

## REGISTRATION RENEWAL REMINDER

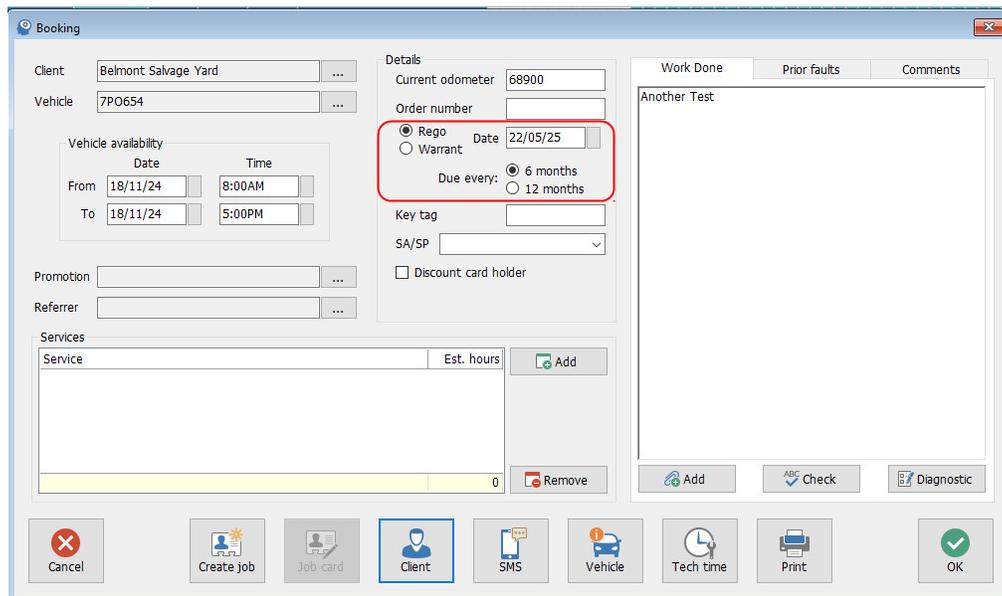
The instructions listed below outline how you can provide a service to your clients of reminding them that their vehicle registration is due for renewal.

### Setup:

1. Lists.
2. Email Messages.
3. New.
4. Enter Title (Registration Renewal).
5. Enter Your Email Reminder Message.
6. OK to Save.

### Daily Operation:

1. During the booking in procedure you can enter the registration expiry date this date will automatically update each year.
2. Tick Rego.
3. Tick 12 Months.
4. Enter Expiry Date (See Image).



The screenshot shows the 'Booking' window with the following details:

- Client:** Belmont Salvage Yard
- Vehicle:** 7PO654
- Vehicle availability:**

| Date           | Time   |
|----------------|--------|
| From: 18/11/24 | 8:00AM |
| To: 18/11/24   | 5:00PM |
- Details (highlighted in red):**
  - Current odometer: 68900
  - Order number: [Empty]
  - Rego  Warrant
  - Date: 22/05/25
  - Due every:  6 months  12 months
  - Key tag: [Empty]
  - SA/SP: [Dropdown]
  - Discount card holder
- Services:**

| Service | Est. hours |
|---------|------------|
| [Empty] | 0          |
- Work Done / Comments:** Another Test

### Weekly Operation (Monday):

1. Marketing.
2. Warranty/Rego Section.
3. Tick Clients With Vehicles Due.
4. Choose This Week Monday To Sunday.
5. Other Options.
6. Tick Clients With Email Addresses Only.
7. OK (See Image).



**Marketing**

Service reminders  
Clients with vehicles due for a service:  
From  To  ...

Service reminders  
Vehicle must have:  
 EFI  Auto  Aircon  
 Pwr Str  ABS  EV  DSG  
Make   
Model   
Fuel type

**Warranty/Rego**  
 Clients with vehicles due for warranty of fitness or registration renewal:  
From  25/11/24 To  22/11/24 ...

Bookings  
Clients with a booking:  
From  To  ...

Estimates  
Non-converted estimates:  
From  To  ...

**Client criteria**  
 Any  Account only  
 Selective ...  
 With a category of:  ...  
 Was created:  
From  To  ...

**Loyalty point criteria**  
 Any  
 Loyalty plan clients only  
 Non-loyalty plan clients only  
 Have a number of loyalty points:  
Between  and

**RSA criteria**  
 Any  
 Clients with current RSA vehicles  
 Clients with no RSA vehicles  
 Clients whose vehicle RSA expires:  
From  To  ...

