

Wisconsin-specific Web Plus™

Quick Reference Guide

File Upload and Download



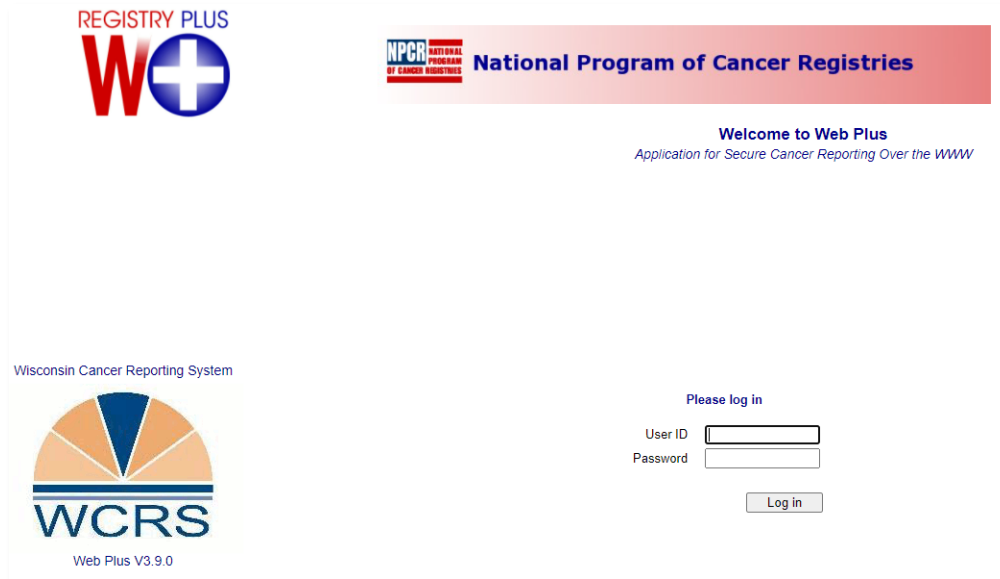
**Wisconsin Cancer Reporting System
Office of Health Informatics
Division of Public Health
Wisconsin Department of Health Services**

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File Upload

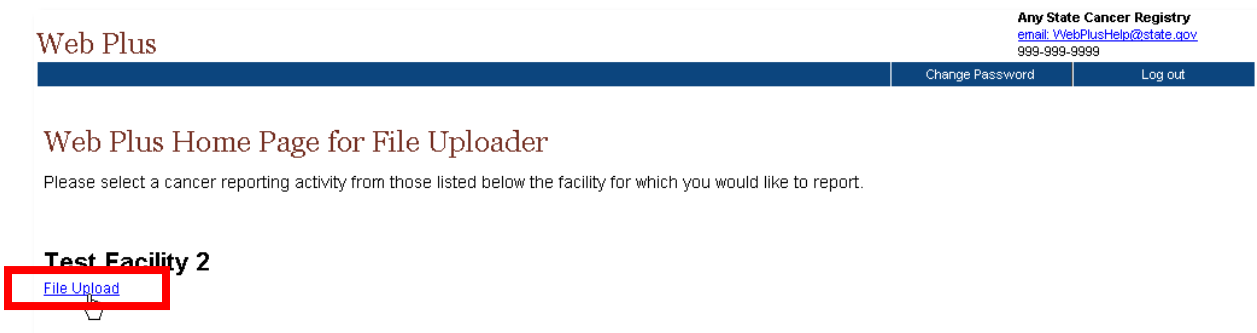
1. Go to <https://webplus.wisconsin.gov/>



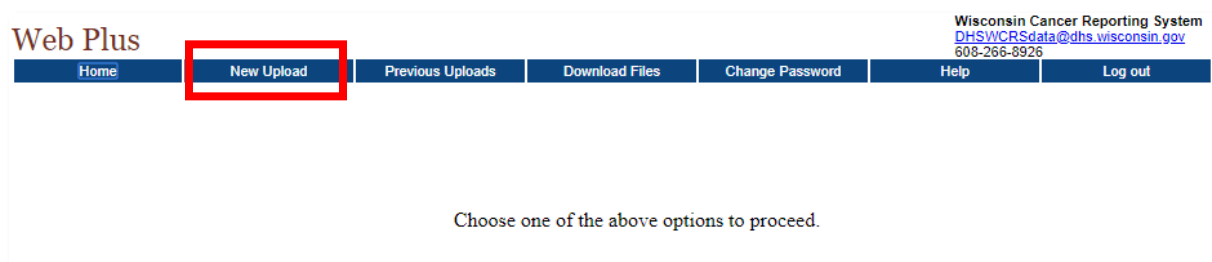
2. Type in your User ID and password. Click **Log in**.

If you are locked out of your account or need a password reset, contact dhs-wcrsdata@dhs.wisconsin.gov for assistance.

3. **Result:** The home page opens. Click the **File Upload** link.



4. **Result:** The **File Upload** screen and main menu appears. From the **Main Menu**, select **New Upload**.



