

Cardiovascular Synapse System Administration Training 3-Day Training Outline

- **Day One – Morning**

- Module: Introduction **9:00am-9:30am**
- Module: Client Overview **9:30am-10:30am**
 - Initial Overview of Client
- **Break** **10:30am-10:45am**
- Module: System Preferences **10:45am-12:00pm**
 - Workstation Settings
 - Standard Workstation Setup

- **Lunch** **12:00pm-1:00pm**

- **Day One – Afternoon**

- Module: Service Manager **1:00pm-3:00pm**
 - All Services, Archive, Synapse CV Server, License Server, Dicom, Watchdog, WebLab, Synapse, Compression, ADT, Query/Retrieve, Measurement Importer, Mennen, Modality Worklist, Report Messenger, Retriever, SR, Store SCU, Common Settings
- **Break** **3:00pm-3:15pm**
- Module: Service Manager (cont.) **3:15pm-5:00pm**

- **Day Two – Morning**

- Module: User Management **9:00am-10:30am**
 - User Privileges
 - Standard Setup by Role

- **Break** **10:30am-10:45am**

- Module: Select Patient/Select Study **10:45am-12:00pm**
 - Patient Search Criteria
 - Patient Study Status
 - Column Setup
 - Edit Study
 - View/Print Report

- **Lunch** **12:00pm-1:00pm**

- **Day Two – Afternoon**

- Module: Study Image Review/Analysis Package **1:00pm-3:00pm**
 - Toolbar Functions and Shortcuts
 - Measurement Review

- **Break** **3:00pm-3:15pm**

- Module: Report Review **3:15pm-5:00pm**
 - Typical User Workflows
 - Report Review and Shortcuts

- **Day Three – Morning**

- Module: Report Modification/Comment List Editor (CLE)

- Updating Comments and Lists
- Sending Updates

9:00am-10:30am

- **Break**

10:30am-10:45am

- Module: Administrative Tools

- Audit Log
- Administrative Reports
- Database Search

10:45am-12:00pm

- **Lunch**

12:00pm-1:00pm

- **Day Three – Afternoon**

- Module: Troubleshooting

- On-site Troubleshooting Review
 - Lecture

1:00pm-1:30pm

- Module: Application Integrations

- Overview of Synapse and 3rd Party Integrations
 - Lecture

1:30pm-2:00pm

- Module: End to End Testing Overview

- Unit Testing
- System Integration Testing
 - Lecture

2:00pm-3:00pm

- **Break**

3:00pm-3:15pm

- Module: Day to Day Operations

- Server and Client Reconciliations/Verifications
 - ADT/Orders – Lecture
- Merge Patient/Studies
- Remove Study
- Splitting and Moving Studies

3:15pm-4:00pm

- Module: Assessment

4:00pm-5:00pm