

Importing a Location or Organization Extract Set

Importing locations and organizations from your SIS to 25Live via LYNX is very similar to importing classes. Both are fundamentally built on the concept of [Extract Sets](#).

To import a location or organization extract set, follow these instructions:

1. Go to **Import to 25Live > Location/Org Import** and choose the type of object you wish to import.
2. [Create an extract set](#) or select an existing one.
3. Click **Review and Import** to see the contents of the extract set.
4. Click **Import to 25Live**.

Like with other types of extract sets, LYNX will also update locations and organizations in 25Live if changes are detected in the SIS while an extract set is active.

You can see more details at [Importing or Exporting an Extract Set](#) for general instructions that apply to all extract sets.

Extract Set Details

All Campus Locations 			
UID	Identifier ^	Summary	Import?
LYNX-SP-LOC-104-LAW 310	LAW 310	Lehmann Law and Justice Building - Room 310	Native Location
LYNX-SP-LOC-104-MFC - DISPLAY CASE	MFC - DISPLAY CASE	Martin Forestry Center - Display Case	Yes
LYNX-SP-LOC-104-MFC - FOYER	MFC - FOYER	Martin Forestry Center - Foyer	Yes
LYNX-SP-LOC-104-MFC - MEETING ROOM	MFC - MEETING ROOM	Martin Forestry Center - Meeting Room	Yes
LYNX-SP-LOC-104-MFC - PATIO	MFC - PATIO	Martin Forestry Center - Patio	Yes
LYNX-SP-LOC-104-MSC 100	MSC 100	Macadam Student Center - Auditorium	Native Location
LYNX-SP-LOC-104-MSC 100L	MSC 100L	Macadam Student Center - Auditorium Lobby	Native Location
LYNX-SP-LOC-104-MSC 102	MSC 102	Macadam Student Center - Meeting Room 102	Native Location
LYNX-SP-LOC-104-MSC 104	MSC 104	Macadam Student Center - Meeting Room 104	Native Location
LYNX-SP-LOC-104-MSC 106	MSC 106	Macadam Student Center - Meeting Room 106	Native Location

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Image: Review the information for the locations included in the Import Extract Set.

When reviewing an extract set, you'll see these columns:

- **UID:** LYNX's unique identifier for the object
- **Identifier:** Location or organization name
- **Summary:** Location formal name or organization title

- **Import:** Indicates whether or not the location will be imported
 - "Yes" indicates the location will be created or updated in 25Live
 - "Native" indicates that an object with the same name already exists in 25Live, so a duplicate won't be created. You may want to contact CollegeNET Support for UID Conversion to allow LYNX to update it in the future.
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