FUJIFILM

SYNAPSE 5

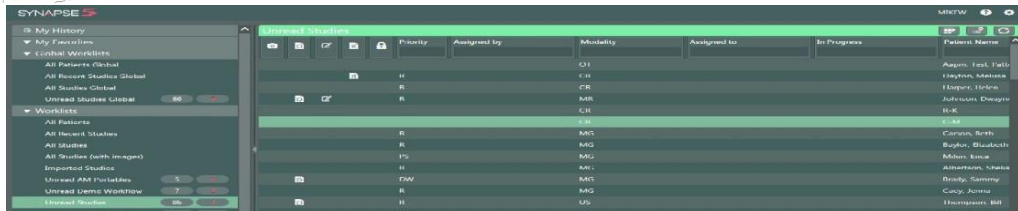## Quick Guide
Version 5.5

Locating a Study in Worklist or Folder

1. Log on to Synapse using the method prescribed by your PACS administrator

2. If prompted, Log-in with Username and Password

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

   a. **Global Worklists =** Worklists containing studies from multiple data sources(unchecked by default)
   b. **All Patients** = Entire database of Patients
   c. **All Studies** = Entire database of Studies
   d. **Recent Studies** = Entire database Last 7 day
   e. **Unread Studies** = Studies to be dictated having Complete Status

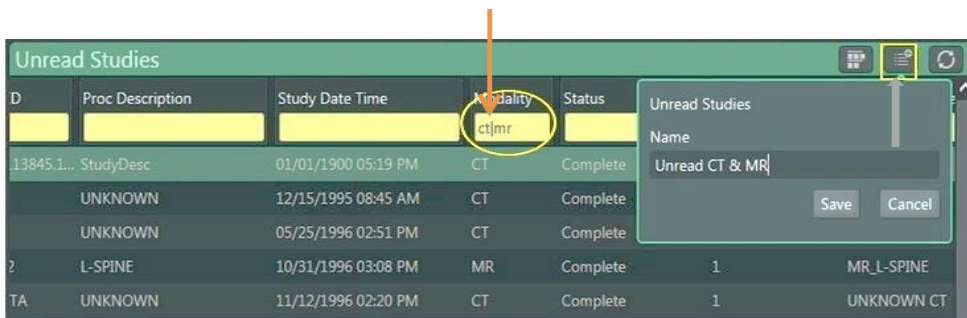*Note See the Synapse help file for more information on Global Worklists*

4. Refine worklist by typing in desired columns e.g. Modality if needed.

Create a New Worklist

1. Enter criteria in columns e.g. Multi-Modality.
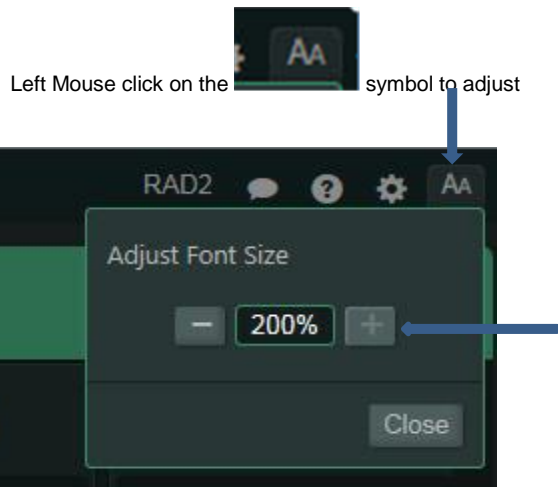2. Click on the worklist creation icon, rename and save.

3. The new Worklist can be **Deleted**, **Renamed**, or **Added to My Favorites**
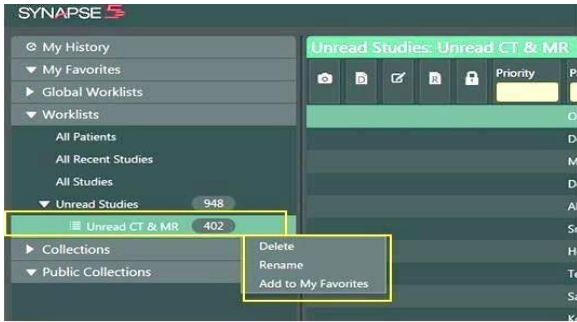
Configuring Worklist Font Size:

Left Mouse click on the symbol to adjust

The new Font size will persist and affect all worklists until it is changed by the user

Note

Synapse Tools

1. Double Click on a listed Study to display the images in the Viewer.

2. To view next image rotate the mouse wheel. *Note* *A viewport is given focus when the mouse pointer is in it.*

3. Right Click on the Image to access the Image Tools; left click to select the desired tool for image manipulation. The image tools menu can be toggled between a **"List Menu"** and an **"Icon Menu"** by making selections accordingly from either menu.

