

# Hosted Synapse System Administration Advanced Course Syllabus

## Day One - Session 1 (9:00 – 10:30)

### Introductions

- ❖ Course goals
- ❖ Review syllabus

### Virtualization Fundamentals

- ❖ The VM training platform used for this course

### Review of Synapse PACS Architecture

- ❖ Dataflow: Order Entry to Image Display
- ❖ Design Solution Definitions/Options
- ❖ Component Demonstration
  - IIS (Sites, Virtual Directories, Application Pools)
  - Services (HIIS Router, DICOM Server, Web)
    - Demo HL7 parsing tool

## Break – 15 minutes

## Day One - Session 2 (10:45 – 12:00)

### The Synapse Client Requirements

- ❖ Zero Viewer, Thin Component, Desktop Agent
- ❖ Browser Considerations and add-on's/extensions

## Lunch – 60 minutes



## Day One - Session 3 (1:00 – 2:30)

### A First Look at Synapse Application

#### ❖ Clients Settings

- General
- Image Display (Administration mode)
- Annotations
- Cross Reference
- Mouse
- Overlays
- Series
- True Size Calibration
- Reading Protocols
- Auto Compare (Administration mode)
- Extra Series
- MG Near-Match
- Dynamic Layout
- Workflow
- PowerJacket
- Chat

#### ❖ Worklists

- My History
- Favorites
- Global Worklists
- Creating Private and Public Collections
- Filtering and Sorting (to include right click options)
- Subscription (Covered in Browser Considerations)
- Patient Master Jacket (Covered in Settings)
- Series Reorder (Covered in Settings)
- Chat (Covered in Settings)

### Break – 15 minutes

## Day One – Session 4 (2:45 - 4:30)

#### ❖ Viewer

- Synapse Series Picker/Study List (Covered in Settings)
- Synapse Toolbar to include Snapshots (Covered in Settings)
- Synapse Help
- Viewer tools (to include overlays)

### End of Day - Q&A (4:30 – 5:00)

## Day Two – Session 1 (9:00 – 10:30)

### SWAT

#### ❖ Overview

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

#### ❖ Dashboard Overview and Associated Tabs

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

*Break – 15 minutes*

## Day Two - Session 2 (10:45 – 12:00)

### SWAT

#### ❖ Global (MDS – Multi Datasource)

- Datasources
  - Global Worklists
  - Commonview

### SWAT – Clients

#### ❖ Tuning

- Flags
- Durations
- Other

*Lunch – 60 minutes*

## Day Two – Session 3 (1:00 – 2:30)

### Reading Protocols

- ❖ Presentation
- ❖ Discuss Series Standardization

### SWAT – Clients (cont.)

#### ❖ Workstation

- Folders/Worklist (Review)
- Overlays
- Priority Codes
- PowerJacket Statuses
- Workflow
- URL Configuration
- PowerJacket buttons (with Toolbar/Viewport icon)
- Configurable Tools Menu
- Desktop Agent
- Integrations

### *Break – 15 minutes*

## Day Two - Session 4 (2:45 – 4:30)

### SWAT – Clients (cont.)

#### ❖ DICOM

- Acquisition
  - Store
  - Devices
    - Modality Simulator demo
  - Image Type
  - Image Storage
  - Receivers
  - Compression
- Destinations
  - Archives
  - DICOM Transfer Destinations
- Query/Retrieve
- Forwarding (presentation)
  - Profiles
  - Queue
  - Add to Queue
  - History
  - Errors

### End of Day Q&A (4:30 – 5:00)

## Day Three - Session 1: (9:00 – 10:30)

### SWAT – Clients (cont.)

- ❖ **HIIS**
  - Bidirectional Configuration
- ❖ **Reporting**
  - Configure RIS Reports and Notes
  - Canned Notes
- ❖ **Cache Server**

### SWAT – System

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

*Break – 15 minutes*

## Day Three - Session 2 (10:45 – 12:00)

- ❖ **DBA Tasks**
  - Maintenance
  - Backup Logs
  - Memory Management
  - Database Auditing
  - Optimizer Statistics
  - Database Statistics
  - Data Guard Status
  - Data Guard Logs
  - Email Notification
  - Job Management
  - Tools
  - System Configuration
- ❖ **Login**
  - Users
  - Roles
  - SWAT Roles
  - Bulk Role Transfer
  - Secure URL
  - Active Directory
  - Sessions
  - Failed Logins

*Lunch – 60 minutes*

## Day Three - Session 3 (1:00 – 2:30)

### Content Manager

- ❖ **Accessing and using the 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 matched 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 Three - Session 4 (2:45 – 4:15)

### SWAT – System (cont.)

- ❖ **Storage**
  - Configure
  - Servers
  - Object Types
- ❖ **Manage Deletion**
  - By Storage Path
  - Automated Content Deletion
  - DicomServer Properties pages
    - Deletion
    - Time Schedule & Task Scheduler

### End of Day Q&A (4:30 – 5:00)

## Day Four - Session 1 (9:00 – 10:30)

### SWAT – System (cont.)

#### ❖ Mapping

- Procedures
- Virtual RPC
- Related procedures per user
- Body Parts
- Actions (covered w/PowerJacket Button)
- Viewer Toolbar Icons (covered w/PowerJacket Button)

#### ❖ Utilities

- Grant Workstation Privileges
- Revoke Workstation Privileges
- Document Scanning
  - Document Scanning Simulator

### *Break – 15 minutes*

## Day Four - Session 2 (10:30 – 12:00)

### SWAT – System (cont.)

#### ❖ Logging

- Configure Event Logs
- All Events
- Study Events
- DicomServer Properties
  - Debugging
  - Logging Verbosity

#### ❖ Admin Reports

- Layout/Usage

#### ❖ CD Import Tool

- Practical uses
- Importing Studies
- Creating Anomalous studies for training

### *Lunch – 60 minutes*

## Day Four – Session 3 (1:00 - 2:30)

### Synapse Mobility

- ❖ Into to Synapse Mobility
- ❖ Practical Applications
- ❖ Demonstrating functionality on iPad

## Break – 15 min

## Day Four – Session 4 (2:45 - 4:30)

### 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

### Test

- Review Test

## End of Course...Thank you!

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

If you are a member of the ASRT (American Society of Radiologic Technologists), achieved perfect attendance during the course and have passed the Synapse System Administration certification test, you are entitled to receive ASRT credits for completing this ASRT approved course.

>>> HAVE A SAFE TRIP HOME <<<