

PCVITA Express Migrator for SharePoint
(Lotus Notes Doc Lib)

User Guide

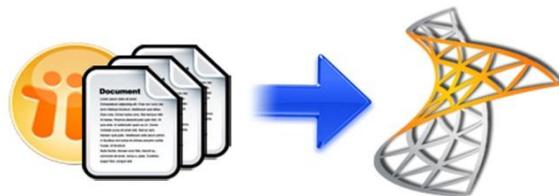


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Chapter -1**What is Express Migrator for SharePoint (Lotus Notes Doc Lib)?**

PCVITA Express Migrator for SharePoint (Lotus Notes Doc Lib) is an incorporated utility that migrate multiple Lotus Notes Document Libraries to multiple content repositories in Microsoft SharePoint 2003, 2007 and 2010 Server.

Migration Supported

- Lotus Notes Document Library migration
- Support Microsoft Office 365 Online SharePoint migration
- Securely support On Premise migration

The Prominent Features

- Support SharePoint 2007/2010 server version
- Migrate both Lotus Notes Documents 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
- 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 (Local SharePoint)

Prerequisite

Minimum Processor Speed	Intel 1.2 GHz Processor
Memory (RAM)	1GB
Disk Space	5MB free space for installation
Operating System support	<i>One of the following:</i> <ul style="list-style-type: none"> ✓ Windows XP, Windows Vista, Windows 7 ✓ Windows 2003 Server ✓ Windows 2008 Server
Microsoft SharePoint Server	<i>One of the following:</i> <ul style="list-style-type: none"> ✓ 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.

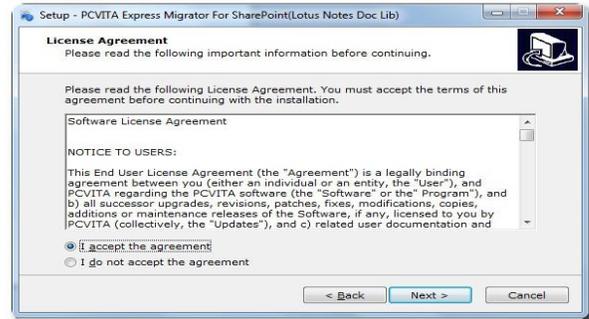
Chapter -2

Start the Installation process

The installation steps 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 (Lotus Notes Doc Lib) installer. Click on next button to proceed.

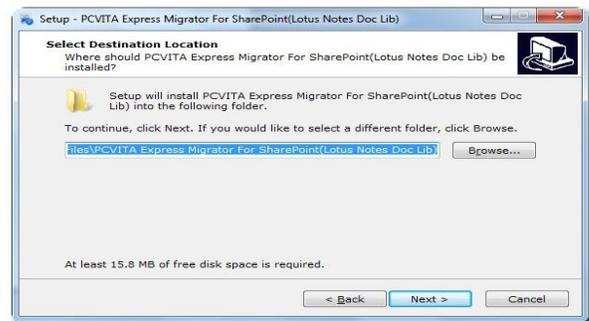
License agreements

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

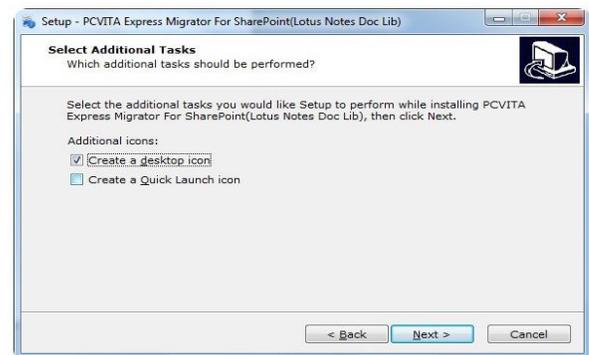


Location and setup types

The installer offers a default destination directory where PCVITA Express Migrator for SharePoint (Lotus Notes Doc Lib) be installed. Accept it or define a new one. It is highly recommended to use the default path.

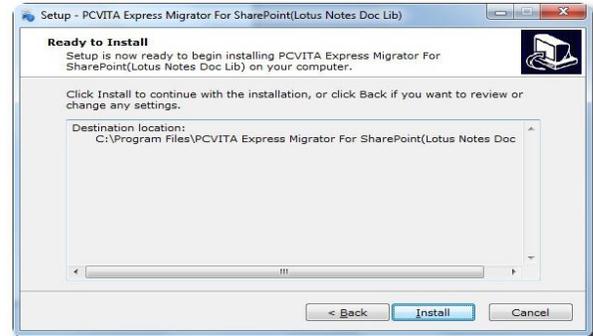


Click on next. In the next window, the wizard will offer a default location where to create a shortcuts folder in a start menu folder. Accept it or define a new one. To proceed, click on next.

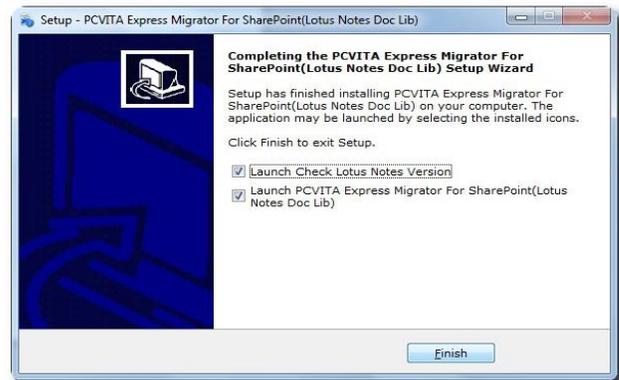


Finish the Installation and launch

The above snapshot has two options for shortcuts creation and quick launch icon. Here in this wizard, click on “Install button” to finish the installation.



The last step, click on Finish to start launch the application, PCVITA Express Migrator for SharePoint (Lotus Notes Doc Lib).



Registration or Activation

For demo users, the PCVITA Express Migrator for SharePoint (Lotus Notes Doc Lib) has a constraint of 500MB file system and attributes migration to SharePoint server in bulk. For the full version or activation, you must click *Activation* or *Buy now* option in the navigation pane.



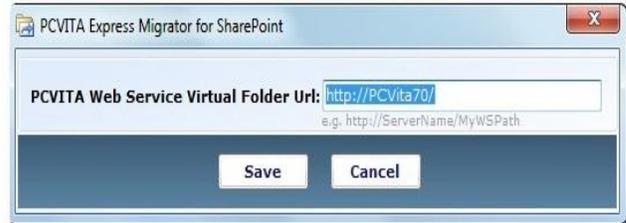
Once you get the full version installed in your system, updating is simpler, just the need of click and go. Significantly, once you close the application, you will be invited to PCVITA Express Migrator for SharePoint (Lotus Notes Doc Lib) website for new updates and new release information.

