



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.

Marshalling User Guide


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**

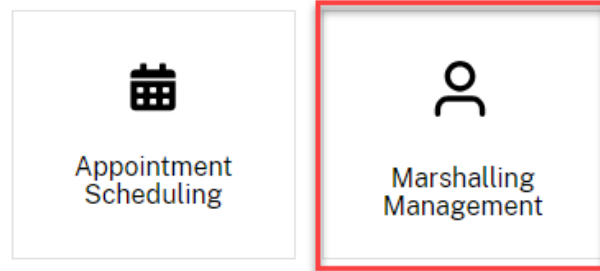
- Open the Microsoft Edge App. If you do not have the app, you may need to download it from the Google Play Store.
- In the search bar, type “**gsafleet.gov**”
- At the top right hand side of the screen, select the three dots icon.
- Select “**Add to Start Page**”
- Give the Shortcut a nickname (Optional)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

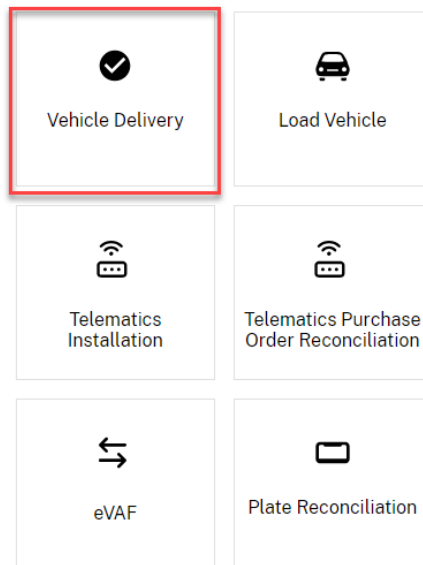


[↑ Return to top](#)

Step 2. Select the *Vehicle Delivery* tile.

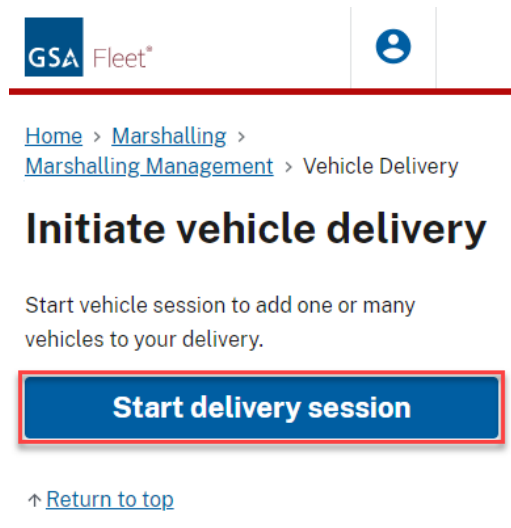
[Home](#) > [Marshalling](#) >
[Marshalling Management](#)

Marshalling Management



Marshalling User Guide

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



GSA Fleet

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

Initiate vehicle delivery

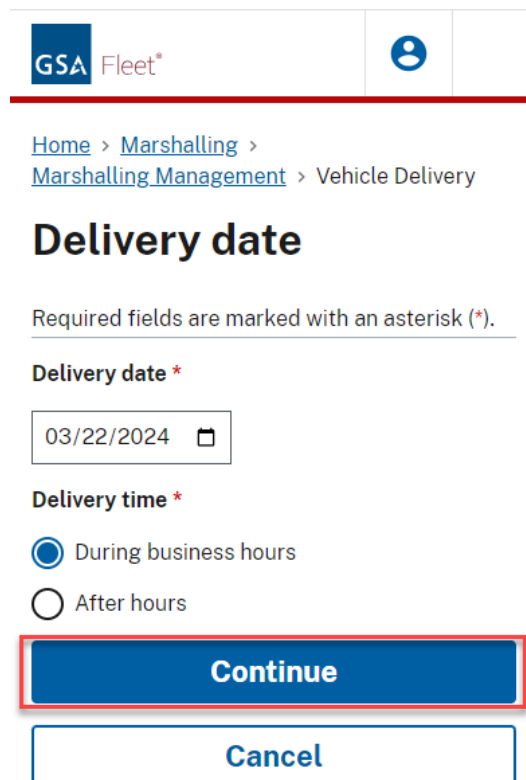
Start vehicle session to add one or many vehicles to your delivery.

Start delivery session

[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.




GSA Fleet

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

Delivery date

Required fields are marked with an asterisk (*).

Delivery date *

03/22/2024 

Delivery time *

☒ During business hours

☐ After hours

Continue

Cancel

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).

The screenshot shows the GSA Fleet web application interface. At the top, there's a header with the GSA Fleet logo and navigation icons. Below the header, a breadcrumb trail reads: Home > Marshalling > Marshalling Management > Vehicle Delivery. The user is logged in as HALCORE GROUP, INC. The main heading is 'Find vehicle'. Below this, a message states: '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'. There are two main buttons: 'Scan VIN' (with a camera icon) and 'Search by'. Under 'Search by', there are two radio buttons: 'Order number' (selected) and 'VIN'. Below these is a search input field with a magnifying glass icon. At the bottom of the main content area, there are two buttons: 'Complete delivery session' and 'Cancel this delivery session'. A 'Return to top' link is also present. The footer contains contact information for GSA Fleet Technical Support and an email address: fleet.helodesk@gsa.gov.

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.

GSA Fleet

Home > Marshalling > Marshalling Management > Vehicle Delivery

✓ HALCORE GROUP, INC.

Find vehicle

✓ 2023 SUBARU Impreza (null)
VIN: 4S3GKAB65P3605026
was successfully added to this delivery session.

Scan or enter the VIN or order number to see available vehicles. Complete delivery session when you have added all vehicles.

