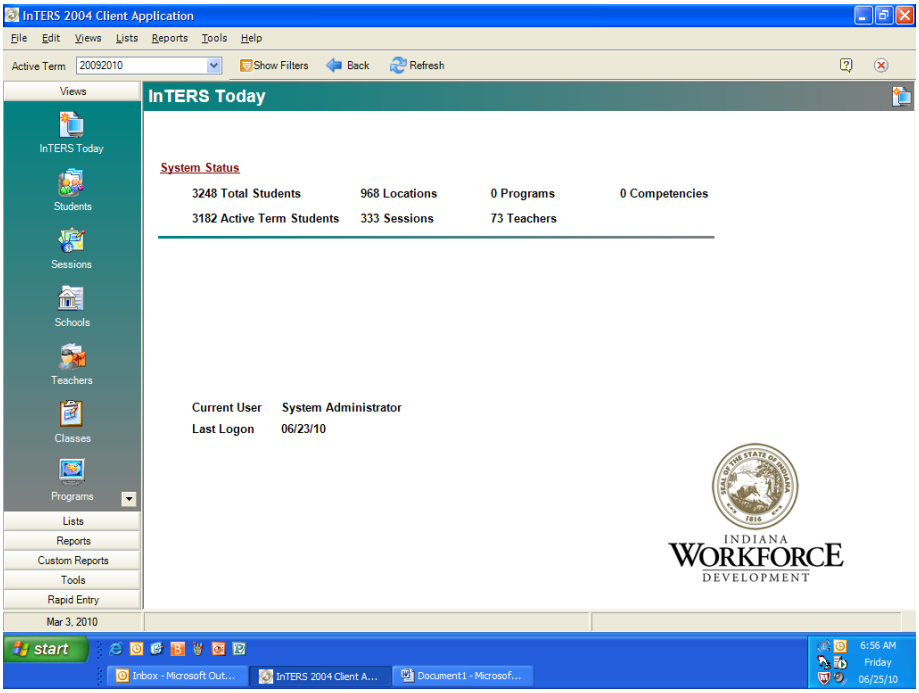
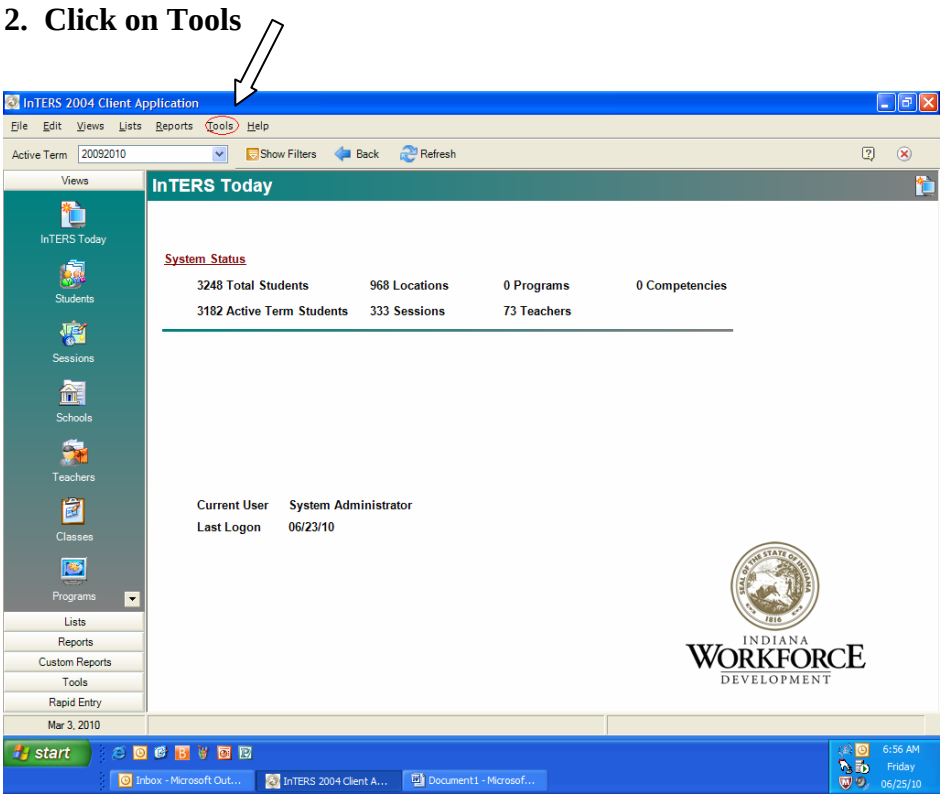
# Instructions to Synchronize