Chapter -3

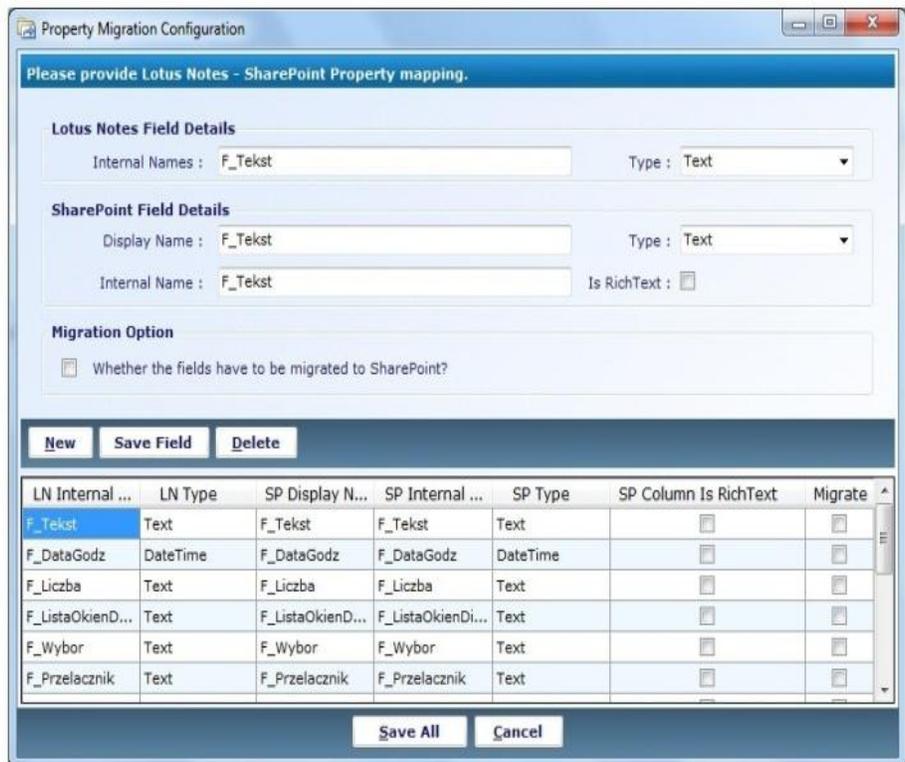
Setting and Configuration

To set a default web service path, go to setting menu, select configuration. Enter your web service path, click on save.

Provide your valid SharePoint Server URL to set as a default path.
Click **Save**, continue the next

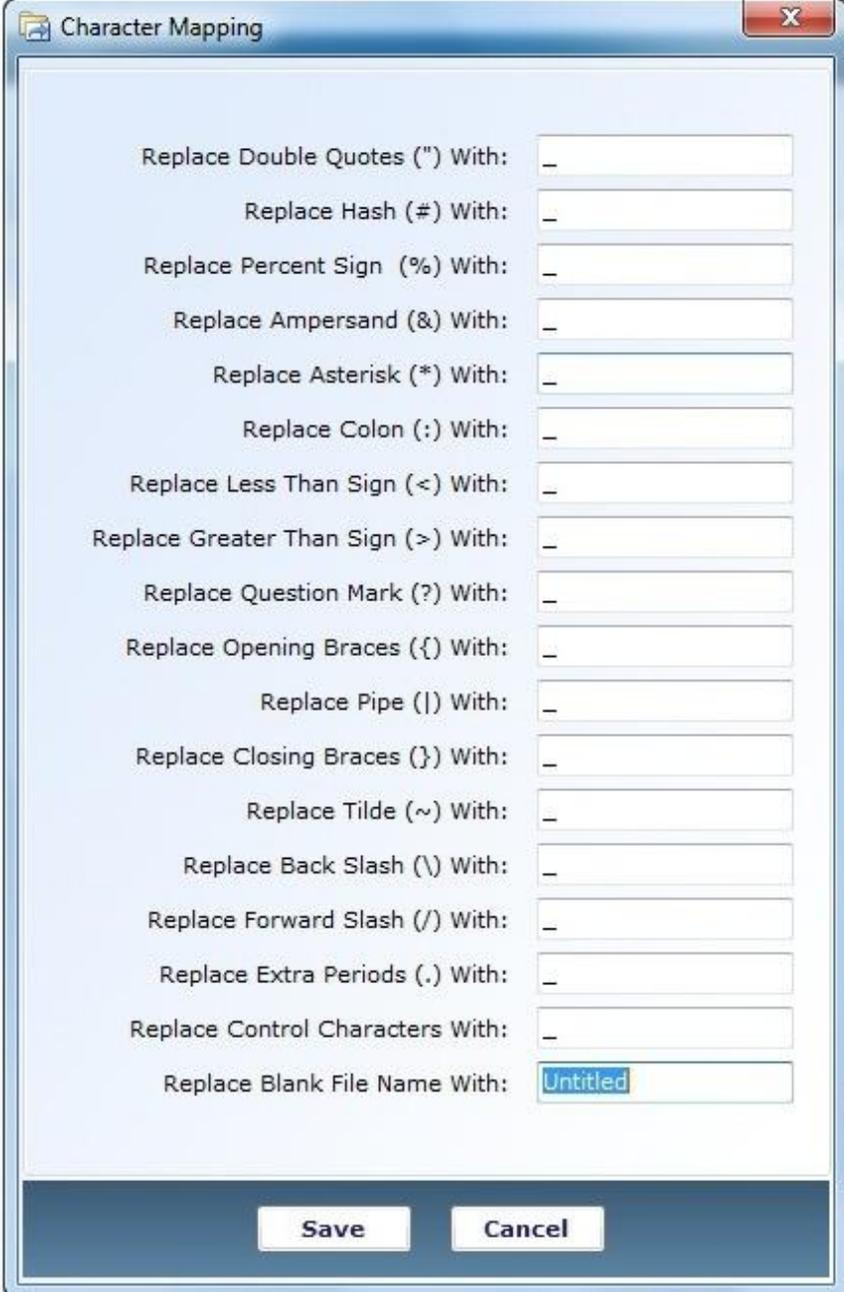


Similarly, to replace a special characters click on configuration and replace the specific character by entering the permitted character. By default, the software set underscore (_) for mapping. To finish, click on save button.



PCVITA Express Migrator for SharePoint (Lotus Notes Doc Lib) utility can map multiple special characters.

