



# WEB PLUS USER INSTRUCTION GUIDE



## Texas Cancer Registry-Texas Department of State Health Services June 2014

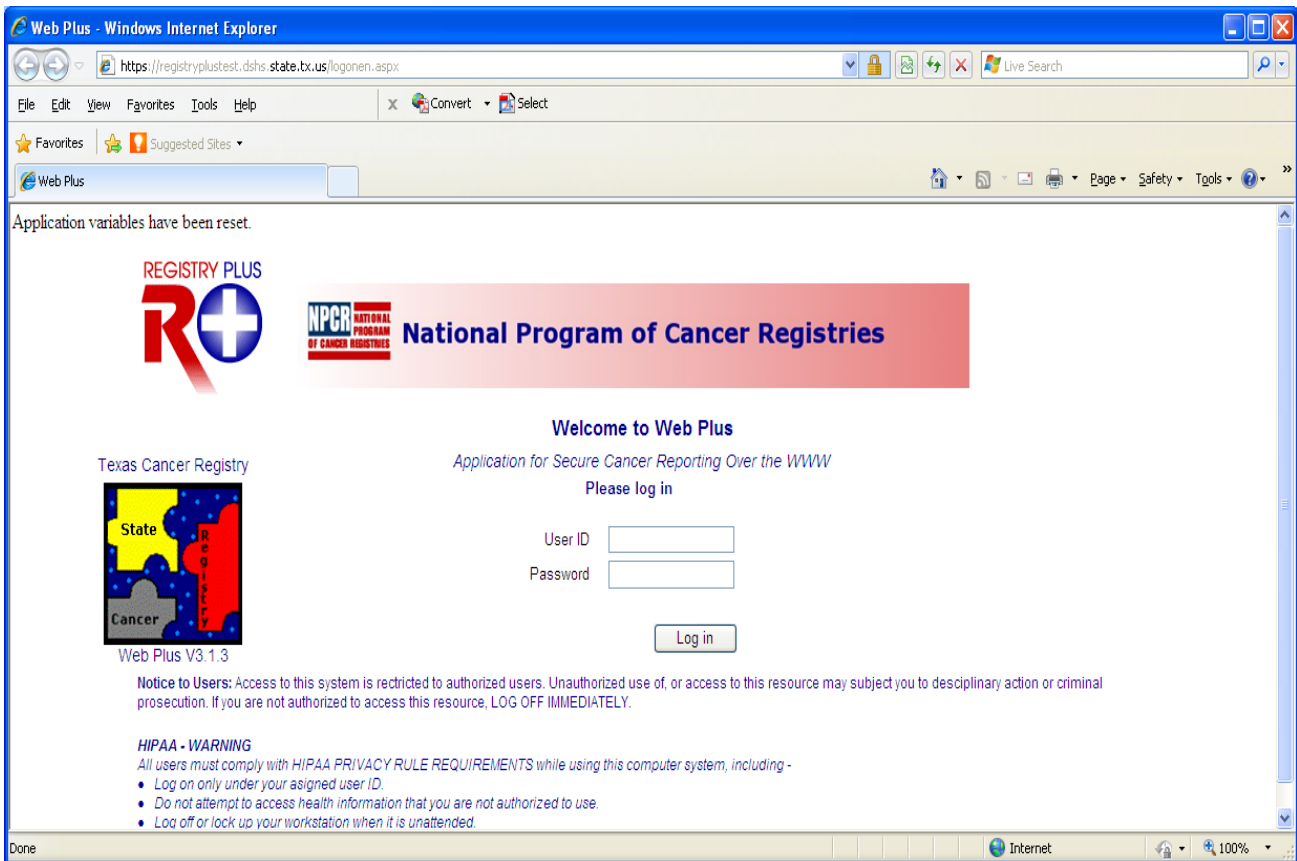
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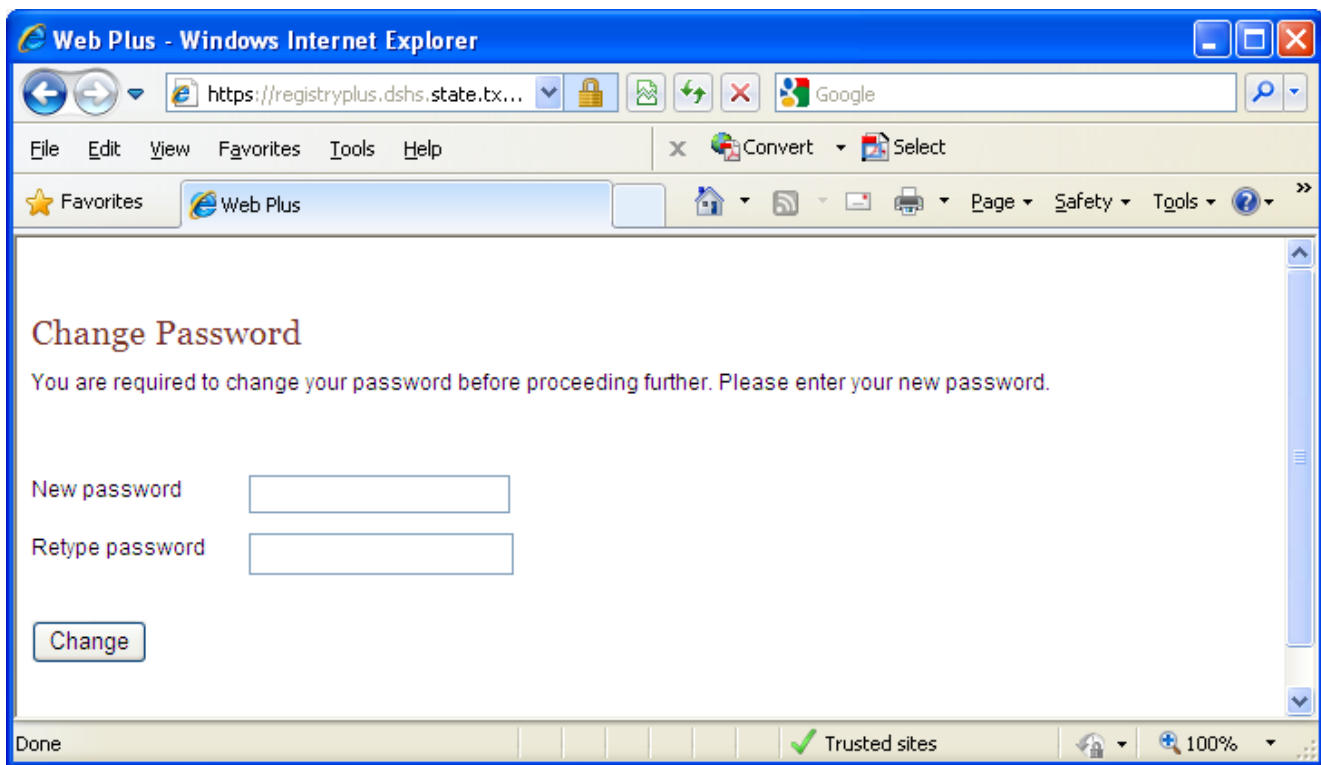
### A. FILE UPLOADING

