.decimal®

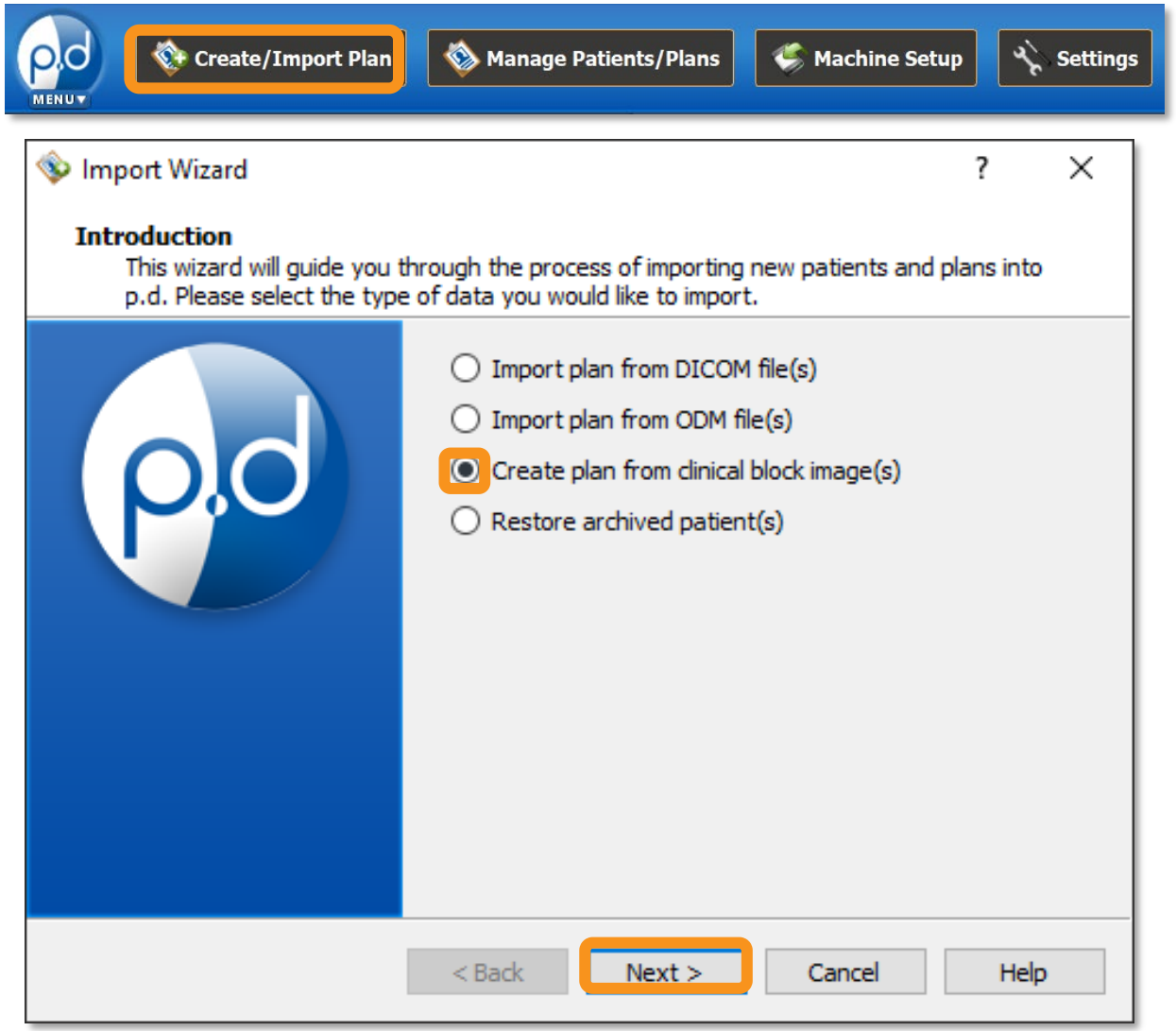
CLINICAL BLOCK WALKTHROUGH GUIDE



TOPICS

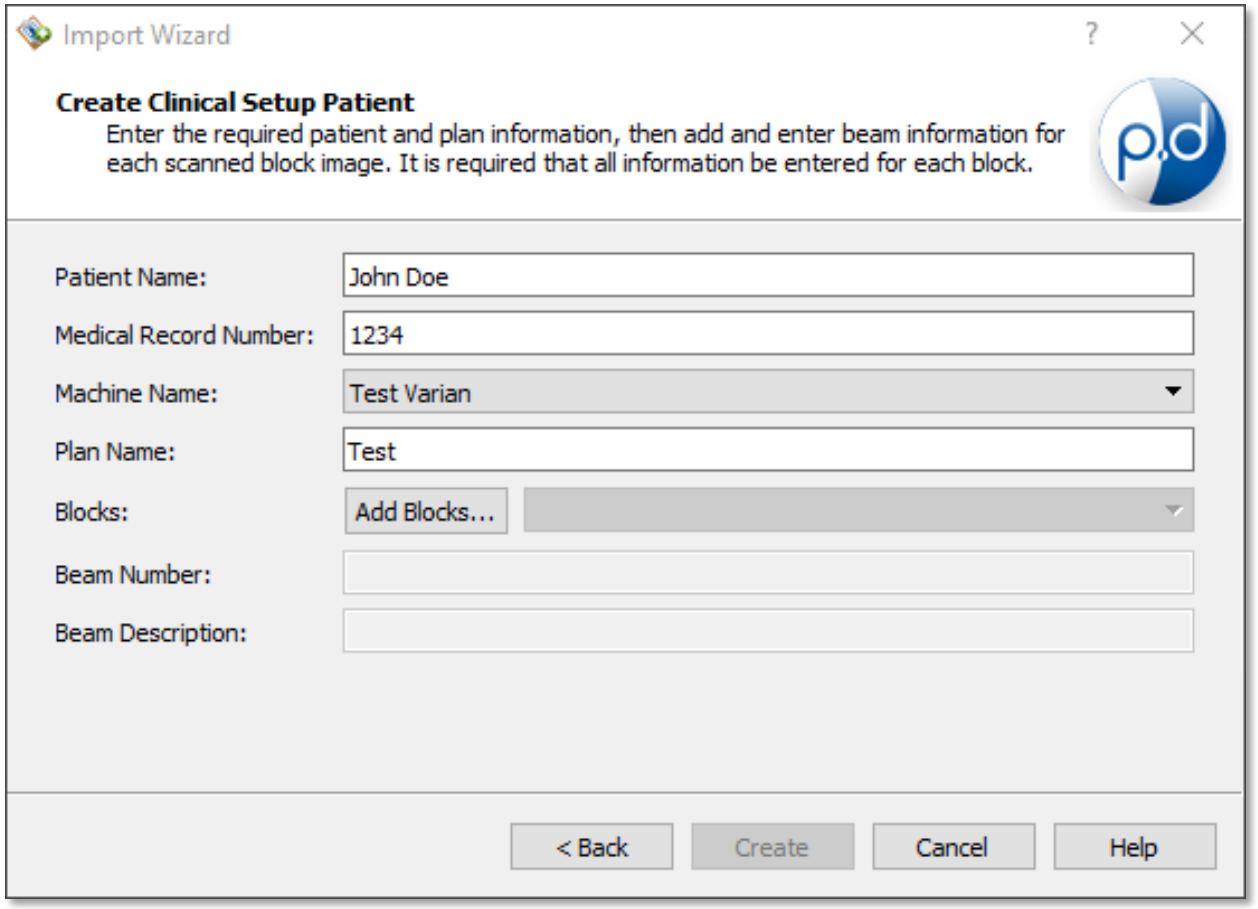
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Import Wizard



