

Pennsylvania Cancer Registry
Abstract Plus User's Guide
Version 15.0



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INTRODUCTION

Abstract Plus is a free-of-charge, cancer data collection tool developed by the Centers for Disease Control and Prevention (CDC) which enables non-registry hospitals within the Commonwealth to report cancer cases to the Pennsylvania Cancer Registry (PCR). The software is customized by the PCR to meet all state reporting requirements.

The abstracting capability of Abstract Plus is used to summarize medical records into an electronic report of cancer diagnosis and treatment. Abstract Plus supports the abstraction of all data items in the national standard data sets, including all text fields, as well as any state-specific data items. 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.

Abstracts entered into Abstract Plus are validated by customizable edits, allowing for interactive error correction while abstracting. 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. Since Abstract Plus includes Online Help screens and internal edits, data quality will improve. Edits have been incorporated into the software so many errors will be identified and corrected during abstracting, eliminating some of the follow-up questions from PCR staff.

Abstract Plus has enhanced security features. All records are saved in Microsoft Access or SQL server databases, and all tables are password protected and encrypted using Microsoft functions. All users must have a User ID and password to access the abstracting features of the application.

This manual provides step-by-step instructions for all the procedures performed throughout Abstract Plus. **For detailed instructions on data item completion, please refer to your PCR Manual.**

SYSTEM REQUIREMENTS

Abstract Plus is programmed for the 32- and 64-bit Microsoft® Windows® operating systems on x86-compatible processors. The minimum hardware requirements are the same as those of the Microsoft Windows operating system used.

Additional system requirements include—

- Microsoft operating system, Windows XP or later.
- 128 MB RAM (512 MB recommended).
- Latest version of Microsoft Internet Explorer (recommended).
- The available hard disk space requirement for Abstract Plus depends on the number of abstracts that will be used. A minimum of 70 MB of free hard drive space is required.

DOWNLOADING AND INSTALLING ABSTRACT PLUS

A PA-specific version of Abstract Plus is available for download from the PCR Web site.

You must have administrative privileges to your computer in order to install Abstract Plus. Contact your IT staff to install the program if you do not have administrative privileges.

It is recommended that a short-cut icon is placed on your desktop for easier access to Abstract Plus. Contact your IT staff if you are unsure how to create a short-cut.

DOWNLOADING:

To download the V15.0 PA-specific Abstract Plus install, complete these steps:

1. Create a temporary folder on your computer to which you will download the install.
2. Go to the PCR Website using the link below. You can also cut and paste or directly type the link in the address field of your Internet browser.

http://www.health.pa.gov/MyRecords/Registries/Cancer/Pages/CancerRegistry.aspx#.VbDZGL_D_X4

3. Click on **Hospital Reporting** (right side of the screen).
4. Scroll down to the section titled **Abstract Plus V15.0/Abstract Plus V15.0 Software Download-New Install**
5. Download the .zip file **PAV15.0 Install.zip** to the temporary folder and unzip the file. This can be done by right clicking on the heading 'Abstract Plus V15.0 Software Download' and select 'Save Target As'. Under 'Save in:', select the location of the temporary folder and then click on the 'Save' button. After download is complete, go to the temporary folder and unzip the file. There will be two files: **setup.exe** and **AbstractPlus_3.5_V150_PA_.msi**. Both files are needed to complete the installation.
6. Continue with the instructions under INSTALLING below.

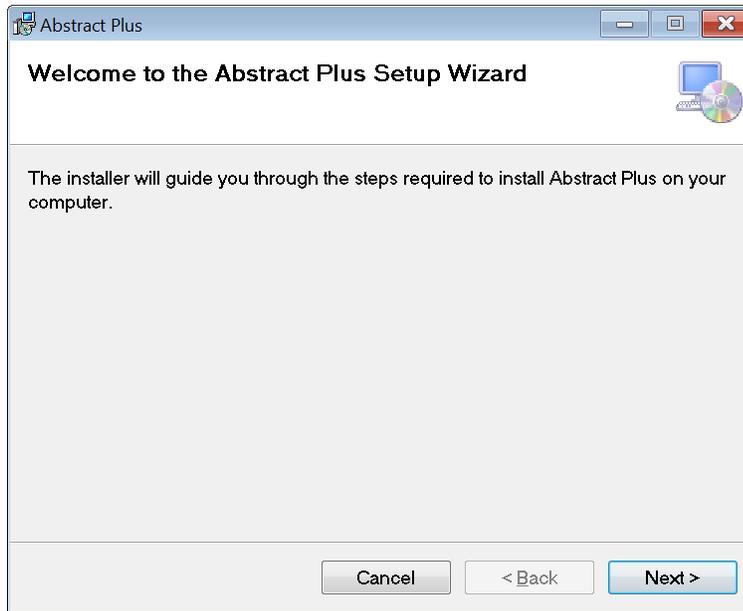
INSTALLING:

Note: The below install instructions only applies if this is a brand new install and you do not currently have an old version of Abstract Plus on your PC. If you have an old version, contact the PCR for specific instructions on how to uninstall and reinstall.

Install the Abstract Plus version 3.5, NAACCR 15.0 software:

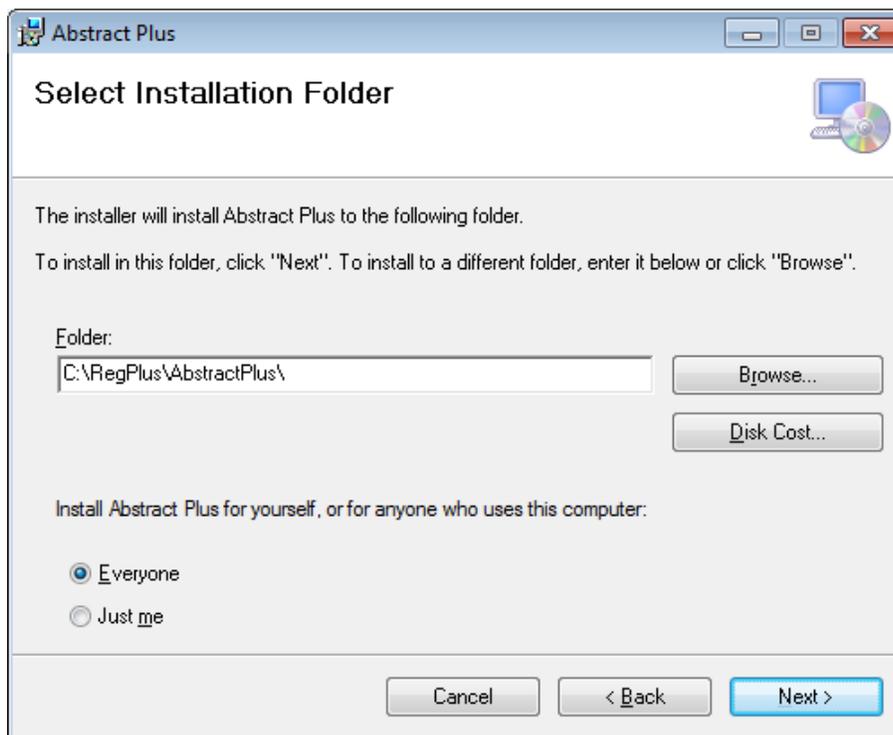
- a. Double-click the **setup.exe** file that came with the Abstract Plus v3.5, NAACCR 15.0 software installation files.

Result: The **Abstract Plus Setup Wizard** opens.



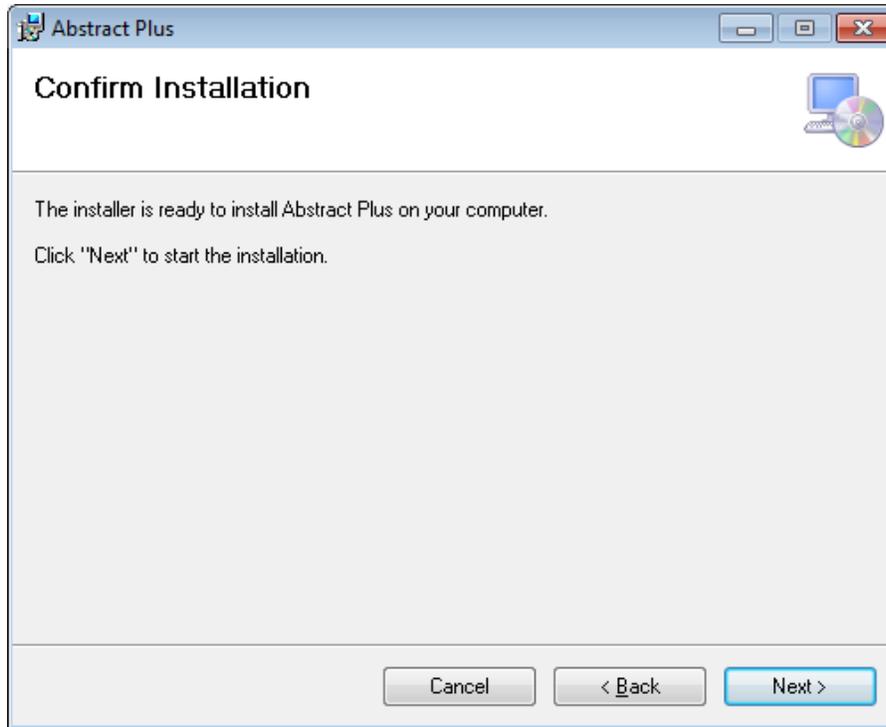
b. Click **Next** to continue the installation.

Result: The **Select Installation Folder** window opens.



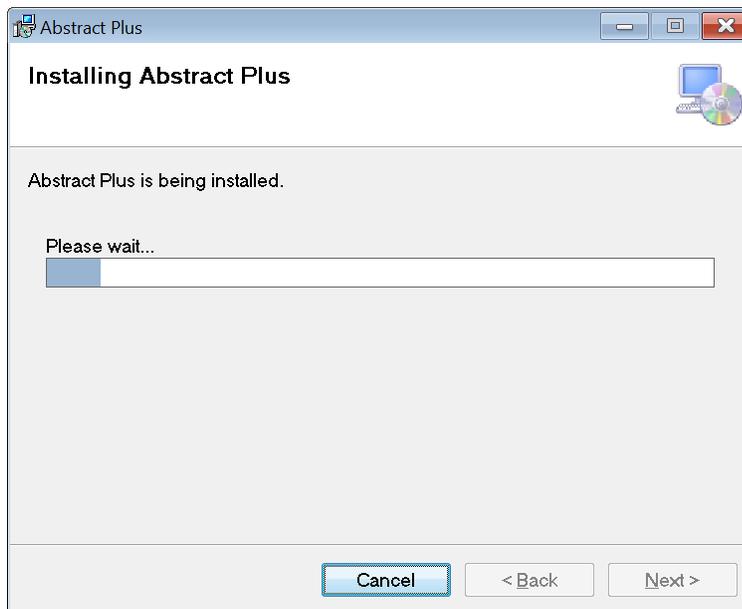
c. Click on **Next**

Result: The **Confirm Installation** window opens.

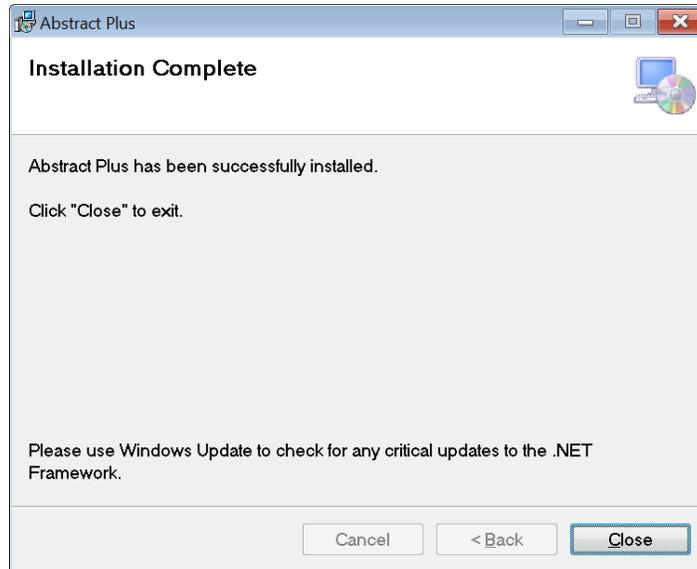


d. Click **Next** to confirm you would like to install Abstract Plus.

Result: The installation process begins.



When installation has completed, the **Installation Complete** window appears.



- e. Click **Close**. Installation is done.

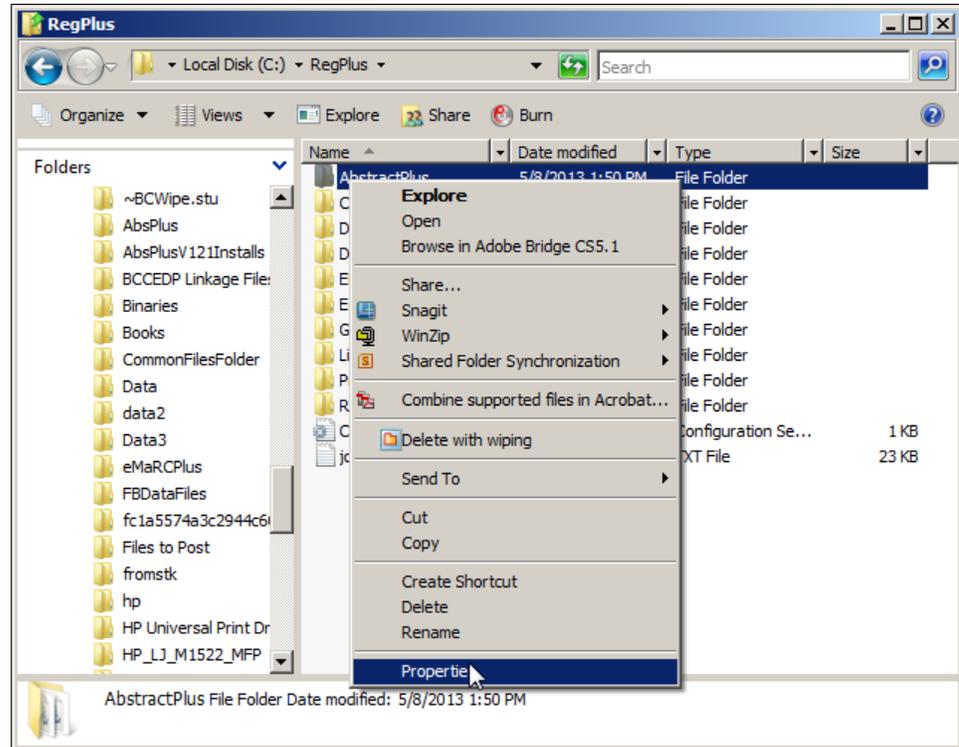
Setting up Full Control and folder Permissions for User for the Abstract Plus folder and all of its subfolders:

The user must have full control permission to Write/Read on the application folder and the MDBS file.

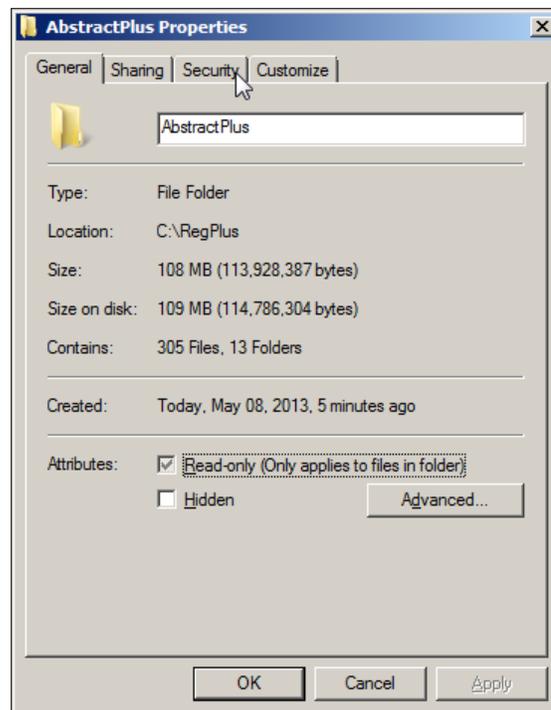
To grant Full Control permission to the Abstract Plus folder and all of its subfolders in Windows 7, complete the following steps:

- a. Locate the Abstract Plus folder: **C:\RegPlus\AbstractPlus.**

- b. Right click the AbstractPlus folder and select Properties.

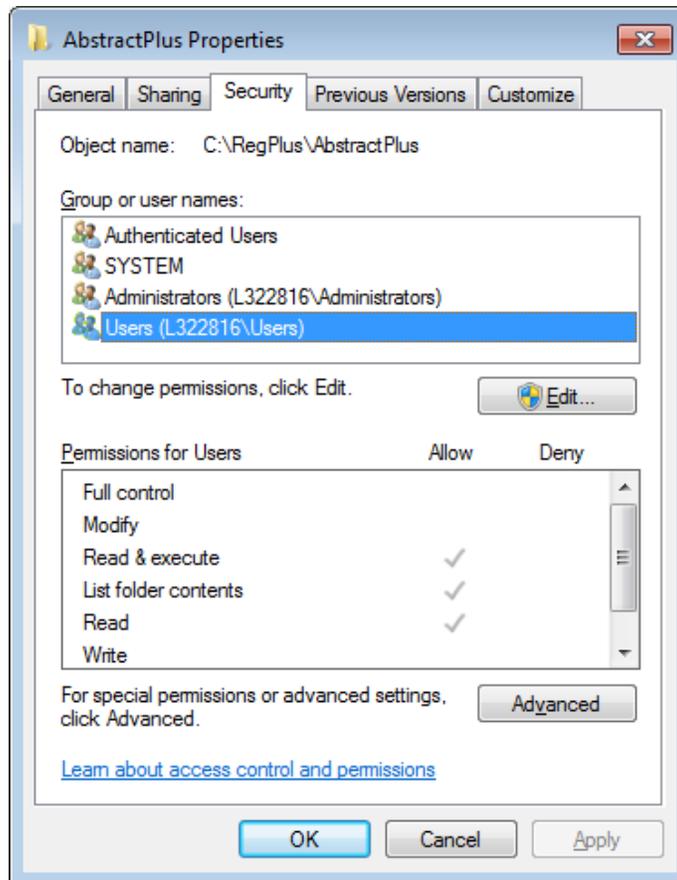


Result: The Abstract Plus folder Properties window opens.



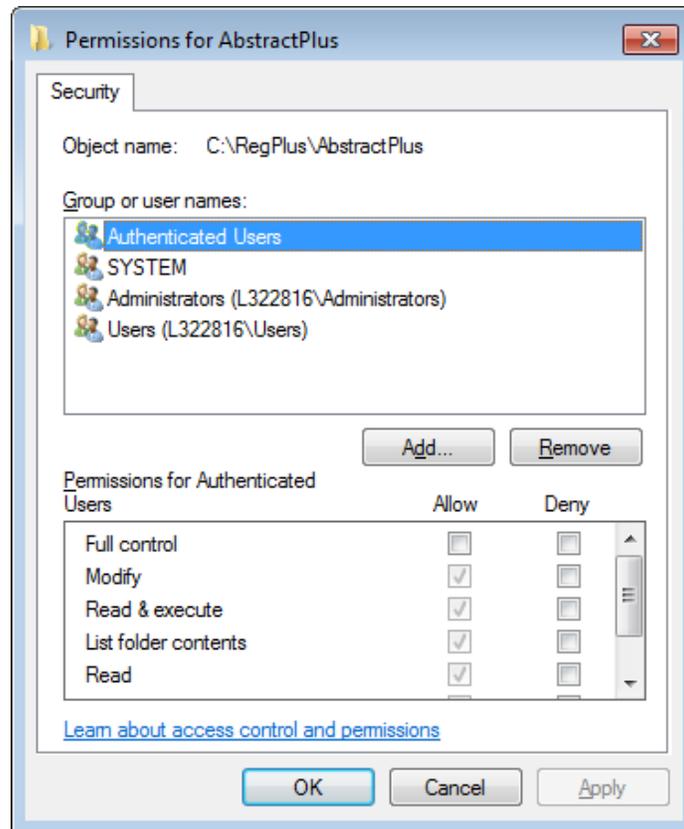
- c. Click the **Security** tab.

Result: The **Security** tab window opens.



d. Click **Edit**.

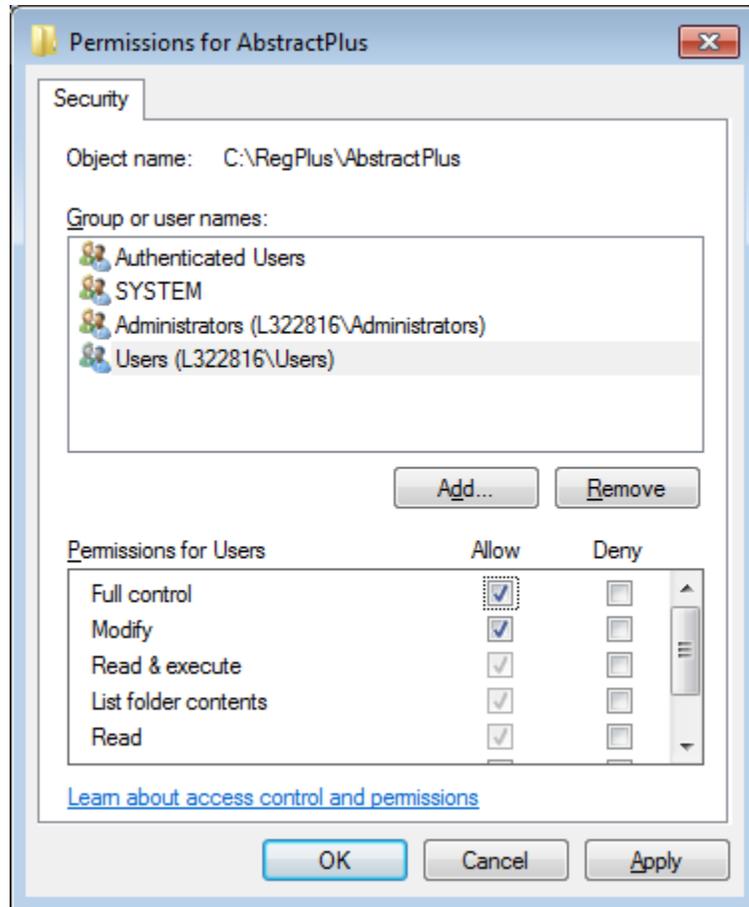
Result: The **Security** tab permissions window opens.



- e. Select the user/group from the permission window to click add to add other user or group.

Result: The permissions for the Users account is displayed in the lower window

- f. In the lower **Permissions for Users** window check the **Allow** checkbox to the right of the **Full control** permission (if full control permissions have already been granted, no further action is required).



- g. Click **OK** for changes to take effect.
- h. Click **OK** to exit from Properties window.

Now you can access files in Windows 7 with full permissions.

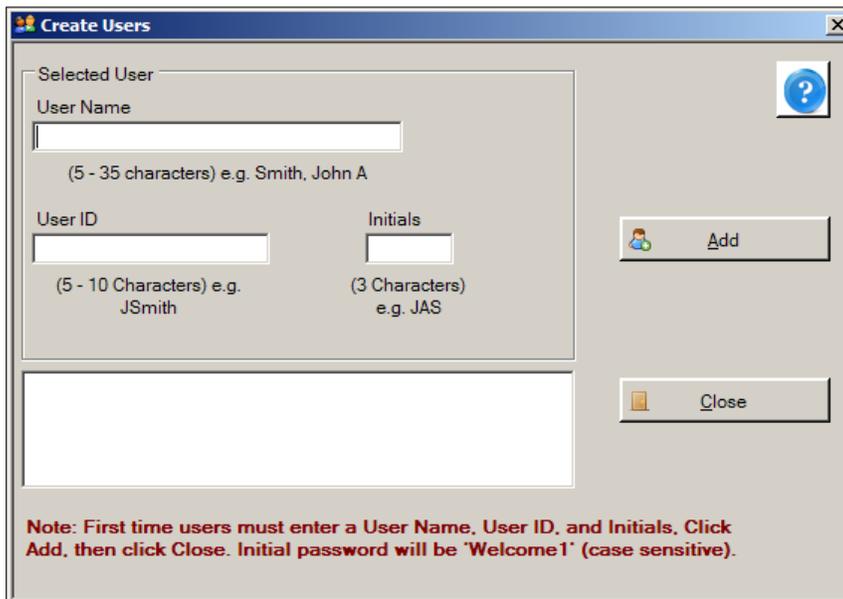
CREATING A USER ACCOUNT UPON INITIAL ACCESS AND FIRST-TIME LOG IN

After installing Abstract Plus, if you are the first person to launch the program, you will be prompted to create a new user account. You will then need to log in using the new login information you entered along with an initial password of **Welcome1**, change your password, and then answer security or “challenge” questions. Your answers to these questions will be used to validate your identity if you forget your Abstract Plus password--if you forget your password, Abstract Plus will ask you for the answers you provided to these security questions, and then allow you to reset your password if the questions are answered correctly.

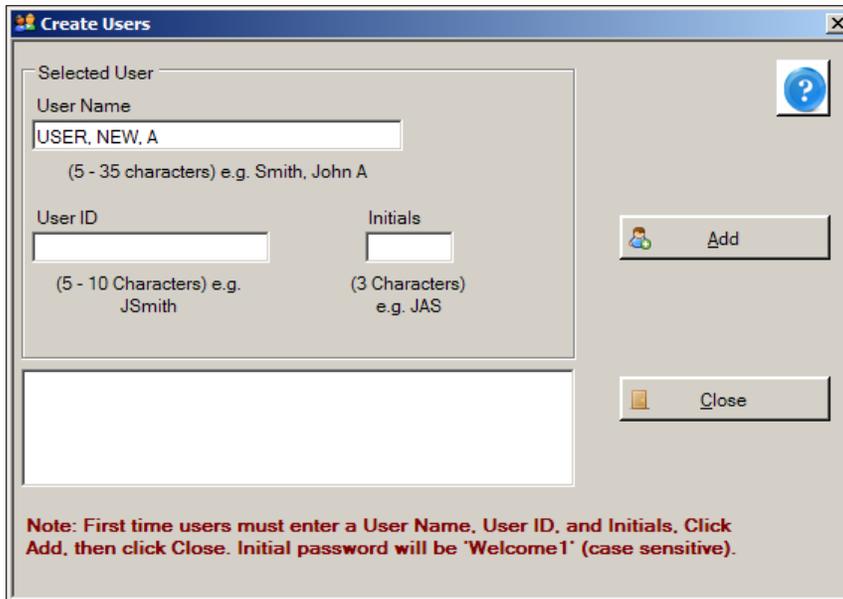
To create a new user account upon initial launch of the program, and log in to the application for the first time complete these steps:

1. To launch the program, from the Start menu, select **All Programs, Registry Plus, Abstract Plus**, and then **Abstract Plus** or if you have created an icon on your desk top, double click on the icon.

Result: The **Create Users** window opens.



2. Enter your full name in the **User Name** field. The format for name entry is last name, and then first name and middle initial, e.g., Smith, John A. In the example shown, the user name being entered has the last name USER, first name NEW, and middle initial A.



Create Users

Selected User

User Name
USER, NEW, A
(5 - 35 characters) e.g. Smith, John A

User ID

(5 - 10 Characters) e.g. JSmith

Initials

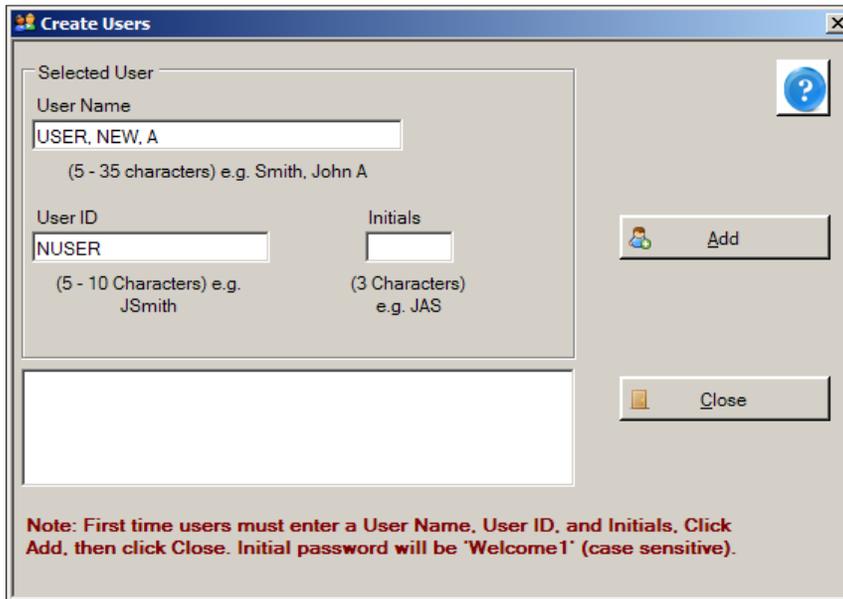
(3 Characters) e.g. JAS

Add

Close

Note: First time users must enter a User Name, User ID, and Initials. Click Add, then click Close. Initial password will be 'Welcome1' (case sensitive).