**Step A-1:** Please use the following URL to link to the Web Plus log in page (see Figure A-1):

**<https://registryplus.dshs.state.tx.us/logonen.aspx>**



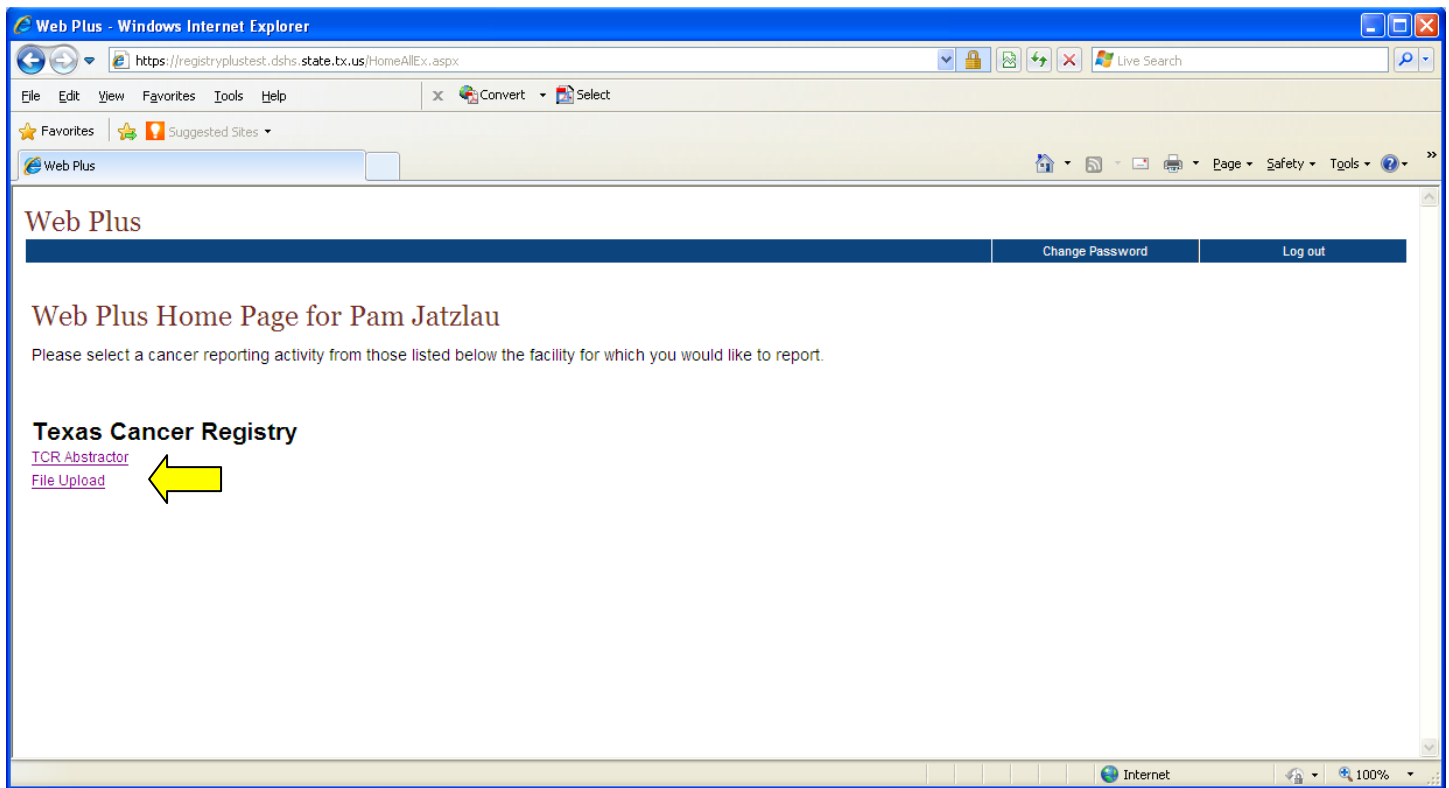
**(Figure A-1)**



**(Figure A-1a) First time log in only**

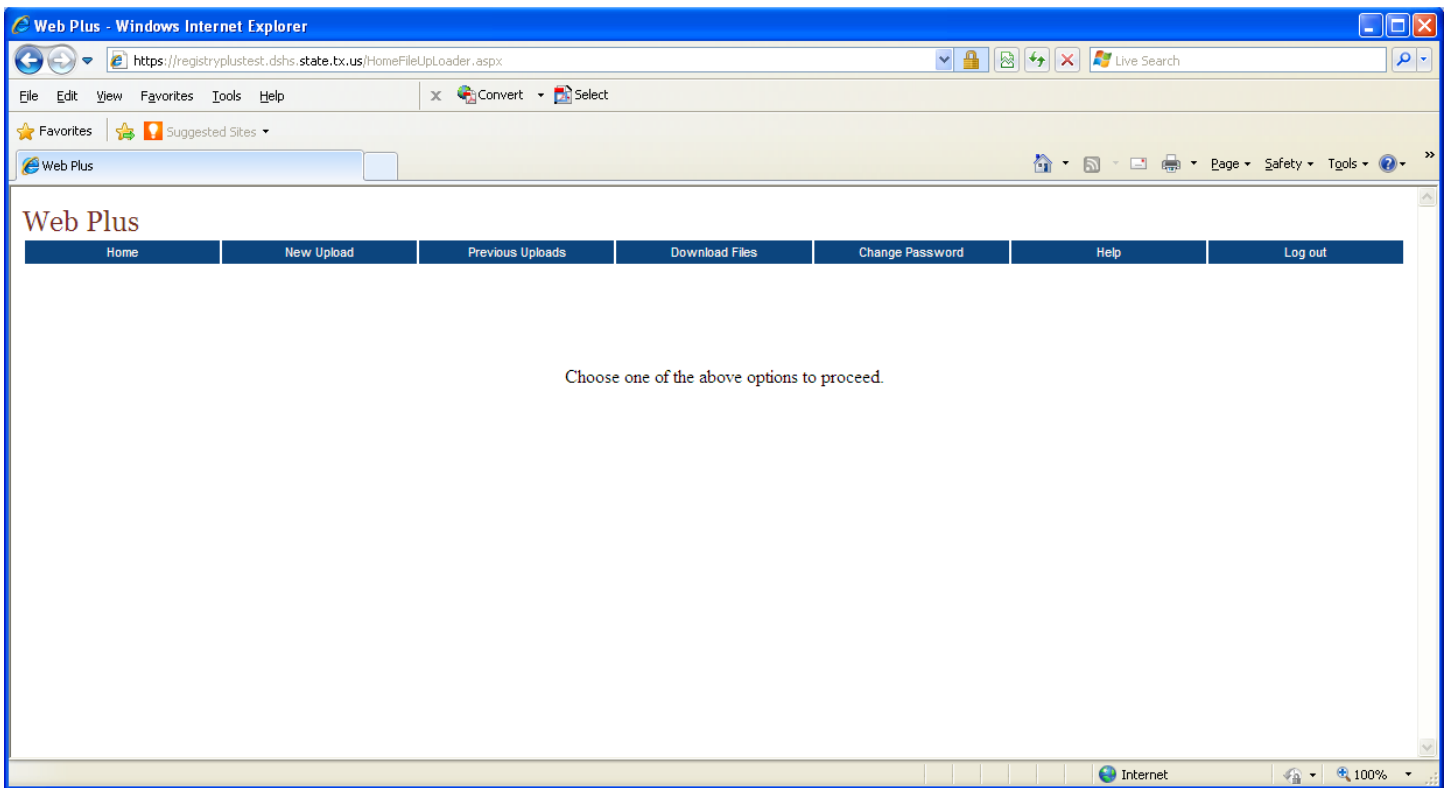
**Step A-2:** Log in using your assigned user ID and password and click on Log in (Figure A-1). The first log-in will prompt you to create a new password (Figure A-1a). Please refer to the two separate emails from the Texas Cancer Registry. One will contain your username & the second email contains your initial password.

