

Wisconsin Cancer Reporting System  
Abstract Plus Training  
(with WebPlus Demo)

Mediasite Webcast  
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9 a.m.-11:00 a.m.

# Presenter

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# Topics Covered

- Introduction
- What's New in V3?
- Menu Bars & Display Screen Review
- Edits Review
- Data Entry Demonstration
- Installation & Import/Export Features
- Log-out/Backup/Log-in Features
- WebPlus (Data Submission Demonstration)
- Hematopoietic Database Demo (if time allows)
- Q&A

# AbstractPlus V3 Materials

- All materials will be available on the WCRS web site for download shortly after CDC makes final release available.
- Materials include:
  - Executable Program File
  - User Manual
  - List of Edits Used in AbstractPlus

[www.dhs.wisconsin.gov/wcrs/reporterinfo.htm](http://www.dhs.wisconsin.gov/wcrs/reporterinfo.htm)

# Introduction

- What is *Abstract Plus*?
- *Abstract Plus* is the data entry tool developed by the Centers for Disease Control and Prevention and modified by WCRS. It accomplishes the following goals:
  - Summarizes the medical record into an electronic report of cancer diagnosis and treatment by abstractors and other individuals or groups who work with cancer data.
  - Meets Wisconsin reporting requirements. *Abstract Plus* supports the data items required by Wisconsin and the National Program of Cancer Registries, including text fields.

# Introduction

- What is the intent of this training?
  - Today's training will review how Abstract Plus works from a technical, "how-to" angle.
  - This training is NOT intended to cover actual reporting content or reporting rules. (Training on content and rules is available at the WCRS web site.)

# What's New in V3?

- .NET Technology (Microsoft)
  - Will need to import extracts from old version to new version – no automatic upgrade is available.
- Automatic Database encryption
- User-Selected Backup Option Added
- Audit capability
- Delete abstracts without needing to be in 'administrator mode.'

# What's New in V3?

- Run Custom Reports (feature being implemented in phases by CDC)
- The **Options** menu (allows user to change password and security questions)
- **Help** feature includes option to run SEER Hematopoietic database
- Text fields are no longer hidden in a tab
- 260 edits on each case vs 202 in old Abs+

# What's New in V3?

- Manage your own facility and doctor tables, no longer need to wait for upgrade from WCRS.
- Prompt Messages on individual fields
- Panels can be resized
- Completion status and edit counts available on bottom of screen
- Edit error icon next to fields with edits

# What's New in V3?

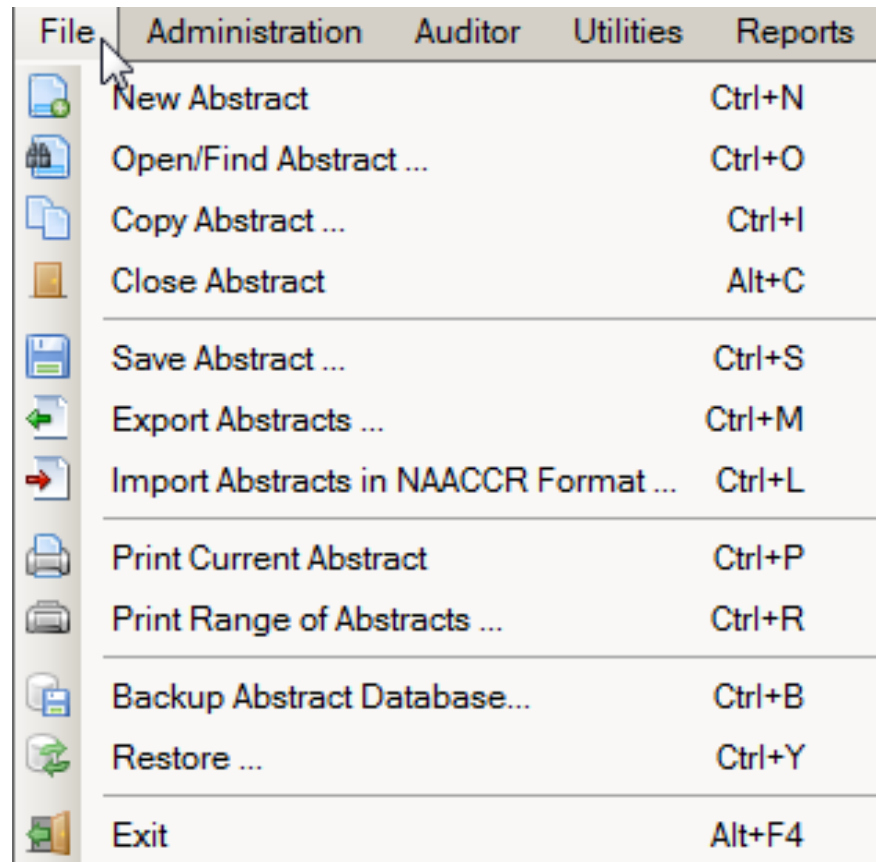
- Change your own password and reset forgotten passwords without administrator permission
- Ability to 'hold' a completed case and not export until ready
- New date format for data entry
- Histology search feature includes new hematopoietic database look up for hematopoietic and lymphoid neoplasms

# What's New in V3?



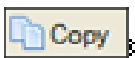



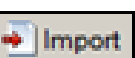

- New EDITS window with more user-friendly options
- Automatically clears Collaborative Staging fields for cases diagnosed 2003 or earlier.
- Automatically defaults values for site-specific factors when not applicable to the site being abstracted.
- Limited Use of Overrides for specific edits.

# File Menu

## Main Menu Options

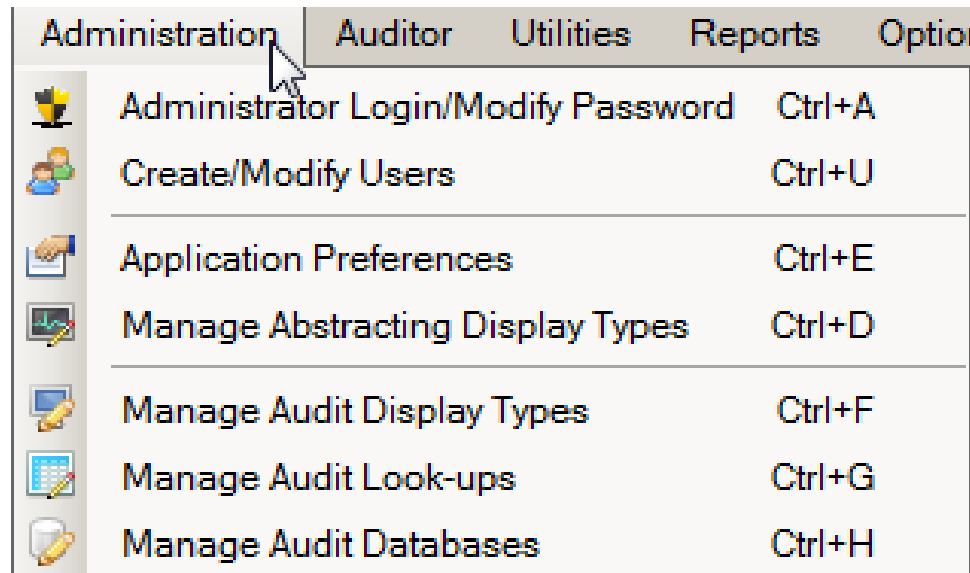


# File Menu

Sub-option-(Keystroke)#	Toolbar-Icon#	Function#
New Abstract (Ctrl+N)ⓧ	 New ⓧ	Create a new abstractⓧ
Open/Find Abstract... (Ctrl+O)ⓧ	 Open ⓧ	Search for and open an existing abstractⓧ
Copy Abstract... (Ctrl+I)ⓧ	 Copy ⓧ	Copy an open abstract ⓧ
Close Abstract (Alt+C)ⓧ	 Close ⓧ	Close an open abstractⓧ
Save Abstract... (Ctrl+S)ⓧ	 Save ⓧ	Save entered informationⓧ
Export Abstracts... (Ctrl+M)ⓧ	 Export ⓧ	Export abstracts out of the Abstract Plus database into a NAACCR-formatted file ⓧ
Import Abstract in NAACCR-Format... (Ctrl+L)ⓧ	 Import ⓧ	Import abstracts in a NAACCR-formatted file into the Abstract Plus databaseⓧ
Print Current Abstract (Ctrl+P)ⓧ	 Print ⓧ	Preview the displayed abstract and/or print itⓧ
Print Range of Abstracts... (Ctrl+R)ⓧ	ⓧ	Select and print a range of abstracts or save in a fileⓧ
Backup Abstract Database (Ctrl+B)ⓧ	ⓧ	Create backup database to be used by Restore feature if database becomes corruptedⓧ

