



National Program of Cancer Registries



Registry Plus Software for Cancer Registries

Abstract Plus User Training Manual

Version 1.0

(Based on Abstract Plus Version 2.1)



Contents

Introduction.....	1
Overall Learning Objectives	1
The Abstract Plus Training Manual	1
Abstract Plus Purpose	2
Abstract Plus Capability and Features	2
Users	3
User Types	3
User Support	3
System Requirements.....	3
Installing and Accessing Abstract Plus.....	4
Chapter 1: The Basics.....	5
Learning Objectives	5
Overview.....	5
Logging In.....	6
Creating a New User ID.....	8
Logging Off Abstract Plus	10
Abstract Plus Main Menu	13
Questions.....	16
Chapter 2: Setting up and Configuring Abstract Plus.....	17
Learning Objectives	17
Overview.....	17
Projects.....	18
Critical Missing Fields.....	18
Display Types	18
Display Fields	19
Configuring Abstract Plus.....	20
Managing Users	23
Changing the Administrator's Password	24
Questions.....	25
Chapter 3: Working with Abstracts.....	26
Learning Objectives	26
Overview.....	27
Importing an Abstract	28
Import and Open an Abstract Practice Activity	28
The Abstract Plus Abstracting Screen	32
Creating a New Abstract.....	34
Create Abstract Practice Activity.....	34
Questions.....	37
Entering Information into Text Fields	38

Entering Information into Text Fields Practice Activity	38
Correcting Errors	39
Correct Errors Practice Activity.....	39
Saving an Abstract	41
Save Abstract Practice Activity	41
Questions.....	42
Assigning an Abstract to a Project.....	43
Assign Project Practice Activity	43
Modifying an Abstract	44
Modify Abstract Practice Activity	44
Copying an Abstract	46
Copy Abstract Practice Activity	46
Questions.....	48
Exporting Abstracts	49
Export Abstract Practice Activities.....	49
Printing a Range of Abstracts	56
Print Range of Abstracts Practice Activity	56
Using the Notepad Function (Utilities).....	59
Notepad Function Practice Activity.....	59
Restoring Data	61
Restoring Data Practice Activity	61
Questions.....	63
Running Reports	64
Running Reports Practice Activity	65
Accession Register Report.....	65
Patient Index Report	66
Selected Cases Report.....	67
Status Report (Count of cases) Summary	70
Completion of Abstracts by Month.....	72
Questions.....	73
Appendix: Answers.....	74

Introduction

Overall Learning Objectives

The overall learning objectives for the Abstract Plus training course are

- Identify the purpose and benefits of Abstract Plus.
- Log in to Abstract Plus after installation.
- Identify the components of Abstract Plus.
- Know how Abstract Plus is set up and configured.
- Import and export abstracts.
- Create abstracts.
- Run the available reports.
- Modify abstracts.
- Back up and restore data.

The Abstract Plus Training Manual

This training manual contains three chapters that will be reviewed and used during the training session. Each chapter focuses on a specific section or topic and provides requirements, explanations, instructions, and questions.

Please feel free to make additional copies of the manual and share with your colleagues.

Abstract Plus Purpose

Abstract Plus was developed to accomplish the following goals

- To summarize the medical record into an electronic report of cancer diagnosis and treatment by abstractors and other individuals or groups who work with cancer data.
- To support CDC's National Program of Cancer Registries. Abstract Plus supports all data items in national standard data sets, including text. CDC provides support and consultation to state central registries for their state-specific customization and distribution of the Registry Plus software.

Abstract Plus Capability and Features

- The output of Abstract Plus is an electronic abstract in the format of the North American Association of Central Cancer Registries (NAACCR) data exchange layout (currently NAACCR version 11).
- The data set can be customized to meet local needs including locally-defined variables with a selection of data items and the order in which they are displayed.
- The NAACCR edits are tightly integrated into Abstract Plus, allowing standard editing and error correction online.
- Abstract Plus includes Registry Plus Online Help, a collection of standard coding manuals that are cross-referenced, indexed, and context-linked to minimize the need for reference to printed manuals during abstracting.
- Abstract Plus can be distributed free of charge to cancer reporting facilities in a state.
- Although the product is not designed to include all functionality needed in an approved hospital cancer registry, it is suitable for reporting from non-registry hospitals, clinics, laboratories, and other sources for cancer incident reports.
- Abstract Plus can also be configured for special purpose data collection.
- Abstract Plus has multi-cultural and multi-language options; Spanish translation is currently available.

Users

Abstract Plus users consist of

- Abstractors (CTR certified)
- Central cancer registrars
- Other individuals or groups who work with cancer data in hospitals, doctor's offices, laboratories, etc.

User Types

The following table describes the two types of Abstract Plus users

Users	Description
General Users	General users can add, edit, and delete abstracts. They cannot perform administrative functions, such as setting up Abstract Plus configurations.
Administrators	Administrators can perform all the functions of general users, but have additional rights in the system. They can perform additional functions such as editing the display types and fields, or changing the user ID or password. An administrator password is required in order to perform administrative functions.

User Support

For user support information, refer to the Registry Plus web site at <http://www.cdc.gov/cancer/registryplus/ap.htm>. CDC supports the state central registry and the state central registry supports Abstract Plus users.

System Requirements

For user system requirements information, refer to the Registry Plus web site at <http://www.cdc.gov/cancer/registryplus/ap.htm>.

Installing and Accessing Abstract Plus

To install and access Abstract Plus

1. Link to your Internet Web Browser (i.e., Internet Explorer, Netscape, etc.) by clicking on the desktop icon or by clicking **Start**, selecting Programs, and then selecting the Internet Web Browser link.
2. On the Web Browser, type in the following URL for the Registry Plus web site and press **Enter**.
<http://www.cdc.gov/cancer/registryplus/>
3. Under the Registry Plus Components section, select the **Abstract Plus** link.
4. Be sure to read the section “Installing and Upgrading Abstract Plus.”
5. Under the “Installation” section, click the **Download Abstract Plus to your Computer** link.
6. Click **Download** on the displayed page and follow all the prompts to download Abstract Plus.
7. To access Abstract Plus, double-click the Abstract Plus icon (shown below) on your desktop.



The system administrator or someone with administrative privileges to your machine will install Abstract Plus for each user.

The downloaded version of Abstract Plus is a generic one. Most users will need a customized version of the software set up to meet the requirements of a specific locale, usually a state or specific study. Potential users of Abstract Plus should first contact their State Central Cancer Registry staff for their customized version and for support.

Chapter 1: The Basics

Learning Objectives

Upon the completion of this chapter, you will be able to

- Log in to Abstract Plus as a guest.
- Create your own user ID and password.
- Log in using your own user ID and password.
- Log out and use the Backup Option.
- Navigate the Abstract Plus main menu.

Overview

The first step in using Abstract Plus is to log in to the system. The system comes pre-loaded with a user ID and password that you can use; however, you can also create a unique user ID and password of your own. Creating your own user ID and password is particularly useful as a way to uniquely identify the user. When logged in with your own user ID and password, you are recorded as the abstractor. This information can be used as selection criteria for reports and exports, and can also be used for general tracking purposes to associate abstractors with their specific abstracts. When logging out of Abstract Plus after completing your work, the system prompts you to back up the abstract database.

The Abstract Plus administrator can add as many users as necessary. The administrator functions will be discussed later in the training.

Logging In

After installing Abstract Plus, you can log in as a guest using the pre-loaded user ID and password

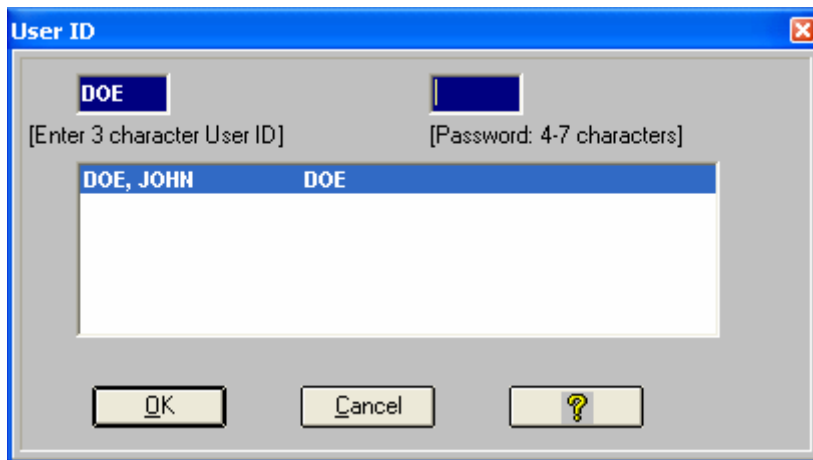
To log in to Abstract Plus as a guest

1. From the Start menu, select Programs and select Abstract Plus.
2. Select AbsPlus to display the User ID window.

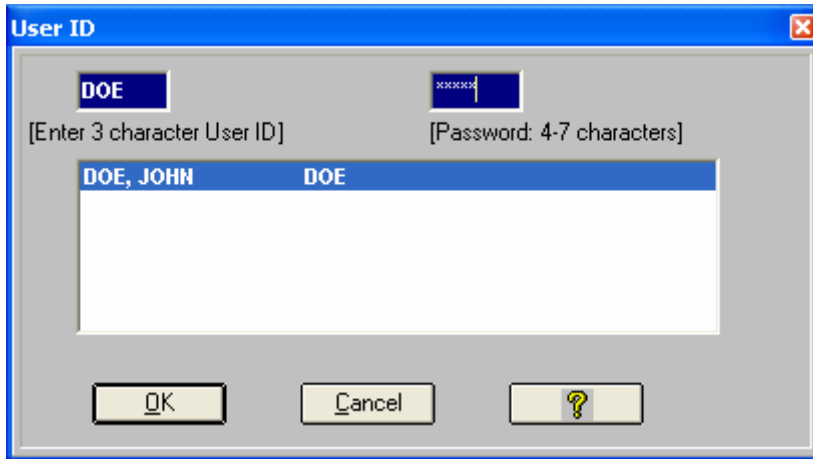
Result: The pre-loaded user ID information is pre-selected, if no other users have been added.



If other users have been added, you will not be able to create your own user ID. Select user DOE and consult the Administrator to create your user name.



3. Type **guest** in the Password field. Notice that the system does not display the password, but displays asterisks instead. Passwords are not case sensitive.



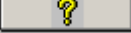
4. Click **Cancel**.

Result: The Abstract Plus system closes.



Note

When logging in as a guest, you would click **OK**, but for the purpose of this training, you will be creating your own user ID and password.

Abstract Plus Help is available by clicking  whether or not you log in to the system.

Creating a New User ID



You can create a user ID for yourself using the API method only once. If multiple users already exist in the system, i.e. the pre-loaded user and the one you set up, the system disables the API user ID and you can no longer create a user. The administrator can create as many users as necessary.

To create your own user ID and log into Abstract Plus

1. Access the Abstract Plus login window.
2. Type **API** in the USER ID field.

Result: The Edit User ID/Password window opens. Notice that the current user is identified in the Current User ID field as API. The same user ID is also displayed at the bottom right-hand of the window.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J


User ID [3 characters] [4 - 7 characters]

Select user then select option for change or Add New:

Delete User Change Password Change Current User

User	
DOE, JOHN	DOE

 Current User ID: **API**

- Click  on the upper right-hand side of the window for detailed help information.

**Note**

You do not have to log into the system to access the Help pages.

- Click **Add New** and type your name in the User Name text field highlighted.
- Tab to the User ID field and type your initials in the User ID text box.
- Tab to the next field and type your chosen password in the Enter Password field.
- Press **Enter**.
Result: The system changes the Enter Password field to Confirm Password.
- Confirm the password by typing it in the Confirm Password field.
- Press **Enter**.
Result: The system adds the new user ID to the users list.
- Select the user ID you just created and select **Change Current User**.
Result: The system displays the name and ID in the appropriate fields, and focuses on the Password text box.
- Type your newly-created password and press **Enter**.
Result: The system displays you as the new current user.
- Click **Close** to close the Edit User ID/Password window and display the Abstract Plus main menu.

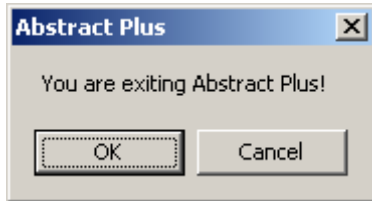
Logging Off Abstract Plus

When logging off Abstract Plus, the system prompts you to back up the current abstract data.

To log off Abstract Plus

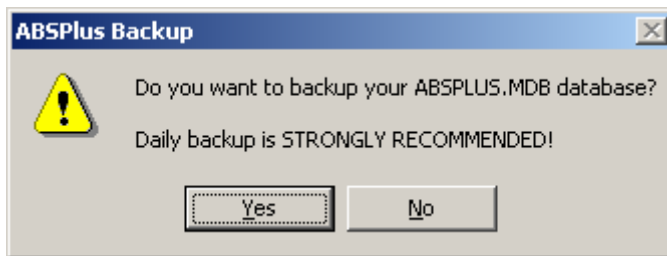
1. In the Abstract Plus menu, select File and choose Exit.

Result: The system prompts you to confirm that you want to exit the system.



2. Click **OK** to confirm that you want to exit Abstract Plus.

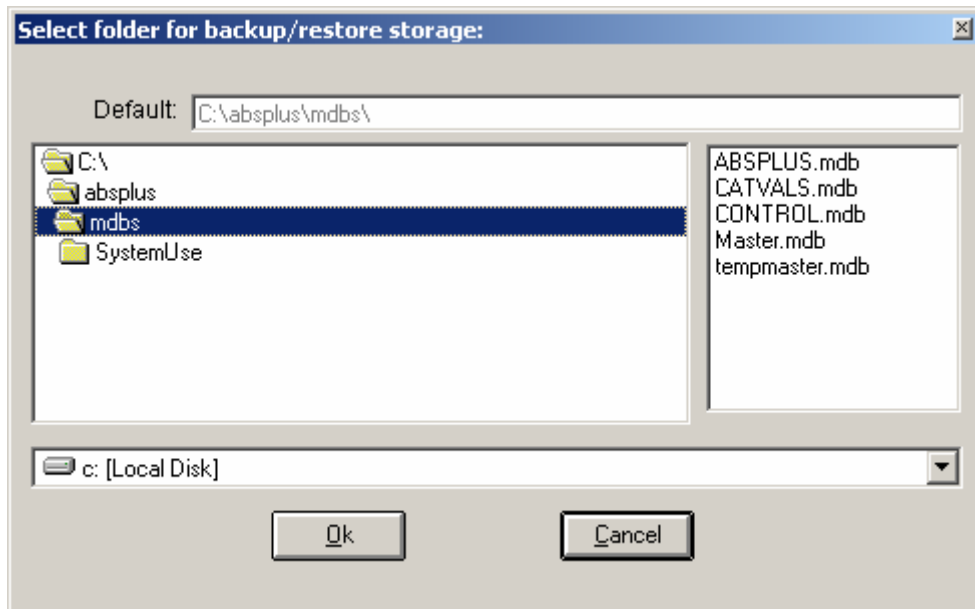
Result: A prompt appears, asking you if you want to back up your work.



Although you can choose otherwise, it is strongly recommended that you back up all the work you have done during an Abstract Plus session.

