

# Adding Vehicles

To add vehicles you will need:

- The serial number on each GO device you wish to add
- Optional (for multiple vehicles only): an excel file containing GO device serial numbers and device descriptions

## Adding One Vehicle

1. From your homescreen, find “Vehicles” in the menu on the left and click.

Refer to the green oval in the image below.



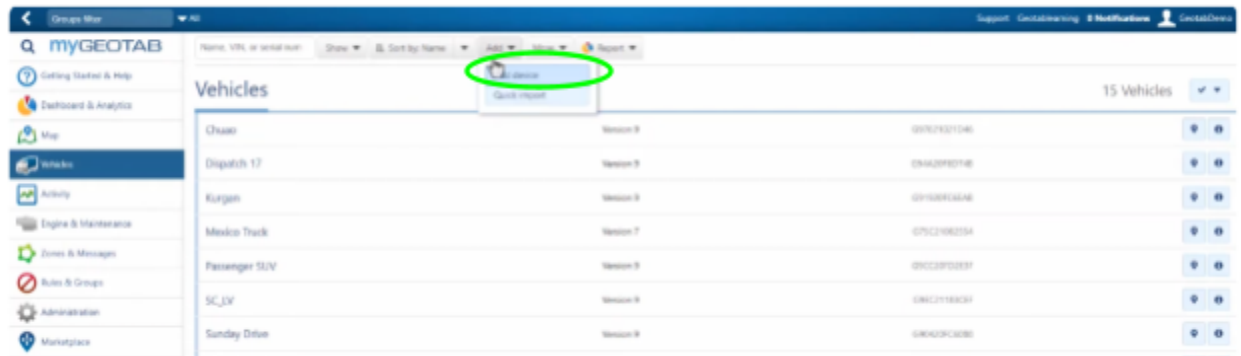
2. You will now see a list of vehicles. It may be empty if none have been added yet.

In the toolbar above the list of vehicles, click on the “Add” option indicated by the green circle in the image below.

The screenshot shows the 'Vehicles' list page in myGEOTAB. The 'Add' button in the toolbar is highlighted with a green circle. The table below lists 15 vehicles.

Name, VIN, or serial num	Model	Sort by Name	More	Report
<b>Vehicles</b> 15 Vehicles				
Chase	Version 9	08761501046		
Dispatch 17	Version 9	09442090748		
Kungen	Version 9	09160903048		
Mexico Truck	Version 7	07521802054		
Passenger SUV	Version 9	08120950837		
SC_LV	Version 9	08021100037		
Sunday Drive	Version 9	09442090748		
Test Vehicle - ID	Version 9	08952113750		

3. Select “Add device” in the new dropdown menu, indicated by the green circle in the image below.

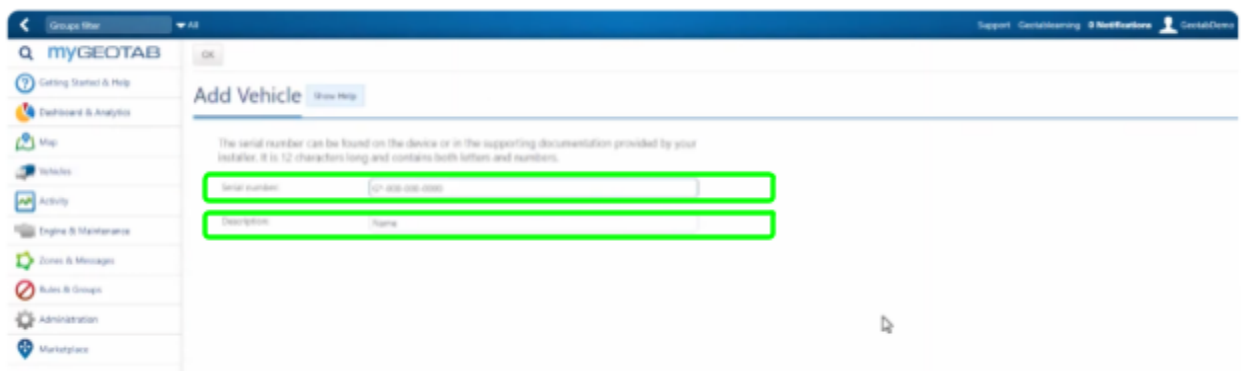


4. You will now be taken to a new screen.

Enter the serial number of the GO device you wish to add, without dashes.

