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/

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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.

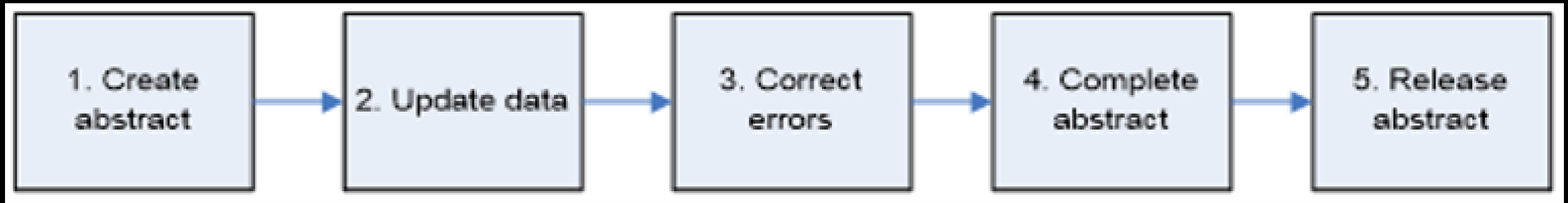
WebPlus Menu Options

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

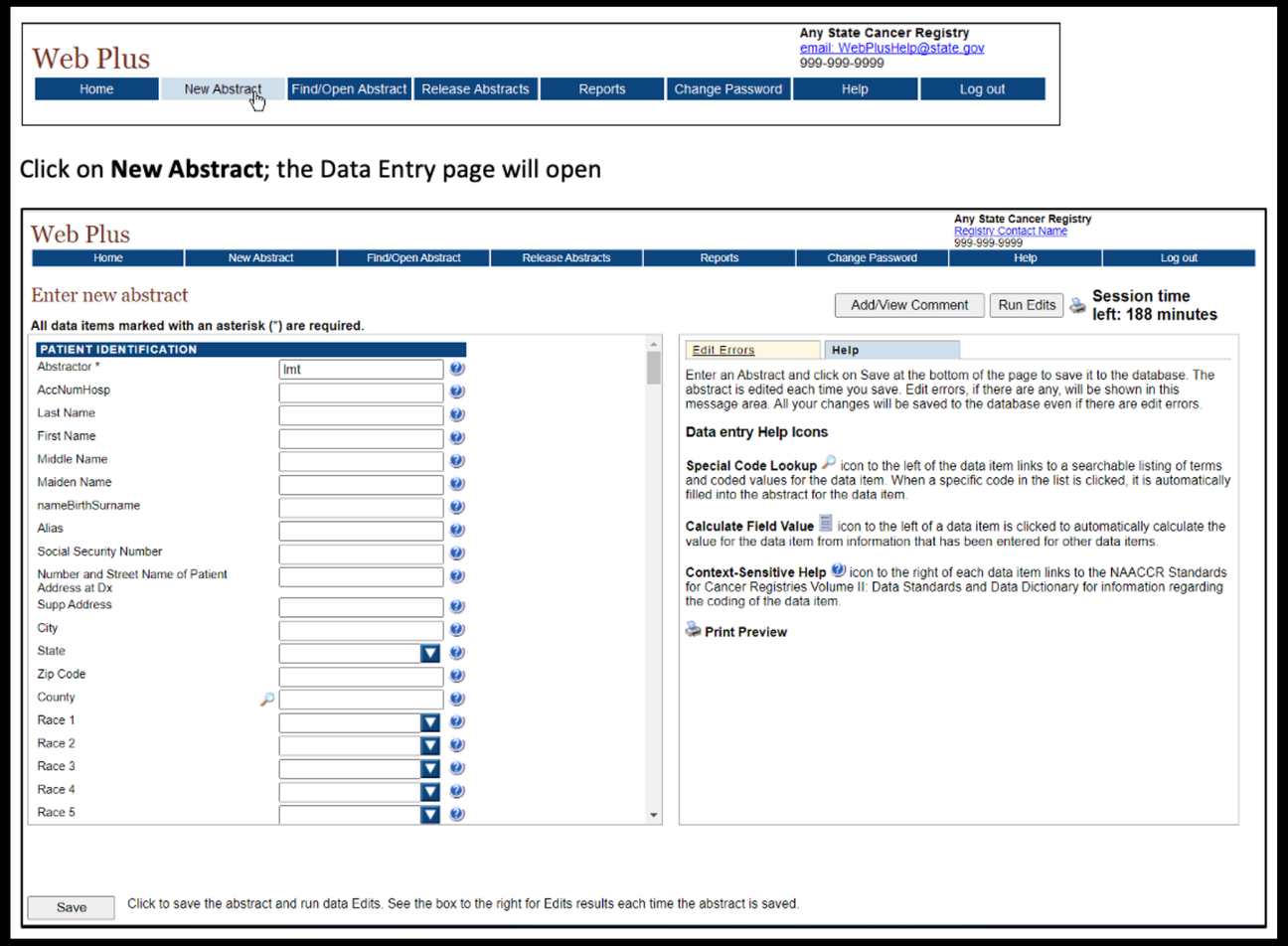
CREATING AN ABSTRACT

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



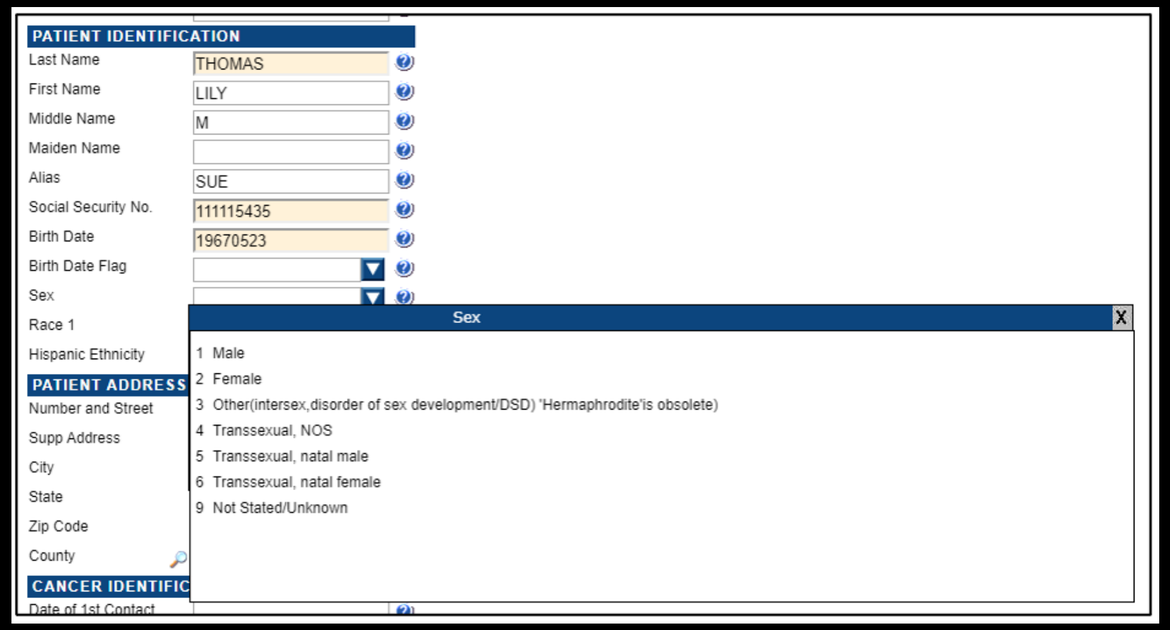
To enter the data, you need to go to the Data Entry page. To open the Data Entry page follow these steps:



