



National Program of Cancer Registries



Registry Plus Software for Cancer Registries

# Registry Plus Online Help User Training Manual

Version 1.0  
(Based on NAACCR Version 11)



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# Chapter 1: Introduction

## Registry Plus Online Help Overview

Welcome to the training for Registry Plus Online Help (RPOH), an integrated and user-friendly, Windows-based Help system for abstractors and those who work with cancer data. RPOH greatly facilitates the abstraction of cancer cases by incorporating standard abstracting and coding manuals required for use by cancer registry standard setters into one accessible, easy-to-use resource. The manuals are reformatted for online viewing. RPOH contains the following manuals

- NAACCR's *Data Standards and Data Dictionary*, version 11
- FORDS (*Facility Oncology Registry Data Standards*)
- Collaborative Staging Manual, Parts I and II
- ICD-O-3: (*International Classification of Diseases for Oncology*, 3<sup>rd</sup> ed.)
- *SEER Program Coding and Staging Manual 2004*
- *SEER Program Code Manual* (for pre-2004 cases)
- *SEER Extent of Disease* (for pre-2004 cases)
- ROADS Manual (*Registry Operations and Data Standards*), Selected entries, for historic cases
- Abstract Plus Version 2, Users Guide (not included in free-standing program)

These manuals are hyperlinked and cross-indexed. For many purposes, RPOH is a convenient substitute for bulky paper manuals. RPOH is embedded in Registry Plus applications but is also available as a free-standing program from the Registry Plus Web site: <http://www.cdc.gov/cancer/npcr>.

RPOH is based on the standard Microsoft Help compiler, so its features and behavior will be familiar to users of online help in other Windows products.

National Program of Cancer Registry staff collaborates with staff at C/Net Solutions to maintain RPOH, and the online help is also included in their product, C/NExT.

## Overall Learning Objectives

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

- Install RPOH.
- Identify the components of RPOH.
- Navigate through RPOH.
- Use RPOH to locate information.

## The Registry Plus Online Help Training Manual

This training manual contains six chapters that will be reviewed and used during the training session. Each chapter focuses on a specific section of the application and provides explanations and instructions.

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

## Registry Plus Online Help Purpose

RPOH was developed to accomplish the following goals

- Outline requirements for the abstracting and coding of cancer data.
- Centralize multiple standard coding manuals into one resource.
- Make information readily accessible and easy to distribute.
- Reduce or eliminate the need to maintain manuals in hardcopy.
- Provide authoritative context-sensitive help for other Registry Plus products.

## Registry Plus Online Help Capability and Features

- RPOH can be used with any Windows application, not just with Registry Plus programs.
- RPOH includes the following advanced features:
  - An easy-to-use Table of Contents with clear, concise topics.
  - A comprehensive index.
  - A robust and fast full-text Search feature.
  - Visual representation using browse sequences at the top of the page that show you where you are and how the information is structured.
- Online Help is updated annually with the latest published version of the included manuals, plus published errata or additions. New manuals may be added from time to time, as well.
- An "About" topic included with each manual cites the versions of files and updates that are included in the Online Help edition. These details are also provided in a header on each page, so you will see at a glance whether the information is current.

## Registry Plus Online Help Users

RPOH users consist of

- Cancer data abstractors.
- Central cancer registrars.
- Other individuals or groups who work with cancer data in hospitals, doctor's offices, laboratories, etc.

## User Support

For user support information, refer to the Registry Plus Web site at <http://www.cdc.gov/cancernpcr>

## System Requirements

For user system requirements information, refer to the Registry Plus Web site at <http://www.cdc.gov/cancer/npcr>

## Version Information

It is very important that your Registry Plus Online Help be up to date. Requirements change and we update our products accordingly. If the version you're using is not current, you can find information about how to update it on the Registry Plus Web site at <http://www.cdc.gov/cancer/npcr>

## Installing and Accessing Registry Plus Online Help

To download, install, and access RPOH:

1. Link to your Internet Web Browser (i.e., Internet Explorer, Netscape, etc.) by clicking on the desktop icon or by clicking **Start**, selecting Programs, and then selecting the Internet Web Browser link.
2. On the Web Browser, type in the following URL for the Registry Plus Web site and press **Enter**.  
<http://www.cdc.gov/cancer/npcr>
3. Under the Tools section, select the **Registry Plus** link.
4. Under the Registry Plus Components section, select the **Online Help** link.
5. Be sure to read the section "Installing and Upgrading Online Help."
6. Under the "Installation" section, click the **Download Online Help** link.
7. Click **Download** on the displayed page and follow all the prompts to download RPOH.
8. Once the installation file is downloaded, locate the folder into which you downloaded the installation file. It will be named RP\_Help\_NAACCR\_##.exe, where ## represents the version number of RPOH that you downloaded. For example, if you download RPOH Version 11, the name of the file will be RP\_Help\_NAACCR\_11.exe.
9. Double-click on the .exe file. The installation program will then run and direct you through the steps for installing Online Help.
10. To access Registry Plus Online Help, double-click the RPOH icon (shown below) on your desktop. The program can also be launched through the Start menu, under the Registry Plus group.

## Chapter 2: The Basics

### Learning Objective

Upon the completion of this chapter, you will be able to understand how information is organized and displayed within RPOH.

### Overview

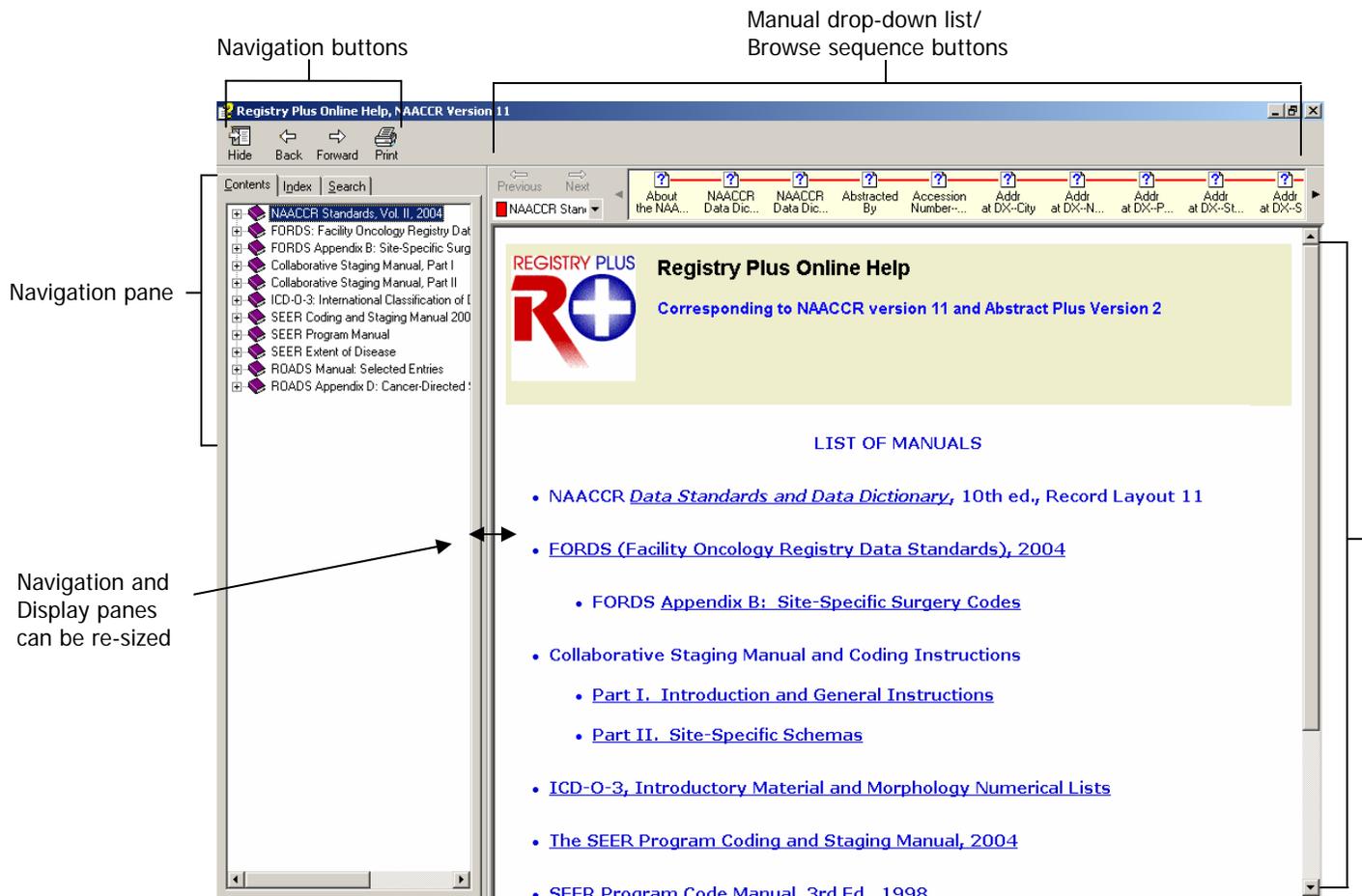
Registry Plus Online Help is organized so that information can be located quickly and easily. The manuals in RPOH are easy to navigate, and information may be accessed in several ways.

### Registry Plus Online Help Main Page

The information within RPOH is viewed in the display pane, and is located using the following three features:

- Navigation pane.
- Navigation buttons.
- Manual drop-down list/Browse sequence buttons.

The navigation and display panes can be re-sized by left-clicking on the divider.



## Chapter 3: Using the Contents, Index, and Search Tabs

### Learning Objectives

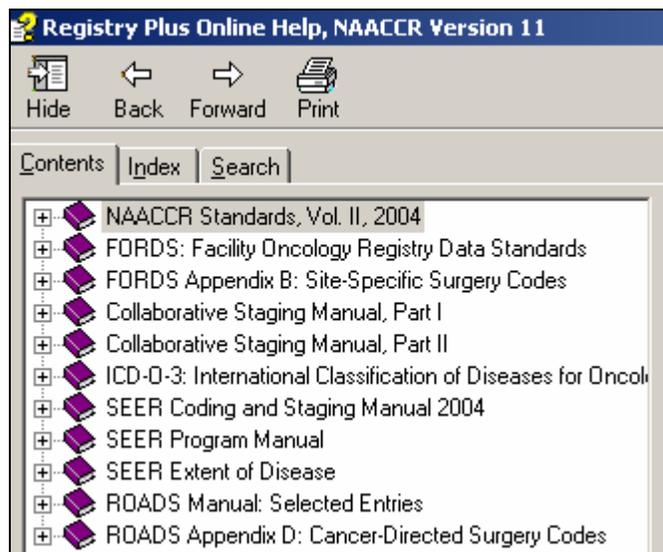
Upon the completion of this chapter, you will

- Know how to expand and collapse the books and sub-books in the Table of Contents.
- Display information using the Table of Contents, Index, and Search features.
- Search for keywords using the Index feature.
- Search for text using the Search feature.
- Know the difference between the Index and Search features.

### Overview

The navigation pane displays a list of all the manuals in Registry Plus Online Help and allows you to see the contents of different manuals. The navigation pane also allows you to enter keywords and search text to locate information.

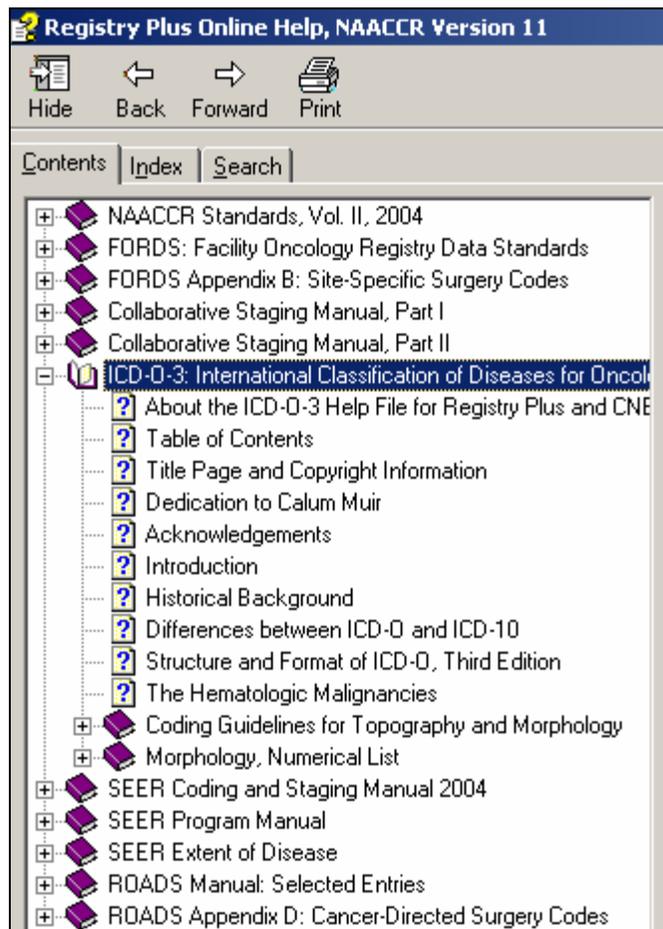
The navigation pane has three tabs that will be discussed in detail: Contents, Index, and Search.



## Contents Tab Overview

The Contents tab contains the table of contents for each manual, which can be expanded and collapsed to show more or less detail. You can expand each manual by double-clicking the closed book icon  or by clicking the plus sign (+) in front of the icon. When you expand a book, the closed book icon is replaced by an open book  icon, and the sub-books and topics in the manual are listed. You can close the manual and collapse the topics in the open book by double-clicking the open book or clicking the minus sign (-) in front of the icon.

The lowest hierarchy in the table of contents is a topic, which is represented by a question mark  icon. To open a topic, simply click the  beside the topic. The system displays the information for the topic in the display area on the right. In the table of contents, the topics are arranged in the same order as they appear in their respective books, for example, alphabetic in NAACCR Standards Volume II. For each topic displayed, you can easily see the manual to which the entry belongs at the top of the page.



## Contents Tab Practice Activity

### Purpose

- Expand and collapse books listed in the Contents tab.
- Display Help topics.

