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.

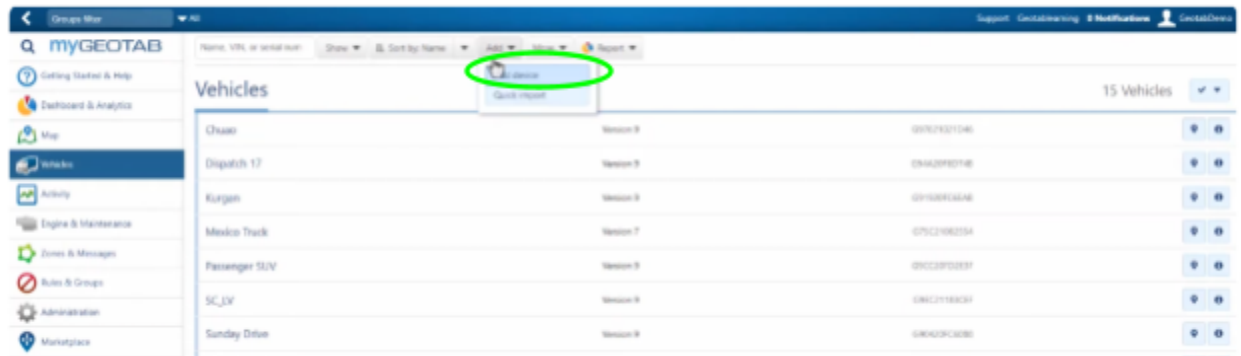   Refer to the green oval in the image below.

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.

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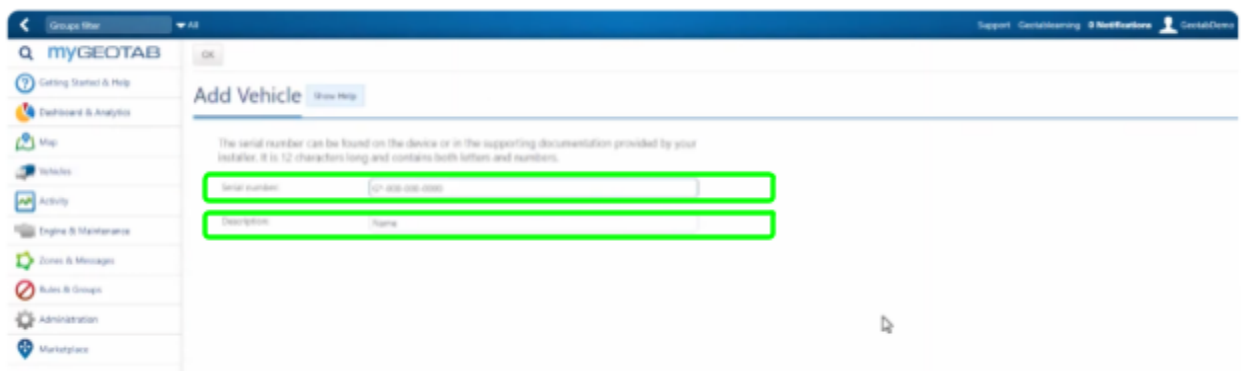

4. You will now be taken to a new screen.

   Enter the serial number of the GO device you wish to add, without dashes.
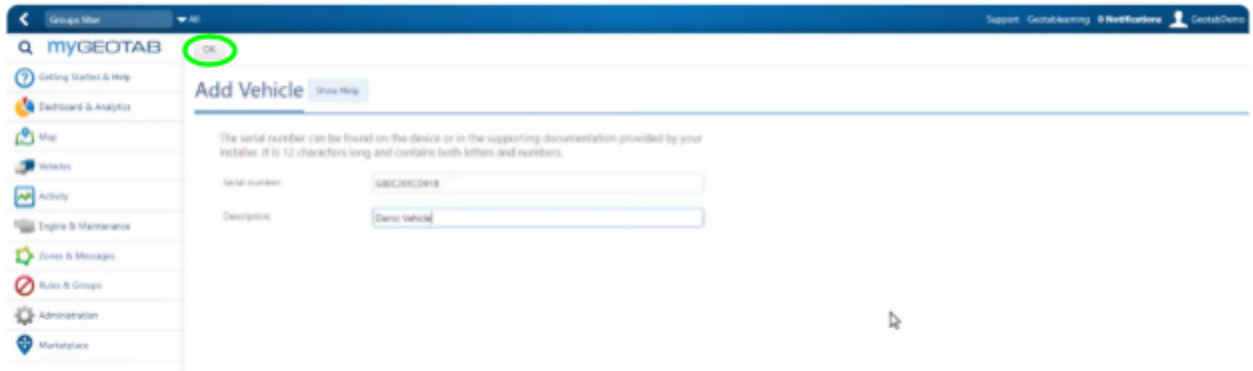
   - Tip: The serial number can be found on the GO device or in the documentation you received from your installer.