Delivery session summary
1 Total vehicles

Vehicles scanned in this session +

Scan VIN

Search by
☒ Order number ☐ VIN

Complete delivery session

Cancel this delivery session

[↑ Return to top](#)

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*.

GSA Fleet

Home > Marshalling > Marshalling Management > Vehicle Delivery

✓ HALCORE GROUP, INC.

Review vehicle delivery session

Delivery session summary
1 Total vehicles

✓ Vehicles without Damage in Transit

2023 SUBARU Impreza
(null)
VIN: 4S3GKAB65P3605026

Complete vehicle delivery

Remove a vehicle

Add a vehicle

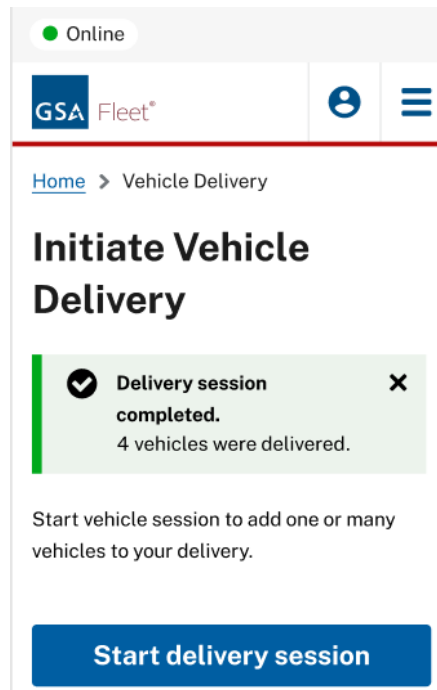
Cancel this delivery session

[↑ 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

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.”



Marshalling User Guide

Find Vehicle by Order Number

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

HALCORE GROUP, INC.

Find vehicle

Scan or enter the VIN or order number to see available vehicles. Complete delivery session when you have added all vehicles.

Delivery session summary
0 Total vehicles

Scan VIN

Search by
☒ Order number ☐ VIN

ZZXS1

Available vehicles in this order

Manually enter the VIN then select the vehicle.

2025 FORD Ford (TANGIER ORANGE)

VIN *

Scan or type

Select this vehicle

Vehicle not found?

Complete delivery session

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.

HALCORE GROUP, INC.

Find vehicle

Scan or enter the VIN or order number to see available vehicles. Complete delivery session when you have added all vehicles.

Delivery session summary
0 Total vehicles

Scan VIN

Search by
☒ Order number ☐ VIN

ZZXS1

Available vehicles in this order

Manually enter the VIN then select the vehicle.

2025 FORD Ford (TANGIER ORANGE)

VIN *

Scan or type

20

Reenter VIN *

Select this vehicle

Vehicle not found?

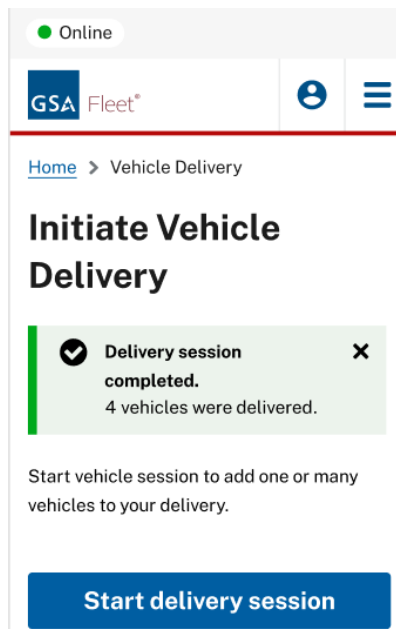
Complete delivery session

Marshalling User Guide

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*.

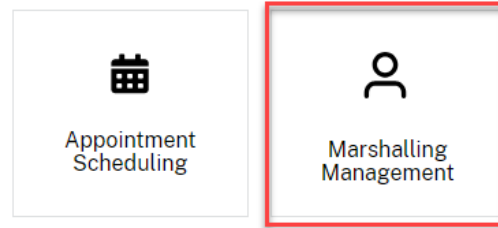
Note: When signing the Bill of Lading, remember to report any damage in transit with the appropriate damage codes. If the vehicle could not be inspected, write "Subject to Inspection (STI)". If the vehicle is inoperable, write "Not Driveable."

Loading a Leased Vehicle

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

[Home](#) > Marshalling

Marshalling

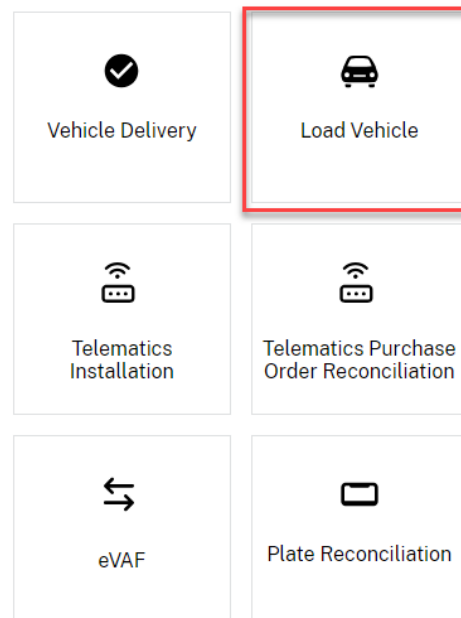


[Return to top](#)

Step 2. Select the *Load Vehicle* tile.

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

Marshalling Management



Marshalling User Guide

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 *

1FTPX12V57FB00613

[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.

GSA Fleet

Home > Marshalling > Marshalling Management > Load Vehicle

HALCORE GROUP, INC.

