To begin entering Abstracts through Web Plus, you must first log into https://webplus.njscr.org/WebPlus/logonen.aspx with credentials that are provided to you once your account is created.

- You will be asked to change your password when you log on for the first time.
- The password must be a strong password with at least 3 different character cases (Lowercase, Uppercase, Numbers, Special characters). Minimum 10 characters.
- You cannot repeat passwords you’ve used for the last 3 password cycles.
- A password will expire every 90 days. You will be locked out of your account if your password fails 5 times. For technical assistance with passwords or site issues, please contact webplushelp@cinj.rutgers.edu
- Any field with * is a critical field. You will not be able to submit the form without these sections being filled out.

**NJ State Cancer Data Entry**

- Click Radiation CCR to begin.
- Click to start entering a new case (Top of the page)
- Click to find/open a case previously saved (Top of the page)
- Clicking on the down arrow will display a drop-down box.
- Clicking the question mark button will give you information on that specific field.
- Click on the magnify glass will bring up a separate look up box.

**Patient ID**

- Accession Number: 4 digit year followed by 5 digits number. Example: 201400001 (This shows the patient was seen by you in 2014 and is the 1st case entered for this year.

- Sequence Number: If this is the patient’s first cancer sequence is coded 00, if it is their second 02, their third 03. If this is unknown code the sequence 00.
Birth Date: All date fields in WebPlus should be entered YYYYMMDD.
Example: Birth date is 01/20/1960 it would be entered 19600120 in WebPlus

DxDate: Diagnosis Date, if dx’d 02/15/2014 enter 20140215 in WebPlus
PSite: Is the Primary Site of the Cancer. (See Below)
HistType: Is Histology type, What type of cancer does the patient have (See Below)
Behavior: Code 3 unless pathology or physician state the cancer to be insitu or non-invasive. If the cancer is stated to be insitu or noninvasive code 2.

Clicking on the magnify glass in the PSite Section will give you the box below. This will give you a code for the PSite. For example the patient below has a Prostate Cancer.

Clicking on the magnify glass in the HistType Section will give you the box below. This will give you a code for the Histology (type of cancer). For example the patient below has adenocarcinoma. Some histologies have many subtypes, so you may get a lot of results in your search. Code the histology to the best of your ability.
Common Histology codes:

<table>
<thead>
<tr>
<th>Diagnosis</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carcinoma</td>
<td>8010</td>
</tr>
<tr>
<td>Squamous Cell Carcinoma</td>
<td>8070</td>
</tr>
<tr>
<td>Adenocarcinoma</td>
<td>8140</td>
</tr>
<tr>
<td>Non-Small Cell Carcinoma</td>
<td>8046</td>
</tr>
<tr>
<td>Malignant Melanoma</td>
<td>8720</td>
</tr>
<tr>
<td>Lymphoma</td>
<td>9590</td>
</tr>
</tbody>
</table>

This section is only filled out if you have a TNM stage on your pathology reports or in physician notes.

For Example: Biopsy pathology report states patient has stage T1c N0 M0 stage 2 disease. This would be entered:

- AJCCTClin: 1c
- AFCCNClin: 0
- AJCCMClin: 0
- AJCCClinGrp: 2

If you do not have this information, leave this section blank.

RepHosp: should be autofilled.
NPIRepFacility: Is your organization's NPI number.
TypeRepSrc: Specify the type of your facility.
Date1stCont: Date patient 1st seen at your facility for this cancer.
FirstRxDateCOC and FirstRxDateSEER are the date the patient was first treated for this cancer.

For Surgery, Chemotherapy, and Hormone use the drop down or look up to get the treatment code followed by entering the date below.

This can be left blank if you do not have this information.

Use the drop down menus to get the correct values. RadRegDose and RadBoostDose are five digit fields. For Example: 5000cgy would be enter 05000

DateLastContact: Date patient last seen or last contacted
VitalStatus: code 1 for alive
Clicking Save at the bottom form will prompt the message below. This will appear on the right side of the screen. Click Yes if the form is complete and read to be sent to the state central cancer registry. If you clicked save and the form is not complete, click no. Only click yes to release the form after the case is complete.