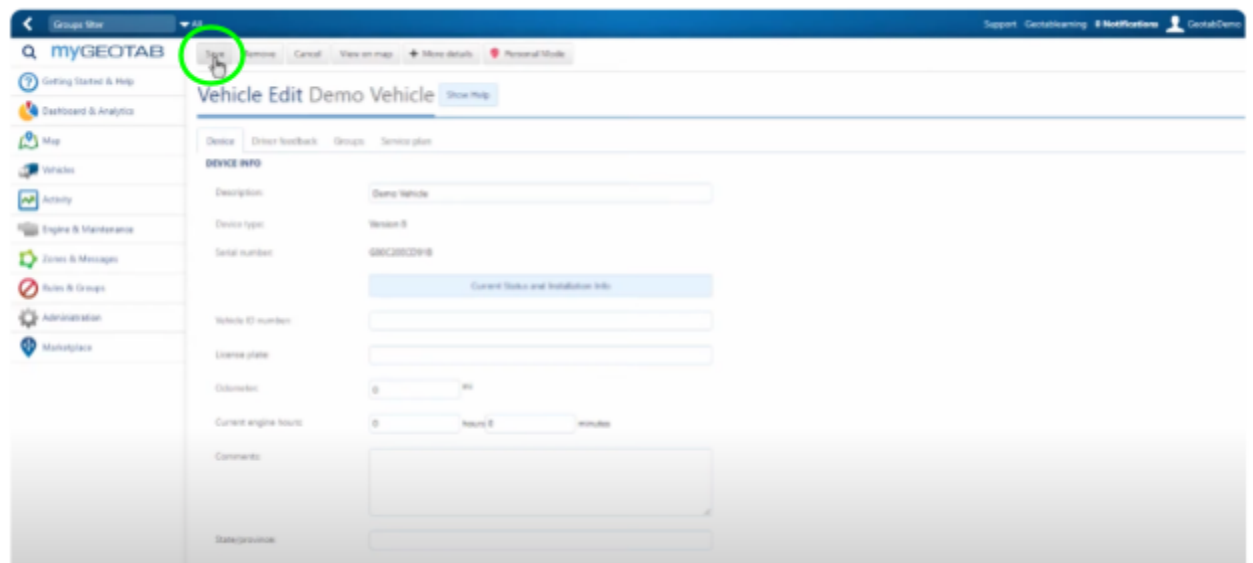   Enter a description for the device.

5. Click "Ok" in the top toolbar.

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

6. Click "Save" in the top toolbar.

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.

