

Cancer Institute NSW

NSW Cancer Registry: User guide for notifiers

Cancer Notification Portal (CNP)

Version 2, December 2023

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E23/26043 | CI-0009-01.24

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1. Introduction

1.1 Acronyms

Acronym	Meaning
CINSW	Cancer Institute NSW
CNF	Cancer Notification Form
CNP	Cancer Notification Portal
NSWCR	NSW Cancer Registry

1.2 Overview

The Cancer Notification Portal (CNP) is a web-based application designed to enable notifiers within health institutions to submit notifications of cancer cases and clinical information to the NSW Cancer Registry (NSWCR) in an electronic format. Notifiers can:

- save or submit their online 'cancer notification webform'
- submit batch files via an upload function
- track and monitor their notification activity
- change/update their user information.

This document provides a step-by-step guide on how the CNP can be used by notifying facilities and their staff.

1.3 Browser requirements

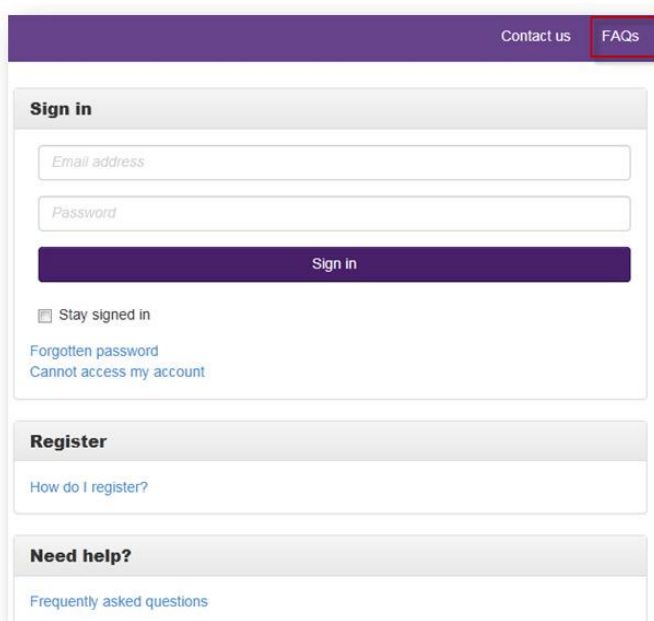
The CNP can be used on various web browsers. However, for optimum compatibility, it is recommended that Internet Explorer 9 (or later) is installed.

2. Access to the CNP


2.1 How to register

To enable electronic notifications of cancer cases to be submitted to the NSWCR, all new notifiers must register with the CNP Administrator to obtain an active CNP account.

Item	Details
Registration forms location	<ul style="list-style-type: none">• All new users/notifiers of a facility must complete a registration form.• Location: Visit cancernotifications.cancerinstitute.org.au/, then FAQ.

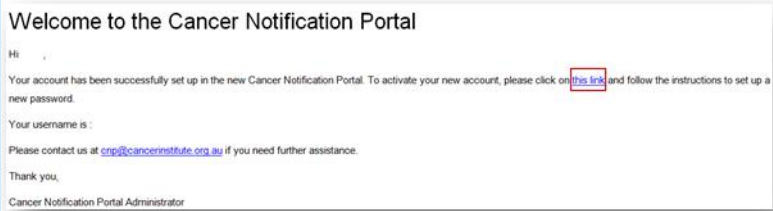
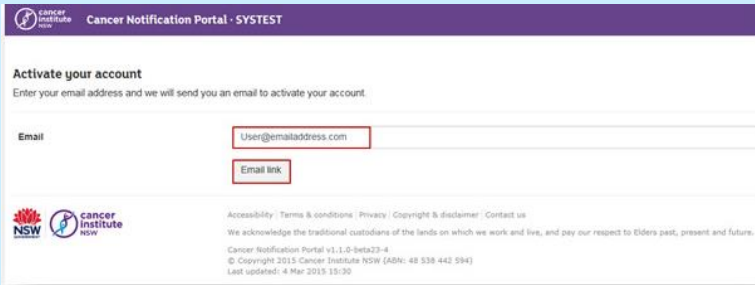
The screenshot shows the top navigation bar with 'Contact us' and 'FAQs' links. Below this is a 'Sign in' section with fields for 'Email address' and 'Password', a 'Sign in' button, and links for 'Stay signed in', 'Forgotten password', and 'Cannot access my account'. Below the sign in section is a 'Register' section with a link 'How do I register?'. At the bottom is a 'Need help?' section with a link 'Frequently asked questions'.

- Click on 'How do I register on the CNP?' and select the relevant form.

The screenshot shows the 'How do I register on the CNP?' page. It states: 'You can register to use the CNP by completing one of the below forms and emailing it to the Cancer Notification Portal Administrator:'. There are two bullet points: '• If you are registering to notify on behalf of a new facility (not previously known to the NSWCR), please complete the [CNP Registration Form - New](#).' and '• If you are registering to notify on behalf of an existing facility (known to the NSWCR), please complete the [CNP Registration Form - Existing](#).' Both links are highlighted with red boxes.

Registration forms	<p>Notifiers can register as a new user from either:</p> <ul style="list-style-type: none">• a new facility – the notifying facility is not previously known to the NSWCR (e.g. facility has not notified cancer cases to the NSWCR before)• an existing facility – the notifying facility is previously known to the NSWCR (e.g. facility has notified cancer cases to the NSWCR before).
Request for an account	<ul style="list-style-type: none">• Send completed forms via email to the CNP Administrator at: cinsw-cnp@health.nsw.gov.au• The CNP Administrator will respond to your request via email within 15 business days.

2.2 How to activate an account

Steps/fields	Details
Account approval	<ul style="list-style-type: none">Approval to your CNP account request will be confirmed via email from the CNP Administrator.
Activate account	<ul style="list-style-type: none">To activate your account, click on the link in the 'Welcome email'. <div></div> <ul style="list-style-type: none">The link will be directed to the 'Activate your account' web page.Provide a 'sign in' email address and click on the 'Email link' button. <p><i>Note: The email address you provide will be used as the sign in for your CNP account. Each user must have their own unique email address to sign in. Personal email addresses should not be used.</i></p> <div></div>
Password setup	<ul style="list-style-type: none">Refer to Section 2.4 Forgotten password/reset password.

