



How to Send Email of WOF to Customer (release/2025-03-17)

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How to Send Email of WOF to Customer

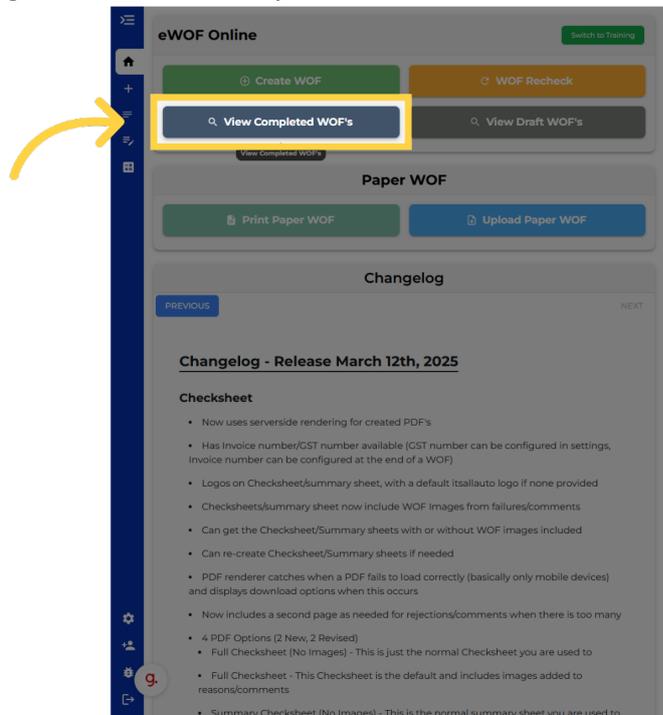


In this tutorial you will learn how to send an email of the Warrant of Fitness sheet to customers.

Go to inspections.itsallauto-test.hq.itsallauto.com

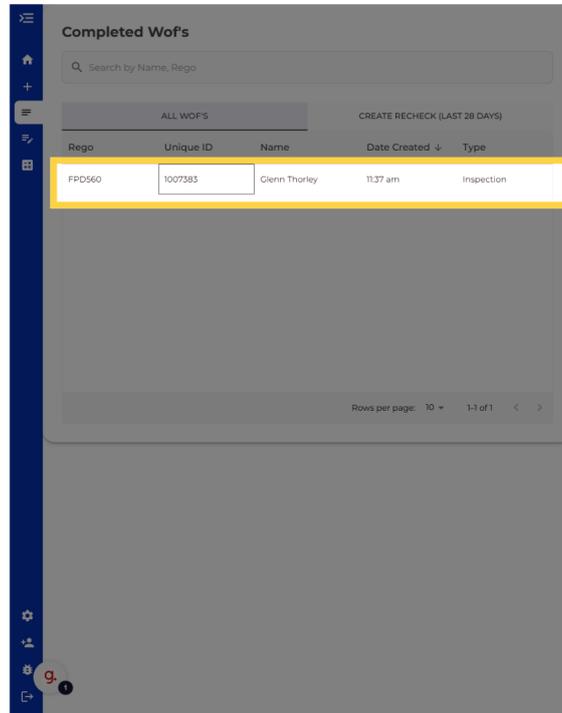
01 Click "View Completed WOF's"

From the home page click on view completed Warrant of fitness.



02 Choose a completed WOF

Choose the Warrant of fitness you wish to email.



The screenshot displays a mobile application interface for managing Warrant of Fitness (WOF) records. The title is "Completed Wofs". Below the title is a search bar labeled "Search by Name, Rego". There are two tabs: "ALL WOFs" (selected) and "CREATE RECHECK (LAST 28 DAYS)". A table lists the records with columns: Rego, Unique ID, Name, Date Created, and Type. The first row is highlighted with a yellow border and a yellow arrow pointing to it from the right. The data in the first row is: Rego: FPD560, Unique ID: 1007383, Name: Glenn Thorley, Date Created: 11:37 am, Type: Inspection. At the bottom, there is a pagination control showing "Rows per page: 10" and "1-1 of 1".