Load vehicle

[Help](#)

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

-Select- -Select-

Save

Marshalling User Guide

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

The screenshot shows the 'Load vehicle' form in the GSA Fleet system. The 'Vehicle' tab is selected. The form contains several required fields marked with a red asterisk (*):

- Engine displacement:** A text input field.
- Transmission:** A dropdown menu with '-Select-' as the current selection.
- Are there oil life sensors?** Radio buttons for 'Yes' and 'No'.
- Fuel type:** A dropdown menu with 'Ethanol/Unleaded gasoline (E85) Flexible Fuel' as the current selection.
- Fuel capacity:** A text input field.
- GVWR:** A text input field.
- Comments:** A large text area with a note '1000 characters allowed'.
- Vehicle photos:** A section with five photo upload buttons labeled 'Front Left', 'Front Right', 'Rear Left', 'Rear Right', and 'Vehicle Data Plate'.

Other fields include 'Acquisition (ACQ) mileage', 'Vehicle color', 'Tire size', and 'Cylinders', all with dropdown menus. A 'Save' button is at the bottom right.

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

The screenshot shows the 'Load vehicle' form in the GSA Fleet system, with the 'Equipment' tab selected. The form contains several required fields marked with a red asterisk (*):

- Number of keys:** A dropdown menu with '-Select-' as the current selection.
- Do these key(s) have a barcode to enter?** Radio buttons for 'Yes' and 'No'.

A 'Save' button is at the bottom.

Marshalling User Guide

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.

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

HALCORE GROUP, INC.

Load vehicle

[Help](#)

Please complete all required fields before loading vehicle.
Errors: Equipment Tab

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

Cancel

Load Vehicle

Plates

Vehicle

Equipment

Telematics

Required fields are marked with an asterisk (*).

Install telematics device

This vehicle does not require telematics device installation.

Save

[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

Install

Cancel

Marshalling User Guide

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 displays the GSA Fleet web application interface. At the top, a status bar shows 'Online' with a green dot. Below this is the GSA Fleet logo and navigation icons for user profile and menu. A breadcrumb trail indicates 'Home > Load Vehicle'. The main heading is 'Load Vehicle'. A green success banner with a checkmark icon states: 'Vehicle was loaded: 2022 Honda Accord (Black) VIN: 1GDJC34N4PE543007 Plate: G91-67880'. Below the banner, a message reads: 'Please scan or enter the VIN to load a vehicle.' There is a blue button labeled 'Scan VIN' with a camera icon. At the bottom, there is a 'Search by VIN' section with a text input field and a search button.

Online

GSA Fleet

Home > Load Vehicle

Load Vehicle

✓ **Vehicle was loaded:** ✕
2022 Honda Accord
(Black) VIN:
1GDJC34N4PE543007
Plate: G91-67880

Please scan or enter the VIN to load a vehicle.

📷 Scan VIN

Search by VIN

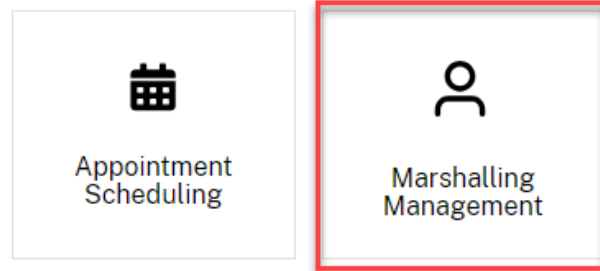
🔍

Telematics Installation

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

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

Marshalling

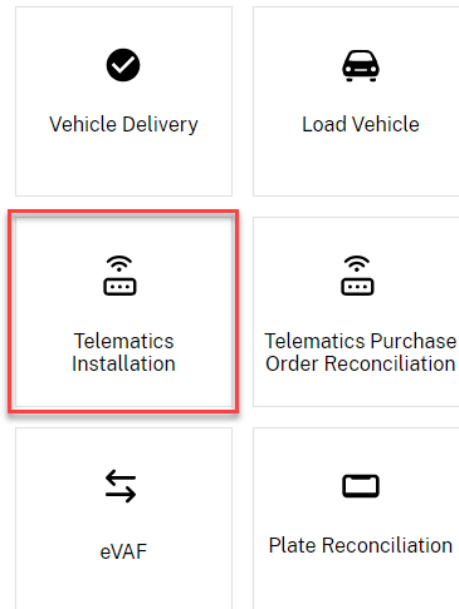


[↑ Return to top](#)

Step 2. Select the *Telematics Installation* tile.


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



Marshalling Management




Marshalling User Guide

Step 3. Scan or type the VIN.

 GSA Fleet*

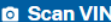


[Home](#) > [Marshalling](#) > [Marshalling Management](#) > Telematics Installa...


 HALCORE GROUP, INC.

Telematics Installation

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

 Scan VIN

Search by VIN *






Cancel

[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.

 GSA Fleet*



[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

Install

Cancel

Marshalling User Guide

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:

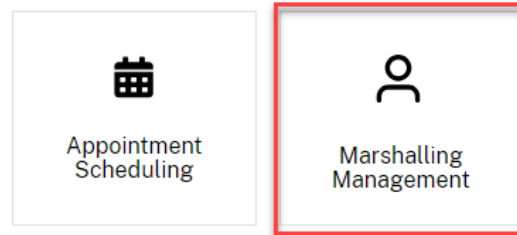
Issue	Symptom	Possible Cause	Troubleshooting
Installation or Power Issues	Device falls out of port or device moves after installation	Device not fully inserted or not properly secured with zip tie	Reinstall the device and properly secure with zip ties
Installation or Power Issues	No LEDs are on	No power 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

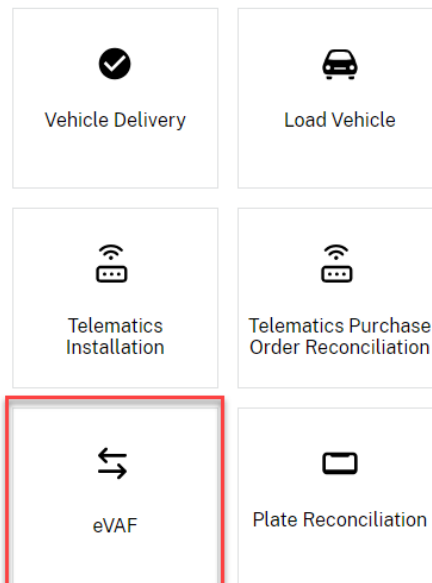


[↑ Return to top](#)

Step 2. Select the eVAF tile.

