

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**

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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 [WCRS Abstract Plus webpage](#), 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 DHSWCRSdata@dhs.wisconsin.gov. 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 DHSWCRSdata@dhs.wisconsin.gov 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 DHSWCRSdata@dhs.wisconsin.gov 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 DHSWCRSdata@dhs.wisconsin.gov

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.**

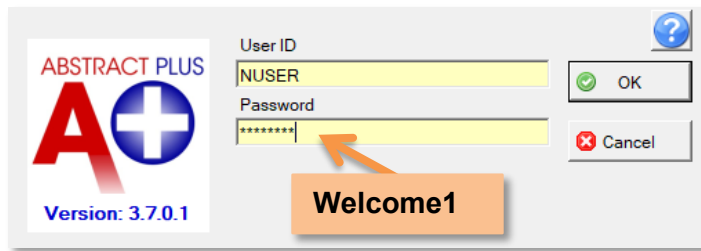
1. Launch Abstract Plus. **Result:** The **Create/Modify Users** window opens.

The screenshot shows the 'Create/Modify Users' window. The 'Selected User' section has three input fields: 'User Name' (containing 'USER, NEW, A'), 'User ID' (containing 'NUSER'), and 'Initials' (empty). Below each field are instructions: 'User Name' (5-35 characters, e.g. Smith, John A), 'User ID' (5-10 characters, e.g. JSmith), and 'Initials' (3 characters, e.g. JAS). To the right are buttons for 'Add', 'Reset Password', 'Delete', and 'Close'. At the bottom, there is a 'Current User ID' field and a 'Change Current User' button.

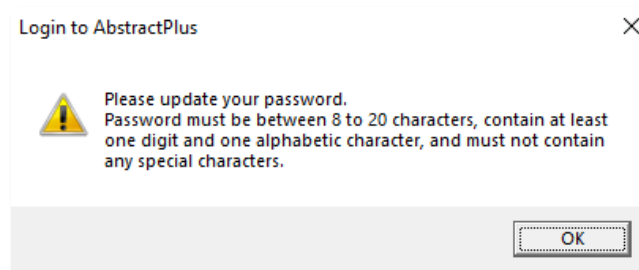
2. Enter your name (Last name, First Name, Middle Initial) in the **User Name** field, **User ID** (5-10 characters), and **Initials**. Click **Add**.

The screenshot shows the 'Create/Modify Users' window with an orange callout box. The callout box contains the text: 'Enter your: - Name (Last, First, Middle) - Desired User ID - Initials'. An arrow points from the callout box to the 'Add' button. Another callout box with the text 'Click Add' also points to the 'Add' button. The input fields in the window now contain 'USER, NEW, A' for User Name, 'NUSER' for User ID, and 'NAU' for Initials.

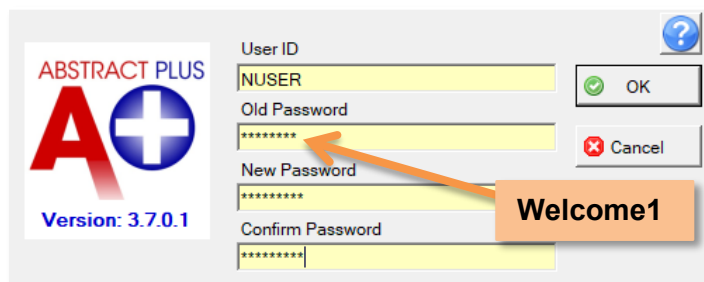
3. **Result:** The **Login** window opens. Login with your User ID and temporary password: **Welcome1**



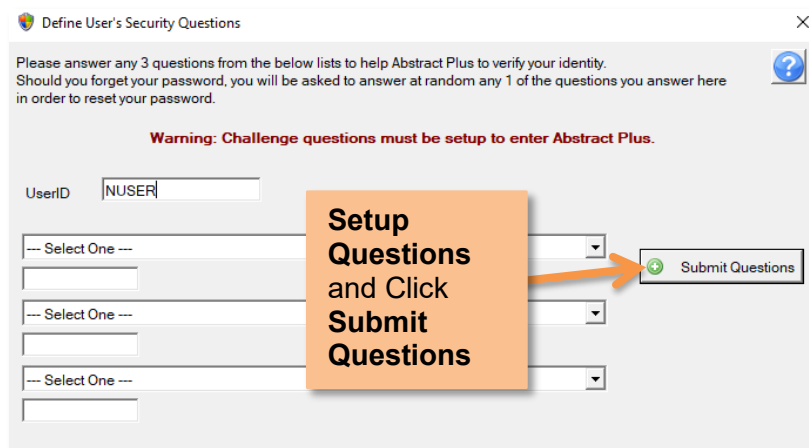
4. A **Password Update** message is issued that lets you know you need to change your password. This occurs upon initial log in only. Click **OK**.



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**.



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

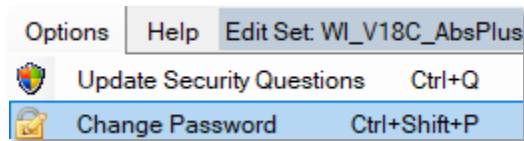


7. **Result:** The **Main Window** opens, with you logged in as a general user.

Changing Your Password

From Within Abstract Plus or the Login Screen

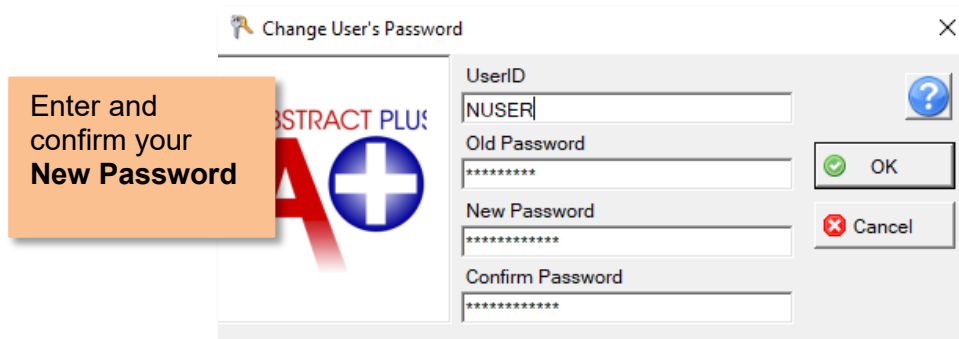
- A. If changing from Within Abstract Plus, select **Change Password** from the **Options Menu**.



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



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**.

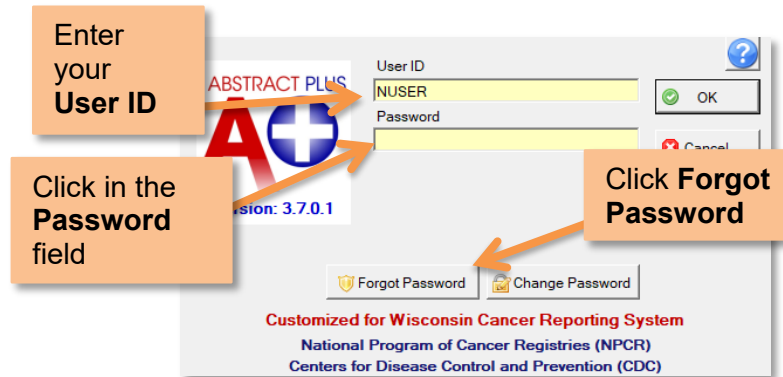


Possible Errors when Changing Your Password

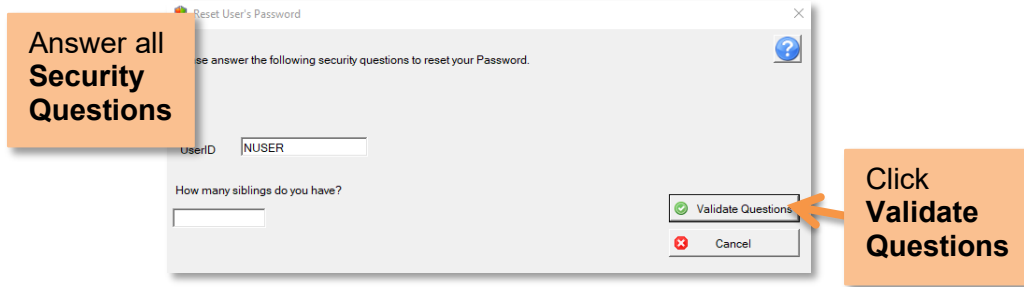
1. **Old password is incorrect.** You must correctly enter your old password in order to successfully change it. Check to see if **Caps Lock** or **Num Lock** is on and try again. Click **OK**, and then correctly re-enter your old password. If you cannot remember your old password, follow instructions 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

