

FUJIFILM

SYNAPSE

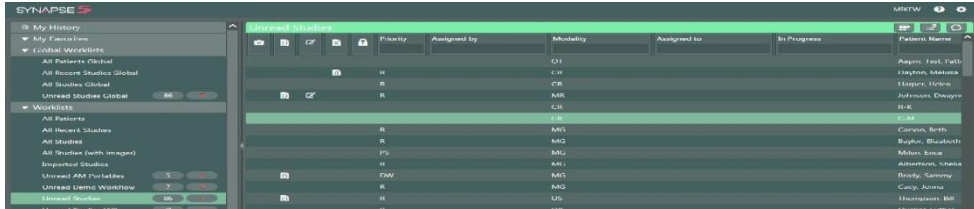
Physicians Quick Guide

Software Version
5.3

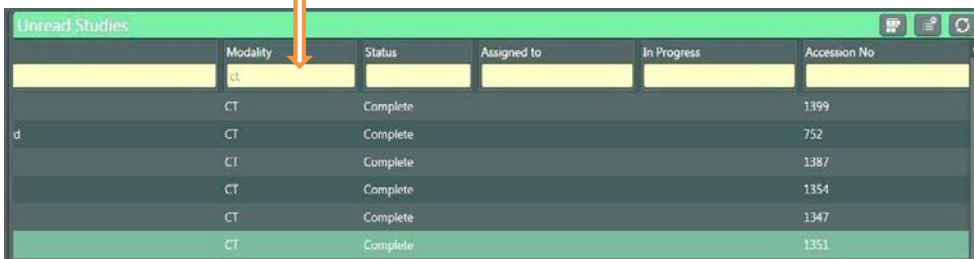
Locating a Study in Worklist or Folder

1. Log on to Synapse using the method prescribed by your PACS administrator
2. If prompted, Log-in with Username and Password provided by the PACS Administrator.
3. Locate the Patient/Study to view by selecting the appropriate Folder.
 - a. **Global Worklists** = Worklists containing studies from multiple data sources
 - 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

See the Synapse help file for more information on Global Worklists

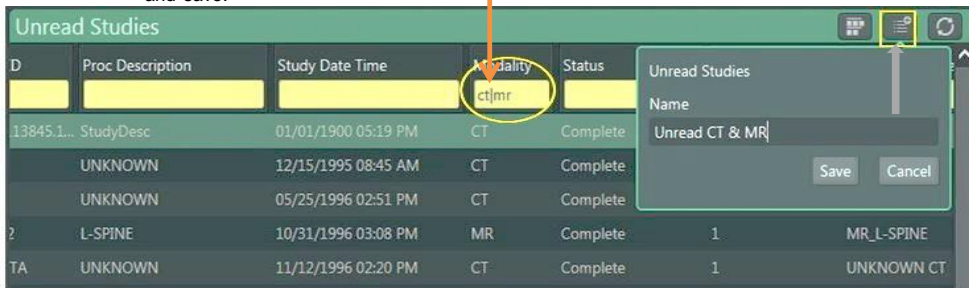


4. Refine worklist by typing in desired columns e.g. Modality if needed.



Create a New Worklist

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



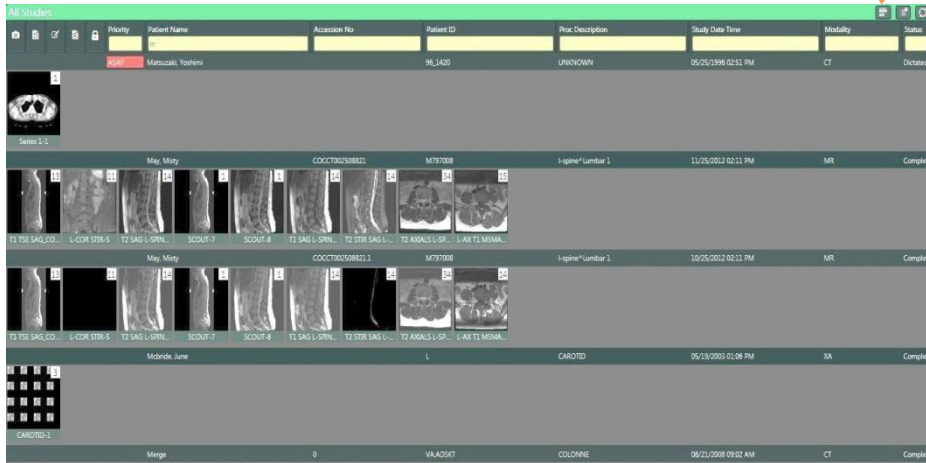
3. The new Unread Folder can be Deleted, Renamed, or Added to My Favorites



Note The new worklist is nested under the folder from which it was created


Worklist Series Thumbnail View

1. Within the worklist, click on the Thumbnail icon  to display the study series thumbnails



2. Double click on the Thumbnail to open series or image in separate viewer.
 a. Allows scrolling and access to right click tools



3. Close the thumbnail by left clicking on the X. Return to worklist normal view by left clicking on Thumbnail icon. 

Note Double clicking on a thumbnail within the Viewer allows the same actions.

