Self-contained Vehicles

10 March 2025

Edit – Registered & Non-Registered Vehicle Inspection

Background

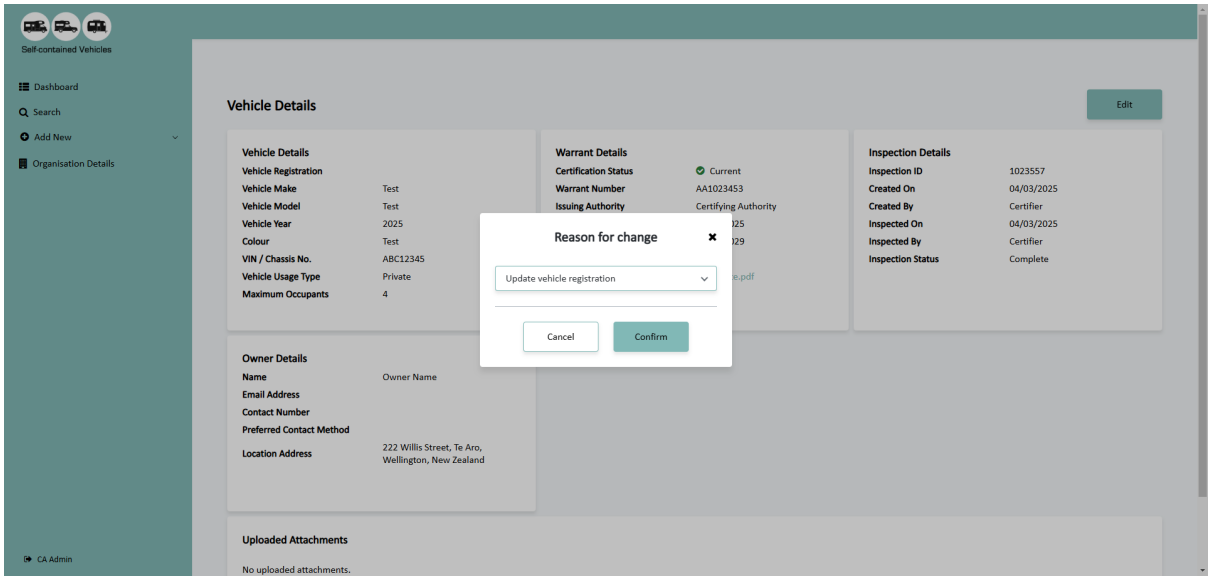
- Update to the Release notes from 10 March 2025
- After completing and paying for an inspection record, CA Administrators are needing to update the Inspection record to:
    - Upload additional inspection attachments;
    - Update the number of people motor vehicle is certified for;
    - Upload an updated/corrected vehicle Certificate
    - Re-issue Warrant Cards
    - Update vehicle registration
- CA Administrators need to be able to update the vehicle registration because of vehicles having their number plate stolen, owner getting a personalised plate, vehicle being re-registered, or a vehicle going from Non-Registered to a Registered vehicle
- The current work around for the CA Administrators is to revoke the original inspection, apply for a refund, and then complete and make payment for a new inspection for the vehicle.
- The SCV Register now enables CA Administrators to update specific details/data pertaining to a 'completed' vehicle inspection, and (if required) produce a new print file for CA Administrators to print an updated Warrant Card

