

SYNCIFY APP

Getting started -User Guide

Customize, modern integration platform for real-time

Shopify product sync and Data migration

How-to guide covering login, connections, Shopify Admin API tokens, products, customers, orders, migrations, users, and security.

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1. Introduction

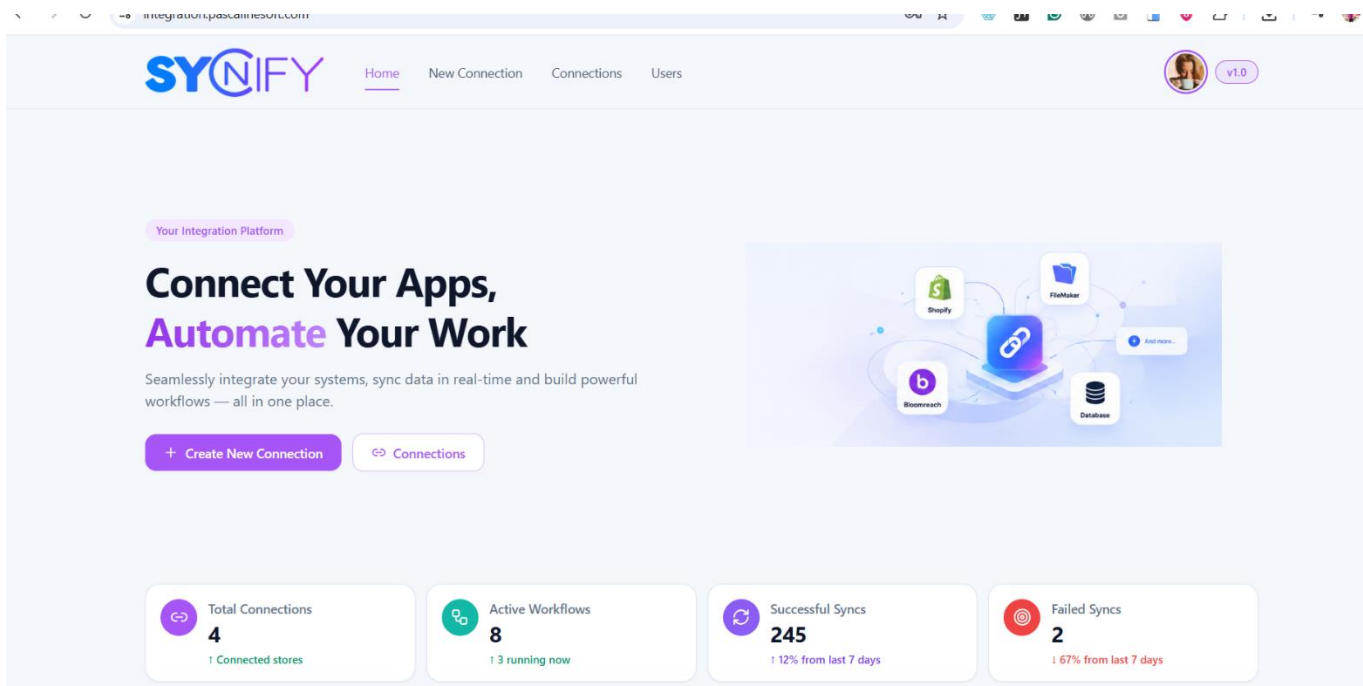
Syncify helps you connect Shopify stores (and related sources such as FileMaker or WooCommerce) so you can sync products, customers, and orders, run migrations, and keep catalog data aligned between systems.

1.1 Who this guide is for

- Store operators and admins who manage Shopify connections
- Users who sync or edit products, customers, and orders
- Admins who create Syncify user accounts

1.2 Main areas of the app

- Home — dashboard after login (connections overview)
- New Connection — create or link a Shopify / FileMaker connection
- Connections — list of saved store connections; open Products from a card
- Products / Customers / Orders — listing and detail pages under New Page
- Users — admin-only user management
- Settings — 2FA status (2FA is mandatory at login)



2. Getting started — login & security

2.1 Sign in

1. Open the Syncify website (landing page).
2. Click Sign in (or Get started).
3. Enter your email and password, then Continue.