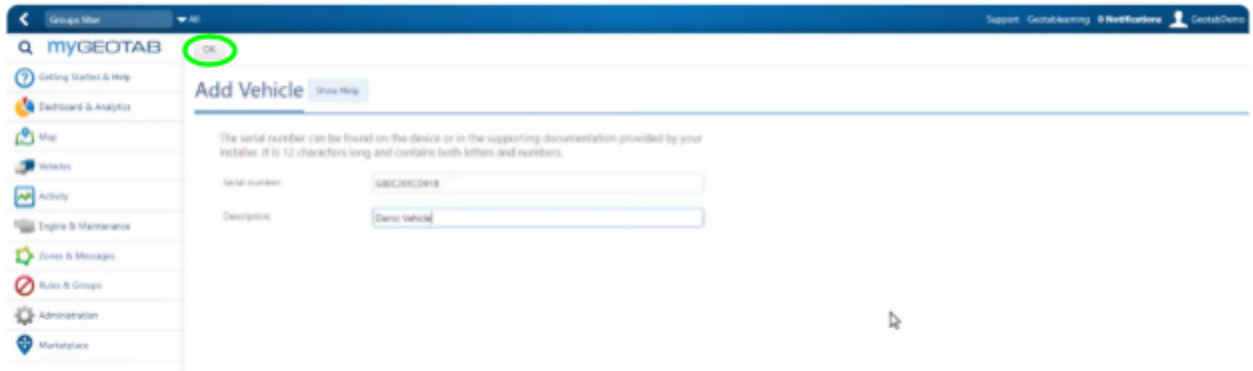
- Tip: The serial number can be found on the GO device or in the documentation you received from your installer.

Enter a description for the device.



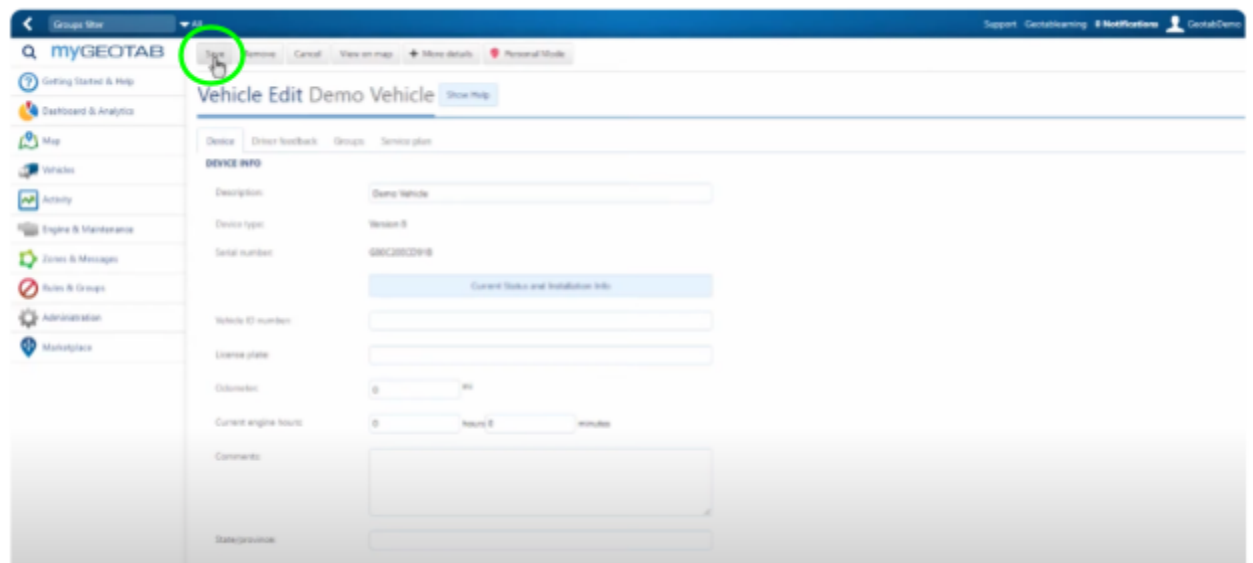
5. Click “OK” in the top toolbar.