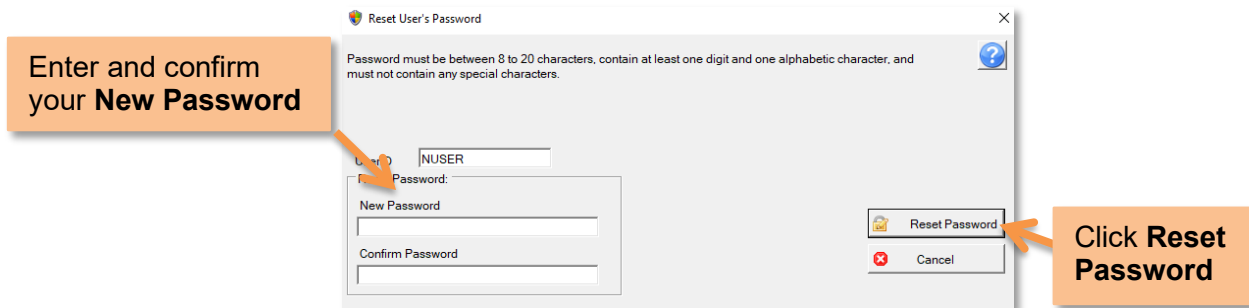
1. Launch Abstract Plus, enter your User ID and click in the **Password** field. Then click **Forgot Password**.



2. **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.



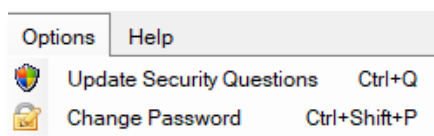
3. **Result:** If you answered them correctly you will be directed to the **Password Reset** window where you can set your new password. Enter and confirm your password, then click **Reset Password** to submit the change.



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

Updating Personal Security Questions

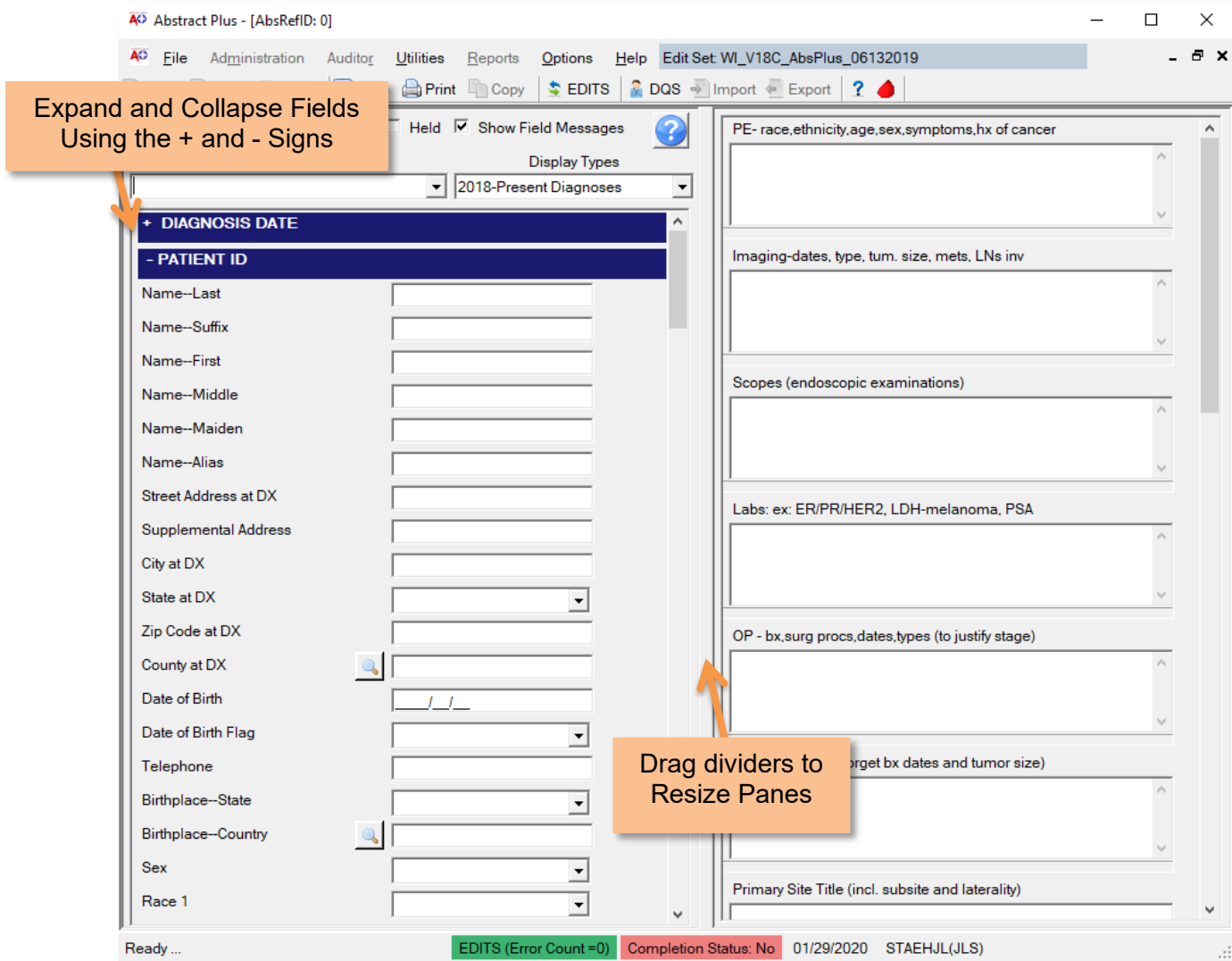
1. From the **Options Menu**, select **Update Security Questions**.



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**.

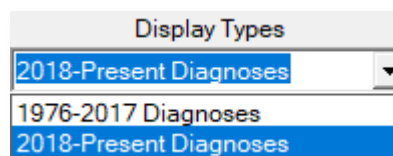
Main Abstracting Window

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.



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

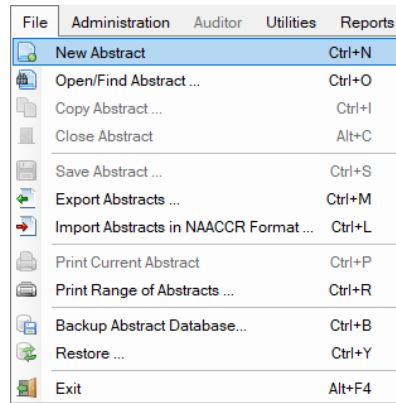
Make sure the right display type is selected before entering the data.

