

Massachusetts Department
of Public Health



MAVEN Features and Functionality Supplemental Slides

December 9, 2025

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MAVEN Addresses and Participant Information

Addresses history / Participant

Event Summary

Basic Information	
Case ID:	100001665
Event:	Hepatitis A
Name:	Test HepA_Immediate Disease Jr
Birth Date:	05/30/1966
Recorded Sex or Gender:	Male
Home Phone:	(852) 963-7456
Investigation Status:	Open
Linked Events/Contacts:	0 (View)
Attachments:	0 (Add)

Notifications

Event/Status/Date/Type Notifier **3**

Event Status: Confirmed
Event Date: 07/07/2022
Event Type: Report Date

Concerns **3**

Request and enter liver enzyme results (AST/ALT) and bilirubin results into the Lab Results tab
Please complete vaccination status in QP#4 (Vaccine and IG Information)
If case is employed, please complete Employer Name and Address in the Demographic Question Package.

Workflow Status **1**

Event ID is in workflows [[View List](#)]

Case Classification **2**

Age at time of event: 56.10
Age unit: Years

[Edit Event Properties](#) [Copy Event](#)

Notes

LBOH Test User [lbohtest1] - (Generic) 10/05/2022 11:42 PM
Left 2nd voicemail message for case. I will call again tomorrow.
LBOH Test User [lbohtest1] - (Generic) 10/05/2022 11:32 PM
Left voicemail message for case. I will call again this afternoon.

 Event Data

 Labs

 Concerns

 Participants

 Tasks

 Event Properties

 Event History Trail

Addresses history / Participant

Event Data Labs Concerns **Participants** Tasks Event Properties Event History Trail

Persons

Name	Recorded Sex or Gender	Birth Date	City	Status
Test HepA_Immediate Disease Jr	Male	05/30/1966	753 Brockton East Road Apt 45, Brockton, MA 02301	Active

Edit Person

Basic Information Address Information Demographic History

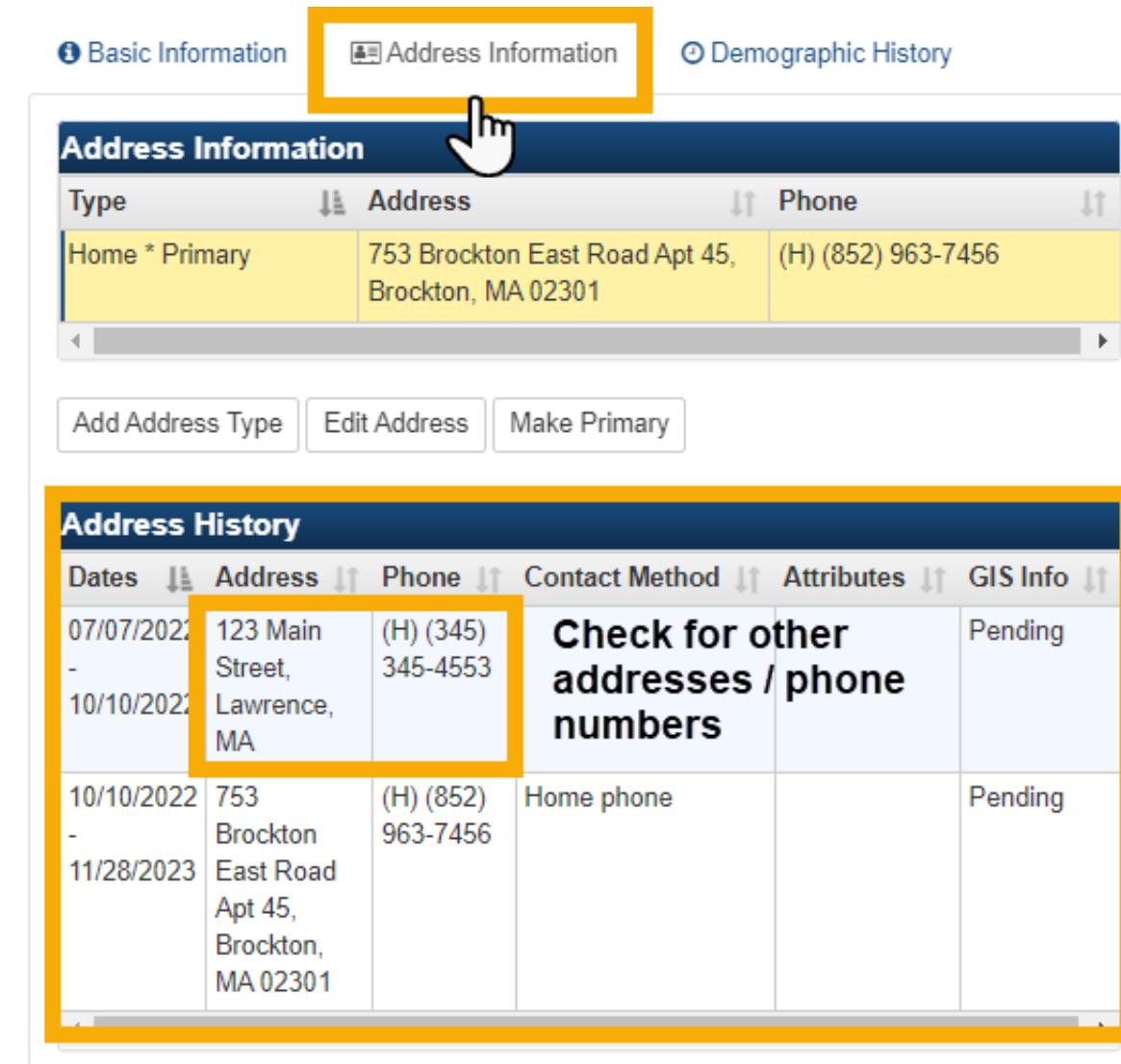
Basic Information

External ID:	PDFJMLSRQBO
Name:	Test HepA_Immediate Disease Jr
Alias:	Johnny
Mother's Maiden Name:	Carmella
Birth Date:	05/30/1966
Age:	57
Recorded Sex or Gender:	Male
Deduplication Status:	Done
Street 1:	753 Brockton East Road
Street 2:	Apt 45
City:	Brockton
State:	MA
Zip Code:	02301
Country:	USA
Home Phone:	(852) 963-7456
Contact Method:	Home phone
Latitude:	-999.0
Longitude:	-999.0
Geocode Status:	Pending

Address Information

Use the Address and Demographic tabs to check for additional

- Addresses/Phone Numbers
- Name changes
- Date of birth changes/updates



The screenshot shows a software interface with three tabs at the top: 'Basic Information', 'Address Information' (which is highlighted with a yellow box and a cursor), and 'Demographic History'. The 'Address Information' tab is active, showing a table with columns for Type, Address, and Phone. One row is selected, showing 'Home * Primary' as the type, '753 Brockton East Road Apt 45, Brockton, MA 02301' as the address, and '(H) (852) 963-7456' as the phone number. Below the table are buttons for 'Add Address Type', 'Edit Address', and 'Make Primary'. The 'Demographic History' tab is also visible.

Address History

Dates	Address	Phone	Contact Method	Attributes	GIS Info
07/07/2022 - 10/10/2022	123 Main Street, Lawrence, MA	(H) (345) 345-4553		Check for other addresses / phone numbers	Pending
10/10/2022 - 11/28/2023	753 Brockton East Road Apt 45, Brockton, MA 02301	(H) (852) 963-7456	Home phone		Pending

Notes

Notes – Create and Edit

Relevant case notes should always be entered in the note section on the main page (Dashboard) of the event. The notes in this section can be quickly view by any user who has access to the event.

Step 1 - Open the event. Click on the pencil icon to start adding/editing a note.

Step 2 - Save your note. Then close the note window.

Event Summary	
Basic Information	
Case ID:	100001665
Event:	Hepatitis A
Name:	Test HepA_Immediate Disease Jr
Birth Date:	05/30/1966
Recorded Sex or Gender:	Male
Home Phone:	(852) 963-7456
Investigation Status:	Open
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Notes

LBOH Test User [lbohatest1] - (Generic) 10/05/2022 11:42 PM
Left 2nd voicemail message for case. I will call again tomorrow.

LBOH Test User [lbohatest1] - (Generic) 10/05/2022 11:32 PM
Left voicemail message for case. I will call again this afternoon.

Remember: Only the most recent note can be edited!

User Tip: You can use **
** to create line breaks in your notes.

Add Note

Text: Here is my first paragraph.
 I put a line break here.
 This is my last paragraph.

Notes

Hillary Johnson [hillarytest] - (Generic) 12/01/2023 05:16 PM
Here is my first paragraph.
I put a line break here.
This is my last paragraph.

Please remember that notes in this section can be edited, but only if no other notes have been entered after yours.