- 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

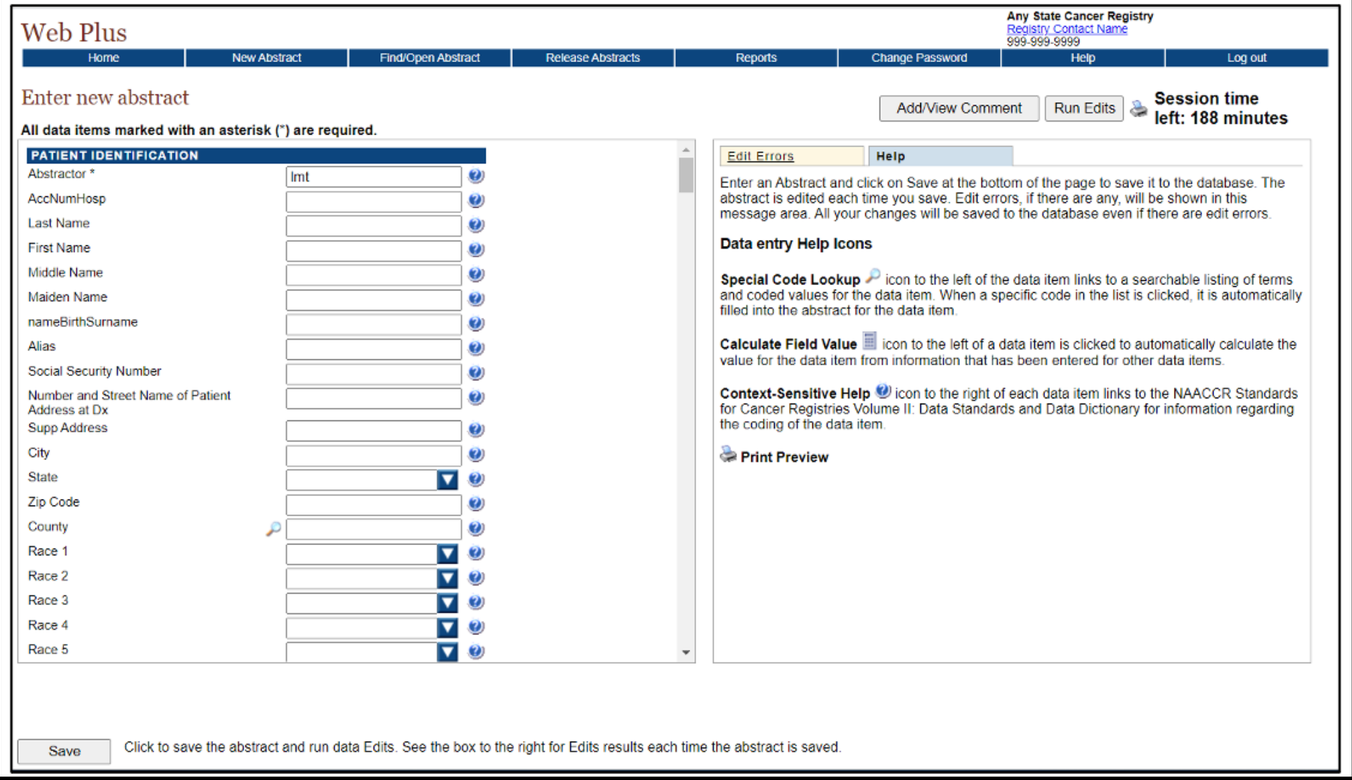


- Other helpful icons to look for when entering data

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:

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



- 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.

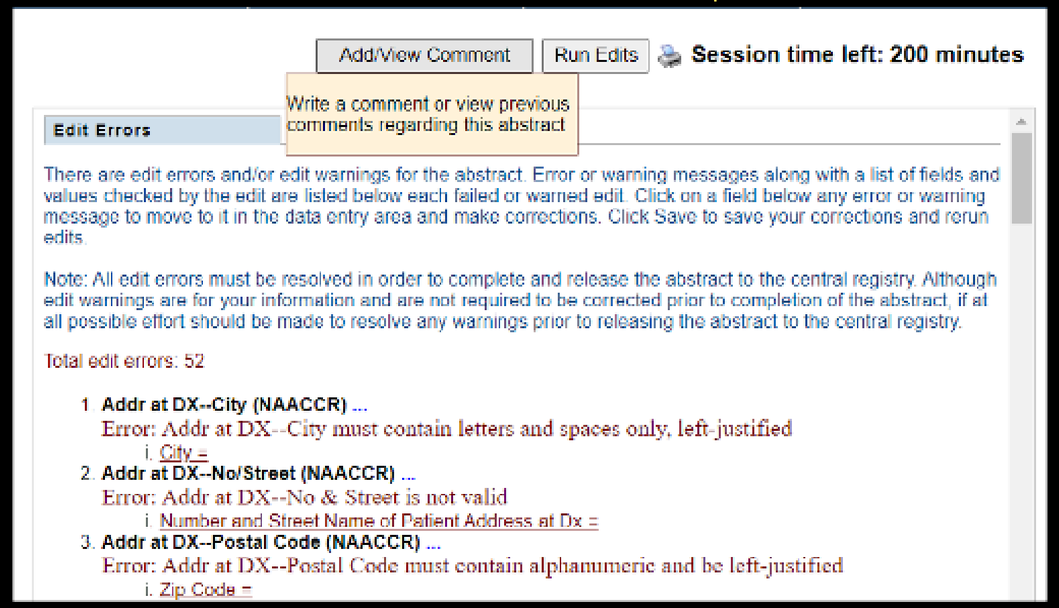
- The comment window will open. Enter a comment and click Save. When there is information in the comment field, there will be an asterisk in the Add/View Comment button.