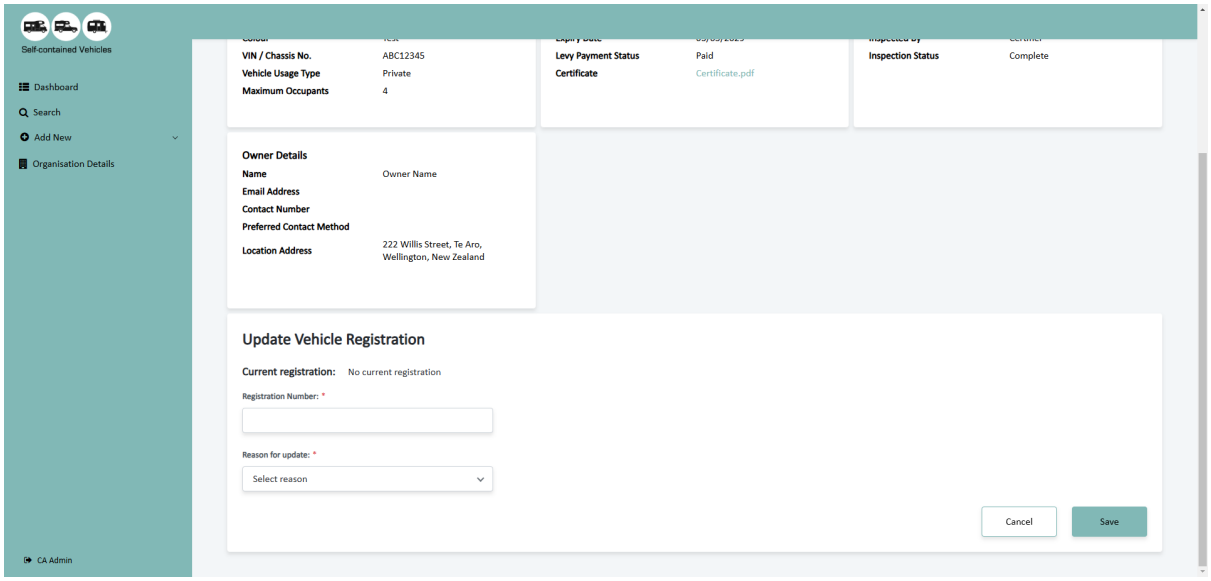
Update Vehicle Registration

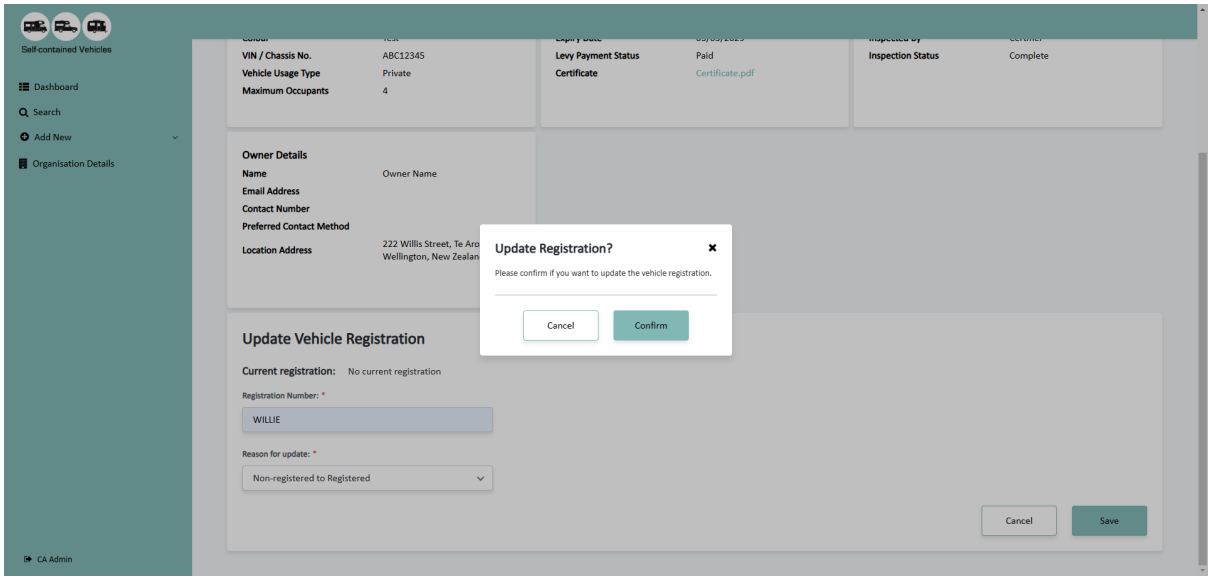
1. For vehicle owners that have updated their vehicle registration as a result of having their number plate stolen, the owner getting a personalised plate, the vehicle being re-registered, or a non-registered vehicle now being Registered, CA Administrators will now be able to update the vehicle inspection record.
2. For current completed vehicle inspections where registration details require updating, CA Administrators will now see an option they can use to initiate the 'Update vehicle registration' workflow.
    a. The inspection record must belong to the Certifying Authority the CA Administrator belongs to.
3. Once CA Administrators have selected the Update Certification details' workflow, they will be able to enter the new vehicle registration and select a reason for the change in registration.
4. Once confirmed, CA Administrators will see the existing inspection record updated and a new warrant card print file under the Warrant Cards tab under their Organisation Details screen.