**Step A-3:** Once successfully logged in, find the **File Upload** link and **click** (See Figure A-2).



**(Figure A-2)**

**Step A-4:** The Menu options page will appear (See Figure A-3).



**(Figure A-3)**

**Step A-5:** Select **New Upload** from the top menu bar (See Figure A-4).

**(Figure A-4)**

The screenshot shows the 'Web Plus' interface for the Texas Cancer Registry. At the top right, it displays 'Texas Cancer Registry', 'Pamela Jatzlau', and '(512) 305-8140'. Below this is a navigation menu with buttons for 'Home', 'New Upload', 'Previous Uploads', 'Download Files', 'Change Password', 'Help', and 'Log out'. The main heading is 'Upload Abstract Bundle'. Below the heading is a paragraph of instructions: 'Select your upload type, NAACCR v14.0, Non-NAACCR, or NAACCR v13.0. 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 140 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 13.0 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.' Below the instructions are three radio buttons: 'NAACCR V14.x File' (which is selected), 'Non-NAACCR File', and 'NAACCR V13 File'. Underneath is a text input field labeled 'Select a file to upload:' with a 'Browse...' button to its right. Below that is a text area labeled 'Comment' with a vertical scrollbar. At the bottom left is an 'Upload' button.

**Step A-6:** At this point you must determine what type of file you are uploading. If this is a case submission file, you must click on the radio button next to NAACCR V14.x File. (See Figure A-4-a) If this is not a case submission file but a Disease Index (DI), report, word document or any other non-NAACCR file you must click on the radio button next to Non-NAACCR File. (See Figure A-4-a)

# Web Plus

## Upload Abstract Bundle

Select your upload type, NAACCR v14.0, Non-NAACCR, or NAACCR v13.0. If you have selected a NAACCR version record layout. NOTE: If you are uploading a NAACCR version 140 file, edits will be reported in a separate window. For files uploaded in NAACCR version 13.0 file format, the file will be processed through the central registry using the Web Plus Administration Tool. You will be notified via e-mail when your error report is ready.

NAACCR V14.x File     Non-NAACCR File     NAACCR V13 File

Select a file to upload:

Comment

NAACCR upload case submission files only

Non-NAACCR files such as DI's, Reports, any other documents

(Figure A-4-a)

**Step A-7:** Select the **Browse** button and choose the file location on your computer. Once selected, click **Open** (Figure A-4-b)

# Web Plus

Home

New Upload

Previous Uploads

Download

## Upload Abstract Bundle

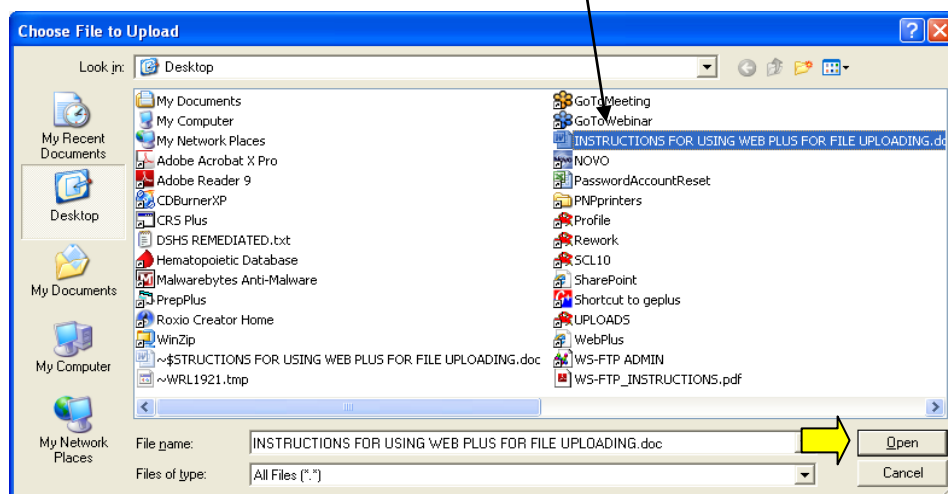
Select your upload type, NAACCR v14.0, Non-NAACCR, or NAACCR v13.0. If you have selected a NAACCR version record layout. NOTE: If you are uploading a NAACCR version 140 file, edits will be reported in a separate window. For files uploaded in NAACCR version 13.0 file format, the file will be uploaded to the central registry using the Web Plus Administration Tool. You will be notified via e-mail when your error

NAACCR V14.x File       Non-NAACCR File       NAACCR V13 File

Select a file to upload:

Comment



(Figure A-4-b)

**Step A-8:** Now that your file is selected, you may add additional comments to upload with your file. Once both tasks are completed, click on the **Upload** button. (See Figure A-4-c)

# Web Plus

Home

New Upload

Previous Uploads

Download Files

## Upload Abstract Bundle

Select your upload type, NAACCR v14.0, Non-NAACCR, or NAACCR v13.0. If you have selected a NAACCR file NAACCR version record layout. NOTE: If you are uploading a NAACCR version 140 file, edits will be automatica report will open in a separate window. For files uploaded in NAACCR version 13.0 file format, the file will be uplo central registry using the Web Plus Administration Tool. You will be notified via e-mail when your error report bec

NAACCR V14.x File       Non-NAACCR File       NAACCR V13 File

Select a file to upload:

S:\Shared\Sharedhome\IPJATZLAU\RegistryPlus\WebPlu

Browse...

Comment

Add comments to send with your file.  
-Pam Jatzlau

Upload

(Figure A-4-c)

**Step A-9:** After the upload, you will get a message that the file has been uploaded. (See Figure A-4-d)



# Web Plus

Home

New Upload

Previous Uploads

Download Files

## Upload Abstract Bundle

Select your upload type, NAACCR v14.0, Non-NAACCR, or NAACCR v13.0. If you have selected a NAACCR file upload NAACCR version record layout. NOTE: If you are uploading a NAACCR version 14.0 file, edits will be automatically in report will open in a separate window. For files uploaded in NAACCR version 13.0 file format, the file will be uploaded central registry using the Web Plus Administration Tool. You will be notified via e-mail when your error report becomes

NAACCR V14.x File       Non-NAACCR File       NAACCR V13 File

Select a file to upload:

Browse...

