



How to do a Pass/Recheck (release/2025-03-17)

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How to do a Pass/Recheck

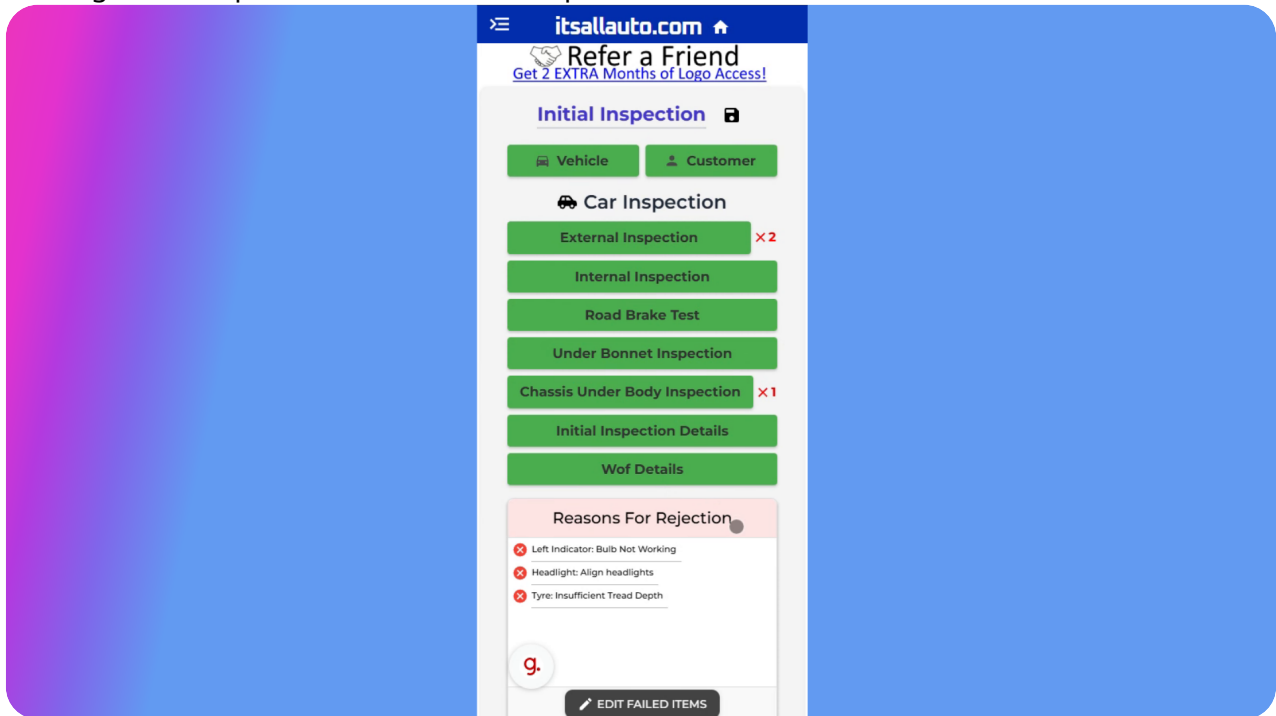


This guide will walk you through how to do a pass/recheck for an inspection. In the situation where a warrant of fitness has failed, but you do the fixes for it on the same day, this feature will allow you to only need to enter the inspection details into the VIC system once rather than twice.

Go to inspections.test.hq.itsallauto.com

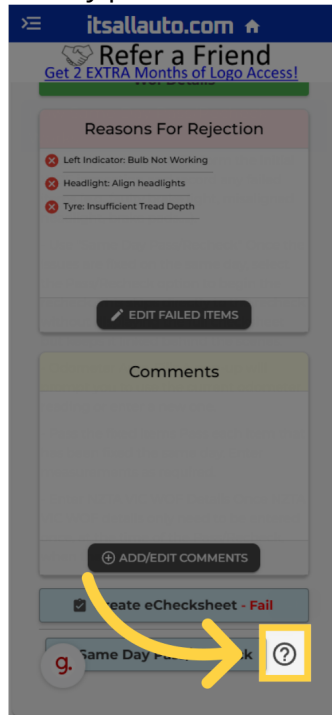
01 Introduction

In this tutorial, we will take you through a visual example of how to do a pass/recheck. We will be starting from the point where the initial inspection has been done and it has failed on a few items.