Notes in MAVEN

- Please remember that Notes are a great place to document your work or case management/follow-up.
 - If key variable information is only in the notes, it does not automatically transfer to the Question Packages.
 - You can summarize an interview or discussion in the Notes section, but make sure relevant data is documented in the associated question packages to ensure data completion.

Question Packages	
Question Package	
1. Administrative	
2. Demographic	
3. Clinical	
4. Vaccine and IG Information	
5. Risk/Exposure/Control & Prevention	

Notes

Hillary Johnson [hillarytest] - (Generic) 12/04/2023
09:06 AM

The patient reported a cough onset on 12/1 and additional post-tussive vomiting and fever. They began tx on 12/5.

Did case have symptoms?

Yes

Symptom onset date:

12/01/2023

Cough:

Yes

Date of cough onset:

12/01/2023

Post-tussive vomiting:

Yes

Concerns

Concerns for non-COVID cases

- **Concerns are built in notification or flags that appear in MAVEN events** and are used to remind users to answer specific steps or enter key information that's important to the investigation of an event.
 - Concerns appear as bold red text in the Notifications section of an event.
 - They provide details on which questions need to be answered and where they can be found.

Notifications

Event/Status/Date/Type Notifier **3**

Event Status: Confirmed
Event Date: 07/07/2022
Event Type: Report Date

Concerns **3**

Request and enter liver enzyme results (AST/ALT) and bilirubin results into the Lab Results tab
Please complete vaccination status in QP#4 (Vaccine and IG Information)
If case is employed, please complete Employer Name and Address in the Demographic Question Package.

Workflow Status **1**

Event ID is in workflows [\[View List\]](#)

Case Classification **2**

Age at time of event: 56.10
Age unit: Years

Once a concern is answered, the red text will disappear from the notifications section.

Creating and Linking Contacts

Creating Contacts

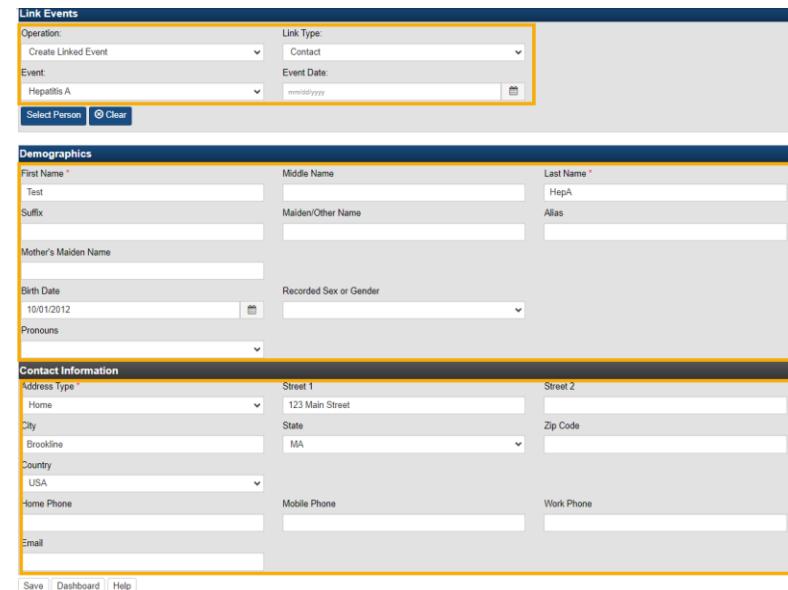
If you have a case who does not exist in MAVEN but needs to be entered and linked to a confirmed case, you can create and link the Contact at the same time.

Step 1 - Open the event for the Index case you want to create a contact for.

Step 2 - Under the Basic Information section, find and click the "Linked Events/Contacts" link

Step 3 - Enter your parameters under the following headers: **Link Events** (Operation should be Create Linked Event), **Demographics**, and **Contact Information** and then click save. Your contact event now appears in the Linked Events section.

Basic Information	
Case ID:	100001665
Event:	Hepatitis A
Name:	Test HepA_Immediate Disease Jr
Birth Date:	05/30/1966
Recorded Sex or Gender:	Male
Home Phone:	(852) 963-7456
Investigation Status:	Open
Linked Events/Contacts:	0 (View)
Attachments:	0 (Add)



Link Events

Operation: Create Linked Event Link Type: Contact

Event: Hepatitis A Event Date: mm/yyyy

Select Person

Demographics

First Name *	Middle Name	Last Name *
Test		HepA
Suffix	Maiden/Other Name	Alias
Mother's Maiden Name		
Birth Date	Recorded Sex or Gender	
10/01/2012		
Pronouns		

Contact Information

Address Type *	Street 1	Street 2
Home	123 Main Street	
City	Brookline	State
Country	USA	Zip Code
Home Phone	Mobile Phone	Work Phone
Email		

Linking Contacts

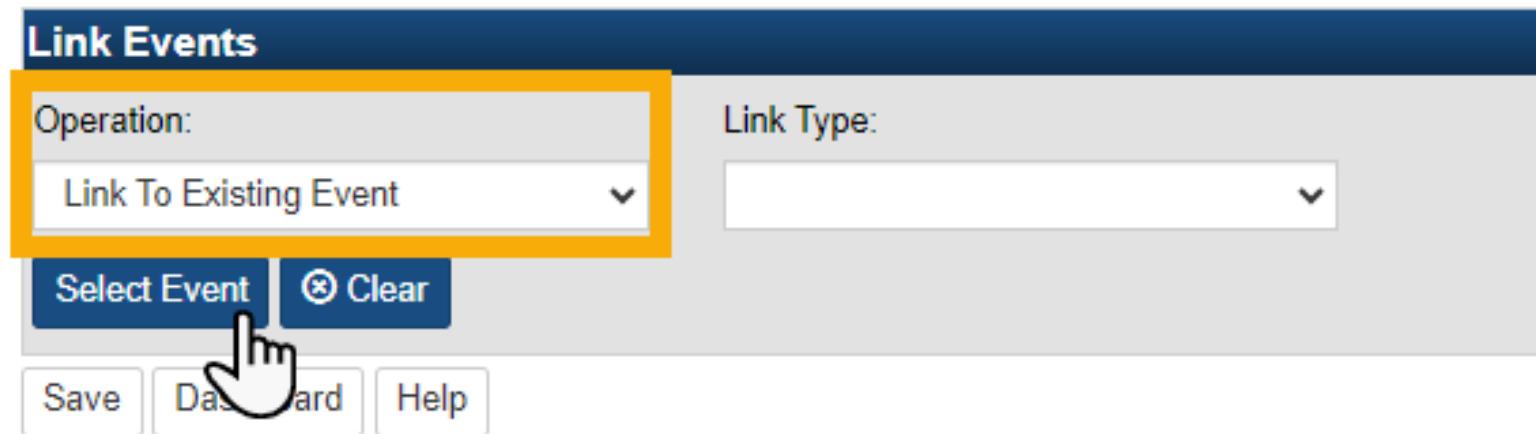
If you have a case that exists in MAVEN and needs to be linked to another record (case that already exists in MAVEN) you can use the link feature.

Step 1 - Open one of the two cases that you would like to link together.

Step 2 - Under the Basic Information section, find and click the "Linked Events/Contacts" link

Step 3 - Enter your parameters under the "Link Events" header. Changed "Operation" to "Link To Existing Event".

Step 4 - Click on Select Event and search for the existing in event in MAVEN.



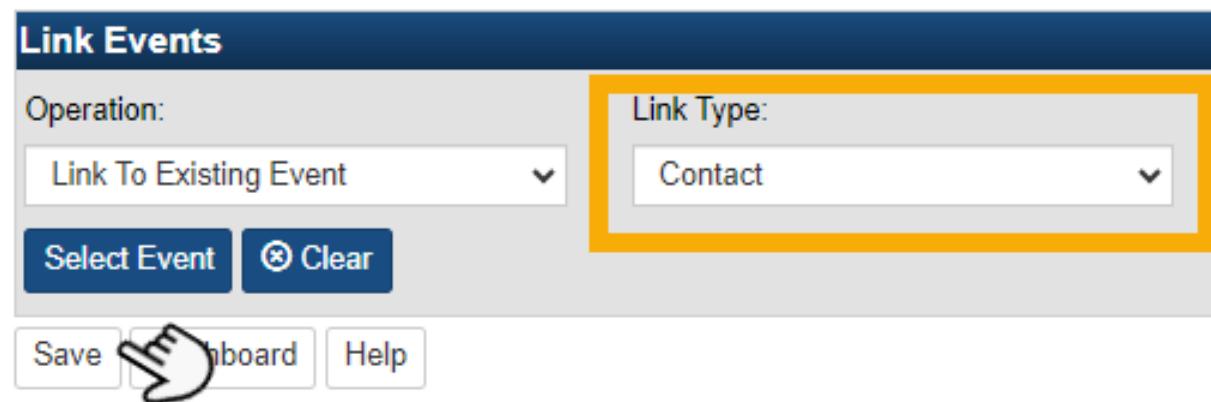
The screenshot shows a user interface for linking events. At the top, a blue header bar contains the text "Link Events". Below this is a form with the following fields and buttons:

- Operation:** A dropdown menu with the option "Link To Existing Event" selected. This field is highlighted with a yellow rectangular box.
- Link Type:** A dropdown menu next to the "Operation" field.
- Select Event:** A blue button with white text.
- Clear:** A blue button with white text, labeled with a circular "X" icon.
- Save:** A blue button with white text.
- Dashboard:** A blue button with white text, featuring a hand cursor icon pointing at it.
- Help:** A blue button with white text.