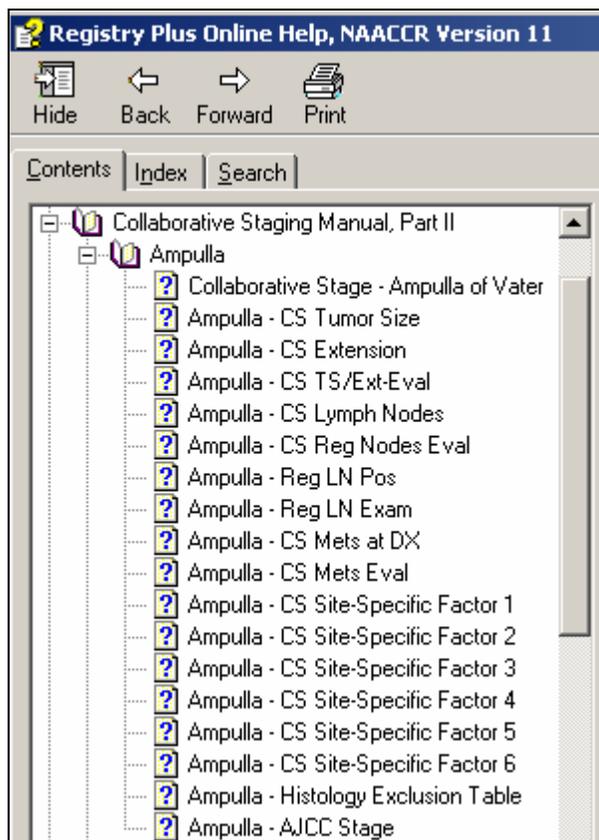
To display topics

1. Click the Contents tab in the navigation pane.
2. Click the plus sign next to the book for the Collaborative Staging Manual Part II.

**Result:** The system expands the selected book.

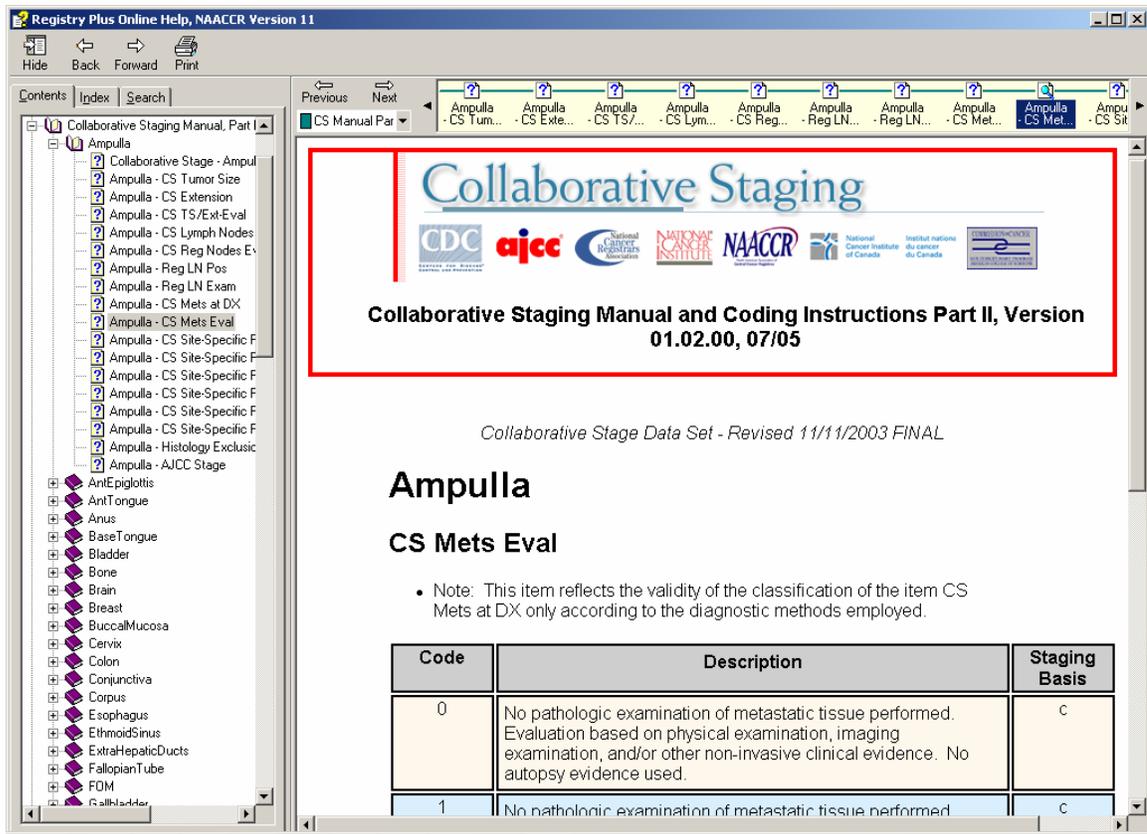
3. Click the plus sign next to the **Ampulla** sub-book.

**Result:** The system expands the selected sub-book.



4. Click the **Ampulla – CS Mets Eval** topic.

**Result:** The system displays information for the **CS Mets Eval** topic in the display pane.

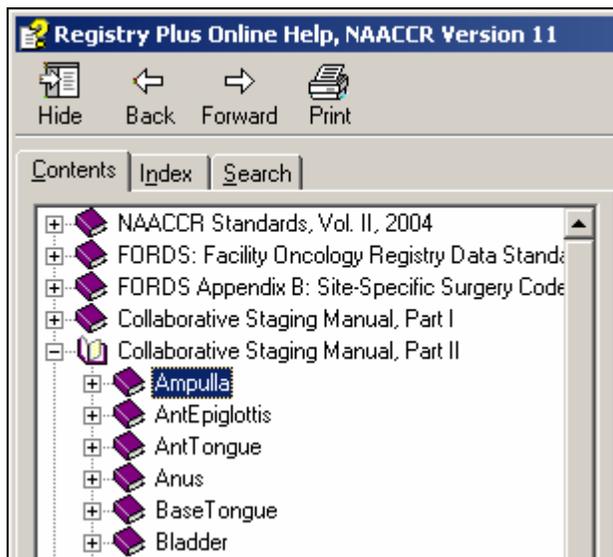


5. Click the **Ampulla – CS Site-Specific Factor 6** topic.

**Result:** The system displays information for the **CS Site-Specific Factor 6** topic in the display pane.

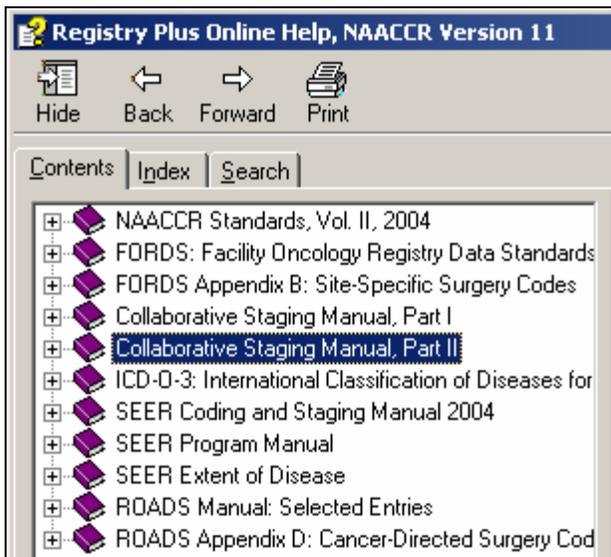
6. Double-click the **Ampulla** sub-book.

**Result:** The system collapses the sub-book.



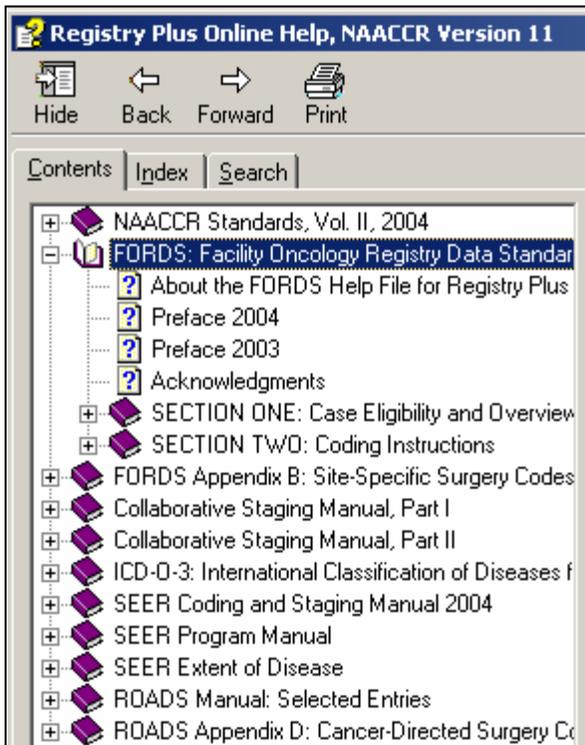
7. Double-click the **Collaborative Staging Manual, Part II** book.

**Result:** The system collapses the book.



8. Expand the **FORDS: Facility Oncology Registry Data Standards** book.

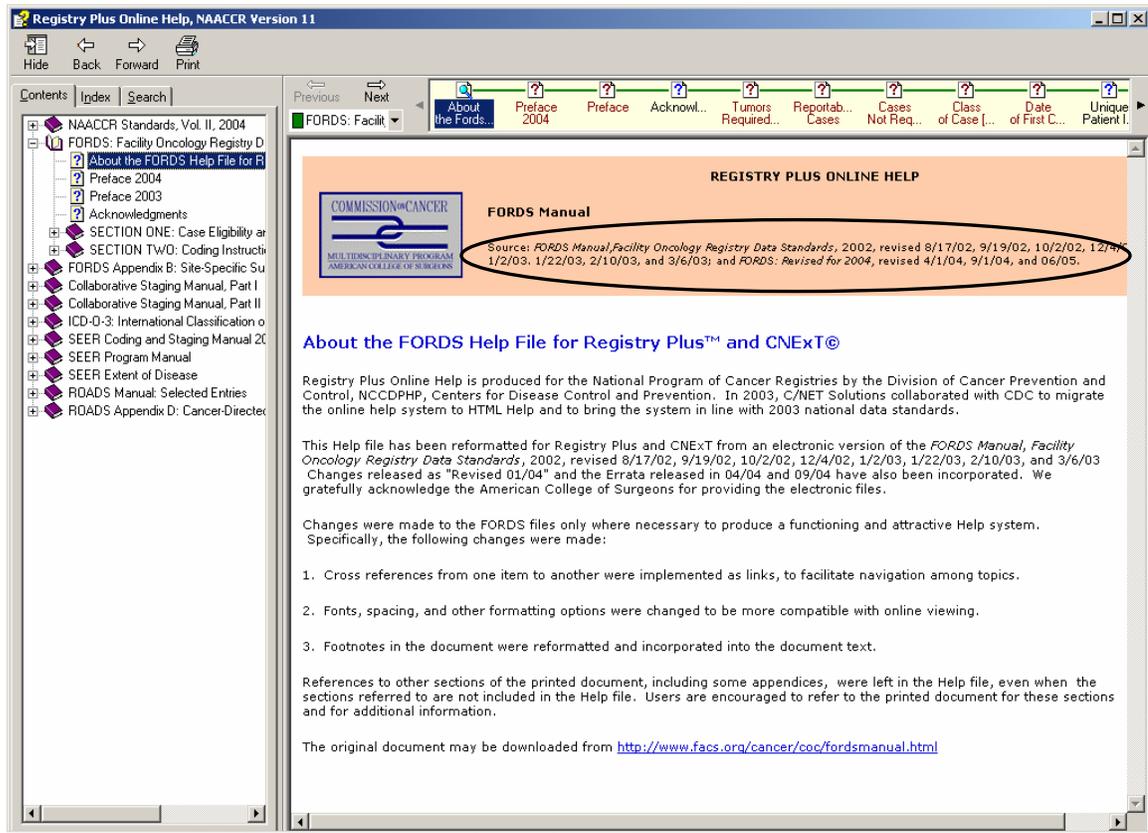
**Result:** The system expands the selected book.



9. Select the About the **FORDS Help File for Registry Plus and CNExT** topic.

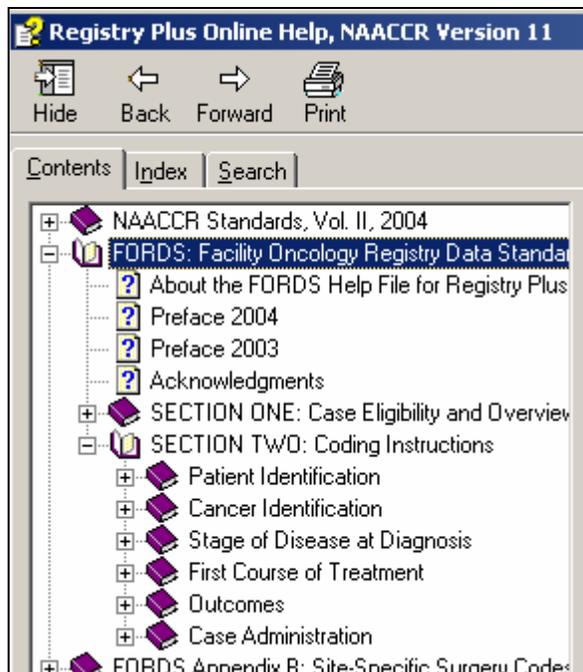
**Result:** Information for the selected topic opens in the display pane. Notice that the heading in the display pane (circled) identifies the manual as the source and lists the

dates the manual was updated. This is a useful way of ensuring that you are using the most current version of the manual.



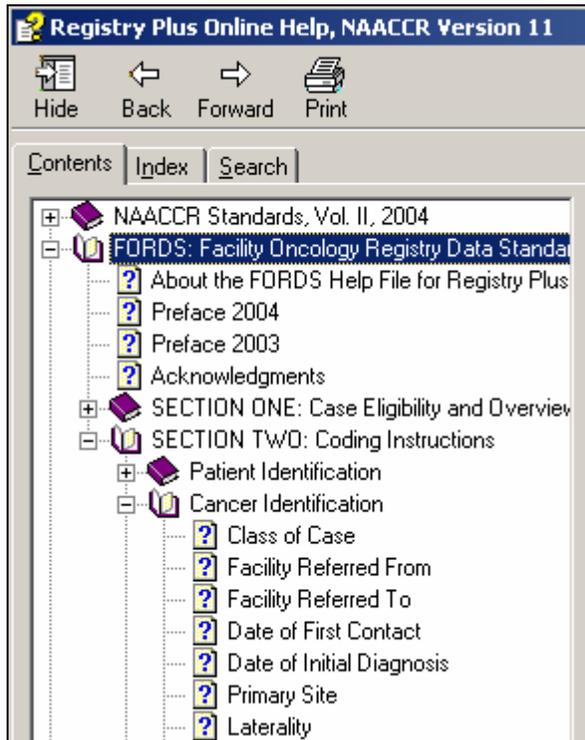
10. Expand the **SECTION TWO: Coding Instructions** sub-book.

