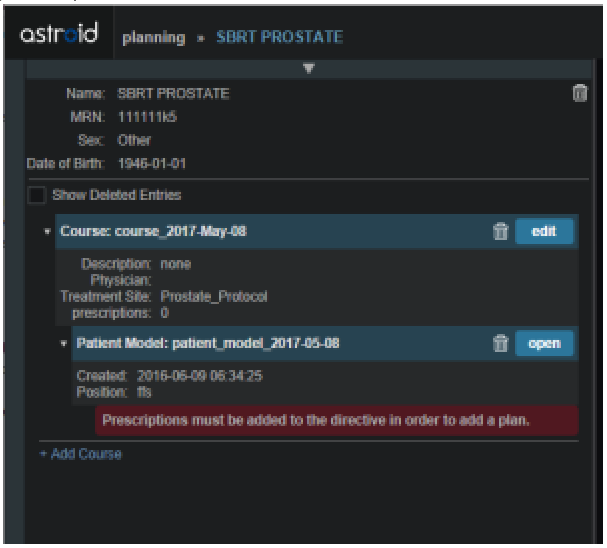
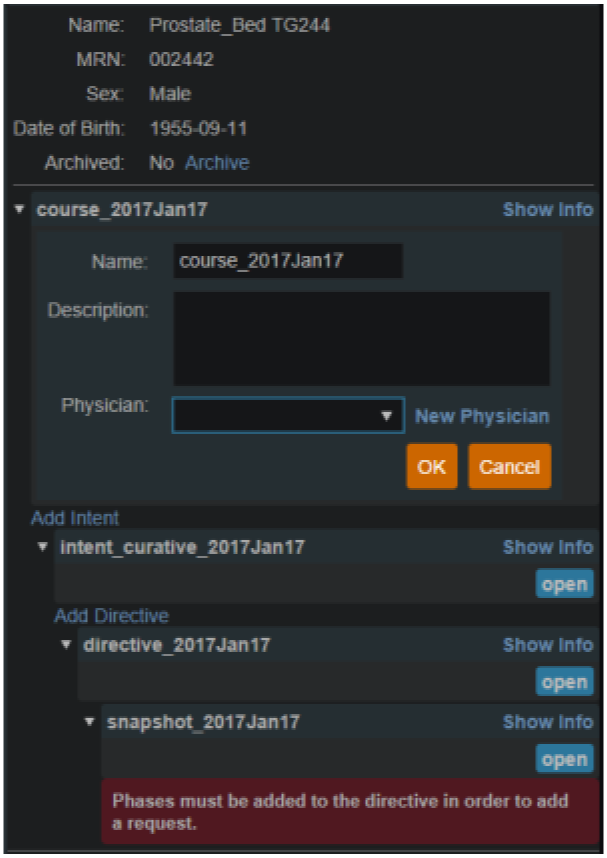
Creating a Plan

Once a Planning patient has been added, a new request and plan can be created.

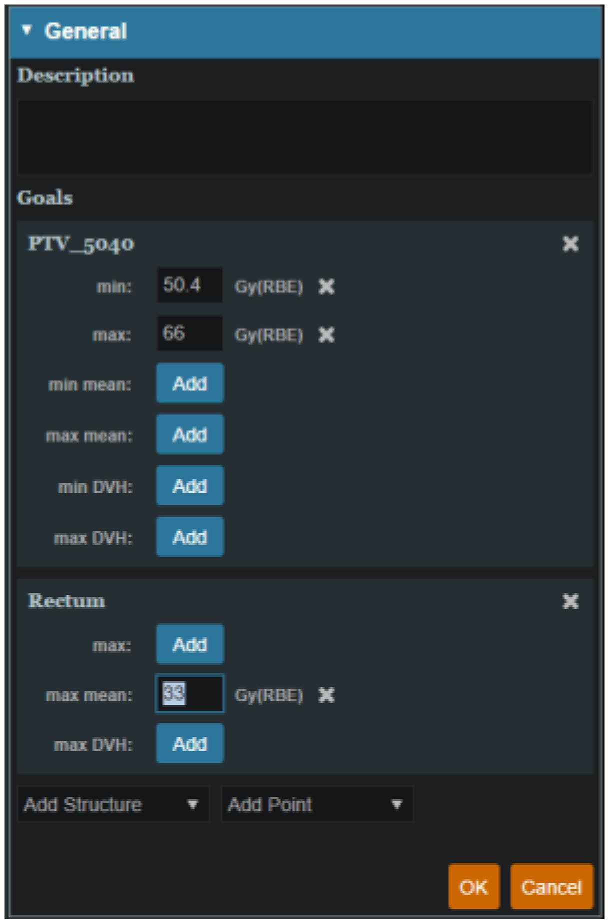
1. From the *Patient list*, select the patient to open.
2. Open the patient by double clicking the patient row or selecting the *Open* button in the *preview UI*. The *patient overview* will open up



