



# MAVEN Features and Functionality Supplemental Slides

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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 <a href="#">View</a>
Attachments:	0 <a href="#">Add</a>

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 web application interface with three tabs: Basic Information, Address Information (active), and Demographic History. The Address Information tab displays a table with columns: Type, Address, and Phone. Below the table are buttons: Add Address Type, Edit Address, and Make Primary. The Address History tab is also visible, displaying a table with columns: Dates, Address, Phone, Contact Method, Attributes, and GIS Info. A hand cursor is pointing at the Address Information tab.

Type	Address	Phone
Home * Primary	753 Brockton East Road Apt 45, Brockton, MA 02301	(H) (852) 963-7456

Buttons: Add Address Type, Edit Address, Make Primary

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

# 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.

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

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	0 (View)
Events/Contacts:	
Attachments:	0 (Add)

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.

**Remember: Only the most recent note can be edited!**

Add Note

Text:

Here is my first paragraph.<br>I put a line break here.<br>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.

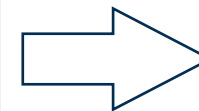
Please remember that notes in this section can be edited, but only if no other notes have been entered after yours.

# 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)

# 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".

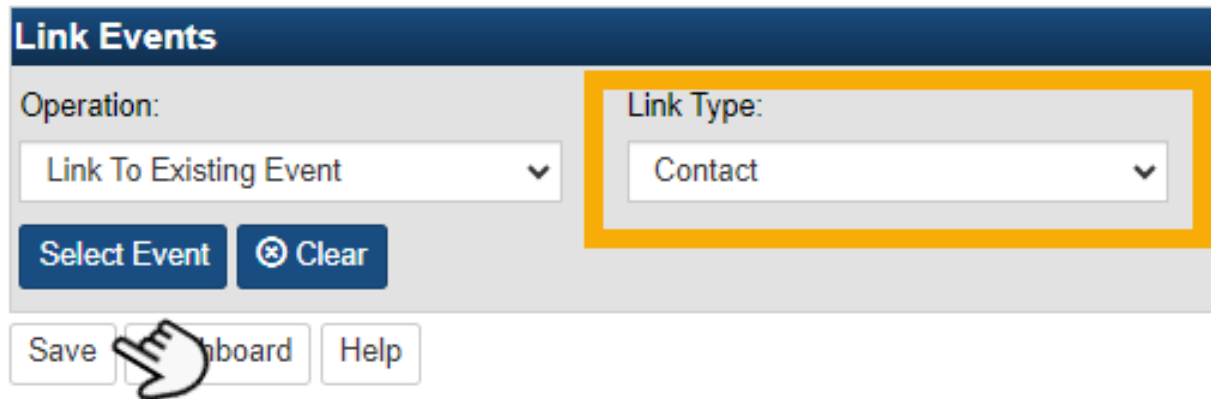
**Step 4** - Click on Select Event and search for the existing in event in MAVEN.

The screenshot shows a web interface titled "Link Events". It contains two dropdown menus: "Operation:" and "Link Type:". The "Operation:" dropdown is highlighted with a yellow border and shows "Link To Existing Event" as the selected option. Below the dropdowns are two buttons: "Select Event" and "Clear". A hand cursor is pointing at the "Select Event" button. At the bottom of the form are three buttons: "Save", "Dashboard", and "Help".

# 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 web form titled "Link Events". It contains two dropdown menus: "Operation:" with the value "Link To Existing Event" and "Link Type:" with the value "Contact". The "Link Type:" dropdown is highlighted with a yellow border. Below the dropdowns are two buttons: "Select Event" and "Clear". At the bottom of the form are three buttons: "Save", "Dashboard", and "Help". A hand cursor icon is pointing at the "Save" button.





















# 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

-  [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

Menu

Home

Open Help

History

Case Management

Create Event

Search Event

Workflow

Import Roster

Create Cluster/Outbreak/Aggregate Event

Recent Events

Reports

Profile Management

Maven Disease Surveillance Suite - TEST

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 Clear Cancel Help

#### Search Criteria

TypeNormal

Event ID

Last Name

First Name

Alias

Maiden/Other Name

Birth Date (Range)mm/dd/yyyy

Street

CityLawrence

State

EventCommunication

From Datemm/dd/yyyy

To Datemm/dd/yyyy

#### Search Options

Search Clear Create New

#### Search Results

ID	Name	Birth Date	Status	Event	Create Date	Event Date	External ID
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

Massachusetts Department of Public Health | mass.gov/dph

19

# Save your Communication Event for future reference

## Search and Find your Communication Event

- Review/Edit for information
- Bookmark your Communication event by clicking the star in your Recent Records section

Menu	Maven Disease Surveillance Suite - TEST		
Home			
Open Help			
History			
Case Management			
Create Event			
Search Event			
Workflow			
Import Roster			
Create Cluster/Outbreak/Aggregate Event			
Recent Events			
Reports			
Profile Management			

Recent Records			
	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)

# 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](mailto: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 requirements.

