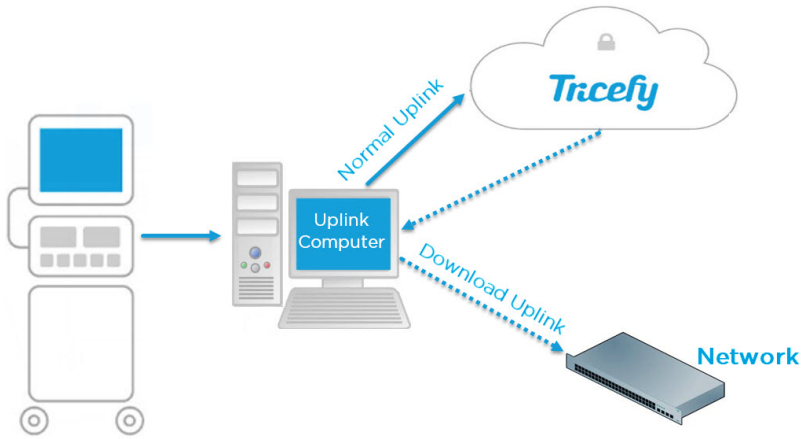# Tricefy Downlink Service

Last Modified on 2024-10-22 13:27

The Tricefy Downlink service **downloads** content from Tricefy cloud to a local computer's folder.
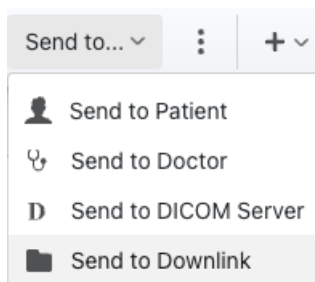


## Installation

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.

Account Overview

Account Settings

Members and Privileges

User Identifiers

Automation Setup

Inbound HL7 Messages

Worklist Fields

Uplinks

Statuses

Local Study Routes

## 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  manually 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