ADDING *TODAY'S MPI PERCENTAGE* TO YOUR DASHBOARD

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

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 MPI Percentage"
3. **Default View** - Number

ON THE **FILTERS** TAB

1. Set **Background Color** - Red
2. Click [**Add Condition**]
3. Set [**Number 1**] [**>**] [50 or amount] [**Green**]
4. Click [**Add Condition**]
5. Set [**Number 1**] [**>**] [25 or amount] [**Orange**]
6. Specify Number 1 as [**Units Percentage**]

7. Leave **Upper Text** Blank **Lower Text** "Service Today"
8. Click [**Add Condition**]
9. [**Has MPI**] [**=**] [**Yes**]
10. Click [**Add Condition**]
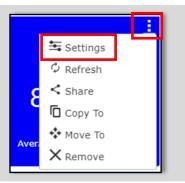11. [**Type**] [**=**] [**Quick Lube**]

ON THE **PARAMETERS** TAB

1. **Report Title** [Today's MPI Percentage]

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 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.

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