



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

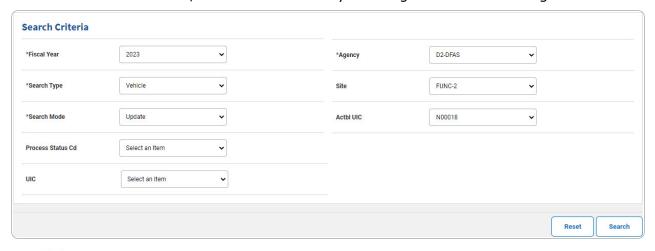
Utilities > Fleet > FAST Outbound DSPL > FAST Outbound Display Search Criteria

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.

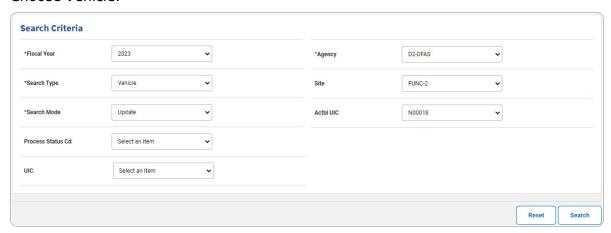
1. In the Search Criteria box, narrow the results by entering one of the following fields.



2. Use to select the Fiscal Year.



- **3.** Use to select the Search Type.
 - · Choose Vehicle.

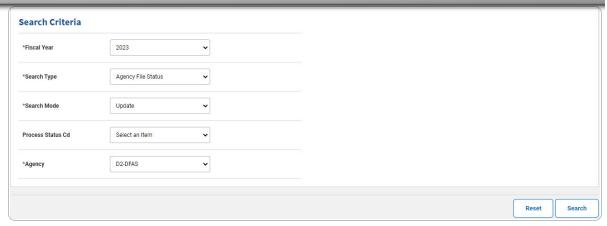


A. Use to select the Search Mode.



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





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



- **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 > Search Search Criteria > 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 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).





- next to the desired record(s). 5. Select
- 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. . 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).
- . The **FAST Outbound Display Vehicle Grid** page appears. 5. Select

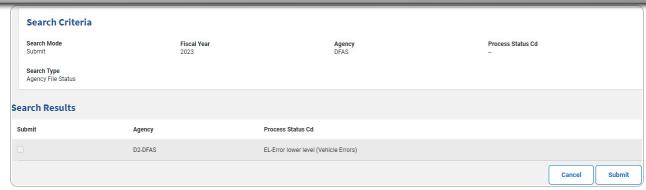
Update the FAST Agency File Status

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

Submit the FAST Agency File Status

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





- 4. Click 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* page appears.





Update a FAST Outbound Display Vehicle Record

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search Results > (desired record) > Edit hyperlink > Edit Record pop-up window

