



# **DiveTab PC User Guide**

## DiveTab PC 7.1 User Guide

Revision: Doc-DTPCUG-71-011322-08

January, 2022

Diver Platform and Diver Solution software and documentation © 2015 Dimensional Insight, Inc.

60 Burlington Mall Road, Burlington, Massachusetts 01803

[www.dimins.com](http://www.dimins.com)

### U.S. Export Administration Act: Restrictions on Exporting Software

The Software includes cryptographic software that may be subject to export controls under the U.S. Export Administration Act. The Software may not be exported to any country or to any foreign entity or "foreign person" to the extent prohibited under applicable U.S. government regulations. By downloading or using the Software, you are acknowledging and agreeing to the foregoing limitations on your right to export or re-export the Software, and are also representing and warranting that you are neither on any of the U.S. government's lists of export precluded parties nor otherwise ineligible to receive software containing cryptography that is subject to export controls under the U.S. Export Administration Act.

Administrators must be aware that allowing users outside the United States to access data via certain DI-Clients qualifies as exporting encryption software (either the client executable or the Java applet sent to the browser). Export or re-export of encrypted software must be in accordance with the Export Administration Regulations. Diversion of encryption software contrary to U.S. law is prohibited.

### More Information

More information about trademarks, product warranty, and third-party license notices is available in your DI software Help system. Near the bottom of the Help **home** page, select the **Resources** link, and then on the **Support** page, select **Disclaimers, Trademarks, Warranty, and Third-Party Licenses**.

# Contents

<b>Introduction to DiveTab</b> .....	<b>1</b>
DiveTab Applications .....	1
Distributor Advisor .....	1
Program Advisor .....	2
Supplier Advisor .....	3
Requirements .....	3
<b>Getting Started</b> .....	<b>5</b>
Installing DiveTab .....	5
Opening and Connecting .....	7
Navigating .....	8
Changing Your Password .....	11
Clearing the Cache .....	13
Logging Out .....	14
Using DiveTab Offline .....	14
<b>Page Types</b> .....	<b>16</b>
Menu Pages .....	16
Submenus .....	17
Data Pages .....	19
A Closer Look at Data Pages .....	21
Bookmarks .....	24
Dive Dimensions .....	25
MultiColumns .....	27
QuickViews .....	31
Subsets .....	34

DivePort Pages .....	35
Document Pages .....	37
Export Pages .....	38
Presentation Pages .....	40
Repository Pages .....	42
Stamp Pages .....	45
Editing a Stamp Page .....	47
Using a Stamp .....	52
User Content Pages .....	56
Creating a User Presentation .....	58
Web Pages .....	73
<b>About Using Data Pages .....</b>	<b>76</b>
Adding and Removing MultiColumns .....	77
Adding Bookmarks .....	81
Creating Subsets .....	86
Diving on Data Values .....	92
Editing Dimensions and Columns .....	101
Switching Dimensions .....	104
Using QuickViews .....	105
Sharing and Viewing Data Using the Output Button .....	108

# Introduction to DiveTab

DiveTab is the Dimensional Insight tablet-based mobile technology that provides rapid access to your data and secondary information from a central location. DiveTab works with the DiveLine server to ensure secure, controlled distribution of your data and other resources, and provides mobile users access to structured data and unstructured content.

If you have any further questions or concerns, contact DI Customer Support for assistance:

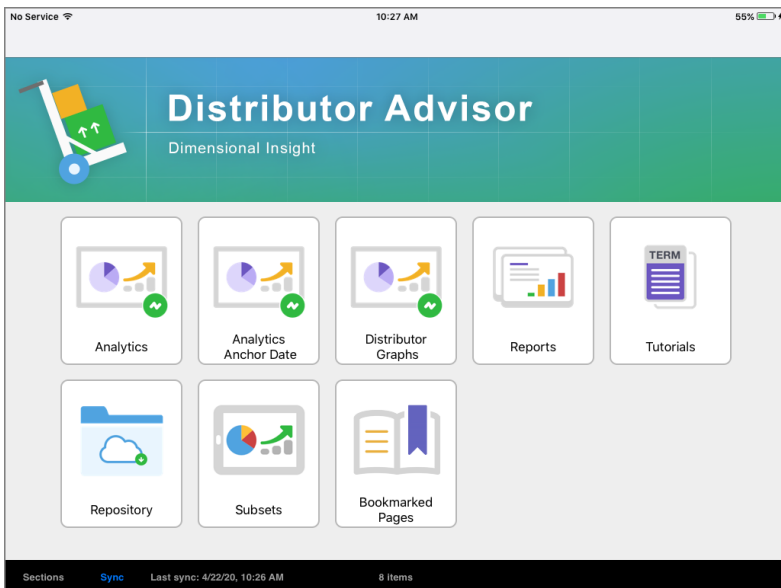
- North America: 920-436-8299 or [support@dimins.com](mailto:support@dimins.com)
- United States: <https://www.dimins.com/customer-support/>
- China: +86 20-8129-6052
- Denmark: +49 711 490 04-218
- Netherlands: +31 (0) 88-514 88 00
- Outside of the United States: <https://www.dimins.com/international/>

## DiveTab Applications

Dimensional Insight has several applications built with DiveTab available on the Apple store. These DiveTab applications allow you to immediately start analyzing data without having to build from scratch. The functionality for DiveTab is applicable to all applications built with DiveTab.

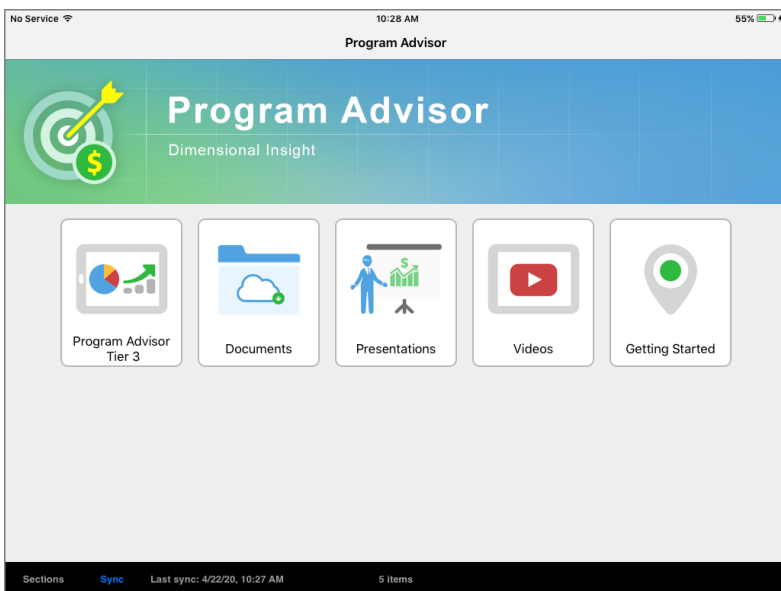
### Distributor Advisor

Distributor Advisor helps improve productivity by enabling easy access to current information. Using mobile technology, Distributor Advisor users have immediate and secure access to conduct sales data analysis and review sales metrics, financial data, and promotion performance figures in the field. Quick availability of this information helps to improve account management and provides direction to capitalize on growth opportunities.



## Program Advisor

Program Advisor helps manage sales programs and other goal-oriented initiatives more profitably and efficiently by automating everything from goal assignments to tracking actuals to calculating payouts to reporting the results. Sales representatives and sales support staff gain access to the information required to manage programs, promotions, incentives, placements, quotas, and goals.



## Supplier Advisor

Supplier Advisor helps improve the productivity of sales teams while reducing the cost of selling. This application makes it easier for sales representatives to access and conduct data analysis and review KPI sales metrics in real time, whether they are connected or disconnected from the Internet.



## Requirements

The DiveTab client on the PC requires the following:

- Windows XP or later, including Windows 7 and Windows 10 OS
- .NET Framework 4.7.2 or higher
- A license for the DiveTab application, issued and installed on your DiveTab site on the DiveLine server
- Access to the Internet





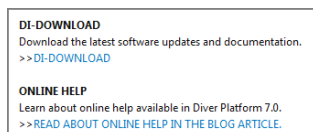
# Getting Started

This section focuses on the basics of using DiveTab, such as getting the client, connecting to your site, and exploring the data.

## Installing DiveTab

The DiveTab client is available for download on Dimensional Insight's website. Check with Technical Support if you need access. This procedure is also used for upgrades.

1. Sign into [www.dimins.com/](http://www.dimins.com/) using your user name and password.
2. Click the DI-DOWNLOAD link under the DI-Download section.



3. In the list, find the DiveTab-PC file and click the version number. For example, **7.0.44**.

	Version Number			
DiveTab-PC 7.0 Saleskit	7.0.52 (97663KB)	Previous Point Releases	Release Notes (12KB)	Manual (13658KB)
DiveTab-PC 7.0 Program Advisor	7.0.52 (97676KB)	Previous Point Releases	Release Notes (12KB)	Manual (13658KB)
DiveTab-PC 7.0 Explore	7.0.52 (97666KB)	Previous Point Releases	Release Notes (12KB)	Manual (13658KB)
DiveTab-PC 7.0	7.0.52 (98286KB)	Previous Point Releases	Release Notes (12KB)	Manual (13658KB)
Diver Platform Asian Language Pack 7.1 Windows Unicode	7.1.10 (284509KB)	Previous Point Releases	Not Available	Not Available
Diver Platform Asian Language Pack 7.0 Windows Unicode	7.0.52 (130500KB)	Previous Point Releases	Release Notes (715KB)	Manual (8419KB)

4. Your browser prompts you to run or save the file. Save the file, for example, *divetab-client-7.0.44.1.exe*, to a place of your choosing.

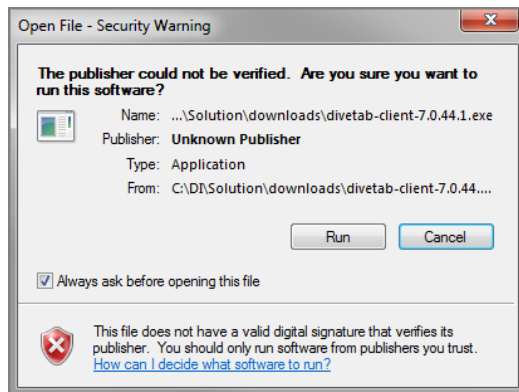
A dialog box opens asking whether you want to save the file. For example, the file name is *divetab-client-7.0.44.1.exe*.

**NOTE:** Some systems choose a location automatically, typically the Downloads folder.

5. Navigate to the file location, and double-click the file to extract the archive.

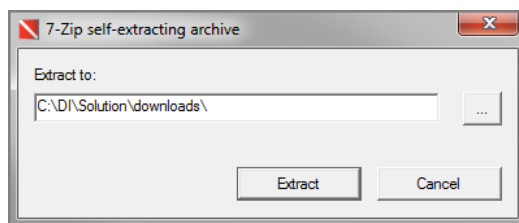
The **Open File - Security Warning** dialog box opens.

## DiveTab



6. Click **Run**.

The **7-Zip self-extracting archive** dialog box opens.



**NOTE:** Depending on your computer settings, this dialog box might not appear, and instead your computer directly opens the **7-Zip self-extracting archive** dialog.

7. Choose a location to extract the file by entering the path in the text box or finding a location using the Browse function.
8. Click **Extract**.

The new file, *DiveTab-Setup.exe* is placed in the folder of your choosing.

9. Navigate to the folder where *DiveTab-Setup.exe* is stored, and double-click the file to start the setup.

The Setup Wizard window opens.



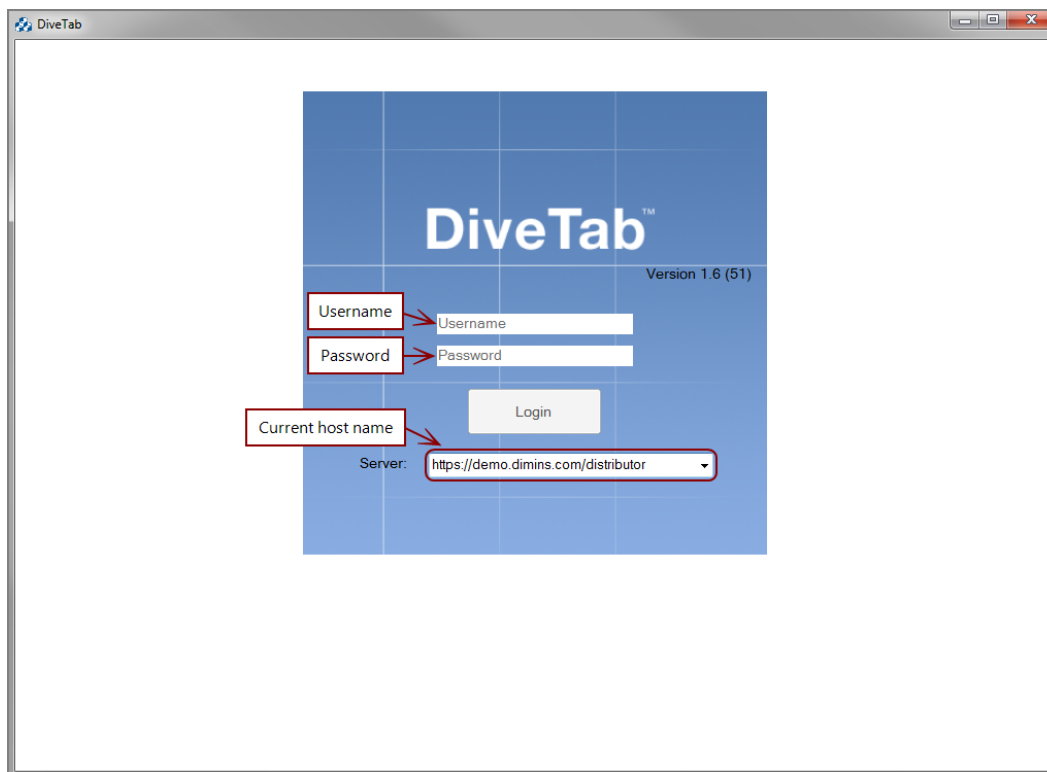
10. Follow the instructions in the setup wizard to complete the installation.

## Opening and Connecting

When opening the DiveTab client for the first time, you need to enter a server, username, and password.

1. Depending on how you installed the DiveTab application, to open it you:
  - Double-click the DiveTab icon on the desktop.
  - Click the **Start** menu, and click the DiveTab icon.
  - Click the **Start** menu, search for DiveTab in the Windows search box, and click the DiveTab application in the results.

The DiveTab application opens and displays the login page.



2. In the first text box, enter your user name.
3. In the second text box, enter your password.
4. In the pull-down menu, enter the server location of your DiveTab site. The server location is also referred to as the host name.

**TIP:** If this is not the first time using the DiveTab application, the host name might be stored. Click the pull-down menu to see recently accessed DiveTab sites.

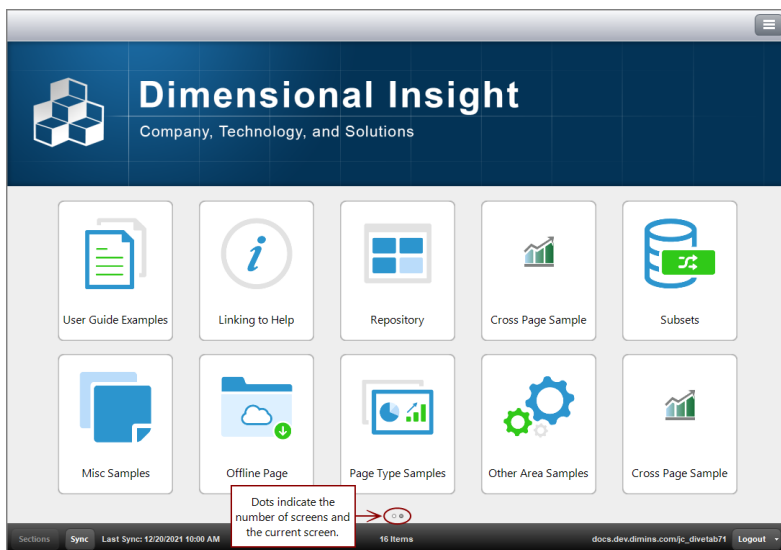
5. Click **Login**.

**NOTE:** First access triggers synchronization automatically. On subsequent visits, click the **Sync** button on the lower left to apply recent application updates and refresh cached data.

## Navigating

After logging into the DiveTab site, the main menu, or landing page, displays.

Here is an example of a main menu page.



If there are more buttons than can be displayed on the page, arrow buttons appear on the left or right of the screen. Click these arrows to view the other pages.

The main menu page usually contains a series of buttons. Each button can lead to submenu and content pages, of which there are nine types:

- Menu Pages
- Data Pages
- DivePort Pages
- Document Pages

## DiveTab

- Export Pages
- Presentations
- Repositories
- User Content Pages
- Web Pages

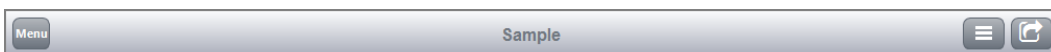
Here is an example of a Data page.

The screenshot shows a data page with a table. The table has three columns: 'Brand', 'Cost', and 'Net Sales'. The 'Brand' column lists various brands, and the 'Cost' and 'Net Sales' columns show numerical values. The page also features a navigation bar at the top with buttons for 'Overview', 'Menu', and 'Menu Button'. A 'Back Button' is visible on the left side of the table. The table data is as follows:

Brand	Cost	Net Sales
3 BLIND	\$50,848,993.82	\$88,343,010.50
A A	\$10,395.05	\$19,405.50
ABARBANEL	\$87,067.90	\$162,538.50
ALICE	\$209,908.68	\$391,857.90
ALMAVIVA	\$208,209.41	\$388,685.70
ANNA	\$14,545.49	\$29,970.70
ARBOR	\$348,415.52	\$476,369.70
ARGUSTO	\$354,032.02	\$660,907.60
ARROWOOD	\$88,218.85	\$181,773.25
ARTESA	\$1,235,719.71	\$1,663,185.45
ATALON	\$3,833,503.42	\$5,241,341.90
BAILEYS	\$163,723.67	\$220,359.70
BANFI	\$171,261.67	\$373,742.70
BARCLAY'S	\$181,996.19	\$374,999.65
BARON	\$105,403.35	\$196,767.15
Sections B	\$87,751.52	\$163,814.70
utton	\$352,888.66	\$442,922.75
	\$20,614.36	\$42,475.50

**NOTE:** The **Menu** button returns to the main menu page. If you have navigated more than one level, you see a **Back** button (with the previous page name) to go back one level.

In the gray bar along the top of the page, there are three or four buttons: **Menu**, the back button (if present), **Options**, and **Output**.



- **Options** gives options to bookmark data pages, edit dimensions for ad hoc pages, and save subsets. For more information, see [Adding Bookmarks on page 81](#), [Editing Dimensions and Columns on page 101](#), and [Creating Subsets on page 86](#).
- **Output** provides ways to share and view the data, either as a *pdf* file or an Excel spreadsheet, or in ProDiver. For more information, see [Sharing and Viewing Data Using the Output Button on page 108](#).

In the black bar along the bottom of the page, there are several buttons and indicators: **Sections**, the **Sync** button, the time of the last sync, the number of items, the host name, and the **Logout** button.



- **Sections** opens a list of various data pages to choose from.
- **Sync** allows the DiveTab client on your device access to the data on the server, keeping DiveTab synchronized.
- **Last Sync** information indicates when the most recent synchronization was performed.
- The number of items indicates the number of items, or buttons, on the main menu. For tabular pages, repositories, and export pages, it displays the number of data rows.
- The host name is the location of the host server site for the DiveTab project.
- **Logout** allows you to log out of the DiveTab client and change your password if configured for this functionality. For more information, see [Logging Out on page 14](#) and [Changing Your Password below](#).

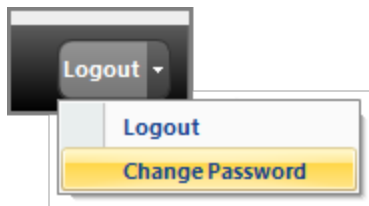
## Changing Your Password

If the DiveLine server you are accessing or your account is configured with authentication type Own, you can change your password within the DiveTab client.

1. Click the down arrow located on the **Logout** button.



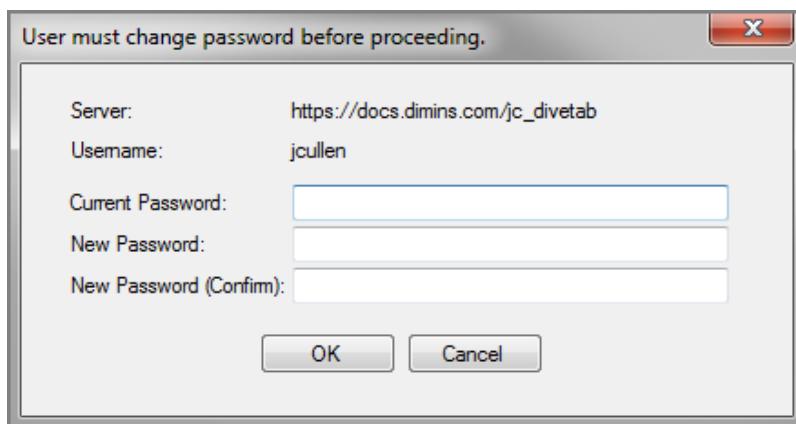
The menu opens.



2. Select **Change Password**.

**NOTE:** This is limited to authentication OVN and must be configured on the server.

The **User must change password before proceeding** dialog opens.

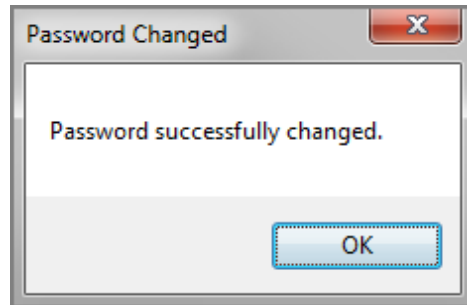


Notice the Server name and the Username.

3. Enter your current password.
4. Enter your new password, and then retype your new password to confirm it.
5. Click **OK**.

The dialog closes, and a confirmation message appears.





6. Click **OK**.

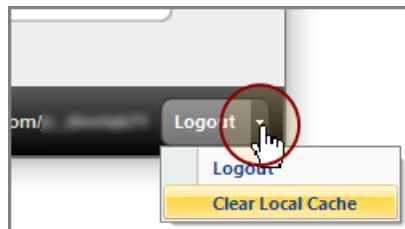
The confirmation message closes.

## Clearing the Cache

You can clear the cache for DiveTab. This clears out the local cache data and performs a clean Sync.

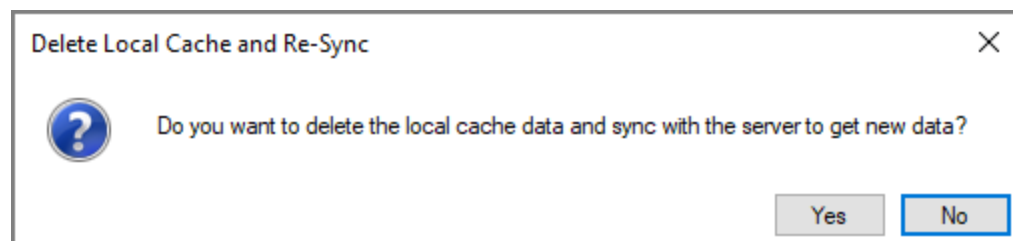
1. Click the down arrow next to the Logout button.

The menu opens.



2. Select **Clear Local Cache** from the menu options.

The Delete Local cache and Re-Sync dialog box opens.



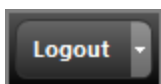
3. Click **Yes** to clear the local cache and sync with the server.

DiveTab refreshes with new data from the server.

## Logging Out

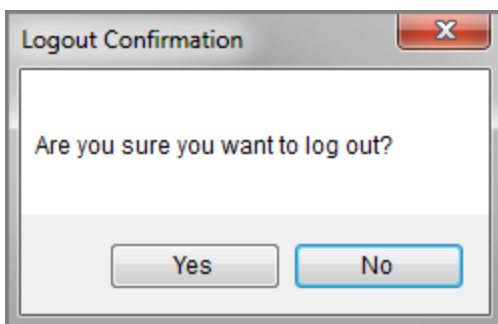
Make sure to log out of DiveTab at the end of your session. If your DiveTab site is not configured to automatically log out, you stay logged on, which takes up resources on the DiveLine server.

1. Click the **Logout** button.



**NOTE:** If your account is configured using OWN authentication, you can change your password using the **Change Password** option. For more information, see [Changing Your Password on page 11](#).

A **Logout Confirmation** dialog opens.



2. Click **Yes** to log out or **No** to remain on the DiveTab site.

## Using DiveTab Offline

DiveTab pages can be configured for use offline, also known as Airplane Mode. This allows you to use the DiveTab application without access to the server or the internet. The application developer must design a data page for offline use.

**IMPORTANT:** Perform an initial **Sync** to cache the data while you are still online.

Keep the following in mind when planning to use DiveTab offline:

- Presentations and documents made available in their own areas and not stored in a repository are automatically accessible without an internet connection after the initial **Sync**.
- Files stored in a repository are accessible when they are downloaded locally to your device.
- Web pages cannot be accessed without an internet connection.

- Static data pages, such as Report pages without parameters or QuickViews, and Overview pages, are immediately available for viewing. Ad Hoc pages, Cross pages, Central pages, any pages containing QuickViews or parameters, and pages linked from the initial page are not immediately available for viewing. If these pages are accessed with an internet access, they are cached locally on your device and become available for offline use.

**NOTE:** This means that selecting dimension value Crowe for Report Page 1, leading to the Central page Resp Team : Crowe can be accessed again when in Airplane Mode. However, since dimension value Higbee for Report Page 1 was never selected and never cached, it cannot be accessed in Airplane Mode.

- For Ad Hoc pages, dimcount dimensions cannot be dived upon unless the results have been cached.
- QuickView selections must be accessed and cached for a page to use that particular QuickView selection later but become single-select only once offline.
- Central pages are available offline after being previously cached. All of the values are cached, so when preload=true, they are all preloaded.
  - With no filters, it takes minimal time, but with too large of a cBase to download, the preload will take longer. Remove the tag if the cBase is more than 200 Megabytes to minimize the preload-sync time.

In short, information can be made available for offline use when it is stored, or cached, on your device.

# Page Types

Menus contain buttons, which link to different types of pages. These pages contain additional information in the form of data or other content pages, or are menu pages containing more buttons.

There are nine types of pages:

- [Menu Pages below](#) contain buttons that link to additional pages, and include the main menu and submenus.
- [Data Pages](#) present data in a tabular or free form layout.
- [DivePort Pages](#) open a DivePort site within the DiveTab client.
- [Document Pages](#) display a chosen file, such as a *pdf* or *doc* file.
- [Export Pages](#) contain tabular pages for export.
- [Presentation Pages](#) contain presentations.
- [Repository Pages](#) contain lists of files for download.
- [User Content Pages](#) contain presentations that can be created within the DiveTab client by the user.
- [Web Pages](#) link to a website using the client browser.

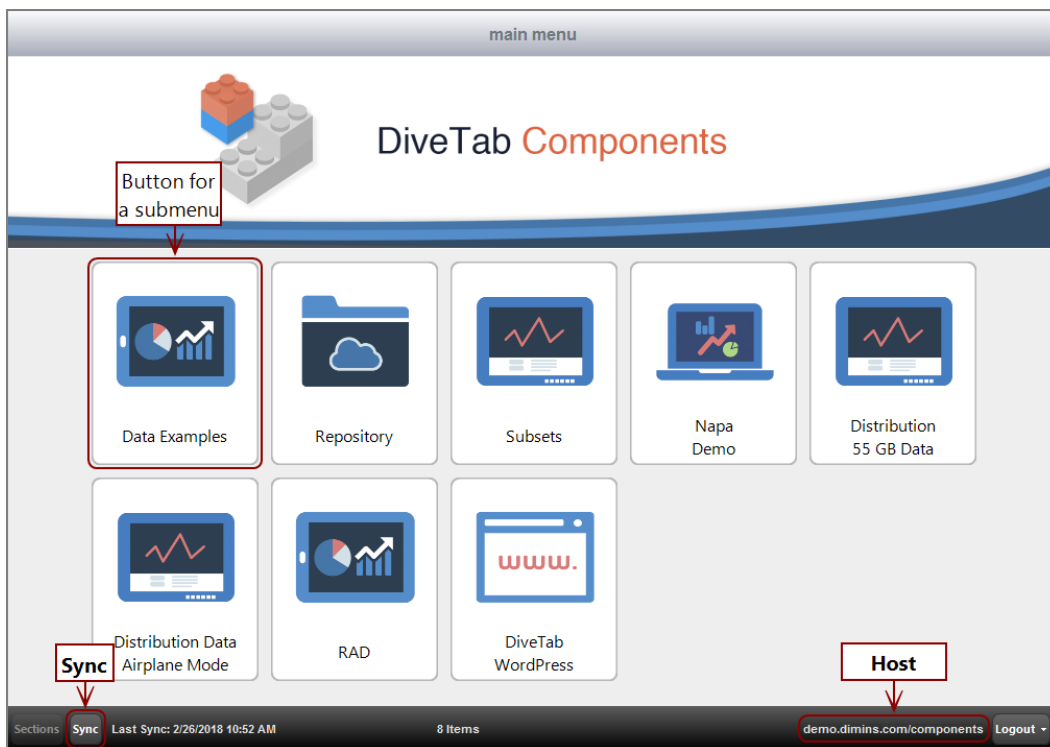
There are two other pages that you can use, depending on whether these options are utilized: Bookmarked Pages and Subsets.

For more information, see [Bookmarks on page 24](#) and [Subsets on page 34](#).

## Menu Pages

**Menu pages** are used in the DiveTab application to organize content. The top-level menu typically includes a banner to identify the application, with buttons that lead to additional information. This information contains pages or additional menu pages, called **submenus**.

Here is an example of a main menu.



The **Sync** button on the bottom left synchronizes the DiveTab client with the data on the server.

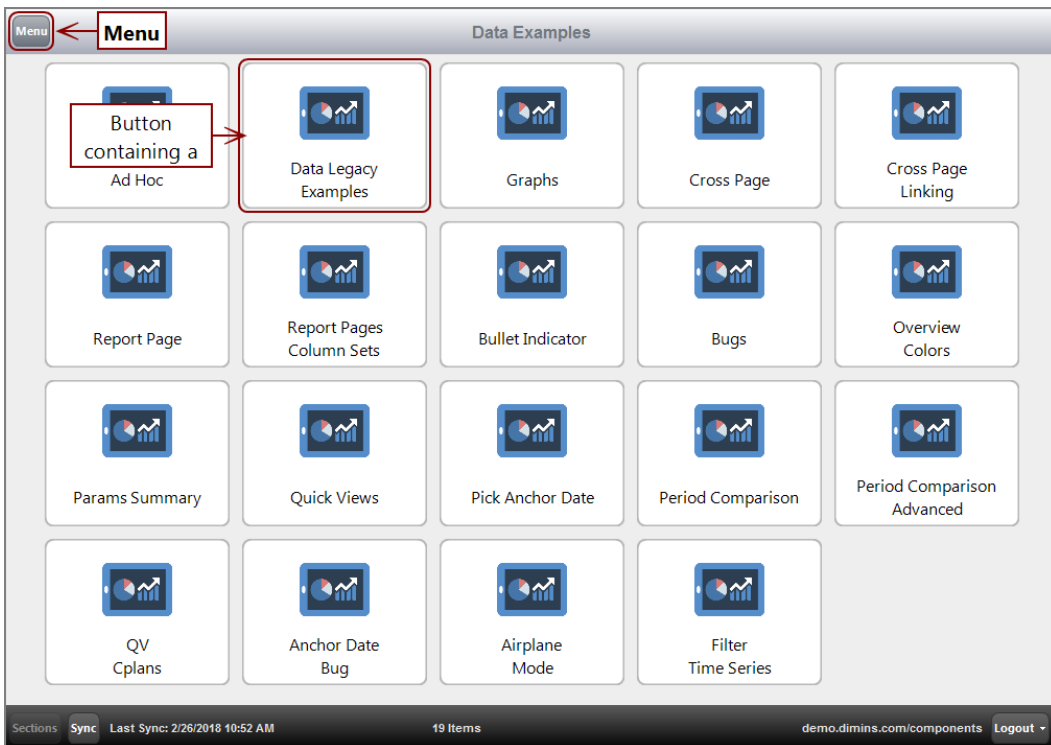
The current host name on the lower right indicates the DiveTab site location.

