

## 1. In Admin Tools, Non RBP → Administrative Privileges

You must give the administrator access to push at least one object via Admin → Administrative Privileges → Manage Instance Synchronization. Once permission is given, you will be able to access the tool in Admin Tools → Instance Synchronization → Synchronize Instance Configurations.

Manage Instance Synchronization																
Sync Workflows	Sync Rating Scales	Sync Form Label Translation	Sync Competencies	Sync Families and Roles	Sync Picklists	Sync Performance-Management Templates	Sync Objective Templates	Sync Career-Development-Plan Templates	Sync System Properties	Sync Dashboard Settings	Sync MDF Picklists	Sync MDF Object Definitions	Sync MDF Configuration UI	Sync MDF Rules	Can Cancel Active Wizard	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 1.1 In Admin Tools, RBP → Manage Permission Roles

You must give the administrator access to push at least one object via Admin → Manage Permission Roles → Manage Instance Synchronization. Once permission is given, you will be able to access the tool in Admin Tools → Instance Synchronization → Synchronize Instance Configurations.

[Manage Job & Skill Profile Visibility](#)
[Manage Documents](#)
[Manage Form Templates](#)
[Manage Integration Tools](#)
[Manage Goals](#)
[Manage Question Library](#)
[Manage Recruiting](#)
[Manage Succession](#)
[Manage System Properties](#)
[Manage User](#)
[Manage Mass Changes](#)
[Manage Variable Pay](#)
[Manage Foundation Objects](#)
[Manage Foundation Objects Types](#)
[Metadata Framework](#)
[Manage Instance Synchronization](#)

#### Permission settings

Specify what permissions users in this role should have. ?

[Manage Instance Synchronization](#) †= Target needs to be defined. ?

☐ Select All
 ☒ Sync Data Model ?
 ☒ Sync Workflows ?
 ☒ Sync User Data ?
 ☒ Sync Background Data ?
 ☒ Sync Goals ?
 ☒ Sync Rating Scales ?
 ☒ Sync Form Label Translation ?
 ☒ Sync Competencies ?
 ☒ Sync Families and Roles ?
 ☒ Sync Picklists ?
 ☒ Sync Succession-Management Positions ?
 ☒ Sync Performance-Management Forms ?
 ☒ Sync Performance-Management Templates ?
 ☒ Sync Goal Templates ?
 ☒ Sync Career-Development-Plan Templates ?
 ☒ Sync System Properties ?

**\*The Admin account used for this should be a dedicated admin account and not an individual as if that individual is de-activated per termination the Instance Sync would fail**