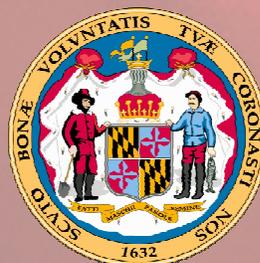


Maryland Cancer Registry

Web Plus User's Manual:
Uploading Files

March 2008



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Introduction to Web Plus

See the companion document **Introduction to Web Plus** for additional information on this application and setting up your computer. This document can be found at www.fha.state.md.us/cancer/registry/. Advantages to using Web Plus for file upload, and additional information on data security can be found in Appendix 1 of that document

Web Plus for File Uploaders

This user's manual is intended to give Maryland reporting facilities an overview of using Web Plus to upload files for reporting cancer and central nervous system tumors to the Maryland Cancer Registry (MCR).

This manual is designed for facilities that have been set up in Web Plus as a File Upload facility. Please contact the MCR Technical Help Line at 1-888-662-0016 or 301-315-5990 if you do not have a user account for Web Plus or if you need additional information (See Page 13).

Selecting Your Facility Error Level Threshold

The default acceptable maximum error threshold is 10% (that is, the MCR will reject bundles that have over 10% errors). The MCR can set your facility error threshold LOWER than 10% so that bundles with *fewer* errors will be rejected. Contact the MCR Technical Help Line at 1-888-662-0016 or 301-315-5990 (see page 13) to have Westat set your threshold lower.

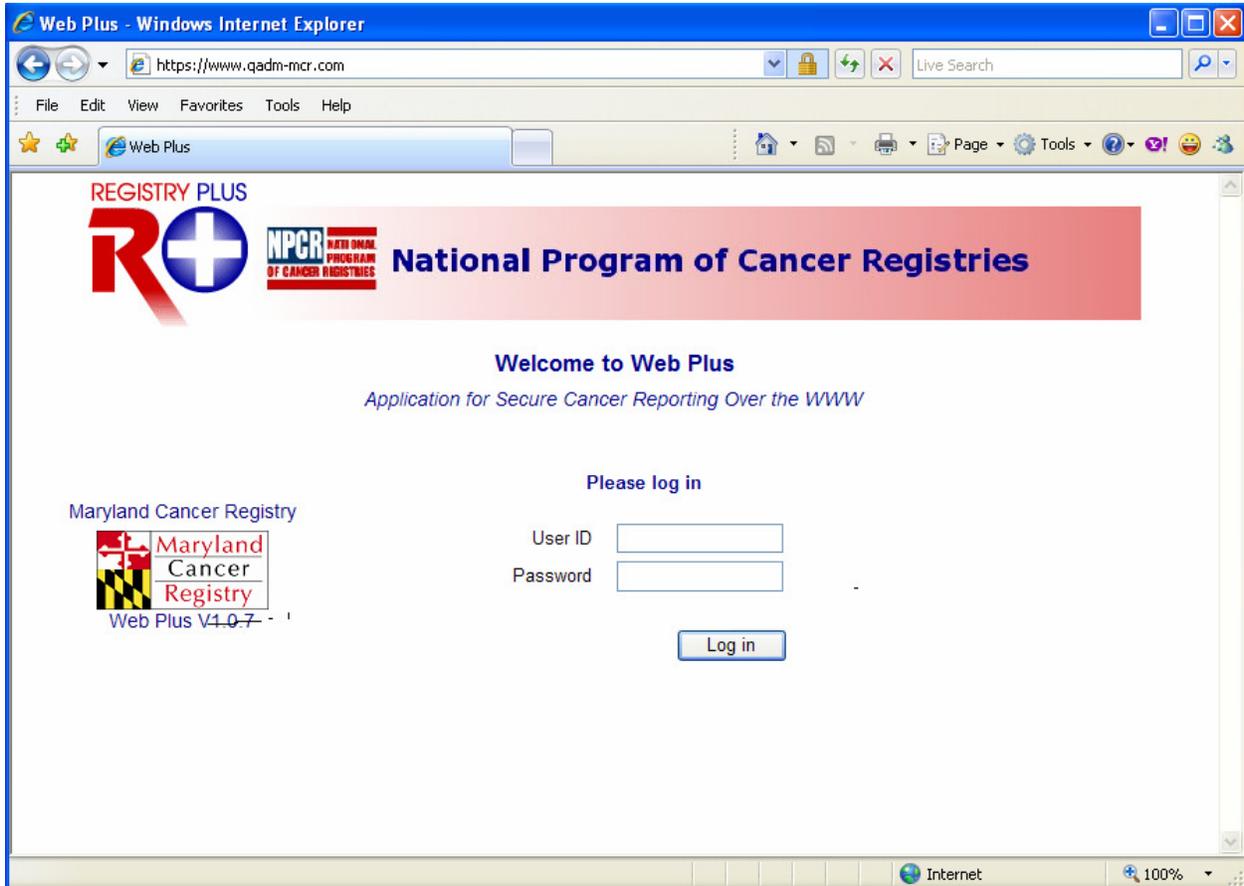
Logging in

Step 1: Open an Internet Browser then type **https://www.qadm-mcr.com** in the Address Bar.

