

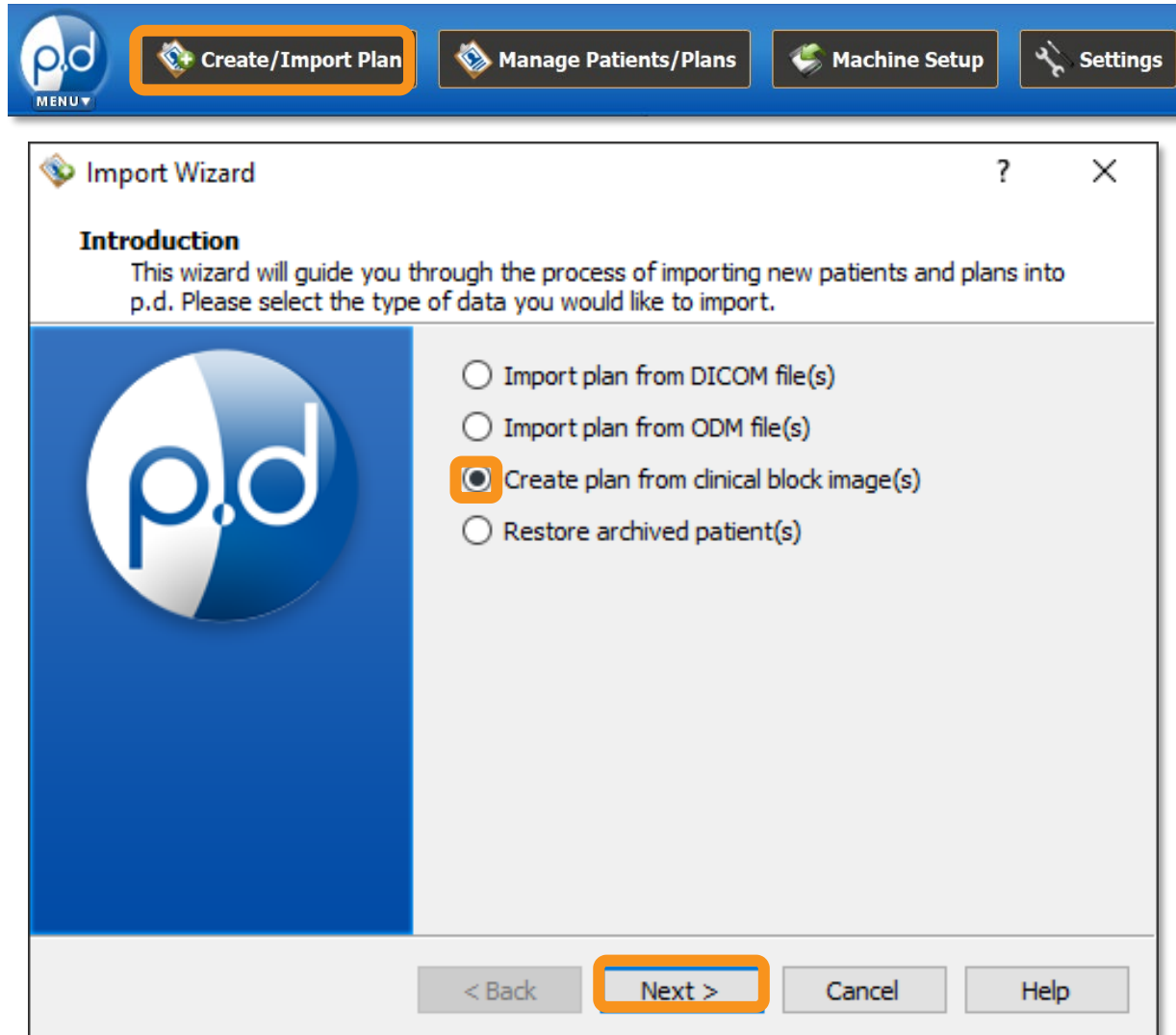
TOPICS

|                        |           |
|------------------------|-----------|
| IMPORT WIZARD          | <u>2</u>  |
| ENTER PLAN INFORMATION | <u>3</u>  |
| IMPORT BLOCK IMAGE     | <u>5</u>  |
| DIGITIZER WIZARD       | <u>6</u>  |
| ADDING POINTS          | <u>9</u>  |
| REVIEW BLOCK           | <u>11</u> |
| ORDER WIZARD           | <u>12</u> |
| SHIPPING INFORMATION   | <u>13</u> |
| PLACE ORDER            | <u>15</u> |



