Welcome to GSA Fleet's Desktop Workshop

Audio: Everyone is automatically muted. Listen via your computer audio if possible.

Presentation & Certificate: You can download a copy of the presentation at https://www.gsa.gov/gsa-fleet-training

Additionally, a copy of the presentation along with a certificate will be emailed after the session.

Questions: Use the Q&A window to ask questions at any time. You may get a typed response or it may be answered aloud at the end of the presentation.

Recorded: The session will be recorded.

Recordings of GSA Fleet Desktop Workshops are available at: http://bit.ly/DtWRecordings

GSA Fle

Desktop Workshop

GSAFleet.gov

You can download a copy of this presentation at: https://www.gsa.gov/gsa-fleet-training

Presented by: The GSAFleet.gov Team

December 2023

We are moving from this…

To this…

GSA Fleet®

A single platform that will consolidate, modernize, and improve how YOU buy, lease, rent, and manage GSA leased and agency-owned vehicles.

Past Release Milestones

October 2022

- FMVRS (Federal Motor Vehicle Registration)
- Agency Owned Fleet Mgmt

March 2023

- Fleet Leased Card Replacement Ordering
- Dispatch and Reservation
- Help page

July 2023

- Wallet
- *Behind the scenes: Pegasys Interfaces*

Past Release Milestones

October 2023

- CRASH Report (for leased vehicles)
- Vehicle Modification requests

December 2023

- Reports Scheduler
- Agency Incurred Expense Report
- Fuel Use Report
- Leasing Account Management
- Office Management (for Customer Admins)

Do I still need a Drive Thru account?

Yes!

There is still a lot of functionality found in Drive Thru, such as:

- Customer Acquisition Module (CAM)
- Customer Driven Data
- Mileage reporting
- PM Express
- Reports: Customized inventory report, FAST, Preformatted Inventory Report

To everyone who:

- Provided feedback on designs
- Participated in User Testing
- Engaged with the platform and offered suggestions

Share your suggestions for future enhancements with fleetsystemsmodernization@gsa.gov

We will be sure to direct them to the appropriate team for consideration.

The latest releases:

- Modification Requests for leasing vehicles
- Reports Scheduler
- Agency Incurred Expense Report
- Fuel Use Report
- Leasing Account Management
- Office Management (for Customer Admins)

Demo:
Modification Request

Reports for Leasing

Report Name	Data Type Available	Schedulable?
FAST report	Agency Owned Vehicles	No
Vehicle repair order report	Agency Owned Vehicles	No
Vehicle Inventory Report	Agency Owned Vehicles	No
Vehicle fuel use report	Agency Owned and GSA Leased Vehicles	Yes
Agency incurred expense (AIE) report	GSA Leased Vehicles	Yes
CRASH (accident data)	GSA Leased Vehicles	Yes

Demo: Reports

Customer Account Migration

- **We have completed the migration of customer number into GSAFleet.gov.**
- **Where is the legacy customer number found in GSAFleet.gov?**
  - Reports
  - Vehicle Inventory
  - Customer Account page
  - User profiles (Individuals that have Drive Thru accounts are scoped to just their vehicles)
  - Office Management

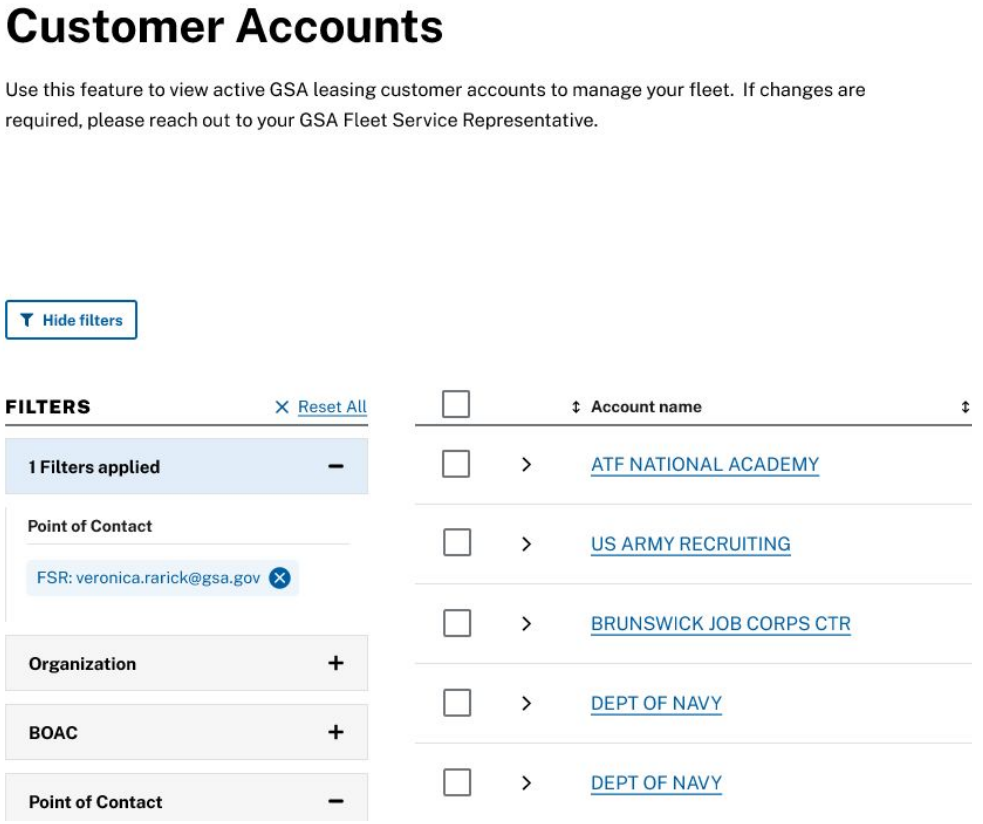
How can you help? If you see something, say something!

