How to Enter Vehicle and Customer details

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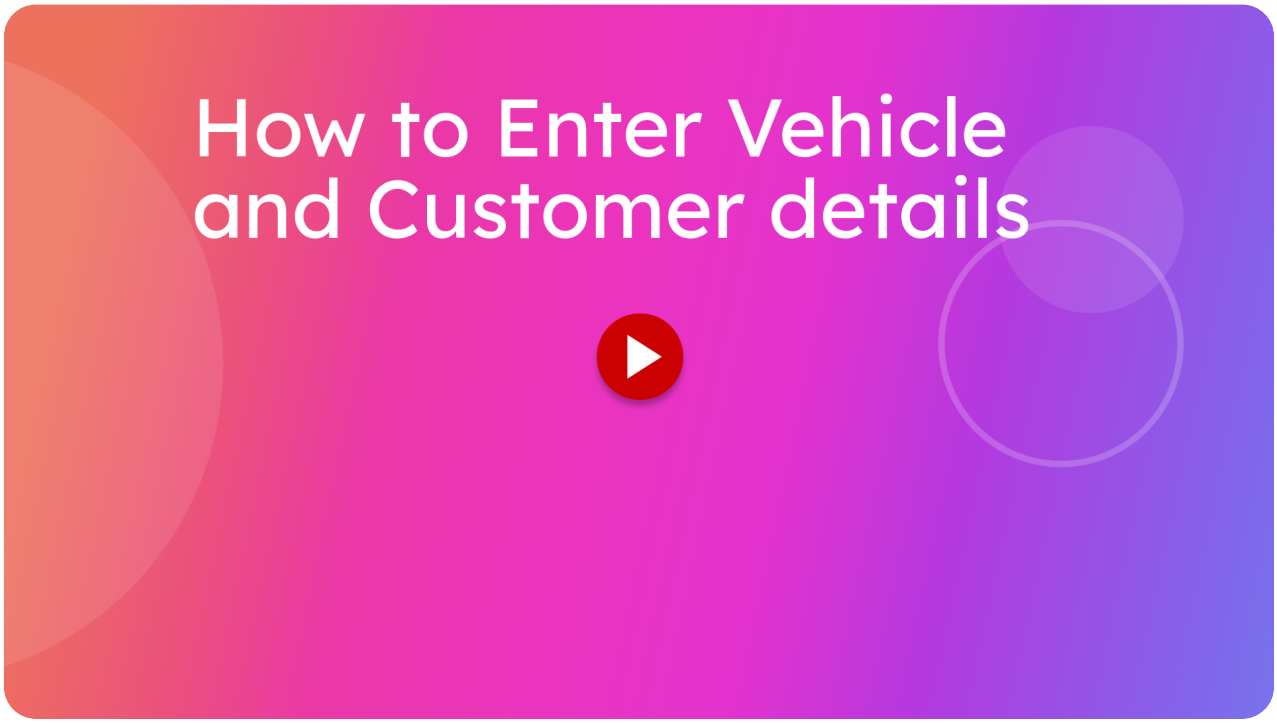
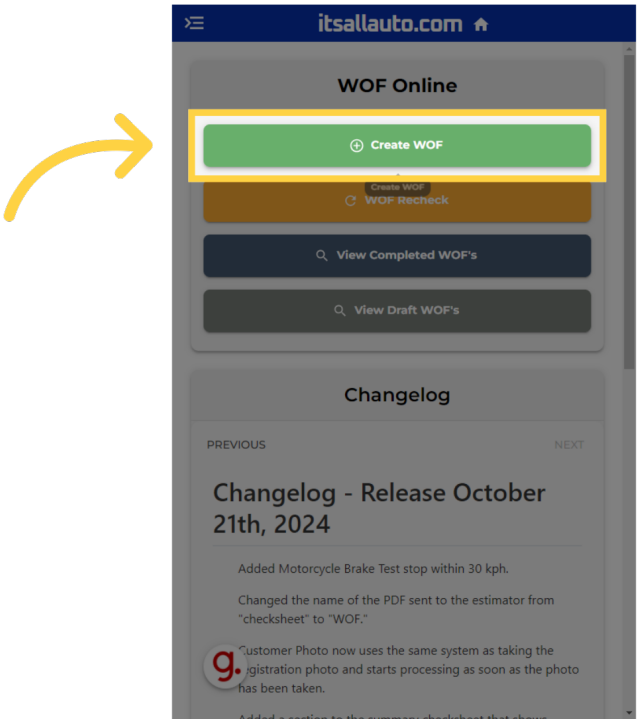


This guide will walk you through the process of entering vehicle and customer details during an e Warrant of Fitness Inspection.

