

Wisconsin-Specific Web Plus™

Quick Reference Guide

Web Plus Abstraction

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

About this Document

ABOUT THIS DOCUMENT	3
LOGGING IN AND CREATING ABSTRACTS	4
FIND/OPEN ABSTRACTS	7
DELETE ABSTRACTS	8
RELEASE ABSTRACTS	9
REQUESTING ABSTRACTS BE SENT BACK FOR CORRECTION	10
CODING GUIDANCE	11
INSTRUCTIONS FOR DATES	11
INSTRUCTIONS FOR TEXT FIELDS	11

About this Document

This Quick Guide was created for Wisconsin facilities to support the reporting of cancers using Web Plus Abstracting Displays, which is made available at no cost for reporting facilities. There are currently three displays available for reporting facilities

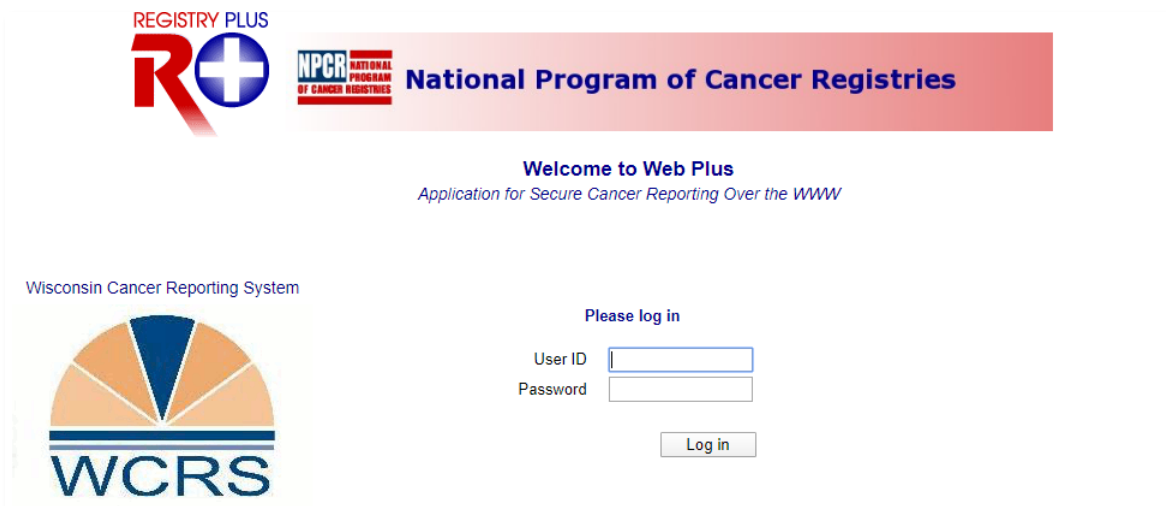
- **Dermatology Abstracts:** For exclusive use by outpatient dermatology clinics for reporting melanoma of the skin
- **1995–2017 Diagnoses:** For use by reporting facilities to report cancers diagnosed between 1995–2017.
- **2018–2024 Diagnoses:** For use by reporting facilities to report cancers diagnosed between 2018–2024.

Commercial, licensed software is also available on the open market, which facilities can opt to use instead of these forms. These forms support data items required for state reporting and do not fulfill requirements for any type of reporting beyond state reporting, such as for Commission on Cancer (CoC) submissions. Therefore, CoC-accredited facilities are advised not to use this software and to instead opt for a commercial software.

Logging in and Creating Abstracts

1. Go to [dhs.wisconsin.gov](#) and enter your user ID and password. Select **Log in**.

Note: Contact [WCRS](#) at dhs-wcrsdata@dhs.wisconsin.gov for new account requests, assistance with locked accounts, password resets, and username reminders.



2. Upon login, the WCRS Home Page will open. The facilities you report for are displayed on this screen, along with links to various pages or functions available to you based on your account settings. Notify [WCRS](#) if there are any facilities you report for that are not listed, or if there are facilities listed that you do not report for.
3. To create a new abstract, select **the link for the display** you intend to use.

Web Plus

Wisconsin Cancer Reporting System
DHSWCRSdata@dhs.wisconsin.gov
Session time left: 40 minutes

[Change Password](#) [Log out](#)

Web Plus Home Page for Test User

Please select a central cancer registry function from those listed below.