Significantly, by default the software will map the entire special character by 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

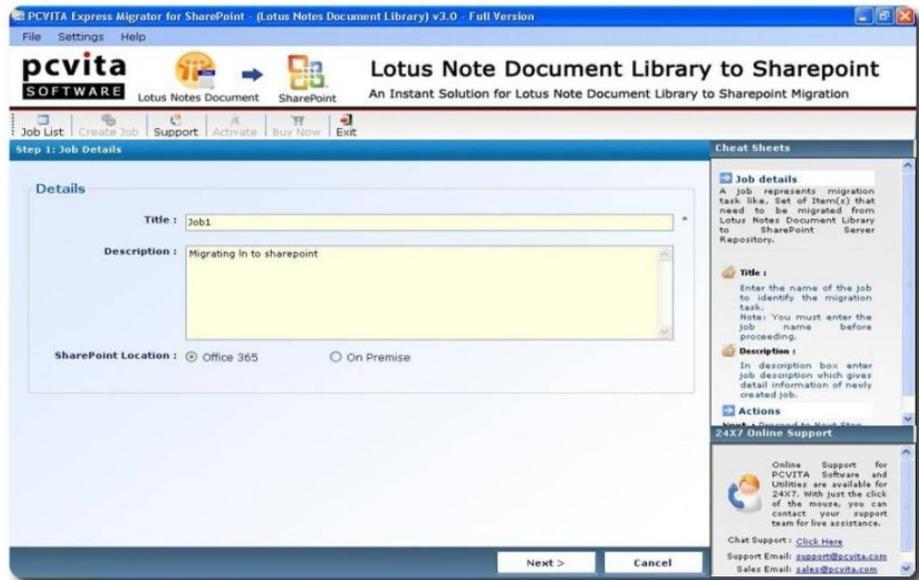
Save Cancel

Entering a Job Details for Migration into Office 365

Thousands of Enterprise Company has been shifted into the integrated Microsoft Office 365 Services. To start migrate your Lotus Notes files or folder you must enter the Job Title, Description and check Office 365 radio option button for SharePoint Location. Click Next to proceed.

Fill the detail Information

- Title of the Job and
- A brief description about the Job or task
- Choose Office 365 button



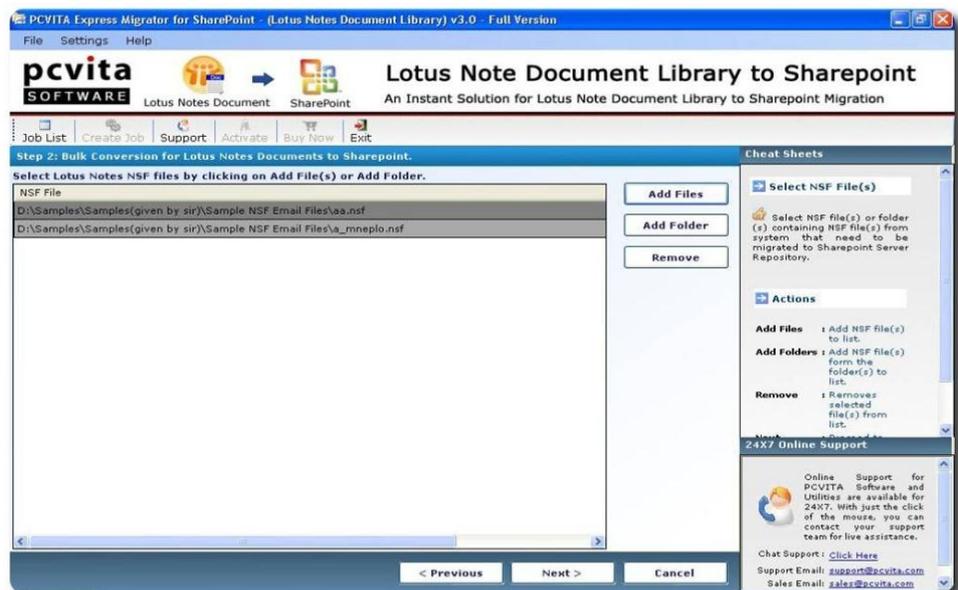
(Note: A job is a logical name along with description; represent a set of files and folder to be migrate into a particular destination Microsoft SharePoint Document Library)

Bulk Conversion for Lotus Notes Documents to SharePoint

Click Add files or Add Folder button to perform the bulk addition of Lotus Notes files or directory. Click Next button to view the selected path provided.

