

We are currently updating the OP Help Center content for the release of OP 19, which is a member of the certified OP 14 family of products. OP 19's official version is 14.19.1, which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

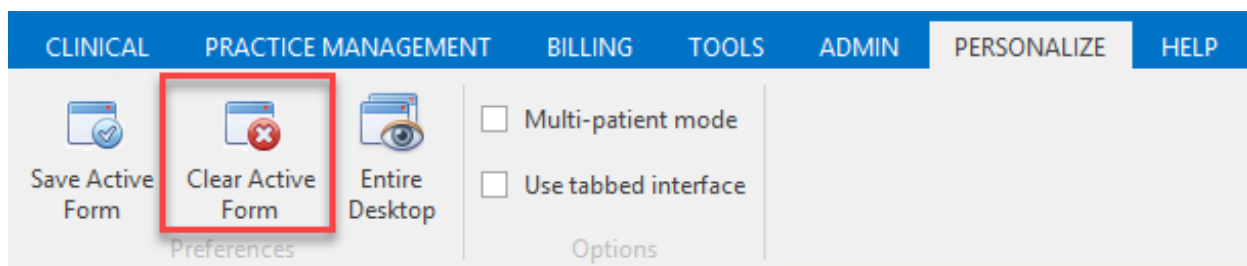
# How can I revert saved preferences?

Last Modified on 06/25/2019 3:42 pm EDT

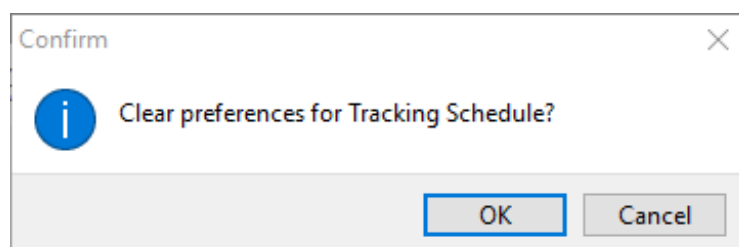
## Clear Active Form

In OP you can save preferences. Some saved preference examples include displaying what window opens when opening a patient's chart or changing the button order in the patient chart. However, there may be instances where you wish to remove what was saved. To do this:

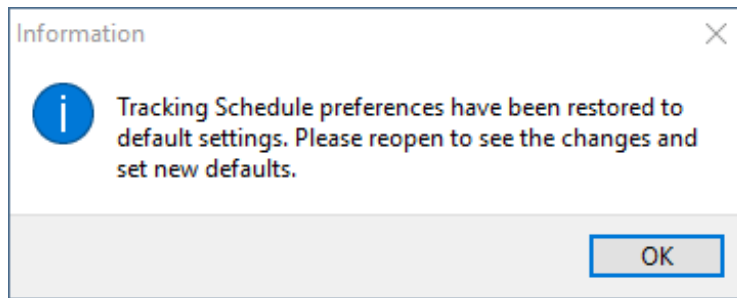
1. Select the panel or window where you wish to remove the save preferences.
2. Select the **Personalize** tab on the ribbon.
3. Click the **Clear Active Form** button.



4. A confirmation window displays. Click **OK**.



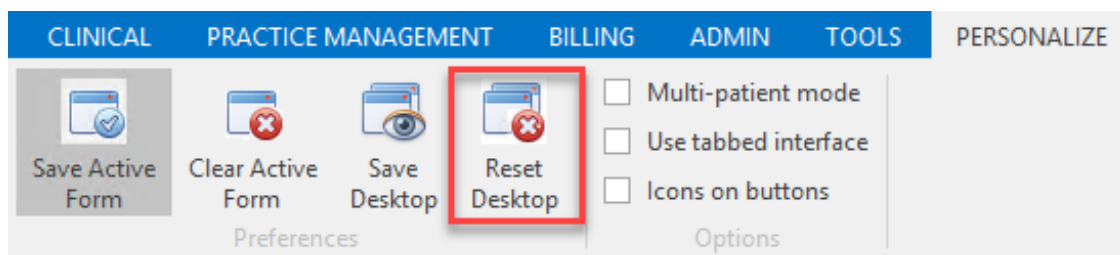
5. An information window displays stating the default settings have been restored,. Click **OK**. You will need to log back in to see the changes.



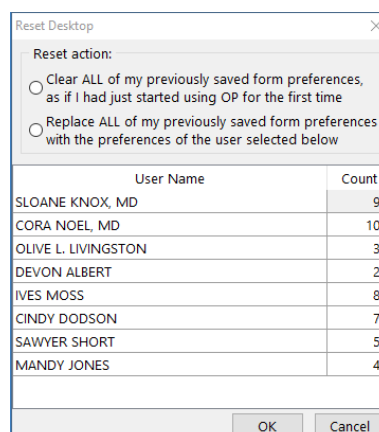
## Reset Desktop

In OP you can save preferences. The Reset Desktop provides a user the ability to clear all current preferences and then replace those preferences with those from another user. This does not change permissions. It only changes personalizations.

1. Select the panel or window where you wish to remove the save preferences.
2. Select the **Personalize** tab on the ribbon.
3. Click the **Reset Desktop** button.



4. A warning window displays. Click **Yes**.
5. The **Reset Desktop** window displays. Select a reset action radio button.



6. Click the **OK** button.
7. The Information window displays. Click **OK**. You will need to exit and reopen OP.

