

Selective Sync Tool

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Classic View: *System Administration > Data Utilities > Resync State Data > Selective Sync*

Search Term: Selective Sync

The Selective Sync tool allows system administrators to manually sync Person/Identity and Enrollment records for a specific set of users. This tool provides an easy way to correct data discrepancies found between state and district databases while producing minimal performance impact.

This tool works the same for both State and District users. Records are identified by district personIDs (when syncing PersonIdentity) or district enrollment IDs (when syncing for Enrollment).

This article includes the following topics:

- Tool Rights
- Syncing Objects for Specific Users
- Viewing the Sync History
- Correcting Record Sync Failures
- Finding ID Fields for (Re)Syncing Data
 - To Find Person IDs
 - To Find Enrollment IDs

Selective Sync ☆ System Administration > Data	Utilities > Selective Sync
Selective Sync Tool	
	nc an individual or specific set of records. he ID(s) of the records to sync. When more than one record should be synced, separate the IDs with a line break, comma, or space.
Select Object(s)	Enter District Person IDs
PersonIdentity Enrollment	10101010
Sync	

Image 1: Selective Sync Tool

Tool Rights

Selective Sync tool rights impact how users are able to access and utilize the tool.



- **R**(ead) rights allow the user to see the tool and access the Sync History.
- $\boldsymbol{W}(\text{rite})$ rights allow the user to use the tool and access the Sync History.
- **D**(elete) rights allow the user to delete the Sync History.

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Image 2: Selective Sync Tool Rights

Syncing Objects for Specific Users

Users are highly encouraged to run the Verification Summary prior to using the Selective Sync tool to assist in identifying issues.

An individual or group of identity or enrollment records can be (re)synced based on the personIDs (PersonIdentity) or enrollmentIDs (Enrollment) entered.

If the personID or enrollmentID does not match an existing record, no change will occur. If ID numbers are entered incorrectly (but match existing records) data will merely be (re)synced to the state to ensure both databases match.

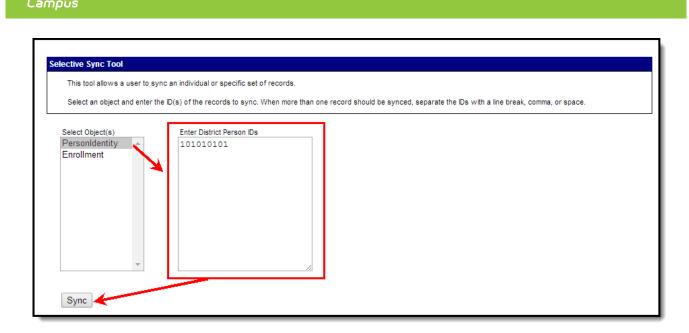


Image 3: Syncing PersonIdentity Records for a Specific Set of Users

Users are highly encouraged to run the Verification Summary to ensure previously identified issues were resolved.

To (re)sync an object:

Infinite 🗂

- 1. Select the **Object**.
 - 1. **PersonIdentity** Selecting this object will (re)sync Person/Identity data for all users matching the PersonIDs entered. See the Campus Objects Hierarchy for a complete list of objects (re)synced with this object.
 - 2. **Enrollment** Selecting this object will (re)sync all Enrollment record data matching the enrollmentIDs entered. See the Campus Objects Hierarchy for a complete list of objects (re)synced with this object.
- Enter the **PersonID** or **EnrollmentID** of each person/enrollment you wish to (re)sync. See the Finding ID Fields for Re-syncing Data section for more information on finding specific personID and enrollmentID values.
- Select the Sync button. Identified records will now (re)sync data for the object between state and district. The message to the left of the View History link will show the current progress of the (re)sync request.
- 4. Once (re)syncing is complete, users may view the syncing history to see which records successfully or unsuccessfully (re)synced.

Viewing the Sync History

Users can view a history of each (re)sync request by selecting the **View History** icon (Image 4). Once selected, a table showing the time, who initiated the sync, and its details appear.



If this table is blank, it means the history has been cleared via the **Clear History** button or no sync event has been requested.

