

Web Plus User Instruction Guide

Texas Cancer Registry
Texas Department of State Health Services
January 2021

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A. FILE UPLOADING

Step A-1: Use the following URL to open the Web Plus log-in page (Figure A-1):

<https://registryplus.dshs.texas.gov/logonen.aspx>

Step A-2: Enter your assigned user ID and password and click on **Log in** (Figure A-1). The first time you log in, you will be prompted to create a new password (Figure A-1a). Refer to the two separate emails from the TCR. One will contain your username & the second email contains your initial password.

(Figure A-1)

REGISTRY PLUS
R+
NPCR NATIONAL PROGRAM OF CANCER REGISTRIES
National Program of Cancer Registries

Welcome to Web Plus
Application for Secure Cancer Reporting Over the WWW

Texas Cancer Registry
State
Cancer
REGISTRY PLUS
Web Plus V3.7.0

Please log in
User ID
Password
Log in

Notice to Users: Access to this system is restricted to authorized users. Unauthorized use, or access to this resource may subject you to disciplinary action or criminal prosecution. If you are not authorized to access this resource, LOG OFF IMMEDIATELY. HIPAA - WARNING All users must comply with HIPAA PRIVACY RULE REQUIREMENTS while using this computer system, including - Log on only under your assigned user ID. Do not attempt to access health information that you are not authorized to use. Log off or lock up your workstation when it is unattended.

(Figure A-1a) *First time log in only*

Web Plus
https://registryplus.dshs.texas.gov/forcechangepassword.aspx

Change Password

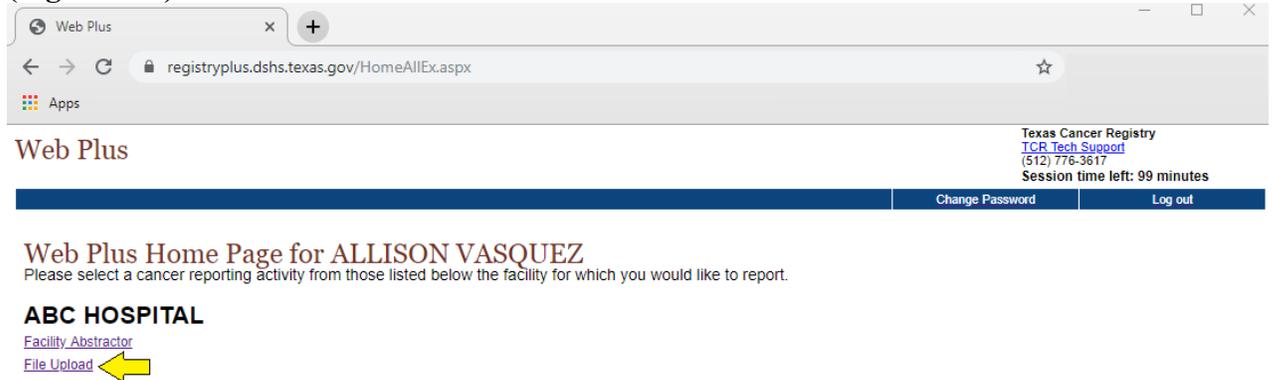
You are required to change your password before proceeding further. Please enter your new password.

New password
Retype password

Change

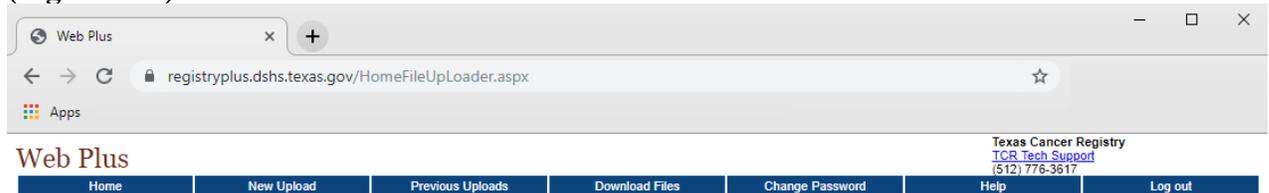
Step A-3: The homepage for your facility will appear. Click on the **File Upload** link (Figure A-2).
Instructions for Using Web Plus for File Uploading
Texas Cancer Registry, Texas Department of State Health Services
January 2021

(Figure A-2)