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

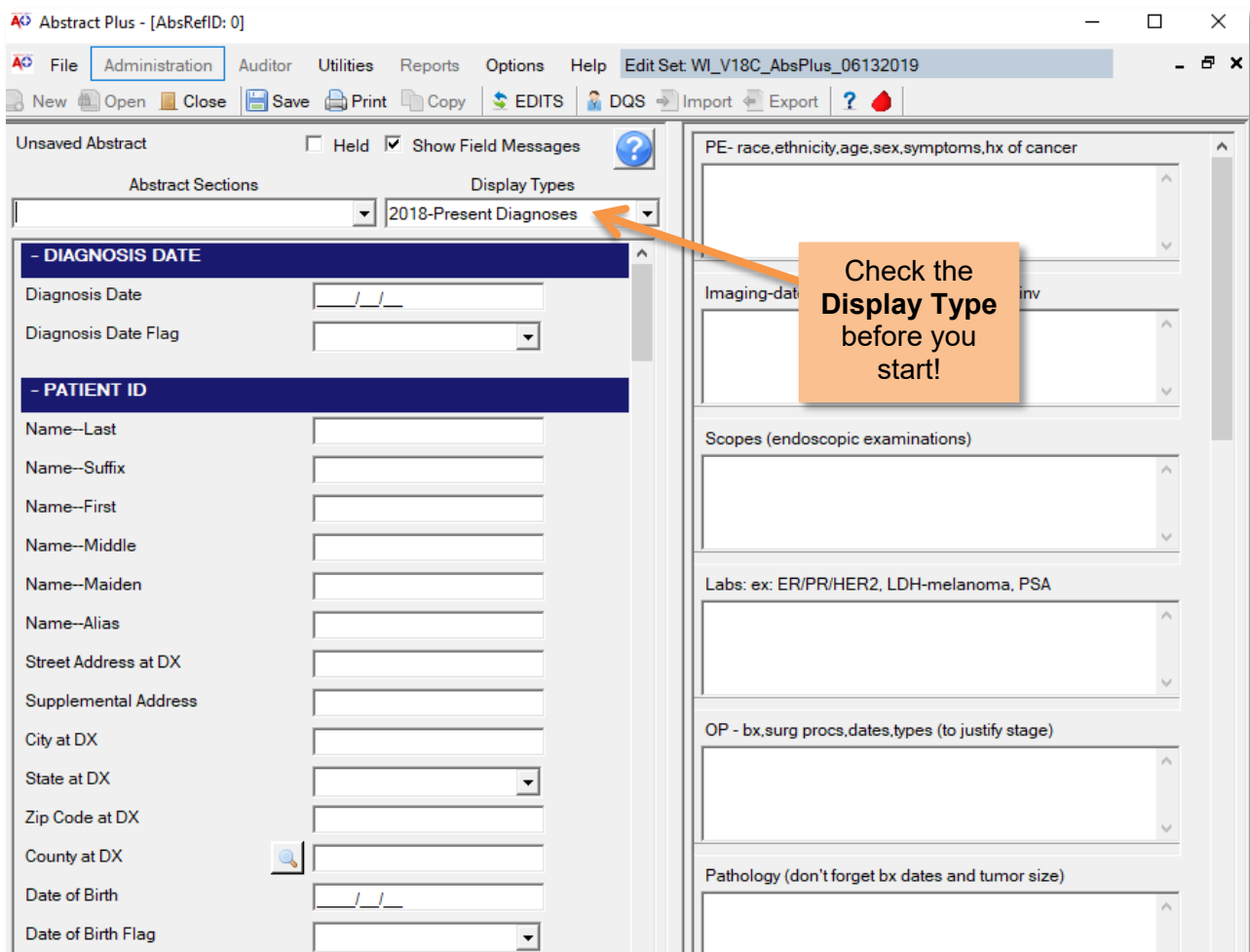
Abstracting in Abstract Plus

Creating and Saving Abstracts

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



2. **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**.



3. 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.

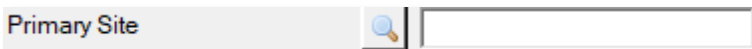
Helpful Tips for Abstracting


- For detailed information on reporting requirements, data items, and coding instructions, refer to the [WCRS Manuals](#) and other [Coding Resources](#) when abstracting.
- Many data items offer code selection from **drop-down lists**. These lists feature an auto-complete, **find-as-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**.



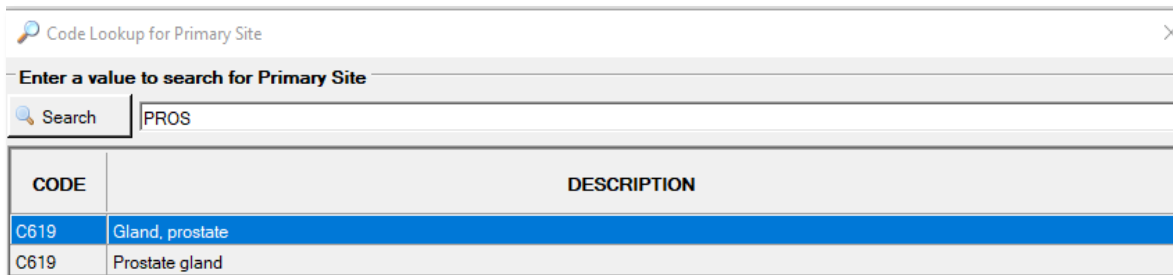
Race 1

- 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 Lookup for Primary Site

Enter a value to search for Primary Site

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 [WCRS Data Dictionary](#) for Text Field Recommendations and Requirements.



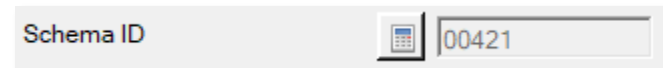
Primary Site Title (incl. subsite and laterality)


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 

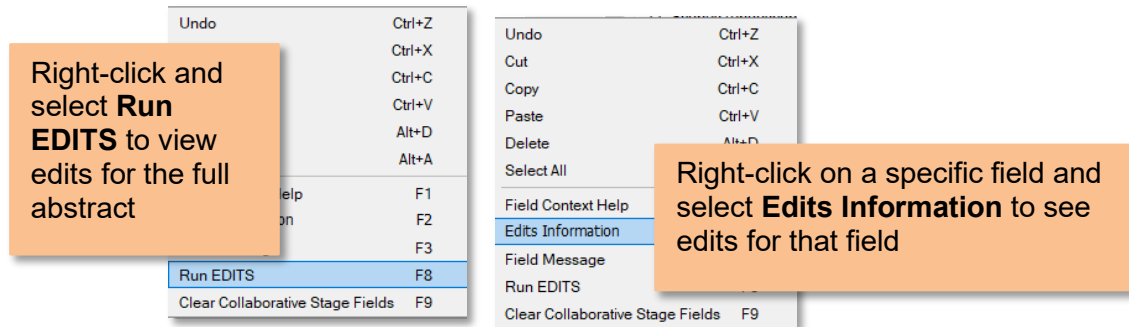
- Keyboard shortcuts are available for some useful functions:
 - Save Abstract:** CTRL + S
 - Run EDITS:** F8
 - Undo:** CTRL + Z
 - Cut:** CTRL + X
 - Copy:** CTRL + C
 - Paste:** CTRL + V
 - Select all text in field:** ALT + A
 - Move to next field:** Enter or Tab
 - Move to previous field:** Shift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

