



# **SharePoint List Sync 1.0**

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## **User Guide**

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Our web site: <http://www.boostsolutions.com>

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## 1. Introduction

SharePoint List Sync is a SharePoint add-on that allows users to sync between lists in the same or different site.

SharePoint List Sync syncs any item creation, modification, and deletion from source list to the target list and also sync modifications from target list back to the source list. List Sync activity can be tracked and viewed with downloadable activity logs in Microsoft Excel file.

The user guide is used to instruct users how to configure and use SharePoint List Sync. For the latest copy of this and other guides, please visit:

<http://www.boostsolutions.com/download-documentation.html>

## 2. Installation

### 2.1 Product Files

After you download and unzip the List Sync zip file from [www.boostsolutions.com](http://www.boostsolutions.com), you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
List Sync_V1_User Guide.pdf	User guide of List Sync in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\2.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\6.0\Setup.exe	The product installer for .Net Framework 4.6.
Library\6.0\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundation\BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\BoostSolutions.FoundationSetup16.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2016/2019.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions>ListSync\BoostSolutions.ListSyncSetup14.1.wsp	A SharePoint solution package containing List Sync files and resources for SharePoint 2010 or SharePoint Foundation 2010.

Solutions\ListSync\ BoostSolutions.ListSyncSetup15.1.wsp	A SharePoint solution package containing List Sync files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\ListSync\ BoostSolutions.ListSyncSetup16.1.wsp	A SharePoint solution package containing List Sync files and resources for SharePoint 2016/2019.
Solutions\ListSync\Install.config	A file containing the configuration information for the installer.

## 2.2 Software Requirements

Before you install List Sync, ensure your system meets the following requirements:

### SharePoint 2019

Operating System	Windows Server 2016 Standard or Datacenter Windows Server 2019 Standard or Datacenter
Server	Microsoft SharePoint Server 2019
Browser	Microsoft Internet Explorer 11 or above Microsoft Edge Mozilla Firefox Google Chrome

### SharePoint 2016

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2016 Standard or Datacenter
Server	Microsoft SharePoint Server 2016 Microsoft .NET Framework 4.6
Browser	Microsoft Internet Explorer 10 or above Microsoft Edge Mozilla Firefox Google Chrome

### SharePoint 2013

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
------------------	--

Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or above Microsoft Edge Mozilla Firefox Google Chrome

### **SharePoint 2010**

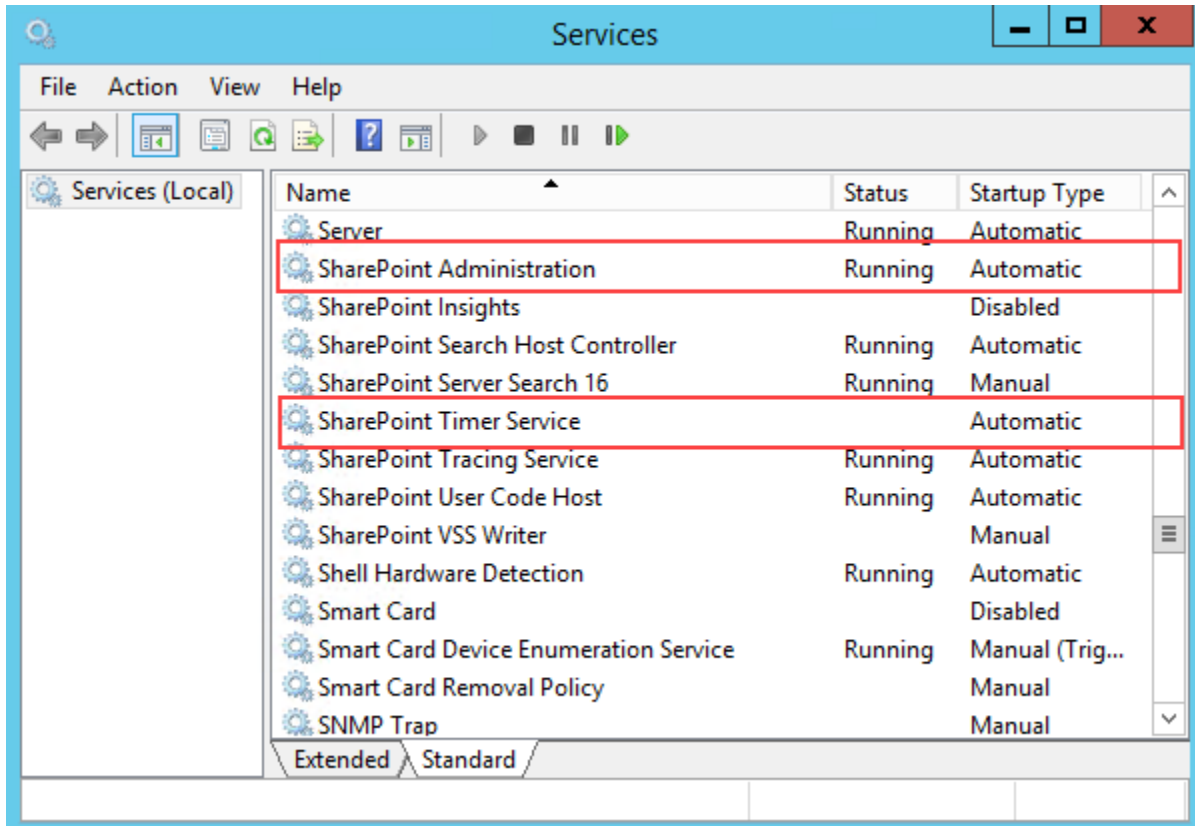
Operating System	Microsoft Windows Server 2008 x64 Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010 Microsoft SharePoint Foundation 2010 SP1 or Microsoft SharePoint Server 2010 SP1 Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 7 or above Mozilla Firefox Google Chrome

