

 *Step Oncology*

User Manual for the Step Oncology interface for patients



Naru Intelligence Solutions SL

Paseo Miramón 170, Planta 3, Oficina 33

20014 Donostia-San Sebastián

Gipuzkoa, ESPAÑA

support@naruintelligence.com

+34 943 50 20 51



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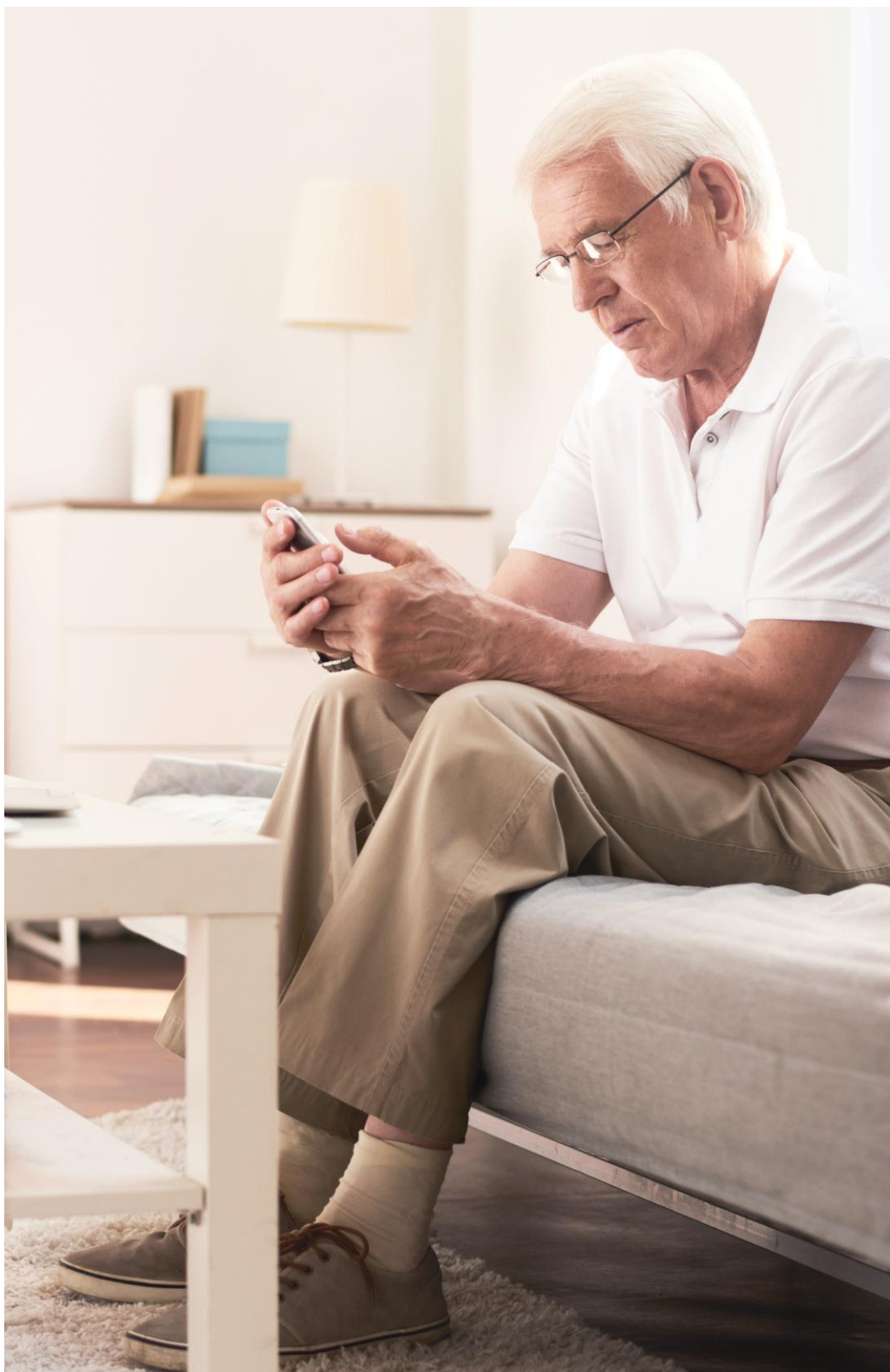


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This is the Step Oncology manual (patient user interface of Step Proactive). Its aim is to explain in an easy and intuitive way, everything that need to be known in order to use and get the most out of this application.

Using Step Oncology, patients help to monitor the progress of their cancer by completing questionnaires and reporting symptoms. This information is managed by the clinical team that follows their evolution, which receives constant and up-to-date data about the patient's health status thanks to Step Oncology.





1

General description

This manual explains the main functionalities the **Step Oncology** patient app.

Step Oncology is designed to provide patients with an easy way to communicate their quality of life and wellbeing status and symptoms to their clinical team. With Step Oncology, every patient can:



Complete questionnaires automatically assigned by the clinical team to report on aspects of their quality of life, satisfaction and well-being.



View the history of questionnaires completed over time.



Adjust their profile information and preferences.



Access the user manual.



Access the privacy policy.



Report symptoms to the clinical team at any time, in order to facilitate the management of those symptoms before they worsen.



View the history of symptoms reported over time.



Change their password.



Access the terms and conditions of use of the application.



2

Use of Step Oncology

2.1 Requirements for the use of Step Oncology

To install and use **Step Oncology** you shall meet some requirements:



You must have an Internet connection (WiFi and/or 4G connectivity).



For the correct functioning of **Step Oncology**, it is necessary that your device has a version equal to or higher than iOS 14 or Android 8.0 and that it has at least 200MB of free space. In addition, it is recommended that the device has an antivirus installed to ensure data security.



In general, it is recommended that the device on which **Step Oncology** application is installed is certified with CE marking, or consult the device's manuals if the use of the device involves any risk of any kind for the user.



Step Oncology shall be used in a suitable environment, i.e., in conditions that allow the user to view the device screen correctly, (e.g, the brightness of the device screen shall be optimal to avoid the effects caused by natural light, artificial light or lack of light).



If at any time, the manufacturer discontinues support for any version of the users' device Operating System, all **Step Oncology** users will be notified previously.



The application is available in Spanish and English. It is very important that you are fluent in the selected language to use the application correctly.

2.2 Who can use Step Oncology?

- Adult patients (over 18 years old) who have received or are receiving cancer treatment.
- Patients who have received an email or SMS with the indications for registration and Access to Step Oncology application, as specified in section 5 of this manual.
- Patients who have signed the corresponding informed consent form.



3

Indications for the use of the product

3.1 Intended use

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.

3.2 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.

3.3 Step Oncology updates

To ensure the proper functioning of **Step Oncology**, the app will be updated regularly in the various app store services: **App Store** for iOS devices and **Google Play Store** for Android de Google Play Store for Android devices.

A new version of Step Oncology is available

Please update the app to continue using it

Update

After clicking the **Update** button, the user will be redirected to the **App Store** or **Google Play Store**, so that the update process can be completed.

3.4 Step Oncology malfunctioning

If you detect that the **Step Oncology** does not function as described in this manual, you should contact the healthcare team in charge of your care as soon as possible so that they can contact the manufacturer.

In any case, you might contact the manufacturer through the following email address: support@naruintelligence.com



3.5 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.
- Do not install **Step Oncology** from external sources other than the Google Play Store or App Store.
- 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 from/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 trust worthy. The sender of our emails should be **noreply@step-oncology.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 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 physical or cognitive impairment that prevents them from using Step Proactive properly.



5

Access to the app (Sign up)

The purpose of **Step Oncology** system is to provide a remote symptom management system for oncology patients. Therefore, in order to be registered as a patient, you shall first give your consent to the hospital centre, whose managers will be responsible for collecting the necessary data to be able to register you into **Step Oncology**.

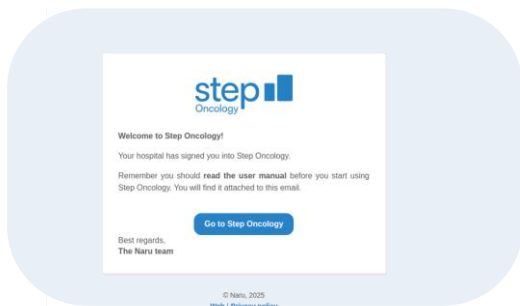
The doctor in charge of your follow-up (or someone of their team) will register you via their **Step Oncology** interface. When your registration as a patient is done, you will receive an email to your email address and an SMS to the phone number you provided to the hospital.

Sign up by email

The email will contain the instructions for use of **Step Oncology**.

You can download its app pressing on

Go to Step.



Sign up by phone number

The SMS will contain a link to download its app.

