pcvita
SOFTWARE
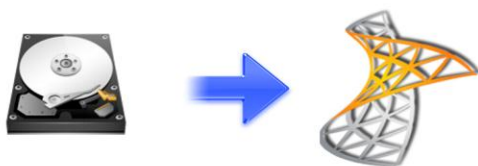
PCVITA Express Migrator for SharePoint
(File System)

User Guide

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Chapter-1

What is PCVITA Express Migrator for SharePoint (File System)?

PCVITA Express Migrator for SharePoint is a flawless utility that migrate multiple file system to multiple content repositories in Microsoft SharePoint Server. Integrated and flexible to migrate multiple files, folders, Lotus Notes Emails, Contacts, Calendars and Tasks contents and Exchange Public Folder to SharePoint server persistently.

Migration Supported
- ✓ File System migration
- ✓ File Shared Migration
- ✓ File Server Migration and
- ✓ Network Shared Migration

The Prominent Features
- ✓ Support SharePoint 2007/2010 server version
- ✓ Migrate both files and folder in batch to SharePoint Document Library
- ✓ Maintain the folder/ directory in hierarchical order
- ✓ Maintain the Meta information of the associated files and folders as of Create-on, Modified-on, Subject, cc and Sender
- ✓ Maintain permissions associated files and folders
- ✓ Allow to add additional Meta information with individual file
- ✓ Handles restricted special characters in the most configurable manner
- ✓ Provide reports and appropriate error detection mechanism
- ✓ Support for Microsoft BPOS/Office 365/ SharePoint On Premise

Prerequisite

Minimum Processor Speed	Intel 1.2 GHz Processor
Memory (RAM)	1GB
Disk Space	5MB free space for installation
Operating System support	One of the following: ✓ Windows XP ✓ Windows 2003 Server ✓ Windows 2008 Server ✓ Windows Vista ✓ Windows 7
Microsoft SharePoint Server	One of the following: ✓ Microsoft SharePoint 2007 ✓ Microsoft SharePoint 2010
Additional Software	Microsoft .NET Framework 2.0
Internet Connection (For BPOS/Office 365 services)	Persistent internet connectivity between the migration local machine and SharePoint Online Server for BPOS/Office 365 services.

Chapter-2

Start the Installation process

The steps of installation are simple and short. Before install make sure that the software installer is not corrupted. To open, double click the installer of PCVITA Express Migrator for SharePoint installer. Click on next button to proceed.
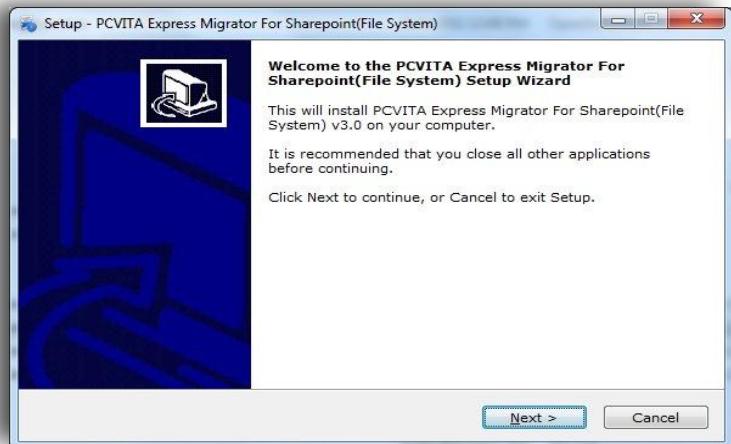
License agreements

You must read the software license agreement. Accept the license agreement? Check the button (I accept the agreements) and proceed next.

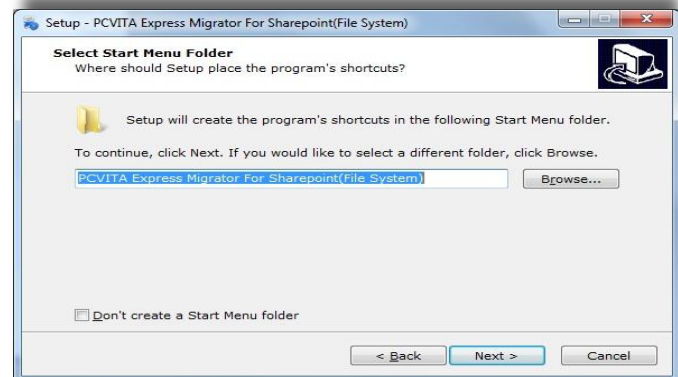## Location and setup types

The installer offers a default destination directory where PCVITA Express Migrator for SharePoint be installed. Accept it or define one. It is highly recommended to use the default path. Click on next. In this window, the wizard will offer a default location where to create a shortcuts folder in a start menu folder. Accept it or define a new one. To proceed, click on next.
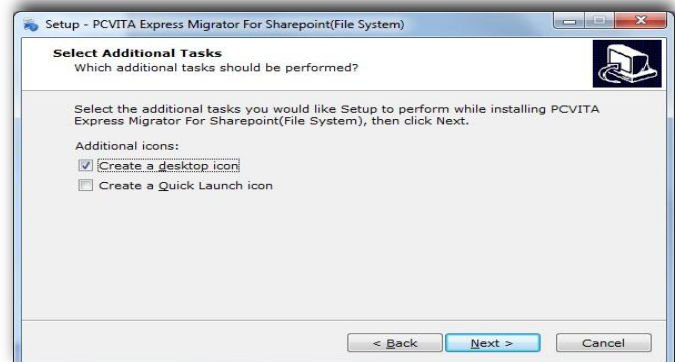
The right hand side snapshot shows the default path where Express Migrator for SharePoint (File System) be installed or Click on Browse to set your own destination location.

Select Destination Location
Where should PCVITA Express Migrator For Sharepoint(File System) be installed?

