CENTERPOINT

AUTOMOTIVE TECHNOLOGY

NEW SCAN

STAND-ALONE HOW-TO GUIDE

From Autel PDF selection to report generation, quote review, customer communication, and post-repair validation.

PURPOSE

A detailed production guide for Shop Admins and invited Technicians using the CenterPoint New Scan workflow.

VERSION 1.0 | 2026

CLINICAL. PRECISE. CERTIFIED.

HOW THE NEW SCAN WORKFLOW WORKS

The New Scan workspace is the primary production workflow inside CenterPoint AutoTech. It is designed to take an Autel diagnostic scan PDF, establish vehicle and customer context, recognize scan type, extract diagnostic information, generate CenterPoint documentation, prepare recommended quote operations, and support customer communication without requiring the technician to leave the working process.

WORKFLOW AT A GLANCE

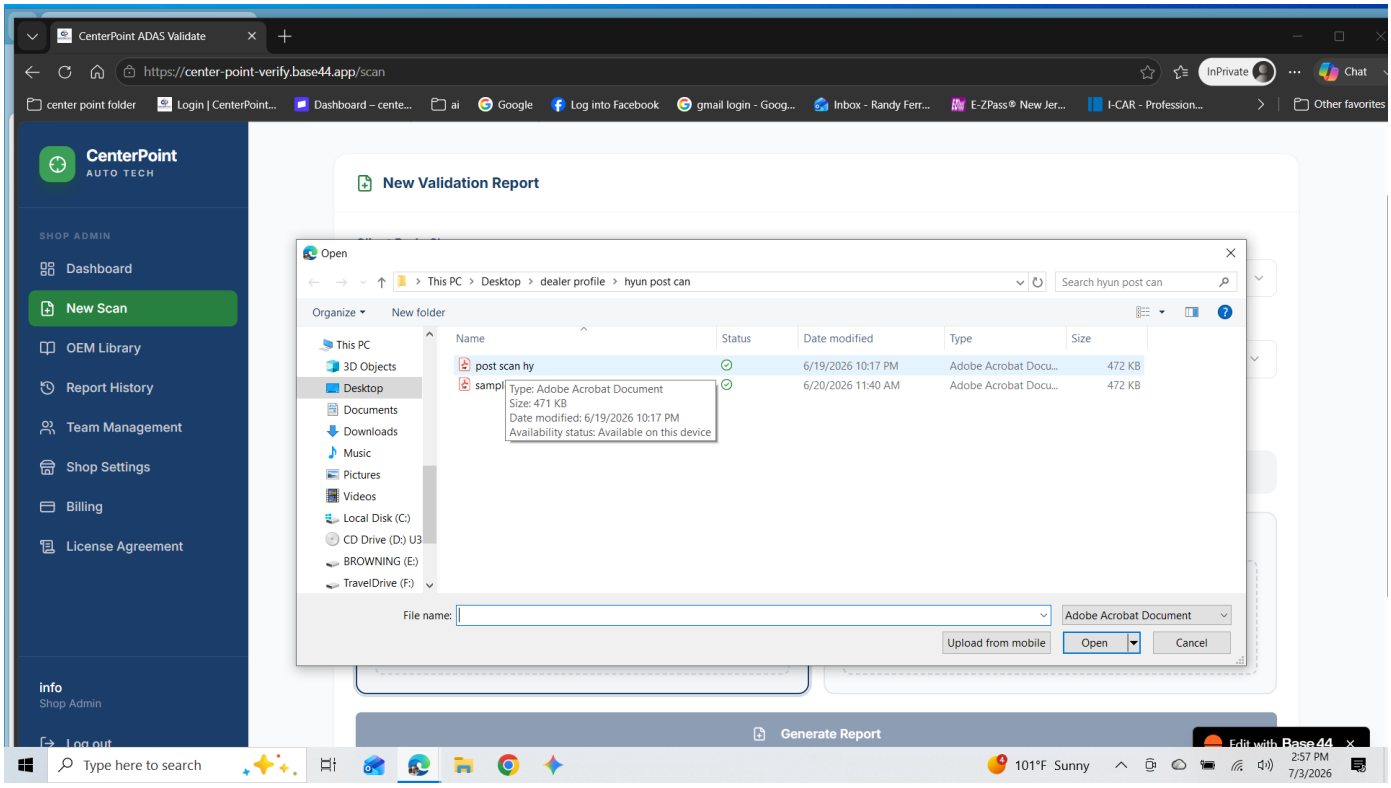
1	Open New Scan
2	Select or create Client / Customer
3	Select required Primary Damage Area
4	Add Secondary Damage Area(s) if applicable
5	Select the Autel PDF file
6	CenterPoint parses the PDF
7	CenterPoint recognizes Pre-Scan or Post-Scan
8	Review scan classification and extracted findings
9	Generate Report
10	Review Report Editor tabs
11	Review and edit recommended quote operations
12	Enter/select required customer email
13	Send or download documentation
14	For post-scan: review validation status and remaining-DTC warnings