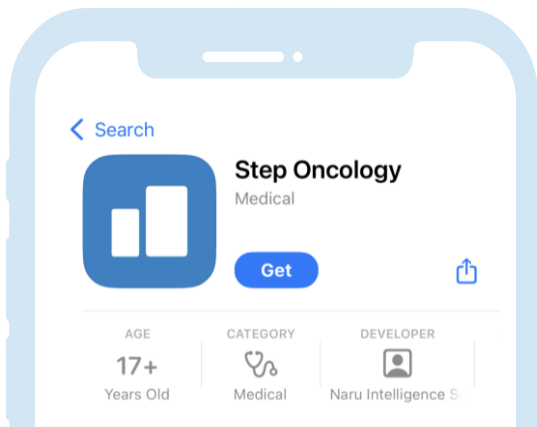
Your hospital has signed you up into Step Oncology. To start using Step Oncology go to



When you press this button you will be forwarded to the app store of your device.

6 *Download Step Oncology from the store*

Step Oncology is available at the **Google Play Store** for **Android** phones and tablets and at the **App Store** for **iPhone** and **iPad** devices running iOS. On both platforms, you will find the app under the same name: "**Step Oncology**"



Step Oncology is free of charge for the patient so you can download it for free.

When you find **Step Oncology** in the **App Store** or **Google Play Store**, simply download it and it will be installed on your device. In the next image, you can see an example of how app's icon is displayed once it has been installed.



If you have any doubts during the installation of the application, we recommend that you ask for help from the healthcare team in charge of your care or someone in your environment who is familiar with the installation of apps on devices.



7

Accessing the app for the first time

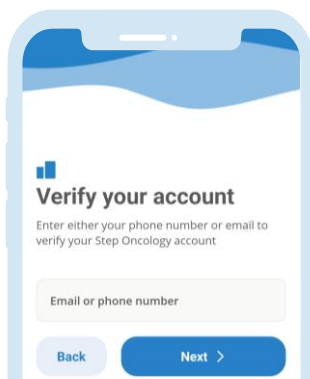
Once the application has been installed and opened, a message will show up asking whether you have already verified your account. Two possible choices are given:

1. **Verify account:** Pressing this button will get you to account verification screen.
2. **I have already verified my account:** This option will close the message and get you to login screen.

You may close the message by pressing on option 2, on the **X** icon or just clicking out of the message itself.

As this is the first time you access to the application, you shall select option 1.

This screen will be shown:



You could also access this screen by clicking on **Have not verified your account yet?** of the **Login** screen.

7.1 Account verification

Step Oncology gives you the possibility to login using your phone number or your email address. To do so, you will have to verify the option you prefer to log in with.



Once your phone number or email address is verified, it will not be possible to change your login method.

To verify your account, just introduce your phone number or email address in the next field on the **verify account** screen:

Email or phone number

If you use your phone number, check that the prefix is correct. Here are some of the possible prefixes depending on the region:

+34 (Spain), +351 (Portugal), +33 (France), +39 (Italy), +49 (Germany), +31 (Netherlands) and +44 (United Kingdom).

Next, you will have to press the **Next** button and you will be shown a page to enter a code.



Step Oncology will send this code...

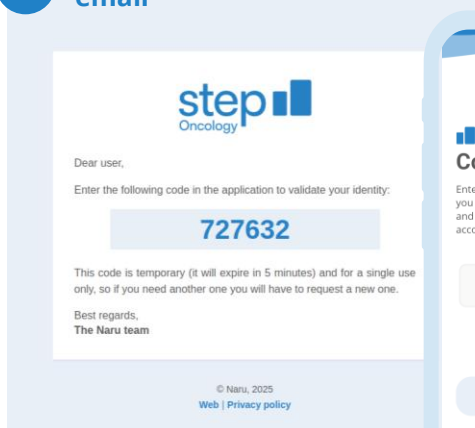
- by SMS if you have entered your phone number.
- by email if you have entered an email address.



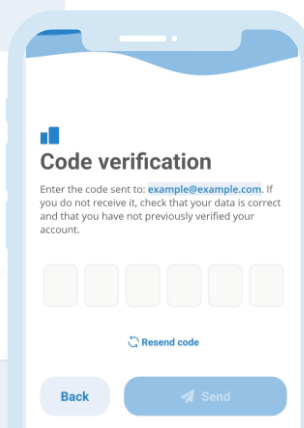
Verification codes will no longer be valid if more than 5 minutes have passed since they were requested.



Account verification by
email



Account verification by
phone number



Your code for Step Oncology is: 603448. This code is temporary (it will expire in 5 minutes) and for a single use only, so if you need another one you will have to request a new one.

You will need to copy and paste the code or enter it manually to continue verifying your account.

To continue verifying your account, you will need to enter the received code and press **Send**



Resend verification code

If, for any reason, you do not receive the verification code, you can request a new one by clicking on the following button.

 **Resend code**

The button may be disabled. If this is the case, you will have to wait 30 seconds to request a new code.

Once the request for a new code has been made, only that code will be valid.



7.2 First-time login

When the verification of your account is completed, the **Login** screen of **Step Oncology** will be displayed automatically. To log in, please be reminded to enter your email address or phone number (depending on the method chosen for account verification).

The login screen features the Step Oncology logo at the top. Below it is a section titled 'Log in'. There are two input fields: 'Email or phone number' with the placeholder 'example@example.com' and 'Password' with masked characters and an eye icon to toggle visibility. A link 'Forgot your password?' is located below the password field. At the bottom is a large blue 'Log in' button.

Once you have entered the correct password, you shall press **Log in**, and at that moment you will be logged into **Step Oncology**. In case of logging in through your phone number, please check that the introduced prefix is correct.

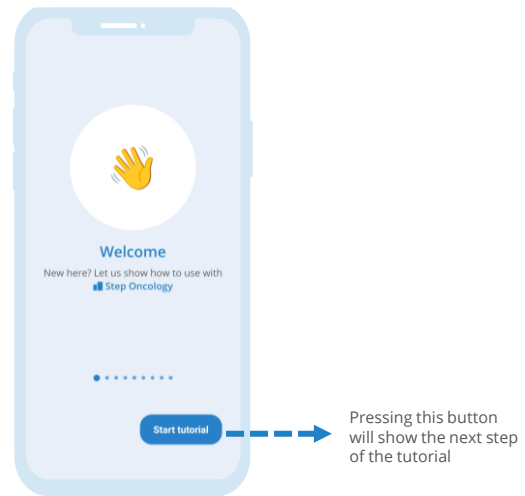
As this is your first login to the system, you will need to complete some additional steps. You will only be requested to follow these steps on the first login, after that, you will not have to repeat them:

- Accept terms and conditions
- Complete your user profile
- Add body measurements
- Tutorial



Tutorial

Since this is the first time you are accessing the application, you will be walked through a tutorial covering the actions you can perform via **Step Oncology**.



When you reach the last step of the tutorial, the **Next** button will turn into **Start using Step**.

Once you press this button, you will have finished the system tutorial and you will have completed your first login.

Then, the dashboard screen will be displayed. From this point on, that screen is the one that you will access when you log in.

You will be able to repeat this tutorial from within the app any time.



8

Login

To log in, you will need to enter your email address or phone number (depending on what you have verified in 7.1), and press on **Next**.

The screen displays the 'Log in' header with a blue bar chart icon. Below it is a text input field labeled 'Email or phone number'. A link 'Forgot your password?' is positioned to the right of the field. A large blue button labeled 'Next >' is centered below the field. Underneath the button, a note states: 'If this is your first login, you will need to verify your account'. Below this note is a light blue button labeled 'Verify your account'. At the bottom, there are three icons: a book with an 'i', 'MD', and 'CE 0318'. The text 'STEP PROACTIVE' is at the very bottom.

If you use a phone number, please remember to check that the prefix is correct.

Pressing **Next** will display a field to enter the password you have set in the account verification.

The screen displays the 'Log in' header with a blue bar chart icon. Below it is a text input field labeled 'Email or phone number' containing the text 'example@example.com'. Below this field is a text input field labeled 'Password' containing a series of dots. To the right of the password field is an eye icon. At the bottom right of the screen is a blue button labeled 'Log in'.

On the right side of the field, you can find an eye icon . Clicking on this icon will display the password. You can hide the password by clicking on the icon  again.

Once you have entered the correct password, just press **Log in**, and you will be logged into the **Step Oncology** system.



9

Fill out a pending questionnaire

You will find pending questionnaires on the home page . You can access them by clicking on the home page icon in the menu at the bottom of **Step Oncology**.

You do not have pending questionnaires. Report how you are feeling today clicking [here](#).



