Vehicle Inventory Management

GSAFleet.gov User Guide

Updated October 12, 2022

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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.

Creating an Account and Logging In

This document details how to create an account in GSAFleet.gov and how to log in.

Vehicle Inventory Management Features

GSAFleet.gov is being developed iteratively. The latest GSAFleet.gov release is the Vehicle Inventory Management Functionality. GSAFleet.gov is now the home of all the vehicle inventory management features that were present in the legacy Federal Fleet Management System (FedFMS). All data associated with your vehicles and license plates migrated to the new system on October 7, 2022.

The Vehicle Inventory Management features in GSAFleet.gov allow users to view and add recall, repair, and expense information for their agency owned vehicles. Users also have the ability to run vehicle inventory, FAST, expense, and recall reports. Addtionally, the rollout of the Vehicle Inventory Management functionality introduces an enhanced vehicle details page that allows users to have all pertinent vehicle data on one screen.

Vehicle Inventory Management Cards

Updated Home Screen

Agencies and Bureaus that elect to manage vehicle inventory in GSAFleet.gov have additional information added to the home screen that allows them to access Vehicle Inventory Management options.

Vehicle Recalls
Vehicle Mileage History
Vehicle Reports Manager
Vehicle Expenses

Vehicle Recalls

View and track open actionable safety recalls that exist on your vehicles.

Vehicle Reports Manager

Generate reports for FAST, vehicle 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 Mileage History

View, add, and manage the mileage records on your vehicles.

Vehicle Expenses

View and track open actionable safety expense that exist on your vehicles.

Exporting Vehicle Recalls, Mileage, and Expense Data

Step 1. When a user clicks on the *Vehicle Recalls, Vehicle Mileage History,* or *Vehicle Expenses* cards from the home screen, they will find that 3 filters are preselected. The users agency will always be pre-selected based on the user profile permissions.

Recall
   Status is filtered to *Open*
   User Remediated is filtered to *No*

Mileage History
   From date is filtered to mm/yyyy from one year prior to the access date
   To date is filtered to the the mm/yyyy of the access date

Expenses
    From date is filtered to mm/dd/yyyy from one month prior to the access date
    To date is filtered to the the mm/dd/yyyy of the access date

NOTE:
- User is able to update all filter options to meet specific search needs

Vehicle Expenses

Use the search and filters to locate vehicle expense records.

If you would like to perform a bulk upload of expense data, please go to the Vehicle Reports
From there you can download a template and upload your completed template.

▼ Hide filters

FILTERS	× Reset all		↕ Transaction date	↕ VIN
3 filters applied	—	>	09/01/2022	1FTNF2
Agency		>	09/19/2022	1C4HJW
012 - Department of ⊗ Agriculture				
Transaction date		>	09/19/2022	1FTBW
Between 08/27/2022 and 09/27/2022	⊗	>	09/19/2022	3GCUK
Agency *	—	>	09/19/2022	1FTNX2
012-Department of Agriculture ↕				
-Select bureau- ↕		>	09/19/2022	1FMCU
-Select office- ↕				
Transaction date *	—	>	09/19/2022	1FMCU
From mm/dd/yyyy				
08/27/2022 🗓		>	09/19/2022	1FM5K
To mm/dd/yyyy				
09/27/2022 🗓		>	09/19/2022	1GC2K

Step 2. Once desired filter options are selected, click *Actions* button, then click *Export expense records to CSV.* For Recalls, click *Export Recalls*

eports Manager.

Actions ^

⬇ Export expense records to CSV

VIN	↕ License plate	↕ Product description	↕ Total cost

Step 3. A confirmation message will appear showing the export has been initiated and will be emailed to the user.

> ✔ **Export Initiated:**   ✕
> The data you've selected 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, and will expire after 7 days. If you experience technical difficulties exporting, please contact the GSA Fleet Technical Support team at fleet.helpdesk@gsa.gov or 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 with a download link to the report. The link is available for 7 days.

