

Marshalling

GSAFleet.gov User Guide
Updated September 2024

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Introduction

What is GSAFleet.gov

The General Service Administration Office of Fleet Management's (GSA Fleet) mission is to provide safe, reliable, low-cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full-service vehicle leases, and offers short-term vehicle rentals. GSA Fleet users currently use 19 disparate system applications to meet this mission. GSAFleet.gov consolidates those 19 systems into a single integrated system enabling value-added fleet management services through enhanced automation provided to agencies as service offerings to improve their fleet management. GSA Fleet's modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

Marshalling Overview

Marshalling is an integral process of fleet management involving receipt of new vehicles, transfer of vehicles between or in/out of Agency fleets, and the scheduling and performance of vehicle appointments. These processes include the management of vehicles, license plates, and telematics devices to name a few. This user guide will assist users in learning how to perform all Marshalling actions currently available in GSAFleet.gov.

Creating an Account and Logging In

Please consult the [GSAFleet.gov Help Page](#) and select the Vendor Management tile to learn how to create a vendor profile.

Note: The email that you will use for this account will not be the GACA account utilized to access GSA Google Share Drives.

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How to Create a Smartphone Shortcut

GSAFleet.gov can be used regardless of device type and it can be used on any browser. You are not required to download a shortcut, but it can be helpful if you will be using the system on a regular basis.

Our recommended browsers to access via mobile device are Google Chrome and Safari.

For iPhone:

- **Google Chrome**

- Open the Google Chrome App. If you do not have the app, you may need to download it from the Apple App Store.
- In the search bar, type “**gsafleet.gov**”
- At the top right hand side of your screen, select the share icon 
- Select “**Add to Home Screen**” and “**Add**”
- In the pages of your phone, you should now see an app-like icon shortcut with the GSA Starmark on it.

- **Safari**

- Open Safari
- In the search bar, type “**gsafleet.gov**”
- At the bottom middle of your screen, select the share icon 
- Select “**Add to Home Screen**” and “**Add**”
- In the pages of your phone, you should now see an app-like icon shortcut with the GSA Starmark on it.

For Android:

- **Google Chrome:**

- Open the Google Chrome App. If you do not have the app, you may need to download it from the Google Play Store.
- In the search bar, type “**gsafleet.gov**”
- At the top right hand side of your screen, select the three dots icon.
- Select “**Add to Home Screen**”
- Give the Shortcut a nickname (Optional)
- Select “**Add**”
- In the pages of your phone, you should now see an app-like icon shortcut with the GSA Starmark on it.
- If you do not immediately see the shortcut on your homescreen,
 - Search for React App and you should see the GSA Starmark.
 - Tap and hold the icon and select “**Add to Home Screen**”.

- **Microsoft Edge**

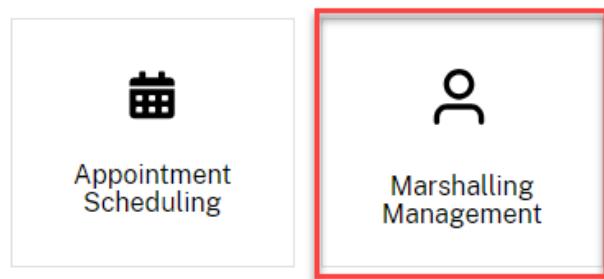
- Open the Microsoft Edge App. If you do not have the app, you may need to download it from the Google Play Store.
- In the search bar, type “**gsafleet.gov**”
- At the top right hand side of the screen, select the three dots icon.
- Select “**Add to Start Page**”
- Give the Shortcut a nickname (Optional)
- Select “**Add**”
- In the pages of your phone, you should see an app-like icon shortcut with the GSA Starmark.

Vehicle Delivery

Step 1. From the home screen, select the *Marshalling Management* tile.

[Home](#) > Marshalling

Marshalling

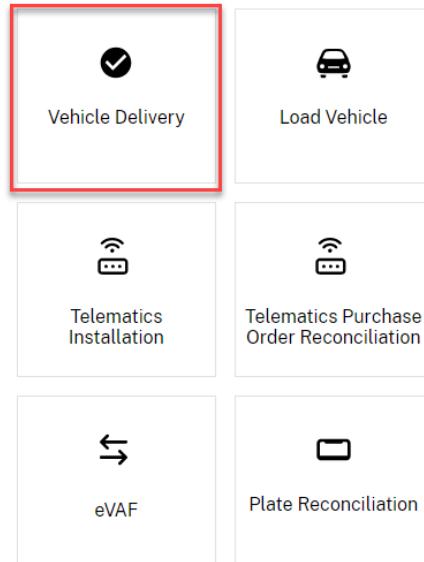


↑ [Return to top](#)

Step 2. Select the *Vehicle Delivery* tile.

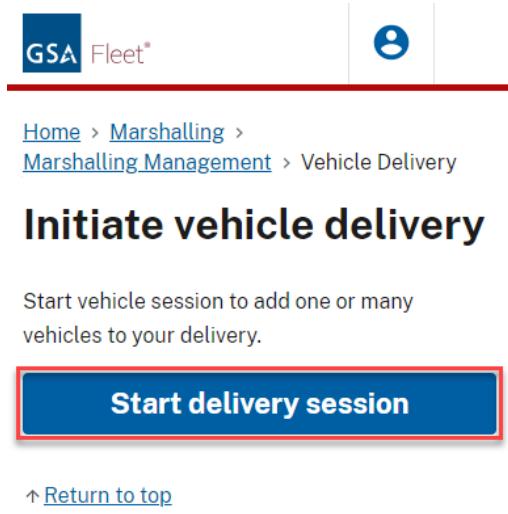
[Home](#) > [Marshalling](#) >
Marshalling Management

Marshalling Management



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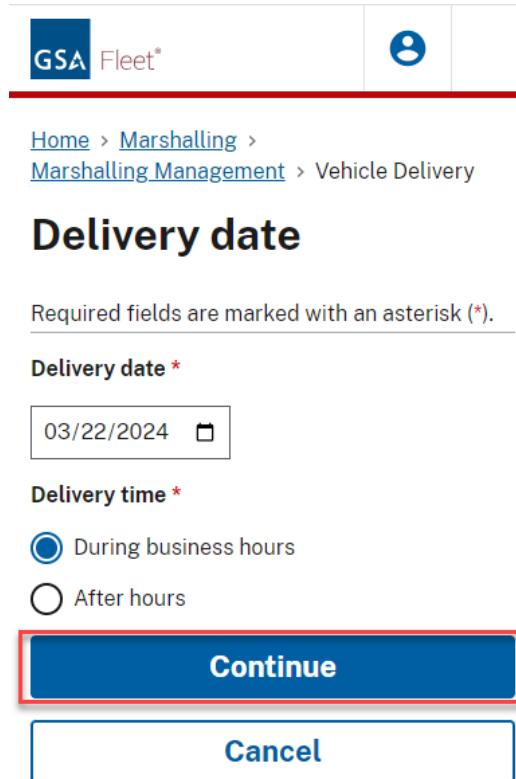
Step 3. Select the *Start delivery session* button.



The screenshot shows a web page titled 'Initiate vehicle delivery'. At the top, there is a GSA Fleet logo and a user icon. Below the title, a sub-navigation menu shows 'Home > Marshalling > Marshalling Management > Vehicle Delivery'. The main content area contains a sub-headline 'Start vehicle session to add one or many vehicles to your delivery.' followed by a large blue button with white text that says 'Start delivery session'. This button is highlighted with a red rectangular box. At the bottom of the page, there is a link '↑ Return to top'.

Step 4. Confirm the Delivery date and time, then select the *Continue* button.

Note: The default selections will be today's date and *During business hours*. If the delivery happened on a different date, or after business hours, please update these fields accordingly before selecting the *Continue* button.



The screenshot shows a configuration page for 'Delivery date'. At the top, there is a GSA Fleet logo and a user icon. Below the title, a sub-navigation menu shows 'Home > Marshalling > Marshalling Management > Vehicle Delivery'. The main content area is titled 'Delivery date' and includes a note: 'Required fields are marked with an asterisk (*).'. There are two input fields: 'Delivery date *' with a value of '03/22/2024' and a calendar icon, and 'Delivery time *' with two radio button options: 'During business hours' (selected) and 'After hours'. At the bottom, there are two buttons: a large blue 'Continue' button with white text, which is highlighted with a red rectangular box, and a smaller white 'Cancel' button with blue text.

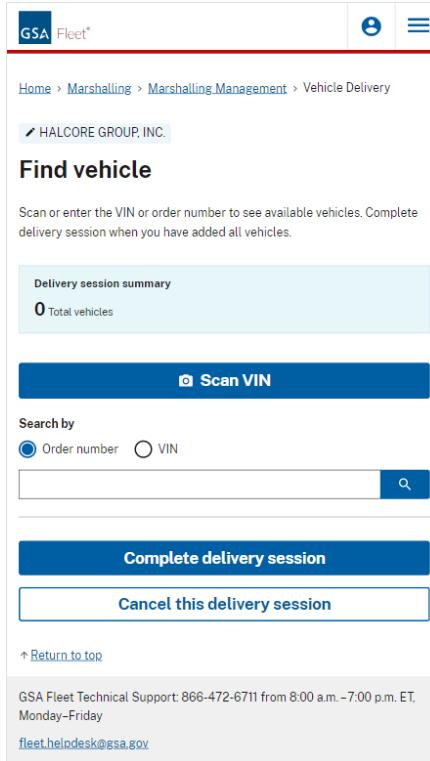
Note: For instructions on how to Search by VIN, please continue reading this page. For instructions on how to Search by Order number, please skip to page 10.

Marshalling User Guide

Find Vehicle by VIN

Step 1. Select the *Scan VIN* icon and scan the VIN barcode.

Note: If your device camera is not working, select the Search by VIN radio button to input the VIN manually, then select the magnifying glass to search. If the VIN is not found, please attempt to search by Order number (instructions on page 10).

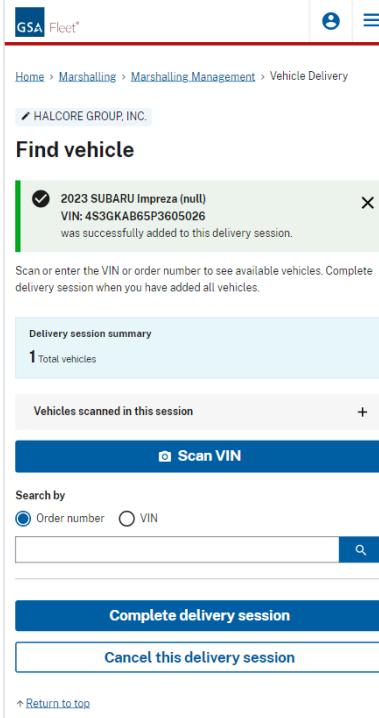


Step 2. Confirm the vehicle details listed for the VIN scanned and click the “Add vehicle to session” button.

Step 3. If there is another vehicle to report as delivered, please follow the instructions, starting with Step 1 under “Find Vehicle by VIN” to add another vehicle to this delivery session.

Marshalling User Guide

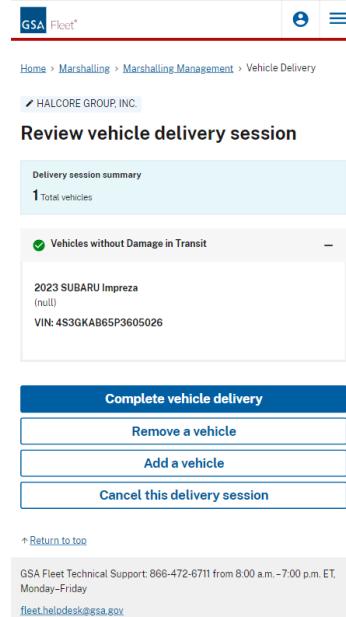
Step 4. When you have added the final vehicle for the current session, select the *Complete delivery session* button.



