Backing Up Your User Settings in SSIS

Before you begin your migration, it is suggested that each staff person back up their user settings in SSIS. It is easy to do and only takes a few minutes.
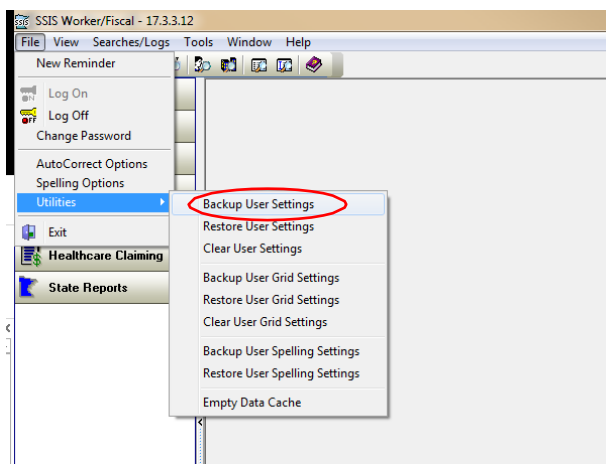
While in SSIS,
-Choose File
-Utilities
-Backup User Settings
  These settings typically include things like tool bar settings, window size, splitter bar position and defaults to prior chosen values.

The next screen will allow the user to choose where they would like their settings saved.
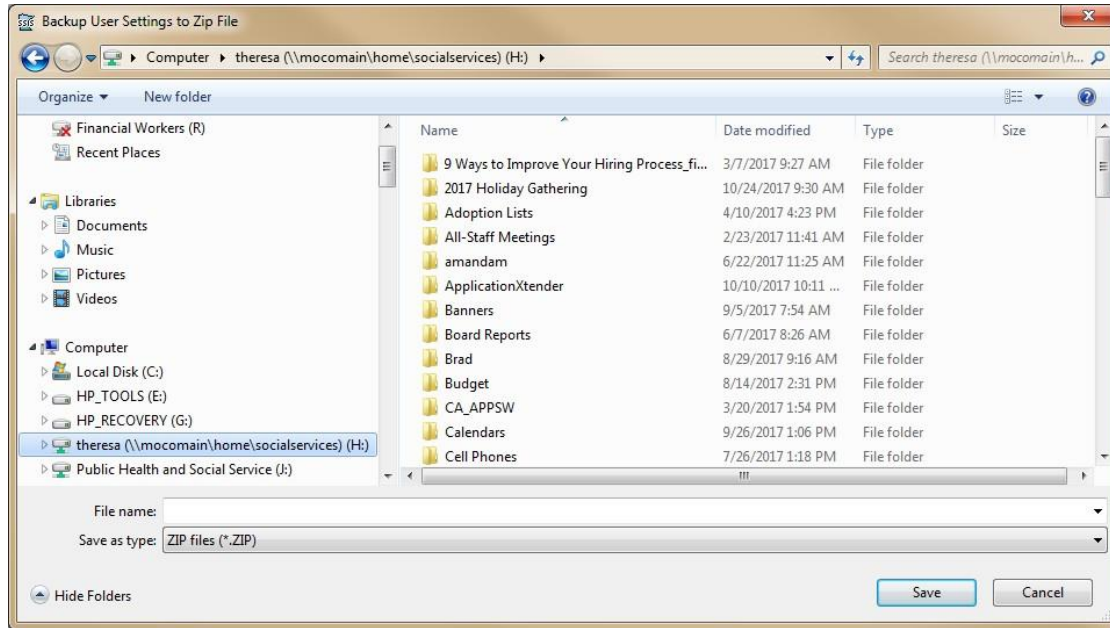-The best place would be in a home directory.
-A suggested title would be: SSIS User Settings Backup
-Leave file type as ZIP
-Choose Save

