Step Oncology

User manual for Step Oncology interface for healthcare professionals

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www.naruhealthcare.com

This is the Step Oncology (user interface for healthcare professional users of Step Proactive product) user manual for healthcare professionals (HCP). The objective is to explain in a simple and intuitive way everything necessary to use and get the most out of this adverse event tracking system.

Step Oncology has been designed in order to provide healthcare professionals with a simple and easy way to check their patient's condition in real time and enter data related to their treatment and follow-up. These patients must be of legal age and not have a physical or cognitive impairment that in the judgment of the staff would prevent them from using Step Oncology.

1 General description

1.1 Key functionalities of Step Oncology

This manual explains the functionalities of Step Oncology for healthcare professionals (HCP).

It has been designed in order to provide healthcare workers with a simple and easy way to check their patient's condition in real time and enter data related to their treatment and follow-up. Through Step Oncology healthcare professionals will be able to:

- Add patients to the Step Oncology program to follow them up and, by the way, giving patients access to patient's app.
- Access to patient prioritization according to the severity of the symptoms reported by them.
- Receive real-time notifications regarding patient-reported data.
- Visualise global information of each monitored patient.
- Visualise a timeline that sums up the most relevant details of patients' follow-up.
- Submit already defined recommendations in response to patient-reported symptoms.
- Visualise the history of patient's toxicities introduced by healthcare professionals.
- Visualise a history of symptoms reported by the patient.

Adjust patient's profile information and preference.

Recover password.

Access to "User manual".

Access to privacy policy.

Visualise a history of questionnaires fulfilled by the patient.

Introduce structured clínical information

Change password.

Access to terms and conditions of the application.

1.2 Who can use Step Oncology?

- HCPs who have been already trained for that purpose
- HCPs specializing in oncology and auxiliary or nursing personnel in this area.
- HCPs who have their own authentication keys (username and password) to access Step Oncology. Each users' password for accessing Step Oncology is personal, non-transferable and protection for this shall be ensured.

2 *Intended use of the product*

Step Proactive is a software platform for decision support related to the treatment of adult cancer patients that allows healthcare professionals to monitor and detect non-urgent complications during and after treatment.

3 Indications for the use of the product

The following is a detailed description of how to act when **Step Oncology** needs an update or does not work correctly while using it.

3.1 Indications for usage

Step Proactive product is indicated for adult cancer patients without physical or cognitive impairment in all phases of treatment and follow-up.

3.2 Step Oncology update

In order to ensure the optimal performance of **Step Oncology**, updates will be published periodically in its own website. These updates will be automatic.

3.3 Incorrect performance of Step Oncology

If the performance of Step Oncology differs from the description included in this user manual, you should contact the manufacturer immediately by e-mail at the following address: ***support@naruintelligence.com***

3.4 Cybersecurity recommendations

To avoid any possible incident, we suggest a series of recommendations related to cybersecurity:

- Change your password at least once every 6 months and try not to repeat them.
- Try not to use the same password in different applications.
- Try not to leave your credentials in reach or share them with other people.
- Try to access Step Oncology from a device connected to a secure network.
- Try to keep the device software up to date and use security settings.
- Under no circumstances will you be asked for any data via email or SMS or phone call:
    - Do not click on any links that ask for personal or bank details.
    - Do not open any link or download any attachment from an email that presents any unusual clues or patterns. This user manual is the only attachment you should receive in an email sent by Naru.
    - Before opening any file downloaded from the email, check the extension and do not rely on the icon associated to it.
    - Do not rely solely on the sender's name. Check that the domain of the received email is trustworthy. The sender of our emails should be ***noreply@step-proactive.com.***
    - If you receive an email apparently from us requesting unusual information, mark the email as "SPAM" or "Junk Mail" and contact us by phone (***+34 943 502 051***) or email (***support@naruintelligence.com***) to corroborate its legitimacy

4 Requirements for the use of Step Oncology

It is necessary to have internet connection (either WI-FI or wired Ethernet) to access Step Oncology tool. Naru only guarantees the correct functioning of the product if:

- it is used on a laptop or a desktop computer.
- it is used on a screen that is suitable for the correct display of product information. The minimum suggested screen size is 13”.

It is recommended that the device through which the Step Oncology tool is accessed has a CE mark, or has been consulted in manuals if the use of this does not present a risk for any type of user. Therefore, it is recommended that the device being used has any type of antivirus software installed to guarantee data’s security.

Naru only ensures the correct performance from these browser versions and onwards.

	Version
Google Chrome	84.0
Mozilla Firefox	72.0
Edge	44.1
Safari	13.0.5

Naru does not ensure the optimal performance of the application or its security if another browser is used.

If at any time the manufacturer discontinues support for any of the versions listed above, the manufacturer will be in charge of notifying all of the **Step Oncology** users appropriately.

Healthcare professionals shall know their own credentials (at least their e-mail address and have access to it) that allows them access this web tool. Users shall be fluent in one of the languages supported by **Step Oncology** as well. This website is available in Spanish and English.

5 Warnings

Warnings

Patients shall not use Step Proactive to communicate medical emergencies. It shall not be used by patients who are underage.

Step Proactive is a tool for clinical decision support, and therefore, it shall not be used as a diagnosis tool. HCPs who have not been trained for that purpose shall not use it.

Contraindications

Step Proactive shall not be used by:

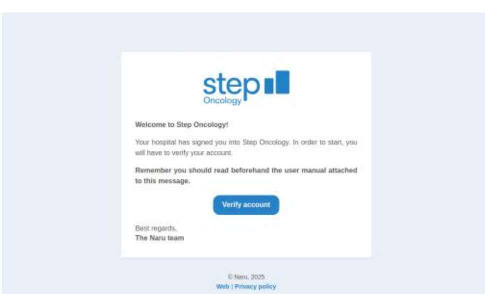
- Patients who have a cognitive or physical impairment which makes impossible for them to use Step Proactive appropriately.

6 *Access to the website (Register)*

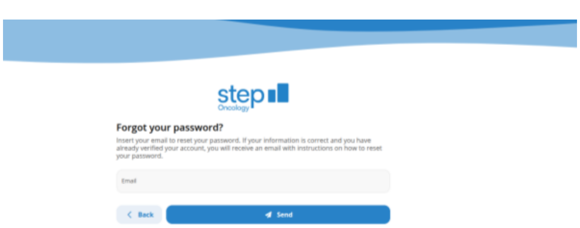
Naru will register the first user of the center in **Step Oncology**. This user will have the necessary permissions to register the following professionals in your center. The registration of a new user will be carried out through the **Step Oncology** website belonging to the corresponding hospital centre.

After the HCP completes the registration of the patient in **Step Oncology**, the new user will receive an e-mail in the address provided for registration.

This e-mail will include the instructions of use for Step and a button for account verification. This email, it also contains two links: one takes you to the manufacturer's website and the other to its privacy police. This email will ask the new user to confirm their account in order to access the system. At the end of this process, the user will get the Step Oncology website address corresponding to his center.



This email can be requested again from the screen that appears by clicking on the link "Have you not verified your account yet?" on the Step Oncology login screen. Enter the corresponding email address and click on the **Send** button to receive the registration email again.



When **Verify account** is pressed, users will be redirected to a screen where they can set a password for their account. This password will be the one they use to log in.

If this button is not clicked, the user will not set their password and consequently, they will have no access to Step system.

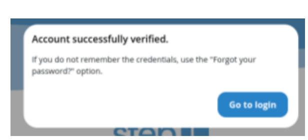
New password shall meet a number of requirements:

It shall be **between 8 and 32 characters long**. It shall also include at least one **number**, one **uppercase** and **lowercase** letter and one **special symbol** amongst these:

{ } - / ( ) . @ ? !