GSA Fleet®

Your data export is ready

Mileages

The data you requested via GSAFleet.gov is now available for download from the following link:

mileage_09272022_130911.csv

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-test/vms/report-export/_c03aac00-fc96-4f05-9141-16c0d9d5cd4d/mileage_09272022_130911.csv?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAZNFGBWNZ4CZKKOWW%2F20220927%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Date=20220927T194359Z&X-Amz-Expires=604800&X-Amz-Signature=f3bcd6768d47a93fda548ef1b6961ab842273dd09e30e49c42d4fdbe6b6d6056&X-Amz-SignedHeaders=host&response-content-type=application%2Fvnd.openxmlformats-officedocument.spreadsheetml.sheet

Vehicle Reports Manager

Download Vehicle Reports

Step 1. From the home screen, select *Vehicle Reports Manager*

Vehicle Recalls
View and track open actionable safety recalls that exist on your vehicles.

Vehicle Reports Manager
Generate reports for FAST, vehicle 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 Mileage History
View, add, and manage the mileage records on your vehicles.

Vehicle Expenses
View and track open actionable safety expense that exist on your vehicles.

Step 2. Click *Run Reports.*

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.

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.
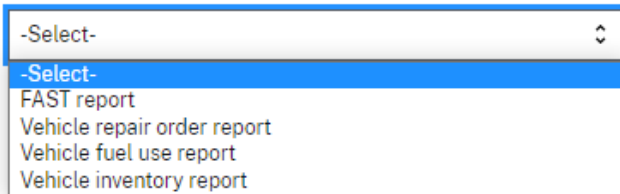
Step 3. Select the desired report type.

Export Vehicle Reports

Use this tool to download vehicle reports to your desktop via an email from this system.

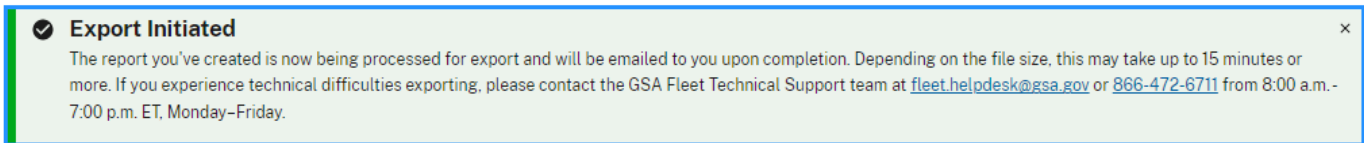Required fields are marked with an asterisk (*).

Choose from available reports *

-Select-	⌄
-Select-	
FAST report	
Vehicle repair order report	
Vehicle fuel use report	
Vehicle inventory report	

Step 4. 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

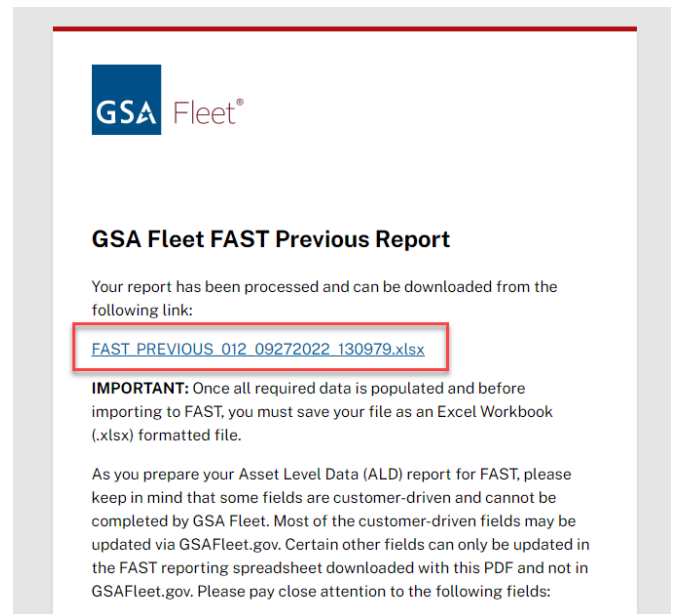✓ **Export Initiated**   ✕
The report you've created is now being processed for export and will be emailed to you upon completion. Depending on the file size, this may take up to 15 minutes or more. If you experience technical difficulties exporting, please contact the GSA Fleet Technical Support team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

Step 5. The user will receive an email from 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.

