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1 Introduction

This document will guide you through the Farmers WIFE Sync feature, with which you are able to sync selected items between Farmers WIFE, Address Book (Mac) and iCal (Mac). For information regarding syncing to Microsoft Outlook on PC, please consult the document 'Sync_feature_PC'.

The Sync feature syncs Contacts, Events and To-dos between Farmers WIFE and Address Book and iCal in Mac.

Syncing an object (e.g. a contact) means that the Sync feature creates the contact in all synced programs (ex. Farmers WIFE and Address Book) and tracks the unique ID of that contact in all programs. When a contact is modified (e.g. first name, last name, email address etc.), the Sync feature will ensure that the information is updated in all other programs as well. The programs involved in the sync process share the same information about the synced objects.

- A Contact is the equivalent of a Farmers WIFE "Contact", an Address Book "Card".
- An Event is the equivalent of a Farmers WIFE "Task" or "Booking", an iCal "Event".
- A To-do is the equivalent of a Farmers WIFE "To-do", an iCal "To do".

The "Sync List" is the internal look-up-table that the software uses to e.g. connect a contact in Farmers WIFE to its corresponding contact in Address Book. Any object not in this sync list will not be synced.



Make sure that the time and date are correctly configured on your computer, or the Sync feature will not be able to determine which object data is the most recently modified.

2 Accessing the Sync feature

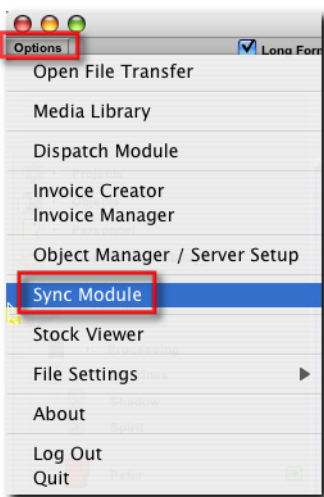
User Permissions

To be able to access and use the Sync module, the relevant Permission access must be set to Yes.



If the permission Two-Way Sync is set to Yes, the option '[Export-Only Sync](#)' will be available for the user to decide whether he wants to export only from Farmers WIFE to Address Book and iCal, or to export into Farmers WIFE from Address Book and iCal.

The Sync feature is accessed from the “Options” menu in the top left corner of the Farmers WIFE client application:

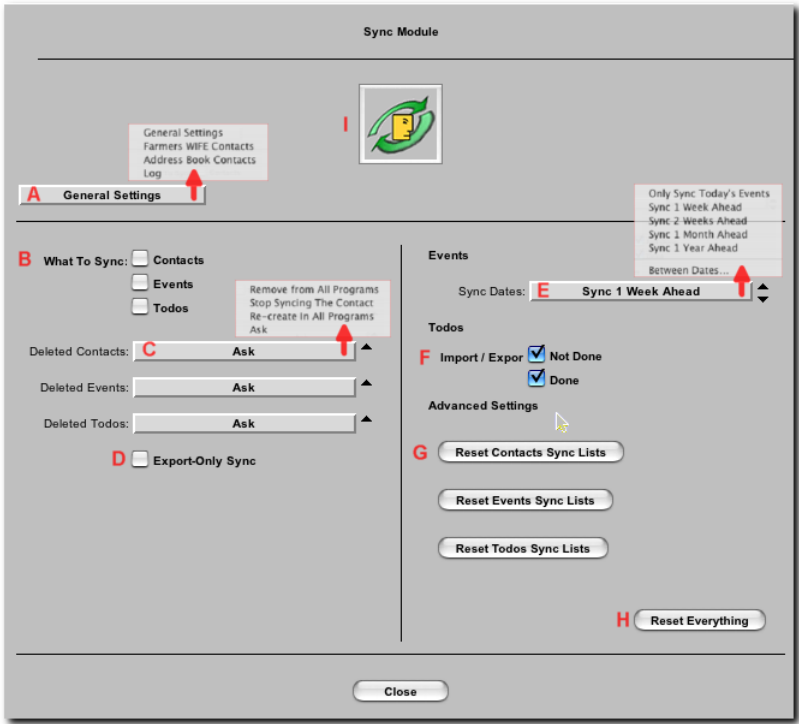


3 Settings

The Sync Module consists of several panes which allow you to configure the sync process according to your needs.