- Tip: You will get an error if the device is already in the database



The screenshot shows the myGEOTAB 'Add Vehicle' form. The top toolbar has a blue header with 'myGEOTAB' and a search icon. Below the header, there's a sidebar with navigation links: Getting Started & Help, Dashboard & Analytics, Map, Vehicles, Activity, Engine & Maintenance, Zones & Messages, Rules & Groups, Administration, and Marketplace. The main content area is titled 'Add Vehicle' with a 'Show Help' link. Below the title, there's a text box explaining that the serial number can be found on the device or in the supporting documentation. There are two input fields: 'Serial number' with the value 'GBC28C2818' and 'Description' with the value 'Demo Vehicle'. The 'OK' button in the top toolbar is circled in green.

6. Click “Save” in the top toolbar.



The screenshot shows the myGEOTAB 'Vehicle Edit Demo Vehicle' form. The top toolbar has a blue header with 'myGEOTAB' and a search icon. Below the header, there's a sidebar with navigation links: Getting Started & Help, Dashboard & Analytics, Map, Vehicles, Activity, Engine & Maintenance, Zones & Messages, Rules & Groups, Administration, and Marketplace. The main content area is titled 'Vehicle Edit Demo Vehicle' with a 'Show Help' link. Below the title, there's a tabbed interface with tabs for 'Device', 'Driver feedback', 'Groups', and 'Service plan'. The 'Device' tab is active, showing 'DEVICE INFO'. There are several input fields: 'Description' with the value 'Demo Vehicle', 'Device type' with the value 'Version 5', 'Serial number' with the value 'GBC28C2818', 'Vehicle ID number', 'License plate', 'Odometer' with the value '0', 'Current engine hours' with the value '0', 'Comments', and 'State/province'. The 'Save' button in the top toolbar is circled in green.

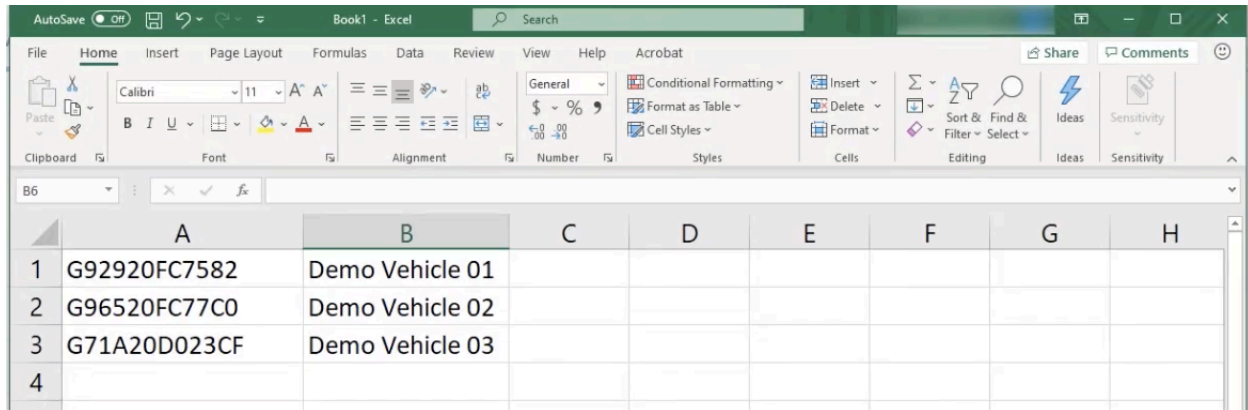
7. Your vehicle has been added!

