Objectives

- Accessing CCRIS
- Login/Register for CCRIS
- View Inquiries
- Search Inquiries
- Print Inquiries
- Update Profile
- Sign Out
Login/Register/Reset Password for CCRIS

- Access CCRIS by:
  - Direct Link: https://paqc.ccr.ca.gov/
  - Registry website: http://www.ccrcal.org/index.shtml
    - Registrar Resources
    - CCR Inquiry System
- Login to Inquiry System page
Login/Register/Reset Password for CCRIS, continued…

- Login:
  - Fill in items in your email address
  - Enter your password
  - Choose “Login”
Login/Register/Reset Password for CCRIS, continued...

- **Registration:**
  - Choose “Register” on the login page
  - Fill in items in registration page
  - Click “Register”
Login/Register/Reset Password for CCRIS, continued...

- **Reset Password:**
  - Choose “Reset Password” on the login page
  - Enter the email address associated with your CCRIS account
  - Click “Reset Password” (an email will be sent to this account)
Login/Register/Reset Password for CCRIS, continued...

- Reset Password, continued...
  - Note: you are notified that an email will be sent to you.
    - Login to your email and click the link provided.
      - If you are having trouble obtaining the email, try looking in your clutter/spam/or junk folders
Login/Register/Reset Password for CCRIS, continued...

- Reset Password, continued…
  - Enter the required items
    - Email (this is your user name)
    - Password
    - Confirm Password
  - Choose “Update”
Login/Register/Reset Password for CCRIS, continued…

- Reset Password, continued…
  - Note: you are notified that you have successfully registered.
  - Enter your new password.
  - Choose “Login”

You are now logged in.
View Inquiries

- Select the “Inquiries” Tab
- Inquiries will be:
  - In descending date order by default
  - Sortable by clicking on column header
  - Viewable by clicking “View” (in the far left column)
View Inquiries

• Viewing Inquiries, continued…

• Example:
Search Inquiries

- Searching Inquiries:
  - Searches can be done by:
    - Enter Inquiry ID in the “Quick Search ID” field
    - Click “Lookup”
    - Enter text in the “Inquiry Text”
    - Click “Show Results”
Search Inquiries

- Searching Inquiries, continued...
- Example of “Inquiry ID” search:

![Screenshot of Inquiry System](image)
Search Inquiries, cont...

- Searching Inquiries, continued...
- Example of “Inquiry Text” search:
- Three Inquiries are listed within the “VIN” text search
Print Inquiries

- To Print an inquiry:
  - Open an Inquiry
  - Click on the “Print to PDF” button

The PDF Will Display (see next slide)
Print Inquiries, cont...

- Display of inquiry search using “Print to PDF”

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<table>
<thead>
<tr>
<th>Inquiry ID:</th>
<th>3494</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category:</td>
<td>50</td>
</tr>
<tr>
<td>Site:</td>
<td>82</td>
</tr>
<tr>
<td>Patient ID:</td>
<td>0</td>
</tr>
</tbody>
</table>

Inquiry:
Pt is diagnosed 3/19/04 with extramammary Paget’s disease of the vulva with no invasion. FDX is VIN III. In 2006 the pt presents with diffuse mets to the spinal column and has a positive FNA of a groin lymph node - pos for malign cells, consistent with PD adenoca. In 11/2010 pt presents with brain mets at another facility. In reading the text of the 2006 and 2010 Admissions, both Admissions seem to be assuming that vulva is the primary. Should the 3/04 Admission stage be changed from in situ to localized?

Inquiry Scenario:
no scenario provided

Response:
Report as two separate primaries. 1: Extramammary Paget’s Disease of vulva with final dx of VIN III. 2: Poorly differentiated adenocarcinoma. The WHO Classification Tumours of the Breast and Female Genital Organs states in women with vulvar Paget’s Disease, 10-20% will have an invasive squamous component or an underlying skin appendage adenocarcinoma.
Updating Profile

- Available on tabs
  - Choose “Profile tab”:
  - Update your profile information (examples below):
    - Password reset (can be done here as well)
    - Name
    - Organization
    - User Group (affiliated with region)
    - Region
    - Primary Role
  - Sample screen on next slide…
Updating Profile:

- Example Screen

**User Profile Info**
- E-mail (user name): ducksfan244@gmail.com
- Password
- Confirm Password
- Salutation
- First Name: Mary
- Middle Name: K
- Last Name: Brant
- Organization: CCR
- City: Sacramento
- State / Province: CA (US and Canada)
- Zip / Postal Code: 95816
- Country: United States

**Group Leaders**
- California Cancer Registry: mbrant@ccr.ca.gov
- CPIC: smatta@ncc.org
- CRGC: dletendre@crgc-cancer.org

**Security Access**
- User Name: ducksfan244@gmail.com
- Security Clearance: Registered User - 10
- User Group: California Cancer Registry
- Region: CCR
- Primary Role: State Registry

[Update Clearance]
Sign Out

- To log out of the Inquiry system click the “Sign Out” tab

You are now logged out.
Questions?

Contact:
Mary Brant, CTR
Email: mbrant@ccr.ca.gov
Brought to you by...

Ghenadie Ciornii
Mary Brant