



# How to Enter Customer & Vehicle Details (release/17-03-2025)

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## How to Enter Customer & Vehicle Details

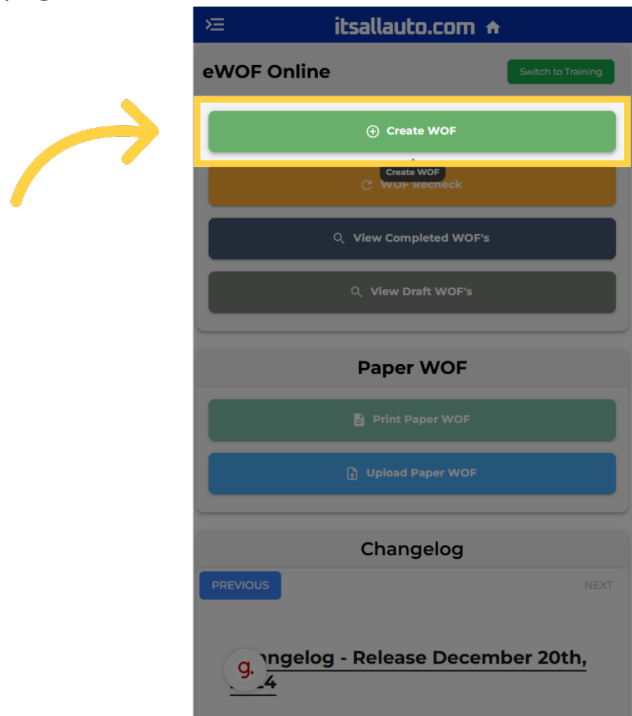


This guide will walk you through the process of entering vehicle and customer details during an e Warrant of Fitness Inspection.

Go to [inspections.itsallauto.com](https://inspections.itsallauto.com)

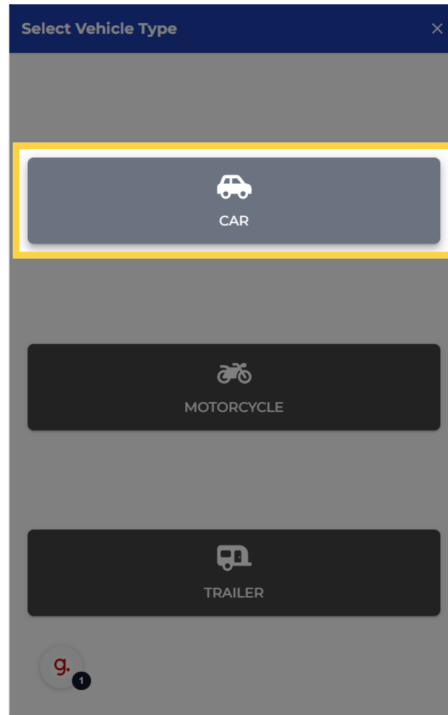
## 01 Click "Create WOF"

From the Home page click create wof



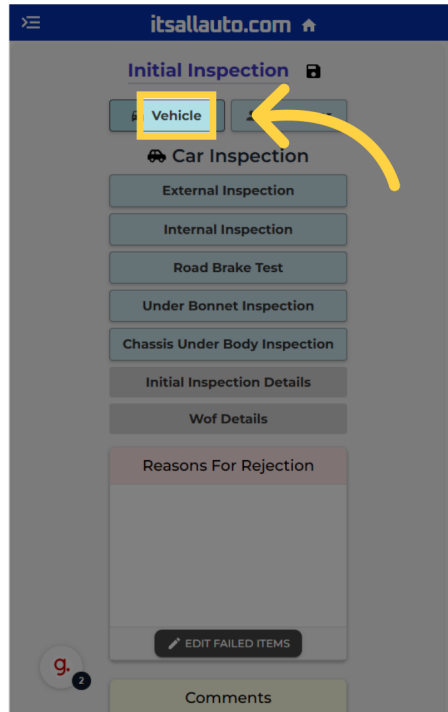
## 02 Click "Car"

Then choose the vehicle type for the inspection.



### 03 Click "Vehicle"

Tap on the Vehicle Details section to open it.

