

CENTERPOINT AUTOTECH

QUICK START GUIDE 04 — OEM LIBRARY

Upload, organize, search, view, and share OEM reference documents with customers and other intended recipients.

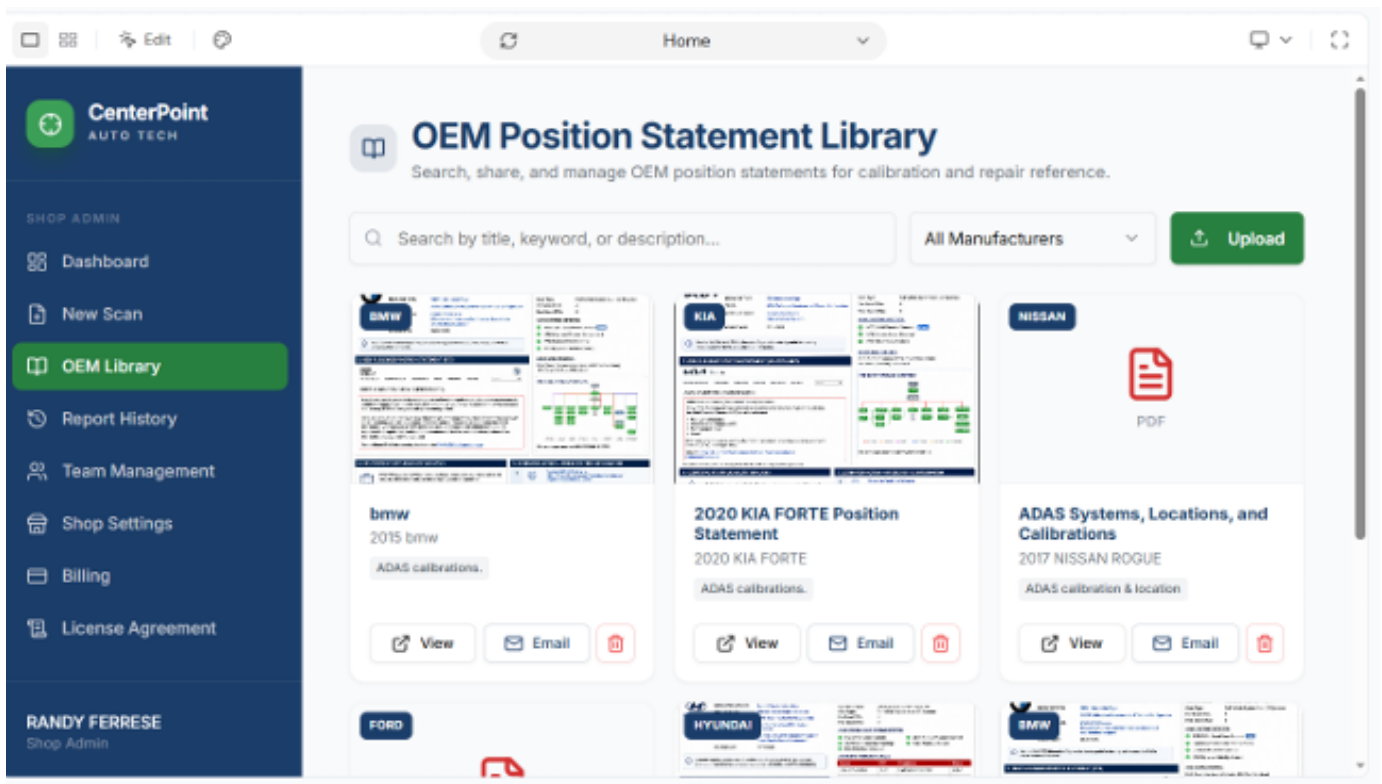
REVISED REVIEW PDF

WEBSITE ORDER #4

1. Open the OEM Library

From the CenterPoint left-side navigation menu, select **OEM Library**. The OEM Position Statement Library is a subscriber-controlled workspace for storing and organizing supported reference documents that you choose to upload.

The current interface supports uploaded PDF, JPEG, and PNG files. Available documents can be searched, filtered, viewed, emailed, and deleted through the library controls.



SCREEN 1 — Clean OEM Library application view showing search, manufacturer filter, Upload, document cards, View, Email, and delete controls.

2. View an Uploaded Document

Select **View** on the intended document card to open the stored reference. Review the document itself before relying on or sharing it. Confirm that the content is the intended file and remains appropriate for the vehicle, repair, calibration, or customer communication at hand.

