

# 29.01. Sync Site Wizard

The sync site wizard is a tool to quickly create a sync site for a particular store. It does all the behind the scenes work for you, making sure that sync settings are updated for the store you are moving as well as for all the stores it has visible.



This Sync site wizard only allows a single store to be created on a sync site. However, after that is done, you can [Move a store from one sync site to another](#).

## Before you use it

To use the sync site wizard you must:

- be on the central server machine
- have permission to “add/edit sync sites” (see the [25.15. Managing users](#) page for details on setting user permissions)

If you do not meet these criteria, you will be shown a warning and the wizard will not open.

## Using the wizard

Choose *Special* > *Create sync site...* from the menus. This window will open:

The screenshot shows a dialog box titled "Create sync site...". It is divided into two main sections: "Store details" and "Site details".

- Store details:**
  - Store name: [Text input field]
  - Responsible Officer: [Text input field]
- Site details:**
  - Sync ID: [Text input field with a dropdown arrow and the number 6]
  - Site name: [Text input field]
  - Password: [Text input field]
  - Site type: [Dropdown menu with "Desktop" selected]

At the bottom of the dialog, there are three buttons: "OK & Next", "Cancel", and "OK".





be changed from the sync site wizard. If you need to, you can edit the responsible officer through the [store editor](#).

## Sync ID

The sync ID is used by the synchronisation system to identify what records go to which sites. It must be unique. This means it must not be one already used by an existing sync site.

It will already be filled with the number after the current largest sync ID used.

## Site name

The site name is used for specifying on remote devices what sync site it is operating when configuring synchronisation.

The site name must also be unique. You may enter any text here. You may want to indicate what facility it is based in or what device it is.

## Site password

The site password is used along with the site name when configuring a device to use the synchronisation system.

Make sure it is strong and record the password in a secure manner. We recommend a password manager like [Bitwarden](#).

If you would like Sussol to be able to provide support, the site name and password will need to be recorded in Sussol's secure credentials repository. Please consult with Sussol on how to communicate the credentials in a secure manner.



Please don't send the credentials together in an email, this is not secure. At least send them in separate emails but far better is to use an email to send one part and Skype, Telegram or WhatsApp or similar to send the other.

## Site type

The site type simply indicates the intent to synchronise the sync site with mSupply Desktop or mSupply Mobile. As of [v4.12](#), this setting has no functionality. Functionality around this is planned for the future.

## Reviewing sites

To view and edit sync sites that you've created, you can do so through [preferences](#).

We are continuing to work on accessibility of the synchronisation system. This includes new interfaces for viewing and editing sync sites in the near future.

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