



Ohio Cancer Incidence Surveillance System
Web Plus Training Manual
for File Uploading

Revised February 8, 2013

Uploading a File in Web Plus – File Uploader Role

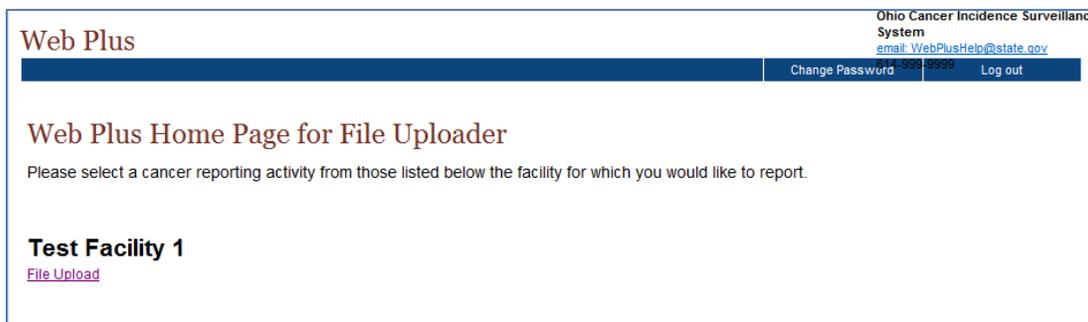
Logging In

Log in to Web Plus, <https://odhgateway.odh.ohio.gov/webplus/logonen.aspx>. Go to Favorites on your web browser to add this link for future access.

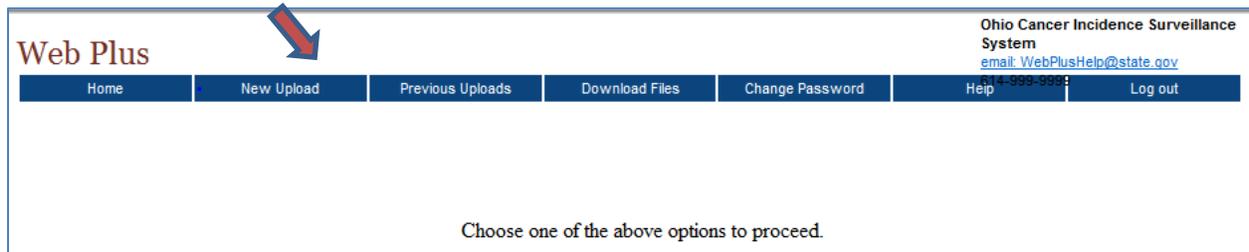
If this is your first time signing into Web Plus you will be prompted to change your password. Passwords must be 8-20 characters long and contain at least one number. Special characters (\$, #, !) are not accepted.

Uploading a File

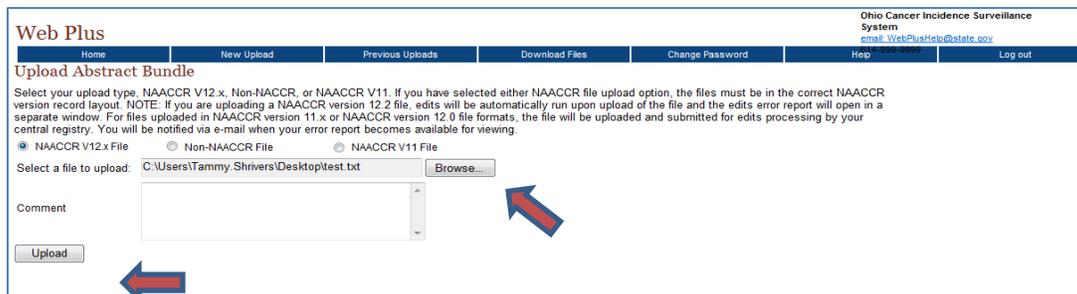
From Home Page of Web Plus, click **File Upload** for your facility.



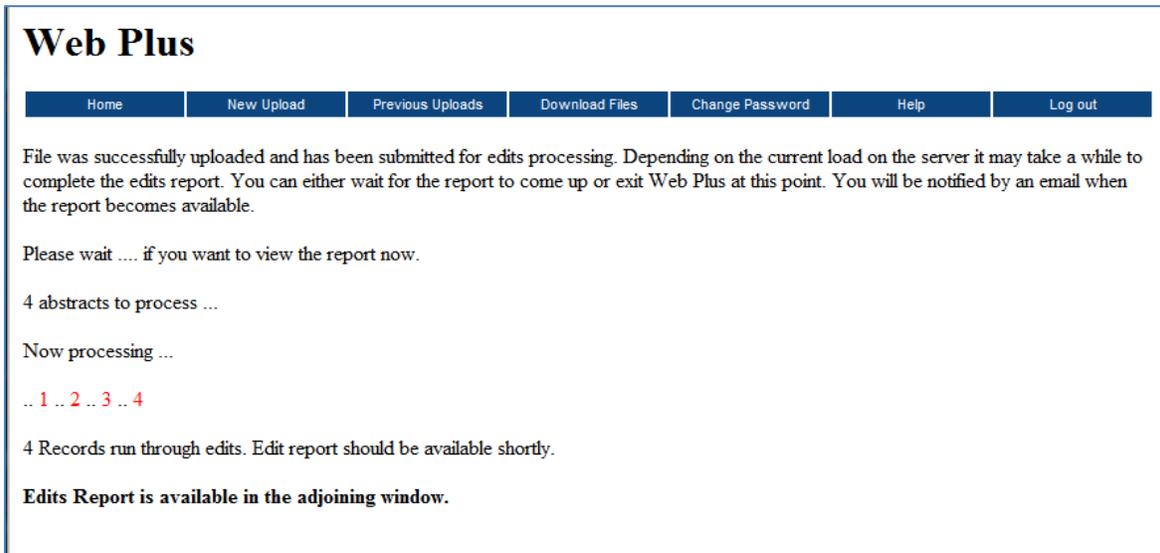
Click On **New Upload**.



