How to Perform an Inspection (release/17-03-2025)

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This guide will walk you through the detailed steps to conduct a Warrant of Fitness online inspection process efficiently. It will show you how to add and remove Reasons for Rejection and Comments.

Go to inspections.itsallauto.com

01 Click the section you want to work on

Open the section you want to work on. In this example, we will tap on the Internal Inspection. You can reorder this section by going to Settings and dragging and dropping each section where you want them. For example, you can put Road Test first if that suits you.
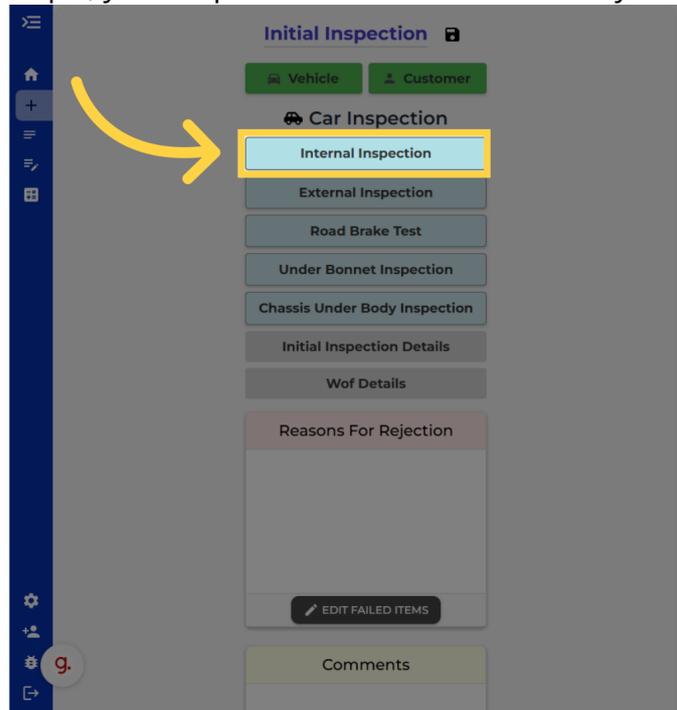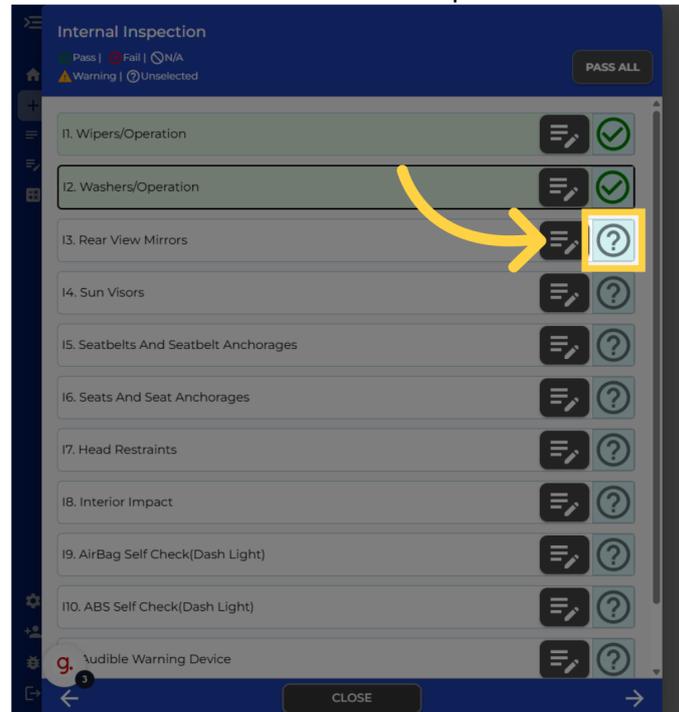
02 How to mark an item as complete

The question mark means the item has not been set to anything yet.   To pass an individual item click on the Question Mark once.
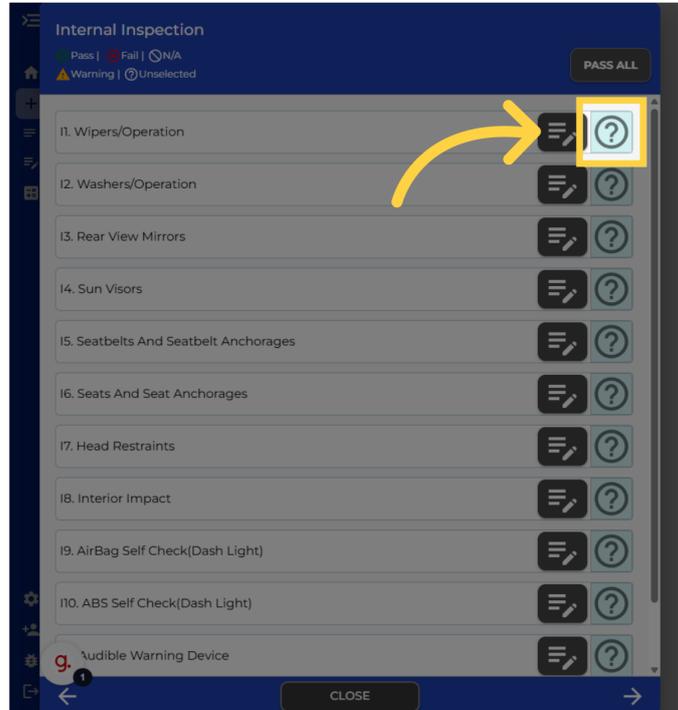
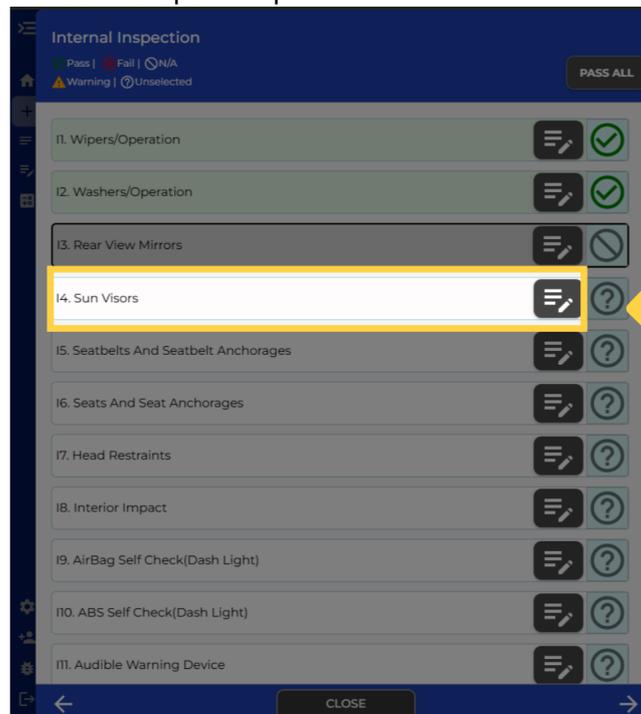## 03 How to mark an item as non-applicable

To make an item not applicable press the button twice. This means that this item is not relevant or needed for this vehicle and the Warrant of Fitness inspection.
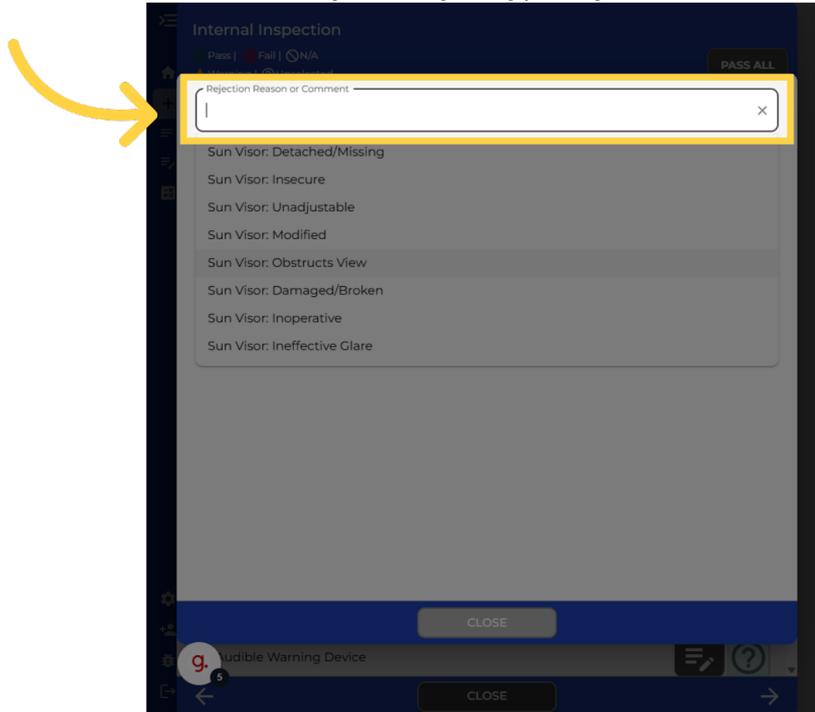
04 How to add a reason of rejection

We will now go through adding a reason for rejection and failing an item.