CORE DESIGN PRINCIPLE

CenterPoint automates scan interpretation and recommended documentation while preserving technician control over physical damage selection, quote operations, hours, pricing, and final review.

1 | OPEN NEW SCAN

From the left-side navigation menu, select **New Scan**. The workspace opens the scan intake process used to begin a new vehicle workflow or continue the diagnostic record associated with a vehicle.



WHO CAN USE IT

New Scan is available to the Shop Admin and invited Technician users. Technician access is intentionally production-focused.

2 | SELECT OR CREATE THE CLIENT / CUSTOMER

Use the Client / Customer field to identify the account associated with the vehicle workflow.

Existing customer: select the saved customer from the drop-down menu.

New customer: type the customer name when it is not already saved. CenterPoint retains the entry so it can be selected from the drop-down menu on future work.

REQUIRED TECHNICIAN ACTION

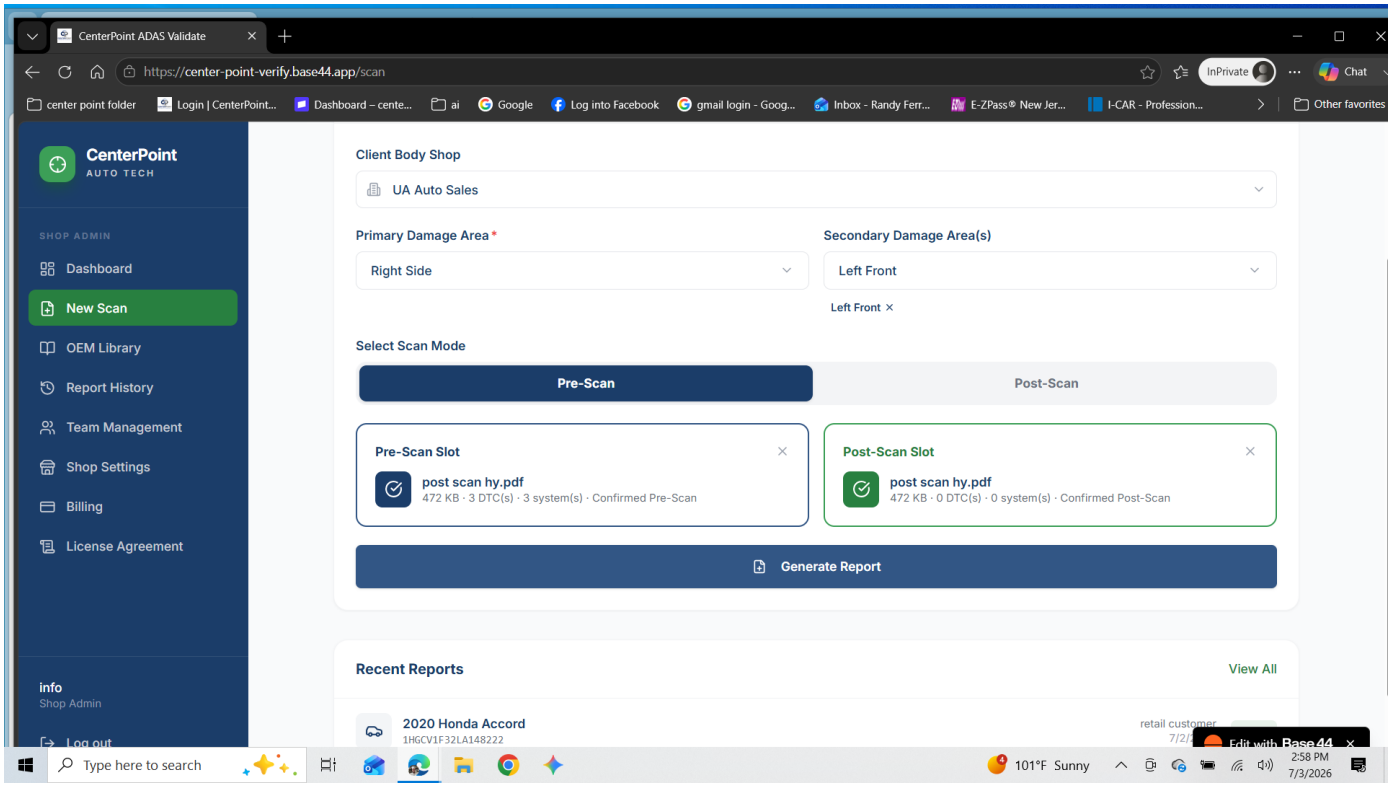
The technician must confirm the correct customer context. Auto-saved drop-down entries reduce repeated typing but do not replace technician review.