## 2.3 Installation

Follow these steps to install List Sync on your SharePoint servers.

### Installation Preconditions

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer Service**.



List Sync must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration** → **System Settings** for a list of servers running this service.

### Required Permissions

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

### To install List Sync on SharePoint server.



- a. Download the zip file (\*.zip) of the product of your choice from the BoostSolutions website, then extract the file.
- b. Open the created folder and run the **Setup.exe** file.

**Note**

If you cannot run the setup file, please right click the **Setup.exe** file and choose Run as administrator.

- c. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.
- d. Review and accept the End-User License Agreement and click **Next**.
- e. In the **Web Application Deployment Targets**, select the web applications you are going to install and click **Next**.

**Note**

If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

- f. Upon completion of the installation, details are displayed showing which web applications you product has been installed to. Click **Close**.

## 2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

## 2.5 Uninstallation

If you want to uninstall the product, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

## 2.6 Command\_Line Installation

The following instructions are for installing the solution files for List Sync in **SharePoint 2016** by using the SharePoint STSADM command line tool.

### Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

**To install List Sync to SharePoint servers.**

- a. Extract the files from the product zip pack to a folder on one SharePoint server.
- b. Open a command prompt and make sure your path is set with the SharePoint bin directory.

- **SharePoint 2016**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\16\BIN

- c. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.ListSyncSetup16.1.wsp
stsadm -o addsolution -filename BoostSolutions.FoundationSetup16.1.wsp
```

- d. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.ListSyncSetup16.1.wsp -allowgacdeployment -url
[virtual server url] -immediate
stsadm -o deploysolution -name BoostSolutions.FoundationSetup16.1.wsp -allowgacdeployment
-url [virtual server url] -immediate
```

- e. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.ListSyncSetup16.1.wsp
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

- f. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name SharePointBoost.ListSync -url [site collection url] -force
```

**To remove List Sync from SharePoint servers.**

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.ListSyncSetup16.1.wsp -immediate -url [virtual
server url]
stsadm -o retractsolution -name BoostSolutions.FoundationSetup16.1.wsp -immediate -url
[virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.ListSyncSetup16.1.wsp
```

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:


```
stsadm -o deletesolution -name BoostSolutions.ListSyncSetup16.1.wsp
```


```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup16.1.wsp
```

## 2.7 Feature Activation

### Activate features in site collection

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

- a. Click **Settings**  and then click **Site Settings**.
- b. Under **Site Collection Administration** click **Site collection features**.
- c. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.


	BoostSolutions List Sync 1.9.0.119	<input type="button" value="Deactivate"/>	<input type="button" value="Active"/>
	Sync items in one list to another one or more list across SharePoint site. (Powered by BoostSolutions)		

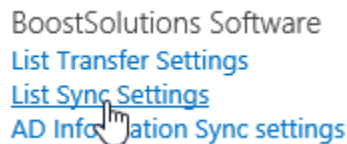
## 3. How to Use List Sync

This chapter will introduce how to configure a List Sync profile and sync data between lists.

### 3.1 Manage a Profile

#### 3.1.1 Enter the List Sync Settings Page

- a. Click **Settings**  and then click **Site Settings**.
- b. Find the **List Sync Settings** under the **BoostSolutions Software** group, click on it to enter the List Sync Settings page.



BoostSolutions Software  
List Transfer Settings  
List Sync Settings  
AD Information Sync settings

#### 3.1.2 Create a Profile

A profile is a set of commands and conditions set by the user for syncing items from a source list to a target list.

A profile contains the following main components:

**Source Site and List:** The list where data is synced from.

**Target Site and List:** The location where the Source list syncs its items to.

**Column Mapping:** Map columns between source list columns and target list columns to ensure that information is synced accurately.

**Permission Synchronization:** Specify how to sync permissions between source and target lists.

**Log Settings:** Track and record the synchronization status.

Follow these steps to create a profile:

- a. Enter the List Sync Main Settings page from the Site Settings page. (see [3.1.1 Enter List Sync Settings page](#))
- b. Click **Add new profile**.

