ADDING *TODAY'S MENU PERCENTAGE* TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the current day's Menu Percentage.

Start by clicking on the Dominion VUE logo. From the home page, select an existing Dashboard by clicking on the far-right caret next to Unassigned Reports (or the current Dashboard name), or create a new Dashboard by clicking [**New**] and entering a name and click [**Create**].
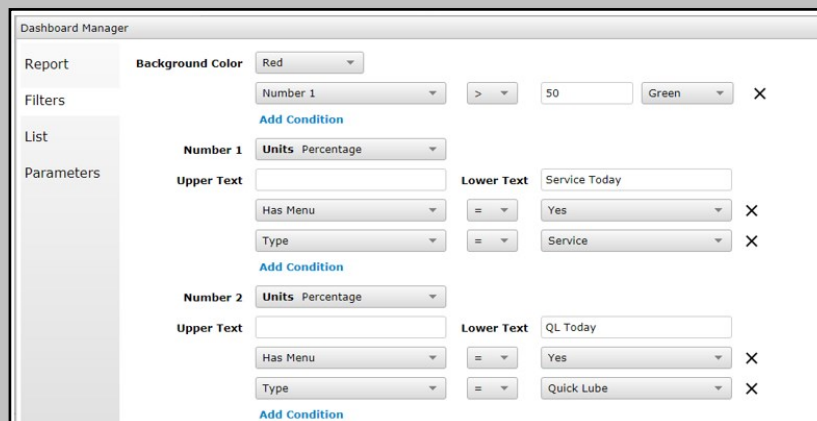
Click the [**Add Report**] button in the Action Ribbon.

ON THE **REPORT** TAB

1. **Report Basis** - Select [Service Repair Orders]
2. **Report Title** - "Today's Menu Percentage"
3. **Default View** - Number

ON THE **FILTERS** TAB

1. Set **Background Color** - [**Red**]
2. Click [**Add Condition**]
3. [**Number 1**] [**>**] [**50**] [**Green**]
4. Specify Number 1 as [**Units Percentage**]
5. Leave **Upper Text** Blank **Lower Text** "Service Today"
6. Click [**Add Condition**]
7. [**Has Menu**] [**=**] [**Yes**]
8. Click [**Add Condition**]
9. [**Type**] [**=**] [**Service**]
10. Specify Number 2 as [**Units Percentage**]
11. Leave **Upper Text** Blank **Lower Text** "QL Today"
12. Click [**Add Condition**]
13. [**Has Menu**] [**=**] [**Yes**]
14. Click [**Add Condition**]
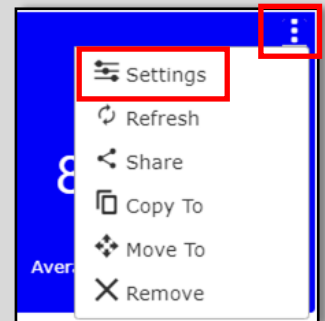15. [**Type**] [**=**] [**Quick Lube**]

For Technical Support, please contact: 1.800.227.8187 or email dmssupport@dominiondms.com

ON THE **PARAMETERS** TAB

1.   **Report Title** [Today's Menu Count]

2.   **Companies** [Select Companies to include]

3.   **Advisor** [All or select individual]

4.   **Open Status** [All]

5.   **Based On** [Open Date]

6.   **Date Type** [Preset Date Range]

7.   **Date Range** [Today]

Click [**Save**]

Each Dashboard may be edited by clicking on the three ellipses in the upper right corner and clicking on Settings. Contact Customer Support for details to create personalized Dashboards.

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