

WebPlus Upload

Indiana State Cancer Registry



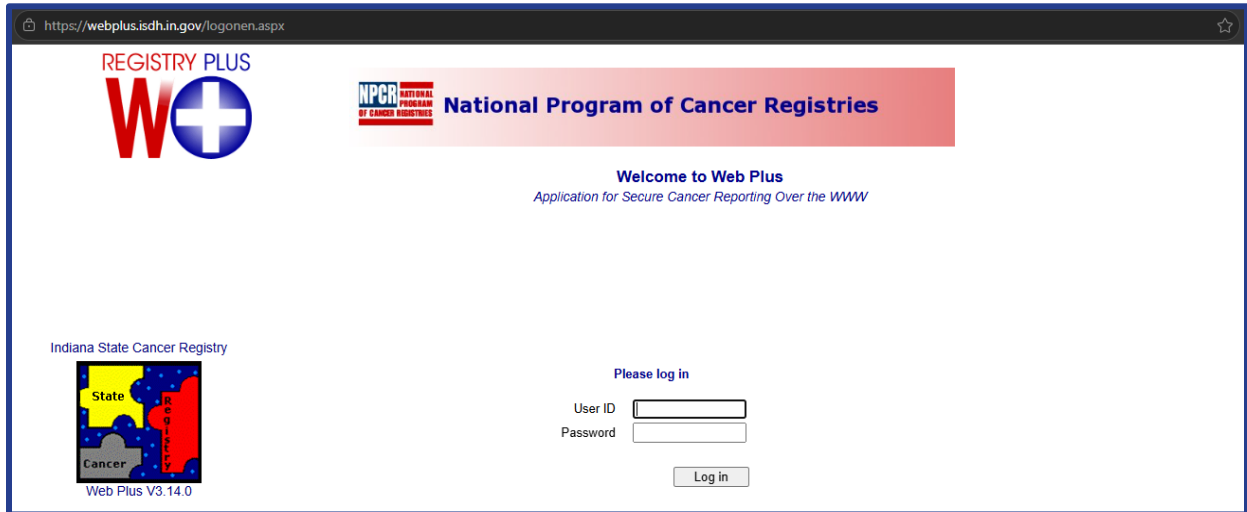
Indiana
Department
of
Health

6/26/2026

Instructions to Upload Submission Files in WebPlus

Indiana State Cancer Registry Web Plus Login Page: <https://webplus.isdh.in.gov/logonen.aspx>

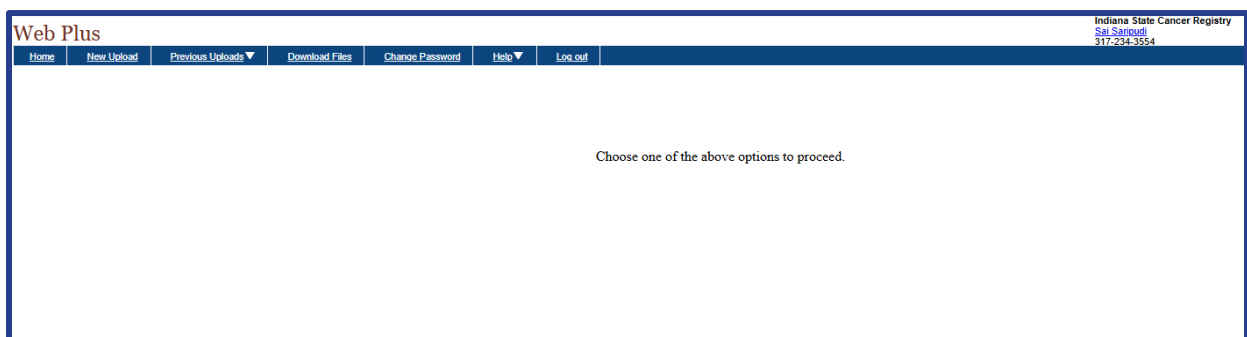
1. Open the login page listed above in the Internet browser of your choice (Chrome, Edge, or Firefox).