**Result:** The system expands the selected sub-book.



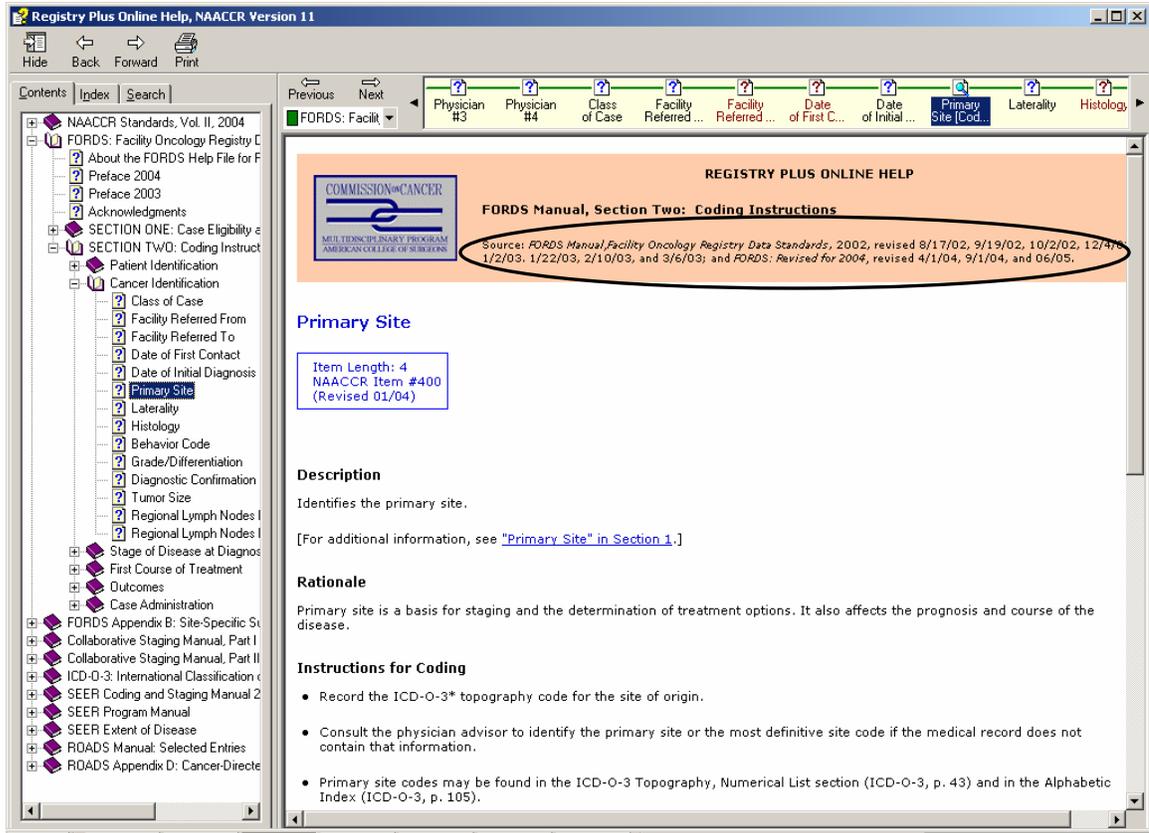
11. Expand the **Cancer Identification** sub-book.

**Result:** The system expands the selected sub-book.



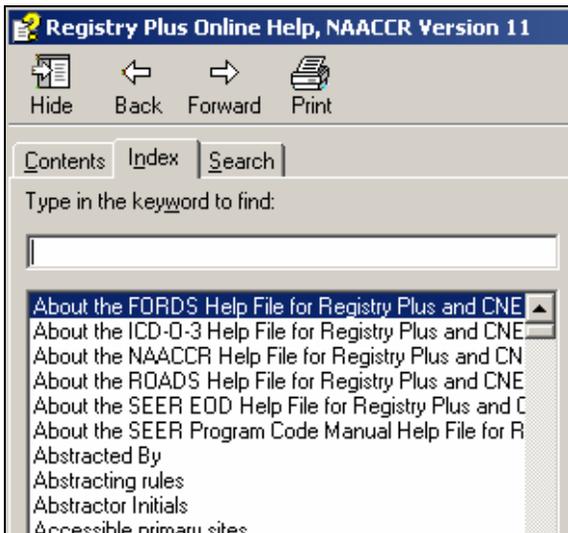
12. Select the **Primary Site** topic.

**Result:** The system displays information for the selected topic in the display pane. Notice that the heading in the display pane is identical to the one seen earlier in the **About the FORDS Help File for Registry Plus and CNExT** topic. The system displays similar citation and update information at the top of the display pane each time information for a topic from the same book is displayed.



## Index Tab Overview

The Index tab displays all the keywords in the system as entered by the Online Help author. When you click on a keyword, the information for that keyword is displayed in the display area. For each displayed keyword, the system shows the manual in which the entry belongs at the top of the page. In cases where the system finds several matches for a keyword, the system displays a pop-up window where you can simply double-click your topic of interest.





Remember that the Index tab displays keywords as entered by the author. If the system does not find a match for a keyword, use the Search feature described in the next section to locate it.

## Index Tab Practice Activity

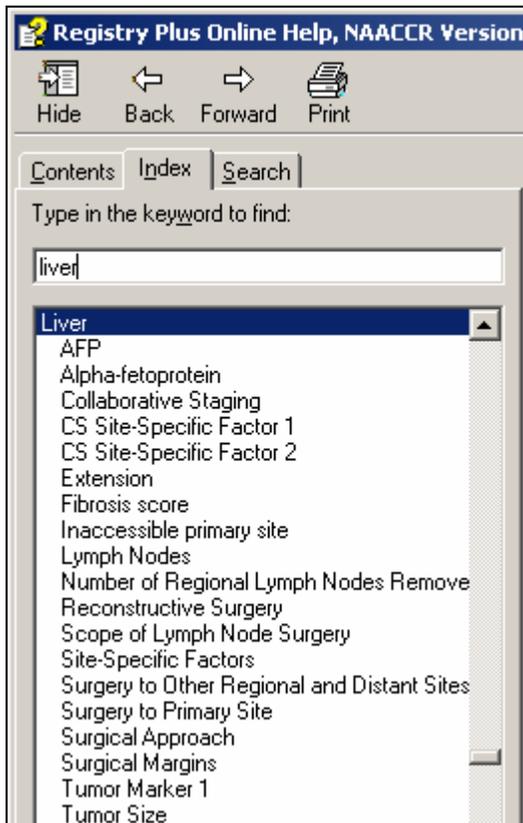
### Purpose

- Enter a keyword.
- Find the topics associated with a keyword.
- Select the right topic.

To enter a keyword and display the topics for the keyword

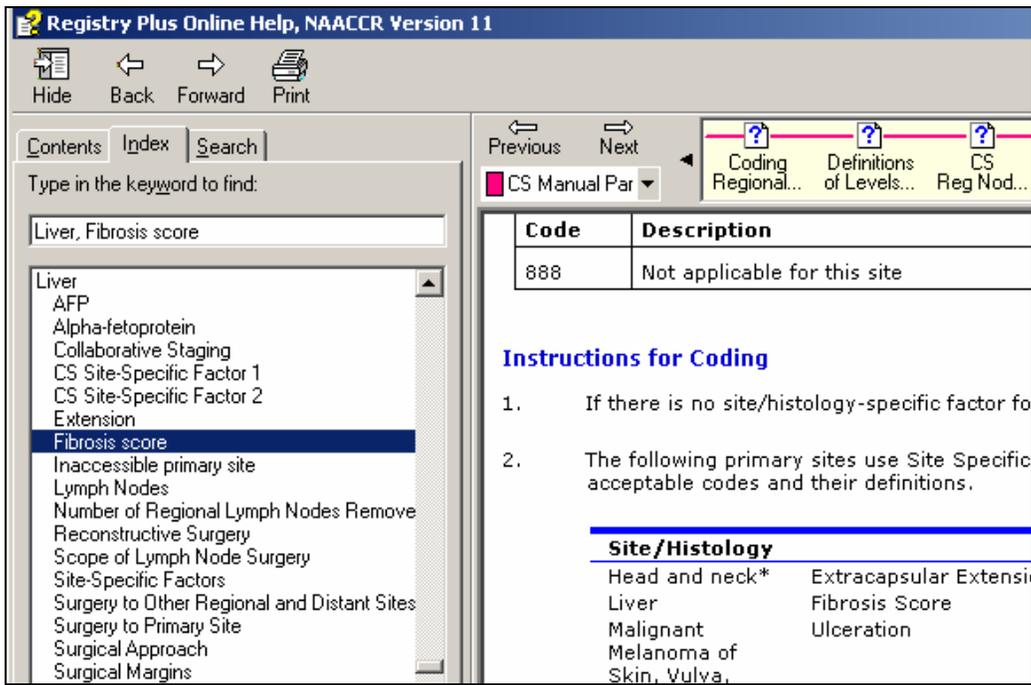
1. Select the Index tab.
2. Type **liver** in the “Type in the keyword to find” text box.

**Result:** The system displays the keyword and all the subentries under the keyword. Notice that even as you are typing the keyword, the system navigates to the keyword as soon as it finds a match.



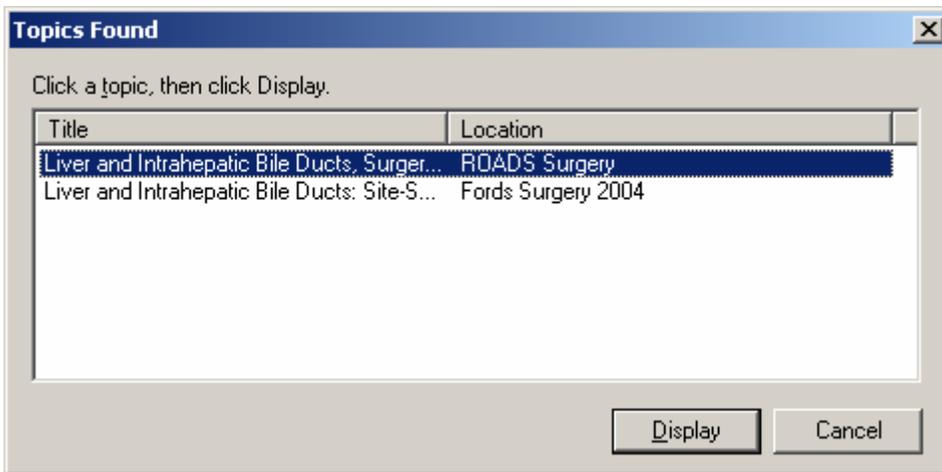
3. Double-click on **Fibrosis score**.

**Result:** The system displays information for the selected topic in the display pane. Notice that the manual in which the topic occurs is identified at the top of the display pane.



4. Double-click on **Surgery to Primary Site**.

**Result:** The system displays a pop-up window informing you that there is more than one topic found for the entry. Notice that the manuals in which the topic occurs are also identified.



5. Double-click on the FORDS entry.

**Result:** The system displays information for the selected topic in the display pane.

The screenshot shows the 'Registry Plus Online Help, NAACCR Version 11' application. The interface includes a navigation bar with 'Hide', 'Back', 'Forward', and 'Print' buttons. Below this is a search tab with 'Contents', 'Index', and 'Search' sub-tabs. A search box contains the text 'Liver, Surgery to Primary Site'. A list of search results is displayed, with 'Surgery to Primary Site' highlighted. The main display area shows the 'FORDS Manual, Appendix B: LIVER AND INTRAHEPATIC BILE DUCTS' section, including the code 'C22.0-C22.1' and a list of codes with their descriptions.

**COMMISSION ON CANCER**  
**MULTIDISCIPLINARY PROGRAM**  
**AMERICAN COLLEGE OF SURGEONS**

**FORDS Manual, Appendix B:**  
 Source: *FORDS Manual, Facility Oncology*  
 10/2/02, 12/4/02, 1/2/03, 1/22/03  
 errata dated 04/04 and 09/04

**LIVER AND INTRAHEPATIC BILE DUCTS**

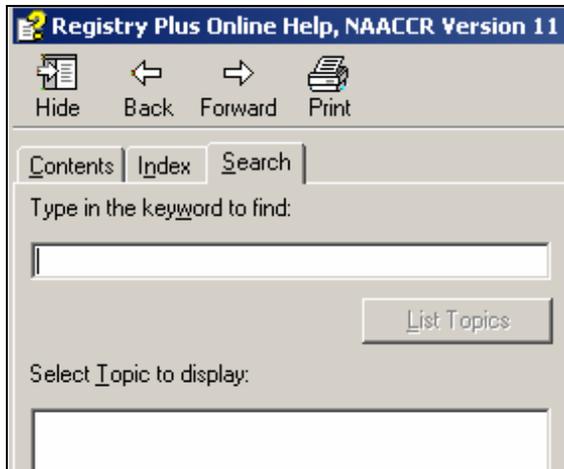
**C22.0-C22.1**  
 (Except for M-9750, 9760-9764, 9800-9820, 9826,

**Codes**

|    |   |
|----|---|
| 00 | None; no surgery of primary site; autopsy ONLY            |
| 10 | Local tumor destruction, NOS                              |
| 11 | Photodynamic therapy (PDT)                                |
| 12 | Electrocautery; fulguration (includes electrocoagulation) |

## Search Tab Overview

The Search tab displays a keyword field where you can type the text you want to find. When you type the text and click **List Topics**, the system searches for the text entered (indexed or not) and displays all the search results. You can then click on a topic to display information for it in the display pane. Within each displayed topic, the system highlights the search key word, and you can easily see the manual to which the keyword belongs at the top of the display pane.



## Search Tab Practice Activity

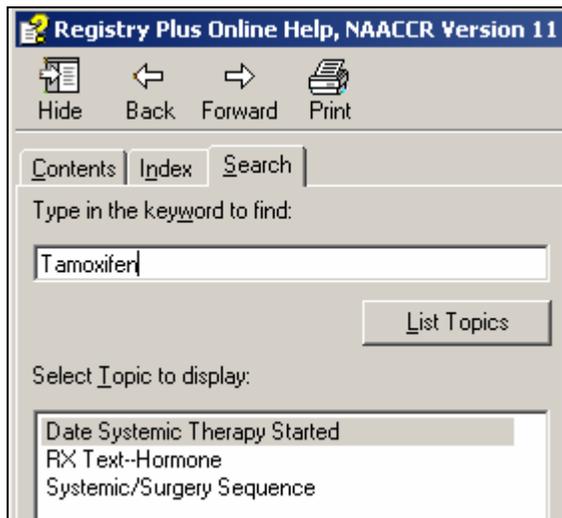
### Purpose

- Enter search text.
- View the search results.

