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# **Abstract Plus User Manual**

Abstract Plus Version 6.0, NAACCR V23 Wisconsin Customization



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

# **Table of Contents**

About Abstract Plus	1
System Requirements	1
Downloading, Installing, and Upgrading Abstract Plus	
User Support	
Frequently Asked Questions	1
Logging In for the First Time	2
Changing Your Password	4
Main Abstracting Window	6
Display Types.	
Abstracting in Abstract Plus	7
Creating and Saving Abstracts	7
Helpful Tips for Abstracting	8
Running Edits and Fixing Errors	9
Find and Open Abstracts	
Copy an Abstract	
Abstract Management	
Importing Abstracts	
Exporting Abstracts	
Creating a Backup	14
Restoring Abstracts from Backup	
Deleting Abstracts	
Other Functions	17
Doctor Search	
Printing Abstracts or Range of Abstracts	
Running Reports	
Setting Default Values for NPI and Facility Codes	

# **About Abstract Plus**

Abstract Plus is a cancer data collection tool developed by the Centers for Disease Control and Prevention (CDC) and customized by the Wisconsin Cancer Reporting System (WCRS) to meet state reporting requirements. It is used to summarize medical records into an electronic report of cancer diagnosis, staging, and first course treatment. The output of Abstract Plus is an electronic abstract in the format of the North American Association of Central Cancer Registries (NAACCR) data exchange layout.

All records are saved in Microsoft Access and all tables are password protected and encrypted. All users must have a User ID and password to access the abstracting features of the application, and access to administrative and auditor functions requires the entry of special restricted passwords.

### **System Requirements**

- Microsoft Operating System, Windows 7 or later
- Memory (RAM): 1-2 GB
- Microsoft .NET Framework 4.5 or newer
- 70 MB hard drive space

### **Downloading, Installing, and Upgrading Abstract Plus**

See the <u>WCRS Abstract Plus webpage</u>, which contains links to CDC ShareFile sites where you can download setup files, and installation instructions for Abstract Plus – both Fresh Installs and Upgrades.

### **User Support**

For technical support via e-mail, contact WCRS at <u>DHSWCRSdata@dhs.wisconsin.gov</u>. Issues outside the scope of WCRS user support will be directed to CDC Registry Plus Technical Support.

### **Frequently Asked Questions**

# Help! My organization uninstalled my Abstract Plus/reimaged my computer and I have lost all of my abstracts.

First, contact your IT department and see if your backups are saved to a network drive or if you can restore your computer to an earlier point in time. If you are still unable to locate or retrieve your backups, email WCRS at <u>DHSWCRSdata@dhs.wisconsin.gov</u> and CC the appropriate parties in your IT department.

After further review, if it is determined that your backup has been erased and there is no way of recovering it, WCRS can provide information on abstracts we have received from you. The format and type of information we provide is dependent on individual needs and circumstances and we will work with you to restore necessary data as possible.

#### I can't login to Abstract Plus after upgrading to the new version.

The most common reasons users cannot login is because they had the old version uninstalled and did a fresh install of the new version, or because the databases containing user information are in a location the application does not recognize. For help, email WCRS at <u>DHSWCRSdata@dhs.wisconsin.gov</u> and CC appropriate parties in your IT department if necessary.

#### I found a bug or have suggestions on how to make Abstract Plus better. Who do I contact?

If you encounter an error message, issue, or bug, take a screenshot of the entire application (as feasible; do not include PII/PHI unless you send the email encrypted) and include details on what you were doing when it happened, or steps on how to re-create the issue if possible. Including more detail than not is a good rule of thumb here. Error messages, bugs, issues, feedback, and suggestions can all be sent in via email to WCRS at <u>DHSWCRSdata@dhs.wisconsin.gov</u>

# Logging In for the First Time

After installing Abstract Plus, if you are the first person to launch the program, you will be prompted to create a new user account. The following directions will instruct you on how log in for the first time.

**IMPORTANT:** The creation of a user account is enabled **only** upon initial launch of the program. If other users already exist in your Abstract Plus application (i.e., the program has already been launched and user account(s) created), you will need to have an existing user login and create a user account for you. **Contact WCRS for instructions on how to do this if you do not already know how.** 

1. Launch Abstract Plus. Result: The Create/Modify Users window opens.

😫 Create/Modify Users				×
Selected User User Name USER, NEW, A (5 - 35 characters) e.g. S	mith. John A			?
User ID NUSER	Initials		8	Add
(5 - 10 Characters) e.g. JSmith	(3 Characters) e.g. JAS		🔐 R	eset Password
			8	Delete
				Close
, Current User ID:	Change Current Use	r		

2. Enter your name (Last name, First Name, Middle Initial) in the User Name field, User ID (5-10 characters), and Initials. Click Add.

Selected User User Name USER, NEW, A	Enter your: - Name (Last, First, Middle) - Desired User ID - Initials			e)
(5 - 35 characters) e.g. Smith, John A				
User ID Initial: NUSER NAU	s	&	Add	
(5 - 10 Characters) e.g. (3 Chara JSmith e.g.		🗟 Re	eset Passv	
		&	Delete	Click Add
			Close	
Current User ID:	Change Change Current Use	er		

3. Result: The Login window opens. Login with your User ID and temporary password: Welcome1

	User ID	
ABSTRACT PLUS	NUSER	💿 ок
	Password	<b>•</b> ••••
	*******	Cancel
Version: 3.7.0.1	Welcome1	

4. A **Password Update** message is issued that lets you know you need to change your password. This occurs upon initial log in only. Click **OK**.