Test Facility

- [Abstract 1995-2017 Diagnoses](#)
- [Abstract 2018-2024 Diagnoses](#)
- [File Upload](#)

Select the **link for the display** you'd like to use

4. A new page will open. From the Main Menu, select **New Abstract**.

Web Plus

Wisconsin Cancer Reporting System
DHSWCRSdata@dhs.wisconsin.gov
Session time left: 40 minutes




[Home](#) [New Abstract](#) [Find/Open Abstract](#) [Release Abstracts](#) [Reports](#) [Change Password](#) [Help](#) [Log out](#)

Select **New Abstract** on the Main Menu.

Choose one of the above options to proceed.

5. An empty abstract will appear. Fill out the abstract, working your way from top to bottom.


Your session time is limited to 40 minutes. Session time refreshes whenever you save your abstract. **Save early and save often.** Any unsaved work will be lost if your session expires.

 - a. While completing the abstract, utilize the **calculate**, **lookup**, and **help** icons when available and as needed.
 - i. Select **Calculate Field Value**  to populate a derived value. This feature will only work if all items required for calculation have been entered (for example, *Date of Birth* and *Diagnosis Date* are required to calculate *Age at Diagnosis*).
 - ii. Select **Special Code Lookup**  to open a searchable listing of terms and coded values. Select a value from the list to add it to the abstract.
 - iii. Select **Context-Sensitive Help**  to open a window with information regarding the coding of the data item.
 - b. You can save and come back to your abstracts at any time. See: [Find/Open Abstracts](#) for more information.


Enter new abstract


All data items marked with an asterisk (*) are required.


ABSTRACT DISPLAY FOR 2018+ CASES
FOR HELP: CONTACT DHSWCERSDATA@DHS.WISCONSIN.GOV


Date of Diagnosis * 


PATIENT IDENTIFICATION


Last Name * 


Suffix 


First Name * 


Middle Name 



Birth Surname 


Alias 



Address Number and Street 


Supplemental Address 


City 

DxState *  

Zip Code 

County  

Birth Date * 


Phone 


Add/View Comment Run Edits **Session time left: 39 minutes**


Edit Errors **Help**


Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help Icons

Special Code Lookup  icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value  icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help  icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

 **Print Preview**

Save early and save often!

Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

6. Anytime you save your abstract, edits will run, and you will receive an **Edit Result** report.

Enter new abstract

All data items marked with an asterisk (*) are required.

PATIENT INFORMATION	
Last Name	MOUSE
First Name	MICKEY
Middle Name	M
Maiden Name	DISNEY
Suffix	JR
Alias	MAUS
Social Security Number	99999871
Birth Date	19300101
Phone	
Address Number and Street	123 MOUSE LN
Supplemental Address	
City	MENOMONEE FALLS
State	WI
Zip	
Co	
Bir	

Edit Errors [Help](#)

-----EDIT RESULT-----

Editset Name: WI_V18D_WebPlus_20200218

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved to the central registry. Although edit errors are required to be corrected prior to completion, warnings should be made to resolve any warnings prior to the central registry.

Total edit errors: 2

1. Missing Critical Field: [Follow Up Physician](#)
2. Error: 99999871 is not a valid value for Social Security Number
 - i. [Social Security Number = 99999871](#)

Select **Save** to save your changes and re-run edits.

Select links to jump to fields and correct errors.

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

7. Correct any edit errors as displayed in the **Edit Result** report, and continue to re-run edits and save your abstract until it is error-free.
8. When the abstract is error-free, you will receive a prompt to release the abstract. Before releasing, review the entire abstract for a final time. After checking the abstract for the final time, you can select **Yes** to release, or select **No** if you wish to [Release Abstract](#) at a later time.

Note: Once an abstract is released you will be unable to make changes to it. If you accidentally release an abstract with mistakes, or need to make corrections, see [Reporting Errors and Requesting Abstracts be Sent Back for Correction](#).

Edit Errors [Help](#)

-----EDIT RESULT-----

Editset Name: WI_V18D_WebPlus_20200218

This abstract passed all edits and can be released to your central cancer registry.

Do you want to release it?

Select **Yes** to release the abstract to WCRS or select **No** if you wish to release it later.