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.
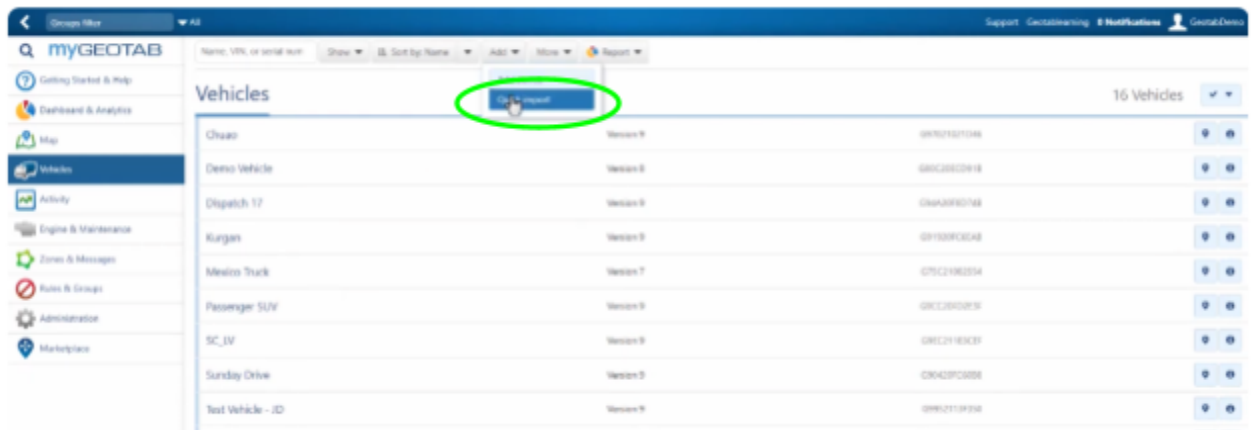
3. You will see a new textbox appear with space for you to add multiple GO device serial numbers.
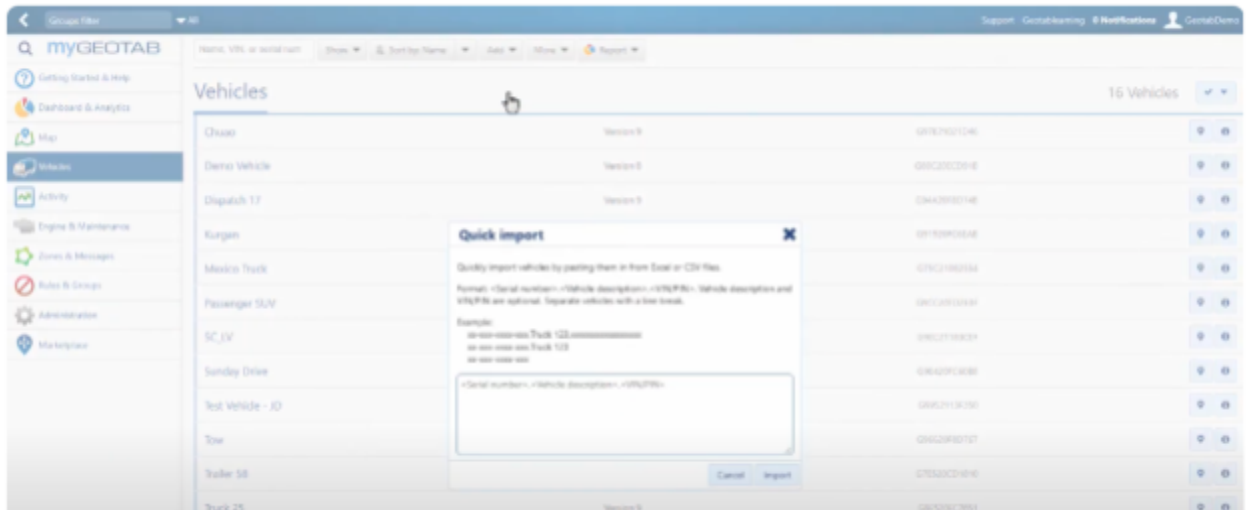
4. If you do not have an excel or csv file, please skip to step 5.

