

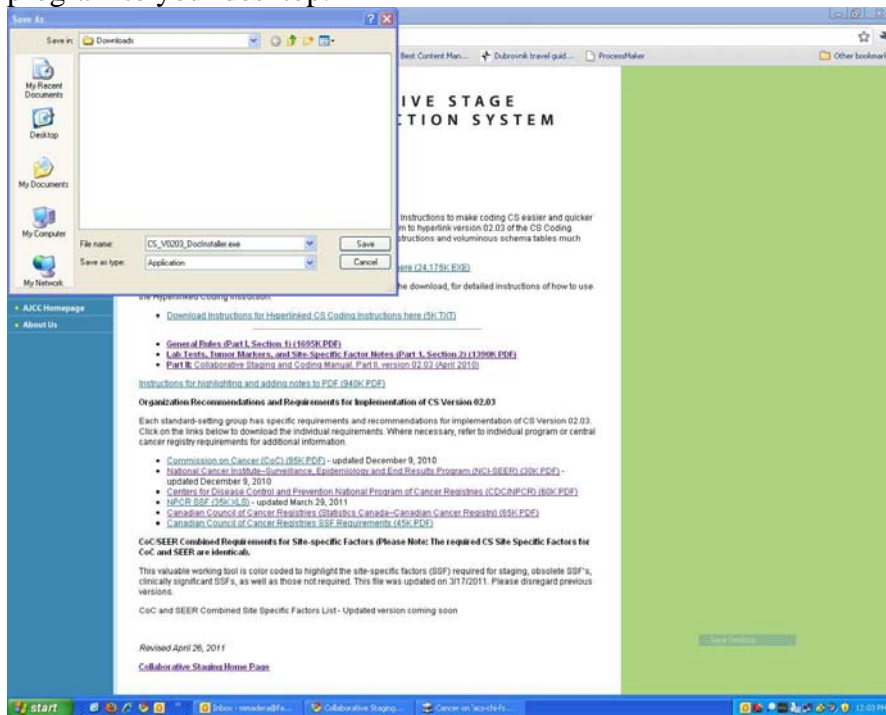
Collaborative Stage Hyperlinked Coding Instructions for v02.03

This program installs the Hyperlinked Coding Instructions for the Collaborative Stage Data Collection System (CS) version 0203 on your computer. The documentation consists of the following files:

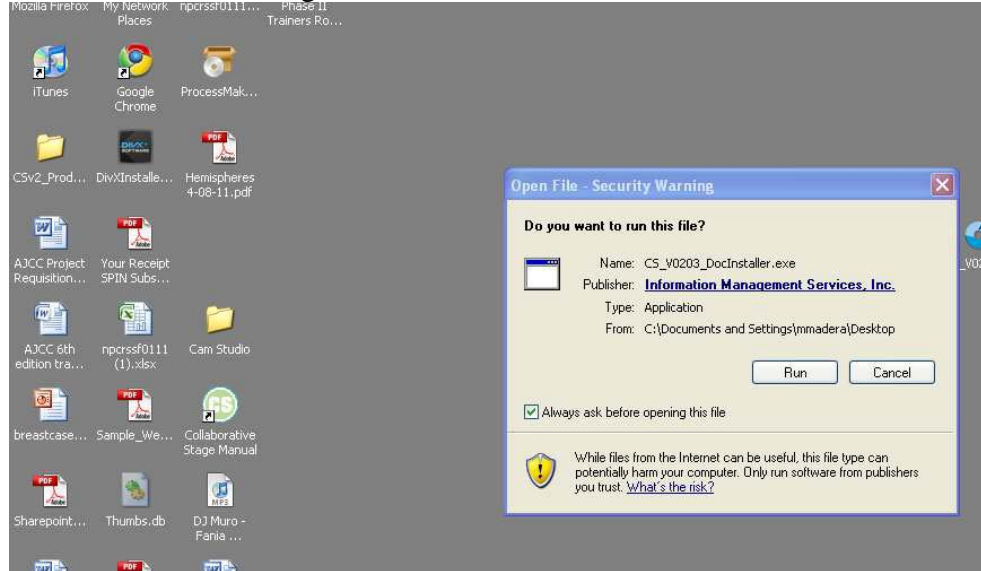
1. CS Coding Instructions Part I Section 1 -- General Rules
2. CS Coding Instructions Part I Section 2 -- Site-Specific Notes
3. CS Coding Instructions Part II -- 29 PDF files containing the tables for each schema in CS version 0203
4. Table of Schemas CSv0202 -- The master table of contents for this program