The screenshot shows the 'Vehicle Delivery' page. At the top, a message box indicates '2023 SUBARU Impreza (null) VIN: 4S3GKAB65P3605026 was successfully added to this delivery session.' Below this, a 'Delivery session summary' box shows '1 Total vehicles'. A 'Vehicles scanned in this session' section contains a 'Scan VIN' button. A search bar allows filtering by 'Order number' or 'VIN'. At the bottom are 'Complete delivery session' and 'Cancel this delivery session' buttons, along with a 'Return to top' link.

Step 5. Review the page to confirm all vehicles that you intended to report are present.

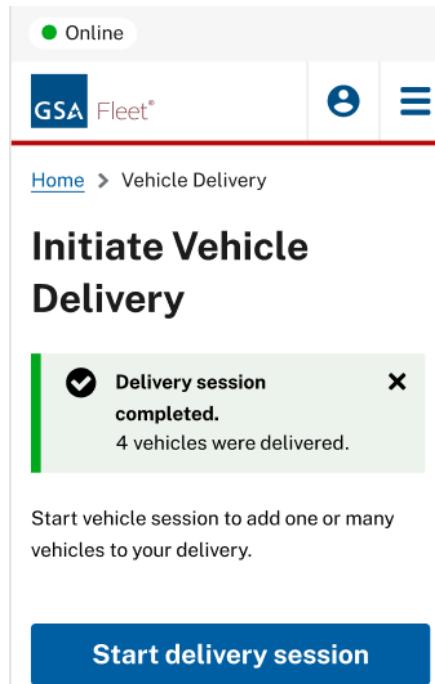
- To complete this session and report all vehicles as delivered, select *Complete vehicle delivery*.
- To remove a vehicle, select *Remove a vehicle* and remove one by selecting the *Remove* button under that vehicle.
- To add an additional vehicle, select *Add a vehicle*.
- To clear out the session and remove all vehicles, select *Cancel this delivery session*.



The screenshot shows the 'Review vehicle delivery session' page. It displays a summary of '1 Total vehicles' and a list of 'Vehicles without Damage in Transit' (2023 SUBARU Impreza (null) with VIN: 4S3GKAB65P3605026). Below the list are buttons for 'Complete vehicle delivery', 'Remove a vehicle', 'Add a vehicle', and 'Cancel this delivery session', along with a 'Return to top' link and a footer note about GSA Fleet Technical Support.

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Note: When signing the Bill of Lading, remember to report any damage in transit with the appropriate damage codes. If the vehicle could not be inspected, write “Subject to Inspection (STI)”. If the vehicle is inoperable, write “Not Driveable.”

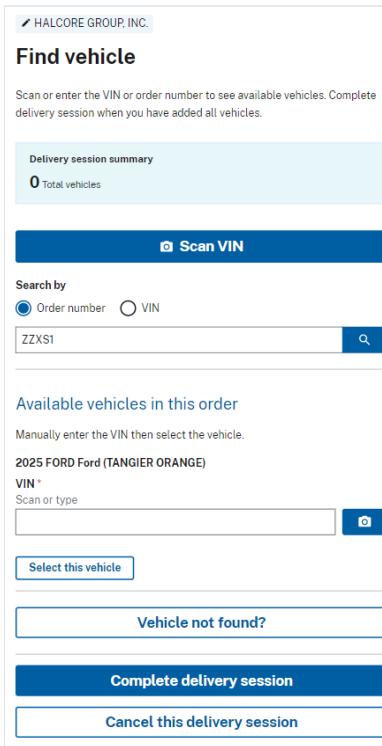


The screenshot shows a user interface for vehicle delivery. At the top, there is a status bar with a green 'Online' indicator, the GSA Fleet logo, and user profile and menu icons. Below this, the page title 'Vehicle Delivery' is displayed under 'Home'. The main content area is titled 'Initiate Vehicle Delivery'. A message box indicates a 'Delivery session completed' with a checkmark, and it notes that '4 vehicles were delivered'. Below this message, a text prompt says 'Start vehicle session to add one or many vehicles to your delivery.' A large blue button at the bottom is labeled 'Start delivery session'.

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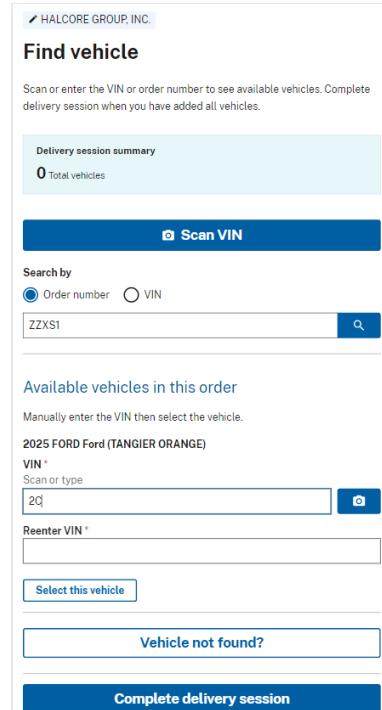
Find Vehicle by Order Number

Step 1. Select the *Order number* radio button, input the order number, and click the magnifying glass to search.



The screenshot shows the 'Find vehicle' search interface. At the top, there is a header with the HALCORE GROUP, INC. logo. Below the header is a section titled 'Find vehicle' with a sub-instruction: 'Scan or enter the VIN or order number to see available vehicles. Complete delivery session when you have added all vehicles.' A 'Delivery session summary' box shows '0 Total vehicles'. A large blue button labeled 'Scan VIN' is prominently displayed. Below this, a 'Search by' section has a radio button for 'Order number' (which is selected) and another for 'VIN'. A text input field contains the order number 'ZZXS1' and a magnifying glass search icon. The main search area is titled 'Available vehicles in this order' and includes a sub-instruction: 'Manually enter the VIN then select the vehicle.' It shows a single result: '2025 FORD Ford (TANGIER ORANGE)'. Below this is a 'VIN' input field with the value '20' and a camera icon. A 'Select this vehicle' button is present. A 'Vehicle not found?' link is also visible. At the bottom of the interface are two large buttons: 'Complete delivery session' and 'Cancel this delivery session'.

Step 2. If the order number is found, a list of vehicles from this order will appear. To select a vehicle, please scan or type to VIN associated with the proper vehicle. If the VIN is typed, another box will appear asking for the VIN to be reentered for validation.



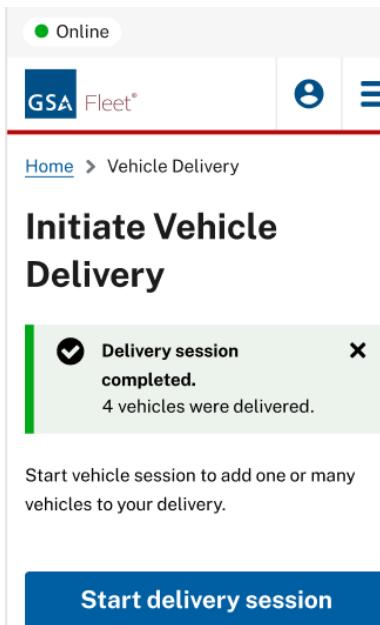
This screenshot shows the 'Find vehicle' search interface after a VIN has been typed. The 'Search by' section now has a radio button for 'VIN' (which is selected) and another for 'Order number'. The text input field contains the VIN '20'. A 'Reenter VIN *' input field is present below it, with the value '20' and a camera icon. The rest of the interface is identical to the first screenshot, including the 'Available vehicles in this order' section, the 'Select this vehicle' button, the 'Vehicle not found?' link, and the 'Complete delivery session' and 'Cancel this delivery session' buttons.

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Note: If the vehicle that you are looking for is not found on the order list, please contact your GSA Fleet point of contact.

If there is another vehicle to report as delivered, please follow the instructions, starting with Step 1 under Find Vehicle by VIN on page 7 or Find Vehicle by Order Number on page 10 to add another vehicle to this delivery session.

Step 3. When you have added the final vehicle for the current session, select the *Complete delivery session* button.



Step 4. Review the page to confirm all vehicles that you intended to report are present.

- To complete this session and report all vehicles as delivered, select *Complete vehicle delivery*.
- To remove a vehicle, select *Remove a vehicle* and remove one by selecting the *Remove* button under that vehicle.
- To add an additional vehicle, select *Add a vehicle*.
- To clear out the session and remove all vehicles, select *Cancel this delivery session*.

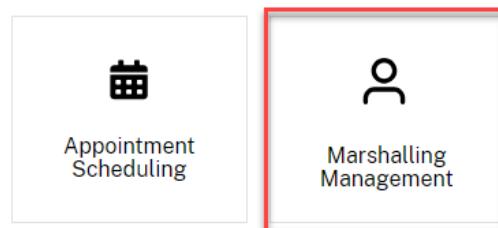
Note: When signing the Bill of Lading, remember to report any damage in transit with the appropriate damage codes. If the vehicle could not be inspected, write "Subject to Inspection (STI)". If the vehicle is inoperable, write "Not Driveable."

Loading a Leased Vehicle

Step 1. From the home screen, select the *Marshalling Management* tile.

[Home](#) > Marshalling

Marshalling

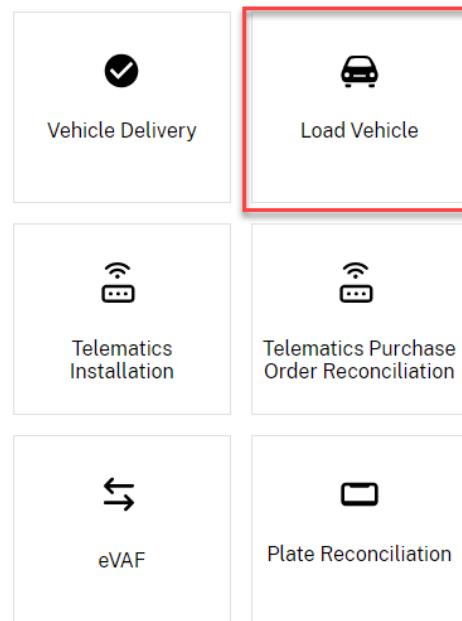


[↑ Return to top](#)

Step 2. Select the *Load Vehicle* tile.

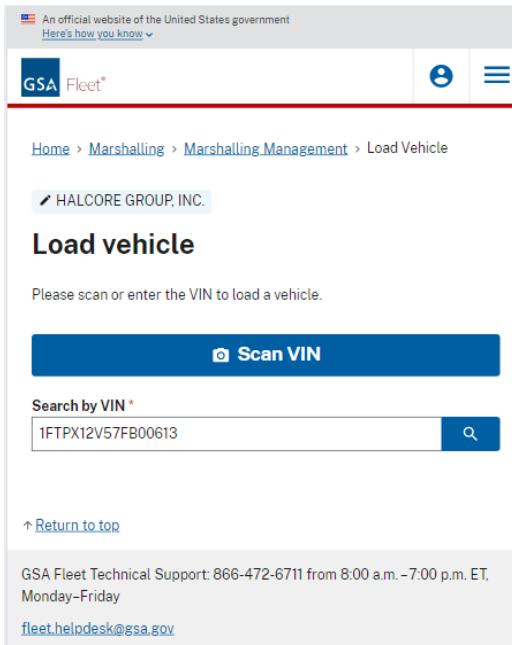
[Home](#) > [Marshalling](#) > Marshalling Management

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Step 3. Scan the VIN. If you are unable to scan the VIN, you may type it in.



An official website of the United States government
Here's how you know [▼](#)

GSA Fleet

Home > Marshalling > Marshalling Management > Load Vehicle

HALCORE GROUP, INC.

Load vehicle

Please scan or enter the VIN to load a vehicle.