Setup will install PCVITA Express Migrator For Sharepoint(File System) into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

ogram Files\PCVITA Express Migrator For Sharepoint(File System)   Browse...

At least 7.7 MB of free disk space is required.

< Back   Next >   Cancel

Start set your location menu folder where setup should place the program's shortcut. Or Check for don't create a Start Menu Folder

Select Start Menu Folder
Where should Setup place the program's shortcuts?

Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

PCVITA Express Migrator For Sharepoint(File System)   Browse...

☐ Don't create a Start Menu folder

< Back   Next >   Cancel

There are two additional tasks for creation of Icons. Check on the option to create your own desire icons

Select Additional Tasks
Which additional tasks should be performed?

Select the additional tasks you would like Setup to perform while installing PCVITA Express Migrator For Sharepoint(File System), then click Next.

Additional icons:
☑ Create a desktop icon
☐ Create a Quick Launch icon

< Back   Next >   Cancel

It is highly recommended, you must check the destination location. Click on Install to finish the installation process.

Ready to Install
Setup is now ready to begin installing PCVITA Express Migrator For Sharepoint(File System) on your computer.

Click Install to continue with the installation, or click Back if you want to review or change any settings.

Destination location:
    C:\Program Files\PCVITA Express Migrator For Sharepoint(File System)

< Back   Install   Cancel

Finish the Installation and launch

Check or leave the options for shortcuts creation. Proceed next and click "install" to finish the installation. Click finish and launch.

Registration or Activation

For demo users, the PCVITA Express Migrator for SharePoint has a constraint of 500MB file system and attributes migration to SharePoint server in bulk. To ask for the full version or activation, you must click Activation or Buy now option in the navigation pane. Once you get the full version installed in your system, updating is simpler, just the need of click and go. Again, once you close the application, you will be invited to PCVITA Express Migrator for SharePoint website for new updates and new release information.
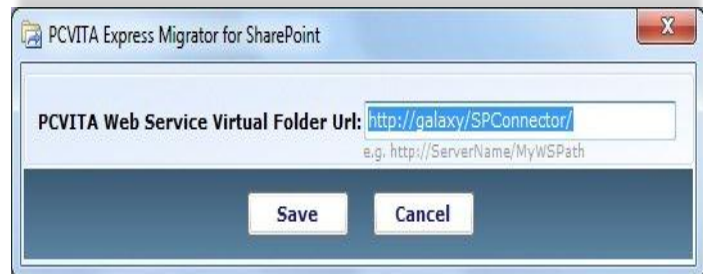
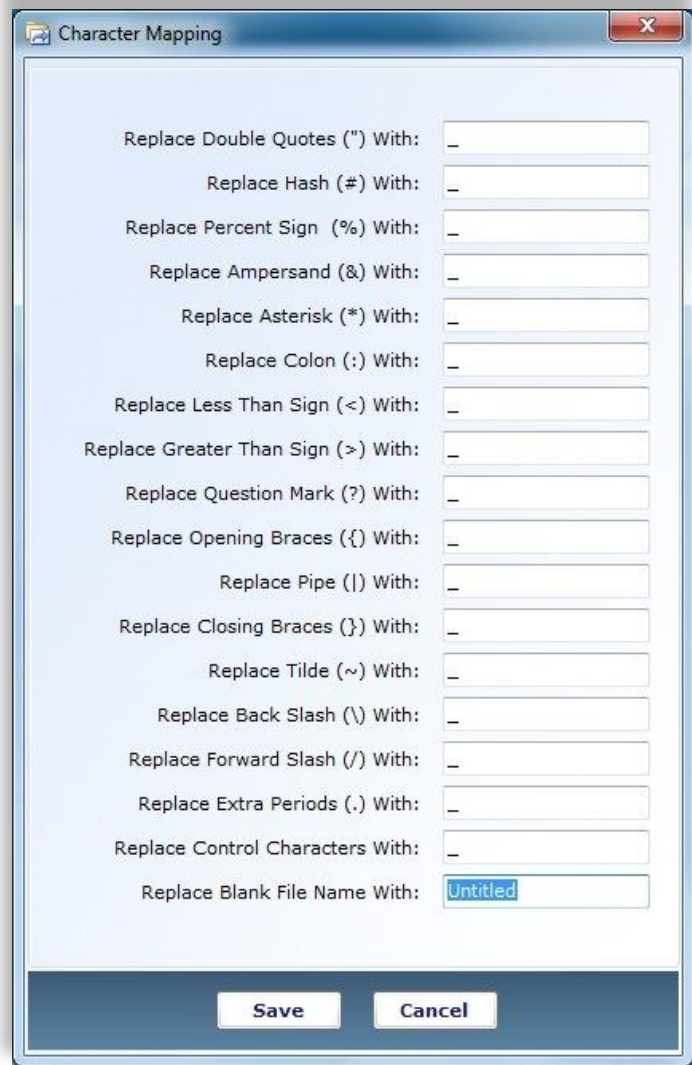## Chapter-3

Setting and Configuration

To set a default web service path, go to setting menu, select configuration. Enter your web service path, click on save. Similarly, to replace a special characters click on configuration and replace the specific character by entering the permitted character. By default, the software set underscore (_) for mapping. To finish, click on save button.\

For On-Premise file system migration job. Set your local server location, click on Save and restart the application to see changes.

PCVITA Express Migrator for SharePoint

PCVITA Web Service Virtual Folder Url: http://galaxy/SPConnector/

e.g. http://ServerName/MyWSPath

Save   Cancel

As you know, SharePoint Server does not support most special characters. Significantly, PCVITA Express Migrator for SharePoint (File System) allows you to starts map special character without any hassles.

By default, the software replaces the given special character into underscore [_].

