



GSAFleet.gov

How to Organize your Hierarchy

The challenge and the goal of a single system

- GSA Fleet's legacy applications were isolated and organized around Product offerings. The different systems led to the creation of different levels of organizational structure for agency-owned and leased vehicles.
- **DISCLAIMER:** If you are 100% satisfied with how your fleets are organized today, **there is no requirement to make changes** to your organizational structure. Our goal is to provide greater flexibility in our system so that YOU can organize in a way that works best for you, while continuing to support the network of FSRs and Fleet Management Centers relied upon for great customer service.

The challenge and the goal of a single system

- Now that GSA Fleet is migrating all 19 systems into a single application, we have the opportunity to improve the user experience for customers who have mixed fleets comprised of both agency-owned and Leased vehicles. This standardization in organization will provide the opportunity to:
 - Consolidate data sets for improved reporting,
 - Eliminate the need for offering dedicated pages so you can see your entire fleet on one screen,
 - Reduce the need to add multiple permissions/roles when approving your Fleet Managers in GSAFleet.gov.
 - Help your organization automated your workflow for your Fleet Managers

Phases of Customer Number/ Office Management

- **Migrate** and **display** customer numbers and associated addresses, POCs, and vehicle groupings into GSAFleet.gov as they are in FMS. GSAFleet.gov will add a plain language in addition to displaying the customer number to help end users with the transition to the new customer account.
- **Display** accounts on newly designed account pages and introduce Office Management into GSAFleet.gov

Adding Customer Number into GSAFleet.gov

1. Migrate

User/Customer number data from Drive Thru will move to GSAFleet.gov as a one to one migration

2. Display

New screens will utilize plain language for account management.

3. Organize

Agency Fleet Managers will be able to organize fleets using an Agency/Bureau/Office structure.

Phases of Customer Number/ Office Management

- **Organize**- Support HQ/Bureau Fleet Managers to encourage them to **organize** their customer accounts into offices for management and scoping purposes.
- **Develop** remaining Drive Thru and FMS capabilities utilizing this new A/B/O structure for GSA leased vehicles in GSAFleet.gov to enable decommissioning of Drive thru and FMS in order to realize advantages of a unified system.

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Customer Account Screen

WHAT IS THIS?

Customer account list screen, provides customer account details available to both internal GSA Fleet personnel and external customer users.

WHAT IS THE GOAL?

To provide both internal GSA Fleet personnel and external customer users a way to view and manage assigned accounts and to easily locate contact information.

The screenshot shows the GSA Fleet interface for the 'GSA FLEET MGMT CENTER' account. The page is divided into three main sections: Account Details, GSA Fleet Management Information, and Address and Points of Contact.

ACCOUNT DETAILS

Agency	047-General Services Administration
Bureau	09-Federal Acquisition Service, All Other
Office	–
BOAC	
Customer account number	
Legacy customer number	
Number of vehicles	5
Internal account notes	–

GSA FLEET MANAGEMENT INFORMATION

Zone	1
FMC	HARTFORD FMC
FSR	–
Receive PM reminders	No
Customer agency indicator	–
Mileage capture type	–

ADDRESS AND POINTS OF CONTACT

Office location address	Primary point of contact	AVAILABLE RECORD
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The interface includes a top navigation bar with the GSA Fleet logo, a user profile for Juan Landa, and a main menu with options like 'Offerings', 'Manage my fleet', 'Accident and maintenance', 'Run reports', and 'Help'. A breadcrumb trail shows the path: Home > Customer Accounts > GSA FLEET MGMT CENTER.

Adding Customer Number into GSAFleet.gov

1. Migrate

User/Customer number data from Drive Thru will move to GSAFleet.gov as a one to one migration

2. Display

New screens will utilize plain language for account management.

