

Import/Export LYNX Data (LYNX PACKETS)

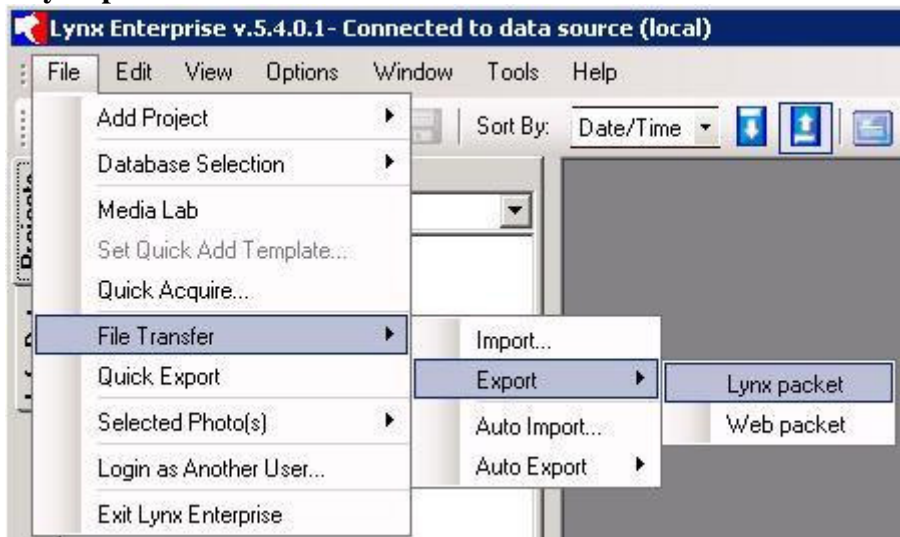
Note: If you can not import or export data. (if the option is "dimmed out" or not available) your user may not have been given the right. Please contact your LYNX administrator to have this right given to you.

Exporting and Importing LYNX data from one LYNX system to another LYNX System (ie. Remote to Master) This is also called doing a packet transfer. Note: importing is exact same thing as exporting just the reverse, but the steps are the same just choose “import” instead of “export”

Typically when data is sent from one LYNX license to another you are sending just “New and Modified data. This way you are not resending information repeatedly, and it will keep your packets (data sets) as small in size as possible. (If you take a lot of photos the most common method is once a month to create a packet, burn it to a CD/DVD and then mail it to the other LYNX user for importing. If you aren’t taking a lot of images, or if you wish to export frequently to keep packets smaller , you can send packets electronically such as FTP, Web folders, WAN, Etc.).

Create a New Packet Manually: Step 1

To create a new packet click “file” then “File Transfer” now “Export” and then “Lynx packet”

