

Vehicle Test Manager

Quick Guide

Add a Vehicle / Owner

1. Open VTM, and log in to the application by entering your username and password (Please Note that the Password is case sensitive so check the status of the Caps Lock if you are unable to log in)
2. Click '**Master Records**' from the Main Toolbar
3. Click the button titled '**Vehicle Records**'
4. Click '**Find/Add a vehicle by Reg**' and enter the registration number of the vehicle and click '**OK**'
5. If the vehicle already exists in the VTM application the vehicle will be displayed, if not a dialog box appears stating the vehicle is not found do you wish to add a new one.
If the Vehicle is not already there
 - a. Click yes to add a new vehicle.
 - b. Click '**OK**' to the confirmation message in relation to filling out the customers details
 - c. Fill in the required Vehicle details
 - d. Either find an existing owner (if the owner has had vehicles tested before) or click owner records to add a new owner

Adding a New Owner

- a. In the Owner Records Screen, Click '**Add a New Owner**'
 - b. Fill in the Owners Details
 - c. Click '**Save new Owner record**'
 - d. Click '**Close**'
- e. Save the Vehicle
6. Review and correct any errors in the Vehicle or Owner details
7. Save any changes made and click '**Close**'
8. The Vehicle Details screen now appears showing the Vehicle and Owner details, Click '**Save Vehicle Record**'