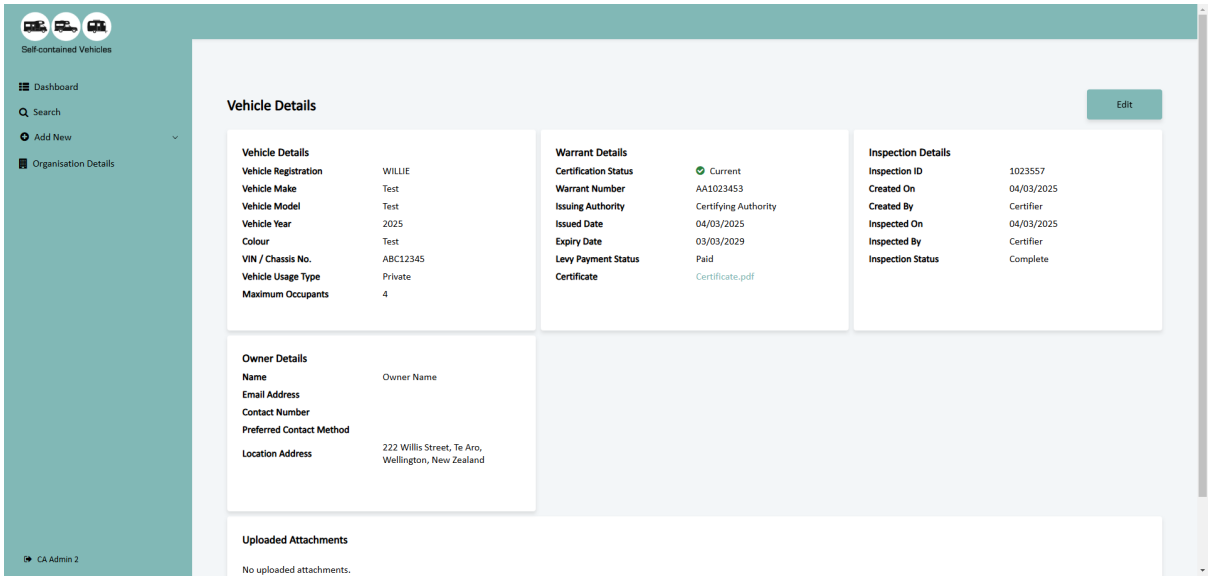
a. If the new vehicle registration does not match the VIN then an error will be thrown to the user.

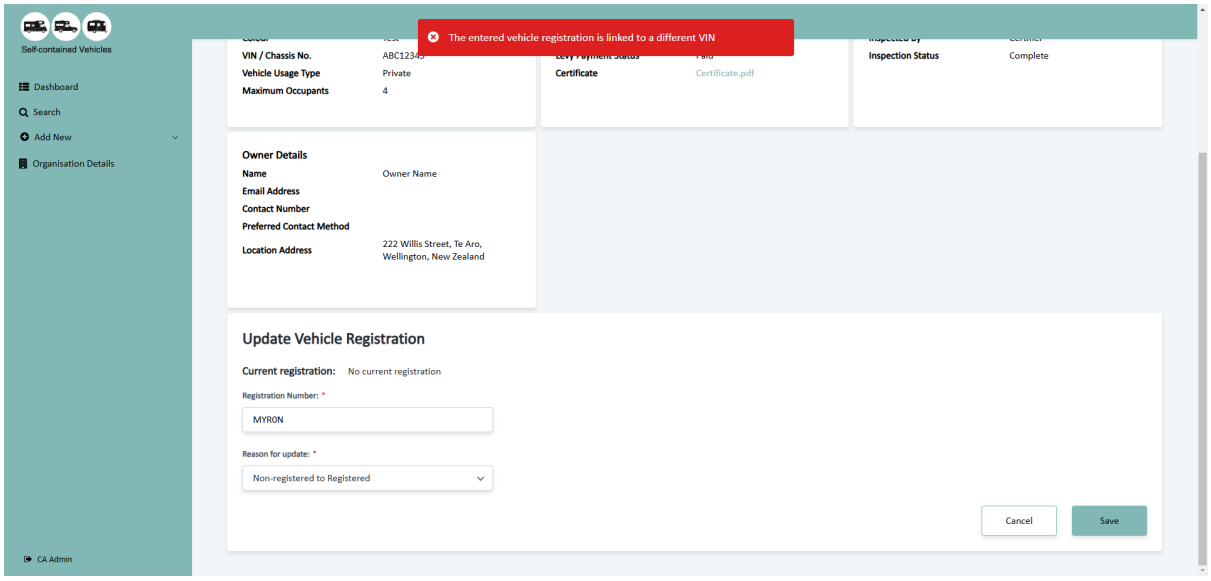
Note: If the completed vehicle inspection record is ‘Pending Payment’, the CA Administrator will need to upload a Certificate in the normal manner.






Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
CA Admin
VIN / Chassis No. ABC12345
Vehicle Usage Type Private
Maximum Occupants 4
Levy Payment Status Paid
Certificate Certificate.pdf
Inspection Status Complete
Owner Details
Name Owner Name
Email Address
Contact Number
Preferred Contact Method
Location Address
Update Registration?
Please confirm if you want to update the vehicle registration.
Cancel
Confirm
Update Vehicle Registration
Current registration: No current registration
Registration Number: *
WILLIE
Reason for update: *
Non-registered to Registered
Cancel
Save

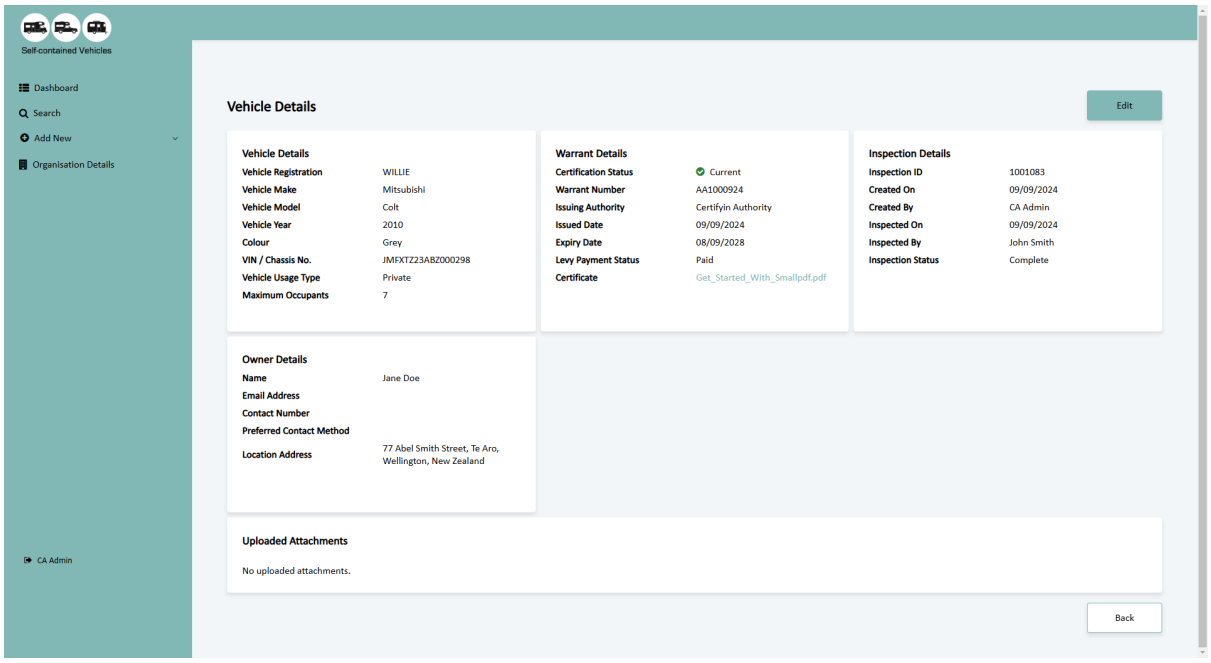

Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
CA Admin 2
Vehicle Details
Edit
Vehicle Details
Vehicle Registration WILLIE
Vehicle Make Test
Vehicle Model Test
Vehicle Year 2025
Colour Test
VIN / Chassis No. ABC12345
Vehicle Usage Type Private
Maximum Occupants 4
Warrant Details
Certification Status Current
Warrant Number AA1023453
Issuing Authority Certifying Authority
Issued Date 04/03/2025
