



SYNAPSE 

The word 'SYNAPSE' is in a bold, black, sans-serif font. A small red swoosh is positioned under the letter 'A'. To the right of the word is a red logo consisting of a stylized number '5' with three horizontal lines extending from its base.

Synapse 5 Pocket Guide

More detail can be found in the Synapse 5 Help files

Logging in to Synapse PACS

Viewing a Study

1. Click the Synapse® Icon.



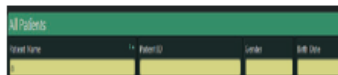
2. When prompted, log in with Windows Authentication/AD (if you are logged onto the PC), or enter your username and password (generic pc logins).

Log in with Windows instead

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



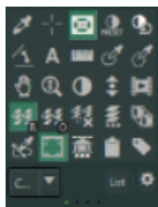
4. Enter patient information as shown to refine the search, name and ID.



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. (can toggle between list or icon view)



8. To go back to the list you can close the viewer by clicking on this button:

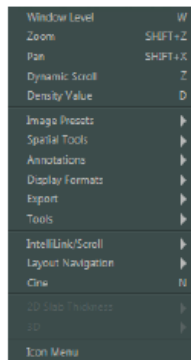



Image viewer



Double click series to display as one up.

 Icon in top right hides series thumbnails and history (or Alt+1)

Drag thumbnails from Series Picker into view ports , or double click to view independent of main viewer.

* Note Bookmarked series.



Synapse Toolbar Icons



Time Warp (forward or back between opened studies)



Page Layout



My History



User Settings/Help



Search function



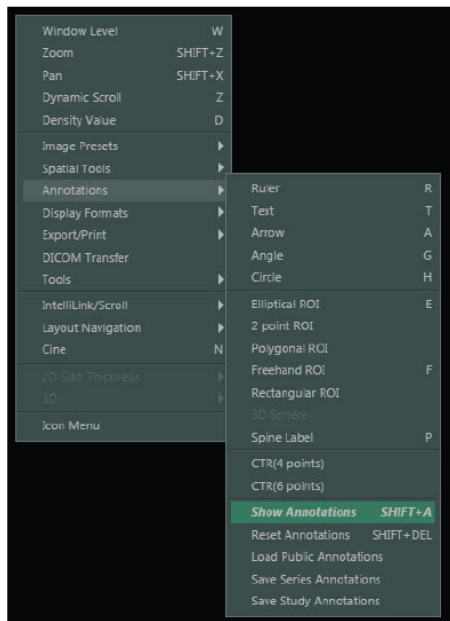
Open Powerjacket



View Report

(view list of patient studies)

Right Click Menu



Popular Keyboard Shortcuts

<i>D +Left Click</i>	<i>Density Value</i>
<i>E +Left Click</i>	<i>Elliptical ROI</i>
<i>F +Left Click</i>	<i>Freehand ROI</i>
<i>G +LeftClick</i>	<i>Angle</i>
<i>N or Space</i>	<i>Cine Loop</i>
<i>O</i>	<i>Magnifier</i>
<i>R+ Left Click</i>	<i>Ruler</i>

<i>Alt + R</i>	<i>Open Report Pane</i>
<i>Alt + 1</i>	<i>Toggle Series Picker</i>
<i>Shift + A</i>	<i>Toggle Annotations</i>
<i>Shift + T</i>	<i>Toggle text overlays</i>
<i>Shift + R</i>	<i>Image Reset</i>

Default Mouse shortcuts for Window ILevel– Zoom – pan



- Hold down the Left mouse button, press and release the right mouse button to toggle through these three tools.
- Move the mouse to use the selected tool.
- Release left mouse button when finished.

