



# Reports

*GSAfleet.gov User Guide*

Updated November 2023

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## Introduction

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### 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.

### Creating an Account and Logging In

This [document](#) details how to create an account in GSAFleet.gov and how to log in.

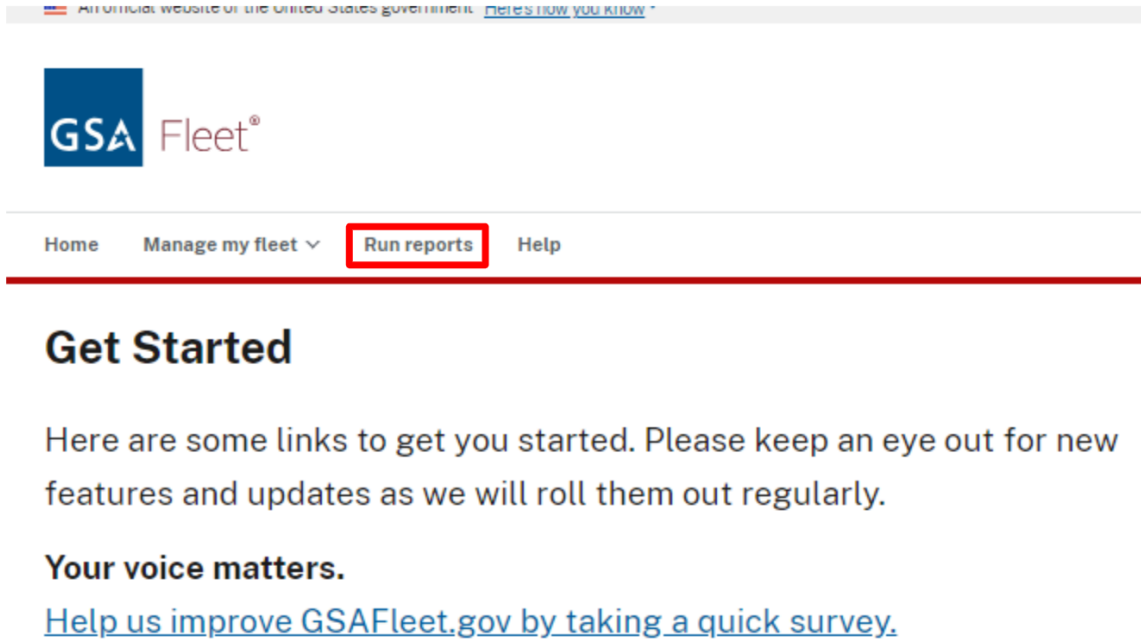
### Reports Overview

Whether you need to run a report for your entire Agency fleet or a single vehicle, “Run reports” is where GSAFleet.gov users can search for and extract vehicle data for fleet management needs. The table below lists which reports are currently available in GSAFleet.gov and outlines which type of data is available.

Report Name	Data Type Available	Schedulable?
FAST report	Agency Owned Vehicles	No
Vehicle repair order report	Agency Owned Vehicles	No
Vehicle Inventory Report	Agency Owned Vehicles	No
Vehicle fuel use report	Agency Owned and GSA Leased Vehicles	Yes
Agency incurred expense (AIE) report	GSA Leased Vehicles	Yes
CRASH (accident data)	GSA Leased Vehicles	Yes

## Download Vehicle Reports

**Step 1.** From the home screen, select *Run Reports* from the main menu bar at the top of the screen.



**Step 2.** Select between agency owned and GSA leased and the desired report type.

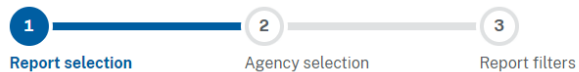
**Note:** As of right now, agency owned and leased reports must be run separately.

### Vehicle Report

Use this tool to export vehicle data to your desktop via an email from this system. You can also schedule reports.

For more information, please see the [Vehicle Inventory Management User Guide](#).

Required fields are marked with an asterisk (\*).