Step 2: A Security Alert window may appear. This is to alert you that the Web site you are about to enter is secure and cannot be viewed by others (SSL). Click **Yes** to proceed.

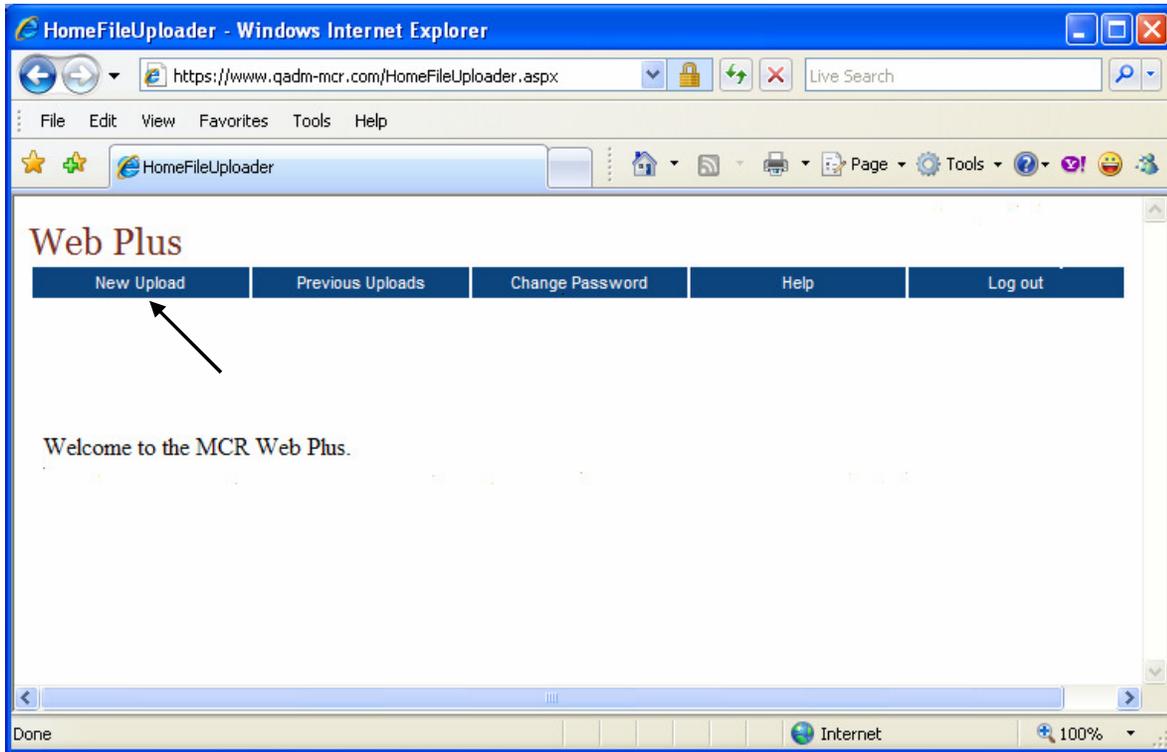


Step 3: This will bring you to the Web Plus Log-in page. Type in your assigned unique user ID in the text box to the right of *User ID*, and your *Password* to the right of Password. Click *Log in*. This brings you to the Home Page of Web Plus.