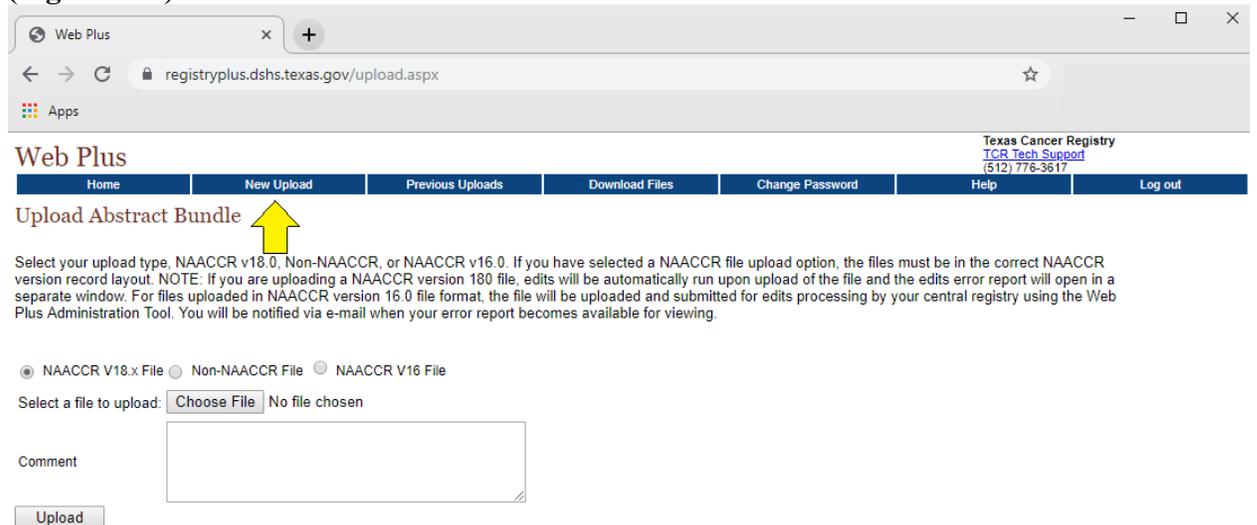
Step A-4: The Menu options page will appear (Figure A-3).

(Figure A-3)



Step A-5: Select **New Upload** from the top menu bar (Figure A-4).

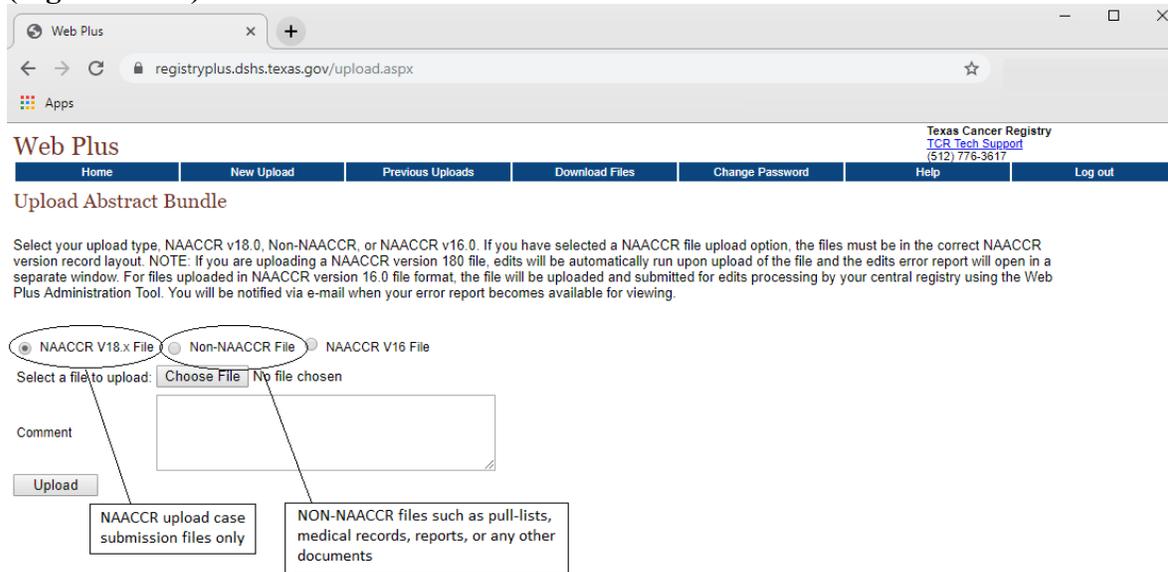
(Figure A-4)



Step A-6: Select which type of file you are uploading (Figure A-4-a).