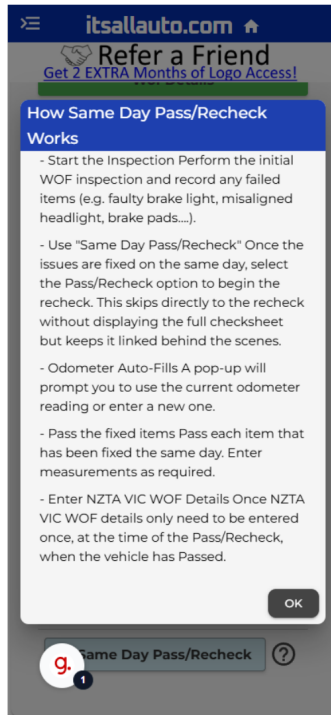
02 Click here

All the details of this process can also be found by scrolling to the bottom of the inspection and tapping the help icon next to the same day pass/recheck



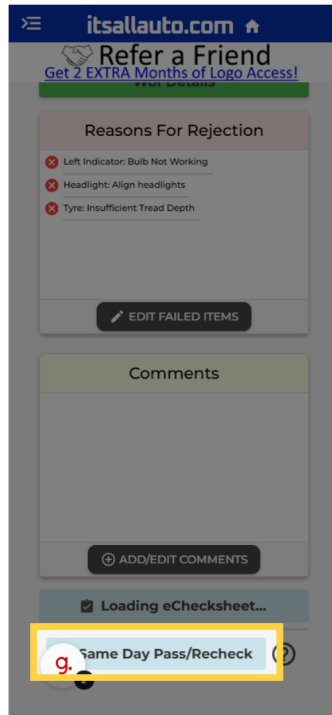
03 Click "Ok"

Here are all the steps detailing the process of doing a pass/recheck, this is what we will be following in this video.



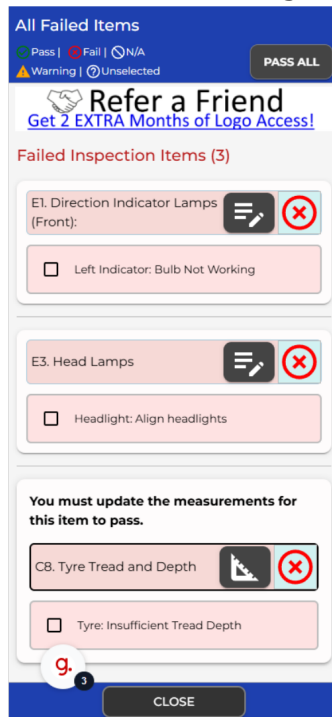
04 Click "Same Day Pass/Recheck"

Because we have already finished doing the inspection, we will be pressing the Same Day Pass/Recheck button.



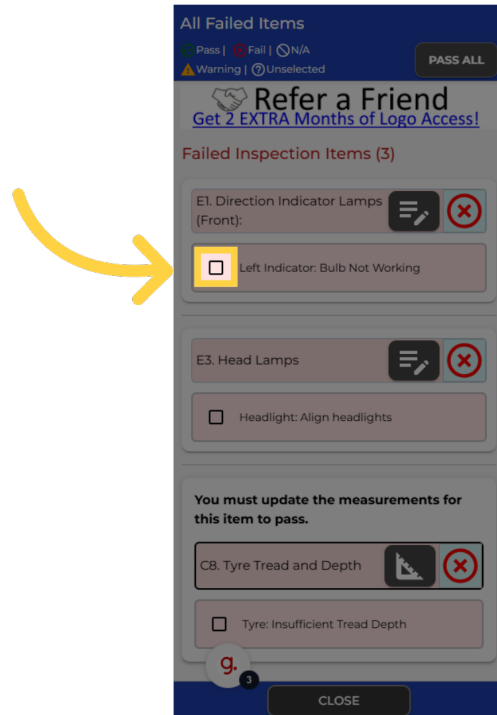
05 Click "Left Indicator: Bulb Not Working"

After waiting a little bit, you will be on this screen showing all the items that were originally failed.



06 Click "Left Indicator: Bulb Not Working"

Mark the items that have been fixed as passed by tapping the check box for the fail reason of that item.



07 Click "on"

We will continue to do this for the other failed items.

All Failed Items

Pass | Fail | N/A
Warning | Unselected

PASS ALL

Refer a Friend
Get 2 EXTRA Months of Logo Access!

Failed Inspection Items (3)

E1. Direction Indicator Lamps (Front):

Left Indicator: Bulb Not Working

E3. Head Lamps

Headlight: Align headlights

You must update the measurements for this item to pass.

