

QUICK REFERENCE

HOW TO CREATE DIFFERENT 4DM USERS & PREFERENCES

**Corridor4DM Version:**  
5.2



**Target Audience:**  
Technologists and  
Physicians

**Primary Workstation:**  
Processing and Review

**WARNING**



When creating a new username, 4DM does not allow spaces or non-alphanumeric characters.

**Note:** The term **default screen** is the screen that is viewed upon launching the 4DM program. The default screen **does not** have to be the first screen listed in the order of review screens in the **Screen Control Panel**.



Right-click on the **Preferences** button to quickly switch between different 4DM user configurations.



**Note:** It is recommended to **always backup** all user-defined configurations.



Clinical Importance

Corridor4DM provides the option to create different users within the software so that each user can customize the program's preference settings to fit their personal workflow. This feature is useful for shared workstations.

To create a new 4DM user, follow these step-by-step instructions:

- Launch 4DM. Click the **Preferences** button in the **Application Control Panel**.
- At the top of the **Preferences** screen, click on the **User** menu.
- Click on **Create New User**. A **Create New User** dialog will present (see Figure 1).
- Type in a username. Click **OK**.

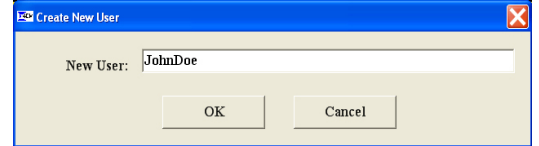


Figure 1: Shows the **Create New User** dialog.

To create user-specific preferences for the new user, follow these step-by-step instructions:

- **Launch** 4DM if not still in the program.
- Within the **Preferences** menu, click on the **User** menu. Click on **Select User**. Click on the **new username**, as shown in Figure 2.

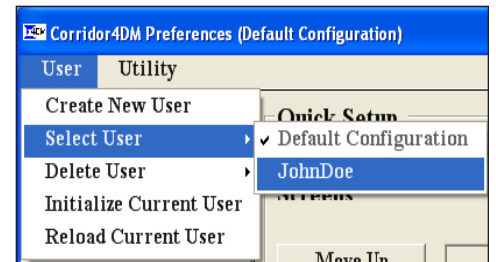


Figure 2: Shows the navigation path to selecting different users from within the **Preferences** dialog.

- For this Quick Reference Guide, we will modify John Doe's list of review screens that appear in his **Screen Selector Panel**. Mr. Doe wants to utilize the **Basic 4DM Quick Setup** with the **Raw QC** screen set as the **default screen** and listed first in the order of screens.

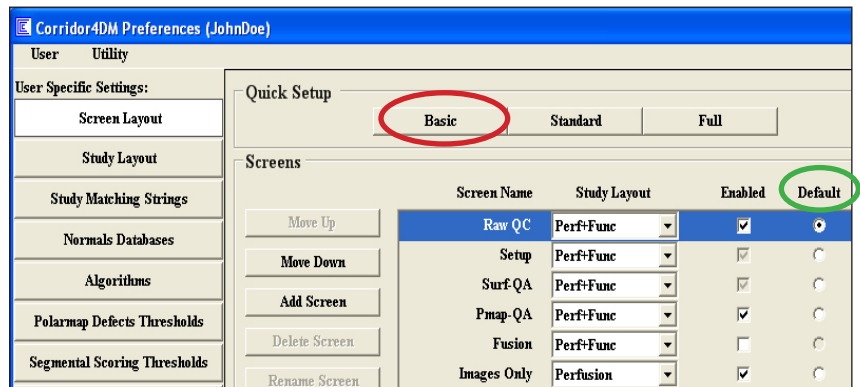


Figure 3: Shows the **Raw QC** screen (highlighted in blue) moved up to the top-most position and selected as the **Default** screen within the **Screen Layout** dialog.

- Click on the **Screen Layout** button under **User Specific Settings**.
- Click on the **Basic** button in the **Quick Setup** section (circled in red in Figure 3).
- Highlight the **Raw QC** screen name in the **Screens** list. Click the **Move Up** button until it is the top-most screen listed. Click on the **circle toggle** under the **Default** column (circled in green in Figure 3) to make it the default screen.
- Click **Save**. The new preference settings (see Figure 4) for Mr. Doe will update immediately.

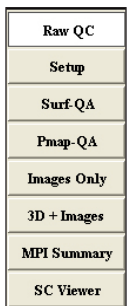


Figure 4: New customized **Screen Selector Panel**.