Go to localhost:5174

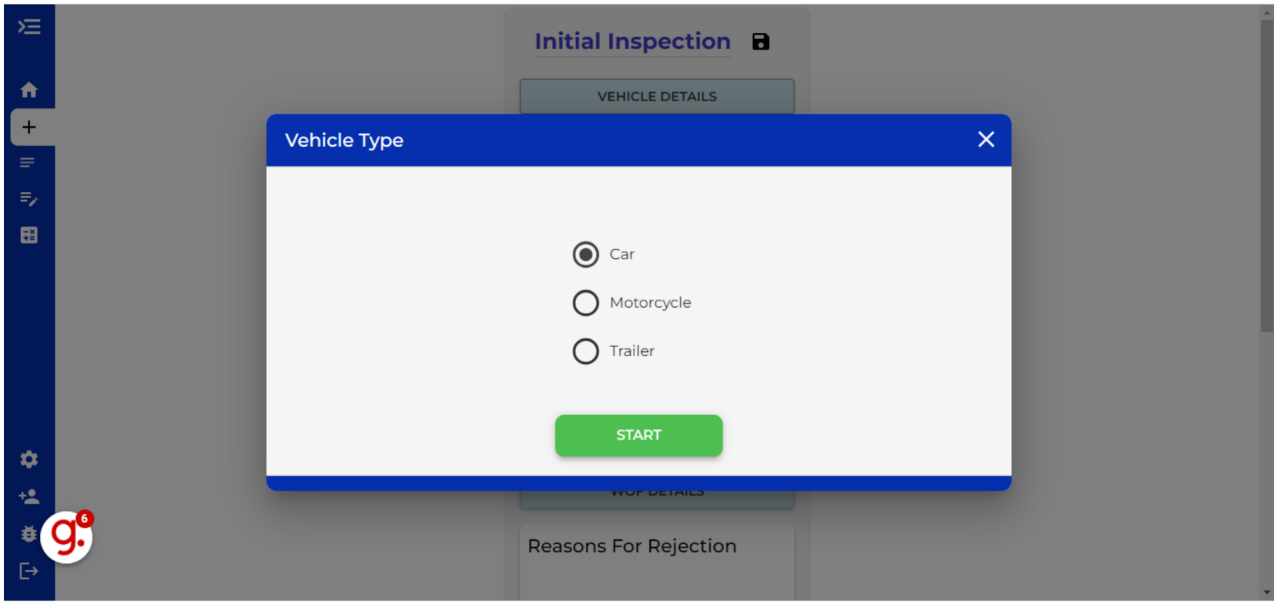
01 Click "Create WOF"

