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 Quarterly Updates

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

Presented by: The GSAFleet.gov Team

June 2024

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.

What can you do in GSAFleet.gov?

Leasing customers can

Manage Recalls

- View and manage any safety recalls on your vehicles with our Vehicle Recalls page

Run and Schedule Reports

- Download and schedule reports, including a Customized Inventory Report for your leased vehicles

Report Preventative Maintenance

- When you get an oil change, report it on our preventative maintenance page

Leasing customers can

Provide Customer Driven Data

- Ability to edit your CDD on the Vehicle Details page

Record TAS in Wallet

- When you get an oil change, report it on our preventative maintenance page

Leasing customers can

View Leasing Accounts

- See what groups of vehicles are associated with your accounts

Organize Offices

- For our Customer Administrators:
  - Manage how your offices are structured within GSAFleet.gov

Leasing customers can

Submit Modification Requests

- Easily make your requests for vehicle modifications in GSAFleet.gov

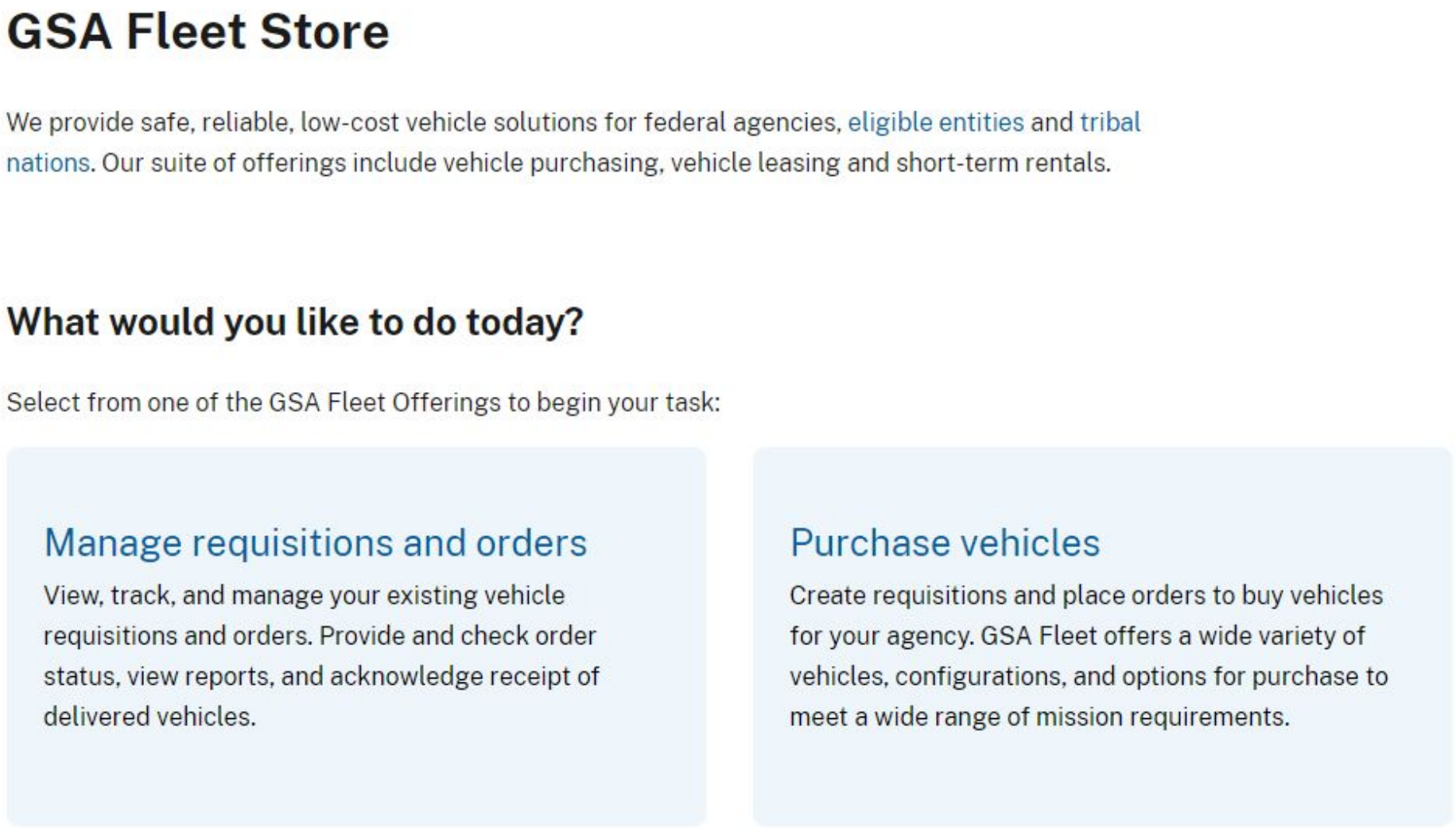
Comment on Federal Vehicle Standards

- Customers can see our vehicle standards per vehicle type and submit comments
- Open to the public during open commenting periods

Agencies that own their vehicles can

- Acknowledge vehicle receipt
- Register vehicles
- Manage license plate orders
- Create motor pools and dispatch vehicles to drivers
- Edit Customer Driven Data
- Export reports
- Report mileage for agency owned vehicles
- Report maintenance and expenses
- Record Treasury Account Symbol (TAS) in Wallet for purchasing BOACs

Agencies that own their vehicles can



Agencies that own their vehicles can

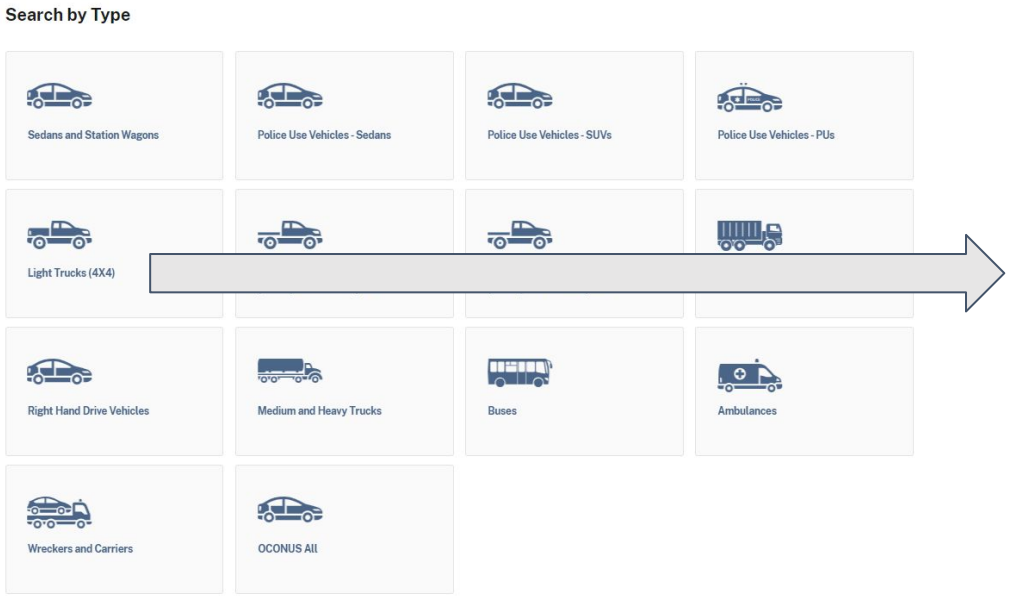
- **Two new user roles improve the review and submission process:**