2.3 How to Sign in

Item	Details
CNP website	The CNP sign-in is located at: cancernotifications.cancerinstitute.org.au/
Sign-in	<ul style="list-style-type: none">Email address: Enter your nominated email address for signing into the CNP.Password: Enter your nominated password for signing in to the CNP.Click 'Sign in':

Item	Details
	<div> <div>Sign in</div> <div> <input type="text"/> <input type="password"/> <input type="button" value="Sign in"/> </div> <div> <input type="checkbox"/> Stay signed in </div> <div> Forgotten password Cannot access my account </div> </div> <div> <div>Register</div> <div> How do I register? </div> </div> <div> <div>Need help?</div> <div> Frequently asked questions </div> </div>

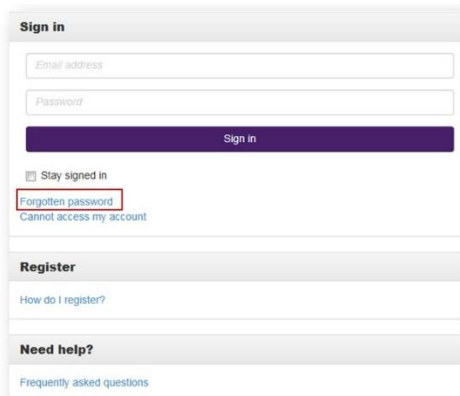
2.4 Forgotten password/reset password

Failed sign-in may be due to forgotten password. For all other sign in issues, contact the CNP Administrator.

Item	Details
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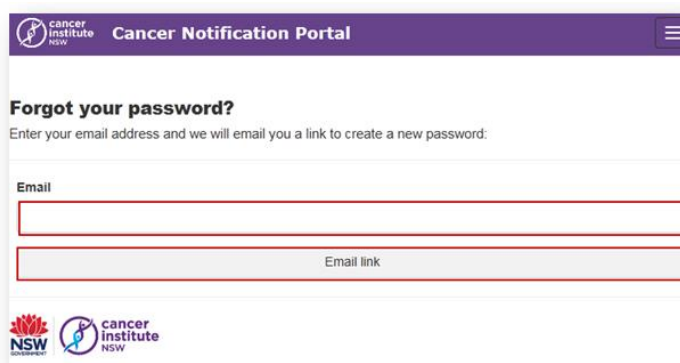
Forgotten passwords

- For forgotten passwords, click on 'Forgotten password':



The screenshot shows the 'Sign in' section of the portal. The 'Email address' and 'Password' fields are at the top, followed by a 'Sign in' button. Below the button is a 'Stay signed in' checkbox. The 'Forgotten password' link is highlighted with a red box, and the 'Cannot access my account' link is below it. The 'Register' and 'Need help?' sections are visible below.

- On the 'Forgotten your password?' web page, provide your 'Sign in' email address and
- click on the 'email link'.
- Reset password instructions will be sent to your email:



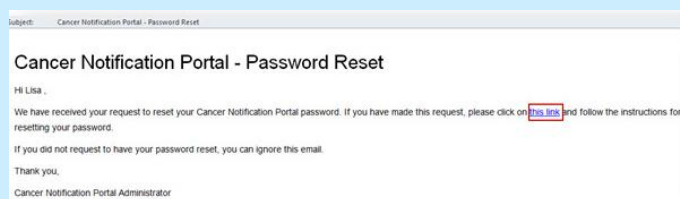
The screenshot shows the 'Forgot your password?' page. At the top, it says 'Enter your email address and we will email you a link to create a new password:'. Below this is an 'Email' input field and an 'Email link' button. The page has a purple header with the 'cancer institute NSW' logo and 'Cancer Notification Portal' text. At the bottom, there are logos for 'NSW' and 'cancer institute NSW'.

Item

Details

Reset password

- A 'Cancer Notification Portal – Password Reset' email will be sent to your nominated email address. Click on the 'link' to reset your password.



- On the 'Reset password' web page, provide your 'New password', 'Confirm password' and click on the 'Reset' button.

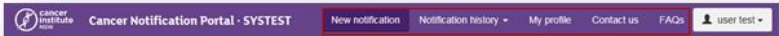
A screenshot of the 'Reset password' web page. The page has a purple header with the 'cancer institute nsw' logo and the text 'Cancer Notification Portal - SYSTEST'. There are links for 'Contact us' and 'FAQs'. The main content area is titled 'Reset password.' and 'Reset your password.' It contains three input fields: 'Email' (pre-filled with 'lisa.thai@cancerinstitute.org.au'), 'New password', and 'Confirm new password'. Below these fields is a 'Reset' button.

- The confirmation screen will display to confirm your password change.
- Click on the link to take you to the CNP login page.

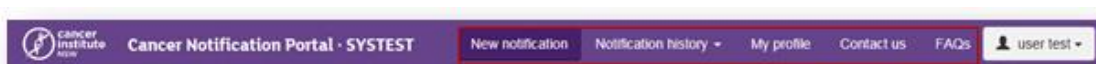
A screenshot of the 'Reset password confirmation' web page. The page has a purple header with the 'cancer institute nsw' logo and the text 'Cancer Notification Portal - SYSTEST'. There is a 'Contact us' link. The main content area is titled 'Reset password confirmation.' and states 'Your password has been reset. Please [click here to log in](#)'. At the bottom, there are logos for 'NSW' and 'cancer institute nsw', and a footer with links for 'Accessibility', 'Terms & conditions', 'Privacy', 'Copyright & disclaimer', and 'Contact us'. It also includes a statement: 'We acknowledge the traditional custodians of the lands on which we work and live, and pay our respect to Elders past, present and future.' and copyright information: 'Cancer Notification Portal v1.1.0-beta23-4 © Copyright 2015 Cancer Institute NSW (ABN: 48 538 442 594) Last updated: 4 Mar 2015 15:30'.

3. Cancer Notification Portal

3.1 Main menu

Item	Details
Main menu	Users can navigate through the screens on the CNP by selecting from a tab along the top menu. 
New notification	The New notification screen enables users to submit their notification of cancer cases via the below methods: <ul style="list-style-type: none">• Cancer notification web form (see section 3.2.1); or• Batch file upload (see section 3.2.2) The notification method displayed is based on how the CNP Administrator has set up a facility to notify to the NSWCR.
Notification history	Includes a search function and displays results of the previous notifications submitted on the CNP (see section 3.3 Notification history – web form and section 3.4 Notification history – batch file).
My profile	Allows users to manage their user account and facility information.
FAQ	Provides a list of frequently asked questions and answers.
Contact us	Provides CNP contact information.

