

4.3 CLEARING USER SETTINGS

Sometimes a user will want to re-set their personal settings to the original default settings. The user settings include:

- window size
- font
- user destinations
- logical destinations
- personal address book
- queries
- shortcuts
- hit list format

In such a case, the local applications administrator must delete all the settings which were valid for that username.

To delete user settings, the following privileges are required: *ADM – Access to COBISS3/Application Administration, and data viewing and printing* and *ADM_USER – Username maintenance*.

Procedure

1. In the **User** class, find and select the username.
2. Select the **Object / Clear all user settings** method.

The **User** window will open with the question "Are you sure you want to delete all user settings?".

3. Click the **Yes** button.



Note:

Only clear the user settings for the selected username when the user is not logged into the COBISS3 software under that username. Otherwise, the existing settings will be saved again when the user exits the COBISS3 software.