

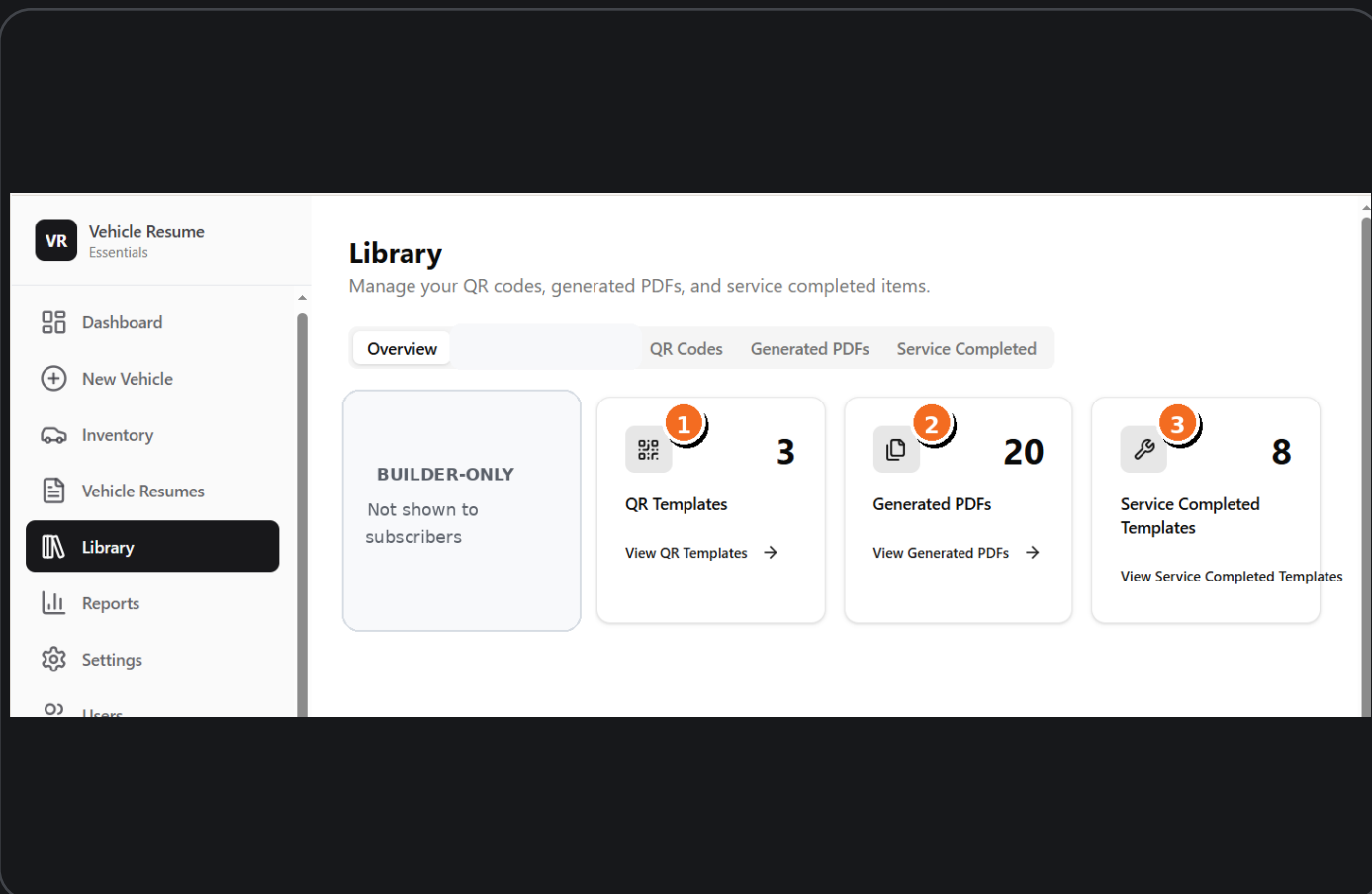


Vehicle Resume Essentials

Powered by CenterPoint AutoTech

Library Quick Start Guide

Manage QR codes, generated PDFs, and reusable service items.



QR TEMPLATES

Build reusable QR links for websites, photo tours, text messages, and other customer actions.

PDF HISTORY

Review the generated PDF record so previously created resumes are easy to locate.

SERVICE ITEMS

Create a clean service-completed list once, then select it quickly while building a resume.

Build once. Reuse consistently. Keep every Vehicle Resume professional.

1. Understand the Library Overview

The Overview cards show the number of reusable items currently saved in your account.

Vehicle Resume Essentials

- Dashboard
- New Vehicle
- Inventory
- Vehicle Resumes
- Library**
- Reports
- Settings
- Users

Library

Manage your QR codes, generated PDFs, and service completed items.

