



decimal Ordering Tool User Guide

for app version 1.1.0

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decimal Ordering Tool Overview



App Version: 1.1.0

Note: This user guide is intended only for the latest version of the decimal Ordering Tool app listed above. Please refer to the [decimal Ordering Tool version history](#) for the complete listing of user guides.



decimal Ordering Tool (DOT) is used for selecting and ordering files to .decimal for manufacturing. The decimal Ordering Tool app allows users to specify the file, order meta data, and place the order to [decimal Direct](#).

User Guide

The decimal Ordering Tool [User Guide](#) provides help material as well as walkthrough guides and a glossary of terms associated with the application.

Getting Started Basic setup and overview of decimal Ordering Tool.

System Requirements Workstation and network requirements for using the decimal Ordering Tool.

Application Tutorials Examples and guides for performing common tasks in decimal Ordering Tool.

About

Acknowledgements Use of third-party components in decimal Ordering Tool.

Support

For questions, comments, support requests, bug reporting, or to schedule a training session, please contact our customer support team at: 1-800-255-1613 or customersupport@dotdecimal.com.

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https://apps.dotdecimal.com/doku.php?id=decimal_ordering_tool:overview

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decimal Ordering Tool User Guide

Overview

decimal Ordering Tool (DOT) is used for selecting and ordering files to .decimal for manufacturing. The decimal Ordering Tool app allows users to specify the file, order meta data, and place the order to [decimal Direct](#).

Purpose

The purpose of this document is to provide guidance on the setup, access, and usage of decimal Ordering Tool.

Getting Started

Review each of the sections below for how to get started with the decimal Ordering Tool.

Initial Setup

The decimal Ordering Tool application must be licensed and added to your account by .decimal staff. Please contact .decimal customer support (1-800-255-1613) for access to this applicaiton.

Access Control

decimal Ordering Tool uses [Auth0](#) as an Identity-as-a-Service provider for user account management. All user accounts and credentials are managed by the Auth0 service including user creation, password policies, password resets, and secure authentication.

As decimal Ordering Tool is deployed on customer workstations the site administrator will be responsible for the installation of the software on the appropriate workstations and the account management of all users at the facility. Each employee should have an individual login and password to access the application that prevents unauthorized access, and account sharing should be strictly prohibited.

User Authentication

Users authenticate and launch the decimal Ordering Tool application using the [decimal Launcher](#).

Account Management

decimal Ordering Tool site managers have the ability to [add and remove users](#) to their site. When adding a new user an .decimal account will be created for the new user and automatically linked to the site. The user will then be notified to set their password following the .decimal password reset process. Removing a user from a site does not delete the user's .decimal account, but removes the account from the site, effectively removing all access to the site's apps, data, and device order history. Refer to the [decimal Direct User Guide](#) for more information.

User Sessions

When decimal Ordering Tool is launched from the decimal Launcher, the application is given an JWT authentication token for the logged in user. This token is used to authenticate and perform [decimal Direct API](#) requests. This JWT token is issued by decimal Direct and Auth0 and has a built in expiration. When this token expires the user will be logged out of the application and be forced to re-authenticate and relaunch the application using the decimal Launcher. Refer to [decimal Launcher's User Guide](#) for details on this authentication token and its expiration.

Auth0 user credentials are authenticated and validated using the decimal Direct API by decimal Ordering Tool each time a user logs in and on recurring timer events. If user credentials are invalid or expired, users will automatically be logged out of the application and prevented from using or accessing any data within the application/system.

Inactivity Timeout

decimal Ordering Tool has a built in inactivity timeout that will automatically log the user out if no mouse/keyboard activity has occurred. The timeout setting can be changed in the [decimal Ordering Tool application settings](#). Idle workstation locking at the OS level is also recommended for all workstations with access to decimal Ordering Tool. While there are inactivity and session timeouts built into the application, workstation idle locking will further protect the system from unauthorized access in-between session timeouts.

Installation

The decimal Ordering Tool application is installed via the [decimal Launcher](#) client application. Refer to the decimal Launcher [user guide](#) for details on using the decimal Launcher.

The main high level requirements for using the decimal Launcher and decimal Ordering Tool application are:

1. .decimal Direct account credentials
 1. This account needs association with a Site ID (.decimal Customer Account number) that has been licensed for use of the decimal Ordering Tool application

2. This account needs specific .decimal Permission for accessing the application
2. The decimal Launcher installed

Please refer to the decimal Ordering Tool [System Requirements](#) page for complete details on hardware and network requirements.