Report discrepancies to fleetsystemsmodernization@gsa.gov

Leasing Account Management

What is Leasing Account Management?

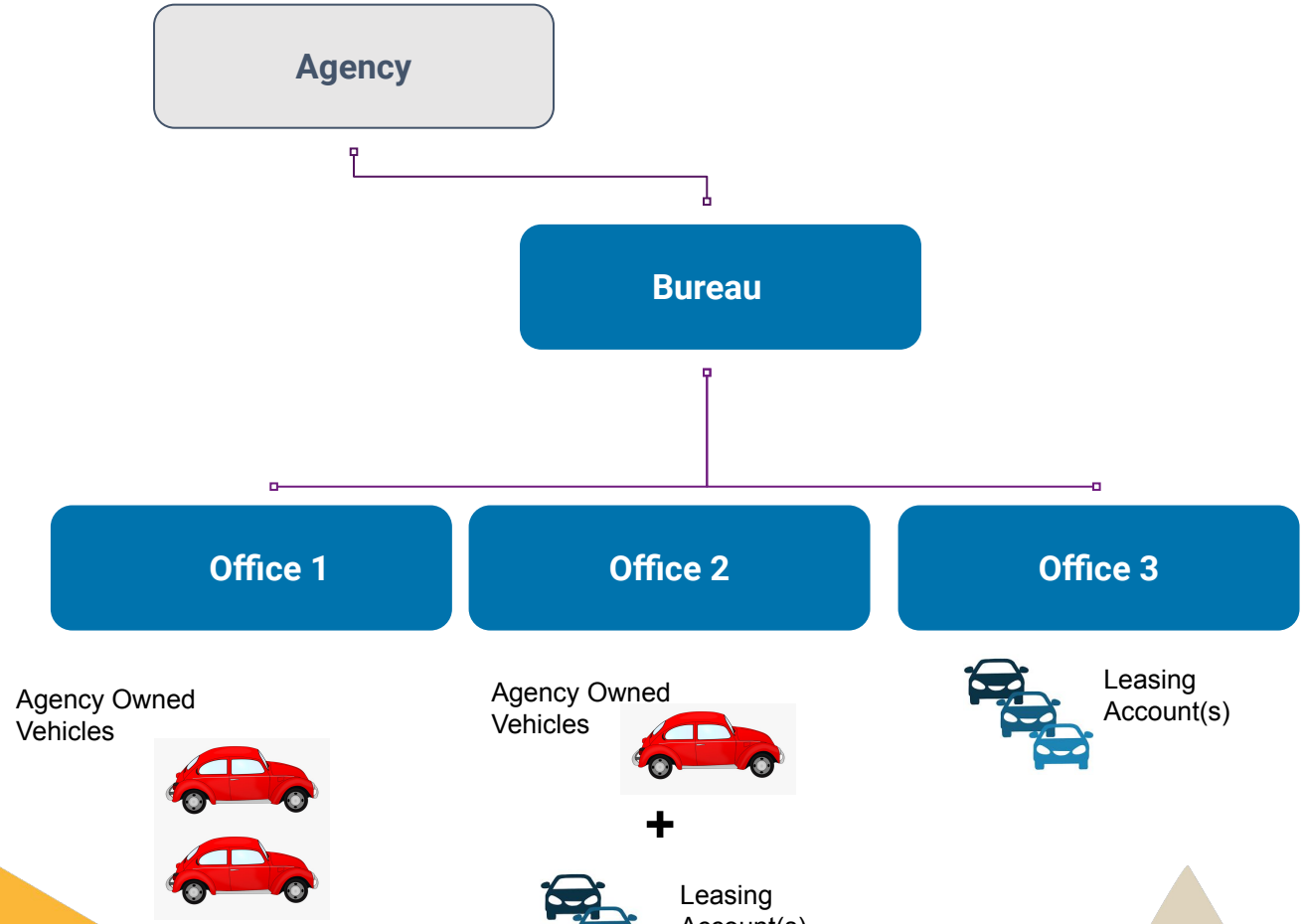
- Found under “Manage my fleet”
- Allows users to see the accounts associated with their profile
- Account Details Page shares FSR contact information
- Different levels of users have different levels of access.



