

Dell™ Migration Solutions for SharePoint® 4.7

User Guide



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CAUTION: A CAUTION icon indicates potential damage to hardware or loss of data if instructions are not followed.



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Migration Solution for SharePoint User Guide

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Introduction to Migration Solutions for SharePoint

Migration Solutions for SharePoint® provide easy to use, yet powerful tools for migrating content, lists, libraries, sites and site collections between SharePoint environments, both on-premise and hosted (Microsoft® SharePoint® Online). Whether you are consolidating, upgrading or simply re-organizing your environment, our solution provides a convenient and familiar way of moving your SharePoint data. You can simply drag-and-drop data to a new SharePoint location or use scheduled tasks to move larger data sets during off-hours.

With Migration Solutions for SharePoint, you can also easily load files from Windows network drives, import email items from Exchange public folders and classify legacy or imported content to unlock the full potential of SharePoint search and navigation.

Migration Solutions for SharePoint include Dell™ Migration Suite for SharePoint® and Dell™ Migration Manager for SharePoint®. The following table displays features and capabilities supported in these product editions:

Table 1: Supported Features and Capabilities

Product Edition	Source			Target		
	SharePoint on-premise	SharePoint Online	Exchange Public Folders	File Shares	SharePoint on-premise	SharePoint Online
Migration Suite for SharePoint	x	x	x	x	x	x
Migration Manager for SharePoint	x		x	x	x	

While each product has its own set of supported source and target systems, all products are included in the same install and most of the features and capabilities are common across editions. This user manual provides applicability references for specific product functions that are turned on and off based on licensing.

Required Permissions


The application connects to SharePoint sites as the currently logged on user by default. If authentication fails for the current user or he/she is not authorized to access the site, the application prompts for alternate credentials to connect. Stored network passwords in Windows can be used to access sites as a different user.

Permission requirements for hosted (e.g. SharePoint Online) sites are the same as for on premises SharePoint 2007/2010/2013.

Source SharePoint Sites

Table 2: Required Permissions


SharePoint Version	Required Permissions
SharePoint 2003	Member of the Designer site group
SharePoint 2007/2010/2013	Design (or higher)

 **NOTE:** It is recommended to grant Site Collection Administrator permissions either explicitly or via a web application policy.

Target SharePoint Sites

Table 3: Required Permissions

SharePoint Version	Required Permissions
SharePoint 2007	Full Control
SharePoint 2010	Full Control
SharePoint 2013	Full Control

 **NOTE:** It is recommended to grant Site Collection Administrator permissions either explicitly or via a web application policy.

Exchange

The application connects to Exchange public folders using a mail profile in the local instance of Microsoft® Outlook® 2007/2010. If you need to access public folders under a different user, you can create a new Outlook profile and select it when the application connects to Outlook.

Table 4: Required Permissions

Source	Required Permissions
Exchange Public Folders	Reviewer

File System

The application connects to local disks and mapped file shares as the currently logged on user. You can run the application as a different user (Run As) to access the local file system beyond your current permissions. Use stored network passwords in Windows to access remote file shares as a different user.

Table 5: Required Permissions

Source	Required Permissions
Local File System	Read
Remote Shared Folders	Read (NTFS and share permissions)

Installation

Migration Solutions for SharePoint are client side applications that can run on any Windows computer with Internet and network access to SharePoint servers.

Pre-Installation Checklist

Before installing any of the Migration Solutions for SharePoint, ensure your system meets the following minimum requirements:

- X86 1GHz or higher processor
- 1.5 GB of RAM
- 250MB of free disk space
- Windows® XP, Windows Vista®, Windows 7, Windows 8, Windows Server 2003, Windows Server® 2008, Windows Server 2008 R2, Windows Server 2012, 32-bit or 64-bit.
- Outlook 2007 or 2010 with a configured profile to connect to Exchange public folders (Exchange Server 2003 and higher)



NOTE: Both Microsoft Outlook and Migration Solutions for SharePoint must be the same bit version. Migration Solutions for SharePoint 64-bit will fail to work with 32-bit version of Outlook, and vice versa.

Regardless of which product you select, the same installer is used. To install the product, perform the following:

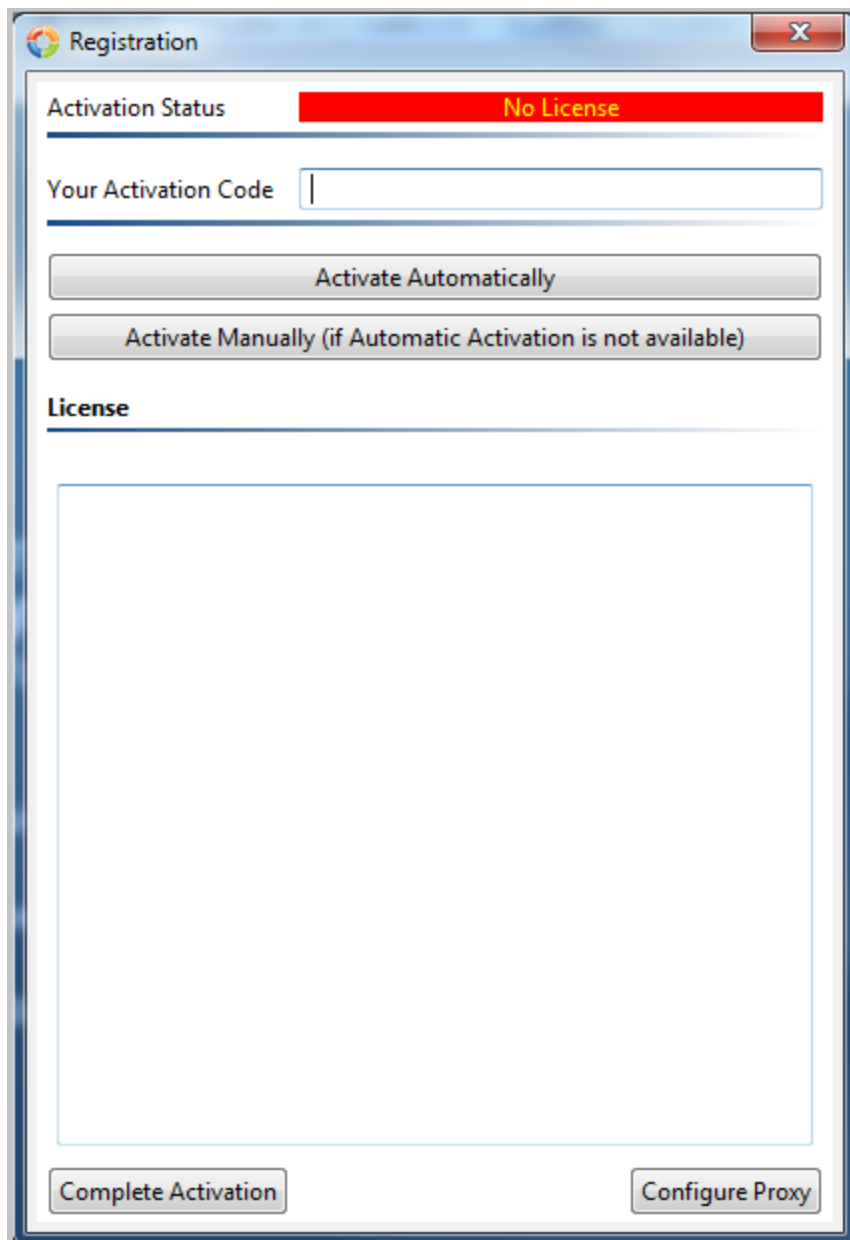
1. Extract the contents of the download package to a folder on your computer.
2. Run **DellMsSetup.exe** or **DellMsSetup64.exe** depending on your operating system.
3. Accept the Dell Software license agreement.
4. Specify the installation folder.
5. Wait for the setup wizard to install Migration Solutions on your computer.
6. Click **Finish** to complete the setup.

Product Activation

Each of the Migration Solutions for SharePoint needs activation before you can use the product on your computer. Your license will enable the particular product edition you own.

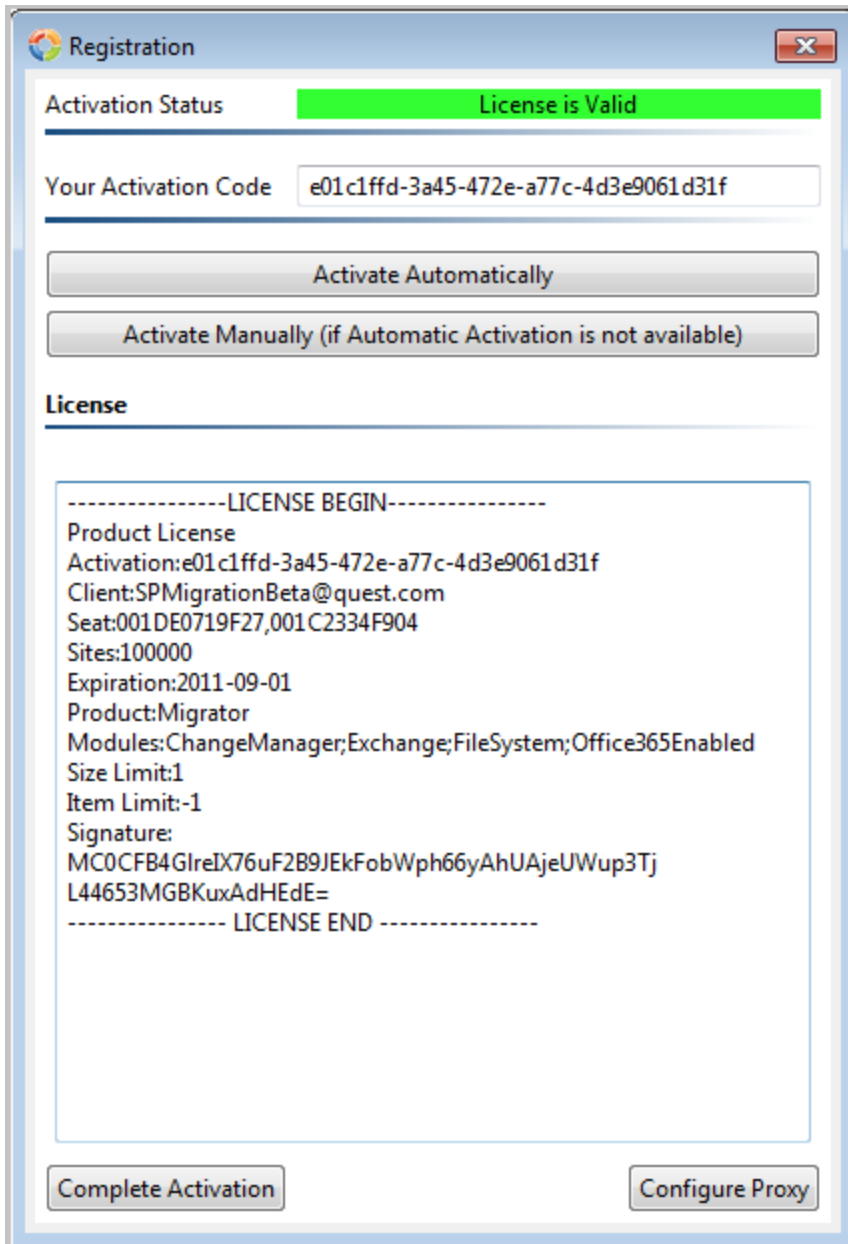
1. When you start the application the first time, the **Registration** window is shown prompting to activate the installation:

Figure 1: Registration Window



2. Enter your trial or purchased activation code.
3. If your computer is connected to the Internet via a proxy, click **Configure Proxy** and enter your proxy server settings.
4. Click **Activate Automatically**.
5. The activation status will read License is Valid and turn green after a successful activation:

Figure 2: Activation Status - License is Valid




6. Click **Complete Activation** to proceed.

Offline Activation

If the computer you install the application on is not connected to the Internet, use the manual activation option:

1. Copy and paste the provided code into the **Activation Code** field.
2. Click the **Activate Manually** button. Copy the complete URL to a text file and save the text file that can be moved to another computer.
3. On a computer with Internet access, open a browser and paste the URL from the text file saved earlier. A license file will be generated from the Dell web site.
4. Copy the entire license, including the ----LICENSE BEGIN---- and ----LICENSE END---- lines into a text file that can be moved to the computer with the application installed.

 **NOTE:** The activated license is only valid on the machine where offline activation was initiated.

Paste the entire license from the text file into the **License** area of the **Registration** screen.

Close the **Registration** screen.

Working with Migration Solutions for SharePoint

In this section:

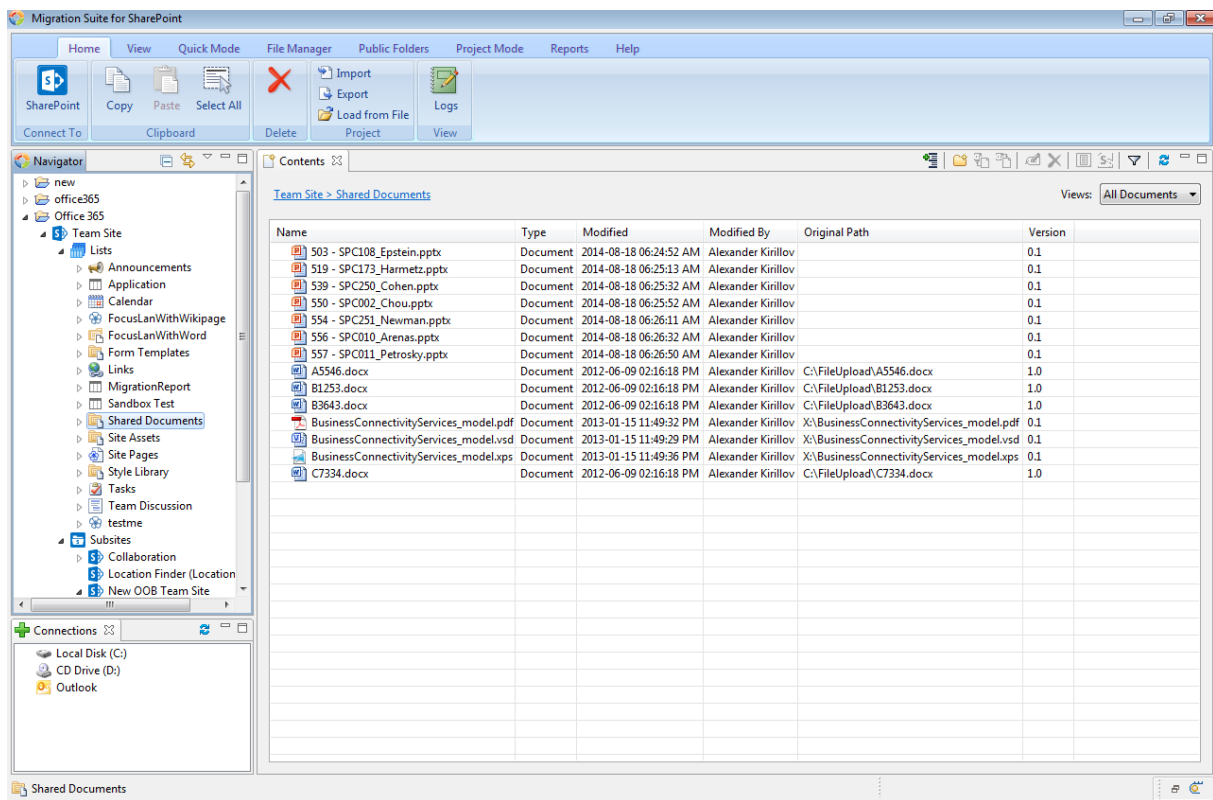
- [Interface Overview](#)
- [Connecting to SharePoint](#)
- [Connecting to OneDrive for Business](#)
- [Using Site Collection Discovery](#)
- [Password Manager](#)
- [Azure Turbo Mode](#)
- [Kerberos Authentication](#)
- [Claims Based Authentication](#)

Interface Overview

The application window consists of three primary areas (the picture below represents the default arrangement):

- [Navigator View](#)
- [Contents Area](#)
- [Connections Area](#)

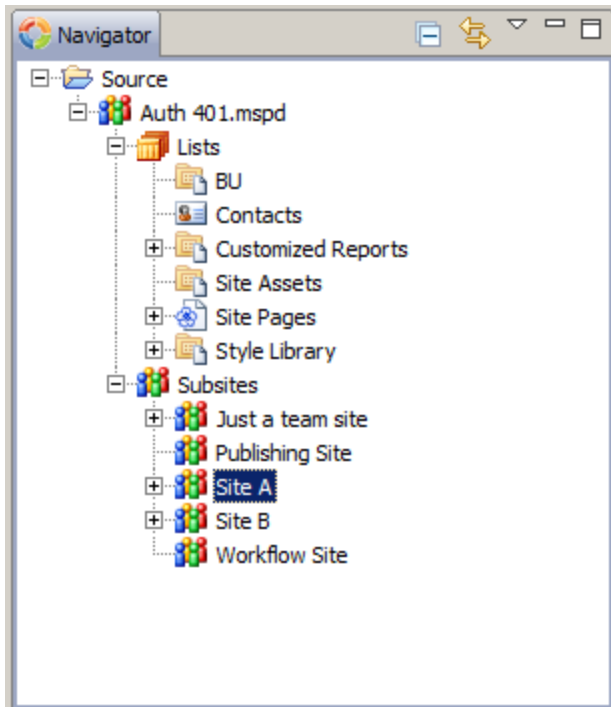
Figure 3: Migrations Solutions for SharePoint Interface



Navigator View

The **Navigator** pane shows the connected SharePoint sites and allows you to browse the site hierarchy and site content in a tree view. SharePoint objects displayed in **Navigator** area are limited to sites, sub-sites, lists and libraries.

Figure 4: Navigator Pane



Double-clicking on any of the sites, lists or libraries will trigger the application to display the content for that object. In addition, a set of actions is available from right-click menus on sites, lists and libraries.

Contents Area

The Contents area displays the actual data inside a list or library. In addition to viewing list content, the user can copy list items or documents from this pane.

Figure 5: Contents Area

Name	Type	Modified	Modified By	Original Path	Version
503 - SPC108_Epstein.pptx	Document	2014-08-18 06:24:52 AM	Alexander Kirillov		0.1
519 - SPC173_Harmetz.pptx	Document	2014-08-18 06:25:13 AM	Alexander Kirillov		0.1
539 - SPC250_Cohen.pptx	Document	2014-08-18 06:25:32 AM	Alexander Kirillov		0.1
550 - SPC002_Chou.pptx	Document	2014-08-18 06:25:52 AM	Alexander Kirillov		0.1
554 - SPC251_Newman.pptx	Document	2014-08-18 06:26:11 AM	Alexander Kirillov		0.1
556 - SPC010_Arenas.pptx	Document	2014-08-18 06:26:32 AM	Alexander Kirillov		0.1
557 - SPC011_Petrosky.pptx	Document	2014-08-18 06:26:50 AM	Alexander Kirillov		0.1
A5546.docx	Document	2012-06-09 02:16:18 PM	Alexander Kirillov	C:\FileUpload\A5546.docx	1.0
B1253.docx	Document	2012-06-09 02:16:18 PM	Alexander Kirillov	C:\FileUpload\B1253.docx	1.0
B3643.docx	Document	2012-06-09 02:16:18 PM	Alexander Kirillov	C:\FileUpload\B3643.docx	1.0
BusinessConnectivityServices_model.pdf	Document	2013-01-15 11:49:32 PM	Alexander Kirillov	X:\BusinessConnectivityServices_model.pdf	0.1
BusinessConnectivityServices_model.vsd	Document	2013-01-15 11:49:29 PM	Alexander Kirillov	X:\BusinessConnectivityServices_model.vsd	0.1
BusinessConnectivityServices_model.xps	Document	2013-01-15 11:49:36 PM	Alexander Kirillov	X:\BusinessConnectivityServices_model.xps	0.1
C7334.docx	Document	2012-06-09 02:16:18 PM	Alexander Kirillov	C:\FileUpload\C7334.docx	1.0

Located in the top left-hand corner is a breadcrumb definition of the list or library, whose contents is displayed in the window. The top right corner contains a set of icons that represent available activities for the user. Most of these options can be exposed by right-clicking on items inside the window. The list of available activities will depend on what is selected in the window.

