

Remote Synapse System Administration

Foundations Course Syllabus

Day One – Session 1 (12:00 – 1:30)

Introductions

- ❖ Course goals
- ❖ Review syllabus, remote learning considerations and tools

Review of Synapse PACS Architecture

- ❖ Dataflow: Process from Order Entry to Image Display
- ❖ Design Solution Definitions/Options
- ❖ Component Demonstration
 - IIS (Sites, Virtual Directories, Application Pools)
 - Services (HIS Router, Dicom Server, Web)

Break – 15 minutes

Day One – Session 2 (1:45 – 3:30)

The Synapse Client

- ❖ Zero Viewer, Thin Component, Desktop Agent
- ❖ Browser Considerations, add-on's and extensions
 - Desktop Agent required for CRA Windows positioning

Day Two – Session 1 (9:00 – 11:00)

A First Look at Synapse

- ❖ Client Settings
 - General
 - Annotations
 - Cross Reference
 - Mouse
 - Overlays
 - Series
 - True Size Calibration
 - Hybrid Mode



- Reading Protocols
- Image Display / Auto Compare
- Extra Series
- MG Near-Match
- Dynamic Layout
- Workflow
- PowerJacket
- Reporting Chat
- ❖ Worklists
 - My History
 - Favorites
 - Globally Worklists
 - Worklists
 - Private and Public Collections
 - Filtering and Sorting (To include Right Click Options)
 - Subscription
 - PowerJacket
 - Series Reorder
 - Chat
- ❖ Viewer
 - Synapse Series Picker/Study List
 - Synapse Toolbar to include Snapshots
 - Synapse Help
 - Viewer Tools (To include Active Overlays)
 - List/Icon Menu

Break – 15 minutes

Day Two – Session 2 (11:15 – 12:30)

SWAT

- ❖ Overview
 - Home
 - Tab Navigation
 - Help
 - Find Anything
 - What's New?
 - About
 - Release Notes
 - Display Themes



- ❖ Dashboard Overview and Associated Tabs

- Overview
- Performance
- Studies
- Sessions
- Database
- RAC Database
- Forwarding
- DICOM
- System Model
- Turnaround
- Logging
- More

- ❖ Clients-Tuning

- MDS (Presentation)
- Global Datasources
- Commonview

Lunch – 60 minutes

Day Two – Session 3 (1:30 – 3:00)

SWAT-Clients

- ❖ Tuning (Cont.)

- Flags
- Durations
- Other

- ❖ Workstation

- Folders (Review)
- Priority Codes
- PowerJacket Statuses
- Integrations

Break – 15 minutes



Day Two – Session 4 (3:15 – 4:30)

SWAT-Clients

- ❖ DICOM
 - Destinations
 - DICOM Transfer Destinations
 - Forwarding (Presentation)
 - Profiles
 - Queue
 - Add to Queue
 - History
 - Errors
- ❖ Reporting
 - Canned Notes
- ❖ Cache Server

Day Three – Session 1 (9:00 – 12:00)

CV Advanced Reporting Modules

- ❖ Echo, Cath, IPV, Nuc Med, Vasc
 - Reports
 - Measurements

Break – 15 minutes

- ❖ Configuration Manager
- ❖ SWAT – Reporting
 - Tuning
 - Report Content

Day Three – Session 2 (12:00 – 12:30)

CV Cupid Reporting Modules

- ❖ Cupid Reporting Workflow

Lunch – 60 minutes



Day Three – Session 3 (1:30 – 3:00)

Reading Protocols (Presentation, to include CV)

SWAT – Clients (Cont.)

SWAT – System

- ❖ Tuning
 - Flags
 - Durations
 - Other
 - Location
 - Viewer Service

Break – 15 minutes

Day Three – Session 4 (3:15 – 4:30)

SWAT – System (Cont.)

- ❖ DBA Tasks
 - Maintenance
 - Backup Logs
 - Tools
 - System Configuration
- ❖ Login
 - Users
 - Roles
 - Secure Impersonation
 - SWAT Roles
 - Bulk Role Transfer
 - Secure URL
 - Active Directory
 - SSO External Providers
 - Session
 - Failed Logins

Day Four – Session 1 (9:00 – 10:30)

Content Manager

- ❖ Accessing and using Content Manager
 - Admin
 - All Patients
 - All Studies



- ❖ Identifying and Resolving Anomalies
 - Anomaly Subfolders
 - Identifying Cause/Source of Anomalies
 - Eliminating and minimizing anomalies
 - Synapse Anomaly messages
 - Identifying false positive from true anomalies
 - Correcting improperly matches studies/other anomalies
- ❖ Merge/Reallocate/Deletion Process
 - Patient and Study merges
 - Study, Series, and Image reallocations
 - Using Content Manager to Correct Patient, Study Demographics
 - Image, Series, Study and Patient Deletion

Break – 15 minutes

Day Four – Session 2 (10:45 – 12:00)

SWAT – System (Cont.)

- ❖ Mapping
 - Procedures
 - Visual RPC
 - Related procedures per user
 - Body Parts
 - Actions (covered with PowerJacket button)
 - Viewer Toolbar Icons (covered with PowerJacket button)

Lunch – 60 minutes

Day Four – Session 3 (1:00 – 3:00)

SWAT – System (Cont.)

- ❖ Storage
- ❖ Utilities
 - Image File Search
 - Update Study Status
 - Sites/Departments/Location
 - Advanced Study Permissions
 - Grant/Revoke Workstation Privileges
 - Document Scanning
- ❖ Logging
 - Configure Event Logs
 - All Events
 - Study Events



- ❖ Admin Reports
 - Layout/Usage

Day Four – Session 4 (3:15 – 4:30)

Roles and Responsibilities

- ❖ Distributing Responsibilities and accountability
- ❖ Administration Responsibility Matrix
- ❖ Maintaining and Management an issues List
- ❖ Management Reporting and Communication
- ❖ Developing Daily, Weekly, and Monthly Task Lists

Upgrade Planning

- ❖ Internal Communication and Marketing
- ❖ Developing and using a test plan
- ❖ Developing a training plan
- ❖ Creating a timeline or project plan

Miscellaneous Items

- ❖ SSAT Survey / Certificates
- ❖ Post Upgrade Support
- ❖ SSAT Q&A Session

Optional – Open Session (4:30 – 5:00)

End of Course... Thank you

A Certification of Completion will be awarded to all attendees who achieved perfect attendance during the course and passed the certification test.

If you are a registered technologist and achieved perfect attendance during the course and passed the Synapse System Administration certification test, you are entitled to receive ASRT credits for completing this ARRT approved course.

