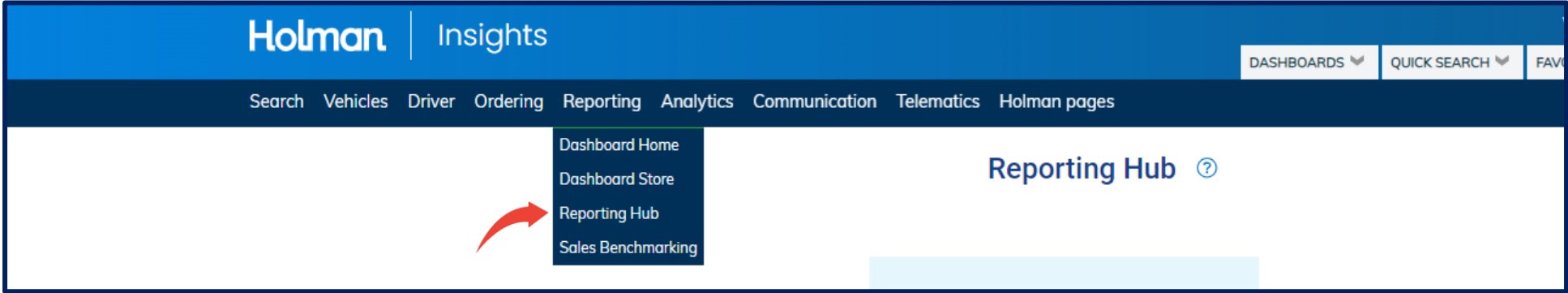
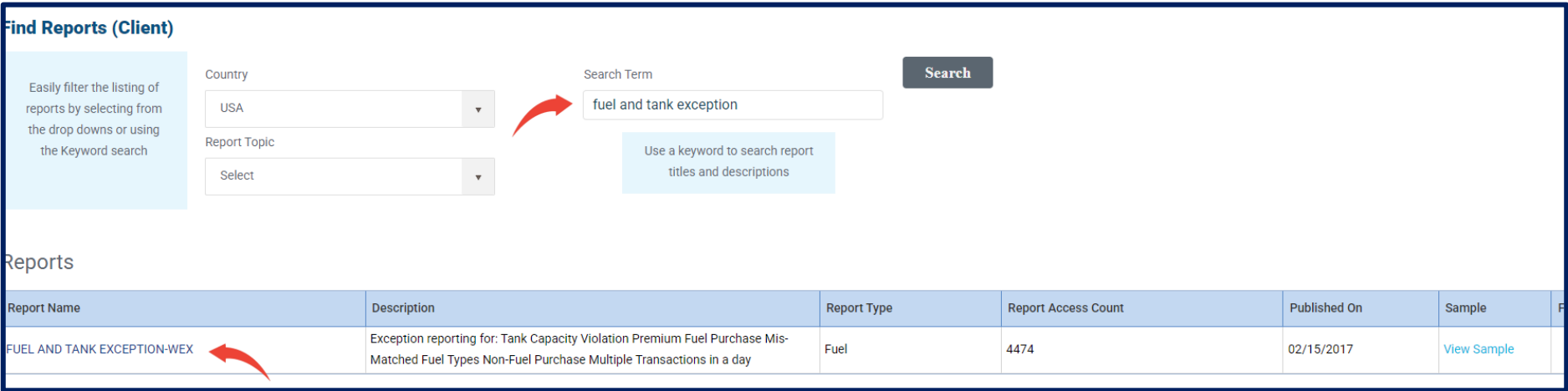


