

QUICK REFERENCE

HOW TO RESTORE PREFERENCE SETTINGS

Corridor4DM Version:
6.0 and 6.1



Target Audience:
Technologists and Physicians

Primary Workstation:
Processing and Review

WARNING

Prior to using the **Restore feature** or installing 4DM upgrades, users must **Backup** their preference settings. For assistance with this, refer to the [How to Backup Preference Settings](#) Quick Reference Guide.



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



Note: Restore more than one user-specific set of preference files at a time. Left-click+CTRL on all desired usernames in the **Restore Configurations for which User?** section of the **Restore Configurations Window** (Figure 2).



Clinical Importance

Using the **Restore** function within the 4DM Preferences menu is useful after completing such tasks as 4DM software upgrades. The term **Restore** refers to transferring the previously backed-up (saved) 4DM preference files and configuration settings from an outside source (external hard drive, flash drive, CD, or DVD) back into your 4DM program. Additionally, this ensures that if the computer has a malfunction or needs repair, the user-specific settings can easily be restored onto 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 restore your preference and configuration settings, follow these step-by-step instructions:

- **Insert** the media you wish to retrieve the files from into the computer. For example, to **Restore** from 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** window (Figure 1).
- Click on **Restore**, which will present a **Restore Configuration Files** window (Figure 2).
- **To choose the directory** where you have stored the **Backup** files, click the **Browse** button (pink rectangle in Figure 1) and navigate to the directory/drive. For example, to restore files from a CD, navigate to the CD/DVD drive on the computer (Figure 3). Click **OK**.
- If there are multiple users listed, **highlight** the desired user(s) by left-clicking+CTRL on the **username(s)** (highlighted in Figure 2).
- The 4DM default is for all configuration option checkboxes to be selected (Figure 2). 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 **Restore** button (circled in blue in Figure 2) to retrieve all saved 4DM files and configurations. A confirmation window will present once the restore is complete (Figure 4). Click **OK**.

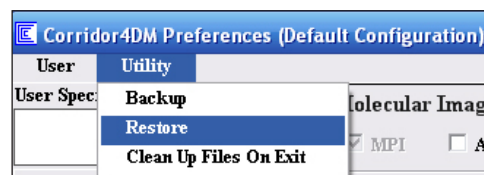


Figure 1: Preferences Utility menu.

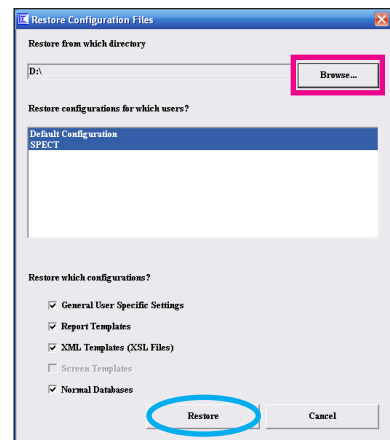


Figure 2: Restore Configuration Files window.

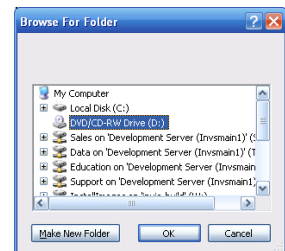


Figure 3: Browse for Folder window.



Figure 4: Restore was Successful window.