If you do not have any pending questionnaires, a message will be displayed indicating this. In this case, you can access the screen to report information in real time by clicking on the message or any of its icons.

If you have any pending questionnaires, each questionnaire will be displayed as a card, indicating the date and time remaining before it is no longer available. To access and answer the questionnaire, you shall press its corresponding card.

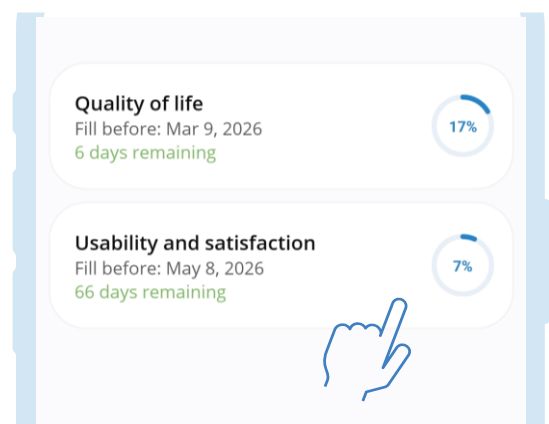
The remaining time for questionnaire completion will be represented by the following color code:

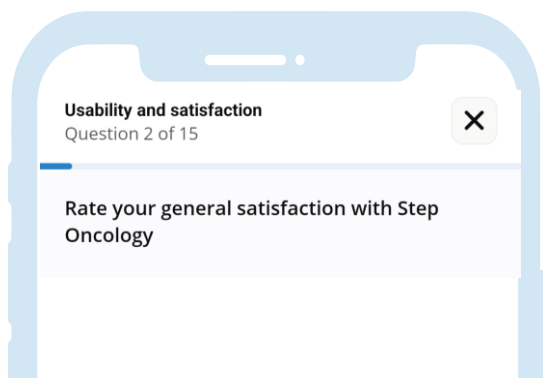
- Green when there are 6 or more days remaining.
- Orange when there are between 3 and 5 days remaining.
- Red when there are 2 days or less remaining.

Once that time has passed, if you had a questionnaire available with questions already answered, the questionnaire will no longer be available in this list and will be displayed in the history with an “Incomplete” label.

You will receive a notification on your device when...

- you are assigned a pending questionnaire.
- you have a questionnaire that will soon be unavailable.

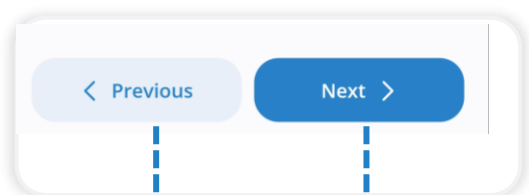




Press here to exit the questionnaire without completing it

You can complete the questionnaires whenever you prefer, as long as it is before the due date. You do not need to finish them right away or answer all the questions at once.

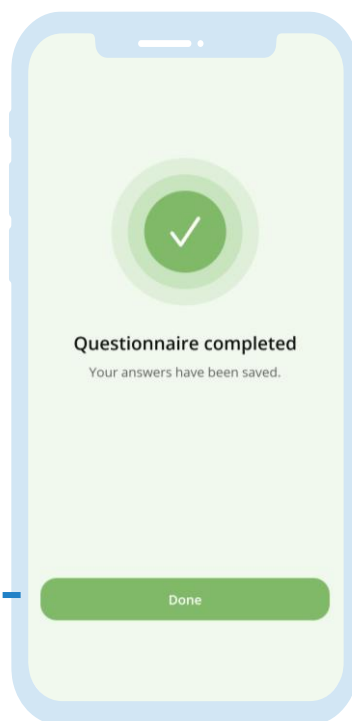
If you want to leave it for another time, press the **X** button to exit the questionnaire. You can come back later and continue where you left off.



Use these buttons to move to the previous or next screen

As long as the questionnaire is available and you have not completed it, you can review and modify your answers.

The questionnaire will not be completed until you click on the **Finish** button on the last screen of the questionnaire. Once the questionnaire is completed, a confirmation message like the following will be displayed :



Press this button to return to the list of pending questionnaires.



10

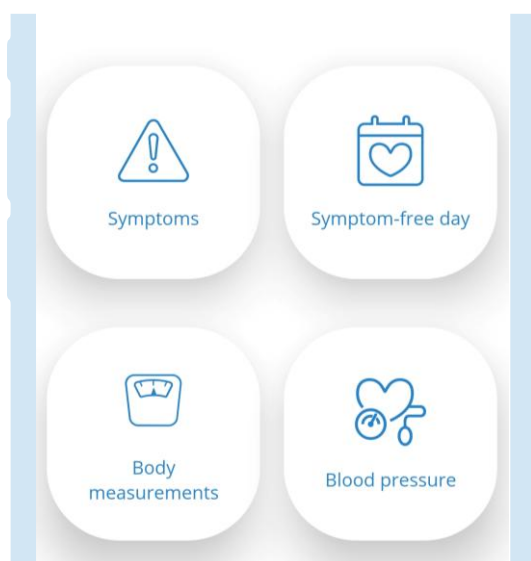
Report your health status

By clicking on the  button in the menu at the bottom of the app, you can report your status at any time and in real time.

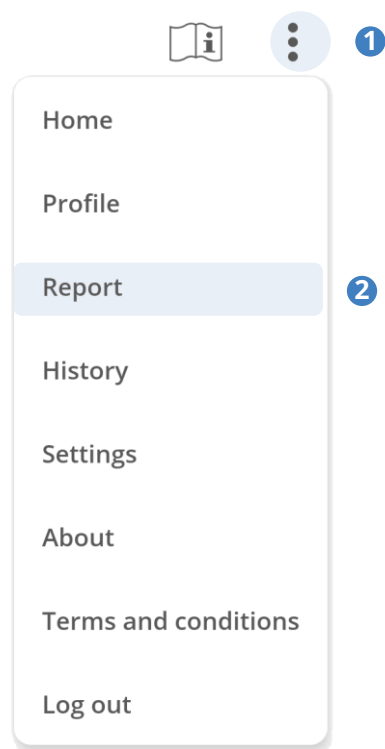
The information regarding your health status you can report to your clinical team via **Step Oncology** is classified into four different types:

- Symptoms
- Symptom-free day
- Body measurements
- Blood pressure

These data will let the clinical team to follow each patient individually even when they are away from the hospital.



You can access this same screen through the dropdown menu at the top **1**, and clicking on Report **2**.

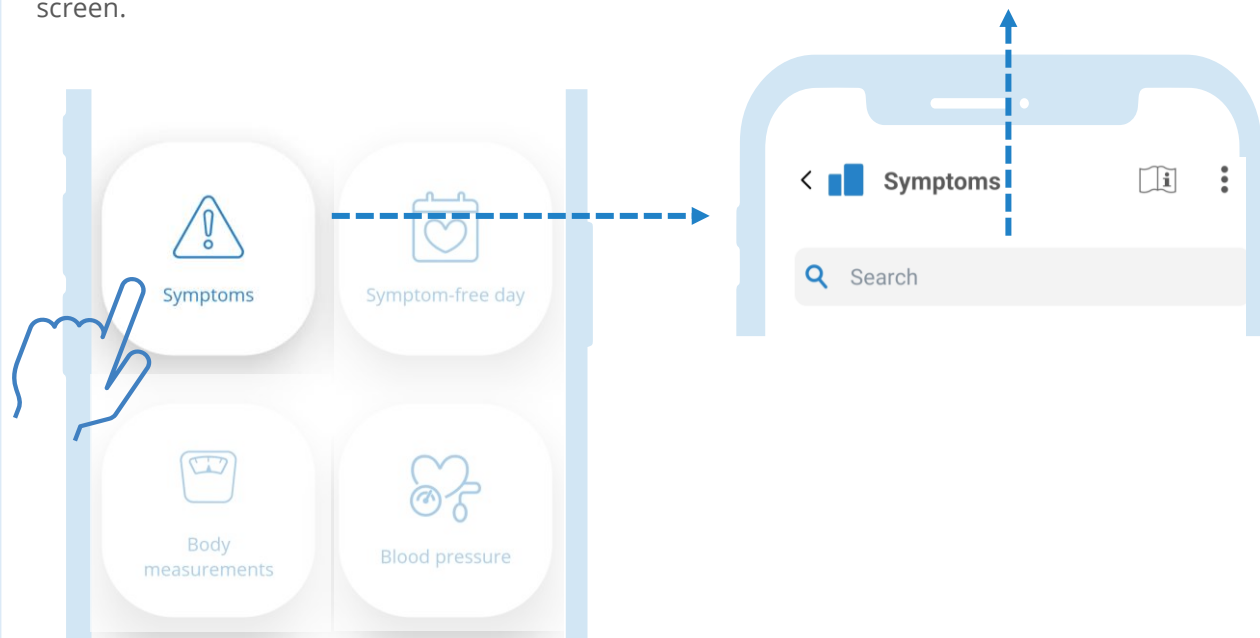


Important! Be reminded that Step Oncology shall not be used to report medical emergencies.