GSA Fleet®

GSA Fleet FAST Previous Report

Your report has been processed and can be downloaded from the following link:

FAST_PREVIOUS_012_09272022_130979.xlsx

IMPORTANT: Once all required data is populated and before importing to FAST, you must save your file as an Excel Workbook (.xlsx) formatted file.

As you prepare your Asset Level Data (ALD) report for FAST, please keep in mind that some fields are customer-driven and cannot be completed by GSA Fleet. Most of the customer-driven fields may be updated via GSAFleet.gov. Certain other fields can only be updated in the FAST reporting spreadsheet downloaded with this PDF and not in GSAFleet.gov. Please pay close attention to the following fields:

Bulk Update Vehicle Data

Step 1. In the Vehicle Reports Manager card, click *Export Template for Bulk Updates.*

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 2. 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 3. 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=AKIA5WCN6OTJM5QEZ3FM%2F20220928%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Date=20220928T180319Z&X-Amz-Expires=604800&X-Amz-Signature=646d39219c567faa34c6336499414f39bf6fb5714e6125ddb8c40c7efdcdf540&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

Step 4. 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 5. 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

Step 6a. 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.   ×

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 *

| -Select- |

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

Drag file here or choose from folder

Save

Step 6b. 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 (*).

Enhanced Vehicle Details Page

Overview

The Vehicle details page has been updated with a streamlined layout, enhanced search functionality, and additional vehicle inventory management data fields.

Vehicle overview: Access high level vehicle information needed for quick decisioning

Contact information: Make updates to vehicle points of contact

Recalls: obtain a listing of VIN specific NHTSA identified recalls

Registration: View details for registration and license plate

Repair orders: Create, view, and edit repair order information

Mileage history: Create, view, and edit monthly mileage entries

Equipment: Identify any additional equipment associated with the VIN

Specifications: Enter vehicle specification information

Expenses: Create, view and edit expense records

Valuations: Enter and update valuation and disposal information

Customer Driven Data: Enter, update, and validate FAST required information

Comments: Create and view any comments

VIN KMHCT4AE9DU312270 ● Registered

2013 HYUNDAI ACCENT
HHS2833

○ Search by license plate   ○ Search by VIN

🔍 Search vehicle by license plate

Vehicle Actions ⌄

Vehicle overview
Contact information
Recalls
Registration
Repair orders
Mileage history
Equipment
Specifications
Expenses
Valuations
Customer driven data
Comments

Vehicle overview

POINT OF CONTACT #1	POINT OF CONTACT #2
ANGEL RAHMAN	Angela Rahman
angel.rahman@gsa.gov	angela.rahman@gsa.gov
075 - Department of Health and Human Services	075 - Department of Health and Human Services
202-708-5476	202-998-8719

Vehicle odometer	Projected replacement eligibility	Open recalls
35,882 miles as of 06/21/2022	—	0

DETAILS

VIN	KMHCT4AE9DU312270
VIN verified by	NHTSA verified
Vehicle odometer	35,882
Year	2013
Make	Hyundai
Model	ACCENT
Vehicle series	SE
Trim	IVT
Vehicle status	● Active
Vehicle group	Standard Vehicle
Color	Silver
Fuel type	Gasoline - Dedicated
FAST reportable	Yes
GVWR	3,638 lb
License plate	HHS2833
VAM exempt	—
Executive fleet	No
Agency use 1	Parking Lot A
Agency use 2	–
Agency use 3	–
Agency use 4	–

Edit

CUSTOMER

Ownership	Agency owned
Agency	075 - Department of Health and Human Services
Bureau	01 - Office of the Secretary
Office	000 - All Offices

Edit

PURCHASE INFORMATION

Order number	—
Standard item number	—
Acquisition date	09/11/2019
Acquisition cost	$16,862.00
Projected replacement eligibility	—
Vehicle age in months	36 months
Disposal date	—
Delivered miles	40
Replacement ordered	No

Edit

Recalls Tab: Identify recall as addressed

Step 1. To identify the vehicle that has had the recall completed, click the 3 ellipses in the *Actions* column and hit *Add or updated remedy date.*

NOTE:

Vehicles with recalls **open and actionable recalls** will have the number of recalls listed on the *Recalls* tab.