3. Enter a **User ID** in the **User ID** field. User IDs can only be characters (no hyphens), and are 5-10 characters in length. In the future, you will enter your User ID when logging in to Abstract Plus. In the example shown, the User ID being entered is NUSER.



Create Users

Selected User

User Name
USER, NEW, A
(5 - 35 characters) e.g. Smith, John A

User ID
NUSER
(5 - 10 Characters) e.g. JSmith

Initials

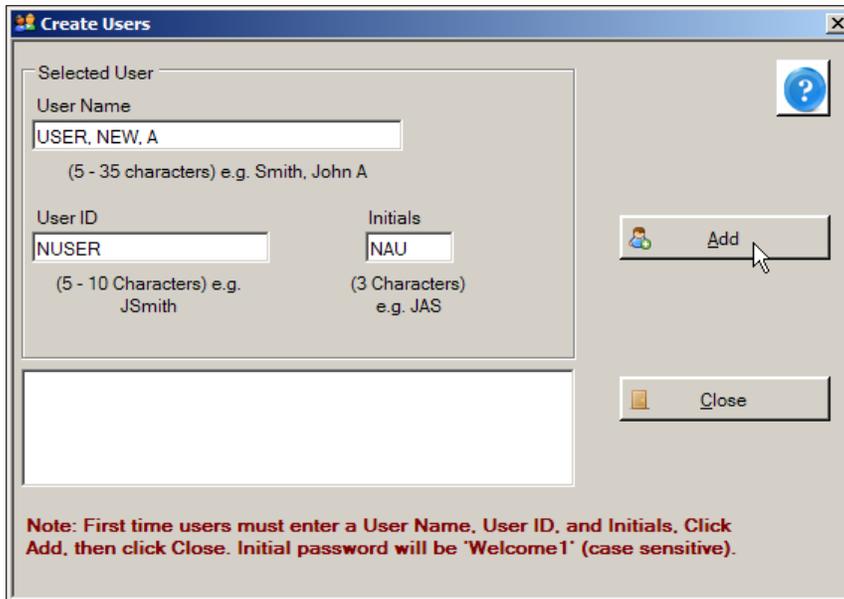
(3 Characters) e.g. JAS

Add

Close

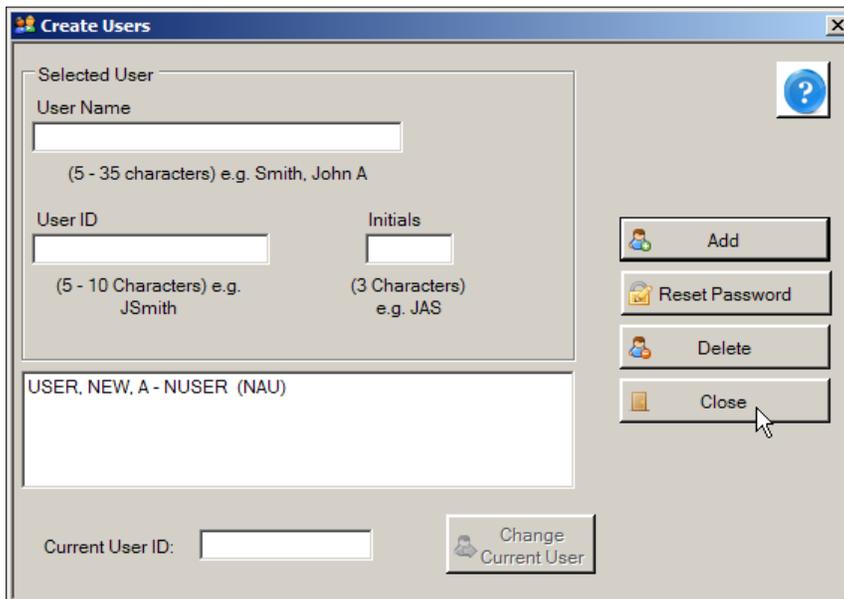
Note: First time users must enter a User Name, User ID, and Initials. Click Add, then click Close. Initial password will be 'Welcome1' (case sensitive).

4. Enter your initials in the **Initials** field. Your initials will be displayed on the main Abstract Plus window to indicate when you are logged in to the application, and will be automatically recorded in the Abstracted By field when abstracting abstracts. This information is recorded in order to associate abstractors with the abstracts they have generated. In the example shown, the initials entered are NAU.



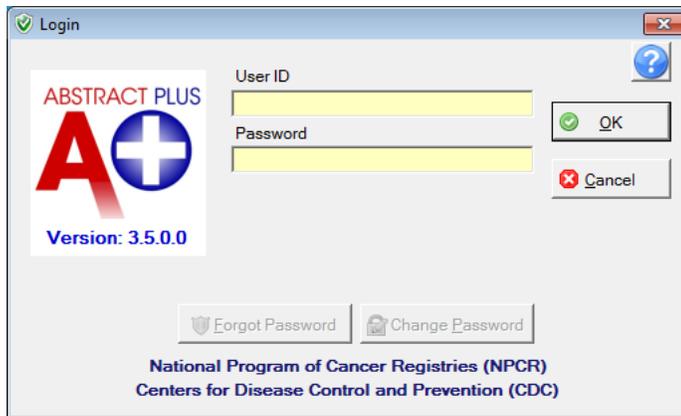
5. Click **Add**.

Result: The system adds the new user account to the users list.

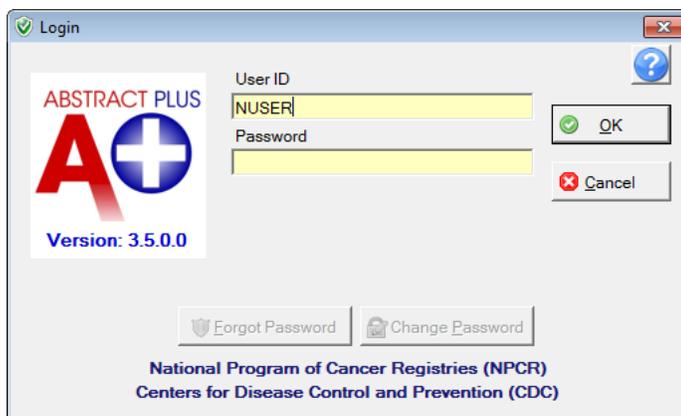


6. Click **Close**.

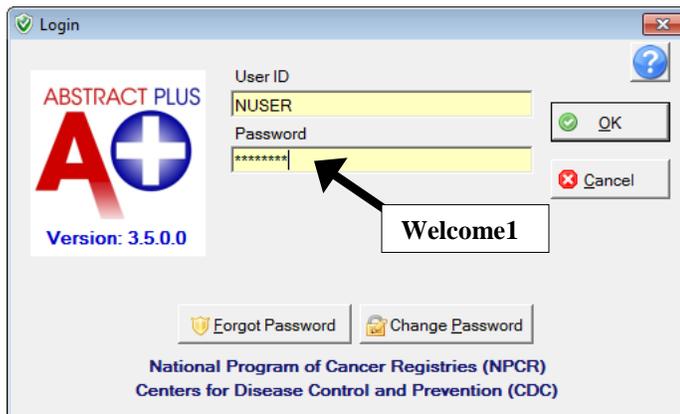
Result: The **Login** window opens.



7. Enter your **User ID** in the **User ID** field. In the example shown, the User ID of NUSER is being entered.



8. Enter the default initial password of **Welcome1** in the **Password** field.

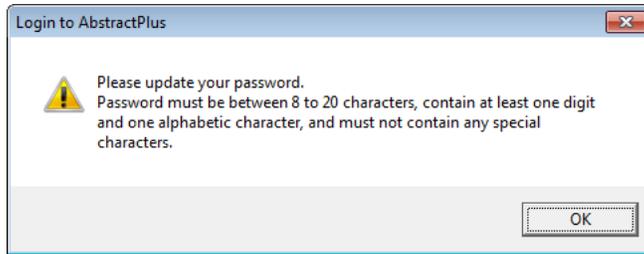


Note

When entering your password, asterisks will be displayed rather than your password for added security. Note that passwords are case sensitive.

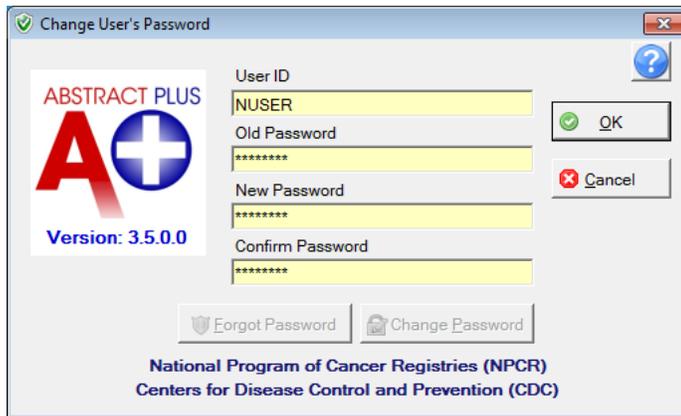
9. Click **OK**

Result: A **Password Update** message is issued that lets you know you need to change your password. This occurs upon initial log in only. When changing your password, you must change it to a password that meets the password requirements set by the PCR.



10. Click **OK**

Result: The Change User's Password window opens, displaying your User ID and Old Password (which is **Welcome1** at this point).



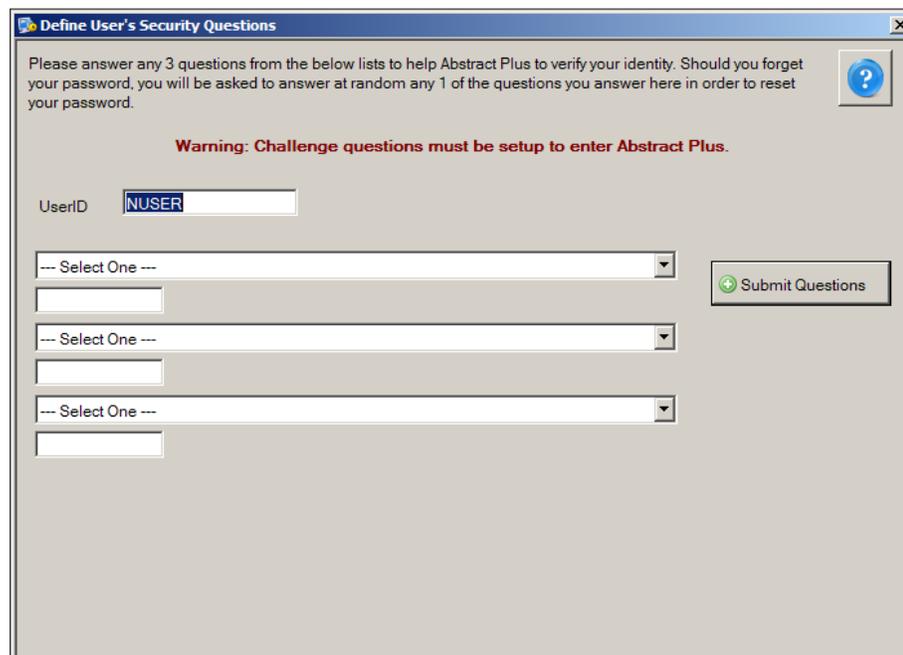
11. Enter a new password in both the **New Password** and **Confirm Password** boxes, and click **OK**. You must type the same new password in both boxes.



Note

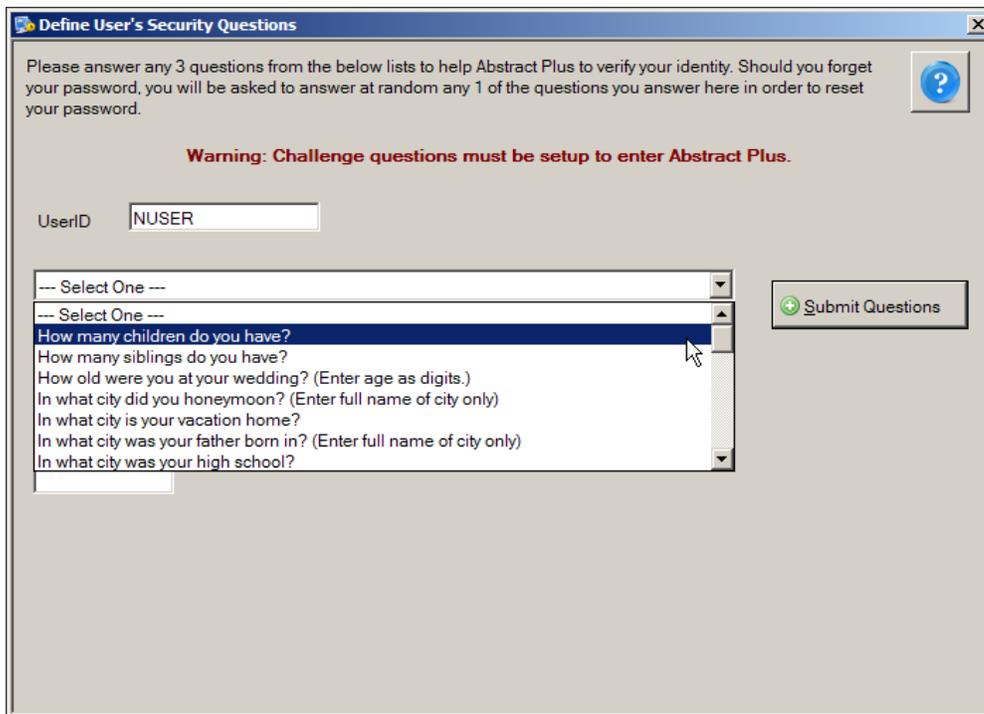
Your new password must be between 8 and 20 characters, contain at least one digit and one alphabetical character, and must not contain any special characters.

Result: The Define User's Security Questions window opens, with your User ID displayed.

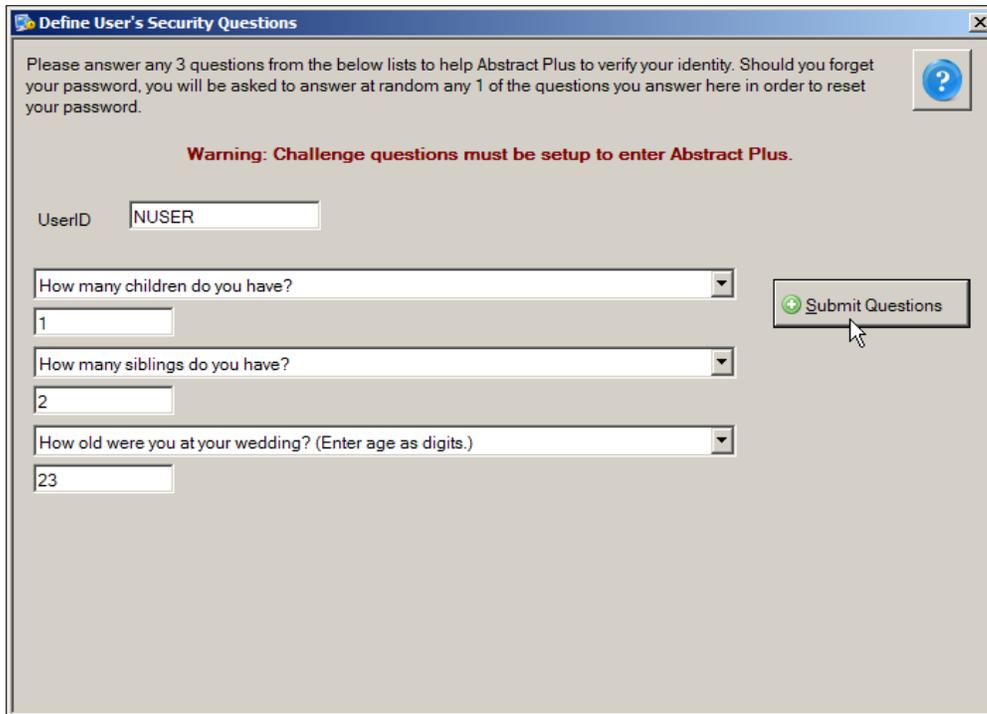


To complete your initial log in to Abstract Plus, you are required to select three of the security questions and answer them. Your answers to these questions will be used to validate your identity if you forget your general user Abstract Plus password. If you forget your password, Abstract Plus will ask you for the answers you provided to your chosen security questions, and then allow you to reset your password if the questions are answered correctly. If you forget both your password and your answers to your selected security questions, you will need to contact the PCR for instructions on how to reset your password.

12. Select a **question** from the first drop-down list and enter your **answer** in the box below the question.

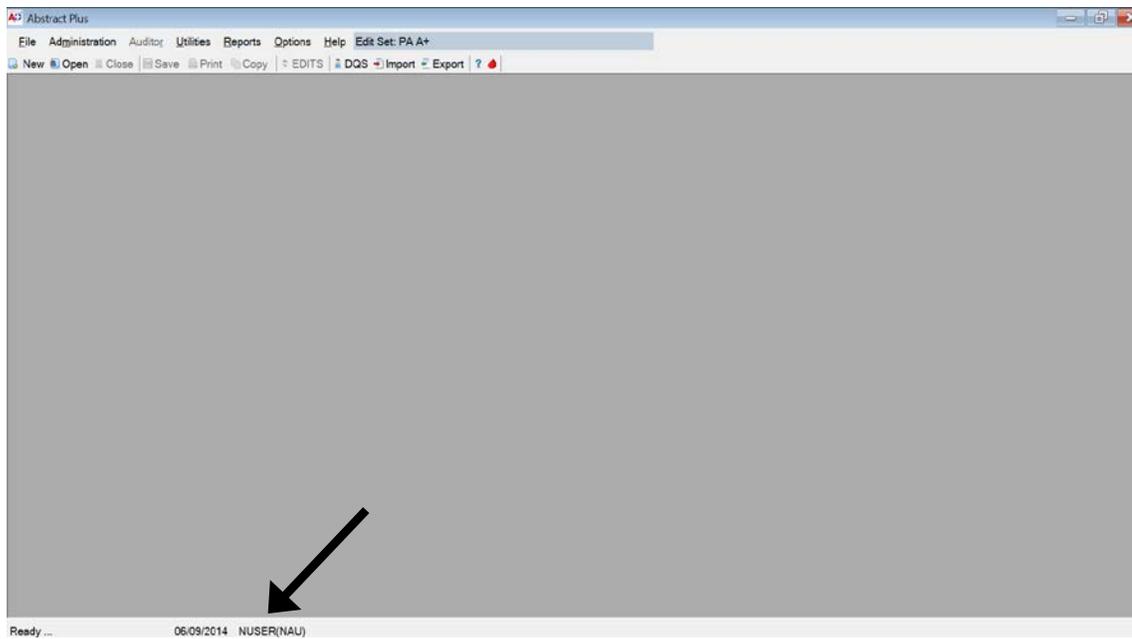


13. Continue selecting questions and answering them until each question is answered.



14. Once all questions are selected and answers entered, click **Submit Questions**.

Result: The Abstract Plus **main window** opens, with you logged in as a general user. Note that your User ID is displayed at the bottom of the window.



DEFAULTING FACILITY ID#

To default the Reporting Facility identification number for your facility in Abstract Plus follow the below instructions. This procedure only needs to be performed one time after initial install of the V15.0 Abstract Plus software.

1. Log into Abstract Plus if not logged in already.
2. Click on Administration.
3. Click on Manage Abstracting Display Type.
4. Enter **Admin** (case sensitive) in Password box and click OK.
5. Click on Display Fields tab.
6. Scroll down under Assigned Fields for Display Type (on the right of the screen) until you see Reporting Facility (540).
7. Click on Reporting Facility (it will be highlighted).
8. Click on the Properties button.
9. Enter your 10-digit CoC number under Field Default Value including the leading zeros. If you do not know your 10-digit CoC number, see list at the end of this procedure.
10. Click on OK. The number you entered will then display in parenthesis beside the Reporting Facility field.
11. Click on Save (upper right).
12. Click on Close.

Listing of CoC numbers for Abstract Plus facilities:

Facility	CoC 10-digit #
Abington Memorial Hospital	0006230010
Ameripath CT	0006237007
Ameripath Ohio	0006237002
Ameripath Michigan	0006237016
Berwick Hospital Center	0006230150
Bucktail Medical Center	0006232880
Carlisle Regional Medical Center	0006230340
Corry Memorial Hospital	0006230510
Edgewood Surgical Hospital	0010000508
Ellwood City Hospital	0006230720
Endless Mountain Health Sys	0010001152
Fulton County Med Ctr	0006231325
Geisinger Bloomsburg Hospital	0006230170
Geisinger Medical Center	0006230550
Geisinger Wyoming Valley Medical Center	0006232725
Gnaden Huetten Memorial Hospital	0006231205
Greater Harrisburg Cancer Center	0010000140
Grove City Medical Center	0006230855
Guthrie Towanda Memorial Hospital	0006233260
Hanover Hospital	0006230880
Heart of Lancaster Reg Med Ctr	0006239183
Highlands Hospital	0006230500
Holy Spirit Hospital	0006230297
J C Blair Memorial Hospital	0006231000
Jameson Memorial Hospital	0010000108
Jeanes Hospital	0006231930
Jersey Shore Hospital	0006231020
Lancaster Reg Med Ctr	0006231140
Lebanon Valley Cancer Center	0010000141
Lehigh Valley Hosp-Hazleton	0006230950
Lock Haven Hospital	0006231270
Lower Bucks Hospital	0006230205
Memorial Hospital York	0006233549
Nason Hospital	0006232920
Ohio Valley Gen Hospital	0006231340
Palmerton Hospital	0006231620
Penn Highlands Brookville	0006230210
Penn Highlands Clearfield	0006230430
Penn Highlands Dubois	0006230620

Facility	CoC 10-digit #
Penn Highlands Elk	0006232960
Punxsutawney Area Hospital	0006232810
Schuylkill Med Ctr-S Jackson St	0006232800
Sharon Regional Health System	0006233120
Soldiers & Sailors Mem Hospital	0006233380
Somerset Hospital Center for Health	0006233140
Southwest Regional Med Ctr	0006233370
St Christopher's Hospital	0006232210
St Joseph's Hospital -Phila	0006232220
Sunbury Community Hospital	0006233200
Surgical Institute of Reading	0010000848
Titusville Hospital	0006233240
Troy Community Hospital	0006231409
Tyrone Hospital	0006233267
Warren General Hospital	0006233290
Washington Hospital	0006233320

ROUTINE LOG-IN

After installation and initial log in to Abstract Plus, you will have a User ID and password for routine log in to your Abstract Plus general user account.

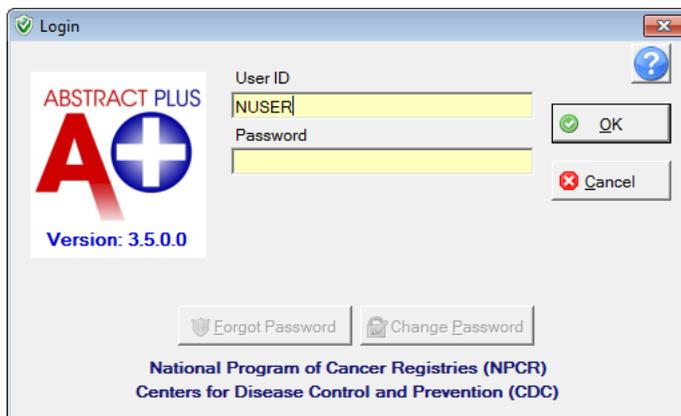
For routine log in to Abstract Plus, complete these steps:

1. To launch the program, from the Start menu, select **All Programs, Registry Plus, Abstract Plus**, and then **Abstract Plus** or if you have created an icon on your desk top, double click on the icon.

Result: The **Login** window opens.



2. Enter your **User ID** in the **User ID** box. In the example shown, the User ID being entered is NUSER.



3. Enter your **password** in the **Password** box, and Click **OK**.

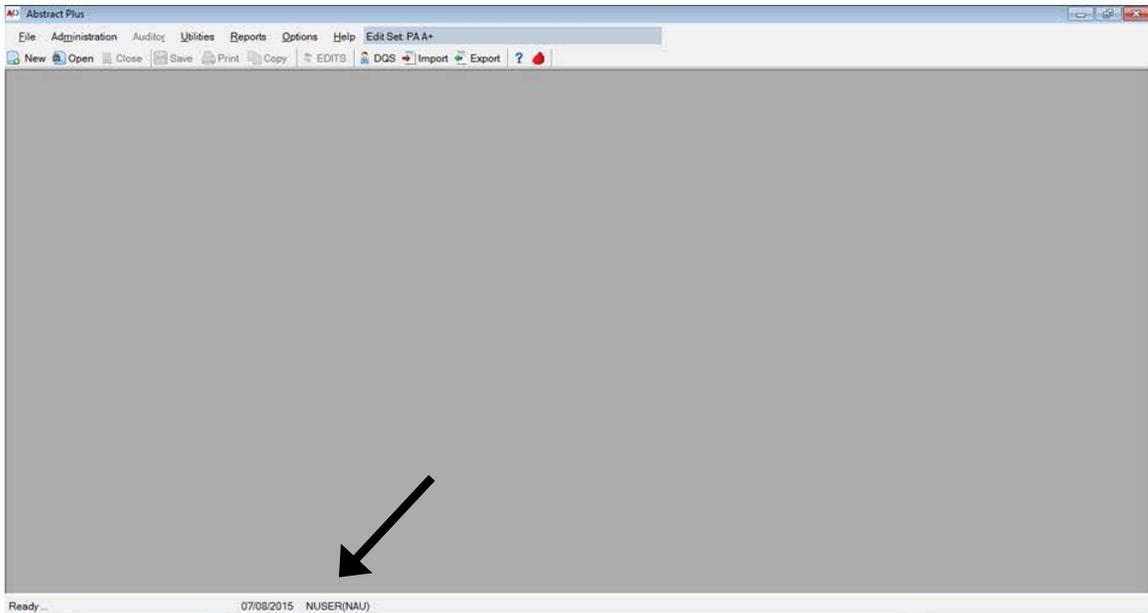


Note

When entering your password, asterisks will be displayed rather than your password for added security. Note that passwords are case sensitive.



Result: The Abstract Plus **main window** opens, with you logged in as a general user. Note that your User ID is displayed at the bottom of the window.

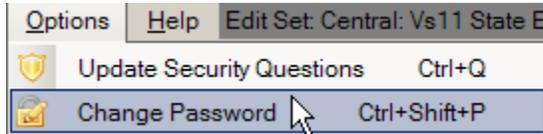


CHANGING YOUR USER PASSWORD

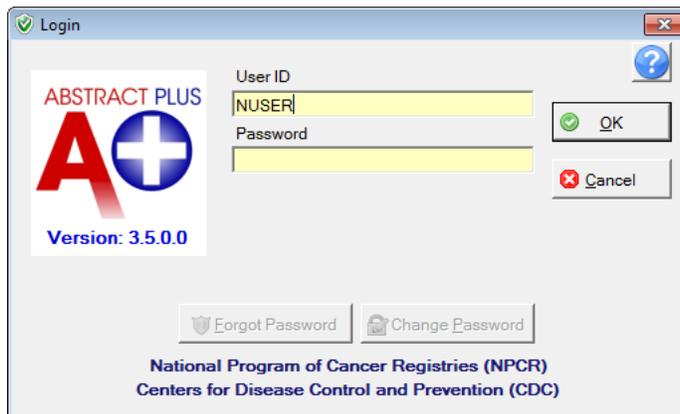
For security purposes, you will be prompted to change your user password every 60 days. Abstract Plus will not allow the same password to be used during the past twelve password changes.

To change your Abstractor user password, complete these steps:

1. Open the **Change User's Password** window. This may be done in two ways:
 - a. From **Options Menu**, select **Change Password**.



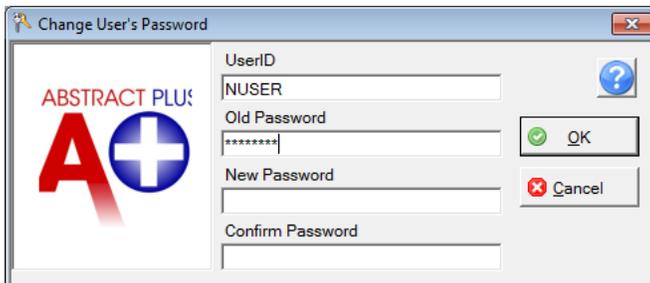
- b. When logging in to Abstract Plus, enter your **User ID**, tab or click into the Password box, and then click **Change Password** on the Login window.



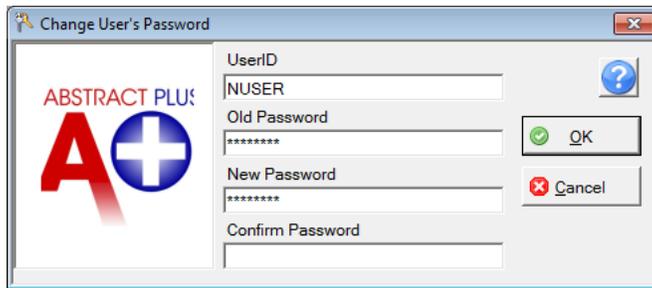
Result: The **Change User's Password** window opens, with your User ID displayed.