Release Management (decimal Launcher)

The decimal Ordering Tool app is installed and launched from the [decimal Launcher](#). The Launcher program provides the following functionality in regards to decimal Ordering Tool:

1. Ensures that all users at a site are using the same version of the application
2. Ensures that the local app client stays in sync with the latest release version (as set via decimal Direct)
3. Provides user authentication and password management
4. Provides binary file security to ensure that the application files are not tampered with on .decimal's server or on client workstations (via hashes and checksums). Refer to [decimal Launcher's Application Security](#) page for further details.

When an application update is available via the decimal Launcher, the users will be required to install the app in the Launcher. This is accomplished by selecting the *Download* button for the specific app. Within a few minutes, the app should be downloaded and installed locally for the current user account. The user will then be able to launch the released app version from the Launcher.

Details regarding the specific requirements for computers on which the decimal Launcher and decimal eRT client applications will be installed can be found on the [decimal Launcher System Requirements](#) and [decimal Ordering Tool System Requirements](#) page.

Releasing a new App Version

When a new application version of decimal Ordering Tool is released, users will be notified in the [decimal Launcher](#). This notification serves only to notify users of a newer version of the application and does not result in a newer version being installed for use.

Currently the decimal Ordering Tool does not store any data within the client workstation or network. So there is no requirement for clinical staff to ensure data forward compatibility prior to releasing a new update.

Once a new app version is available, the application will be deployed to the decimal Launcher following the [Updating Applications](#) guide. This will immediately push the app update to all decimal Ordering Tool users (via the decimal Launcher) and all users will be required to update to the released version to continue using the software.

Release Notes

For the release notes for each version of the decimal Ordering Tool application, please refer to the [decimal Ordering Tool Version History](#) page.

Application Tutorials

The following sections are thorough guides providing complete information about each task within the decimal Ordering Tool application.

- [Launching decimal Ordering Tool](#)
- [Ordering a Device](#)
 - [Order Information](#)
 - [Placing an Order](#)
- [App Settings](#)

Keyboard and Mouse Controls

The decimal Ordering Tool app utilizes keyboard shortcuts to help streamline many commonly used functions and display controls. A complete listing of these shortcuts along with a full description of the mouse controls is located at the [Keyboard and Mouse Controls](#) page.

Application Data Management

The decimal Ordering Tool application does not store any data on the local client workstations or end user network other than the calculation cache described below. As such, there is no need to perform data backups or guarantee data integrity for this application.

Internet Data Transfer

Since radiation therapy using .decimal requires frequent use of patient-specific devices that are fabricated within our facility, there is a necessity to transmit device manufacturing parameters and information to .decimal servers to all for fabrication of the custom devices. In order to protect patient privacy, .decimal's proprietary order file format contains only the minimal data necessary to manufacture each requested device. .decimal values the privacy of patients and security of our customer's sensitive information and we believe the best safeguard to protect critical data is to ensure it doesn't leave your facility. As such, no PHI, PII, or any sensitive customer billing/payment information is contained in the order files sent to .decimal.

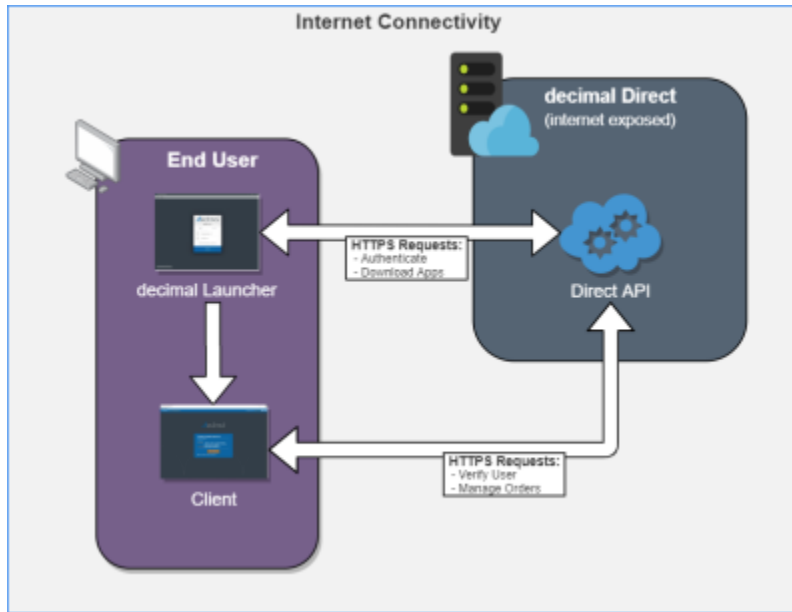


Fig. 1: Internet Data Transfer

Data is transferred to and from the decimal Direct servers using secure HTTPS transfer protocols that guarantee error-free transfer using common industry standard techniques. All data passed to and from .decimal's ordering servers is encrypted during transit and does not contain patient identifying data.