From the Home page click create wof



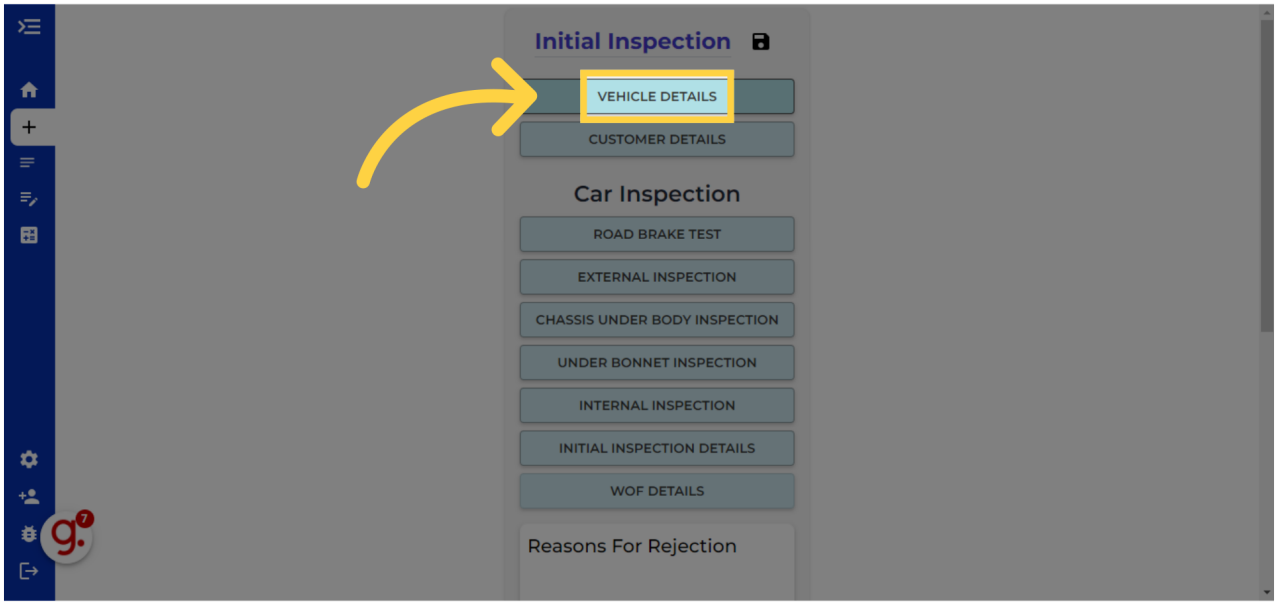
02 Click "Start"

Then choose the vehicle type for the inspection and click start.



03 Click "Vehicle Details"

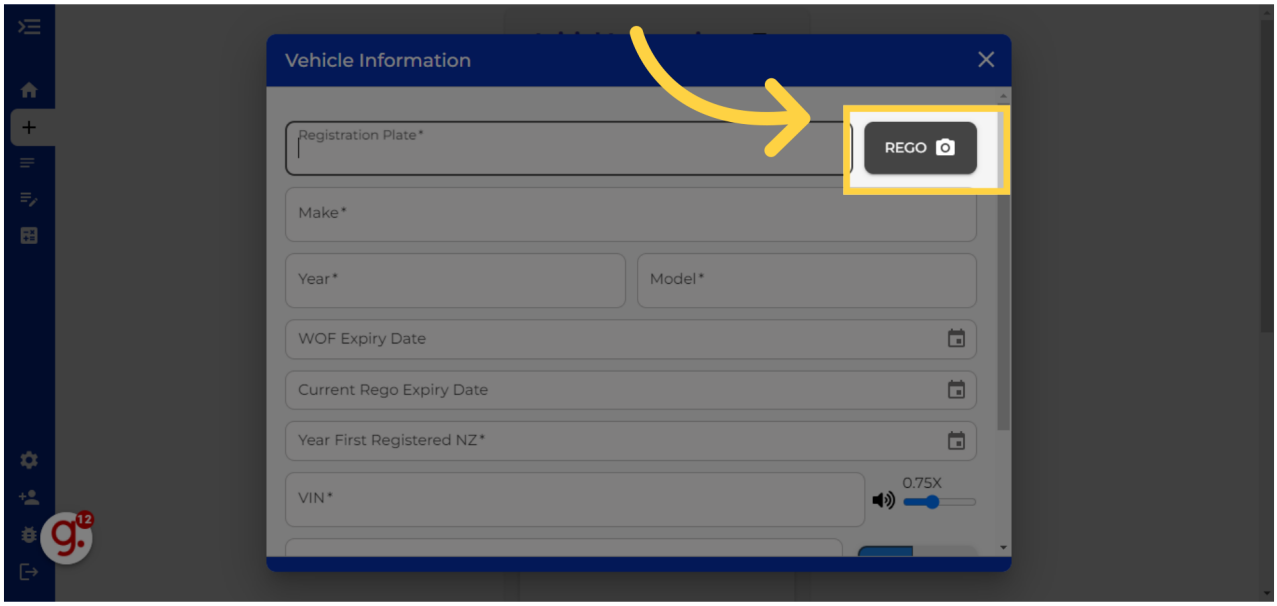
Tap on the Vehicle Details section to open it.