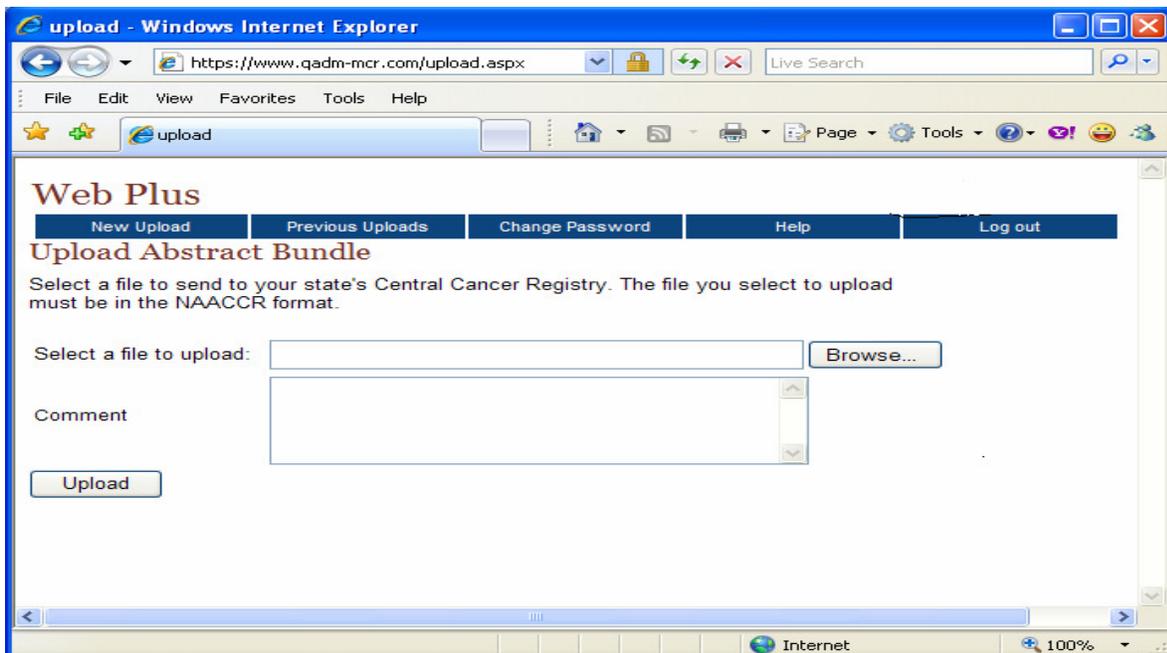


Uploading a file

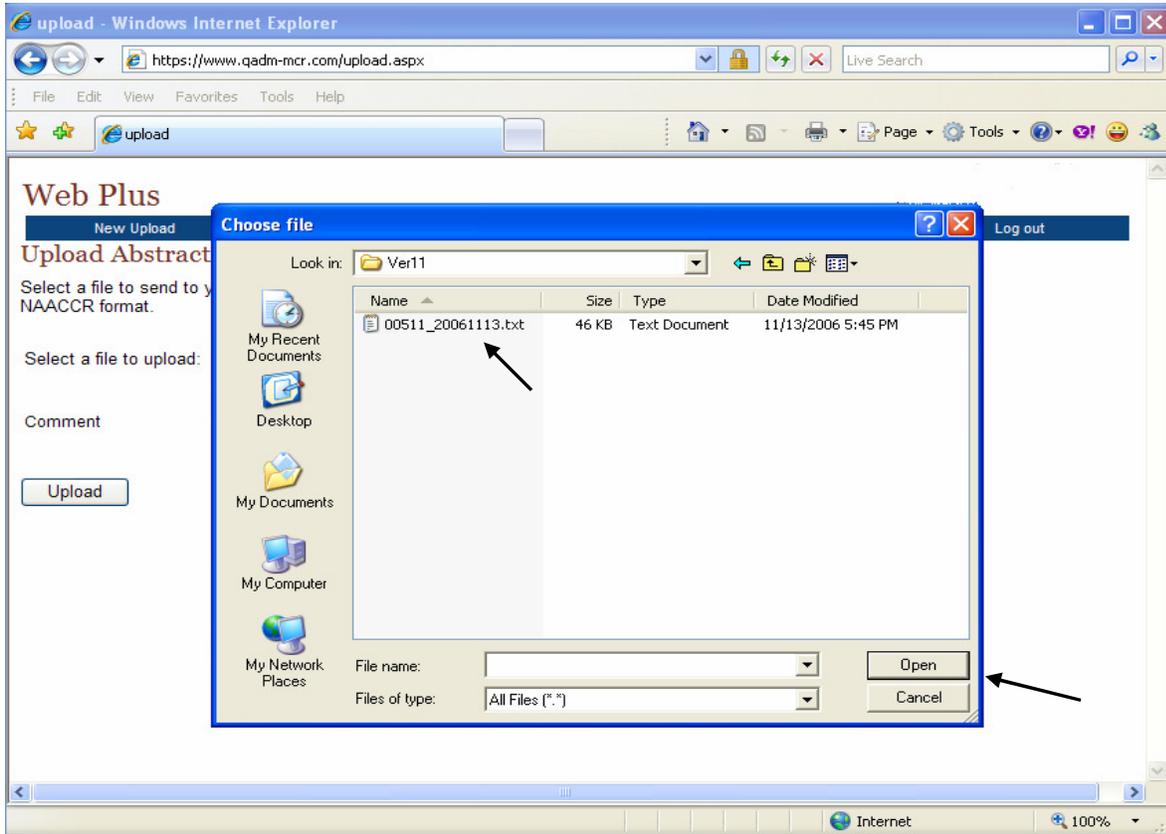
Step 1: This screen is the Home Page of Web Plus. Click **New Upload** menu on the top navigation bar to upload your file.



Step 2: From the **Upload Abstract Bundle** window, click **Browse**.



Step 3: Locate the file you extracted from your facility registry software system. Left click on the file then click *Open*. This will bring you back to the *Upload Abstract Bundle* window as shown in the following illustration. The selected file name will appear in the text box to the right of *Select a File to Upload*. If you would like then you can use the *Comment* box to send us a comment about the file.



Step 4: Click *Upload*.

Step 4a: If the Web Plus has been set to run EDITS at the time of uploading (which is the default setup all the time) then every record being uploaded passes through the edits check. In the following screen each number represents the record number in the file being uploaded. Numbers in Green represent error free records and numbers in Red represent those records that didn't pass MCR defined edits.