Local Data Cache

Currently the decimal Ordering Tool doesn't not utilize computationally intense calculations. So there is no need to use the local or shared network cache options within the application's settings.

Improper System Usage

When using decimal Ordering, as with any complex program, there is the potential for misuse. The decimal Ordering Tool is a radiotherapy medical device ordering tool that is intended to be used by experienced and knowledgeable professionals working in the field of radiation therapy.

Known Application Limitations

Below are listed the known application limitations, defects, or inconsistencies.

General

ID	Affected Version(s)	Description
1	All	The following order fields have character limits when creating an order: <ul style="list-style-type: none">• Patient: 50 characters• Beam Desc: 50 characters• Comp ID: 50 characters

System Requirements

Details regarding the specific requirements for computers on which the decimal Launcher and decimal eRT client applications will be installed can be found on the [decimal Launcher System Requirements](#) and [decimal Ordering Tool System Requirements](#) pages.

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decimal Ordering Tool System Requirements

Purpose

The purpose of this document is to provide an indication of the minimum and recommended system requirements to be able to run the decimal Ordering Tool software (including both the decimal Launcher and the decimal Ordering Tool user client).

Minimum System Requirements

Operating System	64-bit Windows 10
Processor	Intel Core i5 2.2+ GHz (quad-core) or equivalent processor
Memory	8 GB RAM
Video	OpenGL 2.0+ compatible graphics card
Display	1920 x 1080 native resolution
Hard Disk	SSD with 500 MB for application + 10 GB for cache space
Connectivity	High Speed internet connection
Permissions	Local user installation (non-admin)

OpenGL

OpenGL 2.0 or later is required for the application to correctly function (3D views, BEV, block projections, etc). As such, the following scenarios can cause issues with the application:

- **Virtual Machines:** Many virtual machines (e.g.: Hyper-V, VMWare, EC2, etc) may not have a graphics card (GPU). As such the default OpenGL drivers loaded are normally version 1.1, which is not sufficient to run the ElectronRT application.
- **Remote Desktop:** Remote Desktop Protocol (RDP) connections may have trouble loading OpenGL drivers from the host PC, even if the host has a dedicated graphics card (GPU). This seems to be a graphics card/driver issue and is based on the configuration of your host computer. The following article(s) are a few common issues and potential solutions to common OpenGL and RDP problems:
 - GPU Support: NVIDIA's Quadro and GeForce (with Driver Pack 440 or later) are some of the few cards that support OpenGL RDP passthrough. (1),(2).
 - Disabled Group Policy: RDP handles newer versions of OpenGL on Windows 10, but is disabled by default via Group Policy (3).
- **Integrated graphics:** May not have the required OpenGL drivers or dedicated graphical processing capabilities to efficiently use the application.

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Network Requirements

decimal Ordering Tool uses HTTPS communications to our [decimal Direct](#) API service to authenticate users, manage application permissions, and order patient hardware. This address and port must be open to passive communication with external addresses from the machine that is running decimal Ordering Tool. Note that all communication is initiated from the application (i.e., there should be no need to forward ports to the client workstations), however, you must ensure that the following address be allowed to communicate with the user's workstation in order for the software to function properly:

Server URL	direct.dotdecimal.com (64.128.252.104)
Port	443 (HTTPS)

In addition, decimal Ordering Tool requires the [decimal Launcher](#) application for application access and [release management](#). As such, satisfying the [network requirements of the decimal Launcher](#) application are also required for using the decimal Ordering Tool application.

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decimal Ordering Tool Keyboard & Mouse Controls

The following page details the shortcut keys provided in the user interface of the decimal Ordering Tool app. The shortcuts are detailed in their appropriate section of use.

Mouse Controls

Display Views	
Key	Description
Double Left Click	Reset Zoom (fit to scene display)
Right Click + Drag Up	Zoom in
Right Click + Drag Down	Zoom out
Middle Click + Drag	Pan
Left Click + Drag	Rotate (3D only)

Keyboard Controls

General	
Key	Description
[Toggle expansion of left side task menu
]	Toggle expansion of right side task menu
Ctrl + =	Increase font size
Ctrl + +	Increase font size
Ctrl + -	Decrease font size
Ctrl + 0	Reset font size to default
F1	Open the user guide to the appropriate article based on the current block/task
F5	Manual Forced refresh of application and data
F11	Toggle full screen view
3D Views	
Key	Description
Ctrl + 1	Reset the camera to view from the front perspective
Ctrl + 2	Reset the camera to view from the left perspective
Ctrl + 3	Reset the camera to view from the right perspective
Ctrl + 4	Reset the camera to view from the back perspective
Ctrl + 5	Reset the camera to view from the top perspective
Ctrl + 6	Reset the camera to view from the bottom perspective
Ctrl + 7	Reset the camera to view from the isometric perspective

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https://apps.dotdecimal.com/doku.php?id=decimal_ordering_tool:userguide:keyboard_controls

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Application Usage and Features

Launching The Application

In order to Launch the decimal Ordering Tool app you must use the decimal Launcher to authenticate and open your desired application.