04 Click "Registration Plate *"

You can either enter in details manually or take a photo of the Vehicle Registration Label by clicking the REGO photo button.

There is significant benefits of taking a photo of the Rego Label as it will automatically get the Rego, Make, Model, Year, Date of first registration and VIN number without you having to pay over 30 cents per time, or copying and pasting these details from CarJam. So this can save you significant time and money every year. It also helps remove human error.



05

Make sure the photo is clear and in focus . If it is raining wipe away water before taking the photo. Try to avoid shadows on parts of the photo

06 Click "Odometer (KM) *"

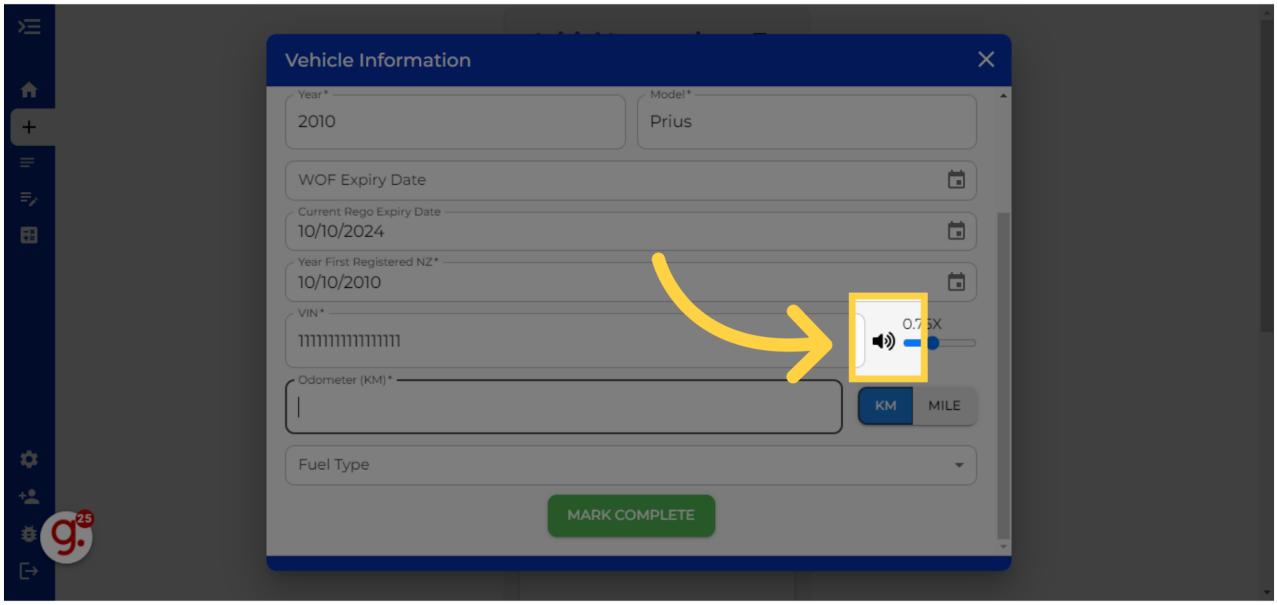
If the photo has been clear enough you will see the vehicle Registration Plate, Make, Model, Year, Date of first registration and VIN number automatically filled in. If the VIN or other fields arent filled in, then the photo may not have been clear enough, so try again.

To make sure the VIN number on the vehicle matches the NZTA stored VIN number from the rego label you can have the VIN read out while you look a the VIN number on the vehicle. This is faster and easier than trying to manually compare the VIN by looking at it.

To do this you can click the speaker button shown to the right of the VIN number. The slide lets you change the speed of the voice. You will also need to enter the vehicles current Odometer reading.