2. Enter your **Current Password** in **Old Password** box.

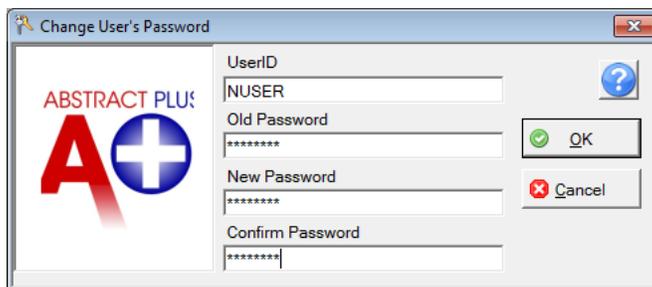


3. Enter a **New Password** in **New Password** box, which meets the password requirements.



Note Your new password must be between 8 and 20 characters, contain at least one digit and one alphabetical character, and must not contain any special characters.

4. Re-enter your **New Password** in the **Confirm Password** box.



5. Click **OK** to change your password.

Result: Your password is changed, and the Abstract Plus main window is opened.

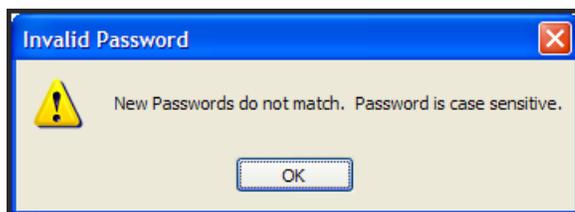
Possible Errors when Changing Your Password

There are three possible errors you may receive when attempting to change your password:

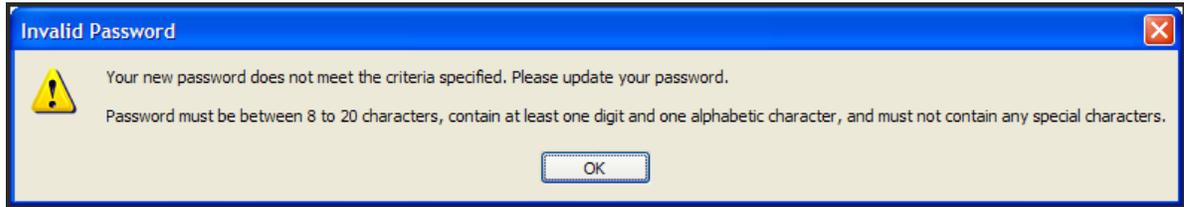
1. **Old password is incorrect.** You must correctly enter your old password in order to successfully change it. Click **OK**, and then correctly re-enter your old password.



2. **New passwords do not match.** The new password entered into the **New Password** and **Confirm Password** boxes must match exactly. Click **OK**, and then correctly re-enter your new password in the New and Confirm password boxes.



3. **New password does not meet specified password requirements.** Your new password must meet the password requirements specified by the PCR. Click **OK**, and then re-enter a new password that meets the stated password requirements.



4. **Password previously used.** Abstract Plus will not allow the same password to be used during the past twelve password changes.



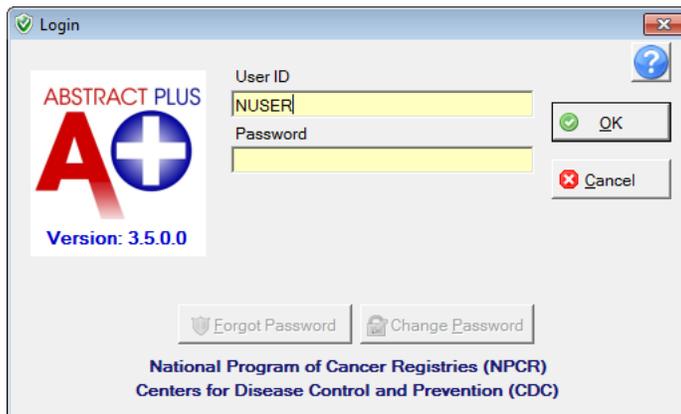
RESETTING A FORGOTTEN PASSWORD

In the event that you should forget your password, Abstract Plus has a security challenge question feature that will allow you to reset your own password without having to contact the PCR. The security challenge question feature enables you to securely reset your password by answering a specified number of the security questions that you selected and answered upon initial login to Abstract Plus.

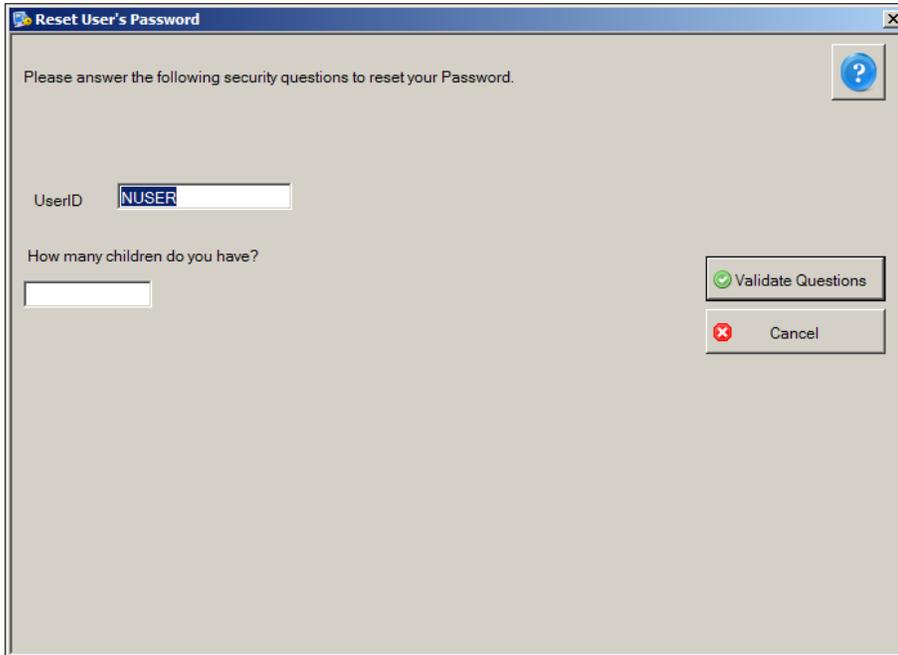
Your answers to these questions are used to validate your identity; Abstract Plus will ask you for the answers you provided to your chosen security questions, and then allow you to reset your password if the questions are answered correctly. If you forget both your password and your answers to your security questions, you will need to contact the PCR for instructions on how to reset your password.

To reset your password if you have forgotten it, complete these steps:

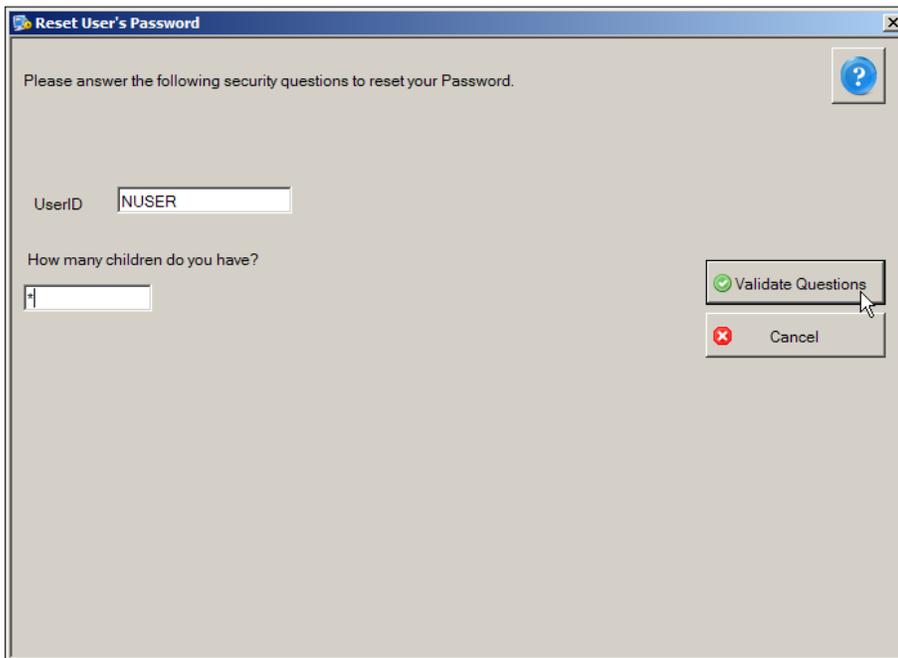
1. When logging in to Abstract Plus, enter your **User ID**, tab or click into the Password box, and then click **Forgot Password** on the Login window.



Result: The **Reset User's Password** window opens, with your User ID displayed, as well as the security questions.

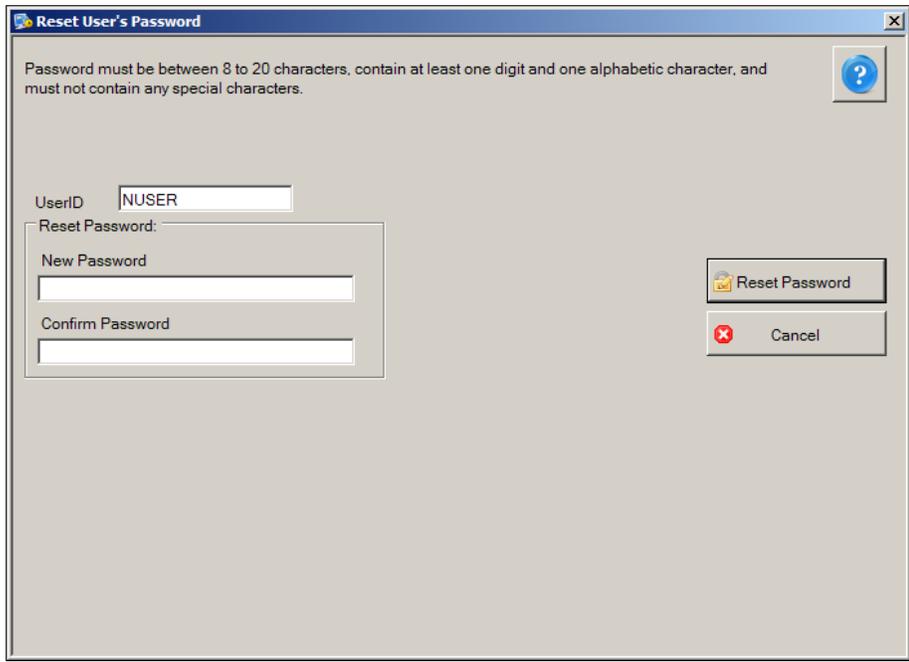


2. Enter the answer to each displayed question with the same answer you provided upon initial login to Abstract Plus.

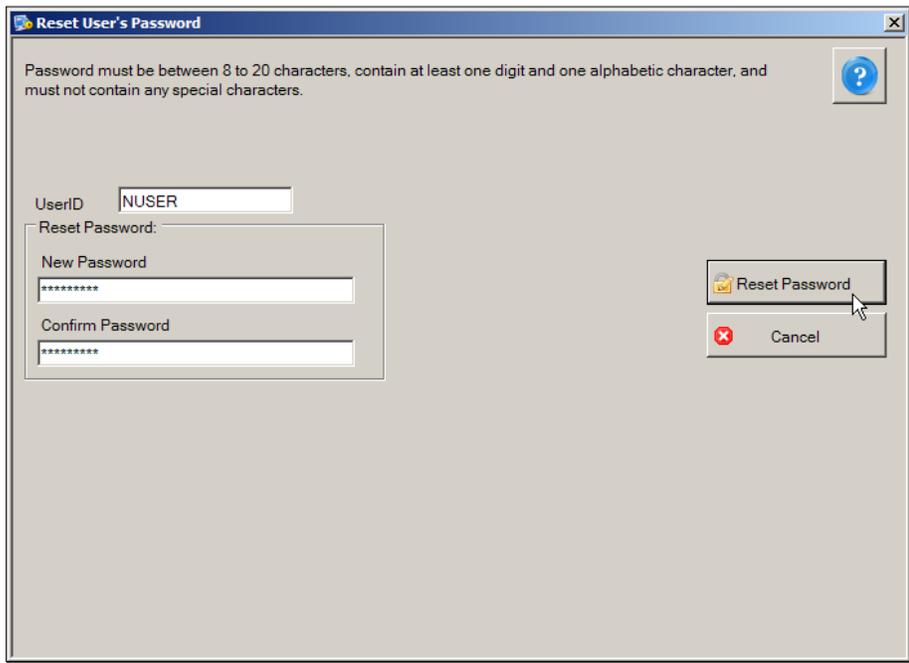


3. Click **Validate Questions** once all questions are answered.

Result: The **Reset User's Password** window opens, with your User ID displayed.



4. Enter a **New Password** in both the **New** and **Confirm** password boxes, and then click **Reset Password**.



Result: The **Forgot Password** window opens, with your User ID displayed.



5. Enter your **New Password** in Password box, and click **OK**.

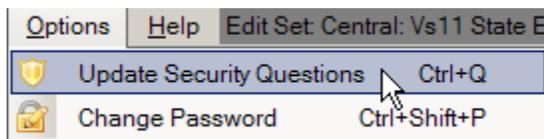
Result: The Abstract Plus **main window** opens, with you logged in as a general user. Your password has been successfully set to the new password you have specified.

UPDATING PERSONAL SECURITY QUESTIONS

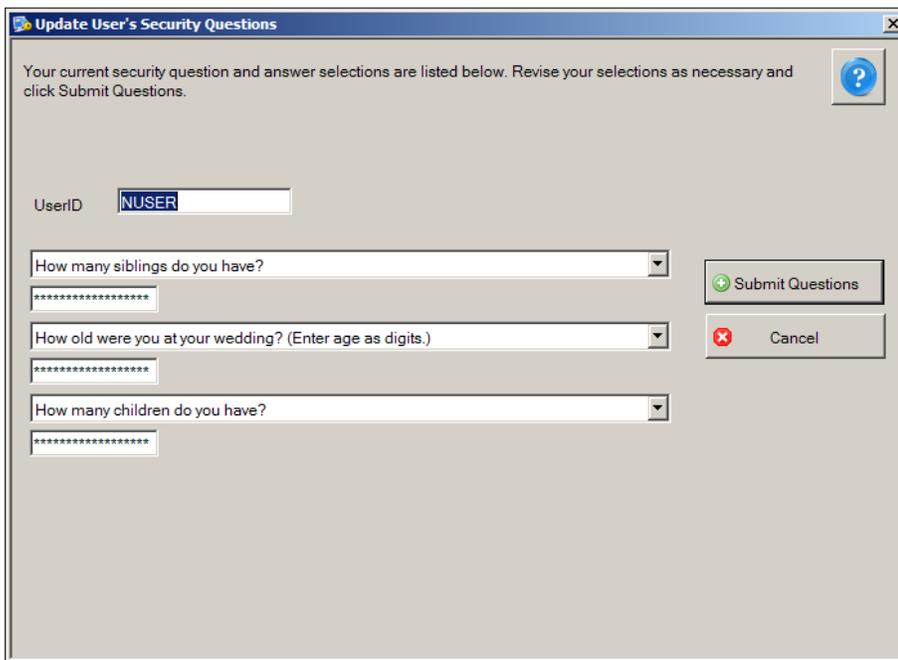
Once you are logged in to Abstract Plus, you can update your selected security questions and/or answers at any point. For example, if you selected the security question of “How many children do you have?” and you just had a new child enter your family, you can update your answer to this question.

To update your security questions and/or answers, complete these steps:

1. From **Options Menu**, select **Update Security Questions**.



Result: The **Update User's Security Questions** window opens, with your User ID displayed, as well as the current security questions and answers which you have specified. For added security asterisks are displayed rather than your answers to the questions.



2. You can select new questions and answer them, or supply new answers to your previously selected questions. When you have completed your changes, click **Submit Questions**.

Update User's Security Questions

Your current security question and answer selections are listed below. Revise your selections as necessary and click Submit Questions.

UserID

How many siblings do you have?

How old were you at your wedding? (Enter age as digits.)

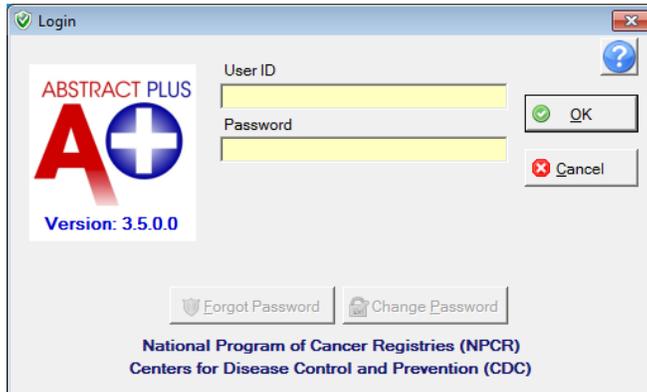
How many children do you have?

Result: You are returned to the Abstract Plus **main window**, with your changes saved for future use.

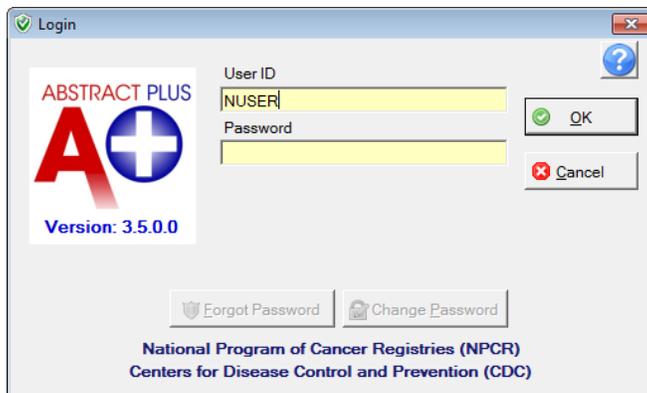
OPENING ABSTRACT PLUS

1. Double click on the Abstract Plus icon or from the Start menu, select **All Programs, Registry Plus, Abstract Plus**, and then **Abstract Plus**.

Result: The **Login** window opens.



2. Enter your **User ID** in the **User ID** box. In the example shown, the User ID being entered is NUSER.

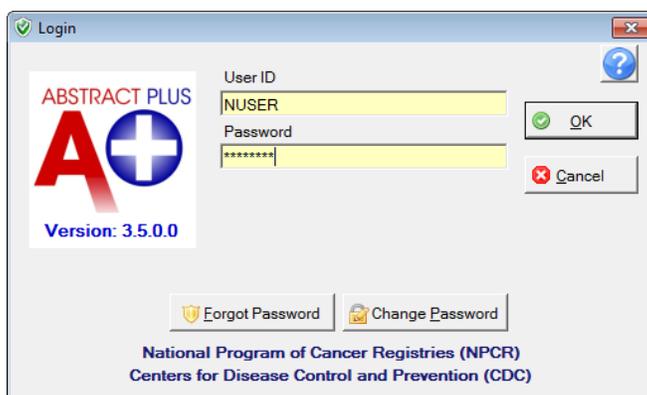


3. Enter your **password** in the **Password** box, and Click **OK**.

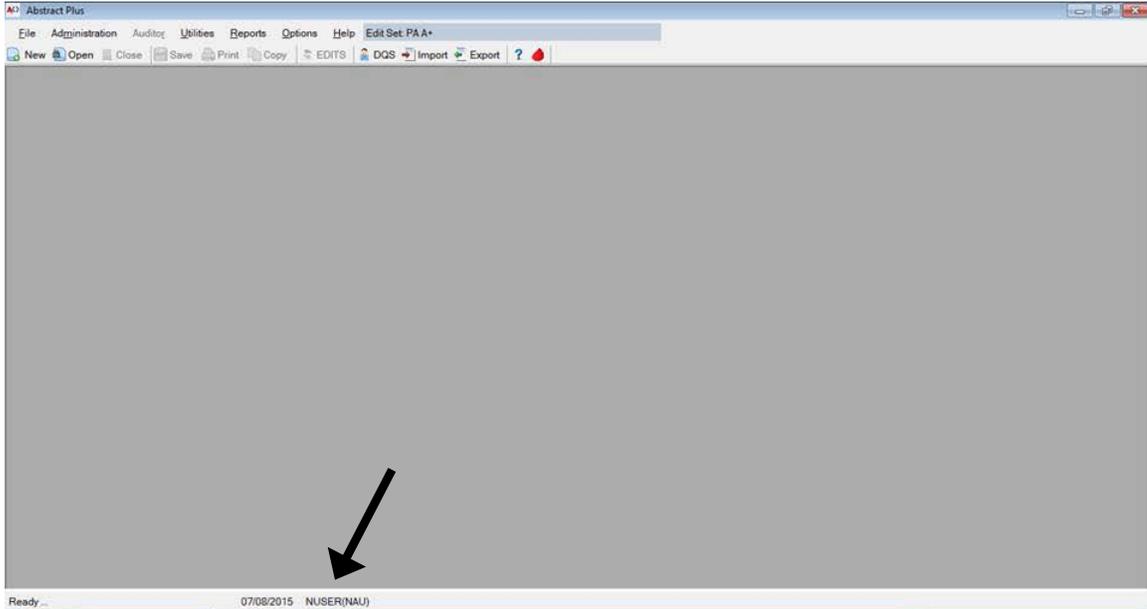


Note

When entering your password, asterisks will be displayed rather than your password for added security. Note that passwords are case sensitive.



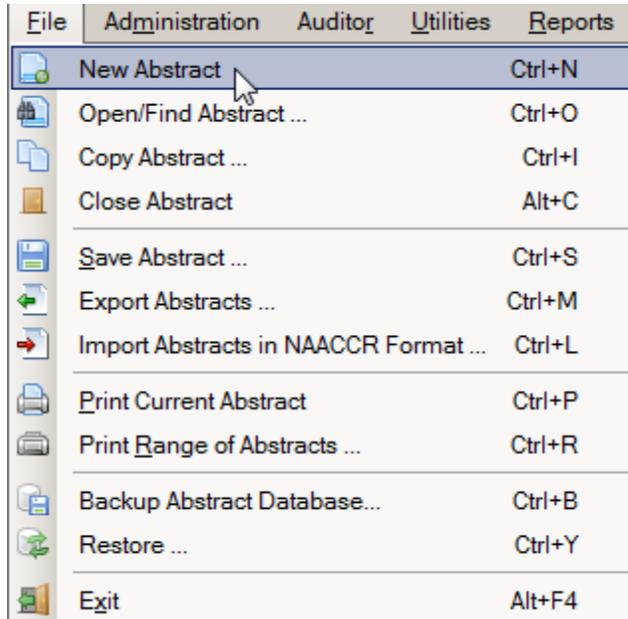
Result: The Abstract Plus **main window** opens, with you logged in as a general user. Note that your User ID is displayed at the bottom of the window.

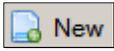


OPENING A NEW ABSTRACT

To create a new abstract, complete these steps:

1. Open the Abstract Plus Abstracting window. This can be done in three ways:
 - a. Click on the **File** menu, and select **New Abstract**.



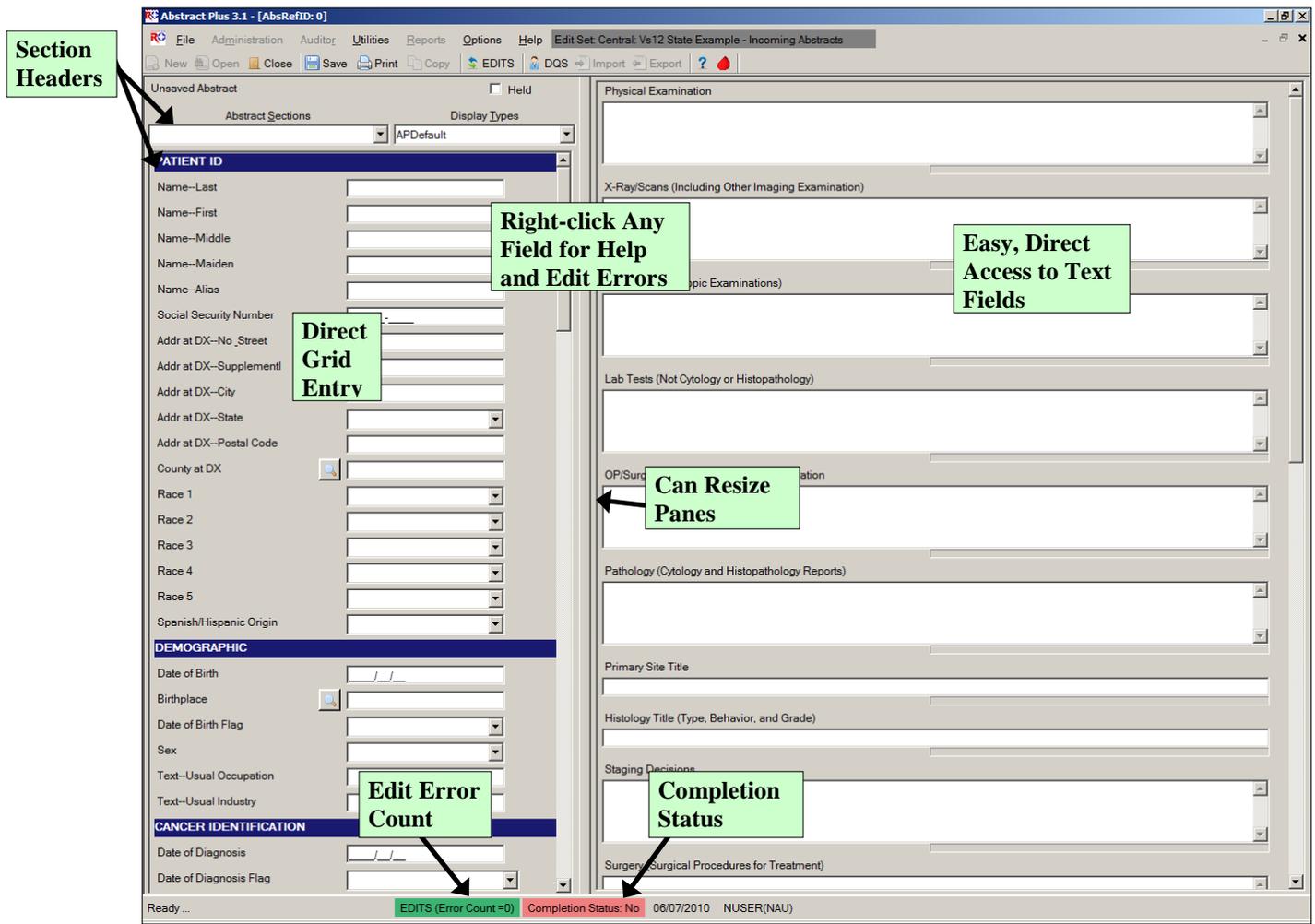
- b. Click the New icon on the tool bar  .
 - c. Use the keystroke **Ctrl+N**.

Result: The **Abstract Plus Abstracting Window** opens.

THE ABSTRACT PLUS ABSTRACTING WINDOW

Abstract Plus has an extremely user-friendly abstracting interface. Direct grid entry of coded values and quick select options for pull-down menus allow for an easy, streamlined abstracting experience, as well as easier viewing of text fields, online help, and edit errors.

The Abstract Plus Abstracting window is divided into two main sections: a data entry grid for coded values on the left, and a data entry grid for text fields on the right. When you left-click and hold your mouse on the vertical divider bar in the center of the window, a splitter is highlighted which you can drag to the left or right to resize the view of codes or text fields, and the application remembers your last placement of the divider bar. You can vertically scroll the view of coded values and text fields independently to easily and concurrently view codes and associated text.



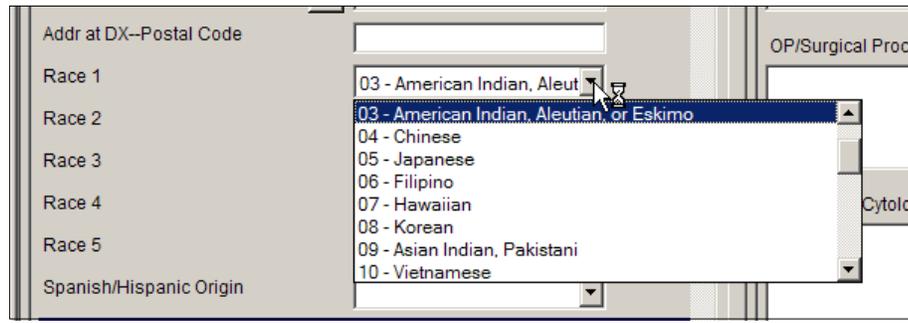
The basic process of generating and updating an abstract is as follows:

- i. Create the abstract with the patient's identifiers, such as name and social security number and save. After you create an abstract, you can save it at any time and return to your work at a later time.
- ii. Enter codes and text in the in the data entry fields. Save the abstract to retain the information you have entered.

- iii. Correct errors. Each time you open or save the abstract, Abstract Plus automatically edits the entered information for accuracy and completeness using the edit set and required fields chosen by the PCR.
- iv. After you have entered all your data and corrected all errors, the system saves your new abstract as complete--you will see the edits error count and completion status indicators at the bottom of the abstracting window turn from red to green, indicating that the abstract is complete.