# Import Wizard

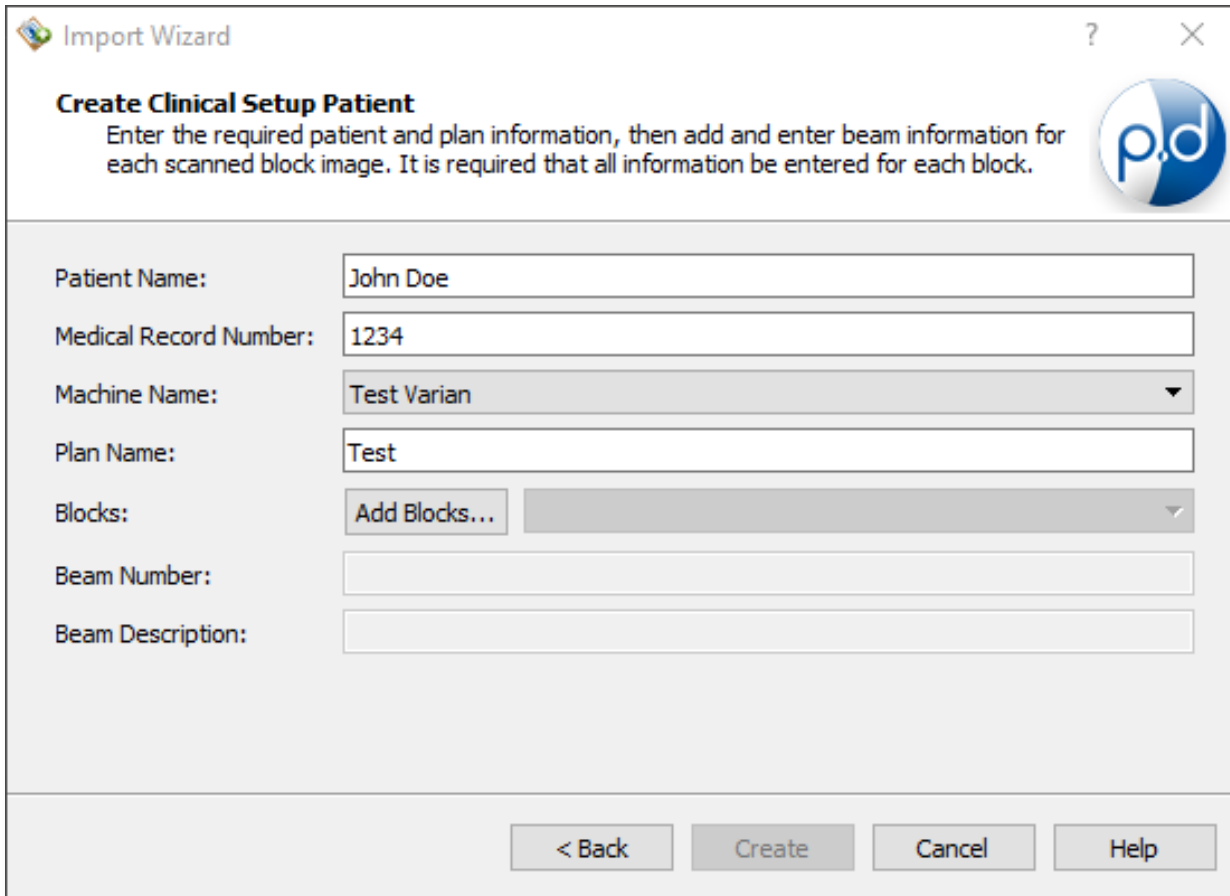
## CREATE APERTURE FROM DICOM



- Open the **p.d software** and sign in.
  - *NOTE: Ensure the p.d version is current.*
- Click **Create/Import Plan** from the top blue bar.
- Select **Create plan from clinical block image(s)**.
- Select **Next**.



# Enter Plan Information



The screenshot shows a software window titled "Import Wizard" with a close button and a help icon. The main heading is "Create Clinical Setup Patient" with a sub-instruction: "Enter the required patient and plan information, then add and enter beam information for each scanned block image. It is required that all information be entered for each block." A circular logo with "p.d" is in the top right. The form contains the following fields:

- Patient Name: John Doe
- Medical Record Number: 1234
- Machine Name: Test Varian (dropdown menu)
- Plan Name: Test
- Blocks: Add Blocks... (dropdown menu)
- Beam Number: (empty text box)
- Beam Description: (empty text box)

At the bottom, there are four buttons: "< Back", "Create", "Cancel", and "Help".

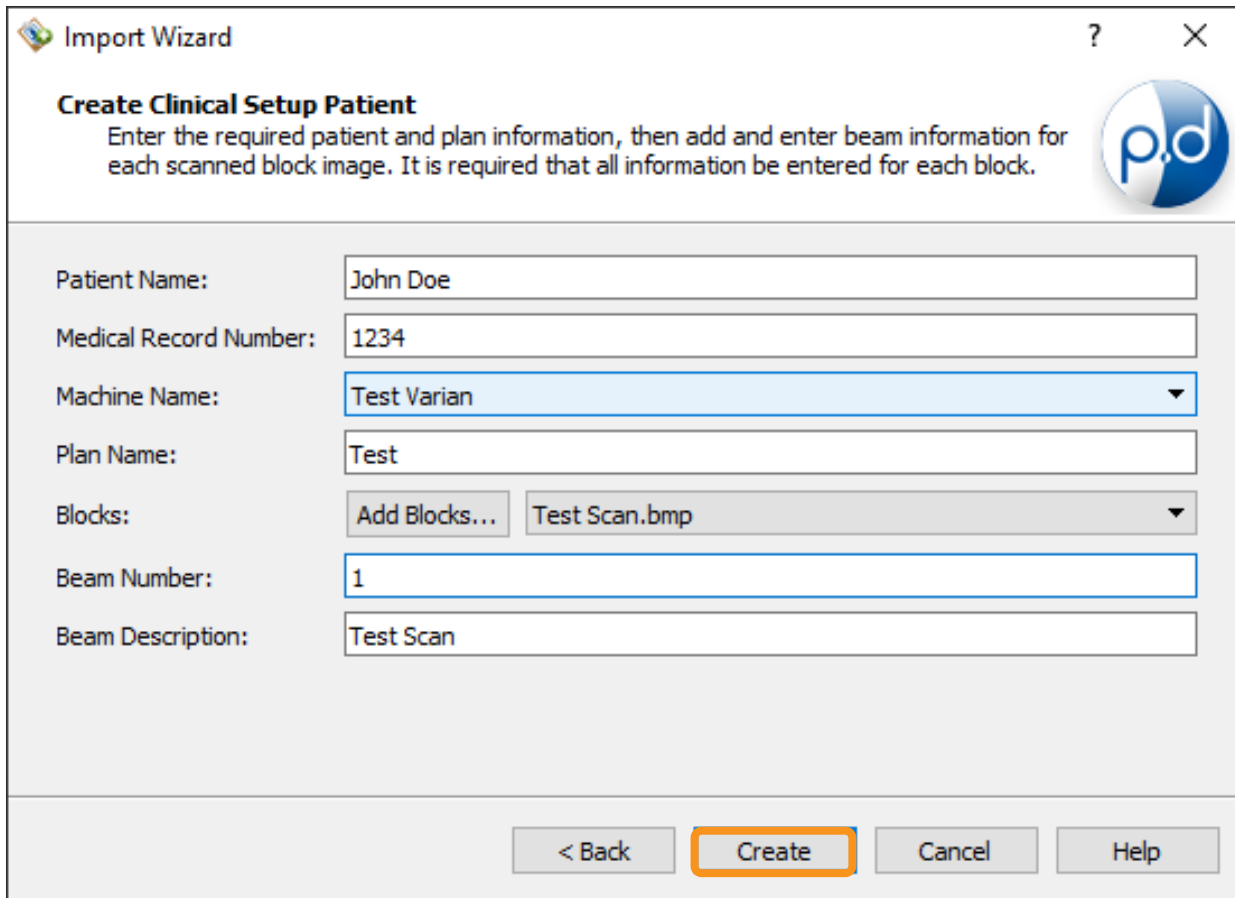
On this screen, start by entering the following:

- Enter the **Patient Name**.
- Fill out the **Medical Record Number**.
- Select your treatment **Machine Name** from the drop-down.
- Enter the **Plan Name**.