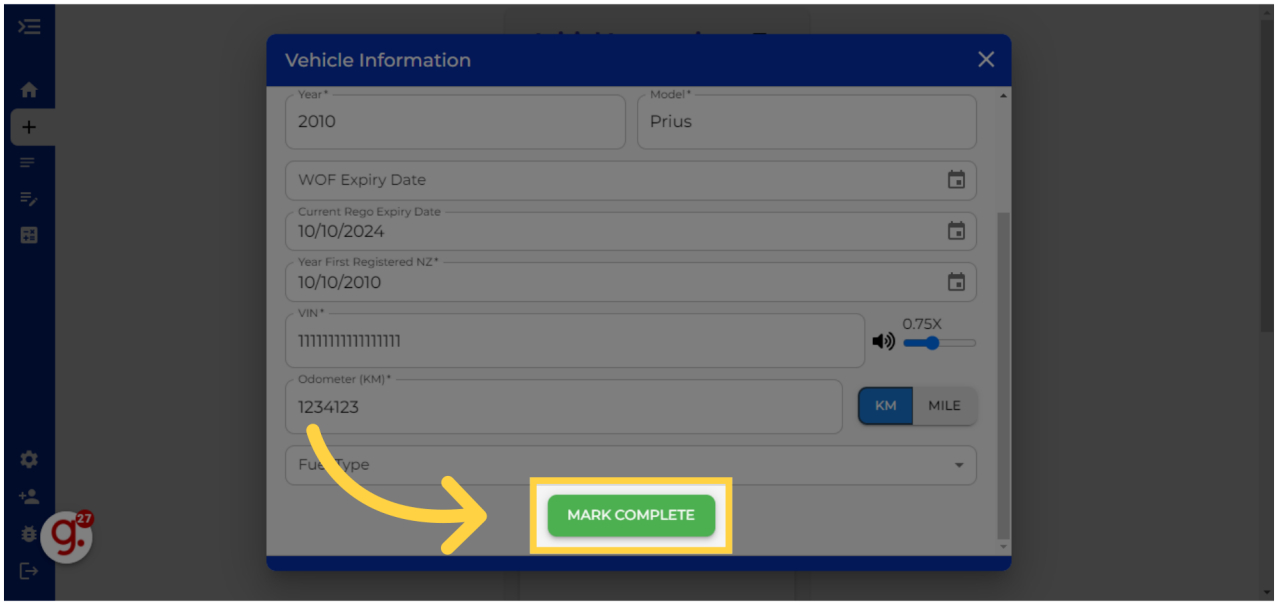
You will need to enter the vehicles current Warrant of Fitness Expiry date.

If the vehicle Registration is over 1 year old the screen will highlight the Current Rego Expiry Date in red, and show you the actual expiry date of the Rego Label This is designed to warn you against doing the Warrant of Fitness if the vehicles rego is over a year old. You also have an option to tick a box if you find the rego is on hold.



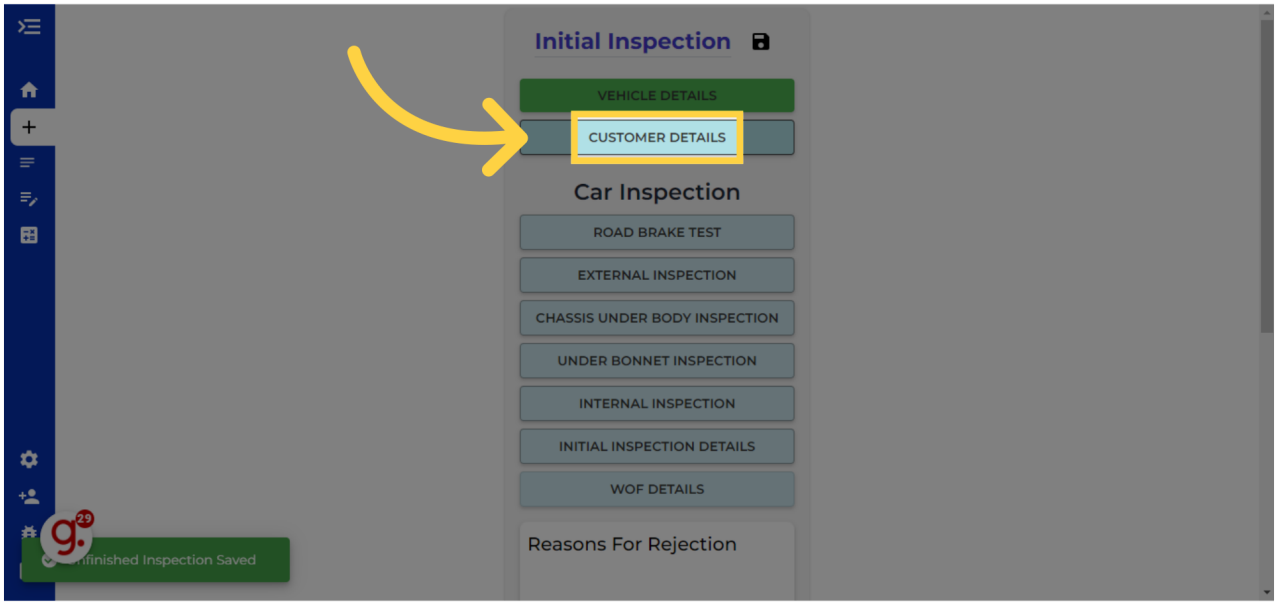
07 Click "Mark Complete"