5. **Result:** The **Upload File** page opens. Select which type of file you are uploading, then, click **Choose File** to navigate to and select the file you would like to upload on your PC or network. Ensure your file name follows the standard convention. Otherwise, edit the name of your file before uploading.

File Naming Convention:
[five-digit WCRS facility code]_[abstractor initials]_[date exported]
Example: 01005_LAS_20220421

Web Plus Any State Cancer Registry
Registry Contact Name
999-999-9999

Home New Upload Previous Uploads Download Files Change Password Help Log out

Upload Abstract Bundle - New Cancer Hospital
(1234512345)

Select your upload type NAACCR v21.0, NAACCR v18.0 or Non-NAACCR. For NAACCR v21.0, only XML files will be processed. For NAACCR v18.0 both XML and flat files will be accepted. If you have selected a NAACCR file upload option, the files must be in the correct NAACCR version record layout. NOTE: If you are uploading a NAACCR version 210 file, edits will be automatically run upon upload of the file and the edits error report will open in a separate window, unless otherwise set Sys Pref.

NAACCR V21.x XML File NAACCR V18.x File Non-NAACCR File

Select a file to upload: No file chosen

Comment

6. Enter the number of abstracts and any comments in the **Comment** box. Keep this brief. Then Click **Upload**.

Upload Abstract Bundle - New Cancer Hospital
(1234512345)

Select your upload type NAACCR v22.0, NAACCR v21.0 or Non-NAACCR. For NAACCR v22.0 and NAACCR V21.0, only XML files will be processed. If you have selected a NAACCR file upload option, the files must be in the correct NAACCR version record layout. NOTE: If you are uploading a NAACCR version 220 file, edits will be automatically run upon upload of the file and the edits error report will open in a separate window, unless otherwise set Sys Pref.

NAACCR V22.x XML File NAACCR V21.x XML File Non-NAACCR File

Select a file to upload: Jan20211234512345_V22.xml

Comment

7. **Result:** The file is securely uploaded to WCRS, and Edits are run on the file. You can wait to view your Edit report, or close the window and view the report at a later time on the **Previous Uploads** page.

Web Plus

Home New Upload Previous Uploads Download Files Change Password Help Log out

File was successfully uploaded and has been submitted for edits processing. Depending on the current load on the server it may take a while to complete the edits report. You can either wait for the report to come up or exit Web Plus at this point. You will be notified by an email when the report becomes available.

Please wait if you want to view the report now.

4 abstracts to process ...

Now processing ...

.. 1 .. 2 .. 3 .. 4

4 Records run through edits. Edit report should be available shortly.

Edits Report is available in the adjoining window.

8. If you chose to wait for your edit report, the **Edit Report** will open in a separate window when processing is complete.

**Any State Cancer Registry
EDIT Report**

Report From Bundle: test file 2a
Internal File Name: F0000175.bun
Bundle Received From Hospital: 2222222222
Total Abstracts in the Bundle: 4

Edit Set Name: Central: Vs18 State Example - Incoming Abstracts
Total Errors in the Bundle: 5
Total Abstracts with Errors in the Bundle: 2 (50%)
Date Report Created: 1/14/2020

Record No in File: 2 **Total Errors:** 2
Patient's Name: SMITH, BREANA **Social Security:** 111119876
Errors:

1. Edit: Race 1, Race 2, Race 3, Race 4, Race 5 (SEER IF93)
Type: E
Message: If a race code = 88, all subsequent race codes must = 88
Field(s): Race 1, Race 2, Race 3, Race 4, Race 5
Value(s): 01, 88, 88, 88,
2. Edit: Race 5, Date of DX (SEER IF92)
Type: E
Message: If year of Date of Diagnosis is greater than 1999, then Race 5 must not be blank
Field(s): Date of Diagnosis, Race 5
Value(s): 20190301,

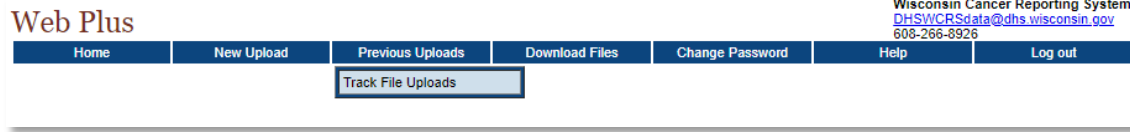
Record No in File: 3 **Total Errors:** 3
Patient's Name: JONES, JANUARY **Social Security:** 999999999
Errors:

1. Edit: Rad--Regional RX Modality, Date of Diagnosis (NPCR)
Type: E
Message: If DX year = 2018 or later, Rad--Regional RX Modality must be blank
Field(s): Date of Diagnosis, Rad--Regional RX Modality, Primary Site, Histologic Type ICD-O-3
Value(s): 20190523, 00, C446, 8720
2. Edit: Regional Nodes Examined, Date of Dx (SEER)
Type: E
Message: If year of Date of Diagnosis > 2003, then Regional Nodes Examined cannot be blank
Field(s): Date of Diagnosis, Regional Nodes Examined
Value(s): 20190523,
3. Edit: Regional Nodes Positive, Date of Dx (SEER)
Type: E
Message: If year of Date of Diagnosis > 2003, then Regional Nodes Positive cannot be blank
Field(s): Date of Diagnosis, Regional Nodes Positive
Value(s): 20190523,

Even if your bundle has errors, do not attempt to correct and resubmit it. WCRS will contact you if we would like you to resubmit a bundle.