#### 1 of 3 Report selection

##### Vehicle ownership options \*

- Agency owned
- GSA leased

##### Choose from available reports \*

[Cancel vehicle report](#)

## Reports

**Step 3.** Complete the Agency/Vehicle Selection and report filters as listed. Then click *Export report to email*. Once clicked, a confirmation message will appear showing the export has been initiated and will be emailed to the user.

[Home](#) > [Vehicle Reports Manager](#) > Export Vehicle Reports

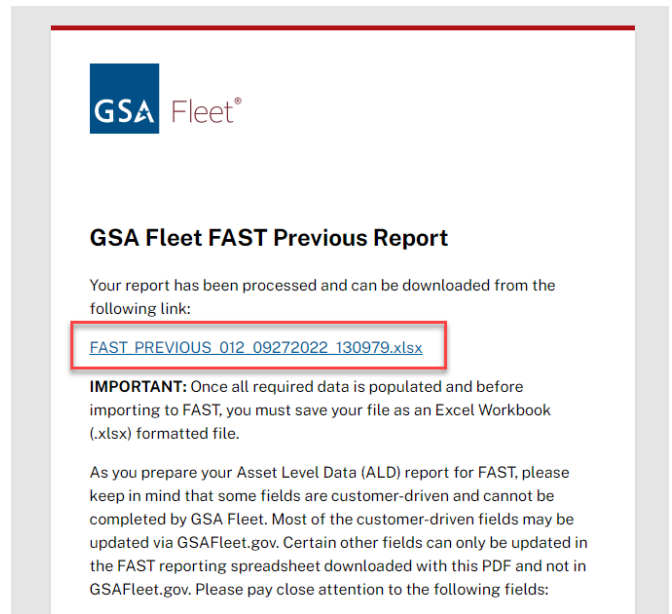
### ✔ Export Initiated

The report you've created is now being processed for export and will be emailed to you upon completion. Depending on the file size, this may take up to 15 minutes or more. If you experience technical difficulties exporting, please contact the GSA Fleet Technical Support team at [fleet.helpdesk@gsa.gov](mailto:fleet.helpdesk@gsa.gov) or [866-472-6711](tel:866-472-6711) from 8:00 a.m. - 7:00 p.m. ET, Monday-Friday.

**Step 4.** The user will receive an email from [do-not-reply@gsa.gov](mailto:do-not-reply@gsa.gov) with a download link to the report. The link is available for 7 days.

### Note:

- The downloaded spreadsheet contains an *Instructions* and a *Reference* sheet to help users quickly identify the appropriate responses for columns within the template.
- The title row (Row 1) of each spreadsheet template contains a note that defines the column description and also defines if that could should be updated.



# Bulk Update Vehicle Data

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**Step 1.** From the home page, navigate to the *Vehicle Reports Manager* page.

- License Plates**  
Track and manage the details and history of each license plate. Manage license plates that need to be reconciled, reported damaged, have gone missing, or need to be returned for destruction.
- Vehicle Reports Manager**  
Generate reports for FAST, vehicle inventory, expenses, fuel usage and repairs. You can also export a template that you can use to bulk update Customer Driven Data, expense data and mileage.
- Vehicle Expenses**  
View and track transactions from your fuel card provider as well as manually loaded expenses.

**Step 2.** From here, click *Export Template for bulk updates*.



[Home](#) > Vehicle Reports Manager

## Vehicle Reports Manager

### BULK UPDATES

This tool allows you to bulk update the vehicle data.

1. First export the template provided, complete all the required steps
2. Populate the template with vehicle data in your desktop
3. Import the template back to the system

-  **Export template for bulk updates**  
Download vehicle templates for Customer Driven Data (CDD), mileage and expense.
-  **Import template for bulk updates**  
Use the exported template to import and bulk update vehicle reports.

**Step 3.** Select the template type for the information to be updated. Vehicle data for the agency/bureau/office selected will be pre-populated on the template.

**Note:** Users also have the option to immediately download blank expense and mileage templates by clicking the hyperlinks at the top of the page.