### Submenus

Menus can contain additional menu pages, or submenus, within the main menu. There is no limit on the number of submenu pages.

Here is an example of a submenu in the Data Examples button. It contains various pages linked to additional information, including another submenu.

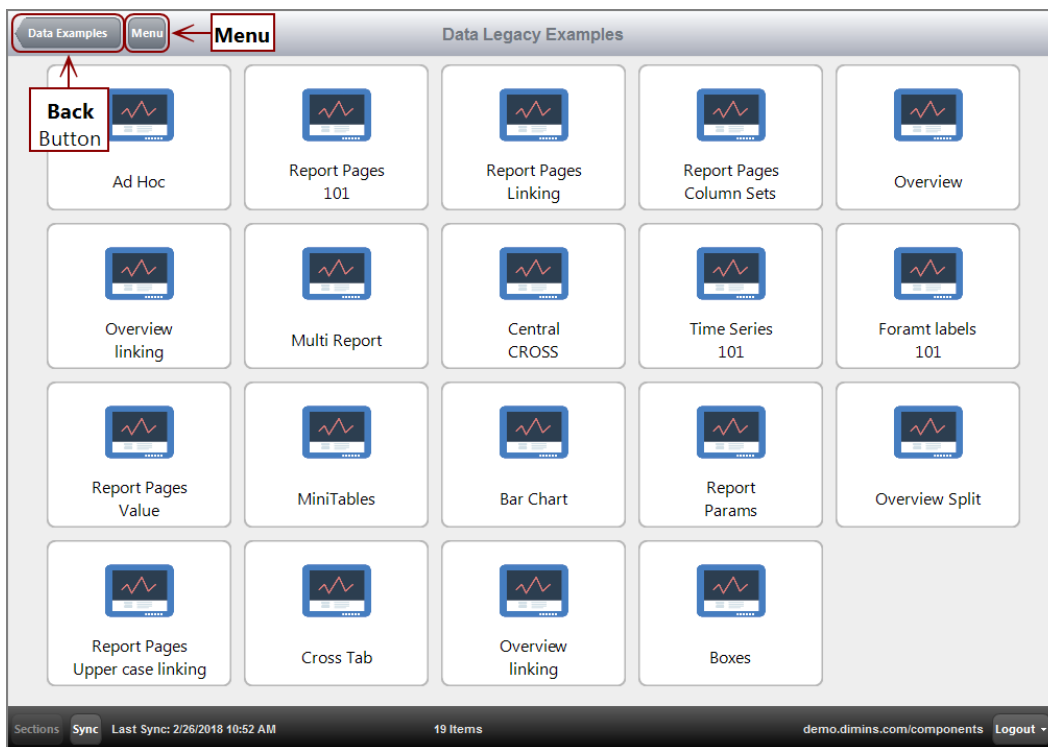
## DiveTab



Notice the **Menu** button in the top left. The Menu button returns you to the main menu.

**NOTE:** The **Menu** button is present on all pages except the main menu.

Here is an example of a submenu contained within a submenu.



Notice the button in the upper left, next to the **Menu** button. This is the **Back** button. The **Back** button changes to reflect the title of the previous page.

**NOTE:** If there is more than one degree of separation between the main menu and the current page, the **Back** button appears.

## Data Pages

There are two types of data pages:

- Tabular
- Free-form

A tabular data page can include multiple dimensions, summaries, and information fields. Each column has standard and configurable context menus, accessible by clicking the column heading. This includes sorting values, finding values, adding columns, switching dimensions, and adding dimensions as MultiColumns. Tabular data pages have options for editing dimensions.

Sorting values and adding Rank, Percent, and Graph columns are typical context menu options. Adding and switching dimensions, as well as including expand columns, are configurable context menu options.

Here is an example of a tabular data page.

# DiveTab

The screenshot shows a data page titled "Corporate Supplier" with a sub-header "All Values (6)". The table has the following columns: Corporate Brand, Customer County, Net Sales, Cases, Alert, and Bullet. The data is as follows:

Corporate Brand	Customer County	Net Sales	Cases	Alert	Bullet
		\$88,343,010.50	447,666.8		
3 BLIND	1	\$19,405.50	91.6	▼	
A A	1	\$162,538.50	823.8	●	
ABARBANEL	1	\$391,857.90	2,005.6	▲	
ALICE	10	\$388,685.70	1,893.2	●	
ALMAVIVA	1	\$29,970.70	133.9	▼	
ANNA	4	\$476,369.70	2,323.1	▲	
ARBOR	12	\$660,907.60	3,341.2	▲	
ARGUSTO	1	\$181,773.25	903.4	●	
ARROWOOD	11	\$1,663,185.45	8,430.6	▲	
ARTESA	20	\$5,241,341.90	26,666.1	▲	
ATALON	1	\$220,359.70	1,148.2	●	
BAILEYS	1	\$373,742.70	1,944.0	●	
BANFI	3	\$374,999.65	1,876.3	●	
BARCLAY'S	1	\$196,767.15	958.8	●	
BARON	1	\$163,814.70	850.9	●	
BATASIOLO	2	\$442,922.75	2,214.9	▲	
BELL	1	\$42,475.50	234.9	▼	
BELMONDO	1	\$105,993.20	587.6	●	
BLACK AND	6	\$55,648.10	266.4	▼	

Here is another example of a different tabular page:

The screenshot shows a data page titled "Cross Page". The table has the following columns: Corporate Brand, TOTAL, 2011-01, 2011-02, 2011-03, 2011-04, and 2011-05. The data is as follows:

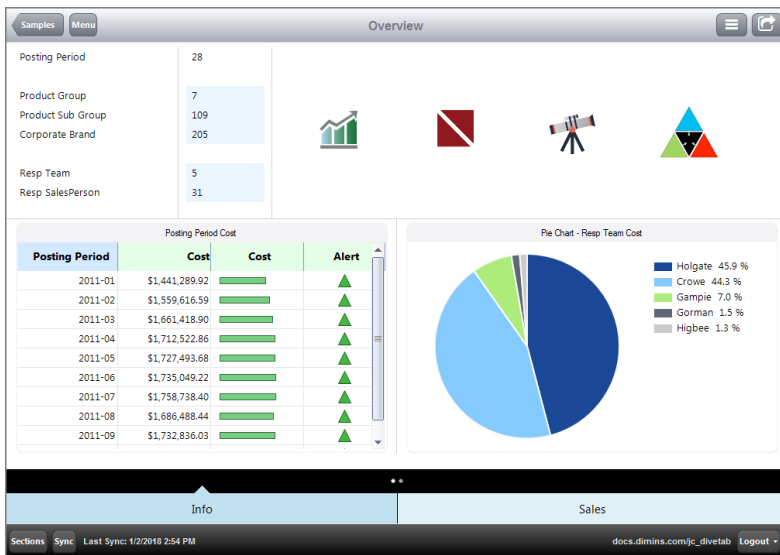
Corporate Brand	TOTAL	2011-01	2011-02	2011-03	2011-04	2011-05
TOTAL	Cost \$50,848,993.82	\$1,441,289.92	\$1,559,616.59	\$1,661,418.90	\$1,712,522.86	\$1,727,493.68
	Net Sales \$88,343,010.50	\$2,496,997.40	\$2,706,888.30	\$2,890,915.45	\$2,976,831.85	\$3,004,458.70
3 BLIND	Cost \$10,395.05	\$190.91	\$275.04	\$477.82	\$601.54	\$368.89
	Net Sales \$19,405.50	\$356.40	\$513.45	\$892.00	\$1,122.95	\$688.65
A A	Cost \$87,067.90	\$2,795.50	\$2,578.21	\$3,201.28	\$2,124.81	\$2,604.00
	Net Sales \$162,538.50	\$5,218.65	\$4,813.00	\$5,976.15	\$3,966.60	\$4,861.15
ABARBANEL	Cost \$209,908.68	\$4,764.19	\$6,968.28	\$7,082.57	\$6,323.84	\$8,849.57
	Net Sales \$391,857.90	\$8,893.80	\$13,008.40	\$13,221.75	\$11,805.35	\$16,520.40
ALICE	Cost \$208,209.41	\$5,622.99	\$4,004.44	\$8,466.59	\$8,289.26	\$8,252.75
	Net Sales \$388,685.70	\$10,497.00	\$7,475.50	\$15,805.45	\$15,474.40	\$15,406.25
ALMAVIVA	Cost \$14,545.49	\$151.62	\$427.21	\$299.44	\$831.84	\$700.64
	Net Sales \$29,970.70	\$312.40	\$880.25	\$617.00	\$1,714.00	\$1,443.65
ANNA	Cost \$348,415.52	\$8,573.33	\$9,290.06	\$8,785.29	\$11,561.97	\$12,504.63
	Net Sales \$476,369.70	\$11,721.85	\$12,701.80	\$12,011.65	\$15,808.05	\$17,096.90
ARBOR	Cost \$354,032.02	\$14,194.84	\$10,665.94	\$12,938.52	\$10,433.97	\$13,860.42
	Net Sales \$660,907.60	\$26,498.95	\$19,911.20	\$24,153.65	\$19,478.15	\$25,874.65
ARGUSTO	Cost \$88,218.85	\$1,563.64	\$2,039.57	\$1,879.83	\$3,853.57	\$3,801.10
	Net Sales \$181,773.25	\$3,221.85	\$4,202.50	\$3,873.35	\$7,940.20	\$7,832.10
ARROWOOD	Cost \$1,235,719.71	\$39,108.14	\$40,561.04	\$47,278.99	\$35,452.99	\$47,700.45
	Net Sales \$1,663,185.45	\$52,636.60	\$54,592.10	\$63,633.95	\$47,717.05	\$64,201.20
ARTESA	Cost \$3,833,503.42	\$106,906.26	\$119,337.60	\$129,356.72	\$129,790.37	\$131,935.08
	Net Sales \$5,241,341.90	\$146,167.15	\$163,163.85	\$176,862.45	\$177,455.35	\$180,387.70

The free-form data page includes different methods of presenting data. This includes the use of charts, images, grids, and tables. Tables are simplified versions of tabular layout pages, and can be manipulated to fit alongside other information.

Creating a subset is a configurable option for linked free-form data pages.

Here is an example of a free-form data page.



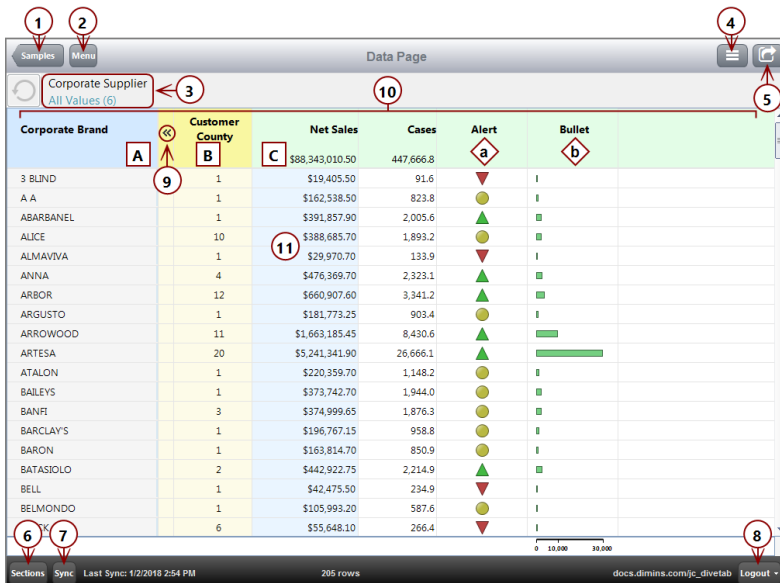


For Bar and Line charts the links are accessible through the chart values. For Pie charts, the links can be accessible through the legend and chart values.

## A Closer Look at Data Pages

Data pages display data in a format specified by the developer. Data pages are versatile and have many functions that help you examine your data.

### Reading a Tabular Data Page




## DiveTab

1. The **Back Button** returns to the previous page.
2. **Menu** returns to the main menu.
3. **QuickViews** filter information by value.
4. The **Options Button** can add subsets and bookmarks, and edit dimensions.
5. The **Output Button** can share data through export, email, or print.
6. **Sections** leads to other Data Pages.
7. **Sync** synchronizes your DiveTab client data with the server data.
8. **Logout** can log you out of the DiveTab site or change your password if configured for this functionality.
9. The chevron in the column headings indicate columns that can collapse and expand.
10. There are three column types: **Dimensions** (blue), **Dive Dimensions** (yellow), and **Summary** (green) columns.

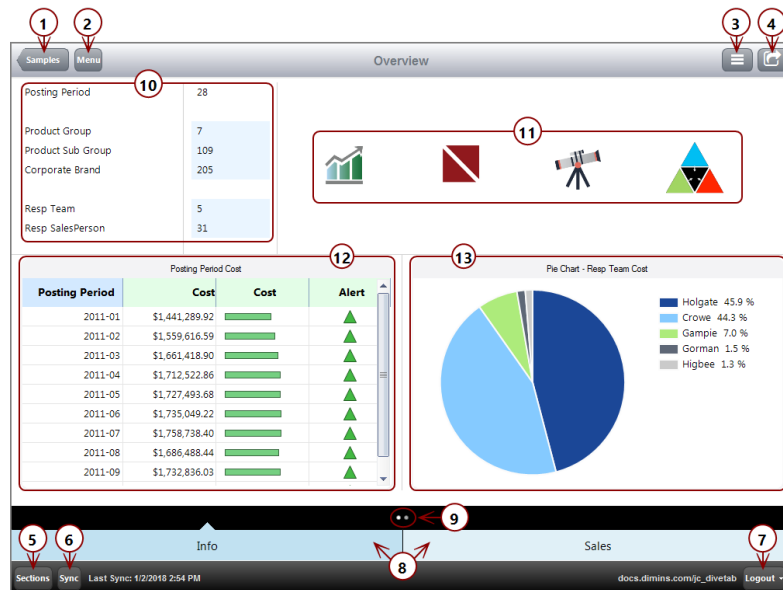
**IMPORTANT:** You can use the context menus for each column to further explore the data. Click the column heading to open the context menu.

- A. Dimension columns contain string data. The context menu gives you options to sort, find a value, and switch dimensions with Dive Dimensions.

Sometimes dimension columns contain arrows. These arrows, , indicate that there is an option for diving on this value. Right-click on the value to open the context menu, and choose a dimension to dive on.

- B. Dive Dimensions contain DimCount numbers for string data. The context menu gives you options to sort and switch Dimensions. Selecting the value allows you to dive into the data, and see the information represented by the DimCount.
  - C. Summary columns contain numerical data. The context menu gives you options to sort, expand, or collapse columns, and add a graph, rank, or percent column.
    - a. Alerts display values as above, below, or between thresholds.
    - b. Bullets show numerical information as a graphic, similar to bar columns.
11. Light blue-shaded cells indicate a link is present. Data page links typically lead to other data pages.

## Reading a Free Form Data Page



1. The **Back Button** returns to the previous page.
2. **Menu** returns to the main menu.
3. The **Options Button** can add subsets and bookmarks, and edit dimensions.
4. The **Output Button** can share data through export, email, or print.
5. **Sections** leads to other Data Pages.
6. **Sync** synchronizes your DiveTab client data with the server data.
7. **Logout** can log you out of the DiveTab client or change your password if configured for this functionality.
8. **Tabs** divide the information into groups.
9. **Pages** divide the information across multiple pages. Each dot represents a page, with the lighter shaded dot representing the page currently being viewed.
10. **Grids** show specific values and data. Links are shaded light blue.
11. **Images** can be included. Images (such as a company logo) can be decorative or contain a link. This is determined by the developer.
12. **Tables** are simplified tabular data pages, and can include dimensions and summaries. Links are shaded light blue.

- Charts** can be included. They can appear as bar charts, line charts, and pie charts. Links might be included. You can hover over a line chart legend item to view highlight that line. Clicking the line chart legend item highlights or conceals the associated line.

## Bookmarks

Bookmarks are used to save the current page for later access. They save the dive path and parameters in use, as well as QuickViews, which are remembered when viewing the bookmark. Bookmarks can be shared with other users by publishing them and selecting recipients. These bookmarks allow other users to view the same page with specific parameters and dives in place.

Bookmarks are created using the **Options** button, and accessed using the **Bookmarked Pages** button on the main menu.

**NOTE:** Bookmarks are tied to a user account. What is bookmarked on one device can be accessed from another device by the same user.

For example, the page Data is filtered using the QuickView Premise value ON PREMISE, and the Customer Dive Dimension value 114, for Corporate Brand ARROWOOD, and DMA Name NEW YORK. The resulting page is bookmarked.

Here is the bookmarked page.

The screenshot shows a web application interface with a data table. At the top, there is a 'Menu' button and a 'Data' label. Below the menu, there are three buttons: 'Premise ON PREMISE', 'QuickView', and 'Breadcrumbs'. The 'Breadcrumbs' button is highlighted with a red box. Below the buttons, there is a navigation bar with 'Corporate Brand: ARROWOOD', 'DMA Name: NEW YORK', and 'Customer'. The main table has the following columns: 'Customer', 'Product Name', 'Cases', and 'Cost'. The table contains 20 rows of data, including 'ANCRAM TAVERN (16206)', 'ANGRY GNOME PUB (11294)', and 'ANTONETTAS REST (16334)'. The footer of the application shows 'Sections Sync Last Sync: 12/14/2017 11:11 AM', '114 rows', and 'docs.dimins.com/jc\_divetab Logout'.

Customer	Product Name	Cases	Cost
		5,578.273	\$809,269.60
ANCRAM TAVERN (16206)	1	14.703	\$2,943.96
ANGRY GNOME PUB (11294)	1	20.598	\$3,858.91
ANTONETTAS REST (16334)	1	33.945	\$4,655.83
ARPS TAV (11240)	1	27.767	\$5,020.86
BAR ON A (11586)	1	42.429	\$4,634.51
BAR T INN (11287)	1	20.257	\$2,994.67
BAVARIAN CHALET (10884)	1	21.972	\$3,768.45
BEEKMAN TOWERS HOTEL (10900)	1	15.5	\$2,529.23
BELMONT PARK RACETRACK (16339)	1	21.328	\$3,080.93
BILLS GAY NINETIES (11229)	1	29.232	\$4,060.74
BLACK FINN (10941)	1	33.579	\$4,731.69
BOWERY DUGOUT (15977)	1	22.652	\$4,437.51
CAFE UN DEUX TROIS (11443)	1	28.205	\$5,798.99
CAFINA RESTAURANT (16404)	1	23.974	\$3,941.23
CANALIS REST & GRILL (10954)	1	30.725	\$4,489.74
CAPRI 400 (15914)	1	51.699	\$6,015.01
CATERINAS RESTAURANT (10950)	1	32.947	\$6,104.06
CHECKERED FLAG CAFE (11065)	1	40.499	\$6,198.64
CHEECHS TRIANGLE INN (16124)	1	21.268	\$3,719.93

The **Back** button retraces the path taken to reach the page.

**NOTE:** If the bookmarked page is reached by diving, the Breadcrumbs bar appears with the dive path.

Here is an example of the Bookmarked Pages.

Bookmarked Pages							
Title	Description	Type	Created	Author	Edit	Delete	Publish
Account State: WA	WA State	Central	2/15/2018	jsmith			
Ad Hoc Page Sort	CONSTELLATION County	AdHoc	2/15/2018	jsmith			
Dimension Value Compare	salesperson compare	AdHoc	2/15/2018	jsmith			
Data	bookmark 1	AdHoc	2/15/2018	jsmith			
Supplier Ad-Hoc	sales	AdHoc	12/5/2017	rbaker			

A bookmark created by another user

**NOTE:** You can edit your own bookmarks, but not the bookmarks shared with you by other users.

For more information, see [Adding Bookmarks on page 81](#).

### Dive Dimensions

The Dive Dimension displays how many values of that dimension correspond to a dimension value. Clicking the value allows you to view these values and dive on the data. Dive Dimensions are represented by yellow columns. They typically first appear as collapsed, though this can be configured differently by the developer. You use the chevron in the heading to expand the columns.

For this data page example, Dive Dimension *Customer* has value 49, which corresponds to Corporate Brand *ARBOR*. This means that ARBOR has 49 associated customers. The value, 49, is called a **DimCount**.

# DiveTab

The chevron used to expand and

Dive Dimension

Dive Dimensions

Corporate Brand	Customer	Product Name	Cases	Cost
3 BLIND	1	1	91.603	\$10,395.05
A A	1	1	823.751	\$87,067.90
ABARBANEL	2	2	2,005.574	\$209,908.68
ALICE	14	4	1,893.229	\$208,209.41
ALMAVIVA	1	1	133.851	\$14,545.49
ANNA	30	1	2,323.051	\$348,415.52
ARBOR	49	7	3,341.153	\$354,032.02
ARGUSTO	1	1	903.396	\$88,218.85
ARROWOOD	142	5	8,430.619	\$1,235,719.71
ARTESA	410	10	26,666.076	\$3,833,503.42
ATALON	1	1	1,148.236	\$163,723.67
BAILEYS	2	2	1,944.033	\$171,261.67
BANFI	3	2	1,876.305	\$181,996.19
BARCLAY'S	2	1	958.832	\$105,403.35
BARON	2	2	850.89	\$87,751.52
BATASIOLO	2	2	2,214.91	\$352,888.66
BELL	1	1	234.905	\$20,614.36
BELMONDO	5	2	587.587	\$77,523.14
BLACK AND	7	1	266.369	\$25,499.86
BLACK BUSH	1	1	865.674	\$77,108.07

Sections Sync Last Sync: 2/15/2018 12:32 PM 205 rows docs.dimins.com/jc\_divetab Logout

You can dive on the Dive Dimension value, which shows the number of values specified. For example, Dive Dimension value 49 shows you the 49 Customers for Corporate Brand ARBOR. A context menu can switch primary Dimensions with Dive Dimensions.

Here is the resulting tabular page after diving on value 49.

Indicates the Dive

Indicates the dimension, and the

Customer	Product Name	Cases	Cost
		3,341.153	\$354,032.02
	1	26.552	\$2,707.57
AMHERST BOWLING CTR (90948)	1	66.719	\$5,714.51
BEECHTREE CAFE (28566)	1	18.513	\$1,740.65
BOWL-A-ROLL (1862)	1	626.336	\$70,053.02
C & H WINE & LIQUOR (28580)	1	39.267	\$3,967.56
CAFE ANTICO (28577)	1	29.811	\$2,973.45
CAPITAL PANACHE (28370)	1	38.945	\$3,744.45
CASA DI PIZZA (34266)	1	20.256	\$2,222.33
CHAT & CHEW (28399)	1	17.532	\$2,412.28
CHELSEA LIQUORS (28374)	1	34.861	\$3,546.33
CONNALLY'S WINE & SPIRITS (28584)	1	36.283	\$3,179.45
CORNER BISTRO (28510)	1	28.268	\$2,454.14
DON GIOVANI (28519)	1	46.271	\$4,059.91
EIGHTEENTH & EIGHTH (28593)	1	62.593	\$4,047.03
EL CHARRO REST (28507)	1	41.087	\$4,018.99
FOOD BAR (28379)	1	35.093	\$3,579.25
GINOS REST & PIZZERIA (719)	1	307.778	\$31,780.80
KEESEVILLE RECREATION (90935)	1	52.267	\$5,390.74
KELLER'S (28383)	1	25.258	\$2,781.01

Sections Sync Last Sync: 2/20/2018 1:10 PM 49 rows docs.dimins.com/jc\_divetab Logout

See also:

- [Diving on Data Values on page 92](#)
- [Switching Dimensions on page 104](#)

### MultiColumns

MultiColumns are primary dimensions (columns with blue headings), that can be switched with a secondary dimension or a Dive Dimension (columns with yellow headings). MultiColumns can be removed using the context menu and then appear as Dive Dimensions. Also, Dive Dimensions can be added as MultiColumns.

There are no limits on the number of Dive Dimensions or MultiColumns in use, and when editing dimensions any dimension can be used as a MultiColumn.

Here is an example of a data page with MultiColumns and Dive Dimensions.

# DiveTab

The screenshot shows a web application interface titled "Vendor Info". At the top, there are navigation buttons for "Samples" and "Menu", and a "Customer" dropdown menu. Below the navigation, there are several annotations with red boxes and arrows pointing to specific parts of the table:

- Primary Dimension:** Points to the first column, "Vendor", which contains the text "AVENIU BRANDS ( 519 )".
- MultiColumn:** Points to the "All Values" dropdown menu.
- Secondary Dimensions:** Points to the columns "Resp Team" and "County", which have blue headers.
- Dive Dimension:** Points to the columns "Pro Name" and "Rate brand", which have yellow headers.

The table data is as follows:

Vendor	Resp Team	County	Pro Name	Rate brand	Cases	Cost
AVENIU BRANDS ( 519 )	Crowe	Albany	1	1	853.398	\$125,303.50
AVENIU BRANDS ( 519 )	Crowe	Bronx	6	5	5,111.75	\$732,647.42
AVENIU BRANDS ( 519 )	Crowe	Essex	6	5	1,426.209	\$204,993.81
AVENIU BRANDS ( 519 )	Crowe	Kings	4	4	505.819	\$72,619.56
AVENIU BRANDS ( 519 )	Crowe	Livingston	4	4	1,472.815	\$210,504.85
AVENIU BRANDS ( 519 )	Crowe	Monroe	6	4	7,469.251	\$1,076,806.25
AVENIU BRANDS ( 519 )	Crowe	Niagara	1	1	1,608.828	\$230,810.97
AVENIU BRANDS ( 519 )	Crowe	Rockland	1	1	31.994	\$3,654.79
AVENIU BRANDS ( 519 )	Crowe	Steuben	1	1	1,590.562	\$221,378.43
AVENIU BRANDS ( 519 )	Crowe	Suffolk	6	4	588.318	\$82,927.88
AVENIU BRANDS ( 519 )	Crowe	Sullivan	4	2	1,671.727	\$248,505.99
AVENIU BRANDS ( 519 )	Crowe	Tompkins	1	1	325.384	\$46,705.20
AVENIU BRANDS ( 519 )	Gampie	New York	8	5	3,865.946	\$562,211.33
AVENIU BRANDS ( 519 )	Gorman	Ontario	1	1	55.487	\$7,827.49
AVENIU BRANDS ( 519 )	Gorman	Richmond	1	1	29.831	\$3,990.06
AVENIU BRANDS ( 519 )	Higbee	Columbia	3	3	740.283	\$108,729.56
AVENIU BRANDS ( 519 )	Higbee	Tioga	1	1	424.979	\$65,310.31
AVENIU BRANDS ( 519 )	Holgate	Dutchess	7	7	1,687.377	\$251,018.85
AVENIU BRANDS ( 519 )	Holgate	Franklin	1	1	460.246	\$61,596.31

At the bottom of the interface, there is a status bar with the following information: "Sections Sync Last Sync: 2/16/2018 12:24 PM", "146 rows", and "docs.dimins.com/jc\_divetab Logout".

The primary dimension is the first column on the left, and the other columns with blue headings are secondary dimensions.

Here are examples of the context menus for the primary and secondary dimensions.



Vendor	Resp Team	Customer County	Product Name	Corporate Brand	Cases	Cost
					447,666.808	\$50,848,993.82
Sort Up	Crowe	Sort Up	1	1	853.398	\$125,303.50
Sort Down	Crowe	Sort Down	6	5	5,111.75	\$732,647.42
Find	Crowe	Find	6	5	1,426.209	\$204,993.81
Auto Widen	Crowe	Auto Widen	4	4	505.819	\$72,619.56
Resp Team	Crowe	Remove MultiColumn	4	4	1,472.815	\$210,504.85
Customer County	Crowe	Monroe	6	4	7,469.251	\$1,076,806.25
Product Name	Crowe	Niagara	1	1	1,608.828	\$230,810.97
Corporate Brand	Crowe	Rockland	1	1	31.994	\$3,654.79
AVENIU BRANDS ( 519 )	Crowe	Steuben	1	1	1,590.562	\$221,378.43
AVENIU BRANDS ( 519 )	Crowe	Suffolk	6	4	588.318	\$82,927.88
AVENIU BRANDS ( 519 )	Crowe	Sullivan	4	2	1,671.727	\$248,505.99
AVENIU BRANDS ( 519 )	Crowe	Tompkins	1	1	325.384	\$46,705.20
AVENIU BRANDS ( 519 )	Gampie	New York	8	5	3,865.946	\$562,211.33
AVENIU BRANDS ( 519 )	Gorman	Ontario	1	1	55.487	\$7,827.49
AVENIU BRANDS ( 519 )	Gorman	Richmond	1	1	29.831	\$3,990.06
AVENIU BRANDS ( 519 )	Higbee	Columbia	3	3	740.283	\$108,729.56
AVENIU BRANDS ( 519 )	Higbee	Tioga	1	1	424.979	\$65,310.31
AVENIU BRANDS ( 519 )	Holgate	Dutchess	7	7	1,687.377	\$251,018.85
AVENIU BRANDS ( 519 )	Holgate	Franklin	1	1	460.246	\$61,596.31

The primary dimension has the context-menu option to switch with another dimension or Dive Dimension. All other dimensions have the option to **Remove MultiColumn**, changing it from a dimension to a Dive Dimension.

**NOTE:** You view context menus for one column at a time.

Here is an example of the context menu for a Dive Dimension.

# DiveTab

The screenshot shows the 'Vendor Info' page in DiveTab. At the top, there are tabs for 'Samples' and 'Menu', and a title 'Vendor Info'. Below this, there are filters for 'Customer' (All Values (4435)) and 'Premise' (All Values (4)). The main table has the following columns: Vendor, Resp Team, Customer County, Product Name, Corporate Brand, Cases, and Cost. The table contains 20 rows of data for 'AVENIU BRANDS (519)'. A context menu is open over the 'Corporate Brand' column, with options: 'Sort Up', 'Sort Down', 'Add MultiColumn' (highlighted with a red circle), and 'Collapse Dive Dimensions'. The bottom status bar shows 'Sections Sync Last Sync: 2/16/2018 12:24 PM', '146 rows', and the URL 'docs.dimins.com/jc\_divetab' with a 'Logout' button.

Vendor	Resp Team	Customer County	Product Name	Corporate Brand	Cases	Cost
AVENIU BRANDS ( 519 )	Crowe	Albany	1			\$125,303.50
AVENIU BRANDS ( 519 )	Crowe	Bronx	6			\$732,647.42
AVENIU BRANDS ( 519 )	Crowe	Essex	6			\$204,993.81
AVENIU BRANDS ( 519 )	Crowe	Kings	4			\$72,619.56
AVENIU BRANDS ( 519 )	Crowe	Livingston	4	4	1,472.815	\$210,504.85
AVENIU BRANDS ( 519 )	Crowe	Monroe	6	4	7,469.251	\$1,076,806.25
AVENIU BRANDS ( 519 )	Crowe	Niagara	1	1	1,608.828	\$230,810.97
AVENIU BRANDS ( 519 )	Crowe	Rockland	1	1	31.994	\$3,654.79
AVENIU BRANDS ( 519 )	Crowe	Steuben	1	1	1,590.562	\$221,378.43
AVENIU BRANDS ( 519 )	Crowe	Suffolk	6	4	588.318	\$82,927.88
AVENIU BRANDS ( 519 )	Crowe	Sullivan	4	2	1,671.727	\$248,505.99
AVENIU BRANDS ( 519 )	Crowe	Tompkins	1	1	325.384	\$46,705.20
AVENIU BRANDS ( 519 )	Gampie	New York	8	5	3,865.946	\$562,211.33
AVENIU BRANDS ( 519 )	Gorman	Ontario	1	1	55.487	\$7,827.49
AVENIU BRANDS ( 519 )	Gorman	Richmond	1	1	29.831	\$3,990.06
AVENIU BRANDS ( 519 )	Higbee	Columbia	3	3	740.283	\$108,729.56
AVENIU BRANDS ( 519 )	Higbee	Tioga	1	1	424.979	\$65,310.31
AVENIU BRANDS ( 519 )	Holgate	Dutchess	7	7	1,687.377	\$251,018.85
AVENIU BRANDS ( 519 )	Holgate	Franklin	1	1	460.246	\$61,596.31

The context menu for Dive Dimensions gives the option to add the Dive Dimension as a MultiColumn, making it a dimension.

