



Search for a FAST Outbound Display — Criteria

Overview

The Maintenance and Utilization module Federal Automotive Statistical Tool (FAST) Outbound Display process provides the ability to identify and correct any record from the FAST outbound report year-to-date process, as well as retrieve all vehicle reporting records that failed validation edits from the different processing steps.

Navigation

Utilities > Fleet > FAST Outbound DsPL > FAST Outbound Display Search Criteria

Procedures

Search for Federal Automotive Statistical Tool (FAST) Outbound Display

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. In the Search Criteria box, narrow the results by entering one of the following fields.

Search Criteria				
*Fiscal Year	2023 🗸	*Agency	D2-DFAS	~
*Search Type	Vehicle	Site	FUNC-2	~
*Search Mode	Update 🗸	Actbl UIC	N00018	~
Process Status Cd	Select an Item			
UIC	Select an Item			
				Reset Search

- **2.** Use to select the Fiscal Year.
- **3.** Use to select the Search Type.







• Choose Vehicle.

Search Criteria					
*Fiscal Year	2023 🗸	*Agency	D2-DFAS	~	
*Search Type	Vehicle 🗸	Site	FUNC-2	~	
*Search Mode	Update 🗸	Actbl UIC	N00018	~	
Process Status Cd	Select an Item 🗸				
UIC	Select an item				
				Reset	Search

A. Use **to** select the Search Mode.

Note
If FAST REPORT is chosen, the Agency field remains, all other fields are
removed, and Generate replaces search on the Search Criteria screen.
Select . The FAST Report, named Export.xlsx, opens.

- **B.** Use to select the Agency.
- Choose Agency File Status.

earch Criteria	
*Fiscal Year	2023 🗸
*Search Type	Agency File Status
*Search Mode	Update 🗸
Process Status Cd	Select an Item 🗸
*Agency	D2-DFAS 🗸









- A. Use to select the Search Mode.
- **B.** Use to select the Agency.
- Choose Accountable UIC.

Search Criteria	
*Fiscal Year	2023 🗸
*Search Type	Accountable UIC
*Search Mode	Update
Process Status Cd	Select an Item
*Agency	D2-DFAS 🗸
Site	FUNC-2
Actbl UIC	N00018

- **A.** The Search Mode automatically populates and is not editable.
- **B.** Use to select the Agency.
- 4. Select search . The **FAST Outbound Display Search Results** page appears.







Search for a FAST Outbound Display Record — Results

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > \boxed{search} > FAST Outbound Display Search Results page

Procedures

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Update the FAST Vehicle records

- 1. Use to select the Search Type. *Choose Vehicle*.
- 2. Use to select the Search Mode. *Choose Update.*
- 3. Select search . *Results display in the Search Results grid.*
- 4. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
- 5. Select \Box next to the desired record(s).
- 6. Select Update. The **Vehicle Grid** page appears.
- 7. Click the Edit hyperlink. The **Edit Record** pop-up window appears.

View the FAST Vehicle records

- 1. Use to select the Search Type. *Choose Vehicle*.
- 2. Use to select the Search Mode. *Choose View.*
- 3. Select search . *Results display in the Search Results grid.*
- 4. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).







- 5. Select \square next to the desired record(s).
- 6. Select

. The **FAST Outbound Display Vehicle Grid** page appears.

Delete the FAST Vehicle records

- 1. Choose Update in the Search Mode drop-down.
- 2. Select search. Results display in the Search Results grid.
- 3. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
- 4. Select \square next to the desired record(s).
- 5. Select Update . The **FAST Outbound Display Vehicle Grid** page appears.

Update the FAST Agency File Status

- 1. Use to select the Search Type. *Choose Agency File Status*.
- 2. Use to select the Search Mode. *Choose Update.*
- 3. Select search . *Results display in the Search Results grid*.
- 4. Click the Update hyperlink. *The FAST Outbound Display Agency File Status Update page appears.*

Submit the FAST Agency File Status

- 1. Use to select the Search Type. *Choose Agency File Status.*
- 2. Use to select the Search Mode. *Choose Submit.*
- 3. Select search . *Results display in the Search Results grid.*





Enterprise Logist	LMS tics Management System					
		_	_	Help Reference	Guide	l
Sea Sub Sea Age	arch Criteria rch Mode mit rch Type ncy File Status	Fiscal Year 2023	Agency DFAS	Process Status Cd -		
Searc	h Results					
Submit	Agency		Process Status Cd			
	D2-DFAS		EL-Error lower level (Vehicle Errors)			
					Cancel Submit	J

- 4. Click \Box to select the desired Agency.
- 5. Select . The record submits and the **FAST Outbound Display Transaction Status** page appears.

