Updating Registered Headcount With Workday

Last Modified on 03/17/2022 10:31 am PDT

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For the time being, Workday does not support updating a section's registered headcount in 25Live through LYNX's API connection. However, LYNX can update this data by running a custom Workday report as a service.

Follow the instructions on this page to create the report and configure the necessary Workday and LYNX settings.

Once set up, this report will update the registered headcount in 25Live whenever Workday course section data is initialized, either manually or through the automatic initialization function.

In This Article:

Create the Custom Report

These steps in Workday may require additional permissions. Contact an administrator if you are unable to perform them.

1. Use the search bar in your Workday tenant to find and select the **Create Custom Report** task.

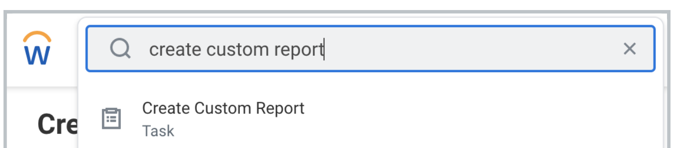

Image: Choose the Create Custom Report task.

2. Use the following options to create the report:
    - **Report Name:** CNET RPT Registered Head Count *(must use this name exactly)*
    - **Report Type:** Advanced
    - **Temporary Report:** No
    - **Enable As Web Service:** Yes

  - **Optimized for Performance:** No
  - **Data Source:** Course Section Definitions

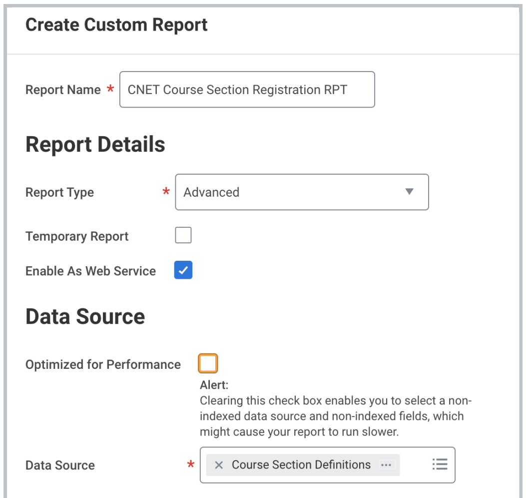

Image: Custom report settings during creation.

3. Click **OK** to create the report.

Edit the Report Settings

Once the report is created, set the following options in the Additional Info section. You may use the attached Excel file summary as a reference.

Columns

Business Object	Field	Column Heading Override XML Alias
Course Section Definition	Section	Course_Section
Course Section Definition	Academic Period	Academic_Period
Course Section Definition	Number of Registered Registration Records	Reg_Head_Count

Sort

No options selected

Filter

And/Or	(	Field	Operator	Comparison Type	Comparison Value	)	Indexed
Filter conditions for filtering on instances							

And/Or	(	Field	Operator	Comparison Type	Comparison Value	)	Indexed
And		Academic Period	in the selection list	Prompt the user for the value and ignore the filter condition if the value is blank	Default Prompt		Yes
And		Section	in the selection list	Prompt the user for the value and ignore the filter condition if the value is blank	Default Prompt		
Condition as text: Academic Period in the selection list from user input And Section in the selection list from user input							

Subfilter

No options selected

Prompts

Set the following options:

- Populate Undefined Prompt Defaults: No
- Display Prompt Values in Subtitle: Yes

Field	Prompt Qualifier	Label for Prompt	Label For Prompt XML Alias	Default Type
Prompt Defaults				
Academic Period	Default Prompt		Academic_Period	No default value
Section	Default Prompt		Section	No default value

Output

Set the following options:

- Output Type: Table
- Enable As Worklet: No

Share

Choose the option to "share with specific authorized groups and users" and select the Integration System User account configured earlier in the Workday setup.