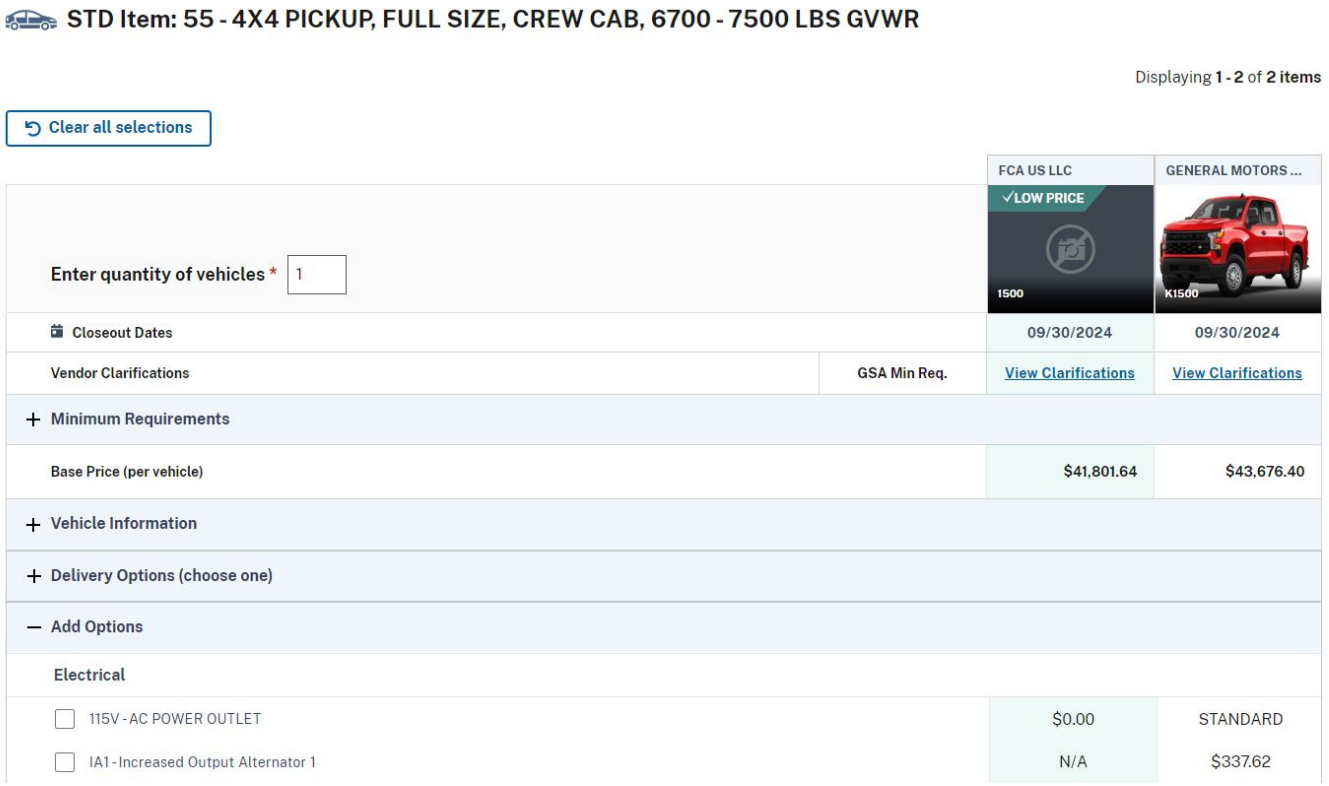
Agency Submitter	Agency Approver
create and submit requisitions for approval	create, manage, approve and submit requisitions

- **Customer Administrators will assign these roles for your agency users**
  - Please contact your Customer Administrator to be assigned either the Submitter or Approver role.
  - Your Customer Administrator is the manager listed under your GSAFleet.gov profile.

All GSAFleet.gov users can

- All GSAFleet.gov users can browse vehicle configurations





Resource Center launched!

- GSA Fleet offers multiple training options. Get up to speed on current and past offerings.
  - Desktop Workshops
  - Federal Fleet Manager Certification Program
  - Defensive Driving Course
  - FedFleet

What's Next?

What remains…

GSA Fleet Drive-thru

- Mileage Reporting
- Customer Acquisition Module
- FAST Data Center

GSA AMP General Services Administration

GSA ROADS GSA Automotive

GSA Fleet Management System

GSA Federal Vehicle Standards

GSA AIE Module

GSA AutoVendor

GSA VFE Vehicle Fleet Exchange

GSA Fleet Automated Remarketing Module (ARM)

The road ahead…

Mileage reporting for leased vehicles

Screenshots

Include FC and Desc 1 and Desc 2.