Update the FAST Accountable UIC

- 1. Use to select the Search Type. *Choose Accountable UIC*.
- 2. Select search . *Results display in the Search Results grid*.
- 3. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
- 4. Click the Update hyperlink. *The FAST Outbound Display Accountable UIC Update <i>page appears.*





Update a FAST Outbound Display Vehicle Record

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search Results >

(desired record) > Lupdate > Edit hyperlink > Edit Record pop-up window

Procedures

Update the FAST Vehicle Record

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.







1. Select the Edit hyperlink. *The Edit Record pop-up window appears.*

Asset Id		Process	Status Cd	Details
Stock Nbr 2320010907771	101070	ι.		
				A
* Vehicle Class Tag	KSN098			
* Vehicle Desc	TRUCK,VAN			
Mfr Nm	UNASSIGNED			
Mdl Nbr				
Mdl Yr	2008			
* Vehicle Ownr Cd	AO-Agency Owned			
* EISA Acq Cd	N/A-Not applicable			
* Vehicle Armor Cd	None-None 🗸			
* Exec Vehicle Cd	N/A-Executive fleet designation			
* GSA-Report Util				
* EPAct Coverage Cd	DEFAULT-DEFAULT			
* Vehicle Type	LD Van 4x2 (Cargo)			
* Fuel Config Cd	GAS DE-Gasoline Dedicated			
Fuel Fleet Type Cd One	Select an Item			







		—
Fuel Fleet Type Cd Two	Select an Item	
Emer Response Veh		
Law Enfrcmt Veh		
* EO 13693 Designation	DEFAULT-Vehicle coverage/exe	
* Vehicle Age Amt	5299	
* Acquired		
* Disposed		
Vehicle Loc	PA	
Vehicle Loc ZIP		
Vehicle Loc Street1	999 FANTASY STREET	
Vehicle Loc Street2		
Vehicle Loc City	HEAVEN	
Vehicle Loc State	PA	
Vehicle Loc Ltd		
Vehicle Loc Lng		
* Acq Cst Amt	10200	
Fuel Unit Cd One	Select an Item	
Fuel Unit Cd Two	Select an Item 🗸	







I State Cd	Calact an Itam
Fuel State Co	Select an item
Fuel Zip Cd	
* T-1 EV 1- D1 D	
Tot FY to Dt Deprn	0.00
Tot FY to Dt Maint abor	2159.41
* Tot FY to Dt Maint Non-Labor	0.00
Tot FY to Dt Lease	0
Tot FY to Dt Fuel Use Qy One	0
* Tot FY to Dt Fuel Use Qy Two	0
Tot FY to Dt Fuel Cst Dne	0.00
* Tot FY to Dt Fuel Cst Two	0.00
* Tot FY to Dt Mileage	0
* Location Withheld	
' Gross Vehicle Neight Requirement	4000
Vehicle Assignment Type	POOL-Vehicle is assigned to a r 🗸
LGHG AFV, Petroleum-Dedicated /ehicles	
EPAct 701 Designation	EXEMPT-NOT subject to 701 🗸
Accident Repair Cost Amount	0
* Indirect Cost Amount	936
Budget Element Code (BEC)	

2. Verify the Record grid.







- 3. Update the Vehicle Information grid.
 - **A.** Update the Vehicle Class Tag, entering the revised class tag in the field provided. *This is a 15 alphanumeric character field.*
 - **B.** Update the Vehicle DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*
 - **C.** Update the Vehicle Ownr Cd, using to select the desired code.
 - **D.** Update the EISA Acq Cd, using Use to select the desired code.
 - **E.** Update the Vehicle Armor Cd, using to select the desired code.
 - **F.** Update the Exec Vehicle Cd, using to select the desired code.
 - **G.** Verify the GSA Report UTIL contains the appropriate \checkmark or \square . This specifies if the asset uses FAST to report the utilization.
 - **H.** Update the EPAct Coverage Cd, using to select the desired code.
 - **I.** Update the Vehicle Type, using to select the desired vehicle type.
 - **J.** Update the Fuel Config Cd, using to select the desired code.
 - **K.** Update the EO 13693 Designation, using to select the desired designation.
 - L. Update the Vehicle Age AMT, entering the revised amount in the field provided. *This is a 3 numeric character field.*
 - **M.** Verify the Acquired contains the appropriate **v** or **b**. *This specifies if the asset was obtained during the current Fiscal Year (checked).*
 - **N.** Verify the Disposed contains the appropriate **☑** or **□**. *This specifies if the asset was disposed of during the current Fiscal Year (checked).*
 - **O.** Update the AcQ CST AMT, entering the revised amount in the field provided. *This is a* 15 numeric character field.
 - **P.** Update the TOT FY TO DT DEPRN, entering the revised date in the field provided. *This is a 5 numeric character field.*
 - **Q.** Update the TOT FY TO DT MAINT Labor, entering the revised labor information in the field provided. *This is a 5 numeric character field.*









