



Database Sync User

Level 1

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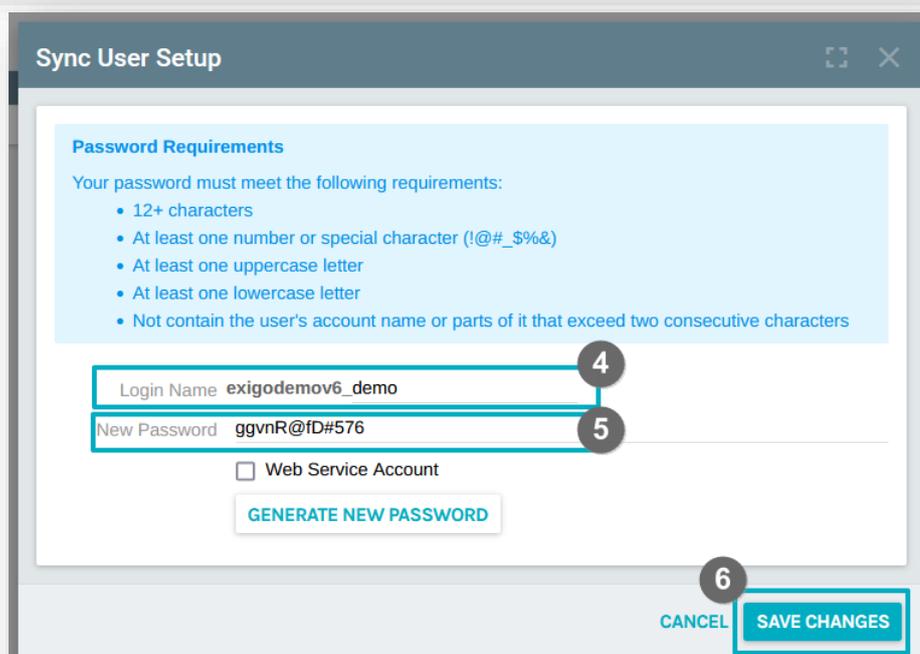
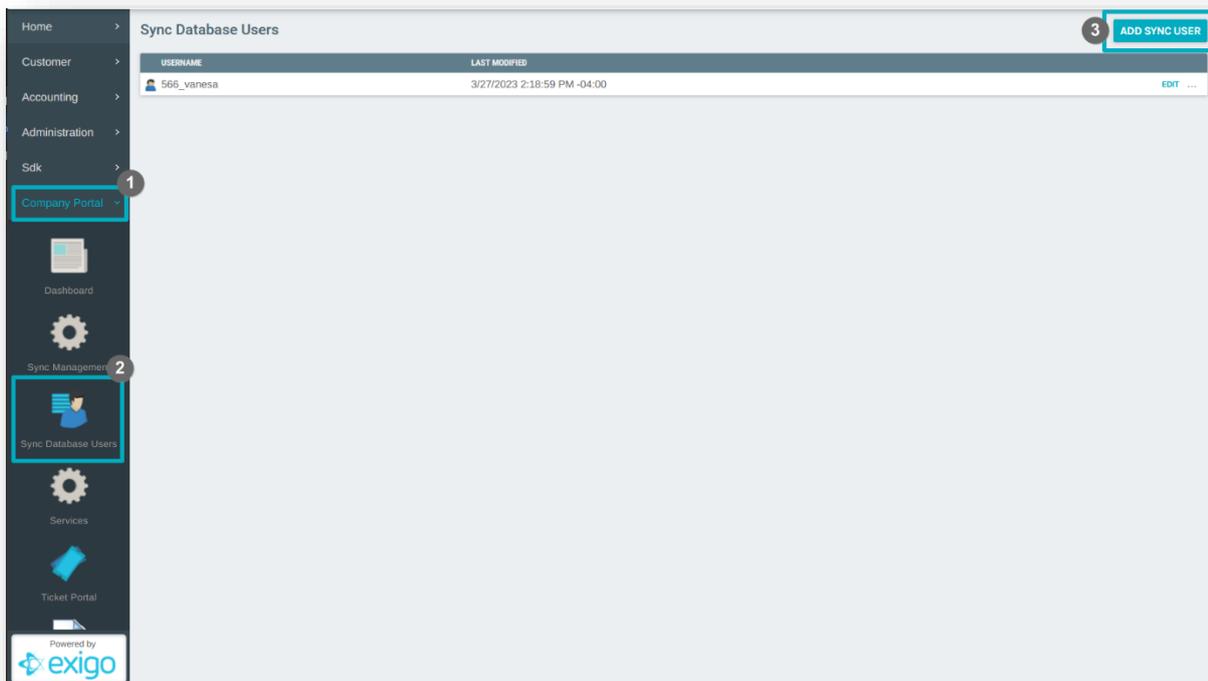
Overview

The **Sync Database Users** feature allows for the creation of regular sync database users and sync users with elevated database permission needed for web development projects. Below is a list of requirements and limitations.

1. This feature is only applicable if a company is using Exigo SharedBI as their sync database.
2. The user must have permission to access the **Sync Database User** option.
3. There can only be one **Web Service Account** user.

CREATING A (REGULAR) SYNC DATABASE USER

1. Navigate to the **Company Portal**.
2. Click on **Sync Database Users** option.
3. Click on **ADD SYNC USER**.
4. Enter in a **Login Name**.
5. Enter a **New Password** following the password requirements.
6. Click **SAVE CHANGES**.