**NOTE:** Typically if a Dive Dimension is not present, MultiColumns are not in use.

Here is the resulting page after Corporate Brand is added as a MultiColumn.

Vendor	Resp T...	Customer ...	Corporate Br...	Product Name	Cases	Cost	Net Sales
AVENIU BRANDS ( 519 )	Crowe	Albany	ARTESA	1	853.398	\$125,303.50	\$171,320.70
AVENIU BRANDS ( 519 )	Crowe	Bronx	ARTESA	2	4,816.442	\$688,986.81	\$942,014.40
AVENIU BRANDS ( 519 )	Crowe	Bronx	CANEI	1	43.533	\$7,402.44	\$10,120.95
AVENIU BRANDS ( 519 )	Crowe	Bronx	CLOS LAC...	1	39.85	\$5,605.14	\$7,663.60
AVENIU BRANDS ( 519 )	Crowe	Bronx	CODORNIU	1	30.476	\$4,899.34	\$6,698.60
AVENIU BRANDS ( 519 )	Crowe	Bronx	PICCINI	1	181.449	\$25,753.71	\$35,211.65
AVENIU BRANDS ( 519 )	Crowe	Essex	BELMONDO	2	587.587	\$77,523.14	\$105,993.20
AVENIU BRANDS ( 519 )	Crowe	Essex	CALTERRA	1	164.379	\$23,607.90	\$32,277.80
AVENIU BRANDS ( 519 )	Crowe	Essex	CLOS LAC...	1	121.727	\$16,340.29	\$22,341.20
AVENIU BRANDS ( 519 )	Crowe	Essex	DOM PIN...	1	83.246	\$13,205.93	\$18,055.75
AVENIU BRANDS ( 519 )	Crowe	Essex	UMBERTO	1	469.27	\$74,316.55	\$101,609.00
AVENIU BRANDS ( 519 )	Crowe	Kings	ARTESA	1	335.149	\$49,237.41	\$67,319.65
AVENIU BRANDS ( 519 )	Crowe	Kings	CLOS LAC...	1	37.279	\$5,371.86	\$7,344.65
AVENIU BRANDS ( 519 )	Crowe	Kings	CODORNIU	1	70.165	\$8,917.74	\$12,192.75
AVENIU BRANDS ( 519 )	Crowe	Kings	PICCINI	1	63.226	\$9,092.55	\$12,431.75
AVENIU BRANDS ( 519 )	Crowe	Livingston	ARTESA	1	934.995	\$142,120.85	\$194,314.15
AVENIU BRANDS ( 519 )	Crowe	Livingston	BODEGAS	1	204.62	\$26,999.68	\$36,915.20
AVENIU BRANDS ( 519 )	Crowe	Livingston	ARTESA	1	129.362	\$17,611.65	\$24,079.45
AVENIU BRANDS ( 519 )	Crowe	Livingston	ARTESA	1	203.838	\$23,772.68	\$32,503.10
AVENIU BRANDS ( 519 )	Crowe	Monroe	ARTESA	3	4,839.059	\$693,788.32	\$948,579.25

See also:

- [Switching Dimensions on page 104](#)
- [Adding and Removing MultiColumns on page 77](#)
- [Editing Dimensions and Columns on page 101](#)

### QuickViews

QuickViews are used to filter data by selecting specific values to view. Multiple QuickViews can be applied at the same time. Each QuickView is configured by the developer to allow for the selection of one or multiple values. They appear in a light gray bar at the top of the screen, beneath the menu button.

All data pages can include QuickViews.

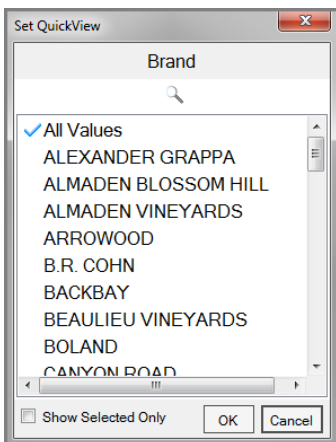
**NOTE:** Developer configuration is required to use QuickViews offline.

Here is an example of a QuickView.

# DiveTab

Overview										
Brand		Varietal		Distributor		Item		QuickView Bar		
All Values (52)		All Values (26)		All Values (212)		All Values (271)				
		MTD	YTD	R3	R12			Retail	Ship	Depl
Depl Cases 9L	Current	31,774	188,148	98,943	337,188	Sales Division		6	6	6
Current Period	Last	24,182	107,213	57,066	193,458	Sales District		34	48	47
2016-08	Diff	7,592	80,935	41,877	143,730	Sales Region		6	6	6
	% Diff	31.4%	75.5%	73.4%	74.3%	Dist.State		34	48	47
Ship Cases 9L	Current	48,228	295,207	137,843	461,844	Distributor Group		55	147	108
Current Period	Last	24,088	162,760	83,358	322,954	Distributor		77	212	178
2016-09	Diff	24,140	132,447	54,485	138,891	Classification		2	1	1
	% Diff	100.2%	81.4%	65.4%	43.0%	Brand		52	52	52
RAD Cases 9L	Current	21,847	123,629	66,351	220,603	Varietal		26	26	26
Current Period	Last	14,917	63,228	36,211	109,794	Brand-Varietal		139	139	142
2016-08	Diff	6,931	60,401	30,140	110,809	Item		269	271	278
	% Diff	46.5%	95.5%	83.2%	100.9%	License Type		8		
	Accounts	6077	11923	9695	14826	Chain Type		3		
	Accounts Diff	2232	3833	3379	4465	Chain Name		60		
	Velocity	3.6	1.73	2.28	1.24	Retailer		19,665		
						Trade Channel		33		
						City-State-Zip		6,545		
						Retailer State		39		

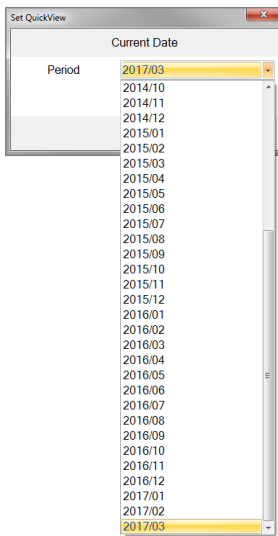
Here is an example of the Set QuickView dialog box used to choose values.



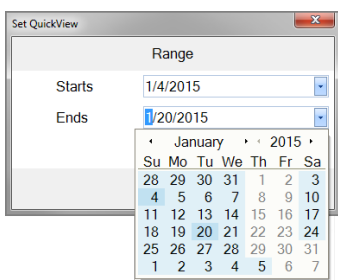
This QuickView type allows you to search for values using the search box. It returns values that contain your search term. It also allows you to Show Selected Only, hiding the values that are not selected. A QuickView can be limited to a single value or multiple values.

Other QuickView types use a drop-down list or a calendar to select a date or date range, and a single summary value.

Here is an example of a drop-down list in a **Set QuickView** dialog box.

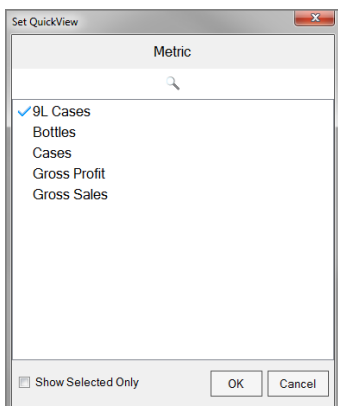


Here is an example of a calendar Set QuickView dialog box.



**NOTE:** The dates that are unavailable indicate no data for that calendar date.

Here is an example of a QuickView that changes the summary.



**NOTE:** You can only select one summary at a time.

When diving on data for a page, QuickViews carry to the resulting page. In other words, QuickViews apply to dive results.

For more information, see [Using QuickViews on page 105](#).

## Subsets

A subset takes the button and all its underlying content and filters out data that is irrelevant to a single value. Subsets save a single dimension value taken from a child free-form data page, and later applies it to the page and all linked or associated pages.

A subset is also only available to the user who created it.

Bookmarks can save multiple filters for a specific data page of any type, and return to that specific data page with the filters applied. A subset filters with a single dimension value and applies that filter to all button content.

**NOTE:** Whether a linked free-form data page can create a subset is determined by the developer.

Here is the example Overview free-form data page.

Overview							Menu	☰	🔄
	Sales Office	Area Manager	Product Type	Supplier	Brand	Premise			
	All Values (3)	All Values (68)	All Values (22)	All Values (51)	All Values (744)	All Values (7)			
Anchor Date: 6/20/17									
Month to date, last year Same Day Compare									
Dive In	Cases	9L Cases	Accts	NetAmt	Gross Profit	GP%	Sales Organization	6	6
MTD	384,286	369,118	8,309	\$44,602,426	\$9,165,298	20.55%	Sales Office	3	3
MTD LY	271,657	260,162	7,517	\$31,342,012	\$6,836,688	21.81%	Division Manager	9	9
MTD +/-	112,629	108,956	792	\$13,260,413	\$2,328,610	-1.26%	Area Manager	68	68
MTD %	41.5%	41.9%	10.3%	42.3%	34.1%		District Manager	66	66
New	55,999	51,641	2,691	\$6,214,919	\$1,196,853		Sales Rep	430	431
Lost	27,575	25,920	1,899	\$3,141,774	\$661,041		Product Class	192	212
Year to date, last year Same Day Compare									
Dive In	Cases	9L Cases	Accts	NetAmt	Gross Profit	GP%	Supplier	51	51
YTD	2,816,470	2,697,532	12,978	\$314,034,669	\$64,936,591	20.68%	Brand	649	723
YTD LY	2,834,790	2,661,900	14,115	\$320,631,837	\$69,026,684	21.53%	Group	66	66
YTD +/-	-18,320	35,632	-1,137	-\$6,597,167	-\$4,090,093	-0.85%	Product	2,656	4,601
YTD %	-0.6%	1.3%	-8.1%	-2.1%	-5.9%		Dist. Channel Cat	6	6
New	34,501	31,614	905	\$4,192,175	\$1,032,644		Premise	7	7
Lost	78,537	73,674	2,042	\$9,107,750	\$1,876,484		Customer Group	32	34
							Chain	377	439
							Customer	10,208	15,020

Here is the same page with the subset, **Supplier: CONSTELLATION**, applied.

Overview (Supplier: CONSTELLATION)									
Subsets	Menu	Sales Office All Values (3)	Area Manager All Values (68)	Product Type All Values (15)	Supplier All Values (1)	Brand All Values (61)	Premise All Values (7)		
Anchor Date: 6/20/17							TY/LY MTD	TY/LY YTD	
Month to date, last year Same Day Compare									
Dive In	Cases	9L Cases	Accts	NetAmt	Gross Profit	GP%	Sales Organization	6	6
MTD	29,251	31,925	3,061	\$3,038,500	\$607,914	20.01%	Sales Office	3	3
MTD LY	16,018	17,548	2,114	\$1,546,029	\$310,325	20.07%	Division Manager	9	9
MTD +/-	13,233	14,377	947	\$1,492,471	\$297,590	-0.07%	Area Manager	67	67
MTD %	82.6%	81.9%	44.5%	96.5%	95.9%		District Manager	66	66
New	15,959	17,947	2,039	\$1,618,266	\$299,228		Sales Rep	422	428
Lost	6,734	7,684	1,092	\$690,182	\$143,849				
Year to date, last year Same Day Compare									
Dive In	Cases	9L Cases	Accts	NetAmt	Gross Profit	GP%	Product Class	73	90
YTD	206,848	215,652	7,287	\$20,909,069	\$4,370,848	20.90%	Supplier	1	1
YTD LY	176,108	193,500	7,532	\$17,923,264	\$3,692,672	20.60%	Brand	53	61
YTD +/-	30,740	22,152	-245	\$2,985,805	\$678,176	0.30%	Group	34	39
YTD %	17.5%	11.4%	-3.4%	16.7%	18.4%		Product	222	391
New	26,676	27,498	2,071	\$3,062,263	\$538,986		Dist. Channel Cat	6	6
Lost	26,972	30,413	2,316	\$3,012,722	\$551,797		Premise	7	7
							Customer Group	30	33
							Chain	272	375
							Customer	4,153	9,603

Notice the difference in numbers.

**NOTE:** The subset has the full functionality of the button content, but focuses on specific data.

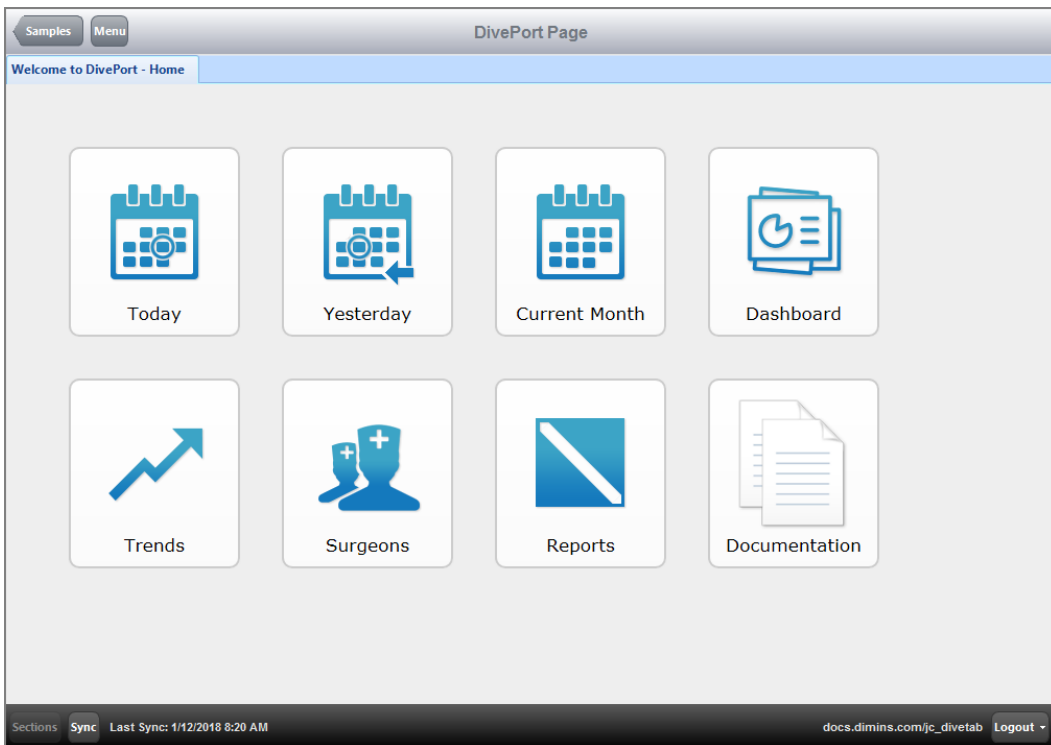
For more information on creating, accessing, and deleting subsets, see [Creating Subsets on page 86](#).

### DivePort Pages

A DivePort page displays a DivePort application. It behaves similarly to a web page and can be navigated as it normally would in a browser. You might need to log on to DivePort, depending on configurations set by the developer. Keep in mind that DivePort usually displays in a larger window, so scrolling might be necessary to see the entire page.

Here is an example of a DivePort landing page.

## DiveTab



Press the **Backspace** key to return to the previous page, or click the breadcrumbs buttons to return to the menu page.

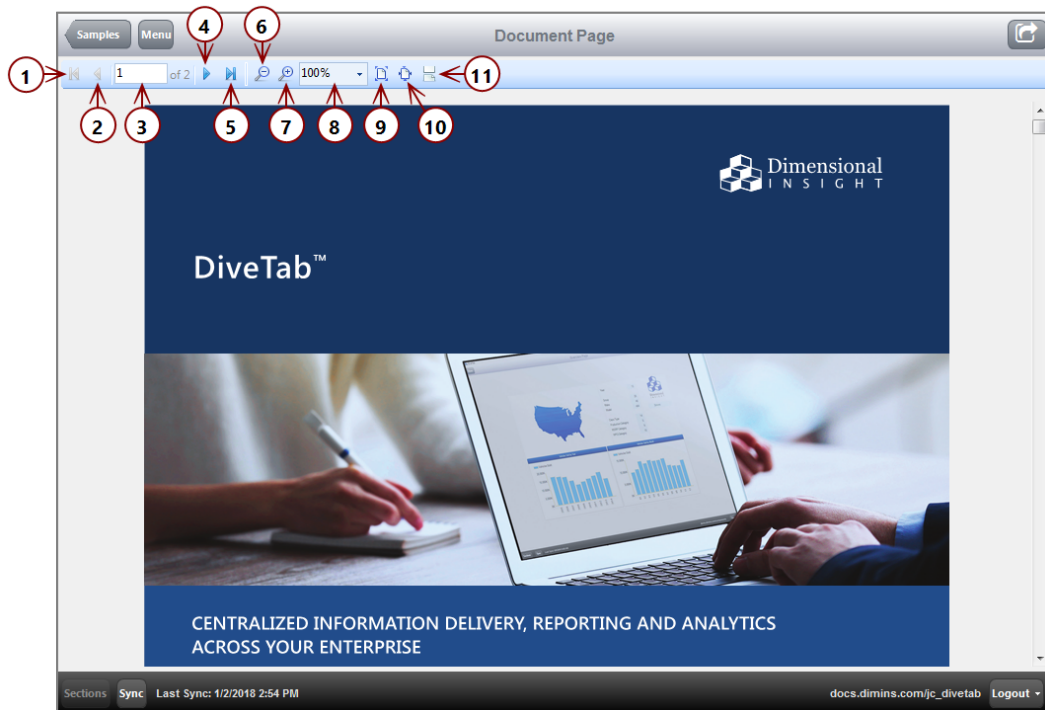
Here is an example of a DivePort data page.





## Document Pages

A document page displays a single file that can be viewed by scrolling up and down to view pages.



The top bar includes the following options, from left to right:

1. **Move to First Page**—Returns to the first page of the document
2. **Move to Previous Page**—Returns to the previous page in the document
3. **Jump to Page Number**—Displays the current page number and moves to a specified page number
4. **Move to Next Page**—Moves to the next page in the document
5. **Move to Last Page**—Moves to the last page in the document
6. **Zoom Out**—Shrinks the document
7. **Zoom In**—Enlarges the document
8. **Zoom Factor**—Shows percentage that the document is compared to its actual size
9. **Actual Page Size**—Resizes the document to its actual size, which is 100%
10. **Fit Page to Window**—Fits an entire page within the window
11. **Fit Page to Window Width**—Fits a page so that the width matches the width of the window

## Export Pages

An Export page contains a list of simple tabular pages that are available for download.

Here is an example of an export page.

Export Area Example		
Name	Number of Rows	Report Description
Report Page 1	60 rows	Product Group, Resp Team, Vendor
Report Page 2	819 rows	Vendor, Customer County, Corporate Brand
Report Page 3	18 rows	Supplier, Product Group
Report Page 4	15 rows	Premise, Resp Team

Sections Sync Last Sync: 1/10/2018 3:50 PM 4 rows docs.dimins.com/jc\_divetab Logout

Click the export page name.

The page opens in Microsoft Excel or another program that reads *xlsx* files.

Corporate Product Group	Resp Team	Vendor	Cases	Cost
Corporate Product Group	Resp Team	Vendor	447,666.808	\$50,848,993.82
Brandy	TOTAL		13893.29	1444547.328
Brandy	Crowe	TOTAL	5455.389	523579.6462
Brandy	Crowe	BOISSET AMERICA ( 883 )	277.675	45351.59206
Brandy	Crowe	CONSTELLATION ( 650 )	1242.29	128600.5326
Brandy	Crowe	DIAGEO ( 1967 )	3935.424	349627.5216
Brandy	Gampie	TOTAL	706.338	89075.59437
Brandy	Gampie	BOISSET AMERICA ( 883 )	388.96	58364.26072
Brandy	Gampie	DIAGEO ( 1967 )	317.378	30711.33365
Brandy	Holgate	TOTAL	7731.563	831892.0875
Brandy	Holgate	BOISSET AMERICA ( 883 )	2007.547	313698.759
Brandy	Holgate	DIAGEO ( 1967 )	5724.016	518193.3285
Gin	TOTAL		992.882	108298.629
Gin	Gampie	TOTAL	34.05	2895.283715

## Presentation Pages

Presentation pages are files that display as slides and are organized using tabs or bookmarks. Presentations can be easily navigated by clicking the arrows on the left and right sides of the page.

Here is an example of a presentation page.



The tabs, or bookmarks, represent different sections in the presentation, while the dots in the bar above the tabs indicate the number of slides in the current section. The lighter shaded dot is the slide currently being viewed.

Press **F11** to enter full-screen mode. Press **Esc** or **F11** to exit full-screen mode.

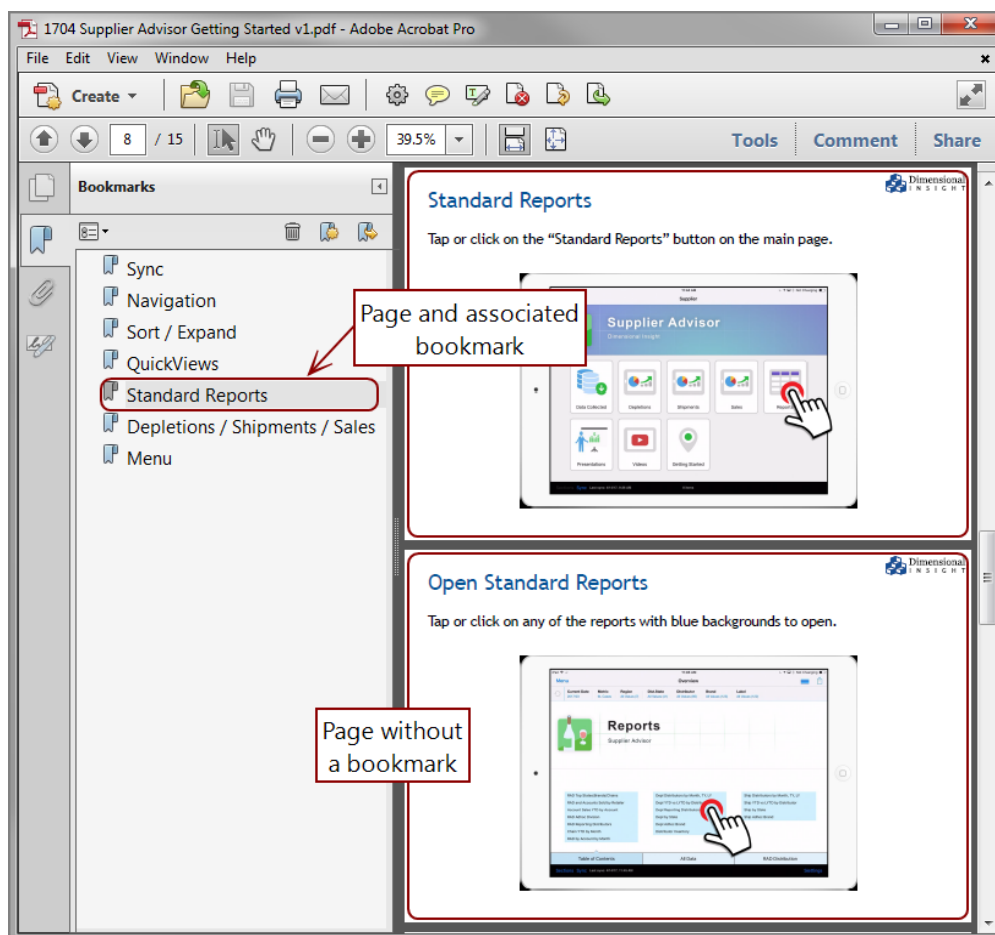
Here is an example of a presentation in full-screen mode.



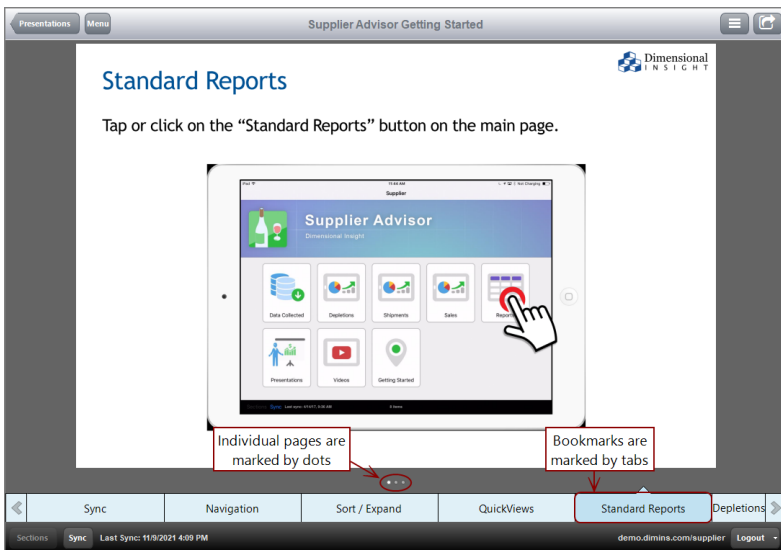
For more information about creating a presentation within the DiveTab client, see [User Content Pages on page 56](#) and [Creating a User Presentation on page 58](#).

Presentation pages are *pdf* files, with the *pdf* bookmarks becoming tabs and the pages becoming slides.

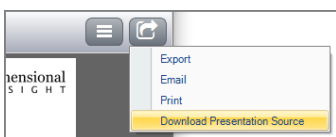
Here is an example of a *pdf* file opened in Adobe Acrobat Pro.



Here is the same file as a presentation page in DiveTab.



Notice how dots represent the pages, and the tabs represent the bookmarks. As of version 7.1(14), if configured by the developer, you can download the source *ppt* or *pptx* file for the presentation. Click the **Options** button and select **Download Presentation Source**.



**TIP:** When you navigate away from the presentation and return in the same session, DiveTab recalls the last slide you viewed.

## Repository Pages

A Repository page displays a list of files that are available for download.

**NOTE:** There is no limit on the file size, file type, or the number of files within the repository.

Here is an example of a repository page.

Documents					
Name	Local	Downloaded	Date Modified	File Size	
Beverage Alcohol Standard.pdf	<input type="checkbox"/> OFF	No	4/18/2017 12:17 PM	3.23 MB	
Supplier Advisor Getting Started.pdf	<input type="checkbox"/> OFF	No	4/14/2017 2:11 PM	1.79 MB	

Sync Files

Sections **Sync** Last Sync: 9/6/2017 10:15 AM 2 rows demo.dimins.com/supplier Logout

The name of the file is displayed in the first column, followed by information about whether the file is downloaded, when it was last modified, and the file size.

When you want to download the file, switch the **Local** column to **ON**. Then, click the **Sync Files** button to download the files to your device.

Alternatively, click the name to download and view the file directly.

Here is the repository page with the Local switch activated and **Sync Files** button indicated, before the Sync.

# DiveTab

Name	Local	Downloaded	Date Modified	File Size
Beverage Alcohol Standard.pdf	ON	No	4/18/2017 12:17 PM	3.23 MB
Supplier Advisor Getting Started.pdf	ON	No	4/14/2017 2:11 PM	1.79 MB

Sections Sync Last Sync: 9/6/2017 10:15 AM 2 rows demo.dimins.com/supplier Logout

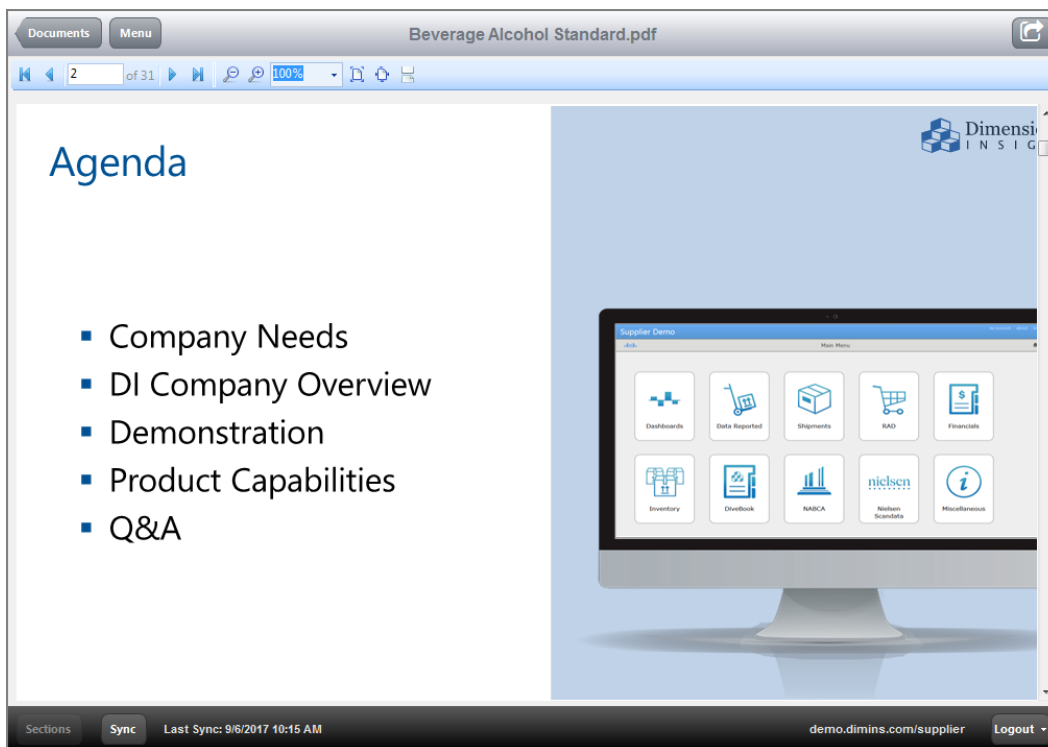
Notice that the Downloaded column value changes from "No" to "Yes" after the Sync.

Name	Local	Downloaded	Date Modified	File Size
Beverage Alcohol Standard.pdf	ON	Yes	4/18/2017 12:17 PM	3.23 MB
Supplier Advisor Getting Started.pdf	ON	Yes	4/14/2017 2:11 PM	1.79 MB

Sync Files

Here is the result in the DiveTab client, after the *Beverage Alcohol Standard.pdf* file is opened directly.





The file opens as a document and you scroll to move from page to page.

**NOTE:** To remove a downloaded file from your device, change the Local switch to **OFF** and click **Sync Files**.

## Stamp Pages

A Stamps page gives you the ability to create a customizable page using stamps, to display information related to specified measures using a chosen template.

Here is an example of a Stamp page with stamps already added.

# DiveTab

The screenshot shows a dashboard titled "Stamps" with a menu icon in the top right. Below the title are filters for "Anchor Date" (2017/07/09), "Chain" (All Values (175)), "Brand" (All Values (744)), and "City" (All Values (318)). The main area contains six summary cards, each with a title, a "Same day" label, and a table of values with change indicators.

Anchor Date	Chain	Brand	City
2017/07/09	All Values (175)	All Values (744)	All Values (318)

Cases (MTD)			
MTD (k)	LY MTD (k)	+/- (k)	% +/-
41.42	39.00	2.422	6.2

Cases (YTD)			
YTD (k)	LY YTD (k)	+/- (k)	% +/-
579.31	574.33	4.984	0.9

Gross Profit (R3)			
R3 (m)	LY R3 (m)	+/- (k)	% +/-
5.61	5.37	247.3	4.6

Gross Profit (R6)			
R6 (m)	LY R6 (m)	+/- (k)	% +/-
12.94	13.20	-266.	-2.0

Gross Profit (R12)			
R12 (m)	LY R12 (m)	+/- (m)	% +/-
29.13	30.19	-1.05	-3.5

NetAmt (TDY)			
TDY (k)	LY TDY (k)	+/- (k)	% +/-
644.33	546.96	97.36	17.8

Footer: Sections Sync Last Sync: 3/3/2021 2:21 PM 6 Stamps distributor.dev.dimins.com/stamps Logout

The Stamp page is for your personal use, and you can add and edit stamps as you see fit.

To open the stamp analysis page, click the stamp. From here you can:

- Switch dimensions
- Dive on the dimension value
- Dive on a summary value

**NOTE:** A zero or null value does not have a link.

Here is an example of the stamp analysis page.

The screenshot shows a detailed table titled "Cases" with a menu icon in the top right. Below the title are filters for "Anchor Date" (2017/07/09), "Chain" (All Values (175)), "Brand" (All Values (744)), and "City" (All Values (318)). The table has columns for Brand, Cases YTD, Cases LY YTD, Diff, and % Diff.