Comment

Add comments to send with your file.  
-Pam Jatzlau

Upload

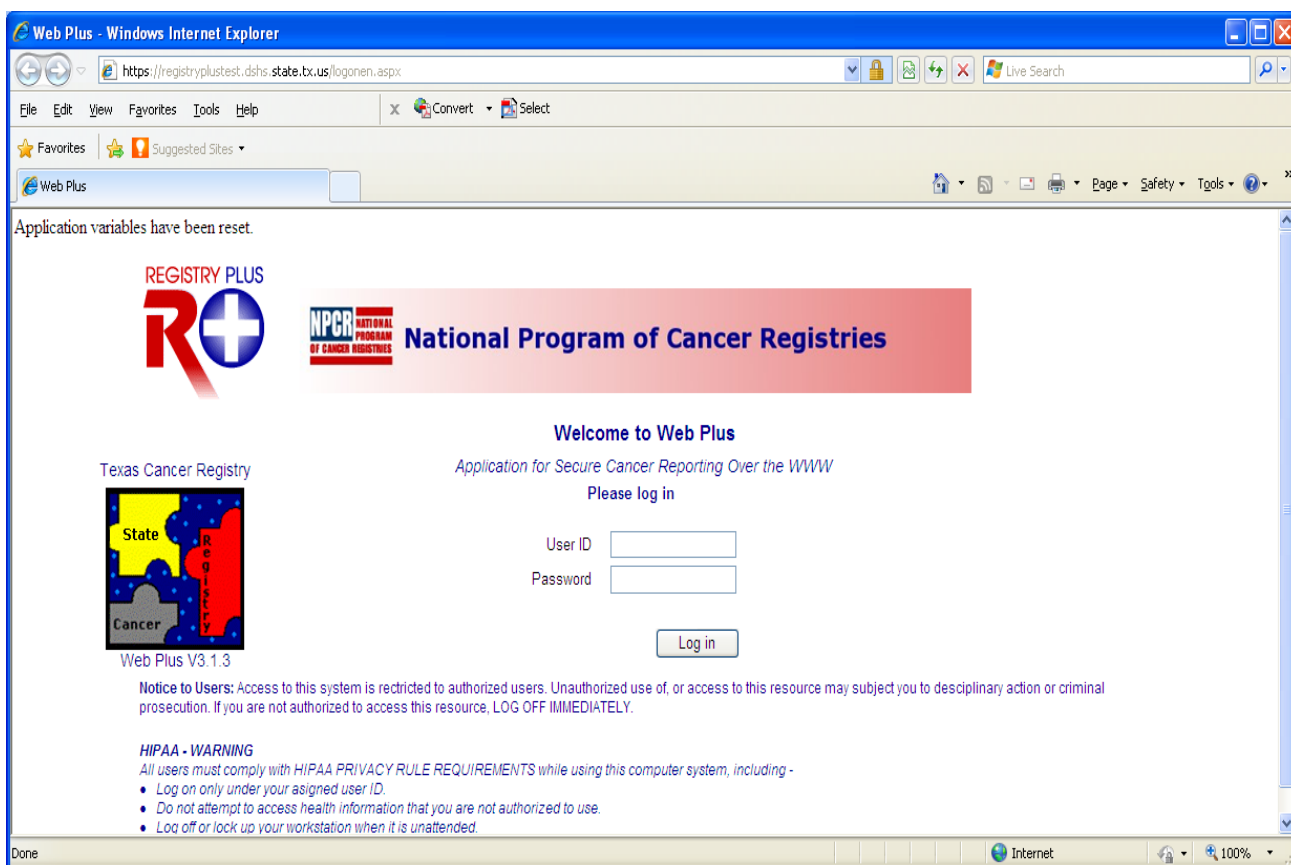
The file has been uploaded as a Non-NAACCR File.

(Figure A-4-d)

## B. FILE DOWNLOADING

**Step B-1:** Please use the following URL to link to the Web Plus log in page (see Figure B-1):

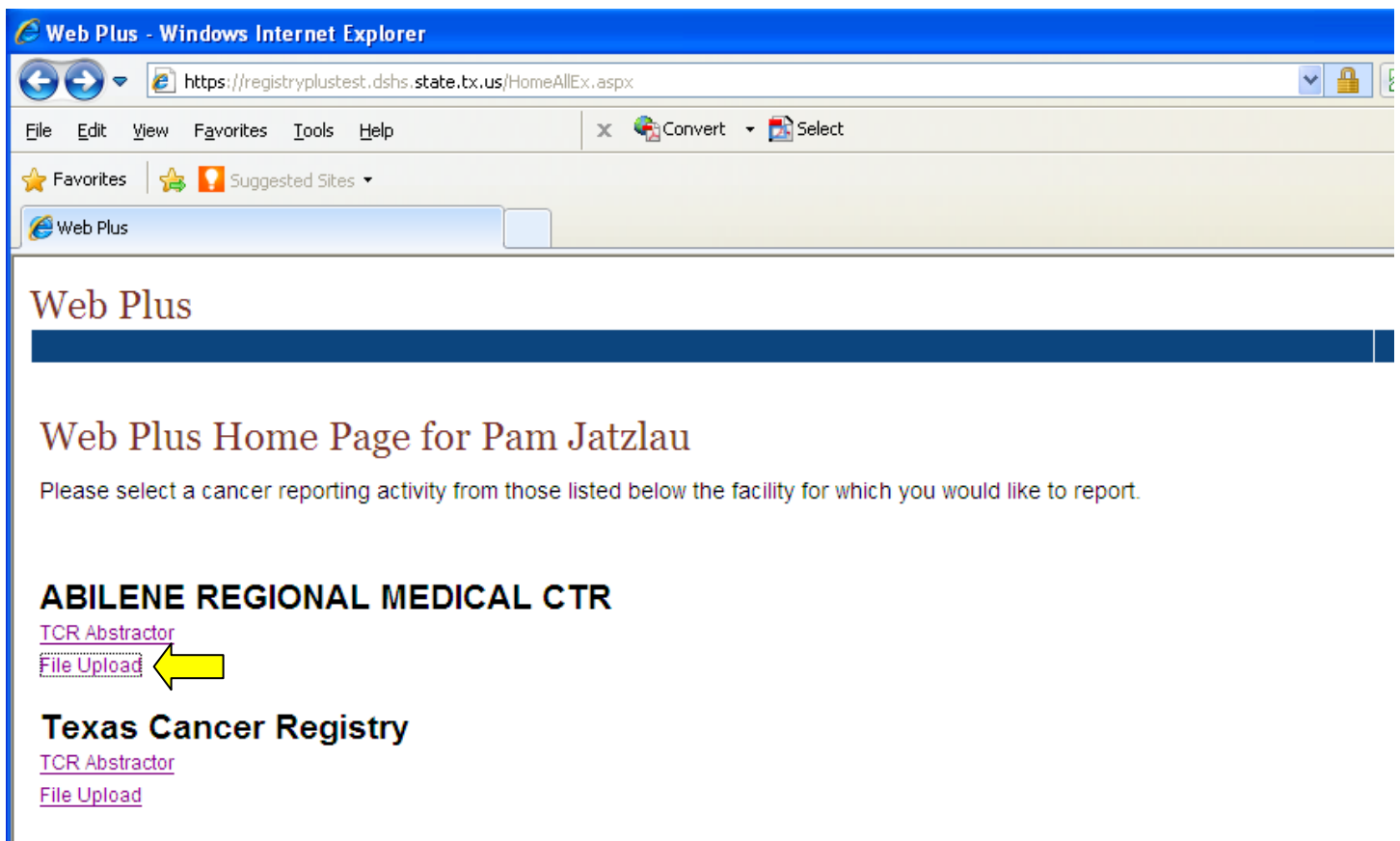
**<https://registryplus.dshs.state.tx.us/logonen.aspx>**