The screenshot shows the MAVEN interface with the 'Event Data' tab selected. Below the navigation bar, there is a table titled 'Question Packages'. The table has three columns: 'Question Package', 'Person', and 'Last Update'. The first row is highlighted in yellow and shows '1. Administrative', 'Event ID', and '11/28/2023'. The other rows are blue and show various question packages, all associated with 'Test Salmonellosis' and dated '02/08/2022' or '08/07/2023'. Below the table, there is a 'Wizards' section with a dropdown menu set to 'Enteric CRF Review' and a 'View Wizard' button. The 'Wizards' section is highlighted with a yellow box.

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

View Question Package Wizards: Enteric CRF Review View Wizard

# 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 displays a web application interface for managing participant information. At the top, a navigation bar includes tabs for 'Event Data', 'Labs', 'Concerns', 'Participants' (highlighted with an orange box), 'Tasks', 'Event Properties', and 'Event History Trail'. Below this, the 'Persons' section shows a table with columns: Name, Recorded Sex or Gender, Birth Date, City, and Status. A single record is visible for 'Test HepA\_ Immediate Disease Jr'.

Below the 'Persons' table is an 'Edit Person' button. Underneath, there are three sub-tabs: 'Basic Information', 'Address Information', and 'Demographic History' (highlighted with an orange box and a hand cursor). The 'Demographic History' sub-tab displays a table with columns: Date, Field, Old Value, and New Value.

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

Next of kin notes:	Mary Stuart 123 Main Street Boston, MA 617-555-1234
Next of kin notes:	Anne Boleyn 859 Tower Bridge Medford, MA 617-596-9874
<a href="#">Add New</a>	

# **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:**

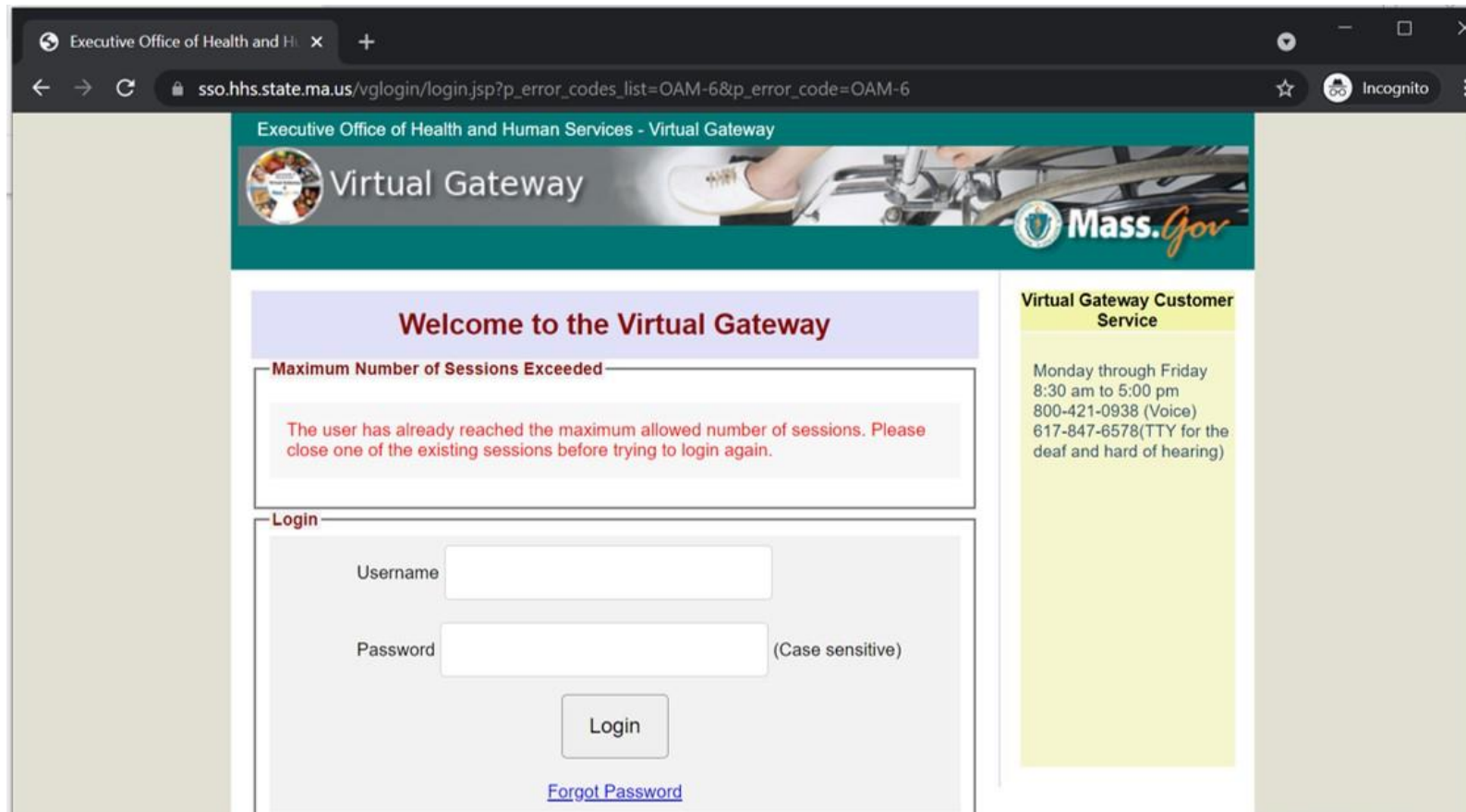
- You have been logged into MAVEN for longer than the allotted session time (without saving your work).

