

How to do a System Refresh/Sync

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How to do a System Refresh

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1. CLICK ON MY WORK

The screenshot shows the 'My Work' menu on the left side of the interface. The menu is highlighted with a red box. The menu items are: Sales, Invoices, Invoice Details, GoTransactions, Leads, Opportunities, Marketing, Marketing Lists, Quick Campaigns, Extensions, Wall Of Recognition, CP Submissions, and My Work. The 'My Work' item is at the bottom of the list and is highlighted with a red box. The main content area on the right shows a list of items with columns for Name and Company. The items are: (Galderma), Anna, Galderma SA; (Guida) McColley,..., Atlas; (Hilton) Murphy, ..., Real Chemistry; (Imbriaco) Haas, ..., North Highland; (Schen) Alix, Allison, Pfizer Inc.; (Segner) Bass, Ali..., CSL; (Wesche) Baars, K...; , giai tri da dang, ..., Corsair Productio...; ., 789P, Abante Scientific; ., 8xbet. The table has a header row with columns: All, #, A, B, C, D, E, F, G, H. The table shows 1 - 250 of 5000+ items.

2. SELECT SETTINGS

The screenshot shows the 'Settings' menu on the left side of the interface. The menu is highlighted with a red box. The menu items are: Sales, Invoices, Change area, My Work, Renewal, Meetings, Member Groups, Product Sales, Exhibits, Advertisement, Education, Fundraising, Financial Manager, and Settings. The 'Settings' item is at the bottom of the list and is highlighted with a red box. The main content area on the right shows a list of items with columns for Name and Company. The items are: (Galderma), Anna, Galderma SA; (Guida) McColley,..., Atlas; (Hilton) Murphy, ..., Real Chemistry; (Imbriaco) Haas, ..., North Highland; (Schen) Alix, Allison, Pfizer Inc.; (Segner) Bass, Ali..., CSL; (Wesche) Baars, K...; , giai tri da dang, ..., Corsair Productio...; ., 789P, Abante Scientific; ., 8xbet. The table has a header row with columns: All, #, A, B, C, D, E, F, G, H. The table shows 1 - 250 of 5000+ items.

3. CLICK ON REFRESH

The screenshot shows the MX Manager interface. On the left sidebar, under the 'MX Settings' section, the 'Refresh' button is highlighted with a red rectangle. The main area displays a table of system settings.

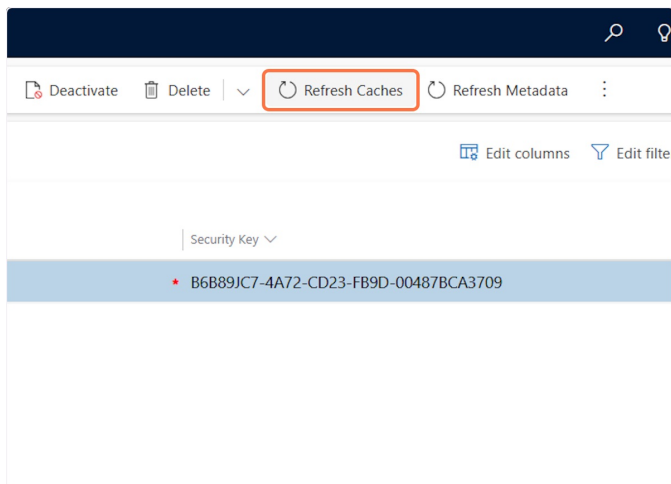
HBA.Informz.Test.LeadInf...	---
Informz.API.LIVEEndPoint	https://partn
Informz.API.Password	Smlaa6+wl
Informz.API.StatusEmailR...	lgademsky@
Informz.API.TESTEndPoint	https://partn
Informz.API.UserName	ProtechApiU
Informz.Brand	3525
Informz.EncryptionEnabled	false
Informz.EncryptionKey	B9AB587606
Informz.IntegrationEnabled	true
Informz.Leads.Brand	30723
Informz.Leads.Encryption...	36F84ECBB4
Informz.Leads.Password	p@ssw0rd10