Running Edits and Fixing Errors

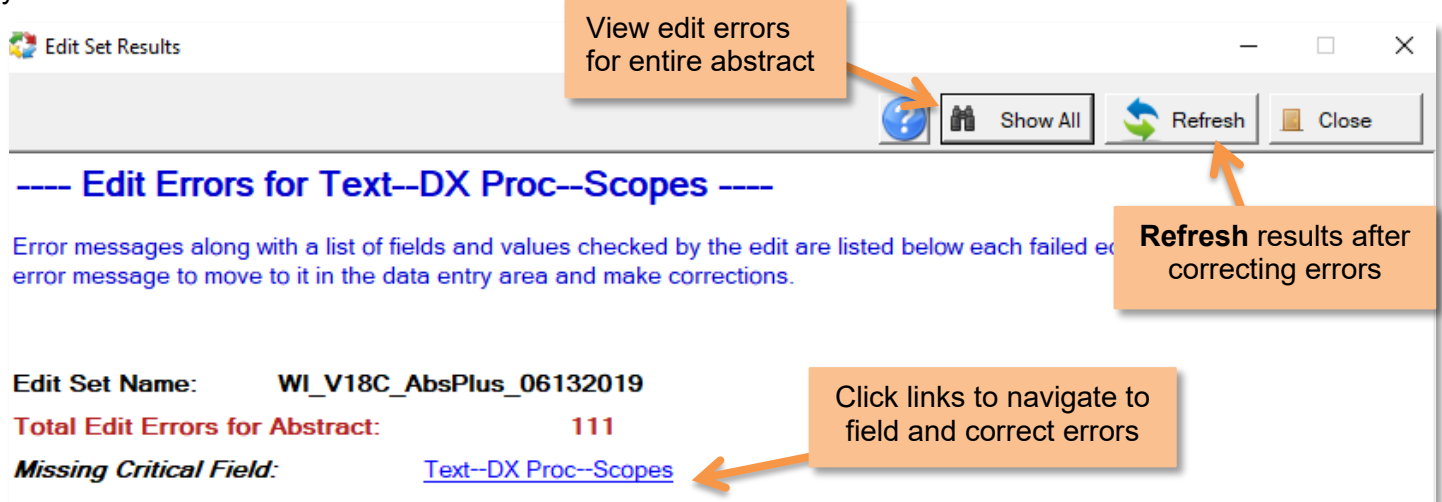
For helping resolving Edit Errors, contact WCRS at DHSWCRSdata@dhs.wisconsin.gov.

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.

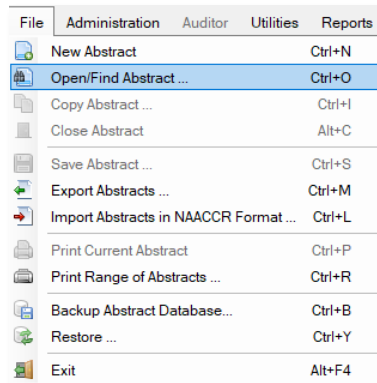
EDITS (Error Count =18) Completion Status: No

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.



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

Specify Search Criteria

Query Items [Multiple item selection allowed]

All Complete Abstracts Only Incomplete Abstracts Only

Item Value

Last Name	First Name	Medical Record #	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Partial name search allowed *Example: 12345678901* *Example: 123-12-1234*

Abstract ID	Reporting Hospital	Date of Birth
<input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>

Example: 1234567890 *Example: 12345678901* *Example: 2008/12/15 (YYYY/MM/DD)*

Click Query

Query Results: 3 Abstracts 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.

Select the record

Double click the record or click Select to open.

Query Items [Multiple item selection allowed]

All Complete Abstracts Only Incomplete Abstracts Only

Item Value

Last Name	First Name	Medical Record #	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Partial name search allowed *Example: 12345678901* *Example: 123-12-1234*

Abstract ID	Reporting Hospital	Date of Birth
<input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>

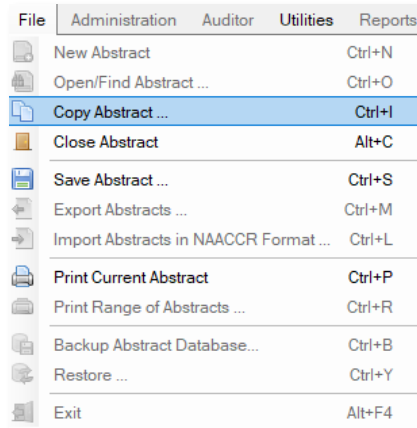
Example: 1234567890 *Example: 12345678901* *Example: 2008/12/15 (YYYY/MM/DD)*

Query Results: 3 Abstracts found.

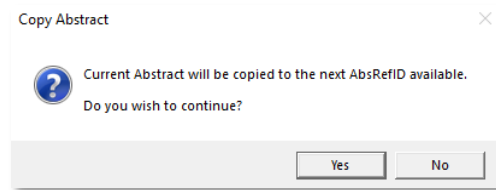
Name	Abstract ID	Date of Birth	Social Security #	Sex	Acc Num Hosp	Seq Num Hosp
DOE, JANE	5	1999/09/09	111-11-1112	Female		11
DOE, JOHN	6	1905/05/05	555-55-5555	Male		99

Copy an Abstract

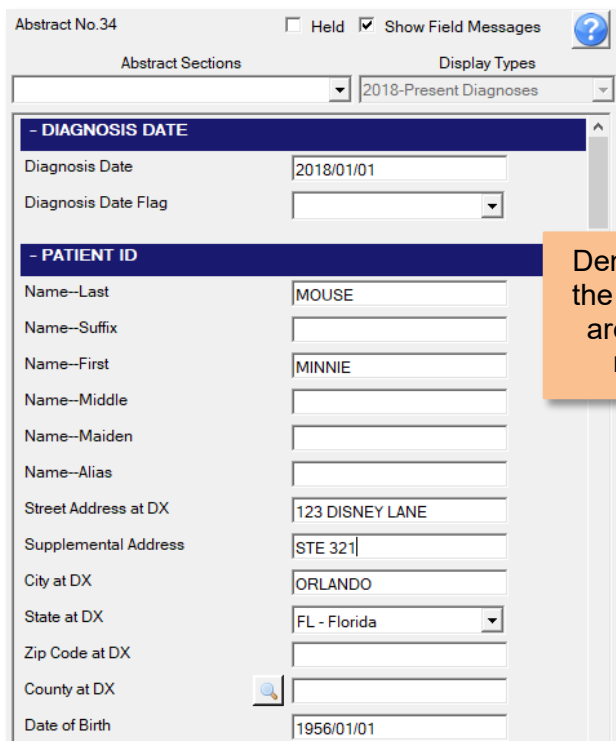
1. Make sure that you have the abstract to be copied open in the abstracting window. Click on the **File** menu and select **Copy Abstract** or click **Copy** on the toolbar.



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.



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.



The screenshot shows the "Abstract No.34" form with the following fields:

Abstract Sections		Display Types
2018-Present Diagnoses		2018-Present Diagnoses
- DIAGNOSIS DATE		
Diagnosis Date	2018/01/01	
Diagnosis Date Flag		
- PATIENT ID		
Name--Last	MOUSE	
Name--Suffix		
Name--First	MINNIE	
Name--Middle		
Name--Maiden		
Name--Alias		
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	

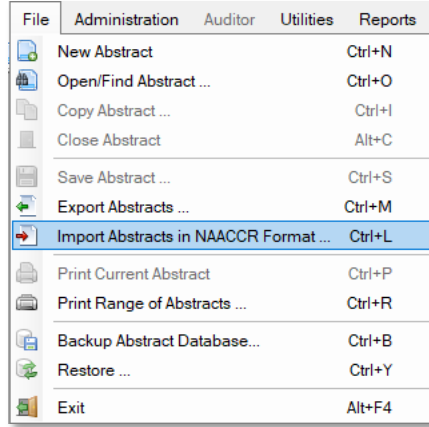
Demographics from the original abstract are copied to the new abstract.