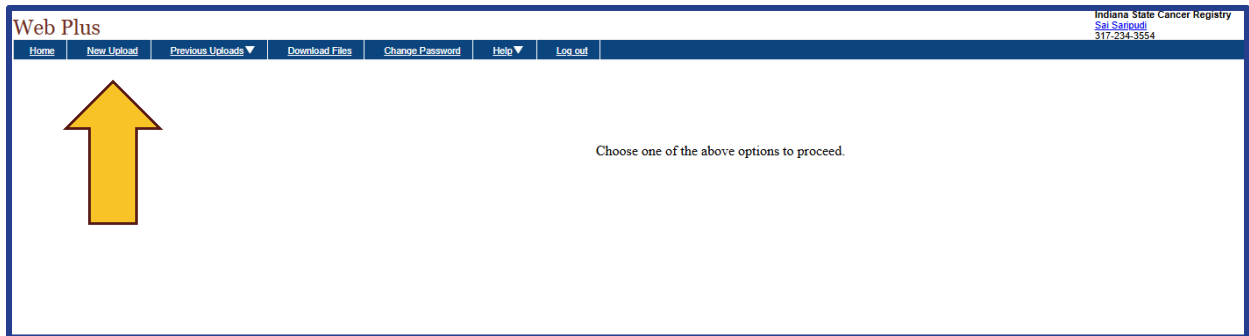
2. Enter your User ID and Password and click Login. You will see the below screen with your facility name, click on File Upload under the Facility



3. You will be redirected to the main page as seen below.

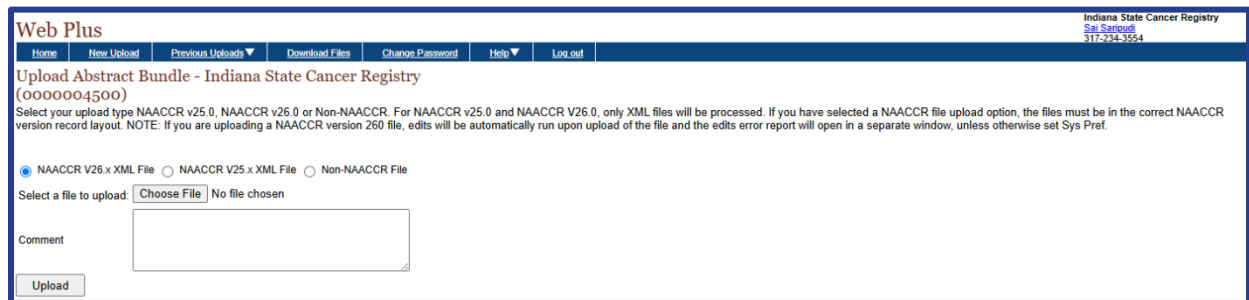


- Click on **New Upload** Menu Item in the upper left hand corner.



The screenshot shows the 'Web Plus' interface for the Indiana State Cancer Registry. The top navigation bar includes links for Home, New Upload, Previous Uploads, Download Files, Change Password, Help, and Log out. A yellow arrow points to the 'New Upload' link. The main content area displays the text 'Choose one of the above options to proceed.'

- The Upload Abstract Bundle Page will open. This page displays the name of the facility and facility ID for which the file will be uploaded.



The screenshot shows the 'Upload Abstract Bundle - Indiana State Cancer Registry' page. The page title is 'Upload Abstract Bundle - Indiana State Cancer Registry (0000004500)'. Below the title, there is a note: 'Select your upload type NAACCR v25.0, NAACCR v26.0 or Non-NAACCR. For NAACCR v25.0 and NAACCR V26.0, only XML files will be processed. If you have selected a NAACCR file upload option, the files must be in the correct NAACCR version record layout. NOTE: If you are uploading a NAACCR version 260 file, edits will be automatically run upon upload of the file and the edits error report will open in a separate window, unless otherwise set Sys Pref.' Below this note, there are three radio button options: 'NAACCR V26.x XML File' (selected), 'NAACCR V25.x XML File', and 'Non-NAACCR File'. Below the radio buttons, there is a text input field labeled 'Select a file to upload:' with a 'Choose File' button and 'No file chosen' text. Below the text input field, there is a 'Comment' label and a text area. At the bottom left, there is an 'Upload' button.