A screenshot of the Syncify login form. The form is white with a purple border and a close button (X) in the top right corner. It features the Syncify logo at the top, followed by the text "Welcome to Syncify". Below this are two input fields: "Email" with the value "Test11@gmail.com" and "Password" with masked characters ".....". A "Continue" button is positioned below the password field. At the bottom, there is a link that says "Forgot your password? Reset it here".

SYNIFY

Welcome to Syncify

Email

Test11@gmail.com

Password

.....

Continue

Forgot your password? [Reset it here](#)

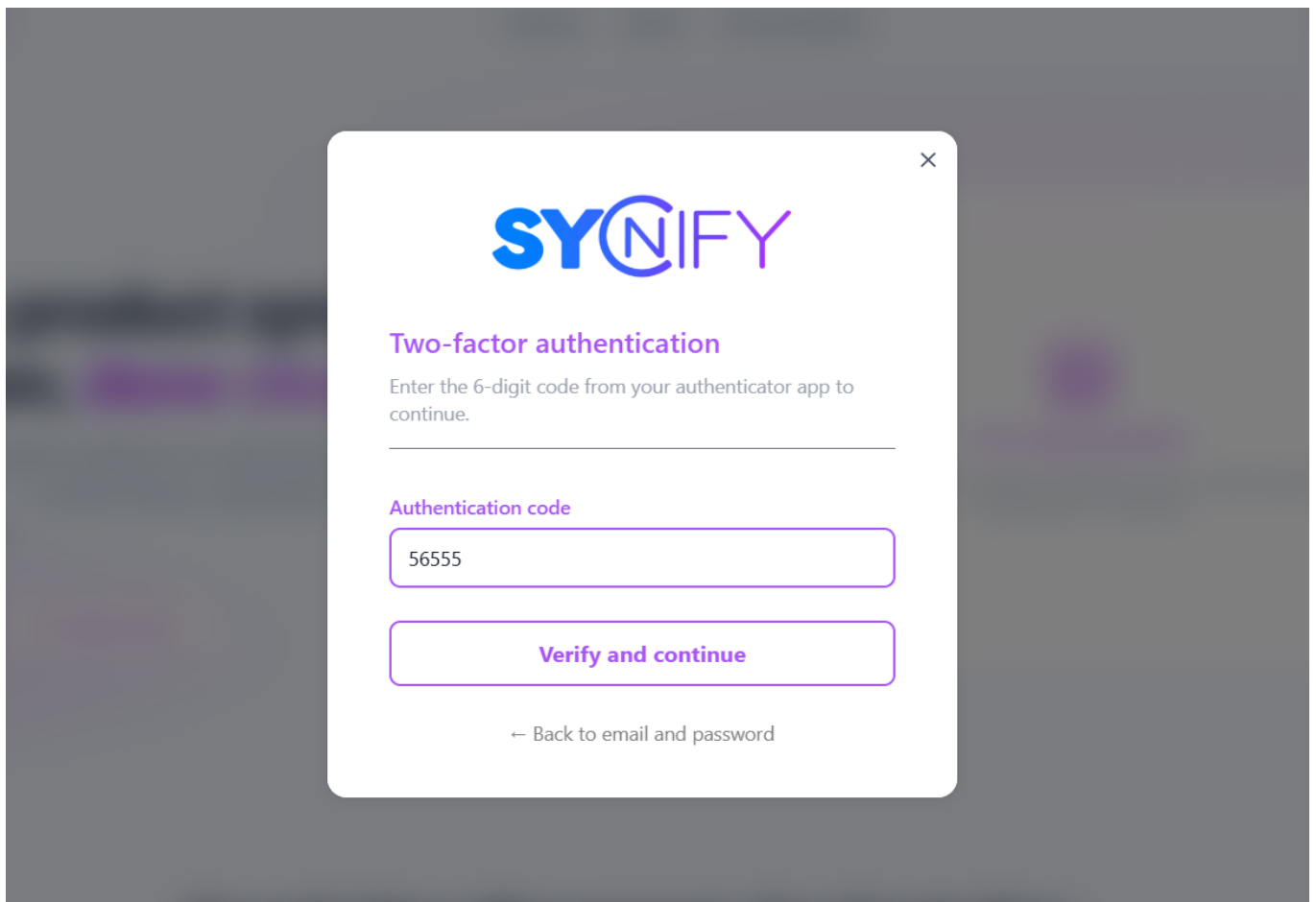
2.2 Two-factor authentication (mandatory)

Every account must use an authenticator app (Google Authenticator, Authy, Microsoft Authenticator, etc.). You cannot skip 2FA.

