Web Plus Login and File Upload Instructions

1. Go to : https://mcsp.state.mi.us/WebPlus_Surv/logonen.aspx
2. Enter your User ID and Password that was provided by MCSP.

3. Enter the PIN based on your assigned Web Plus PIN Matrix. Row are lettered and columns are numbered

Sample PIN Matrix:

	1	2	3	4	5
A	0	1	2	2	4
B	5	6	7	8	9
C	0	1	2	3	4
D	5	6	7	8	9

Using the example matrix above, coordinates D1, B4, B3, A5 would be entered as PIN 5-8-7-4 to gain access to Web Plus.

Web Plus Login and File Upload Instructions

4. Select "Upload" File link.

   Main Menu
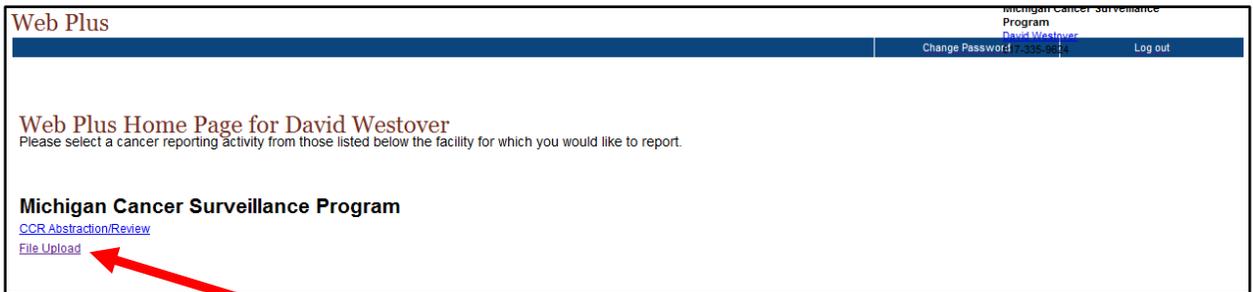
   Select "File Upload"

5. Select New Upload tab.
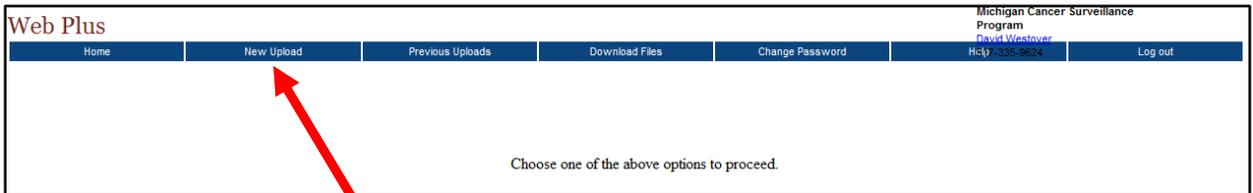
   Select "New Upload" tab

6. Load File.
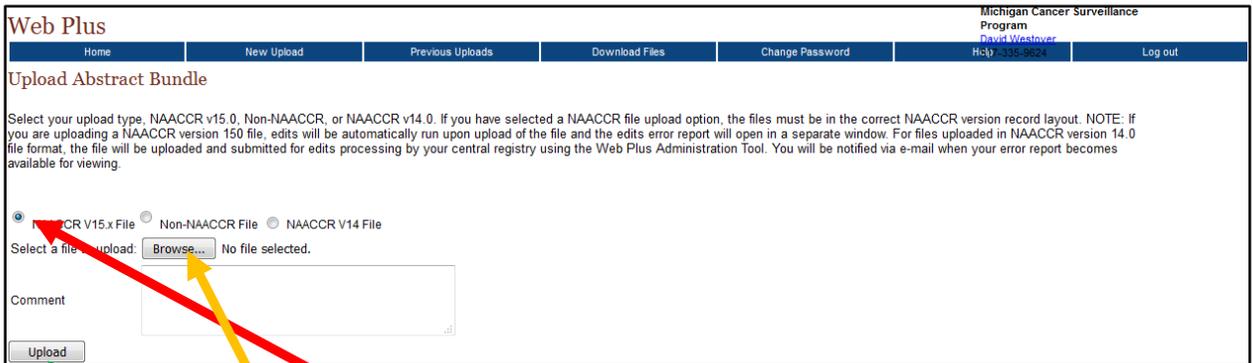
   1. Select the NAACCR version of the flat file. If the version is not listed, you will need to use the NORTHCON application to convert the file to one of the listed versions. The Non-NAACCR option is only for uploading reports. Abstract files upload via the Non-NAACCR method will **NOT** be counted.