Tap on the main area of an item to open it up.

05 Search or enter a reason for rejection

You can select a reason for rejection or comment from the dropdown list. You can search the list by typing in the text box. Other wise you can just type in your own reason.
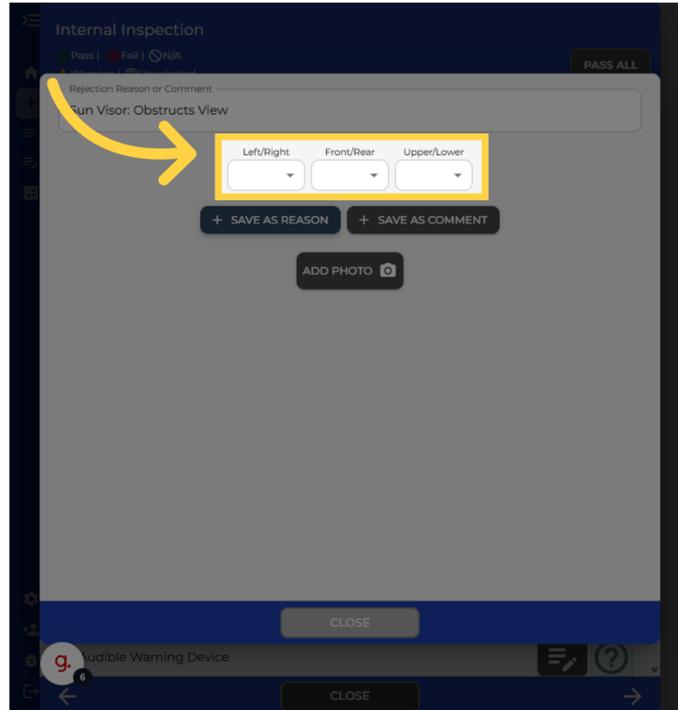
06 Select the rejection reason if it's in the dropdown menu

In this example, we will select something from the dropdown list.
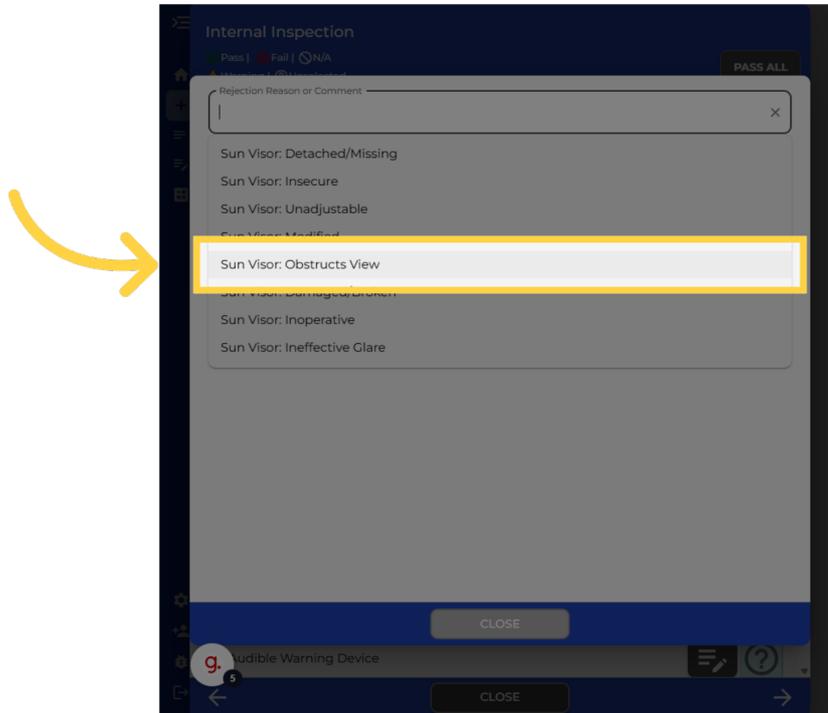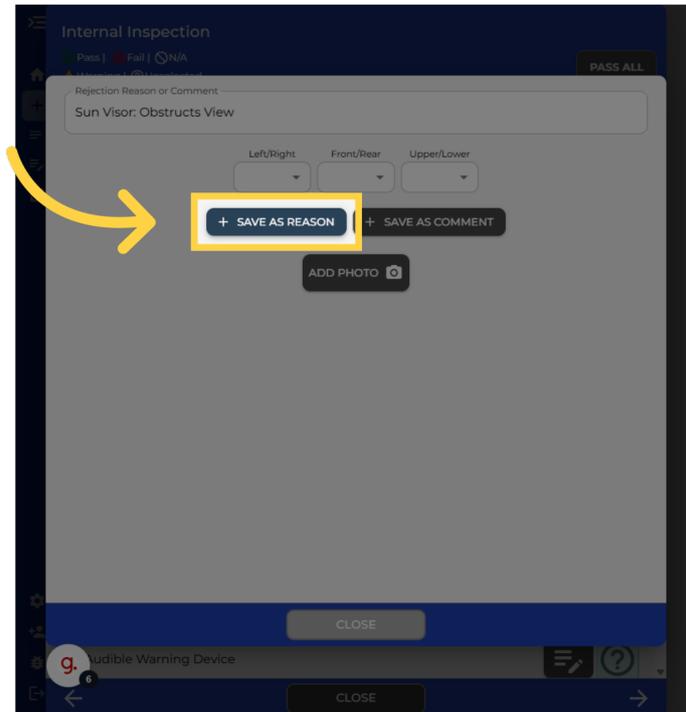
07 Add a prefix for the item (as neccessary)

You can add prefixes such as Left Front Lower, or Right Rear etc, to the reason by using these drop down lists.
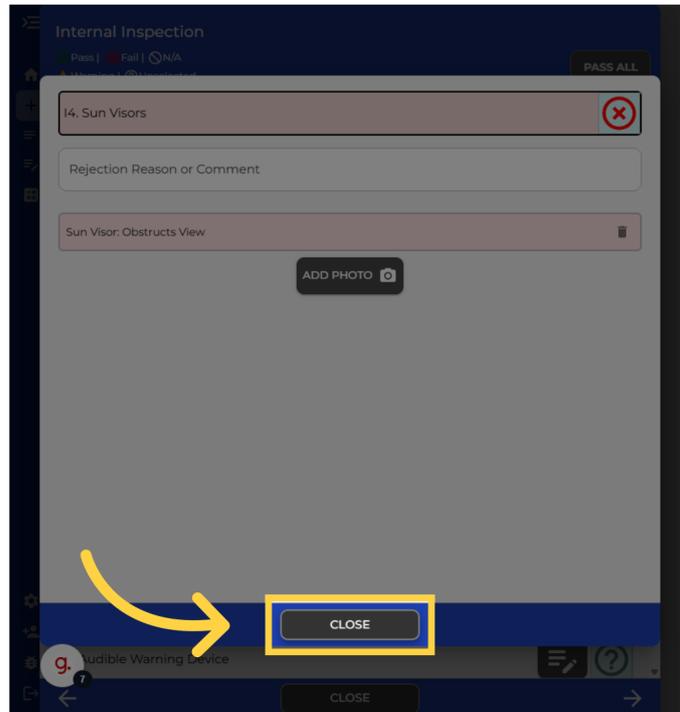
08 Click "Save as Reason"

Once ready you can either save it as a Reason for Rejection or a Comment. In this case, we'll save as reason for rejection.
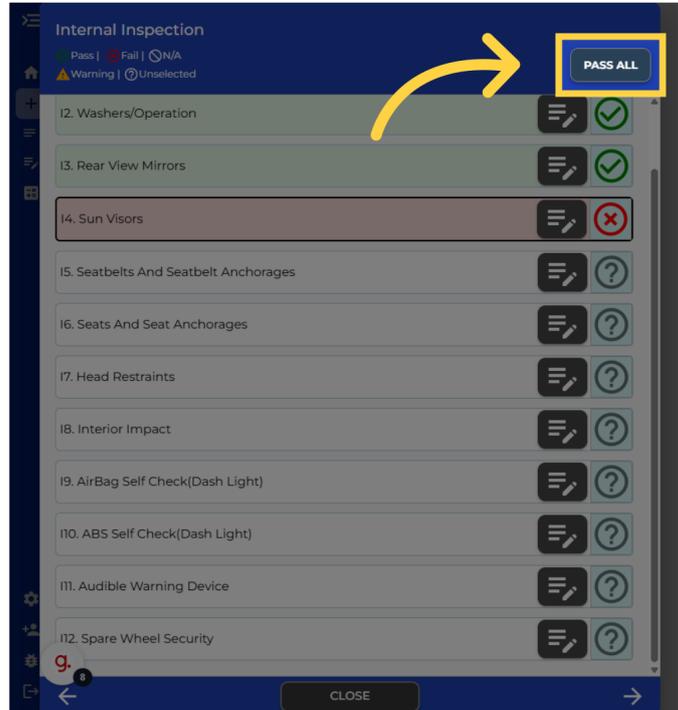
09 Click "Close"

By saving it as a Reason for Rejection it will automatically fail the item.   You can now close out of this and continue on other items.