## In order to complete the sync process follow the following steps:

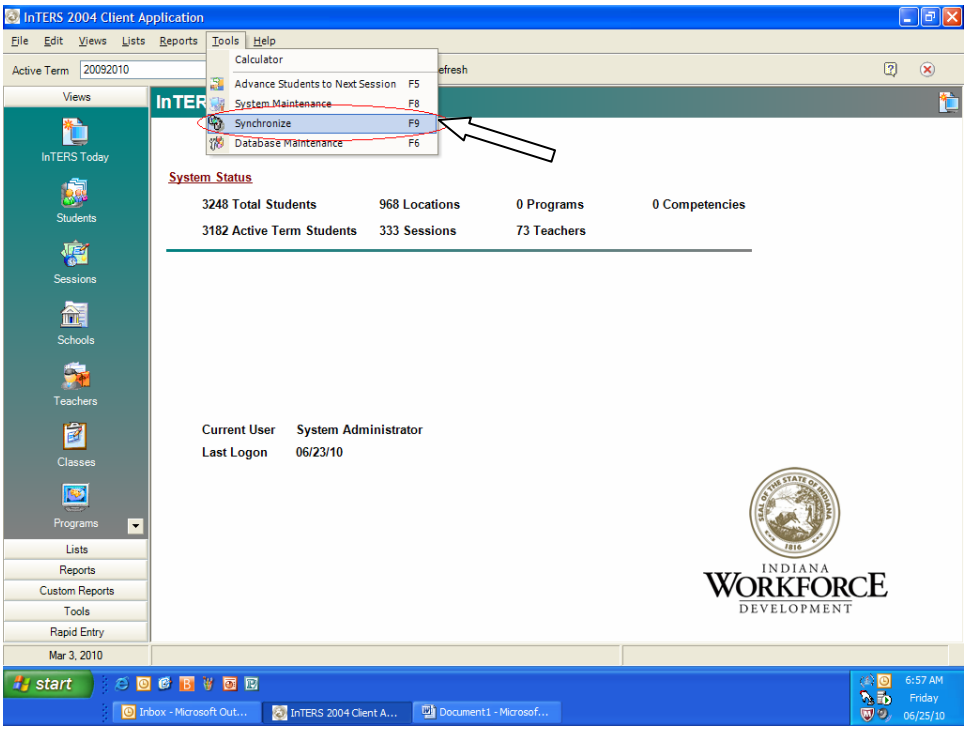
### 1. Sign into InTers



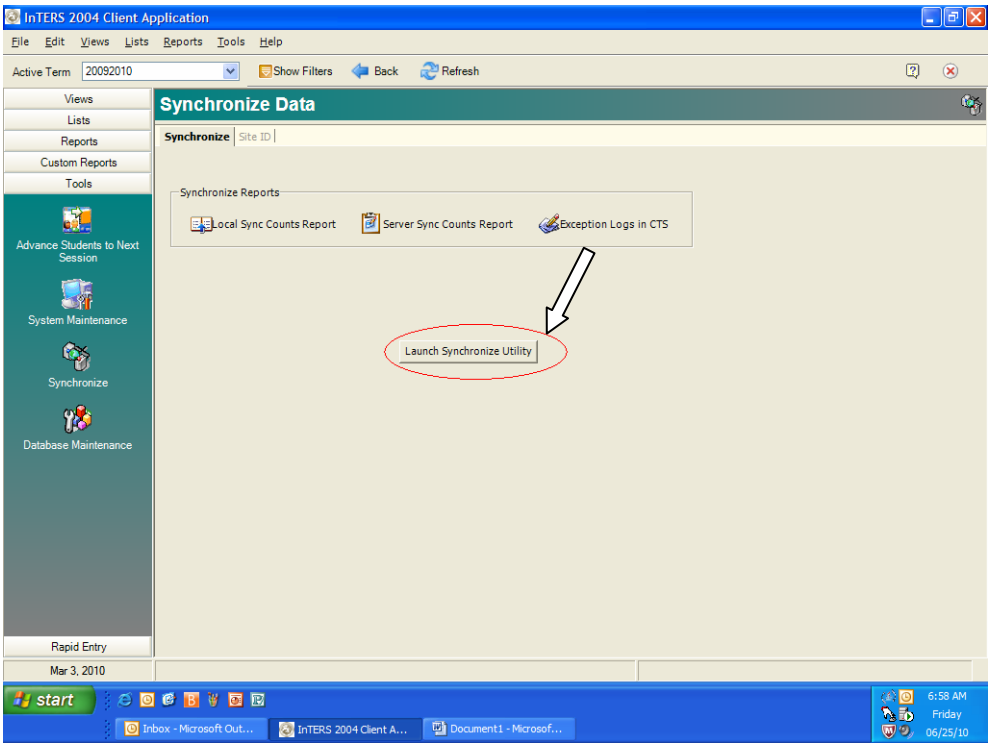

### 2. Click on Tools



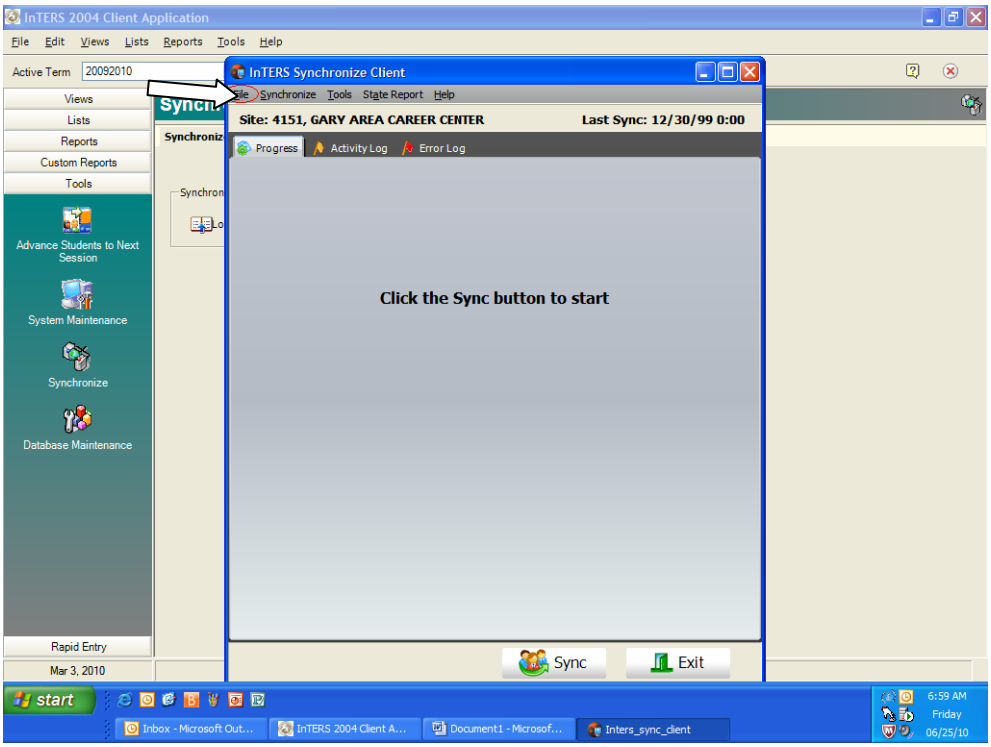
