

# Vehicle Test Manager

## Quick Guide

### Adding a Test

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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 **'Vehicle Tests'** from the Main Toolbar
  3. Click the button titled **'Test Records'**
  4. Click the button titled **'Vehicle Records'** to add a new / or find an existing vehicle for the test
  5. Click **'Find/Add a vehicle by Reg'** and enter the registration number of the vehicle and click **'OK'**
  6. 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
    - e. Save the VehicleReview and correct any errors in the Vehicle or Owner details
- Note : Double check the Vehicle details to include its Classifications if HGV**
7. Save any changes made and click **'Close'**
  8. This then shows the Vehicle and owner details for the test
  9. Click the button **'Add a new Test for this vehicle'**
  10. Confirm you wish to add a new test for the vehicle by clicking **'Yes'**
  11. Enter your password and click **'OK'**, A new test appears
  12. Click the **'Emissions'** Tab and enter the results, going through the Tabs from left to right accordingly
  13. When the results have all been entered, go to the **'Save + Finish'** Tab and click **'Decide and Save Result'** The Test result is displayed and any not filled in results are displayed.
  14. The last step is to Issue a Certificate by clicking **'Issue a Certificate for This Test'**

**Note : When Adding a Certificate number – It is imperative to verify the number of the certificate with the number in the book prior to accepting the number.**

**If the number displayed is to be skipped (for example if after making a mistake whilst writing the details on the certificate)**

**If you need to change the Certificate number being issued – Simply amend the number displayed to the next number in the Booklet**