[Home](#) > [Vehicle Reports Manager](#) > Export Template for Bulk Updates

## Export Template for Bulk Updates

This tool allows you to export vehicle template for bulk updates. Please complete all the required steps to export the template via an email or download a blank template to your desktop. Once you complete populating the template, please [import the template for bulk updates](#).

Required fields are marked with an asterisk (\*).

[Download blank expense template](#) ↓ [Download blank mileage template](#) ↓

Choose from available templates \*

-Select-	↕
-Select-	
Customer Driven Data (CDD) template	
Vehicle mileage history template	
Vehicle expenses template	

**Step 4.** Users will see a notification confirming that the template will be emailed. Once received, the email will contain a download link that is available for 7 days.

**NOTE:**

- All templates have an *Instructions and Reference* sheet to help users quickly identify the appropriate responses for columns within the template.
- The title row (Row 1) of each spreadsheet template contains a note that defines the column description and also defines if that could should be updated.

### Your template is ready for bulk update

#### Customer Driven Data (CDD)

The Customer Driven Data (CDD) template you requested via GSAFleet.gov is now available for download:

[CDD\\_09282022\\_120970.xlsx](#)

Please note: the link will expire in 7 days. If you cannot access this link, copy and paste the entire URL into your browser:  
[https://s3.amazonaws.com/afp-doc-store-stage/vms/report-export/\\_1b119bb3-b65c-4e16-8226-e258bd77cb73/CDD\\_09282022\\_120970.xlsx?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIA5WCN6OTJM5QE3FM%2F20220928%2Fus-east-1%2Fs3%2Faws4\\_request&X-Amz-Date=20220928T180319Z&X-Amz-Expires=604800&X-Amz-Signature=646d39219c567faa34c6336499414f39bf6fb5714e6125ddb8c40c7efdcd7540&X-Amz-SignedHeaders=host&response-content-type=application%2Fvnd.openxmlformats-officedocument.spreadsheetml.sheet](https://s3.amazonaws.com/afp-doc-store-stage/vms/report-export/_1b119bb3-b65c-4e16-8226-e258bd77cb73/CDD_09282022_120970.xlsx?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIA5WCN6OTJM5QE3FM%2F20220928%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Date=20220928T180319Z&X-Amz-Expires=604800&X-Amz-Signature=646d39219c567faa34c6336499414f39bf6fb5714e6125ddb8c40c7efdcd7540&X-Amz-SignedHeaders=host&response-content-type=application%2Fvnd.openxmlformats-officedocument.spreadsheetml.sheet)

#### INSTRUCTION

1. Download this file above and make all necessary updates to your data. There is a guide on sheet 1 to help with data validation and standards
2. When you are done updating your report, [upload your data](#) back by navigating to Bulk Import in Vehicle Reports Manager

If you have any difficulties, please try your export again or contact GSA Fleet Technical support at 866-472-6711 from 8:00 a.m. – 7:00 p.m. ET, Monday–Friday. Or email [fleet.helpdesk@gsa.gov](mailto:fleet.helpdesk@gsa.gov)

## Reports

**Step 5.** Users can bulk upload the updated data in GSAFleet.gov either by clicking the *Upload your data* hyperlink contained in the email or by clicking on the *Import template for bulk updates* box in the *Vehicle Reports Manager*.

### Vehicle Reports Manager

#### BULK UPDATES

This tool allows you to bulk update the vehicle data.

1. First export the template provided, complete all the required steps
2. Populate the template with vehicle data in your desktop
3. Import the template back to the system



#### Export Template for bulk updates

Download vehicle templates for Customer Driven Data (CDD), mileage and expense.



#### Import template for bulk updates

Use the exported template to import and bulk update vehicle reports.

**Step 6.** Select the template type and add the updated template file to the upload space.

### Import Template for Bulk Updates

If you would like to update multiple records at once, this tool allows you to bulk update the vehicle data. You must first [export the template](#) provided, complete all the required steps, and upload the template for bulk updates.

Required fields are marked with an asterisk (\*).