## 3. Click on Synchronize



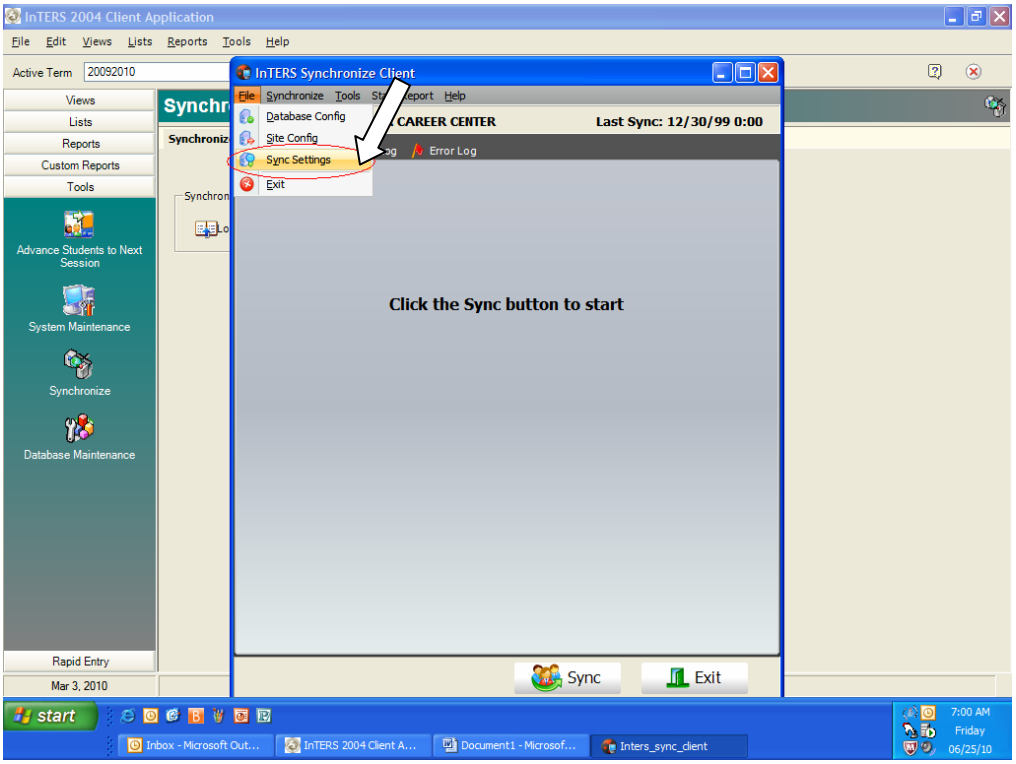

## 4. Click on Launch Synchronize Utility



## 5. Click on File

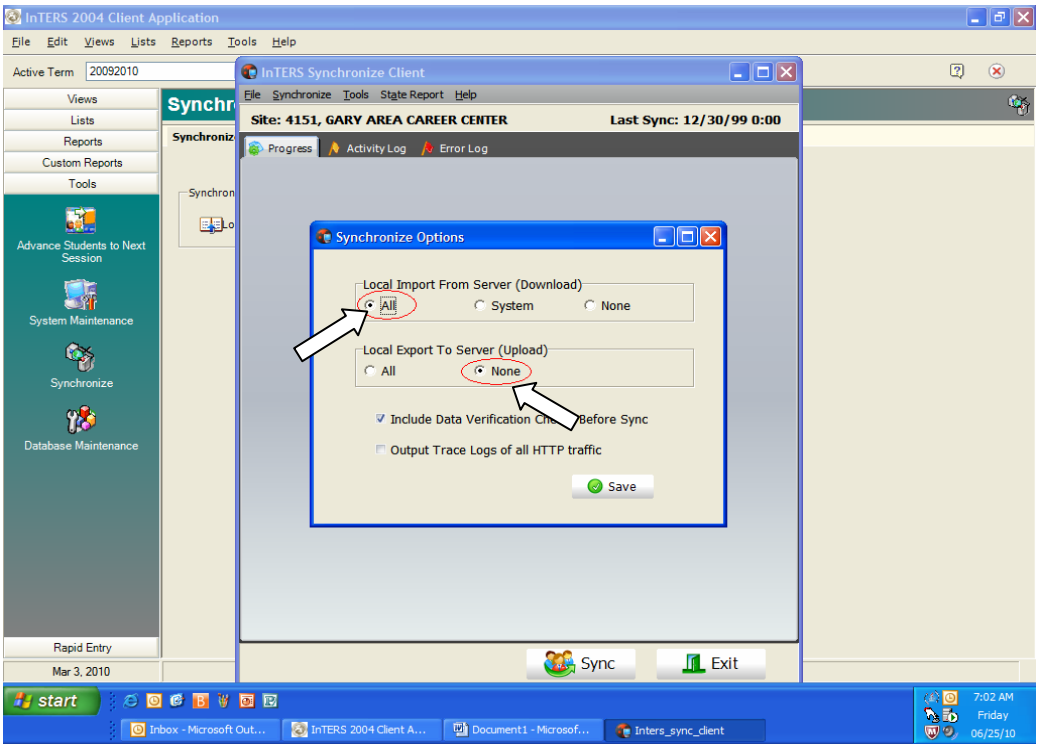