3 | SELECT THE DAMAGE AREA

The technician must select the vehicle's physical damage context. This is intentionally a human-confirmed step because diagnostic trouble codes alone do not reliably establish the actual collision impact location.

Primary Damage Area — required. Select the main impact area.

Secondary Damage Area(s) — optional. Add other affected areas when applicable.



IMPORTANT

CenterPoint does not automatically choose the damage area from the scan. The technician selects it based on the actual vehicle condition and repair context.

4 | SELECT THE AUTEL PDF

Choose the Autel diagnostic scan PDF using file selection. The selected PDF becomes the source document for CenterPoint scan processing.

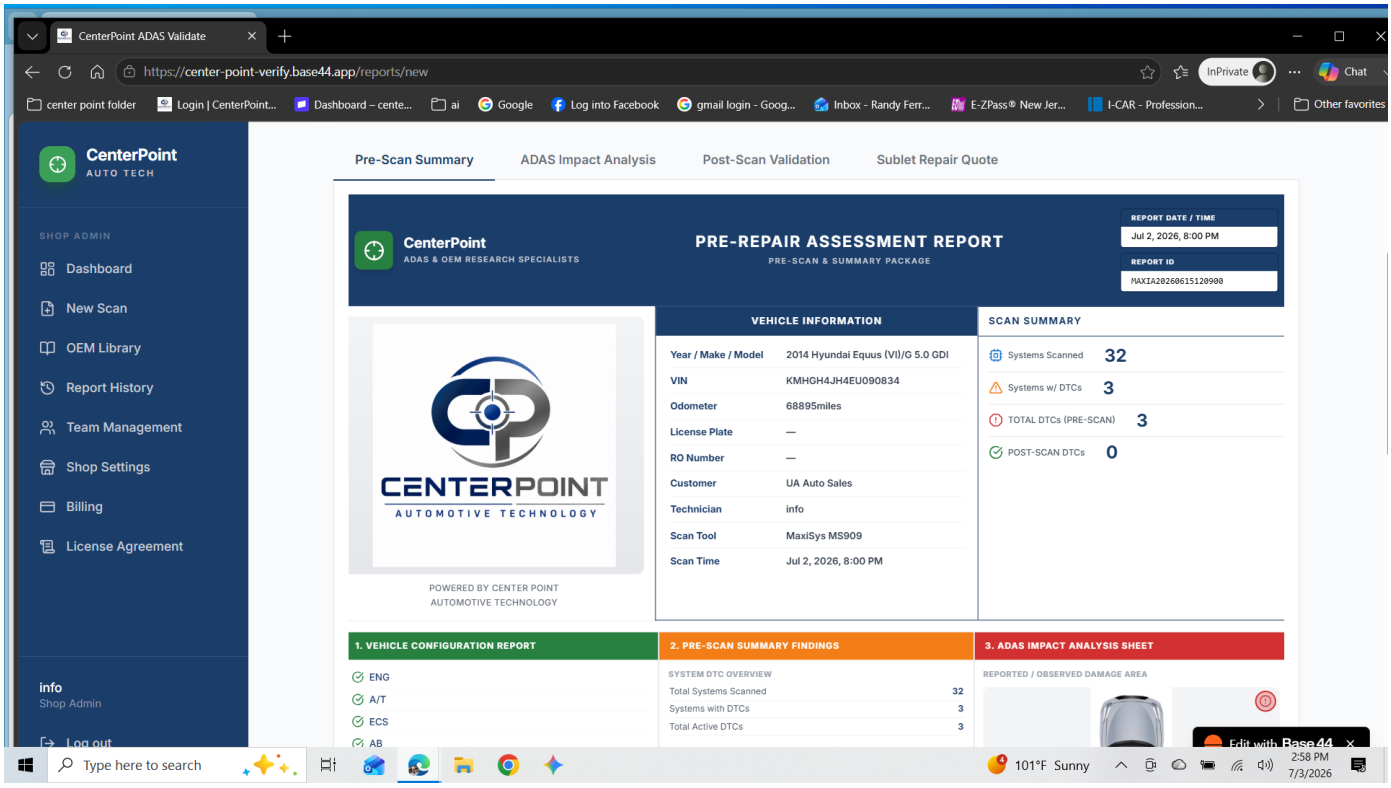
A workflow may begin with **only a pre-scan**. When a post-scan is later added for that vehicle/job, the established pre-repair information remains associated with the workflow so the post-repair process can build on the earlier record.