3. Click **Yes**. Notice that you can also choose not to back up your work.

Result: A dialog box appears.



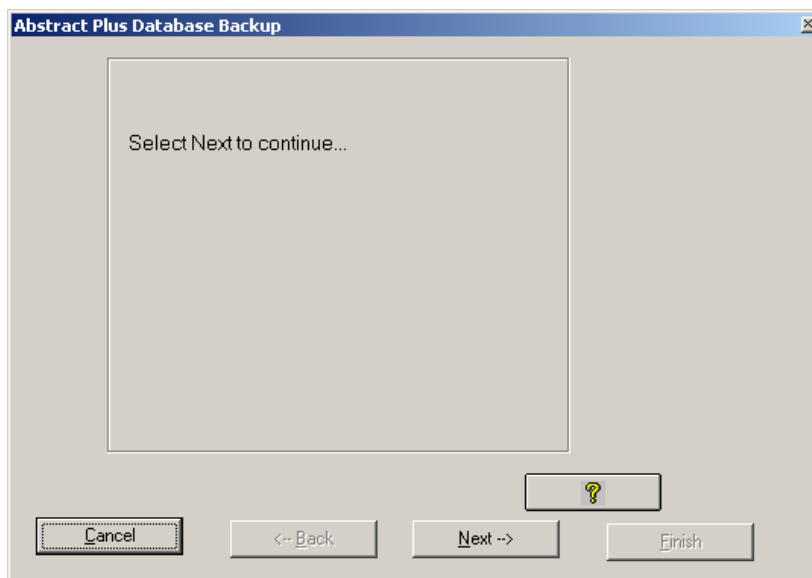
4. Accept the default location for saving the backup file by clicking **OK**.



Tip

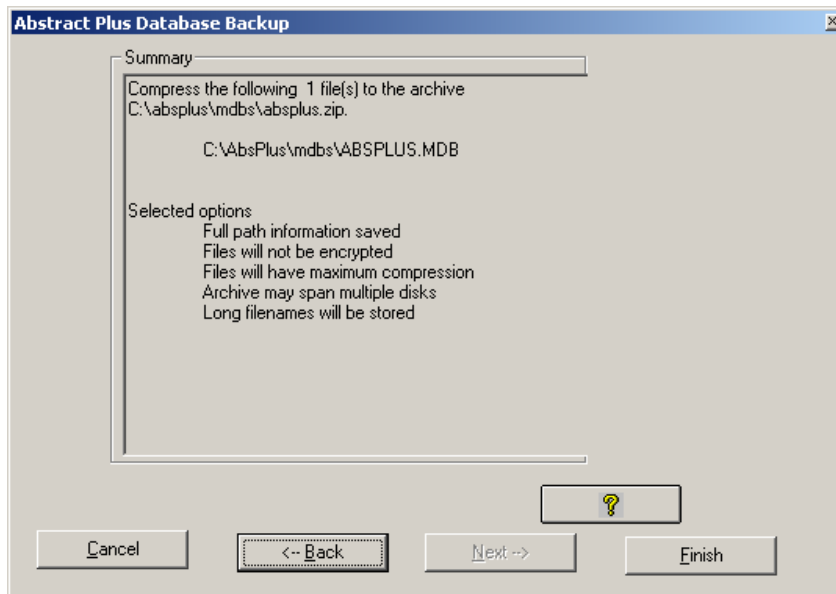
You can navigate to wherever you please to save the backup file.

Result: A window used in the backup process opens.



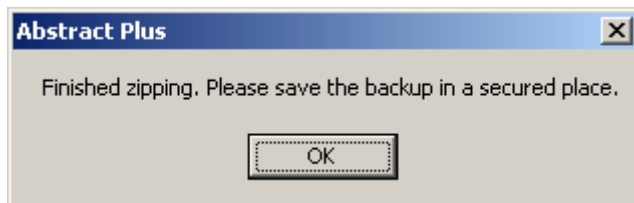
5. Click **Next**.

Result: Another window used for the backup process opens. This window confirms all the options you selected for backing up the file.



6. Click **Finish**.

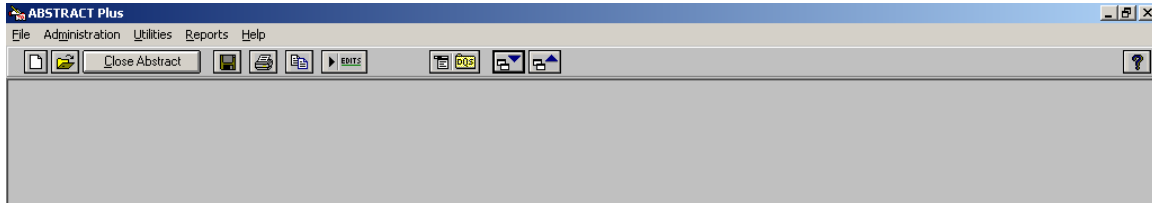
Result: The system saves the information in a zip file and displays a confirmation message.



7. Click **OK** to close Abstract Plus.
8. Log into Abstract Plus again.









Abstract Plus Main Menu

The Abstract Plus main menu is made up of menu options that allows you to carry out all the available tasks. Some menu options are also available as buttons in the toolbar as shown below.



The following tables describe the menu options.

File


Use this menu option...	To...
New Abstract	Create a new abstract. This option is also available on the toolbar as  .
Open/Find Abstract...	Find and display information for an existing abstract. This option is also available on the toolbar as  .
Copy Abstract...	Copy an existing abstract. This option is also available on the toolbar as  .
Close Abstract	Close an open abstract. This option is also available on the toolbar as  .
Save Abstract...	Save abstract information. This option is also available on the toolbar as  .
Export Abstracts...	Export abstract(s) from Abstract Plus into a NAACCR layout text file. This option is also available on the toolbar as  .
Import Abstract in NAACCR Format...	Import abstract(s) from a NAACCR layout text file into the Abstract Plus database. This option is also available on the toolbar as  .
Printer Setup...	Display a dialog box for printer options.
Print Current Abstract	Preview the displayed abstract before printing it. This option is also available on the toolbar as  .
Print Range of Abstracts...	Select and send a range of abstracts to a printer or save in a file.
Restore...	Restore the database. Replace corrupted database

	with previously saved backup.
Exit	Log off Abstract Plus with an option to back up the database with your work.

Administration (password protected options)

Use this menu option...	To...
Projects...	Edit the project names in Abstract Plus.
Critical Fields...	Edit the critical fields for a project in Abstract Plus.
Display Types...	Edit display type names.
Display Fields...	Edit display fields for a display type.
User ID/Password...	Edit user ID and/or password.
Administrator's Password...	Edit the administrator's password.
System Configuration...	Select preferences and edits for a configuration name.
Delete Current Abstract...	Delete the currently displayed abstract.

Utilities

Use this menu option...	To...
Batch Completion Re-check (Unexported Abstracts)	Check the completion count in unexported abstracts.
Registry Query System	Disabled option from previous versions.
Doctor Query System	Query and search the database of local physicians. DQS can be accessed whether or not there is an active abstract or a physician field selected. This option is also available on the toolbar as  .
Import Data into RQS	Disabled option from previous versions.
Notepad	Launch Notepad to view created text files.

Reports

Use this menu option...	To...
Accession Register	Preview the Accession Register report before printing it.
Patient Index	Preview the Patient Index report before printing it.
Selected Cases...	Select specific cases and preview a report listing the cases selected before printing it.
Status Report (Count of Cases) Summary...	Enter a date range and preview a report showing the totals of complete and incomplete records before printing it.
Completion Status of Abstracts by Month...	Enter a date range and preview a report breaking down the status of incomplete and complete records within the specified date range before printing it.

Help

Use this menu option...	To...
Contents...	View the contents the Abstract Plus Help.
Search for help on...	Enter text for which you need more information.
About	View version information for Abstract Plus.

Questions

1. Can you log into Abstract Plus without creating a user ID and password? How?
2. Why is it important to create your own user ID and password?
3. Do you have to log into Abstract Plus to use the online Help?
4. When logging off Abstract Plus, how can you ensure that the work you did during the session is secure and safe?

Chapter 2: Setting up and Configuring Abstract Plus

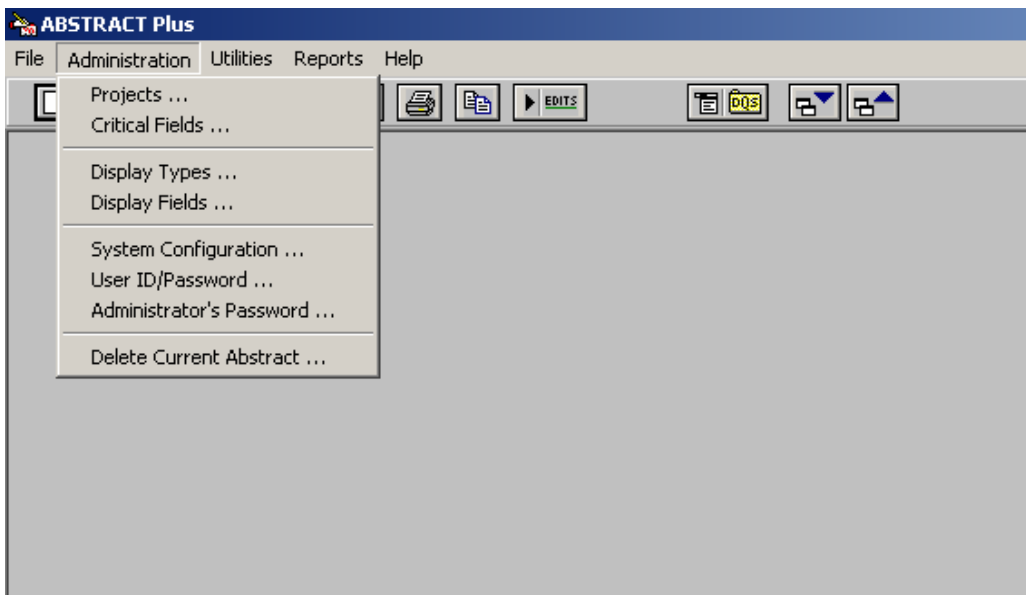
Learning Objectives

Upon the completion of this chapter, you will

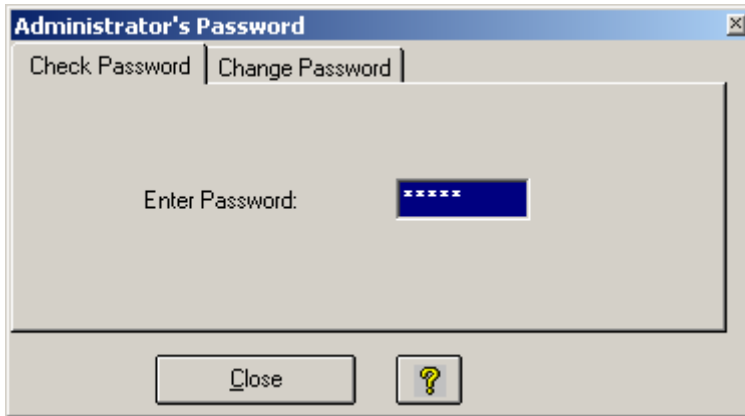
- Have a general idea of how Abstract Plus is set up and configured by the Administrator.
- Understand critical missing fields and projects.
- Understand display fields and display types.
- Know the options available with system configuration.

Overview

This section gives a general idea of the functions available under the Administration menu (shown below) and describes how the administrator sets up display types and edit sets, and configures the system.



When selected, functions under the Administration menu require an administrator password in the Administrator's Password window. The system displays the window only once during an Abstract Plus session. After entering the password, the administration functions become available throughout the session.



Projects

All abstracts must be attached to a project. The administrator adds, maintains, and deletes projects from the Projects option on the Administration menu. All projects created are available to the users from the abstracting screen. Multiple projects may be assigned to an abstract.

Critical Missing Fields

Critical missing fields are fields for which a user is required to enter a value, for a specific project. If data is missing from a critical missing field, the system displays an error when running EDITS and marks the abstract as incomplete. The administrator sets up critical missing fields. This feature can be accessed using the Critical Fields option on the Administration menu.

Display Types

Display types are used to define the order and properties of fields displayed for an abstract. The administrator adds, maintains, and deletes display types. This function is accessed through the Displays Types option under the Administration menu. The administrator assigns a display type to a configuration. The user can select an available configuration from the abstracting screen.

Display types set the fields displayed or shown on the abstract data entry screen and offer the administrator the flexibility to specify the fields that a user can see. For example, the

administrator can set a display type that allows you to see only 10 fields which are relevant to the data being entered in one location, and set another display type that allows you to see 50 fields which include additional fields entered in another location.

Display Fields

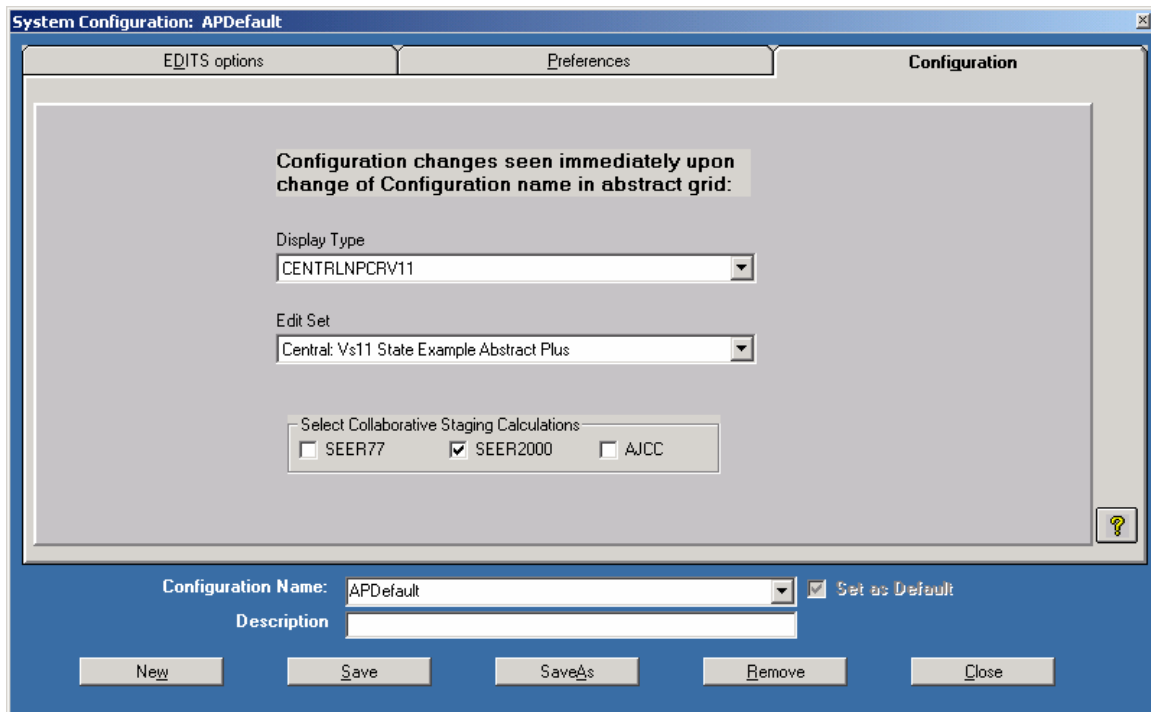
The administrator assigns display fields to display types and properties set using the Display Fields Selection window. Properties set for a field include, **invisible** (used in edits but not displayed), **protected** (value displayed but unable to change) and **default value** (initial value of field). This window can be accessed using the Display Fields option under the Administration menu.

