



School of Medicine
University of Missouri



MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**

WEB PLUS OVERVIEW

MISSOURI CANCER REGISTRY
AND RESEARCH CENTER

1020 Hospital Drive, Columbia, MO 65211
Phone: 800-392-2829 or 573-882-7775 Fax: 573-884-9655
Website: <https://cancerregistry.missouri.edu/>

Acknowledgements: Missouri Cancer Registry and Research Center is housed on the campus of the University of Missouri in Columbia, Missouri. The Missouri Cancer Registry and Research Center (MCR -ARC) is supported in part by a cooperative agreement between the Centers for Disease Control and Prevention (CDC) and the Missouri Department of Health and Senior Services (DHSS) (NU58DP007130-01) and a surveillance contract between DHSS and the University of Missouri. Missouri is a Research state for SEER.

OBJECTIVES

INTRODUCTION

THE BASICS

CREATING AN ABSTRACT

ADDING DATA TO ABSTRACT

RELEASING ABSTRACT



INTRODUCTION

- What is Web Plus? Web Plus is a web-based application that collects cancer data securely over the public internet.
- The process of creating an abstract, entering data, and ultimately releasing it to the central registry can all be done here. After you create an abstract, you can save it at any point and return it to your work later. You can release the abstract to your central registry only after you have completed it and eliminated any errors it may contain.



THE BASICS

Login:

- 1) Open the internet browser
- 2) Type MU Web Plus Login
- 3) Enter username & password
- 4) Web Plus homepage opens with a list of links to facilities and roles that have been assigned to you
- 5) Browse Web Plus menu options.

WebPlus Menu Options

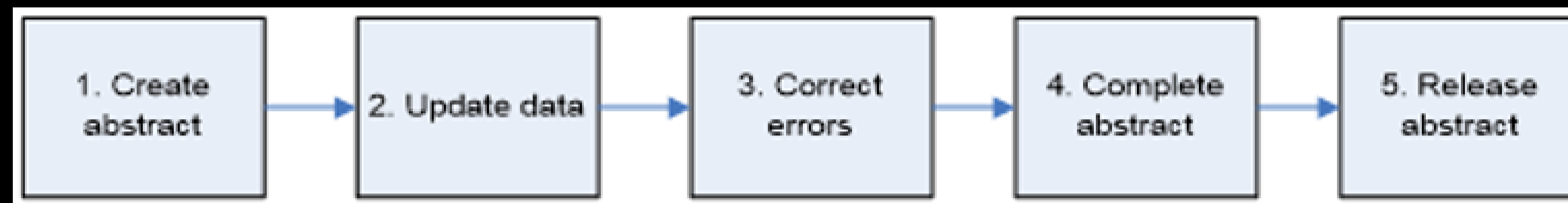
Menu option	Description
Home	Opens the user's home page, which displays a list of links for the facilities and roles that have been assigned to you; to work on abstracts of a particular source, click on the link for the type of abstract
New Abstract	Opens the data entry page for a new abstract
Find/Open Abstract	Opens the page to search for existing abstracts
Release Abstracts	Opens the page that lists all abstracts that are completed and ready for release
Reports	Opens the page that lists the reports available for viewing
Change Password	Opens the change password page
Help	About - Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information
Log out	Logs the user out of Web Plus; opens Web Plus Log in page



CREATING AN ABSTRACT

Generating an abstract includes the following steps (Overview of the Process):

- 1) Create an abstract with the patient's name & social security number and save
- 2) Enter codes using the codes supplied by the Web Plus application and text in the data entry fields
- 3) Correct errors
- 4) After all data is entered & corrected, save the abstract and the system will designate your new abstract as complete
- 5) Release the completed abstract to the central registry



To enter the data, you need to go to the Data Entry page. To open the Data Entry page follow these steps:

Web Plus

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

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Click on **New Abstract**; the Data Entry page will open

Web Plus

Any State Cancer Registry
[Registry Contact Name](#)
999-999-9999

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Enter new abstract

Add/View Comment Run Edits Session time left: 188 minutes

All data items marked with an asterisk (*) are required.

