🌐

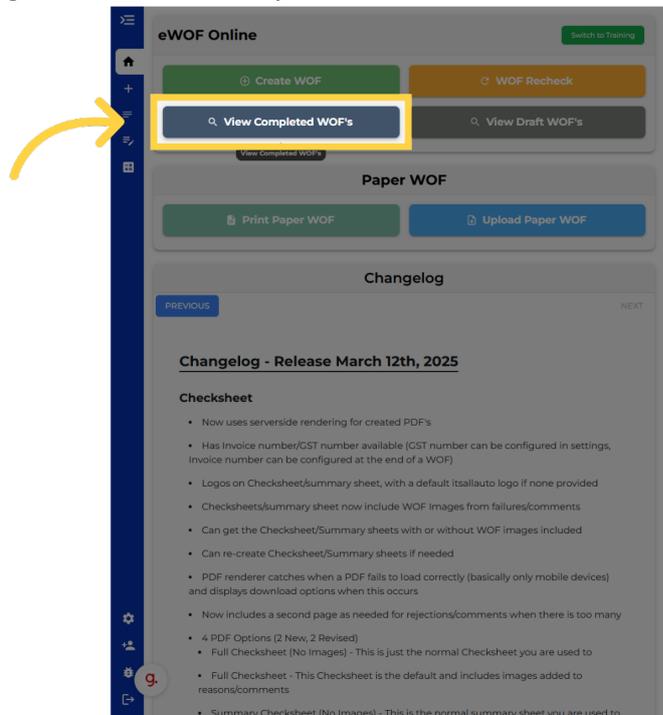# How to Send Email of WOF to Customer (release/2025-03-17)

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

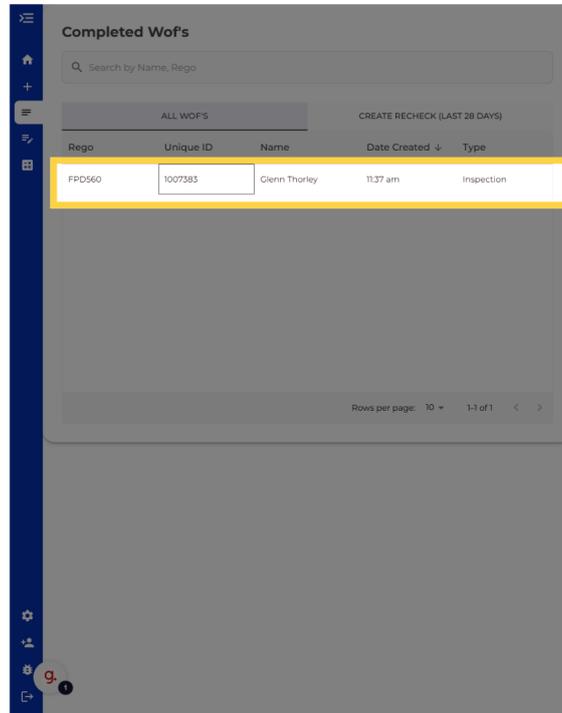Go to inspections.itsallauto-test.hq.itsallauto.com

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.

03 Click the "+" button

Once you are viewing the Warrant of fitness, click the plus button in the bottom right to pull up a menu of actions that can be done with this inspection sheet.
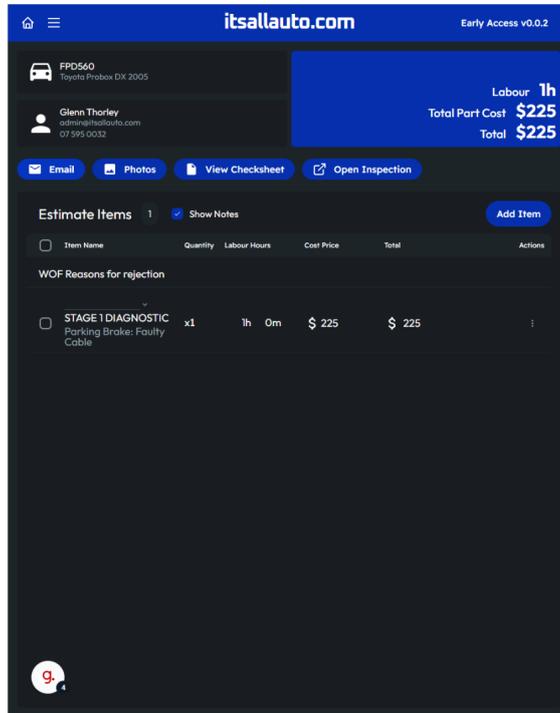
04 Click "Email Checksheet"