*Note: .decimal does not need any identifiable information to digitize and manufacture the device, so anonymization occurs upon order.*



# Enter Plan Information cont.



The screenshot shows a software window titled "Import Wizard" with a "p.d" logo. The main heading is "Create Clinical Setup Patient" with a sub-instruction: "Enter the required patient and plan information, then add and enter beam information for each scanned block image. It is required that all information be entered for each block." The form contains the following fields:

- Patient Name: John Doe
- Medical Record Number: 1234
- Machine Name: Test Varian (dropdown menu)
- Plan Name: Test
- Blocks: Add Blocks... Test Scan.bmp (dropdown menu)
- Beam Number: 1
- Beam Description: Test Scan

At the bottom, there are four buttons: "< Back", "Create" (highlighted with an orange border), "Cancel", and "Help".

Now that the patient's info has been entered, you will need to add the image(s) of the block(s) you are trying to create.

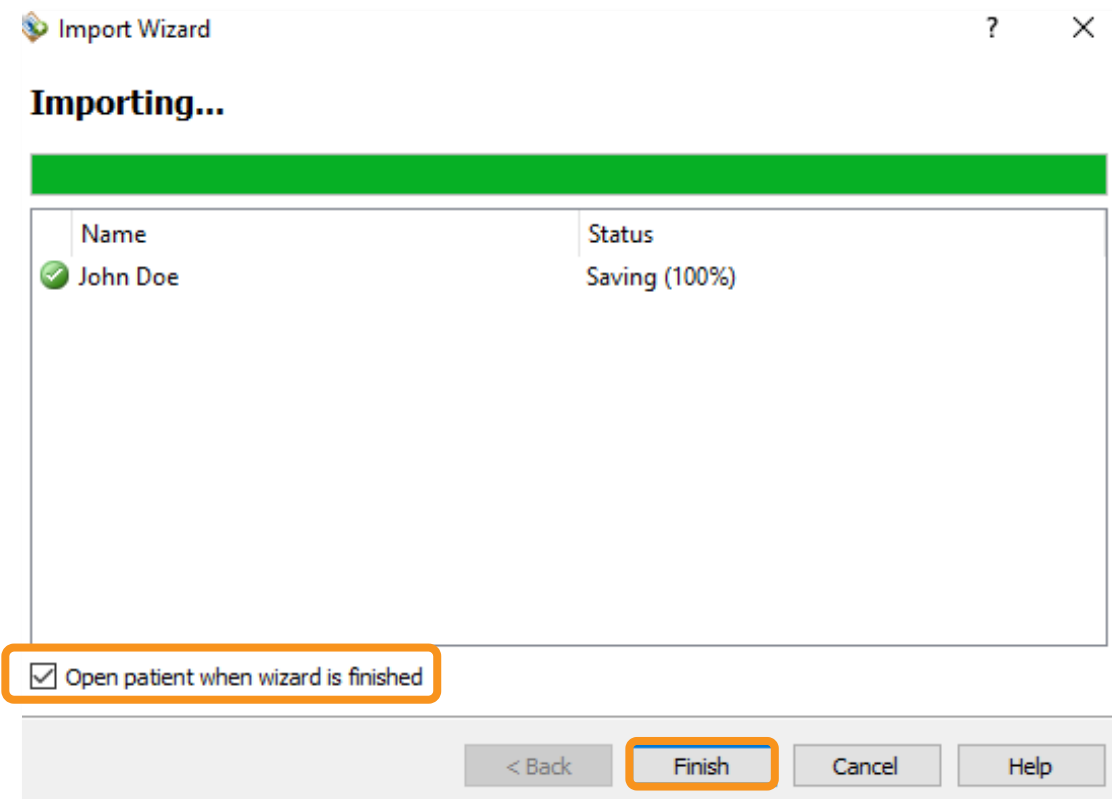
- Click the **Add Blocks** button and browse to your scanned block images. Make sure these images are saved as **.bmp** files.
- Enter a **Beam Number**.
- Click **Create**.

*Note: If multiple images need to be digitized, repeat the **Add Blocks** steps for the remaining images. Make sure each image has its own beam number before hitting **Create**.*

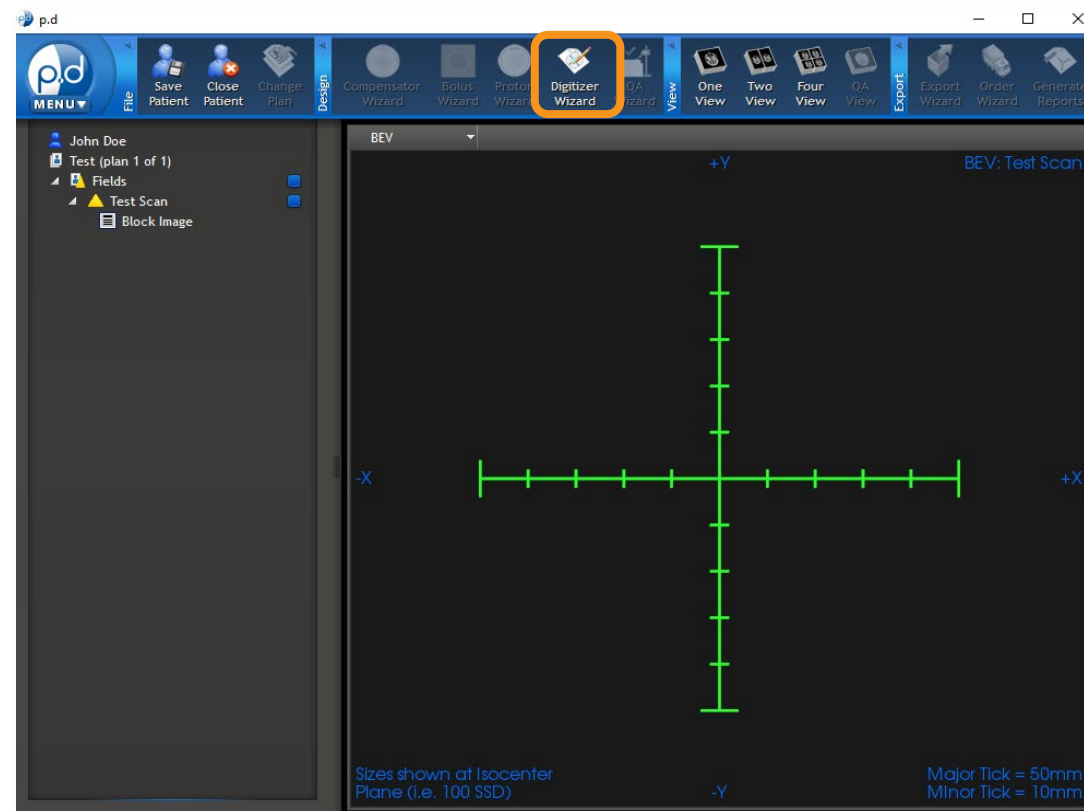


# Import Block Image

Make sure *Open patient when wizard is finished* is checked and then click the **Finish** button.