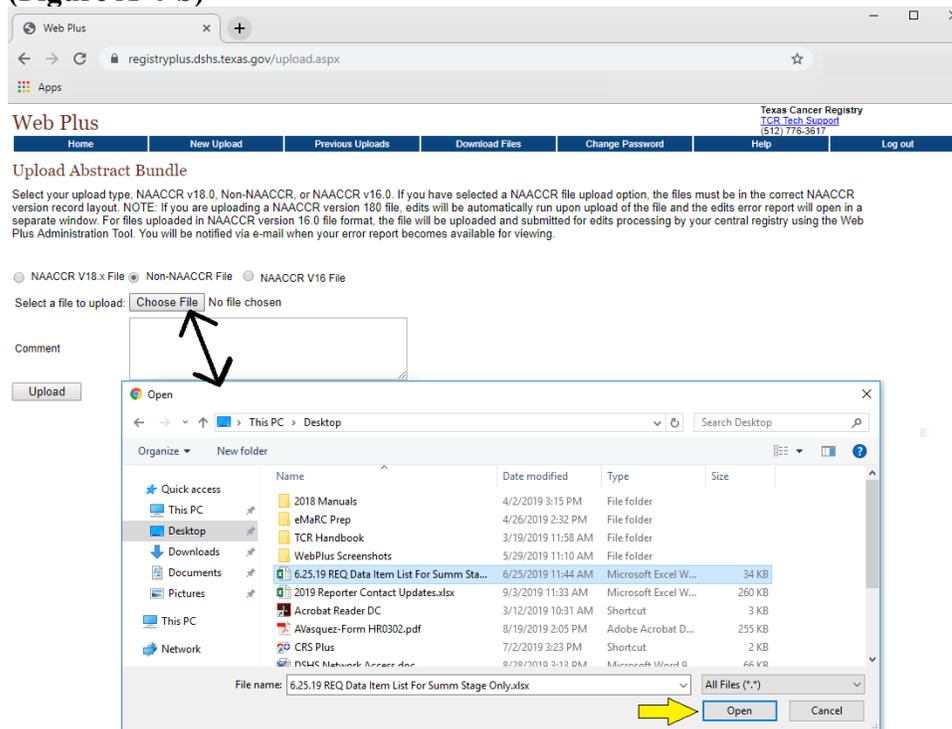
- For case submission files, select NAACCR V18.x File.
- For all other files, including pull-lists, medical records, reports, word documents or any other non-NAACCR, select Non-NAACCR File.

(Figure A-4-a)



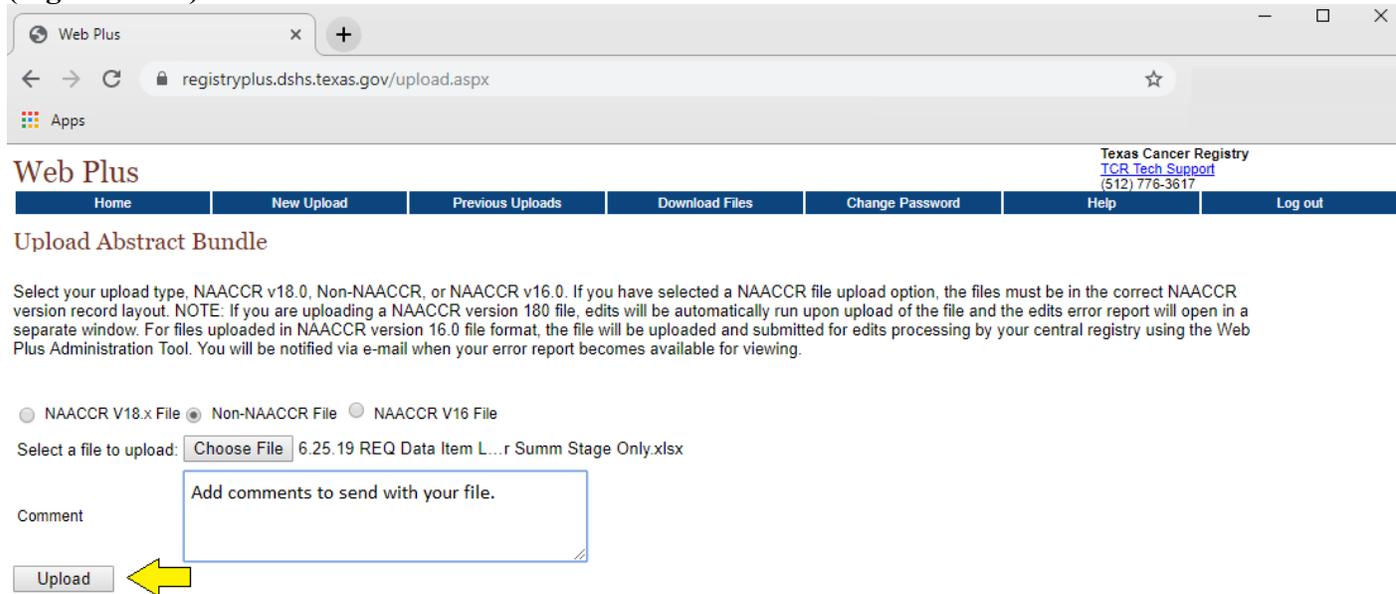
Step A-7: Select the **Choose File** (Chrome users) or **Browse** (Internet Explorer users) button and choose the file location on your computer. Once selected, click **Open** (Figure A-4-b).

