

### ADDING TODAY'S MPI COUNT TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the current day's MPI Count.

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** ].

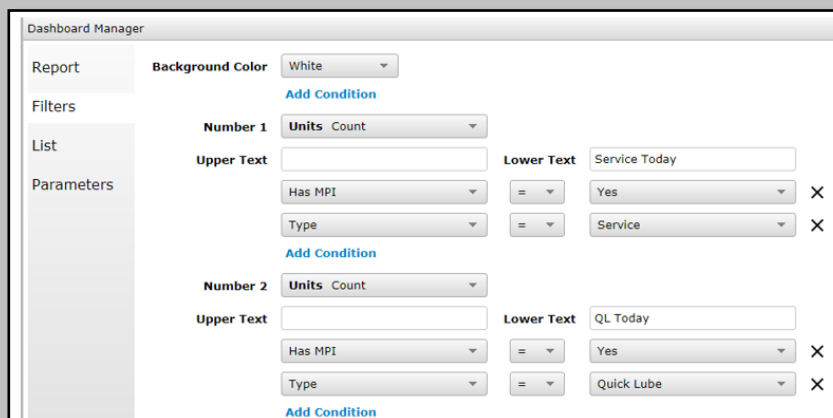
Click the [**Add Report**] button in the Action Ribbon.

### ON THE REPORT TAB

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

### ON THE FILTERS TAB

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Set <b>Background Color</b> - White</li> <li>2. Specify Number 1 as [<b>Units Count</b>]</li> <li>3. Leave <b>Upper Text</b> Blank <b>Lower Text</b> "Service Today"</li> <li>4. Click [ <b>Add Condition</b> ]</li> <li>5. [ <b>Has MPI</b> ] [ = ] [ <b>Yes</b> ]</li> <li>6. Click [ <b>Add Condition</b> ]</li> <li>7. [ <b>Type</b> ] [ = ] [ <b>Service</b> ]</li> </ol> | <ol style="list-style-type: none"> <li>8. Specify Number 2 as [<b>Units Count</b>]</li> <li>9. Leave <b>Upper Text</b> Blank <b>Lower Text</b> "QL Today"</li> <li>10. Click [ <b>Add Condition</b> ]</li> <li>11. [ <b>Has MPI</b> ] [ = ] [ <b>Yes</b> ]</li> <li>12. Click [ <b>Add Condition</b> ]</li> <li>13. [ <b>Type</b> ] [ = ] [ <b>Quick Lube</b> ]</li> </ol> |
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The screenshot shows the 'Dashboard Manager' interface with the following configuration:

- Report:** Background Color: White
- Filters:**
  - Number 1:** Units Count
    - Upper Text: (Blank)
    - Lower Text: Service Today
    - Condition 1: Has MPI = Yes
    - Condition 2: Type = Service
  - Number 2:** Units Count
    - Upper Text: (Blank)
    - Lower Text: QL Today
    - Condition 1: Has MPI = Yes
    - Condition 2: Type = Quick Lube

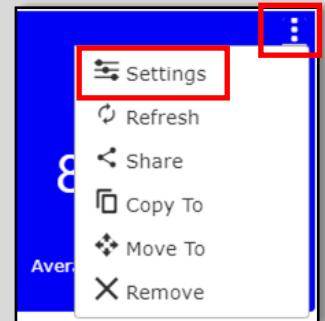
For Technical Support, please contact: 1.800.227.8187 or email [dmssupport@dominiondms.com](mailto:dmssupport@dominiondms.com)

### ON THE PARAMETERS TAB

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

Click **[Save]**

Each Dashboard Reports 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.



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