(Figure B-1)

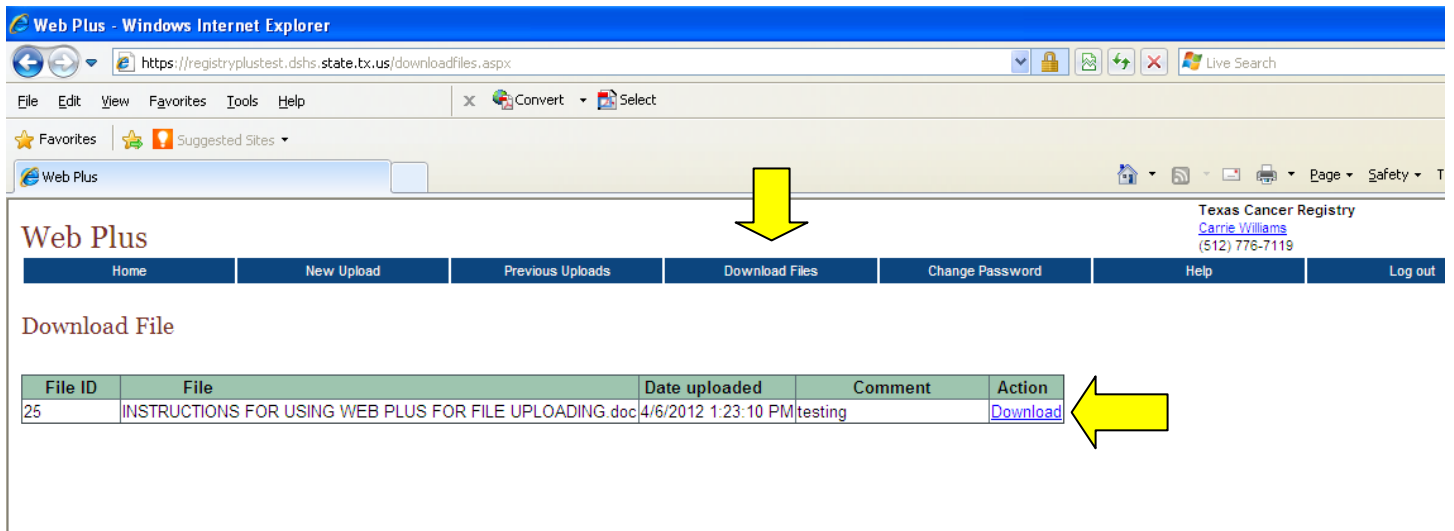
**Step B-2:** Log in using your assigned user ID and password and click on Log in. (The first log-in will prompt you to create a new password) (Figure B-1)

**Step B-3:** The Home Page for your facility (facilities) will appear. Click on the **File Upload** link



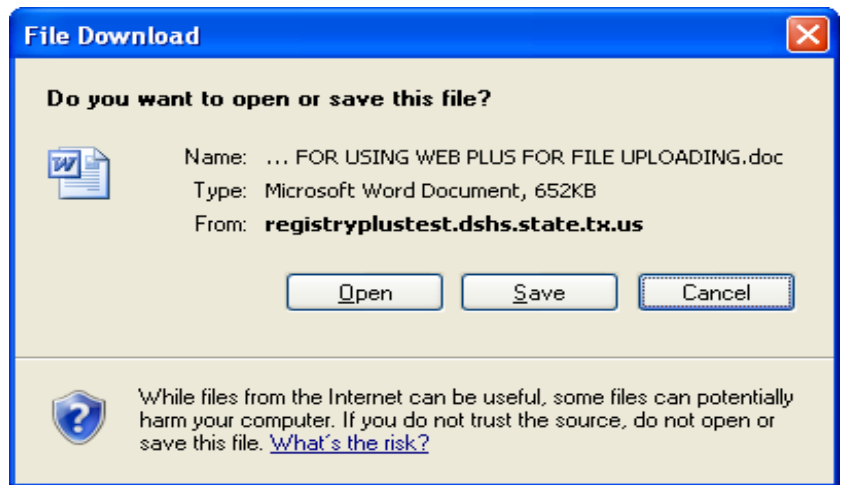
(Figure B-2)

**Step B-4:** Select **Download Files** option in the menu bar at top. The file should appear as pictured below (See Figure B-3)



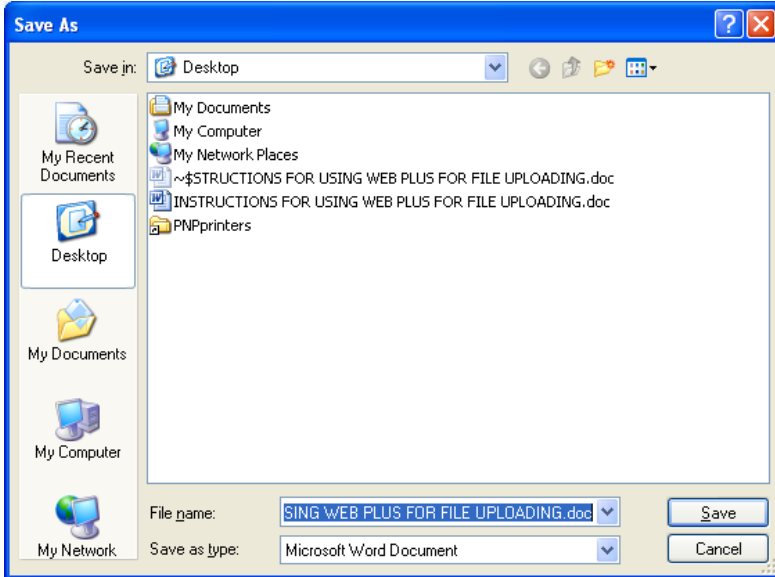
(Figure B-3)