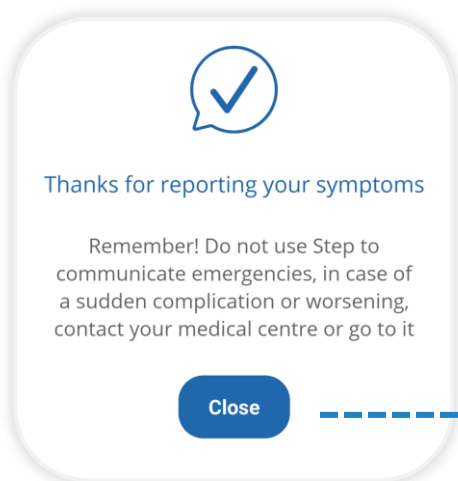


10.1 Report a symptom

You can report symptoms at any time by clicking the **Symptoms** option on the Report screen.



After reporting any symptom, a screen like the one below will be displayed to confirm that your status has been submitted.



To report a symptom, simply click on the corresponding card.

When you click on one of these cards a screen containing questions regarding the symptom will be displayed. You should answer them to complete the report.

The following chapters of this manual will show you how to answer the available questions depending on the type.



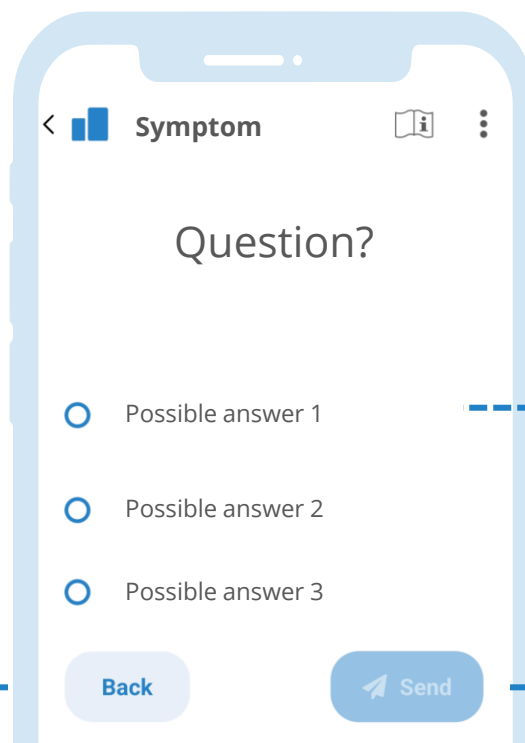
Single-choice type questions

When reporting a symptom, you may need to answer a **single-choice question**.

This type of question simply displays different options from which you will have to choose the one that fits your condition best.

You can easily give an answer by clicking on the option that suits your situation best.

Once you have selected a valid option for all the questions, you shall click on the **Send** button to submit your answers. This button will only be activated when one of the options has been selected.



Pressing this button will take you back to the symptom list.
Your answers for this symptom will not be saved.

Pressing an option will select it automatically.

Once an option is selected, you shall press this button to save your answers.
This button will only be activated when you choose a valid answer.



Body type questions

Another possible type of question when reporting a symptom is known as **body type**.

This type of question will display a figure of a human body with different areas of the body marked with some circles.

You shall press on the body part where you are suffering the symptom in order to report it. After pressing some body part, a question for the reporting of the symptom on that specific part may be displayed.

You will be able to select as many zones as you want at the front or at the back of the body. To turn the body around, you shall use the  button.

Once the specific question for any body part has been answered, it will be displayed in blue (highlighted).

To edit the information of a highlighted zone, just press on it and update your answer to the specific question.

The specific question may have its own components, for instance:

Multiple-choice

Different answers will be displayed and you may choose as many options as you want to.

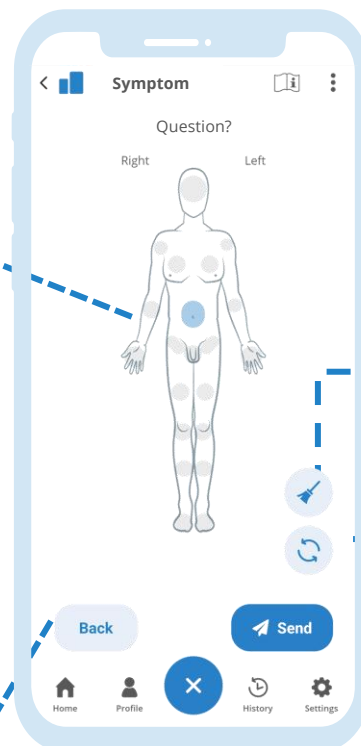
Select the characteristics of the lesion area that best fit your case: ✕

- ☐ I feel itchy
- ☐ Swelling
- ☒ Hard
- ☐ Red
- ☒ Hot
- ☐ None of the above

You may press the answers that best fits your situation

Pressing this button will take you back to the symptom list.

Your answer for this symptom will not be saved.



Pressing any area of the body will display additional questions about that particular area.

This button deselects all the marked body areas (front and back).

This button switches views between front and back part of the body.

When at least one body part and is highlighted, you shall press this button to send your answers to the healthcare professionals.

This button will only be enabled when at least one body part has been selected.



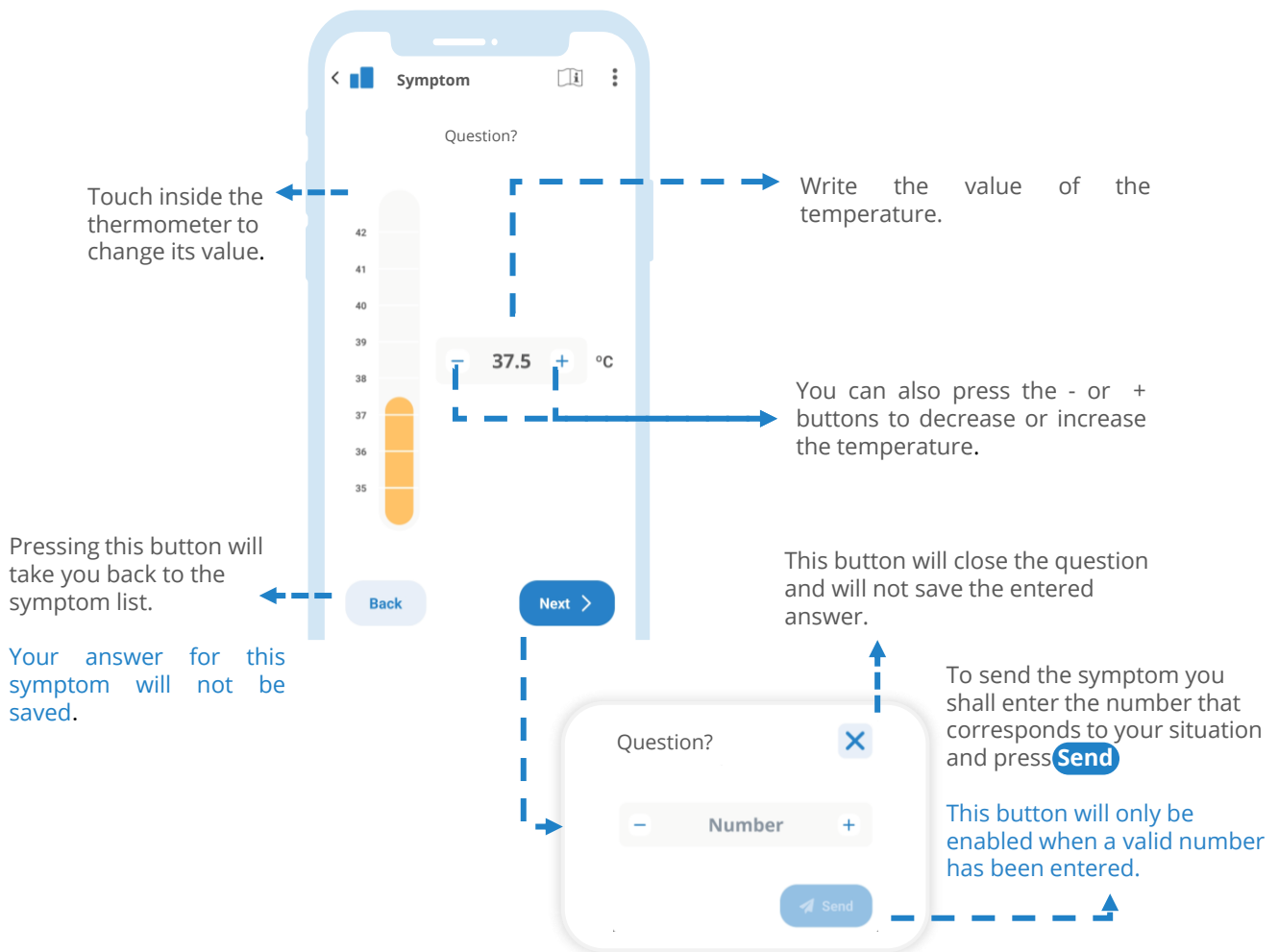
! Thermometer

type question

A possible type of question to report a symptom is known as **thermometer** type.

