Turn on/off Mini-Sync

1. Open the OAGIS XA Provider Utility
	1. Click on Start Menu to All Programs
	2. Open folder Paper-Less XA OAGIS Provider
	3. Select OAGIS XA Provider Utility
2. Step 1: Select an IIS Web Site Containing XA Provider Virtual Directories
	1. Select Default Web Site



1. Step 2: Select the XA Provider Virtual Directory To Inspect/Edit
	1. Select PaperLess if you are working with the Production Environment or PaperLess.Test if you are working with the Test Environment
	2. The rest of the fields should populate if already configured, if the fields do not populate then that environment is not configured



1. In Step 4, Click on the Advanced Tab



1. Click on Services & Actions Tab located on the top right



1. Make sure that you have the Mini-Sync service enabled for the environment you want to mini-sync in the text box



1. To start the min-sync service click Start, to Stop the mini-sync click Stop



1. To change the mini-sync intervals enter in when you want the mini-sync to occur inside the input box “Sync Interval in Minutes”