Icon Menu Tools   List View Tools
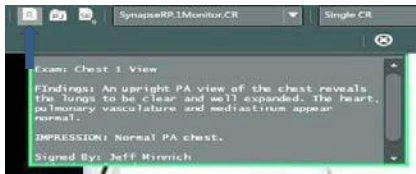
Note *Image Manipulations Tools are customizable by user. See Synapse Help for more information*
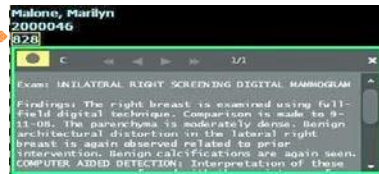
Viewing Reports

Reports can be accessed within the Viewer, in the PowerJacket, and in the Worklist or Folder view.

1. Viewing Reports in Viewer

Reports can be invoked in the Viewer by left clicking on the Report Icon.
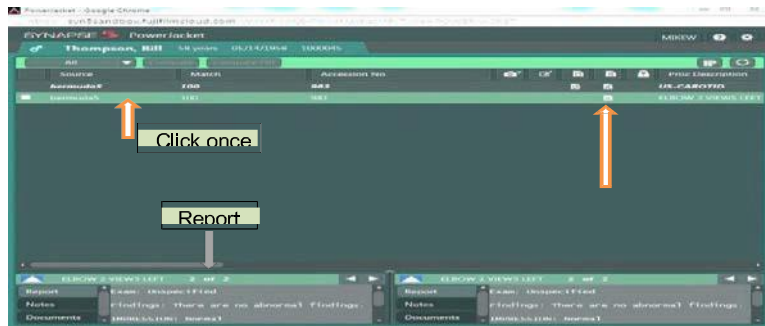
Optionally, a report can be invoked by left-clicking the accession number in the image text overlay in the Viewer

2. Viewing Reports in PowerJacket

Left click PowerJacket Icon on the Viewer toolbar to open PowerJacket.

.In PowerJacket, Left Click once on the Study of interest or left click once on Reports Icon.

Note   *The Report will be visible in the Information Pane at the bottom of PowerJacket.*

a. PowerJacket Information Pane

The Information Pane can be expanded by left clicking on the arrow in the middle of the window
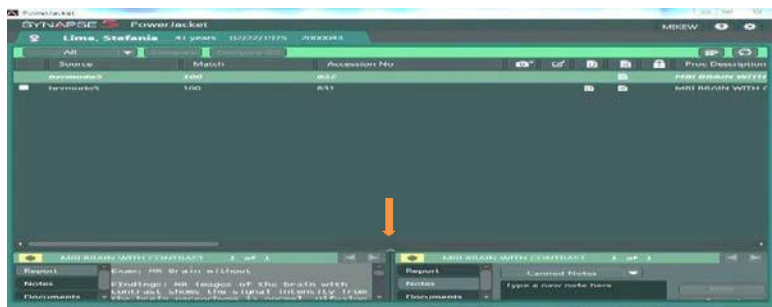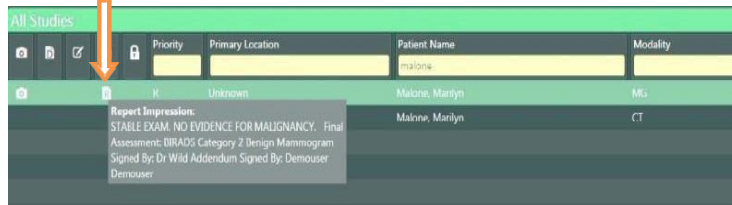

PowerJacket Expanded Information Page

b. Viewing Reports from Worklist

i. From the Worklist, *HOVER* with the mouse over the Report Icon to view the Report Impression