Character Mapping

Replace Double Quotes (") With:	_
Replace Hash (#) With:	_
Replace Percent Sign (%) With:	_
Replace Ampersand (&) With:	_
Replace Asterisk (*) With:	_
Replace Colon (:) With:	_
Replace Less Than Sign (<) With:	_
Replace Greater Than Sign (>) With:	_
Replace Question Mark (?) With:	_
Replace Opening Braces ({) With:	_
Replace Pipe (|) With:	_
Replace Closing Braces (}) With:	_
Replace Tilde (~) With:	_
Replace Back Slash (\) With:	_
Replace Forward Slash (/) With:	_
Replace Extra Periods (.) With:	_
Replace Control Characters With:	_
Replace Blank File Name With:	Untitled

Save   Cancel

Entering a Job Details

Migrate As - For On Premise

Enter the title of the job, description about the job and check on the target migration from the two options to exempt for future complexity and restraints. Click next to continue

Fill detail Information

- Title of the Job and

- A brief description about the Job or task

- Choose On Premise
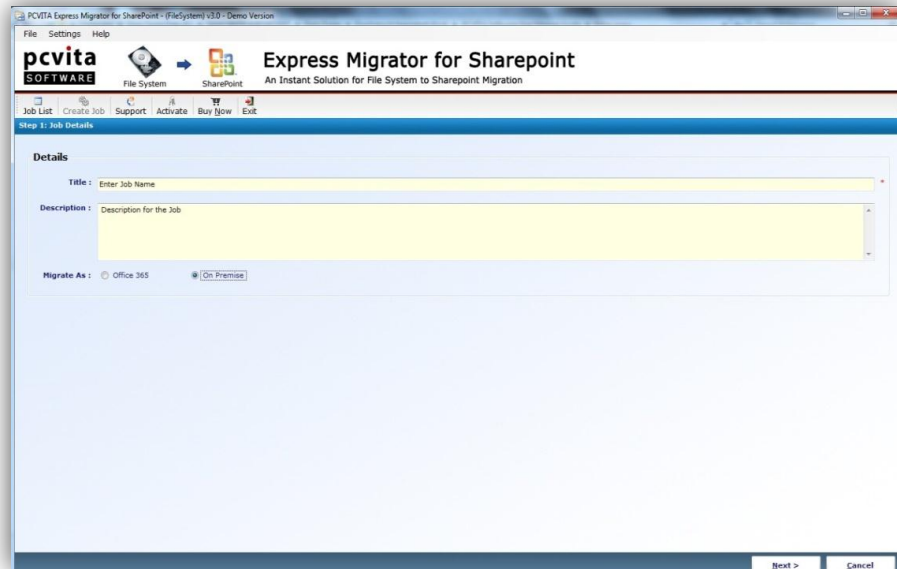
(Note: A job is a logical name along with description; represent a set of files and folder to be migrate into a particular destination Microsoft SharePoint Document Library)

Browse a Source Location

In this Step 2: Source File System window. Click on the Add files button to start add single or multiple file system. Similarly, to that of Add Folder. Click a Remove button for the unwanted selected file(s) and folder. Click next to proceed.

Click Add Files /Add Folder button to add multiple File Systems
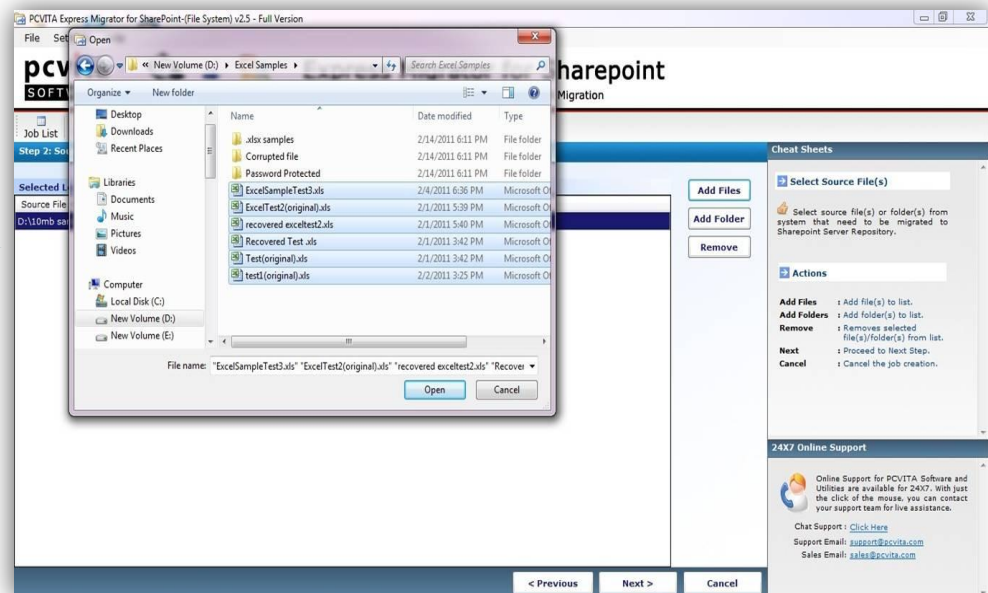
The below snapshot display the selected files and its specific location from the local hard drive. Interestingly, the software

will allow you to add more files, folder and remove in this stage without hassles. Click Next to continue