Add multiple files and folders

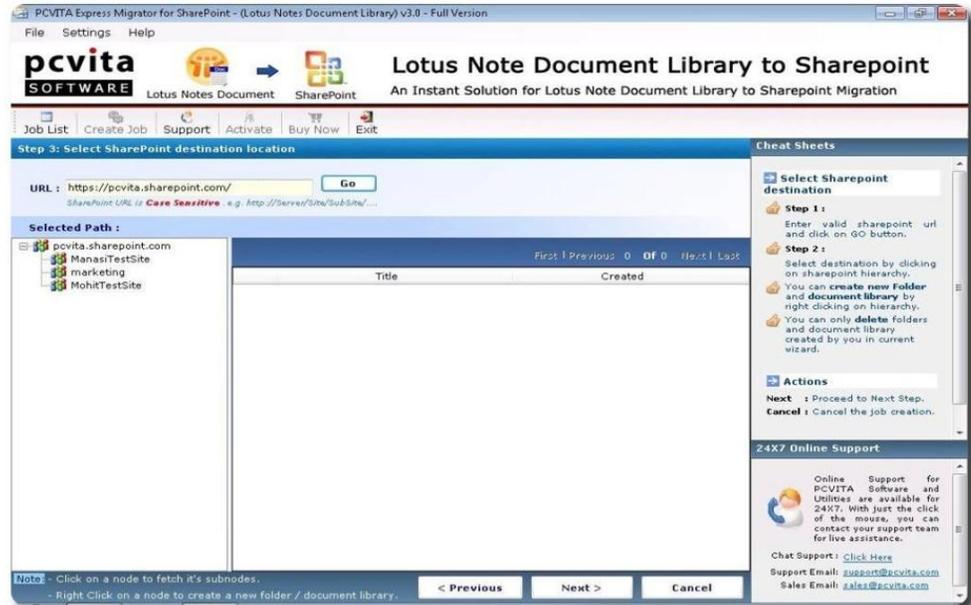
Click "Next" for the next wizard



Select SharePoint Destination Location

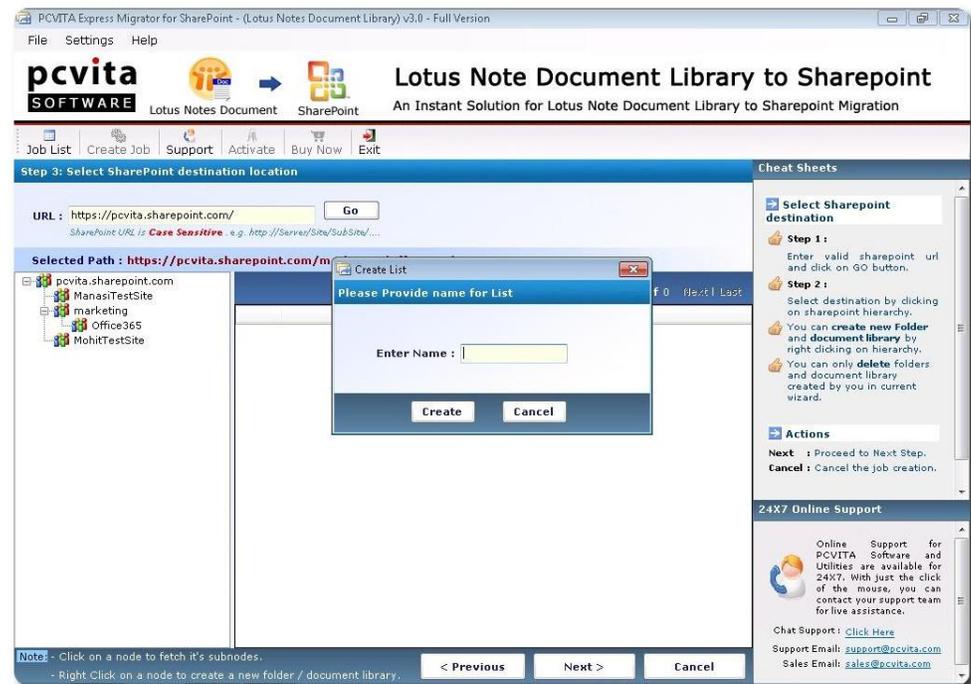
Provide your valid SharePoint domain to set the destination path. Click on **Go to View** and **Select** the target location in you Microsoft SharePoint Server.

Provide your valid SharePoint site URL, click Go button for authentication



To **Create List**, **New Folder** and **Documentary Library** under your SharePoint Server sites directory, **right click** on the heirarchical directory. Provide your desire **List Name** and hit **Create** button. Click Next to Proceed.

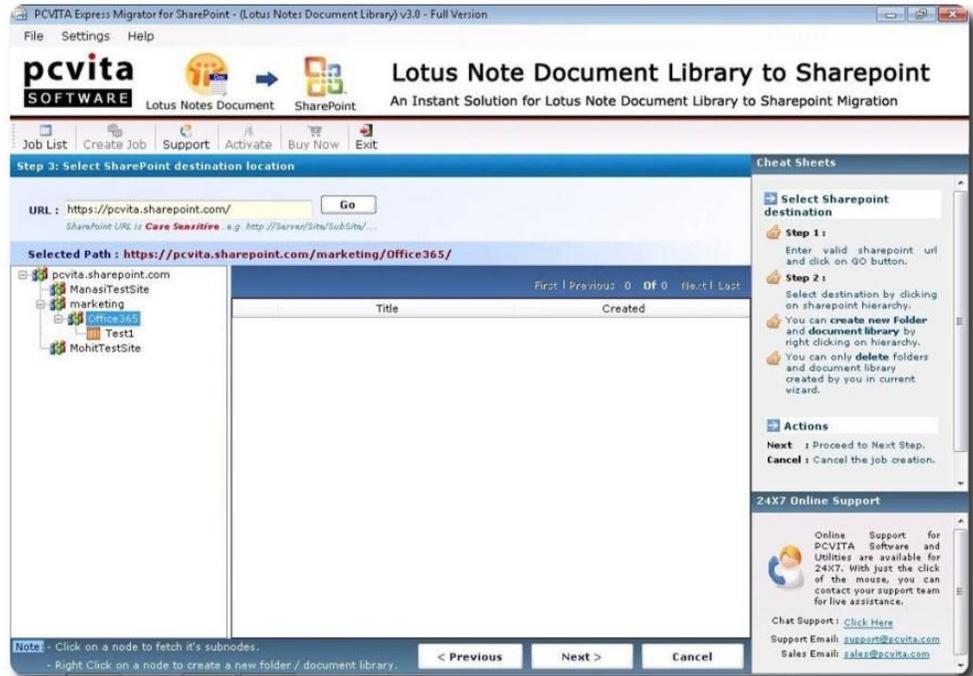
Fill the require information in the box and create



The snapshot given below shows the created List name “Test1” just under the directory of Office 365 heirachically. Creation of List, New Folder and Document Library is highly recommended for the better indexing and searching of the migrated files and documents. Click Next to continue.

Right click on Office 365 Node to create a new list.

Click Next to continue

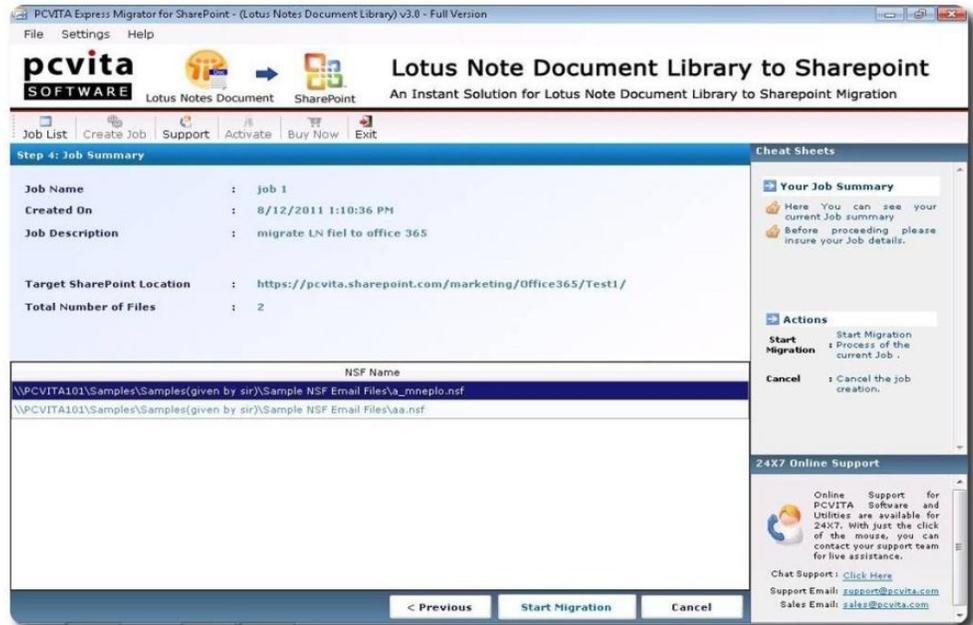


Job Summary

It is highly recommended you must distinctly check and authenticate the Job summary and information details. Though, it is significant and crucial for you! (Snapshot is given below)

As a prior, it is highly recommended you must check the job information and target SharePoint List location

Click on “Start Migration” button to start the process.