PATIENT IDENTIFICATION

Abstractor *	<input type="text" value="lmt"/>	
AccNumHosp	<input type="text"/>	
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Maiden Name	<input type="text"/>	
nameBirthSurname	<input type="text"/>	
Alias	<input type="text"/>	
Social Security Number	<input type="text"/>	
Number and Street Name of Patient	<input type="text"/>	
Address at Dx	<input type="text"/>	
Supp Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip Code	<input type="text"/>	
County	<input type="text"/>	
Race 1	<input type="text"/>	
Race 2	<input type="text"/>	
Race 3	<input type="text"/>	
Race 4	<input type="text"/>	
Race 5	<input type="text"/>	

Edit Errors Help

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help Icons

Special Code Lookup icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Print Preview

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

- First step is to click on the reporting option applicable to your facility
- On Web Plus Menu, click New Abstract
- When you open it, the page has two main sections. The box on left contains fields where you enter your case information. The box on right contains the Help and Edit Errors tabs. In addition, there are two buttons to the right (Add/View Comment and Run Edits), a printer icon, and information on the time left in the session (inactivity causes the session time left to decrease).
- The Abstractor field is pre-filled with your Abstractor ID
- In Patient Identification, type the last name and press enter, and then the next field will be highlighted for you to move on to
- Once you've entered the data and clicked to save your work, the system will display edit errors. Notice that the Edit Errors tab is automatically opened on the right and displays the total number of and details of the edit errors contained in the abstract.



Entering Data:

- Clicking on the down arrow associated with a field will open the dropdown list; make a selection and the value will populate the field and the list will close
- Other helpful icons to look for when entering data

PATIENT IDENTIFICATION

Last Name: THOMAS
 First Name: LILY
 Middle Name: M
 Maiden Name:
 Alias: SUE
 Social Security No.: 111115435
 Birth Date: 19670523
 Birth Date Flag:
 Sex:
 Race 1:
 Hispanic Ethnicity:

PATIENT ADDRESS

Number and Street:
 Supp Address:
 City:
 State:
 Zip Code:
 County:

CANCER IDENTIFICATION

Date of 1st Contact:

Sex

1 Male
 2 Female
 3 Other(intersex,disorder of sex development/DSD) 'Hermaphrodite'is obsolete)
 4 Transsexual, NOS
 5 Transsexual, natal male
 6 Transsexual, natal female
 9 Not Stated/Unknown

Icon	Description	Click the icon to . . .
	Special Lookups	open a listing of codes and terms to choose from. Find the term that best applies and click on the code to the left of the term. When a specific code is clicked, it is automatically filled into the abstract for the data item.
	Calculate Field Value	calculate a value for a field from values in other fields (for example, when date of birth and date of diagnosis are entered, age at diagnosis can be calculated)
	Context-sensitive Help	open Help page with the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information about the data item. Note: Context-sensitive Help is no longer being updated for new data items.
	Print Preview	open page that shows the fields and the content you have entered in your abstract; this page allows you to print a copy of your abstract.

To enter the data, you need to go to the Data Entry page. To open the Data Entry page follow these steps:

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

Home **New Abstract** Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Click on **New Abstract**; the Data Entry page will open

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

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Enter new abstract Add/View Comment Run Edits Session time left: 188 minutes

All data items marked with an asterisk (*) are required.

PATIENT IDENTIFICATION

Abstractor *	<input type="text" value="lmt"/>	?
AccNumHosp	<input type="text"/>	?
Last Name	<input type="text"/>	?
First Name	<input type="text"/>	?
Middle Name	<input type="text"/>	?
Maiden Name	<input type="text"/>	?
nameBirthSurname	<input type="text"/>	?
Alias	<input type="text"/>	?
Social Security Number	<input type="text"/>	?
Number and Street Name of Patient Address at Dx	<input type="text"/>	?
Supp Address	<input type="text"/>	?
City	<input type="text"/>	?
State	<input type="text"/>	?
Zip Code	<input type="text"/>	?
County	<input type="text"/>	?
Race 1	<input type="text"/>	?
Race 2	<input type="text"/>	?
Race 3	<input type="text"/>	?
Race 4	<input type="text"/>	?
Race 5	<input type="text"/>	?

