

# Testing Your LYNX Connection

Once you're finished installing LYNX, it's time to verify that its connection to both 25Live and your student information system is sound. This page walks you through several steps to perform a basic health check. [Read more about how LYNX fits into your data architecture.](#)

If you encounter any unexpected errors or behaviors during this process, reach out to your assigned CollegeNET expert for troubleshooting.

## Logging In to LYNX

In order to log in, you'll need CollegeNET Support to create an account with the proper permissions. You should be provided with credentials as part of your installation process.

See [Logging In to LYNX](#) for details on how to find the LYNX login screen from within 25Live.

## Checking the Basic Connection

These steps will establish that LYNX has an active connection with no misconfigurations.

### System Setup

Verify that these elements of the System Setup panel on the LYNX home screen are accurate:

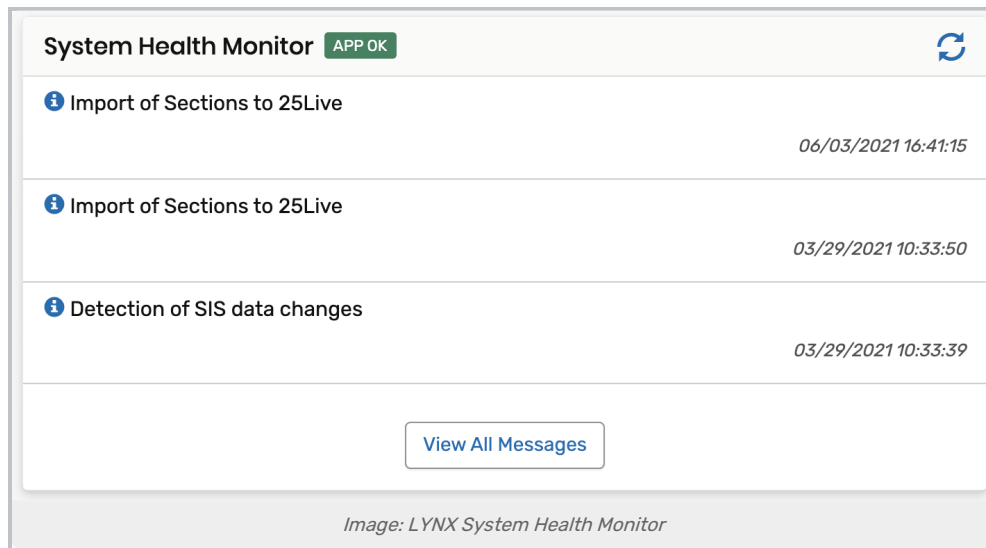
- SIS type and database management system
- Time zones for your SIS as well as 25Live (if you have campuses in multiple time zones, use your main campus)
- 25Live target instance (test instance names usually end in T)
- Version number of the local LYNX-APP



### System Health Monitor

Look for the green APP OK status label on the System Health Monitor on the LYNX home screen. Refer to [LYNX Status and System Messages](#) if you see any other status messages.

The most common other status you might see here is APP NOT RUNNING. To remove this message, ensure that the local LYNX Java application is turned on.



## Data Initialization

Data initialization is the process by which LYNX syncs large amounts of data from the SIS database all at once, rather than on the basis of individual changes. You want to verify that initializations have occurred.



### Colleague UniData

If you have a Colleague UniData database, make sure you run the installation [command line arguments](#) before initializing.

1. Use the LYNX menu to go to Utilities > SIS Data Initialization.
2. First, look for a process with the type Reference. (This is what loads LYNX with data that stays constant from term to term, like department codes and building names.) Usually, there is one with the process name "[System] Dimension/Reference Tables". If not, start a new reference data initialization.
3. Next, look for one with the type Section. Note the term code(s). This is how LYNX receives data specific to a single term. If there are none, start a new course section data initialization for a term code you wish to test with.



### Note

You will not need to initialize every single future term via this screen. Once triggers are installed in your database, LYNX begins automatically syncing individual rows as they are touched. Manual initialization processes are only necessary for data that was already in your SIS before the triggers were applied.

