Web Plus User Instruction Guide

Texas Cancer Registry
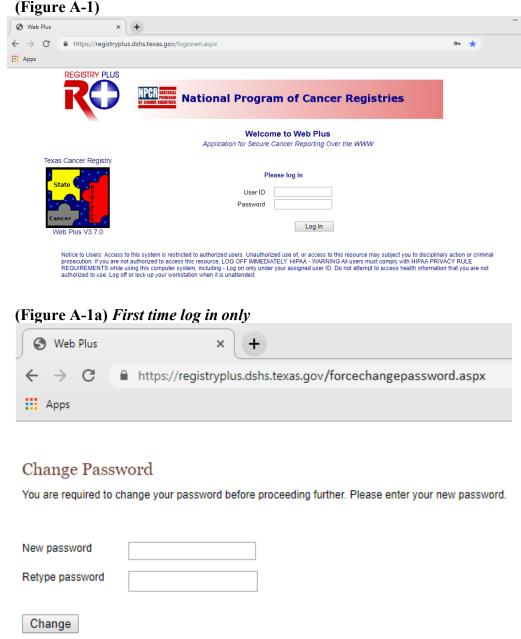**Texas Department of State Health Services**
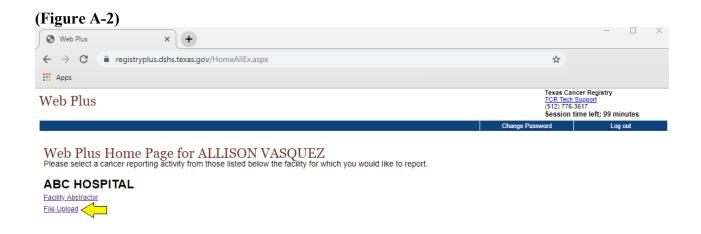**January 2021**

Contents

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)

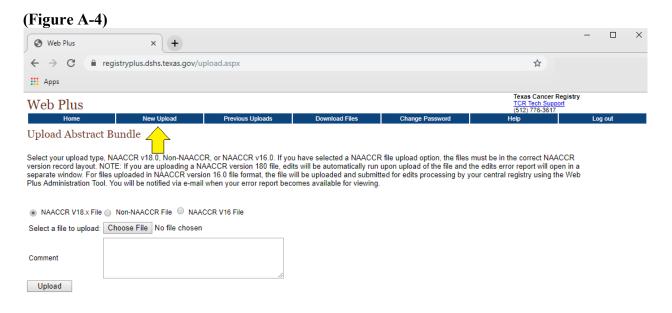**(Figure A-1a)** *First time log in only*

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

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(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)

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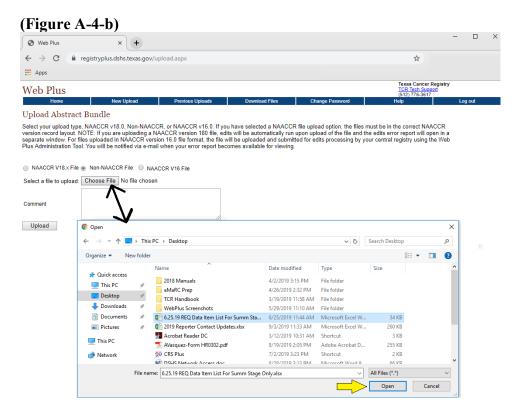January 2021

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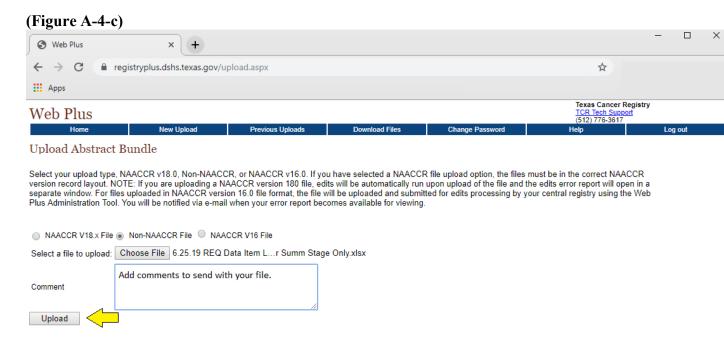**Step A-6:** Select which type of file you are uploading (Figure A-4-a).
- For case submission files, select NAACCR V18.x File.
- For all other files, including pull-lists, medical records, reports, word documents or any other non-NAACCR, select Non-NAACCR File.
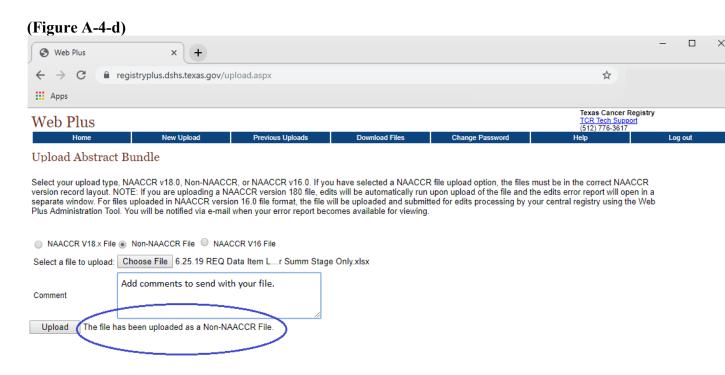
(Figure A-4-a)