3.1 General Settings

The initial window of the Sync feature gives the user access to all of the general settings, configurable on the bottom right and left hand side of the screen. Clicking on the tab labeled “General Settings” will display submenu options for the following: Farmers WIFE Contacts, Address Book Contacts, as well as the Sync Log.



Selector

A Selector for:

- General settings
- Farmers WIFE Contacts
- Address Book Contacts
- Log

General Settings

B What to Sync: Choose the type of objects to be synced: Contacts, Events, To-dos. Only checked items will be synced.

C Deleted Contacts/Events/To-dos: These settings determine what action is to be taken when an object is deleted in Farmers WIFE or in Address Book or iCal:

- **"Remove From All Programs":** the object will automatically be removed from all programs that share the object.
- **"Stop Syncing The Contact/Event/To-do":** the object will continue to exist in all programs where it was not deleted, but it will not be synced.
- **"Re-Create In All Programs":** the object will be recreated in the programs where it was deleted, using the most recent version found.

D Export-Only Sync: With this option, the Sync module will search for new items only in Farmers WIFE.

E Sync Dates for Events: Indicate the time range for syncing new events (Farmers WIFE Tasks or Bookings / iCal Events). Provided that you have chosen to sync "Events" in setting "B", all events within this time range will be synced. Events outside of the indicated time range (e.g. old events) will not be synced. iCal Events will be created as Farmers WIFE Tasks.

The first time Events are being synced, a new calendar gets automatically created in iCal called 'Farmers WIFE'. When syncing, Farmers WIFE Bookings will be created in this new calendar. Any event you wish to be synced into Farmers WIFE, must be entered as well under this new Calendar: Farmers WIFE.

F Import/Export Done/Not Done To-dos: By default, only Farmers WIFE To-Dos labeled as "Not Done" are added to the sync list. This option allows you to also sync "done" Farmers WIFE To-dos.



If the "Done" option is left unchecked, a To-Do labeled as "Not Done" will continue being synced even once it's set to "Done". This is due to the fact that Farmers WIFE only 'remembers' the first status of the To-Do.



G Advanced Settings: Reset Contacts/Events/Todos Lists: These buttons should only be used if the sync lists have become corrupted. WARNING: Using these buttons will cause the Sync feature to lose track of which objects correspond to which in the different programs!

H Advanced Settings: Reset Everything: This button will erase all sync lists (see G) and reset all settings to their default values.

I Sync now. Click here to initiate the sync process.

3.2 Farmers WIFE Contacts pane

Both Farmers WIFE and Address Book handle contacts. The contact lists from each program are available in the Sync feature. Through the lists, you can select which Farmers WIFE contacts to sync to Address Book.

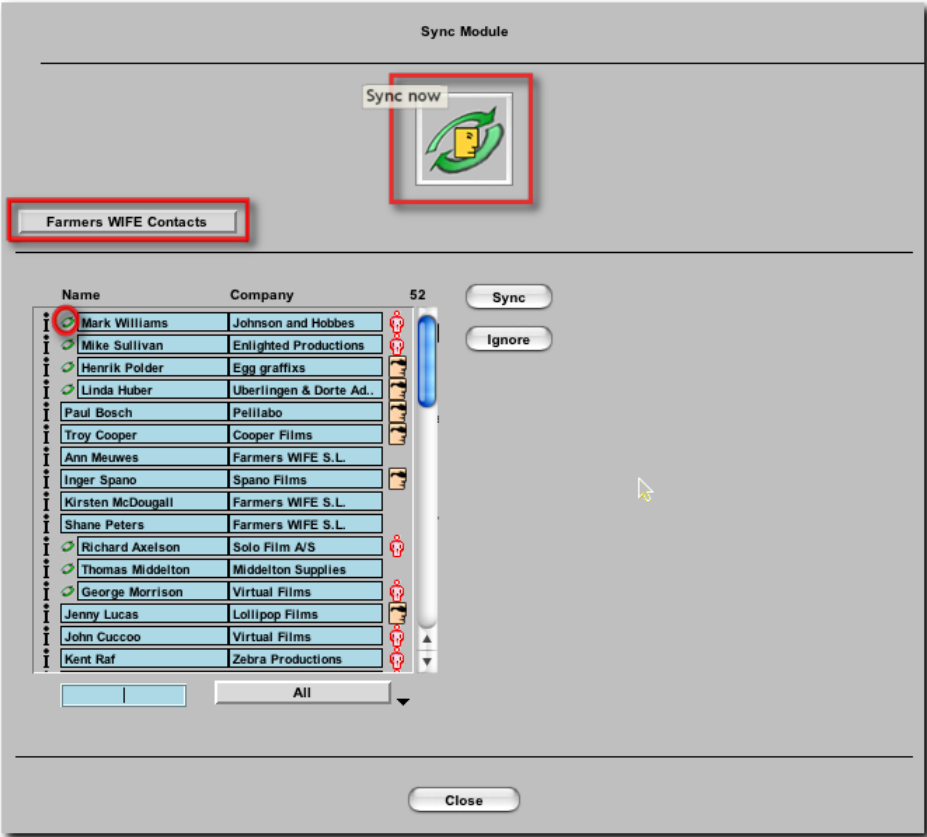
To prepare your WIFE contacts list to be synced, select one or more contacts and then press the "Sync" button. A small icon  will appear before each selected contact. If you wish to omit a contact from the sync list, simply remove the  icon next to that contact, by selecting the contact and clicking the "Ignore" button. Clicking on the icon next to each contact, displays the current information available for the contact.