Brand	Cases YTD	Cases LY YTD	Diff	% Diff
2 HANDS	5,917	105.25	-99,333	-94.379
14 HANDS	315,416	306.25	9,166	2.993
99 Fruit	17.0	6.75	10.25	151.856
1800	403,833	200,499	203,334	101.414
ABBOLEDA				
ABERLOUR	1,294,582	4,333	1,290,249	29,774.512
ABSOLUT	529,248	1,096,916	-567,668	-51.751
ACACIA	471,249	523,082	-51,834	-9.909
AFTERSHOCK		224,499	-224,499	-100.0
ALAMOS	8.0	45.5	-37.5	-82.418
ALDERBROOK	181,499	123,083	58,416	47.46
ALGRNI	4.25	78.5	-74.25	-94.586
ALICE	10,667	84,332	-73,666	-87.352
ALIZE	1,524,334	96.5	1,427,834	1,479.628
ALLEGRIINI	35,167	43,333	-8,166	-18.845
ALMADEN	4,649,452	4,560,993	88,459	1.939
ALTSINO	410,998	496.25	-87,252	-17.512
AMORITO	10,658,996	3,473,664	7,185,332	206.852
ANCIENT	518,083	84,667	433,416	511.91
ANSAC	46.5	72,083	-25,583	-35.491
ANTINORI	-215	1,306,331	-1,327,831	-101.646
APPLETON	577,331	697,666	-120,333	-23.802

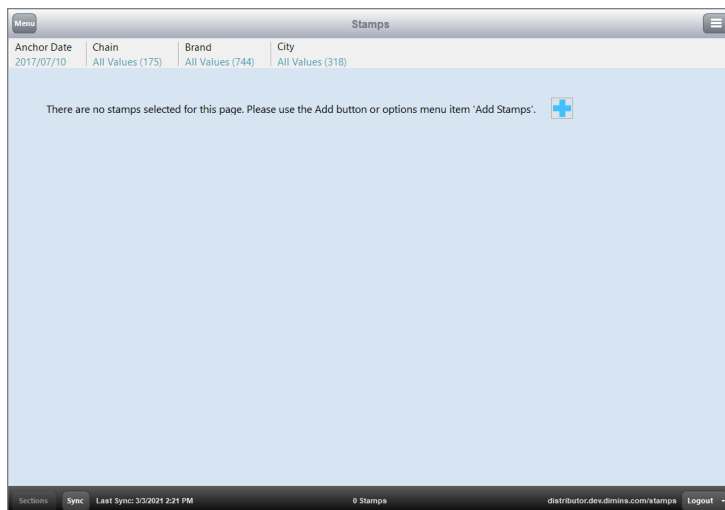
Footer: Sections Sync Last Sync: 3/3/2021 2:21 PM 744 rows distributor.dev.dimins.com/stamps Logout

## Editing a Stamp Page



You can add, delete, and reorder the stamps on a Stamp page.

### Adding a stamp

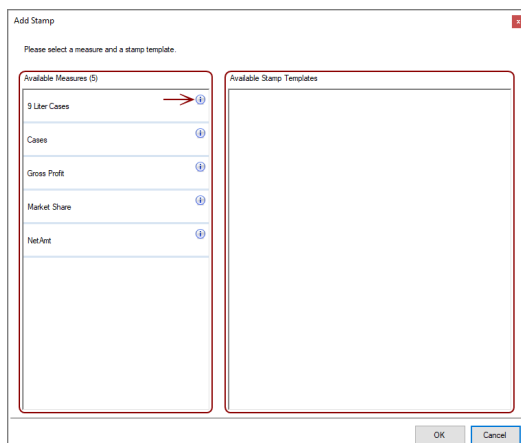
1. Navigate to the **Stamp** page.




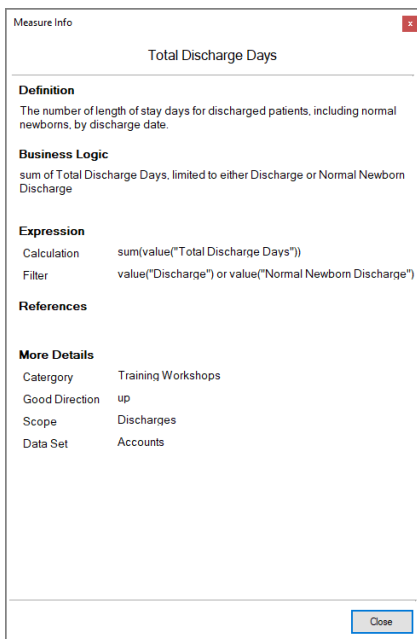
**NOTE:** Depending on how the page is configured by the developer, there might be default stamps already in place.

2. Click the **Add** icon, , or click the **Options** button, , and select **Add Stamp**.

**NOTE:** The **Add** icon does not appear when stamps are already present. The **Add Stamp** dialog box opens.

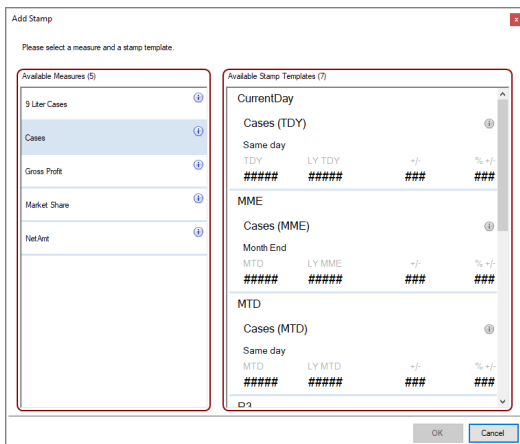


**TIP:** You can click the information icon, , to view Measure Info window, which displays the metadata associated with the measure.



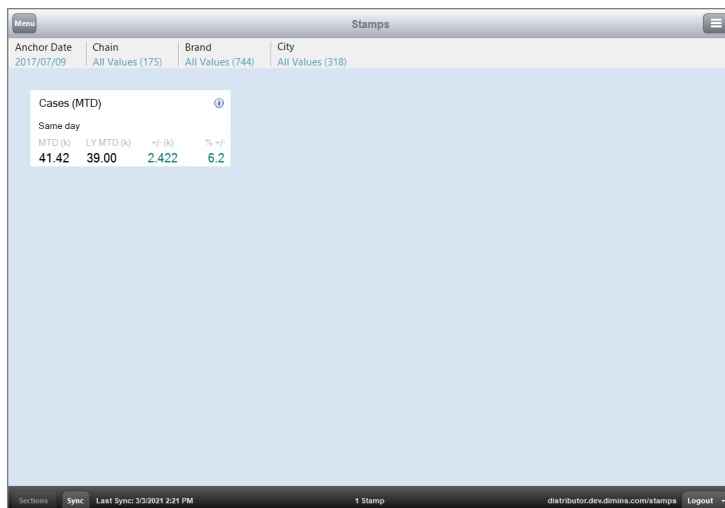
3. In the left column, click the measure you want to use. For this example, **Cases**.

The Available Stamp Template options for the selected measure appears on the right.



4. In the right column, click the stamp template you want to use. For this example, **MTD** or month to date.

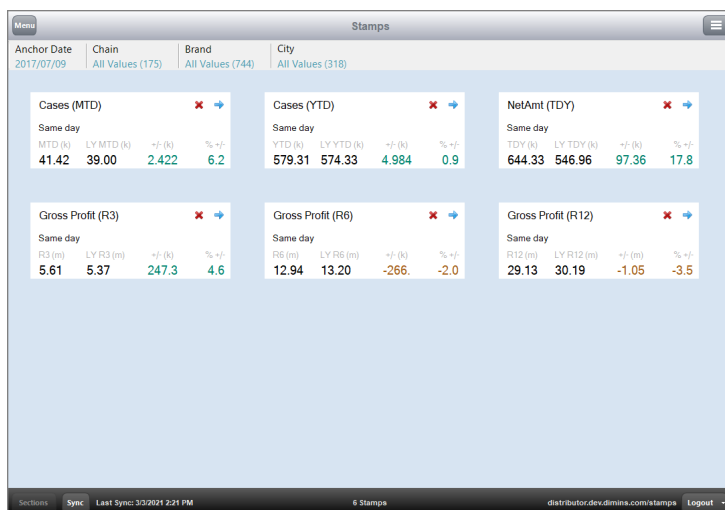
- Click **OK**.  
The stamp is added to the page.






**TIP:** When the stamp is added to the page, the measure and stamp template combination is removed from the **Add Stamp** dialog box options.


### Deleting a stamp

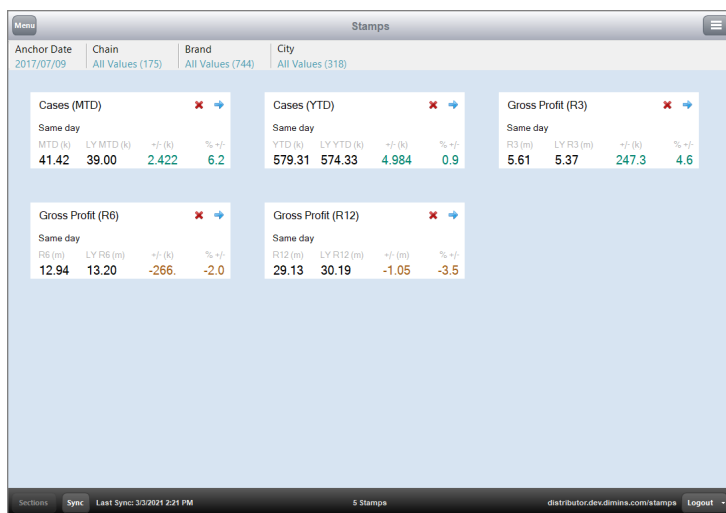
- Navigate to the **Stamp** page.



- Click the **Options** button and select **Edit Stamps**. The information icon, , is replaced with the delete, , and move, , icons.

## DiveTab

3. Click the delete icon, . This example uses the **NetAmt (TDY)** stamp, The **Remove Stamps** dialog box opens.
4. Click **Yes**.  
The stamp is removed from the page.



Anchor Date	Chain	Brand	City
2017/07/09	All Values (175)	All Values (744)	All Values (318)

Cases (MTD)			
Same day			
MTD (k)	LY MTD (k)	+/- (k)	% +/-
41.42	39.00	2.422	6.2


Cases (YTD)			
Same day			
YTD (k)	LY YTD (k)	+/- (k)	% +/-
579.31	574.33	4.984	0.9

Gross Profit (R3)			
Same day			
R3 (m)	LY R3 (m)	+/- (k)	% +/-
5.61	5.37	247.3	4.6

Gross Profit (R6)			
Same day			
R6 (m)	LY R6 (m)	+/- (k)	% +/-
12.94	13.20	-266.	-2.0

Gross Profit (R12)			
Same day			
R12 (m)	LY R12 (m)	+/- (m)	% +/-
29.13	30.19	-1.05	-3.5

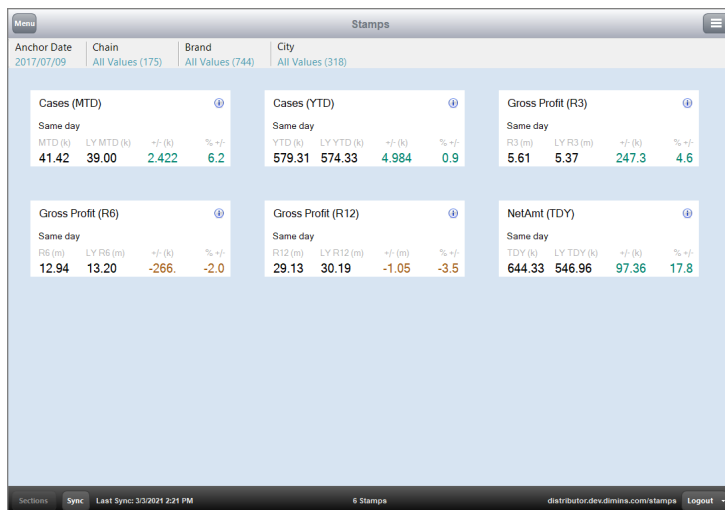
5 Stamps





**TIP:** If the stamps area is configured with default stamps and you delete every stamp, you can restore the default stamps by clicking the **Refresh** icon, .

5. Click the **Options** button and select **Finish Editing Stamps** to exit the editing mode.

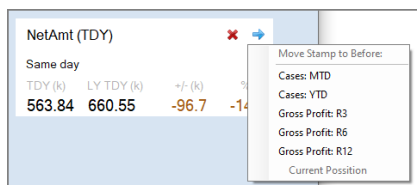
## Reordering the stamps

1. Navigate to the **Stamp** page.



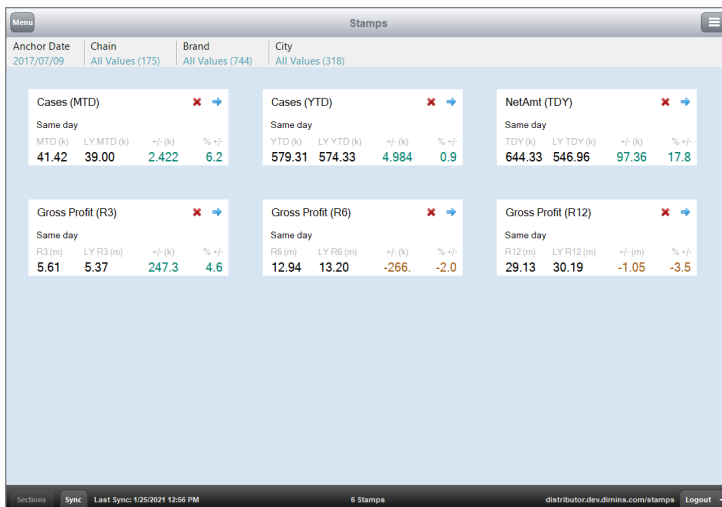
2. Click the **Options** button and select **Edit Stamps**. The information icon, , is replaced with the delete, , and move, , icons.
3. Click the move, , icon. For this example, we select the icon on the **NetAmt (TDY)** stamp.

The context menu opens.



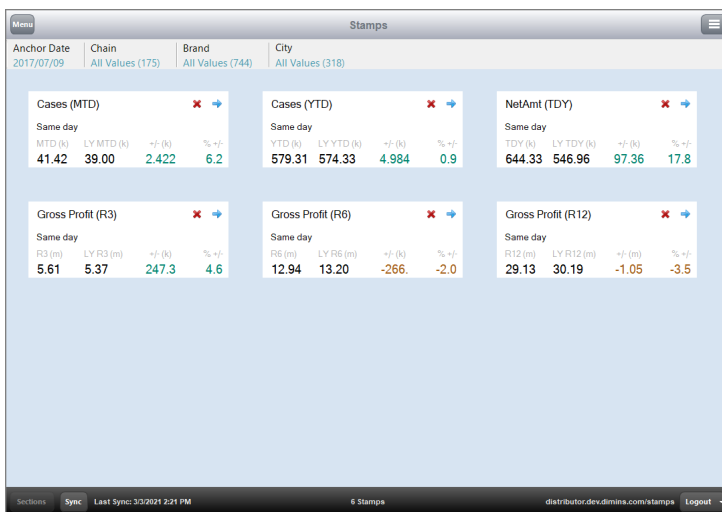
4. Click which stamp you want to move the current stamp in front of. For this example, it is in front of the **Gross Profit: R3** stamp.

The stamp is moved.



5. Click the **Options** button and select **Finish Editing Stamps** to exit the editing mode.

Here is the Stamp page out of editing mode.



## Using a Stamp

You can use a stamp to analyze the measure data or to review measure information.

### Analyzing measure data



1. Navigate to the **Stamp** page.

The screenshot shows a dashboard titled 'Stamps' with a menu icon in the top right. Below the title are filters for 'Anchor Date' (2017/07/09), 'Chain' (All Values (175)), 'Brand' (All Values (744)), and 'City' (All Values (318)). The dashboard contains six KPI cards arranged in a 2x3 grid:

- Cases (MTD)**: Same day values: MTD (R) 41.42, LY MTD (R) 39.00, +/- (R) 2.422, % +/- 6.2.
- Cases (YTD)**: Same day values: YTD (R) 579.31, LY YTD (R) 574.33, +/- (R) 4.984, % +/- 0.9.
- Gross Profit (R3)**: Same day values: R3 (m) 5.61, LY R3 (m) 5.37, +/- (R) 247.3, % +/- 4.6.
- Gross Profit (R6)**: Same day values: R6 (m) 12.94, LY R6 (m) 13.20, +/- (R) -266, % +/- -2.0.
- Gross Profit (R12)**: Same day values: R12 (m) 29.13, LY R12 (m) 30.19, +/- (m) -1.05, % +/- -3.5.
- NetAmt (TDY)**: Same day values: TDY (R) 644.33, LY TDY (R) 546.96, +/- (R) 97.36, % +/- 17.8.

At the bottom, there is a status bar with 'Sections', 'Sync', 'Last Sync: 3/3/2021 2:21 PM', '6 Stamps', and 'distributor.dev.dimins.com/stamps Logout'.

2. Click the stamp. For example, **Cases (YTD)**.

**IMPORTANT:** Clicking the information icon, , opens the Measure Info dialog box.

The analysis page opens.

The screenshot shows the 'Cases' analysis page. It features a table with the following columns: Brand, Cases YTD, Cases LY YTD, Diff, and % Diff. The table lists various brands and their corresponding values. At the bottom, there is a status bar with 'Sections', 'Sync', 'Last Sync: 3/3/2021 2:21 PM', '744 rows', and 'distributor.dev.dimins.com/stamps Logout'.

Brand	Cases YTD	Cases LY YTD	Diff	% Diff
	579,310.021	574,327.273	4,983.548	0.860
2 HANDS	5.917	105.25	-99.333	-94.379
14 HANDS	315.416	306.25	9.166	2.993
99 Fruit	17.0	6.75	10.25	151.856
1800	403.833	200.499	203.334	101.414
ABBOLEDA				
ABERLOUR	1,294.582	4.333	1,290.249	29,774.512
ABSOLUT	529.248	1,096.916	-567.668	-51.751
ACACIA	471.249	523.082	-51.834	-9.909
AFTERSHOCK		224.499	-224.499	-100.0
ALAMOS	8.0	45.5	-37.5	-82.418
ALDERBROOK	181.499	123.083	58.416	47.46
ALGRNI	4.25	78.5	-74.25	-94.586
ALICE	10.667	84.332	-73.666	-87.352
ALIZE	1,524.334	96.5	1,427.834	1,479.628
ALLEGRINI	35.167	43.333	-8.166	-18.845
ALMADEN	4,649.452	4,560.993	88.459	1.939
ALTSINO	410.998	498.25	-87.252	-17.512
AMORITO	10,658.996	3,473.664	7,185.332	206.852
ANCIENT	518.083	84.667	433.416	511.91
ANSAC	46.5	72.083	-25.583	-35.491
ANTINORI	-21.5	1,306.331	-1,327.831	-101.646
APPIETON	577.331	692.664	-115.333	-23.869

3. Do one of the following:
  - To switch dimensions, click the dimension column heading and choose a dimension name from the context menu.

Brand	Cases YTD	Cases LY YTD	Diff	% Diff
Anchor Date	579,310,821	574,327,273	4,983,548	0.868
Sort Up	5,917	105.25	-99,333	-94.379
Sort Down	315,416	306.25	9,166	2.993
Find	17.0	6.75	10.25	151.856
Auto Widen	403,833	200,499	203,334	101.414
Group				
Product	1,294,582	4,333	1,290,249	29,774.512
Chain	529,248	1,096,916	-567,668	-51.751
ACACIA	471,249	523,082	-51,834	-9.909
AFTERSHOCK		224,499	-224,499	-100.0
ALAMOS	8.0	45.5	-37.5	-82.418
ALDERBROOK	181,499	123,083	58,416	47.46
ALGRNI	4.25	78.5	-74.25	-94.586
ALICE	10,667	84,332	-73,666	-87.352
ALIZE	1,524,334	96.5	1,427,834	1,479,628
ALLEGRI	35,167	43,333	-8,166	-18.845
ALMADEN	4,649,452	4,560,993	88,459	1.939
ALTSINO	410,998	498.25	-87,252	-17.512
AMORITO	10,658,996	3,473,664	7,185,332	206.852
ANCIENT	518,083	64,667	453,416	511.91
ANSAC	46.5	72,083	-25,583	-35.491
ANTINORI	-21.5	1,306,331	-1,327,831	-101.646
APPELLON	937,331	697,664	239,667	34.360

- To dive on the dimension value, right-click the dimension value and choose a dimension from the context menu.

Brand	Cases YTD	Cases LY YTD	Diff	% Diff
Anchor Date	579,310,821	574,327,273	4,983,548	0.868
2 HANDS	5,917	105.25	-99,333	-94.379
14 HANDS	315,416	306.25	9,166	2.993
99 Fruit	17.0	6.75	10.25	151.856
1800	403,833	200,499	203,334	101.414
ABBOLEDA				
ABERLEDA	1,294,582	4,333	1,290,249	29,774.512
ABSOLUT	529,248	1,096,916	-567,668	-51.751
ACACIA	471,249	523,082	-51,834	-9.909
AFTERSHOCK		224,499	-224,499	-100.0
ALAMOS	8.0	45.5	-37.5	-82.418
ALDERBROOK	181,499	123,083	58,416	47.46
ALGRNI	4.25	78.5	-74.25	-94.586
ALICE	10,667	84,332	-73,666	-87.352
ALIZE	1,524,334	96.5	1,427,834	1,479,628
ALLEGRI	35,167	43,333	-8,166	-18.845
ALMADEN	4,649,452	4,560,993	88,459	1.939
ALTSINO	410,998	498.25	-87,252	-17.512
AMORITO	10,658,996	3,473,664	7,185,332	206.852
ANCIENT	518,083	64,667	453,416	511.91
ANSAC	46.5	72,083	-25,583	-35.491
ANTINORI	-21.5	1,306,331	-1,327,831	-101.646
APPELLON	937,331	697,664	239,667	34.360

- To dive on a summary value, click the value in the column using a link.

Brand	Cases YTD	Cases LY YTD	Diff	% Diff
2 HANDS	5,917	105.25	-99,333	-94.379
14 HANDS	315,416	306.25	9,166	2,993
99 Fruit	17.0	6.75	10.25	151.856
1800	403,833	200,499	203,334	101.414
ABBOLEDA	0			
ABERLOUR	0	4,333	1,290,249	29,774.512
ABSOLUT	529,248	1,096,916	-567,668	-51.751
ACACIA	471,249	523,082	-51,834	-9,909
AFTERSHOCK		224,499	-224,499	-100.0
ALAMOS	8.0	45.5	-37.5	-82.418
ALDERBROOK	181,499	123,083	58,416	47.46
ALGRNI	4.25	78.5	-74.25	-94.586
ALICE	10,667	84,332	-73,666	-87.352
ALIZE	1,524,334	96.5	1,427,834	1,479,628
ALLEGRIINI	35,167	43,333	-8,166	-18.845
ALMADEN	4,649,452	4,560,993	88,459	1,939
ALTSINO	410,998	498.25	-87,252	-17.512
AMORITO	10,658,996	3,473,664	7,185,332	206.652
ANCIENT	518,083	84,667	433,416	511.91
ANSAC	46.5	72,083	-25,583	-35.491
ANTINORI	-21.5	1,306,331	-1,327,831	-101.646
APPETON	927,331	697,664	229,667	29.860

**NOTE:** A zero or null value does not have a link.

### Review measure information

You can click the information icon, , to view Measure Info dialog box, which displays the metadata associated with the measure.

Measure Info x

NetAmt

---

**Definition**  
Sum of Net Amount

**Business Logic**  
Sum of Gross Sales

**Expression**  
Calculation sum(value("Gross Sales"))  
Filter

**References**

**More Details**  
Category Invoice  
Good Direction up  
Scope Invoice  
Data Set Invoice

Close

This metadata includes:

- **Definition**—Describes what the measure represents.
- **Business Logic**—Defines the business rule behind the measure in simple terms.
- **Expression**—The expression, including calculation and filter, used to calculate the measure.
- **References**—The documents useful for understanding the measure's definition and logic.
- **Category**—The category used to organize the measure.
- **Good Direction**—The direction considered favorable for the measure.
- **Scope**—The summary scope used for the measure.
- **Data Set**—The data set the measure is associated with.

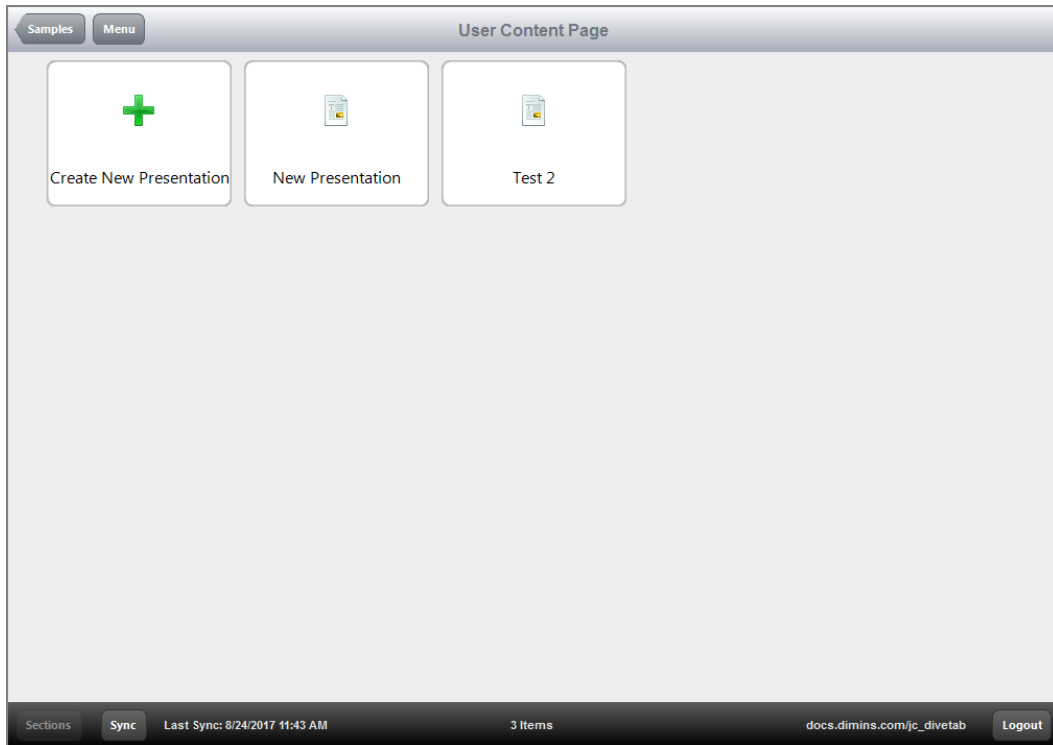
**TIP:** You can copy the information displayed in this window.

Click **Close** to exit the dialog box.

## User Content Pages

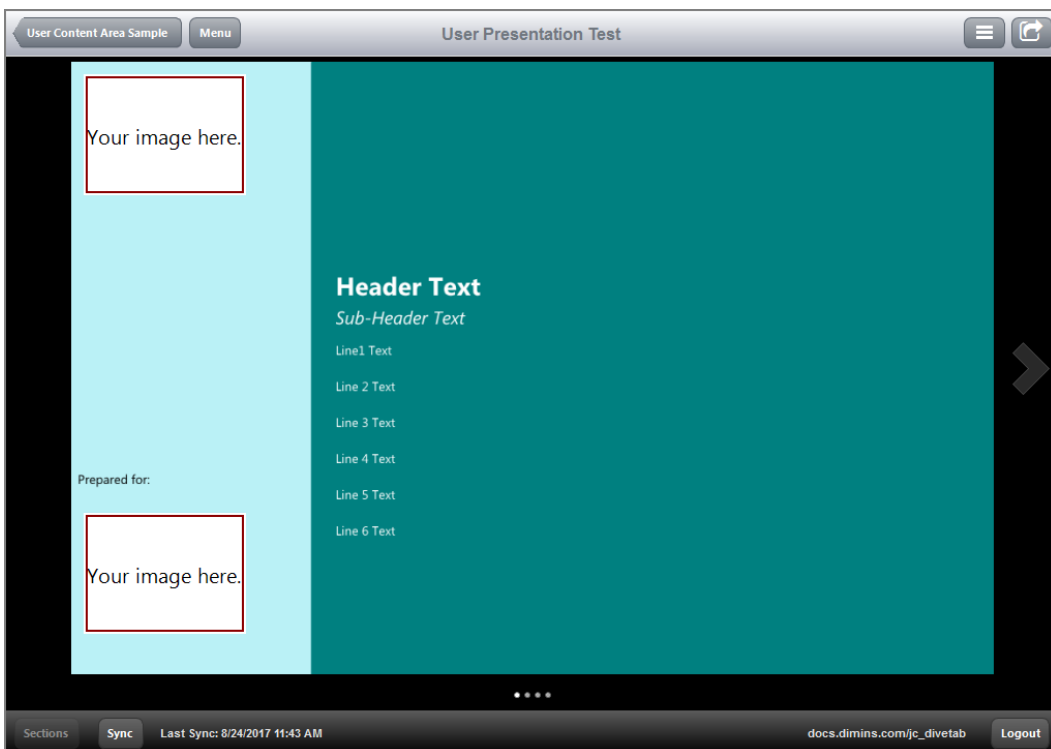
A User Content page gives you the ability to create a presentation using the other presentations in the DiveTab application.

Here is an example of a User Content page with two user presentations already created.



The **Create New Presentation** button starts the process for creating a new presentation.

Here is an example of an opened user presentation.



User content page presentations behave like Presentation pages. Navigate by clicking the arrows on the left and right sides of the page.

**NOTE:** Only the DiveTab client on the PC has the capability to create and edit User Presentations.

### Creating a User Presentation

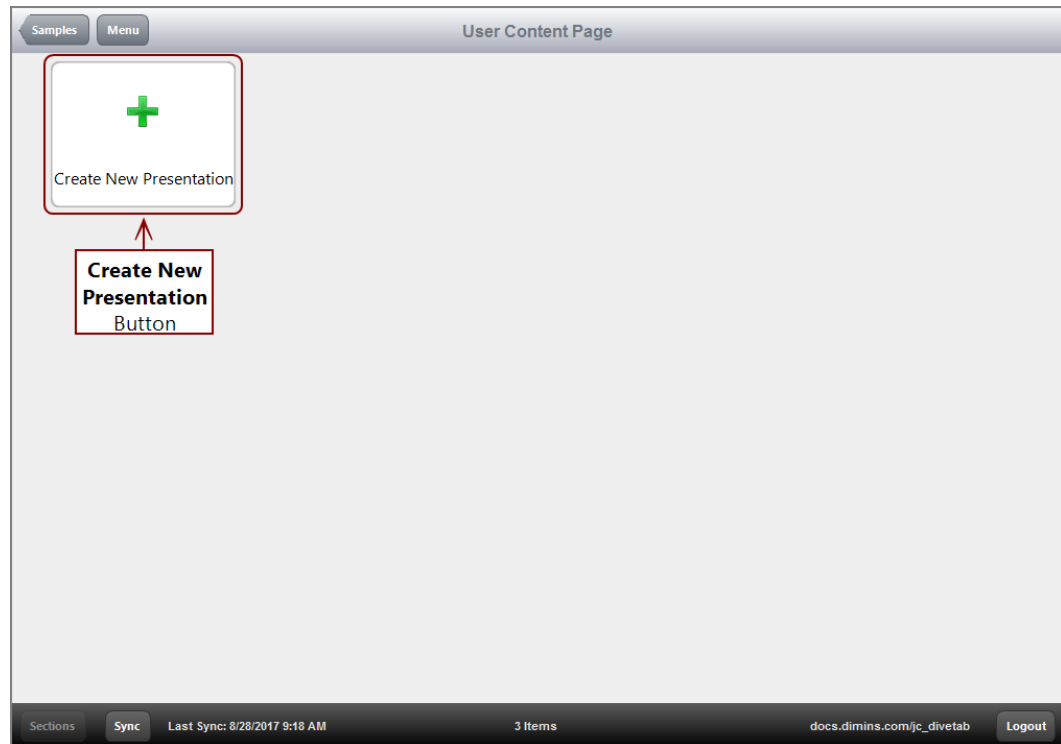
User presentations can be created and edited using the presentations that are already contained on the client.

