

ADDING MTD TOTAL VEHICLE SALES TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the MTD Total 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**].

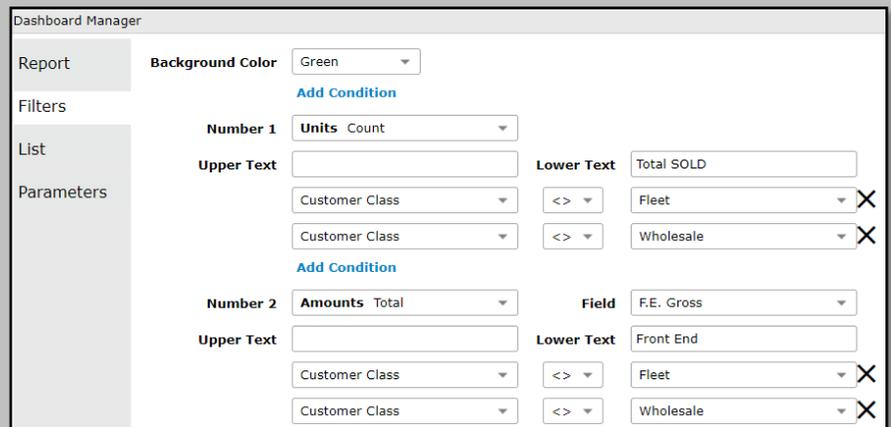
Click the [**Add Report**] button in the Action Ribbon.

ON THE REPORT TAB

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

ON THE FILTERS TAB

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



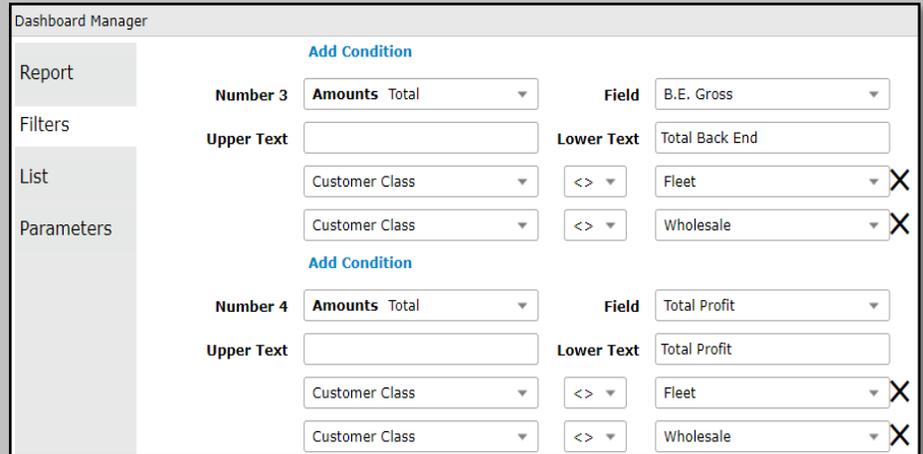
The screenshot shows the 'Dashboard Manager' interface with the following configuration:

- Report:** Background Color: Green
- Filters:** Add Condition
- Number 1:** Units Count
- Upper Text:** (Blank)
- Lower Text:** Total SOLD
- Parameters:**
 - Customer Class: Fleet
 - Customer Class: Wholesale
- Add Condition**
- Number 2:** Amounts Total
- Field:** F.E. Gross
- Upper Text:** (Blank)
- Lower Text:** Front End
- Parameters:**
 - Customer Class: Fleet
 - Customer Class: Wholesale

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ON THE FILTERS TAB

14. Specify Number 3 as **[Amounts Total]** Field **[B.E. Gross]** 25. **[Customer Class]** [**<>**] **[Wholesale]**
15. Leave **Upper Text** Blank **Lower Text** "Total Back End"
16. Click **[Add Condition]**
17. **[Customer Class]** [**<>**] **[Fleet]**
18. Click **[Add Condition]**
19. **[Customer Class]** [**<>**] **[Wholesale]**
20. Specify Number 4 **[Amounts Total]** Field **[Total Profit]**
21. Leave **Upper Text** Blank **Lower Text** "Total Profit"
22. Click **[Add Condition]**
23. **[Customer Class]** [**<>**] **[Fleet]**
24. Click **[Add Condition]**



The screenshot shows the 'Dashboard Manager' interface with a sidebar on the left containing 'Report', 'Filters', 'List', and 'Parameters'. The main area is titled 'Add Condition' and shows two filter configurations:

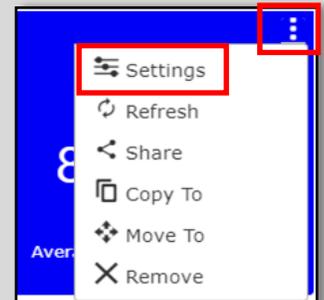
- Number 3:** Field is 'B.E. Gross'. Upper Text is blank. Lower Text is 'Total Back End'. Customer Class is set to 'Fleet' and 'Wholesale'.
- Number 4:** Field is 'Total Profit'. Upper Text is blank. Lower Text is 'Total Profit'. Customer Class is set to 'Fleet' and 'Wholesale'.

ON THE PARAMETERS TAB

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