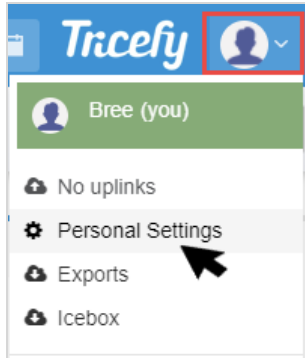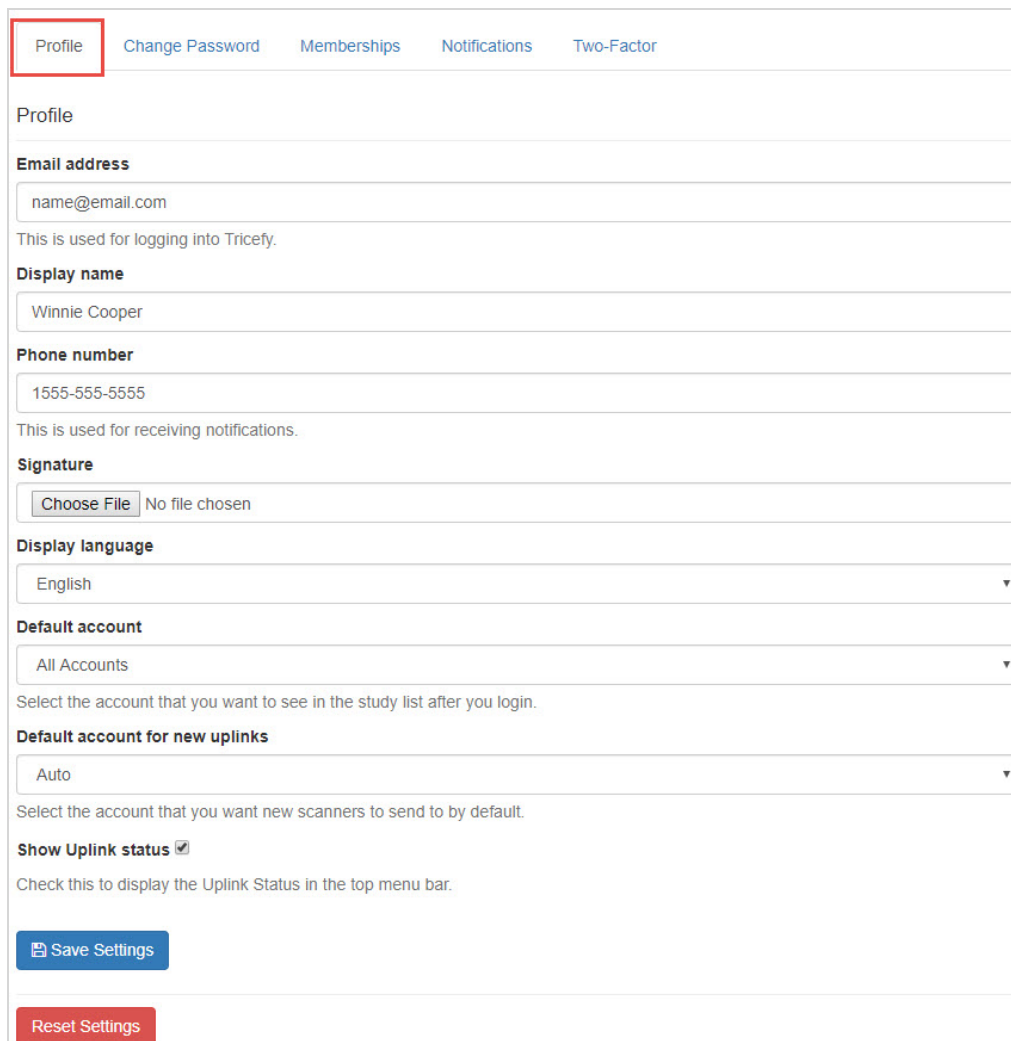# Adjusting Profile Settings

Last Modified on 12/09/2019 12:43 pm EST

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:

- **Email Address:** This is the email address used to log into Tricefy
  - If you change your email address, make sure to use the new email address next time you

log into Tricefy

- **Display Name:** This is the name that appears when participating in consultations or when leaving notes on a study

- **Phone Number:** This is the number that receives text notifications. You can also use your phone number to log into the system

- **Signature:** Displays a pop-up window for uploading a signature

    - This signature is only applicable those with permissions to finalize a report

    - The signature must be an image file (.jpg, .png)

- **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

Select **Save Settings** to save adjustments made on this screen.

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.