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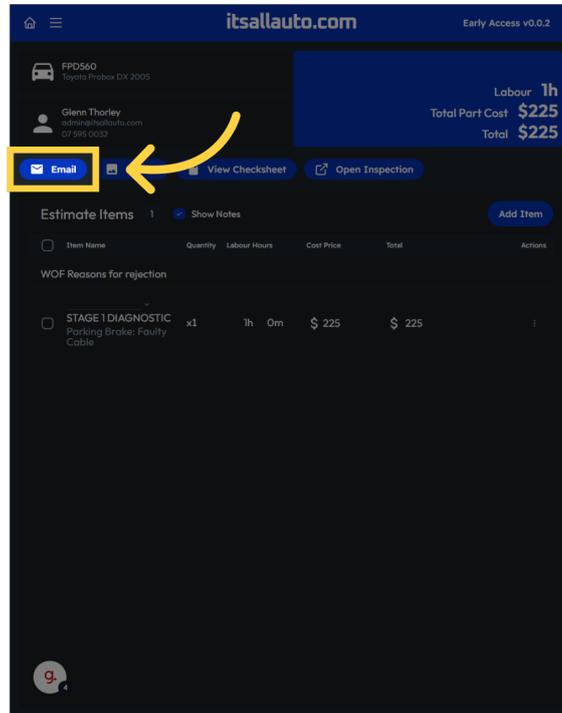
05 You should now be in the estimator

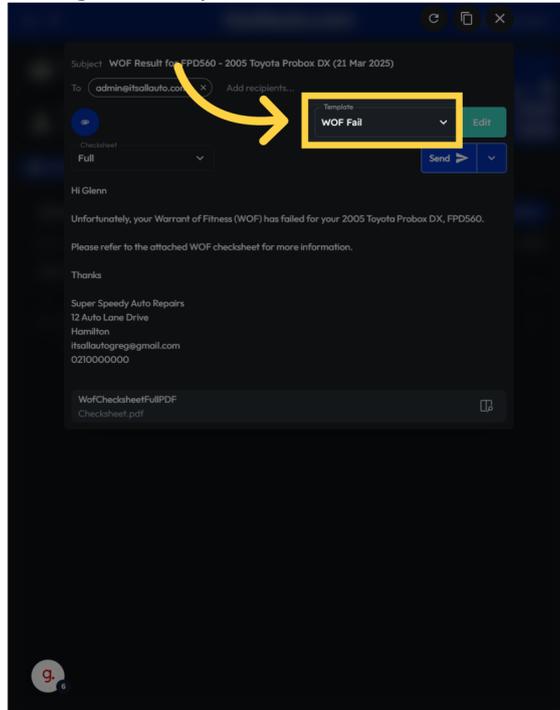Once the estimator has been opened,   you will be on the estimate for that Warrant of fitness.