SUPPORTED WORKFLOW LOGIC

Pre-scan first is normal. Post-scan later continues the validation workflow with the pre-repair data already attached to the job record.

5 | CENTERPOINT PARSES THE SCAN

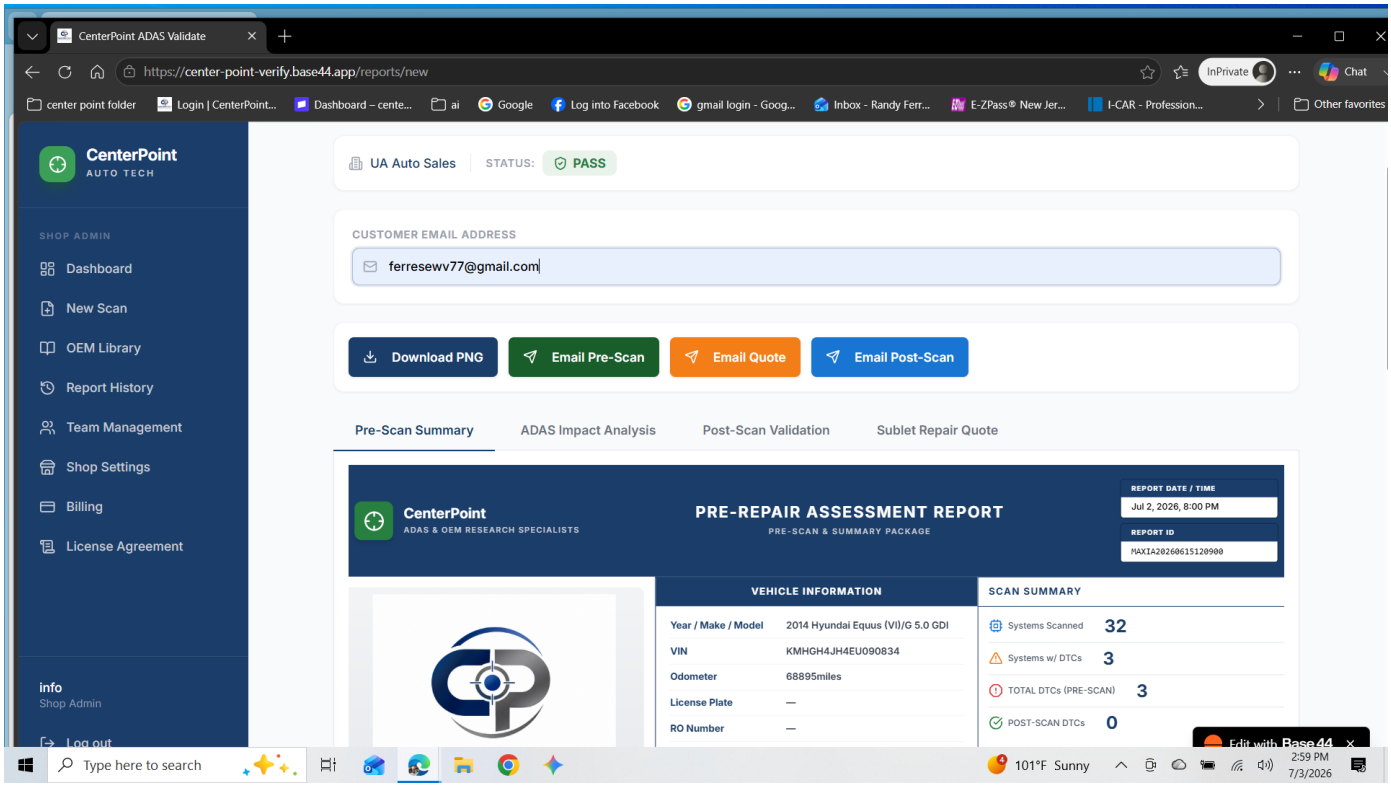
After file selection, CenterPoint processes the Autel PDF. The system reads the available vehicle and diagnostic content and prepares the structured information used in the report workflow.