FC, D1 & D2 - data validation when final migration of legacy to FMS

Where will customers be able to update FC, D1 & D2

Days used

Telematics mileage

Bulk upload spreadsheet

Mileage history, ME

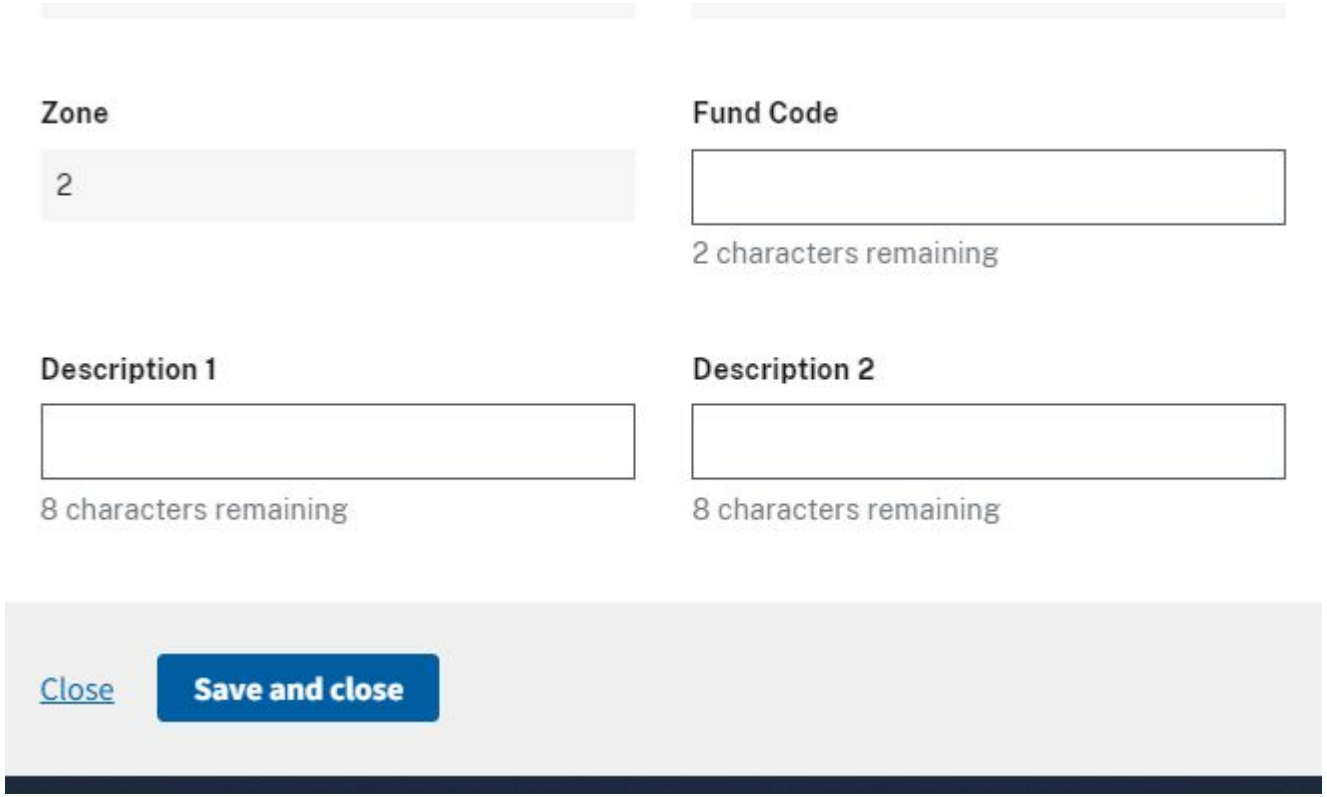
Mileage reporting for leased vehicles

	License plate	Previous mileage	Ending mileage	Days used	Status
›	G131369U	105698			Ready for update
›	G611354U	84990			Ready for update
›	G104375P	81673			Ready for update
›	G102733U	78906			Ready for update
›	G612160V	73616			Ready for

⌄	G106623B			Ready for update

Fund code	2 characters allowed	**Legacy customer number**	041200777777412
Description 1	8 characters allowed	**Customer account**	GSA KY/TN FMC
Descripton 2	8 characters allowed	**Method of entry**	–
VIN	1G1ND52F55M194672	**Entered by**	–
		Date entered	–

Mileage Reporting, Cont.



