







FUJIFILM
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FUJIFILM Medical Systems, U.S.A.

SYNAPSE[®]
Pocket Quick
Guide

Software version 3.2


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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.
 -  All Patients
 -  All Recent Studies
 -  All Studies Recent = 7days

4. Enter Patient information as shown to refine the search

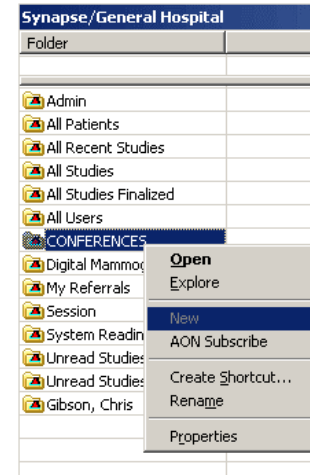
Patient Name	Patient ID
type name here	type MRN here

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 and deleted

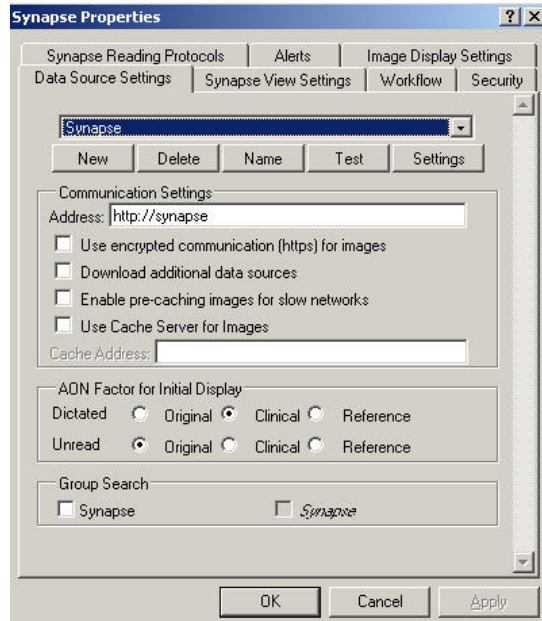


Conference Workflow Shortcuts

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.

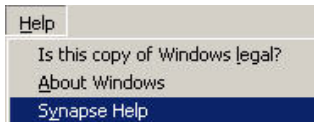
Synapse Property Settings

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 columns 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
blu		
cri		
Blue, Skye	4345581	8/18/2003 1:50...
Crimson, Fire	4345562	8/18/2003 12:1...

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

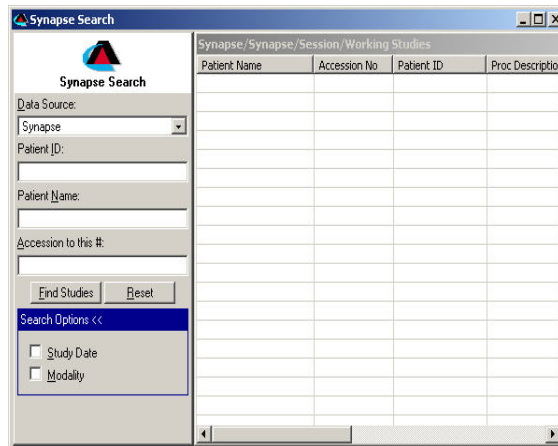


Using the Search option to locate Studies

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

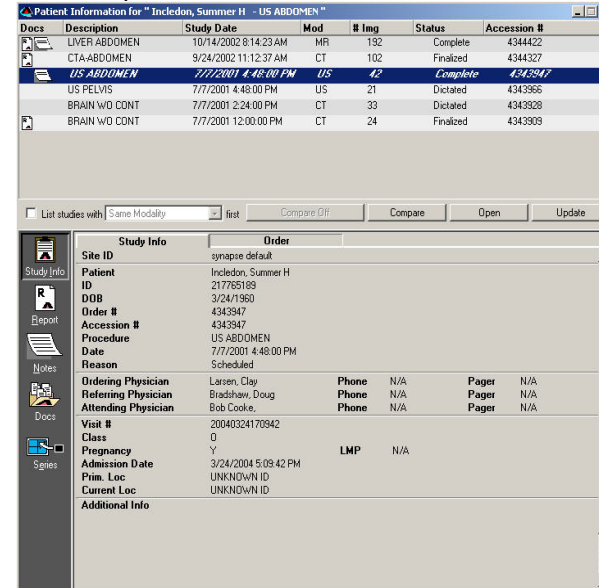


Search Feature can be used for Looking up patients without navigating to a Worklist. Also it can be left open and incorporated in Interruption Workflow.



Accessing Patient and Study Information

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



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

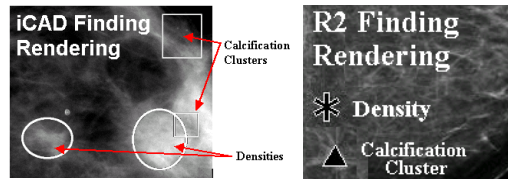
An MG screening study typically contains four types of images:

- 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.