## 6. Click on Sync Settings

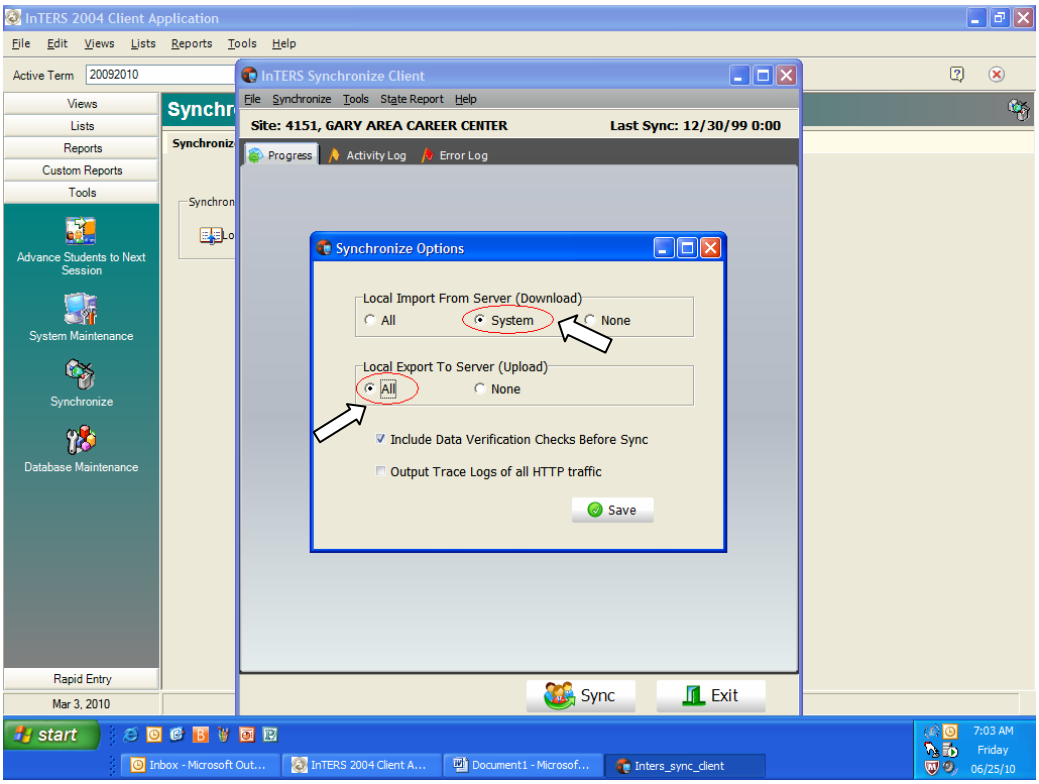


**7. In the options window you can set it up to do a few different types of synchronizations. See below for the different setups with explanations for what each one does.