


# 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.


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.

**To restore preferences, perform the following:**

1. Launch a patient dataset into 4DM and select the **Preferences** button (see ❶ Figure 1) from the **Control Panel**.
2. Select the **Utility** menu (see ❶ Figure 2) and click **Restore** (see ❷ Figure 2).

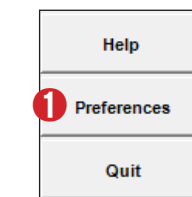


Figure 1. Control Panel

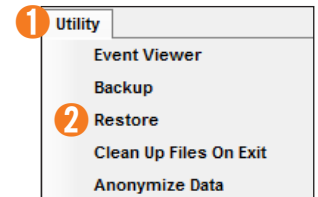


Figure 2. Utility menu in Preferences

3. The *Restore Configuration Files* window appears with the following selections:

- a. **Restore Directory** (see ❶ Figure 3) - Select **Browse** to open the *Browse For Folder* window which enables the user to locate the 4DM preferences backup folder.
- b. **Select All** (see ❷ Figure 3) - Automatically selects all **Restore User Specific Settings** and **Restore Global Settings/Directories** selections to be restored from the backup.

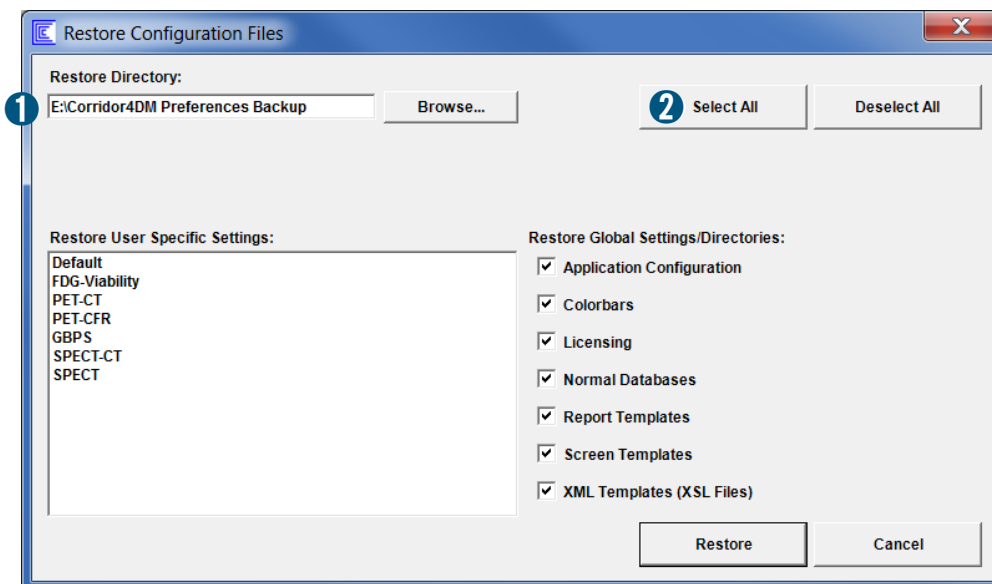


Figure 3. Restore Configuration Files window

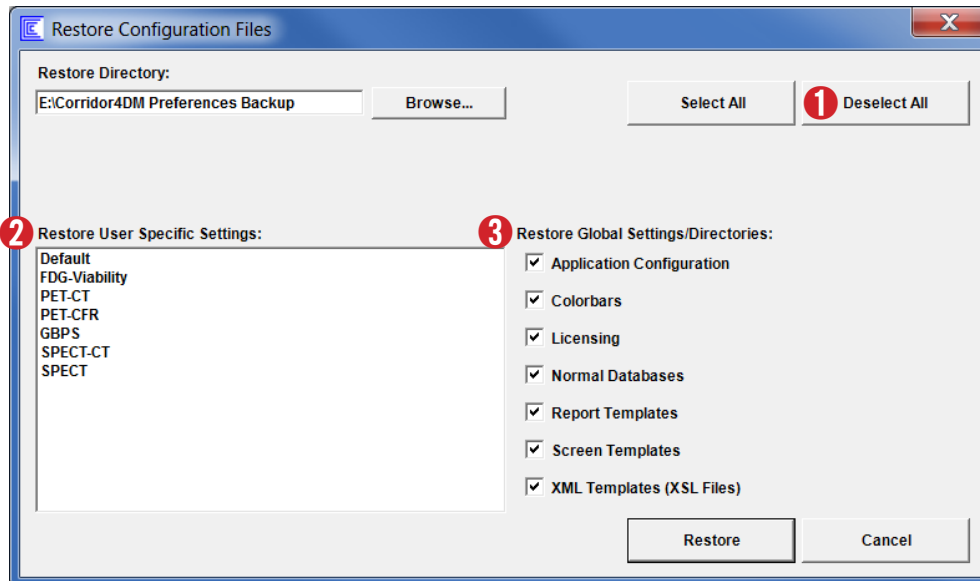




Figure 4. Restore Configuration Files window

- c. **Deselect All** (see ❶ Figure 4) - Automatically deselects all **Restore User Specific Settings** and **Restore Global Settings/Directories** selections, which enables the user to decide the settings to restore from the backup.
- d. **Restore User Specific Settings** (see ❷ Figure 4) - Select the standard 4DM or user-specific workflows to restore from the 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.
- e. **Restore Global Settings/Directories** (see ❸ Figure 4) - Select the backed-up configuration preferences to restore:

- **Application Configuration - Global Settings** configurations in 4DM Preferences and **Export Data** settings configurations