During processing, the user should allow the scan parser to complete before continuing. The resulting information is then presented for review.

6 | AUTOMATIC SCAN-TYPE RECOGNITION

CenterPoint automatically recognizes whether the uploaded Autel document is a **Pre-Scan** or **Post-Scan**. The workflow does not depend solely on the filename selected by the user.



WHY THIS MATTERS

Automatic recognition reduces manual classification steps and helps preserve the correct pre-repair versus post-repair reporting path.

7 | REVIEW THE EXTRACTED SCAN FINDINGS

Before generating the final working report, review the visible scan classification and extracted diagnostic summary. Depending on the uploaded scan, CenterPoint can present vehicle identification context, DTC counts, systems/modules with faults, and other available scan-derived information.

The purpose of this review is to confirm that the uploaded document has been processed into the expected workflow before the report package is generated.

TECHNICIAN REVIEW POINT

Automation supports the process; the technician remains responsible for recognizing an obviously incorrect file, vehicle mismatch, or unexpected scan result.

8 | GENERATE THE CENTERPOINT REPORT

Select **Generate Report** after the scan has been processed and reviewed. CenterPoint opens the Report Editor and populates the working documentation package using the parsed scan data and available vehicle information.

The Report Editor is designed to keep the user inside one operational workspace rather than forcing separate disconnected processes.

9 | USE THE REPORT EDITOR

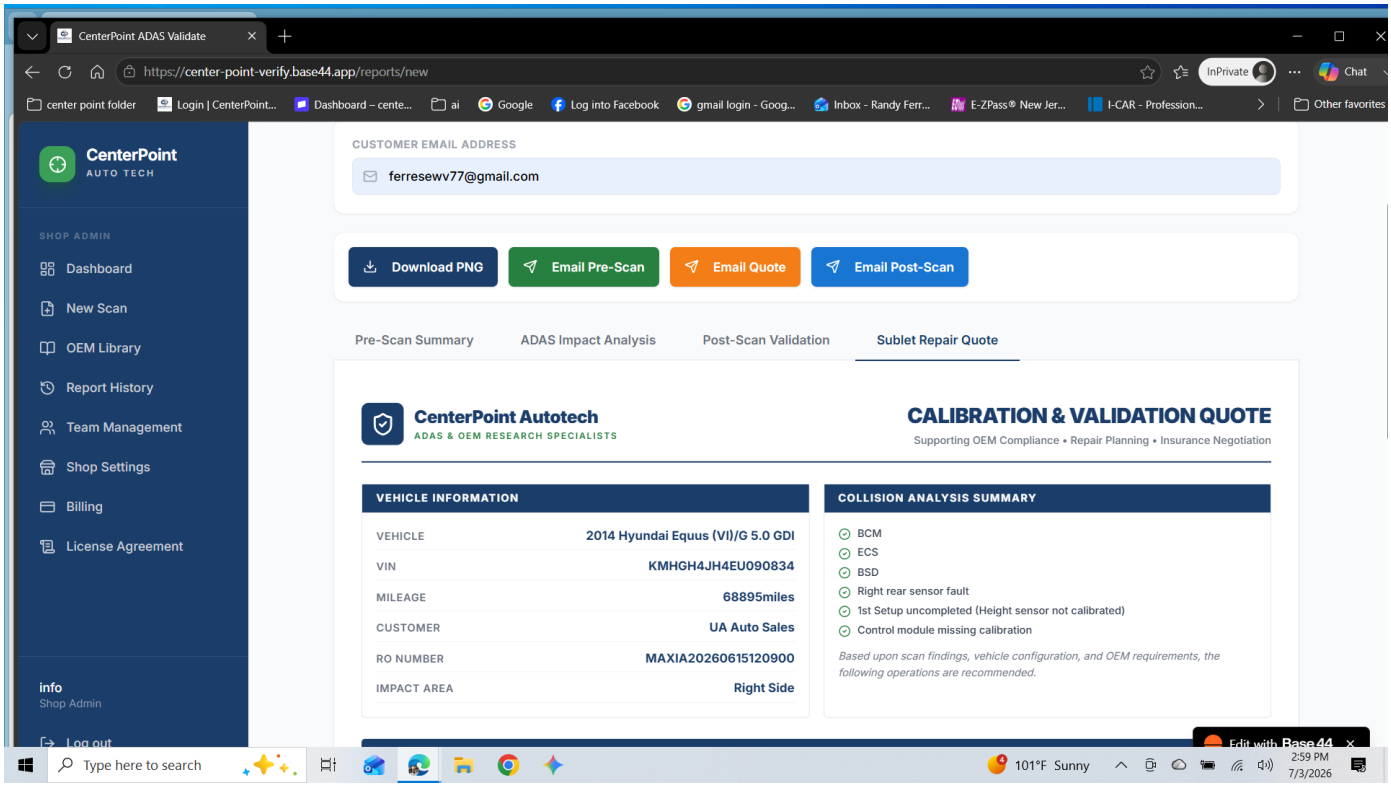
The Report Editor organizes the working package into dedicated report views. The current workflow includes:

Pre-Scan Summary — pre-repair diagnostic and vehicle findings.

ADAS Impact Analysis — ADAS-related considerations tied to the vehicle and repair context.

Post-Scan Validation — post-repair comparison and validation status.

Sublet Repair Quote — recommended operations and editable pricing workflow.

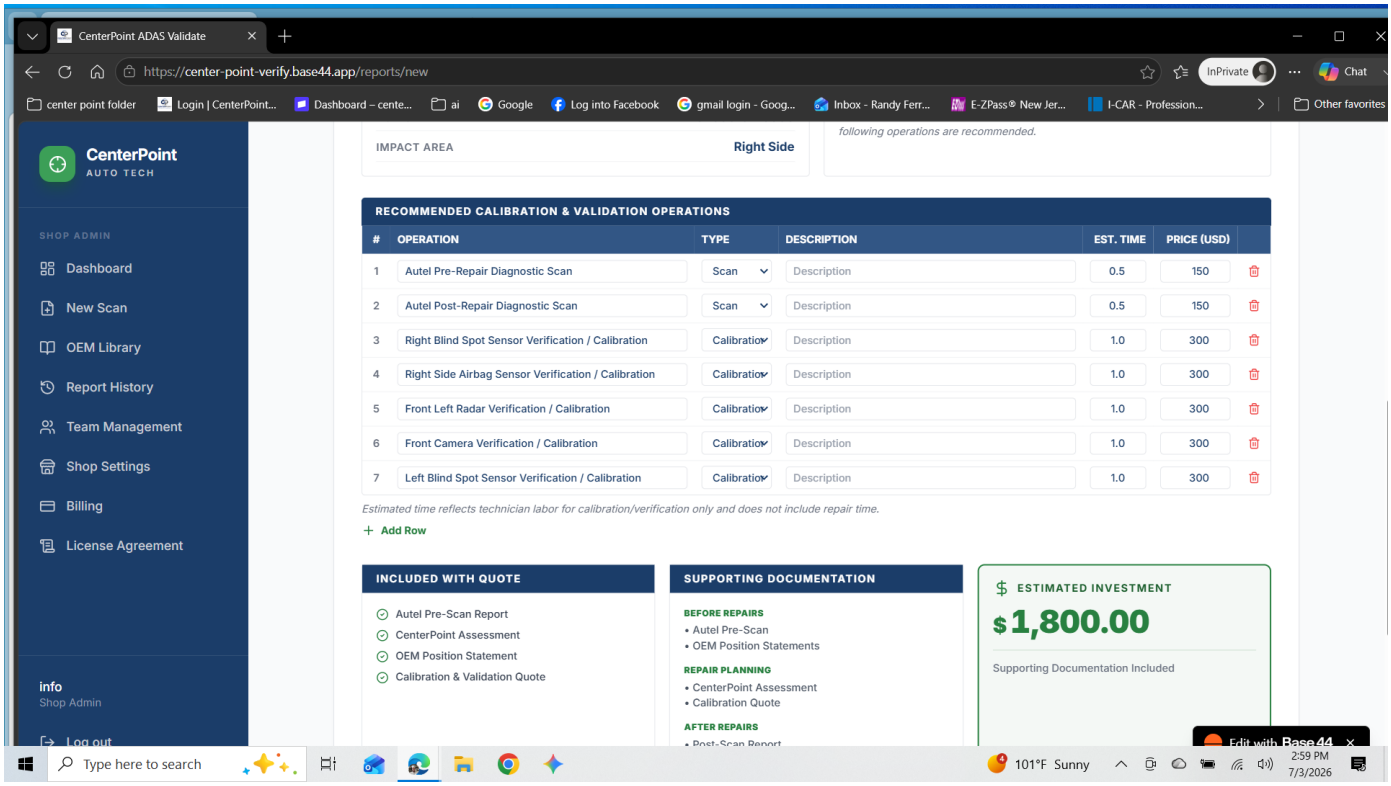


ONE WORKSPACE

The technician can review report content, prepare quote operations, select customer information, enter the required email address, and send or download documentation from the Report Editor workflow.

10 | REVIEW AUTOMATIC QUOTE RECOMMENDATIONS

CenterPoint automatically generates recommended quote operations from a combination of **scan DTC findings + vehicle information**. These recommendations are intended to help the technician identify likely diagnostic, calibration, or related service operations for review.



The technician may:

- Change any editable operation field.
- Change the operation type or description.
- Change estimated hours.
- Change price.
- Remove a recommended operation that is not applicable.
- Add a new operation when needed.

FINAL CONTROL REMAINS WITH THE TECHNICIAN

Recommended operations are a starting point—not a locked estimate. Technician review is required before customer communication.

11 | CUSTOMER NAME & EMAIL WORKFLOW

The technician selects an existing customer name or types a new customer. The email address required for outbound communication is also entered or selected as applicable.

Customer-related entries are auto-saved into the available drop-down workflow so recurring customers can be selected without repeatedly retyping the same information.

REQUIRED BEFORE SENDING

The technician must verify the intended customer and email address before sending documentation. Saved drop-down values improve speed but should always be confirmed.

12 | SEND OR DOWNLOAD DOCUMENTATION

From the Report Editor, the user can select the appropriate document view and use the available send/download actions. Depending on workflow stage, this may include pre-scan documentation, quote documentation, or post-scan validation documentation.

Outbound customer communication is part of the CenterPoint operational record and supports dashboard activity measurement.

VIN-BASED DATA INTEGRITY

When applicable documentation is sent through CenterPoint, the associated VIN is used for activity tracking. Repeated email activity for the same VIN is not counted as a second unique vehicle event.

