DASHBOARDS
Today's New Repair Orders

ADDING *TODAY'S NEW REPAIR ORDERS* TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the current day's New Repair Orders.

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**].

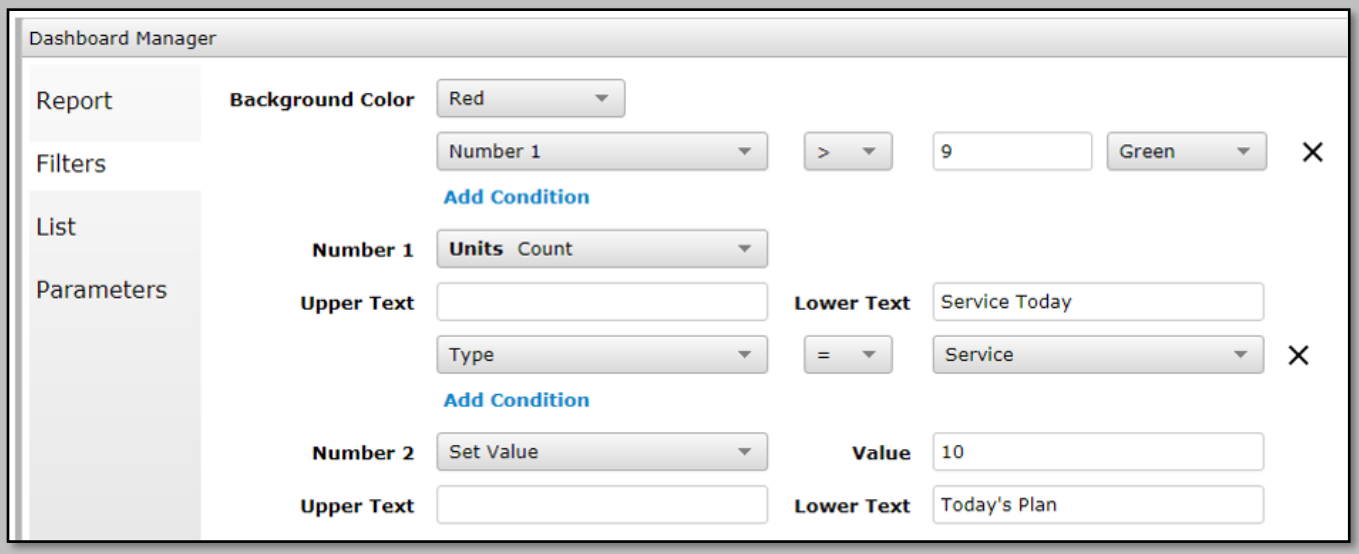
Click the [**Add Report]** button in the Action Ribbon.

ON THE **REPORT** TAB

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

ON THE **FILTERS** TAB

1. Set **Background Color** - Red
2. Click [**Add Condition**]
3. Set [**Number 1**] [**>**] [9 or amount] [**Green**]
4. Specify Number 1 as [**Units Count**]
5. Leave **Upper Text** Blank **Lower Text** "Service Today"
6. Click [**Add Condition**]
7. [**Type**] [**=**] [**Service**]
8. Specify Number 2 as [**Base Set Value**] and **Value** [10 or amount]
9. Leave **Upper Text** Blank **Lower Text** "Today's Plan"



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

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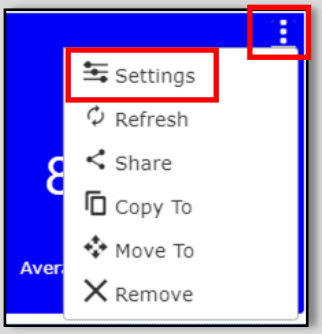
ON THE **PARAMETERS** TAB

1. **Report Title** [Today's New Repair Orders]
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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