#### UPLOAD FILE

Please indicate which vehicle report you would like to update. You must use the template generated from [Export Template for Bulk Update](#).

Choose from available templates \*

Customer Driven Data

Supporting file \*

Accept .xlsx and .xls file below 30 MB

Selected file

Change file

CDD\_09282022\_130900.xlsx2F202209282Fs3%2Faws4\_request  
&X-Amz-Date=20220928T192601Z&X-Amz-Expires=604800&X-Amz-  
Signature=.xlsx

Delete

Save


[Go back to Vehicle Report Manager](#)



# Reports

**Step 7a.** A successful data upload update will result in a notification that the upload was processed.

[Home](#) > [Vehicle Reports Manager](#) > Import Template for Bulk Updates

 Your **Vehicle Mileage Data (MILEAGE)** has successfully been processed. x

### Import Template for Bulk Updates

If you would like to update multiple records at once, this tool allows you to bulk update the vehicle data. You must first [export the template](#) provided, complete all the required steps, and upload the template for bulk updates.

Required fields are marked with an asterisk (\*).

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**UPLOAD FILE**

Please indicate which vehicle report you would like to update. You must use the template generated from [Export Template for Bulk Update](#)

Choose from available templates \*

-Select-


Supporting file \*  
Accept .xlsx and .xls file below 30 MB

Drag file here or [choose from folder](#)

**Save**

**Step 7b.** An unsuccessful upload will result in a notification with a download link for an error report which will list all of the items that need to be corrected.

[Home](#) > [Vehicle Reports Manager](#) > Import Template for Bulk Updates

 **We found some issues with your data**

Out of 15 records, we were not able to process **12 records**. Download the error log to view the details. Once you address all the errors, please re-upload your report to validate the data.

[Download error log](#)

### Import Template for Bulk Updates

If you would like to update multiple records at once, this tool allows you to bulk update the vehicle data. You must first [export the template](#) provided, complete all the required steps, and upload the template for bulk updates.

Required fields are marked with an asterisk (\*).

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## Schedule a Report

**Note:** As of November 2023, report scheduling only functions for leased vehicle reports.

**Step 1.** Begin the process to download a report. When you select GSA Leased, an option will appear that asks if you would like to schedule the report. Select Yes.

**Note:** FAST Report can not be scheduled.

[Home](#) > [Vehicle Reports Manager](#) > Vehicle Report

### Vehicle Report

Use this tool to export vehicle data to your desktop via an email from this system. You can also schedule reports.

For more information, please see the [Vehicle Inventory Management User Guide](#).

Required fields are marked with an asterisk (\*).



#### 1 of 4 Report selection

**Vehicle ownership options \***

- Agency owned
- GSA leased

**Choose from available reports \***

CRASH report

**Would you like to save and schedule this report? \***

- No, run report now
- Yes

**Next** →

[Cancel vehicle report](#)

# Reports

**Step 2.** A new step will appear at the end of the stepper above, titled *Schedule a report*. Continue with the second and third steps for downloading the report, which will allow you to select your agency and filters for the report.

## Vehicle Report

Use this tool to export vehicle data to your desktop via an email from this system. You can also schedule reports.

For more information, please see the [Vehicle Inventory Management User Guide](#).

Required fields are marked with an asterisk (\*).

Report

GSA Leased CRASH report

1 Report selection 2 Agency selection 3 Report Filters 4 Schedule report

2 of 4 Agency selection

### Agency selection

Records in the report will only include those that match the scope selected below.

Agency \*  
-Select-

Bureau  
-Select-

BOAC  
Select an Agency and Bureau first

Legacy customer number  
Select an Agency and Bureau first

Agency indicator  
-Select-

← Previous Next →

[Cancel vehicle report](#)

[Home](#) > [Vehicle Reports Manager](#) > Vehicle Report

## Vehicle Report

Use this tool to export vehicle data to your desktop via an email from this system. You can also schedule reports.

For more information, please see the [Vehicle Inventory Management User Guide](#).

Required fields are marked with an asterisk (\*).

