



## How to run a line list report in MIDIS

1. Click on the Reports link in the top toolbar.

Home | Data Entry | Merge Patients | Open Investigations | **Reports** | System Management Help | Logout

Release 5.3.1 Dashboard User : Magdalena Scott **TEST**

### Patient Search

Search Demographics

Last Name:

First Name:

DOB:

Current Sex:

Search Identifiers

Event ID Type:

Patient ID(s):

(Separate IDs by commas, semicolons, or spaces)

[Advanced Search](#)

### My Queues

- Open Investigations (1113)
- Approval Queue for Initial Notifications (49)
- Updated Notifications Queue (158)
- Rejected Notifications Queue (16)
- Documents Requiring Security Assignment (8)
- Documents Requiring Review (332)
- Messages Queue (0)
- Supervisor Review Queue (4)

### My Reports

	Report Title	Date Created
Run	Death Ascertainment	06/13/2018
Run	STD HIV all variables	06/05/2018
Run	HIV Labs for eHARS	05/02/2006
Run	Enteric Cases 2018	04/27/2006
Run	Peggy's STD Report	04/27/2006
Run	Data for Mortality Project	04/27/2006

### News Feeds

CDC Online Newsroom

- CDC Food Safety Alert: Final CDC update on the outbreak of E. coli O157:H7 infections linked to romaine lettuce
- CDC Investigation Notice Update: Salmonella Outbreak Linked to Raw Turkey Products
- New Data Show Growing Complexity of Drug Overdose Deaths in America
- 2018 in Review: CDC Looks Back at the Year's Most Pressing Health Threats
- New Study Finds Higher than Expected Number of Suicide Deaths among U.S. Veterinarians
- Deadly Marburg Virus Found in Sierra Leone Bats
- CDC Earns Reaccreditation for Emergency Management
- Food Safety Alert: Update on the Outbreak of E. coli

### Cases created - Last 7 Days

Date	# of Investigations
01/04/19	0
01/05/19	0
01/06/19	0
01/07/19	4
01/08/19	0
01/09/19	0
01/10/19	0

Cases created - Last 7 Days

### Notices

**MIDIS version 5.3.1 TEST**

- Under the **Public Reports** section, expand the **Montana CDEpi Reports** subsection, and click **RUN** next to the “Basic Case Line List Report”:

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

**Reports**

Go to: [Private Reports](#) | [Public Reports](#) | [Template Reports](#) | [Reporting Facility Reports](#)

[Collapse Sections](#)

**Private Reports**  
[Expand Subsections](#)  
 Default Report Section  
 Montana CDEpi Reports  
 STD Report Section

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**Public Reports**  
[Expand Subsections](#)  
 Default Report Section  
 Montana CDEpi Reports

	Report Title
<a href="#">Run</a>	Basic Case Line List Report
<a href="#">Run</a>	CDC Reconciliation
<a href="#">Run</a>	Cascade County Monthly Report
<a href="#">Run</a>	Gonorrhea Lab Report
<a href="#">Run</a>	Hep B labs
<a href="#">Run</a>	Hepatitis A ELR
<a href="#">Run</a>	Hidden Patients
<a href="#">Run</a>	Influenza hospitalizations
<a href="#">Run</a>	Influenza summary
<a href="#">Run</a>	Investigation Summary Line Listing Report
<a href="#">Run</a>	Lab Test Report
<a href="#">Run</a>	Lead
<a href="#">Run</a>	Notifications
<a href="#">Run</a>	Open Hepatitis B Cases
<a href="#">Run</a>	PHEP Deliverables BP5
<a href="#">Run</a>	PHEP Deliverables Report
<a href="#">Run</a>	Pertussis
<a href="#">Run</a>	Pertussis Line List
<a href="#">Run</a>	SRJ2 Counts of Reportable Diseases by Jurisdiction for Selected Time Frame
<a href="#">Run</a>	STEC Line List
<a href="#">Run</a>	Weekly Update SA
<a href="#">Run</a>	Weekly Updates

3. In the **Basic Filter** tab, select your **disease(s)** of interest. To select multiple diseases, press the **Ctrl key** while you select the diseases.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: Home | Data Entry | Merge Patients | Open Investigations | Reports | System. Below this is a 'Reports' section. A sub-section is titled 'Basic Case Line List Report'. Underneath, there are three tabs: 'Basic Filter', 'Advanced Filter', and 'Column Selection'. The 'Basic Filter' tab is active. Below the tabs, there is a section titled 'Condition'. Under 'Condition', there is a checkbox labeled 'Select All'. Below that is a dropdown menu for selecting diseases. The dropdown menu is open, showing a list of diseases: Cache Valley virus disease, non-neuroinvasive; California encephalitis virus disease; California serogroup virus diseases, neuroinvasive; Campylobacteriosis (highlighted in blue); Candida auris; and Candidiasis. The label 'Diseases:' is positioned to the left of the dropdown menu.