Login to a	AbstractPlus	×
<u> </u>	Please update your password. Password must be between 8 to 20 characters, contain at least one digit and one alphabetic character, and must not contain any special characters.	
	OK	

5. **Result**: The **Change Password** window opens. Enter the temporary password (Welcome1) as the **Old Password**. Then enter and confirm your new password. **Your password must be between 8-20 characters, contain both numbers and letters, but no special characters.** Click **OK**.

	User ID	
ABSTRACT PLUS	NUSER	💿 ок
	Old Password	
	******	🔀 Cancel
	New Password	
	******	Welcome1
Version: 3.7.0.1	Confirm Password	Welcomen
	******	

6. Set up three **Security Questions**. These are used to reset your password if you forget it. Click **Submit Questions**.

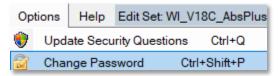
😻 Define User's Security Questions		×
Please answer any 3 questions from the below Should you forget your password, you will be a in order to reset your password.		
Warning: Challenge	questions must be setup to e	nter Abstract Plus.
UserID NUSER Select One Select One Select One Select One Select One Select One	Setup Questions and Click Submit Questions	Submit Questions

7. **Result:** The **Main Window** opens, with you logged in as a general user.

### **Changing Your Password**

From Within Abstract Plus or the Login Screen

A. If changing from Within Abstract Plus, select Change Password from the Options Menu.



B. If changing from the Login Screen, enter your User ID, click in the Password box, and then click the Change Password.

Enter your User ID	User ID NUSER Password	OK Cancel	
Click in the <b>Password</b> field <sup>0.1</sup>			
Ŵ	Forgot Password		ck ange ssword

**Result**: The **Change User's Password** window appears. In the **Change User's Password** window, enter your current password in **Old Password** box. Enter and confirm your new password. **Your new password must be between 8-20 characters, contain both letters and numbers, but no special characters.** Click **OK**.

	洛 Change User's Password		×
Enter and confirm your <b>New Passwor</b> e	d STRACT PLUS	UserID NUSER Old Password ******** New Password *****	OK Cancel
		Confirm Password	

#### **Possible Errors when Changing Your Password**

- Old password is incorrect. You must correctly enter your old password in order to successfully change it. Check to see if Caps Lock or Num Lock is on and try again. Click OK, and then correctly reenter your old password. If you cannot remember your old password, follow instructions for Resetting a Forgotten Password.
- 2. New passwords do not match. The new password entered into the New Password and Confirm Password boxes must match exactly. Click **OK**, and then correctly re-enter your new password in **New Password** and **Confirm Password** boxes.
- 3. New password does not meet specified password requirements. Your new password must be between 8-20 characters, contain both letters and numbers, but no special characters. Click **OK**, then re-enter a new password that meets the password requirements.

#### **Resetting a Forgotten Password**

1. Launch Abstract Plus, enter your User ID and click in the **Password** field. Then click **Forgot Password**.



 Result: The Reset User's Password window opens. Enter the answer to each displayed question with the same answer you provided when you set them up. Click Validate Questions when you are finished.

	Reset User's Password	×	
Answer all Security Questions	se answer the following security questions to reset your Password.		
	userID NUSER		
	How many siblings do you have?		Click
		Validate Questions	Validate
		Cancel	Questions

Result: If you answered them correctly you will be directed to the Password Reset window where you
can set your new password. Enter and confirm your password, then click Reset Password to submit
the change.

	😻 Reset User's Password	×	
Enter and confirm your <b>New Password</b>	Password must be between 8 to 20 characters, contain at least one digit and one alphabetic character, and must not contain any special characters.	a 🕜	
	NUSER Password: New Password Confirm Password	Reset Password Cancel	Click <b>Reset</b> Password

4. Result: The Login window opens. Login with your User ID and newly created password.

#### **Updating Personal Security Questions**

1. From the **Options Menu**, select **Update Security Questions.** 

Opti	ons	Help		
۲	Upd	ate Security Quest	ions	Ctrl+Q
	Char	ange Password Ctrl+Shift+F		+Shift+P

2. **Result:** The **Update User's Security Questions** window opens. Select new questions with answers or submit new answers to current questions. Click **Submit Questions**.

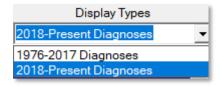
# **Main Abstracting Window**

The Abstracting window is divided into two main sections: coded values on the left, and text fields on the right. You can drag the vertical divider bar to resize panes and expand/collapse coded value sections.