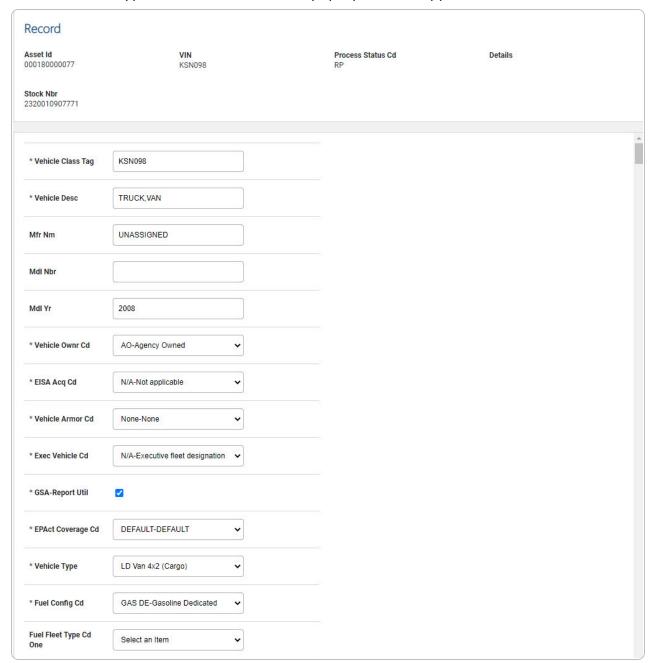
Procedures

Update the FAST Vehicle Record

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



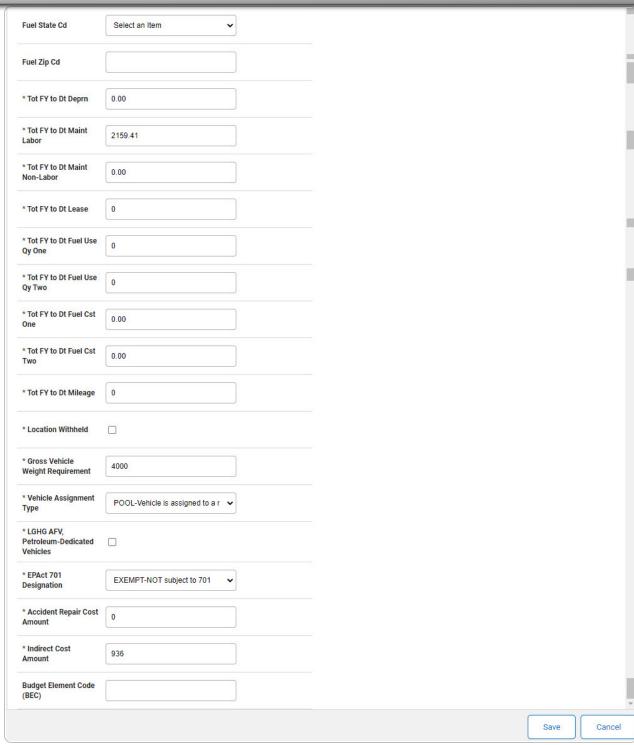
1. Select the Edit hyperlink. The **Edit Record** pop-up window appears.





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





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 ✓ or ☐. 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 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 \checkmark or \bigcirc . 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

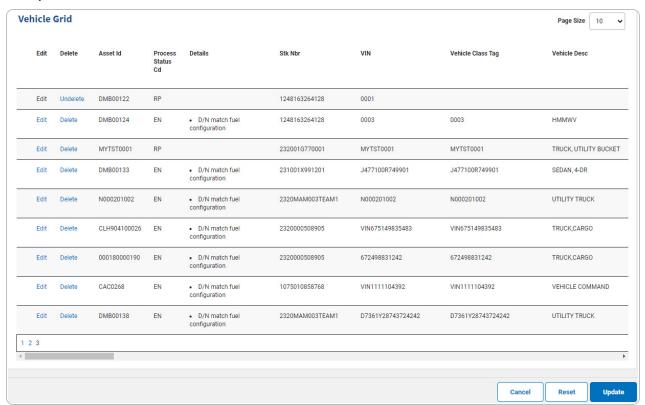
Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search Results > (desired record) > Update > Delete hyperlink > FAST Outbound Display Vehicle Grid page

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.





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



3. Select Transaction Status page appears.

Update

Transaction Status page appears.





View a FAST Outbound Display Vehicle Record

Navigation

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

Procedures

View the 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. Select View . 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) > Update > FAST Outbound Display Mass Change Grid page

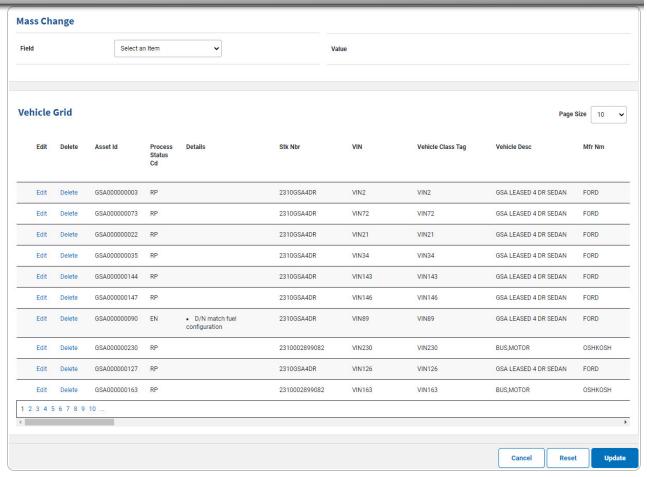
Procedures

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. ✓ appears.
- 2. Select Update . The **Mass Change Grid** page appears.





