



SUMMITCRS  
COLLISION REPAIR SYSTEMS

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**MediaPoint Training & Reference Guide**

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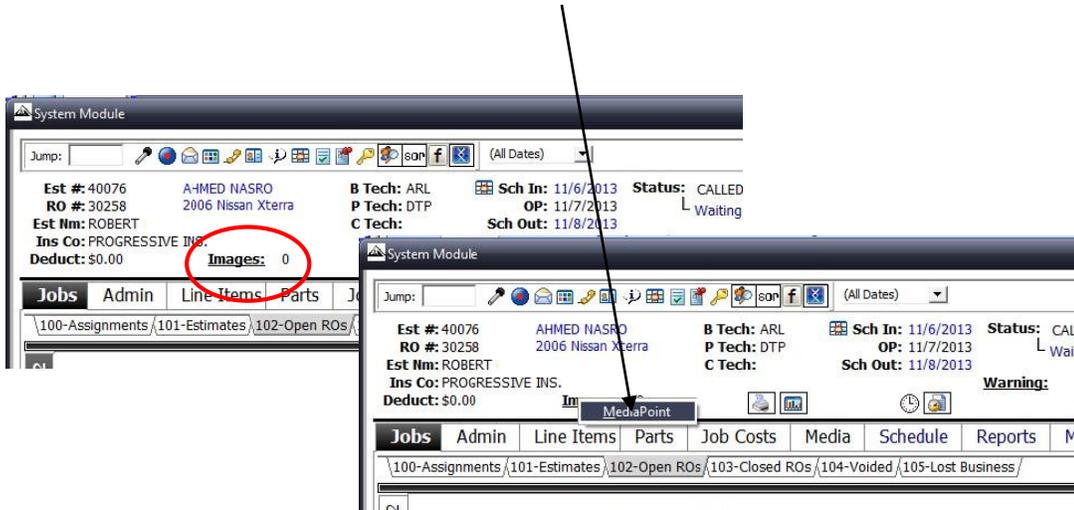
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# MediaPoint Startup

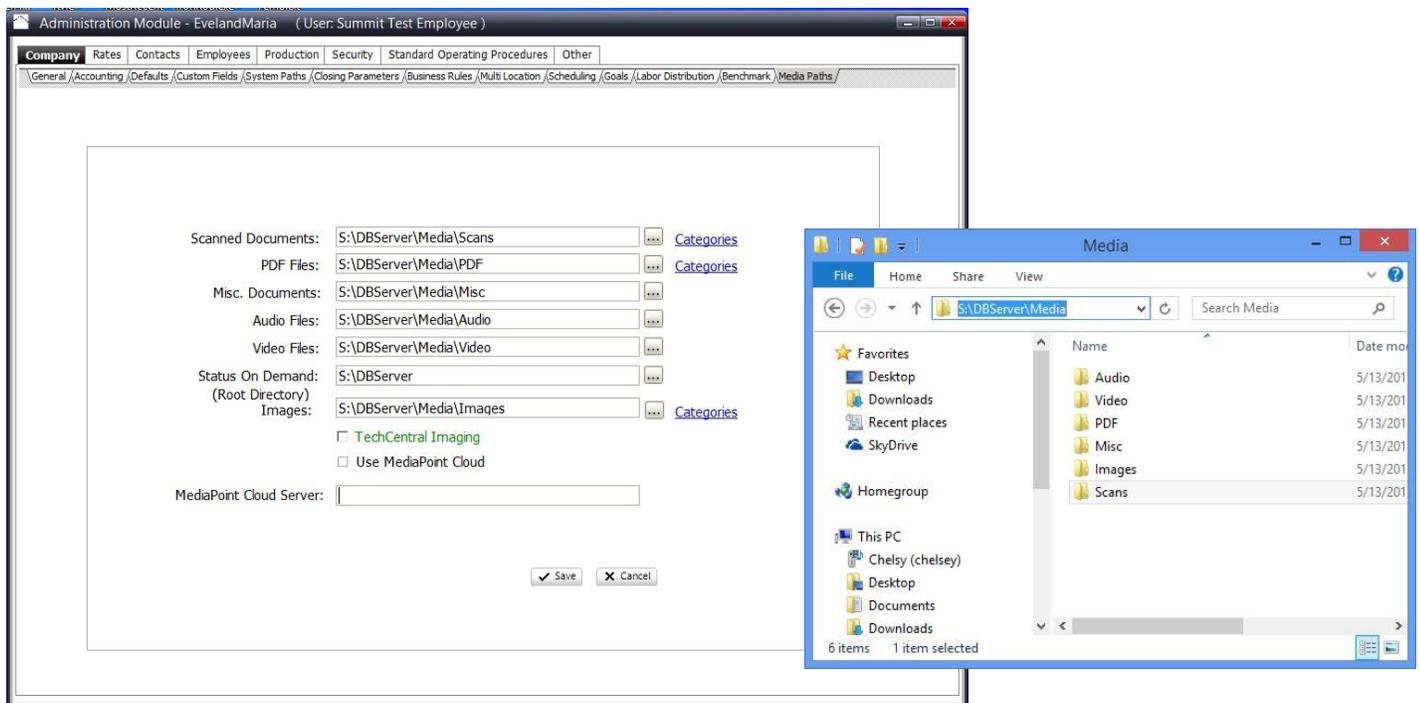
Click on the Media tab  
MediaPoint will auto launch.