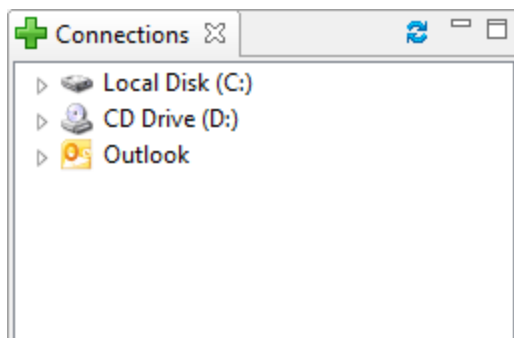
Beside displaying list and library content, the **Contents** area shows SharePoint permissions and objects associated with sites and lists. The following objects and settings can be displayed:

- Site and list permissions
- SharePoint groups
- Permission levels
- Web parts
- List views
- SharePoint Designer workflows
- InfoPath forms
- SharePoint Designer objects
- Term sets (SharePoint 2010 or higher only)

Connections Area

The Connections pane connects you to your file system, mapped disk and Outlook content.

Figure 6: Connections Area



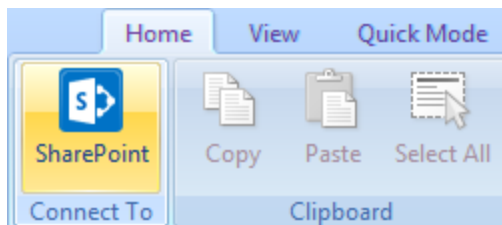
Connecting to SharePoint

Migration Solutions for SharePoint provide multiple connection approaches and different authentication schemes.

To connect to SharePoint:

1. Click the Connect To Site button on the Home ribbon:

Figure 7: Connect To Site Button



2. In the connection window, specify the name for the connection, select which connection type to use and enter the connection URL.

The following connection types are available:

- **SharePoint Site or Site Collection (On-premises or Office 365)** - This establishes a connection directly to a SharePoint site or site collection; both SharePoint on-premises and Office 365™ SharePoint Online site connections are supported with this type.

If you select this type of connection, specify the SharePoint site URL.

By default, when the application connects to a site, it loads its contents (lists) but not sub-sites. The tool will load them when you expand the site tree.

You can choose to load sub-sites and their contents in the Connection Wizard using either of the following options:

- **Load Entire Sub-Site Structure** - selecting this option will load the entire sub-site hierarchy below the current site. To expedite the loading process, no additional objects will be loaded into the sub-site. You may double-click any sub-site to load its objects individually.
- **Load Entire Sub-Site Structure and Objects** - Selecting this option will load the entire sub-site hierarchy below the current site along with all their objects.
- **On-premises Farm (Central Administration required)** - This establishes a connection to a SharePoint farm so you can view all site collections within your farm. SharePoint on-premises (2007, 2010, 2013) is supported with this type.

NOTE: This connection type is not supported in the Project mode.

NOTE: Please note that migrating large multiple site collections may be time and resource consuming. It is recommended to use scripts to automate large multi-site collection migrations.

If you select this type of connection, specify the URL to your Central Administration and a valid Farm Administrator login and password.

Once connected, a dialog displaying all web applications in this farm appear. Select all the web applications to load into the Navigator.

- **Office 365 Tenant (Tenant Administration required)** - This establishes a connection to an entire Office 365 Tenant using the Office 365 SharePoint Admin Center.

Once connected, you will have the option to load all currently provisioned SharePoint site collections into the Navigator.

Click **Finish** to connect.

3. Migration Solutions for SharePoint automatically detect the SharePoint authentication mechanism and your client environment. Depending on your configuration, you may be connected automatically or prompted for your credentials:
 - a. If your SharePoint environment is using Integrated Windows Authentication and you are accessing this environment from a computer logged into the same domain, no credentials are required. Click the **Connect** button and you will be automatically logged in using the credentials of the currently logged in user.
- i **NOTE:** If you want to use an alternate account to connect to a SharePoint site, set the **Use local system credentials** option to **False** in the Global Variables section of Profile Manager. After you restart the application, you will be prompted for credentials each time you connect to a new site.
- b. If your SharePoint environment is using Integrated Windows Authentication and you are accessing this environment from a computer that is not logged into the same domain, specify your credentials and click **Connect**.
 - c. If your SharePoint environment is using Form Based Authentication, specify your user name, password and domain in the provided fields and click **Connect**.
 - d. If your SharePoint environment is using Kerberos Authentication, please refer to the [Kerberos Authentication](#) section for configuration instructions.
 - e. If your SharePoint environment is using Claims Based Authentication, please refer to the [Claims Based Authentication](#) section for detailed configuration instructions.
4. You can store your credentials for frequently accessed sites by using Password Manager. For detailed information, please refer to the Password Manager section.
5. If the SharePoint server you are connecting to is behind a proxy, check the **Use Proxy** option and click **Proxy Configuration** to enter or verify the proxy settings. You can use the **Import Settings** button to import the proxy server address and port from Internet Explorer.

Connecting to OneDrive for Business

To connect to OneDrive™ for Business:


1. Login to a SharePoint Online site in the browser.
2. Click on the **OneDrive** link in the header at the top of an Office 365 page.
3. Copy the site URL from the browser's address line.
4. Open the application and specify the OneDrive URL in the Connect to SharePoint wizard.

i **NOTE:** Before connecting the OneDrive site of another user, make sure the OneDrive has been provisioned (i.e. the OneDrive site owner has visited it at least once) and you have administrator permissions granted either by the OneDrive site owner or using the Set-SPOUser commandlet ([http://technet.microsoft.com/en-us/library/fp161375\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/fp161375(v=office.15).aspx)).

Using Site Collection Discovery

You can connect to a site collection by entering the site collection URL in the Site Address field of the SharePoint Connection Wizard as described above.

Alternatively, use the site collection discovery feature as described below.

 **NOTE:** Site collection discovery does not support SharePoint 2003.

1. In the SharePoint Connection Wizard, click **Discover Site Collections**.
2. In the **Select Web Application** window enter the Central Administration site URL and click **Connect**.
3. Select a web application from the list and click Next to display site collections in the web application.
4. On the **Select Site Collection** screen, select the site collection to connect to and click **OK**. You can use URL Search to filter the site collections list.
5. The URL of the site collection you selected will be inserted into the **Site Address** field of the SharePoint Connection Wizard.

Password Manager

Password Manager connects you to your SharePoint sites automatically without entering a password for each connection when the application is restarted. The connection credentials are stored securely on the computer and protected with a master password.


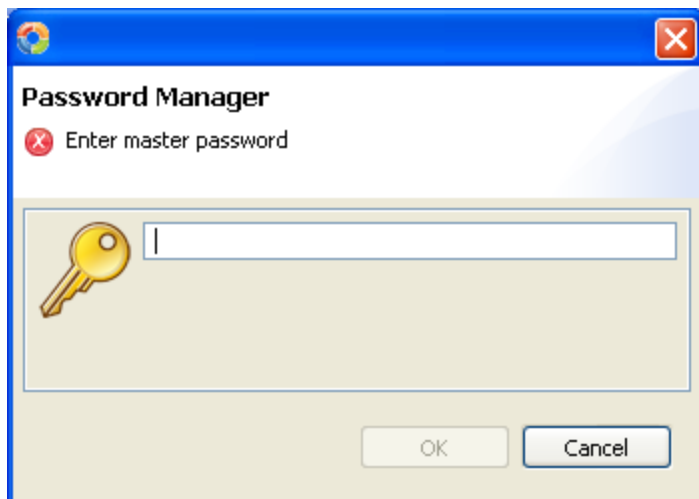

When you start a migration, you will be prompted for your credentials. To launch Password Manager, click the  icon. In the Password Manager window specify the master password, confirm it, and then click **OK**.

Figure 8: Password Manager



After you enter your credentials in the **Connect to SharePoint** window, click the password manager icon again, and then click **Connect**. Your credentials will be successfully stored.

During the next launch of the tool, when connecting to your site, you can click the Password Manager icon, enter your master password, and your credentials will be entered for you.

If you do not want Password Manager to store your credentials or you want to remove them from Password Manager, click the  icon. This icon will be displayed if you have logged into password manager correctly and have previously stored your credentials.


Kerberos Authentication

For detailed information on configuring the application to connect to SharePoint sites using Kerberos authentication, refer to <http://communities.quest.com/docs/DOC-12844>.

Claims Based Authentication

Dell Migration Solutions directly support Windows claims authentication and many third-party claims providers so that you can connect to SharePoint by entering your valid credentials in the application. In case you cannot connect to a SharePoint site using a custom claims provider, you can still connect using the browser-based authentication method as follows:

1. Go to **Help | Profile Manager | Global Variables**.
2. Set the **Enable browser connect** option to **True**.
3. Click **Apply**.
4. Close and restart the application.
5. Click the **Connect to Site** button on the ribbon.
6. Specify the connection name and the URL for your site. Click the **Finish** button. An authentication box will pop up.
7. Click the **Claims** button. A browser will pop up.
8. Enter your claims based credentials.

 **NOTE:** If the site does not use claims based authentication, the connection will fail.

Migrating SharePoint Content

Migration Solutions for SharePoint allow you to migrate sites, lists, document libraries, folders, items and documents, and other objects between SharePoint environments. The following table details support for on-premises SharePoint and SharePoint Online (Office 365) migrations in different product editions:

Edition	On-premise SharePoint		SharePoint Online	
	Source	Target	Source	Target
Migration Suite for SharePoint	+	+	+	+
Migration Manager for SharePoint	+	+	-	-


Supported SharePoint Environments

- SharePoint Online (Office 365 and BPOS) or other hosted SharePoint services
- SharePoint Server 2013
- SharePoint Foundation 2013
- SharePoint Server 2010
- SharePoint Foundation 2010
- Microsoft Office SharePoint Server 2007
- Windows SharePoint Services v3
- SharePoint Portal Server 2003 (read only)
- Windows SharePoint Services v2 (read only)

Supported Object Types

The following types of objects can be migrated:

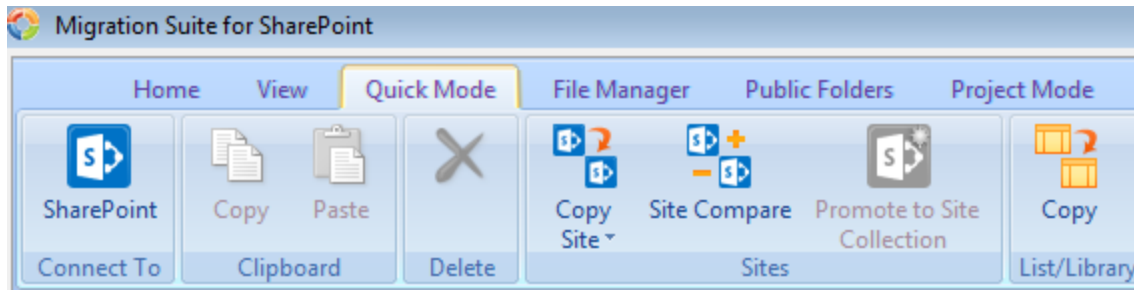
- Sites, lists, libraries, fields, content types, content type and column groups
- Folders, documents (including versions), document sets, pages, publishing pages, discussion groups, wikis and items
- E-mail alerts
- Web parts, workflows, InfoPath forms
- Term sets, terms and managed metadata columns
- Users, groups, permission levels, permissions and permission inheritance

 **NOTE:** Migrating back to an earlier version of SharePoint is not supported.

You can run your migration tasks real-time or schedule them for execution at a specific time.

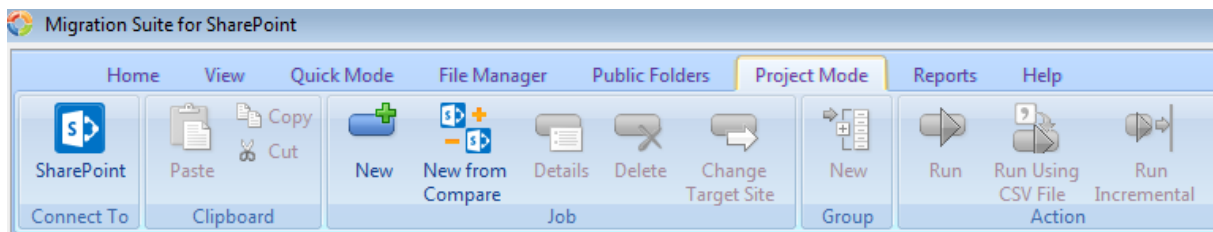
For real-time migrations, go to the **Quick Mode** tab:

Figure 9: Quick Mode Tab



For scheduled migrations, select the **Project Mode** tab:

Figure 10: Project Mode Tab



Before migrating SharePoint content, you can perform a pre-migration assessment of the SharePoint content to be migrated to identify potential issues with the selected content that would prevent its migration into SharePoint. For more information, please refer to the [Pre-Migration Analysis](#) chapter.

Migrating Sites

You can migrate entire SharePoint sites between two SharePoint locations including sub-sites, lists and libraries, site permissions, web parts, etc. The Site Copy wizard offers various copy options so that you can select what site settings and content you want to copy.

1. Select the source site(s) in the **Navigator** pane. Use CTRL or SHIFT keys to select multiple sites.
2. Drag your selection onto the desired target site or use Copy/Paste to start the Site Copy Wizard.

NOTE: You can also click on the **Copy Site** action in the **Quick Mode** ribbon to start the Site Copy Wizard.

3. The initial selection screen lets you select the following options:
 - a. Copy Site to Existing Site
 - b. Copy Site to New Site
 - c. Copy/Promote to New Site Collection
4. On the **Copy Site Properties** page, you can choose from a number of options for copying the site and site content, i.e. what objects and settings are included in the copy. Use the built-in help buttons to get more information about specific options.

NOTE: Check the objects and settings for migration deliberately. For better performance, include the items you need to be migrated only.

Advanced Options allow you to include sub-folders, overwrite existing files, perform incremental copy, copy permissions, remove folder structure, defer required fields, filter items, perform user and template mapping, copy e-mail alerts and exclude specified web parts from included pages during copy.

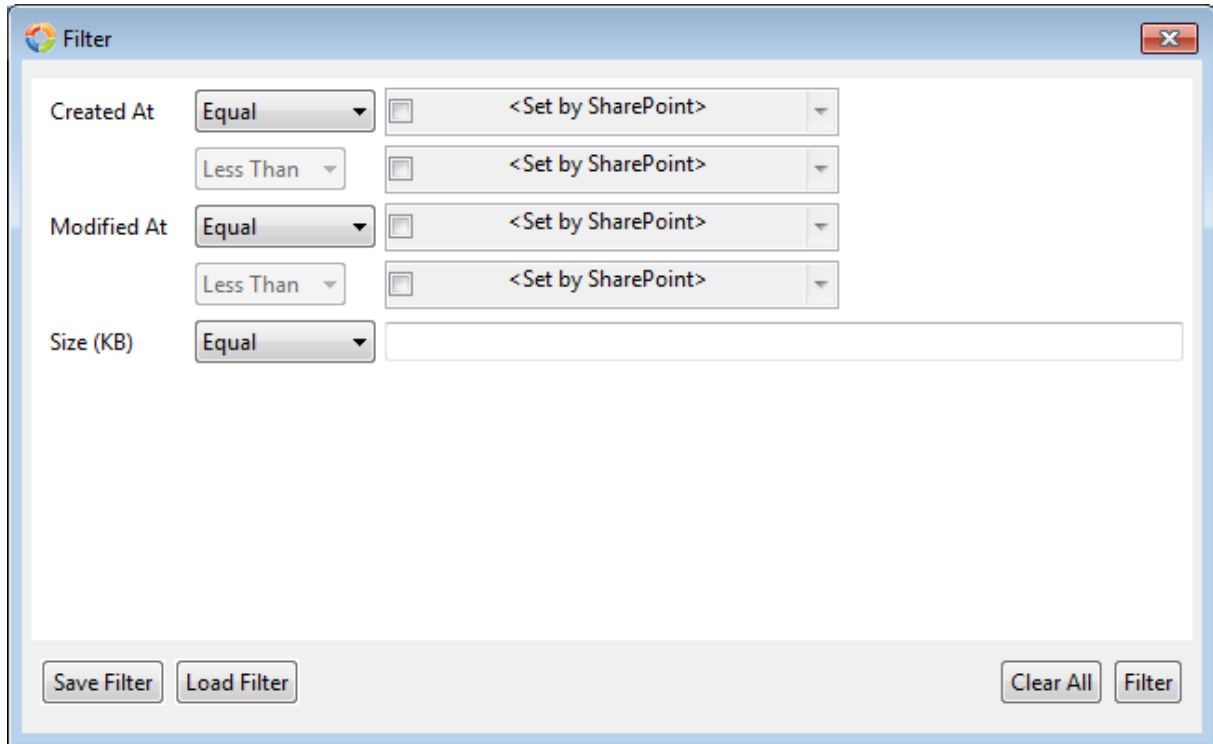
For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

For more information on copying e-mail alerts, see [Migrating E-mail Alerts](#).

For more information on excluding web parts from migration, see [Excluding Web Parts](#).

You can also filter list items and documents based on their metadata by specifying the filtering conditions:

Figure 11: Filter



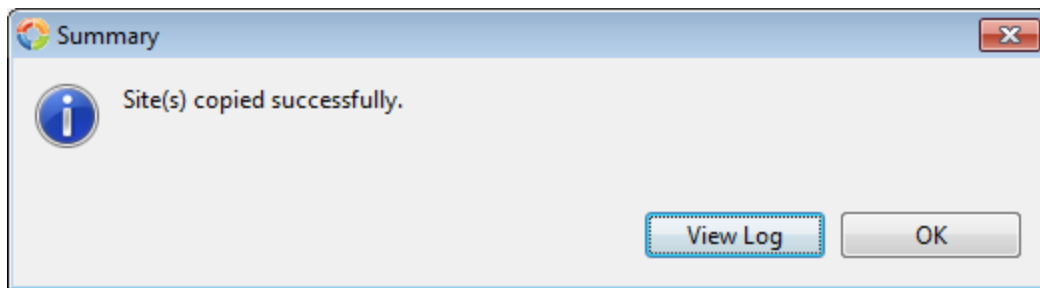
NOTE: The application includes a convenient tool to manage copy settings for various SharePoint objects using predefined profiles. See [Appendix A. Profile Manager](#) for more information.

5. If you chose to migrate (promote) a site to a new site collection, the site copy wizard will prompt you for the Central Administration site URL and the site collection URL and the owner on the **Copy Site Properties** step.
6. Verify the settings on the **Summary** screen.
7. Click **Finish** to start the site copy. The copy progress window is displayed.

NOTE: Click **Run in Background** to hide the window. Running tasks are displayed on the **Progress** tab in the **Content** area of the application. You can proceed with another copy task.

8. When copying is completed, a notification window is displayed:

Figure 12: Summary Screen



9. Click **View Log** to view the copy log and verify items in the log.

Migrating Site Collections/My Sites

The application allows you to copy multiple site collections and My Sites in a single move.