Shows the added items from the location
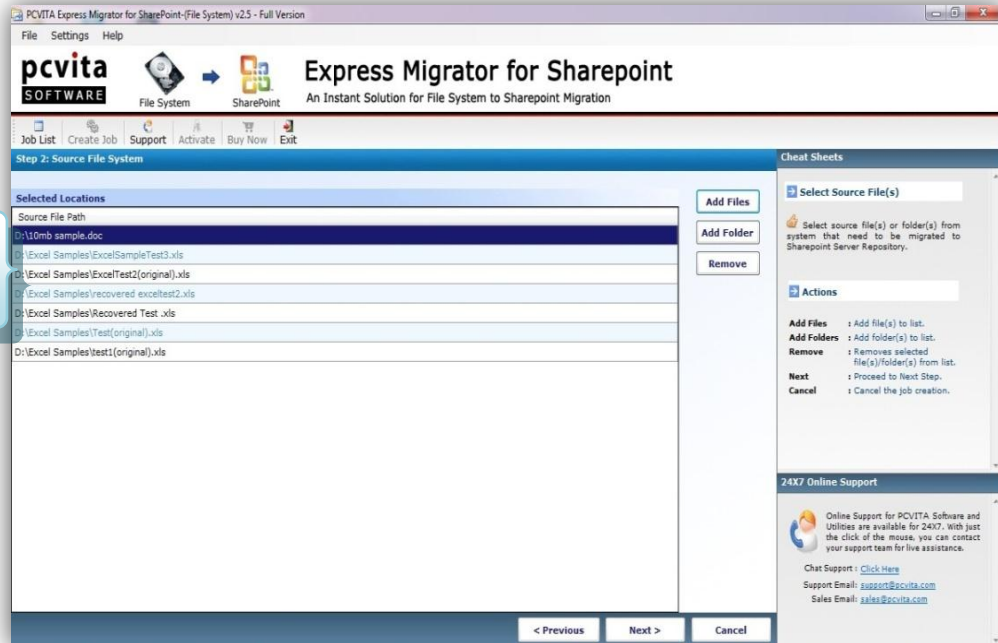
How to Apply Filters

Filtering of files, its attributes and dates is indeed crucial and significant to prevent in the matter of replication and duplication in the time if migration jobs.

Attributes Filter Include
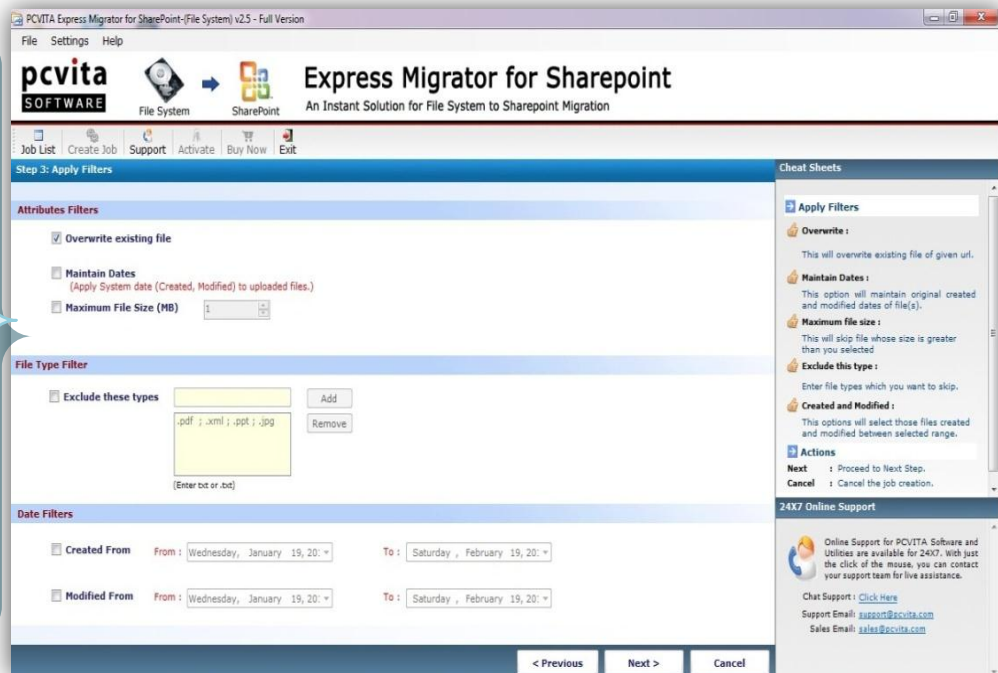Overwrite an existing file, date specific and specific file size (MB)

File Type Filter Includes
Enter the file extension which you would like to exclude in the migration process

Date Filters Includes
Filtering is done by date as well. Start filter by Created from or modified from

There are three ways of filtration:

1. *Attributes Filters*
By default, the software already checked the options Overwrite existing file, Maintain Folder Hierarchy and Create a Root Folder in a SharePoint Server Document Library. Besides, check the option Maintain Dates to maintain the migration date. Though, Microsoft SharePoint has a limitation of 50MB size migrate able. Check the option Maximum File Size (MB) flexibly or your desire size.

2. *File Type Filter*
Start chuck out the unwanted file extension by adding them into the blank field. Since, by default Microsoft SharePoint server sustains certain file extension. Thus, could eventually result data replication and error.

3. *Date Filters*
To start migrate by Create from, check the option first, and then select the criteria from (day, date and year) to the specific (day, date and year). Similarly, check a modified on and select a specific criteria. Click next to proceed.