# File Tab/Administration Menus

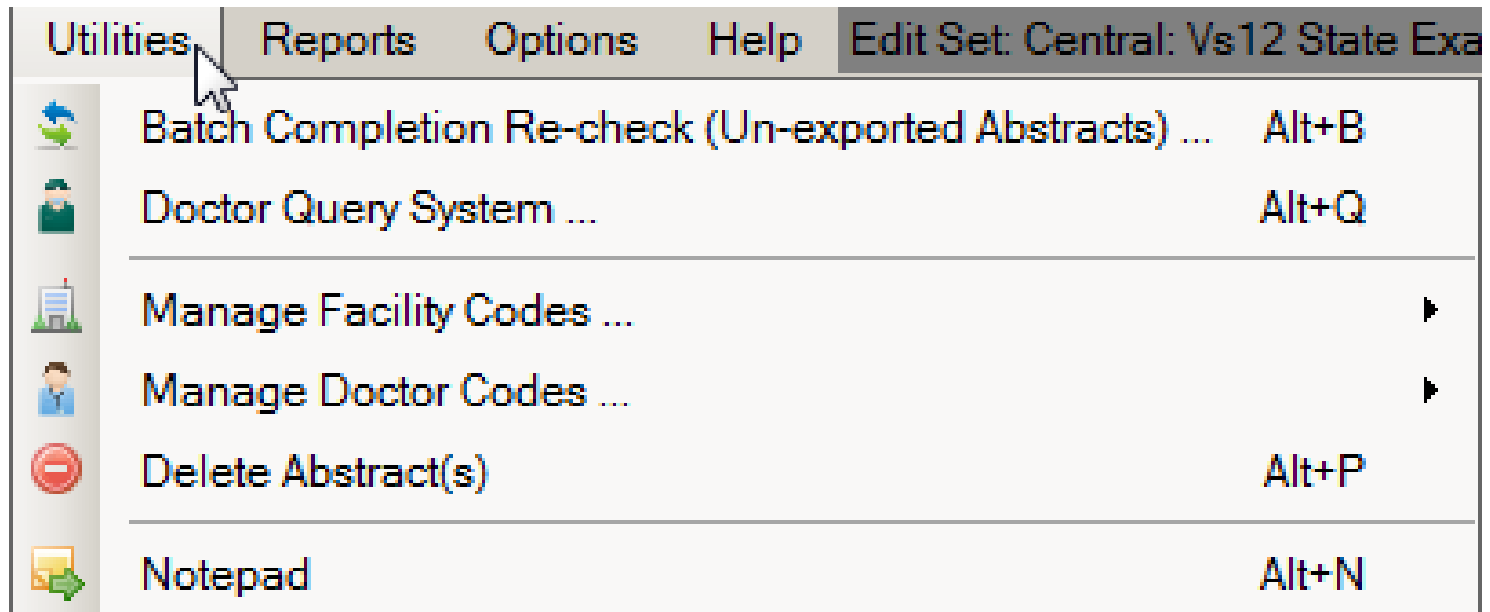
Restore... (Ctrl+Y)⌘	⌘	Restore/replace corrupted database with a previously saved backup database⌘	⌘
Exit (Alt+F4)⌘	⌘	Log off Abstract Plus with an option to back up the database with your work⌘	⌘




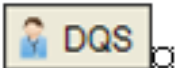




# Administration Menu

Sub-option (Keystroke)	Function
Administrator Login/Modify Password (Ctrl+A)	Log in as Administrator or change the Administrator password
Create/Modify Users (Ctrl+U)	Add, edit, or delete a user account or reset a password
Application Preferences (Ctrl+E)	Maintain all general, security, database and report application settings
Manage Abstracting Display Types (Ctrl+D)	Create, edit, or delete display types available for the abstracting features
Manage Audit Display Types (Ctrl+F)	Create, edit, or delete display types available for the auditing features
Manage Audit Look-ups (Ctrl+G)	Maintain special audit lookup tables
Manage Audit Databases (Ctrl+H)	Create, edit, or delete audit databases

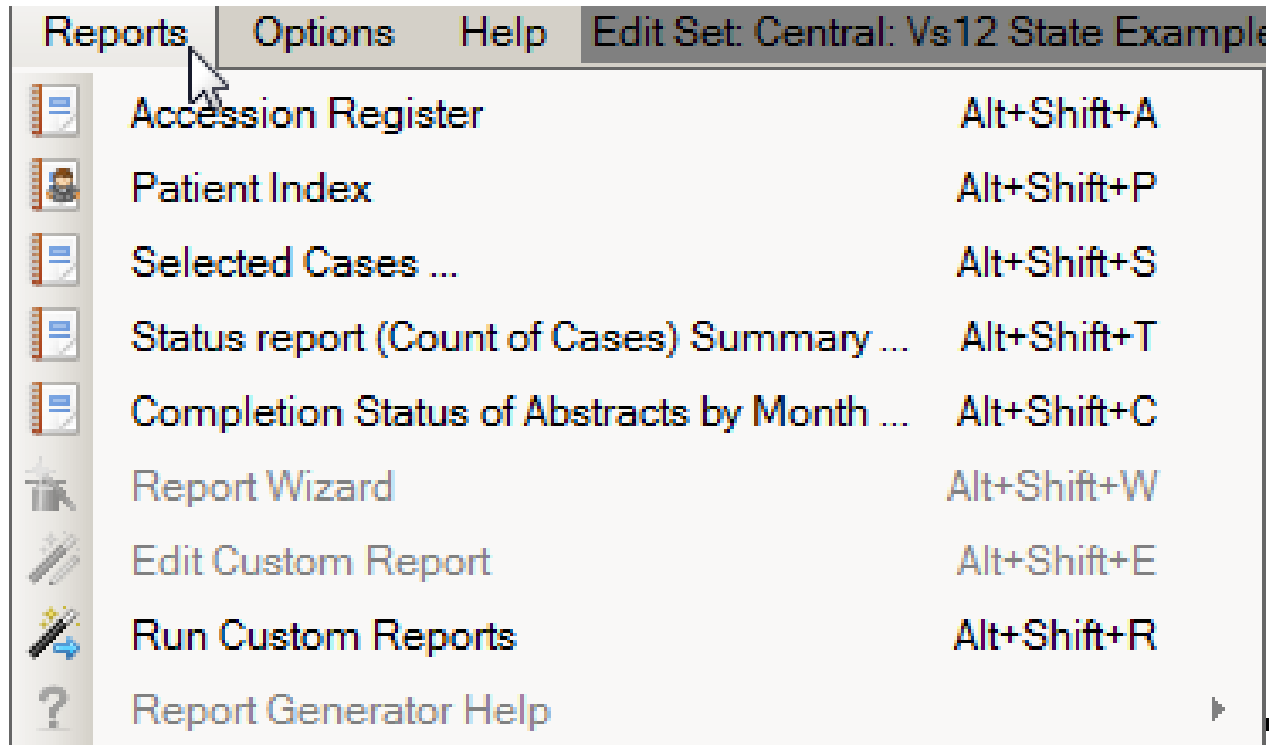
# Utilities Menu



# Utilities Menu

Sub-option (Keystroke)	Toolbar Icon	Function
Batch Completion Re-check (Un-exported Abstracts) (Alt+B)		Re-run edits and recheck the completion count for un-exported abstracts
Doctor Query System (Alt+Q)		Query and search the doctor database; DQS can be accessed whether or not an abstract is opened, or a physician field selected
Manage Facility Codes...		Import (can use Alt+I keystroke) or edit (can use Alt+J keystroke) local facility codes
Manage Doctor Codes...		Import (can use Alt+K keystroke) or edit (can use Alt+L keystroke) local physician codes
Delete Abstract(s) (Alt+P)		Delete selected abstracts
Notepad (Alt+N)		Launch Notepad to view created text files

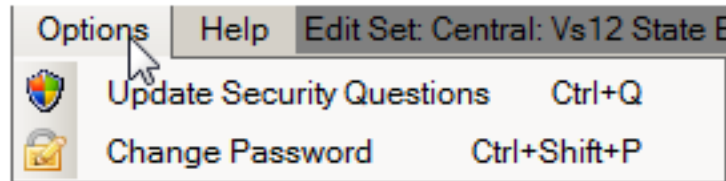
# Reports Menu



# Reports Menu

Sub-option-(Keystroke)☐	Function☐
Accession Register-(Alt+Shift+A)☐	Opens the Accession Register Report, which includes a line listing of all abstracts in the database, sorted by reporting hospital and accession number☐
Patient Index-(Alt+Shift+P)☐	Opens the Patient Index Report, which includes a line listing of all abstracts in the database, sorted alphabetically by name☐
Selected Cases-(Alt+Shift+S)☐	Opens a line listing report which includes abstracts based on user-specified criteria☐
Status Report-(Count of Cases) Summary...-(Alt+Shift+T)☐	Opens a report that includes the total number of complete and incomplete abstracts by export status within a user-specified date range☐
Completion Status of Abstracts by month-(Alt+Shift+C)☐	Opens a report that includes abstract completion status by year and month of Date of Adm/1 <sup>st</sup> Contact within a user-specified date range☐
Report Wizard-(Alt+Shift+W)☐	Newly-added feature to enable users to generate their own custom reports (currently disabled)☐
Edit Custom Reports-(Alt+Shift+E)☐	Edit an existing custom report (currently disabled)☐
Run Custom Reports-(Alt+Shift+R)☐	Runs selected custom reports that have been added to the application using the Report Wizard☐
Report Generator Help☐	Opens online help for the Report Wizard; optional installation by Administrator required (currently disabled)☐

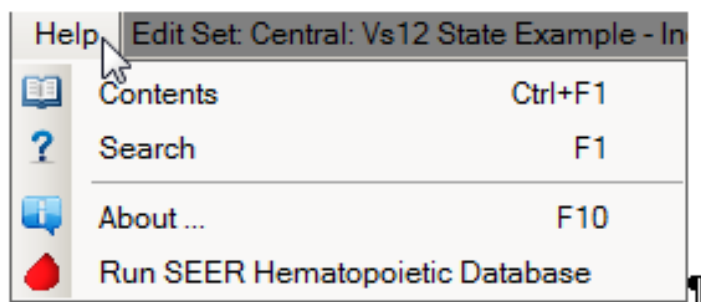
# Options Menu







The following table describes the Abstract Plus Options menu sub-options:

Sub-option (Keystroke)	Function
Update Security Questions (Ctrl+Q)	Opens the Update User's Security Questions window with the current User ID displayed along with the current security questions and answers specified by the user, new answers to existing questions may be entered, as well as new questions and answers
Change Password (Ctrl+Shift+P)	Opens Change User's Password window, where the user can enter their current password, and a new password in both New Password and Confirm Password in order to change their password


# Help Menu



The following table describes the Abstract Plus Help menu sub-options.

