

QUICK REFERENCE

HOW TO RESTORE PREFERENCE SETTINGS

**Corridor4DM Version:**  
5.2



**Target Audience:**  
Technologists and Physicians

**Primary Workstation:**  
Processing and Review

**WARNING**



Prior to **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:** 4DM allows users to restore more than one user-specific set of preference files at a time. Highlight all usernames in the **Restore Configurations for which User?** section of the **Restore Configurations Dialog** (see Figure 1).



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 files and configuration settings from an outside source (external hard drive (flash drive), disc, 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** dialog, including separate backup options for screen templates and normal databases.
- **Report Templates:** All user-defined preference settings within the **Patient Info** dialog
- **Database Export Settings:** All user-defined configurations within the **Export Data** dialog, 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 screen.
- Click on **Restore**, which will present a **Restore Configuration Files** dialog (see Figure 1).
- **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 (see Figure 2). Click **OK**.
- If there are multiple users listed, **highlight** the correct user(s) by left-clicking on the **username(s)** (highlighted in Figure 1).
- The 4DM default is for all configuration options to be selected (see Figure 1). To deselect any option, click on the toggle 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 1) to retrieve all saved 4DM files and configurations for the specified username. A confirmation dialog will present once the restore is complete (see Figure 3). Click **OK**.

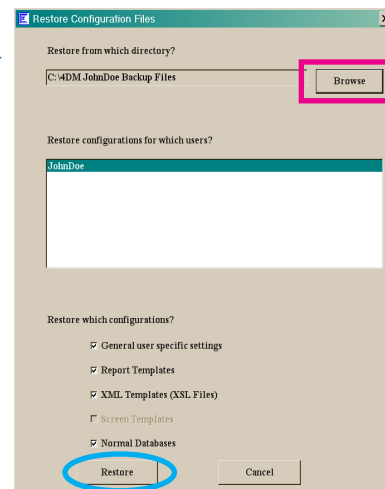


Figure 1: Shows the **Restore Configuration Files** dialog.

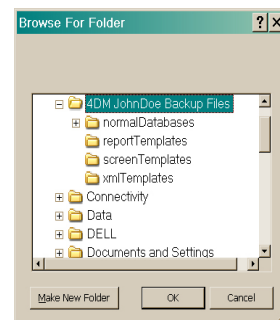


Figure 2: Shows the **Browse for Folder** dialog.



Figure 3: Shows the **Restore was Successful** dialog.