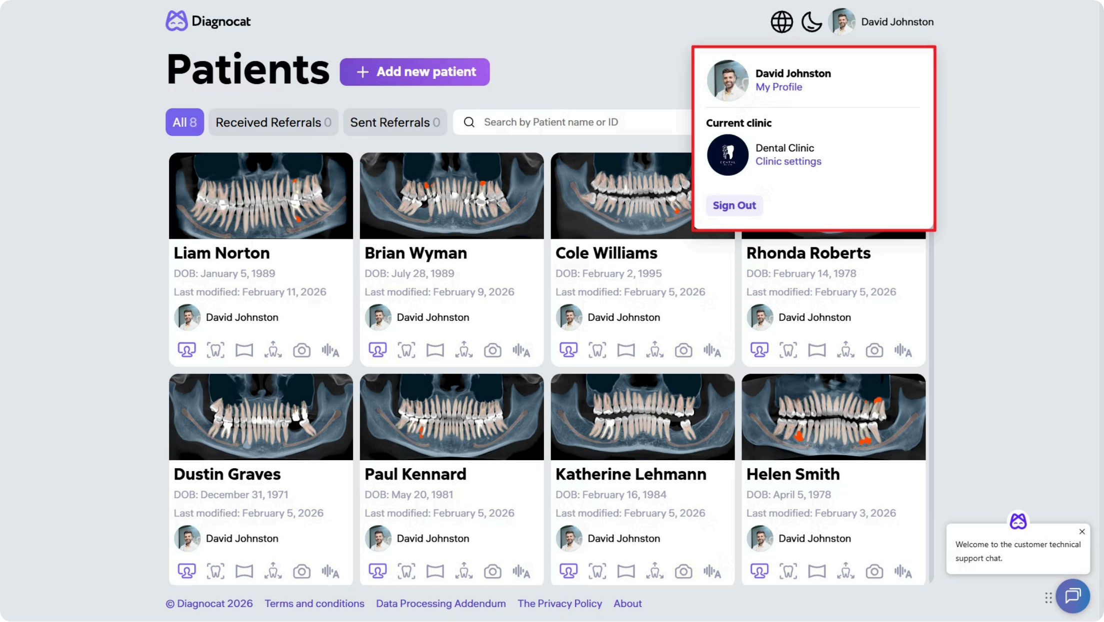
Account Customization

In this guide, you'll learn how to customize your Diagnocat account and configure clinic-wide settings so your entire team can work smoothly and efficiently.

Accessing Account Settings

To access your settings:

1. Go to the top-right corner of the screen
2. Click your profile details
3. Choose between: **My Profile or Clinic Settings**



My Profile

The My Profile section contains your personal account information.

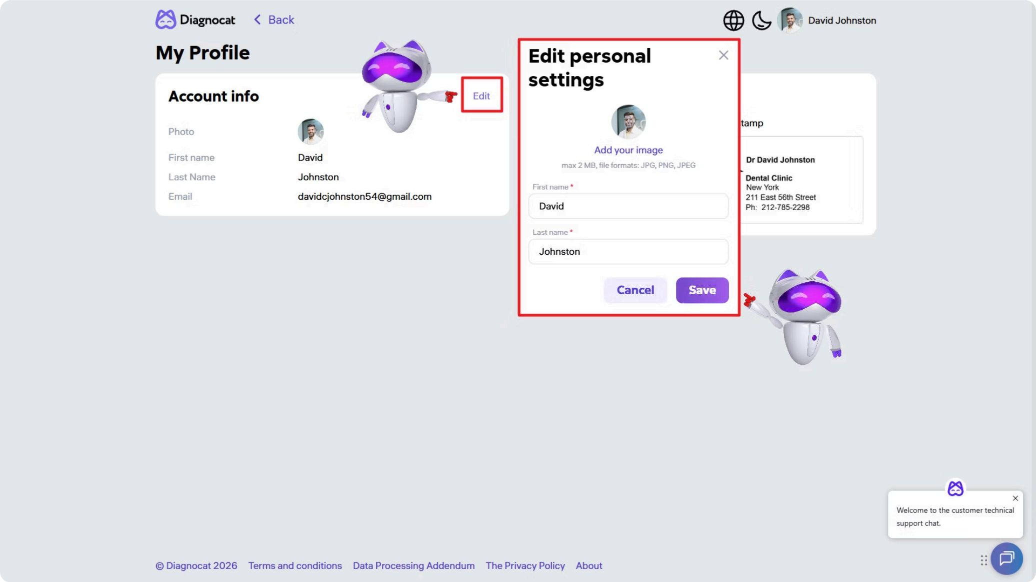
Update Personal Details

Here you can view or edit:

- First name
- Last name

Add a Profile Photo

Upload a profile image to personalize your account.