**NOTE:** The DiveTab application for the iPad can view the presentations, but not edit or create them.

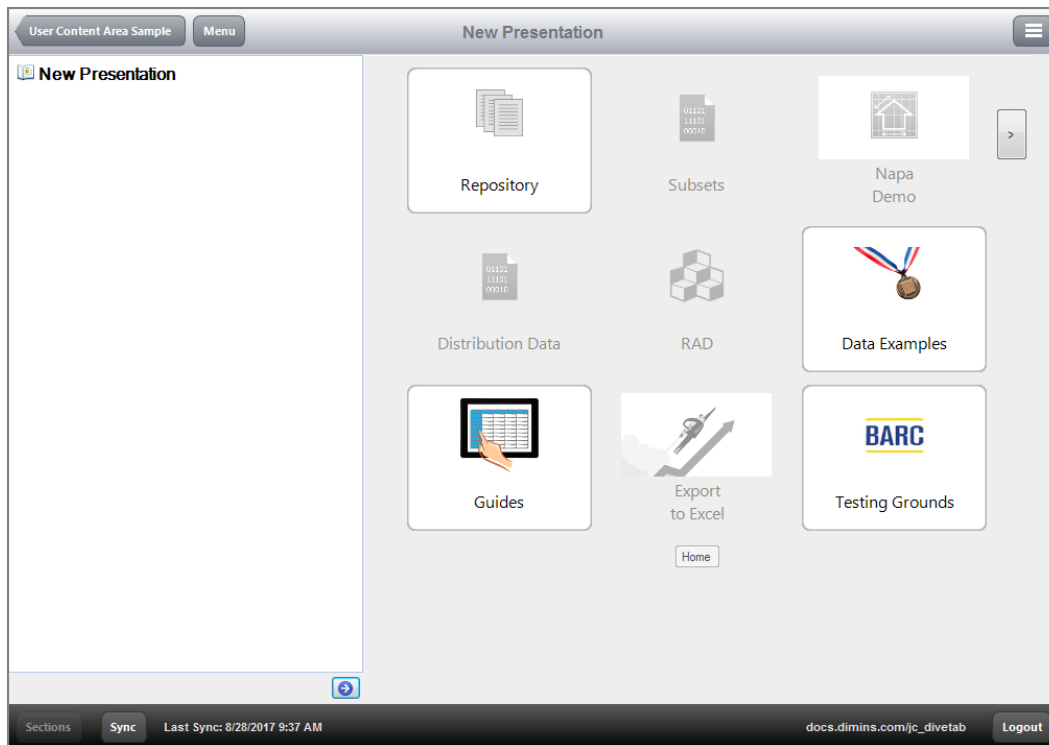
#### Creating a user presentation

The following steps walk through creating a presentation based on existing presentations in the client.

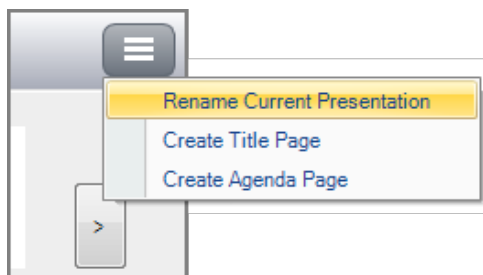
1. Navigate to the **User Content** page.



2. Click the **Create New Presentation** button.  
A new presentation opens.

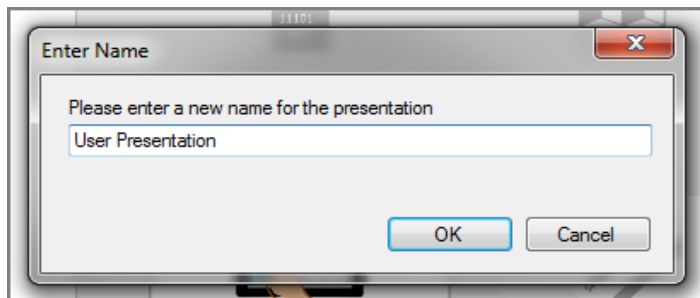


3. Click the **Options** button.  
The **Options** menu opens.

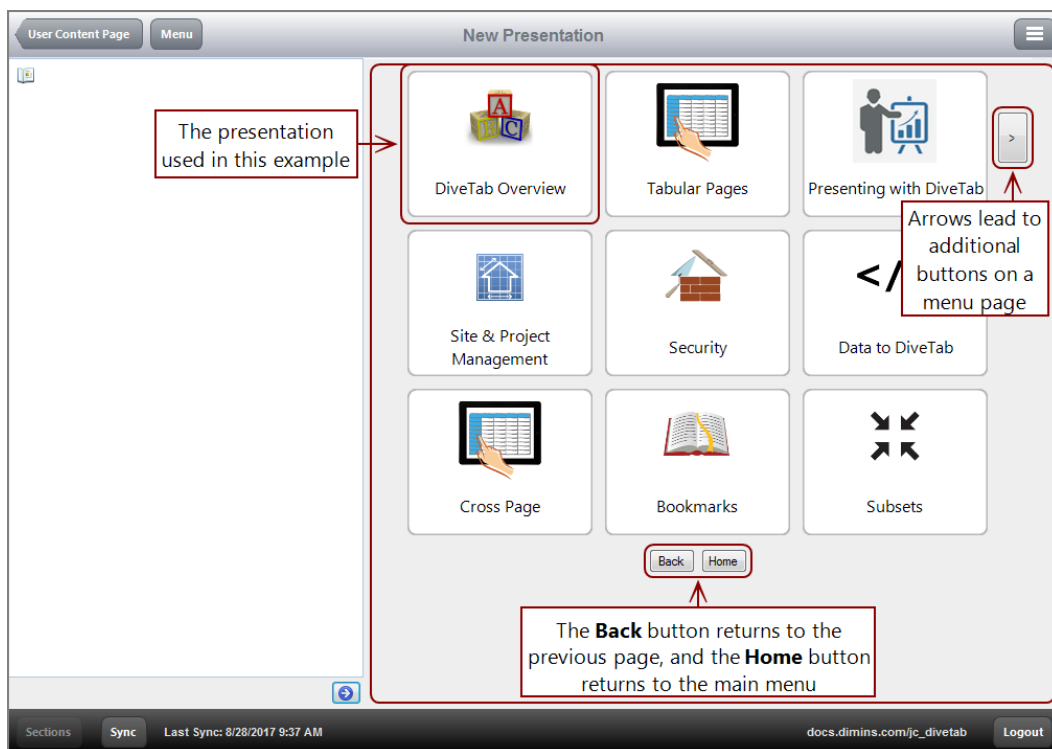


4. Click **Rename Current Presentation**.  
The **Enter Name** window opens.

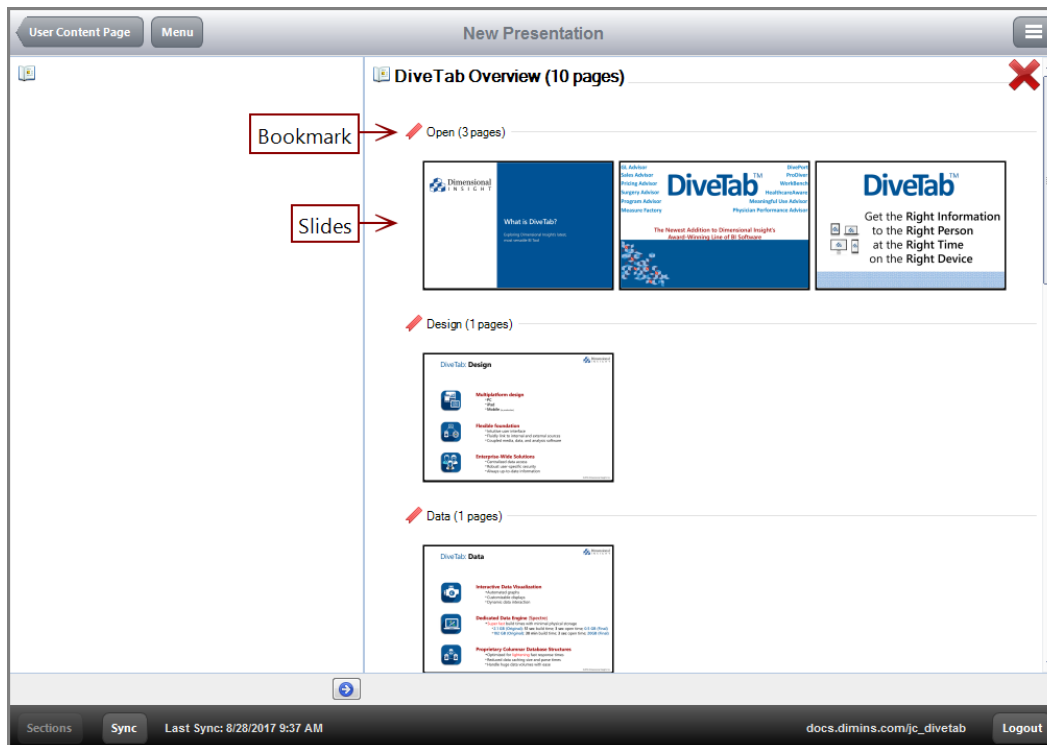




5. In the text box enter a name for your presentation, and click **OK**. The window closes.
6. In the right panel, navigate to where the presentations are stored.



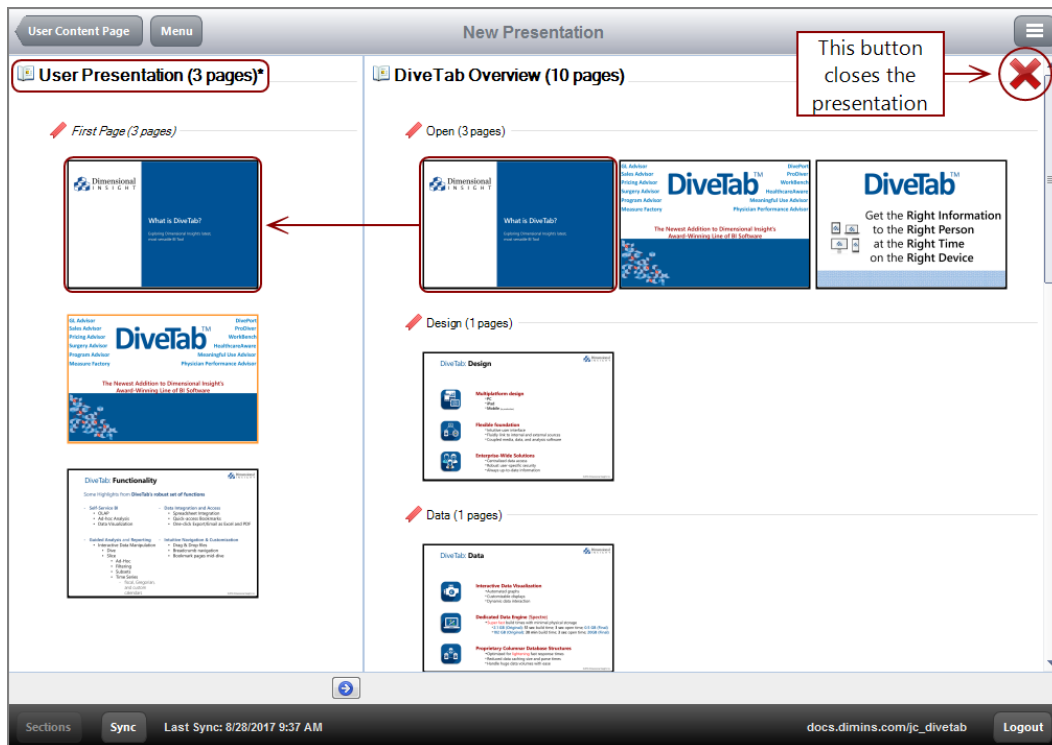
7. Click the presentation you want to use slides from. For example, DiveTab Overview.



The file opens in the right panel, containing thumbnail pages and existing bookmarks.

**NOTE:** The presentation name might not appear in the GUI until it is saved or a presentation slide is added.

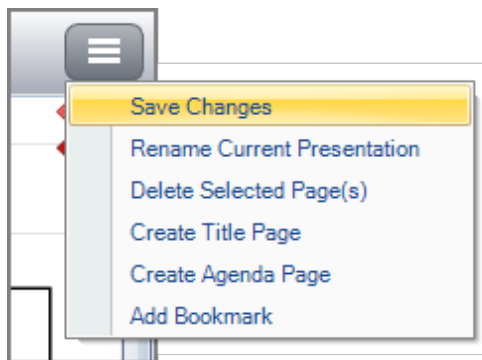
8. Drag thumbnails of the slide you want to include in your presentation from the right panel to the left panel.



**TIP:** To change the order of the slides, drag the slides above or below other slides. To choose another presentation, click the red **X** in the upper right to exit the presentation and return to browsing.

9. Click the **Options** button.

The **Options** menu opens.

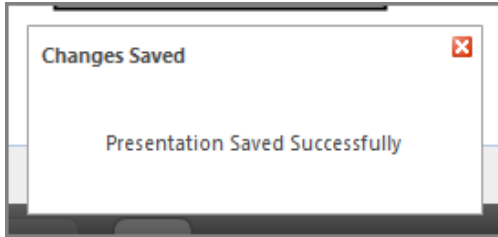


10. Click **Save Changes**.

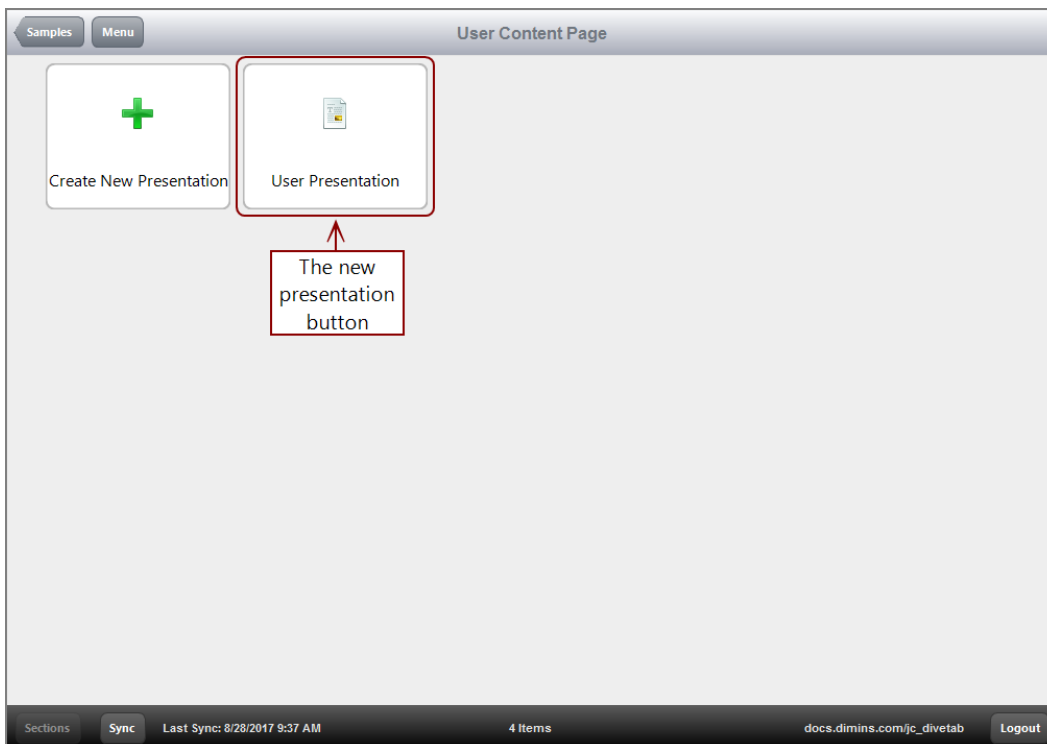
**TIP:** You can also save your changes by pressing **Ctrl+S**

A confirmation message appears.

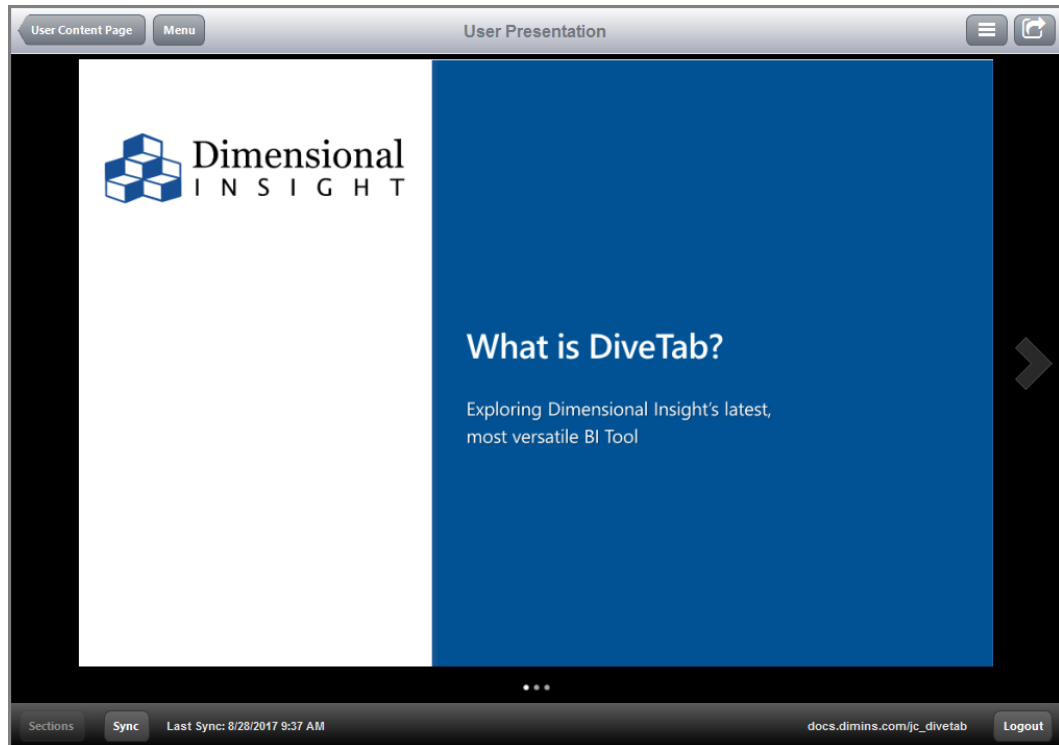
## DiveTab



11. Click the back button to return to the **User Content Page**.  
Notice the new presentation.



12. Click the presentation.  
The presentation opens.



**TIP:** To edit the presentation again, click the **Options** button and then **Edit Current Presentation**.

**NOTE:** The bookmarks appear as tabs along the bottom of the page, and individual pages by dots. The lighter shaded dot represents the page currently being viewed.

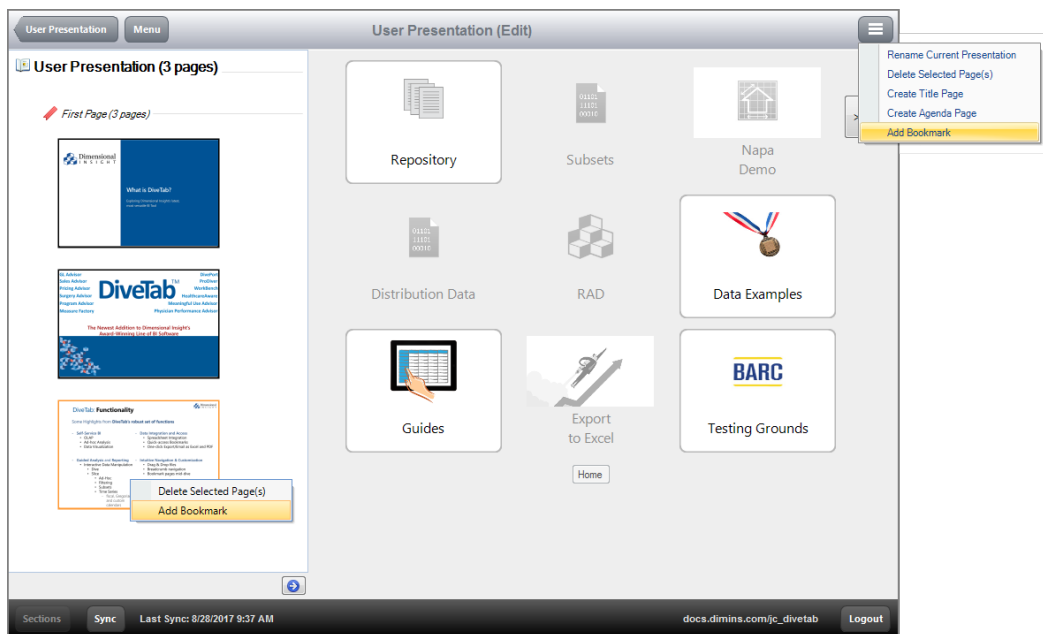
There are other options to further customize your presentation, such as adding bookmarks, and title and agenda pages.

### **Adding, renaming, and deleting Bookmarks**

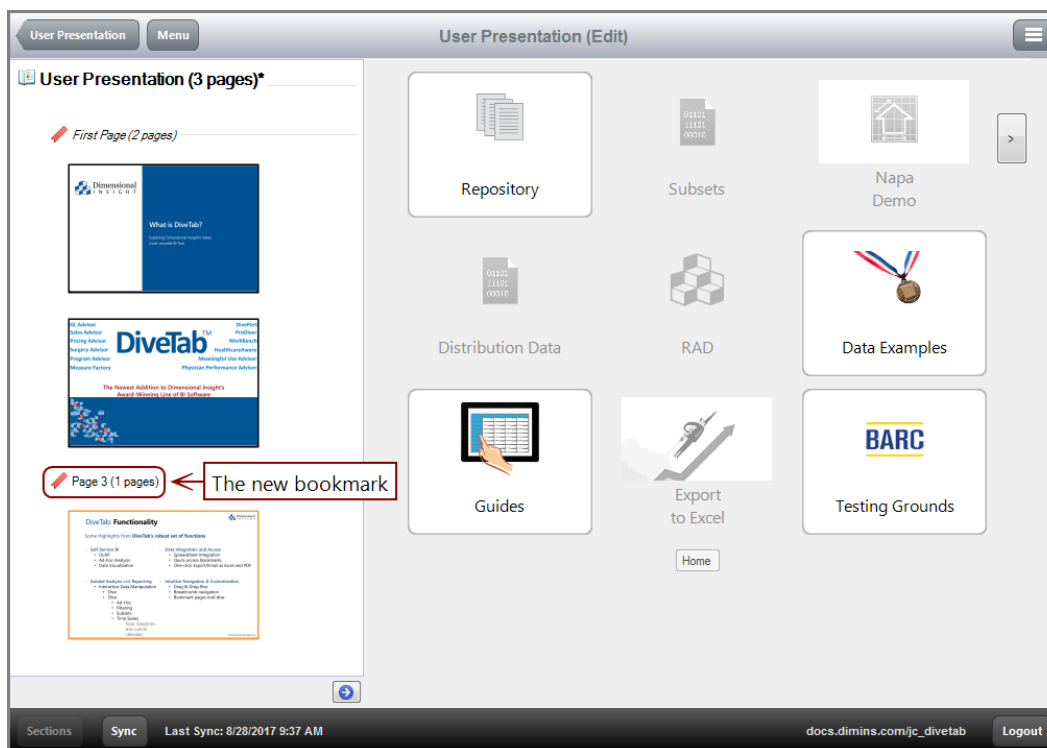
The following steps detail how to add, rename, and delete Bookmarks, or tabs, in the presentation.

1. From the **Edit Current Presentation** page, do one of the following:
  - Right-click the desired slide and select **Add Bookmark** from the menu.
  - Click the desired slide, click the **Options** button, and select **Add Bookmark** from the menu.

# DiveTab

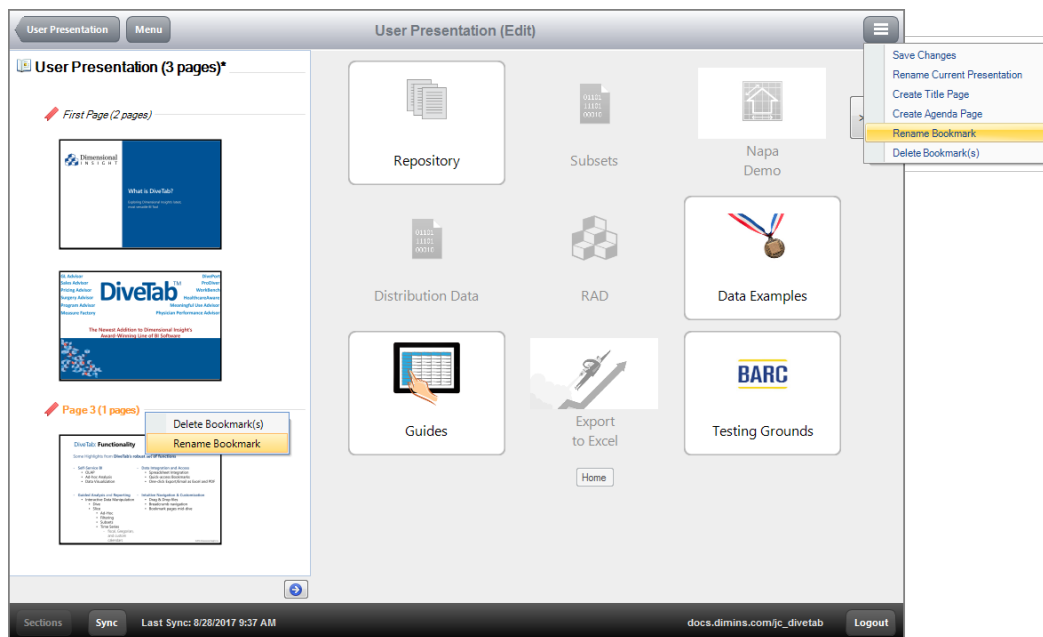


A new bookmark is added above the chosen slide in the left panel.

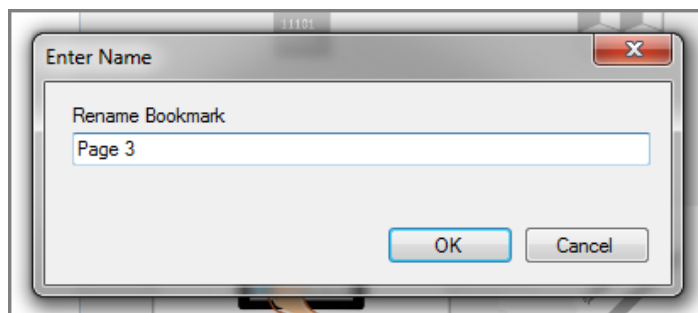


**NOTE:** The slides under a bookmark section appear as part of that tab when the presentation is presented.

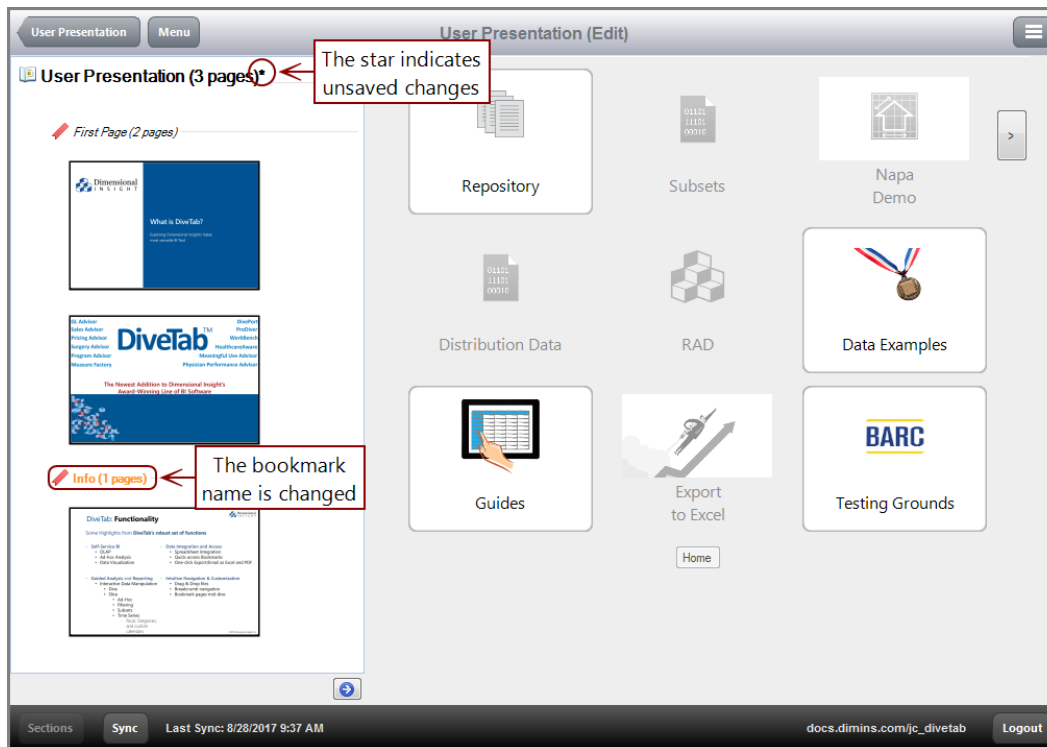
- Rename the bookmark by doing one of the following:
  - Right-click the bookmark, and select **Rename Bookmark** from the menu.
  - Click the desired bookmark, click the **Options** button, and select **Rename Bookmark** from the menu.



The **Enter Name** window opens.



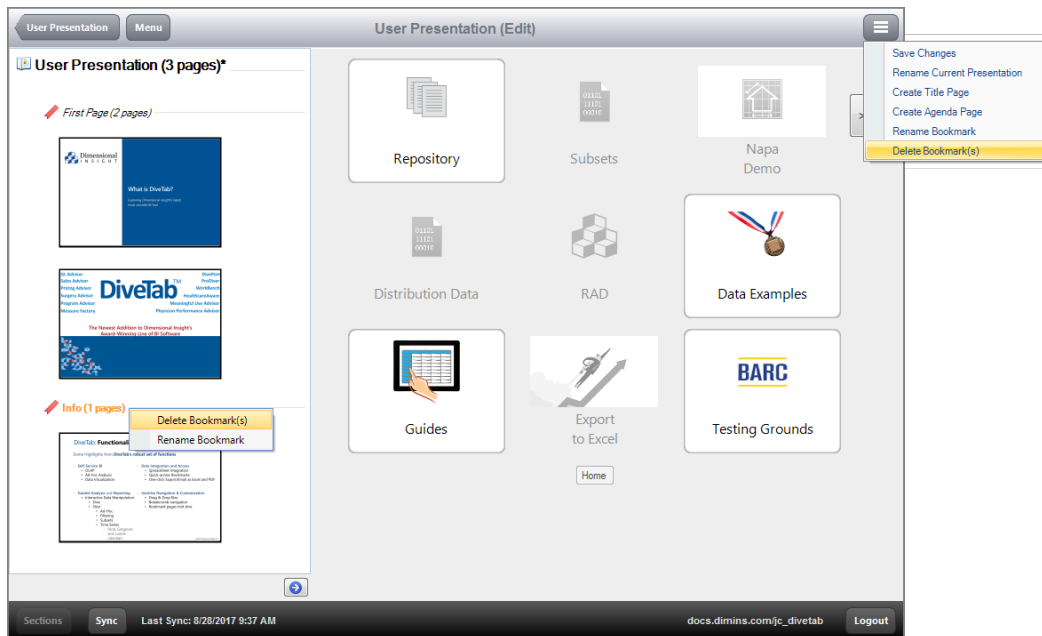
- In the text box, enter a name for the bookmark, and click **OK**. For example, **Info**.  
The bookmark name changes.



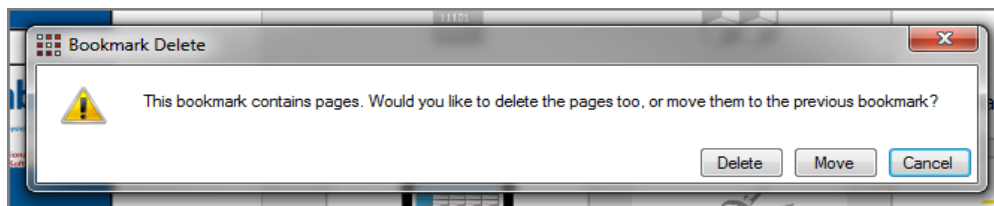
Note that the asterisk next to the presentation name indicates the presentation has unsaved changes.

4. Delete a bookmark by doing one of the following:
  - Right-click the desired bookmark, and select **Delete Bookmark(s)** from the menu.
  - Click the desired bookmark, click the **Options** button, and select **Delete Bookmark(s)** from the menu.