Linking Contacts

Step 5 - After finding the event, select it. You should now be back on the Demographics and Contact Information page.

Step 6 - Update Link Type to Contact and save.



The screenshot shows a 'Link Events' interface. At the top, there is a 'Link Type' dropdown menu with 'Contact' selected. The 'Link Type' field is highlighted with a yellow box. Below the dropdown are buttons for 'Select Event' and 'Clear'. At the bottom, there are buttons for 'Save' (which has a hand cursor icon over it), 'Dashboard', and 'Help'.

Communication Events

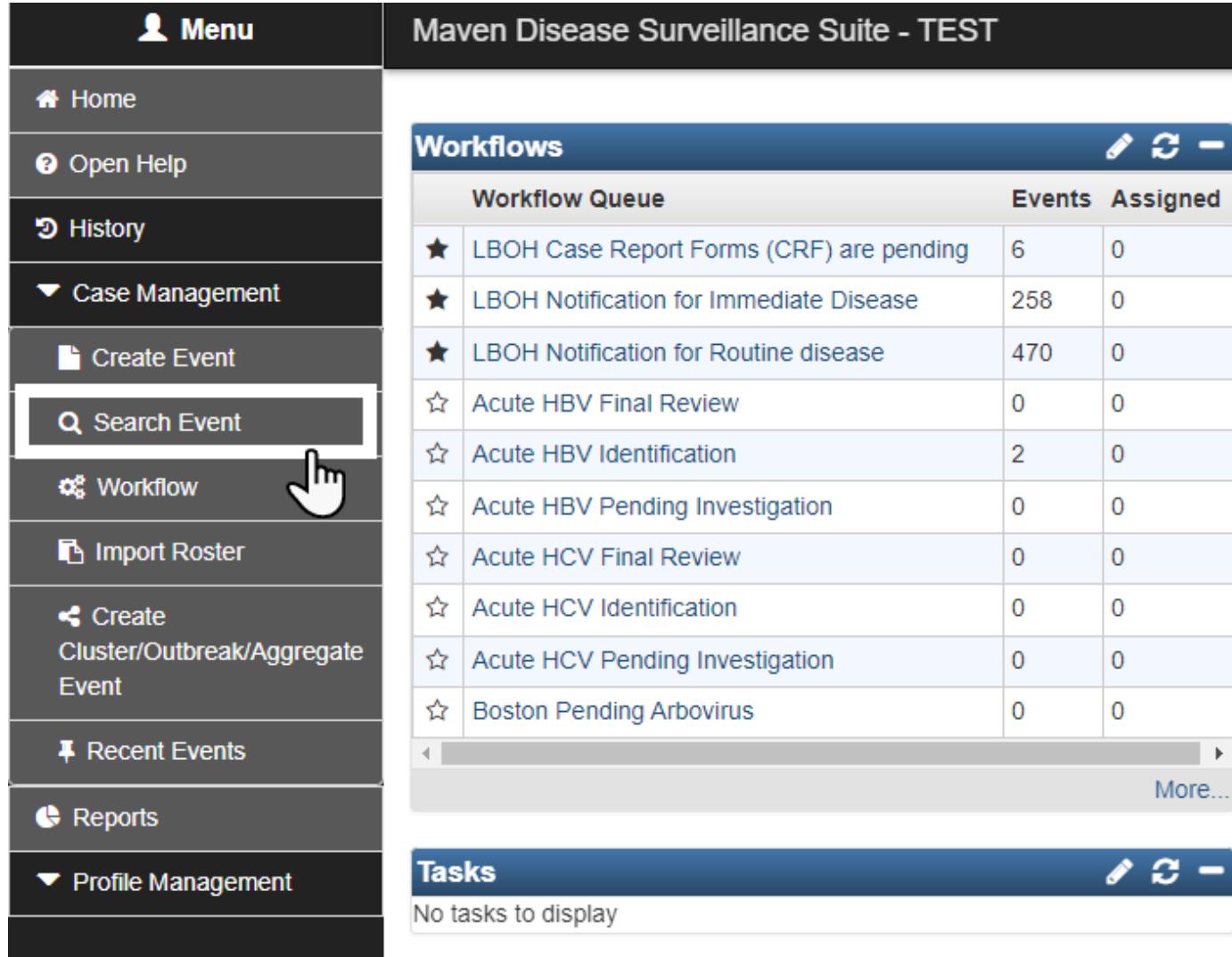
What are Communication Events?

- **Communication events** are events within MAVEN that hold information for our Local Board of Health users and affiliated contacts for 351 cities & towns in Massachusetts.
- There is one event for each city/town and they contain board of health contact information such as addresses, fax numbers, MAVEN users, and more.
- LBOH, MDPH Epidemiologists, and DSAI staff rely on Communication events to ascertain relevant points of contact at a board of health.
- This is also where MAVEN points of contacts can **notify us if they will be taking time off**, as well as **notify us of who the primary/backup MAVEN contact is in your office**.

Communication Event Tip Sheet

- [!\[\]\(dc8effb0c464520bd1295be2a13fc2a1_img.jpg\) Tip Sheets](#)
 - [Rural Health Information](#)
 - [Out of State Contact Information](#)
 - [Understanding Date Fields and Selecting Date Ranges Ver 1.0 October2020](#)
 - [Tasking Cases Ver 1.0 October2020](#)
 - [Cluster naming conventions_ver2.0_May2021](#)
 - [How to add attachments?](#)
 - [What are Communication Events and how do I access/edit mine?](#)
 - [How to run a report?](#)
 - [How to search for an event?](#)
 - [How to share an event?](#)
 - [How to check and clear your workflows for routine diseases?](#)
 - [MAVEN Backup Coverage - What to do if you will be out of the office May2022](#)
 - [How to use a wizard?](#)
 - [How to link two existing cases in MAVEN?](#)
 - [August 2017 - Linking Events in MAVEN Webinar](#)
 - [ePostcard May2022 LBOH Notification but no follow up needed workflow](#)
 - [SOGI Data Collection in MAVEN Presentation 8-1-2023 NEW](#)
 - [SOGI Terms Definitions for LBOH July-14-2023 NEW](#)
 - [SOGI In MAVEN Recording](#)

Finding/Reviewing/Updating Communication Events for LBOH



The screenshot shows the Maven Disease Surveillance Suite - TEST interface. The left sidebar is a vertical menu with the following items:

- Home
- Open Help
- History
- Case Management
- Create Event
- Search Event
- Workflow (highlighted with a cursor icon)
- Import Roster
- Create Cluster/Outbreak/Aggregate Event
- Recent Events
- Reports
- Profile Management

The main content area has two sections:

Workflows

	Workflow Queue	Events	Assigned
★	LBOH Case Report Forms (CRF) are pending	6	0
★	LBOH Notification for Immediate Disease	258	0
★	LBOH Notification for Routine disease	470	0
☆	Acute HBV Final Review	0	0
☆	Acute HBV Identification	2	0
☆	Acute HBV Pending Investigation	0	0
☆	Acute HCV Final Review	0	0
☆	Acute HCV Identification	0	0
☆	Acute HCV Pending Investigation	0	0
☆	Boston Pending Arbovirus	0	0

More...