In the current workflow, a document may open in a separate browser window or tab for full-size review.

The screenshot displays a web browser window with multiple tabs. The active tab is titled "2ebe1ef20_bmwpositionstatement". The address bar shows the URL: https://media.base44.com/images/public/6a3d430dd0e406051f01d0d9/2ebe1ef20_bmwpositionstatement.png. The browser's toolbar includes various icons for navigation and search. The main content area displays a document titled "OEM REPAIR POSITION STATEMENT" from "CENTERPOINT CALIBRATION & ADAS SOLUTIONS 2.0". The document is a "DIRECTION TO ESTIMATOR - WHERE TO FIND OEM INFORMATION". It includes a "REPORT ID: MA0A2D200819102751" and a "DATE: 06/19/2026 10:37 AM". The document is organized into several sections: 1. OEM INFORMATION SUMMARY, 2. OEM PUBLISHED POSITION STATEMENT (RTS), 3. CENTERPOINT VALIDATION FINDINGS, 4. CENTERPOINT APPLICABILITY ANALYSIS, and 5. ESTIMATOR ACTION - WHERE TO FIND INFORMATION. The document also includes a "VEHICLE" section with details like "2015 BMW 228i xDrive (N20)" and "VIN: WBATG3C32GV58436". The "VEHICLE SCAN SUMMARY" section lists scan details and detected ADAS systems. The "PRE-SCAN TOPLOGY OVERVIEW" section shows a diagram of the vehicle's ADAS components. The "ESTIMATOR ACTION" section provides a checklist of tasks for the estimator. The document is signed by "Bryan" and "CenterPoint Calibration & ADAS Solutions".

SCREEN 2 — Example stored OEM Repair Position Statement opened for full-size review in a separate browser tab.

3. Upload a New Library Document

Select the green **Upload** button to add a new document to the organization's library. Complete the available document information so the file can be identified and found later.

Title: Enter the name you want displayed for the document.

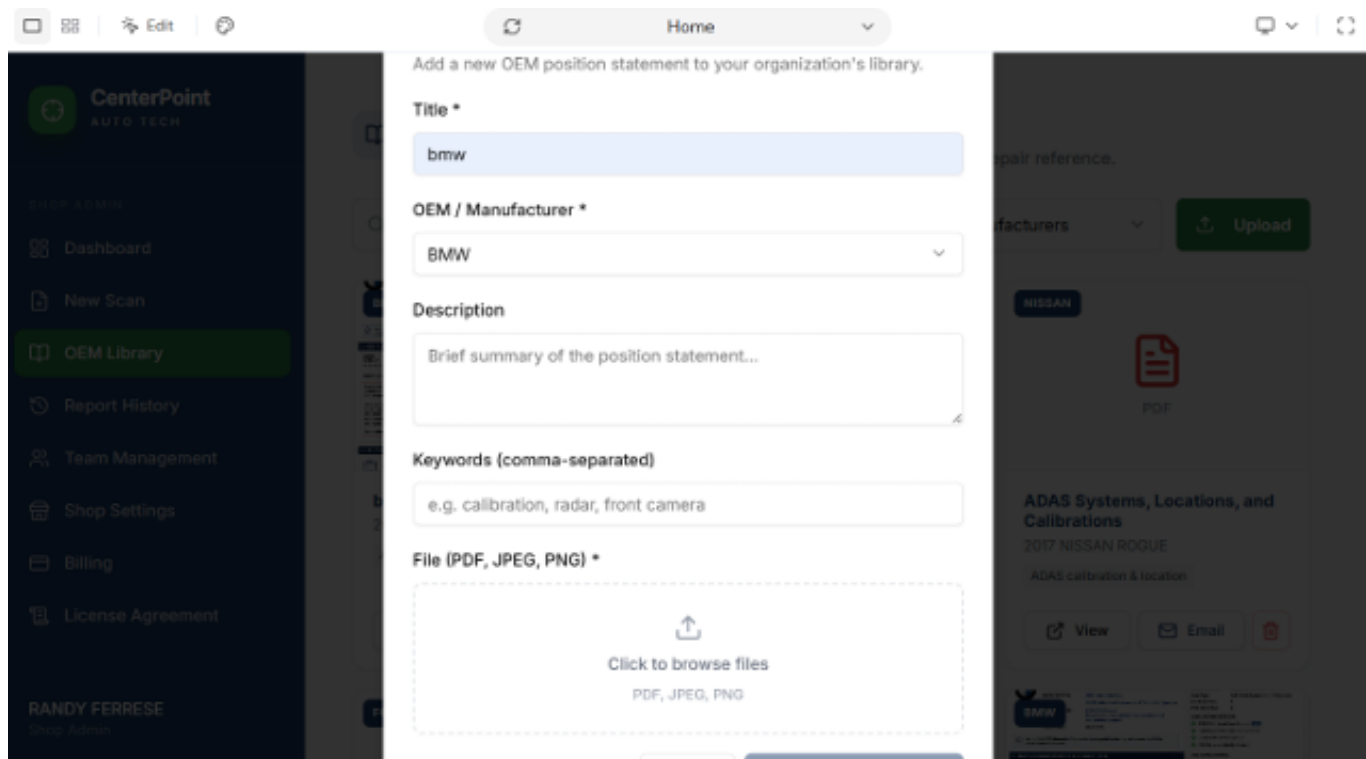
OEM / Manufacturer: Select the applicable manufacturer.