Select SharePoint destination location

To select the destination directory in SharePoint server you must provide your valid SharePoint URL to start the connection, click on Go button to fill your account information (i.e. User Name and Password) and
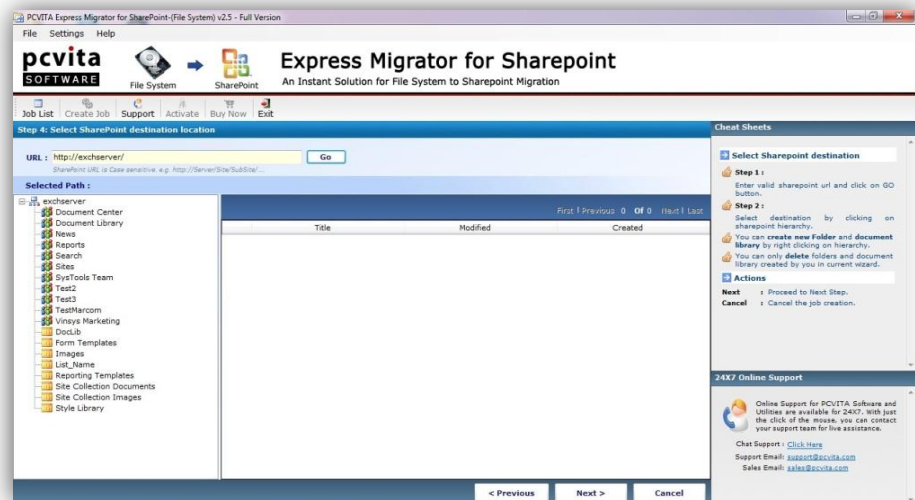
Provide your SharePoint
Server URL, Click Go

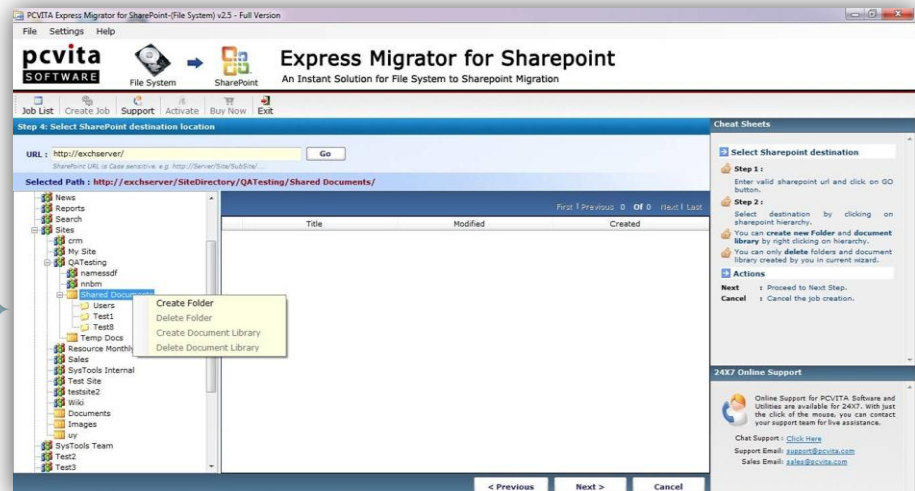To connect, provide your
SharePoint login detail
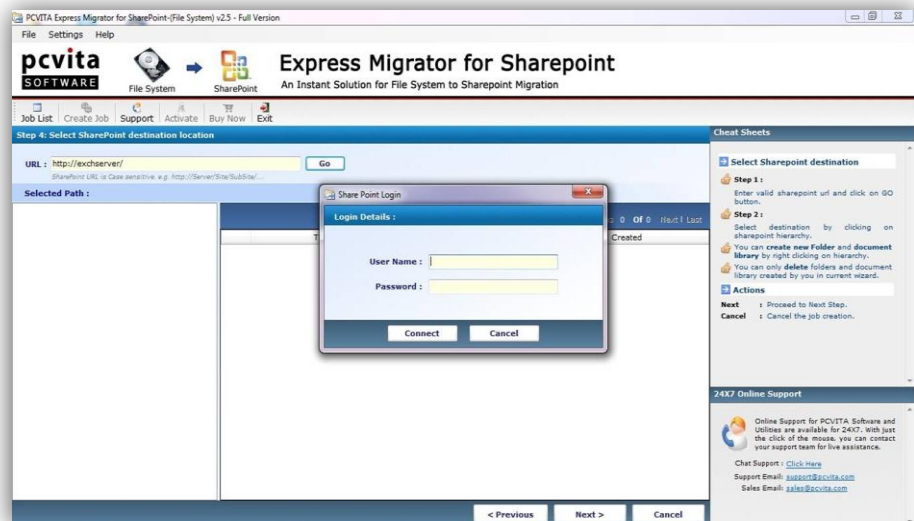
Select your destination directory by clicking on the hierarchy directory in your server. As given in the snapshot below.
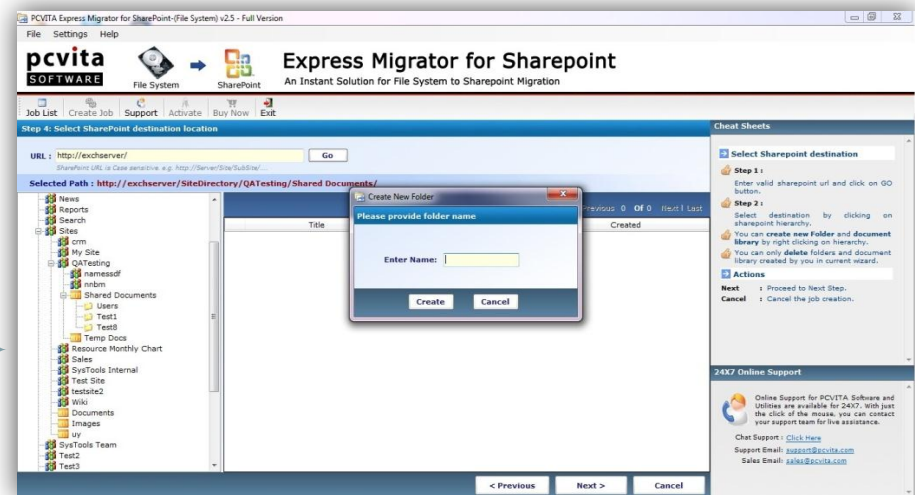Besides, you can create New Folder, Document Library by clicking on the hierarchy and can delete as well.

The right hand side snapshot displays the creation of Create Folder

Enter your desire Folder Name in the Create New Folder display box. Click on Create to finish.