## **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.



The screenshot shows a web browser window with the URL `sso.hhs.state.ma.us/vglogin/login.jsp?p_error_codes_list=OAM-6&p_error_code=OAM-6`. The page header includes the text "Executive Office of Health and Human Services - Virtual Gateway" and the "Mass.Gov" logo. The main content area has a purple banner that says "Welcome to the Virtual Gateway". Below this banner, a red error message is displayed: "Maximum Number of Sessions Exceeded" followed by "The user has already reached the maximum allowed number of sessions. Please close one of the existing sessions before trying to login again." Below the error message is a "Login" section with input fields for "Username" and "Password" (labeled as "Case sensitive"), a "Login" button, and a "Forgot Password" link. To the right of the login section is a yellow box titled "Virtual Gateway Customer Service" containing contact information: "Monday through Friday 8:30 am to 5:00 pm", "800-421-0938 (Voice)", and "617-847-6578 (TTY for the deaf and hard of hearing)".

# 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](mailto: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](mailto: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 it** 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.

Search [Kate Hamdan ▾](#)

- [Edit Profile](#)
- [Administration](#)
- [Logout](#)

Profile Management

- ☒ Tasks
- [Edit Profile](#)
- [Administration](#)
- [Logout](#)

**Edit User Information**

**Login Credentials**

Username:

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

Confirm Password:

# 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	407
7	2022	154	21											175
8	Grand Total	270	66	121	669	109	22	12	28	34	44	74	228	1677