## Adding Multiple Vehicles

It is recommended that you have an excel or csv file with the serial numbers of your GO devices in one column, and a corresponding description in another column.

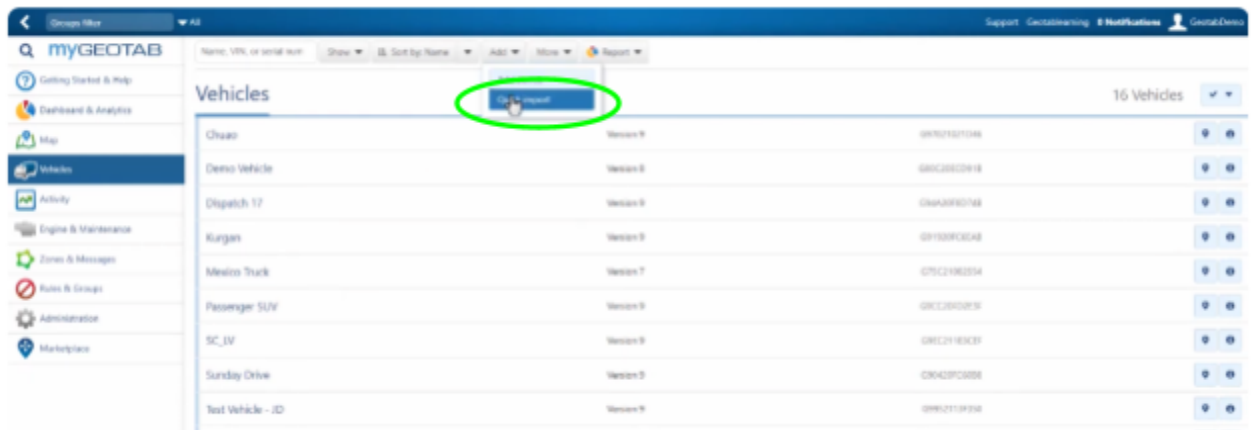
See the image below for an example

- Note: The serial numbers do not contain dashes.