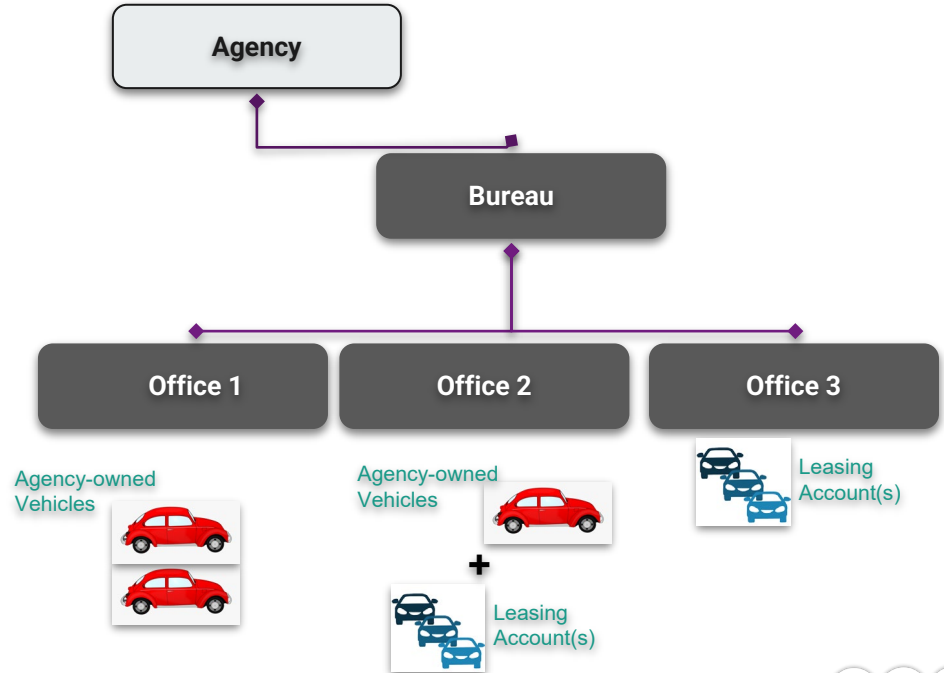
3. Organize

Agency Fleet Managers will be able to organize fleets using an Agency/Bureau/Office structure.

Office Management (Agency-Owned & Leased Vehicles)

OFFICE MANAGEMENT...

- Allows GSA Fleet customers to organize and manage their agency owned fleets and leased fleets
- Provides greater granularity for user access to vehicles
- Helps customers streamline reports



Office Management

WHAT IS THIS?

Office Management allows Customer Admins to create, edit, and remove offices from an organization's hierarchy

(Agency Bureau Office)



WHAT IS THE GOAL?

To align GSA Fleet leased accounts and Agency Owned vehicles into the same hierarchical structure for management and reporting

GSA Fleet Juan Lande >

Home Offerings Manage my fleet Accident and maintenance Run reports Help

Home > Organization Profile > Office Management

Office Management

Hide filters → + Create Office

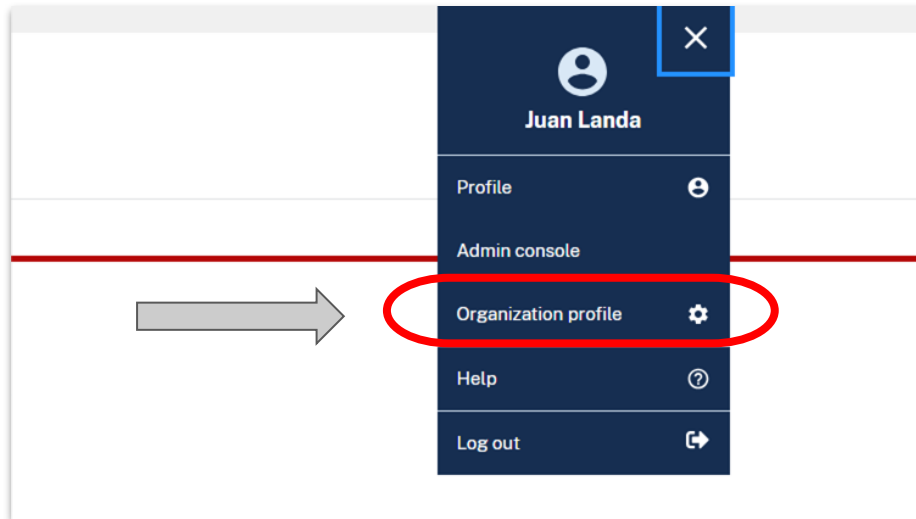
FILTERS × Reset All

2 filters applied

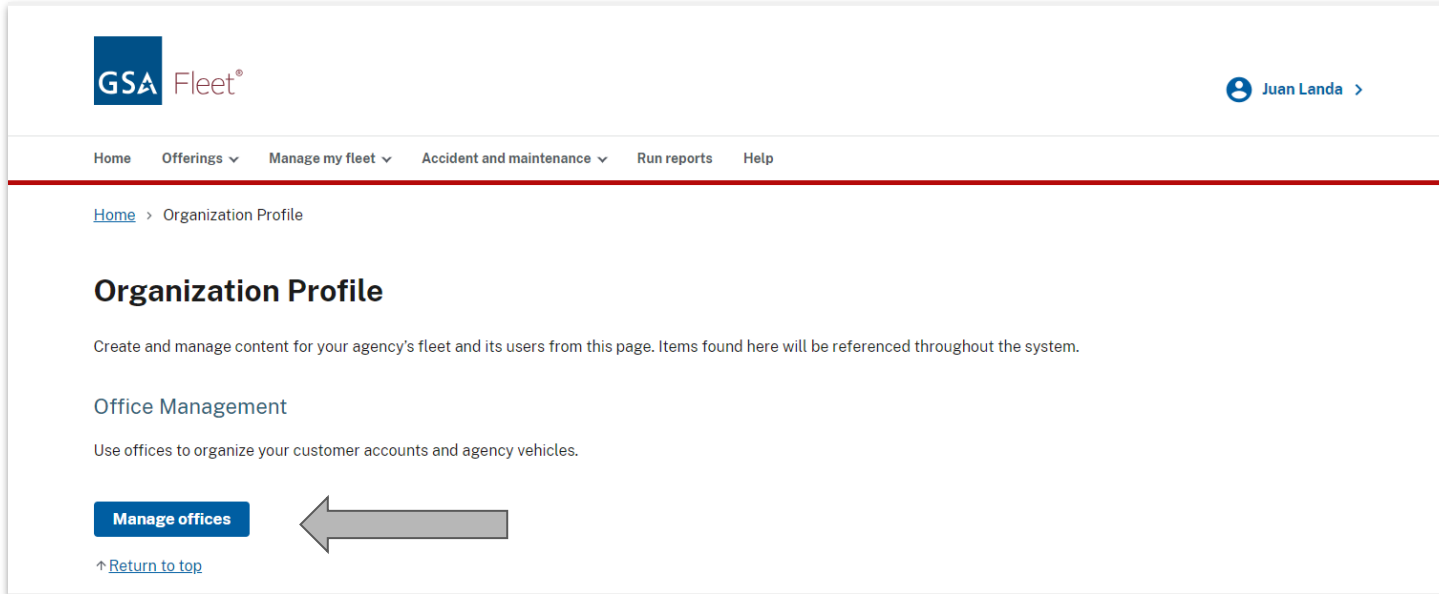
- Organization
- 012- Department of Agriculture
- 01-Farm Service Agency (FSA)

