

ADDING TODAY'S VEHICLE SALES HISTORY TO YOUR DASHBOARD

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

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**].

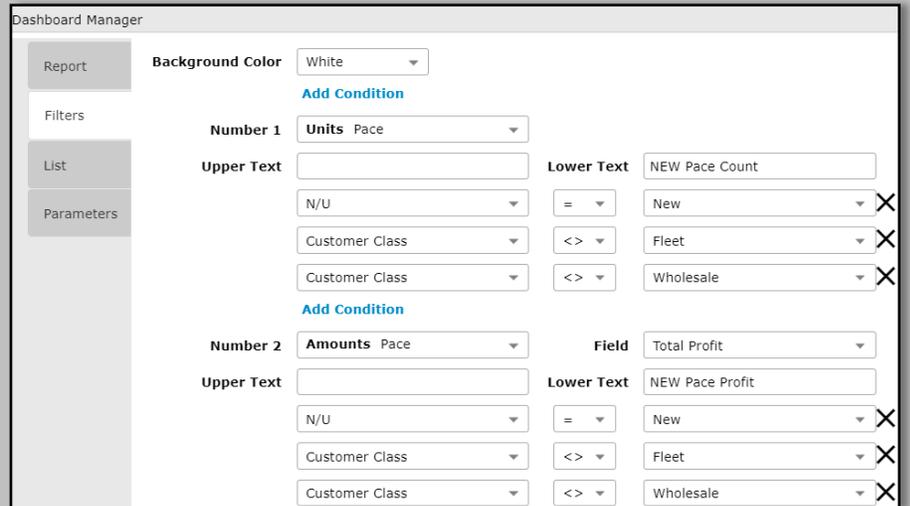
Click the [**Add Report**] button in the Action Ribbon.

ON THE REPORT TAB

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

ON THE FILTERS TAB

1. Set **Background Color** - White
2. Specify Number 1 as [**Units Pace**]
3. Leave **Upper Text** Blank **Lower Text** "NEW Pace Count"
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 Pace**]
Field [**Total Profit**]
11. Leave **Upper Text** Blank **Lower Text** "New Pace Profit"
12. Click [**Add Condition**]
13. [**N / U**] [=] [**New**]
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: White
- Number 1:** Units Pace
- Upper Text:** (Blank)
- Lower Text:** NEW Pace Count
- Conditions for Number 1:**
 - N/U = New
 - Customer Class <> Fleet
 - Customer Class <> Wholesale
- Number 2:** Amounts Pace
- Field:** Total Profit
- Upper Text:** (Blank)
- Lower Text:** NEW Pace Profit
- Conditions for Number 2:**
 - N/U = New
 - Customer Class <> Fleet
 - Customer Class <> Wholesale

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ON THE FILTERS TAB

18. Specify Number 3 as **[Amounts Average]** Field **[Total Profit]**

19. Leave **Upper Text** Blank **Lower Text** "Average NEW Profit"

20. Click **[Add Condition]**

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

22. Click **[Add Condition]**

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

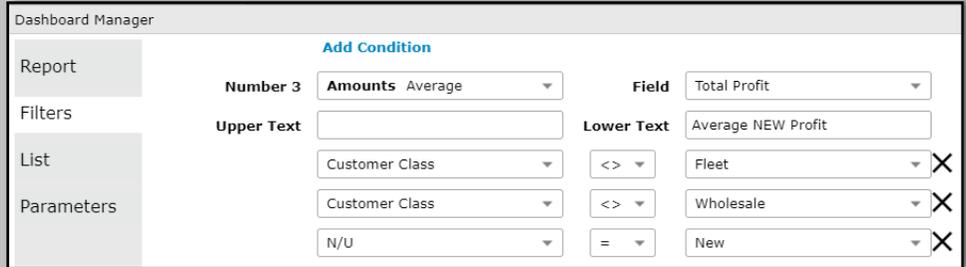
24. Click **[Add Condition]**

25. **[N / U] [=] [New]**

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

27. Click **[Add Condition]**

28. **[N / U] [=] [New]**



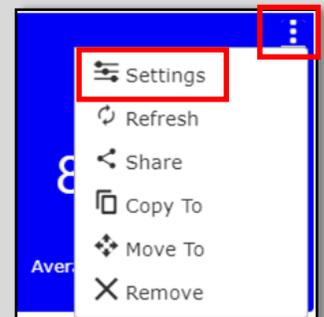
Report	Number 3	Field	Upper Text	Lower Text	
Report	Amounts Average	Total Profit		Average NEW Profit	
Filters	Customer Class	<>	Customer Class	Fleet	X
List	Customer Class	<>	Customer Class	Wholesale	X
Parameters	N/U	=	N/U	New	X

ON THE PARAMETERS TAB

- Report Title** [NEW Pace]
- 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** [This 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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