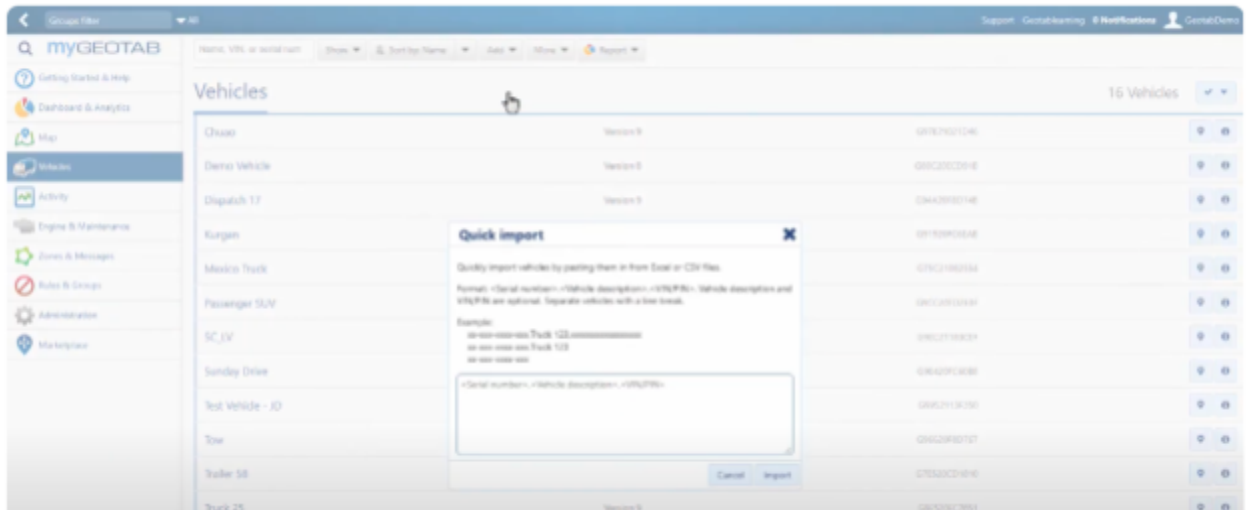


	A	B	C	D	E	F	G	H
1	G92920FC7582	Demo Vehicle 01						
2	G96520FC77C0	Demo Vehicle 02						
3	G71A20D023CF	Demo Vehicle 03						
4								

1. Follow steps 1 and 2 in [Adding One Vehicle](#)
2. Select “Quick Add” in the new dropdown menu, indicated by the green circle in the image below.



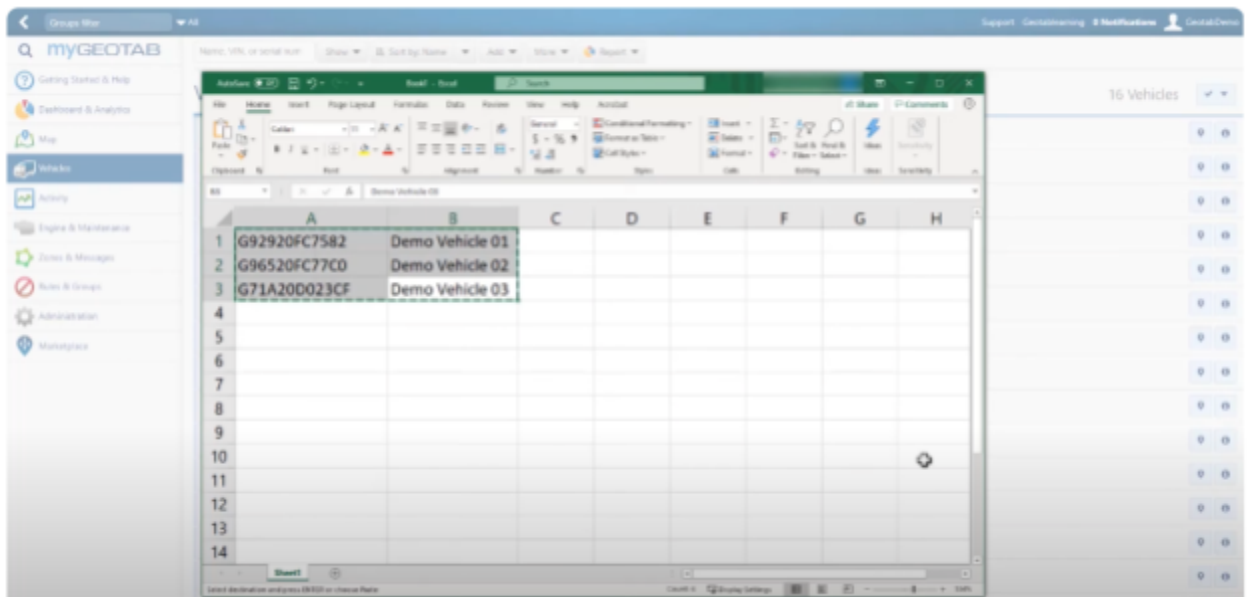
3. You will see a new textbox appear with space for you to add multiple GO device serial numbers.



