

QUICK REFERENCE

HOW TO BACKUP PREFERENCE SETTINGS

Corridor4DM Version:
6.0 and 6.1



Target Audience:
Technologists and Physicians

Primary Workstation:
Processing and Review

WARNING



Prior to installing 4DM upgrades, users must Backup their preference settings.

Note: To easily find all available drives on your computer, click on the **Start** button in the bottom left corner. Scroll up to and click on **My Computer**, which will show you all drives.



Note: Multiple users can be backed up at the same time by left-clicking+CTRL on all desired usernames.



Note: Some facilities use multiple versions of 4DM. Backup user preferences for the version you primarily use. Users of v5.0, 5.1, 5.2, 6.0, or 6.1 should select the v5.0 option (green rectangle in Figure 2).



Note: Use the **Restore** option to load backup preference files on as many 4DM systems as you want. For assistance with this, refer to the [How to Restore Preference Settings](#) Quick Reference Guide.



Clinical Importance

Using the **Backup** function within the 4DM Preferences menu is useful prior to doing such tasks as 4DM software upgrades or transferring preference files between computers. The term **Backup** refers to saving 4DM settings somewhere other than on the computer that it resides on, such as: an external hard drive (flash drive), CD, or DVD. Additionally, this ensures that if the computer has a malfunction or needs repair, the user-specific settings can easily be restored and transferred to a new computer. It will save the user from having to rebuild these three types of configuration files:

- **General User Specific Settings:** All user-defined settings within the **Preferences** window, including separate backup options for screen templates and normal databases.
- **Report Templates:** All user-defined preference settings within the **Patient Info** window
- **Database Export Settings:** All user-defined configurations within the **Export Data** window, including separate backup options for XML templates.

To Backup your preference and configuration settings, follow these step-by-step instructions:

- **Insert** the media to use for backup of files. For example, to backup to a CD, insert the CD into the CD/DVD drive.
- Launch 4DM. Click on the **Preferences** button in the **Application Control Panel**.
- Click on the **Utility** menu in the toolbar at the top of the **Preferences** screen (Figure 1).
- Click on **Backup**, which will present a **Backup Configuration Files** window (Figure 2).
- Click the **Browse** button (pink rectangle in Figure 2) and navigate to the directory where you want to backup the files to (Figure 3). For example, to backup files onto a CD, navigate to the CD/DVD drive on the computer (highlighted in Figure 3). Click **OK**.
- If there are multiple users listed, **highlight** the correct user(s) by left-clicking on the username(s) (see highlighted usernames in Figure 2).
- Click the drop-down menu (green rectangle in Figure 2) and choose the correct version for the backup.
- The 4DM default is for all Backup Configuration options to be selected. To deselect any option, click on the checkbox next to the option name. Once deselected, the checkmark in the checkbox will disappear.
- Click on the **Backup** button (circled in blue in Figure 2) to save all files and configurations to the specified media. A confirmation window will present once the backup is complete (Figure 4). Click **OK**.

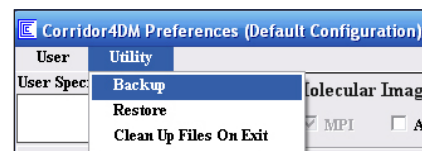


Figure 1: Preferences Utility menu.

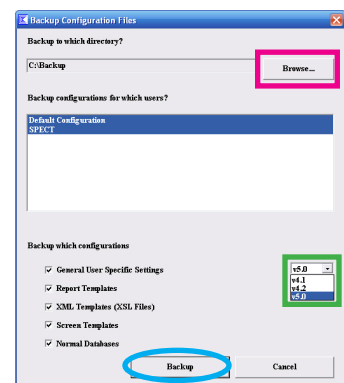


Figure 2: Shows the Backup Configuration Files window.

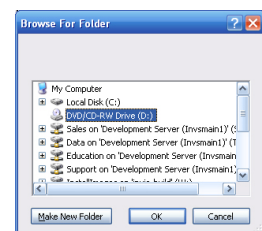


Figure 3: Shows the Browse for Folder window.



Figure 4: Shows the Backup was Successful window.