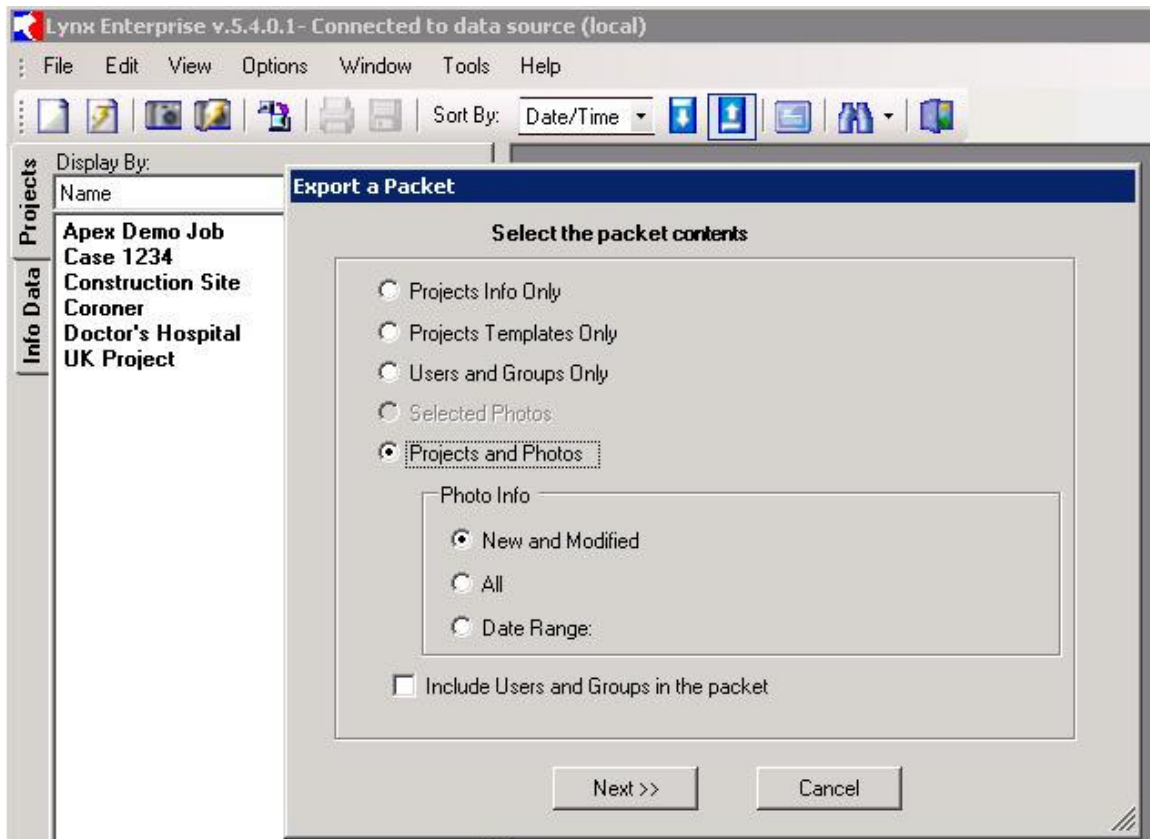


Step 2

The Export a Packet window will appear. Here you can choose to send just the project information (usually done when setting up project for the first time on Master and then send the project information to a Remote license), **Project Templates** (This would be preset project templates like search fields, etc only), **Users and Groups Only** (only sends users and groups),