USING THE ELECTRONIC DOCUMENTATION

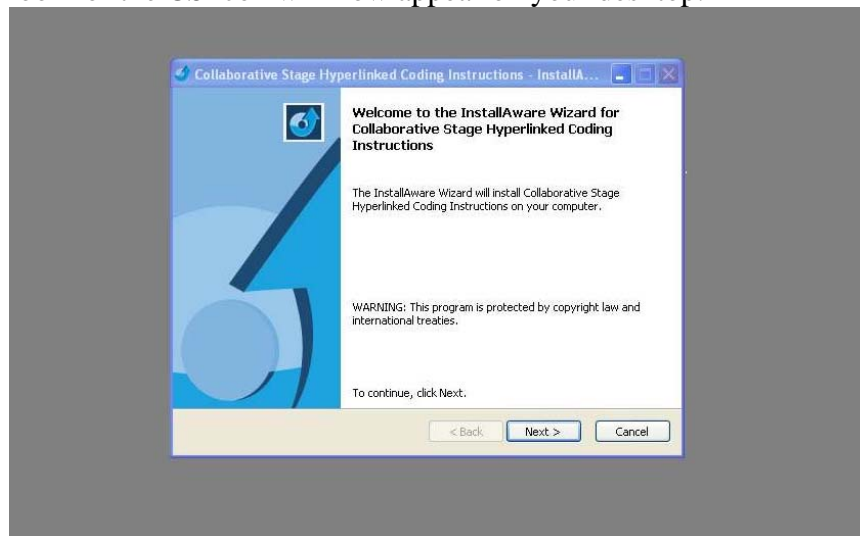
Make a note of where you are saving the program when you download it from the CS website. It is suggested that you save the program to your desktop.



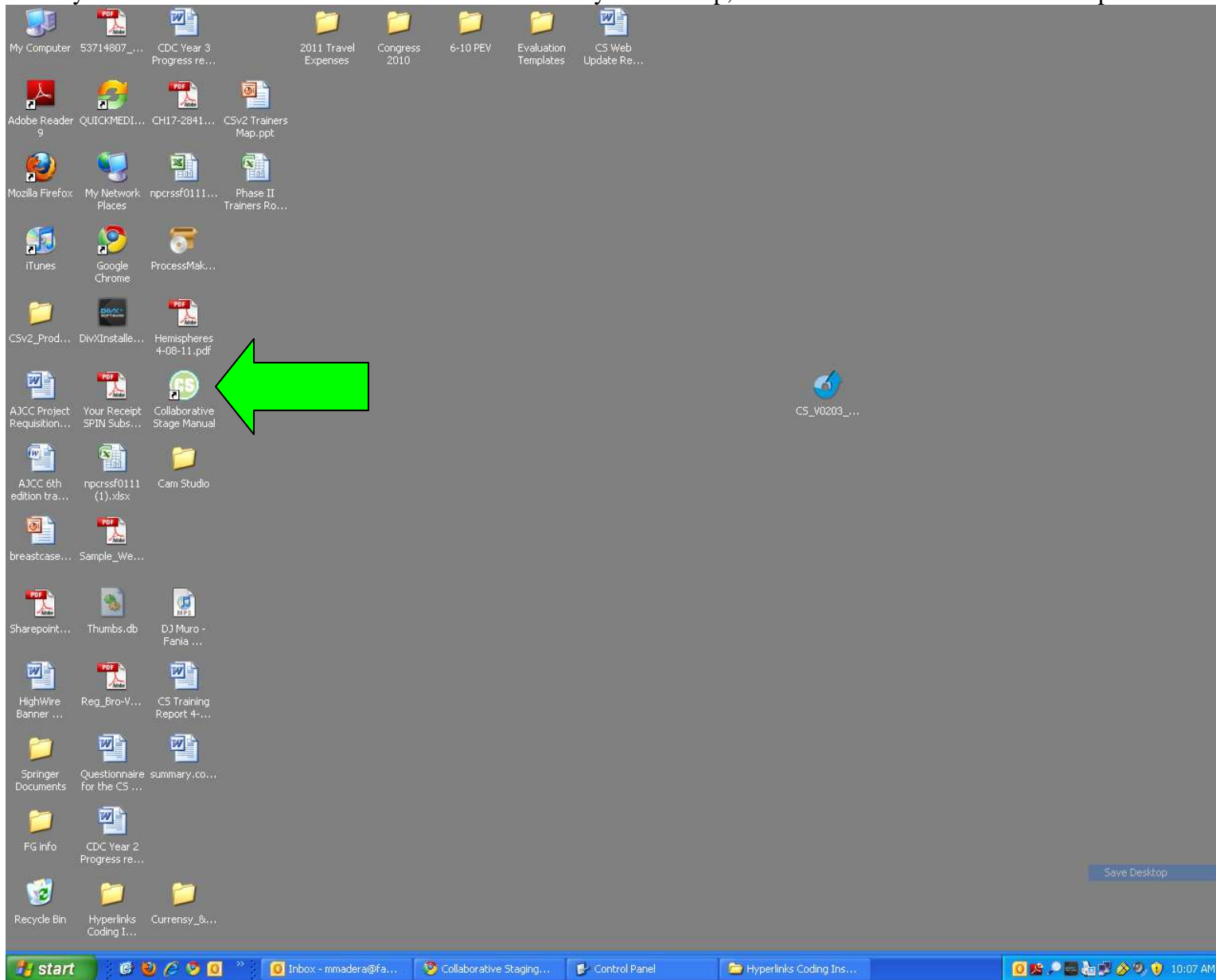
After saving to your desktop, look for the installer program which should be a blue arrow icon that titled “CS V0203 DOC INSTALLER.EXE” and click on the icon to install the program on your computer. You may get a Security Warning pop up screen like the one below but go ahead and click “Run.”



