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

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

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Holman Insights		DASHBOARDS 🤟	QUICK SEARCH 🤟	FAV
Search Vehicles Driver Ordering Reporting	Analytics Communication Telematics Holman pages			
Dashboard Dashboard Reporting H Sales Bench	Store Reporting Hub ⑦			

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

Easily filter the listing of reports by selecting from	Country		Search	Search Term				
	USA	· ·	fuel a	and tank exception				
the drop downs or using the Keyword search	Report Topic			Use a keyword to search report				
	Select	•		titles and descriptions				
PORTS		Description			Report Type	Report Access Count	Published On	Sample

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

ß	Prompts 😔			ГЛ КЛ
Search Q	C Enter Transaction date(Start):		Ś	٢
i Enter Transaction date(Start): Please select at least one value	Enter a date manually Selected value(s)	+	Q	0]
i Enter Transaction date(End): Please select at least one value	No selected value			
	:			
	/	OK	Ca	ncel

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