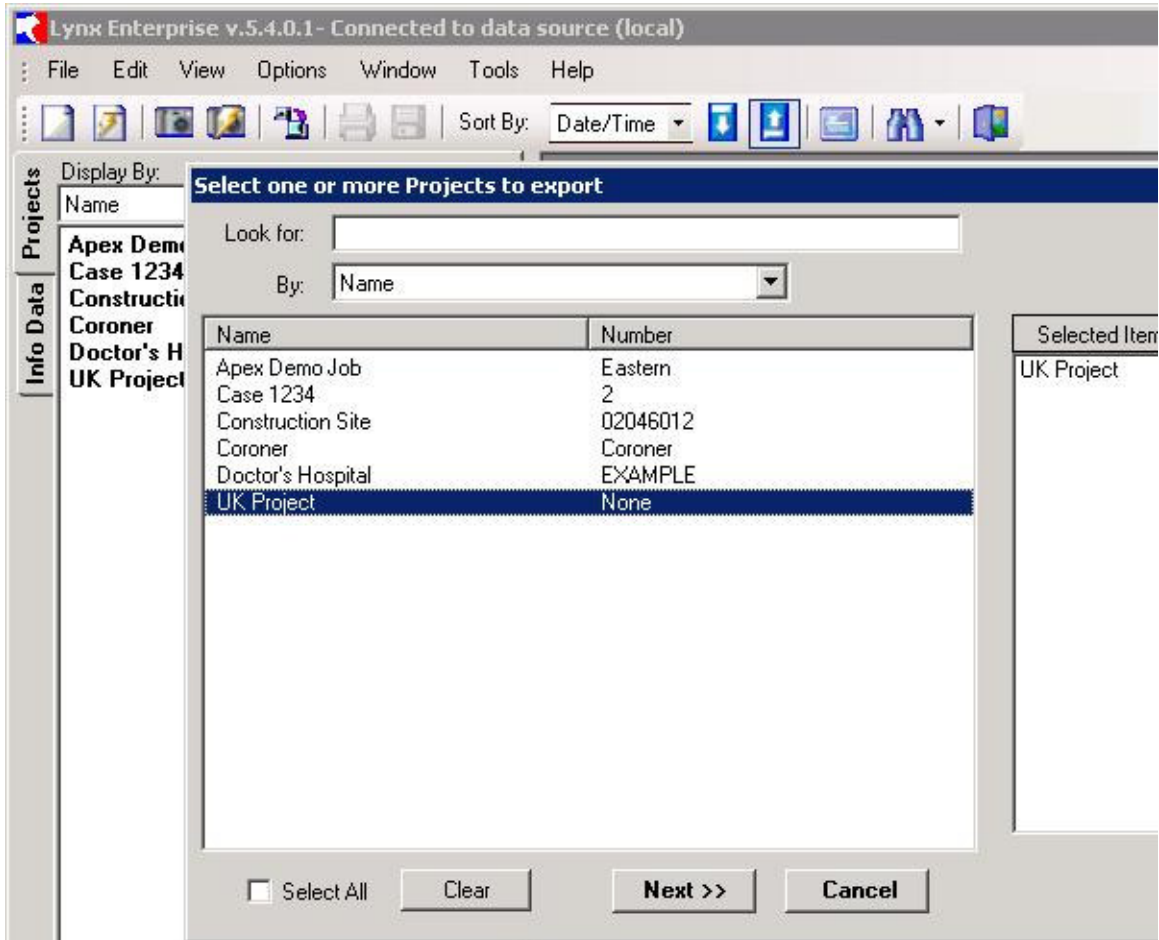
“Project and Photos” here select New and Modified (This is the most common method: This sends all new and modified photographs, notes, etc. from your license to another LYNX license.) **All** (Sends all images and data), **Date Range** (Allows you to set the dates you want and exports all images/data for the date range you specify) **You can also include your Users and Groups in the Packet and they can then be imported into the receiving LYNX license.**

Once you have made your choice click “Next”



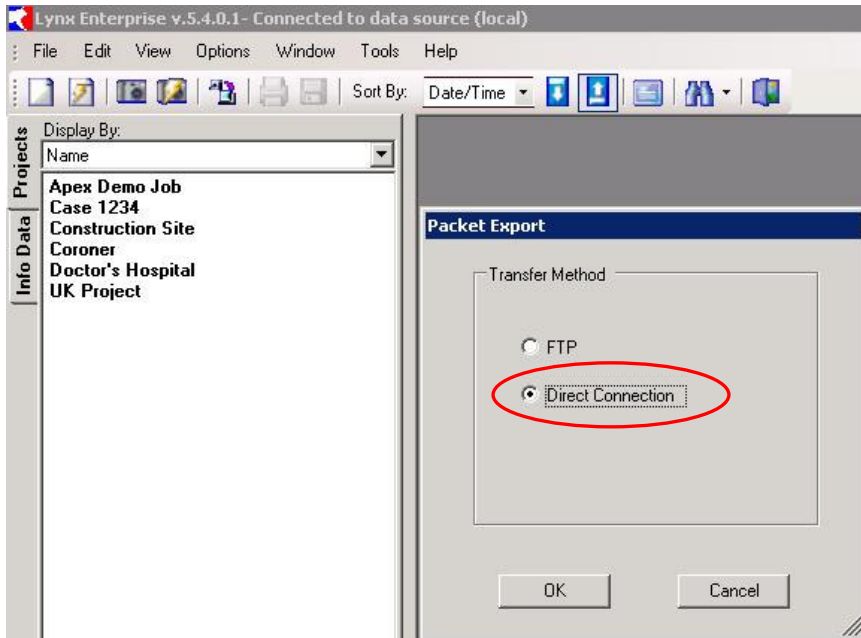
Step 3

Select the project/s you wish to export. You can export one, multiple, or all projects (Note: on most Remote licenses there will be only one project to select from)