Or, highlight the RO for which you'd like to view media and "right click" on the word "Images" on the main header and choose MediaPoint when it displays.



NOTE: For MediaPoint to launch ALL Media Paths must be set up in the Administration Module and point to existing folders:

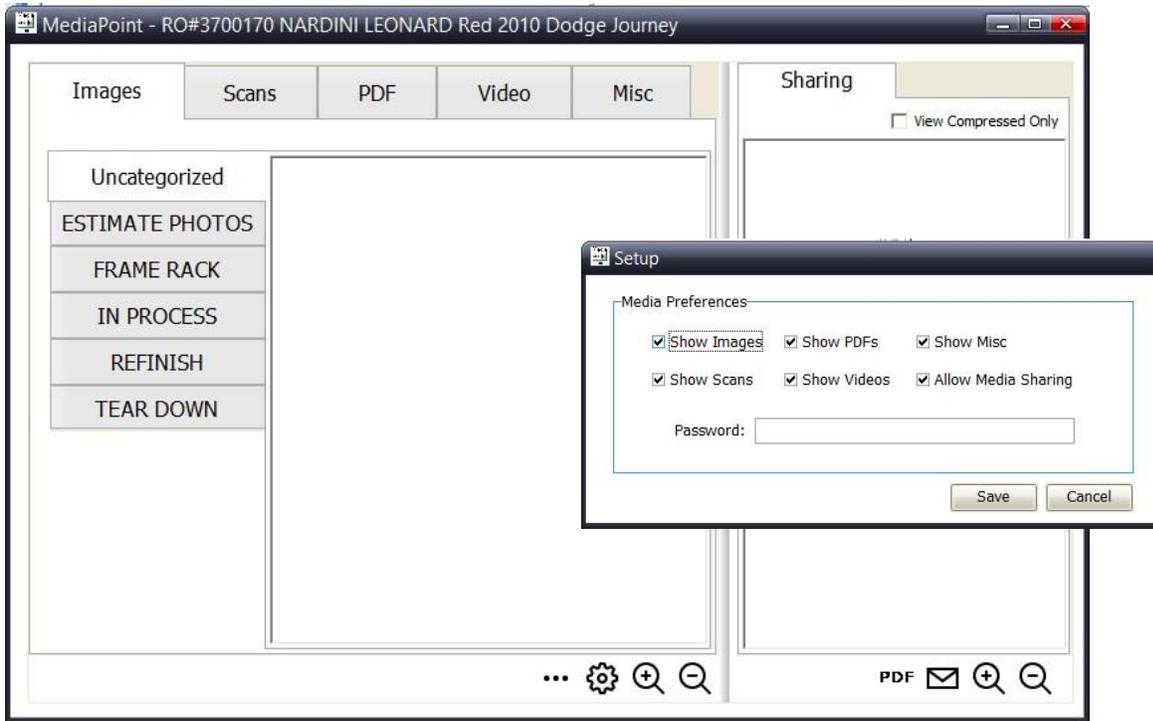


# Setup

Setup can be done uniquely for EACH workstation.

Click on the “Setup” link at the bottom of the MediaPoint screen.  This will launch the “Setup” window.