Report

GSA Leased CRASH report

1 Report selection 2 Agency selection 3 Report Filters 4 Schedule report

3 of 4 Report Filters

### CRASH Report Options

Select status \*

History of all accidents

← Previous Next →

[Cancel vehicle report](#)

## Reports

**Step 3.** The fourth step on the stepper is to schedule the report. On this page, you will be asked to fill out the following fields:

- Report name
- Report frequency. You will select from the dropdown either weekly, monthly, or quarterly
- End date for the report
- Any additional recipients you would like to receive the report at the requested frequency. You can add up to 9 email addresses

Once you have completed these fields, select the *Schedule report* button.

Report

GSA Leased CRASH report

1 Report selection 2 Agency selection 3 Report Filters 4 Schedule report

4 of 4 Schedule report

**Report name \***

CRASH Monthly Report

10 characters left

**Frequency**

Select your reporting frequency, and then select the start and end dates for the period you wish to receive the recurring report.

**Reporting Frequency \***

Monthly

You will receive this report each month starting on the 1st of the month after your start date.

**Start date** 11/13/2023

**End date \*** mm/dd/yyyy

11/16/2024

**Additional recipients**

Besides yourself, who else should receive a copy of this report? Enter up to 9 email addresses below, separated by a comma.

mickey.mouse@gsa.gov

← Previous ✓ Schedule report

[Cancel vehicle report](#)

# Reports


**Step 4.** Success! A green banner will appear at the top of the *Schedule Reports* page to show that you have successfully scheduled a report.

The page you have been taken to is the *Schedule Reports* page, which will list all of your scheduled reports in a table with filters on the left-hand side to sort through your reports. There is also a button on the top right corner of the table that reads *Create scheduled report*, giving you another way to schedule/run any reports.

**Note:** Report status definitions are as follows:

- ACTIVE - Active report
- INACTIVE - Report has passed its “end date” - can be reactivated by going to “Edit” and updating the report.
- SUSPENDED - User requested to “suspend” the report. You can go back to actions and “unsuspend”

[Home](#) > [Vehicle Reports Manager](#) > Scheduled Reports

 Your recurring report **CRASH Monthly Report** has been created. To make changes, edit this report from the table below.

## Scheduled Reports

Hide filters

+ Create scheduled report


FILTERS	Report name	Start date	End date	Report status	Actions
0 filters applied -	> CRASH Monthly Report	11/13/2023	11/16/2024	Active	...
No filters applied	> AIE REPORT	11/13/2023	11/15/2023	Active	...
Email address +	> Test Cron 3	07/08/2023	03/21/2024	Active	...
Organization +	> Carol Test 93016	11/07/2023	11/15/2023	Active	...
Report status +	> test5	11/06/2023	11/14/2023	Active	...
Report type +					

# Reports

**Step 6.** To review additional information about your report, select the arrow to the left of the report name in the table. This will give you an overview of the selections you made when scheduling the report.

## Scheduled Reports

[Hide filters](#) [+ Create scheduled report](#)

FILTERS	Report name	Start date	End date	Report status	Actions
0 filters applied - No filters applied	 CRASH Monthly Report	11/13/2023	11/16/2024	Active	...
Email address +	Report Type	CRASH report	Frequency	Monthly	
Organization +	Email Address	alexandra.stepanov@gsa.gov	Next cycle date	12/01/2023	
Report status +	Agency	Agency 22	Last run date	-	
Report type +	Bureau	Agency 22	Last run status	-	

**Step 7.** You can also get to the *Scheduled Reports* page by going to the *Vehicle Reports Manager* tile on the Home page and then selecting the *View and edit scheduled reports* tile at the bottom of the page.

## Vehicle Reports Manager

### BULK UPDATES

This tool allows you to bulk update the vehicle data.

1. First export the template provided, complete all the required steps
2. Populate the template with vehicle data in your desktop
3. Import the template back to the system



#### Export template for bulk updates

Download vehicle templates for Customer Driven Data (CDD), mileage and expense.