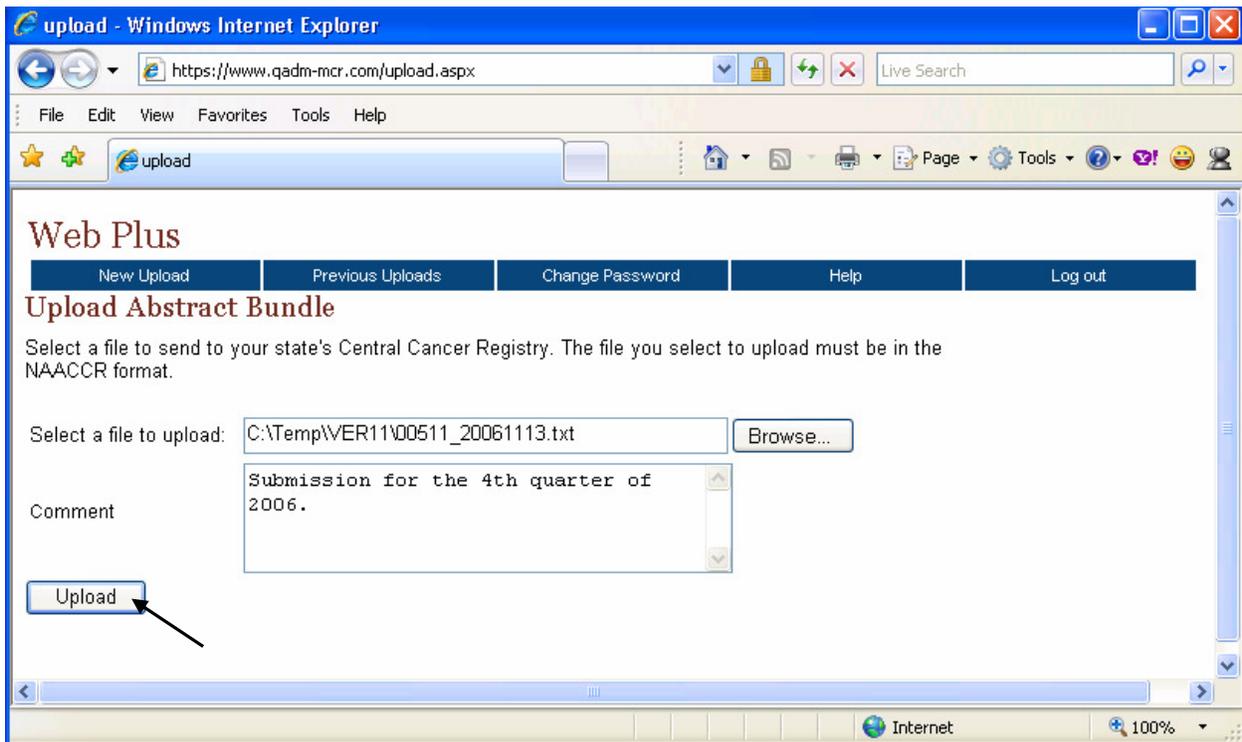
Step 4b: The Edit Report pops up in a separate window on your screen. You should go through the report to see the specific edit errors.