1. To inherit from **SharePoint**, the file and folder permissions will get inherited from the select SharePoint destination.

2. To inherit from the **File System**, the files and folder permissions in SharePoint will be taken from permissions of files and folder on the system.

3. In Custom, you need to define new permission for group or user irrespective of file system permission and permission of select SharePoint destination
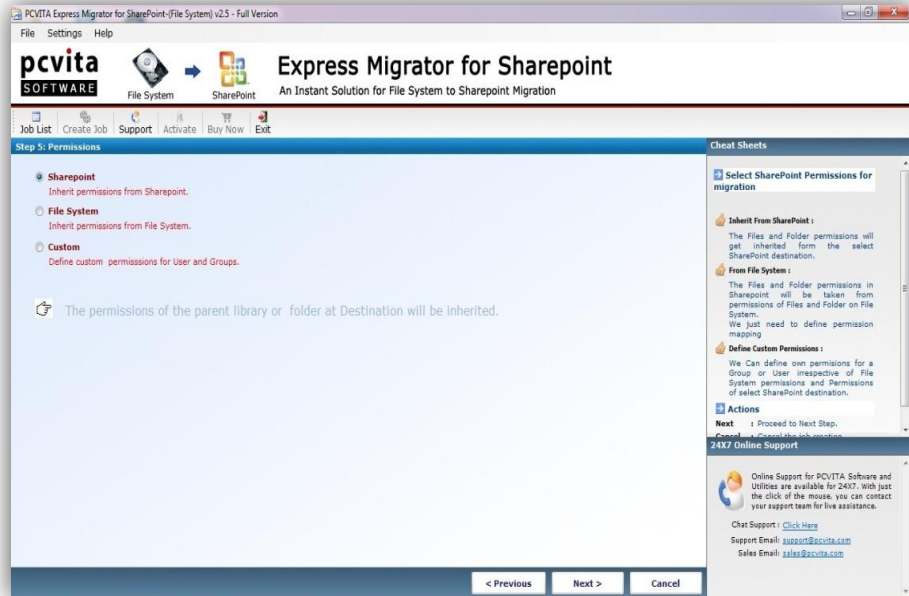
Permission

There are three types of Permission:

1. *SharePoint Permission*

This is the default permission level for SharePoint migration. The permission of the root Document Library is inherited in this scenario.

2. *File System*

The File System permission should be check to start File or Folder migration specific to a Document Library.

**Note:** The users/groups should be present in the SharePoint member's directory

3. *Custom*

Checking on this button (Custom) is significant and genuine when users like to define a custom security policy on the migrated Document Library. Click next to continue.

Update File Properties

The wizard allows you to update file properties by just adding new column or delete the existing column in your SharePoint Server.
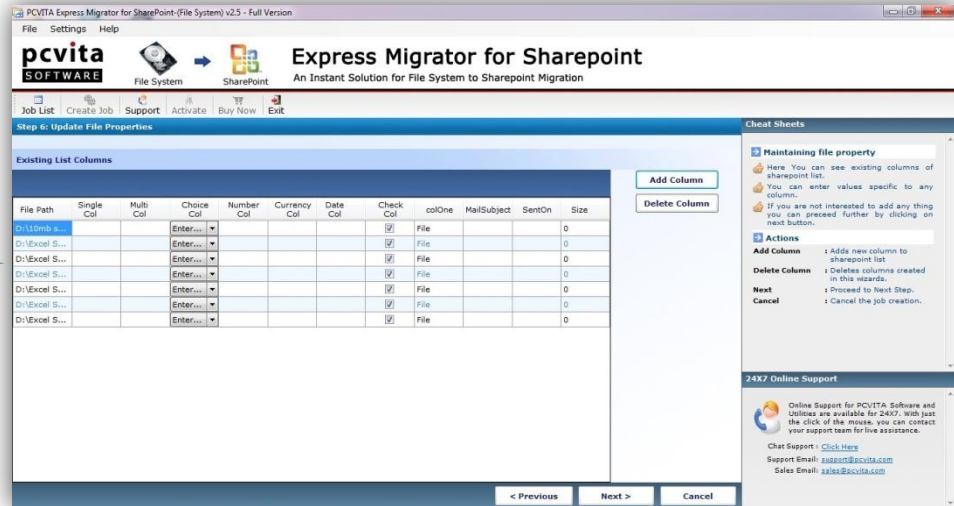
The right hand side snapshot displays the steps to add a column to document library.
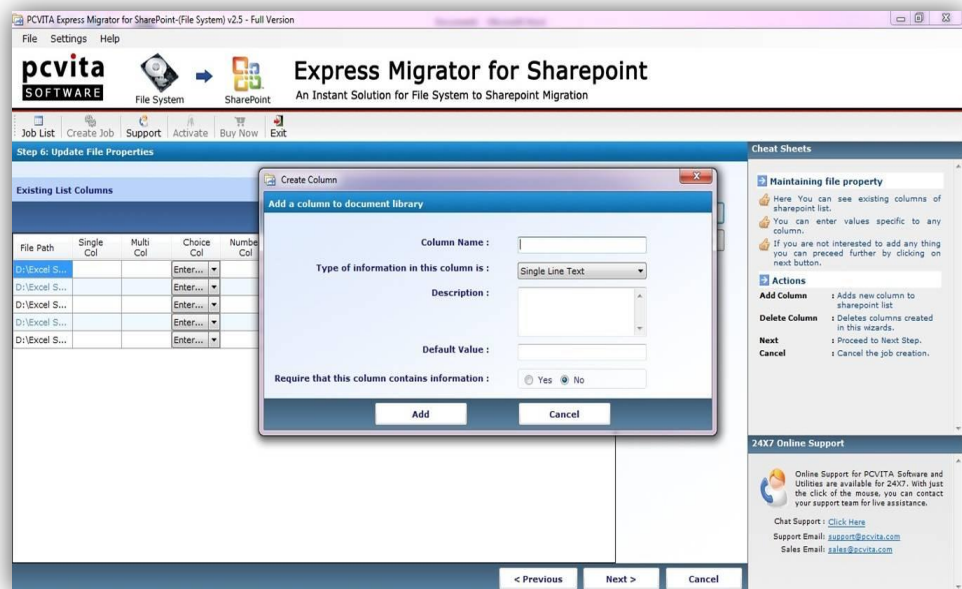
Associate Meta Information