#### Import template for bulk updates

Use the exported template to import and bulk update vehicle reports.

### REPORTS

This tool allows you to download vehicle reports to your desktop via an email from the system.



#### Run reports

Download vehicle reports including FAST, vehicle inventory, expenses, fuel usage and repairs.




#### View and edit scheduled reports

View and edit scheduled reports

# Reports

## Edit a Scheduled Report

**Step 1.** From the table on the *Scheduled Reports* page, there is an *Actions* ellipses on the right end of the table for every report scheduled. Select the *Actions* ellipses, and then select the *Edit* option from the list of actions.

Report name	Start date	End date	Report status	Actions
CRASH Monthly Report	11/13/2023	11/16/2024	Active	
<b>Report Type</b>	CRASH report		<b>Frequency</b>	
<b>Email Address</b>	alexandra.stepanov@gsa.gov		<b>Next cycle date</b>	12
<b>Agency</b>	Agency 22		<b>Last run date</b>	—
<b>Bureau</b>	Agency 22		<b>Last run status</b>	—

Edit

Suspend

Delete

**Step 2.** You will be taken back to the second step in creating a report. Edit anything that needs to be changed within steps 2-4 of the process and then select *Update Scheduled report* button to save any changes.

### Vehicle Report

Use this tool to export vehicle data to your desktop via an email from this system. You can also schedule reports.

For more information, please see the [Vehicle Inventory Management User Guide](#).

Required fields are marked with an asterisk (\*).

Report

GSA Leased CRASH report

1 Report selection 2 Agency selection 3 Report Filters 4 Schedule report

2 of 4 Agency selection

#### Agency selection

Records in the report will only include those that match the scope selected below.

**Agency \***

-Select-

**Bureau**

-Select-

**BOAC**

Select an Agency and Bureau first

**Legacy customer number**

Select an Agency and Bureau first

**Agency indicator**

-Select-

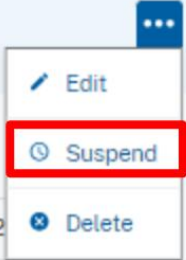
Previous Next

[Cancel vehicle report](#)

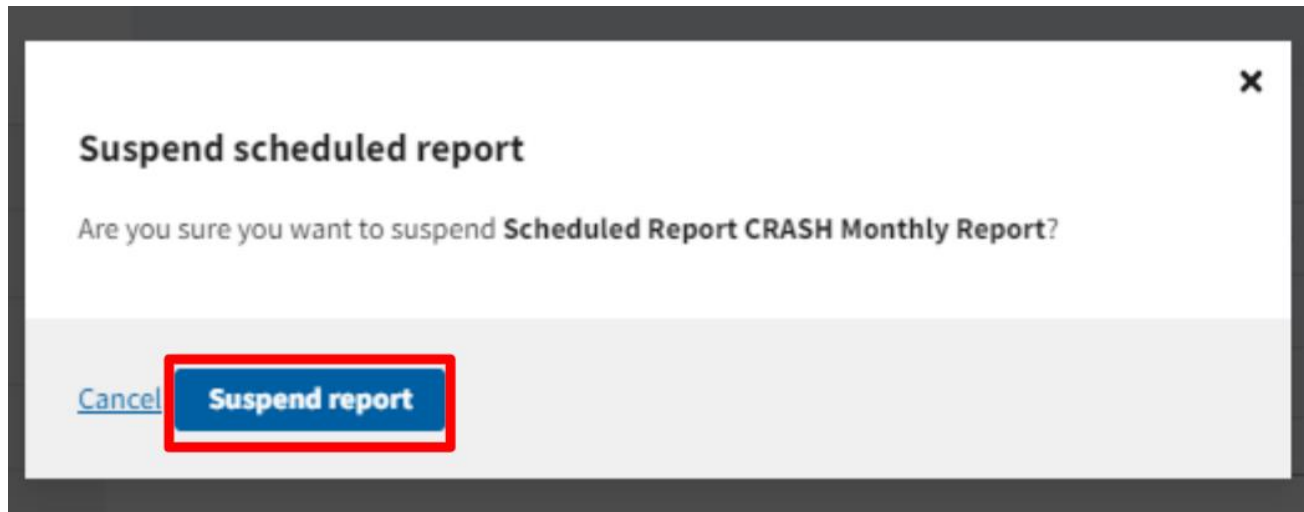
# Reports

## Suspend/Unsuspend a Scheduled Report

**Step 1.** From the table on the *Scheduled Reports* page, there is an *Actions* ellipses on the right end of the table for every report scheduled. Select the *Actions* ellipses, and then select the *Suspend* option from the list of actions.

