

# Backing up Preferences

## OVERVIEW

Within 4DM, each user has the ability to configure application settings, screen layouts, workflow screen order, etc. Together, such configurations are called preferences. Periodically backing up the 4DM preferences prevents the need to rebuild customized application settings from scratch in the event of a version upgrade, hardware failure, or accidental deletion by a user. Additionally, a backup is used to easily transfer such preference settings to multiple workstations running 4DM.

For assistance applying preferences from one workstation to others, refer to the **Restoring Preferences** Reference Guide.

## HOW-TO GUIDE

The user has the ability to back up individual user-specific workflows, 4DM settings global to a particular workstation, or both. Preferences can be backed up within 4DM and 4DM Administration.

### To access the Backup Configuration Files window within 4DM:

1. Launch a patient dataset into **4DM** and select the **Preferences** button (see **1** Figure 1) from the **Control Panel**.
2. Select the **Utility** menu (see **1** Figure 2) and click **Backup** (see **2** Figure 2).
3. The **Save** window (Figure 3) is displayed initially. Click **Yes** to save the current settings for the workflow, or click **No** to proceed with the backup without saving. The **Backup Configuration Files** window then displays automatically.

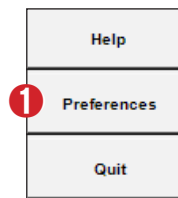


Figure 1. Control Panel

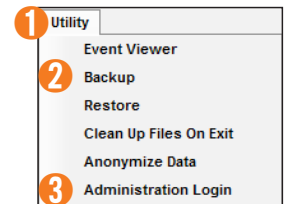


Figure 2. Utility menu in Preferences

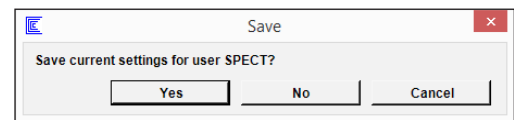


Figure 3. Save window

### To access the Backup Configuration Files window within 4DM Administration:

1. Open **4DM Administration** (see **3** Figure 2).
2. In the login window (Figure 4), enter your **Username** and **Password** and click **Sign in**.
  - If you have forgotten your username and password, contact INVIA Support at [support@inviasolutions.com](mailto:support@inviasolutions.com).
3. Select the **Backup** tool (Figure 5) from the 4DM Administration toolbar to display the **Backup Configuration Files** window.



Figure 4. 4DM Administration login window



Figure 5. Select the Backup tool

### From the Backup Configuration Files window, make the following selections to define the backup parameters:

1. **Backup Directory** (see **1** Figure 6) - Select **Browse** to open the *Browse For Folder* window to locate the folder to store the 4DM backup.
2. **Select All** (see **2** Figure 6) - Automatically selects all **Backup User Specific Settings** and **Backup Global Settings/Directories** selections to be stored as part of the backup.
3. **Deselect All** (see **3** Figure 6) - Automatically deselects all

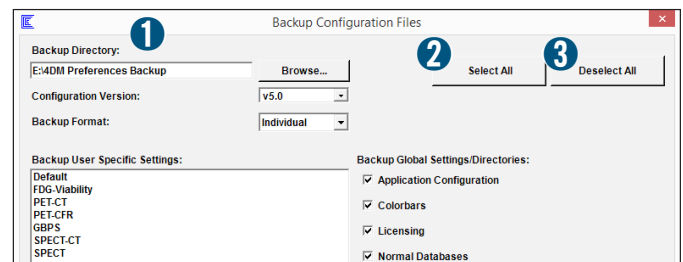


Figure 6. Backup Configuration Files window

**Backup User Specific Settings** and **Backup Global Settings/Directories** selections enabling the user to decide which settings to store as part of the backup.

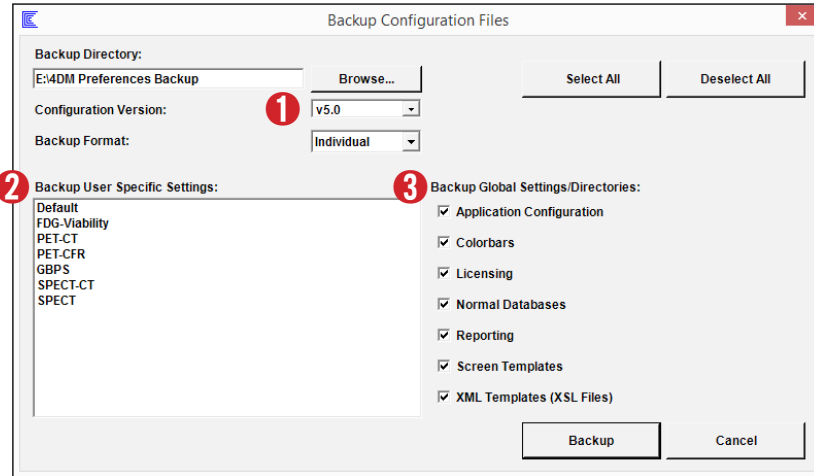




Figure 7. Backup Configuration Files window

4. **Configuration Version** (see ❶ Figure 7) - The default selection is v5.0, which is compatible with 4DM v5.0 and newer. If preferences are restored to a version of 4DM prior to v5.0, then select v4.1 or v4.2 dependent upon the 4DM version. Select the following version of 4DM for the preference backup compatibility:
  - **v4.1** - Backup preferences compatible with 4DM v4.1 and lower
  - **v4.2** - Backup preferences compatible with 4DM v4.2 only
  - **v5.0** - Backup preferences compatible with 4DM v5.0 and higher
5. **Backup User Specific Settings** - (see ❷ Figure 7) Select the standard 4DM or user-specific workflows to backup. Hold down the Ctrl key and left-click to select specific workflows, or hold down the Shift key and left-click the first and last workflow to select a range.
6. **Backup Global Settings/Directories** (see ❸ Figure 7) - Select the following configurations to include as part of the backup:
  - **Application Configuration - Global Settings** configurations in 4DM Preferences and **Export Data** settings configurations

