SharePoint Migration

Migrate File System, Lotus Notes & Exchange Public Folder

→ Fetch the benefit from File System to SharePoint migration.
→ Also, perform Exchange Public Folder to SharePoint migration.
→ Wait! There's more! Lotus Notes to SharePoint migration
→ Support to Microsoft Exchange Server 2007 and 2010

Express Migrator for Sharepoint
User Guide

PCVITA Express Migrator For Sharepoint

Express Migrator for Sharepoint (File System)
User Guide
Updated - March 2011
© 2011 PCVITA
ALL RIGHTS RESERVED.

PCVITA

504-Marie Gold, Neco Gardens
Viman Nagar, Pune, Maharashtra
India. 411014.

Disclaimer

Table Of Contents

Introduction

Express Migrator for Sharepoint (EMS) comes in the following flavour

1. File System to Microsoft Sharepoint/BPOS
2. Exchange Public Folder to Microsoft Sharepoint/BPOS
3. Lotus Notes to Microsoft Sharepoint/BPOS

This user guide provides comprehensive information about the product and its usage.

Pre Requisites

Platform	Intel Ⓡ 1.2 GHz Processsor
Memory	1 GB
Disk Space	5 MB Installation Space
Operating System	One of the following: • Windows XP • Windows Vista • Windows 7 • Windows 2003 Server • Windows 2008 Server
Microsoft Sharepoint	One of the following • Microsoft Sharepoint 2007 • Microsoft Sharepoint 2010
Additional Software	Microsoft .NET Framework 2.0
Internet Connection (For BPOS/Office 365)	Good internet connection between the migration agent machine and Sharepoint Online Server in case of migration to BPOS/Office 365.

Terminology

Job

A job is a logical name provided along with description to represents set of files that are going to be ingested to a particular destination Microsoft Sharepoint Document Library.

Navigation

The product comes with the following navigation options
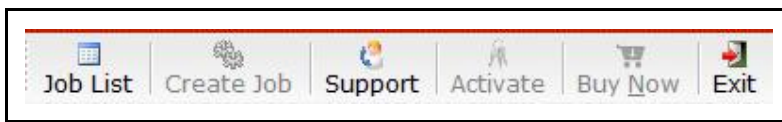
Fig. Navigation Options

Option	Description
Job List	Displays the list of jobs which have been performed by the EMS. This includes job which are completed or cancelled.
Create Job	Initiate new job of Ingestion of items to Microsoft Sharepoint Server.
Support	Connect to PCVITA Online Support team through Live Chat.
Activate	Activate the product using the email address and corresponding product key. (This is applicable for demo version)
Buy Now	Link to the buy page for the product. This allows trial version user to buy the product. (This is applicable for demo version)
Exit	Exit from the product.

Introduction

PCVITA Express Migrator for Sharepoint is a smooth, simple & powerful product for migrating contents from multiple content repositories to Microsoft Sharepoint Server. Rich features with intuitive flexibility makes it simple for an administrator or any other user to migrate Files, Folders, Lotus Notes Email content & Exchange Public Folder to Sharepoint server.

Express Migrator for Sharepoint currently support migration from the following repository
1. File System
2. Microsoft Exchange Public Folder
3. Lotus Notes Document Library
4. Lotus Notes Email Storage

Features

- Support Microsoft Sharepoint 2007/2010.

- Migrate both files and folders from file system in bulk to Sharepoint Document Library.

- Migrate items in Exchange Server Public Folder to Sharepoint Documents Library.

- Migrate Lotus Notes Emails, Calendars and Contacts to Sharepoint Document Library.

- Maintain the folder/directory hierarchy.

- Maintain meta information associated files and folders such createdon, modifiedon etc-etc.

- Maintain permissions associated files and folders.

- Filter based migration on various attributes such content type, dates etc-etc.

- 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 Online.