C8. Tyre Tread and Depth

Tyre: Insufficient Tread Depth

CLOSE

08 Fill "on"

Enter "on" into the designated field.

The screenshot displays a mobile application interface for vehicle inspection results. At the top, a blue header reads "All Failed Items" and includes a legend for "Pass", "Fail", "N/A", "Warning", and "Unselected", along with a "PASS ALL" button. Below the header is a "Refer a Friend" banner with a hand icon and the text "Get 2 EXTRA Months of Logo Access!". The main content area is titled "Failed Inspection Items (3)".

The first item is "E1. Direction Indicator Lamps (Front)", which is marked as passed with a green checkmark. It contains a sub-item "Left Indicator: Bulb Not Working" with a green checkmark.

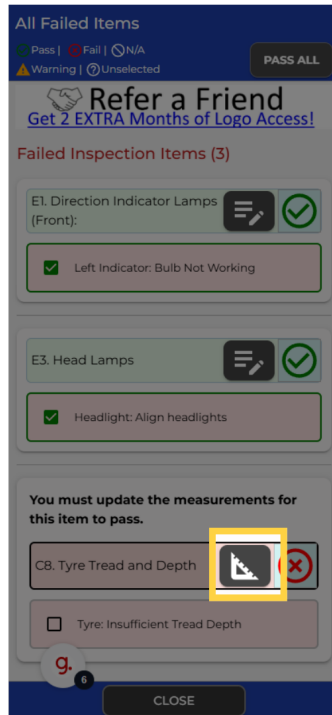
The second item is "E3. Head Lamps", also marked as passed with a green checkmark. It contains a sub-item "Headlight: Align headlights" with a green checkmark.

The third item is "C8. Tyre Tread and Depth", which is marked as failed with a red 'X' icon. A message above it states: "You must update the measurements for this item to pass." The sub-item "Tyre: Insufficient Tread Depth" is marked with an unchecked checkbox.

At the bottom of the screen, there is a "CLOSE" button and a small circular icon with a red 'g' and a notification bubble containing the number '6'.

09 Fill "on"

For something has failed based on its measurements, you will want to change the measurements before marking it as passed



10 Click "1"

Choose the number "1".

CB. Tyre Tread and Depth

Tread (mm)	LEFT	RIGHT
FRONT	<input type="text" value="1"/>	<input type="text" value="1"/>
REAR	<input type="text" value="1"/>	<input type="text" value="1"/>

Rejection Reason or Comment

Tyre: Insufficient Tread Depth

ADD PHOTO

CLOSE

11 Click "on"

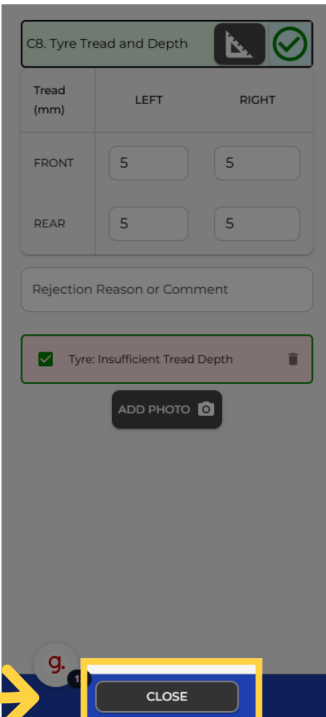
After putting in the new measurements, mark the item as passed by pressing the checkbox next to original rejection reason

The screenshot shows a mobile application interface for recording tyre tread and depth measurements. The interface is divided into several sections:

- Title Bar:** "CB, Tyre Tread and Depth" with a green checkmark icon on the right.
- Table:** A table with columns "Tread (mm)", "LEFT", and "RIGHT". The rows are "FRONT" and "REAR", with the value "5" entered in each of the four cells.
- Rejection Reason or Comment:** A text input field.
- Rejection Reason List:** A list of rejection reasons. The first item, "Tyre: Insufficient Tread Depth", has a green checkmark in a white box next to it, which is highlighted by a yellow arrow.
- Buttons:** "ADD PHOTO" with a camera icon, and "CLOSE" at the bottom.

