



How to Update Organization and User Settings (release/2025-03-17)

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How to Update Organization and User Settings

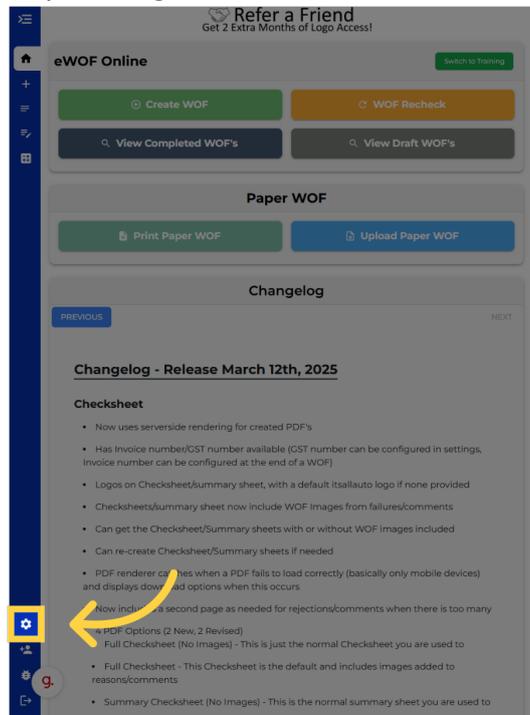


This guide will walk you through updating Organization and user Details, which includes uploading a logo.

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

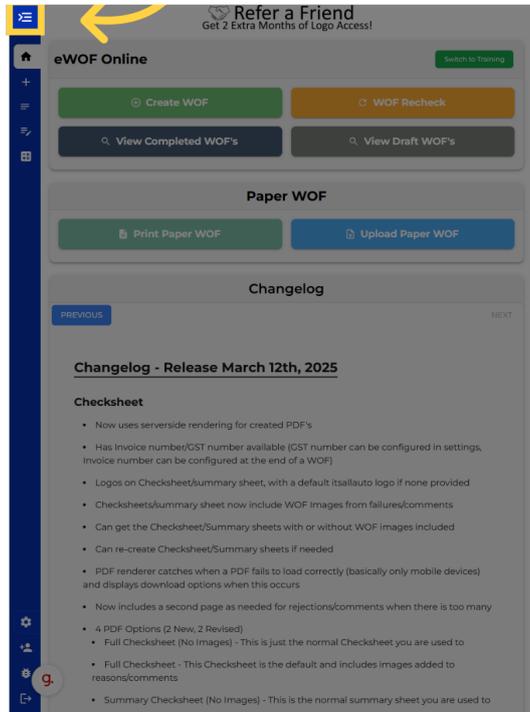
01 Click the "Settings" button

To access the settings page, tap the cog icon in the side bar



02 Click the "Hamburger" icon (if you're on mobile)

If you are on mobile, you will need to press this top left button first before you can find the settings.



03 Settings page overview

From this page, you can view all the settings that you can change. Such as: organization and user details, organization logo, your inspection order, and the default checksheet used for generating e checksheets.

Settings

Organization

Super Speedy Auto Repairs

Organization name
Super Speedy Auto Repair

Email
itsallautogreg@gmail.com

Phone
0210000000

Address
12 Auto Lane Drive

City
Hamilton

Suburb

Postcode

MS/Company Authority Number

CSI Number

Save

Logo

itsallauto.com
Upload Logo (Max 2MB)

Background:

Logo Information:
The dimensions of a logo on a WOF sheet is 225px wide by 170px high. **Don't see your Logo?** Use the background colour picker to change the logo background

Save

User

Greg Details

Name
Greg Greggington

Inspector Authority Number

Save

Inspection Order

Reorder Inspection

- Internal Inspection
- Under Bonnet Inspection
- Road Brake Test
- External Inspection

Default Checksheet

Full Checksheet (Selected)

Full Checksheet (No Images)