Expiry Date 03/03/2029
Levy Payment Status Paid
Certificate Certificate.pdf
Inspection Details
Inspection ID 1023557
Created On 04/03/2025
Created By Certifier
Inspected On 04/03/2025
Inspected By Certifier
Inspection Status Complete
Owner Details
Name Owner Name
Email Address
Contact Number
Preferred Contact Method
Location Address 222 Willis Street, Te Aro, Wellington, New Zealand
Uploaded Attachments
No uploaded attachments.

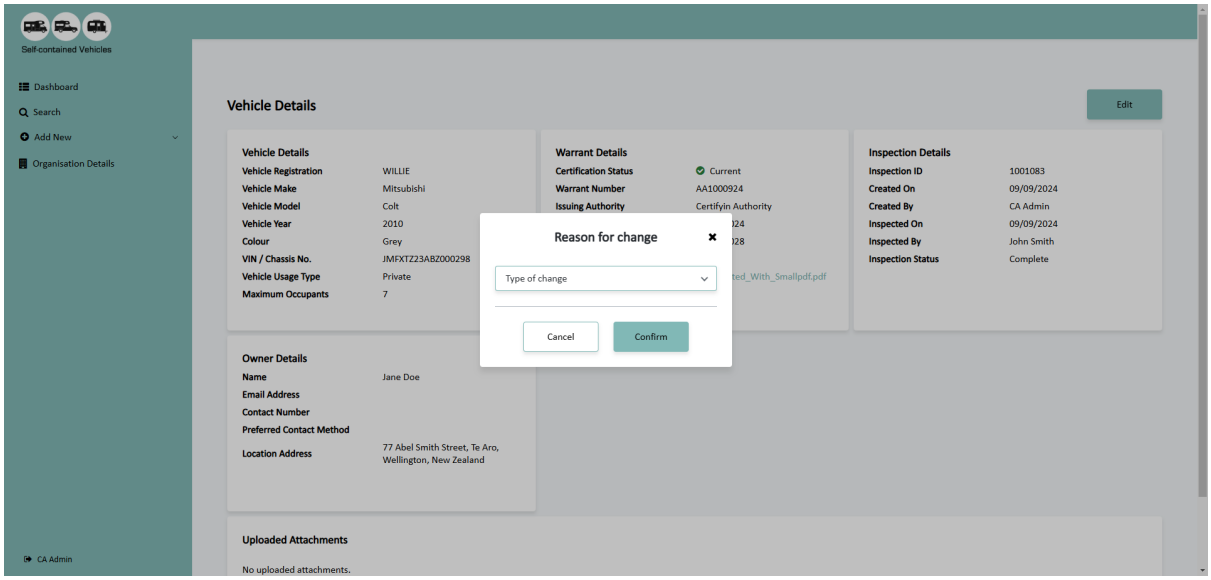

Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
CA Admin
The entered vehicle registration is linked to a different VIN
VIN / Chassis No. ABC12345
Vehicle Usage Type Private
Maximum Occupants 4
Certificate Certificate.pdf
Inspection Status Complete
Owner Details
Name Owner Name
Email Address
Contact Number
Preferred Contact Method
Location Address 222 Willis Street, Te Aro, Wellington, New Zealand
Update Vehicle Registration
Current registration: No current registration
Registration Number: *
MYRON
Reason for update: *
Non-registered to Registered
Cancel
Save