- 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

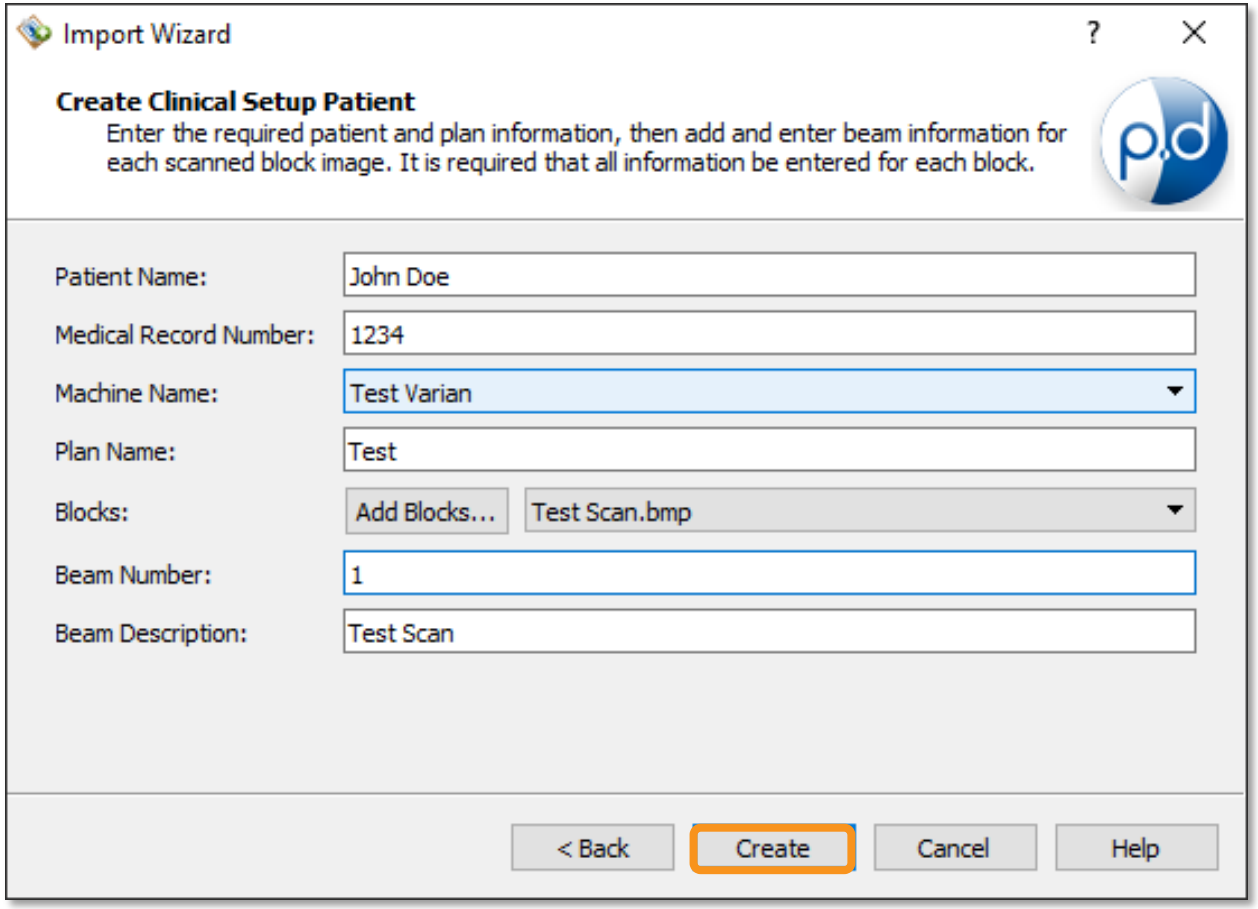


On this screen, start by entering the following:

- 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.



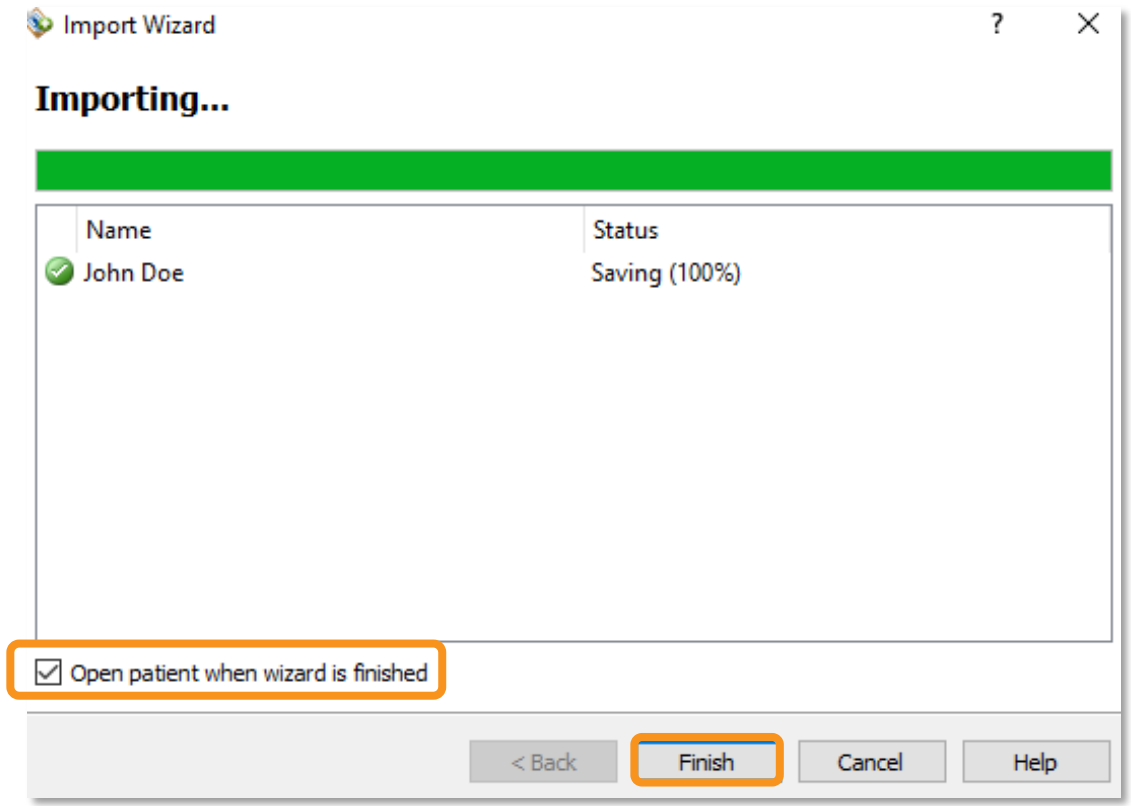
Now that the patient's info has been entered, you will need to add the image(s) of the block(s) you are trying to create.