To migrate site collections, perform the following:

1. Run Migration Suite for SharePoint, switch to the **Quick Mode** ribbon tab, click **Copy Sites** and select **Copy Site Collections/My Sites**:

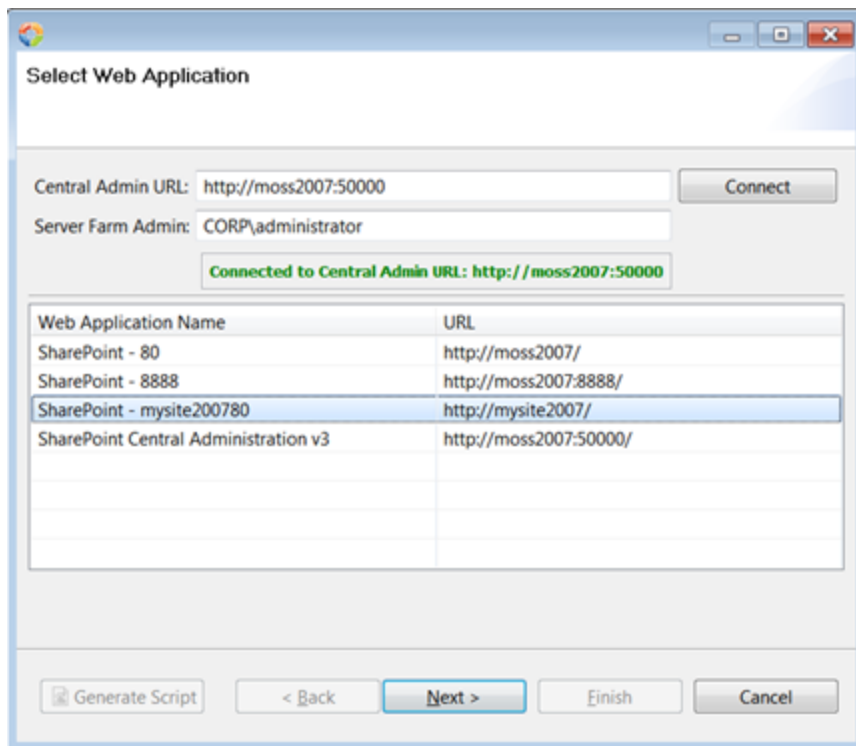
Figure 13: Copy Site Collections/My Sites



NOTE: Before migrating My Sites, make sure:

- You have a proper mapping for My Sites in the application. Open **Profile Manager | Global Variables**. The **Site Template for My Sites** setting must be set to **SPSPERS#0**. Profile Manager is available from the **Help** ribbon. See [Appendix A. Profile Manager](#) for more information.
 - The target farm is configured to use the same naming format for My Sites as the source farm. If they do not match, your target SharePoint Server will fail to match users to migrated sites and will create new blank My Sites instead.
 - User profiles cannot be migrated using Migration Suite for SharePoint. You can either rebuild user profiles by importing data from the directory or use database attach method to move profiles (<http://technet.microsoft.com/en-us/library/cc263299.aspx#SSP>).
2. On the **Select Web Application** screen, connect to the Central Administration URL and select the web application hosting the source site collections/My Sites:

Figure 14: Select Web Application Screen



3. Select the site collections to be migrated.
4. On the **Copy Site Properties** screen, connect to the target farm's Central Administration site and specify the target managed path for the site collection(s). On this step you can also adjust the site collection copy options. Use the built-in help buttons to get more information about specific options.

NOTE: Check the objects and settings for migration deliberately. For better performance, include the items you need to be migrated only.

Advanced Options allow you to overwrite existing files, perform incremental copy, filter items, perform user and template mapping, copy e-mail alerts and exclude specified web parts from included pages during copy.

For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

For more information on copying e-mail alerts, see [Migrating E-mail Alerts](#).

For more information on excluding web parts from migration, see [Excluding Web Parts](#).

You can also filter list items and documents based on their metadata by specifying the filtering conditions.

NOTE: The application includes a convenient tool to manage copy settings for various SharePoint objects using predefined profiles. See [Appendix A. Profile Manager](#) for more information.

5. Verify the settings on the **Summary** screen, and then click **Finish** to start the site collection copy. The copy progress window is displayed

NOTE: Click **Run in Background** to hide the window. Running tasks are displayed on the **Progress** tab in the **Content** area of the application. You can proceed with another copy task.


6. When copying is completed, a notification window is displayed.
7. Click **View Log** to view the copy log and verify items in the log

Migrating Lists and Document Libraries

You can migrate one or more lists/libraries between two SharePoint sites including content, versions, permissions, etc. The List Copy wizard offers various copy options so that you can select what list settings and content you want to copy.

Single List Copy

1. Select the source list in the **Navigator** pane.
2. Drag your selection onto the desired target site or use Copy/Paste to start the List Copy Wizard.

 **NOTE:** You can also start the List Copy wizard by clicking the **Copy List** action in the ribbon.

3. On the **Copy List/Library** step, you can change the list name and choose from a number of available list copy options, i.e. what objects and settings are included in the copy. Use the built-in help buttons to get more information about specific options.


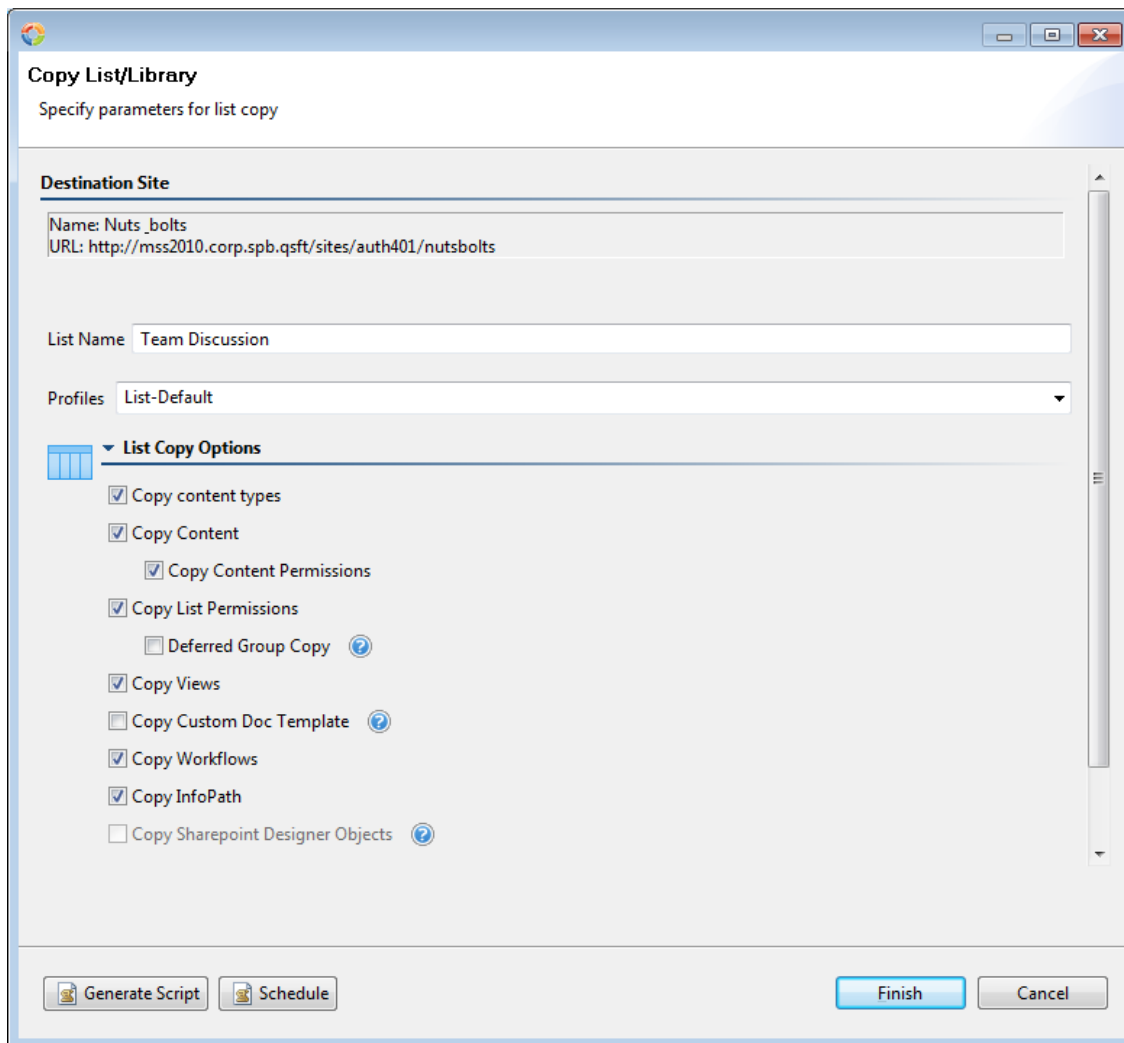
 **NOTE:** Changing the list name will change the list URL.

Figure 15: Copy List/Library Screen



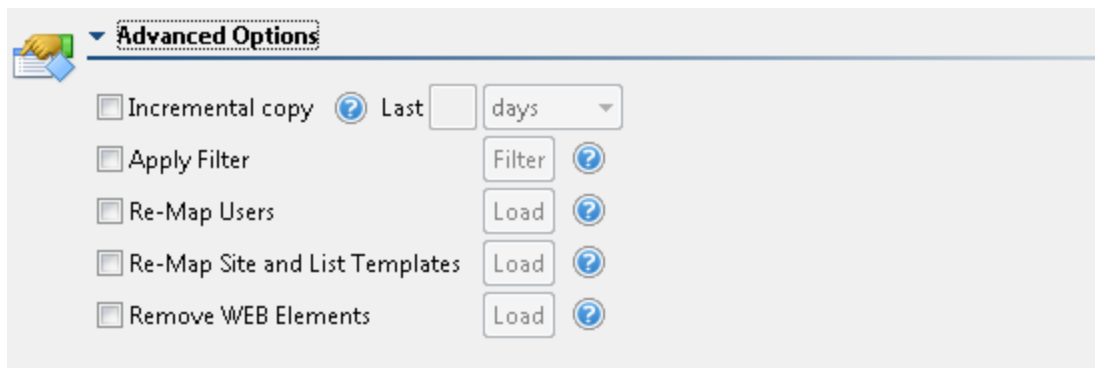
NOTE: Check the objects and settings for migration deliberately. For better performance, include the items you need to be migrated only.

For information on migrating out-of-the-box workflows, please refer to [Migrating Built-in Workflows](#).

For lists with Content Approval enabled, an option is provided to approve/reject selected content. For more information, please refer to [Preserving Content Authorship and Approve/Reject Status](#).

Advanced migration settings allow you to perform incremental copy, user and template mapping and exclude specified web parts from included pages during file copy:

Figure 16: Advanced Options



For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

For more information on excluding web parts from migration, see [Excluding Web Parts](#).

You can also filter list items and documents based on their metadata by specifying the filtering conditions.

i | **NOTE:** The application includes a convenient tool to manage copy settings for various SharePoint objects using predefined profiles. See [Appendix A. Profile Manager](#) for more information.

4. Click **Finish** to start the list copy.
5. The copy progress window is displayed.

i | **NOTE:** Click **Run in Background** to hide the window. Running tasks are displayed on the **Progress** tab in the **Content** area of the application. You can proceed with another copy task.

6. When the copy is completed, a notification window is displayed.

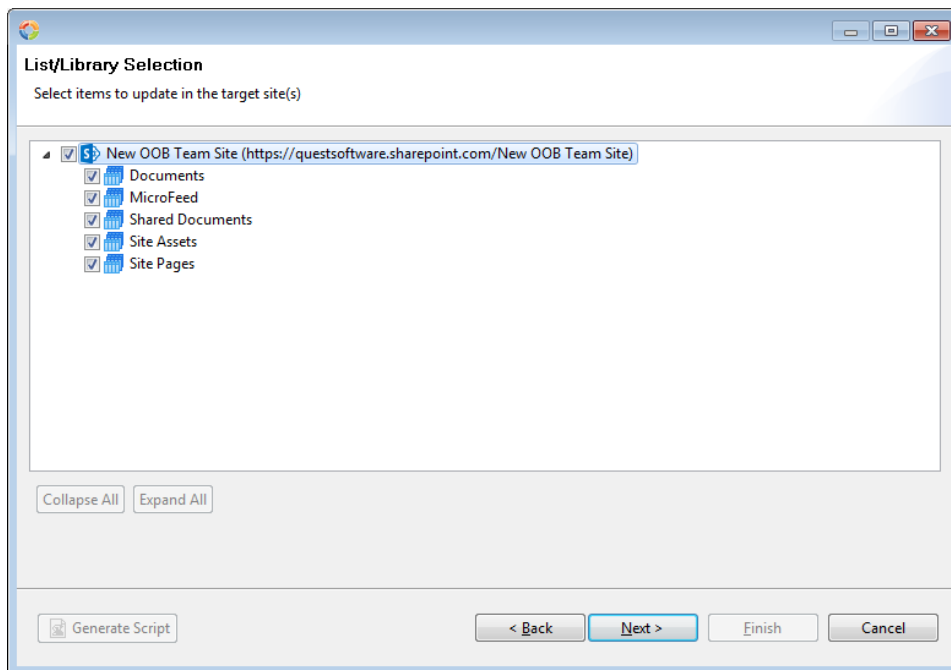
Multiple Lists Copy

1. Select the source lists in the **Navigator** pane. Use CTRL or SHIFT keys to select multiple lists.
2. Drag your selection onto the desired target site or use Copy/Paste to start the List Copy Wizard.

i | **NOTE:** You can also start the List Copy wizard by clicking the **Copy List** action in the ribbon.

3. Check the lists to copy on the **Copy Lists/Libraries** step:

Figure 17: Copy Lists/Libraries Screen



4. On the next step, you can choose from a number of available list copy options, i.e. what objects and settings are included in the copy. Use the built-in help buttons to get more information about specific options.

NOTE: The application includes a convenient tool to manage list copy settings using predefined profiles. See [Appendix A. Profile Manager](#) for more information.

For information on migrating out-of-the-box workflows, please refer to [Migrating Built-in Workflows](#).

For lists with Content Approval enabled, an option is provided to approve/reject selected content. For more information, please refer to [Preserving Content Authorship and Approve/Reject Status](#).

Advanced migration settings allow you to perform user and template mapping during file copy. For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

You can also exclude specified web parts during file copy. For more information, see [Excluding Web Parts](#).

5. On the **Summary** screen click **Finish** to start the lists copy.

Azure Turbo Mode

Azure Turbo enables an alternate approach to the traditional methods that were previously used for migrating content into Office 365 SharePoint Online and OneDrive for Business. Now Migration Suite for SharePoint can utilize new Microsoft SharePoint Online Migration API to increase the migration performance.

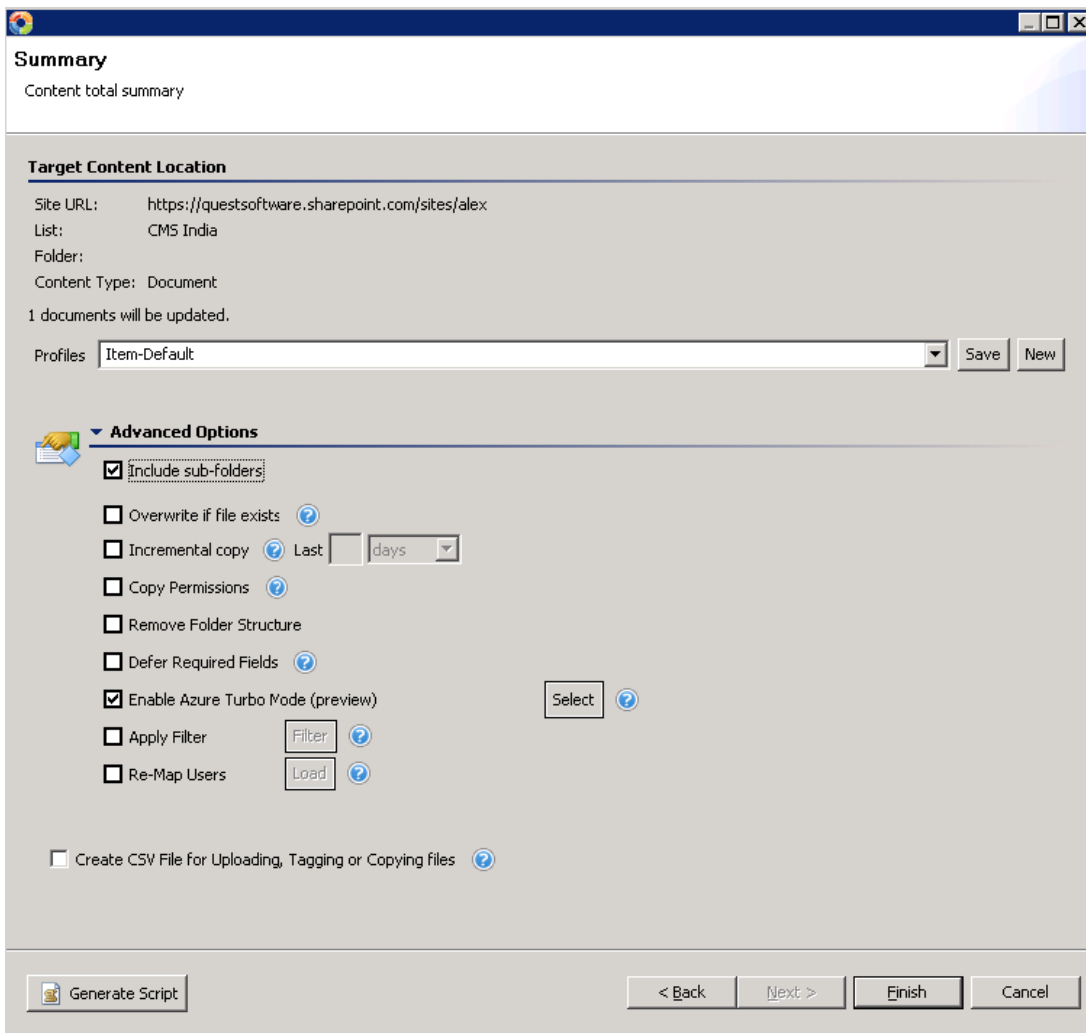
The SharePoint Online Migration API is designed to handle content and content related attributes (metadata and item permissions) only. Site creation, permissions, views, workflows, content types, etc. are migrated using a number of other available APIs outside of this new functionality.

Prerequisites and Limitations

- **Azure storage account**
It is required to have an Azure Storage Account. You can use an existing Azure subscription or create a new one. Note that some Office 365 plans include Azure Storage.
- **File size limitation**
At present the SharePoint Online Migration API only supports files up to 2 GB in size.

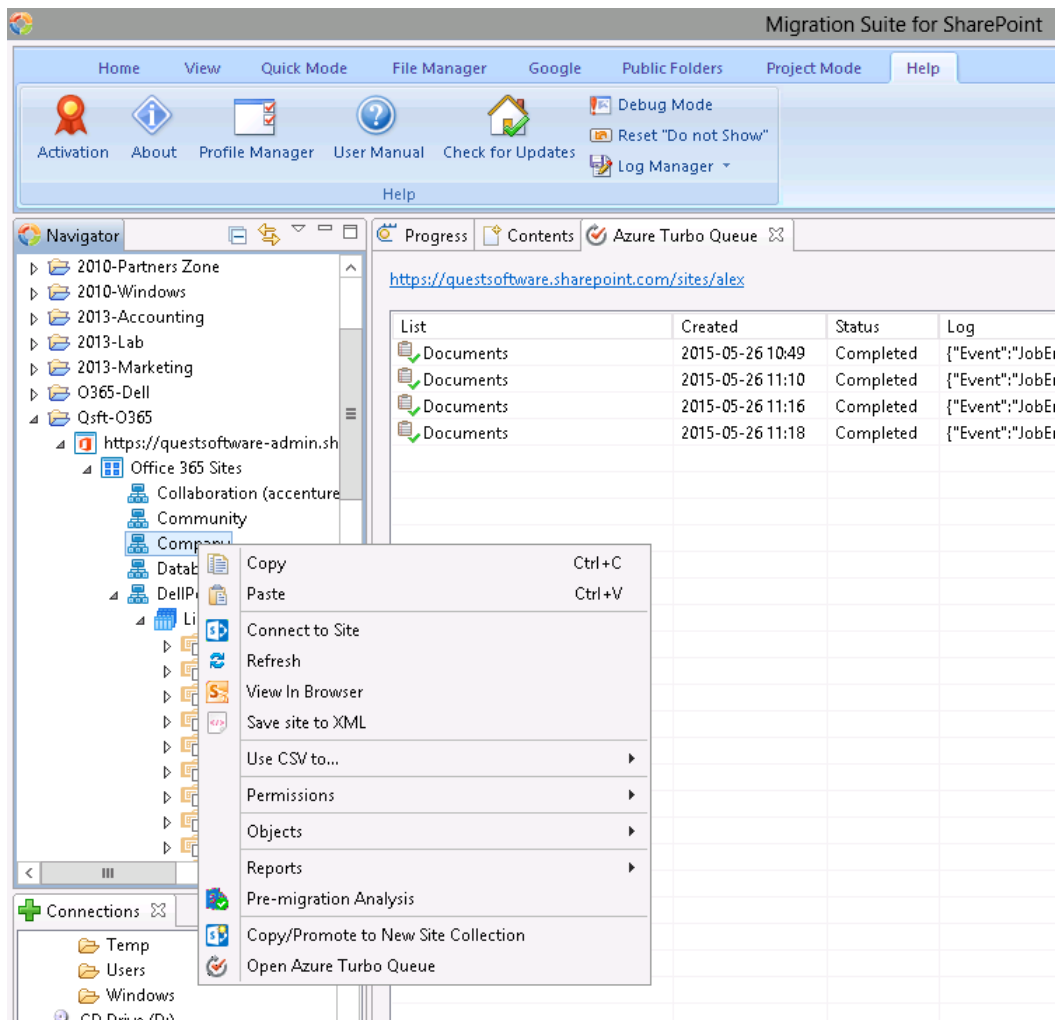
To enable the Azure Turbo mode

1. Start any Migration Suite for SharePoint wizard that is intended for data copying.
2. On the **Properties** or **Summary** step of the wizard, expand **Advanced Options** and select the **Enable Azure Turbo Mode** option.
3. Complete the wizard to start the migration.