- **R.** Update the TOT FY TO DT MAINT Non-Labor, entering the revised non-labor information in the field provided. *This is a 5 numeric character field.*
- **S.** Update the TOT FY TO DT Lease, entering the revised lease information in the field provided. *This is a 3 numeric character field.*
- **T.** Update the TOT FY TO DT Fuel Use QY One, entering the revised quantity in the field provided. *This is a 10 numeric character field.*
- **U.** Update the TOT FY TO DT Fuel Use QY Two, entering the revised quantity in the field provided. *This is a 10 numeric character field.*
- **V.** Update the TOT FY TO DT FUEL CST One, entering the revised cost in the field provided. *This is an 18 numeric character field.*
- **W.** Update the TOT FY TO DT FUEL CST Two, entering the revised cost in the field provided. *This is an 18 numeric character field.*
- **X.** Update the TOT FY TO DT Mileage, entering the revised mileage in the field provided. *This is an 18 numeric character field.*
- **Y.** Verify the Location Withheld contains the appropriate **2** or **1**. *This specifies if the asset is secretive enough that the whereabouts cannot be known.*
- **Z.** Update the Gross Vehicle Weight Requirement, entering the revised weight requirement in the field provided. *This is a 5 numeric character field.*
- **AA.** Update the Vehicle Assignment Type, using to select the desired vehicle assignment type.
- **AB.** Verify the LGHG AFV Petroleum-Dedicated Vehicles contains the appropriate [✓] or □. This specifies if the vehicle meets all aspects of the definition for purposes of EPACT compliance.
- **AC.** Update the EPAct 701 Designation, using to select the desired designation.
- **AD.** Update the Accident Repair Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*
- **AE.** Update the Indirect Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*
- 4. Select . The **Edit Record** pop-up window closes, and the updated information is saved.







Delete a FAST Outbound Display Vehicle Record

Navigation

Utilities > Fleet > FAST Outbound DspL > Sea	rch Criteria	Search	> Search Results >
(desired record) > Update > Delete hyperlink > Vehicle Grid page	Update	> FAST	Outbound Display

Procedures

Delete a FAST Outbound Display Vehicle Record

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Verify the desired record row for deletion.

Vehicle	Grid								Page Size	10 🗸
Edit	Delete	Asset Id	Process Status Cd	Details	Stk Nbr	VIN	Vehicle Class Tag	l	Vehicle Desc	
Edit	Undelete	DMB00122	RP		1248163264128	0001				
Edit	Delete	DMB00124	EN	D/N match fuel configuration	1248163264128	0003	0003		HMMWV	
Edit	Delete	MYTST0001	RP		232001G770001	MYTST0001	MYTST0001		TRUCK, UTILIT	Y BUCKET
Edit	Delete	DMB00133	EN	D/N match fuel configuration	231001X991201	J477100R749901	J477100R749901		SEDAN, 4-DR	
Edit	Delete	N000201002	EN	D/N match fuel configuration	2320MAM003TEAM1	N000201002	N000201002		UTILITY TRUC	к
Edit	Delete	CLH904100026	EN	D/N match fuel configuration	2320000508905	VIN675149835483	VIN67514983548	3	TRUCK,CARG)
Edit	Delete	000180000190	EN	D/N match fuel configuration	2320000508905	672498831242	672498831242		TRUCK,CARG	þ
Edit	Delete	CAC0268	EN	D/N match fuel configuration	1075010858768	VIN111104392	VIN1111104392		VEHICLE COM	IMAND
Edit	Delete	DMB00138	EN	D/N match fuel configuration	2320MAM003TEAM1	D7361Y28743724242	D7361Y2874372	1242	UTILITY TRUC	к
1 2 3										
4										•
								Cancel	Reset	Update





2. Select the Delete hyperlink. *The hyperlink changes to Undelete*.



3. Select Update . The record is deleted from the grid and the **FAST Outbound Display Transaction Status** page appears.