Back Up/Restore User Settings in SSIS

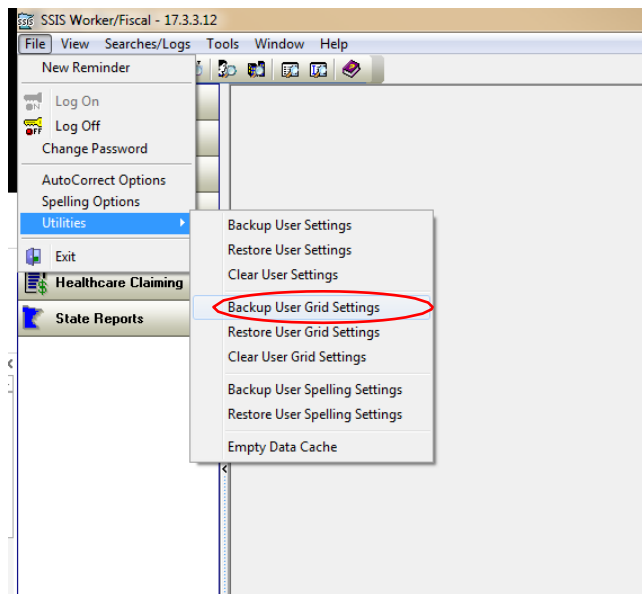After choosing Save, the system will revert back to the SSIS Screen.
This time
-Choose File
-Utilities
-Backup User Grid Settings
    These settings include sorting, grouping, visible columns and column arrangement.

As before, the next screen will allow the user to choose where they would like their settings saved.
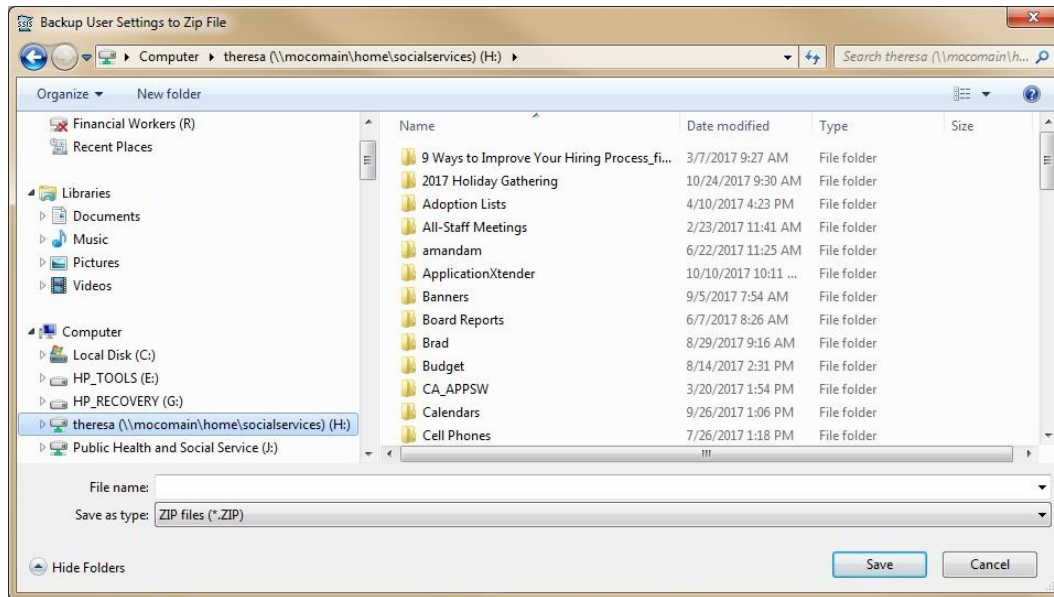-The best place would be in a user's home directory.
-A suggested title would be: SSIS User Grid Settings Backup
-Leave file type as ZIP