Tasks

No tasks to display

Finding/Reviewing/Updating Communication Events for LBOH

Search Case

Search Criteria

Type	Normal
Event ID	
Last Name	
First Name	
Alias	
Maiden/Other Name	
Birth Date (Range)	mm/dd/yyyy
Street	
City	Lawrence
State	
Event	Communication
From Date	mm/dd/yyyy
To Date	mm/dd/yyyy

Search Options

Search Clear Create New

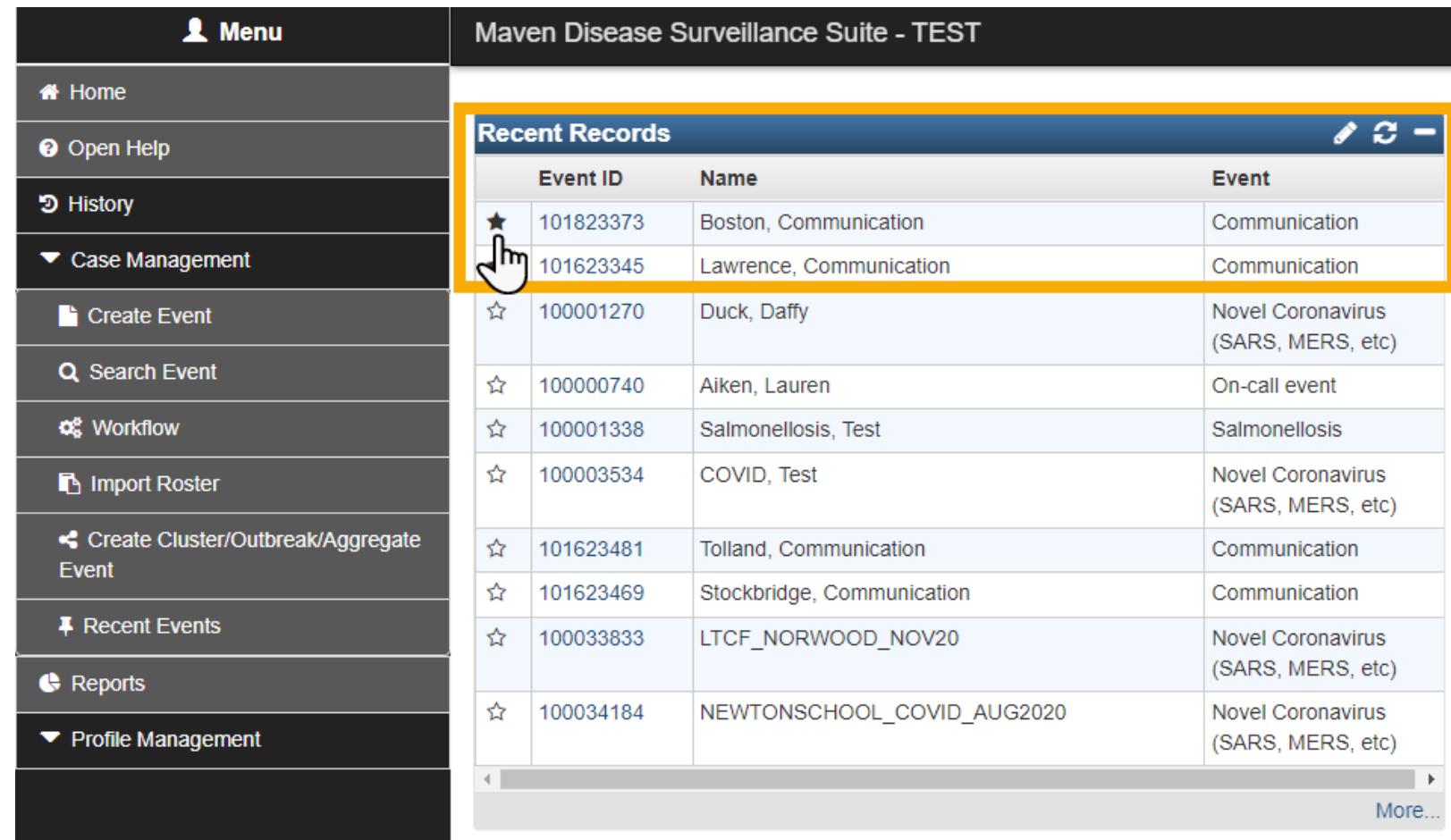
Search Results

Event	ID	Name	Birth Date	Status	Event	Create Date	Event Date	External ID
	Q 101623345	Communication Lawrence		Open	Communication	11/06/2013	11/06/2013	PNEMMBVAJYDRIC

Showing 1 to 1 of 1 entries

Select Create Record for Person Cancel Help

Save your Communication Event for future reference



The screenshot shows the Maven Disease Surveillance Suite - TEST interface. The left sidebar contains a 'Menu' with various options: Home, Open Help, History, Case Management (with sub-options Create Event, Search Event, Workflow, Import Roster, Create Cluster/Outbreak/Aggregate Event, Recent Events, Reports, and Profile Management). The main content area is titled 'Recent Records' and displays a table of communication events. The table has columns for Event ID, Name, and Event. The first two rows are highlighted with a yellow box and a cursor icon pointing to the star icon in the first column of the second row. The data in the table is as follows:

	Event ID	Name	Event
★	101823373	Boston, Communication	Communication
★	101623345	Lawrence, Communication	Communication
★	100001270	Duck, Daffy	Novel Coronavirus (SARS, MERS, etc)
★	100000740	Aiken, Lauren	On-call event
★	100001338	Salmonellosis, Test	Salmonellosis
★	100003534	COVID, Test	Novel Coronavirus (SARS, MERS, etc)
★	101623481	Tolland, Communication	Communication
★	101623469	Stockbridge, Communication	Communication
★	100033833	LTCF_NORWOOD_NOV20	Novel Coronavirus (SARS, MERS, etc)
★	100034184	NEWTONSCHOOL_COVID_AUG2020	Novel Coronavirus (SARS, MERS, etc)

- **Search and Find your Communication Event**
 - Review/Edit for information
 - Bookmark your Communication event by clicking the star in your Recent Records section

Out of Office Protocols – MAVEN Coverage

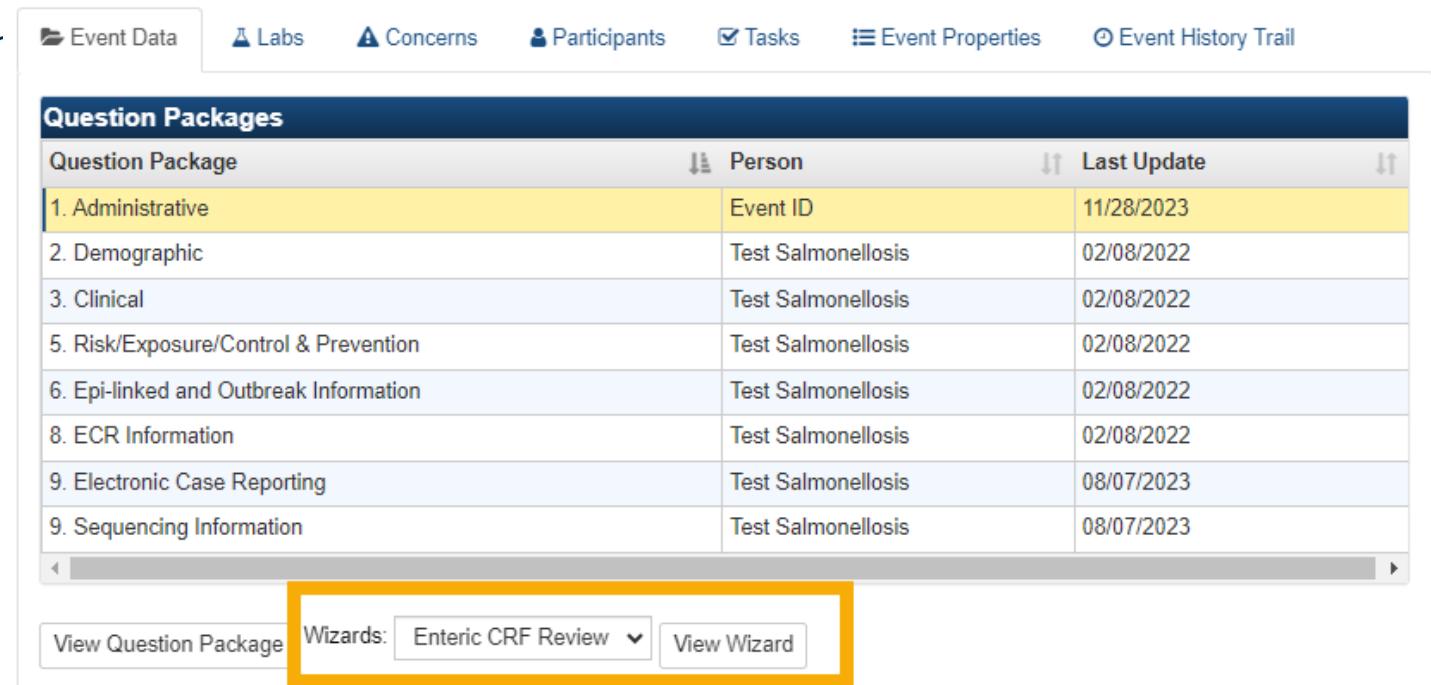
- MAVEN Backup:
 - Have your backup log into MAVEN to make sure their account is active and they have access to your jurisdiction's MAVEN events.
- NO MAVEN Backup:
 - Reach out within your LBOH or agency, local schools or neighboring communities.
 - If you are unable to find backup, reach out to DSAI immediately at mavenhelp@mass.gov .

