

# Submitting a Wof

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## Submitting an Online WOF to the NZTA WOF Portal

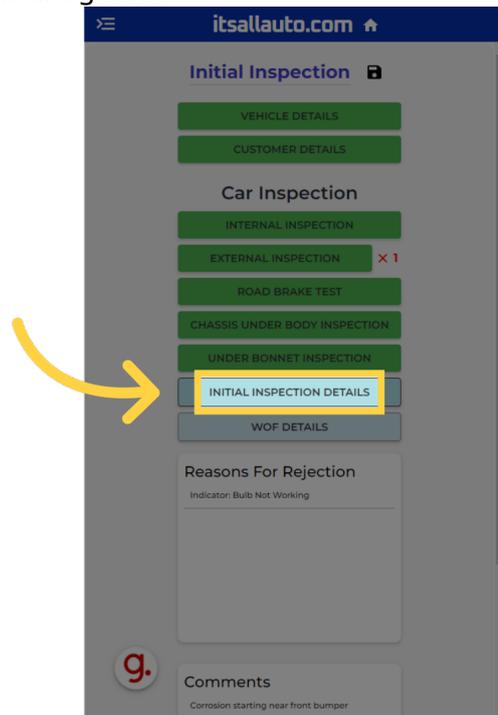


This guide will walk you through the process of finishing and submitting a Warrant of Fitness to the NZTA Warrant of Fitness Portal

Go to [localhost:5174](http://localhost:5174)

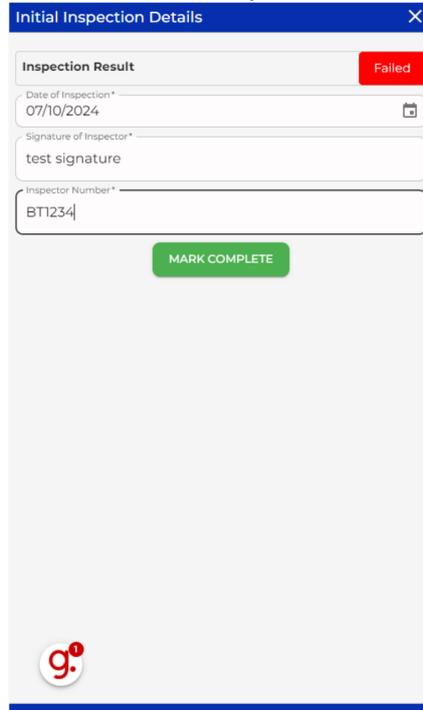
## 01 Click "Initial Inspection Details"

Once you have completed the Warrant of Fitness inspection, you are now ready for the last steps before submitting to the NZTA Website. For a new Warrant of Fitness tap on the "Initial Inspection Details" section. If you have opened a Recheck it will say Recheck Details, and the button will be greyed out until all sections are green.



## 02 Click "BT1234"

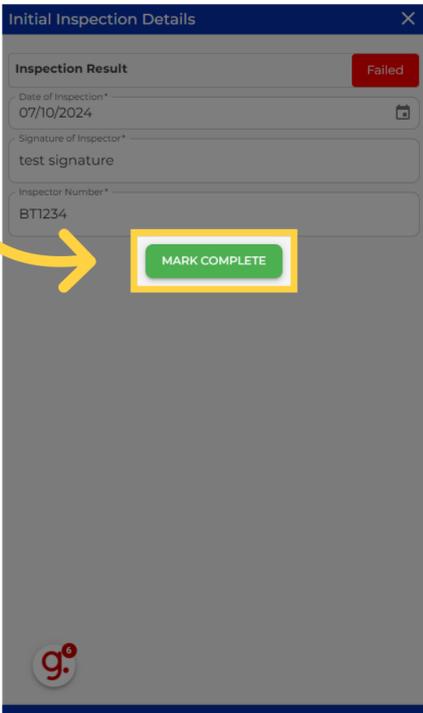
You can see all the info is automatically filled out and the inspection result is set based on whether any items failed. In this case the initial inspection has failed



The screenshot shows a mobile application interface for an inspection. At the top, there is a blue header with the text "Initial Inspection Details" and a close button (X). Below the header, the form is divided into several sections. The first section is "Inspection Result", which has a red "Failed" button next to it. Below this, there are three input fields: "Date of Inspection\*" with the value "07/10/2024" and a calendar icon; "Signature of Inspector\*" with the value "test signature"; and "Inspector Number\*" with the value "BT1234". At the bottom of the form, there is a green button labeled "MARK COMPLETE". In the bottom left corner of the screen, there is a logo for "g." with a red dot above the "g".