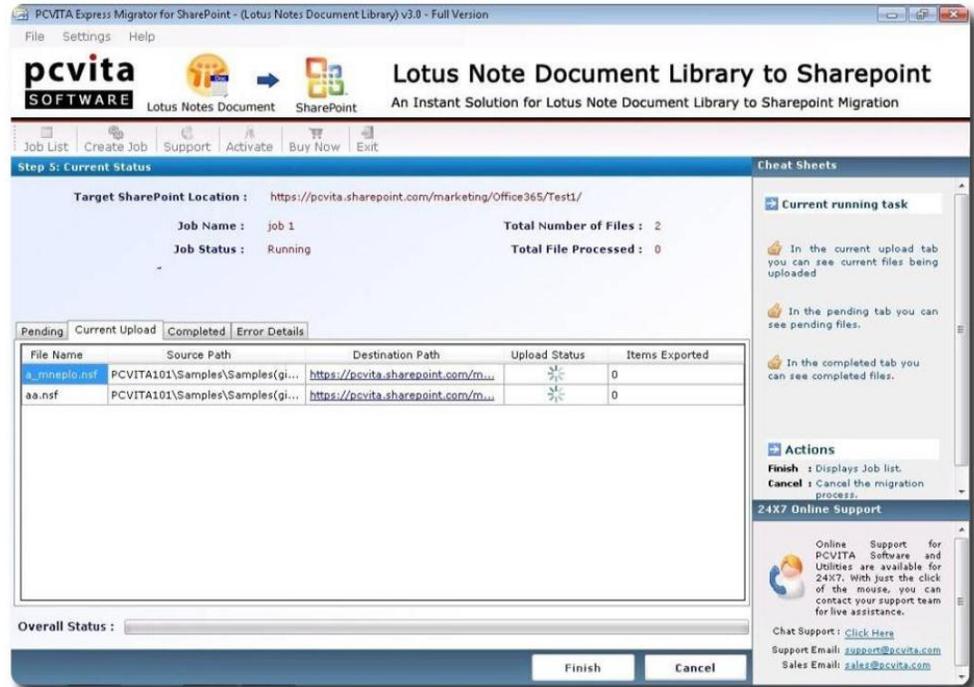


Starts the migration process by clicking “Start Migration” button. To cancel or quit the entire migration Job, directly click “Cancel” button.

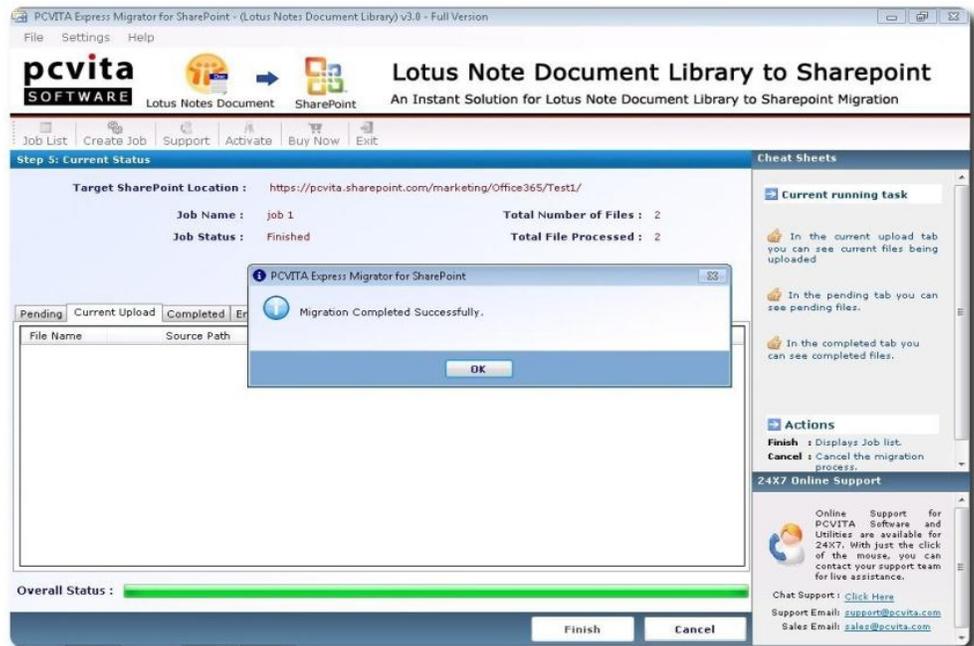
Current Status

As checking and validating current information status is necessary. Similarly, you can start check back your target SharePoint Location, Job Name, Job Status, Total Number of Files and Total File Processed.

Significantly, you can start view the current migration process. As clearly shown in the detailed pane



Discretely, you can start check the Pending Tasks, Current Upload Tasks, Completed Tasks and Error Details. You will be notice by PCVITA Express Migrator for SharePoint message Box of successful migration process. For more information, see the given below snapshot.

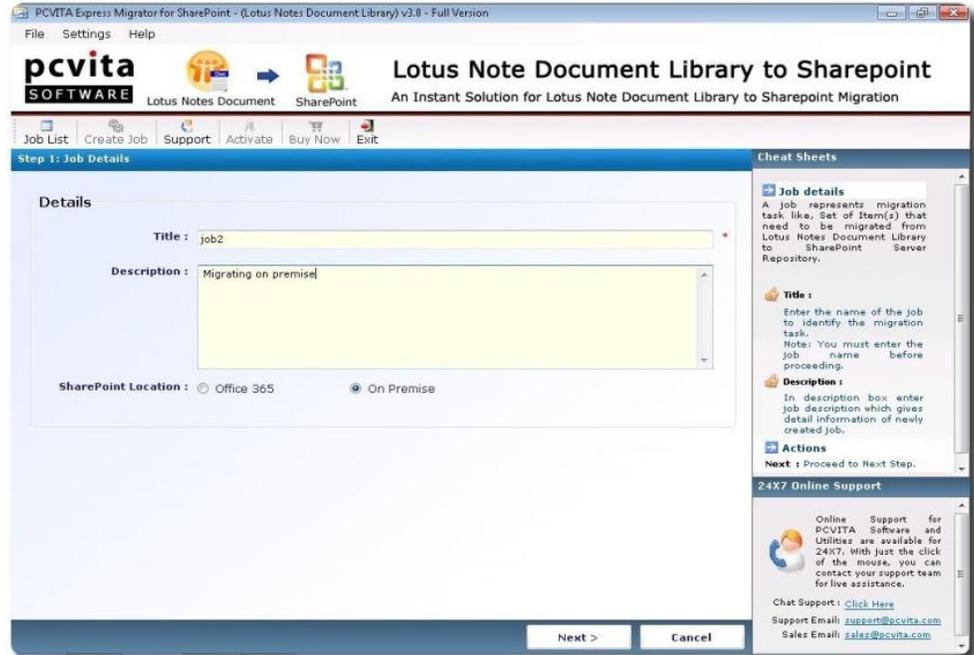


Enter Job Details for Migration into On-Premise

In order to start the On-Premise migration process, go to navigation pane. Click on “Create Job” option button. Fill the Job Title, Description and select SharePoint Server Location radio as On Premise. Click Next to continue the wizard.