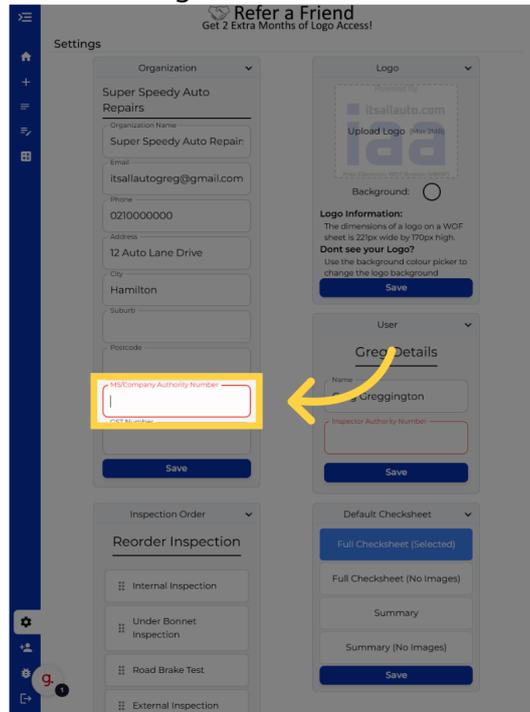
Summary

Summary (No Images)

Save

04 Changing the MS/Company Authority Number

In this example of changing the settings, we will first add a MS slash Company Number. You can find the text box to edit this under the organization section.



The screenshot shows the 'Settings' page of a mobile application. The page is titled 'Settings' and has a 'Refer a Friend' banner at the top. The 'Organization' section is expanded, showing the following fields: Organization Name (Super Speedy Auto Repairs), Email (itsallautogreg@gmail.com), Phone (0210000000), Address (12 Auto Lane Drive), City (Hamilton), Suburb, and Postcode. A yellow box highlights the 'MS/Company Authority Number' field, which is currently empty. A yellow arrow points to this field from the right. Below the 'MS/Company Authority Number' field is a 'Save' button. The 'Logo' section is also visible, showing a logo for 'itsallauto.com' and a 'Background' picker. The 'User' section is titled 'Greg Details' and shows the Name (Greggington) and Inspector Authority Number fields, with a 'Save' button below. The 'Inspection Order' section is titled 'Reorder Inspection' and shows a list of inspection types: Internal Inspection, Under Bonnet Inspection, Road Brake Test, and External Inspection. The 'Default Checksheet' section shows 'Full Checksheet (Selected)' and 'Full Checksheet (No Images)' options, with a 'Save' button below.

05 Save changes

Once you have entered in that authority number, make sure to press the save button in the organization section.

The screenshot displays the 'Refer a Friend' settings interface. The 'Organization' section is expanded, showing fields for Organization Name, Email, Phone, Address, City, Suburb, Postcode, MS/Company Authority Number, and GST Number. A blue 'Save' button is highlighted with a yellow rectangle. A yellow arrow points from the 'Save' button in the 'User' section to the highlighted 'Save' button in the 'Organization' section. The 'User' section shows 'Greg Greggington' as the name and an empty 'Inspector Authority Number' field. The 'Default Checksheet' section is also visible, with 'Full Checksheet (Selected)' chosen.

06 Changing "Inspector Authority Number"

Now we will enter the inspector authority number in the user section.

The screenshot shows the 'Settings' page for 'Super Speedy Auto Repairs'. The 'User' section is expanded to show 'Greg Greggington'. The 'Inspector Authority Number' field is highlighted with a yellow box, and a yellow arrow points to it from the 'MS/Company Authority Number' field. The 'MS/Company Authority Number' field contains 'MS1234'. The 'Inspector Authority Number' field is empty. The 'Save' button is visible below the 'Inspector Authority Number' field.

Organization: Super Speedy Auto Repairs
Organization Name: Super Speedy Auto Repair
Email: itsallautogreg@gmail.com
Phone: 0210000000
Address: 12 Auto Lane Drive
City: Hamilton
Suburb:
Postcode:
MS/Company Authority Number: MS1234
CSI Number:
Save

Logo: itsallauto.com
Upload Logo
Background:
Logo Information: The dimensions of a logo on a WDF sheet is 221px wide by 170px high. Dont see your Logo? Use the background colour picker to change the logo background.
Save

User: Greg Greggington
Name: Greg Greggington
Inspector Authority Number:
Save

Inspection Order: Reorder Inspection
Internal Inspection
Under Bonnet Inspection
Road Brake Test

Default Checksheet: Full Checksheet (Selected)
Full Checksheet (No Images)
Summary
Summary (No Images)
Save

Organization details updated.
Inspection

07 Save changes

After you have entered in the authority number, remember to press the save button in the user section.