NOTE: You will need your .decmlal Direct user Log in.

1. Download and install the decimal Launcher.
2. Log in with your .decmlal credentials.
3. Find decimal Ordering Tool and download/launch the application.

For further instructions please refer to the [decimal Launcher User Guide](#).

Ordering a Device

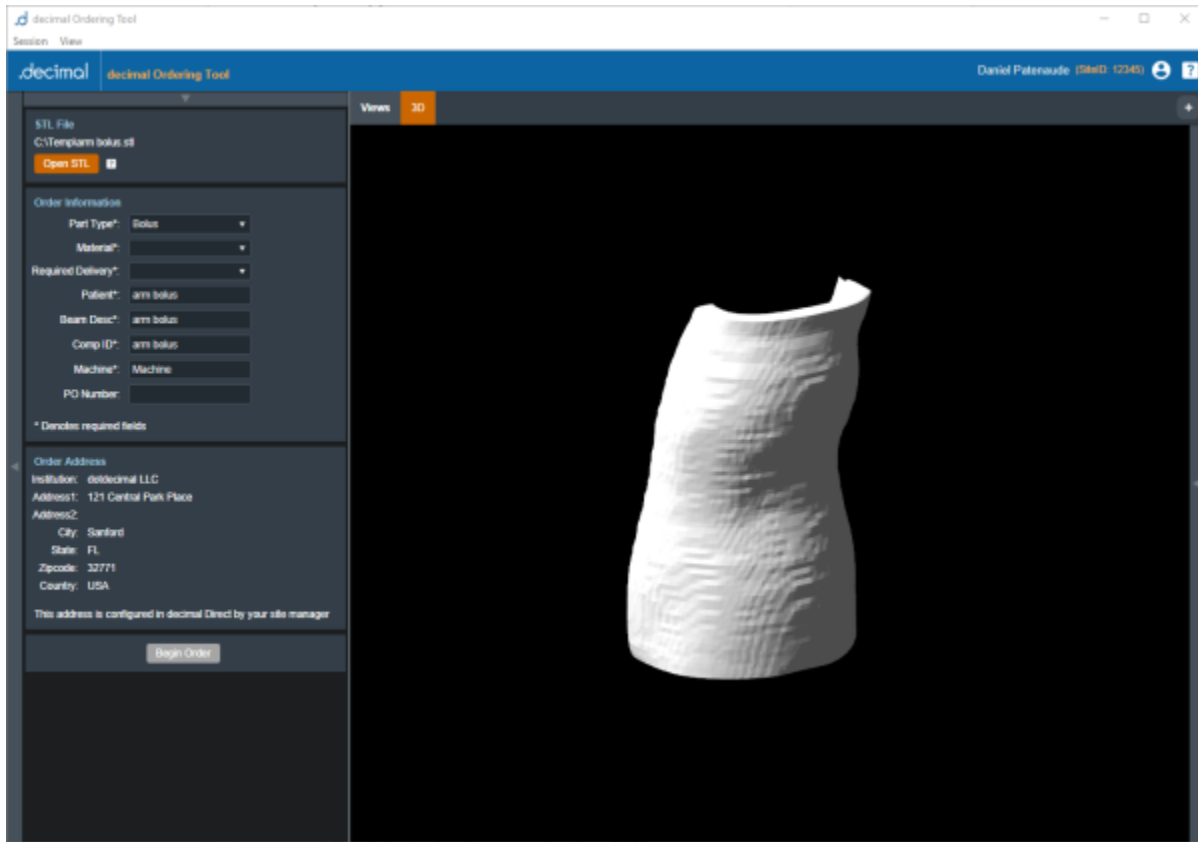
The decimal Ordering Tool supports selecting and ordering the following file types, part types, and materials:

File Type	Part Type	Material
STL*	Bolus	Blue Wax
		FlexiBol (silicone)

*Note: STL files are required to be binary format and not ascii.