You will then see the installer screen appear and follow the steps to install the program just as you would o any other program. Then look for the CS icon will now appear on your desktop.



When you click on the CS icon that has been installed on your desktop, the master Table of Schemas will open.



If you hover your mouse over a code or a term, the arrow will change to a pointer. Click on the code or term and another document will open to the starting page for that schema.

Open General Rules **Open Site-Specific Notes**

CSv0203 Table of Schemas
 Click on a code or a term to move to the correct schema group.
 Use word search (Control-F) to locate a term or code.

ICD-O-3 Topography	Anatomic Site / Neoplasm / Key words (use word search)	Morphology
00.0, 00.3	Upper lip	
00.0, 00.3	Melanoma upper lip	8720-8790
00.1, 00.4, 00.6	Lower lip	
00.1, 00.4, 00.6	Melanoma lower lip	8720-8790
00.2, 00.5, 00.8-00.9	Other lip	
00.2, 00.5, 00.8-00.9	Melanoma other lip	8720-8790
01.9, 02.4	Base of tongue, lingual tonsil	
01.9, 02.4	Melanoma base of tongue, lingual tonsil	8720-8790
02.0-02.3, 02.8-02.9	Anterior 2/3 of tongue, mobile tongue	
02.0-02.3, 02.8-02.9	Melanoma anterior 2/3 of tongue, mobile tongue	8720-8790
03.0	Upper gum (upper gingiva, upper alveolar ridge)	
03.0	Melanoma upper gum (upper gingiva, upper alveolar ridge)	8720-8790
03.1, 06.2	Lower gum (lower gingiva, lower alveolar ridge, retromolar trigone)	
03.1, 06.2	Melanoma lower gum (lower gingiva, lower alveolar ridge, retromolar trigone)	8720-8790
03.9	Other gum (other gingiva, other alveolar ridge)	
03.9	Melanoma other gum (other gingiva, other alveolar ridge)	8720-8790
04.0-04.1, 04.8-04.9	Floor of mouth	
04.0-04.1, 04.8-04.9	Melanoma floor of mouth	8720-8790
05.0	Hard palate	
05.0	Melanoma hard palate	8720-8790
05.1-05.2	Soft palate, uvula	
05.1-05.2	Melanoma soft palate, uvula	8720-8790
05.8-05.9, 06.8-06.9	Other mouth	
05.8-05.9, 06.8-06.9	Melanoma other mouth	8720-8790
06.0, 06.1	Buccal mucosa, cheek, vestibule	
06.0, 06.1	Melanoma buccal mucosa, cheek, vestibule	8720-8790
07.9	Parotid gland	
08.0	Submandibular gland	
08.1, 08.8-08.9	Other salivary gland, sublingual gland	
09.0-09.1, 09.8-09.9, 10.0, 10.2-10.4, 10.8-10.9	Oropharynx, tonsil, vallecula, branchial cleft	
09.0-09.1, 09.8-09.9, 10.0, 10.2-10.4, 10.8-10.9	Melanoma oropharynx, tonsil, vallecula, branchial cleft	8720-8790
10.1	Anterior surface of epiglottis	
10.1	Melanoma anterior surface of epiglottis	8720-8790
11.0-11.3, 11.8-11.9	Nasopharynx	
11.0-11.3, 11.8-11.9	Melanoma nasopharynx	8720-8790
11.1	Pharyngeal tonsil	
12.9, 13.0-13.2, 13.8-13.9	Hypopharynx, pyriform sinus, postcricoid, aryepiglottic fold	