(Figure A-4-b)



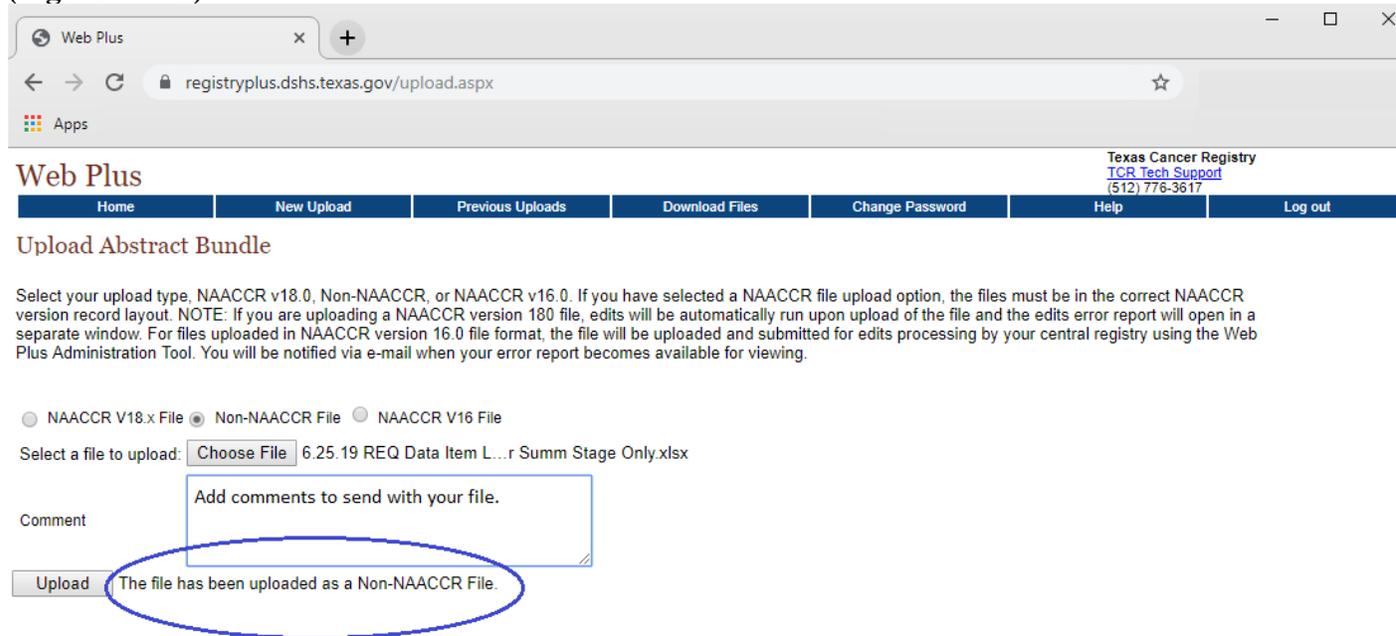
Step A-8: Now that your file is selected, add additional comments to upload with your file. For example, facility #999-Summary Stage report. Once both tasks are completed, click on the **Upload** button (Figure A-4-c).

(Figure A-4-c)



Step A-9: After the upload, you will get a message that the file has been uploaded (Figure A-4-d).