Order Information

Once a supported file type is opened the order information can be filled in. See below for a description of each order field and how it will be used for the order:



Field	Description
Part Type	Required Field. The specified part type to be ordered
Material	Required Field. The material for the order based on the selected part type
Patient Body	Required Field. Unique to Flexibol (Silicone) material option. The corresponding patient body STL file for the selected bolus STL file.
Required Delivery	Required Field. The shipping speed desired*: <ul style="list-style-type: none"> • Standard: Overnight delivery by end of day • Rush: Overnight delivery before noon Note: extra charges may apply for Rush delivery *Refer to the decimal Direct Shipping Estimate Calculator for a detailed estimate for when your part will ship from .decimal.
Patient	Required Field (limit 50 characters). An anonymous identifying label for the order's patient. This defaults to the selected file name. Note: .decimal requires this to not contain plain text PHI/PII.
Beam Description	Required Field (limit 50 characters). A user desired description for this beam/device present on order reports. This defaults to the selected file name. Note: .decimal requires this to not contain plain text PHI/PII.

Field	Description
Comp ID	Required Field (limit 50 characters). A user desired label for this device that will be included on the hardware labeling and present on order reports. This defaults to the selected file name. Note: .decimal requires this to not contain plain text PHI/PII.
Machine	Required Field. Any text label that describes the machine being used for the part. This defaults to "Machine" and is not used for order reports or order processing.
PO Number	Optional Field. If applicable, an existing Purchase Order number that will be included and referenced on the final Invoice for the order

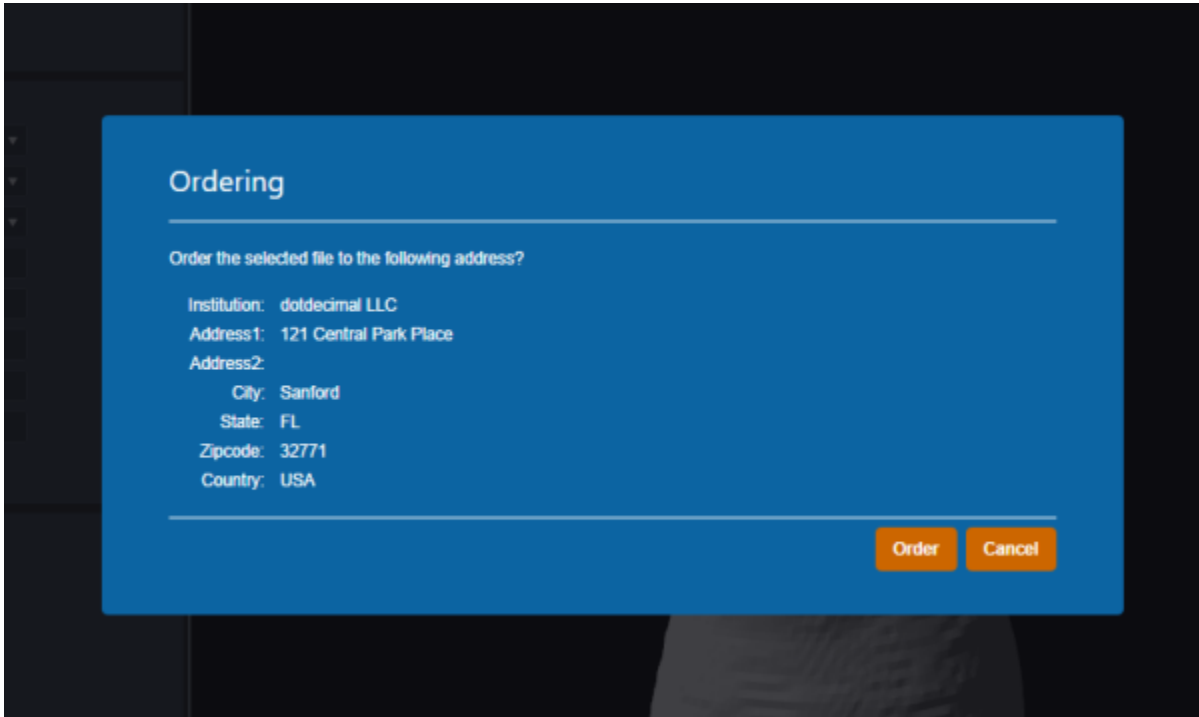
 **PHI/PII Warning**
Order information fields can ship up on invoices, packing slips, and other places not guaranteed to be protected by authorized access. As such, these fields should not contain any PHI/PII.