The access credentials for Step Oncology are personal, and therefore, non-transferable.

When the user has already set their password, a confirmation message will show up along with a **Go home** button, which will take the user to Step Oncology's login screen.



7 *First time access*

The access to **Step Oncology** will be done through a specific address provided to the hospital by Naru.

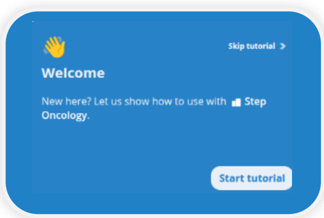
The **Log in** screen of Step Oncology is the following one:

In order to log in, first enter the email account and password you have created and then click on the **Log in** button.

Once the session has been accessed, it is necessary to read and accept the terms and conditions of use of the application by clicking on the **Accept terms button** shown at the bottom of the screen.

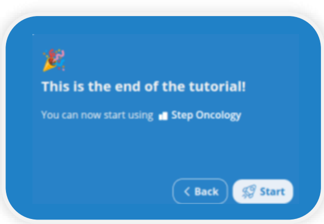
7.1 Welcome tutorial

Once the terms and conditions have been accepted, a short tutorial will be displayed showing different functionalities of the website.
To start the tutorial simply click on the **Start tutorial** button. It is also possible to skip this brief tour through **Step Oncology** by pressing the **Skip tutorial** button



You can navigate through the tutorial by pressing the **Previous** o **Next buttons**.

Important! All data displayed during this tutorial are fake.



Once all the steps of the tutorial have been completed, the **Start using Step** button will appear. Clicking on this button will close the tutorial and the **Step Oncology** home screen will be displayed. This is the screen that is usually accessed when logging in as usual.

8 *Log in*

To log in **Step Oncology**, enter the e-mail address and the appropriate password (see section 6 in case user has not set their personal password) and click on the **Log in** button

The system provides the option to visualise the content of the password field while typing, which gives the possibility to modify the password that the user is writing in a simple and comfortable way.

Once logged in, **Step Oncology's** main screen will show up. The main screen in **Step Oncology** displays a patient list.

9 Main screen and sidebar menu

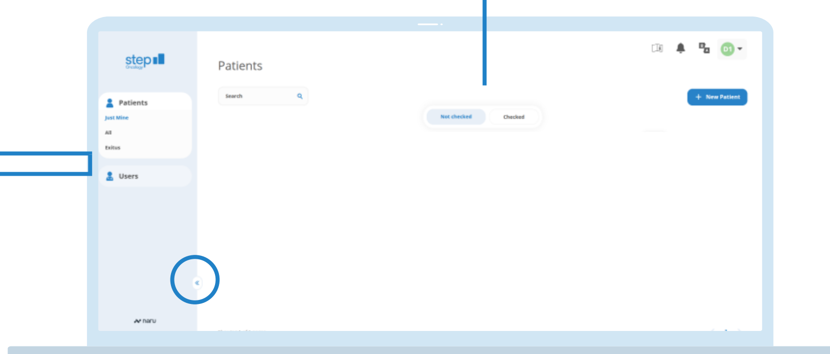
After logging in, **Step Oncology** system will display the main screen.

There, a list of the patients in the user's care will be displayed, prioritized considering the severity of the reported symptoms.

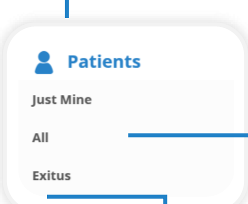
This screen can be accessed any time selecting the **Patients** or **Just Mine** option of the left-side menu bar or pressing on the **Step Oncology** icon at the top of the left-side menu.

Patients in the user's care are divided into two tabs, **Not checked** and **Checked**, depending on whether their information has been checked or not.

The tab with the white background and blue text is the one where the user is placed at.



The sidebar menu can be either compressed or expanded at any time by clicking on < or > buttons respectively.



Doctor type users can consult the list of all users inscribed in the system just by clicking on the **All** option.

All users can consult the list of patients inscribed in the system who have passed away, just by pressing on the **Exitus** option. For such patients, you will only be able to view information related to their case, but you will not be able to edit their information.

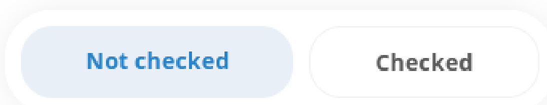
9.1 Visualisation of patient categorisation

In **Patients** screen, these two tabs are displayed: **Not checked** and **Checked**. Users can switch tabs just clicking on the name of the tab they wish to access.

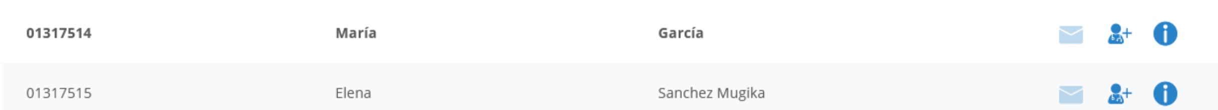
Not checked tab contains:

- Patients with no information available.
- Patients who have reported any information and are awaiting examination by healthcare staff.

The **Checked** tab gathers all patients whose information has already been checked and have not reported any new symptom or symptom-free day since last review by the HCP. This tab follows the same structure as **Not checked**, therefore, same operations can be done.



Patients whose information has not been accessed, will be displayed with a white background and bold text, so they can be easily differentiated from others.



The table contained in each one of the tabs allows modifying the number of patients shown in each page by opening the dropdown **Show X entries**. To navigate through different patient pages, clicking on < or > buttons is enough. In addition, it is possible to search for a specific patient entering keywords (such as names, surnames or patient IDs) in the input labelled as **Search**.

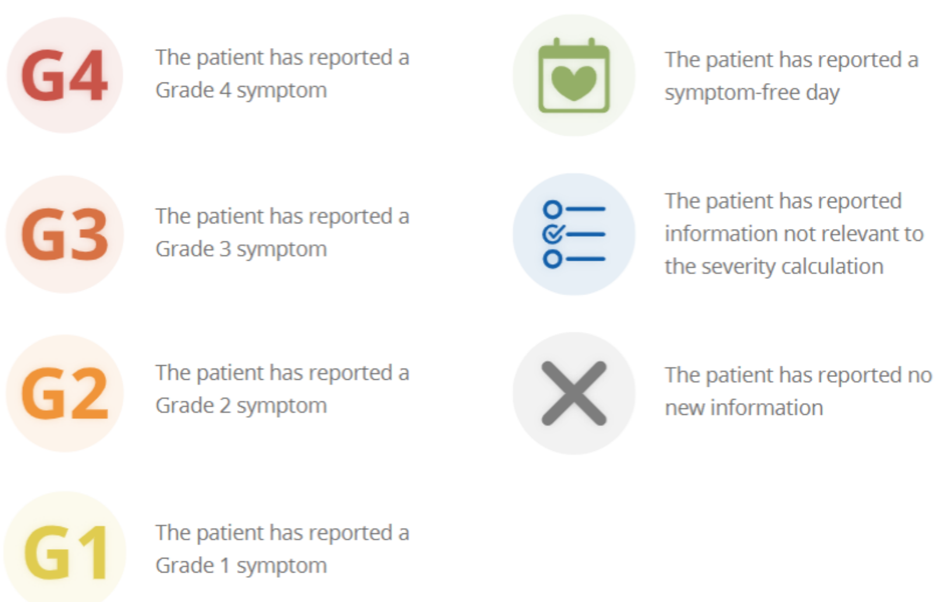
To access each patient's complete information, the user should press the button placed in the Action column of the table (see section 11). Only users with administrator roles, will be able to click on the button placed next to "information button". This will show a different screen where patients can be managed (see section 13). Last button of this column, , allows the user to send the verification notification again to any specific patient while their account is not verified.