To search for a topic

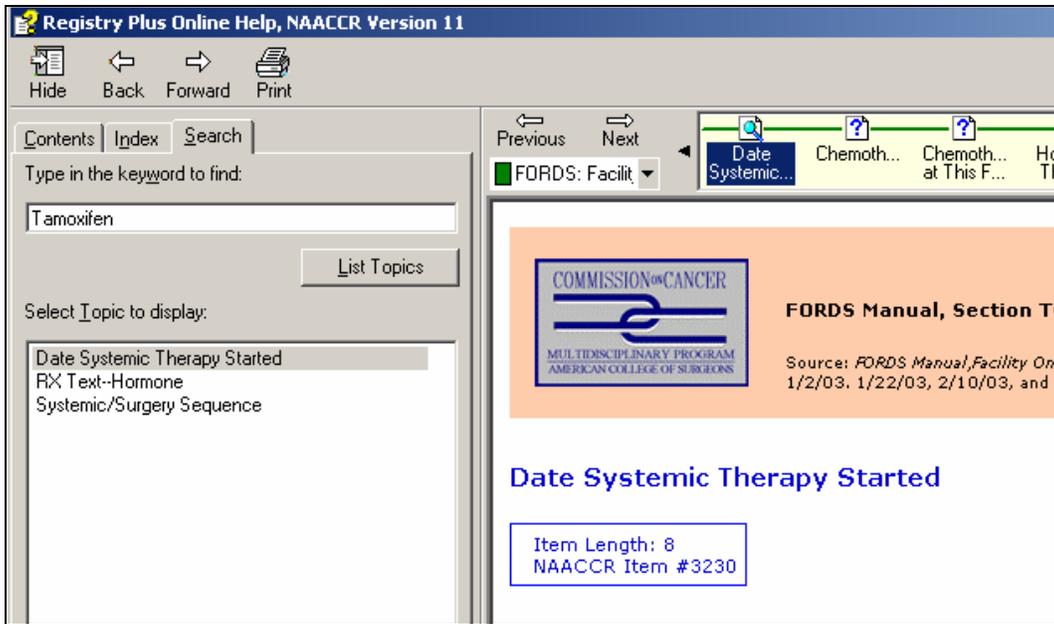
1. Select the Search tab.
2. Type **Tamoxifen** in the “Type in the keyword to find” text box and click **List Topics**.

**Result:** The system displays the topics found for the keyword. Notice that you can select a topic to display after the system found more than one topic for Tamoxifen.

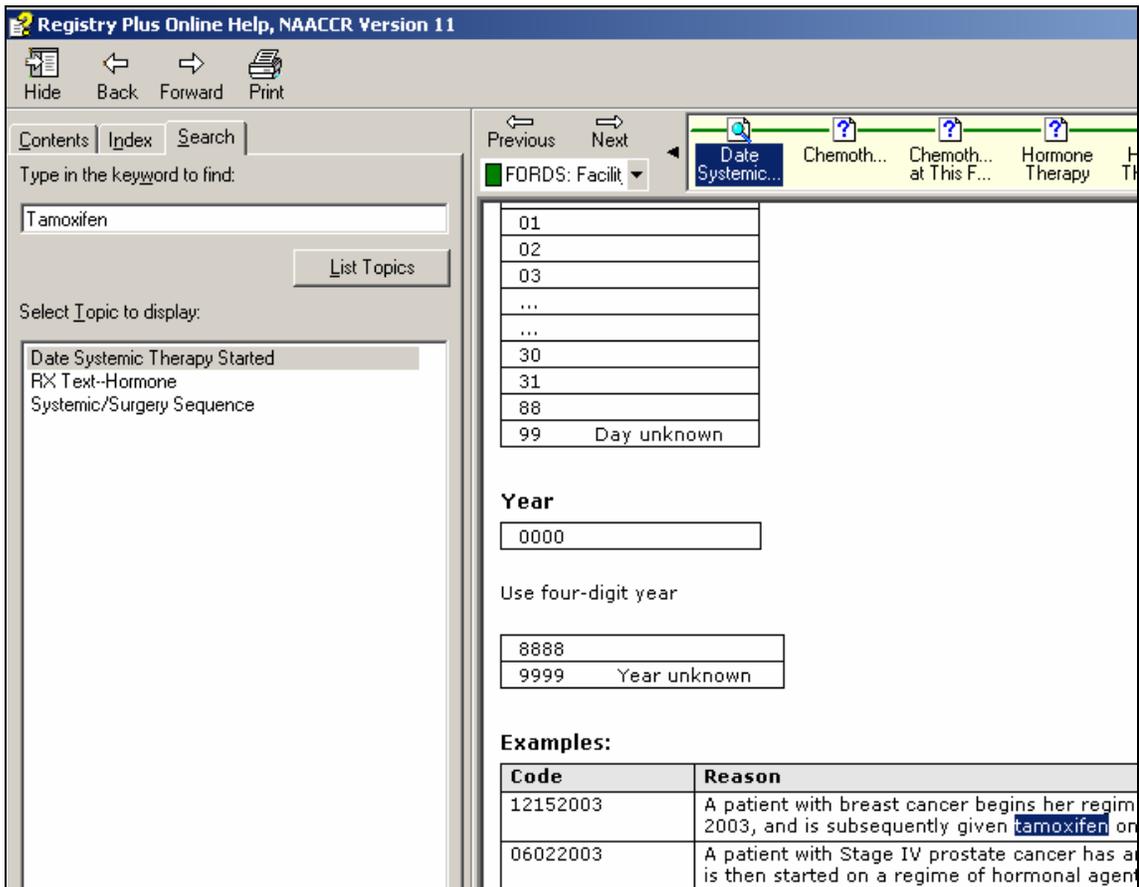


3. Double-click on **Date Systemic Therapy Started**.

**Result:** The system displays information for the selected topic in the display pane.



4. Scroll down the display pane to see where the word “Tamoxifen” occurs. When the Search tab is used, the system highlights the keyword where it occurs in the display pane. When the Index tab is used the keyword is not highlighted, because in the in the Index, keywords are associated with entire topics rather than individuals words.



## Index and Search Tab Practice Activity

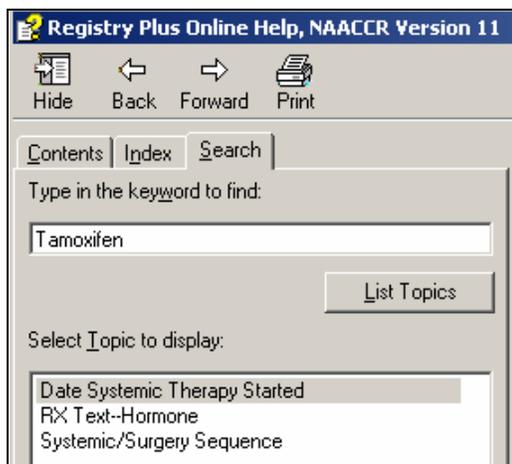
### Purpose

- Know the difference between the Index and Search tabs.

To search for a topic

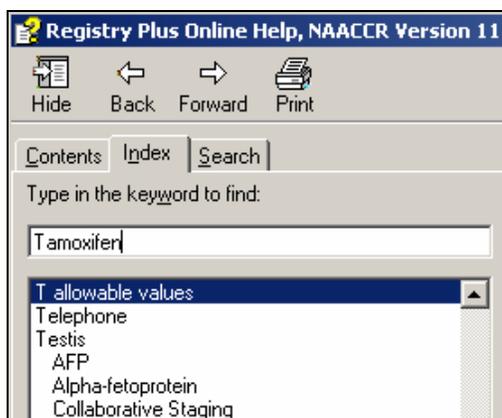
1. Select the Search tab.
2. Type **Tamoxifen** in the “Type in the keyword to find” text box and click **List Topics**.

**Result:** The system displays the topics found for Tamoxifen.



3. Select the Index tab.
4. Type **Tamoxifen** in the “Type in the keyword to find” text box.

**Result:** The system does not locate the keyword because it is not a term in the index.



### Questions (answers are in Appendix A, on page 43)

1. In which area can you find all the manuals covered by the online Help?
2. What happens when you click a question mark in the table of contents?
3. What is the difference between the Search and Index features?

## Chapter 4: Navigation Buttons

### Learning Objectives

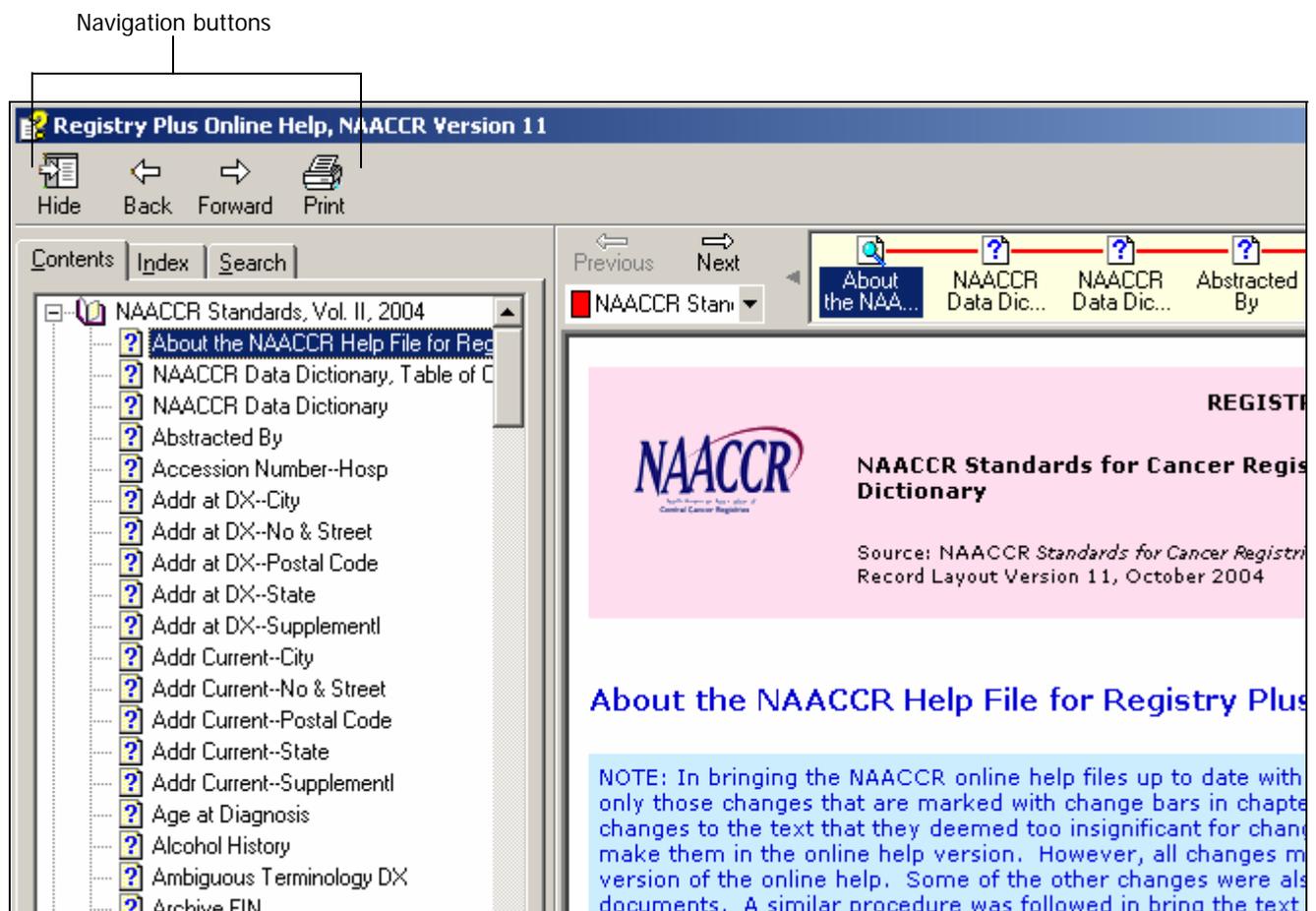
Upon the completion of this chapter, you will be able to

- Know how to show or hide the navigation pane.
- Navigate between topics.
- Print information for a topic.

### Overview

Navigation buttons allow you to toggle between hiding and showing the navigation pane, navigate between viewed topics, and print a selected topic.

The navigation buttons are located at the top left corner of the page.



The following table describes how to use the navigation buttons in RPOH.

| Use this button...   | To...  |
|--|--|
| <br>Hide    | Hide the navigation pane (toggles between hide and show).    |
| <br>Show    | Display the navigation page (toggles between hide and show). |
| <br>Back    | Navigate to the most recently viewed page.                   |
| <br>Forward | Navigate to the next viewed page.                            |
| <br>Print   | Print the information in the display pane for a topic.       |

## Navigation Buttons Practice Activity

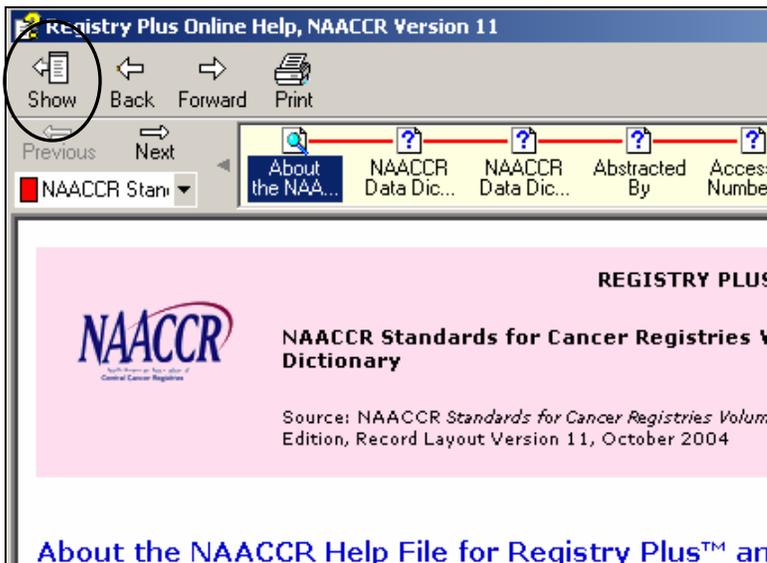
### Purpose

- Hide/Show navigation pane.
- Navigate to a previously viewed topic.
- Navigate to the next viewed topic.