The **Bookmark Delete** dialog box opens.



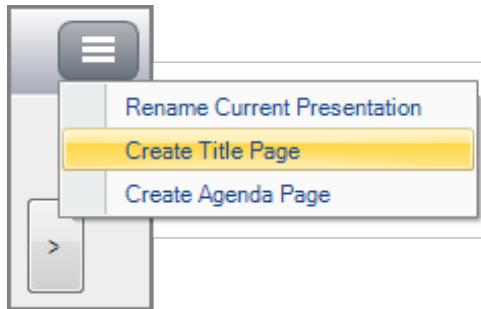
5. Do one of the following:
  - **Delete** if you want to delete the bookmark and the pages contained within it.
  - **Move** if you want to delete the bookmark and move the pages to the previous bookmark.
  - **Cancel** to not make any changes.

### Creating a title page

A presentation title page is the introduces the topic and title of the presentation.

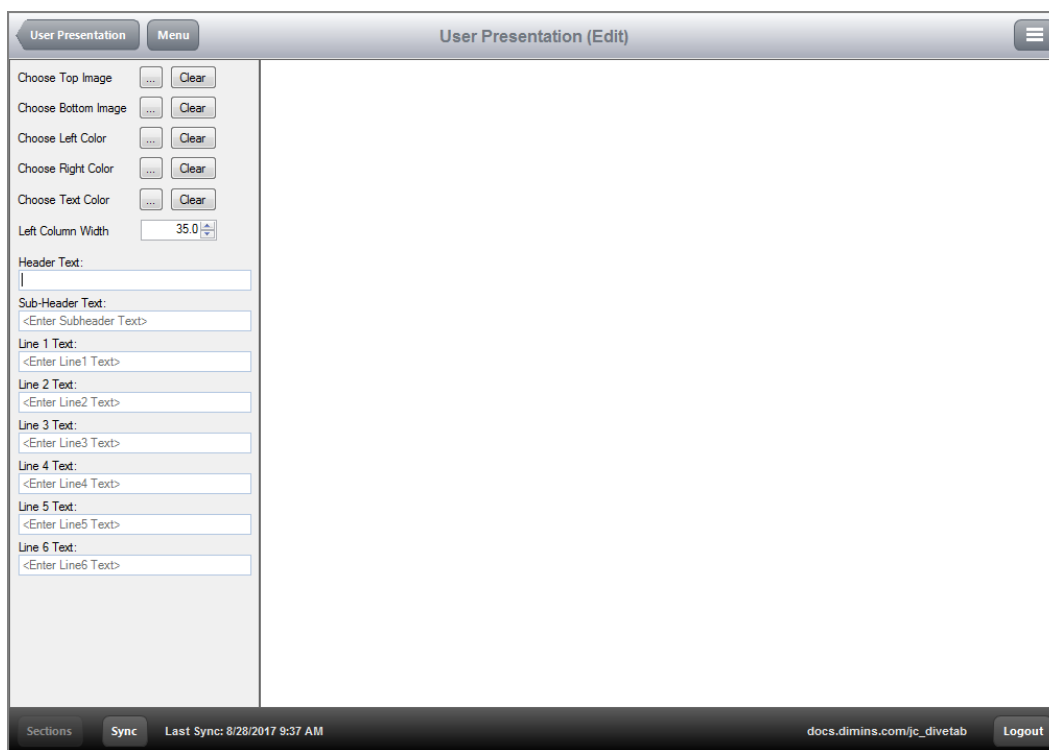
1. From the **Edit Current Presentation** page, click the **Options** button.  
The **Options** menu opens.

## DiveTab



2. Click **Create Title Page**.

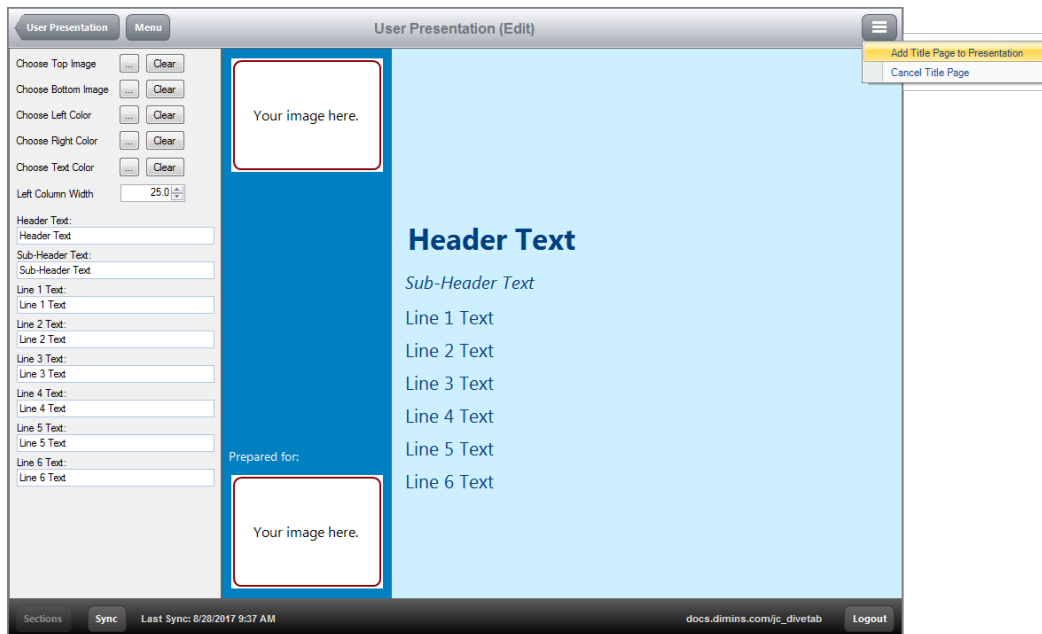
The **Create Title Page** opens.



On the left panel are options for customizing the title page. The right panel is a preview for the page.

3. After you make your customizations, click the **Options** button.

The **Options** menu opens.



4. Do one of the following:

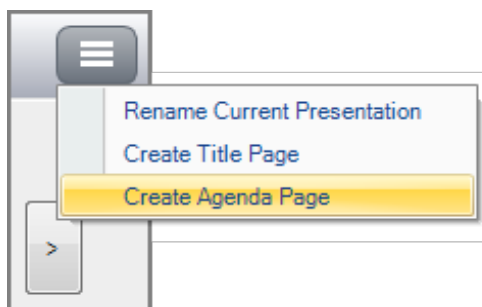
- Click **Add Title Page to Presentation**, or press **Ctrl+S** to save the title page.
- Click **Cancel Title Page** to delete the page and return to the presentation.

### Creating an agenda page

An agenda page contains a list of topics discussed in the presentation.

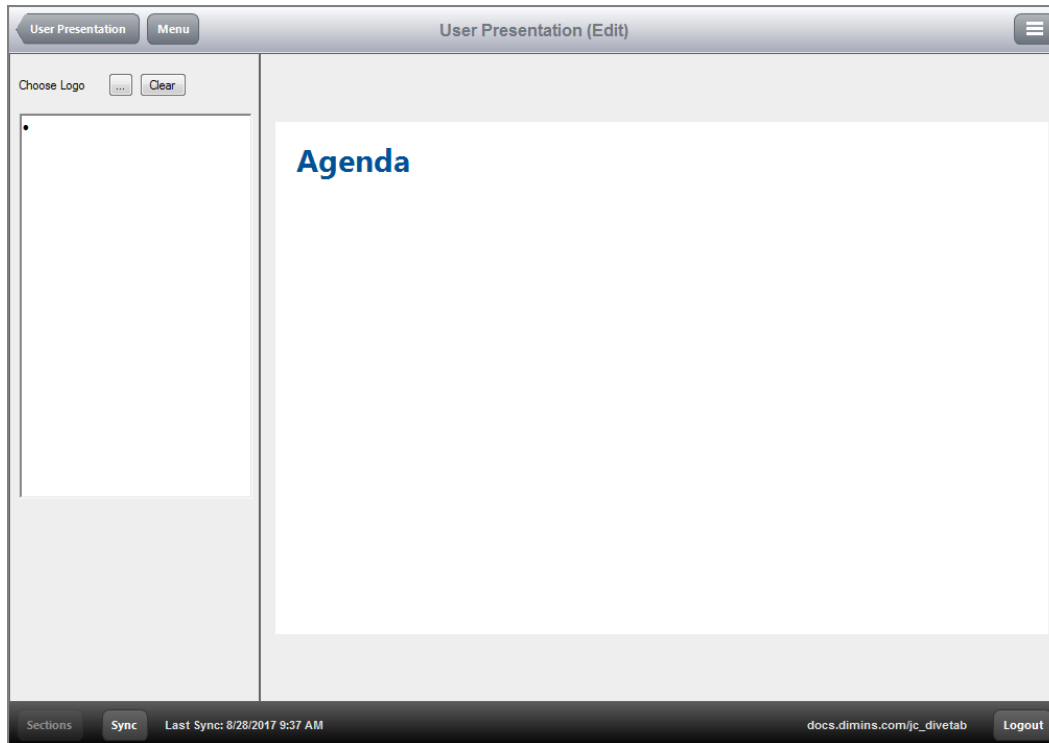
1. From the **Edit Current Presentation** page, click the **Options** button.

The **Options** menu opens.



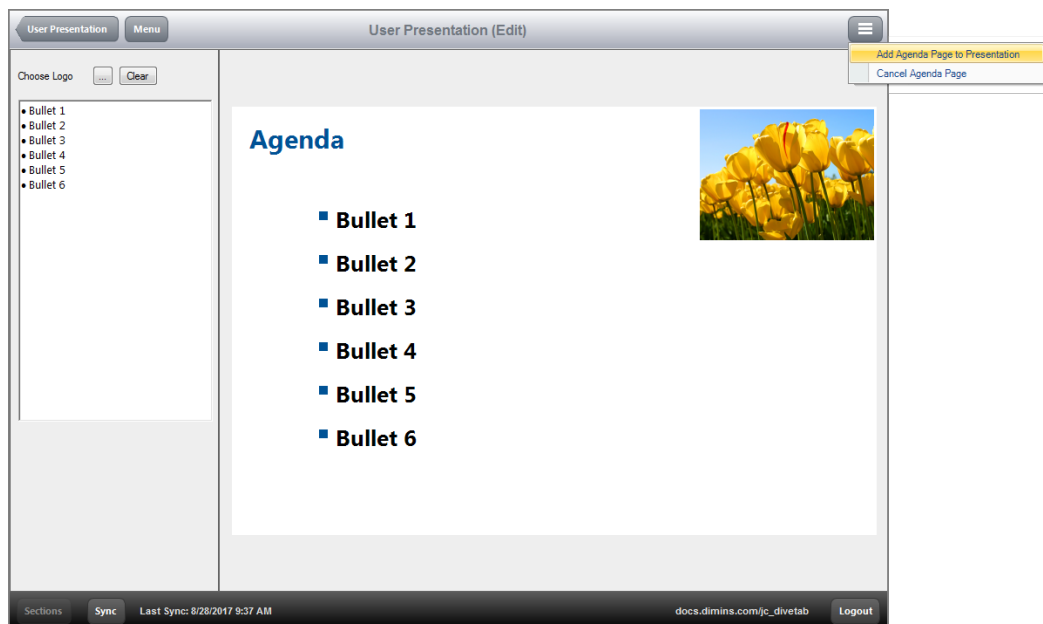
2. Click **Create Agenda Page**.

The **Create Agenda Page** opens.



On the left panel are options for customizing the agenda page. The right panel is a preview for the page.

3. After you make your customizations, click the **Options** button.  
The **Options** menu opens.



4. Do one of the following:

- Click **Add Agenda Page to Presentation**, or press **Ctrl+S** to save the agenda page.
- Click **Cancel Agenda Page** to delete the page and return to the presentation.

See also:

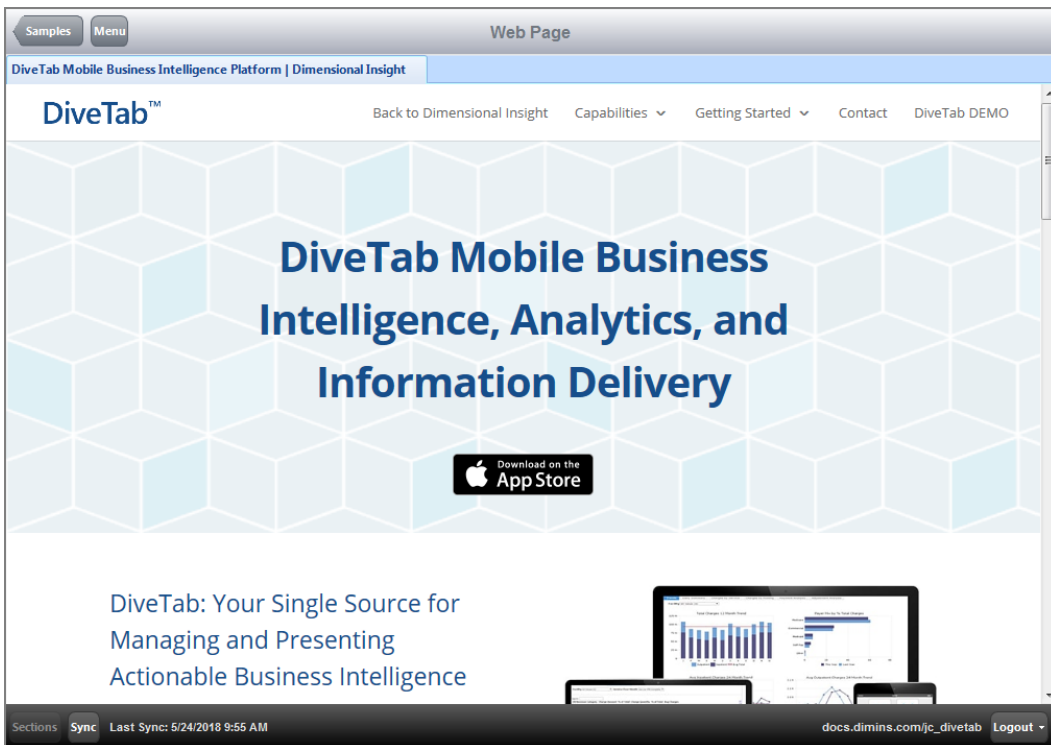
- [Presentation Pages on page 40](#)

## Web Pages

A web page displays a website within the DiveTab client.

Here is an example of a web page.

## DiveTab



**NOTE:** Press the **Backspace** key to navigate to the previous pages in DiveTab's web browser. Clicking the Back button returns to the previous DiveTab client page, such as a DiveTab menu or submenu page.

Web pages behave like a browser: you can follow links to additional pages on the website and it keeps a history of the pages visited, so you can go back and forth between visited pages.

Here is another web page example.

Samples Menu Web Page

Analytics tools & business intelligence built on Diver Platform

920-436-8299 info@dimins.com Data Management, Governance, and Analytics Platform support sign in

Dimensional INSIGHT Regional User Meetings BI Solutions Resources Blog Company DEMO

General Ledger Advisor Profit/Loss Responsibility and Key Ratios

Department P/L Comparison Divisor Analysis 24 Mo. Trend Analysis

Fiscal Year: 2016 Company: 073 Familaf Occupational Health Service Director: O40 Northlake Hospital

Year-Month: 2016-04 Vice President: All Values (21) Department: All Values (21)

Overview

48% ▲

337 K ACTUAL REVENUES

109% ▲

41,016 K ACTUAL EXPENSES

Measures

	CURRENT MONTH				YEAR TO DATE			
	Actual	Budget	Percent Variance	Prior Yr Actual	Actual	Budget	Percent Variance	Prior Yr Actual
<b>Revenues</b>								
PATIENT REVENUE	346,337	859,421	-59.70%	1,021,435	3,725,047	6,059,842	-38.53%	7,126,124
TOTAL PATIENT REVENUE	346,337	859,421	-59.70%	1,021,435	3,725,047	6,059,842	-38.53%	7,126,124
DEDUCTIONS	(65,178)	(373,233)	82.63%	(479,283)	(1,019,757)	(2,436,448)	-58.27%	(3,249,022)
<b>Other Revenue</b>								
OTHER OPERATING REVENUE	32,463	97,817	-88.81%	73,211	301,622	590,327	-48.91%	509,300
TOTAL OPERATING REVENUE	313,629	882,005	-64.11%	615,363	3,009,912	4,213,722	-28.57%	4,386,401
<b>Expenses</b>								

Data Management, Governance, and Analytics tools built on Diver Platform

Award-winning Diver software builds data management, governance, and analytics tools that help businesses trust their data to make insightful decisions. Get the platform or get the applications

Sections Sync Last Sync: 5/24/2018 9:55 AM docs.dimins.com/jc\_divetab Logout

# About Using Data Pages

There are a variety of ways to examine data using Data pages:

- [Adding Bookmarks on page 81](#)
- [Creating Subsets on page 86](#)
- [Sharing and Viewing Data Using the Output Button on page 108](#)
- [Using QuickViews on page 105](#)

## Tabular Pages

For tabular pages, there are four unique ways to explore data.

- [Diving on Data Values on page 92](#)
- [Editing Dimensions and Columns on page 101](#)
- [Switching Dimensions on page 104](#)
- [Adding and Removing MultiColumns on the facing page](#)

In addition, you can use the context menus for each column to further explore the data. Click the column heading to open the context menu.

Dimension columns can sort values, widen the column automatically, and find a certain value by typing any included characters. If Dive Dimensions are present, then you can also switch places of the first dimension on the left with another dimension or Dive Dimension. You can also remove other dimensions and change them to Dive Dimensions using the **Remove MultiColumn** option.

Dive Dimension columns can collapse and expand. When expanded, the context menu has options to sort values from small to large and vice versa, and the **Add MultiColumn** option which adds the Dive Dimension as a Dimension.

Summary columns can sort values from small to large and large to small, and add additional columns:

- **Rank**—Determines the rank for each dimension value with 1 being the largest.
- **Percent**—Represents each value as a percentage of the total value.
- **Graph**—Provides a visual representation of the value size, similar to a bar chart.

**NOTE:** When you make a change using the context menu, dive on a value, and return to the previous page using the back button, DiveTab recalls the changes you made to the view.



## Free Form Pages

Free form pages provide various visual ways of viewing the data, including tables, charts, and grids. Tables function like simplified tabular data pages, with the option to sort the data from the context menu. You can create bar, pie, or line charts, which can link to additional pages. You can hover over a line chart legend item to view only that line. Clicking the item reveals or conceals the associated line. Grids contain information specified by the developer, and can link to additional pages. A light blue background indicates links.

For more information, see [Data Pages on page 19](#) and [A Closer Look at Data Pages on page 21](#).

## Adding and Removing MultiColumns

Dive Dimensions can be added as MultiColumns, and Dimensions can be removed as MultiColumns. Adding a Dive Dimension changes it to a Dimension, and removing a Dimension changes it to a Dive Dimension.

There are no limits on the number of Dive Dimensions or MultiColumns in use.

### Adding a MultiColumn

**NOTE:** Only Dive Dimensions can be added as MultiColumns.

1. Click the heading of the Dive Dimension you want to add as a MultiColumn.

The Dive Dimension context menu opens.

Here is the context menu for **Product Name**.

# DiveTab

The screenshot shows a data table with the following columns: Corporate Brand, DMA Name, Customer, Product Name, Cases, and Cost. A context menu is open over the 'Product Name' column, with the 'Add MultiColumn' option highlighted. The table contains 351 rows of data.

Corporate Brand	DMA Name	Customer	Product Name	Cases	Cost
3 BLIND	BURLINGTON-PLATTSBURGH	1			\$50,848,993.82
A A	NEW YORK	1			\$10,395.05
ABARBANEL	NEW YORK	2			\$87,067.90
ALICE	BINGHAMTON	3			\$209,908.68
ALICE	BURLINGTON-PLATTSBURGH	4	2	289,602	\$21,010.80
ALICE	NEW YORK	6	1	284,757	\$31,705.88
ALICE	ROCHESTER, N.Y.	1	1	284,757	\$30,322.05
ALMAVIVA	ROCHESTER, N.Y.	1	1	1,137.74	\$125,170.68
ANNA	NEW YORK	30	1	133,851	\$14,545.49
ARBOR	BURLINGTON-PLATTSBURGH	3	1	2,323,051	\$348,415.52
ARBOR	ELMIRA	1	1	71,109	\$8,957.97
ARBOR	NEW YORK	1	1	35,948	\$3,799.31
ARBOR	ROCHESTER, N.Y.	44	6	3,216,564	\$338,862.47
ARBOR	ROCHESTER, N.Y.	1	1	17,532	\$2,412.28
ARGUSTO	ROCHESTER, N.Y.	1	1	903,396	\$88,218.85
ARROWOOD	NEW YORK	136	4	6,984,606	\$1,018,108.77
ARROWOOD	ROCHESTER, N.Y.	5	3	701.73	\$108,802.91
ARROWOOD	WATERTOWN	1	1	744,283	\$108,808.03
ARTESA	ALBANY-SCHENECTADY-TROY	27	1	886,817	\$129,963.75
ARTESA	BINGHAMTON	14	1	424,979	\$65,310.31
ARTESA	BUFFALO	50	1	1,608,828	\$230,810.97

## 2. Click **Add MultiColumn**.

The Dive Dimension is added as a MultiColumn.

Here is the result in the DiveTab client.

Corporate Brand	DMA Name	Product Name	Customer	Cases	Cost
				447,666.808	\$50,848,993.82
3 BLIND	BURLINGTON-P...	3 BLIND MOOSE PINOT GRIGIO CALIF...	1	91.603	\$10,395.05
A A	NEW YORK	A A CH LUZERNE - 750 ML	1	823.751	\$87,067.90
ABARBANEL	NEW YORK	ABARBANEL BEAUJOLAIS - 750 ML	1	979.318	\$103,466.66
ABARBANEL	NEW YORK	ABARBANEL CHARDONNAY - 750 ML	1	1,026.256	\$106,442.02
ALICE	BINGHAMTON	ALICE WHITE RED LEXIA MOSCATO - 1...	3	181.13	\$21,010.80
ALICE	BURLINGTON-P...	ALICE WHITE PINOT NOIR S.E. AUSTR...	3	233.315	\$25,846.56
ALICE	BURLINGTON-P...	ALICE WHITE RIESLING - 750 ML	1	56.287	\$5,859.33
ALICE	NEW YORK	ALICE W SHRIMP ON BARBIE (SEE FOR...	6	284.757	\$30,322.05
ALICE	ROCHESTER, N.Y.	ALICE WHITE RIESLING - 750 ML	1	1,137.74	\$125,170.68
ALMAVIVA	ROCHESTER, N.Y.	ALMAVIVA RED CHILEAN TABLE WINE...	1	133.851	\$14,545.49
ANNA	NEW YORK	ANNA DE CODORNIU BRUT CAVA - 7...	30	2,323.051	\$348,415.52
ARBOR	BURLINGTON-P...	ARBOR MIST WHITE PEAR PINOT GRIGI...	3	71.109	\$8,957.97
ARBOR	ELMIRA	ARBOR MIST FROZEN STRWBERRY WHT ...	1	35.948	\$3,799.31
ARBOR	NEW YORK	ARBOR MIST FROZEN BLACKBERRY ME...	1	626.336	\$70,053.02
ARBOR	NEW YORK	ARBOR MIST FROZEN CKTL LIME MAR...	7	232.645	\$25,782.57
ARBOR	NEW YORK	ARBOR MIST FROZEN STRWBERRY WHT ...	27	912.508	\$90,366.67
ARBOR	NEW YORK	ARBOR MIST FROZEN WHT PEAR PINO...	1	57.404	\$6,310.98
ARBOR	NEW YORK	ARBOR MIST ORCHARD FRUITS CHARD...	6	294.886	\$30,016.42
ARBOR	NEW YORK	ARBOR MIST WINTER BERRY MERLOT ...	2	1,092.785	\$116,332.81
ARBOR	ROCHESTER, N.Y.	ARBOR MIST FROZEN STRWBERRY WHT ...	1	17.532	\$2,412.28
ARGUSTO	ROCHESTER, N.Y.	ARGUSTO DOLCETTO D'ACQUI - 750 ML	1	903.396	\$88,218.85

**Product Name** is now a Dimension.

Also, notice how the number of rows has changed from 351 rows to 625 rows. The number of rows has increased because there is now a row for each product. For example, ARBOR NEW YORK appears for six different products.

## Removing a MultiColumn

**NOTE:** Only secondary Dimensions can be removed as MultiColumns.

1. Click the heading of the secondary Dimension you want to remove as a MultiColumn.

The Dimension context menu opens.

Here is the context menu for **DMA Name**.

Corporate Brand	DMA Name	Customer	Product Name	Cases	Cost
3 BLIND		1	1	91.603	\$10,395.05
A A		1	1	823.751	\$87,067.90
ABARBANEL		2	2	2,005.574	\$209,908.68
ALICE		3	1	181.13	\$21,010.80
ALICE		4	2	289.602	\$31,705.88
ALICE	NEW YORK	6	1	284.757	\$30,322.05
ALICE	ROCHESTER, N.Y.	1	1	1,137.74	\$125,170.68
ALMAVIVA	ROCHESTER, N.Y.	1	1	133.851	\$14,545.49
ANNA	NEW YORK	30	1	2,323.051	\$348,415.52
ARBOR	BURLINGTON-PLATTSBURGH	3	1	71.109	\$8,957.97
ARBOR	ELMIRA	1	1	35.948	\$3,799.31
ARBOR	NEW YORK	44	6	3,216.564	\$338,862.47
ARBOR	ROCHESTER, N.Y.	1	1	17.532	\$2,412.28
ARGUSTO	ROCHESTER, N.Y.	1	1	903.396	\$88,218.85
ARROWOOD	NEW YORK	136	4	6,984.606	\$1,018,108.77
ARROWOOD	ROCHESTER, N.Y.	5	3	701.73	\$108,802.91
ARROWOOD	WATERTOWN	1	1	744.283	\$108,808.03
ARTESA	ALBANY-SCHENECTADY-TROY	27	1	886.817	\$129,963.75
ARTESA	BINGHAMTON	14	1	424.979	\$65,310.31
ARTESA	BUFFALO	50	1	1,608.828	\$230,810.97

2. Click **Remove MultiColumn.**

The Dimension is removed as a MultiColumn.

Here is the result in the DiveTab client.

Corporate Brand	DMA Name	Customer	Product Name	Cases	Cost
3 BLIND	1	1	1	91,603	\$10,395.05
A A	1	1	1	823,751	\$87,067.90
ABARBANEL	1	2	2	2,005,574	\$209,908.68
ALICE	4	14	4	1,893,229	\$208,209.41
ALMAVIVA	1	1	1	133,851	\$14,545.49
ANNA	1	30	1	2,323,051	\$348,415.52
ARBOR	4	49	7	3,341,153	\$354,032.02
ARGUSTO	1	1	1	903,396	\$88,218.85
ARROWOOD	3	142	5	8,430,619	\$1,235,719.71
ARTESA	8	410	10	26,666,076	\$3,833,503.42
ATALON	1	1	1	1,148,236	\$163,723.67
BAILEYS	1	2	2	1,944,033	\$171,261.67
BANFI	2	3	2	1,876,305	\$181,996.19
BARCLAYS	1	2	1	958,832	\$105,403.35
BARON	1	2	2	850.89	\$87,751.52
BATASIOLO	2	2	2	2,214.91	\$352,888.66
BELL	1	1	1	234,905	\$20,614.36
BELMONDO	1	5	2	587,587	\$77,523.14
BLACK AND	1	7	1	266,369	\$25,499.86
BLACK BUSH	1	1	1	865,674	\$77,108.07

**DMA Name** is now a Dive Dimension.

Also, notice how the number of rows has changed from 351 rows to 205 rows. There is no longer multiple values belonging to each corporate brand, so each is represented by a single row.

See also:

- [Dive Dimensions on page 25](#)
- [MultiColumns on page 27](#)

## Adding Bookmarks

Bookmarks save the current page and applied configurations, such as filters, parameters, and dive path, for later access. You can share Bookmarks by using the **Publish** button. This allows you, and other users, to return to the same page. Bookmarks can only be added to data pages.

**NOTE:** Bookmarks are attached to a user name and accessed across different devices.

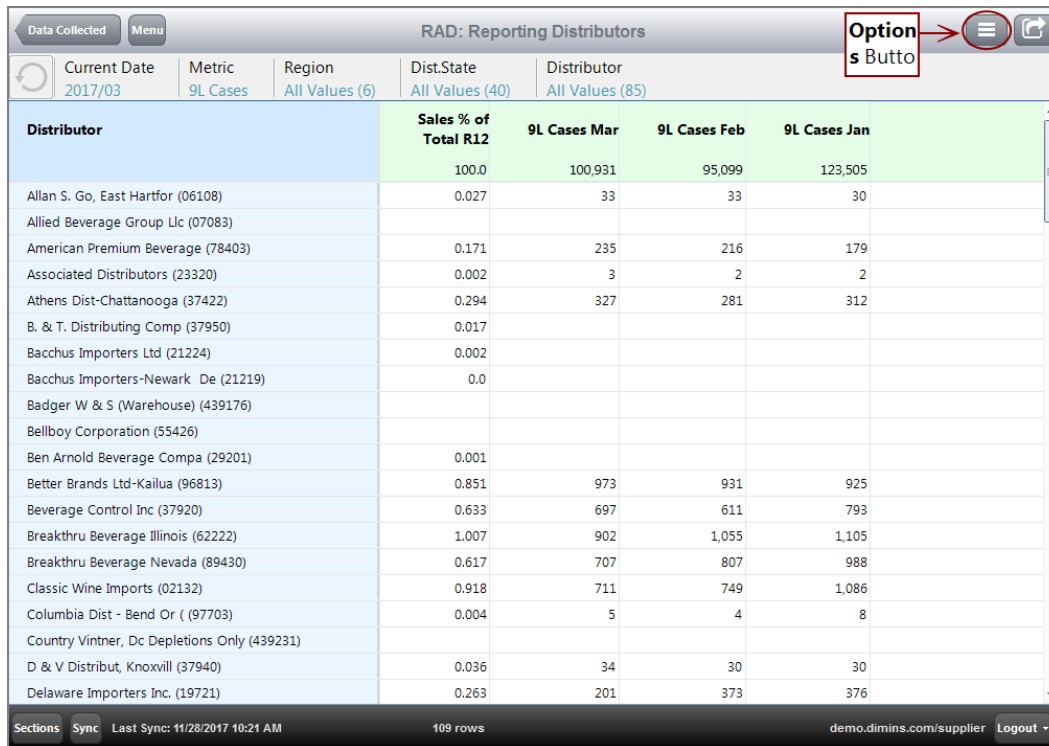
When a bookmark is created, a **Bookmarked Pages** button is automatically added as the last button on the main menu.

**CAUTION:** A bookmark may become stale if the page is changed by the developer.

## Creating and publishing a bookmark

1. Navigate to a data page.

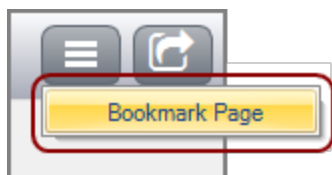
Here is an example of a data page.



Distributor	Sales % of Total R12	9L Cases Mar	9L Cases Feb	9L Cases Jan
Allan S. Go, East Hartfor (06108)	100.0	100,931	95,099	123,505
Allied Beverage Group Llc (07083)	0.027	33	33	30
American Premium Beverage (78403)	0.171	235	216	179
Associated Distributors (23320)	0.002	3	2	2
Athens Dist-Chattanooga (37422)	0.294	327	281	312
B. & T. Distributing Comp (37950)	0.017			
Bacchus Importers Ltd (21224)	0.002			
Bacchus Importers-Newark De (21219)	0.0			
Badger W & S (Warehouse) (439176)				
Bellboy Corporation (55426)				
Ben Arnold Beverage Compa (29201)	0.001			
Better Brands Ltd-Kailua (96813)	0.851	973	931	925
Beverage Control Inc (37920)	0.633	697	611	793
Breakthru Beverage Illinois (62222)	1.007	902	1,055	1,105
Breakthru Beverage Nevada (89430)	0.617	707	807	988
Classic Wine Imports (02132)	0.918	711	749	1,086
Columbia Dist - Bend Or ( 97703)	0.004	5	4	8
Country Vintner, Dc Depletions Only (439231)				
D & V Distribut, Knoxville (37940)	0.036	34	30	30
Delaware Importers Inc. (19721)	0.263	201	373	376

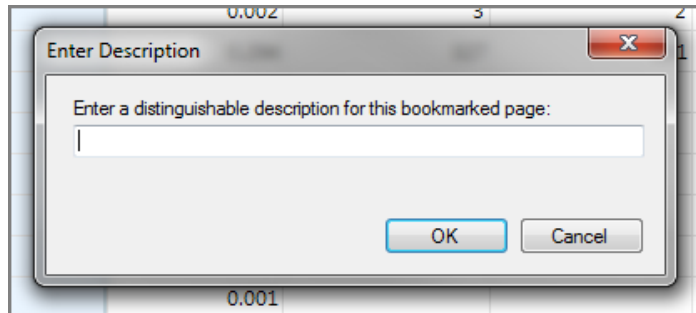
2. Click the **Options** button on the upper right.