The Abstractor uses the following abstracting features of the abstracting window to enter information regarding the patient and tumor being abstracted:

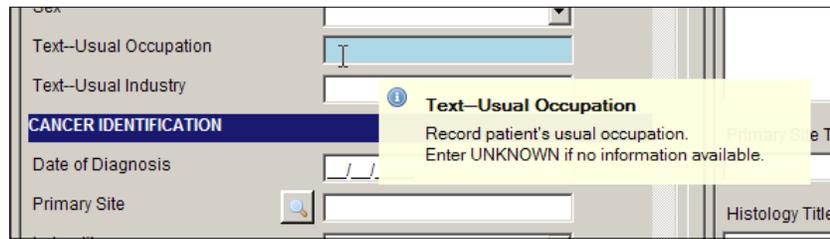
- a. Many data items offer **code selection from drop-down lists**. In addition, the drop-down lists feature an auto-complete, **find-as-you-type** function that allows the user to type in the first letter, or first few letters, of the desired code label, and the application auto-selects the first item in the list beginning with that letter. In the example shown below, an A has been typed into the Race 1 field, and the application auto-selects the value of American Indian, Aleutian, or Eskimo:



Tip

If you begin typing in the data item, but find you need to revise what you have typed, press the backspace key to delete what you have already entered, and start typing again. This enables the find-as-you-type feature to automatically find your revised entry.

- b. **Prompt messages** may be associated with each data item, so that when the abstractor clicks into the field, a pop-up box comes up with a message or instructions about abstracting that field:



- c. When entering text, a **progress bar** is displayed below each text field indicating how much space is left so that you can properly prioritize the information you are entering:

Primary Site Title
Prostate
Histology Title(Type, Behavior, and Grade)
Adenoca, WD

- d. **Keyboard and mouse alternatives** are available for every function in the software. Note that Keystroke options are displayed on menus for all menu items, and Appendix A of this manual contains a listing of standard Abstract Plus keyboard shortcuts to functions.
- e. All-new **right-click functions** for individual data items, including access to field context help, edits error information, field messages, and a function to clear all Collaborative Stage fields:

Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Alt+D
Select All	Alt+A
<hr/>	
Field Context Help	F1
Edits Information	F2
Field Message	F3
Run EDITS	F8
Clear Collaborative Stage Fields	F9

- f. **Color-coded edits error count and abstract completion status** information is clearly displayed to the user at the bottom of the abstracting window, and changes from red to green upon completion of the abstract:

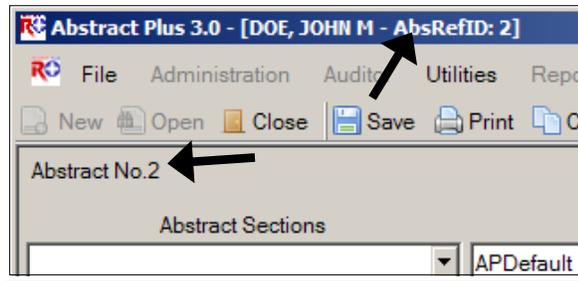
Incomplete abstract containing edit errors:

EDITS (Error Count =2)	Completion Status: No	09/29/2009	NUSER(NAU)
------------------------	-----------------------	------------	------------

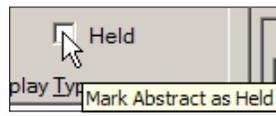
Complete abstract containing no edit errors:

EDITS (Error Count =0)	Completion Status: Yes	09/29/2009	NUSER(NAU)
------------------------	------------------------	------------	------------

- g. Once saved, each abstract is assigned an unique **Abstract Reference ID** (or AbsRefID), displayed in the upper left-hand corner of the data entry area of abstracting window, as well as in the title bar of the application along with the patient name:



- h. **Abstracts can be held to prevent export.** The **Held** check box allows an abstractor to prevent a case from being exported even if it is considered complete by the system. This can be used if, for example, the abstractor is searching for additional information to be included before the abstract is exported. If checked, the abstract will not be exported, regardless of Completion Status:



ABSTRACTING AND DERIVING COLLABORATIVE STAGING FIELDS

Abstract Plus has some special features to facilitate the abstraction of Collaborative Staging (CS) input fields, in particular for the Site-specific Factors (SSFs).

Abstracting CS Input Fields

Once the fields of primary site and histology have been entered, each CS input data item has a special site-specific look-up associated with it that is accessed by clicking the magnifying glass icon to the left of the field or pressing F4.

Required PCR CS SSFs: Abstract Plus does not flag what CS SSFs are required by the PCR. Refer to Appendix J of the PCR 2015 Manual for the list of required PCR CS SSFs. If the CS SSF is not required by the PCR, 988 must be entered in Abstract Plus.

Abstracting CS SSFs

Abstract Plus allows for automatic defaulting of CS SSFs and running of edits to identify required CS fields, automatic filling in of CS Version fields, as well as the wiping out of CS input fields for cases diagnosed 2003 and earlier.

For the filling of the CS Version fields, once the Abstractor enters Primary Site, Histology, DxDate and Behavior (in no particular expected order), the fields of CS Version Input Current and CS Version Input Original are both automatically filled **when the Abstractor enters any CS input field**. CS Version Derived is filled when you derive the CS derived fields.

Once entered, a check on primary site and histology is run to ascertain whether or not SSF25 is required for schema identification. Upon checking the primary site and histology entered:

1. If SSF25 is required for the primary site and histology entered:

- a. The SSF25 look-up window for the entered schema will open so that you can select a value for SSF25.
- b. Once you have entered SSF25, automatic defaulting and disabling of SSFs that are undefined for the entered schema will occur, and the edits will be run automatically. This will enable you to clearly discern what SSFs are not required, and which SSFs are required. The automatic defaulting will delineate what SSFs are not defined for the identified schema, and the automatic running of edits will delineate what SSFs are required.



Note

If the primary site and histology initially entered are revised to result in a different schema, you will be offered the option of clearing all CS input fields and re-coding CS for the abstract. Regardless of whether you clear all values and re-code CS, or keep existing values and modify the codes, the above SSF defaulting routine will run again for the newly entered schema.

- 2. If SSF25 is not required for the primary site and histology entered:
 - a. SSF25 will be automatically defaulted and disabled.
 - b. Automatic defaulting and disabling of other SSFs that are undefined for the entered schema will occur, and the edits will be run automatically. This will enable you to clearly discern what SSFs are not required, and which SSFs are required. The automatic defaulting will delineate what SSFs are not defined for the identified schema, and the automatic running of edits will delineate what SSFs are required.

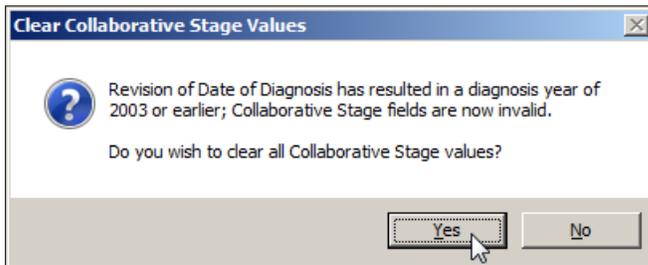
Calculating Derived CS Fields

To derive the derived CS fields, once appropriate CS input fields have been entered, place the cursor into any of the derived fields and click the calculator icon to the left of the field, or press F5.

CS Site-Specific Factor25		988
Derived SS2000		
Derived SS2000--Flag		
CS Version Input Current		020200
CS Version Input Original		020200
CS Version Derived		

CS Fields and Tumors Diagnosed 2003 and Earlier

One further helpful feature is that upon entry of a Date of Diagnosis of 2003 and earlier, you will be offered the option of clearing all CS fields.



The Clear Collaborative Staging Values window opens automatically upon entry of a diagnosis year of less than 2004. However, you can clear Collaborative Staging fields at any time by using the **right-click function of Clear Collaborative Stage Fields** or **pressing F9**.



U <u>ndo</u>	Ctrl+Z
Cu <u>t</u>	Ctrl+X
C <u>o</u> py	Ctrl+C
P <u>a</u> ste	Ctrl+V
D <u>e</u> lete	Alt+D
S <u>e</u> lect A <u>ll</u>	Alt+A
<hr/>	
Field Context <u>H</u> elp	F1
Edits <u>I</u> nformation	F2
Field <u>M</u> essage	F3
Run <u>E</u> DITS	F8
Clear Collaborative Stage Fields	F9

ENTERING DATES

As of the NAACCR version 12 record layout, all dates are in the YYYYMMDD format. Because the NAACCR standards are so tightly integrated with the Abstract Plus program, dates are entered in the YYYY/MM/DD format in Abstract Plus.

The Abstractor will enter dates in the new YYYYMMDD format as follows:

YYYYMMDD – when complete date is known and valid

YYYYMM – when year and month are known and valid, and day is unknown

YYYY – when year is known and valid, and month and day are unknown

Blank – when no known date applies



Tip

Abstract Plus has a date field entry mask on all date fields that already has the slashes in it. Although the application allows you to type the slashes and dashes when entering dates fields, you can save keystrokes by **only typing the 8 characters of the date**. For example for the date of July 1, 2015, the date can be entered as 20150701.

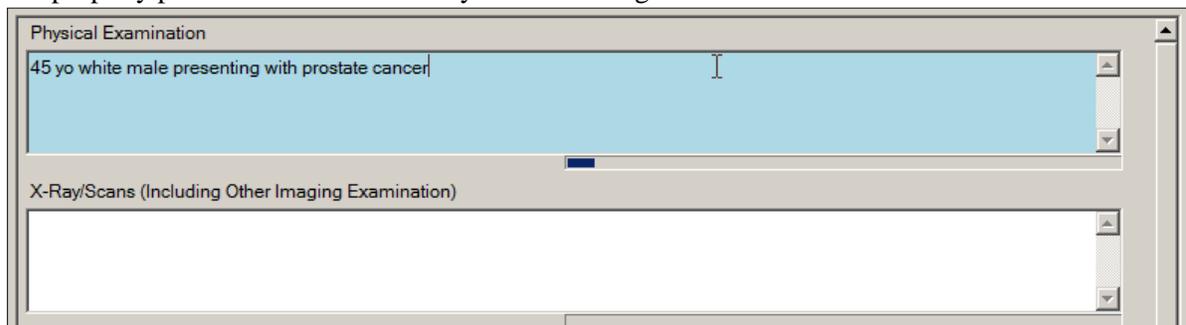
ENTERING INFORMATION INTO TEXT FIELDS

The NAACCR Volume II Data Dictionary defines text documentation as an essential component of a complete electronic abstract. Text information is utilized for quality control and special studies, and is needed to justify coded values and to document supplemental information not transmitted within coded values. High-quality text documentation facilitates consolidation of information from multiple reporting sources at the central registry.

The text field must contain a description that has been entered by the abstractor independently from the code(s). Information documenting the disease process and treatments provided should be entered manually from the medical record. It is best practice to abstract all available text information prior to entering codes for any of the coded cancer identification of treatment data items.

In Abstract Plus, the various text fields are presented within the data entry grid on the right side of the Abstracting Window.

You can scroll up and down in the text entry grid separate from the data entry grid on the left, facilitating the concurrent viewing of text and codes. Note that when entering text, a helpful progress bar is displayed below each text field that indicates how much space is left so that you can properly prioritize the information you are entering.

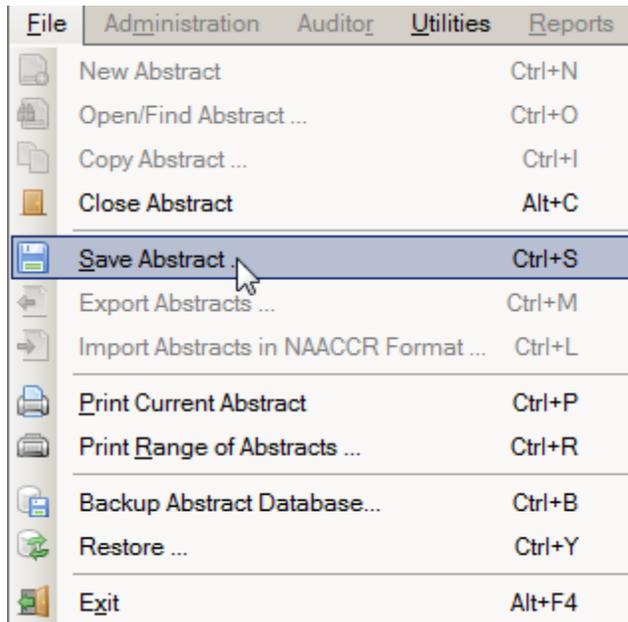


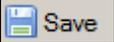
Note Line returns are not allowed in Abstract Plus text fields---pressing Enter will move the cursor to the next text field in the text entry grid.

SAVING AN ABSTRACT

Once you have entered information into an abstract, it is a good idea to save your work often. To save your work, complete these steps:

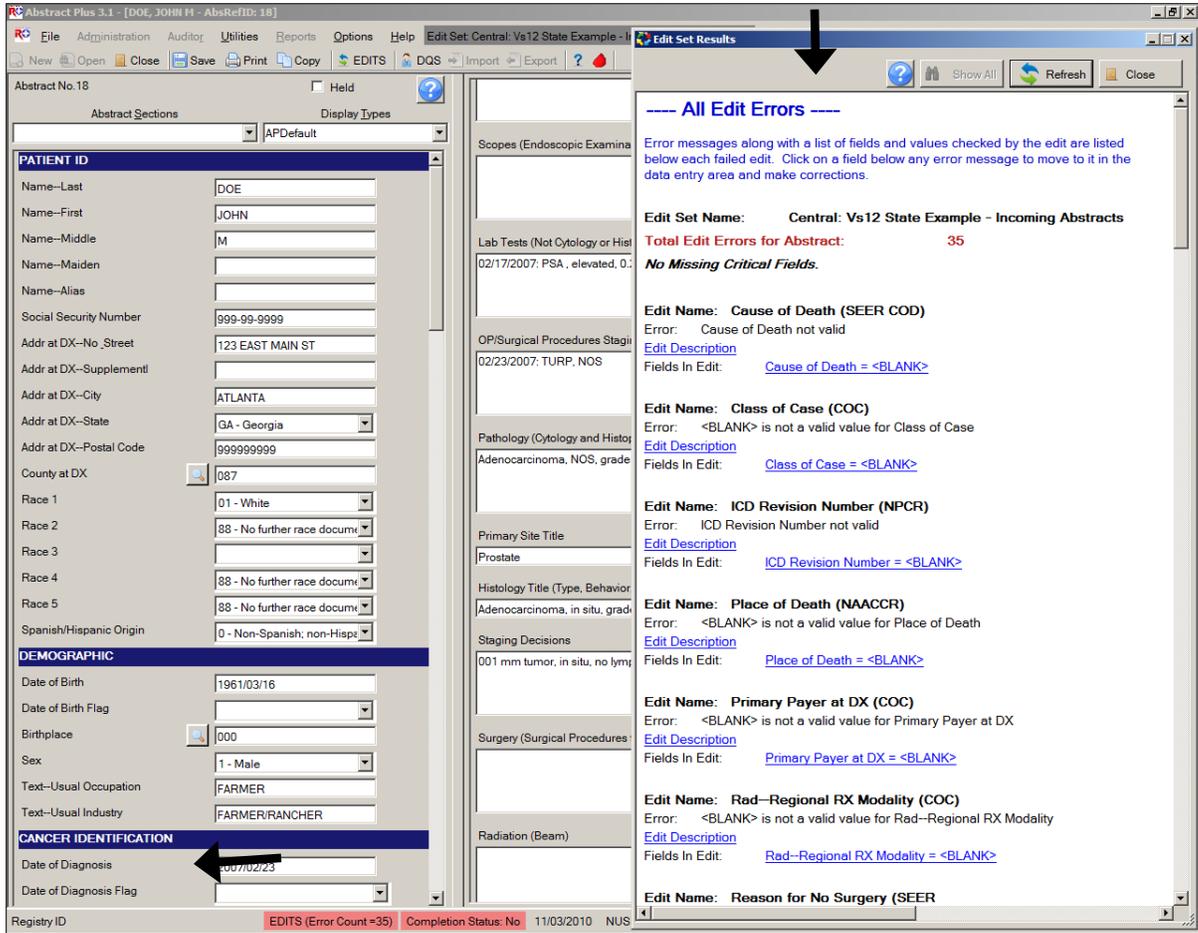
1. Saving an abstract can be done in three ways:
 - a. Click on the **File** menu, and select **Save Abstract**.



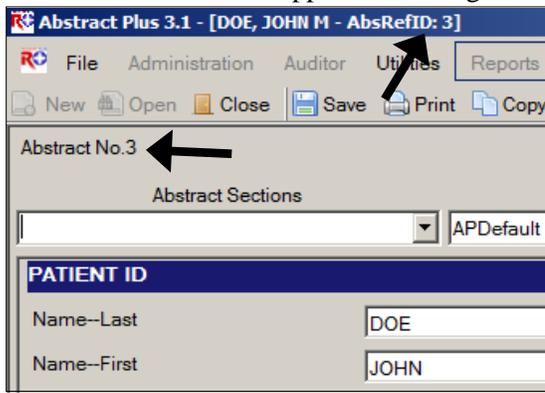
- b. Click the Save icon on the tool bar .
 - c. Use the keystroke **Ctrl+S**.

Results:

- 1) The **information entered thus far for the abstract is saved** to the database, and
- 2) **edits will run**
- 3) The **Edit Set Results window** opens, and displays information about any edit errors the abstract may contain.



4) Once saved, each abstract is assigned an unique **Abstract Reference ID** (or AbsRefID), displayed in the upper left-hand corner of the data entry area of abstracting window, as well as in the title bar of the application along with the patient name:



5) The EDITS Error Count and Abstract Completion status indicators reflect the current edit error count and completion status of the abstract. If there are any errors within the abstract, both of these indicators will display in red. In the example shown, the abstract contains 33 edit errors and as a result, is deemed incomplete.



CORRECTING EDIT ERRORS

For any abstract you can run edits and view edit errors by **saving** the abstract, clicking the **EDITS** button on the toolbar, or pressing **F8**.

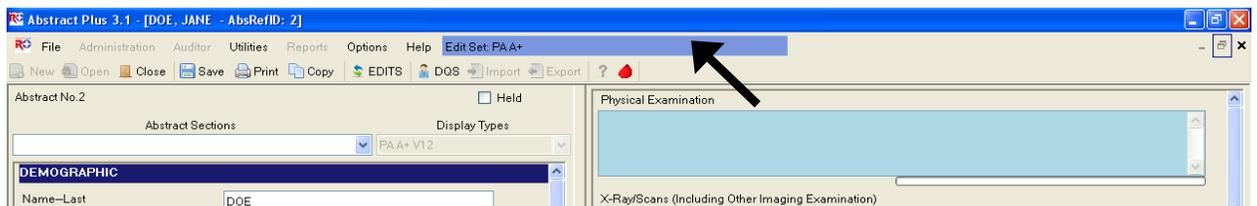
Each time an abstract is opened or saved; Abstract Plus automatically edits the entered information for accuracy and completeness using the edit set and required fields chosen by the PCR.



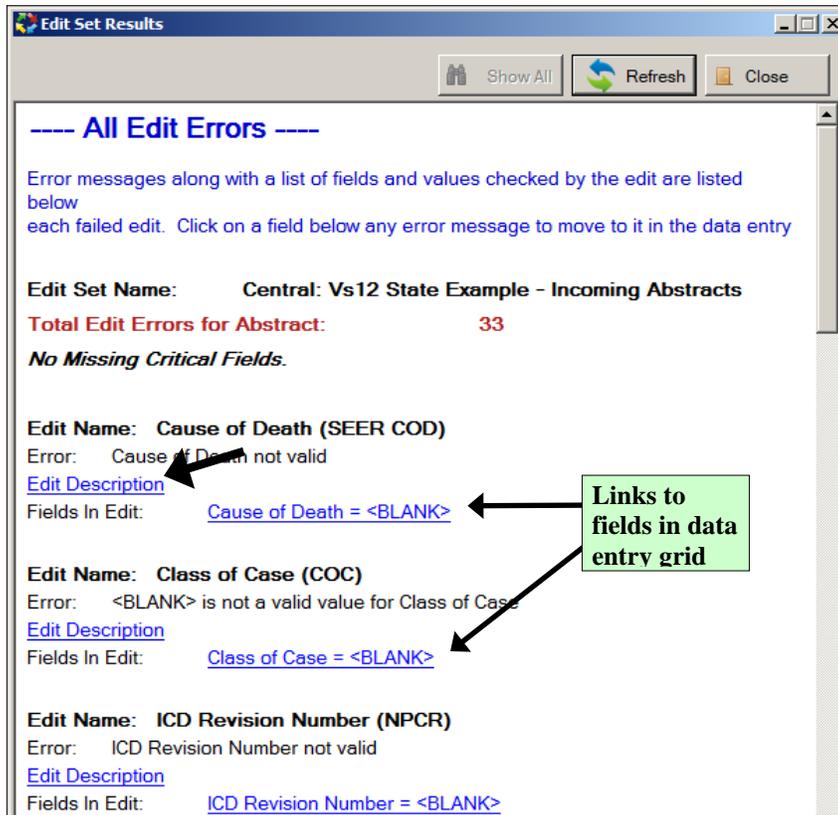
You must resolve all edit errors and fill in all critical (required) fields in order to **complete** the abstract.

Abstract Plus has edit error display features that greatly facilitate the error resolution process. Editing features include:

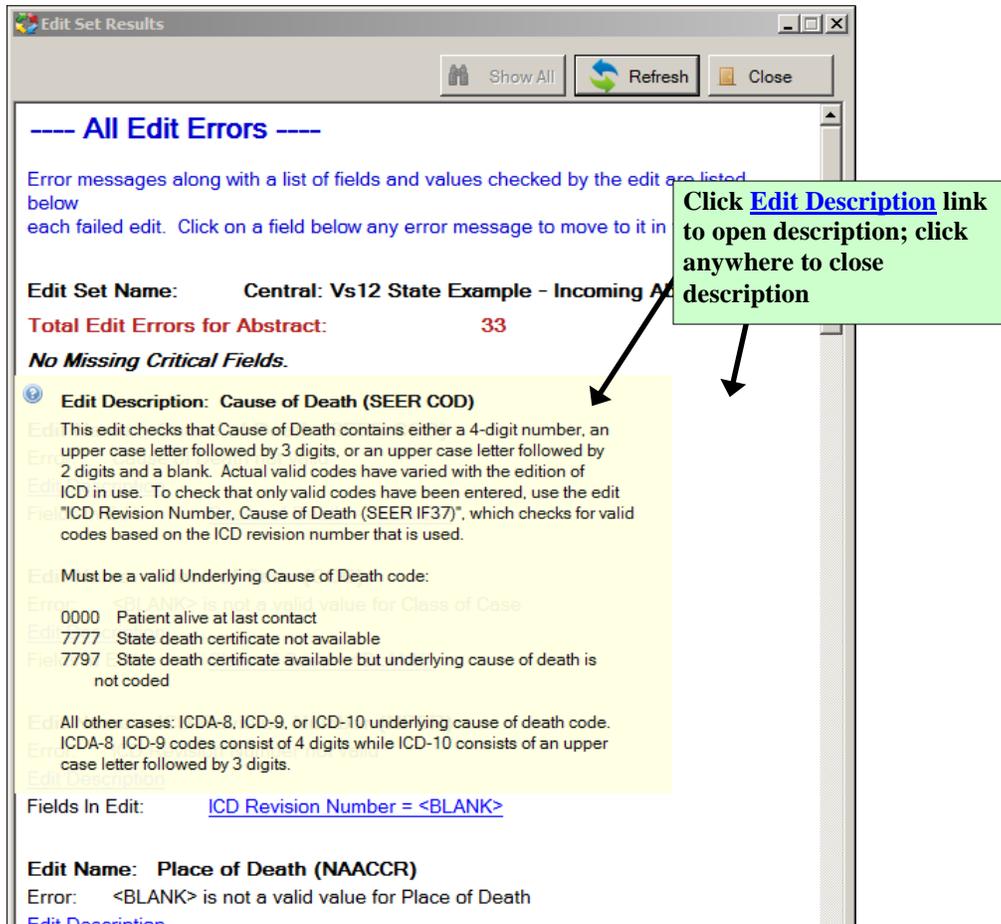
- a. The **edit set** being run on the abstract is clearly displayed at the top of the abstracting window. The edit set being applied is named **PA A+**:



- b. When edits are run, the **Edit Set Results** window automatically opens and displays the full information for any edit errors that exist, or lets you know that there are no errors. The Edit Set Results window lists the total number of edit errors for the abstract, missing critical (required) fields, and the edit errors. For each edit error, the failed edit name, error message, and fields involved in the edit are listed. Using the information listed in the Edit Set Results window to help you resolve the edit errors, you can click on a link to a field to move to it in the data entry grid and make corrections:



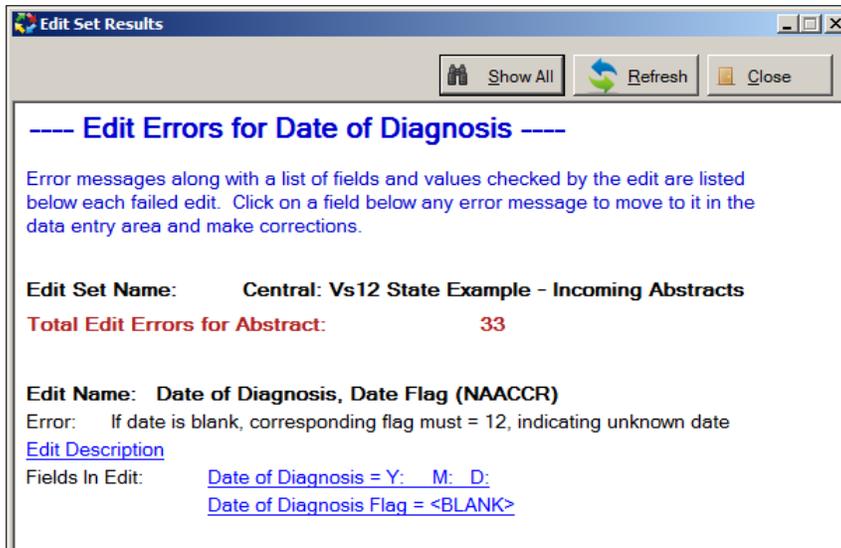
When greater detail regarding the edit is required to resolve the edit error, click on the **Edit Description link**, which expands to display the edit description; once opened, you can click anywhere to close the edit description:



- c. Edit errors can be viewed for the entire abstract, or just for individual fields. You can view **all edit errors** for the abstract as shown above by clicking on the EDITS icon on the toolbar

 right-clicking and selecting **Run Edits**, or by pressing **F8**.

Or you can choose to view **edit errors by individual data field** by right-clicking and selecting **Edits Information**, or by clicking **F2**. In the example shown, the edit errors for the individual field of Date of Diagnosis are being viewed:



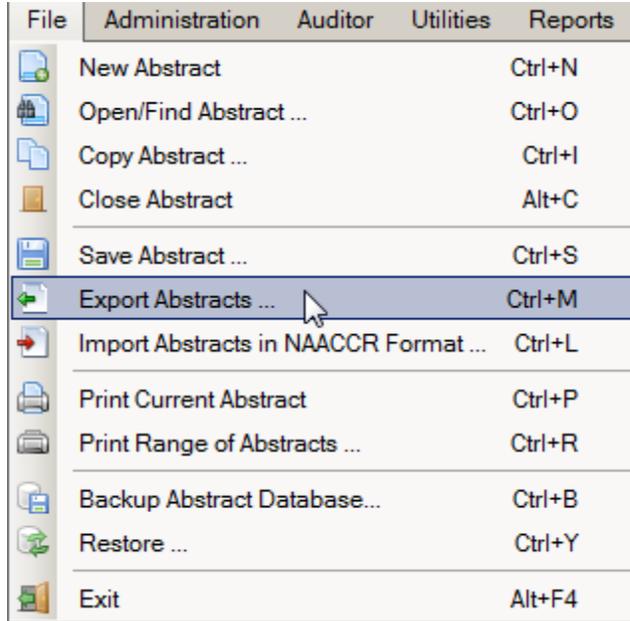
When viewing edit errors for an individual field, you can **switch** from the individual data field edit errors view to the all edit errors view by clicking on the **Show All**  button.



You can make corrections to fields by clicking on the links to the fields in the Edit Set Results windows. To see your corrections reflected, click the **Refresh**  button.