Step 2. Enter the date the recall was completed by a dealer and hit *Submit*

Repairs Tab: Add/Edit a Repair Order

Step 1. Under the *Repairs* tab, click *Add new repair order*

Repair orders

Total cost of repairs
$22,566.00
As of 09/09/2022

Repair orders | Repairs by service

Add new repair order

	Date of order ↑	Repair order ↕	Status	Vendor name	Total ↕	Actions
>	09/09/2022	18	● In progress		$22,566.00	•••

10 ⇕ items per page   Displaying 1-1 of **1 items**

Step 2a. Complete all basic transactionation data fields for the repairs. (*Transaction date* is the only required field for this screes).

Step 2b. Users also have the option of adding specific repair line item information to the repair order. The *Order Details* section of the page allows users to add multiple line items and additional details.

ORDER DETAILS

Add each repair order line item below and the total cost wil be calculated based on entries.

tires	**+ Add line item to repair order**

36-Steering and Suspension > Wheels and Tires > Wheels > Wheel Bearing

100-Steering and Suspension > Wheels and Tires > Wheels

107-Steering and Suspension > Wheels and Tires > Tires

111-Steering and Suspension > Wheels and Tires > Wheels > Wheel Fastener

173-Steering and Suspension > Wheels and Tires > Wheels > Wheel Hub

456-Steering and Suspension > Wheels and Tires > Wheels > Wheel Hub > Locking

559-Steering and Suspension > Wheels and Tires > Wheels > Wheel Cover

Search and add a repair service to this repair order

TOTA

COMMENTS

To $0.00

To $0.00

To $0.00

1000 characters allowed

Total tax	0.00
Repair order total amount	$0.00

Cancel   ✓ **Save repair order**

Step 2c. Users can enter as much information as desired to each line item. Users can also add specific comments to the repair. Once complete, select *Save Repair Order.*

NOTE:

Total tax represents the dollar amount of the tax applied to the transaction.

ORDER DETAILS

Add each repair order line item below and the total cost wil be calculated based on entries.

	Search for a repair service type		+ Add line item to repair order

1 ⊗	Service type	Class	Reason	Failure cause	Work accomplished
	Steering and Suspension > Wheels and Tires > Tires > Inflator Kit	Unscheduled	Breakdown	Other	Replace

	Parts cost ($)	Qty	Parts total ($)	Labor rate ($)	Hours	Labor total ($)	Total ($)
	25.00	1	25.00	0.00	0.00	0.00	25.00

2 ⊗	Service type	Class	Reason	Failure cause	Work accomplished
	Wiper & Washer Systems > Wiper Arm	Scheduled	Other	Worn	Replace

	Parts cost ($)	Qty	Parts total ($)	Labor rate ($)	Hours	Labor total ($)	Total ($)
	39.00	2	78.00	0.00	0.00	0.00	78.00

TOTALS

Total labor cost	$0.00
Total parts cost	$103.00
Total miscellaneous cost	$0.00
Total tax	12.00
Repair order total amount	$115.00

COMMENTS

1000 characters allowed

Cancel | ✓ Save repair order

Mileage Tab: Create/Edit Mileage Entry

Step 1. In the *Mileage History* tab, hit the *Add new mileage record* button.

Mileage history

Vehicle odometer	Average monthly miles
56,509	**143**
miles as of 08/30/2022	miles

[+ **Add new mileage record**]

	↑ Month/year	↕ Mileage date	↕ Odometer	↕ Days used	Miles driven	Actions
>	08/2022	08/30/2022	56509		21	•••
>	07/2022	07/29/2022	56488	1	1	•••
>	06/2022	06/30/2022	56487	2	32	•••
>	04/2022	04/29/2022	56455	2	59	•••
>	03/2022	03/31/2022	56396	2	23	•••

| 5 ↕ items per page | **1** 2 3 4 5 ... 9 ► ►| | Displaying 1-5 of **43 items** |

Step 2. Enter the date the recall was completed by a dealer and hit *Submit.*

Add vehicle mileage record

Add vehicle mileage record for VIN **1HTSAZRM0LH251349** in the form below.

Required fields are marked with an asterisk (*).

