# **FUJ:FILM**

## SYNAPSE®



Quick Guide Software Version 4.2

ARA Help Desk (512) 531-PACS (7227)



#### Locating a Study in Worklist

1. Double Click the Synapse<sup>®</sup> lcon.



2. If prompted, log in with Username and Password provided by the PACS admin.

**3.** Locate the Patient/Study to view by selecting the appropriate folder.

🍋 All	Patients
🖻 All	Recent Studi

🖎 All Reservations

Recent = 7 days

4. Enter patient information as shown to refine the search.

Patient Name	Patient ID
type name here	type MRN here

- 5. Double click on a listed Study to display.
- 6. Select an image by left click. To view next image rotate the mouse wheel.
- 7. Right click to access Synapse Image Tool Menu.
- 8. Select the UP Icon to return to list.
- 9. If using Windows 7 without UP Icon return to list by clicking on folder at top of page.



#### Synapse Property Settings

There are many customizable workstation settings found in the Synapse Properties.

Please refer to the **Synapse Property Settings** in the **Synapse Help** file.

Help	
Ist	his copy of Windows legal?
Abo	out Windows
Syr	apse Help





#### **Filtering Worklists**

#### Worklists may be filtered by various methods.

The **Search Bar** can be used to filter lists by any column on the List View. If any search criteria is used, the **Search Bar** will be highlighted (yellow on color and gray on monochrome monitors).

Synapse/Synapse/All Studies				
Patient Name	1	Accession No	Study Date Time	

Multiple Search criteria can be used across multiple columns or in the same column by using down arrow.

Description	Study Date Time	Modality
		ct
		MR
WITHOUT CONT	7/7/2001 12:00:00 PM	ст 📩
WITHOUT CONT	7/7/2001 2:24:00 PM	CT
WITH CONTRAST		MR

**Multilevel** sort can be used for up to 3 levels by pressing the **Ctrl** key while clicking on the column headers. Arrows next to column headers represent sort hierarchy.

Patient Name	1	Accession N <sup>2</sup>	Study Date Time	
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Filters can be saved by selecting **Save <u>Filter settings</u>** in Synapse Properties View Settings.

	Synapse View Settings	]
Ŧ	Details View Options	
	☑ Save <u>Filter</u> settings	✓ Save View settings
	🔲 🖸 pen study folder in the a	uxiliary window

#### Advanced Filtering Worklist

Filtering worklists by Reservations or assignment type. Apply checkbox to filter by Reservation, My Reading, Others Reading, My Review and Others Review. (Privileged based.)

Organize	• •			
CT (Advar Reserva	nced QBE) Ition Filters			
✓ 56 Unre	eserved 🗹 🖾	0 My Reading 📃 🖉 0 Others Re	ading 📃 💭 0 My Review 📃 🖉	0 Others Review
±@⇔(?	Priority	Patient Name	Accession No	Patient ID



#### List filtered by My Reading and CT Modality

Unread St Reserva	tudies (Advan ition Filters reserved 🟦 :	ced QBE) :+ 2 My Reading 📃 🖗 0	) Others Reading	0 My Review 🖉	SO Others Review					FU.	IJ.FILM G H
1 <b>8</b> 00 (	Priority	Assigned by	Assigned to	In Progress	Patient Name	Accession No	Patient ID	Proc Description	Study Date Time	Moda	ality
										ct	
*		Synapseae, Syn	Synapseae, Syn	No	2000ctseries4, Performance	A200.16.2000.4.1.1	P200.16.2000.4.1	UNKNOWN	1/2/2007 1:01:01 AM	CT	_
12		Synapseae, Syn	Synapseae, Syn	No	2000ctseries4, Performance	A200.16.2000.4.2.1	P200.16.2000.4.2	UNKNOWN	1/2/2007 1:01:01 AM	CT	

