



Default Checksheet and How to Change it (release/2025-03-17)

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Default checksheet
and how to change it



Introducing the default checksheet customization feature in Itsallauto, designed for fleet managers and technicians.

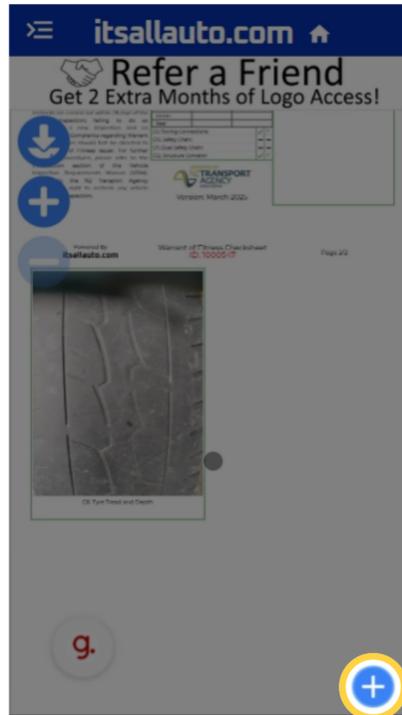
01 Overview

By default, the checksheets include the images added during inspection into the PDF



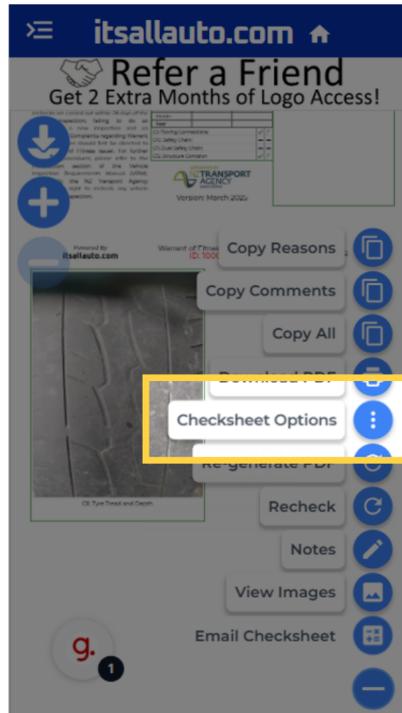
02 Open Menu

To view a different PDF for one checksheet click here



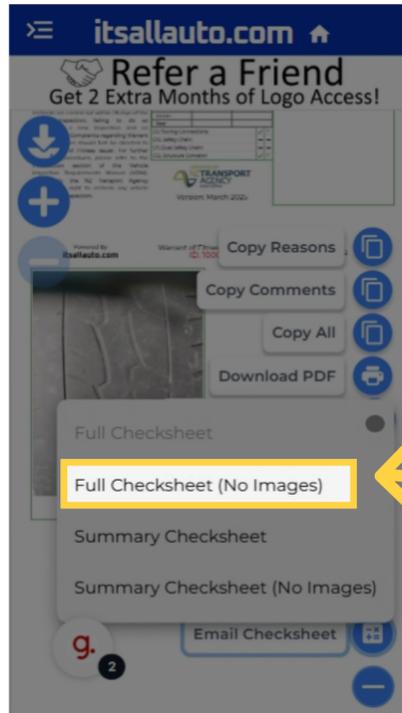
03 Open the checksheet options

Open the checksheet options



04 Select the option you want

Select the option you want to view



05 The new checksheet will load

Wait for the new checksheet to load



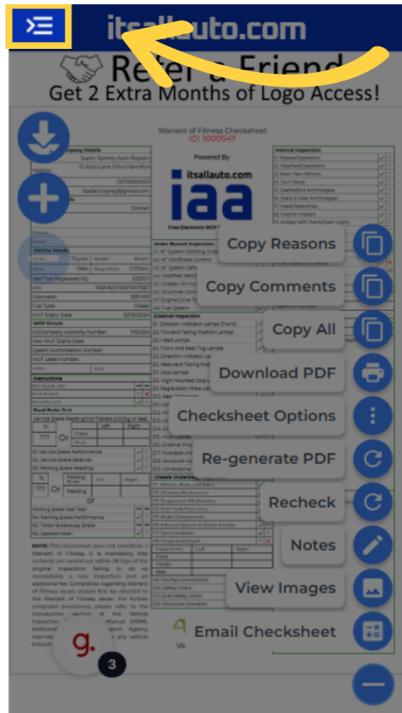
06 Click here

This is the selected checksheet option

The screenshot displays the 'Refer a Friend' interface on the website 'itsallauto.com'. The main heading is 'Refer a Friend' with a sub-heading 'Get 2 Extra Months of Logo Access!'