

ADDING TODAY'S CLOSED REPAIR ORDERS TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the current day's Closed Repair Orders.

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**].

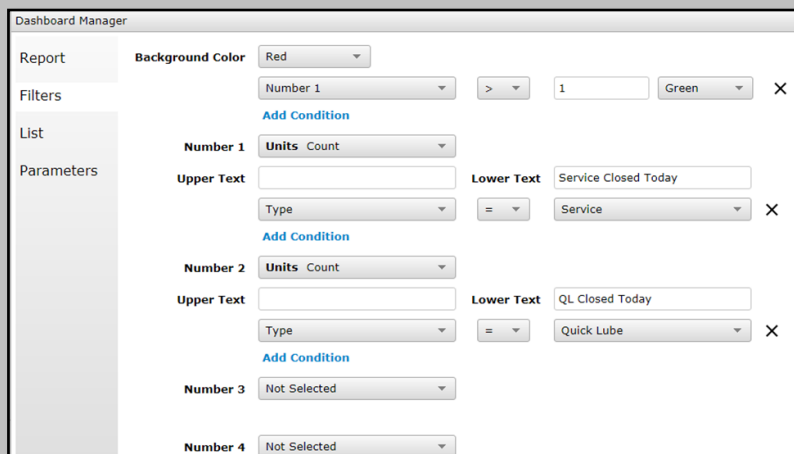
Click the [**Add Report**] button in the Action Ribbon.

ON THE REPORT TAB

1. **Report Basis** - Select [Service Repair Orders]
2. **Report Title** - "Today's Closed Repair Orders"
3. **Default View** - Number

ON THE FILTERS TAB

1. Set **Background Color** - Red
2. Click [**Add Condition**]
3. Set [**Number 1**] [>] [1 or amount] [**Green**]
4. Specify Number 1 as [**Units Count**]
5. Leave **Upper Text** Blank **Lower Text** "Service Closed Today"
6. Click [**Add Condition**]
7. [**Type**] [=] [**Service**]
8. Specify Number 2 as [**Units Count**]
9. Leave **Upper Text** Blank **Lower Text** "QL Closed Today"
10. Click [**Add Condition**]
11. [**Type**] [=] [**Quick Lube**]



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

- Report:** Background Color: Red
- Filters:**
 - Number 1: Units Count > 1 Green
 - Number 2: Units Count
 - Number 3: Not Selected
 - Number 4: Not Selected
- Parameters:**
 - Condition 1: Upper Text (blank), Lower Text: Service Closed Today, Type: =, Service
 - Condition 2: Upper Text (blank), Lower Text: QL Closed Today, Type: =, Quick Lube

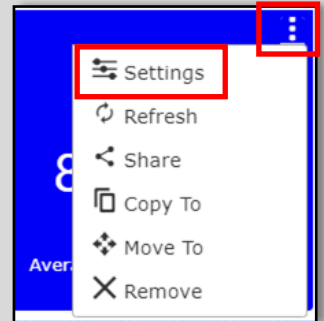
For Technical Support, please contact: 1.800.227.8187 or email dmssupport@dominiondms.com

ON THE PARAMETERS TAB

- 1. **Report Title** [Today's Closed Repair Orders]
- 2. **Companies** [Select Companies to include]
- 3. **Advisor** [All or select individual]
- 4. **Open Status** [Closed]
- 5. **Based On** [RO Status]
- 6. **Date Type** [Preset Date Range]
- 7. **Date Range** [Today]

Click **[Save]**

Each Dashboard Report 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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