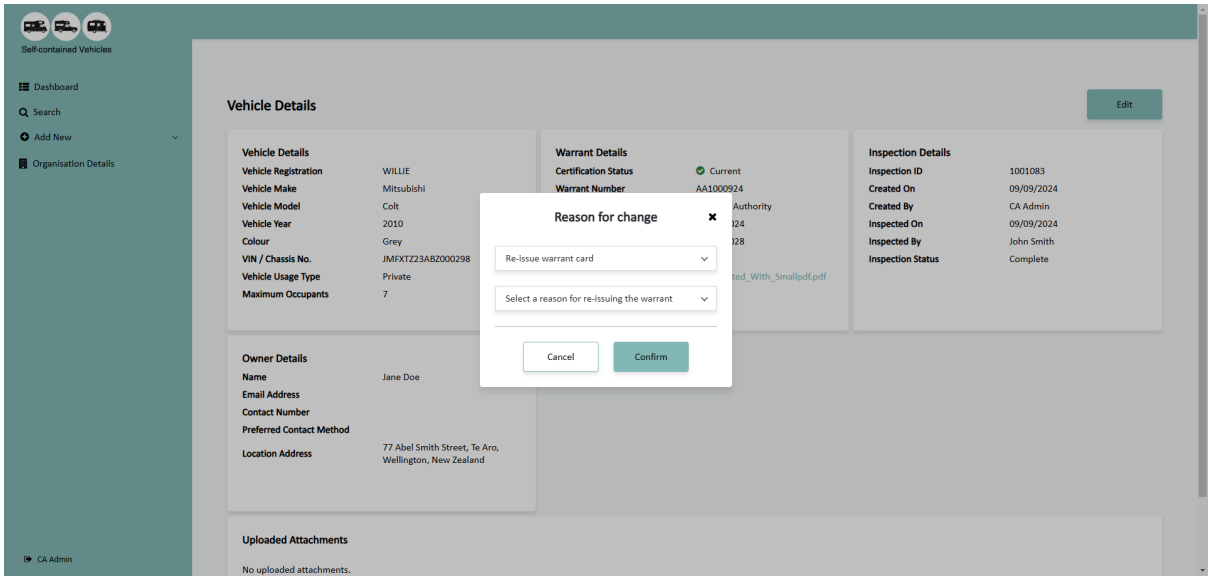
Re-Issue Vehicle Warrant Card

As a result of the new functionality to allow Non-Registered vehicle inspections within Registry Portal, CA Administrators will now be able to re-issue the vehicle warrant for Non-Registered and Registered vehicles.

1. For vehicle owners that have had their Warrant Card damaged, stolen, or lost, a CA Administrator will be able to generate a new Warrant Card print file for that vehicle that can be used for printing.
2. For current completed vehicle inspections, CA Administrators will now see an Edit button displayed on the Vehicle Details screen that they can use to initiate the 'Re-issue warrant' workflow.
    a. The inspection record can belong to any Certifying Authority organisation.
3. Once CA Administrators have selected the 'Re-issue warrant' workflow, they must select a reason and then confirm.
4. Once confirmed, CA Administrators will see the warrant card print file under the Warrant Cards tab under their Organisation Details screen.