First login (set up 2FA)

4. After a correct password, Syncify shows a QR code.
5. Open your authenticator app → Add account → Scan QR code (or enter the manual key).
6. Type the 6-digit code from the app → Enable 2FA and continue.

7. You are signed in. Next time you will only enter the 6-digit code (no QR).



Later logins

8. Email + password → Continue.
9. Enter the current 6-digit code from your authenticator → Verify and continue.

10. 2.3 Forgot password

11. On the login screen, click Reset it here.
12. Follow the email verification / new password steps.
13. Sign in again and complete 2FA as usual.

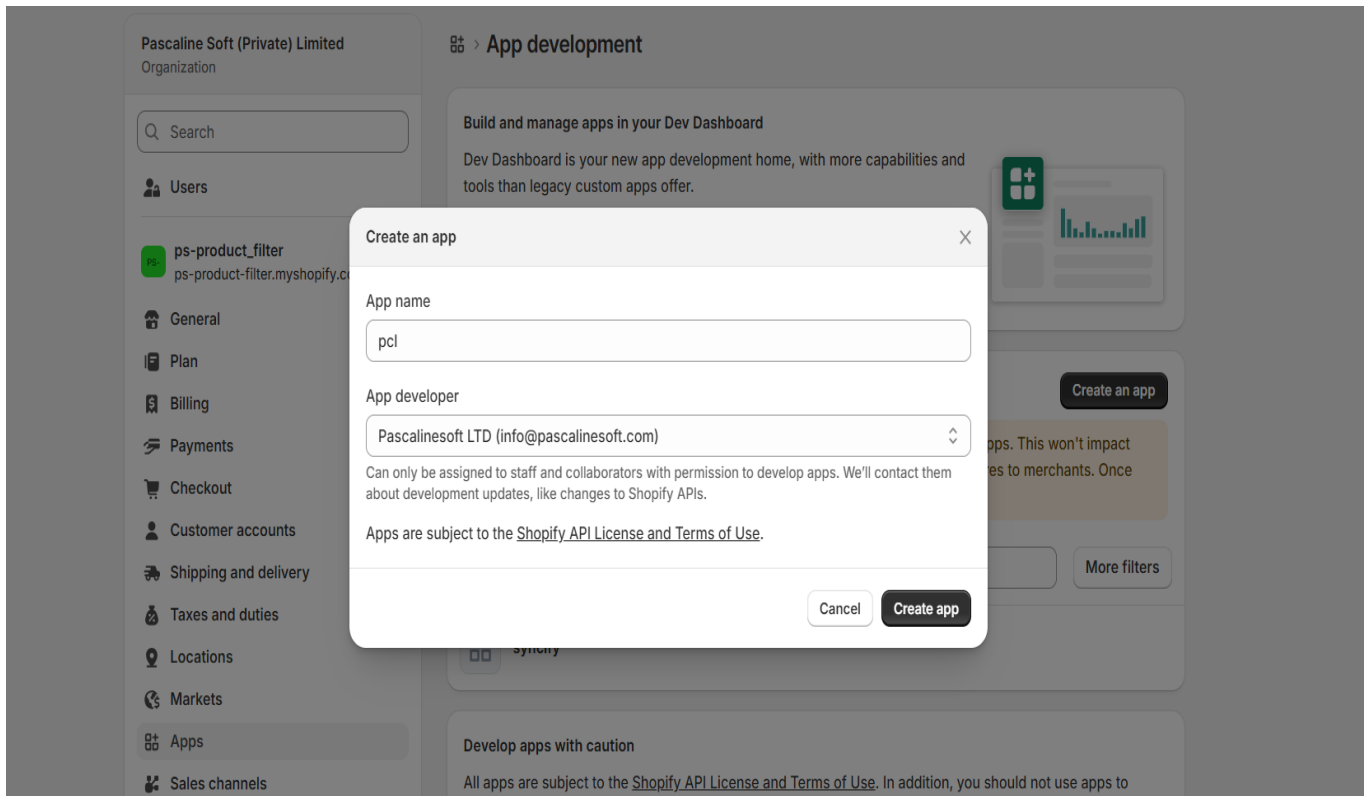
3. How to get a Shopify Admin API token

Syncify connects to Shopify using a custom app Admin API access token (often starts with shpat_). You need a store URL and this token when creating a connection.

3.1 Create a custom app in Shopify Admin

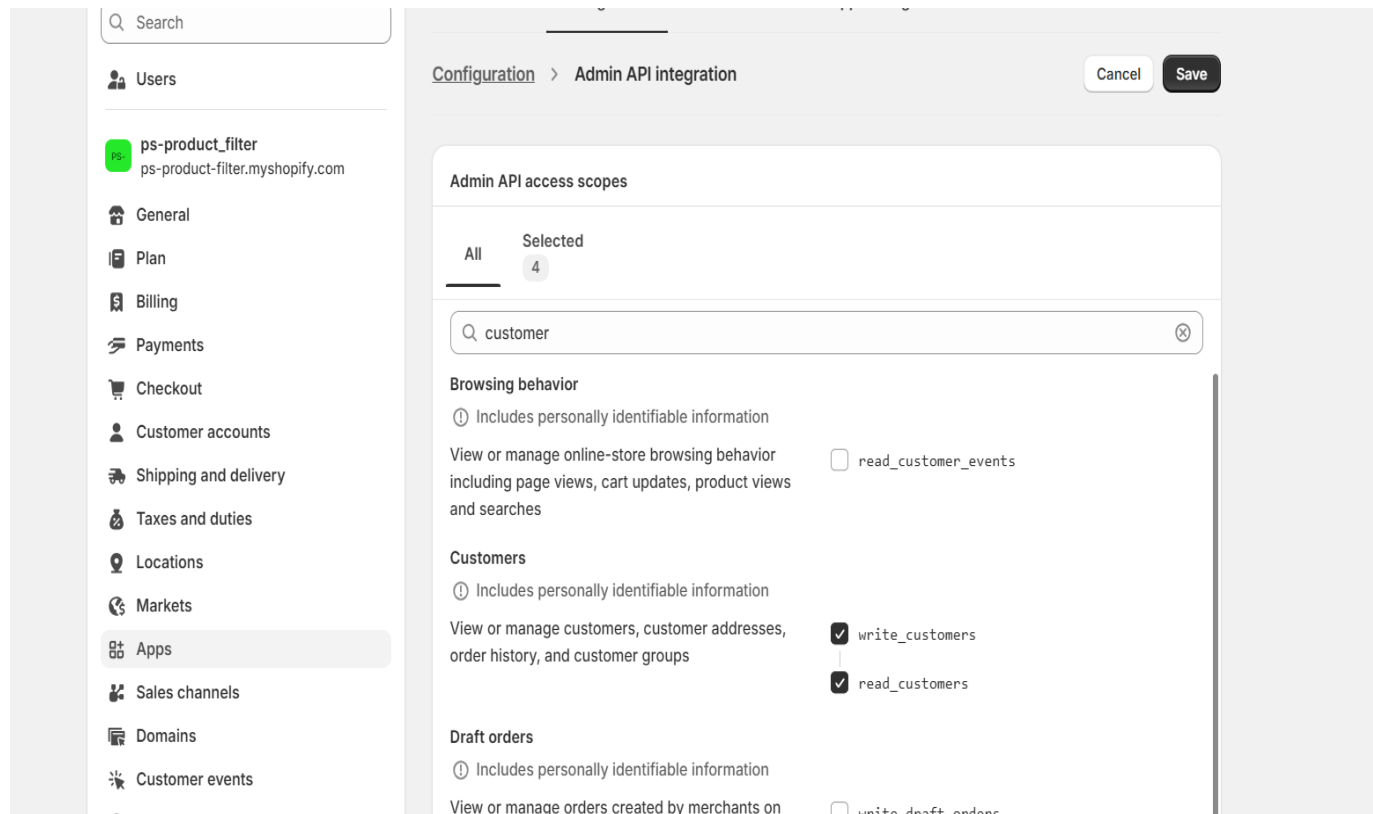
14. Log in to your Shopify admin: <https://YOUR-STORE.myshopify.com/admin>