- 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.**

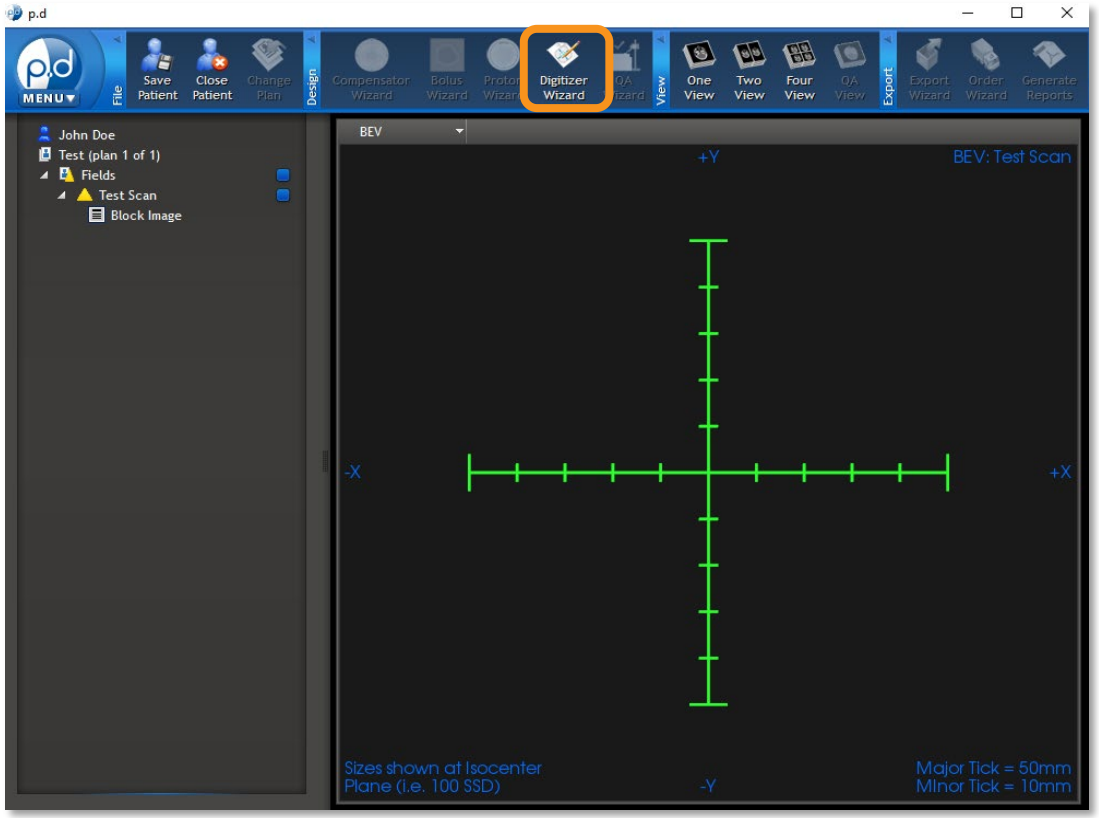
*Note: If multiple images need to be digitized, repeat the **Add Blocks** steps for the remaining images. Make sure each image has its own beam number before hitting **Create**.*

Import Block Image

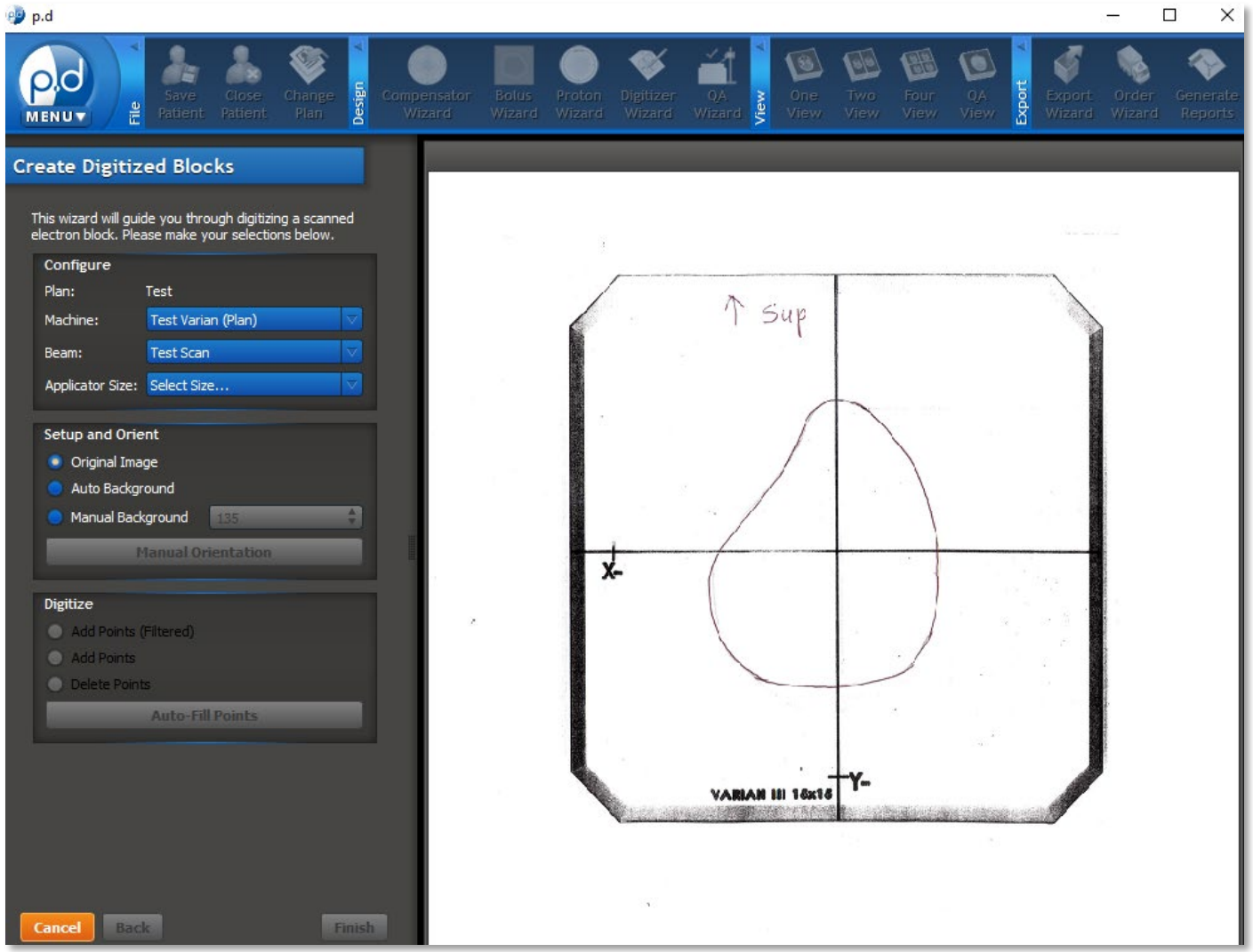
Make sure *Open patient when wizard is finished* is checked and then click the **Finish** button.



