



**SYNAPSE<sup>®</sup>**

**Pocket  
Quick Guide**

**FUJIFILM**

Software version 3.2.1

## Locating a Study in Worklist

1. Double Click the Synapse® Icon



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.



Recent = 7days

4. Enter Patient information as shown to refine the search

Patient Name	Patient ID
type name here	type MRN here

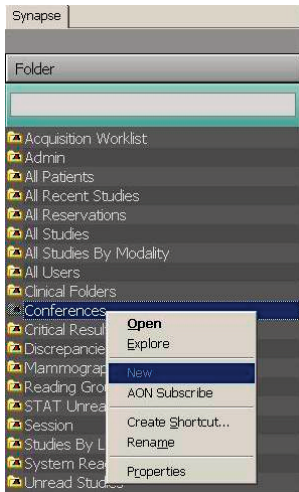
5. Double Click on a listed Study to display
6. Select an image by Left click, to view next image rotate the mouse wheel
7. Right Click to Access Synapse Image Tool Menu
8. Select the UP Icon to return to List



## Conference Workflow

The Conferences Folder is the master folder to manage conference presentations.

- System Level Folders
- Created by any user
- Shortcuts link to just about any Synapse object
  - Study
  - Series
  - Documents
  - Other folders
- Workflow has three status steps
  - Preliminary
  - Ready
  - Complete
- Objects within a folder can be deleted.
- Conference folders can be managed & deleted

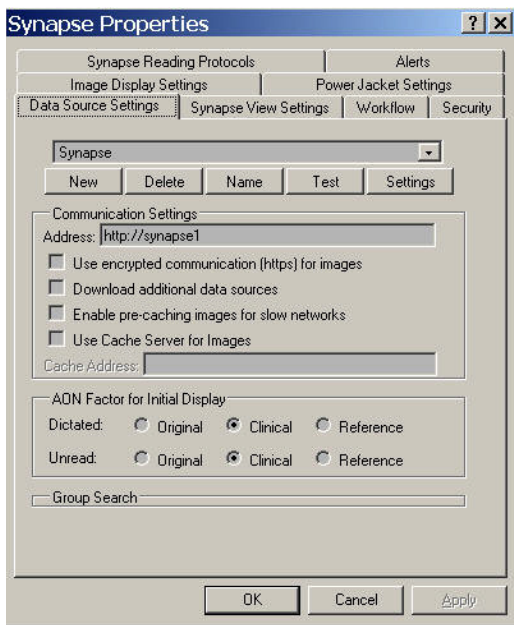


## Conference Workflow Shortcuts

F8	When viewing items having Ready status from a Conference Folder, this will mark the open item Completed, and display the next Ready item.
F9	When viewing items having Ready status from a Conference Folder, this will skip the open item without marking it Completed, and Go to the next Ready item.

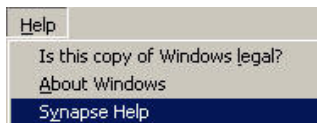
## Synapse Property Settings

There are many customizable 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.



## Filtering Worklist

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 & gray on monochrome monitors).

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

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

Patient Name	Accession No	Study Date Time
bro		
chi		
Child, Fp Chest	4237406	1/23/2007 1:53:06 PM
Brown, Brain	4678336	7/30/2007 9:25:14 AM

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 represents sort hierarchy.

Patient Name	Accession No	Study Date Time
--------------	--------------	-----------------

Filters can be saved by selecting **Save Filter settings** in Synapse Properties>Synapse View Settings>Details

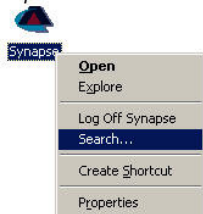
View Options

Synapse View Settings	
Details View Options	
<input checked="" type="checkbox"/> Save Filter settings	<input checked="" type="checkbox"/> Save View settings
<input type="checkbox"/> Open study folder in the auxiliary window	

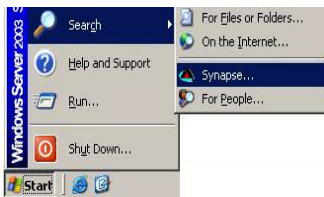
# Using the Search option to locate Studies

The Synapse® “Search” option can be found in two places:

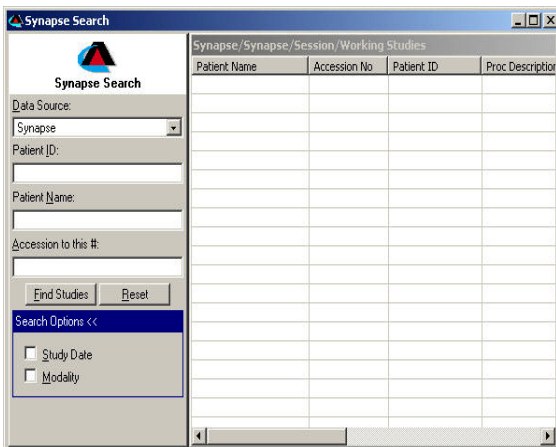
*Desktop Icon*



*Start>Search>Synapse*



Search Feature can be used for Looking up patients without navigating to a Worklist. Also it can be left open and incorporated in Interruption Workflow.



