



.syngo.via solution

Quick Guide – Startup
VB80

Legend



Indicates a hint

Is used to provide information on how to avoid operating errors or information emphasizing important details



Indicates the solution of a problem

Is used to provide troubleshooting information or answers to frequently asked questions



Indicates a list item



Indicates a prerequisite

Is used for a condition that has to be fulfilled before starting a particular operation



Indicates a one-step operation



Indicates steps within operating sequences

Italic

Is used for references and for table or figure titles



Is used to identify a link to related information as well as previous or next steps

Bold

Is used to identify window titles, menu items, function names, buttons, and keys, for example, the Save button

Is used for on-screen output of the system including code-related elements or commands

Orange

Is used to emphasize **particularly** important sections of the text

Courier

Is used to identify inputs you need to provide

Menu > Menu Item

Is used for the navigation to a certain submenu entry

<variable>

Is used to identify variables or parameters, for example, within a string

 CAUTION

CAUTION

Used with the safety alert symbol, indicates a hazardous situation which, if not avoided, could result in minor or moderate injury or material damage.

CAUTION consists of the following elements:

- Information about the nature of a hazardous situation
- Consequences of not avoiding a hazardous situation
- Methods of avoiding a hazardous situation

 WARNING

WARNING

Indicates a hazardous situation which, if not avoided, could result in death or serious injury.

WARNING consists of the following elements:

- Information about the nature of a hazardous situation
 - Consequences of not avoiding a hazardous situation
 - Methods of avoiding a hazardous situation
-

	1	About Instructions for Use	5
	1.1	Accessing the Instructions for Use on the Internet	5
	1.1.1	Accessing restricted Instructions for Use	6
	1.2	Accessing the Instructions for Use on your system	6
	1.3	Requesting printed Instructions for Use	7
	1.4	Logging on to <i>syngo.via</i> solution	8
	1.5	Logging on to a specific server	9
	1.6	Clinical routine with <i>syngo.via</i> solution	11
	1.7	Closing <i>syngo.via</i> solution	12
	1.8	Accessing training material from your <i>syngo.via</i> solution system	12
	2	Country-specific information	15
	2.1	Ukraine	15
	3	Open-source software	17

1 About Instructions for Use

The syngo.via solution consists of many independent Medical Devices with independent Instructions for Use. This guide accompanies the overall solution.

The Instructions for Use are provided electronically.

You can access the Instructions for Use either over the Internet or on your syngo.via system:

- (→ Page 5 *Accessing the Instructions for Use on the Internet*)
- (→ Page 6 *Accessing the Instructions for Use on your system*)
- (→ Page 7 *Requesting printed Instructions for Use*)

1.1 Accessing the Instructions for Use on the Internet

The Instructions for Use are available in electronic form on the Internet.

You will find them here:

<https://doclib.siemens-healthineers.com/home>

You need a PDF Viewer to view the Instructions for Use documents.

When you visit the site the first time, an **Announcement** window is displayed.

After closing the window, you have to select your **Country** and your preferred **Language**. Depending on these regional and language settings, the extent of available documentation may vary.

The setting is retained and you can change it during a later visit by clicking **Country/Language**.

- ✓ The **Document Library** site is open.
 - ✓ You know the correct name and version of your medical device.
 - ✓ You have a PDF Viewer installed.
- 1 Select the required document category, such as **Medical Imaging, Robotics, Digital Health Solutions & Healthcare IT**.

- 2 In the search bar, enter the name of your medical device.

– or –

Search for the required document by using the given filters.

The available documents are displayed according to your selection.

1.1.1 Accessing restricted Instructions for Use

Some of the provided content might be restricted. To access such content, you need to register and apply for an account.

- 1 Click **Log in/Register** and choose **Register**.
- 2 Enter the necessary information.
- 3 Click the **Select Services** button, select the **Medical Imaging & Healthcare IT Document Library** service check box, and click the **Save Services** button.
- 4 Enter the CAPTCHA (Completely Automated Public Turing Test to Tell Computers and Humans Apart) code and click the **Submit** button.
You will receive an email confirming the registration.
- 5 Click the link in the email to activate your account.