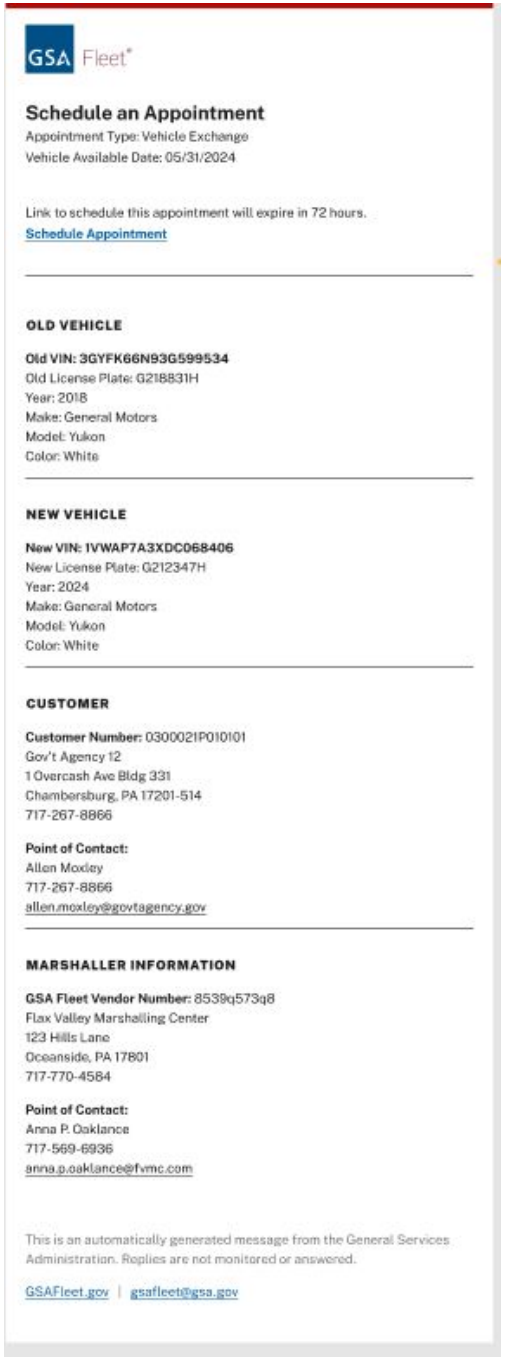
On the Vehicle Details overview page, a customer can edit Fund Code, Description 1 & 2 fields under the Customer Tile.

New Appointment Scheduler

Appointment Email

- GSAFleet.gov will email the customer POC when a vehicle is ready for pickup/exchange.
  - Email includes:
    - Vehicle(s) affected
    - Exchange location
    - A link to schedule appointment*

* This link will expire after 72 hours; however the system will email a reminder with a new link every 3 days until the appointment is scheduled.



GSA Fleet

Schedule an Appointment
Appointment Type: Vehicle Exchange
Vehicle Available Date: 05/31/2024

Link to schedule this appointment will expire in 72 hours.
Schedule Appointment

OLD VEHICLE

Old VIN: 3GYFK66N93G599534
Old License Plate: G218831H
Year: 2018
Make: General Motors
Model: Yukon
Color: White

NEW VEHICLE

New VIN: 1VWAP7A3XDC068406
New License Plate: G212347H
Year: 2024
Make: General Motors
Model: Yukon
Color: White

CUSTOMER

Customer Number: 0300021P010101
Gov't Agency 12
1 Overcash Ave Bldg 331
Chambersburg, PA 17201-514
717-267-8866

Point of Contact:
Allen Moxley
717-267-8866
allen.moxley@govtagency.gov

MARSHALLER INFORMATION

GSA Fleet Vendor Number: 8539q573q8
Flax Valley Marshalling Center
123 Hills Lane
Oceanside, PA 17801
717-770-4584