10 Click "Pass All"

 The pass all button will pass any items that remain unselected. This can be used to speed up the inspection process.

11 Click the "Next" button

Now that we have finished the internal part of the inspection, we can move on to the next section by tapping the bottom right arrow. Optionally, you can click the close button if you don't want to follow the initial ordering of the sections.
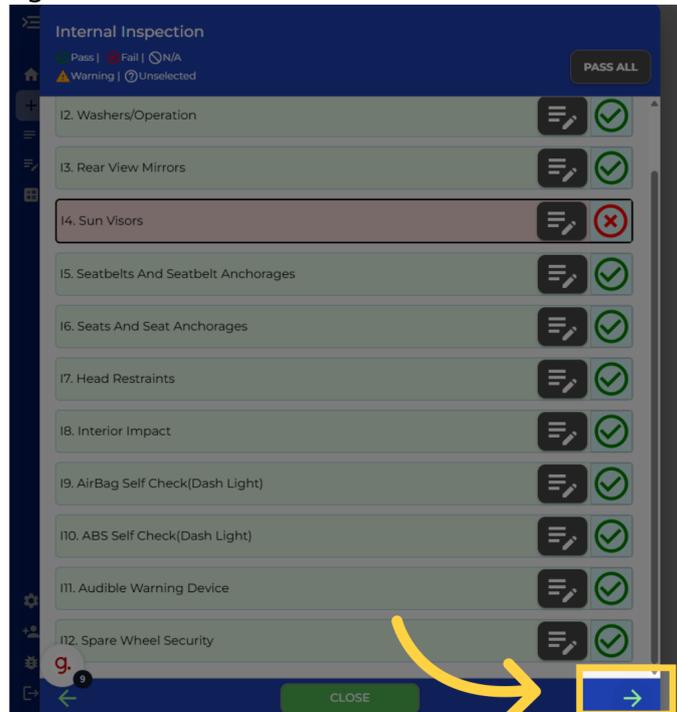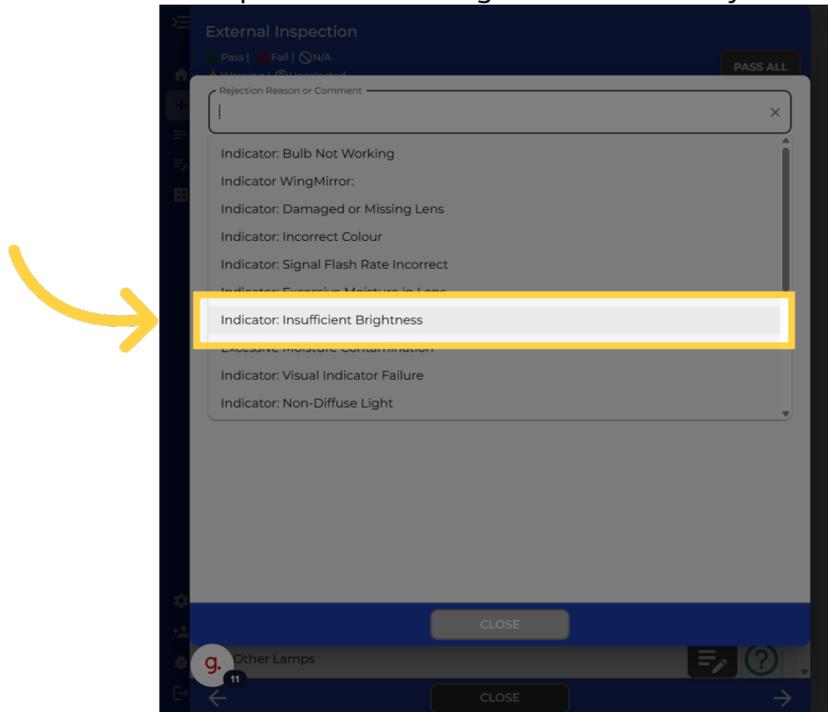
12 Removing a reason for rejection

We will now add and then remove a Reason for Rejection to show the process. Open the item you wish to work on.
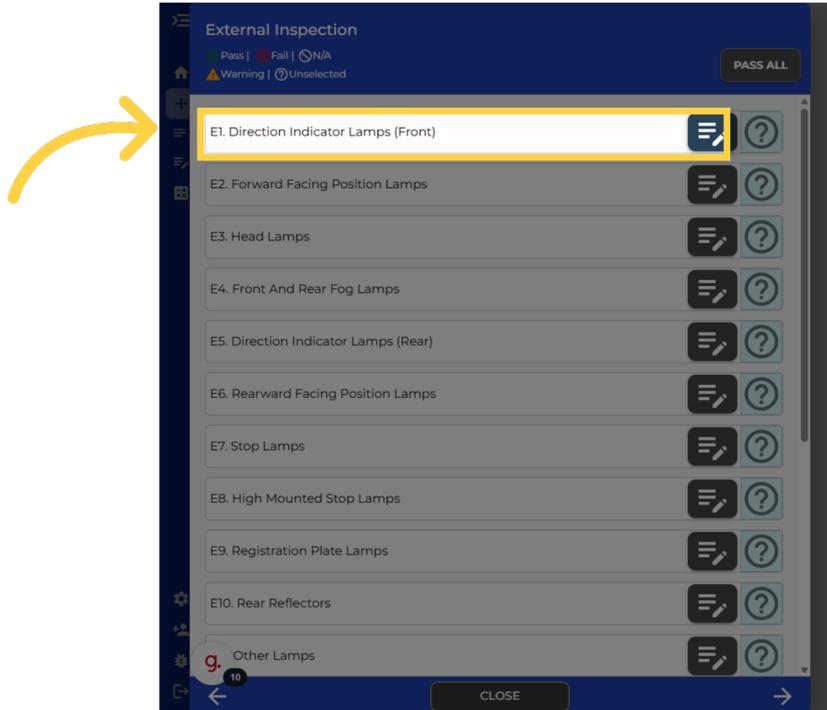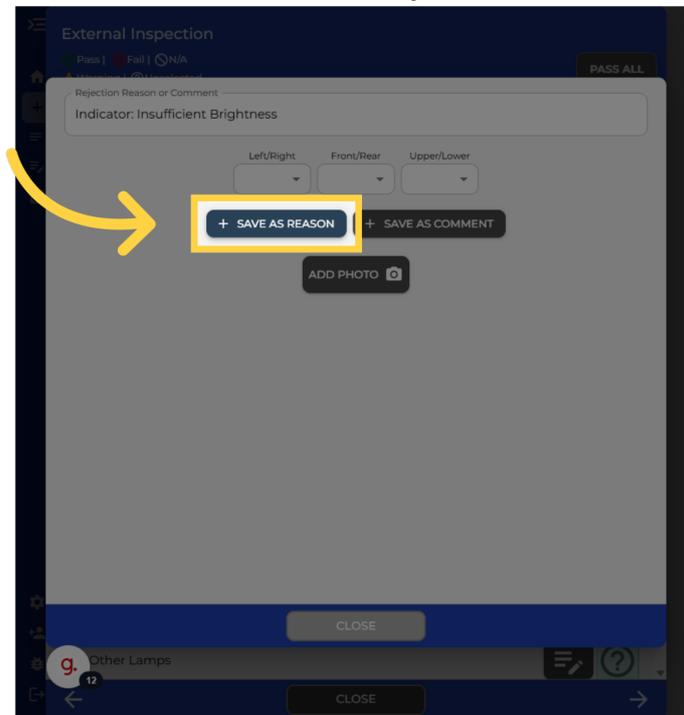
13 Select a reason for rejection

You can now select a Reason for Rejection from the drop-down list, which saves you a lot of time typing and simplifies the Warrant of Fitness process. It also helps with spelling and gives a more consistent Warrant of Fitness check sheet result. Over time the most frequently chosen Reasons for Rejection will be at the top of the list making it even easier for you.
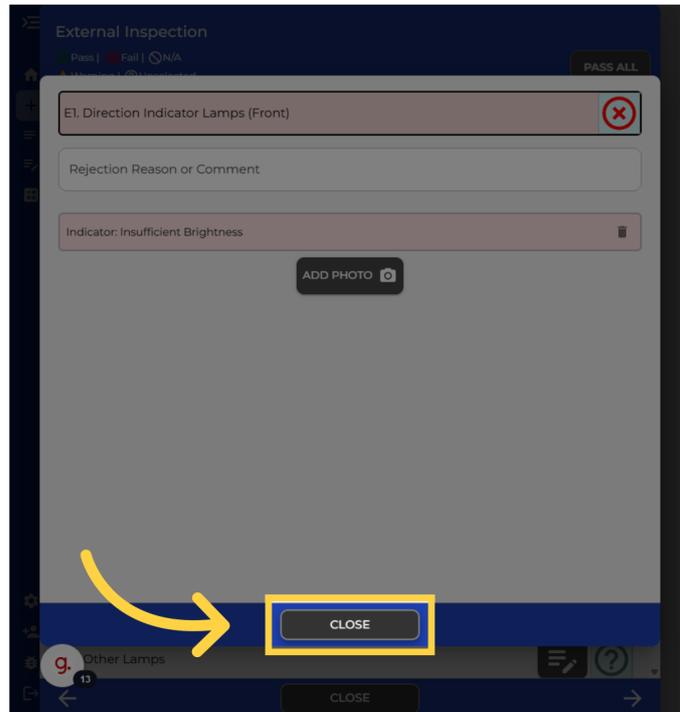
14 Click "Save as Reason"

Once ready you can either save it as a Reason for Rejection or a Comment.