12 Click "on"

Then press the close button once you are done with this item



The screenshot shows a mobile application interface for recording tyre tread and depth. At the top, the title is "CB. Tyre Tread and Depth" with a green checkmark icon. Below the title is a table for recording tread depth in millimeters (mm) for the front and rear of both the left and right sides. The table has columns for "LEFT" and "RIGHT", and rows for "FRONT" and "REAR". Each cell contains a text input field with the number "5". Below the table is a text input field labeled "Rejection Reason or Comment". Underneath that is a list item with a green checkmark and the text "Tyre: Insufficient Tread Depth", followed by a trash icon. Below the list item is a button labeled "ADD PHOTO" with a camera icon. At the bottom of the screen, there is a dark blue navigation bar with a "CLOSE" button highlighted by a yellow box. A yellow arrow points from the left towards the "CLOSE" button.

Tread (mm)	LEFT	RIGHT
FRONT	5	5
REAR	5	5

Rejection Reason or Comment

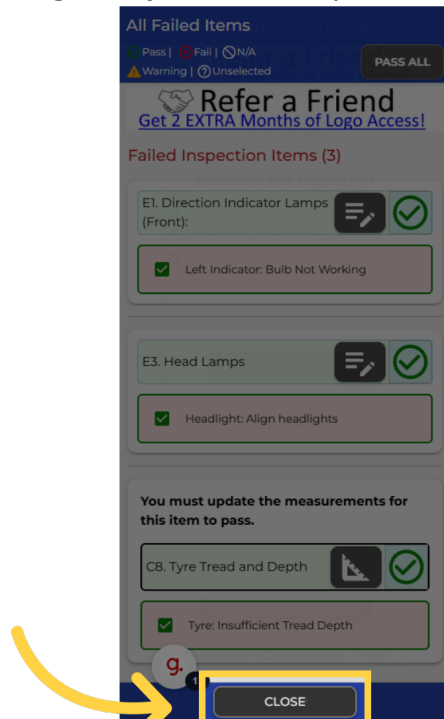
Tyre: Insufficient Tread Depth

ADD PHOTO

CLOSE

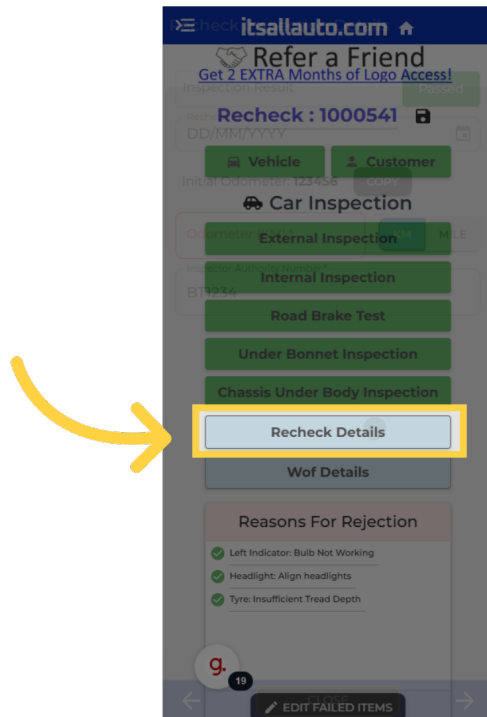
13 Click "Close"

After going through all the original rejection items, press the close button on this screen



14 Click "Recheck Details"

You will now need to do the Recheck and the warrant of fitness details section.



15 Click "Odometer (KM) *"

When putting in the odometer for the inspection, you can use the initial odometer by pressing the copy button, or you can put in a new one manually

Recheck Inspection Details

Refer a Friend
Get 2 EXTRA Months of Logo Access!

Inspection Result: **Passed**

Recheck Date*: 24/03/2025

Initial Odometer: 123456 **COPY**

Odometer (KM) * **KM** **MILE**

BT1234

CLOSE

16 Click "COPY"

Choose the "COPY" option.

The screenshot displays a mobile application interface for 'Recheck Inspection Details'. At the top, there is a blue header with the text 'Recheck Inspection Details'. Below the header, there is a promotional banner for 'Refer a Friend' with the text 'Get 2 EXTRA Months of Logo Access!'. The main content area contains several form fields: 'Inspection Result' with a green 'Passed' button, 'Recheck Date*' with the value '24/03/2025' and a calendar icon, 'Initial Odometer (KM)*' with the value '123456' and a 'COPY' button highlighted by a yellow box and a yellow arrow, 'Odometer (KM)*' with the value '123456' and radio buttons for 'KM' and 'MILE', and 'Inspector Authority Number*' with the value 'BT1234'. At the bottom, there is a navigation bar with a back arrow, a 'CLOSE' button, and a forward arrow. A small 'g.' logo and the number '21' are visible in the bottom left corner.