The **Options** menu opens.

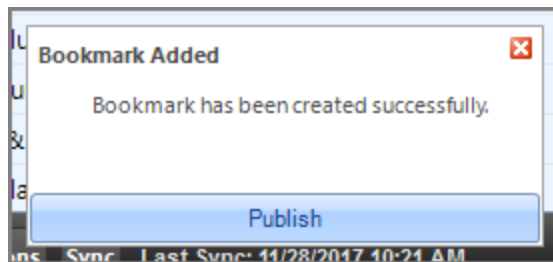


3. Click **Bookmark page**.

A pop-up description window opens.



4. Enter a description for the bookmark.
5. Click **OK**.  
A confirmation message appears.

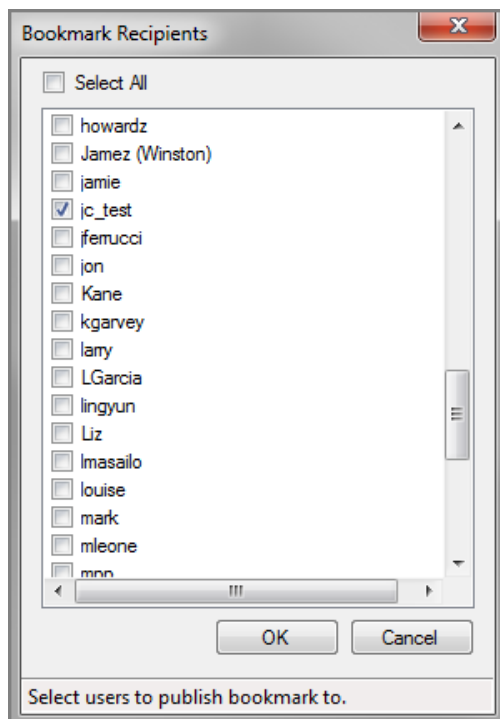


Notice the **Publish** button on the confirmation message. The publishing option allows you to share the bookmark with other users. Publishing is optional.

6. Click **Publish** to open a list of users to share the bookmark with.

**NOTE:** You can also return to the main menu, open **Bookmarked Pages**, and click the **Publish** button in the **Publish** column.

Here is the **Bookmark Recipients** window.



7. Select the check box next to the name to share the bookmark with that user, and click **OK**.

The window closes.

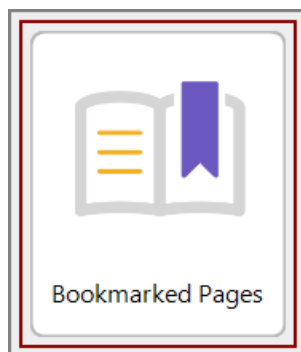
8. Click **Sync** to share the bookmark.

### **Viewing, editing, deleting, and publishing bookmarks**

1. Navigate to the main menu.

A new button, **Bookmarked Pages**, appears on the main menu.

Here is the Bookmarked Pages button.


















- Click the **Bookmarked Pages** button to open.

Bookmarked Pages opens, displaying a list of your bookmarks in a table.

**NOTE:** Click the column heading to sort.

Here is an example of Bookmarked Pages.

Title	Description	Type	Created	Author	Edit	Delete	Publish
Depl: Reporting Dist Count	bookmark 4	Report	12/5/2017	jsmith			
Depl: Reporting Distributors	bookmark 3	Report	12/5/2017	jsmith			
RAD: Reporting Dist Count	bookmark 2	Report	12/5/2017	jsmith			
RAD: Reporting Distributors	bookmark 1	Report	12/5/2017	jsmith			
Region: South West	south west	Central	2/16/2018	rbaker			

↑  
Notice that a bookmark created by another user

Sections **Sync** Last Sync: 2/16/2018 9:49 AM 5 rows demo.dimins.com/supplier Logout

You can only edit the bookmarks you created.

- Do one of the following:
  - Click the **Title** value to open the bookmark.
  - Click the **Edit** button in the **Edit** column to edit the description of the bookmark.
  - Click the **Delete** button in the **Delete Bookmark** column to delete the bookmark.
  - Click the **Publish** button in the **Publish** column to open up the list of users to share the bookmark with.

**NOTE:** You must **Sync** to share the bookmark.

For more information, see [Bookmarks on page 24](#).

## Creating Subsets

Subsets allow you to save a dimension value filter that is applied to a linked free-form data page. You can then view the filter that is applied to the parent data page and all linked data pages.

If you click on a dimension value that is shaded blue, in either a tabular page or a table on a free-form page, you can create a subset on the resulting page.

**NOTE:** Subsets can only be created for free-form data pages that have subsets enabled. Subsets are enabled by the developer.

A subset is different from a bookmark, which returns to the same page with any and all filters in use, can be published to other users, and made for all data pages.

For more information, see [Subsets on page 34](#).

### Creating subsets

1. Navigate to a child free-form data page. This means that the page is filtered by a dimension value.

For example, this subset is created after reaching a free-form data page after two dives.

Here is the first page, with the link for the first dive indicated.

Overview											
Brand		Varietal		Distributor		Item					
All Values (52)		All Values (26)		All Values (212)		All Values (271)					
				MTD	YTD	R3	R12		Retail	Ship	Depl
Depl Cases 9L	Current			31,774	188,148	98,943	337,188	Sales Division	6	6	6
Current Period	Last			24,182	107,213	57,066	193,458	Sales District	34	48	47
2016-08	Diff			7,592	80,935	41,877	143,730	Sales Region	6	6	6
	% Diff			31.4%	75.5%	73.4%	74.3%	DistState	34	48	47
Ship Cases 9L	Current			48,228	295,207	137,843	461,844	Distributor Group	55	147	108
Current Period	Last			24,088	162,760	83,358	322,954	Distributor	77	212	178
2016-09	Diff			24,140	132,447	54,485	138,891	Classification	2	1	1
	% Diff			100.2%	81.4%	65.4%	43.0%	Brand	52	52	52
RAD Cases 9L	Current			21,847	123,629	66,351	220,603	Varietal	26	26	26
Current Period	Last			14,917	63,228	36,211	109,794	Brand-Varietal	139	139	142
2016-08	Diff			6,931	60,401	30,140	110,809	Item	269	271	278
	% Diff			46.5%	95.5%	83.2%	100.9%				
	Accounts			6077	11923	9695	14826	License Type	8		
	Accounts Diff			2232	3833	3379	4465	Chain Type	3		
	Velocity			3.6	1.73	2.28	1.24	Chain Name	60		
								Retailer	19,665		
								Trade Channel	33		
								City-State-Zip	6,545		
								Retailer State	39		

Here is the resulting page, with the link for the second dive indicated.

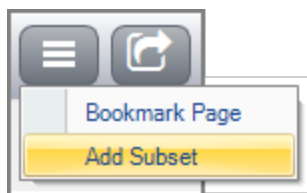
# DiveTab

Brand (RAD)						
Brand	Cases 9L YTD >>	Cases 9L R12 >>	Cases 9L Q1 >>	Cases 9L Q2 >>	Cases 9L Q3 >>	Cases 9L Q4 >>
	123,629	220,603	57,278	66,351	64,918	
ALEXANDER GRAPPA	87	91	30	57	84	
ALMADEN BLOSSOM HILL	6,519	10,937	2,747	3,771	4,309	
ALMADEN VINEYARDS	12,515	21,407	5,924	6,591	7,442	
ARROWOOD	425	1,632	208	216	176	
B.R. COHN	494	767	332	162	102	
BACKBAY	78	103	16	62	13	
BEAULIEU VINEYARDS	5,459	9,903	2,906	2,553	5,328	
BOLAND	7	7	7	0		
CANYON ROAD	17	292	12	5		
CAPSTAR	47	80	5	41	12	
CARMEL	1,406	5,357	923	484	275	
CARRINGTON	22	272	13	10	2	
CHATEAU POTELLE	1,134	1,247	139	995	1,270	
CHATEAU REYNELLA	1,488	1,966	901	588	44	
CHRISTIAN BROTHERS	1,444	1,645	254	1,189	969	
CHUNG HUA	96	118	15	81	18	
CONN VALLEY					4	
CRESTON VNYDS	1,143	2,185	740	403	362	
DEER VALLEY	1,313	1,729	527	786	665	
DULONG	1,042	1,101	240	802	579	
ESTANCIA	704	1,731	616	88	779	
FRANCISCAN VINEYARDS	490	1,046	130	360	719	

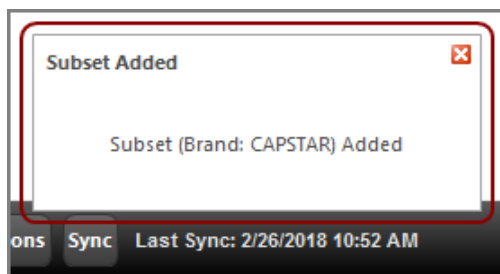
Here is the page used to create the subset.

		MTD	YTD	R3	R12				
Depl Cases 9L	Current	17	51	46	80	Sales Division	6	5	6
Current Period	Last	5	19	17	19	Sales District	8	12	11
2016-08	Diff	12	32	29	60	Sales Region	6	5	6
	% Diff	233.8%	166.6%	170.2%	315.6%	DistState	8	12	11
Ship Cases 9L	Current	14	42	21	135	Distributor Group	8	16	12
Current Period	Last	28	105	40	210	Distributor	9	17	13
2016-09	Diff	-14	-63	-19	-75	Classification	2	1	1
	% Diff	-50.0%	-60.0%	-47.5%	-35.7%	Brand	1	1	1
						Varietal	1	1	1
RAD Cases 9L	Current	12	47	41	80	Brand-Varietal	1	1	1
Current Period	Last	3	13	12	13	Item	1	1	1
2016-08	Diff	10	34	29	67				
	% Diff	350.9%	257.0%	246.1%	510.2%	License Type	5		
	Accounts	17	34	27	54	Chain Type	2		
	Accounts Diff	9	15	10	35	Chain Name	8		
	Velocity	.73	.23	.51	.12	Retailer	76		
						Trade Channel	15		
						City-State-Zip	73		
						Retailer State	8		

2. Click the **Options** icon.  
The **Options** menu opens.



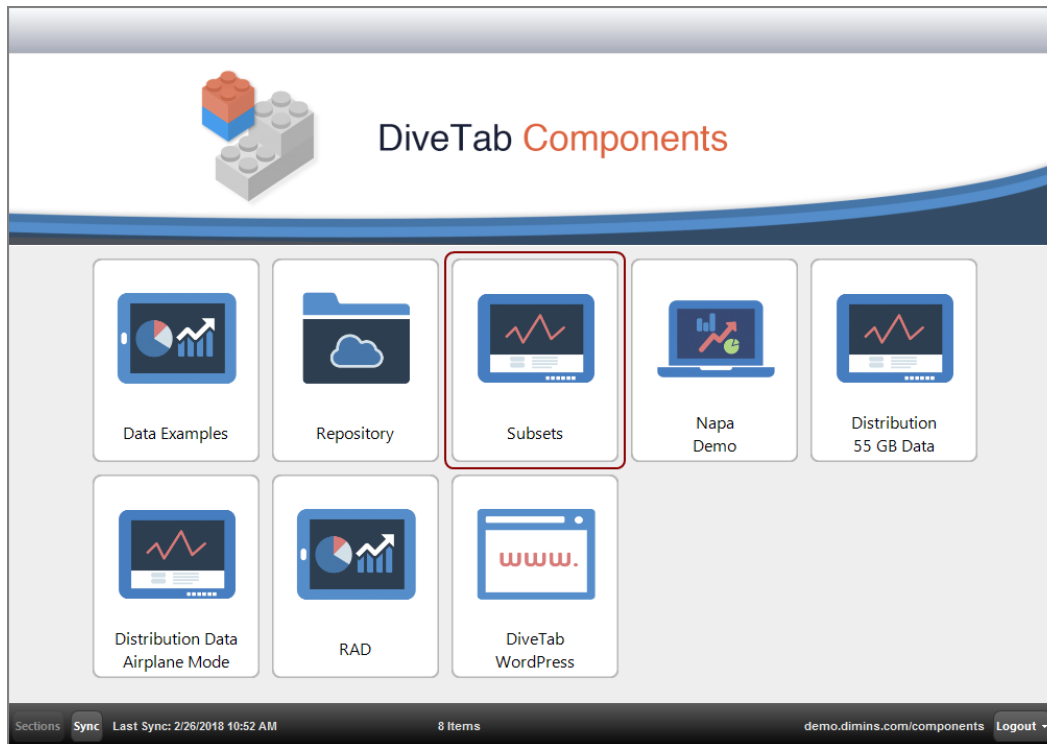
3. Click **Add Subset** from the menu.  
A message confirming the successful creation of the subset appears.



### Accessing subsets

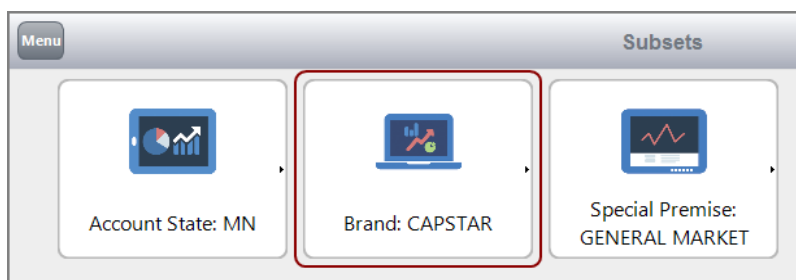
1. From the main menu, click the **Subsets** button.

**NOTE:** The icon for the Subsets button might differ.



All created subsets are displayed in a sub-menu.

2. Click the subset you want to access. For this example, the subset is CAPSTAR.



The data page opens with the subset applied.

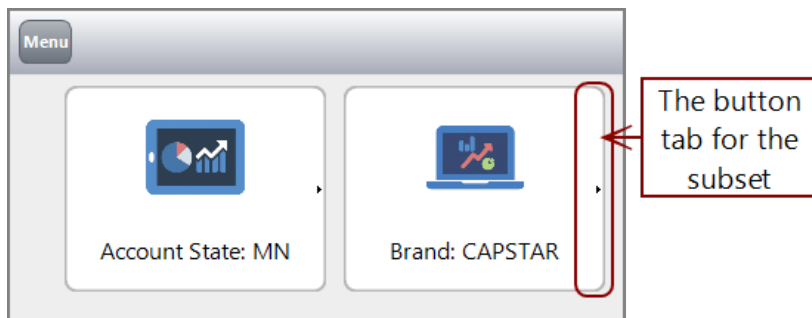
		Overview (Brand: CAPSTAR)							
Brand	Varietal	Distributor	Item				Retail	Ship	Depl
All Values (1)	All Values (1)	All Values (17)	All Values (1)	MTD	YTD	R3	R12		
Depl Cases 9L	Current	17	51	46	80	Sales Division	6	5	6
Current Period	Last	5	19	17	19	Sales District	8	12	11
2016-08	Diff	12	32	29	60	Sales Region	6	5	6
	% Diff	233.8%	166.6%	170.2%	315.6%	DistState	8	12	11
Ship Cases 9L	Current	14	42	21	135	Distributor Group	8	16	12
Current Period	Last	28	105	40	210	Distributor	9	17	13
2016-09	Diff	-14	-63	-19	-75	Classification	2	1	1
	% Diff	-50.0%	-60.0%	-47.5%	-35.7%	Brand	1	1	1
RAD Cases 9L	Current	12	47	41	80	Varietal	1	1	1
Current Period	Last	3	13	12	13	Brand-Varietal	1	1	1
2016-08	Diff	10	34	29	67	Item	1	1	1
	% Diff	350.9%	257.0%	246.1%	510.2%	License Type	5		
Accounts		17	34	27	54	Chain Type	2		
Accounts Diff		9	15	10	35	Chain Name	8		
Velocity		.73	.23	.51	.12	Retailer	76		
						Trade Channel	15		
						City-State-Zip	73		
						Retailer State	8		

**NOTE:** Every page associated with this button is filtered by the subset value.

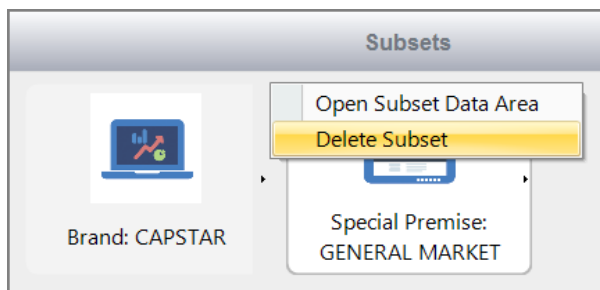
Notice that the Brand QuickView shows one value. This refers to Brand dimension value CAPSTAR.

### Deleting subsets

1. Navigate to the **Subsets** menu.
2. Click the right tab on the edge of the subset button.



The context menu opens.



3. Click **Delete Subset**.

The subset, and Subset button, are deleted.

4. Return to the main menu. If there are no subsets remaining, the Subsets button disappears.

## Diving on Data Values

The DiveTab client gives the option to dive on specific data values. This means viewing the related dimension information for a single data value. There are four ways to dive:

- **On a Summary column value**—This involves selecting a linked column cell. This is configured by the developer.
- **On a Dive Dimension value**—This involves selecting a dimension value from a column with a yellow heading.
- **On a Dimension value**—This involves selecting the dive icon in the same cell.
- **On a Chart**—This involves selecting a linked chart value. This is configured by the developer.

The style of diving for a particular tabular page is determined by the developer.

### Diving on column cells

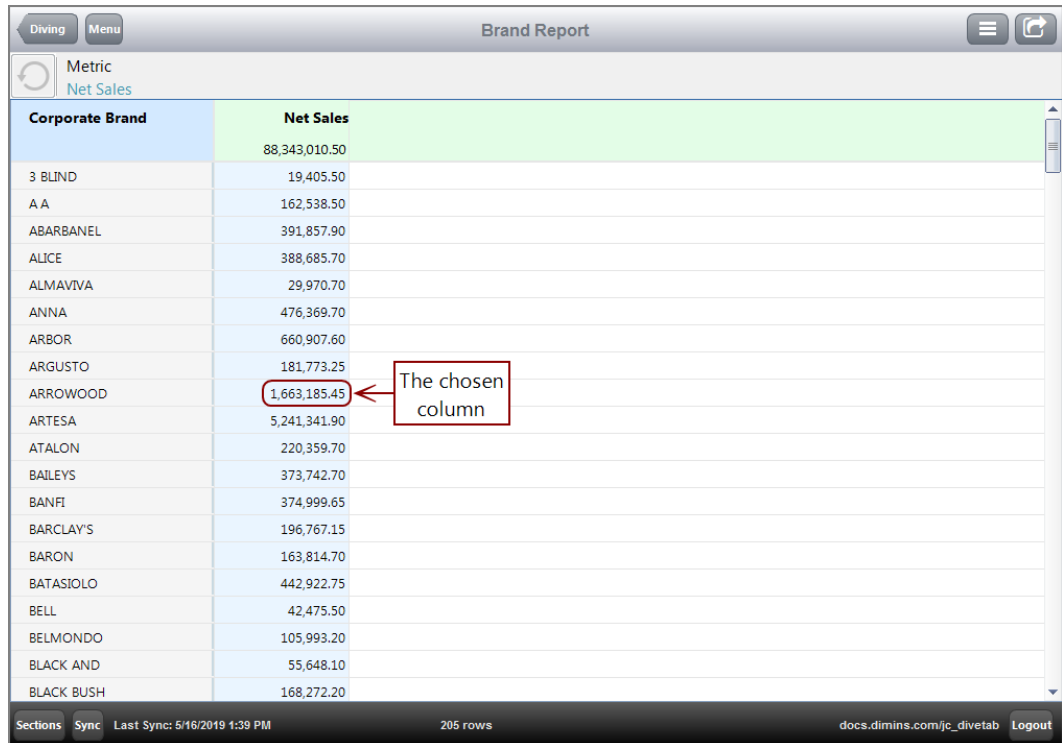
**NOTE:** Diving on column cells is configured by the developer.

1. Choose a column value to dive on.

For example, the Summary Column Net Sales value corresponding to ARROWOOD. This means that the Corporate Brand ARROWOOD has 1,663,185.45 in Net Sales.

**TIP:** If a column is linked, the column is shaded blue.





Brand Report

Metric  
Net Sales

Corporate Brand	Net Sales
	88,343,010.50
3 BLIND	19,405.50
A A	162,538.50
ABARBANEL	391,857.90
ALICE	388,685.70
ALMAVIVA	29,970.70
ANNA	476,369.70
ARBOR	660,907.60
ARGUSTO	181,773.25
ARROWOOD	1,663,185.45
ARTESA	5,241,341.90
ATALON	220,359.70
BAILEYS	373,742.70
BANFI	374,999.65
BARCLAY'S	196,767.15
BARON	163,814.70
BATASIOLO	442,922.75
BELL	42,475.50
BELMONDO	105,993.20
BLACK AND	55,648.10
BLACK BUSH	168,272.20

Sections Sync Last Sync: 5/16/2019 1:39 PM 205 rows docs.dimins.com/jc\_divetab Logout

2. Click the column cell.  
A new page opens.

The screenshot shows a web application interface for a 'Product Page'. At the top, there are navigation buttons: 'Brand Report', 'Menu', and 'Back'. Below these, there are filters for 'Metric' (set to 'Net Sales') and 'Corporate Brand' (set to 'ARROWOOD'). A callout box points to the 'Back' button with the text 'The current page is filtered by Corporate'. Below the filters is a table with two columns: 'Product Name' and 'Net Sales'. The table lists five products and their net sales values. A callout box points to the total net sales value of 1,663,185.45 with the text 'The total Net Sales for Corporate Brand'. At the bottom of the page, there is a footer with 'Sections', 'Sync', 'Last Sync: 5/16/2019 1:39 PM', '5 rows', 'docs.dimins.com/jc\_divetab', and 'Logout'.

Product Name	Net Sales
ARROWOOD CABERNET SAUVIGNON - 750 ML	26,764.05
ARROWOOD CHARDONNAY RESERVE SPECIALE - 750 ML	1,052,084.65
ARROWOOD RESERVE SONOMA COUNTY - 750 ML	18,582.40
ARROWOOD SARALEE - 750 ML	57,215.45
ARROWOOD SONOMA COUNTY - 750 ML	508,538.90
<b>Total</b>	<b>1,663,185.45</b>

The resulting page is filtered by Corporate Brand ARROWOOD, and the Products add up to the total of 1,663,185.45 in Net Sales.

3. Click the **Back** button to return to the previous page.

### Diving on Dive Dimension values

1. Choose a Dive Dimension value to dive on.

For example, Dive Dimension Corporate Brand value 16. This means that the corresponding dimension value, AVENIU BRANDS, has 16 related values under Corporate Brand. This number is called a DimCount.

The screenshot shows the 'Ad Hoc Page' interface. At the top, there are tabs for 'Data Page Samples' and 'Menu'. Below these are filters for 'Customer' (All Values (4435)) and 'Premise' (All Values (4)). The main table has columns: Vendor, Customer County, Product Name, Corporate Brand, Cases, Cost, and Net Sales. A red box highlights the value '16' in the 'Corporate Brand' column for the first row, with an arrow pointing to it from a text box that says 'The chosen Dive Dimension'. The footer contains 'Sections', 'Sync', 'Last Sync: 10/27/2017 1:21 PM', '6 rows', 'docs.dimins.com/jc\_divetab', and 'Logout'.

Vendor	Customer County	Product Name	Corporate Brand	Cases	Cost	Net Sales
AVENIU BRANDS ( 519 )	24	41	16	447,666.81	\$50,848,993.82	\$88,343,010.50
BANFI VINTNERS ( 573 )	21	79	30	48,628.94	\$7,011,646.35	\$9,586,644.85
BOISSET AMERICA ( 883 )	16	28	14	73,611.64	\$7,027,831.14	\$14,480,710.95
CONSTELLATION ( 650 )	16	28	14	25,610.88	\$4,018,750.47	\$5,044,072.55
CONSTITUTION ( 650 )	42	215	80	167,575.02	\$17,758,869.41	\$33,152,288.60
DIAGEO ( 1967 )	23	87	46	77,511.19	\$6,991,551.64	\$15,257,596.35
KENDALL-JACKSON ( 3800 )	20	59	21	54,729.13	\$8,040,344.81	\$10,821,697.20

2. Click the Dive Dimension value.  
A new page opens.

Current dimensionio

Breadcrumbs

Current dimension value being viewed. Returns to the

Number of Rows


Corporate Brand	Customer County	Product Name	Cases	Cost	Net Sales
ANNA		1	48,628.94	\$7,011,646.35	\$9,586,644.85
ARTES		10	2,323.05	\$348,415.52	\$476,369.70
BELMONDO		2	26,666.08	\$3,833,503.42	\$5,241,341.90
BODEGAS		2	587.59	\$77,523.14	\$105,993.20
CALTERRA		3	1,261.62	\$183,789.50	\$251,285.45
CANEI		3	1,881.35	\$266,129.70	\$363,864.75
CLOS LACHANCE		3	3,207.26	\$466,630.39	\$637,998.50
CODORNIU		5	3,606.86	\$519,720.95	\$710,586.35
DOM PINNACLE		4	3,237.26	\$468,724.90	\$640,862.20
LEGARIS		1	83.25	\$13,205.93	\$18,055.75
PICCINI		1	359.08	\$56,825.18	\$77,694.00
RAIMAT		1	1,292.80	\$179,583.86	\$245,535.30
SEPTIMA		1	485.67	\$65,965.05	\$90,190.45
TWO OCEANS		2	479.83	\$70,834.84	\$96,848.65
UMBERTO		2	551.03	\$82,738.04	\$113,123.25
VOGA		2	1,445.49	\$210,735.75	\$288,127.60
		1	1,160.74	\$167,320.16	\$228,767.80

16 rows

The new page focuses on Vendor AVENIU BRANDS, and the 16 Corporate Brand values that belong to it. Notice the blue bar, or the breadcrumbs, along the top of the table. This indicates that the page is filtered by Vendor dimension value AVENIU BRANDS.

3. Click the dimension and dimension value name in the breadcrumbs to return to the previous page.

### Diving on Dimension values

1. Choose a dimension value to dive on. This value must have a dive arrow, , indicating diving is possible.
2. For example, Resp Team value Crowe.

The screenshot shows the DiveTab interface for a 'Corporate Brand' data page. The table displays the following data:

Resp Team	Cost	Cases
	\$50,848,993.82	447,666.808
Crowe	\$22,537,028.36	196,026.529
Gampie		32,008.135
Gorman		6,577.026
Higbee	\$652,270.64	5,748.366
Holgate	\$23,347,636.61	207,306.752

The 'Crowe' row is highlighted with a red box, and a red arrow points to the 'Cost' column header with the text 'The chosen dimension'.

3. Right-click the dive icon.  
The context menu opens.

# DiveTab

Resp Team	Cost	Cases
	\$50,848,993.82	447,666.808
Crowe	Resp SalesPerson (11)	196,026.529
Gampie	Premise (4)	32,008.135
Gorman	\$738,792.10	6,577.026
Higbee	\$652,270.64	5,748.366
Holgate	\$23,347,636.61	207,306.752

4. Choose a dimension to dive on. For example, Resp SalesPerson. The number next to the dimension name indicates the number of values the dimension contains.

Resp SalesPerson (11)	196,
Premise (4)	32,
\$738,792.10	6,

5. Click the dimension name.  
A new page opens.

The screenshot shows a DiveTab interface for a 'Corporate Brand' data page. The breadcrumb trail is 'Corporate Brand' > 'All Values (205)' > 'Resp Team: Crowe' > 'Resp SalesPerson'. The table below shows data for various salespersons, with columns for 'Resp SalesPerson', 'Cost', and 'Cases'. A callout box points to the 'Resp SalesPerson' column header, stating: 'The dive on dimension Resp Team value Crowe. Contains a link to the'. The status bar at the bottom indicates '11 rows'.

Resp SalesPerson	Cost	Cases
		196,026.529
Amanda		1,913.476
Andy		41.376
David		61,743.038
John	\$11,750,182.18	106,042.718
Lenna	\$29,327.43	250.887
Rich	\$1,998.30	17.743
Ron	\$240,397.21	1,767.813
Saurabh	\$1,232,409.73	9,755.578
Tim	\$663,528.81	5,391.503
Tony	\$992,978.78	8,335.252
Wendy	\$110,909.88	767.145

The new page focuses on Resp Team Crowe, and the related values from dimension Resp SalesPerson.

To return to the previous page, click the values in the blue breadcrumbs bar.

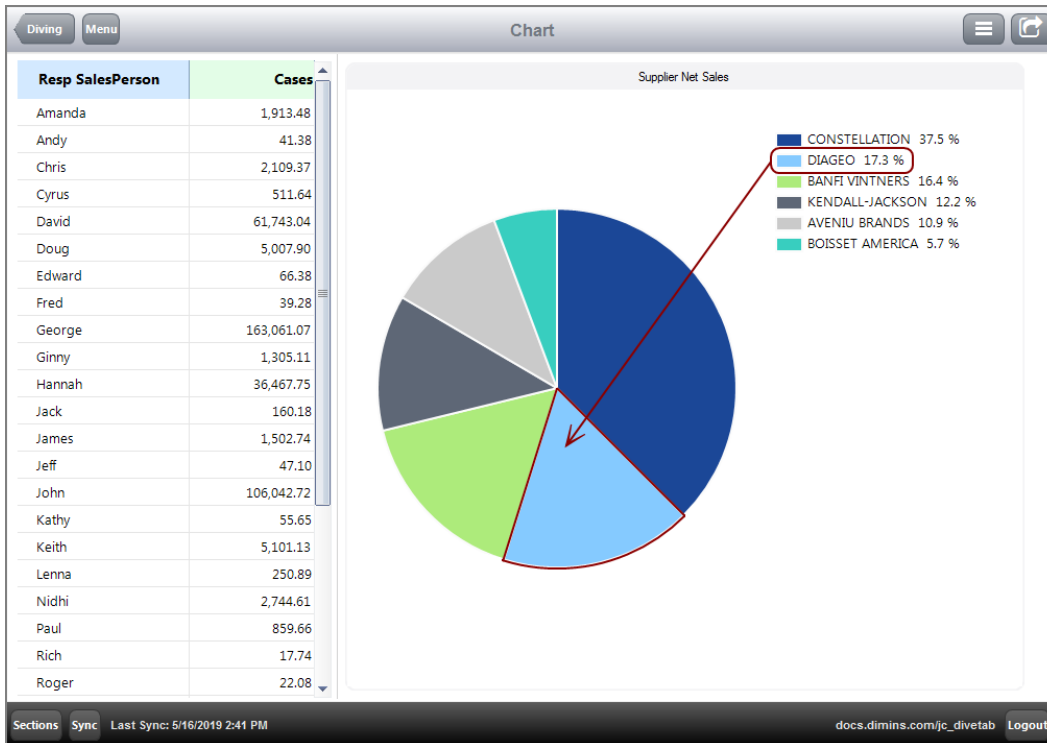
### Diving on a Chart

**NOTE:** Diving on charts is configured by the developer.

1. Choose a chart value to dive on.

For example, pie chart Corporate Supplier dimension value value DIAGEO. This value indicates that 17.3% of Corporate Supplier Net Sales belong to DIAGEO.