Sub-option (Keystroke)	Toolbar Icon	Function
Contents... (Ctrl+F1)		View the contents of Abstract Plus online Help
Search for help on... (F1)		Enter search terms for topics on which you need more information
About (F10)		View Abstract Plus, Collaborative Staging, and Edits metafile version information
Run SEER Hematopoietic Database		Launch the SEER Hematopoietic Database stand-alone application to help you code hematopoietic and lymphoid neoplasms cases diagnosed beginning January 1, 2010

# Display Screen

Unsaved Abstract  Held 

Abstract Sections  Display Types

**PATIENT ID**

Name—Last

Name—Suffix

Name—First

Name—Middle

Name—Maiden

Name—Alias


Addr at DX—No\_Street

Addr at DX—Supplementl

Addr at DX—City


Addr at DX—State

Addr at DX—Postal Code

County at DX 

Date of Birth

Date of Birth Flag

Birthplace 

Sex

Race 1

Race 2

Race 3

Physical Examination

X-Ray/Scans (Including Other Imaging Examination)

Scopes (Endoscopic Examinations)

Lab Tests (Not Cytology or Histopathology)

OP/Surgical Procedures Staging Information

Pathology (Cytology and Histopathology Reports)

# Edits Review

- 260 edits are run on each case entered in *Abstract Plus*.
  - Demographic, tumor, text, date, administrative
- Two edit formats: individual and inter-item
  - Individual: edit only checks one data item
  - Inter-item: edit checks multiple data items
  - Abstract Plus has 126 individual edits and 134 inter-item edits

# Edits Review

- How do the edits work?
  - Cascading edits / dynamic process
  - Checks for WCRS critical data items
    - Items that can not be left blank. Screen will show:  
Missing Critical Field: [name of field]
  - Standards are constantly changing - this is a work in progress.
  - It is important to let WCRS know when you experience an edit problem.

File Administration Auditor Utilities Reports Options Help Edit Set: WIAB

New Open Close Save Print Copy EDITS DQS Import

Abstract No.1  Held ?

Abstract Sections Display Types

PATIENT ID	
Name—Last	<input type="text" value="1234"/>
Name—Suffix	<input type="text"/>
Name—First	<input type="text"/>
Name—Middle	<input type="text"/>
Name—Maiden	<input type="text"/>
Name—Alias	<input type="text"/>
Addr at DX—No_Street	<input type="text"/>
Addr at DX—Supplementl	<input type="text"/>
Addr at DX—City	<input type="text"/>
Addr at DX—State	<input type="text"/>
Addr at DX—Postal Code	<input type="text"/>
County at DX	<input type="text"/>
Date of Birth	<input type="text" value="_/_"/>
Date of Birth Flag	<input type="text"/>
Birthplace	<input type="text"/>
Sex	<input type="text"/>
Race 1	<input type="text"/>
Race 2	<input type="text"/>
Race 3	<input type="text"/>

Edit Set Results

? Show All Refresh Close

**---- All Edit Errors ----**

Error messages along with a list of fields and values checked by the edit are listed below each failed edit. Click on a field below any error message to move to it in the data entry area and make corrections.

**Edit Set Name: WIAB+WEB+V1**

**Total Edit Errors for Abstract: 94**

- Missing Critical Field: [Marital Status at DX](#)
- Missing Critical Field: [Race 1](#)
- Missing Critical Field: [Race 2](#)
- Missing Critical Field: [Race 3](#)
- Missing Critical Field: [Race 4](#)
- Missing Critical Field: [Race 5](#)
- Missing Critical Field: [Spanish/Hispanic Origin](#)
- Missing Critical Field: [Sex](#)
- Missing Critical Field: [Date of Birth](#)
- Missing Critical Field: [Date of Diagnosis](#)
- Missing Critical Field: [Primary Site](#)
- Missing Critical Field: [Laterality](#)
- Missing Critical Field: [Grade](#)
- Missing Critical Field: [Diagnostic Confirmation](#)
- Missing Critical Field: [Type Of Reporting Source](#)
- Missing Critical Field: [Histologic Type ICD-O-3](#)
- Missing Critical Field: [Behavior Code ICD-O-3](#)
- Missing Critical Field: [Reporting Facility](#)
- Missing Critical Field: [Sequence Number--Hospital](#)
- Missing Critical Field: [Date of 1st Contact](#)
- Missing Critical Field: [Class Of Case](#)
- Missing Critical Field: [Primary Payer at DX](#)

File Administration Auditor Utilities Reports Options Help Edit Set: WIAB

New Open Close Save Print Copy EDITS DQS Import

Abstract No.1  Held ?

Abstract Sections Display Types

WI\_APV3

Name—Last	1234
Name—Suffix	
Name—First	
Name—Middle	
Name—Maiden	
Name—Alias	
Addr at DX—No_Street	
Addr at DX—Supplement	
Addr at DX—City	
Addr at DX—State	
Addr at DX—Postal Code	
County at DX	
Date of Birth	__/__/__
Date of Birth Flag	
Birthplace	
Sex	
Race 1	
Race 2	
Race 3	
Race 4	

Phys  
X-Ra  
Scop  
Lab  
OPR  
Path

Edit Set Results

? Show All Refresh Close

**Edit Name: Laterality (SEER LATERAL)**  
 Error: Laterality not valid  
[Edit Description](#)  
 Fields In Edit: [Laterality = <BLANK>](#)

**Edit Name: Medical Record Number (NAACCR)**  
 Error: Medical Record Number must be right-justified with leading space  
[Edit Description](#)  
 Fields In Edit: [Medical Record Number = <BLANK>](#)

**Edit Name: Name--First (NAACCR)**  
 Error: <BLANK> is not a valid value for Name--First  
[Edit Description](#)  
 Fields In Edit: [Name--First = <BLANK>](#)

**Edit Name: Name--Last**  
 Error: 1234 is not a valid value for Name--Last  
[Edit Description](#)  
 Fields In Edit: [Name--Last = 1234](#)

**Edit Name: Primary Payer at DX (COC)**  
 Error: <BLANK> is not a valid value for Primary Payer at DX  
[Edit Description](#)  
 Fields In Edit: [Primary Payer at DX = <BLANK>](#)

**Edit Name: Primary Site (SEER SITE)**  
 Error: Primary Site not valid  
[Edit Description](#)  
 Fields In Edit: [Primary Site = <BLANK>](#)

# Data Entry Demonstration

# Case Scenario

- On 6/8/2010 a married 45 year old white female was seen by a dermatologist in his office for an abnormal area of her upper right arm. A .6 mm area was removed surgically in his office. The pathology report defined malignant melanoma, Clark's Level I. On 6/15/2010, a wide excision was performed at the local hospital, confirming that all cancer had been removed.

Switch to AbstractPlus Case Here

# Import Features

- Import feature:
  - Necessary to import abstracts from V2.
  - replace lost data from backup file
- From the File menu, click on 'Import Abstracts in NAACCR Format' or click on the red arrow icon on the tool bar.
- The Import window will open

# Import Features

**Warning:**

In order to assure integrity, it is highly recommended that you check the import data for its validity using Prep Plus. Import process will only assure the NAACCR data types for individual fields in the data being imported. Fields with incorrect data type will be initialized. See help for initialization value of each data type.