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



Digitizer Wizard



This now shows the scanned drawing you imported earlier.

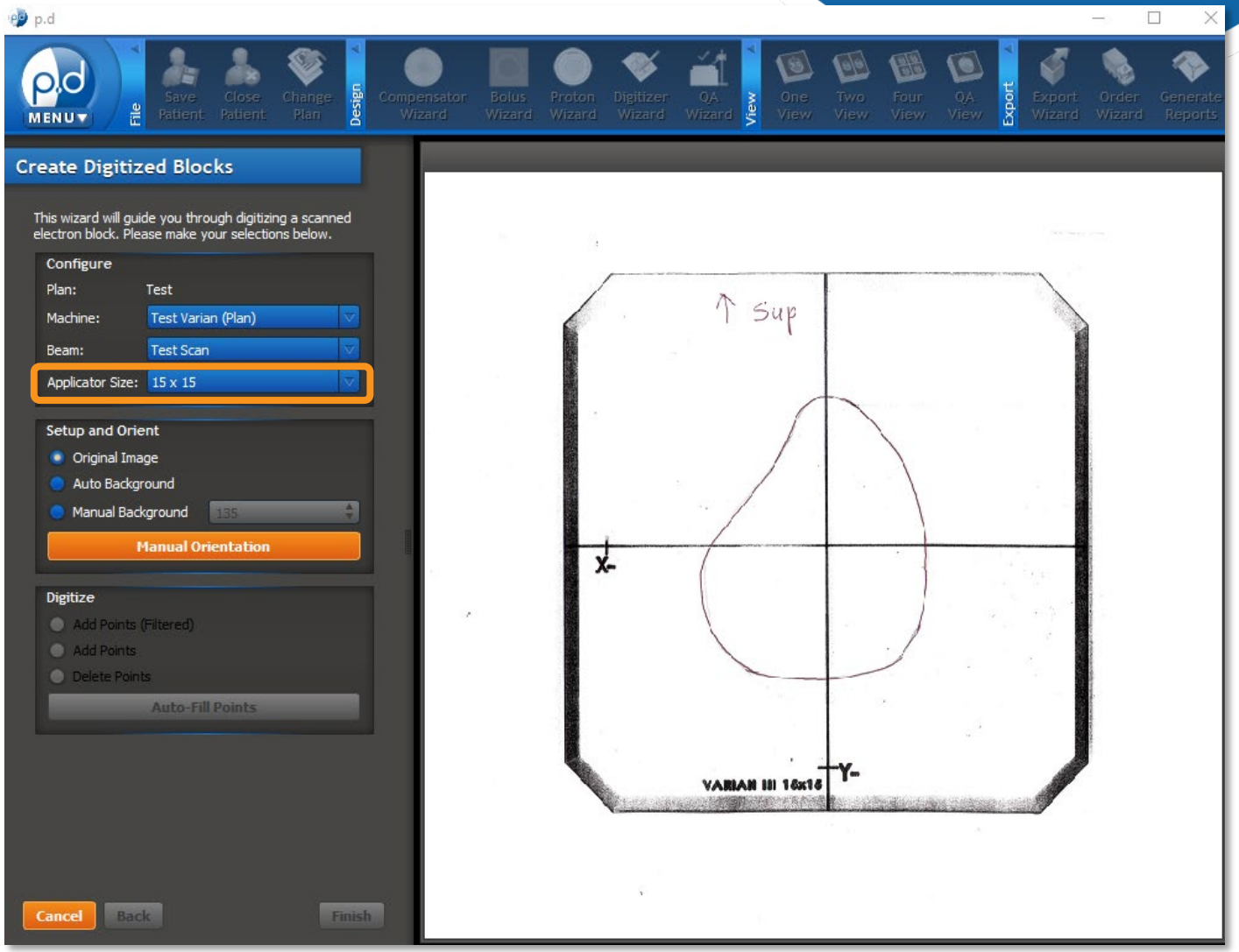
- To reposition the image, click & hold the right mouse button, and drag the image into position.
- To zoom in and out, position your arrow on the location of interest and use the mouse scroll wheel to adjust the zoom.

*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.

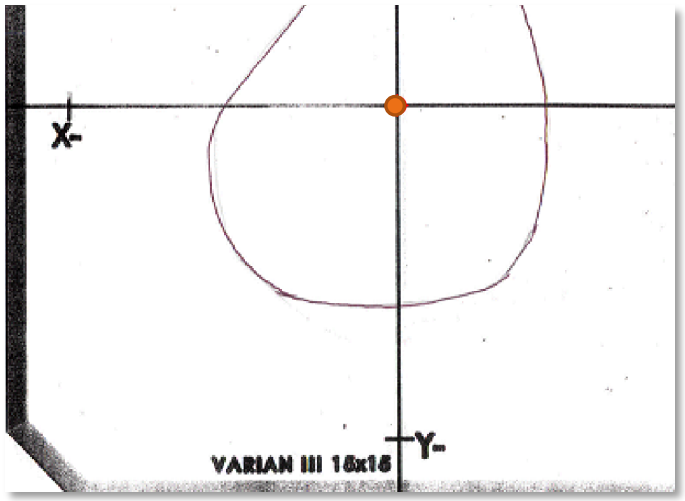
*Note: If more than one block is to be digitized, select the image you want to digitize from the **Beam** drop-down menu.*



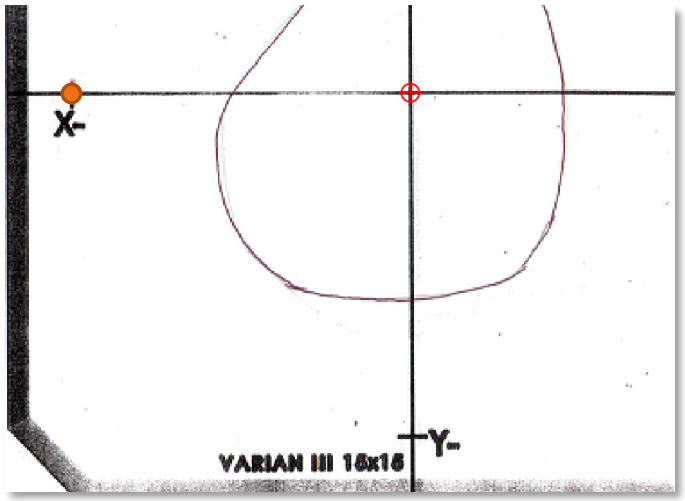
Digitizer Wizard

This brings you to 3 steps you must follow:

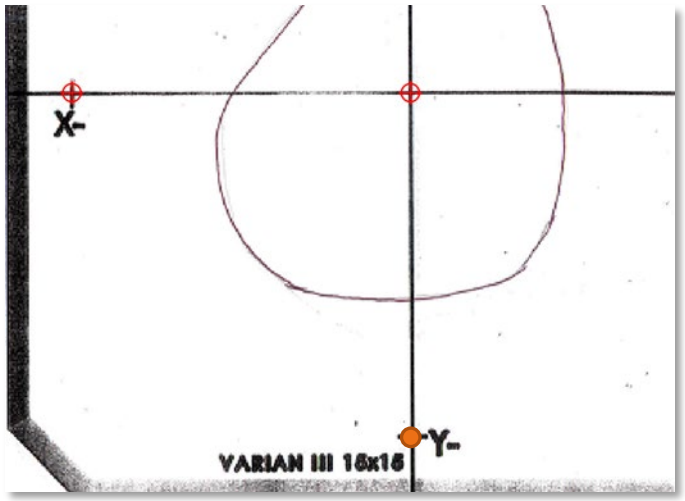
1. **Click the Origin.**



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.***

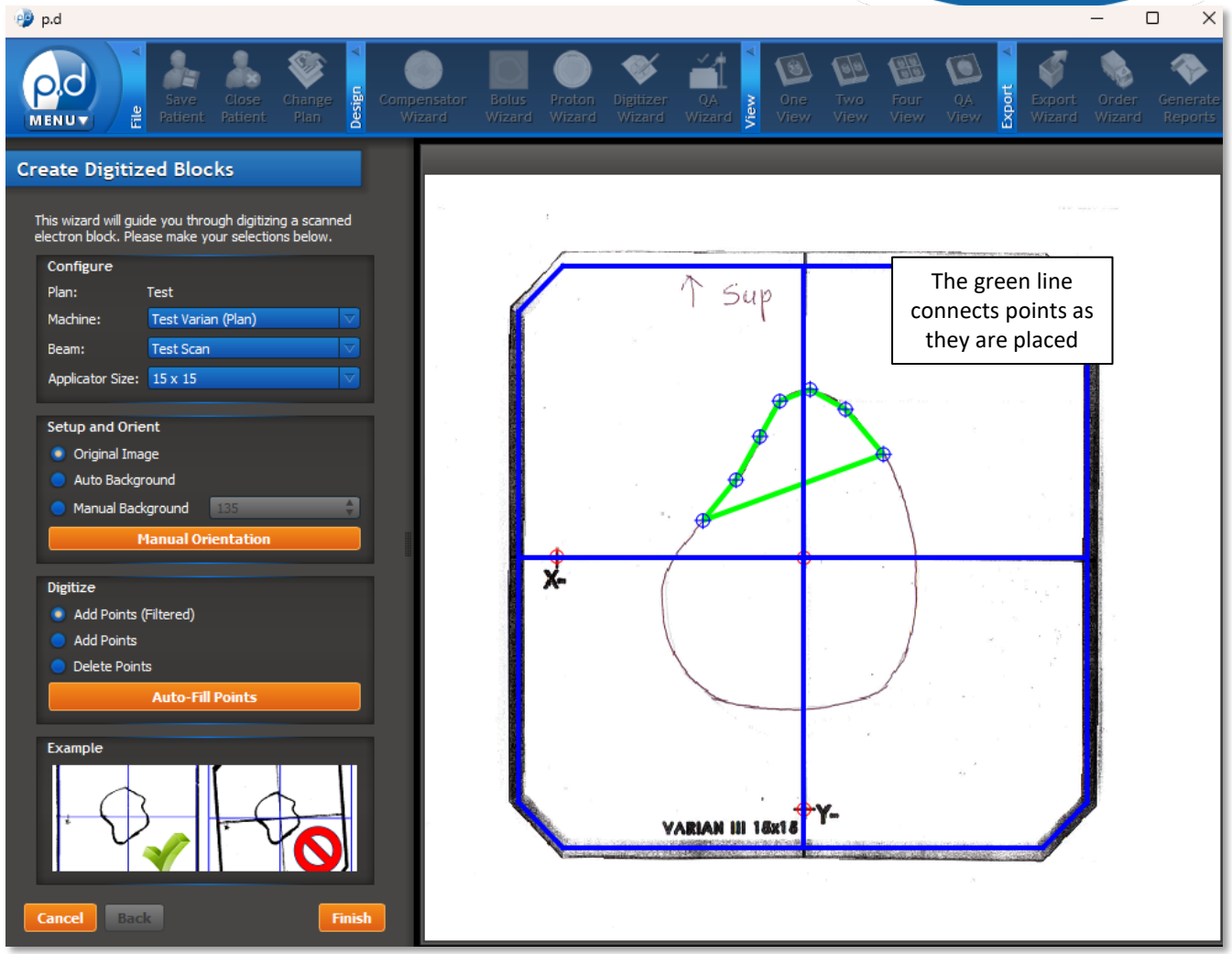
Adding Points

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

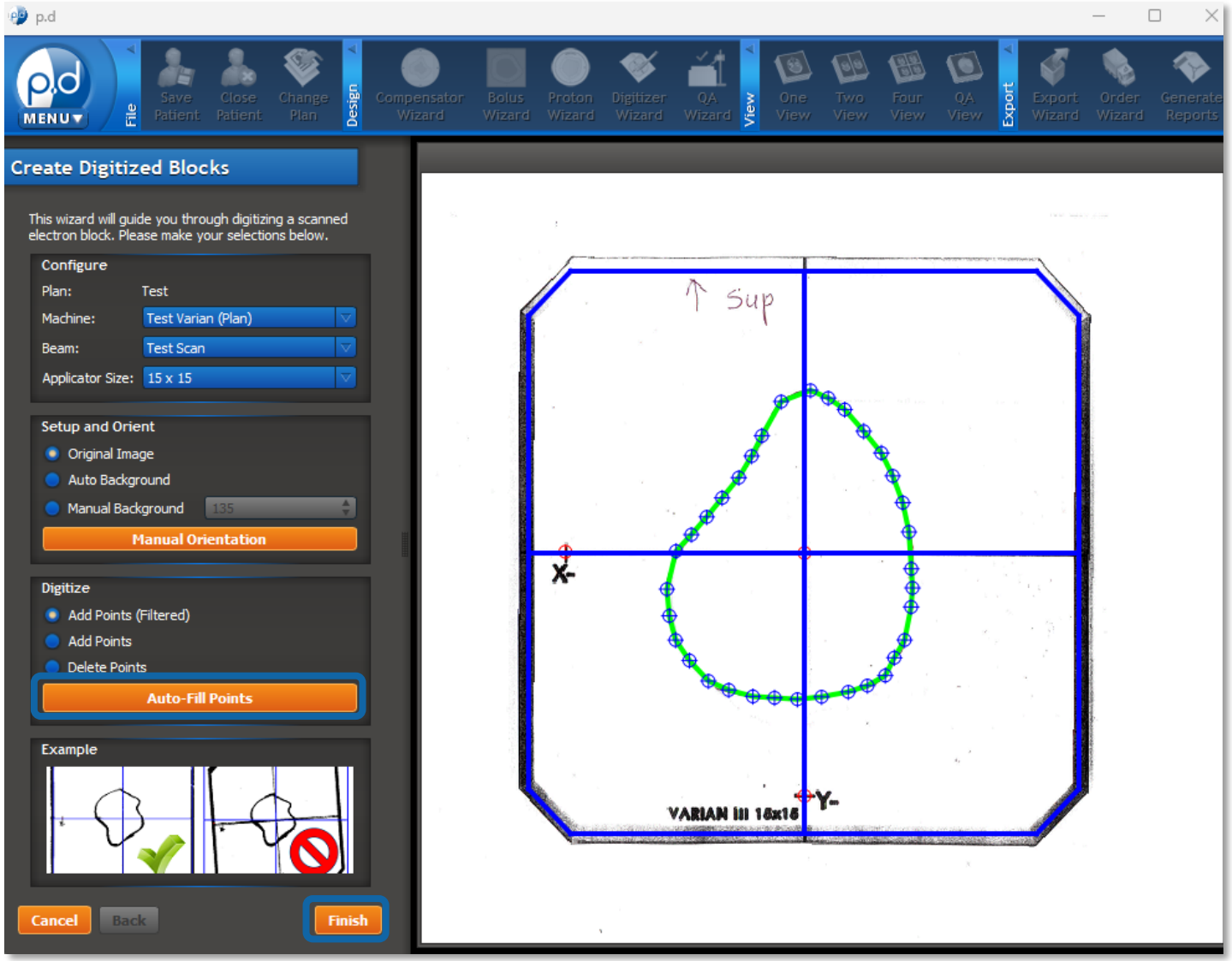
You can now add points to outline the opening of your block. You will have 3 options to choose from in the **Digitize** box.