Configuring Abstract Plus

The administrator configures the system using the System Configuration option under the Administration menu. The System Configuration window is used to create, maintain, and delete different sets of configurations, and has the following three tabs: EDITS Options, Preferences, and Configuration. The configurations created by the administrator can be selected from the abstracting screen to change the view and choices available for an abstract.

Configuration

The administrator uses the Configuration tab, shown below, to define display types, edit sets, and collaborative staging for a configuration. When working with an abstract, you can change configurations by simply selecting another available configuration from the Configuration drop-down list. The last used configuration becomes the default for a newly opened abstract until you change it.



The screenshot shows the 'System Configuration: APDefault' window with the 'Configuration' tab selected. The window has three tabs: 'EDITS options', 'Preferences', and 'Configuration'. The 'Configuration' tab contains the following elements:

- A message box: "Configuration changes seen immediately upon change of Configuration name in abstract grid:"
- A 'Display Type' dropdown menu set to 'CENTRLNPCRV11'.
- An 'Edit Set' dropdown menu set to 'Central: Vs11 State Example Abstract Plus'.
- A section titled 'Select Collaborative Staging Calculations' with three checkboxes: 'SEER77' (unchecked), 'SEER2000' (checked), and 'AJCC' (unchecked).
- A 'Configuration Name' dropdown menu set to 'APDefault' and a 'Set as Default' checkbox (checked).
- A 'Description' text box.
- Buttons for 'New', 'Save', 'SaveAs', 'Remove', and 'Close'.



Note

Unlike the choices in the EDITS options and Preferences tabs that are generally changed upon login only, choices in the Configuration tab become immediately visible in the abstracting screen when the configuration name is changed.

EDITS Options

The administrator uses the EDITS Options tab, shown below, to set the parameters for EDITS, the program that checks abstracts for errors. The tab displays the selected edit set and display type. The administrator can click **Configure Individual Edits** to further set up more edit options for each edit in the edit set.

The configuration of the options allows maximum flexibility. The administrator can specify exactly which edits are to be run against your data and the conditions under which they will run.

System Preferences: APDefault

EDITS options | Preferences | Configuration

Edit Set: Central: Vs11 State Example Abstract Plus | Display Type: CENTRLNPCRV11

Edit Execution Options:
 Skip Empty | Skip Eailed | Suppress Warnings | [Configure Individual Edits](#)

Edit Execution Points:
 Run Record Edits When Abstract Opened
 Run Single-Field Edit on Change of Field Value
 Run Multi-Field Edits if Single-Field Passed on Change
 Run Multi-Field Edit on Movement to New Field
 Run Record Edits When Abstract Saved

Date Boundaries: (enter all dates in mm/dd/ccyy format)
 Lower Bound Date: 01/01/1973 | Upper Bound DX Date: 12/31/2004 | Upper Bound FU Date: 12/31/2004

[Review Edit Activity](#)

Configuration Name: APDefault Set as Default
 Description:

[New](#) | [Save](#) | [Save As](#) | [Remove](#) | [Close](#)



Note

Changes to the EDITS options are not immediate; they are visible the next time the user logs into the system with this configuration name set as the default.

Preferences

The administrator uses the Preferences tab, shown below, to control functions such as automatically filling the abstractor ID, setting the default database and backup database/restore folders, calculating the age of a patient at time of diagnosis, etc. These options are normally the same for all configurations.

The screenshot shows the 'System Preferences: APDefault' dialog box with the 'Preferences' tab selected. The dialog is divided into three sections: 'EDJTS options', 'Preferences', and 'Configuration'. The 'Preferences' section contains several options:

- Automatically Fill Abstractor ID? Yes No
- Automatically Overwrite Vendor ID? Yes No
- Password Protect "Export All" Function? Yes No Disable
- Age at Diagnosis Calculation: Automatically Calculate Calculate on F5 Keypress Do not calculate
- Select Database Folder: Yes No
- Change Date Case Completed? Yes No
- Default Database Folder: C:\Absplus\mdbs (with a 'Browse' button)
- Default Backup/Restore Folder: C:\absplus\mdbs\ (with a 'Browse' button)

At the bottom of the dialog, there is a 'Configuration Name' dropdown set to 'APDefault', a 'Set as Default' checkbox which is checked, and a 'Description' text box. Below these are buttons for 'New', 'Save', 'SaveAs', 'Remove', and 'Close'. A help icon (?) is located in the bottom right corner of the main content area.



Note

Changes to the Preferences tab are not immediate; for the most part, they are visible the next time the user logs into the system with this configuration name set as the default.

Managing Users

The User ID/Password option under the Administration menu displays the Edit User ID/Password window that allows the administrator to add and delete users in a location and also change the password of users.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID [3 characters]

User ID [4 - 7 characters]

Select user then select option for change or Add New:

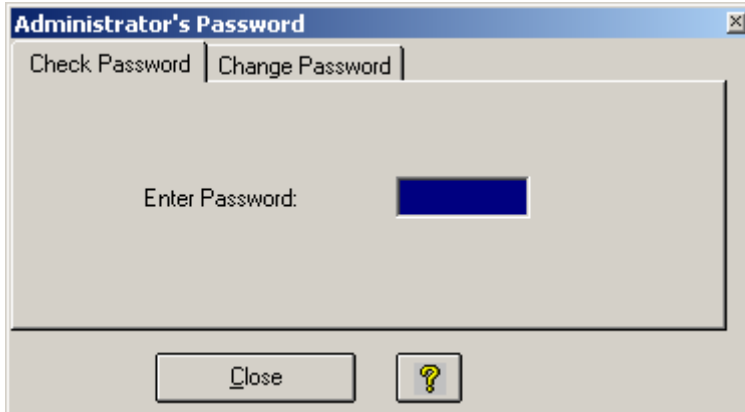
Delete User Change Password Change Current User

User	
DOE, JOHN	DOE

Add New Current User ID: **DOE** **Close**

Changing the Administrator's Password

An administrator's password can be changed using the Administrator's Password option under the Administration menu. This option displays the Administrator's Password window where the administrator can check or change the password.



Questions

1. How do critical missing fields affect the completion of an abstract?
2. What flexibility do Display Types offer?
3. What program checks abstracts for errors?
4. What takes effect immediately when the configuration is changed?

Chapter 3: Working with Abstracts

Learning Objectives

Upon the completion of this chapter, you will be able to

- Import abstracts into Abstract Plus.
- Identify the areas in the Abstract Plus abstracting screen.
- Create a new abstract.
- Modify an abstract.
- Copy an abstract.
- Correct errors in an abstract.
- Export abstracts.
- Print a range of abstracts.
- Use the Notepad Function (Utilities).
- Use the Help to find out more information about fields.
- Back up and restore abstracts.
- Run reports.

Overview

You can start working with abstracts by

- Importing abstracts in NAACCR format from any system in an ASCII text file.
- Creating a new abstract.
- Copying an existing abstract and saving it as a new one.

An existing abstract can be modified and the changes saved. Abstracts in an ASCII text file can also be exported in NAACCR format to any other system.

Importing an Abstract

You can import abstracts in NAACCR format from any system into Abstract Plus if they are contained in an ASCII text file.

Import and Open an Abstract Practice Activity

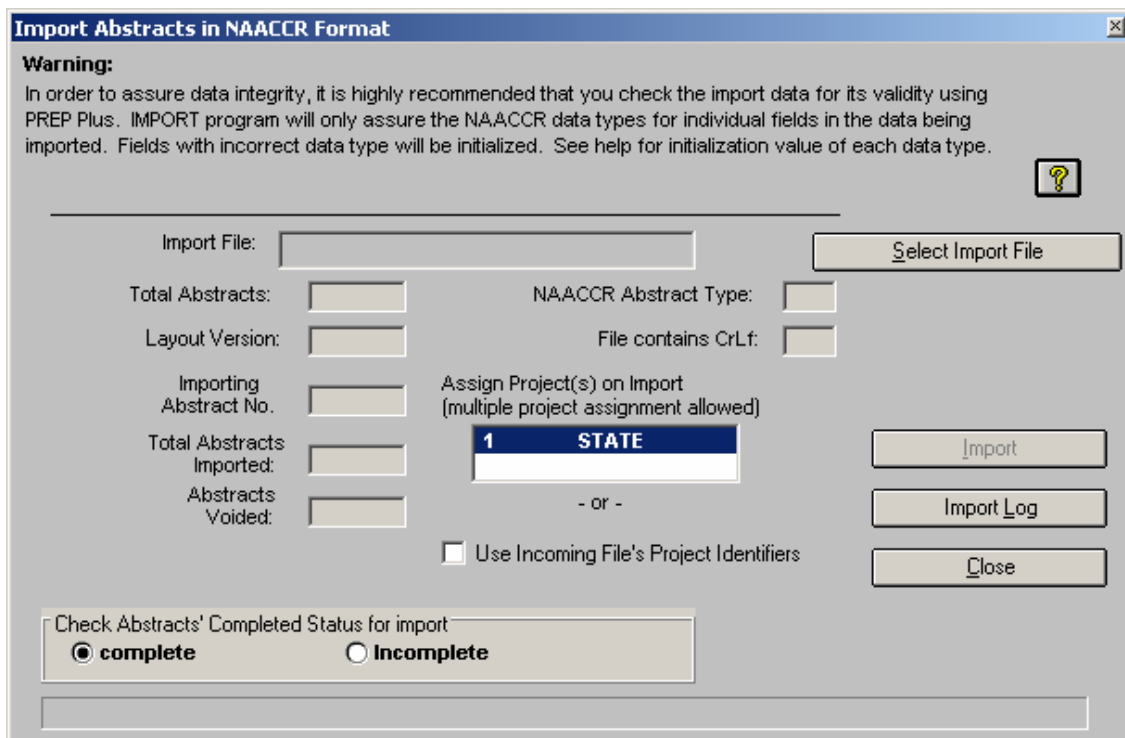
Purpose

- Import abstracts.
- Use the online Help for further information and assistance.
- Open a selected abstract.

To import abstracts

1. Click  on the toolbar.

Result: The Import Abstracts in NAACCR Format window opens.



Warning:
In order to assure data integrity, it is highly recommended that you check the import data for its validity using PREP Plus. IMPORT program will only assure the NAACCR data types for individual fields in the data being imported. Fields with incorrect data type will be initialized. See help for initialization value of each data type.

Import File:

Total Abstracts: NAACCR Abstract Type:

Layout Version: File contains CrLf:

Importing Abstract No. Assign Project(s) on Import (multiple project assignment allowed)

Total Abstracts Imported: **1 STATE**

Abstracts Voided: - or -

Use Incoming File's Project Identifiers


Check Abstracts' Completed Status for import
 complete Incomplete

2. Click **Select Import File**.

Result: The system displays a Windows Explorer dialog box where you can select a file.

- Navigate to AbsPlus\Utilities\v11data.DAT. Abstract Plus comes pre-loaded with this file.

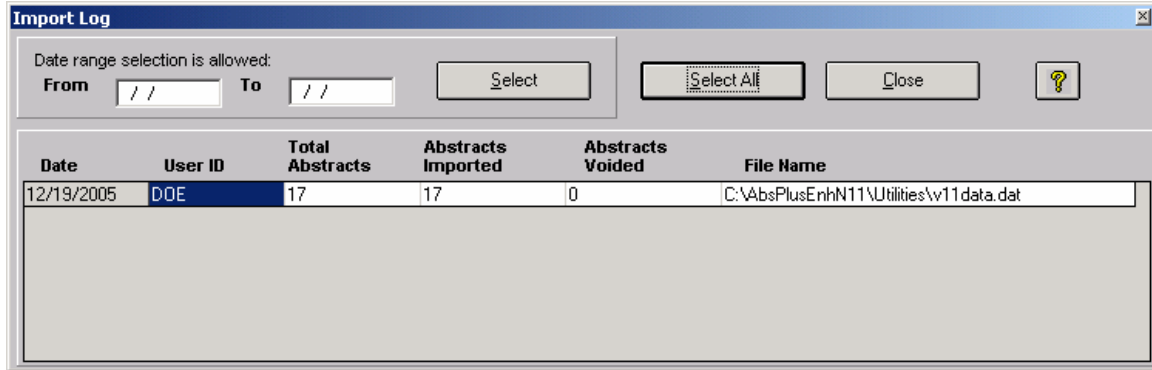
Result: The system populates the fields in the dialog box with the information in the selected file, such as the number of abstracts in the file and the NAACCR abstract type. Notice the Import Log button on this window. This button lets you see the history of the abstracts you have imported.

- Click  to display the Help for the window and learn more about the fields.
- Click **Import**.

Result: The system imports the abstracts and displays a confirmation message at the bottom of the window.

- Click **Import Log**.

Result: The system displays information about the data that has been imported, the name of the abstractor, number of abstracts, and file name.



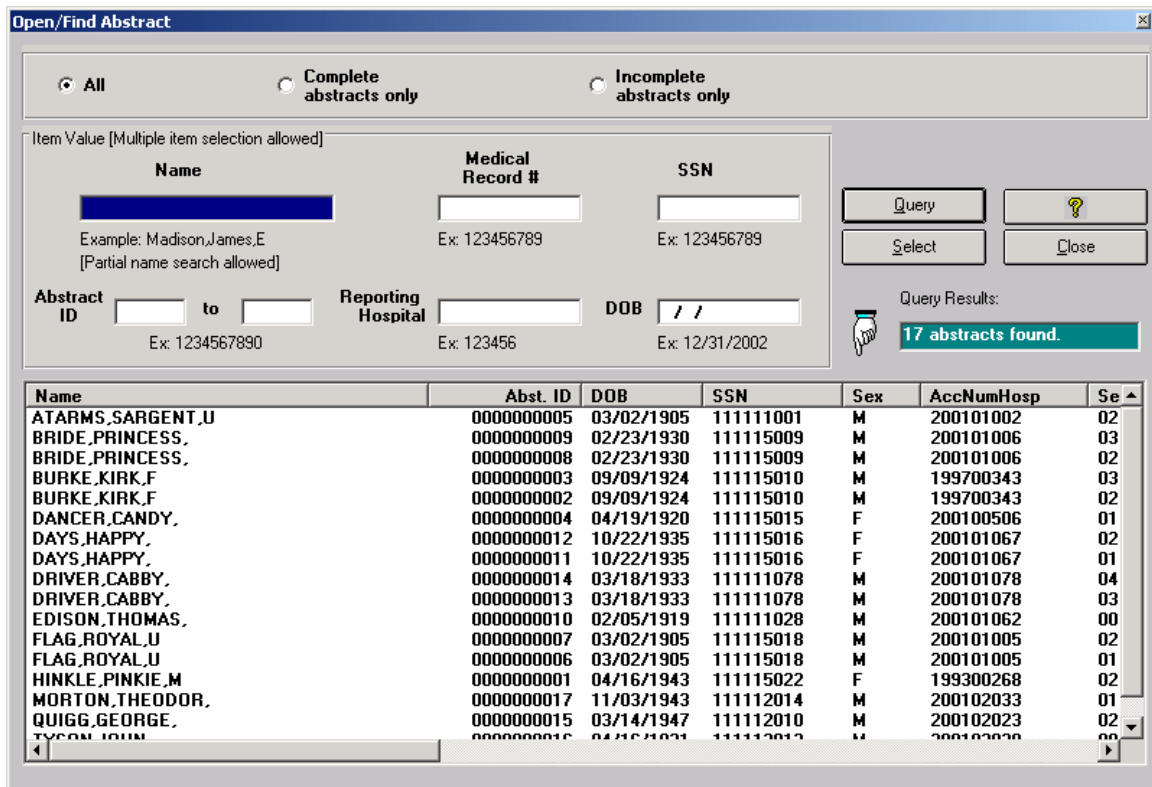
7. Click **Close** to close the Import Log, and **Close** again to close the Import window.