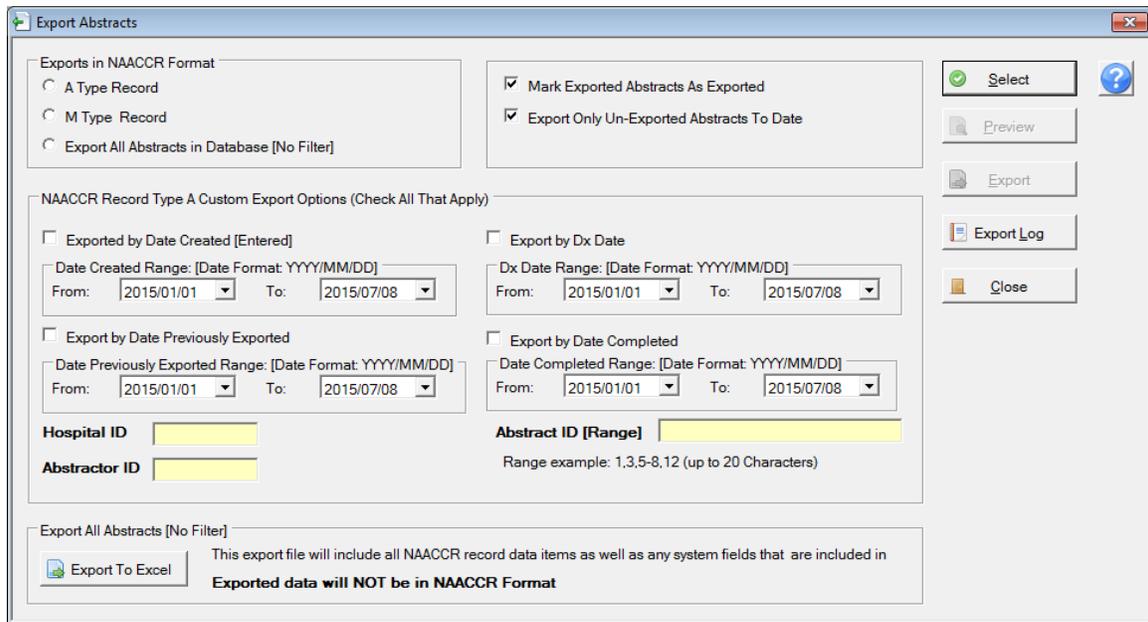
EXPORTING ABSTRACTS

1. Abstracts can be exported in three ways:
 - a. Click on the **File** menu, and select **Export Abstracts**.



- b. Click the **Export** icon on the tool bar .
- c. Use the keystroke **Ctrl+M**.

Result: The **Export Abstracts** window opens, and presents you with different options for exporting abstracts.





The **Mark Exported Abstracts as Exported** and **Export Only Un-Exported Abstracts To Date** options are selected by default and, should not be changed as these options will prevent re-export of previously exported abstracts, thus preventing reporting of duplicate abstracts to the PCR.

2. Click **A Type Record** and hit **Select**.

Result: The system displays the number of abstracts that meet the export criteria.



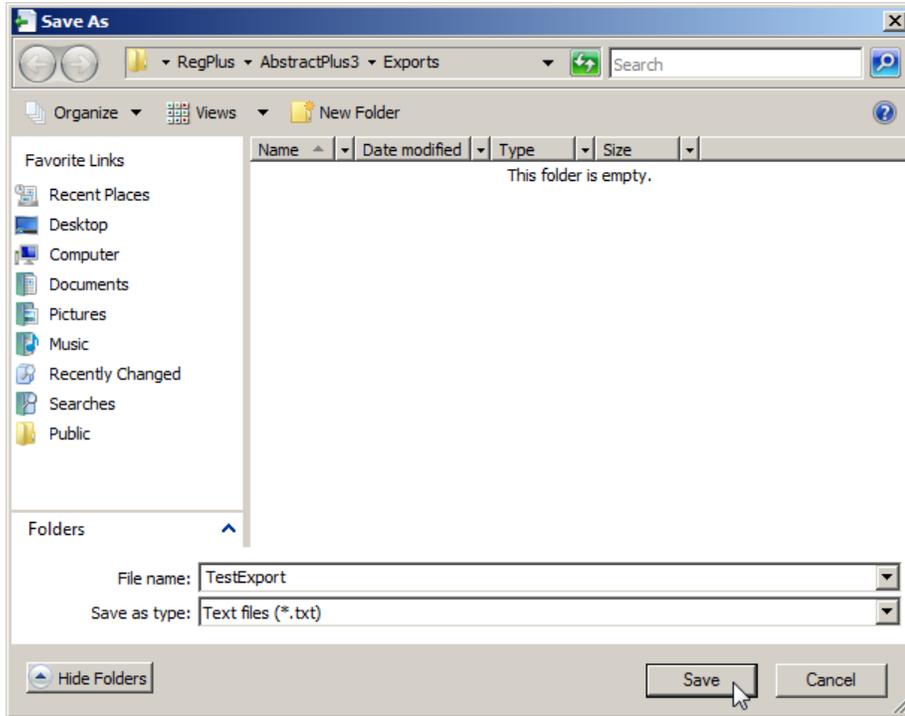
3. Click **OK**.

If you would like to see a list of the records to be exported, click on **Preview**.

AbsID	Abstractor	RepHospital	Acc Num Hosp	Seq Num Hosp	Name	Diagnosis Date
19	NAU	000000000			DOE, JOHN	
18	NAU	000000000		00	DOE, JOHN	20070223
1	NEW	000000001	199300268	02	HINKLE, PINKIE	20010510
2	NEW	000000001	199700343	02	BURKE, KIRK	20010628
3	NEW	000000001	199700343	03	BURKE, KIRK	20010628
4	NEW	000000001	200100506	01	DANCER, CANDY	20010523
5	HL	000000001	200101002	02	ATARMS, SARGENT	20010610
6	NEW	000000001	200101005	01	FLAG, ROYAL	20010610
7	NEW	000000001	200101005	02	FLAG, ROYAL	20010823
8	NEW	000000001	200101006	02	BRIDE, PRINCESS	20010610
9	NEW	000000001	200101006	03	BRIDE, PRINCESS	20010823
10	XXX	000000001	200101062	00	EDISON, THOMAS	20020921
11	NEW	000000001	200101067	01	DAYS, HAPPY	20010522
12	NEW	000000001	200101067	02	DAYS, HAPPY	20010522
13	12D	000000001	200101078	03	DRIVER, CABBY	20020401
14	12D	000000001	200101078	04	DRIVER, CABBY	20020401
15	HL	000000001	200102023	02	QUIGG, GEORGE	20010520
16	MJK	000000001	200102030	00	TYSON, JOHN	20010115
17	HL	000000001	200102033	01	MORTON, THEODOR	20010527

4. Click **Export**.

Result: The **Save As** window opens.



5. Enter your PCR four-digit Hospital ID#, the month/year and your initials with no spaces (for example: 1509jan15emr) in the File name box 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

Wednesday, June 30, 2010

File Name: C:\RegPlus\AbstractPlus3\Exports\TestExport2.txt

Date Export file created: 06/30/2010

Abstractor creating file: NAU

Count of records in file: 18

Selection used to create report: SELECT RepHosp, AccNumHosp, SeqNumHosp, NameX, PSite, MedRecNum, (Mid(DxDate,1,4) + Mid(DxDate,5,2) + Mid(DxDate,7,2)) as DxDate, (Mid(Date1stCont,1,4) + Mid(Date1stCont,5,2) + Mid(Date1stCont,7,2)) as Date1stCont, (Mid(DtCaseComp,1,4) + Mid(DtCaseComp,5,2) + Mid(DtCaseComp,7,2)) as DtCaseComp, (Mid(DateOffLoaded,1,4) + Mid(DateOffLoaded,5,2) + Mid(DateOffLoaded,7,2)) as DateOffLoaded FROM Abstracts ORDER BY RepHosp, AccNumHosp, SeqNumHosp

Rep Hosp	Acc Num Hosp	Seq	Name	Medical Rec Num	Primary Site	Diagnosis Date	Date 1st Contact	Case Complete	Date Off Loaded
000000000			DOE, JOHN						
000000001	199300268	02	HINKLE, PINKIE	9999999999	C421	20010510	20010510		
000000001	199700343	02	BURKE, KIRK	9999999999	C099	20010628	20010628		
000000001	199700343	03	BURKE, KIRK	9999999999	C421	20010628	20010628		
000000001	200100506	01	DANCER, CANDY	9999999999	C779	20010523	20010523		
000000001	200101002	02	ATARMS, SARGENT	9999999	C421	20010610	20010614		
000000001	200101005	01	FLAG, ROYAL	9999999	C446	20010610	20010614		

The PCR does not require a copy of this list. Based on your preference, you can either print the listing or save it as an electronic file following the below instructions. If you prefer to not save the listing, skip to #6.

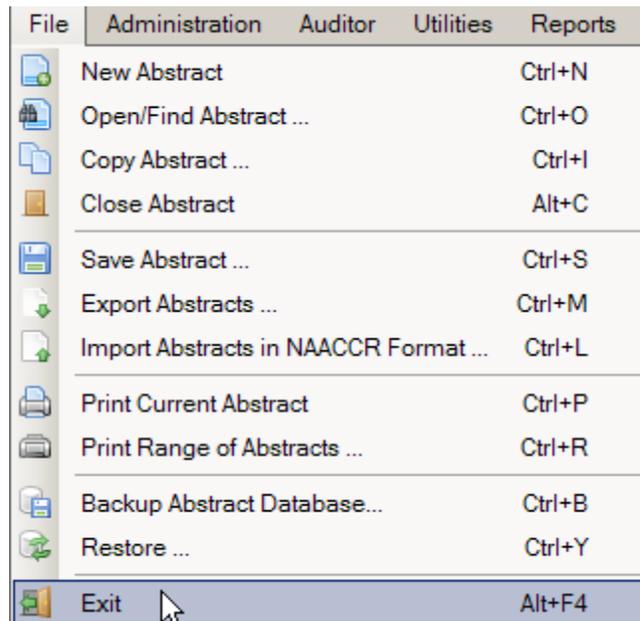
- Click on the Save and select Text File.
 - The Export Settings box will appear (All will be defaulted for page range).
 - Click on OK.
 - Tab down to File name:
 - Enter your PCR four-digit Hospital ID#, the month/year and the word *list* with no spaces (for example: 1509jan15list).
 - Click on **Save**.
6. **Close** the report preview and return to the Export Abstracts window.
7. Click close to exit the Export Abstracts window.

EXITING ABSTRACT PLUS AND USING THE BACKUP OPTION

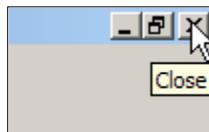
When logging off and exiting Abstract Plus, the application will prompt you to back up the current abstract database.

To log off, exit Abstract Plus and use the database backup option, complete these steps:

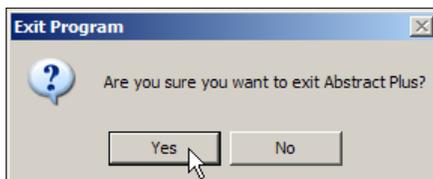
1. Exit Abstract Plus. This can be done in three ways:
 - a. Click on the **File** menu, and select **Exit**.



- b. Use the keystroke **Alt+F4**.
- c. Click the **X** in upper right corner of screen.

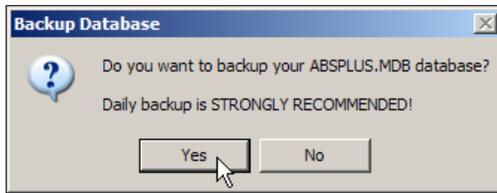


Result: The **Exit Program** window opens, and asks if you are sure you want to exit the program.



2. Click **Yes**.

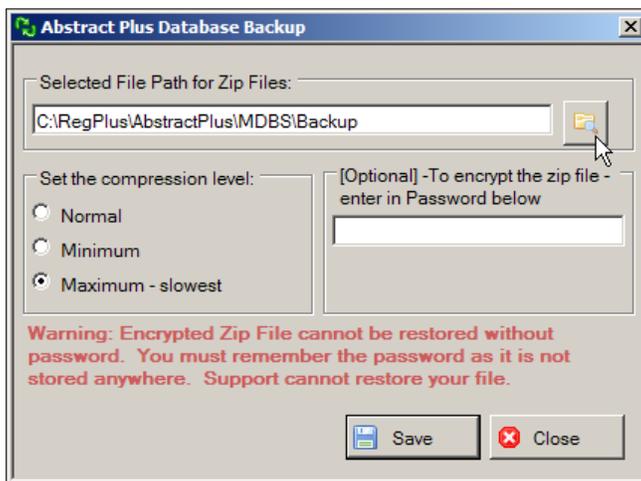
Result: The **Backup Database** window opens, and asks if you would like to backup your Abstract Plus abstracts database (ABSPLUS.MDB).



Although you can choose not to backup your database, it is **highly recommended** that you backup your database after finishing an abstracting session during which changes were made (abstracts were added, updated, or deleted). Note that the Backup and Restore Database menu options **are not available when using SQL Server database**.

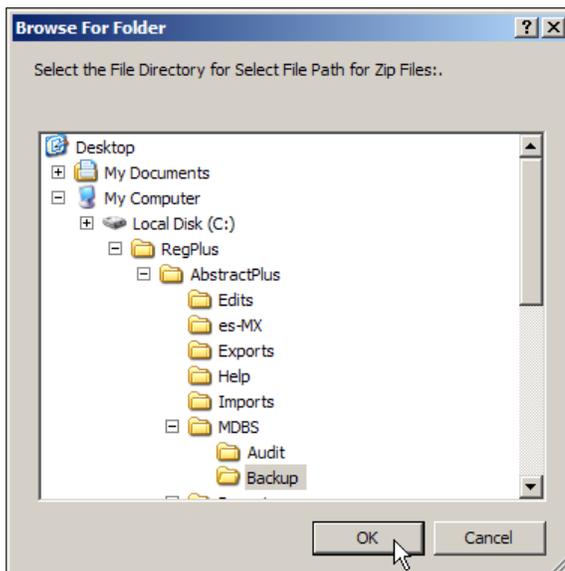
3. Click **Yes**.

Result: The **Abstract Plus Database Backup** window opens with defaults set.



4. To change the default path, navigate to and identify the location on your computer or network where you would like to save your backup file by clicking the **Folder** icon .

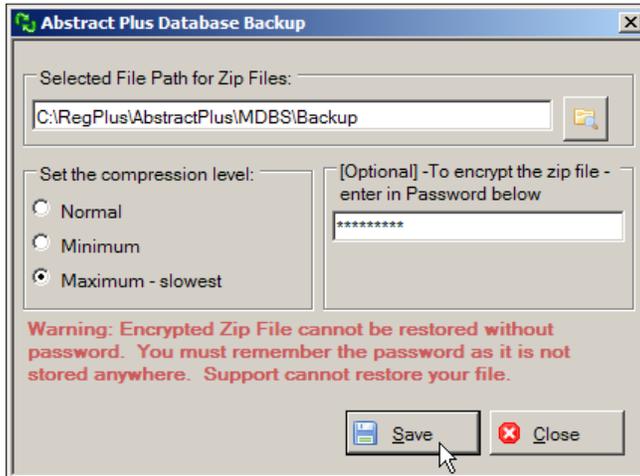
Result: The **Browse for Folder** window opens.





The default location for saving backup files is C:\RegPlus\AbstractPlus\MDBS\Backup. You may navigate to a different location if you so choose.

- To accept the default location for saving the backup, click **OK**.
- Click **Save** to create the backup (enter a password-optional).



If you choose to password-protect your backup file, the encrypted zip file **cannot** be restored without the specified password. It is very important that you remember this password!

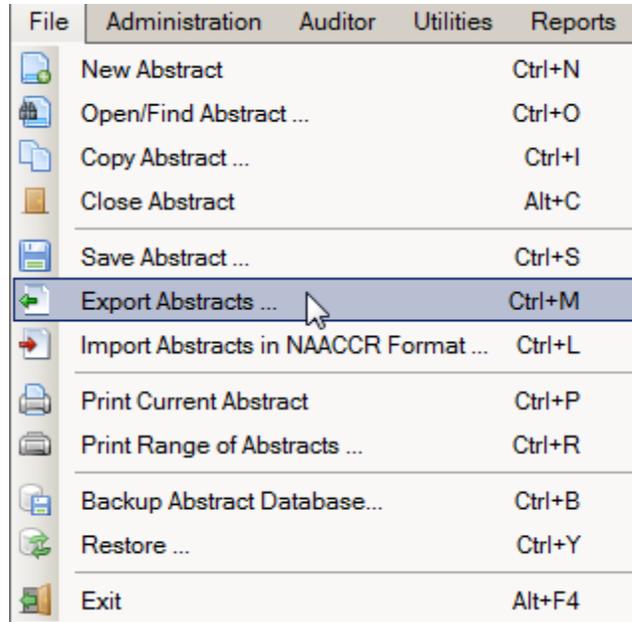
Result: The backup is saved in the zip file, and a confirmation window opens.

- Click **OK**.

Result: The Abstract Plus application **closes**.

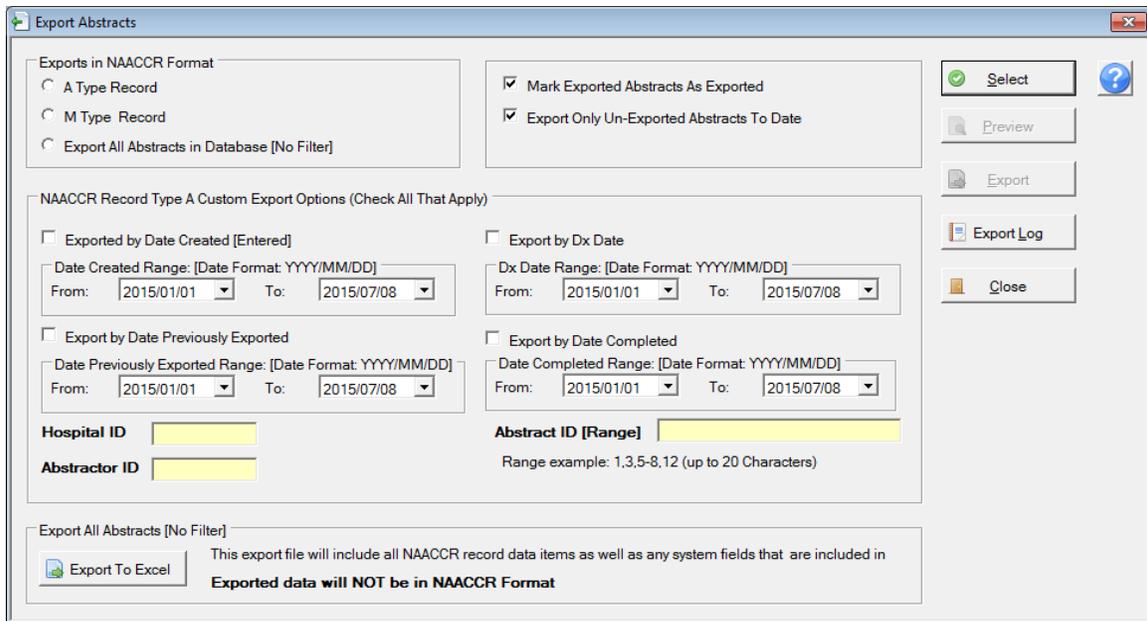
RE-EXPORTING PROCEDURE

1. Abstracts can be re-exported in three ways:
 - a. Click on the **File** menu, and select **Export Abstracts**.



- b. Click the **Export** icon on the tool bar .
 - c. Use the keystroke **Ctrl+M**.

Result: The **Export Abstracts** window opens, and presents you with different options for exporting abstracts.





The **Mark Exported Abstracts as Exported** and **Export Only Un-Exported Abstracts To Date** options are selected by default and, should not be changed as these options will prevent re-export of previously exported abstracts, thus preventing reporting of duplicate abstracts to the PCR.

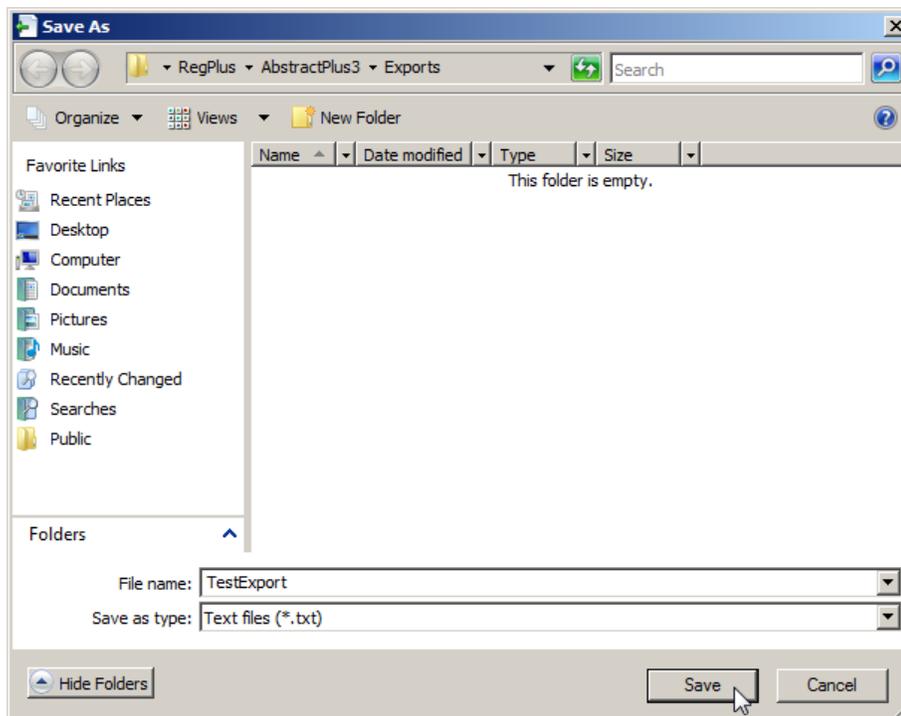
2. Select **A Type Record** and then select the export option **Export by Date Previously Exported**. Enter a date range to export previously exported, completed abstracts by the date they were previously exported.
3. Click on **Select**.

Result: The system displays the number of abstracts that meet the export criteria.



4. Click **Export**.

Result: The **Save As** window opens.



5. Enter your PCR four-digit Hospital ID#, the month/year and your initials with no spaces (for example: 1509jan15emr) in the File name box 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									
Wednesday, June 30, 2010									
File Name: C:\RegPlus\AbstractPlus3\Exports\TestExport2.txt									
Date Export file created: 06/30/2010									
Abtractor creating file: NAU									
Count of records in file: 18									
Selection used to create report: SELECT RepHosp, AccNumHosp, SeqNumHosp, NameX, PSite, MedRecNum, (Mid(DxDate,1,4) + Mid(DxDate,5,2) + Mid(DxDate,7,2)) as DxDate, (Mid(Date1stCont,1,4) + Mid(Date1stCont,5,2) + Mid(Date1stCont,7,2)) as Date1stCont, (Mid(DtCaseComp,1,4) + Mid(DtCaseComp,5,2) + Mid(DtCaseComp,7,2)) as DtCaseComp, (Mid(DateOffLoaded,1,4) + Mid(DateOffLoaded,5,2) + Mid(DateOffLoaded,7,2)) as DateOffLoaded FROM Abstracts ORDER BY RepHosp, AccNumHosp, SeqNumHosp									
Rep Hosp	Acc Num Hosp	Seq	Name	Medical Rec Num	Primary Site	Diagnosis Date	Date 1st Contact	Case Complete	Date Off Loaded
000000000			DOE, JOHN						
000000001	199300268	02	HINKLE, PINKIE	9999999999	C421	20010510	20010510		
000000001	199700343	02	BURKE, KIRK	9999999999	C099	20010628	20010628		
000000001	199700343	03	BURKE, KIRK	9999999999	C421	20010628	20010628		
000000001	200100506	01	DANCER, CANDY	9999999999	C779	20010523	20010523		
000000001	200101002	02	ATARMS, SARGENT	9999999	C421	20010610	20010614		
000000001	200101005	01	FLAG, ROYAL	9999999	C446	20010610	20010614		

The PCR does not require a copy of this list. Based on your preference, you can either print the listing or save it as an electronic file following the below instructions. If you prefer to not save the listing, skip to #6.

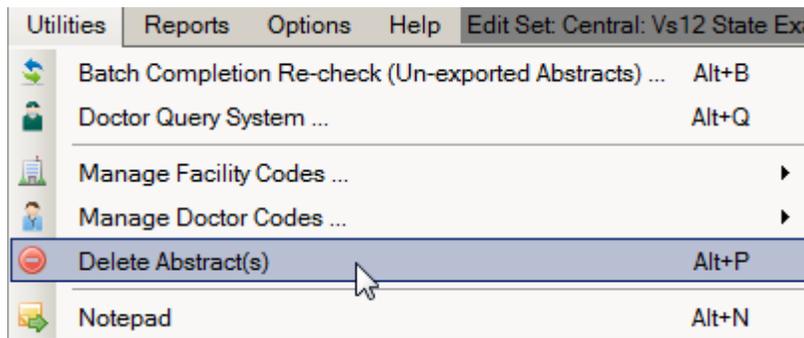
- Click on the Save and select Text File.
 - The Export Settings box will appear (All will be defaulted for page range).
 - Click on OK.
 - Tab down to File name:
 - Enter your PCR four-digit Hospital ID#, the month/year and the word *list* with no spaces (for example: 1509jan15list).
 - Click on **Save**.
6. **Close** the report preview and return to the Export Abstracts window.
 7. Click close to exit the Export Abstracts window.

DELETING ABSTRACTS

Abstract Plus allows you to delete abstracts from the abstract database. **This feature should be used with caution, as abstracts are permanently deleted from the database.**

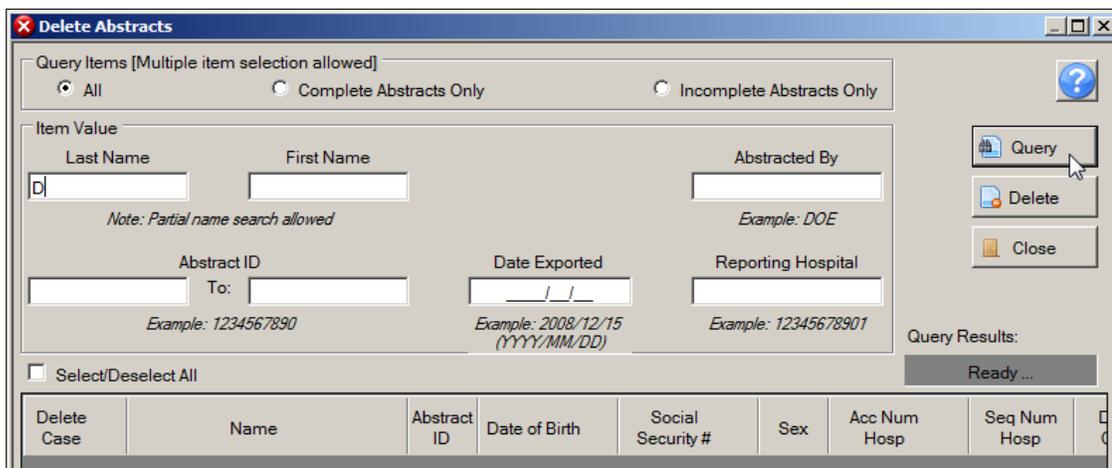
To delete an abstract, complete these steps:

1. Abstracts can be deleted in two ways:
 - a. Click on the **Utilities** menu, and select **Delete Abstract(s)**.



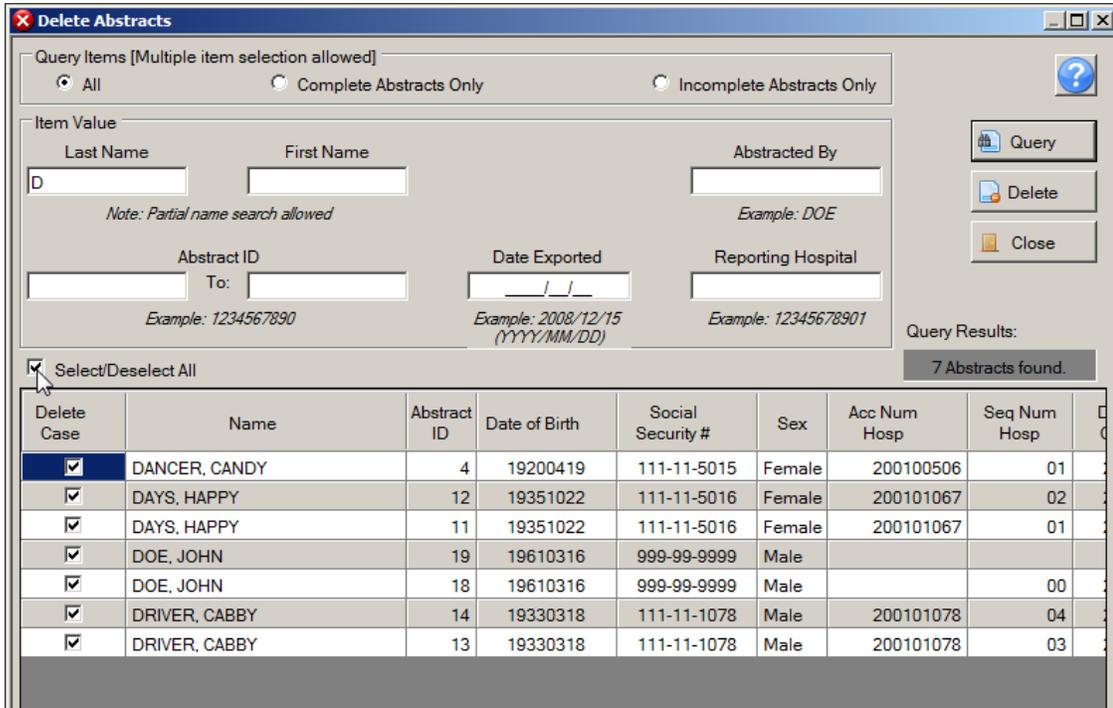
- b. Use the keystroke **Alt+P**

Result: The **Delete Abstracts** window opens.



2. Abstracts to be deleted can be searched for via various search criteria: patient name, Abstractor's initials, Abstract Reference ID, Reporting Facility, and export date.
3. Enter your search criteria, and click **Query**. In the example shown, the abstract for the patient named John Doe is being searched for and deleted, so a D is entered in the patient Last Name box.