- **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.***



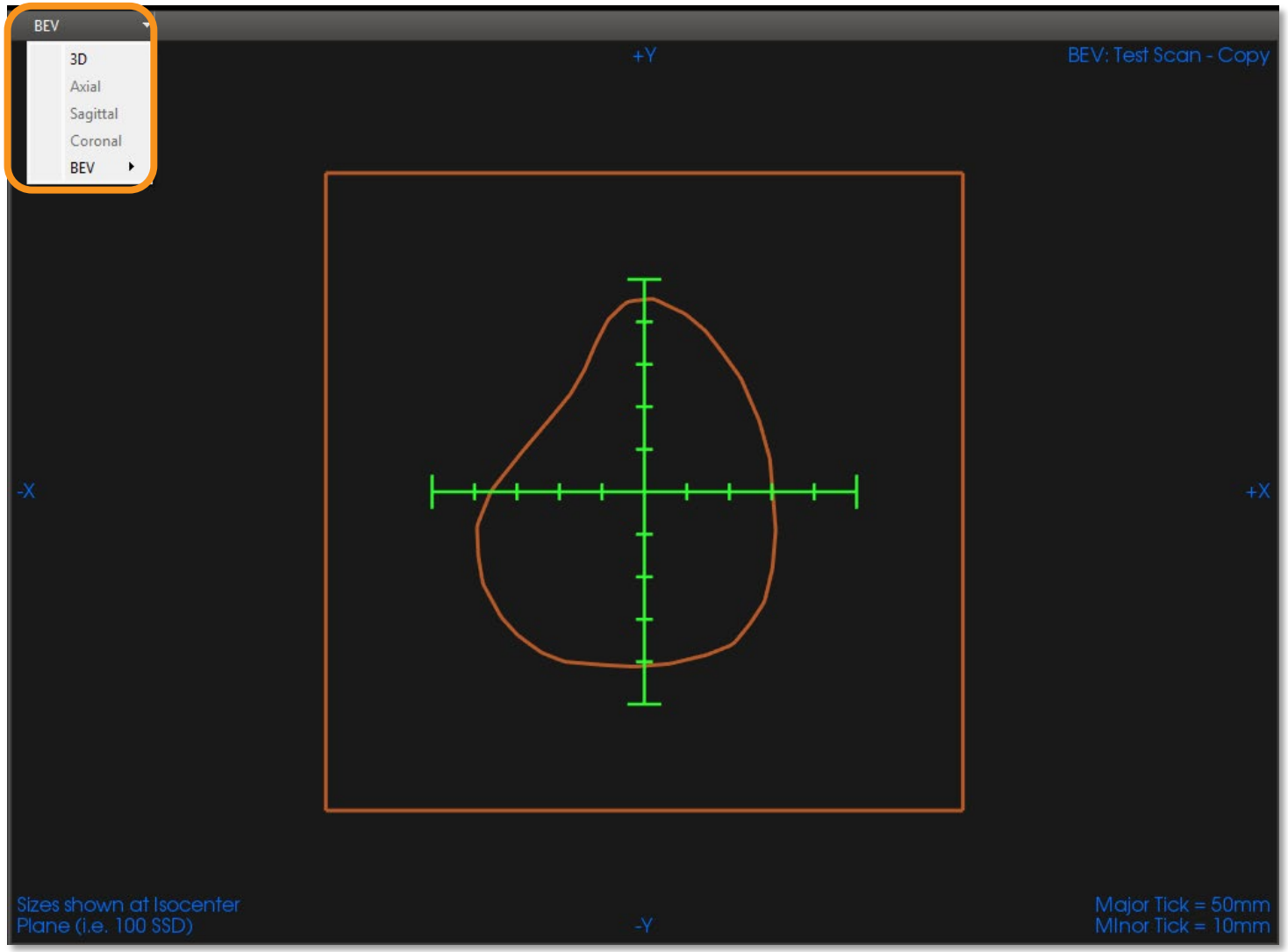
Adding Points



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



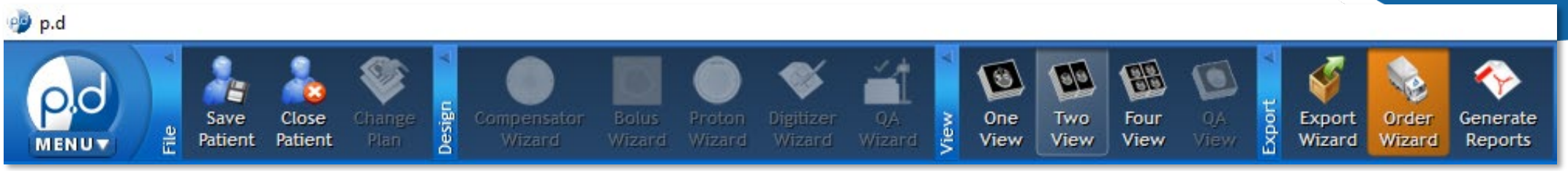
This screen will allow you to verify the **BEV** of your digitized block.