To use the navigation buttons

1. Click  Hide .

**Result:** The system hides the navigation pane, and the button changes to  Show .

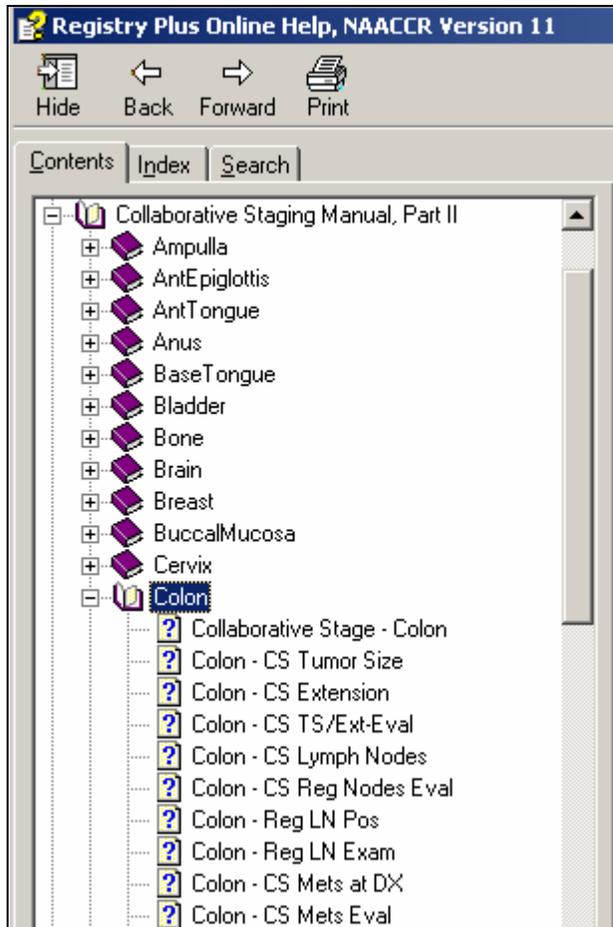


2. Click  Show.

**Result:** The navigation pane reappears and the button changes back to .

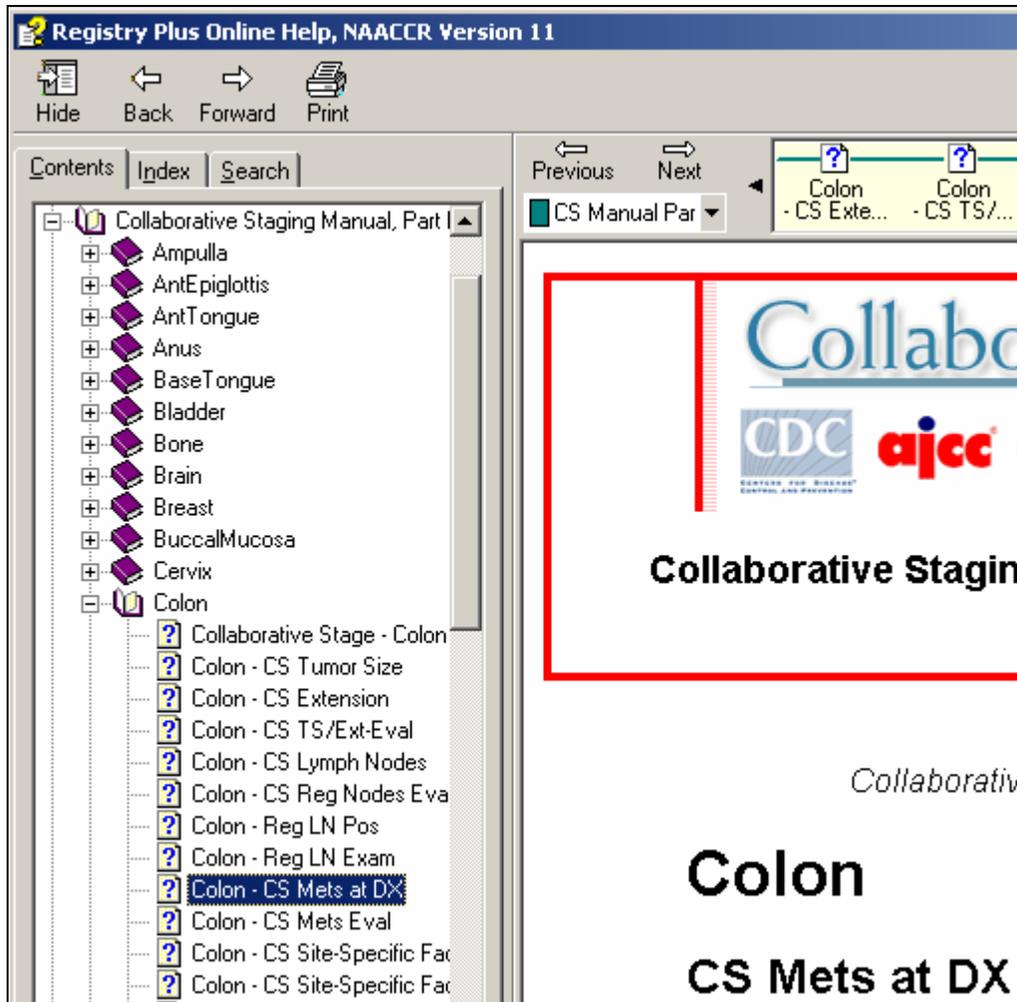
3. Click the Contents tab, select the **Collaborative Staging Manual Part II** manual, and select the **Colon** sub-book.

**Result:** The system expands the **Colon** sub-book.



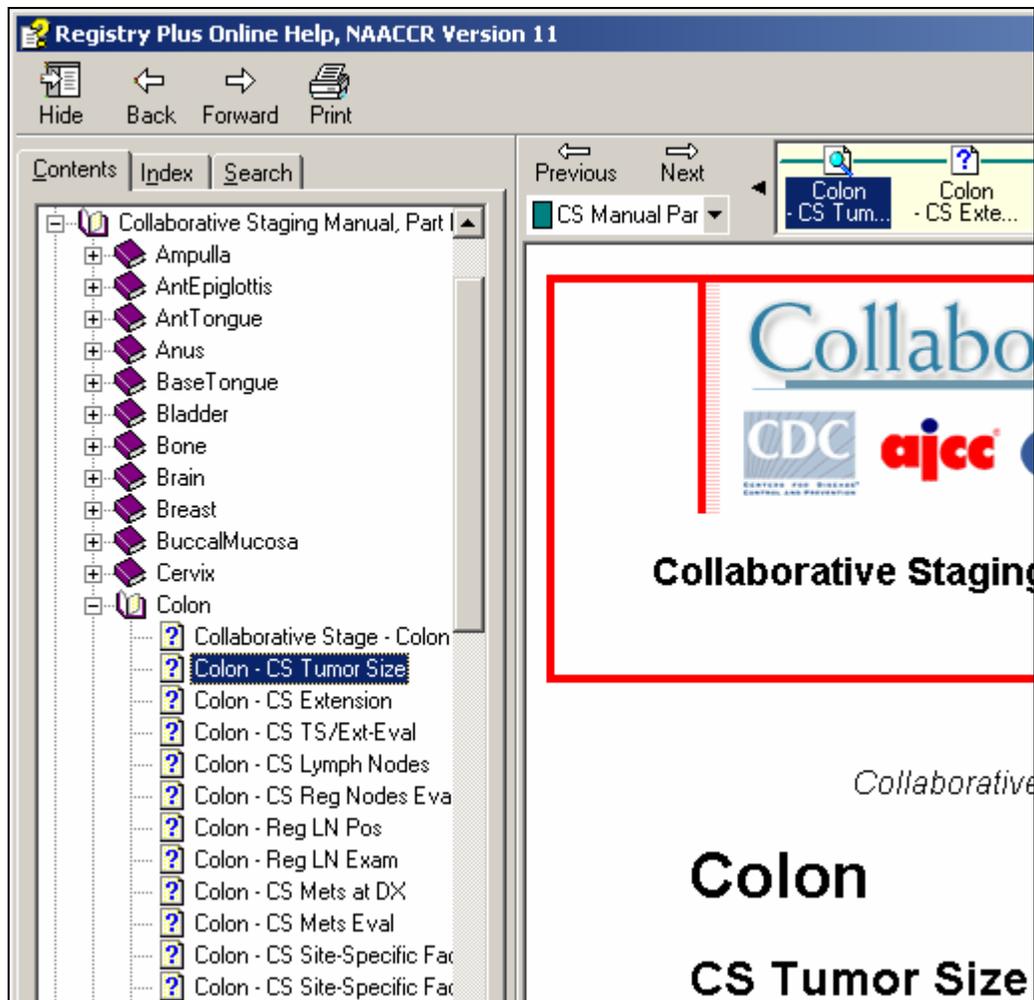
4. Click on the **Colon – CS Mets at DX** topic.

**Result:** The system displays information for the topic in the display pane.



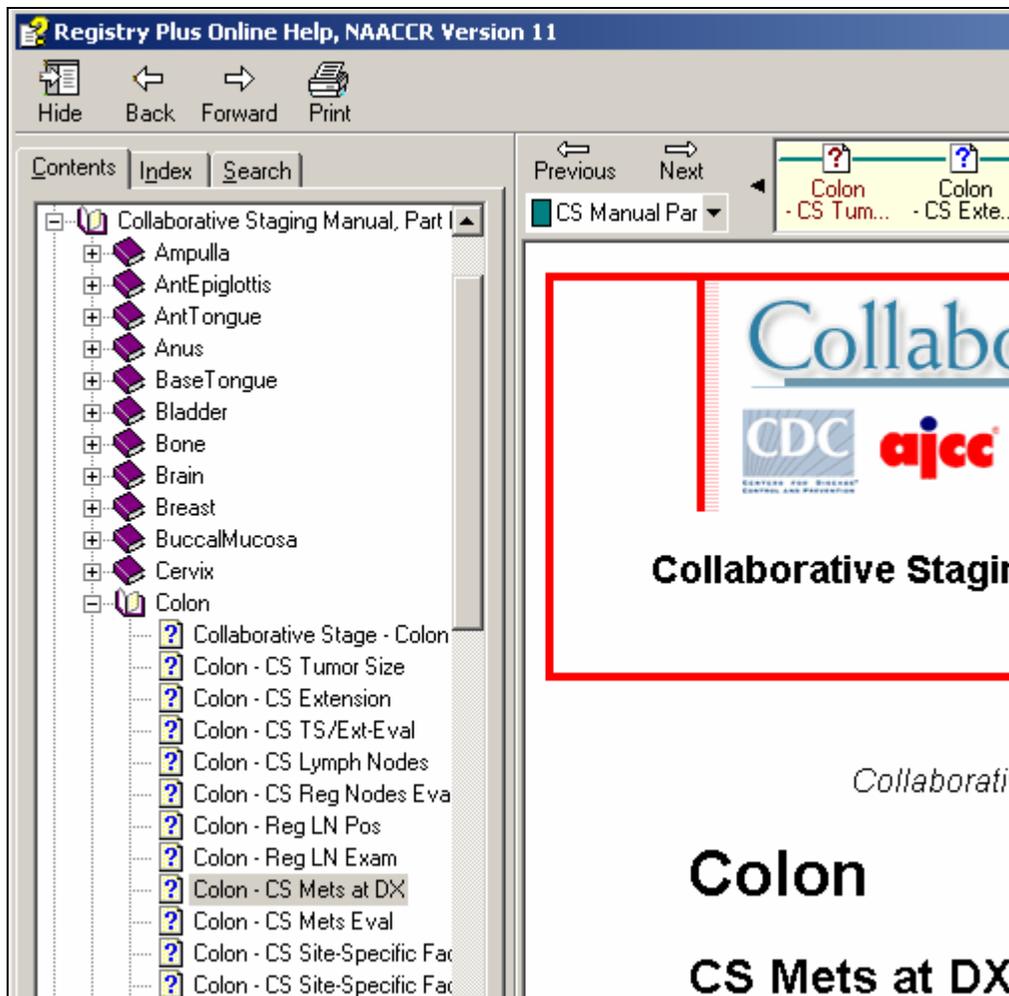
5. Click on the **Colon – CS Tumor Size** topic.

**Result:** The system displays information for the selected topic in the display pane.



6. Click  Back.

**Result:** The system displays information for the **Colon – CS Mets at DX** topic in the display pane.



7. Click **Forward**.

**Result:** The system displays information for the **Colon – CS Tumor Size** topic in the display pane.

### Questions (answers are in Appendix A, on page 43)

1. Which buttons display topics in the order in which they were viewed?
2. How can you close and re-display the navigation pane?

## Chapter 5: The Manuals List and Browse Sequences

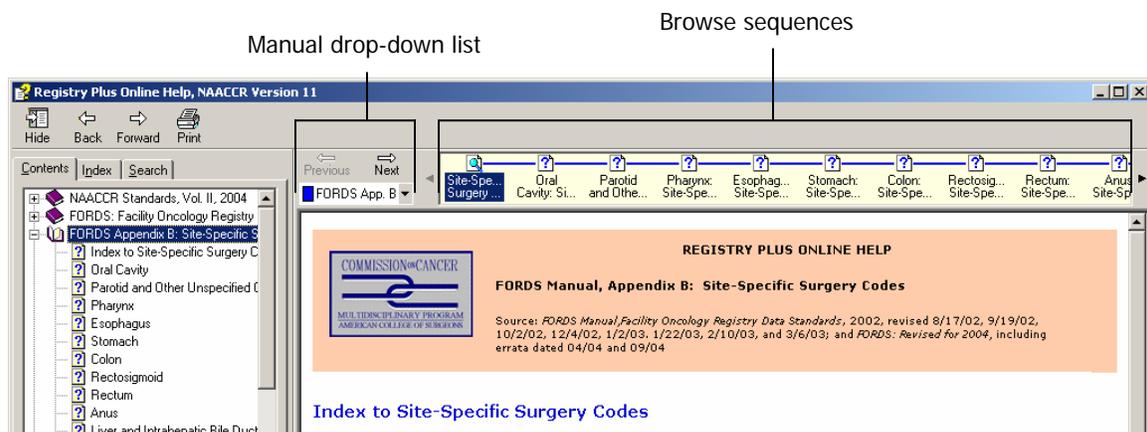
### Learning Objectives

Upon the completion of this chapter, you will

- Know how to select a manual from the browse sequence drop-down list.
- Know how to navigate the browse sequences.
- Know how to select a topic using a browse sequence.
- Know the difference between the Browse Sequences Previous and Next buttons and the Navigation Back and Forward buttons.

### Overview

You can select a manual from the drop-down list at the top of the page and navigate through the manual using the browse sequences at the top of the page. You can also use the Previous and Next buttons to navigate the topics in the manual. The browse sequence buttons display topics in the order set up by the Help author to match the order that users would view the Help if they were paging through a book. When you select a manual, the system displays information for the first topic in the manual in the display pane.



### Manual Drop-down List and Browse Sequences Practice Activity

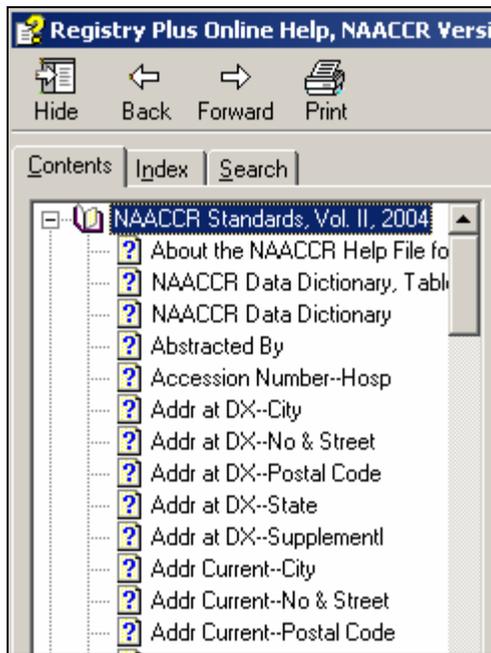
#### Purpose

- Open the NAACCR Standards, Volume II, 2004 manual using the manual drop-down list.
- Browse the topics in the manual.
- Compare the order of the browse sequences to the table of contents in the navigation pane.