On EACH workstation, choose which options “Media Preferences” you’d like to be viewed on “that specific” workstation. When you **UN**check a box, it will not allow that PC workstation to view that option.



## MediaPoint Password

If you are setting up MediaPoint on a tech workstation or a workstation of which you do not want these setup options altered/changed, you can apply a password. I.e.: admin

After you click “Save” if another tries to alter/change the setup they will need the password to make changes.



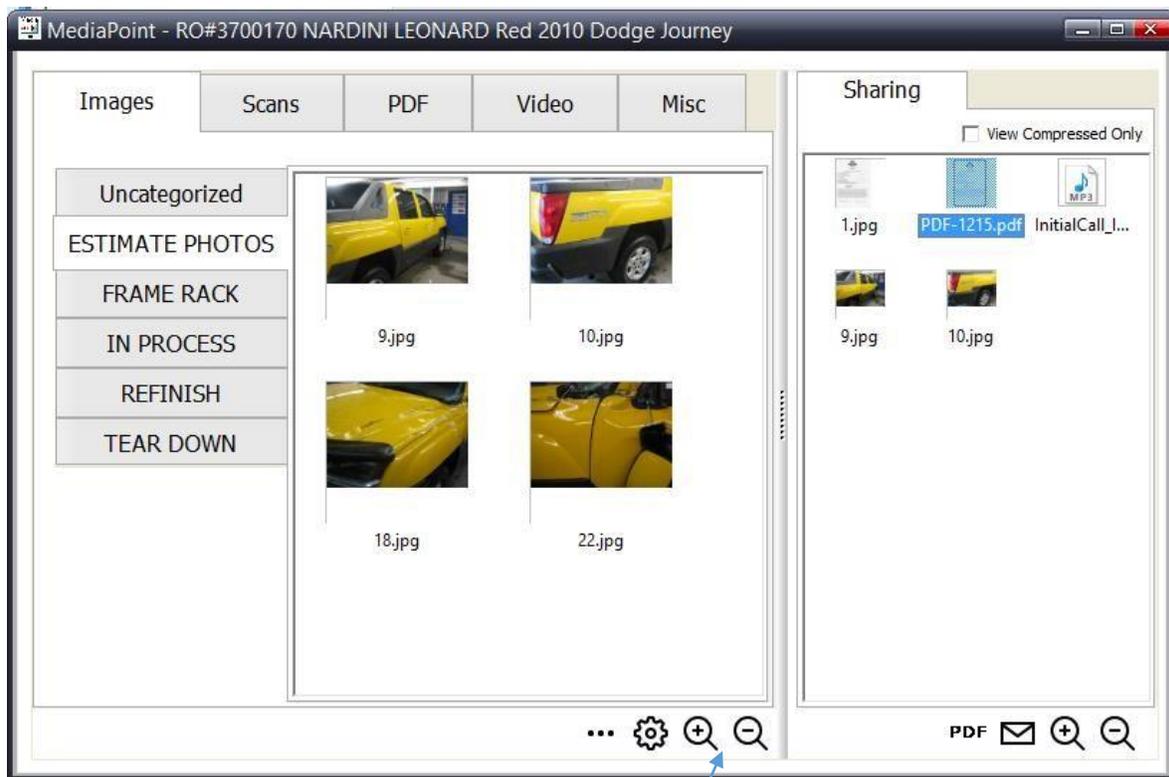
If no password is applied, no password will be required to make changes.

