

Restoring 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. Preferences are specific to each workstation 4DM is installed on. Periodically backing up the preferences of each user prevents the need to rebuild customized application settings from scratch in the event of a version upgrade, hardware failure, or accidental deletion by another user. Additionally, a backup is used to easily transfer such preference settings to multiple workstations running 4DM. This reference guide presents the steps to follow when restoring preferences that were previously backed-up.

i For assistance backing up preference settings, refer to the **Backing up Preferences** Reference Guide

HOW-TO GUIDE

The user has the ability to restore individual user-specific workflows, 4DM settings global to a particular workstation, or both. Once a restore is performed, the new user-specific workflows are added and existing workflows with the same names are overwritten by the application. Preferences can be restored from within 4DM and 4DM Administration.

To access the *Restore 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 **Restore** (see **2** Figure 2) to open the *Restore Configuration Files* window.



Figure 1. Control Panel

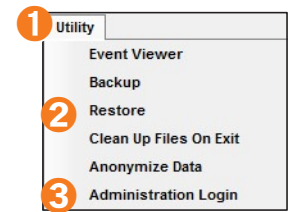


Figure 2. Utility menu in Preferences

To access the *Restore Configuration Files* window within 4DM Administration:

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



Figure 3. 4DM Administration login window



Figure 4. Select the Restore tool

From the *Restore Configuration Files* window, make the following selections to define the restore parameters:

1. **Restore Directory** (see **1** Figure 5) - Select the **file folder** to open the Browse For Folder window which enables the user to locate the 4DM preferences backup folder.
2. **Select All** (see **2** Figure 5) - Automatically selects all **Corridor 4DM**, **Global**, and **Reporting** settings to be restored from the backup.

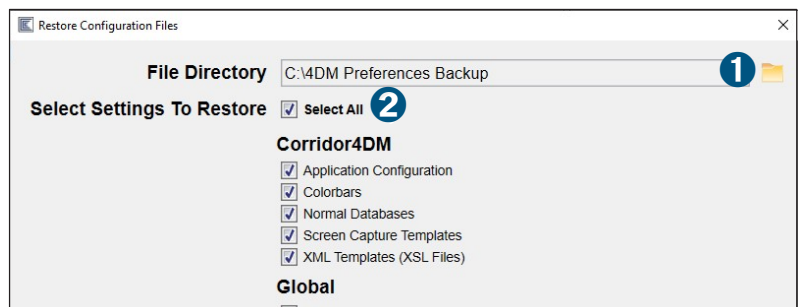


Figure 5. Restore Configuration Files window

3. Unchecking the **Select All** box will give you the ability to choose which settings you want to restore from the three categories **Corridor4DM**, **Global**, and **Reporting**.

- **Corridor4DM** (see ❶ Figure 6):

- » **Application Configuration** - Global Settings configurations in 4DM Preferences and Export Data settings configurations.
- » **Colorbars** - Colorbar files that are stored in the colorbars folder
- » **Normal Databases** – user specific normals databases located in the site database directory folder location.
- » **Screen Capture Templates** – user specific screen capture templates stored in the 4DM screenTemplates folder.
- » **XML Templates (XSL Files)** - Files that are stored in the 4DM xmlTemplates directory.

! If the user does not want to restore global application settings, do not select **Application Configuration**.

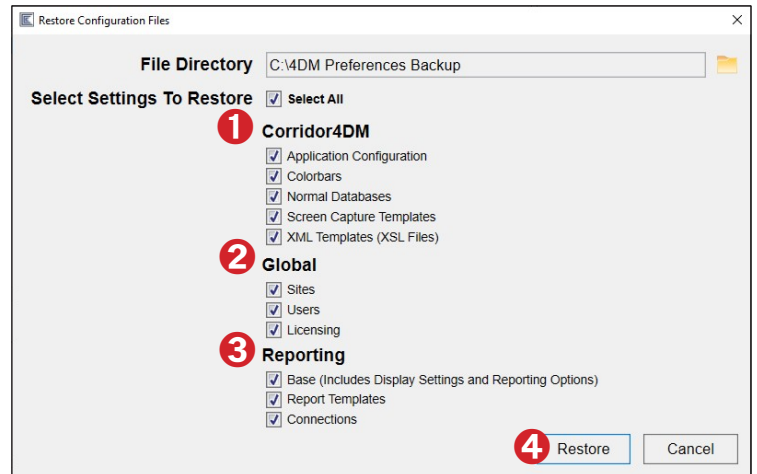


Figure 6. Restore Configuration Files window

- **Global** (see ❷ Figure 6):

- » **Sites** – affiliated within administration for reporting purposes.
- » **Users** – affiliated within administration for reporting purposes.
- » **Licensing** – License files stored in the 4DM application folder.

i For assistance with **Screen Templates**, refer to the **Create a New Workflow Screen Reference Guide**

- **Reporting** (see ❸ Figure 6):

- » **Base** (Includes Display Settings and Reporting Options)
- » **Report Templates** – Report template and configuration files located in the 4DM reportTemplate folder.
- » **Connections** – affiliated within administration for report desination(s).

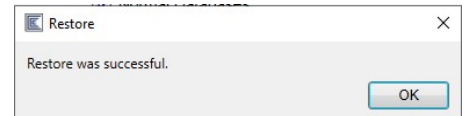


Figure 7. Notification window

6. Click the **Restore** button (see ❹ Figure 6) to restore preferences.

7. Click the **OK** button when the "Restore was successful" notification window appears (Figure 7). Some settings will not take effect until 4DM is restarted.

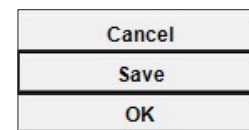


Figure 8. Save Preferences in 4DM

8. 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.

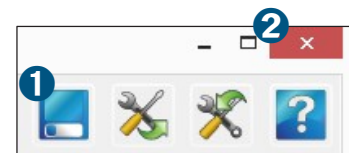


Figure 9. Save and Close 4DM Administration