#### List filtered by My Reading and Priority Column sort

Unread S Reserv	tudies (Advan ation Filters rreserved 🗹	ced QBE) :+ 2 My Reading 💷 🖉 I	) Others Reading 📋	00 My Review 🛓	S0 Others Review					FUJ	I.FILM
100	Priority	Assigned by	Assigned to	In Progress	Patient Name	Accession No	Patient ID	Proc Description	Study Date Time	Moda	lity
										ct	
4	S	Synapseae, Syn	Synapseae, Syn	. No	2000ctseries4, Performance	A200.16.2000.4.1.1	P200.16.2000.4.1	UNKNOWN	1/2/2007 1:01:01 AM	CT	
ił-	S	Synapseae, Syn	Synapseae, Syn	. No	2000ctseries4, Performance	A200.16.2000.4.2.1	P200.16.2000.4.2	UNKNOWN	1/2/2007 1:01:01 AM	CT	



#### Using the Search option to locate studies

The Synapse<sup>®</sup> "Search" option can be found in three places:

1. Desktop Icon

Right click Synapse Icon, then left click "Search."



2. List View



Left click Search Icon

3. Start>Search>Synapse



The Search feature can be used for looking up patients without navigating to a Work List. Also, it can be left open and incorporated in Interruption Workflow.



After choosing Search from List View, Synapse Desktop Icon or Start Bar, enter the patient information to locate the study. After viewing, close the window. The original study view will be maintained.

A Synapse Search	
Data Source:	
Synapse	
Patient ID:	
Patient <u>N</u> ame:	
in	
Accession #:	
Find Studies Reset	
Search Options <<	
☑ <u>S</u> tudy Date	
9 <u>T</u> oday	
9 Within the Last 7 Days	
🔍 <u>o</u> n <b>1/30/2012</b>	



#### **Accessing Patient and Study Information**

Power Jacket is the Master Patient Information Jacket and all information associated with selected patients is accessible from this window. Columns may be sorted.



#### Power Jacket sorted by Modality Column

Docs	Priority	Description	Study Date 🏼 🖊	Mod 4	¥ Img	Status	Accession #
Ĭ	R	CHEST 2 VIEWS	8/15/2005 11:00:52 AM	CR	2	Finalized	3231
	S	CHEST 2 VIEWS	8/5/2005 7:29:17 AM	CR	2	Complete	3232
1	R	Portable Chest	8/3/2005 6:42:45 PM	CR		Finalized	3234
1		CHEST 2 VIEWS	8/3/2005 7:07:16 AM	CR			3230
1		CHEST 1 VIEW	8/2/2005 12:24:45 PM	CR		Finalized	3233
		MRI ABDOMEN with contrast	4/7/2008 6:15:33 AM		270	Complete	3078

#### Power Jacket sorted by Study Status

Docs	Priority	Description	Study Date	Mod	# Img	Status 🔺	Accession #
	R	MRI ABDOMEN with contrast	4/7/2008 6:15:33 AM	MR	270	Complete	3078
	S	CHEST 2 VIEWS	8/5/2005 7:29:17 AM	CR	2	Complete	3232
1		CHEST 2 VIEWS	8/15/2005 11:00:52 AM	CR		Finalized	3231
1		Portable Chest	8/3/2005 6:42:45 PM	CR			3234
1		CHEST 2 VIEWS	8/3/2005 7:07:16 AM	CR		Finalized	3230
]		CHEST 1 VIEW	8/2/2005 12:24:45 PM	CR			3233



#### Power Jacket Comparison Checkbox

Left click on the checkbox to choose comparison studies, then left click on "Compare".

A Patient I	information fo	r " Seriesmatch, Best	- MAMMOGRAM	2					83
Study Gro	ouping: Auto	Compare Rules	-					FUJIFI	LM
Docs	Priority	Description	Study Date	Mod	# Img	Status	Accession #		
STUDIES V	VITH AUTO C	OMPARE RULES			- V.		97 17 - 18 - 19 - 19 - 19 - 19 - 19 - 19 - 19		
	N/A	MAMMOGRAM	7/3/2001 10:59:33 AM	MG	4	Complete	A8.1.36.1	1	2
OTHER ST	UDIES								
	N/A	MAMMOGRAM	7/3/2004 10:59:33 AM			Complete	A8.1.36.4	B	
	N/A	MAMMOGRAM	7/3/2003 10:59:33 AM	MG		Complete	A8.1.36.3		2
	N/A	MAMMOGRAM	7/3/2002 10:59:33 AM			Complete	A8.1.36.2		
				Compa	are Off	Compare	Open	Update	Ĩ

#### **Power Jacket Study Grouping**

Choose grouping of studies in Power Jacket patient exam list.

