



New Vehicle - Step 1

Vehicle Information

Add a vehicle, verify its information, and begin building the Vehicle Resume.

PURPOSE

Use the New Vehicle tab to decode the VIN, complete dealership-specific information, review the Live Resume Preview, and either save the vehicle or continue to Step 2.

1 Decode VIN

Enter the 17-character VIN and select Decode VIN.

2 Verify and complete

Review decoded fields and enter dealership information.

3 Save or continue

Save the record or continue to Features & Status.

PreviewDashboardEdit

/new-vehicle

RF+...UpgradePublish

VR Vehicle Resume Essentials

Dashboard

New Vehicle

Inventory

Vehicle Resumes

Library

Reports

Settings

Users

Billing

RANDY FERRESE Admin

Log out

New Vehicle

Step 1: Vehicle Information — preview updates in real time.

VIN

ENTER 17-CHARACTER VIN

Decode VIN

VIN unavailable? Enter vehicle information manually

VEHICLE DETAILS

Year *2021

Make *Toyota

Model *Camry

TrimSE

POWERTRAIN

Body StyleSedan

Engine2.5L I4

TransmissionAutomatic

DrivetrainFWD

APPEARANCE

Live Resume Preview

USA AUTO BROKERS

QUALITY PRE OWNED CARS

VEHICLE — RESUME

Enter vehicle details to preview

Body Style—Exterior—

Engine—Interior—

Transmission—Stock #—

Drivetrain—Acquired—

Powered by CenterPoint AutoTech

Vehicle Resume™ — The Complete Story Behind Every Vehicle

Preview updates as you type — this is how the resume will appear when printed.

GOOD PRACTICE: Review every prefilled field before moving to the next step.

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1. Enter and decode the VIN

Type the vehicle's complete 17-character VIN into the VIN field, then select Decode VIN. The software will prefill the available vehicle information.

VIN NOT AVAILABLE?

Select the manual-entry option and enter the vehicle information directly.

New Vehicle

Step 1: Vehicle Information — preview updates in real time.

+

 Clear Form

1

ENTER 17-CHARACTER VIN

Q Decode VIN

VIN unavailable? Enter vehicle information manually

VEHICLE DETAILS

2

Year

2021

Make *

Toyota

Model *

Camry

Trim

SE

POWERTRAIN

Body Style

Sedan

Engine

2.5L I4

Transmission

Drivetrain

3

Live Resume Preview

USA AUTO BROKERS
QUALITY PRE OWNED CARS

VEHICLE — RESUME

Enter vehicle details to preview

Body Style	—	Exterior	—
Engine	—	Interior	—
Transmission	—	Stock #	—
Drivetrain	—	Acquired	—

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Vehicle Resume™ — The Complete Story Behind Every Vehicle

Preview updates as you type — this is how the resume will appear when printed

1 Enter the VIN

Enter all 17 characters, then click Decode VIN.

2 Review decoded fields

Check Year, Make, Model, Trim, Body Style, Engine, Transmission, and Drivetrain.

3 Watch the preview

The Live Resume Preview begins displaying the vehicle information as it is entered.

2. Complete dealership information

APPEARANCE

1

Exterior Color

Black

Interior Color

Gray

INVENTORY INFO

Mileage

25000

Stock Number

STK12345

2

Date Acquired

mm/dd/yyyy

Asking Price

24995

Internal Dealer Notes

Notes for internal use — not displayed on Resume

3

Not displayed on Resume

×

Cancel

↺

Clear

5

Save Draft

📁

Save to Inventory

→

Continue to Features & Status

Live Resume Preview

4



USA AUTO BROKERS

QUALITY PRE OWNED CARS

VEHICLE — RESUME

Enter vehicle details to preview

Body Style

—

Exterior

—

Engine

—

Interior

—

Transmission

—

Stock #

—

Drivetrain

—

Acquired

—

Powered by CenterPoint AutoTech

Vehicle Resume™ — The Complete Story Behind Every Vehicle

Preview updates as you type — this is how the resume will appear when printed.

1 Appearance

Enter the Exterior Color and Interior Color.

2 Inventory information

Enter Mileage, Stock Number, Date Acquired, and Asking Price.

3 Internal dealer notes

Add optional internal notes. These notes are not displayed on the Vehicle Resume.

4 Live Resume Preview

The preview updates as the Resume becomes more complete.



3. Save your progress or continue

At the bottom of Step 1, choose the action that matches where you are in the workflow.

✕

Cancel

↺

Clear

💾

Save Draft

💾

Save to Inventory

➔

Continue to Features & Status

Save Draft

Keeps the vehicle as an unfinished draft so you can return and complete it later.

Save to Inventory

Creates a basic vehicle shell in the Inventory list. Open it later to continue building the Resume.

Continue to Features & Status

The green button advances directly to Step 2, where you continue building the Vehicle Resume.

Quick completion checklist

☐ VIN entered and decoded

☐ Internal notes added when needed

☐ Decoded vehicle fields reviewed

☐ Live Resume Preview reviewed

☐ Colors, mileage, stock number, price, and acquired date entered