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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	
Tricefy Demo Account	
This is how users of Tricefy will see your account.	
Public Contact Email Address	
The primary contact email for your account. All Email messages sent by Tricefy on behalf of this clinic will include t email address as the direct contact for subsequent inquiries. If no address is provided incoming emails for this clin discarded.	he above ic will be
Time zone	
(GMT-5) America/Chicago	`
Language	
English	`
Country code	
United States of America ( +1 )	``
This will be used as default country code when entering phone numbers.	
To override, specify the full phone number, starting with a '+', followed by the country code.	

- 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	
f set, you must share this access code with your patients, so they can use it to access their patient link images. Minimum of 6 characters, 1 letter, 1 number.	
Default Patient Links Expire	
30 days	~
The default patient link expiration time.	
DICOM Compression	
Use Uplink installation settings	`
How pixel data will be processed when arriving to Tricefy.	
Tricefy Reporting Footer	
On	
Automatically include user and datetime of report finalizations and updates as a footer in the PDF copy of a finalize	d Tricefy

- 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

Trcefy

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