15 Click "Close"

By saving it as a Reason for Rejection it will automatically fail the item. You can now close out of this and confirm that item has been marked as failed.

16 Confirm the item is marked as failed, then go back into the item.

You can now see the item has failed. For our example you click back on it to proceed with removing the reason for rejection. You wouldn't normally remove the Reason for Rejection unless you were doing a Warrant of Fitness Recheck or made a mistake. For example purposes we will now show you how to remove the Reason for Rejection.
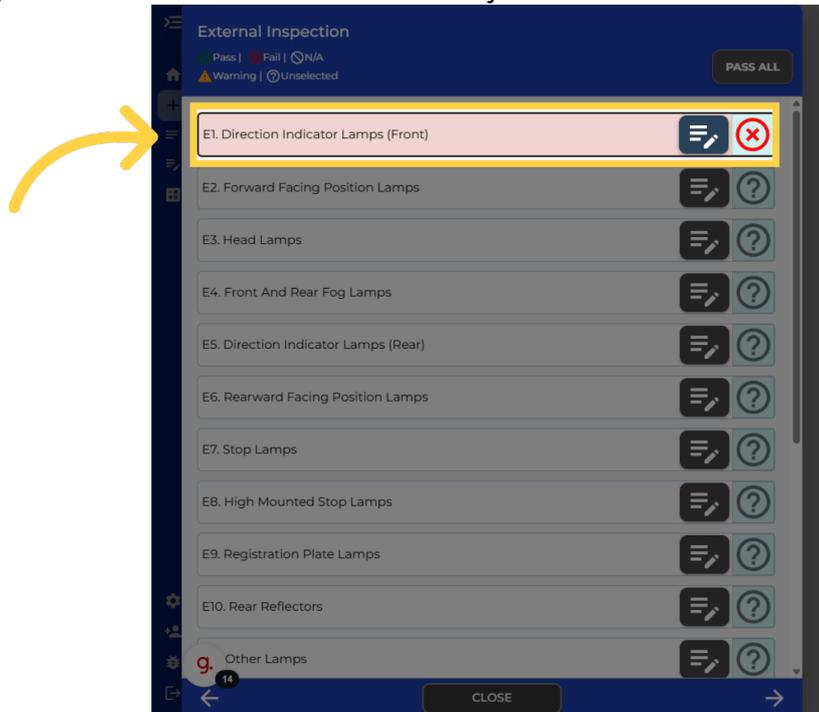
17 Click the rubbish bin icon for the reason for rejection you want to remove.

On the right of the reason click the rubbish bin icon to remove it
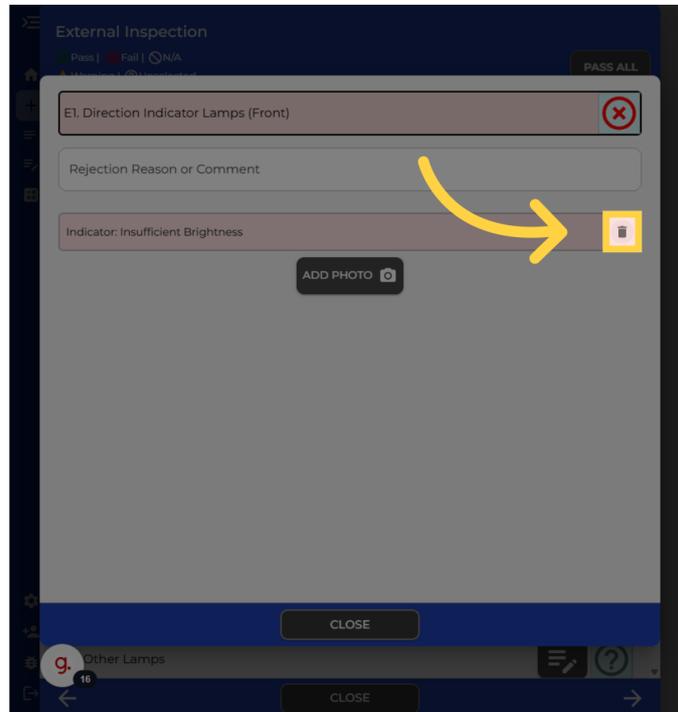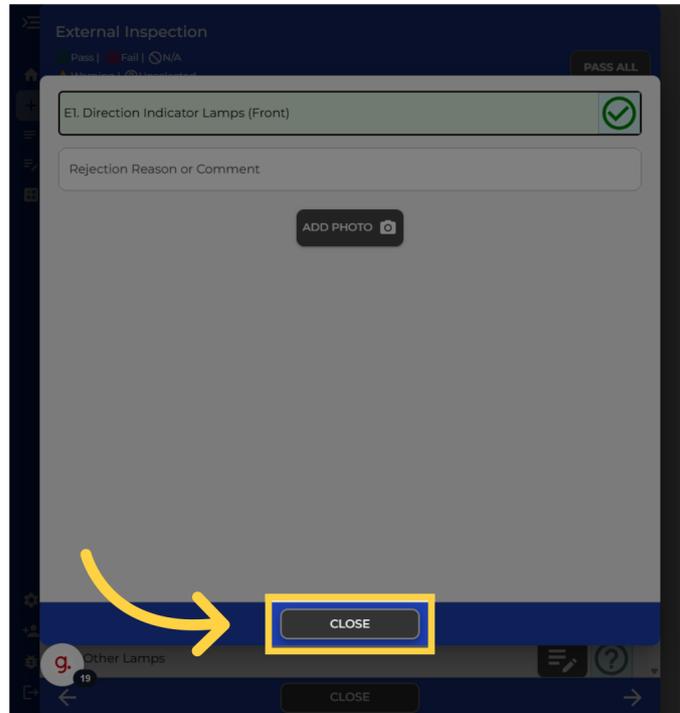
18 Mark the item as either pass or not applicable

When an item has no Reason for Rejection or Comment it will default back to unselected. The item has to be set to something before we can close out of this screen. In this example, we will just pass the item by tapping the question mark once.
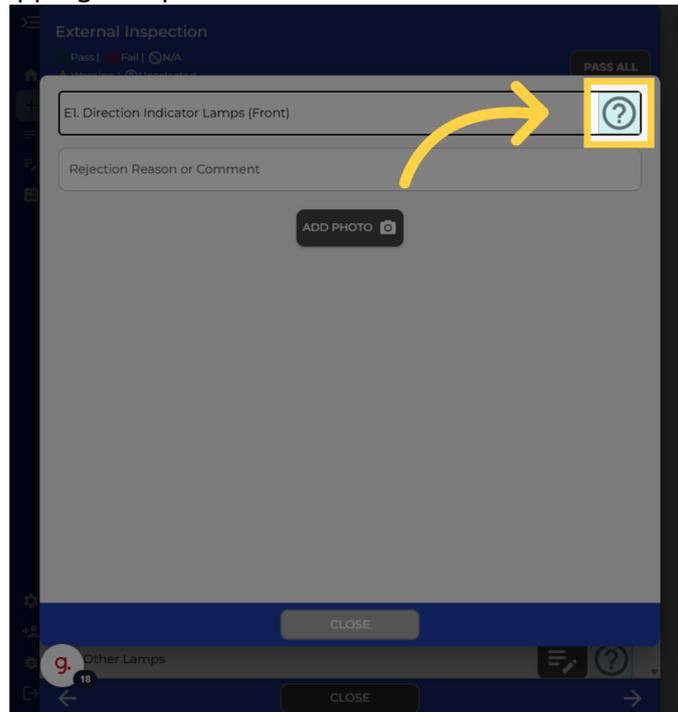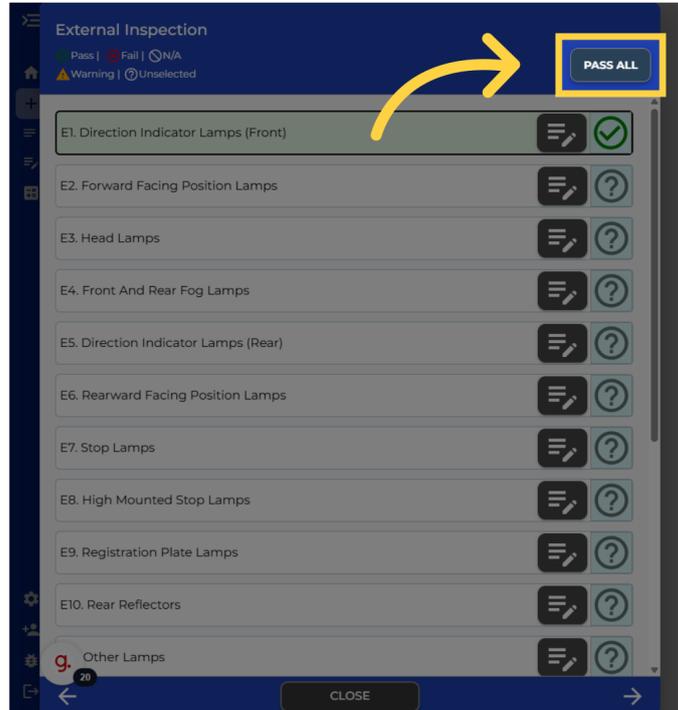
19 Click "Close"