Make sure the file you want to upload is in NAACCR 12.1 or 12.2 format. **Browse** and find file on your computer system. Naming file convention should be FACILITYNAMEDATE (i.e., ABCMEDCTR12182012). Click **Upload**.



The following window will appear which tracks the progress of your file upload. **Note:** If you are uploading a large bundle, you may not want to wait for it to process. You can exit Web Plus and return later to see if it has successfully loaded.



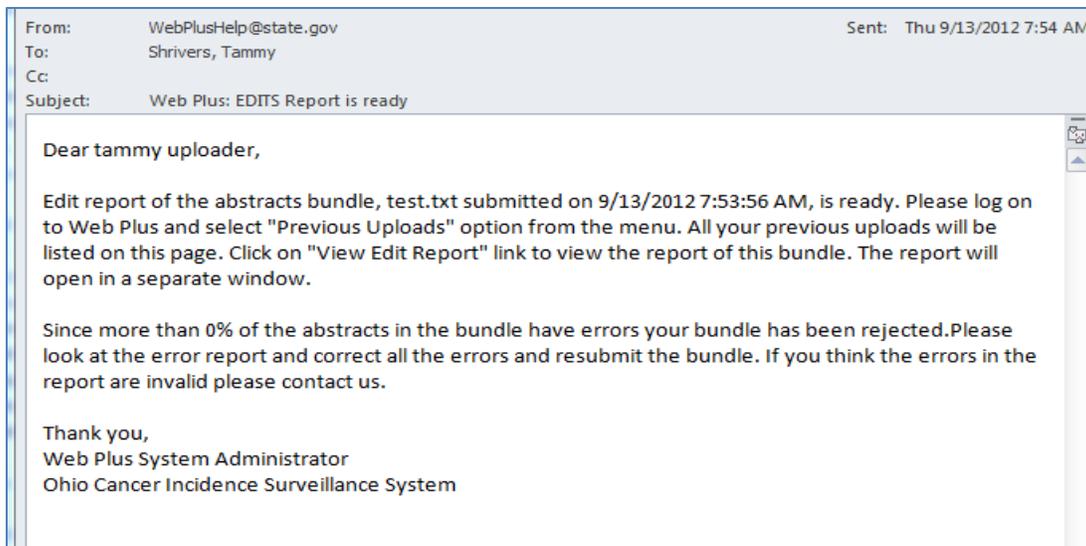
If you stay logged into Web Plus, the file will continue processing and you will see either of the following:

- All records will appear in **green** (No Errors). This indicates that all records have successfully run through the edit check and passed all edits. An **Edit Report** will pop up in a separate window indicating this. **Note:** Please make sure pop-up blocker is turned off or that Web Plus is added to the list of approved sites. If the pop-up blocker is on, the report will not display.
- One or more records will appear in **red** and the bundle will be rejected. Records in red have not passed the edit check and will need to be corrected. An **Edit Report** will pop up in a separate window with a list of errors by abstract. Errors will need to be corrected in your registry software and the bundle will have to be re-submitted. **Note:** Please make sure pop-up blocker is turned off or that Web Plus is added to the list of approved sites. If the pop-up blocker is on, the report will not display.

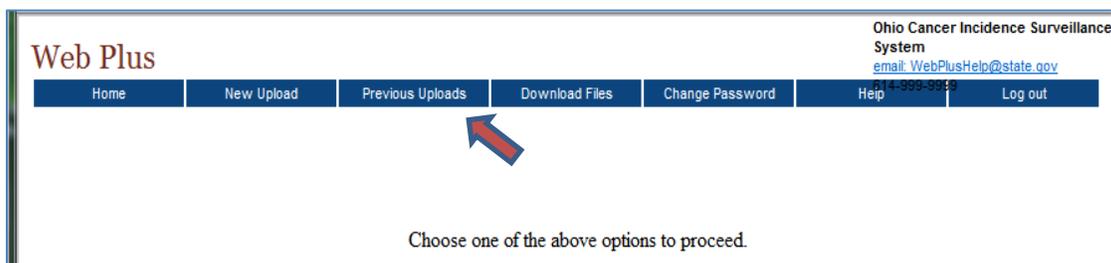
Checking Status of File Upload

If you stayed logged into Web Plus, you have already seen the status of your file upload. If you did not, the following will happen:

1. An email notification will be sent when all records in the file upload successfully processed through the edit check.
 - If the email states that your file upload was accepted with no errors, all of the records you submitted in the bundle passed the edit check and you are finished with the file upload process.
 - If the email states that your file upload was rejected, one or more of the records you submitted in the bundle did not pass the edit check and the errors will need to be corrected.
 - If you receive no email, the bundle has not processed due to technical issues.



