

SEAGO Transit Asset Management

User Guide



JULY 24, 2018

SouthEastern Arizona Governments Organization
Transportation Department
1403 W. Hwy 92
Bisbee, AZ 85603

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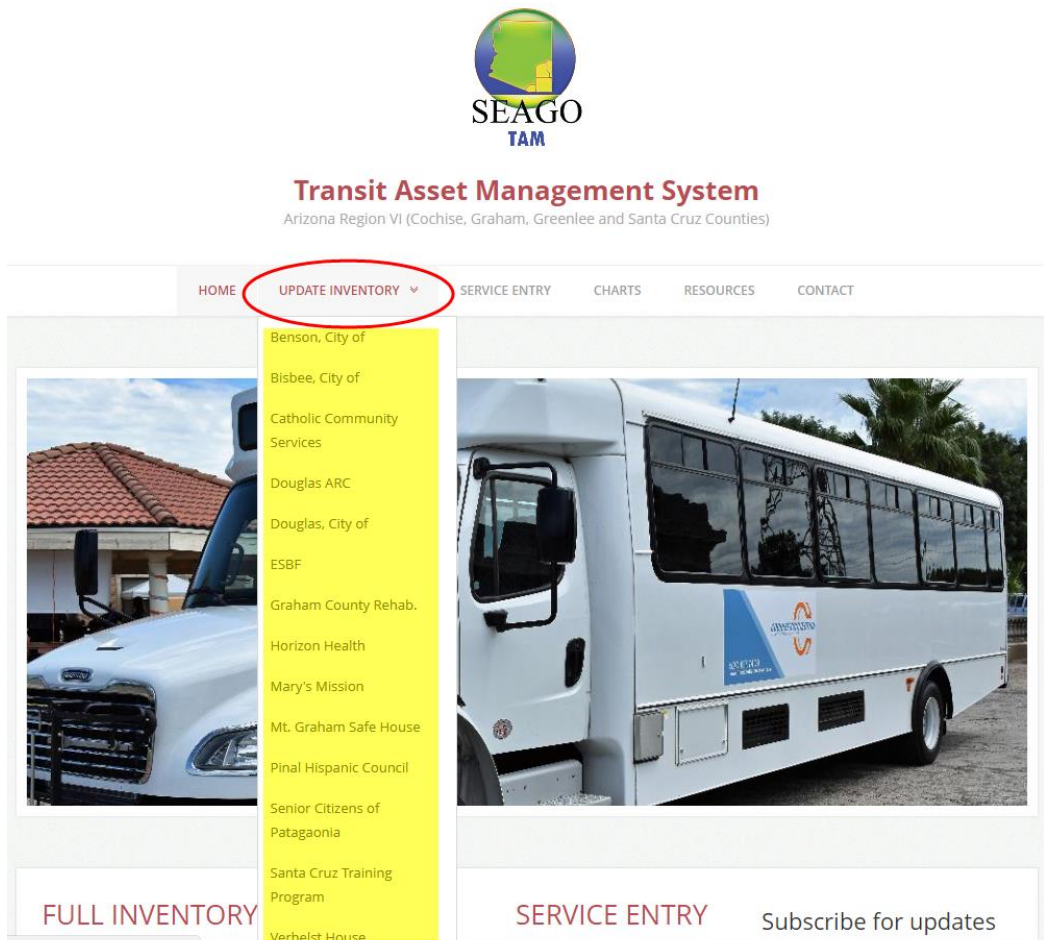
Adding and Editing Vehicle Data

Go to www.segotam.org and enter password (see SEAGO staff for password).

It is not possible to add, duplicate or delete vehicles. Please contact SEAGO staff to do this.

To view or update vehicle information do the following:


Step 1. Click Update Inventory on the top menu and select your agency.



Step 2. Sort and Filter Report data.

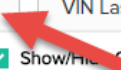
Click on any of the column headers to sort or hide the column.