Ingestion Process

Step 1: Create Job

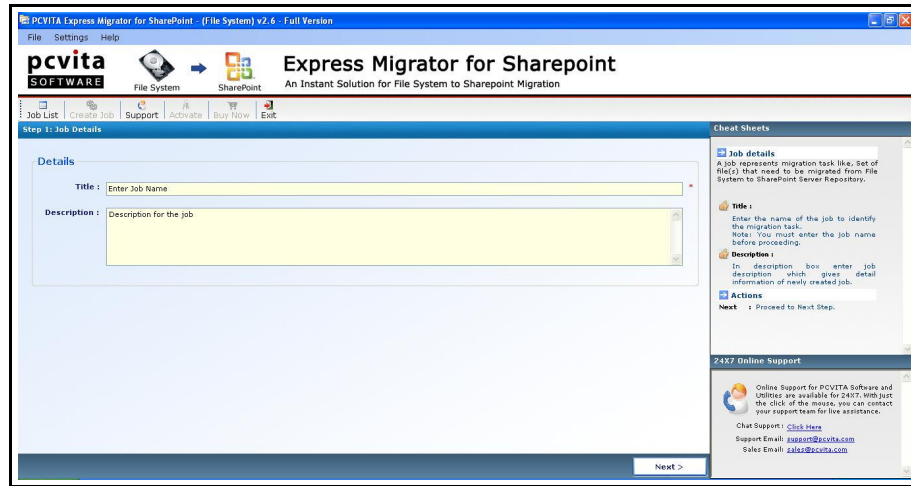*Fig. Create Job Screen*

☞ Provide the details for the Job. The user should provide title and description for the job. The title of the job is mandatory.

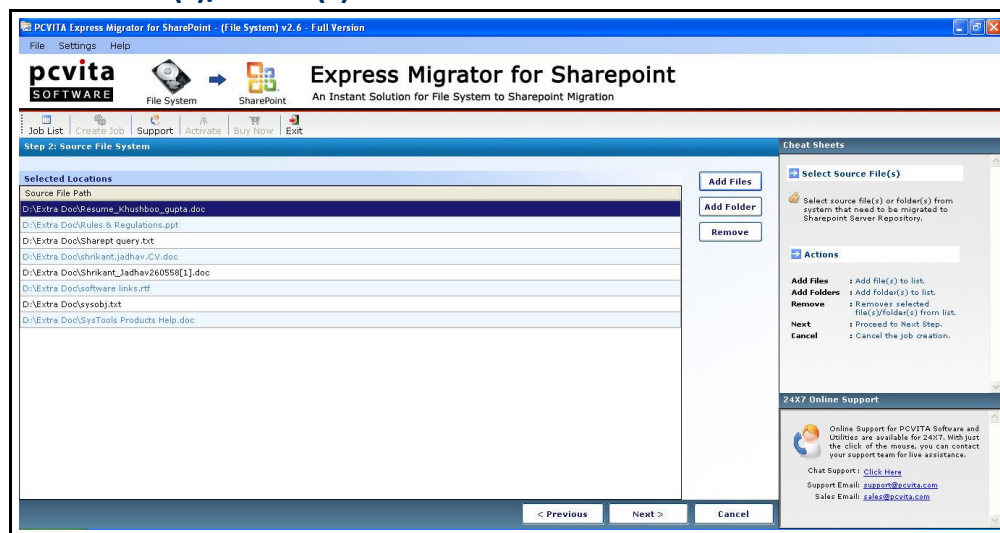## Step 2: Select File(s)/Folder(s)