## Using MediaPoint

### Adding Files - Drag and Drop Capabilities

To add files, MediaPoint allows you to drag and drop images (**.jpg only**) into the “Uncategorized” or “Categorized” tabs.

NOTE: If you drop a file in to any “Images” tab that is not .jpg, it will not be visible.



Once the files are in MediaPoint you can make them appear larger or smaller, right click and rename files, and drag them in to the “Sharing” window where they can be stored outside of the SummitCRS filing system to be emailed or shared.

You can also drag images OUT of MediaPoint in to other folders or Estimating Systems. (If the estimating system allows)

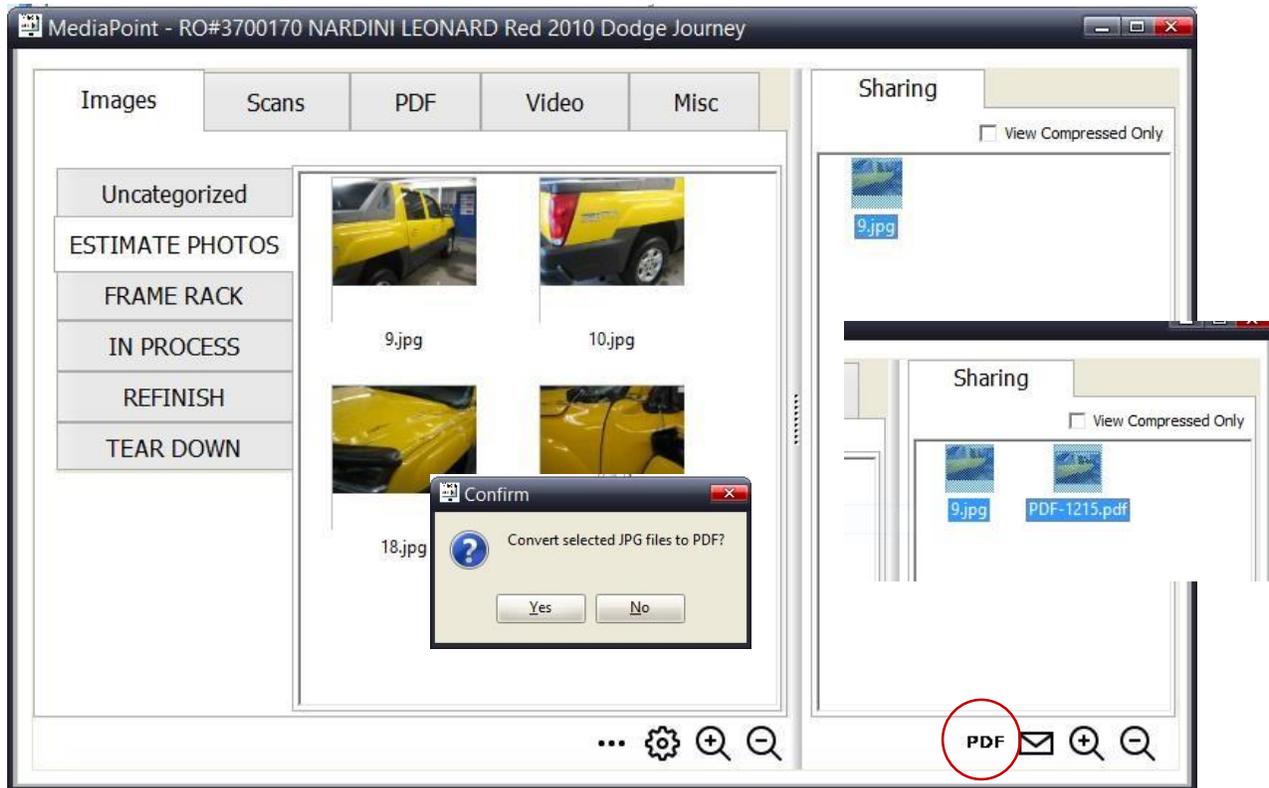
MediaPoint allows you to drag and drop Scanned Images (**.jpg only**) into the “Uncategorized” Scans tab and/or any of the Scans “Categorized” Tabs. NOTE: If you drop a file in to any “Scans” tab that is not .jpg, it will not be visible.