In the **Not checked** tab, the patients are sorted according to the severity of the reported information that has not yet been checked by the HCP.

Reported information severity is represented by an icon.

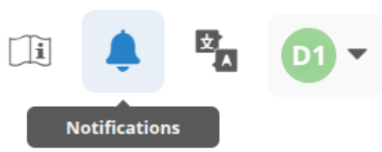
Reported information severity, and the symptoms in particular is categorized according to the **CTCAE**, a standard for the classification of the severity of adverse events used in oncology. Therefore, these are the different icons contained in the system ranked from the highest severity to the lowest.

The image below displays severity levels arranged in two columns. Read from top to bottom in the left column first, then continue top to bottom in the right column.



10 *Notifications to HCP users*

The **Notifications** icon is where the healthcare staff can get notifications regarding patient-reported information:



This allows to know in real time the symptom and grade reported by each patient .By clicking on the notification, you can access the corresponding patient profile.

A notification will also be received when a patient deletes his or her own account through the patient application.

Notifications can be easily removed from the list by clicking on the icon. Also, if you have reviewed several notifications simultaneously, instead of deleting them one by one, you can delete them all at once by selecting the **Mark all as read** option.

In order to receive the notifications, it is necessary to be logged in.

11 *Visualise and add information of a patient*

To access the complete follow-up information of a patient, just click on the row corresponding tot hat patient. It is also possible to do so by clicking on the icon button located to the right of the row corresponding to each patient, as shown in the following image:

At this point a screen as the one displayed next appears with complete information about the selected patient's follow-up.

Patient information

In this screen, patients' personal information is placed at the top left corner. This information contains:

- Patient ID
- Step Code
- Name and Surname(s)
- Gender
- Date of birth
- E-mail address
- Phone number

Disease information

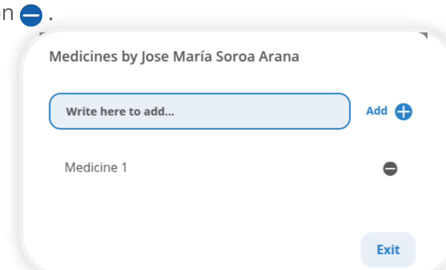
Next to the personal information of the patient, the information related to the disease will appear, including this data:

- Tumour location
- Tumour type
- Stage
- Treatment
- Recurrence
- Exitus

Below this information, the **Medicines** button will appear. Clicking on it will allow to add, edit or delete the patient's current concomitant (non-oncology) medication. The added information will be displayed in the patient application.

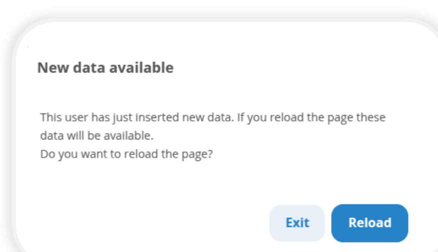
To add a medicine to the list, simply type the name of the medicine and then press **Add**.

To delete a medicine from the list, just press on the icon .



In the center of the upper part of the screen, an icon representing the highest severity reported by the patient since last time they were checked is displayed. This icon is the same of main screen's table.

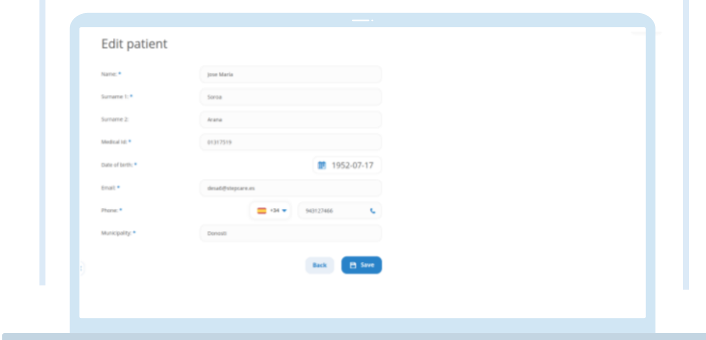
If the patient reports any information while the HCP user is in that specific patient's evolution screen, next screen will show up.



If the user presses **Reload** the system will reload the page with the newly reported information updated. If, on the other hand, the user clicks **Exit** , patients' new information will not be loaded until the user reloads the page manually.

Personal information of patients can be modified going through the **Edit** button above.

Edit patient screen looks like this:



To save changes, the user will have to click on the **Save** button. If the user decides not to save changes, pressing **Back** button will reset information to the state it was before accessing the screen (hence, the user will go back to **Evolution** screen).

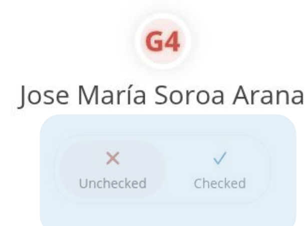
11.1 Check a patient

Placed top-middle, below the patient's name, there are two buttons: **Checked** and **Unchecked**.

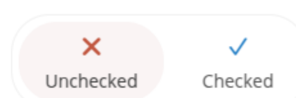
When the patient is placed at the **Not checked** tab of main screen (see section 9), the button **Unchecked** , will be highlighted. This means that the HCP has not checked the information reported by this patient yet.

Once patient-reported information has been checked and appropriate action taken, HCP should press the **Checked** button, so that the patient can be moved to the **Checked** tab of main screen. This operation can always be undone finding the patient in **Checked** tab of main screen, accessing that patient's evolution screen and clicking on **Unchecked**. Doing so, that patient will go back to main tab of main screen.

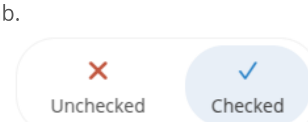
Both buttons **Checked** and **Unchecked** are shown in the image below.



This is how a patient's information screen would be if it is in **Not checked** tab.



Nevertheless, this is how it would be if the patient is in **Checked** tab.



System displays the following tabs below the section containing patient's personal and disease information:

- Timeline
- Patient evolution
- Clinical data
- Profile
- Questionnaires
- Adverse events
- Symptoms

You can switch from one tab to another by clicking on the titles of any of the tabs.

11.2 Timeline

In the **Timeline** tab, there is a timeline with patient's data regarding their analytics, surgeries, quality of life questionnaires, adverse events experienced, reported symptoms, treatments, recurrence, tests performed by HCP, information regarding the tumour and patient's passing. Each row of the timeline represents one of these categories.

Each column represents a day in which the patient has reported any new information, or the HCP has registered a new event.

To search information related to one specific day, the user can make use of the date searcher of the timeline. For this purpose, button should be pressed and then select the date to be shown.

To select a date from the calendar that appears, simply click on the day you want to display; alternatively, type the relevant date next to the calendar-shaped button, deleting the date currently displayed and entering the new date in the format YYYY-MM-DD (for example: 2000-01-28).

To move through the timeline, the user should either click on the < or > buttons at the right top of the timeline or click and drag to the left (to go back wards in time) or right (to move forward in time).

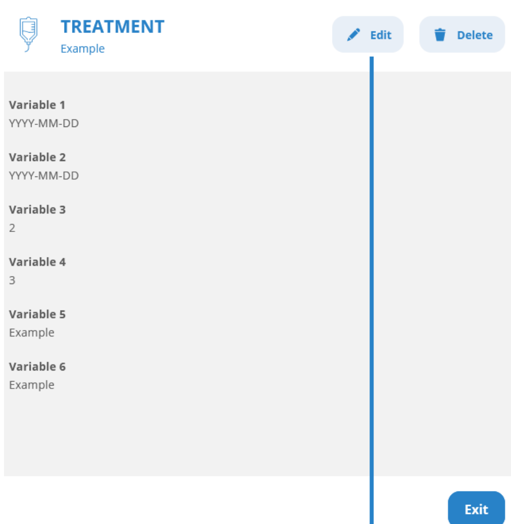
In addition, you can increase or decrease the detail in which the timeline events are displayed by using, respectively, the + or — buttons in the panel at the top right corner, displaying them, for example, by month instead of by day.