Entry date *
mm/dd/yyyy

| 09/29/2022 |

Odometer reading *

| 56,558 miles |

Days used

| 6 |

Cancel   **Save and close**

Step 3. To edit any mileage entry, simply click the ellipses in the *Actions* column and hit *Edit record.*

Mileage history

Vehicle odometer

56,558
miles as of 09/29/2022

Average monthly miles

142
miles

+ Add new mileage record

↑ Month/year	↕ Mileage date	↕ Odometer	↕ Days used	Miles driven	Actions
> 09/2022	09/29/2022	56558	6	49	•••
					✏ Edit record
> 08/2022	08/30/2022	56509		21	✖ Delete record

Expenses Tab: Add/Edit transaction information

Step 1. In the *Expenses* tab, hit the *Add transaction* button.

Expenses

Total expense

$11,056.85

+ Add transaction

	Transaction date	Product description	Merchant name	Merchant state	Total cost	Actions
>	02/28/2014	DSL		null-undefined	$250.00	...
>	03/21/2014	OIL CHNG		WV-West Virginia	$150.12	...
>	07/02/2014	REPAIRS		WV-West Virginia	$68.90	...
>	09/04/2015	DIESEL		WV-West Virginia	$27.00	...
>	09/09/2015	INSPECT		WV-West Virginia	$97.50	...

Step 2a. Enter all of the transaction information.

NOTE:

Only *Transaction date, Product description, Unit of measure, Unit cost, and Quantity* are required to complete transaction entry.

1990 CHEVROLET STAKE BODY
A246259

Required fields are marked with an asterisk (*).

Last 4 digit of account number

4 characters allowed

Last 4 digit of card number

4 characters allowed

Transaction date *
mm/dd/yyyy

09/22/2022

Transaction odometer

miles

Product description *

DSL Diesel

Unit of measure *

GAL

Unit cost *

$ 5.00

Quantity *

65

Net dollar

$ 325.00

Tax amount

$ 0.00

Total cost

$ 325.00

MERCHANT

Name

Phone

Extension

Address line 1

Address line 2

Address line 3

City

State *

CA-California

ZIP code

Comment
Help prevent a privacy incident by ensuring that any comments here does not contain personally identifiable information (PII).

100 characters allowed

Step 2b. Users also have the option of adding merchant information to the transaction entry. Once complete, hit the Save *expense record* button.

NOTE:

The merchant's state is required to accurately complete FAST reports.

Cancel   ✓ Save expense record

Step 3. To edit an expense entry, click the ellipses in the *Actions* column. Click *Edit* in the drop down list.

Expenses

Total expense

$6,408.57

+ **Add transaction**

↓ Transaction date	↕ Product description	↕ Merchant name	Merchant state	↕ Total cost	Actions
⌄ 08/15/2017	UNL		CO-Colorado	$24.32	•••

✎ Edit

Last 4 digit of account number	1427	Unit cost	$2.50
Last 4 digit of card number	1977	Quantity	10
Posted date	08/15/2017	Net dollar	$24.32
Unit of measure	GAL	Tax amount	$0.00
Transaction odometer	33,989	Merchant name	
Method of Entry	WEX	Merchant address	2911 COLORADO BLVD IDAHO SPRINGS,CO 80452
		Merchant phone	999-999-9999

Step 4. Update the necessary fields and hit the *Save expense record button* at the bottom of the page.

NOTE:

For transaction records entered from the WEX, users are only able to update the *Product Description* and *Unit of measure* fields.

EDIT **Edit Expense Record**

2013 FORD ESCAPE

A354156

Required fields are marked with an asterisk (*).

Last 4 digit of account number	Last 4 digit of card number
1427	1977
0 characters left	0 characters left

Transaction date *
mm/dd/yyyy

08/15/2017 📅	Transaction odometer
	33,989 miles

Product description *   Unit of measure *

-Select- ⇕   -Select- ⇕

Unit cost *   Quantity *

$ 2.50   10

Net dollar   Tax amount

$ 24.32 $

Total cost

$ 24.32

Customer Driven Data Tab: Add/Edit FAST required data

Step 1. In the *Customer Driven Data*, hit the *Edit customer driven data* button.

