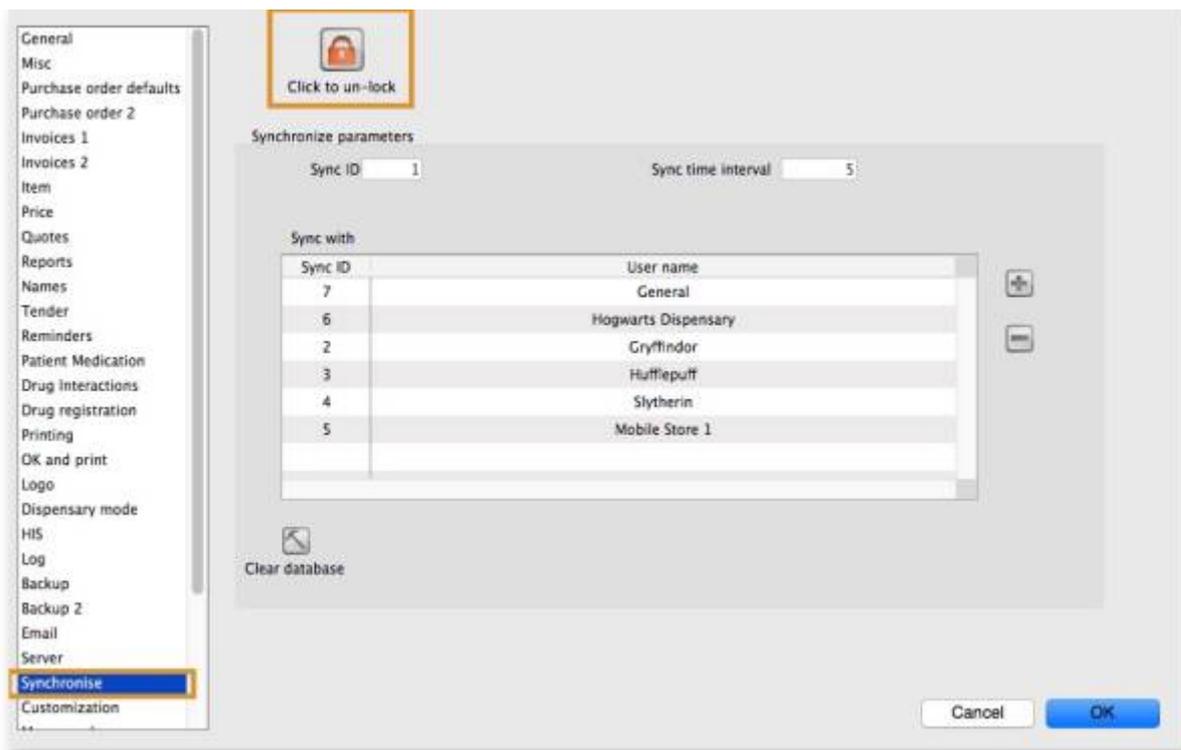# 2. Create Sync Site

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.
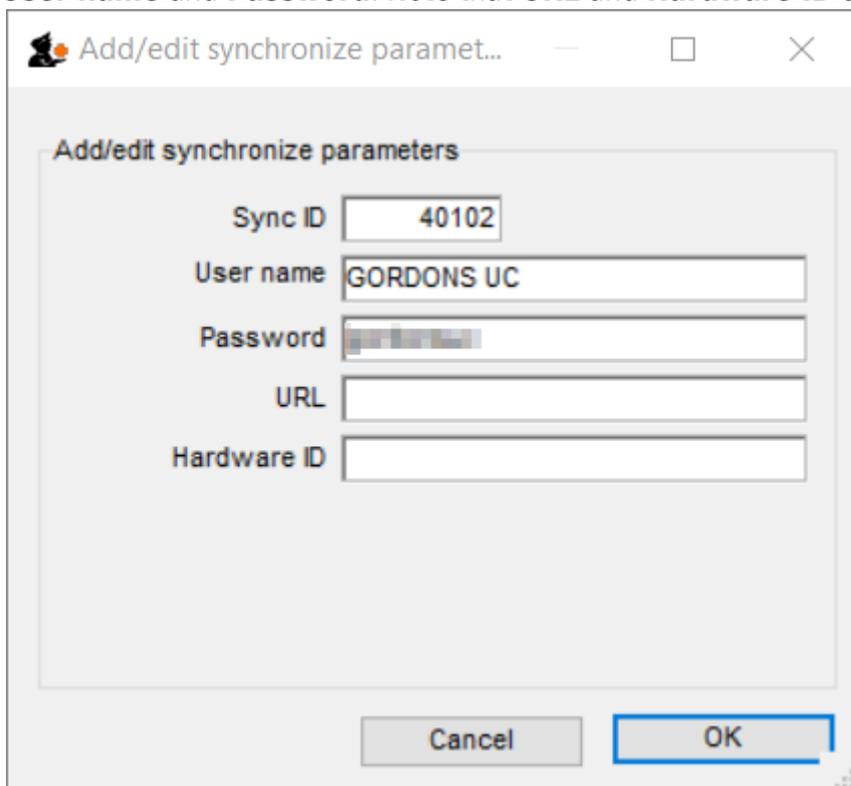
1. Got to Admin > Preferences

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.

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.

Previous: **1. Where to start** | | Next: **3. Create the Store**

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