1.2 Accessing the Instructions for Use on your system

The Instructions for Use for your application are available on your *syngo.via* system. Their availability may be restricted by license.

- ✓ You are logged on to *syngo.via* solution.
- ✓ You know the correct name and version of your medical device.



- 1 On the access bar, point to the **Question Mark** icon and choose **Help** from the menu (either on the client or in the *syngo.via* Administration Portal).

– or –

Press the **F1** key (on the client).

– or –

Point to an icon until a tooltip is displayed, and click the link in the extended tooltip.



- 2 Click the **Library** icon and use the **Filter results** section to specify your search, for example, by entering keywords, or selecting the required document type, file type, or modality.
- 3 From the result list, select the required document.

1.3 Requesting printed Instructions for Use

You can request printed documentation for your medical device in the **teamplay Fleet** platform. One printed copy may be free of charge, depending on your country-specific law. For example, if you are a customer inside the European Union.

- ✓ You know the correct name of the medical device for which you want to request the Instructions for Use.
- ✓ You are registered at **teamplay Fleet**.

- 1 Enter the following URL into a web browser with Internet access:
<https://fleet.siemens-healthineers.com/>

- 2 Enter your login data.

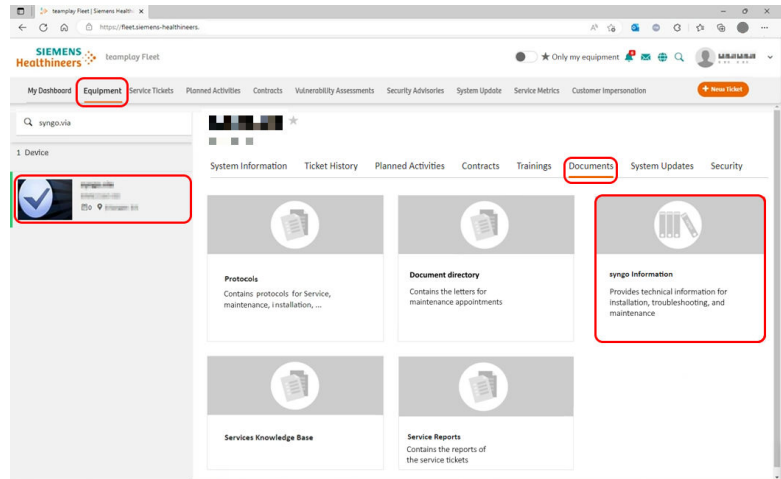
teamplay Fleet opens.

For further information about your **teamplay Fleet** account, contact your Siemens Healthineers representative.

- 3 Click **Equipment** and select your medical device from the list.

The contents area shows information about your device, and adds a new navigation bar on top.

- 4 At this navigation bar, click **Documents**.



Steps to order

- 5 Click **syngo Information**.
- 6 In case, a version tree is presented, select the software version, and then click the **Request for Printed User Documents** button.
- 7 Enter the delivery address and click **Submit**.

You will receive a confirmation email.

You will receive the instructions for use in paper form within 7 working days.

1.4 Logging on to *syngo.via* solution

Depending on the security policy at your site, you can directly log on to *syngo.via* solution as the logged on Windows user (single sign-on) or you have to enter further credentials.

After logging on to *syngo.via* solution, your client connects to the default server. Image data is retrieved from this server.

To log on to another server, see: (→ Page 9 *Logging on to a specific server*)

- ✓ The computer is started and you are logged on to Windows.



- 1 Double-click the **syngo.via – Single Sign On** icon to log on to *syngo.via* solution without further authentication as the logged on Windows user.

– or –

Double-click the **syngo.via Client** icon.

The **Logon** dialog box opens.

- 2 Enter your *syngo.via* solution **User Name** and **Password**. Note that the password is case-sensitive.
- 3 You might have to select a **Domain**. After the initial logon, the system remembers the domain.
- 4 Click **OK** to confirm.



If your account is locked, disabled, or you are otherwise prevented from logging on, you will see a message explaining the reason. Please contact your IT administrator.