8. Click  on the toolbar.

Result: The system displays the Search Abstract pop-up window with the Name field highlighted.

9. Press **Enter**.

Result: The system displays all the available abstracts. Notice that you can sort all the abstracts by simply clicking on each heading. For example, you can sort the list by date diagnosed, sex, vital status (is patient dead or alive?), abstract number, etc.



10. Click Atarms,Sargent,U and click **Select** to display and view this abstract.

Result: The system displays an error message informing you that the abstract you are about to open contains errors.

11. Click **OK**.

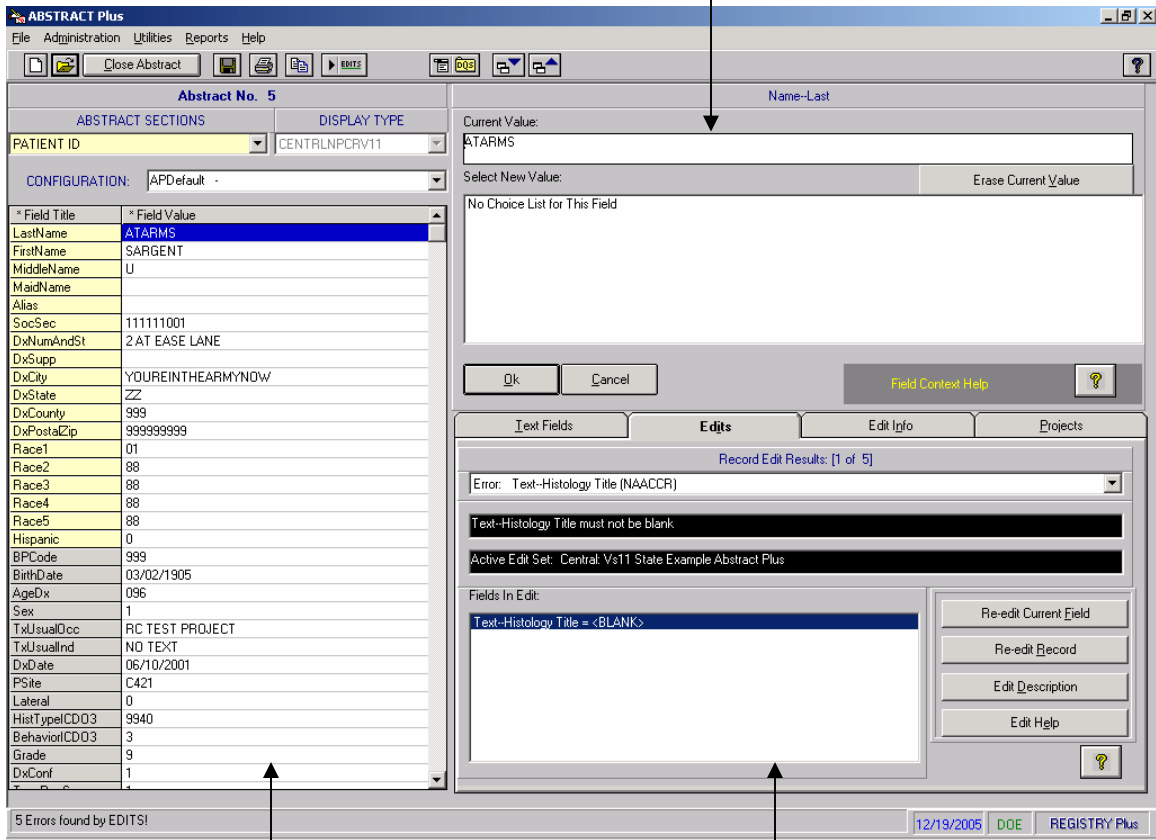
Result: The selected abstract opens in the Abstract Plus abstracting screen described in the next section. Notice that the Edits tab on the right displays the first error found in the abstract.

The Abstract Plus Abstracting Screen

Abstract Plus is made up of three main areas: displayed fields, field entry/selection area, and additional tab information. Within each of these are several sections where specific information can be entered and maintained. The table below lists the main areas in the abstracting screen.

Abstracting Screen		
Displayed Fields	Field/Entry Selections	Additional Tab Information
<ul style="list-style-type: none">• Abstract Sections• Display Type• Configuration name• Field Title• Field Value	<ul style="list-style-type: none">• Current Value• Select New Value• Field Context Help	<ul style="list-style-type: none">• Text Fields• Edits• Edit Info• Projects


Use the **Field Entry/Selections** area to enter, view, select, and erase the values for a field, and also view the field context Help.



Use the **Displayed Fields** area to select the configuration which defines the fields displayed on the screen, the edit set used for correction and other options, and to navigate to the fields for editing.

Use the **Additional Tab Information** area to enter additional text, view error messages from EDITS, attach an abstract to a project(s), and view the completion status of the abstract.

Creating a New Abstract

Use the New Abstract option under the File menu to create a new abstract, or simply click  on the toolbar. The system automatically assigns a number to new abstracts and increments the number by one as new abstracts are created.

Create Abstract Practice Activity

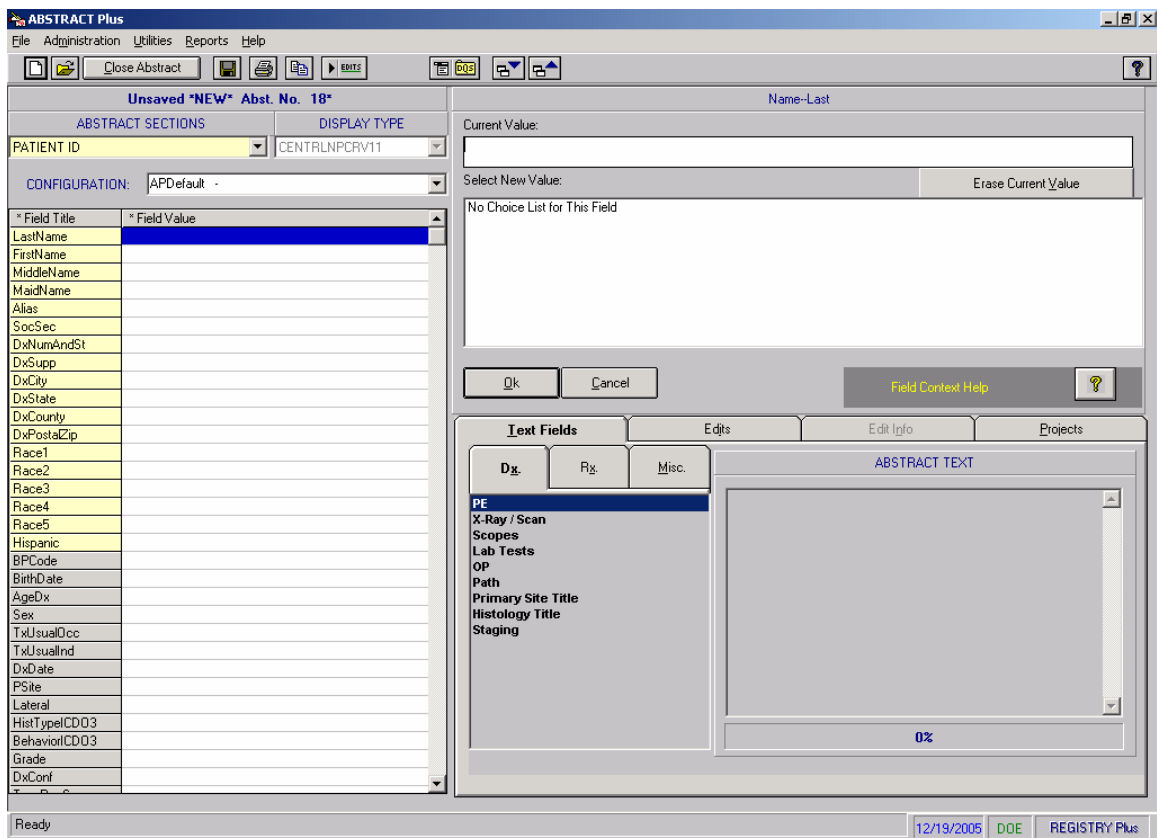
Purpose

- Enter information for a new abstract.
- Use the online Help for further information and assistance.

To create an abstract

1. Click  on the toolbar.

Result: The system displays an abstract with blank fields. Notice that the abstract has been assigned a number, the first display field is highlighted, and a blinking cursor is present in the Current Value field.



- Type **Jones** as the last name in the Current Value field.

Current Value:

Select New Value:

- Press **Enter**. Notice that you can also click **OK**.

Result: Jones appears in the Field Value column next to the Last Name field. Notice that the next field is now highlighted and the Current Value field is selected for that field.

* Field Title	* Field Value
LastName	JONES
FirstName	
MiddleName	
MaidName	
NamePrefix	

No Choice List f

- Type **Ellen** in the Current Value field and click **OK**.

Result: Ellen appears in the Field Value column next to the First Name field. Notice that the Middle Name field is now highlighted and the Current Value field is blank again.

* Field Title	* Field Value
LastName	JONES
FirstName	ELLEN
MiddleName	
MaidName	
NamePrefix	
NameSuffix	

No Choic

- Click the DXState field.

Result: A list of states appears in the Select New Value field.

- Start typing **Georgia**. Notice that the system displays the full name of the state in the Current Value field even before you finish typing. Press **Enter**.

Result: The next field is now highlighted.

- In the Abstract Sections drop-down list, select Patient Demographics.

Result: All fields belonging to the Demographic section are highlighted, and the first field in the group is selected for entry.


- With the BPCode field selected, type **USA** in the Select New Value field, and press **Enter**.

Result: An error message appears, informing you that the value entered is not valid.

- Click **OK** to close the error message pop-up. Notice that the error is also displayed in the fields in the Edit tab.



10. Click the Edit Info tab to view more information about the error.

11. Click  next to the Field Context Help.

Result: The Help information for the specific field appears.

12. Close the Help page and select the BPCode field.

13. Press [F4] to view the valid values for the BPCode field.

14. Type **United States** in the Search field.

Result: The system highlights United States in the list even before you finish typing.



15. Press **Enter** to select the highlighted item.

Result: The system populates the Current Value field with 000, which is the code for United States, displays 000 in the BPCode field, and selects the next field.

16. Navigate to the PhysFup field.

17. Select the field and press [F4].

Result: The system displays a query pop-up window for you to select a doctor.

18. Type **JO** in the Name field and click **Query**.

Result: The system displays a list of doctors whose last names begin with “Jo.”

19. Double-click on the doctor ID for James Jones to select that doctor.

Result: The Query pop-up window closes, the doctors’ ID appears in the Current Value field, and the system selects the next field.

Questions

1. What are the three ways that you can use to start working with abstracts?
2. What are the three main areas of Abstract Plus?
3. How does an ID get assigned to an abstract?
4. Which feature allows you to view valid values for a field?

Entering Information into Text Fields

Text fields are used for entering additional information. The text fields are divided into the DX, RX, and Misc. tabs.

Entering Information into Text Fields Practice Activity

Purpose

- Enter text into the DX, RX, and Misc. text fields.
- Use the online Help for further information and assistance.

To enter text in text fields

1. Select the Text Fields tab.
2. Under the DX tab, select PE and type the following text in the Abstract Text box.

Abd DISTENDED.DULL TO PERCUSSION.MASS PALPATED IN UPPER ABD

Result: A progress bar under the Abstract Text area displays the percentage of space the text you just entered has used up.

3. Use the down arrow to navigate to Histology Title and type the following text in the Abstract Text box.

PAPILLARY ADENCA GR2

Result: The progress bar under the Abstract Text area displays 50% and the system displays an asterisk (*) beside PE to indicate that you have entered PE information.

4. Click the RX tab, select Chemo, and type the following text in the Abstract Text box.

12/17/96 THIOTEPA 8/16/97 CISPLAT, CTX

Result: An asterisk appears beside DX to indicate that text exists in some fields under the DX tab. The status bar under the Abstract Text area displays 19%.

5. Click the Misc. tab, select Remarks, and type the following text in the Abstract Text box.

PLACED ON SUPPRESSIVE TRX WITH SYNTHYROID TO SEE WHETHER THIS NODULE WOULD REGRESS

Result: An asterisk appears beside RX to indicate that text exists in some fields under the RX tab. The status bar under the Abstract Text area displays 23%.

Correcting Errors

For a new abstract, you can view the errors for an incorrect field entry, when you save the abstract, or when you click the **EDITS** button.

Correct Errors Practice Activity

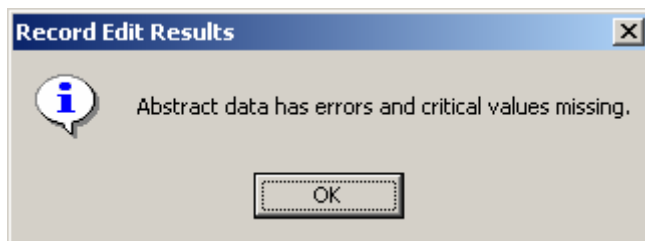
Purpose

- Display errors in the abstract.
- Correct errors in the abstract.

To view and correct the errors in the abstract

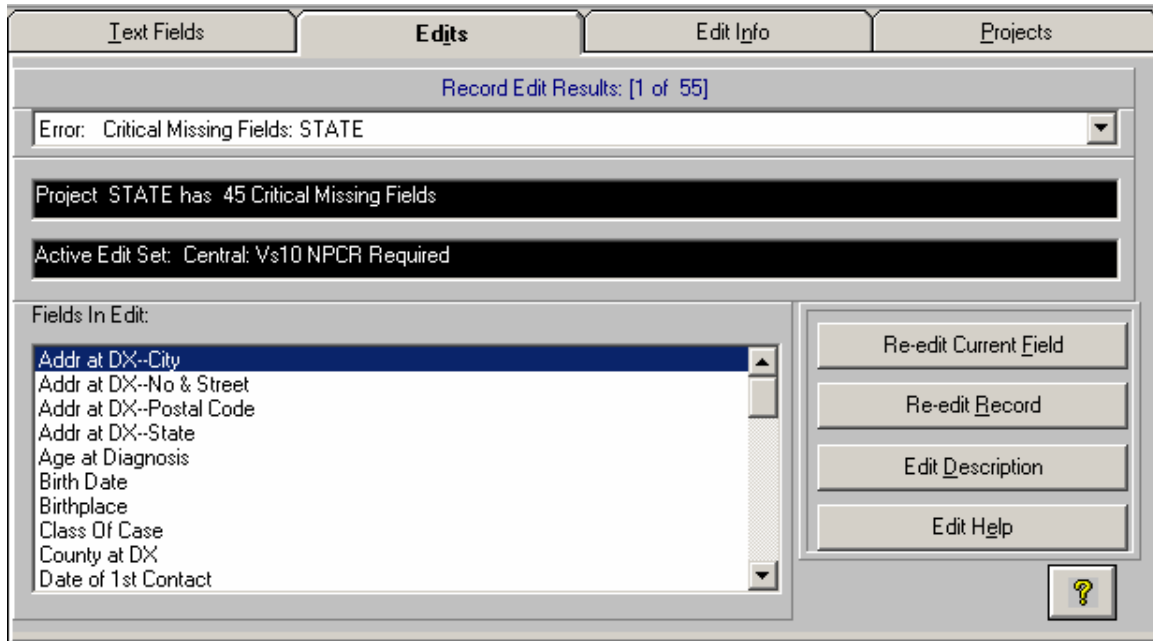
1. Click  on the Abstract Plus tool bar.