Abstract Plus - [AbsRefID: 0]			×
	ilities <u>Reports</u> <u>Options</u> <u>Help</u> Edit Set WI_V18C_AbsPlus_06132019	-	ð
and and Collapse Fields	Print 🖺 Copy 💲 EDITS 📓 DQS 🚽 Import 🚽 Export 🤶		
sing the + and - Signs	Held 🔽 Show Field Messages 🕐 PE- race,ethnicity,age,sex,symptoms,hx of cancer		
	Display Types	^	
	▼ 2018-Present Diagnoses ▼		
+ DIAGNOSIS DATE		~	
- PATIENT ID	Imaging-dates, type, tum. size, mets, LNs inv		
NameLast		^	
NameSuffix			
NameFirst		×	
NameMiddle	Scopes (endoscopic examinations)		
NameMaiden		^	
NameAlias			
Street Address at DX			
Supplemental Address	Labs: ex: ER/PR/HER2, LDH-melanoma, PSA	<u>^</u>	
City at DX			
State at DX		~	
Zip Code at DX	OP - bx,surg procs,dates,types (to justify stage)		
County at DX		~	
Date of Birth			
Date of Birth Flag		~	
Telephone	Drag dividers to projet bx dates and tumor size)		
BirthplaceState	Resize Panes	^	
BirthplaceCountry			
Sex		~	
Race 1	Primary Site Title (incl. subsite and laterality)		
	▼		

### **Display Types**

The abstracting interface is called a **display type**. A display type defines which fields and sections are displayed. **WCRS has two display types: 1976-2017 Diagnoses** and **2018-Present Diagnoses**. Make sure the right display type is selected before entering the data. For cases diagnosed before 2018, choose the **1976-2017 Diagnoses** display. For cases diagnosed 2018 or later, choose the **2018-Present Diagnoses** display.



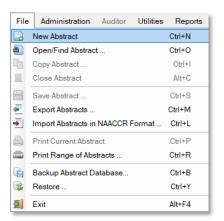
# **IMPORTANT**

#### Make sure the right display type is selected before entering the data.

For cases diagnosed before 2018, choose the "1976-2017 Diagnoses" display type. For cases diagnosed 2018 or later, choose the "2018-Present Diagnoses" display type

# Abstracting in Abstract Plus Creating and Saving Abstracts

1. Select New Abstract from the File Menu or click New on the toolbar.



 Result: A new abstract opens. Ensure you are in the right Display Type according to diagnosis year. The available display types are 1976-2017 Diagnoses and 2018-Present Diagnoses.

All Abstract Plus - [AbsRefID: 0]		×
File Administration Auditor Utilities Reports Options Help Edit Set: WI_V18C_AbsPlus_06132019	-	в×
🔜 New 👜 Open 📃 Close 🔚 Save 🚔 Print 🐚 Copy 💲 EDITS 🔓 DQS 🚽 Import 🖉 Export 🤶 🖕		
Unsaved Abstract 🗆 Held 🗹 Show Field Messages 🕜 PE- race, ethnicity, age, sex, symptoms, hx of cancer		^
Abstract Sections Display Types	^	
Diagnosis Date     Diagnosis Date	~	
Diagnosis Date Flag	^	
- PATIENT ID start!	~	
NameLast Scopes (endoscopic examinations)		
NameSuffix	^	
NameFirst		
NameMiddle	$\sim$	
NameMaiden Labs: ex: ER/PR/HER2, LDH-melanoma, PSA		
NameAlias	^	
Street Address at DX		
Supplemental Address	~	
City at DX OP - bx,surg procs,dates,types (to justify stage)		
State at DX	^	
Zip Code at DX	~	
County at DX		
Date of Birth	<u>^</u>	
Date of Birth Flag		

 Remember to Save your abstract periodically. To save an abstract, press Ctrl+S or click Save on the toolbar. Result: The Abstract is saved, and an Abstract Reference ID is assigned. Edits automatically run. See: Running Edits and Fixing Errors for more information on edits.

# **Helpful Tips for Abstracting**

- For detailed information on reporting requirements, data items, and coding instructions, refer to the <u>WCRS Manuals</u> and other <u>Coding Resources</u> when abstracting.
- Many data items offer code selection from drop-down lists. These lists feature an auto-complete, findas-you-type function. To use this, type in the first letter(s) of the desired item, and the application will jump and select the first item that matches. In the example below, "A" was typed into the Race 1 field, and the application jumped to American Indian.

Race 1	03 - Americn Indian, Aleuti 🔻
--------	-------------------------------

For data items with extensive listing of coded values, such as primary site, you can look up valid values. To look up values, click on the magnifying glass icon to the left of the data item (or press F4) to use the search feature.

Primary Site		
--------------	--	--

• When you look up valid values, you can enter a **full or partial search term or code** to search for, and then double-click on the code of your choice to select and enter the value in the abstract.

🔎 Code Lo	okup for Primary Site X
- Enter a va	lue to search for Primary Site
🔍 Search	PROS
CODE	DESCRIPTION
C619	Gland, prostate
C619	Prostate gland

When entering text, a blue progress bar is displayed indicating how much space is left so that you can
properly prioritize the information you are entering. See the <u>WCRS Data Dictionary</u> for Text Field
Recommendations and Requirements.

Primary Site Title (incl. subsite and laterality)	
Prostate	
Histology Title (Type, behavior and grade)	
Adenoca, WD	

• The **Schema ID** field is a calculated field which is derived upon clicking the calculator icon next to the field. The field will only be derived if all necessary information is coded in the abstract. Schema ID can usually be derived by date of diagnosis, primary site code, and histology/behavior code alone, but occasionally, other factors are required such as sex, age, schema discriminators, and grade clinical.