You can drag any .pdf file in to the “PDF” tab, any .avi file in to the “Video” tab, and ANY file in to the “Misc” tab in MediaPoint.

**NOTE:** You can also drag ANY file OUT of MediaPoint and it will drop a copy of the file wherever you choose.

## PDF

You can convert any .jpg file in to a PDF file by dragging it in to the “Sharing” tab, highlighting it, and then clicking the **PDF** link and clicking “Yes” when prompted. This will result in a PDF of the highlighted file being created in the “Sharing” tab (the pdf file will be a full page file.) You can then move it to PDF tab or Misc tab.

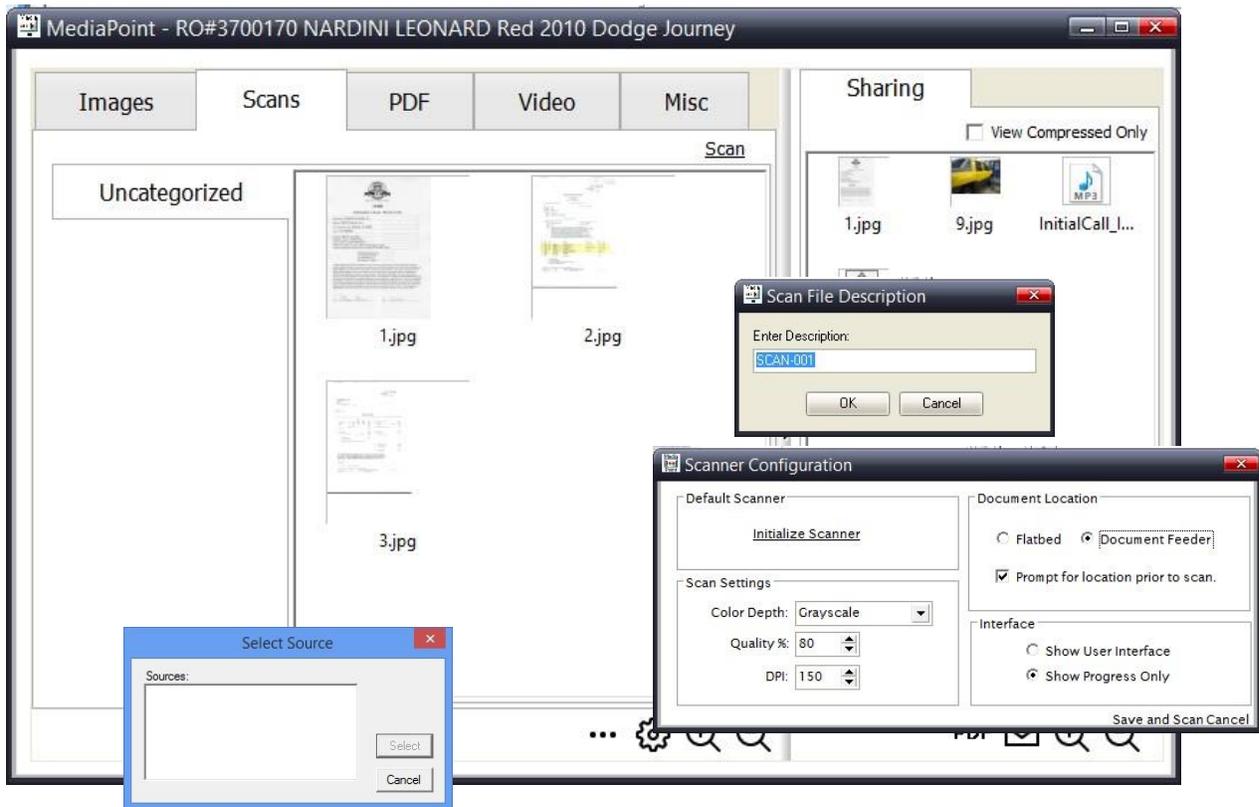


## Scan

You can now scan directly in to MediaPoint “Scan” tab by clicking on the [Scan](#) link.

