

Wisconsin-specific Web Plus™

Quick Reference Guide

File Upload and Download
(Edition for Researchers)



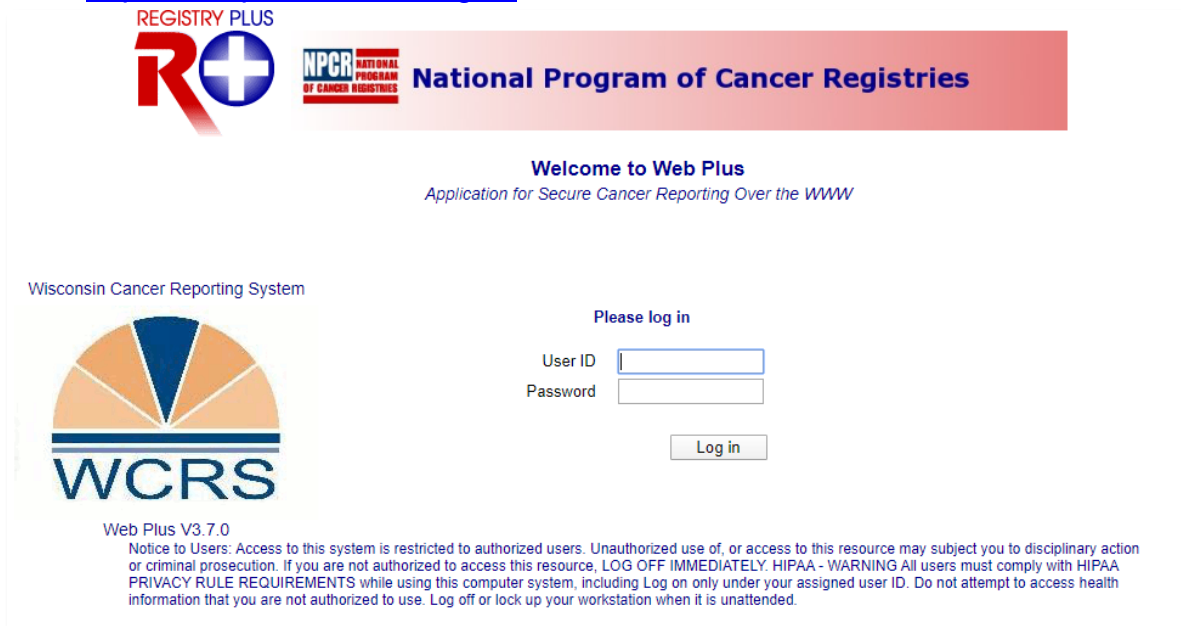
Wisconsin Cancer Reporting System
Office of Health Informatics
Division of Public Health
Wisconsin Department of Health Services



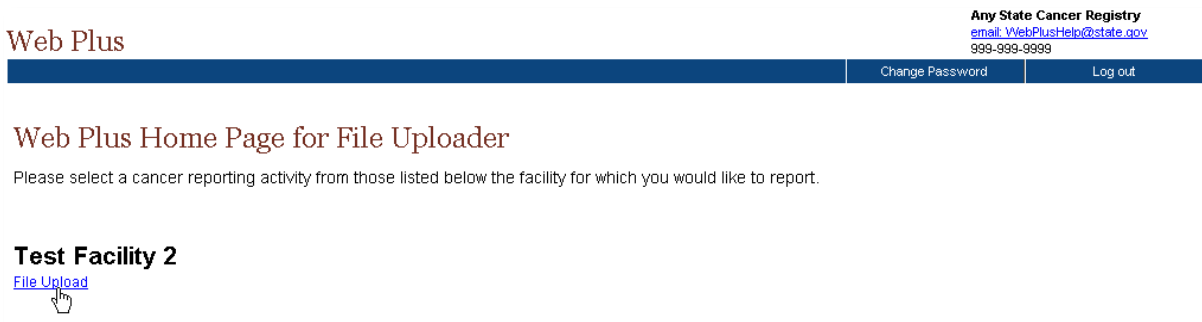
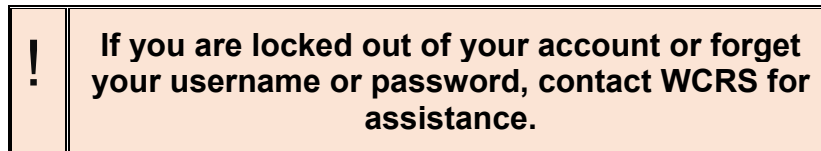
WISCONSIN DEPARTMENT
of **HEALTH SERVICES**
P-03050 (07/2021)