Office Management
(for Agency Owned and Leased Vehicles)

What is office management?

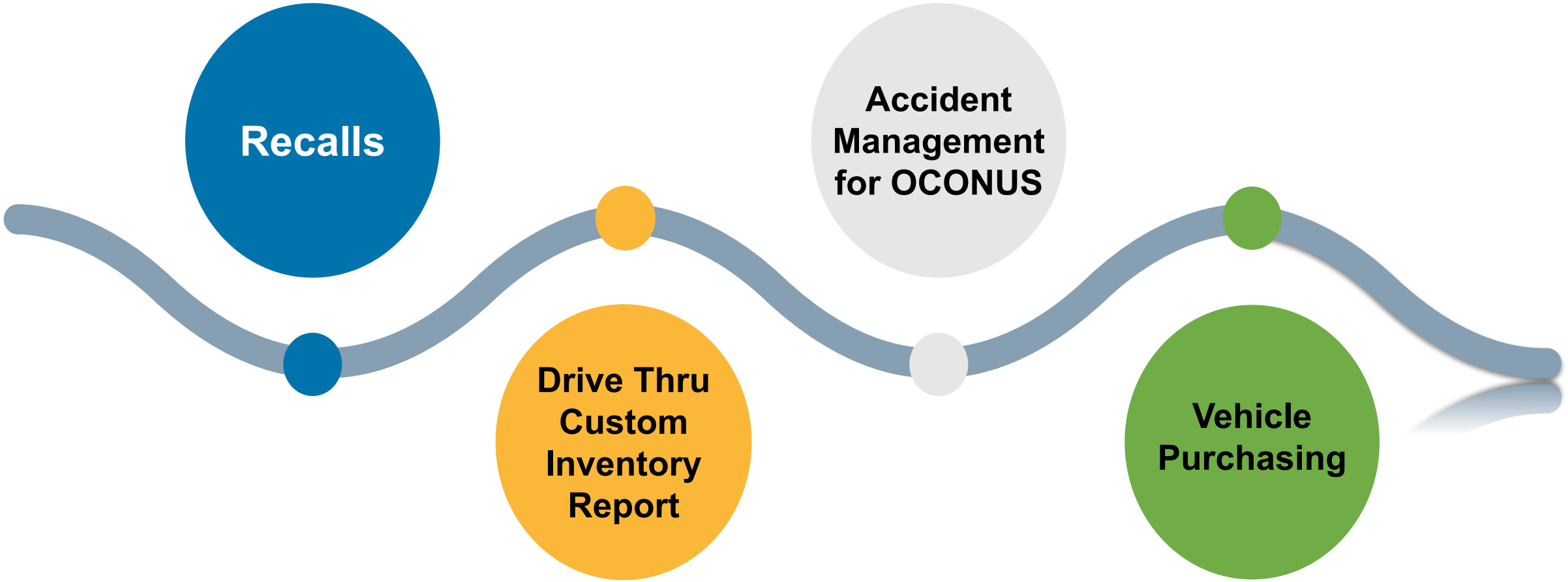
- A way for Customer Admins to organize and manage their agency owned fleets and leased fleets
- Allows for greater granularity for user access to vehicles (limits a user to a subset of a bureau = Office)
- Streamline reports



Demo:Leasing Account Management and Office Management

What's Next?

The road ahead…



Where can I find resources to get help?

[GSAFleet.gov's Help Page]
- Tutorial Videos
- User Guides
- Glove Box

Monthly Customer Q&A session
- Every Third Thursday of the month
- Registration link is on GSAFleet.gov homepage

Quarterly Desktop Workshop
- Next date to be announced soon!

Contact the GSAFleet Helpdesk
- fleet.helpdesk@gsa.gov
- 866-472-6711
- Hours are from 8:00 am - 7:00 pm ET (Monday - Friday)

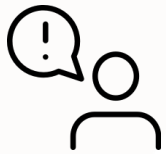
Contact GSAFleet.gov Team
- fleetsystemsmodernization@gsa.gov
- Especially if you have access issues

Contact your FSR
- For assistance with your fleet needs

Thank you for attending today's Desktop Workshop

For additional information on this topic contact:

Email suggestions to Fleetsystemsmodernization@gsa.gov



Have a great idea?

Email to GSA Fleet

Ideas can turn into features

Those features can improve the Customer Experience

Looking for more federal fleet training?

- Check out the Federal Fleet Manager Certification Program - www.gsa.gov/ffmcp
- Register for future GSA Fleet Desktop Workshops - gsa.gov/gsa-fleet-training
- View pastDesktop Workshops at http:bit.ly/DtWRecordings

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