



Procedure: Web Plus File Upload for Pathology Laboratories

Purpose: This procedure is used by pathology laboratories to submit data files via a secure website to the Pennsylvania Cancer Registry (PCR).

General Information:

1. Security: Web Plus is an Internet-based application developed by the Centers for Disease Control and Prevention (CDC), National Program of Cancer Registries (NPCR). Web Plus has been designed as a highly secure application that can be used to transmit data between reporting facilities and the PCR safely over the public internet.

Security is achieved by a combination of software features and network infrastructure. Web Plus is hosted on a secure Web server; the communication between the client and the server is encrypted with 128-bit encryption Secure Socket Layer (SSL) technology.

Security features of the application include:

- Web Plus keeps an extensive log of user logins, data accesses, and updates for auditing purposes.
 - User accounts can be locked out if invalid login attempts exceed a threshold value, configurable by the PCR Central Administrator.
 - Initial passwords are randomly generated by the system and the user will be forced to change it after their first successful logon.
 - Current user activities are visible to the PCR Central Administrator through the Current user Activities page.
 - User passwords are stored in the database using a one-way hash encryption method.
 - The Web Plus configuration file will store the connection string to the SQL Server database in encrypted format.
 - The application times out after a specified time period.
 - Web Plus uses form-based authentication where users are required to enter their unique user ID and strong password to be authenticated by the application.
2. Additional Web Plus Information: Additional information on Web Plus may be found on the CDC website at the following link: <http://www.cdc.gov/cancer/npcr/tools/registryplus/wp.htm>.
 3. Screen Resolution: The resolution for Web Plus should be 1024 x 768. If the resolution set on your PC is different, you may still be able to use Web Plus, but Web Plus has been designed to be viewed best at 1024 x 768 or higher. You will receive a message on the Web Plus log-in screen if your resolution is not set correctly.
 4. Web Plus icon on desk top: It is recommended that you create an icon on your desktop from the Web Plus link for easy access to the application.
 5. Password protected or encrypted files: Files uploaded to the PCR via Web Plus **must not** be password protected or encrypted. The security features of Web Plus replace the need to password protect or encrypt files.

6. Password changes: You will be prompted to change your password the first time you log into Web Plus and then every 60 days after that.
7. What and when to submit: Reporting lab facilities must upload data files once a week as stated in the PCR Laboratory Reporting Manual under “When to Report”.
8. File size: There is no limit to the number of records in each upload file.
9. Duplicate files: Web Plus has restrictions on uploading files that are exact duplicates of a previously uploaded file. If you attempt to upload a duplicate file, you will receive the below message:

The screenshot shows the 'Web Plus' interface for the Pennsylvania Cancer Registry. The page title is 'Web Plus' and the header includes 'Pennsylvania Cancer Registry', 'pcr@state.pa.us', and '1-800-272-1850'. A navigation bar contains links for 'Home', 'New Upload', 'Previous Uploads', 'Change Password', 'Help', and 'Log out'. The main heading is 'Upload Abstract Bundle'. Below this, instructions state: 'Select an abstract bundle to send to your state's Central Cancer Registry. The abstracts in the bundle must be in the NAACCR version 11.2 layout.' There are two radio buttons: 'NAACCR File' (selected) and 'Non-NAACCR File'. A text input field for 'Select a file to upload:' is followed by a 'Browse...' button. Below is a 'Comment' text area. At the bottom, an 'Upload' button is present. A message box displays the following error: 'Found carriage-return and line-feed in the file. This file appears to have been previously uploaded. Your file was not uploaded.'

If it is necessary to re-submit a file already sent, contact the PCR Non-hospital Source Manager for assistance.

Procedure:

Uploading files

1. Open Web Plus using the link in the e-mail provided by the PCR Non-hospital Source Manager.
2. Type your User ID and Password. Note: Your User ID and Password were previously sent via e-mail.

Click Log in.