. Below this is a 'Warrant of Fitness Checksheet' form, ID: 1000547, powered by 'iaa'. The form is divided into several sections: 'Vehicle Details', 'Engine Details', 'General Inspection', and 'Checksheet Options'. The 'General Inspection' section includes a list of items to be checked, such as 'Engine Oil Level', 'Brake Pads', 'Tyres', etc., with checkboxes for 'Pass' or 'Fail'. The 'Checksheet Options' section includes 'Download PDF', 'Re-check', 'Notes', and 'View Images'. A sidebar on the right contains several action buttons: 'Copy Reasons', 'Copy Comments', 'Copy All', 'Download PDF', 'Checksheet Options', 'Re-generate PDF', 'Recheck', 'Notes', 'View Images', and 'Email Checksheet'. At the bottom left, there is a 'g.' logo and a '3' in a circle.

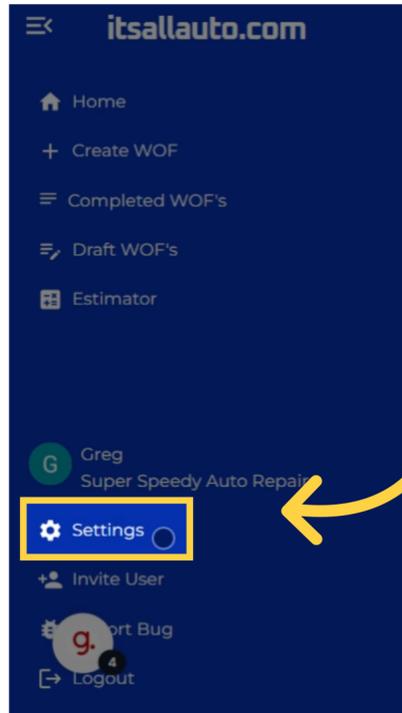
07 Open the Sidebar

To change the default option open the sidebar



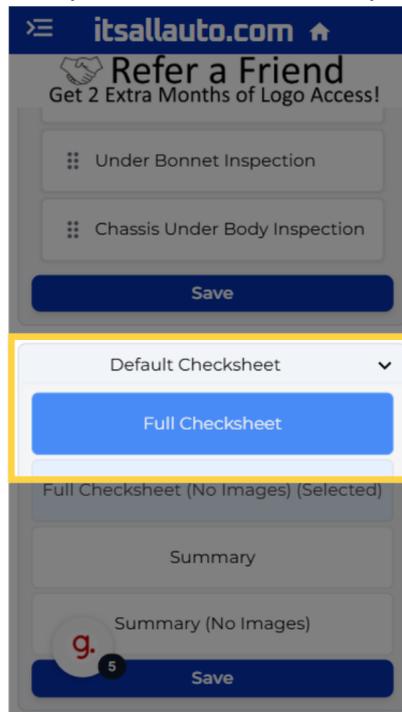
08 Open Settings

Click on settings



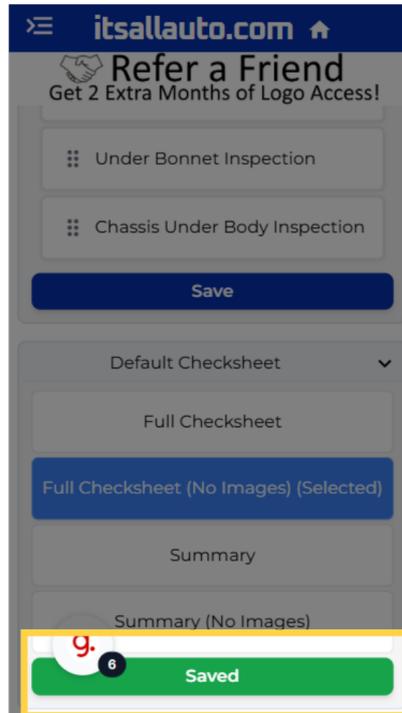
09 Select the option you would like as default

Scroll to find the default checksheet options and select the option you would like



10 Click "Save"

Finalize your options by clicking save



Your default checksheet option will now be set for your organization. This will make this the primary checksheet option for all inspections going forward

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