11.2.1 Visualise and edit event information

Each of the icons displayed on the timeline is itself a button. Clicking on each of them expands the information about the patient with data relating to the category to which the icon belongs and the day on which it is positioned on the timeline.

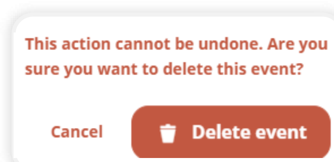
Pressing on any of the icons in the timeline will show a pop-up window with additional information related to the event. These events can be reported by patients (such as symptoms or questionnaires), or they can be reported by the clinical team (tumour information, blood tests, functional tests, treatments and procedures, etc.). Events reported by the clinical team can be edited or deleted.

In the following picture, there is a window that pops up when an icon belonging to any event of the timeline that can be reported by healthcare professionals is pressed.

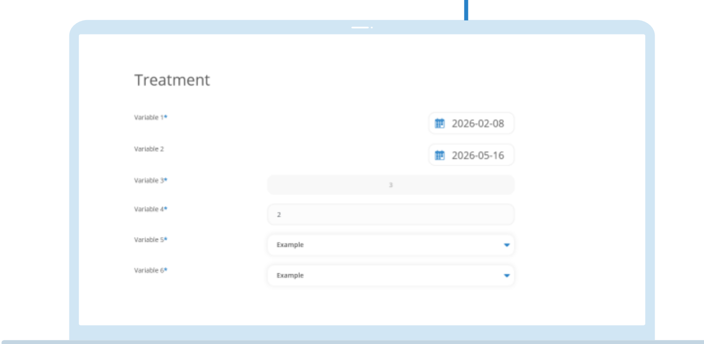


Pressing on the **Delete** button will show a confirmation message. If the **Delete event** button of the confirmation message is pressed, the event will fade out from the timeline. Otherwise, selecting the **Cancel** button or pressing outside the message, the confirmation message will close without deleting the event.

Once an event is deleted, the action cannot be reverted.



The window can be closed at any time just clicking on **Exit**



When **Edit** button is pressed, the system will show a screen where the information displayed in the corresponding event and date can be edited.

The **Send** button will save all the changes carried out in the screen. Otherwise, if the **Back** button is pressed, none of the changes will be applied and the patient evolution screen will be displayed again.

11.2.1.1 Symptom-type events

Symptom type events have additional functions.

On a symptom type card, all symptoms reported by the patient on a day will be listed. Clicking on one of these cards will display the list of all the symptoms the patient reported that day along with its time.

Symptom type events will provide the option to send a recommendation message to the patient based on the symptoms reported so far. Different messages will be provided for the user to choose from. Message will be sent by clicking on one of the options and the and clicking on **Send**.

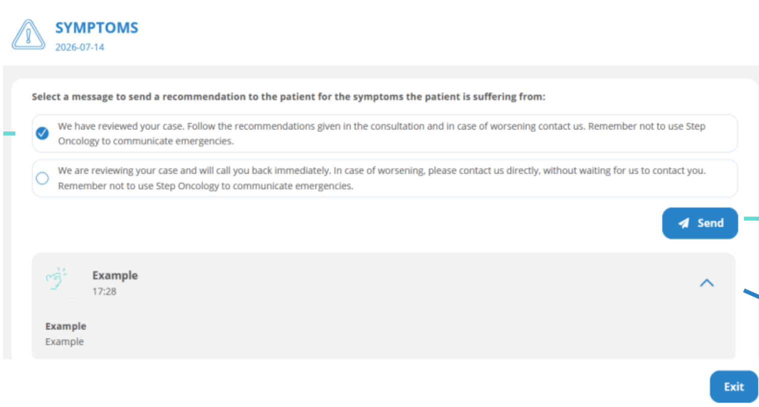
The patient may report a new symptom after the recommendation message has been sent. In that case, it will be possible to send another recommendation message, for those symptoms that have been reported later on.

If one or more messages have been sent for all symptoms of an event, a blue circle will be displayed in the top right of the card.

If there is any symptom in the event for which a message has not been sent, either because no message has been sent for any of the symptoms in that event or because the patient has reported a symptom after a message has been sent, a red circle will be displayed at the top right of the card with the number of symptoms that have not received a message

Here is how to send a recommendation message:

The message will only be sent when all the indicated steps are completed. Otherwise, no message will be sent.



1

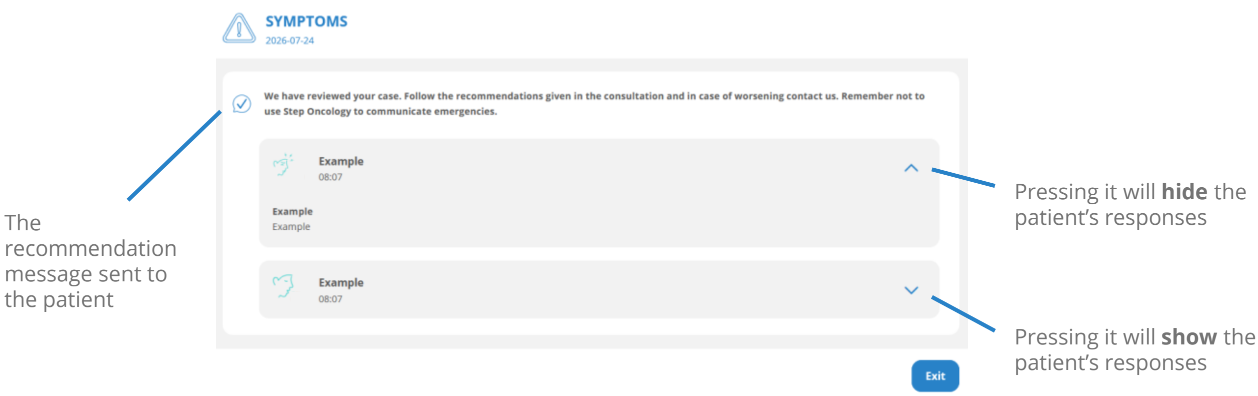
Choose an answer

2

Press Send and confirm the submission

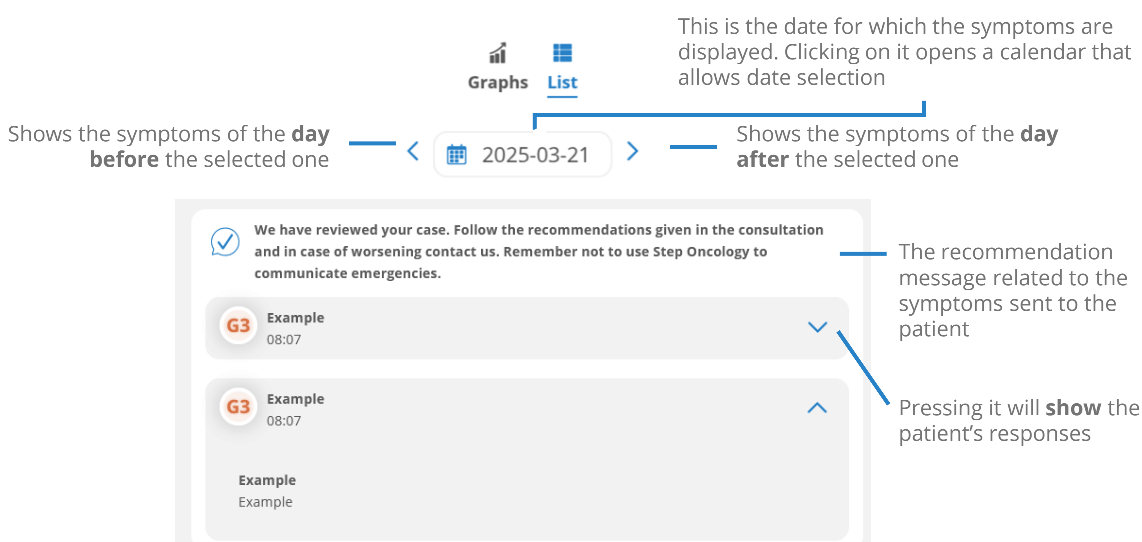
You will be able to hide or show detailed symptom information by clicking on this button.