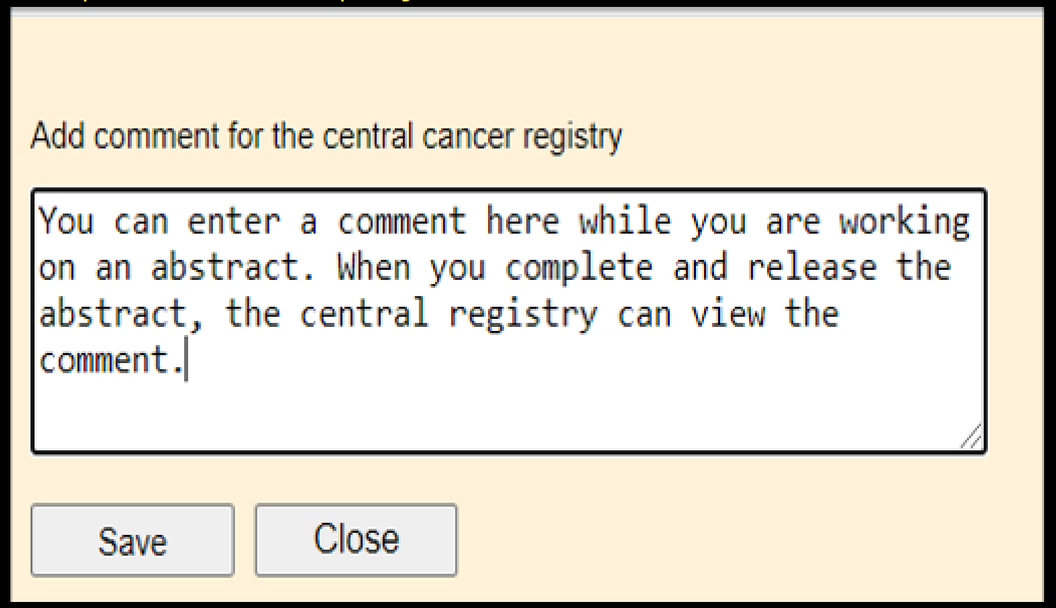
Commenting:

- 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.

