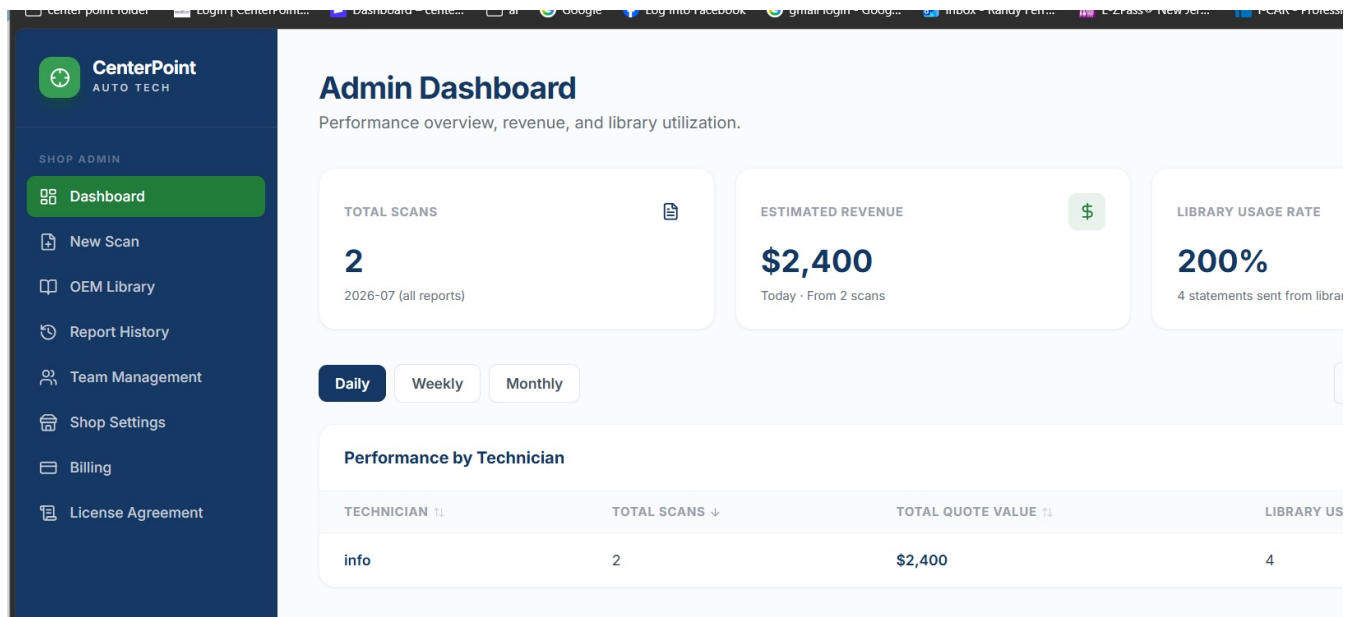


4 | MAIN DASHBOARD

Your CenterPoint Administrative Command Center

The **Admin Dashboard** provides Shop Admin subscribers with a centralized, bird's-eye view of CenterPoint activity across their organization. From one screen, administrators can review scan activity, estimated quote value, OEM Position Statement utilization, technician performance, and location-level performance.



Total Scans — Displays recorded scan and report activity for the selected reporting period.

Estimated Revenue — Displays the total estimated value of quotes created within CenterPoint, providing an at-a-glance view of potential revenue associated with documented workflow activity.

Library Usage Rate — Tracks OEM Position Statements sent to customers from the CenterPoint OEM Library. Because one vehicle workflow may involve multiple applicable statements, usage may exceed 100%.