Abstract Management

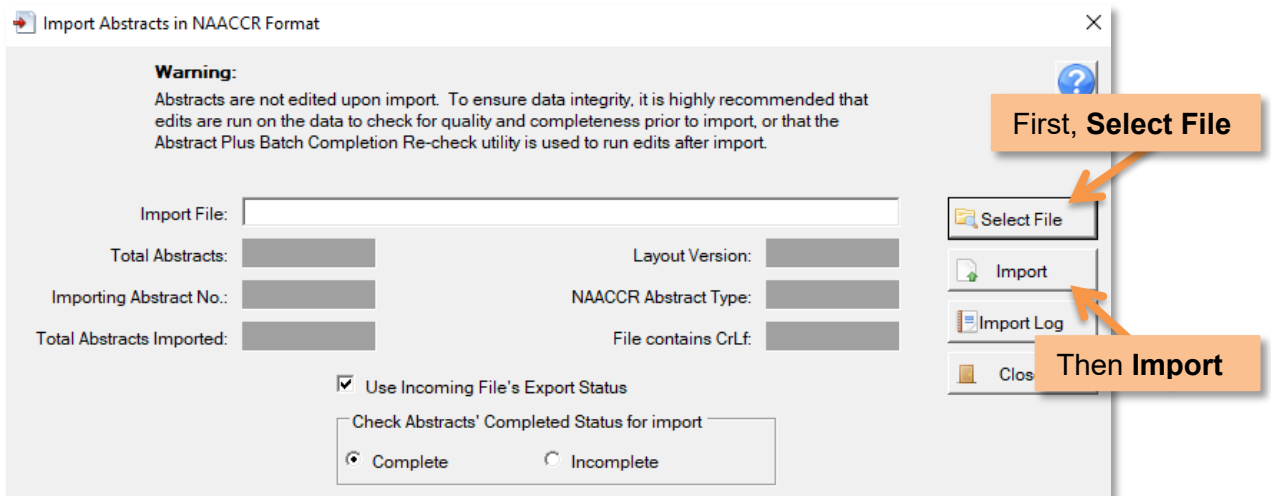
Importing Abstracts

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**.



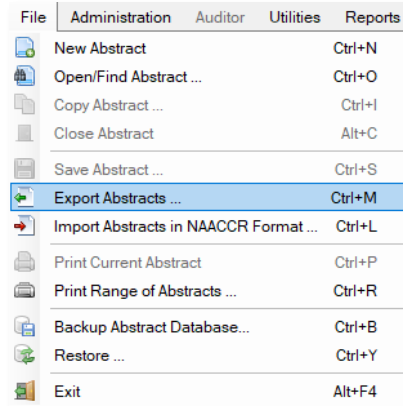
2. **Result:** The **Import Abstracts in NAACCR Format**. Click the **Select File** and navigate to the files you want imported. Click **Import**.



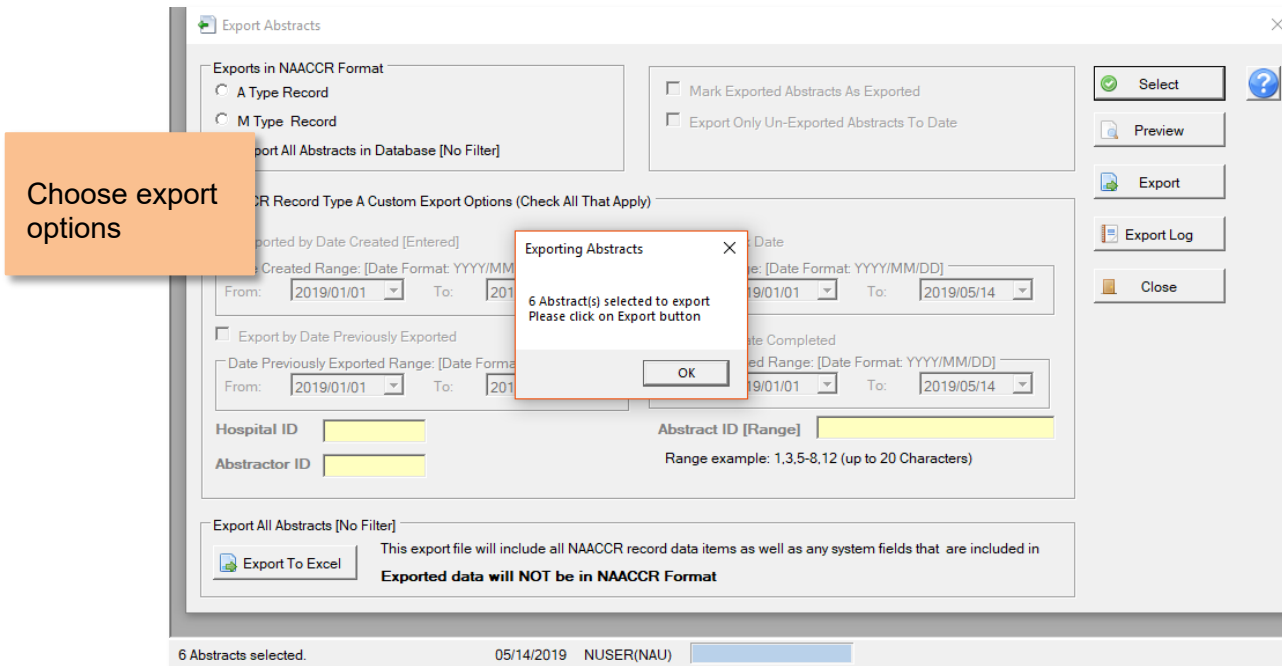
Exporting Abstracts

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.



2. 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.**



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:

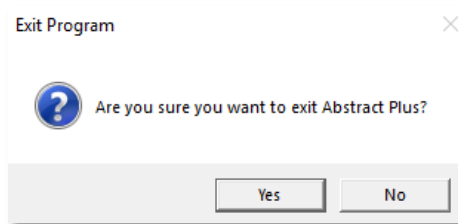
[5-digit WCRS facility code]_[abstractor initials]_[date exported].xml

Example: 01005_LAS_20230301.xml

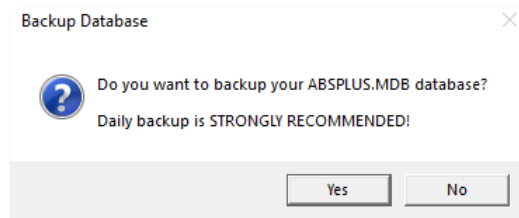
Creating a Backup

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.**

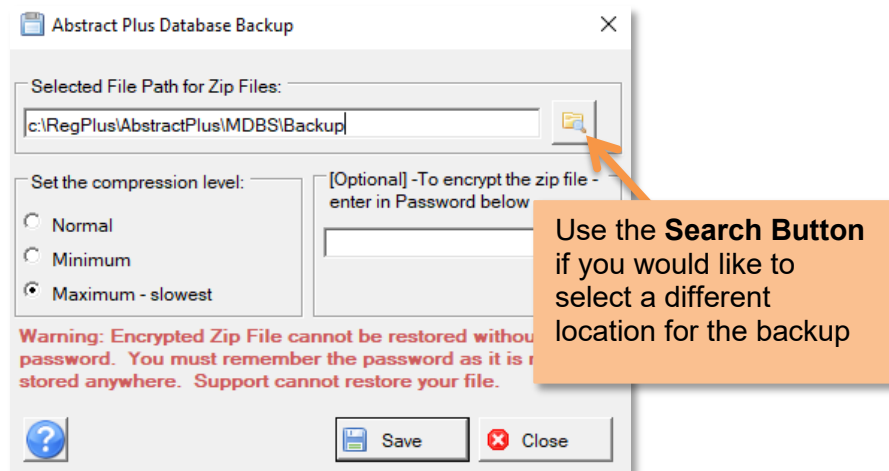
1. Exit Abstract Plus. The **Exit Program** window opens and asks if you are sure you want to exit the program.



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.



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.