Wizards

What is a wizard

Wizards are designed for MAVEN users that only need to focus on specific questions as part of their investigation. It affords these users “one stop shopping” instead of having to navigate between several question packages to find what they need.

*Not all events have a Wizard, but if there is one, they can always be found beneath the Question Packages in the Event Data tab of a case. Because different Wizards are designed for different purposes, please reach out to us to confirm that completing a given Wizard satisfies all of the requirem



The screenshot shows the MAVEN software interface with the 'Event Data' tab selected. The main area displays a table titled 'Question Packages' with columns for 'Question Package', 'Person', and 'Last Update'. The table lists several packages, with the first one, '1. Administrative', highlighted in yellow. At the bottom of the screen, there is a footer bar with buttons for 'View Question Package', 'Wizards' (which is highlighted with a yellow box), and 'View Wizard'.

Question Package	Person	Last Update
1. Administrative	Event ID	11/28/2023
2. Demographic	Test Salmonellosis	02/08/2022
3. Clinical	Test Salmonellosis	02/08/2022
5. Risk/Exposure/Control & Prevention	Test Salmonellosis	02/08/2022
6. Epi-linked and Outbreak Information	Test Salmonellosis	02/08/2022
8. ECR Information	Test Salmonellosis	02/08/2022
9. Electronic Case Reporting	Test Salmonellosis	08/07/2023
9. Sequencing Information	Test Salmonellosis	08/07/2023

Demographic History

Demographic History

Use the Address and Demographic tabs to check for additional

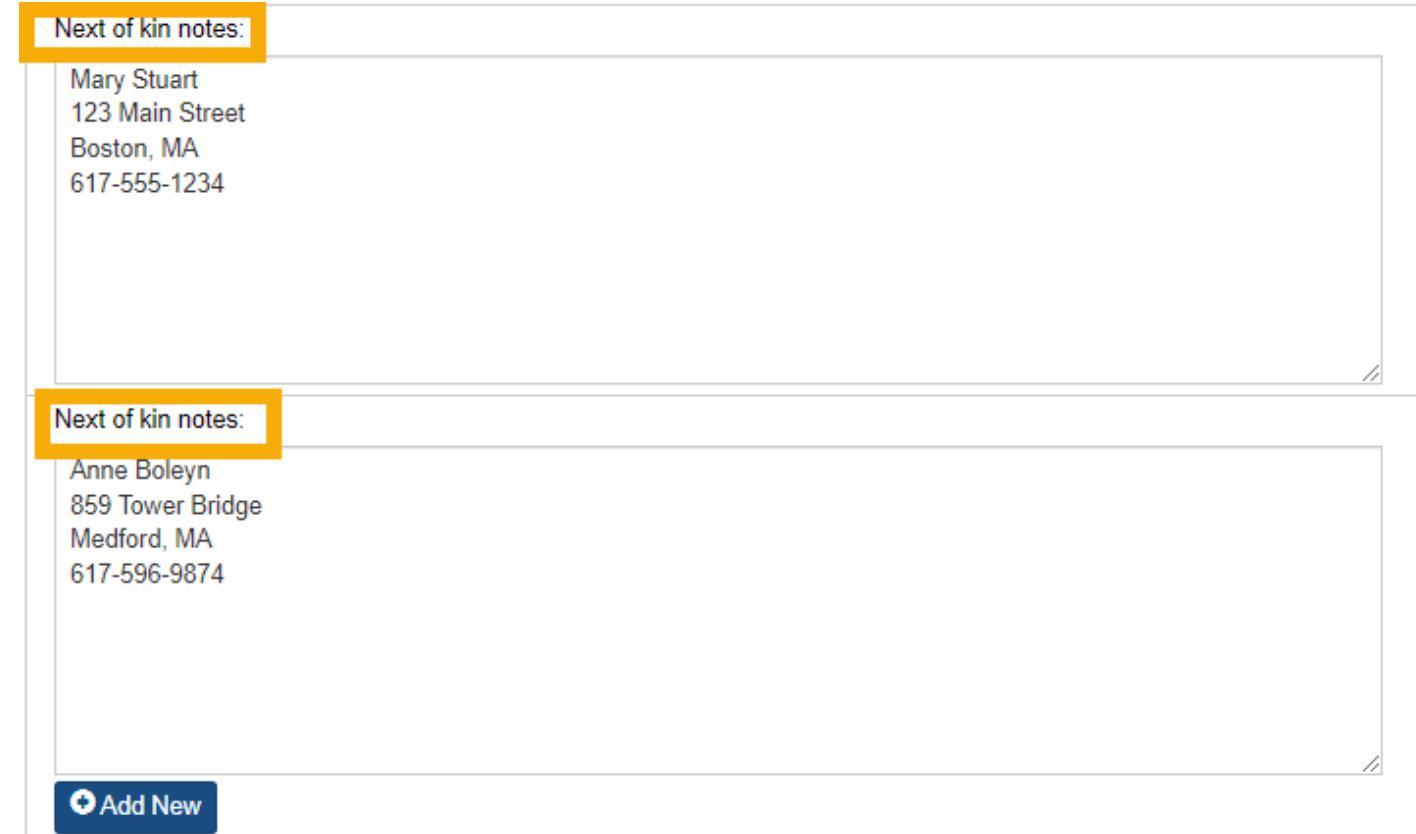
- Addresses/Phone Numbers
- Name changes
- Date of birth changes/updates

The screenshot shows a software interface with a navigation bar at the top. The 'Participants' tab is highlighted with a yellow box and a mouse cursor. Below the navigation bar is a table titled 'Persons' with columns for Name, Recorded Sex or Gender, Birth Date, City, and Status. A single row is selected, showing 'Test HepA_Immediate Disease Jr' as the Name, 'Male' as the Recorded Sex or Gender, '05/30/1966' as the Birth Date, '753 Brockton East Road Apt 45, Brockton, MA 02301' as the City, and 'Active' as the Status. Below the table is an 'Edit Person' button. At the bottom of the interface, there are three tabs: 'Basic Information', 'Address Information', and 'Demographic History'. The 'Demographic History' tab is highlighted with a yellow box and a mouse cursor. A table titled 'Demographic History' is displayed, showing a list of changes made on 10/10/2022. The changes are:

Date	Field	Old Value	New Value
10/10/2022	Suffix		Jr
10/10/2022	Birth Date	05/30/1965	05/30/1966
10/10/2022	Alias		Johnny
10/10/2022	Mother's Maiden Name		Carmella

Demographic QP#2 – Next of Kin Notes

Next of Kin notes in the Demographic #2 Question - if we receive the information from the reporting provider - sometimes you can contact these folks for more contact information



The image shows a screenshot of a software application interface. It displays two entries for 'Next of kin notes' in a list format. Each entry consists of a yellow-bordered box containing the title and the contact information. Below the list is a blue button labeled '+ Add New'.

Next of kin notes:
Mary Stuart 123 Main Street Boston, MA 617-555-1234
Anne Boleyn 859 Tower Bridge Medford, MA 617-596-9874

+ Add New

MAVEN Errors and Troubleshooting

Common MAVEN Errors - Oracle System Error or Session Expired

Error 1: "System error. Please re-try your action. If you continue to get this error, please contact the Administrator."



Error 2: "Your session has expired. Please login again."

Your session has expired. Please login again.

