

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**].

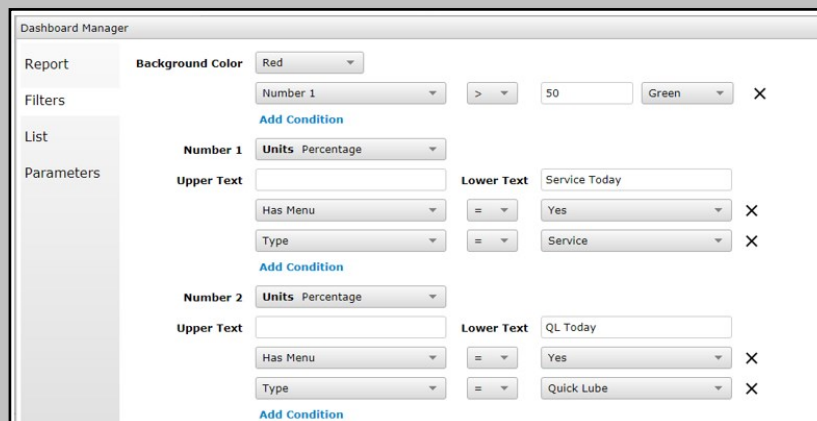
Click the [**Add Report**] button in the Action Ribbon.

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**]



The screenshot shows the 'Dashboard Manager' window with the 'Filters' tab selected. The configuration is as follows:

- Report:** Background Color is set to Red.
- Filters:**
 - Condition 1:** Number 1 > 50, Green. Units Percentage is selected for Number 1.
 - Condition 2:** Upper Text is blank, Lower Text is 'Service Today'. Has Menu = Yes, Type = Service.
 - Condition 3:** Number 2 > 50, Green. Units Percentage is selected for Number 2.
 - Condition 4:** Upper Text is blank, Lower Text is 'QL Today'. Has Menu = Yes, Type = Quick Lube.

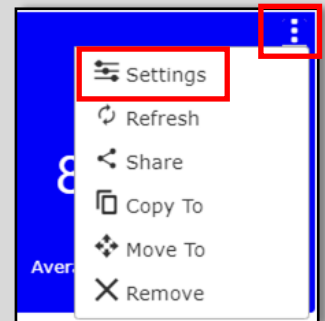
For Technical Support, please contact: 1.800.227.8187 or email dmssupport@dominiondms.com

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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