Server Sync: usually one button is enough

The coloured bar at the top of the Server Sync window says where this datafile stands - and its big button shows the one step to take now.

0 THE BUTTON IN THE COLOURED BAR

`cmdSyncStateAction · everyone`

Its caption changes with the state. **Administrators** bring the others' work in - the result goes into the live log and the parish data on the server; **members** send their work and take in the log. START and EXIT do the same steps by themselves, and once a week CHECK AGAINST THE SERVER compares this datafile with the server's data.

Colour	Means	Administrator presses	Member presses
Green	In step with the parish data on the server (the source of truth) - nothing waits	**SEND A SECURITY COPY** small second button: a whole datafile now and then (it carries lists and settings)	no button - just work
Orange	The others' work is waiting (log entries, members' notes, versions) or new parish data the log cannot bring	**BRING IN** one round as in 3 (new parish data first, if the log cannot carry it); what a person must read first (versions for 1, comparisons and phone files) is offered for review. The result is in the log and the server's data - nothing more to send	**TAKE IN THE LOG** **GET THE PARISH DATA** one round as in 3: the log comes in only when the log cannot bring what the server holds
Blue	You changed things the others lack	**SEND MY CHANGES TO THE TEAM** one round as in 3: your edits go into the live log and the server's data; second button SEND A SECURITY COPY	**SEND MY CHANGES NOW** your change notes go up for the administrator; second button SHOW MY UNSENT CHANGES
Blue + orange	Both at once	**BRING IN** as orange - your own changes go out in the same round	**SEND MINE, TAKE IN THE LOG** **GET THE PARISH DATA** one round as in 3: yours out first, then the log in the parish data whole: yours is sent first and put back on top
Light blue	Sent, waiting: a member's notes wait for the administrator (an administrator sees this only before the server keeps the parish data)	**SEND A SECURITY COPY** only once, for a new workspace: from then on the server keeps the parish data itself	no button - the administrator's round takes your notes in
Purple	Only the whole datafile can carry it (after a repair, or accounts/areas changed)	**SEND THE WHOLE DATAFILE** the whole datafile goes this once and replaces the server's data; later log entries go back on top	**SEND MY WHOLE DATAFILE** it waits in the merge queue for the administrator (1 or 2 overleaf)
Grey	Nothing sent yet, or not signed in	**SEND THE FIRST SECURITY COPY** the server makes the parish data from it	**SIGN IN** or ask the administrator to send the first security copy

A clash waits

REVIEW SYNC CONFLICTS appears as the second button - or as the big one when nothing else is to do. Nothing that clashed is written until you decide.

Nothing to press?