Point of Contact:
Anna P. Oaklance
717-569-6936
anna.p.oaklance@fvmc.com

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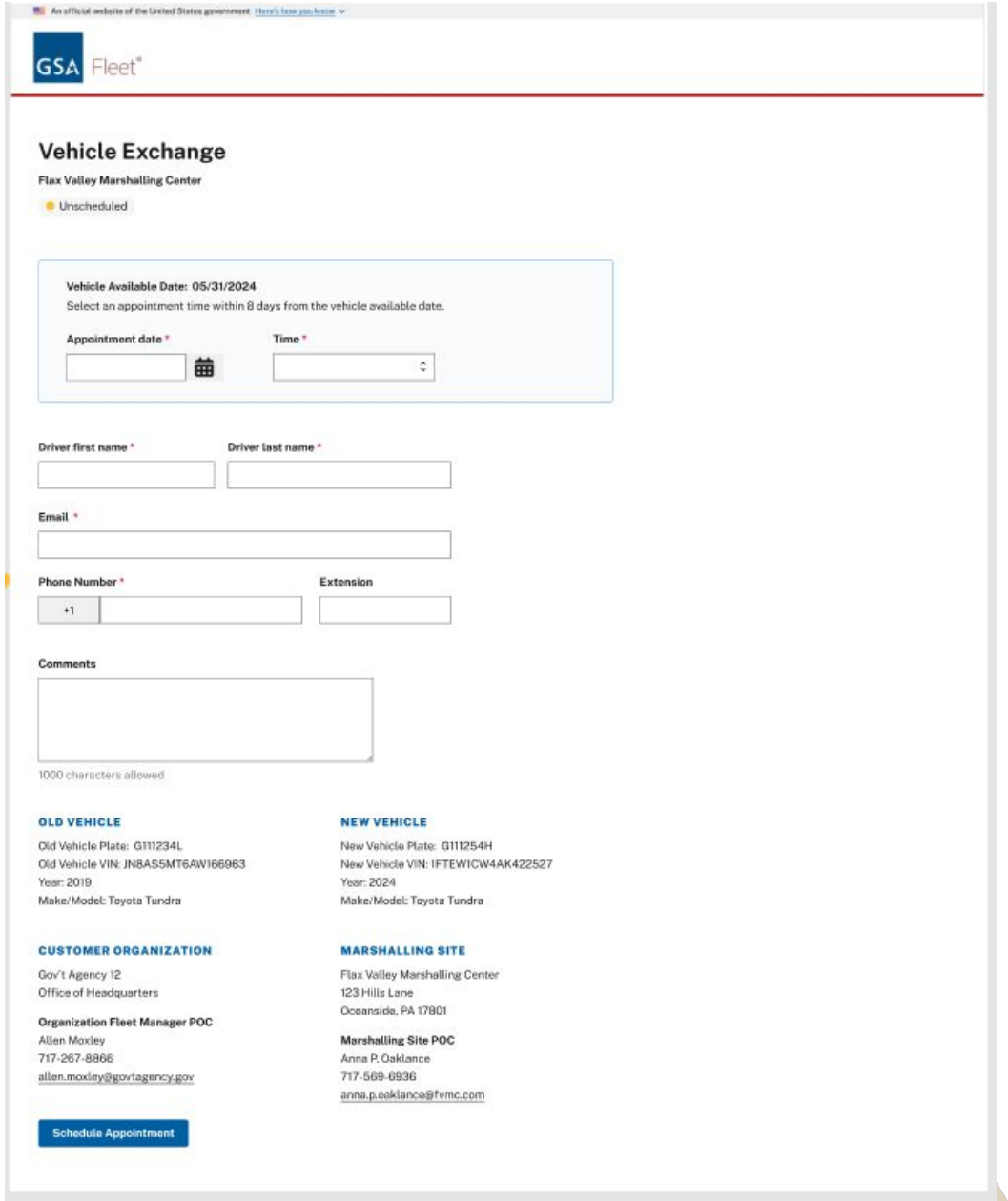
GSA VFE Vehicle Fleet Exchange

Schedule an Appointment

- Users will be able to select a date and time to pick up and/or drop off a vehicle
- They will enter information about the driver who will be picking up the vehicle
- Information regarding the vehicle(s) involved and location of the appointment will be available.