- Select the case submission file type option accordingly:
 - Choose 'NAACCR Vxx.x XML File'** option (V26 and V25 are currently supported), for submitting XML case submission files.
 - V26 is the latest XML file format provided by NAACCR at the time these instructions were created, but updates to accepted NAACCR XML layouts will be made over time. Please confirm the current versions being accepted by the ISCR before uploading to WebPlus.
 - Choose 'Non-NAACCR File'** option, for other types of file uploads, like Death Clearance Follow-Back spreadsheets. Casefinding audit lists, Re-abstraction audit lists/medical records, or any other types of non-XML uploads the facility needs to submit to the ISCR.
- Click **Choose File** to navigate and select the file you upload. Please rename your file and add the comments as follows to ensure that the ISCR can track submissions effectively.



Naming Convention and Comments

8. **Naming Convention:** 3-digit facility ID, "Data", date of file upload
 - a. Ex: **000Data06262026**
 - b. If you are uploading multiple files on the same day, then add numbering at the end to differentiate the files. Ex: **000Data06262026-2.xml**
9. **Comment:** Facility ID and number of cases you are submitting in the file
 - a. Ex: 000 – June 2026 – 100 cases
10. **Click Upload.** The File will be securely uploaded to the central registry.
11. **Edits and data completeness checks are run on the file** and Edit Error and Data Quality Reports are generated. In addition, WebPlus provides feedback during the upload process by counting the number of abstracts as they are uploaded, and as it does so, the numbers are displayed in **red** or **green**. If the current abstract being uploaded contains edit errors the count will be displayed in **red**. If there are no edit errors the count will be displayed in **green**.

File was successfully uploaded and has been submitted for edits processing. Depending on the current load on the server it may take a while to complete the edits report. You can either wait for the report to come up or exit Web Plus at this point. You will be notified by an email when the report becomes available.

Please wait if you want to view the report now:

100 abstracts to process ...

Now processing ...

.. 1 .. 2 .. 3 .. 4 .. 5 .. 6 .. 7 .. 8 .. 9 .. 10 .. 11 .. 12 .. 13 .. 14 .. 15 .. 16

- a. **If your submission file has edit errors**, WebPlus will generate an edit report and the submission will be rejected by WebPlus. The Edit Error Report may be viewed, printed, or saved at the time of upload.
- b. **Use the Edit Report** to assist with fixing edit errors before resubmitting the file and follow the above file upload instructions to upload your submission file.

Modified Records Naming Convention

In lieu of the historical paper abstract correction form faxed or emailed to the ISCR, we accept an electronic modified record sent through WebPlus. Follow the standard naming and submission process outlined above. Add "_MOD" (meaning "modified") at the end of the regular naming convention in file name, such as: 000Data06282026_MOD.xml



Previous Uploads/Track File Uploads

- To access your previous file uploads, click on **Previous Uploads** and then the **Track File Uploads** Menu item.

The screenshot shows the 'Web Plus' header with navigation links: Home, New Upload, Previous Uploads, Download Files, Change Password, Help, and Log out. The 'Previous Uploads' link is active. Below the navigation bar, the 'Track File Uploads' button is highlighted with a yellow arrow. The main content area contains the text: 'Choose one of the above options to proceed.'

- The **Previous Uploads** page will show in descending date uploaded order. By default, the last 30 days of previous uploads will be displayed. You will also see the following:
 - Name of the file (*given by you at time of submission*)
 - Internal name of file (*given by WebPlus*)
 - Date and time of upload
 - Status of bundle
 - Total number of abstracts
 - Abstracts with errors
 - Total errors
 - Comments entered

Previous Uploads Abstract bundles previously uploaded from your facility are listed below. Click on View/Edit Report link to view the report on a bundle. You can also view selected fields of the abstracts in a bundle by clicking on View Abstracts link. To view the files uploaded within a date range enter the date range below and click Search. If no date range specified then only the last 30 days will be displayed.