## Accessing Patient and Study Information

PowerJacket is the Master Patient Information Jacket and all information associated with selected patients is accessible from this window.

Docs	Description	Study Date	Mod	# Img	Status	Accession #
	ABDOMEN W CONTRAST	10/14/2002 8:14:23 AM	MR	192	Complete	4344422
	ABD/PELV W CONT	9/24/2002 11:12:37 AM	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	33	Complete	4343928
	<b>BRAIN WO CONT</b>	<b>7/7/2001 12:00:00 PM</b>	<b>CT</b>	<b>24</b>	<b>Finalized</b>	<b>4343909</b>

List studies with: Same Modality

Compare Off Compare Open Update

**Study Info**

Site ID: synapse default  
Patient: Inclendon, Summer H  
ID: 217765189  
DOB: 3/24/1960 Age/Gender: 41Y, F  
Order #: 2424544  
Accession #: 4343909  
Procedure: BRAIN WO CONT  
Date: 7/7/2001 12:00:00 PM  
Reason: New Order

**Report**

Ordering Physician: Jeanmarier, Jeanmarier Phone: 1 329 865 6500 Pager: 1 866 423 6000  
Referring Physician: Unknown, Unknown Phone: N/A Pager: N/A  
Attending Physician: Unknown, Unknown Phone: N/A Pager: N/A

**Notes**

Visit #: N/A  
Class: <unknown>  
Pregnancy: N/A LMP: N/A

**Docs**

Admission Date: 10/2/2007 12:14:23 PM  
Prim. Loc: UNKNOWN ID  
Current Loc: UNKNOWN ID

**Additional Info**

**Series**

### 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.

## Mammography Tools

### Default MG Reading Protocols

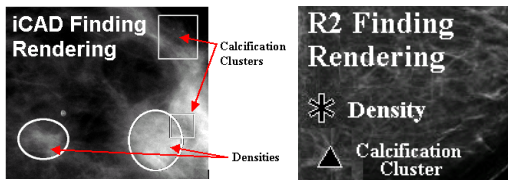
An MG screening study typically contains four types of images:

- right and left cranial-caudal (RCC, LCC)
- right and left medio-lateral-oblique (RMLO, LMLO)

New reading protocols have been designed specifically for displaying screening studies.

### CAD

The workstation supports the reading of CAD Mammography Structured Reports associated with MG DICOM images.



Num Lock dot (.)  
key

Toggles CAD  
findings.

### MG Overlays

MG Overlay displays by default, a set of “Clinical” DICOM tags. Also, the ability to display “Investigative” DICOM tags are also available.





## Synapse® 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**)



Voice Note Recorder (**Alt+O**)



Page Layout

## Radiologist Workflow

If an **Unread** study is opened, users who have dictation privileges can mark the study **Dictated** or **Skip** using the following shortcuts.

<b>F2</b>	Starts Group Dictation Workflow
<b>F7</b>	Launches 3D application.
<b>F8</b>	When viewing studies from Unread Folder, this will mark the open study Dictated, and execute according to setting in Synapse Workflow setting.
<b>F9</b>	When viewing studies from an Unread Folder, this will skip the open study without marking it Dictated, and execute according to setting in Synapse Workflow setting.
<b>F12</b>	This can be used to mark studies Dictated from the Unread List. This can also be used to mark multiple studies.
<b>Alt + D</b>	Sends mark as "Dictate" message to the Dictation system. (Dictation System integration is required.)
<b>Alt + O</b>	Directly opens a voice note recording & playback window

## Additional Tools Menu

Label Palette ...	
✓ Show Text Overlay	Shift+T
Anonymize Text Overlay	
✓ Show Annotations	Shift+A
Angle	G
Freehand ROI	F
Elliptical ROI	E
Rectangular ROI	
Enable Shutter	Shift+S
Shutter	
Bookmark Image	B
Interactive ROI	O
✓ Apply to All Images	
Apply To Selected Images	

### Dicom Shutter

If a DICOM shutter exists it can be applied to the image via: **Tools > Enable Shutter**



If **Enable Shutter** is disabled, a custom rectangular **Shutter** can be created via the context menu: **Tools>Shutter**.

