DASHBOARD REPORT
Month Over Month
Vehicle Sales

ADDING *TODAY'S VEHICLE SALES HISTORY* TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the Month Over Month 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**].

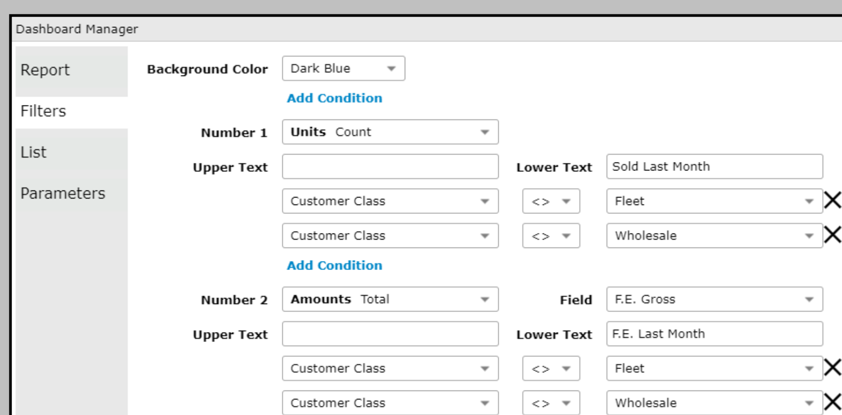
Click the [**Add Report]** button in the Action Ribbon.

ON THE **REPORT** TAB

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

ON THE **FILTERS** TAB

1. Set **Background Color** - Dark Blue
2. Specify Number 1 as [**Units Count**]
3. Leave **Upper Text** Blank **Lower Text** "Sold Last Month"
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** "F.E. Last Month"
10. Click [**Add Condition**]
11. [**Customer Class**] [**< >**] [**Fleet**]
12. Click [**Add Condition**]
13. [**Customer Class**] [**< >**] [**Wholesale**]



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

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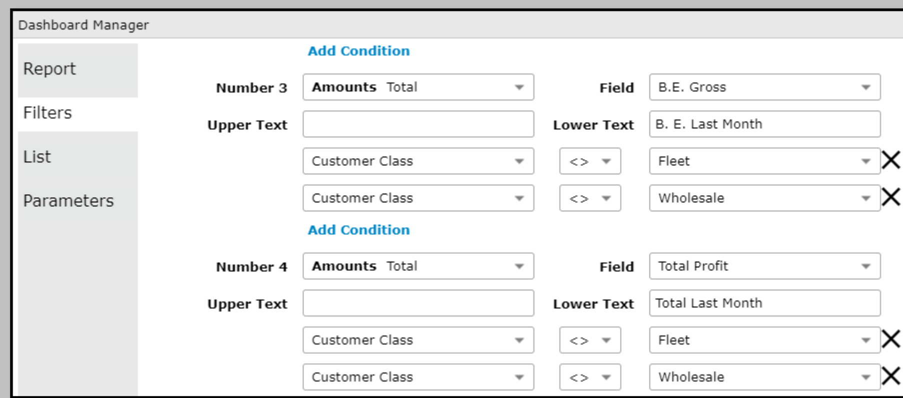
ON THE **FILTERS** TAB

14. Specify Number 3 as [**Amounts Total**] Field [**B.E. Gross**]
15. Leave **Upper Text** Blank **Lower Text** "B.E. Last Month"
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 Last Month"
22. Click [**Add Condition**]
23. [**Customer Class**] [**<>**] [**Fleet**]
24. Click [**Add Condition**]
25. [**Customer Class**] [**<>**] [**Wholesale**]

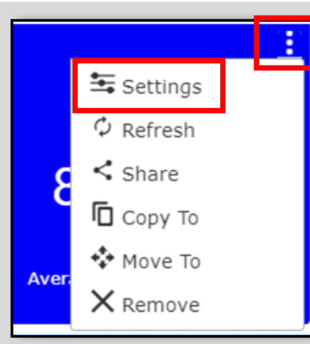


ON THE **PARAMETERS** TAB

1. **Report Title** [Month Over Month]
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** [Last Month]

Click [**Save**]

Each Dashboard REPORT 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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