

ADDING TODAY'S VEHICLE SALES HISTORY TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the Total Vehicle Sales Pace.

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**].

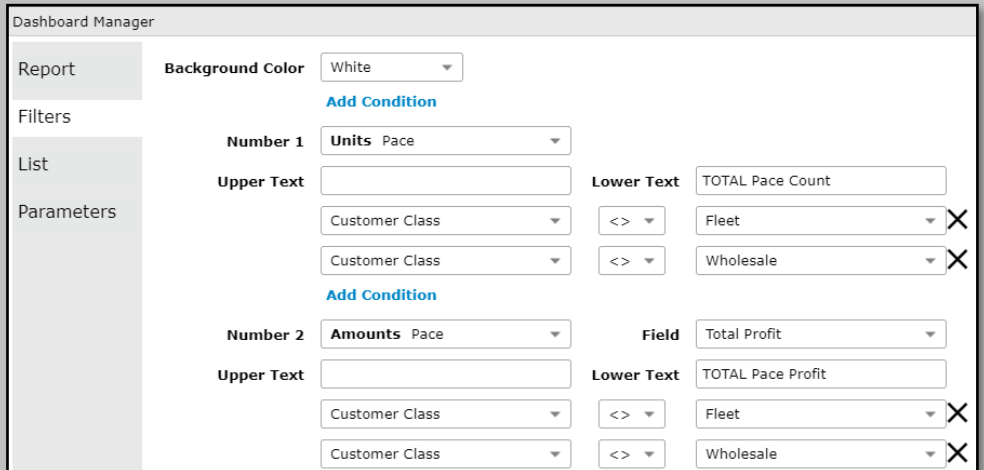
Click the [**Add Report**] button in the Action Ribbon.

ON THE REPORT TAB

1. **Report Basis** - Select [Vehicle Sales History]
2. **Report Title** - "TOTAL Pace"
3. **Default View** - Number

ON THE FILTERS TAB

1. Set **Background Color** - White
2. Specify Number 1 as [**Units Pace**]
3. Leave **Upper Text** Blank **Lower Text** "TOTAL Pace Count"
4. Click [**Add Condition**]
5. [**Customer Class**] [<>] [**Fleet**]
6. Click [**Add Condition**]
7. [**Customer Class**] [<>] [**Wholesale**]
8. Specify Number 2 as [**Amounts Pace**] Field [**Total Profit**]
9. Leave **Upper Text** Blank **Lower Text** "TOTAL Pace Profit"
10. Click [**Add Condition**]
11. [**Customer Class**] [<>] [**Fleet**]
12. Click [**Add Condition**]
13. [**Customer Class**] [<>] [**Wholesale**]



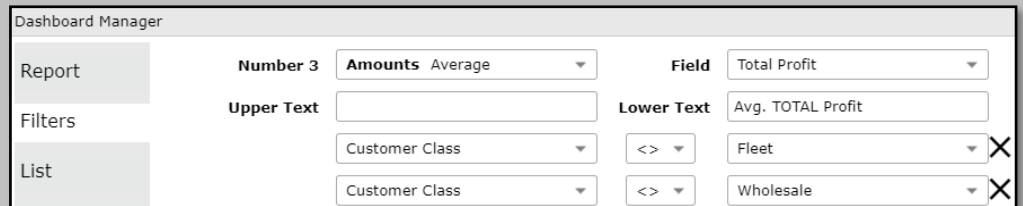
The screenshot shows the 'Dashboard Manager' window with the following configuration:

- Report:** Vehicle Sales History
- Background Color:** White
- Number 1:** Units Pace
- Upper Text:** (Blank)
- Lower Text:** TOTAL Pace Count
- Filters:**
 - Customer Class: Fleet
 - Customer Class: Wholesale
- Number 2:** Amounts Pace
- Field:** Total Profit
- Upper Text:** (Blank)
- Lower Text:** TOTAL Pace Profit
- Filters:**
 - Customer Class: Fleet
 - Customer Class: Wholesale

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

ON THE FILTERS TAB

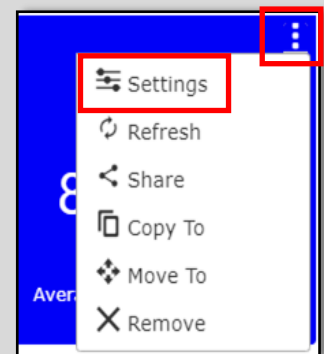
18. Specify Number 3 as **[Amounts Average]** Field **[Total Profit]**
19. Leave **Upper Text** Blank **Lower Text** "Avg, TOTAL Profit"
20. Click **[Add Condition]**
21. **[Customer Class] [<>] [Fleet]**
22. Click **[Add Condition]**
23. **[Customer Class] [<>] [Wholesale]**



ON THE PARAMETERS TAB

1. **Report Title** [TOTAL Pace]
2. **Companies** [Select Companies to include]
3. **Salespeople** [All or select individual]
4. **Sales Managers** [All or select individual]
5. **F & I Managers** [All or select individual]
6. **Date Type** [Preset Date Range]
7. **Date Range** [This Month]

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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