

CHAPTER 6. Syncing *(Updated December 2013)*

Requirements

Calendar entries will sync across versions without any special requirement or action. However to sync tasks, notes, compass items & goals you will need:

For Mac

1. **OPUS DOMINI** (the full version)
2. Mavericks (OS 10.9) or a newer OS version.
3. An iCloud account
4. An active internet connection.

For iPad, iPhone and iPod Touch

1. **OPUS DOMINI MOBILE PRO** or **OPUS DOMINI MOBILE PRO FOR IPHONE**
2. iOS 7 or newer
3. An iCloud account.
4. An active internet connection.

**** IMPORTANT:** If you're running iOS 7 on your mobiles but your Mac is not running Mavericks (or a newer OS) only the mobile versions of **OPUS DOMIN** will be able to sync.

The syncing process consists of **5 steps**:

1. Backing up your data file - to avoid loss of information
2. Erasing the current content of the file. The new sync does not rewrite entries, therefore to avoid duplicate tasks, notes, compass items or goals we recommend to erase the current Cloud file.
3. Test the sync.
4. Restore the backup on your main device.
5. Rebuild from iCloud.

I. Back up

On OPUS DOMINI for Mac

1. Open **OPUS DOMINI**
2. From the menus at the top of the screen select “File”.
3. Select “Backup to” and choose a destination, for example: Desktop.
4. Click “Backup”.

You can find a video that shows this process on our YouTube channel: <http://youtu.be/HOMRCxff74g>

On the mobile versions

The easiest way is to email yourself a copy of your **OPUS DOMINI** data file, you can keep this on your email or you can download it to any place of your choice.

1. Open **OPUS DOMINI's** Preferences Menu (the sprocket-like icon at the bottom of the Daily Tasks)
2. Go to "Help & Support"

3. Make sure the "Include data when contacting support" button is set to "ON" (green)
4. Click on "Contact Support"
5. When the email template appears, replace the preset "send address" (*support@piso13.com*) with your own email address (Example: me@me.com).
6. Finally, verify you have received an email with a "data.txt" file attached. This will be your backup.

You can find a video that shows this process on our YouTube channel: <http://youtu.be/yI0JKW2sI9U>

II. Deleting the Cloud file

1. Open "Preferences"
2. Select "iCloud"
3. Select "Erase local and iCloud Data" (*if on your Mac*) or "Delete all local and iCloud data" (*if on a mobile version*)
4. Once again select iCloud and click on "Rebuild from iCloud".

** At this point no entries, except for the Calendar events, should be showing.

Just to make sure that the iCloud file has been erased, on your other devices using **OPUS DOMINI**:

1. Open Preferences
2. Select iCloud
3. Select "Rebuild from iCloud" and confirm there are no entries.

III. Testing the sync

On your Mac or iPad, add a test task. And wait for the task to be synced to all the other devices. Once the sync is fine proceed to restore your backup.

IV. Restoring the backup

On your main device (*the one where the backup is*)

On OPUS DOMINI for Mac

1. Open “Preferences”
2. Select “General”
3. Select “Import from backup” and choose a backup to be restored and when prompted if you’d like to restore this backup select “Yes”

** Use this option instead of using File / Import from backup.

On the mobile versions

1. Open “Preferences”
2. Select “General”
3. Select "Import from..."
4. Choose a backup file to be restored.

You can find a video that shows this process on our YouTube channel: <http://youtu.be/ed-CmYARfg4>

V. Rebuild on the rest of your devices, one by one.

On your other devices

1. Open “Preferences”
2. Select “iCloud”
3. Click on the "Import from..." button and
4. Wait a few seconds for the information to show, then proceed to rebuild on the next device.

You can find a video that shows this process on our YouTube channel: <http://youtu.be/ed-CmYARfg4>