Fig. Select File(s)/Folders

☞ Select single or multiple files or folder for ingestion to Sharepoint Server. In case of folder the file(s) within selected folder and its sub folder hierarchy will be selected.
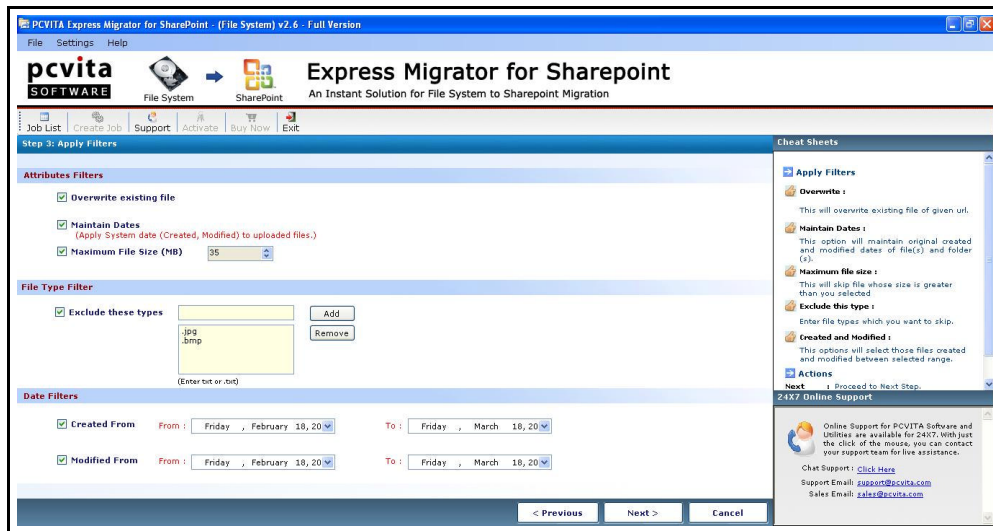
Step 3: Filters

Fig. Filters for Migration

| Attribute	
Overwrite Existing File	Create Version for the file.
Maintain Dates	The dates associated with files and folders are maintained while migrating.
Maximum File Size	Limiting the file size while migrating. It will migrate all files which are less or equal to the selected size. By default it used the Microsoft Sharepoint Server limitation of 50 MB.
File Type	
Exclude File Type	Add different extension which should not be part of the migrations. By default Microsoft Sharepoint server does remove certain file extension. Microsoft Sharepoint Server Excluded File Extension List
Date Filters	
Created From/Modified From	Migrate those files whose createdon/modifiedon attributes value within this range.

Step 4: Select Destination
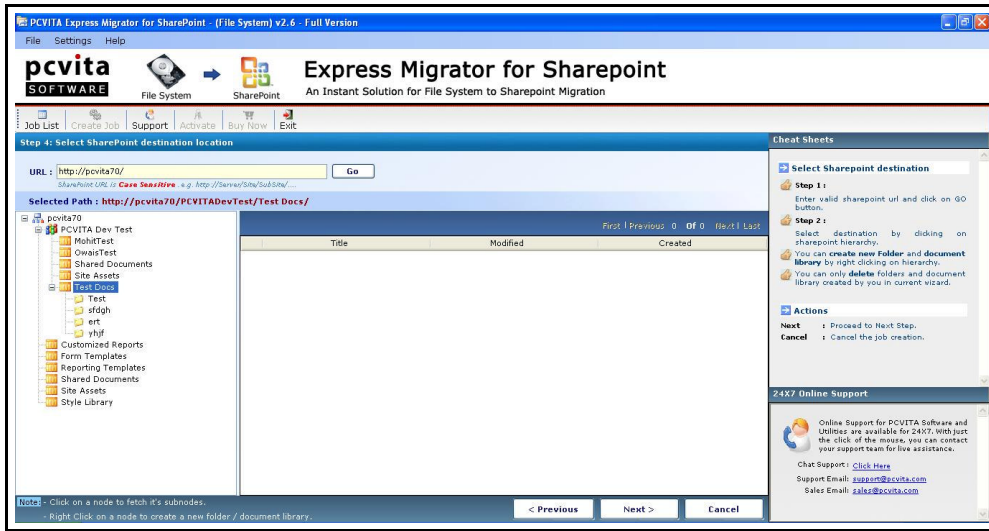
Fig. Select Microsoft Sharepoint Document Library

☞ Connect to the Sharepoint by providing the URL and appropriate credentials. The Document Library view is displayed.

☞ **Creation new Document Library and folder are allowed**. Traverse the tree structure for the document library and right click to create Folder/Document Library.

☞ Select the destination document library where the selected file(s) will be migrated.