Back Up/Restore User Settings in SSIS

-Choose Save

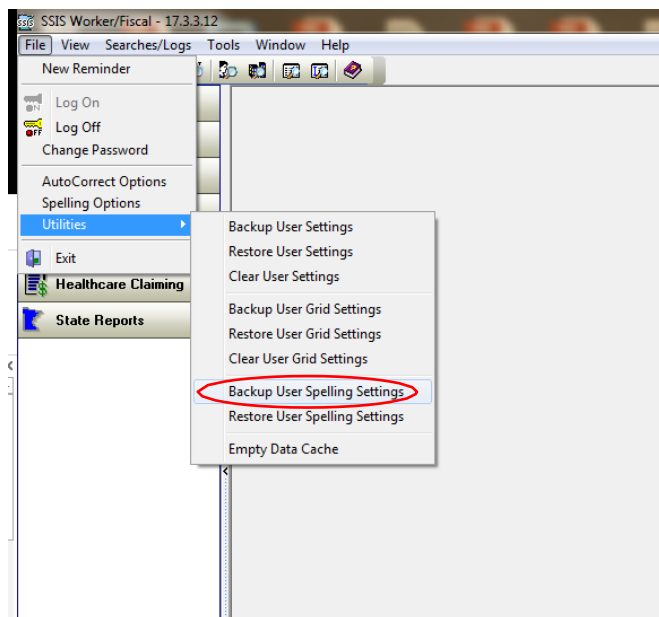After choosing Save, once again the system will revert back to the SSIS Screen.
This time
-Choose File
-Utilities
-Backup User Spelling Settings
     These settings include the user's custom dictionary, shortcut replacement text and auto correct settings.
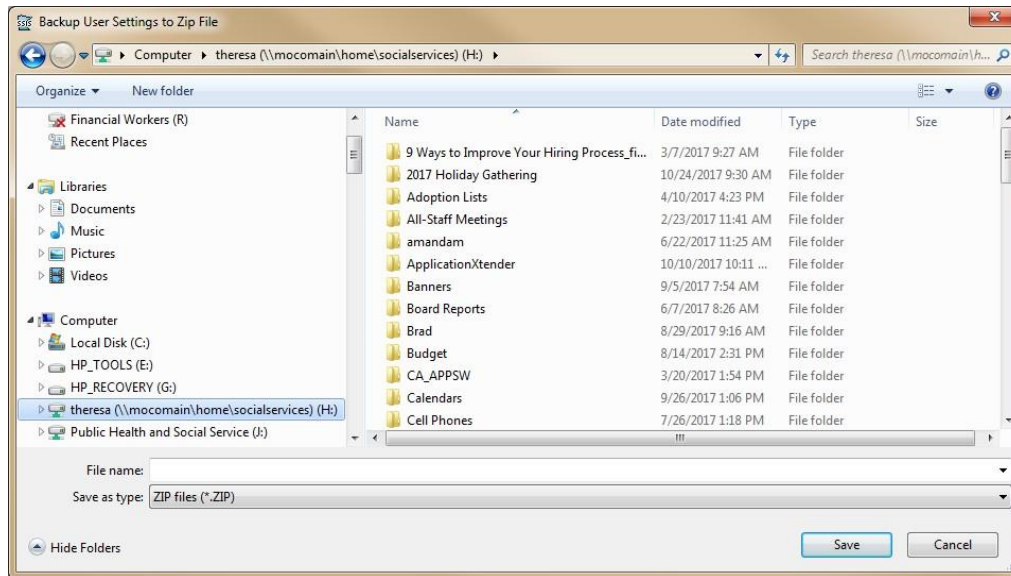

As before, the next screen will allow the user to choose where they would like their settings saved.
-The best place would be a home directory.