	If the user does not want to restore global application settings, do not select <b>Application Configuration</b> .
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- **Colorbars** - Colorbar files that are stored in the **colorbars** folder
- **Licensing** - License files stored in the 4DM application folder
- **Normal Databases** - User-specific normals databases located in the **Site Database Directory** folder location
- **Report Templates** - Report template and configuration files located in the 4DM **reportTemplates** folder
- **Screen Templates** - User-specific screen templates stored in the 4DM **screenTemplates** folder

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

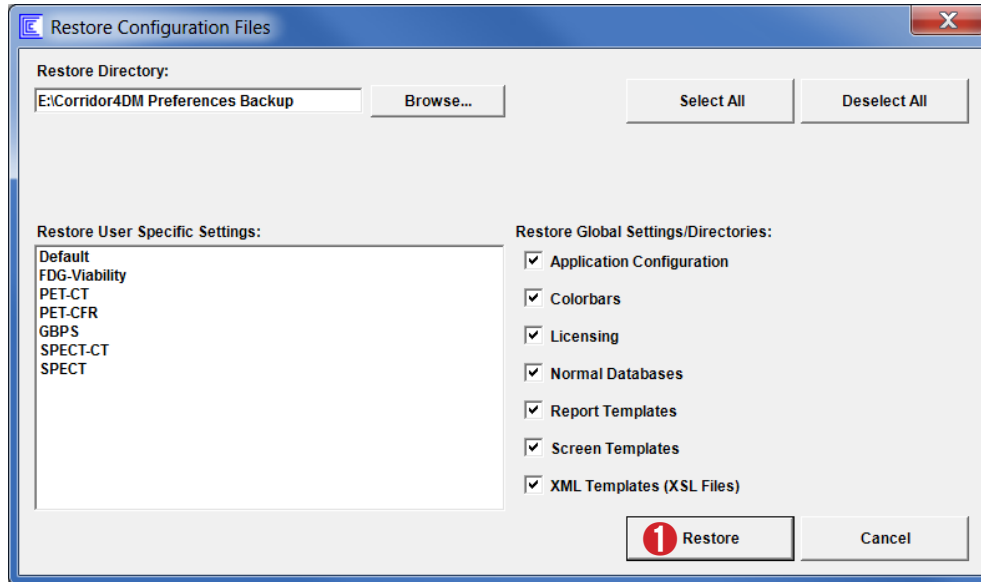


Figure 5. Restore Configuration Files window

4. Click the **Restore** button (see 1 Figure 5).

5. Click **OK** when the *Restore was Successful* window (Figure 6) appears.

6. Click **OK** (see 1 Figure 7) to close 4DM Preferences.



Figure 6. Restore was Successful window

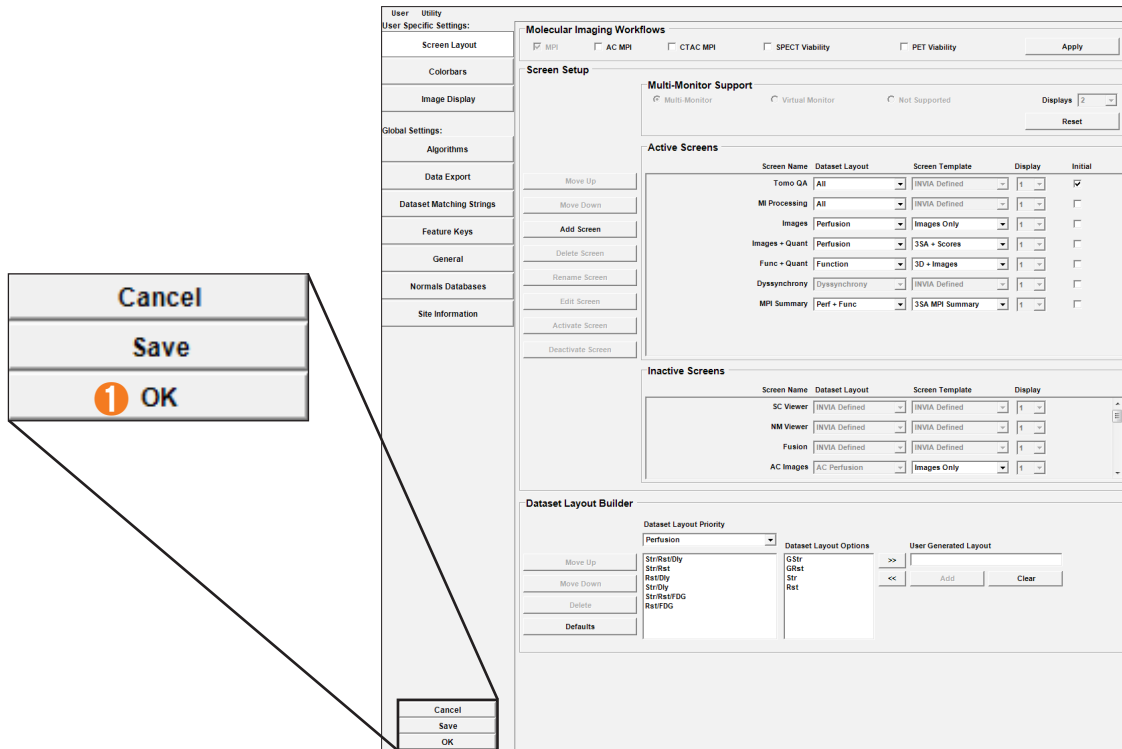


Figure 7. 4DM Preferences