Home / SIS Data Initialization

SIS Data Initialization					
Process ID	Name	Type	Term Codes	State	Last Updated
1661	Initialize 2019	Section	2019WHFA   2019WHSP   2019WHSU	Complete	09/23/2019 19:51:32
1659	Initialize 2019	Reference	N/A	Complete	09/23/2019 19:47:32
8	Fall Terms	Section	2017FA   2018FA   2019FA	Complete	11/07/2018 12:46:32
6	Summer Terms	Section	2017SU   2018SU   2019SU	Complete	11/07/2018 12:45:33
5	Spring Terms	Section	2017SP   2018SP   2019SP	Complete	11/07/2018 12:45:33
1	[System] Dimension/Reference Tables	Reference	N/A	Complete	11/07/2018 12:41:33

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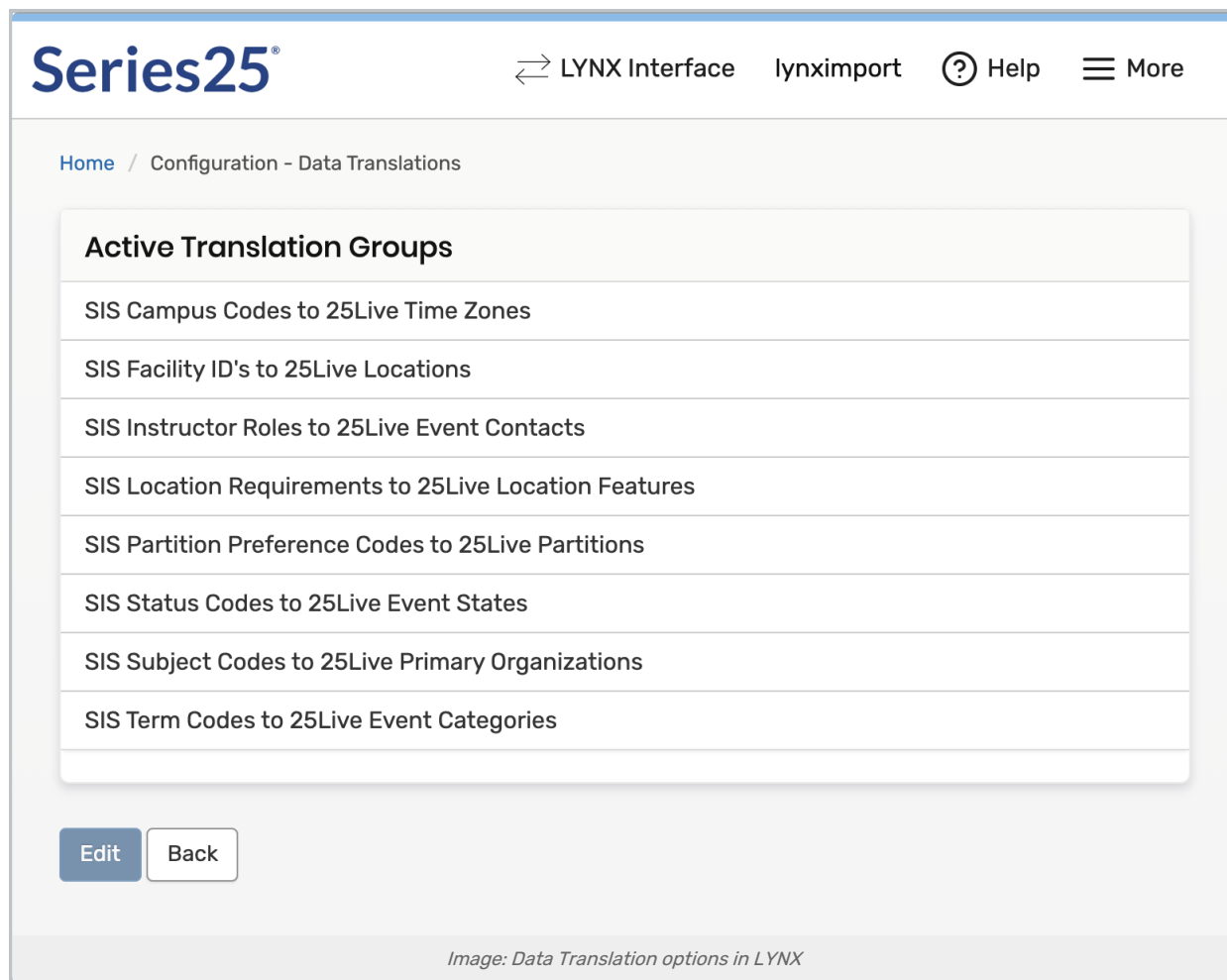
First Previous 1 Next Last

