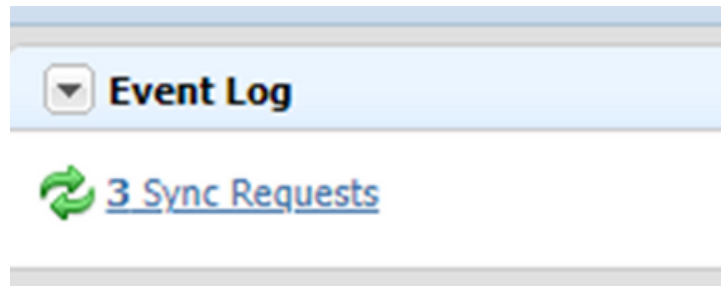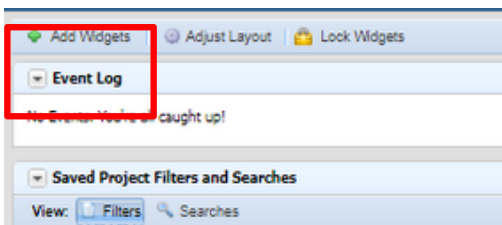# Module 16:
Sync Requests

1

- **Go to iSqFt home screen**

- **In the top left-hand corner of the homescreen, click on the event log**

2

- **A new screen will open**

- **Click on the green arrows to the left of the contact name**

	Contact Name	Company Name
⟳	Vaughn Butler	Scholar Painting & Restoration
⟳	Booker Washington	Mechanical Heating and Air Conditioning, Inc.
⟳	Sandy MacKinnon	SMI, Inc.

Module 16:
Sync Requests

3

- **Check the box to the left of the request**

Sync Contact - Vaughn Butler from Scholar Painting & Restoration

Sync Selected Fields | Cancel

Select the fields below that you wish to update, then click **Sync Selected Fields** in the toolbar above. Note that **Service Area** and **Trades** can be edited prior to syncing.

✓	Field	Profile Changes Made By Vaughn Butler
✓	Minority And Disadvantaged Affiliation	Certification: CT - Connecticut DAS Prequalification - $500K Member #: Expires: 3/2/2024

4

- **Click "Sync Selected Fields"**

Sync Selected Fields | Cancel