15. Go to Settings → Apps and sales channels → Develop apps.
16. If prompted, allow custom app development.
17. Click Create an app → enter a name (e.g. Syncify) → Create app.



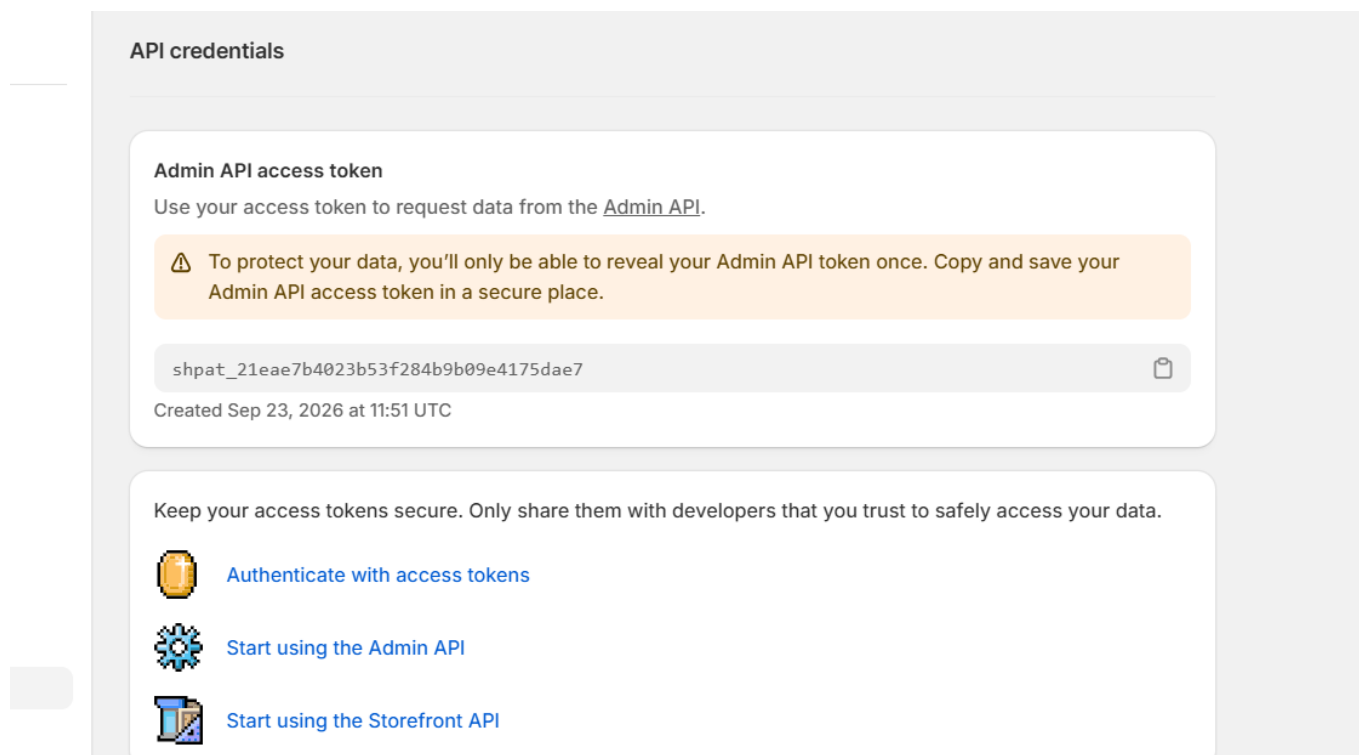
3.2 Configure Admin API scopes

18. Open the app → Configuration → Admin API integration → Configure.
19. Enable the scopes Syncify needs for your work. Typical scopes include:
 - read_products, write_products
 - read_product_listings, write_product_listings (if used)
 - read_customers, write_customers
 - read_orders, write_orders
 - read_inventory, write_inventory (for SKU / stock updates)
 - read_locations
20. Save the scopes.



