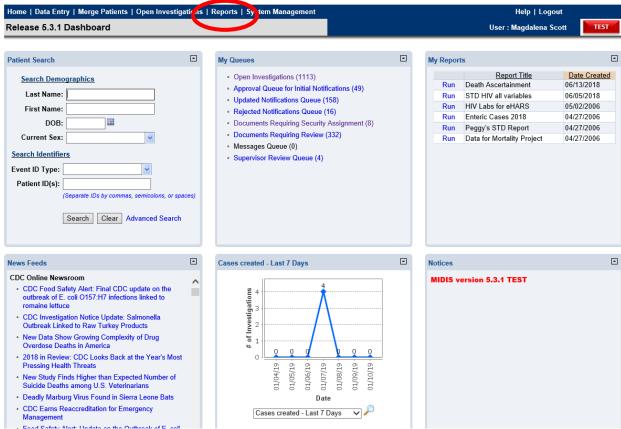# MIDIS

How to run a line list report in MIDIS

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

2. Under the **Public Reports** section, expand the **Montana CDEpi Reports** subsection, and click **RUN** next to the "Basic Case Line List Report":

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.

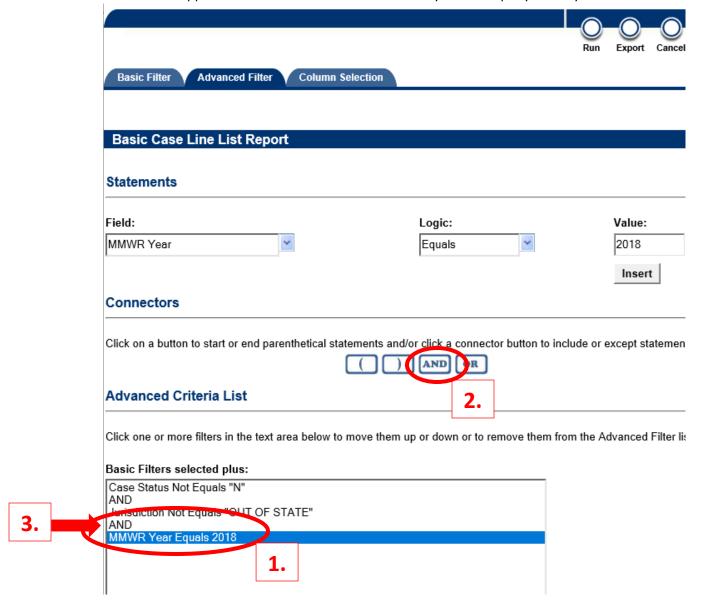4. In the **Advanced Filter** tab, if you don't change anything you will generate a list of all your cases for that particular disease for all years.

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
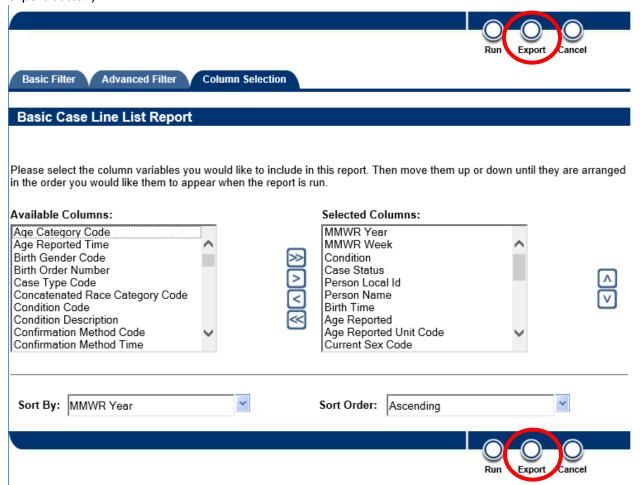   b. You will see "MMWR Year Equals 2018" added to the Advanced Criteria List.

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!
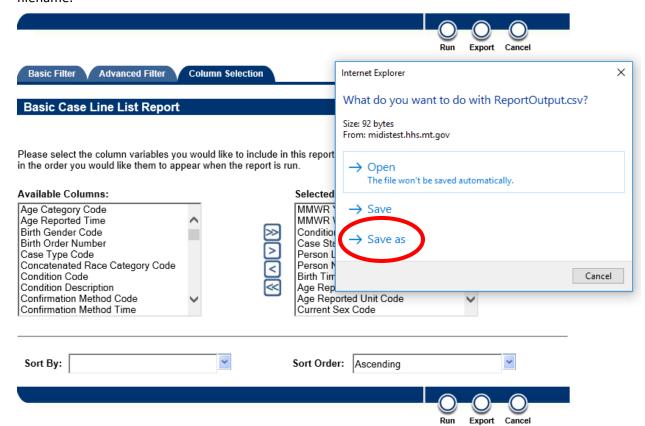
6. In the **Column Selection** tab you will see all the Column names that will be included in your report on the RIGHT. The column names on the left can be added to the right column by highlighting the ones you want and pressing the right arrow ⟩ .

7. Click the **EXPORT** button to export your data (doesn't matter if you click the top or bottom export button).

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

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