Fill detail Information

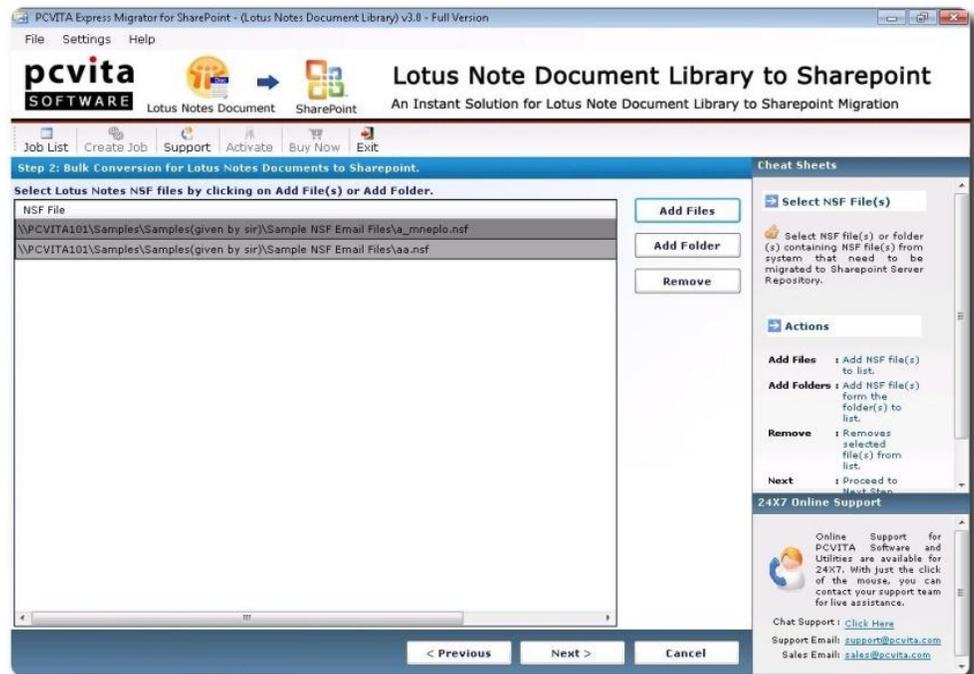
- Title of the Job and
- A brief description about the Job or task
- Choose On Premise button



Start add your Lotus Notes files (.NSF) or Lotus Notes document folder(s) for the bulk migration to SharePoint On Premise Server, click on Add files or Add folder. To remove items, select all (Ctrl+A) hit Remove button. To proceed click on Next.

Add multiple files and folders

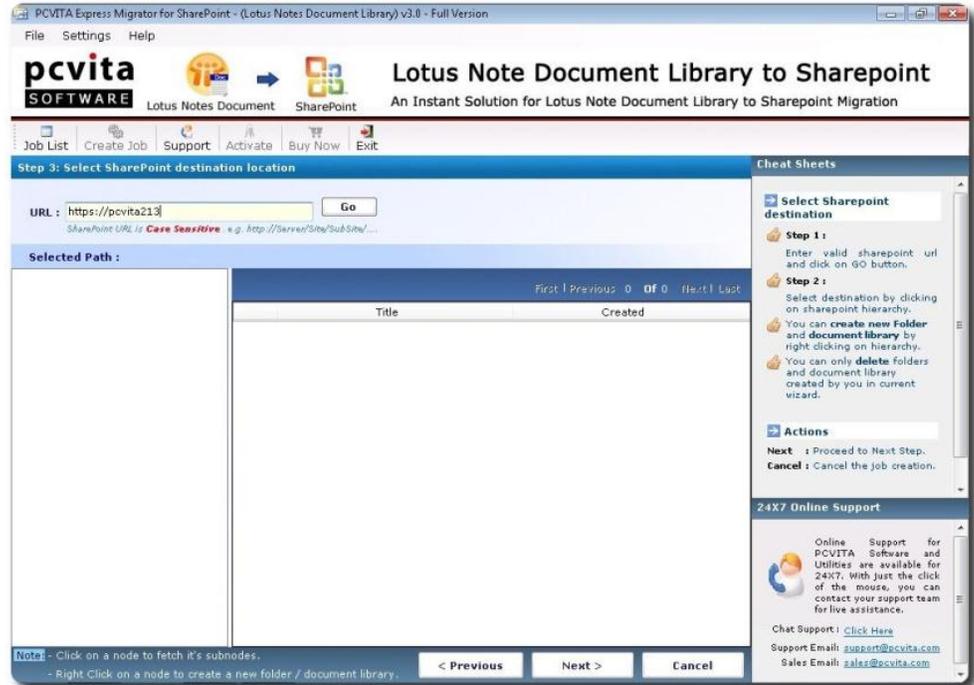
Click “Next” for the next wizard



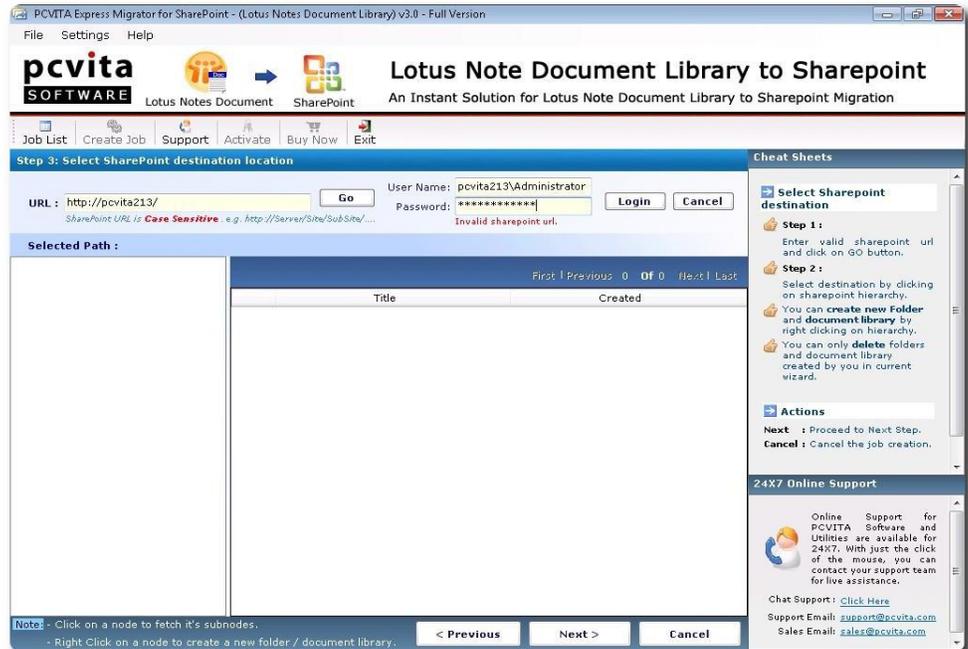
Select SharePoint Destination Location

To start connect with your Microsoft Office 365 SharePoint Server enables, you must provide the valid domain or URL. Click on **Go** to proceed the authentication process.