Upload Signature & Stamp

On the right side of the screen, you'll find options to upload:

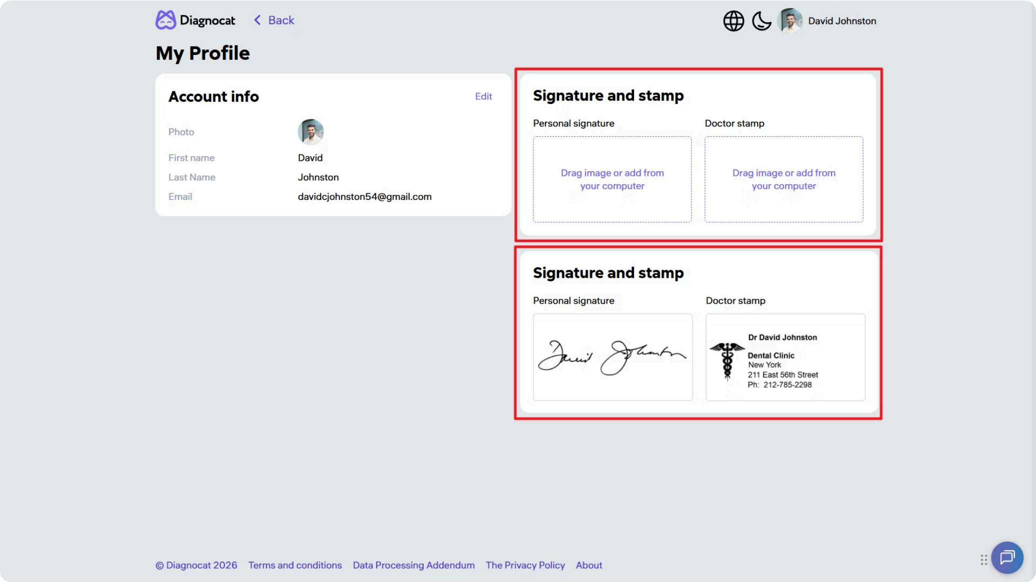
Digital Signature

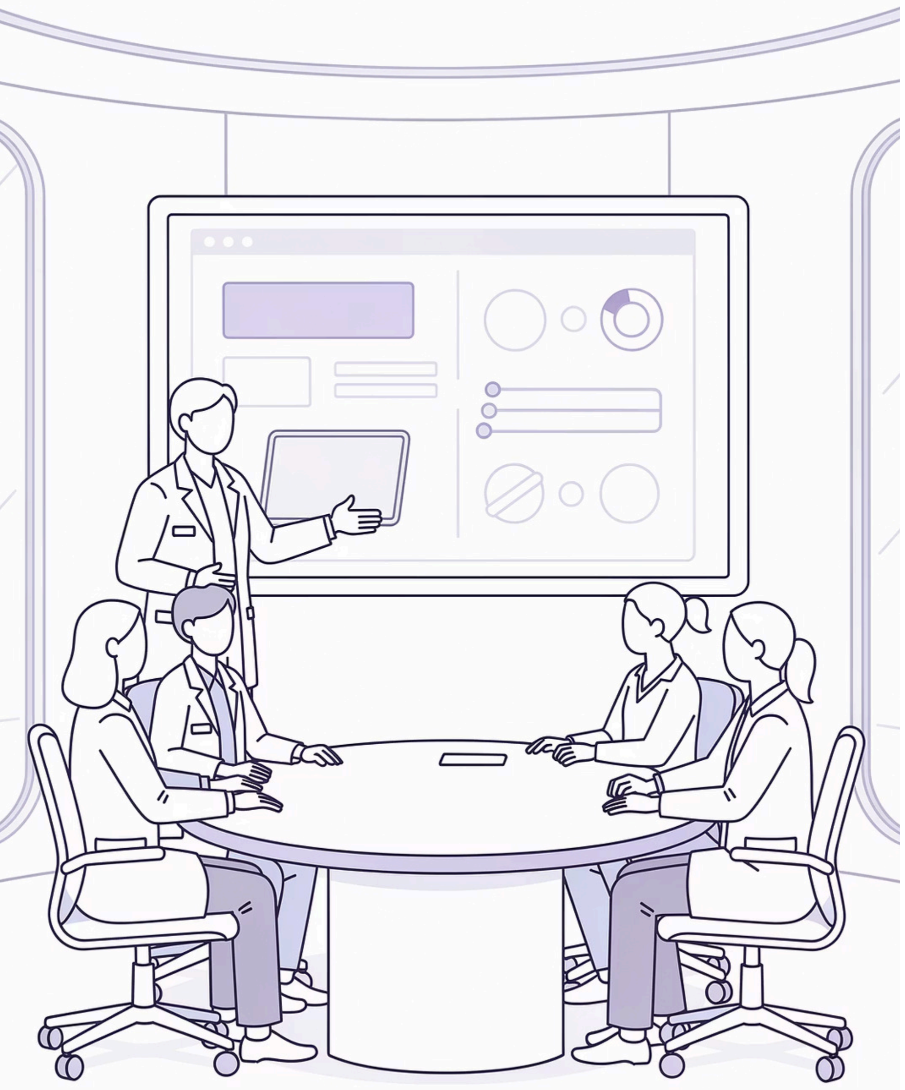
PNG format

Personal Stamp

PNG format

These elements will appear on the reports you sign.





Clinic Settings

Clinic Settings consists of three tabs:

Clinic Information

Team

Billing Information

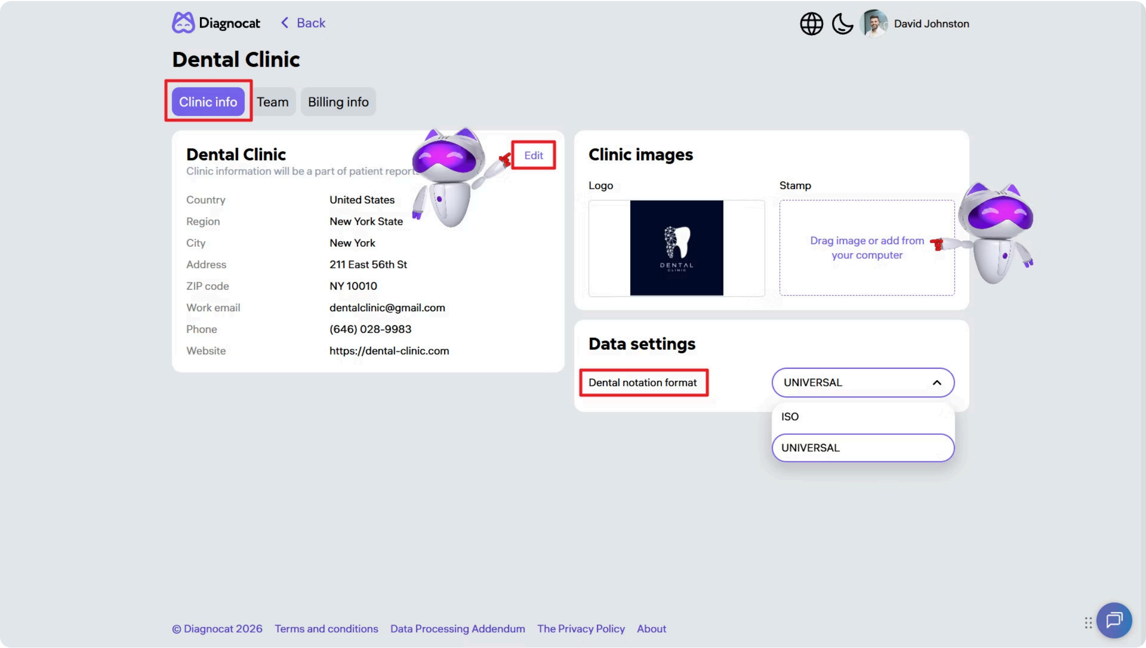
Let's walk through each one.

A. Clinic Information

In this tab, you can configure essential clinic details, including:

Configurable Details

- Clinic name
- Contact information
- Clinic logo (PNG)
- Official clinic seal (PNG)
- Dental notation format: Universal or ISO.



These assets will appear on Diagnocat reports and help maintain consistent branding.

B. Team

The Team tab allows you to manage staff access and permissions.