Import File:

Total Abstracts:

Layout Version:

Importing Abstract No.:

NAACCR Abstract Type:

Total Abstracts Imported:

File contains CrLf:

Use Incoming File's Export Status

Check Abstracts' Completed Status for import

Complete  Incomplete

Select File

Import

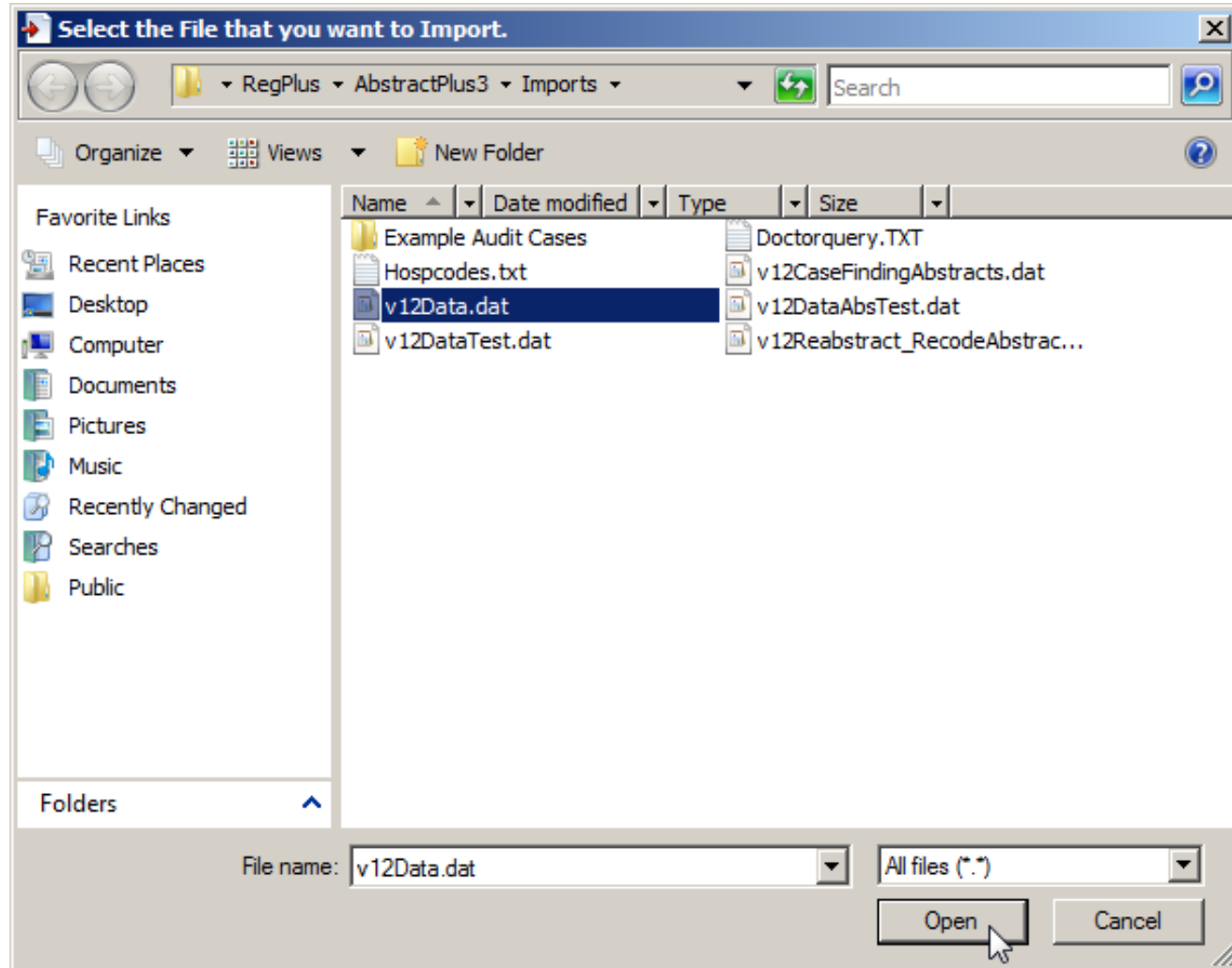
Import Log

Close

# Import Features

Field/Option	Description
Import File	The name and location of the file of abstracts in NAACCR file format to be imported (click Select File to identify file for import)
Total Abstracts	The total number of abstracts included in the file to be imported
Importing Abstract No.	While importing, this field displays the sequential number of the abstract currently being imported
Total Abstracts Imported	While importing and upon completion of import, this field displays the total number of abstracts imported
Layout Version	The NAACCR Record Version [item #50] of the file to be imported
NAACCR Abstract Type	The NAACCR Record Type [item #10] of the abstracts in the file to be imported
File contains CrLf	The import file may or may not contain Carriage Return, Line Feed characters after each abstract; this field informs you as to whether it does or not
Use Incoming File's Export Status	Option to use the export status included in the import file; when checked, Abstract Plus will automatically use the export status included in the import file --- Please note that this option can only be used when importing files of abstracts that were previously exported out of Abstract Plus
Check Abstracts' completed Status for	Option to set the Completion Status of the imported abstracts to Complete or Incomplete

# Import Features



# Import Features

**Import Abstracts in NAACCR Format**

**Warning:**

In order to assure integrity, it is highly recommended that you check the import data for its validity using Prep Plus. Import process will only assure the NAACCR data types for individual fields in the data being imported. Fields with incorrect data type will be initialized. See help for initialization value of each data type.

Import File:

Total Abstracts: **17**      Layout Version: **120**

Importing Abstract No.:

NAACCR Abstract Type: **A**

Total Abstracts Imported: **0**      File contains CrLf: **Yes**

Use Incoming File's Export Status

Check Abstracts' Completed Status for import

Complete       Incomplete

Select File

Import

Import Log

Close

# Import Features

**Abstract Plus 3.1**  
Edit Set: Central: Vs12 State Example - Incoming Abstracts

File Administration Auditor Utilities Reports Options Help  
New Open Close Save Print Copy EDITS DQS Import Export

**Import Abstracts in NAACCR Format**

**Warning:**  
In order to assure integrity, it is highly recommended that you check the import data for its validity using Prep Plus. Import process will only assure the NAACCR data types for individual fields in the data being imported. Fields with incorrect data type will be initialized. See help for initialization value of each data type.

Import File: C:\RegPlus\AbstractPlus3\Imports\12Data.dat

Total Abstracts: **17**      Layout Version: **120**  
Importing Abstract No.: **17**      NAACCR Abstract Type: **A**  
Total Abstracts Imported: **17**      File contains CrLf: **Yes**

Use Incoming File's Export Status

Check Abstracts' Completed Status for import  
 Complete       Incomplete

Select File   Import   Import Log   Close

Import Complete ...      06/07/2010   NUSER(NAU)

# Export Features

- Export feature
  - Default set up to export completed cases that have not previously been exported
  - Does NOT automatically submit cases to WCRS
- Abstracts can be exported in 3 ways:
  - Click on File menu, then “Export Abstracts”
  - Click the export icon on tool bar  Export
  - Use keystroke Cntl-M

# Export Features

**Export Abstracts**

Export All Abstracts in Database  Mark Exported Abstracts As Exported

Export Options [Multiple options may be selected]

Export Only Un-Exported Abstracts To Date

Exported by Date Created [Entered]

Date Created Range: [Date Format: YYYY/MM/DD]

From: 2010/01/01 To: 2010/06/15

Export by Date Previously Exported

Date Previously Exported Range: [Date Format: YYYY/MM/DD]

From: 2010/01/01 To: 2010/06/15

Export by Dx Date

Dx Date Range: [Date Format: YYYY/MM/DD]

From: 2010/01/01 To: 2010/06/15

Export by Date Completed

Date Completed Range: [Date Format: YYYY/MM/DD]

From: 2010/01/01 To: 2010/06/15

Hospital ID:

Project ID [Select Only One]: --None--

Abstractor ID:

Abstract ID [Range]:

Record Type [Select Only One]: Both

Range example: 1,3,5-8,12 (up to 20 Characters)

Format:

NAACCR Layout

Delimited

Select

Preview

Export

Export Log

Close

?

# Export Features



Note

The **Mark Exported Abstracts as Exported** and **Export Only Un-Exported Abstracts To Date** options are selected by default and, in general, should not be changed as these options will prevent re-export of previously exported abstracts, thus preventing reporting of duplicate abstracts to your central registry.

# Export Features

The screenshot displays the 'Export Abstracts' dialog box with the following settings:

- Export All Abstracts in Database
- Mark Exported Abstracts As Exported
- Export Options [Multiple options may be selected]
- Export Only Un-Exported Abstracts To Date
- Exported by Date Created [Entered]
- Date Created Range: [Date Format: YYYY/MM/DD]  
From: 2010/01/01 To: 2010/06/18
- Export by Date Previously Exported
- Date Previously Exported Range: [Date Format: YYYY/MM/DD]  
From: 2010/01/01 To: 2010/06/18
- Export by Dx Date
- Dx Date Range: [Date Format: YYYY/MM/DD]  
From: 2010/01/01 To: 2010/06/18
- Export by Date Completed
- Date Completed Range: [Date Format: YYYY/MM/DD]  
From: 2010/01/01 To: 2010/06/18
- Hospital ID: [Text Field]
- Project ID [Select Only One]: --None--
- Abstractor ID: [Text Field]
- Abstract ID [Range]: [Text Field]
- Record Type [Select Only One]: Both
- Range example: 1,3,5-8,12 (up to 20 Characters)

Format options:

- NAACCR Layout
- Delimited

Buttons: Select, Preview, Export, Export Log, Close, ?

