

## 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** ].

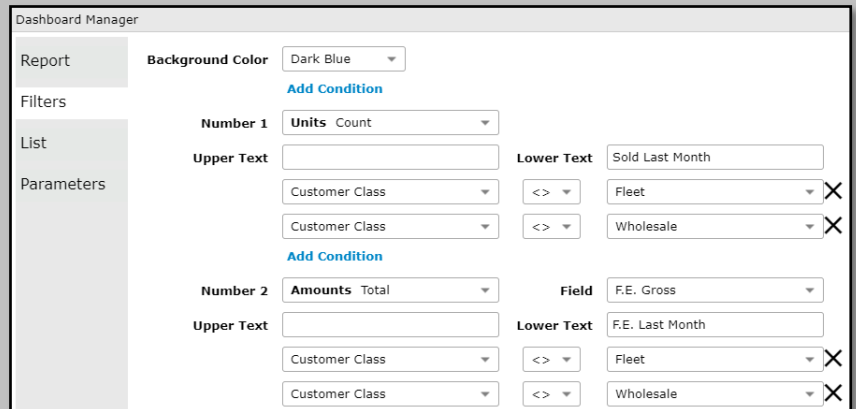
Click the [ **Add Report** ] button in the Action Ribbon.

## 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** ]



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

- Report:** Background Color: Dark Blue (dropdown)
- Filters:** Add Condition (link)
- List:**
  - Number 1:** Units Count (dropdown)
  - Upper Text:** (blank)
  - Lower Text:** Sold Last Month (text input)
  - Parameters:**
    - Customer Class (dropdown) [ <> ] Fleet (dropdown) [X]
    - Customer Class (dropdown) [ <> ] Wholesale (dropdown) [X]
  - Add Condition (link)
  - Number 2:** Amounts Total (dropdown)
  - Field:** F.E. Gross (dropdown)
  - Upper Text:** (blank)
  - Lower Text:** F.E. Last Month (text input)
  - Parameters:**
    - Customer Class (dropdown) [ <> ] Fleet (dropdown) [X]
    - Customer Class (dropdown) [ <> ] Wholesale (dropdown) [X]

For Technical Support please contact: 1.800.227.8187 or email [dmssupport@dominiondms.com](mailto:dmssupport@dominiondms.com)

## 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]**

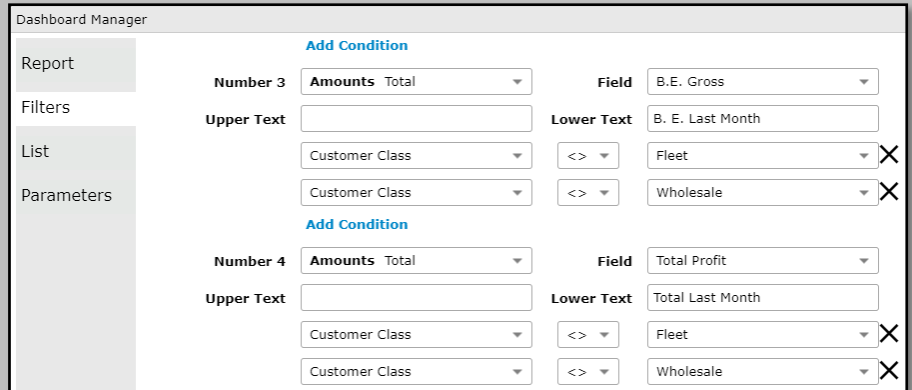
21. Leave **Upper Text** Blank **Lower Text** "Total Last Month"

22. Click **[Add Condition]**

23. **[Customer Class]** **[<>]** **[Fleet]**

24. Click **[Add Condition]**

25. **[Customer Class]** **[<>]** **[Wholesale]**



The screenshot shows the 'Dashboard Manager' window with a sidebar containing 'Report', 'Filters', 'List', and 'Parameters'. The main area displays two conditions:

- Condition 1 (Number 3):**
  - Field:** B.E. Gross
  - Upper Text:** (Blank)
  - Lower Text:** B. E. Last Month
  - Customer Class:** Fleet
- Condition 2 (Number 4):**
  - Field:** Total Profit
  - Upper Text:** (Blank)
  - Lower Text:** Total Last Month
  - Customer Class:** Fleet

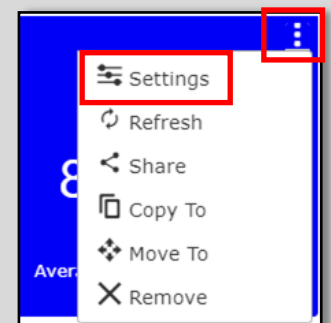
Each condition has an 'Add Condition' button and a 'Customer Class' dropdown menu with 'Fleet' and 'Wholesale' options.

## ON THE PARAMETERS TAB

- Report Title** [ Month Over Month ]
- Companies** [ Select Companies to include ]
- Salespeople** [ All or select individual ]
- Sales Managers** [ All or select individual ]
- F & I Managers** [ All or select individual ]
- Date Type** [ Preset Date Range ]
- 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.



For Technical Support please contact: 1.800.227.8187 or email [dmssupport@dominiondms.com](mailto:dmssupport@dominiondms.com)