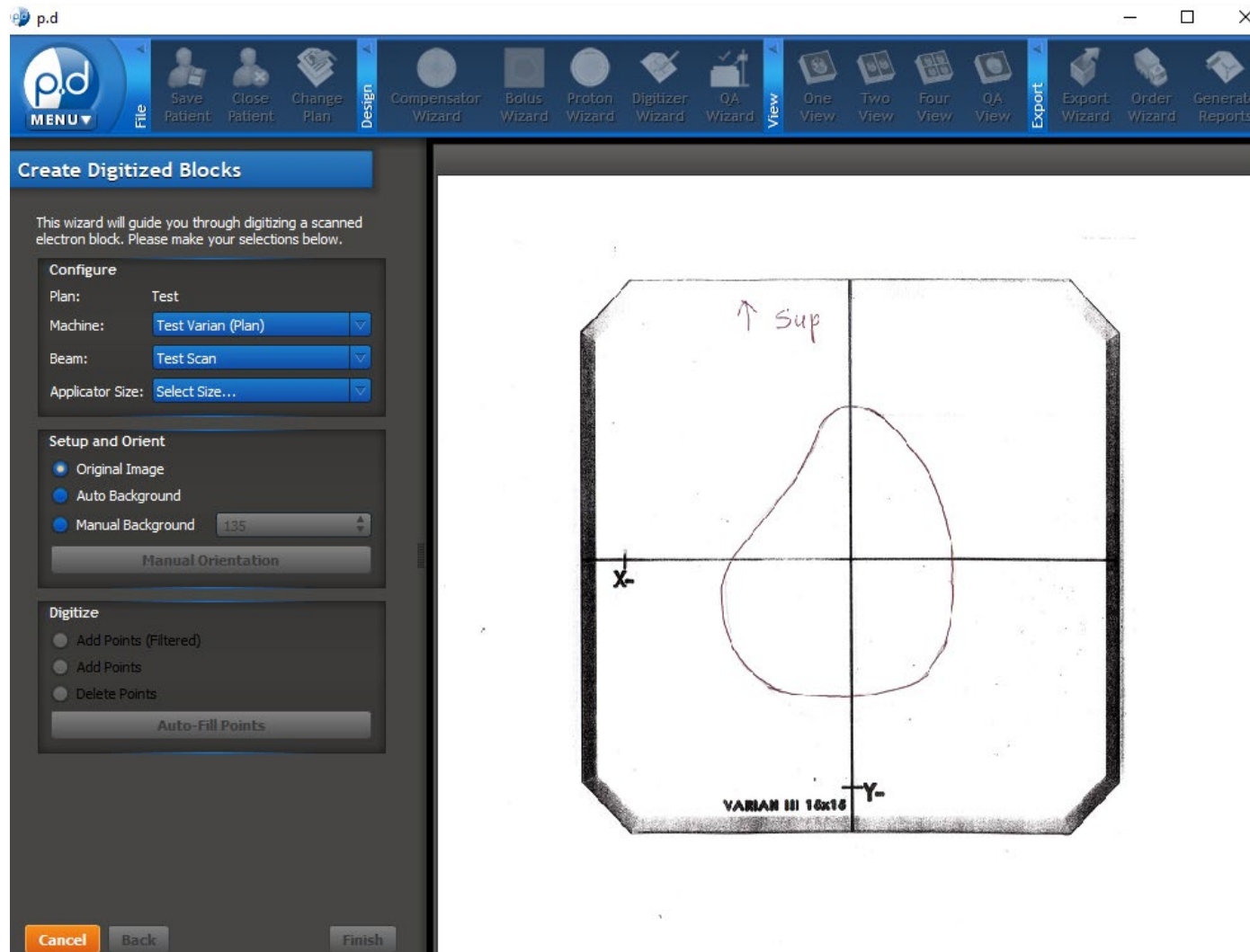


Once the plan has been imported, select the **Digitizer Wizard** from the blue menu bar.



# Digitizer Wizard

## CLINICAL BLOCK WALKTHROUGH GUIDE



This now shows the scanned drawing you imported earlier.

- To reposition the image, click & hold the right mouse button, and drag the image into position.
- To zoom in and out, position your arrow on the location of interest and use the mouse scroll wheel to adjust the zoom.