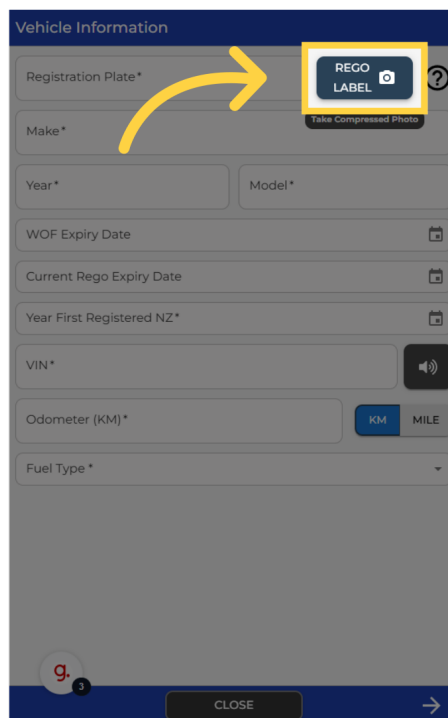




## 04 Click "Rego Label"

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.



The image shows a mobile application interface for "Vehicle Information". The form contains several input fields: "Registration Plate\*", "Make\*", "Year\*", "Model\*", "WOF Expiry Date", "Current Rego Expiry Date", "Year First Registered NZ\*", "VIN\*", "Odometer (KM)\*" (with a toggle for "KM" and "MILE"), and "Fuel Type\*". A yellow arrow points from the "Make\*" field to a button labeled "REGO LABEL" with a camera icon. Below the button is the text "Take Compressed Photo". At the bottom of the screen, there is a "CLOSE" button and a right-pointing arrow. A small Google Assistant icon is visible in the bottom left corner.

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 aren't 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 at 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.

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.

The screenshot shows a mobile application interface for 'Vehicle Information'. The form contains the following fields and controls:

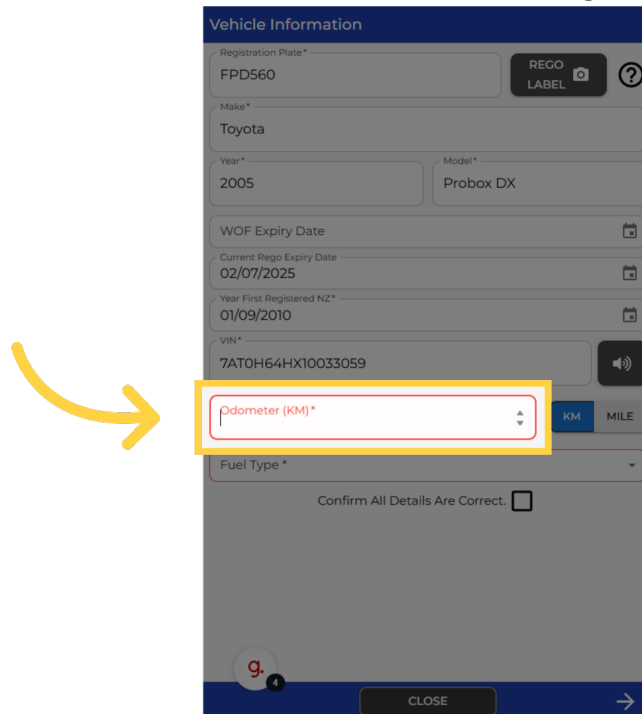
- Registration Plate\*: FPD560
- REGO LABEL button with a camera icon and a help icon (?)
- Make\*: Toyota
- Year\*: 2005
- Model\*: Probox DX
- WOF Expiry Date: (calendar icon)
- Current Rego Expiry Date: 02/07/2025 (calendar icon)
- Year First Registered NZ\*: 01/09/2010 (calendar icon)
- VIN\*: 7AT0H64HX10033059
- A speaker icon to the right of the VIN field, which is circled in red. A red arrow points to this icon from the right.
- Odometer (KM)\*: (dropdown menu)
- Fuel Type\*: (dropdown menu)
- Confirm All Details Are Correct. ☐
- A Google Assistant icon with a '4' badge at the bottom left.
- A 'CLOSE' button and a right arrow at the bottom.

Annotations on the image:

- A yellow arrow points from the left towards the VIN field.
- A red circle highlights the speaker icon next to the VIN field.
- A red arrow points from the right towards the speaker icon.

## 07 Click "Odometer (KM) \*"

You will need to enter the vehicles current odometer reading.