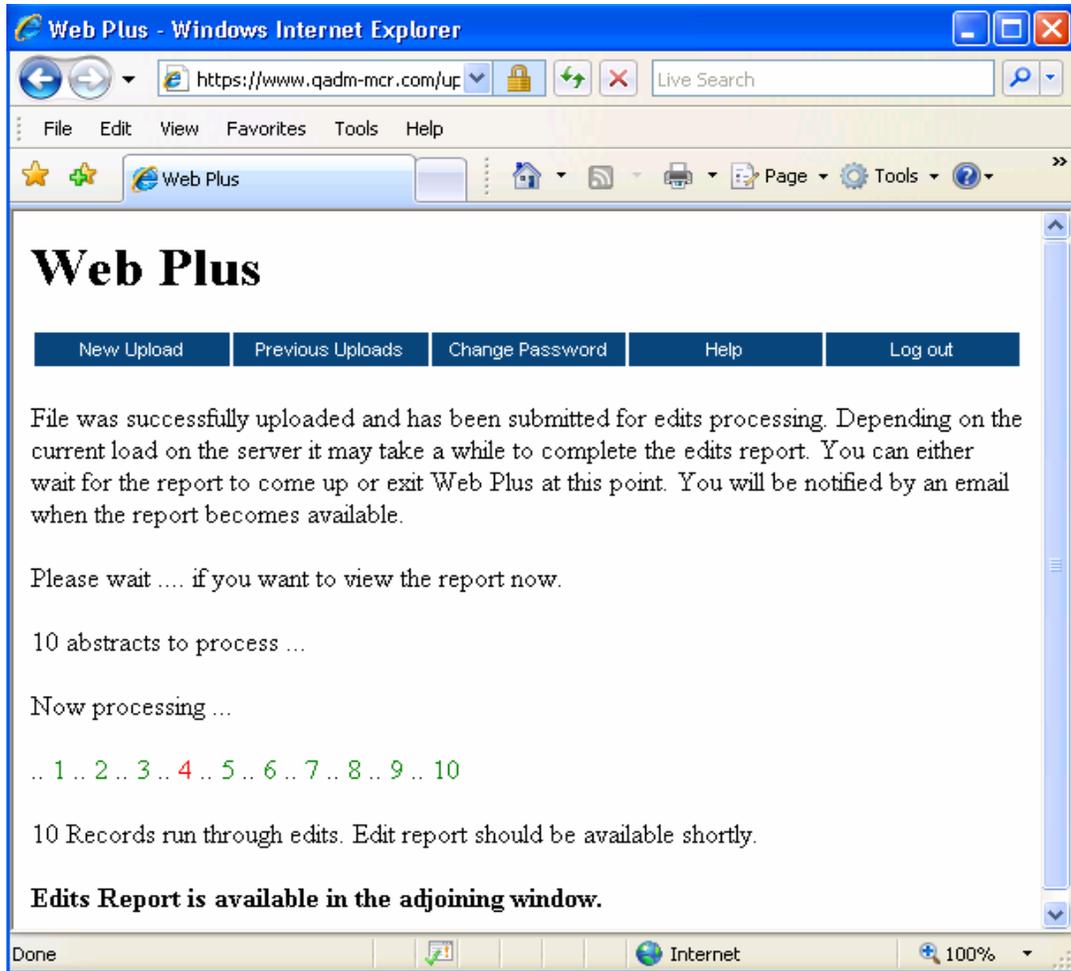
IMPORTANT

Step 4c: IF the bundle had errors that **EXCEEDED** the error threshold set for your facility, the bundle will be marked as **Rejected**. Go to your facility registry software system such as MRS, Oncolog, etc., **correct the errors and RESUBMIT** the file to Web Plus.

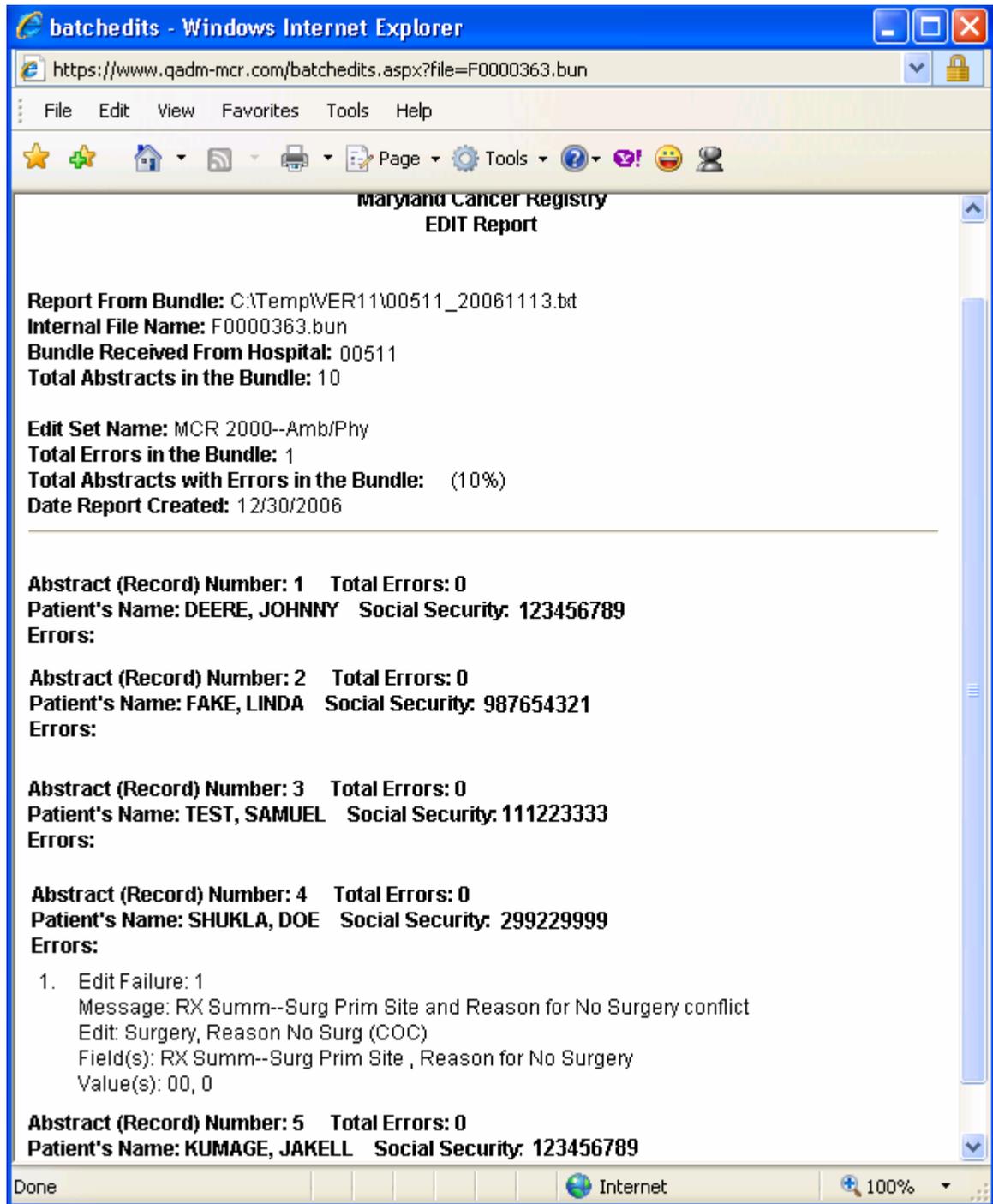
OR

IF the bundle had **NO errors**, or errors that did **NOT EXCEED** the error threshold set for your facility, the MCR Web Plus **ACCEPTED** the bundle. See Page 13 for Important Information about Status, Error Correction, and File Resubmission.