You can scroll through the Table of Schemas, or you can enter Control-F to search for a code or term. For example, after pressing Control and F at the same time, type colon in the box that appears at the top of the page and then hit enter. The screen will jump to the entry for the colon schema on page 2 of the Table of Schemas.

Adobe Acrobat Professional

Forms Tools Advanced Window Help

Sticky Note Text Edits Line Tool Rectangle Tool

2 / 5 Zoom Out Zoom In 71.7% Fit Width Scrolling Pages One Full Page

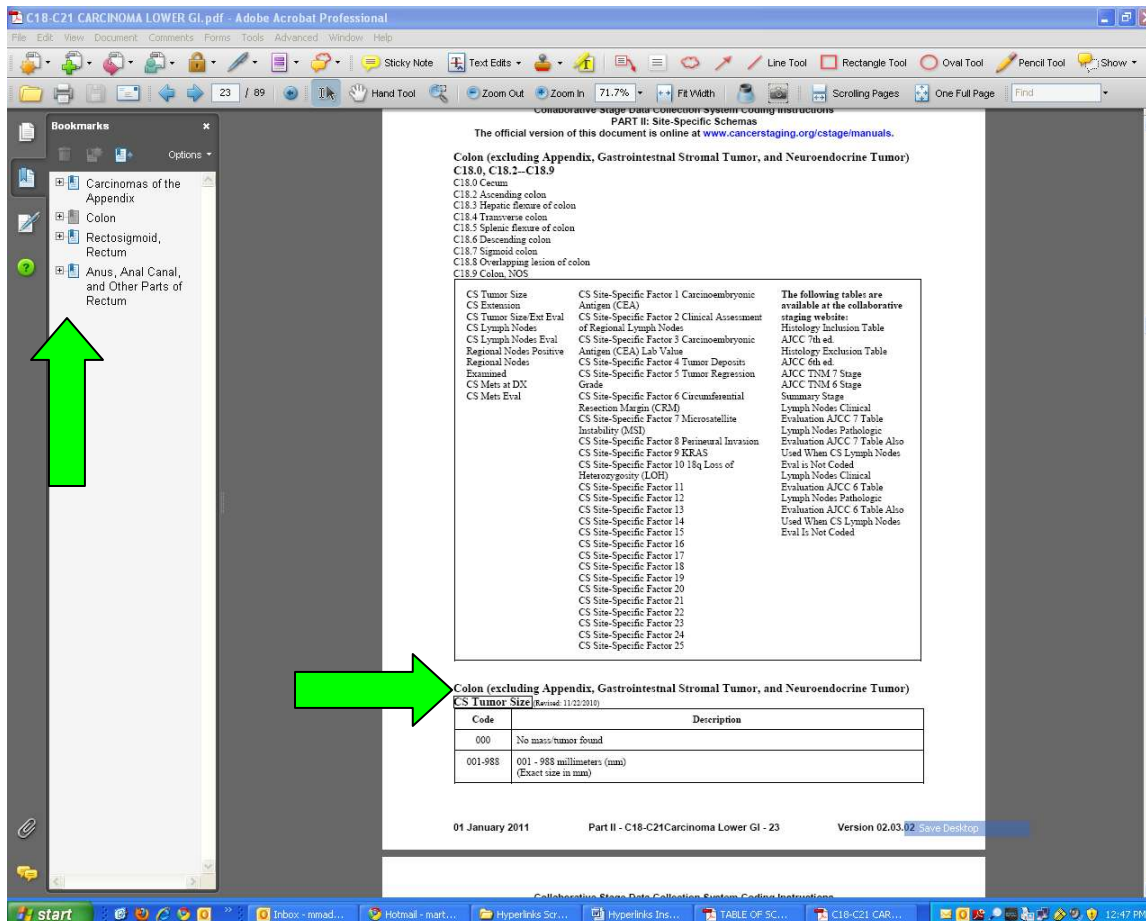
Open General Rules Open Site-Specific Notes

CSv0203 Table of Schemas 2

Click on a code or a term to move to the correct schema group.
Use word search (Control-F) to locate a term or code.