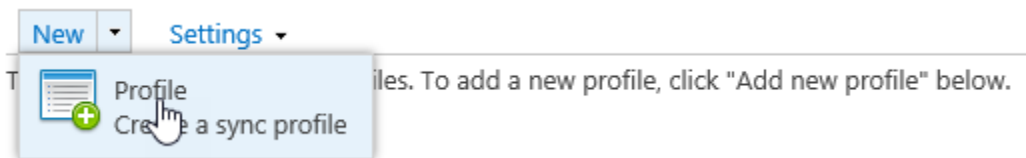
[New](#) ▾ [Settings](#) ▾

---

There are currently no sync profiles. To add a new profile, click "Add new profile" below.

[+ Add new profile](#)

Or open the **New** drop-down menu and select **Profile** from the menu.



- c. In the **Profile Management** page, configure the following settings:

In the **Profile Title** section, enter a unique title for the profile.

Profile Title  
Type a title for your new profile.

In the **Source Site and List** section, select the specific source site and list from the drop-down list. Information transmitted to the target list is referred to from here.

**Note**

You can sync all SharePoint lists except: Discussion Board, Survey List, Wiki Page Library, External List, Slide Library and SharePoint default Gallery (Web Part Gallery, List Template Gallery, Master Page Gallery, Theme Gallery)

Source Site and List  
Specify source site and list for your profile.

Source Site  
 ▾

Source List  
 ▾

Item sync filter

In the **Target Site and List** section, select the list which data will be sent to.

Target Site and List

Specify target site and list for your profile.






















Target Site

-BoostSolutions 

Target List

Tasks 

In the **Columns Mapping** section, select the columns you want to sync the target list to and map the appropriate columns.

Columns in Source List	Columns in Target List	Reverse Sync	
Task Name(Single line of text) 	Task Name(Single line of text) 	<input checked="" type="checkbox"/>	
Priority(Choice) 	Priority(Choice) 	<input checked="" type="checkbox"/>	
Task Status(Choice) 	Task Status(Choice) 	<input checked="" type="checkbox"/>	
% Complete(Number) 	% Complete(Number) 	<input checked="" type="checkbox"/>	
Description(Multiple lines of text) 	Description(Multiple lines of text) 	<input checked="" type="checkbox"/>	
Start Date(Date and Time) 	Start Date(Date and Time) 	<input checked="" type="checkbox"/>	
Due Date(Date and Time) 	Due Date(Date and Time) 	<input checked="" type="checkbox"/>	

In the **Union List** section, select a lookup column and map the columns in the union list to the target list.







Enable Union List

Lookup Column:

Predecessors 

This column lookup to union list: [Tasks](#)

Map columns:

Columns in Union List	Columns in Target List	Reverse Sync	
Task Name(Single line of text) 	Task Name(Single line of text)  !	<input type="checkbox"/>	
Description(Multiple lines of text) 	Description(Multiple lines of text)  !	<input type="checkbox"/>	

 Add Mapping

In the **Permission Synchronization** section, specify whether to sync permissions.

Permission Synchronization

Specify whether to sync permission.

- Don't sync item permission
- Sync item's permission in source list
- Sync item's permission in union list
- Sync item's permission in source list or union list
- Sync item's permission in both source list and union list

In the **Others** section, specify options based on your need.

Others

Specify whether to delete target item when source item has been deleted, or to delete target item when source item doesn't match the condition, or to delete target column when the source column has been deleted, or to sync folder structure from source list to target list, or to sync attachment from source list to target list.

- Delete target item when the source item has been deleted
- Delete target item if the source item doesn't match the condition
- Delete target column when the source column has been deleted
- Sync folder structure from source list to target list
- Sync attachment from source list to target list
- Trigger the workflow designed in SharePoint Designer in the target list

In the **Log Settings** section, specify if logs should be enabled and specify a logging schedule.

Log Settings

Specify whether to write log file to server when syncing, and specify a schedule for logging.

- Write List Sync information to log

List Sync Log Schedule options:

- Monthly
- Every  days

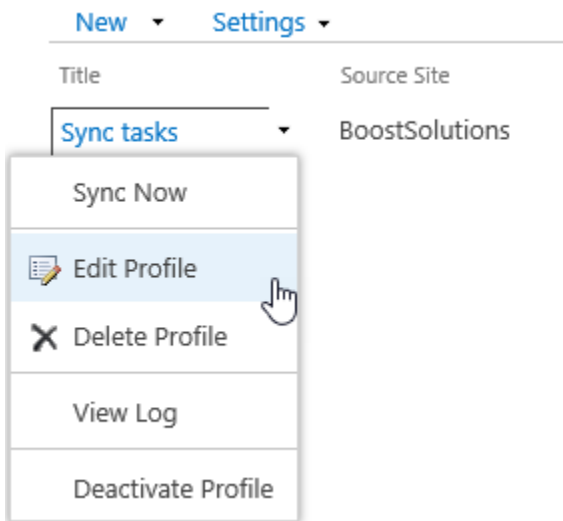
- Delete logs from the server after  days

[View Logs](#)

- d. Click **OK** button to save the profile.

