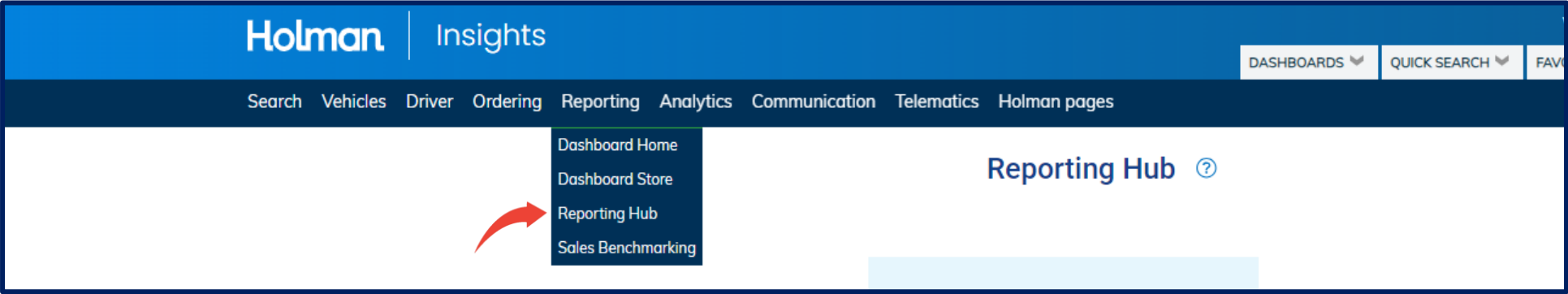
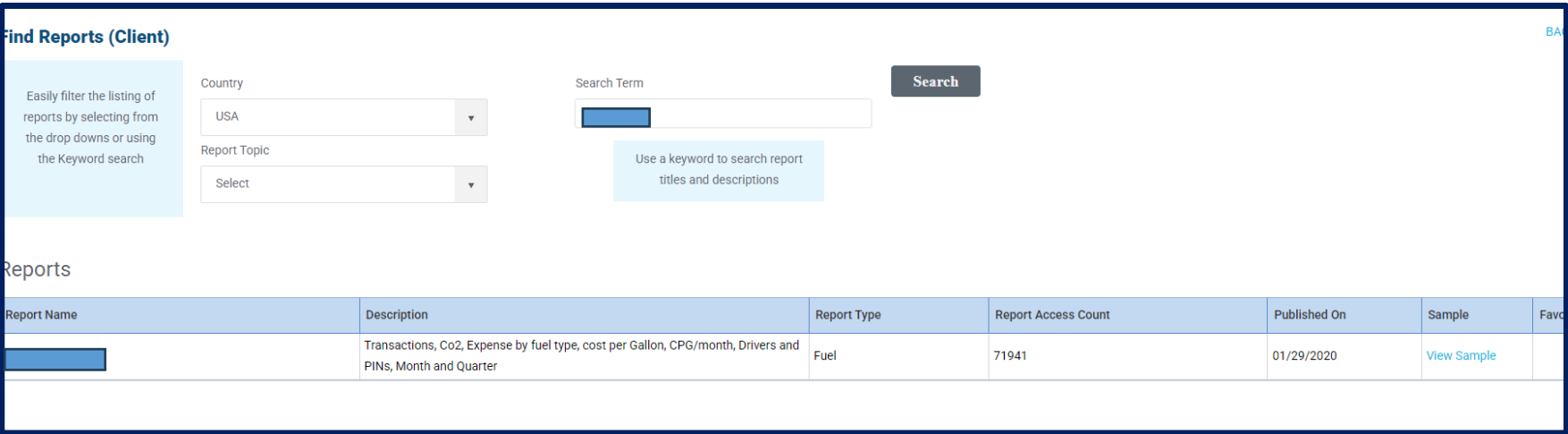