10.00	🙈 Patient Informa	tion fo	r " Seriesmatch, Best	- MAMMOGRAM					
	Study Grouping	: Auto	Compare Rules						FUJIFILM
	Docs Prid	None	e 	tudy Date	Mod	# Img	Status	Accession #	
100	STUDIES WITH A	Rela Rela Sam	ted Procedures ted Proc, Same Mod e Procedure	/3/2001 0:59:33 AM	MG	4	Complete	A8.1.36.1	
	OTTIER STUDIES	N, Auto	Compare Rules		MG	5	Complete	A8.1.36.4	
			MAMMOGRAM	7/3/2003 10:59:33 AM	MG		Complete	A8.1.36.3	
			MAMMOGRAM	7/3/2002 10:59:33 AM					
5									
							Compare	Open ]	Update
		Dictat Site II		Notified: http: synapse defau	//synaj ilt	ose40.fuj	imed.com U	nknown	
	Study Info	Patier ID DOB Order		Seriesmatch, I P8.1.36 1/1/1970 N/A	Best		nder: <b>31Y, F</b>		

#### Some Shortcuts for Power Jacket Content

Alt + I	Displays the study Information.
Alt + N	Displays the study Notes.
Alt + R	Displays the study Report.
Alt + U	Displays Documents in Power Jacket.
Alt + E	Displays Series Picker in Power Jacket.



After choosing comparison/historical image from the Patient Power Jacket, the comparison images are delineated by the highlighted TIME and DATE of acquisition.



ORIGINAL

**HISTORICAL/COMPARISON** 

Interactive Series Description: replaces series in active viewport

1. Hover cursor on series description in active viewport.



2. Left mouse click to choose replacement series from dropdown list.





3. Series is replaced in active viewport with new series.





#### Dashboard

The Dashboard allows quick access to folders. The Dashboard can be launched from two locations—the Synapse Icon on the desktop and from any folder list.

#### 1. Right click on Synapse Icon and left click on the Dashboard.



#### 2. Folder list view



Left click on Dashboard Icon

Left click folder to view content and view images.

The Dashboard is configurable to the user. Content and color is set in the Synapse Properties.

RAD 1 - Synapse Dashboard					194, 9	
À - Views: RAD 1			- SYNAPSEA	E (ADMINISTR	RATION) 🥝	Current Time: 08 Last Update: 08
Copy to New View Delet	- 🎎					
Unread Worklists	Count	Stats	Max Waiting	Image Count		
All Unread (Rio ctavmrsna) Unread CT (Rio ctavmrsna) Unread MR (Rio ctavmrsna)	374 58 35	7 1 1	21yr 10yr 10yr	57,631 33,715 11,894		
My Work RESERVED (RIO CTAVMRSNA) TO REVIEW (RIO CTAVMRSNA) REPORTS TO ACKNOWLEDGE (	Count 	Opened Studies	_			
New Group UNREAD STAT (RID CTAVMRS	Count 7	Stats 7	Max Waiting <b>21yr</b>	Image Count 277		
Links Broadcast Message	.e. 1					

See Synapse Help file for more information.



## **My History**

My History allows access to the users most recently viewed items.

To activate, left click my history icon from List View.