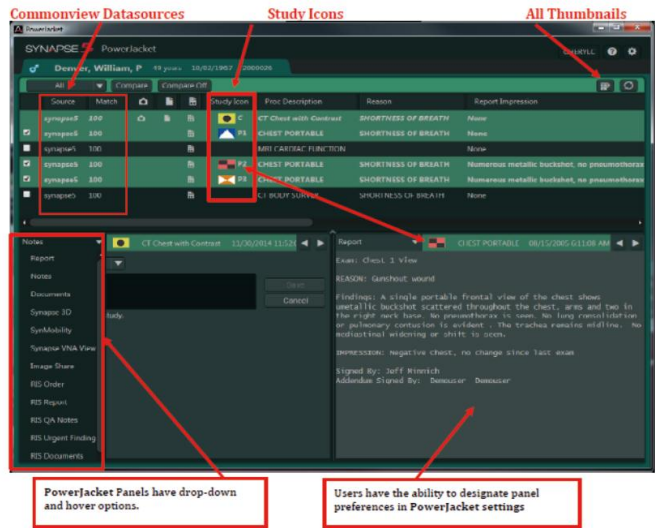
Power Jacket

Power Jacket contains a list of the patient's previous studies, associated documents and reports.

Comparisons

To make comparisons, multiple studies belonging to the same patient can be viewed using the check boxes.

Then click the 'Compare' icon above the patient study list. This will launch the images.



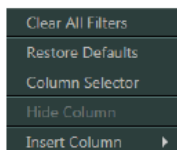
The different icons shown in the list are displayed in the lower panes so that it is clear which study the documents/report relates to.

You can change what is displayed in these lower panes by selecting from the drop down list next to the coloured icon.

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.



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.

Search Shortcuts

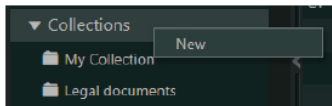
Character	Operator	Example	Character	Operator	Example
=	Equals	=16	\$	Starts with	\$CR
!	Not equal	!16	!	Does not start with	!CR
>	Greater than	>16	-	Does not start with	-CR
<	Less than	<16	=	Equals	=CR
>=	Greater than or equal to	>=16	/	Contains	/abdo
<=	Less than or equal to	<=16	\	Does not contain	\thorax
<>	Not equal	<>16			
-	Range	14-16			

Collections (Meetings)

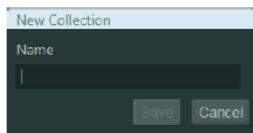
Conference folders are now managed in **Public Collections**. These are visible to all users.

To Create a New Collections Folder

1. Right click on collections, and select New Folder:



2. Name the folder:



3. If the collection is for a meeting, once it has been created, right click desired collection in your list and select '**Sharing – Make Public**'.

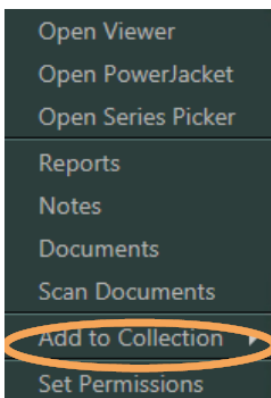
This will make the collection visible to all users. At any time you can right click this folder in 'Collections' and select 'Sharing – Make Private' to revoke public access.

NB: If the collection is for your own records, please do not make public. Public Collections will be periodically maintained by the PACS Admin team to remove historical data.

To add an item to a Collections Folder

1. Select the study/image/object you wish to add to the Collections folder.
2. Right click on the object and select "Add to Collection", and from here you can choose the folder you would like:

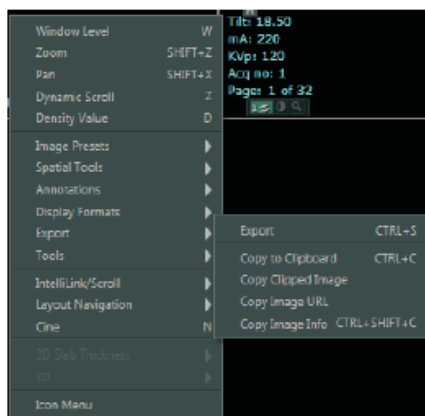
3. Select a collection from the list (the very top of this will show your collections, separated from the available Public Collections with a line).



Don't forget to delete your public collections after your meeting.

Exporting

1. Right click on the image or series you wish to export



2. Navigate to 'Export' and choose if you want to export an "Image" or a "Series". Once a selection is made, an export dialog box opens.
3. Select the appropriate file type and settings to save the image or series. This can also be previewed, then click on export:

