

# Remote Synapse System Administration Advanced Course Syllabus

## Day One - Session 1 (9:00 – 10:30)

### Introductions

- ❖ Course goals
- ❖ Review syllabus and Remote Learning Considerations and Tools

### Review of Synapse PACS 5 Architecture

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

## *Break – 15 minutes*

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

### The Synapse Client

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

## *Lunch – 60 minutes*

\*Hands on Synapse Simulation



## Day One - Session 3 (1:00 – 2:30)

### A First Look at Synapse 5

#### ❖ 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)

#### ❖ Viewer

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

\*\* Application Demonstration

### Break – 15 minutes



## Day One - Session 4 (2:45 – 4:30)

### 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

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

- Datasources
  - Global Worklists
  - Commonview



## Day Two - Session 1 (9:00 – 10:45)

### SWAT – Clients

- ❖ **Tuning**
  - Flags (time represents Commonview discussion)
  - Durations
  - Other
  
- ❖ **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 2 (11:00 – 12:00)

### SWAT – Clients

- ❖ **DICOM**
    - Acquisition
      - Store
      - Devices
      - Image Type
      - Image Storage
      - Receivers
      - Compression
    - Destinations
      - Archives
      - DICOM Transfer Destinations
    - Query/Retrieve
- \*Hands on Synapse Simulation



## SWAT – Clients (cont.)

- ❖ **DICOM (cont.)**
  - Forwarding (Presentation)
  - Profiles
  - Queue
  - Add to Queue
  - History
  - Errors

*Lunch – 60 minutes*

## Day Two - Session 3 (1:00 – 2:30)

### Reading Protocols (presentation)

### 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 Two - Session 4 (2:45 – 4:30)

### ❖ 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

### SWAT – System (cont.)

### ❖ Login

- Users\*
- Roles
- SWAT Roles
- Bulk Role Transfer
- Secure URL
- Active Directory
- Sessions
- Failed Logins

\*Hands on Synapse Simulation



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

### 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 2 (10:45 – 12:00)

### 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)

*Lunch – 60 minutes*

\*Hands on Synapse Simulation



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

### SWAT – System (cont.)

- ❖ **Storage**
  - Configure
  - Servers
  - Object Types
  
- ❖ **Manage Deletion**
  - By Storage Path
  - Automated Content Deletion
  
- ❖ **Utilities**
  - Grant Workstation Privileges
  - Revoke Workstation Privileges
  - Document Scanning

*Break – 15 minutes*

## Day Three - Session 4 (2:45 – 4:30)

### SWAT – System (cont.)

- ❖ **Logging**
  - Configure Event Logs
  - All Events
  - Study Events
  
- ❖ **Admin Reports**
  - Layout/Usage

\*Hands on Synapse Simulation





### **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 Sessions

### **Optional – Open Session (4:30 – 5:00)**

## **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.

\*Hands on Synapse Simulation

\*\* Application Demonstration