Order Address

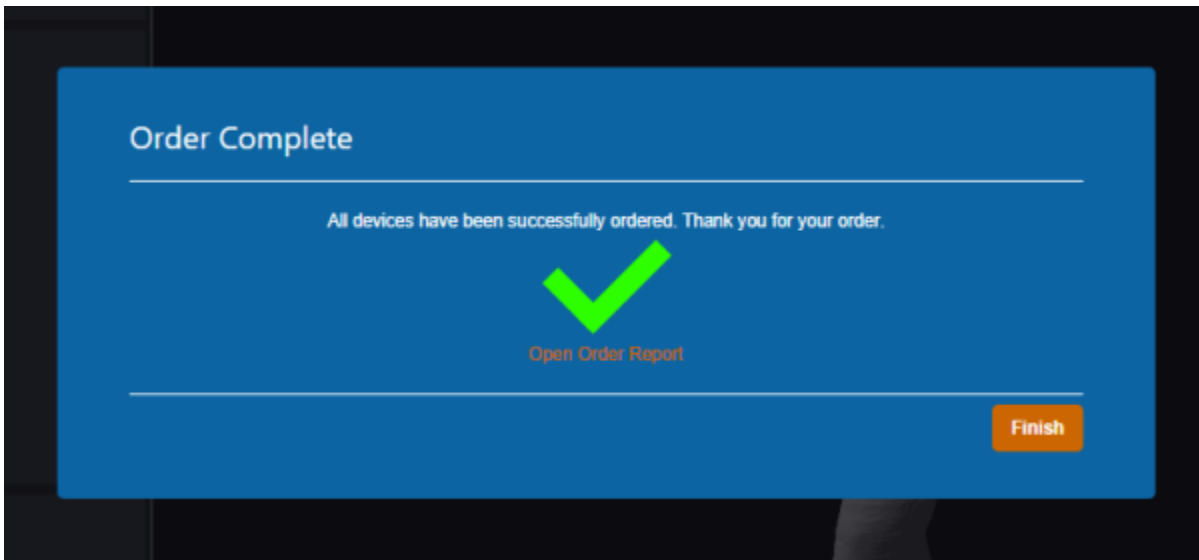
The order address is automatically configured for your site within [decimal Direct](#) by your Site Manager. Please contact your Site Manager or .decimal Customer Service (Phone: 1.800.255.1613, E-Mail: customersupport@dotdecimal.com) if you require changing this address.

Placing an Order

Once all required order fields have been filled in the Begin Order button will enable allowing you to order the device to [decimal Direct](#).

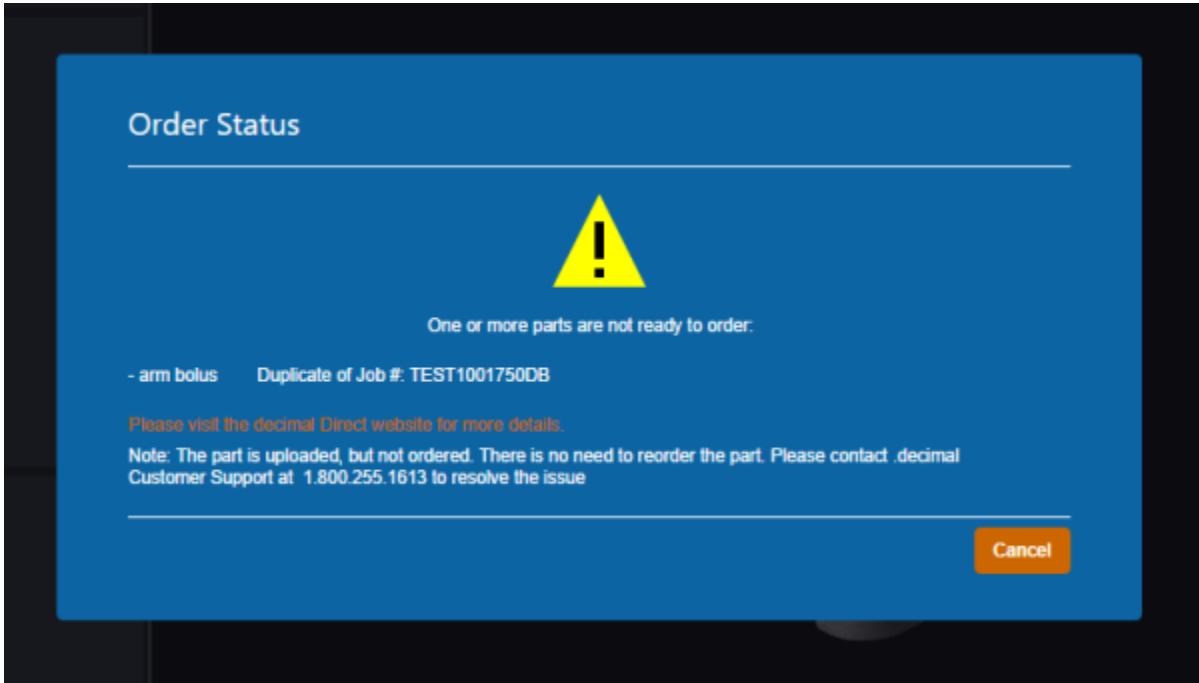


Confirm the order address and place the order and the order will be uploaded, validated, and placed to [decimal Direct](#). Once the order is successfully placed you will receive a successful order confirmation message within the application.



