Initializing Reference Data

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"Reference data" is what LYNX calls all the miscellaneous information in your SIS that doesn't belong to a specific term code. For example:

- Department codes

- Facility IDs

- Instructor names

- Meeting pattern types

- and more!

It's a good practice to manually refresh LYNX with this data before starting to schedule a new term if using Workday. That way, any new elements that were added to your SIS since the start of the last term will be synced. If you are using Banner, Colleague, or Campus Solutions, this is not required.

For more information, see Initializing Data in LYNX.

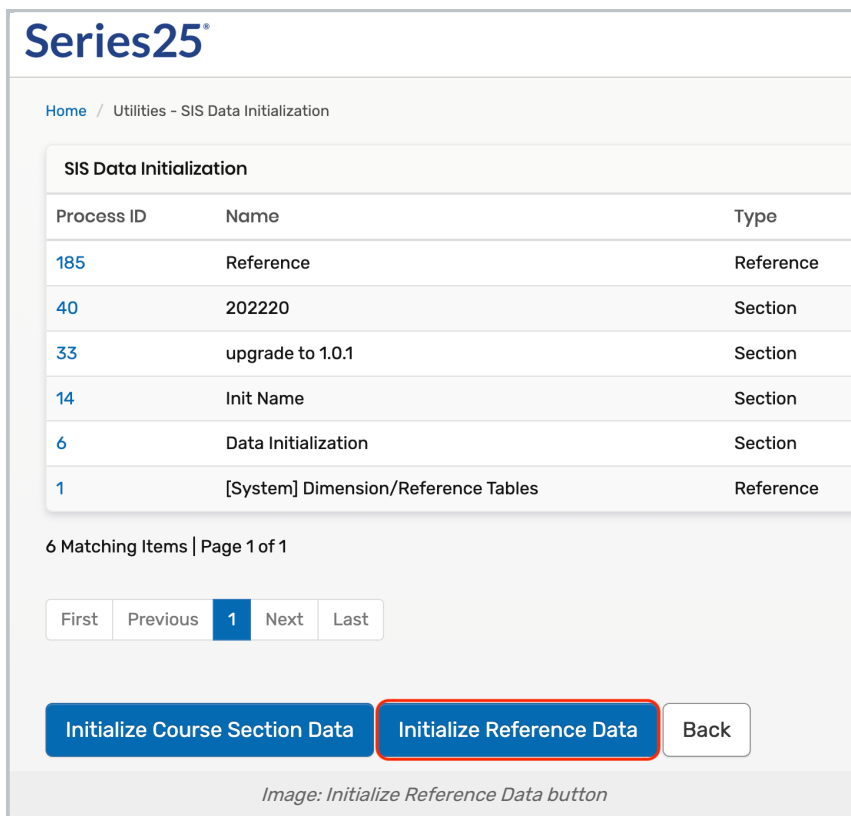## To Refresh Reference Data:

1. Navigate to the Initialization Page

In LYNX, click **More > Utilities > SIS Data Initialization.**

2. Run a Reference Data Initialization

Click the **Initialize Reference Data** button.

Image: Initialize Reference Data button

A popup window will prompt you for a name. This is so you can identify the data import for troubleshooting later. We recommend giving it a name that matches the term you're about to start scheduling, like "Fall 2022".

Click **Submit**.

3. Wait for the Initialization to Complete

⚠️ If you intend to run a course section data initialization or a manual import, it is especially important to be sure that the reference data initialization process fully completed before starting either of those processes.

You will be taken to the initialization details screen, including a bar to track the initialization's progress. The bar will begin moving within 60 seconds as LYNX syncs with your SIS. Navigating away from this screen will not interrupt progress.

Initialization Details

Process Detail Complete

Process ID 4502
Name Fall 2022
Type Reference
Term Codes: N/A
Last Updated A moment ago

Progress 100% Complete

Image: Initialization complete