How to Generate Usage Exemption Alert

Make sure that Alerts are setup in Card Fueling Account > Quote.

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Details	Invoice Format	Quote	Cards	Vehicles	Driver Pin	Departments	Miscellaneous	Purchase Orders	Audit Log			
Alerts												
Daily T	ransaction Coun	t by Card	Exceeds			1						

1. From Card Fueling module, click Usage Alert menu. This will open the Usage Exception Alert screen.

Usage Exception Ale	ert							
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2. Enter filter for generating Usage Exception Alert report then click Generate button.

	Generated	entries	will	be	display	yed	on	the	grid.	
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3. When Generate button is clicked without any filters, all records with Usage Exception Alert setup will be generated.

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4. Select on the generated records and click **Print** button to generate the report. **Report Viewer** will be displayed.

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Report Vie	ewer - Cardlock	Alert							^		×
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