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 specificy 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 Usage

The following task descriptions 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.
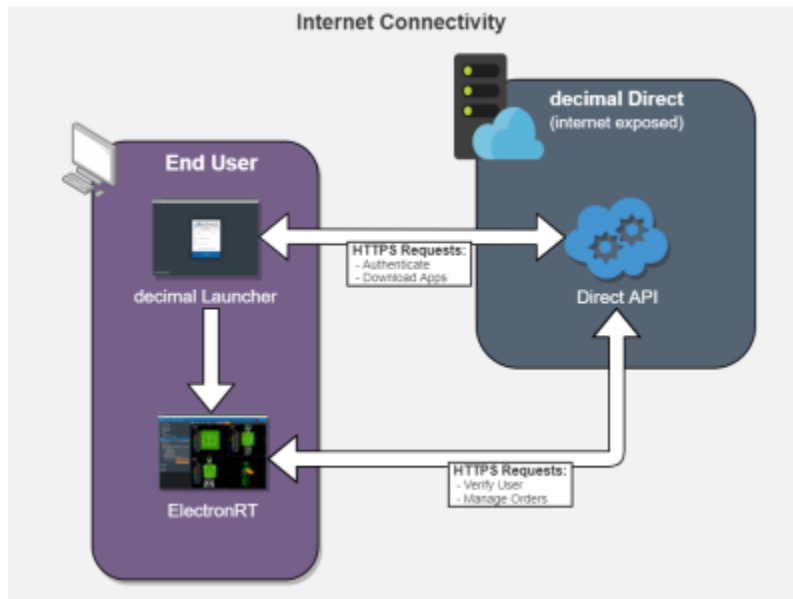
Fig. 1: Internet Data Transfer

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: • 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.