Image: SIS Data Initialization summary

## Verifying SIS Reference Data

The next step of checking your LYNX connection is to verify that data fields in your SIS are correctly mapped to LYNX's structure. **This is especially important for LYNX Universal customers as each implementation has its own unique mapping.**

You can see what LYNX is using for each field by examining translation table results. Translation tables are how LYNX converts data in your SIS into 25Live terminology. You can find them in the LYNX menu under **Configuration > Data Translation**.



From the list of data translations, select **SIS Subject Codes to 25Live Primary Organizations**. (Or SIS Department Codes, if it is available.) You'll see the following translation rule already created by default. This "Else" rule says that if there are no other translation rules for a given subject in the SIS, it should be mapped to 25Live using its subject code.

LYNX Interface
lynximport
Help
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[Home](#) / [Configuration - Data Translations](#) / [SIS Subject Codes to 25Live Primary Organizations](#)

## SIS Subject Codes to 25Live Primary Organizations

This translation determines what organization an event will have in 25Live based on its subject code in your SIS. If there is no rule set up for a subject code, the "else" rule is applied. The "View Translated Results" button shows you which organizations LYNX will apply based on the current translation rules. If an organization has "No" in the Valid column, it means that it does not exist in 25Live and will not be used by LYNX. For more information on LYNX data translation, click the Help button and choose "Data Translation" from the help menu.

Translation Rules

Actions	Qualifier	From SIS Value	To 25Live Value	State
<a href="#">Edit</a> • <a href="#">Delete</a>	Else		Subject Code	Active

[Add New Rule](#)
[View Translated Results](#)
[Back](#)

*Image: Default translation rule for SIS subject codes*

Without adding any new rules or changing the default one, click **View Translated Results** to see the effects of the default rule. You'll see a column of SIS data on the left, its translated 25Live value in the middle, and whether this results in valid 25Live data on the right.

For now, ignore everything but the first column. Your CollegeNET functional consultant will help you configure these rules in LYNX to ensure that they output valid data for 25Live, but first, you'll need to verify that the inputs are correct. Does the first column contain familiar codes from your SIS? If not, contact CollegeNET support for assistance.

Repeat this process with other LYNX translation tables to inspect more reference data coming from your SIS.



You can also verify reference data by enabling fields to import into 25Live as custom event attributes. See the section below on Importing to 25Live for more details.

SIS Subject Codes to 25Live Primary Organizations		
Translated Results		
From SIS	To 25Live Text	Valid?
ACCT (Accounting)	ACCT	Yes
ACSC (Actuarial Science)	ACSC	Yes
ACST (American Cultural Studies)	ACST	Yes
AERO (Aerospace Studies)	AERO	Yes
ARAB (Arabic)	ARAB	Yes
ARHS (Art History (Graduate))	ARHS	Yes
ARTH (Art History (Undergraduate))	ARTH	Yes
BCOM (Business Communication)	BCOM	Yes
BETH (Business Ethics)	BETH	Yes
BIOL (Biology)	BIOL	Yes

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Close

*Image: LYNX translation results*

## Importing to 25Live

Once section data has been picked up by LYNX, it needs to be imported into 25Live to complete the transfer. In order to test that, you'll first need to make sure your 25Live environment is prepared to receive that data.

### Setting the LYNX Event Type and Attributes

In this step, you'll be doing the bare minimum for testing purposes to ensure that sections can be imported from your SIS to 25Live. It's okay if this configuration is incomplete or even incorrect, as long as it results in an import. Verifying the data connection is the most important thing, and a 25Live functional expert will help you configure the rest later.



This step assumes that folders have already been created in 25Live as part of its basic setup. Do not create new folders or event types at this stage without first consulting with CollegeNET support.

- In the 25Live **System Settings**, go to **Event Types > List**, and toggle to **List View**.
- Use the search field and filters to locate the appropriate folder for importing academic data.