4. SELECT THE AREA BEFORE "HTTPS://MY.HBANET.ORG"

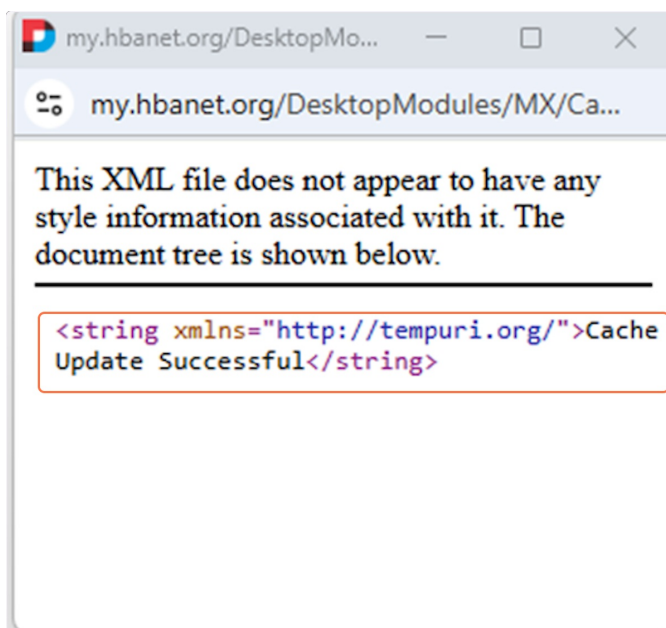
The screenshot shows the 'Active MX Sites' section in the MX Manager interface. The 'Group By' dropdown is set to '(no grouping)'. The 'Site root URL' column is selected, and the URL 'https://my.hbanet.org' is highlighted with a red rectangle.

Site root URL
https://my.hbanet.org

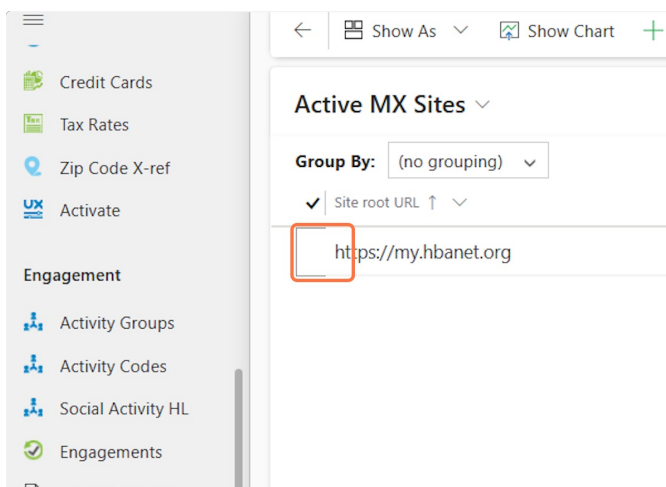
5. CLICK ON REFRESH CACHES



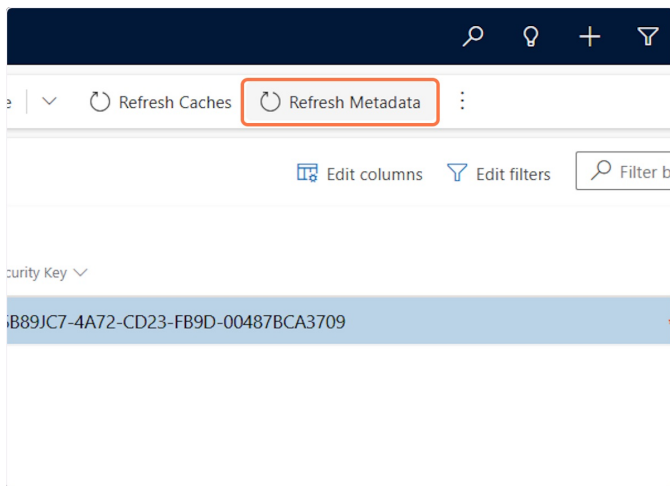
6. A NEW WINDOW WILL APPEAR, ONCE IT SAYS UPDATE SUCCESSFUL YOU CAN EXIT OUT OF THAT SCREEN