**Last service criteria**  
 Any  
 Last service was:  
From  To  ...  
 No service since:

**Referrals**  
 Clients with at least:  in referral value

**Other options**  
 Extract client details only (no vehicle details)  Exclude clients with bookings  
 Clients with mobile numbers only  Clients without mobile numbers only  
 Clients with email addresses only  Clients without email addresses only  
 Include inactive clients  Include inactive vehicles

**MyAutoConnect**  
 MyAutoConnect clients only  Exclude MyAutoConnect clients

**Post codes**

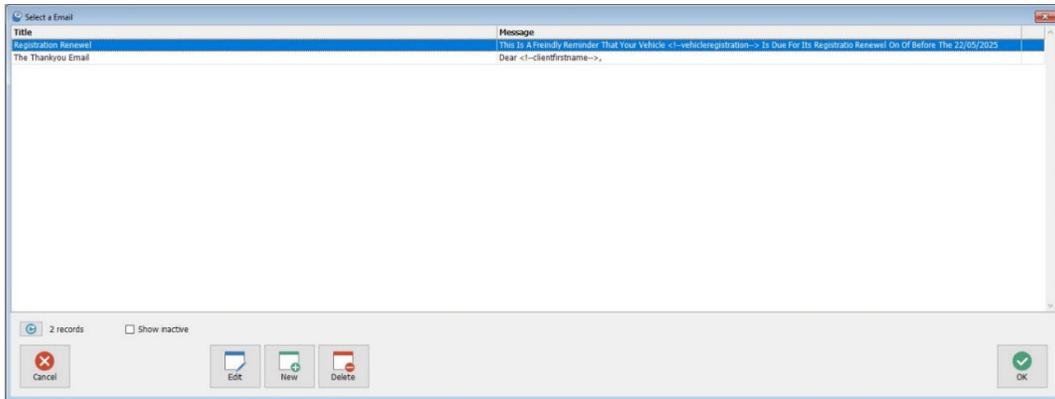
8. At the Results window click on the Email button.

**Marketing extract**

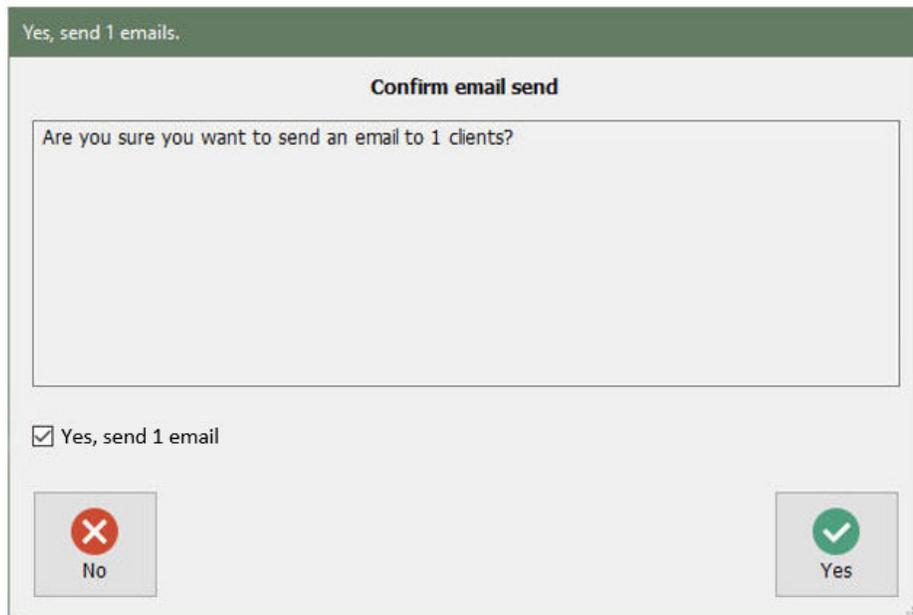
| Client/Company       | Home | Work         | Mobile     | Email                 | Registration | Make/Model     | Service                   | Due Date | Due Odo | Last service |
|----------------------|------|--------------|------------|-----------------------|--------------|----------------|---------------------------|----------|---------|--------------|
| Belmont Salvage Yard |      | 08 9459 4448 | 0414371422 | pmvince51@bigpond.com | 7P0654       | HOLDEN BARI... | Log Book Service 160,0... | 24/04/25 | 76212   | 13/11/24     |



9. Choose your saved email message (Registration Renewal).
10. Click OK.



11. At the Email Confirmation Window tick the checkbox and click YES to send all emails.



Process Completed.