

Synchronize your projects

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Synchronization allows you to retrieve new projects and the latest changes made by other users.

Archipad Web

To synchronize your day's changes, open the project in question and use the **"Synchronize"** button located in the top right corner of the screen. You can also perform synchronization from the project list by clicking the cloud icon at the end of the line corresponding to the project.

Archipad App

You can synchronize a project in two ways:

- from the **project list** ;
- from **any screen within the project**.

You will then have access to three options:

Option	Action
Send	Sends your changes to the cloud
Send and install	Sends your changes to the cloud and retrieves those from your collaborators
Later	Cancels the action and does not synchronize

To know

We recommend that you synchronize your projects before each site visit to work with the most up-to-date information.