To use the navigation buttons

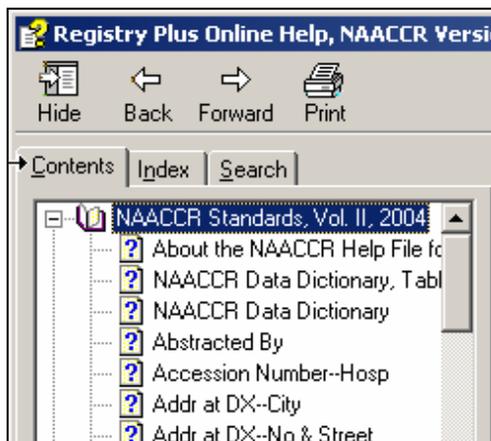
1. Select the Contents tab.
2. Collapse all expanded books.
3. Expand the **NAACCR Standards, Vol. II, 2004** book.

**Result:** The system displays all the topics for the expanded manual in the navigation pane.



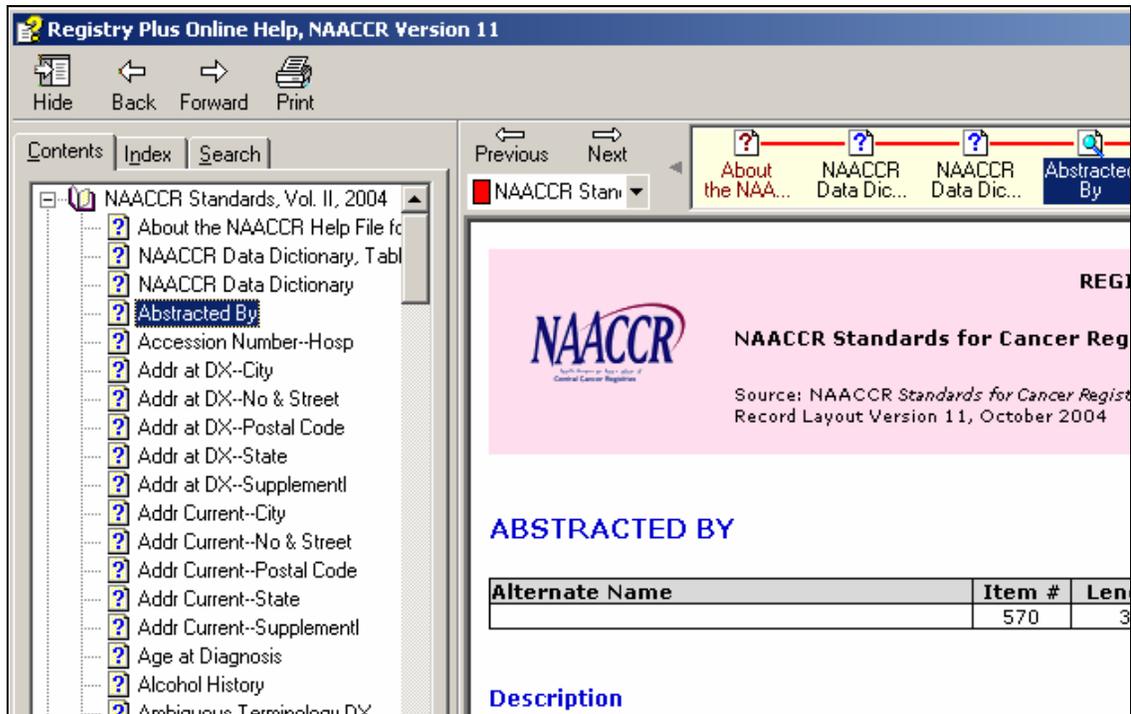
4. Select the **NAACCR Standards, Volume II, 2004** manual from the manual drop-down list.

**Result:** The system displays information for the first topic in the manual in the display pane. Notice that the topic, **About the NAACCR Help File for Registry Plus and CNExT**, matches the first topic displayed under the manual in the Contents. Also notice that the browse sequences now display the manual's topics in the same order in which they appear in the Table of Contents.



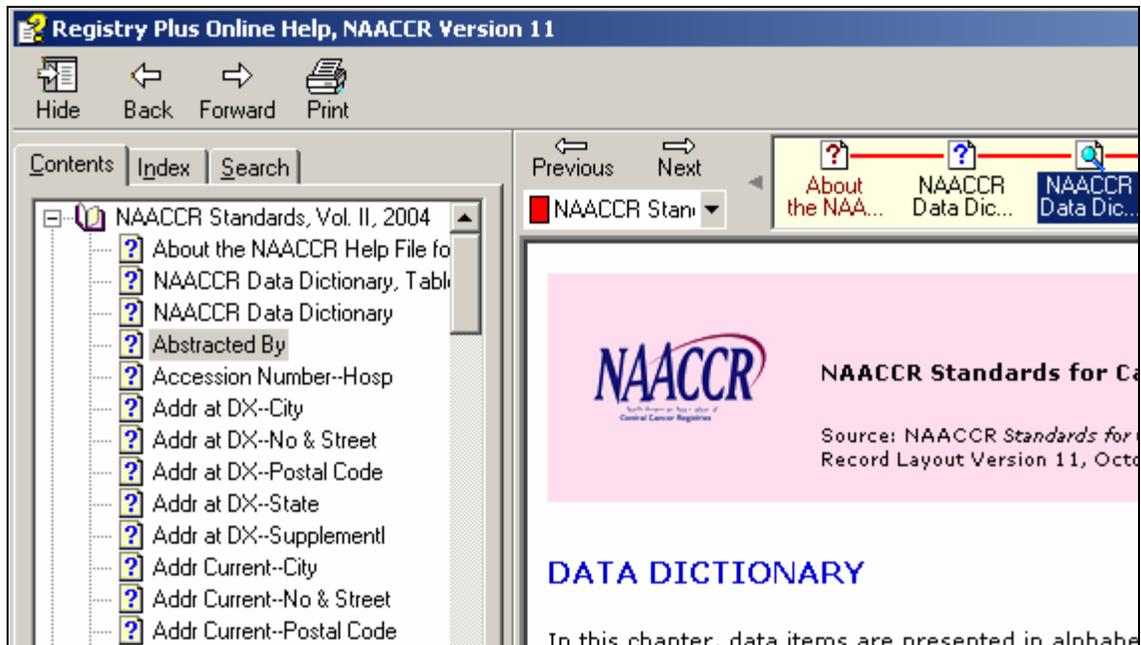
- Select the **Abstracted By** topic in the browse sequences.

**Result:** The system displays information for the **Abstracted By** topic in the display pane.



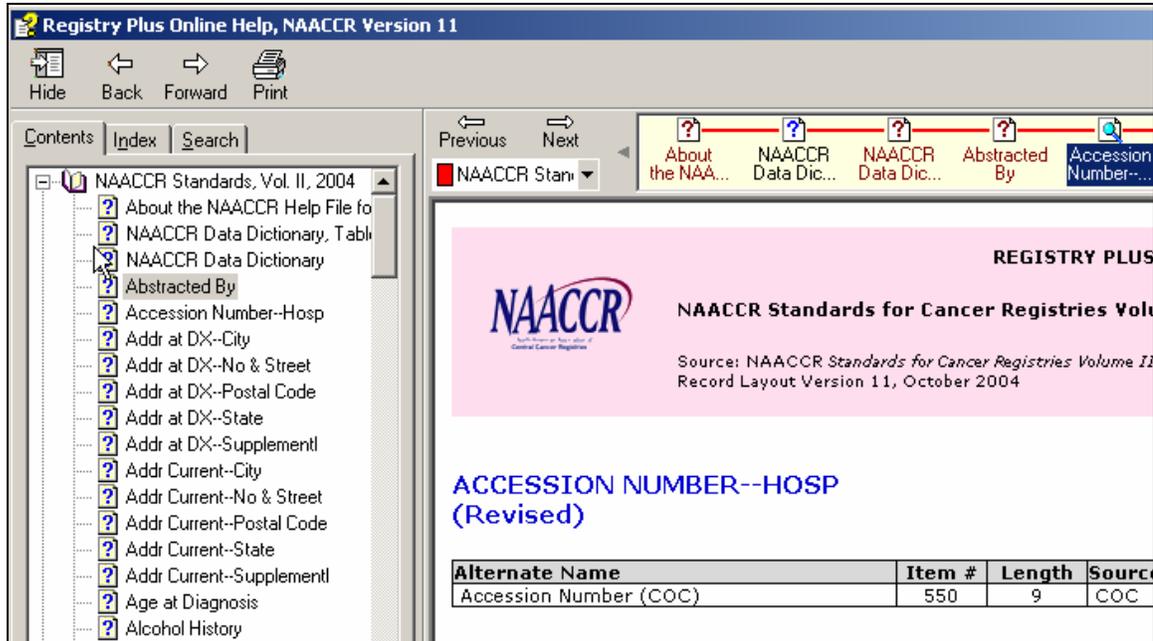
- Click **Previous**.

**Result:** The system displays the information for the **NAACCR Data Dictionary** topic, which has not been previously viewed. This topic is displayed because it directly precedes the **Abstracted By** topic in the Browse Sequence.



7. Click the **Abstracted By** browse sequence again and click .

**Result:** The system displays information for the **Accession Number – Hosp** topic, which has not been previously viewed. This topic is displayed because it directly follows the **Abstracted By** topic in the Browse Sequence.



**Questions** (answers are in Appendix A, on page 43)

1. Which buttons display topics in the order in which they were viewed?
2. In which order do the browse sequences display the topics?

# Chapter 6: Navigating Between Manuals Using Cross Links

## Learning Objectives

Upon the completion of this chapter, you will

- Know how to use cross links to view the same topic in different manuals.
- Know how to view the same topic occurring under different sub-sections in the same manual.

## Overview

If information related to a displayed topic exists in another manual, the system indicates so at the bottom of the information in the display pane and provides cross links (circled in the following graphic) to the related topic in the other manuals.

**REGISTRY PLUS ONLINE**

**NAACCR** NAACCR Standards for Cancer Registries Volume II  
Source: NAACCR Standards for Cancer Registries Volume II: Data Record Layout Version 11, October 2004

### AGE AT DIAGNOSIS

| Alternate Name | Item # | Length | Source of |
|----------------|--------|--------|-----------|
|                | 230    | 3      | SEER/COC  |

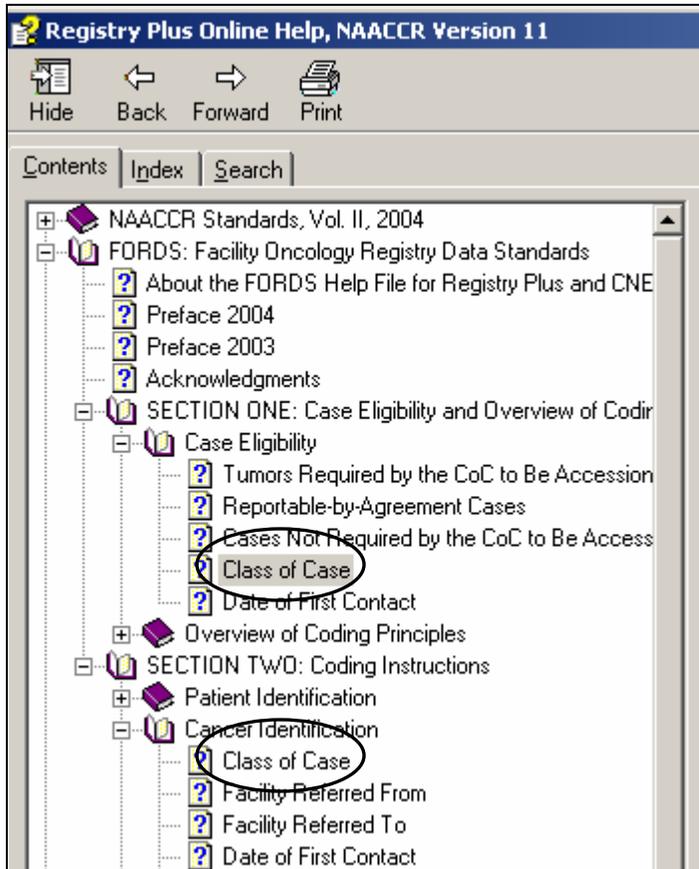
**Description**  
 Age of the patient at diagnosis in complete years. Different tumors for the same

**Codes**

|     |                                      |
|-----|--------------------------------------|
| 000 | Less than 1 year old                 |
| 001 | 1 year old, but less than 2 years    |
| 002 | 2 years old                          |
| ... | (show actual age in completed years) |
| 101 | 101 years old                        |
| ... |                                      |
| 120 | 120 years old                        |
| 999 | Unknown age                          |

- [CoC FORDS entry available](#)
- [SEER Program Coding and Staging Manual 2004 entry available](#)

Information on a topic can also exist in different sections within a manual. In such cases, a link is available for accessing the information in a different section. A good example is the **Class of Case** topic, with its definitions in the Case Eligibility sub-section under Section One in the FORDS manual. More information on Class of Case occurs in the Cancer Identification sub-section under Section Two in the same manual.



## Viewing Information Occurring in Multiple Manuals Using Cross Links Practice Activity

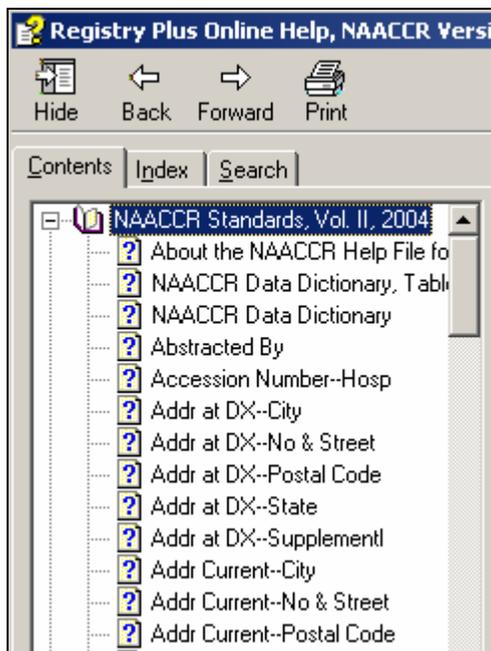
### Purpose

- Open a topic in the NAACCR Standards, Volume II, 2004 manual and open the related topic in the FORDS and SEER Program Coding and Staging manuals.