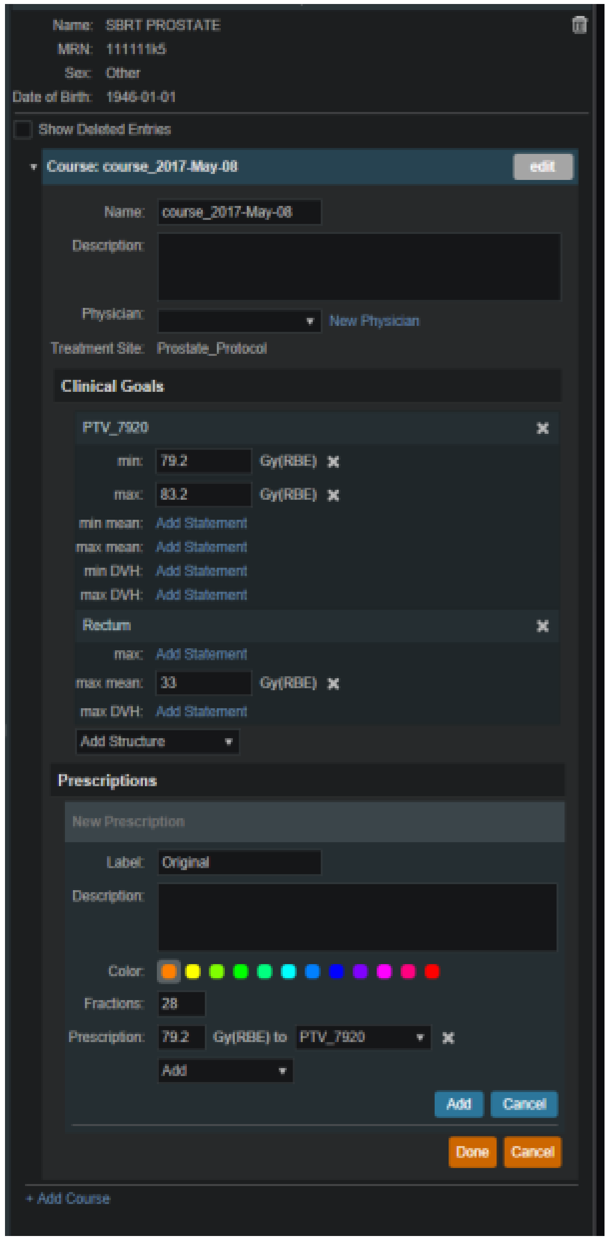
3. The user may choose (not mandatory) to change the name of a course or enter course info such as the doctors name (chosen from the dropdown) or a description of the course. This can be done by clicking on the blue *Edit* button under *Course*



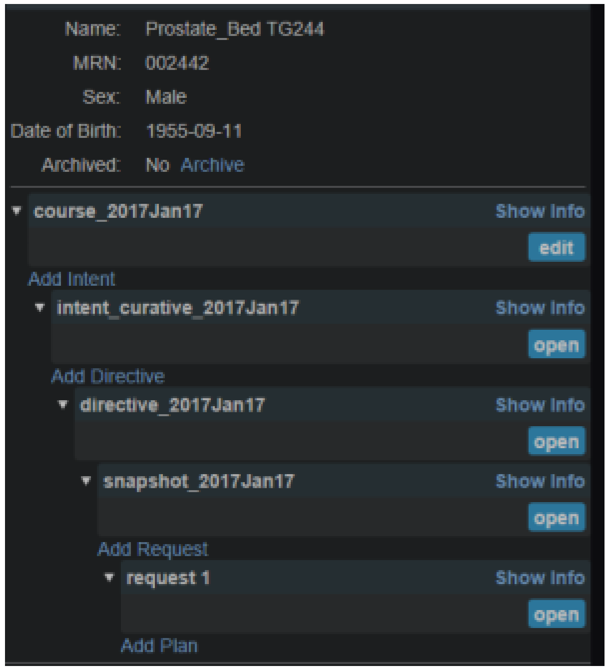
4. The *Intent* information is retrieved from the information the user filled in while importing the patient; so nothing is needed done.
5. Open the *Directive* by clicking on the blue *Open* button
6. The *Directive* information is **mandatory** to fill out in order to proceed with planning.
7. The *Goals* is where the user will fill out what “goals” they would like to see achieved by the plan. The choices in the drop down will be set by the treatment site template that is chosen during the import process. The user can select doses for tumor volumes as well as Organs at Risk (OAR)
    1. These doses will be used for reporting what is the physicians intent with this plan. They doses do not effect the calculation.