This type of question will display a bar symbolizing a thermometer, along with a field to enter the temperature.

The temperature can be entered in two ways: by using the - and + symbols next to the temperature or by touching the thermometer illustration and adjusting the value.





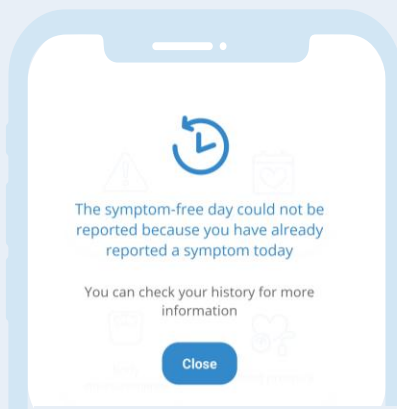
10.2 Report a symptom-free day

It is also possible to report that you have not experienced any symptoms during a certain day. To do so, simply click on the **Symptom-free day** option in the Report screen.

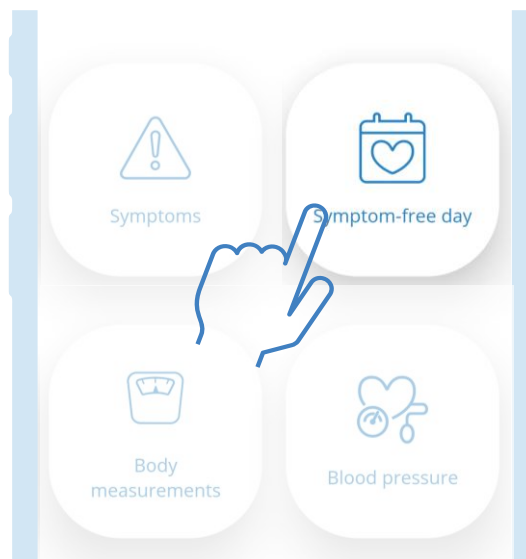
If you wish to add a symptom later, you can do so without any problem. The system will overwrite the previously reported symptom-free day.



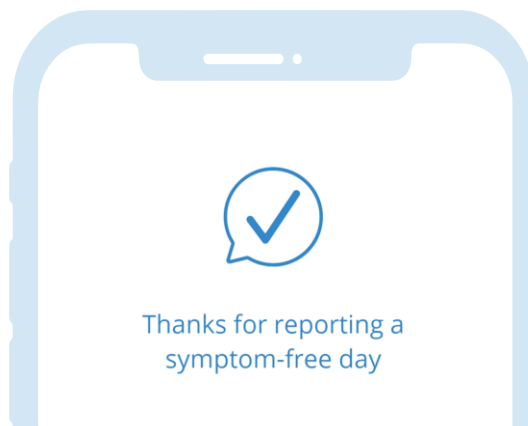
In case you have reported a symptom that day, Step Oncology will not allow you to choose the "Symptom-free day" option.



Pressing the **Close** button will show you the history of reported symptoms, including those of the same day.



Then a 'symptom-free day' will be automatically reported.





10.3 Report body-measurements

You can report your current weight and height by clicking on the **Body Measurements** option from the Report screen.



Make sure that you have a suitable device to perform the measurements.

Type the value by clicking on the field.

You can also press the - or + buttons to decrease or increase the value.

Pressing this button will take you back to the Report screen. The new data will not be saved.

When this button is pressed, a confirmation message will be displayed.

Pressing the **Send** button will display a confirmation message. When you confirm it, the information will be correctly updated in the system. Otherwise, the changes will not be saved.

Note that you must enter the values of the constants in the units indicated in the box. If you are not familiar with the units shown, you can always change them in the **Settings** section (access from the system menu).

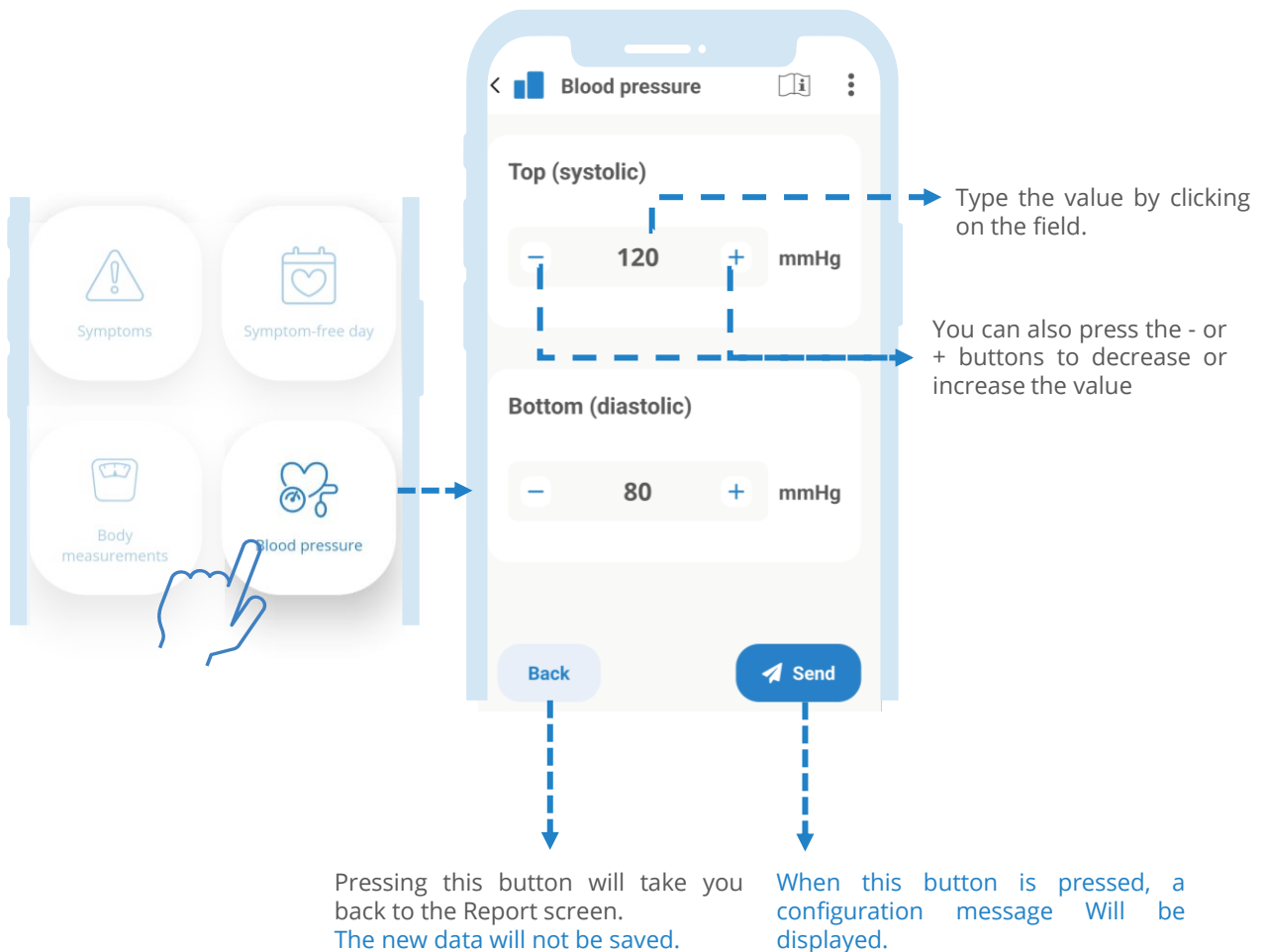


10.4 Report blood pressure

You can report your current blood pressure by pressing the **Blood pressure** option from the Report screen.



Make sure that you have a suitable device to perform the measurements.



Pressing the **Send** button will display a confirmation message. When you confirm the information will be correctly updated in the system, otherwise the changes will not be saved.