13 | POST-SCAN CONTINUITY

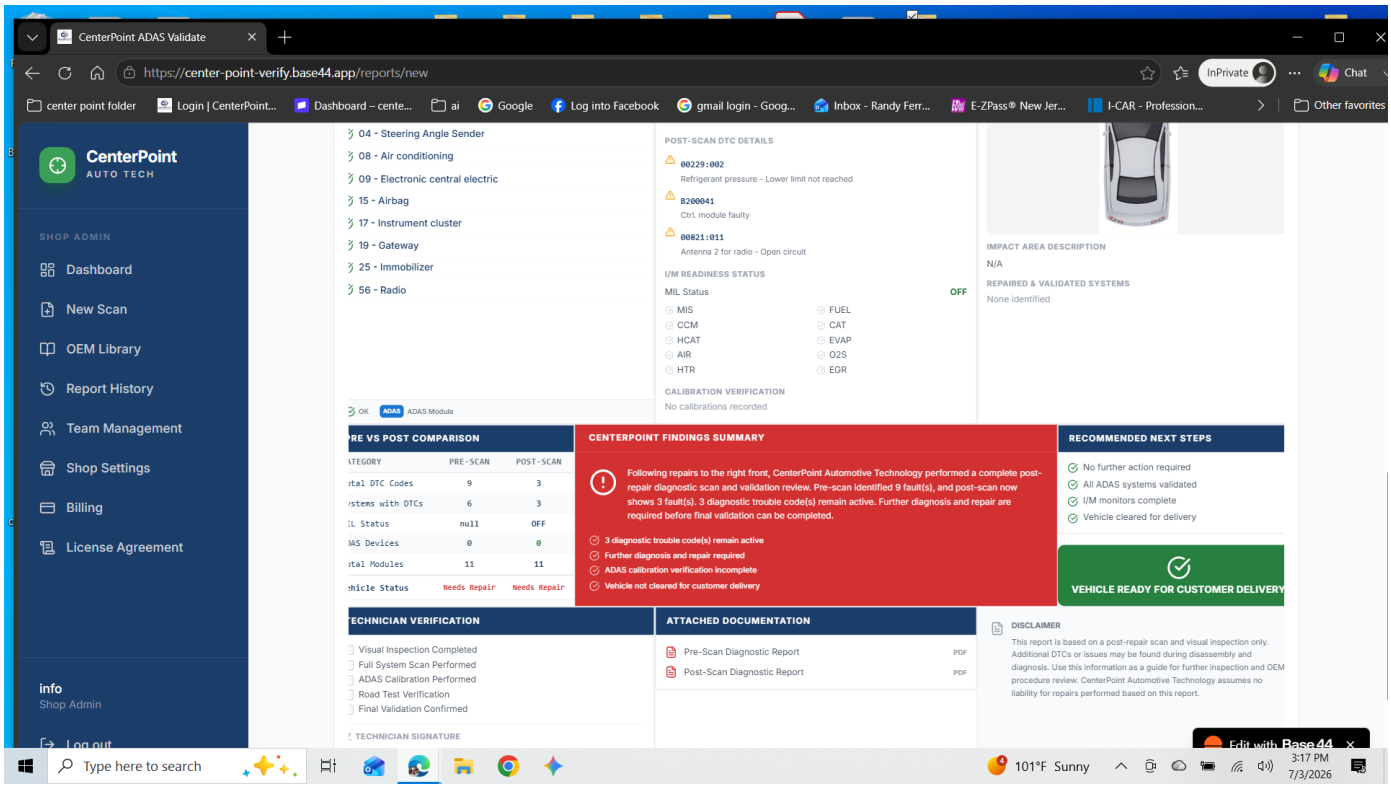
When the repair reaches post-repair validation, the post-scan continues from the established vehicle workflow. The pre-scan data is already attached, allowing CenterPoint to compare the earlier diagnostic condition with the post-repair scan condition.

This supports pre-versus-post comparison, review of quoted-scope items, remaining diagnostic conditions, and final validation status.

14 | UNDERSTAND CENTERPOINT PASS STATUS

A CenterPoint **PASS** means the repair, calibration, and validation items relevant to the **quoted CenterPoint scope** have been addressed during the post-repair workflow.

PASS does not necessarily mean zero DTCs. A vehicle may still contain remaining diagnostic trouble codes that are not relevant to the quoted repair operations or required validation scope.



CRITICAL STATUS DEFINITION

PASS indicates completion of items relevant to the quoted CenterPoint scope. It does not certify that the entire vehicle is free of all diagnostic trouble codes.

15 | REMAINING DTC WARNING LOGIC

When remaining DTCs are present, CenterPoint preserves visibility of those conditions. A prominent warning findings summary may identify active remaining DTCs and state that additional diagnosis or repair is required where applicable.

This creates an important distinction:

Quoted-scope validation — Were the items relevant to the CenterPoint quote addressed?

Whole-vehicle diagnostic condition — Are there other DTCs still present, including conditions outside the quoted scope?