Result: A pop-up window informs you that the abstract has errors.



2. Click **OK** to close the pop-up window and automatically display the Edits tab.

Result: An error is already selected in the Edits tab, in this case DX-City. Notice that the number of critical missing fields in the abstract is also displayed.



3. Click the Edit Info tab and view the description for the error. In this case, there is no description available.
4. Click **Edit Description button** on the Edits tab to view the description for the error. In this case, there is no description available.



Tip

The information in the Edit Info tab is the same information displayed when you click **Edit Description**. Viewing the error information using the Edit Description button lets you remain on the Edits tab and at the same time see the description of the error.

5. With the first error still selected, type **Atlanta** in the Current Value field and press **Enter**.

Result: Atlanta now appears in the DX-City field and the next entry field is highlighted.

6. Click  on the Abstract Plus tool bar.

Result: The corrected error field no longer appears on the list, another error is highlighted. Notice that the number of errors has decreased by one.

Saving an Abstract

You can save your abstract at any time, even with critical fields missing information. However; the system will not mark such abstracts as complete. You can return at a later time to correct the errors and complete the abstract.

Save Abstract Practice Activity

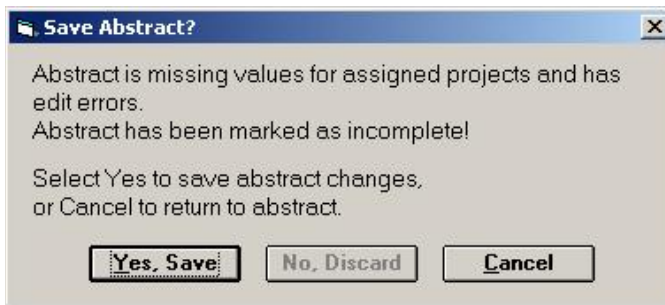
Purpose

- Accept the errors in the project, if any.
- Save the abstract.

To save an abstract

1. Click  on the toolbar.

Result: The system displays the following error message informing you that errors are present in the abstract.



2. Click **Yes, Save** to save the abstract.

Questions

1. How do you know how much data a text field can take?
2. How do you know that an abstract contains errors?
3. Which tab do you use to correct errors in an abstract?
4. How do you know how many errors exist in an abstract?
5. Can you save an abstract that has errors?

Assigning an Abstract to a Project

An abstract must be assigned to a project. If only one project exists in Abstract Plus, the system automatically assigns the abstract to the sole project. However, if several projects exist, the system prompts you to assign the abstract to a project when you are in the process of saving the abstract. You can assign an abstract to a project as described in this section.

Assign Project Practice Activity

Purpose

- Select a project and assign the abstract to the project.

To assign an abstract to a project

1. Select the Projects tab.
Result: A list of projects to which you can assign the abstract appears.
2. Select State in the Select a Project list box.
3. Select Close Abstract.
4. Click **Yes, Save** to save the abstract and return to the main menu.



Note

You can also use this tab to see if the abstract is complete and indicate if the abstract should be held by the abstractor, meaning that the abstract will not be available for export.

Modifying an Abstract


You can make changes to an abstract in Abstract Plus by simply opening the abstract and updating and saving the abstract.

Modify Abstract Practice Activity

Purpose

- Open a saved abstract.
- Modify the fields in the abstract.
- Save the abstract.

To modify an abstract

1. Click  on the toolbar.
Result: A Search Abstract pop-up window opens.
2. Type **JO** in the Name field and click **Query**.
Result: Ellen Jones appears in the list of results.

Open/Find Abstract

All
 Complete abstracts only
 Inco abst

Item Value [Multiple item selection allowed]

Name	Medical Record #
JO	
Example: Madison,James,E [Partial name search allowed]	Ex: 123456789

Abstract ID	to	Reporting Hospital	DOB
Ex: 1234567890		Ex: 123456	

Name	Abst. ID	DOB
JONES,CHARLES,	000000043	07/06/
JONES,ELLEN,	000000153	

3. Select Jones, Ellen and click **Select**.
Result: The system displays an error message informing you that the abstract contains errors.
4. Click **OK**.
Result: The selected abstract appears.

ABSTRACT Plus
File Administration Utilities Reports Help

Close Abstract

Abstract No. 153

ABSTRACT SECTIONS: DEMOGRAPHIC DISPLAY TYPE: CENTRLCOCRX

CONFIGURATION: COCRX - Central

* Field Title	* Field Value
LastName	JONES
FirstName	ELLEN
MiddleName	
MaidName	
NamePrefix	
NameSuffix	

Current Value
Select New
NOTE: Enter UNK...

5. Click the FirstName field and click **Erase Current Value**.
Result: The system removes Ellen from the Current Value field.
6. Type **Helen** in the Current Value field, and click **OK**.
7. Click the DXCounty field, type **Cobb** in the Current Value field and click **OK**.
8. Close and save the abstract and follow the prompts.

Copying an Abstract

If you find an abstract that looks very much like an abstract you want to create, for example, the same patient but with a different diagnosis, you can simply save the abstract as a new one, and then modify the necessary fields in the new abstract.

Copy Abstract Practice Activity

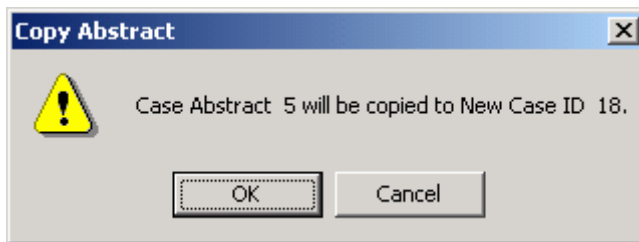
Purpose

- Open a saved abstract.
- Copy the abstract.
- Modify the abstract.

To copy an abstract

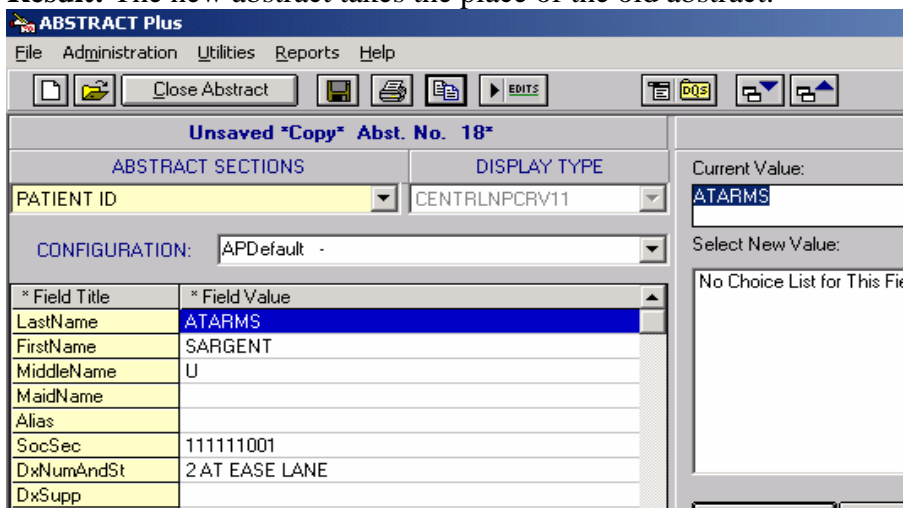
1. Search for Sargent Atarms' abstract and open the abstract.
2. From the File menu, select Copy Abstract.

Result: A pop-up window opens and displays the old abstract number and the number assigned to the new abstract.



3. Click **OK**.

Result: The new abstract takes the place of the old abstract.



4. Click the LastName field, type Williams in the Current Value field, click **OK**.
5. Click the FirstName field, type Jack in the Current Value field and click **OK**.
6. Close and save the abstract.

Questions

1. Can an abstract exist without being attached to a project?
2. How can you locate a saved abstract?
3. Can you change the information contained in an existing abstract?
4. How can you create an abstract using the information from an old one?

Exporting Abstracts

When exporting abstracts, you can choose to export all abstracts, including complete and incomplete abstracts, or enter parameters for selecting the completed abstracts for export. The system can be set up to make the feature for including complete or incomplete abstracts during export a function that must be set up only by the administrator. The option Mark Exported Abstracts as Off-Loaded is selected by default and should not be changed except for special reasons. Export Only Un-Exported Abstracts To Date is also selected by default.

You can export abstracts in NAACCR Layout or Delimited format, depending on options made available by the administrator. The Delimited format allows you to select which fields you want exported and their order in a pipe delimited text file.

Refer to Exporting Abstracts Help for detailed explanation of export selection options.

Export Abstract Practice Activities

Purpose

- Export all abstracts.
- Enter parameters for exporting abstracts.
- Export selected abstracts.

To export all the abstracts in the database

1. Click  on the toolbar.

Result: The Export Abstracts window opens.

2. Select the Export All Abstracts in Database check box.



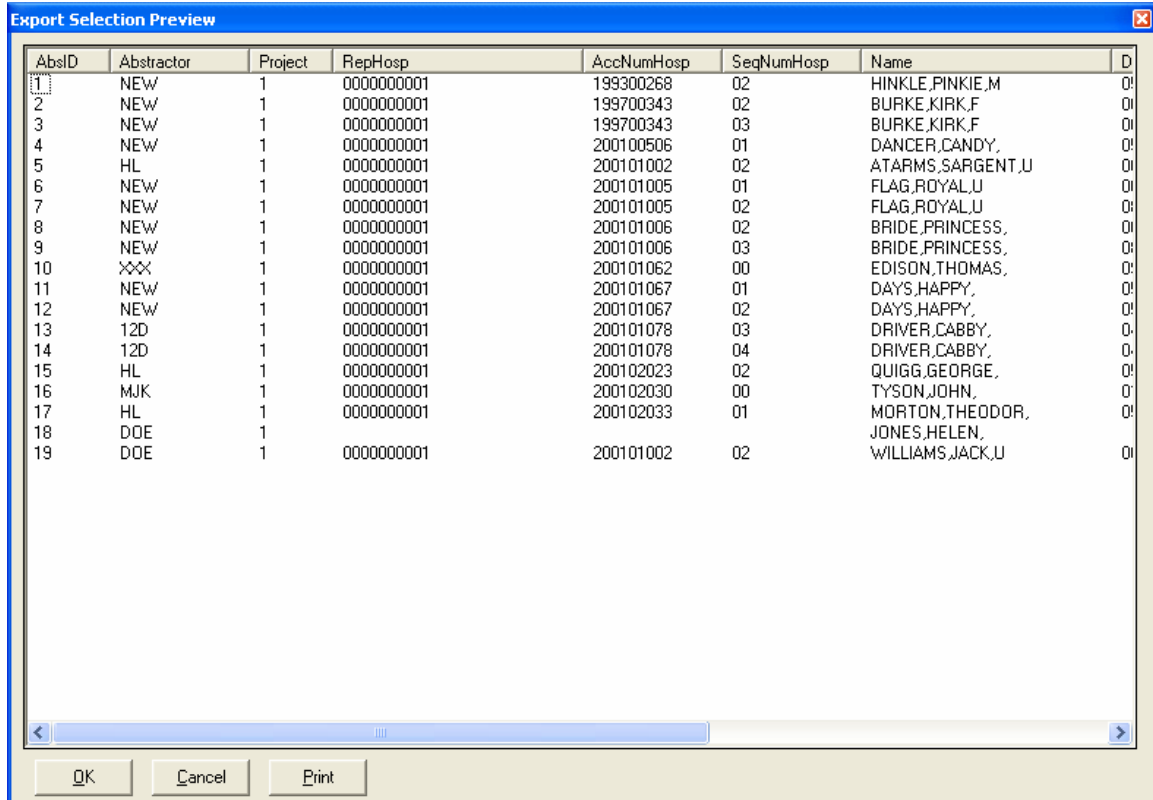
Important

The Export All Abstracts in Database function may only be available to administrators.

3. De-select the Mark Exported Abstracts As Off-Loaded check box. This ensures that the abstracts you are about to export are not flagged or marked as exported.
4. Click **Select**.
5. Click **Preview**.

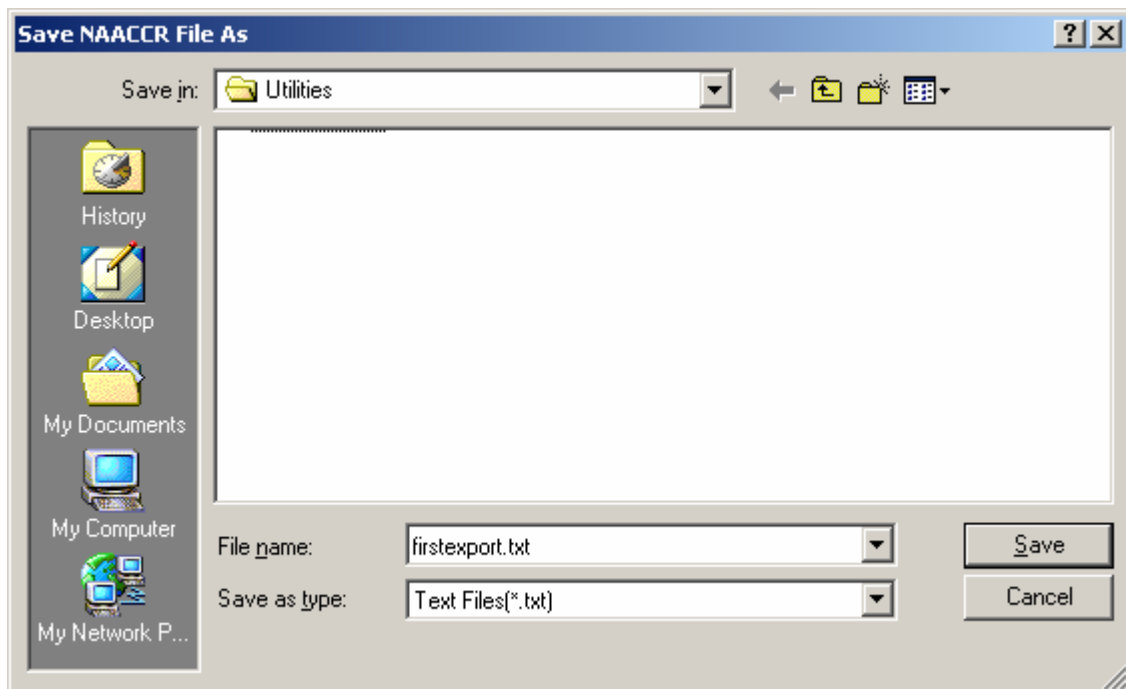
Result: The system indicates the number of abstracts that meet the criteria at the bottom of the window.

