

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>

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
May 2023

We are moving from this...



To this...



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

What you can do in GSAFleet.gov today?

Purchasing Customers

Manage Your Fleet:

- Dispatch and Reserve vehicles in motor pools
- Manage agency-owned vehicle expenses, mileages, repairs, recalls, and inventory details
- All FedFMS reports
- Vehicle Registration
- License Plate Management
- Vehicle Inventory
- FAST Reporting module
- UNICOR & NLETS Integration

Leasing Customers

Manage Your Fleet:

- Replacement Fleet leasing cards
- Dispatch and Reserve vehicles in motor pools
- Download Vehicle Registration Cards
- UNICOR & NLETS Integration

More coming soon!

Continue to use GSA Fleet Drive Thru for reporting until directed.

Find Help:

- Tutorial Videos
- User Guides and more!

Thank you!

To everyone who:

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





FAQs and Updates

FAQs on Leasing Card Replacement

Add replacement card

! Plate number does not exist or you do not have permission to access it.

Q: I'm getting "Plate number does not exist or you do not have permission to access it." message when requesting a replacement card for my GSA leased vehicle.

Answer: Contact replacementcards@gsa.gov and our team will order a replacement card. We are working to resolve the underlying cause as quickly as possible.

FAQs on Dispatch & Reservation

Q: I assigned a motor pool role to a user, but they tell me they can't see anything. What should I do?

Answer: Email fleet.helpdesk@gsa.gov with the email of the person experiencing the issue. We are working to resolve the underlying cause as quickly as possible.

Q: How do I get assigned as the primary dispatcher for a motor pool?

Answer: At this time, ability to change this field is restricted. Contact fleet.helpdesk@gsa.gov to have it modified.

Q: How do I add a backup dispatcher to my motor pool?

Answer: Select "Edit" using the Motor Pool's actions menu on the Dispatch & Reservation home page. For detailed instructions, visit page 5 of the [Dispatcher User Guide](#)

Updates on Enhancement Requests

Dispatch and Reservation

- Completed:
 - Added "My Pools", email address, and confirmation number to the main page.
 - Added Member Type and Email filters on a Motor Pool's Members page.
- Coming Soon!
 - Print reservation receipt
 - License Plate filter on main page
 - Email address filter on Current Reservations page

Fleet Lease Card Replacement

- Completed:
 - Added a license plate filter to make it easy to search order history
- Coming Soon!
 - Export feature
 - Date Range filter

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

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



Roles in GSAFleet.gov

Roles = Who can do what?

What roles are currently* in the system?

- Customer Admin
- Customer Fleet Manager
- Fleet Card Replacement Admin
- Motor Pool Dispatcher
- Motor Pool Driver

[User Management User Guide](#)

- **'Create Account'** creates a user record in GSAFleet.gov
- **'Approve Access'** grants a user access to GSAFleet.gov
- **'Assign Role'** grants access to different features in the system, limited by agency, bureau, or office as scoped

*We are exploring ways to streamline the role assignment process.

Customer Administrator Role

- **Customer Administrators** are able to:
 - Approve Accounts, Assign Roles, and Reactivate users. This role provides the highest level of access.
- Customer Administrators are also the individuals that appear on the 'Manager' drop down during registration to properly route the user approval process.

WORK INFORMATION

Agency *

Please select an option ▾

Bureau

Please select an option ▾

Office

Please select an option ▾

Manager

Please select an option ▾

Customer Fleet Manager Role

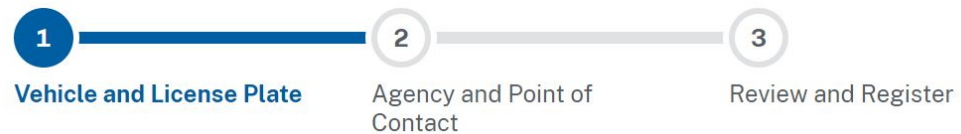
- **Customer Fleet Managers** can:
 - manage agency-owned vehicles (register vehicle, manage license plate information, and run reports)
- This role can be scoped down to the office* level.

*Currently in GSAFleet.gov, Offices only exist for Agency owned fleets. For now, GSA leased fleets operate at the Agency/Bureau level.

Vehicle Registration

Use this form to register a federally owned and operated vehicle with GSA. If you need help registering a vehicle or managing license plates, please reference the [user guide](#) for step-by-step instructions.

By registering your vehicle, you are formally accepting receipt of the vehicle.



1 of 3 Vehicle and License Plate Information

Vehicle information

Please review the information below to confirm it is the correct information and vehicle. If you are manually entering a VIN for vehicle registration, please enter the entire VIN in the VIN field below. If the VIN is verified, the Make, Model and Year of the vehicle will be populated. Please review the information to ensure accuracy.

VIN *

Leased Fleet Card Replacement Role

- Users assigned the **Leased Fleet Card Replacement** role can:
 - Order replacement WEX cards for their leased vehicles.
 - Cards for agency-owned vehicles or OCONUS should continue to use the current ordering method.

Fleet Leasing Card Replacement

Use this tool to order a replacement fleet service card for your GSA Fleet leased vehicle. Requests must be submitted by 1 PM EST otherwise your card will be ordered the next business day. Requests submitted on a weekend or federal holiday will be ordered the next business day. You are allowed to edit or cancel a request while it is in pending status. Please note: you may order up to 10 cards per day.

For more information, please see the fleet replacement card [user guide](#) and [How to](#) video.

