

# Sync2DB version 1.0 User Help



## Table of Contents

1.	Introduction	3
2.	How to Start (for Corporate Users)	3
3.	How to Start (for Non-corporate Users)	4
4.	Privacy Alert Wizard	5
5.	Activation (for Non-corporate Users Only)	7
6.	Synchronization	7
7.	Re-synchronization or How to Undo Deletions made by mistake?	8
8.	Additional Resources	9



#### 1. Introduction

Sync2DB is a product which allows synchronizing data between corporate or public database (data source) and Microsoft<sup>TM</sup> Outlook installed on a computer.

It can be database of an enterprise system (such as CRM, Help Desk/Incident Ticket System, Online Store, Microsoft<sup>™</sup> SharePoint Server, Microsoft<sup>™</sup> Project Server, etc.) or a public data source, when your Outlook becomes a Data Reader (like RSS readers).

Synchronization is performed by Windows application - Sync2DB Synchronizer installed on your computer:

🛃 Sync 2DB		
File Actions Help		
Sync 🛞 Stop	Close	
Subscription / Folder		Status
Demo Sandbox (at www 4Team Sync2DB\Demo - 0 4Team Sync2DB\Demo - 1 Demo SharePoint Sandt	.sync2db.com/demo.asp, C Contacts asks	Case 1) Subscriptions
I 4Team Sync2DB\Demo Sł I 4Team Sync2DB\Demo Sł I am Sync2DB\Demo Sł	narePoint - Contacts	Folders
Offline		3

Figure 1: Main window of the Synchronizer

The folders in Outlook participating in the synchronization process will be displayed in the main window of Synchronizer. Several folders are grouped into <u>subscription</u>, see Figure 1: Main window of the Synchronizer. Usually folders within subscription are logically linked, e.g. all folders within one subscription refer to a corporate Online Store and all folders within another subscription may refer to corporate Microsoft<sup>™</sup> SharePoint.

## 2. How to Start (for Corporate Users)

The Synchronizer installation process is not described here, because your administrator is supposed to have installed it already for you.

When Synchronizer is installed on your computer, you will need the **configuration file** provided by the administrator. This file with ".*2db*" extension contains all required information to configure one or several subscriptions. After Synchronizer installation it should look like that:





#### Figure 2: Configuration file icon

The Administrator may send you this file by e-mail, give you a link to download it or will place it directly on your computer while installing the software. Open this file by double-clicking it.

**If you start Synchronizer without pre-configuration**, you will see a "Configuration file not found" Wizard. Follow the Wizard instructions:

Sync2DB - Select configuration	n file. Step 1 of 2.	×
	<ul> <li>Sync2DB cannot find the configuration file.</li> <li>Configuration file is a file where the Sync2DB Subscriptions information is stored.</li> <li>Please specify place, where Sync2DB configuration file will be get from.</li> <li>O Local disk, network or Internet address (URL)</li> <li>O Predefined list of demo configurations</li> <li>O Database (SQL server)</li> </ul>	
Help	< Back Next > Cancel	

Figure 3: "Configuration file not found" Wizard (Step 1)

## 3. How to Start (for Non-corporate Users)

When you register on our Web site at: <u>http://www.sync2db.com/</u>, we will send you the downloading and installation instructions via e-mail. **Please read and follow these instructions carefully**.

The installation package includes a predefined demo subscription "4Team Demo Sandbox". After installation you can instantly try out synchronization using it. Refer to the above-mentioned e-mail for details and instructions about 4Team Demo Sandbox.

To subscribe to another data source, i.e. to configure Synchronizer to synchronize with another database, you will need a special ".*2db*" file containing all required information to configure one or several subscriptions.

There are several ways to get the configuration file:

• Select "Advanced =>Add Subscription..." from the Sync2DB Actions menu and you will see an "Add configuration file" Wizard. Follow the Wizard instructions:



Sync2DB - Select configuration file. Step 1 of 2.		
	Adding configuration file.         Configuration file is a file where the Sync2DB Subscriptions information is stored.         Please specify place, where Sync2DB configuration file will be get from.         Image: Cocal disk, network or Internet address (URL)         Image: Predefined list of demo configurations         Image: Database (SQL server)	
Help	< Back Next > Cancel	

Figure 4: "Add configuration file" Wizard (Step 1)

• Look for a link to the configuration file on the Web site that provides public subscription or service with an access via Sync2DB. This link is the URL address ending in ".2db". Download and open this file.

## 4. Privacy Alert Wizard

After opening the configuration file with subscription(s) you will see a Privacy Alert Wizard for these subscription(s). It includes 2 steps:

- 1. Rules and/or license agreement;
- 2. List of Outlook folders to be synchronized.

You must accept both to apply new configuration.