12.9, 13.0-13.2, 13.8-13.9	Melanoma hypopharynx, pyriform sinus, postcricoid, arvepiglottic fold	8720-8790
14.0, 14.2, 14.8	Other pharynx, Waldeyer ring	
14.0, 14.2, 14.8	Melanoma other pharynx, Waldeyer ring	8720-8790
15.0-15.5, 15.8-15.9	Esophagus	
15.0-15.5, 15.8-15.9	GIST Esophagus	8935-8936
16.0, 16.1, 16.2	Esophagus GE Junction	
16.1-16.6, 16.8-16.9	Stomach	
16.1-16.6, 16.8-16.9	GIST Stomach	8935-8936
16.0-16.6, 16.8-16.9	NET Stomach	8153, 8240-8242, 8246, 8249
17.0-17.3, 17.8-17.9	Small intestine	
17.0-17.3, 17.8-17.9	GIST Small intestine	8935-8936
17.0-17.3, 17.8-17.9	NET Small intestine	8153, 8240-8242, 8246, 8249
18.1	Appendix	
18.1	Carcinoid Appendix	
18.1	GIST Appendix	8935-8936
18.0, 18.2-18.9	Colon	
18.0, 18.2-18.9	GIST Colon	8935-8936
18.0, 18.2-18.9	NET Colon	8153, 8240-8242, 8246, 8249
19.9, 20.9	Rectum, rectosigmoid	
19.9, 20.9	GIST Rectum, rectosigmoid	8935-8936
19.9, 20.9	NET Rectum, rectosigmoid	8153, 8240-8242, 8246, 8249
21.0-21.2, 21.8	Anus, anal canal	
22.0	Liver	8000-8157, 8162-8175, 8190-9136, 9141-9582, 9700-9701
22.1	Intrahepatic bile ducts	8160, 8161, 8180
23.9	Gallbladder	
24.0	Perihilar bile duct, hepatic bile duct	
24.0	Cystic duct	

Click on Colon to open the Carcinoma Lower GI PDF to the first page of the Colon schema.



On the left side of the colon PDF, there is a column labeled Bookmarks.

One or more schemas will be listed there. If you click on a plus sign [+], all of the data fields and site-specific factors for that schema will be displayed. Click on any item to move to the opening page for that data field.

The data field name is surrounded by a box. If you need more information about the data field, click inside that box and the starting page for that topic will open in the reference document, Part I Section 1 (General Instructions) or Part I Section 2 (Site-Specific Notes). To return to where you started, click the Previous View or back arrow you added to the line of icons. More than one click may be necessary if you scrolled through pages in the reference document.

