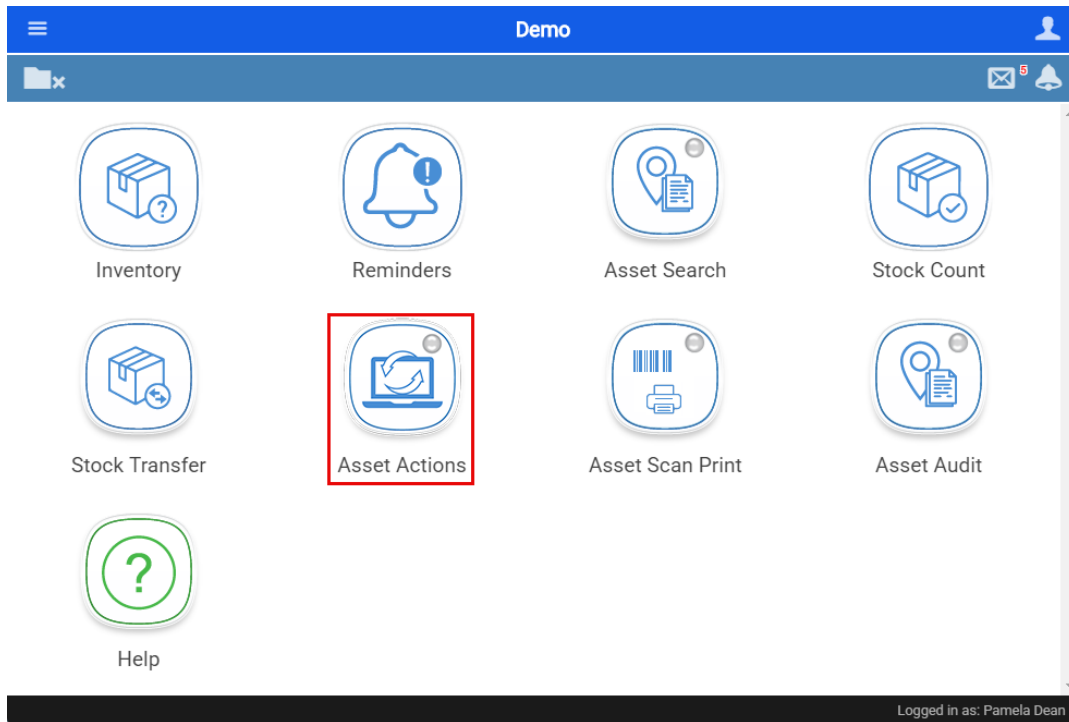


WOF and Car Services Items

Checking a Vehicle in and Out for a WOF or Service

Use the Webatar app on any android mobile device to log Actions against a specific Asset (Car)

Webatar App> Asset Tracker> Asset Action



1. Select the Action you would like to log (eg: Book a vehicle in for a service or a WOF)
2. Select your location
3. Search for the asset using the Assets unique item code
4. Then click sync to server

Asset Actions

Issue By:

Pamela Dean

Action:

Book In 1

Issue To:

Pamela Dean

Location:

Christchurch 2

Condition:

Not Selected

Return Date:

N/A

Reminder

No

Description:

Next

Scanned Items

GL9656 3

#1

GL9656

2025-06-25 12:53

Book In

Send To Server [1] 4

Logged in as: Pamela Dean

Updating the WOF, REGO and Service Date

1. Select the Action you would like to log (eg: Book a vehicle in/out for a service or a WOF)
2. Select your location
3. Search for the asset using the Assets unique item code
4. Click on the blue icon



Asset Actions

Issue By:

Pamela Dean

Action:

Book In 1

Issue To:

Pamela Dean

Location:

Christchurch 2

Condition:

Not Selected

Return Date:

N/A

Reminder

No

Description:

Next

Scanned Items

GL9656 3

#1

GL9656

2025-06-25 12:53

Book In

Send To Server [1]

Logged in as: Pamela Dean

Select the Yellow Icon with the Car



	Opens Action Options
	Add Measurements
	Add Vehicle Service Details
	Add Photos
	Add Notes
	Delete Action

Update the Service, WOF and/or the REGO details by selecting today's date and then select how many months from today's date the WOF. Service or Rego will be due. This can be sent up to send out an email reminder to the customer reminding them of this.