View a FAST Outbound Display Vehicle Record

Navigation

Utilities > Fleet > F	AST Out	bound DSPL > Search Criteria >	Search	> Search Results >
(desired record) >	View	> FAST Outbound Display Vehic	le Grid	page

Procedures





Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- View 1. Select
 - . The Vehicle Grid page appears.

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Mass Change the FAST Outbound Display Records

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search Results > (desired record) > Votate > FAST Outbound Display Mass Change Grid page

Procedures

Mass Update Selected FAST Outbound Records

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- 1. Select □ next to multiple desired records. desired records.
- 2. Select <u>Update</u>. *The* **Mass Change Grid** page appears.







Mass Ch	nange								
Field		Select a	n Item	~	Val	le			
Vehicle	Grid							Page	Size 10 🗸
Edit	Delete	Asset Id	Process Status Cd	Details	Stk Nbr	VIN	Vehicle Class Tag	Vehicle Desc	Mfr Nm
Edit	Delete	GSA00000003	RP		2310GSA4DR	VIN2	VIN2	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA00000073	RP		2310GSA4DR	VIN72	VIN72	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA00000022	RP		2310GSA4DR	VIN21	VIN21	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA00000035	RP		2310GSA4DR	VIN34	VIN34	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA000000144	RP		2310GSA4DR	VIN143	VIN143	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA000000147	RP		2310GSA4DR	VIN146	VIN146	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA00000090	EN	D/N match fuel configuration	2310GSA4DR	VIN89	VIN89	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA00000230	RP		2310002899082	VIN230	VIN230	BUS,MOTOR	OSHKOSH
Edit	Delete	GSA000000127	RP		2310GSA4DR	VIN126	VIN126	GSA LEASED 4 DR SEDAN	FORD
Edit	Delete	GSA00000163	RP		2310002899082	VIN163	VIN163	BUS,MOTOR	OSHKOSH
1 2 3 4	56789	10							
									•
								Cancel	t Update

- Use to select the Field. *When the Field is chosen, the Value field appears.* 3.
- Enter the Value in the field provided, or use or to select the Value. *The Value field* 4. *is dependent upon the Field choice. The entry depends upon which Field is chosen.*
 - Update the Vehicle Class Tag, entering the revised class tag in the field provided. Α. This is a 15 alphanumeric character field.
 - Update the Vehicle DESC, entering the revised description in the field provided. *This* В. is a 250 alphanumeric character field.
 - Update the Vehicle Ownr Cd, using 💙 to select the desired code. С.
 - Update the EISA Acq Cd, using Use to select the desired code. D.







- **E.** Update the Vehicle Armor Cd, using \checkmark to select the desired code.
- **F.** Update the Exec Vehicle Cd, using to select the desired code.
- **G.** Verify the GSA Report UTIL contains the appropriate \checkmark or \square . This specifies if the asset uses FAST to report the utilization.
- **H.** Update the EPAct Coverage Cd, using to select the desired code.
- **I.** Update the Vehicle Type, using to select the desired vehicle type.
- **J.** Update the Fuel Config Cd, using to select the desired code.
- **K.** Update the EO 13693 Designation, using to select the desired designation.
- **L.** Update the Vehicle Age AMT, entering the revised amount in the field provided. *This is a 3 numeric character field.*
- **M.** Verify the Acquired contains the appropriate **☑** or **□**. *This specifies if the asset was obtained during the current Fiscal Year (checked).*
- **N.** Verify the Disposed contains the appropriate **☑** or **□**. *This specifies if the asset was disposed of during the current Fiscal Year (checked).*
- **O.** Update the AcQ CSTAMT, entering the revised amount in the field provided. *This is a* 15 numeric character field.
- **P.** Update the TOT FY TO DTDEPRN, entering the revised date in the field provided. *This is a 5 numeric character field.*
- **Q.** Update the TOT FY TO DTMAINT Labor, entering the revised labor information in the field provided. *This is a 5 numeric character field.*
- **R.** Update the TOT FY TO DTMAINT Non-Labor, entering the revised non-labor information in the field provided. *This is a 5 numeric character field.*
- **S.** Update the TOT FY TO DT Lease, entering the revised lease information in the field provided. *This is a 3 numeric character field.*
- **T.** Update the TOT FY TO DT Fuel Use QY One, entering the revised quantity in the field provided. *This is a 10 numeric character field.*
- **U.** Update the TOT FY TO DT Fuel Use QY Two, entering the revised quantity in the field provided. *This is a 10 numeric character field.*