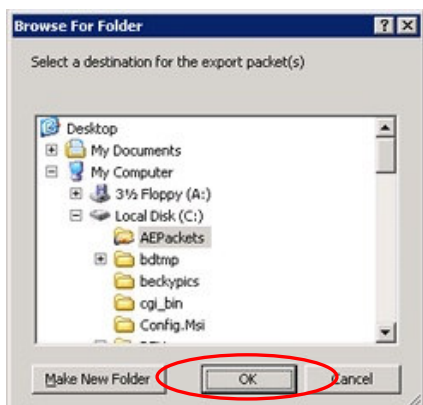


In the “Packet Export” form choose the type of connection you wish to export to. FTP allows you to upload your new and modified data to a folder on an ftp site (requires a high speed internet connection) Direct Connection allows you to create and save the packet to a folder on your local machine, Network, flash drive, etc. Once you have chosen a method click the “OK” button.

First we will do “Direct Connection” then we will do “FTP” Check the button for “Direct Connection” and click “OK”

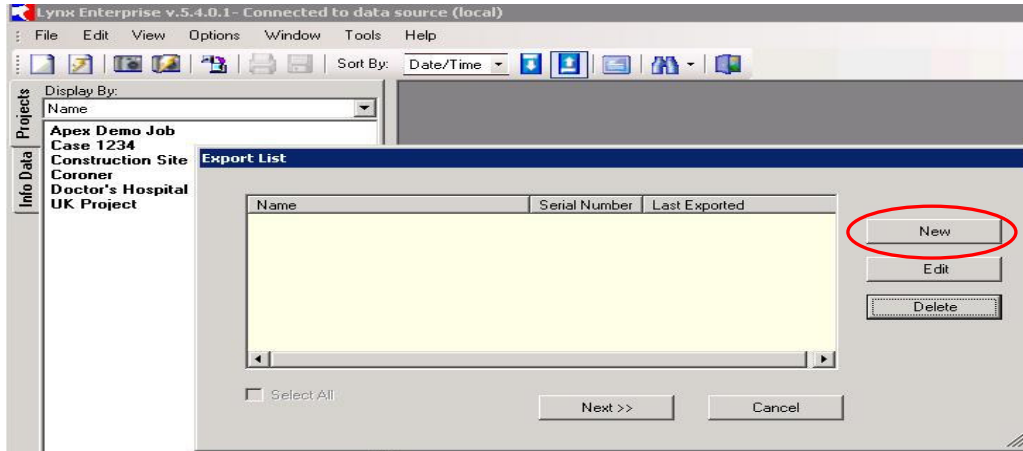


Select the location of where you want to save the export file. This can be any folder on any drive local or network available to the user. If the user has Windows rights, he/she can even create a new folder to place the export file/s. Now Click “OK”

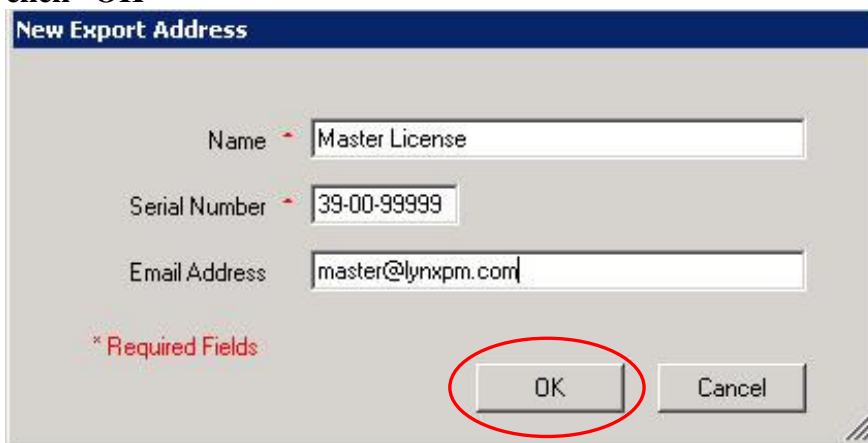


You will see the Export List Form. If this is the very first time you have exported data then you will need to enter a new recipient. Once you have a recipient set up you just check the box and continue. (if you already have a recipient skip to next section called Choose Recipient)