Result: The Export Selection Preview window appears



6. Click **OK**.

Result: A windows dialog box appears.



7. Type **firstexport** in the File Name field and click **Save**.

Result: The system saves the abstracts into a text file and lets you preview a report that you can print.

Report of Export File for Transmit

File Name: C:\AbsPlus\Utilities\firstexport.txt

Date Export File Created: 11/22/2005

Abstractor Creating File: RUB

Count of Records in File: 153



Selection Used to Create Export SELECT (Mid(DxDate, 5, 2) & '/' & Mid(DxDate, 7, 2) & '/' & Mid(DxDate, 1, 4)) A (Mid(Date1stCont, 5, 2) & '/' & Mid(Date1stCont, 7, 2) & '/' & Mid(Date1stCont, 1, 4)) AS D_Date1stCont, (Mid(DtCaseComp, 5, 2) & '/' & Mid(DtCaseComp, 7, 2) & '/' & Mid(DtCaseComp, 1, 4)) AS D_DtCaseComp, * FROM ABSTRACTS ORDER AccNumHosp, SeqNumHosp

Abstracts Included in Export File

Rep Hosp	Accession # / Sequence #	Name	Med Rec #	Pri Site	DxDate	Date of 1st Contact	Cor
	/	JONES, ELLEN,			//	//	0:
	/	JONES, ELLEN,			//	//	1:
0001234561	199500001 / 00	SHEPARD, MARGARET,	32 36 62	C509	12/14/1994	01/15/1995	0:
0001234561	199500002 / 00	JACKE, ABRAHAM,	07 25 12	C343	01/09/1995	01/09/1995	0:
0001234561	199500003 / 00	BAGIN, HENRY,	01 56 20	C770	01/14/1995	01/09/1995	0:
0001234561	199500004 / 00	DANES, RICHARD,	01 99 48	C619	01/08/1995	01/08/1995	0:
0001234561	199500005 / 00	CANNON, JOHN,	32 38 40	C619	02/15/1995	02/15/1995	0:
0001234561	199500006 / 00	KEAYNE, BENJAMIN,	08 77 79	C160	02/23/1995	02/23/1995	0:
0001234561	199500007 / 00	SHEPHERD, SARAH,	12 42 11	C502	03/25/1995	03/25/1995	0:



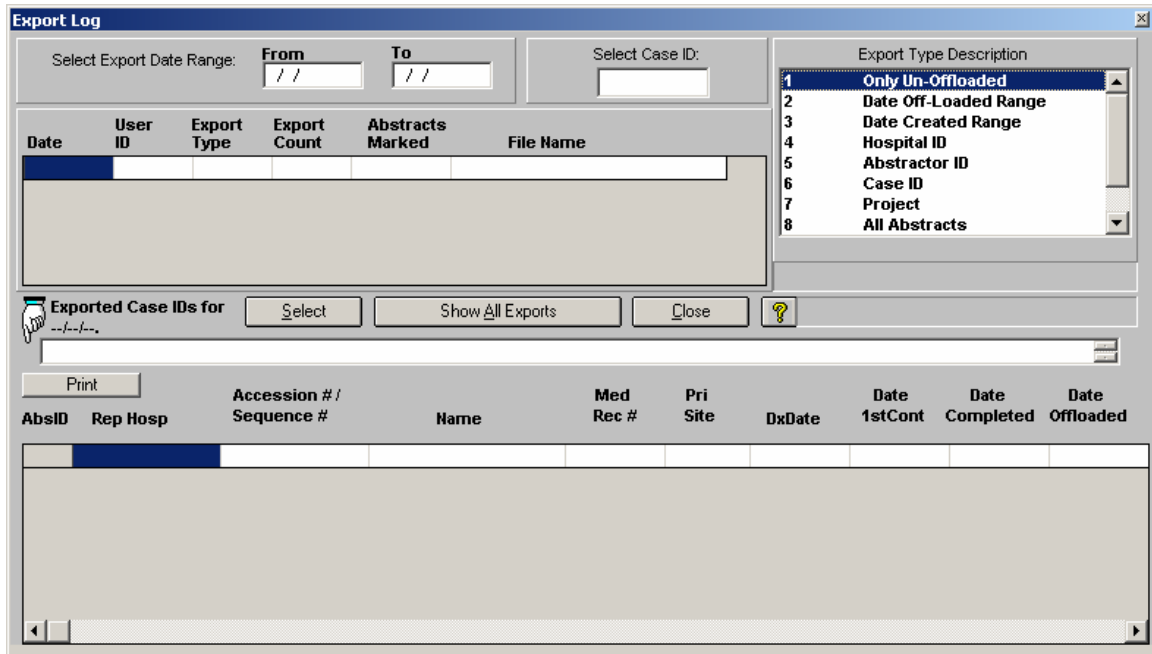
Tip

You can click  at the top right of the screen to open a dialog box and print the report. You can click  to print the contents of the report to a file, such as .htm or .txt. To enlarge or decrease the size of the file, select the percentage of enlargement from the Zoom drop-down list. To navigate from one page of the report to another, use the arrows at the bottom left-hand side of the screen.

8. Close the report preview and return to the Export Abstracts window.
9. Click **Export Log** to view the log of exported abstracts.

Result: The Export Log window opens. Notice that you can enter a date range or enter Select Case ID, and click **Select** to view exports that contain the specified values.

10. Click **Show All Exports** to view all exports in log.



11. Click **Close** to return to the Export Abstracts window and **Close** to return to the main menu.

To export only selected abstracts

1. Click  on the toolbar.

Result: The Export Abstracts window opens.



The Export Only Un-Exported Abstracts To Date check box is selected. This ensures that exported abstracts are not duplicated.

2. Select the Export by Date Created (Entered) check box.
3. In the From field type **10/01/2005**, and in the To field, type **10/30/2005**. This ensures that only the abstracts created within the entered dates will be exported. The Mark Exported Abstracts As Off-Loaded check box is selected. This ensures that the abstracts you are about to export are flagged.



You can also select abstracts by the date previously exported, date diagnosed, hospital ID, project ID, abstractor ID, and abstract ID.

4. Click **Select**.

Result: The system indicates that no abstracts meet the criteria, at the bottom of the window.

5. Close the Export Abstracts window.

Printing a Range of Abstracts

You can select one or more abstracts from your local database and print them. You can even choose to print the abstracts to a text file instead of sending them directly to a printer.

Print Range of Abstracts Practice Activity

Purpose

- Enter the criteria for selecting abstracts.
- Print the abstracts to file.

To print a range of abstracts

1. Click the File option on the Abstract Plus menu and select Print Range of Abstracts...

Result: The Print Abstracts window opens.

Print Abstracts

Abstract Selection [Multiple options may be selected]

Only Un-Exported Abstracts To Date

by Date Previously Exported

Date Off-Loaded Range

From / / To / /

by Date Created (Entered)

Date Created Range

From / / To / /

by Hospital ID

Hospital ID

by Project

Project ID

by Abstractor

Abstractor ID

by Abstract ID

Abstract ID To

All Abstracts in Database

?
Select
Print
Printer
Close

Note: Date format mm/dd/yyyy (12/31/2002)

Generate Text File

2. Select the All Abstracts in Database check box.



Tip

You may select or de-select any number of criteria options by clicking on them if the All Abstracts in Database check box is not selected. If the last selected option cannot be logically combined with certain previously selected options, the system automatically de-selects the earlier options.

3. Click **Select**.

Result: The system displays the number of abstracts that meet the selected criteria at the bottom of the window.

4. Click **Generate Text File**.

Result: The system generates a text file containing all the abstracts selected. The location of the file, prtfile.txt, is indicated at the bottom of the window above the number of abstracts.

Print Abstracts

Abstract Selection [Multiple options may be selected]

Only Un-Exported Abstracts To Date

by Date Previously Exported

Date Off-Loaded Range

From To

by Date Created (Entered)

Date Created Range

From To

by Hospital ID

Hospital ID

by Project

Project ID

by Abstractor

Abstractor ID

by Abstract ID

Abstract ID To

All Abstracts in Database

?
Select
Print
Printer
Close

Note: Date format mm/dd/yyyy (12/31/2002)

Generate Text File

C:\AbsPlus\PRINT\prtfile.txt, Ready. 100%

1 abstracts formatted. 100%



Be sure to take note of the location of this file. You will need this information in the next activity.

5. Close the criteria selection window.

Using the Notepad Function (Utilities)

The Notepad program is integrated into Abstract Plus under the Utilities menu. Notepad allows you to view the contents of a file using the Notepad program without having to navigate away from Abstract Plus.

Notepad Function Practice Activity

Purpose

- Access a previously saved text file containing abstracts.
- Open the text file using the Notepad function in Abstract Plus.

To view the abstracts in a text file

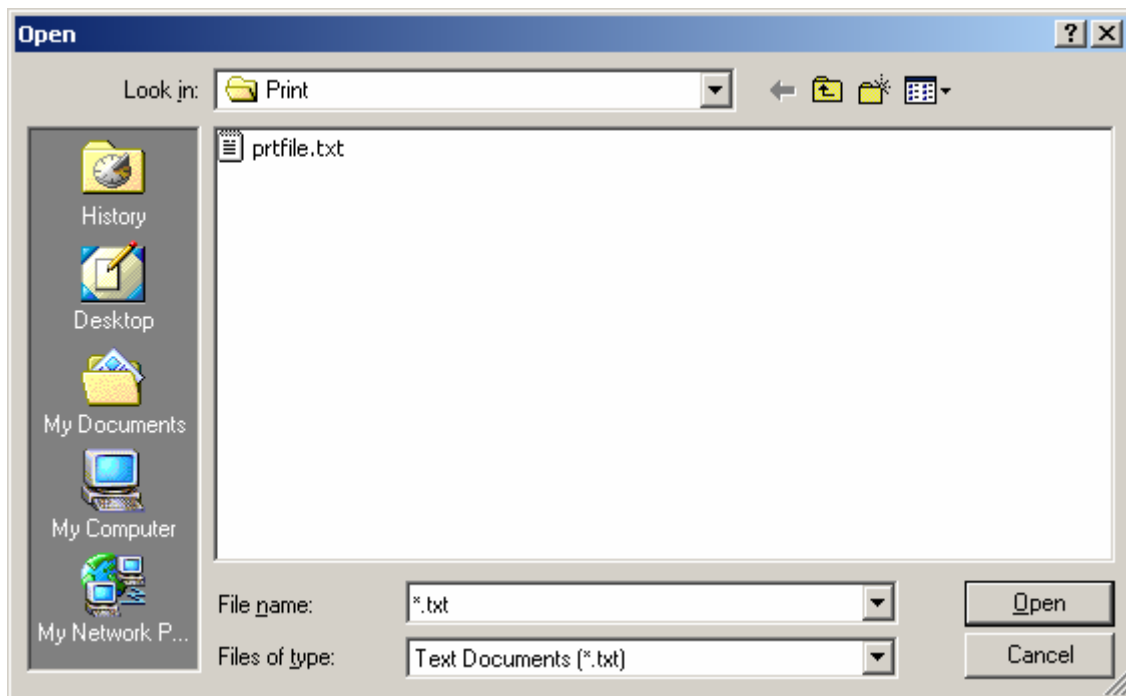
1. Click the Utilities option from the Abstract Plus menu and select Notepad.

Result: The Notepad program opens.

2. Click File on the Notepad menu and select Open.

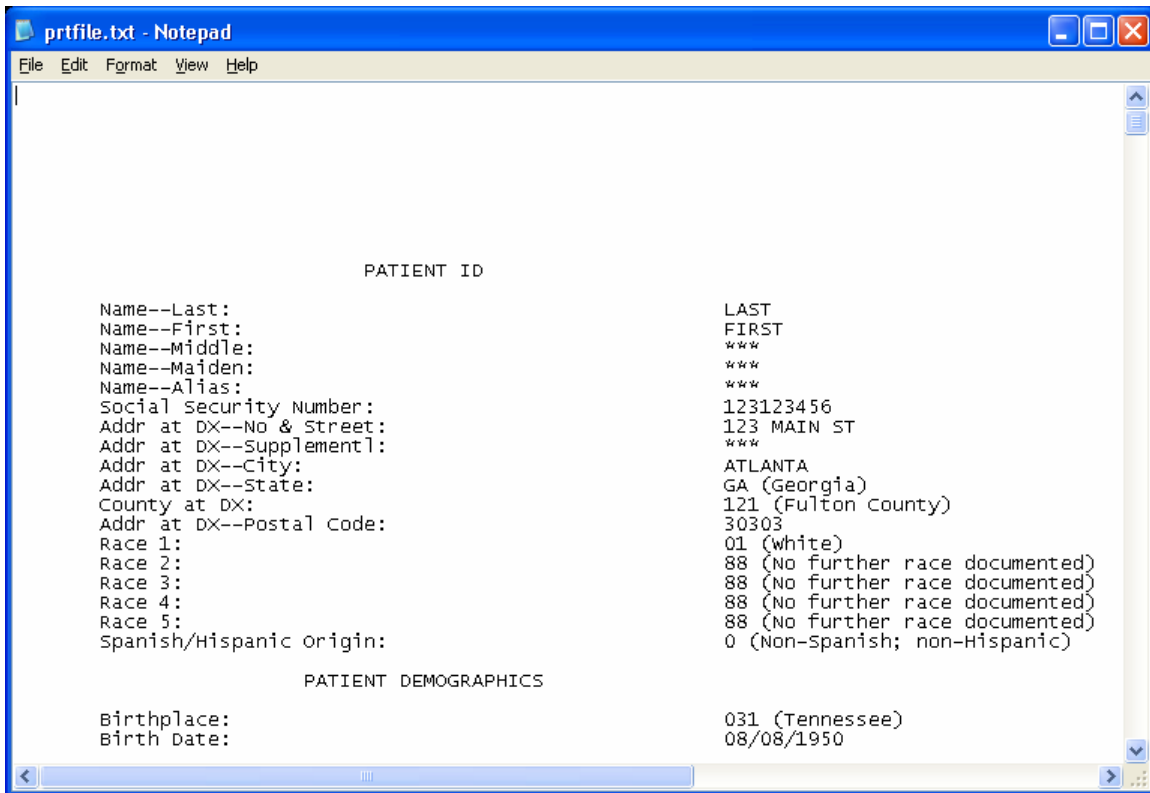
Result: A windows dialog box opens.

3. Navigate to the folder into which the system saved prtfile.txt, the file you created in the Print Range of Abstracts practice activity.



4. Open the text file.

Result: The selected file opens in Notepad.