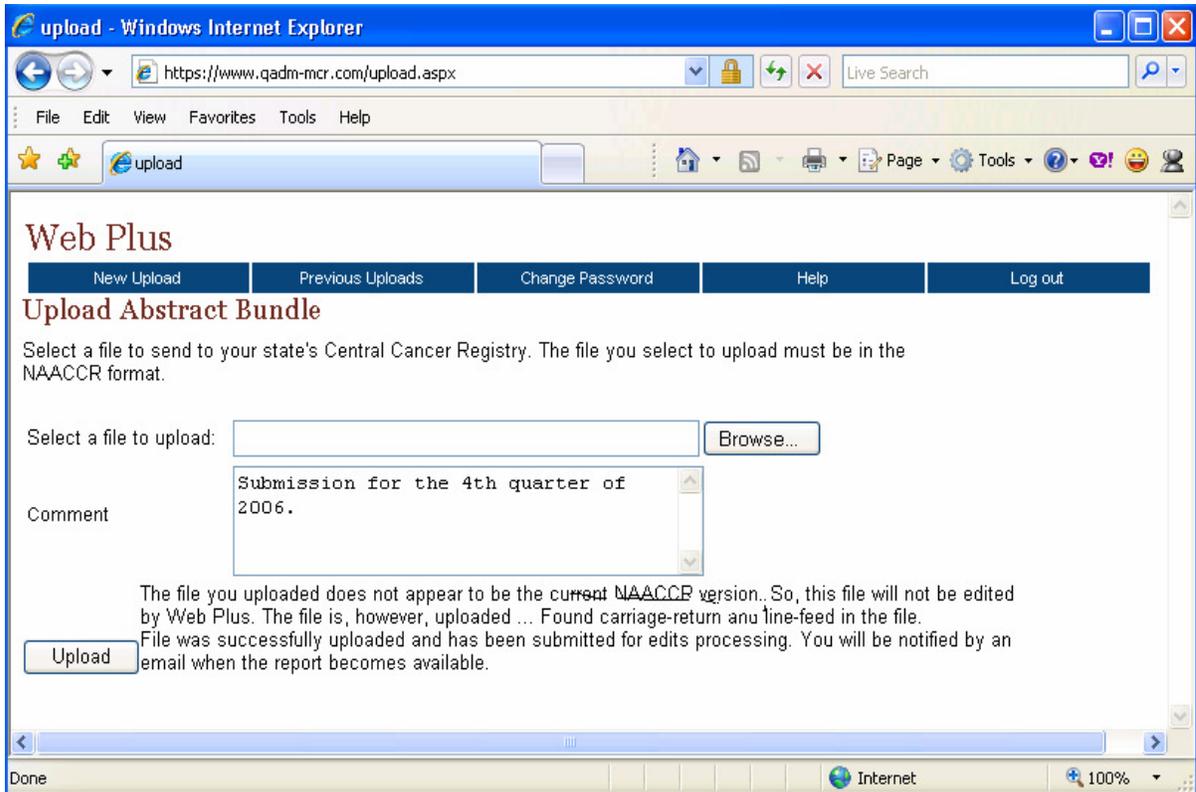




The Edits Report looks like following screen shot (using TEST data):



Step 4d: If your file was unsuccessfully uploaded, you will receive a message alerting you that the file was not uploaded.



Step 4e: Verify that the file you are uploading is in current and proper NAACCR format and repeat Step 5 through Step 7.

Important! Web Plus will only accept files in current NAACCR record format. The current versions used by MCR as of March 2007, are NAACCR record layout versions 10 or 11.

Step 5: Click **Log out** on the top navigation bar to exit Web Plus.

Upload History

The *Previous Uploads* menu in Web Plus allows you to see a history of all bundles submitted to the MCR using Web Plus. Within this menu, you are able to view the following:

- The original file name along with the location the file resided on your computer
- The internal file name that Web Plus has assigned to the file
- NAACCR Version
- The date and time the file was uploaded
- The **Status of the file**, whether the bundle was uploaded but Edits not run (**Bundle Uploaded**) or was run through the Maryland EDITS program and either had **No Errors, Acceptable Errors or was Rejected**
- Total number of abstracts submitted in the bundle
- Number of abstracts with errors
- Total number of errors combined
- Comment
- Action: View the abstracts or View Edit report (Refer to the Edit Errors Correction section of this manual)

1. To view previous uploads:

From the top navigation bar of Web Plus, click on the *Previous Uploads* button.