(Figure A-4-d)



B. FILE DOWNLOADING

Step B-1: Use the following URL to link to the Web Plus log in page:

<https://registryplus.dshs.texas.gov/logonen.aspx>

Step B-2: Enter your assigned user ID and password and click on **Log in** (Figure B-1). (The first time you log in, you will be prompted to create a new password.)

(Figure B-1)

REGISTRY PLUS
NPCR NATIONAL PROGRAM OF CANCER REGISTRIES
National Program of Cancer Registries

Welcome to Web Plus
Application for Secure Cancer Reporting Over the WWW

Texas Cancer Registry
Web Plus V3.7.0

Please log in

User ID

Password

Log in

Notice to Users: Access to this system is restricted to authorized users. Unauthorized use of, or access to this resource may subject you to disciplinary action or criminal prosecution. If you are not authorized to access this resource, LOG OFF IMMEDIATELY. HIPAA - WARNING All users must comply with HIPAA PRIVACY RULE REQUIREMENTS while using this computer system, including - Log on only under your assigned user ID. Do not attempt to access health information that you are not authorized to use. Log off or lock up your workstation when it is unattended.

Step B-3: The homepage for your facility will appear. Click on the **File Upload** link. (Figure B-2).

(Figure B-2)

Web Plus

Texas Cancer Registry
TCR Tech Support
(512) 778-3617
Session time left: 99 minutes

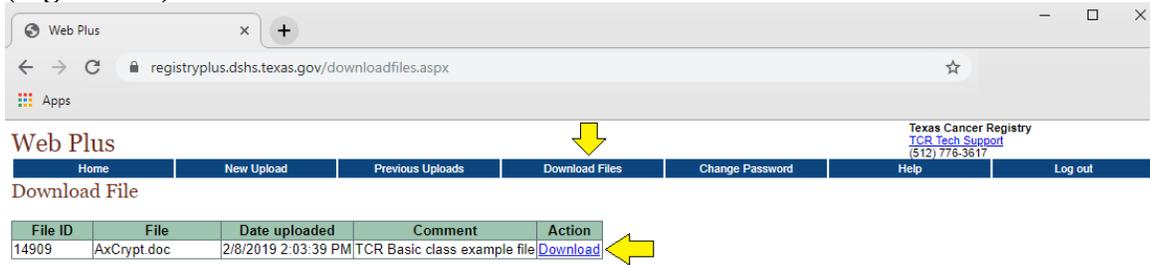
Change Password Log out

Web Plus Home Page for ALLISON VASQUEZ
Please select a cancer reporting activity from those listed below the facility for which you would like to report.

ABC HOSPITAL
Facility Abstractor
File Upload

Step B-4: Select **Download Files** option in the menu bar at top. The available file(s) will appear. Select **Download**. (Figure B-3)

(Figure B-3)



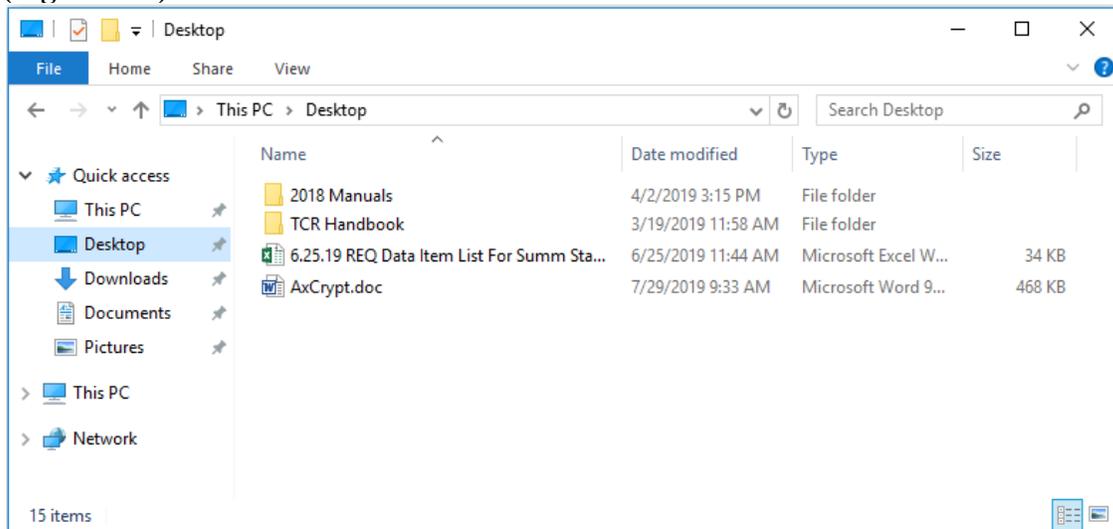
Step B-5: Select **Save** (See Figure B-4).