# DiveTab



2. Click the chart value.  
A new page opens.



Corporate Brand	Net Sales	Cost	Cases
	\$15,257,596.35	\$6,991,551.64	77,511.19
BAILEYS	\$373,742.70	\$171,261.67	1,944.03
BLACK AND	\$55,648.10	\$25,499.86	266.37
BLACK BUSH	\$168,272.20	\$77,108.07	865.67
BLACK HAUS	\$169,690.25	\$77,757.87	847.42
BOGGS	\$40,592.80	\$18,601.01	203.19
BUCHANAN	\$287,650.25	\$131,811.17	1,525.02
BULLETT	\$252,398.10	\$115,657.43	1,290.18
BUSHMILLS	\$128,623.20	\$58,939.54	652.00
CAOL	\$181,437.85	\$83,141.02	889.61
CAPTAIN	\$1,718,000.20	\$787,246.36	8,626.92
CHATEAU BEYCHEVELLE	\$362,146.45	\$165,947.87	1,793.10
CHATEAU LA	\$78,272.35	\$35,867.06	370.62
CHATEAU LE	\$47,971.85	\$21,982.34	280.57
CHATEAU LEVILLE	\$182,475.40	\$83,616.46	912.81
CHATEAU SOCIANDO	\$43,587.70	\$19,973.37	225.00
CIROC	\$44,288.20	\$20,294.37	205.37
CLUB	\$883,691.75	\$404,937.73	4,465.31
COCKTAILS	\$55,883.35	\$25,607.66	240.83
COUNTY	\$186,024.10	\$85,242.59	986.01
CROWN	\$395,706.50	\$181,326.23	2,071.98

Sections Sync Last Sync: 5/16/2019 2:41 PM 46 rows docs.dimins.com/jc\_divetab Logout

The resulting page is filtered by Corporate Supplier DIAGEO, and the Corporate Brands add up to the total of \$15,257,596.35 in Net Sales.

3. Click the **Back** button to return to the previous page.

For more information, see [Dive Dimensions on page 25](#).

## Editing Dimensions and Columns

You can change the placement of Dimensions and Summary Columns on a data page. The **Edit** option allows you to edit the function and selection of dimensions and columns.

Select the **Edit** option from the **Options** menu to bring up the dialog box.

**NOTE:** Not all tabular pages have the ability to edit dimensions and columns. The presence of a Dive Dimension is an indicator that editing dimensions is possible.

Here is an example of the **Options** button for the DiveTab application.

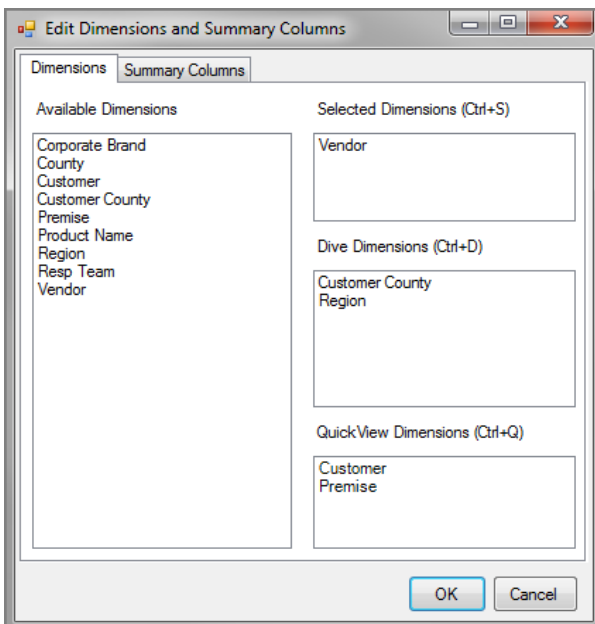
# DiveTab

The screenshot shows the DiveTab interface with a data table. The table has the following columns: Vendor, Customer County, Region, Cases, Cost, and Net Sales. The data is as follows:

Vendor	Customer County	Region	Cases	Cost	Net Sales
AVENIU BRANDS ( 519 )	24	1	447,666.808	\$50,848,993.82	\$88,343,010.50
BANFI VINTNERS ( 573 )	21	1	73,611.638	\$7,027,831.14	\$14,480,710.95
BOISSET AMERICA ( 883 )	16	1	25,610.882	\$4,018,750.47	\$5,044,072.55
CONSTELLATION ( 650 )	42	1	167,575.023	\$17,758,869.41	\$33,152,288.60
DIAGEO ( 1967 )	23	1	77,511.191	\$6,991,551.64	\$15,257,596.35
KENDALL-JACKSON ( 3800 )	20	1	54,729.132	\$8,040,344.81	\$10,821,697.20

An 'Options Button' is highlighted in the top right corner of the table area.

Here is the **Dimensions** tab of the **Edit Dimensions and Summary Columns** dialog box.



**TIP:** Click **Cancel** or the red **X** button on the top right to exit without making changes.

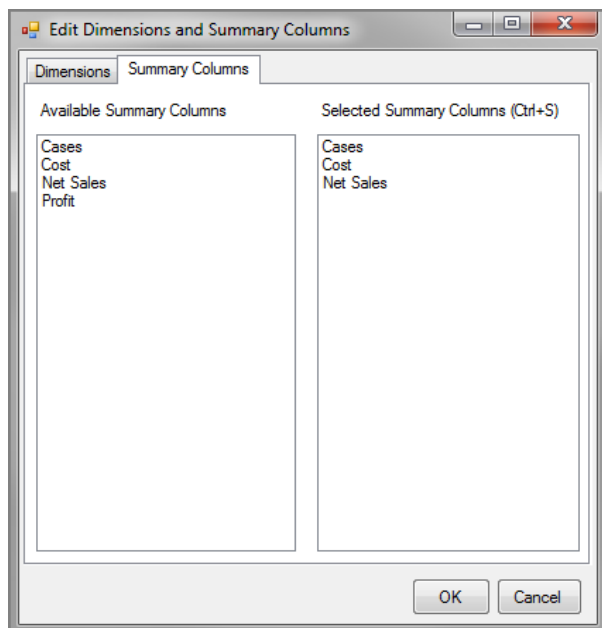
The **Dimensions** tab has four sections:

- Available Dimensions
- Selected Dimensions
- Dive Dimensions
- QuickView Dimensions

**NOTE:**

- Selected Dimensions and Dive Dimensions are mutually exclusive.
- QuickView Dimensions can be configured to not be edited. These Dimensions appear with a lock icon next to the name.

Here is the **Summary Columns** tab.



The **Summary Columns** tab has two sections:

- Available Summary Columns
- Selected Summary Columns

The Available section includes dimensions and columns that do not appear in the initial view. You can drag any of the Available Dimensions and Available Summary Columns to any other section to add a dimension or column, and do the opposite to remove it. A Dimension cannot be added as both a Selected

## DiveTab

Dimension and a Dive Dimension. Keep in mind that **Selected Dimensions** must include at least one dimension.

Click **OK** to save your changes.

**NOTE:** Dimensions, Dive Dimensions, and QuickView Dimensions are automatically included as Available Dimensions. Text columns, alert columns, and bullet columns are automatically included as Available Summary Columns.

Dimensions appear in the order they are listed in the dialog, from left to right.

If you return to the top level menu, or use the **Sections Button** to change pages, the dimension selections are reset, allowing you to organize the data page into a new configuration.

## Switching Dimensions

When there are MultiColumns or Dive Dimensions in a data page, you can switch the primary dimension with another dimension or Dive Dimension. The dimensions that can be switched appear in the context menu.

To switch a dimension:

1. Click the heading of the dimension you want to switch.

The context menu opens.

The screenshot shows a data table titled "Sales Data" with columns: Resp Team, Resp SalesPerson, Premise, Corporate Brand, Cases, and Cost. A context menu is open over the "Premise" column header, listing actions: Sort Up, Sort Down, Find, Auto Widen, Resp SalesPerson, Premise, and Corporate Brand. Red boxes highlight "Resp SalesPerson" and "Premise" in the menu, with arrows pointing to a "Dimension" label, and "Corporate Brand" with an arrow pointing to a "Dive" label. The table data includes rows for various salespersons like Saurabh, Tim, Tony, Wendy, Ginny, Roger, Stanley, Doug, Edward, James, Chris, Nidhi, and Susan, with corresponding values for Premise, Corporate Brand, Cases, and Cost.

Resp Team	Resp SalesPerson	Premise	Corporate Brand	Cases	Cost
		2	3	447,666.808	\$50,848,993.82
		1	1	1,913.476	\$218,899.31
		4	44	41.376	\$3,130.92
		3	125	61,743.038	\$7,293,265.81
		2	1	106,042.718	\$11,750,182.18
		1	1	250.887	\$29,327.43
		3	4	17.743	\$1,998.30
		3	4	1,767.813	\$240,397.21
Crowe	Saurabh	2	33	9,755.578	\$1,232,409.73
Crowe	Tim	3	7	5,391.503	\$663,528.81
Crowe	Tony	3	48	8,335.252	\$992,978.78
Crowe	Wendy	1	2	767.145	\$110,909.88
Gampie	Ginny	1	3	1,305.108	\$123,518.09
Gampie	Roger	1	1	22.075	\$2,893.80
Gampie	Stanley	3	91	30,680.952	\$3,446,854.23
Gorman	Doug	2	22	5,007.904	\$567,489.96
Gorman	Edward	1	2	66.382	\$7,957.92
Gorman	James	2	3	1,502.74	\$163,344.21
Higbee	Chris	2	10	2,109.371	\$224,840.38
Higbee	Nidhi	2	17	2,744.605	\$313,530.70
Higbee	Susan	2	2	456.87	\$67,834.33

Only the primary dimension can switch with another dimension or Dive Dimension.

- Click the dimension or Dive Dimension that you want to switch with. For this example, dimension *Resp Team* is switched with Dive Dimension *Corporate Brand*.

This is the resulting configuration after the switch.

Corporate Brand	Resp SalesPerson	Resp Team	Premise	Cases	Cost
				447,666.808	\$50,848,993.82
3 BLIND	John	1	1	91.603	\$10,395.05
A A	George	1	1	823.751	\$87,067.90
ABARBANEL	George	1	2	2,005.574	\$209,908.68
ALICE	Cyrus	1	2	181.13	\$21,010.80
ALICE	David	1	1	1,137.74	\$125,170.68
ALICE	George	1	2	91.688	\$9,915.33
ALICE	Hannah	1	1	62.179	\$5,716.46
ALICE	John	1	2	224.931	\$25,286.48
ALICE	Keith	1	1	99.015	\$10,783.84
ALICE	Stanley	1	1	38.137	\$3,961.86
ALICE	Tony	1	1	58.409	\$6,363.96
ALMAVIVA	John	1	1	133.851	\$14,545.49
ANNA	George	1	1	1,480.987	\$225,730.79
ANNA	Hannah	1	2	181.521	\$28,889.54
ANNA	John	1	1	173.936	\$24,416.09
ANNA	Stanley	1	2	486.607	\$69,379.11
ARBOR	Chris	1	2	71.109	\$8,957.97
ARBOR	Doug	1	1	80.941	\$8,442.06
ARBOR	George	1	2	2,145.642	\$227,475.95
ARBOR	Hannah	1	1	162.729	\$14,001.11

Notice how *Resp Team* is now a **Dive Dimension**, and *Corporate Brand* is now a **Dimension**.

See also:

- [MultiColumns](#)
- [Dive Dimensions on page 25](#)

## Using QuickViews

QuickViews are used to filter data by selecting specific values to view. Multiple QuickViews can be applied at the same time.

**NOTE:** QuickViews cannot be used offline.

To use a QuickView:

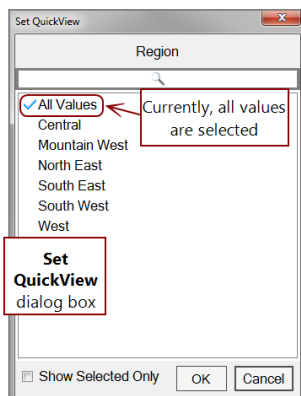
## DiveTab

1. Click a QuickView.

Here is an example of a QuickView.

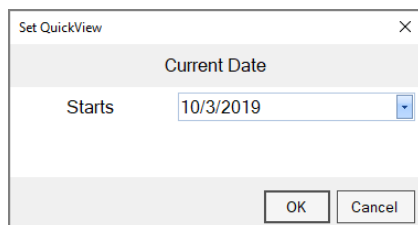
Distributor	Depl % of Total R12	9L Cases Mar	9L Cases Feb	9L Cases Jan
980 - Navy Exchange, Nex Bah Whts	100.0	136,562	127,812	159,643
983 - Navy Se Retail Dist (20011)	0.002			13
983 - Navy Se Retail Dist (20011)	0.03	142	6	3
997 - Navy Exchange, Napl (20012)	0.002			13
999 - Navy Exchange,Service Command (439531)	0.001	15		
1054014 N Carolina Consol. - Aafes (439493)	0.006	8	10	6
1054032 Aafes Dayton Consol Center (439550)	0.012	28	28	
1059915 Aafes Waco Dc (439573)	0.035		67	37
1059967 Wcdc Consol Center - Aafes (439492)	0.028	82	119	44
Aafes - Dddc (20112)	0.084	176	112	180
Alabama Alcoholic Bev Control (20221)	1.153	1,498	1,573	1,500
Alexander James (439518)				
Alexander James (439519)				
Alexander James (439591)				
Allan S. Go, East Harfor (06108)	0.022	39	34	31
Allied Beverage Group Llc (07083)	0.342	237	215	282
American Premium Beverage (78403)	0.132	236	216	179
Associated Distributors (23320)	0.002	3	1	2
Athens Dist-Chattanooga (37422)	0.227	328	281	312
B. & T. Distributing Comp (37950)	0.023	24	23	29
Bacchus Importers Ltd (21224)	0.001			

The **Set QuickView** dialog box opens.



You can also search for values using the search box. It returns values that contain your search term.

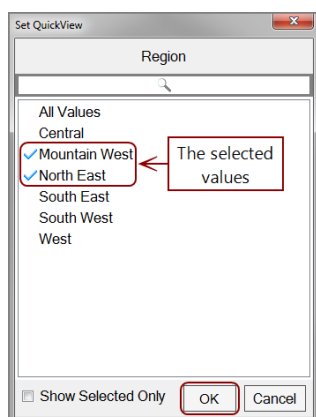
For QuickViews related to the date or date range, a drop-down menu reveals a calendar you can use to select dates. You can also enter the date in the text box using the date format and click **OK**.



**TIP:** Click **Cancel** to exit without making changes.

2. Click the values you want to filter by. A check indicates the value is selected.

Here is an example of the **Set QuickView** with values selected.



**NOTE:** You can choose to view only the selected values by clicking the **Show Selected Only** button.

3. Click **OK**.

The dialog box closes, and QuickViews are applied.

Distributor	Depl % of Total R12	9L Cases Mar	9L Cases Feb	9L Cases Jan
East Harttor (0610)	100.0	18,411	16,708	18,319
Allied Beverage Group Llc (07083)	0.175	39	34	31
Breakthru Beverage Nevada (89430)	2.712	237	215	282
Capital Wine & Spirits (18975)	3.757	702	806	986
Classic Wine Imports (02132)	0.035			
Eder Bros Inc (06516)	5.604	711	748	1,085
Fedway Associates, Inc. (07032)	0.413	76	71	91
Frederick Wildman / Beer (07088)	0.213	30	31	43
Global Horizons/Ms Walker (02885)	0.095	18	17	24
Hartley & Parker (06497)	1.019	265	111	200
Horizon Beverage Company (02766)	0.293	44	61	54
Idaho State Liquor Dispensary (20238)	1.058	1,476	725	
Law Warehouses-Nashua (20210)	3.408	622	742	693
Maine Beverage Company (439313)	2.483	408	522	477
Montana - Bailment Billings (20240)	0.092			
National Dist Co-Albuquerque (87125)	0.916	180	239	178
Picb Dist Center-1 (20817)	0.43	83	55	65
Republic Nation, Littleto (80239)	11.549	1,909	2,269	1,993
So Wine & Spirits-Albuquerque (87103)	13.463	2,472	1,956	2,584
Solcum And Sons (06517)	1.153	229	186	198
	1.517	258	238	305

Notice that the values have changed; only values North East and Mountain West are selected, so only data for those regions is included in the page.

**NOTE:** When diving on data, the QuickView still applies to the resulting page. For example, when following a link for Distributor, the Region QuickView with two selected values carries over to the resulting page.

4. Click the **Reset Button** to return the QuickViews to the way they were configured when you initially opened the current page.

See also:

- [QuickViews](#)

## Sharing and Viewing Data Using the Output Button

In the top right corner of the DiveTab client is the **Output** icon, which has options for sharing your information. All data, document, and presentation pages have the option of sharing through **Export**, **Email**, and **Print**.

- **Export** creates and opens a *pdf* file of the page that can be saved and distributed.
- **Email** opens the default email service, creates a new message, and attaches the page as a *pdf* file.
- **Print** opens the print dialog for you to select a printer and set print configurations.

Tabular data pages have additional options to **Export** or **Email** the tabular information as a spreadsheet or view the data in ProDiver:

- **Export as a Spreadsheet** creates and opens an *xlsx* file of the page that can be saved and distributed.



- **Email as a Spreadsheet** opens the default email service, creates a new message, and attaches the page as an *xlsx* file.
- **Open in ProDiver** opens the cPlan for the page you are viewing using ProDiver. This is available for ad hoc, cross, dive, and report pages.

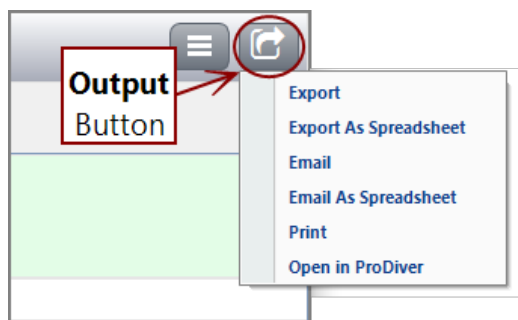
**TIP:** When sharing a tabular data page with many columns, choose a spreadsheet format so that columns align correctly.

The exported file is named after the page. If there is an existing file of the same name, a counter is appended to the file name.

### Sharing using Export

1. Click the **Output Button**.

The **Output** menu opens.



2. Click **Export** or **Export as Spreadsheet**.

The exported file opens automatically using the corresponding program.

**NOTE:** **Export** results in a *pdf* file. **Export As Spreadsheet** results in an *xlsx* file.

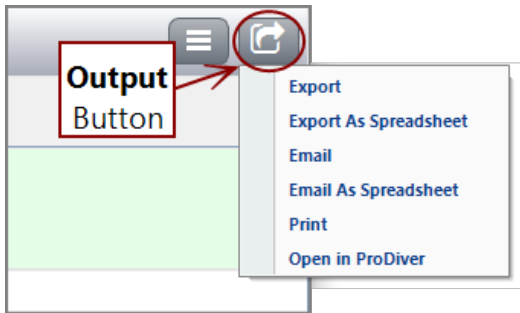
3. Save the file.

### Sharing using Email

**CAUTION:** Before using **Email** or **Email as Spreadsheet**, check that a default email program is defined.

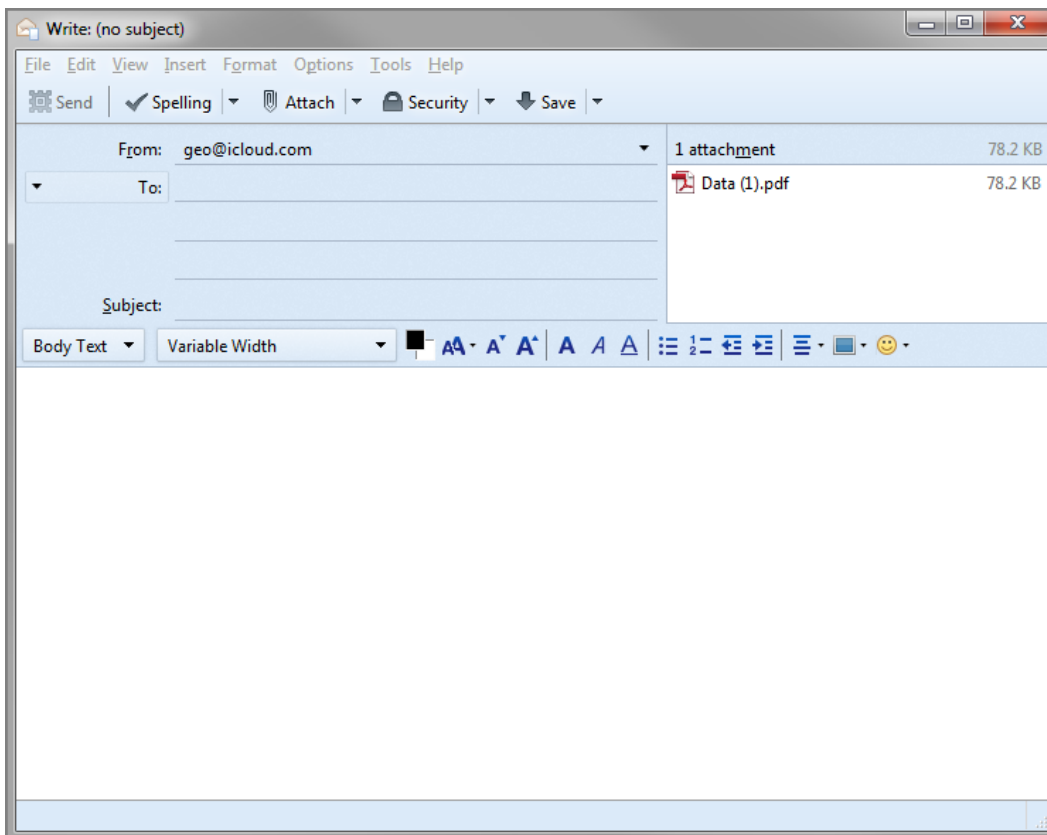
1. Click the **Output Button**.

The **Output** menu opens.



2. Click **Email** or **Email As Spreadsheet**.

A new email message opens using your default mail program, with the file attached.

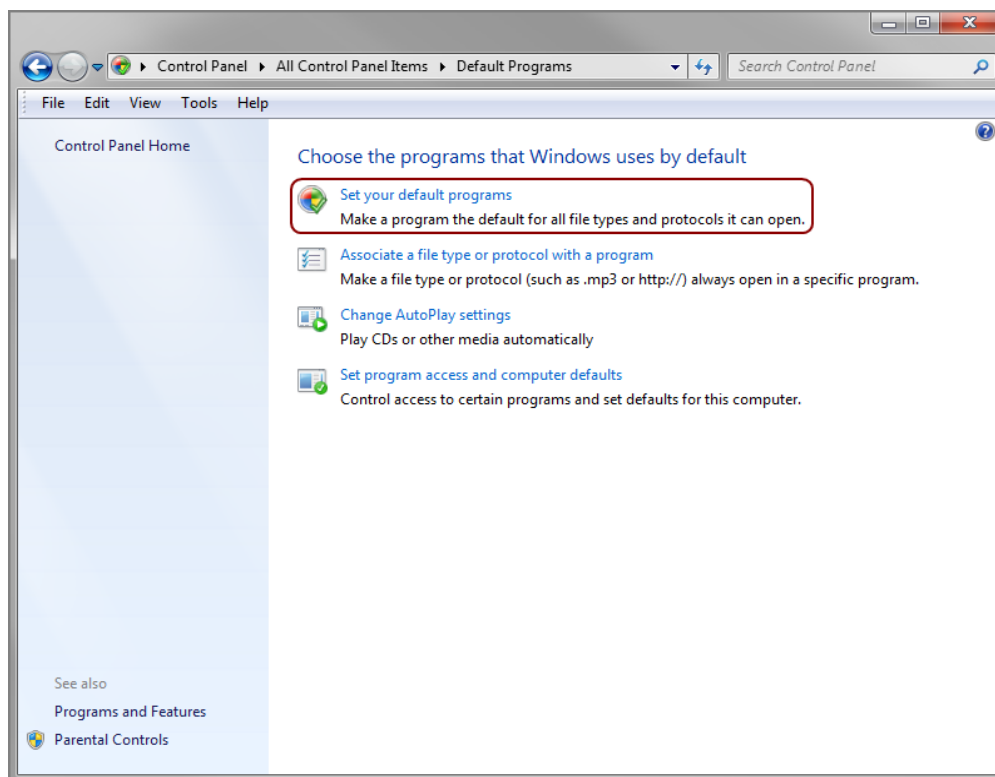


**NOTE:** **Email** sends a *pdf* file. **Email As Spreadsheet** sends an *xlsx* file.

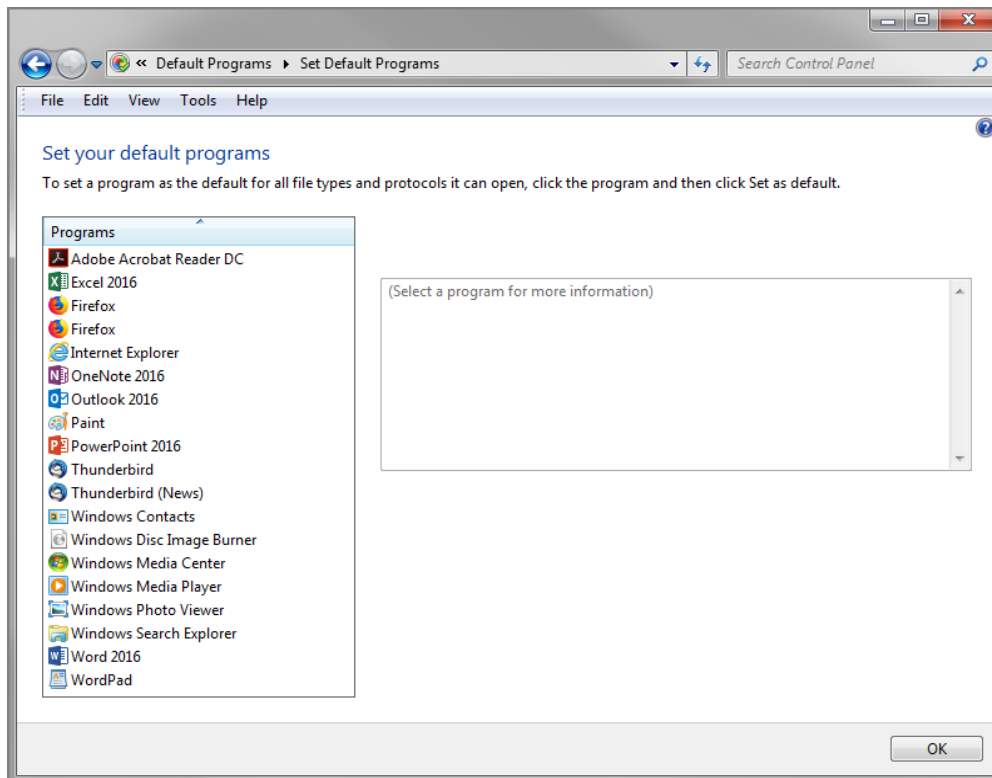
3. Fill in the recipients, subject, and message as appropriate, and send the message.

### Setting the default email program

1. From the **Start** menu, click **Default Programs**.  
The Default Programs page opens in Windows Explorer.

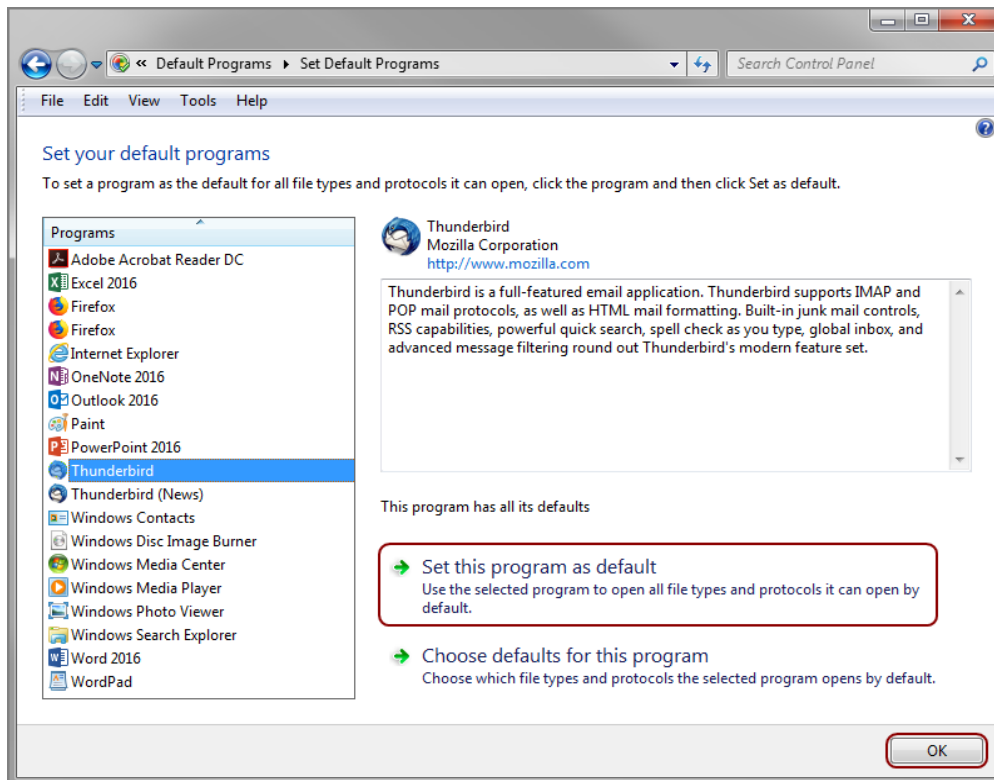


2. Click **Set your default programs**.  
The **Set Default Programs** page opens.



3. From the programs list, select the email program you want to set as the default. For example, Thunderbird.

The description of the program opens on the right panel.

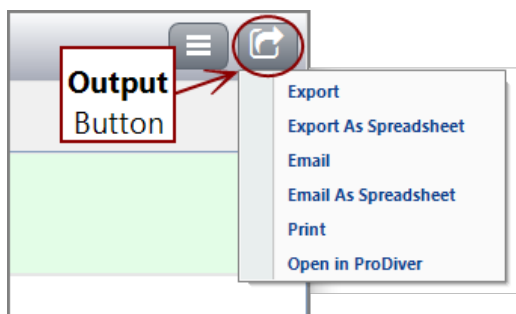


4. Click **Set this program as default**.
5. Click **OK** to save your changes.

### Sharing using Print

**NOTE:** Contact your administrator to set up wireless printing.

1. Click the **Output Button**.  
The **Output** menu opens.

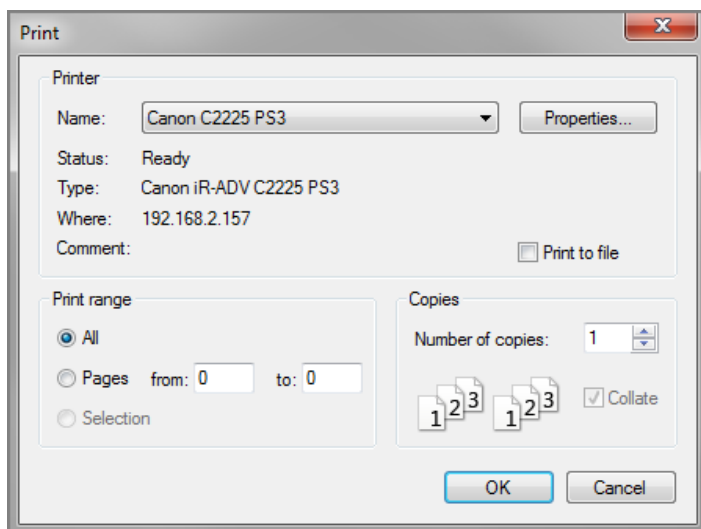


If you have many columns, the **Select Columns** dialog box opens. Select the columns you want to print.

## DiveTab

2. Click **Print**.

The **Print** dialog box opens.

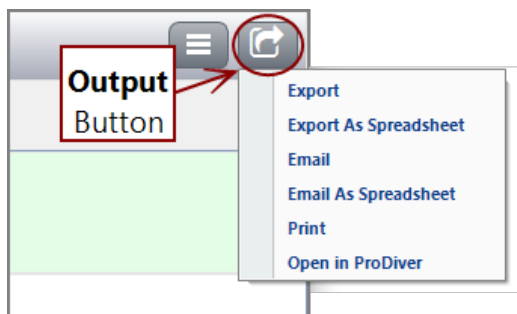


3. Configure your print options and click **OK**.

## Viewing in ProDiver

1. Click the **Output Button**.

The **Output** menu opens.



2. Click **Open in ProDiver**.

The cPlan used to create the page opens in ProDiver.

