



Department of  
Health

# Web Plus Manual for Hospital File Uploading

Ohio Cancer Incidence Surveillance System  
Version 3.3 | September 2025

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Version	Date	Updated By	Comment
2.0	Feb. 5, 2018	Lilith Tatham	Added information on file naming and file size, the data quality report generated, and unusual occurrences. Added more detail to entire document.
2.1	Dec. 31, 2021	Kaitlin Kruger	Major revision with new information and requirements. Reorganized and added additional information. Updated screenshots.
3.1	June 29, 2022	Kaitlin Kruger	Minor revisions for North American Association of Central Cancer Registries (NAACCR) v22, updated screenshots.
3.2	Aug. 1, 2023	Kaitlin Kruger	Minor revisions for NAACCR v23, updated screenshots.
3.2	Jan. 2024	ODH Office of Communications.	Rebranded.
3.3	July 2025	Kaitlin Kruger	Minor updates for NAACCR v24 and v25, updated screenshots, redesigned.

## Chapter 1: Introduction

### About Web Plus

The Ohio Cancer Incidence Surveillance System (OCISS) uses Web Plus to collect cancer data from healthcare facilities and providers in Ohio. Web Plus is a web-based application that collects cancer data securely over the internet. Developed by the Centers for Disease Control and Prevention (CDC), National Program of Cancer Registries (NPCR), Web Plus supports three main functions: file upload/download, online abstracting, and follow-back activities. Web Plus also supports the North American Association of Central Cancer Registries (NAACCR) data standards.

**REGISTRY PLUS**  
**W+**

**NPCR** NATIONAL PROGRAM OF CANCER REGISTRIES

**National Program of Cancer Registries**

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

Ohio Cancer Incidence Surveillance System  
**Ohio** Department of Health  
Web Plus V3.13.0

**Please log in**

User ID

Password

**Log in**

Use Google Chrome web browser on a computer to access Web Plus.  
Web Plus users must comply with HIPAA PRIVACY RULE REQUIREMENTS:

- 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.

Contact Kaitlin Kruger at 614-728-2304 or Kaitlin.Kruger@odh.ohio.gov for password resets or questions.

Large hospitals and cancer centers that have their own hospital registry software use the Web Plus file upload functionality to submit cancer data to OCISS. Commercial registry software programs generate NAACCR-formatted files that can be uploaded into Web Plus. This manual explains the file upload functionality within Web Plus.

While OCISS offers Web Plus for free to cancer reporters, hospitals that are currently Commission on Cancer (CoC) accredited or pursuing CoC accreditation will need to acquire their own cancer registry software. Web Plus abstracting cannot accommodate CoC reporting standards and requirements.

The online abstracting capability of Web Plus is available to facilities that do not have their own cancer registry software including hospitals, out-patient treatment centers, physician offices, and pathology laboratories. Information on that process is covered in the [Hospital Abstracting manual](#).

OCISS also uses Web Plus to conduct follow-back activities, such as data quality projects and death certificate review. This functionality is also covered in the [Hospital Abstracting manual](#).

## Chapter 2: Access to Web Plus

This chapter provides information on how to access Web Plus.

### Web Browser

CDC-NPCR and OCISS recommend accessing Web Plus on a desktop computer and using Google Chrome as your web browser. We recommend adding the link to Web Plus to your favorites in your web browser. We also recommend that you allow pop-ups for Web Plus by disabling pop-up blockers for Web Plus. If the pop-up blocker is on, reports and messages produced by Web Plus may not display or open. Please do not open Web Plus in multiple tabs; make sure you only have Web Plus open in one tab at a time.

Link to Web Plus: [Web Plus Login](#).

### Web Plus Facilities

OCISS creates separate reporting facilities in Web Plus for all healthcare facilities and providers that report cancer cases. Each reporting facility is assigned a unique reporting source identification number (RSID). When accessing Web Plus, cancer reports must be submitted under the appropriate reporting facility. Submitted files and abstracts are only visible to Web Plus users for that facility and to OCISS staff.

If you are a new reporting facility, contact OCISS at [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

### Web Plus User Accounts

All cancer reporters that will be submitting data through Web Plus need to have a Web Plus user account. Each user account will be assigned to their reporting facility or facilities.

Users must be authorized by the reporting facility to have access to Web Plus. Contracted registrars must provide approval from the healthcare facility that they are permitted access to that facility's data.

Web Plus user accounts are created for individual people. OCISS does not create general login credentials for facilities. All Web Plus users must use their own user account to submit cancer data. Under no circumstances should users share Web Plus accounts.