Report Impression:
STABLE EXAM. NO EVIDENCE FOR MALIGNANCY. Final Assessment: BIRADS Category 2 Benign Mammogram Signed By: Dr Wild Addendum Signed By: Demouser Demouser

or Left click once to open PowerJacket to view the report

My History

Access My History by clicking on the My History icon
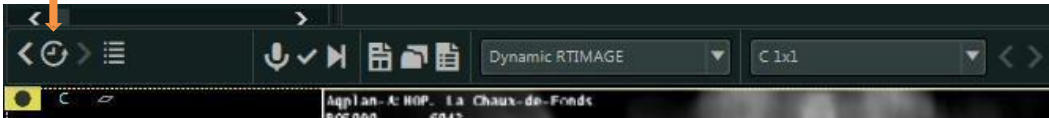
My History can also be accessed by clicking on "My History" from the main worklist page

Tip Use My History to locate **viewed** studies from the last 7 days , This may be configured by the PACS Administrator to be longer or shorter.

Comparing prior or historical studies to the current study

In the Series Picker study list, double clicking on the historical study of interest will add a checkmark to that study in the list and then launch the comparison study. To launch more than one historical study check the boxes then click on the compare icon

Series Picker Study List

Note

Comparison studies have backlit dates

Comparing prior or historical studies to the current study (cont.)

1. The current study is always identified with the study icon containing a small letter C for current.

2. The Prior or Historical Exam will be a different study icon e.g. containing the Prior designation P1, P 2 etc.
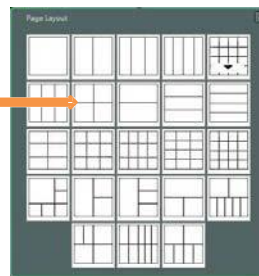

3. The time and date of the historical exam is bold and highlighted.

4. Close the comparison study within the Viewer by left clicking on the [icon] in the upper left corner.

Change Page Layout

Select the Page Layout icon within the viewer and select the number of viewports to be displayed

Synapse Chat

Synapse Chat is a communications feature that allows the exchange of information between users within the Synapse Application. Text, screenshots and snapshots may be sent and received using Synapse Chat;
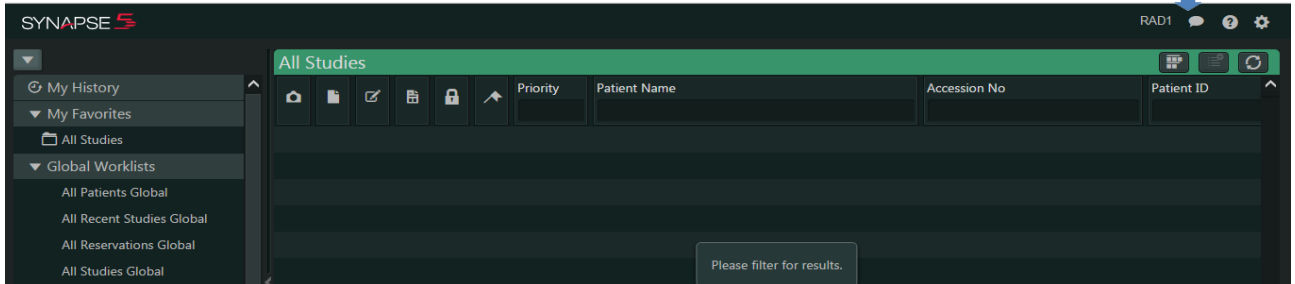
Note — **The Chat feature must be opened to allow initiation of a Chat Session. Notification of new chat content does not require Chat to be active by the selected participant or group**

