Tricefy Downlink Service
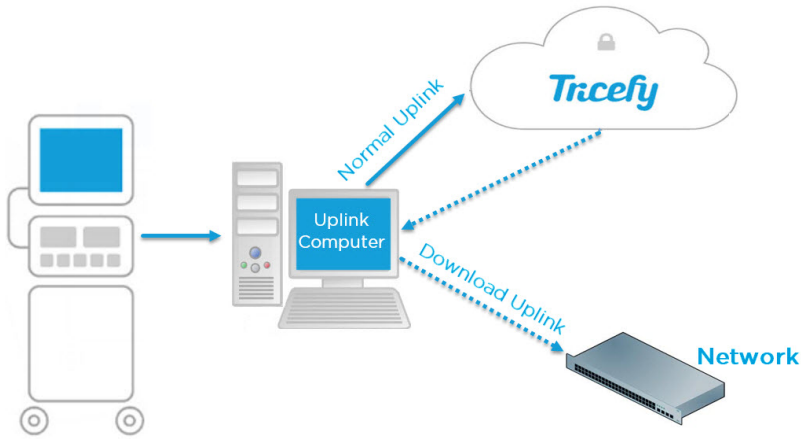
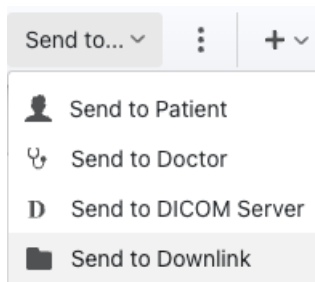The Tricefy Downlink service **downloads** content from Tricefy to your clinic's network/computer.

Installation

See instructions on how to enable the downlink service with the Tricefy Uplink software from the article below.

https://www.tricefy.help/help/install

Next Steps

Once the required downlink service enabled has been enabled, the "Send to Downlink" will automatically be an option from the Send to... menu

If you are a Tricefy account admin, you can adjust the subfolder and filename name convention in the Uplinks page of the Tricefy account settings.

See how to access the Tricefy account settings here: https://www.tricefy.help/help/account-settings-overview

Once you are in the Uplinks page of the account settings, click on the Edit button of the uplink which has the downlink service enabled.

![Tricefy]

Edit Uplink

Display Name

Test Tricefy Uplink

Enable Q/R ☐

Downlink

File naming convention

PatientID_StudyDate/InstanceUID ⌄

Subfolder and filename convention options

Options which will create sub-folders

- **PatientName_PatientID_StudyDate / InstanceUID**: patient name, ID, and study date named subfolder with each file inside using the instance UID as the filename
- **PatientName_PatientID_StudyDate_StudyTime / InstanceUID**: patient name, ID, study date, and study time named subfolder with each file inside using the instance UID as the filename
- **PatientID_StudyDate / InstanceUID**: patient ID and study date named subfolder with each file inside using the instance UID as the filename
- **PatientID_StudyDate_StudyTime / InstanceUID**: patient ID, study date, and study time named subfolder with each file inside using the instance UID as the filename
- **StudyUID / InstanceUID**: Study UID named subfolder with each file inside using the instance UID as the filename

Options with no sub-folders

- **PatientID_StudyDate**: file has the patient ID and study date as the filename (no subfolder)
  - common choice for workflow of <u>manually</u> importing PDF documents into EMR
  - primarily used for Greenway ADI EMR interfaces
  - only use for 1 PDF per study transfers
- **PatientID_StudyDate_StudyTime**: file has the patient ID, study date, and study time as the filename (no subfolder)
  - only use for 1 PDF per study transfers
- **InstanceUID**: each file has instance UID as the filename (no subfolder)

Note: Clinics looking to automatically generate and download PDFs containing study contents will need to create an automatic process after setting up their Local Study Route.

👉 Instructions for Automatic File Export