**Folders List**

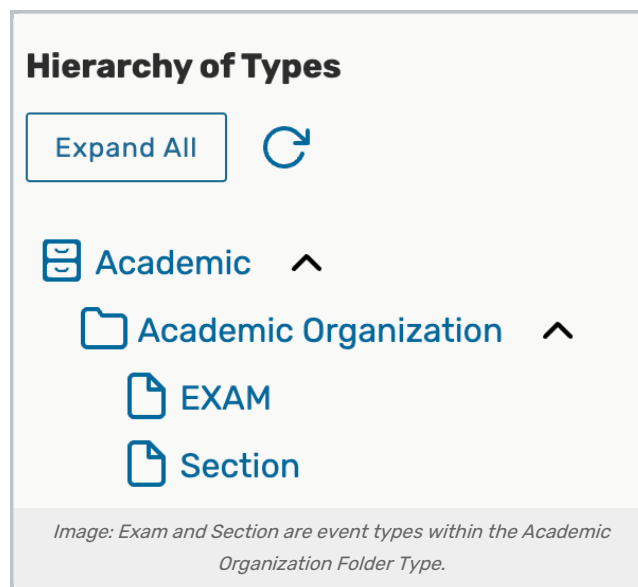
Filter By Name:  Filter By History:

Event Types Cabinets **Folders** [Create New](#) [Bulk Edit](#) [Select Columns](#) [Help](#)

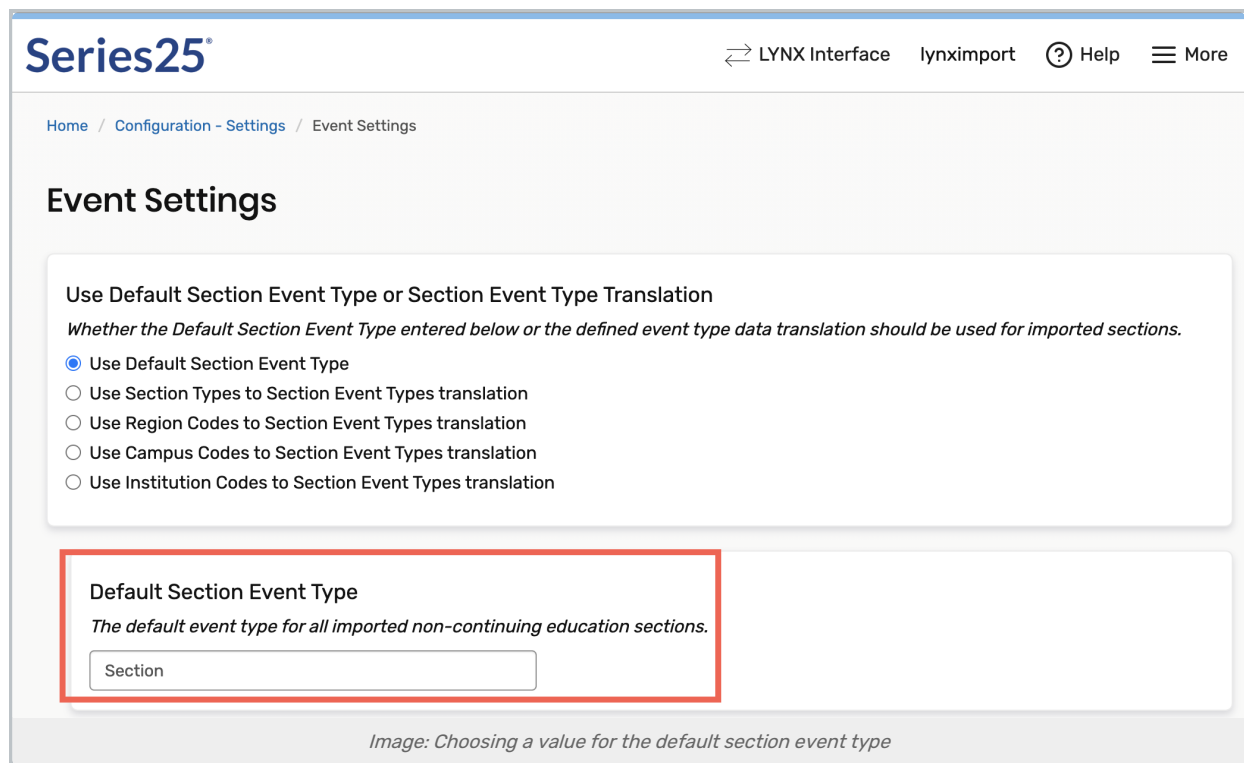
<input type="checkbox"/>	Name	Folder Type	Parent Cabinet	Folders	Primary Organization	Start Date	End Date	Copy	View in Hierarchy
<input type="checkbox"/>	<a href="#">Imported Sections</a>	Academic Organization	Sections	<a href="#">View</a>		Wed Dec 31 2014	Sun Jun 12 2050	<a href="#">Copy</a>	<a href="#">Hierarchy</a>