Scan VIN

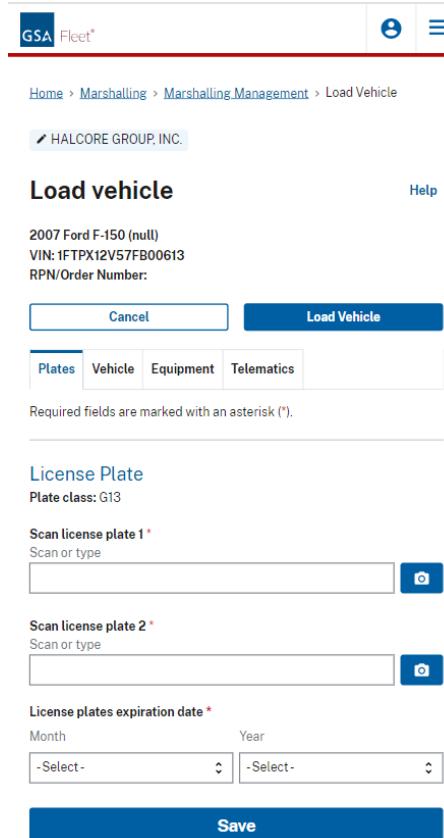
Search by VIN *

[Return to top](#)

GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m.–7:00 p.m. ET, Monday–Friday
fleet.helpdesk@gsa.gov

Step 4. Select the *Plates* tab and scan the vehicle plate.

Note: The vehicle class (the leading 3 alphanumeric digits on the plate) that is meant to go on that vehicle will populate on the screen once the VIN is scanned in.



Home > Marshalling > Marshalling Management > Load Vehicle

HALCORE GROUP, INC.

Load vehicle

2007 Ford F-150 (null)
VIN: 1FTPX12V57FB00613
RPN/Order Number:

Cancel **Load Vehicle**

Plates **Vehicle** **Equipment** **Telematics**

Required fields are marked with an asterisk (*).

License Plate

Plate class: G13

Scan license plate 1 *
Scan or type

Scan license plate 2 *
Scan or type

License plates expiration date *
Month Year

Save

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Step 5. Select the *Vehicle* tab and fill out the required fields marked with a red asterisk.

Home > Marshalling > Marshalling Management > Load Vehicle

HALCORE GROUP, INC.

Load vehicle Help

2007 Ford F-150 (null)
VIN: 1FTPX12V57FB00613
RPN/Order Number:

Plates **Vehicle** Equipment Telematics

Required fields are marked with an asterisk (*).

Vehicle

Acquisition (ACQ) mileage: * 10
 Yes No

Vehicle color: *

Tire size: * P235/70R17
 Yes No

Cylinders: *

Engine displacement: *

Engine displacement: *

Transmission: *

Are there oil life sensors? *
 Yes No

Fuel type: * Ethanol/Unleaded gasoline (E85) Flexible Fuel
 Yes No

Fuel capacity: *

GVWR: *

Comments:
Enter any notes or comments

Vehicle photos

Take or upload 5 photos of the vehicle. One from each corner of the vehicle.

Front Left *
Take or upload photo

Front Right *
Take or upload photo

Rear Left *
Take or upload photo

Rear Right *
Take or upload photo

Vehicle Data Plate *
Take or upload photo

Save

Step 6. Select the *Equipment* tab and fill out the required fields marked with a red asterisk.

Home > Marshalling > Marshalling Management > Load Vehicle

HALCORE GROUP, INC.

Load vehicle Help

2007 Ford F-150 (null)
VIN: 1FTPX12V57FB00613
RPN/Order Number:

Plates **Vehicle** **Equipment** Telematics

Required fields are marked with an asterisk (*).

Vehicle Keys

Number of keys *

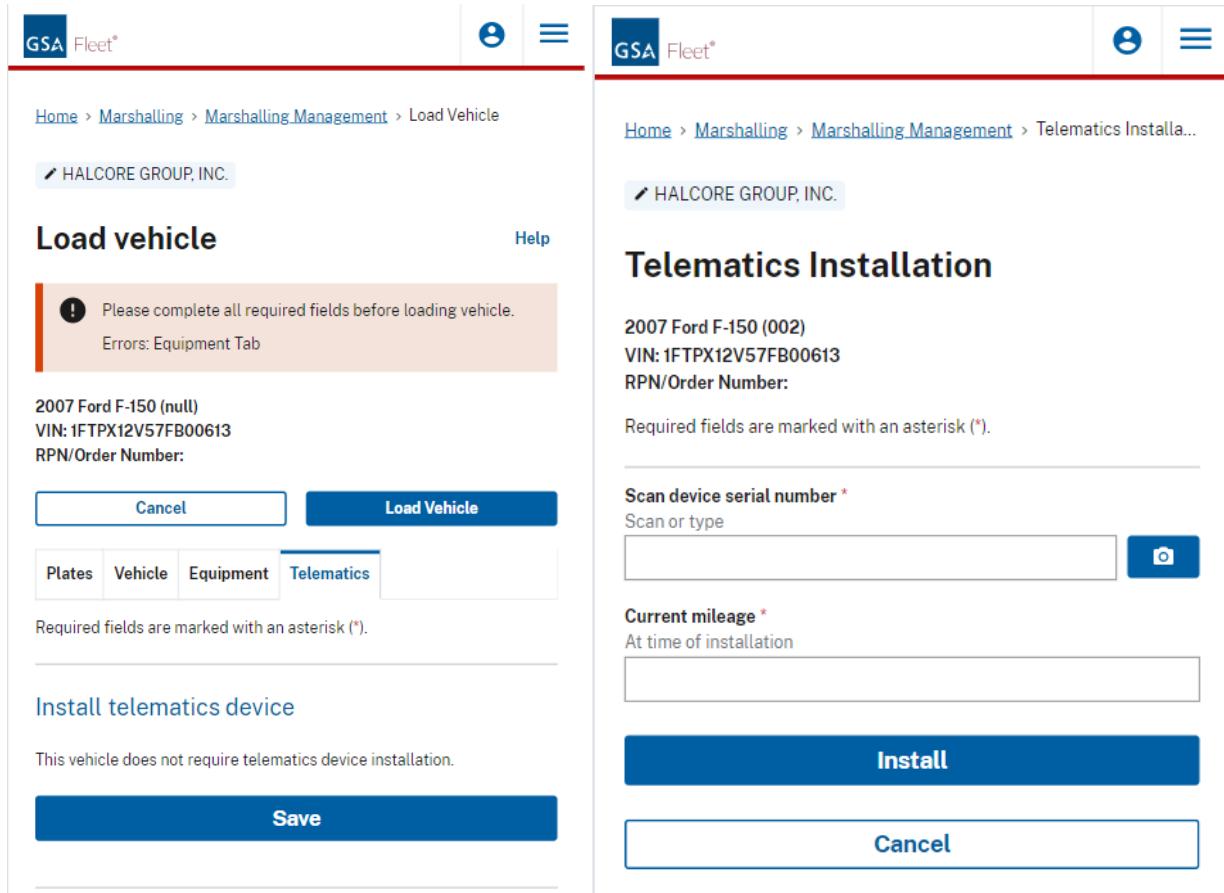
Do these key(s) have a barcode to enter? *
 Yes No

Save

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Step 7. Select the *Telematics* tab. If a telematics device is required, you will be asked if you would like to install telematics at that moment.

If you would like to install the telematics device at a later time, please consult the Telematics Installation guidance on page 17.



The image shows two screenshots of the GSA Fleet software interface. The left screenshot shows the 'Load vehicle' screen, and the right screenshot shows the 'Telematics Installation' screen.

Load vehicle Screen (Left):

- Header: GSA Fleet
- Breadcrumbs: Home > Marshalling > Marshalling Management > Load Vehicle
- User: HALCORE GROUP, INC.
- Title: Load vehicle
- Message: Please complete all required fields before loading vehicle.
Errors: Equipment Tab
- Vehicle Info: 2007 Ford F-150 (null)
VIN: 1FTPX12V57FB00613
RPN/Order Number:
- Buttons: Cancel, Load Vehicle
- Tab Bar: Plates, Vehicle, Equipment, **Telematics**
- Text: Required fields are marked with an asterisk (*).
- Section: Install telematics device
- Text: This vehicle does not require telematics device installation.
- Buttons: Save

Telematics Installation Screen (Right):

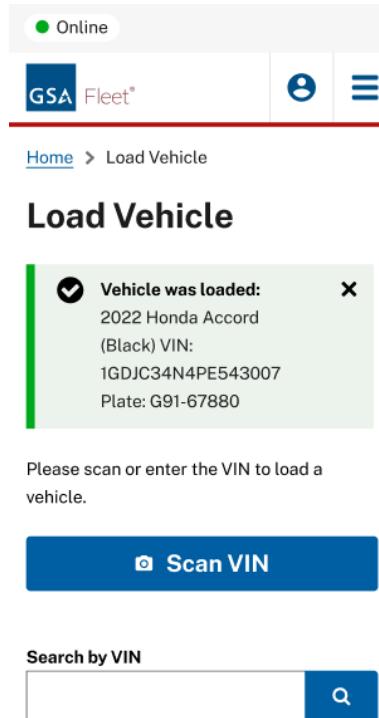
- Header: GSA Fleet
- Breadcrumbs: Home > Marshalling > Marshalling Management > Telematics Installa...
- User: HALCORE GROUP, INC.
- Title: Telematics Installation
- Vehicle Info: 2007 Ford F-150 (002)
VIN: 1FTPX12V57FB00613
RPN/Order Number:
- Text: Required fields are marked with an asterisk (*).
- Form Fields:
 - Scan device serial number *
Scan or type
 - Current mileage *
At time of installation
- Buttons: Install, Cancel

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Step 8. When you have completed all of the tabs in the load a vehicle section, select “Load Vehicle”

If there is an error, you will receive an error message at the top of the screen notifying you what tab requires additional or revised information.

If there is no error, you will see a success banner letting you know that the vehicle has been loaded.



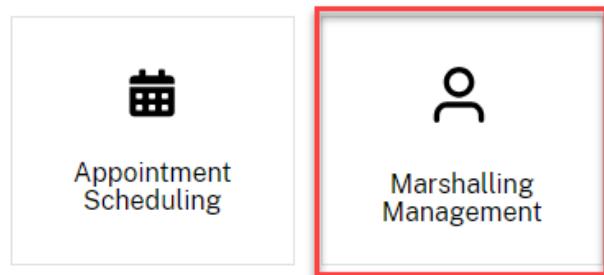
The screenshot shows the GSA Fleet interface. At the top, there is a status indicator 'Online' with a green dot. Below it is the 'GSA Fleet' logo. The main navigation bar includes 'Home' and 'Load Vehicle'. The 'Load Vehicle' section has a title 'Load Vehicle'. A success message box is displayed, containing a checkmark icon, the text 'Vehicle was loaded:', and details: '2022 Honda Accord (Black) VIN: 1GDJC34N4PE543007 Plate: G91-67880'. Below this message, a text prompt says 'Please scan or enter the VIN to load a vehicle.' A blue button labeled 'Scan VIN' with a camera icon is present. At the bottom, there is a search bar with the placeholder 'Search by VIN' and a magnifying glass icon.

Telematics Installation

Step 1. From the home screen, select the *Marshalling Management* tile.

[Home](#) > Marshalling

Marshalling

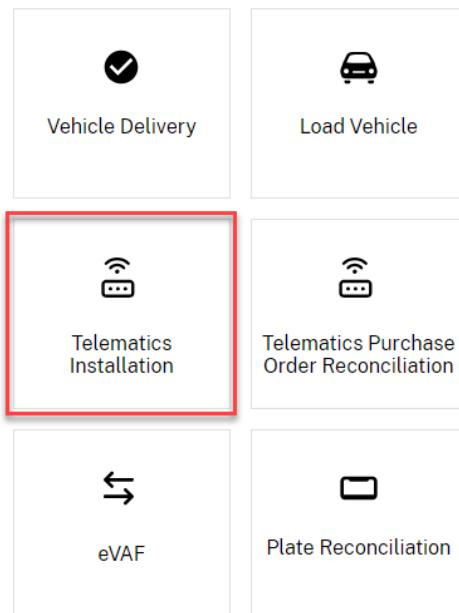


[↑ Return to top](#)

Step 2. Select the *Telematics Installation* tile.