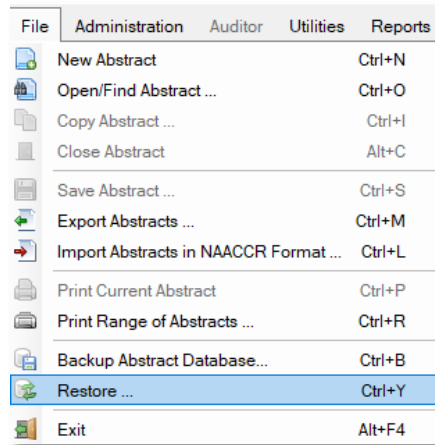
4. Select the desired compression level for the zip file if other than the default. If desired, you may password-protect your file. Click **Save** to create the backup and exit Abstract Plus.]

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.

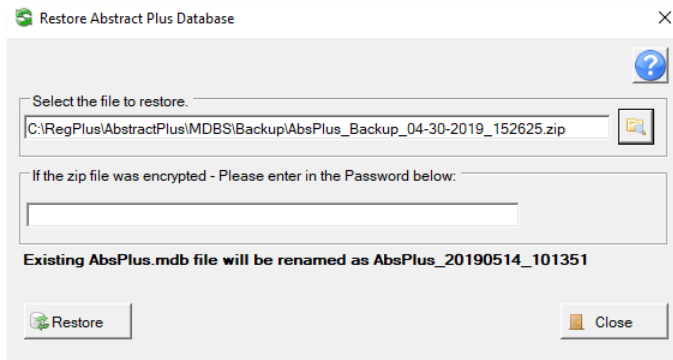
Restoring Abstracts from Backup

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**.



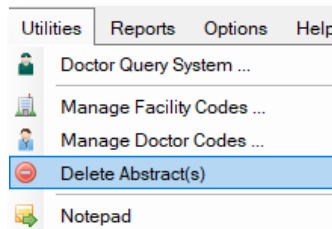
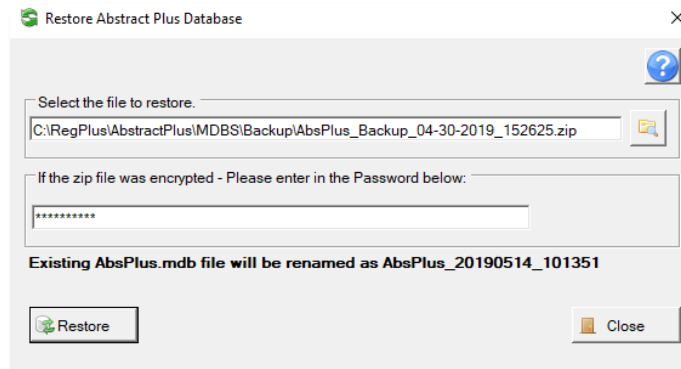
Note: The default location for saving backup files is C:\RegPlus\AbstractPlus\MDBS\Backup. You may need to navigate to a different location if you saved your backup file somewhere else (i.e., Network drive)

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)**.



2. **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.

By default, all cases are selected.

Then, click Delete

First, deselect any records you wish to keep.

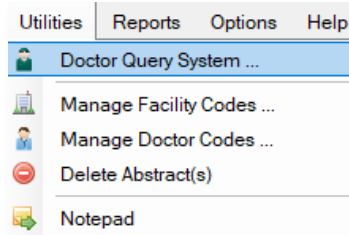
Delete Case	Name	Abstract ID	Date of Birth	Social Security #	Sex	Acc Num Hosp	Seq Ho
<input checked="" type="checkbox"/>	DOE, JANE	5	1999/09/09	111-11-1112	Female		11
<input checked="" type="checkbox"/>	DOE, JOHN	6	1905/05/05	555-55-5555	Male		99
<input checked="" type="checkbox"/>	DUCK, DONALD	4	1931/03/01	444-44-4444	Male		88

Other Functions

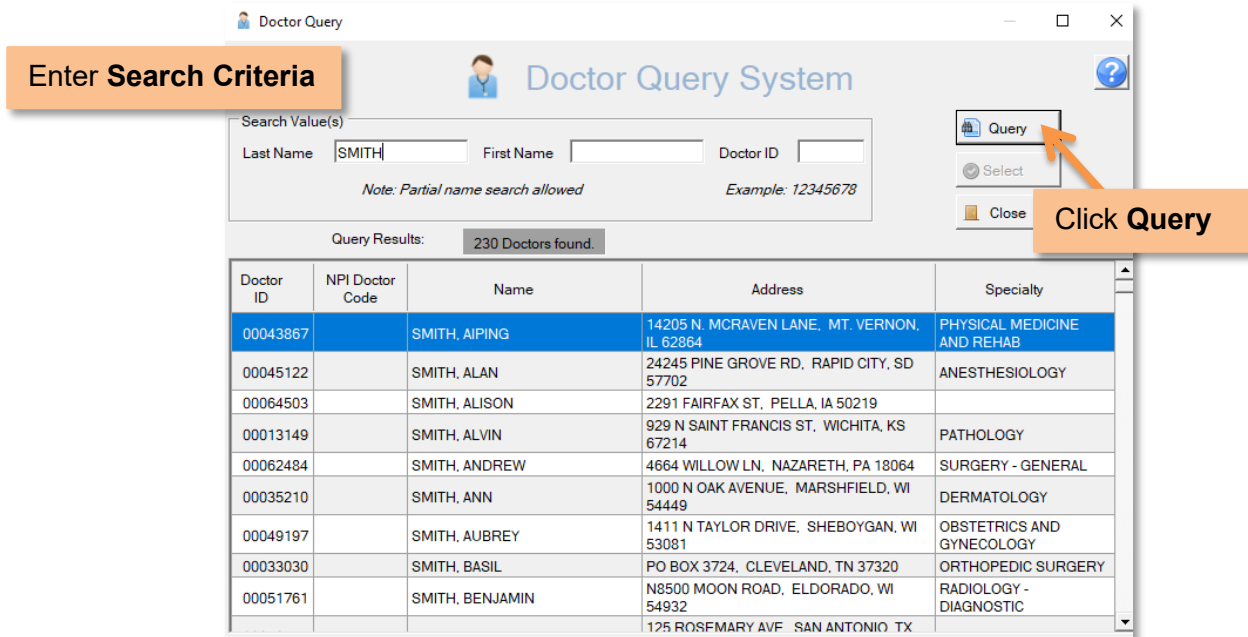
Doctor Search

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

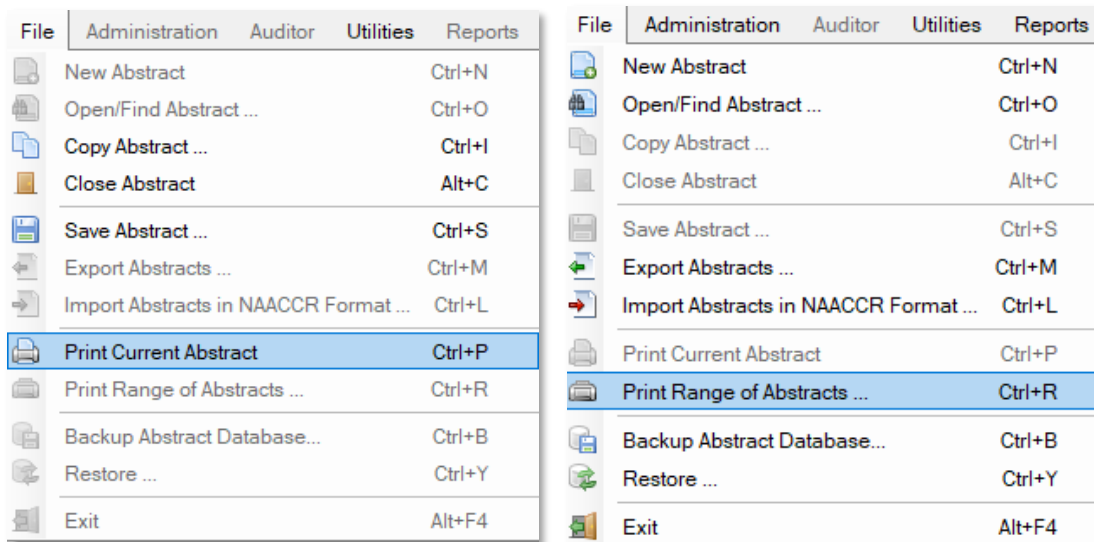


The screenshot shows the 'Doctor Query System' window. At the top, there is a search bar with the text 'Enter Search Criteria'. Below it, there are three input fields: 'Last Name' (containing 'SMITH'), 'First Name', and 'Doctor ID'. A note below the fields says 'Note: Partial name search allowed' and an example 'Example: 12345678'. To the right of the search fields, there is a 'Query' button with a magnifying glass icon, a 'Select' button, and a 'Close' button. An orange callout box with an arrow points to the 'Query' button, containing the text 'Click Query'. Below the search fields, it says 'Query Results: 230 Doctors found.' and a table of results is displayed.