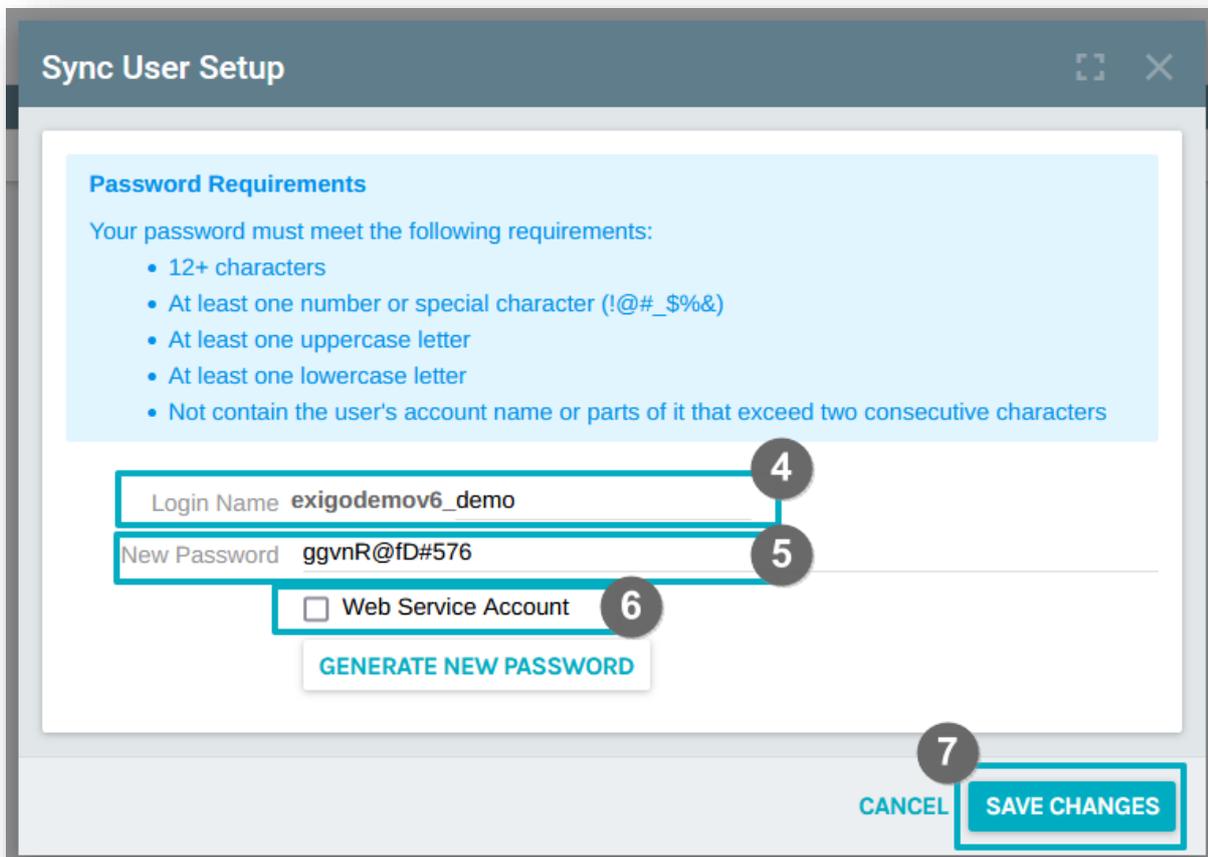
The 'Sync User Setup' form displays the following fields and options:

- Password Requirements:**
 - Your password must meet the following requirements:
 - 12+ characters
 - At least one number or special character (!@#_-\$%&)
 - At least one uppercase letter
 - At least one lowercase letter
 - Not contain the user's account name or parts of it that exceed two consecutive characters
- Login Name:** A text input field containing 'exigodemov6_demo', highlighted with a red box and a circled '4'.
- New Password:** A text input field containing 'ggvnR@fD#576', highlighted with a red box and a circled '5'.
- Web Service Account**
- GENERATE NEW PASSWORD** button
- CANCEL** and **SAVE CHANGES** buttons at the bottom right, with 'SAVE CHANGES' highlighted by a red box and a circled '6'.

CREATING A (WEB SERVICE) SYNC DATABASE USER

This user has elevated sync database permissions needed for web development projects.

1. Navigate to the **Company Portal**.
2. Click on **Sync Database Users** option.
3. Click on **ADD SYNC USER**.
4. Enter in a **Login Name**.
5. Enter a **New Password** following the password requirements.
6. Enable the **Web Service Account** checkbox.
7. Click **SAVE CHANGES**.



The screenshot shows the 'Sync User Setup' dialog box. At the top, there's a title bar with 'Sync User Setup' and window control icons. Below the title bar, there's a light blue box titled 'Password Requirements' with the following text: 'Your password must meet the following requirements:' followed by a bulleted list: '12+ characters', 'At least one number or special character (!@#_\$\$%&)', 'At least one uppercase letter', 'At least one lowercase letter', and 'Not contain the user's account name or parts of it that exceed two consecutive characters'. Below this, there are three input fields: 'Login Name' with the value 'exigodemov6_demo' (callout 4), 'New Password' with the value 'ggvnR@fD#576' (callout 5), and a checkbox labeled 'Web Service Account' which is checked (callout 6). Below the checkbox is a button labeled 'GENERATE NEW PASSWORD'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE CHANGES' (callout 7).