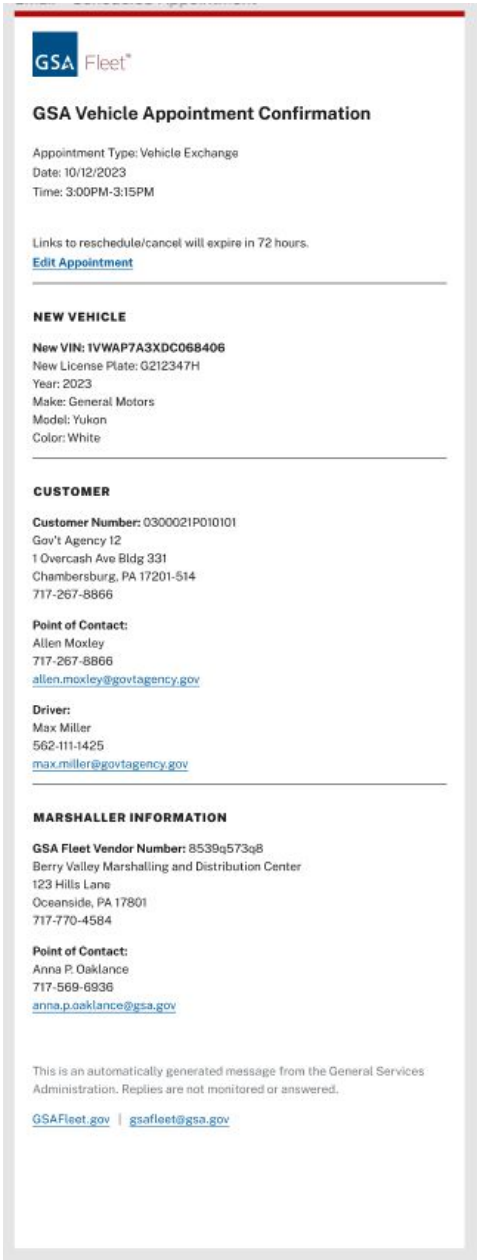


Appointment Confirmation/Rescheduling

- Appointment confirmation emails will be sent to both the customer POC and the driver (if different).

- Customers can modify appointments by clicking on the "Edit Appointment" option provided in the confirmation email.
    - This link will remain active for 72 hours following the scheduling of the appointment.
    - If changes are needed after this time, customers will need to contact their FSR or the marshalling site to reschedule.

Customers MUST schedule an appointment to be able to pick up a vehicle.



GSA Fleet

GSA Vehicle Appointment Confirmation

Appointment Type: Vehicle Exchange
Date: 10/12/2023
Time: 3:00PM-3:15PM

Links to reschedule/cancel will expire in 72 hours.
Edit Appointment

NEW VEHICLE

New VIN: 1VWAP7A3XDC068406
New License Plate: G212347H
Year: 2023
Make: General Motors
Model: Yukon
Color: White

CUSTOMER

Customer Number: 0300021P010101
Gov't Agency 12
1 Overcash Ave Bldg 331
Chambersburg, PA 17201-514
717-267-8866

Point of Contact:
Allen Moxley
717-267-8866
allen.moxley@govtagency.gov

Driver:
Max Miller
562-111-1425
max.miller@govtagency.gov

MARSHALLER INFORMATION

GSA Fleet Vendor Number: 8539q573q8
Berry Valley Marshalling and Distribution Center
123 Hills Lane
Oceanside, PA 17801
717-770-4584

Point of Contact:
Anna P. Oaklance
717-569-6936
anna.p.oaklance@gsa.gov

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Upcoming for Vehicle Purchasing

Report Download Feature

- GSAFleet.gov Users will be able to Filter and Download Data For:
  - Requisition (Pre-Award) - e.g. Draft or Approval Status
  - Order (Post-Award) - e.g. Order Vehicle Status, Analysis
- Unique versions for Customers, Suppliers, Internal GSA Fleet users
- Sent via email, download to Excel format
- Coming soon!

Non Standards Vehicle Ordering

- Non-SOP ordering for specialized vehicles
- Workflow integration with Fleet Engineering & Contracting
- To be released this summer.

Training Opportunities

- **Desktop Workshops** - Quarterly updates
- **Third Thursday Q&A Sessions** - Monthly (Next session is 6/21)

  Register here
- Visit the GSAFleet.gov Help page for video tutorials and user guides

Other training requests, please email fleetsystemsmodernization@gsa.gov

Join our Community of Practice

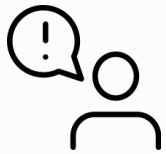
We want to make a system that works best for you; that means we need your input.

Sign up for our Community of Practice using **this form** to be involved in our feedback process before the release!

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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