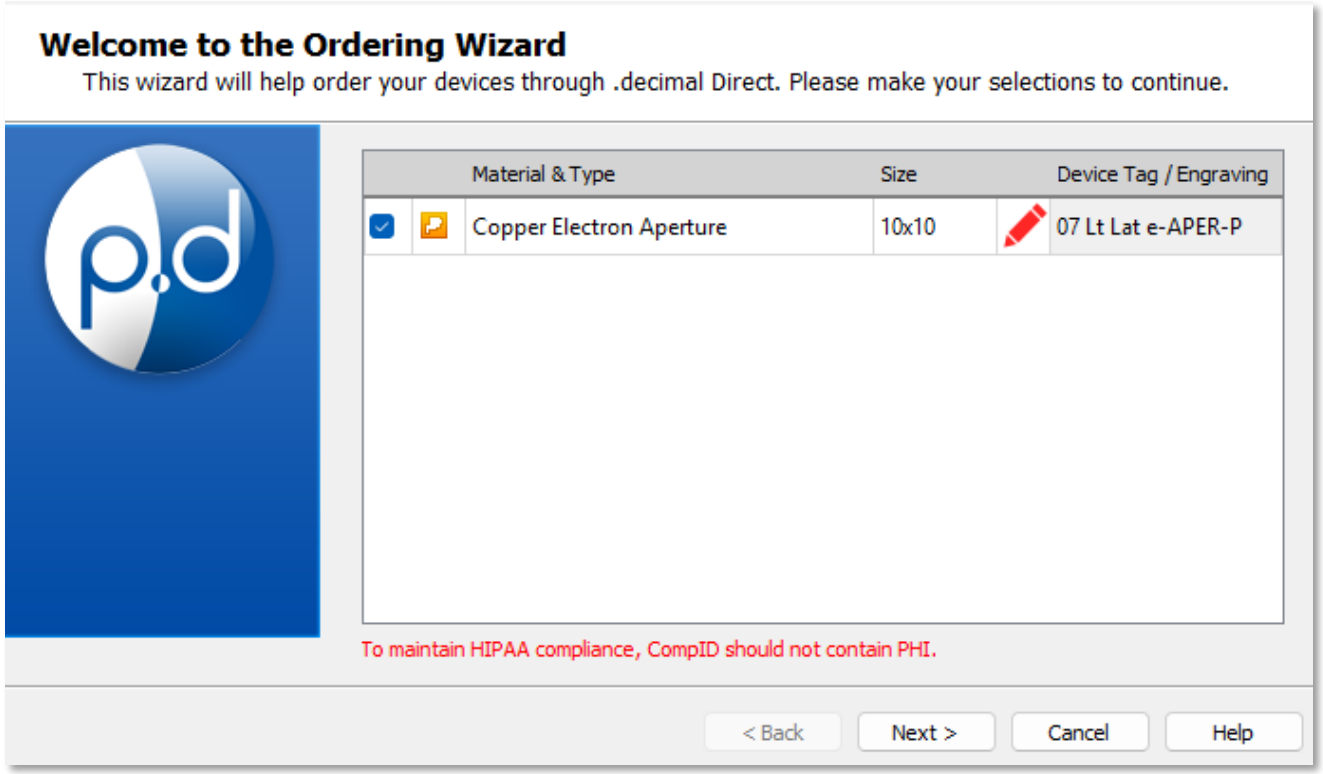
If you have multiple images you need to digitize, continue using the **Digitizer Wizard** until all blocks have been digitized.

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





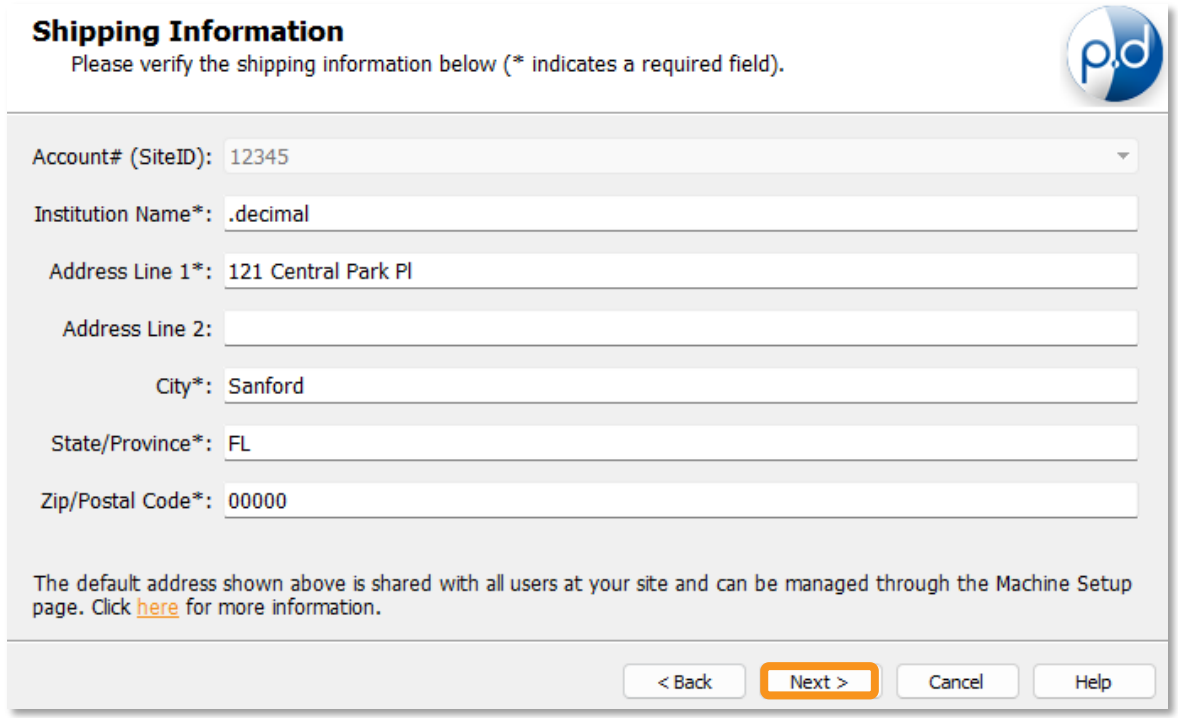
If the aperture meets your specifications, click on the **Order Wizard** button from the Export portion of the top menu bar.

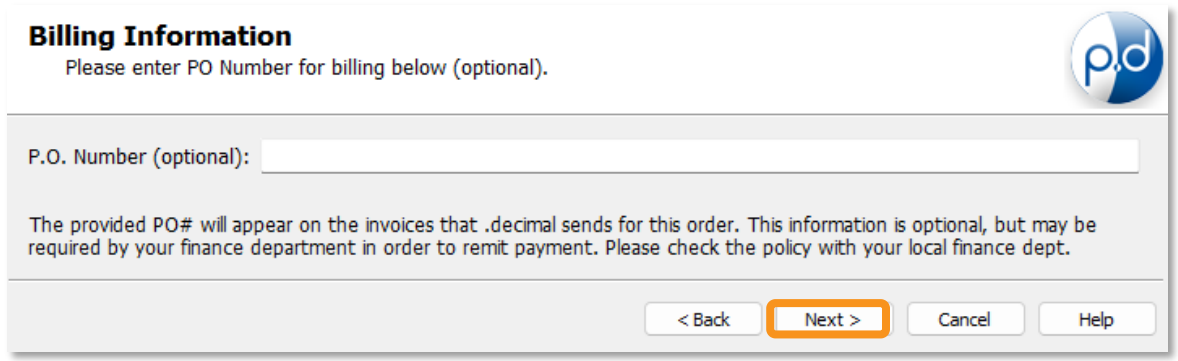
Select the aperture(s), and agree to the terms.