If you want to view and monitor all the jobs that are currently in the queue, select and right-click the target SharePoint Online site from the **Navigator** pane and click **Open Azure Turbo Queue**. On the **Azure Turbo**

Queue screen, you will find list of jobs, job status, date and time when the job was created, GUID and other information.



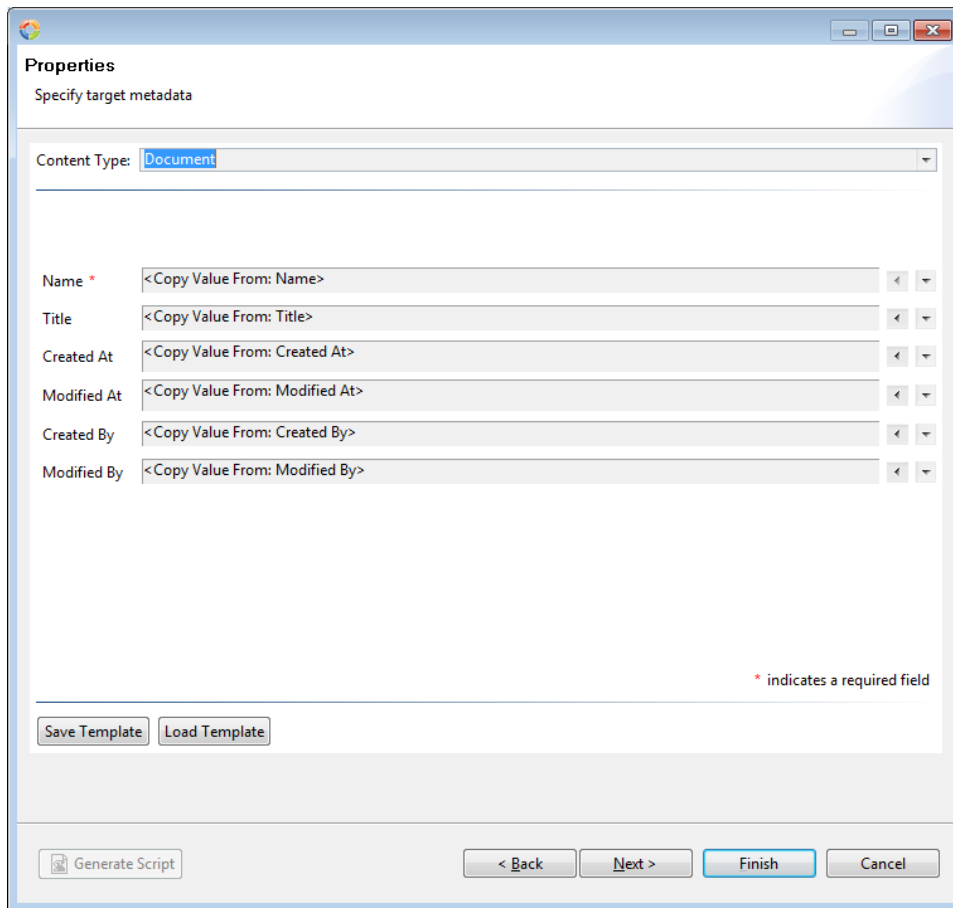
Migrating Individual Items/Documents

With Dell SharePoint migration tools you can granularly copy list items and documents between SharePoint lists. During the item copy, you can control how item metadata is mapped to the target list, remap columns or tag the migrated items with arbitrary values.

1. Double-click the source list/library in **Navigator** to load its content into the **Contents** tab.
2. Select the items you want (use CTRL or SHIFT to mark multiple items) to copy and use either of the following options:
 - a. Drag them to the target list.
 - b. Copy to buffer (CTRL+C) and paste (CTRL+V) to the target list.
 - c. Use the **Copy To** command on the ribbon.
3. In the Item Copy Wizard confirm the target location.

4. On the **Properties** screen review and adjust the metadata mapping if needed. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.

Figure 18: Properties Screen



5. On the **Summary** screen you can choose and configure item copy options.

i **NOTE:** You can check **Create CSV File for Uploading, Tagging or Copying Files** to create a CSV control file for selected documents instead of copying them. You can make changes to the file and use it to copy items later. See [Appendix B. CSV Based Migration](#) for more information.

For more information on user mapping, see [User Mapping](#).

You can also filter list items and documents based on their metadata by specifying the filtering conditions.

For information on removing web parts from migration, see [Excluding Web Parts](#).

i **NOTE:** The application includes a convenient tool to manage copy settings for various SharePoint objects using predefined profiles. See [Appendix A. Profile Manager](#) for more information.

6. Click **Finish** to start copying items.

In-Place Content Tagging

In addition to tagging/classifying items and documents on the fly when copying them to an existing list or document library, you can tag items in any list or library.

1. Go to the **Quick Mode** tab of the ribbon.
2. Double-click the list/library in **Navigator** to load its content into the **Contents** tab.
3. Select the items you want to tag (use CTRL or SHIFT to mark multiple items).
4. Click **Tag** in the **Documents/Items** section of the ribbon.
5. On the **Properties** screen make the required changes. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.

NOTE: For lists with Content Approval enabled, the **Approval Status** field will be displayed. This field can be used to bulk approve/reject selected content.

6. On the **Summary** screen click **Finish** to start tagging.

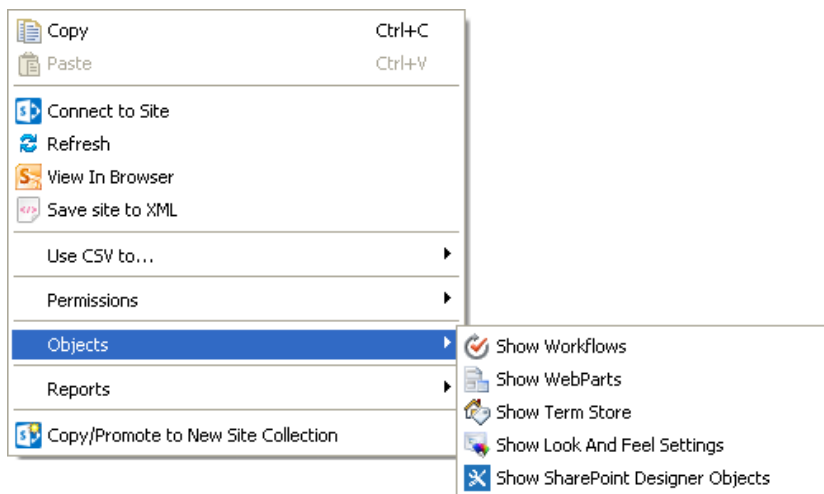
Migrating Site Objects and Permissions

You can view a number of site objects and permissions in the **Contents** area and copy them selectively to another site similar to documents and list items.

To view and copy site objects:

1. Right-click on the site in the **Navigator**.
2. Expand the **Objects** menu item and choose site objects to load:

Figure 19: Site Objects Menu

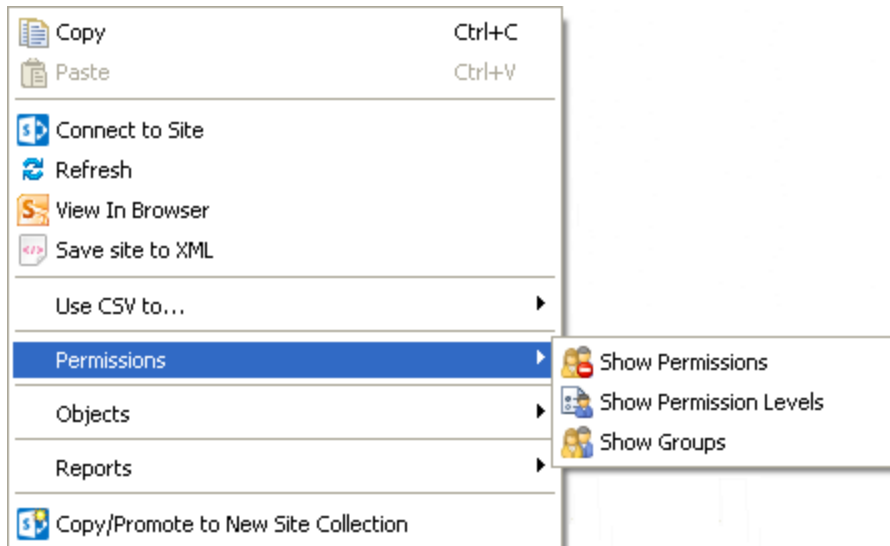


3. The application will show the requested items in a tab in the **Contents** area.
4. Select the items you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.

To view and copy site permissions:

1. Right-click on the site in the **Navigator**.
2. Expand the **Permissions** menu item and choose to load permissions, groups or permission levels of the site:

Figure 20: Site Permissions Menu



3. The application will show the requested items in a tab in the **Contents** area.
4. Select the items you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.

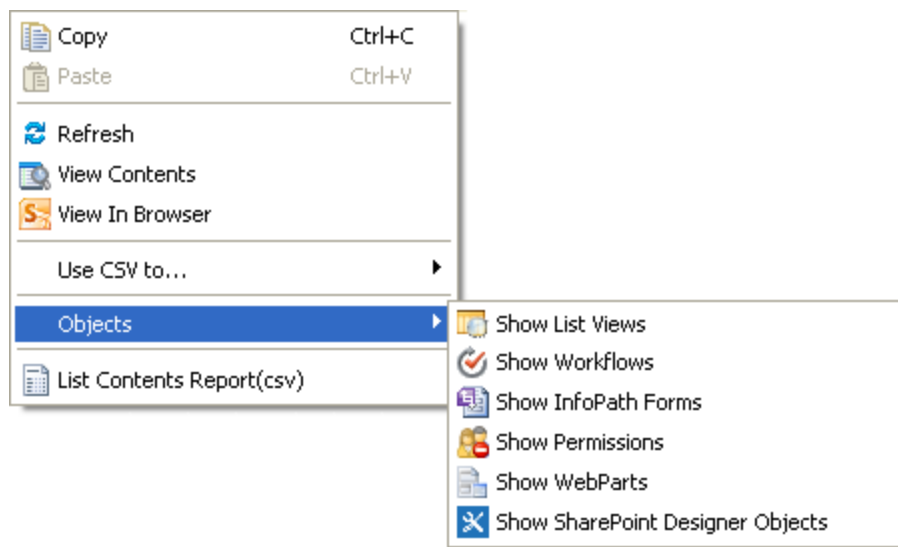
Migrating List Objects

You can view a number of list objects in the Contents area and copy them selectively to another list or library similar to documents and list items.

To view and copy list objects:

1. Right-click on the list/library in the **Navigator**.
2. Expand the **Objects** menu item and choose list objects to load:

Figure 21: List Objects Menu



3. The application will show the requested items in a tab in the **Contents** area.
4. Select the items you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended destination location or use Copy/Paste.

Migrating Web Parts

Migration Solutions for SharePoint support migration of web parts used within a site, list or web page.

To migrate web parts for a site:

1. Right-click on the site in the **Navigator**.
2. Expand the **Objects** menu item and select **Show WebParts**.
3. The application will show all web parts for the selected site in the **Web Parts** tab in the **Contents** area.
4. Select the web parts you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.

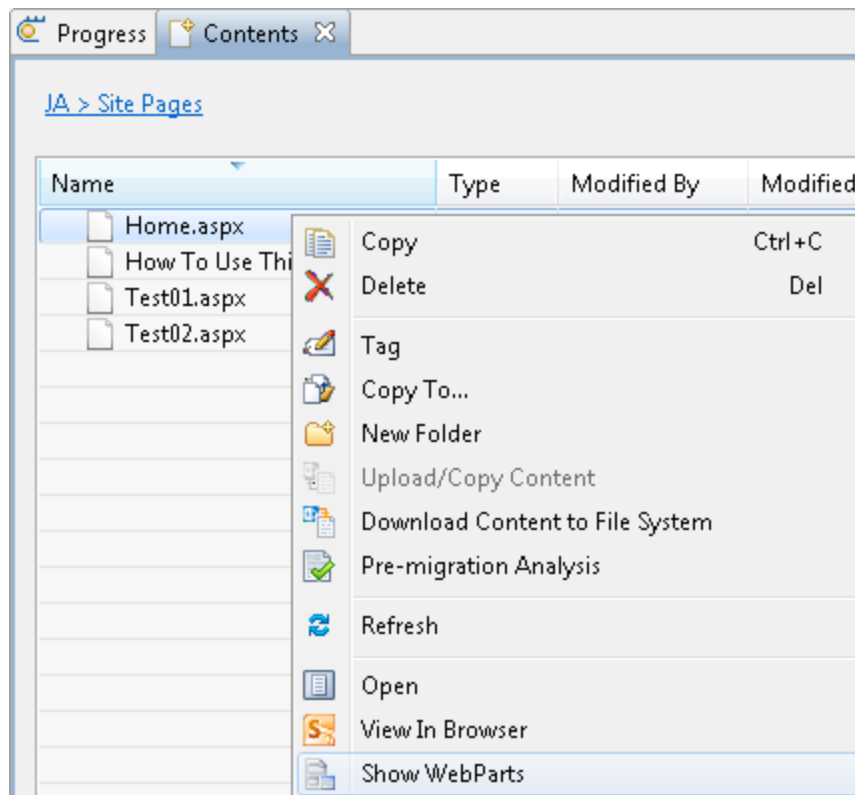
To migrate web parts for a list:

1. Right-click on the list in the **Navigator**.
2. Expand the **Objects** menu item and select **Show WebParts**.
3. The application will show all web parts for the selected list in the **Web Parts** tab in the **Contents** area.
4. Select the web parts you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.

To migrate web parts for a web page:

1. Double-click the list/library in **Navigator** to load its content into the **Contents** tab.
2. Right-click on the page and select **Show WebParts**:

Figure 22: Show WebParts for a Web Page



3. The application will show all web parts for the selected page in the **Web Parts** tab in the **Contents** area.
4. Select the web parts you want to copy (use CTRL and SHIFT keys to multi-select) and drag them to the intended target site or use Copy/Paste.

Repeating Migration for Failed Objects

When your migration job is completed, the Log Viewer provides the information on the successful and failed migration of items/documents.

The **Reprocess Failed Items** command creates a comma-separated (CSV) file for failed items. The file can be used to retry the operation after the failure reason is resolved (e.g. a file type is removed from the blocked files list). The CSV file then can be used in the **Upload/Copy Content Using CSV** wizard.

NOTE: By default, the report on failed items is created only for the last completed migration task. You can override this behavior by setting **Failed Items Mode** in the Global Variables of Profile Manager to **Automatic**. Automatic mode creates unique Failed Items Reports for every copy job and stores these reports in the application workspace attached to the historical operation logs.

At the moment only list items and documents are supported.

Using Site Compare

The application provides a unique method for visually comparing and synchronizing the objects and content within any two SharePoint site collections, sites or lists. The site compare feature displays up to the moment differences between these sites and allows the user to drill down and copy the differences in both directions.

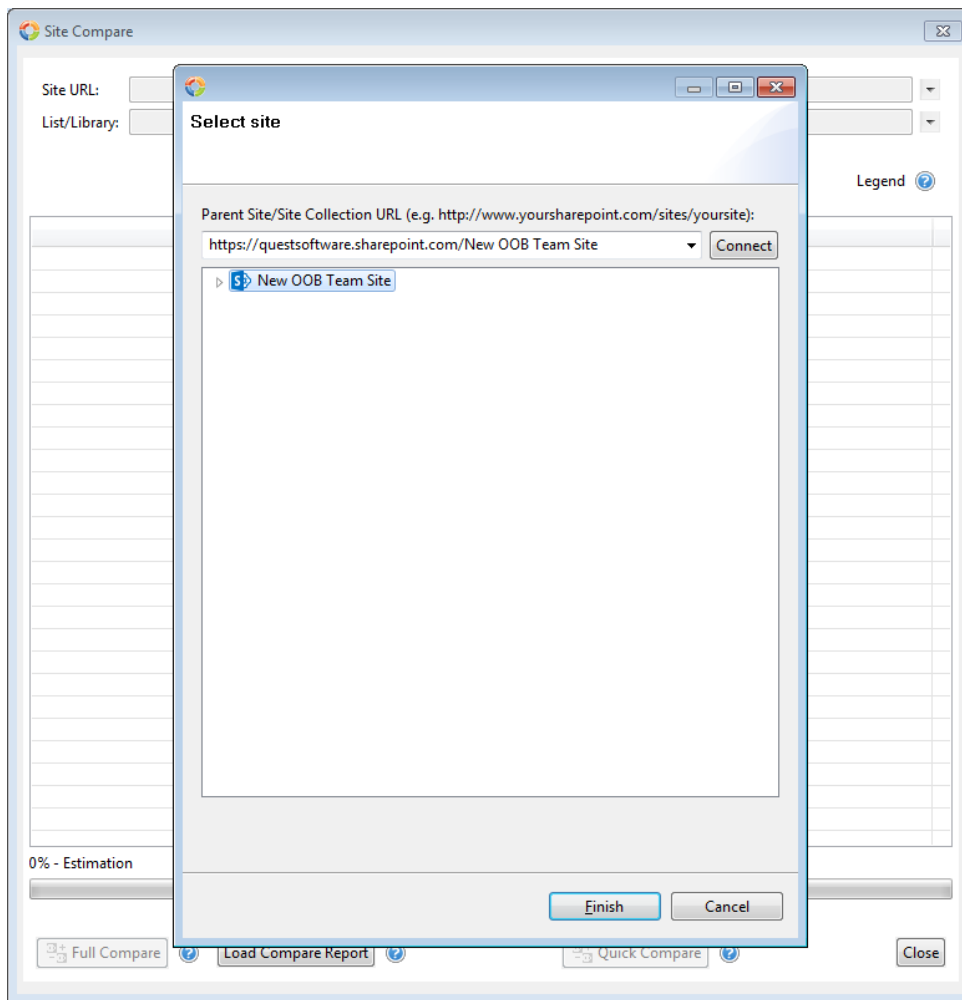
1. Start site compare by clicking on the corresponding ribbon button.

Figure 23: Site Compare Button



2. Click on the downward button next to the Site URL fields and select sites to compare.
3. If you want to compare specific lists or libraries, select them in the corresponding fields below the sites.

Figure 24: Select Site Screen



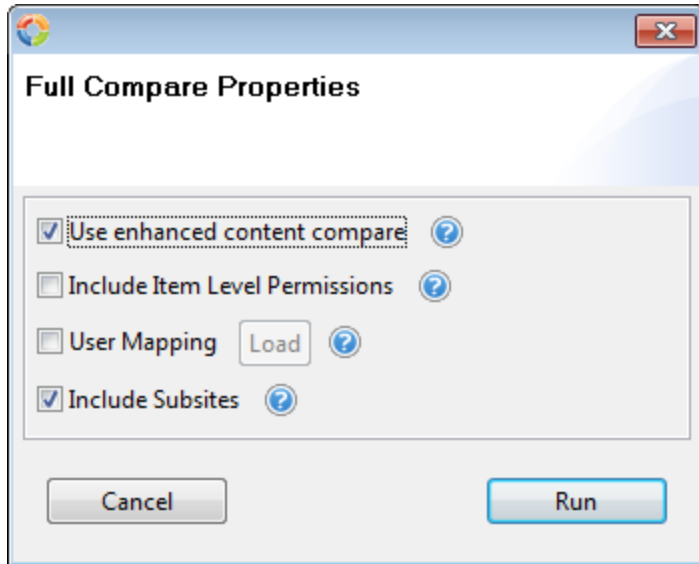
4. To start the compare process, you can select one of the following options:
 - a. **Full Compare** - This option generates a report of all the difference between the selected sites and sub-sites (if selected). The report will automatically collect all the differences. You can load the completed report (stored as a csv file) into the Site Compare viewer using the **Load Compare Report** option.