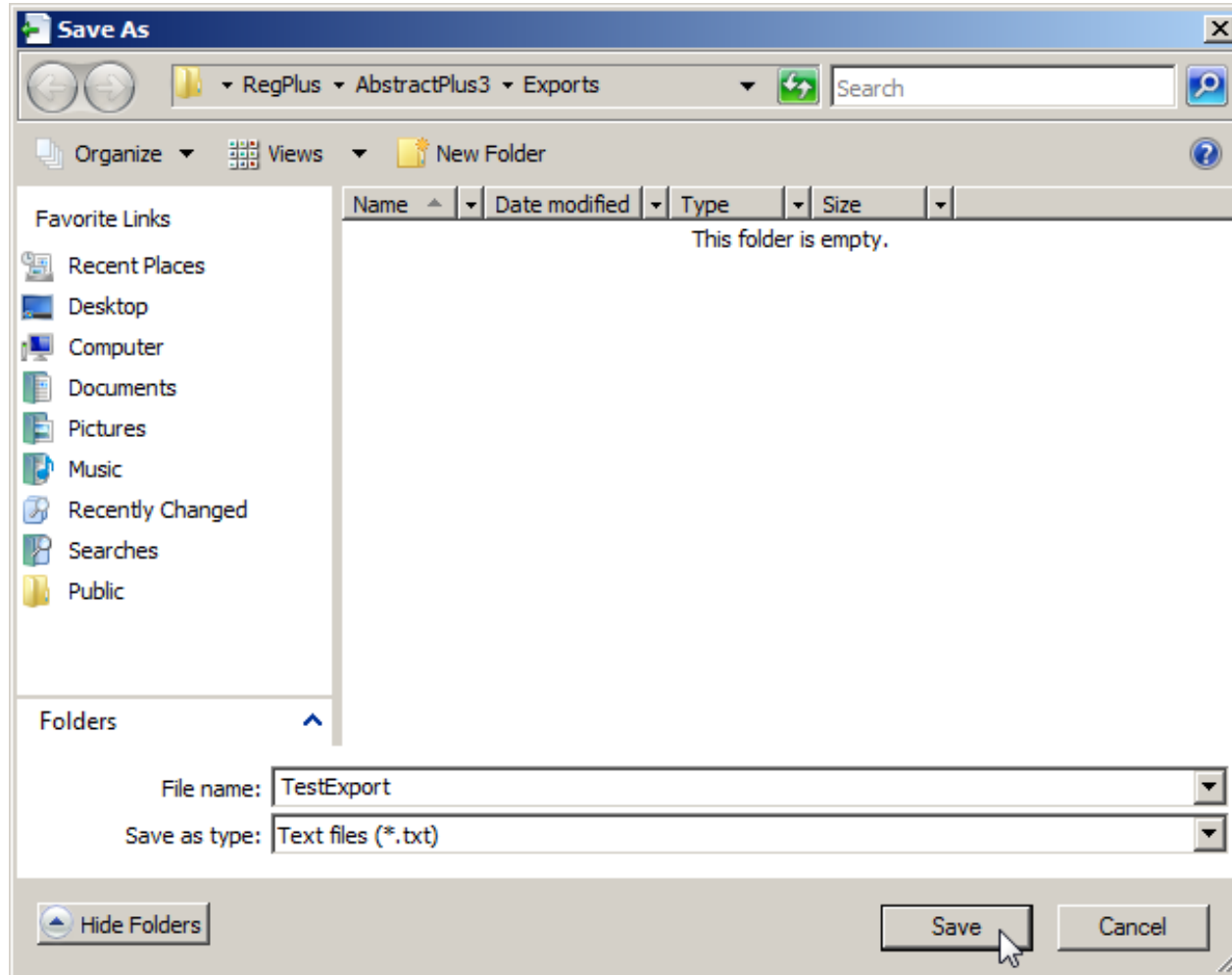
Status bar: 2 Abstracts selected. 06/18/2010 NUSER(AU) [Text Field]

# Export Features

The screenshot shows a software window titled "Export Selection Preview" containing a table of patient records. The table has seven columns: AbsID, Abstractor, RepHospital, Acc Num Hosp, Seq Num Hosp, Name, and Diagnosis Date. The records are numbered 1 through 19. The "Export" button at the bottom right is highlighted with a light blue box, and a mouse cursor is pointing at it. Other buttons include "Print" and "Cancel".

AbsID	Abstractor	RepHospital	Acc Num Hosp	Seq Num Hosp	Name	Diagnosis Date
19	NAU	000000000			DOE, JOHN	
18	NAU	000000000		00	DOE, JOHN	20070223
1	NEW	000000001	199300268	02	HINKLE, PINKIE	20010510
2	NEW	000000001	199700343	02	BURKE, KIRK	20010628
3	NEW	000000001	199700343	03	BURKE, KIRK	20010628
4	NEW	000000001	200100506	01	DANCER, CANDY	20010523
5	HL	000000001	200101002	02	ATARMS, SARGENT	20010610
6	NEW	000000001	200101005	01	FLAG, ROYAL	20010610
7	NEW	000000001	200101005	02	FLAG, ROYAL	20010823
8	NEW	000000001	200101006	02	BRIDE, PRINCESS	20010610
9	NEW	000000001	200101006	03	BRIDE, PRINCESS	20010823
10	XXX	000000001	200101062	00	EDISON, THOMAS	20020921
11	NEW	000000001	200101067	01	DAYS, HAPPY	20010522
12	NEW	000000001	200101067	02	DAYS, HAPPY	20010522
13	12D	000000001	200101078	03	DRIVER, CABBY	20020401
14	12D	000000001	200101078	04	DRIVER, CABBY	20020401
15	HL	000000001	200102023	02		20010520
16	MJK	000000001	200102030	00		20010115
17	HL	000000001	200102033	01		20010527

# Export Features



# Export Features

- Most important items to remember when exporting:
  - Choose only unexported abstracts option
  - Export function defaults to exporting only complete cases
  - Follow naming convention as outlined in the manual
  - Identify the file location to which you wish to save all exports prior to exporting cases

# Installation

- Manual provides needed information
  - Install on hard drive/back up on LAN (WCRS recommended)
  - Install on LAN/back up on LAN
- Hard Drive vs LAN installation
  - Default for installation is Hard Drive
    - Help files work better
  - Strongly recommend that LAN used for database and back up

# Installation

- .NET Framework technology requires additional programs to be downloaded to the computer. The installation wizard looks for the internet access to obtain the Microsoft files required, if it does not find the link, the files are included in the executable and the wizard will install at that point. The initial installation takes about 20 minutes. .NET V3.5 or later is recommended.

# Installation

- If a user is unable to connect to the internet or not allowed to download files from the Microsoft web site, the installation may fail and require that the following files (located with the installation in the subfolder “/Required Microsoft Installs”) be unzipped and run on their workstation to complete the installation.
  - **Dotnetfx35.zip**
  - **VisualBasicPowerPacks3Setup.zip**

# Installation

- Additional Requirements
  - Microsoft OS from Windows 98 through Vista
  - 512 MB RAM recommended (128 required)
  - Latest version of Microsoft Internet Explorer
  - Minimum of 70MB free hard drive space is required. 200MB is optimal, especially if the caseload is fairly high.

# Log-Out/Back Up

- Log Out process is explained clearly in the manual.
- Back Up ‘Option:’ Abstract Plus offers users the option to back up files. This is part of the log out process. There is also a new feature allowing back up at any time AbstractPlus is open.
- WCRS **always** recommends backing up files to a LAN location before logging out of the system.