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

Marshalling Management



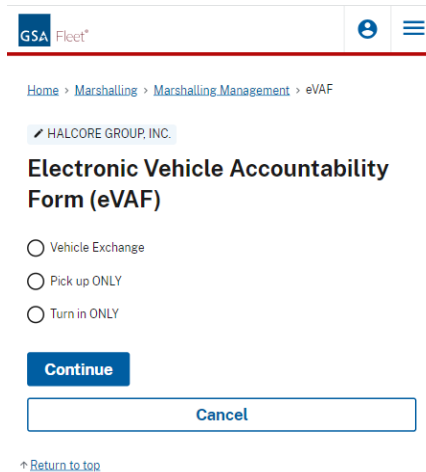
Marshalling User Guide

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)

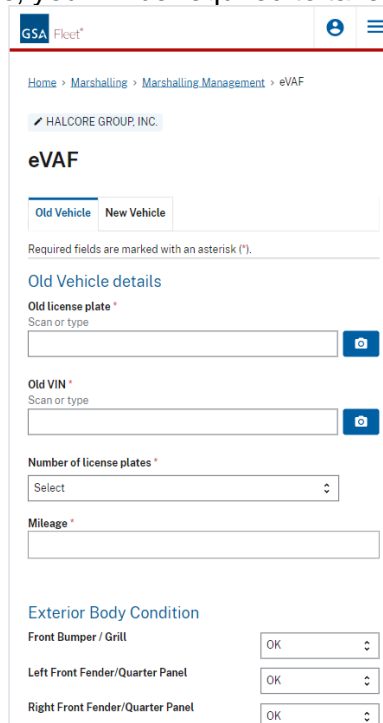


The screenshot shows the GSA Fleet* header and a breadcrumb trail: Home > Marshalling > Marshalling Management > eVAF. Below this, it says '✓ HALCORE GROUP, INC.' and 'Electronic Vehicle Accountability Form (eVAF)'. There are three radio button options: 'Vehicle Exchange', 'Pick up ONLY', and 'Turn in ONLY'. At the bottom, there are 'Continue' and 'Cancel' buttons, and 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 'eVAF' form with the 'Old Vehicle' tab selected. It includes a note: 'Required fields are marked with an asterisk (*)'. The 'Old Vehicle details' section has fields for 'Old license plate *' and 'Old VIN *', both with 'Scan or type' labels and camera icons. Below these is a 'Number of license plates *' dropdown menu and a 'Mileage *' text field. The 'Exterior Body Condition' section has three rows: 'Front Bumper / Grill', 'Left Front Fender/Quarter Panel', and 'Right Front Fender/Quarter Panel', each with an 'OK' dropdown menu.

Marshalling User Guide

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 application interface. At the top, the GSA Fleet logo is on the left, and user profile and menu icons are on the right. Below the header, a breadcrumb trail reads: Home > Marshalling > Marshalling Management > eVAF. A company selection dropdown shows 'HALCORE GROUP, INC.' with a checkmark. The main heading is 'eVAF'. Below this is an orange error banner with a warning icon and the text: 'Please complete all required fields. Errors: Old Vehicle Tab'. There are two tabs: 'Old Vehicle' and 'New Vehicle', with 'New Vehicle' being the active tab. A note states: 'Required fields are marked with an asterisk (*)'. The section 'New Vehicle details' contains three required fields: 'New license plate *' with a 'Scan or type' label and a camera icon; 'New VIN *' with a 'Scan or type' label and a camera icon; and 'Mileage *'. At the bottom, the 'Photo of Damage' section includes the instruction 'Take of photo of any vehicle damage. Max 10 photos' and a 'Take photo' button with a camera icon.

GSA Fleet

Home > Marshalling > Marshalling Management > eVAF

✓ HALCORE GROUP, INC.

eVAF

ⓘ Please complete all required fields.
Errors: Old Vehicle Tab

Old Vehicle **New Vehicle**

Required fields are marked with an asterisk (*).

New Vehicle details

New license plate *
Scan or type

New VIN *
Scan or type

Mileage *

Photo of Damage
Take of photo of any vehicle damage. Max 10 photos

Take photo

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

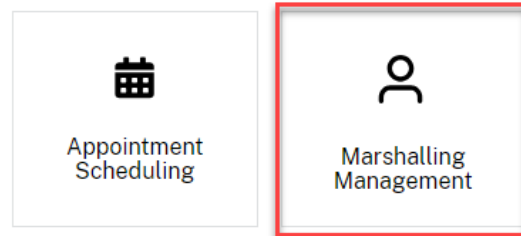
[↑ Return to top](#)

