2. Create Sync Site

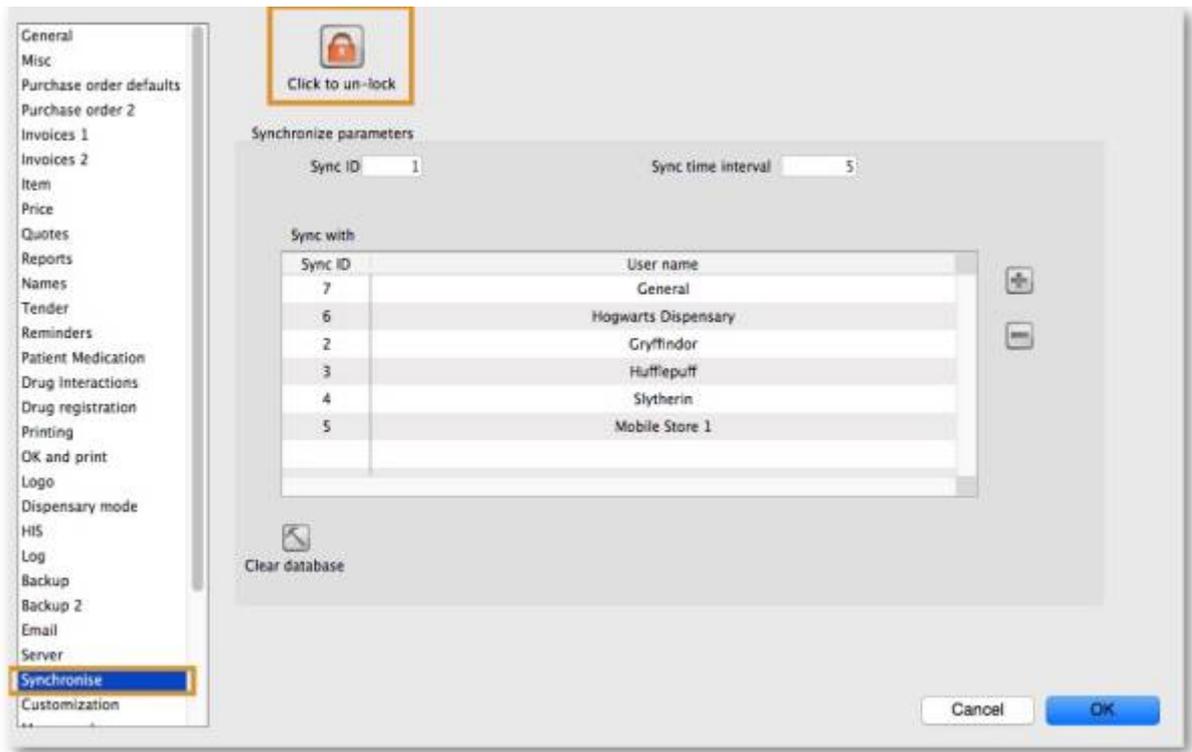> ⚠️ This step is best carried out using the Sync site wizard.
> These instructions are retained here for reference only.

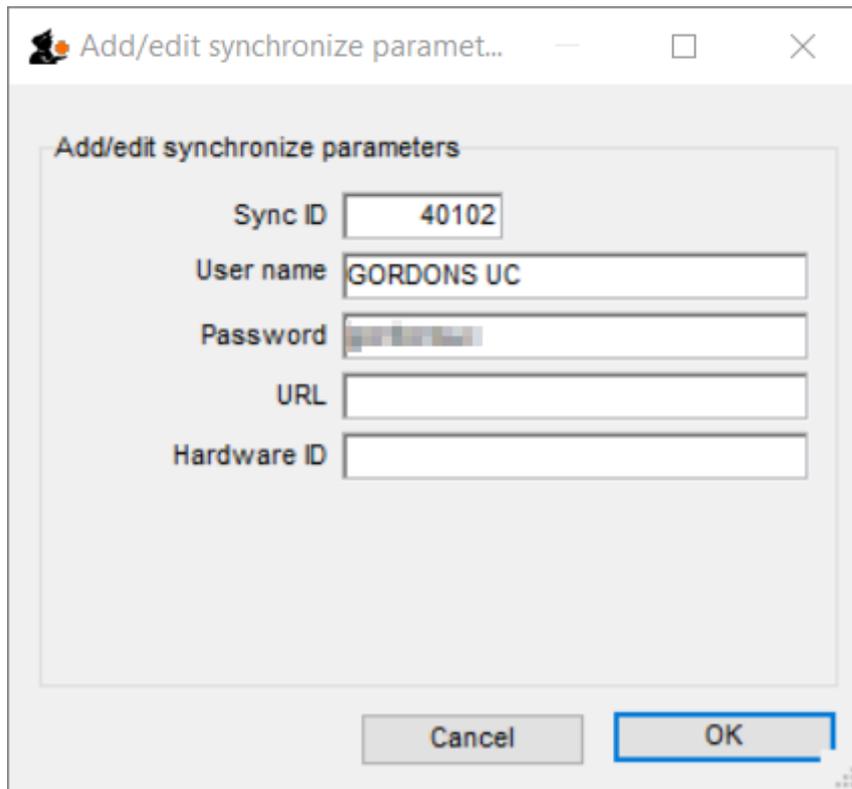The first step is to create the sync site that the store will be 'Active' on.

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

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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