

### ADDING TODAY'S MENU PERCENTAGE TO YOUR DASHBOARD

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

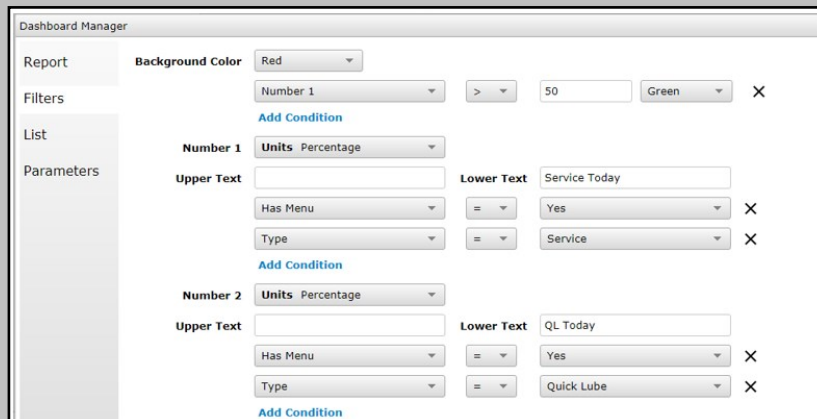
Click the [ **Add Report** ] button in the Action Ribbon.

### ON THE REPORT TAB

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

### ON THE FILTERS TAB

1. Set **Background Color** - [ Red ]
2. Click [ **Add Condition** ]
3. [ **Number 1** ] [ > ] [ 50 ] [ Green ]
4. Specify Number 1 as [ **Units Percentage** ]
5. Leave **Upper Text** Blank **Lower Text** "Service Today"
6. Click [ **Add Condition** ]
7. [ **Has Menu** ] [ = ] [ Yes ]
8. Click [ **Add Condition** ]
9. [ **Type** ] [ = ] [ **Service** ]
10. Specify Number 2 as [ **Units Percentage** ]
11. Leave **Upper Text** Blank **Lower Text** "QL Today"
12. Click [ **Add Condition** ]
13. [ **Has Menu** ] [ = ] [ Yes ]
14. Click [ **Add Condition** ]
15. [ **Type** ] [ = ] [ **Quick Lube** ]



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

- Report:** Background Color: Red
- Filters:**
  - Condition 1: Number 1 > 50, Green
  - Number 1: Units Percentage
  - Upper Text: (Blank)
  - Lower Text: Service Today
  - Condition 2: Has Menu = Yes
  - Condition 3: Type = Service
  - Number 2: Units Percentage
  - Upper Text: (Blank)
  - Lower Text: QL Today
  - Condition 4: Has Menu = Yes
  - Condition 5: Type = Quick Lube

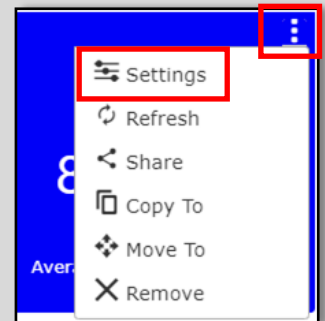
For Technical Support, please contact: 1.800.227.8187 or email [dmssupport@dominiondms.com](mailto:dmssupport@dominiondms.com)

### ON THE PARAMETERS TAB

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



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