### 03 Click "Mark Complete"

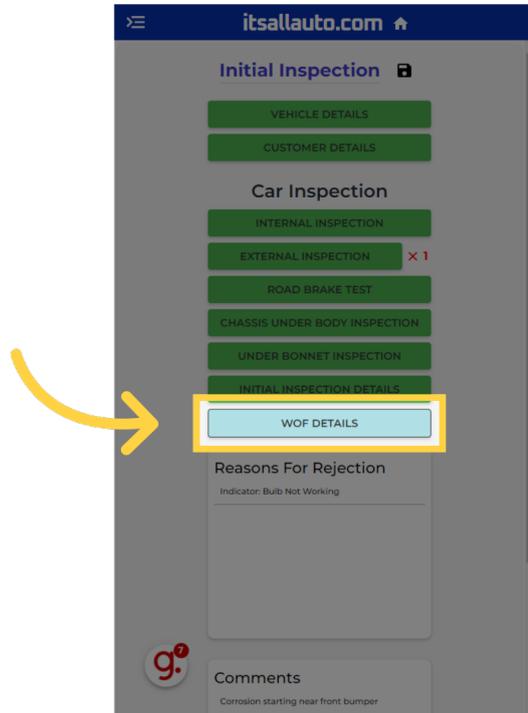
After checking everything looks correct you can mark this section complete



The screenshot displays a mobile application interface for 'Initial Inspection Details'. At the top, the title 'Initial Inspection Details' is shown in a dark blue header with a close icon. Below the title, the 'Inspection Result' is displayed as 'Failed' in a red box. The form contains three input fields: 'Date of Inspection\*' with the value '07/10/2024', 'Signature of Inspector\*' with the value 'test signature', and 'Inspector Number\*' with the value 'BT1234'. A yellow arrow points from the left towards a green 'MARK COMPLETE' button, which is highlighted with a yellow border. In the bottom left corner, there is a logo for 'g.'.

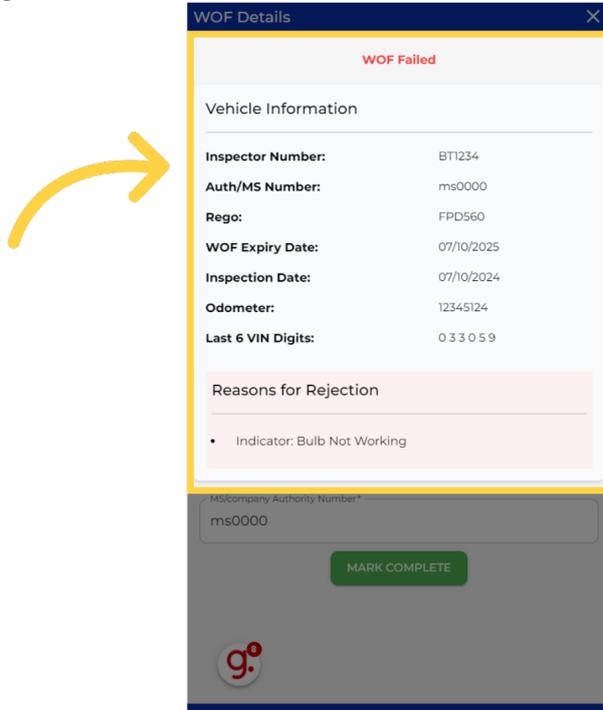
## 04 Click "Wof Details"

You can now open the Warrant of fitness details section.



## 05 Click "WOF Failed"

Here you can see the summary details of the Warrant of Fitness that can be used to speed up the process of entering the information into the NZTA website



The screenshot shows a window titled "WOF Details" with a close button (X) in the top right corner. The window content is as follows:

**WOF Failed**

Vehicle Information

Inspector Number:	BT1234
Auth/MS Number:	ms0000
Rego:	FPD560
WOF Expiry Date:	07/10/2025
Inspection Date:	07/10/2024
Odometer:	12345124
Last 6 VIN Digits:	033059

Reasons for Rejection

- Indicator: Bulb Not Working

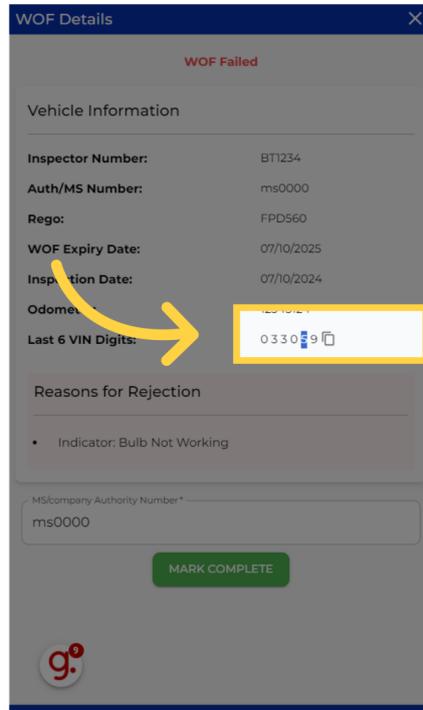
MS/Company Authority Number\*  
ms0000

MARK COMPLETE

g.