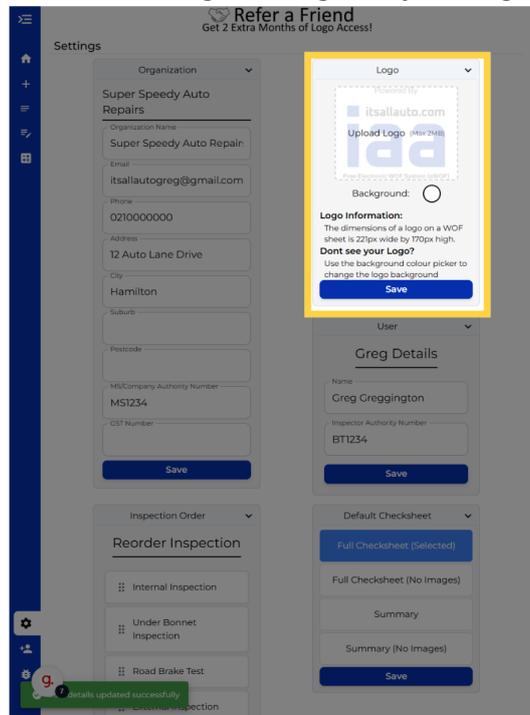
The screenshot displays the 'Refer a Friend' settings interface. The top header includes the title 'Refer a Friend' and a promotional message 'Get 2 Extra Months of Logo Access!'. The main content is organized into several sections:

- Organization:** A form for 'Super Speedy Auto Repairs' with fields for Organization Name, Email (itsallautogreg@gmail.com), Phone (0210000000), Address (12 Auto Lane Drive), City (Hamilton), Suburb, Postcode, M30 Company Authority Number (MS1234), and GST Number. A 'Save' button is located at the bottom of this section.
- Logo:** A section for uploading a logo with a preview of the 'itsallauto.com' logo. It includes a 'Background' color picker and 'Logo Information' text: 'The dimensions of a logo on a WDF sheet is 225px wide by 170px High. Dont see your Logo? Use the background colour picker to change the logo background.' A 'Save' button is present.
- User:** A section titled 'Greg Details' with fields for Name (Greg Greggington) and Inspector Authority Number (BT1234). A 'Save' button is highlighted with a yellow border.
- Inspection Order:** A section titled 'Reorder Inspection' with a list of inspection types: Internal Inspection, Under Bonnet Inspection, Road Brake Test, and External Inspection.
- Default Checksheet:** A section with options for 'Full Checksheet (Selected)', 'Full Checksheet (No Images)', 'Summary', and 'Summary (No Images)'. A 'Save' button is at the bottom.

A yellow arrow points from the 'Save' button in the Organization section to the 'Save' button in the User section.

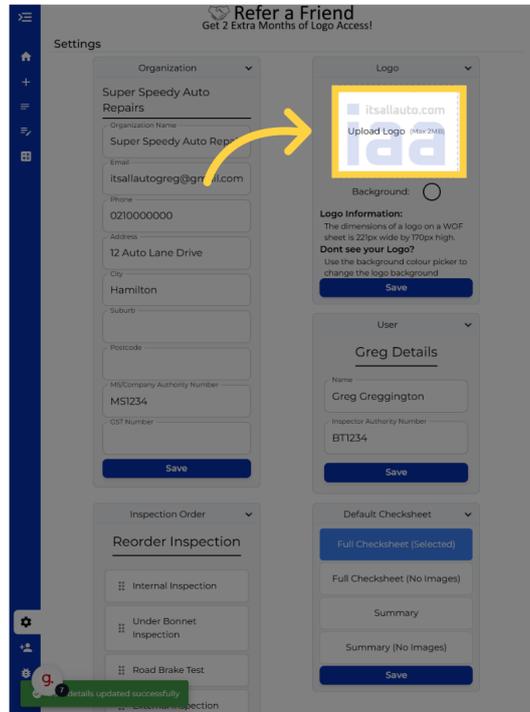
08 Changing organization logo

From the settings page, you can also change the logo for your organization.