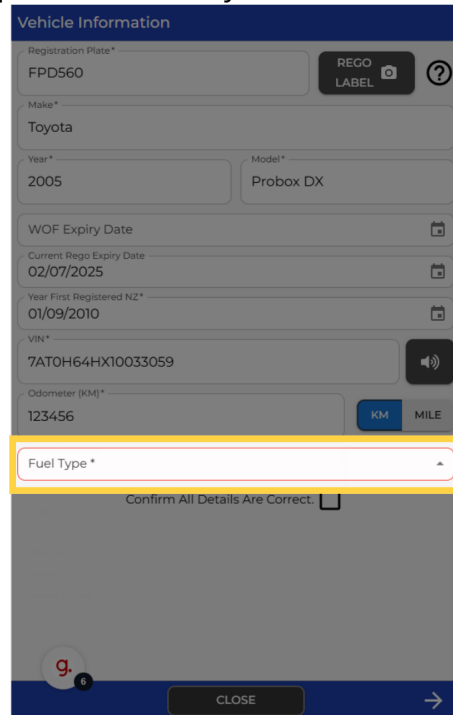


The screenshot shows a mobile application interface for entering vehicle information. The form is titled "Vehicle Information" and contains several fields: "Registration Plate\*" (FPD560), "Make\*" (Toyota), "Year\*" (2005), "Model\*" (Probox DX), "WOF Expiry Date", "Current Rego Expiry Date" (02/07/2025), "Year First Registered NZ\*" (01/09/2010), and "VIN\*" (7AT0H64HX10033059). A yellow arrow points to the "Odometer (KM) \*" field, which is highlighted with a yellow border. To the right of this field are "KM" and "MILE" buttons. Below the odometer field is a "Fuel Type \*" dropdown menu. At the bottom of the form is a "Confirm All Details Are Correct." checkbox. The bottom of the screen features a Google Assistant icon, a "CLOSE" button, and a right-pointing arrow.

Field	Value
Registration Plate*	FPD560
Make*	Toyota
Year*	2005
Model*	Probox DX
WOF Expiry Date	
Current Rego Expiry Date	02/07/2025
Year First Registered NZ*	01/09/2010
VIN*	7AT0H64HX10033059
Odometer (KM) *	
Fuel Type *	

## 08 Click ""

You will also need to select the fuel type that the vehicle you're inspecting uses. Tapping on the fuel type box will display a dropdown menu for you to select a fuel type.



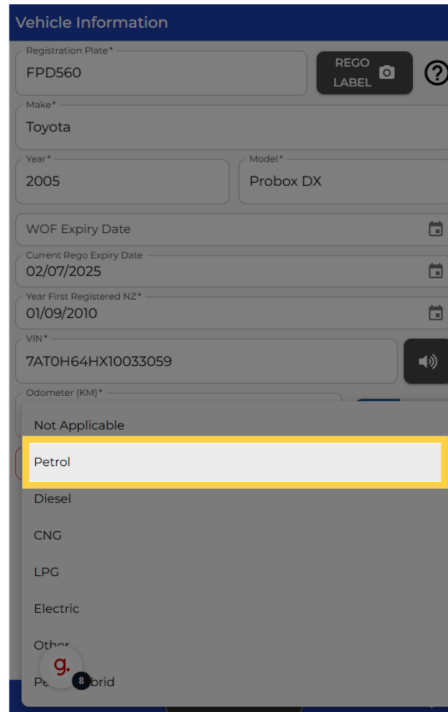
The screenshot shows a 'Vehicle Information' form with the following fields and values:

- Registration Plate\*: FPD560
- Make\*: Toyota
- Year\*: 2005
- Model\*: Probox DX
- WOF Expiry Date: [Calendar icon]
- Current Rego Expiry Date: 02/07/2025
- Year First Registered NZ\*: 01/09/2010
- VIN\*: 7AT0H64HX10033059
- Odometer (KM)\*: 123456
- Fuel Type\*: [Dropdown menu]

Below the form, there is a confirmation checkbox labeled 'Confirm All Details Are Correct.' and a 'CLOSE' button. A yellow arrow points to the 'Fuel Type\*' field.

## 09 Click "Petrol"

The example vehicle we are using for this guide uses petrol, so we select Petrol from the menu.



The screenshot shows a mobile application interface for entering vehicle information. The form is titled "Vehicle Information" and contains several input fields. The "Registration Plate" field is filled with "FPD560". The "Make" field is filled with "Toyota". The "Year" field is filled with "2005". The "Model" field is filled with "Probox DX". The "WOF Expiry Date" field is filled with "02/07/2025". The "Current Rego Expiry Date" field is filled with "02/07/2025". The "Year First Registered NZ" field is filled with "01/09/2010". The "VIN" field is filled with "7AT0H64HX10033059". The "Odometer (KM)" field is filled with "Not Applicable". The "Fuel Type" dropdown menu is open, showing a list of options: "Petrol", "Diesel", "CNG", "LPG", "Electric", "Other", and "Petrol Hybrid". The "Petrol" option is highlighted with a yellow box, and a yellow arrow points to it from the right.