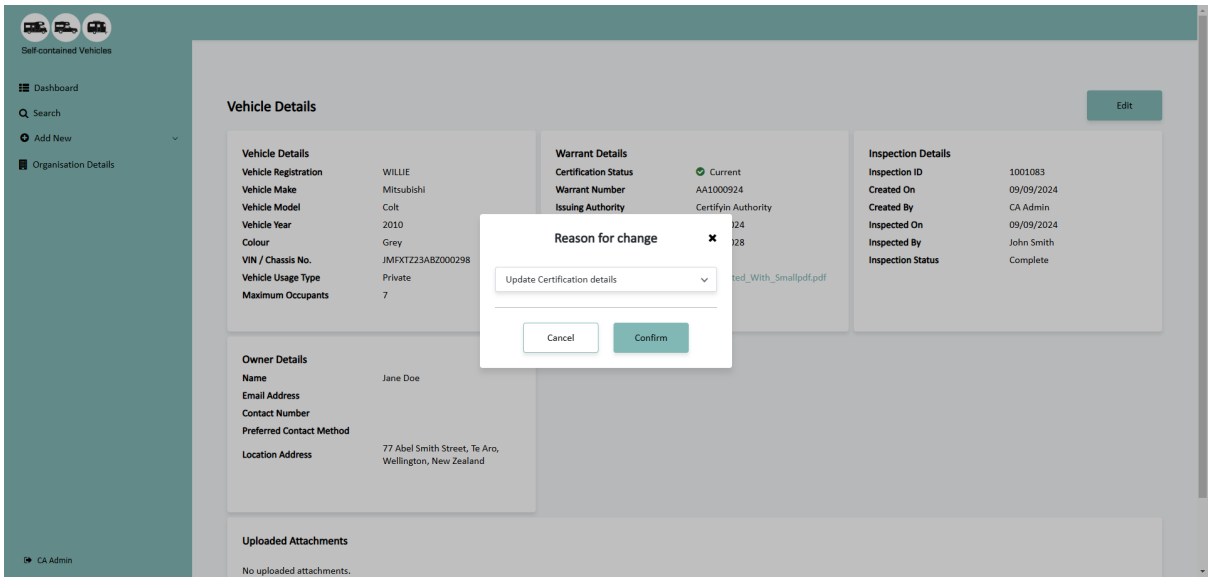
Update Vehicle Inspection and Certification Details

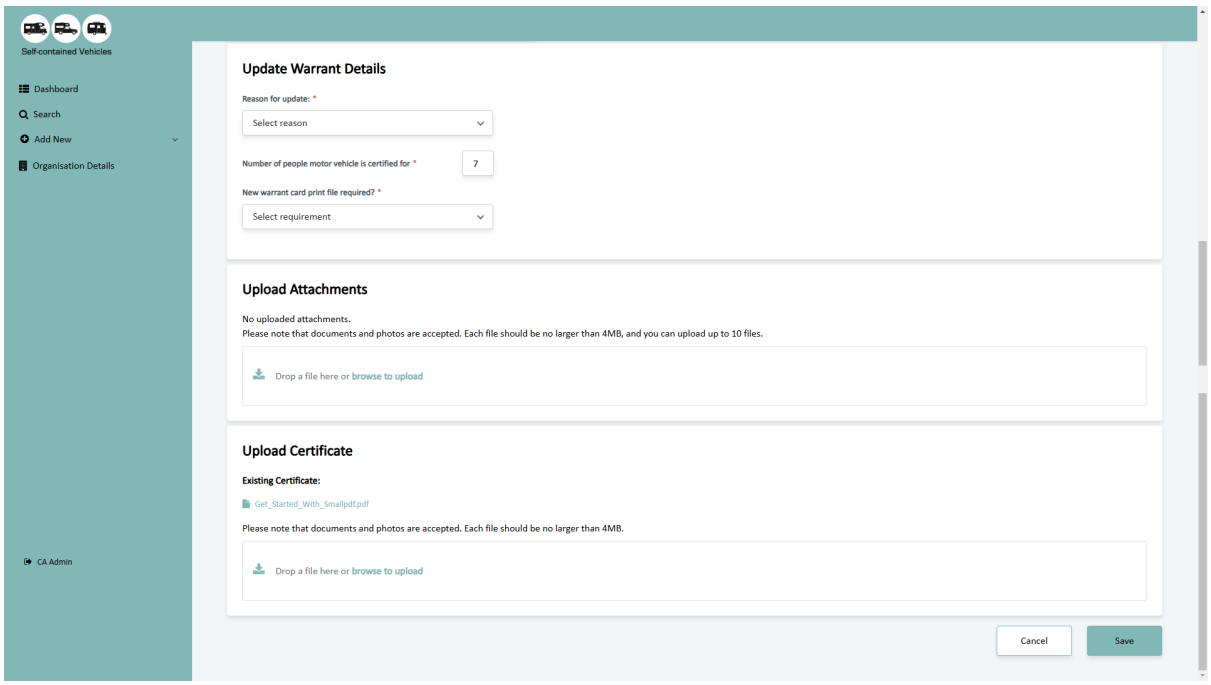
As a result of the new functionality to allow Non-Registered vehicle inspections within Registry Portal, CA Administrators will now be able to update the vehicle inspection and certification details for Non-Registered and Registered vehicles.

