



## Synapse System Administration Foundation Course Syllabus

**DAY ONE – Monday**

**9:00 AM**

Topic: Introductions

The goals of the course  
Review the syllabus for the week

Topic: The Synapse Client

Zero Viewer on IE and Chrome  
IE Settings  
IE Add On  
Chrome Extension  
Desktop Agent

**BREAK**

**10:30-10:45 AM**

Topic: A First Look at Synapse 5

Global Worklists, Creating Private and  
Public Worklists, Collections and Favorites,  
Filtering and Sorting, Patient Master Jacket,  
Snapshots and Icon Menu, My History and  
Synapse Search, Synapse Chat, Settings  
Essentials, Synapse Help, Synapse  
Community

**Lunch**

**12:00 PM – 1:00 PM**

Topic: Synapse 5 Architecture

Architectural Progression  
New components  
Synapse PACS Services  
Dataflow: Scheduled Studies, Modality Worklist  
Study Storage, Study Display

**BREAK**

**2:30-2:45 PM**

Topic: Introduction to the HL7 Protocol and HIIS Monitor

HL7 basic concepts and terminology  
Synapse HIIS (RIS interface) services  
Using the HIIS Monitoring tool  
Third-party HL7 Parsing tool

**End of Day**

**5:00 PM**

# Foundation Course Syllabus

**DAY TWO – Tuesday**

**9:00 AM**

Topic: Introduction to the DICOM Protocol

DICOM concepts and terminology  
Synapse DICOMServer  
Interfacing DICOM and non-DICOM modalities  
Private tags and transfer syntax

Topic: Backups and Disaster Recovery

Database backups and backup strategies  
Developing downtime procedures and Disaster  
Recovery plans

**BREAK**

**10:30-10:45 AM**

Topic: Synapse Client Settings

Context Sensitive  
Administrator Mode  
Image Display  
Annotations, Cross Reference, Mouse,  
Overlays, Series, True Size Calibration  
Reading Protocols  
Auto Compare, Extra Series, MG Near-Match,  
Dynamic Layout

**Lunch**

**12:00 PM – 1:00 PM**

Topic: Synapse Client Settings (continued)

Workflow  
Interpretation Workflow,  
Dictation Options  
Synapse Power Jacket Properties  
Default Display  
Datasources Selection

**BREAK**

**2:30-2:45 PM**

Topic: SWAT – Overview

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

**End of Day**

**5:00 PM**

# Foundation Course Syllabus

**DAY THREE – Wednesday**

**9:00 AM**

Topic: SWAT – Dashboard

Overview – Most Recently Viewed, Default Configuration, Only Studies, Only Today's Opened Studies  
Studies – Unread by Modality, Sender; By Modality, Sender; Last Hour, Today, Opened Today, Queued  
Sessions – Current User Sessions, Historical User Sessions  
Database – Layout, Options  
Forwarding – Layout, Categorical population  
System Model – Graphical, Tabular  
Logging – Recent Event Log, Recent Study Activity  
More – Plugins, Speed Test, Synapse License

**BREAK**

**10:30-10:45 AM**

Topic: SWAT – Clients

Tuning – Flags, Durations, Other  
Workstation – Folders, Priority Codes  
DICOM – Event Based Forwarding  
Reporting – Canned Notes  
Cache Server

**Lunch**

**12:00 PM – 1:00 PM**

Topic: SWAT – System

Tuning – Flags, Durations, Other, Location, Viewer Service  
DBA Tasks – Maintenance, Backup Logs, Tools, System Configuration  
Login – Users, Roles, SWAT Roles, Bulk Role Transfer, Secure URL, Active Directory, Sessions, Failed Logins,  
Mapping – Procedures, Body Parts, Series Display Names, Series Standardization, Series Description Download, Actions, Viewer Toolbar Icons

**BREAK**

**2:30-2:45 PM**

Topic: SWAT – System (continued)

Utilities – Image File Search, Update Study Status, Sites, Grant Snapshot, Revoke Snapshot, Document Scanning, Content Management  
Logging – Configure Event Logs, All Events, Study Events  
Admin Report – Layout, Usage/Purpose

**End of Day**

**5:00 PM**

# Foundation Course Syllabus

**DAY FOUR – Thursday**

**9:00 AM**

Topic: SWAT – Enterprise

Datasources  
Languages

Topic: The RIS Scheduler

RIS Scheduler features and usage  
Installing/removing the RIS Scheduler

**BREAK**

**10:30-10:45 AM**

Topic: Identifying and Resolving Anomalies

Use of the Admin folder and anomaly subfolders  
Identifying the causes/sources of anomalies  
Eliminating and minimizing anomaly causes/sources  
Synapse anomaly messages  
Identifying false positive from true anomalies

**Lunch**

**12:00 PM – 1:00 PM**

Topic: Identifying and Resolving Anomalies (cont.)

Correcting improperly matched studies and other anomalies  
Accessing and using the Content Manager  
Patient and Study merges  
Study and Image reallocations  
Deletion of Images, Series, Studies or Patients  
Using the SWAT Image File Search tool  
Unraveling more complex anomalies  
Anomaly correction exercises  
Practical examples

Topic: Miscellaneous Topics

Relating Procedure Codes  
Creating/Managing Reading Protocols

**BREAK**

**2:30-2:45 PM**

Topic: Roles and Responsibilities

Distributing responsibility and accountability  
Administration Responsibility Matrix  
Maintaining and managing an Issues List  
Management reporting and communication  
Developing daily, weekly and monthly task lists

**End of Day**

**5:00 PM**

# Foundation Course Syllabus

**DAY FIVE – Fri Morning**

**9:00 AM**

Topic: Upgrade Planning

Internal communication and marketing  
Developing and using a test plan  
Developing a training plan  
Creating a timeline or project plan

Topic: Question/Answer Review

Any topics/subjects presented

Topic: Synapse PACS Administration Certification Test

Time allocated: 1.0 hours

**End of Day**

**12:00 PM**

A Certificate of Completion will be awarded to all attendees who achieved perfect attendance during the five day 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 five day course and have passed the Synapse System Administration certification test, you are entitled to receive 28.75 CE credits for completing this ASRT approved course.

**>>> HAVE A SAFE TRIP HOME <<<**