*Image: Folder Type, Start Date, and End Date can be seen in the Folder List.*

- Note the folder type, start date, and end date. The date range should include the term in your SIS that you wish to import.
- In this example, Academic Organization folders can hold events with the types EXAM and Section.



In LYNX, use the More menu to go to **Configuration > Settings > Event Settings**. Use the first setting to select "Use Default Section Event Type" and enter the event type you just noted. This will cause any classes imported through LYNX to use this event type and be routed into the folder you examined earlier.



**Series25** LYNX Interface lynximport Help More

[Home](#) / [Configuration - Settings](#) / [Event Settings](#)

## Event Settings

**Use Default Section Event Type or Section Event Type Translation**  
*Whether the Default Section Event Type entered below or the defined event type data translation should be used for imported sections.*

☒ Use Default Section Event Type  
☐ Use Section Types to Section Event Types translation  
☐ Use Region Codes to Section Event Types translation  
☐ Use Campus Codes to Section Event Types translation  
☐ Use Institution Codes to Section Event Types translation

**Default Section Event Type**  
*The default event type for all imported non-continuing education sections.*

*Image: Choosing a value for the default section event type*

Still on the **Event Settings** page in LYNX, scroll down to the setting "Include SIS Data as Event Custom Attributes". Set it to Yes, and select as many fields as you think you might want to use. Leave "Add the code" selected for now. This will add an extra data attribute to every class imported by LYNX corresponding to the fields you select.



### LYNX Universal

This step is especially helpful for LYNX Universal customers to verify that all fields are present and mapped as expected.



**Include SIS Data as Event Custom Attributes**  
*Whether or not to include SIS Data as Event Custom Attributes on import*

☐ No  
☒ Yes

**SIS Data Code or Description**  
*Whether the SIS data elements are added as code or description*

☒ Add the code  
☐ Add the description

**Specify SIS Data Elements**  
*Specify which SIS Data Elements will be imported as Event Custom Attributes*

☒ Term Code  
☒ Subject Code  
☒ Course Number  
☒ Section Number  
☐ Credit Hours  
☒ Section Type  
☐ Status Code  
☐ Campus Code

*Image: Selecting fields to import to 25Live as custom attributes*

## Creating an Import Extract Set

Imports from LYNX to 25Live are controlled by [extract sets](#), which are like filters you can turn on and off. If a section in your SIS meets the criteria for an extract set, and that extract set is active, then it can be imported into 25Live.

For purposes of testing your connection, you'll create a very basic extract set that imports your entire term. Follow these steps:

1. In LYNX, use the More menu to find **Import to 25Live > Section Import**.
2. Click **New Extract Set**.
3. On the new page which opens, give the extract set a new name.
4. In the **Term Code** field below, select a term you want to use for testing.
5. Click the green button which says **ACTIVE** on the right to make the extract set inactive. This will prevent activity in your SIS from automatically generating updates.
6. Make sure to click **Save** when you're done.

**Series25®** ↔ LYNX Interface

Home / Import to 25Live - Section Import / Extract Set

## Test Extract Set

Description **ACTIVE**

The extract will include all classes which meet the criteria listed below.

**Term Code**   
Matching Any

[2022WHFA](#)

Add Criteria

**Save** **Back**

*Image: Creating a new extract set*

Back on the list of extract sets, select the one you just created and click **Review and Import**. You'll see a list of sections in that term. Click **Import to 25Live** to begin the process.