3.2 New notification

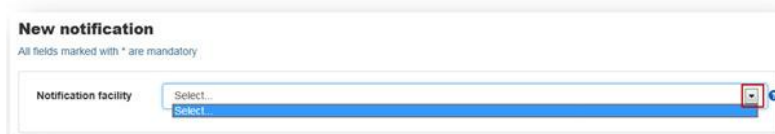


3.2.1 Cancer notification web form

Item	Details
Notification facility	<ul style="list-style-type: none">• If the user is approved to notify on behalf of more than one facility, a drop-down option from the 'Notification facility' field will be available to allow users to select from.

Item	Details
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- Only facilities approved for the user by the CNP Administrator are displayed:



The screenshot shows a web form titled 'New notification' with a sub-header 'All fields marked with * are mandatory'. Below this is a label 'Notification facility' followed by a dropdown menu. The dropdown menu is open, showing two options: 'Select...' and 'Select1...'. A red box highlights the dropdown arrow on the right side of the menu.

Web form

- Allows each individual cancer case notification to be submitted via an online web form.
- A blank web form is displayed only when a facility set up to notify via a web form is selected.
- All fields marked with * are mandatory and cannot be left blank.

Patient details

Notifiers must provide the following details for a cancer case notification:

- Surname*: That part of a name a person usually has in common with some other members of his/her family, as distinguished from his/her given names.
- Given name* (i): The person's identifying name within the family group, or by which the person is socially identified.
- Given name (ii): Another given name that the person is identified by within the family group, or by which the person is socially identified.
- Alias given name: Other given name that the person is also identified with.
- Sex*: The biological distinction between male and female.
- Medicare number: The identifier, allocated by the Health Insurance Commission, to eligible persons under the Medicare scheme, which appears on a Medicare card.
- Medical record number: A person's identifier that is unique within an establishment or agency.
- Current residential address: The patient's usual residential address at the time of the episode,
 - including:
 - unit number
 - street number
 - street name*
 - suburb* (type the name of the suburb and select from the matching results).

Note: For interstate addresses, excluding NSW/ACT, enter the appropriate state name (e.g. Victoria, Western Australia, Queensland, Northern Territory, South Australia, Tasmania).

- Postcode: Will pre-populate based on the suburb selected.
- State: Will pre-populate based on suburb selected.

Demographic information:

- Date of birth*: The date of birth of the person.
- (Date of birth) validity code: An indicator of the accuracy of the person's date of birth by
 - selecting the tick box under:
- Day: If the day of the person's date of birth is unknown, but the month and year are known (01MMYYYY).



Item	Details
	<ul style="list-style-type: none"> Month: If the day and month of the person's date of birth are unknown, but the year is known (0101YYYY). Year: If the day, month and year of the person's date of birth are unknown (01019999). <p><i>Note: If the day, month and year of the person's date of birth are known, a selection is not required.</i></p> <ul style="list-style-type: none"> Country of birth*: The country in which the person was born (type the name of the country and select from the results). Aboriginal status*: Whether a person identifies as being of Aboriginal or Torres Strait Islander origin.
Medical practitioner details (doctor in charge of case)	<ul style="list-style-type: none"> Registration number: The Australian Health Practitioner Regulation Agency (AHPRA) or the Medical Board of Australia Registration number of the person's treating doctor. Doctor in charge of case (full name): The full name of the doctor in charge of the case. Address of doctor in charge or case address: The address of the person's treating doctor.
Medical practitioner details (GP or referring doctor if GP is not known)	<ul style="list-style-type: none"> Registration number: The Australian Health Practitioner Regulation Agency (AHPRA) or the Medical Board of Australia Registration number of the person's general practitioner or referring doctor. GP or referring doctor (full name): The full name the person's general practitioner or referring doctor. Address of GP or referring doctor address: The address (at least suburb) of the person's general practitioner or referring doctor.
Clinical details	<ul style="list-style-type: none"> Date of admission*: Date on which an admitted patient commences an episode of care. <p><i>Note: Record date of attendance for non-admitted patients.</i></p> <ul style="list-style-type: none"> Date of separation*: The date on which an admitted patient completes an episode of care. <p><i>Note: Same as admission date for non-admitted patients.</i></p> <ul style="list-style-type: none"> Status at separation*: The status of a person at separation. <p><i>Note: Only required for admitted notifications.</i></p> <p>Diagnosis:</p> <ul style="list-style-type: none"> Date of diagnosis of cancer*: Date of first diagnosis of this primary cancer. Validity code (date of diagnosis): An indicator of the accuracy of the person's date of diagnosis by selecting: <ul style="list-style-type: none"> Day: If the day of the person's date of diagnosis is unknown, but the month and year are known (01MMYYYY). Month: If the day and month of the person's date of diagnosis are unknown, but the year is known (0101YYYY).

Item	Details
	<p>— Year: If the day, month and year of the person's date of diagnosis are unknown (01019999).</p> <p><i>Note: If the day, month and year of the person's date of diagnosis are known, a selection is not required.</i></p> <ul style="list-style-type: none"> Primary site (code/description)*: The ICD-10-AM code and text descriptor of the site in which the tumour originated in a person with cancer, as opposed to the secondary or metastatic site. Type the name/code of the cancer site and select from the results. Morphology (code/description)*: The ICD-10-AM code/text descriptor of the histological classification of the cancer tissue (histopathological type) in a person with cancer, as determined by microscopic examination. Type the name/code of the morphology and select from the results. Laterality*: The side of a paired organ that is the origin of the primary cancer in a person with cancer. Best basis of diagnosis at this admission*: The person with cancer's most valid basis of diagnosis at this admission. Degree of spread of diagnosis at this admission*: Degree of spread of cancer is a measure of the progression/extent of the person's cancer at this admission. Name of pathology laboratory: Name of laboratory where a diagnostic test was performed. Place of residence at time of diagnosis: The state the person usually resides in at the time of diagnosis. <p>Cancer stage at this admission:</p> <ul style="list-style-type: none"> TNM edition number: The edition number of the AJCC staging manual used to determine TNM stage (defaulted to 7). T stage: Denotes the extent of the tumour at the primary site at the time of diagnosis. N stage: Denotes the absence /presence of regional lymph node metastases and its extent at the time of diagnosis. M stage: Denotes the absence /presence of distant metastasis at the time of diagnosis. <p><i>Note: Refer to Appendix 1 for all T, N, M stage values</i></p> <ul style="list-style-type: none"> TNM stage group: defines the anatomical extent of disease at diagnosis based on previously coded T, N and M stage. <p><i>Note: Refer to 2 for TNM Stage group values</i></p> <ul style="list-style-type: none"> TNM stage basis: The timing and evidence for TNM stage values. Other staging scheme: Staging schemes other than TNM used for the cancer. Other stage group: Defines the anatomical extent of cancer at diagnosis, based on stage categories of a staging classification other than the standard TNM classification. <p><i>Note: Refer to Appendix 3 for Other staging scheme and grouping values.</i></p> <p>Main procedures:</p> <ul style="list-style-type: none"> Procedure (code/description): ICD-10-AM procedure code/descriptor performed at this admission.