(Figure B-4)



Step B-6: Select the location on your computer or network where you want to save your file and click **Save** (Figure B-5).

(Figure B-5)



Step B-7: Your browser will show when the download is complete. You can find your downloaded file in the place where you selected to save it on your computer or network.

C. TRACKING PREVIOUS UPLOADS

Step C-1: Use the following URL to link to the Web Plus log in page.

<https://registryplus.dshs.texas.gov/logonen.aspx>

Step C-2: Enter your assigned user ID and password and click on **Log in** (Figure C-1). (The first time you log in, you will be prompted to create a new password.)

(Figure C-1)

Web Plus

https://registryplus.dshs.texas.gov/logonen.aspx

REGISTRY PLUS

NPCR NATIONAL PROGRAM OF CANCER REGISTRIES

National Program of Cancer Registries

Welcome to Web Plus
Application for Secure Cancer Reporting Over the WWW

Texas Cancer Registry

State
Cancer

Please log in

User ID

Password

Log in

Web Plus V3.7.0

Notice to Users: Access to this system is restricted to authorized users. Unauthorized use of, or access to this resource may subject you to disciplinary action or criminal prosecution. If you are not authorized to access this resource, LOG OFF IMMEDIATELY. HIPAA - WARNING All users must comply with HIPAA PRIVACY RULE REQUIREMENTS while using this computer system, including - Log on only under your assigned user ID. Do not attempt to access health information that you are not authorized to use. Log off or lock up your workstation when it is unattended.

Step C-3: The homepage for your facility will appear. Click on the **File Upload** link. (Figure C-2).

(Figure C-2)

Web Plus

Texas Cancer Registry
TCR Tech Support
(512) 776-3617
Session time left: 99 minutes

Change Password Log out

Web Plus Home Page for ALLISON VASQUEZ
Please select a cancer reporting activity from those listed below the facility for which you would like to report.