   2. Click the Browse button and select the file you wish to upload.

   3. Click the Upload button

Web Plus Login and File Upload Instructions
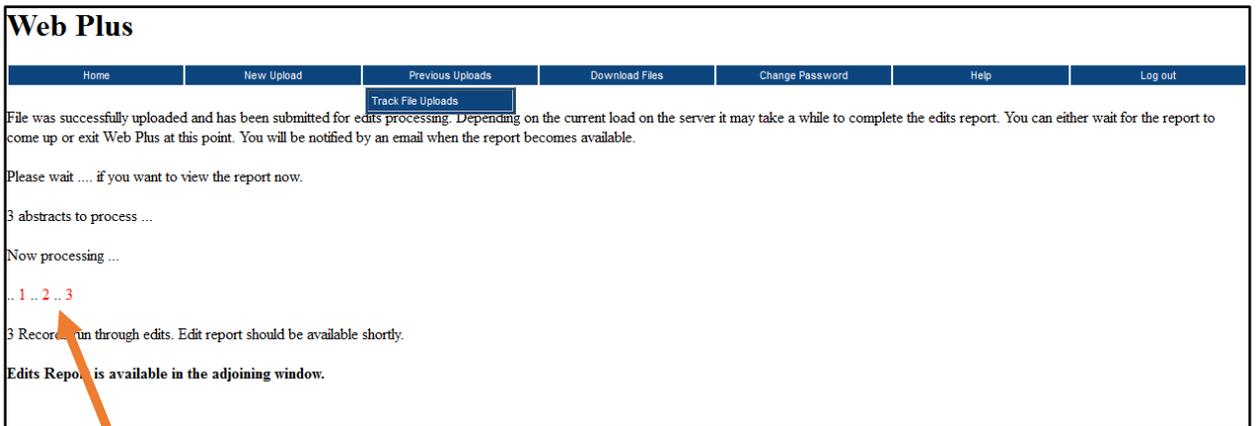
Web Plus

| Home | New Upload | Previous Uploads | Download Files | Change Password | Help | Log out |

Track File Uploads

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.

3 abstracts to process ...

Now processing ...

.. 1 .. 2 .. 3

3 Records run through edits. Edit report should be available shortly.

Edits Report is available in the adjoining window.

Numbers will count each file that is uploaded to WebPlus from the abstract file. The color indicates whether the file has errors or not. If at least 1 file has an error, the file will not be accepted. Red indicated an error while green indicates clean.
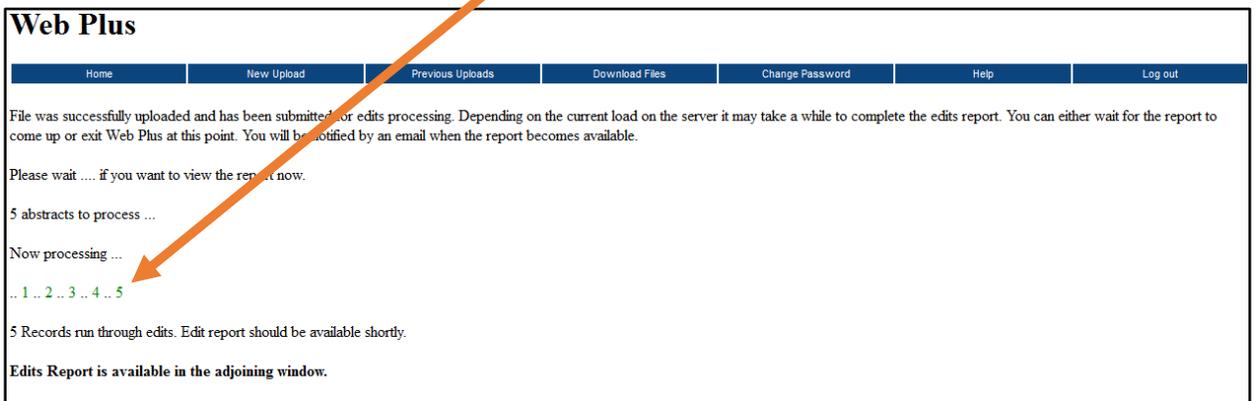
Web Plus

| Home | New Upload | Previous Uploads | Download Files | Change Password | Help | Log out |

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.

5 abstracts to process ...

Now processing ...

.. 1 .. 2 .. 3 .. 4 .. 5

5 Records run through edits. Edit report should be available shortly.

Edits Report is available in the adjoining window.

7. Once all records have been uploaded to the system, an edit report will open up as a pop-up window. (Make sure your browser is set to allow pop-up windows.) The edit report will look something like this:
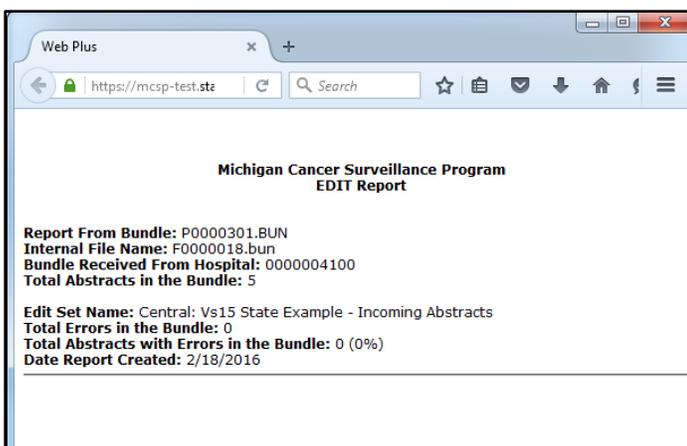
**Michigan Cancer Surveillance Program
EDIT Report**

Report From Bundle: P0000301.BUN
Internal File Name: F0000018.bun
Bundle Received From Hospital: 0000004100
Total Abstracts in the Bundle: 5

Edit Set Name: Central: Vs15 State Example - Incoming Abstracts
Total Errors in the Bundle: 0
Total Abstracts with Errors in the Bundle: 0 (0%)
Date Report Created: 2/18/2016

Web Plus Login and File Upload Instructions

8. If there are errors, you should print edit report to aid in making corrections.
9. Make the corrections to your patient record.
10. Regenerate the submission file.
11. Delete previous erroneous submission file from Web Plus.
12. Re-submit the new, clean, submission file.

➔ **Note: Any file containing edit errors will <u>NOT</u> be processed by MCSP.**