Item	Details
	<ul style="list-style-type: none"> Procedure date: The date the procedure was performed. Main procedure flag: Select this check box to indicate that the procedure recorded was the main procedure the person with cancer was admitted for. <p>Intended treatment modality:</p> <ul style="list-style-type: none"> Surgery flag: Select this check box to indicate that surgery was an intended treatment for the person. Radiotherapy flag: Select this check box to indicate radiotherapy was an intended treatment for the person. Radiotherapy eviQ ID: The intended radiotherapy eviQ protocol identifier for treatment of cancer. Systemic agent therapy: Select this check box to indicate that systemic therapy is an intended treatment for the person. Systemic agent eviQ ID 1: The first eviQ protocol identifier of the systemic therapy agent protocol intended for the treatment of cancer. Systemic agent eviQ ID 2: Other eviQ protocol identifier of the systemic therapy agent protocol intended for the treatment of cancer. Other flag: Select this check box to indicate that a treatment modality other than surgery, radiotherapy or systemic therapy is intended for the person. No treatment intended: Select this check box to indicate that no treatment is intended for the person.
Coronial inquiry	<p>View access only available to coronial-related facilities, and to be completed for Coronial Inquiry purposes only.</p> <ul style="list-style-type: none"> Date of death: The person's date of death. Was this an incidental finding at post mortem: Indicates that the cancer death was an incidental finding at post mortem. Scope: Patient's cancer was an incidental finding at postmortem. Time frame: Within 6 weeks of the patient's death or date of final determination of cause of death.

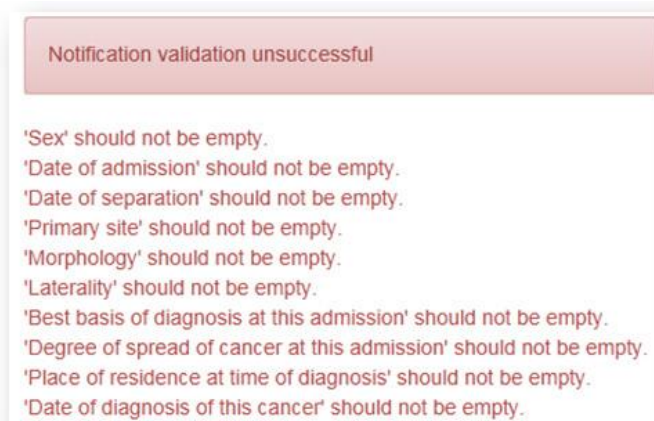
3.2.1.1 Web form actions

Item	Details
Print	<ul style="list-style-type: none"> Allows the web form to be printed.
Save	<ul style="list-style-type: none"> To save incomplete web forms, users must provide a 'Surname' and 'Given name' as the minimum data requirement. All saved web forms are located in a user's notification history form' with a 'Saved' status' (refer to Section 3.3 Notification history – web form). A confirmation message and a 'Receipt number' will be displayed for successfully saved notifications. <div> Your Cancer Notification Form has been saved at 14:32:02 PM. Your Receipt number is P00150001 </div>

Item	Details
Submit	<ul style="list-style-type: none"> • Select to allow completed web forms to be submitted. • All submitted web forms are located in a user's 'Notification history - form' with a 'Submitted' status'. • A confirmation message and a 'Receipt number' will be displayed for successfully submitted notifications. 
	<ul style="list-style-type: none"> • Select to display a new web form notification for the facility. 

3.2.1.1 Web form validation rules

Item	Details
Mandatory fields	All mandatory fields marked with * must be populated. You cannot submit a web form if any of the mandatory fields are empty.
Cross field date validations	<p>The following cross field date validations apply when the fields have been populated with dates:</p> <ul style="list-style-type: none"> • Date of birth must be before or equal to the date of admission. • Date of birth must be before or equal to the date of separation. • Date of birth must be before or equal to the date of diagnosis of this cancer. • Date of birth must be before or equal to today's date. • Date of diagnosis of this cancer must be before or equal to the separation date. • Date of diagnosis of this cancer must be before or equal to today's date. • Admission date must be before or equal to the separation date. • Admission date must be before or equal to today's date. • Separation date must be before or equal to today's date. <p><i>Note: If the default date of 01/01/9999 has been populated for a date field, the field is excluded from the validation.</i></p>
Error messages	<ul style="list-style-type: none"> • Any data submitted that does not meet the validation rules will prompt a validation unsuccessful message detailing the error/s: • Corrections to these errors must be made before the notification can be re-submitted.



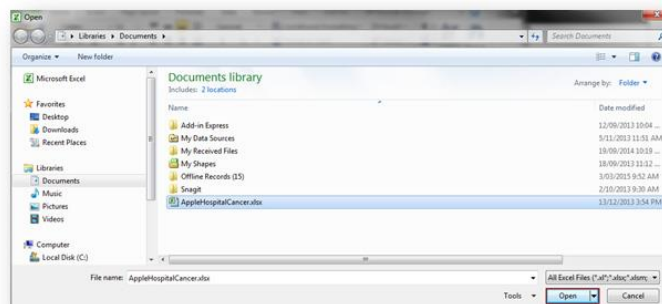
3.2.2 Batch file upload

Item	Details
Notification facility	<ul style="list-style-type: none"> If the user is approved to notify on behalf of more than one facility, a drop-down option from the 'Notification facility' field will be available to allow users to select from. Only facilities approved by the CNP Administrator for the user are displayed.
Batch file upload function	<ul style="list-style-type: none"> Allows a facility to submit multiple notifications of cancer cases in a comma-separated values (.CSV). The batch file upload function is displayed when a batch notifying facility is selected. <div data-bbox="333 1220 1453 1494"> <p>New notification All fields marked with * are mandatory</p> <p>Notification facility: Chs - Chs Unit</p> <p>Choose File: No file chosen</p> <p>Upload</p> </div> <ul style="list-style-type: none"> The batch file format must meet one of the below extract specifications: <ul style="list-style-type: none"> CNP extract specifications <p>The format for each extract specification can be located on the CNP website under FAQ (refer to section 3.6 frequently asked questions).</p> <div data-bbox="333 1693 995 2016"> <p>Frequently asked questions</p> <p>What is the Cancer Notification Portal (CNP)?</p> <p>Should I use the Web Form or the Batch Upload function?</p> <p>If your facility can generate a cancer notification extract that meets one of the following extract specifications:</p> <ul style="list-style-type: none"> Cancer Notification Form Extract Specification Version 3 <p>Further information on the use of the Batch upload function on the CNP can be found in the CNP User Guide.</p> <p>If your system cannot generate a cancer notification extract, you will need to provide the information in the Web Form.</p> <p>Further information on the use of the Web Form can also be found in the CNP User Guide.</p> </div>