Once the required fields are filled out you can mark the section complete



08 Click "Customer Details"

Open the Customer Details section

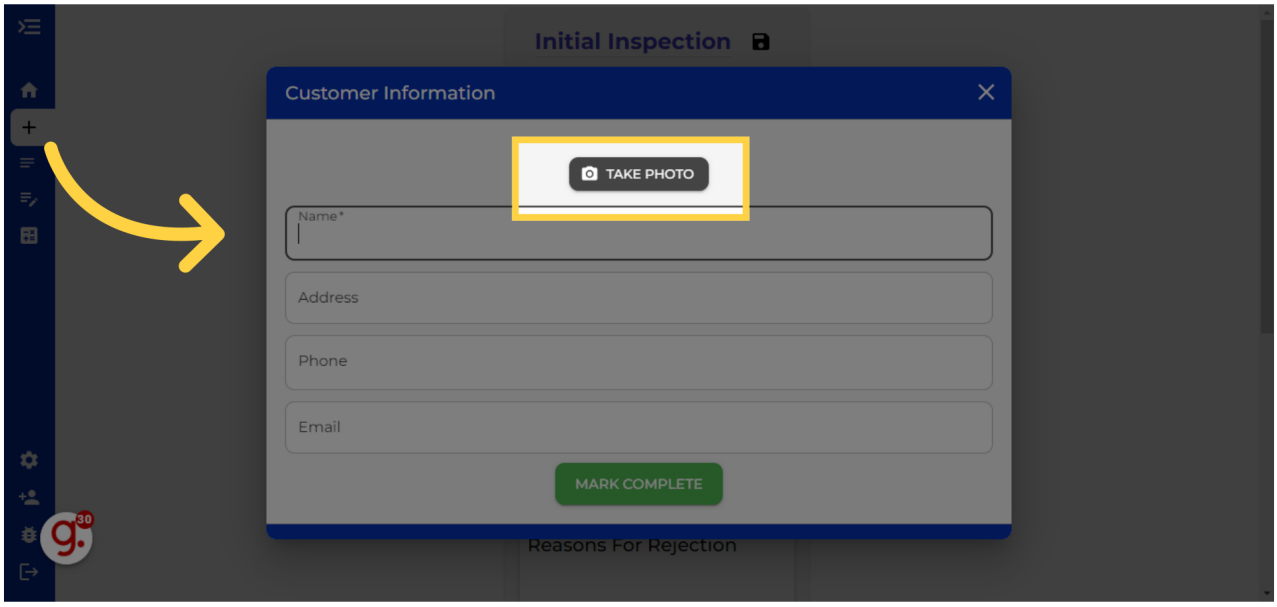


09 Click "Name *"

Similar to the Rego photo if you have the customer details available on your computer screen you can take a photo and the fields will be filled automatically.

This can save significant time in typing and it helps with any NZTA audits as the e Warrant of Fitness check sheet will show all the customer details.

It also means that you get the customer's email address into the system so that you can email them the Pass or Fail Checksheet or an automated Warrant of Fitness Repair Estimate.