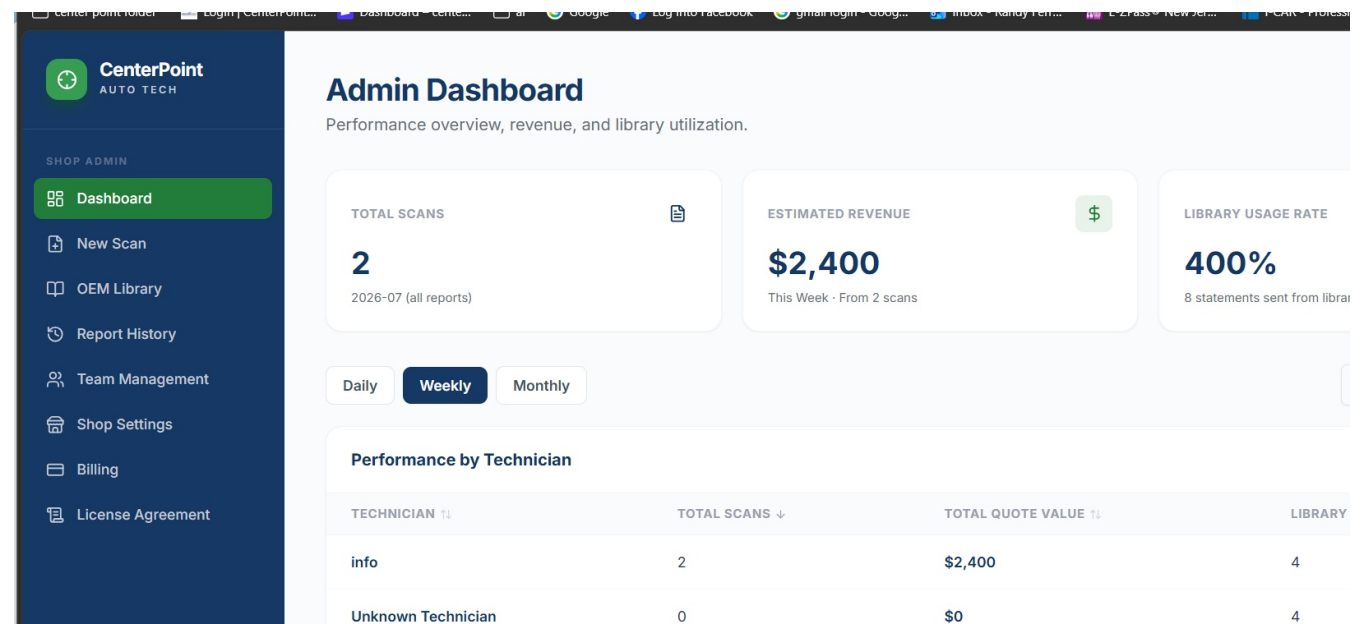
WORKFLOW INSIGHT

OEM Library utilization is based on documented outbound customer communication—not simply opening or viewing a statement within the system.

REVIEW PERFORMANCE OVER TIME

Daily, Weekly & Monthly Reporting Views

Administrators can change the reporting period by selecting **Daily** | **Weekly** | **Monthly**. These controls make it possible to move from immediate activity to broader operational trends without leaving the dashboard.



DAILY	Reviews current daily activity.
WEEKLY	Expands the view to weekly performance and utilization.
MONTHLY	Provides a broader view of monthly workflow activity and performance trends.

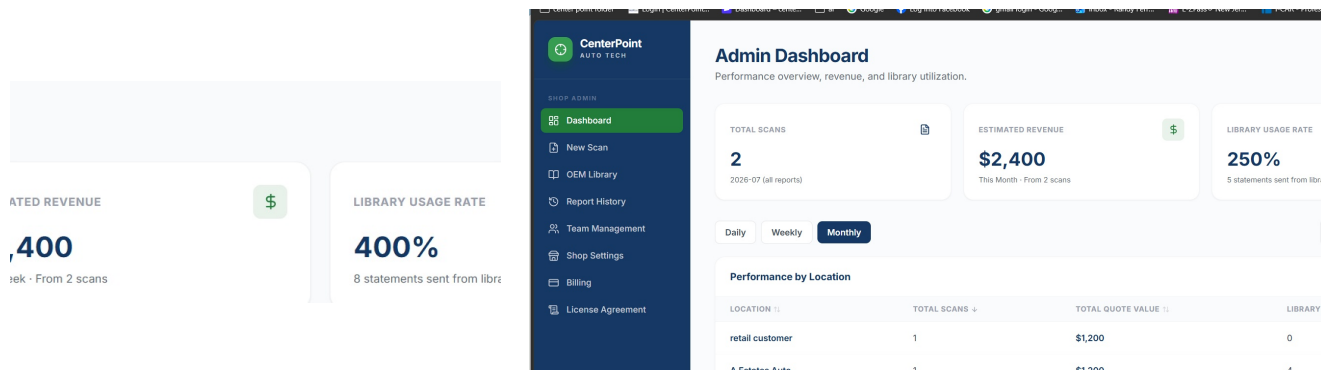
Activity Tracking & VIN-Based Data Integrity

CenterPoint uses documented email activity to support dashboard reporting and workflow measurement. When applicable documentation is sent through the CenterPoint workflow, the associated vehicle VIN is recorded. Repeated email activity associated with the same VIN is not recorded as a second unique vehicle event.