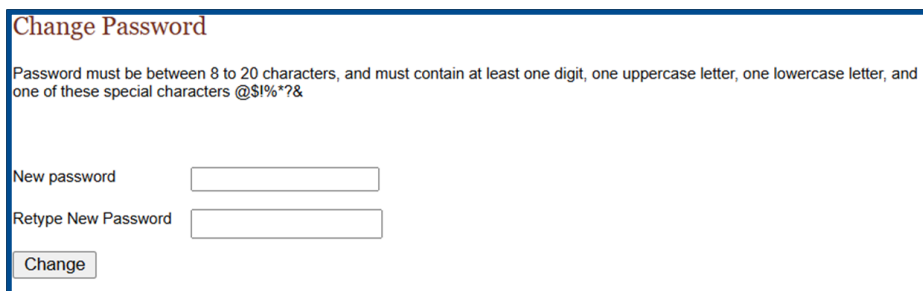
If you are a new user, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) to have an account created.

When you request access to Web Plus, OCISS will create your username, which will be your first and last name. You should receive two emails from “[OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov)” with the account credentials. The initial password is temporary, and the first time you sign in, you will be prompted to reset and choose your own password. Passwords must be 8-20 characters long, and must contain at least one uppercase letter, one lowercase letter, one digit, and one of the special characters listed in the screenshot below.

Your Web Plus password will expire every 90 days. You will be able to log into Web Plus but will be immediately prompted to change your password. Your previous eight passwords are stored historically so you cannot reuse passwords. We do not recommend storing your username and password in your browser.

Users cannot reset their own passwords.

If you forget your password, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) for a password reset.



**Change Password**

Password must be between 8 to 20 characters, and must contain at least one digit, one uppercase letter, one lowercase letter, and one of these special characters @\$!%\*?&

New password

Retype New Password

Locked User Accounts

Note that Web Plus accounts can be locked if there are five failed sign-in attempts. Your account may also be locked if you have not accessed the system for an extended period. OCISS will lock accounts when we are notified of changes of employment. If you see the message below and need to unlock your account, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

Please log in

User ID

testuser

Password

Log in

Your account has been locked. Please contact your Web Plus Administrator for help.

Signing into Web Plus

After your account is set up, and you have changed your password, you will be able to sign into Web Plus. When you sign into Web Plus, you will see the homepage. On the homepage, you should see the names of all hospitals or facilities for which you are authorized to upload files. If you submit data for more than one reporting hospital, please be sure to select the link under the correct facility.

Web Plus

Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov)  
Session time left: 20 minutes

Change PasswordLog out

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

Hospital Data Entry  
[Individual Cancer Case Report](#)  
[File Upload](#)

Hospital File Upload  
[Individual Cancer Case Report](#)  
[File Upload](#)

Navigating Web Plus

The links listed below the hospital’s name will help you navigate Web Plus. Select File Upload to submit a new file of abstracts. When you click on any of the links beneath a hospital name, the Web Plus landing page will open. This landing page features links to the OCISS edit metafile (this is used by hospitals with their own cancer registry software), OCISS Hospital Contacts list, and training materials on cancer abstraction and cancer reporting (OCISS webinars, NAACCR Webinars, etc.).

The top blue menu bar will allow you to navigate Web Plus to various pages.

Web Plus

Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov)  
814-728-2311

HomeNew AbstractFind/Open AbstractRelease AbstractsReportsChange PasswordHelpLog out

Session time left: 20 minutes

OCISS Manuals and Edits

OCISS Reporting Source Manual

[Link](#)

OCISS Web Plus Manual for Hospital Abstracting

[Link](#)

OCISS Web Plus Manual for Non-Hospital Abstracting

[Link](#)

OCISS Web Plus Manual for Hospital File Upload

[Link](#)

OCISS Edits SMF NAACCR v25B

[Link](#)

OCISS Web Plus v25 Release Notes

[Link](#)

OCISS Edits SMF NAACCR v24A

[Link](#)

OCISS Web Plus v24 Release Notes

[Link](#)

OCISS Web Plus v23 Melanoma Cheatsheet

[Link](#)

OCISS Hospital Contact List

OCISS Hospital Contact List

[Link](#)

DEATH DATA

OCISS is no longer permitted to provide access to Vital Statistics death data in Web Plus.  
Please contact Vital Statistics at [vitaldata@odh.ohio.gov](mailto:vitaldata@odh.ohio.gov) to request these data.

OCISS Cancer Reporting Trainings

Cancer Reporting Training Webinar - General

[Link](#)

Cancer Reporting Training Webinar - Prostate

[Link](#)

NAACCR WEBINARS

Topic	Date		
Uterus 2025	6/11/2025	<a href="#">Webinar</a>	<a href="#">Survey/Certificate</a>
Prostate 2025	5/14/2025	<a href="#">Webinar</a>	<a href="#">Survey/Certificate</a>

The table below describes the menu options you will see when you enter your facility for File Upload.