Farmers WIFE Contacts can be filtered to quickly show ALL contacts or a specific category (Clients, Resources, Globals, Privates).

The steps above are just a preparation for the actual syncing. Your contacts will not be synced until you

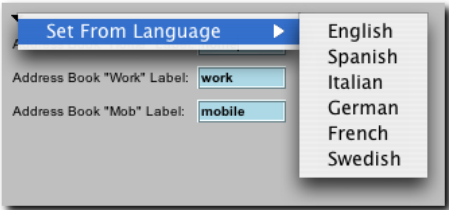
press the “Sync Now” button.

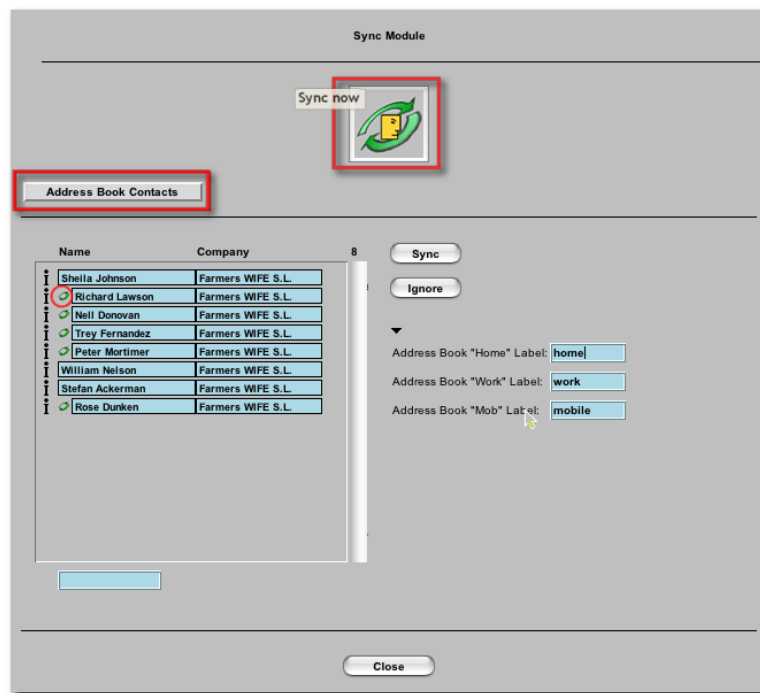


3.3 Address Book Contacts

If you wish to do a two-way sync, e.g. syncing your Outlook contacts to WIFE, you will need to prepare the list of Address Book contacts following the same steps as above.

Enter the label names according to the language that your Address Book is set to. By default, the labels are set in English. There are additional languages accessible from the arrow.





4 Sync now

After the proper settings have been configured, and you selected your contacts, press the *Sync Now* button to start the syncing process. The syncing process is not automated. You will need to click the “Sync Now” button each time that you want to sync.

