Pausing a Section from the LYNX Tab in 25Live
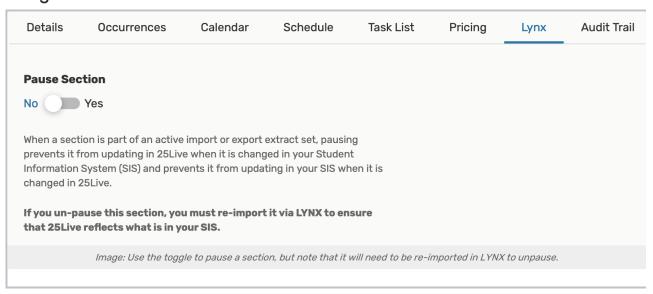
> 🔒 **Security Note**
>
> This setting requires the ability to edit events as well as Tools Access 4.0: *Access to LYNX Tab* in Group Administration.

If a 25Live event (often academic courses/sections) has been imported via the Series25 LYNX Interface, a Pause Section toggle should appear in the LYNX tab. This option allows you to suspend the import/export processes between your SIS and 25Live.

Pausing a section is useful if you wish to add details that may not be able to be added in your SIS, such as adding a different location assignment for just one occurrence of a section after the term is underway. For example, for a section that is part of an active import extract set in LYNX, if it is paused in 25Live then the headcount will change in the SIS, while the old headcount will remain in 25Live.

Pausing a Section

| Details | Occurrences | Calendar | Schedule | Task List | Pricing | Lynx | Audit Trail |

Pause Section

No ⬤ Yes

When a section is part of an active import or export extract set, pausing prevents it from updating in 25Live when it is changed in your Student Information System (SIS) and prevents it from updating in your SIS when it is changed in 25Live.

If you un-pause this section, you must re-import it via LYNX to ensure that 25Live reflects what is in your SIS.

Image: Use the toggle to pause a section, but note that it will need to be re-imported in LYNX to unpause.

1. Navigate to the **Event Details** page of the event you'd like to pause LYNX imports/exports for
2. Select the **LYNX** tab
3. Set the **Pause Section** toggle to **Yes**
   - A reminder will display about re-importing the section when you wish to unpause it

Unpausing a Section

> Reminder: If you un-pause this section, you must re-import it via LYNX to ensure that 25Live reflects what is in your SIS.
>
> *Image: An alert will remind you when unpausing a section.*

1. Navigate to the **Event Details** page of the event you'd like to pause LYNX imports/exports for

2. Select the **LYNX** tab

3. Set the **Pause Section** toggle to **No**

4. Re-import the section in the Series25 LYNX interface to ensure 25Live properly reflects the information in your SIS.

Searching for Paused Sections

There isn't built-in functionality to differentiate a paused section from an active section in 25Live. Best practice is to add a category to each of your paused sections so that you can then build a search to locate them.

If you need to deduce which sections have been paused after imports have completed, the " **Show Excluded Objects?**" option under **Advanced Search** in LYNX > More > Utilities > **Import/Export Messages** will list these alongside your other excluded sections.