Close the window.

20 Click "Pass All"

To speed up the Warrant of Fitness online inspection process you can also tap on the "Pass All" button to pass the rest of the items. This saves a lot of time.

21 Options when going through an inspection

Usually when going through an inspection, you would want to tap the bottom right arrow to move to the next section of the inspection. However, we will tap the close button in the case you didn't want to follow the initial order of the sections.
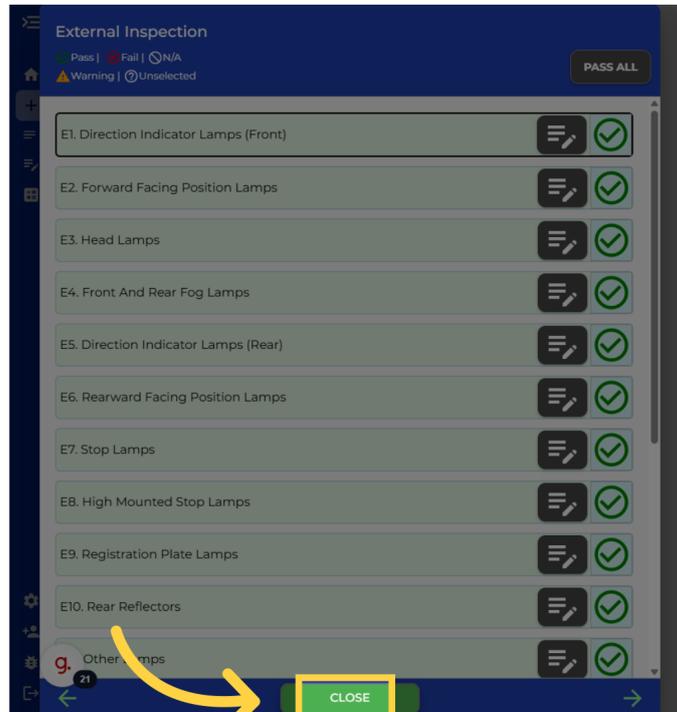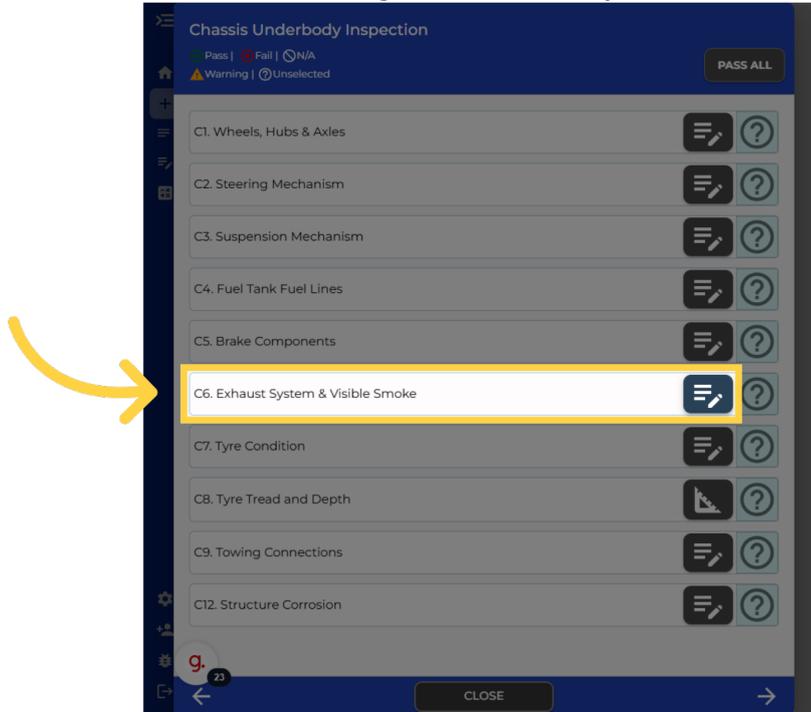
22 Click the section you want to work on

From this screen, you are able to select any section you want to work on. In this example, we will tap the Chassis Under Body Inspection button
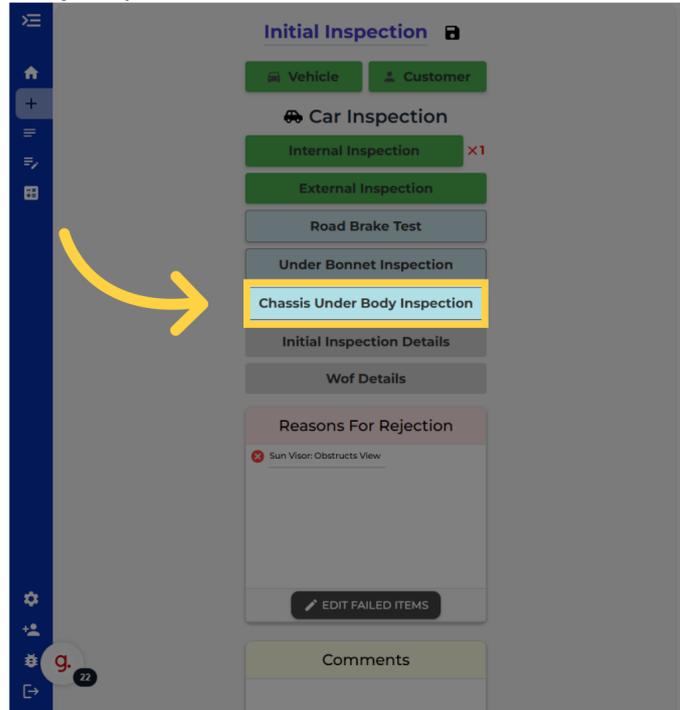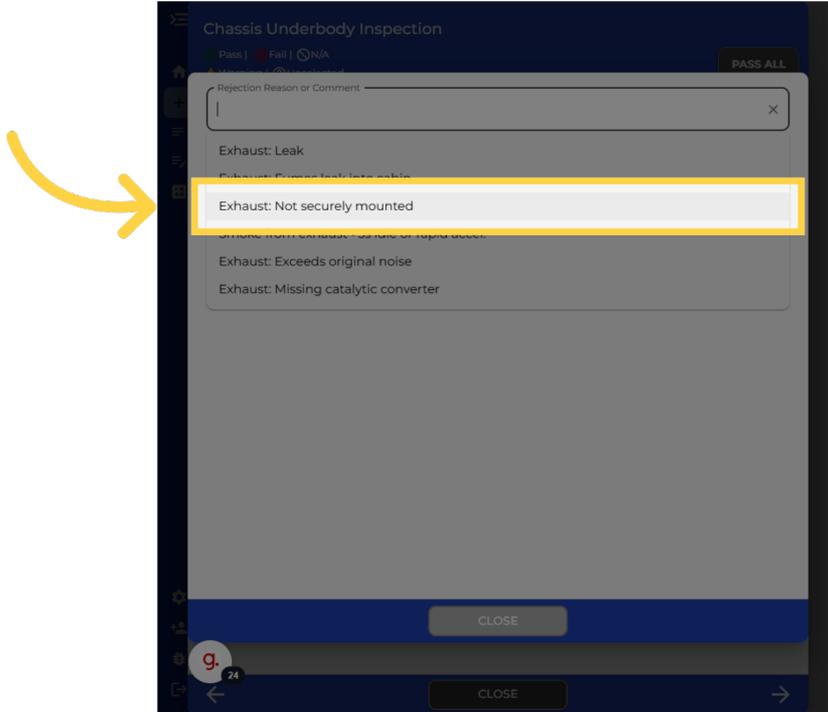
23 How to add item comments