To Create a new recipient click on the “New” button



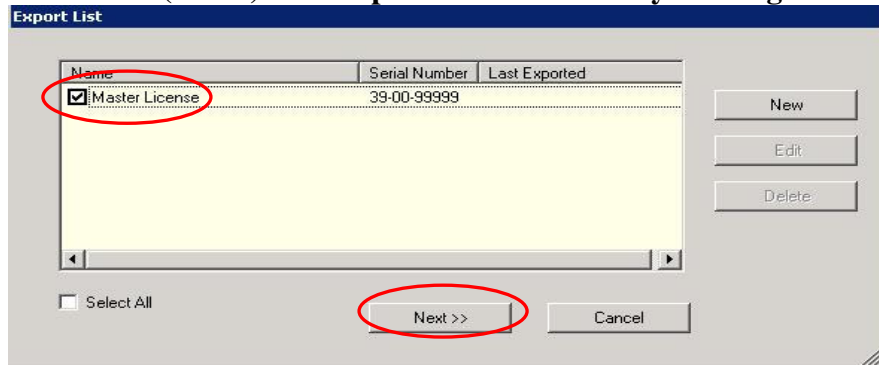
Now enter the information for the new recipient such as the Name, the serial # (this is the license number of the recipients LYNX software, If you don't have this information you can use a “wildcard” license number which can be imported by any LYNX license. The wildcard license number is 39-00-99999). Email Address is optional and can be left blank. Once you have finished entering the information click “OK”



Step 4

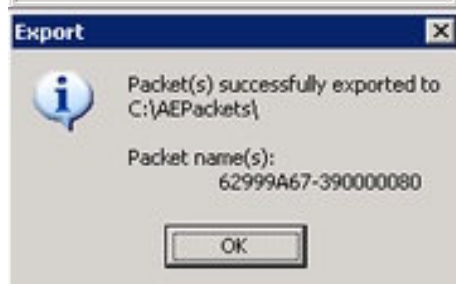
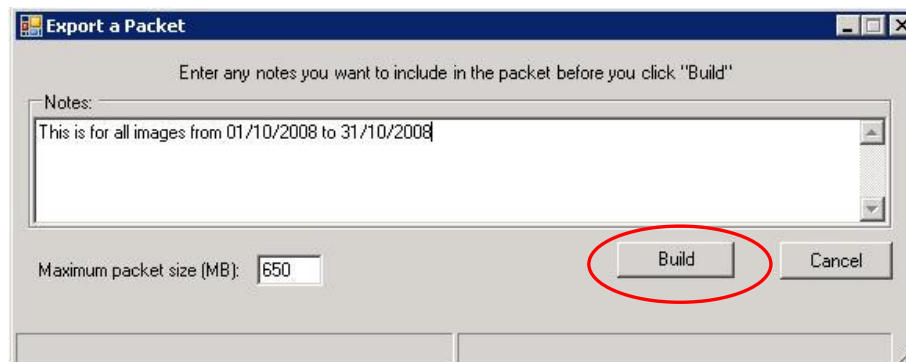
Choose Recipient who you will be sending packet to

Now select (check) the recipient and continue by clicking Next.



On the Export a Packet form adding notes are optional, however, it is very important to add notes to identify what the packet contains. If you make a note such as “all October images” or as seen in image below a date range, then it is very easy to re-create the packet if needed in the event that the recipient accidentally deletes the packet, or it gets corrupted somehow during transferring or copying.