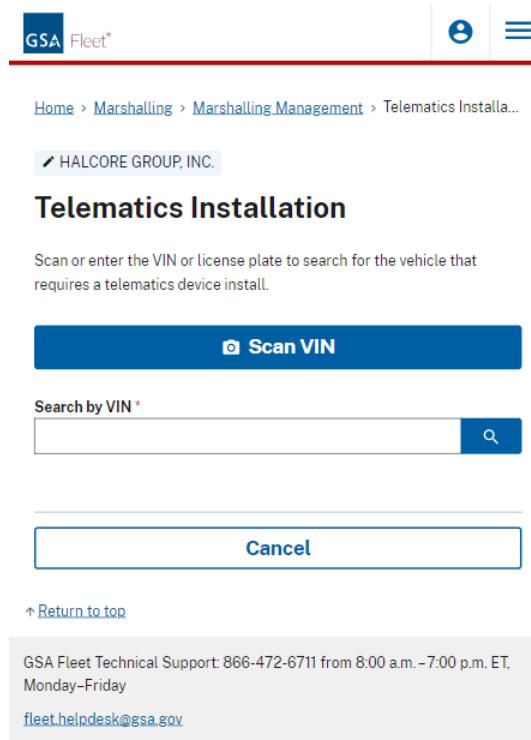
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Step 3. Scan or type the VIN.



Home > Marshalling > Marshalling Management > Telematics Installa...

HALCORE GROUP, INC.

Telematics Installation

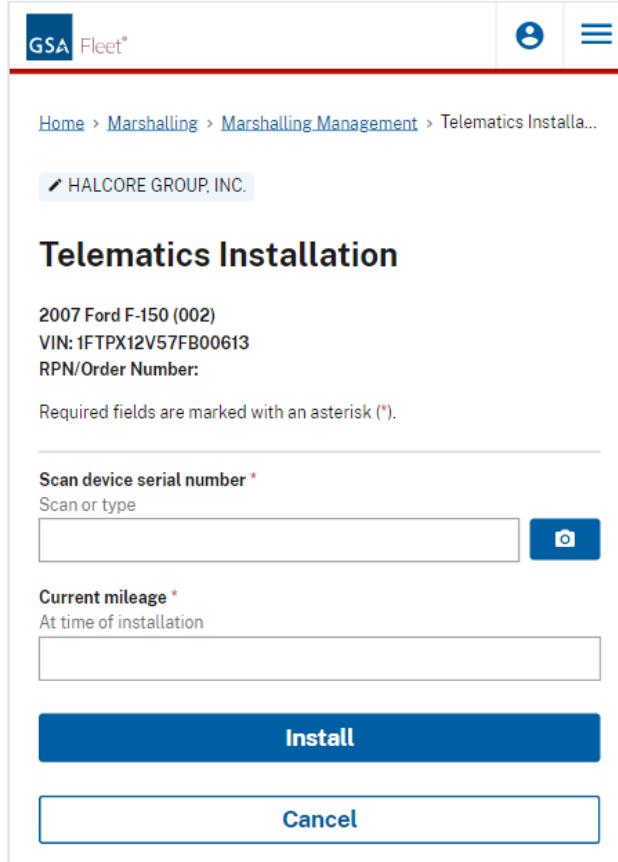
Scan or enter the VIN or license plate to search for the vehicle that requires a telematics device install.

Search by VIN *

[Return to top](#)

GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m. - 7:00 p.m. ET, Monday-Friday
fleet.helpdesk@gsa.gov

Step 4. Enter in the required information marked with a red asterisk.



Home > Marshalling > Marshalling Management > Telematics Installa...

HALCORE GROUP, INC.

Telematics Installation

2007 Ford F-150 (002)
VIN: 1FTPX12V57FB00613
RPN/Order Number:

Required fields are marked with an asterisk (*).

Scan device serial number *

Scan or type

Current mileage *

At time of installation

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Step 5. If the device is connected properly, you will receive a success banner at the top of your screen. If you do not see a success banner, try reinstalling the telematics device.

Refer to the following matrix for basic troubleshooting procedures:

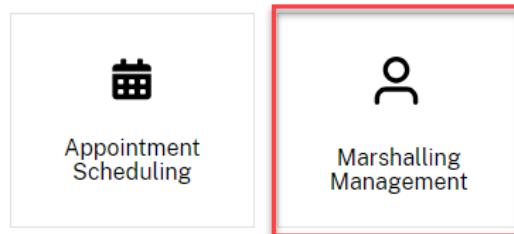
Issue	Symptom	Possible Cause	Troubleshooting
Installation or Power Issues	Device falls out of port or device moves after installation	Device not fully inserted or not properly secured with zip tie	Reinstall the device and properly secure with zip ties
Installation or Power Issues	No LEDs are on	No power from OBD-II/JBUS power supply Low vehicle battery Faulty GO device Faulty T-Harness	Reinstall device in a different vehicle Contact fleetsolutions@gsa.gov if the problem persists
Installation or Power Issues	No LEDs are on	Device or harness not fully inserted	Ensure device is properly seated into the T-harness port
GPS Issues	Blue LED is off, Red LED is on	Vehicle has an obstructed view of the sky	Move vehicle to a clear area and reinstall the device
Cellular Issues	Green LED is off, Red LED is on	Poor or no data coverage	If possible, move the vehicle to another location on site and reinstall the device Contact fleetsolutions@gsa.gov if the problem persists

Electronic Vehicle Accountability Form (eVAF)

Step 1. From the home screen, select the *Marshalling Management* tile.

[Home](#) > Marshalling

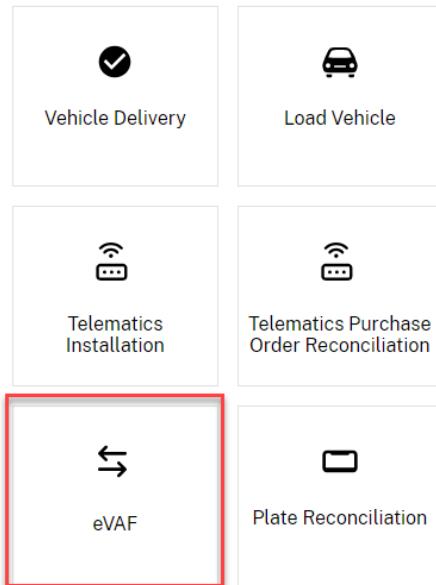
Marshalling



Step 2. Select the eVAF tile.

[Home](#) > [Marshalling](#) >
Marshalling Management

Marshalling Management



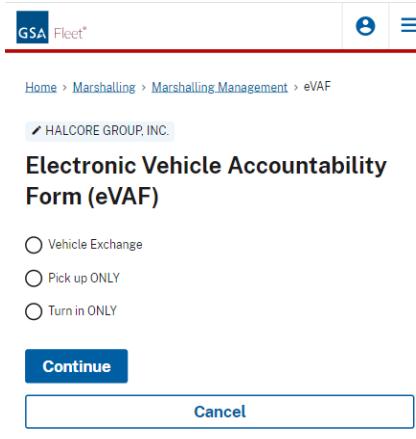
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Step 3. Select which action you would like to perform:

Vehicle Exchange: If a customer is bringing an old vehicle to exchange with a new vehicle.
(Continue to step 4)

Pick Up Only: If a customer is only picking up a vehicle, and not turning in a new vehicle. (Skip step 4 and continue on step 5)

Turn In Only: If a customer is only turning in a vehicle, and not picking up a new vehicle. (Continue on step 4 and skip step 5)

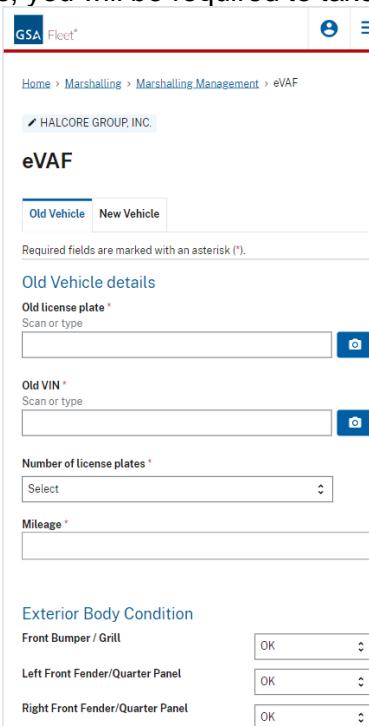


The screenshot shows the 'Electronic Vehicle Accountability Form (eVAF)' interface. At the top, there are three radio button options: 'Vehicle Exchange', 'Pick up ONLY', and 'Turn in ONLY'. Below these are 'Continue' and 'Cancel' buttons. At the bottom left is a link to 'Return to top'.

Step 4. In the *Old Vehicle* tab, scan or type the vehicle plate or VIN.

Whichever you do not scan will auto populate after the initial scan. Then evaluate the vehicle and log all damages in the categories provided.

Note: If you select that there is damage, you will be required to take a photo (max 3).

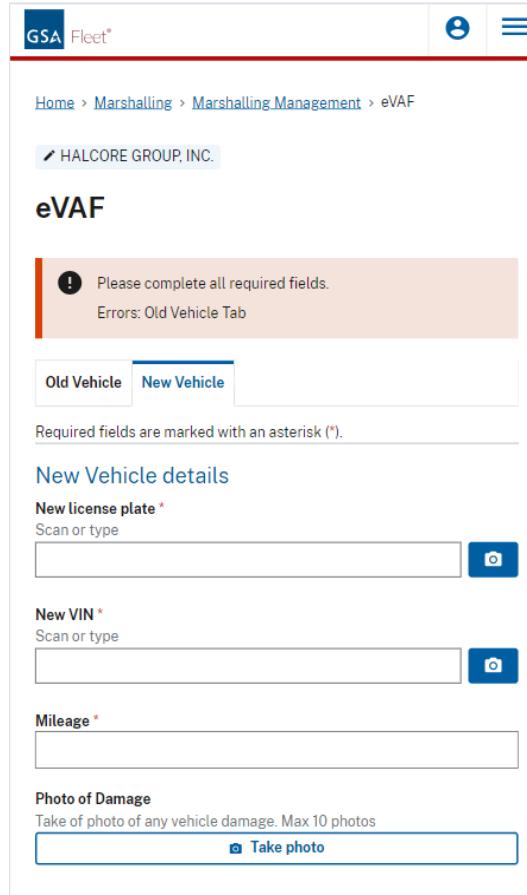


The screenshot shows the 'Old Vehicle' tab of the eVAF form. It includes fields for 'Old license plate', 'Old VIN', 'Number of license plates', 'Mileage', and an 'Exterior Body Condition' section with dropdowns for 'Front Bumper / Grill', 'Left Front Fender/Quarter Panel', and 'Right Front Fender/Quarter Panel'.

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Step 5. In the *New Vehicle* tab, scan or type the vehicle plate or VIN. Whichever you do not scan will auto populate after the initial scan. Manually enter the vehicle mileage.

Evaluate the vehicle and log all damages in the categories provided. If you select that there is damage, you will be required to take a photo (max 3).