Benson, City of



<input type="checkbox"/> VIN Last 4	Full VIN	Plate	Vehicle Status	Type	Year	Make	Condition Code	Odometer	Odo Date	Lein?	Total Seats
8375			In Service	5-LD Cut 15'-25'	2018	Ford	5 - EXCELLENT	2189	10-Jan-2018	Yes	2
0687			In Service	5-LD Cut 15'-25'	2016	Chevy	4 - GOOD	18174	05-Jan-2018	Yes	
0695			In Service	5-LD Cut 15'-25'	2016	Chevy	4 - GOOD	16720	10-Jan-2018	Yes	
3861			In Service (-1 day/wk)	5-LD Cut 15'-25'	2010	Ford	2 - POOR	134169	03-Jan-2018	Yes	
3877			In Service	5-LD Cut 15'-25'	2010	Ford	2 - POOR	129683	10-Jan-2018	Yes	
7887			In Service	5-LD Cut 15'-25'	2009	Ford	3 - FAIR	171089	04-Jan-2018	Yes	

You can also click the eye icon next to the first column to hide/show columns.



VIN Last 4 Full V


- Show/Hide Columns
- VIN Last 4
- Full VIN
- Plate
- Vehicle Status
- Type
- Year
- Make
- Condition Code
- Odometer
- Odo Date

Done

Step 4. Edit Vehicle Data

Hover your mouse over a record and click the three dots and select Edit.

Benson, City of

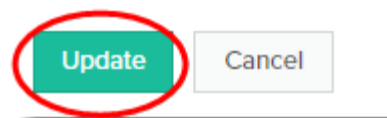
<input type="checkbox"/>	VIN Last 4	Full VIN	Plate	Vehicle Status
	8375			In Service
	0687			In Service
	0695			In Service
	3861			In Service (<1 day/wk)
	3877			In Service
	7887			In Service

Benson, City of

<input type="checkbox"/>	VIN Last 4	Full VIN	Plate	Vehicle Status
	8375			In Service
	-----			In Service
				In Service
	3861			In Service (<1 day/wk)

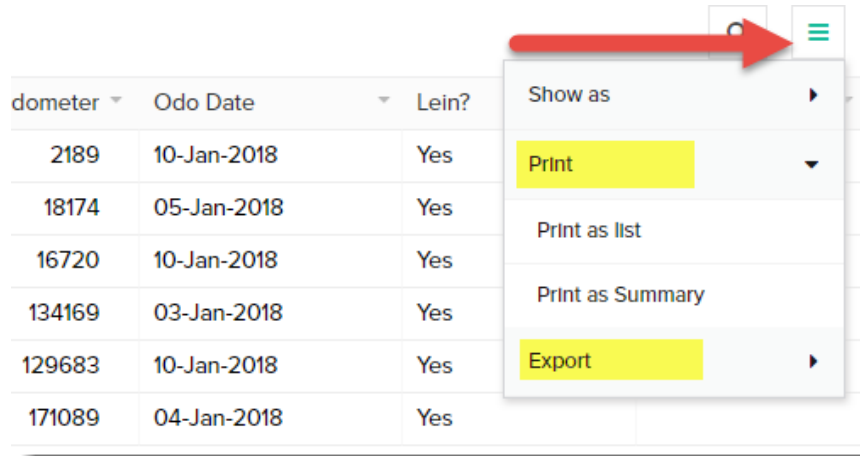
Edit

Make the necessary updates. Once completed, scroll to the bottom and click the "Update" button.



Printing or Exporting Records

In the top right corner click the menu to print or export. Report can be exported to many useful formats like pdf, xls, html, and csv.