Find/Open Abstracts

You can view and make changes to **unreleased** abstracts at any time. In addition, you can view, but cannot make changes to, all **released** abstracts. To find and open abstracts, follow these instructions.

1. From the main menu, select **Find/Open Abstract**.

The screenshot shows the 'Web Plus' navigation menu. The 'Find/Open Abstract' option is highlighted with a blue bar. An orange arrow points from a callout box to this option. The callout box contains the text: 'Select Find/Open Abstract on the Main Menu.' Other menu items include Home, New Abstract, Release Abstracts, Reports, Change Password, Help, and Log out. The top right corner displays 'Wisconsin Cancer Reporting System' and 'DHSWCRSdata@dhs.wisconsin.gov'. The bottom right corner shows 'Session time left: 40 minutes'.

2. The Find /Open Abstract screen appears. Enter search criteria to narrow results, or just select **Find** to list all abstracts.

The 'Find Abstract' form includes the following text: 'To view a listing of all abstracts, click Find. To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported. You can also search by abstract status and/or source by selecting from the drop-down lists provided.' The form contains input fields for 'Name', 'Social Security', 'Status' (set to 'All'), and 'Source' (set to 'All'). A 'Find' button is located at the bottom left.

3. Search results will appear in a table format. Take note of the Status column. Abstracts can have three statuses:
 - **Incomplete:** Abstract contains errors. All errors must be resolved before it is released to WCRS.
 - **Complete:** Abstract is error-free and ready for release. **Open** the abstract to release it.
 - **Released:** Abstract has been released to WCRS and can be viewed. No further changes or edits can be made.

Total abstracts: 1. Locate the abstract of interest, and click on either the Open or Delete link in the Actions column of the table below.

Action	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status	Source
Open Delete	123404	MOUSE	MICKEY	01/01/2020	99999871	01/01/1930	C443	2	ZZZ	2	Incomplete	2018-Present Dermatology

Delete Abstracts

You can delete abstracts from the **Find/Open Abstract** page. **Use this wisely.** In general, this should only be done if an abstract was created in error.

1. Find the abstract you wish to delete and select **Delete** in the Action column.

Web Plus Wisconsin Cancer Reporting System
DHSWCRSdata@dhs.wisconsin.gov

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Find Abstract

To view a listing of all abstracts, click Find.
To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.
You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name Social Security Status Source

Total abstracts: 1. [View Details](#) [Add to Favorites](#) [Print](#) [Refresh](#) [Home](#) [Help](#) [Log out](#)

interest, and click on either the Open or Delete link in the Actions column of the table below.

Action	AP RefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status	Source
Open Delete	123404	MOUSE	MICKEY	01/01/2020	99999871	01/01/1930	C443	2	ZZZ	2	Incomplete	2018-Present Dermatology

2. A confirmation window will open. Select **Delete**.

Confirm Delete

Abstract Reference ID to delete

3. The abstract is now deleted from the database. You can close the confirmation window and **refresh** the page for changes to take effect. The abstract will no longer appear in search results.

Release Abstracts

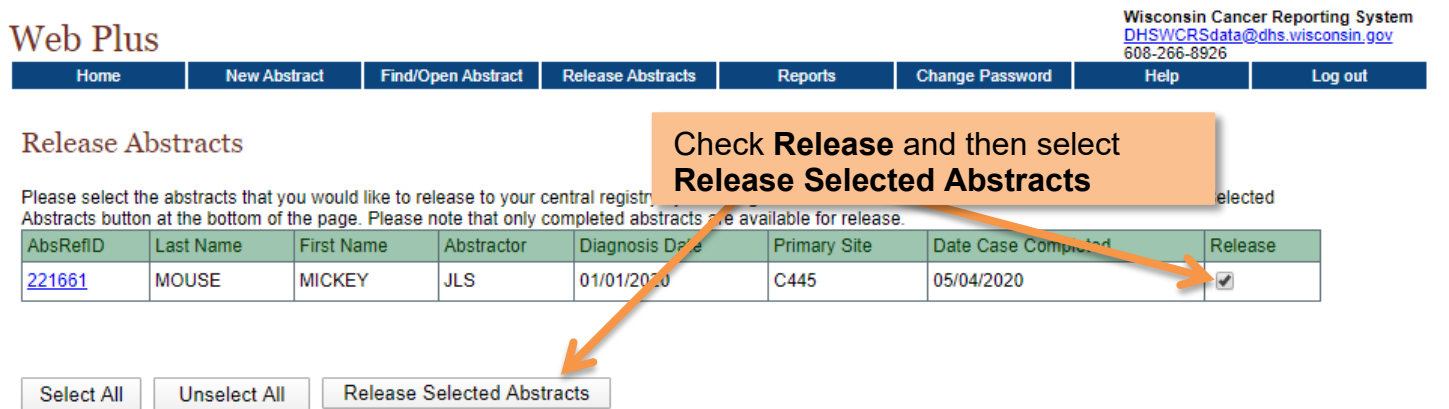
You can release completed abstracts from within the abstract or from the Release Abstracts page. To release it from the Release Abstracts page, follow these steps.