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

Edit Errors Help

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help Icons

Special Code Lookup ? icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value ? icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help ? icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Print Preview

- Keep entering the data until you are finished and then click Save to save your work. If you are unsure about something, click the "?" icon next to the field you're in and read how the information should be entered.
- It is very important to SAVE regularly while abstracting. Web Plus does not automatically save an abstract. When you click SAVE, the Edit Errors tab will open on the right and a list of edit errors will appear in the window. You don't have to immediately fix the errors, as entering more information will clear many errors. Also, when clicking save, you will be taken to the top of the abstract (even if that is not where you were last entering information).
- Comments can be entered at any time while working on the abstract. When the abstract is released, the comments will be available to central registry staff. To enter a comment, click on Add/View Comment.
- The comment window will open. Enter a comment and click Save. When there is information in the comment field, there will be an asterisk in the Add/View Comment button.

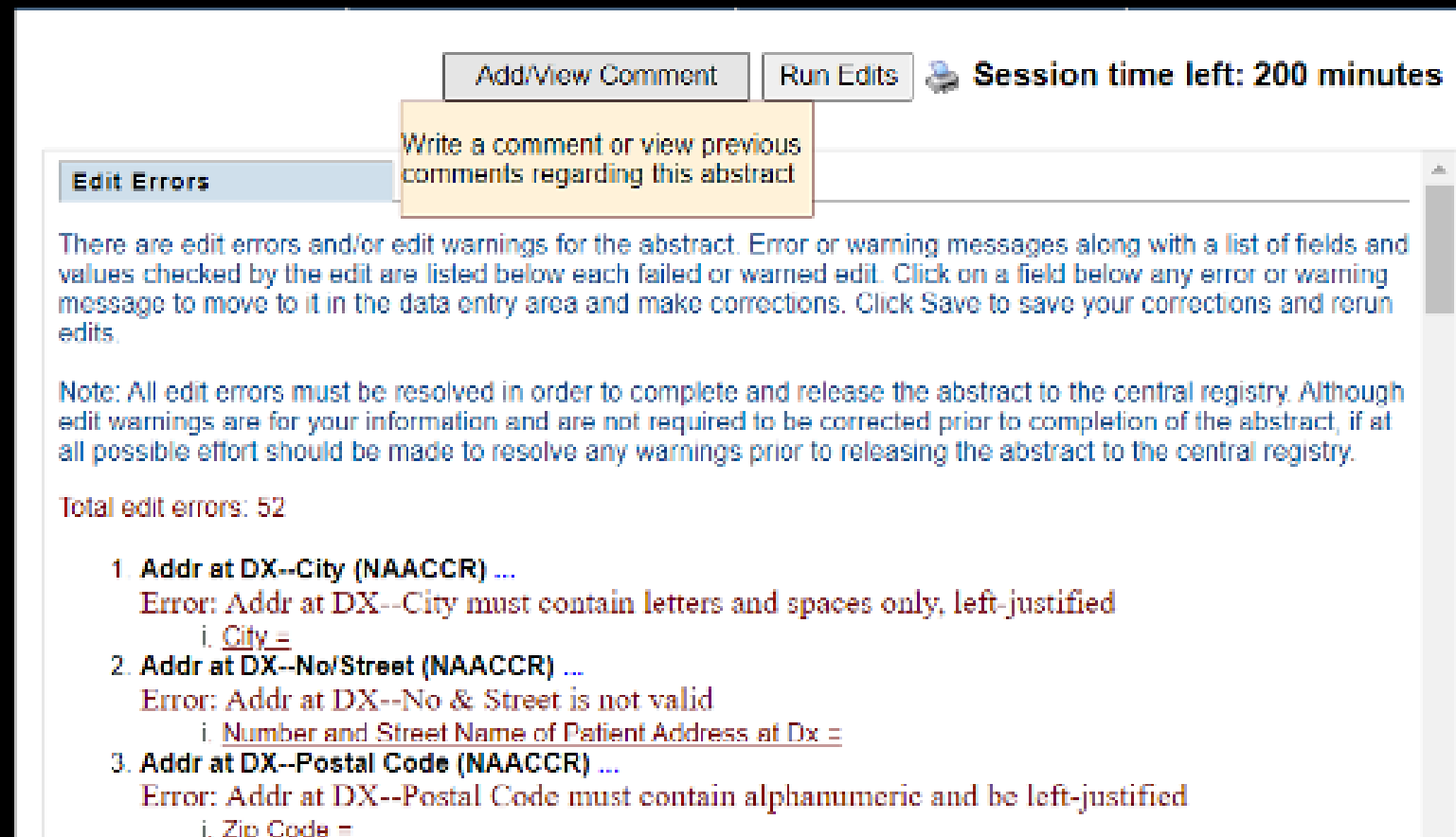


Commenting:

- Comments can be entered at any time while working on the abstract. When the abstract is released, the comments will be available to central registry staff. To enter a comment, click on Add/View Comment.
 - Information in the comment field will have an asterisk in the Add/View Comment button.

Print Preview:

- The Print Preview feature (the printer icon in the upper right corner, next to the Run Edits button) allows you to view all the fields and the content entered in the abstract. You can also print the abstract.
 - Click Print Preview. A separate window will open that displays the abstract



The screenshot shows the top navigation bar with buttons for 'Add/View Comment', 'Run Edits', and a printer icon. A tooltip for 'Add/View Comment' is visible, stating 'Write a comment or view previous comments regarding this abstract'. Below this is the 'Edit Errors' section, which contains a message about edit errors and a list of three specific errors related to address fields (City, No/Street, and Postal Code).