4. In the **Advanced Filter** tab, if you don't change anything you will generate a list of all your cases for that particular disease for all years.

5. To limit to only 2018 cases:
  - a. In the **Advanced Filter** tab:
    - i. Select **Field=MMWR Year, Logic=Equals, Value=2018**
    - ii. Press the **INSERT** button
  - b. You will see “MMWR Year Equals 2018” added to the Advanced Criteria List.

The screenshot shows the 'Advanced Filter' tab in a software interface. At the top right, there are three buttons: 'Run', 'Export', and 'Cancel'. Below these are three tabs: 'Basic Filter', 'Advanced Filter', and 'Column Selection'. The main section is titled 'Basic Case Line List Report'.

Under the 'Statements' section, there are three input fields: 'Field:', 'Logic:', and 'Value:'. The 'Field:' dropdown is set to 'MMWR Year', the 'Logic:' dropdown is set to 'Equals', and the 'Value:' text box contains '2018'. A red circle highlights these three fields. To the right of the 'Value:' field is an 'Insert' button, which is also circled in red with a '2.' next to it.

Below the 'Statements' section is the 'Connectors' section, which includes a text instruction: 'Click on a button to start or end parenthetical statements and/or click a connector button to include or except statements.' Below this instruction are four buttons: '(', ')', 'AND', and 'OR'.

The 'Advanced Criteria List' section contains the instruction: 'Click one or more filters in the text area below to move them up or down or to remove them from the Advanced Filter list.' Below this is a text area titled 'Basic Filters selected plus:' containing the following text: 'Case Status Not Equals "N"', 'AND', 'Jurisdiction Not Equals "OUT OF STATE"', and 'MMWR Year Equals 2018'. The last line, 'MMWR Year Equals 2018', is circled in red with a '3.' next to it. To the right of the text area are four arrow buttons: up, down, up, and down.

- c. Next, highlight “MMWR Year Equals 2018” and press the AND button. You will see the word “AND” appear in the Advanced Criteria list—Now your filter query is ready to run!

Run Export Cancel

Basic Filter Advanced Filter Column Selection

### Basic Case Line List Report

#### Statements

Field: MMWR Year Logic: Equals Value: 2018

Insert

#### Connectors

Click on a button to start or end parenthetical statements and/or click a connector button to include or except statements