Window display the associated meta-information for the migrated file(s), you can start change the default setting by

a) Altering column from the existing column with the defaults values
b) Adding new column and remove column with appropriate type and default values
c) Allow to provide data for all columns for each selected file(s)

It is recommended, you must skip the process in the case of uninterested.

Job Summary

Before you trigger on the "Start Migration" button, it is highly recommended that you must check the job summary

Job Summary

One of the best functionality about PCVITA Express Migrator for SharePoint (File System) is the Job Summarization functionality. Significant for user to recheck back the entire setting, just before the migration process
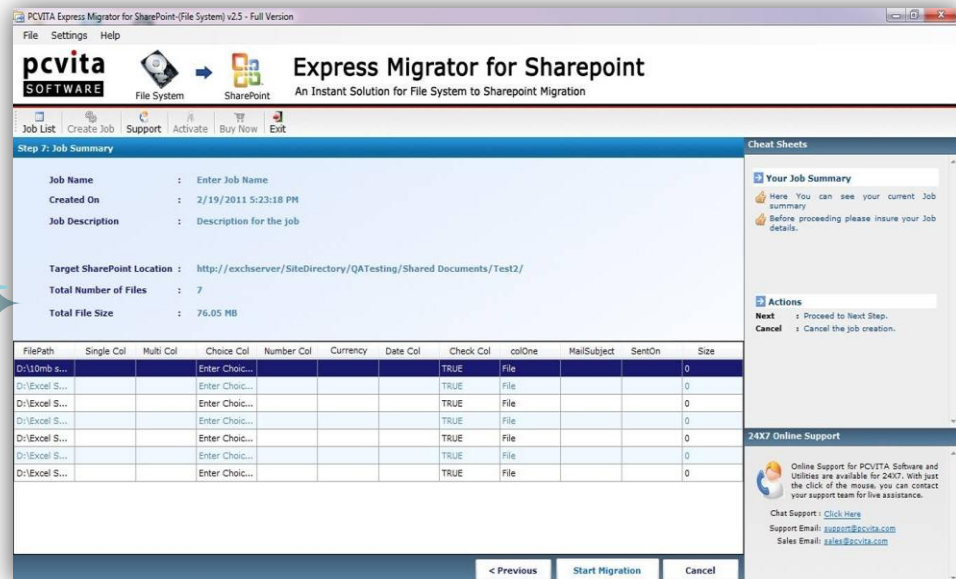