Menu option	Description
<b>Home</b>	Opens the user's home page, which displays a list of links for the facilities and roles that have been assigned to you; to work on abstracts for a particular reporting source, click on the link for the type of abstract.
<b>New Upload</b>	Opens the page to submit a new file to OCISS. See <a href="#">Chapter 3</a> for further information.
<b>Previous Uploads</b>	Opens the page to view previously submitted files and details about the files. See <a href="#">Chapter 4</a> for further information.
<b>Download Files</b>	Opens the page to view files or documents that were posted by OCISS. See <a href="#">Chapter 7</a> for further information.
<b>Change Password</b>	Opens the page to change your password.
<b>Help</b>	Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information.
<b>Log Out</b>	Logs the user out of Web Plus; opens Web Plus Log in page.

## Logging out of Web Plus

After you have completed your work in Web Plus, please **click Log out** on the top blue menu bar to sign out of the system. You will be taken back to the login screen with a message you have successfully signed out. It is best practice for users to log out of Web Plus to end each Web Plus session, rather than closing the browser window or tab. Issues can arise when you close the browser window without completely signing out.

**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

Ohio Cancer Incidence Surveillance System  
**Ohio Department of Health**  
Web Plus V3.13.0

**Please log in**

User ID

Password

**Log in**

**Successfully Signed out – please log in**

Use Google Chrome web browser on a computer to access Web Plus.  
Web Plus users must comply with HIPAA PRIVACY RULE REQUIREMENTS:

- 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.

Contact Kaitlin Kruger at 614-728-2304 or Kaitlin.Kruger@odh.ohio.gov for password resets or questions.

## Chapter 3: Step-by-Step Process for File Uploads

This chapter explains the step-by-step process for uploading a file into Web Plus.

There are three types of files that are accepted by Web Plus. This functionality is primarily used for cancer data submissions by hospitals with their own hospital registry software. For further guidelines on submitting files to OCISS, see [Chapter 6](#) of this manual.

After signing into Web Plus, **click File Upload** under your facility's name. If you have access to multiple facilities, pick the facility for which you will be uploading the file.

On the next page, on the top blue bar, **click on New Upload**.

At the top of the page, you will see the name of your facility and your OCISS RSID.

The paragraph below your facility name has further information about the three options for file uploading:

- The current version for file submission, NAACCR V25.x XML File.
- The previous version for file submission, NAACCR V24.x XML File.
- A non-NAACCR formatted file.

Most file submissions will be in the current version; at this time "NAACCR V25.x XML File." Make sure the file you submit is in this format and has been run against the most current OCISS edit set. The OCISS V25B Edit Metafile can be added to your software and is available on the Web Plus login page or on the OCISS Reporting of [Ohio Cancer Incidence Data webpage](#).

Please contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) prior to uploading a file in a previous NAACCR version (NAACCR V23 or V24 file). OCISS has the capability to run edits on V24 files, if needed.

If you are uploading a file to correct missing data, select "Non-NAACCR File." Unless specifically requested by OCISS, do not upload a non-NAACCR file without first checking with OCISS. If you are uploading a non-NAACCR file, please add comments indicating the content and recipient of the file (for example, Unknown Race review for OCISS Data Administration Manager). Please note that certain file types cannot be uploaded within Web Plus. Acceptable file formats include, but are not limited to, PDFs, Excel spreadsheets, and Word documents. You may receive a message that the file type is not accepted; in that situation, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

### Web Plus

#### Web Plus Home Page for Web Plus User

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

#### Hospital Data Entry

[Individual Cancer Case Report](#)

[File Upload](#)

### Web Plus

[Home](#)

[New Upload](#)

[Previous Uploads](#)

[Download Files](#)

[Change Passw](#)

### Web Plus

[Home](#)

[New Upload](#)

[Previous Uploads](#)

#### Upload Abstract Bundle - Test Hospital (1234000000)

### Web Plus

[Home](#)

[New Upload](#)

[Previous Uploads](#)

#### Upload Abstract Bundle - Test Hospital (1234000000)

Select your upload type NAACCR v24.0, NAACCR v25.0 or Non-NAACCR. For NAACCR v24.0 option, the files must be in the correct NAACCR version record layout. NOTE: If you are uploading a file in a previous NAACCR version (NAACCR V23 or V24 file), an error report will open in a separate window, unless otherwise set Sys Pref.

☒ NAACCR V25.x XML File ☐ NAACCR V24.x XML File ☐ Non-NAACCR File

Select a file to upload:  No file chosen

Comment



Once you select the appropriate file format, **select Choose File**. Locate and select the file on your computer. The name of the file will appear next to the Choose File button.

Entering a comment is optional. If you are uploading a file of cases that is not a regular submission, for example, missing cases for a prior year that are being sent late, it is helpful to indicate that in a comment.