File Upload

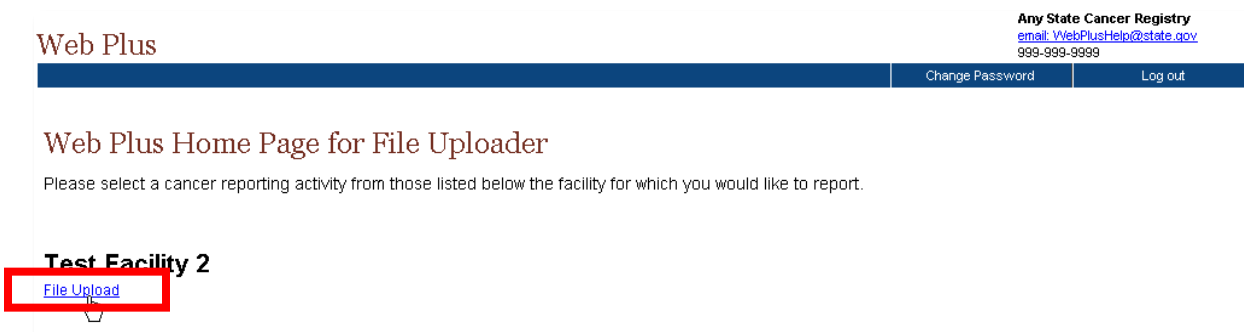
1. Go to <https://webplus.wisconsin.gov/>



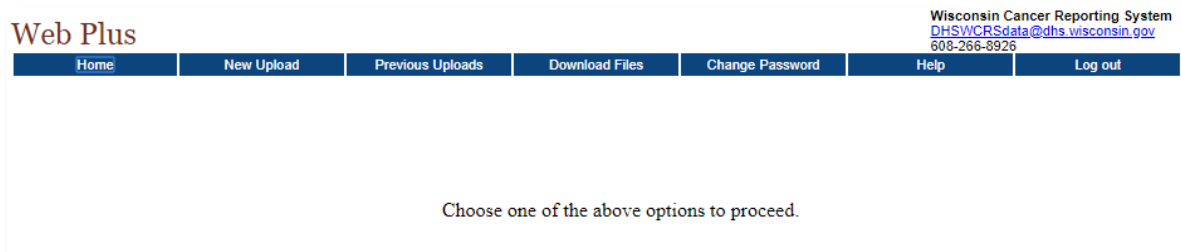
2. Type in your User ID and password. Click **Log in**. **Result:** The home page opens.



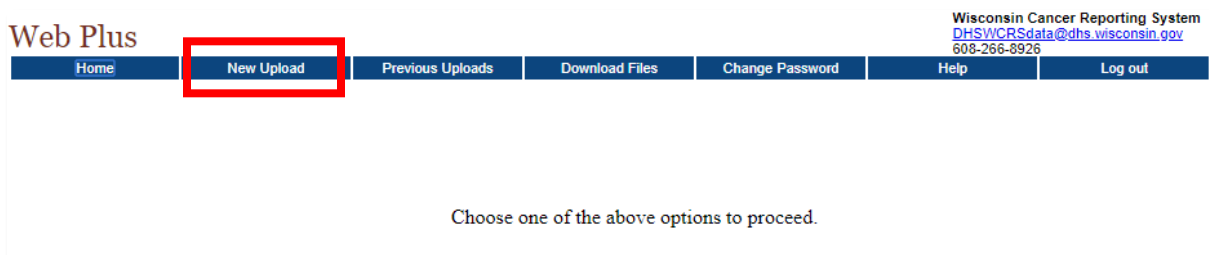
3. Click the **File Upload** link.