Note that you must enter the values of the constants in the units indicated in the box. If you are not familiar with the units shown, you can always change them in the **Settings** section (access from the system menu).

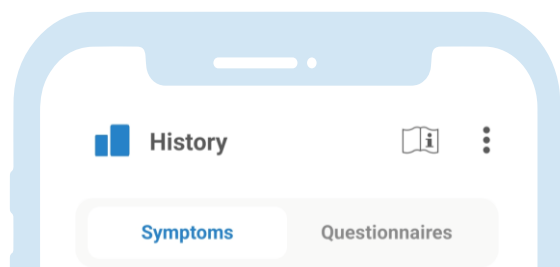


11

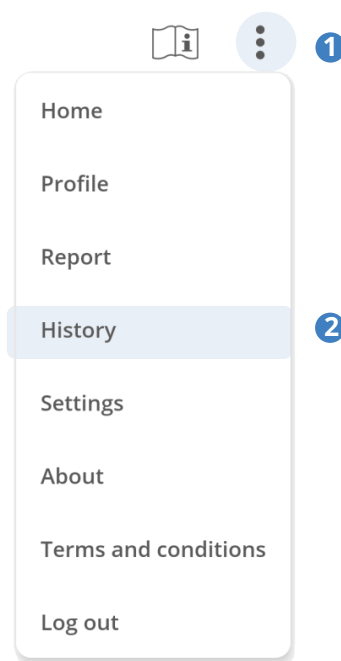
View reported information history

To view the reported information history, simply click on the history icon in the bottom menu of **Step Oncology**. This option is also useful to control any reporting related problem or any unwanted access.

The screen to which you will be redirected is divided in two parts: **Symptoms** and **Questionnaires**.



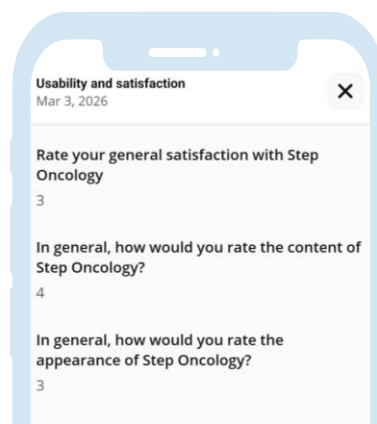
You can also access this same screen through the **dropdown menu** at the top **1**, and pressing **History** **2** option.



To access the information you have reported, click on one card. This will show the questions and answers submitted, as well as the date of submission.

If a questionnaire already had responses when it stopped being available, it will show up in the history marked with an "Incomplete" label.

To close this window, you can use the **X** button or simply slide the window to the bottom of the screen.





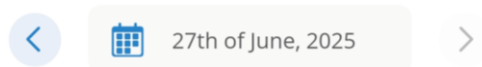
You can view both the questionnaires and the symptoms you have reported.

To switch from the **questionnaire history** screen to the **reported symptoms** screen click on the tabs at the top of the screen or swipe left or right respectively.

11.1 Symptom history

In the symptom history tab, information about the symptoms reported today will be displayed.

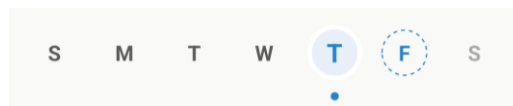
To consult the history of symptoms reported on any other day you can use the **< or >** arrows to move one day backwards or forward, as long as today's date is not exceeded. This can also be done by swiping the screen to the left or right respectively.



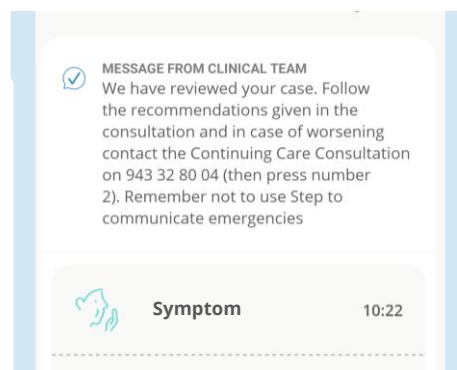
It is also possible to select a different day by pressing on the date between the two buttons **< or >**. Pressing it will display a calendar in which you can freely select a date before today.

In addition, below the date, you will see the initials of the weekdays. You can change the day selected just by clicking on these initials.

The selected day, for which the information is displayed, will appear inside a blue circle. Today will be shown surrounded by a dashed line.



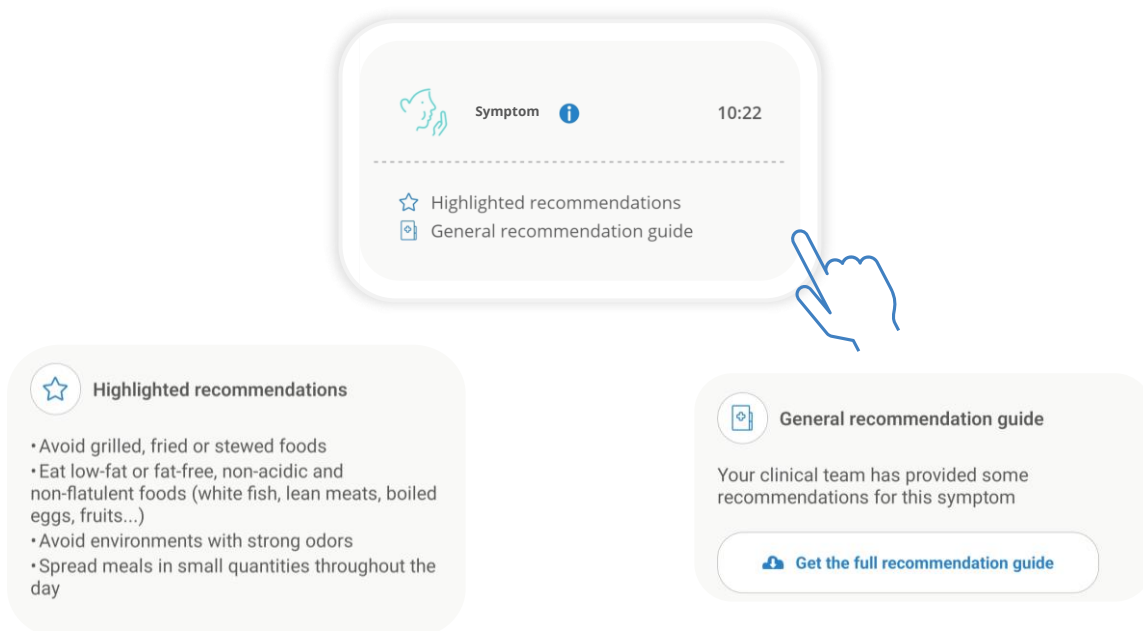
The clinical team may send recommendation messages based on the symptoms you have reported. These messages will be displayed along with the symptoms used to assess your condition and therefore, to send the corresponding recommendation to you.



The system will send a notification to your device each time the clinical team sends a recommendation message.



Clicking on a card will display a screen with the questions and answers given for that symptom at that time. In addition, some symptoms will provide additional information that may be useful:



In some cases, symptoms may provide a list of **highlighted recommendations** which may vary depending on the symptom reported and the answers you gave. If a symptom has highlighted recommendations, it will be indicated on its card. In order to display the list of recommendations, you should click on the card and a screen with more information about the symptom will pop-up. You can find this list in the “Highlighted recommendations” section.

Some symptoms may also provide a **recommendation guide**, with more detailed information depending on the symptom reported and the answers you gave. If a symptom has a recommendation guide, it will be indicated on its card. To view it, click on the card and a screen with more information about the symptom will be displayed. There, you will find the section “General recommendations guide”. To view the document with the recommendations, click on the button:

[Get the full recommendation guide](#)

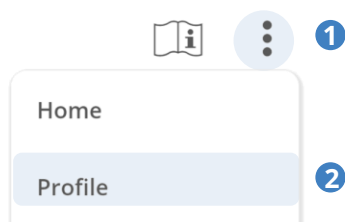


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Profile

After completing the initial questionnaire during the registration in **Step Oncology**, each patient will have a **Profile**. All this information is editable and can be accessed by clicking on the **Profile** icon in the bottom menu of the app.

You can also access this same screen through the **dropdown menu** at the top **1**, and by pressing the option **2 Profile**.



In this screen it is possible to see the **usual treatment** established by the clinical team, along with your answers about your **general information** and **habits**. You will be able to edit your information by simply selecting the option that best fits your situation and clicking the **Save** button at the bottom of the page.

Only the clinical team will be able to introduce usual treatments.