Full Compare has the following options (selected by default):

- **Use enhanced content compare** - This option will use the last modified date to identify differences in content that exists in both sites (lists and libraries). Normally the comparison is limited to identifying differences in content that exists in one site but not the other.
- **Include Item Level Permissions** - The difference in item level permissions between the selected sites or lists will be analyzed as part of the site compare.
- **User Mapping** - This option will allow you to map users between different domains or to change the user account in the target environment during copy.

- **Include Subsites** - Any sub-sites for the selected sites will be analyzed as part of the compare.

Figure 25: Full Compare Options



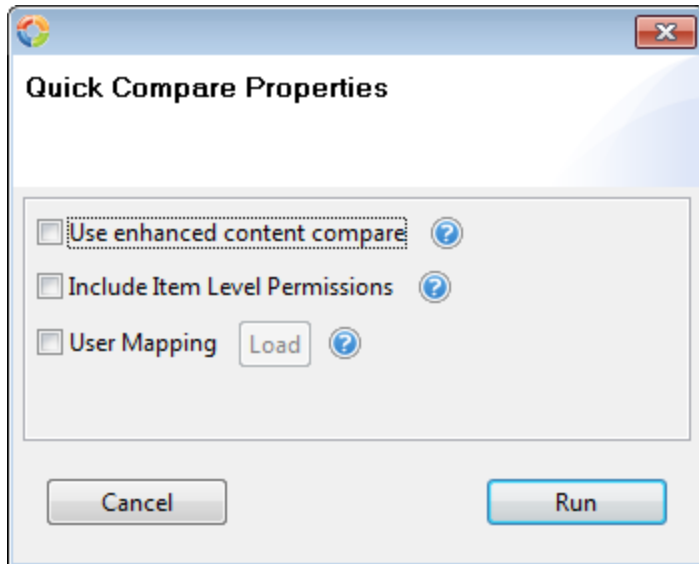
NOTE: Depending on the amount of site content, the compare process may be time-consuming.

- Quick Compare** - This option generates a listing of SharePoint objects. The option is limited to the currently selected sites.

Quick Compare has the following options:

- **Use enhanced content compare** - This option will use the last modified date to identify differences in content that exists in both sites (lists and libraries). Normally the comparison is limited to identifying differences in content that exists in one site but not the other.
- **Include Item Level Permissions** - The differences in Permissions Item Level between the selected sites or lists will be analyzed as part of the compare.
- **User Mapping** - This option will allow you to map users between different domains or to change the user account in the target environment during copy.

Figure 26: Quick Compare Options



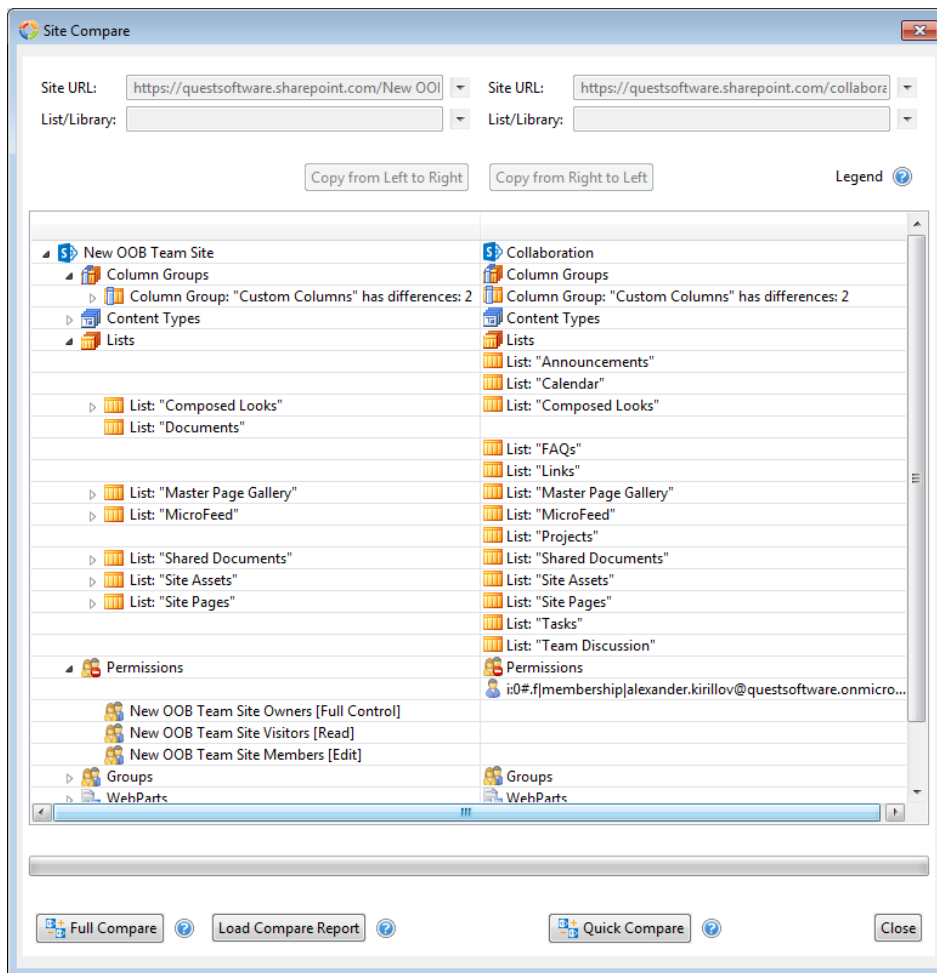
i | **NOTE:** Depending on the amount of site content, the compare process may be time-consuming.

- c. **Load Compare Report** - This option allows you to select a completed Full Compare report and display its results in the viewer

i | **NOTE:** This option uses the csv report created during Full Compare and ensures that the differences found still exist between the two sites. It has a performance advantage as the differences are pre-identified. If the differences have been resolved, or new differences created within SharePoint between the time of the report's creation and it's loading, the differences will no longer be displayed.

- 5. Expand object group nodes to see the difference between sites/lists:

Figure 27: Site Compare Screen



6. Select the object you want to copy and press **Copy from Left to Right** or **Copy from Right to Left** to initiate the copy.

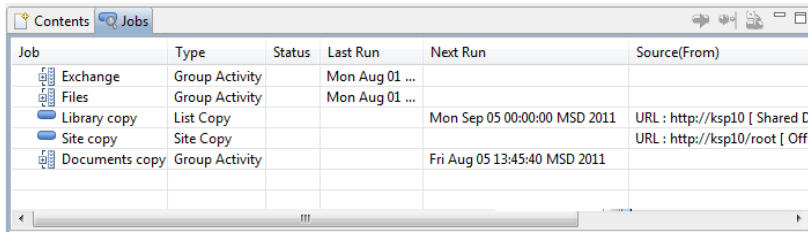
Scheduled Migrations (Project Mode)

In addition to interactive migrations described in the previous sections, you can define unattended migration jobs to run at specific times and in specific order. To create a scheduled migration job, go to the **Project Mode** tab.

NOTE: The application must be running to execute scheduled migration jobs.

The defined migration jobs are displayed on the **Jobs** tab of the **Contents** area:

Figure 28: Jobs Tab

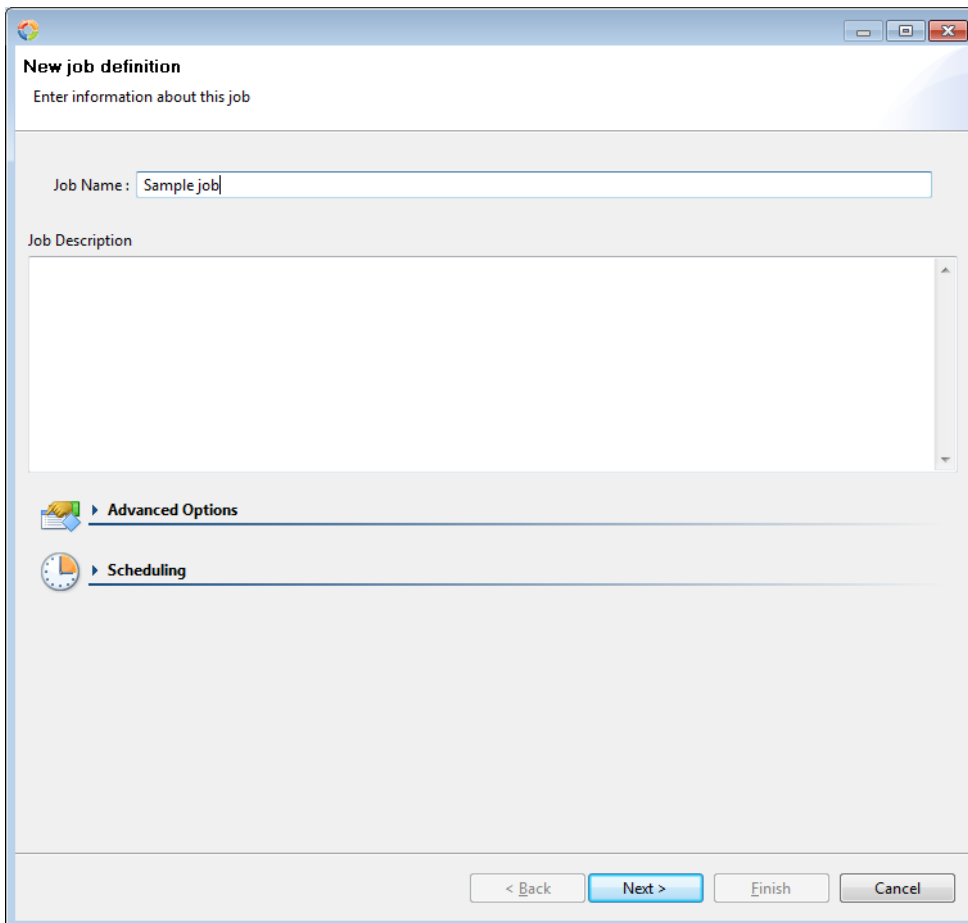


Job	Type	Status	Last Run	Next Run	Source(From)
Exchange	Group Activity		Mon Aug 01 ...		
Files	Group Activity		Mon Aug 01 ...		
Library copy	List Copy			Mon Sep 05 00:00:00 MSD 2011	URL : http://ksp10 [Shared D
Site copy	Site Copy				URL : http://ksp10/root [Off
Documents copy	Group Activity			Fri Aug 05 13:45:40 MSD 2011	

Creating Jobs

1. Switch to the **Project Mode** tab in the ribbon.
2. Drag and drop or copy/paste the objects to be migrated to the intended target location in the **Navigator**.
3. The New Job Wizard starts and prompts you to enter the job name and optional description:


Figure 29: New Job Wizard




New job definition
Enter information about this job

Job Name :

Job Description

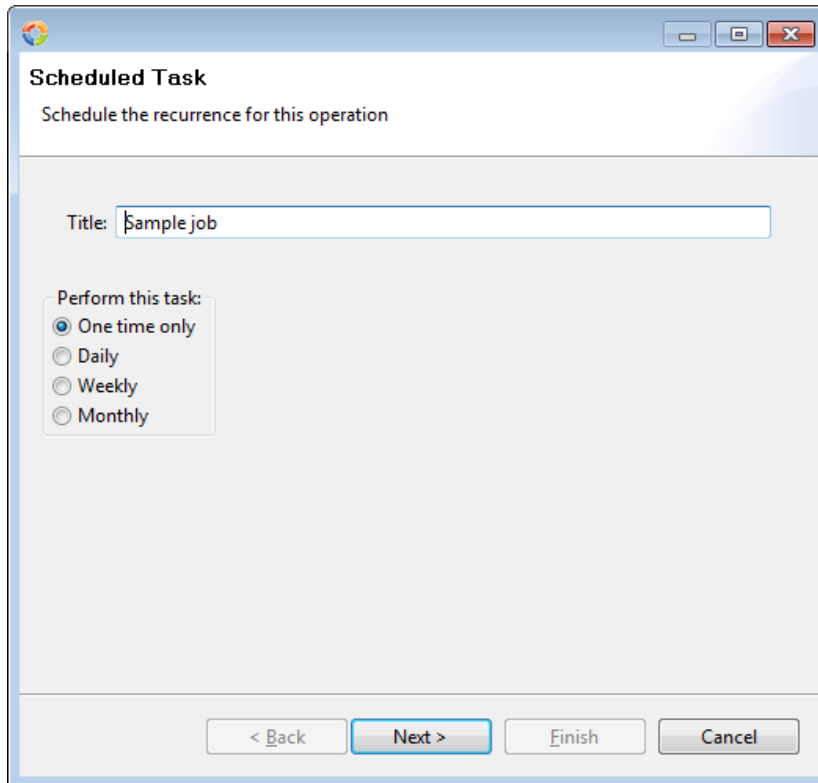
 **Advanced Options**

 **Scheduling**

< Back Next > Finish Cancel

4. To set a schedule for the job, expand the **Scheduling** section and click **Schedule** to open the Scheduled Task Wizard:

Figure 30: Scheduled Task Screen



5. When you complete the wizard, the schedule you defined will be displayed in the New Job Wizard:

Figure 31: Scheduling Defined



6. The rest of the wizard is identical to add hoc migration mode described in the previous chapters.

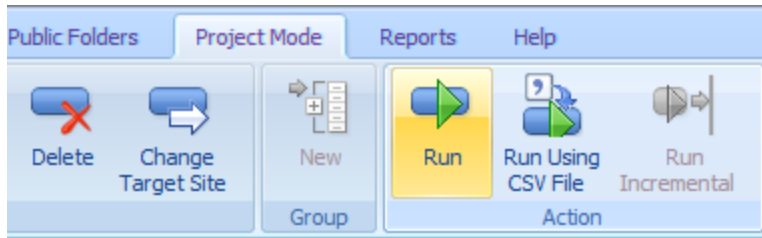
Running Jobs

Migration jobs are typically started automatically based on the schedule you specify. But you can also start jobs manually.

To run a migration job manually:

1. Select the job in the **Jobs** tab.
2. Click **Run** in the **Action** section of the ribbon:

Figure 32: Run Button



3. Enter a comment for executing the job in the **Run Job History** window and click **Run Now**.

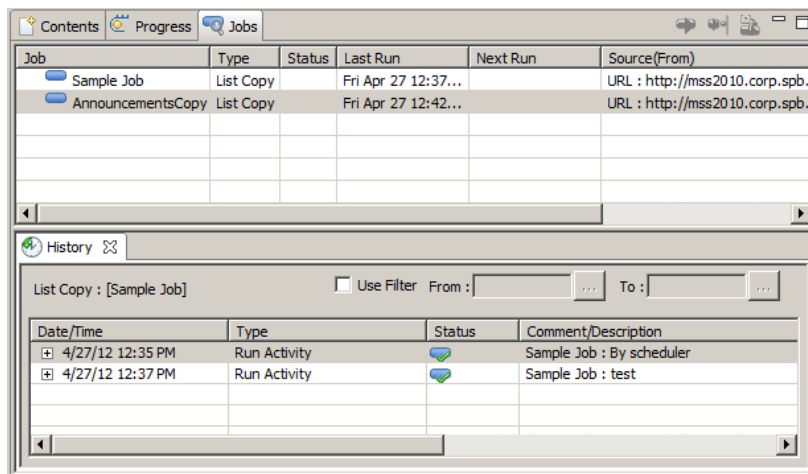
Tracking Job History

The application keeps track of all migration job runs to help you verify the migration results and troubleshoot migration failures.

To view the job history trail:

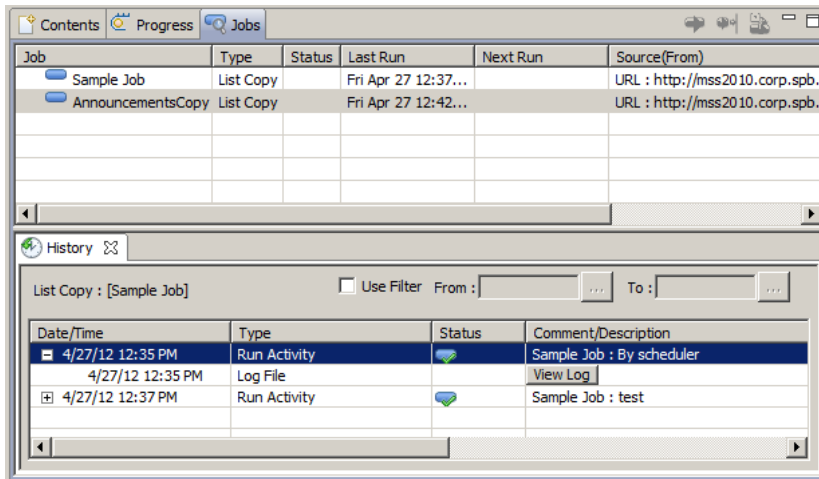
1. Double-click on the job in the jobs list.
2. The job history trail be loaded into the **History** pane:

Figure 33: History Pane

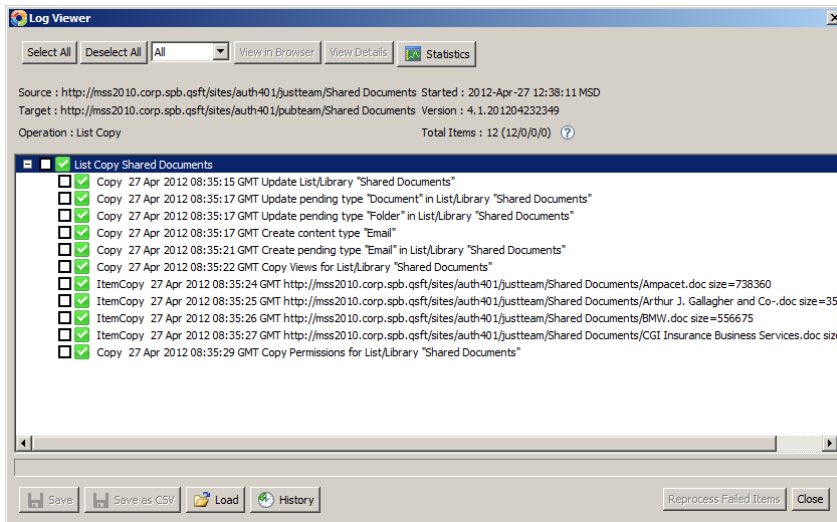


3. Expand the log item you need and click **View Log**:

Figure 34: View Log Button



4. The Log Viewer window will be shown:



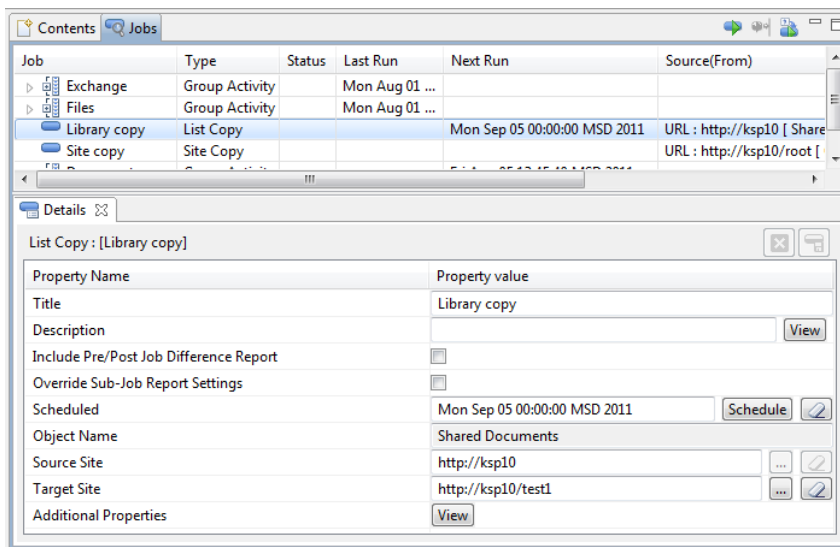
5. Double-click on a log item to view more details.