09 Click "Upload Logo"

To do this, press the Upload Logo button. This will prompt you to select an image from your device.



The screenshot shows the 'Refer a Friend' settings page. The 'Logo' section is highlighted with a yellow box, and a yellow arrow points to the 'Upload Logo' button. The page includes sections for Organization, User, Inspection Order, and Default Checksheet.

Refer a Friend
Get 2 Extra Months of Logo Access!

Settings

Organization

Super Speedy Auto Repairs

Organization Name
Super Speedy Auto Repairs

Email
itsallautogreg@gmail.com

Phone
0210000000

Address
12 Auto Lane Drive

City
Hamilton

Suburb

Postcode

MVIC Company Authority Number
MS1234

GST Number

Save

Logo

Upload Logo

Background:

Logo Information:
The dimensions of a logo on a WDF sheet is 225px wide by 170px high.
Don't see your Logo?
Use the background colour picker to change the logo background.

Save

User

Greg Details

Name
Greg Greggington

Inspector Authority Number
BT1234

Save

Inspection Order

Reorder Inspection

- Internal Inspection
- Under Bonnet Inspection
- Road Brake Test

Default Checksheet

Full Checksheet (Selected)

Full Checksheet (No Images)

Summary

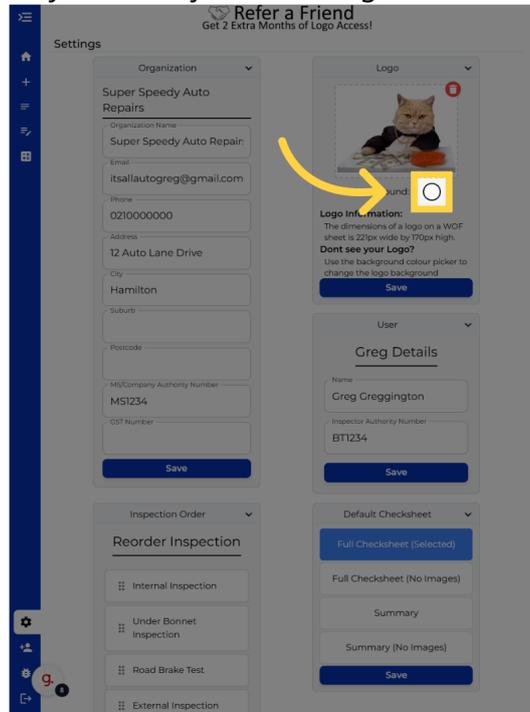
Summary (No Images)

Save

Details updated successfully

10 Change background colour (optional)

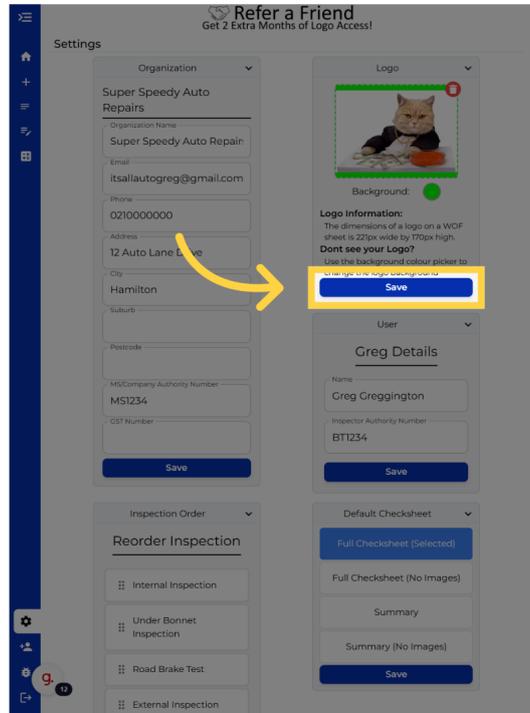
If you cannot see your logo, try selecting a background colour by pressing this button. This should bring up a colour picker where you can adjust the background colour.