Rego	Unique ID	Name	Date Created ↓	Type
FPD560	1007383	Glenn Thorley	11:37 am	Inspection

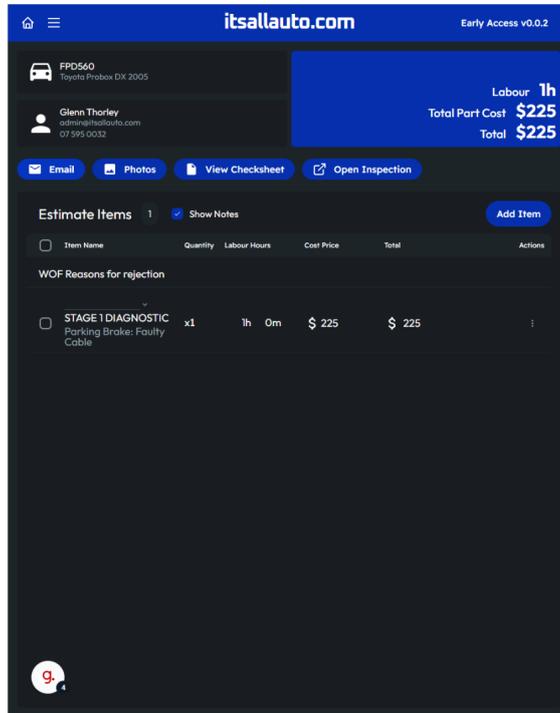
04 Click "Email Checksheet"

You will now want to tap the Email Checksheet button. This will take you to the estimator where emails can be sent from.

The screenshot displays the 'Warrant of Fitness Checksheet' interface. The form is divided into several sections, including 'Property Company Details', 'Customer Details', 'Vehicle Details', 'Checklist', and 'Notes'. A yellow arrow points to the 'Email Checksheet' button located in the bottom right corner of the interface. Other buttons visible include 'Download PDF', 'Checksheet Options', 'Re-generate PDF', 'Recheck', 'Notes', and 'View Images'.

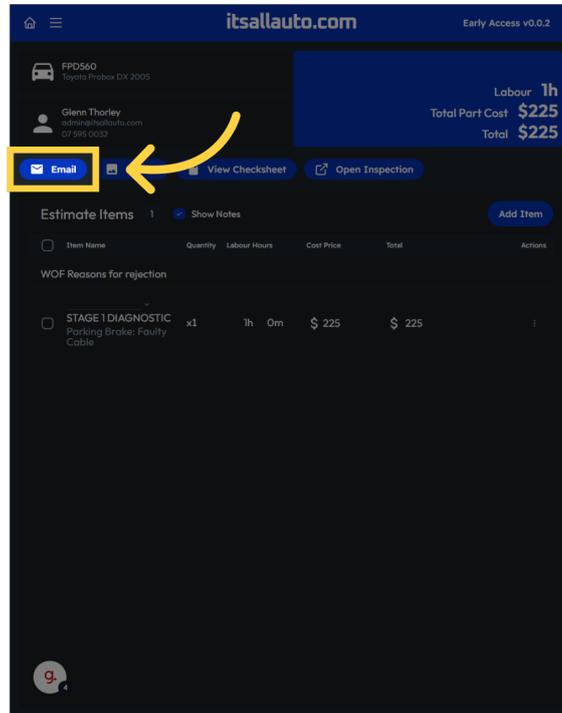
05 You should now be in the estimator

Once the estimator has been opened, you will be on the estimate for that Warrant of fitness.



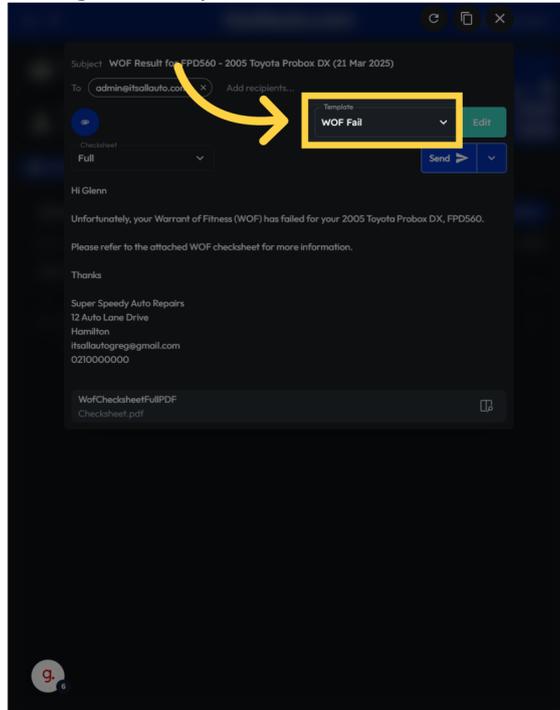
06 Click "Email"

Click on the Email button.