VIEW PERFORMANCE YOUR WAY

By Technician or By Location

The Admin Dashboard can change how performance information is organized. Use the selector to review activity **By Technician** or **By Location**.



By Technician — Provides visibility into individual team activity, including total scans, total quote value, and OEM Library usage.

By Location — Provides location-level visibility into total scans, total quote value, and OEM Library usage. This is especially useful for organizations operating across multiple shops, facilities, or service locations.

MANAGEMENT INSIGHT

Combine the Daily / Weekly / Monthly reporting controls with By Technician / By Location views to review performance from multiple operational perspectives.

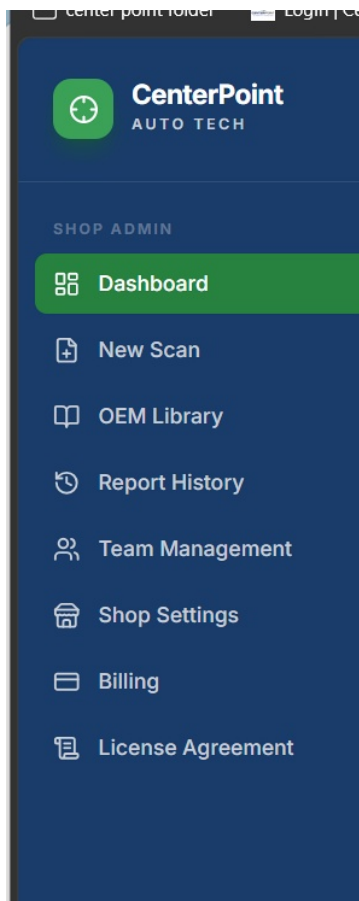
DATA INTEGRITY NOTE

VIN-based activity tracking helps provide administrators with a more meaningful view of customer communication, workflow utilization, and documented vehicle activity while reducing duplicate counting of repeated email activity for the same VIN.

NAVIGATE CENTERPOINT FROM THE SIDEBAR

Direct Access to Workflow & Administrative Functions

The left-side navigation menu provides direct access to CenterPoint workflow and administrative functions.



Dashboard — Main performance overview, management analytics, and activity reporting.

New Scan — Begins a new vehicle scan workflow and opens scan-document processing functions.

OEM Library — Opens the CenterPoint OEM Position Statement Library.

Report History — Provides access to previously created CenterPoint records and reports. Detailed functions are covered later in this guide.

Team Management — Allows the Shop Admin to manage invited technician users and team access.

Shop Settings — Provides access to shop and organization-level configuration.

Billing — Provides access to subscription and billing-related account information.

License Agreement — Provides access to the applicable software license agreement and account acceptance record.

At the bottom of the sidebar, CenterPoint displays the signed-in user and assigned account role, helping users confirm the account context currently in use.

ADMIN & TECHNICIAN ACCESS

The Right View for the Right Role

CenterPoint uses role-based access to provide each user with an interface appropriate to their responsibilities.

ADMIN SUBSCRIPTION Designed for shop management, operational oversight, and team visibility. Admin access includes the broader CenterPoint environment: Dashboard analytics, New Scan, OEM Library, Report History, Team Management, Shop Settings, Billing, License Agreement, technician performance views, and location performance views. An Admin account may invite up to five technician users, extending CenterPoint into production while maintaining centralized administrative oversight.	INVITED TECHNICIAN ACCESS Designed around streamlined operational access. Technician users receive a simplified, production-focused view centered on the functions needed for day-to-day workflow execution: New Scan OEM Library Report History Administrative management, subscription controls, team oversight, and account-level settings remain with the Admin.
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ROLE-BASED WORKFLOW

CenterPoint gives administrators the visibility needed to manage the operation while providing technicians with streamlined operational access to the tools needed to complete production work.

SECTION 4 QUICK REFERENCE

Admin Dashboard → Review Activity → Select Time Period → View by Technician or Location → Navigate Workflow from Sidebar