When a recommendation message is sent, the window will be updated. The event card will then show a blue circle, indicating that all symptoms for that event have received a message. When the card is clicked, a window similar to the one showed below will pop up.



In the Symptoms tab of the patient's evolution screen, it is possible to check different graphs with the reported symptoms, and you can also consult a list of all the symptoms reported in a day. To display the list, press the **List** button.

By default, when the button is clicked, all the symptoms of the last day on which the patient reported a symptom will appear. The date can be changed using and arrows < or > pressing on the field to enter a date and selecting a date in the calendar that will appear.

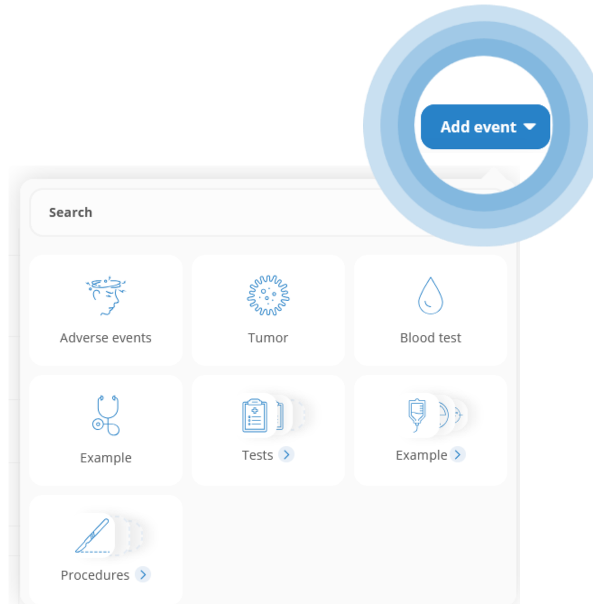


11.2.2 Add event to timeline

The clinical staff can add some events to the patients. Todo so, they must click on the **Add event** button on the evolution screen of the specific patient. This button is located in the **Timeline** tab, just at the top right of the tab.

Once this button is clicked, a dropdown will open with all the available options. The nomenclature and layout of the events may vary depending on the hospital; however, the variables will be common to all clients.

The figura contains an example of a list of event options to be reported by healthcare professionals. Clicking on any of the options will display the screen on which the corresponding event can be reported.



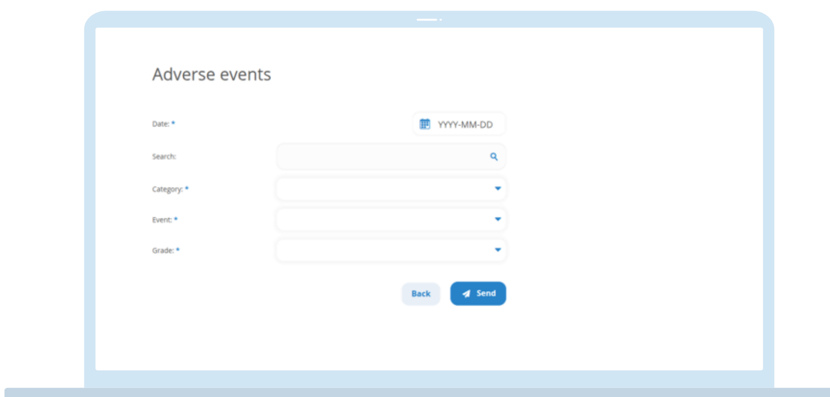
Events such as symptoms, symptom-free days and quality of life questionnaires will be automatically added to the timeline when they are reported by patients themselves through the application installed on their mobile device.

To report any of the events, you shall select the corresponding option on the dropdown. This will display a screen with fields or variables related to that particular event. The layout of the variables may change from hospital to hospital.

Fields containing an asterisk (*) are mandatory for the event to be reported.

Once you fill all the required fields, you shall click on the **Send** button to save the event. Otherwise, if you do not want to save this event will not be saved, you shall click **Back** button and you will be taken to that patient's evolution screen.

The following picture is an example of how an event reporting screen looks like:



11.2.2.1 Report an exitus event

In case you want to report the demise of a patient, you should report the **Exitus** event in the same way as you would report any other event.

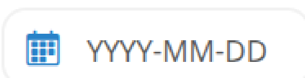
Unlike all other events, when you report the demise of a patient, the patient will no longer have access to **Step Oncology** and will be automatically transferred to the **Exitus** table on the home screen

The required information will change depending on the selected event. Within each event type you can find the following types of fields:

Date

This type of field will only accept existing dates. Clicking on it will display a calendar that will ease the selection of a date.

This is how **Date** field looks like:



Number

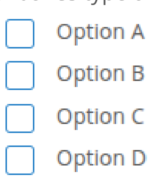
This field type only allows entering numbers.

This is how **Number** field looks like:

Checkboxes

This type of field allows you to select one or more options from the available list by simply clicking on it.

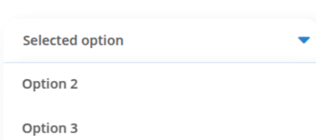
This displays a **Checkboxes** type of field:



Dropdown

This field shows a list of options to be selected by the user. To select an option, just click on any of the elements of the list.

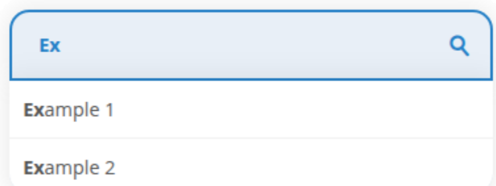
This is how **Dropdown** field looks like:



Search bar

This type of field allows searching for a specific value from a list of options. To select any of the options, just type the text to be found and press the element of the list that matches. If no element is shown, it would mean that none of the options of the list matches contains the given text.

This is how **Search bar** field is like:



Cards

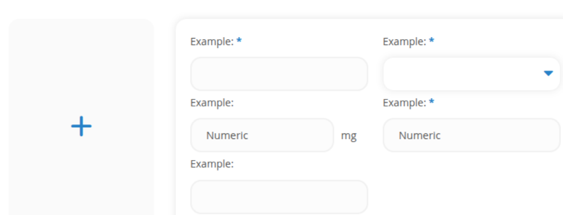
This type of field is divided into some parts.

On the one hand, there will be a card with different values to be entered. These values are free text inputs so that the user could enter any value that considers appropriate. Values with an asterisk (*) shall be filled.

On the other hand, a button with a + icon may appear on the left of the first card. If this button is displayed it would mean that multiple cards are allowed for this field. Pressing that button will add a new card.

Therefore, it is also possible to remove a card just by pressing button. This option will only appear when hovering over the card and there is more than one card for the same field.

This is how **Cards** field looks like



11.3 Visualise patient data

As mentioned previously, different tabs are displayed on the patient's evolution page. Except for the **Timeline** tab (see section 11.2 for more information), the other tabs follow a similar format. These are the tabs for which information can be found in addition to the **Timeline**. The information for each of the tabs is displayed just by clicking on its name in the tab panel:

Profile

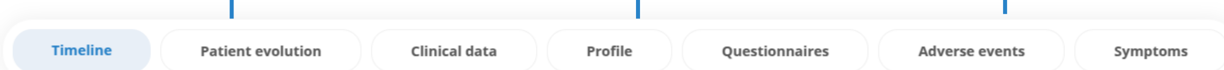
This tab contains the profile information that the patient has completed through **Step Oncology.**

Patient evolution

This tab contains data reported by the patient through **Step Oncology** that does not fall under symptom category along with the date on which they were reported.