1. From the main menu, select **Release Abstracts**.



The screenshot shows the 'Web Plus' navigation menu. The 'Release Abstracts' option is highlighted in blue. An orange callout box with an arrow points to this option, containing the text 'Select Release Abstracts'. The top right corner of the page displays 'Wisconsin Cancer Reporting System' with contact information and a 'Log out' button. A timer indicates 'Time left: 40 minutes'.

2. The **Release Abstracts** page appears, with a list of completed abstracts. Select the **Release** checkbox for those you wish to release, and then select **Release Selected Abstracts**.



The screenshot shows the 'Release Abstracts' page. A table lists abstracts with columns: AbsRefID, Last Name, First Name, Abstractor, Diagnosis Date, Primary Site, Date Case Completed, and Release. The 'Release' column contains a checkbox, which is checked for the first row. An orange callout box with an arrow points to this checkbox, containing the text 'Check Release and then select Release Selected Abstracts'. Below the table are three buttons: 'Select All', 'Unselect All', and 'Release Selected Abstracts'. The top right corner of the page displays 'Wisconsin Cancer Reporting System' with contact information and a 'Log out' button.

AbsRefID	Last Name	First Name	Abstractor	Diagnosis Date	Primary Site	Date Case Completed	Release
221661	MOUSE	MICKEY	JLS	01/01/2020	C445	05/04/2020	<input checked="" type="checkbox"/>

Requesting Abstracts be Sent Back for Correction

Once an abstract is released you will be unable to make changes to it. If you accidentally release an abstract with an error, or need to make corrections to a released abstract, follow these steps to report the error and initiate the correction process.

1. Upon discovery of an error, immediately email [WCRS](#) at dhs-wcrsdata@dhs.wisconsin.gov with the following information:
 - The **Abstract Reference ID (AbsRefId)** of the abstract (can be found in the [Find/Open Abstracts](#) page)
 - Your **Facility Name** or Facility ID
 - A phone number to contact you and your available hours

Do NOT include any PII or PHI in your email unless it is encrypted and absolutely necessary.

! The sooner you notify WCRS of the incident, the more likely it is that we will be able to send the abstract back to you for correction.

2. **If WCRS can send the abstract back**, we will do so and notify you of such. Once an abstract has been sent back, you can find it on the [Find/Open Abstracts](#) page, and it will be marked as **incomplete**. You can then open it, make any necessary changes, and release it once corrections have been made.
3. **If WCRS is unable to send the abstract back**, we will notify you of such and plan a phone call or meeting to gather additional information, as abstracts that cannot be sent back must be manually corrected by WCRS staff.

Coding Guidance

The guidance provided in this manual is not all inclusive. Detailed instructions for coding individual data items can be found in our **Data Dictionary**, which is available on our [WCRS Reporting Requirements](#) webpage.

Instructions for dates

Dates must be transmitted in the year, month, day format (YYYYMMDD). If the date is fully unknown, then the date field should not be filled with anything—this includes the space character (in other words, any whitespace such as the space bar entry). Below are transmission examples for dates when only certain components are known:

- YYYYMMDD: When a date is complete, known, and valid, then all eight digits are transmitted from left-to-right as a 4-digit year, then 2-digit month, then 2-digit day.
- YYYYMM: When the year and month are known and valid, but the day is unknown, then the first 6 digits are transmitted.
- YYYY: When the year is known and valid, but the month and day are unknown, then the first 4 digits are transmitted.

Instructions for Text Fields

All coded data items must be justified in the appropriate related text field.