Report name	Start date	End date	Report status	Actions
CRASH Monthly Report	11/13/2023	11/16/2024	Active	
<b>Report Type</b>	CRASH report	<b>Frequency</b>		
<b>Email Address</b>	alexandra.stepanov@gsa.gov	<b>Next cycle date</b>	12	
<b>Agency</b>	Agency 22	<b>Last run date</b>	—	
<b>Bureau</b>	Agency 22	<b>Last run status</b>	—	

**Step 2.** A modal will pop up asking if you're sure you would like to suspend your report. Select *Suspend Report*.





## Reports

**Step 3.** Success! A green banner will appear saying that you have successfully suspended your report, and the report status on the table will also reflect the change.

**Note:** Suspending the report will also suspend it for any additional recipients that were receiving the report.

[Home](#) > [Vehicle Reports Manager](#) > Scheduled Reports

✔ Your recurring report has been suspended. It will not be emailed to recipients until it is unsuspended. To unsuspend this report, use the Actions menu in the table below.

### Scheduled Reports

Hide filters

+ Create scheduled report

FILTERS      Report name      Start date      End date      Report status      Actions

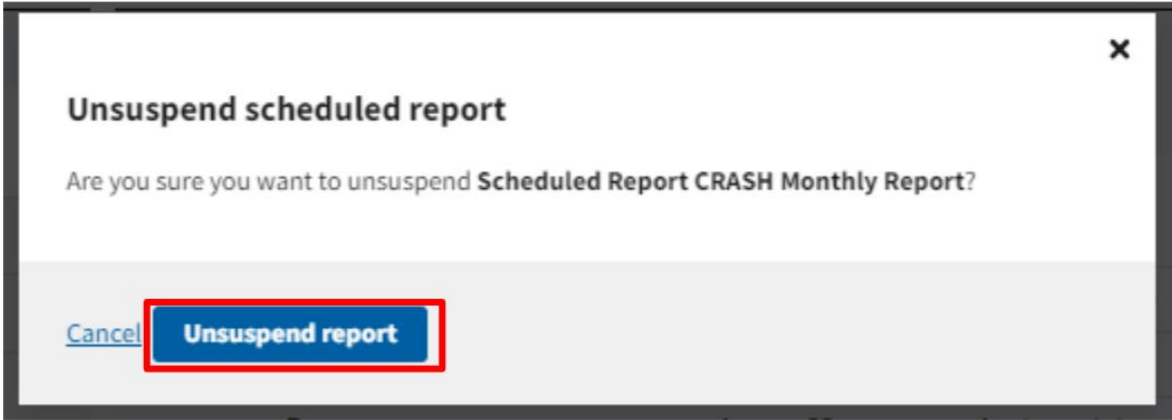
0 filters applied	>	CRASH Monthly Report	11/13/2023	11/16/2024	Suspended	...
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**Step 4.** To unsuspend a report, select the *Action* ellipses and then the *Unsuspend* option.

▼	CRASH Monthly Report	11/13/2023	11/16/2024	Suspended	...
<b>Report Type</b>		CRASH report		<b>Frequency</b>	
<b>Email Address</b>		alexandra.stepanov@gsa.gov		<b>Next cycle date</b>	
				-	
<b>Agency</b>		Agency 22		<b>Last run date</b>	
				-	
<b>Bureau</b>		Agency 22		<b>Last run status</b>	
				-	

## Reports

**Step 5.** A modal will pop up asking if you are sure you would like to unsuspend the report. Select the *Unsuspend report* button.



