DASHBOARD REPORT
Today's Menu Count

ADDING *TODAY'S MENU COUNT* TO YOUR DASHBOARD

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

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**].

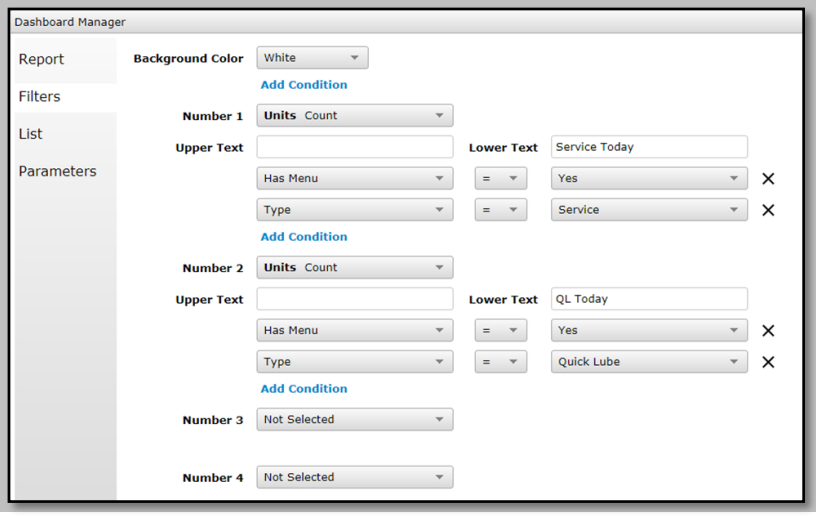
Click the [**Add Report]** button in the Action Ribbon.

ON THE **REPORT** TAB

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

ON THE **FILTERS** TAB

1. Set **Background Color** - White
2. Specify Number 1 as [**Units Count**]
3. Leave **Upper Text** Blank **Lower Text** "Service Today"
4. Click [**Add Condition**]
5. [**Has Menu**] [=] [**Yes**]
6. Click [**Add Condition**]
7. [**Type**] [=] [**Service**]
8. Specify Number 2 as [**Units Count**]
9. Leave **Upper Text** Blank **Lower Text** "QL Today"
10. Click [**Add Condition**]
11. [**Has Menu**] [=] [**Yes**]
12. Click [**Add Condition**]
13. [**Type**] [=] [**Quick Lube**]



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

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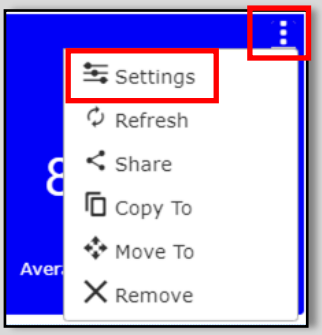
ON THE **PARAMETERS** TAB

1. **Report Title** [Today's Menu 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 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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