### 3.1.3 Edit a Profile

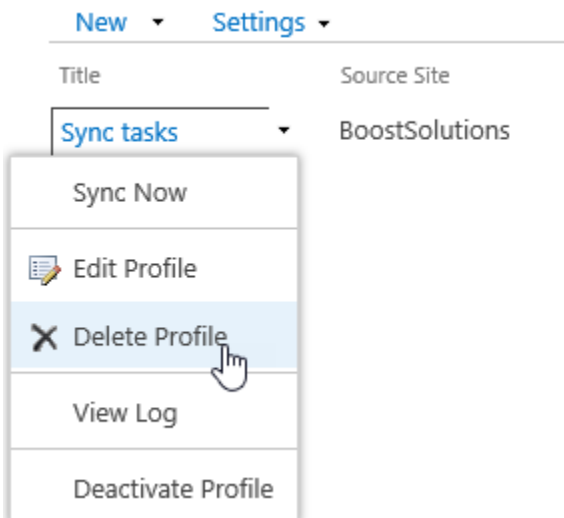
- a. In the List Sync Main Settings page, click the profile name which you want to edit and select **Edit Profile** from the drop-down menu.



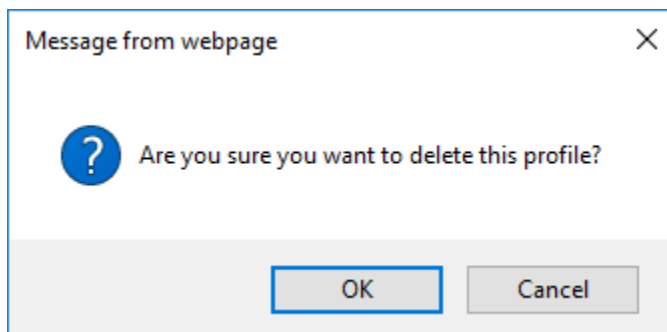
- b. Make changes in the profile.
- c. Click **OK**.

### 3.1.4 Delete a Profile

- a. In the List Sync Main Settings page, click the profile name which you want to delete and select **Delete Profile** from the drop-down menu.



- b. In confirmation window, click **OK**.

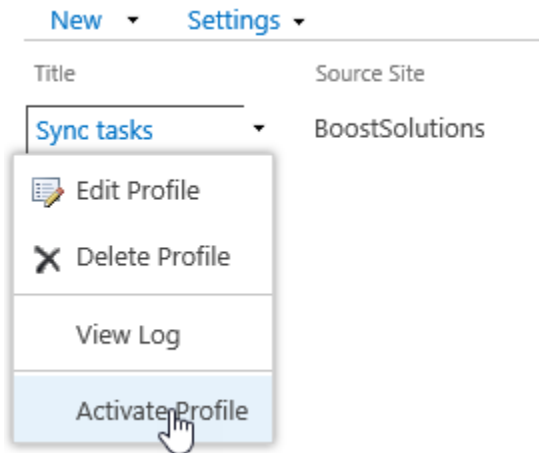


### 3.1.5 Activate a Profile

After a profile is created, you can specify its status to determine if a synchronization is performed.

To activate a profile, open the drop-down menu next to the profile which you wish to activate and click **Activate Profile**.

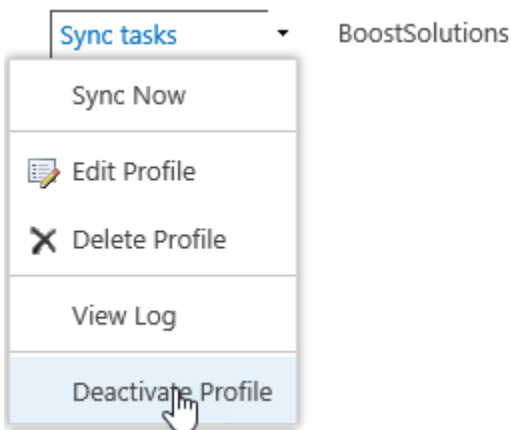




### 3.1.6 Deactivate a Profile

Once a profile is deactivated, data will not be synced between lists.

To deactivate a profile, open the drop-down menu next the profile which you wish to deactivate and click **Deactivate Profile**.



## 3.2 Sync Specific Data with Condition

Filters allow you to only sync specific data which match certain conditions in source list.

Source Site  
-BoostSolutions

Source List  
PD Tasks

Item sync filter  
Condition Category:  
 Basic  Advanced

**And**

[Priority] is equal to High X

[Task Status] is equal to Completed X

To create a filter:

- In the **Source Site and List** section, select **Item sync filter**.
- In the condition editor, select one condition category, either **Basic** or **Advanced**.

**Basic:** launch the editor in basic mode and then use the drop-down menu or elements.

**Advanced:** launch the editor in advanced mode and enter expressions manually. You can create expressions using predefined variables and functions.

Expressions in basic mode can be saved after being converted to advanced mode.

- Enter your conditions. The condition editor will automatically verify the condition and indicate if the condition is invalid.