License Plate Reconciliation

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

[Home](#) > Marshalling

Marshalling

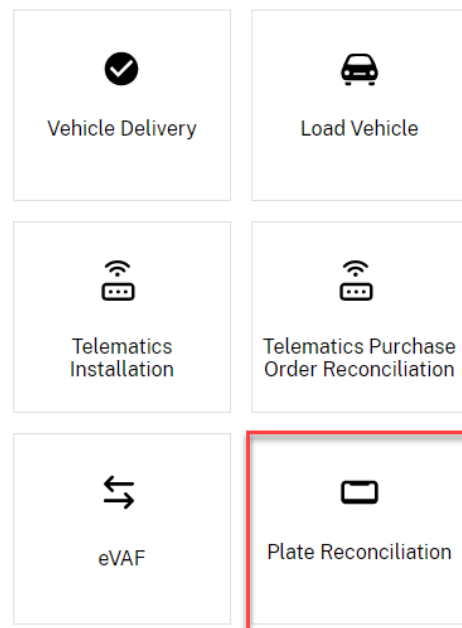


[↑ Return to top](#)

Step 2. Select the *Plate Reconciliation* tile

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

Marshalling Management

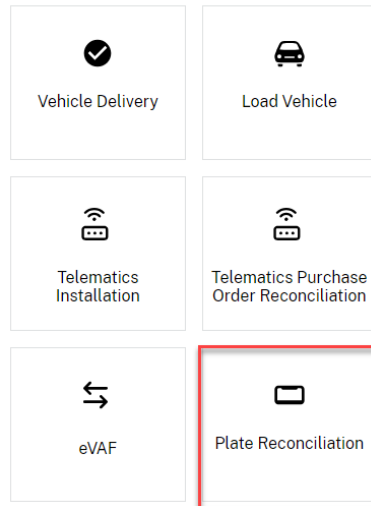


Marshalling User Guide

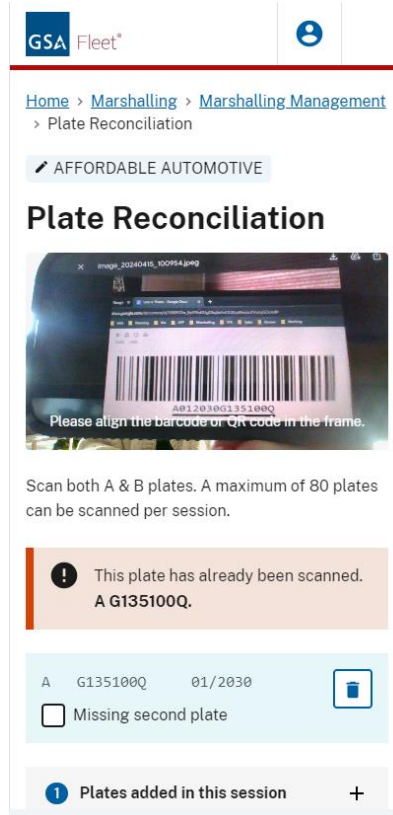
Step 3. A pop up box will appear prompting you to give permission to access the camera. Select “Allow”. After allowing camera access, the plate scanning tool will automatically open.

[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.

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

Reconcile plates

3 Plates added in this session

A	G135100Q	01/2030	
• Missing second plate			
A/B	G135104Q	01/2030	

Cancel

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

Missing second license plate?

Please confirm that there is no second license plate to complete this set. Contact your FSR if you are missing a license plate.

Missing second plate

[Cancel](#)

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

GSA Fleet*

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

AFFORDABLE AUTOMOTIVE

Plate Reconciliation

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

☐ 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.

GSA Fleet*

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

AFFORDABLE AUTOMOTIVE

Plate Reconciliation

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

Cancel

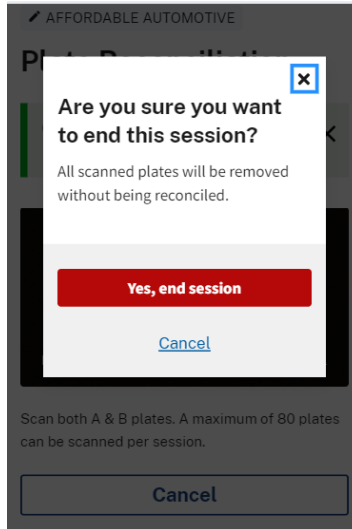
[Return to top](#)

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.

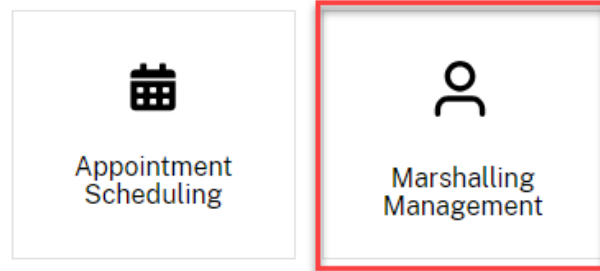


License Plate Pending Destruction

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

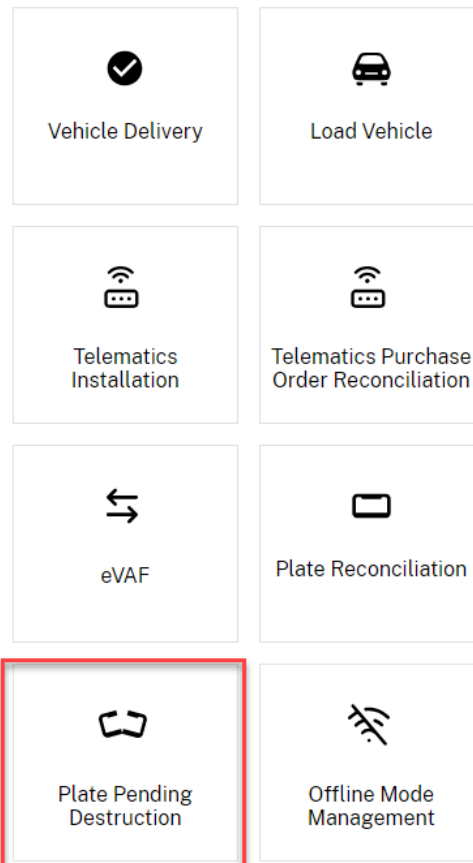
[Home](#) > Marshalling

Marshalling




[↑ Return to top](#)

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




Marshalling User Guide

Step 3. Scan or manually type in plates



Fleet*



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

> Pending Destruction



 AFFORDABLE AUTOMOTIVE

Plate Pending Destruction

☒ Scan plate

☐ Manual Entry



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



 Fleet[®]



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


 AFFORDABLE AUTOMOTIVE

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.