Now we will now show an example of adding a Comment to one of the items. The procedure of adding a Comment is the same as adding a Reason for Rejection.
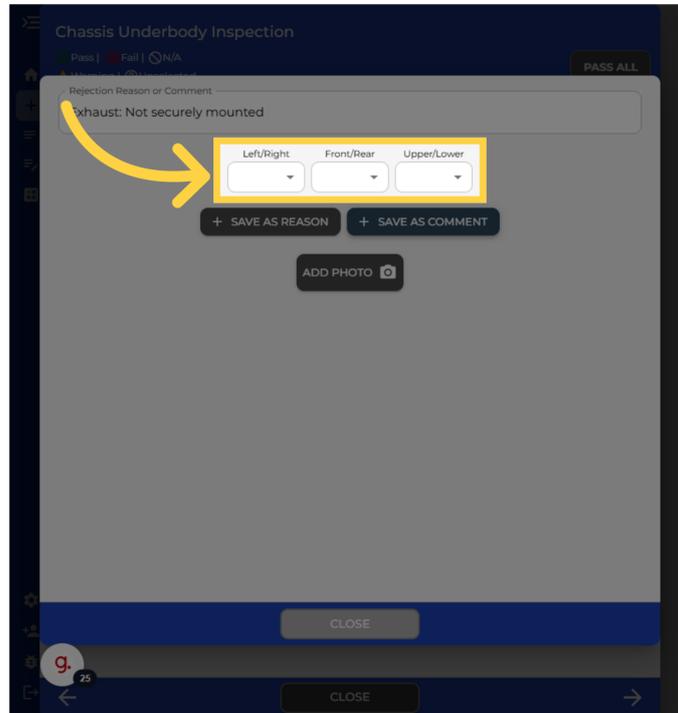
24 Type in or select your comment

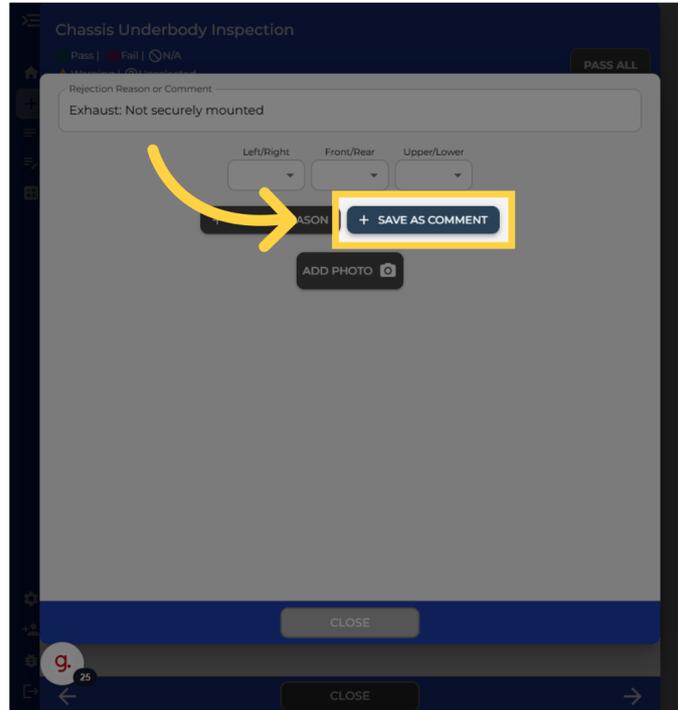To add a Comment you can select from the drop down list or type in your own words.

25 Add prefixes as required

Add prefixes as required such as Right Front.

26 Click "Save as Comment"

Now instead of saving it as a Reason for Rejection save it as a Comment. This will appear in the Comments section for the Warrant of Fitness Check Sheet
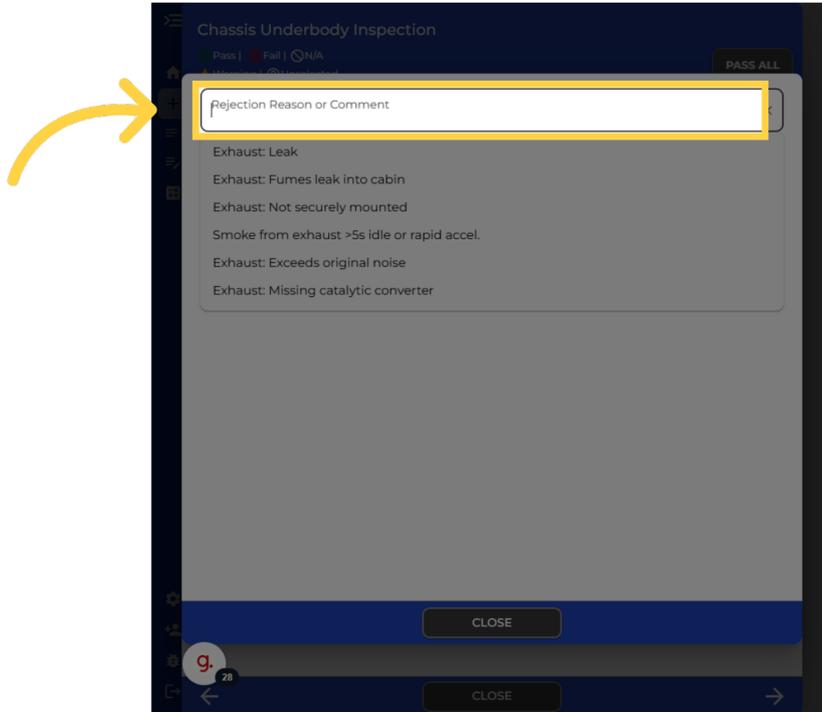
27 Confirm that comment was added

You can now see the comment which is in yellow.   The item now has the warning symbol which is showing it has a comment. The warning symbol is considered a pass.
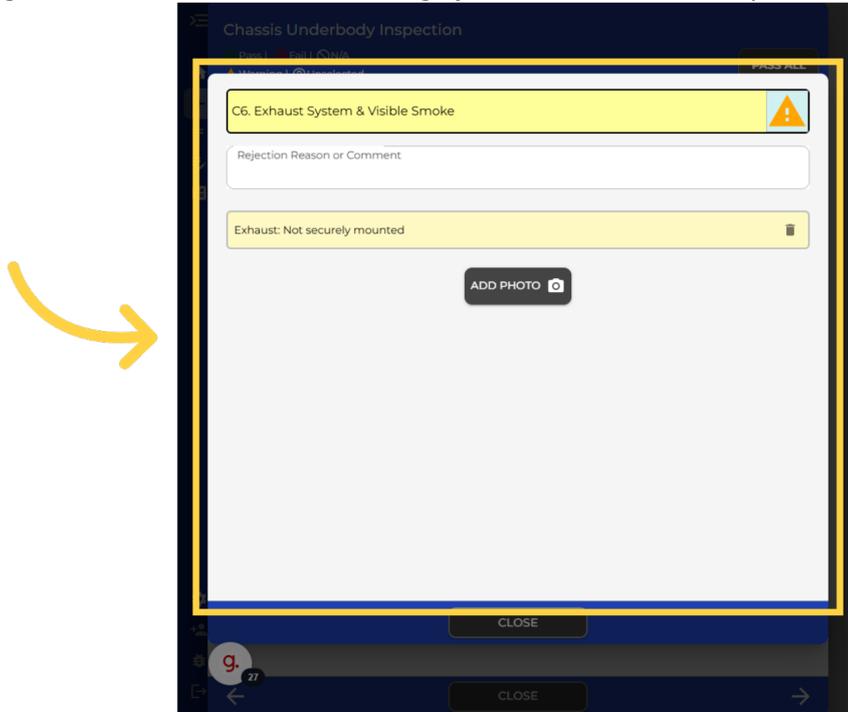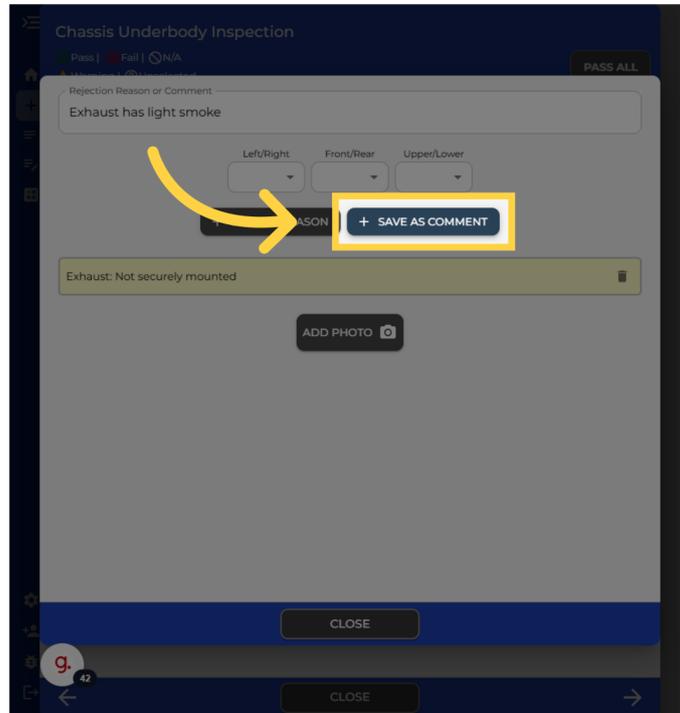
28 Example of typing in your comment