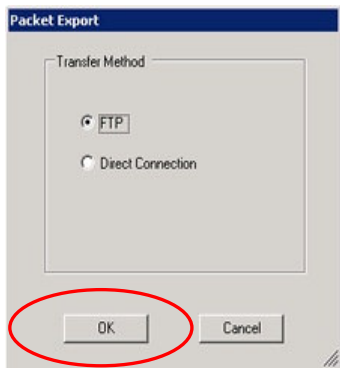
You can also restrict the size of the packets. For example if you know you are going to put the packet or packets on CD’s then you could set your maximum packet size to be 650 megabytes. As packets are built if they reach the maximum size then it splits the packet up and it starts creating a second project packet, and so on. This allows you to easily break up large chunks of data into smaller more manageable sizes. When ready click the “Build” button to create the packet.



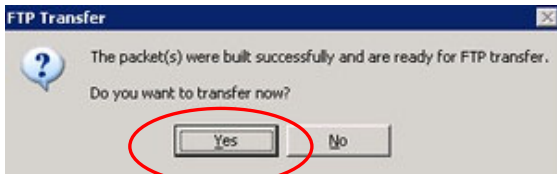
When the packet is completed it will tell you Where the packet was saved to and what the packet name is. Now click “OK” to close the form down. You can now go copy this file to a CD/DVD or electronically send it.

FTP Packet Transfer:

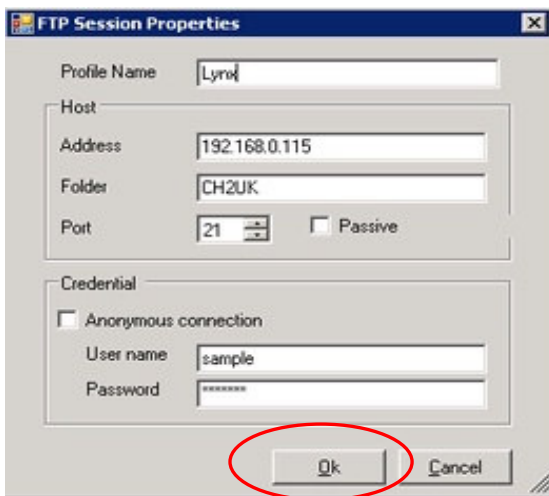
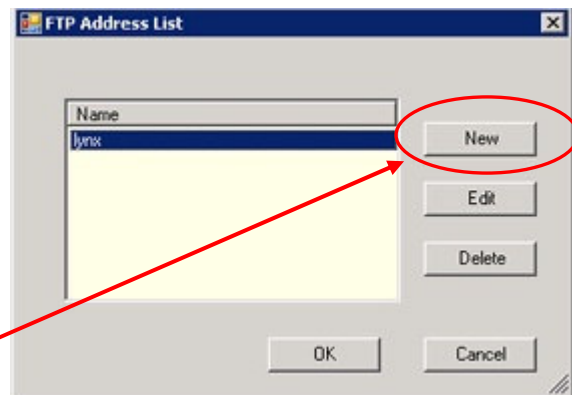
First complete steps 1 through 3. This time click the radio button for “FTP” and click “OK”. Then continue and do step 4 (build the packet)



When the packet is built it will tell you it's ready for FTP transfer and ask if you would like to transfer it now? Click “Yes” to continue.