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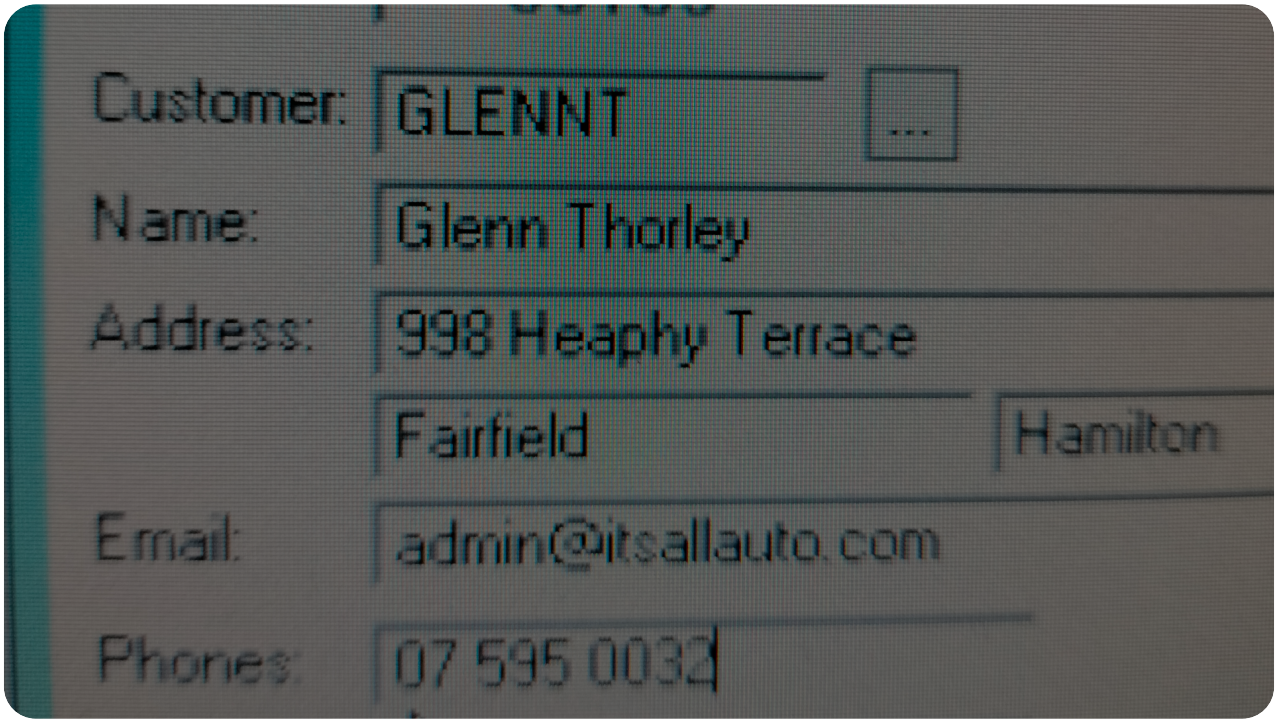
This is an example of a photo of the customer section of SAM Workshop software. You can do the same thing for Mechanics Desk, Workshop Mate, Xero or any other workshop software you use.

Try to get as clear photo as possible. If you take a blurry photo then you may have incorrect results that you need to manually edit.