We will also show an example of manually typing in a comment. You can do this by typing the comment into the text box.
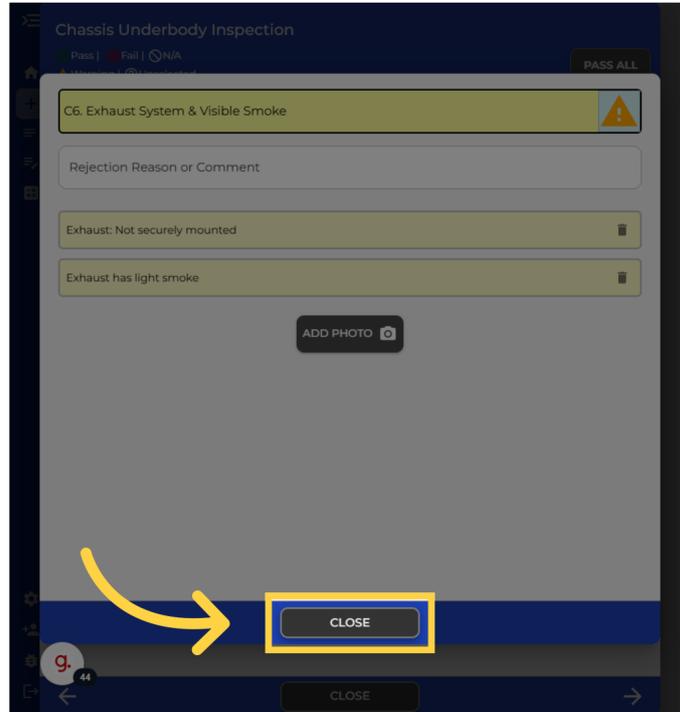
29 Click "Save as Comment"

Tap on the save as comment button

30 Click "Close"

After confirming that the comments have been added. You can now press the close button to close this screen.

31 Inspection items that require measurements

Because we're already in the Chassis Underbody Inspection section, we will now go through adding measurements to some Warrant of Fitness items such as Tyres and Brakes. To do this open the Chassis Underbody inspection section.
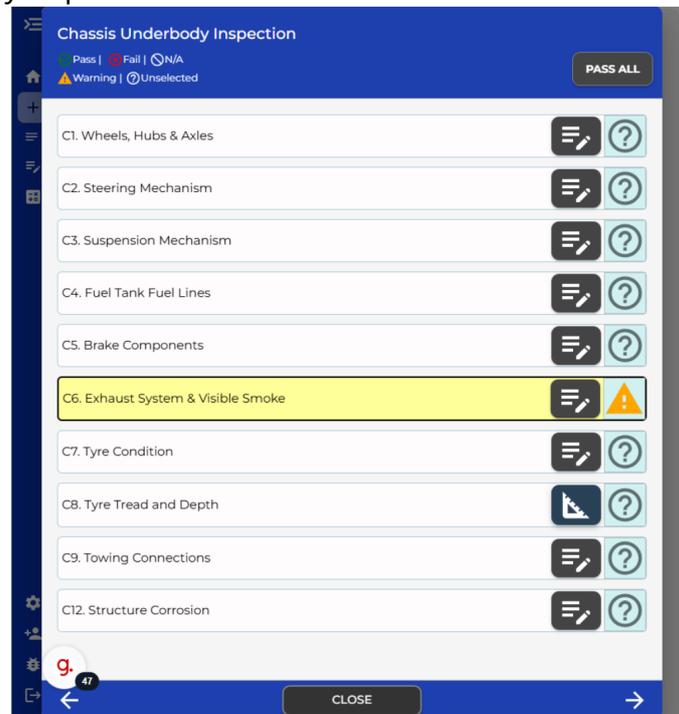
32 Identifying items that require measurements

Some items such as the tyre tread depth require measurements to be entered. Items that require measurements will have the triangle ruler icon on them as shown.   Click on this section.
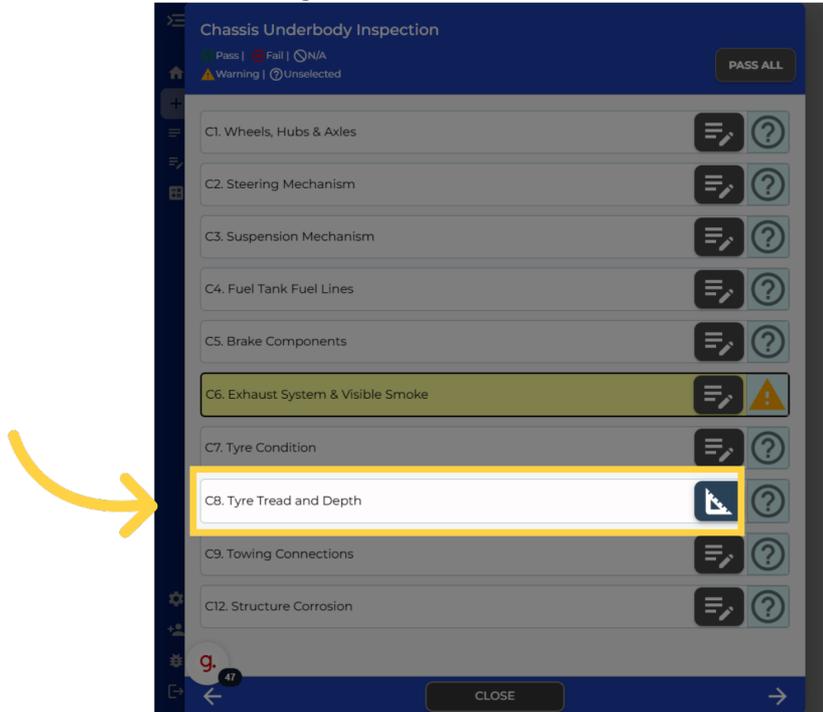
33 Enter in your measurements

Enter in the Tread depth Measurements by tapping in each box and entering the tread depth number.   This section will automatically pass or fail based on the measurements provided.