Adverse events

This tab contains all of the adverse events reported by healthcare professionals through **Step Oncology**.



Clinical data

This tab contains all the data reported by the healthcare professionals through **Step Oncology**.

Symptoms

This tab contains all the symptoms reported by the patient through **Step Oncology**.

Questionnaires

This tab contains all the questionnaires reported by the patient through **Step Oncology**.

In each of these tabs, the information can be displayed in two ways: in **graphical** format and in **list** format. You can switch from one visualization to the other clicking on the **Graphs** or **List** buttons. By default, the graphs display will be shown when you access one of the tabs. It is possible that some tabs only show one of the display options; for example, the Profile tab only shows data in list format.

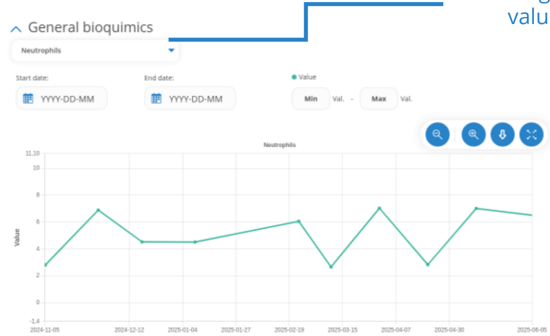
Graphs

In the Graphs visualization, the data will be displayed in the form of graphs. For a more organized display, the graphs will be shown grouped in sections. Clicking on the and buttons shows or hides each section respectively.

Within each section, you can select different event parameters and view their corresponding graph pressing on the dropdown menu located at the top of the graph.

Hides or shows the graph section

Pressing it displays different values to be plotted

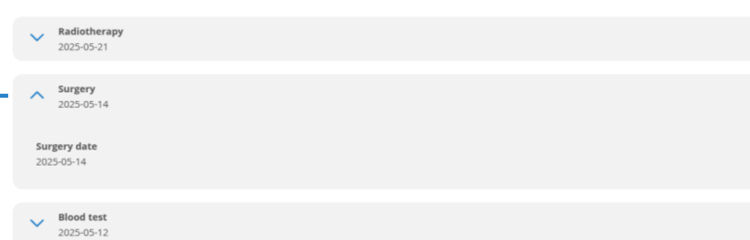


List

In the List visualization, you will find a list of all the data of the section registered in the system, sorted by date. Clicking on the ^ and ⌄ buttons shows or hides the complete information of each of the records shown in the list.

The visualization of this list is slightly different in the **Symptoms** tab, see section 11.3.1.

Hide or show the information by clicking on the row



11.3.1 List visualization of symptoms

The symptom list display is slightly different from the other tabs of the evolution of the patient. In this tab all the patient's symptoms registered in the system are listed, but they are displayed day by day.

At the top part of the tab, a calendar will be displayed along with the date for which the information is currently being displayed. It is possible to change the date using the arrows that appear next to the date or using the dropdown calendar that shows up when the field is pressed.

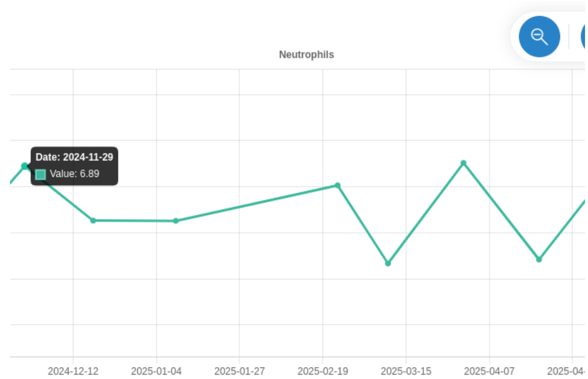
Para further details see section 11.2.1.1.

11.4 How graphs work

All charts in the system share some common functionalities.

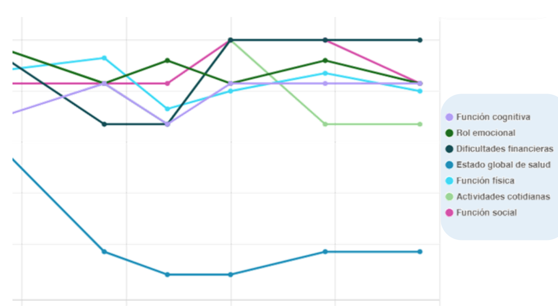
View information at one point

If any of the points of the graph is hovered by the mouse, more detail is given for that concrete value in that specific date.



Legend

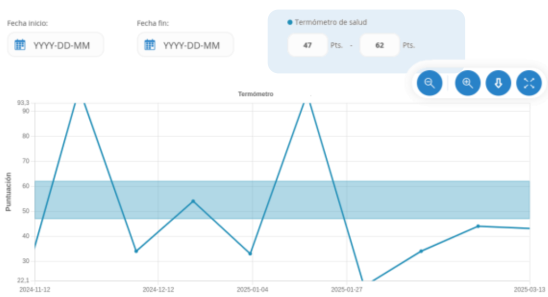
At the right of each graph, there will be a legend describing each line of the graph:



To show or hide the different subscales click on the legend, on the name of the desired scale.

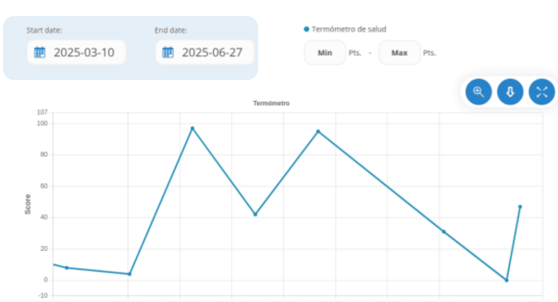
Draw range of values

Graphs allow drawing the desired range in order to more easily locate the values within this range. By indicating the desired minimum and maximum, the graph shows the area between these two values in a different color. Here is an example of how a chart with a range added to it would look like.



Date range

It is also possible to display only the data corresponding to a date range. To do this, enter a date in the fields "Start date" and/or "End date". It is possible to enter the date manually or by selecting the date in the calendar that appears when you click on one of these fields.



Move in the graph

To move backwards or forwards in time, simply hold down the mouse on the graph and drag it to the left or to the right respectively.

Zoom in the graph

To view in a more detailed way the values reported by the patient in a given period of time, it is possible to zoom in on the graph by drawing a box on the part to be zoomed in while pressing the ***Ctrl*** or ***cmd*** key on the keyboard.

Another way to zoom is to place the mouse over the point to be zoomed and slide the mouse wheel while pressing the ***Ctrl*** or ***cmd*** key on the keyboard.

After selecting the part to be zoomed in, the graph only shows the values reported by the patient in the selected time period.

To return to the default size of the graph, simply double-click on it or click on the button, then the graph will return to its default size.

Download the graph

In addition, button opens a dropdown where different options are provided in order to download the graph in image format (***PNG***), or ***CSV*** format (compatible with ***Microsoft Excel*** or similar). Clicking on any of the options will start the download in the desired format.

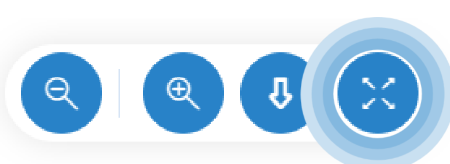
To download the graph in image format, option from the downloading dropdown shall be clicked.