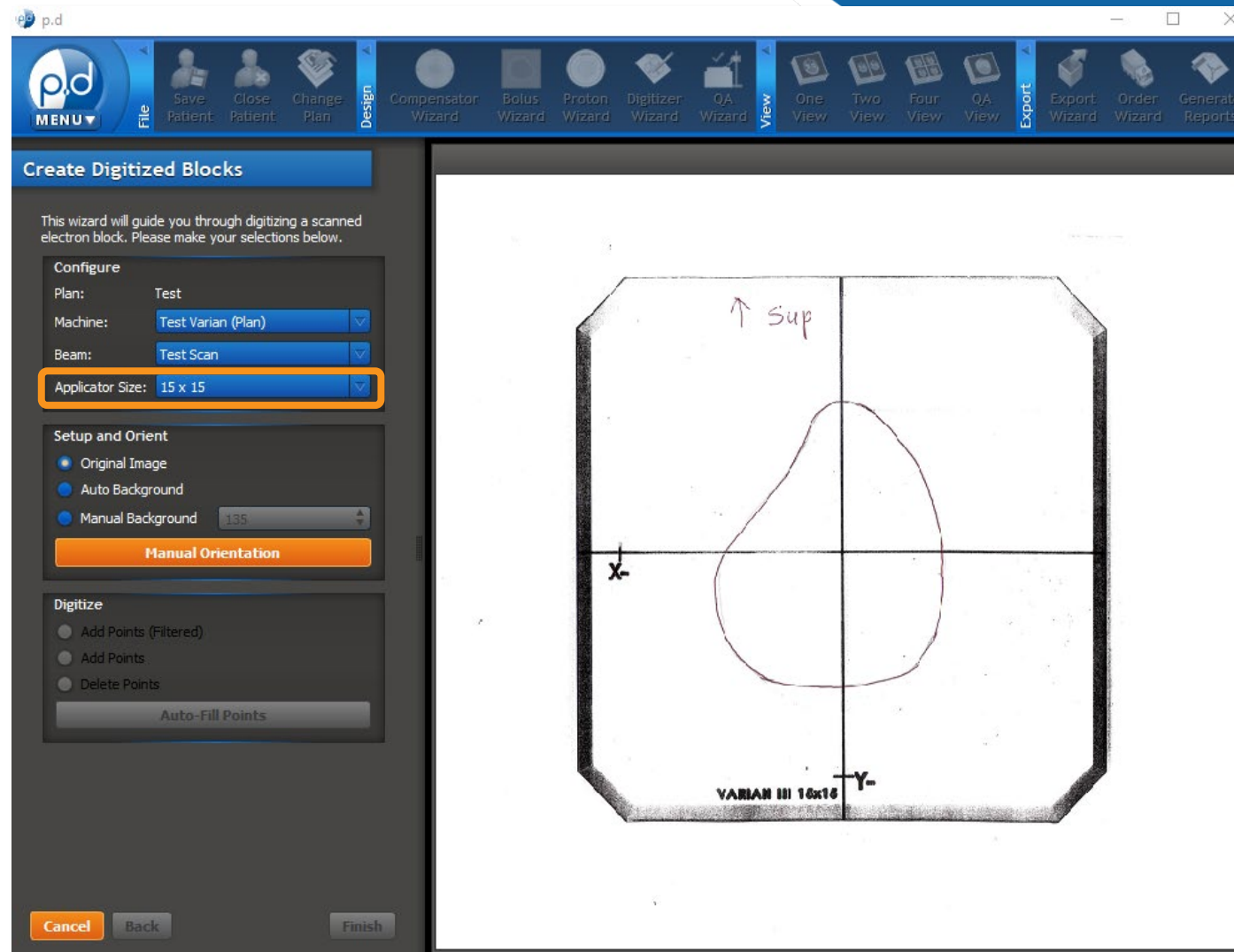
*Note: If more than one block is to be digitized, select the image you want to digitize from the **Beam** drop-down menu.*



# Digitizer Wizard

- In the **Configure** box, select the **Applicator Size** from the drop-down menu that matches the template size used for the drawing.
- Under the **Setup and Orient** box, you can choose between 3 options to adjust the contrast of your image.
- Once you can clearly see your scanned image, click the **Manual Orientation** button.

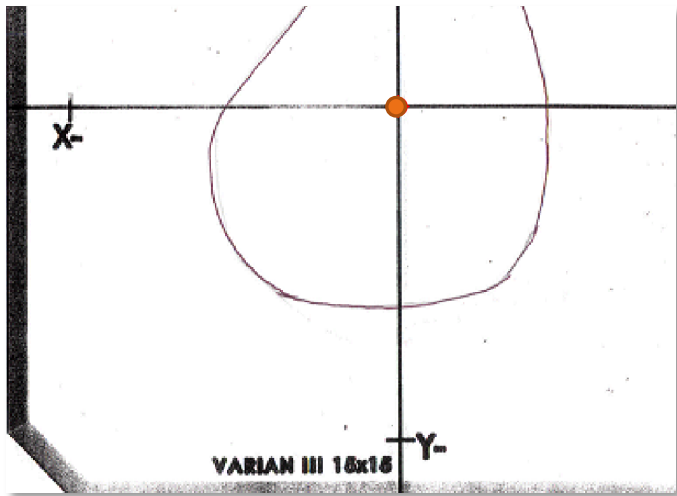
*Note: If more than one block is to be digitized, select the image you want to digitize from the **Beam** drop-down menu.*



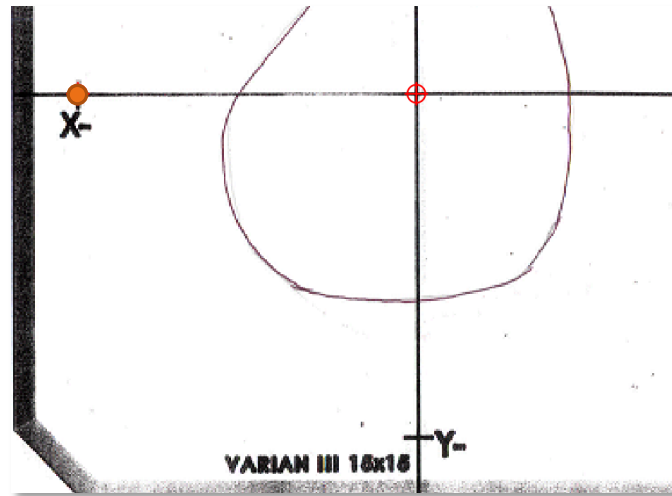
# Digitizer Wizard

This brings you to 3 steps you must follow:

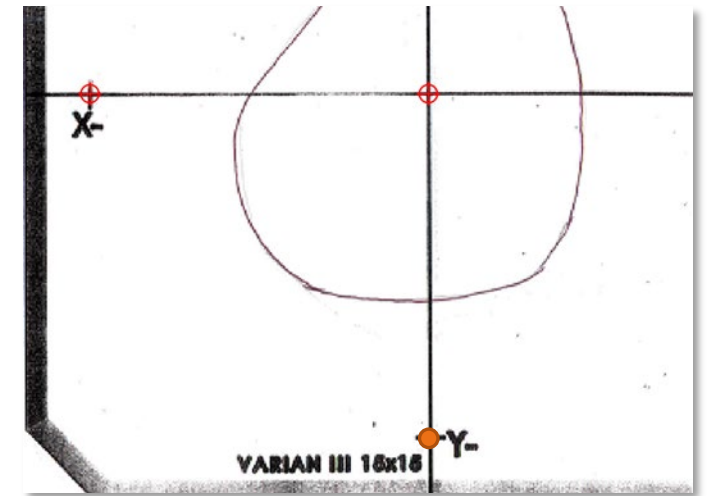
1. Click the Origin.