3.3 Install the app and copy the token

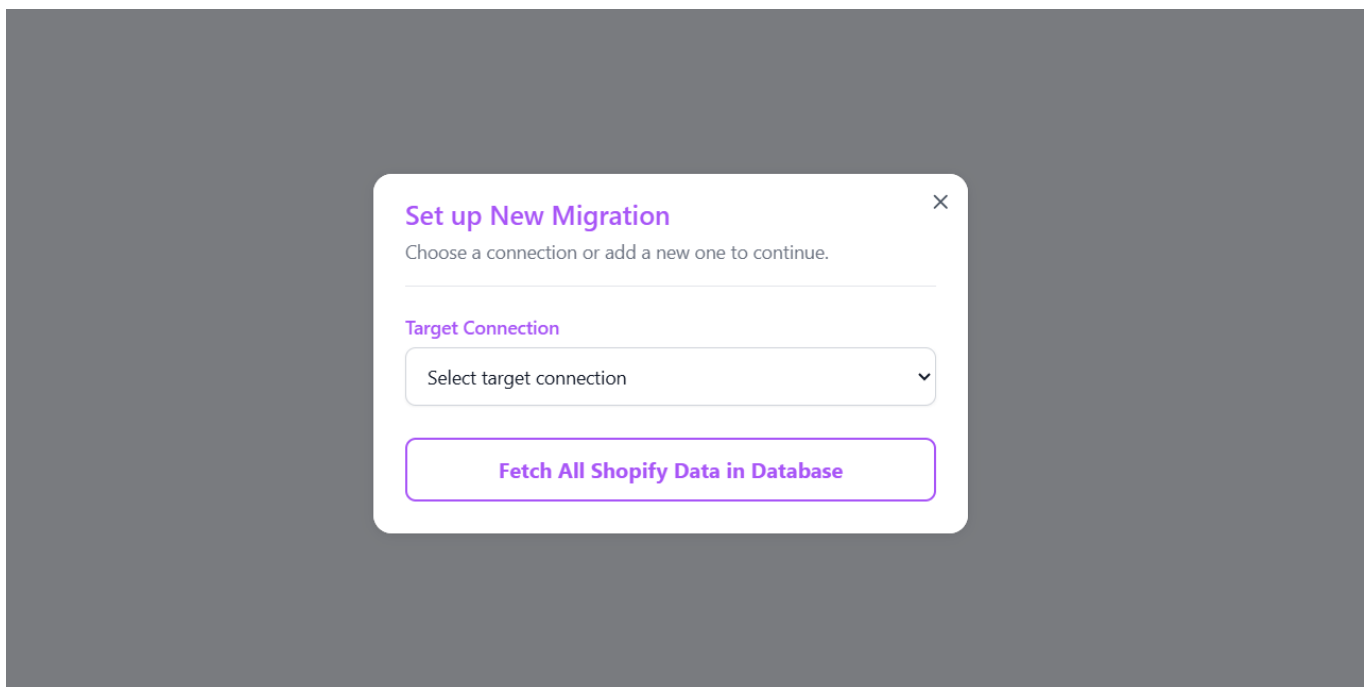
21. Open API credentials.
22. Click Install app and confirm.
23. Reveal / copy the Admin API access token (shpat_...). Store it securely — Shopify may show it only once.



4. Create a new connection

4.1 Open New Connection

24. After login, go to New Connection in the nav (or Create New Connection on Home).
25. The platform / connection modal opens.



4.2 Choose platform

26. Select Platform: Shopify (destination store) or FileMaker (source), depending on your flow.
27. You can pick an existing saved connection or Add New Connection.