Viewing/Modifying Job Properties

You can view and modify properties of a migration job at any time:

1. Select the job in the **Jobs** tab.
2. Click **Details** in the **Job** section of the ribbon.
3. The job settings will be displayed on the **Details** pane:

Figure 35: Details Pane



4. Make changes to the job settings if needed.
5. Click the Save button () in the top right corner of the **Details** pane to save your changes or the Cancel button () to discard them.

Incremental Migrations

In some cases you may need to re-copy changes (from the source environment to the target) rather than re-copy all the content, e.g. you may need to continue working without disruption with the source content during large migrations, or a specific site, list or content may need to be periodically synchronized with another environment due to compliance or other business needs.

To address these needs, Migration Suite for SharePoint provides the ability to run incremental migrations. During incremental copy only new and updated data will be copied from the source to the target.



- **NOTE:**
- The main usage scenario for incremental migrations is when changes are being made to the source environment only and copied using Migration Suite for SharePoint. It is not recommended to use the incremental copy option if your target environment is live.
- The incremental copy feature is supported for documents and list items.
- List items have to be copied with the tool initially, otherwise incremental copy may create duplicates
- Sites and lists are not subject to the incremental copy mode and most of their settings cannot be incrementally deployed
- Settings that do have a separate copy switch such as content types can be copied incrementally
- If site and list permissions are included into migration, they overwrite the target permissions
- Deleted items cannot be synchronized

- Renamed documents are copied as a new document (i.e. two versions of the document will reside in the target library)
- SharePoint Designer workflows cannot be copied incrementally. Instead you can copy an updated workflow on its own giving it a new name.

There are two ways to use the incremental copy option:

1. **Project mode** - For any migration job that was run at least once (by schedule or on demand), you can select **Run Incrementally**; the job with all the proper filtering and settings will be run automatically.
2. **Quick mode** - For ad-hoc migration tasks, select **Incremental copy** in the list or item copy options of the copy wizard. In this case, you will need to configure all the filtering and settings manually.

Incremental Migrations in Project Mode

The best way to use the incremental copy option is the Project mode. In this case, the job with all the proper settings and filtering will be selected automatically.

To run an incremental migration:

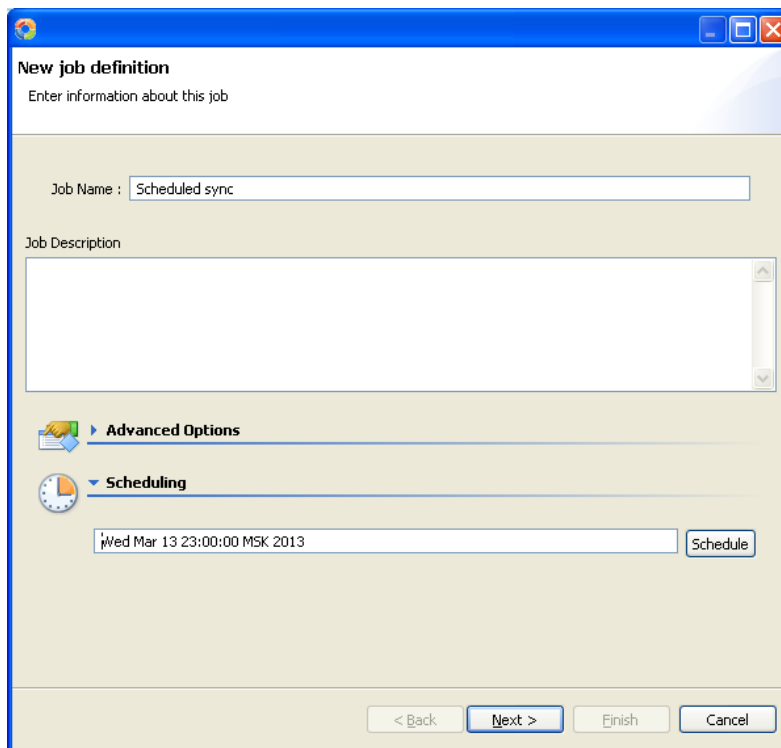
1. Select the job in the **Jobs** tab.
2. Click **Run Incremental** in the Action section of the ribbon
3. Enter a comment for executing the job in the **Run Job History** window.
4. Click **Run Now**.

Scheduling Incremental Migrations

To schedule incremental migrations in the **Project mode**, perform the following steps:

1. Start the job wizard:
 - a. For site copy, drag and drop (or Copy/Paste) the source site to the blank target site.
 - b. For list/library copy, drag and drop (or Copy/Paste) the source list/library to the target SharePoint site.
2. Specify a name for the migration job.
3. Specify a recurring schedule for the job using the built-in Scheduling Wizard:

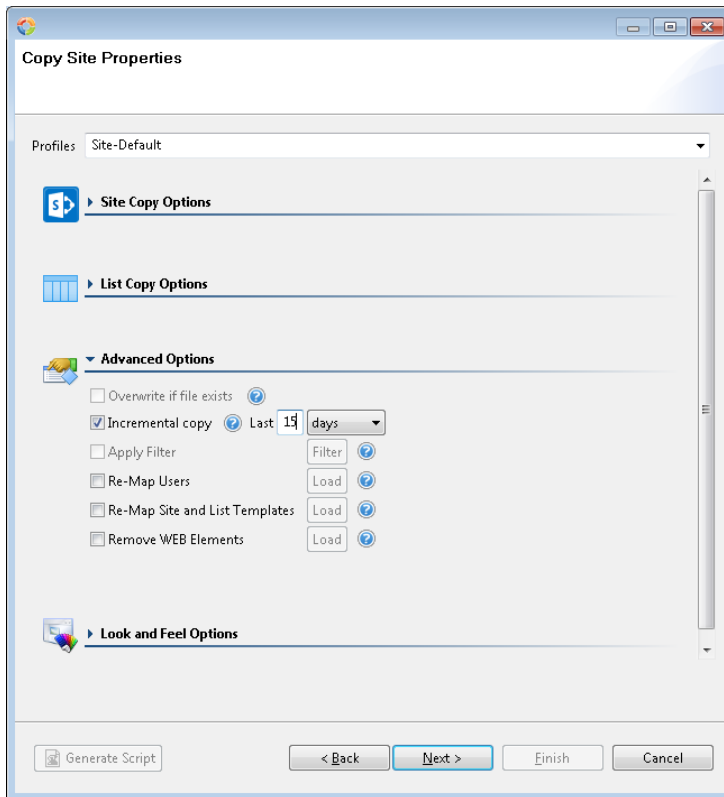
Figure 36: Specify Job Schedule



Click **Next**.

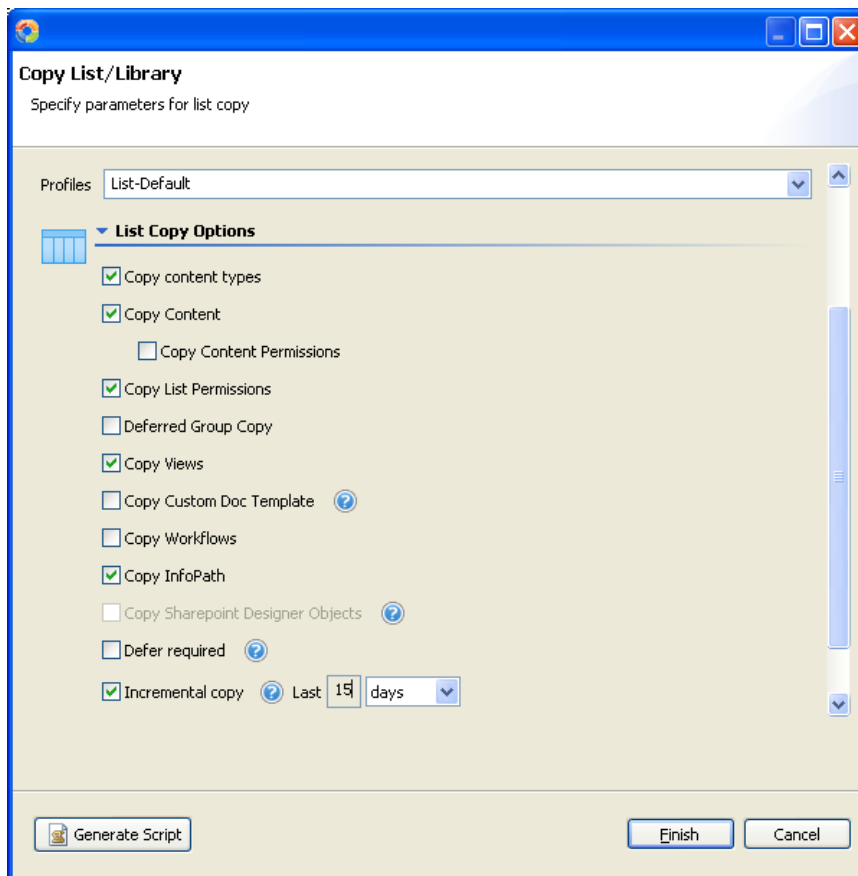
4. For site copy, select **Copy Site to Existing Site**.
5. Select the **Incremental copy** option:
 - a. For site copy, expand **Advanced Options**, check the **Incremental Copy** box and specify incremental copy time interval:

Figure 37: Incremental Copy Option (Site Copy)



- b. For list/library copy, expand **List Copy Options**, check the **Incremental Copy** box and specify incremental copy time interval:

Figure 38: Incremental Copy Option (List Copy)



6. Click **Finish** to create the job.

After the job is created, you can either start the initial migration manually using the Run command or leave it to the scheduler to start the job automatically. The first run of the task will copy all content from source, while consequent runs will only copy new and modified items and documents.

 | **NOTE:** Note that deletions are not synchronized

Incremental Migrations in Quick Mode


You can use the incremental copy functionality for ad-hoc migrations in the **Quick mode**.

This option controls the behavior of the copy operation when the item being copied already exists in the target location. If the **Incremental Copy** option is not selected and you copy list items over previously migrated ones, duplicates will be created on the target because SharePoint does not match list items. If this option is selected, the original list item ID is saved in a hidden column of the target item and then used to match items and copy updated source item over the existing target one (the target item will first be removed).

When you copy documents incrementally, selecting this option allows you to avoid creating a new document version.

To run incremental copy, select the **Incremental copy** option under **Advanced Options** in the copy wizard and specify incremental copy time interval.

If the incremental copy time interval is set to zero, delta copy will start. Unlike incremental migration that looks and copies any content that has been updated since a specified date (i.e. since the last migration), delta migration compares content both in the source and target. If it finds that the content does not exist or is older on the target, it deletes it on the target and moves the content from the source.

 **NOTE:** Please note that delta-copy may be time-consuming.

Migrating Legacy Content to SharePoint

Migration Solutions for SharePoint allow you to you consolidate the data in your legacy Exchange public folders and file shares to either on-premises or hosted SharePoint 2007/2010/2013.

Supported Sources

- Exchange Public Folders (Exchange Server 2003 and higher)
- PST mail archives (via Outlook)
- Windows file servers

Supported SharePoint Targets

SharePoint Online (Office 365 and BPOS) or other hosted SharePoint services

SharePoint Server 2013

- SharePoint Foundation 2013
- SharePoint Server 2010
- SharePoint Foundation 2010
- Microsoft Office SharePoint Server 2007
- Windows SharePoint Services v3

Supported Objects

- Email messages, calendar items, contacts, tasks, notes in Exchange public folder
- Email messages, calendar items, contacts in PST archives
- Files and folders on file shares and local disks

You can run your migration tasks real-time or schedule them for execution at a specific time:

1. For ad-hoc migrations, go to the **Quick Mode** tab.
2. For scheduled migrations, go to the **Project Mode** tab.

Migrating Exchange Data to SharePoint

You can migrate entire Exchange public folders to SharePoint or upload mail items individually.



NOTE: The application leverages Microsoft Outlook and your Outlook profile to connect to email and public folders. Therefore, a configured copy of Outlook 2007 or higher is required on the computer where the application is installed.

i | **NOTE:** In case you receive errors when viewing or migrating public folders with a large amount of items and subfolders, it is recommended to export the folder to a PST file and attach the file in Outlook. The contents of the PST file will be displayed under the Outlook node in the Connections view and you can follow the steps in the following sections to migrate the data to SharePoint.

Copy Entire Folder

You can copy an entire mail folder to a new SharePoint list or library. You can also upload multiple mail folders to SharePoint while creating a dedicated list for each in SharePoint. This method is fully automatic and you cannot change the default metadata mapping and some other copy options:

1. Locate the source folder under Outlook in the Connections pane.
2. Drag and drop (or Copy/Paste) the source folder to the desired SharePoint site.
3. Enter the name for the new list/library.

Advanced Options allow you to create incremental copy, filter items, copy folder permissions and/or perform user and template mapping during folder copy

For more information on user and template mapping, see [User Mapping](#) and [Template Mapping](#) respectively.

4. Click **Finish** to create the target list and copy folder items.

i | **NOTE:** The list template will be automatically selected to match the source folder, i.e. a mail folder will be converted to a document library and messages will be saved as MSG files. A contacts folder will become a contacts list in SharePoint.

i | **NOTE:** Do not close Microsoft Outlook during migration. Otherwise, migration will fail.

Copy Individual Items

If you need to selectively copy mail items and folders to an existing list in SharePoint, perform the following:

1. Locate the source folder under Outlook in the **Connections** pane.
2. Double-click the folder to load its content into the **Contents** pane on the right:

Figure 39: Folder Content

Name	Size	Modified At
Europe Marketing		
Europe MS SC Scheduling		
AIB - JASWON WINTERSON - DUBLIN FEB 27TH	109519	2006-02-21 13:45:00
Archive Manager	7930	2007-07-18 14:58:19
ARD-ARS Upgrade conversation	7569	2007-07-18 15:01:29
Canceled: KD\SJ Mercer Webex	95743	2006-02-06 16:08:01
EMC/Mercer - Kieron Darley - 7th Feb 2005	104402	2006-02-06 16:02:25
FW: Quest \ EDS Contacts - Liverpool Victoria Project	24258	2006-08-02 17:15:29
IAN - EIRCOM - HP - 10-11	116570	2005-07-19 16:03:14
IAN - WENCAST - 2-5 PM = 200905 - ILIFE	109827	2005-09-19 12:49:02
Lancashire constabulary	98528	2006-02-28 18:58:19
POC request for HP Tim Matthews	6813	2005-07-31 14:24:55
RE: SC Required	11812	2006-02-14 12:59:36
SC Booking Request - EDS\DCA - Tuesday 16th May	83391	2006-05-11 14:56:20
SC Request	83327	2006-02-08 16:27:21
SC Request Form - Richard Carlin	83586	2006-01-05 14:35:47
SC Required	84522	2006-02-10 15:32:36
test 6	4246	2005-07-01 19:46:41
Updated: KD\SJ Mercer Webex	96526	2006-02-06 16:07:30
European Public Holidays		
Portable Training Units		
Pre ProductionJAVA		
Professional Services		
Julie Grosvenor	1081	2004-09-17 15:32:58
Public Folder Alias Test	7488	2009-08-27 23:08:17

3. Select the items you want to copy in the **Contents** pane (use CTRL and SHIFT to multi-select).
4. Drag the selection (or use Copy/Paste) to the desired SharePoint list/library in **Navigator**.
5. The Item Copy Wizard starts. On the **Location** step, confirm or change the target list/library.
6. On the **Properties** step, review and adjust the metadata mapping if needed. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.
7. On the **Summary** screen you can choose from a number of available copy options. For more information on user mapping, refer to [User Mapping](#).

NOTE: You can choose the **Create CSV File for Uploading, Tagging or Copying files** option to import files using a CSV file instead of uploading them immediately. See [Appendix B. CSV Based Migration](#) for more information on CSV based file import.

8. Click **Finish** to start copying selected items. The progress window is displayed.

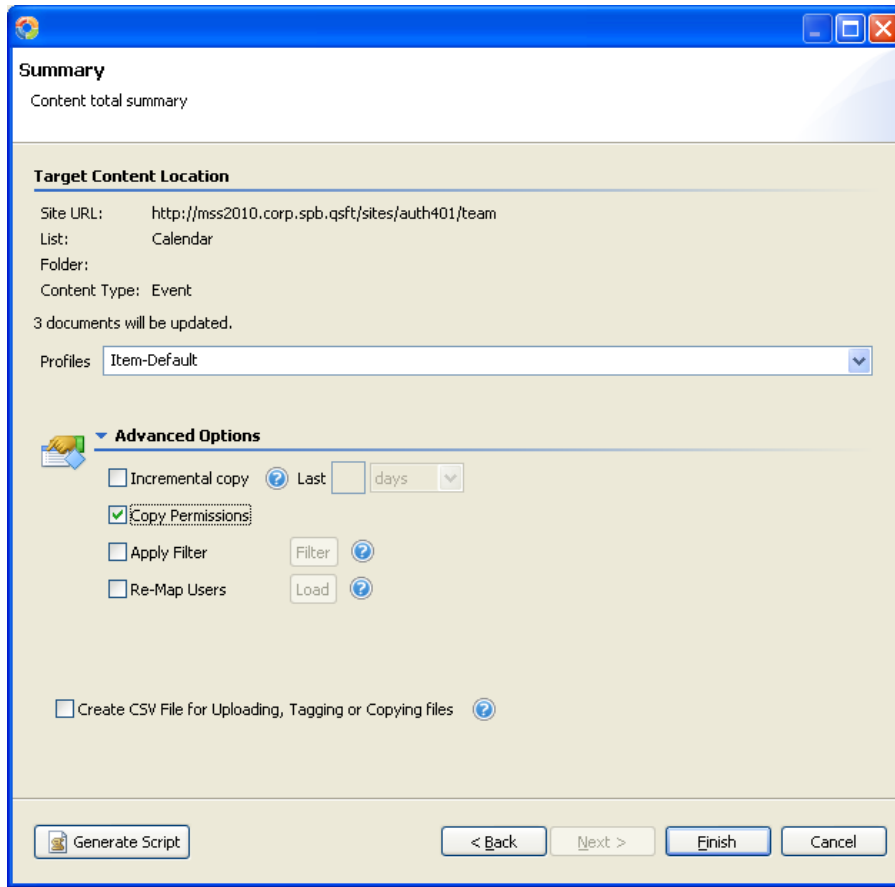
NOTE: Do not close Microsoft Outlook during migration. Otherwise, migration will fail.

Migrating Exchange Folder Permissions

The application provides an option to map Exchange folder permissions to SharePoint.

To enable migration of folder permissions, select the **Copy Permissions** option under **Advanced Options** in the Copy Public Folders Wizard:

Figure 40: Enabling Exchange Folder Permissions Migration



When permissions are granted using one of the predefined Exchange permission levels, the application maps it to a SharePoint permission level as follows:

Table 6: Mapping Folder Permission Levels to SharePoint Permission Levels

Folder Permission Level	SharePoint Permission Level
Owner	Full Control
Publishing Editor	Full Control
Editor	Full Control
Publishing Author	Full Control
Non-editing Author	Full Control
Reviewer	View Only
Contributor	Full Control
None	View Only

When a custom set of permissions is used to grant access to the source folder, the following mapping is used:

Figure 41: Mapping Folder Permissions to SharePoint Permission Levels

Folder Permission Level	SharePoint Permission Level
Can Delete Own	Full Control
Can Create Items	Full Control
Can Edit All	Contribute
Can Create Subfolders	Full Control
Can Edit Own	Contribute
Can Read Items	Read

i | **NOTE:** It might be required to use the user mapping feature when migrating folder permissions. See [User Mapping for Folder Permissions Migration](#) for more information.

Migrating Files to SharePoint

i | **NOTE:** The application supports migration only of network file shares mapped to the local drives, i.e. the Connections pane does not allow connecting to the shares via a UNC path and displays only local and mapped network drives.

i | **NOTE:** Before migrating files to SharePoint, you can perform a pre-migration assessment of the files to be migrated to identify potential issues with the selected content that would prevent its migration into SharePoint. For more information, please refer to the [Pre-Migration Analysis](#) chapter

1. Locate the folder containing the files you want to migrate to SharePoint in the **Connections** pane and double-click it to load the folder contents into the **Contents** pane.
2. Mark the files you want to upload to SharePoint. You can select multiple files using CTRL or SHIFT.
3. Drag or copy/paste the selected files to the destination document library in the **Navigator**.
4. The File Copy Wizard starts.
5. On the **Location** step confirm the destination or select another site or list.
6. On the **Properties** tab review and adjust the metadata mapping if needed. Refer to [Metadata Mapping and Tagging](#) for detailed information on adjusting the metadata mapping.

i | **NOTE:** Metadata mapping supports only standard properties of files and Office documents. Mapping of other metadata formats (e.g. PDF) is not supported.