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.



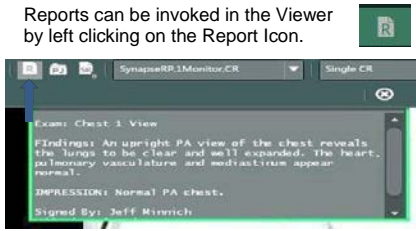
Note Image Manipulations Tools are customizable by user. See Synapse Help for more information

Viewing Reports

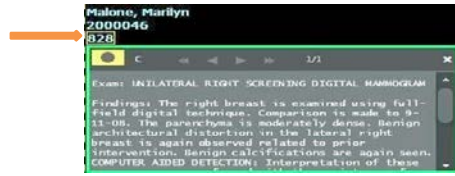
Reports can be accessed within the Viewer, in the PowerJacket, and in the Worklist or Folder view.

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

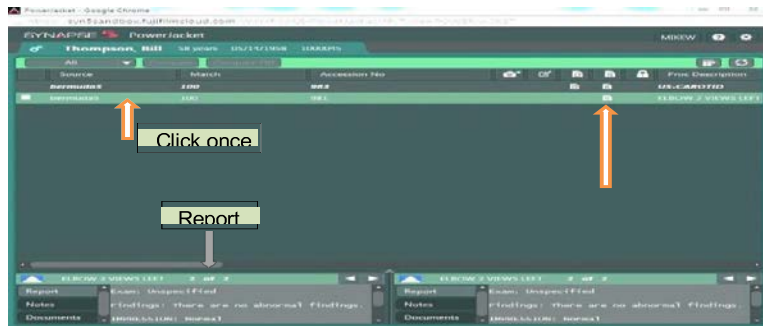


2. Viewing Reports in PowerJacket

a. To review reports in PowerJacket:

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

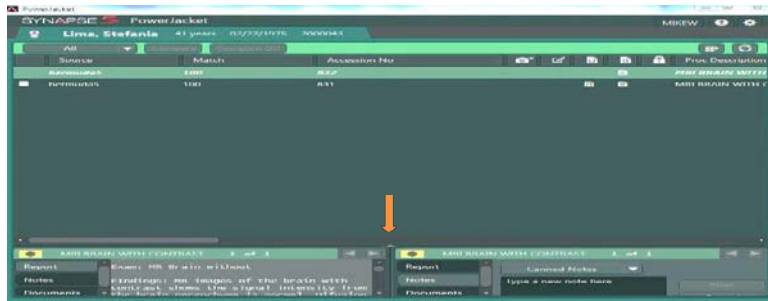
ii. In PowerJacket, Left Click once on the Study of interest or left click once on Reports Icon. 



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

b. PowerJacket Information Pane

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

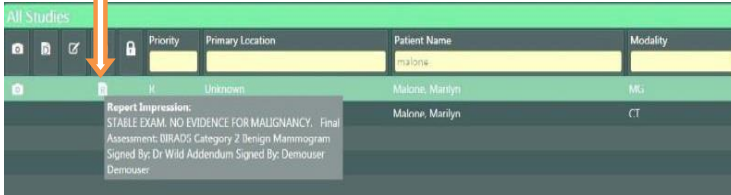


PowerJacket Expanded Information Page



c. Viewing Reports from Worklist

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



Priority	Primary Location	Patient Name	Modality
		Malone, Marilyn	
	Unknown	Malone, Marilyn	MK
		Malone, Marilyn	CT

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

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.



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 Historical Exam will be a different study icon e.g. containing the Prior designation P1, P2 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  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



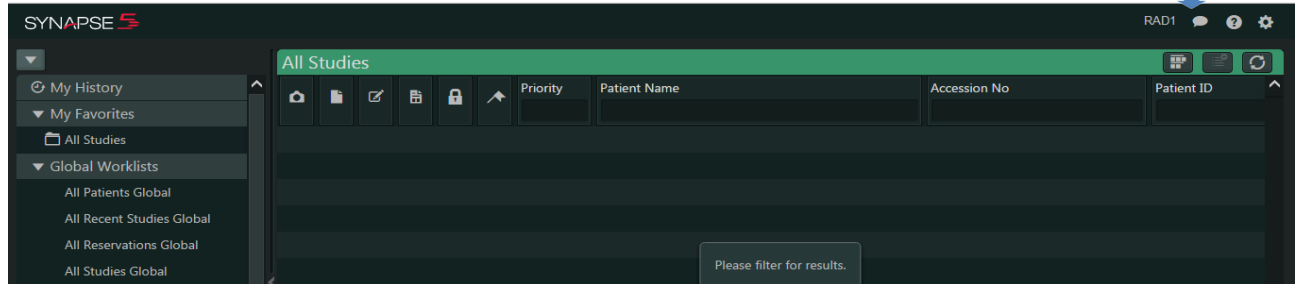
Synapse Chat is a communications feature that allows the exchange of information between users within the Synapse Application. Text, screenshots and snapshots may be sent and received using Synapse Chat;