	Bureau	Office code	Office name	Actions
>	Farm Service Agency (FSA)	000	All Offices	...
>	Farm Service Agency (FSA)	DC	WASHINGTON, DC	...
>	Farm Service Agency (FSA)	HI	HAWAII	...
>	Farm Service Agency	ID	IDAHO	...

Office Management



Office Management



The screenshot shows the GSA Fleet web application interface. At the top left is the GSA Fleet logo. At the top right is the user profile for Juan Landa. A navigation menu includes Home, Offerings, Manage my fleet, Accident and maintenance, Run reports, and Help. The current page is the Organization Profile, with a breadcrumb trail from Home to Organization Profile. The main heading is 'Organization Profile', followed by a description: 'Create and manage content for your agency's fleet and its users from this page. Items found here will be referenced throughout the system.' Below this is the 'Office Management' section, described as 'Use offices to organize your customer accounts and agency vehicles.' A blue button labeled 'Manage offices' is highlighted with a grey arrow pointing to it from the right. At the bottom left is a 'Return to top' link.

GSA Fleet Juan Landa >

Home Offerings Manage my fleet Accident and maintenance Run reports Help

[Home](#) > Organization Profile

Organization Profile

Create and manage content for your agency's fleet and its users from this page. Items found here will be referenced throughout the system.

Office Management

Use offices to organize your customer accounts and agency vehicles.

[Manage offices](#) ←

[Return to top](#)

Office Management

GSA Fleet® Juan Landa >

Home Offerings ▾ Manage my fleet ▾ Accident and maintenance ▾ Run reports Help

Home > Organization Profile > Office Management

Office Management

[Hide filters](#) ➔ [+ Create Office](#)

FILTERS × Reset All	↕ Bureau	↕ Office code	↕ Office name	Actions
2 filters applied —	>			
Organization	>			
012- Department of Agriculture ×	>	000	All Offices	...
01-Farm Service Agency (FSA) ×	>	DC	WASHINGTON, DC	...
	>	HI	HAWAII	...
Organization —	>	ID	IDAHO	...

Office Management

[Home](#) > [Organization Profile](#) > [Office Management](#) > DC - Washington Dc

DC - Washington Dc

OFFICE DETAILS

Office actions ▾

Agency	012-Department Of Agriculture	Office code	DC
Bureau	01-Farm Service Agency Fsa	Office name	Washington Dc

Customer accounts

Associate GSA leasing customer accounts to this office in the table below. You can add multiple accounts to this office, but cannot split an account between offices, or add an account to more than one office. To add agency owned vehicles to an office, use the [vehicle registration tool](#). To make changes to an account, contact your Fleet Service Representative.

▾ Hide filters

+ Add accounts

FILTERS ↓ Account name ⇅ Agency POC ⇅ FSR ⇅ No. of vehicles Actions

0 filters applied —

No filters applied

Point of contact +

Legacy customer number +

State +



No Customer Accounts available

Office Management

[Home](#) > [Organization Profile](#) > [Office Management](#) > DC - Washington Dc

DC - Washington Dc

OFFICE DETAILS

Agency	012-Department Of Agriculture	Office code	DC
Bureau	01-Farm Service Agency Fsa	Office name	Washington Dc

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[Hide filters](#) [+ Add accounts](#)

FILTERS

	Account name	Agency POC	FSR	No. of vehicles	Actions
0 filters applied	-				
No filters applied					
Point of contact	+				
Legacy customer number	+				

No Customer Accounts available

WHAT IS THIS?

The Edit Office page allows Customer Admins to edit the name of an Office and to associate Customer Accounts to that Office

WHAT IS THE GOAL?

To align GSA Fleet leased accounts and Agency Owned vehicles into the same hierarchical structure for management and reporting

Agency Informational Packets

- Source of Information to help customers standardize how their fleets are organized
- Provide Agencies with a holistic view of how their Fleet's are organized
- Support HQ/Bureau Fleet Managers to encourage them to **organize** their customer accounts into offices for management and scoping purposes.

Contact Us

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