Item	Details
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Browse and select file

- To upload a batch file of cancer notifications, click the 'Browse' button.
- Navigate through your network directory to the location where the comma-separated values (.CSV) or text (.txt) batch file is located.
- To select the file, click on the file name and click on the 'Open' button.



Upload

- The dialogue box will be populated with the file name.
- Select 'Upload'.

Choose File Upload_for image grab only.csv Upload

3.2.2.1. Batch file status

Item	Details
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Successful Upload - CNP

For successful upload into the CNP, the following information will be displayed:

- Facility: The name of your facility.
- Upload status: Displays 'Successful' status if the file is successfully uploaded onto the CNP.
- Notification type: Describes the file type uploaded:
 - SCNP: Text (.txt) file extract previously used in Secure Cancer Notification Portal.
 - CNP: Comma-separated values (.CSV) file of new mandated items under the Cancer Notification Form.
 - Chemotherapy: Medical Oncology data from medical oncology information systems
 - (OMIS extract data).
 - Radiotherapy: Radiotherapy data from radiotherapy information systems (EROD extract data).
- Extract period: Based on the 'Notification period to' and 'from' in the header of each batch file.
- Upload date and time: The date and time the file is uploaded into the CNP.
- Total records in file: The sum of the total record rows in the file.
- Notification receipt number: A unique reference number for the upload.

New notification

Upload details

Facility	Chris O'Brien Lifehouse
Upload status	Complete
Notification type	Inpatient
Extract period	1/12/2022 - 31/12/2022
Upload date and time	17/11/2023 7:54 am
Total records in file	147
Notification receipt number	C00121713

- A record of this upload event will be displayed with a 'pending' status in the 'Notification history batch file (Section 3.4).
- File uploaded into the CNP will proceed to a validation process before acceptance into the NSWCR. You will be notified by email once your file has been processed.

Upload failed

A file that fails against the initial file validation checks will not be uploaded into the CNP. The complete file will be rejected.

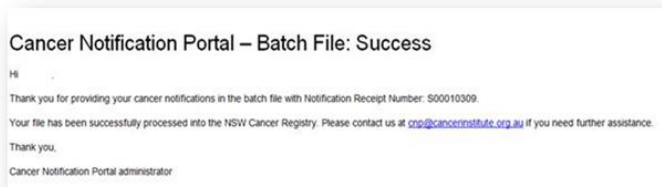
'Upload failed' messages include:

- File error: Your file can not be read: Your batch file cannot be opened and read (i.e it is corrupt).
- File error: Your file size exceeds 40 megabytes: Your batch file uploaded is larger than 40 megabytes.
- Header error: Invalid hospital facility. Please check that your file includes a header with valid data: Your batch file does not contain a header record or contains an incorrect header.
- Header error: Extract period to, Extract period from cannot be read from header: The extract period to and from field may be missing or in an incorrect format.
- Header error: Invalid hospital facility. Please check that your file includes a header with valid data: The facility selected on the CNP and the HospitalFacilityID in the header does not match.
- File error: One or more hospital facilities in the file do not match the facility selected:
- The facility selected by the user does not match the HospitalFacilityID in the body of the file.
- Header error: Incorrect notification type: The notification type in the header, is not one of the below:
 - I: Inpatient
 - O: Outpatient
 - R: Radiotherapy

Item	Details
—	C: Chemotherapy
	<p>These errors must be corrected before attempting to upload the file again.</p> <p>A record of this upload event will be displayed with a 'failed' status in the 'Notification history – batch file' (Section 3.4).</p>

Successful Upload - NSWCR

- Records are checked against validation rules (refer to section 3.2.2.2 Batch file validation rules) prior to submission to the NSWCR.
- All records that pass set validation rules within a batch file are uploaded into the NSWCR.
- If all records within a batch file are successful, notifiers will receive a confirmation email.



Error report

- An error report is generated in an excel format for a batch file containing records that fail against the NSWCR validation rules (refer to section 3.2.2.2 Batch file validation rules).
- An email is sent to the notifier to alert them of failed records.
- To fix error records in a file, please refer to section 3.4.1 Error report.

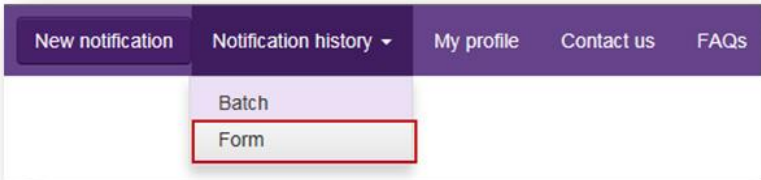
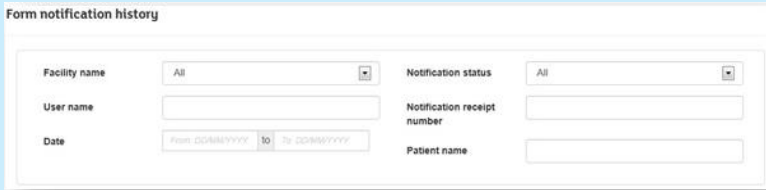
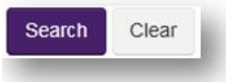


3.2.2.2 Batch file validation rules




Item	Details
Mandatory fields	All mandatory fields in the batch file must be populated (refer to the CNP Extract Specifications for the mandatory data items).