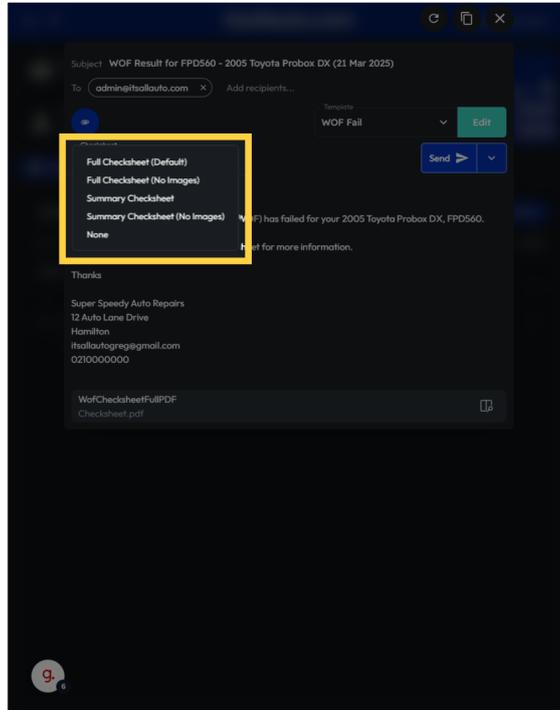## 06 Click "Email"

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.
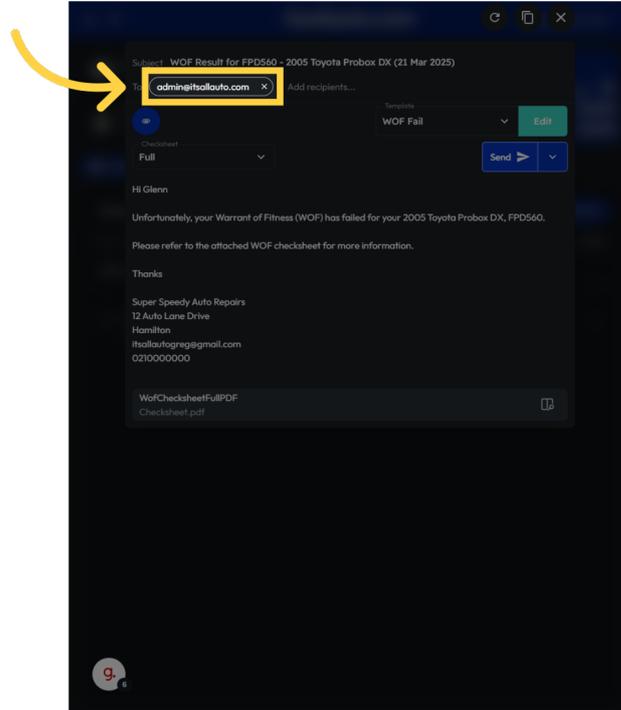
08 Checksheet Types

 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
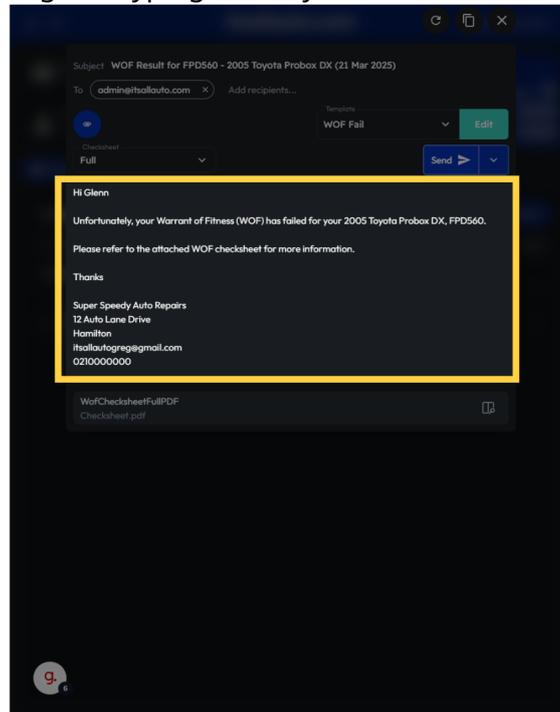
09 Email addresses

