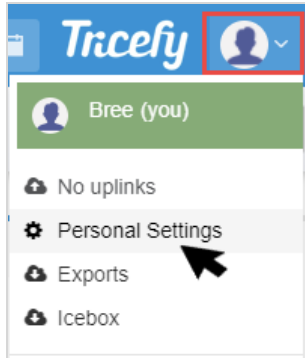


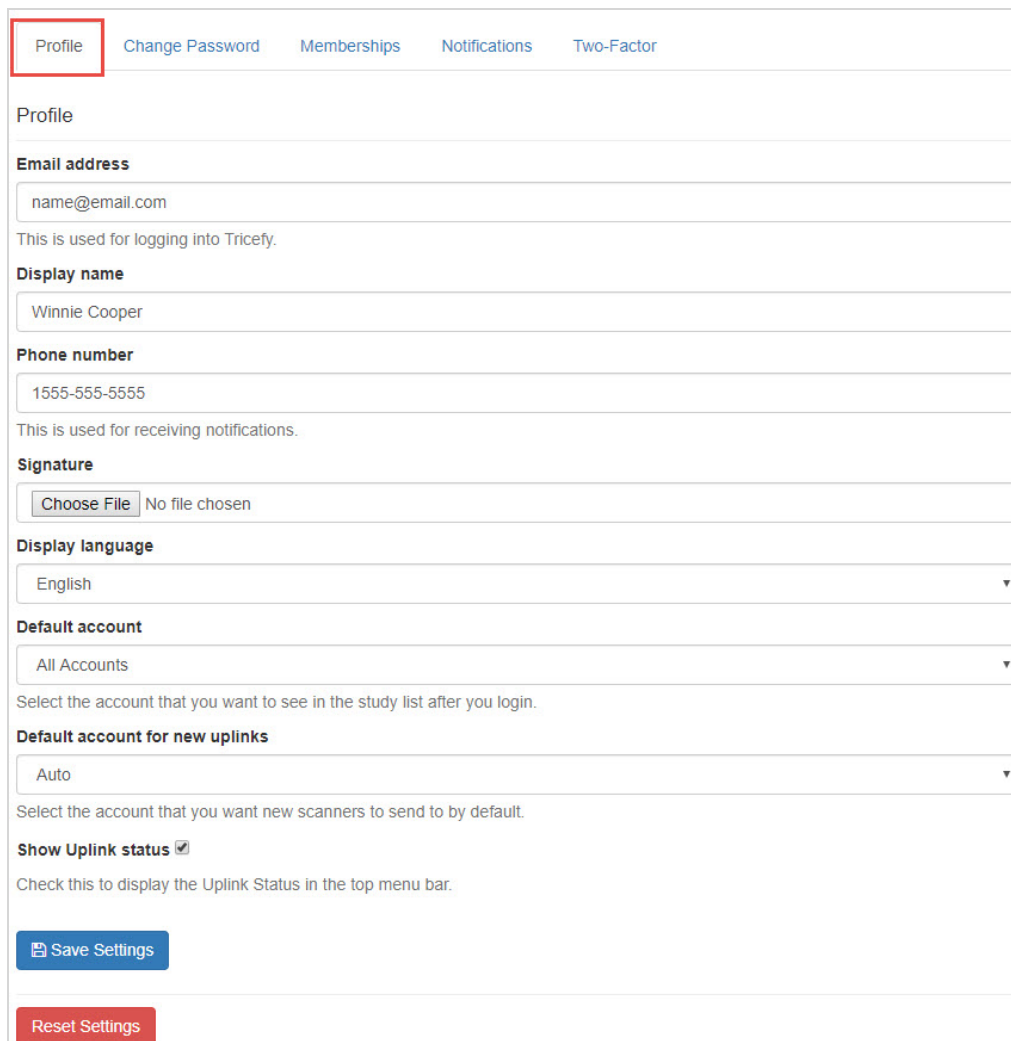
Adjusting Profile Settings

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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:

A screenshot of the 'Profile' settings page in Tricefy. At the top, there are five tabs: 'Profile' (highlighted with a red box), 'Change Password', 'Memberships', 'Notifications', and 'Two-Factor'. Below the tabs, the page is titled 'Profile'. It contains several sections: 'Email address' with a text input field containing 'name@email.com' and a note 'This is used for logging into Tricefy.'; 'Display name' with a text input field containing 'Winnie Cooper'; 'Phone number' with a text input field containing '1555-555-5555' and a note 'This is used for receiving notifications.'; 'Signature' with a 'Choose File' button and 'No file chosen' text; 'Display language' with a dropdown menu set to 'English'; 'Default account' with a dropdown menu set to 'All Accounts' and a note 'Select the account that you want to see in the study list after you login.'; 'Default account for new uplinks' with a dropdown menu set to 'Auto' and a note 'Select the account that you want new scanners to send to by default.'; and 'Show Uplink status' with a checked checkbox and a note 'Check this to display the Uplink Status in the top menu bar.' At the bottom, there are two buttons: 'Save Settings' (blue) and 'Reset Settings' (red).

- **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.