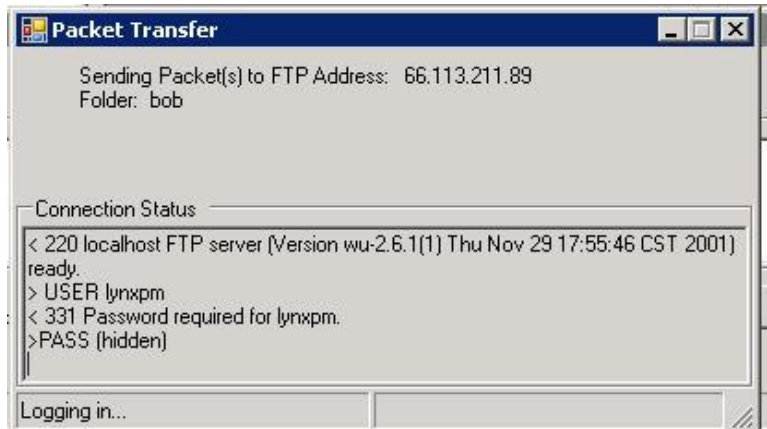
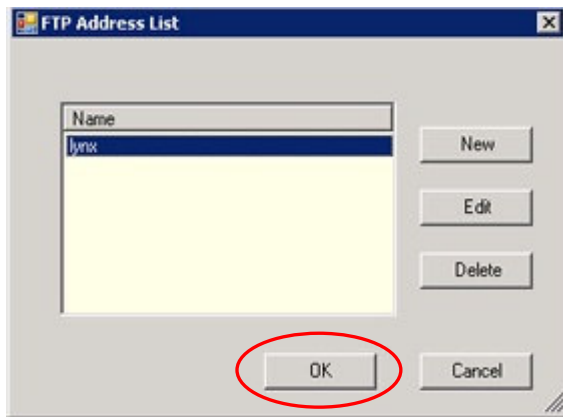
This will bring up the FTP Address list. Select a recipient and click “OK”. If this is the first time you have set up an FTP address you will need to click on the “New” button and create a new FTP recipient.



You will need to give the FTP profile a Name, then you will need to get the IP address, Folder name (if applicable), correct FTP port (also check passive if needed), You will then need if required a user name and password to allow you to upload the packet to your FTP server. (All this information will need to be provided to you by your IT / Web administrator. When you have this form filled out click “OK” to add this FTP profile to your address list.

FTP Continued.

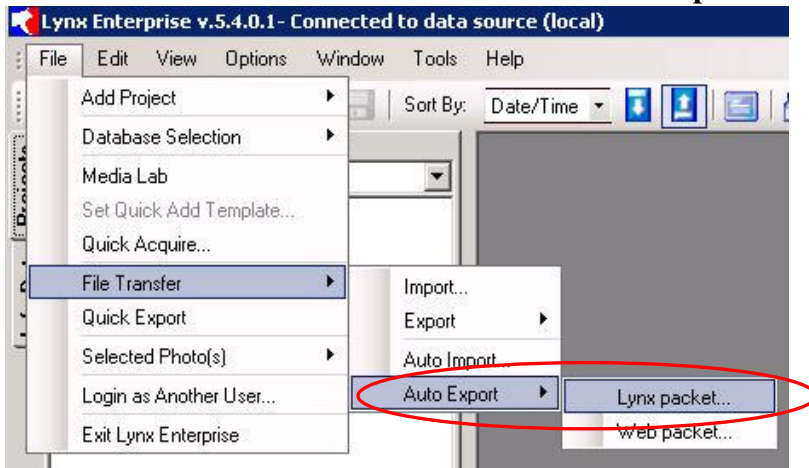
Now that you have an FTP recipient to send to, check the box next to the name and click "OK" You will see the Packet transfer connection screen appear and it will show the progress of your transfer when it is complete you will see box come up that says "Transfer Successful" Click "OK" and you are done.



Auto Import/Export

There are two steps to set up Auto Import/Export. First in order for LYNX to automatically import and export data you must first install the LYNX AutoTransfer application. This is a Windows service that runs on a server. This Windows service needs to be on a machine or server that is on 24/7 so that it will continue to import/export data. Once the Windows LYNX Auto Transfer service is installed then the second step is to set up your import/export schedule. You set up the schedule right from within the LYNX Application.

Choose “File” then “File Transfer” then “Auto Import” or “Auto Export”



Now you will follow the exact same steps as manually importing/exporting, the only difference is that when you complete the steps it will then bring up a schedule. Here is where you choose how often you want to export and when, i.e. Monthly, Weekly, Daily, or hourly, Days of the week, etc. Once you are done click “OK” and that will now set up a schedule and automatically import or export data for you.