**Step B-5:** Click on **Download** (See Figure B-3). Then you may choose to **Save**. (See Figure B-4)



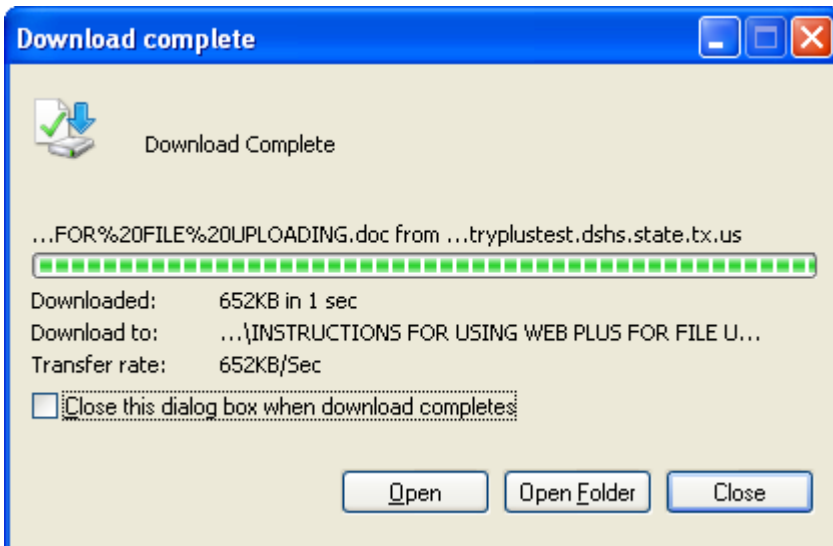
(Figure B-4)

**Step B-6:** Select the location on your computer or network where you wish to save your file and click **Save**. (See Figure B-5)