Field	Value
Registration Plate*	FPD560
Make*	Toyota
Year*	2005
Model*	Probox DX
WOF Expiry Date	02/07/2025
Current Rego Expiry Date	02/07/2025
Year First Registered NZ*	01/09/2010
VIN*	7AT0H64HX10033059
Odometer (KM)*	Not Applicable
Fuel Type	Petrol

## 10 Click "on"

Before you can continue to entering the customer details, verify that all the vehicle details are correct, and then tap the on the check box to check it.

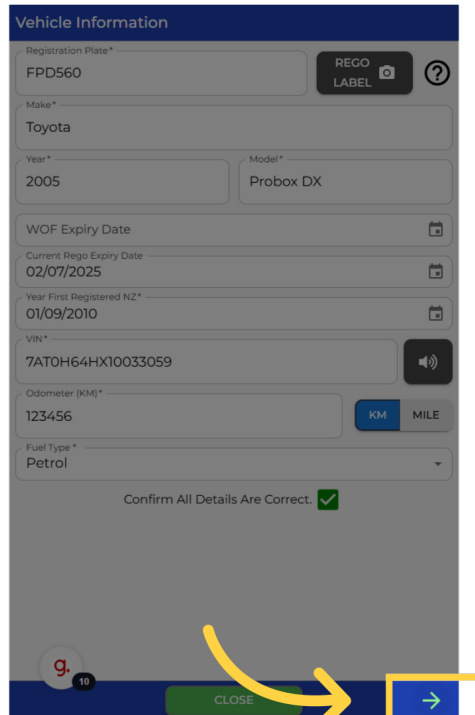
The screenshot shows a 'Vehicle Information' form with the following fields and values:

- Registration Plate\*: FPD560
- Make\*: Toyota
- Year\*: 2005
- Model\*: Probox DX
- WOF Expiry Date: [Calendar icon]
- Current Rego Expiry Date: 02/07/2025
- Year First Registered NZ\*: 01/09/2010
- VIN\*: 7AT0H64HX10033059
- Odometer (KM)\*: 123456
- Fuel Type\*: Petrol

At the bottom of the form, there is a confirmation checkbox with the text 'Confirm All Details Are Correct.' next to it. A yellow box highlights the checkbox, and a yellow arrow points to it from the right. Below the form is a 'CLOSE' button and a right arrow.

## 11 Click here

Now that we have the vehicle details done, click on the arrow on the bottom right of the page to take you to the next step.



The image shows a mobile application screen titled "Vehicle Information". The form contains the following fields and controls:

- Registration Plate\*: FPD560
- Make\*: Toyota
- Year\*: 2005
- Model\*: Probox DX
- WOF Expiry Date: (calendar icon)
- Current Rego Expiry Date: 02/07/2025
- Year First Registered NZ\*: 01/09/2010
- VIN\*: 7AT0H64HX10033059
- Odometer (KM)\*: 123456
- Fuel Type\*: Petrol

At the bottom of the form, there is a confirmation message: "Confirm All Details Are Correct. ✓". Below this, there is a navigation bar with a "CLOSE" button and a blue arrow button. A yellow arrow points from the "CLOSE" button to the blue arrow button.

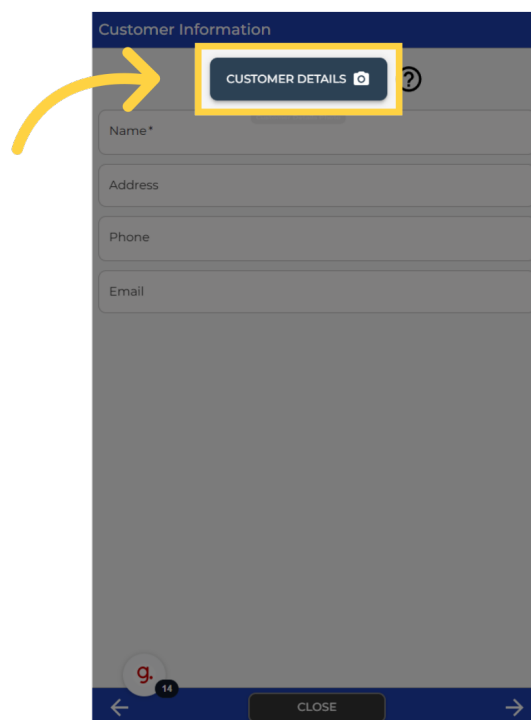


## 12 Click "Customer Details"

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.