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

AFFORDABLE AUTOMOTIVE

Plate Pending Destruction

☒ Scan plate
 ☐ Manual Entry

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.

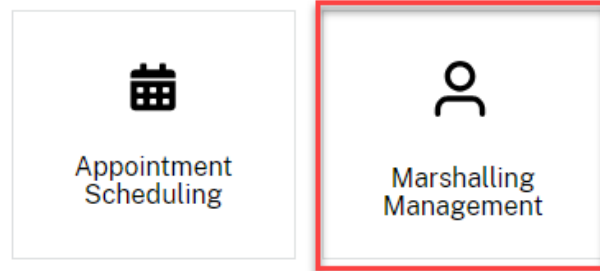
The screenshot displays the GSA Fleet web application interface. At the top, the GSA Fleet logo is on the left, and a user profile icon is on the right. Below the header, a breadcrumb trail reads: [Home](#) > [Marshalling](#) > [Marshalling Management](#) > Pending Destruction. A blue button labeled 'AFFORDABLE AUTOMOTIVE' is visible. The main heading is 'Plate Pending Destruction'. A green success banner with a checkmark icon states: 'All plates were successfully submitted for Pending Destruction.' Below this, there are two radio buttons: 'Scan plate' (which is selected) and 'Manual Entry'. A large black rectangular area with the text 'Please align the barcode or QR code in the frame.' is shown. Below this area, a note states: 'Scan both A & B plates. A maximum of 80 plates can be scanned per session.' At the bottom of the main content area is a blue 'Cancel' button. A link at the very bottom reads '↑ [Return to top](#)'.

Offline Mode Management

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

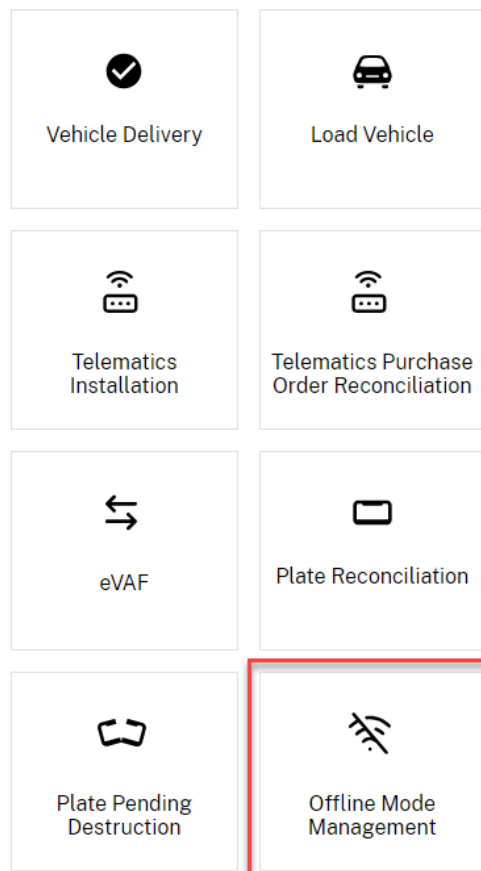
[Home](#) > Marshalling

Marshalling



[↑ Return to top](#)

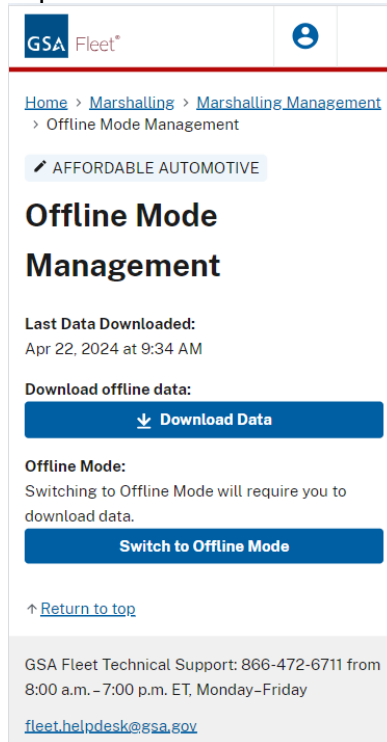
Step 2. Select the *Offline Mode Management* tile.



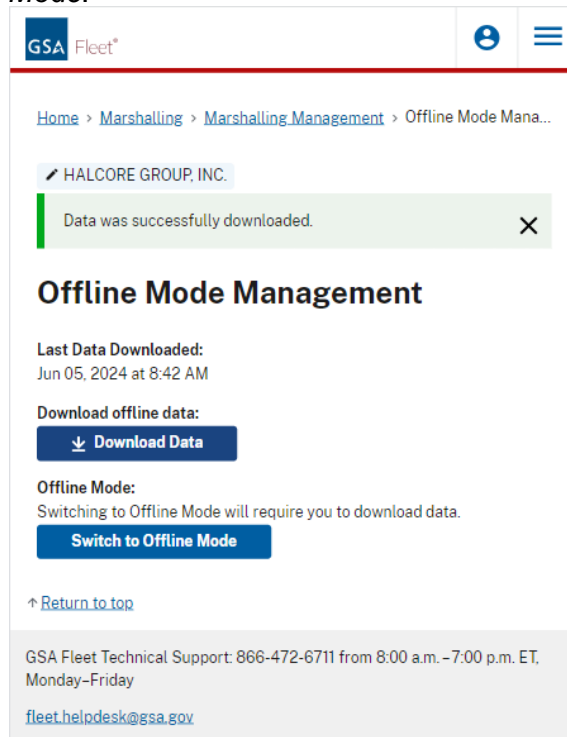
Marshalling User Guide

Step 3. Select *Download Data*.