To download the graph in CSV format, **.CSV** option from the downloading dropdown shall be clicked.

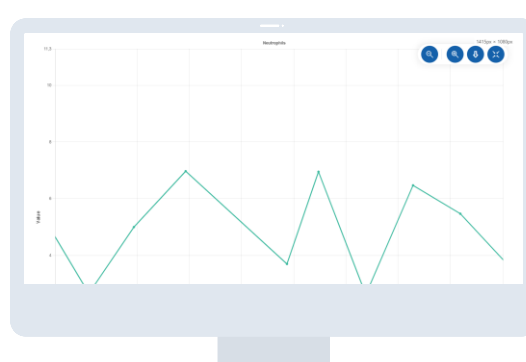
Once an option is selected, the browser will download the file automatically to your device.

View the graph in full screen

Pressing option will show the graph in full screen.



To exit full screen visualisation, the user can press or press the *Esc* key of the keyboard



12 *Add a new patient*

12.1 Add a new patient as a doctor

To add a new patient to the system, the user shall press the **New patient** button from the main screen (see section 9 for further information).

When the **New patient** button is clicked, a form to register the patient is displayed.

This is some of the information you will be asked to provide to register a patient :

- Medical ID: Patient's record number assigned in the corresponding clinical centre.
- Language: Language for the patient's application; to choose between English (EN) and Spanish (ES).
- Weight units: Weight unit for **Step Oncology**; to choose between Kilograms (Kg) and Pounds (Lb).
- Height units: Height unit for **Step Oncology**; to choose between Centimeters (Cm) and Inches(Inch).

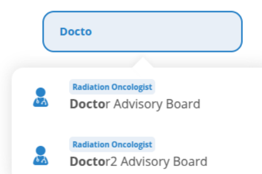
Fields with an asterisk next to them are mandatory.

WARNING!
Before creating a new patient, the person in charge of the creation shall evaluate whether the patient has any limitation that prevents the correct use of the **Step Oncology** tool.

12.2 Add a new patient as non-doctor type of user

If a non-doctor type of user user adds a new patient, the steps to be follow are the same as if it was a doctor user, except for the fact that these types of user shall assign a doctor for the patient at the moment of their registration.

As it can be seen in the picture before, apart from entering all the information explained in the previous section, the user shall enter the name of the doctor in charge of the follow-up and treatment of the patient. To ease the assignation, users will be able to search doctors by name or surname.



There is also a button enabled for the download of the inform consent. This eases healthcare staff to print it out, complete it with the patient and obtain the patient's signature.

Finally, the HCP user shall verify and take responsibility that the patient has completed the inform consent by clicking on the confirmation circle. If this is field is not activated, user won't be able to submit the registration form.

The patient creation process finishes when the clinical user clicks on **Send**.

13 Doctor-patient relationship management

When a patient is registered, the HCP user is assigned. Nevertheless, there are some cases in which is necessary that a patient is monitored by a medical team. Therefore, one single patient can be associated to several doctors. In order to manage these relationships, users shall have administration permissions.

Patients can be managed by clicking in the **Assign** button of the main screen (see section 9 for further information). In order to manage a patient, select the **Just Mine** option from the menu. It is also possible to access patient administration through the **All** option in the menu, in the case of medical users.

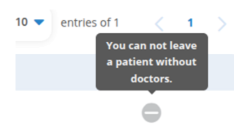
When **Assign** button is pressed, the screen on the image below will show up. This is where all this doctor-patient relationship is managed.

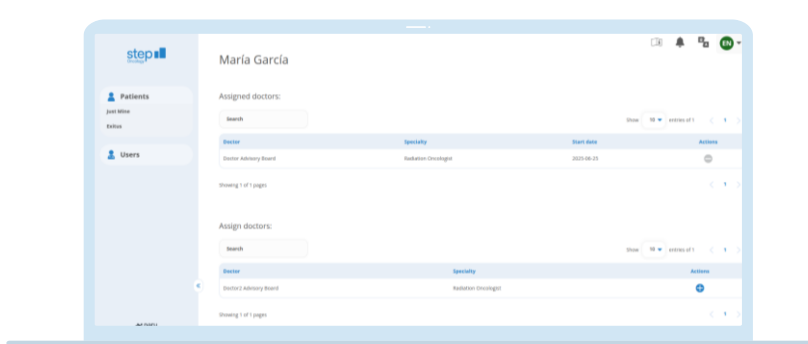
Additional doctors can be assigned by clicking on icon in the **Assign doctors** list at the bottom. The doctor will automatically be moved to the **Assigned Doctors** list at the top, making this patient a member of this doctor's patient list.

To facilitate the search for doctors to be assigned, there is a search bar at the top of **Assign Doctors** table, which allows searching by first name, last name and type of specialty of the doctor

In the same way, you can unassign a patient to a doctor by clicking on the icon in the upper list. The doctor will automatically be moved to **Assign Doctors** list at the bottom. This patient will no longer be on this doctor's patient list.

It is not possible to unassign a doctor if this is the only doctor associated to the patient. Thus, you shall first assign at least one new doctor to the patient to then unassign the doctor.





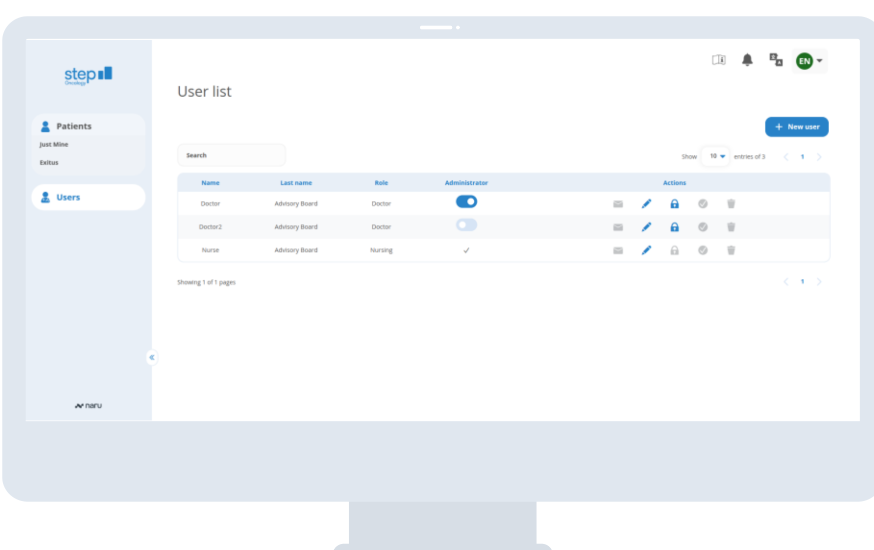
14 *HCP user list*

Going through the **Users** item of the sidebar menu, HCP users list of a particular clinical care centre can be directly accessed. This screen gathers all the HCP users of the centre registered in **Step Oncology** to the date in a list.

This screen gives the user the possibility of searching in the table by typing in the **Search** input the name, surname or user role.

The table provides this information:

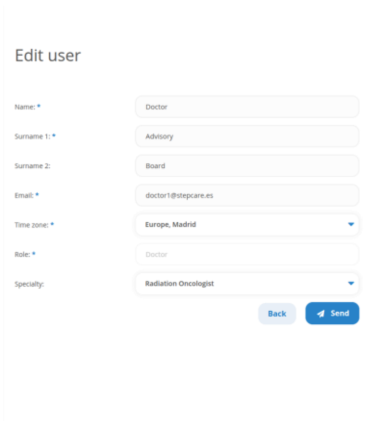
- **Name** of the user
- **Surnames** of the user.
- **User role**: type of user, amongst others, doctors, nurses, etc.
- **Administrator**: users may have administrator permissions or not. Administrator permissions allow you to manage the users of the centre and the relationship of the healthcare workers with the patients. It is not possible to edit one's own administrator permissions.
- **Actions**. These are the allowed actions on the user:
    - Resend verification notification: If this symbol is lighter, it means that the user has already verified their email address.
    - Reset password: an email is sent to the user notifying that their password shall be updated, and when they log in they will be asked to change this password.
    - Activate/deactivate users: the user concerned will be denied or allowed access to the system.
    - Edit users' information
    - Remove users



14.1 Edit users information

The information of users registered in the system can be edited by clicking on the user's button, as shown in the following image.