Note

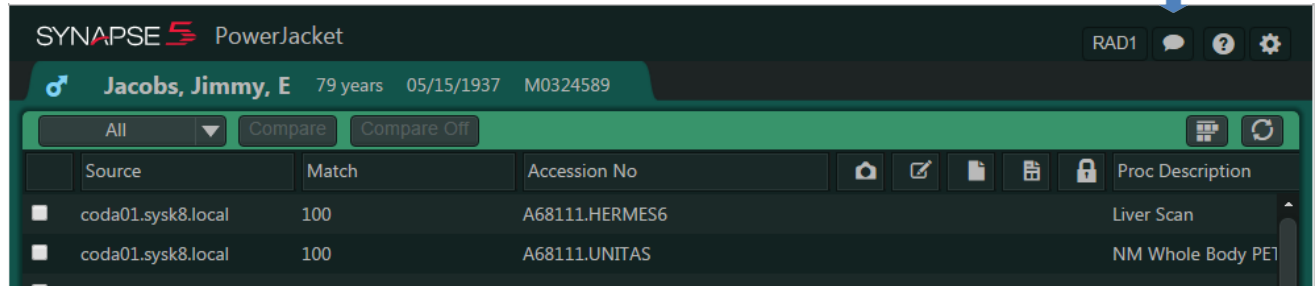
The Chat feature must be opened to allow initiation of a Chat Session or to receive a notification of new chat content

Chat sessions are launched by left clicking on the Chat Icon from the Worklist , PowerJacket and the Image Viewer

Worklist




PowerJacket



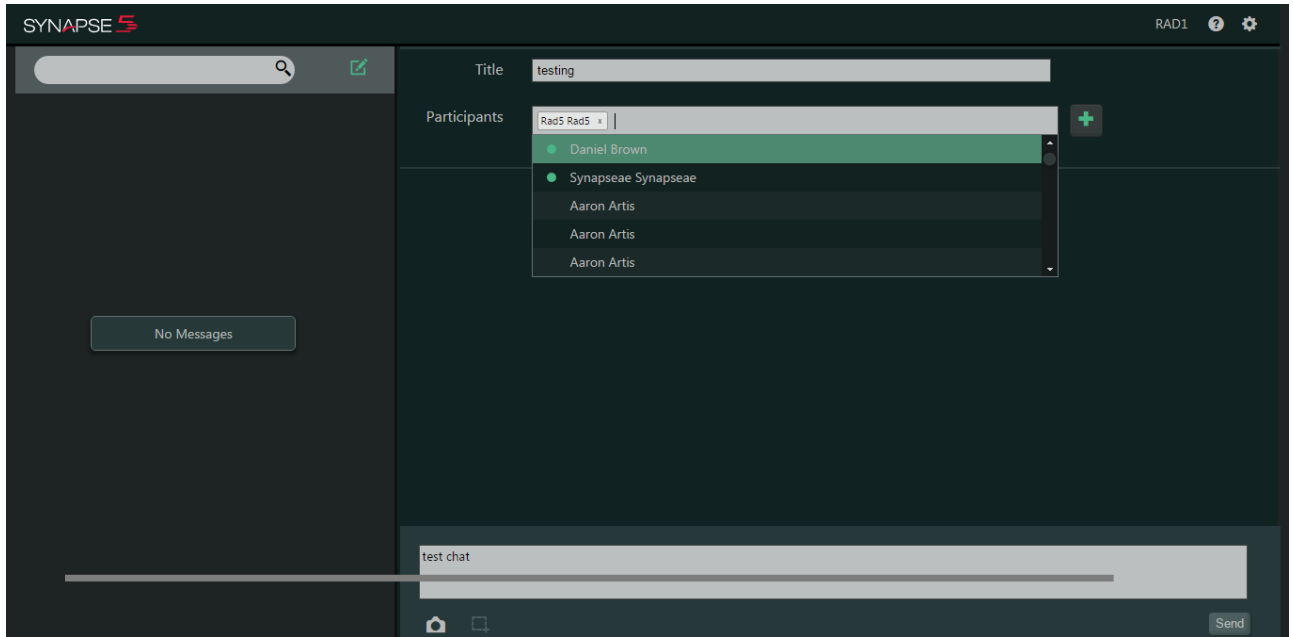
Viewer




Note


Notification of new chat content is identified by the "blue dot"  attached to the Chat Icon in the Worklist, PowerJacket or Viewer. Chat must be active to receive notification of new content.

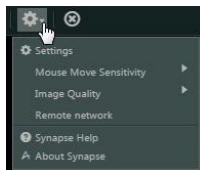
Synapse Chat Window





 For more detailed information on Synapse Chat see the Synapse Help File

Synapse Help

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



 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 HelpSynapse Help is context sensitive and searchable.

Synapse Toolbar