### Scan Setup

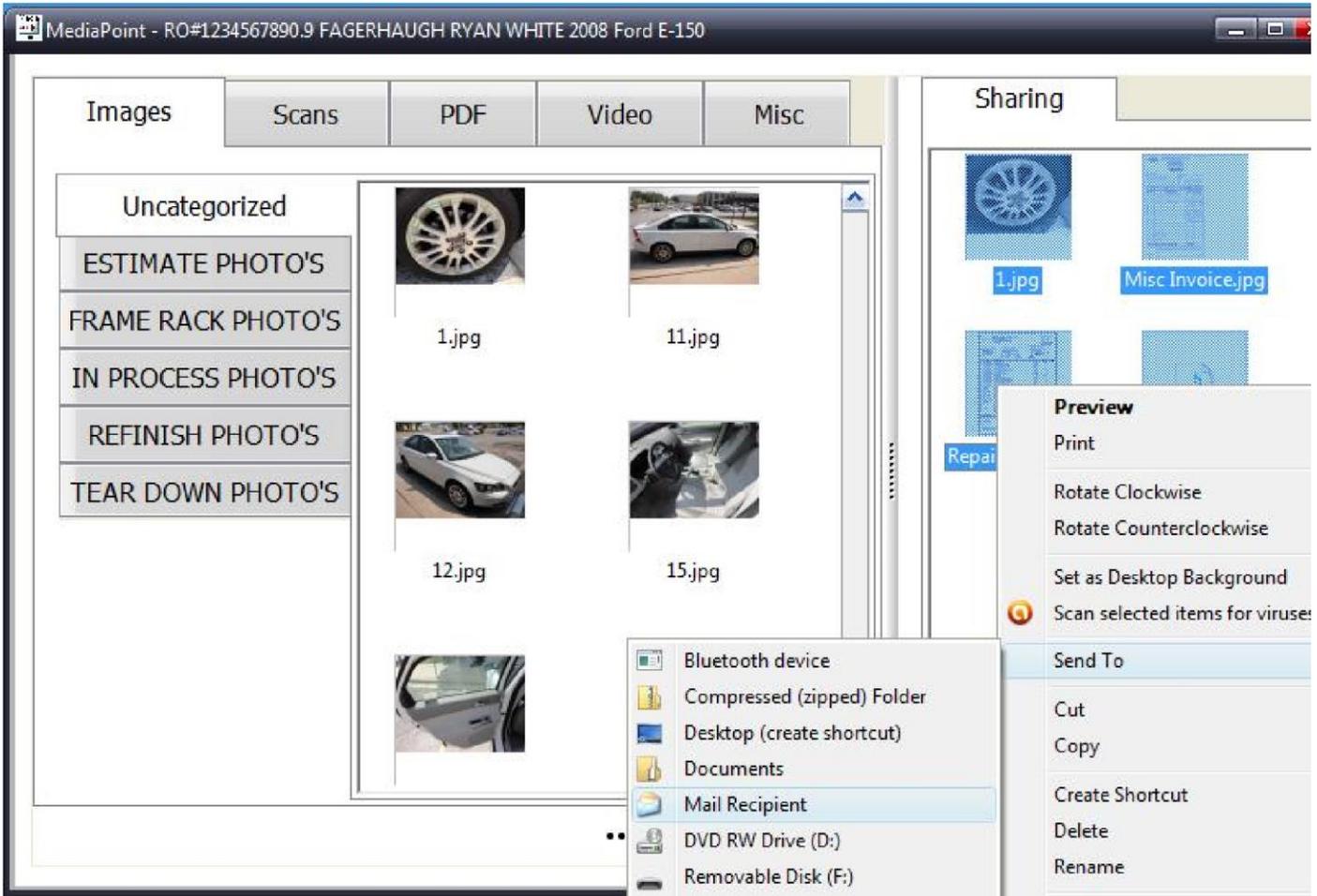
If you are setting up the Scanner for the first time, click on the Scan link, name your doc, click OK and set up your scanner by choosing your options and click “Initialize Scanner” select the TWAIN driver source and “Save” and then you will be ready to scan.