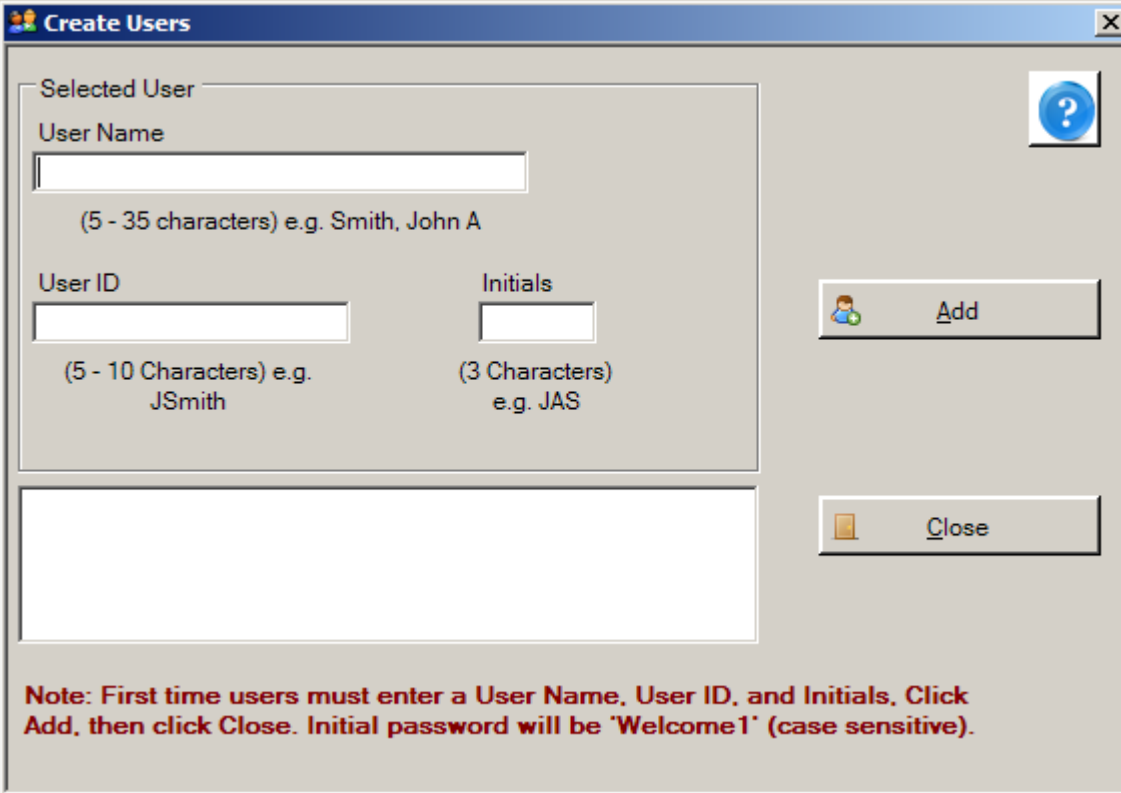
# Login/User IDs

- Manual has complete instructions on setting up users.
- Initial Login Procedures
- Routine Login Procedures

# Initial Login

- After installing Abstract Plus version 3.1, if you are the first person to launch the program, you will be prompted to create a new user account. You will then be prompted to log in to Abstract Plus using your newly-created User ID and an initial password of **Welcome1**.
- If other users already exist in your Abstract Plus application (i.e. the program has already been launched and user account(s) created), you will need to contact WCRS for assistance in creating a user account for you.

# Initial Login




**Create Users**


Selected User


User Name  
  
(5 - 35 characters) e.g. Smith, John A

User ID  
  
(5 - 10 Characters) e.g. JSmith

Initials  
  
(3 Characters) e.g. JAS



 **Add**

 **Close**

**Note: First time users must enter a User Name, User ID, and Initials. Click Add, then click Close. Initial password will be 'Welcome1' (case sensitive).**

# Initial Login


**Create Users**


Selected User

User Name  
  
(5 - 35 characters) e.g. Smith, John A


User ID  
  
(5 - 10 Characters) e.g. JSmith

Initials  
  
(3 Characters) e.g. JAS

 **Add**

 **Close**


**Note: First time users must enter a User Name, User ID, and Initials. Click Add, then click Close. Initial password will be 'Welcome1' (case sensitive).**





Initials


(5 - 10 Characters) e.g. JSmith

(3 Characters) e.g. JAS


 **Add**

 **Reset Password**

 **Delete**

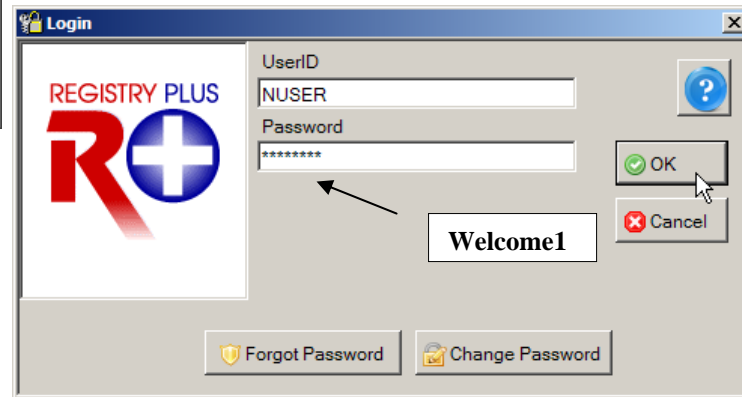
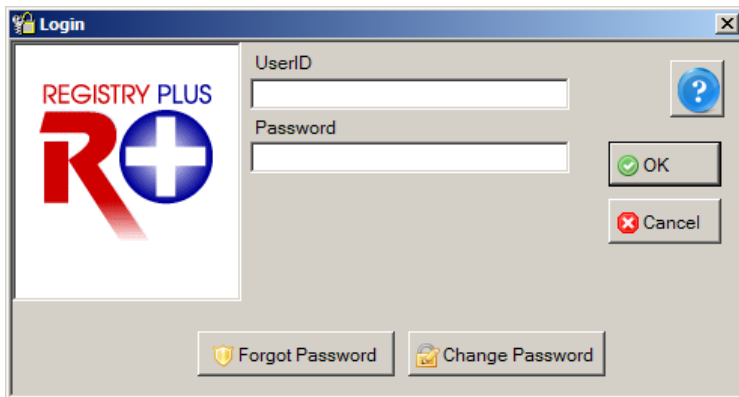
 **Close**

Current User ID:

 **Change Current User**

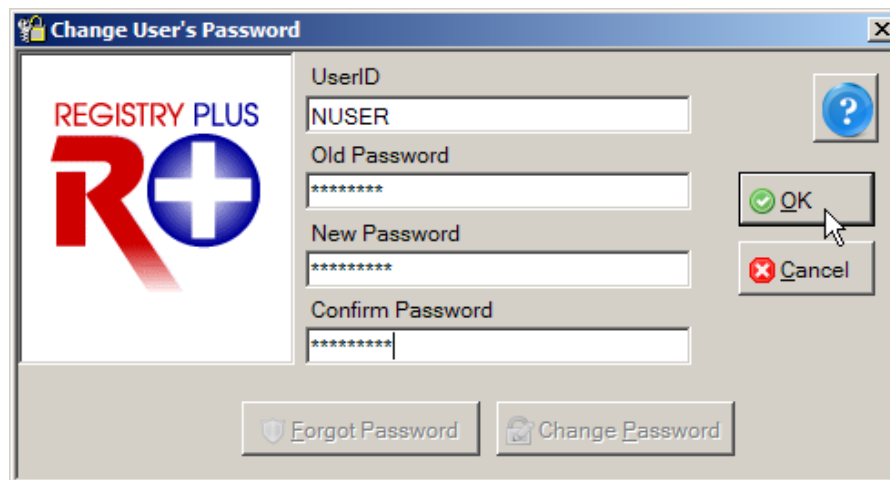
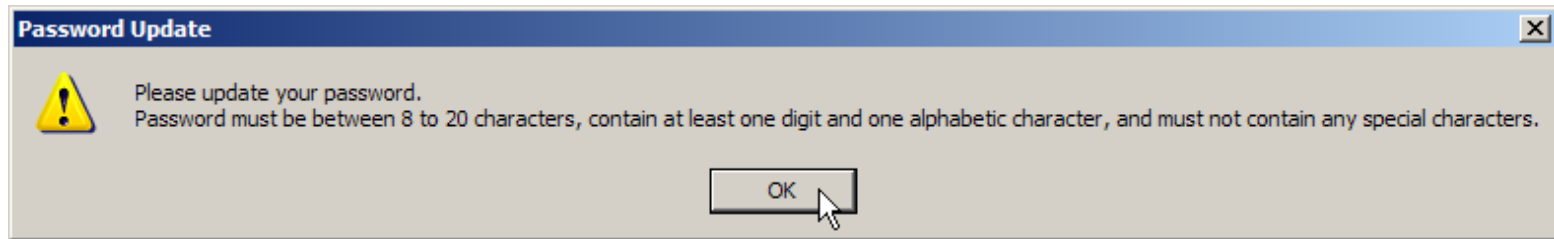
# Initial Login

- The result: the Login window opens



# Initial Login

- Change Password prompt appears



# Initial Login

- Passwords must be between 8-20 characters
- Passwords must contain at least 1 digit and one capitalized alphabetical character.
- No special characters are allowed.
- After choosing your new password, the security question screen will appear


# Initial Login

**Define User's Security Questions**

Please answer any 3 questions from the below lists to help Abstract Plus to verify your identity. Should you forget your password, you will be asked to answer at random any 1 of the questions you answer here in order to reset your password.