Session time left: 200 minutes

Edit Errors

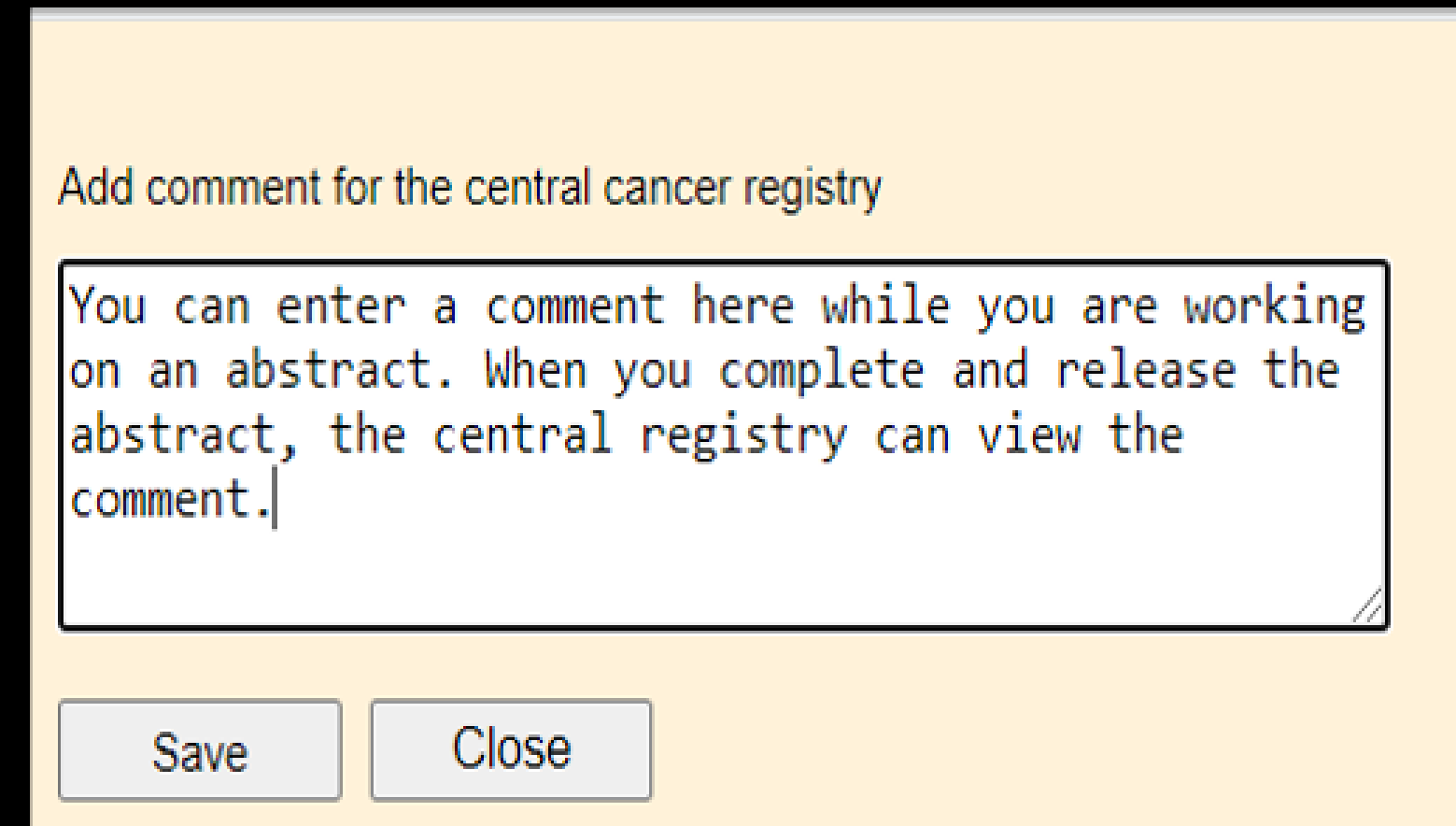
Write a comment or view previous comments regarding this abstract

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved in order to complete and release the abstract to the central registry. Although edit warnings are for your information and are not required to be corrected prior to completion of the abstract, if at all possible effort should be made to resolve any warnings prior to releasing the abstract to the central registry.

Total edit errors: 52

1. Addr at DX--City (NAACCR) ...
Error: Addr at DX--City must contain letters and spaces only, left-justified
i. City =
2. Addr at DX--No/Street (NAACCR) ...
Error: Addr at DX--No & Street is not valid
i. Number and Street Name of Patient Address at Dx =
3. Addr at DX--Postal Code (NAACCR) ...
Error: Addr at DX--Postal Code must contain alphanumeric and be left-justified
i. Zip Code =



The screenshot shows a dialog box titled 'Add comment for the central cancer registry'. It contains a text area with the text: 'You can enter a comment here while you are working on an abstract. When you complete and release the abstract, the central registry can view the comment.' Below the text area are two buttons: 'Save' and 'Close'.

Add comment for the central cancer registry

You can enter a comment here while you are working on an abstract. When you complete and release the abstract, the central registry can view the comment.

Save Close



Find/Open Abstract:

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

Home | New Abstract | **Find/Open Abstract** | Release Abstracts | Reports | Change Password | Help | Log out

The page to search for the abstract will open.

Find Abstract

To view a listing of all abstracts, click Find.
To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.
You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name Social Security Status Source

- Once an abstract has been started and saved, you can return to it later. On the home page, click on the appropriate facility source
- Click on Find/Open Abstract- the page to search for the abstract will open
- You have the option to search via name, partial name, SSN, partial SSN, status (incomplete, complete, or released), and source