- Click "confirm"

 Vehicle Service Reset

#1 GL9656 2025-06-25 12:53
Book In

Type of Service:

Logged KM:
  

Next WOF Date: dd/mm/yy Months Ahead:  

Next Service Date: dd/mm/yy Months Ahead:  

Next Reg Date: dd/mm/yy Months Ahead:  

Confirm

This will then create a Log for Action taken and will update the Due dates for the next WOF, Service or REGO.

Asset Module> Activity> Asset Tracker

Double click to open the asset up

Edit Asset Item

Asset Item Detail

Attachments Memo Create Reminder Print Detail View Attachments Action: Close

Asset Fixed Asset **Vehicle Register** CRM

Basic Tool Reg Fire & First Aid KM Log **Service Dates**

Search Add Edit Delete

Page 1 of 1 Displaying 1 - 2 of 2

#	Type Of Service	Reminder	Date	Date Logged	Time Logged	By Who
1	General Service		2025-06-25	2025-06-25	09:33:17	Malcolm Granville
2	Pre inspection r...		2022-09-27	2022-09-27	12:49:42	Malcolm Granville

Edit Asset Item

Asset Item Detail

Attachments Memo Create Reminder Print Detail View Attachments Action: Close

Asset Fixed Asset **Vehicle Register** CRM

Basic Tool Reg Fire & First Aid KM Log **Service Dates**

Rego No: FORD123 KM Date: 2025-06-27
 Description: Ford Ranger Asset: GL9656 - Ford Ranger Red
 Driver: Malcolm Granville Year: All
 Reg Date: 2025-08-27 Engine No: ENG987654321
 Next Service: 2025-12-27 VIN No: VIN1234567
 WOF Date: 2025-12-27 Chassis No:

Save & New Save & Close Save Close

Vehicle Service

You can find a full log

Asset Module> Activity> Asset Tracker

Asset - Asset Action Log

Edit Asset Item

Asset Item Detail

Attachments

Memo

Create Reminder

Print Detail

View Attachments

Action:

Close

Asset

Fixed Asset

Vehicle Register

CRM

Main

General

Info

Linked Items

Doc Links

Asset Action Log

Maintenance

Units Logged

Custom

Search

View

Print Grid

Action:

All

Condition:

All

Page 1 of 1

Remove Paging:

Displaying 1 - 48 of 48

#	Att	Memo	A-Status	Action Date Tir	Log No	Action	Asset Number	Asset Name	Description	Issued To	Location	Condition	Return Date
1				2025-06-25...	AL705	Check Out	GL9656	Ford Ranger Red	Check Out – Co...	Malcolm Granville	Christchurch		2025-07
2				2025-06-25...	AL704	Check In	GL9656	Ford Ranger Red	Check In – Count	Malcolm Granville	Christchurch		
3				2024-07-24...	AL505	Audit	GL9656	Ford Ranger Red	Audit 2024-05-22		Unassigned		
4				2024-02-23...	AL464	Check In	GL9656	Ford Ranger Red	Check In	Malcolm Granville	Palmerston		2024-02
5				2024-02-23...	AL463	Check Out	GL9656	Ford Ranger Red	Check Out	Malcolm Granville	Palmerston		
6				2024-01-18...	AL412	Audit	GL9656	Ford Ranger Red	Audit 2024-01-17		Unassigned		
7				2024-01-09...	AL385	Audit	GL9656	Ford Ranger Red	Audit 2024-01-09		Unassigned		
8				2023-05-24...	AL300	Field Transfer	GL9656	Ford Ranger Red	Field Transfer	Malcolm Granville	Christchurch		2023-05
9				2023-05-24...	AL299	Perform Main...	GL9656	Ford Ranger Red	Perform Mainte...	Craig B	Auckland	Damaged	2023-06
10				2023-04-18...	AL277	Move Asset	GL9656	Ford Ranger Red	Move Asset				2023-04
11				2023-04-18...	AL275	Repair works...	GL9656	Ford Ranger Red	Repair workshop	Malcolm Granville	Palmerston	Damaged	
12				2023-04-18...	AL276	Repair works...	GL9656	Ford Ranger Red	Repair workshop	Malcolm Granville	Palmerston	Damaged	
13				2023-04-04...	AL267	Check Out	GL9656	Ford Ranger Red	Check Out				
14				2023-04-04...	AL266	Check Out	GL9656	Ford Ranqer Red	Check Out				