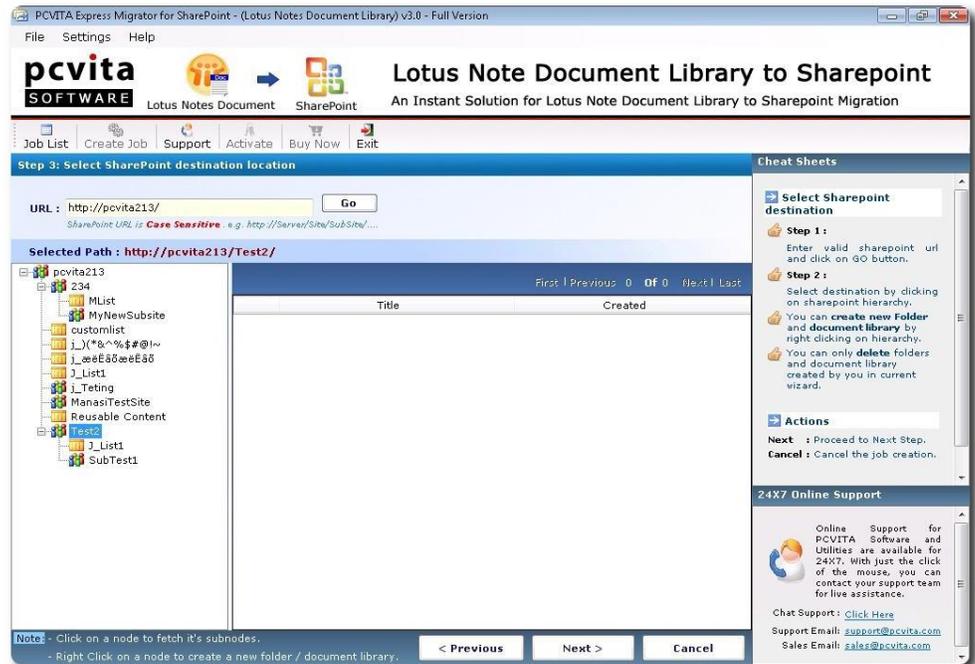
Provide your valid SharePoint site URL, click Go button for authentication



Start the connectivity with your Microsoft Office 365 SharePoint Server by providing your User Name and Password in the require given field. Click Login to authenticate your SharePoint Server account.



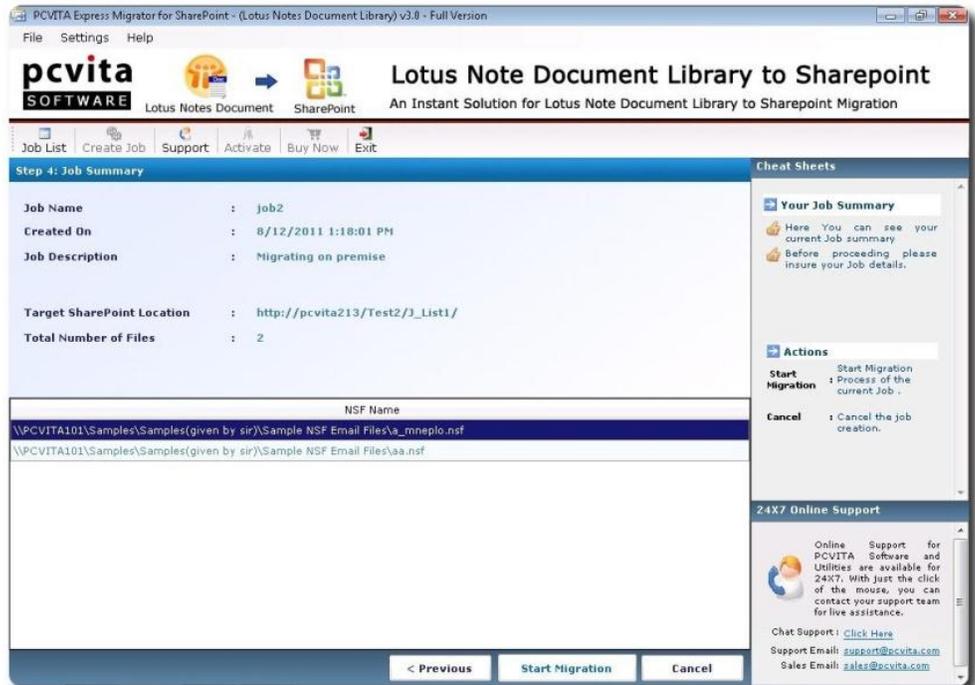
Successfully login? Start select your desire location where you like your Lotus Notes files or document folder be stored. Significantly, you can also create New Folder and Document Library by just right clicking on the heirarchical directory



Right click on the target Node to create a new list.
Click Next to continue

Job Summary

Similarly, it is highly recommended you must distinctly check and authenticate the Job summary, and information details as well. Though, it is significant and crucial for you! (Snapshot is given below)



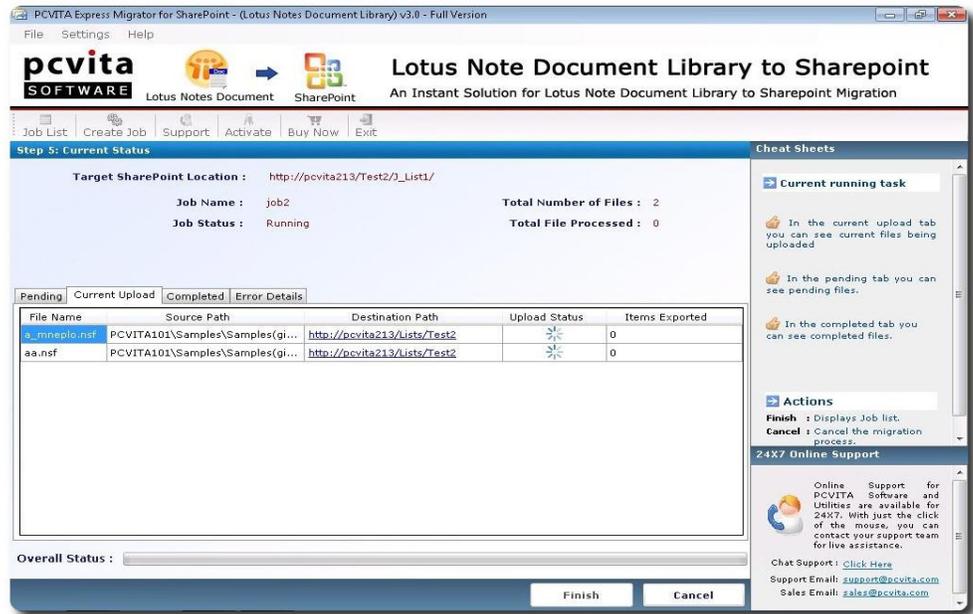
As a prior, it is highly recommended you must check the job information and target SharePoint List location
Click on “Start Migration” button to start the process.