The screenshot shows a Notepad window titled 'prtfile.txt - Notepad'. The window contains the following text:

```

                                     PATIENT ID

Name--Last:                          LAST
Name--First:                         FIRST
Name--Middle:                        ****
Name--Maiden:                        ****
Name--Alias:                          ****
Social security Number:              123123456
Addr at DX--No & Street:             123 MAIN ST
Addr at DX--Supplement1:             ****
Addr at DX--City:                    ATLANTA
Addr at DX--State:                   GA (Georgia)
County at DX:                        121 (Fulton County)
Addr at DX--Postal Code:             30303
Race 1:                              01 (white)
Race 2:                              88 (No further race documented)
Race 3:                              88 (No further race documented)
Race 4:                              88 (No further race documented)
Race 5:                              88 (No further race documented)
Spanish/Hispanic origin:             0 (Non-Spanish; non-Hispanic)

                                     PATIENT DEMOGRAPHICS

Birthplace:                          031 (Tennessee)
Birth Date:                          08/08/1950

```

5. View the contents of the file and close Notepad.

Restoring Data

The Restore function in Abstract Plus is extremely useful when something goes wrong with your data. Rather than having to start from scratch, you can go back to a file that you saved with the same Abstract Plus version on a date when you encountered no problems. This is one reason why it is recommended that you back up your work when shutting down the system.

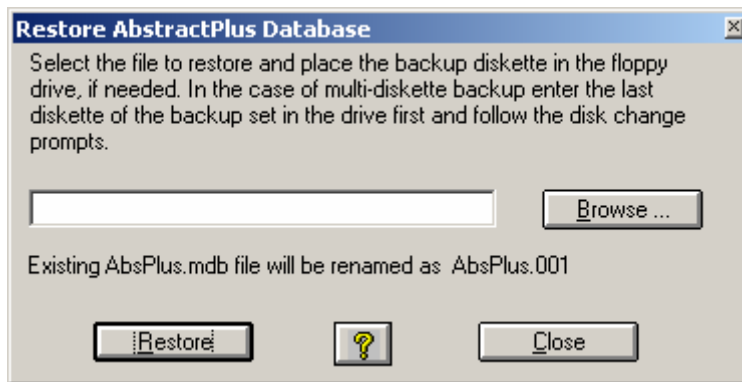
Restoring Data Practice Activity

Purpose

- Access a previously saved backup file.
- Replace the current data with the backup file.

To restore data

1. On the Abstract Plus menu, click File and select Restore...
Result: The Restore AbstractPlus Database window opens.

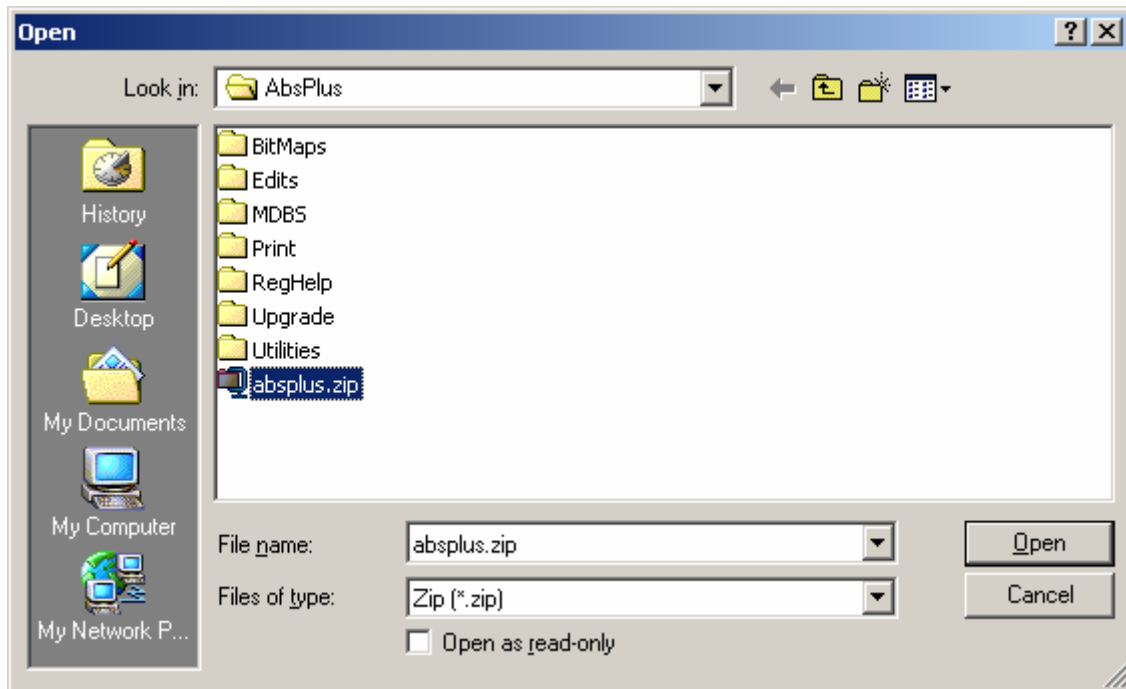


2. Click **Browse**.
Result: A window that you can use to navigate to the backup file opens.



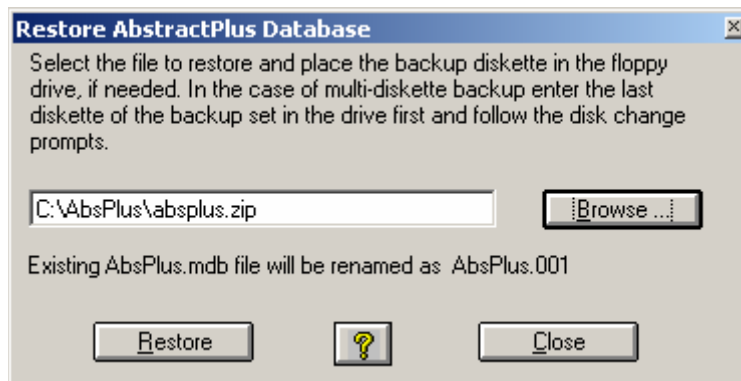
You can also type the path to the backup file that you want to use for the restore.

3. Navigate to and select absplus.zip. This is the same file that you saved the first time you logged off the system at the beginning of this training session.



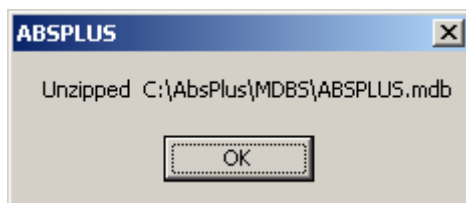
4. Click **Open**.

Result: The system closes the window and redisplay the Restore AbstractPlus Database window. Notice that the path to the restore file now appears in the text box.



5. Click **Restore**.

Result: A confirmation window appears.



6. Click **OK** to close the window. Restored database must be in the same NAACCR layout as the current one or an error message will appear.

Questions

1. How can you avoid exporting duplicate abstracts?
2. How can you see all the abstracts you exported?
3. How can you print multiple abstracts at the same time?
4. What is the main benefit of the Notepad integration feature?
5. How do you recover data in Abstract Plus if for any reason your data becomes corrupted?

Running Reports



Abstract Plus contains several reports that you can run to view data. The available reports are described in the table below.

Report	Description
Accession Register	Displays all the abstracts in the database sorted by reporting hospital and accession number.
Patient Index	Displays all the abstracts in the database sorted by name.
Selected Cases	Displays only the specific cases you selected as criteria.
Status Report (Count of Cases) Summary...	Displays the total number of complete and incomplete records, cross tabulated by the number of records exported and unexported.
Completion Status of Abstracts by month	Displays a detailed report breaking down the complete and incomplete status of abstracts by year and month of Date of Adm/1st Contact. This report can be used to monitor work activity and to identify the oldest incomplete cases for priority attention.



Tip

To run custom reports, you can use MS Access querying and reporting from the database outside of Abstract Plus.

For each report, you can click  at the top right of the report to open a dialog box and print the report or click  to print the contents of the report to a file, such as .htm or .txt. To enlarge or decrease the size of the report, select the percentage of enlargement from the Zoom drop-down list. To navigate from one page of the report to another, use the arrows at the bottom left-hand side of the report.

Running Reports Practice Activity

Purpose

- Run each report in Abstract Plus.
- View the contents of each report.

Accession Register Report

To run the Accession Register report

1. Click Reports on the Abstract Plus menu and select Accession Register.

Result: The Accession Register report opens. Notice that the accession numbers are displayed in ascending order and grouped by the reporting hospital. Abstracts with no accession numbers are displayed at the top of the report.

Rep. Hold	Acc Num	Name	DOB	SSN	DxCtr	PT Site	HIT/BSH (ICD02)	HIT/BSH (ICD03)	Med Rec #	Last Contact	Abt #		
00000001	199000278	02 HINKLE,PINKIE,M	04/16/1943	111118022	2	10/05/2001	C 421	0	/	9623 / 3	9999999999	09/11/2002	1
00000001	199700343	02 BURKE,MR,KF	08/03/1924	111118010	1	28/06/2001	C 039	2	/	9670 / 3	9999999999	11/04/2002	2
00000001	199700343	03 BURKE,MR,KF	08/03/1924	111118010	1	28/06/2001	C 421	0	/	9670 / 3	9999999999	11/04/2002	3
00000001	200100305	01 DANCER,CANDY,	04/19/1920	111118015	2	23/05/2001	C 779	0	/	9680 / 3	9999999999	10/17/2002	4
00000001	200101002	02 ATARMS,SARGENT,U	03/02/1905	111111001	1	10/05/2001	C 421	0	/	9940 / 3	99999999	01/31/2002	5
00000001	200101005	01 FLAG,ROYAL,U	03/02/1905	111118018	1	10/05/2001	C 446	1	/	9700 / 3	99999999	01/31/2002	6
00000001	200101005	02 FLAG,ROYAL,U	03/02/1905	111118018	1	23/08/2001	C 446	1	/	9700 / 3	99999999	04/03/2002	7

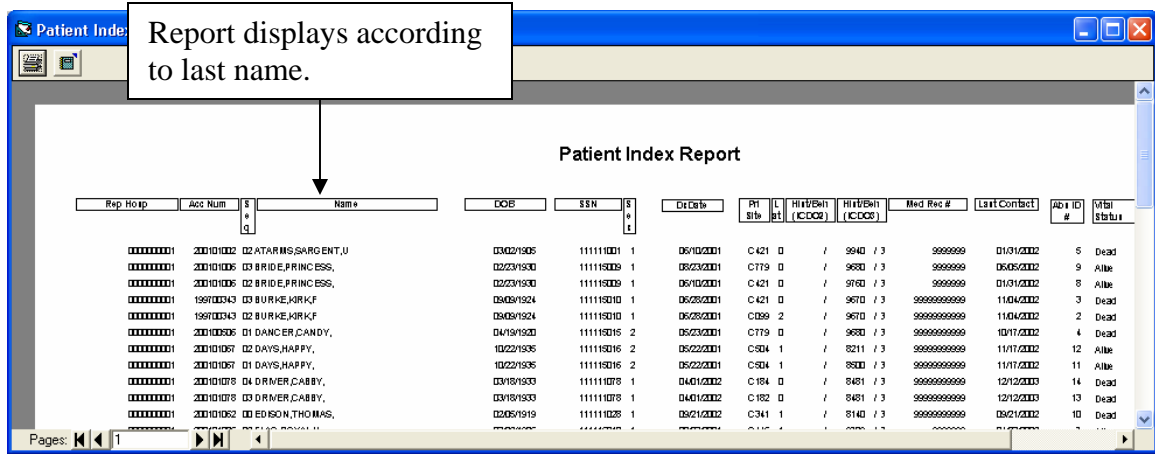
2. Close the report.

Patient Index Report

To run the Patient Index report

1. Click Reports on the Abstract Plus menu and select Patient Index.

Result: The Patient Index report opens. Notice that the abstracts are displayed in alphabetic order by the name.



2. Close the report.

Selected Cases Report

To run the Selected Cases report

1. Click Reports on the Abstract Plus menu and select Selected Cases.

Result: The system displays a window to enter report criteria.

Selected Cases Report

All Complete abstracts only Incomplete abstracts only

Item Value

Name [Partial name search allowed]	Medical Record #	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Example: Madison, James, E	Ex: 123456789	Ex: 123456789

Abstract ID	To	Reporting Hospital	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ex: 1234567890		Ex: 123456	Ex: 12/31/2002

Query ?

Run Report Close

Query Results:

2. In the Abstract ID field, type **1** in the first text box and **5** in the second text box to display abstracts with IDs that fall into the specified range and click **Query**.

Result: The system displays the cases that meet the entered criteria in the space below the fields.

Selected Cases Report

All
 Complete abstracts only
 Incomplete abstracts only

Item Value

Name	Medical Record #	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Example: Madison,James,E [Partial name search allowed]	Ex: 123456789	Ex: 123456789

Abstract ID	To	Reporting Hospital	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ex: 1234567890		Ex: 123456	Ex: 12/31/2002

Query Results:
17 abstracts found.

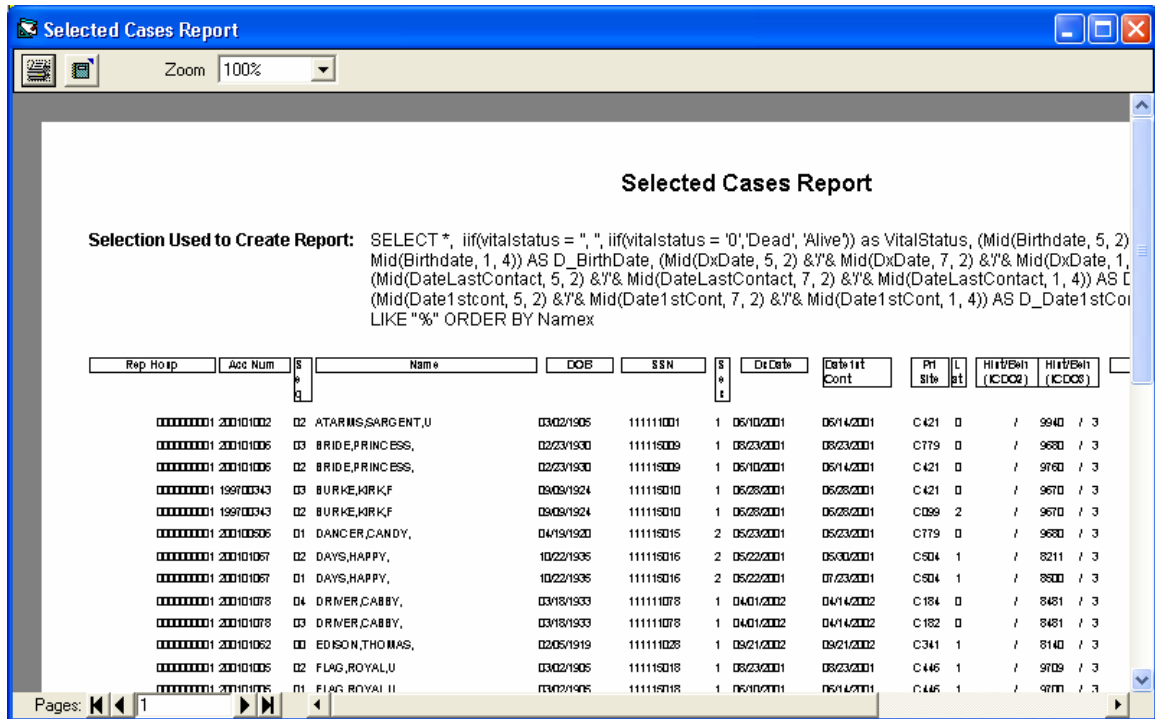
Name	Abst. ID	DOB	SSN	Sex	AccNumHosp	Se
ATARMS,SARGENT,U	000000005	19050302	111111001	M	200101002	02
BRIDE,PRINCESS,	000000009	19300223	111115009	M	200101006	03
BRIDE,PRINCESS,	000000008	19300223	111115009	M	200101006	02
BURKE,KIRK,F	000000003	19240909	111115010	M	199700343	03
BURKE,KIRK,F	000000002	19240909	111115010	M	199700343	02
DANCER,CANDY,	000000004	19200419	111115015	F	200100506	01
DAYS,HAPPY,	000000012	19351022	111115016	F	200101067	02
DAYS,HAPPY,	000000011	19351022	111115016	F	200101067	01
DRIVER,CABBY,	000000014	19330318	111111078	M	200101078	04
DRIVER,CABBY,	000000013	19330318	111111078	M	200101078	03
EDISON,THOMAS,	000000010	19190205	111111028	M	200101062	00
FLAG,ROYAL,U	000000007	19050302	111115018	M	200101005	02
FLAG,ROYAL,U	000000006	19050302	111115018	M	200101005	01
HINKLE,PINKIE,M	000000001	19430416	111115022	F	199300268	02
MORTON,THEODOR,	000000017	19431103	111112014	M	200102033	01
QUIGG,GEORGE,	000000015	19470314	111112010	M	200102023	02



You can choose to display all available abstracts by simply pressing **Enter** when the cursor is in the Name field. You can enter report criteria such as the medical record ID number, social security number, etc. You can also choose to display complete, incomplete, or all abstracts (complete and incomplete).