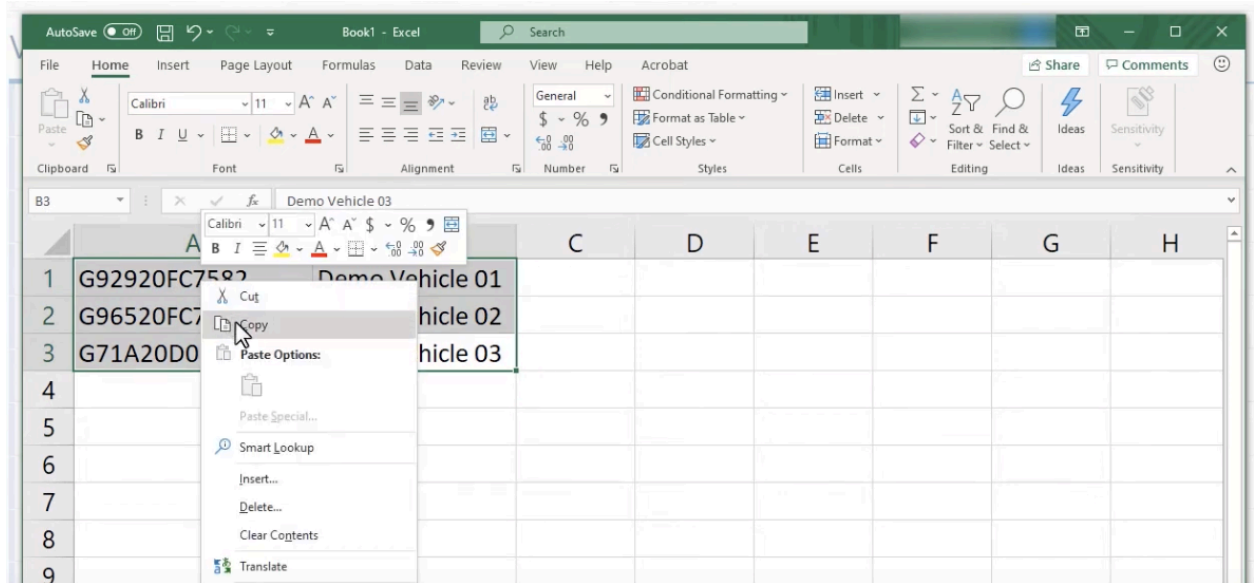
4. If you do not have an excel or csv file, please skip to step 5.

- a. Open the excel file containing the serial numbers and descriptions of the devices you wish to add.

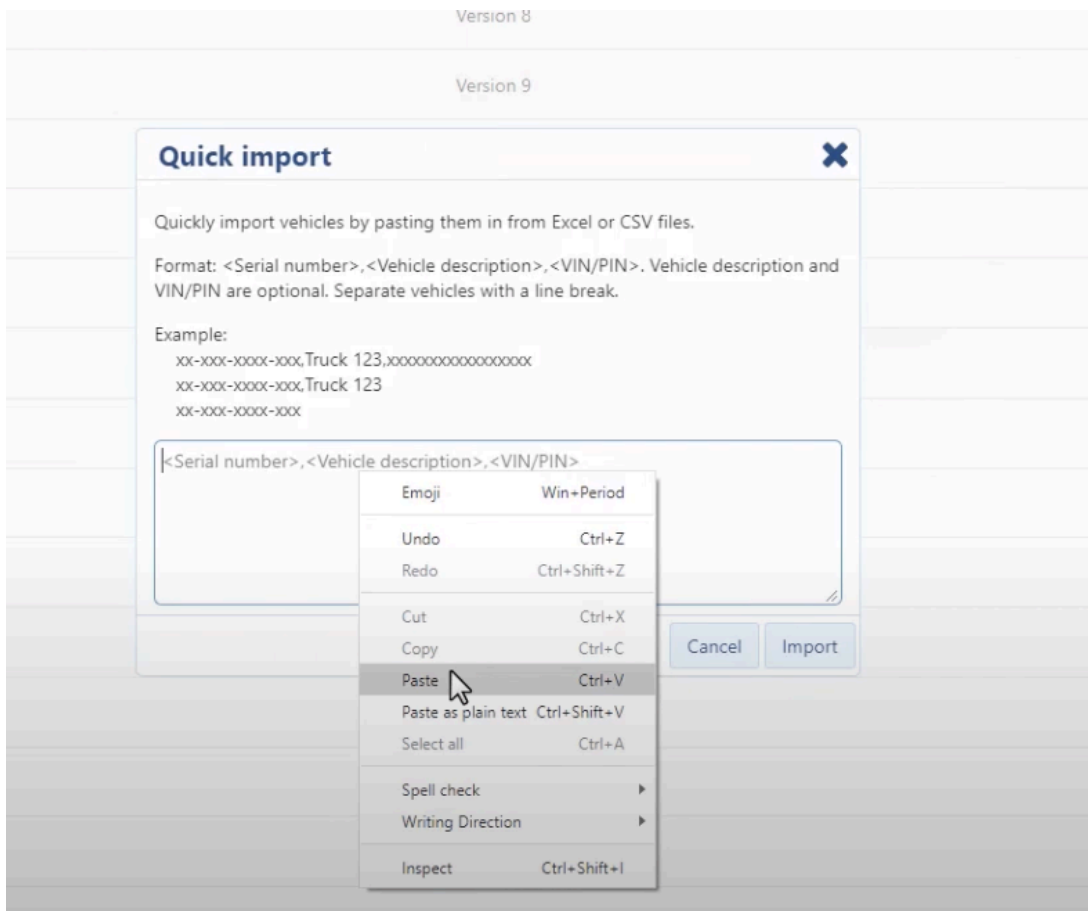
Select the data.