- Overview
- QR Codes
- Generated PDFs
- Service Completed

BUILDER-ONLY

Not shown to subscribers

1

3

QR Templates

View QR Templates →

2

20

Generated PDFs

View Generated PDFs →

3

8

Service Completed Templates

View Service Completed Templates

1 QR Templates

Shows how many QR templates are saved. These templates become available when you select QR codes in Vehicle Resume Step 3.

2 Generated PDFs

Shows the number of PDFs created. The Generated PDFs tab provides a dated and time-stamped history of those files.

3 Service Completed Templates

Shows the number of reusable service items saved for the Step 2 service-completed dropdown.

4 Builder-only area

The Document Templates control shown in the screenshot is an administrative builder feature. Subscribers will not see it.

ACTION SUMMARY

Use the Overview as a quick inventory check before creating or updating a Vehicle Resume.

2. Open and Manage QR Code Templates

Create clear, reusable QR options that match your dealership's market and customer experience.

The screenshot shows the 'Library' section of the 'Vehicle Resume Essentials' application. On the left is a sidebar with navigation links: Dashboard, New Vehicle, Inventory, Vehicle Resumes, Library (highlighted), Reports, Settings, and Users. The main content area is titled 'Library' and includes a sub-header 'Manage your QR codes, generated PDFs, and service completed items.' Below this are tabs for 'Overview', 'QR Codes' (selected), 'Generated PDFs', and 'Service Completed'. A button labeled 'Add QR Template' with a red '1' is in the top right. A table lists three QR code templates, with numbered callouts 2 through 5 highlighting specific elements: 2 points to the 'Name' column, 3 to the 'Destinations' column, 4 to the 'Status' column, and 5 to the 'Actions' column. The table data is as follows:

Name	Type	Destinations	Call to Action	Status	Actions
Photo Tour	Web Link	https://www.autolenders.com/use...	—	Active	[Edit] [Delete]
USA AUTO	Web Link	https://centerpointautotech.com	Website Link	Active	[Edit] [Delete]
2nd test	Text Message	609 576 4244	Schedule a Test Drive	Active	[Edit] [Delete]

1 Add QR Template

Select this button to start a new QR template.

2 Template Name

Use a short, recognizable name such as Photo Tour, Website, Finance Application, or Schedule a Test Drive.

3 Destination and Call to Action

The list confirms where the QR code directs the customer and the message displayed with it.

4 Status

Active templates are available while building the Vehicle Resume.

5 Actions

Use the pencil to edit a saved template. Use the trash icon only when the template is no longer needed.

ACTION SUMMARY

The saved template name carries forward to Step 3, making the correct QR code easy to identify.

3. Complete the QR Template Fields

Give each QR code a clear purpose, a tested destination, and a status that controls when it can be selected.

The screenshot shows a modal window titled "Edit QR Template" with a close button (X) in the top right corner. The form contains the following fields and controls, each numbered for reference:

- 1 Template Name:** A text input field containing "Photo Tour".
- 2 Type:** A dropdown menu currently showing "Web Link".
- 3 Status:** A dropdown menu currently showing "Active".
- 4 Destinations:** A section with a "+ Add Destination" button. Below it is a list of destinations, each with a label and a URL, and a delete icon (trash can). One destination is visible: "Photo" with the URL "https://www.autolenders.com/used-car-in".
- 5 Call to Action Text:** A text input field containing "e.g. Scan for full vehicle details".
- 6 Color:** A color selection interface showing a blue square and the hex code "#0911fb".
- Logo URL:** A text input field containing "https://www.autolenders.com/used-car-inver".
- 7 Save:** A black button with a white "S" icon, located at the bottom right.
- Delete:** A red button with a white trash can icon, located at the bottom left.
- Cancel:** A light gray button, located at the bottom right next to the Save button.

1 Template Name

Name the template so it can be quickly identified in Step 3.

2 Type

Choose Multi-Link, Web Link, or Text Message from the dropdown.

3 Status

Set the template to Active, Needs Review, or Archived.

4 Destinations

Enter a label and paste the web address, phone number, or destination used by the QR code.

5 Call to Action Text

Add a short instruction such as Scan for Vehicle Details or Schedule a Test Drive.

6 QR Color and Logo URL

Choose the QR color. The Logo URL field is optional and may be used when a logo is associated with the template.