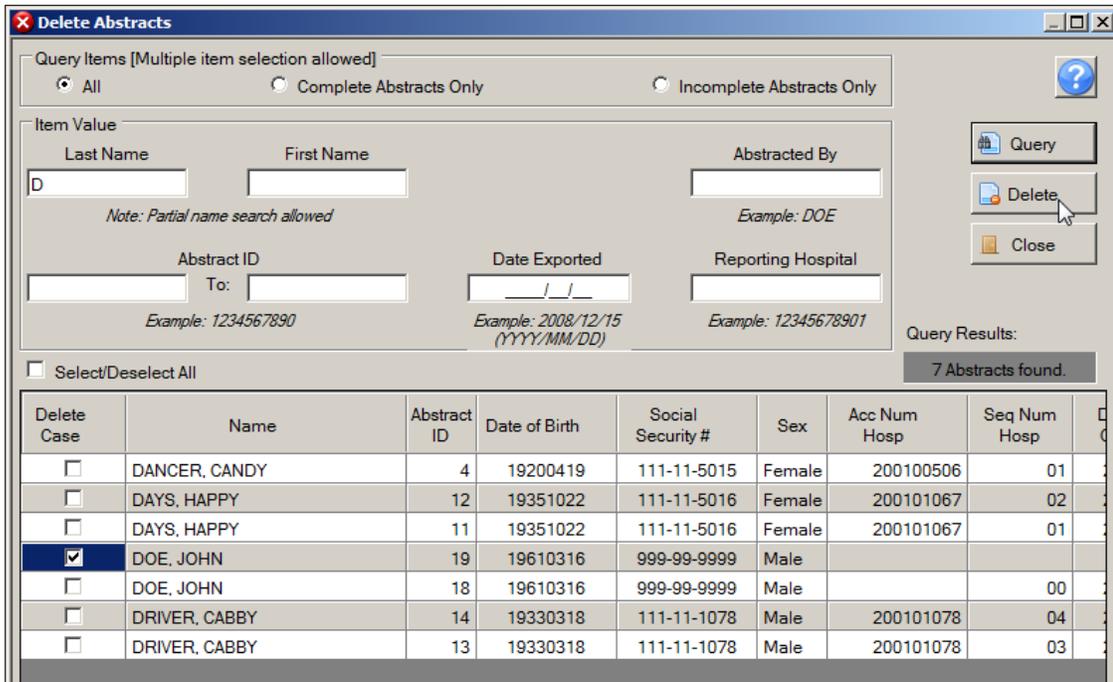
Result: Abstracts that match the specified search criteria are displayed in the lower portion of the window. Note that all abstracts listed are selected for deletion. In the example shown, all patient abstracts with the last name beginning with D are displayed and selected for deletion.



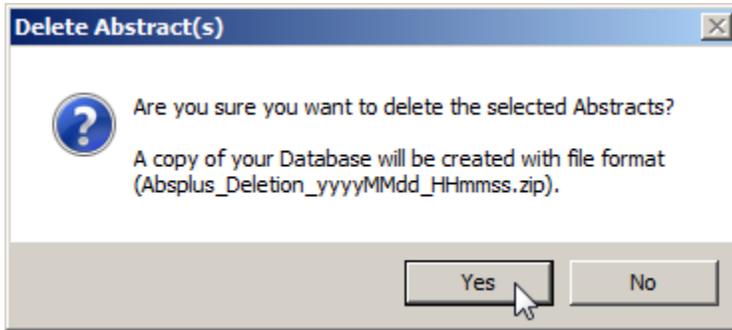
4. To select an individual abstract for deletion from the displayed list, click **Select/Deselect All**.

Result: All abstracts in the window are deselected.

5. Select individual abstracts for deletion by checking the **Delete Case** check box for the abstract(s), and clicking **Delete**.

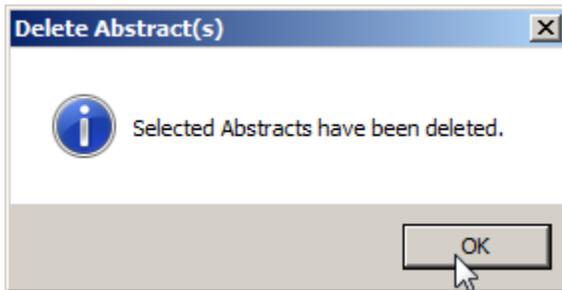


Result: The system verifies that you would like to delete the selected abstract(s), and creates a backup database.



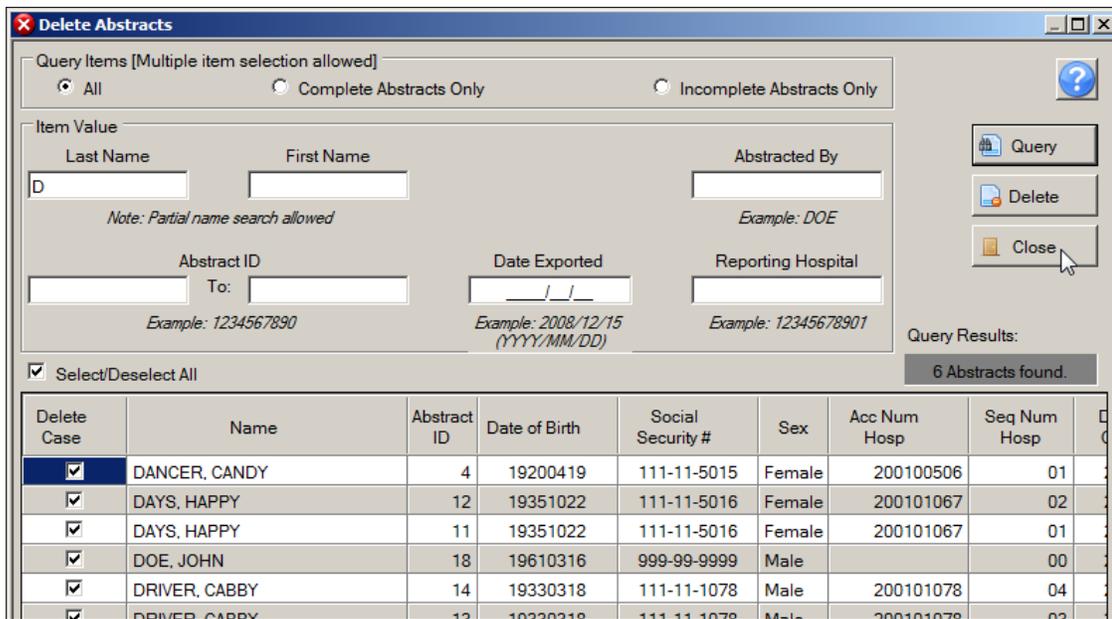
6. Click **Yes**.

Result: The system lets you know that the abstract has been deleted.



7. Click **OK**.

Result: You are returned to the Delete Abstracts window, where the abstract(s) has been deleted from the list.

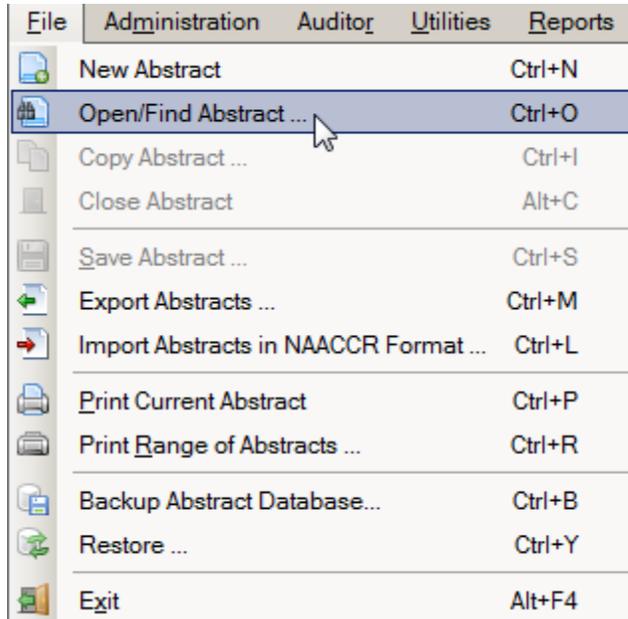


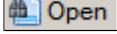
8. When you have finished deleting abstracts click **Close** to close the Delete Abstracts window.

SEARCH FOR AND OPENING AN EXISTING ABSTRACT

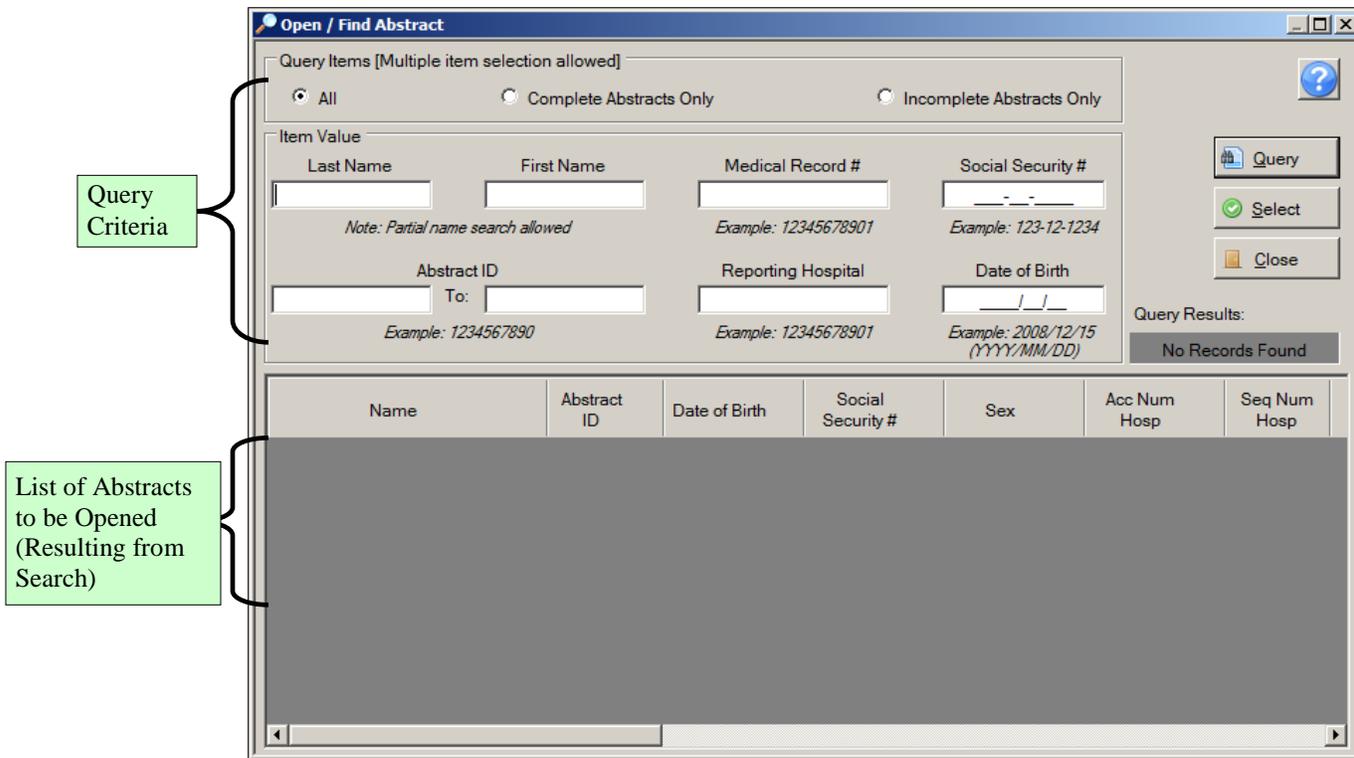
To find and open an existing abstract, complete these steps:

1. Existing abstracts can be searched for and opened in three ways:
 - a. Click on the **File** menu, and select **Open/Find Abstract**.



- b. Click the **Open** icon on the tool bar  .
 - c. Use the keystroke **Ctrl+O**.

Result: The **Open/Find Abstract** window opens.



The Open/Find Abstract window has two main sections. The **patient query area** is located in the upper portion of window, and the lower portion of the window displays the query results as a list of abstracts from which the abstract of interest can be opened. Abstracts listed can be queried by any combination of patient first and last names, medical record number, social security number, or date of birth, reporting hospital, or Abstract Reference ID. In addition, abstracts can be queried for by abstract completion status by clicking on the appropriate search option at the top of the window.



Tip If you click the Incomplete Abstracts Only search criteria option, only abstracts for which abstraction has not yet been completed will be displayed; this is very helpful for identifying abstracts yet to be completed.

The abstract list window includes these fields and column headings:

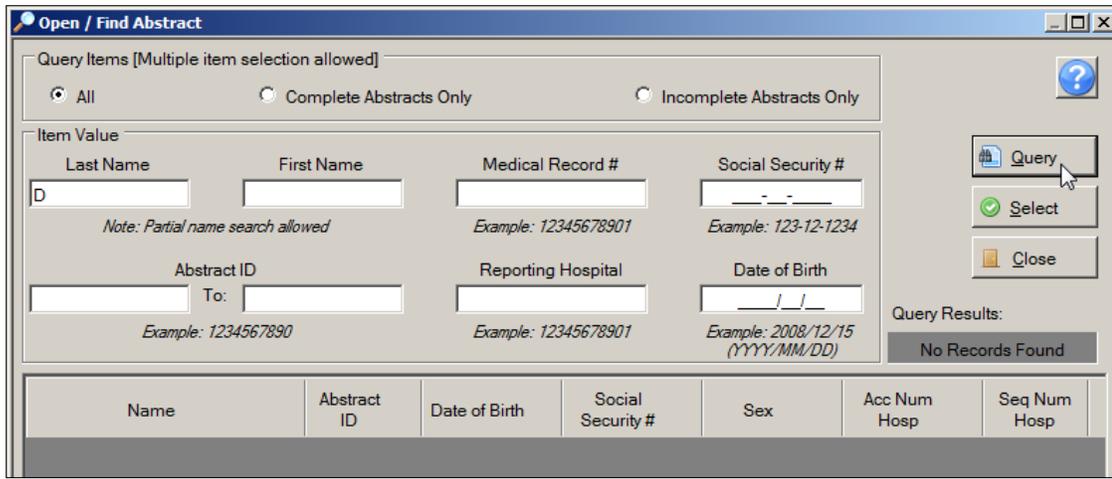
Columns	Description
Name	Name of Patient (Last, First)
Abstract ID	A system-generated number identifying the abstract
Date of Birth	Patient's date of birth
Social Security #	Patient's social security number
Sex	Patient's sex

Columns	Description
Acc Num Hosp	Hospital accession number reported by the audited facility for the reported tumor
Seq Num Hosp	Sequence number hospital reported by the audited facility for the reported tumor
Date 1 st Contact	Date of 1 st contact reported by the audited facility for the reported tumor
Diagnosis Date	Diagnosis date of the reported tumor
Primary Site	ICD-O-3 topography code describing the location of the reported tumor
Reporting Hospital	COC code for the reporting facility that reported the tumor
Laterality	Code for the side of a paired organ, or the side of the body on which the reported tumor originated
Hist/Beh ICDO3	ICD-O-3 histology and behavior codes for the reported tumor
Medical Record #	Patient's medical record number
Date Last Contact	Date last contact reported by the audited facility for the reported tumor
Vital Status	Patient's vital status
Abstract Status	The status of the reabstract---incomplete, complete, or held

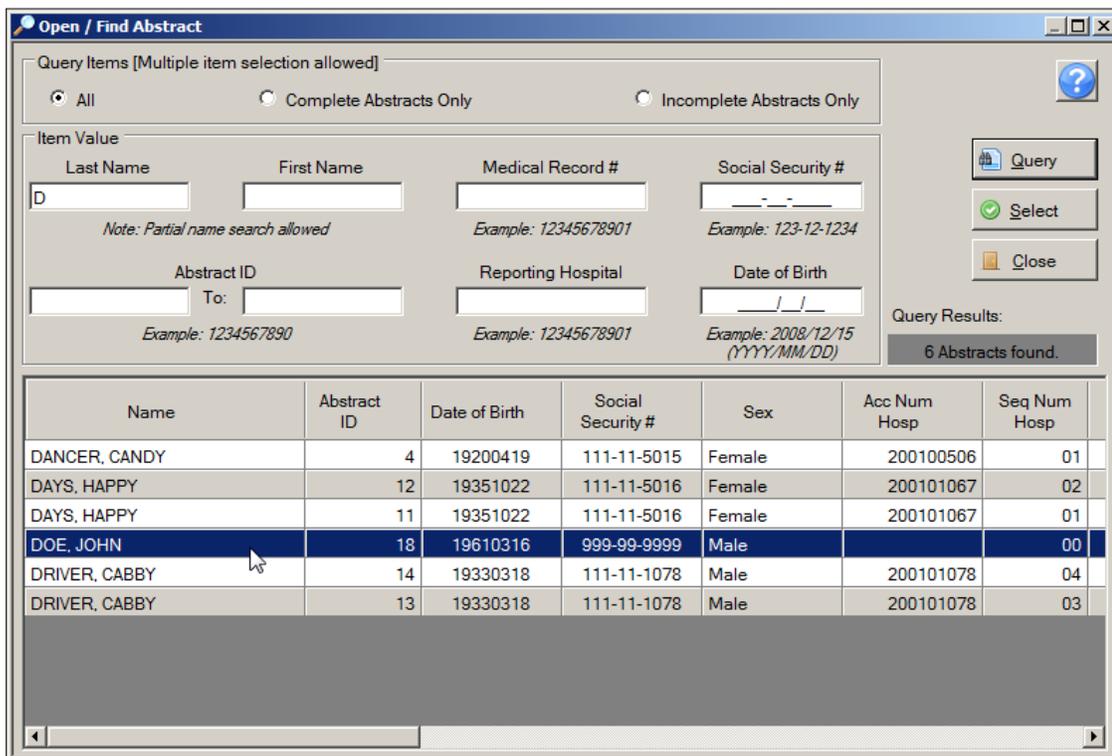


The order of the columns on the abstract list window may be modified. Simply left-click and hold on the column header, and slide the column to the desired position in the column viewing order.

- Query for a patient on the list of tumors to be opened. Enter the **first letter** of the patient's **last name** in the **Last Name search criteria** box on the Open/Find Abstract window, and click **Query**. You can also use any of the other available search criteria to search upon. In the example shown, the abstract being searched for is for a patient named John Doe, so a **D** is entered in the Last Name search criteria box.



Result: The Open/Find Abstract window presents the results of the query, and displays any potential matches in the tumor list window.



- From the abstracts listed, locate the abstract of interest **open the abstract**, either by **double-clicking** the row for the abstract, or select the row for the abstract and click **Select**.

Result: The **Abstract Plus Abstracting** window opens so that you can modify the abstract that has just been opened.

The screenshot displays the Abstract Plus V15.0 software interface. The main window is titled 'Abstract No. 18' and contains several data entry sections:

- PATIENT ID:** Name-Last (DOE), Name-First (JOHN), Name-Middle (M), Social Security Number (999-99-9999), Address (123 EAST MAIN ST, ATLANTA, GA - Georgia, 999999999, 087), Race (01 - White), and Spanish/Hispanic Origin (0 - Non-Spanish, non-Hispanic).
- DEMOGRAPHIC:** Date of Birth (1961/03/16), Birthplace (000), Sex (1 - Male), Text-Usual Occupation (FARMER), and Text-Usual Industry (FARMER/RANCHER).
- CANCER IDENTIFICATION:** Date of Diagnosis (2007/02/23).

On the right side, there is a vertical list of medical categories with associated dates and values:

- Physical Exam: 02/15/2007: 45 y
- X-Ray/Scans (In): None; no metast
- Scopes (Endosc):
- Lab Tests (Not C): 02/17/2007: PSA
- OP/Surgical Pro: 02/23/2007: TUF
- Pathology (Cytol): Adenocarcinom
- Primary Site Title: Prostate
- Histology Title (T): Adenocarcinom
- Staging Decision: 001 mm tumor, i
- Surgery (Surgic):

An 'Edit Set Results' window is open in the foreground, displaying the following information:

----- All Edit Errors -----
 Error messages along with a list of fields and values checked by the edit are listed below each failed edit. Click on a field below any error message to move to it in the data entry area and make corrections.

Edit Set Name: Central: Vs12 State Example - Incoming Abstracts
Total Edit Errors for Abstract: 0
No Missing Critical Fields.

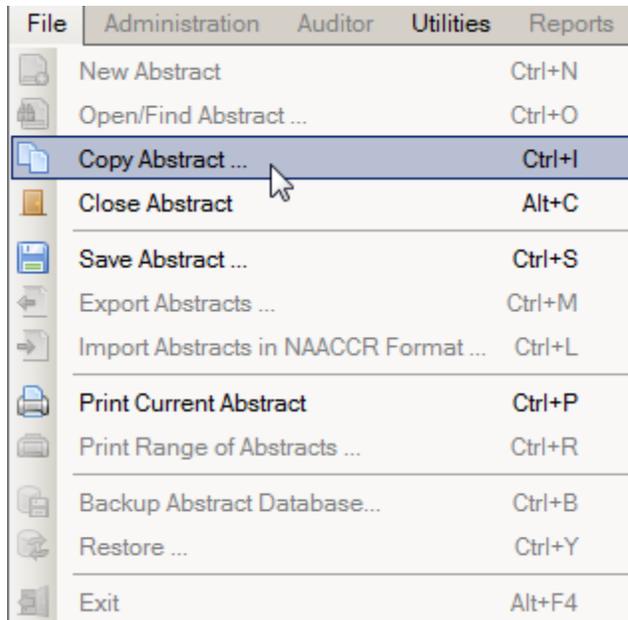
The status bar at the bottom indicates 'EDITS (Error Count=0) Completion Status: Yes 06/18/2010 NUSE'.

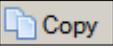
COPYING AN ABSTRACT

The copy feature is especially helpful for the reporting of patients with multiple primaries. Simply open the abstract for the first primary for the patient, copy the abstract, and then enter the tumor and treatment information for the subsequent primary tumor.

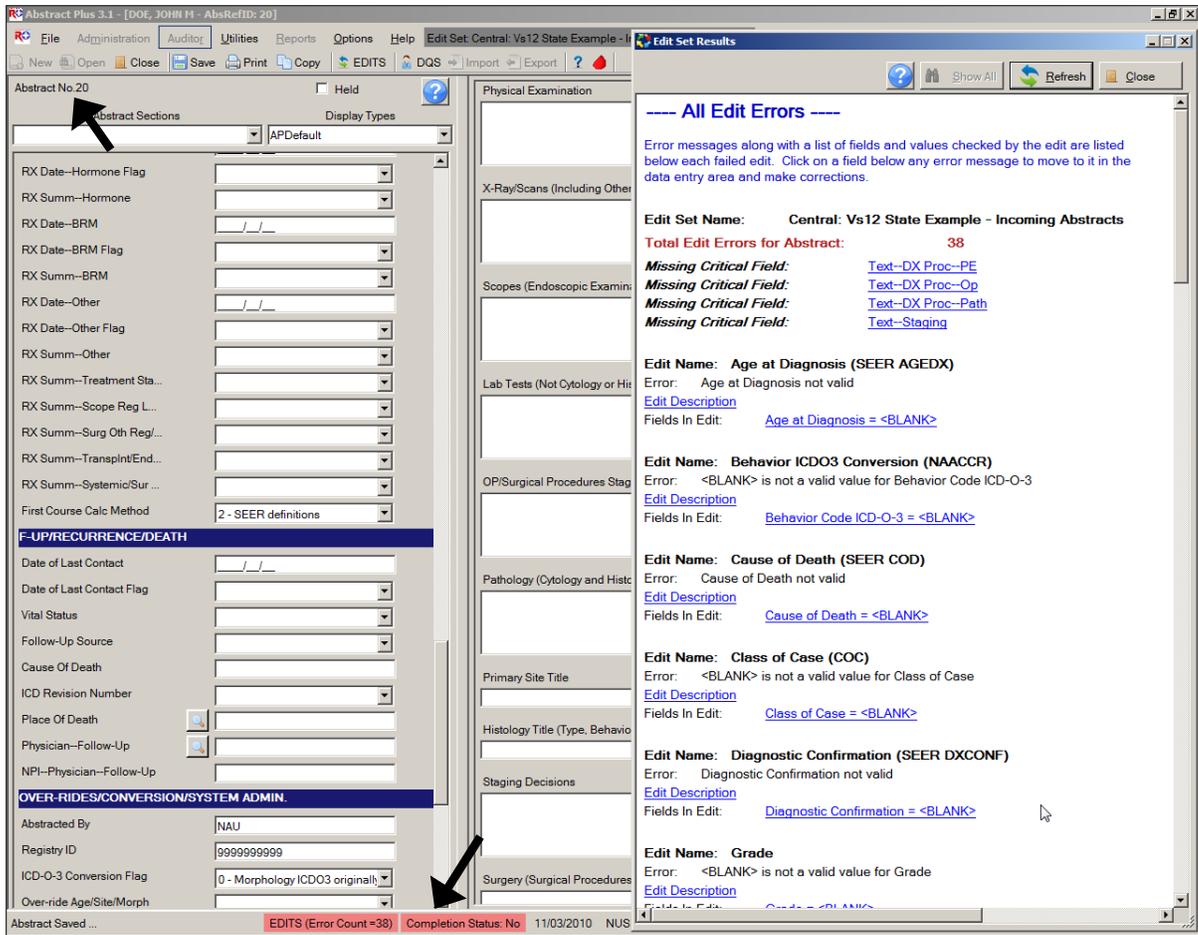
To copy an abstract, complete these steps:

1. Make sure that you have the abstract to be copied open in the abstracting window.
2. Abstracts can be copied in three ways:
 - a. Click on the **File** menu, and select **Copy Abstract**.



- b. Click the **Copy** icon on the tool bar .
- c. Use the keystroke **Ctrl+I**.

Result: The abstract is copied to a new Abstract Reference ID. **Note that only the patient demographics from the original abstract are copied into the new abstract**, so that you need only enter information regarding the tumor being abstracted. Edits are run, and the Edit error count and completion status indicators will indicate that there are errors (missing fields) for the abstract and that the abstract is incomplete.



- Once you have finished work on the newly copied abstract, **save** your work, and **close** the abstract.

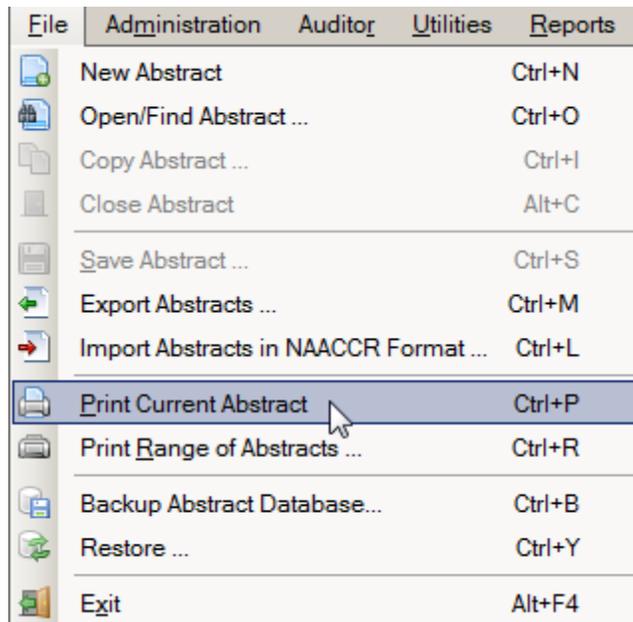
PRINTING ABSTRACTS

You can print any individual abstract that is open, or you can select one or more abstracts from your local database and print them. You can also choose to print the abstracts to a text file instead of sending them directly to a printer.

