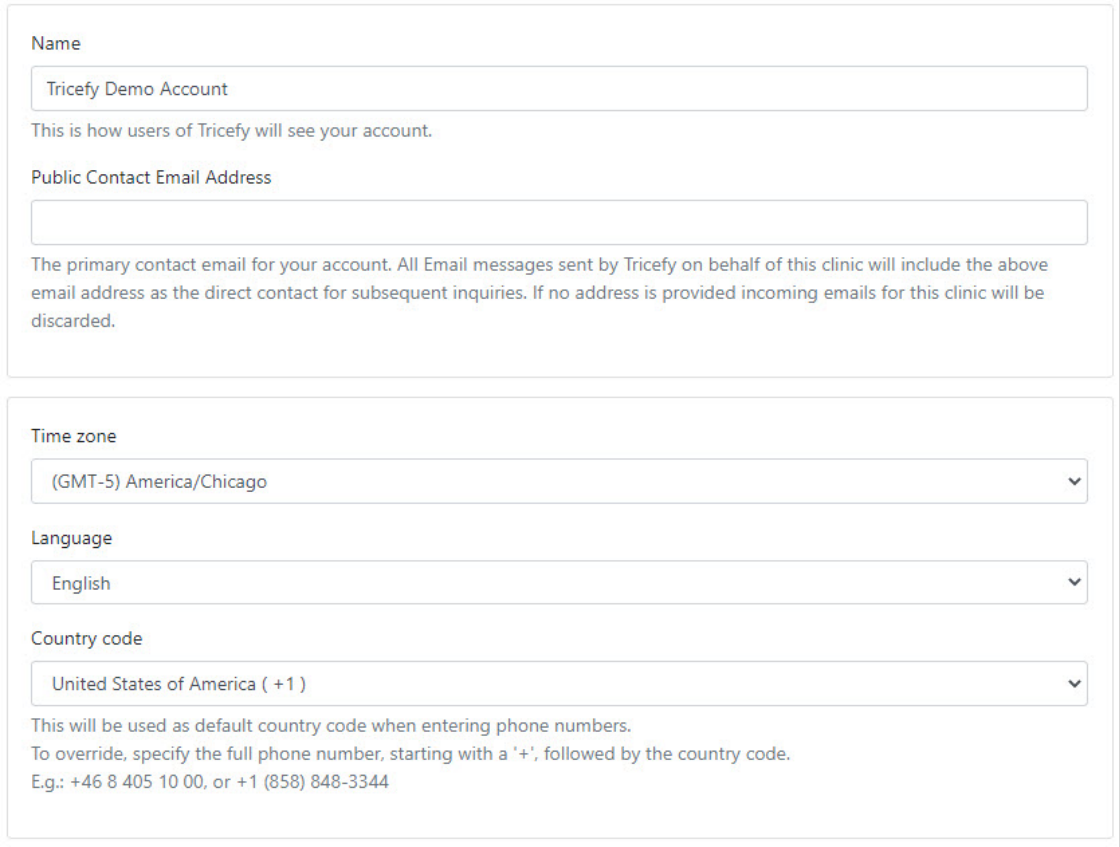
Account Settings

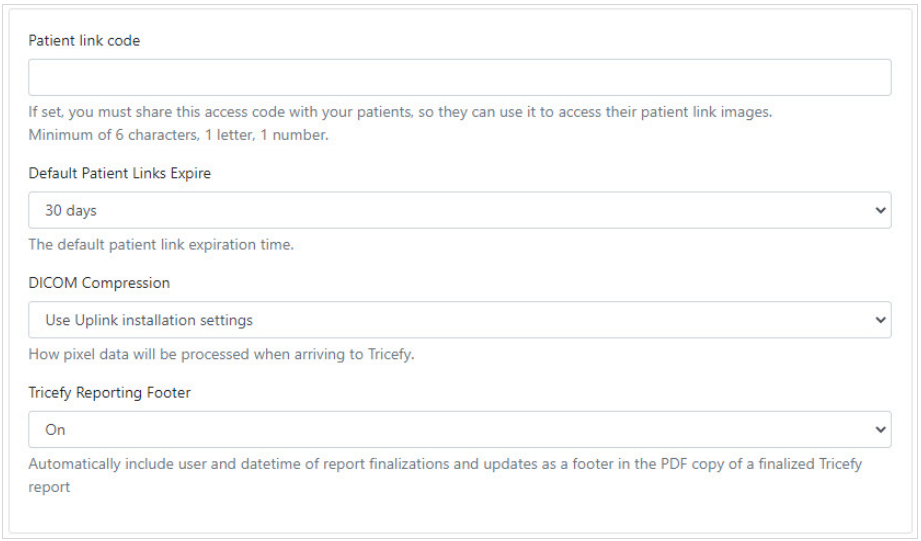
Last Modified on 2025-08-07 09:31

Select **Account Settings** from the left-side of the screen to modify certain account level settings.

When you are done modifying settings, select the Update button at the bottom of the page to save your changes.



- **Name:** Name of your account (typically name of the clinic but it can be any shortened or modified version)
- **Public Contact Email:** How we can contact you (or the main administrator)
- **Time Zone:** Choose the applicable timezone, based on your location, from the drop-down menu
- **Language:** Tricefy is available in a number of different languages - choose your language from the drop-down menu (this will affect the user interface for all users)
- **Country Code:** Choose the applicable country code, based off your location, from the drop-down menu



- Patient Link Code: Entering a passcode into this field will require patients (and anyone else attempting to view images) to enter that passcode in order to access their patient share link
    - If this field is blank, a passcode will not be required unless the study contains non-DICOM files (such screenshots or PDF documents). If the study contains such files, the patient will be prompted to select a password for their landing page.
        - If you decide to add or change a Patient Link Code, any previous passcodes will still work for their respective links (in other words, you can add a code or change a code at any time without affecting your patients).
        - Removing the passcode from this field will eliminate the need to enter it on already existing links
- Default Patient Links Expire: Determines how long a patient's landing page will remain active. 90 days is the most common choice - choose an option from the drop-down menu
    - After 90 days (or however many is chosen from the drop-down), the patient's link will no longer work; you can send them a new one, which will remain active for another 90 days

    👉 Instructions for Resending Patient Links

- DICOM Compression: *no longer supported*

- Tricefy Reporting Footer: Determines whether Tricefy finalized reports will automatically stamp a finalized by + datetime at the bottom of the report