**(Figure B-5)**

**Step B-7:** Your download should reflect that it is complete. (See Figure B-6)



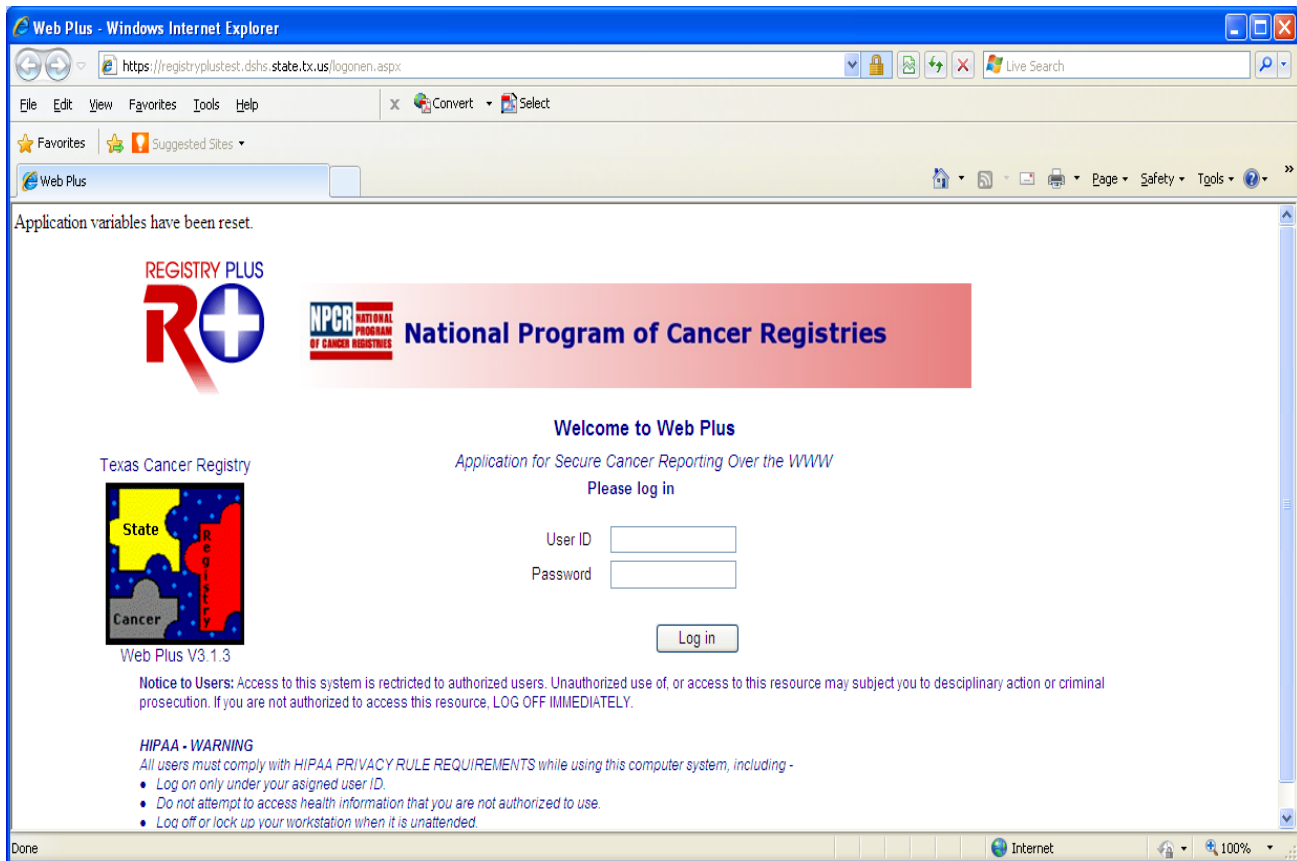
**(Figure B-6)**

**Step B-8:** You may find your downloaded file in the place where you selected on your computer or network to save it.

## C. TRACKING PREVIOUS UPLOADS

**Step C-1:** Please use the following URL to link to the Web Plus log in page (see Figure C-1):

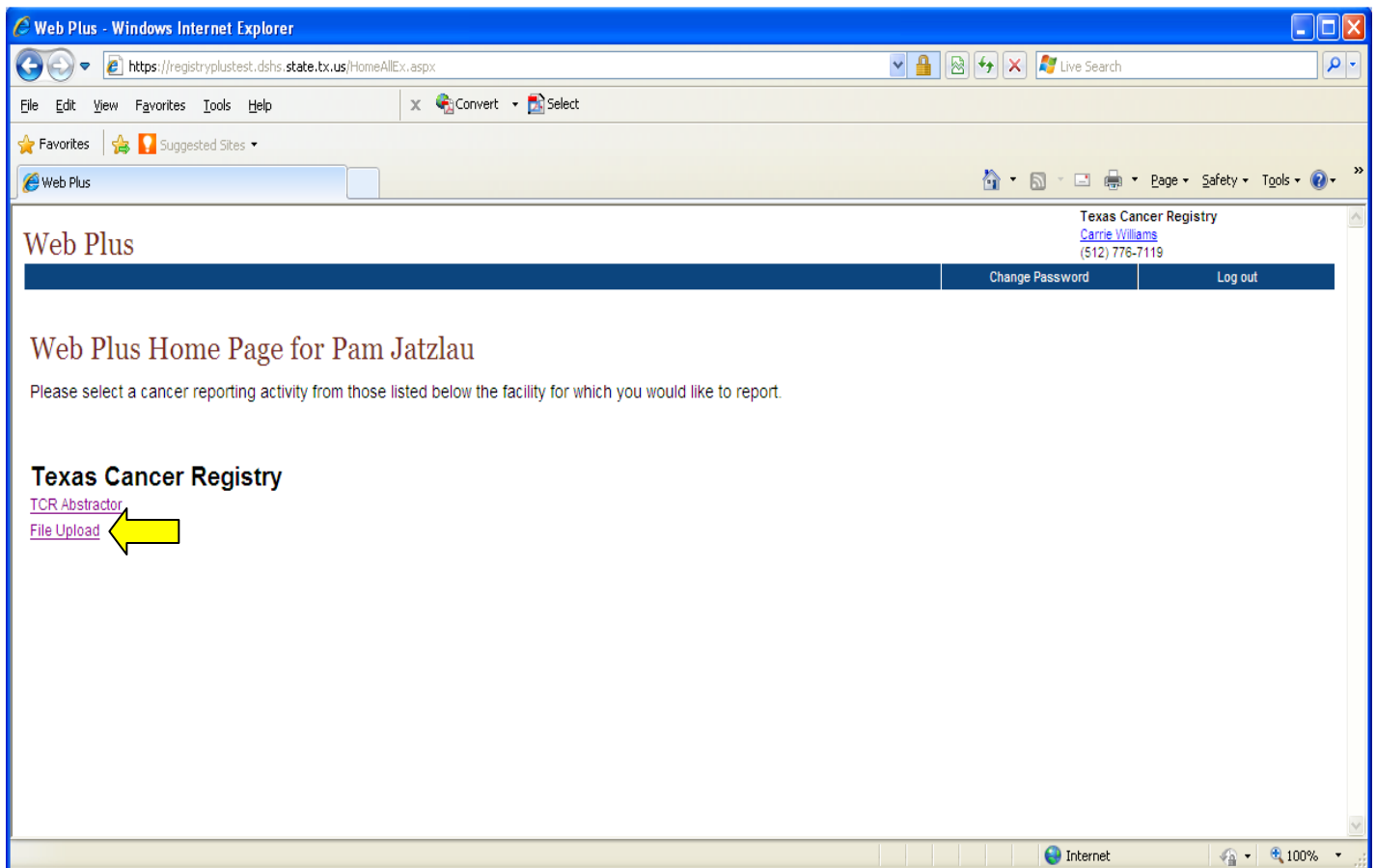
**<https://registryplus.dshs.state.tx.us/logonen.aspx>**



**(Figure C-1)**

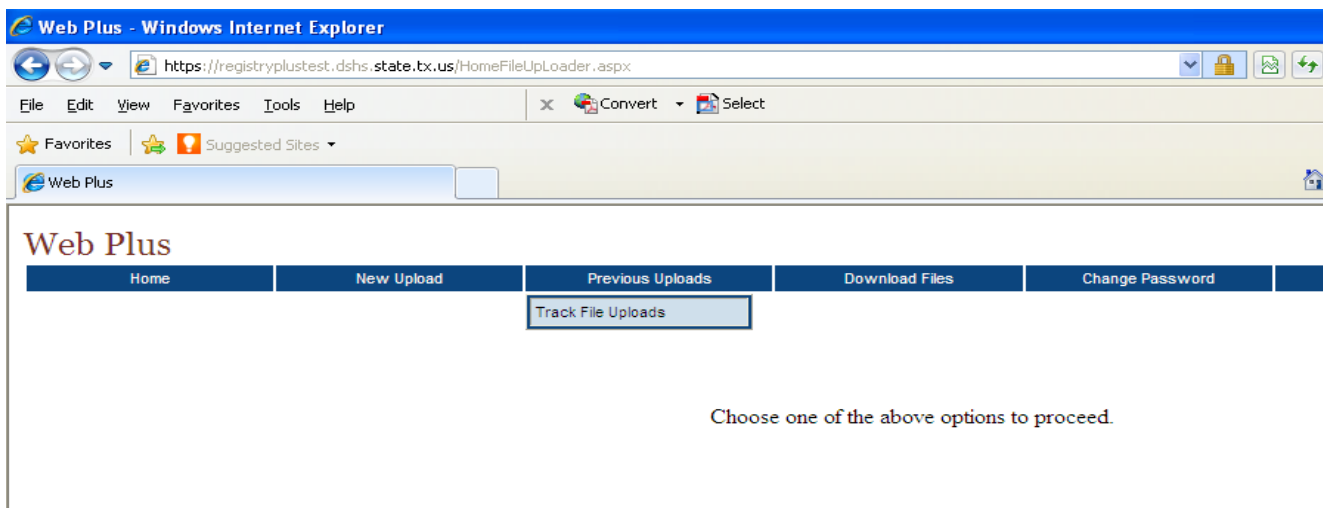
**Step C-2:** Log in using your assigned user ID and password and click on Log in. (The first log-in will prompt you to create a new password) (Figure C-1)

**Step C-3:** Once successfully logged in, find the **File Upload** link and **click**. (see Figure C-2)



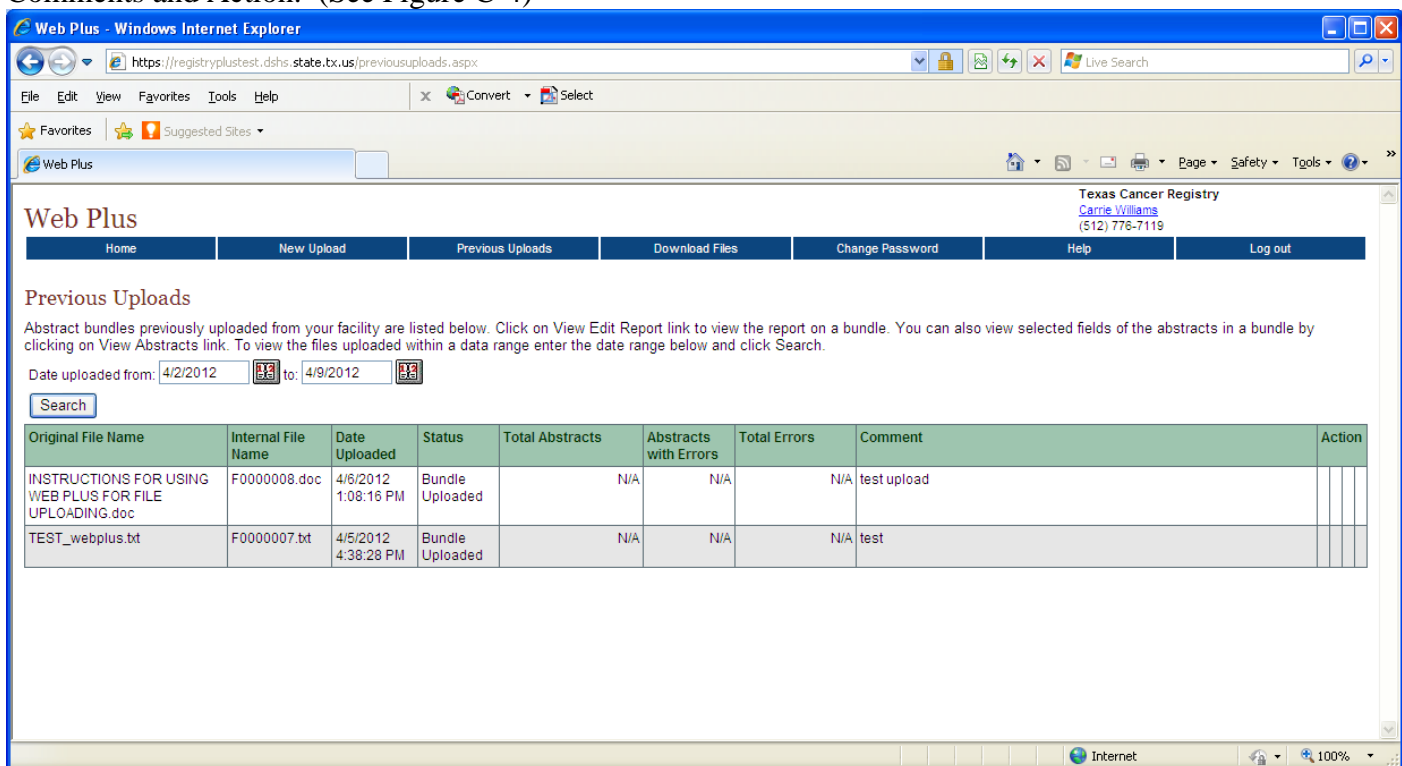
(Figure C-2)