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

   Select the data.
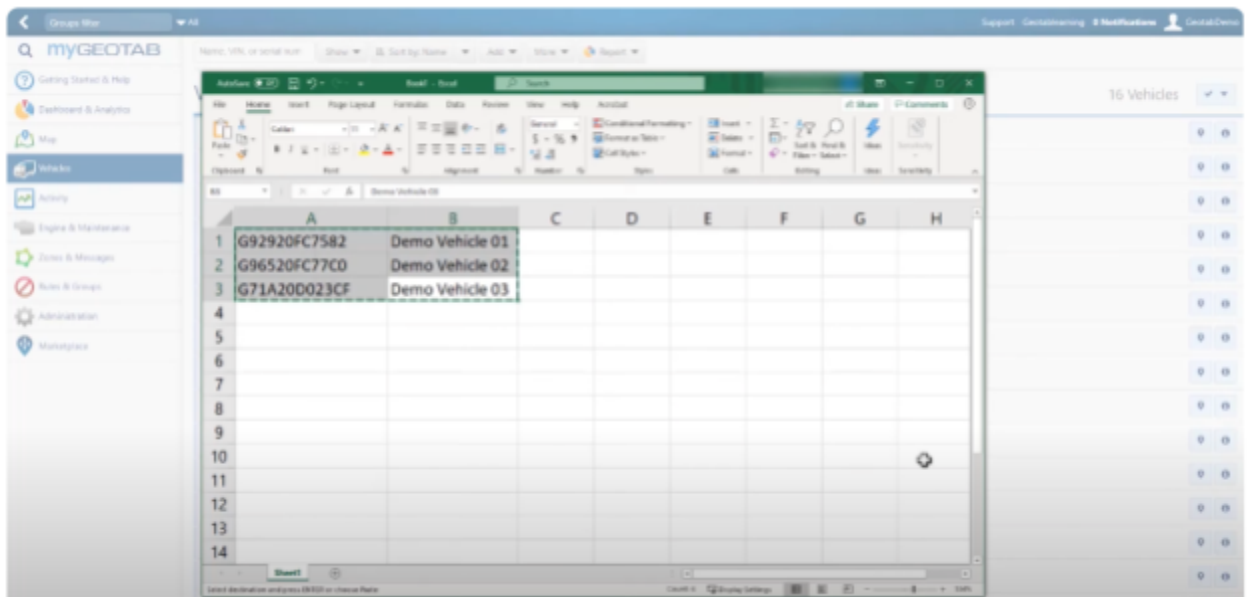
   b. Right click on the selected data and select "Copy".
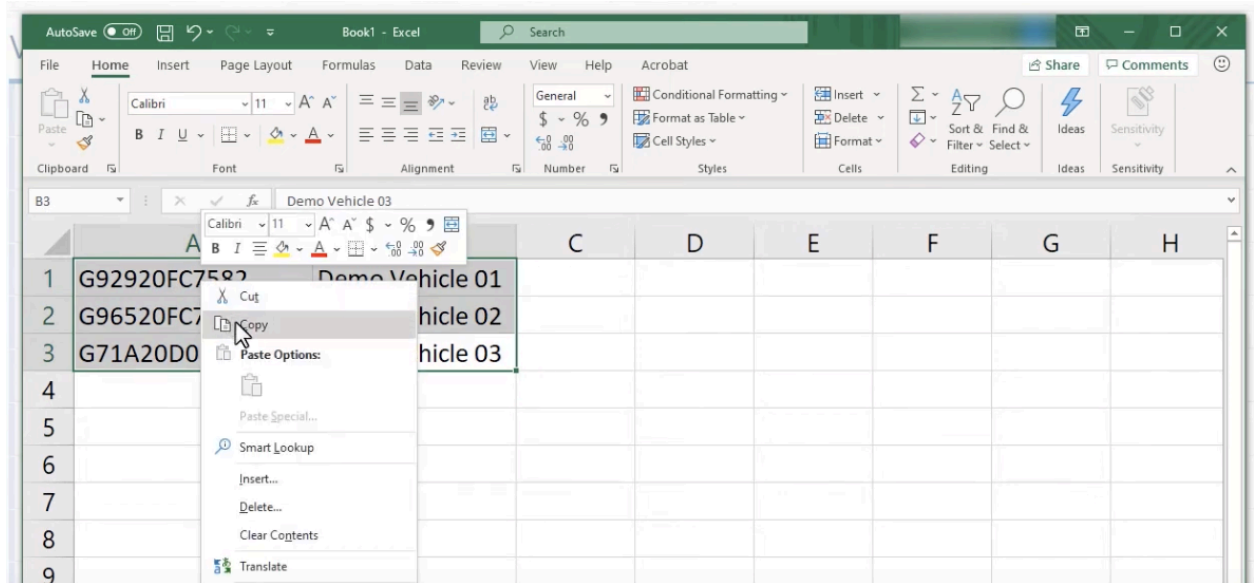
c. Navigate back to MyGeotab and the Quick Import screen.

