How do I run a report in MAVEN?

The first step in running a report in MAVEN is to click on the “Reports” tab on the pane to the left of the MAVEN splash screen.

Once you have clicked the Reports tab, you will be sent to a page that allows you to select the report you would like to run from a dropdown menu.
Once you have selected the report you would like to run, you will be brought to a page where you are able to set the parameters of the report.

1. First, select start & end dates for the report. You can either type them into the field, or you can click on the calendar icon to the right of the fields and select the appropriate date.

2. Next, select the classifications you would like captured in the report. You can select multiple classifications by clicking on one classification and "dragging" your mouse down to capture more.

3. Select diseases you would like captured. You can select multiple diseases by following the same procedure you used to select multiple.

4. Select the jurisdictions you would like captured.
Selecting Jurisdiction is a bit different than how it used to be in the ‘old’ MAVEN system. To choose, you must click on the little eyeglass icon to the right of the field.

This will send you to the ‘picker’ menu where you can search for a town and select it for the report.

Type in the town you’re looking for here and click Search. The town you’re searching for will appear here, which you then click on to highlight. Once highlighted, click Select.
This will add the town you searched for to the jurisdiction field.
In order to add additional towns, follow the same sequence and it will add the additional town(s) to the field. Once you are done selecting, click “Run Report.”

Things to keep in mind:

- You are only able to run reports for jurisdictions that you cover/have access to.
- Please do not run reports with a date range longer than one year. If you have to run a 5-year report, run each year individually.
- If you cover multiple jurisdictions and would like to run a report for all of them, simply leave the jurisdiction/official city field
blank. By default, it will run the report for all cities/towns you have access to.

- Some reports contain additional parameters you can set. One such example is “Output Type”, which gives you the option of how you would like the report to be exported. Selecting “HTML” will export the report to a new page in your web browser. Selecting “Excel” will export the report as an Excel file, and selecting “Excel with parameters” will export the report as an Excel—but at the top it will include all of the date/disease/classification parameters that you set for the report. Finally, selecting “CSV” will export the report as a .csv file—known as a “comma separated value” file.
If you have any questions regarding how to run reports in MAVEN, please don’t hesitate to reach out to us at isishelp@state.ma.us