Schema ID		00421
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- Keyboard shortcuts are available for some useful functions:
  - Save Abstract: CTRL + S
  - Run EDITS: F8
  - Undo: CTRL + Z
  - Cut: CTRL + X
  - Copy: CTRL + C
  - Paste: CTRL + V
  - Select all text in field: ALT + A
  - Move to next field: Enter or Tab
  - Move to previous field: Shift + Enter or Shift + Tab

# **Running Edits and Fixing Errors**

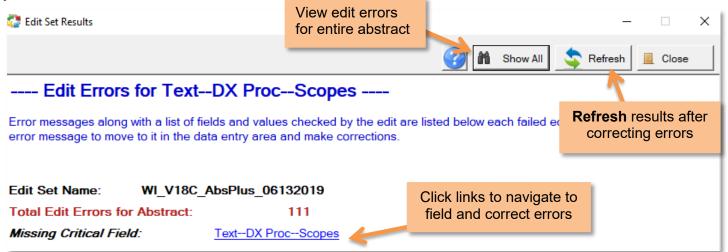
For helping resolving Edit Errors, contact WCRS at DHSWCRSdata@dhs.wisconsin.gov.

For any abstract you can run and view edits errors by saving the abstract, clicking **EDITS** on the toolbar, or pressing **F8**. Each time an abstract is opened or saved edits are run for accuracy and completeness. **All edit** errors need to be resolved to complete an abstract.

You can view edits for individual fields or the entire abstract. To run edits on the full abstract, click **EDITS** on the toolbar, or right-click on the abstract and select **Run EDITS**. To view edit errors for individual data fields, right click on the field and select **Edits Information**.



When you run edits, the **Edit Set Results** window will open and display information for edit errors that exist, or let you know that there are no errors. To resolve edit errors you can click on the link to the field in the edit report, which will navigate you to the field in question. You can click **Show All** to switch from viewing edits for an individual field to viewing edits for the entire abstract. As you correct errors you can click **Refresh** to update your results.



The **EDITS Error Count** and **Completion Status** indicators are located at the bottom of the abstracting window and reflect the current edit error count and completion status of the abstract.

If there are any errors within the abstract, both of these indicators will display in red.

EDITS (Error Count =18) Completion Status: No

Once edits have been corrected, they will turn green.

EDITS (Error Count =0) Completion Status: Yes

# **Find and Open Abstracts**

1. Select **Open/Find Abstract** from the **File Menu** or click **Open** on the toolbar.

File	Administration Auditor Utilities	Reports
	New Abstract	Ctrl+N
<b>A</b>	Open/Find Abstract	Ctrl+O
	Copy Abstract	Ctrl+I
	Close Abstract	Alt+C
	Save Abstract	Ctrl+S
æ	Export Abstracts	Ctrl+M
-	Import Abstracts in NAACCR Format	Ctrl+L
	Print Current Abstract	Ctrl+P
	Print Range of Abstracts	Ctrl+R
	Backup Abstract Database	Ctrl+B
<b>\$</b>	Restore	Ctrl+Y
5	Exit	Alt+F4

2. Enter your search criteria and click **Query**. **Result**: A list of abstracts that meet your search criteria are listed.

Specify <b>Search</b>	Query Items [Multiple item	selection allowed] — C Complete Abstr	acts Only	C Inco	mplete Abstracts Or	nly		
Criteria	Item Value Last Name D	First Name	Medical F	Record #	Social Security #		Query Select	
	Note: Partial name so Abstract To:		Example: 12 Reporting		Example: 123-12-12 Date of Birth	34		ery
	Example: 1234567890		Example: 12345678901		Example: 2008/12/1 (YYYY/MM/DD)		ults: acts found.	
	Name	Abstract ID	Date of Birth	Social Security #	Sex	Acc Num Hosp	Seq Num Hosp	
	DOE, JANE		5 1999/09/09	111-11-1112	Female		11	
	DOE, JOHN		6 1905/05/05	555-55-5555	Male		99	

3. From the abstracts listed, locate the abstract of interest and open it by double-clicking the row for the abstract or by clicking the row for the abstract and clicking **Select**. **Result**: The selected abstract opens in the main window.

	uery Items [Multiple item	n selection allowed	] ——					
	<ul> <li>All</li> </ul>	C Complete A	bstracts	s Only	C Incor	nplete Abstracts On	nly	
- It	em Value							
Select the	.ast Name	First Name		Medical R	ecord #	Social Security #	<u> </u>	Query
record						<u> </u>		Select
rooord	Note: Partial name :	search allowed		Example: 123	<sup>45</sup> Double	e click the		
	Abstrac	t ID		Reporting	record	or click		Close
	To:					to open.		
	Example: 123	4567890		Example: 123		to open.	Query Res	sults:
							3 Abs	tracts found.
	Name	Abstrac ID	t	Date of Birth	Social Security#	Sex	Acc Num Hosp	Seq Num Hosp
D	DE, JANE		5	1999/09/09	111-11-1112	Female		11
D	DE, JOHN		6	1905/05/05	555-55-5555	Male		99

# **Copy an Abstract**

1. Make sure that you have the abstract to be copied open in the abstracting window. Click on the **File** menu and select **Copy Abstract** or click **Copy** on the toolbar.

File	Administration Auditor	Utilities	Reports
	New Abstract		Ctrl+N
	Open/Find Abstract		Ctrl+O
P.	Copy Abstract		Ctrl+I
	Close Abstract		Alt+C
E	Save Abstract		Ctrl+S
æ	Export Abstracts		Ctrl+M
->	Import Abstracts in NAACCR	Format	Ctrl+L
	Print Current Abstract		Ctrl+P
	Print Range of Abstracts		Ctrl+R
G.	Backup Abstract Database		Ctrl+B
R.	Restore		Ctrl+Y
	Exit		Alt+F4

2. **Result:** The **Copy Abstract** dialog opens and asks you to confirm that you would like to copy the abstract. Click **Yes** to copy the abstract (patient demographics) into a new abstract.

