

# 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.

**i** 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.

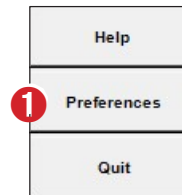


Figure 1. Control Panel

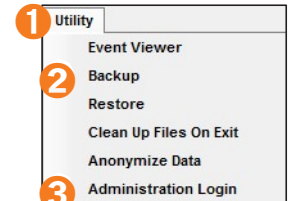


Figure 2. Utility menu in Preferences

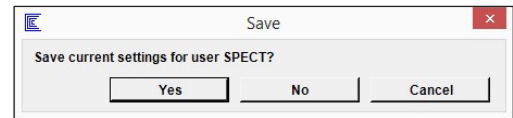


Figure 3. Save window

### 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, follow these steps:

1. Click on the file folder next to the **File Directory** (see **1** Figure 6) box.
2. Once the file explorer window opens, browse to locate the folder to store the 4DM backup.
3. Once you have selected the backup location, click “backup” (see **2** Figure 6) on the Backup Configuration Files window.

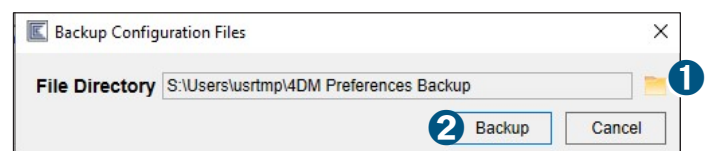


Figure 6. Backup Configuration Files window

4. Click the **OK** button (Figure 7) when the "Backup was successful" notification window appears.
5. Depending on where the backup was performed:
  - In **4DM**: Click **Save** to close Preferences (Figure 8).
  - In **4DM Administration**: Click the **Save** button (see ❶ Figure 9) in the toolbar, and click the **Close** button (see ❷ Figure 9) to close 4DM Administration.

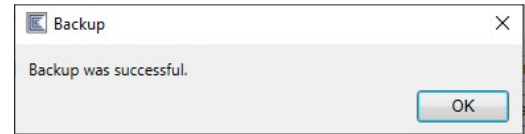


Figure 7. Backup Configuration Files window

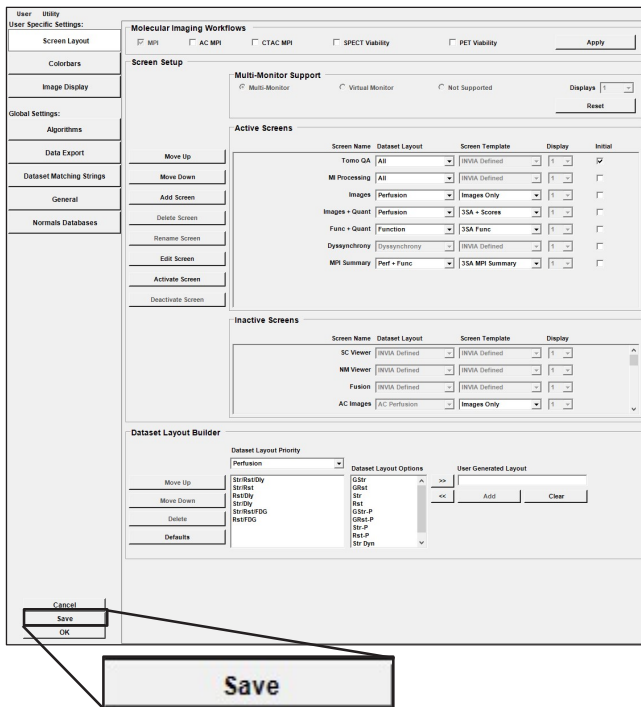


Figure 8. Save Preferences in 4DM

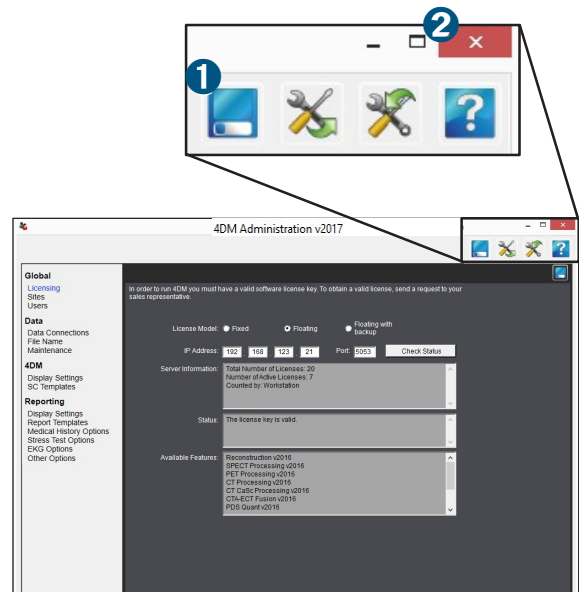


Figure 9. Save and Close 4DM Administration