To display a topic in different manuals

1. Select the Contents tab.
2. Collapse all expanded books.
3. Expand the **NAACCR Standards, Vol. II, 2004** book.

**Result:** The system displays all the topics for the expanded manual in the navigation pane.



4. Click the **Age at Diagnosis** topic.

**Result:** The system displays information for the selected topic. Notice the two links (circled) at the bottom of the information in the display pane, indicating that related topics also exist in the FORDS and SEER manuals.

Registry Plus Online Help, NAACCR Version 11

Hide Back Forward Print

Contents Index Search

Previous Next

NAACCR Standards for Cancer Registries Volume II: Data Record Layout Version 11, October 2004

**REGISTRY PLUS ONLINE**

**NAACCR Standards for Cancer Registries Volume II: Data Record Layout Version 11, October 2004**

Source: NAACCR Standards for Cancer Registries Volume II: Data Record Layout Version 11, October 2004

### AGE AT DIAGNOSIS

| Alternate Name | Item # | Length | Source of |
|----------------|--------|--------|-----------|
|                | 230    | 3      | SEER/COC  |

**Description**

Age of the patient at diagnosis in complete years. Different tumors for the same age.

**Codes**

|     |                                      |
|-----|--------------------------------------|
| 000 | Less than 1 year old                 |
| 001 | 1 year old, but less than 2 years    |
| 002 | 2 years old                          |
| ... | (show actual age in completed years) |
| 101 | 101 years old                        |
| ... |                                      |
| 120 | 120 years old                        |
| 999 | Unknown age                          |

- [CoC FORDS entry available](#)
- [SEER Program Coding and Staging Manual 2004 entry available](#)

5. Click the **CoC FORDS entry available** link.

**Result:** The system displays information for the selected topic from the FORDS manual. Notice that the system does not navigate to the table of contents for the FORDS manual, but remains in the NAACCR manual.

**Registry Plus Online Help, NAACCR Version 11**

Hide Back Forward Print

Contents Index Search

NAACCR Standards, Vol. II, 200

- About the NAACCR Help File
- NAACCR Data Dictionary, T
- NAACCR Data Dictionary
- Abstracted By
- Accession Number-Hosp
- Addr at DX--City
- Addr at DX--No & Street
- Addr at DX--Postal Code
- Addr at DX--State
- Addr at DX--Supplementl
- Addr Current--City
- Addr Current--No & Street
- Addr Current--Postal Code
- Addr Current--State
- Addr Current--Supplementl
- Age at Diagnosis
- Alcohol History
- Ambiguous Terminology DX
- Archive FIN
- Autopsy
- Behavior (73-91) ICD-0-1
- Behavior (92-00) ICD-0-2
- Behavior Code ICD-0-3
- Birth Date
- Birthplace
- Cancer Status
- Casefinding Source
- Cause of Death
- Census Cod Sys 1970/80/90
- Census Tr Cert 1970/80/90
- Census Tr Certainty 2000
- Census Tract 1970/80/90
- Census Tract 2000
- Census Tract Block Group
- Census Tract Cod Sys--Alt
- Chemotherapy Field 1
- Chemotherapy Field 2

Previous Next

NAACCR Stan

Age at Diagn... Alcohol History Ambiguous Terminol... Archive FIN Autopsy Behavior (73-91) I...

**COMMISSION ON CANCER**  
MULTIDISCIPLINARY PROGRAM  
AMERICAN COLLEGE OF SURGEONS

**REGISTRY PLUS ONLINE**

**FORDS Manual, Section Two: Coding Instructions**

Source: *FORDS Manual, Facility Oncology Registry Data Standards*, 2011/2/03, 1/22/03, 2/10/03, and 3/6/03; and *FORDS: Revised for 2011*

### Age at Diagnosis

Item Length: 3  
Allowable Values: 000B120, 999  
Right Justified, Zero-filled  
NAACCR Item #230

**Description**

Records the age of the patient at his or her last birthday before diagnosis.

**Rationale**

This data item is useful for patient identification. It may also be useful when analyzing

**Instructions for Coding**

If the patient has multiple primaries, then the age at diagnosis may be different for su

| Code | Definition                                 |
|------|--|
| 000  | Less than one year old.                    |
| 001  | One year old, but less than two years old. |
| 002  | Two years old.                             |
| ...  | Show actual age in years.                  |
| 120  | One hundred twenty years old.              |
| 999  | Unknown age.                               |

6. Click  Back.

**Result:** The system re-displays the previously viewed **Age at Diagnosis** topic in the NAACCR Standards, Volume 11, 2004 manual.

The screenshot shows the 'Registry Plus Online Help, NAACCR Version 11' interface. The left pane contains a table of contents for 'NAACCR Standards, Vol. II, 2004', with 'Age at Diagnosis' selected. The main pane displays the following content:

**REGISTRY PLUS ONLINE**

**NAACCR Standards for Cancer Registries Volume 11**

Source: NAACCR Standards for Cancer Registries Volume II: Data Record Layout Version 11, October 2004

### AGE AT DIAGNOSIS

| Alternate Name | Item # | Length | Source of |
|----------------|--------|--------|-----------|
|                | 230    | 3      | SEER/COC  |

**Description**

Age of the patient at diagnosis in complete years. Different tumors for the same age.

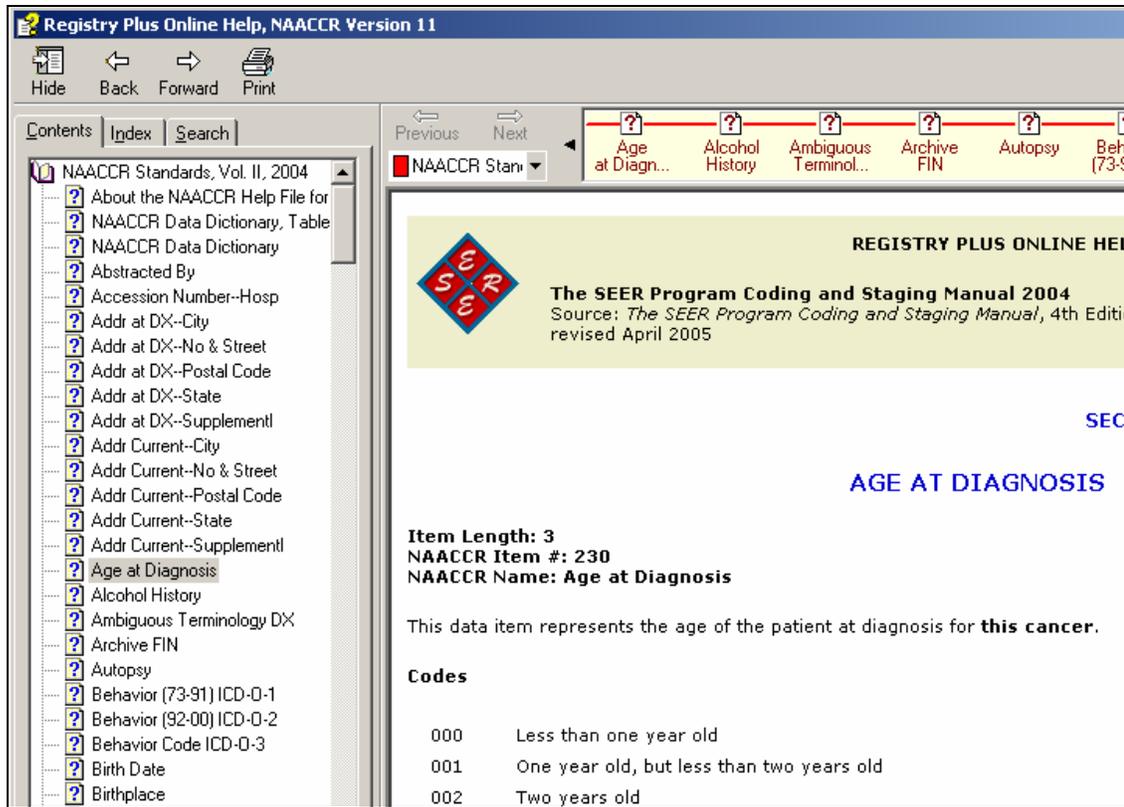
**Codes**

|     |                                      |
|-----|--------------------------------------|
| 000 | Less than 1 year old                 |
| 001 | 1 year old, but less than 2 years    |
| 002 | 2 years old                          |
| ... | (show actual age in completed years) |
| 101 | 101 years old                        |
| ... |                                      |
| 120 | 120 years old                        |
| 999 | Unknown age                          |

- [CoC FORDS entry available](#)
- [SEER Program Coding and Staging Manual 2004 entry available](#)

7. Click the **SEER Program Coding and Staging Manual 2004 entry available** link.

**Result:** Information for the related topic from the SEER Program Staging and Coding manual is displayed in the display pane.



8. Click  Back.

**Result:** The system re-displays the information for the **Age at Diagnosis** topic from the NAACCR Standards, Volume 11, 2004 manual.

9. Click  Forward.

**Result:** The system displays the information for the **Age at Diagnosis** topic from the SEER Program Staging and Coding manual.

## Viewing a Topic Occurring in Multiple Sub-Sections in the same Manual Practice Activity

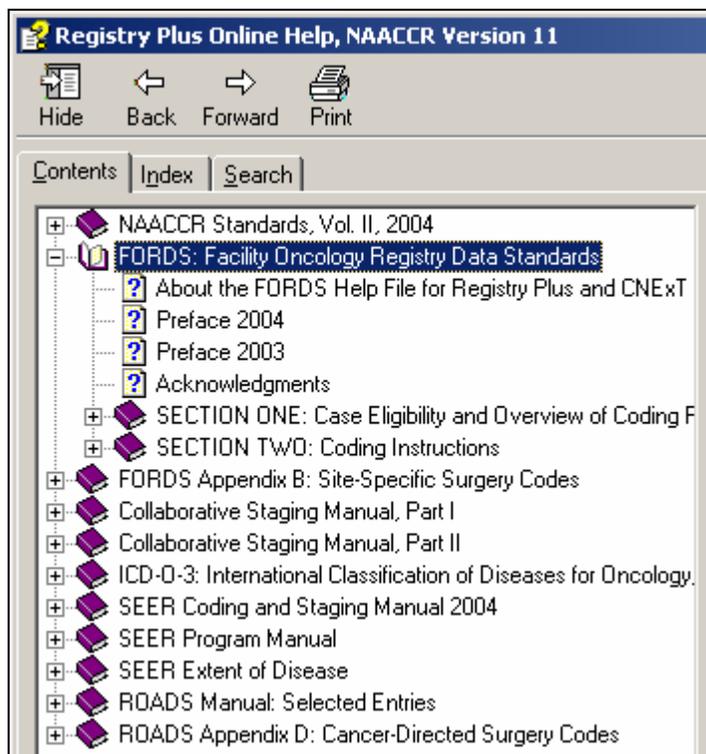
### Purpose

- Open a topic that occurs in two sub-sections of the FORDS manual.

To view information for a topic which occurs in different sub-sections of the same manual

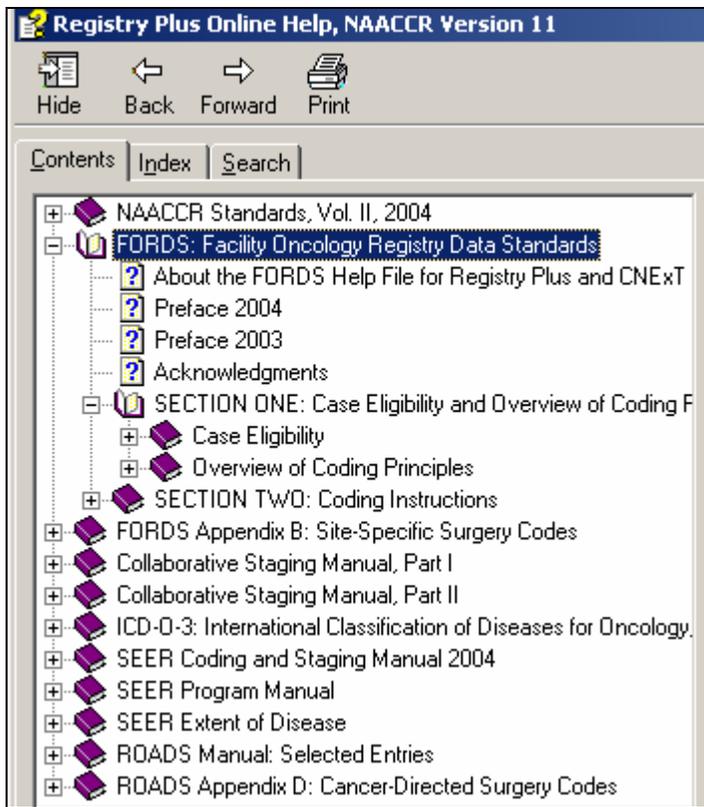
1. Select the Contents tab.
2. Collapse all expanded books.
3. Expand the **FORDS: Expanded Oncology Registry Data Standards** book.

**Result:** The system displays the topics and sub-books under the expanded manual in the navigation pane.



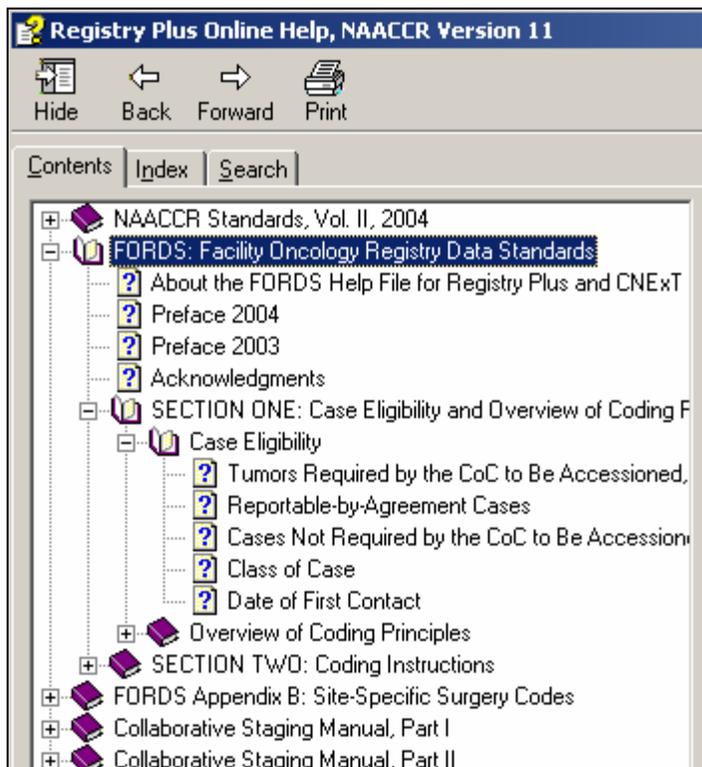
4. Expand the **SECTION ONE: Case Eligibility and Overview of Coding Principles** sub-book.