The screenshot shows the 'Settings' page of a mobile application. At the top, there is a 'Refer a Friend' banner with the text 'Get 2 Extra Months of Logo Access!'. Below this, the 'Settings' section is divided into several panels. The 'Organization' panel on the left contains fields for 'Organization Name' (Super Speedy Auto Repairs), 'Email' (itsallautogreg@gmail.com), 'Phone' (0210000000), 'Address' (12 Auto Lane Drive, Hamilton), 'Suburb', 'Postcode', 'MVIC Company Authority Number' (MS1234), and 'GST Number'. A 'Save' button is at the bottom of this panel. The 'Logo' panel on the right shows a logo of a cat sitting at a desk. Below the logo is a 'Background' section with a 'Background' label and a white circle icon. A yellow arrow points from the text above to this icon. Below the icon is 'Logo Information' text: 'The dimensions of a logo on a WDF sheet is 225px wide by 170px high. Dont see your Logo? Use the background colour picker to change the logo background.' A 'Save' button is below this text. The 'User' panel on the right shows 'Greg Details' with 'Name' (Greg Greggington) and 'Inspector Authority Number' (BT1234), with a 'Save' button below. The 'Inspection Order' panel at the bottom left is titled 'Reorder Inspection' and lists 'Internal Inspection', 'Under Bonnet Inspection', 'Road Brake Test', and 'External Inspection'. The 'Default Checksheet' panel at the bottom right has 'Full Checksheet (Selected)' and 'Full Checksheet (No Images)' options, a 'Summary' section with 'Summary (No Images)', and a 'Save' button.

11 Save changes

Remember to save your changes by pressing the save button.



12 Reordering inspection sections

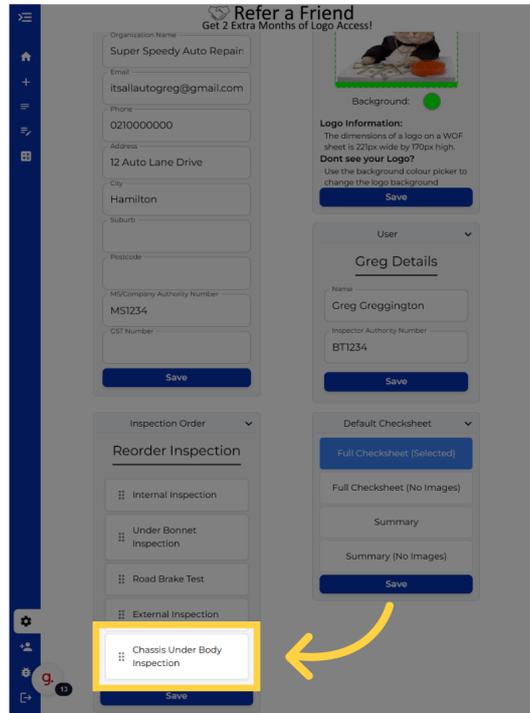
To reorder the steps for inspections, first find the inspection order section.

The screenshot displays a web application interface for managing inspection orders. The interface is divided into several sections:

- Organization Information:** Fields for Organization Name (Super Speedy Auto Repair), Email (itsallautogreg@gmail.com), Phone (0210000000), Address (12 Auto Lane Drive), City (Hamilton), Suburb, Postcode, MS/Company Authority Number (MST234), and GST Number. A 'Save' button is located at the bottom of this section.
- Logo Information:** A section for uploading a logo, including a 'Background' color picker and a 'Save' button. It includes instructions: 'Logo Information: The dimensions of a logo on a WOF sheet is 220px wide by 170px high. Dont see your Logo? Use the background colour picker to change the logo background.'
- User Details:** A section for user information, including Name (Greg Greggington), Inspector Authority Number (BT1234), and a 'Save' button.
- Inspection Order:** A section highlighted with a yellow border, containing a dropdown menu for 'Inspection Order' and a list of inspection steps: Internal Inspection, Under Bonnet Inspection, Road Brake Test, External Inspection, and Chassis Under Body Inspection. A 'Save' button is at the bottom of this section.
- Default Checksheet:** A section for selecting a default checksheet, with 'Full Checksheet (Selected)' chosen. It also includes 'Summary' and 'Summary (No Images)' options and a 'Save' button.

13 Dragging a section into a different spot

Hold and drag the section you want to reorder to the spot you want it in.



14 Save changes

Remember to press the save button when you have finished making changes.

The screenshot shows a mobile application interface for a 'Refer a Friend' feature. The interface is divided into several sections:

- Organization Name:** Super Speedy Auto Repair
- Email:** itsallautogreg@gmail.com
- Phone:** 0210000000
- Address:** T2 Auto Lane Drive
- City:** Hamilton
- Suburb:**
- Postcode:**
- M51 Company Authority Number:** MST234
- CSI Number:**
- Save** button

Logo Information:
The dimensions of a logo on a WOF sheet is 220px wide by 170px high.
Don't see your Logo?
Use the background colour picker to change the logo background.
Save button

User:
Greg Details
Name: Greg Greggington
Inspector Authority Number: BT1234
Save button

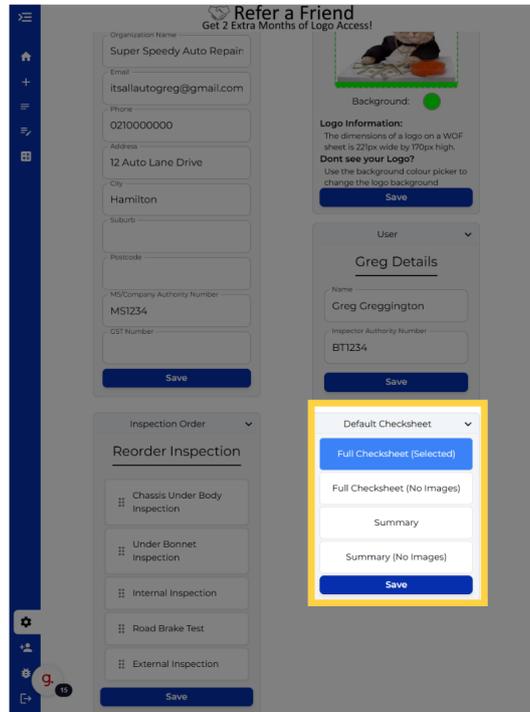
Inspection Order:
Reorder Inspection
Chassis Under Body Inspection
Under Bonnet Inspection
Internal Inspection
Road Brake Test
External Inspection

Default Checksheet:
Full Checksheet (Selected)
Full Checksheet (No Images)
Summary
Summary (No Images)
Save button

A yellow arrow points to a **Save** button at the bottom of the screen, which is highlighted with a yellow box.

15 Changing default checksheet

You can change the default checksheet that is used when generating e checksheets in the Default Checksheet section



The screenshot displays a web application interface for managing inspection orders. The main content area is titled "Refer a Friend" and includes a promotional banner for "Get 2 Extra Months of Logo Access!". Below the banner, there are several form sections:

- Organization Name:** Super Speedy Auto Repair
- Email:** itsallautogreg@gmail.com
- Phone:** 0210000000
- Address:** 12 Auto Lane Drive
- City:** Hamilton
- Suburb:**
- Postcode:**
- MSI Company Authority Number:** MSI234
- GST Number:**

Below these fields is a "Save" button. To the right, there is a "Logo Information" section with a "Background" color picker and a "Save" button. Below that is a "User" section titled "Greg Details" with fields for "Name" (Greg Greggington) and "Inspector Authority Number" (BT1234), also with a "Save" button.