Description: Add a brief summary when useful.

Keywords: Add comma-separated search terms that will help users locate the document later.

File: Browse for the supported PDF, JPEG, or PNG file to upload.

Use clear naming and meaningful keywords. Good metadata makes the library easier to search and reduces the chance of selecting the wrong document.

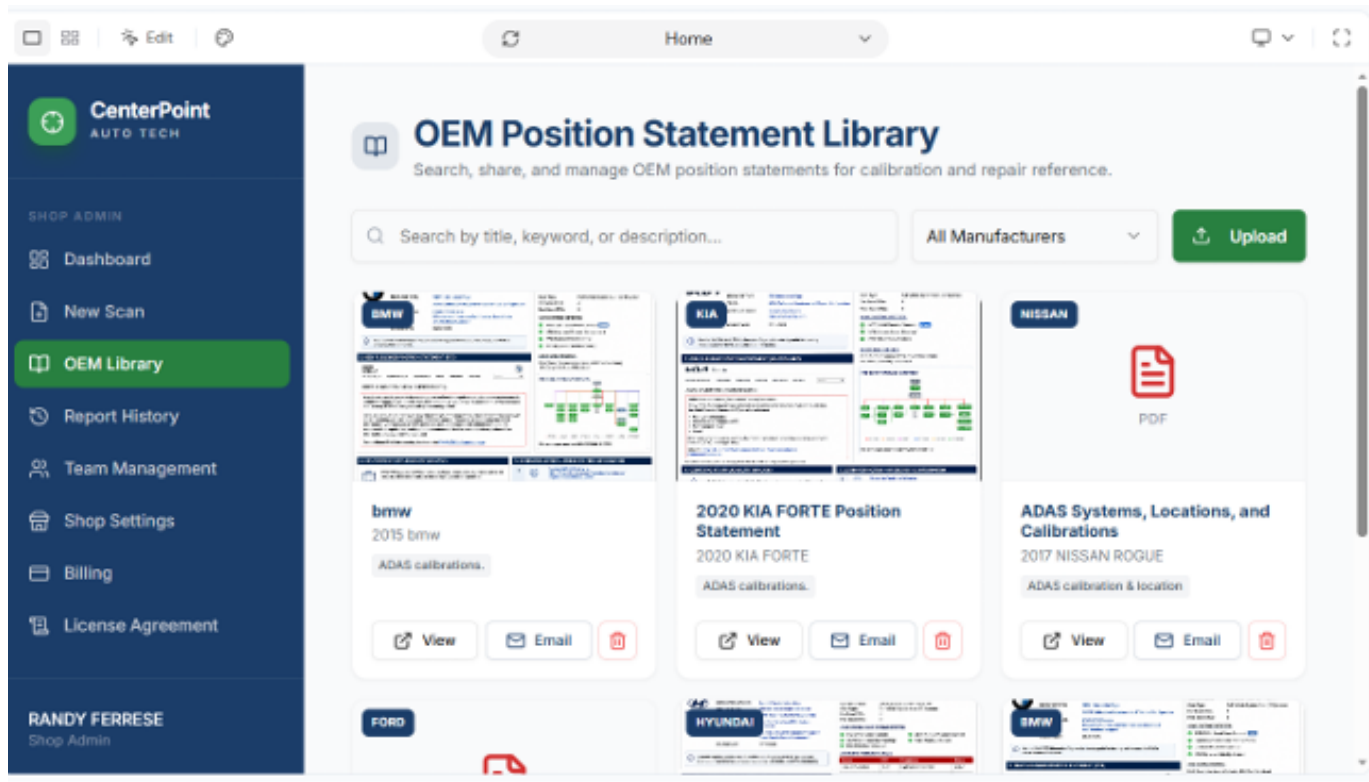
The screenshot shows the 'Add a new OEM position statement' form in the CenterPoint AutoTech application. The left sidebar contains navigation links: Dashboard, New Scan, OEM Library (highlighted), Report History, Team Management, Shop Settings, Billing, and License Agreement. The user is logged in as Randy Ferrese, Shop Admin. The form fields are: Title (text input with 'bmw'), OEM / Manufacturer (dropdown menu with 'BMW' selected), Description (text area with placeholder 'Brief summary of the position statement...'), Keywords (text input with placeholder 'e.g. calibration, radar, front camera'), and File (PDF, JPEG, PNG) (file selection area with a dashed border and a 'Click to browse files' button). The right sidebar shows a preview of the document being uploaded, titled 'ADAS Systems, Locations, and Calibrations' for a '2017 NISSAN ROGUE', with a PDF icon and buttons for 'View', 'Email', and 'Delete'.