The screenshot shows the GSA Fleet eVAF interface. At the top, there is a navigation bar with 'GSA Fleet' and a user icon. Below the navigation bar, the URL 'Home > Marshalling > Marshalling Management > eVAF' is visible. A sidebar on the left shows 'HALCORE GROUP, INC.' with a checkmark. The main content area is titled 'eVAF'. A red error box at the top says 'Please complete all required fields.' and 'Errors: Old Vehicle Tab'. Below this, there are two tabs: 'Old Vehicle' (disabled) and 'New Vehicle' (selected). A note says 'Required fields are marked with an asterisk (*.)'. The 'New Vehicle details' section contains fields for 'New license plate *' (with a 'Scan or type' placeholder and a camera icon), 'New VIN *' (with a 'Scan or type' placeholder and a camera icon), and 'Mileage *' (with a placeholder). Below these is a 'Photo of Damage' section with a note 'Take photo of any vehicle damage. Max 10 photos' and a 'Take photo' button.

Marshalling User Guide

Step 6. Have the customer fill out the email address, first name, and last name fields.

In the email address field, enter the email address of the person that you would like to receive confirmation that the vehicle has been picked up.

That email address will also receive a PDF copy of the eVAF via email. Have the driver and the marshaller sign and select the submit button.

Comments:

1000 characters allowed

Email *

Driver's First Name *

Driver's Last Name *

Driver Sign

Marshaller
Madison Tilo

Marshaller Sign & Submit

Cancel

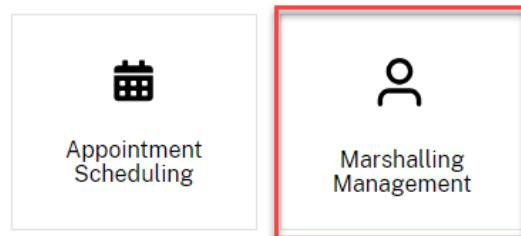
[^ Return to top](#)

License Plate Reconciliation

Step 1. From the home screen, select the *Marshalling Management* tile.

[Home](#) > Marshalling

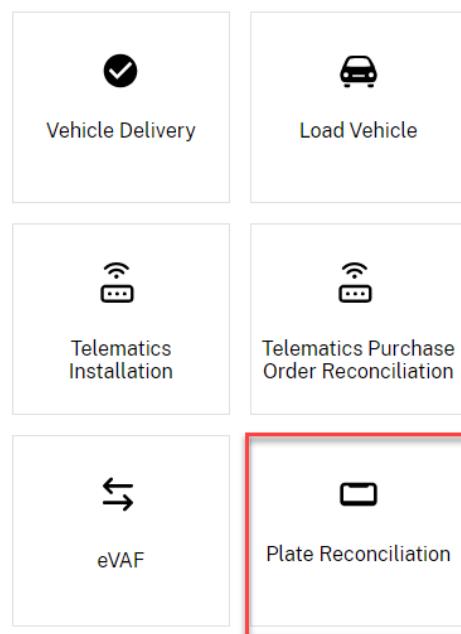
Marshalling



Step 2. Select the *Plate Reconciliation* tile

[Home](#) > [Marshalling](#) > Marshalling Management

Marshalling Management

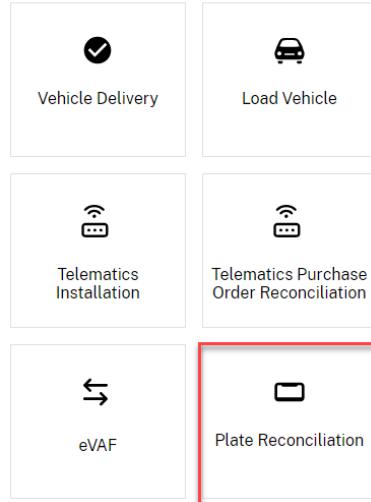


Marshalling User Guide

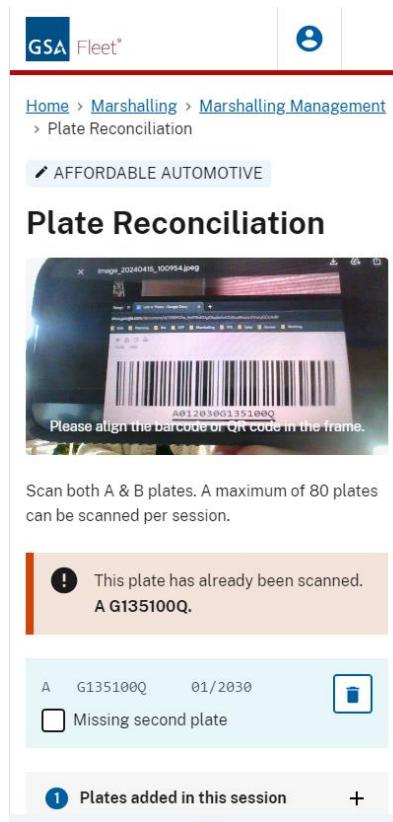
Step 3. A pop up box will appear prompting you to give permission to access the camera. Select “Allow”. After allowing camera access, the plate scanning tool will automatically open.

[Home](#) > [Marshalling](#) >
Marshalling Management

Marshalling Management

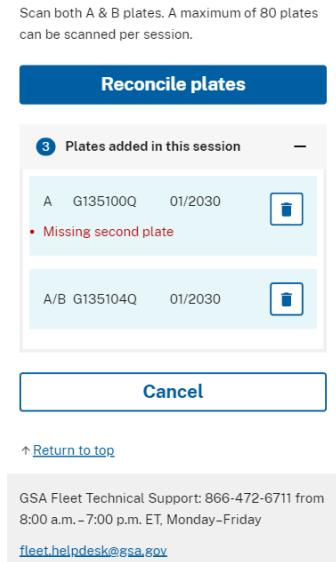


Step 4. Hover the camera over the “A” plate barcode and hold it there to scan the plate.

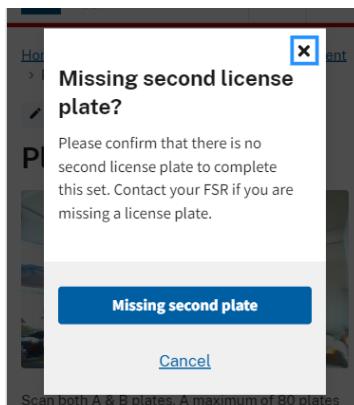


Marshalling User Guide

Step 5a. Scan the “B” plate barcode in the same manner. If you do not have a “B” plate, continue to step 5b.

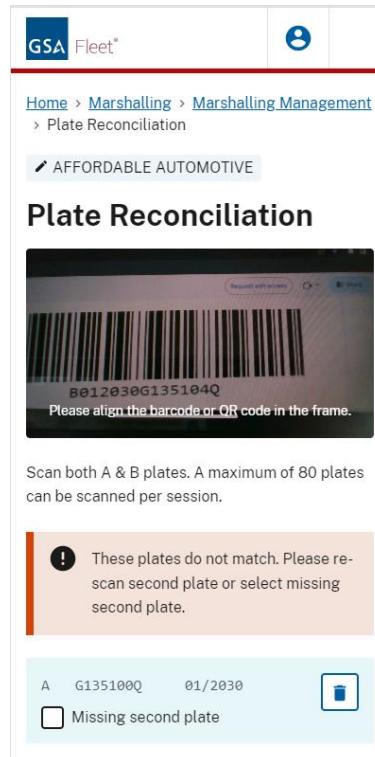


Step 5b. If there should be a second plate, but it is missing, select the *Missing second plate* button.



Note: If you attempt to scan in a plate that is already scanned in, an error box will appear to inform you that the plate has already been scanned in.

Marshalling User Guide



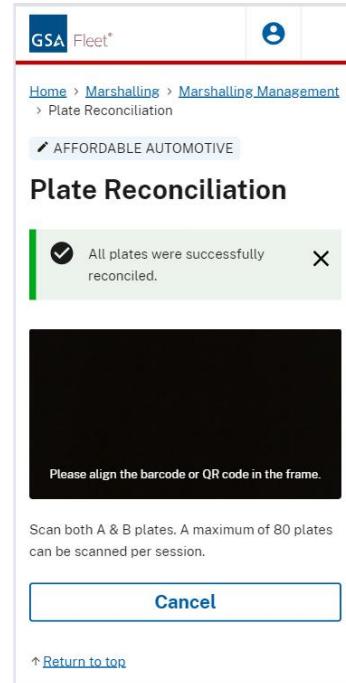
Scan both A & B plates. A maximum of 80 plates can be scanned per session.

! These plates do not match. Please re-scan second plate or select missing second plate.

A G135100Q 01/2030	
<input type="checkbox"/> Missing second plate	

Note: You may scan up to 80 plates at a time. If you would like to delete a plate that had been scanned in, you may select the trash icon.

Step 6a. Once all of the plates are scanned in, select *Reconcile Plates*. There will be a success banner at the top of your screen to confirm the plates that were scanned in.



All plates were successfully reconciled. 

Please align the barcode or QR code in the frame.

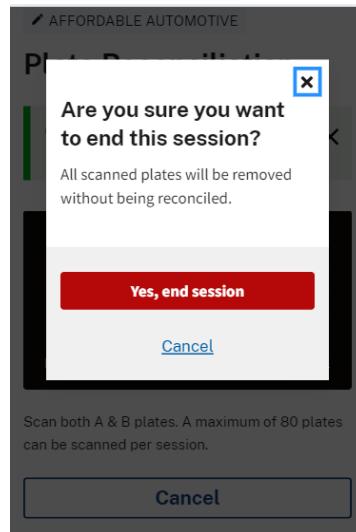
Cancel

Marshalling User Guide

Step 6b. If all the plates were not reconciled, there will be an error message banner at the top of your screen.

Step 7. Once you have selected the Reconcile plates and received the success banner, you may continue scanning.

Step 8. When you are finished scanning plates, to return to the previous window, select *Cancel* to end the session.

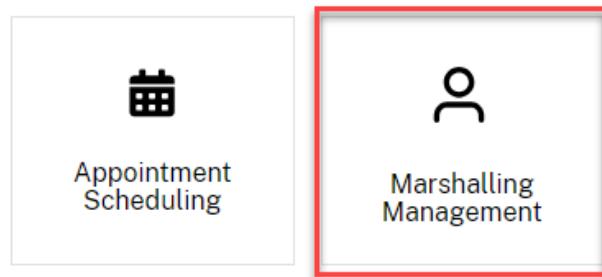


License Plate Pending Destruction

Step 1. From the home screen, select the *Marshalling Management* tile.

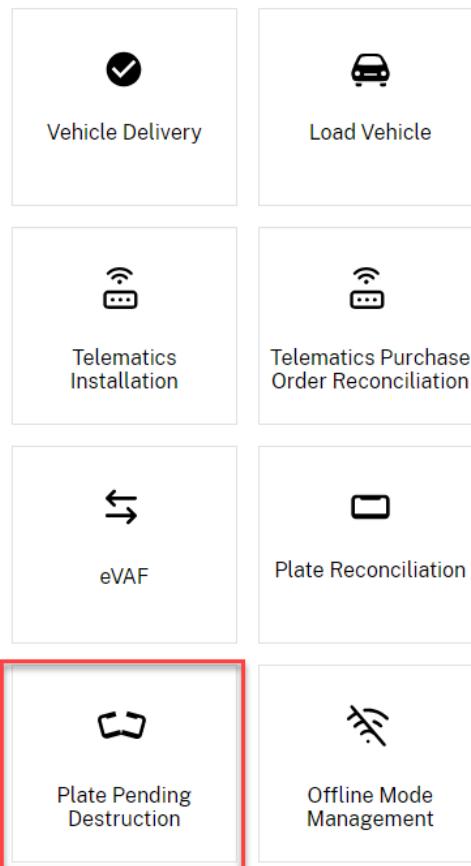
[Home](#) > Marshalling

Marshalling



↑ [Return to top](#)

Step 2. Select the *Plate Pending Destruction* tile.