2. If your file upload was rejected or did not process, log back into Web Plus, **Previous Uploads** and click **Track Uploads**.



This will give you a listing of all files that your facility attempted to upload along with the file name, date uploaded, status, total abstracts, abstracts with errors, and total number of errors. Look at the **Status** column. It is there you will see if the bundle has abstracts with errors (**Rejected**) or no errors (**Accepted**). If the status is **Bundle Uploaded** and **Edit Report** is greyed out, the bundle has not processed. Contact OCISS so they can delete the bundle and you can re-submit.

Web Plus													
Home	Users and Facilities	Configuration	Abstracts	Export	Bundle Submissions	Reports	Help	Log out					
Bundle Submissions													
Facility: <input type="text"/>		Date uploaded from: <input type="text"/>  to: <input type="text"/> 											
<input type="button" value="Search"/>													
Facility	Original File Name	Internal File Name	NAACCR Version	Date Uploaded	Status	Total Abstracts	Abstracts with Errors	Total Errors	Comment	View Abstracts	Edit Report	Data Quality Report	Delete
1111111111	New Text Document.txt	F0000011.txt	NON-NAACCR	8/28/2012 1:54:54 PM	Bundle Uploaded	NA			ABC medical center	View Abstracts	Edit Report	Data Quality Report	Delete
1111111111	DummyUpload.bt	F0000010.bun	122	8/24/2012 1:24:29 PM	Rejected	4	4	17	ABC Medical Center	View Abstracts	Edit Report	Data Quality Report	Delete
0000000023	Rusty.bt	F0000009.bun	122	8/14/2012 1:40:51 PM	No Errors	50	0	0	Wood County Hospital Rusty	View Abstracts	Edit Report	Data Quality Report	Delete

- Click on **Edit Report** and a report will appear with a list of errors by abstract and the errors that need to be corrected. (This is the same report that ‘pops up’ if you had stayed logged in to Web Plus during the file upload process.) **Note:** Please make sure pop-up blocker is turned off or that Web Plus is added to the list of approved sites. If the pop-up blocker is on, the edit report will not display.

**Ohio Cancer Incidence Surveillance System
EDIT Report**

Report From Bundle: test.txt
Internal File Name: F0000012.bun
Bundle Received From Hospital: 0000000046
Total Abstracts in the Bundle: 4

Edit Set Name: OCISS: Vs12.2B Abstracts
Total Errors in the Bundle: 17
Total Abstracts with Errors in the Bundle: 4 (100%)
Date Report Created: 9/13/2012

Record No in File: 1 Total Errors: 1
Patient's Name: GREEN, FRED **Social Security:** 999999999
Errors:

- Edit: RX Summ--Surgical Margins (COC)
 Type: Error
 Message: is not a valid value for RX Summ--Surgical Margins
 Field(s): RX Summ--Surgical Margins
 Value(s):

Record No in File: 2 Total Errors: 4
Patient's Name: BARRON, RED **Social Security:** 999999999
Errors:

- Edit: RX Summ--Surgical Margins (COC)
 Type: Error

Review Email/Edit Report

If status is **No Errors** or **Acceptable Errors**, your file was successfully submitted and you are finished processing.

If the status is **Rejected**, there are errors that need to be corrected.

1. Print out **Edit Report**.
2. Correct abstract errors in your registry software.
3. Repeat file upload process.
4. Go into Web Plus, **Previous Uploads**, and click **Track Uploads**.
5. Find original bundle with errors. Click **Delete** (far right) to delete the bundle with the errors.

Contact OCISS if you receive no email or if the **Edit Report** does not pop up. OCISS will need to delete the bundle and you will need to repeat the file upload process.

Note: Information on OCISS edits is on the OCISS website.

Status in Track Uploads	Email Message	What to Do?
No Errors	Yes, will state that upload was accepted.	Nothing. Bundle was successfully submitted.
Bundle Rejected	Yes, will state that bundle was rejected.	<ol style="list-style-type: none"> 1. Go to Track Uploads. 2. Print Edit Report. 3. Go into your registry software and correct errors. 4. Resubmit bundle. 5. Delete original bundle with errors.
Bundle Uploaded	No email is received.	Contact OCISS to delete the bundle. Once deleted, you will have to resubmit.

How To Contact OCISS?

- By phone: 614-752-2689
- By email: OCISS@odh.ohio.gov
- OCISS Website: http://www.healthyohiprogram.org/cancer/ocisshs/ci_surv1.aspx