7. On the **Summary** screen you can choose from a number of available copy options. For more information on user mapping, refer to [User Mapping](#).

i | **NOTE:** You can choose the **Create CSV File for Uploading, Tagging or Copying files** option to import files using a CSV file instead of uploading them immediately. See [Appendix B. CSV Based Migration](#) for more information on CSV based file import.


8. Click **Finish** to start file upload.
9. When the task completes, you can see the upload log.

Migrating NTFS Folder Permissions

You can map NTFS permissions of remote and local file folders to SharePoint permission levels on the folders in the target document library.

 **NOTE:** File-level NTFS and share permissions are not supported in the current version.


To enable migration of folder permissions, select the **Copy Permissions** option under **Advanced Options** in the File Copy Wizard:

 **NOTE:** You cannot migrate folder permissions if the **Remove Folder Structure** option is selected for the migration job.

The application maps NTFS permissions to SharePoint permission levels as follows:

Table 7: Mapping NTFS Folder Permissions to SharePoint Permission Levels

NTFS Folder Permission	SharePoint Permission Level
Full Control	Full Control
Modify	Contribute
Read	Read
Write	Contribute
List Folder Content	Read
Read and Execute	Read

 **NOTE:** You can use the user mapping feature when migrating folder permissions. See [User Mapping](#) for more information

Metadata Mapping and Tagging

When you migrate SharePoint content, files or public folder data with Migration Solutions for SharePoint, the application automatically maps source metadata to columns in the target SharePoint list or library. This happens behind the scenes when you migrate data to a new SharePoint list. You can adjust the metadata mapping and classify/tag migrated items when you migrate to an existing list or document library. You can also classify/tag SharePoint items and documents in place.


This section describes the **Properties** screen that is displayed when you:

- Migrate individual SharePoint items to an existing SharePoint list (Refer to [Migrating Individual Items/Documents](#))
- Migrate individual Exchange items to an existing SharePoint list (Refer to [Copy Individual Items](#))
- Migrate files to an existing SharePoint document library (Refer to [Migrating Files to SharePoint](#))
- Tag items in a SharePoint list (Refer to [In-Place Content Tagging](#))

Data Analysis Mode

The application can optionally analyze the source items metadata to allow selecting from the existing values to be assigned rather than manually entering the value, which reduces error risk.


To enable Data Analysis Mode:

1. Double-click on any SharePoint list to open the **Contents** tab.
2. Click Turn ON Data Analysis () at the top of the tab.



NOTE: Data Analysis Mode may slow down the application depending on the number of selected items. Disable Data Analysis mode if you no longer need it.

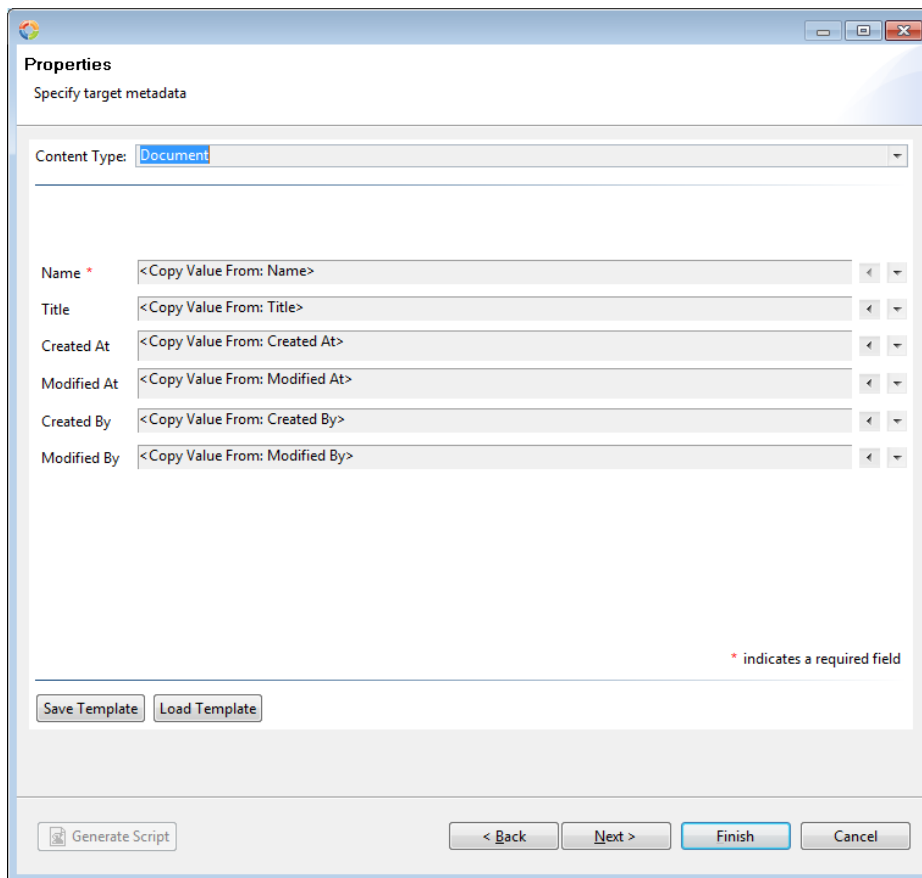
To disable Data Analysis Mode:

1. Double-click on any SharePoint list to open the **Contents** tab.
2. Click Turn OFF Data Analysis () at the top of the tab.

Properties Screen


This screen is used to tag the selected list of items:

Figure 42: Properties Screen




Content Type

By default, the wizard preloads the default content type for the destination SharePoint list/library. You may select an alternate content type by using the drop-down button. If a new content type is selected, the list of fields below will be updated correspondingly. The application will automatically attempt to match the fields from the source content type(s) to the destination. The Keep Original option allows you to retain existing content type(s) for selected items. This is useful when moving or copying a set of items from multiple content types.


 | **NOTE:** Keep Original is only available when Data Analysis Mode is disabled.


Tagging/Classification


The wizard provides several methods for smart tagging, which is accomplished through the use of buttons located to the right of each field.

Left-Arrow Button (): one way to efficiently tag content is to group items that need to be tagged with a common value. For example, you may have a set of files that share a common project name or number, a choice, check box or lookup value, (Yes/No) or a common user name. The left-arrow button provides access to

directly enter or modify the value of the field. The wizard will automatically provide controls corresponding to the type of field being worked on.

Down-Arrow Button (): pressing this button will generate the Field Value Selection window which is intended to give you more control over tagging. The functionality for this window is described below.

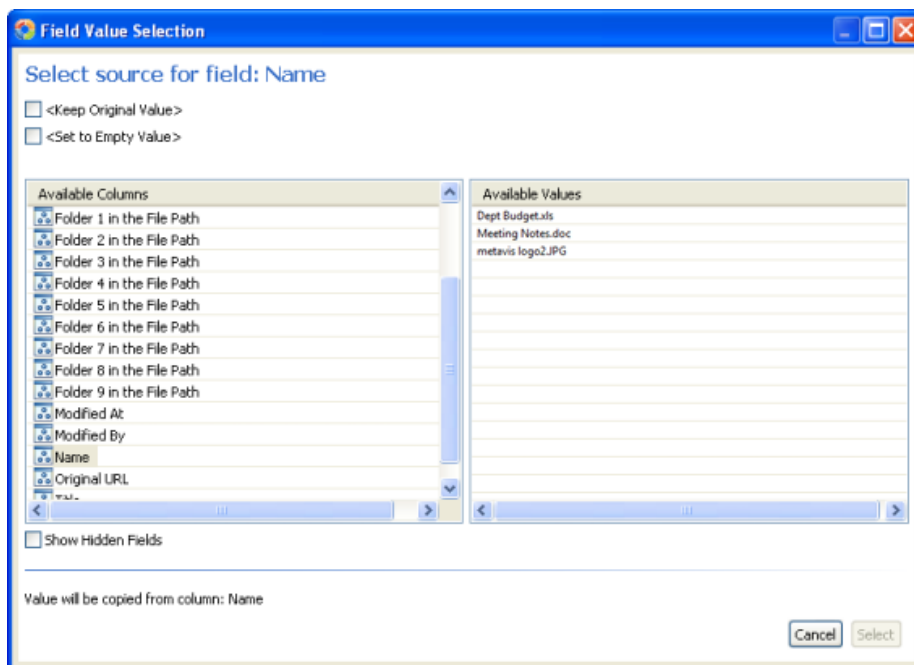
Plus Button (): this button is only shown for multi-valued fields. When enabled any new values are appended to existing ones. When disabled, new values will replace existing ones.

 **NOTE:** Because the **Name** field in a Library must have a unique value, only the down-arrow is enabled. This allows the user to change the value of this field by mapping to another normalized field.

Save Template/Load Template: many classification operations are done over and over again for different sets of content. These buttons allow you to store and recall all the tagging parameters set in this window.

Field Value Selection Screen

Figure 43: Field Value Selection Screen




This screen is generated by clicking on the down-arrow next to a specific field in the Properties Screen. All actions within this screen only apply to that field (its name is displayed at the top of the window).

Keep Original Value - selecting this check box will negate any changes made in this screen.

Set to Empty Value - selecting this check box will remove any existing value from the field.


Auto Tag - selecting this check box will place an appropriate value in the field based on document analysis.

 **NOTE:** **Auto Tag** works with choice, person, group, lookup fields, and managed metadata, and can tag files imported from file systems and public folders.

Available Columns - selecting a field name from this list will designate it as the “source” and result in the metadata values from this field to be transferred to the destination for each item.

Show Hidden Fields - selecting this check box will display hidden fields in the **Available Columns** list.

Available Values - when a “source” field is selected from the **Available Columns** list, the metadata values for all the items are displayed in the **Available Values** list.

 **NOTE:** This option is only available if **Data Analysis Mode** is enabled.

You may select any of these specific values to be copied to all items involved in the operation. If none of the values is selected, the functionality will follow the logic described in **Available Columns**.

Migrating Created/Modified Metadata

In most cases, the application maintains the **Created By/Modified By/Created At/Modified At** properties of the migrated items and documents as long as the following prerequisites are met:

- User performing the migration must be a site owner (administrator)
- Author/editor user accounts must exist (usually in Active Directory®) and be enabled

NOTE: If the original author/editor cannot be resolved, the **Created By** and **Modified By** properties will be set either to the account under which the user connected to the target site or to the account specified in the **Default User Account** setting of Profile Manager (if any specified).

However, in certain situations, it is not possible to set the Created/Modified metadata using remote Web Services calls (including when the application is installed on a server in the target SharePoint farm):

- SharePoint 2007 as target:
 - Created/Modified can be maintained or reset to the current date and user depending on the service pack/patch combination on the target farm
- SharePoint 2010/2013 as target:
 - All patch levels - both dates and author/editor are maintained
 - Lists/libraries with major and minor versions enabled - Created/Modified is maintained for major versions, but not for minor versions

To facilitate retention of the **Created/Modified** properties in situations where setting them remotely is not possible, an extension SharePoint web service is provided to be deployed to the target SharePoint 2007/2010/2013 farm. After the service is installed, no further product configuration is necessary. The application will detect the service automatically and use it to set the **Created/Modified** metadata.

NOTE: Installing the Extension web service allows you to preserve both **Created/Modified** and **Content Approval Status** properties for items and documents simultaneously when copying content between SharePoint locations. When the service is installed, the priority setting (Authorship) in Profile Manager is ignored. It is not recommended to change the default mappings for **Created/Modified** and **Approval Status** fields when the service is installed.

If the Extension web service cannot be installed, you can enable the **Preserve Approval Status/Comments** option in the **Copy List** or **Copy Site** section of Profile Manager to retain the content approval status for items and documents. Please note that the **Preserve Approval Status/Comments** option works only on non-versioned or major versioned lists and document libraries.

Installing Extension Web Service

Perform the following steps:


1. Remove the previous version (if installed).
2. Download the service installer available on the product download page and extract files to your hard drive.
3. Copy the folder corresponding to your target SharePoint version from the service download package to a front-end web server in your target SharePoint farm.
4. Run **Setup.exe** and follow the steps of the installation wizard.
5. Select web applications to deploy the service to.




NOTE: The extension service is provided as a SharePoint solution package. You can use the solution file to install and deploy the extension service to the farm using standard SharePoint tools.

Pre-Migration Analysis

Migration Solutions for SharePoint come with the Pre-Migration Analysis feature that allows you to perform a pre-migration assessment of your file system, file shares, or SharePoint environment to identify potential problems with the selected files that would prevent their migration into SharePoint.

 **NOTE:** The pre-migration analysis works for file systems and file shares that can be mounted as a networked drive.

 **NOTE:** During the SharePoint pre-migration analysis, only site level features will be analyzed. The analysis of site collection level features is currently not supported.


To perform a pre-migration assessment:


1. Right-click on the site or file share you want to run pre-migration analysis on and select **Pre-migration Analysis**.

Alternatively, you can go to the **Quick Mode** tab of the ribbon and click:

- the **SharePoint** button to perform pre-migration analysis of your SharePoint
 - the **File Share** button to perform pre-migration analysis of your file system or file share
2. In the appeared dialogue, specify the site or file share location from where the pre-migration analysis should be run.

Optionally, you may specify the SharePoint location to be used as a destination.

 **NOTE:** Specifying the target location for SharePoint analysis will provide additional, comparative analysis for the site level options.

 **NOTE:** Specifying the target location for file share analysis will provide more accurate estimate for the "File Path Length" calculation.

3. Specify analysis parameters and click **Finish**. A **.xlsx** file that identifies the issues based on the selected analysis parameters is generated.

Analysis Parameters

In this section:

- [SharePoint Analysis Parameters](#)
- [File Share Analysis Parameters](#)

SharePoint Analysis Parameters

In the SharePoint Pre-Migration Analysis wizard you can set the following parameters:

- **Analyze Sites Parameters**

- **Analyze Site Templates** - Site and List Templates used in the source environment must be available in the target if the tool is going to create new sites or lists during the operation. To ensure all in use templates are available, this option will scan each site and list to identify the template type.

NOTE: If a target location was specified, the analysis will compare the list of used templates in the source with the list of available templates in the target location. If a template is marked as Condition 3, it was not detected as an available template in the target location.

If a target location was not specified, the analysis will identify and highlight templates based on a pre-determined list of out-of-the-box SharePoint templates. If a template is marked as Condition 3, it was not recognized as an out-of-the-box template.

- **Analyze Site Features** - Site Features can provide additional functionality to SharePoint. To ensure site features are available, this option will scan each site to identify which features have been activated.

NOTE: If a target location was specified, the analysis will compare the list of activated features in the source with the list of available features in the target location. If a feature is marked as Condition 3, it was not detected as an available feature in the target location.

If a target location was not specified, the analysis will identify and highlight features based on a pre-determined list of out-of-the-box SharePoint features. If a feature is marked as Condition 3, it was not recognized as an out-of-the-box feature.

- **Analyze Site Web Parts** - Web Parts allow users to modify the behavior and appearance of SharePoint pages. To ensure web parts are available, this option will scan each page and identify which web parts have been placed.

NOTE: The analysis will identify and highlight web parts based on a pre-determined list of out-of-the-box SharePoint web parts. If a web part is marked as Condition 3, it was not recognized as an out-of-the-box web part.

- **Include Sub-sites** - Enabling this option will include all sub-sites below the defined source location in SharePoint.

NOTE: Please note that if a large number of sub-sites exist, enabling this option could slow down the analysis.

- **Analyze Lists Parameters**

- **Total Items** - It is generally outside of SharePoint Best Practice for lists to exceed a certain number of items or threshold for various reasons. The default list view threshold for optimal SharePoint performance is 5000 items.

This option will scan for and highlight any list that exceeds the total number of items defined in this parameter (default value is 5000). This is particularly important when migrating to SharePoint Online, as this value is not user configurable in online tenants.

- **List Size Limitation (MB)** - Although SharePoint lists are designed to house many millions of items, it may not be ideal to store large amounts of data in a single list.

This option will scan for and highlight any list that exceeds the total size in megabytes as defined in this parameter (default value is 1000 MB).

- **Analyze Items**

- **Item Size Limitation (MB)** - To identify content that may exceed SharePoint's maximum file size, this option will return items which are **Equal**, **Greater Than** and **Less Than** the defined size, in megabytes.

NOTE: You can adjust the default value (50 MB). For example, setting this value to 250 will ensure you do not exceed the maximum file size limit for SharePoint Online.

- **File Path Length** - This option will scan the specified file share location and identify file path lengths that are **Equal**, **Greater Than** and **Less Than** the defined value.

NOTE: The effective file path length is recommended not to exceed 256 characters. Please note that this value also includes the SharePoint domain/server name which may not be accounted for in this analysis.

- **Blocked File Extensions** - SharePoint provides functionality to block specific file types from being uploaded. Enabling this option will scan the source SharePoint location and identify the content based on the list of defined blocked file extensions.

NOTE: The list of file extensions should be separated by a comma (e.g. exe, zip, avi, mp3).

- **Detailed Reporting Level** - This option provides the ability to choose the amount of items (based on Condition level) to be included in the report.

NOTE: The use of this option will not decrease the amount of time for the analysis to complete, it will only reduce the amount of items listed in the resulting report.

When this option is enabled, the report will include detailed information about all items, regardless of their reported Condition level. The use of this option can greatly increase the report size, so you may consider leaving it disabled if your SharePoint location contains a large amount of items.

When this option is disabled, the report will include detailed information only about items with the Condition 2 or 3 status, i.e. the items where the tool has detected a potential issue for your consideration.

File Share Analysis Parameters

In the File Share Pre-Migration Analysis wizard you can set the following parameters:

- **File Path Length** - This option will scan the specified file share location and identify file path lengths that are **Equal**, **Greater Than** and **Less Than** the defined value. Optionally, you can include a **Target Location** in your analysis which will subtract the total length of this entered location from the defined limitation, resulting in a more accurate File Path limitation estimate.

NOTE: The effective file path length is recommended not to exceed 256 characters. Please note that this value also includes the SharePoint domain/server name which may not be accounted for in this analysis.

- **Component Name Length** - SharePoint enforces limits to the number of characters in a path component; more specifically, this path component refers to the length of the name of files and folders. This option

will identify which items are Equal, Greater Than and Less Than the defined length.

i | **NOTE:** The effective limit of a path component is recommended not to exceed 128 characters.

- **Name Contains Invalid Characters** - Certain characters and their placement are considered invalid and therefore forbidden to be used in standard SharePoint naming conventions. This option will scan the file share location and identify if any of the defined values are used within the full file path.
- **Blocked File Extensions** - SharePoint provides functionality to block specific file types from being uploaded. Enabling this option will scan the file share location and identify the content based on the list of defined blocked file extensions.

i | **NOTE:** The list of file extensions should be separated by a comma (e.g. exe, zip, avi, mp3).

- **Name Ending String** - Due to SharePoint restriction, file and folder names may not end with any of these defined strings. This option highlights files with these incompatible file name endings.

i | **NOTE:** The list of name ending strings should be separated by a comma (e.g. .files, _files, -Dateien, _fichiers).

- **File Size Limitation (MB)** - This parameter identifies content that may exceed SharePoint Maximum Upload Limit, this option will return items which are Equal, Greater Than and Less Than the defined size, in megabytes (MB).
- **Summary** - Enabling this option will provide a summary report calculating the total number, size and average size of the objects (files and folders) in the specified Source Location.

i | **NOTE:** The analysis parameters have default settings that scan for files that are outside of the out-of-the-box parameters for SharePoint. You can make changes to the default parameter settings in the wizard in the event that your SharePoint environment has been customized to allow for files outside of SharePoint original parameters.