Marshalling User Guide

Step 3. Scan or manually type in plates

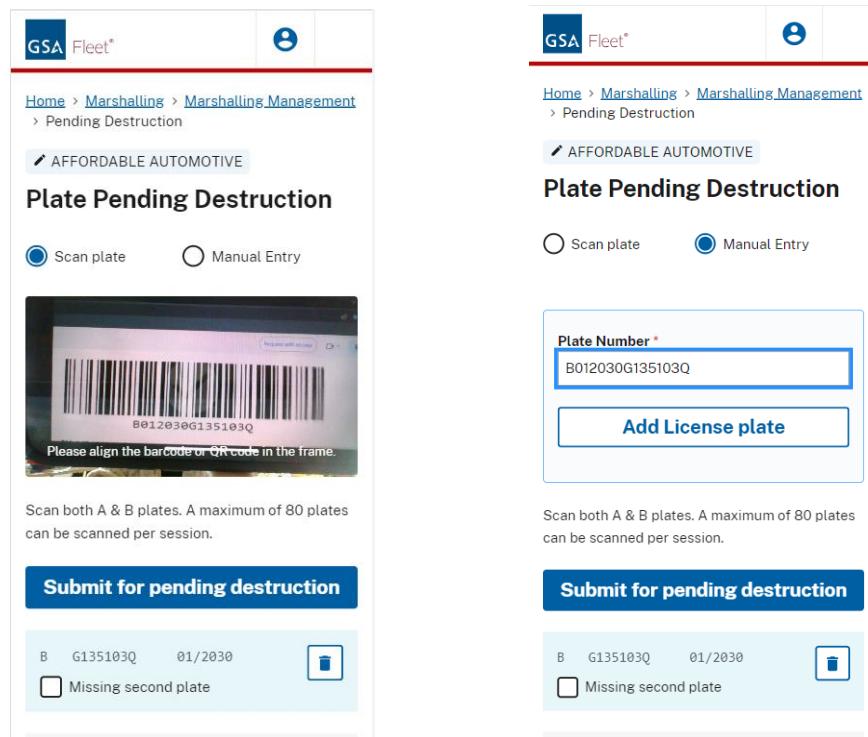


Plate Pending Destruction

Scan plate Manual Entry

Please align the barcode or QR code in the frame.

Scan both A & B plates. A maximum of 80 plates can be scanned per session.

Submit for pending destruction

B G135103Q 01/2030 Missing second plate

Plate Pending Destruction

Scan plate Manual Entry

Plate Number *
B012030G135103Q

Add License plate

Scan both A & B plates. A maximum of 80 plates can be scanned per session.

Submit for pending destruction

B G135103Q 01/2030 Missing second plate

Step 4. Submit for pending destruction. You can submit up to 80 plates at a time.

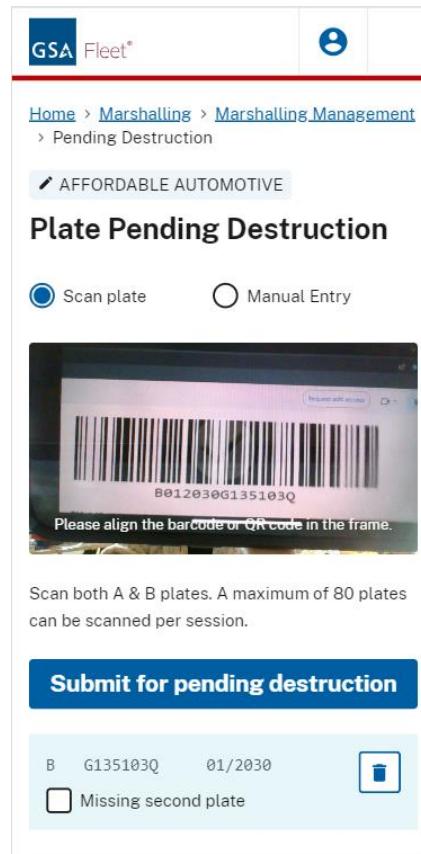


Plate Pending Destruction

Scan plate Manual Entry

Please align the barcode or QR code in the frame.

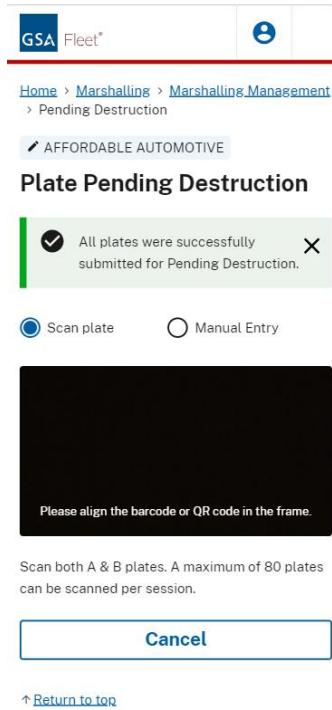
Scan both A & B plates. A maximum of 80 plates can be scanned per session.

Submit for pending destruction

B G135103Q 01/2030 Missing second plate

Marshalling User Guide

Step 5. If you have received the success banner at the top of your screen and are ready to leave the page, select *Cancel* or *Marshalling Management* at the top of your screen.

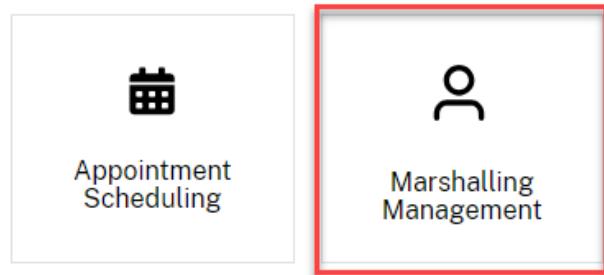


Offline Mode Management

Step 1. From the home screen, select the *Marshalling Management* tile.

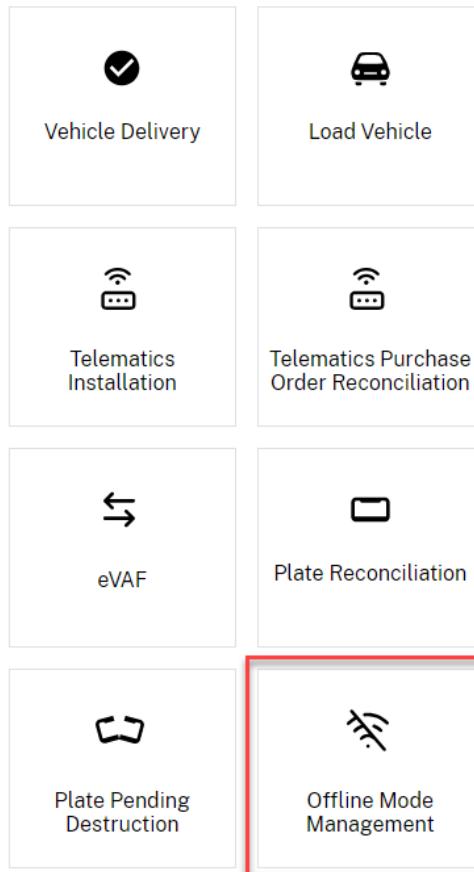
[Home](#) > Marshalling

Marshalling



↑ [Return to top](#)

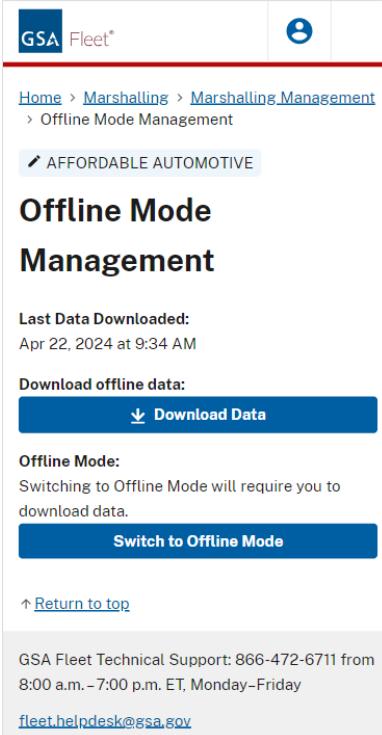
Step 2. Select the *Offline Mode Management* tile.



Marshalling User Guide

Step 3. Select *Download Data*.

Note: When using offline mode, it is best practice to download data right before switching to offline mode.



GSA Fleet®

Home > Marshalling > Marshalling Management > Offline Mode Management

AFFORDABLE AUTOMOTIVE

Offline Mode Management

Last Data Downloaded: Apr 22, 2024 at 9:34 AM

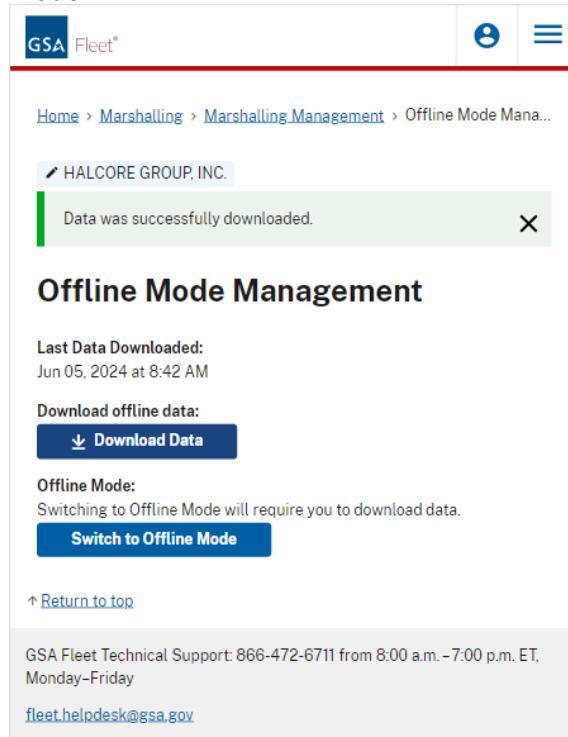
Download offline data: **Download Data**

Offline Mode: Switching to Offline Mode will require you to download data. **Switch to Offline Mode**

↑ [Return to top](#)

GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m. - 7:00 p.m. ET, Monday-Friday
fleet.helpdesk@gsa.gov

Step 4. Select *Switch to Offline Mode*.



GSA Fleet®

Home > Marshalling > Marshalling Management > Offline Mode Mana...

HALCORE GROUP, INC.

Data was successfully downloaded. **X**

Offline Mode Management

Last Data Downloaded: Jun 05, 2024 at 8:42 AM

Download offline data: **Download Data**

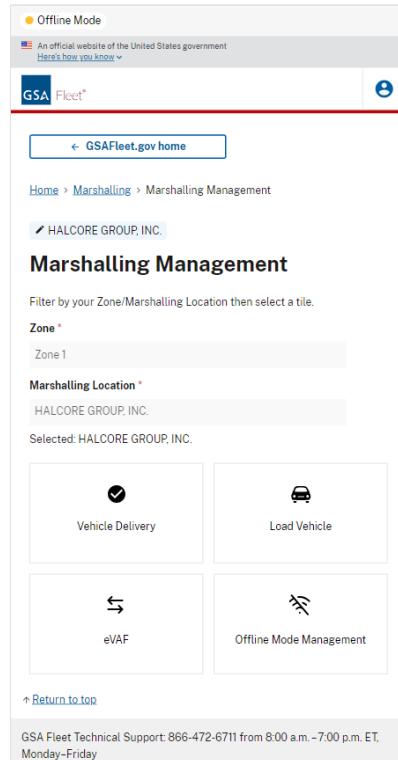
Offline Mode: Switching to Offline Mode will require you to download data. **Switch to Offline Mode**

↑ [Return to top](#)

GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m. - 7:00 p.m. ET, Monday-Friday
fleet.helpdesk@gsa.gov

Marshalling User Guide

Step 5. Proceed with Marshalling Management Tools (Ex. Vehicle Delivery)



Offline Mode

An official website of the United States government
Here's how you know

GSA Fleet

← GSAFleet.gov home

Home > Marshalling > Marshalling Management

HALCORE GROUP, INC.