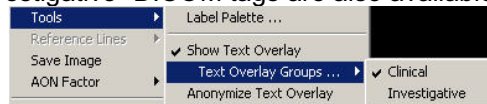


**Num Lock dot (.)
key**

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



Open the Power Jacket



Show Study Information



Radiology Reports Page



Access Synapse Notes



Show Available Attached or Scanned Documents



Open Series Chooser



Modify Monitor Layout



Previous and Next Reading Protocol Step

Radiologist Workflow

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

F2	Starts Group Dictation Workflow
F8	When viewing studies from Unread Folder, this will mark the open study Dictated, and execute according to setting in Synapse Workflow setting.
F9	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.
F12	This can be used to mark studies Dictated from the Unread List. This can also be used to mark multiple studies.
Alt + D	Sends mark as "Dictate" message to the Dictation system. (Dictation System integration is required.)
Alt + O	Directly opens a voice note recording & playback window

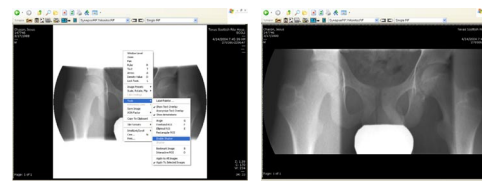
- Press **F5** to reset the study

Additional Tools Menu



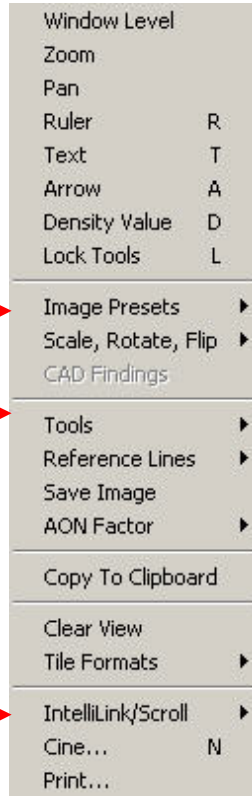
Dicom Shutter

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**.

Letter then left
Right Click
Menu
Options



Modality
Presets

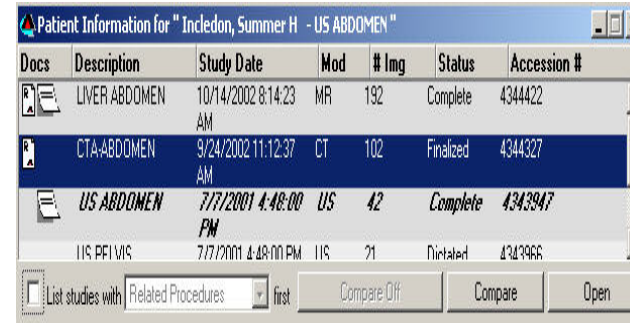
Access to
Additional
Tool
Menu

Intelli-
Navigation
Options

click mouse

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.

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.

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.

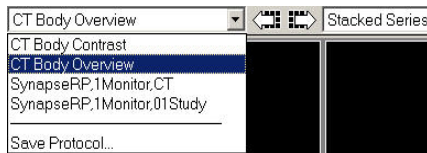
Reading Protocols

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

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

Hot Key Shortcuts

HOT KEY	TOOL
R	Activates Ruler .
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.
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

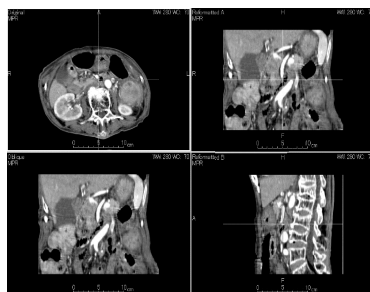
Image Navigation

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.

Obliquus

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

M + Left Mouse	Opens Obliquus.
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To change the Step of the Reading Protocol from the list

1. Click the Reading Protocol Step selection pull down menu



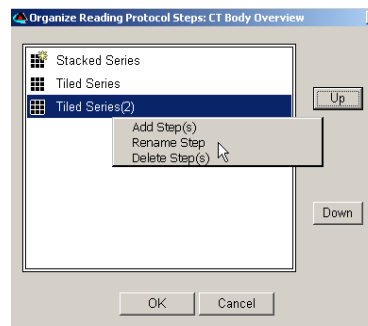
2. Select a step from the list. The new Step of the Reading Protocol will apply to the image.

Reading Protocol Step Organizer

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

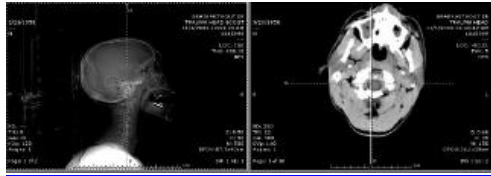


Click Organize Steps to bring up the Organize Reading Protocol Steps dialog window:



Series Manipulation

By using the drag and drop operation, **Series** or **Images** can be 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, 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 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