How to Generate a Fuel and Tank Exception Report in Holman

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



Use Search BI Templates and enter Fuel and Tank Exception in the Search Term

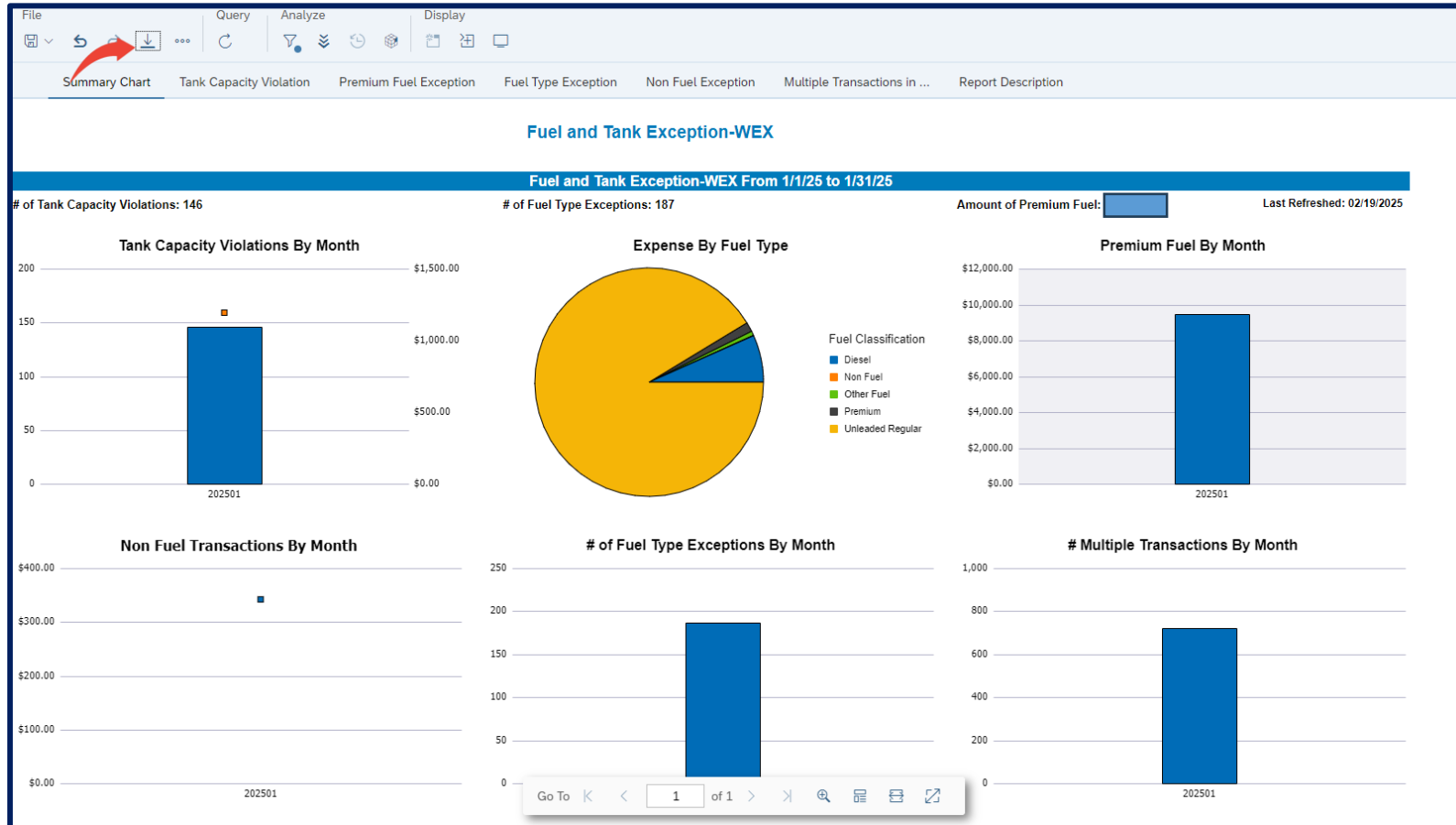


Click on **Fuel and Tank Exception Report**, and the prompt screen will appear

The image shows a 'Prompts' dialog box with a search bar at the top left. Below the search bar, there are two prompts: 'Enter Transaction date(Start): Please select at least one value' and 'Enter Transaction date(End): Please select at least one value'. The first prompt is selected, and its details are shown in the main area: 'Enter a date manually' in a text input field, and 'Selected value(s): No selected value'. At the bottom right, there are 'OK' and 'Cancel' buttons. A red arrow points 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, then choose **All Reports**, and then click **Export**



If you have any questions, please contact Fleet Management
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