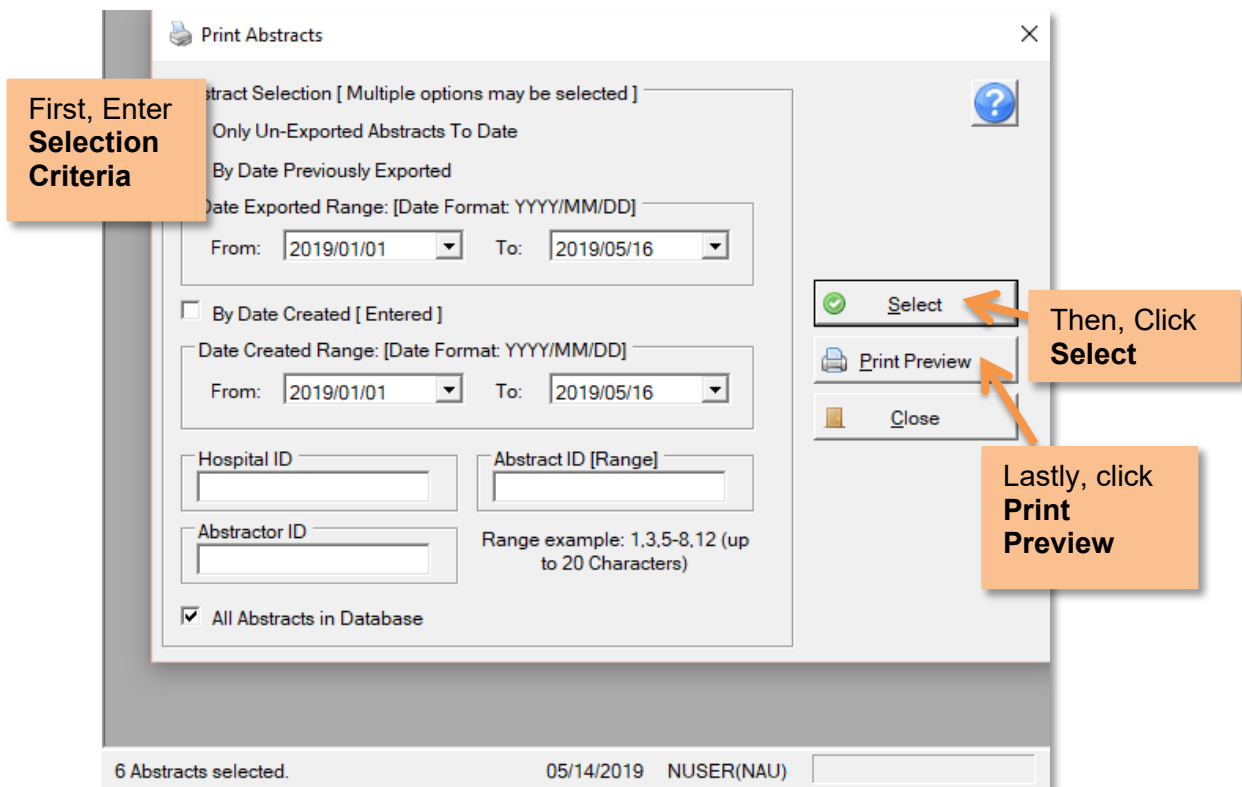
Doctor ID	NPI Doctor Code	Name	Address	Specialty
00043867		SMITH, AIPING	14205 N. MCRAVEN LANE, MT. VERNON, IL 62864	PHYSICAL MEDICINE AND REHAB
00045122		SMITH, ALAN	24245 PINE GROVE RD, RAPID CITY, SD 57702	ANESTHESIOLOGY
00064503		SMITH, ALISON	2291 FAIRFAX ST, PELLA, IA 50219	
00013149		SMITH, ALVIN	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 AVF SAN ANTONIO TX	

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.



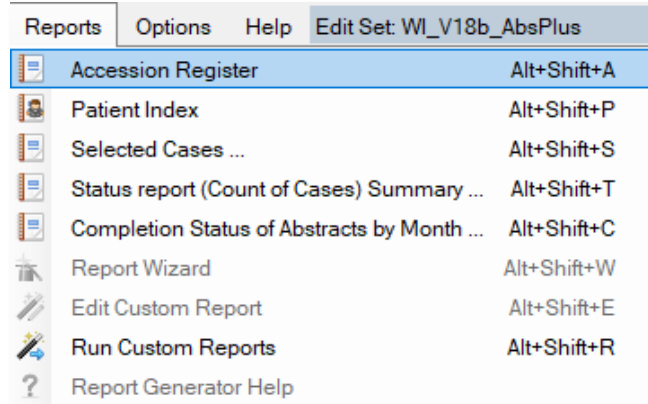
If Printing a Range of Abstracts, Enter the abstract selection criteria for the range of abstracts that you would like to print. Click **Select**. **Result:** The system displays the number of abstracts that meet the selected criteria at the bottom left corner of the window. Then, click **Print Preview**.



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.

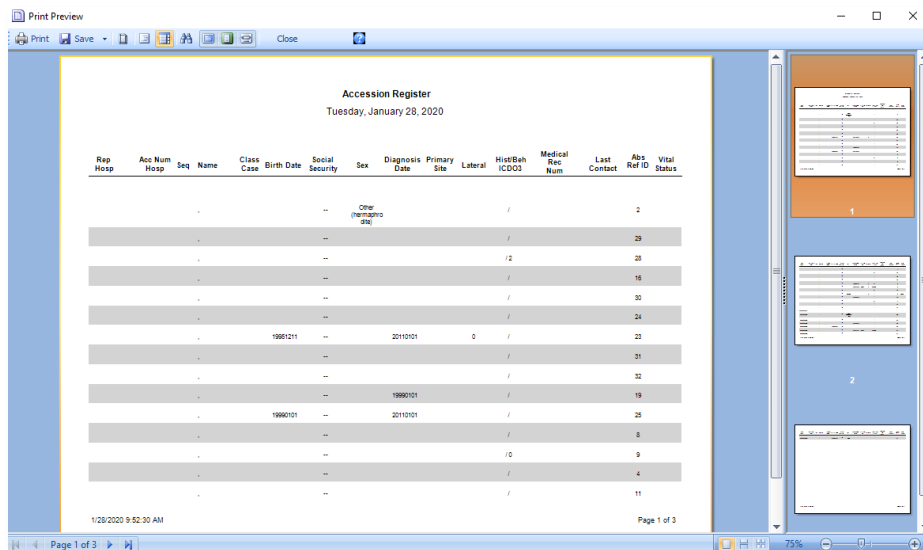
Running Reports

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



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 st Contact within a user-specified date range

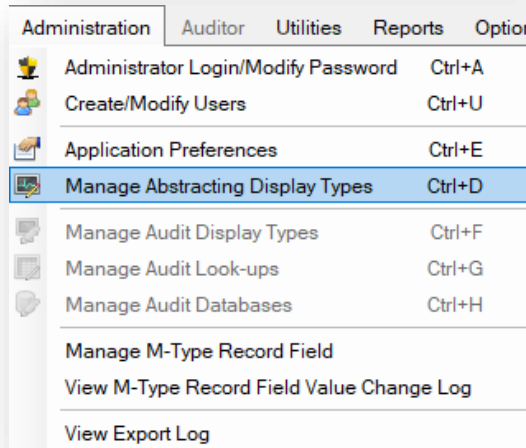
- Result:** You will either be directed to a window to specify more criteria, or you will be taken directly to the **Print Preview** of the report. From here, you can **Save** or **Print** your report.