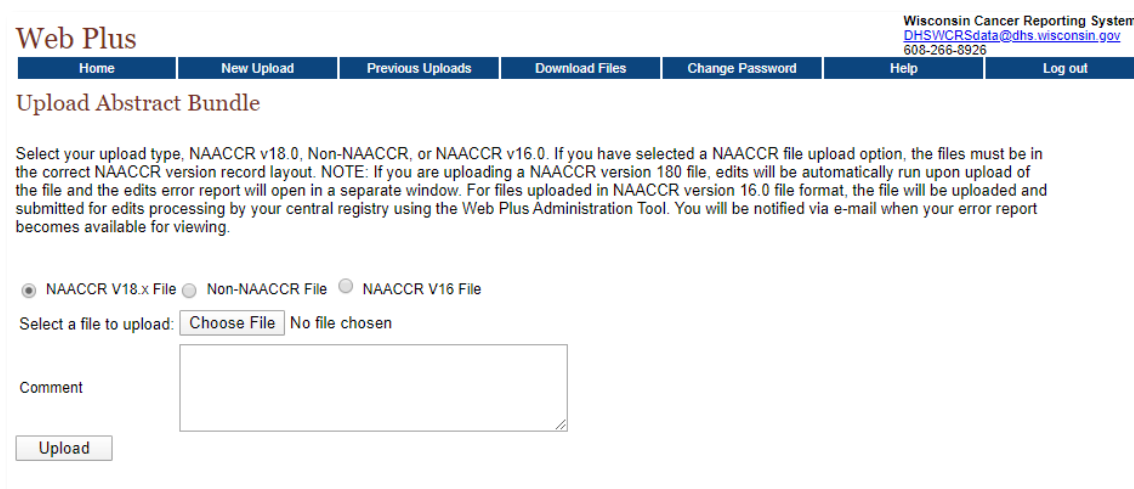
Result: The **File Upload** screen and main menu appears.



4. From the **Main Menu**, select **New Upload**

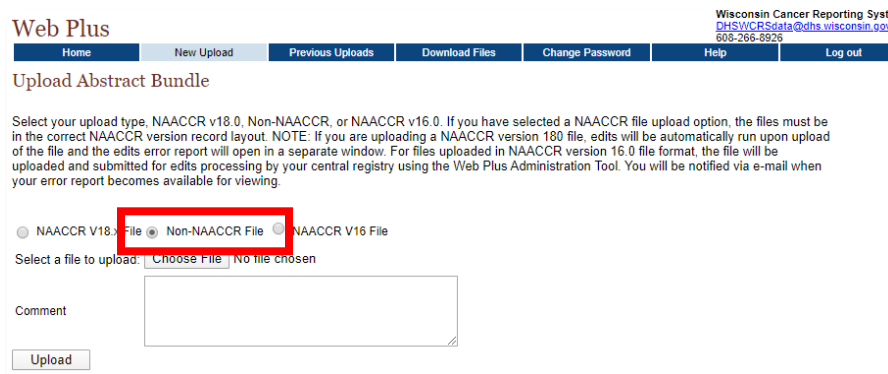


Result: The **Upload File** page opens.



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

! All files should be transmitted in a Zip folder. This minimizes the likelihood of data corruption during data transmission.



- 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 Naming for Research Transmissions		
Please include [RES_] at the beginning of your file name.		
Examples		
RES_SmithLinkage_20200401	RES_SmithABCLinkage_04022020	RES_MilwaukeeResearch_July2019

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

Web Plus

Wisconsin Cancer Reporting System
DHSWCRSdata@dhs.wisconsin.gov
 608-266-8926

Home
New Upload
Previous Uploads
Download Files
Change Password
Help
Log out

Upload Abstract Bundle

Select your upload type, NAACCR v18.0, Non-NAACCR, or NAACCR v16.0. 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 180 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 16.0 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.