**Result:** The system displays the sub-books under the expanded section in the navigation pane.



- Expand the **Case Eligibility** sub-book.

**Result:** The system displays the topics under the selected sub-book.



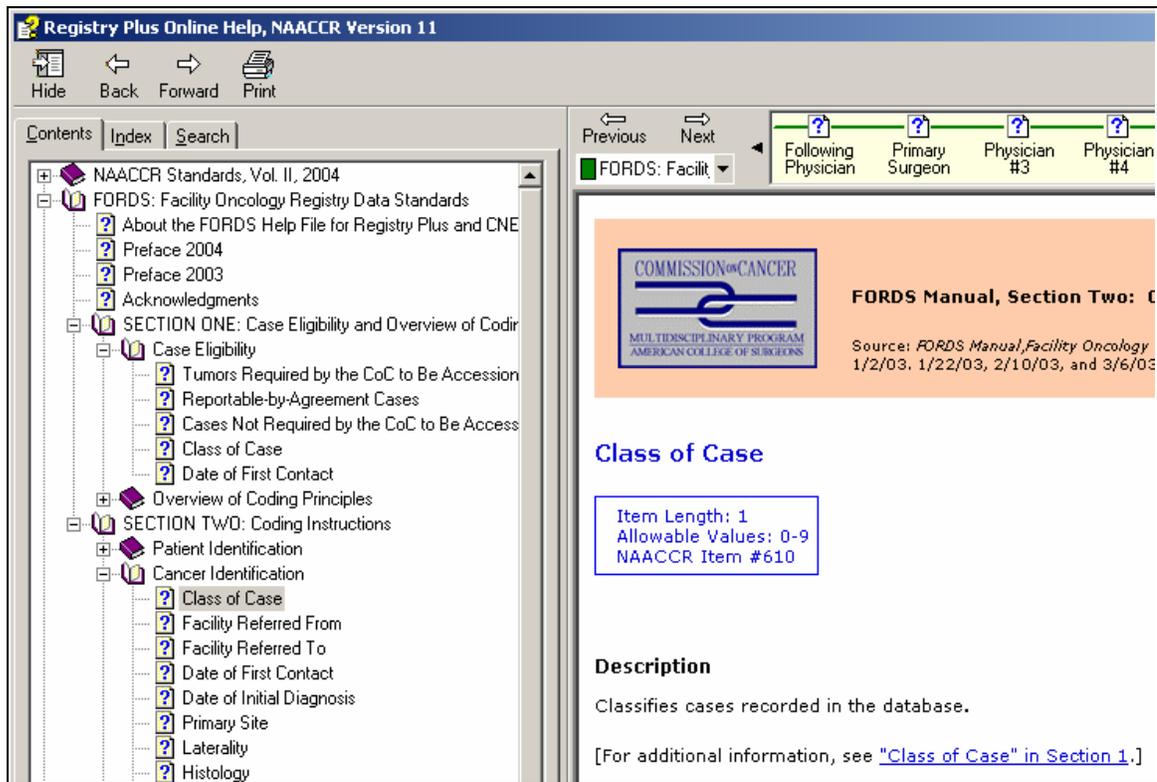
- Click the **Class of Case** topic.

**Result:** The system displays information for the selected topic in the display pane.

The screenshot shows the 'Registry Plus Online Help, NAACCR Version 11' interface. On the left, a tree view shows the 'Class of Case' topic selected under 'SECTION ONE: Case Eligibility and Overview of Coding Principles'. The right pane displays the 'FORDS Manual, Section One: Principles' with a sub-section for 'Class of Case [Definitions]'. The text explains that all accessioned cases are assigned a 'Class of Case' (NAACCR involvement of the facility in the care of the patient) and defines 'Analytic Cases' as those diagnosed at the accessioning facility and/or administered after the registry's reference date.

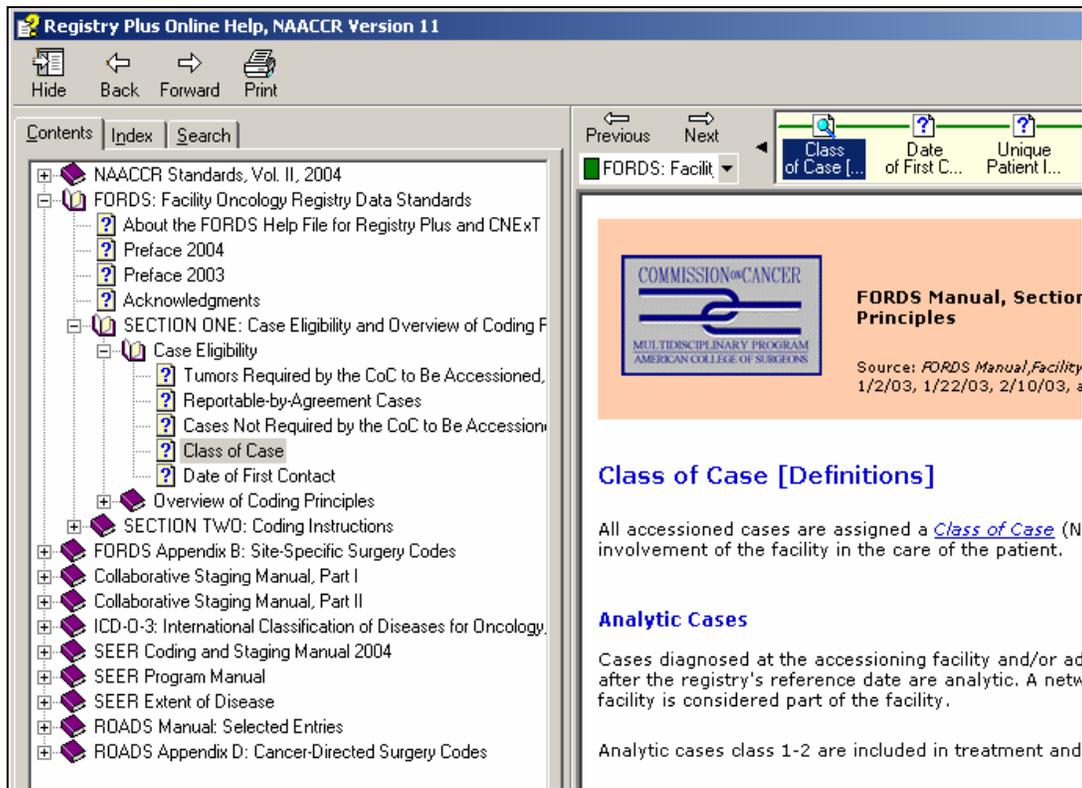
- Click the **Class of Case** link in the display pane.

**Result:** The system displays information for the **Class of Case** topic located in the **Cancer Identification** sub-book in SECTION TWO of the same manual and highlights the source of the displayed topic in the navigation pane.



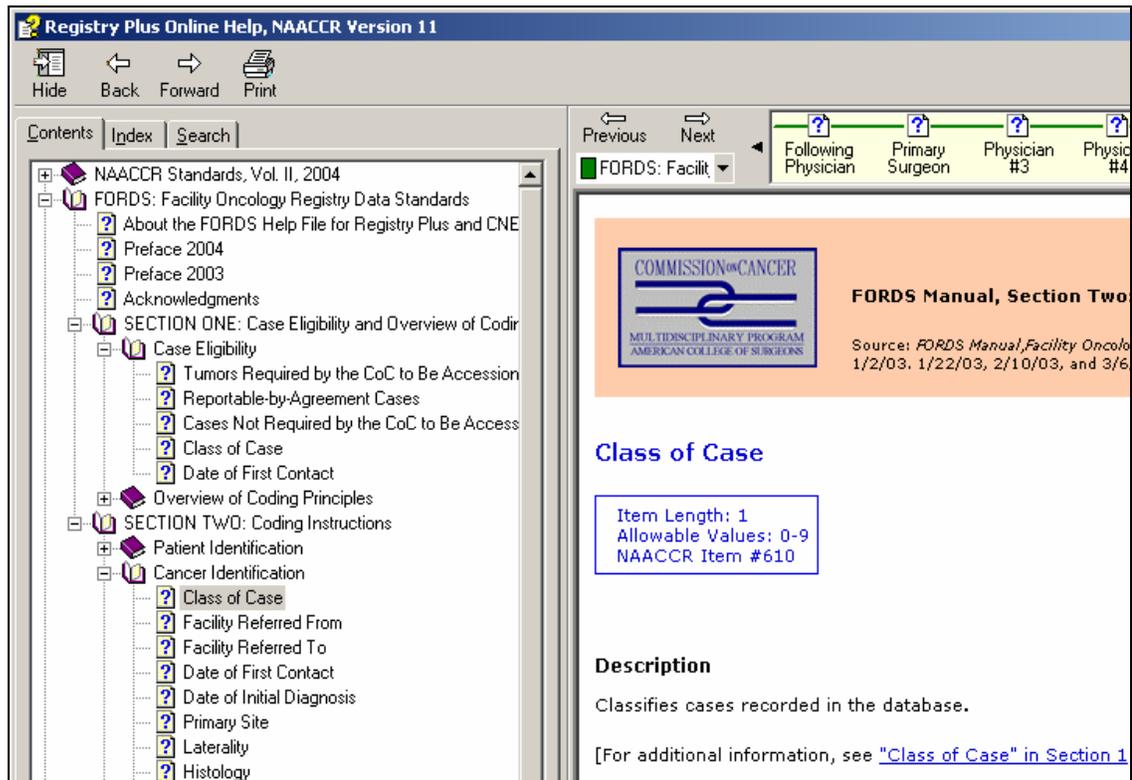
8. Click the **Class of Case in Section 1** link in the display pane.

**Result:** The system re-displays the information for the **Class of Case** topic located in the **Case Eligibility** sub-book in SECTION ONE of the same manual and highlights the source of the displayed topic in the navigation pane.



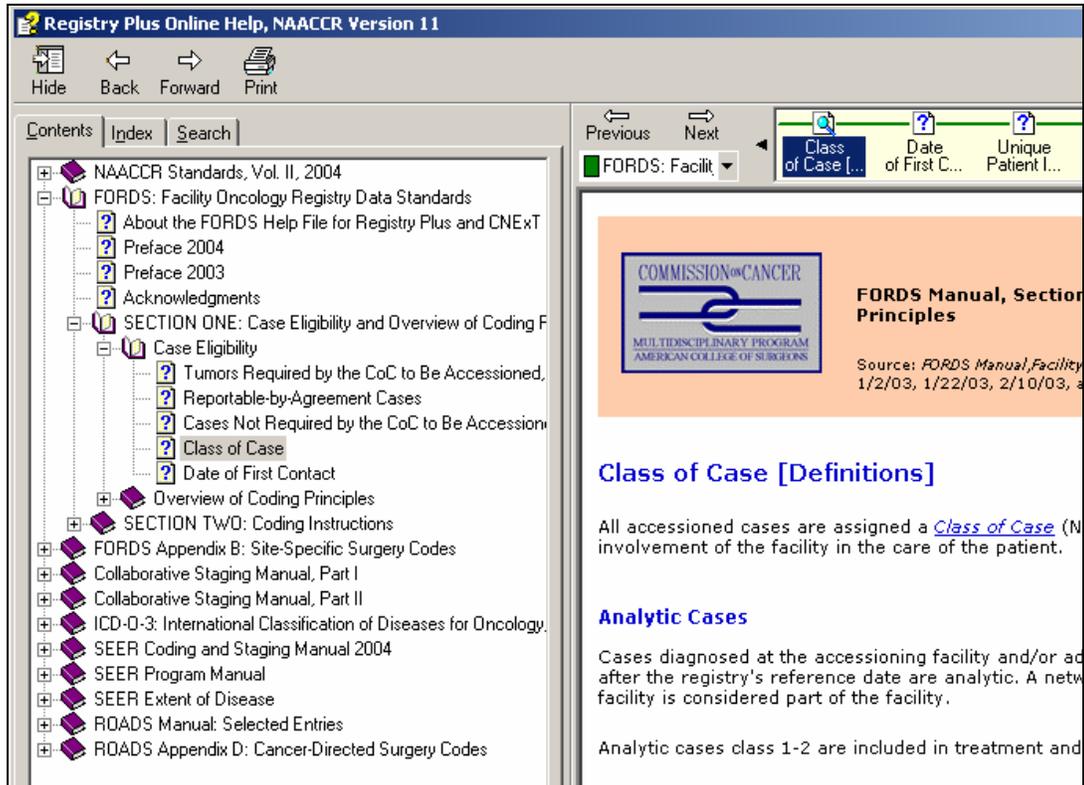
- Click  Back.

**Result:** The system displays information for the **Class of Case** topic located in the **Cancer Identification** sub-book in SECTION TWO of the same manual and highlights the source of the displayed topic in the navigation pane.



10. Click  Forward

**Result:** The system re-displays the information for the **Class of Case** topic located in the **Case Eligibility** sub-book in SECTION ONE of the same manual and highlights the source of the displayed topic in the navigation pane.



**Questions** (answers are in Appendix A, on page 43)

1. When viewing information for topic, how might you know that a related topic occurs in other manuals?
2. When viewing information for topic, how might you know that related information occurs elsewhere in RPOH?

## Appendix: Answers

### Chapter 3: Finding Information Using the Table of Contents

Here are the answers to the questions on page 18 about locating information in the Table of Contents.

1. You can find all the manuals in the Contents tab.
2. The system displays information for the topic associated with the question mark in the display pane.
3. The Index feature searches for keywords as entered by the Online Help author. The Search feature searches for keywords within the system, indexed or not.

### Chapter 4: Navigation Buttons

Here are the answers to the questions on page 24 about the navigation buttons.

1. The Back and Forward buttons display information for topics in the order in which they were viewed.
2. You can close and re-display the navigation pane by using the Hide/Show button.

### Chapter 5: The Manuals List and Browse Sequences

Here are the answers to the questions on page 28 about the manuals list and browse sequences.

1. The system displays information for the first topic in the manual in the display pane, and the browse sequences display the manual's topics.
2. The browse sequence buttons display topics in the order set up by the Help author to match the order that users would view the Help if they were paging through a book. The topics may also appear in the same order in which they appear in the manual.

### Chapter 6: Navigating Between Manuals

Here are the answers to the questions on page 42 about viewing a topic that occurs in different manuals and a topic that occurs in separate sub-sections of the same manual.

1. A link to a related topic in another manual can appear at the bottom of the information displayed in the display pane.
2. Text within the information displayed may be hyperlinked to related information which occurs elsewhere in RPOH.