( ) AND OR

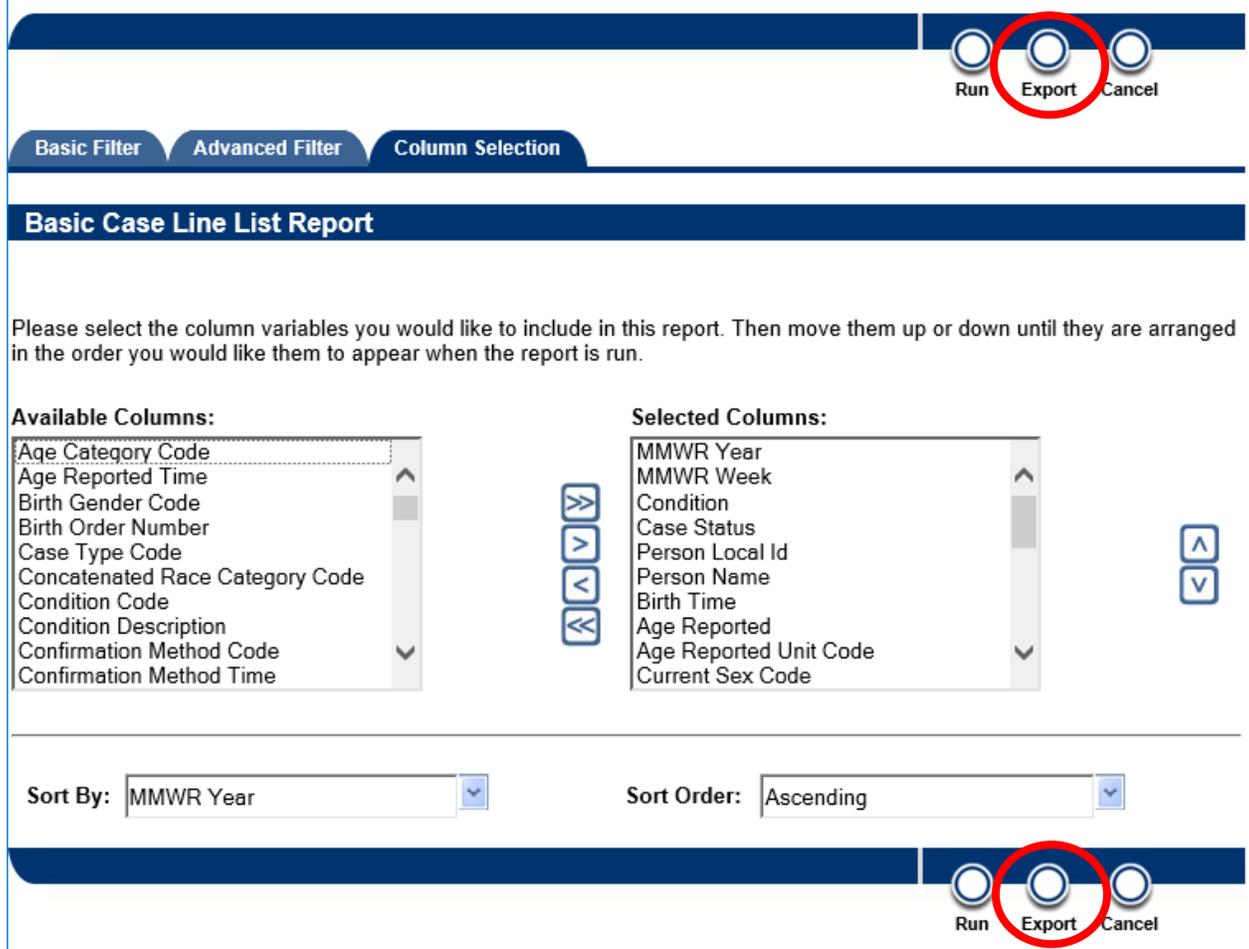
#### Advanced Criteria List

Click one or more filters in the text area below to move them up or down or to remove them from the Advanced Filter list

**Basic Filters selected plus:**

- Case Status Not Equals "N"
- AND
- Jurisdiction Not Equals "OUT OF STATE"
- AND
- MMWR Year Equals 2018**

- In the **Column Selection** tab you will see all the Column names that will be included in your report on the RIGHT. The column names on the left can be added to the right column by highlighting the ones you want and pressing the right arrow  .
- Click the **EXPORT** button to export your data (doesn't matter if you click the top or bottom export button).



The screenshot displays the 'Basic Case Line List Report' interface. At the top right, there are three buttons: 'Run', 'Export', and 'Cancel'. The 'Export' button is circled in red. Below this is a navigation bar with three tabs: 'Basic Filter', 'Advanced Filter', and 'Column Selection'. The main title is 'Basic Case Line List Report'. Below the title, there is a text instruction: 'Please select the column variables you would like to include in this report. Then move them up or down until they are arranged in the order you would like them to appear when the report is run.' The interface is divided into two main sections: 'Available Columns:' and 'Selected Columns:'. The 'Available Columns:' list includes: Age Category Code, Age Reported Time, Birth Gender Code, Birth Order Number, Case Type Code, Concatenated Race Category Code, Condition Code, Condition Description, Confirmation Method Code, and Confirmation Method Time. The 'Selected Columns:' list includes: MMWR Year, MMWR Week, Condition, Case Status, Person Local Id, Person Name, Birth Time, Age Reported, Age Reported Unit Code, and Current Sex Code. Between the two lists are four arrow buttons: a right-pointing arrow, a down-pointing arrow, an up-pointing arrow, and a left-pointing arrow. To the right of the 'Selected Columns:' list are two arrow buttons: an up-pointing arrow and a down-pointing arrow. At the bottom, there are two dropdown menus: 'Sort By:' with 'MMWR Year' selected, and 'Sort Order:' with 'Ascending' selected. At the bottom right, there are three buttons: 'Run', 'Export', and 'Cancel'. The 'Export' button is circled in red.

- After clicking EXPORT, you will get a pop up window asking you what to do with the report output file.
- Select **“Save as”**, navigate to a secure location to save your file, and choose a meaningful filename.

The screenshot displays a web application interface for configuring a report. At the top, there are three buttons: Run, Export, and Cancel. Below these are three tabs: Basic Filter, Advanced Filter, and Column Selection. The main heading is "Basic Case Line List Report". A message states: "Please select the column variables you would like to include in this report in the order you would like them to appear when the report is run." There are two columns of available variables: "Available Columns:" and "Selected:". The "Available Columns:" list includes: Age Category Code, Age Reported Time, Birth Gender Code, Birth Order Number, Case Type Code, Concatenated Race Category Code, Condition Code, Condition Description, Confirmation Method Code, and Confirmation Method Time. The "Selected:" list includes: MMWR Y, MMWR Y, Condition, Case Sta, Person L, Person M, Birth Tim, Age Rep, Age Reported Unit Code, and Current Sex Code. An Internet Explorer dialog box is open, titled "What do you want to do with ReportOutput.csv?". It shows the file size as 92 bytes and the source as midistest.hhs.mt.gov. The dialog has three options: "Open", "Save", and "Save as". The "Save as" option is circled in red. There is also a "Cancel" button in the dialog. At the bottom of the interface, there are two dropdown menus: "Sort By:" and "Sort Order:" (set to Ascending). At the very bottom, there are three buttons: Run, Export, and Cancel.

If you have any questions, please call CD Epi: 406-444-0273