Date uploaded from: 12/2/2022 to: 12/2/2022

Search

Original File Name	Internal File Name	Date Uploaded	Status	Total Abstracts	Abstracts with Errors	Total Errors	Comment	Action
A20240581a.xml	F0000993.bun	12/2/2024 3:11:45 PM	Rejected	100	41	56	April 2024 cases.	View Abstracts View Edit Report View Data Quality Report Delete Bundle
Apodrophe.xml	F0000989.bun	11/26/2024 12:55:52 PM	Bundle Uploaded	1	N/A	N/A		View Abstracts View Edit Report View Data Quality Report Delete Bundle
4_3_Schema 06450_v22_v23_v24_v25.xml	F0000945.bun	10/16/2024 4:06:55 PM	Bundle Uploaded	199	N/A	N/A		View Abstracts View Edit Report View Data Quality Report Delete Bundle
anon20211212_v22_v23_v24.xml	F0000911.bun	4/18/2024 11:55:33 AM	Bundle Uploaded	200	N/A	N/A	v24 file edits set to defer	View Abstracts View Edit Report View Data Quality Report Delete Bundle
anonmainv23_v24.xml	F0000910.bun	4/16/2024 11:49:14 AM	No Errors	5	0	0		View Abstracts View Edit Report View Data Quality Report Delete Bundle
v23file_a_v24.xml	F0000909.bun	4/16/2024 11:49:26 AM	Rejected	40	18	18	v24 file	View Abstracts View Edit Report View Data Quality Report Delete Bundle
anon20211212_v22_v23.xml	F0000908.bun	4/16/2024 11:47:55 AM	Bundle Uploaded	200	N/A	N/A	v23 file	View Abstracts View Edit Report View Data Quality Report Delete Bundle
Create Abstract and Run Edits test.docx	F0000907.docx	4/16/2024 11:47:30 AM	Bundle Uploaded	N/A	N/A	N/A	non-NAACCR	View Abstracts View Edit Report View Data Quality Report Delete Bundle



3. In the **Action** section, you will see the **“View Edit Report”**, click on it to view the summary information about the file and the number of edit errors. For each record with errors, the patient’s name and entered social security number will be listed along with the errors. This report can be used to assist with fixing edit errors before resubmitting the file.

Any State Cancer Registry
EDIT Report

Report From Bundle: A20240501a.xml
Internal File Name: F0000993.bun
Bundle Received From Hospital: 1234512345
Total Abstracts in the Bundle: 100

Edit Set Name: Central: Vs25 State Example - Incoming Abstracts
Total Errors in the Bundle: 56
Total Abstracts with Errors in the Bundle: 41 (41%)
Date Report Created: 12/5/2024

Record No in File: 1 Total Errors: 0
Patient Name: THOMPSON, MICHAEL Social Security: 999999999
Errors:

Record No in File: 2 Total Errors: 0
Patient Name: THOMPSON, CAMILLE Social Security: 999999999
Errors:

Record No in File: 3 Total Errors: 0
Patient Name: THOMPSON, CAROLYN Social Security: 999999999
Errors:

Record No in File: 4 Total Errors: 0
Patient Name: THOMPSON, CHRISTOPHER Social Security: 999999999
Errors:

Record No in File: 5 Total Errors: 1
Patient Name: THOMPSON, LAUREN Social Security: 999999999
Errors:
1. Edit: RX Summ--Hormone, RX Text--Hormone (NAACCR) - N0394
Type: Error
Error: If RX Summ--Hormone = 01, RX Text--Hormone cannot be blank
Field(s): RX Summ--Hormone, RX Text--Hormone
Value(s): 01,

4. If you receive an email with errors in the edit report, you **must** correct the edit errors and **delete** the erroneous submission file before uploading the corrected version

Deleting an Uploaded File:

To delete an uploaded file, click the **Delete** action of the file upload of interest. When deleting a file upload, the uploaded file, as well as all information regarding the file, will be deleted from WebPlus. Please use the **Delete** action with caution. Select the erroneous file and click Delete action.

Resubmitting a file:

When you receive an email with a list of edit errors, work on the errors and create a new submission file. Before uploading the corrected file, follow the naming best practices shared in the above section and the upload instructions