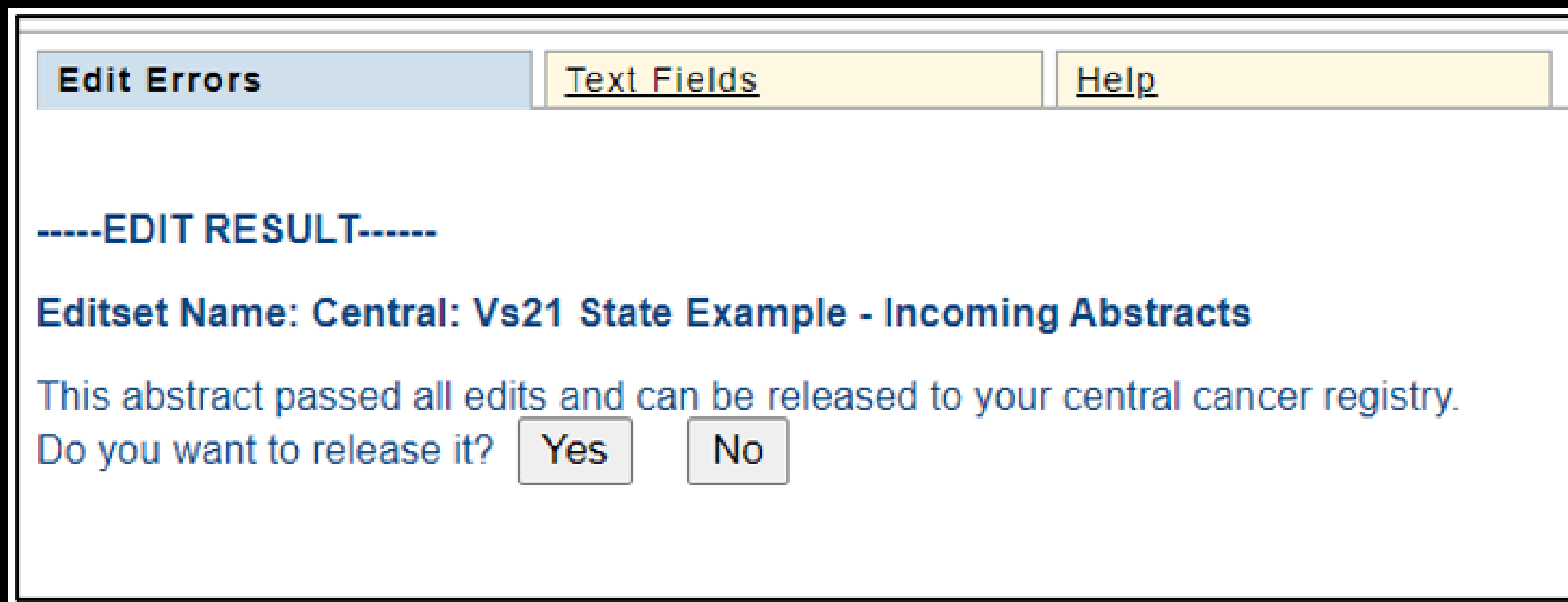


Status Values:

- Incomplete abstracts are those which are missing data and/or still have edit errors to be addressed
- Complete abstracts are those that have all required data and edit errors addressed but have not yet been released It is possible that an abstract with a status value of 'complete' may not be complete when opened. This can occur if there have been changes to the display type the abstract was created in, or if the display type of the abstract was changed to a different one.
- Released abstracts have been sent to the Central Registry, so are no longer editable but can be viewed



Releasing Abstracts:



The screenshot shows a web application window with three tabs: "Edit Errors", "Text Fields", and "Help". The "Text Fields" tab is active. Below the tabs, the text reads: "-----EDIT RESULT-----", "Editset Name: Central: Vs21 State Example - Incoming Abstracts", "This abstract passed all edits and can be released to your central cancer registry.", and "Do you want to release it?" followed by "Yes" and "No" buttons.

- Click Yes and release the abstract. After completion, you will get a message that the abstract has been released to the Central Registry.
- You may choose not to release the abstract at this point if you wish to complete more abstracts, have someone review the abstract before it is released, or if you want to release it all at once.

If you have any questions,
please call MCR Helpline
at 800-392-2829!