4.3 Add a new Shopify connection

28. Choose Add New Connection for the Shopify / target side.
29. Enter Connection name (a friendly label you will recognize later).
30. Enter Shopify Store URL (e.g. your-store.myshopify.com).
31. Enter Shopify Token (shpat_...).

32. Use Test connection if available to verify credentials.
33. Continue / save so the connection is stored for your user.

Set up New Migration

Choose a connection or add a new one to continue.

Platform

Shopify

Connection Name

FF

Shopify Store URL

https://ps-product-filter.myshopify.com/password

Shopify Token

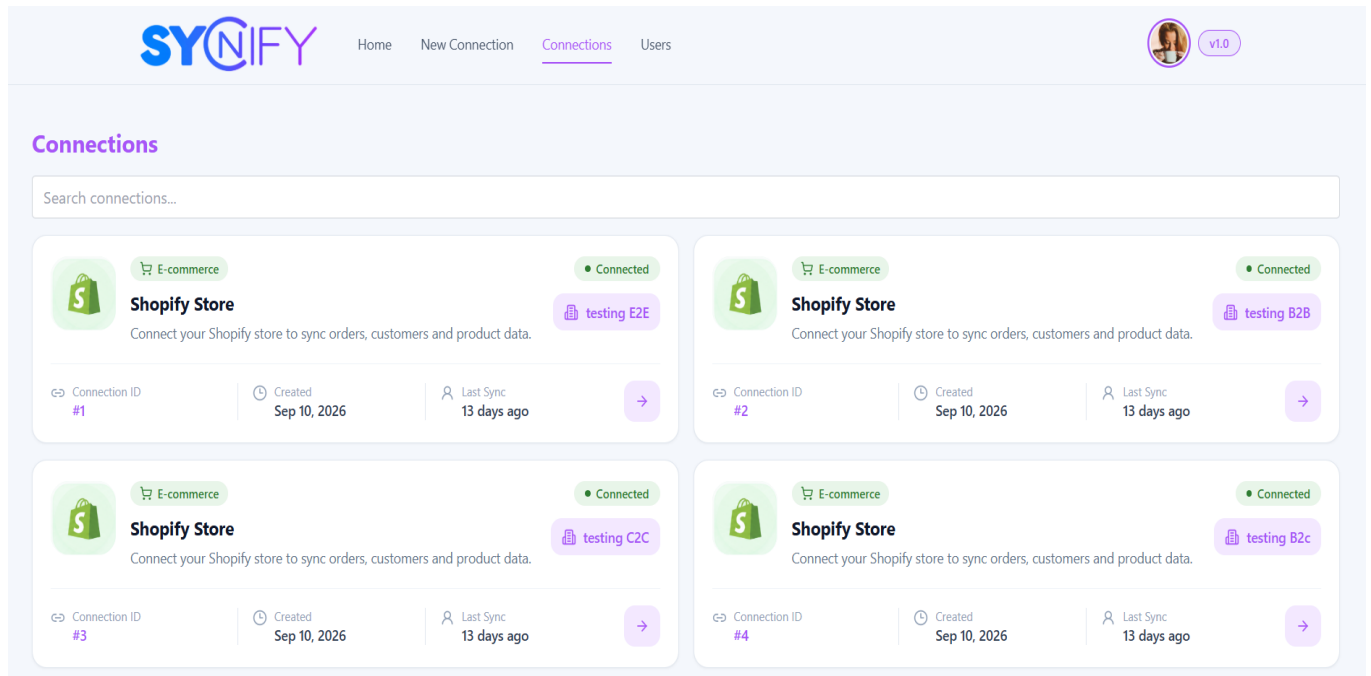
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

Fetch All Shopify Data in Database

5. Manage connections

5.1 Open Connections

34. Click Connections in the top navigation.
35. Search by name or other fields using the search box.



5.2 Open a store workspace

36. Find the Shopify store card you want.
37. Click the arrow / open control on the card.
38. Syncify loads that store's credentials into session and opens Products (/newPage/products).

5.3 Switch stores

39. Return to Connections.
40. Open a different card to switch the active store context.

min, delete selected (with confirmation).