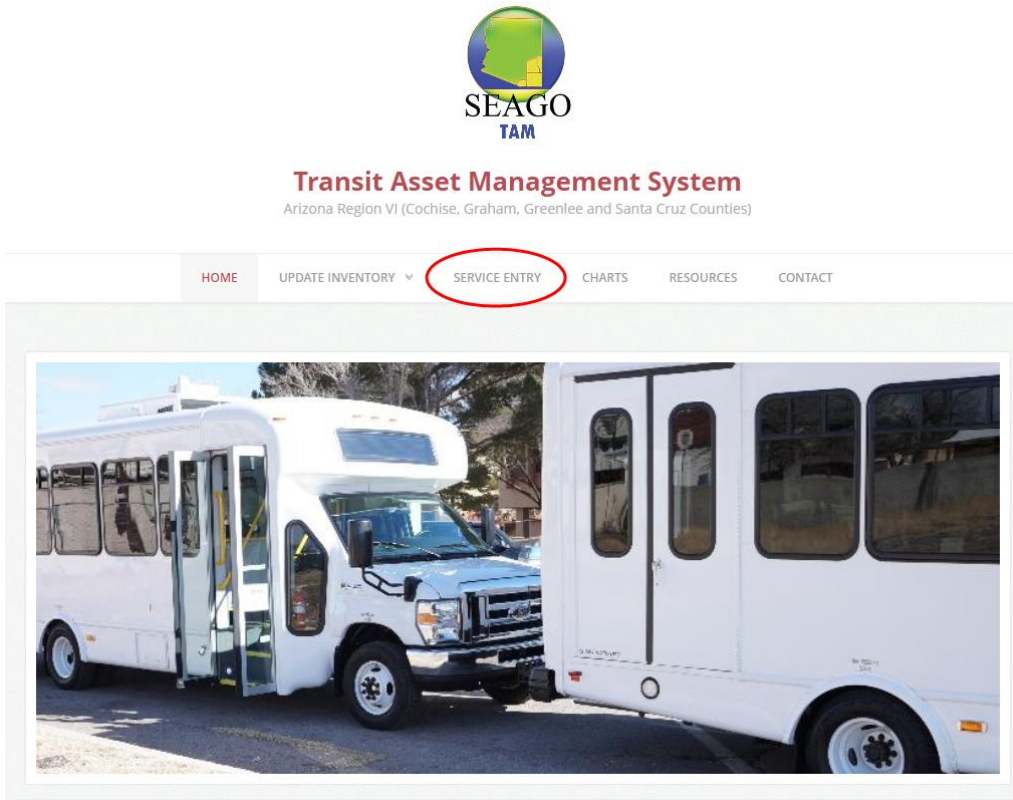


dometer	Odo Date	Lein?
2189	10-Jan-2018	Yes
18174	05-Jan-2018	Yes
16720	10-Jan-2018	Yes
134169	03-Jan-2018	Yes
129683	10-Jan-2018	Yes
171089	04-Jan-2018	Yes

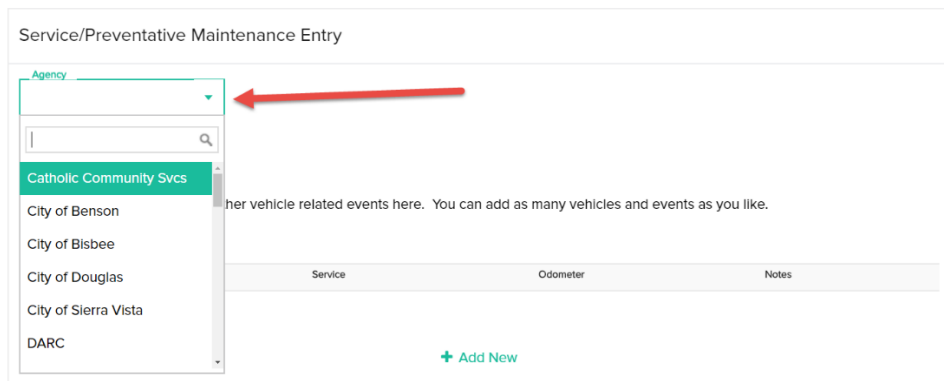
The screenshot shows a table with three columns: 'dometer', 'Odo Date', and 'Lein?'. A context menu is open over the table, with a red arrow pointing to the menu icon in the top right corner. The menu options are: 'Show as', 'Print', 'Print as list', 'Print as Summary', and 'Export'. The 'Print' and 'Export' options are highlighted in yellow.

Adding Service/Preventative Maintenance Events

Step 1. Click "Service Entry" on the top menu.



Step 2. Select your agency from the drop down list.



Step 3. Enter email address where confirmation email should be sent.

Service/Preventative Maintenance Entry

Agency
City of Benson

Email
jmerideth@seago.org

Step 4. Determine which type of event you are entering.

“Service or Maintenance” events include all vehicle related services such as oil changes, tire rotations, glass work, lift repairs, etc.

“Other Events” are annual ADOT inspections and registration renewals.

Under the appropriate event type, click “Add New”

Enter service, maintenance, or other vehicle related events here. You can add as many vehicles and events as you like.

