Wisconsin-specific Web Plus™ Quick Reference Guide

File Upload and Download

(Edition for Researchers)



Wisconsin Cancer Reporting System Office of Health Informatics Division of Public Health Wisconsin Department of Health Services



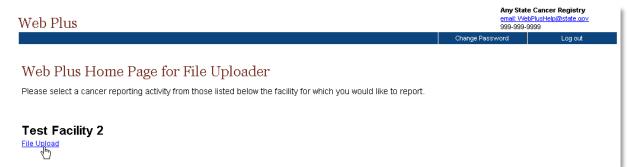
File Upload

1. Go to https://webplus.wisconsin.gov/

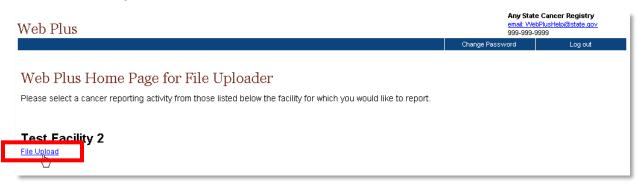
REGISTRY PLUS		
RO	NTERNAL PROCESSAN OF CAMERS RESETTIONS AND A CAMERS RESETTIONS	cer Registries
	Welcome to Web Plus Application for Secure Cancer Reporting Over	the WWW
Wisconsin Cancer Reporting System	n Please log in User ID Password Log in	
or criminal prosecution. If PRIVACY RULE REQUIR	this system is restricted to authorized users. Unauthorized use of, or acc you are not authorized to access this resource, LOG OFF IMMEDIATELY. EMENTS while using this computer system, including Log on only under y ot authorized to use. Log off or lock up your workstation when it is unatten	HIPAA - WARNING All users must comply with HIPAA our assigned user ID. Do not attempt to access health

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





3. Click the File Upload link.



Result: The File Upload screen and main menu appears.

Web Plus						ncer Reporting System ta@dhs.wisconsin.gov
Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
		Choose	one of the above opti	ons to proceed		
		Choose (sie of the above opti	ons to proceed.		

4. From the Main Menu, select New Upload

Web Plus						ncer Reporting System ta@dhs.wisconsin.gov
Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
		Choose of	one of the above opti	ons to proceed.		

Result: The Upload File page opens.

Web Plus						cer Reporting System @dhs.wisconsin.gov
Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
Upload Abstract I	Bundle					
the correct NAACCR vers the file and the edits error	ion record layout. No report will open in a sing by your central wing.	DTE: If you are uploadin separate window. For fi registry using the Web F	g a NAAĆCR version 1 les uploaded in NAAC(ected a NAACCR file uploa 180 file, edits will be autom CR version 16.0 file format I. You will be notified via e-	atically run upon uploa , the file will be upload	ad of ed and
Select a file to upload:						
Comment Upload						

5. Select Non-NAACCR file. Select this option even if you are uploading a NAACCR file.

!						-		his minimizes nsmission.
Web Plus						Wisconsin Ca DHSWCRSdat 608-266-8926	ncer Reporting Syste ta@dhs.wisconsin.gov	
Home	N	ew Upload	Previous Uploads	Download Files	Change Password	Help	Log out	
Upload Abstract E	Bun	dle						
Select your upload type, N in the correct NAACCR ve of the file and the edits err uploaded and submitted for your error report becomes	ersion ror re for ed	n record layou eport will open lits processing	t. NOTE: If you are uplo in a separate window. F by your central registry	ading a NAACCR vers or files uploaded in NA	ion 180 file, edits will b AACCR version 16.0 file	e automatically run upor e format, the file will be	n upload	
NAACCR V18.> File	No	n-NAACCR File	NAACCR V16 File					
Select a file to upload:	Choo	se File No fi	le chosen					
Comment				1				
Upload								

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.

File Na	aming for Research Tran	smissions
Please	include [RES_] at the beginning of yo	ur file name.
	Examples	
RES_SmithLinkage_20200401	RES_SmithABCLinkage_04022020	RES_MilwaukeeResearch_July2019

7. Enter any pertinent comments in the **Comment** box. Keep this brief.

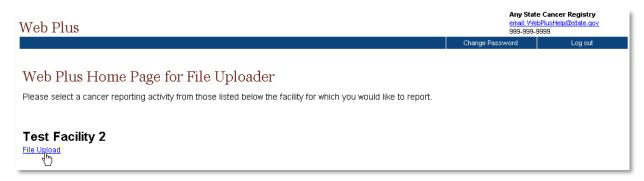
Web Plus						cer Reporting System @dhs.wisconsin.gov
Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
Upload Abstract	Bundle					
n the correct NAACCR of the file and the edits uploaded and submitte your error report becon	version record layout error report will open d for edits processing nes available for viewi	NOTE: If you are uploa in a separate window. F by your central registry	ading a NAACCR vers or files uploaded in NA	elected a NAACCR file up ion 180 file, edits will be a AACCR version 16.0 file f dministration Tool. You wil	automatically run upon ormat, the file will be	upload
Select a file to upload:	Choose File RES	SmithABCD_2020042	2.dat			
Comment	Data Linkage fil Smith ABCD Linka	e: NAACCR V18 File ge with WCRS.	for			
Upload						

8. Click Upload. Result: The file is securely uploaded to WCRS.

File Download

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



Result: The File Uploader screen and main menu appears.

Veb Plus						ancer Reporting System ata@dhs.wisconsin.gov 5
Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
		Choose of	one of the above opti	ons to proceed.		
			-	-		

2. Click on the Download Files menu item.

Web Plus						ancer Reporting System ta@dhs.wisconsin.gov
Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
		Choose of	one of the above opti	ons to proceed.		

Result: The Download File page opens.

Hom	e New Upload	Previous Uploads	Download Files	Reports	Change Passwo
Downloa	d Filo				
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File ID	File	Da	ate uploaded	Comment	Action
	File control.mdb		ate uploaded 2/8/2008 10:48:51 AM		Action Download
85		12	•	control database	
File ID 85 86 87	control.mdb	12. 12. 12.	2/8/2008 10:48:51 AM 2/8/2008 10:53:02 AM 2/8/2008 10:53:45 AM	control database control database control database	Download Download 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**.