			Sh	ow my study viewing	
Modal	ity	Status	Image Cou	Procedure Cod	Last Modi
MR		Complete	226	614	11/3/20
Statements of			1000000	1000000	and the second second second

My History Folder List View

A My History			_		_					0 9 8
Rio ctavmrsna	•									Close NJ
Reserve Priority	# of Views	Deleted	Last Viewed Time	Patient Name	Accession No	Patient ID	Proc Description	Study Date Time	Modality	Status
		1 No	1/31/2012 310:41 PM	Franklin, John	3252	2000112	CHEST GENERAL	3/10/1999 9:30:00 AM	CR	Complete
		2.10	1/31/2012 307:58 PM	Indice, Tip, Fb	4678340	467830020	LOW_DOM, TER-FEB AP	6/16/2003 4 16:38 PM	CI	Complete
		1 No	1/30/2012 11:21:15 AM	Frankin late	329	7000102	CHEST GENERAL	11/18/1997 9:00 CO AM	<i>a</i> .	Consiste

My History Activate from Image View

	My	History Icon	based on n	noni
		2 >> 99 1	ی 🔜 🔜 🛲 🗕	0
Incledon, Sumr	ner 7/7/2001 12:00:00	P1. C over P1, Stacked Ser	nes 💌 🔶 🔿	TA
		Histor	y Icon not invoked	
n a Synapse a Synapse	+ Ferry Thursdore + Viewed Station 1	· Signs, Preps MILANGO BRADE HETHICAUT CONTRA	ม	
間向			5353 -	0
SynapseRP,2	Monitor,MR	Stacked 2x2	· +	₽÷
	Histor	y Icon invoked from a gr	ayscale monitor	
00				
Synapse				
Synap	seRP,2Monitor,US	Single US	M 4	-14
			4	_

Items may be viewed in My History as in any other folder. Columns contain status and when item was last viewed. Dictation is possible from My History, but **F8 auto dictate cannot be used.** 

#### Close My History by choosing Close All or X.





#### **Context Menu Tools**

#### Activate by right click on Image, then left click on desired tool.

Full Standard		e ×
Window Level		
QZoom		
Pan		
Ruler	R	
⊡ Text	Т	
/ Arrow	Α	
Density Value	D	
Lock Tools	L	
Image Presets		Þ
Scale, Rotate, Flip		×
XCAD Findings		
Tools		Þ
Reference Lines		ŀ
Save Image		
AON Factor		Þ
Print View		×.
Clear View		
Tile Formats		Þ
IntelliLink/Scroll		Þ
E Cine	Ν	
Clipping		Þ
Export		
A Print		
MPR View	М	

Place cursor on tools for additional set.

Full Standard				
© Window Level Q Zoom ⊘ Pan ≫ Ruler ₩ Text > Arrow ≫ Density Value ⇒ Lock Tools	R T A D			
D Image Presets Scale, Rotate, Flip				
Tools Reference Lines Save Image	, j	Spine Labeling Label Palette	P	Add
Print View E Clear View		Anonymize text overlay Show Annotations Show Bitmap Overlay	Shift	
Tile Formats IntelliLink/Scroll		Angle Freehand ROI	G F	
Clipping		Rectangular ROI	E	
Print MPR View	ME	Create Shutter	Shift	
	2	_ Dookinark image	D	

Additional tools

#### Shortcut to Window/Level - Zoom - Pan

- Left click image and hold button down
- Fight click once to toggle through tools
- Do not release left mouse button.
- Move mouse to use selected tool
- F5 to reset the study



Automatic comparisons options are available in the Synapse Properties Reading Protocols tab. Please refer to the Synapse Help file for more detailed information on auto compare options

Image Displa	y Settings	Power Jacket Settings	Integrations	Fol	der Metrics
General	V.	Data Se	ource Settings	Synapse V	iew Settings
Works	Security	Synapse Reading Pro-	Serie Serie	es Settings	Alerts
Auto-Compan	e Options				
🔄 Disable fo	r remainder of login	session for all modalities			
Select desired	modelity:				
For CT	▼ studies:				
Automatic	ally display compar	ison studies			
Colvia	unread studies				
Diorlude	studies onverthan	mittent study (Verity study dotes	when using		
	3	terrene steely this option)			
Showup to	1 . cout	perison sludies			
Company	Study Date Bong				
Exclude	studies more then	· · · · · · · · · · · · · · · · · · ·			
E Exclude	studies less then	•	· · · ·		
Dompariso	n Study Selection F	Roles			
Check each r	desired rule:				
🗵 Same pi	ocedura code				
Z Related	procedure code or	nd some modality			
Related	procedure code or	nd selected modalities			
III CRVL		D E MG E MR			
NM	E PT E PF	US XA Cother			
Related	procedure code (a	ry modelly)			
Same m	odany				
Comperiso	n Study Spri Option	8			