For information how to switch the logged on user, see: (→ *“Switching the user” in the Application Online Help*)

Administrators can configure if users have to log on separately with their credentials.

Only if the Enterprise license is available, your client can connect in multiserver mode. (→ *Logging on to syngo.via solution in multiserver mode*)

1.5 Logging on to a specific server

You can log on to *syngo.via* solution and select the server that *syngo.via* solution is connected to. The **Patient Browser** will receive the patient data from this server. You can set the selected server as the default server that *syngo.via* solution logs on by default.

You can connect your client PC to a specific server.



Communication between a client and a server requires identical software versions.



When you connect to another server than your Home server, other settings may apply than specified at the Home server.

Some client or user-specific configurations like monitor configuration, UI language, layouts, and community links (also automatic UI scaling) are stored at the server. These configurations might have to be adapted.



You can open several *syngo.via* solution clients in parallel, each on a different monitor, connected to a specific server. (For example, for a two-monitor configuration, one *syngo.via* solution client on the right and one on the left monitor.) Therefore, you need to configure monitors when you are connected to a specific server. See (→ *Configuration Online Help*)



1 Double-click the **syngo.via - Server Selection** icon on your desktop.

The **syngo.via Server Selection** dialog box opens.

2 In the **Server** field, enter a server name, IP address, or host name.

– or –

Select the desired server, IP address, or host name from the list. The first list entry represents the last connected server. List entries may be generated by an automatic launch from a RIS or a PACS.



You can cut, copy, paste, and delete entries in the **Server** list using the context menu or the Windows standard shortcut keys.

3 To make the selected server the Home server that *syngo.via* solution connects by default, select the **Set as home Server** check box.

4 Select **Login with the credentials of your operating system**.

– or –

Select **Login with other credentials**.

5 Click the **Connect** button.

The **syngo.via Logon** dialog box opens.

6 In case of using other credentials, enter your **User Name** and **Password**. Note that the password is case-sensitive.

- 7 Click the **OK** button.

1.6 Clinical routine with syngo.via solution

Working in *syngo.via* solution is workflow-oriented. *syngo.via* solution provides basic workflows that you can use for a wide range of examinations and disease-specific workflows that are especially designed for certain examinations.

Depending on your clinical workflow and installation, you can start a workflow in *syngo.via* solution or from your RIS or PACS work list. The following procedure is an example of how you can handle workflows in your radiology department.



Note that you need to have the role *Technologist* to initially open an assigned workflow.

- 1 A technologist performs an examination at a modality.
The acquired images are sent to *syngo.via* solution.
- 2 *syngo.via* solution assigns a certain workflow to the images, performs preprocessing, and provides the workflow in a work list.
You can assign a workflow manually if no workflow has been mapped.
You can load data in different ways from the Patient Browser into the Viewer.
- 3 If necessary, a technologist optimizes and prepares the display of images and saves the workflow for a radiologist.
- 4 A radiology resident opens the workflow, starts to read the images and creates findings.
- 5 To review the findings later on with an attending radiologist, he saves the workflow.
Data is closed but all measurements, annotations, findings, and other changes are retained. The status of the workflow in the work list is set to *Saved*.
- 6 The attending radiologist opens the procedure, reviews the findings, and adds another finding.

- 7 The attending radiologist completes the workflow and the report data is sent to the connected RIS.

Data is closed, the workflow is completed, the results are sent to the configured archive.

1.7 Closing *syngo.via* solution



- ◆ Click the **Close** icon at the upper right to close the *syngo.via* solution client software.

Please note the following:

- If you have to leave the workplace unattended, be sure to lock the computer.
At a locked computer, only the user who has logged in to Windows can unlock the workplace.
- If you are leaving the workplace for a longer period, make sure to log off the *syngo.via* solution application.
- If you are leaving the workplace for a longer period without logging off, *syngo.via* solution logs off automatically. Workflows that are opened in the Viewer are closed and *saved*.

1.8 Accessing training material from your *syngo.via* solution system

syngo.via solution provides a direct connection to our personalized online education platform **PEPconnect**.

This platform gives you instant access to your educational material and is also where you can learn more about highlights of the new software version.