Printing an Open Abstract

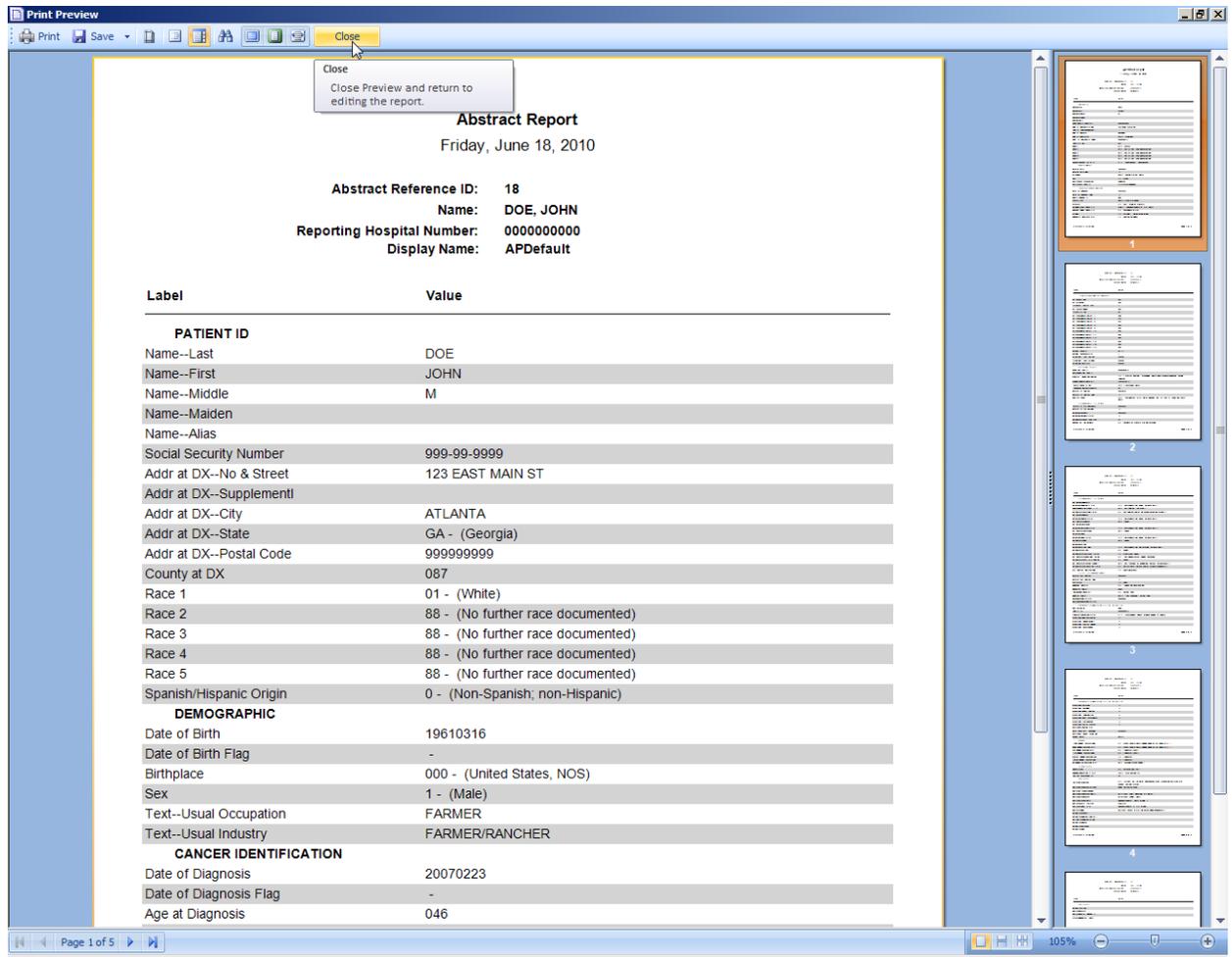
To print an individual abstract that is open, complete these steps:

1. Open abstract can be printed in three ways:
 - a. Click on the **File** menu, and select **Print Current Abstract**.



- b. Click the **Print** icon on the tool bar  .
 - c. Use the keystroke **Ctrl+P**.

Result: The Abstract Plus **Report Viewer** window opens with a print-preview of the abstract to be printed. Note that for the majority of fields, the coded value and the label are printed.

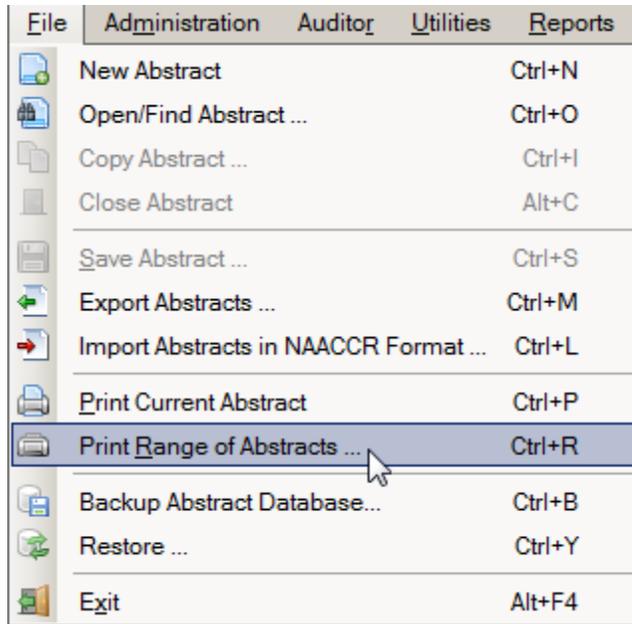


2. Click **Print** or **Save** to print or save the abstract in the format of your choice.
3. When you are done viewing/printing the abstract, click **Close**.

Printing a Range of Abstracts

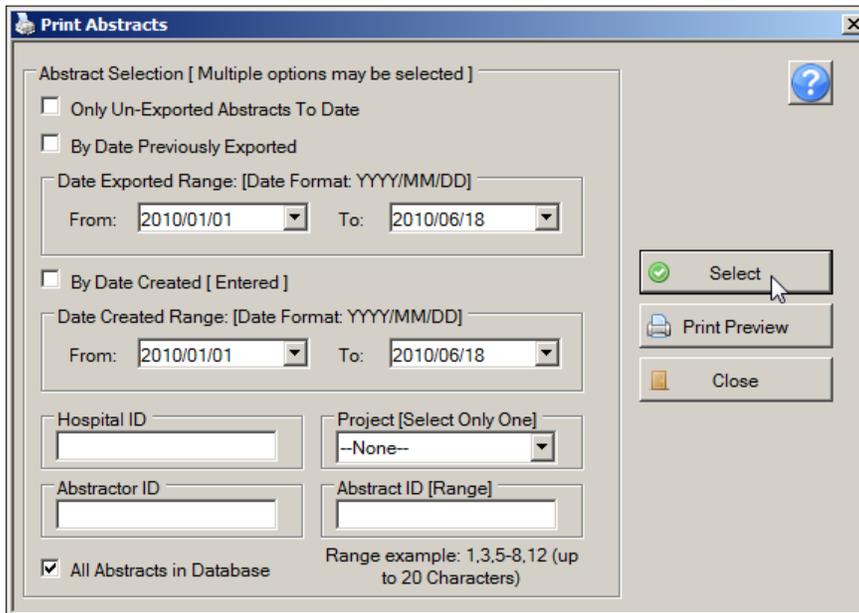
To print a range of abstracts, complete these steps:

1. Printing a range of abstracts can be done in two ways:
 - a. Click on the **File** menu, and select **Print Range of Abstracts**.



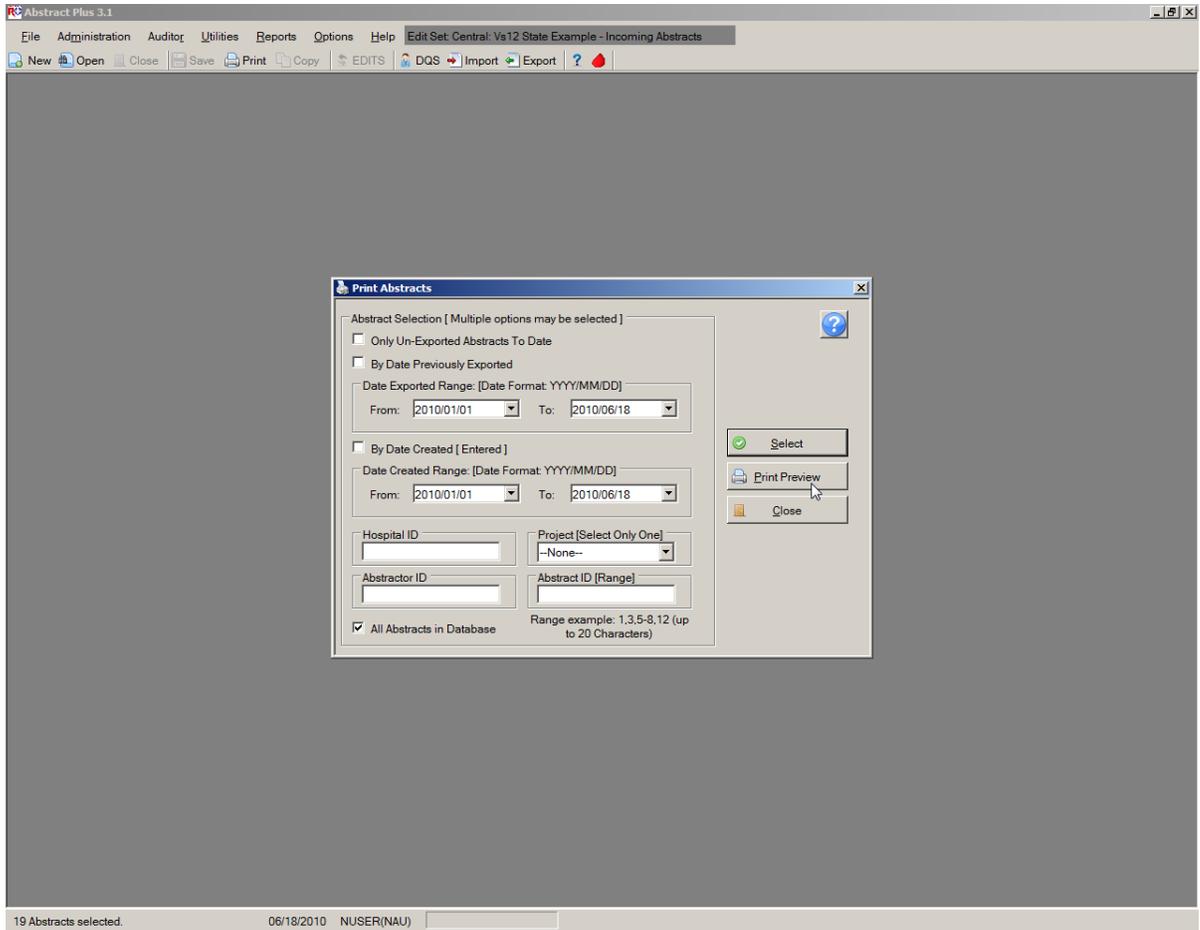
b. Use the keystroke **Ctrl+R**.

Result: The **Print Abstracts** window opens.



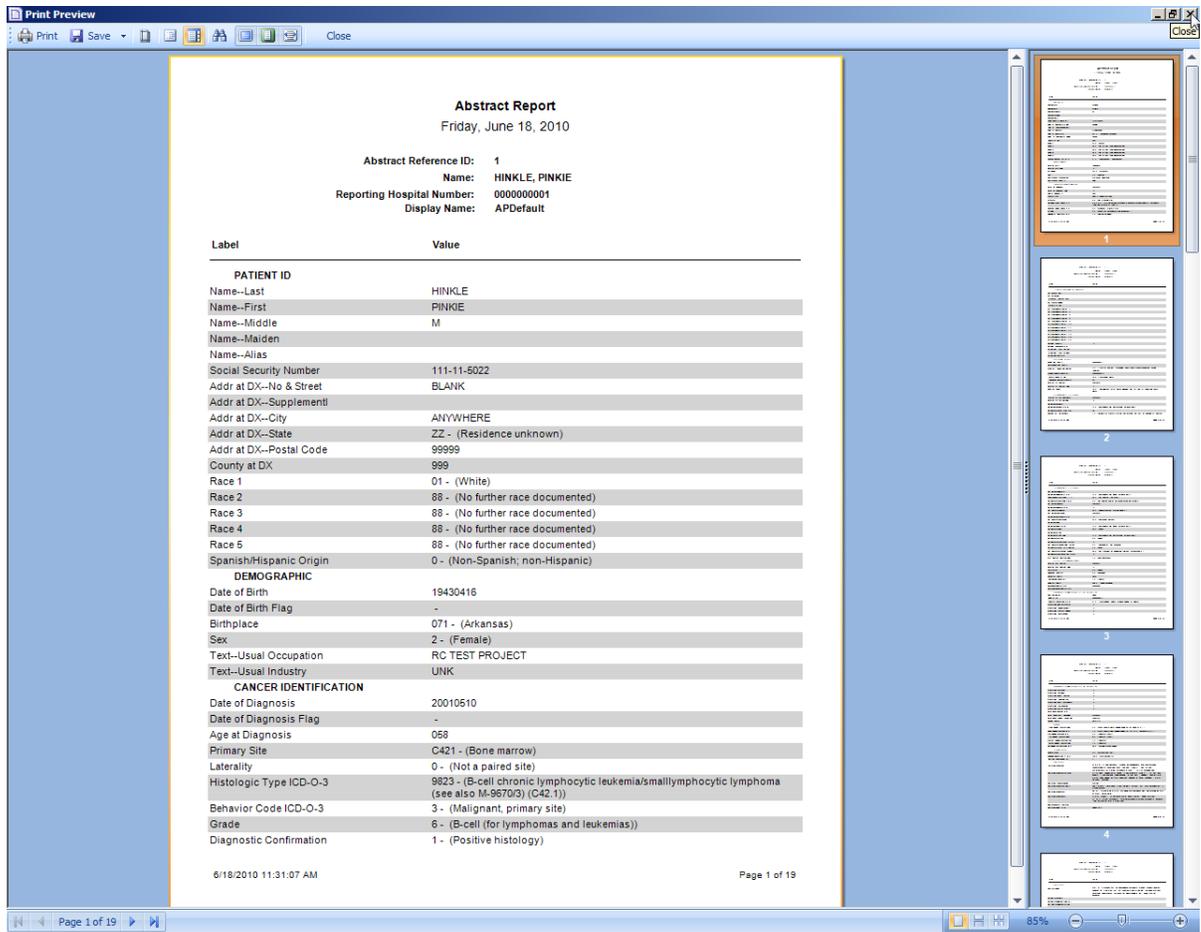
1. Enter the abstract selection criteria for the range of abstracts that you would like to print. You can select the only un-exported Abstracts To Date or All Abstracts in Database options, or you can select abstracts by date previously exported, date created, Facility or Project ID, Abstractor ID or AbsRefID. In the example shown the Select the All Abstracts in Database printing option is checked.
2. Click **Select**.

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



3. Click **Print Preview**.

Result: The **Report Viewer** window opens with the selected abstracts formatted for printing.



4. When you are done viewing the report, click **Print** to print the report, **Save** to save the report.
5. Click **Close** to close the report.
6. Close the Print Abstracts window.

REPORTS

The abstracting features of Abstract Plus are supported by a few standard, easy-to-understand reports that can help facilitate and track abstracting activities. The available abstract reports are described in the table below.

Report	Description
Accession Register	Includes a line listing of all abstracts in the database, sorted by reporting hospital and accession number
Patient Index	Includes a line listing of all abstracts in the database, sorted alphabetically by name
Selected Cases	Line listing report which includes abstracts based on user-specified criteria
Status Report (Count of Cases) Summary...	Includes the total number of complete and incomplete abstracts by export status within a user-specified date range
Completion Status of Abstracts by month	Includes abstract completion status by year and month of Date of Adm/1 st Contact within a user-specified date range

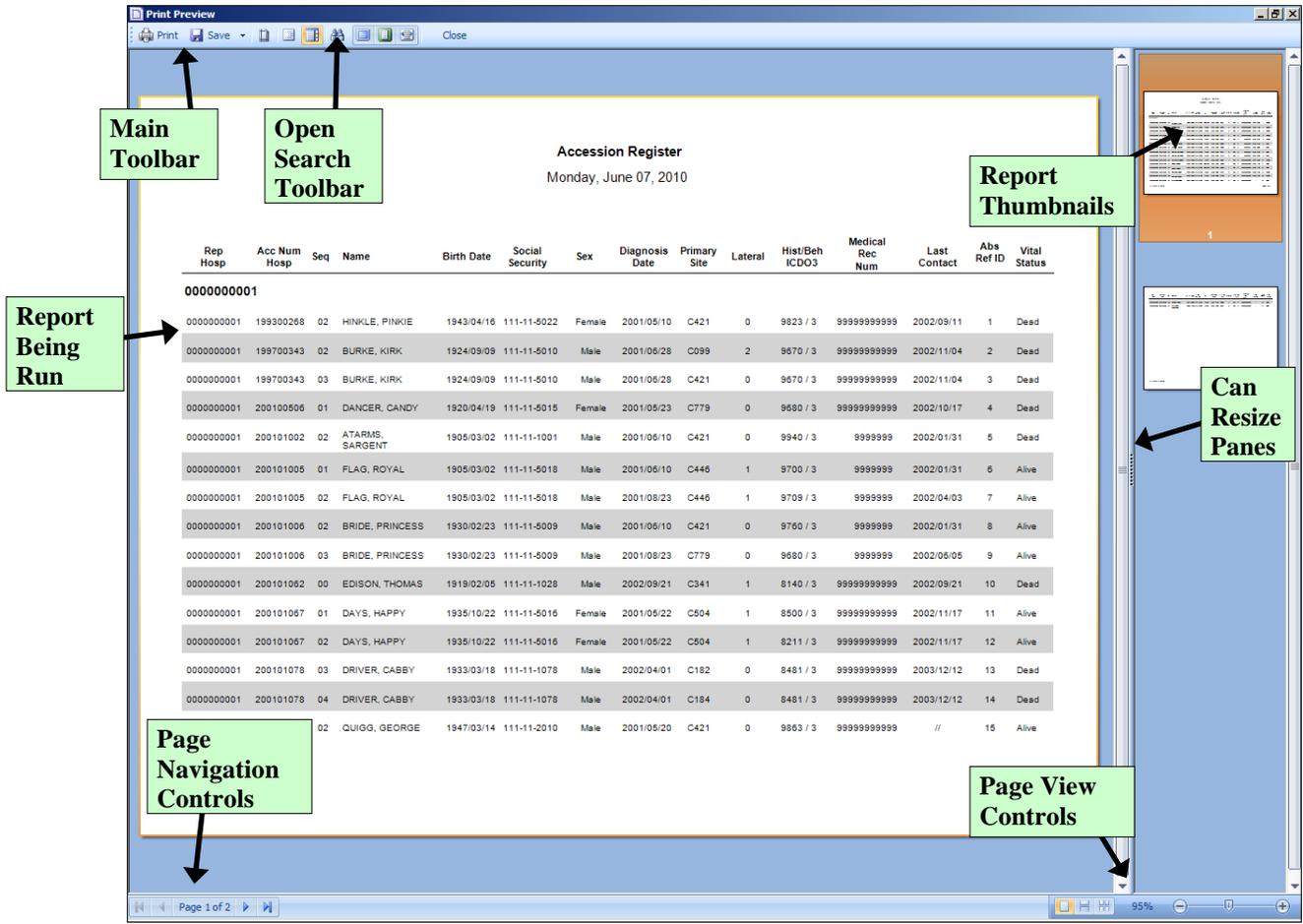
Opening Reports

To open any of the various abstract reports, complete these steps:

1. All abstract reports can be opened in two ways:
 - a. Click on the **Reports** menu, and select the report of interest.
 - b. Use the appropriate **keystroke** designated on the Reports menu to open the report of interest. For example, to open the Accession Register Report, use the keystroke Alt+Shift+A.

Result: The report of interest opens in the Abstract Plus **Report Viewer** window.

Viewing Reports – The Report Viewer Window



The Abstract Plus Report Viewer window is divided into two main sections: a window in which to view reports on the left, and a pane for viewing report thumbnails on the right. When you left-click and hold your mouse on the vertical divider bar in the center of the window, a splitter appears which you can drag to the left or right to resize the view report and thumbnails views.

The Main Toolbar

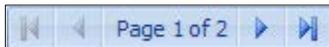


The Report Viewer Main Toolbar includes icons to print and save the report being viewed, as well as modify the current view of the report. The following table describes the function of each of the icons on the Main Toolbar, as well as listing keystroke equivalents where available for each function.

Icon	Keystroke	Function
	Ctrl+P	Print the report being viewed; opens the print dialog window
	Ctrl+O	Save the report being viewed to various file formats
	Ctrl+Shift+S	Change report page setup: size, orientation and margins

	Ctrl+B	Show/hide the tree of bookmarks of the report being viewed; bookmarks are displayed by default---if there are no bookmarks in the report the Report Viewer will automatically hide the tree of bookmarks
	Ctrl+T	Show/hide the thumbnail view of reports in the pane on the right
	Ctrl+F	Search; Open the Search Toolbar
	F2	View the report in full screen mode
	F3	View the report one page at-a-time
	F4	View the report 2 pages at-a-time
	No keystroke	View multiple pages of the report at-a-time; specify 1x2, 2x3, etc.
	F5	Control page width; when clicked report will enlarge to the page width of Report Viewer window
	No keystroke	Close a report

Page Navigation Controls

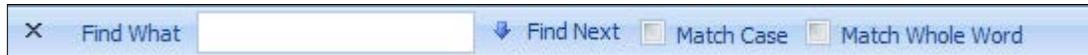


Report page navigation controls are located in the lower left-hand corner of the Report Viewer window and help you navigate through the various pages of the report being viewed. The following table describes the function of each of the page navigation controls.

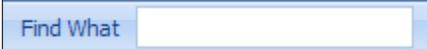
Control	Function
	View the first page of the report being viewed
	View the previous page of the report being viewed
	Lists the page number of the current page of the report being viewed
	View the next page of the report being viewed
	View the last page of the report being viewed

The Search Toolbar

The search panel is used to search for specific text within the report. To access feature, click the binocular icon  on the main toolbar.



When opened, the Search Toolbar is located in the lower left-hand corner of the Report Viewer window directly over the Page Navigation controls. The following table describes the function of each of the Search toolbar icons.

Icon	Function
	Closes the Search Toolbar
	Enter the term being searched for in the Find What box
	When clicked, searches the report and finds the next occurrence of the search term entered in the Find What box
	When checked, the search is repeated with case of the search term considered
	When checked, the search is repeated with only whole words of the search term considered

Page View Controls



Report page view controls are located in the lower right-hand corner of the Report Viewer window, and include icons to help you control how many pages of the report to view, as well as to zoom in or out on the current report being viewed. The following table describes the function of each of the page view controls.

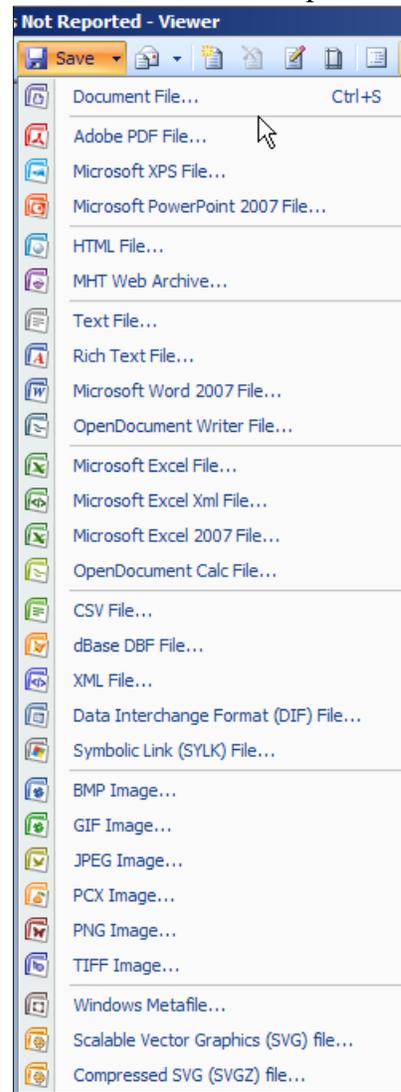
Control	Keystroke	Function
	Shift+F2	Single Page: View the report one page at-a-time
	Shift+F3	Continuous: View the report with all pages displayed continuously
	Shift+F4	Multiple Pages: based on the selected zoom, all possible pages are displayed to fill the viewer window

	<p>No keystroke</p>	<p>Selected Zoom: View the report at the percent size specified</p>
---	---------------------	---

Saving Reports

In order to facilitate the utilization of the information included in the Abstract Plus reports, Abstract Plus offers an extensive number of file formats in which the reports can be saved. You can save the reports in different file formats in order to further analyze or format the data included differently, or you can save the report as an image file to be placed in documents and presentations.

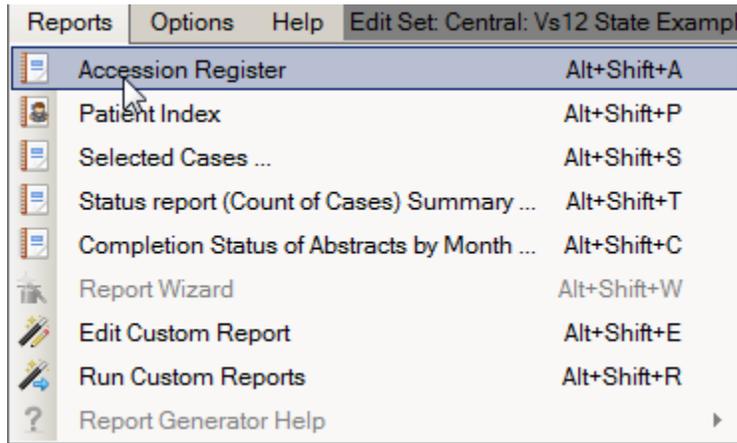
You can save your report in any of the file formats listed under the Save As icon on the Main Toolbar of the Report Viewer:



Accession Register Report

To run the Accession Register report, complete these steps:

1. The Accession Register report can be opened in two ways:
 - a. Click on the **Reports** menu, and select **Accession Register**.



- b. Use the keystroke **Alt+Shift+A**.

Result: The **Accession Register** report opens in the Report Viewer window. Notice that the accession numbers are displayed in ascending order and grouped by the reporting hospital.

Accession Register														
Monday, June 07, 2010														
Rep Hosp	Acc Num Hosp	Seq	Name	Birth Date	Social Security	Sex	Diagnosis Date	Primary Site	Lateral	Hist/Beh ICDO3	Medical Rec Num	Last Contact	Abs Ref ID	Vital Status
000000001														
000000001	199300268	02	HINKLE, PINKIE	1943/04/16	111-11-5022	Female	2001/05/10	C421	0	9823 / 3	99999999999	2002/09/11	1	Dead
000000001	199700343	02	BURKE, KIRK	1924/09/09	111-11-5010	Male	2001/06/28	C099	2	9670 / 3	99999999999	2002/11/04	2	Dead
000000001	199700343	03	BURKE, KIRK	1924/09/09	111-11-5010	Male	2001/06/28	C421	0	9670 / 3	99999999999	2002/11/04	3	Dead
000000001	200100506	01	DANCER, CANDY	1920/04/19	111-11-5015	Female	2001/05/23	C779	0	9680 / 3	99999999999	2002/10/17	4	Dead
000000001	200101002	02	ATARMS, CAROL	1905/03/02	111-11-1001	Male	2001/06/10	C421	0	9940 / 3	9999999	2002/01/31	5	Dead

The Accession Register report includes these fields:

Columns	Description
Rep Hosp	COC code for the reporting facility of the abstract
Acc Num Hosp	Hospital Accession Number for the tumor
Seq	Hospital Sequence Number for the tumor
Name	Name of Patient (Last, First)
Birth Date	Patient's date of birth
Social Security	Patient's social security number
Sex	Patient's sex
Diagnosis Date	Diagnosis date of the tumor

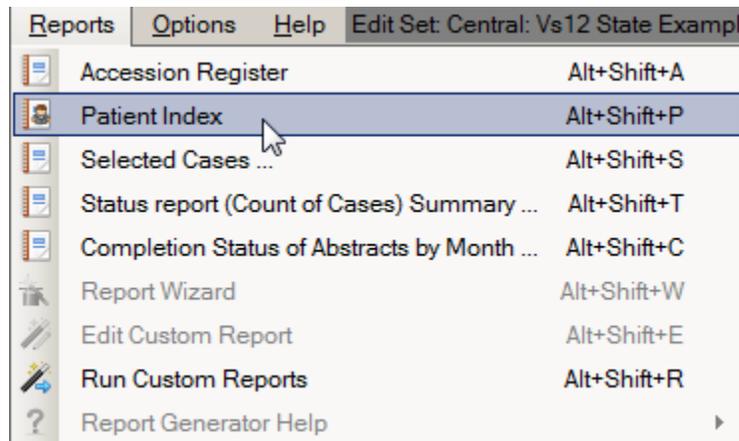
Columns	Description
Primary Site	ICD-O-3 topography code describing the location of the tumor
Lateral	Laterality code for the laterality of the tumor
Hist/Beh ICDO3	ICD-O-3 histology and behavior codes for the tumor
Medical Rec Num	Patient's medical record number
Last Contact	Date of Last Contact with the patient
Abs Ref ID	A unique, system-generated number identifying the abstract
Vital Status	Patient's vital status

- When you are done viewing the report, click **Print** to print the report, **Save** to save the report, or **Close** to close the report.

Patient Index Report

To run the Patient Index report, complete these steps:

- The Patient Index report can be opened in two ways:
 - Click on the **Reports** menu, and select **Patient Index**.



- Use the keystroke **Alt+Shift+P**.

