

Accessing Import and Export Messages

In This Article:

- [From the Import Details or Export Details page after a manual import or export is completed](#)
- [From the 25Live Import Processes or SIS Export Processes page](#)
- [From the Utilities menu](#)
- [From a WebServices request](#)
- [From the SIS Import Messages - Excel Report](#)

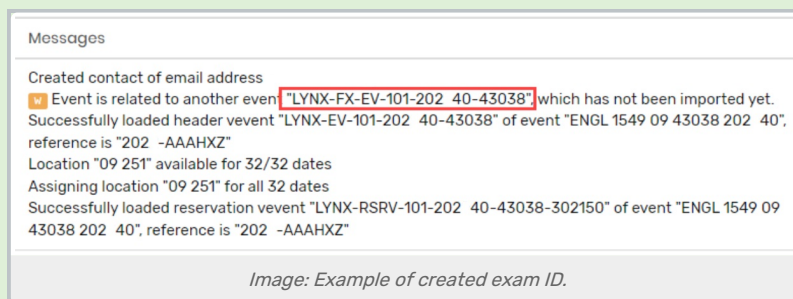
Import and export messages are available for review on the Import/Export Messages page. There are three ways to access this page from within LYNX:

From the Import Details or Export Details page after a manual import or export is completed

Immediately after you click Import to 25Live or Export to SIS, you are taken to the Import Details or Export Details page where you see the progress of the import or export. Once the import or export is complete, you can click View All Messages to go to the Import/Export Messages page where all the messages for that import or export are listed. For more information, see "Related Topics."



Tip: LYNX Event Naming Conventions



LYNX applies a naming convention to exam events:

- If created as a separate events, imported exams will always have 'SFX' in their Alien UID
- Other created exams will have "FX" in their ID

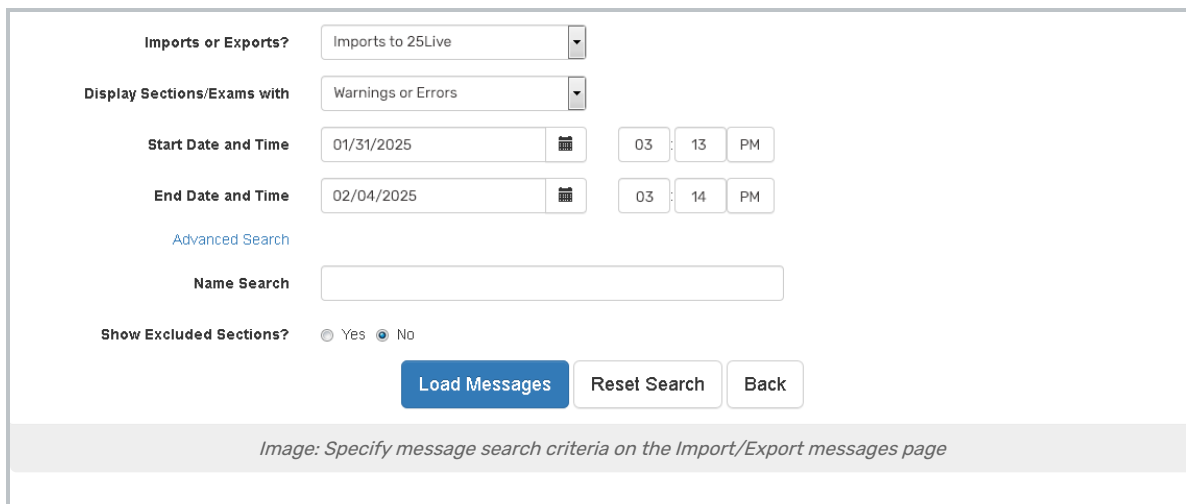
From the 25Live Import Processes or SIS Export Processes page

1. Choose **25Live Import Processes** or **SIS Export Processes** from the Import to 25Live or Export to SIS menu.
2. Click the **Process ID** of the import or export you want to view messages for.