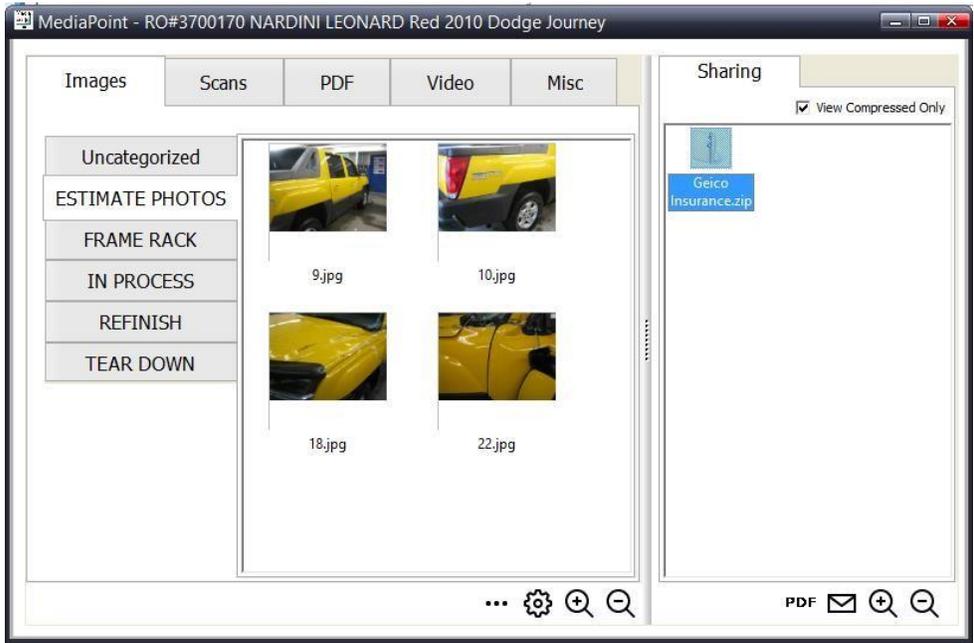
## Sharing

The MediaPoint "Sharing" window allows you to drag/copy any media file and "share" it.