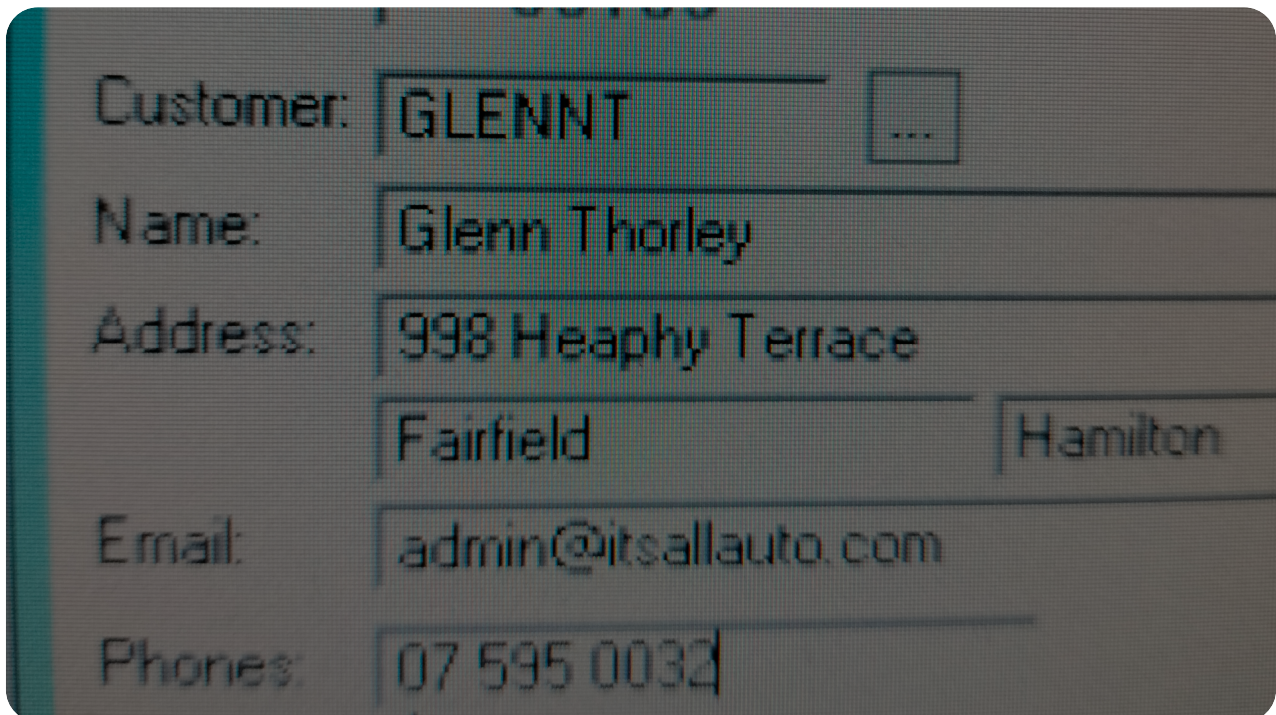
This can save significant time in typing and it helps with any NZTA audits as the e Warrant of Fitness check sheet will show all the customer details.

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.



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.



Customer:	GLENNT	...
Name:	Glenn Thorley	
Address:	998 Heaphy Terrace	
	Fairfield	Hamilton
Email:	admin@itsallauto.com	
Phones:	07 595 0032	

## 14 Click "Yes"

Confirm that the customer details are correct. If the details are incorrect, you'll have to enter the details manually. If it is correct, then tap 'Yes'

Customer Information

CUSTOMER DETAILS ?

Name\*

Address

Phone

**Confirm Customer Details**

Would you like to use these details?

**Name:** Glenn Thorley  
**Address:** 998 Heaphy Terrace Fairfield  
**Phone:** 07 595 0032  
**Email:** admin@itsallauto.com

NO YES

← 15 CLOSE →

## 15 Click here

Congratulations, you have successfully entered in the customer and vehicle details. What you can do from here is to tap the bottom right arrow to continue with the inspection, or tap the close button at the bottom of the screen to go back to the Initial Inspection menu.

Customer Information

CUSTOMER DETAILS ?

Name\*  
Glenn Thorley

Address  
998 Heaphy Terrace Fairfield

Phone  
07 595 0032

Email  
admin@itsallauto.com

← CLOSE →

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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