For further reference, please refer to the [Condition Editor User Guide](#).

### 3.3 Map Columns between Source and Target List

Mapping columns enables you to map columns from the source list to columns in the target list. By default, source columns can be mapped to the same target columns automatically.

**Tip:** You can start mapping columns to sync once the Source and Target lists are set.


Columns in Source List	Columns in Target List	Reverse Sync	
Task Name(Single line of text) ▼	Task Name(Single line of text) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Priority(Choice) ▼	Priority(Choice) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Task Status(Choice) ▼	Task Status(Choice) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
% Complete(Number) ▼	% Complete(Number) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Description(Multiple lines of text) ▼	Description(Multiple lines of text) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Date(Date and Time) ▼	Start Date(Date and Time) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Due Date(Date and Time) ▼	Due Date(Date and Time) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select a column ▼	Select a column ▼		<input checked="" type="checkbox"/>

 Add Mapping

**Add Mapping**

- a. In the Column Mapping section, click **Add Mapping**.
- b. Select a column in the source list.
- c. Select a column in the target list.

**Delete Mapping**

Once column mapping is deleted, data will not be synced between these columns. To delete column mapping click the delete icon  on the far right of the Columns Mapping section, next to the Reverse sync check boxes.

When you map columns, there are some tips which will help you to understand this feature.

These are the target folders which are available for syncing:

Source/Union List Column Type	Target List Column Type
Single Line of Text	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text
Plan Text	Plain Text; Rich Text; Enhanced Rich Text
Rich Text	Rich Text; Enhanced Rich Text
Enhanced Rich Text	Enhanced Rich Text
Choice	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Choice; Choice (Multiple Value)
Choice (Multiple Value)	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Choice (Multiple Value)
Number	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Number

Currency	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Currency
Date and Time	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Date and Time
Lookup	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Lookup; Lookup (Multiple Value)
Yes/No	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Yes/No
Person and Group	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Person and Group
Hyperlink and Picture	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Hyperlink and Picture
Managed Meta Data	Plain Text; Rich Text; Enhanced Rich Text; Managed Meta Data
Recurrence	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Recurrence
Full HTML content with formatting and constraints for publishing	Enhanced Rich Text; Full HTML content with formatting and constraints for publishing
Image with formatting and constraints for publishing	Enhanced Rich Text; Image with formatting and constraints for publishing
Hyperlink with formatting and constraints for publishing	Enhanced Rich Text; Hyperlink with formatting and constraints for publishing
Content Type	Single Line of Text; Plain Text; Rich Text; Enhanced Rich Text; Content Type

Listed below are columns that can only be found in source list:

- Site Link;
- List Link;
- Item Link;
- ID;
- Workflow Status;
- Version;
- Approval status;
- Check In comments;
- Folder Child Count;

- Item Child Count;
- Check Out To;
- File Size; Picture Size;
- Picture Height;
- Picture Width.

Other special columns:

- Modified: If the target column is 'Modified', then the source column can only be 'Modified'; reverse sync is not possible.
- Modified By: If the target column is 'Modified By', then the source column can only be 'Modified By'; reverse sync is not possible.
- Created: If the target column is 'Created', then the source column can only be 'Created'; reverse sync is not possible.
- Created By: If the target column is "Created By", then the source column can only be 'Created By'; reverse sync is not possible.

### 3.4 Sync Columns from Union List to Target List

A Union list is a list which is referred to by a lookup column in the source list. By enabling the Union List feature, you can combine data from the source list and its related list in one place.

Example:

You have two lists: List A and List B. List A has a lookup column which gets information from List B. In this way, we call List A the Source List and List B the Union List. With this function, you can combine information from List A and List B and then sync it to List C, which we call the target list.



Enable Union List

Lookup Column:

Predecessors

This column lookup to union list: [Tasks](#)

Map columns:

Columns in Union List	Columns in Target List	Reverse Sync
Task Name(Single line of text) <input type="text"/>	Task Name(Single line of text) <input type="text"/> !	<input type="checkbox"/> 
Description(Multiple lines of text) <input type="text"/>	Description(Multiple lines of text) <input type="text"/> !	<input type="checkbox"/> 

 Add Mapping

To map the columns from union list to target list, follow these steps.

- a. Tick **Enable Union List** checkbox to enable Union List function.
- b. In **Lookup Column** drop-down list, select a lookup columns in the source list.

- c. Under **Columns in Union List**, select a column you want to map with target list.
- d. Under **Columns in Target List**, choose a target column.

### 3.5 Reverse Sync Data

This function enables you to sync any changes made on the target list back to the source list.

Columns in Source List	Columns in Target List	Reverse Sync	
Task Name(Single line of text) ▼	Task Name(Single line of text) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Priority(Choice) ▼	Priority(Choice) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Task Status(Choice) ▼	Task Status(Choice) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
% Complete(Number) ▼	% Complete(Number) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Description(Multiple lines of text) ▼	Description(Multiple lines of text) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Date(Date and Time) ▼	Start Date(Date and Time) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Due Date(Date and Time) ▼	Due Date(Date and Time) ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select a column ▼	Select a column ▼		<input checked="" type="checkbox"/>

 Add Mapping

To reverse sync data:

In **Column Mapping** section, tick the checkbox(s) to the right of the Columns in Target List column.