Ordering Errors

If there was an error placing your order the application will display the error, details of the error, and provide a link to the [decimal Direct ordering page](#). Clicking this link will automatically navigate you and log you in to decimal Direct.

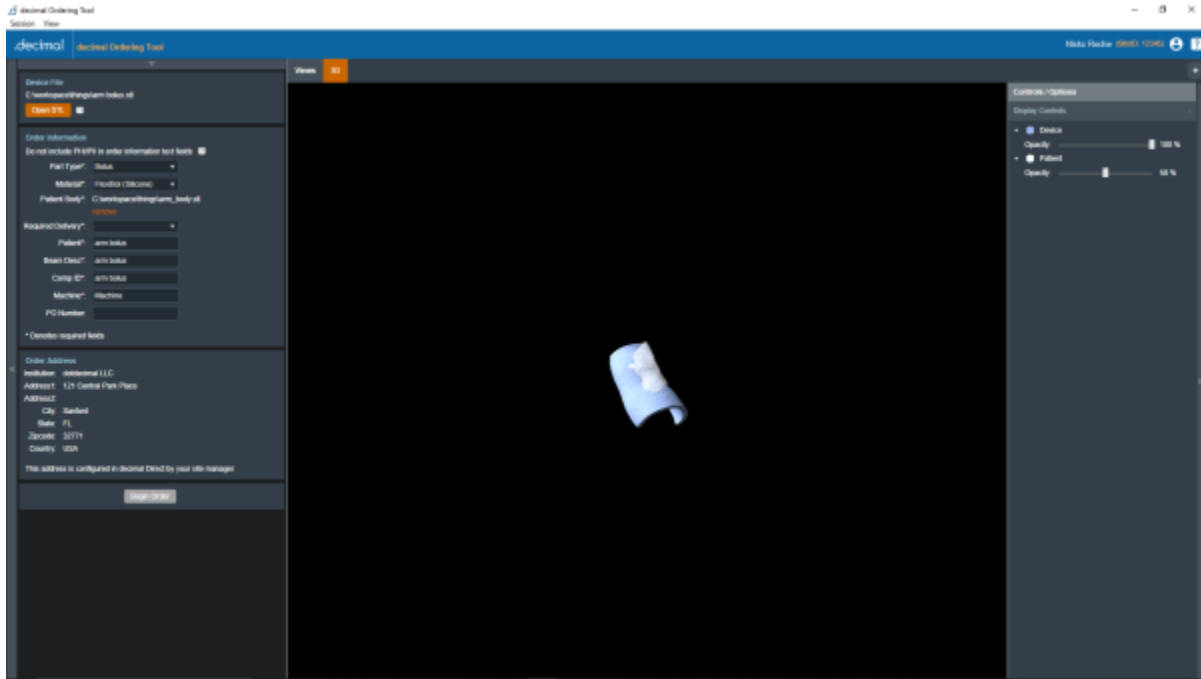


Users should contact .decimal Customer Support (1-800-255-1613) for assistance in placing their order to ensure a timely delivery.

Note: Depending on the error your order may successfully be uploaded to decimal Direct. So there may be no need to re-upload the order.

3D Viewer Controls / Options

The following settings are used to modify the visuals of the 3D part display.

