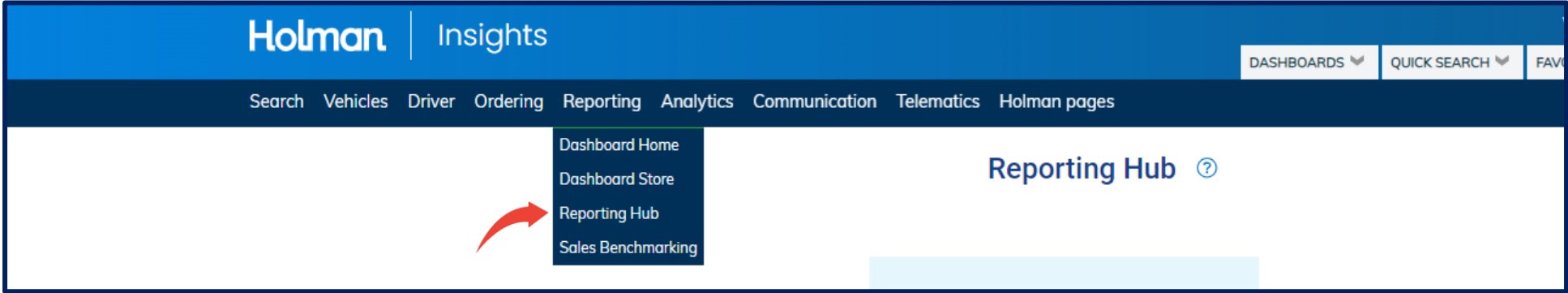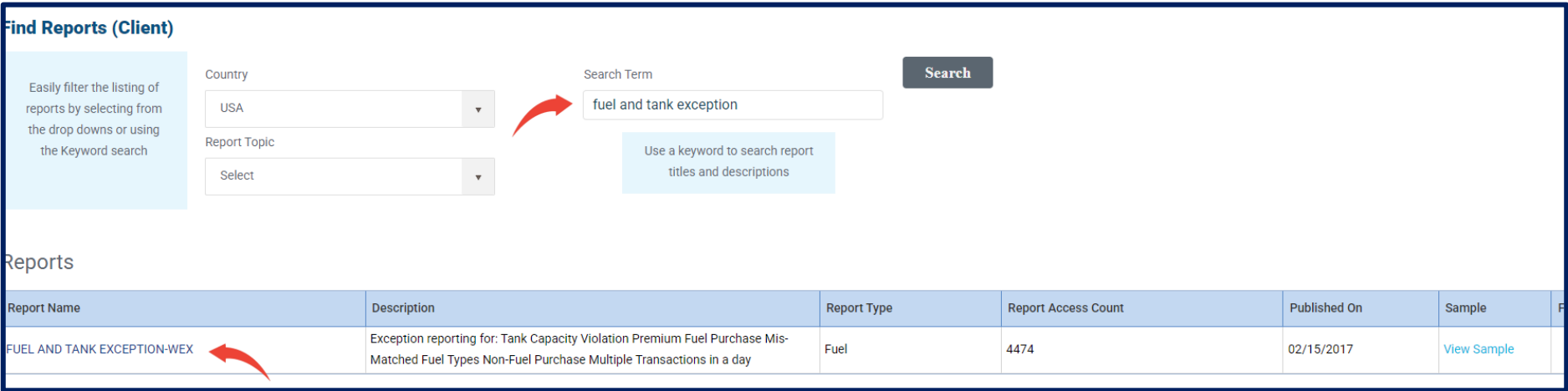# How to Generate a Fuel and Tank Exception Report in Holman

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

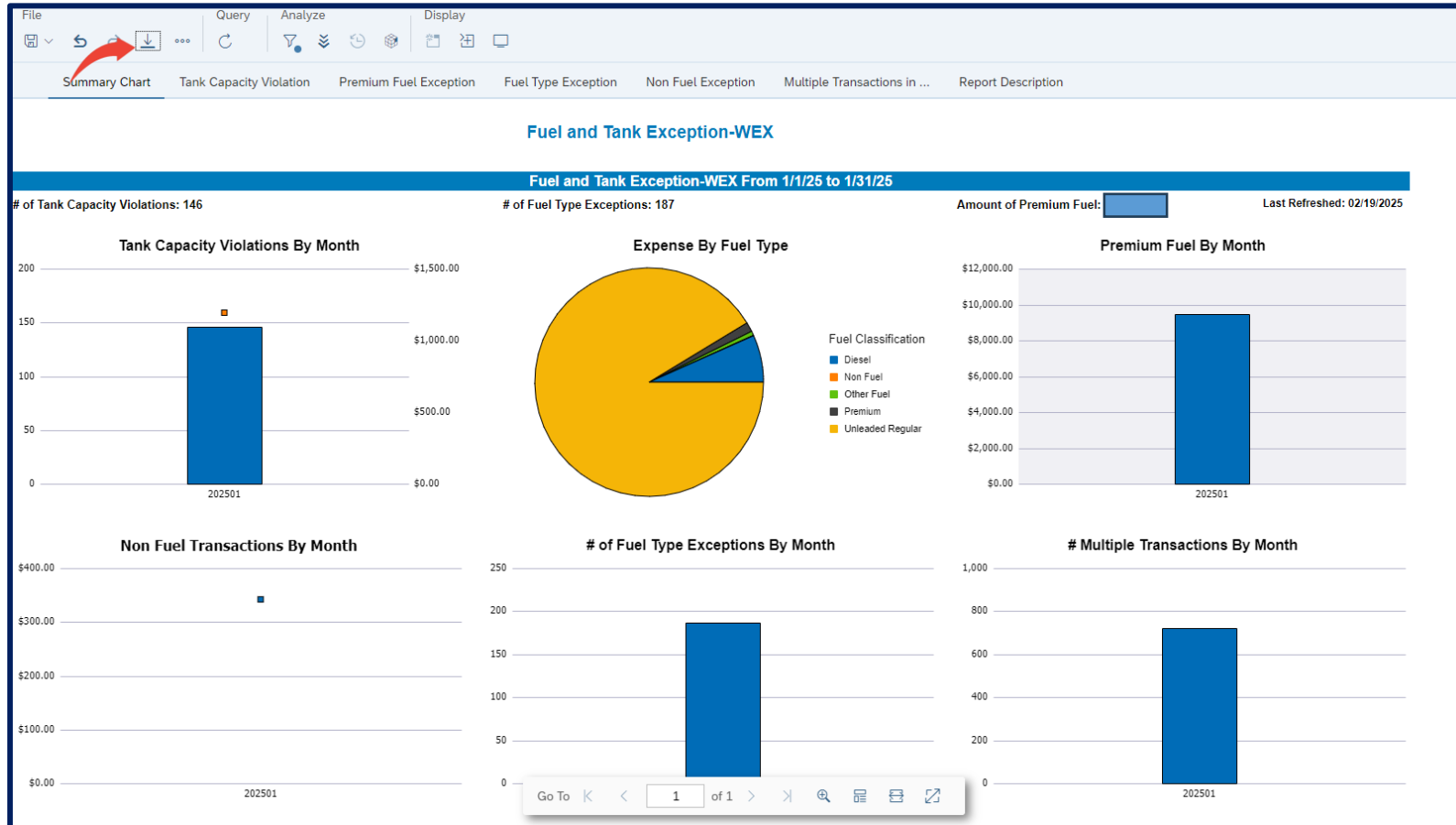Use Search BI Templates and enter Fuel and Tank Exception in the Search Term

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

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
        Phone number: 1-855-817-1910
        Email: Fleet@wv.gov