17 Click "COPY"

We will now move onto the warrant of fitness details section by pressing the next button

The screenshot displays a mobile application interface for 'Recheck Inspection Details'. At the top, there is a blue header with the text 'Recheck Inspection Details'. Below the header, there is a promotional banner for 'Refer a Friend' with the text 'Get 2 EXTRA Months of Logo Access!'. The main form contains the following fields and buttons:


- Inspection Result:** A green button labeled 'Passed'.
- Recheck Date*:** A date field containing '24/03/2025' with a calendar icon.
- Initial Odometer:** A text field containing '123456' and a black button labeled 'COPY'.
- Odometer (KM)*:** A text field containing '123456' and two buttons labeled 'KM' and 'MILE'.
- Inspector Authority Number*:** A text field containing 'BT1234'.

At the bottom of the screen, there is a navigation bar with a back arrow, a search icon, and a forward arrow. A yellow arrow points from the 'COPY' button to the forward arrow, and a yellow box highlights the forward arrow.

18 Click "1Y"

Fill in the required details of this section.

WOF Details : **Passed**

 **Refer a Friend**
[Get 2 EXTRA Months of Logo Access!](#)

VEHICLE SUMMARY

Inspector Number:

Auth/MS Number:

Rego:

Inspection Date:

WOF Expiry Date:

Last 6 VIN Digits:

Odometer:


Fuel Type:

MS/company Authority Number*

New Expiry Date*

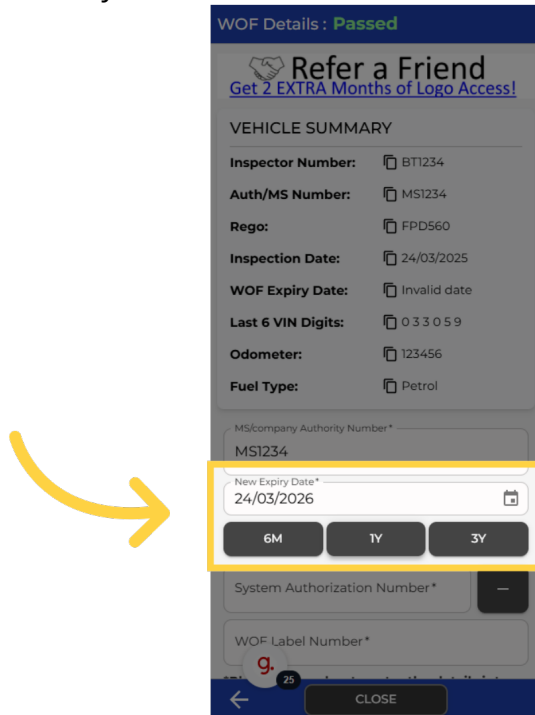
System Authorization Number*

WOF Label Number*

 25

19 Click "1Y"

When selecting a new expiry date for the vehicle, there are 3 buttons you can select from, which are 6 months, 1 year, or 3 years from today. If none of these options are valid for you, then you can put the date in manually.



The screenshot displays a mobile application interface for vehicle details. At the top, it says "WOF Details : Passed" and "Refer a Friend Get 2 EXTRA Months of Logo Access!". Below this is a "VEHICLE SUMMARY" section with the following fields:

- Inspector Number: BT1234
- Auth/MS Number: MS1234
- Rego: FPD560
- Inspection Date: 24/03/2025
- WOF Expiry Date: Invalid date
- Last 6 VIN Digits: 0 3 3 0 5 9
- Odometer: 123456
- Fuel Type: Petrol

Below the summary is a "MS(company) Authority Number*" field with the value "MS1234". The "New Expiry Date*" field is highlighted with a yellow box and contains the date "24/03/2026". Below this field are three buttons: "6M", "1Y", and "3Y". A yellow arrow points to the "1Y" button. Below the expiry date field are "System Authorization Number*" and "WOF Label Number*" fields. At the bottom, there is a "CLOSE" button.

20 Click here

Click on the designated button.