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lective Sync Tool		
This tool allows a user to sync a	n individual or specific set o	f records.
Select an object and enter the ID	(s) of the records to sync. V	Vhen more than one record should be synced,
Salaat Object(a)		
Select Object(s) PersonIdentity		
Enrollment		
Requested View History Requested	User	Details
X 10/23/2012 9:04:43 AM	System Administrator	In Progress
X 10/22/2012 2:42:59 PM	System Administrator	Complete
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X 10/22/2012 2:40:02 PM	System Administrator	Complete
X 10/22/2012 2:40:02 PM X 10/22/2012 2:34:22 PM	System Administrator System Administrator	
		Complete
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X 10/22/2012 2:34:22 PM X 10/22/2012 10:19:54 AM X 10/18/2012 2:44:38 PM	System Administrator System Administrator Jill Godfrey	Complete Complete Complete Complete Complete Complete Complete Complete

Image 4: Viewing the Sync History Table

To view more details about a specific (re)sync event, click the blue **Complete** hyperlink (Image 5). To generate a report displaying all records which successfully and unsuccessfully (re)synced for the event, click the blue **Keys** hyperlink, select a **Report Format**, and click **Generate Report** (Image 5).

Last Completed 04/18/2019 3 07:29 PM by System Administrator View History Requested User Details Complete Requested: 04/18/2019 3:07:27 PM	
X 04/18/2019 3.07:27 PM System Administrator Completed: 04/18/2019 3.07:29 PM Keys: 2045281 Object: Pyrsonidentity Records: 0/1 0/1 0/1	275 JEFFERSON COUNTY PUBLIC SCHOOLS District EFFERSON COUNTY FUBLIC SCHOOLS
Clear History Sync Request History	Generated on 01/04/2013 03:07:10 PM Page 1 of 1 PEPFENDIX COUNTY POBLIC SCHOOLS The PersonIdentity sync performed on 01/03/2013 10:15:51 AM by System Administrator included the following IDs:
Displays all records which successfully and unsuccessfully (re)synced for the event.	IDs failed to process at District List of records which failed to sync 10990 (identified by PersonID)
Report Format: PDF DOCX	List of records synced (identified by PersonID)
Generate Report	<u></u>

Image 5: Viewing the Sync Request History Report

Correcting Record Sync Failures

When records fail to properly sync to the state it is often caused by the object's parent object needing to be (re)synced. To (re)sync the parent object, go to the Resync State Data tool, identify the parent object, mark the Check dependencies checkbox and select the Send Resync button. See the Resync State Data (District) article for a detailed walk through of this process and an explanation of object hierarchies.

Finding ID Fields for (Re)Syncing Data

To identify records which may be incorrect and require a manual (re)sync, users are encouraged to generate the Verification Summary for the desired object (Image 6).

To find individual Person or Enrollment IDs, see the following sections:

- To Find Person IDs
- To Find Enrollment IDs

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				1200	RSU 06/MSAD 06	72.73% 0.00%	Enrollment	99.40%	09/25/2012 09:06:02	3857	3852	3841	23
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	Verification												
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Image 6: Generating the Summary Report for the Enrollment and PersonIdentity Objects



To Find Person IDs

The personID can be viewed at the top of the Demographics tab (Image 7).

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Image 7: Viewing the PersonID on the Demographics tab

Users can also view personIDs per person by creating an Ad hoc filter which includes the student.personID (to find students) or individual.personID (to find all non-students) fields. Users can also generate the Verification Summary for the PersonIdentity object to identify records which may need to be (re)synced.

Below is an example of a filter created to view student personIDs (listed with the student's first and last name) (Image 8).

er By	Search Clear			
Fields			Selected Fields	
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Image 8: Example of an Ad Hoc Filter for Viewing Student Person IDs

To Find Enrollment IDs

To view enrollmentIDs per person, users can create an Ad hoc filter which includes the student.enrollmentID (to find students) or individual.enrollmentID (for all non-students) fields. Users can also generate the Verification Summary for the Enrollment object to identify records which may need to be (re)synced.

Below is an example of a filter created to view student enrollmentIDs (listed with the student's first and last name) (Image 9).

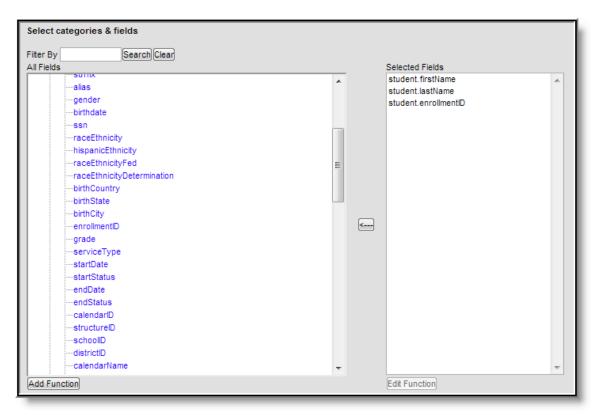


Image 9: Example of an Ad Hoc Filter for Viewing Student Enrollment IDs