The ISU account requires specific domain permissions as described on that page. The "View and Modify: Custom Report Creation" permission is necessary to update the registered headcount with this report.

Advanced

Set the following options:

- Report Performance
  - Optimized for Performance: No
- View Options
  - Freeze First Column: No
  - Enable Preferred Currency: No
  - Enable Save Parameters: No
  - Exclude Execution Link from Search: No
- Web Services Options
  - Enable as Web Service: Yes
  - Web Service API Version: v35.0
  - Namespace: urn:com.workday.report/CNET_RPT_Registered_Head_Count
- Worksheets
  - Enable for Worksheets: No
- Prism
  - Enable for Prism: No
- Temporary Report
  - Temporary Report: No
  - Date Report Definition will be Deleted: N/A
- Facet Options
  - Sort Facets Alphabetically: Yes
  - No facet filters

Transfer Ownership

In order for LYNX to call the report, it must be owned by the Integration System User account.

1. Click the three dots next to the report name to open the **Actions** menu.
2. Select **Custom Report > Transfer Ownership**.

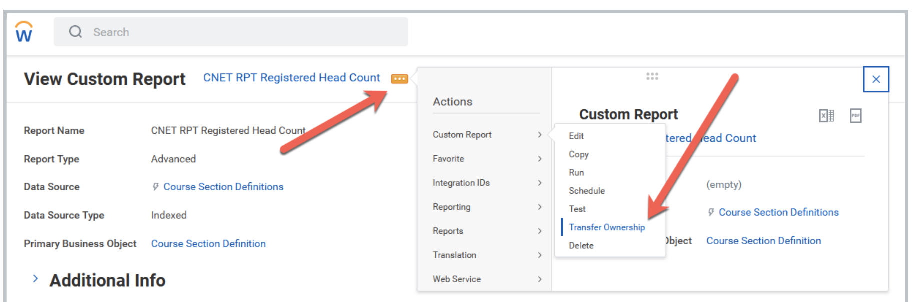

Image: Transfer ownership via the Custom Report actions menu.

3. In the window that opens, enter the name of the report and the ISU account.

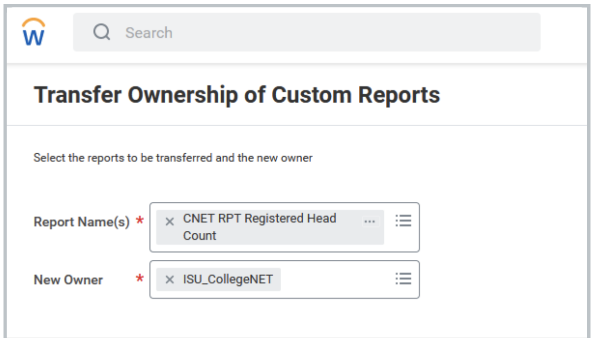

Image: Specify the report name and the ISU account name.

Domain security policy permissions are necessary!

Make sure that the ISU account has the "View and Modify: Custom Report Creation" domain permission, or else you will not be able to transfer ownership to it.

Configure LYNX

Once the report is created, LYNX must be configured to run this report as a service. Enable the **Import Section Registered HeadCount** in the API Integration Settings area of configuration.

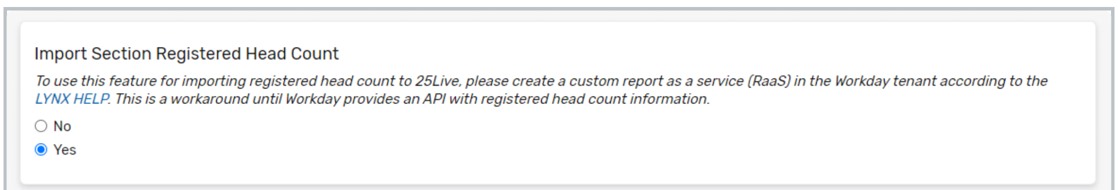

Image: Enable the Import Section Registered HeadCount setting.