EXAMPLE

The quoted repair/calibration items may be complete and therefore PASS, while unrelated remaining DTCs are still disclosed in red as warnings for technician review and appropriate follow-up.

TECHNICIAN FINAL REVIEW CHECKLIST

	Correct customer selected or entered
	Required customer email verified
	Correct vehicle/job context confirmed
	Primary damage area selected by technician
	Secondary damage area(s) added when applicable
	Correct Autel PDF selected
	CenterPoint scan type classification reviewed
	Extracted DTC/system findings reviewed
	Report tabs reviewed
	Recommended quote operations reviewed
	Hours and prices confirmed
	Non-applicable quote rows removed
	Additional required operations added
	Correct document selected for send/download
	For post-scan: quoted-scope completion reviewed
	Remaining DTC warnings reviewed and disclosed as appropriate
	PASS status used only according to quoted-scope logic

PRODUCTION STANDARD

CenterPoint is designed to accelerate documentation and decision support without removing technician responsibility for physical damage context, applicability review, quote control, or final validation judgment.

NEW SCAN QUICK REFERENCE

New Scan → Customer → Damage Area → Autel PDF → Parse → Recognize Scan Type → Review Findings → Generate Report → Review Tabs → Edit Quote → Verify Email → Send / Download → Post-Scan Compare → Review PASS & Remaining DTC Warnings

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