The screenshot shows the 'Web Plus' interface in Internet Explorer. The 'Previous Uploads' button is selected in the navigation bar. Below the navigation bar, there is a section titled 'Previous Uploads' with a brief description. A table lists the following data:

Original File Name	Internal File Name	NAACCR Version	Date Uploaded	Status	Total Abstracts	Abstracts with Errors	Total Errors	Comment	Action
C:\Temp\WER11\J0511_20060103.bt	F0000362.bun	B	3/1/2006 1:23:00 PM	Bundle Uploaded	7	Unknown	Unknown		View Abstracts
C:\Temp\WER11\J0511_20061113.bt	F0000365.bun	A	12/30/2006 2:45:00 PM	Acceptable Errors	10	1	1	Submission for the 4th quarter of 20	View Abstracts View Edit Report

Important Information about Status, Error Correction, and File Resubmission

IF the bundle had errors that **EXCEEDED the error threshold set for your facility**, the bundle will be marked as Status: **Rejected**.

- Go to your facility registry software system (e.g., MRS, Oncolog), **correct the errors and RESUBMIT** the file to Web Plus by uploading the file again. It will run through edit checks again and you will see it as a new bundle submitted with a new Status and new error numbers.

OR

IF the bundle had **no errors, or errors that did NOT EXCEED the error threshold set for your facility**, the bundle will be marked as either Status: **No Errors** or Status: **Acceptable Errors**.

- You may View Abstracts or View Edit Report with the edit errors.
- You may call the MCR and have your error threshold changed (for example you may want 0% errors instead of the default of accepting files with 10% errors) so that your future bundles will be rejected if they have more than that percent of errors.
- Please note that since the MCR Web Plus has already **ACCEPTED** your bundle, you **should NOT resubmit** the same bundle *without* prior approval from MCR. You may, however, correct your errors in your facility's commercial registry software system (e.g., MRS, Oncolog). The MCR will contact you, if necessary, about your errors, or you may call the MCR Technical Help Line at 1-888-662-0016 or 301-315-5990 (page 13).

2. To view abstracts submitted in a bundle:

From the *Previous Uploads* window, click on the *View Abstracts* hyperlink to the right of the file bundle you wish to view.

This will bring up the *View Abstracts* in Bundle window. In this window, you are able to view:

- Total abstracts
- Abstracts with errors
- Total errors in bundle
- Patient's last name
- Patient's first name
- Patient's birth date
- Medical record number
- Hospital ID
- Primary site

Web Plus

New Upload
Previous Uploads
Change Password
Help
Log out

View Abstracts in Bundle

Abstract Bundle: 00511_20061113.txt, Bundle ID:F0000365.bun

Total Abstracts: 10

Abstracts with errors: 1

Total errors in bundle: 1

LastName	FirstName	BirthDate	MedRecNum	AccNumHosp	PSite
DEERE	JOHNNY	12/02/1925	053143	200500004	C777
FAKE	LINDA	12/19/1926	329393	200500005	C714
TEST	SAMUEL	01/19/1979	333534	200600032	C504
SHUKLA	DOE	11/14/1950	035552	200600140	C446
KUMAGE	JAKELL	02/13/1939	128420	200600150	C444

3. To view edit report:

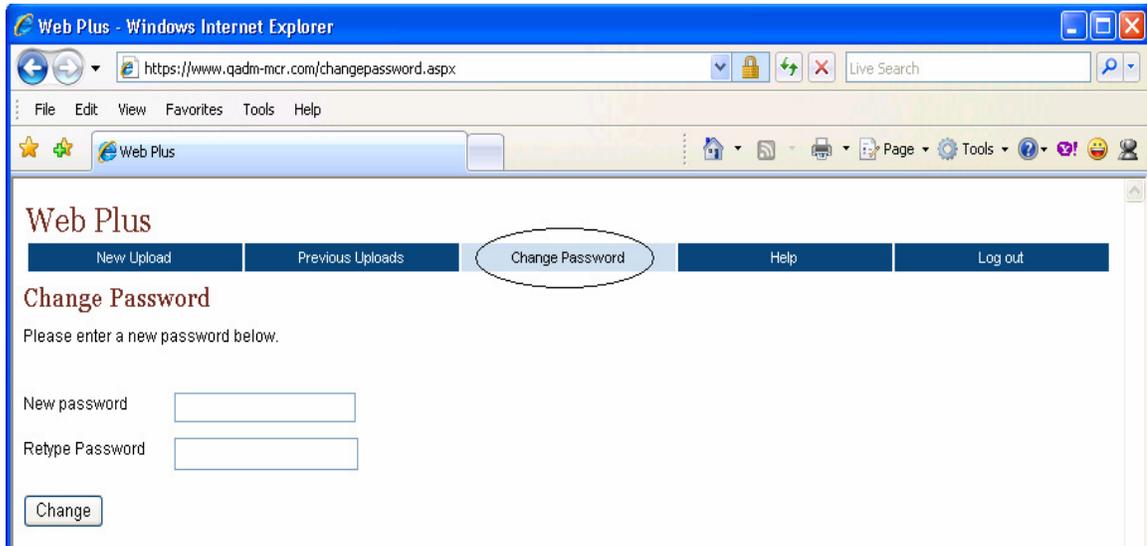
From the *Previous Uploads* window, click on the *View Edit Report* hyperlink to the right of the file bundle you wish to view.