[Hide filters](#) [+ Order replacement card](#)

FILTERS	Plate Number	Contact	Reason	Date	Order Status
0 filters applied -	>		Lost	05/15/2023	● Pending
No filters applied					
License plate +	>		Lost	05/15/2023	● Pending

Note for Customer Admins:

This role should be scoped no lower than the bureau level - anyone listed at an office level will not be able to order cards, as GSA leased vehicles are tied to bureaus.

Motor Pool Roles

- **Motor Pool Dispatchers** can:
 - create and manage motor pools, create and manage reservations (for themselves and others)
 - invite members
- **Motor Pool Driver** can:
 - Reserve vehicles and manage reservations.
 - Only access a private motor pool if invited by a dispatcher
 - Self-invite to public motor pools

Dispatch and Reservation

Use this feature to create and manage public and private motor pools, add GSA Fleet leased and/or agency-owned vehicles to motor pools, invite and manage members, create and manage vehicle reservations, and produce reports based on reservation data.

For more information, please see the dispatch and reservation [user guide](#) and [How to](#) video.

[Hide filters](#) [+ Create motor pool](#)

FILTERS [Reset all](#) Motor pool name Description No. of vehicles Location Actions

1 filter applied —

My pools

My pools

My pools +

No Motor pools available

Note for Customer Admins:

- Both of these roles should **only be scoped/assigned at the agency level**, due to public agency motor pools.



What's Next?

The next few months for GSAFleet.gov



What's Next: Customer Number Migration

Leasing Customer Number will be transformed

- From 15 to 7 digits
- Less code-based and more plain language
- Filters and search capabilities will be enhanced to ensure you can find what you need, when you need it.
- Ability to apply multiple BOACs to an account.



BOAC is here to stay!

- Billing Office Address Code is a six character code that is used across government for financial transactions.

What's Next: Customer Number Migration

What does this mean for YOU our customers?

- An opportunity to streamline account organization.
 - Agency → Bureau → Office → Customer Number?
- As more functionality is migrated, users* will see just the information they need. (**depends upon role assigned*)
- Improved user experience as barriers experienced in Drive Thru will be removed for individuals with multiple customer numbers.

What's Next: The Wallet

Replaces existing functionality of SpeedPay

- Enables IPAC (intragovernmental payment and collection) for DoD Leasing customers

Allow Civilian agencies to add details for inclusion on IPAC statements

- *Obligating Document Number* field on IPAC

DoD customers may now pay Short-term Rental bills via IPAC!

- Add the line of accounting (LOA) details for each BOAC

What's Next: The Wallet

Manages new Treasury Account Symbol (TAS) requirements

- TAS is an identification code assigned by the Treasury to an individual appropriation, receipt, or other fund account.
- All federal BOACs that span Fleet offerings (Purchasing, Leasing, and STR) must have a TAS in the Wallet
- There must be a 1:1 alignment of BOAC and TAS for each Fleet Offering

The screenshot shows a web form titled "TREASURY ACCOUNT SYMBOL (TAS)". It contains several input fields and a TAS summary section. The fields are arranged in a grid:

Sublevel Prefix (SP) ⓘ	Allocation Transfer Agency (ATA) ⓘ	TAS:	
<input type="text"/>	<input type="text"/>	047	X
Agency Identifier (AID) * ⓘ	Availability Type Code (A) * ⓘ	4534	001
047	X		
Beginning Period of Availability (BPOA) ⓘ	Ending Period of Availability (EPOA) ⓘ		
N/A	N/A		
Main Account (MAIN) * ⓘ	Sub Account (SUB) * ⓘ		
4534	001		

What's Next: The Wallet

- Existing SpeedPay data will be migrated over to the Wallet in GSAFleet.gov
- TAS data for existing BOACs will be baselined in the Wallet for deployment
- Recommend reviewing data post deployment and make updates that you see fit for FY23
- Customer will be responsible for adding LOA (TAS & IPAC info) for each fiscal year

What's Next: The Wallet

How will I access the Wallet?

- Establish a GSAfleet.gov account!
- New Role in GSAFleet.gov - Agency Financial Officer
- Users with this role will be able to add and update LOA data for their Agency & Bureau BOACs
- Reach out to your Agency Administrator to ensure this role is assigned to your account

Next Feature to be Developed

GSA Fleet Drive-Thru

- GSA Fleet FAST Data Center
- Customer-Driven Data (CDD)
- Mileage Express
- Mileage Bulk Upload Tools
- PM Express
- Scheduled Reports
- Customized Inventory Reports
- Fuel Usage Report (FUR)
- Agency Incurred Expense (AIE)

If you have any feedback on the above report features and you would like to provide feedback or suggestions, email fleetsystemsmodernization@gsa.gov

*CAM and CRASH are not included in the next Drive Thru release, as this functionality is being developed in together with other features.

Training Opportunities

- **Desktop Workshops** - Quarterly updates
- **Third Thursday Q&A Sessions** - Monthly (1st session is 6/15)

[Register here](#)

- **Specialized Sessions for new releases**

Wallet: To be hosted on July 6 and 13

- Visit the [GSAFleet.gov Help](#) page for video tutorials and user guides

For questions specific to **Wallet**, please email fleetbusinessoversight@gsa.gov

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:

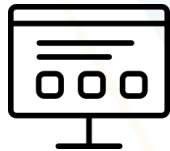
Email suggestions to Fleetsystemsmodernization@gsa.gov



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 past Desktop Workshops at <http://bit.ly/DtWRecordings>



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