

ADDING TODAY'S VEHICLE SALES HISTORY TO YOUR DASHBOARD

Follow the steps below to create a visual report graphic showing the Used Vehicle Sales Pace.

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**].

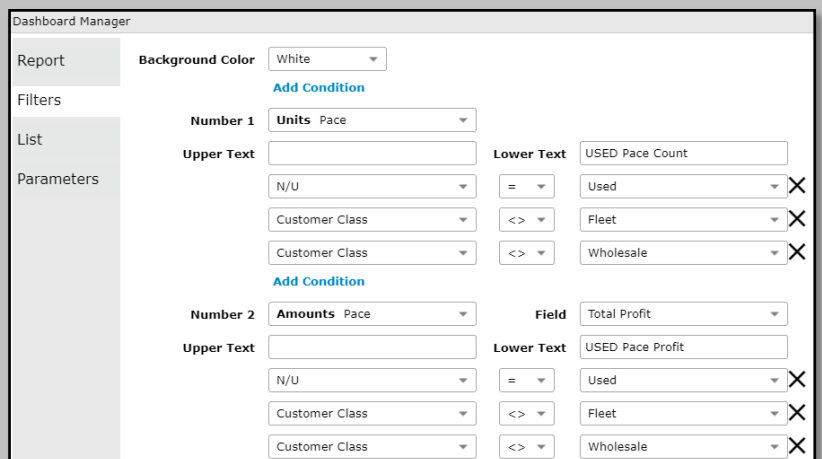
Click the [**Add Report**] button in the Action Ribbon.

ON THE REPORT TAB

1. **Report Basis** - Select [Vehicle Sales History]
2. **Report Title** - "USED Pace"
3. **Default View** - Number

ON THE FILTERS TAB

1. Set **Background Color** - White
2. Specify Number 1 as [**Units Pace**]
3. Leave **Upper Text** Blank **Lower Text** "USED Pace Count"
4. Click [**Add Condition**]
5. [**N / U**] [**=**] [**Used**]
6. Click [**Add Condition**]
7. [**Customer Class**] [**<>**] [**Fleet**]
8. Click [**Add Condition**]
9. [**Customer Class**] [**<>**] [**Wholesale**]
10. Specify Number 2 as [**Amounts Pace**] Field [**Total Profit**]
11. Leave **Upper Text** Blank **Lower Text** "USED Pace Profit"
12. Click [**Add Condition**]
13. [**N / U**] [**=**] [**Used**]
14. Click [**Add Condition**]
15. [**Customer Class**] [**<>**] [**Fleet**]
16. Click [**Add Condition**]
17. [**Customer Class**] [**<>**] [**Wholesale**]



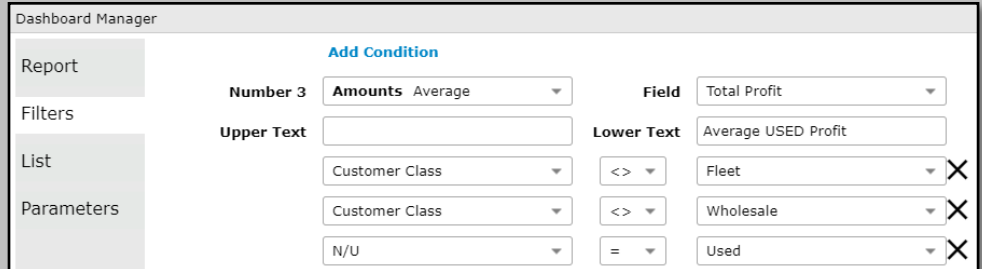
The screenshot shows the 'Dashboard Manager' interface with the following configuration:

- Report:** Background Color: White
- Filters:**
 - Number 1: Units Pace
 - Upper Text: (Blank)
 - Lower Text: USED Pace Count
 - Conditions:
 - [N / U] [=] [Used]
 - [Customer Class] [<>] [Fleet]
 - [Customer Class] [<>] [Wholesale]
- List:**
 - Number 2: Amounts Pace
 - Upper Text: (Blank)
 - Lower Text: USED Pace Profit
 - Field: Total Profit
 - Conditions:
 - [N / U] [=] [Used]
 - [Customer Class] [<>] [Fleet]
 - [Customer Class] [<>] [Wholesale]

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ON THE FILTERS TAB

18. Specify Number 3 as [Amounts Average] Field [Total Profit]
19. Leave Upper Text Blank Lower Text "Average USED Profit"
20. Click [Add Condition]
21. [Customer Class] [<>] [Fleet]
22. Click [Add Condition]
23. [Customer Class] [<>] [Wholesale]
24. Click [Add Condition]
25. [N / U] [=] [Used]



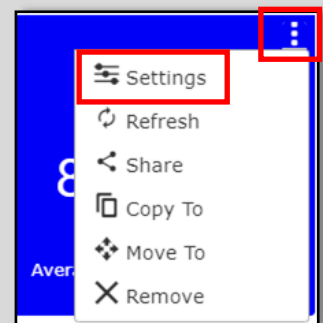
Number	Field	Upper Text	Lower Text	Action
3	Amounts Average		Average USED Profit	
	Customer Class		Fleet	X
	Customer Class		Wholesale	X
	N/U		Used	X

ON THE PARAMETERS TAB

1. **Report Title** [USED Pace]
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 Month]

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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