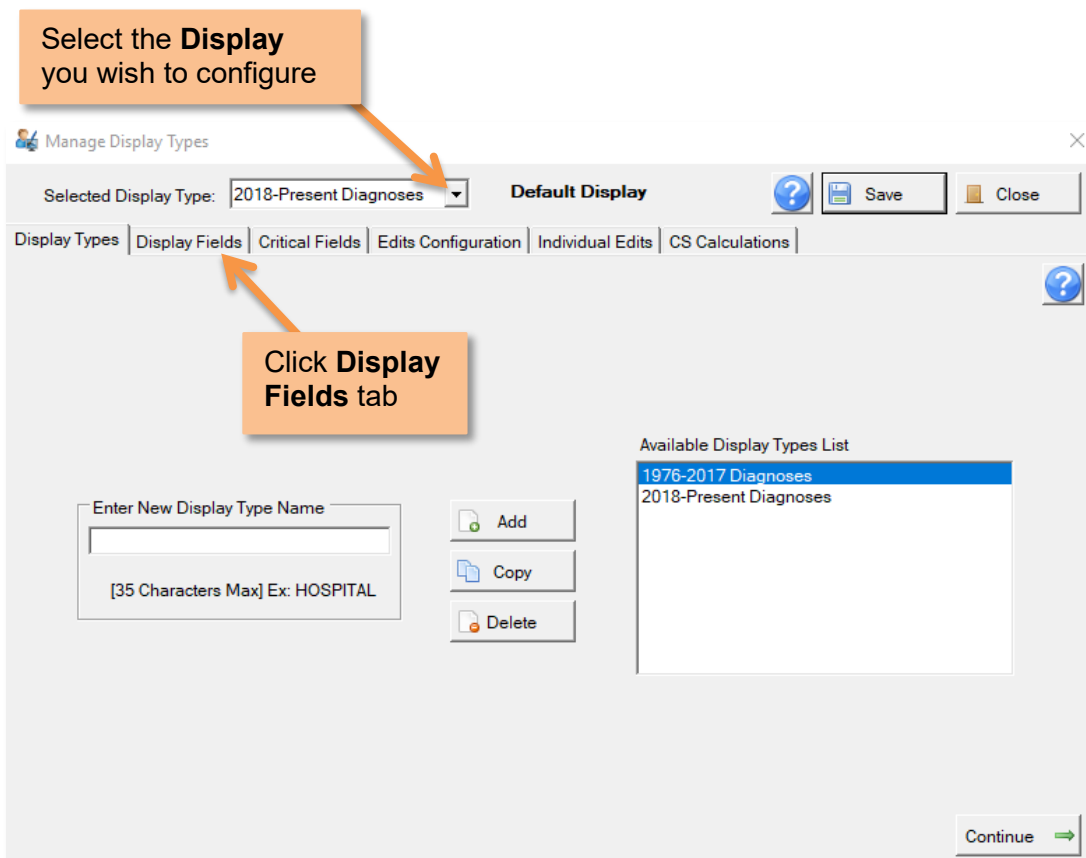
Setting Default Values for NPI and Facility Codes

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.

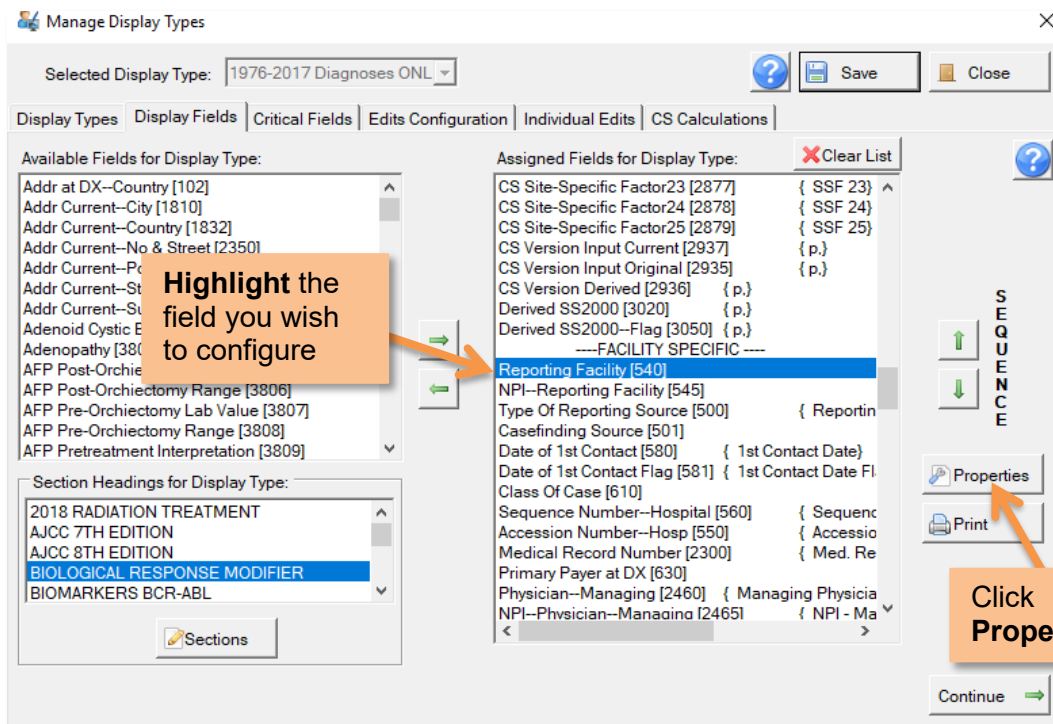
1. From the **Administration** menu, select **Manage Abstract Display Types**. **Result:** The **Administrator Login** window will appear. You will be prompted for a password. Enter **Admin**.



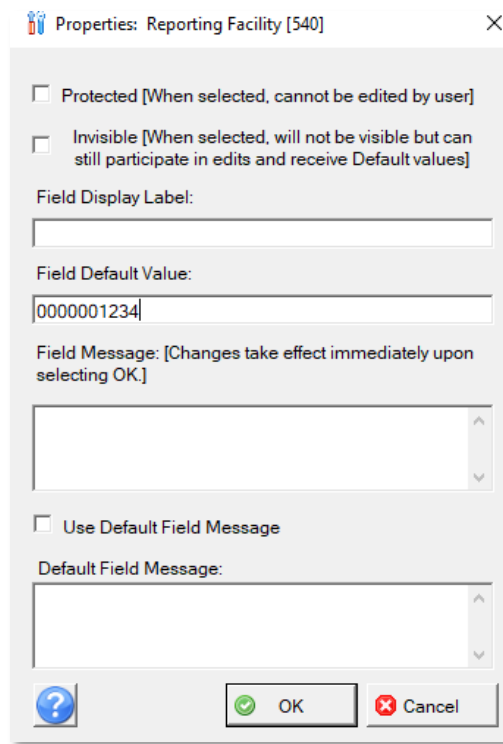
2. **Result:** The **Manage Display Types** window will open. Select the **Display Type** you wish to configure. Then click on the **Display Fields** tab.



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



- 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**.



- 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.