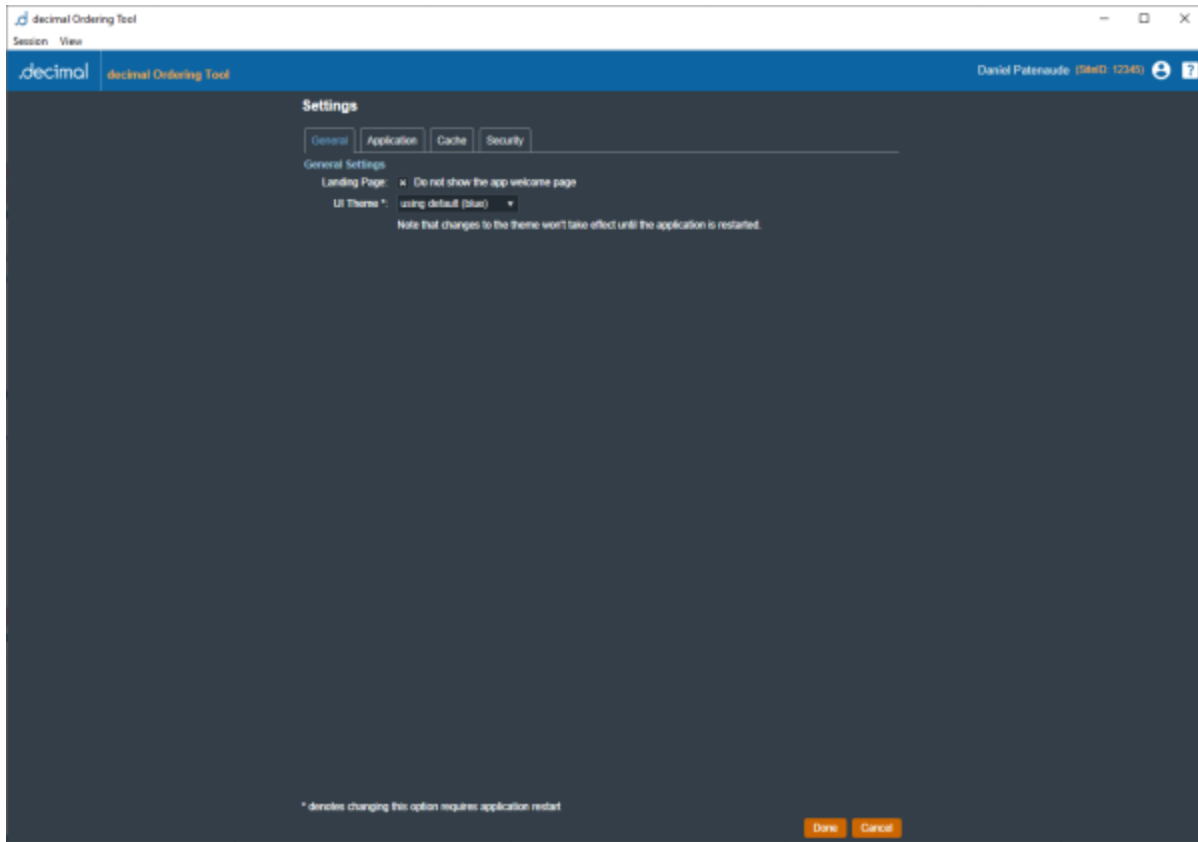


Display Controls

- Opacity - A slider value that changes how transparent or opaque the given 3D display is.

Application Settings

The following settings are present within the decimal Ordering Tool settings UI accessed within the View → Settings menu:



General

- **Landing Page**
 - **Do not show the app welcome page:** Allows the user to specify whether or not to view the application landing page when decimal eRT is opened.
- **UI Theme**
 - Set the visual theme of the application (Note: the 'blue' theme is the currently supported theme; a 'dark' theme is available, but is a deprecated theme and not routinely updated at this time).

Application

There are no specific application settings for the decimal Ordering Tool at this time.

Cache

The local disk cache is where calculation results are stored on the client computer.

Users can choose to manually clear the disk cache or let it clear oldest data as the cache fills. Refer to [Data Management Storage and Caching](#) for more information.

Security

- **Inactivity Timeout**

- Specifies the time out period (in minutes) to automatically log the user out of the application. Timeout is based on mouse/keyboard interaction within the user interface. Note: This inactivity timeout is different than the user session token received from the [decimal Launcher](#).

- **SSL Settings**

- **Disable SSL Certificate Revocation Check:** Enabling this option will disable SSL Certificate Revocation checking for proxy networks. This is not recommended unless your facility network is using a proxy that is causing SSL certificate validation errors within the application.

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decimal Ordering Tool Version History



This section is intended to provide access to previous versions of the decimal Ordering Tool (DOT) documentation. Below you will find the userguide for each released version of the app. To find your application's current version use the top "View" menu and select "App Info"; the "Version" field will contain your current version of the App.

User Guide information is directly available on this website for the current latest release and PDF files are provided for offline user guide access for all application versions below.

Release Notes

decimal Ordering Tool 1.1.0

July 08, 2022 - [Download decimal Ordering Tool 1.1.0 User Guide](#)

What's New

- Added patient body file selection for FlexiBol Bolus orders
- Added structure and transparency controls

Bug Fixes

- Fixed a unit scaling inconsistency when uploading the order
-

decimal Ordering Tool 1.0.0

June 14, 2022 - [Download decimal Ordering Tool 1.0.0 User Guide](#)

What's New

- Initial Release of the decimal Ordering Tool to allow customers to upload and order an STL decimal Bolus

Bug Fixes

- None

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