Usual treatment

- > Medicine 1
- > Medicine 2
- > Medicine 3

Personal information

How would you describe your relationship with technologies (i.e. computers, tablets, and smartphones)?

For specific situations

What is your marital status?

Profile

You have unsaved changes

- ☐ Chronic respiratory disease
- ☒ Chronic cardiovascular disease
- ☒ Chronic renal disease
- ☐ Chronic hepatic disease
- ☐ None of the above

Indicate if you have suffered any of the following events in the past:

- ☐ Stroke
- ☐ Infarction
- ☒ None of the above

Save

When changes are made, a message will appear at the top to remind you that there are unsaved changes.

You shall click this button to save the changes. Otherwise, the changes will not be saved.



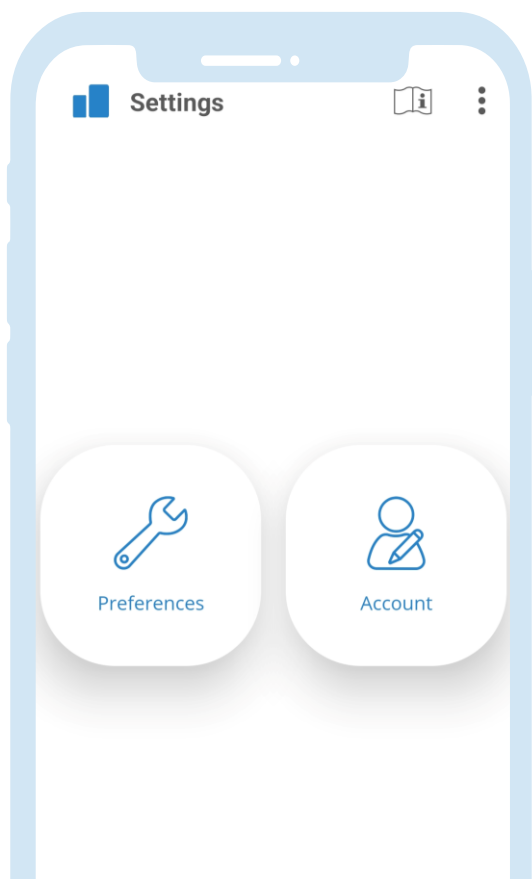
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Settings

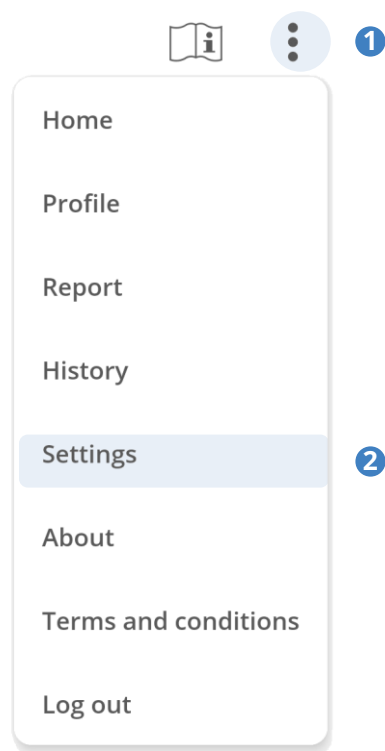
To access the **Settings** screen, click on the gear at the bottom of the navigation bar.

The Settings screen has two options:

- Preferences
- Account



You can also access this same screen through the **dropdown menu** at the top **1**, and then pressing **Settings 2**



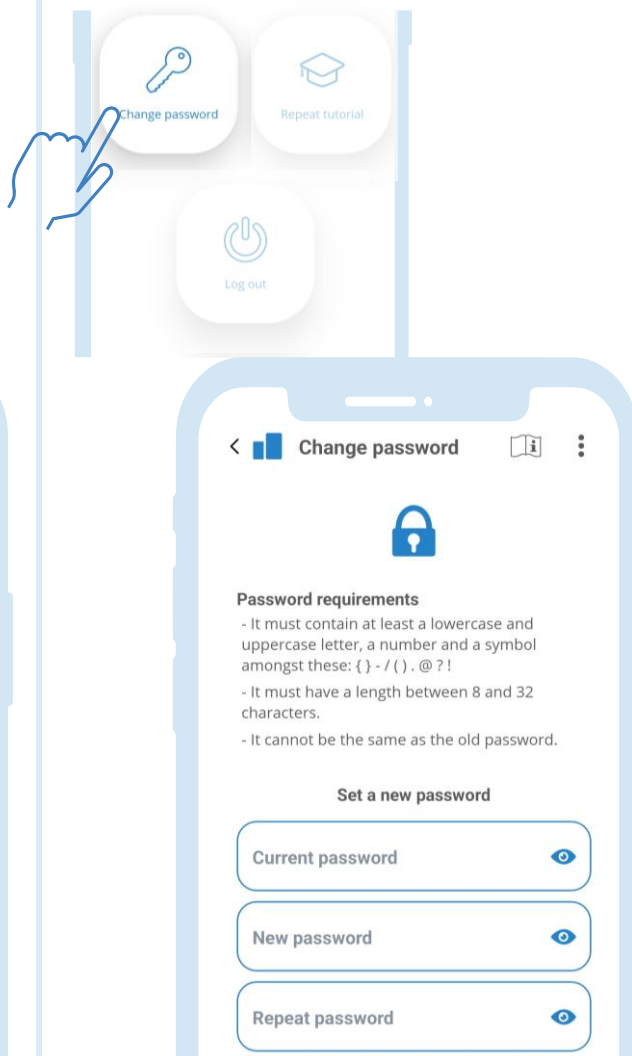
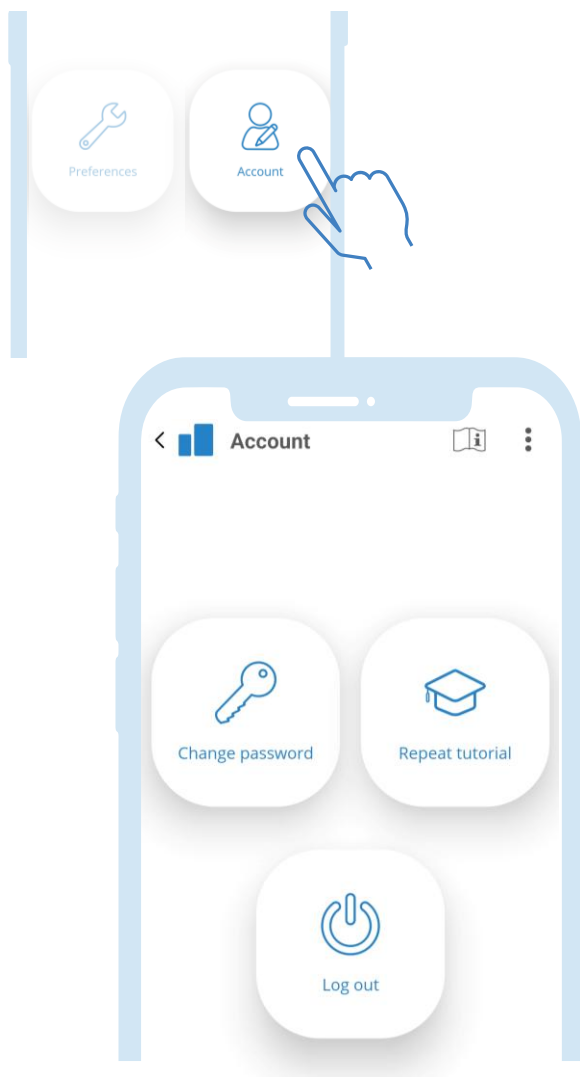


13.1 Account

In the settings menu, under **Account**, you can access **Change Password**, **Repeat Tutorial** or **Logout**.

Change Password

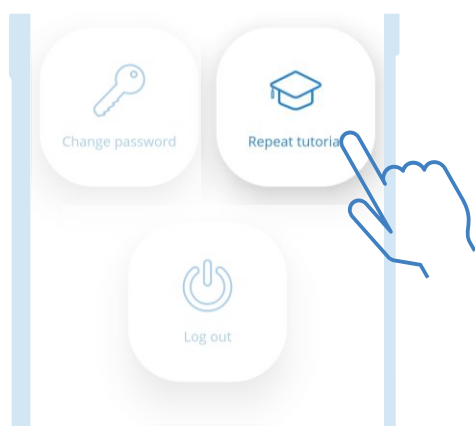
When selecting the **Change Password** option from the **Account** screen, a new screen will be displayed with 3 fields to complete.