34 Click "Close"

Once all 4 tyres are entered you can now mark this section complete. If the vehicle has twin rear wheels and qualifies for a Warrant of Fitness, then you may need to manually type in any failure of more than 4 tyres into the Reason for Rejection section.
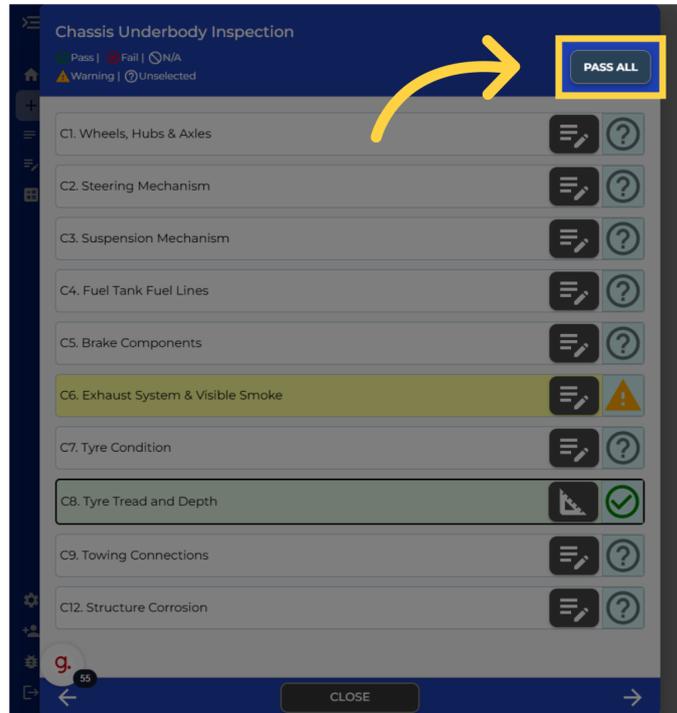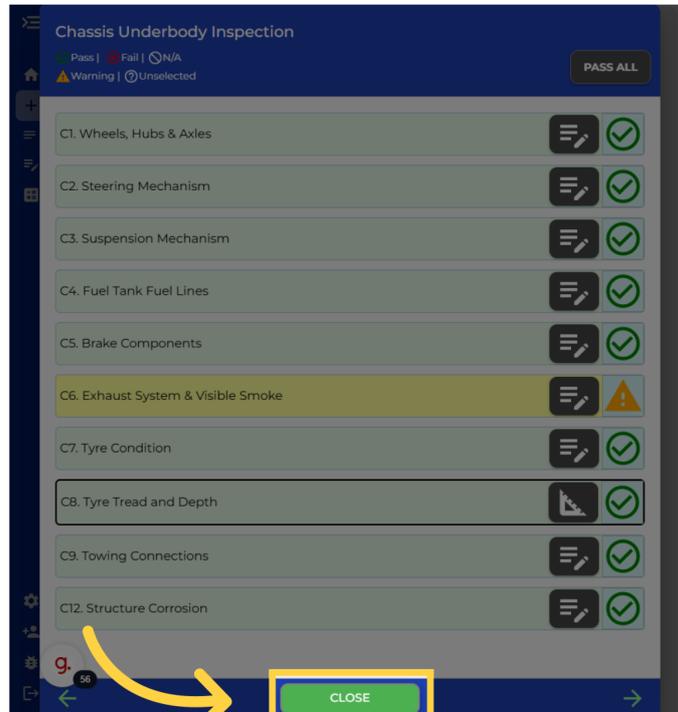
35 Click "Pass All"
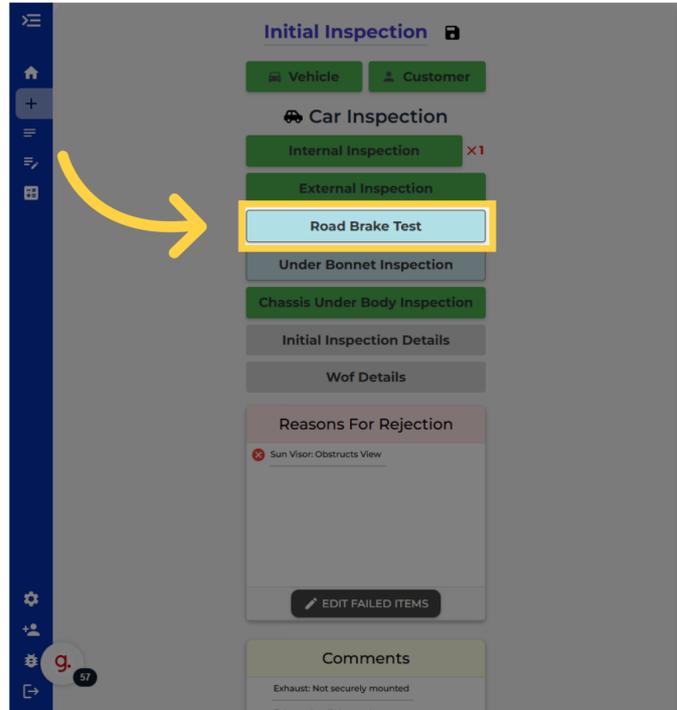
For this example select the "Pass All" option.

36 Click "Close"

Now that we are finished with this section, tap the close button to return to the initial inspection screen.
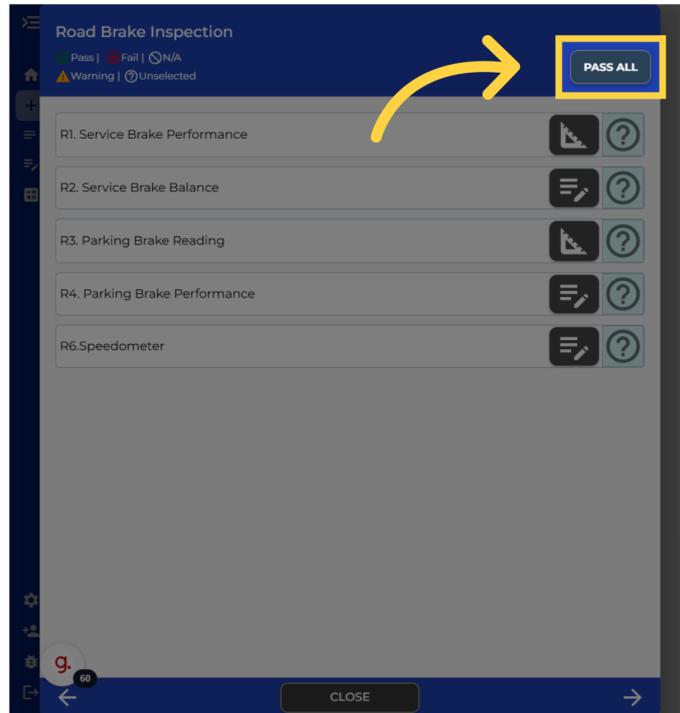
37 How to enter brake readings and performance

To show you how to enter the brake readings and performance, please open the Road Brake Test
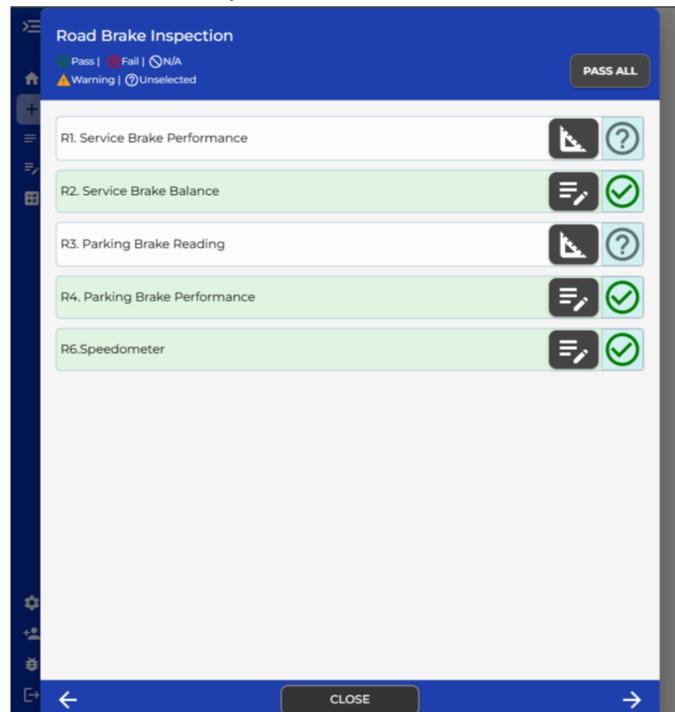
38 Click "Pass All"

Tap on the "Pass All" button.

39 Identifying the items that require measurements

You can see that the two items that require measurements remain unselected.

40 Enter measurements

 You can see you have the choice of entering the overall percentage or the individual measurements if you have brake rollers or a brake machine. If you are using the overall percentage, there is also a threshold that can be set where if the percentage is higher than the threshold, then is passes.

When you enter your brake measurements, it will automatically pass or fail based on the measurements entered.

41 Click "Close"

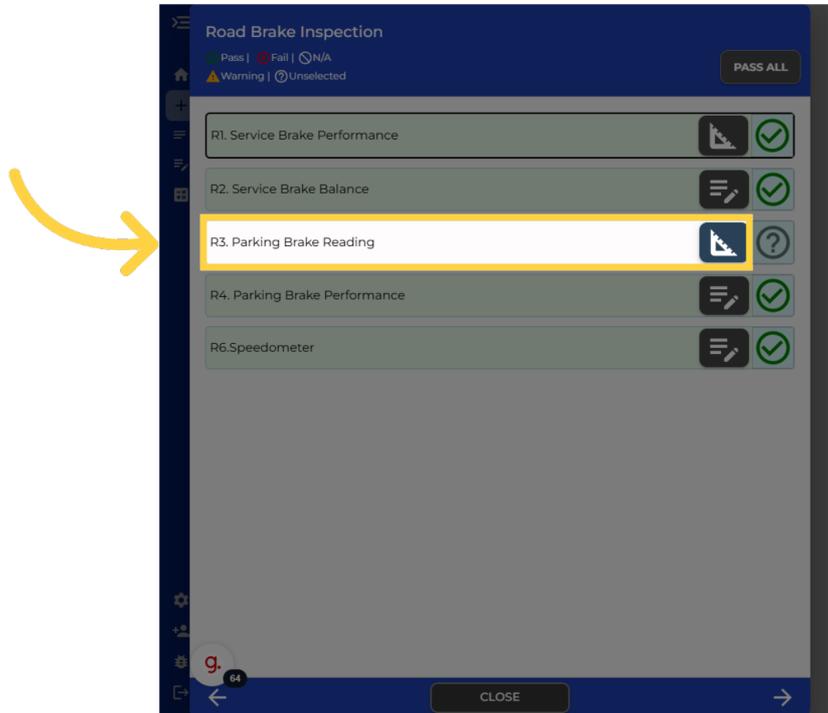Tap on the close button once you are done.

42 Click "Parking Brake Reading"

Now open the Parking Brake Reading

43 Enter measurement

You can see you have three options to choose from. Overall %. Individual measurements or a Stall Brake Test.

44 Click "Close"

Once you have ticked the Stall Test or entered your measurements you can tap the close button

Thank you for watching. If you wish to contact us you can email us at admin@itsallauto.com , or phone   07 595 0032

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