Item	Details
Cross- field date validations	<p>The following cross field date validations apply when the fields have been populated with dates:</p> <ul style="list-style-type: none"> • Date of birth must be before or equal to the admission date. • Date of birth must be before or equal to the separation date. • Date of birth must be before or equal to the date of diagnosis of this cancer. • Date of birth must be before or equal to today's date. • Date of diagnosis of this cancer must be before or equal to the separation date. • Date of diagnosis of this cancer must be before or equal to today's date. • Admission date must be before or equal to the separation date. • Admission date must be before or equal to today's date. • Separation date must be before or equal to today's date. <p><i>Note: If the default date of 01/01/9999 has been populated for a date field, the field is excluded from the validation.</i></p>
Valid reference data	For each field where the accepted values are defined, it must only be populated by a listed valid value.



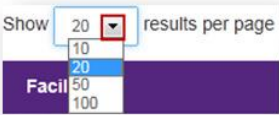

3.3 Notification history –web form

Item	Details
Notification history	<ul style="list-style-type: none"> Allows search and display of all previous web form notifications on the CNP:  <p><i>Note: Users only see the options based on the notification type of their approved facilities.</i></p>
Web form search criteria	<p>Allows for the search of a web form notification based on the various search criteria below:</p> <ul style="list-style-type: none"> Facility name: Only facilities approved for the user by the CNP Administrator are displayed. If user notifies for more than one facility, a drop-down list will be available to select from. User name: The user name of the notifier (partial names can be searched). Date: The date or the date range of a saved or submitted web form. Notification status: A drop-down selection of the web form status, including: <ul style="list-style-type: none"> — All (default): Displays forms with any notification status. — Saved: Includes only incomplete saved web forms. — Submitted: Includes only successfully submitted web forms. Notification receipt number: Issued by the CNP after submission/save of web form. The CNP can search without the zeros ('0') or the first letter of the receipt number. Patient name: Any part of a patient's name (partial names can also be searched). 
Web form search action buttons	<ul style="list-style-type: none"> Search: Select to process the search criteria defined. Clear: Select to clear the previous search criteria defined. 
Web form results	<ul style="list-style-type: none"> By default, the results display the most recent web form sorted by the most recent submitted or saved date. It displays all notifications saved/submitted by all notifiers at your facility (e.g. if Mary Smith is also a CNP user at the same facility, her notifications will also be displayed). Search results can be further refined by using the search criteria or the 'Notification history – general options' (section 3.3.2).

3.3.1 View, edit or delete a web form

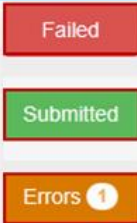

Item	Details
View	<ul style="list-style-type: none">Users can select to view web forms where they or other users within their facility have previously saved/submitted. 
Edit	<ul style="list-style-type: none">Users can select to edit web forms where either they or other users within their facility have previously saved.  <p><i>Note: Only saved forms can be edited.</i></p>
Delete	<ul style="list-style-type: none">Users can select to delete web forms where either they or other users within their facility have previously saved.  <p><i>Note: Only saved forms can be deleted</i></p>

3.3.2 General screen options

Item	Details
Page pagination	<ul style="list-style-type: none">Allows browsing through various pages of the search result. 
Filter	<ul style="list-style-type: none">Allows sorting in ascending or descending order. 
Number of results to be shown	<ul style="list-style-type: none">The number of results to be shown per page can be selected. 
Total number of results shown	<ul style="list-style-type: none">Indicates the number of results showing from the total. 

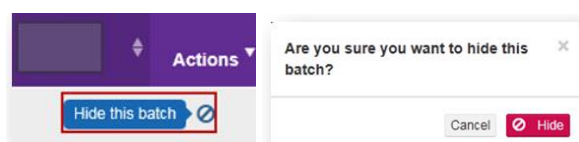
3.4 Notification history –batch file

Item	Details
View	<ul style="list-style-type: none">Allows search and display of all previous batch file uploads on the CNP. <div><div>New notificationNotification historyMy profileContact usFAQs</div><div>BatchForm</div></div> <p><i>Note: Users only see the options based on the notification type of their approved facilities.</i></p> <div><div>Batch file search criteria</div><div><p>Allows for the search of a batch file based on the various search criteria below:</p><ul style="list-style-type: none">Facility name: A facility can be selected from a drop-down list. Only facilities approved for the user by the CNP Administrator are displayed.User name: The user name of the notifier (partial names can also be searched).Extract date: The date range the data was extracted for the batch file.Upload date: The date or the date range of when the batch file was uploaded.Notification status: A drop-down selection of the batch file status (Refer to section 3.2.2.1 Batch file status), including:<ul style="list-style-type: none">All (default): Displays batch files with any notification status.Failed: Displays batch files that failed during upload.Errors: Displays batch files with errors.Pending: Displays batch files currently under processing for submission into the NSWCR.Submitted: Batch files that are successfully submitted into the NSWCR.Notification receipt number: Issued by the CNP after the upload of the batch file. The CNP can search without the zeros ('0') or the first letter of the receipt number.File name: Search on any part of an extract file's name (partial names can also be searched).Show hidden: Displays any batch file notifications previously hidden in the results.<div><div>Notification statusAll</div><div>Notification receipt number</div><div>File name</div><div>Show hidden<input checked="" type="checkbox"/></div></div></div></div> <div><div>Batch file search action buttons</div><div><div>SearchClearExport</div></div></div>

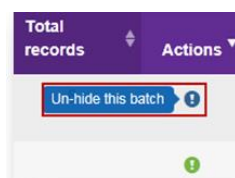
Item	Details
Batch results	<ul style="list-style-type: none"> By default, the results display the most recent batch file sorted by the latest 'Upload date and time'. It displays all batch file uploaded by all notifiers at your facility. Search results can be refined by using the search criteria. All statuses of batch files are displayed in different colours.  <ul style="list-style-type: none"> Total records refer to the total number of records in the batch file. 

Batch file action buttons

- Batch file results can be hidden by selecting the 'Hide' icon.



- Batch file results can be un-hidden by ticking the 'Show hidden' criteria in the search and then selecting the 'un-hide' icon in your results under 'Actions'.



- Further information on a facility in the results grid can be expanded or collapsed by selecting the appropriate icons.



3.4.1 Error report

Item	Details
View	<ul style="list-style-type: none"> An error report in an Excel format (.xls) is generated for an uploaded batch file containing records that fail against the NSWCR validation rules (refer to section 3.2.2.2 Batch file validation rules). The total number of errors are show in the Error status'.

Item	Details
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- To view errors in .xls, download the error log by clicking on the 'Error' status:



- The error report will display the uploaded record row containing the error with a description of that error noted in the last column.