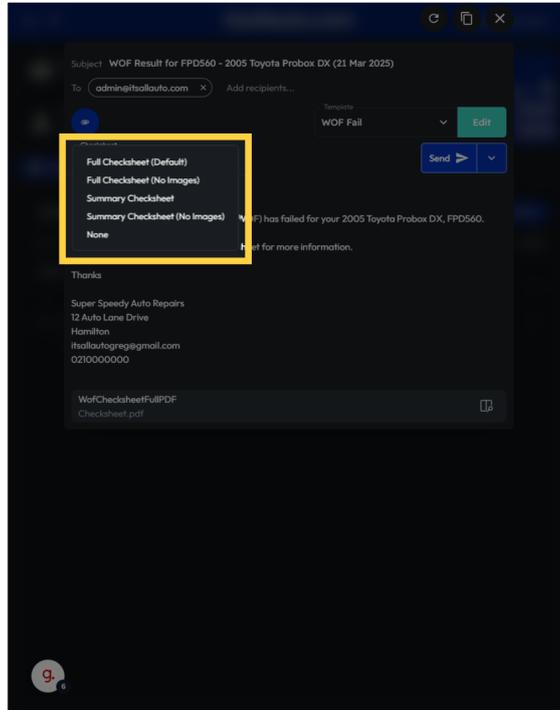
07 Email Templates

The email template should automatically be set to the correct one based on whether it passed or failed. It can be changed using this drop down if needed.



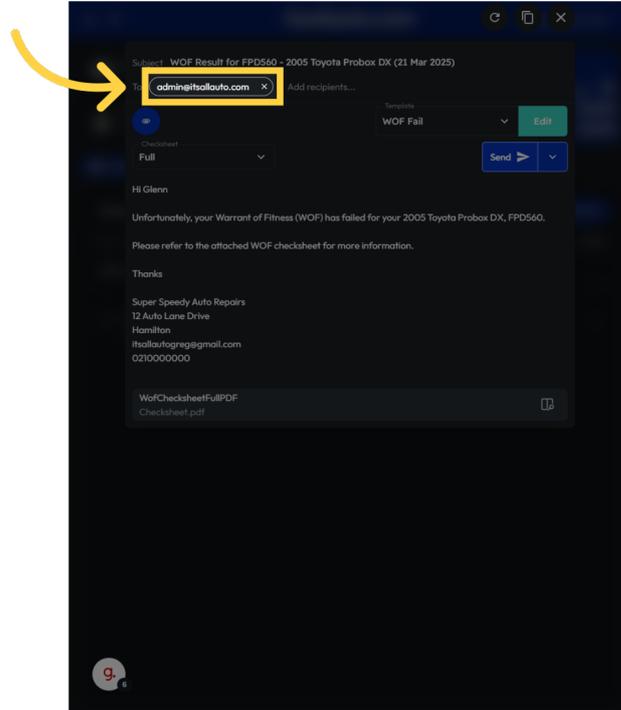
08 Checksheet Types

You can also change what type of check sheet you want to send to the customer by selecting it from the check sheet dropdown menu



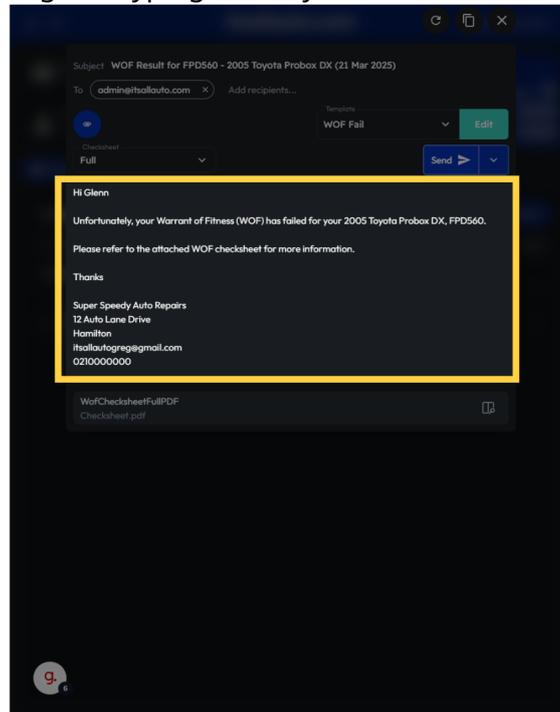
09 Email addresses

The customers email should already be here, the email addresses can be added edited or deleted.



