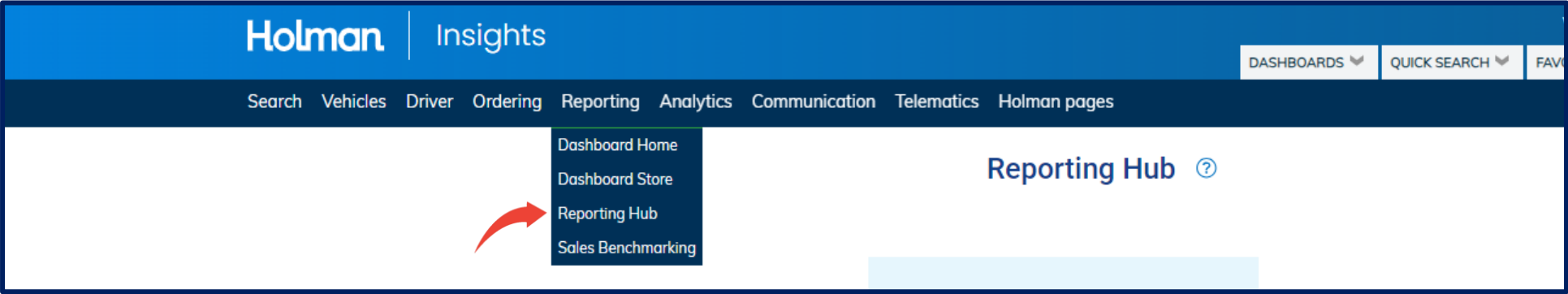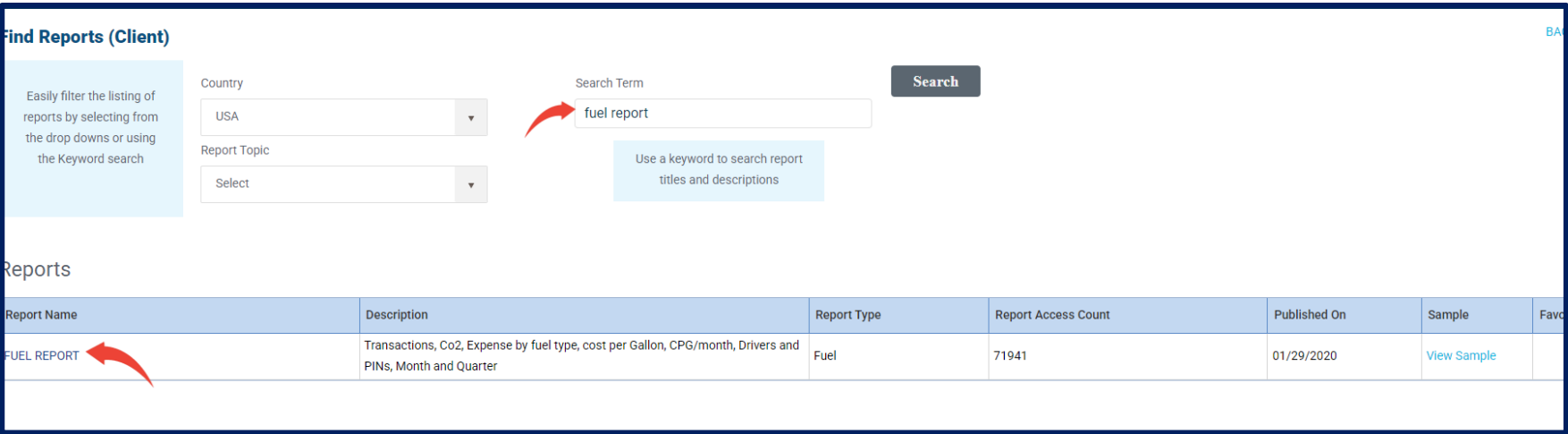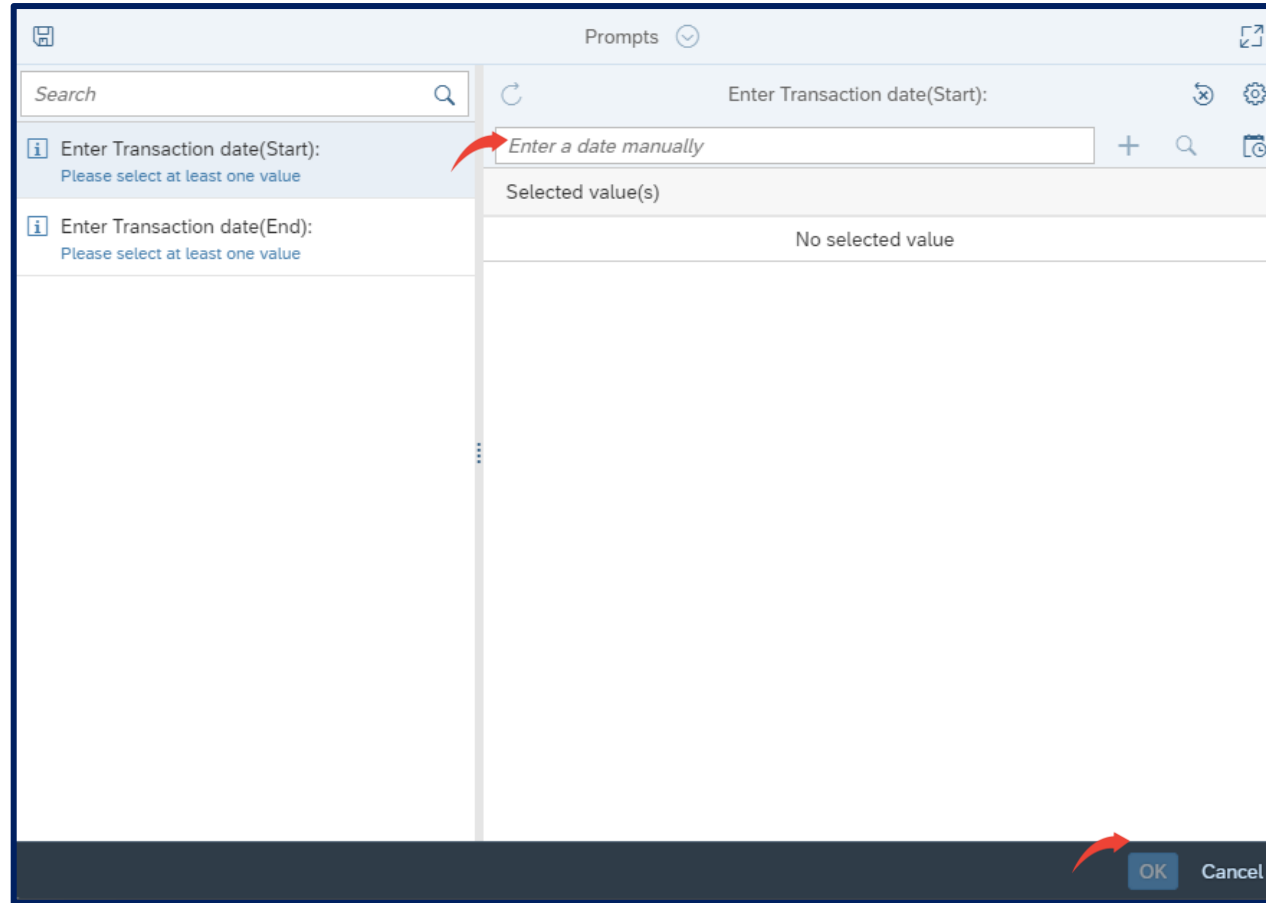# How to Generate a Fuel Report in Holman