How to Generate a Fuel Program Utilization Report in Holman

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



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



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

Prompts

Search

Enter Transaction date(Start):
Please select at least one value

Enter Transaction date(End):
Please select at least one value

Enter a date manually

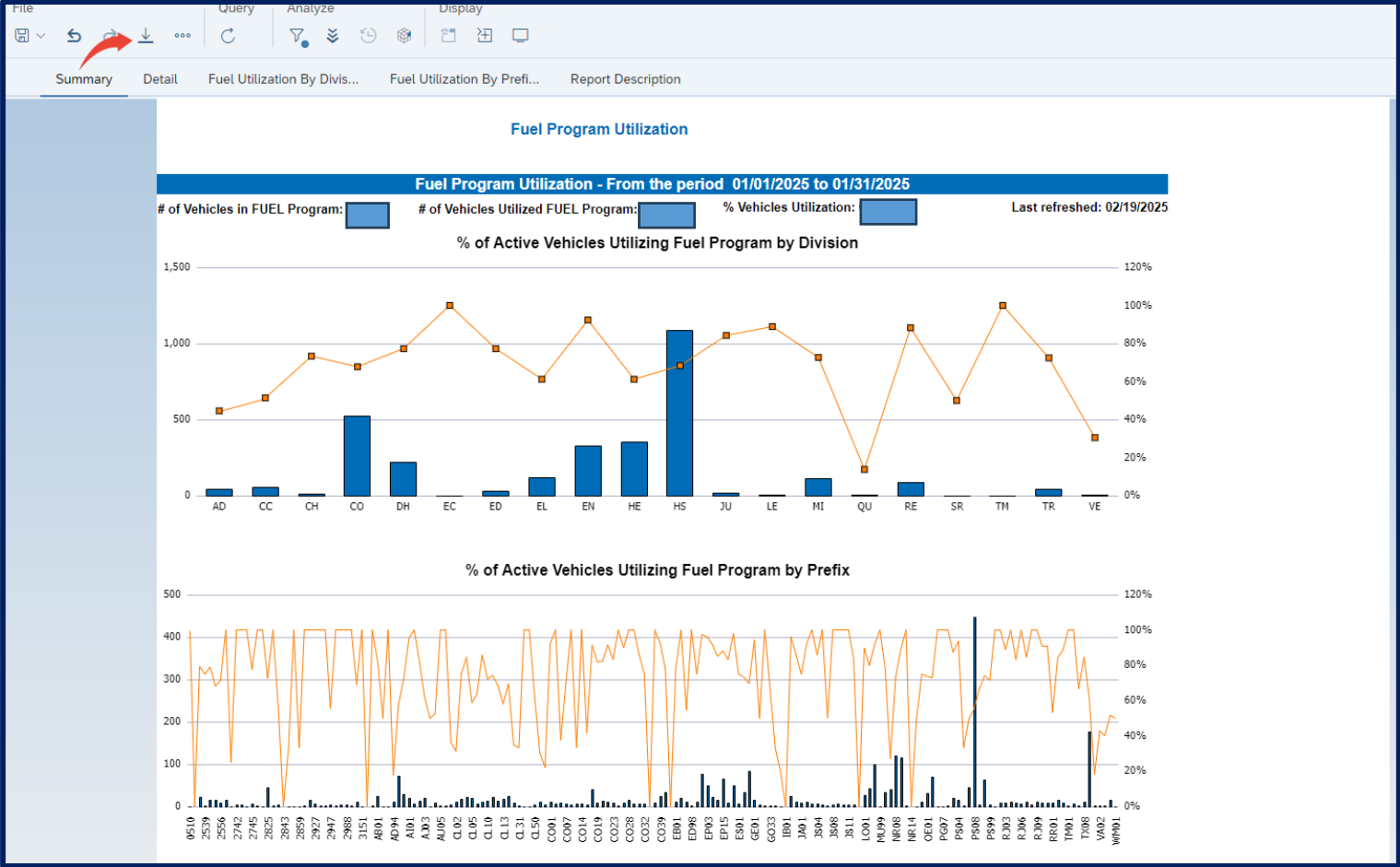
Selected value(s)

No selected value

OK Cancel

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

Once the report generates, you can download it by clicking the export symbol, then choose **All Reports**, and click **Export**



If you have any questions, please contact Fleet Management
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Email: Fleet@wv.gov