



# maiConnect for S/4HANA® Admin Guides

## Synchronization Options

# Synchronization options



## Overview

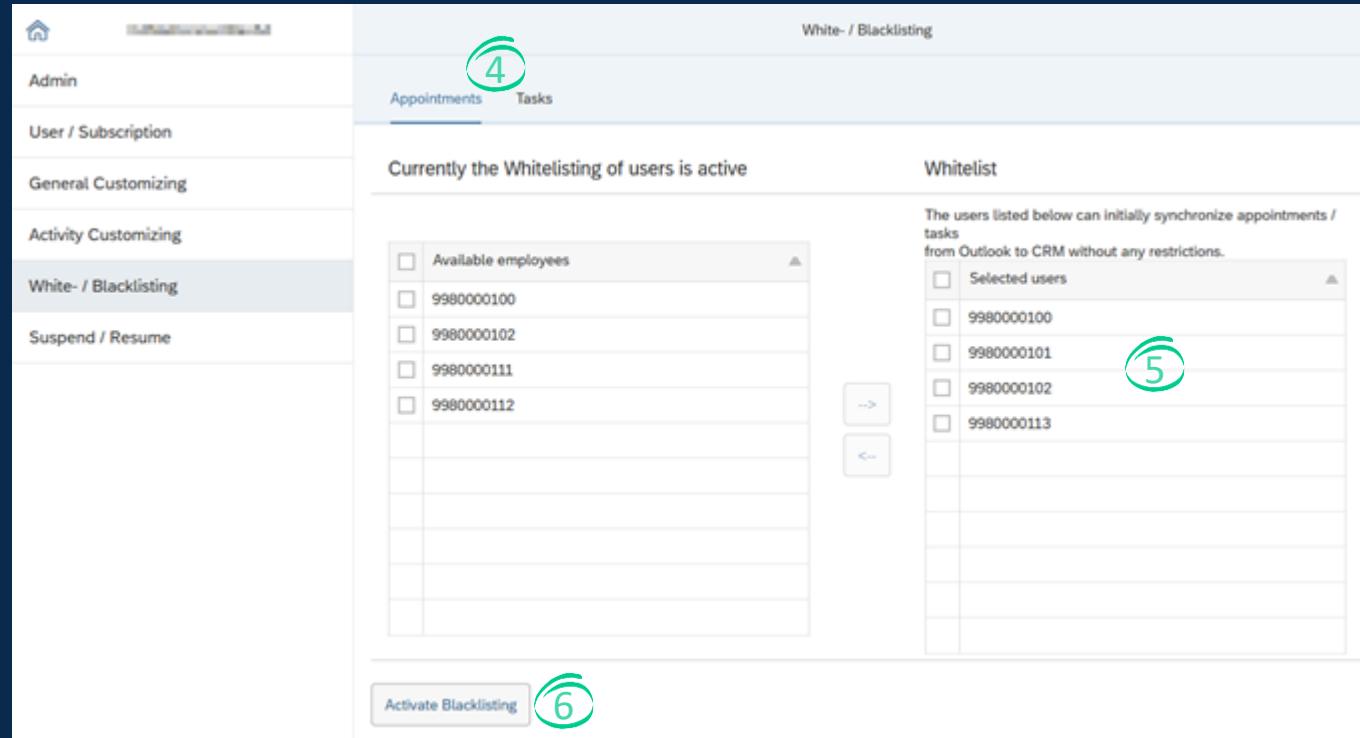
- ⓘ There are different ways to enable the synchronization of maiConnect.  
The following pages show the different option.

In general, you can choose between these options:

- ① Definition of a user whitelist. These users can synchronize without restrictions.
- ② Synchronizing via adding a sync category.
- ③ Synchronizing via adding a sync prefix.

# Synchronization options

## Whitelist



4 White/Blacklisting can be selected for appointments and tasks.

5 Users can be moved from the list of available employees to the right list.

6 With this button you can switch between whitelist and blacklist.

**i** The screenshot shows a whitelist configuration for appointments.

A whitelist means, that the selected users can sync appointments without having to set a category or sync tag. Every appointment in Outlook is synchronized to S/4HANA.