**

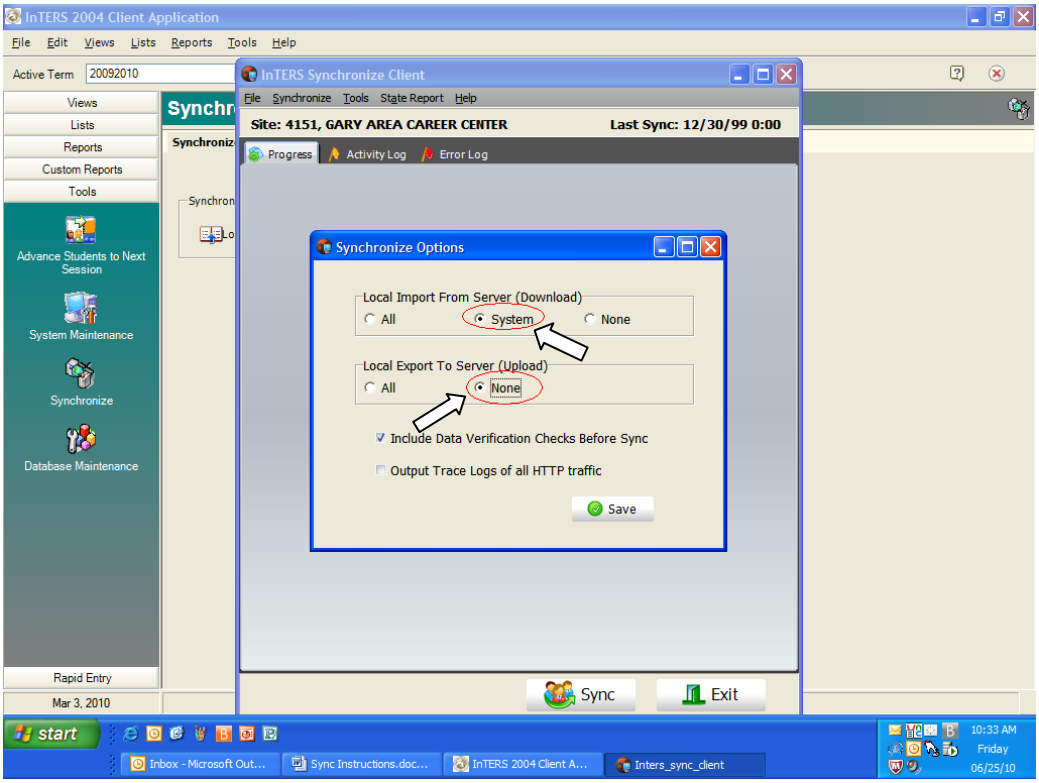
**A. Click on All and None – <u>You will only do this if we tell you to do it</u>. You will be downloading all information from our server to your computer.**