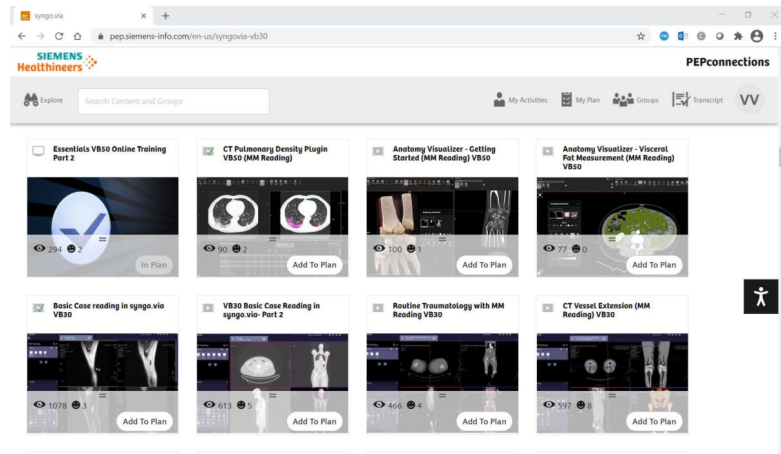
PEPconnect offers online training material, functionality snippets and e-clips, tools and virtual training sessions, all tailored to the usage of *syngo.via* solution.

- ✓ Internet connection is available.



- ◆ Move the mouse over the **Help** icon and choose **Online Training** from the menu.

The **PEPconnect** web page opens.



From here, you can easily access the available training material for *syngo.via* solution.

Alternatively, you can use the following QR code to access our **PEPconnect** web page:



Or you open an Internet browser and enter the following web address to access the *syngo.via* solution training area:

<https://pep.siemens-info.com/en-us/syngovia-vb30>



Consider that you first have to register in **PEPconnect** to obtain access to the full range of training material (<https://pep.siemens-info.com>).

Once you have accessed the **PEPconnect** start page, proceed as follows to register:

- Click **Log in / Register** in the upper-right corner and then click the **Register** button.
- Enter the necessary information.

An email is sent to you to confirm the registration and to activate your **PEPconnect** account.

- You can now set up your profile and start to explore the available learning activities in **PEPconnect**.
-

2 Country-specific information

The following sections provide regulatory information for different countries.

2.1 Ukraine

Medical devices of CT

Програме забезпечення syngo.CT Dual Energy Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення syngo.CT Brain Hemorrhage Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення syngo.CT Applications Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині
Програме забезпечення syngo.CT Brain Quantification Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення syngo.CT Colonography Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення syngo.CT Cardiac Planning Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині
Програме забезпечення syngo.CT Extended Functionality Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення syngo.CT ASPECTS Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення syngo.CT LVO Detection Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині
Програме забезпечення syngo.via RT Image Suite Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA, TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині		

Medical devices of XP

Програме забезпечення для діагностики в маммографії <i>syngo.Breast Care</i> Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA.TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення для діагностики в маммографії <i>MAMMOVISTA B. Smart</i> Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA.TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	
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Medical devices of D&A

Програме забезпечення <i>syngo.via</i> Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA.TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення <i>Syngo Carbon Clinicals</i> Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA.TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині	Програме забезпечення <i>syngo.MR Applications</i> Уповноважений представник на території України  TOV «СІМЕНС МЕДИЦИНА» вул. М. Грінченка, 4-Б, м. Київ, 03680, Україна Тел./факс: +38(044) 390-7000 UA.TR.101. Виробник: Сіменс Хелска ГмбХ Хеннестрассе, 127, 91052, Ерланген, Німеччина Вироблено в Німеччині
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3 Open-source software

The product contains, among other things, open-source software developed by third parties.

The open-source software used in the product and the license agreements concerning this software can be found in the ReadMeOSS. These open-source software files are protected by copyright. Your compliance with those license conditions will entitle you to use the open-source software as foreseen in the relevant license.

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Caution: US federal law restricts the herein described devices to sale by or on the order of a physician.

The original language of this document is English.

Made in Germany

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MR and XP medical devices)**

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