	If the user does not want to add global application settings to the backup, do not select <b>Application Configuration</b> .
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- **Colorbars** - Colorbar files that are stored in the **colorbars** folder
  - **Licensing** - License file stored in the 4DM application folder
  - **Normal Databases** - User-specific normal databases located in the **Site Database Directory** folder location
  - **Report Templates** - Report configuration and template files located in the 4DM **reportTemplates** folder
  - **Screen Templates** - User-specific screen templates stored in the 4DM **screenTemplates** folder
- Note:** Screen templates have to be exported individually to the **screenTemplates** folder prior to performing a backup.

	For assistance with screen templates, refer to the <b>Creating a New Workflow Screen</b> Reference Guide
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- **XML Templates (XSL Files)** - Files that are stored in the 4DM **xmlTemplates** folder

7. Click the **Backup** button (see ❶ Figure 8) to backup preferences.
8. Click the **OK** button when the "Backup was successful" notification window appears (Figure 9).
9. Depending on where the backup was performed:

- **In 4DM:** Click **Save** to close Preferences (Figure 10).
- **In 4DM Administration:** Click the **Save** button (see ❶ Figure 11) in the toolbar, and click the **Close** button (see ❷ Figure 11) to close 4DM Administration.

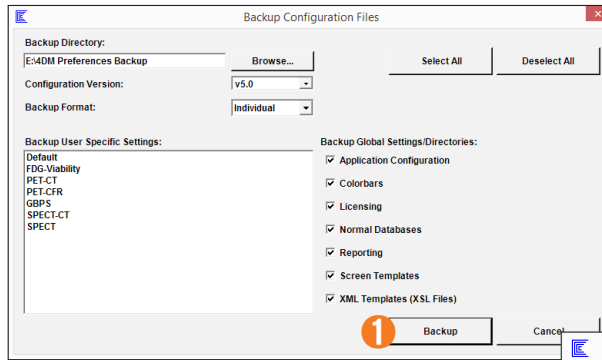


Figure 8. Backup Configuration Files window

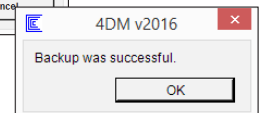


Figure 9. Notification window

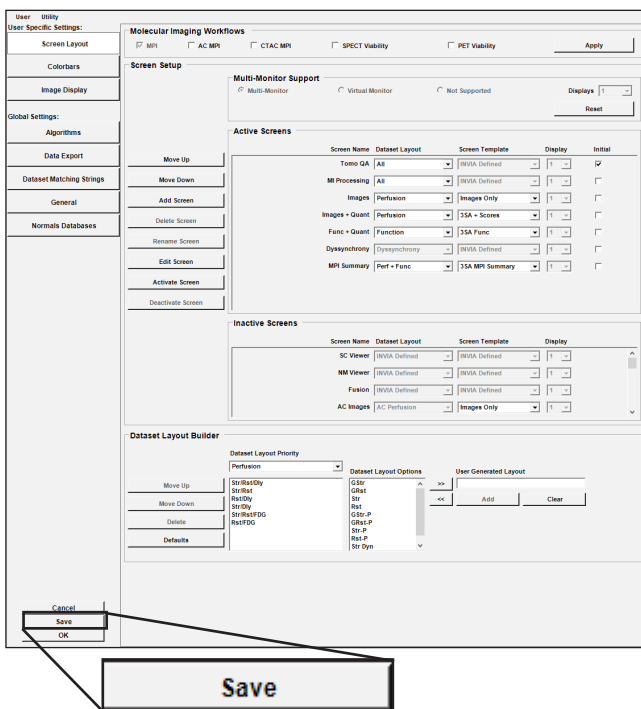


Figure 10. Save Preferences in 4DM

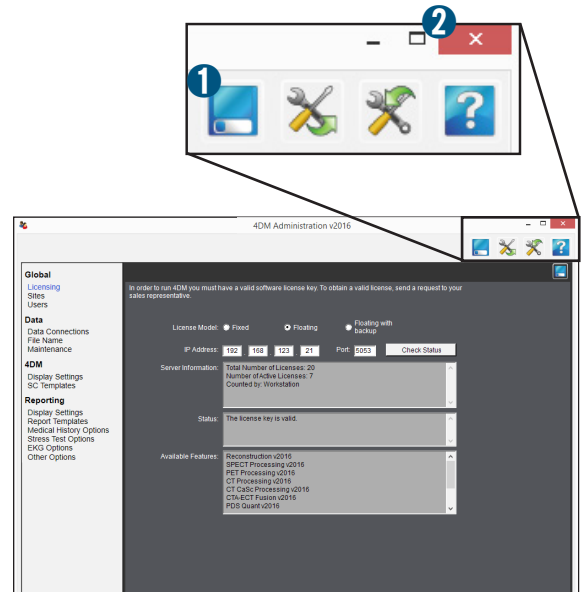


Figure 11. Save and Close 4DM Administration