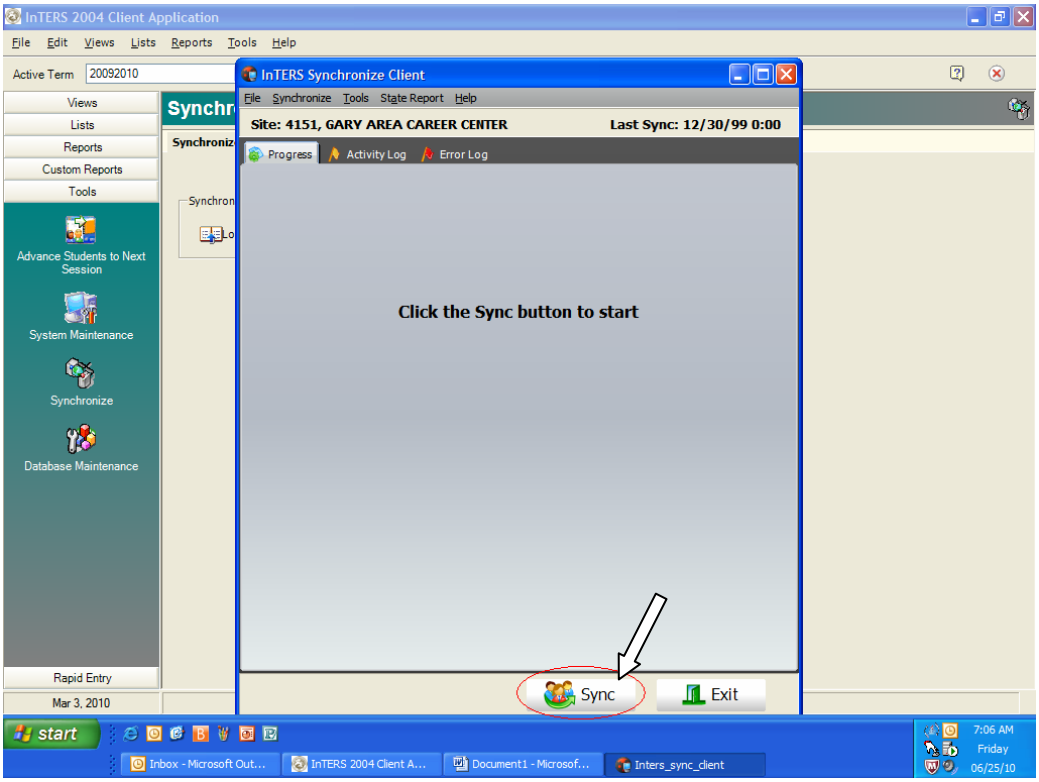

**B. Click on System and All – <u>This is the typical choice</u>. When these are chosen you will be downloading what is on your computer to the server. It will only bring system changes over for example changes in DOE codes, programs etc.**



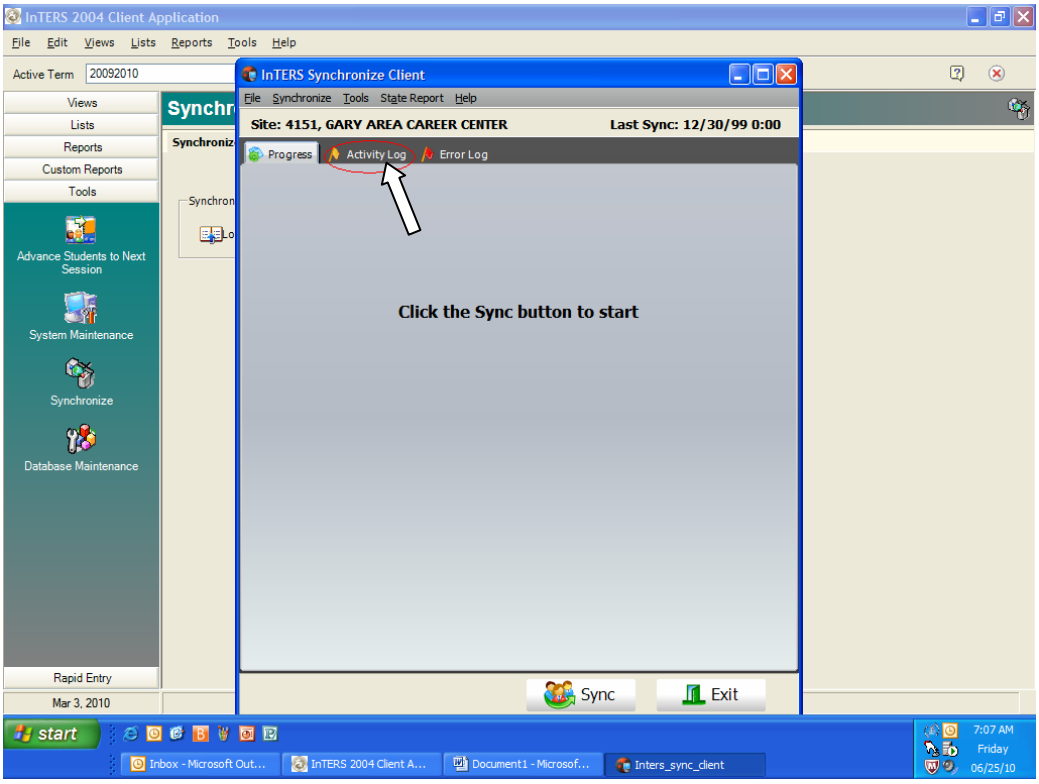
**C. Click on System and None. This is a quick way to update the system tables, schools etc.**