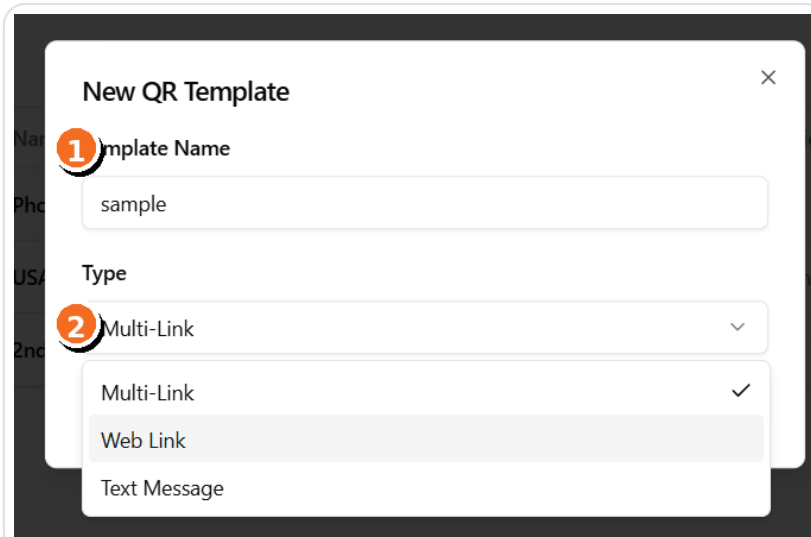
ACTION SUMMARY

Open the destination in your browser, copy the address, paste it into the Destination field, and test it before using the template. Confirming the template settings.

4. Choose the Correct Type and Status

These two dropdowns control how the QR code works and whether it is available during resume creation.

Type Options

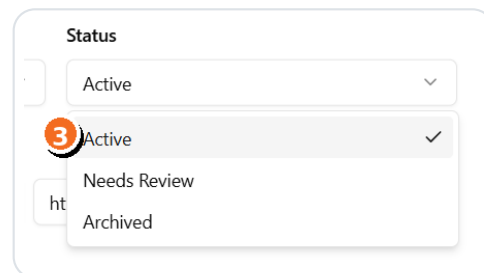


New QR Template

1 Template Name
sample

Type
2 Multi-Link
Multi-Link ✓
Web Link
Text Message

Status Options



Status

Active
3 Active ✓
Needs Review
Archived

TYPE

Multi-Link: Combines more than one destination.
Web Link: Directs the customer to a webpage.
Text Message: Opens a text action using the saved phone number.

STATUS

Active: Available for selection in Step 3.
Needs Review: Saved, but flagged for confirmation before use.
Archived: Retained in the Library but removed from active selection.

Recommended Setup Practice

Web Link and Text Message will cover most dealership needs. Use simple template names, keep the Call to Action brief, and archive templates that are no longer used rather than leaving outdated choices active. Always scan and test the QR code before placing it on a customer-facing Vehicle Resume.

5. Build Reusable Service Completed Items

Create standard service descriptions once so your team does not have to type them while building each Vehicle Resume.

The screenshot shows the 'Library' section of the 'Vehicle Resume Essentials' application. The left sidebar contains navigation links: Dashboard, New Vehicle, Inventory, Vehicle Resumes, Library (highlighted), Reports, Settings, Users, and Billing. The main content area is titled 'Library' and includes a sub-header 'Manage your QR codes, generated PDFs, and service completed items.' Below this are tabs for 'Overview', 'QR Codes', 'Generated PDFs', and 'Service Completed' (selected). A search bar contains the text 'e.g. Oil change complete' with a callout '1'. To the right of the search bar is a '+ item' button with a callout '2'. Below the search bar is a table with the following data:

#	Service Item	Actions
1	109 point inspection performed	Callout 4
2	Oil Change Complete	Trash icon
3	Break Service Complete	Trash icon
4	Cooling Flushed Full Service	Trash icon
5	Transmission Service Complete	Trash icon
6	ADAS Calibration Complete	Trash icon

1 Service Item Field

Type the exact service description you want displayed on the Vehicle Resume.

2 Add Item

Select Add Item to save the new service description.

3 Saved Service List

Each saved item becomes a reusable selection in the Step 2 service-completed dropdown.

4 Delete

Remove a service item only when it should no longer be available.

Examples

Oil Change Complete | 109-Point Inspection Performed | ADAS Calibration Complete
Transmission Service Complete | State Inspection Ready | Full Vehicle Inspection Complete

6. Library Workflow and Completion Checklist

A simple setup sequence keeps the Vehicle Resume consistent and fast to build.

1

Review Overview

Check saved-item counts.

2

Create QR Templates

Name, link, test, and activate.

3

Build Service Items

Save common completed services.

4

Use in Resume

Select services in Step 2 and QR codes in Step 3.

GENERATED PDFs TAB

This tab is the reporting history for PDFs created in the software. Each generated file is recorded with its date and time, helping you locate and review previously created Vehicle Resumes.

Completion Checklist

- ☐ The QR template name is clear and easy to recognize.
- ☐ The correct Type has been selected.
- ☐ The destination address or phone number has been pasted and tested.
- ☐ The Call to Action text is short and customer-friendly.
- ☐ The template is set to Active when it is ready for use.
- ☐ Common service-completed items have been added to the Library.
- ☐ Saved service items appear in Vehicle Resume Step 2.
- ☐ Active QR templates appear in Vehicle Resume Step 3.

BUILD ONCE. REUSE ON EVERY VEHICLE.

A well-organized Library reduces typing, improves consistency, and keeps every Vehicle Resume market-ready.