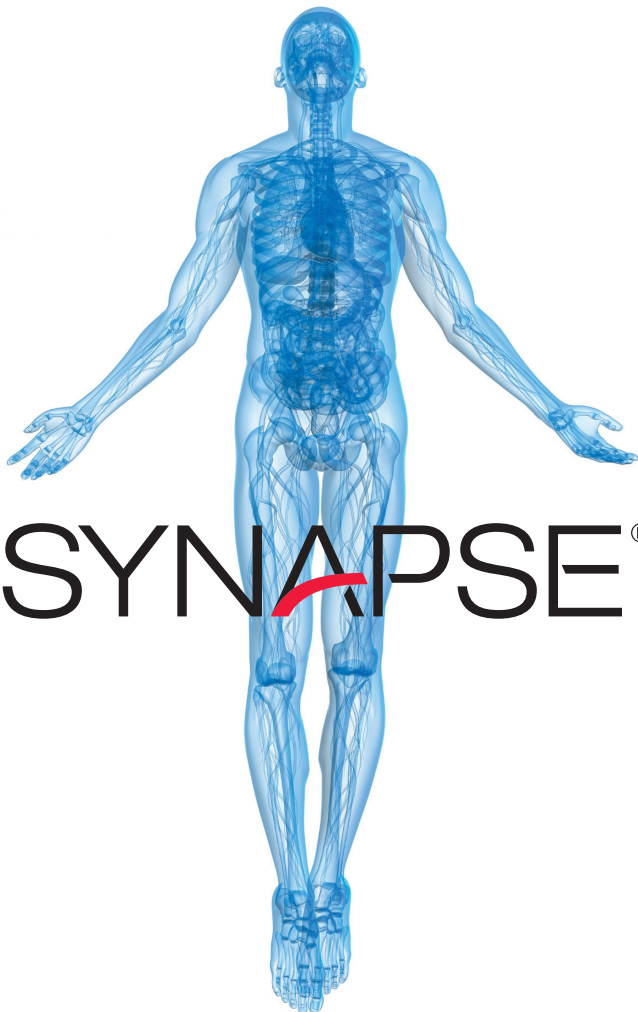


FUJIFILM



Synapse Quick Guide

PACS



SYNAPSE®

SYNAPSE PACS QUICK GUIDE

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Logging In to Synapse PACS

Your Synapse log-in is normally linked to your Windows user account. Simply log on to Windows and your log-in credentials will be passed on to the Synapse PACS application. To open Synapse PACS, double click on the Synapse icon on the desktop.

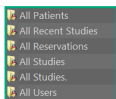
Viewing a Study

1. Double Click the Synapse® Icon.



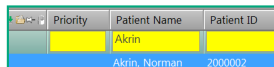
2. If prompted, log-in with Windows/AD username and password.

3. Select the most appropriate folder for your use from the list. If unsure, select 'All Studies'.

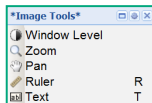


Recent
= 7 days

4. Enter patient information as shown to refine the search, name and ID.



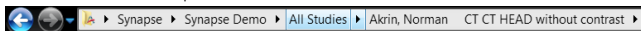
5. Double click on a listed study to display.
6. Select an image by left clicking. To view next image rotate the mouse wheel.
7. Right click to access Synapse image tool menu.



8. Select the Up icon (Windows XP) or the Back icon (Windows 7) to return to the list.



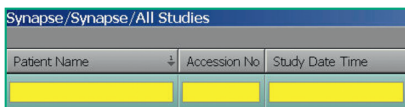
9. You can also return to any level within the database structure by clicking on the level you wish to return to in the Internet Explorer address bar.



Filtering

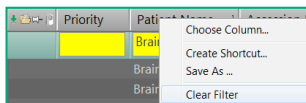
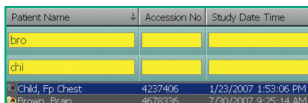
The **search bar** can be used to filter lists by any column on the list view.

If a filter is already in place, the **search bar** will be highlighted yellow on a colour monitor and grey on a monochrome monitor.



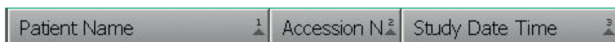
Multiple search criteria can be used across multiple columns or in the same column by using down arrow.