2. Click the X- Mark.



3. Click the Y- Mark.



*Note: To place a point, use the **left clicker**. To pan the image, use the **right clicker**. To zoom the image, use the **scroll wheel**.*



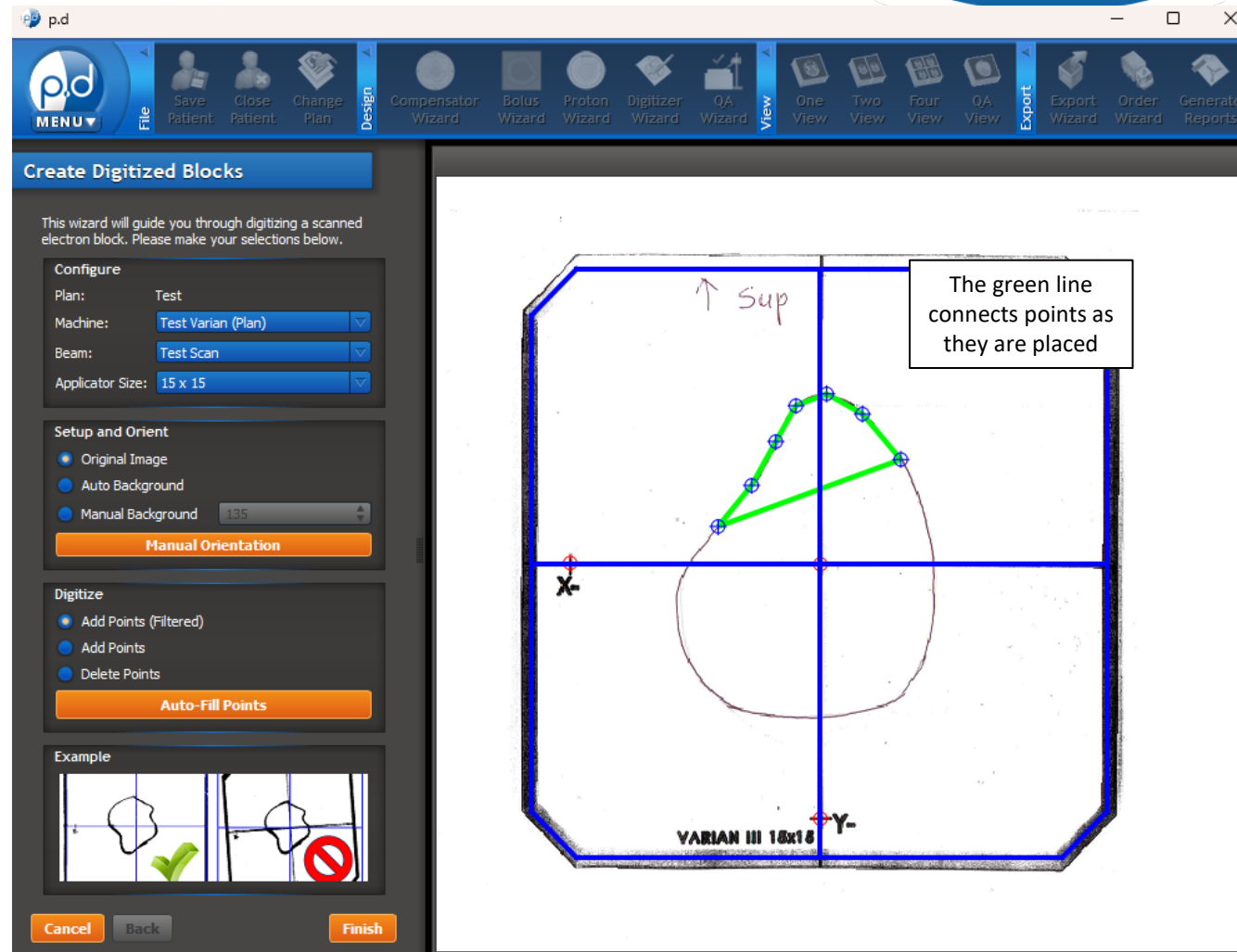
## Adding Points

Once **Manual Orientation** has been completed, you will see a blue line tracing the outline and crosshairs of the template.

You can now add points to outline the opening of your block. You will have 3 options to choose from in the **Digitize** box.

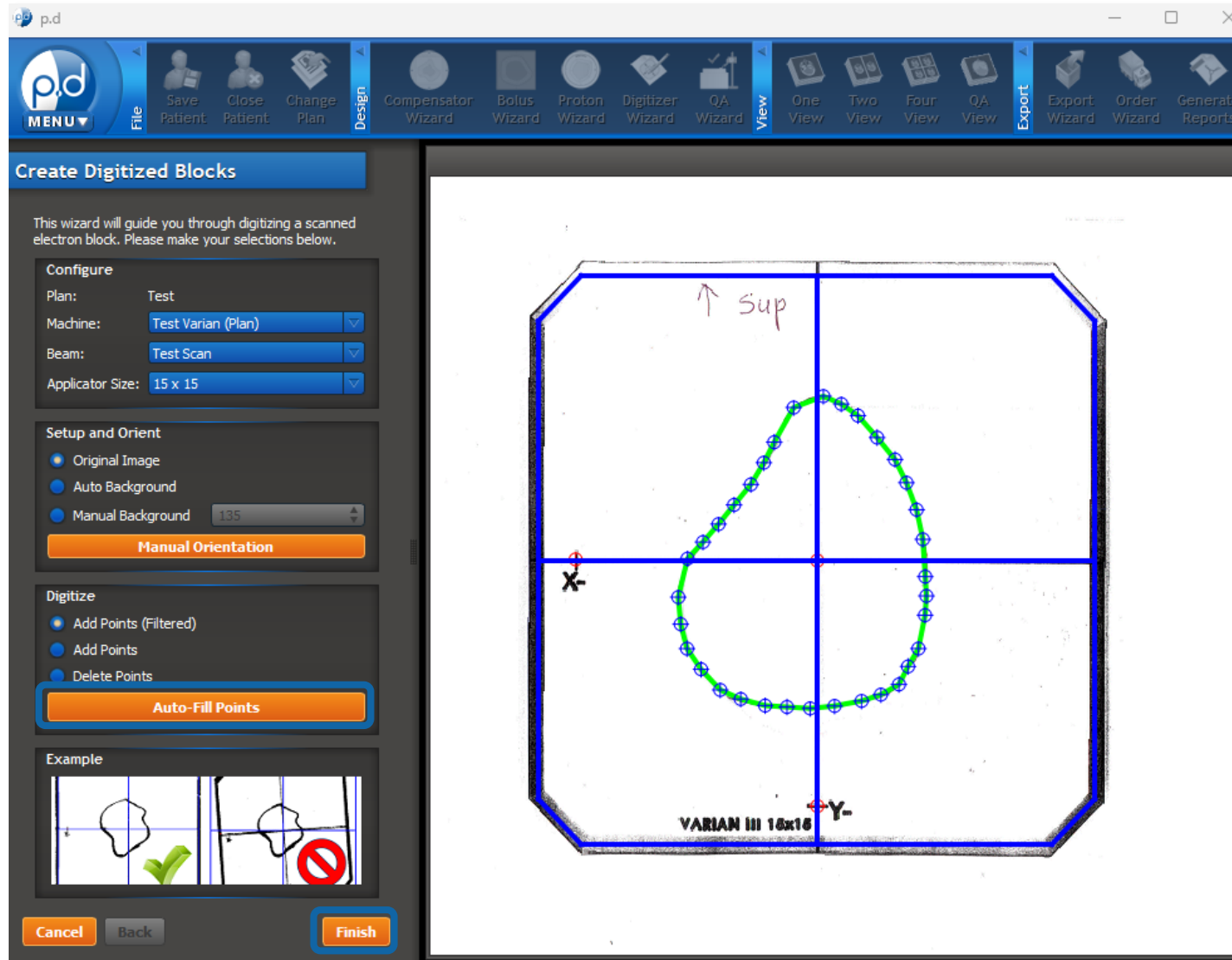
- **Add Points (Filtered)** is designed to snap to the nearest black pixel
- **Add Points** places a point wherever you click
- **Delete Points** will delete an existing point