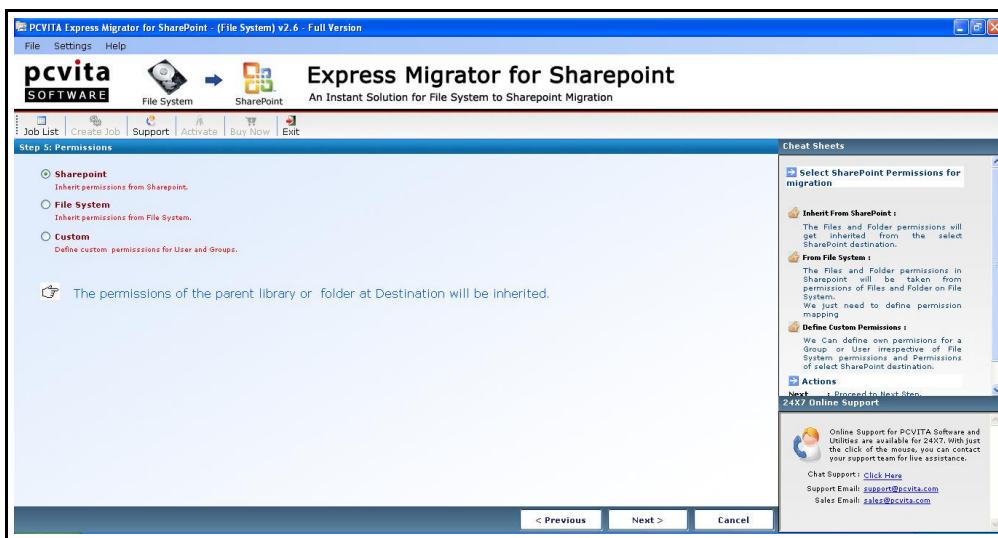## Step 5: Associate Permission

Fig. Permissions

Options For Permission	
Sharepoint	This is the default permission level for migration. In this scenario, the permission of the root Document Library is inherited.
File System	Use this when the permissions of the file system i.e. folder or file should be migrated to the document library.

	![pointer] NOTE: The users/groups should be present in the Sharepoint member's directory.
Custom	Use this when custom security policy needs to define on the migrated document library.

Step 6: Associate Meta Information
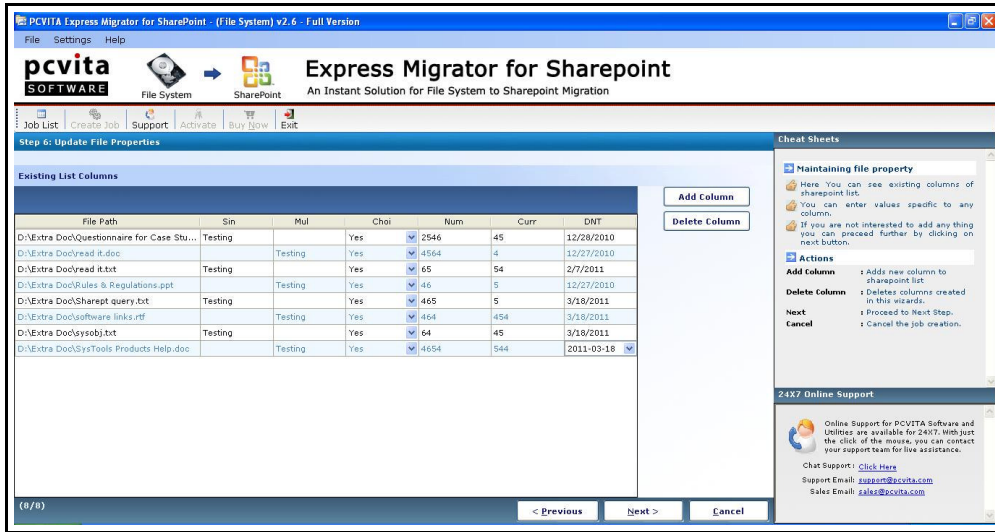

Fig. Meta-Information the File(s)

![icon] Associate meta-information for the migrated file(s). The following is possible
• Displays all the existing columns with defaults values.
• Add new column with appropriate type and default values.
• Allow you to provide data for all columns for each selected file(s).

