

## 2. Create Sync Site



This step is best carried out using the [Sync site wizard](#).  
These instructions are retained here for reference only.

The first step is to create the sync site that the store will be 'Active' on.

### 1. Got to Admin > Preferences



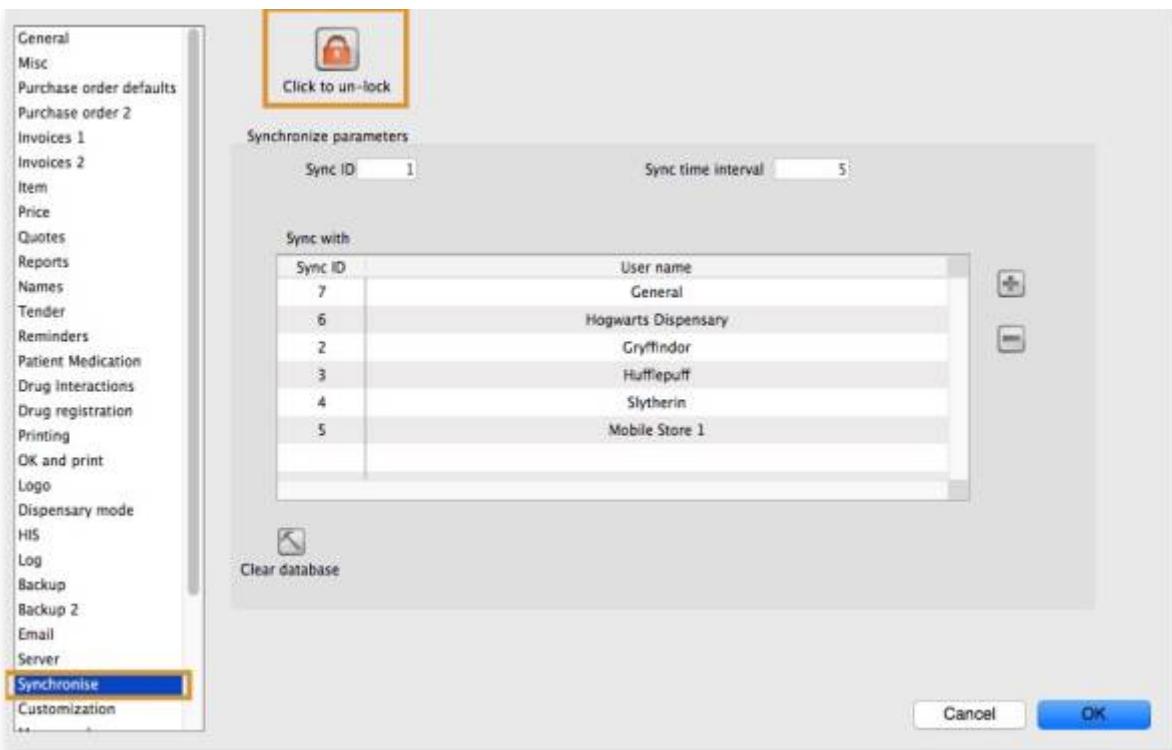
### 2. On the Synchronise tab on the left-hand side and click on the unlock button and enter the password

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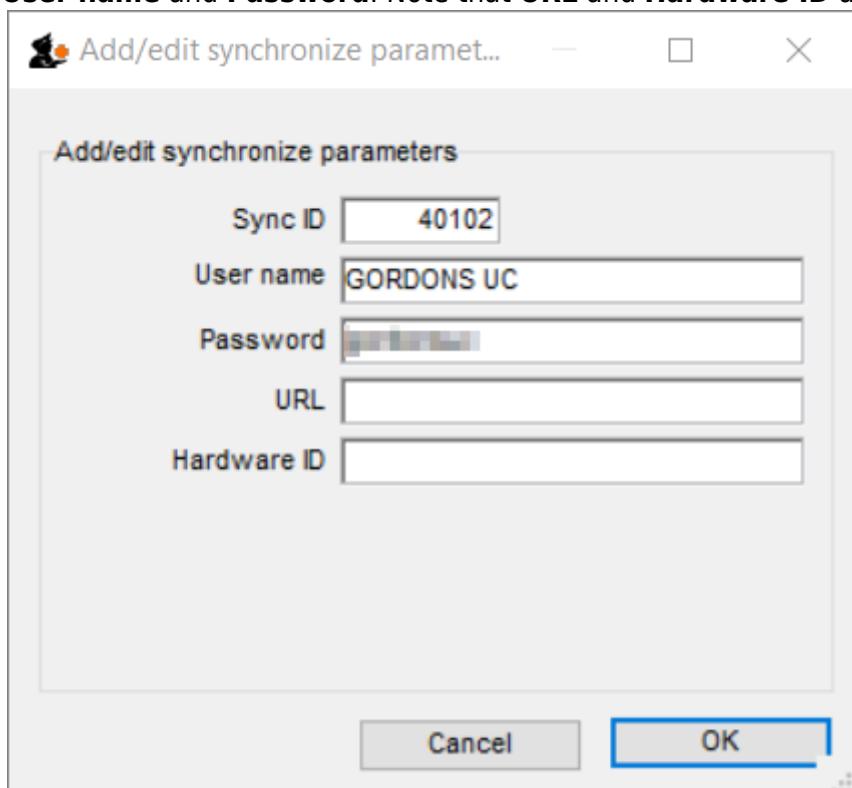
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3. Add new Sync Site

4. Enter **Sync ID**, **User name** and **Password**. Note that **URL** and **Hardware ID** are not required.



5. Click **OK**



- Keep track of the password! If it is lost you'll have to resynchronise from scratch!
- Sussol will typically have them securely stored if Sussol has done the sync setup.

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