When syncing a contact from Address Book to Farmers WIFE, the contact is by default created as the contact type *Globals*. Naturally, the category can be modified to *Client*, *Resource* or *Private*, later in Farmers WIFE. Here is an example:



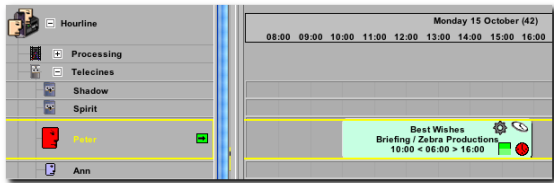
Address Book contact synced to Farmers WIFE

Farmers WIFE contact synced from Address Book

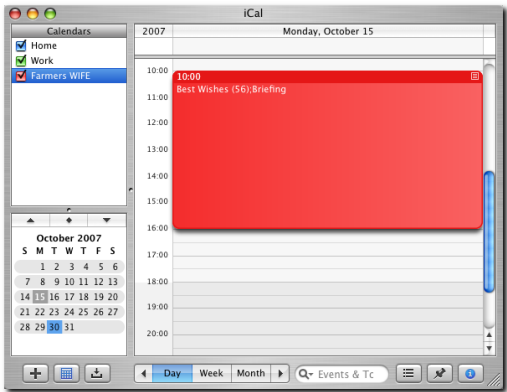
Sync Dates for Events

The first time Events are being synced, a new calendar gets automatically created in iCal called 'Farmers WIFE'. When syncing, Farmers WIFE Bookings will be created in this new calendar. Any event that should be synced into Farmers WIFE, must be entered as well under this new Calendar: Farmers WIFE.

When syncing a Booking/Task from Farmers WIFE to iCal, an Event is created in iCal which displays the Booking name (only Farmers WIFE Advanced), the Project name and the Note field, if any. Only Bookings or Tasks where the user is scheduled will be synced to the calendar.

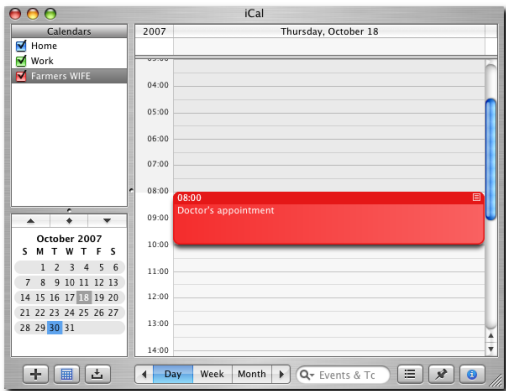


Farmers WIFE Booking in Hourline

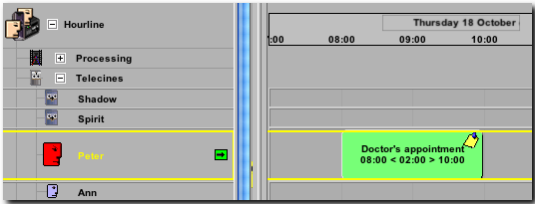


Synced Booking from Farmers WIFE to iCal

When syncing an *Event* from iCal to Farmers WIFE, a *Task* is created in Farmers WIFE:



iCal Event



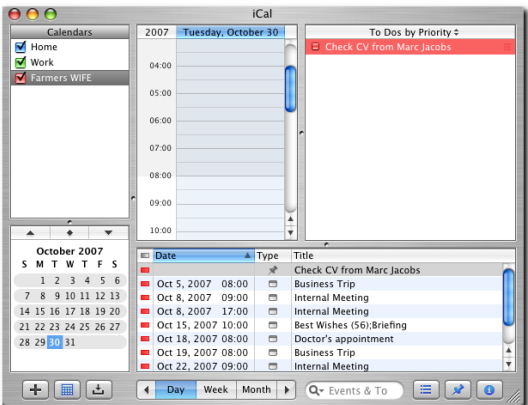
Farmers WIFE Task Booking

Import/Export Done/Not Done Todos

A Farmers WIFE *To-Do*, is called a *To Do* in Outlook. When synced to iCal, the Farmers WIFE *To-Do* will look like the example below at right.



Farmers WIFE To Do



Synced Farmers WIFE To Do in iCal



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