Step 7: Summarize
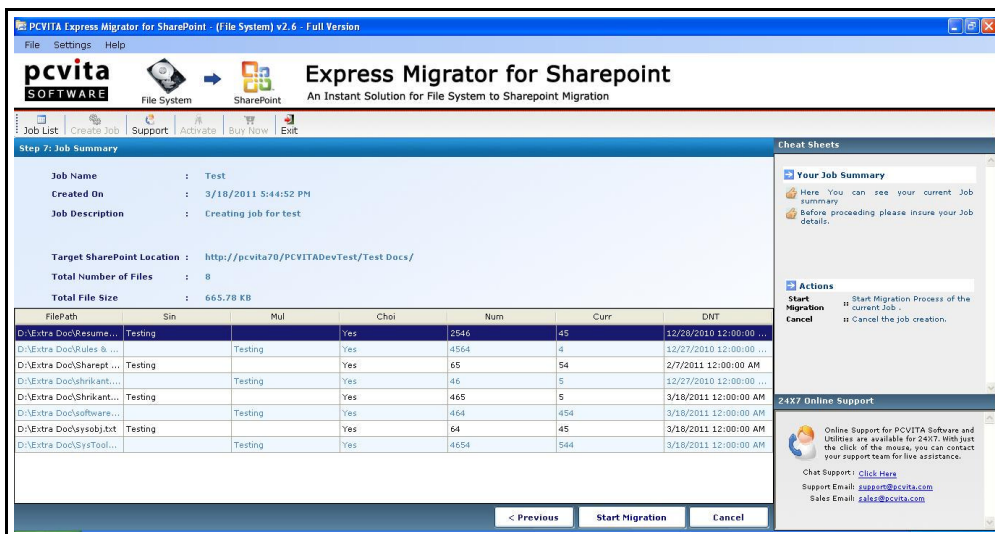
Fig. Summary Information for Job

☞ This provides the summary of the entire job with the following details
- Job Details
- List of file(s) and their corresponding details.
- Destination Sharepoint URL.

Step 8: Monitor Migration Progress
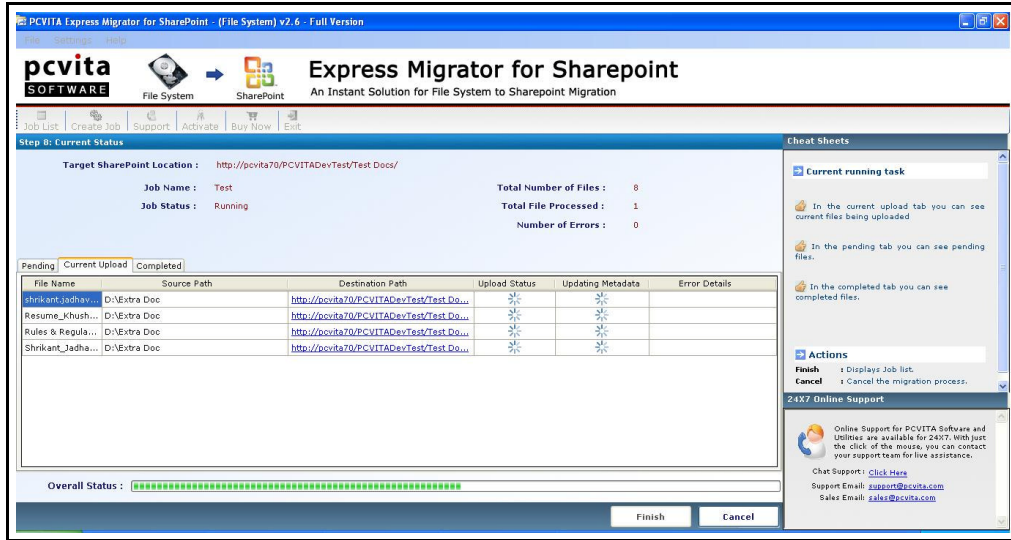
Fig. Job Progress

Pending	List of all file(s) which are in the queue for uploading to Sharepoint selected document library.
Current Upload	List of file(s) which are currently getting uploaded. The product migrates four (4) file(s) at a time.
Completed	List of file(s) which are either uploaded successfully or with an error. In case there is an error the error tab is displayed.
Error	List of files which could not get uploaded/migrated. The details of the error are also provided.

About PCVITA

PCVITA provides products/services/solutions related to area such Sharepoint Migration, Google Apps Migration and Microsoft Outlook management. It emphasizes on improving overall efficiency of the enterprise involve in such projects.