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



Step 4. Select *Switch to Offline Mode*.



Marshalling User Guide

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

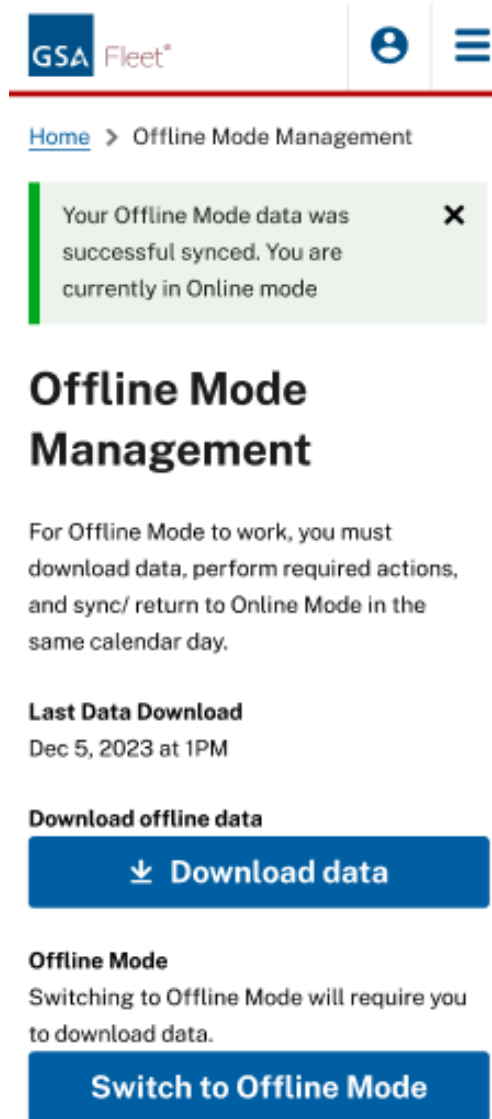
The screenshot shows the GSA Fleet website in Offline Mode. The breadcrumb trail is Home > Marshalling > Marshalling Management. The user is logged in as HALCORE GROUP, INC. The page title is "Marshalling Management". Below the title, there is a filter section with "Zone" set to "Zone 1" and "Marshalling Location" set to "HALCORE GROUP, INC.". The "Selected" location is also "HALCORE GROUP, INC.". There are four main action buttons: "Vehicle Delivery" (with a checkmark icon), "Load Vehicle" (with a truck icon), "e/AF" (with a double-headed arrow icon), and "Offline Mode Management" (with a signal icon). A "Return to top" link is at the bottom. The footer contains GSA Fleet Technical Support contact information: 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*.

The screenshot shows the GSA Fleet website in Offline Mode, specifically the "Offline Mode Management" page. The breadcrumb trail is Home > Marshalling > Marshalling Management > Offline Mode Mana... The user is logged in as HALCORE GROUP, INC. The page title is "Offline Mode Management". Below the title, it shows "Last Data Downloaded: Jun 05, 2024 at 8:42 AM". There is a "Download offline data:" section with a "Download Data" button. Below that, it says "Offline Mode: Switching to Offline Mode will require you to download data." and a prominent "Return to Online Mode" button is highlighted with a blue border. A "Return to top" link is at the bottom. The footer contains GSA Fleet Technical Support contact information: 866-472-6711 from 8:00 a.m. – 7:00 p.m. ET, Monday-Friday, and the email 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 application interface. At the top, there is a header with the GSA Fleet logo, a user profile icon, and a menu icon. Below the header, a breadcrumb trail shows 'Home > Offline Mode Management'. A green notification banner states: 'Your Offline Mode data was successful synced. You are currently in Online mode'. The main heading is 'Offline Mode Management'. Below this, a paragraph explains: 'For Offline Mode to work, you must download data, perform required actions, and sync/ return to Online Mode in the same calendar day.' Under the heading 'Last Data Download', the date and time 'Dec 5, 2023 at 1PM' are displayed. There are two main action buttons: 'Download offline data' with a download icon, and 'Switch to Offline Mode'.

GSA Fleet

[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

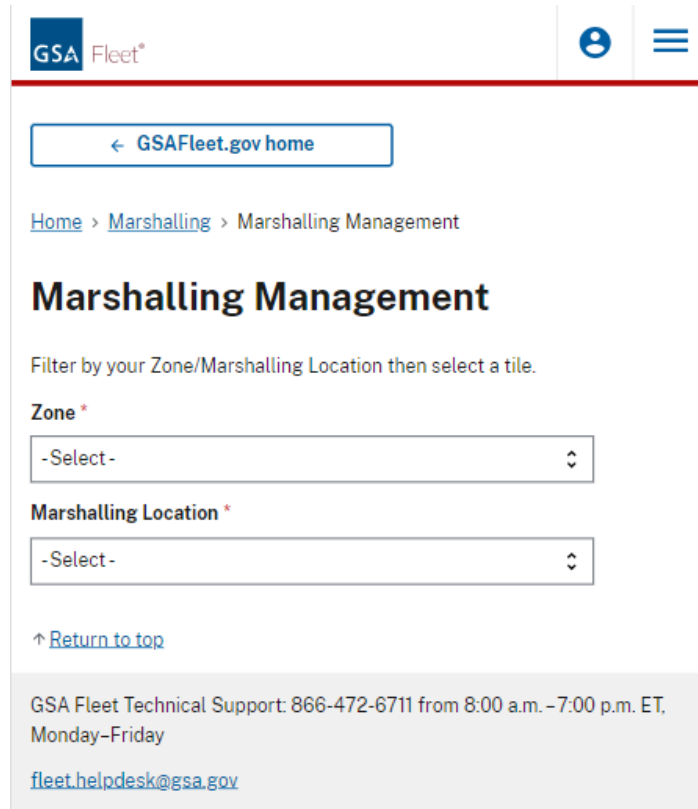
Offline Mode
Switching to Offline Mode will require you to download data.