Columns cannot Reverse Sync in the following cases:

- If Source Column can be found in Target Column but a Target column cannot be found in found in Source Column;
- Columns that are found only in Source List.

### 3.6 Sync Permissions

When you sync the data between lists you can also sync permissions. This setting allows you to specify how to sync the permissions to the target list.

Permission Synchronization

Specify whether to sync permission.

- Don't sync item permission
- Sync item's permission in source list
- Sync item's permission in union list
- Sync item's permission in source list or union list
- Sync item's permission in both source list and union list

- Don't sync item permission

Don't sync any item's permissions.

- Sync item's permission in source list

Sync item's permissions from source list to target list.

- Sync item's permission in union list

Sync item's permissions from union list to target list.

- Sync item's permission in source list or union list

Combine item's permissions from source and union list and then sync permissions to items in target list.

- Sync item's permission in both source list and union list

Compare item's permissions between source and union lists and sync the same permissions to the target list.

### 3.7 Additional Options

There are five additional options in the **Others** section where you can choose further conditions such as when to sync or delete target items and so on.

#### Others

Specify whether to delete target item when source item has been deleted, or to delete target item when source item doesn't match the condition, or to delete target column when the source column has been deleted, or to sync folder structure from source list to target list, or to sync attachment from source list to target list.

- Delete target item when the source item has been deleted
- Delete target item if the source item doesn't match the condition
- Delete target column when the source column has been deleted
- Sync folder structure from source list to target list
- Sync attachment from source list to target list
- Trigger the workflow designed in SharePoint Designer in the target list

- Delete target item when the source item has been deleted

When a source item (e.g. folder) has been deleted, the target item will also be deleted

- Delete target item if the source item doesn't match the condition

When the item in the source list does not match the condition, the corresponding synced items in the target list will be deleted.

The condition here means the conditions set in the Source Site and List section.

- Delete target column when the source column has been deleted

Target column will be deleted when the source column is deleted.

- Sync folder structure from source list to target list

A folder structure is how the files are organized in certain sync folders. If you select this option, the folder structure will be synced to the target list as well as the files inside. Not selecting this option means only the files inside the folder will be synced to the target list.

- Sync attachment from source list to target list

If an item in the source list contains attachments, these attachments will be synced to the item in target list.

### 3.8 Logging Schedule

A log is a written record of List Sync activities. Only one sync log is available to download as an Excel file each time you sync a list.

To log your sync activities, tick the **Write List sync information to log** checkbox. Schedule your log activity monthly or choose between a 1-99 day(s) sync log interval.

#### Log Settings

Specify whether to write log file to server when syncing, and specify a schedule for logging.

Write List Sync information to log

List Sync Log Schedule options:

Monthly

Every  days

Delete logs from the server after  days

You may opt to delete logs from the server by ticking the checkbox for Delete logs from the server and input the number of days before the deletion.

Delete logs from the server after  days

### 3.9 View Log

To view synchronization activities, open the drop-down menu for a profile and select **View Log**.



### View Profile Log ✕

Download | 
  Delete | 
  Filter by Date | 
  Back

	Name	Created	Modified	Size
<input type="checkbox"/>	<a href="#">Sync tasks20171123-07181647</a>	11/23/2017 3:18:16 PM	11/23/2017 3:18:16 PM	3 KB

**View Log Details**

In the View Profile Log window, select a profile.

### View Profile Log ✕

Download | 
  Filter by Date | 
  Back

Time Stamp	Source List	Source Item ID	Union List	Union Item ID	Target List	Target Item ID	Operation	Result	Message
11/23/2017 3:18:15 PM	<a href="#">PD Tasks</a>	1		0	<a href="#">Tasks</a>	64	Manually	Success	Synchronize item "ARB plan" in list "PD Tasks" to list "Tasks" successfully.
11/23/2017 3:18:15 PM	<a href="#">PD Tasks</a>	2		0	<a href="#">Tasks</a>	65	Manually	Success	Synchronize item "ARB evaluation" in list "PD Tasks" to list "Tasks" successfully.
11/23/2017 3:18:15 PM	<a href="#">PD Tasks</a>	3		0	<a href="#">Tasks</a>	66	Manually	Success	Synchronize item "ARB analysis" in list "PD Tasks" to list "Tasks" successfully.
11/23/2017 3:18:15 PM	<a href="#">PD Tasks</a>	4		0	<a href="#">Tasks</a>	67	Manually	Success	Synchronize item "ARB develop" in list "PD Tasks" to list "Tasks" successfully.
11/23/2017 3:18:15 PM	<a href="#">PD Tasks</a>	5		0	<a href="#">Tasks</a>	68	Manually	Success	Synchronize item "ARB develop" in list "PD Tasks" to list "Tasks" successfully.