Customer driven data

Customer Driven Data (CDD) is also known as Asset Level Data (ALD). To comply with the Federal Automotive Statistical Tool (FAST) you can manage all of this vehicle's Customer Driven Data (CDD) on this page.

Vehicle data can be imported and updated in bulk from the Vehicle Reports Manager page.

✎ **Edit customer driven data**

VEHICLE DESIGNATIONS

Law enforcement designation	–
Emergency response designation	–
Armored designation	No

VEHICLE LOCATION

Garage domestic	–
Withhold location of vehicle	–
Is MSA (Metropolitan Statistical Area)	–
Garage address	—

VEHICLE COSTS

Indirect cost	–
Lease cost	–
Accident repair cost	–

VEHICLE OWNERSHIP

FAST vehicle type	–
Vehicle acquisition cost	–
Vehicle acquisition date	-
Vehicle assignment type	–
Reporting organization	–
Agency budget element code	–
Agency sort code	–
Lease Type	–

VEHICLE EXEMPTIONS

Petroleum-dedicated LGHG vehicle qualifying as AFV	–
EPAct coverage designation	–
EPAct 2005 section 701 designation	–
EISA section 141 designation	–

Step 2a. Update the necessary fields.

Edit customer driven data

Customer Driven Data (CDD) is also known as Asset Level Data (ALD). To comply with the Federal Automotive Statistical Tool (FAST) you can manage all of this vehicle's Customer Driven Data (CDD) on this page.

Vehicle data can be imported and updated in bulk from the Vehicle Reports Manager page.

Cancel | ✓ **Save customer driven data**

Use the form below to edit customer driven data (CDD) for a federally owned and operated vehicle.

VEHICLE DESIGNATIONS

Law enforcement designation

Select ⬍

Emergency response designation

Select ⬍

Armored designation

Yes ⬍

VEHICLE LOCATION

Is the vehicle in a domestic location? ⓘ

Select ⬍

Withhold location of vehicle

Select ⬍

Is MSA (Metropolitan Statistical Area)

Select ⬍

VEHICLE OWNERSHIP

FAST vehicle type

Ambulance ⬍

Vehicle acquisition cost

$

Vehicle acquisition date
mm/dd/yyyy

🗓

Vehicle assignment type

Select ⬍

Reporting Organization

Agency budget element code
Code must begin with an alphabetical character

Agency sort code

Lease type

Step 2b. Hit *Save customer driven data.* If the data entered validates against the FAST requirements, a confirmation will appear on screen.

Vehicle Actions ˅

Customer driven data

✔ Customer driven data was successfully updated.

Customer Driven Data (CDD) is also known as Asset Level Data (ALD). To comply with the Federal
Automotive Statistical Tool (FAST) you can manage all of this vehicle's Customer Driven Data

Step 2c. If the data entered does not validate against FAST requirements, the specific errors will be summarized at the top of the screen and will also appear with the fields that need to be corrected. Correct the identified fields and hit *Save customer driven data.*

⊕ **We found some issues with your data**
Vehicles designated as armored vehicles must be designated as "MD Sedan/St Wgn Large" or "MD Sedan Limousine"

Cancel | ✔ Save customer driven data

Use the form below to edit customer driven data (CDD) for a federally owned and operated vehicle.

VEHICLE DESIGNATIONS

Law enforcement designation

LE1 ⇕

Emergency response designation

No ⇕

Armored designation

Vehicles designated as armored vehicles must be designated as "MD Sedan/St Wgn Large" or "MD Sedan Limousine"

Yes ⇕

VEHICLE LOCATION

Is the vehicle in a domestic location? ⓘ

No ⇕

Withhold location of vehicle

No ⇕

VEHICLE OWNERSHIP

FAST vehicle type

Vehicles designated as armored vehicles must be designated as "MD Sedan/St Wgn Large" or "MD Sedan Limousine"

HD ⇕

Vehicle acquisition cost

$ 24,081.04

Vehicle acquisition date
mm/dd/yyyy

09/26/1989 📅

Vehicle assignment type

OFFICE ⇕

Reporting Organization

Agency budget element code
Code must begin with an alphabetical character