

ADDING TODAY'S VEHICLE SALES HISTORY TO YOUR DASHBOARD

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

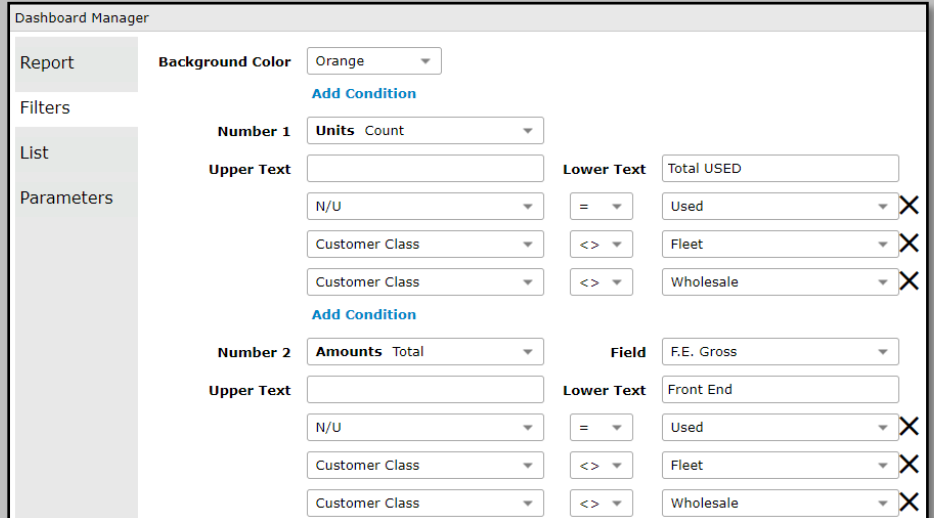
Click the [**Add Report**] button in the Action Ribbon.

ON THE REPORT TAB

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

ON THE FILTERS TAB

1. Set **Background Color** - Orange
2. Specify Number 1 as [**Units Count**]
3. Leave **Upper Text** Blank **Lower Text** "Total USED"
4. Click [**Add Condition**]
5. [**N / U**] [**=**] [**Used**]
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**] [**=**] [**USED**]
14. Click [**Add Condition**]
15. [**Customer Class**] [**<>**] [**Fleet**]
16. Click [**Add Condition**]
17. [**Customer Class**] [**<>**] [**Wholesale**]



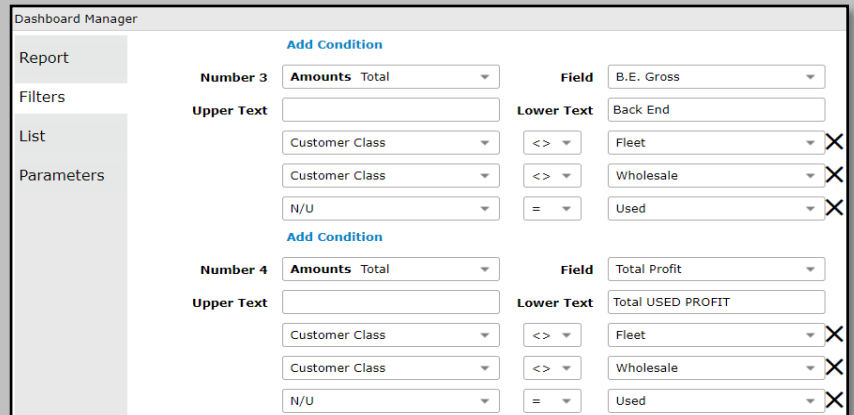
The screenshot shows the 'Dashboard Manager' interface with the following configuration:

- Report:** Background Color is set to 'Orange'.
- Filters:**
 - Number 1:** Units Count
 - Upper Text:** (Blank)
 - Lower Text:** Total USED
 - Conditions:**
 - [N / U] [=] [Used]
 - [Customer Class] [<>] [Fleet]
 - [Customer Class] [<>] [Wholesale]
- List:** (Empty)
- Parameters:**
 - Number 2:** Amounts Total
 - Field:** F.E. Gross
 - Upper Text:** (Blank)
 - Lower Text:** Front End
 - Conditions:**
 - [N / U] [=] [USED]
 - [Customer Class] [<>] [Fleet]
 - [Customer Class] [<>] [Wholesale]

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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**] [=] [**USED**]
26. Specify Number 4 [Amounts Total] Field [**Total Profit**]
27. Leave **Upper Text** Blank **Lower Text** "Total USED Profit"
28. Click [**Add Condition**]
29. [**Customer Class**] [<>] [**Fleet**]
30. Click [**Add Condition**]
31. [**Customer Class**] [<>] [**Wholesale**]
32. Click [**Add Condition**]
33. [**N / U**] [=] [**Used**]

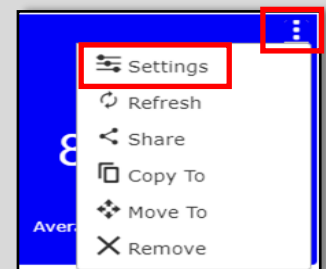


ON THE PARAMETERS TAB

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