Marshalling Management

Filter by your Zone/Marshalling Location then select a tile.

Zone *

Zone 1

Marshalling Location *

HALCORE GROUP, INC.

Selected: HALCORE GROUP, INC.

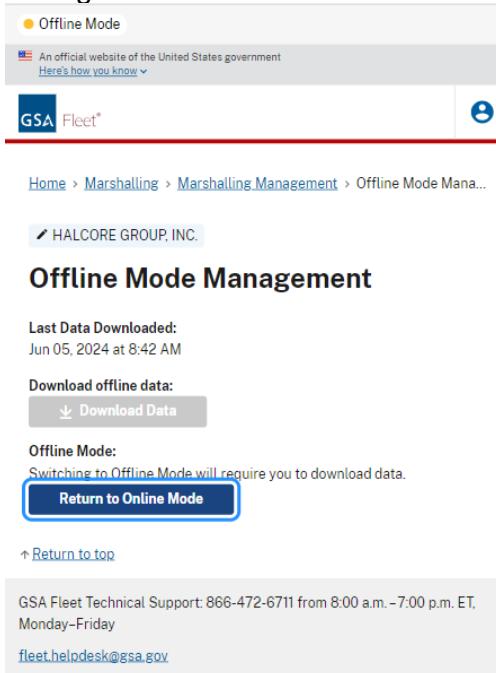
Vehicle Delivery Load Vehicle

eVAF Offline Mode Management

↑ Return to top

GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m.–7:00 p.m. ET, Monday–Friday

Step 6. Once you have finished using the Marshalling Management Tools in Offline Mode, use steps 1-3 to navigate back to the Offline Mode Management tool and select *Return to Online Mode*.



Offline Mode

An official website of the United States government
Here's how you know

GSA Fleet

Home > Marshalling > Marshalling Management > Offline Mode Mana...

HALCORE GROUP, INC.

Offline Mode Management

Last Data Downloaded:
Jun 05, 2024 at 8:42 AM

Download offline data:
↓ Download Data

Offline Mode:
Switching to Offline Mode will require you to download data.

Return to Online Mode

↑ Return to top

GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m.–7:00 p.m. ET, Monday–Friday

fleet.helpdesk@gsa.gov

Marshalling User Guide

Step 7. When you are back in online mode, you will see a sync banner showing what actions were completed and synced while in offline mode.



The screenshot shows the GSA Fleet interface. At the top, there is a header with the GSA Fleet logo and a user icon. Below the header, a navigation bar includes 'Home' and 'Offline Mode Management'. A green banner in the center of the page displays the message: 'Your Offline Mode data was successful synced. You are currently in Online mode' with a close 'X' button. The main content area is titled 'Offline Mode Management'. It contains text explaining the requirements for Offline Mode: 'For Offline Mode to work, you must download data, perform required actions, and sync/ return to Online Mode in the same calendar day.' Below this, a section titled 'Last Data Download' shows 'Dec 5, 2023 at 1PM'. A blue button labeled 'Download data' with a downward arrow is present. Another section titled 'Offline Mode' explains that switching to Offline Mode requires downloading data, with a blue button labeled 'Switch to Offline Mode'.

Home > Offline Mode Management

Your Offline Mode data was successful synced. You are currently in Online mode

Offline Mode Management

For Offline Mode to work, you must download data, perform required actions, and sync/ return to Online Mode in the same calendar day.

Last Data Download
Dec 5, 2023 at 1PM

Download offline data

Download data

Offline Mode

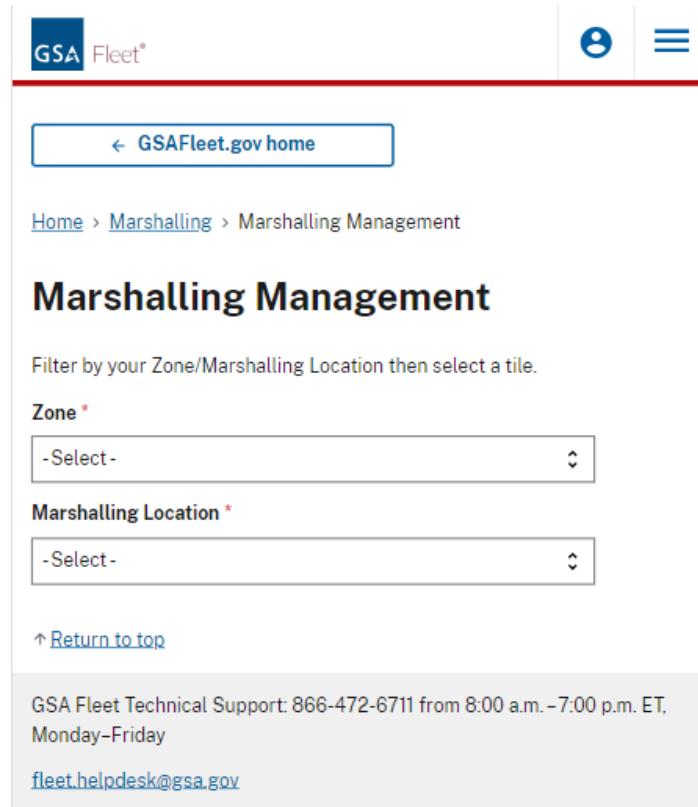
Switching to Offline Mode will require you to download data.

Switch to Offline Mode

Appointment Scheduler

Marshalling Manager - Choosing a Location

Step 1. For Marshalling Manager users, you must select a location before viewing the calendar. Marshaller users can skip this step, because the calendar will default to their vendor location.

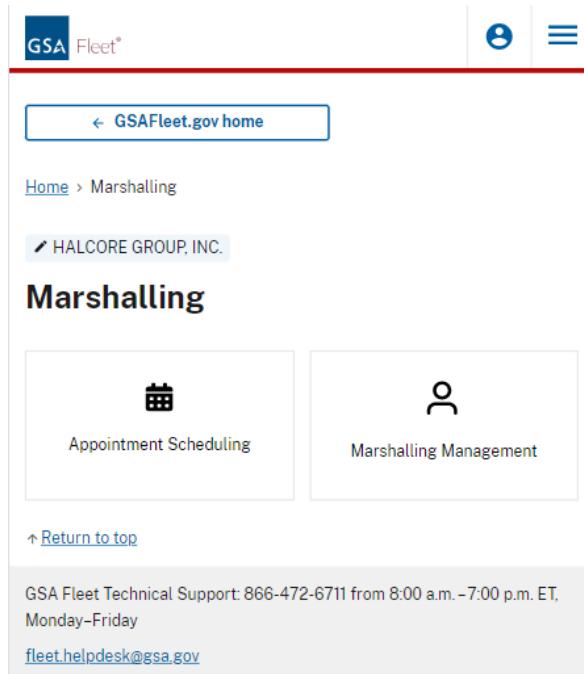


The screenshot shows the 'Marshalling Management' page of the GSA Fleet website. At the top, there is a navigation bar with the GSA Fleet logo, a user icon, and a menu icon. Below the navigation bar, a blue button with the text '← GSAFleet.gov home' is visible. The main content area has a breadcrumb navigation: 'Home > Marshalling > Marshalling Management'. The title 'Marshalling Management' is displayed in a large, bold, black font. Below the title, a sub-instruction reads 'Filter by your Zone/Marshalling Location then select a tile.' There are two dropdown menus: one for 'Zone' (labeled '-Select-') and one for 'Marshalling Location' (also labeled '-Select-'). At the bottom of the page, there is a footer with the text 'GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m. – 7:00 p.m. ET, Monday–Friday' and an email address 'fleet.helpdesk@gsa.gov'.

Marshalling User Guide

Blocking Off Time on the Calendar

Step 1. Select the Appointment Scheduler tile.



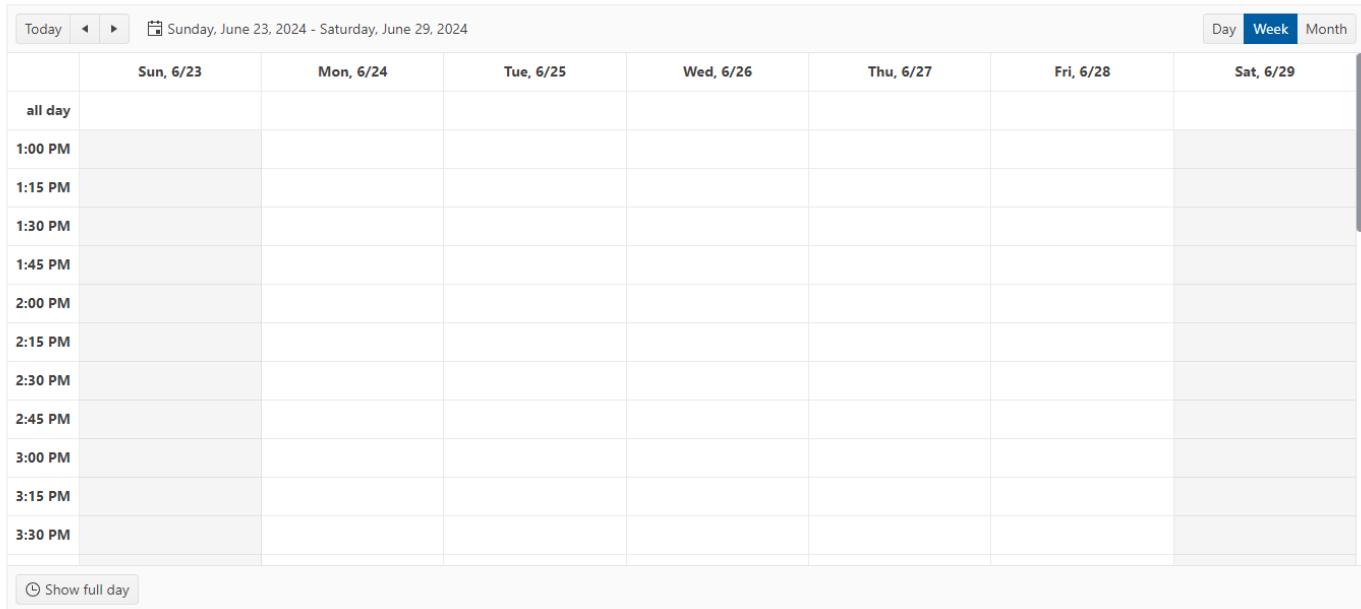
The screenshot shows the GSA Fleet Marshalling page. At the top, there is a navigation bar with the GSA Fleet logo, a user icon, and a menu icon. Below the navigation bar, there is a breadcrumb trail: Home > Marshalling. A sub-navigation bar shows a 'HALCORE GROUP, INC.' icon and the text 'Marshalling'. Below this, there are two main tiles: 'Appointment Scheduling' (with a calendar icon) and 'Marshalling Management' (with a person icon). At the bottom of the page, there is a footer with a 'Return to top' link and contact information: 'GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m.-7:00 p.m. ET, Monday-Friday' and an email address 'fleet.helpdesk@gsa.gov'.

Step 2. The appointment scheduler will display a calendar with all of the appointments.

Appointment Scheduling

This calendar shows appointments at your Marshalling location:

[View Listing](#) [+ Create Appt Invite](#)



The screenshot shows a weekly calendar for the period from Sunday, June 23, 2024, to Saturday, June 29, 2024. The calendar grid has columns for Sunday, June 23, through Saturday, June 29. The rows represent time intervals from 1:00 PM to 3:30 PM. The 'Day' tab is selected at the top right. At the bottom left, there is a 'Show full day' button. The calendar is currently empty, with no appointments listed.

Marshalling User Guide

Step 3. If you would like to block off time on the calendar so that no appointments can be scheduled, double click on the time you would like to block off. A pop up box will appear for you to adjust the time and date you would like to block. When you have adjusted the fields, select *Mark as Unavailable*.