## 06 Click "0 3 3 0 5 9"

The details can easily copied by clicking on them.



The screenshot shows a 'WOF Details' window with a dark blue header and a close button. The main content is on a light grey background. At the top, it says 'WOF Failed' in red. Below that is a section titled 'Vehicle Information' with a horizontal line separator. The information is listed as follows:

Inspector Number:	BT1234
Auth/MS Number:	ms0000
Rego:	FPD560
WOF Expiry Date:	07/10/2025
Inspection Date:	07/10/2024
Odometer:	1234567
Last 6 VIN Digits:	0 3 3 0 5 9

The 'Last 6 VIN Digits' field is highlighted with a yellow box, and a yellow arrow points to it from the left. Below this is a section titled 'Reasons for Rejection' with a horizontal line separator. It contains one item: 'Indicator: Bulb Not Working'. At the bottom, there is a text input field for 'MS/Company Authority Number\*' containing 'ms0000'. Below the input field is a green button labeled 'MARK COMPLETE'. In the bottom left corner, there is a logo for 'g.' with a red dot above the 'g'.

## 07 Click here

When doing a failed Warrant of fitness the only section you will need to fill out is the MS number

WOF Details

WOF Failed

Vehicle Information

Inspector Number:	BT1234
Auth/MS Number:	ms0000
Rego:	FPD560
WOF Expiry Date:	07/10/2025
Inspection Date:	07/10/2024
Odometer:	12345124
Last 6 VIN Digits:	0 3 3 0 9 9

Reasons for Rejection

- Indicator: Bulb Not Working

MS/Company Authority Number\*

ms0000

MARK COMPLETE

## 08 Click "System Authorization Number \*"

When completing a passed Warrant of fitness you will also have to fill out the new expiry date, system authority number and the warrant of fitness label number.

**WOF Details**

Inspector Number:	BTT234
Auth/MS Number:	ms0000
Rego:	FPD560
WOF Expiry Date:	07/10/2025
Inspection Date:	07/10/2024
Odometer:	12345124
Last 6 VIN Digits:	0 3 3 0 5 9

Reasons for Rejection

MS/Company Authority Number \*  
ms0000

New Expiry Date \*

System Authorization Number \*

WOF Label Number \*

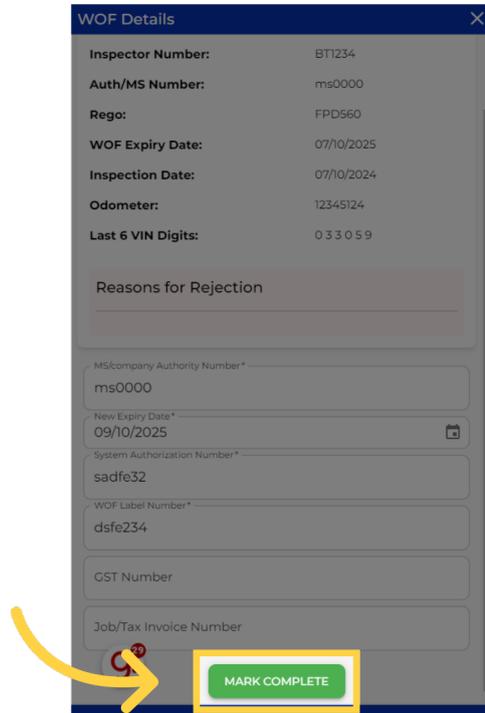
GST Number

Job/Tax Invoice Number

**MARK COMPLETE**

## 09 Click "Mark Complete"

Once filled out you can mark this section complete



The screenshot shows a mobile application interface for "WOF Details". The form contains the following fields and values:

Inspector Number:	BT1234
Auth/MS Number:	ms0000
Rego:	FPD560
WOF Expiry Date:	07/10/2025
Inspection Date:	07/10/2024
Odometer:	12345124
Last 6 VIN Digits:	0 3 3 0 5 9

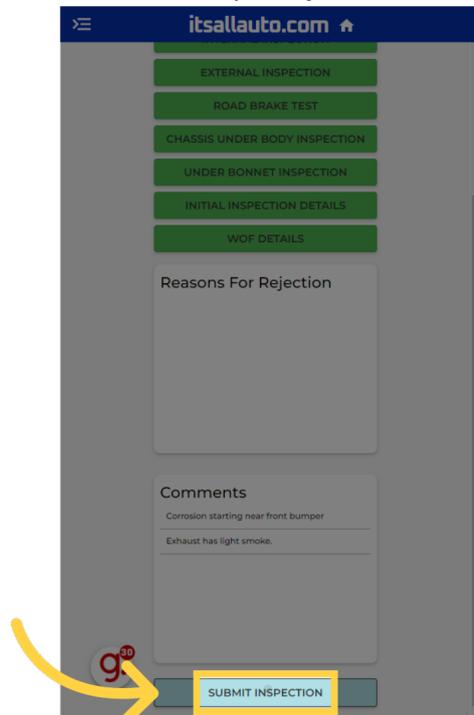
Below these fields is a section titled "Reasons for Rejection" which is currently empty. Further down are several input fields:

- MS/company Authority Number\*: ms0000
- New Expiry Date\*: 09/10/2025
- System Authorization Number\*: sadfe32
- WOF Label Number\*: dsfe234
- GST Number
- Job/Tax Invoice Number

At the bottom of the form, there is a red circular icon with a white arrow and a small red notification badge. A yellow arrow points from this icon to a green button labeled "MARK COMPLETE".

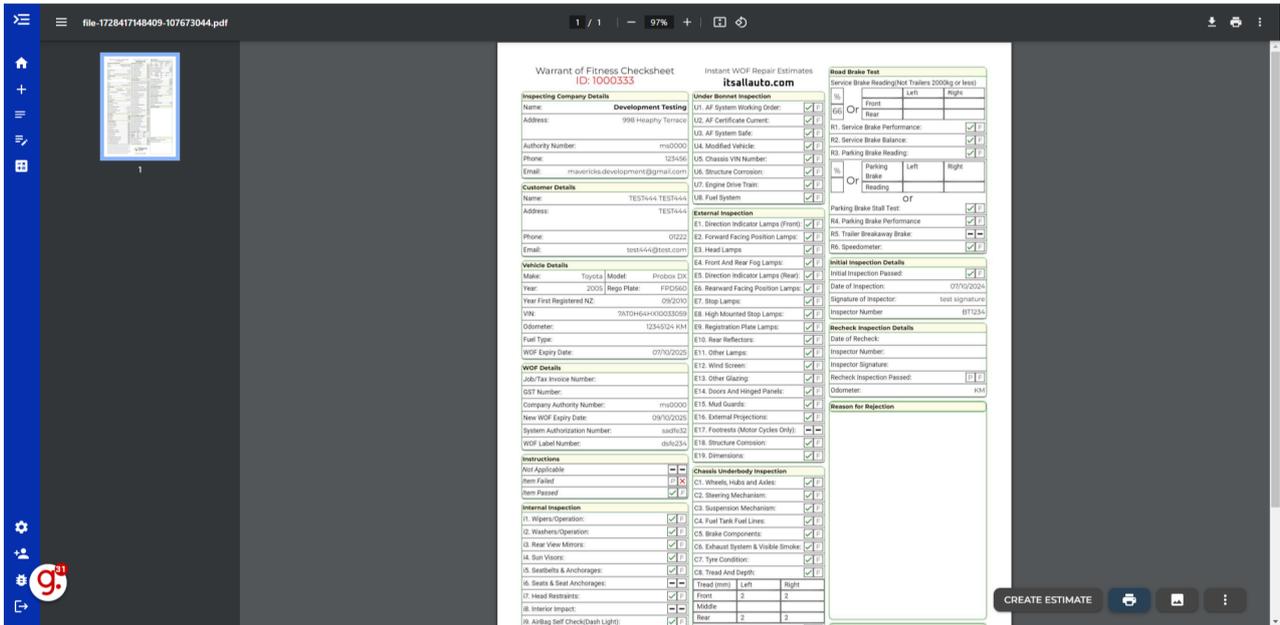
## 10 Click "Submit Inspection"

Now that all sections have been marked complete you can now submit the inspection.



# 11 Click here

When Submitted you will be taken to the pdf of the finished warrant of fitness check sheet.



## 12 Click here

The buttons down the bottom allow you to perform different actions such as creating a estimate,- printing the warrant of fitness, view photos taken during the warrant of fitness or changing between the summary check sheet.

The screenshot displays a software interface for a Warrant of Fitness Checksheet. The main content area is filled with a grid of checkboxes for various inspection items, organized into sections like 'Inspection Company Details', 'Vehicle Details', 'WOFF Details', 'Inspections', 'External Inspection', 'Road Brake Test', 'Initial Inspection Details', 'Check Inspection Details', and 'Reason for Rejection'. A yellow arrow points to a 'CREATE ESTIMATE' button located at the bottom right of the interface. The interface also includes a sidebar on the left with navigation icons and a top bar with a file name and page information.

Thank you for watching. If you wish to contact us you can email us at [admin@itsallauto.com](mailto:admin@itsallauto.com) , or phone 07 595 0032

If you know someone who could benefit from our FREE online Warrant of Fitness system, then please let them know about [itsallauto.com](http://itsallauto.com).

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