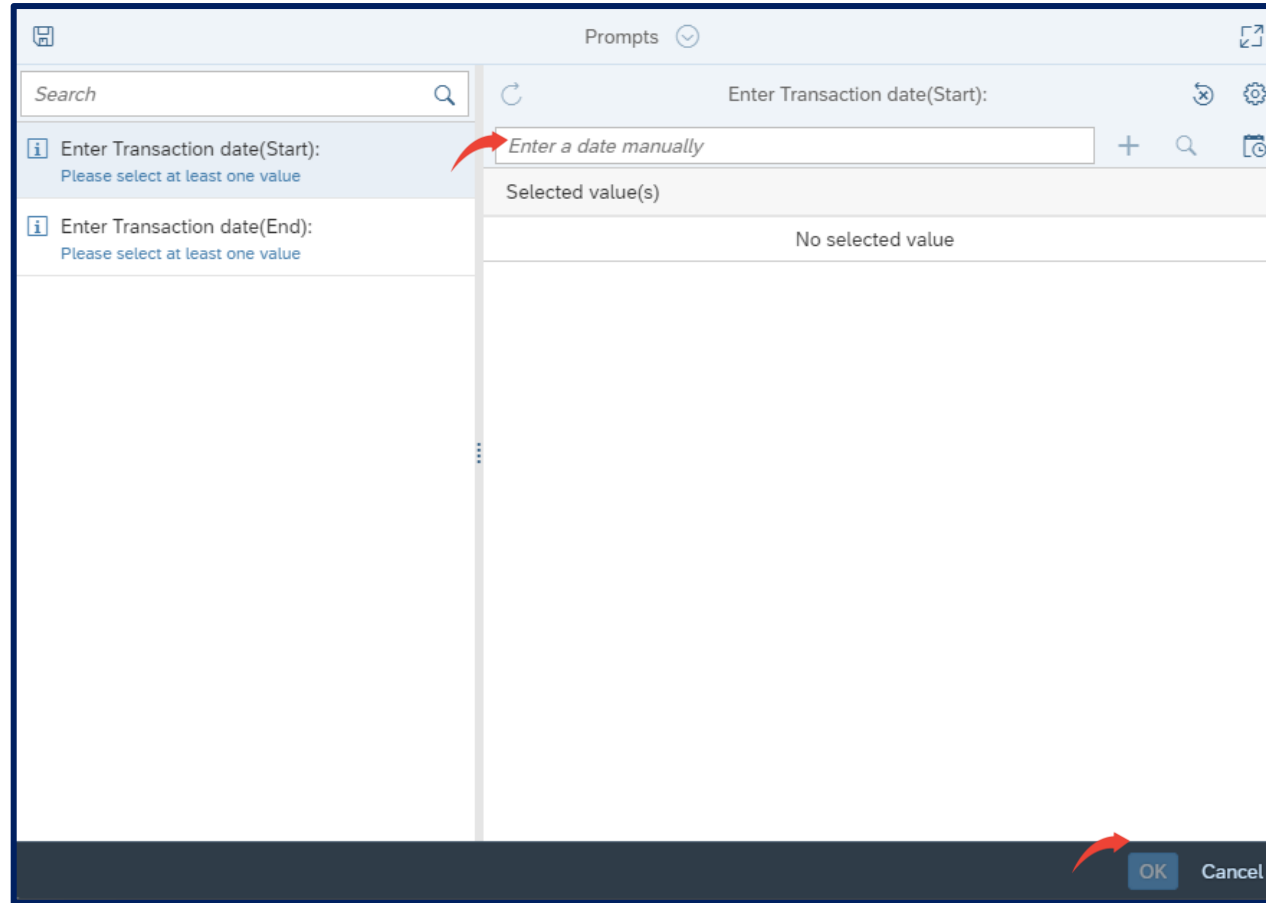
Click on the **Reporting** tab, then choose **Reporting Hub**



