

## 2. Create Sync Site

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

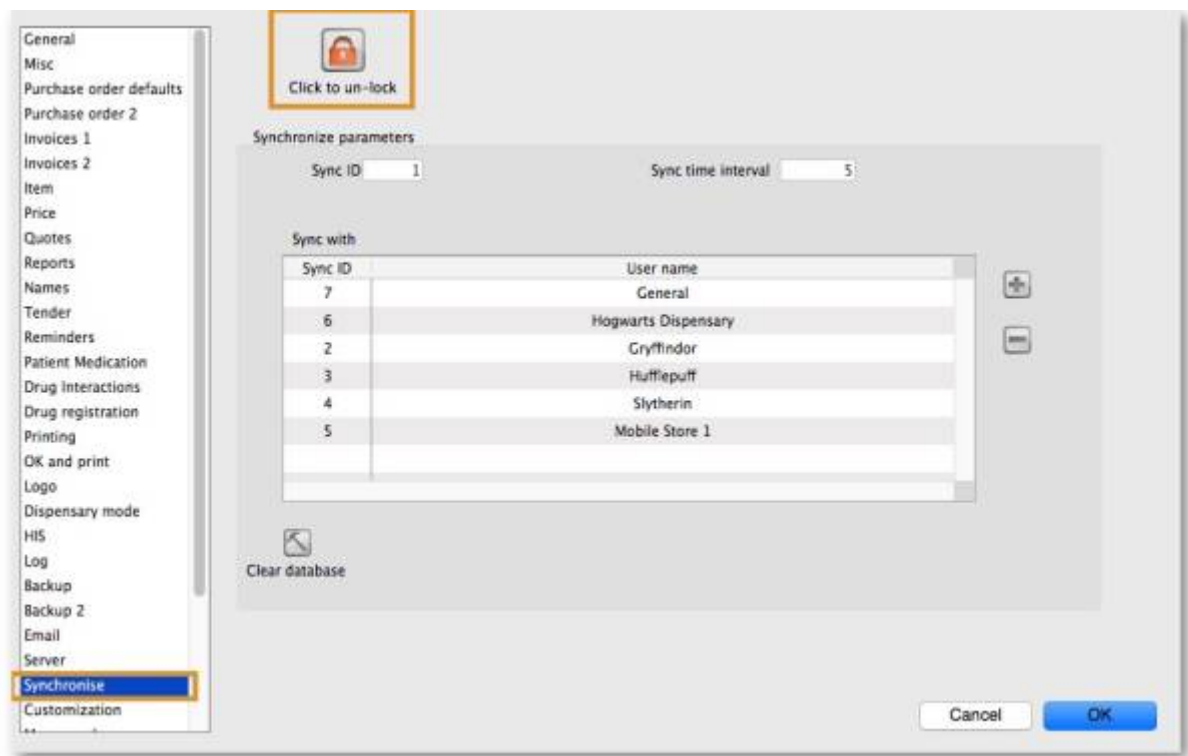


As of 2019-10-24, this process is manual. Each sync site needs to be created manually by an operator, one-by-one.

### 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



3. Add new Sync Site

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

Add/edit synchronize parameters

Sync ID: 40102

User name: GORDONS UC

Password: [masked]

URL: [empty]

Hardware ID: [empty]

Cancel OK

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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