WOF Details : Passed

Rego:	FPD560
Inspection Date:	24/03/2025
WOF Expiry Date:	Invalid date
Last 6 VIN Digits:	0 3 3 0 5 9
Odometer:	123456
Fuel Type:	Petrol

MS/company Authority Number*
MS1234

New Expiry Date*
24/03/2026

6M 1Y 3Y

System Authorization Number*
1

WOF Label Number*

***Please remember to enter the details into the NZTA Wof Portal/VIC**

GST Number

Invoice Number

← 26 CLOSE

21 Fill "12"

Type "12" in the given field

WOF Details : **Passed**

Rego: FPD560
Inspection Date: 24/03/2025
WOF Expiry Date: Invalid date
Last 6 VIN Digits: 0 3 3 0 5 9
Odometer: 123456
Fuel Type: Petrol

MS/company Authority Number*
MS1234

New Expiry Date*
24/03/2026

6M 1Y 3Y

System Authorization Number*
-

WOF Label Number* ●

***Please remember to enter the details into the NZTA Wof Portal/VIC**

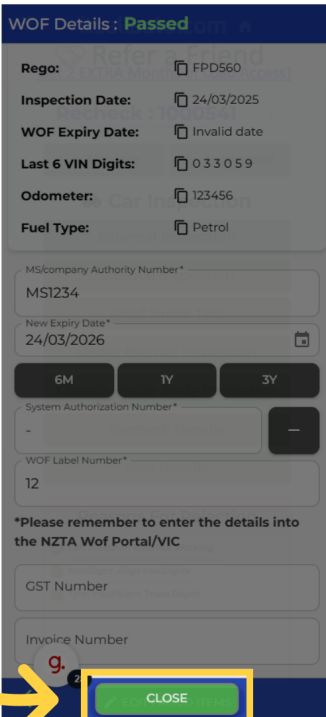
GST Number

Invoice Number

← 21 CLOSE

22 Click "Close"

After filling in the required details, click the close button.

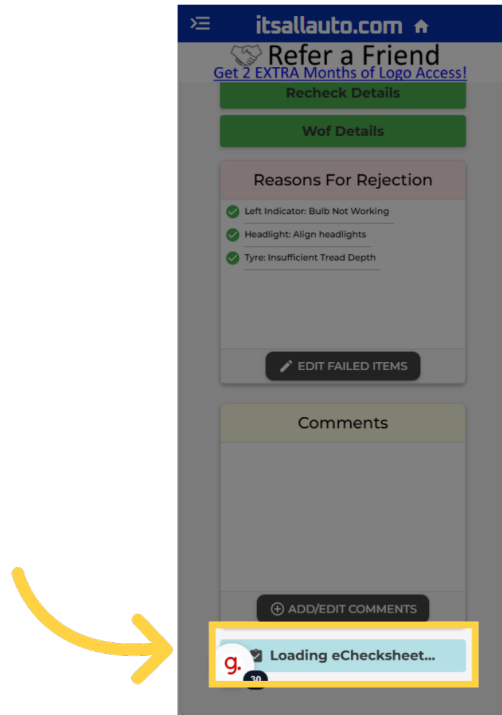


The screenshot displays a mobile application interface for 'WOF Details : Passed'. The form contains the following fields and options:

- Rego:** FPD560
- Inspection Date:** 24/03/2025
- WOF Expiry Date:** Invalid date
- Last 6 VIN Digits:** 033059
- Odometer:** 123456
- Fuel Type:** Petrol
- MS/company Authority Number*:** MS1234
- New Expiry Date*:** 24/03/2026 (with a calendar icon)
- Duration Selection:** 6M, 1Y, 3Y (radio buttons)
- System Authorization Number*:** - (with a minus icon)
- WOF Label Number*:** 12
- Instructions:** *Please remember to enter the details into the NZTA Wof Portal/VIC
- GST Number:** (empty field)
- Invoice Number:** (empty field)
- Navigation:** A back arrow icon and a 'CLOSE' button (highlighted with a yellow box and a yellow arrow pointing to it).

23 Click "Loading eChecksheet..."

When you are finished with the inspection, you can now generate the check sheet for it by pressing the Create e Check sheet button



Now that the check sheet has been generated, you can now enter all the warrant of fitness inspection details into the VIC system.

The screenshot shows a digital form titled "Warrant of Fitness Checksheet (3/2006/040)" presented by "itsallauto.com" and "iaa". The form is divided into several sections:

- Vehicle Details:** Includes fields for make, model, year, and registration.
- Inspection Points:** A grid of checkboxes for various components like engine, brakes, lights, and tires.
- Checklist:** A list of specific items to be inspected, such as "Engine oil level", "Brake pads", and "Tyre tread", each with a corresponding checkbox.
- Notes:** A section for handwritten or typed notes.
- Footer:** Includes the "TSANSPORT" logo and the text "Version March 2006".



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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