Clear All Filters To clear all active filters, right-click anywhere on the column header bar and select "Clear Filter."

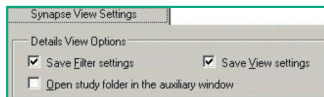


Multi-level sort can be used for up to 3 levels by pressing the **Ctrl** key while clicking on the column headers.

Arrows next to column headers represents sort hierarchy.

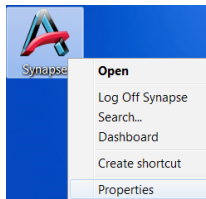


Filters can be saved by selecting "Save filter settings" in Synapse Properties > Synapse View Settings > Details View Options. Please refer to the next page for how to access Synapse Properties.



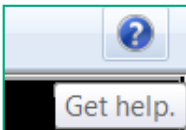
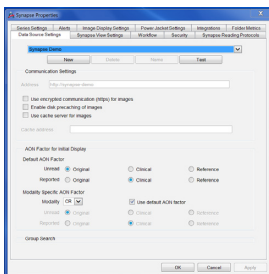
How to access Synapse Properties

To access **Synapse Properties**, right-click on the **Synapse** icon on your desktop and select Properties. Please note that access rights may not permit all users to make changes in **Synapse Properties**.



Synapse Property Settings

There are many customisable workstation settings found in the Synapse Properties. Please refer to the **Synapse Workstation Property Settings** found in the **Synapse Help** file.



Synapse Help is always available from the **Help** menu on the top toolbar when Synapse is open.

Synapse Toolbar Icons



Opens the Power Jacket



Show Study Information (**Alt+I**)



Radiology Reports Page (**Alt+R**)



Access Synapse Notes (**Alt+N**)



Attached or Scanned Docs (**Alt+U**)



Open Series Picker (**Alt+E**)



Page Layout



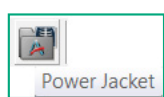
Series Picker View/Config



My History (**Alt-Y**)

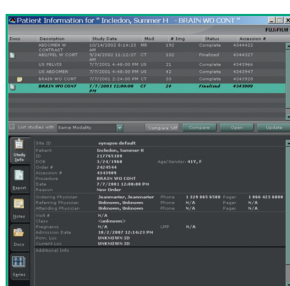
Hc

Wh
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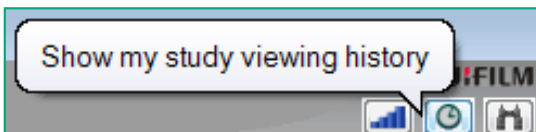


PMJ Keyboard Shortcuts	
Alt + I	Displays the study Information
Alt + N	Displays the study notes
Alt + R	Displays the study report
Alt + U	Displays documents in PowerJacket
Alt + E	Displays series picker in PowerJacket

My History

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

To Activate, left click My History icon from List View



My History Folder List View

My History (Synapse)						
Datasource						
Synapse Demo						
	Priority	# of Views	Deleted	Last Viewed Time	Patient Name	Accession No
		2	No	01/07/2013 18:01:43	Akrin, Norman	3050
		7	No	01/07/2013 17:37:46	Akrin, Norman	3045