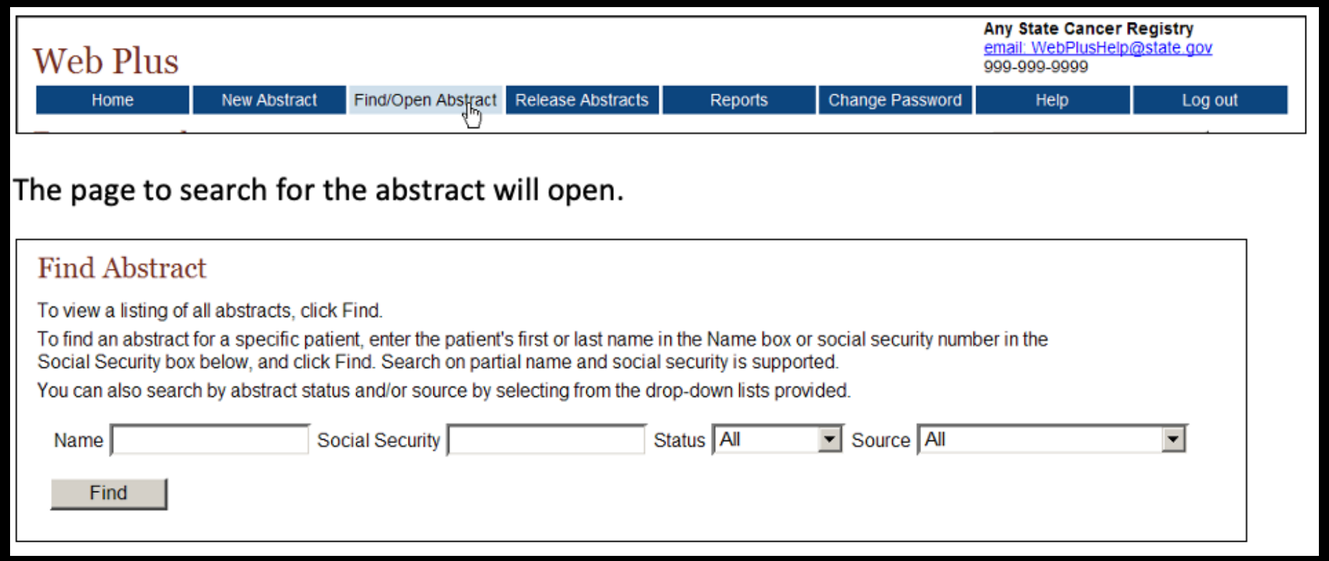
Print Preview:

- 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





Find/Open Abstract:

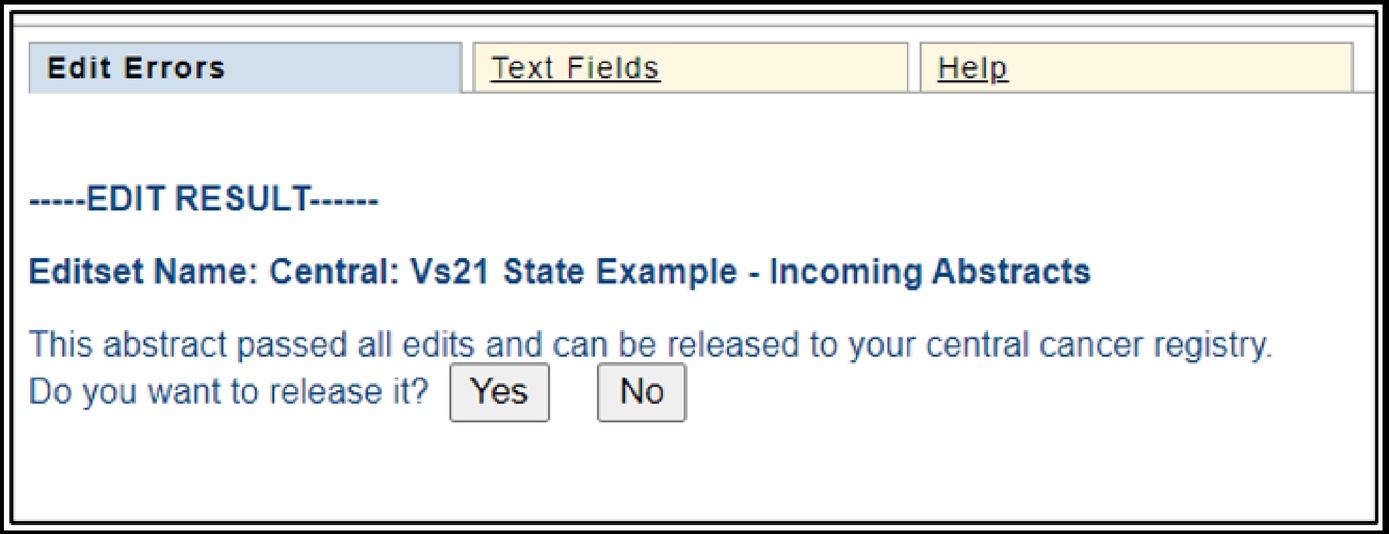


- Once an abstract has been started and saved, you can return to it later. On the home page, click on the appropriate facility source
- Click on Find/Open Abstract- the page to search for the abstract will open
- You have the option to search via name, partial name, SSN, partial SSN, status (incomplete,complete,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



- 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 some one review the abstract before it is released, or if you want to release it all at once.

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