

LYNX Settings – Organizations and Contacts

These settings can be found in the "Organization and Contact" area of LYNX's **Configuration – Settings** area.



Note:

Please be sure to verify that the LYNX interface user has an associated email address set in 25Live, as emails that are sent automatically from the LYNX interface will send "From" that address.

| Setting | Notes |
|---|--|
| Define Primary Organization | <p>This setting determines how LYNX matches 25Live organizations to your SIS data. You have two primary options: either a section's subject code or department code.</p> <p>In addition, you may append a campus code or institution code. This is useful if different campuses use the same subject/department codes and you want to handle them as separate organizations in 25Live.</p> |
| Organization Type | When organizations are imported using LYNX , this setting determines which organization type they use in 25Live. |
| Define Scheduler on Imported Sections | This setting determines who fills the Scheduler event contact role in 25Live. It can either be a specific user (chosen below) or the location scheduler configured on a location's details page . (If a section imports without a preassigned location or the location does not have a scheduler, the default scheduler is used.) |
| Include Section Instructors | By default, instructors will be included in the comments/description. Select another option to include instructors as contact roles with or without description/comment text OR to not include section instructors at all. |
| Faculty Email Indicator Create Instructor Email Type | <p>Instructors are matched to 25Live contacts based on email addresses. Because instructors may have multiple email addresses in the SIS, you must choose which one to use: either the preferred email or a specific email type code.</p> <p>If a contact with a matching email address is not found in 25Live, you can configure LYNX to create a new contact record.</p> |

| Setting | Notes |
|-----------------------------|---|
| Special Workday Notes | <div> <p>Create Instructor</p> <p><i>Whether or not a new contact record is created if the instructor contact record does not exist in 25Live.</i></p> <p> <input type="radio"/> No <input checked="" type="radio"/> Yes </p> </div> |
| | <div> <p>Faculty Email Indicator</p> <p><i>Whether the preferred email indicator will be used by default. If not use the email type specified below</i></p> <p> <input checked="" type="radio"/> No - Use the below Email Type <input type="radio"/> Yes - Use the preferred indicator </p> </div> |
| | <div> <p>Email Type</p> <p><i>An email type is used as Faculty Email Indicator</i></p> <div> <input type="text"/> </div> <p>Please select a value for this setting. Invalid values are not saved.</p> <p><i>Image: Workday fields differ for this section.</i></p> </div> <p>When using LYNX for Workday interfaces, the "Faculty Indicator" setting isn't necessary. You must designate an email type for each address, which will be used with the primary email when importing the instructor contacts in 25Live.</p> |