Common MAVEN Errors - Oracle System Error or Session Expired

Cause:

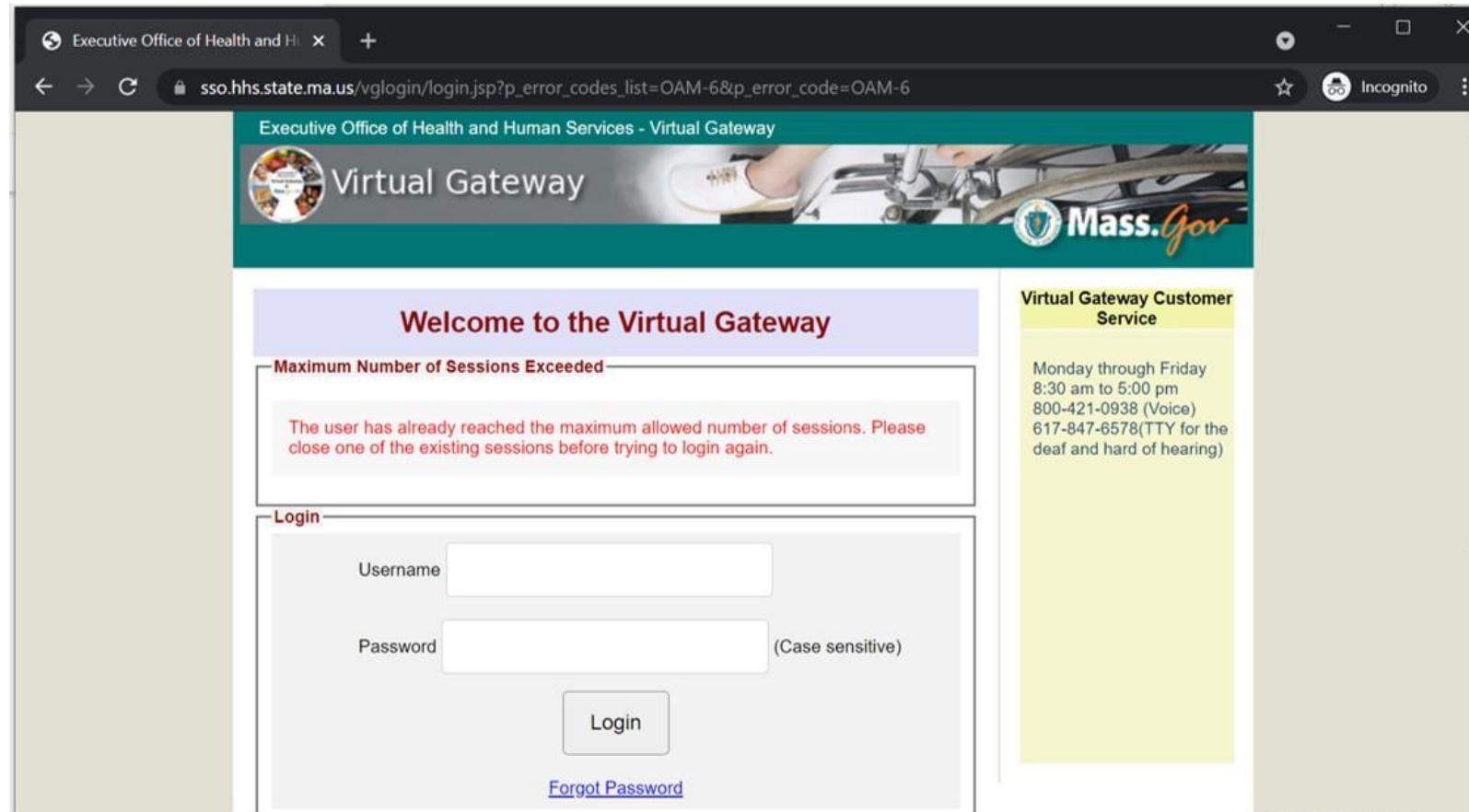
- You have been logged into MAVEN for longer than the allotted session time (without saving your work).

Solution:

- Close the window and open a new one to log back into MAVEN
- Clear your web browser cache
- Make sure you log out and back into MAVEN periodically and save your work (as this can happen when you are working in a case)

Common MAVEN Errors - Maximum Number of Sessions Exceeded

Error: The user has reached the maximum allowed number of sessions. Please close out of the existing sessions before trying to login again.



Common MAVEN Errors - Maximum Number of Sessions Exceeded

Cause:

- You're working in MAVEN and then x out of the browser window as opposed to logging out.
- If you do this too often in a short time period, your number of open sessions accumulates until you hit the max and it errors out.

Solution:

- Usually takes 30-60 minutes to resolve once logged out.

Common MAVEN Errors - Inactive User Account

Error: "Login failed- inactive user account"

Cause:

- Your MAVEN account is inactive either due to:
 - Last login >30 days
 - Requested deactivation

Solution:

- Email maventraining@mass.gov for instructions on account reactivation

Common MAVEN Errors - What to do when MAVEN is down

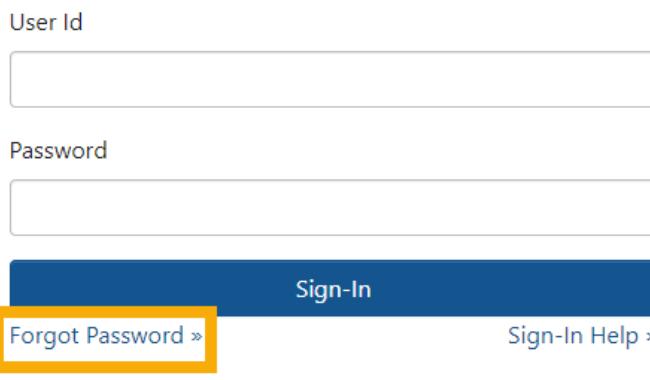
- If the error you are receiving is different from any of the above errors, if the troubleshooting steps aren't working, or if others are experiencing the same issue – it might be a larger issue with MAVEN or the Virtual Gateway.
- Please contact the MAVEN Help Desk (mavenhelp@mass.gov) and our IT team will look into the issue.
- We will notify MAVEN users by email if MAVEN is unavailable **down** and will send an update **when the issue is resolved**.

Common MAVEN Errors - Planned MAVEN downtime

- There is occasionally planned MAVEN downtime either for a MAVEN release/maintenance or Virtual Gateway system maintenance.
- We will notify MAVEN users by email in advance if there is planned downtime. We will also post a message to the MAVEN splash screen.

Password Resets

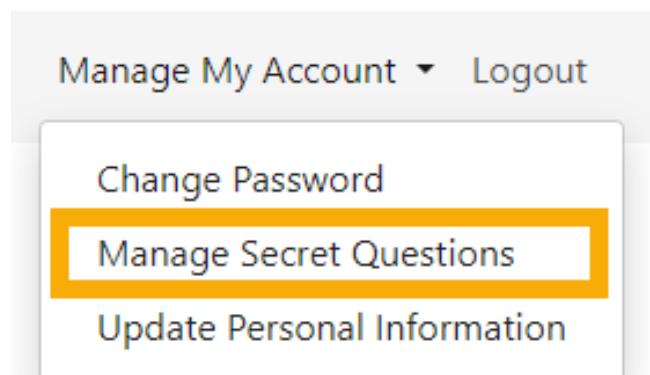
Option 1 - Click 'Forgot Password' on the VG login



User Id

Password

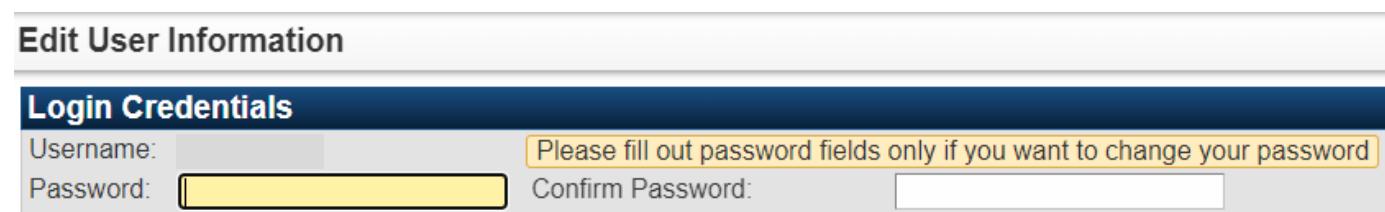
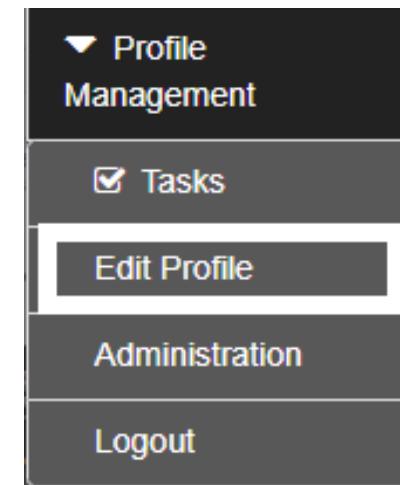
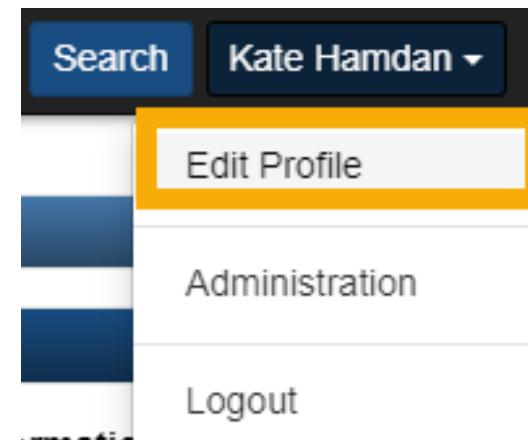
Sign-In [Forgot Password »](#) [Sign-In Help »](#)



Manage My Account ▾ [Logout](#)

[Change Password](#)
Manage Secret Questions
[Update Personal Information](#)

Option 2 - Update your password in the Edit Profile Section in MAVEN.