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

Choose **Fuel Report** under Templates, or use Search BI Templates
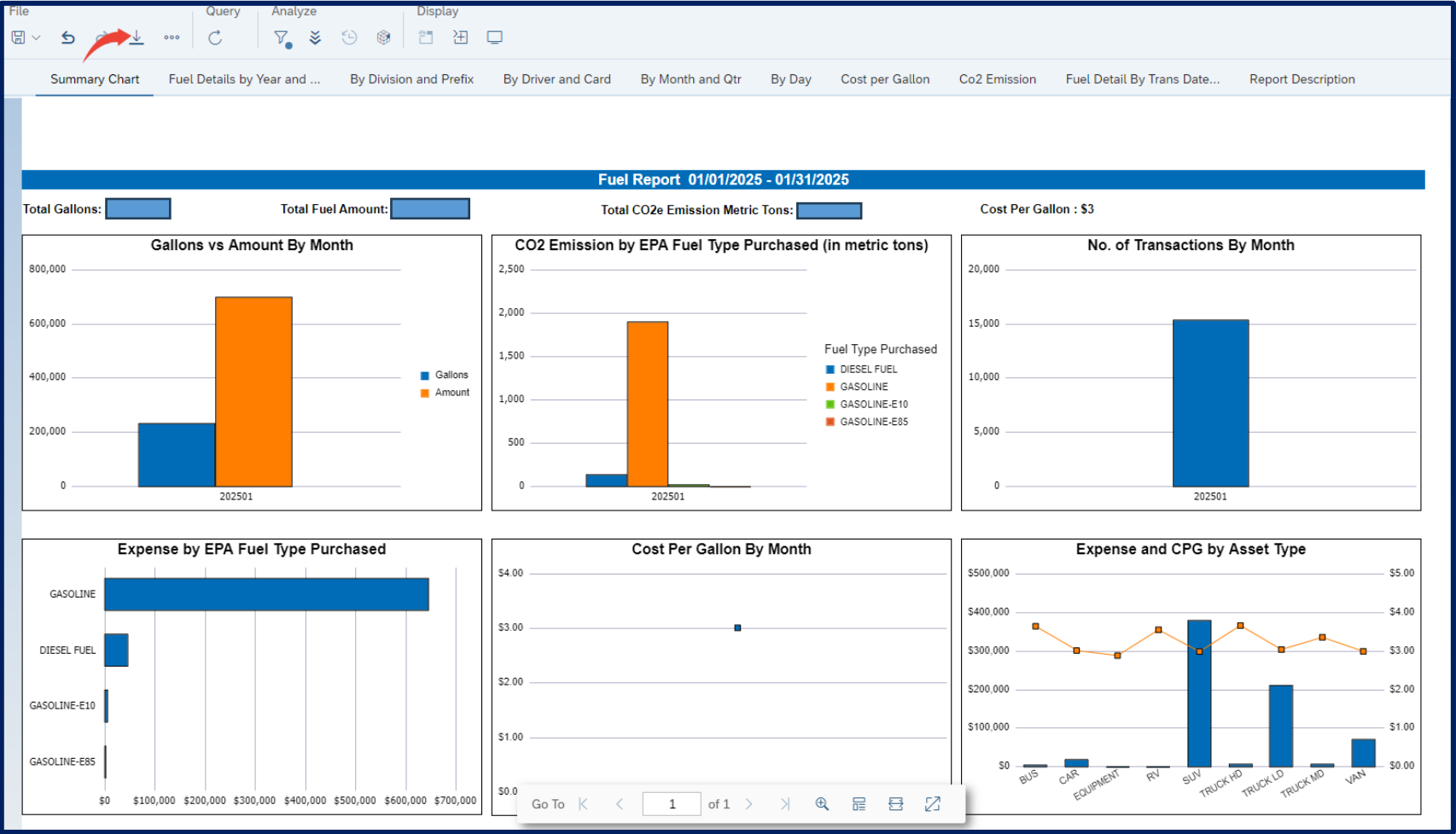
Click on **Fuel Report**, and the prompt screen will appear

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