Choose **Fuel Report** under Templates, or use Search BI Templates



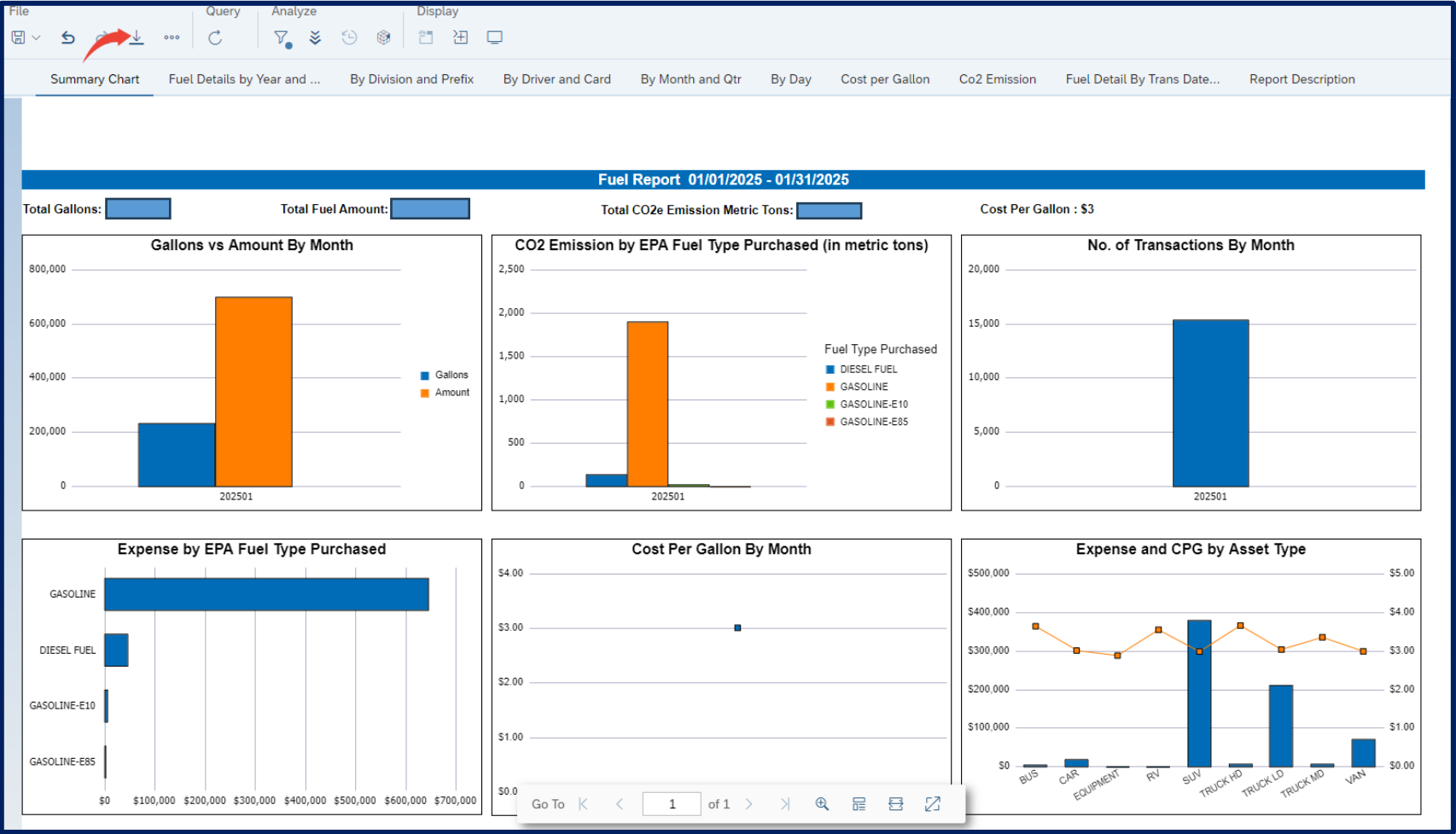
Click on **Fuel Report**, and the prompt screen will appear



The screenshot shows a 'Prompts' dialog box with a search bar at the top left. Below the search bar, there are two prompts listed on the left side: 'Enter Transaction date(Start):' and 'Enter Transaction date(End):', both with the instruction 'Please select at least one value'. A red arrow points from the first prompt to a text input field on the right that contains the placeholder text 'Enter a date manually'. Below this input field is a section labeled 'Selected value(s)' which currently displays 'No selected value'. At the bottom right of the dialog, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

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
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