

WEB PLUS USERS

Opening and Printing Reports

From your Home Page you have the option to open and print a report following steps below:

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.

Web Plus

- Home
- Follow-back Requests
- Reports

Local Reports

- [Abstracts Submitted Sorted by Abstractor](#)
- [Abstracts Accessed Sorted by Patient Name](#)
- [Descriptive Statistics on Released Abstracts](#)
- [Activity Report](#)
- [Facility Outstanding DCO Abstract Listing Report](#)
- [Facility Outstanding Pathology Abstract Listing Report](#)
- [HIPAA Accounting of Disclosure Report](#)

2. Click the **Abstracts Submitted Sorted by Abstractor** link.

Result: The Abstracts Submitted Sorted by Abstractor report page opens.

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Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstract Submissions by Abstractor

Choose a date range: From: To:

3. Choose your date range (date of your upload) and click **Select**.



Tip

You can use the calendar icon to choose your date or type the date directly into the field by using the mm/dd/yyyy format, such as 10/01/2013 for October 1, 2013.

Result: Web Plus displays the report again with the information in the date range you selected.

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Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstract Submissions by Abstractor

Choose a date range: From: To: [Printable Report](#)

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619	0	3	3	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
DOE, JANE	999999999		11/14/1938	12/08/2010	C443	1	2	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619	0	2	1	9/12/2011	09/20/2011 (8 d)	09/20/2011 (8 d)
JOHNSON, JANE	999999999		04/14/1925	04/04/2010	C209	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
MEIER, HAROLD	999999999		02/16/1927	02/23/2010	C259	0	3	9	9/8/2011	09/12/2011 (4 d)	09/12/2011 (4 d)
SMITH, JOHN	999999999		06/21/1945	03/25/2010	C619	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
SMITH, SUSAN	999999999		04/26/1960	11/08/2010	C509	1	3	2	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)

4. To print the report, click on the **Printable WEB PLUS USERS**

Result: A page opens with a printable version of the report.

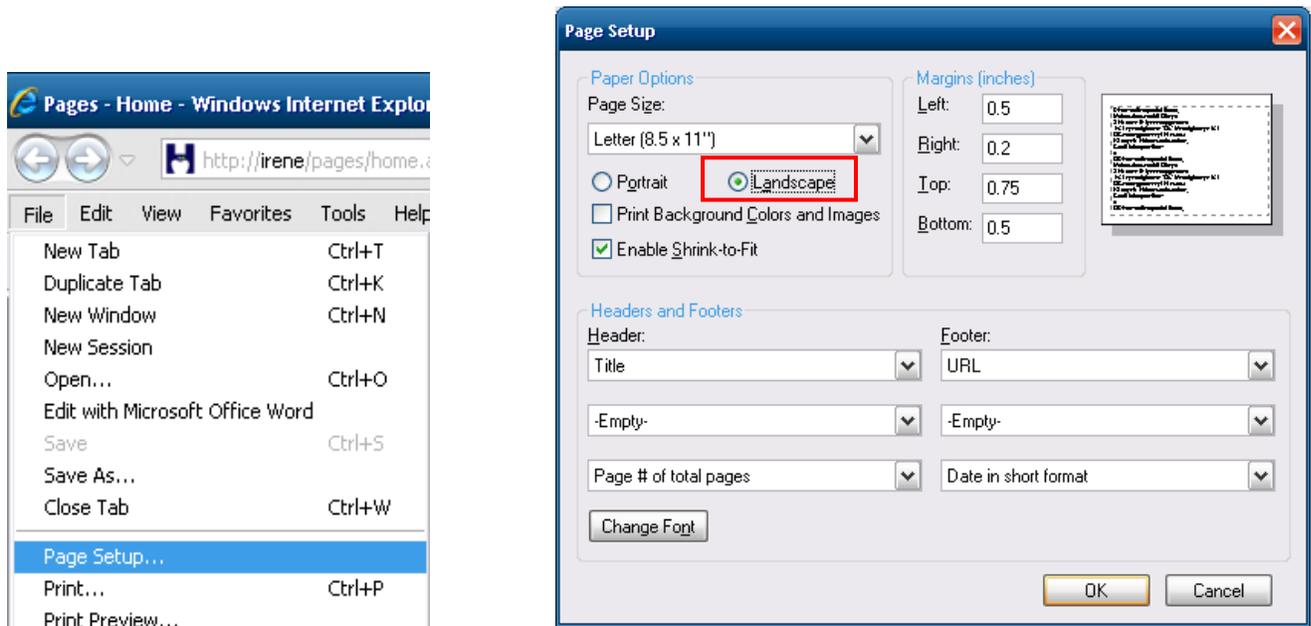
9/21/2011 12:24:59 PM

Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstract Submissions by Abstractor
Abstracts Submitted from August 21, 2011 through September 21, 2011

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619	0	3	3	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
DOE, JANE	999999999		11/14/1938	12/08/2010	C443	1	2	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619	0	2	1	9/12/2011	09/20/2011 (8 d)	09/20/2011 (8 d)
JOHNSON, JANE	999999999		04/14/1925	04/04/2010	C209	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
MEIER, HAROLD	999999999		02/16/1927	02/23/2010	C259	0	3	9	9/8/2011	09/12/2011 (4 d)	09/12/2011 (4 d)
SMITH, JOHN	999999999		06/21/1945	03/25/2010	C619	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
SMITH, SUSAN	999999999		04/26/1960	11/08/2010	C509	1	3	2	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)

5. You can use your internet browser to print the list on the screen. For optimum printing results, print Web Plus reports in landscape mode. To print in landscape, click on File→Page Setup, and click on **Landscape**, then **OK**.



5. Click on **File**, then **Print**.