### **Download Log File**

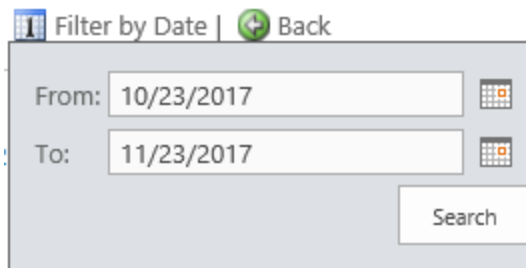
To download a log file, select a file and click Download.

### **Delete Log File**

To delete log files, select one or more file(s) and click Delete.

### **Filter Log by Date**

To filter logs based on a date, select **Filter by Date**. Specify the start date and end date and then click **Search**.



Filter by Date | Back

From: 10/23/2017

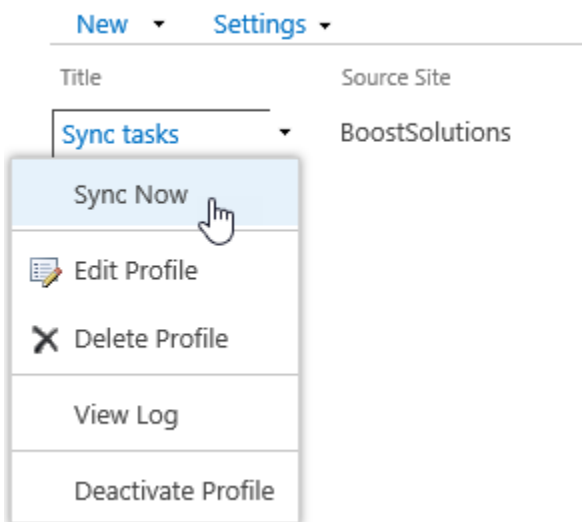
To: 11/23/2017

Search

### **Sync Data**

SharePoint List Sync automatically updates source and target lists.

However, you may choose to manually sync your source and target files by viewing the List Sync Main Settings Page (Site Actions > Site Settings > List Sync Settings). Hover over the profile you want to sync and a dropdown menu will appear. Click on the dropdown menu and select **Sync Now** to update your list.



## 4. Technical Limitations

There are following limitations of product List Sync.

- Cannot sync list cross site collection or SharePoint farm.
- Document library will only support single value of lookup column to the union list column.
- If "Recurrence" column doesn't map to a "Recurrence" column, recurrence items in source calendar list will not automatically sync to target list.
- Target columns named "Created", "Created By", "Modified", and "Modified By" can only be synced from the source of the same column name.
- List Sync will only run in the profile modifier's permission.

## 5. Contact Us

### **Troubleshooting FAQ:**

<http://www.boostsolutions.com/general-faq.html#Show=ChildTitle9>

### **Contact Info:**

Product & Licensing Inquires: [sales@boostsolutions.com](mailto:sales@boostsolutions.com)

Technical Support (Basic): [support@boostsolutions.com](mailto:support@boostsolutions.com)

Request a New Product or Feature: [feature\\_request@boostsolutions.com](mailto:feature_request@boostsolutions.com)

### **Live chat:**

<http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true>

## Appendix 1: License Management

You can use List Sync without entering any license code for a period of 30 days from when you first use it. Note that the trial version ONLY supports up to 20 records/items.

To use the product without any limitation, you will need to purchase a license and register the product.

### Finding License Information

- a. In the products main page, click the trial link and enter the License Management Center.
- b. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information

Download the license type information and send to sales@boostsolutions.com to get license.

**Choose a license type**

Server License  
Server Code: 8fa4fcbbcab9475d8b8f10d2c7b27e1e98226161275d49c683442a828de45bdd

Farm License  
Farm ID: {8fa4fcbb-eab9-475d-8b8f-10d2c7b27e1e}  
Number of Users: 43 user(s)

Site Collection License  
Site Collection ID: Select a site collection  
Site Collection:

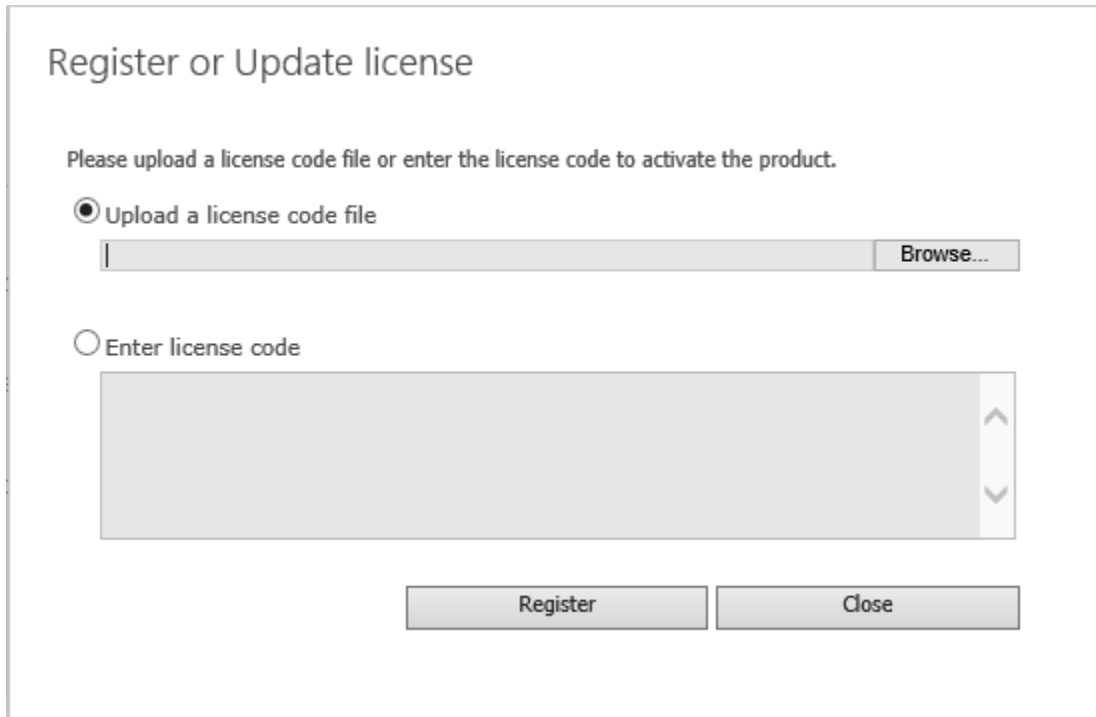
Download Close

In order for BoostSolutions to create a license for you, you MUST send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

- c. Send the above information to us ([sales@boostsolutions.com](mailto:sales@boostsolutions.com)) to generate a license code.

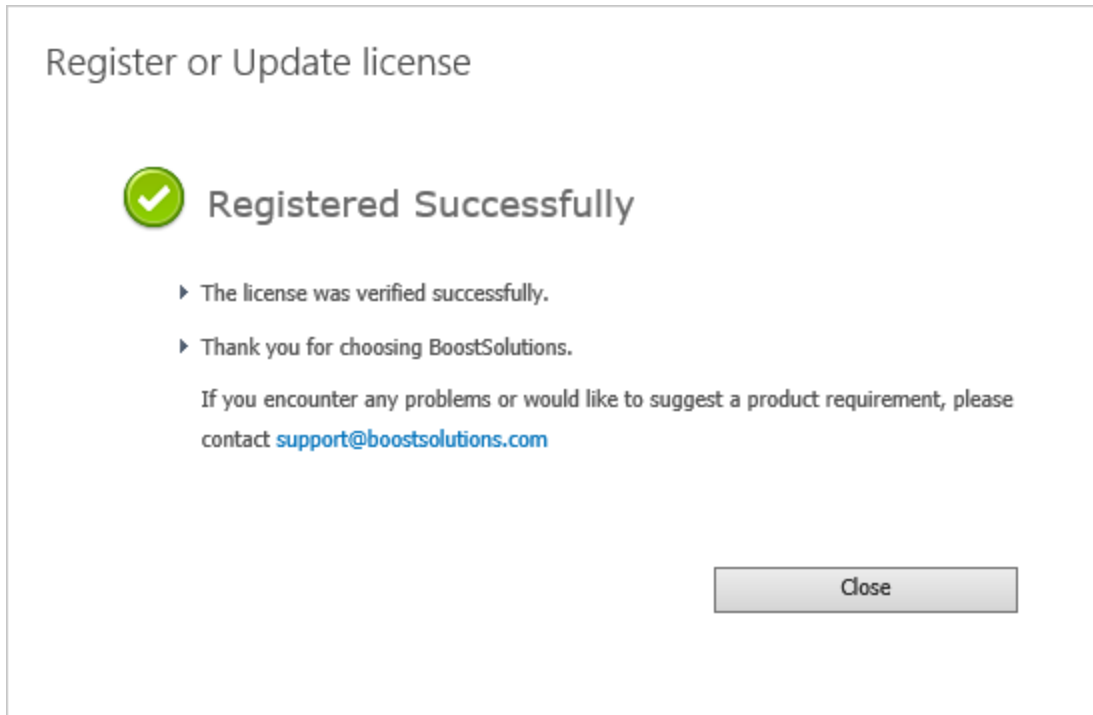
## **License Registration**

- a. When you receive a product license code, enter the **License Management Center** page.
- b. Click **Register** on the license page and a **Register or Update license** window will open.



The screenshot shows a dialog box titled "Register or Update license". Below the title is the instruction: "Please upload a license code file or enter the license code to activate the product." There are two radio button options: "Upload a license code file" (which is selected) and "Enter license code". Under the selected option is a file input field with a "Browse..." button. Under the unselected option is a large text input area with up and down arrow icons on the right side. At the bottom of the dialog are two buttons: "Register" and "Close".

- c. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.



For more details on license management, see the [BoostSolutions Foundation](#).