Starts the migration process by clicking “Start Migration” button. To cancel or quit the entire migration Job, directly click “Cancel” button.

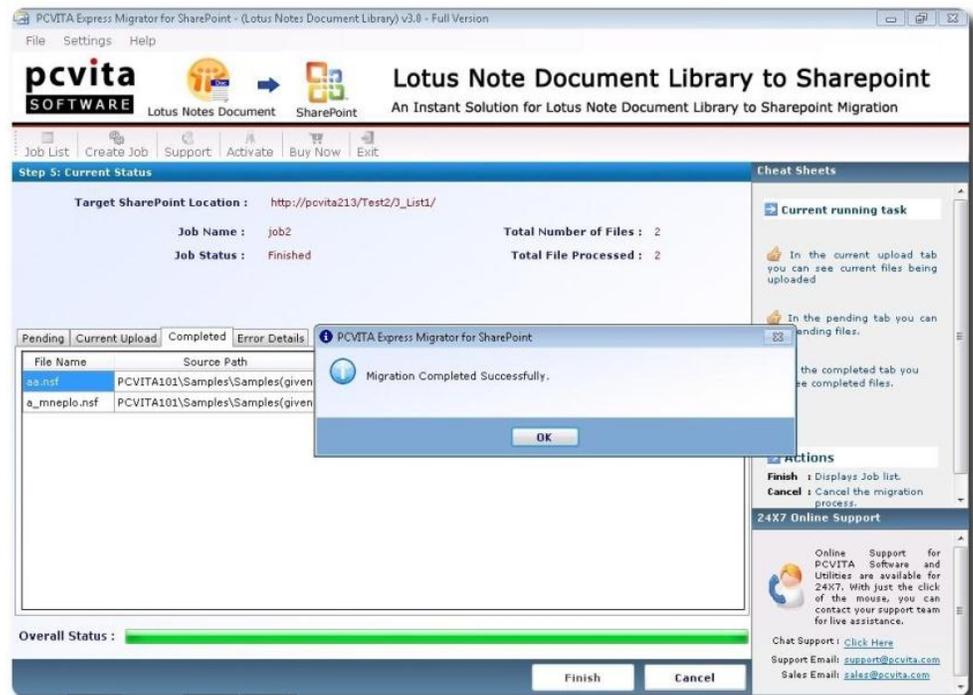
Current Status

As checking and validating current information status is necessary. Similarly, you can start check back your target SharePoint Location, Job Name, Job Status, Total Number of Files and Total File Processed.

Significantly, you can start view the current migration process. As clearly shown in the detailed pane



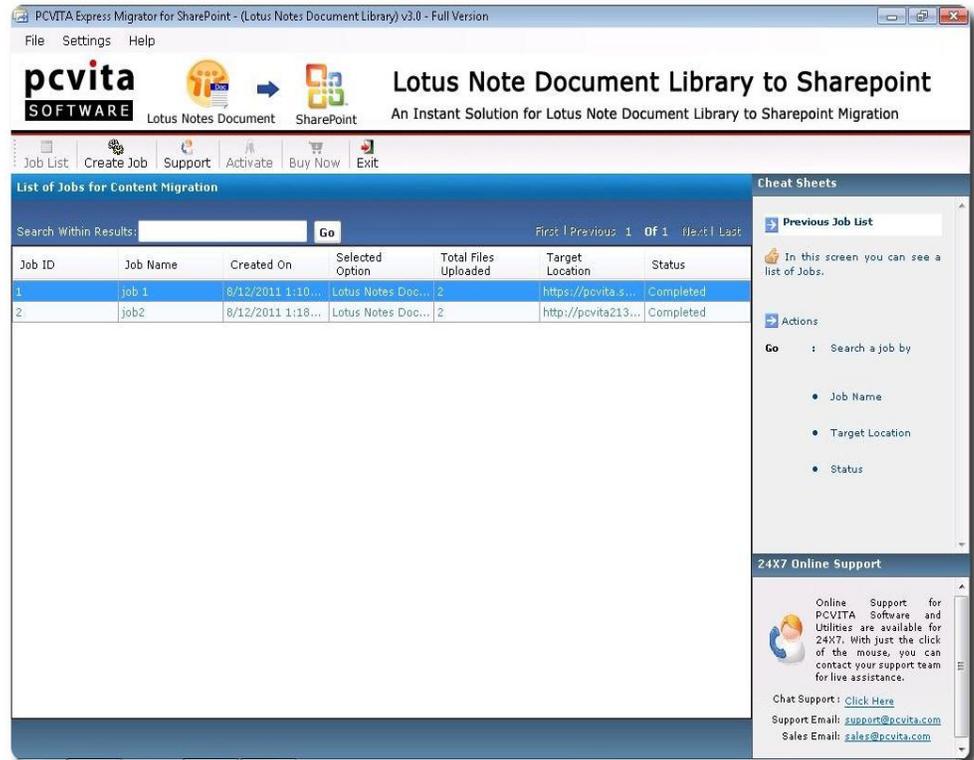
Discretely, you can start check the Pending Tasks, Current Upload Tasks, Completed Tasks and Error Details. You will be notice by PCVITA Express Migrator for SharePoint message Box of successful migration process. For more information, see the given below snapshot.



List of Jobs for Content Migration

The snapshot given below is the default wizard. It will assist you to Create Job, Support and Exit in the navigation pane. Besides, it highly useful for indexing and searching the migrated job being done. Interestingly, the detailed pane maintained the Job Identification number, name, created on, selected option, total files uploaded, targeted location and status.

The snapshot shows the entire migration job detailed information. Significantly, listing of Jobs for Content Migration is crucial to validate the jobs information and status.



Chapter -4

Quit or Exit

To quit the application, go to File Menu → Exit → Ok.

Or, you can quit the application, go to → system tray → right click the icon → and click Exit.

Chapter- 5

Conclusion

Seamlessly securing one's enterprise legacy files and documents from the traditional email client communication platform into the higher version is the less hassles now on. Most importantly, cloud technology plays an important in our daily infrastructure as we know. Knowing, cloud computing technology has significantly leverage Enterprise Company into extent. Mainly, in the area of IT budgets, and other services like school, college and small scale industries as well.

For the bottom line, making a decision is crucial and significant to start leverage our enterprise productivity solution, work orientation, sharing and authentication? Well, start switching your email client communication platform into cloud services as of Google Apps Services, Microsoft Office 365 Services. For engaging your Lotus Notes to Microsoft Office 365 SharePoint Server, it is highly recommended, you must pick PCVITA Express Migrator for SharePoint (Lotus Notes Doc Lib) utility.