Record corrections	<ul style="list-style-type: none"> Records identified with errors are not submitted to the NSWCR. All errors must be corrected within 10 working days and resubmitted onto the CNP for validation.
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3.4.2 General screen options

Item	Details
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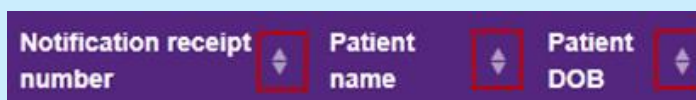
Page pagination

- Allows browsing through various pages of the search result.



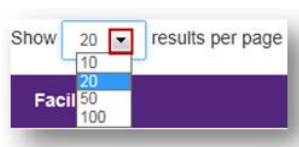
Filter

- Allows sorting in ascending or descending order.



Number of results to be shown

- The number of results to be shown per page can be selected.

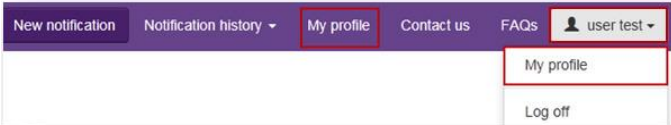
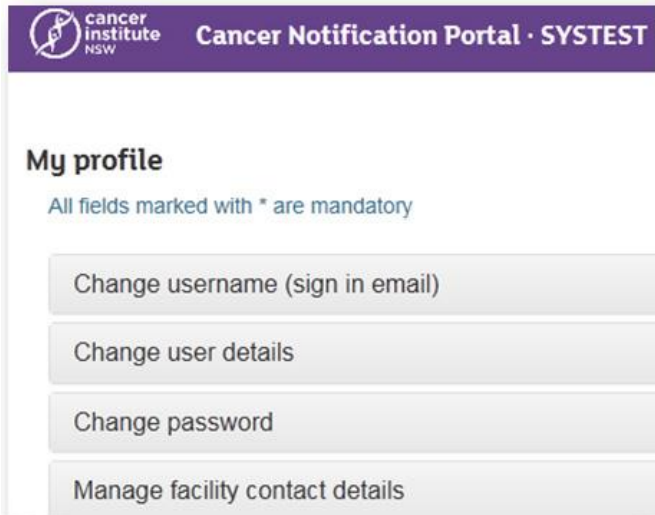


Total number of results shown

- Indicates the number of results showing from the total.



3.5 My profile

Item	Details
My profile screen	<ul style="list-style-type: none">Access through the top menu OR through the 'User' drop down:  <ul style="list-style-type: none">Allows users to:<ul style="list-style-type: none">change username (sign in email)change user detailschange passwordmanage/view their contact details for their facility.All mandatory fields marked with * must be populated for any changes to be saved. 

3.5.1 Change my username (sign in email)

Item	Details
Change username	<ul style="list-style-type: none">Allows users to change their username email.Current username is displayed.Provide a new username (sign in email). Each user must have their own unique email address.Personal email addresses should not be used.

Item	Details
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- Select 'Change username'.

Change username (sign in email)

You are logged in as
User@cancerinstitute.org.au

Username *

Confirm username *

Change username

Change
confirmation

- Username changes are confirmed with a successful change message. A confirmation email will be sent to the user's new nominated email address:

You have successfully changed your username to user@cancerinstitute.org.au

Cancer Notification Portal - Username Validation

Hi [user],

Your request to change your username to: [your mail] has been successfully updated. Please contact us at cnp@cancerinstitute.org.au if you need further assistance.

Thank you,

Cancer Notification Portal Administrator

3.5.2 Change my user details

Item	Details
------	---------

Change user
details

- Allows users to change their user details for their CNP account.
- Once 'Given name/Surname' is updated, select 'Change details'.

Change user details

Given name * user name

Surname * user surname

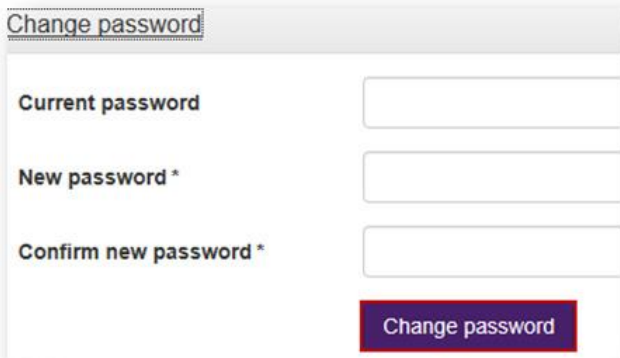
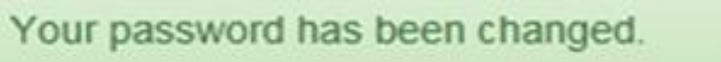
Change details

Change
confirmation

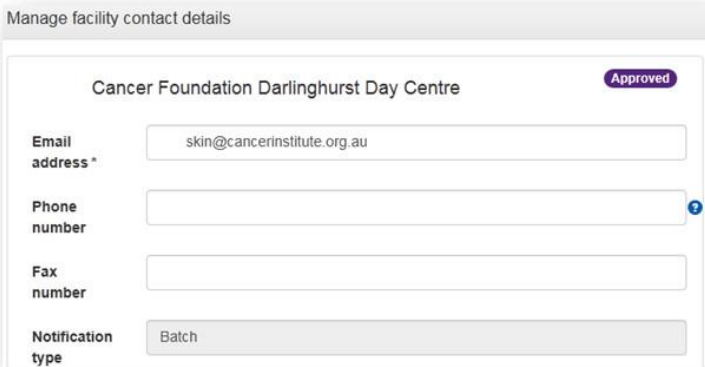
- Changes are confirmed with a successful change message.

You have successfully updated your account details.

3.5.3 Change my password

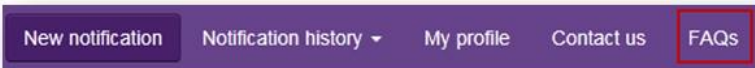

Item	Details
Change password	<ul style="list-style-type: none"> Allows users to change their password to their CNP account. Provide the current password and confirmation of the new password, select 'Change password'. 
Change confirmation	<ul style="list-style-type: none"> Changes are confirmed with a successful change message. 

3.5.4 Manage my facility contact details

Item	Details
Facility contact details	<p>Displays the following details of each facility a user is notifying for:</p> <ul style="list-style-type: none"> Approval: Indicates a facility's approval status under the user. Email address: The email address for the user at that facility (can be the same as the user's sign-in email). Phone number: The direct phone contact for the user at the facility. Fax number: The direct fax contact for the user at the facility. Notification type (read only): Describes the method the facility is notifying by, as set by the CNP Administrator: <ul style="list-style-type: none"> Form: Web form Batch: Batch files (includes SCNP, CNP, OMIS, EROD). 