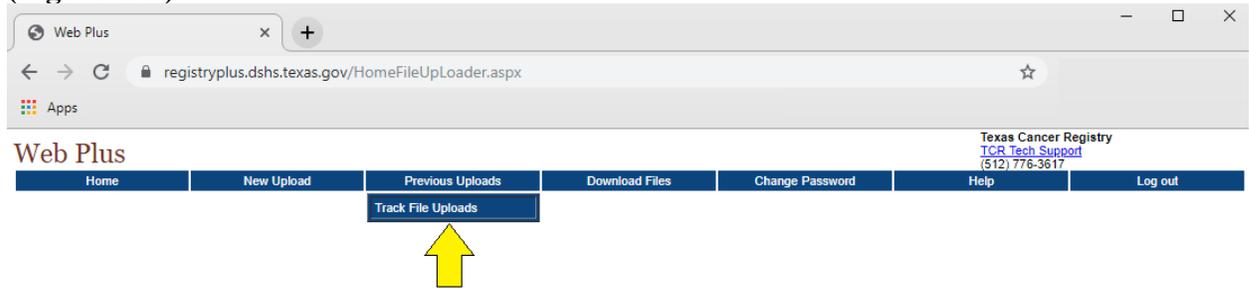
ABC HOSPITAL

Facility Abstractor

File Upload

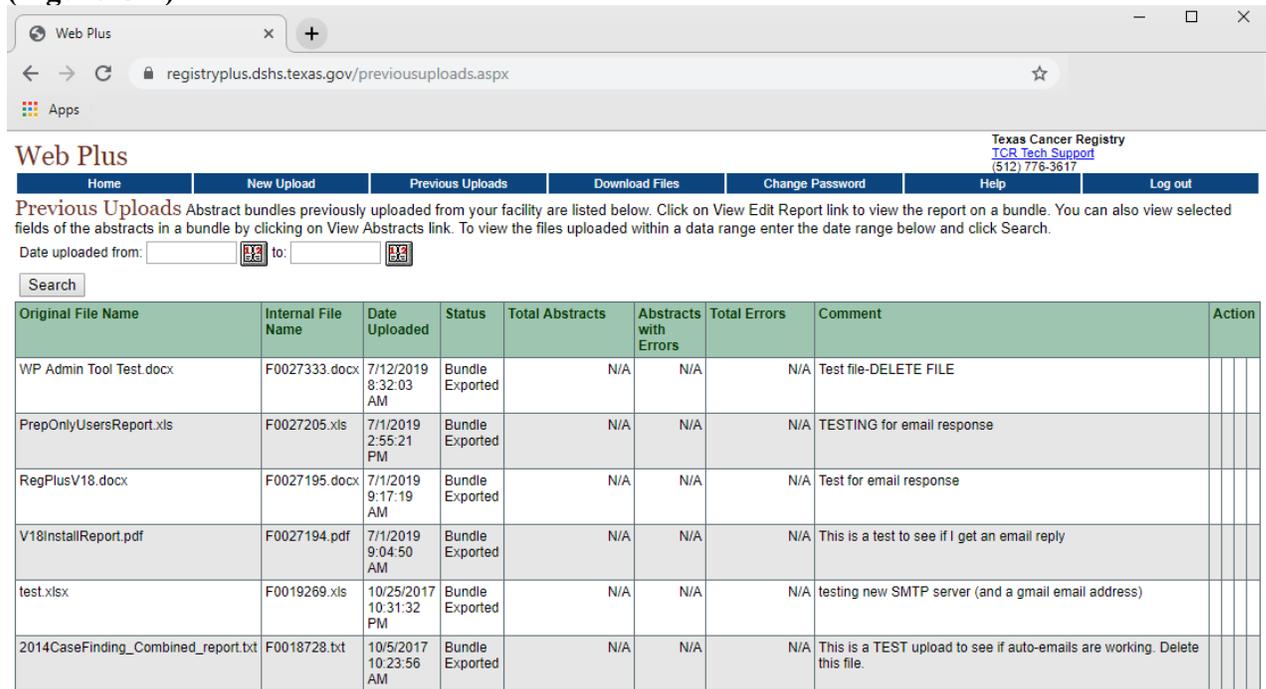
Step C-4: Mouse over **Previous Uploads** and Track File Uploads will appear. Click on **Track File Uploads** (Figure C-3).

(Figure C-3)



Step C-5: The option to select a date range is available. Click on the calendars next to the empty boxes and select beginning and ending dates for your search. Click **Search**. A list of historical files will appear with Original file name, internal file name, date uploaded, status, total abstracts, Abstracts with Errors, Comments and Action (Figure C-4).

(Figure C-4)

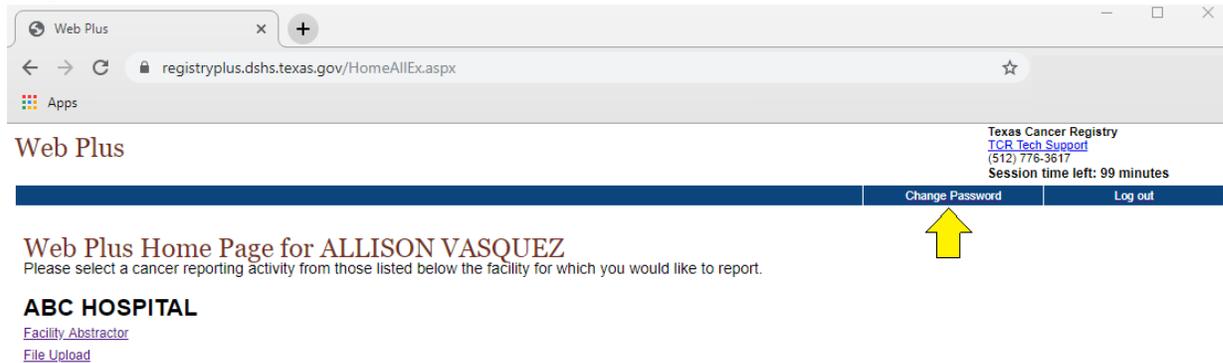


D. INSTRUCTIONS FOR USING WEB PLUS FOR CHANGING PASSWORDS

Step D-1: Log in using Step A-1.

Step D-2: On the homepage, select **Change Password** (Figure D-1).

(Figure D-1)



Step D-3: Enter your old password and new password and retype your new password. Verify that your password has changed successfully. (See Figure D-2).

(Figure D-2)