Back Up/Restore User Settings in SSIS

-A suggested title would be: SSIS User Spelling Settings Backup
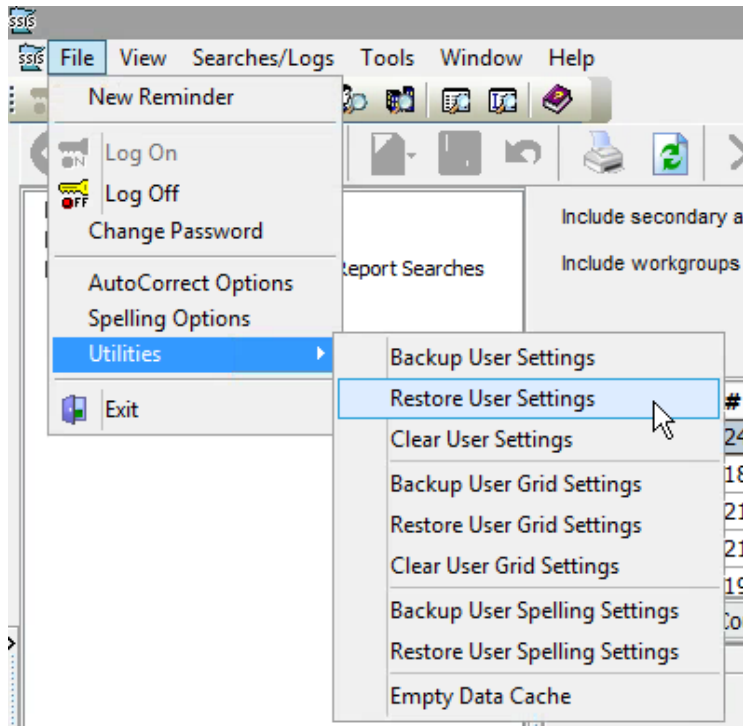-Leave file type as ZIP
-Choose Save

At this point the user will have backed all individual settings in SSIS.

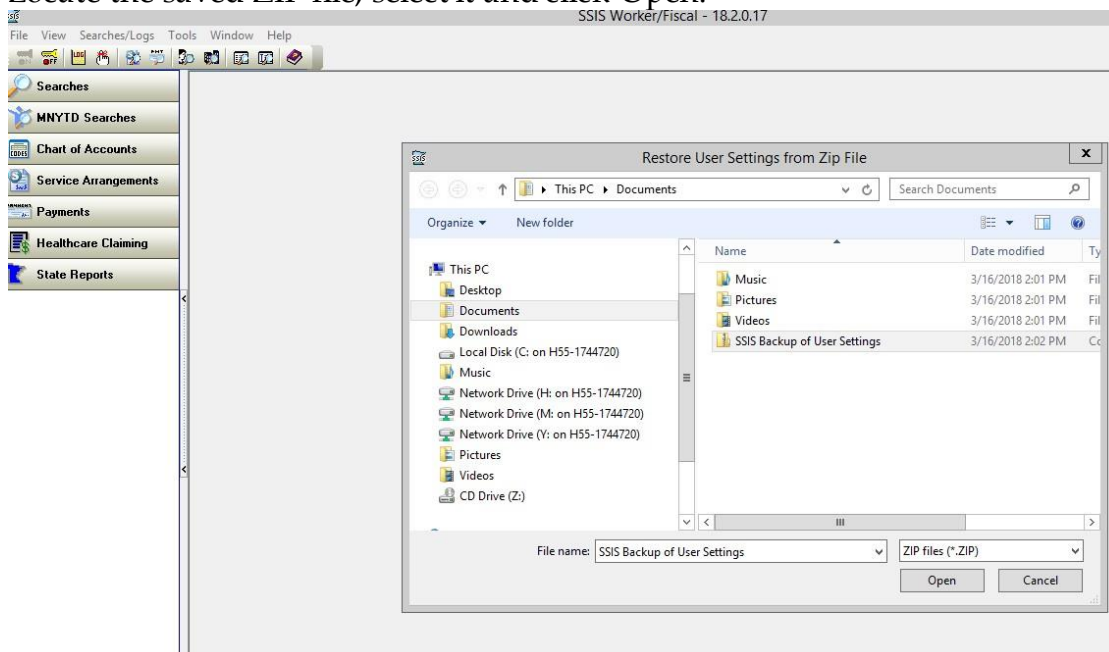# Restore User Settings in SSIS for CITRIX

When logged back into SSIS within CITRIX,
- Select File
- Utilities
- Restore User Settings.

Back Up/Restore User Settings in SSIS

Locate the saved ZIP file, select it and click Open.

Once completed, the user settings in SSIS will be the same as they were previously.

Follow the same instructions for Restore User Grid Settings, as well as Restore User Spelling Settings.