- **V.** Update the TOT FY TO DTFUEL CST One, entering the revised cost in the field provided. *This is an 18 numeric character field.*
- **W.** Update the TOT FY TO DTFUEL CST Two, entering the revised cost in the field provided. *This is an 18 numeric character field.*
- **X.** Update the TOT FY TO DT Mileage, entering the revised mileage in the field provided. *This is an 18 numeric character field.*
- **Y.** Verify the Location Withheld contains the appropriate **2** or **1**. *This specifies if the asset is secretive enough that the whereabouts cannot be known.*
- **Z.** Update the Gross Vehicle Weight Requirement, entering the revised weight requirement in the field provided. *This is a 5 numeric character field.*
- **AA.** Update the Vehicle Assignment Type, using to select the desired vehicle assignment type.
- **AB.** Verify the LGHG AFV Petroleum-Dedicated Vehicles contains the appropriate ✓ or □. This specifies if the vehicle meets all aspects of the definition for purposes of EPACT compliance.
- **AC.** Update the EPAct 701 Designation, using to select the desired designation.
- **AD.** Update the Accident Repair Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*
- **AE.** Update the Indirect Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*
- 5. Select . The appropriate field changes in the Vehicle grid.
- 6. Repeat steps 3 5 to revise more fields.
- 7. Select Update . The records submit and the **FAST Outbound Display Transaction Status** page appears.







Update a FAST Outbound Display Agency File Status Record

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search Results > Update hyperlink > FAST Outbound Display Agency File Status Update page

Procedures

Update the FAST Outbound Display Agency File Status

Selecting _____ at any point of this procedure removes all revisions and closes the page,

whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select the Update hyperlink. *The FAST Outbound Display Agency File Status Update page appears.*







Agency File Status				
Agency Cd	DA-ARMY			
Fiscal Year	2023			
Process Status Cd	EL-Error lower level			
FAST File Nm				
FAST Submit Dt/Tm				
FAST Response Dt/Tm				
Remarks				
Errors				
There are no errors for th	e selected record.			
5 Accountable UIC error(s) found under this agency.			
26 Vehicle error(s) found	under this agency.			
		Cancel	Reset	Update

- 2. Verify the Agency File Status grid.
- 3. Verify the Errors grid, fixing them as needed.
 - Select . The **FAST Outbound Display Transaction Status** page appears.



4.





Update a FAST Outbound Display Accountable UIC Record

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search Results > Update hyperlink > FAST Outbound Display Accountable UIC Update page

Procedures

Update the FAST Outbound Display Accountable UIC

Selecting _____ at any point of this procedure removes all revisions and closes the page,

whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select the Update hyperlink. *The FAST Outbound Display Accountable UIC Update page appears.*







7		
Accountable UIC		
Agency Cd	DA-ARMY	
Site Id	DA-ASLT	
Asthulio		
Actor UIC	WFFMAA	
Domestic		
*FAST Agency Nm]
*FAST Agency Abbrv		
POC Report To Nm	FRED MALEY	<u></u>]
		J
POC Report To Addr 1		<u>]</u>
POC Report To Addr 2]
POC Report To City]
POC Report to ZIP	17901]
		ر ــــــــــــــــــــــــــــــــــــ
POC Report To E-mail]
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Indirect Costs	936]
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		FAST
False	Mandatory Entry	information does
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2. Update the Accountable UIC grid.









- **A.** Update the FAST Agency NM, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- **B.** Update the FAST Agency ABBRV, entering the revised abbreviation in the field provided. *This is a 20 alphanumeric character field.*
- **C.** Update the POC Report to ZIP, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- 3. Verify the Errors grid, fixing them as needed.

	Syntactic Error	FAST Error Id	FAST Error Desc	Remarks
D	False		Mandatory Entry	FAST abbreviatio information does not exist.
Vehicl	e error(s) four	nd under this Ac	countable UIC.	

- 4. Click U to select the Error to Clear. After the error is fixed, the error clears when the record is updated.
- 5. Select Update . The record submits and the **FAST Outbound Display Transaction Status** page appears.