NAACCR V18.x File
 Non-NAACCR File
 NAACCR V16 File

Select a file to upload: RES_SmithABCD_20200422.dat

Comment

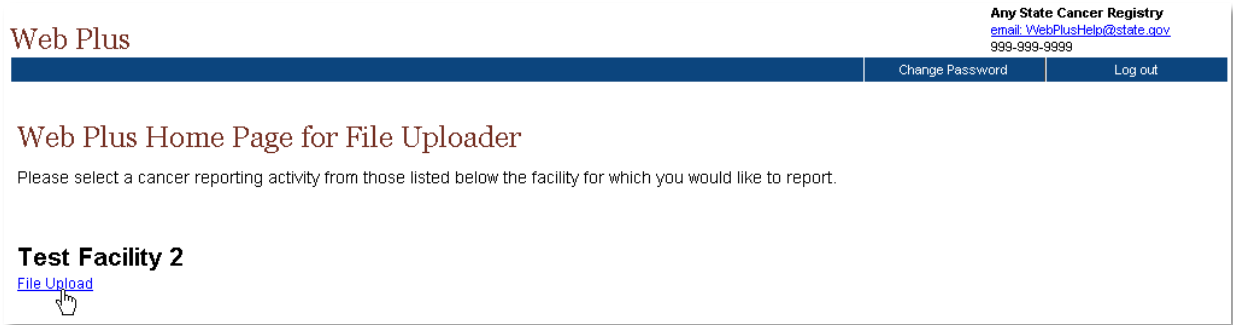
Data Linkage file: NAACCR V18 File for Smith ABCD Linkage with WCRS.

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

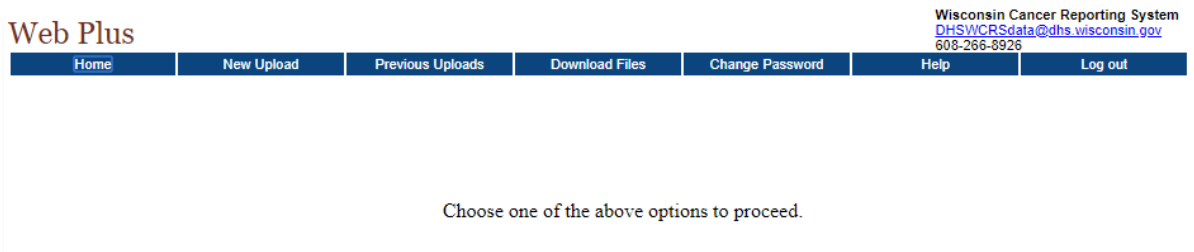
File Download

To download a file that has been uploaded by WCRS to your facility, follow these steps.

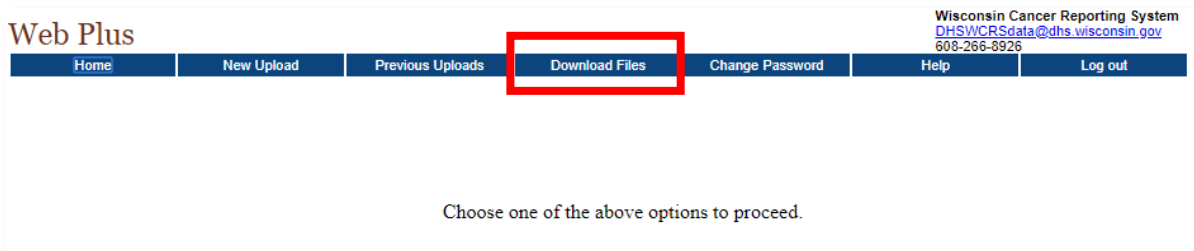
1. From the Web Plus Home Page, click **File Upload**



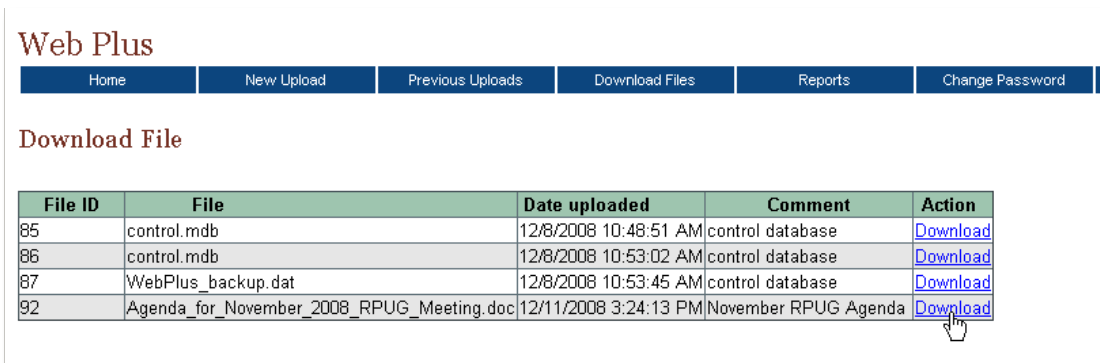
Result: The File Uploader screen and main menu appears.



2. Click on the **Download Files** menu item.



Result: The **Download File** page opens.



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**.