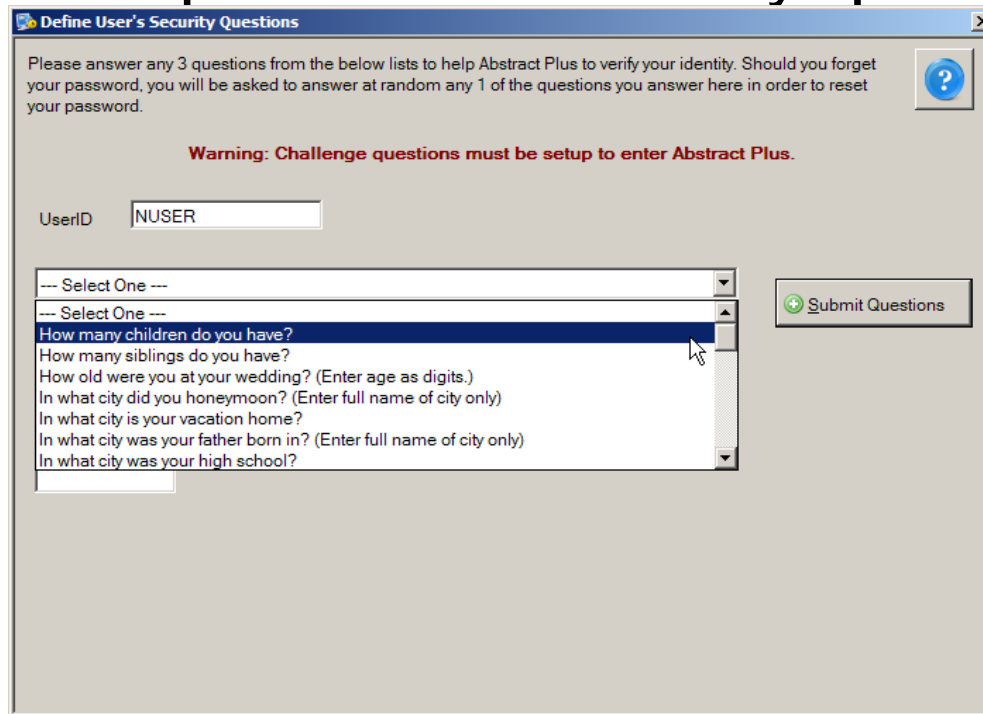
**Warning: Challenge questions must be setup to enter Abstract Plus.**

UserID



# Initial Login

- Some examples of the security questions:



The screenshot shows a web browser window titled "Define User's Security Questions". The window contains the following elements:

- Header:** "Define User's Security Questions" with a close button (X) in the top right corner.
- Instructions:** "Please answer any 3 questions from the below lists to help Abstract Plus to verify your identity. Should you forget your password, you will be asked to answer at random any 1 of the questions you answer here in order to reset your password." A blue question mark icon is located to the right of this text.
- Warning:** "Warning: Challenge questions must be setup to enter Abstract Plus." displayed in red text.
- UserID:** A text input field containing "NUSER".
- Question Selection:** A dropdown menu with "--- Select One ---" selected. The dropdown is open, showing a list of questions:
  - How many children do you have?
  - How many siblings do you have?
  - How old were you at your wedding? (Enter age as digits.)
  - In what city did you honeymoon? (Enter full name of city only)
  - In what city is your vacation home?
  - In what city was your father born in? (Enter full name of city only)
  - In what city was your high school?
- Submit Button:** A button labeled "Submit Questions" with a green plus icon on the left.

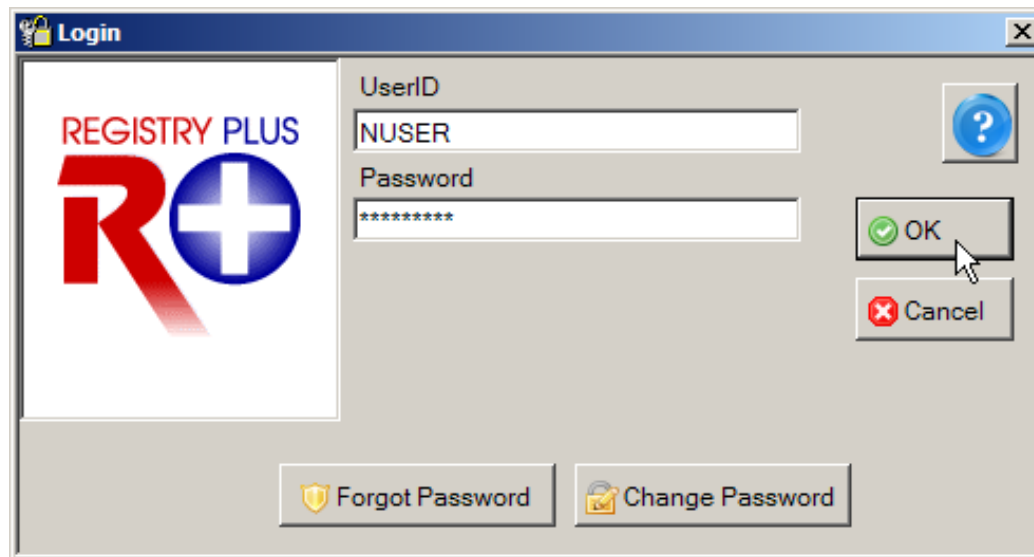
The main window will open after clicking 'submit questions'

# Routine Login

- Routine login procedures should be followed when
  - You have completed the initial login process as the first user of the program
  - You have already been assigned a userID

# Routine Login

- After launching the AbstractPlus program, enter your userID and password in the login window.



# Routine Login

- If you were assigned a userID and this is your FIRST time logging in to AbstractPlus, you will need to use the 'Welcome1' password and then follow the prompts to change your password and create security questions. You will only need to do that once.

# WebPlus

- WebPlus Data SUBMISSION software
  - **Separate** from *Abstract Plus*
  - Sends files via secure web site to WCRS.
  - Separate UserID and Password required
    - WCRS sets up the account
    - WebPlus assigns password
    - Email is sent to user with ID and password

[https://health.wisconsin.gov/  
WCRS\\_WebPlus/logonen.aspx](https://health.wisconsin.gov/WCRS_WebPlus/logonen.aspx)

# WebPlus – What WCRS Will Do

- WCRS will create a userID and set up account

Web Plus

Home Users and Facilities Configuration Abstracts Export Bundle Submissions Reports Help Log out

Manage Users

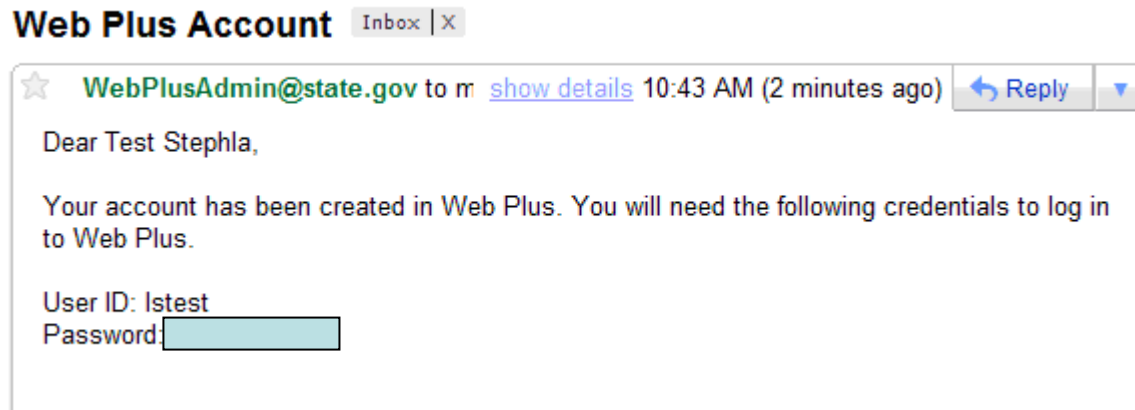
Add User ..

✔ User : Istest has been added. An email has been sent to the user with the User ID and a password to access Web Plus.

User ID	Last name	First name	Facility	Role	Status				
Administrator	ADMIN	TEST	Any State Cancer Registry (0000000000)	Central Administrator, Follow-back Supervisor	Active	<a href="#">Update</a>	<a href="#">Reset Password</a>	<a href="#">Delete</a>	<a href="#">Lock</a>
CCRAbstractor	Abstractor	CCR	Any State Cancer Registry (0000000000)	Central Abstractor/Reviewer	Active	<a href="#">Update</a>	<a href="#">Reset Password</a>	<a href="#">Delete</a>	<a href="#">Lock</a>
FBMonitor	Monitor	FB	Any State Cancer Registry (0000000000)	Follow-back Monitor	Active	<a href="#">Update</a>	<a href="#">Reset Password</a>	<a href="#">Delete</a>	<a href="#">Lock</a>
FBMonitor2	Monitor2	FB	Any State Cancer Registry (0000000000)	Follow-back Monitor	Active	<a href="#">Update</a>	<a href="#">Reset Password</a>	<a href="#">Delete</a>	<a href="#">Lock</a>
FBSuper	Supervisor	FB	Any State Cancer	Follow-back Supervisor	Active	<a href="#">Update</a>	<a href="#">Reset Password</a>	<a href="#">Delete</a>	<a href="#">Lock</a>

# WebPlus – What WCRS Will Do

- WebPlus then generates a password and sends an email to the user



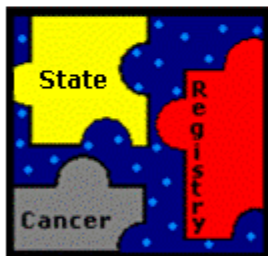


# National Program of Cancer Registries

## Welcome to Web Plus

Application for Secure Cancer Reporting Over the WWW

Any State Cancer Registry



Web Plus V2.0.14

Please log in

User ID   
Password

Log in

**Notice to Users:** Access to this system is restricted to authorized users. Unauthorized use of, or access to this resource may subject you to disciplinary action or criminal prosecution. If you are not authorized to access this resource, LOG OFF IMMEDIATELY.