**Right Click  
Menu  
Options**

Window Level  
Zoom  
Pan  
Ruler R  
Text T  
Arrow A  
Density Value D  
Lock Tools L

**Modality  
Presets**



Image Presets ▶  
Scale, Rotate, Flip ▶  
CAD Findings

**Access to  
Additional  
Tool  
Menu**



Tools ▶  
Reference Lines ▶  
Save Image  
AON Factor ▶

Copy To Clipboard

Clear View  
Tile Formats ▶

**Intelli-  
Navigation  
Options**



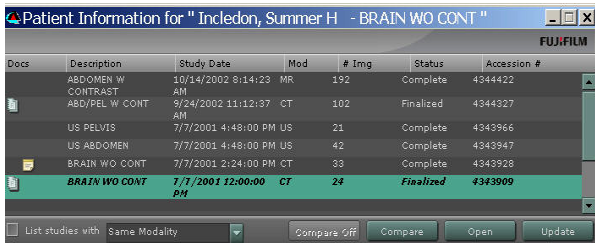
IntelliLink/Scroll ▶  
Cine... N  
Print...

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

- Lt. Click image and Hold button down
- Rt. Click once to toggle through tools.
- Do not release Lt. Mouse button.
- Move mouse to use selected tool.
- Press **F5** to reset the study

## Auto Compare

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



Comparison studies can be selected from the PowerJacket  
Or  
Use the following Keyboard shortcuts.

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

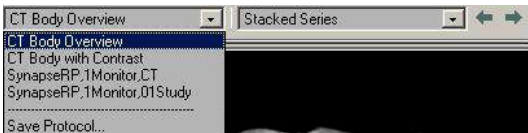
## Reading Protocols

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 Reading Protocol selection pull down menu



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.

#### 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

<b>Alt + S</b>	Shows Next Reading protocol Step.
<b>Alt + A</b>	Shows Previous Reading Protocol Step.

## Hot Key Shortcuts

HOT KEY	TOOL
R	Activates <b>Ruler</b> .
H	Activates Ruler for <b>Horizontal Ratio</b>
V	Activates Ruler for <b>Vertical Ratio</b> .
T	Activates <b>Text</b> .
A	Activates <b>Arrow</b> .
D	Activates <b>Density Value</b> .
G	Activates <b>Angle</b> .
F	Activates <b>Freehand ROI</b> .
E	Activates <b>Elliptical ROI</b> .
B	Activates <b>Bookmark</b> .
I	Activates/Deactivates IntelliLink. <b>Double Clicking</b> the <b>Mouse wheel</b> can also be used.
S	Activates/Deactivates IntelliScroll.
K	IntelliScroll Add/Remove.
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

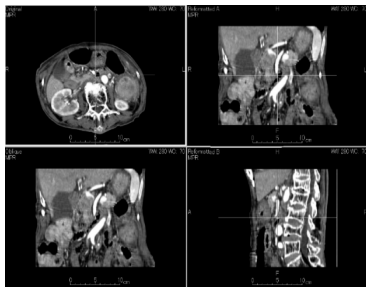
## Image Navigation

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

## Obliquus

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

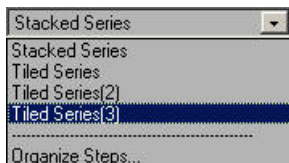
<b>M + Left Mouse</b>	Opens Obliquus.
-----------------------	-----------------





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

1. Click the Reading Protocol Step selection pull down menu



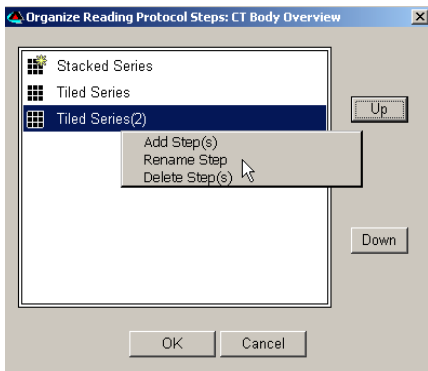
2. Select a step from the list. The new Step of the Reading Protocol will apply to the image.

## Reading Protocol Step Organizer

The Organize Steps menu is found in the Reading Protocol step menu of the Synapse toolbar:

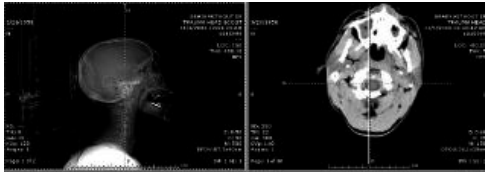


Click Organize Steps to bring up the Organize Reading Protocol Steps dialog window:



## Series Manipulation

By using the drag and drop operation, Series or Images can be re-arranged 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, and then select **“Clear”** from the context menu.

## Selecting Images

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

## Image Manipulation Tools

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

# On Call Imaging Specialists

**1-888-FUJIMED**

We're here to assist you with questions  
about operating your equipment.

**FUJIFILM**