Copy Ab	stract	×
?	Current Abstract will be copied to the next AbsRefID available. Do you wish to continue?	
	Yes No	

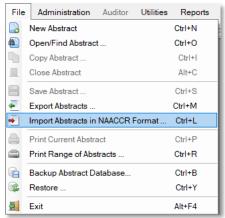
3. The abstract is copied to a new **Abstract Reference ID**. Patient demographics from the original abstract are copied over. No tumor information is copied over.

Abstract No.34	☐ Held ▼ Show Field Messages	
Abstract Sections	Display Types	
	✓ 2018-Present Diagnoses	
- DIAGNOSIS DATE		<u>^</u>
Diagnosis Date	2018/01/01	
Diagnosis Date Flag	•	
- PATIENT ID		Demographics from
NameLast	MOUSE	the original abstract
NameSuffix		are <b>copied</b> to the
NameFirst	MINNIE	new abstract.
NameMiddle		
NameMaiden		
NameAlias		
Street Address at DX	123 DISNEY LANE	
Supplemental Address	STE 321	
City at DX	ORLANDO	
State at DX	FL - Florida 💌	
Zip Code at DX		
County at DX	>	
Date of Birth	1956/01/01	

# Abstract Management Importing Abstracts

You can import complete and incomplete abstracts in NAACCR format.

1. Open the **Import Abstracts** window by clicking the **Import Icon** on the toolbar or by selecting **Import Abstracts in NAACCR Format** in the **File Menu**.



2. **Result**: The **Import Abstracts in NAACCR Format**. Click the **Select File** and navigate to the files you want imported. Click **Import**.

Import Abstracts in NAACCR Format		×
edits are run on the data t	pon import. To ensure data integrity, it is highly recommended that to check for quality and completeness prior to import, or that the oletion Re-check utility is used to run edits after import.	First, Select File
Import File:		Select File
Total Abstracts:	Layout Version:	Import
Importing Abstract No.:	NAACCR Abstract Type:	
Total Abstracts Imported:	File contains CrLf:	Import Log
<b>v</b>	Use Incoming File's Export Status	Clos Then Import
Г	Check Abstracts' Completed Status for import	
(	Complete C Incomplete	

### **Exporting Abstracts**

You need to export your abstracts in order to submit your data to WCRS. Once they are exported, they can be uploaded to Web Plus.

1. Click on the **File** menu and select **Export Abstracts** or click **Export** on the toolbar. **Result**: The **Export Abstracts** window opens and presents you with different options for exporting abstracts.

File	Administration Auditor Utilities	Reports
	New Abstract	Ctrl+N
	Open/Find Abstract	Ctrl+O
	Copy Abstract	Ctrl+I
	Close Abstract	Alt+C
H	Save Abstract	Ctrl+S
•	Export Abstracts	Ctrl+M
-	Import Abstracts in NAACCR Format	Ctrl+L
	Print Current Abstract	Ctrl+P
	Print Range of Abstracts	Ctrl+R
r.	Backup Abstract Database	Ctrl+B
×	Restore	Ctrl+Y
5	Exit	Alt+F4

 Choose your export options and click Select. Result: The system displays the number of abstracts that meet the export criteria in the lower left-hand corner of the main window, and in a popup message.
 Click OK, then click Export.

Export Abstracts		×
Exports in NAACCR Format     C A Type Record     Mark Exported Abstracts As Exported     Export Only Un-Exported Abstracts To Date		
Choose export options Prom: 2019/01/01  To: 2019 From: 2019/01/01  To: 2019 Prom: 2019/01/01  To: 2019/05/14  T	Preview     Export     Export Log     Close	
Hospital ID       Abstract ID [Range]         Abstractor ID       Range example: 1,3,5-8,12 (up to 20 Characters)         Export All Abstracts [No Filter]       This export file will include all NAACCR record data items as well as any system fields that are included in Exported data will NOT be in NAACCR Format		
6 Abstracts selected. 05/14/2019 NUSER(NAU)		

3. Enter a file name for the export file using the **specified file naming convention below**. **Result:** The system exports the abstracts into a text file provides a report for the export.

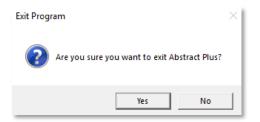
# FILE NAMING CONVENTION:

[5-digit WCRS facility code]\_[abstractor initials]\_[date exported].xml Example: 01005\_LAS\_20230301.xml

### **Creating a Backup**

When logging off and exiting Abstract Plus, the application will prompt you to back up the current abstract database. Although you can choose not to back up your database, it is **highly recommended** that you backup your database after finishing a session. Databases should be backed up to a shared network drive if possible.

1. Exit Abstract Plus. The **Exit Program** window opens and asks if you are sure you want to exit the program.



2. Click **Yes**. A window opens asking if you would like to back up the database containing your abstracts. Click **Yes** to back up the database.

Backup D	latabase	×
?	Do you want to backup your ABSPLUS.MDB database? Daily backup is STRONGLY RECOMMENDED!	
	Yes No	

3. **Result:** The **Database Backup** window appears. Select where you would like to save the backup if you don't want the backups in the default location.