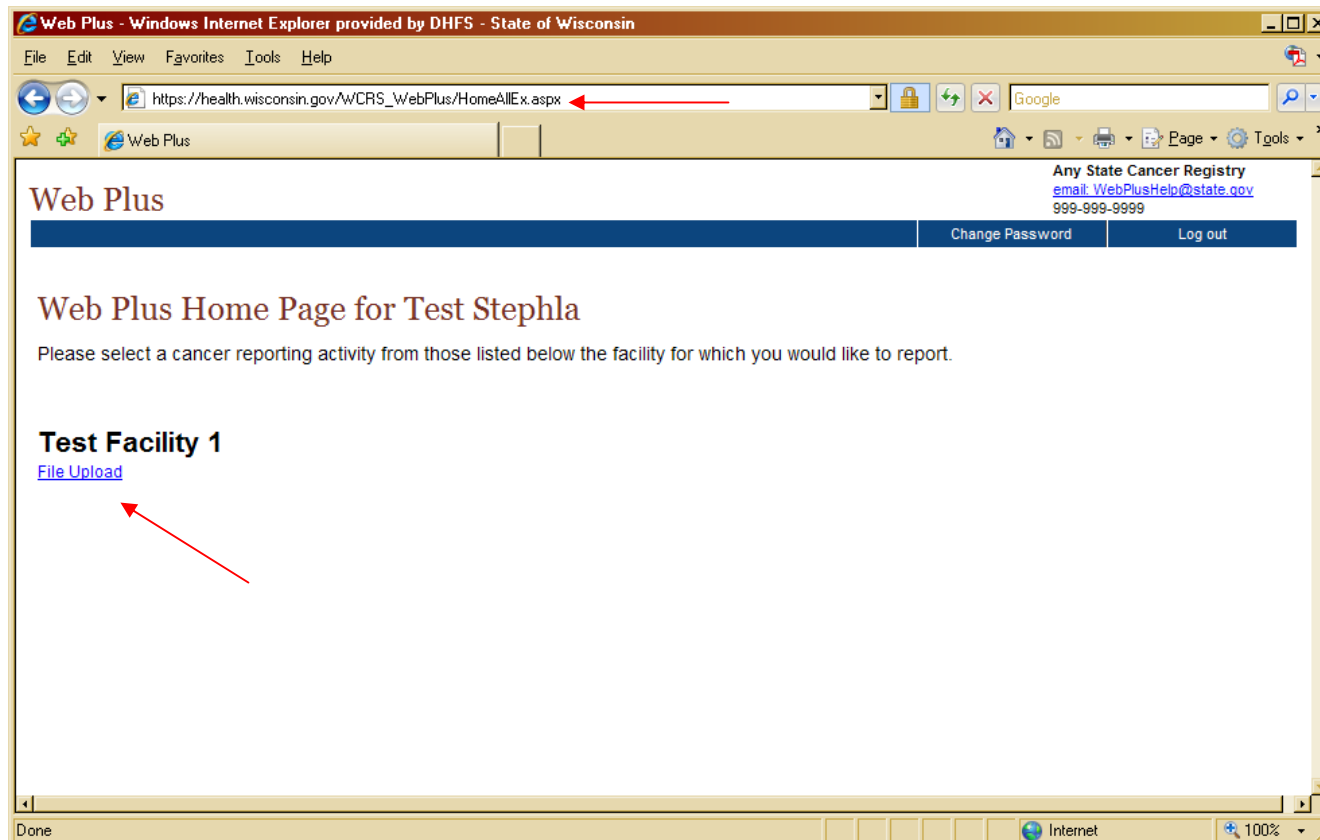
### HIPAA - WARNING

All users must comply with HIPAA PRIVACY RULE REQUIREMENTS while using this computer system, including -

- Log on only under your assigned user ID.
- Do not attempt to access health information that you are not authorized to use.
- Log off or lock up your workstation when it is unattended.

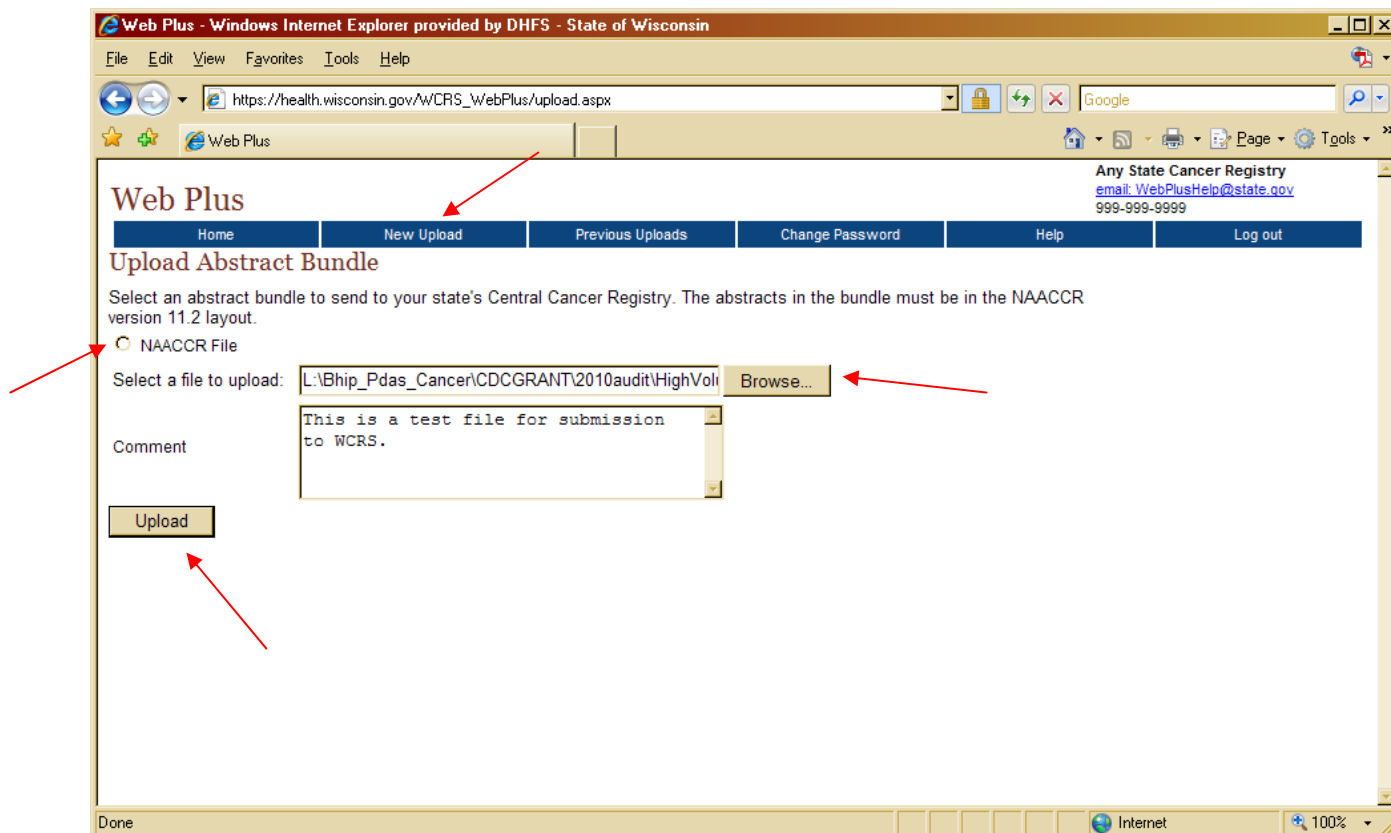
# WebPlus – What User Will Do

- This screen appears after you login successfully; click on File Upload.



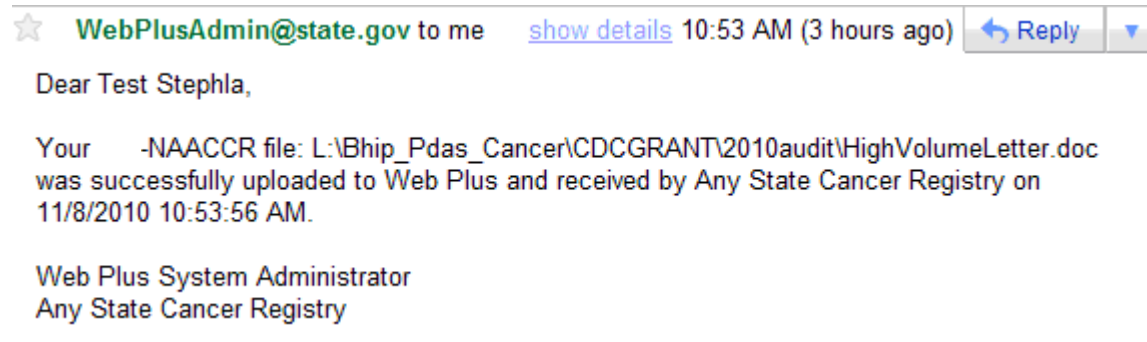
# WebPlus – What User Will Do

- Click on New Upload, NAACCR File, and navigate to the submission file in your system; click on Upload.



# WebPlus – What User Will Do

- You will get a confirmation email from WebPlus with the status of the submission.



# Hematopoietic Database Demo

# Questions and Answers (?????)