**Test Extract Set** Description

**Review and Import** **Edit** **Date Exceptions** **Settings** **More Actions** **New Extract Set** **Back** ☐ Show Archived Extract Sets

UID	Summary	Term Code	Identifier	Import?
LYNX-EV-104-2022WHFA-26557	BETH 601 29	2022WHFA	26557	<b>Yes</b>
LYNX-EV-104-2022WHFA-26556	BETH 601 25	2022WHFA	26556	<b>Yes</b>
LYNX-EV-104-2022WHFA-26555	BCOM 551 29	2022WHFA	26555	<b>Yes</b>
LYNX-EV-104-2022WHFA-26554	BCOM 725 21	2022WHFA	26554	<b>Yes</b>
LYNX-EV-104-2022WHFA-26553	BCOM 620 21	2022WHFA	26553	<b>Yes</b>
LYNX-EV-104-2022WHFA-26552	BCOM 610 21	2022WHFA	26552	<b>Yes</b>
LYNX-EV-104-2022WHFA-26551	BCOM 561 29	2022WHFA	26551	<b>Yes</b>
LYNX-EV-104-2022WHFA-26550	BCOM 541 33	2022WHFA	26550	<b>Yes</b>
LYNX-EV-104-2022WHFA-26549	BCOM 531 29	2022WHFA	26549	<b>Yes</b>
LYNX-EV-104-2022WHFA-26548	BETH 701 F2	2022WHFA	26548	<b>Yes</b>

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**Import to 25Live**

*Image: Reviewing an extract set before importing*

The import will take a few minutes to complete. You'll see several progress bars representing the term as it is split into "chunks". When they are all complete, you can see the results by clicking **View All Messages**.

On the import results screen, you'll find a summary of all the sections you just imported. Anything with a flag that

says **Error** means it did not import successfully, but **Warning** or **Info** messages are okay. (A Warning means a partial success: the event imported, but something didn't align. It's good enough for testing purposes. These warnings will be addressed during your academic cycle configuration.)

**Import to 25Live – Summary By Message Level**

1072 with Warnings

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Hide Message Summary <

Message Summary

Level	Messages	Message Description	Encountered With
Warning	1072	Ignored unknown event category "XXXX"	2022WHFA

Messages

UID	Type	Name	Date	Level	Messages
<a href="#">LYNX-EV-104-2022WHFA-26957</a>	Section	GRSW 500 04 26957 2022WHFA	08/27/2021 15:10:55	Warning	Successfully loaded header vevent "LYNX-EV-104-2022WHFA-26957" of event "GRSW 500 04 26957 2022WHFA", reference is "2020-AAFBPA" Ignored unknown event category "2022WHFA" Successfully loaded reservation vevent "LYNX-RSRV-104-2022WHFA-26957-27600" of event "GRSW 500 04 26957 2022WHFA", reference is "2020-AAFBPA"