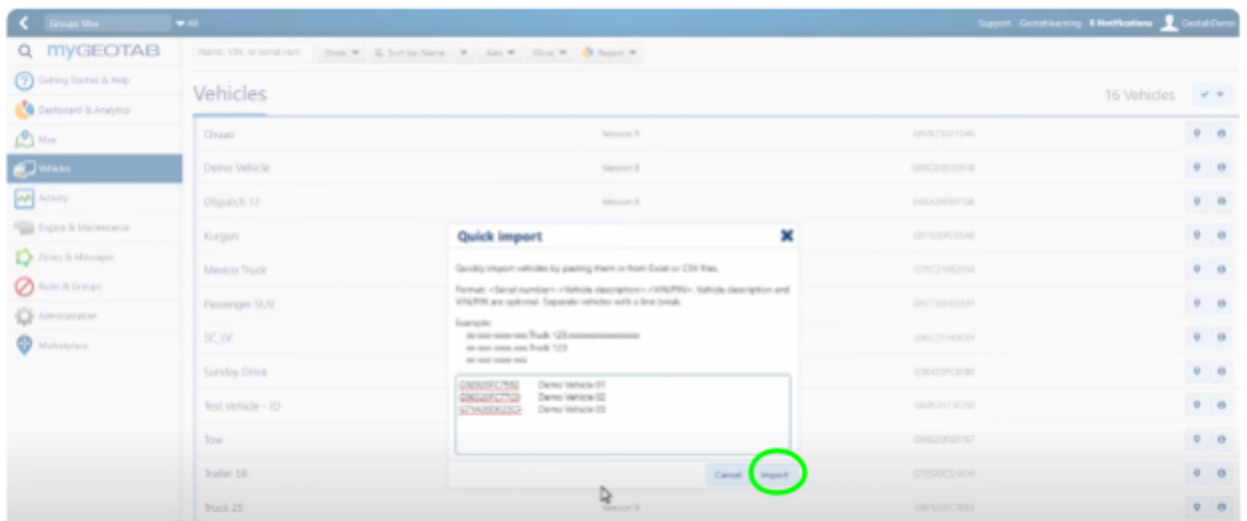
- b. Right click on the selected data and select "Copy".



- c. Navigate back to MyGeotab and the Quick Import screen.
- d. Right click in the Quick Import box and select paste



e. Click “Import”



5. Skip this step if you have completed step 4.

For each GO device:

- a. Type in the serial number.
- b. Type a tab, comma, or space.

Note: Be consistent across devices with your choice of separator.

- c. Type the vehicle description.
- d. Press enter to create a line break.
- e. Click on “Import”.