### Click Upload.

A page will appear which tracks the progress of your file upload.



If one or more records appear in red, such as record numbers 214 and 249 above, that means there is at least one edit error on that record and the entire file will be rejected. Edit errors must be corrected in your registry software and the file will have to be resubmitted. Please delete the file with errors from Web Plus once the file has been resubmitted without edits.

An **Edit Error Report** will pop up in a separate window with a list of errors by abstract when the file is uploaded. This error report is also available on the Previous Uploads page in Web Plus (described in [Chapter 4](#)). You will receive an email from “ociss@odh.ohio.gov” indicating that the edit report is ready. If you have already closed out of Web Plus, you will need to log back in to review the edit report.



The **Edit Error Report** provides detail on the errors in the file.

The **Edit Error Report** contains the following information:

- **Report From Bundle:** name and path of uploaded file.
- **Internal File Name:** name of file within the Web Plus application.
- **Bundle Received From Hospital:** name and Facility ID of facility for which file was uploaded.
- **Total Abstracts in the Bundle:** total number of abstracts in the uploaded file.
- **Edit Set Name:** name of edit set run on uploaded file.
- **Total Errors in the Bundle:** total number of edit errors in the uploaded file for all abstracts.
- **Total Abstracts with Errors in the Bundle:** total number of abstracts containing edit errors.
- **Date Report Created:** the date the file was uploaded in Web Plus.
- **Detailed Edit Report on Individual Abstracts:** list of failed edits for each abstract, abstract identifiers, the failed edit name, error type (error or warning), error message, fields checked by the edit and submitted values for each edit error.

If all records appear in green when you upload the file, as in the example below, then all records have passed all edits. The Edit Error Report will indicate the total errors in the bundle is zero.

Ohio Cancer Incidence  
Surveillance System  
EDIT Report

**Report From Bundle:** 1234\_TestHospitalSubmission.XML  
**Internal File Name:** F0012761.bun  
**Bundle Received From Hospital:** 0000001234  
**Total Abstracts in the Bundle:** 512  
**Edit Set Name:** OCISS: Vs21B Abstracts  
**Total Errors in the Bundle:** 532  
**Total Abstracts with Errors in the Bundle:** 510 (99.61%)  
**Date Report Created:** 7/9/2021

**Record No in File: 1    Total Errors: 1**  
**Patient's Name:** TESTA, TEST    **Social Security:** 999999999  
**Errors:**  
1. Edit: OH Tobacco History, Date DX  
Type: E  
Message: If Dx year >= 2016, OHTobaccoHistory cannot be blank  
Field(s): Date of Diagnosis, OHTobaccoHistory  
Value(s): 20200910,

**Record No in File: 2    Total Errors: 1**  
**Patient's Name:** TESTB, TESTME    **Social Security:** 999999999  
**Errors:**  
1. Edit: OH Tobacco History, Date DX  
Type: E  
Message: If Dx year >= 2016, OHTobaccoHistory cannot be blank  
Field(s): Date of Diagnosis, OHTobaccoHistory  
Value(s): 20210128,

Web Plus

HomeNew UploadPrevious UploadsDownload FilesChange Password

File was successfully uploaded and has been submitted for edits processing. Depending on the current load on the server it may take a while 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.  
2 abstracts to process ...  
Now processing ...  
1 .. 2  
2 Records run through edits. Edit report should be available shortly.  
Edits Report is available in the adjoining window.

Web Plus - Google Chrome


odhgatewaydev.odh.ohio.gov/webplus/batchedits.aspx?file=F001220

Ohio Cancer Incidence  
Surveillance System  
EDIT Report

**Report From Bundle:** 1234\_TestHospital\_StateExport06242021.xml  
**Internal File Name:** F0012761.bun

You should receive an email from [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) indicating this as well.

Web Plus: EDITS Report is ready

 ociss@odh.ohio.gov  
To: Kruger, Kaitlin

ReplyReply AllForward...

Tue 6/29/2021 10:20 AM

Dear Kaitlin Kruger,

Edit report of the abstracts bundle, wp0000000008\_302.dat submitted on 6/29/2021 10:19:40 AM, is ready. Please log on to Web Plus and select "Previous Uploads" option from the menu. All your previous uploads will be listed on this page. Click on "View Edit Report" link to view the report of this bundle. The report will open in a separate window.

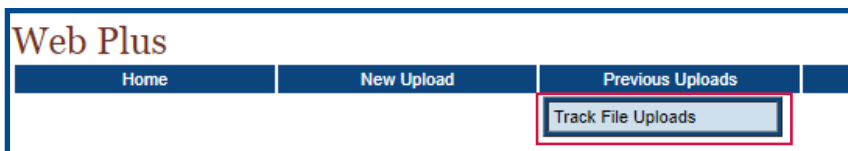
The bundle does not have any edit errors and has been accepted.