Add a New Team Member

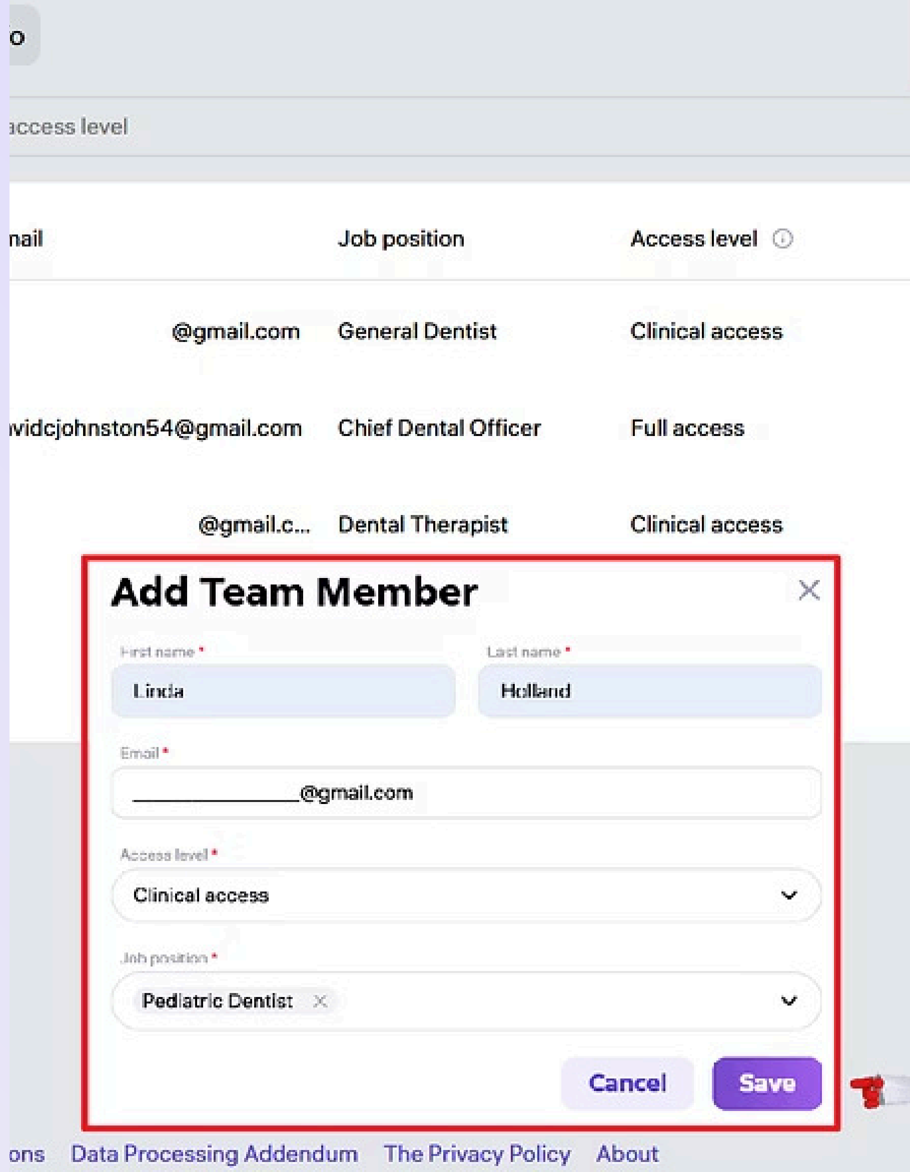
1 Click Add Team Member

2 Enter the required information:

- Email
- First name
- Last name
- Position
- Access level

3 Click Save

Diagnocat will automatically send an invitation to the team member's email. Once they register, they'll receive their own login credentials and will be able to sign reports based on their assigned permissions.



Assign Access Levels

Choose from four access levels:

Full Access

Clinical Access

Limited Clinical Access

Non-clinical Member

Access levels

Access levels you can assign to team members

Access levels	Full access	Clinical access	Limited clinical access	Non-clinical Member
Manage company settings	+	−	−	−
Manage payments and subscriptions	+	−	−	−
View and manage team	+	+	−	−
View and manage patient's files	+	+	+	+
Share patient's profile	+	+	+	−
Edit patient’s reports	+	+	+	−

These determine what each user can see or do inside Diagnocat.

Edit or Remove Team Members

Use the icons on the right side of each team member entry to:

- Update information
- Modify permissions
- Remove a team member

C. Billing Information

This tab provides a clear overview of:

Your current Diagnocat subscription

Usage statistics

Report volume

These features help you to track consumption and manage your plan efficiently. Continue to the next training guide to explore more advanced Diagnocat features.