Visit http://www.pcvita.com/for more information.

Contacting PCVITA
Email support@pcvita.com

PCVITA
504-Marie Gold, Neco Gardens
Viman Nagar, Pune, Maharashtra
India. 411014.

PCVITA Support

PCVITA Support is available to customers who have a trial version of a PCVITA product or who have purchased a PCVITA product. The support can be available through

- **Live Chat Support**
  http://messenger.providesupport.com/messenger/xpress.html
- **Email**
  support@pcvita.com

License Agreement

NOTICE TO USERS

This End User License Agreement (the "Agreement") is a legally binding agreement between you (either an individual or an entity, the "User"), and PCVITA regarding the PCVITA software (the "Software" or the" Program"), and b) all successor upgrades, revisions, patches, fixes, modifications, copies, additions or maintenance releases of the Software, if any, licensed to you by PCVITA (collectively, the "Updates"), and c) related user documentation and explanatory materials or files provided in written, "online" or electronic form (the "Documentation" and together with the Software and Updates, the "PRODUCT" or the "Distribution Package").

CAREFULLY READ THE FOLLOWING LEGAL AGREEMENT. USE OF THE PRODUCT PROVIDED WITH THIS AGREEMENT CONSTITUTES YOUR ACCEPTANCE OF THESE TERMS. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT INSTALL AND/OR USE THE PRODUCT. YOUR USE OF THE PRODUCT IS CONDITIONED UPON COMPLIANCE WITH THE TERMS OF THIS AGREEMENT.

1. Intellectual property rights

The PRODUCT is owned and copyrighted by PCVITA.

The Software and any documentation included in the distribution package are protected by national copyright laws and international treaties. Any unauthorized use of the PRODUCT shall result in immediate and automatic termination of this license and may result in criminal and/or civil prosecution.

Your possession, installation or use of the PRODUCT does not transfer to you any title to the intellectual property in the PRODUCT, and you will not acquire any rights in the PRODUCT except as expressly set forth in this Agreement.

2. Scope of the License

You are granted a non-exclusive license to use the PRODUCT as set forth herein.

With the personal license, you can use the PRODUCT as set forth in the Agreement for non-commercial purposes in non-business, non-commercial environment. To use the PRODUCT in a corporate, government or business environment, you should purchase a business license.

If you acquired the Site license, you may use the PRODUCT on unlimited number of computers within one office in one geographic location.

The registered Software may not be rented or leased, but may be permanently transferred together with the accompanying documentation, if the person receiving it agrees to terms of this license. If the software is an update, the transfer must include the update and all previous versions.

You may not create any copy of the PRODUCT. You can make one (1) copy the PRODUCT for backup and archival purposes, provided, however, that the original and each copy is kept in your possession or control, and that your use of the PRODUCT does not exceed that which is allowed in this Agreement. If you permanently transfer the PRODUCT you shall delete all its copies that are in your possession and send PCVITA a notice thereof.

The Software unregistered (trial) version may be freely distributed, provided that the distribution package is not modified. No person or company may charge a fee for the distribution of the PRODUCT without written permission from the copyright holder.

You agree not modify, decompile, disassemble, otherwise reverse engineer the licensed Program, unless such activity is expressly permitted by applicable law.

3. Registration code

Registration code - a unique identification file provided to you by PCVITA confirming the purchase of the license from PCVITA, which may carry the information about the license and enable the full functionality of the Program in accordance with the Agreement.

The Registration Code provided to you by PCVITA constitutes confidential proprietary information of PCVITA. For purposes hereof, you agree not to transfer, copy, disclose, provide or otherwise make available such confidential information in any form to any third party without the prior written consent of PCVITA. You agree to implement reasonable security measures to protect such confidential information provided to you by PCVITA.

4. Limited warranties

PCVITA DOES NOT WARRANT THAT THE SOFTWARE IS FIT FOR ANY PARTICULAR PURPOSE. PCVITA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE SOFTWARE, EITHER EXPRESS OR IMPLIED. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO YOU.

5. Final provisions

All rights not expressly granted here are reserved by PCVITA.