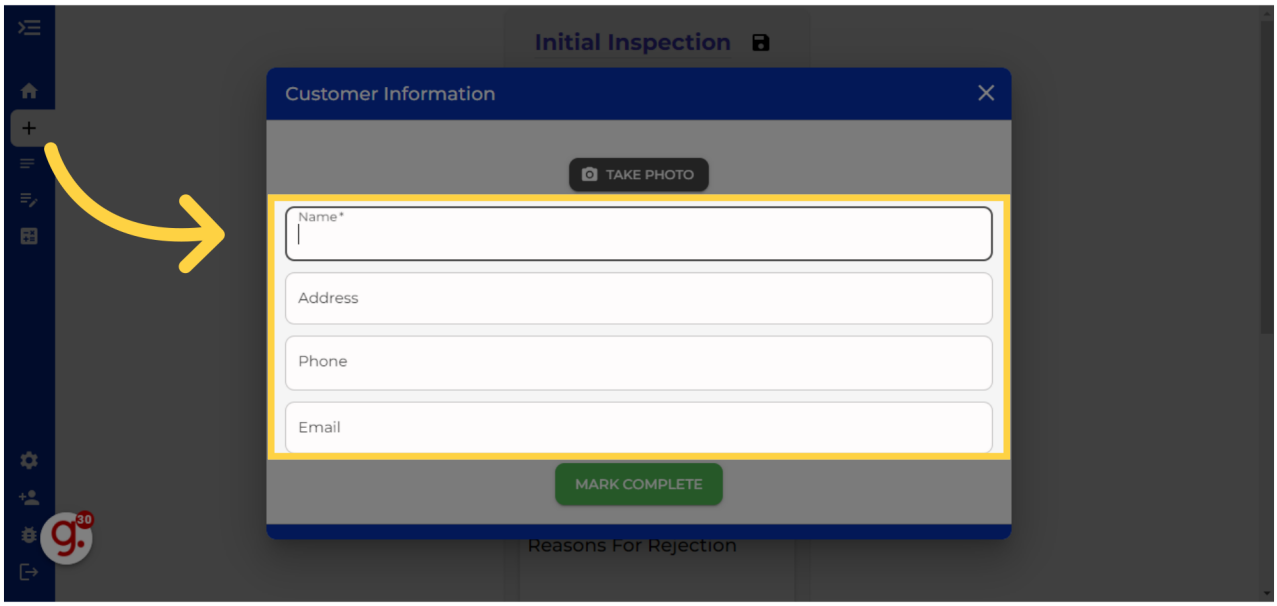


11 Click "Name *"

If the photo of the screen was clear and in focus you will see the Customer Name, Address, Phone Number, and Email Address in the Customer Information section.

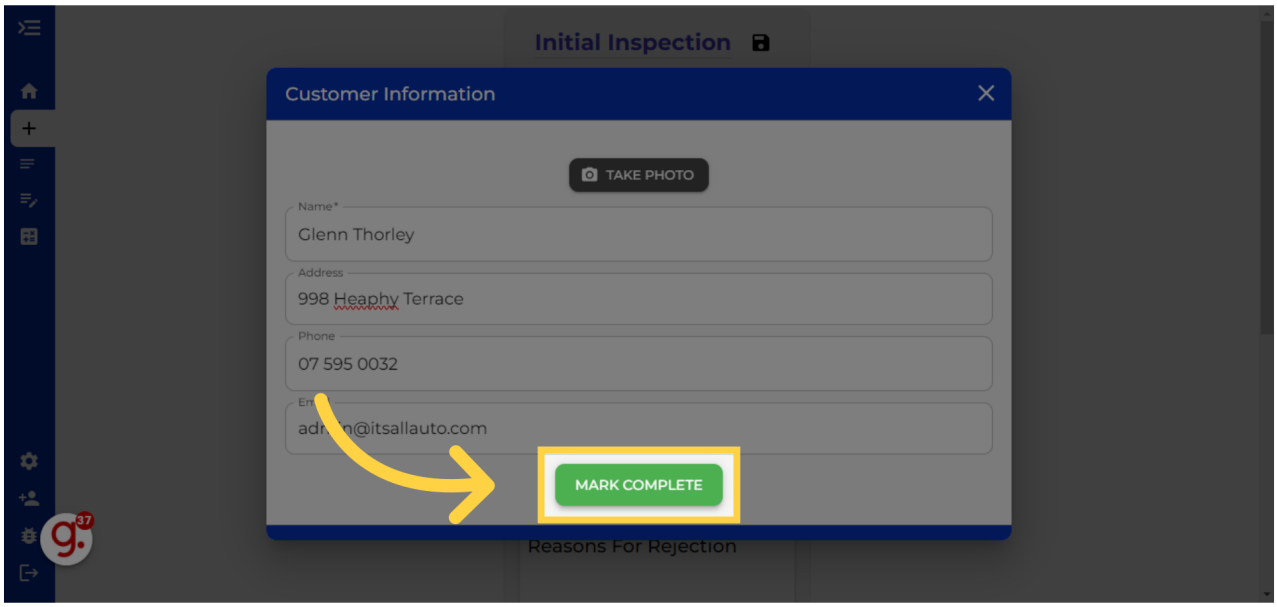
Otherwise you can fill in the fields manually by typing them in.

If a car has had an inspection done with you before in its all auto.com then the customer details will automatically be filled.



12 Click "Mark Complete"

You will need to check the results to confirm if they are correct before tapping the Mark Complete button.



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