Item	Details
Change confirmation	<ul style="list-style-type: none"> Click 'Save details' for any changes made. Changes are confirmed with a successful change message. <p>You have successfully updated your facility contact details.</p>

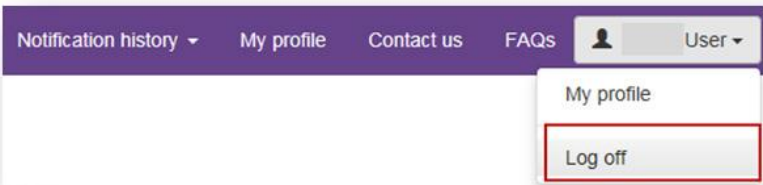
3.6 Frequently asked questions (FAQ)

Item	Details
FAQ	<ul style="list-style-type: none"> Frequently asked questions and answers are provided on this page.  <ul style="list-style-type: none"> Select the question to show the corresponding answer. 

3.7 Contact us

Item	Details
Address	NSW Cancer Registry Cancer Institute NSW Locked Mail Bag 1 Kings Cross NSW 1340
Email	cinsw-cnp@health.nsw.gov.au
Phone	(02) 8374 3633
Fax	(02) 8374 3644

3.8 Log off

Item	Details
Logging off	<p>Users can log off the CNP by selecting 'Log Off' under the top menu.</p> 

Time out, log off The CNP will automatically log users out of their account after 20 minutes of inactivity.

Appendix 1

T, N, M Stage values

Field label	Values				
T Stage	0	N Stage	0	M Stage	0
	1mi		2c		2c
	2		3		3
	2a		3a		3a
	2b		3b		3b
	2c		3c		3c
	3		X		X
	3a		0(i-)		0(i-)
	3b		0(i+)		0(i+)
	3c		0(mol-)		0(mol-)
	4		1		1
	1		0(mol+)		0(mol+)
	4a		3d		3d
	4b		0a (biopsy)		0a (biopsy)
	4c		0b (no		0b (no
	4d		biopsy)		biopsy) 4
	a		4		1a
	is		1a		1b
	ISPD		1b		1c
	ISD		1c		1mi
	ISL		1mi		2
	1a		2		2a
	ISP		2a		2b
	ISPU		2b		Unstaged
	X		Unstaged		Not
	2a1		Not		applicable
	2a2		applicable		Unknown
	1d		Unknown		
	2d				
	3d				
	4e				
	1a1				
	1a2				
	Unstaged				
	Not				
	applicable				
	Unknown				

Appendix 2

TNM Stage Group values

Field label	Values
TNM classification of malignant tumours (AJCC)	0 0a 0is I IA IA1 IA2 IB IB1 IB2 IC II IIA IIA1 IIA2 IIB IIC III IIIA IIIB IIIC IIIC1 IIIC2 IS IV IVA IVA1 IVA2 IVB IVC Occult Carcinoma Not Applicable Unstaged Unknown

Appendix 3

Other staging scheme and grouping

Field label	Values
2 – Durie & salmon for multiple myeloma staging	I IA IB II IIA IIB III IIIA IIIB Unknown Unstaged
3 – French American British (FAB) for leukaemia classification	L1 L2 L3 M0 M1 M2 M3 M3a M3b M4 M4eo M5 M5a M5b M6 M6a M6b M7 M8 Unknown Unstaged
4 – Australian Clinico- Pathological Staging (ACPS) System for colorectal cancer	A B C D Unknown Unstaged
5 – Dukes for colorectal cancers	A B C D Unknown Unstaged
6 – International Federation of Gynaecologists & Obstetricians (FIGO)	0 I IA IA1 IA2

Field label	Values
for gynaecological cancers	IB IB1 IB2 IC II IIA IIA1 IIA2 IIB IIC III IIIA IIIB IIIC IIIC1 IIIC2 IV IVA IVB Unknown Unstaged
8 – Small cell lung cancer	Limited Extensive Unknown Unstaged
9 – Ann Arbor staging for lymphomas	I IA IAE IAS IB IBE IE IS II IIA IIAE IIAS IIB IIBE IIE IIES IIS III IIIA IIIAE IIIAES IIIAS IIIB IIIBE IIIBES IIIBS IIIE IIIES IIIS IV IVA IVAE IVE

Field label	Values
	IVB Unknown Unstaged
11 – Binet Staging Classification for chronic lymphocytic leukaemia	A B C Unknown Unstaged
12 – Chronic Myeloid Leukaemia (CML) staging system	Chronic Accelerated Blast crisis Unknown Unstaged
14 – Rai staging system for chronic lymphocytic leukaemia	0 I II III IV Unknown Unstaged
17 – Masaoka for thymus cancer	I II IIA IIB III IVA IVB Unknown Unstaged
18 – Barcelona for hepatocellular carcinoma (HCC)	0 A1 A2 A3 A4 B C D Unknown Unstaged
19 – International Neuroblastoma Staging System	1 2A 2B 3 4 4S Unknown Unstaged
20 – St Jude Staging System for non-Hodgkin lymphoma	I II III IV Unknown Unstaged
21 – National Wilms’ Tumor Study Group for renal tumors	I II III IV V

Field label	Values
	Unknown Unstaged
22 – Kadish Staging System for olfactory neuroblastoma	A B C Unknown Unstaged
23 – Modified Astler- Coller classification for colorectal	A B1 B2 B3 C1 C2 C3 D Unknown Unstaged
24 – International Staging Systems (ISS) for myeloma	I II III Unknown Unstaged
25 – IRSG Staging System for rhabdomyosarcoma	1 2 3 4 Unknown Unstaged
26 – COG-STS Pretreatment Staging System for rhabdomyosarcoma	I II III IV Unknown Unstaged
98 – Not applicable	Not applicable Unknown Unstaged
99 – Unknown (not for primary collection)	0 1 2A 2B 3 4 4S A A1 A2 A3 A4 B B1 B2 B3 C C1 C2 C3

Field label	Values
	D
	I
	IA
	IA1
	IA2
	IB
	IB1
	IB2
	IC
	II
	IIA
	IIA1
	IIA2
	IIB
	IIC
	III
	IIIA
	IIIB
	IIIC
	IIIC1
	IIIC2
	IS
	IV
	IVA
	IVA1
	IVA2
	IVB
	IVC
	V

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