**Step 6.** Success! A green banner will appear at the top of the page to show that you have unsuspending the report and it is now active again. This will also be reflected in the table, under the report status header.

✔ Your recurring report has been unsuspending.

### Scheduled Reports

Hide filters + Create scheduled report

FILTERS	Report name	Start date	End date	Report status	Actions
0 filters applied	> CRASH Monthly Report	11/13/2023	11/16/2024	Active	...
No filters applied					

# Reports

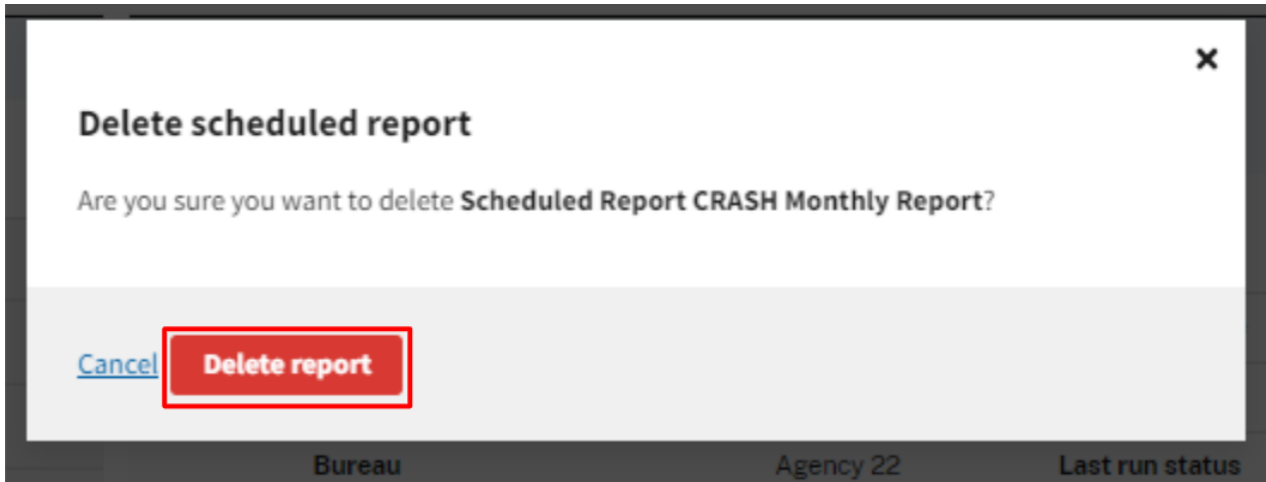
## Delete a Scheduled Report

**Step 1.** From the table on the *Scheduled Reports* page, there is an *Actions* ellipses on the right end of the table for every report scheduled. Select the *Actions* ellipses, and then select the *Delete* option from the list of actions.

Report name	Start date	End date	Report status	Actions
CRASH Monthly Report	11/13/2023	11/16/2024	Active	<ul style="list-style-type: none"><li>Edit</li><li>Suspend</li><li>Delete</li></ul>
<b>Report Type</b>	CRASH report	<b>Frequency</b>		
<b>Email Address</b>	alexandra.stepanov@gsa.gov	<b>Next cycle date</b>	12	
<b>Agency</b>	Agency 22	<b>Last run date</b>	—	
<b>Bureau</b>	Agency 22	<b>Last run status</b>	—	

**Step 2.** A modal will pop up asking if you're sure you would like to delete the report. Select the *Delete report* button.

**Note:** This action cannot be undone. To recreate the report, you will need to create a new scheduled report.



## Reports

**Step 3.** Success! A green banner will appear at the top of the page reading that you have successfully deleted the report.

**Note:** Any additional recipients will no longer receive the report after deletion.

[Home](#) > [Vehicle Reports Manager](#) > Scheduled Reports

✔ Your recurring report has been deleted. It will no longer be emailed to recipients.

### Scheduled Reports

▼ Hide filters

+ Create scheduled report