This will bring up the *Edit Report* window (see page 7). In this window, you are able to view the total abstracts, reporting facility ID, date edit report was created, and detailed errors for each patient, if any errors exist. If there are errors on the report, you may print this report and correct the data accordingly in your facility registry software system and, **if the bundle was Rejected**, you may resubmit the bundle with 0 errors by following the steps in the Uploading a File section.

Changing Your Password

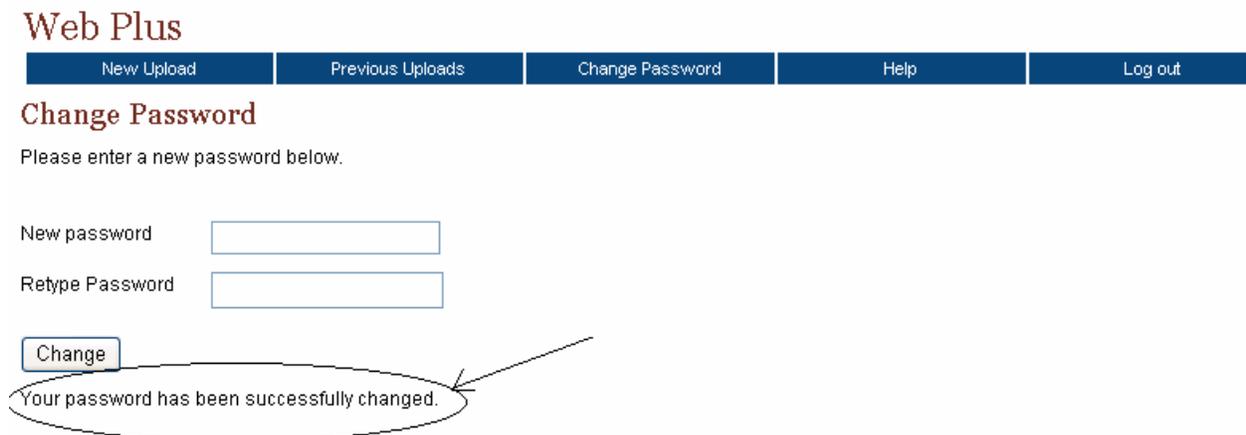
To change your existing password:

Step 1: From the top navigation bar of Web Plus, click on the *Change Password* menu.



Step 2: Type your new password in the text box to the right of *New Password*. Repeat and type your new password in the text box to the right of *Retype Password*.

Step 3: Click on *Change*. You will see a message, "Your password has been successfully changed."



Contractor, Technical Support, and Assistance

Westat in Rockville Maryland is the MCR contractor for data collection, data management, and quality assurance for the Maryland Cancer Registry. Web Plus is housed at Westat..

For technical support and assistance, please contact the following number for technical assistance and support:

**Maryland Cancer Registry
Westat – MCR QA/DM
Technical Help Line
1-888-662-0016 or 301-315-5990
MCRTechnicalHelp@Westat.com**

The technical support line is available Monday through Friday, from 8 a.m. to 5 p.m.

To contact Westat or your assigned Westat Field Representative:

Westat - MCR QA/DM
1500 Research Blvd., TB 150F
Rockville, MD 20850-3195
Phone: 301-315-5990
Fax: 240-314-2377

Questions and inquiries may also be addressed to:
Maryland Cancer Registry
Maryland Department of Health and Mental Hygiene
Center for Cancer Surveillance and Control
201 West Preston Street, Room 400
Baltimore, MD 21201
Phone: 410-767-4055

Additional information is available at: <http://www.fha.state.md.us/cancer/registry>

References

Web Plus: <http://www.cdc.gov/cancer/npcr/tools/registryplus/wp.htm>

Registry Plus: <http://www.cdc.gov/cancer/npcr/tools/registryplus/>

The services and facilities of the Maryland Department of Health and Mental Hygiene (DHMH) are operated on a non-discriminatory basis. This policy prohibits discrimination on the basis of race, color, sex, or national origin and applies to the provisions of employment and granting of advantages, privileges, and accommodations.

The Department, in compliance with the Americans with Disabilities Act, ensures that qualified individuals with disabilities are given an opportunity to participate in and benefit from DHMH services, programs, benefits, and employment opportunities.



Maryland Cancer Registry

**Center for Cancer Surveillance and Control
Maryland Department of Health and Mental Hygiene
201 West Preston Street, Room 400
Baltimore, MD 21201**

**410-767-4055
410-333-5218--fax**

<http://www.fha.state.md.us/cancer/registry>