3. Click **Run Report**.

Result: The report opens in print preview mode. Notice that it displays only the cases that fall within the specified range. The system also records and displays the SQL statement used to create the report at the top of the report.



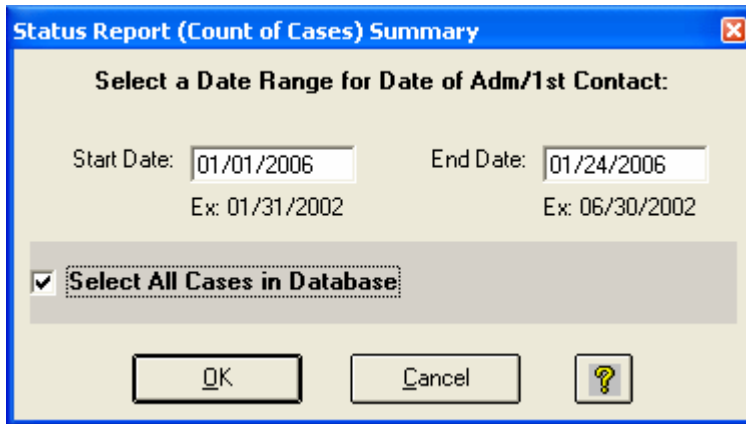
4. Close the report print preview and the criteria selection windows.

Status Report (Count of cases) Summary

To run the Status Report (Count of cases) Summary report

1. Click Reports on the Abstract Plus menu and select Status Report (Count of cases) Summary...

Result: The system displays a window where you enter criteria for displaying the report.

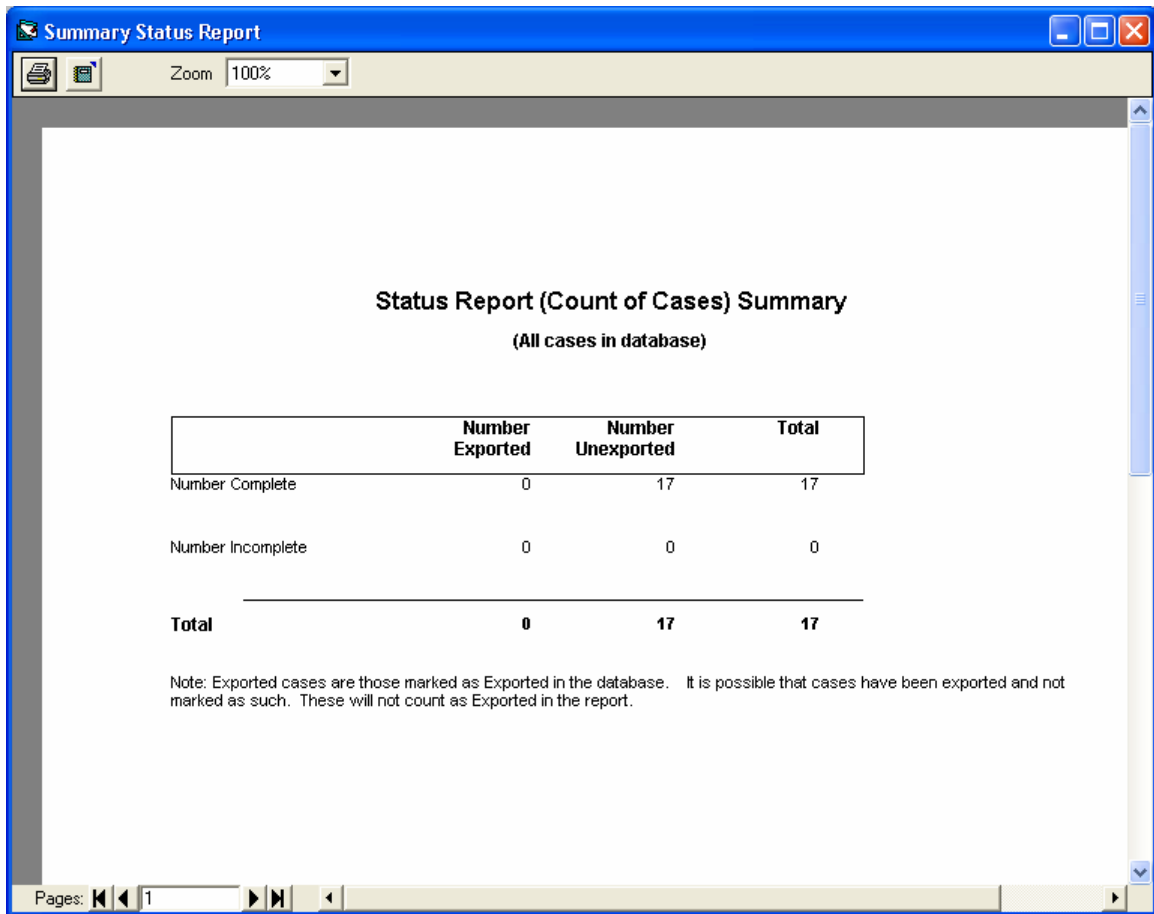


The screenshot shows a dialog box titled "Status Report (Count of Cases) Summary". The dialog contains the following elements:

- Title bar: "Status Report (Count of Cases) Summary" with a close button (X).
- Text: "Select a Date Range for Date of Adm/1st Contact:"
- Start Date: Input field containing "01/01/2006". Below it is an example: "Ex: 01/31/2002".
- End Date: Input field containing "01/24/2006". Below it is an example: "Ex: 06/30/2002".
- Checkbox: "Select All Cases in Database:" is checked.
- Buttons: "OK", "Cancel", and a help icon (question mark).

2. Select the Select All Cases in Database check box to select and include all cases in the report.

Result: The report opens and displays the summary information for the abstracts.



The screenshot shows a window titled "Summary Status Report" with a zoom level of 100%. The main content is a table titled "Status Report (Count of Cases) Summary (All cases in database)". The table has three columns: "Number Exported", "Number Unexported", and "Total". The rows are "Number Complete", "Number Incomplete", and "Total".

	Number Exported	Number Unexported	Total
Number Complete	0	17	17
Number Incomplete	0	0	0
Total	0	17	17

Note: Exported cases are those marked as Exported in the database. It is possible that cases have been exported and not marked as such. These will not count as Exported in the report.

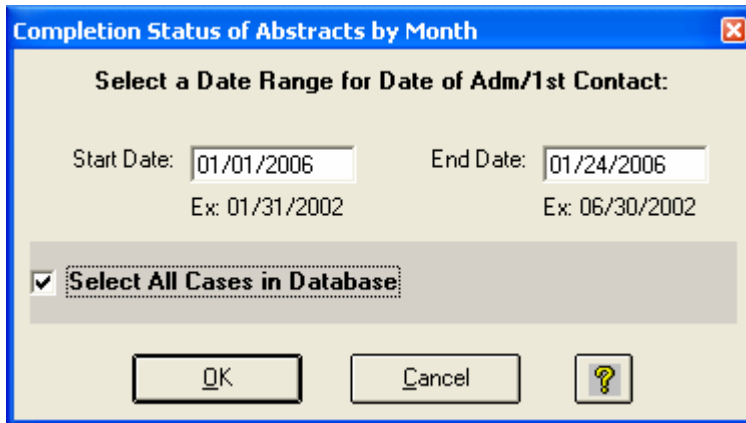
3. Close the report and the criteria selection window.

Completion of Abstracts by Month

To run the Completion of Abstracts by Month report

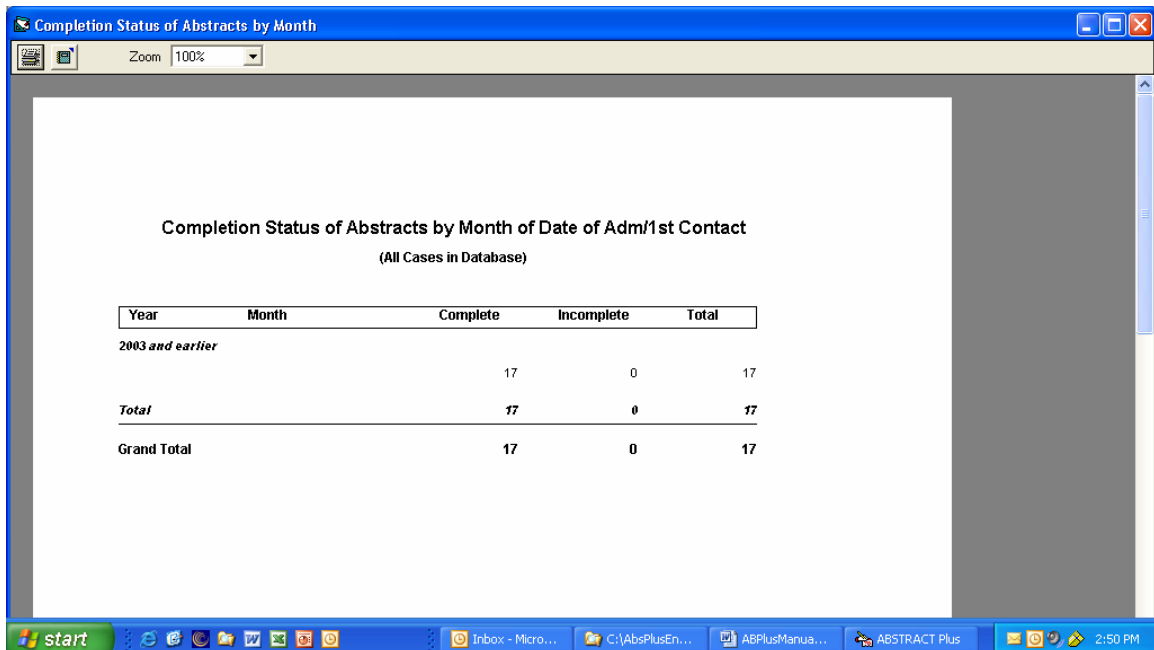
1. Click Reports on the Abstract Plus menu and select Completion of Abstracts by Month.

Result: The system displays a window where you enter criteria for displaying the report.



2. Select the Select All Cases in Database check box to select and include all cases in the report.

Result: The report opens and displays the number of complete and incomplete abstracts.



Year	Month	Complete	Incomplete	Total
<i>2003 and earlier</i>				
		17	0	17
Total		17	0	17
Grand Total		17	0	17

3. Close the report and the criteria selection window.

Questions

1. How can you list only the incomplete abstracts from a certain hospital?
2. How can you create custom reports?

Appendix: Answers

Chapter 1

Here are the answers to the questions on page 16 about the basics of Abstract Plus.

1. Yes, you can log into Abstract Plus without creating a user ID and password. You can log in as a guest.
2. Creating and using your own user ID and password automatically identifies which abstracts you create.
3. No, you do not have to log into Abstract Plus to use the online Help. You can access the online Help from the login window.
4. When logging off Abstract Plus, use the backup option to save your work to a secure location.

Chapter 2

Here are the answers to the questions on page 25 about setting up and configuring Abstract Plus.

1. Fields identified as critical must be completed before the abstract can be saved and marked as completed.
2. Display Types allow the administrator to set up the system to display only certain fields.
3. EDITS checks the abstracts for errors and can include local customized corrections.
4. The display type (fields displayed), edit set used for error correction, and collaborative staging calculation choices take effect immediately when the configuration is changed.

Chapter 3

Here are the answers to the questions on page 37 about importing and creating an abstract.

1. You can start working with abstracts by importing, creating, or copying abstracts.
2. The three main areas of Abstract Plus are Field Entry/Selections, Displayed Fields, and Additional Tab Information.
3. The system automatically assigns IDs to abstracts.
4. When valid values are available for a list, [F4] displays a pick list and allows you to view the valid values for the field.

Here are the answers to the questions on page 42 about entering information into text fields, correcting errors, and saving an abstract.

1. The percentage of use is displayed at the bottom of the Abstract Text area as you type.
2. When you save the abstract or click the EDITS button on the tool bar, the errors are displayed in the Edits tab.
3. The Edits tab displays the errors in the abstract and allows you to navigate to the fields needing correction.
4. The error count is displayed on the Edits tab and also in the bottom left-hand panel of the screen when you run Edits.
5. Yes, you can save an abstract that has errors. The abstract is marked as incomplete.

Here are the answers to the questions on page 48 about assigning abstracts to a project, modifying an abstract, and copying an abstract.

1. No, the system will not save an abstract that is not attached to a project. However, If only one project exists, the system will choose it by default and attach the abstract to the sole project.
2. Locate a saved abstract by selecting the Open/Find Abstract option under the File menu or clicking the Open/Find Abstract button on the tool bar.
3. Yes, you can change the information contained in an existing abstract. Access the abstract, update the information, and click the Save button on the tool bar.
4. Use the Copy Abstract option under the File menu to copy the abstract, and then edit the fields as needed.

Here are the answers to the questions on page 63 about exporting an abstract, printing a range of abstracts, using the Notepad feature, and restoring data.

1. Select the following check boxes in the Export Abstracts window:
 - Mark abstracts as offloaded
 - Export only un-exported Abstracts to date
2. Click the Export Log button on the Export Abstracts window for a detailed export history.
3. Select Print Range of Abstracts from the File menu.
4. The integrated Notepad feature gives you the ability to view the contents of a file without leaving Abstract Plus.
5. Select the Restore option under the File menu and use a backup file created with the same Abstract Plus version.

Here are the answers to the questions on page 73 about running reports.

1. Run the Selected Cases report.
2. Use MS Access querying and reporting from the database outside of Abstract Plus.