# 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



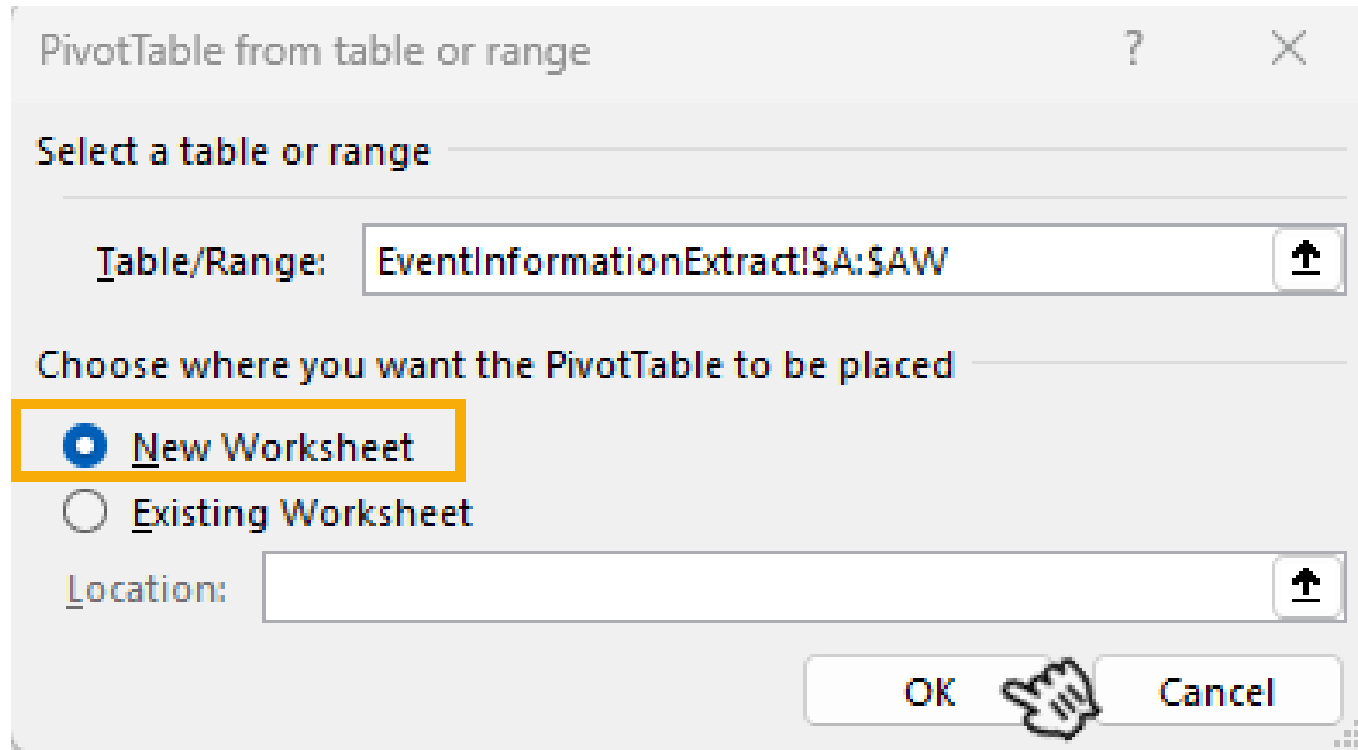
# How to create a PivotTable

The screenshot shows the Excel interface with the following data in the worksheet:

A	B	C	D	E	F	G
CaseID	Disease	Disease Classification Status	Event Date	Created Date	Test 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

The screenshot displays the Microsoft Excel interface with the 'New PivotTable' task pane open on the left and the 'PivotTable Fields' task pane on the right. The 'New PivotTable' pane contains instructions: 'To build a report, choose fields from the PivotTable Field List' and an illustration of a PivotTable. The 'PivotTable Fields' pane is titled 'PivotTable Fields' and includes a search bar. Below the search bar, a list of fields is shown with checkboxes: CaselD, Disease, Disease Classification Status, Event Date, Create Date, First Name, and Middle Name. A note states 'Field choices based on what was in the table or data you selected'. Below this list, there are sections for 'Filters' and 'Columns', with a note: 'Area where you can add fields to your PivotTable from the list above'. At the bottom of the 'PivotTable Fields' pane, there is a checkbox for 'Defer Layout Update' and an 'Update' button. The Excel status bar at the bottom shows 'Ready', 'Accessibility: Unavailable', and a sheet tab labeled 'Sheet1' with a hand cursor pointing to it. A text box at the bottom right of the Excel window says 'Navigate between sheets at the bottom of the page'.

**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

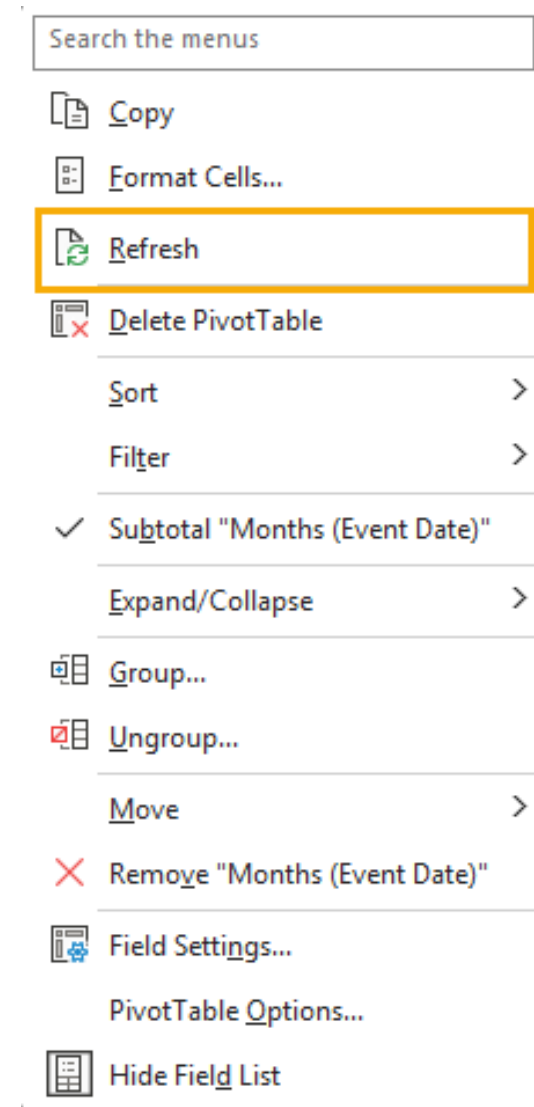
Ready Accessibility: Unavailable

Sheet1 EventInfo ... +

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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