The "Inspection Order" section is titled "Reorder Inspection" and lists several inspection types with drag handles:

- Chassis Under Body Inspection
- Under Bonnet Inspection
- Internal Inspection
- Road Brake Test
- External Inspection

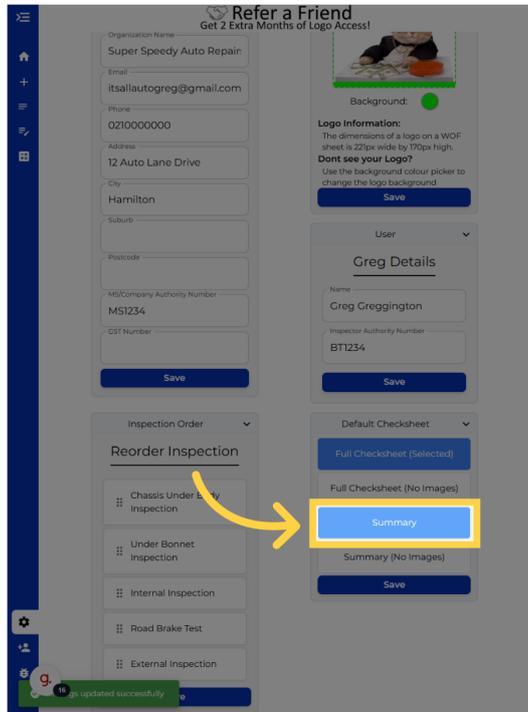
At the bottom of this section is a "Save" button. A yellow box highlights the "Default Checksheet" dropdown menu, which is currently set to "Full Checksheet (Selected)". The dropdown menu options are:

- Full Checksheet (Selected)
- Full Checksheet (No Images)
- Summary
- Summary (No Images)

A yellow arrow points to the dropdown menu.

16 Click "Summary"

Select the option you want. The currently selected option will be highlighted blue and have the text "selected" on it.



The screenshot shows a 'Refer a Friend' form with the following sections:

- Organization Name:** Super Speedy Auto Repair
- Email:** itsallautogreg@gmail.com
- Phone:** 0210000000
- Address:** 12 Auto Lane Drive
- City:** Hamilton
- Suburb:**
- Postcode:**
- MSI Company Authority Number:** MSI234
- GST Number:**
- Save** button

Logo Information: The dimensions of a logo on a WOF sheet is 225px wide by 170px high. **Don't see your Logo?** Use the background colour picker to change the logo background. **Save** button

User: Greg Details

- Name:** Greg Greggington
- Inspector Authority Number:** BT1234
- Save** button

Inspection Order: Reorder Inspection

- Chassis Underbody Inspection
- Under Bonnet Inspection
- Internal Inspection
- Road Brake Test
- External Inspection

Default Checksheet:

- Full Checksheet (Selected)
- Full Checksheet (No Images)
- Summary** (highlighted in blue)
- Summary (No Images)
- Save** button

A yellow arrow points from the 'Reorder Inspection' section to the 'Summary' option. A green notification at the bottom left says 'Profile updated successfully'.

17 Save changes

Save the changes made.

The screenshot shows a web application interface for 'Refer a Friend' with the sub-header 'Get 2 Extra Months of Logo Access!'. The interface is divided into several sections:

- Organization Details:** Fields for Organization Name (Super Speedy Auto Repair), Email (itsallautogreg@gmail.com), Phone (0210000000), Address (12 Auto Lane Drive), City (Hamilton), Suburb, Postcode, MS/Company Authority Number (MST234), and GST Number. A 'Save' button is at the bottom.
- Logo Information:** A section with a 'Background' color picker and a 'Save' button. Text below reads: 'Logo Information: The dimensions of a logo on a WOF sheet is 220px wide by 170px high. Dont see your Logo? Use the background colour picker to change the logo background.'
- User Details:** A section titled 'Greg Details' with fields for Name (Greg Greggington) and Inspector Authority Number (BT1234). A 'Save' button is at the bottom.
- Inspection Order:** A section titled 'Reorder Inspection' with a list of inspection items: Chassis Under Body Inspection, Under Body Inspection, Internal Inspection, Road Brake Test, and External Inspection. A yellow arrow points from the 'Under Body Inspection' item to the 'Save' button in the 'Default Checksheet' section.
- Default Checksheet:** A section with a dropdown menu showing 'Full Checksheet' selected. Below it are options for 'Full Checksheet (No Images)', 'Summary (Selected)', and 'Summary (No Images)'. A 'Save' button is at the bottom, highlighted with a yellow border.

Thank you for watching. If you wish to contact us you can email us at admin at its all auto dot com, or phone 07 5,95 0032

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