Save & New

Save & Close

Save

Close

Check Out

Adding Automated Letter for WOF and Car Services

Setup the various action Letter that can occur against an Asset

Asset Module> Configuration> Email Letter Templates> Add

Asset Tracker

Configuration

Debtors Setup

Creditors Setup

Incident Setup

Brand Make Model Setup

Asset Group Setup

Asset Action

Asset Condition

Asset Location

Issue To Users

Email Letter Templates

Email Template Letters

Search

Add

Edit

Delete

Print

Code:

Email Type:

All

Description:

Active: ☒

Page 1 of 1

Remove Paging:

#	Code	Description	Type	Active	Return Date
1	SAMPLE-OUT	Thanks for Visiting Our Showroom – Let's Make Your Flooring Dreams a Reality!	Action Letter	Yes	
2	SAMPLE-RETURN	Thanks for Returning our samples – Let's Make Your Flooring Dreams a Reality!	Action Letter	Yes	
3	imagetestcms	testing the image uploading	Action Letter	Yes	
4	WOF Due Letter 7days	WOF Due Letter 7days	WOF Letter	Yes	
5	Service Due Letter	Service Due Letter	Registration Letter	Yes	
6	Service Vehicle In	Service Vehicle In	Action Letter	Yes	
7	Service Vehicle finished	Service Vehicle finished	Action Letter	Yes	

This could be used for:

- When the Car is due for a Service or a WOF

- When the Car is booked in
- Sending a reminder for a WOF or Service due soon
- When the car is booked in for the actual service
- When the service or WOF is complete, and the car is ready to be picked up etc...

Add a code and Description for your letter

Select the type of action

The screenshot shows a software window titled "Edit Email Letter". The window has a light blue header and a white main area. A red rectangle highlights the top section of the form, which includes the following fields:

- Code:** A text box containing "Service Vehicle In".
- Description:** A text box containing "Service Vehicle In".
- Type:** A dropdown menu with "Action Letter" selected. The dropdown list is open, showing the following options: "Action Letter", "Return Date Letter", "WOF Due", "Vehicle Registration Due", and "Vehicle Service Due".
- Active:** A checkbox that is checked.
- No of Days:** A text box containing "0".

Below the highlighted section, there is a rich text editor area containing the following text:

Dear [Customer's Name],

Thank you for dropping off your vehicle with us. We're writing to confirm that your service booking has been received, and your vehicle is now in our care.

Our team will carry out the scheduled work as discussed, and should we identify anything additional during the inspection, we'll be in touch to advise before proceeding.

We appreciate you choosing [Your Business Name], and we'll contact you as soon as your vehicle is ready for collection.

Kind regards,
 [Your Name]
 [Your Business Name]
 [Contact Details]

At the bottom right of the text area, it says "Characters : 527".

The bottom of the window has a blue bar with three buttons: "Save & Close", "Save", and "Close".