Right Click Menu Options

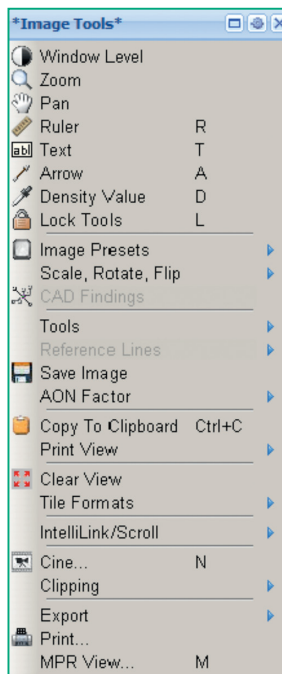
Modality Presets

Access to Additional Tools Menu

Intelli-Navigation Options

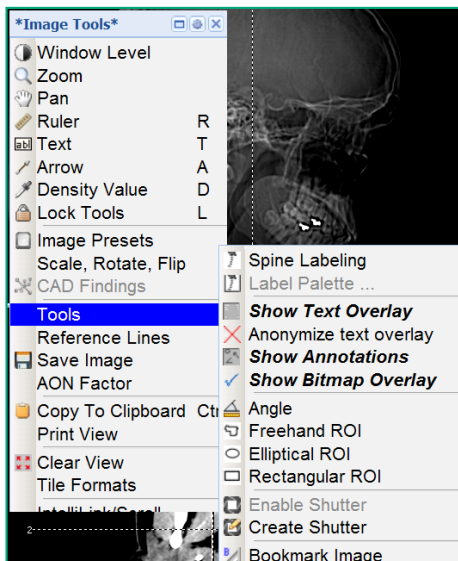
Shortcut to Window/Level – Zoom – Pan

- Left click and hold over the image
- Use the right mouse button to toggle through the 3 tools.
- Move the mouse to use the selected tool.
- Release left mouse button when finished.
- Press **F5** to reset the study



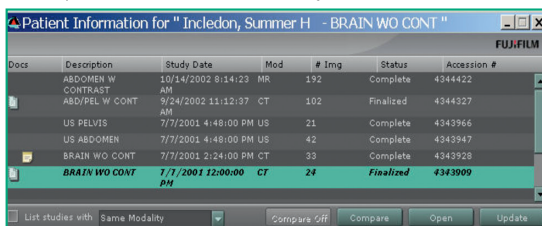
Additional Tools Menu

Additional image manipulation tools can be accessed by right-clicking on an image and selecting 'Tools' from the menu.



Comparisons

To make comparisons, multiple studies belonging to the same patient can be concurrently viewed.



Docs	Description	Study Date	Mod	# Img	Status	Accession #
	ABDOMEN W CONTRAST	10/14/2002 8:14:23 AM	MR	192	Complete	4344422
	ABD/PBL W CONT	9/24/2002 11:12:37	CT	102	Finalized	4344327
	US PELVIS	7/7/2001 4:48:00 PM	US	21	Complete	4343966
	US ABDOMEN	7/7/2001 4:48:00 PM	US	42	Complete	4343947
	BRAIN WO CONT	7/7/2001 2:24:00 PM	CT	39	Complete	4343928
	BRAIN WO CONT	7/7/2001 12:00:00 PM	CT	24	Finalized	4343909

List studies with: Same Modality [v] Compare Off Compare Open Update

Comparison studies can be selected from the **PowerJacket Or**

Use the following Keyboard shortcuts.

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

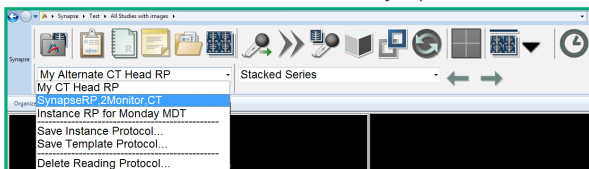
Reading Protocols

The **Reading Protocol** defines a sequence of steps with pre-defined multiple display formats. The system automatically selects the Reading Protocol for the initial display.

Instructions:

To select a different Reading Protocol

1. Click the Previous or Next arrow in the Synapse toolbar.



2. Select a Reading Protocol from the list. The new Reading Protocol will apply to the image.
3. The list includes both Template and Instance Reading Protocols. Template Reading Protocols are public predefined Reading Protocols that apply to studies of a particular procedure code. A PACS user with the appropriate privileges can create their own Template Reading Protocols if desired. Instance Reading Protocols are Reading Protocols that apply only to a specific study.

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.

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

Left: Keyboard Shortcuts for Reading Protocol Steps

Hot Key Shortcuts

Hot Key	Tool
R	Activates Ruler
O	Activates Interactive ROI (Region Of Interest) Magnifying Glass
H	Activates Ruler for Horizontal Ratio
V	Activates Ruler for Vertical Ratio
T	Activates Text
A	Activates Arrow
D	Activates Density Value
G	Activates Angle
F	Activates Freehand ROI
E	Activates Elliptical ROI
B	Activates Bookmark
I	Activates/Deactivates IntelliLink . Double Clicking the Mouse wheel can also be used
S	Activates/Deactivates IntelliScroll
K	IntelliScroll Add/Remove
=	Zoom to fit
-	Zoom to 1x
C	IntelliScroll Remove All
J	Activates/Deactivates IntelliScroll Auto Link
Q	Lock the reference lines as currently displayed
U	Unlock reference lines

Hot key usage: Press and hold Letter then left click mouse.