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

Patient Index														
Monday, June 07, 2010														
Rep Hosp	Acc Num Hosp	Seq	Name	Birth Date	Social Security	Sex	Diagnosis Date	Primary Site	Lateral	Hist/Beh ICDO3	Medical Rec Num	Last Contact	Abs Ref ID	Vital Status
0000000001	200101002	02	ATARMS, SARGENT	1905/03/02	111-11-1001	Male	2001/06/10	C421	0	9940 / 3	9999999	2002/01/31	5	Dead
0000000001	200101006	02	BRIDE, PRINCESS	1930/02/23	111-11-5009	Male	2001/06/10	C421	0	9760 / 3	9999999	2002/01/31	8	Alive
0000000001	200101006	03	BRIDE, PRINCESS	1930/02/23	111-11-5009	Male	2001/08/23	C779	0	9680 / 3	9999999	2002/06/05	9	Alive
0000000001	199700343	02	BURKE, KIRK	1924/09/09	111-11-5010	Male	2001/06/28	C099	2	9670 / 3	9999999999	2002/11/04	2	Dead
0000000001	199700343	03	BURKE, KIRK	1924/09/09	111-11-5010	Male	2001/06/28	C421	0	9670 / 3	9999999999	2002/11/04	3	Dead

The Patient Index report includes these fields:

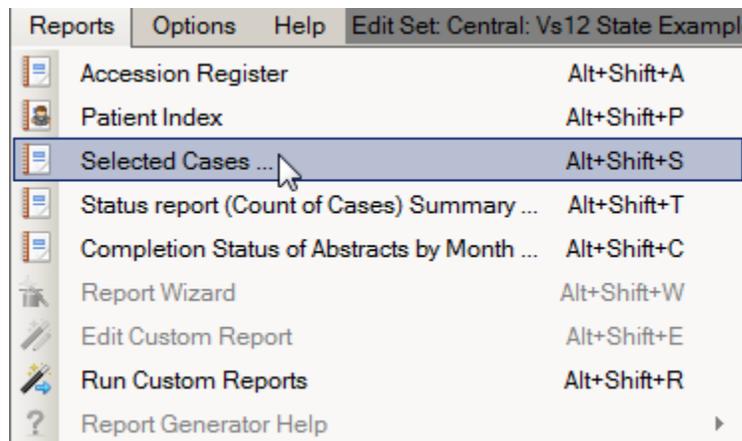
Columns	Description
Rep Hosp	COC code for the reporting facility of the abstract
Acc Num Hosp	Hospital Accession Number for the tumor
Seq	Hospital Sequence Number for the tumor
Name	Name of Patient (Last, First)
Birth Date	Patient's date of birth
Social Security	Patient's social security number
Sex	Patient's sex
Diagnosis Date	Diagnosis date of the tumor
Primary Site	ICD-O-3 topography code describing the location of the tumor
Lateral	Laterality code for the laterality of the tumor
Hist/Beh ICDO3	ICD-O-3 histology and behavior codes for the tumor
Medical Rec Num	Patient's medical record number
Last Contact	Date of Last Contact with the patient
Abs Ref ID	A unique, system-generated number identifying the abstract
Vital Status	Patient's vital status

- When you are done viewing the report, click **Print** to print the report, **Save** to save the report, or **Close** to close the report.

Selected Cases Report

To run the Selected Cases report, complete these steps:

- The Selected Cases report can be opened in two ways:
 - Click on the **Reports** menu, and select **Selected Cases**.



- Use the keystroke **Alt+Shift+S**.

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

The screenshot shows a software window titled "Selected Cases Report". At the top, there are radio buttons for "All" (selected), "Complete Abstracts Only", and "Incomplete Abstracts Only". Below this is a section for "Item Value" with several input fields: "Last Name", "First Name", "Medical Record #", "Social Security #", "Abstract ID" (with "1" and "5" entered and "To:" between them), "Reporting Hospital", and "Date of Birth". Each field has an example value below it. To the right of the input fields are three buttons: "Query" (highlighted with a mouse cursor), "Report", and "Close". Below the input fields is a "Select/Deselect All" checkbox and a "Query Results:" label with a button that says "No Records Found". At the bottom, there is a table header with columns: "Report Case", "Name", "Abstract ID", "Date of Birth", "Social Security #", "Sex", "Acc Num Hosp", and "Seq Num Hosp". The table body is currently empty.

2. Enter report **selection criteria**, and click **Query**. Available report selection criteria include patient last name, first name, medical record number, social security number, and date of birth, as well as Abstract Reference ID, reporting hospital, and abstract completion status. In the example shown, the report criterion of Abstract Reference ID numbers 1 to 5 is being specified.

Result: The system displays the cases that meet the entered criteria in the query result window.



You can further restrict the cases included in the report by un-checking the **Report Case** checkbox in the left-most column of the query window for those cases you would like to exclude from the report.

3. Click **Report**.

Result: The **Selected Cases report** opens in the Report Viewer window. 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.

Selected Cases
Monday, June 07, 2010

Selection used to create report: `SELECT NameX, ABSTRACTS.AbsRefID, BirthDate, (Mid(SocSec,1,3) + '-' + Mid(SocSec,4,2) + '-' + Mid(SocSec,6,4)) as SocSec, Switch (Sex = '1','Male',Sex='2','Female',Sex='3','Other (hermaphrodite)',Sex='4','Transsexual',Sex='9','Not Stated/Unknown') AS Sex, AccNumHosp, SeqNumHosp, Date1stCont, DxDate, PSite, RepHosp, Lateral, (HistTypelCDO3 + '/' + BehaviorCDO3) AS HistTypelCDO3, MedRecNum, DateLastContact, Switch(VitalStatus = '1','Alive',VitalStatus = '0','Dead',VitalStatus = "",) AS VitalStatus FROM ABSTRACTS WHERE ABSTRACTS.AbsRefID between 1 AND 5 ORDER BY NAMEX`

Rep Hosp	Acc Num Hosp	Seq	Name	Birth Date	Social Security	Sex	Diagnosis Date	Date 1st Contact	Primary Site	Lat	Hist/Beh ICDO3	Medical Rec Num	Last Contact	Abs RefID	Vital Status
0000000001	200101002	02	ATARMS, SARGENT	19050302	111-11-1001	Male	20010610	20010614	C421	0	9940 / 3	9999999	20020131	5	Dead
0000000001	199700343	03	BURKE, KIRK	19240909	111-11-5010	Male	20010628	20010628	C421	0	9670 / 3	99999999999	20021104	3	Dead
0000000001	199700343	02	BURKE, KIRK	19240909	111-11-5010	Male	20010628	20010628	C099	2	9670 / 3	99999999999	20021104	2	Dead
0000000001	200100506	01	DANCER, CANDY	19200419	111-11-5015	Female	20010523	20010523	C779	0	9680 / 3	99999999999	20021017	4	Dead
0000000001	199300268	02	HINKLE, PINKIE	19430416	111-11-5022	Female	20010510	20010510	C421	0	9823 / 3	99999999999	20020911	1	Dead

The Selected Cases report includes these fields:

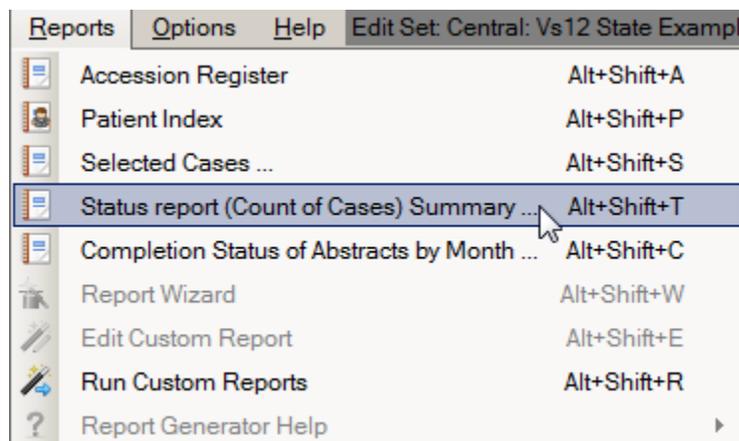
Columns	Description
Rep Hosp	COC code for the reporting facility of the abstract
Acc Num Hosp	Hospital Accession Number for the tumor
Seq	Hospital Sequence Number for the tumor
Name	Name of Patient (Last, First)
Birth Date	Patient's date of birth
Social Security	Patient's social security number
Sex	Patient's sex
Diagnosis Date	Diagnosis date of the tumor
Date 1 st Contact	Date of first contact with the patient
Primary Site	ICD-O-3 topography code describing the location of the tumor
Lateral	Laterality code for the laterality of the tumor
Hist/Beh ICDO3	ICD-O-3 histology and behavior codes for the tumor
Medical Rec Num	Patient's medical record number
Last Contact	Date of Last Contact with the patient
AbsRefID	A unique, system-generated number identifying the abstract
Vital Status	Patient's vital status

- When you are done viewing the report, click **Print** to print the report, **Save** to save the report, or **Close** to close the report.

Status Report (Count of Cases) Summary

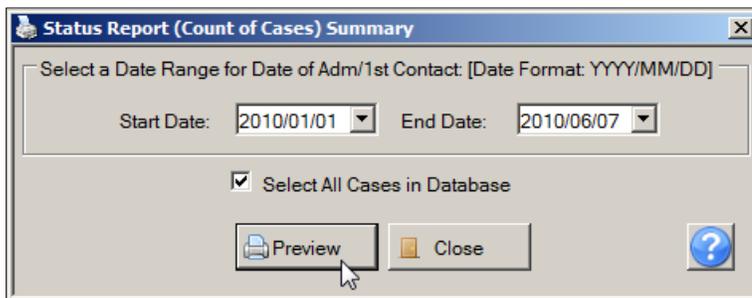
To run the Status Report (Count of Cases) Summary report, complete these steps:

- Status Report (Count of Cases) Summary report can be opened in two ways:
 - Click on the **Reports** menu, and select **Status report (Count of Cases) Summary**.



- b. Use the keystroke **Alt+Shift+T**.

Result: The system displays a window where you enter a date range, or select all cases in the database for the report.



2. Enter the desired **date range**, or check the Select All Cases in Database check box to include all abstracts in the database, and click **Preview**. In the example shown all abstracts in the database are being included in the report.

Result: The **Status Report (Count of Cases) Summary report** opens in the Report Viewer window displays the summary information for the abstracts.

Status Report (Count of Cases) Summary (All Cases in Database)			
	Exported	Unexported	Total
Number Complete	0	0	0
Number Incomplete	0	17	17
Grand Total	0	17	17

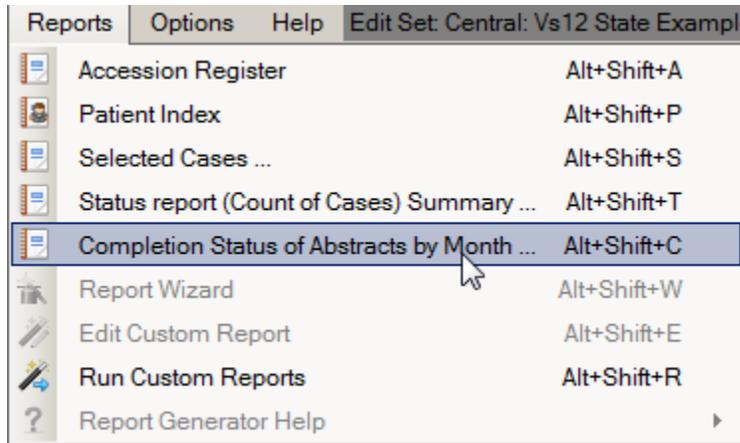
The Status Report (Count of Cases) Summary report includes the number of incomplete and complete abstracts, stratified by abstract export status.

3. When you are done viewing the report, click **Print** to print the report, **Save** to save the report, or **Close** to close the report.

Completion Status of Abstracts by Month

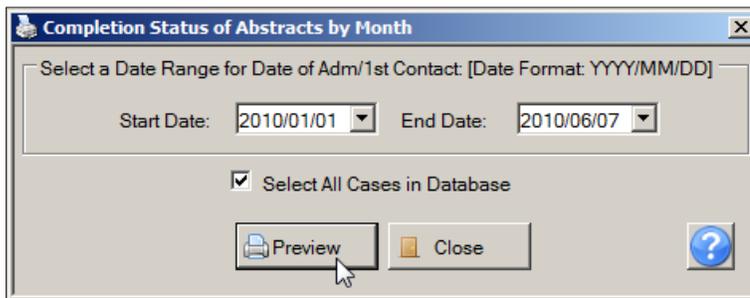
To run the Completion Status of Abstracts by Month report, complete these steps:

1. The Completion Status of Abstracts by Month report can be opened in two ways:
 - a. Click on the **Reports** menu, and select **Completion Status of Abstracts by Month**.



b. Use the keystroke **Alt+Shift+C**.

Result: The system displays a window where you enter a date range, or select all cases in the database for the report.



1. Enter the desired **date range**, or check the Select All Cases in Database check box to include all abstracts in the database, and click **Preview**. In the example shown all abstracts in the database are being included in the report.

Result: The **Completion Status of Abstracts by Month report** opens in the Report Viewer window displays the summary information for the abstracts.

Completion Status of Abstracts by Month				
(All Cases in Database)				
Monday, June 07, 2010				
Year	Month	Completed	Incomplete	Total
2007 AND earlier				
		0	17	17
Total		0	17	17
Grand Total		0	17	17

The Completion Status of Abstracts by Month report includes the number of incomplete and complete abstracts, stratified by diagnosis month or year, depending on the range of dates specified.

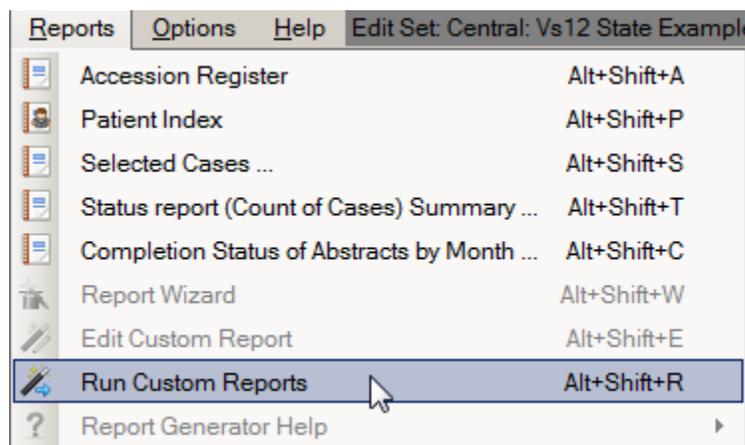
- When you are done viewing the report, click **Print** to print the report, **Save** to save the report, or **Close** to close the report.

Running Custom Reports

Abstract Plus offers an all-new custom reports feature. This feature is being implemented in phases. In the first release custom reports that have been generated by the Abstract Plus Development team at CDC can be opened by Abstract Plus users. The various other custom report features, such as being able to generate your own report or modify an existing one, will be implemented in future versions of Abstract Plus.

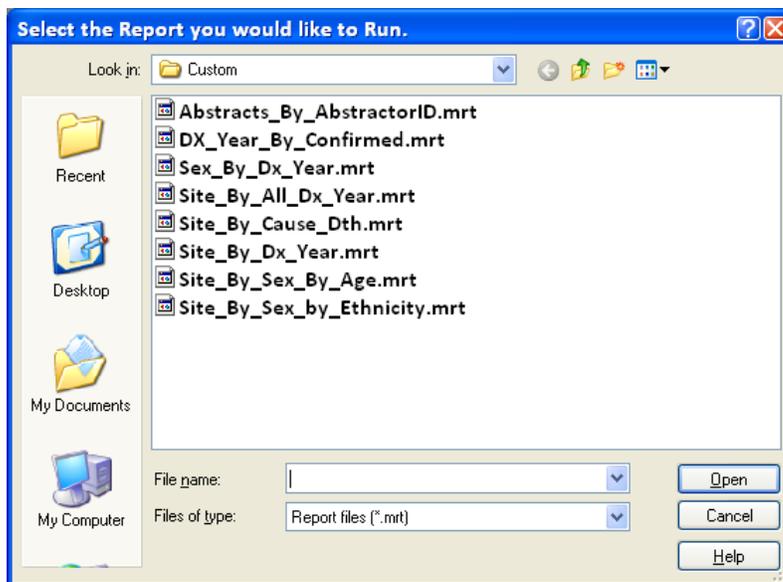
To open and view a custom report, complete these steps:

- The custom report can be opened in two ways:
 - Click on the **Reports** menu, and select **Run Custom Reports**.



- Use the keystroke **Alt+Shift+R**.

Result: The **Select the Report you would like to Run** window opens.



- Select the custom report you would like to open and click **Open**.

Result: The **selected report opens** in the Abstract Plus Report viewer window.

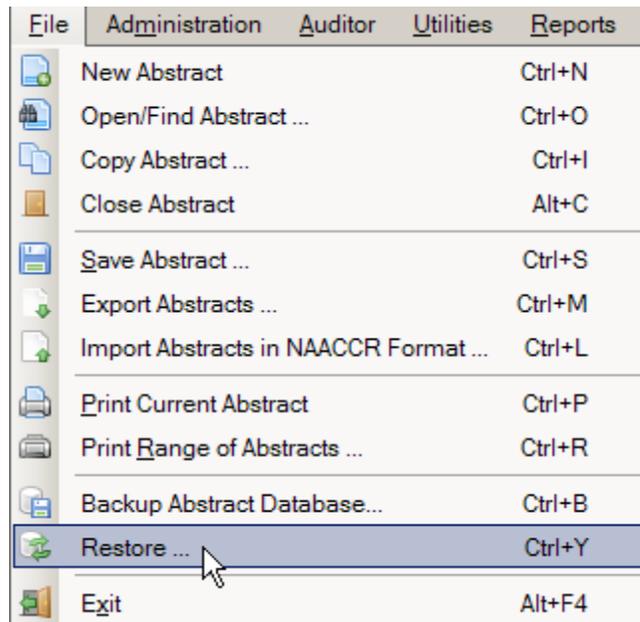
3. When you are done viewing the report, click **Print** to print the report, **Save** to save the report, or **Close** to close the report.

USING THE RESTORE OPTION

In the event that your Abstract Plus abstracts database (ABSPLUS.MDB) is corrupted, if you have used the Backup option to backup your database you will be able to restore your database using the Restore option. The Restore option allows you to go back to a file that you saved with the same Abstract Plus version on a date when you encountered no problems. This is why it is so strongly recommended that you back up your work when exiting the application.

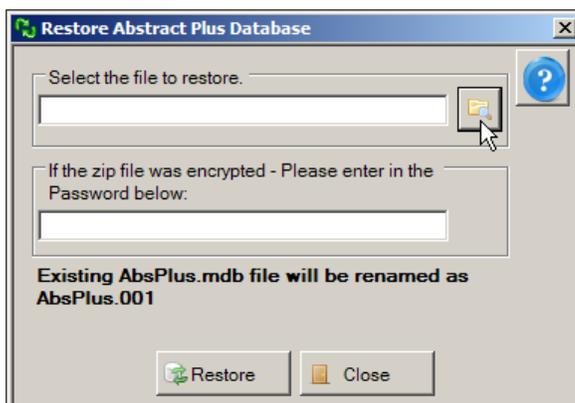
To use the Restore option to restore your Abstract Plus abstract database to an earlier saved backup, complete these steps:

1. Open the Restore Database window. This can be done in two ways:
 - c. Click on the **File** menu, and select **Restore**.



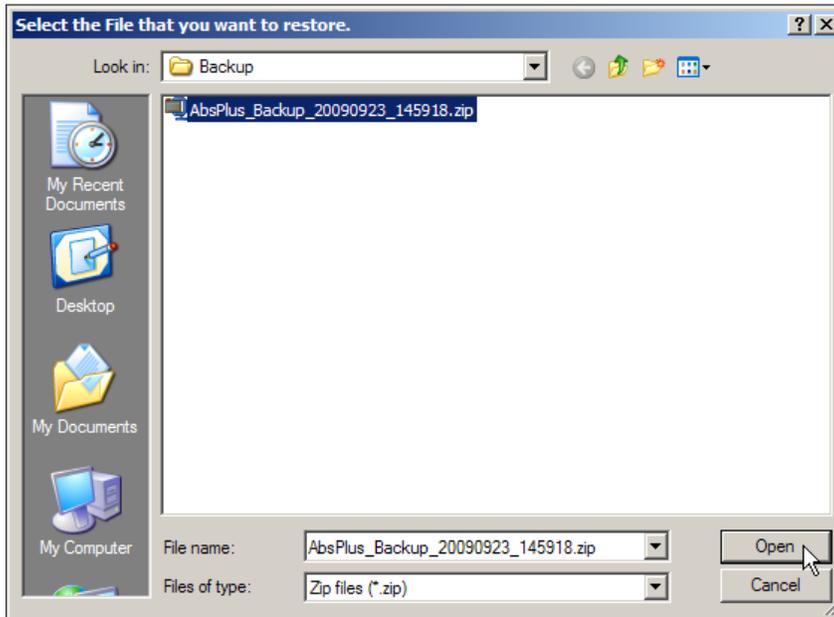
- d. Use the keystroke **Ctrl+Y**.

Result: The **Restore Abstract Plus Database** window opens.



2. Navigate to and identify the zipped backup file on your computer or network by clicking the **Folder** icon .

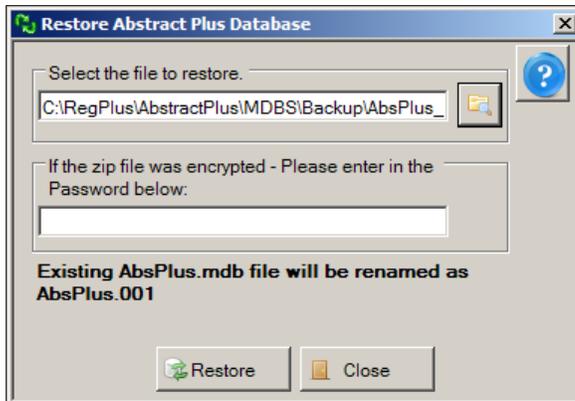
Result: The **Select the file you want to restore** window opens with a list of backup files displayed.



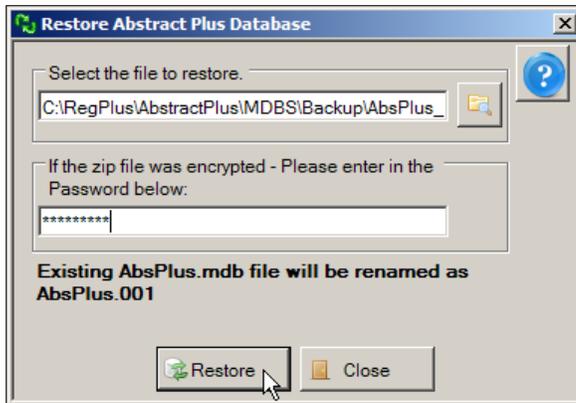
The default location for saving backup files is C:\RegPlus\AbstractPlus3\MDBS\Backup You may need to navigate to a different location if you saved your backup file in a location other than the default location.

3. Select the backup file to which you wish to restore your Abstract Plus abstract database, and click **Open**.

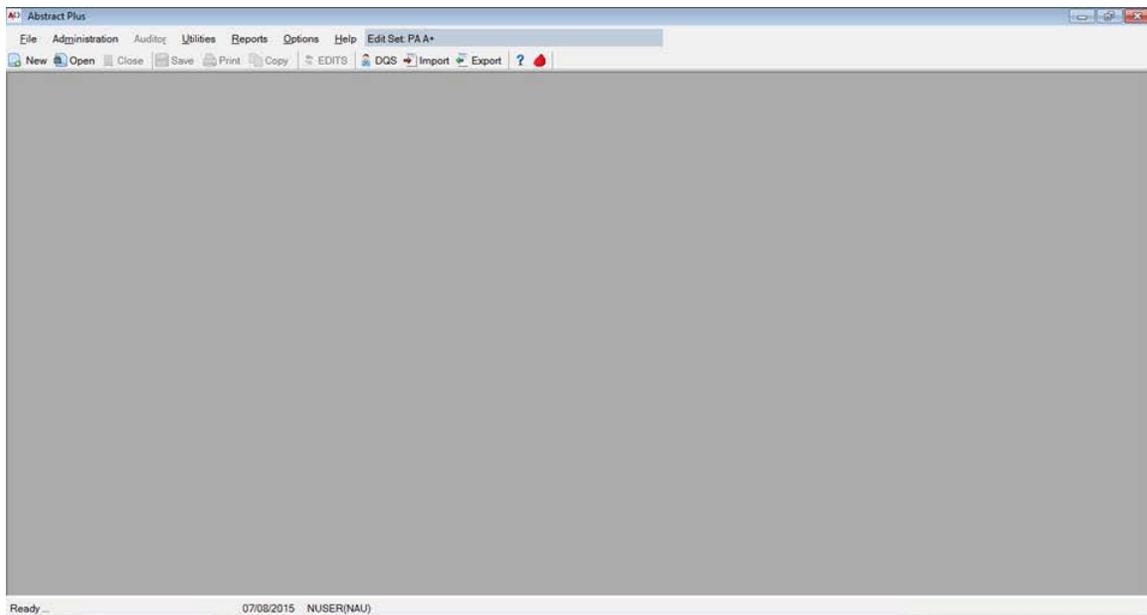
Result: You are returned to the **Restore Abstract Plus Database** window, with the selected backup file displayed.



4. If you password protected the selected backup file, enter the password in the password box, and click **Restore**.



Result: The Abstract Plus main window opens, with the selected abstracts backup database restored. You may now resume abstracting activities.



CHANGING INFORMATION/MODIFICATION RECORDS

A change includes updating or correcting previously submitted information.

Abstract Plus has a feature which allows the user to make a change to a previously submitted abstracts and re-submit the abstract as a modification record, therefore, allowing the change to be submitted electronically instead of one paper.

The change procedure insures the most accurate information is available to users of PCR data by enabling reporting facilities to provide updated or corrected information after a record has been accessioned by the PCR.

How to Change Information

1. To find and open an existing abstract that was previously submitted, follow the instructions under 'Search For and Open an Abstract' in this user's guide.
2. Make any updates or corrections to the abstract and save the changes. Close the abstract.
3. Click on the **File** menu and select **Export Abstracts**.

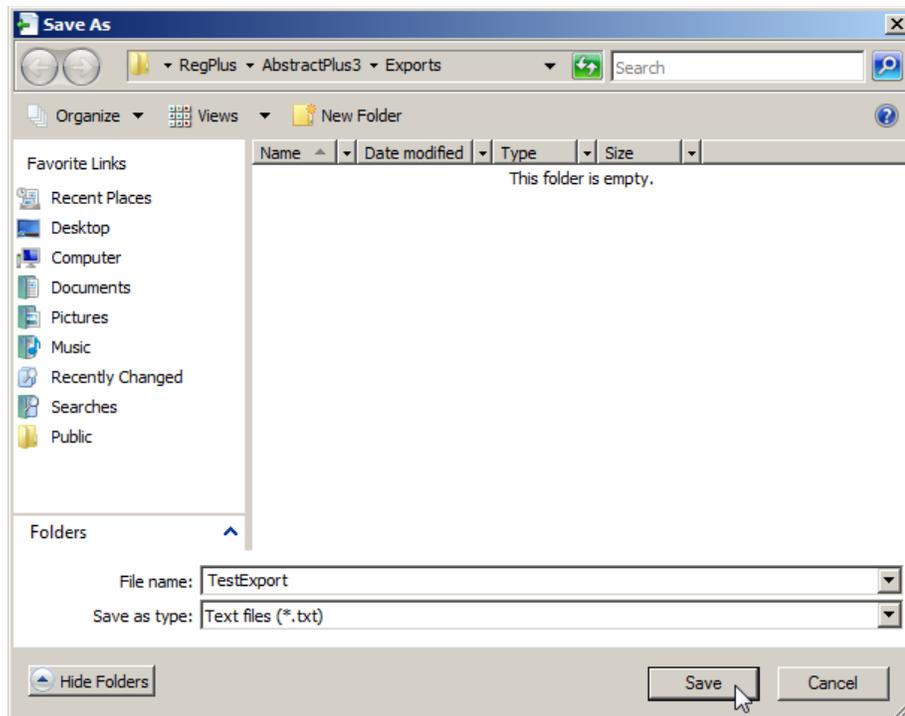
Result: The **Export Abstracts** window opens, and presents you with different options for exporting abstracts.

4. Click **M Type Record** and hit **Select**.

Result: The system displays the number of abstracts that meet the export criteria.

5. Click **OK**.
6. Click **Export**.

Result: The **Save As** window opens.



7. Enter your PCR four-digit Hospital ID#, the month/year, your initials **and the letter M** with no spaces (for example: 1509jan15emrM) in the File name box and click **Save**.

Result: The following message will appear. Click **OK**.



Result: The system saves the abstracts into a text file and lets you preview a report that you can print. **The PCR does not require a copy of this list.**

Click on **Close** to exit out of the preview report.

8. Click **Close** to exit the Export Abstracts window.
9. Upload the Modification record file in Web Plus as a V15 file. Write '### M records' in the comment box indicating the number of M records being submitted.

APPENDIX A: STANDARD KEYBOARD SHORTCUTS

Function	Keyboard Combination
Menus	
File Menu	Alt+ F
Administration Menu	Alt+ M
Utilities Menu	Alt+ U
Reports Menu	Alt+ R
Options Menu	Alt+ O
Help Menu	Alt+ H
Right-Click Menu:	
Search Help / Field Context	F1
Edits Information	F2
Field Message	F3
Special Field Lookup	F4
CS or Age calculations	F5
Run EDITS on current Abstract	F8
Undo text change	Ctrl+ Z
Cut selected text	Ctrl+ X
Copy selected text	Ctrl+ C
Paste text from clipboard	Ctrl+ V
Delete selected text	Alt+ D
Select All text in entry field	Alt+ A
Move to first Text Field	Ctrl+ T
Section Headings	Alt+ S
Display Types	Alt+ T
General	
Open a pull-down data item listing	Alt+ Down Arrow
Place a carriage return in NAACCR Text fields	Shift+ Enter