Alt + C	To Auto Compare the first/next available historical study and go through the list of comparison studies.
Alt + Shift + C	To Auto Compare the current study with the previous set of comparison studies.
Alt + X	Closes all opened Comparison studies.
Alt + S	Show Next Reading Protocol Step
Alt + A	Show Previous Reading Protocol Step



Reading Protocols displays images by monitor count. Modality type, page layout and series count and all contain a number of steps that alter the number of images and or series in the Image view. To change the Reading Protocol when viewing images:

1. Click the Reading Protocol selection pull down menu.



- 2. Select a Reading Protocol from the list. The new Reading Protocol will apply to the study(s).
- 3. The list includes both **Template** and **Instance** Reading Protocols.

#### To change the Reading Protocol Step

1. Click the **Previous** or **Next** on Explorer Toolbar.



2. The **Previous** or **Next** step of the Reading Protocol will apply to the image.

#### Keyboard Shortcuts for Reading Protocol Steps

Stacked Series Stacked Series Tiled Series Tiled Series(2) Tiled Series(3)

Alt + S	Shows Next Reading protocol Step.
Alt + A	Shows Previous Reading Protocol Step.

#### To change the Step of the Reading Protocol from the list

1. Click the Reading Protocol Step selection pull down menu.

Stacked Series	
Stacked Series Tiled Series Tiled Series(2)	
Organize Steps	

2. Select a step from the list. The new Step of the Reading Protocol will apply to the image. Click Organize Steps to bring up the Organize Reading Protocol Steps dialog window.

	📽 Stacked Series	
	Tiled Series	Up
T	Add Step(s) Rename Step Delete Step(s)	Down
	OK Cancel	



#### Series Reorder

The Series Order in the Power Jacket series picker thumbnails or in the Series Picker Toolbar can be changed.

Left click and drag the series to another location and drop on the highlighted area of choice between series thumbnails.



The series is now moved. The new location is visualized in the series thumbnails.



Sync: view new series order in series chooser and update image view. Save: new order for that exam and update image view. Restore: return to previous order of series.



This can also be performed in the Series Picker Toolbar while in Image view mode.





## **Preset Configuration**

Synapse Presets may be **customized** with the Preset Configuration Tool in the Synapse Properties.

Data Source Settings	Synapse View Settings	Workflow	Security	Synapse R	eading Protocol
Series Settings Alerts	Image Display Settings	Power Jacket Settings		Integrations Folder M	
			1		
Settings below are fo	r highlighted monitor				
Minimum text font height	logical units				
Maximum text font height	logical units				
Monitor chromatic calibre	ation file				
r	Print	View*			
Enable bicub	ic interpolation for printing				
Preview settings fo	r CR 👻				
Layout images	using 2x1	•			
Operation Portrait					
C Landso	аре				
Print units inch	-				
	Modality	/ Presets* —			
Preset Configu	ation				

Default Presets can be viewed and edited.

< '	Workstation : Presets >	>
Modality ?	Image Preset Status 🔒	Action ?
ст	Enterprise	<u>View/Edi</u>
FCR	Enterprise	View/Edit
FujiDX	Enterprise	View/Edit
		View/Edit

Select preset then enter new values. Add or change the Number Pad shortcuts if desired, then save.

CT					
CT_ROOT Display As Acquired Dane Abdomen		Nome Bone Preset Function:		Num 0	Inactive
El Lung El Sharpen El Lung Enhance	Ш	Images Display:	Center 400	wa bance	th 2000

This requires logging off and logging on to Synapse to affect the change. Please refer to the Synapse Help file for more details on Preset Configuration.