Chat is automatically made active upon logging in to Synapse. Copy and Paste(text only) may be done from the Chat window
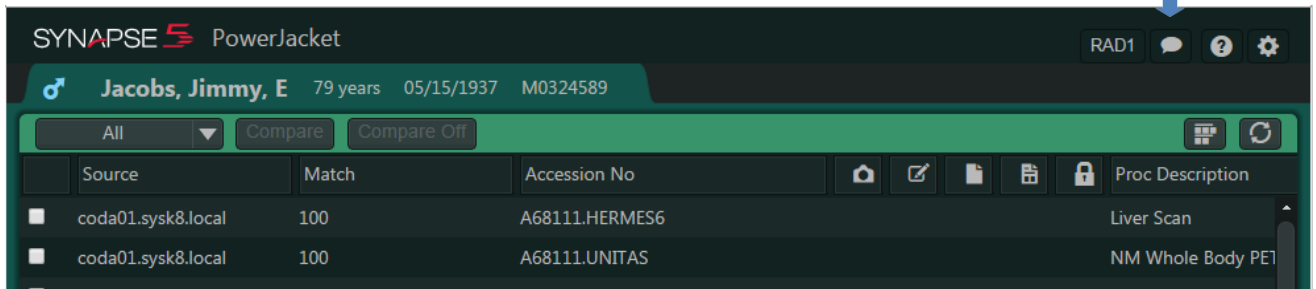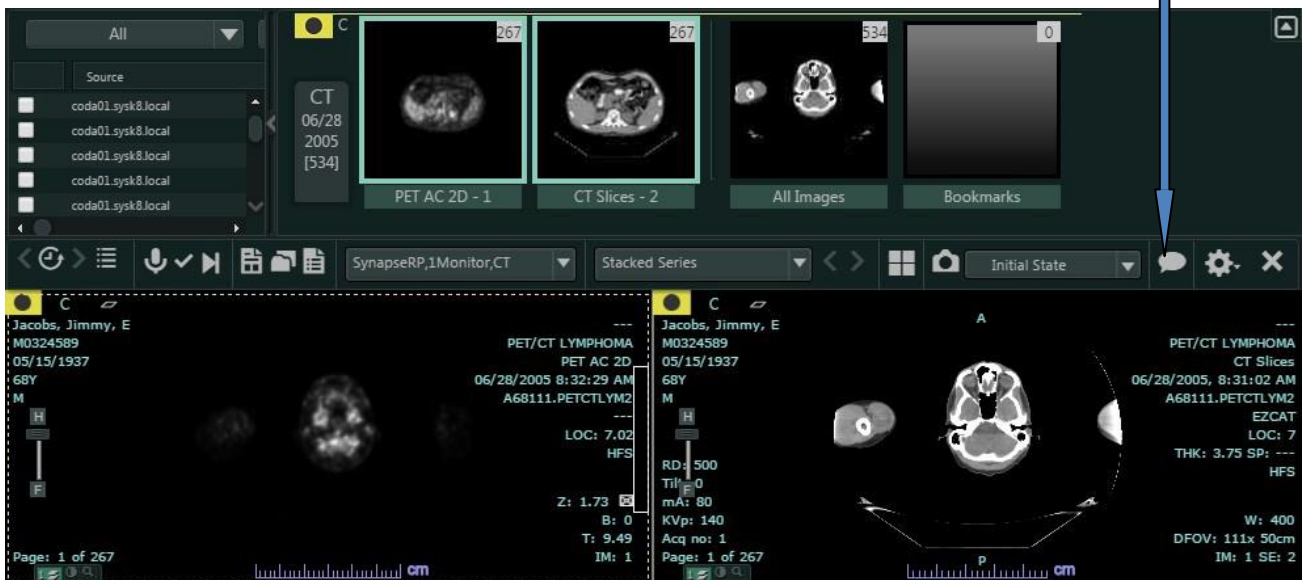
Worklist

Synapse Chat Worklist Icon

PowerJacket

Synapse Chat PowerJacket Icon

Viewer

Synapse Chat Viewer Icon

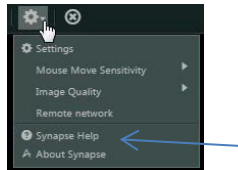**Note** — Notification of new chat content is indicated by the Blue Dot within the chat icon

**Tip** — For more detailed information on Chat see the Synapse Help File

Synapse Help

Note For more in depth information on any topic see The SYNAPSE HELP FILE,

Tip The SYNAPSE HELP page is available throughout the application wherever the questions mark is
visible or by left- clicking on the Synapse Settings gear and then selecting Synapse Help. Synapse Help is
Context sensitive and searchable

Time Warp Previous

Time Warp Next

Mark Dictated (F8)

Skip Study (F9)

Power Jacket

My History

Synapse Search

Start Dictation (Alt+4)

Display Report

Display Structured Report

Protocol Name

Protocol Step

Advance/Go Back through protocol

SynapseRP,1Monitor,CT,CT

C Over P1, Stacked Series

Page Layout

Study State

Settings

Initial State

Snapshot

Chat

Close Study