

Wisconsin-specific Web Plus™

Quick 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/>

REGISTRY PLUS
R+
NPCR NATIONAL PROGRAM OF CANCER REGISTRIES
National Program of Cancer Registries

Welcome to Web Plus
Application for Secure Cancer Reporting Over the WWW

Wisconsin Cancer Reporting System

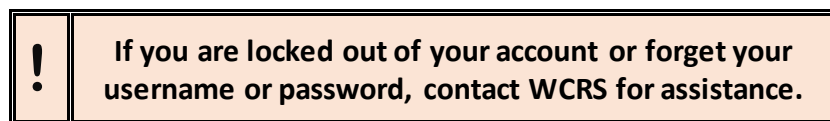
Please log in

User ID

Password

Web Plus V3.7.0
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.

2. Type in your User ID and password. Click **Log in**. **Result:** The home page opens.



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](#)

3. Click the **File Upload** link.

Web Plus

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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](#)

Result: The **File Upload** screen and main menu appears.

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
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Choose one of the above options to proceed.

4. From the Main Menu, select New Upload

Web Plus

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Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
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Choose one of the above options to proceed.

Result: The **Upload File** page opens.

Web Plus

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608-266-8926

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

Select your upload type, NAACCR v18.0, Non-NAACCR, or NAACCR v16.0. 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 180 file, edits will be automatically run upon upload of the file and the edits error report will open in a separate window. For files uploaded in NAACCR version 16.0 file format, the file will be uploaded and submitted for edits processing by your central registry using the Web Plus Administration Tool. You will be notified via e-mail when your error report becomes available for viewing.

☒ NAACCR V18.x File ☐ Non-NAACCR File ☐ NAACCR V16 File

Select a file to upload: No file chosen

Comment

5. Select which type of file you are uploading. If you are uploading Abstracts, you should most likely select NAACCR V18.x File.

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


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☒ NAACCR V18.x File ☐ Non-NAACCR File ☐ NAACCR V16 File

Select a file to upload: No file chosen

Comment

6. 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
	[1 st five digits of WCRS facility code]_[abstractor initials]_[date exported].txt Example: 01005_LAS_02022017.txt

7. Enter the number of abstracts and any comments in the **Comment** box. Keep this brief.

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

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☒ NAACCR V18.x File ☐ Non-NAACCR File ☐ NAACCR V16 File

Select a file to upload: 04020_JLS_03312020.TXT

Comment:

8. Click **Upload**. **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	Reports	Change Password	Help	Log out
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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.

9 abstracts to process ...

Now processing ...

.. 1 .. 2 .. 3 .. 4 .. 6 .. 7 .. 8 .. 9

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

Edits Report is available in the adjoining window.

9. 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: C:\WebPlus_v3\RegistryPlus\WebPlus_v3\Data\v11test1.dat
Internal File Name: F0000327.bun
Bundle Received From Hospital: Test Facility 2 (2222222222)
Total Abstracts in the Bundle: 164
Date Report Created: 1/5/2009

Edit Set Name: Central: Vs11 State Ex-Incoming Abstracts
Total Errors in the Bundle: 488
Total Abstracts with Errors in the Bundle: 158 (96.34%)
Total Nonreportables in the Bundle: 0
Total Duplicates: 0
Total Accepted Abstracts: 6
Total Rejected Abstracts: 158
Total Rejected Abstracts with Continued Error: 0
Total New Submissions: 164
Total Resubmissions: 0

Edit Error Counts Grouped By Edit Name

ICD Revision Number (NPCR)	85
ICD Revision Number, Cause of Death (SEER IF37)	81
Registry ID (NAACCR)	88
RX Summ--BRM, RX Text--BRM (NAACCR)	2
RX Summ--Chemo, RX Text--Chemo (NAACCR)	22
RX Summ--Hormone, RX Text--Hormone (NAACCR)	6
RX Summ--Other, RX Text--Other (NAACCR)	4
Text--Dx Proc--Path, Diagnostic Confirm (NAACCR)	75
Text--Histology Title (NAACCR)	63
Text--Primary Site Title (NAACCR)	62

Detailed Edit Report on Individual Abstracts

Record No in File: 1 System Assigned ID: 33389 Total Errors: 3
Patient's Name: HINKLE, PINKIE Social Security: 111115022
Status: New Submission
Errors:

1. Edit: Text--Primary Site Title (NAACCR)
Type: Error
Message: Text--Primary Site Title must not be blank
Field(s): Text--Primary Site Title
Value(s): <-blank->
2. Edit: RX Summ--Chemo, RX Text--Chemo (NAACCR)
Type: Error
Message: If RX Summ--Chemo = 03, RX Text--Chemo cannot be blank
Field(s): RX Summ--Chemo , RX Text--Chemo
Value(s): 03, <-blank->
3. Edit: RX Summ--Hormone, RX Text--Hormone (NAACCR)
Type: Error

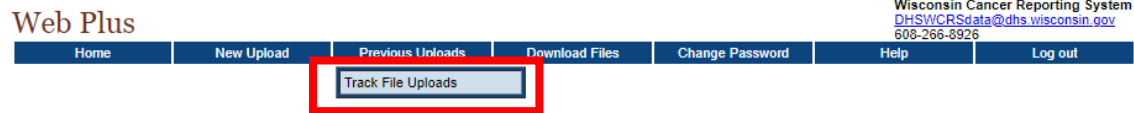


Even if your bundle has errors, do not attempt to correct and resubmit it.
WCERS will contact you if we would like you to resubmit a bundle.