*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

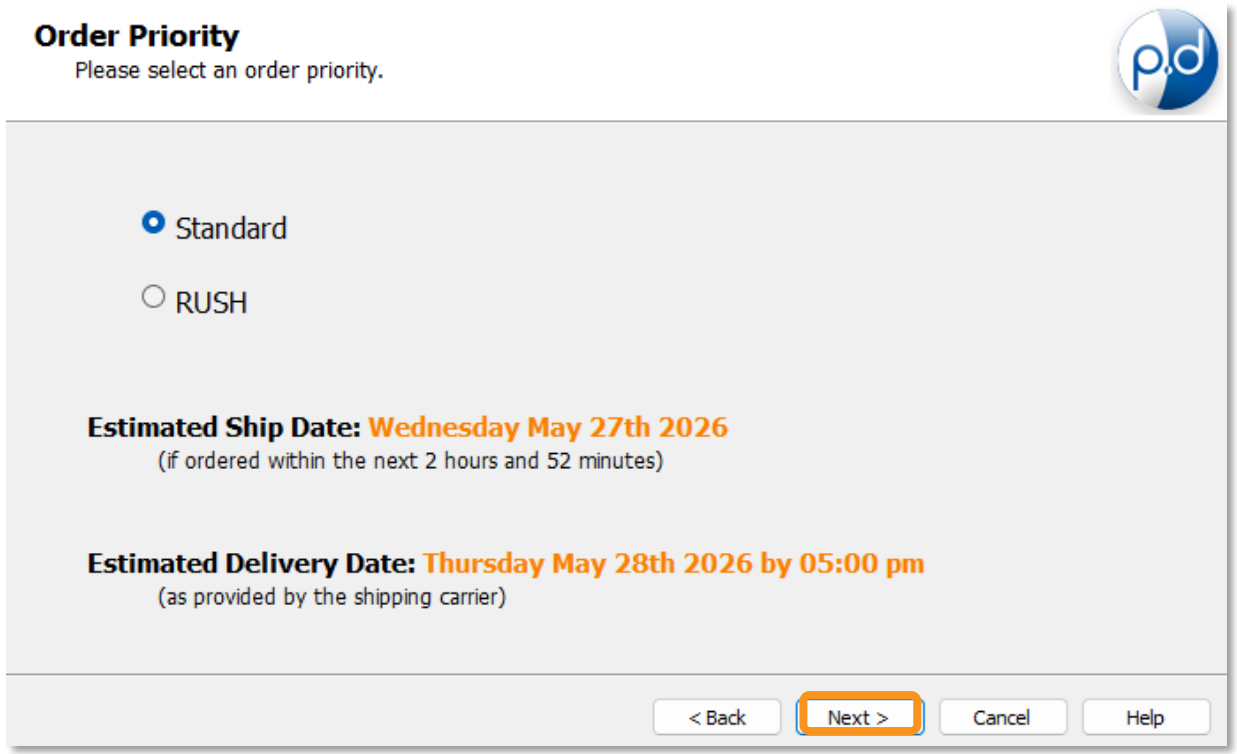




- You will now see the **shipping information screen** where you will fill out and/or verify the address where the device will be shipped, and select ***Next***.
  - The shipping address will be set based on the machine selected during import. See the software **Help Menu** for more information on how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

- Enter a PO number if applicable and select ***Next***.

Order Priority

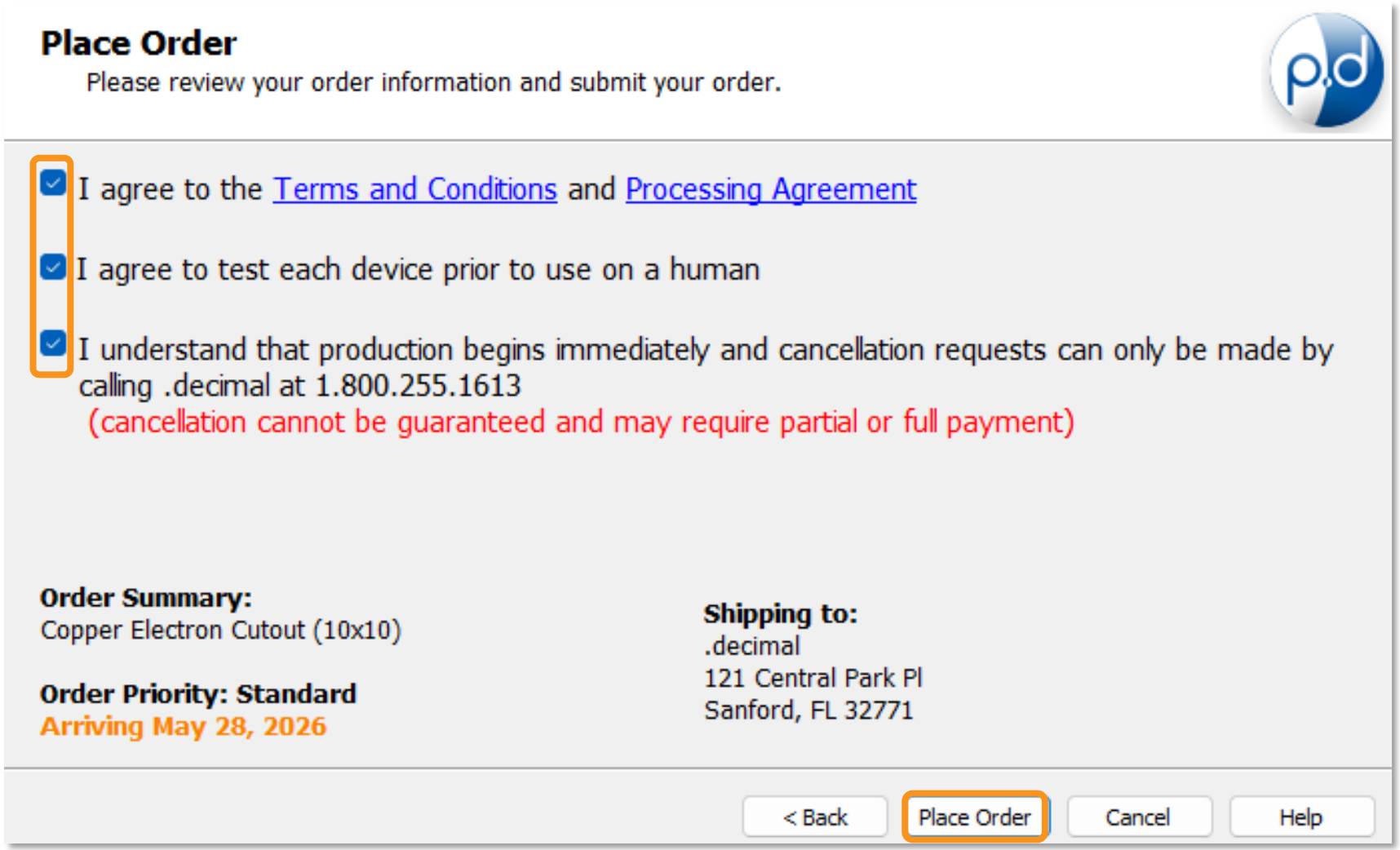


There will be an extra charge for the Rush delivery option.

- 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



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**.