**Step C-4:** Mouse over **Previous Uploads** and Track File Uploads will appear. Click on **Track File Uploads**. (See Figure C-3)



(Figure C-3)

**Step C-5:** The option to select a date range is available. Please click on the calendar next to the empty boxes and select beginning date and ending date of the selected search. Click **Search**. A list of historical files will appear with Original file name, internal file name, date uploaded, status, total abstracts, Abstracts with Errors, Comments and Action. (See Figure C-4)



(Figure C-4)

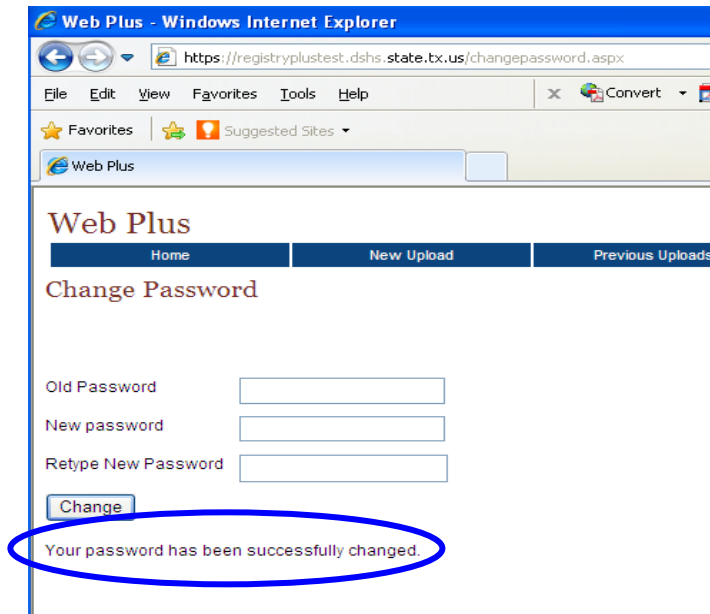
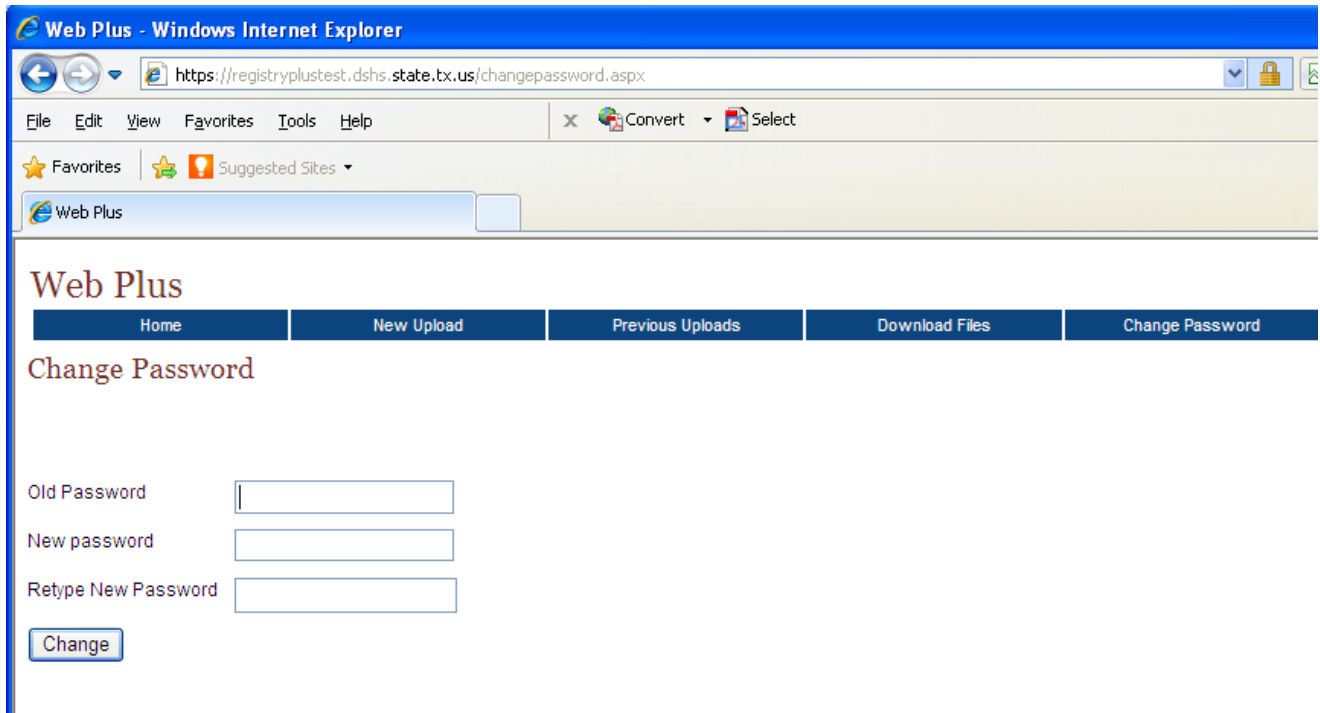
## D. INSTRUCTIONS FOR USING WEB PLUS FOR CHANGING PASSWORDS

Log in using Steps C-1 and C-2 above.

On the home page there is a menu selection name **Change Passwords**.



Click on **Change Passwords** and enter your old password then create a new password and retype new password. Verify that your password has changed successfully. (See Figure D-1).



(Figure D-1)