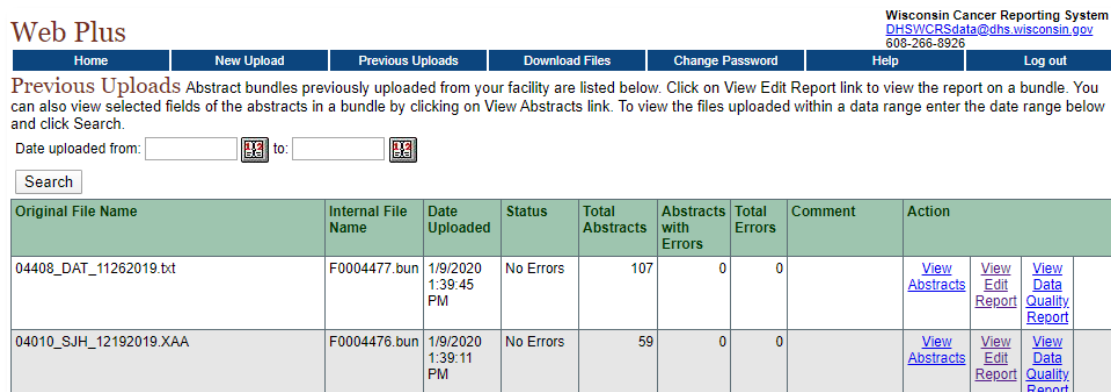
View Previous Uploads and Edit Reports

To view files you have previously uploaded and their edit reports, follow these steps.

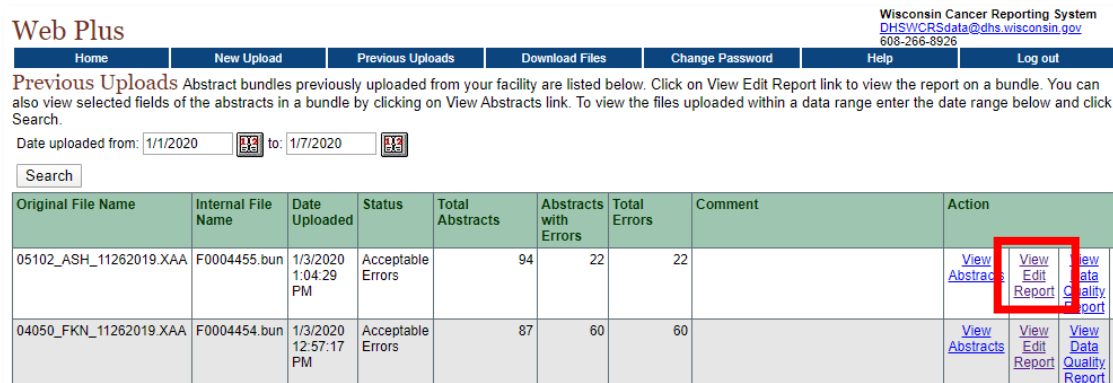
1. As File Uploader, on the Web Plus menu, Go to **Previous Uploads**, then click **Track File Uploads**.



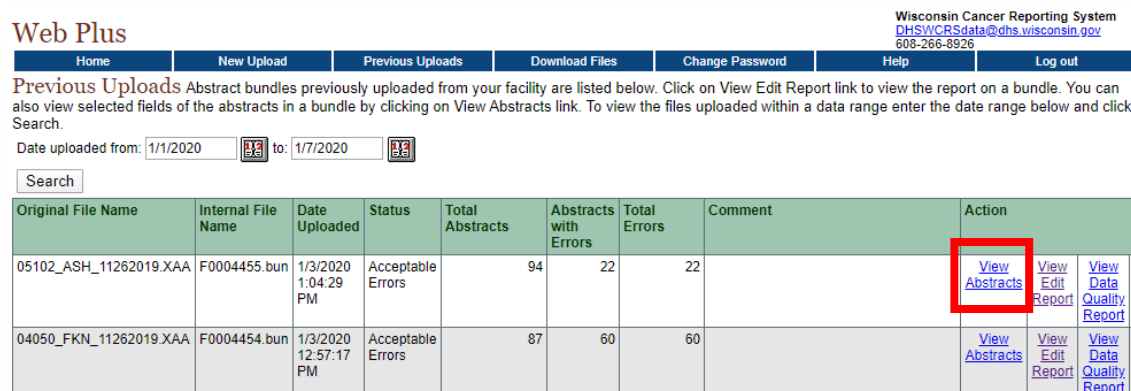
Result: The **Previous Uploads** screen appears.



2. You can filter your results to certain dates if you would like. To view the edit report for a bundle, click **View Edit Report**. The Edit report will open in a new window.



3. 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.



Download Files

To download a file that has been uploaded by WCRS to your facility, follow these steps.

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

Web Plus

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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](#)

Result: The File Uploader screen and main menu appears.

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

Choose one of the above options to proceed.

2. Click on the **Download Files** menu item.

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

Choose one of the above options to proceed.

Result: The **Download File** page opens.

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

3. Locate the file you would like to download, and click the **Download** link in the **Action** column.
4. Browse to the location on your computer or network where you would like to save the file, and click **Save**.