Thank you,  
Web Plus System Administrator  
Ohio Cancer Incidence Surveillance System

## Chapter 4: Viewing Information for Previously Uploaded Files

This chapter describes how to view information on files that were previously uploaded in Web Plus. This is useful to track what your facility has previously submitted. This page will show data quality information and the edit report for all files. This page can also be used to monitor your data submissions to the state. All users for a facility have access to any previously uploaded files, including those submitted by another user from the same facility.

After signing into Web Plus, **click File Upload** under your facility's name on the Web Plus home page. On the next page, on the top blue menu, hover over **Previous Uploads**, then select **Track File Uploads**.



On this page, you will see a list of all files that your facility uploaded in the past 30 days. To see files that were uploaded more than 30 days prior, filter on the Date Uploaded range at the top of the page.

The table on the track file uploads page displays the file name, date uploaded, status, total abstracts, abstracts with errors, and total number of errors (see the table below for further information).

A screenshot of the 'Previous Uploads' page in the Web Plus application. The page has a blue header with the 'Web Plus' logo and a navigation bar with links: Home, New Upload, Previous Uploads, Download Files, Change Password, and Log out. Below the navigation bar, there is a section titled 'Previous Uploads' with a description: '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 data range enter the date range below and click Search. If no date range specified then only the last 30 days will be displayed.' Below this text is a search filter with 'Date uploaded from:' and 'to:' fields, both set to '03/13'. A 'Search' button is to the left. The main content is a table with the following columns: Original File Name, Internal File Name, Date Uploaded, Status, Total Abstracts, Abstracts with Errors, Total Errors, Comment, and Action. The table contains four rows of data. The first row is for '15\_UnknownRaceReview.xlsx' with status 'Bundle Uploaded'. The second row is for '1234\_TestHospital\_StateExport06242021.xml' with status 'No Errors'. The third row is for '000166a\_Summa\_Test\_6.15.21.XML' with status 'Rejected'. The fourth row is for '86\_NON\_NAACCR 2019 2021 TEST.xml' with status 'Rejected'. Each row has links for 'View Abstracts', 'View Edit Report', 'View Data Quality Report', and 'Delete Bundle' in the Action column.

Original File Name	Internal File Name	Date Uploaded	Status	Total Abstracts	Abstracts with Errors	Total Errors	Comment	Action
15_UnknownRaceReview.xlsx	F0012206.xlsx	6/29/2021 1:50:50 PM	Bundle Uploaded	N/A	N/A	N/A	Completed unknown race review for Kaitlin	<a href="#">View Abstracts</a> <a href="#">View Edit Report</a> <a href="#">View Data Quality Report</a> <a href="#">Delete Bundle</a>
1234_TestHospital_StateExport06242021.xml	F0012205.bun	6/28/2021 3:17:24 PM	No Errors	2	0	0		<a href="#">View Abstracts</a> <a href="#">View Edit Report</a> <a href="#">View Data Quality Report</a> <a href="#">Delete Bundle</a>
000166a_Summa_Test_6.15.21.XML	F0012201.bun	6/23/2021 10:03:28 AM	Rejected	512	510	532	also a test	<a href="#">View Abstracts</a> <a href="#">View Edit Report</a> <a href="#">View Data Quality Report</a> <a href="#">Delete Bundle</a>
86_NON_NAACCR 2019 2021 TEST.xml	F0012200.bun	6/23/2021 9:56:19 AM	Rejected	483	7	23	TEST	<a href="#">View Abstracts</a> <a href="#">View Edit Report</a> <a href="#">View Data Quality Report</a> <a href="#">Delete Bundle</a>

Column	Description
Original File Name	This is the name of the file you uploaded and should have a unique name. See Chapter 6 for further information on file naming conventions.
Internal File Name	This is the unique file identifier/name assigned by Web Plus.
Date Uploaded	This is the date and time the file was uploaded in Web Plus.
Status	This is the status of the file. This column will indicate: <b>Rejected</b> – uploaded with edit errors, will not be processed by OCIS. <b>No Errors</b> – uploaded with no edit errors, waiting to be processed by OCIS. <b>Bundle Uploaded</b> – uploaded edits not run, either timed out or non-NAACCR File. <b>Bundle Exported</b> – file was exported from Web Plus by OCIS.
Total Abstracts	Indicates the total number of abstracts in the uploaded file. If a non-NAACCR file was uploaded this column will be “NA.”
Abstracts with Errors	Indicates the number of records within the file that have edit errors. If there are none, this will be “0.” If a non-NAACCR file was uploaded this column will be “NA.”
Total Errors	Indicates the total number of edit errors in the file (one abstract can have multiple edit errors). If there are none, this will be “0.” If a non-NAACCR file was uploaded this column will be “NA.”
Comment	If the user added a comment when the file was uploaded, you will see the comment here.
Action	For NAACCR files, there are four actions that can be taken in this area of the table. <b>View Abstracts</b> – provides a list of basic demographic information for the abstracts/patients included in the file (see below for an example). <b>Edit Report</b> – opens the edit report for the file, which will also open when the file is first uploaded. This report contains the edit information and can be printed. <b>Data Quality Report</b> – provides descriptive information on the abstracts that are in the file, includes percent of missing or unknown information for key data items, includes a breakdown of diagnosis years within the file. <b>Delete</b> – will allow you to delete a previously uploaded file if the file was rejected. Keep in mind this cannot be undone. Please delete rejected files with edit errors after new edit-free file has been uploaded. Users cannot delete files that pass edits.