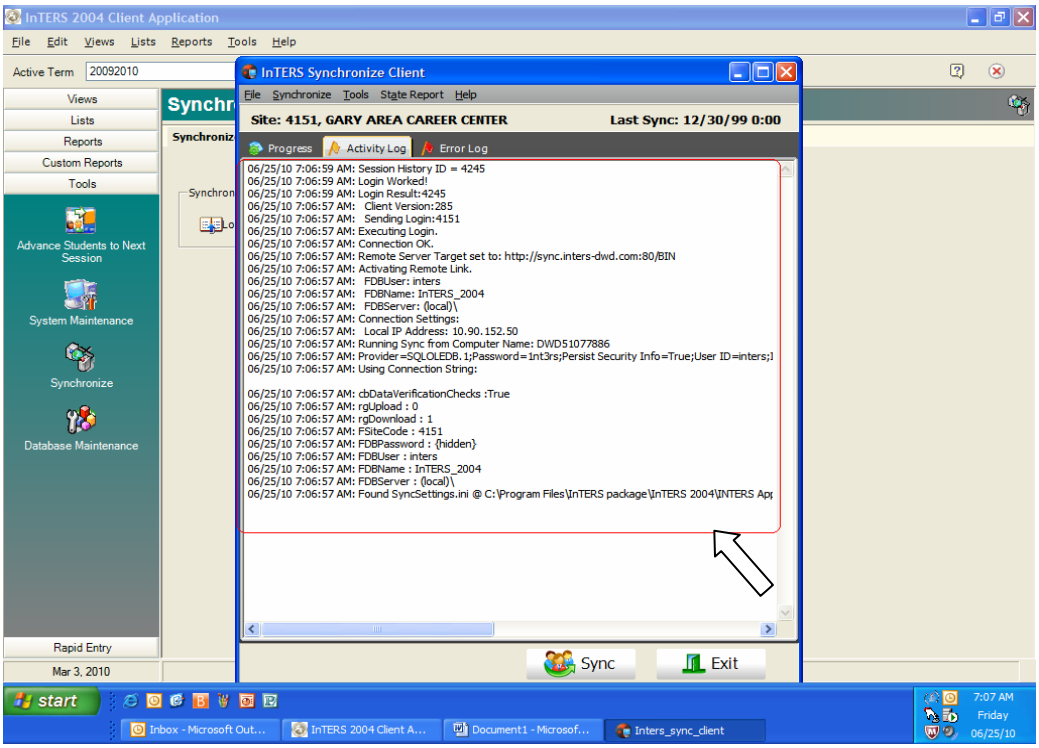

**8. Click on Sync**



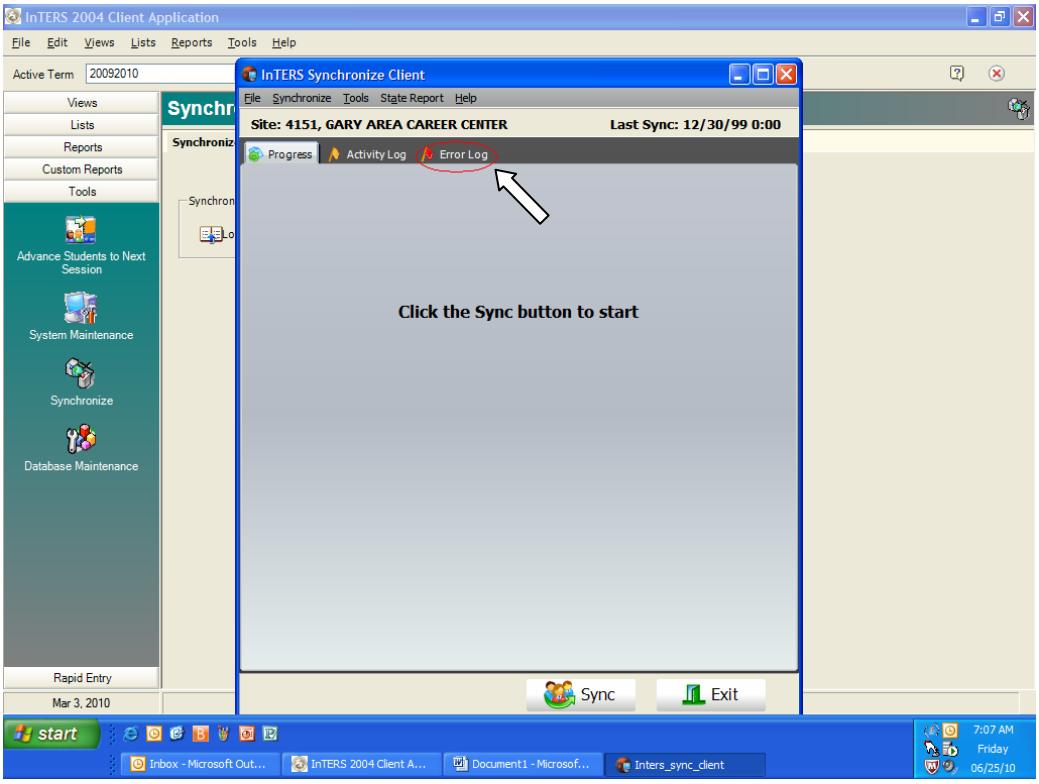
## 9. Click on Activity Log

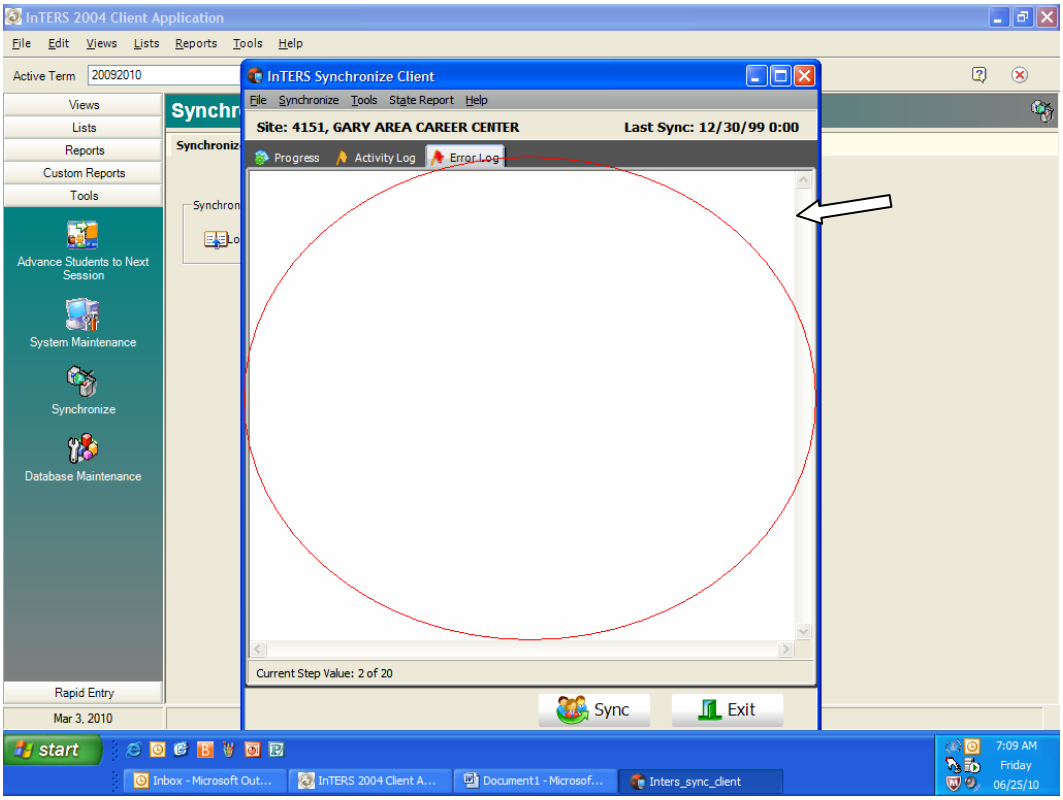



## 10. The Activity Log shows what has happened during the sync.



## 11. Click on Error Log




## 12. The Error Log – will provide a list of errors. If any errors appear on this screen it is safe to assume your sync was not successful. You will need to contact Department of Workforce Development. If there are no errors your sync worked perfectly.