Current Status

Current Status

For more information about the current effects on the migration process, the software display the entirely file location, job name, job status, total number of files, total file processed, number of errors and number of duplicates as well.
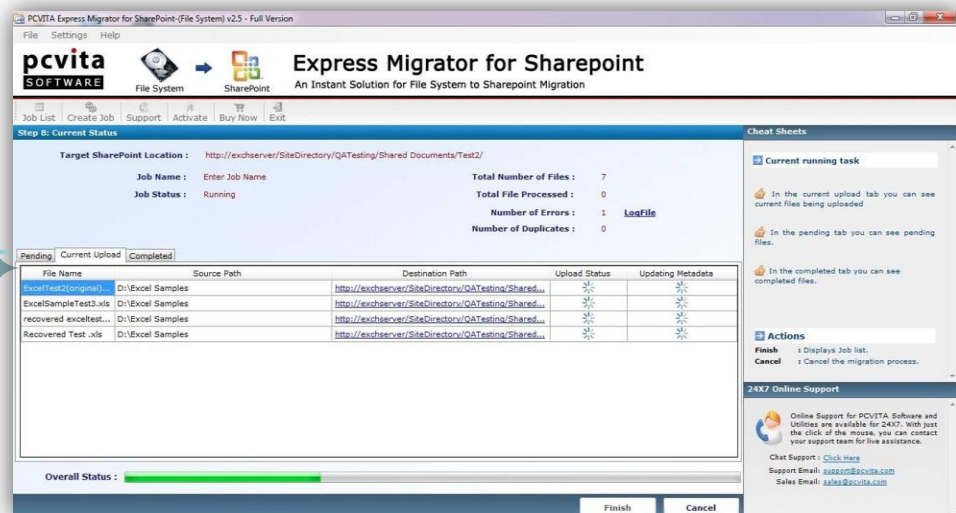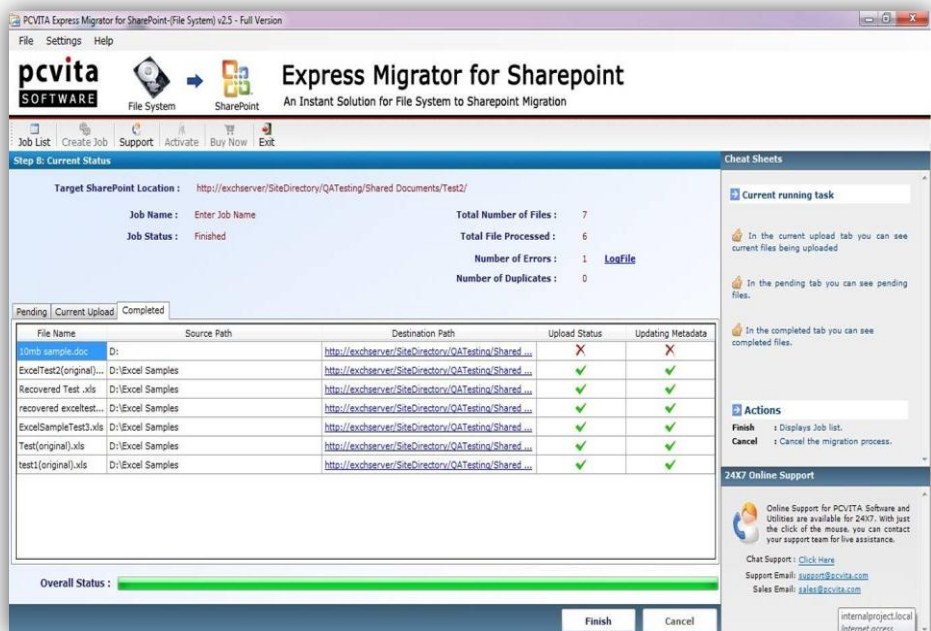
This message box snapshot shows the completion of the migration job. For more details about error generation, go to Number of Errors: Log file
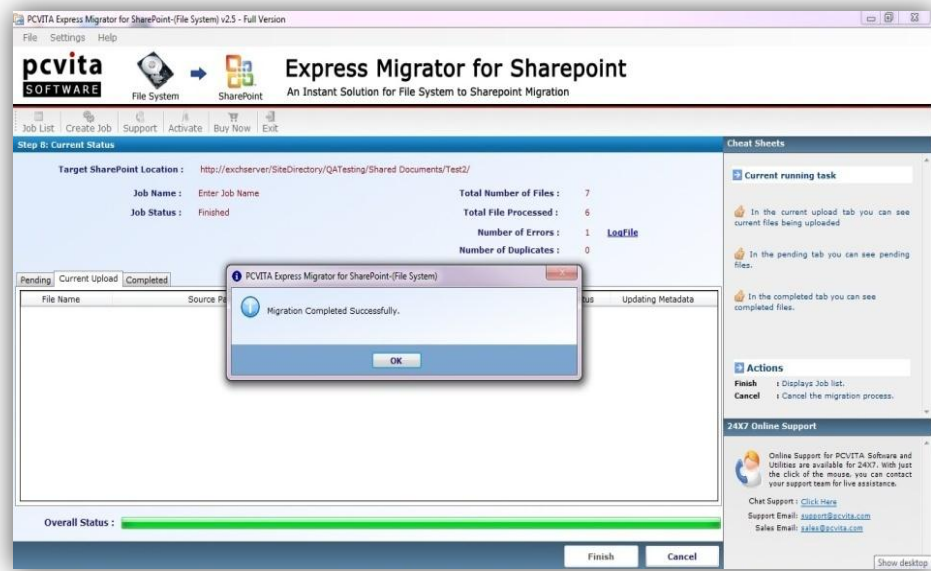

Here, in the completed tab, wizard display the entire file information as of file name, Source Path, Destination Path, Upload Status and Updating Metadata in the detailed pane

List of Jobs for Content Migration

List of Jobs

Innovatively, the software wizard displays the whole information regarding Job ID, Job Name, and Created-On, Selected-Option, Total-File Count, Target Location and Status. It will extensively help for sorting and searching files.
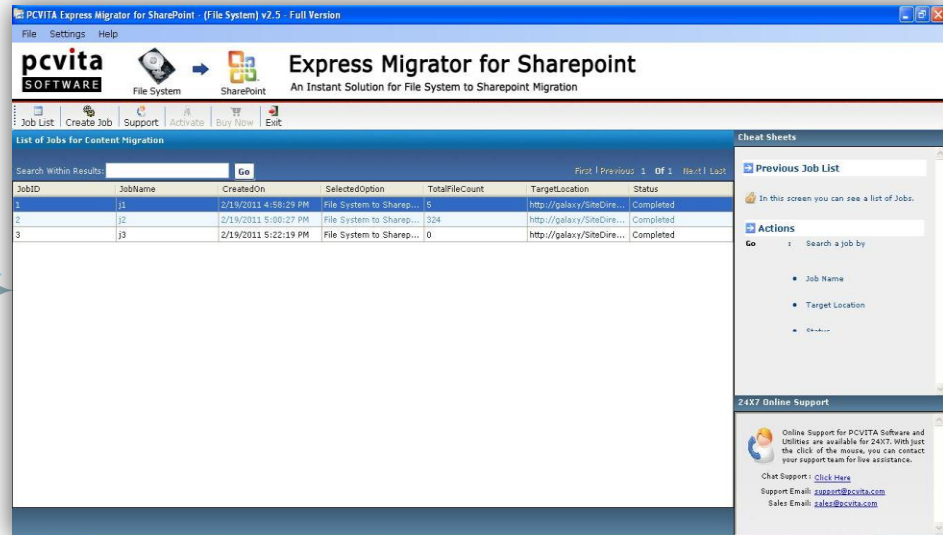
Chapter- 4

Quit or Exit

To quit the application, go to→ system tray→ right click the icon→ and click Exit.

Or

Go to File Menu →Click Exit → yes or directly close from the window

Chapter- 5

Conclusion

What technology has changed the world is clear and lucid by its turns out. Yes, saving one's legacy is indeed the most crucial and significant for the promotional growth of one's Enterprise Company as well. Well, as a Microsoft Partner you might have had an experience of your legacy migration job. In the contrary, the best software renowned that instantly migrate the entire jobs in bulk is PCVITA Express Migrator for SharePoint (File System) utility.

Starts download the free demo version of PCVITA Express Migrator for SharePoint (File System) software for testing or evaluation purposes, plus a support of 500MB file upload able at a time. Besides, the full version is now offer by just $499.00 only, plus get a support of 24/7 online support by our experts.