This is the page that opens when you select **View Abstracts** for a NAACCR file upload:

Web Plus						
Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
View Abstracts in Bundle						
Abstract Bundle: 999_ATestHospital_2017Aug.DAT, Bundle ID:F0005635.bun						
Total Abstracts: 6						
Abstracts with errors: 0						
Total errors in bundle: 0						
LastName	FirstName	BirthDate	MedRecNum	AccNumHosp	PSite	
PURPLE	LILITH	12/01/1946	00000205293	200300051	C184	
GREEN	LYNN	06/01/1935	00000153875	200700037	C502	
PINK	RUTH	05/01/1959	00000130201	201600160	C569	
ORANGE	SHERI	11/01/1959	00000212825	201700010	C504	
BLUE	BILL	03/01/1953	00000223183	201700011	C341	
YELLOW	BECKY	01/01/1971	00000129075	201700012	C539	

This is an example of the window that opens when you select **View Edit Report** for a NAACCR file upload:

Any State Cancer Registry EDIT Report	
Report From Bundle: Jan20211234512345_V21.xml	
Internal File Name: F0000372.bun	
Bundle Received From Hospital: 1234512345	
Total Abstracts in the Bundle: 39	
Edit Set Name: Central: Vs21 State Example - Incoming Abstracts	
Total Errors in the Bundle: 125	
Total Abstracts with Errors in the Bundle: 39 (100%)	
Date Report Created: 2/10/2021	
Record No in File: 1    Total Errors: 2	
Patient's Name: SMITH, B    Social Security: 999999999	
Errors:	
1. Edit: RX Summ--Surg Prim Site, Schema ID, Primary Site (COC)	
Type: E	
Message: Conflict among RX Summ--Surg Prim Site: 22, Primary Site: C493, and Schema ID: 00421	
Field(s): RX Summ--Surg Prim Site, Primary Site, Schema ID, Date of Diagnosis, Type of Reporting Source	
Histologic Type ICD-O-3	
Value(s): 22, C493, 00421, 20190723, 1, 8800	
2. Edit: Text--Dx Proc--Path, Diagnostic Confirm (NAACCR)	
Type: E	
Message: If Diagnostic Confirmation is 1-4, Text--Dx Proc--Path cannot be blank	
Field(s): Diagnostic Confirmation, Text--Dx Proc--Path	
Value(s): 1,	
Record No in File: 2    Total Errors: 2	
Patient's Name: SMITH, A    Social Security: 111112345	
Errors:	
1. Edit: CoC Accredited Flag, Date DX, Type Report Source (NAACCR)	
Type: E	
Message: CoC Accredited Flag must not be blank for cases diagnosed 2018 and later	
Field(s): CoC Accredited Flag, Type of Reporting Source, Date of Diagnosis	
Value(s): , 4, 20180501	
2. Edit: Text--Dx Proc--Path, Diagnostic Confirm (NAACCR)	
Type: E	
Message: If Diagnostic Confirmation is 1-4, Text--Dx Proc--Path cannot be blank	
Field(s): Diagnostic Confirmation, Text--Dx Proc--Path	
Value(s): 1,	

This is an example of the window that opens when you select **View Data Quality Report** for a NAACCR file upload:

Ohio Cancer Incidence Surveillance System Data Quality Indicators Report			
Report From Bundle: 1234_TestHospitalSubmission.XML			
Internal File Name: F0012761.bun			
Bundle Received From Hospital: TEST IN PRODUCTION (0000001234)			
Total Abstracts in the Bundle: 512			
Date Report Created: 7/9/2021			
Edit Set Name: OCIS: Vs21B Abstracts			
Total Abstracts with Errors in the Bundle: 510 (99.61%)			
Data Quality of Accepted Reports			
Missing/Unknown Values	Analytic* (N=505)	Non-Analytic (N=7)	National Standard
Sex [220]	0 (0%)	0 (0%)	<=2%
Age [230]	0 (0%)	0 (0%)	<=2%
County at Diagnosis [90]	0 (0%)	0 (0%)	<=2%
Race [160]	0 (0%)	0 (0%)	<=3%
Ethnicity [190]	0 (0%)	0 (0%)	
Zip code [100]	0 (0%)	0 (0%)	
Street Address (incl. PO Box) [2330]	0 (0%)	0 (0%)	
Month Of Diagnosis [390], pos 1-2]	0 (0%)	0 (0%)	
Laterality [410]	13 (2.57%)	0 (0%)	
Behavior [523]	0 (0%)	0 (0%)	

## Chapter 5: Unusual Occurrences for File Uploads

Sometimes a file upload does not process, or you get a message indicating Web Plus “found carriage-return and line-feed in the file” and the file was not uploaded successfully. This could indicate that the bundle timed out or there is an issue with the file format.

When you open the Previous Uploads page, you may see that the file was uploaded but the edits did not run. When this happens, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) and we can run the edits manually. Once that is completed, the edit report will be viewable in the **Previous Uploads** list.

If you attempt to upload a file to Web Plus that was previously submitted, you will see this message below.

**Upload Abstract Bundle - TEST IN PRODUCTION**  
**(0000001234)**  
Select your upload type NAACCR v24.0, NAACCR v25.0 or Non-NAACCR. For NAACCR correct NAACCR version record layout. NOTE: If you are uploading a NAACCR version Sys Pref.  
  
☒ NAACCR V25.x XML File ☐ NAACCR V24.x XML File ☐ Non-NAACCR File  
Select a file to upload:  No file chosen  
  
Comment   
  
  
**This file appears to have been previously uploaded.**  
**Your file was not uploaded.**

## Chapter 6: OCISS Considerations for File Uploads

This chapter describes additional guidelines for uploading files in Web Plus.

### Naming File Submissions

OCISS requires all file uploads to follow a naming convention. This is important for OCISS to be able to distinguish files among all facilities. The file name should contain your hospital name (this can be abbreviated or your OCISS RSID), date of export, and reflect the number of files being submitted if you upload more than one file on the same day. If you are a Commission on Cancer (CoC) accredited facility and would find it beneficial to distinguish your CoC file from your OCISS file, you can also include that in your filename. When submitting a file of modified records (NAACCR Record Type M), the file name must indicate the file contains M records.

### Examples:

RSID\_State Export\_09042025.xml

HOSPName OCISSExport09042025 1of3.xml

RSID\_StateExport\_09042025\_Mrecords.xml

### Upload timing and file size

Uploading large files is resource intensive and can affect all Web Plus activities. Users may not be able to save their work while large files are uploaded. To prevent users from losing their work, OCISS requires all file submissions to be 250 abstracts or less. If you need to submit more than 250 cases at a time, please separate and upload as separate files.

### Edit Errors

All file submissions must be 100% edit error free. OCISS will not accept any files with edit errors. Edit errors must be resolved in your software and resubmitted. We recommend running edits in your software prior to uploading files in Web Plus, as you will be able to resolve edits directly within your software. If you have any questions on how to resolve edit errors, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov). If you have any questions on the edit settings within your software, please contact your software vendor.

### Bundles and Files

A bundle is the same thing as a file. Please note that Web Plus, OCISS, and this document use these terms interchangeably.

### Facility specific information

It is important for tracking and other purposes that the facility under which you upload a file in Web Plus matches the reporting facility on the abstracts in the file. If you upload a file to an incorrect facility, please notify OCISS as soon as possible.

### Duplicate reports

Occasionally, hospitals will upload files with duplicate abstracts that OCISS has already received. To prevent this, OCISS checks file uploads and removes duplicates prior to processing. We do this by comparing the uploaded file with all previously received abstracts from your reporting facility. We will notify your hospital if this is the case. Note that this may cause discrepancies in the overall number of submissions for your hospital and the numbers for hospital completeness.

## Chapter 7: Downloading Files from Web Plus

OCISS can send a file to your facility through Web Plus. We use this functionality as a secure mechanism for sharing protected health information. For example, we use this feature for data quality projects, such as a list of patients reported with unknown race. We also use this feature to share additional reports, such as a line listing of all abstracts that were submitted for your facility for a certain diagnosis year. When we utilize this feature, OCISS will notify the facility users that a file is available for download in Web Plus. This chapter explains how to download files from Web Plus.

### Web Plus

#### Web Plus Home Page for Web Plus User

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

#### Hospital Data Entry

[Individual Cancer Case Report](#)

[File Upload](#)

To access a file posted by OCISS, sign into Web Plus. Under your facility's name, **click File Upload**.