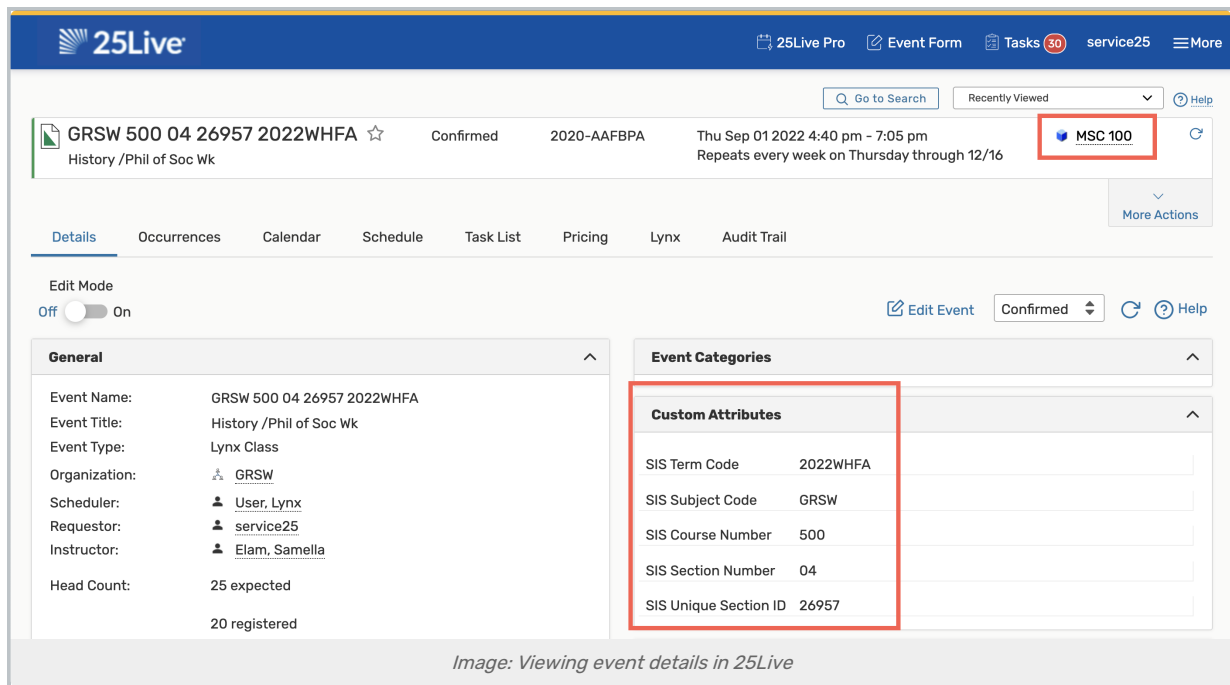
*Image: Viewing import messages in LYNX*

## Viewing Data in 25Live

Now that your sections have been imported successfully into 25Live, it's time to take a look at them.

Open 25Live and search by name or reference number for one of the sections in your term. On its Event Details page, note the assigned location in the upper right and the custom attributes on the righthand side.

- Does the assigned location match the facility chosen for that section pattern in the SIS?
- Do the custom attributes match the codes you expect to see from the SIS?



## Exporting to the Student Information System

To complete your LYNX connection check, you'll want to verify that it's a two-way street by sending data back to your SIS.

### Changing 25Live Data

As an administrator, you have permission to edit any fields of an event in 25Live, but LYNX only cares about one: the assigned location. Whenever this is changed, the assignment is also updated in your student information system.

When viewing an event's details page, click **Edit Event** and scroll down to the **Locations** editor.

If a location is already assigned, it will be listed there. Click **Remove** to remove it.

Use the search box to find a different available location and click **Reserve**. Save your changes to the event.

Reference: 2020-AAFBPA

Event Name  
Event Title for Published Calendars  
Event Type  
Primary Organization for this Event  
Additional Organizations  
Expected Attendance  
Registered Head Count  
Event Description  
Event Date and Time  
Locations  
Resources  
Attached Files  
Custom Attributes  
Event Contacts  
Categories  
Comments  
Confirmation Notes  
Internal Notes  
Event State  
Post-Save

**Locations** ⓘ

**Locations Search** ^

Auto-Load Starred: No ☒ Yes

☐ Hide Conflicts ☐ Enforce Headcount

Saved Searches (optional) v bcc 101 x

Hint! Type :: to use SeriesQL

More Options v Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Reserve	BCC 101	Baker Classroom Complex - Room 101	35	16/16	None

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MSC 100 Macadam Student Center - Auditorium Capacity: 300

Remove View Occurrences

*Image: Editing locations in the 25Live event form*

## Creating an Export Extract Set

Just like imports to 25Live, exports to your SIS are controlled by extract sets. The process is very similar.

1. In LYNX, use the More menu to go to **Export to SIS > Section Export**.
2. Create a new extract set with the term code of the event you just edited. Make it inactive.
3. Click **Review and Export** to send data back to your SIS.
4. View messages to see the status of your completed export process.

Once it's all over, look at that class in your student information system. Has the facility field been updated to match what you selected in 25Live?

## Wrapping Up

It's all right if you weren't able to complete some of these tests successfully. Your CollegeNET experts will help you complete the configuration and won't let you go without ensuring that everything lines up.

If you encounter any issues or questions while testing your LYNX connection, pass them along to your assigned support specialist.