

Access Images in Synapse-Downtime System (PACS)

How to access images in the Synapse-Downtime System

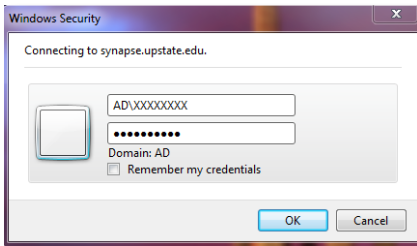
Follow the steps below to access images that are sent to the Synapse-Downtime System within the Synapse application.

Steps

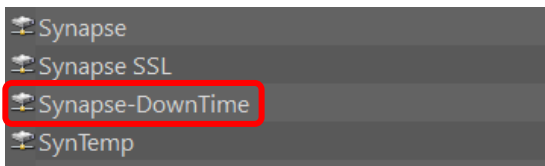
1. Click the Synapse icon on the desktop.



2. Log in to Synapse using your Active Directory credentials. EX: AD\username



3. Select the **Synapse-Downtime** data source.



4. Select "All Studies".

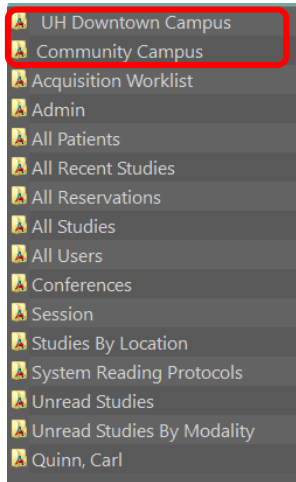


5. Search for patient.

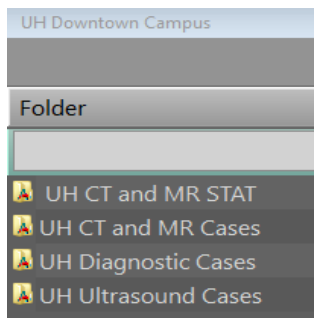
Patient Name	Accession No	Patient ID
XXXXXXXX	XXXXXXXX	XXXXXXXXXX

- a. Enter in Patient Name, and/or Accession Number, and/or Patient ID to return results.

6. Unread Folders per Campus



a. UH Downtown Campus



b. Community Campus