On the next page, on the top blue bar, **click Download Files**.

### Web Plus

[Home](#)

[New Upload](#)

[Previous Uploads](#)

[Download Files](#)

[Change Password](#)

[Help](#)

[Log out](#)

Ohio Cancer Incidence  
Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov)  
614-752-2688

The next page will display any files that are available to download. This will include recent files that have been posted, in addition to older files that were previously posted. All users for your facility will have access to all files that are posted on this page, even if they are a new Web Plus user.

### Web Plus

[Home](#)

[New Upload](#)

[Previous Uploads](#)

[Download Files](#)

[Change Password](#)

#### Download File

File ID	File	Date uploaded	Comment	Action
12463	15_UnknownRaceReview.xlsx	6/29/2021 11:52:46 AM	Unknown Race List for RSID 15	<a href="#">Download</a>
12464	ListOfAbstractsDx2019_RSID15.xlsx	6/29/2021 11:53:04 AM	Abstracts Dx 2019	<a href="#">Download</a>

The table on the **Download File** page shows the: FileID, which is a unique identifier for the posted file, the **File name and file type** the **Date Uploaded**, which is the date and time OCISS posted the file for download, a **Comment**, which OCISS may include to describe the file, and the **Action**, which is used to download the file.

**Click Download** and the document will then download to your computer.

Keep in mind that, based on your browser settings, you may not be prompted to select a location or folder on your PC, and the file may save to your computer's downloads folder. We recommend saving a copy of the file to a folder on your PC before you try to open or edit the file. If you have difficulty opening or editing the file, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

If the file posted for download requires review and needs to be returned to OCISS, you can upload the file as a non-NAACCR file by following the steps described in Chapter 3.

## Chapter 8: General Information for Web Plus

This chapter outlines additional information for Web Plus. If you have any questions, please contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

### Receiving Emails Generated from Web Plus

Web Plus sends automated emails to file uploaders, which are important to verify your submissions are successful. Please be sure that OCISS has the best email address to contact you. Please also add [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) to your allowed contacts, otherwise these communications may be blocked or sent to your spam or junk email folders.

### Troubleshooting

Sometimes, users experience issues signing into Web Plus. We have included a list of tips to help troubleshoot below. Please contact Kaitlin Kruger ([Kaitlin.kruger@odh.ohio.gov](mailto:Kaitlin.kruger@odh.ohio.gov)) if you are experiencing challenges accessing the system.

- Please use Google Chrome when signing into Web Plus.
- Web Plus works best when accessed from a desktop computer.
- Use either of these links to access Web Plus directly: <https://odhgateway.odh.ohio.gov/webplus/logonen.aspx> OR <https://odhgateway.odh.ohio.gov/webplus/>.
- Try typing the URL into the browser instead of copying or clicking on the link.
- Please clear your browser history and cookies if your sign in attempts fail. To clear your browser history in Google Chrome, you can press control-H on the keyboard, and it will open your history on a new tab. There should be a button for “clear browsing history.”
- If you are connected to a VPN, try disconnecting before accessing Web Plus.
- Verify that you do not have Web Plus open in multiple tabs.
- You can also try using an incognito window when accessing Web Plus (in Chrome, click Ctrl-Shift-N to open an incognito window).
- Please make sure you are signing out of the system when you have completed your work, issues can arise when your previous session expires.
- We do not recommend storing your password in your browser’s history.

### Training and Materials

OCISS posts training materials on the Web Plus landing page. There are webinars and abstracting guides OCISS created for common primary sites. The NAACCR Webinars are also posted in Web Plus. These webinars provide in-depth information for abstracting certain tumors. OCISS recommends all new abstractors review the training materials available in Web Plus. Additionally, a list of abstracting manuals and references is available in the OCISS Reporting Source Manual Appendix B.

OCISS staff are also available to answer any questions you may have when resolving edit errors on file uploads.

If you have questions on how to report cancer cases or would like to schedule a training, contact us at [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) or 614-752-2689.



## Chapter 9: OCISS Contact Information

For Web Plus issues, questions, or concerns and Web Plus access or password resets, contact the OCISS Data Administration Manager, Kaitlin Kruger at [Kaitlin.Kruger@odh.ohio.gov](mailto:Kaitlin.Kruger@odh.ohio.gov) or 614-728-2304.

For Web Plus training, please contact the OCISS Education & Training Coordinator Emily Stewart at [Emily.Stewart@odh.ohio.gov](mailto:Emily.Stewart@odh.ohio.gov) or 380-218-2242.

For all other inquiries, please contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) or 614-752-2689.

Please see the [Ohio Cancer Incidence Surveillance System \(OCISS\) website](#) for more information.

Please see the [OCISS Reporting of Ohio Cancer Incidence Data webpage](#) for training materials.