*Note: To place a point, use the **left clicker**. To pan the image, use the **right clicker**. To zoom the image, use the **scroll wheel**.*



# Adding Points

## CLINICAL BLOCK WALKTHROUGH GUIDE

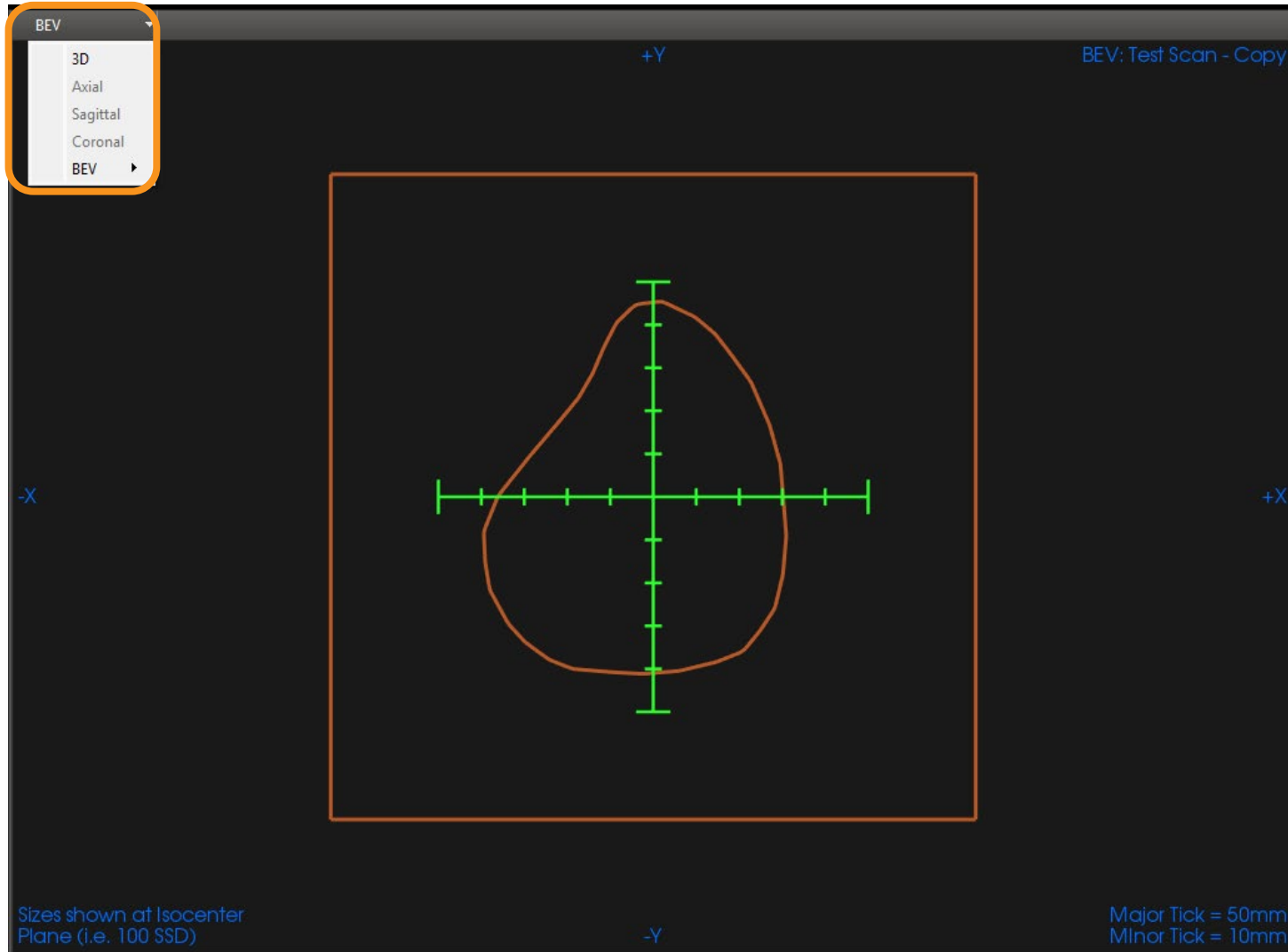


Once you have added all of your points, click **Auto-Fill Points** to round out any sharp corners.

Make sure the opening of your block has been fully digitized before clicking **Finish**.



# Review Block



This screen will allow you to verify the **BEV** of your digitized block.

If you have multiple images you need to digitize, continue using the **Digitizer Wizard** until all blocks have been digitized.