📋 Abstract Plus Database Backup		×
Selected File Path for Zip Files:		
Set the compression level:	[Optional] -To encrypt the enter in Password below	zip file -
O Normal		Use the Search Button
O Minimum	1	if you would like to
• Maximum - slowest		select a different
Warning: Encrypted Zip File ca password. You must remember stored anywhere. Support can	er the password as it is r	location for the backup
		lose

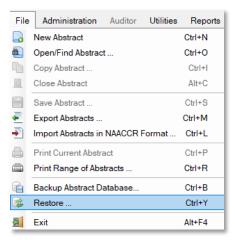
4. Select the desired compression level for the zip file if other than the default. If desired, you may password-protect your file. Click **Save** to create the backup and exit Abstract Plus.]

**IMPORTANT:** If you chose to password-protect your file, the encrypted file cannot be restored without the specified password. WCRS does not have access to this password, so if it is forgotten or lost, the backup cannot be recovered.

### **Restoring Abstracts from Backup**

In the event that your Abstract Plus abstracts database (ABSPLUS.MDB) is corrupted, if you have used the **Backup** option to back up your database you will be able to restore your database using the **Restore Option**. The **Restore Option** allows you to go back to a file that you saved which is why it is so strongly recommended that you back up your work when exiting the application. To use the **Restore Option** to restore your Abstract Plus abstract database to an earlier saved backup, complete these steps.

1. Open the Restore Database window from the File Menu.



2. **Result:** The **Restore Abstract Plus Database** window opens. Navigate to and identify the zipped backup file on your computer or network by clicking the **Folder Icon**.

📚 Restore Abstract Plus Database	×
	?
Select the file to restore.	
C:\RegPlus\AbstractPlus\MDBS\Backup\AbsPlus_Backup_04-30-2019_152625.zip	
If the zip file was encrypted - Please enter in the Password below:	
Existing AbsPlus.mdb file will be renamed as AbsPlus_20190514_101351	
Restore	Close

**Note:** The default location for saving backup files is C:\RegPlus\AbstractPlus\MDBS\Backup. You may need to navigate to a different location if you saved your backup file somewhere else (i.e., Network drive)

3. If your password protected the selected backup file, enter the password in the **Password Box**. Otherwise just click **Restore**. **Result:** The main window opens with the selected abstracts backup database restored, and you can resume abstracting activities.

# **Deleting Abstracts**

Abstract Plus allows you to delete abstracts from the abstract database. This feature should be used with caution, as abstracts are permanently deleted from the database. To delete an abstract, complete these steps.

1. Click on the Utilities Menu and select Delete Abstract(s).

🔄 Restore Abstract Plus Da	tabase				×
Select the file to restore.					
C:\RegPlus\AbstractPlus\I	MDBS\Ba	kup\AbsPlus_B	ackup_04-30-2	2019_15262	5.zip
If the zip file was encrypte	ed - Pleas	e enter in the Pa	ssword below		
******					
Existing AbsPlus.mdb	file will I	be renamed a	s AbsPlus_2	0190514_1	101351
Restore					Close
			0.5		
	Utilities	Reports	Options	Help	
	🔒 Do	ctor Query S	ystem		
	🚊 Ma	anage Facility	Codes		
	🔒 Ma	anage Doctor	Codes	_	
	🔵 De	lete Abstract	(s)		
	🛃 No	tepad			

 Result: The Delete Abstracts window opens. Enter your search criteria and click Query. Select only the case(s) you want to delete. Click Delete. Result: The system verifies that you would like to delete the selected abstract(s) and creates a backup.

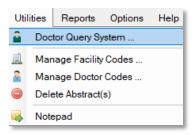
IMPORTANT: By default, all cases will be selected. Make sure you deselect any cases you want to keep.

	😢 Del	ete Abstracts							- 0	×	
	Query	Items [Multiple	e item selection allowed]								1
		All	Complete Abs	tracts Onl	у	C Incomple	te Abstracts	s Only		$\bigcirc$	
By default, a	all 🛛	alue									
cases are	a	ast Name	First Name	_		Ab	ostracted By	/	4 QI	iery	
selected.									📑 De	lete	
concolou.		Note: Partial	name search allowed			E	kample: DOE	-			
	_	At	ostract ID		Date Exported	Rep	orting Hosp	ital		ose	C
			To:	Γ							
		Example	le: 1234567890		Example: 2008/12/15 (YYYY/MM/DD)	Examp	ole: 1234567	8901	Query Results:	The	n oliok
	Sel	ect/Deselect Al	I						3 Abstracts		n, click
	Delete Case		Name	Abstract ID	Date of Birth	Social Security#	Sex	Acc Nu Hosj		Dele	ete
		DOE, JA	NE	5	1999/09/09	111-11-1112	Female			11	
	<b>v</b>	DOE, JO	OHN	6	1905/05/05	555-55-5555	Male			99	
		DUCK, I	DONALD	4	1931/03/01	444-44-4444	Male			88	1
			, <b>deselect</b> an ds you wish t		ep.						

# Other Functions Doctor Search

To lookup a doctor you can use the **Doctor Query System (DQS)**. The DQS contains information for Wisconsin-licensed Physicians and is updated by WCRS periodically.