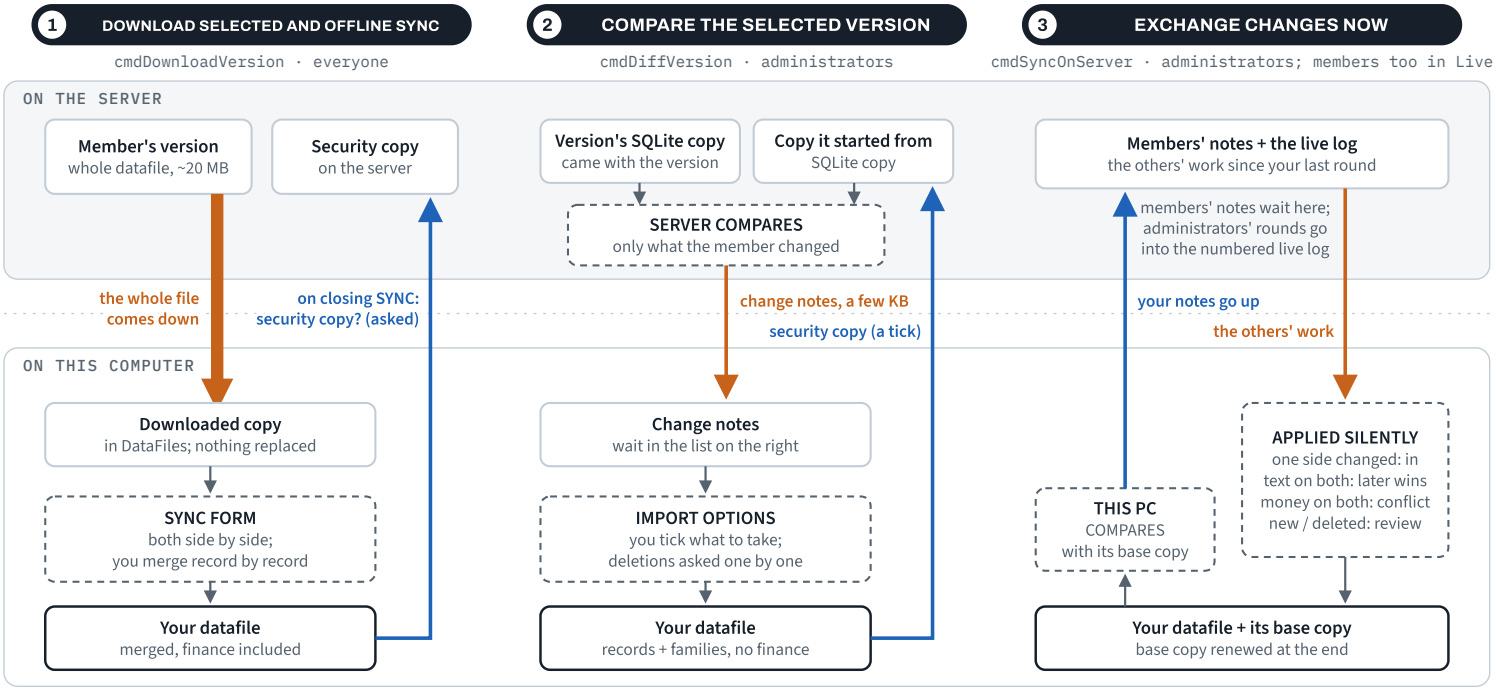
REFRESH below looks at the server again. No button means nothing to do.

When you want to choose yourself

The three buttons overleaf do single steps by hand: merge one member's whole datafile (1, 2) or run one round (3).

By hand: three ways to bring other people's work in

Server Sync window. Buttons 1 and 2 merge a member's **whole datafile** (a version in the merge queue); button 3 exchanges **change notes** - and in a live workspace, the standard, takes in the numbered **live log**.



	1 · DOWNLOAD SELECTED AND OFFLINE SYNC	2 · COMPARE THE SELECTED VERSION	3 · EXCHANGE CHANGES NOW
Who presses it	everyone	administrators only	administrators; in a live workspace members too (START and the banner's big button run the same round)
Starts from	one member's whole datafile, waiting in the merge queue	the same version, by its SQLite copy	the members' notes (administrators) and the live log entries since your last round
Compared where, with what	on this computer, by you, in the SYNC form	on the server: the version against the security copy it started from	on this computer: the datafile against its own base copy
Comes down	the whole file (~20 MB)	change notes (a few KB)	the live log, and for administrators the members' notes (a few KB)
Finance (ledger)	**yes**	**no** - only counted; the version stays in the queue	**yes**
New families, deletions	yes, as you merge them	yes, if ticked; deletions one by one	members' notes: families in, deletions for review; the live log: both applied, like the server's data
Your part	merge record by record	tick, then go through the notes	none, unless something clashed
Use it when	the version holds finance, or you want to see both side by side	a member's whole datafile waits, many new families	you want the newest work now; otherwise START and the big button do it

A member sends **either** the whole datafile (for 1 and 2) **or** change notes (for 3), never both. A dated copy of your datafile is kept before anything is replaced.

goes out to the server
comes back from the server