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 GSA Fleet Marshalling Management interface. At the top, there is a header with the GSA Fleet logo and user icons. Below the header, a navigation bar contains a button labeled "← GSAFleet.gov home". The main content area has a breadcrumb trail: "Home > Marshalling > Marshalling Management". The title "Marshalling Management" is prominently displayed. Below the title, a instruction reads: "Filter by your Zone/Marshalling Location then select a tile." There are two dropdown menus: "Zone *" and "Marshalling Location *", both currently showing "-Select -". A "Return to top" link is positioned below the dropdowns. At the bottom, a footer provides contact information for GSA Fleet Technical Support, including a phone number (866-472-6711), operating hours (8:00 a.m. – 7:00 p.m. ET, Monday–Friday), and an email address (fleet.helpdesk@gsa.gov).

GSA Fleet

← GSAFleet.gov home

Home > Marshalling > Marshalling Management

Marshalling Management

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

Zone *

-Select -

Marshalling Location *

-Select -

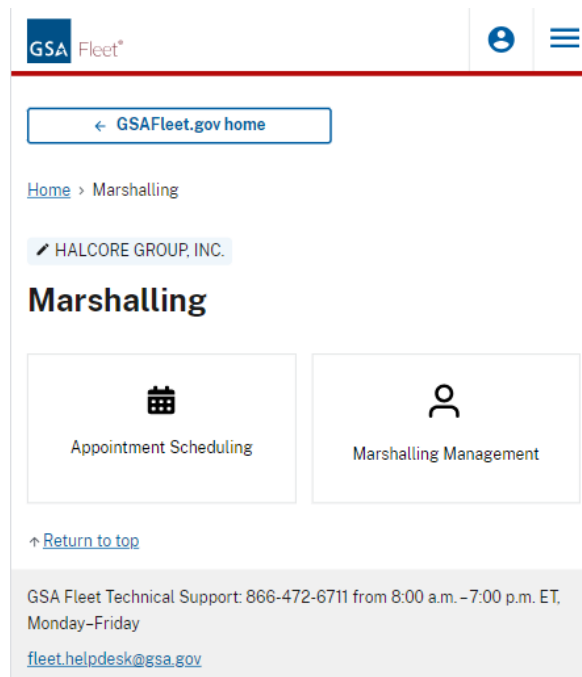
↑ [Return to top](#)

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

Blocking Off Time on the Calendar

Step 1. Select the Appointment Scheduler tile.



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](#)

Today	Sunday, June 23, 2024 - Saturday, June 29, 2024							Day	Week	Month
	Sun, 6/23	Mon, 6/24	Tue, 6/25	Wed, 6/26	Thu, 6/27	Fri, 6/28	Sat, 6/29			
all day										
1:00 PM										
1:15 PM										
1:30 PM										
1:45 PM										
2:00 PM										
2:15 PM										
2:30 PM										
2:45 PM										
3:00 PM										
3:15 PM										
3:30 PM										
Show full day										

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 * 10:45 AM **Time To *** 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.

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 * 01:15 PM **Time To *** 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*.

×

Time Slot Marked Unavailable

10/17/2023 at 11:15 AM - 11:30 AM

Close 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](#)

Today	◀	▶	📅 Sunday, June 23, 2024 - Saturday, June 29, 2024
	Sun, 6/23	Mon, 6/24	Tue, 6/25
all day			
1:00 PM			

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

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	+

Appt Date	Appt Status	Old Plate	New Plate	Available for Appt	Marshalling Site	Actions
	UNSCHEDULED	G414616Y		06/21/2024	HALCORE GROUP, INC.	...
APPOINTMENT DETAILS						
Appt Time			CONTACT			
Appt Type			Driver Name			
Appt Missed			Driver Phone			
Total reminder emails sent			Agency			
Date of last reminder email			Customer POC			
			FMC			
			FSR			
	UNSCHEDULED	G103531X		06/19/2024	HALCORE GROUP, INC.	...
	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.

FILTERS

0 filters applied

No filters applied

Plate	+
-------	---

Appt Date	Appt Status	Old Plate	New Plate	Available for Appt	Marshalling Site	Actions
	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 *
 

Time *
 

Driver first name *

Driver last name *

Email *

Phone Number *

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: davbchkatS 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		↕ Appt Date	↕ Appt Status	↕ Old Plate	↕ New Plate	↕ Available for Appt	↕ Marshalling Site	Actions
0 filters applied —		>	06/26/2024	● SCHEDULED	G414616Y	06/21/2024	HALCORE GROUP,	...
No filters applied		>		● UNSCHEDULED	G103531X	06/19/2024		...
Plate +		>	05/02/2024	● COMPLETED		05/03/2024	HALCORE GROUP, INC.	...
VIN +		>			G414616Y			

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

Old Vehicle Plate:
Old Vehicle VIN:
Year:
Make/Model:

NEW VEHICLE

New Vehicle Plate:
New Vehicle VIN:
Year:
Make/Model:

CUSTOMER ORGANIZATION

Department of the Navy
Department of the Navy

Organization Fleet Manager POC

Name: davbchkatS 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: +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](#)

[Unschedule Appointment](#)

Vehicle Pick up

HALCORE GROUP, INC.

● SCHEDULED

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