10/17/2023 at 10:45 AM - 11:00 AM

Schedule Appointment

Book-off time slot

Date

10/17/2023

Time From * Time To *

10:45 AM 11:00 AM

Mark as unavailable

If there is an appointment that is scheduled within the time you are blocking off, you will need to cancel or reschedule the appointment before marking that time as unavailable.

X

10/17/2023 at 01:15 PM - 01:45 PM

Schedule Appointment

Book-off time slot

Date

10/17/2023

You cannot block off a time period that contains a scheduled appointment.

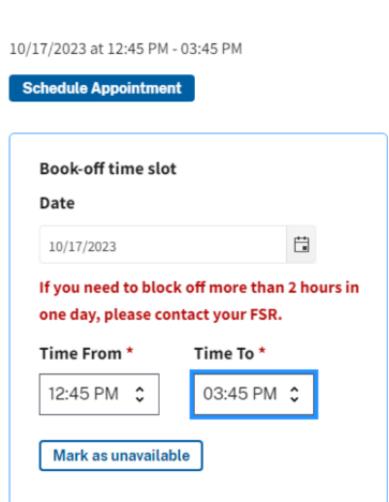
Time From * Time To *

01:15 PM 01:45 PM

Mark as unavailable

Marshalling User Guide

You may only block off 2 hours maximum per day.



10/17/2023 at 12:45 PM - 03:45 PM

Schedule Appointment

Book-off time slot

Date: 10/17/2023

If you need to block off more than 2 hours in one day, please contact your FSR.

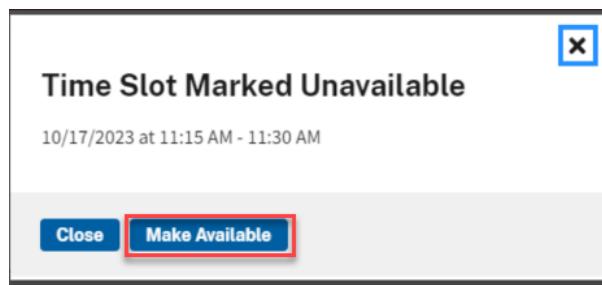
Time From *: 12:45 PM

Time To *: 03:45 PM

Mark as unavailable

Note: The time frames that are available are set based on your primary operating hours negotiated with the COR/FSR. To adjust the time frame that you are available for appointments, please reach out to your COR/FSR.

Step 4. If you would like to make a time slot available again, double click on the blocked period and select *Make Available*.



Marshalling User Guide

View Appointment Details

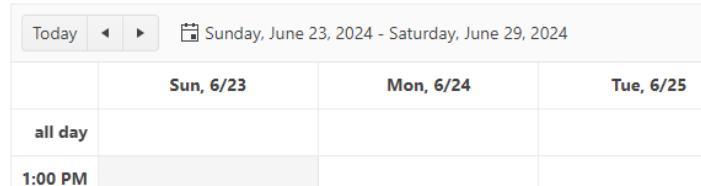
Step 1. Select the *View Listing* button. This will display the appointments for your marshalling facility.

[Home](#) > [Marshalling](#) > Appointment Scheduling

Appointment Scheduling

This calendar shows appointments at your Marshalling location:

[View Listing](#) [+ Create Appt Invite](#)



The statuses marked:

Completed are appointments that have happened and been completed.

Unscheduled are appointments that the customer has not scheduled yet.

Scheduled are appointments that have been scheduled.

[Home](#) > [Marshalling](#) > Appointment Scheduling

Appointment Scheduling

[View Calendar](#) [+ Create Appt Invite](#)

[▼ Hide filters](#)

FILTERS	App Date	Appt Status	Old Plate	New Plate	Available for Appt	Marshalling Site	Actions
0 filters applied -	>	UN SCHEDULED	G414616Y		06/21/2024	HALCORE GROUP, INC.	...
No filters applied							
Plate +	>	UN SCHEDULED	G103531X		06/19/2024	HALCORE GROUP, INC.	...
VIN +	> 05/02/2024	COMPLETED		G414616Y	05/03/2024	HALCORE GROUP, INC.	...
Fleet Management Center +	> 06/19/2024	COMPLETED		G421810F	05/03/2024	HALCORE GROUP, INC.	...
Appointment Date +	>	COMPLETED		G421810F	05/02/2024	HALCORE GROUP, INC.	...
Appointment Status +	>	UN SCHEDULED		0210092	05/02/2024	HALCORE GROUP, INC.	...
Missed Appointments +	>	COMPLETED					
Calendar Days Available for Appointment +	>	UN SCHEDULED					
Appointment Type +	>	COMPLETED		G421810F	05/02/2024	HALCORE GROUP, INC.	...

Marshalling User Guide

Step 2. The carrot icon on the left side will display the appointment details and the contact information for the customer

[Home](#) > [Marshalling](#) > Appointment Scheduling

Appointment Scheduling

[View Calendar](#)
[+ Create Appt Invite](#)

▼ Hide filters

FILTERS

0 filters applied	
No filters applied	
Plate	+
VIN	+
Fleet Management Center	+
Appointment Date	+
Appointment Status	+
Missed Appointments	+
Calendar Days Available for Appointment	+
Appointment Type	+

APPOINTMENT DETAILS	CONTACT
Appt Time	Driver Name
Appt Type	Vehicle Drop-off
Appt Missed	Driver Phone
Total reminder emails sent	Agency
Date of last reminder email	General Services Administration
06/22/2024	Customer POC
	roueSnTHzsbtPk
	FMC
	FAYETTEVILLE FMC
	FSR
	Jesse Griffith

>	● UNSCHEDULED	G103531X	06/19/2024	HALCORE GROUP, INC.	...	
>	05/02/2024	● COMPLETED	G414616Y	05/03/2024	HALCORE GROUP, INC.	...

Step 3. In the actions column, you can schedule, unschedule, and edit appointments. You can also send a reminder email to customers to remind them to schedule their appointment. If the appointment has been completed, you will be able to view the appointment details.

[View Calendar](#)
[+ Create Appt Invite](#)

▼ Hide filters

FILTERS

0 filters applied	
No filters applied	
Plate	+

>	● UNSCHEDULED	G414616Y	06/21/2024	HALCORE GROUP, INC.	...
>	● UNSCHEDULED	G103531X	06/19/2024	HALCORE GROUP, INC.	...

Schedule
 Send Reminder Email

Marshalling User Guide

Scheduling an Appointment

Step 1. Select *View Listing*.

Step 2. Select the appointment with an *Unscheduled* status .

Step 3. In the Actions column, select the 3 dots icon to open the actions menu. Select *Schedule* to open the appointment details page.

[Home](#) > [Marshalling](#) > [Appointment Scheduling](#) > [Vehicle Turn In](#)

Vehicle Turn In

HALCORE GROUP, INC.

● UNSCHEDULED

Vehicle Available Date: 06/20/2024
Select an appointment time within 8 days from the vehicle available date.

Appointment Date *

06/26/2024



Time *

4:00 AM



Driver first name *

test

Driver last name *

test

Email *

test@test.com

Phone Number *

+1

(232) 323-4244

Extension

Comments

Step 4. Fill out the required information indicated by the red asterisk and add any additional comments (optional).

You will also be able to view the vehicle information. If any information listed seems incorrect, please feel free to contact your FSR.

Marshalling User Guide

Step 5. Select Schedule Appointment.



CUSTOMER ORGANIZATION
Department of the Navy
Department of the Navy

Organization Fleet Manager POC
Name: davbchikatS fl
Phone: +307-702-6209
Email: stephen.short@usmc.mil

MARSHALLING SITE
HALCORE GROUP, INC.
1230 test st
GROVE CITY, Md 18455

Marshalling Site POC
Name: Vendor test
Phone: +111-222-3344

Schedule Appointment

[Return to top](#)

Rescheduling or Edit an Appointment

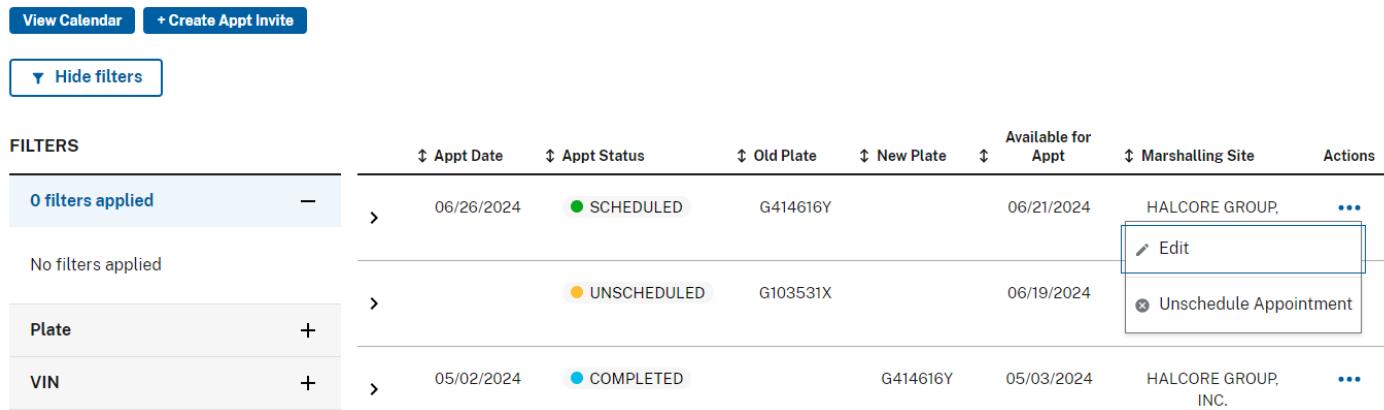
Step 1. Select View Listing.

Step 2. Select the appointment that you would like to change.

Step 3. In the *Actions* column, select the 3 dots icon to open the actions menu. Select *Edit* to open the appointment details page.

[Home](#) > [Marshalling](#) > Appointment Scheduling

Appointment Scheduling



View Calendar **+ Create Appt Invite**

Hide filters

FILTERS

0 filters applied	+	Appt Date	Appt Status	Old Plate	New Plate	Available for Appt	Marshalling Site	Actions
No filters applied		06/26/2024	SCHEDULED	G414616Y		06/21/2024	HALCORE GROUP, INC.	...
Plate	+		UNSCHEDED	G103531X		06/19/2024		Edit
VIN	+	05/02/2024	COMPLETED	G414616Y		05/03/2024	HALCORE GROUP, INC.	...

Marshalling User Guide

Step 4. Fill out the information that you would like to change.

You will also be able to view the vehicle information. If any information listed seems incorrect, please feel free to contact your FSR.

Step 5. Select Save Changes.

OLD VEHICLE	NEW VEHICLE
Old Vehicle Plate:	New Vehicle Plate:
Old Vehicle VIN:	New Vehicle VIN:
Year:	Year:
Make/Model:	Make/Model:
CUSTOMER ORGANIZATION	
Department of the Navy	HALCORE GROUP, INC.
Department of the Navy	1230 test st
	GROVE CITY, Md 18455
Organization Fleet Manager POC	
Name: davbchkatS fl	Marshalling Site POC
Phone: + 307-702-6209	Name: Vendor test
Email: stephen.short@usmc.mil	Phone: +1 111-222-3344

[Keep existing appointment](#) [Save Changes](#)

A banner will appear at the top of your screen to indicate that your appointment has been created successfully.

If an appointment is adjusted an email will be sent out to the customer and FSR to alert them of a change.

[Home](#) > [Marshalling](#) > [Appointment Scheduling](#) > Vehicle Pick up

✓ HALCORE GROUP, INC.

Appointment scheduled
Monday, June 10th at 10:30 AM - 10:45 AM EDT
Vehicle Pick up - HALCORE GROUP, INC.

[Edit](#)

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Vehicle Pick up

HALCORE GROUP, INC.

● SCHEDULED

Monday, June 10th at 10:30 AM - 10:45 AM EDT