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).
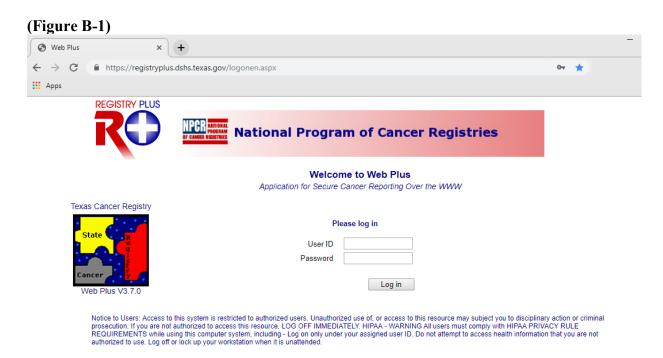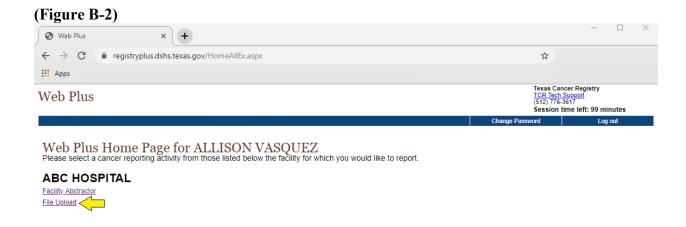
(Figure A-4-d)

B. FILE DOWNLOADING

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

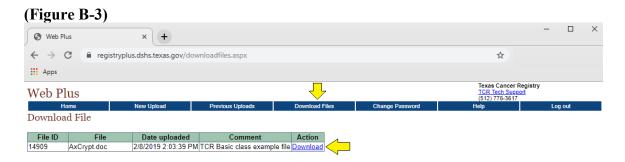<u>https://registryplus.dshs.texas.gov/logonen.aspx</u>

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)

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

(Figure B-2)

Instructions for Using Web Plus for File Uploading
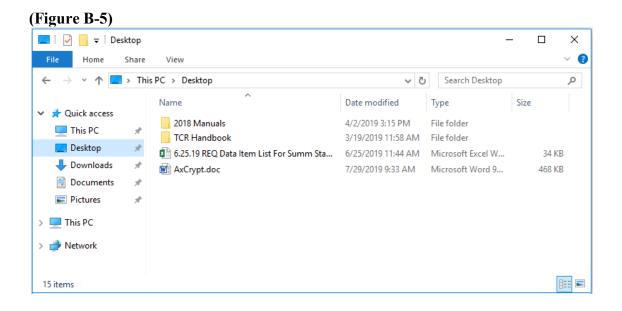Texas Cancer Registry, Texas Department of State Health Services
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Step B-4: Select **Download Files** option in the menu bar at top**.** The available file(s) will appear. Select **Download**. (Figure B-3)

(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).
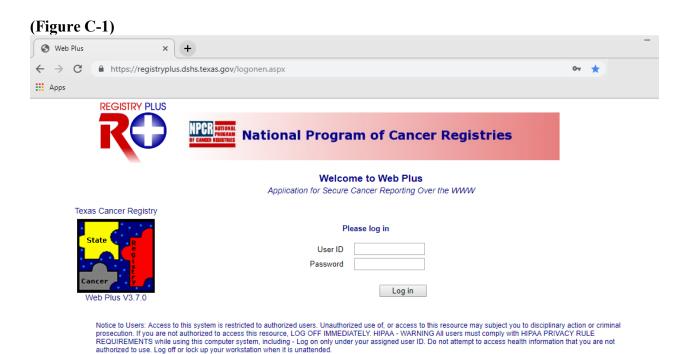
(Figure B-5)

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)

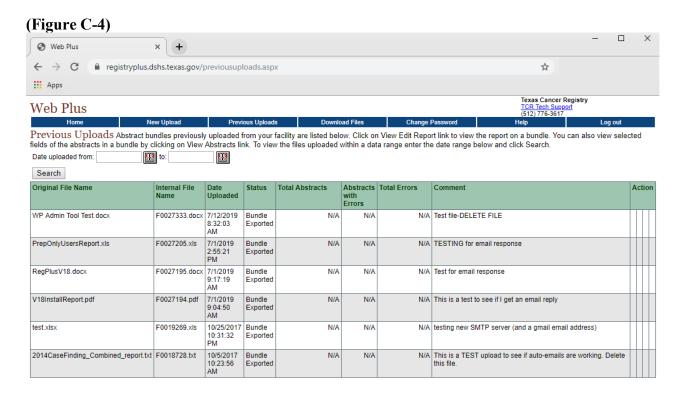**Step C-3:** The homepage for your facility will appear. Click on the **File Upload** link. (Figure C-2).

(Figure C-2)

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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)