DASHBOARDS
YTD Total Vehicle Sales

ADDING *TODAY'S VEHICLE SALES HISTORY* TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the Year To Date Vehicle Sales.

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**].

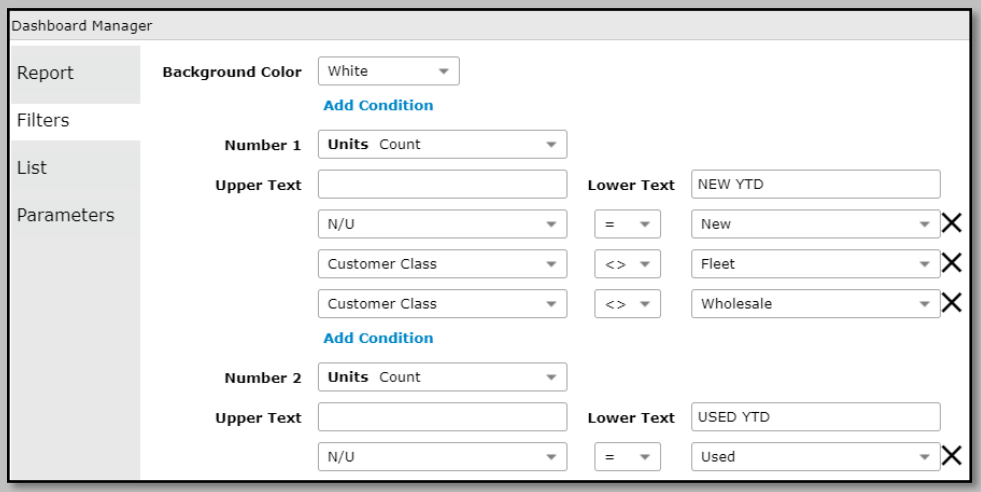
Click the [**Add Report]** button in the Action Ribbon.

ON THE **REPORT** TAB

1. **Report Basis** - Select [Vehicle Sales History]
2. **Report Title** - "Year To Date"
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** "NEW YTD"
4. Click [**Add Condition**]
5. [**N/U**] [**=**] [**New**]
6. Click [**Add Condition**]
7. [**Customer Class**] [**<>**] [**Fleet**]
8. Click [**Add Condition**]
9. [**Customer Class**] [**<>**] [**Whole-sale**]
10. Specify Number 2 as [**Units Count**]
11. Leave **Upper Text** Blank **Lower Text** "USED YTD"
12. Click [**Add Condition**]
13. [**N/U**] [**=**] [**Used**]



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

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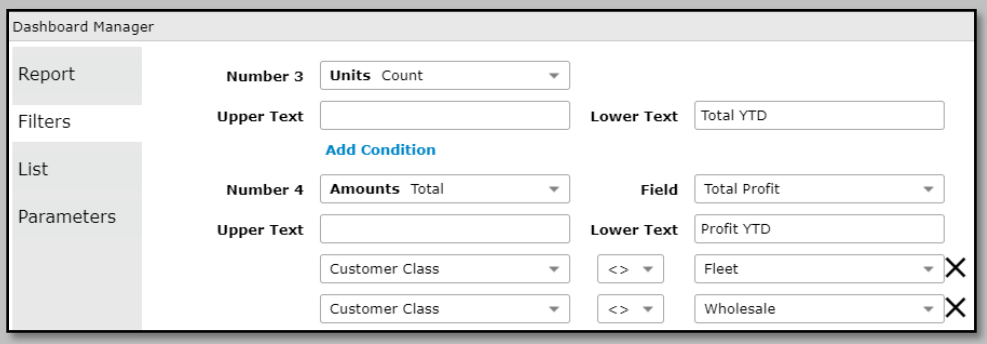
DASHBOARDS
Year To Date Vehicle Sales

ON THE **FILTERS** TAB

14. Specify Number 3 as [**Units Count**]
15. Leave **Upper Text** blank **Lower Text** "Total YTD"
16. Specify Number 4 [**Amounts Total**] Field [**Total Profit**]
17. Leave **Upper Text** blank **Lower Text** "Profit YTD"
18. Click [**Add Condition**]
19. [**Customer Class**] [**<>**] [**Fleet**]
20. Click [**Add Condition**]
21. [**Customer Class**] [**<>**] [**Wholesale**]

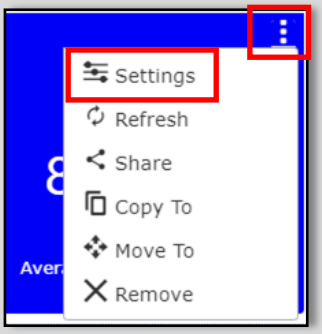


ON THE **PARAMETERS** TAB

1. **Report Title** [Year To Date]
2. **Companies** [Select Companies to include]
3. **Salespeople** [All or select individual]
4. **Sales Managers** [All or select individual]
5. **F & I Managers** [All or select individual]
6. **Date Type** [Preset Date Range]
7. **Date Range** [This Year]

Click [**Save**]

Each Dashboard 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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