1. Click on the **Utilities** menu and select **Doctor Query System** or click **DQS** on the toolbar. **Result**: The **Doctor Query System** window opens.



2. Enter the search criteria of your choice and click Query. Result: Doctors meeting the criteria are listed

🤷 Doctor C	luery			- <b>D</b> X
Enter Search Criteria		Sector	Query System	
Search Val	ue(s)			a Query
Last Name	SMITH	First Name	Doctor ID	
	Note: F	Partial name search allowed	Example: 12345678	Select
			-	Click Query
	Query Resu	Its: 230 Doctors found.		
Doctor			Address	Specialty
00043867		SMITH, AIPING	14205 N. MCRAVEN LANE, MT. VERNON, IL 62864	PHYSICAL MEDICINE AND REHAB
00045122		SMITH, ALAN	24245 PINE GROVE RD, RAPID CITY, SD 57702	ANESTHESIOLOGY
00064503		SMITH, ALISON	2291 FAIRFAX ST, PELLA, IA 50219	
00013149		SMITH, ALVIN	929 N SAINT FRANCIS ST, WICHITA, KS 67214	PATHOLOGY
00062484		SMITH, ANDREW	4664 WILLOW LN, NAZARETH, PA 18064	SURGERY - GENERAL
00035210		SMITH, ANN	1000 N OAK AVENUE, MARSHFIELD, WI 54449	DERMATOLOGY
00049197		SMITH, AUBREY	1411 N TAYLOR DRIVE, SHEBOYGAN, WI 53081	OBSTETRICS AND GYNECOLOGY
00033030		SMITH, BASIL	PO BOX 3724, CLEVELAND, TN 37320	ORTHOPEDIC SURGERY
00051761		SMITH, BENJAMIN	N8500 MOON ROAD, ELDORADO, WI 54932	RADIOLOGY - DIAGNOSTIC
			125 ROSEMARY AVE SAN ANTONIO TX	<b>•</b>

### **Printing Abstracts or Range of Abstracts**

1. To Print a Single Abstract: Open the abstract you wish to print. Click Print Current Abstract from the File Menu. To Print a Range of Abstracts: Click on the File menu and select Print Range of Abstracts. Result: The Print Abstracts window opens.

File	Administration Auditor Utilities	Reports	File	Administration Auditor Utilities	Reports
	New Abstract	Ctrl+N		New Abstract	Ctrl+N
	Open/Find Abstract	Ctrl+O	<b>(B)</b>	Open/Find Abstract	Ctrl+O
<b>D</b>	Copy Abstract	Ctrl+I		Copy Abstract	Ctrl+I
	Close Abstract	Alt+C	1	Close Abstract	Alt+C
	Save Abstract	Ctrl+S		Save Abstract	Ctrl+S
4	Export Abstracts	Ctrl+M	- 🖉 -	Export Abstracts	Ctrl+M
->	Import Abstracts in NAACCR Format	Ctrl+L	-	Import Abstracts in NAACCR Format	Ctrl+L
	Print Current Abstract	Ctrl+P		Print Current Abstract	Ctrl+P
	Print Range of Abstracts	Ctrl+R		Print Range of Abstracts	Ctrl+R
G	Backup Abstract Database	Ctrl+B		Backup Abstract Database	Ctrl+B
R.	Restore	Ctrl+Y	<b>1</b>	Restore	Ctrl+Y
劃	Exit	Alt+F4	5	Exit	Alt+F4

If Printing a Range of Abstracts, Enter the abstract selection criteria for the range of abstracts that you would like to print. Click **Select**. **Result**: The system displays the number of abstracts that meet the selected criteria at the bottom left corner of the window. Then, click **Print Preview**.

🍑 Pri	nt Abstracts	:	×
First, Enter Selection Criteria	act Selection [ Multiple options may be selected ] Inly Un-Exported Abstracts To Date y Date Previously Exported te Exported Range: [Date Format: YYYY/MM/DD] rom: 2019/01/01  To: 2019/05/16		
Da	y Date Created [ Entered ] te Created Range: [Date Format: YYYY/MM/DD] rom: 2019/01/01  To: 2019/05/16	<u>S</u> elect Print Preview <u>C</u> lose	Then, Click Select
	spital ID Abstract ID [Range] stractor ID Range example: 1,3,5-8,12 (up to 20 Characters) II Abstracts in Database	Р	astly, click rint review
6 Abstracts se	elected. 05/14/2019 NUSER(NAU)		

2. **Result:** The **Report Viewer** window opens, display the abstract(s) you have selected or specified. You can **Print** or **Save** the abstract(s) from the toolbar.

# **Running Reports**

1. To run a report, go to the **Reports** menu on the toolbar, and select the report of interest.

Reports		Options	Help	Edit Set: WI_V18b	_AbsPlus			
Ð	Acce	ssion Regis		Alt+Shift+A				
8	Patient Index Alt+Shift+F							
	Sele	cted Cases			Alt+Shift+S			
	Status report (Count of Cases) Summary Alt+Shift+T							
	Com	pletion Stat	us of Ab	stracts by Month	Alt+Shift+C			
亦	Rep	ort Wizard			Alt+Shift+W			
10	Edit	Custom Rep	oort		Alt+Shift+E			
14	Run	Custom Re	ports		Alt+Shift+R			
?	Report Generator Help							