Sync	B - Rules/license Agreement and Privacy Policy	×
	ep 1 of 2. Rules and/or license Agreement mo Sandbox (at www.sync2db.com/demo.asp, Case 1) ow is the rules/license Agreement concerning the loaded configuration file. u must agree with it to be able to use Sync2DB	
4T Oc	am Corporation Privacy Policy	
At Pol (Sγ	eam Corporation we recognize that privacy is important. This applies to all of the Sync2DB products, services and websites 2DB.com) offered by 4Team Corporation Inc.	
lfγ US	u have any questions about this Policy, please feel free to <u>contact</u> rough our website.	
mon	I accept the rules/license Agreement	
_	O I do not accept the rules/license Agreement	
	elp 2. Next > Cancel	
		-
Sync	B - Rules/license Agreement and Privacy Policy	×
Sync	B - Rules/license Agreement and Privacy Policy p 2 of 2. Privacy alert ase check the list of Outlook folders below. Items from your Outlook folders marked red will be sent to database of the specified server. a must confirm, that you agree on accessing these folders.	×
Sync	B - Rules/license Agreement and Privacy Policy  Ep 2 of 2. Privacy alert ase check the list of Outlook folders below. Items from your Outlook folders marked red will be sent to database of the specified server. a must confirm, that you agree on accessing these folders.  Synchronization Direction	
Sync:	B - Rules/license Agreement and Privacy Policy  Exp 2 of 2. Privacy alert ase check the list of Outlook folders below. Items from your Outlook folders marked red will be sent to database of the specified server. a must confirm, that you agree on accessing these folders.  Explore folder Synchronization Direction Control Sandbox (at www.sync2db.com/demo.asp, Case 1)	
Sync.	B - Rules/license Agreement and Privacy Policy         ep 2 of 2. Privacy alert         ase check the list of Outlook folders below. Items from your Outlook folders marked red will be sent to database of the specified server.         a must confirm, that you agree on accessing these folders.         cription / Folder       Synchronization Direction         to Sandbox (at www.sync2db.com/demo.asp, Case 1)         eam Sync2DB\Demo - Contacts       Download and upload         eam Sync2DB\Demo - Tasks (folder does not currently exist)       Download and upload	
Sync.	B - Rules/license Agreement and Privacy Policy         ep 2 of 2. Privacy alert         ase check the list of Outlook folders below. Items from your Outlook folders marked red will be sent to database of the specified server.         a must confirm, that you agree on accessing these folders.         cription / Folder       Synchronization Direction         no Sandbox (at www.sync2db.com/demo.asp, Case 1)         eam Sync2DB\Demo - Contacts       Download and upload         eam Sync2DB\Demo - Tasks (folder does not currently exist)       Download and upload         fo (Web)       I agree on Sync2DB having access to all Outlook folders above       1.	

**Figure 5: Privacy Alert Wizard** 



## 5. Activation (for Non-corporate Users Only)

Some subscriptions or services with an access via Sync2DB (Outlook as Data Reader) can be used without purchasing Sync2DB Synchronizer. Others require a purchased license. Please note that it refers to the Sync2DB software only, not subscription content or service! The service and subscription are free in some cases and should be purchased in others.

In case when purchasing is required, you will be informed about it. Please go to our Web site at: <u>http://www.4team.biz/purchase\_sync2DB.asp</u> and buy your license online.

Choose the "Professional Private" option in combo box "Select License type":

Sync2DB > Back to Product Ho	ome Page version 1
→ Pricing & Licensing	
To make sure that your organize you should install the Product a	zation is ready to utilize the product, we strongly re and test it with our Demo subscriptions. For our <b>mo</b>
Sync2DB Pricing	Price per License USD 🐱
Select License type:	Professional Private 🛛 👻
License description: Use	Standard Corporate Professional Corporate utlook with unlimited c
If you purchase: up to 1 liden	Professional Private Ses you Will Pay: 397.50 per License
up to <b>2</b> licen	ses \$90.00 per License

Figure 6: Take care during purchasing!

After purchasing, we will send you the activation instructions via e-mail, **please read and follow these** instructions carefully.

Please note that you can use Sync2DB Synchronizer for any number of subscriptions without restrictions (the subscription content or service may require extra fee).

## 6. Synchronization

Launch Sync2DB Synchronizer and click the "Sync" button on the main Synchronizer window, or "Synchronize all" in the right-click menu of the Synchronizer icon in the system tray:





Figure 7: How to start synchronization of all folders

## 7. Re-synchronization or How to Undo Deletions made by mistake?

The process of re-synchronization makes full synchronization all over again (i.e. re-synchronization will process all data).

Re-synchronization can be used as life-saver when you inadvertently delete items in a synchronized folder by mistake. Do not click "Sync" in this situation as it will delete items in your database. Use re-synchronization instead - you will get all deleted items from the database.

Right-click the problem folder in the Synchronizer main window and select "**Re-Synchronize Folder Now**" from the drop-down menu:



🛃 Sync 2DB		
File Actions Help		
Sync 🗙 Stop	Close	
Subscription / Folder	Status	1
Demo Sandbox (at www.syr	nc2db.com/demo.asp, Case 1)	
I 4Team Sync2DB\Demo - Conta I team Sync2DB\Demo - ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Synchronize Folder Now          Re-Synchronize Folder Now         Open Folder in Outlook         Enable / Disable Folder	
Synchronization Completed		

Figure 8: How to resynchronize folder

## 8. Additional Resources

- Sync2DB Help Center (<u>http://www.sync2db.com/Help\_Center.asp</u>)
- Sync2DB Forum (<u>http://forum.sync2db.com/</u>)
- Contact us (<u>http://www.sync2db.com/Contact.asp</u>)