Enter Service or Maintenance Event

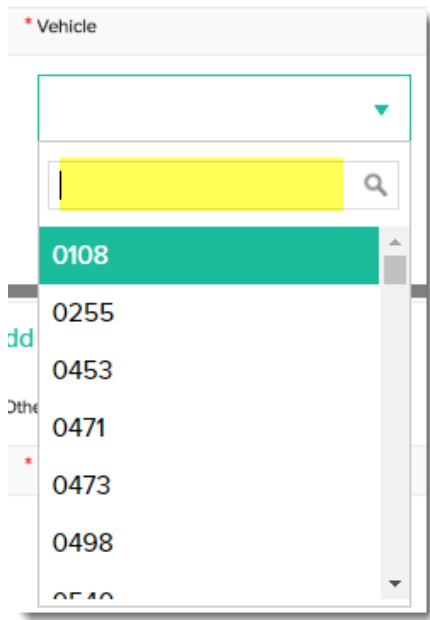
* Vehicle	Date	Service	Odometer	Notes
+ Add New				

Enter Other Event

* Vehicle	Date	Event	Odometer	Notes	Vendor
+ Add New					

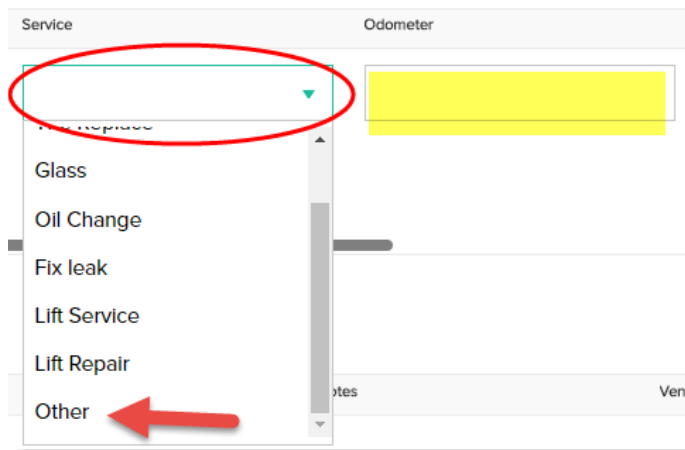
Search for the vehicle by clicking the vehicle field and entering the last 4 digits of the VIN. If the vehicle has not yet been entered into the system it will not be found. No events can

be entered until the vehicle has been entered into the system (contact SEAGO staff to do this).

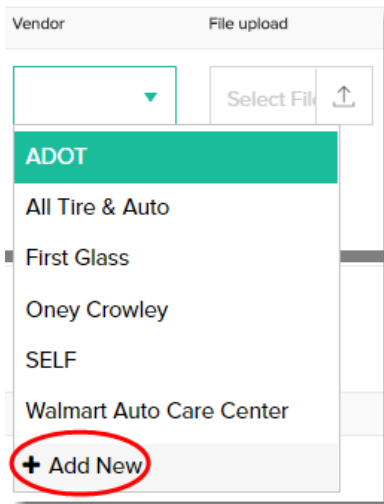


Click the "Service" dropdown and select the appropriate service. If it is not shown select "Other" and enter a name.

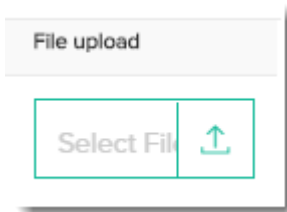
Enter Odometer reading at time of service.



Hit tab and enter in any notes or comments. Hit tab again and choose the vendor. If the vendor is not listed choose "Add New".



Next click the “File Upload” field and upload a .pdf copy of the receipt/maintenance paperwork.



When finished click “Add New” to add another event.

When entering annual ADOT inspections, please submit post-inspection paperwork in the “File Upload” field.

Once all events have been added, click the Submit button at the bottom of the page. You will receive an email confirmation to the address provided at the top of the form.

Enter service, maintenance, or other vehicle related events here. You can add as many vehicles and events as you like.

Enter Service or Maintenance Event

Vehicle	Date	Service	Odometer	Notes	Vendor
1322 ✕ ▼	11-Jul-2018 08 📅	Oil Change ✕ ▼	63512		Walm...
1322 ✕ ▼	12-Jul-2018 08 📅	Tire Replace ✕ ▼	63515	Replaced spare tire	Walm...

+ Add New

Enter Other Event

Event	Odometer	Notes	Vendor	File upload
ADOT Inspectoin ✕ ▼	60325	Annual Inspection	ADOT ✕ ▼	ADOT_132... ✕

+ Add New

Submit

Reset