Report	Description					
Accession Register	Includes a line listing of all abstracts in the database, sorted by reporting hospital and accession number					
Patient Index	Includes a line listing of all abstracts in the database, sorted alphabetically by name					
Selected Cases	Line listing report which includes abstracts based on user-specified criteria					
Status Report (Count of Cases) Summary…	Includes the total number of complete and incomplete abstracts by export status within a user-specified date range					
Completion Status of Abstracts by Month	Includes abstract completion status by year and month of Date of Adm/1 <sup>st</sup> Contact within a user-specified date range					

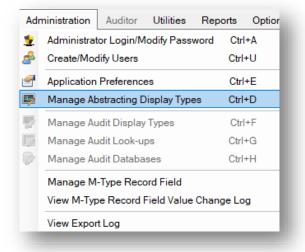
2. **Result**: You will either be directed to a window to specify more criteria, or you will be taken directly to the **Print Preview** of the report. From here, you can **Save** or **Print** your report.

Print	🚽 Save	- 11	3	<b>8</b>		9	Close		2														
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									Accorri	on Regis	lor												
										nuary 28,													χ.
		Rep Hosp	Acc Num Hosp S	ieq N	lame	Class Case	Birth Date	Social Security	Sex	Diagnosis Date	Primary Site	Lateral	Hist/Beh ICDO3	Medical Rec Num	Last Contact	Abs Ref ID	Vital Status				-	=	
	-																						
								-	Other (hermaphr dite)	•			1			2							
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								-					1			24						•	
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								-					1			32							
								-		19990101			1			19							
	Ι.						19990101	-		20110101			1			25							
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# **Setting Default Values for NPI and Facility Codes**

Follow these instructions to set default values for fields. This eliminates the need to look up and enter values individually for each abstract. This is especially helpful for NPI and Facility Codes fields.

1. From the Administration menu, select Manage Abstract Display Types. Result: The Administrator Login window will appear. You will be prompted for a password. Enter Admin.



2. **Result:** The **Manage Display Types** window will open. Select the **Display Type** you wish to configure. Then click on the **Display Fields** tab.

Select the <b>Display</b> you wish to configure			
👪 Manage Display Types			×
Selected Display Type: 2018-Present Diagnoses	Default Display	🕜 🗎 Save	Close
Display Types Display Fields Critical Fields Edits Config	uration Individual Edits	CS Calculations	
Click <b>Display</b> <b>Fields</b> tab			
	Av	vailable Display Types List	
[35 Characters Max] Ex: HOSPITAL		976-2017 Diagnoses 018-Present Diagnoses	
			Continue ⇒

3. **Result**: The **Display Fields** tab will open. Select your desired field from the right column and click **Properties**.

🕌 Manage Display Types		×
Selected Display Type: 1976-2017 Diagnoses ONL	🕜 📔 Save	Close
Display Types Display Fields Critical Fields Edits Configurat	ion Individual Edits CS Calculations	
Available Fields for Display Type:	Assigned Fields for Display Type: XClear List	
Addr at DXCounty [102] Addr Current-City [1810] Addr Current-County [1832] Addr Current-No & Street [2350] Addr Current-St Addr Current-St Addr Current-St Adenopathy [380 Adenopathy [380 Adenopathy [380 AfP Post-Orchied AFP Post-Orchied	CS Site-Specific Factor23 [2877]       { SSF 23} ∧         CS Site-Specific Factor24 [2878]       { SSF 24}         CS Site-Specific Factor25 [2879]       { SSF 25}         CS Version Input Current [2937]       { p.}         CS Version Input Original [2935]       { p.}         CS Version Derived [2936]       { p.}         Derived SS2000 [3020]       { p.}         Derived SS2000-Flag [3050]       { p.}        FACILITY SPECIFIC       Reporting Facility [540]         NPIReporting Facility [545]       [ 50]	S E Q U U E N
AFP Pre-Orchiectomy Lab Value [3807] AFP Pre-Orchiectomy Range [3808] AFP Pretreatment Interpretation [3809]	Type Of Reporting Source [500] { Reportin Casefinding Source [501] Date of 1st Contact [580] { 1st Contact Date} Date of 1st Contact Flag [581] { 1st Contact Date Fl Class Of Case [610]	Properties
2018 RADIATION TREATMENT	Sequence Number-Hospital [560]         { Sequenc           Accession Number-Hosp [550]         { Accessio           Medical Record Number [2300]         { Med. Re	Print
BIOLOGICAL RESPONSE MODIFIER BIOMARKERS BCR-ABL	Primary Payer at DX [630] PhysicianManaging [2460] { Managing Physicia NPIPhysicianManaging [2465] { NPI - Ma <	Click Properties
		Continue ⇒

4. **Result:** The **Properties** window will open. Enter your information (such as WCRS 10-digit Facility ID or NPI code) in **Field Default Value**. Click **OK**.

👔 Properties: Reporting Facility [540]	×
<ul> <li>Protected [When selected, cannot be edited by user Invisible [When selected, will not be visible but car still participate in edits and receive Default values]</li> <li>Field Display Label:</li> </ul>	n
Field Default Value:	
0000001234	
Field Message: [Changes take effect immediately upon selecting OK.]	n
	^
	~
Use Default Field Message	
Default Field Message:	
	~
	~

5. **Result:** You are returned to the **Manage Display Types** window. Click **Save. Repeat these steps for each Display**. When done, the field(s) will be defaulted to your set value in new abstracts you create.