3. On the Import Details or Export Details page, click **View All Messages**.

From the Utilities menu

1. Choose **Import/Export Messages** from the **Utilities** menu.
2. Specify message search criteria:
 - Choose **Imports to 25Live** or **Exports to SIS**.
 - Choose whether you want to see just errors, errors and warnings, or errors, warnings, and info.
 - Enter the date/time range (**Start Date and Time** and **End Date and Time**) for which you want to see messages (maximum 7 days).



The screenshot shows a web form for specifying message search criteria. It includes the following fields and options:

- Imports or Exports?**: A dropdown menu with "Imports to 25Live" selected.
- Display Sections/Exams with**: A dropdown menu with "Warnings or Errors" selected.
- Start Date and Time**: A date field with "01/31/2025" and a time field with "03 : 13 PM".
- End Date and Time**: A date field with "02/04/2025" and a time field with "03 : 14 PM".
- Advanced Search**: A link to expand the search options.
- Name Search**: A text input field.
- Show Excluded Sections?**: Radio buttons for "Yes" and "No", with "No" selected.
- Buttons**: "Load Messages" (blue), "Reset Search", and "Back".

Below the form, there is a caption: *Image: Specify message search criteria on the Import/Export messages page*

3. If you want to search by section name and/or see or not see excluded sections in the message results, click the **Advanced Search** link if it's not already expanded, enter the full or partial section name in the **Name Search** field, then select whether or not you want sections that have been excluded from the import and/or export to be shown in the message results.
4. Click **Load Messages**.

Import and export messages can also be accessed from outside of LYNX:

From a WebServices request

The WebServices URL can be manually manipulated in a browser to show you any set of errors, errors and warnings, or your entire import log, based on any date/time range you wish to specify. The details of how to do this are below.

- Find the base URL for your institution's WebServices installation, like below. You'll want to replace **<yourschool>** with your instance name:

```
https://webservices.collegenet.com/r25ws/wrd/<yourschool>/run/
```

- To retrieve all import **ERRORS** (default) created since **2/13/2024** at **1pm**, append the following to your base WS URL:

```
vcal_messages.xml?start_dt=2024-02-13T13:00&otransform=browse.xsl
```

Ex:

```
https://webservices.collegenet.com/r25ws/wrd/instance/run/vcal_messages.xml?start_dt=2024-02-13T13:00&otransform=browse.xsl
```

- To retrieve all import **WARNINGS** and **ERRORS** created since **2/13/2024** at **1pm**, append the following to your WS URL:

```
vcal_messages.xml?start_dt=2024-02-13T13:00&level=warning&otransform=browse.xsl
```

Ex:

```
https://webservices.collegenet.com/r25ws/wrd/instance/run/vcal_messages.xml?start_dt=2024-02-13T13:00&level=warning&otransform=browse.xsl
```

- To retrieve all import **MESSAGES** (i.e. the entire import log) created starting **2/13/2024** at **1pm** through the next **90 seconds** append the following to your WS URL:

```
vcal_messages.xml?start_dt=2024-02-13T13:00:00&end_dt=2024-02-13-13:01:30&level=message&otransform=browse.xsl
```

Ex:

```
https://webservices.collegenet.com/r25ws/wrd/instance/run/vcal_messages.xml?start_dt=2024-02-13T13:00:00&end_dt=2024-02-13T13:01:30&level=message&otransform=browse.xsl
```

- **Adjust the dates and times in these URLs as necessary.**

Note the scope of the the argument 'level='

- Not specifying a 'level' argument brings in only ERRORS
- Specifying **level=warning** brings in both WARNINGS and ERRORS
- Specifying **level=message** brings in both WARNINGS and ERRORS and MESSAGES, i.e. all lines recorded in the import logging process

From the SIS Import Messages – Excel Report

You must have either [Microsoft Excel](#) or [Open Office Calc](#) installed on your local computer in order to access this report.

- To access this report in 25Live, go to the **More menu > Go To Tool > Reports > Event Reports > SIS Import Messages – Excel**.
- Once you've selected the report, choose a date range for import messages you would like to see. You can also

specify whether you would like to see errors only, errors/warnings only, or all messages (if both options are set as "No.")

- With your import messages exported into a local spreadsheet, you can do anything with the data that you like (i.e. filtered columns, sorting, etc.)
-