View Previous Uploads and Edit Reports

- As File Uploader, on the Web Plus menu, Go to **Previous Uploads**, then click **Track File Uploads**.



Result: The **Previous Uploads** screen appears.

Web Plus Registry Contact Name
999-999-9999

Home New Upload **Previous Uploads** Download Files Change Password Help Log out

Previous Uploads Abstract bundles previously uploaded from your facility are listed below. Click on View Edit Report link to view the report on a bundle. You can also view selected fields of the abstracts in a bundle by clicking on View Abstracts link. To view the files uploaded within a date range enter the date range below and click Search. If no date range specified then only the last 30 days will be displayed.

Date uploaded from: to:

Search

Original File Name	Internal File Name	Date Uploaded	Status	Total Abstracts	Abstracts with Errors	Total Errors	Comment	Action
Jan20211234512345.dat	F0000377.bun	2/10/2021 9:21:57 AM	Bundle Uploaded	39	N/A	N/A	This is our final V18 file.	View Abstracts Delete Bundle
WP Admin Tool 4_0_2_1.docx	F0000376.docx	2/10/2021 9:20:32 AM	Bundle Uploaded	N/A	N/A	N/A		View Abstracts Delete Bundle
1234512345c_V21.xml	F0000375.bun	2/10/2021 9:16:30 AM	No Errors	100	0	0		View Abstracts View Edit Report View Data Quality Report

- To view the edit report for a bundle, click **View Edit Report**. The Edit report will open in a new window.

**Any State Cancer Registry
EDIT Report**

Report From Bundle: Jan20211234512345_V21.xml
Internal File Name: F0000372.bun
Bundle Received From Hospital: 1234512345
Total Abstracts in the Bundle: 39

Edit Set Name: Central: Vs21 State Example - Incoming Abstracts
Total Errors in the Bundle: 125
Total Abstracts with Errors in the Bundle: 39 (100%)
Date Report Created: 2/10/2021

Record No in File: 1 Total Errors: 2
Patient's Name: SMITH, B **Social Security:** 999999999
Errors:

- Edit: RX Summ--Surg Prim Site, Schema ID, Primary Site (COC)
 Type: E
 Message: Conflict among RX Summ--Surg Prim Site: 22, Primary Site: C493, and Schema ID: 00421
 Field(s): RX Summ--Surg Prim Site, Primary Site, Schema ID, Date of Diagnosis, Type of Reporting Source
 Histologic Type ICD-O-3
 Value(s): 22, C493, 00421, 20190723, 1, 8800
- Edit: Text--Dx Proc--Path, Diagnostic Confirm (NAACCR)
 Type: E
 Message: If Diagnostic Confirmation is 1-4, Text--Dx Proc--Path cannot be blank
 Field(s): Diagnostic Confirmation, Text--Dx Proc--Path
 Value(s): 1,

- To view information about the Abstracts submitted, click **View Abstracts**. A webpage will open with a listing of information (e.g., patient identifiers and primary site) about the abstracts.

View Abstracts in Bundle

Abstract Bundle: test file 2a, Bundle ID:F0000175.bun
 Total Abstracts: 4
 Abstracts with errors: 2
 Total errors in bundle: 5

LastName	FirstName	BirthDate	MedRecNum	AccNumHosp	PSite
SMITH	SUE	08/02/1985			C447
SMITH	BREANA	09/12/1976			C500
JONES	JANUARY	12/10/1974			C446
SMITH	ANN	03/13/1967			C340

Download Files

1. From the Web Plus Home Page, click **File Upload**

Web Plus

Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Change Password Log out

Web Plus Home Page for File Uploader

Please select a cancer reporting activity from those listed below the facility for which you would like to report.

Test Facility 2

[File Upload](#)

2. **Result:** The File Uploader screen and main menu appears. Click on the **Download Files** menu item.

Web Plus

Wisconsin Cancer Reporting System
DHSWCRSdata@dhs.wisconsin.gov
608-266-8926

Home New Upload Previous Uploads **Download Files** Change Password Help Log out

Choose one of the above options to proceed.

3. **Result:** The **Download File** page opens. Locate the file you would like to download and click the **Download** link in the **Action** column. Browse to the location on your computer or network where you would like to save the file and click **Save**.

Web Plus

Home New Upload Previous Uploads Download Files Reports Change Password

Download File

File ID	File	Date uploaded	Comment	Action
85	control.mdb	12/8/2008 10:48:51 AM	control database	Download
86	control.mdb	12/8/2008 10:53:02 AM	control database	Download
87	WebPlus_backup.dat	12/8/2008 10:53:45 AM	control database	Download
92	Agenda_for_November_2008_RPUG_Meeting.doc	12/11/2008 3:24:13 PM	November RPUG Agenda	Download