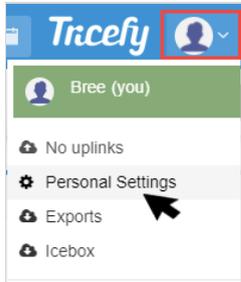# Adjusting User Profile Settings

Last Modified on 2026-03-18 13:05

To access your settings, select **Personal Settings** from the user menu at the top of the screen:



The first tab (default tab) contains Profile Settings. Select **Back to Tricefy** to return to the Studies screen:

Profile    Change Password    Memberships    Notifications    Two-Factor

## Profile

**Email address**

myemail@example.com

This is used for logging into Tricefy.

**Display name**

Test User

**Phone number**

This is used for receiving notifications.

**Display language**

English

**Default account**

My Demo Account

Select the account that you want to see in the study list after you login.

**Default account for new uplinks**

My Demo Account

Select the account that you want new scanners to send to by default.

**Show Uplink status** ☑

Check this to display the Uplink Status in the top menu bar.

[ Save Settings ]

**Signature**

[ Choose File ]  No file chosen

[ Reset Settings ]

- **Email Address:** This is the email address used to log into Tricefy

- If you change your email address, you will receive an email notification to the previous email that your login email was updated

- **Display Name:** This is the name that appears throughout Tricefy, including activity logs and Tricefy reports

- **Phone Number:** This is the number that receives text notifications if you have SMS notifications enabled

- **Display Language:** Changing this option will change the language shown on your screen

- **Default Account:** This is the account that displays when logging into Tricefy. Selecting **All Accounts** will display patients, studies, and consults belonging to all your clinic accounts.

- **Default Account for New Uplinks:** This is the account that will receive images for any newly installed uplinks
    - **Auto** is default (and recommended) option - studies will be sent to the account that installed the new uplink

- **Show Uplink Status:** When this option is checked, your Uplink status will be shown at the top of the user menu to indicate if your Uplink is working properly

    - A **gray** icon indicates that Uplink is not installed on the computer/server

    - A **green** icon indicates Uplink is functioning properly

    - An **orange** icon indicates that some Uplinks are working but at least one Uplink is not
        - This is only applicable to users with multiple Uplinks

    - A **red** icon indicates Uplink is installed but not functioning. This is often because the computer is turned off or disconnected from the internet.
        - If your Uplink status is **orange** or **red**, refer here for additional troubleshooting steps

Click "**Save Settings**" to apply the changes

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**Signature:** Used for signature insert on finalized Tricefy reports

- This is only applicable to Tricefy report templates with the "Signature" element in it

- The signature must be an image file (JPG or PNG)

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# Reset Settings

The **Reset Settings** button returns all settings to the original, default values. These include:

- Language set to **English**

- **Uplink Status shown** in user menu

- **Email Notifications** turned **on**: See instructions on turning off notifications

- Viewer displays **four images** (4 x 4) and **study list sidebar active** (monitor settings)

- Page Columns on your Studies screen returned to Full Name, Patient ID, Patient DOB, Study Date, Study Details, Sonographers, and Performing Physician.

- Page Columns on your Patients screen returned to **Full Name**, **Patient ID**, **Patient DOB**, and **Show Studies**

    👉 Learn more about changing columns on the Studies screen

    👉 Learn more about change columns on the Patients screen

A confirmation message displays before the settings are reset. Select **OK** to proceed. These settings do not need to be saved and this action cannot be undone.