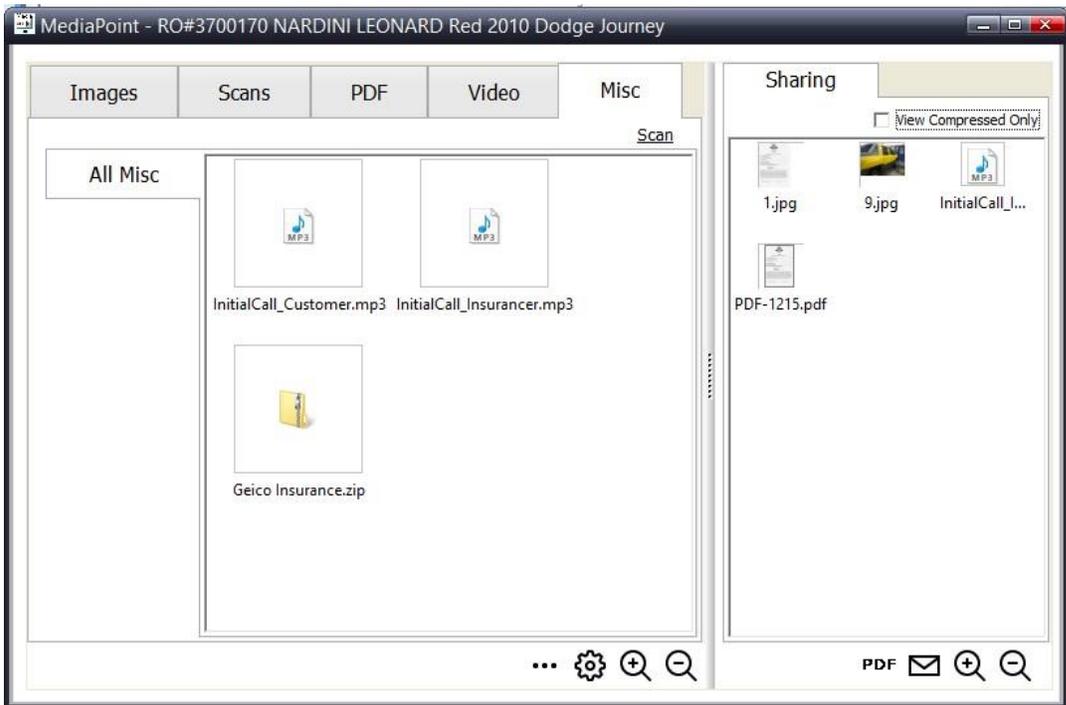
Once you have filled the "Sharing" window with files, simply highlight the files to be shared, right click, and choose your options to email, zip, etc.



In addition, you can also create .zip files in the "Sharing" folder by highlighting all the files you'd like to compress and choose the "Compressed (zipped) Folder" option. Once you create the .zip file, check the "View Compressed Only" checkbox and right click on the .zip file and rename to whatever you desire. (I.e.: Geico Insurance.zip)



If you desire, you can then drag/drop the created .zip file in to the “Misc” tab for storage and delete the “Shared” folder. This may help you manage folders more effectively. To go back to see all files in “Sharing” simply uncheck “View Compressed Only.”



## TechCentral MediaPoint

MediaPoint is also available in TechCentral by clicking on the MediaPoint icon.

TechCentral

## Friday, November 15, 2013

Reset Tech

**Body**

All RO's  
 WIP Only

<b>RO# 29321</b> ANNETT SUSAN TP\$: \$107.93	Target Date: 1/1/1900 2004 Pacifica	Media Point
<b>RO# 29390</b> HUNTER SHELBY TP\$: \$435.59	Target Date: 1/3/1900 2008 Camry	Media Point
<b>RO# 29594</b> LEOTTA MATTHEW TP\$: \$26.53	Target Date: 1/1/1900 2003 Element	Media Point
<b>RO# 29597</b> PERRY DARNELL TP\$: \$0.00	Target Date: 1/1/1900 2011 Q5 SPORT	Media Point

**Tech Status:** NOT currently clocked in.

Start In: 1/1/1900      Body:      Mech:  
 Company: CUSTOMER PAY      Refinish:      Prep:  
 Status: SCHEDULED IN  
 L

**CALL WHEN PARTS COME IN!!!**

12:19:45

**Note:** Remember as you set up MediaPoint on each Tech Workstation, you can control what they see and don't see through the setup and by applying a password. If they TRY to access more of MediaPoint it will require the password you applied.

Setup

Media Preferences

Show Images     Show PDFs     Show Misc  
 Show Scans     Show Videos     Allow Media Sharing

Password:

Save    Cancel

MediaPoint - RO#3700170 NARDINI LEONARD Red 2010 Dodge Journey

Images    PDF    Video

Uncategorized

ESTIMATE PHOTOS

FRAME RACK

IN PROCESS

REFINISH

TEAR DOWN

Sharing

View Compressed Only

1.jpg    9.jpg    InitialCall\_L...

PDF-1215.pdf






PDF       

Configuration Access

Password:

OK    Cancel