7. SELECT THE AREA BEFORE "HTTPS://MY.HBANET.ORG"

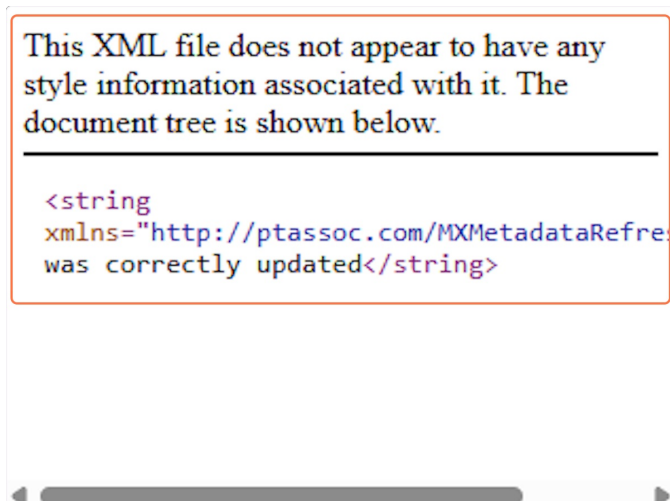


8. CLICK ON REFRESH METADATA

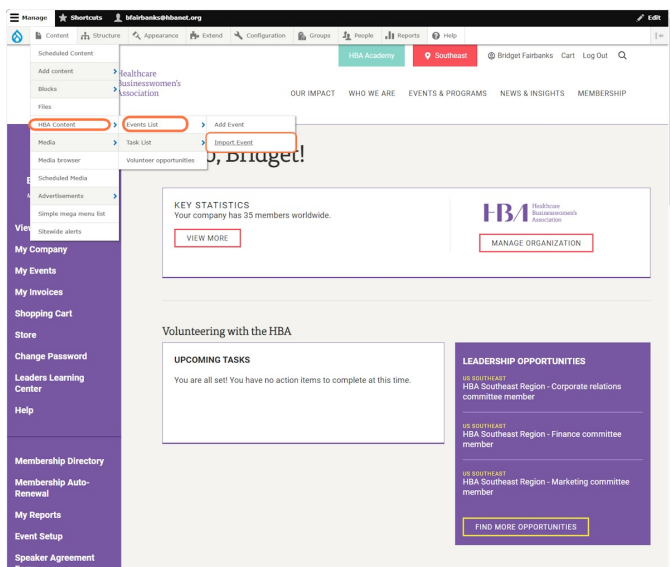


my.hbanet.org/DesktopModules/MX/MetadataRefreshService.aspx/RefreshMetadata?SecurityKey=B6B89JC7-4A72-CD23-FB9D-00487BCA3709

9. A NEW WINDOW WILL APPEAR, ONCE IT SAYS WAS CORRECTLY UPDATED YOU CAN EXIT OUT OF THAT SCREEN



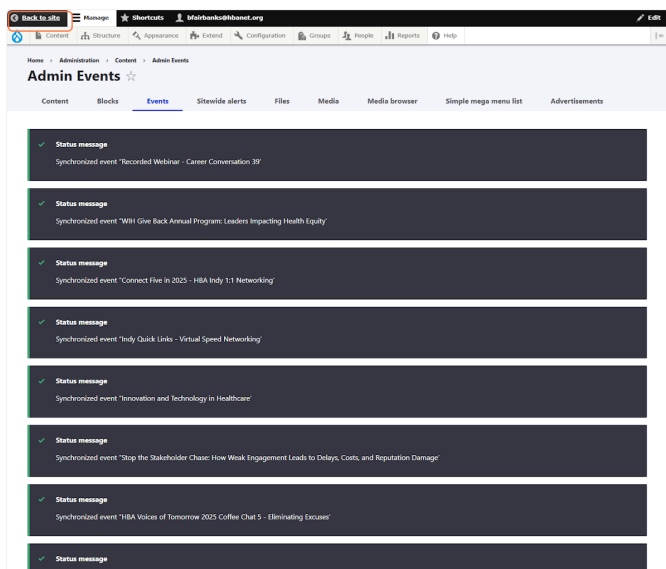
10. CLICK ON THE DRUPAL MENU AND SELECT HBA CONTENT -> EVENTS LIST -> IMPORT EVENT



11. CLICK ON IMPORT



12. CLICK ON BACK TO SITE



13. THEN GO THE CALENDAR AND ENSURE YOU SEE THE EVENT