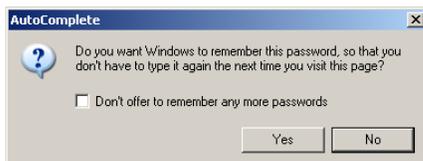
The screenshot shows the login interface for the National Program of Cancer Registries (NPCR) Web Plus. At the top, there is a header with the "REGISTRY PLUS" logo (a red 'R' and a blue cross) and the "NPCR NATIONAL PROGRAM OF CANCER REGISTRIES" logo. To the right of these logos is a red banner with the text "National Program of Cancer Registries". Below the header, the text "Welcome to Web Plus" is centered, followed by the subtitle "Application for Secure Cancer Reporting Over the WWW".

On the left side, the "Pennsylvania Cancer Registry" logo is displayed, featuring a stylized 'P' and 'C' in blue and purple, with the text "pennsylvania DEPARTMENT OF HEALTH" and "Web Plus V2.0.8" below it.

In the center, there is a "Please log in" section with two input fields: "User ID" and "Password". Below these fields is a "Log in" button.

At the bottom, there is a "Notice to Users" section with the following text: "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." Below this is a "HIPAA - WARNING" section with the text: "All users must comply with HIPAA PRIVACY RULE REQUIREMENTS while using this computer system, including -" followed by three bullet points: "Log on only under your assigned user ID.", "Do not attempt to access health information that you are not authorized to use.", and "Log off or lock up your workstation when it is unattended."

If the following message appears, click on No.



*The first time you log in, the screen below will appear, forcing you to change your password. Enter a new password using the following criteria “Password must be between 8 to 20 characters, contain at least one digit and one alphabetic character, and must not contain any special characters”.

Change Password

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

New password

Retype password

Click on Change.

If the password does not meet the criteria specified above or if the new password does not match the retype password line, you will receive a message ‘Password not changed’. The Change Password screen will remain until the password meets the criteria and the two password lines match.

3. The Web Plus home page for your lab facility opens.

Web Plus

Pennsylvania Cancer Registry
pcr@state.pa.us
1-800-272-1850

Change Password Log out

Web Plus Home Page for First Name Last Name

Please select a cancer reporting activity from those listed below the facility for which you would like to report.

Your facility name will display here

[File Upload](#)

4. Click on File Upload.

The following screen will display:

Web Plus

Pennsylvania Cancer Registry
pcr@state.pa.us
1-800-272-1850

Home New Upload Previous Uploads Change Password Help Log out

Choose one of the above options to proceed.

- Click on New Upload.
- Click on the button beside Non-NAACCR File. **When uploading laboratory data files, the button beside Non-NAACCR file MUST be selected.** Select the file to upload by clicking on the Browse button and navigating to the location of the file.

Web Plus Pennsylvania Cancer Registry
pcr@state.pa.us
1-800-272-1850

Home New Upload Previous Uploads Change Password Help Log out

Upload Abstract Bundle

Select an abstract bundle to send to your state's Central Cancer Registry. The abstracts in the bundle must be in the NAACCR version 11.2 layout.

NAACCR File Non-NAACCR File

Select a file to upload:

Comment

- Click on Upload. A message will appear at the bottom of the screen stating 'The file has been uploaded as a Non-NAACCR file'.

Web Plus Pennsylvania Cancer Registry
pcr@state.pa.us
1-800-272-1850

Home New Upload Previous Uploads Change Password Help Log out

Upload Abstract Bundle

Select an abstract bundle to send to your state's Central Cancer Registry. The abstracts in the bundle must be in the NAACCR version 11.2 layout.

NAACCR File Non-NAACCR File

Select a file to upload:

Comment

The file has been uploaded as a Non-NAACCR File.

- Click on Log out to close Web Plus.

You will receive the following e-mail:

Dear First Name Last Name,

Your non-NAACCR file: C:\yourfilename\ was successfully uploaded to Web Plus and received by Pennsylvania Cancer Registry on 1/5/2009 10:40:08 AM.

Web Plus System Administrator
Pennsylvania Cancer Registry