SCREEN 3 — Upload form showing Title, OEM / Manufacturer, Description, Keywords, and supported file selection.

4. Organize and Find Documents

After upload, use the library search field to find documents by available title, keyword, or description information. Use the manufacturer filter to narrow the visible library when needed. Review the document card information before opening or sharing a file.

Recommended practice: use consistent manufacturer names, specific titles, short descriptions, and useful keywords such as calibration, radar, front camera, model, or procedure topic.



SCREEN 4 — Clean application view highlighting the search field and manufacturer filter above the document library.

5. Email a Document

Select **Email** on the intended document card to open the Email Document workflow. Review the selected document and complete or confirm the recipient information before sending.

Recipient Email: Confirm the intended customer, adjuster, or other authorized recipient.

VIN: Add or confirm the VIN when appropriate; the current interface identifies this field as optional.

Subject: Review the email subject.

Message: Review the prepared message and document reference before selecting **Send Email**.

The signed-in user directs the delivery and remains responsible for recipient accuracy, authorization, confidentiality, and determining whether transmission is appropriate.

CenterPoint AUTO TECH

Dashboard
New Scan
OEM Library
Report History
Team Management
Shop Settings
Billing
License Agreement

RANDY FERRESE
Shop Admin

Email Document
Send "bmw" to a customer or adjuster.

Recipient Email *
adjuster@insurance.com

VIN (optional)
1HGBH417XMN109186

Subject
OEM Position Statement: bmw

Message
Hello,
Please find the attached OEM Position Statement from BMW for your reference:
Title: bmw
You can view/download the document here:
[\[Link\]](#)

Cancel Send Email

ADAS Systems, Locations, and Calibrations
2017 NISSAN ROGUE
ADAS calibration & location

View Email

SCREEN 5 — Email Document workflow with recipient email, optional VIN, subject, message, and Send Email control.

6. Final Review and Library Responsibility

Before viewing, emailing, or otherwise using a library document, confirm that you selected the intended file. Subscriber-uploaded content remains subject to applicable third-party rights. CenterPoint does not become the original author, publisher, owner, verifier, or endorser of uploaded materials merely because they are stored in the OEM Library.

Users should verify that a document is current, applicable, and appropriate for the specific vehicle and repair context. The OEM Library supports organization and sharing; it does not replace vehicle-specific OEM procedure research or qualified professional judgment.

Quick Reference Workflow

Step	Action	Purpose
1	Open OEM Library	Enter the subscriber-controlled document workspace
2	Search or filter	Locate the intended document
3	View document	Review content before relying on or sharing
4	Upload when needed	Add PDF, JPEG, or PNG with clear metadata
5	Use keywords	Improve later search and organization
6	Email document	Verify document, recipient, VIN if used, subject, and message

Guide Completion Check

- I can open the OEM Library from the left-side navigation.
- I can search and filter the library to locate an intended document.
- I can open a stored document for review.
- I can upload a supported PDF, JPEG, or PNG file.
- I can add a clear title, manufacturer, description, and useful keywords.
- I can verify the selected document and recipient before emailing.

NEXT GUIDE: Guide 05 — Report History