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.
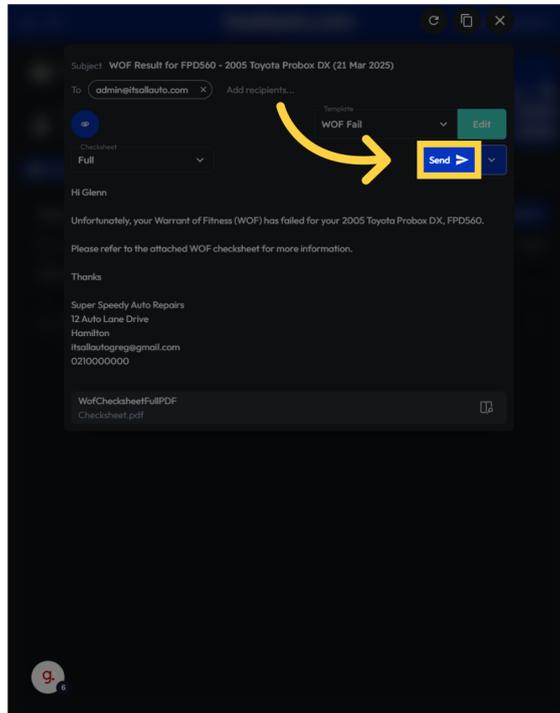
11 File Attachments

 The attached Warrrant 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
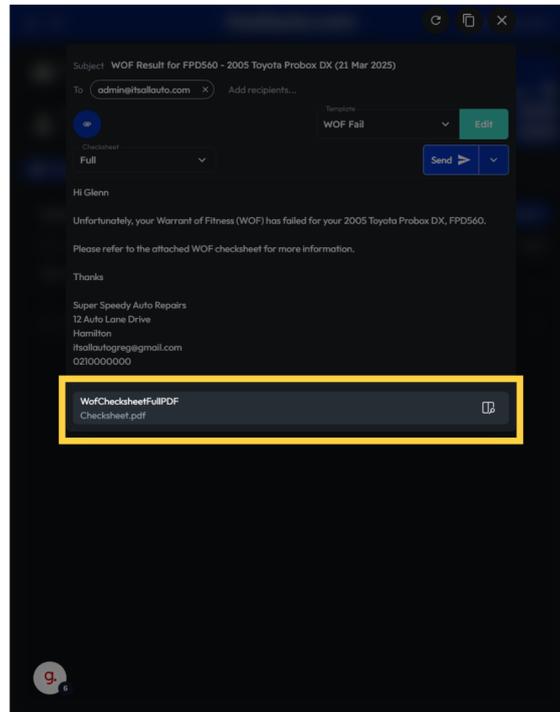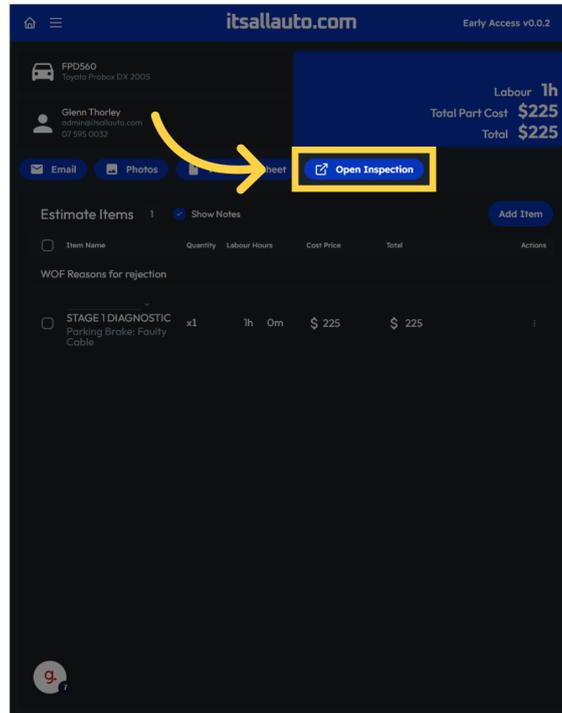
12 Click "Send"

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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