HOT KEY	TOOL
R	Activates Ruler
Н	Activates Ruler for Horizontal Ratio
V	Activates Ruler for Vertical Ratio
Т	Activates Text
Α	Activates Arrow
D	Activates Density Value
G	Activates Angle
F	Activates Freehand ROI
E	Activates Elliptical ROI
В	Activates Bookmark
I	Activates/Deactivates IntelliLink. Double Clicking the Mouse wheel can also be used.
S	Activates/Deactivates IntelliScroll
К	IntelliScroll Add/Remove
=	Zoom to fit
-	Zoom to 1X
C	IntelliScroll Remove All
•	Toggles on/off CAD findings
J	Activates/Deactivates IntelliScroll Auto Link
Q	Lock the reference lines as currently displayed
U	Unlock reference lines

## **Hot Key Shortcuts**

#### Hot key usage: press and hold letter then left mouse click

## **Image Navigation**

N + Left Mouse on Image	Activates Cine.
Home	Returns to first image in the Series/Study.
End	Jumps to the last image in the Series/Study.
Middle Mouse button down + Mouse move	Displays scrolling images on the selected window.
Page down	Scrolls down one page.
Page up	Scrolls up one page.
Up arrow	Scrolls up one row of tiles.
Down arrow	Scrolls down one row of tiles.
Right arrow	Scrolls up one tile.
Left arrow	Scrolls down one tile.



#### **MPR VIEW**

MPR VIEW is an optional MPR (Multi-Planar Reformatting) visualization software package for use with Synapse.

#### MPR VIEW also activated from Context tools.





\* MPR View Display

\*MPR View Display may be dragged to Auxiliary/Color Monitor.



#### **Series Manipulation**

By using the drag and drop operation, Series or Images can be rearranged for viewing, or copies of the series can be created.



#### To move an entire series:

Click and hold the **left mouse button** on the series, then drag and drop into another window.

#### To create a copy of a series in another window:

With the cursor on the required series, press and hold **ctrl + left mouse button or right mouse button**, then drag/drop into another window.

#### To swap an image or series from one tile to another:

Hold the shift key and drag the image or series.

#### To clear an image or series in a tile:

Right mouse click to display the context menu, then select "Clear" from the context menu.

#### Selecting Images

Ctrl + A	Selects all images or series for image manipulation.
Ctrl + Left	Selects multiple images.
Shift + Left	Selects sequential image.
Left outside of object	De-selects all.

#### **Image Manipulation Tools**

Left Mouse Button hold + Right Mouse Button Single Clicks	Activates image tool window/level, zoom and pan. Toggle right button to change the tool.
Alt + Left + Mouse move	Right and Left : Window width Forward and Back : Window level
Alt + Ctrl + Mouse move	Image zoom or interactive ROI zoom.
Alt + Shift + Mouse move	Image pan or interactive ROI size change.
O + Left Mouse on Image	Activates Interactive ROI.
NumPad + 0 ~ 9	The number pad keys are linked to Presets.
L + Left Mouse button	Lock Tool activate.
Esc	Dismiss Locked Image Tool.
" = " + Left Mouse button	Zoom to 1X.
" - " + Left Mouse button	Toggles Zoomed image back to fit Display
Shift +T	Toggles text overlays
Shift + A	Toggles Annotations
Shift + S	Toggles DICOM shutter





## Synapse<sup>®</sup> Toolbar Icons

- Opens the Power Jacket
- Show Study Information (Alt+I)
- Radiology Reports Page (Alt+R)
- Access Synapse Notes (Alt+N)
- Show Attached or Scanned Docs (Alt+U)
- Open Series Chooser (Alt+E)
- Initiate Dictation/Mark Dictated (F8)
- Skip selected Exam for Dictation (F9)
- Launch 3D Application (F7)
- Dicom Tools Menu
- Start Dictation for Selected Exam (Alt+D)
- Page Layout
- My History (ALT-Y)
- Series Picker View/Config