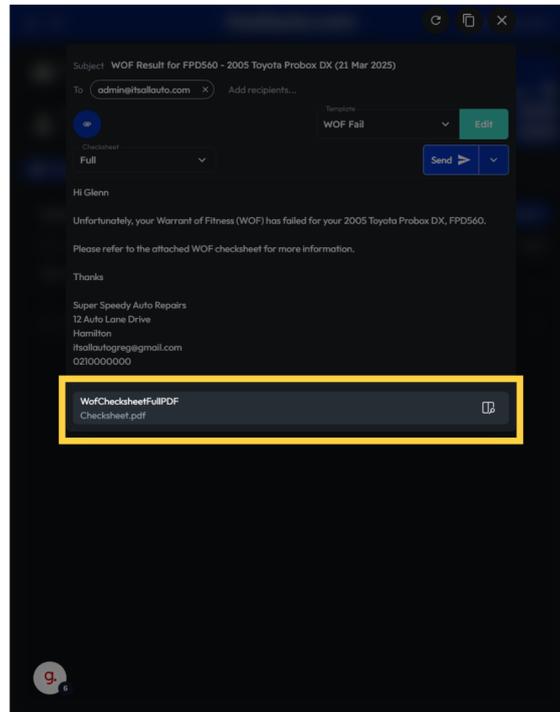
10 Email Content

Based on the email template selected, the email content should be automatically filled in. This can be easily edited by clicking and typing where you wish to make changes.



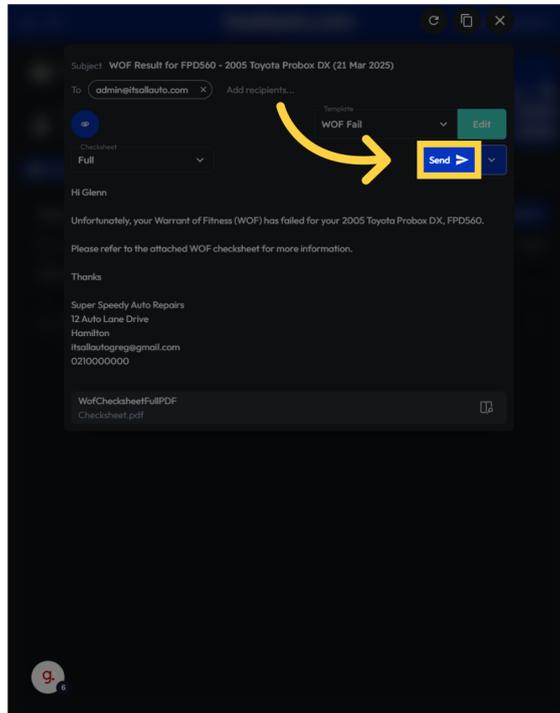
11 File Attachments

The attached Warrant of fitness PDF can be seen at the bottom of the email. You also have the option to preview the check sheet by pressing the preview button all the way to the right of the attachment



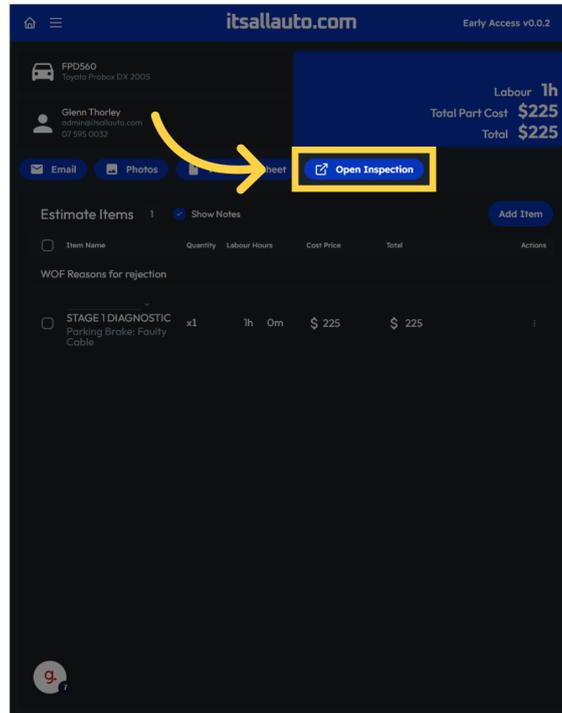
12 Click "Send"

Once ready you can send the email.



13 Click "Open Inspection"

If you wish to navigate back to the inspection you can use the open inspection button.



Thank you for watching. If you wish to contact us you can email us at 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.

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