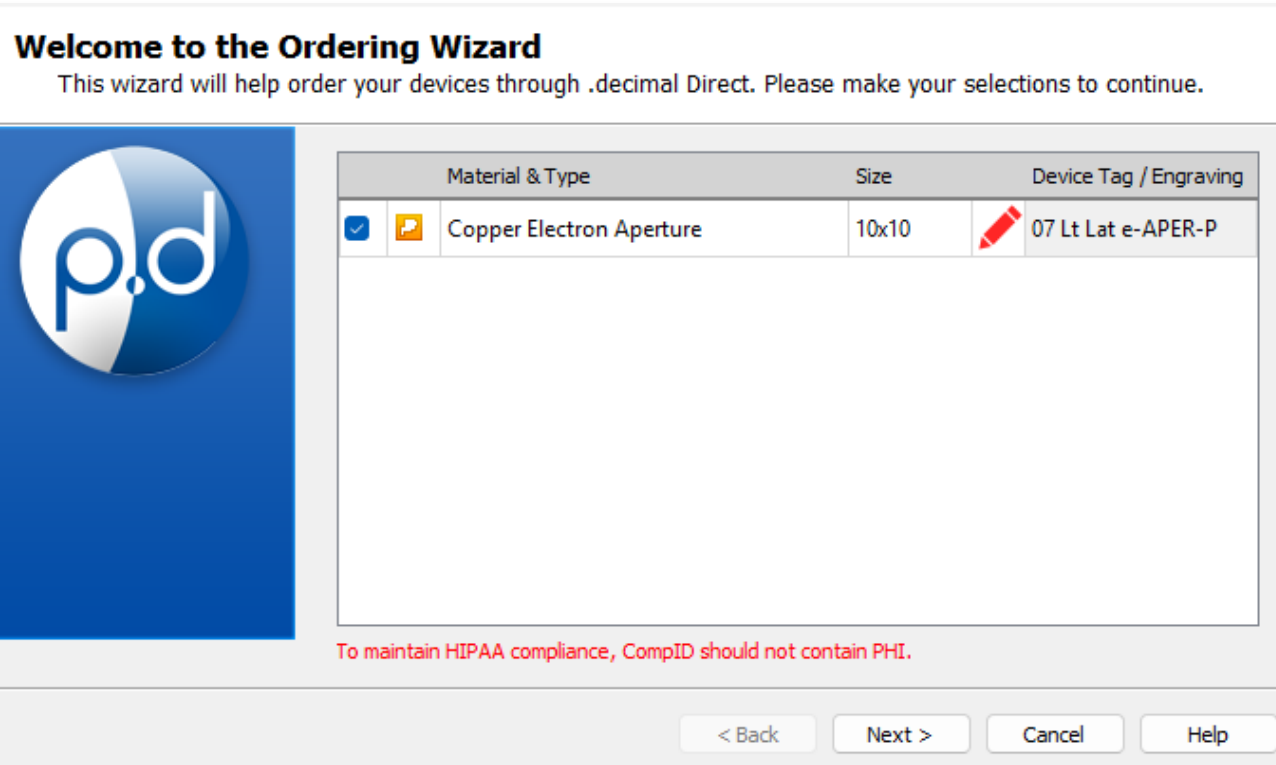
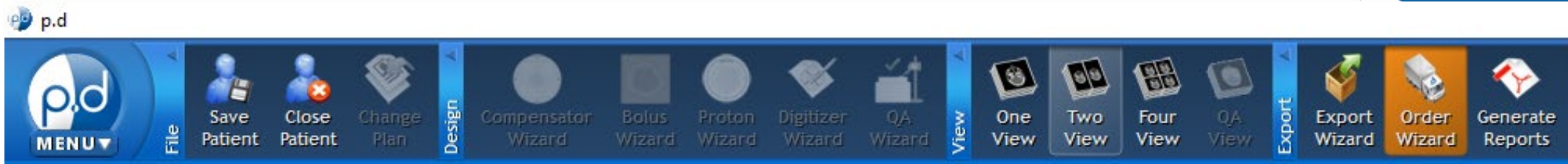
Once you have finished digitizing, proceed to the **Order Wizard**.

*Note: If you want to view the 3D rendering of your block, choose **3D** from the dropdown.*



# Order Wizard

## CREATE APERTURE FROM DICOM



If the aperture meets your specifications, click on the **Order Wizard** button from the Export portion of the top menu bar.

Select the aperture(s), and agree to the terms.

*NOTE: The **Device Tag / Engraving** field gets engraved onto the cutout. You can edit the text by clicking on pencil icon or the text box.*

Select **Next** to proceed.



# Shipping Information

## CREATE APERTURE FROM DICOM

**Shipping Information**  
Please verify the shipping information below (\* indicates a required field).

Account# (SiteID): 12345

Institution Name\*: .decimal

Address Line 1\*: 121 Central Park Pl

Address Line 2:

City\*: Sanford

State/Province\*: FL

Zip/Postal Code\*: 00000

The default address shown above is shared with all users at your site and can be managed through the Machine Setup page. Click [here](#) for more information.

< Back Next > Cancel Help

**Billing Information**  
Please enter PO Number for billing below (optional).

P.O. Number (optional):

The provided PO# will appear on the invoices that .decimal sends for this order. This information is optional, but may be required by your finance department in order to remit payment. Please check the policy with your local finance dept.

< Back Next > Cancel Help

- You will now see the **shipping information screen** where you will fill out and/or verify the address where the device will be shipped, and select **Next**.
  - The shipping address will be set based on the machine selected during import. See the software **Help Menu** for more information on how to set shipping addresses.
- Enter a PO number if applicable and select **Next**.



# Order Priority

## CREATE APERTURE FROM DICOM

**Order Priority**  
Please select an order priority.

Standard

RUSH

**Estimated Ship Date: Wednesday May 27th 2026**  
(if ordered within the next 2 hours and 52 minutes)

**Estimated Delivery Date: Thursday May 28th 2026 by 05:00 pm**  
(as provided by the shipping carrier)

< Back   **Next >**   Cancel   Help

*There will be an extra charge for the Rush delivery option.*

- Select the **Order Priority**. There are Standard and Rush delivery options.
  - There will be an extra charge for the Rush delivery option..
- Select the **Next** button once confirming your option.



# Place Order

## CREATE APERTURE FROM DICOM

### Place Order

Please review your order information and submit your order.



- I agree to the [Terms and Conditions](#) and [Processing Agreement](#)
- I agree to test each device prior to use on a human
- I understand that production begins immediately and cancellation requests can only be made by calling .decimal at 1.800.255.1613  
(cancellation cannot be guaranteed and may require partial or full payment)

#### Order Summary:

Copper Electron Cutout (10x10)

#### Order Priority: Standard

Arriving May 28, 2026

#### Shipping to:

.decimal  
121 Central Park Pl  
Sanford, FL 32771

< Back

Place Order

Cancel

Help

Select the required boxes agreeing to:

- **Terms and Conditions and Processing Agreement**
- Test each device
- Cancellation Policy

Review order and shipping information before clicking **Place Order.**