Adding Actions

Asset Module> Configuration> Asset Action

Asset Tracker

Configuration

- Debtors Setup
- Creditors Setup
- Incident Setup
- Brand Make Model Setup
- Asset Group Setup
- Asset Action**
- Asset Condition
- Asset Location
- Issue To Users
- Email Letter Templates

Fixed Asset Action Setup

Search

Add

Edit

Delete

Print Grid

Code:

Description:

Active: ☒

Page 1 of 1

Refresh

#	Sequence No.	Status	Code	Description	Action	State	Active	Show Return Date	Allow Next Action	Next Action
1	1	Available	Available	Available	Log Action	In	Yes			
2	2	Check In	Check In	Check In	Log Action	In	Yes			
3	2.5	CHK_AVAIL	Check in and then available	Check in and then available	Log Action	In	Yes		Yes	Available
4	3	Check Out	Check Out	Check Out	Log Action	Out	Yes	Yes		
5	3.5	VEH/SERV	Vehicle Service	Vehicle Service	Log Action	In	Yes			
6	4	Reserve	Reserve	Reserve	Log Action	Pending	Yes			
7	5	Request	Request	Request	Log Action	Pending	Yes			
8	6	Report Damage	Report Damage	Report Damage	Log Action	Pending	Yes			
9	7	Repair	Repair workshop	Repair workshop	Log Action	Out	Yes	Yes		
10	8	Move Asset	Move Asset	Move Asset	Log Action	Pending	Yes			
11	9	Perform Maintenance	Perform Maintenance	Perform Maintenance	Log Action	Out	Yes	Yes		
12	10	Field Transfer	Field Transfer	Field Transfer	Log Action	Pending	Yes			
13	10.5	SEEDCOUNT	Seed count	Seed count	Log Action	In	Yes			
14	11	Lock	Lock	Lock	Log Action	Pending	Yes			
15	12	Dispose	Dispose	Dispose	Log Action	Disposed	Yes			
16	13	Sell	Sell	Sell	Invoice	Out	Yes	Yes		
17	14	SITE	Taken to Site	Taken to Site	Log Action	Out	Yes	Yes		
18	15	Audit	Audit	Audit	Audit	Pending	Yes			
19	19	Book In	Book In	Book In	Log Action	In	Yes			
20	20	Book Out	Book Out	Book Out	Log Action	Out	Yes	Yes		
21	22	Quote	Quote	Quote	Log Action	In	Yes			
22	23	Job	Job	Job	Log Action	In	Yes	Yes		

Click Add

Complete the fields as required:

Asset Action Maintenance

Basic

Email

Email Letter

Enable Emailing: ☒

Code:

Description:

Action:

State:

Action Icons:

Sequence No.:

Show Return Date: ☒

Count: ☐

Allow Next Action: ☒

Next Action:

Active: ☒

Email Letter: ☒

Letter Template:

Default Location:

See how to add more letter templates if you dont find a suitable template here

imagetestcms

Action

SAMPLE-OUT

Action

SAMPLE-RETURN

Action

Service Due Letter

Reg Due

Service Vehicle finished

Action

Service Vehicle In

Action

WOF Due Letter 7days

WOF Due

Page 1 of 1

Refresh

Save & New

Save & Close

Save

Close

Enable Emailing	
Code	Use a unique code for each Letter
Description	The description will be used as the Subject Line for your email
Action	Choose an action that describes what you will be doing (You can set up your Actions you want to have as options)
State	Choose the state that best describes this action (In / Out / Pending / Disposed)
Action Icon	Choose an Icon of your choice
Sequence No.	This is the sequence in your Action List
Show Return date	This can be left blank, but this can trigger a reminder to a customer that an asset is due back
Count	
Allow Next Action	
Next Action	
Active	Ticking this box will allow this action to be active, it can be deactivated by unticking this box
Email Letter	Tick the box if you would like to trigger a email letter
Email Letter Template	Select the template for the email letter to be triggered
Default Location	Choose your location

Revision #5

Created 29 June 2025 22:05:25 by Pamela

Updated 1 July 2025 02:04:38 by Pamela