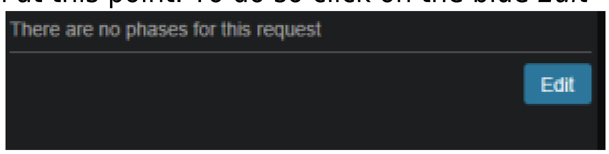
8. The next part of the *Directive* to be filled out is the *Phases*
9. Choose *New Phase* under *Phases*
10. The *Phase* label is free text that the user will fill in.
11. This is where the user will fill in the number of fractions and the prescription that is desired.



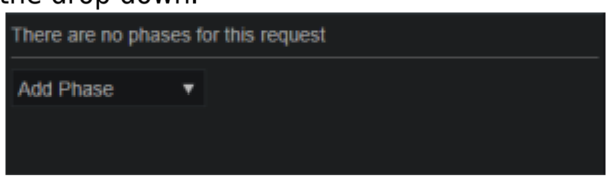
12. Muliple phases may be created at this point. An example would be a base plan and a boost.
13. The user should click the orange *Done* button when finished
14. At this point the user will need to click on the patients name in the top row. This will bring the user back to the *patient overview*.
15. The user can then go to the *Snapshot* (see Snapshots) or add a *request*
16. To add a *Request* click on the blue *Add Request* underneath *Snapshot*. Then click on the blue *edit* button.



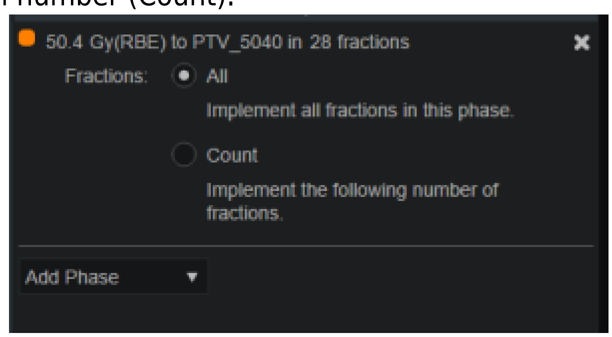
    1. A phase *must* be chosen at this point. To do so click on the blue *Edit*



    2. Choose the phase from the drop down.

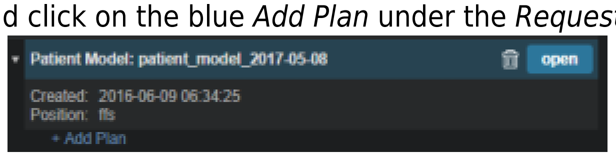


    3. The next step is to choose whether all fractions (All) are going to be implemented in this phase or if just a certain number (Count).

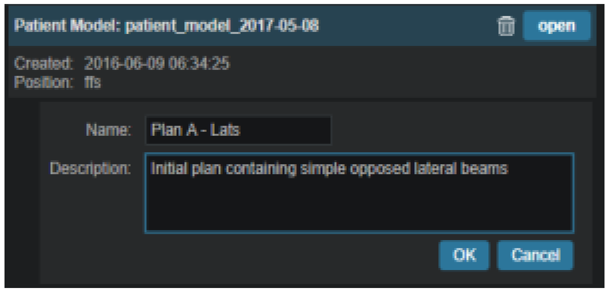


    4. Click the orange *Done* button in the bottom right of the column. Then click on the patient name to go back to the *patient overview*

17. At this point the user should click on the blue *Add Plan* under the *Request*.



    1. In the box that opens the user should name the plan and add any description they may want.



   2. Click on the orange *OK* button when finished.

18. This will take the user back to the *patient overview*.
19. To open the plan and begin the planning process the user should click on the blue *Open* button.