d. Right click in the Quick Import box and select paste
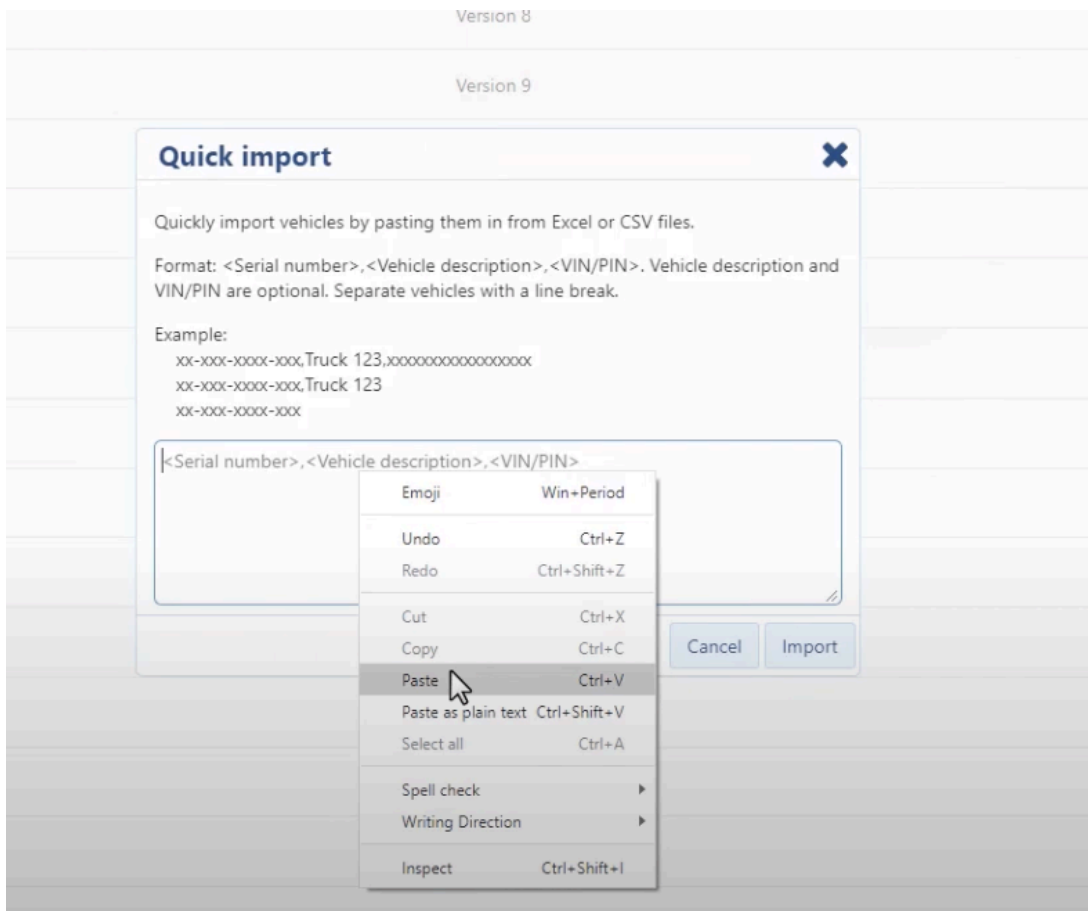
e. Click "Import"
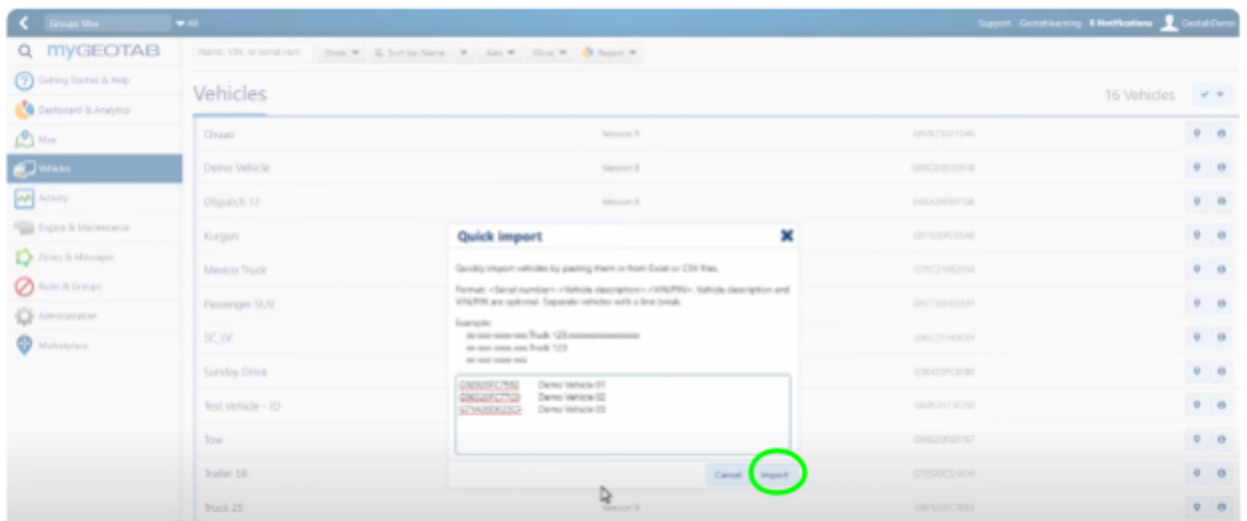
5. Skip this step if you have completed step 4.

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".

6. Your vehicles have been added!

** Notes, Assumptions, Limitations

- Initial screen shown in video is a dashboard you see after login (a home screen)
- In a work environment I would've asked more questions to better understand the audience. As is, I have assumed that they can accomplish tasks with software, but it is not something they do not do everyday and they may lack a bit of confidence.

- No vehicles are shown if none have been added.
- Screenshot quality and diagram consistency would improve with access to the product
- Assumed you can type in the Quick import textbox and manually enter the relevant information if you use the correct format.
- Example provided for Quick import on the popup screen is misleading with the dashes. I assumed this is a mistake and it should be done without dashes, to be consistent with the narration and the excel file. See the image below for details.