Edit User Information

Login Credentials

Username: Please fill out password fields only if you want to change your password

Password: Confirm Password:

If you have any issues resetting your password, please contact the Virtual Gateway at 617-535-6000
Massachusetts Department of Public Health | mass.gov/dph

Password Resets

When you move or add towns:

- You may need to update your email address to reflect your new organizational email address.
- You can update your email address using the 'Edit Profile' section in MAVEN.
- We recommend you review and update your contact information periodically.

Pivot Tables

What are PivotTables?

- A **pivot table** is a table of aggregated, grouped values
- A **PivotTable** is Microsoft's function to create pivot tables
 - Made as a part of Microsoft Excel
 - Other spreadsheet software may have similar functions under a different name
 - Easily aggregates (adds, finds the average of etc.) another table or a set of data by one or more categories
 - For example, a PivotTable could count a list of cases by year and town
- Aggregation can include sums, averages, or other statistics
- Groups can be nearly anything included in the data set
- Can make graphs/charts too
- Useful because it's a fast way to look at data

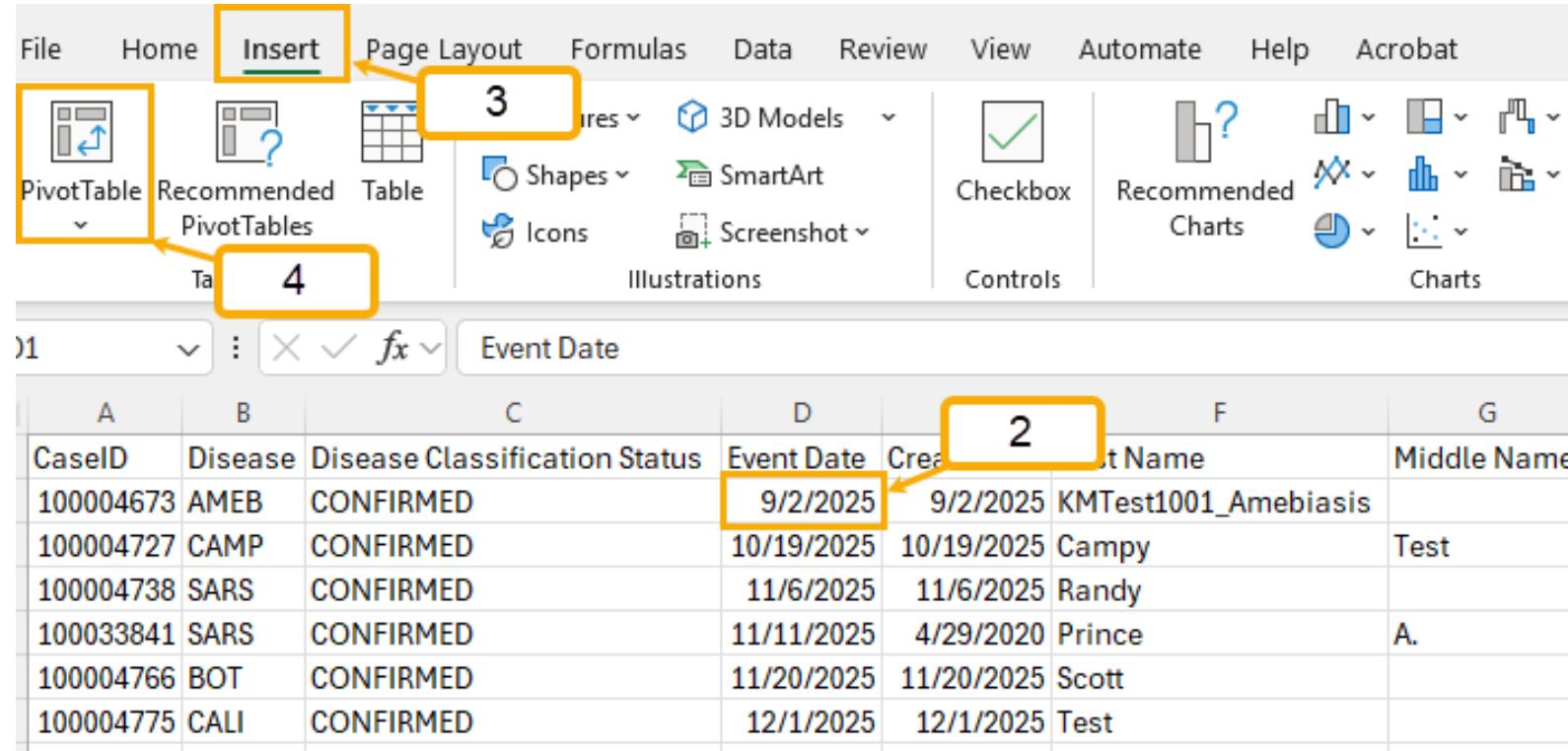
Example PivotTable

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3	Count of Event Date	Column Labels												
4	Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
5	⊕ 2020		1	99	652	99	18	6	10	8	27	46	129	1095
6	⊕ 2021		116	44	22	17	10	4	6	18	26	17	28	99
7	⊕ 2022		154	21										175
8	Grand Total		270	66	121	669	109	22	12	28	34	44	74	228
9														

Set up your data

- PivotTables are only as good as the data within them
- Considering deleting or not selecting columns you won't use
 - Do the same for titles, footnotes, or other "extras"
- Seeing a lot of missing or incorrect values? Make sure your cases in MAVEN are filled out completely

How to create a PivotTable

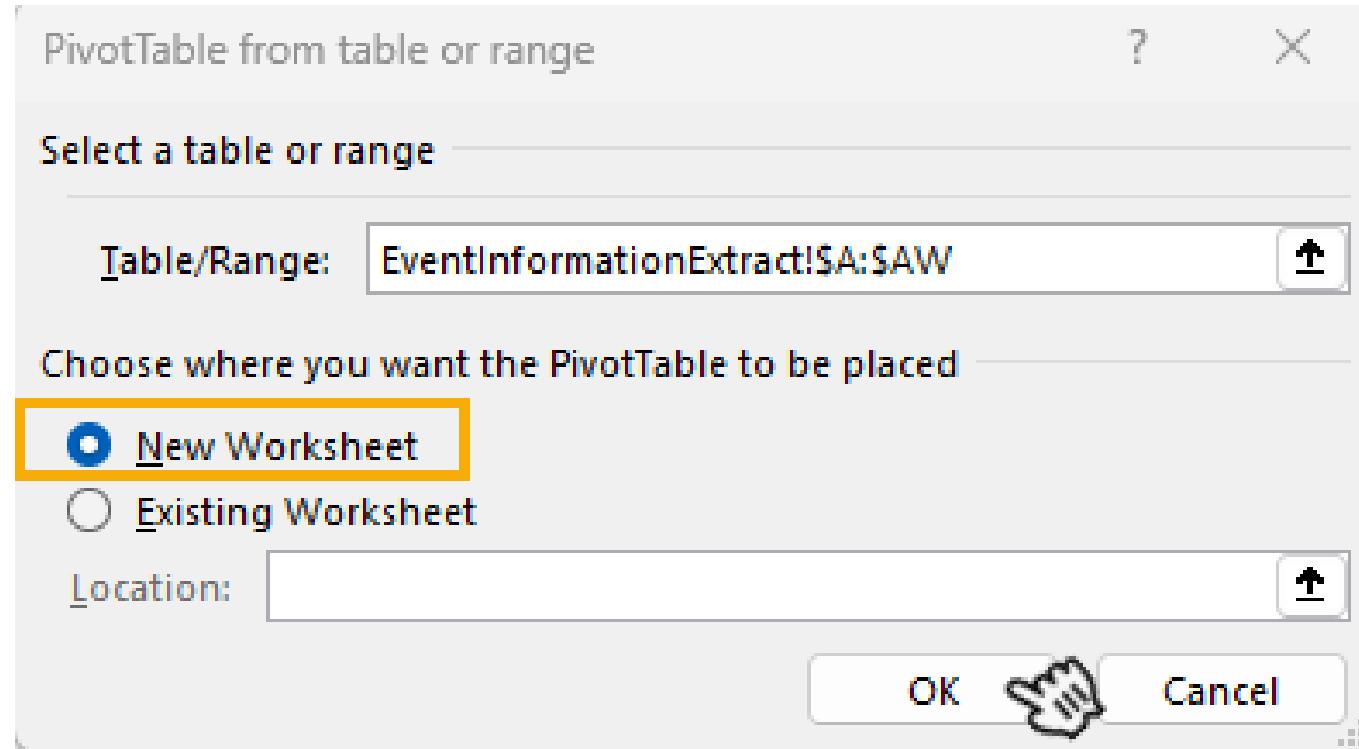


The screenshot shows the Microsoft Excel ribbon with the 'Insert' tab selected. Below the ribbon, a table is displayed with data. The 'Event Date' cell in the fourth row is selected. The 'Tables' group on the ribbon has the 'PivotTable' icon highlighted with a yellow box and the number '4'. The 'PivotTables' button in the same group is also highlighted with a yellow box and the number '4'. A yellow box with the number '2' is placed over the 'Event Date' cell. A yellow box with the number '3' is placed over the 'PivotTable' icon in the ribbon.