- 3. Use to select the Field. When the Field is chosen, the Value field appears.
- **4.** Enter the Value in the field provided, or use or to select the Value. The Value field is dependent upon the Field choice. The entry depends upon which Field is chosen.
 - **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.



- Update the Vehicle Armor Cd, using to select the desired code. E. Update the Exec Vehicle Cd, using to select the desired code. F. G. asset uses FAST to report the utilization. Update the EPAct Coverage Cd, using to select the desired code. н. Update the Vehicle Type, using to select the desired vehicle type. I. Update the Fuel Config Cd, using to select the desired code. J. Update the EO 13693 Designation, using to select the desired designation. K. L. Update the Vehicle Age AMT, entering the revised amount in the field provided. This is a 3 numeric character field. Verify the Acquired contains the appropriate \checkmark or \bigcirc . This specifies if the asset was М.
- obtained during the current Fiscal Year (checked).
- **N.** Verify the Disposed contains the appropriate \checkmark or \checkmark . 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 \checkmark or \checkmark . 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 . 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

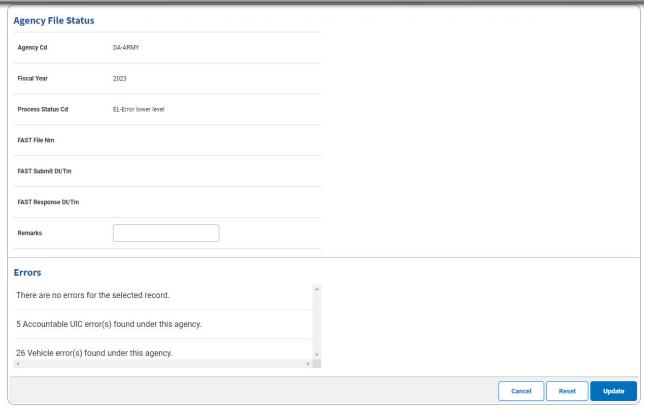
Procedures

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.





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





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

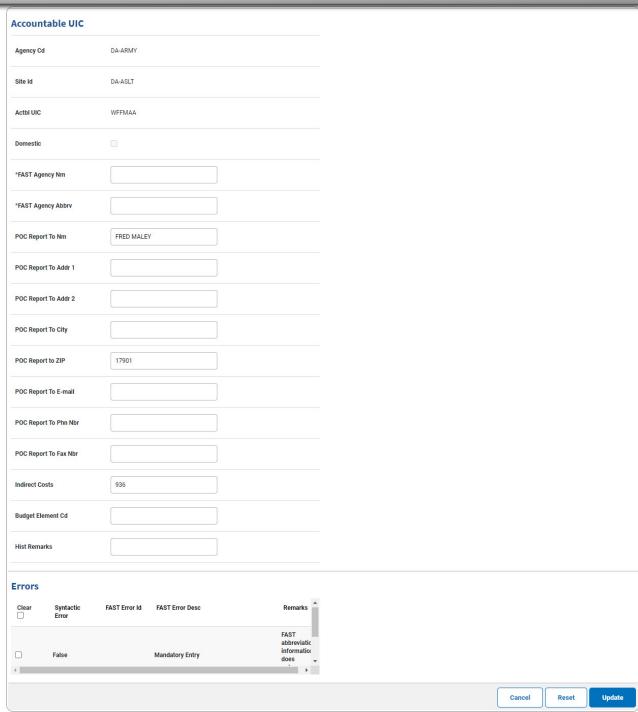
Procedures

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.

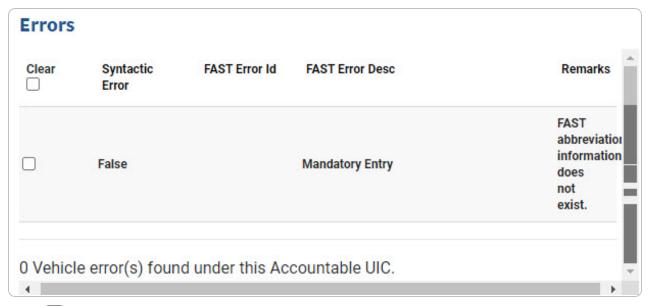




2. Update the Accountable UIC grid.



- **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.



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