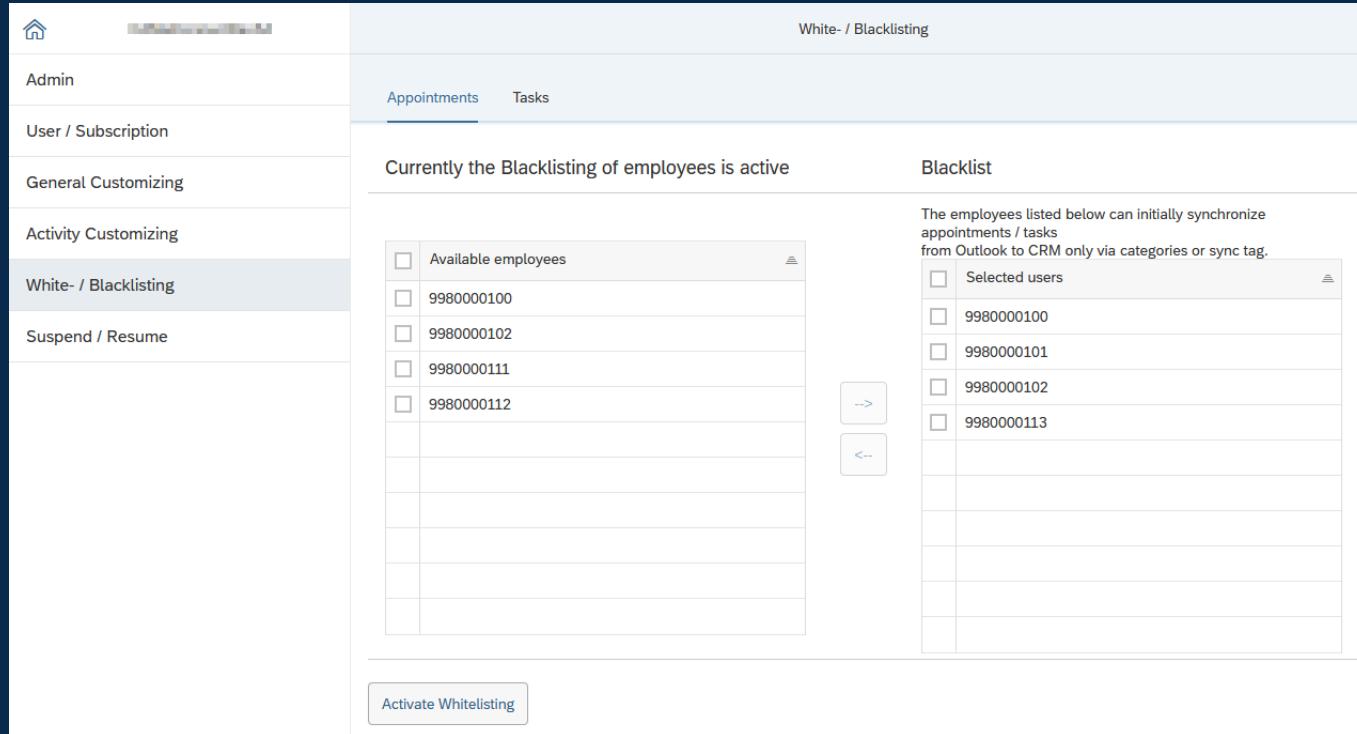
The users on the left cannot perform synchronizations.

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- ④ White/Blacklisting can be selected for appointments and tasks.
- ⑤ Users can be moved from the list of available employees to the right list.
- ⑥ With this button you can switch between whitelist and blacklist.

# Synchronization options

## Blacklist



The screenshot shows the 'White- / Blacklisting' configuration page for appointments. The left sidebar includes links for Admin, User / Subscription, General Customizing, Activity Customizing, White- / Blacklisting (which is selected), and Suspend / Resume. The main content area has tabs for Appointments and Tasks, with Appointments selected. A message states 'Currently the Blacklisting of employees is active'. On the left, a list of 'Available employees' shows entries for 9980000100, 9980000102, 9980000111, and 9980000112. On the right, a list of 'Selected users' shows entries for 9980000100, 9980000101, 9980000102, and 9980000113. Between these lists are two buttons: a right-pointing arrow (for moving from left to right) and a double-left-pointing arrow (for moving from right to left). At the bottom is a button labeled 'Activate Whitelisting'.

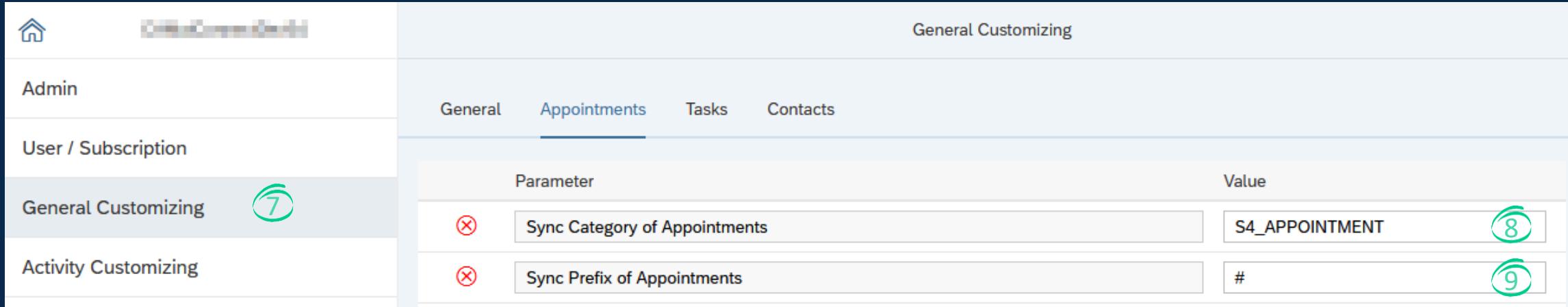
**i** The screenshot shows a blacklist configuration for appointments.

A blacklist means, that the selected users can only sync appointments when a certain category or sync tag is set. Every other appointment is not synchronized.

Attention: For the users on the left every appointment is synchronized.

# Synchronization options

## Sync category and sync prefix



The screenshot shows the SAP Fiori General Customizing interface. The left sidebar has links for Admin, User / Subscription, General Customizing (with a circled '7' icon), and Activity Customizing. The main area is titled 'General Customizing' and has tabs for General, Appointments (selected), Tasks, and Contacts. Under the Appointments tab, there are two configuration parameters: 'Sync Category of Appointments' with a value of 'S4\_APPOINTMENT' and 'Sync Prefix of Appointments' with a value of '#'. The entire screenshot is annotated with circled numbers: '7' is on the General Customizing link in the sidebar, '8' is on the 'S4\_APPOINTMENT' value, and '9' is on the '#' value.

Parameter	Value
Sync Category of Appointments	S4_APPOINTMENT
Sync Prefix of Appointments	#

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- ⑦ The sync categories and prefix can be configured in the general customizing in the tab appointments and tasks.
- ⑧ The users can trigger the synchronization by setting this category in Outlook.
- ⑨ Otherwise, the users can trigger the synchronization by adding this prefix to the title of the appointment.