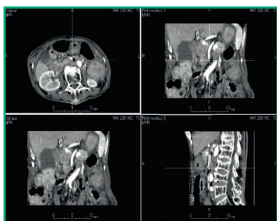
Image Navigation

Hot Key	Tool
N + Left click on image	Activates Cine
Home	Returns to first image in the Series/Study
End	Jumps to the last image in the Series/Study
Middle click 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 Fusion

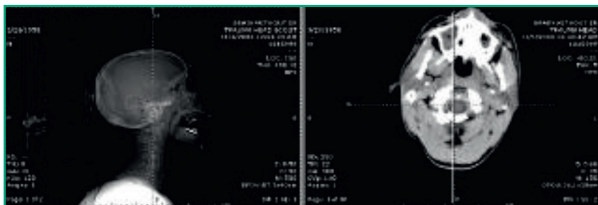
MPR Fusion is an optional MPR (Multi-Planar Reconstruction) visualisation software package for use with Synapse.

M + Left click	Opens Synapse MPR
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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.



Left click and hold 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 click or right click**, 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 click to display the context menu, and 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 click hold + right click 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 click on Image	Activates Interactive ROI
Number Pad 0 - 9	Number pad keys are linked to presets
L + Left click button	Lock tool activate
Esc	Dismiss locked image tool
" = " + Left click button	Zoom to 1X
" - " + Left click button	Toggles Zoomed image back to fit display
Shift + T	Toggles text overlays
Shift + A	Toggles annotations
Shift + S	Toggles DICOM shutter

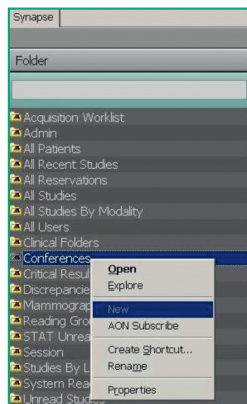
Conference Workflow

The “Conferences” Folder is the master folder to manage conference presentations. It allows you to create shortcut links to just about any Synapse object including an image, a study, a series, group of studies and documents.

The Conference workflow has three status steps:

- Preliminary
- Ready
- Complete

Objects within a folder can be individually managed & deleted.

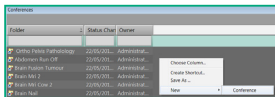


Conference Workflow Shortcuts

F8	When viewing a study with 'Ready' status from a Conference Folder, pressing the F8 key will mark the study as 'Completed' and display the next 'Ready' item.
F9	When viewing a study with 'Ready' status from a Conference Folder, pressing the F9 key will skip that study and go to the next 'Ready' item. By skipping a study, the study's status remains at 'Ready' and is not changed to 'Completed'.

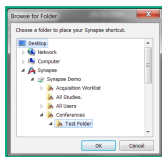
To Create a New Conference Folder

1. Open the 'Conferences' folder by double clicking on 'Conferences'.
2. In 'Conferences', right click in a blank space, select 'New' > 'Conference'. This action will create a new folder named 'New Folder'.
3. To rename the newly created folder, right click on folder and select 'Rename'.



To add an item to a Conference Folder

1. Select the study/image/object you wish to add to the Conferences folder.
2. Right click on the object and select "create shortcut". This action opens a new window with the file directory structure.
3. Navigate to and select the Conference folder you wish to save the shortcut link in and click 'OK'

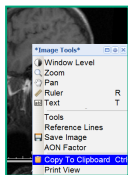


How to Create/Save a JPEG

1. Right click on the image you wish to convert to jpeg.
2. Select 'Copy To Clipboard', then right-click > 'Paste' the copied image in any location on your PC.

Saving a JPEG image without DICOM overlays

You can remove overlays by right-clicking on the image, then go to 'Tools' and unclick "Show Text Overlay".



For further information:

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