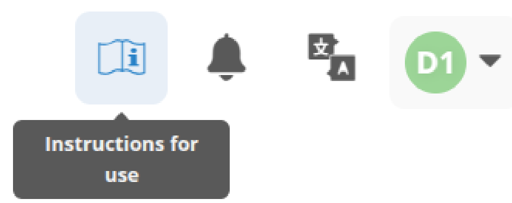
Once the edit button is clicked, the following screen is displayed where the information of a user registered in the system can be edited. The user's role cannot be edited. To save the changes, click on the **Send** button and the new data will appear in the User List. If the patient's email address is edited, the patient will receive an email to verify their account.



Once you have clicked on the edit button, if you do not want to make any changes, click on **Exit**. In this case, the User List will be displayed without having made any changes.

15 User Manual

HCP users can access the User Manual at any time by clicking on the book icon in the top right-hand corner of the screen, next to the notifications icon.



When doing so, a screen with this same user's manual appears.

In case HCPs would like to have the printed user manual available, please contact the manufacturer at the following e-mail address: ***support@naruintelligence.com***.

The manufacturer commits to send the user manual to the applicant within a maximum of 7 days.

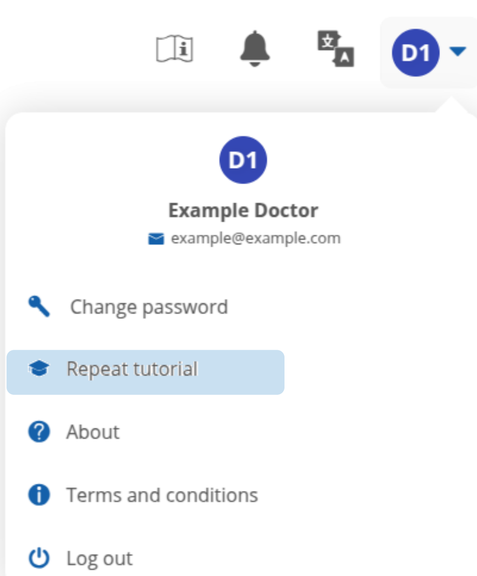
16 User profile

These three options are displayed when clicking on the **Profile** button at the right top corner of any screen:

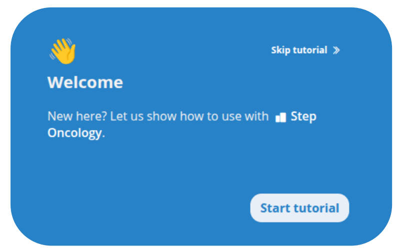
- Change password.
- Repeat tutorial
- About
- Terms and conditions
- Log out.

16.1 Repeat system tutorial

Users can access at any time to replay the tutorial that was displayed during the first login. This is accessed by clicking on the **Repeat tutorial** option in the drop-down menu of the **Profile** icon.

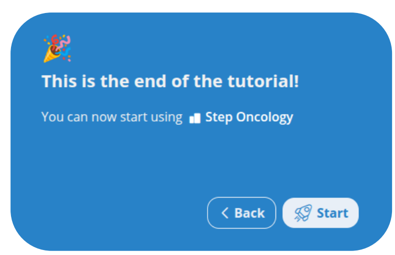


To start the tutorial, press the **Start tutorial** button. It is also possible to skip this brief tour through Step Oncology by pressing the **Skip tutorial**.



You can navigate through the tutorial by pressing the **Back** or **Next** buttons.

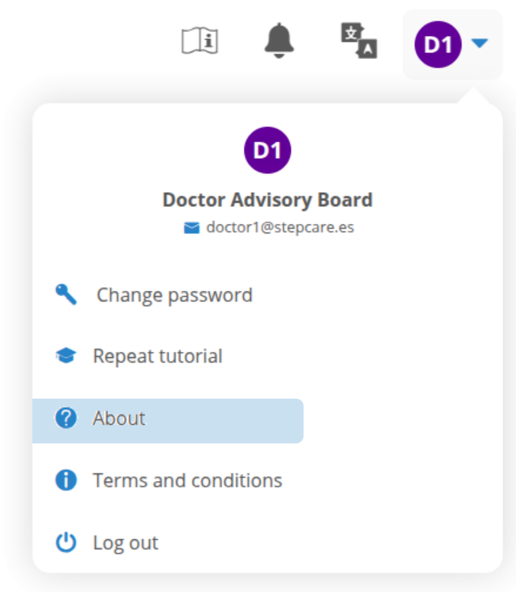
The data displayed during this tutorial are fake.



Once all the steps of the tutorial have been completed, the **Start** button will be displayed. Clicking on this button will close the tutorial and the Step Oncology home screen will be displayed.

16.2 About

Users can access the **Step Oncology** "**About**" screen at any time. It is accessed by clicking on the About option in the drop-down menu of the **Profile** icon.



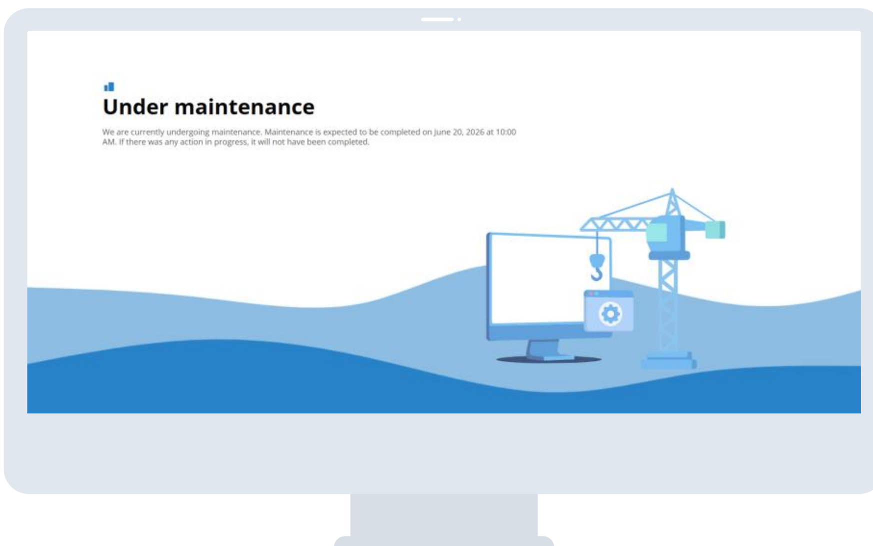
Users will get access to a PDF file with the following information regarding the version of the product that is being used:

- **Implemented improvements and new features**: In this section you may find the main new features of the new version of the product.
- **Known issues**: In this section you may find known issues that may occur during the use of the application. These will be fixed in future versions. See the possible alternative solutions proposed by Naru.
- **Fixed issues:** In this section you may find product issues that were solved as part of the actual product version.

17 *System maintenance*

The manufacturer of **Step Oncology** can force the entry of the system into maintenance mode to be able to carried out a determined set of tasks.

When the system enters into maintenance mode, the following screen will be displayed to system users. The manufacturer will provide an estimated date for the system to return to its regular operating mode.



WARNING!
Please note that any action that was in progress when **Step Oncology** entered into maintenance mode will be lost.

Step Oncology

www.naruhealthcare.com