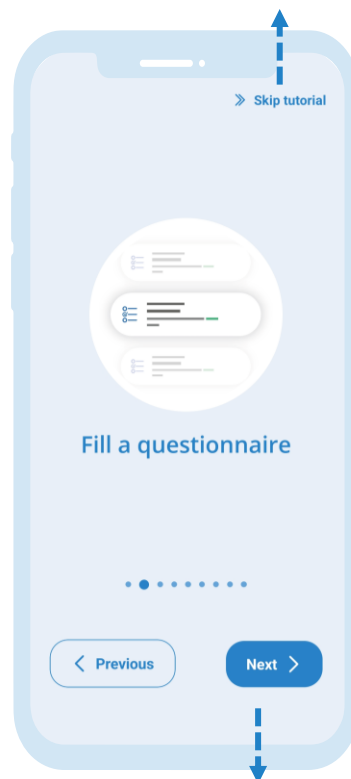


Repeat tutorial

When selecting the **Repeat tutorial** option, you will be able to watch again some of the actions that you can perform while using **Step Oncology**.



Pressing this button will close the tutorial from any step.



Pressing this button will show the next step of the tutorial.

You can close the tutorial at any time by simply pressing the **Skip tutorial** option.

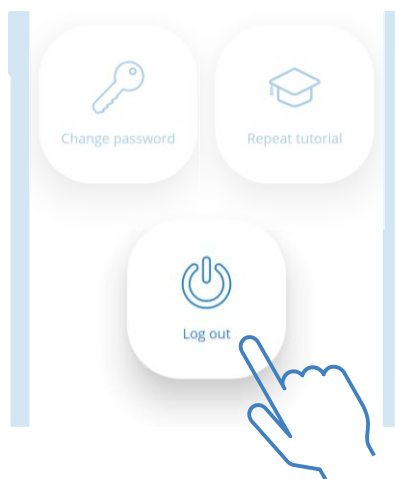
You will be able to navigate between the different steps of the tutorial using the **Back** and **Next** buttons.

When you reach the last step of the tutorial, the **Next** button will turn into **Start using Step**. Once you press this button, the tutorial will close.

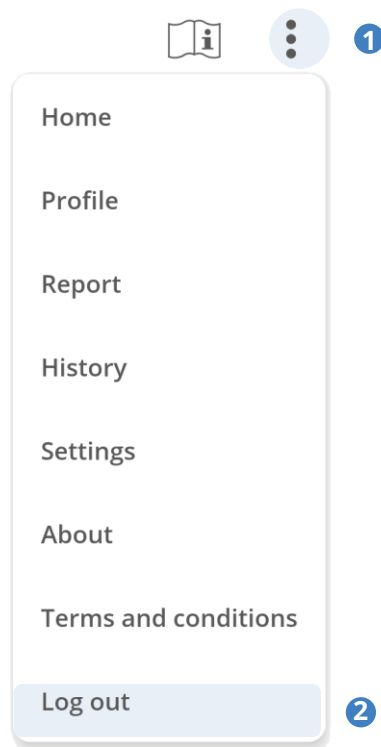


Log out

Pressing this option will log you out from **Step Oncology**.



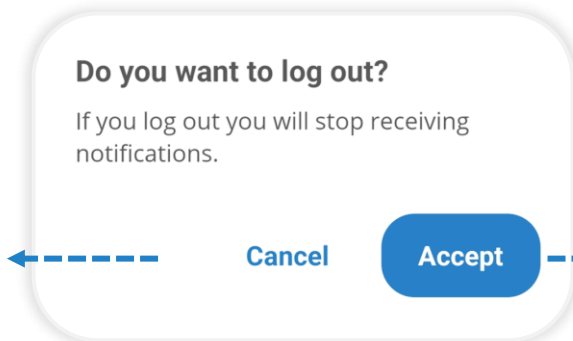
You can also access this same screen through the dropdown menu at the top **1** and clicking on **Log out** **2**.



Pressing any of these options will display a confirmation message.

You will only be logged out when you press **Accept**. You will then stop receiving notifications and you will have to log in again the next time you want to use **Step Oncology**.

Pressing this button will NOT log you out.



Cancel

Accept

Pressing this button will log you out.



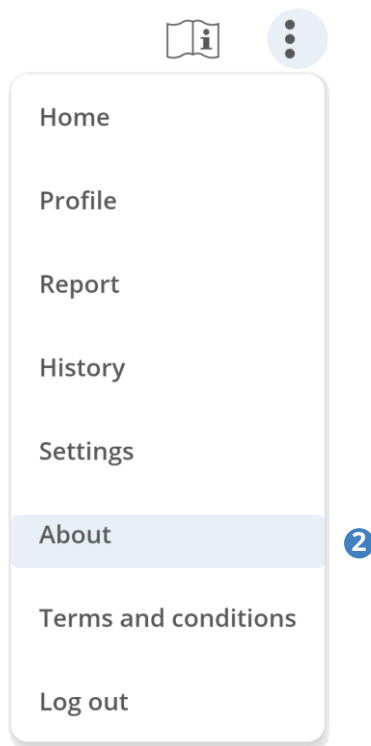
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About

Patients may access **Step Oncology's** "About" section any time. You can also access this same screen through the dropdown menu at the top **1** and clicking on **About** **2**.

Once you get to the **About** section, you will get access to 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.



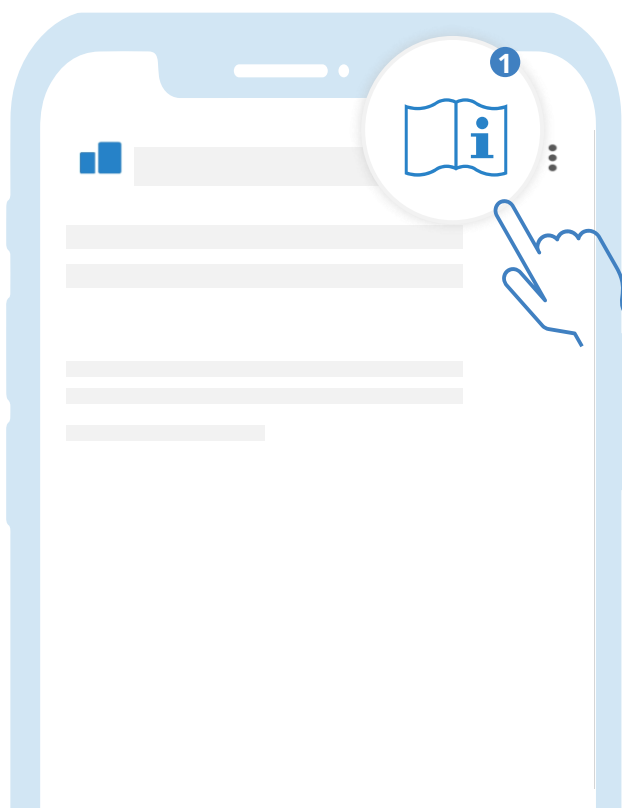


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Instructions for use

Patients can access the Instructions for use of **Step Oncology** at any time.

This is accessed from the **Instructions for Use** icon located at the top right corner in every screen of the app.



By clicking on it, a PDF of these instructions for use will be displayed. If you would like to receive a printed copy of the document, please contact your medical team to request a printed copy from the manufacturer. The manufacturer will provide the printed copy.

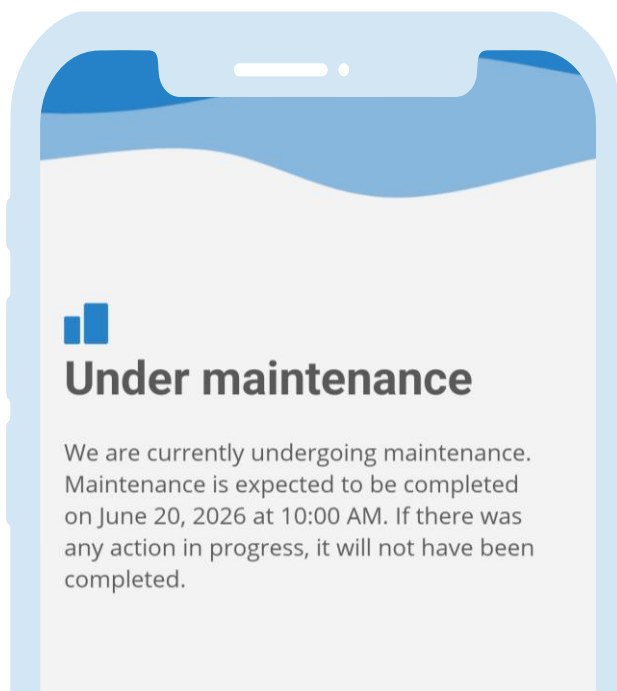


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System maintenance

The manufacturer of **Step Oncology** can force the entry of the system into maintenance mode to be able to carry 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.



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