



ADDING TODAY'S VEHICLE SALES HISTORY TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the MTD New Vehicle Sales.

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** - "MTD NEW"
3. **Default View** - Number

ON THE FILTERS TAB

1. Set **Background Color** - Royal Blue
2. Specify Number 1 as [**Units Count**]
3. Leave **Upper Text** Blank **Lower Text** "Total NEW"
4. Click [**Add Condition**]
5. [**N / U**] [**=**] [**New**]
6. Click [**Add Condition**]
7. [**Customer Class**] [**<>**] [**Fleet**]
8. Click [**Add Condition**]
9. [**Customer Class**] [**<>**] [**Wholesale**]
10. Specify Number 2 as [**Amounts Total**] Field [**F.E. Gross**]
11. Leave **Upper Text** Blank **Lower Text** "Front End"
12. Click [**Add Condition**]
13. [**N / U**] [**=**] [**New**]
14. Click [**Add Condition**]
15. [**Customer Class**] [**<>**] [**Fleet**]
16. Click [**Add Condition**]
17. [**Customer Class**] [**<>**] [**Wholesale**]

Dashboard Manager

Report	Background Color Royal Blue <input type="button" value="Add Condition"/>		
Filters			
List			
Parameters			
	Number 1	Units Count <input type="button" value="Add Condition"/>	
	Upper Text		Lower Text Total New
	<input type="text" value="N/U"/>	= <input type="button" value="Add Condition"/>	<input type="text" value="New"/> <input type="button" value="X"/>
	<input type="text" value="Customer Class"/>	<> <input type="button" value="Add Condition"/>	<input type="text" value="Fleet"/> <input type="button" value="X"/>
	<input type="text" value="Customer Class"/>	<> <input type="button" value="Add Condition"/>	<input type="text" value="Wholesale"/> <input type="button" value="X"/>
	Number 2	Amounts Total <input type="button" value="Add Condition"/>	
	Upper Text		Field F.E. Gross
	<input type="text" value="N/U"/>	= <input type="button" value="Add Condition"/>	<input type="text" value="Front End"/> <input type="button" value="X"/>
	<input type="text" value="Customer Class"/>	<> <input type="button" value="Add Condition"/>	<input type="text" value="New"/> <input type="button" value="X"/>
	<input type="text" value="Customer Class"/>	<> <input type="button" value="Add Condition"/>	<input type="text" value="Fleet"/> <input type="button" value="X"/>
	<input type="text" value="Customer Class"/>	<> <input type="button" value="Add Condition"/>	<input type="text" value="Wholesale"/> <input type="button" value="X"/>

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

ON THE FILTERS TAB

18. Specify Number 3 as **[Amounts Total]** Field **[B.E. Gross]**
19. Leave **Upper Text** Blank **Lower Text** "Back End"
20. Click **[Add Condition]**
21. **[Customer Class]** **[<>]** **[Fleet]**
22. Click **[Add Condition]**
23. **[Customer Class]** **[<>]** **[Wholesale]**
24. Click **[Add Condition]**
25. **[N / U]** **[=]** **[New]**
26. Specify Number 4 **[Amounts Total]** Field **[Total Profit]**
27. Leave **Upper Text** Blank **Lower Text** "Total NEW Profit"
28. Click **[Add Condition]**
29. **[Customer Class]** **[<>]** **[Fleet]**
30. Click **[Add Condition]**
31. **[Customer Class]** **[<>]** **[Wholesale]**
32. Click **[Add Condition]**
33. **[N / U]** **[=]** **[New]**

Dashboard Manager

Report
Filters
List
Parameters

Add Condition

Number 3 **Amounts** Total **Field** B.E. Gross

Upper Text **Lower Text** Back End

Customer Class **<>** Fleet

Customer Class **<>** Wholesale

N/U **=** New

Add Condition

Number 4 **Amounts** Total **Field** Total Profit

Upper Text **Lower Text** Total NEW PROFIT

Customer Class **<>** Fleet

Customer Class **<>** Wholesale

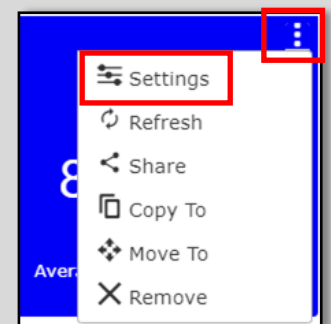
N/U **=** New

ON THE PARAMETERS TAB

1. **Report Title** [MTD NEW]
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]

Click **[Save]**

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



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