CaseID	Disease	Disease Classification	Status	Event Date	Created	First Name	Middle Name
100004673	AMEB	CONFIRMED		9/2/2025	9/2/2025	KMTest1001_Amebiasis	
100004727	CAMP	CONFIRMED		10/19/2025	10/19/2025	Campy	Test
100004738	SARS	CONFIRMED		11/6/2025	11/6/2025	Randy	
100033841	SARS	CONFIRMED		11/11/2025	4/29/2020	Prince	A.
100004766	BOT	CONFIRMED		11/20/2025	11/20/2025	Scott	
100004775	CALI	CONFIRMED		12/1/2025	12/1/2025	Test	

1. Open your Workbook and go to the Sheet with your data
2. Place cursor in one of the fields in the spreadsheet
3. Go to the Ribbon and click on Insert tab
4. Click on PivotTable button

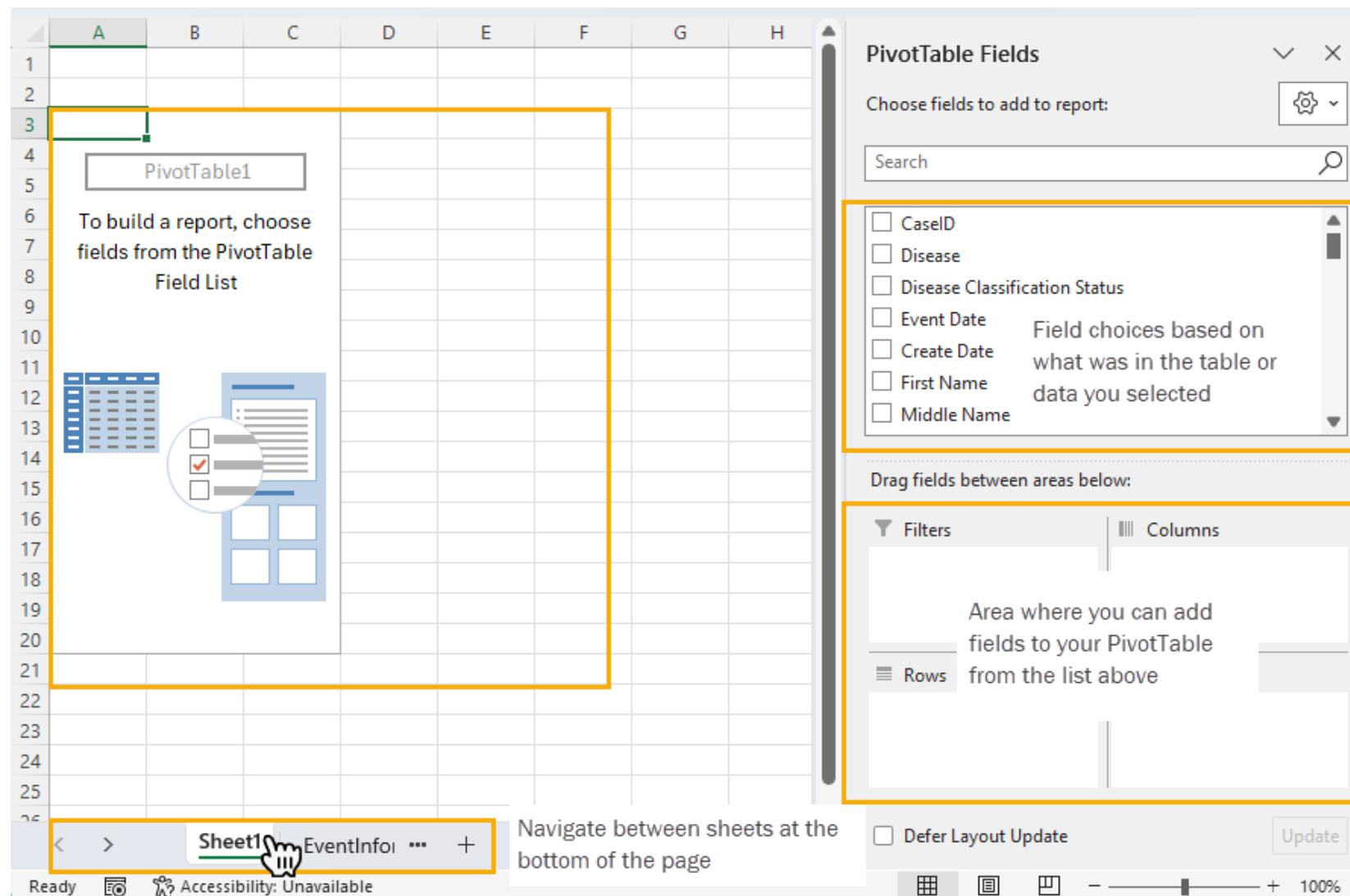
How to create a PivotTable



A new window will open

- Confirm PivotTable settings
 1. Table/ Range includes all your data
 2. Select where you want the new PivotTable to be placed (we recommend a new sheet)

New PivotTable



To build a report, choose fields from the PivotTable Field List

PivotTable Fields

Choose fields to add to report:

Search

CaselD
Disease
Disease Classification Status
Event Date
Create Date
First Name
Middle Name

Field choices based on what was in the table or data you selected

Drag fields between areas below:

Filters Columns

Area where you can add fields to your PivotTable from the list above

Rows

Defer Layout Update Update

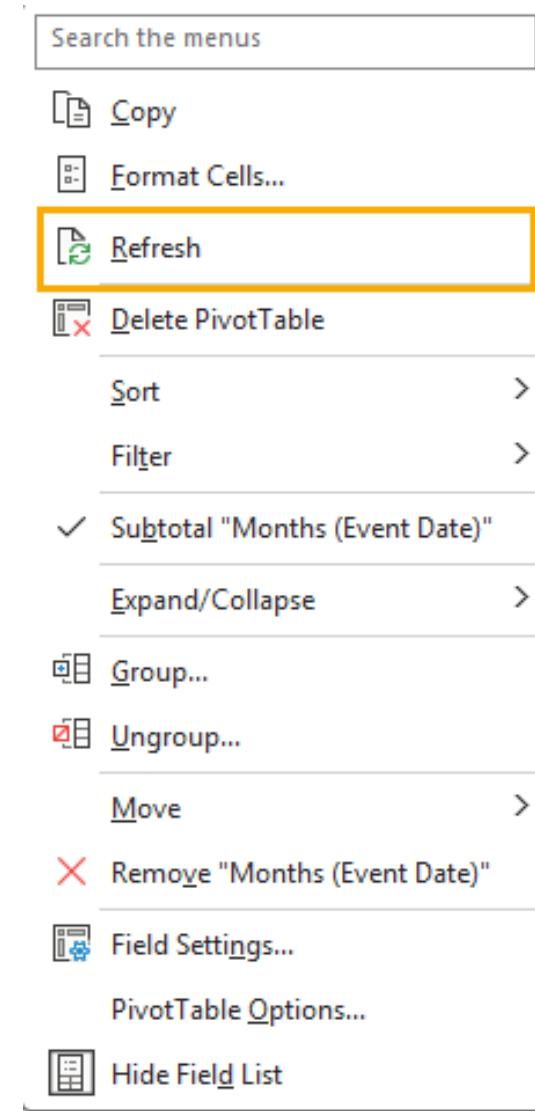
Sheet1 EventInfo! 100%

Ready Accessibility: Unavailable

Navigate between sheets at the bottom of the page

Tips and Tricks

- Refresh the data in your PivotTable
 - If you correct or update data in your data table, you want it to show on the PivotTable
 - Right-click on the PivotTable and choose Refresh
 - Remember! Making corrections and updates in MAVEN is the only way to make sure that the data are correct every time you run your reports



Tips and Tricks

- Save your results
 - If you don't want your table to be changed or want to change the formatting, consider saving your PivotTable as a separate table
 - Select the whole table, copy it, go to a new place in your workbook, and paste it, choosing "Values" in the Paste Options

Tips and Tricks

- Add charts with PivotCharts
 - Once you have mastered PivotTables, you can move on to PivotCharts
 - Same format, windows, and basic functions as PivotTables
 - Fast way to make a chart

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