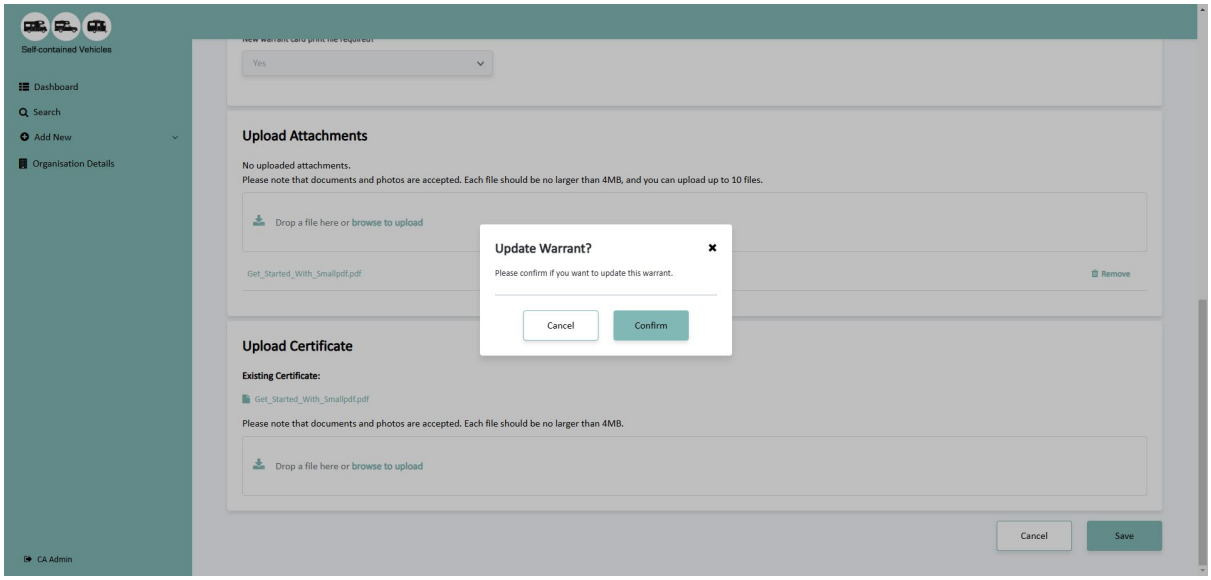
1. For current completed vehicle inspections where certification details require updating, CA Administrators will now see an Edit button displayed on the Vehicle Details screen that they can use to initiate the 'Update Certification details' workflow
    a. The inspection record must belong to the Certifying Authority the CA Administrator belongs to.
2. Once CA Administrators have selected the Update Certification details' workflow, they will be able to:
    a. Update the number of people the motor vehicle is certified for
    b. Upload new/additional inspection attachments
    c. Upload corrected Certificate

3. Following any updates, CA Administrators will be able to select if a new Warrant Card print file needs to be generated and provide a reason for the update(s).
4. Once confirmed, CA Administrators will see the existing inspection record updated and if selected, a new warrant card print file under the Warrant Cards tab under their Organisation Details screen

Note: If the completed vehicle inspection record is 'Pending Payment', the CA Administrator will need to upload a Certificate in the normal manner.






Self-contained Vehicles
Dashboard
Search
Add New
Organisation Details
CA Admin
Yes
Upload Attachments
No uploaded attachments.
Please note that documents and photos are accepted. Each file should be no larger than 4MB, and you can upload up to 10 files.
Drop a file here or browse to upload
Get_Started_With_Smallpdf.pdf
Remove
Update Warrant?
Please confirm if you want to update this warrant.
Cancel
Confirm
Upload Certificate
Existing Certificate:
Get_Started_With_Smallpdf.pdf
Please note that documents and photos are accepted. Each file should be no larger than 4MB.
Drop a file here or browse to upload
Cancel
Save