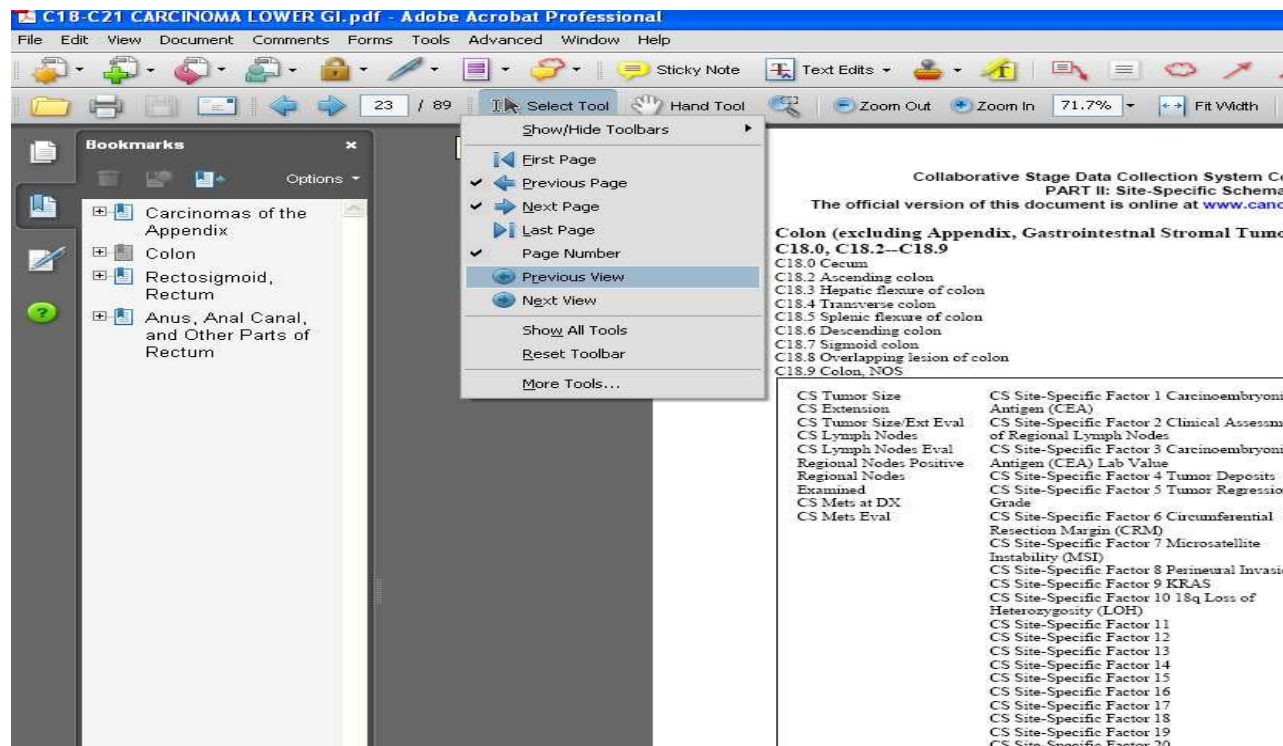
Helpful Tips

Saving Document and Adding Comments and Sticky Notes

Each of these files is 'enabled' so that you can add highlighting and "sticky notes" to the file in Adobe Reader. If you add any comments to a document, do not change the name or the location of the file. Just save the document by clicking File, then Save or press **Control** and **S** together (**Ctrl-S**). If you change the name or location of the file, it may stop working. Instructions for adding sticky notes and highlighting can be found on the CS website at <http://cancerstaging.org/cstage/manuals/pdfinstructions.pdf>

Activate Previous View Button

For maximum functionality, activate the "previous view" button on the top line of Adobe Reader. The "previous view" button allows you to move back to the page that was open in the current document. The "previous view" button will not return you to the Table of Schemas. The Table of Schemas will remain open as a separate PDF document and you can return there any time by selecting it from the task bar.



In Adobe Reader X:

1. Open a PDF file in Adobe Reader X.
2. Right click on the row of icons at the top of the screen near the Up and Down arrows.
3. Click on Page Navigation and then Previous View. A back arrow will appear on the line of icons.

In Adobe Reader 9:

1. Open a PDF file in Adobe Reader 9.
2. Right click on the row of icons at the top of the screen near the Up and Down arrows.
3. Click on "Previous View". A back arrow will appear on the line of icons

OTHER NOTES

When you use the back arrow to move to a previous document, any open bookmark lists will close. To close a list while you are in the document, click on a minus sign [-] in the Bookmarks column.

Instructions for adding sticky notes and highlighting can be found on the CS website at

<http://cancerstaging.org/cstage/manuals/pdfinstructions.pdf>

Part I Section 1 (General Rules) and Part I Section 2 (Site-Specific Notes) can be opened by clicking the box at the top of any page in the Table of Schemas.

SYSTEM REQUIREMENTS

- Pentium-based PC
- 32-bit or 64-bit Microsoft Windows
- 800 X 600 or greater monitor resolution
- 1 MB application RAM
- 27 MB hard disk space

REMOVING THE INSTALLATION

If you have installed the Collaborative Stage Hyperlinked Coding Instructions and wish to completely remove it, use the Add/Remove Programs icon or the Programs and Features icon in the Windows Control Panel. Also, there is an Uninstall link available in the Collaborative Stage Hyperlinked Coding Instructions start menu shortcut.

QUESTIONS ABOUT THE HYPERLINKED CODING INSTRUCTIONS

Please direct all questions related to the Coding Instructions contents to:

<http://cancerbulletin.facs.org/forums/>

TECHNICAL SUPPORT

Having trouble running the installation program?

For technical support, please send email to the AJCC at the following address:

CSv2@facs.org