Advanced Migration Features

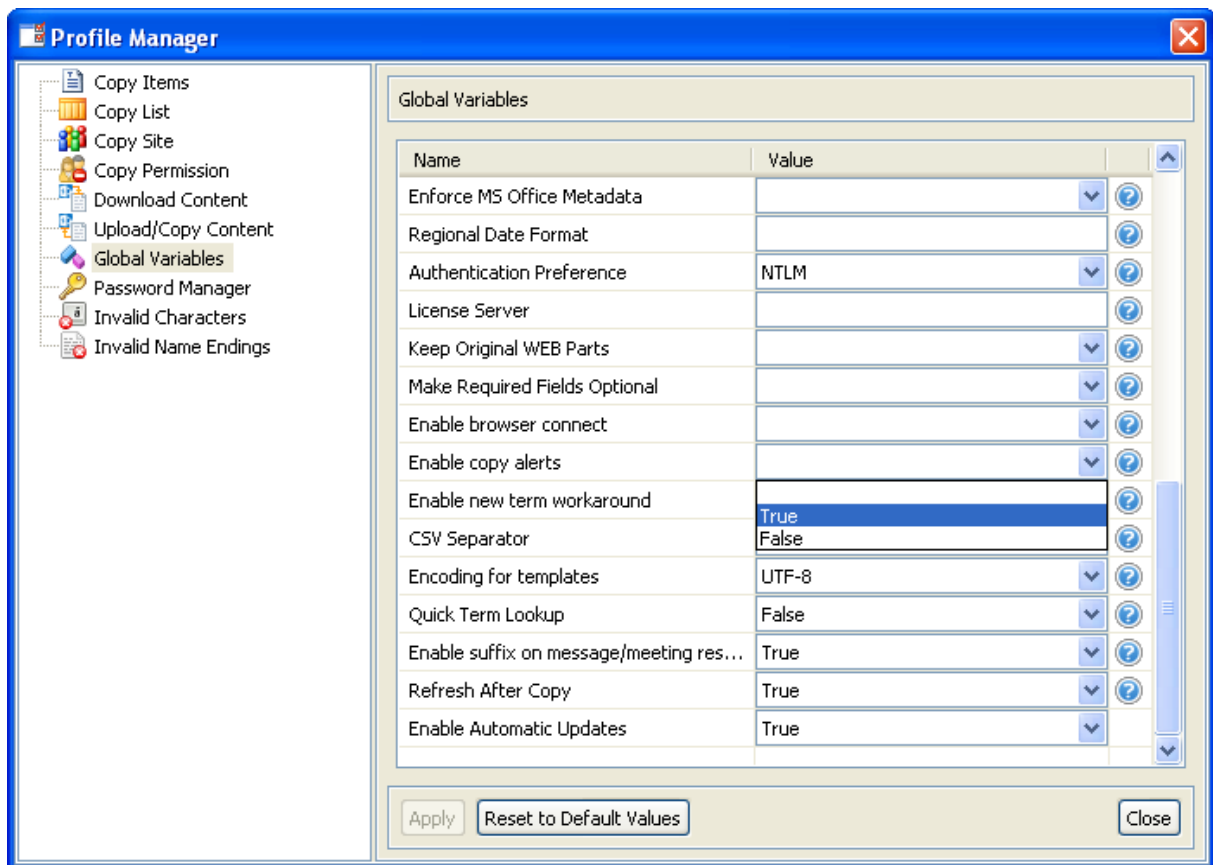
In this section:

- [Migrating E-mail Alerts](#)
- [Migrating Workflows](#)
- [Migrating SharePoint Designer Objects](#)
- [Migrating Term Store Data](#)
- [User_Group Mapping](#)
- [Template Mapping](#)
- [Excluding Web Parts from Migration](#)

Migrating E-mail Alerts

Dell SharePoint migration tools allow you to copy e-mail alerts when copying sites. The option is not enabled by default, and you need to use the **Enable copy alerts** option in the Global Variables section of Profile Manager:

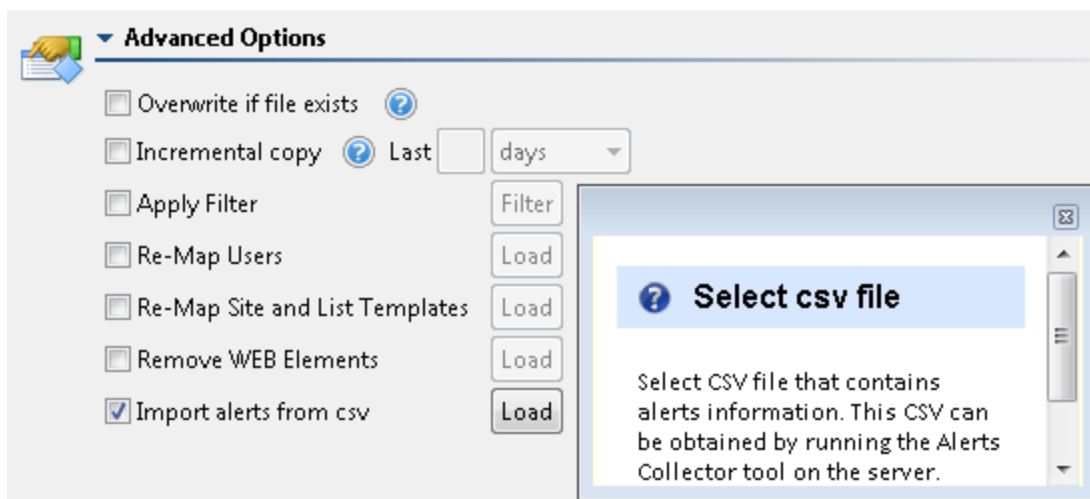
Figure 44: Profile Manager - Enable Copy Alerts




NOTE: Profile Manager is available from the Help ribbon. See [Appendix A. Profile Manager](#) for more information.


When enabled, the **Import Alerts** option will show up under the **Advanced Options** when you copy a SharePoint site:

Figure 45: Advanced Options - Import Alerts from CSV Option



 **NOTE:** Alerts copy is only supported for site migrations.

To copy alerts, you need to supply a CSV file containing alerts information. The CSV file can be generated using Dell Alerts Collector utility available in your product download package.

 **NOTE:** Dell Alerts Collector utility is currently not available for SharePoint 2013. You can migrate alerts from previous SharePoint versions to SharePoint 2013, but alerts migration from SharePoint 2013 to SharePoint 2013 is not supported.

To create a CSV file for migration of email alerts:

1. Locate the version that matches your source SharePoint version in the `/Tools/AlertCollector` folder of the download package.
2. Run the utility on a source SharePoint server.
3. Specify the CSV file to export alerts to.
4. Select site collections to export alerts from and click **OK**.

You can use the generated CSV file as is or edit it to remove unwanted alerts.

When your site migration job completes, you can view the migration log to check whether the alerts import succeeded or failed.

Migrating Workflows

Migration Solutions for SharePoint support migration of the following types of workflows:

- Standard out-of-the-box SharePoint server workflows (i.e. Approval, Collect Feedback, etc.)
- Declarative SharePoint Designer workflows

The application will copy the workflow associations to SharePoint 2007, 2010 and 2013 lists, which includes the workflow configuration settings.

 **NOTE:** Workflow state, in-progress workflow instances and history are not retained during migration.

There are three ways to copy OOB and SharePoint Designer workflows using the application:

- Include workflows in a site copy
- Include workflows in a list/library copy
- Copy workflows separately


Migrating OOB and SharePoint Designer Workflows

To migrate workflows as part of site or list copy:

1. To copy site level workflows, select the **Copy Site Workflows** option under **Site Copy Options** in the Site copy wizard.
2. To copy list level workflows, select the **Copy Workflows** option under **List Copy Options** in the Site or List copy wizard.

To copy workflows separately:

1. Select the site/list/library in the site tree and use the **Workflows** button on the **View** ribbon.
Alternatively you can select **Objects** in the right-click menu on the list and click **Show Workflows**.
2. The workflows attached to the site/list will be loaded into the right pane.
3. Copy/paste or drag-n-drop workflows to a destination list.

 **NOTE:** Out-of-the-box workflows require connections to two SharePoint lists to work properly. Both lists need to be specified when you add a workflow to a list/library:

- a Tasks list to store workflow tasks
- a History list to log workflow activities

When you migrate an entire SharePoint site with workflows, those dependencies are copied automatically and workflows are properly configured on the target.

However, if you do a list level copy or migrate a workflow separately, these two lists are not migrated automatically, so you need to make sure they are copied first.

Note that the standard Workflow History list is hidden by default. Toggle Hidden Lists in the right-click menu of the Lists container to see it.

Migrating SharePoint Designer Objects

Migration Solutions for SharePoint support migration of SharePoint Designer file objects (custom web pages, list forms, images, style sheets, etc.).


 **WARNING:** Migration of SharePoint Designer Objects may corrupt your target.

There are three ways to copy SharePoint Designer objects using the application:

- Include SharePoint Designer objects in a site copy
- Include SharePoint Designer objects in a list/library copy
- Copy SharePoint Designer objects separately


To copy SharePoint Designer objects as part of site copy, turn on the **Copy SharePoint Designer Objects** option in the **Copy Site** section of Profile Manager. To include list level SharePoint Designer objects into site copy, turn on the same option in the **Copy List** section of Profile Manager.

To copy SharePoint Designer objects as part of list copy, turn on the **Copy SharePoint Designer Objects** option in the **Copy List** section of Profile Manager.

 **NOTE:** Profile Manager is available from the Help ribbon. See Appendix A. Profile Manager for more information.

To copy SharePoint Designer objects separately:

1. Select the site/list/library in the **Navigator** and use the **SPD Objects** button on the **View** ribbon.

 **NOTE:** Alternatively you can select **Objects** in the right-click menu on the site/list and click **Show SharePoint Designer Objects**.

2. The SharePoint Designer objects will be displayed in the **Contents** tab in the right pane.
3. Copy/paste or drag-n-drop SharePoint Designer objects to a destination site/list.

Migrating Term Store Data

Migration Solutions for SharePoint allow users to easily migrate their Term Store data (terms sets and terms) granularly or in bulk.

To copy term store data:

1. Select the site in the **Navigator** and use the **Term Store** button on the **View** ribbon.
Alternatively, you can select **Objects** in the right-click menu on the site and click **Show Term Store**.
2. The Term Store content will be displayed in the **Term Store tab in the right pane**.
3. Expand the term store hierarchy to view term groups, term sets, and terms.
4. Copy/paste or drag-n-drop term store object(s) to a destination store.
5. In the window that is displayed you can select the following options:
 - **Copy With Children** - This option will copy any child terms along with your selected object.
 - **Merge** - This option will merge term store objects (the source object will overwrite the target in case of a conflict)
 - **Retain GUID** - This option will retain the original GUIDs associated to term sets and terms when migrating into a new SharePoint 2013 Term Store.

i **NOTE:** Please note copying term sets or terms with this option enabled can only be performed one time. Once the GUID is assigned to the migrated object, it cannot be reused a second time.
If you need to copy the term set or term again or you wish to copy it to a new location within the same Term Store, this option must be disabled.

Migrating Managed Metadata Columns

There are two general scenarios for migrating managed metadata columns:

1. Copying source columns with managed metadata.

i **NOTE:** The required Term Store elements (term groups, term sets and terms) must exist in the destination store in the same location, i.e. the path to referenced term sets must be the same relative to the term store root so that the tool can relink target columns.

2. Mapping source data to managed metadata in the target SharePoint list or library during a site or list copy.

i **NOTE:** When migrating a site the application automatically relinks the managed metadata columns to the appropriate location in the Term Store.
When migrating a list(s) you must refresh the target site first because some elements of the Term Store are cached for performance reasons.

User/Group Mapping

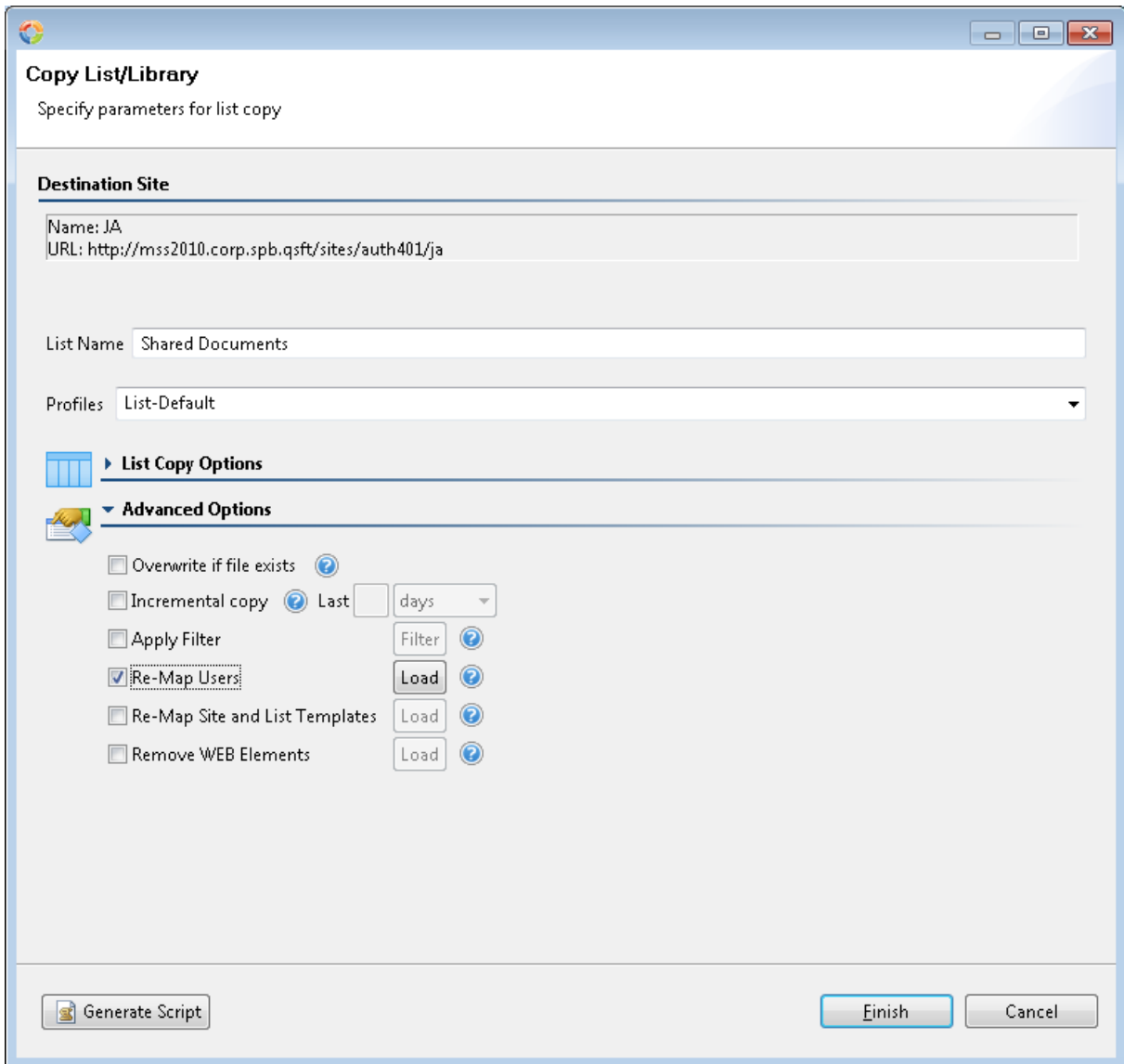
The user mapping feature enables migration of SharePoint users/groups and permissions between domains, which may include Active Directory, Microsoft LiveID, Forms and other authentication providers.

With this feature you can also map SharePoint security groups to Active Directory groups.

NOTE: When a user cannot be created in the target environment, the application by default will replace that user account with the account of the user executing the operation. You may override this behavior by updating the **Default User Login** field in **Help | Profile Manager | Global Variables**.

To turn on the user mapping, check the **Re-map Users** option in the copy wizard and load a CSV file that maps source users to target users:

Figure 46: Re-map Users Option



The CSV file should have a source to target entries for each user and group to map. You can also do a wildcard domain mapping as shown below:

Figure 47: Wildcard Domain Mapping

	A	B
1	ACME-EAST*	ACME-WEST*
2	ACME-EAST\aklein	ACME-WEST\amy.klein
3	ACME-EAST\bwood	ACME-WEST\brian.wood
4	ACME-EAST\bwilson	ACME-WEST\bob.wilson
5	ACME-EAST\cphillips	ACME-WEST\disabled
6	ACME-EAST\csmith	ACME-WEST\chris.smith

NOTE: The application provides the Site Users report that is a good starting point to create your mapping file:

1. Right-click on the source site and select **Reports | Site Users Report (csv)**.
2. Specify the CSV file to export site users to.
3. When export completes, click **Open CSV**.
4. Map each source user to a target user account.

User Mapping for Folder Permissions Migration

When migrating folder permissions, the target list might have no permissions assigned. This happens because the tool creates permissions using the user display name, and then compares and deletes users without permissions on the Public Folder using "domain\user".

You can use the user mapping feature to override this behavior. The mapping file will map the user display name to his/her down-level logon name (domain\UserName). The file entry should look as follows:

```
"User Name",Domain\UserName
```

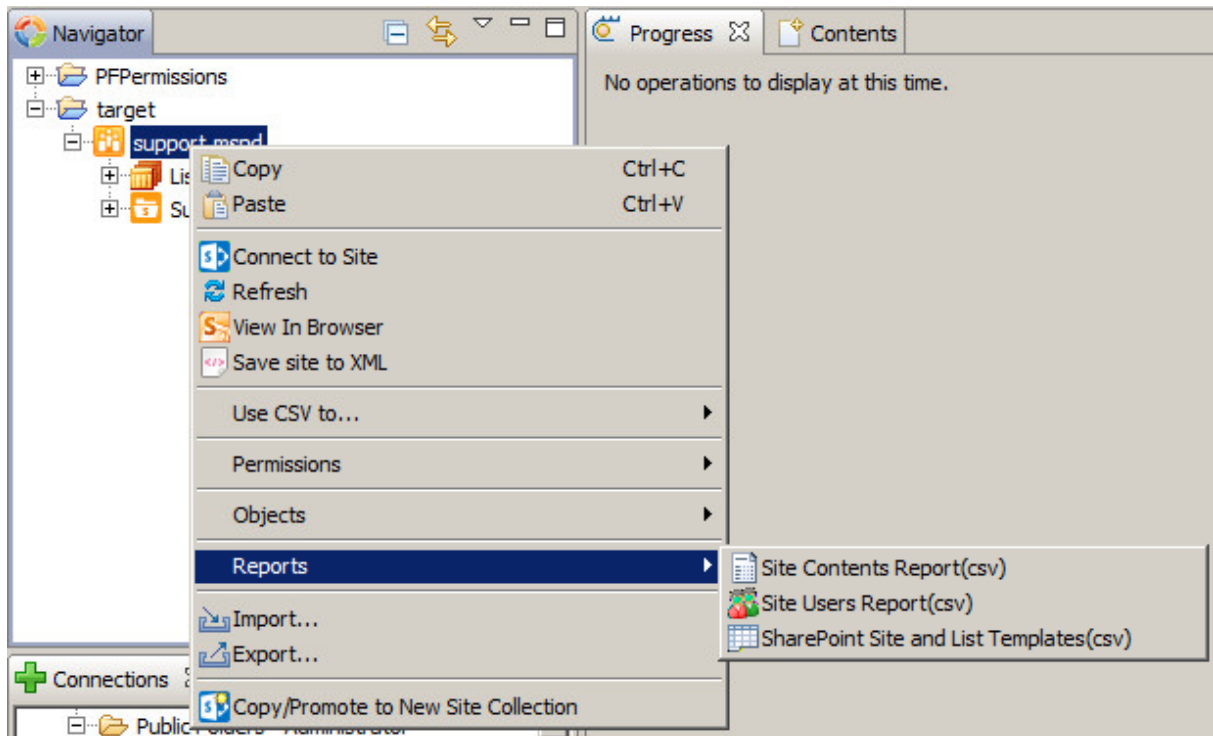
NOTE: If a user display name contains a comma, it should be surrounded by quotes, e.g. "Smith, Steve",domain\Ssteve.

The CSV file will not contain quotes.

Perform the following:

1. Generate the Site Users report that will be used as the mapping file:
 - a. Right-click on the source site and select **Reports | Site Users Report (csv)**:

Reports Menu



- b. Save the resulting .csv file.

The generated CSV file looks as follows:

Generated CSV File

```

NT AUTHORITY\authenticated users,NT AUTHORITY\authenticated users
kate,COOL\kate
COOL\Administrator,COOL\administrator
allessandro,COOL\allessandro
Brad McCarthy,COOL\bmccarthy
BUILTIN\administrators,BUILTIN\administrators
CS-BHSHARE2010\administrator,CS-BHSHARE2010\administrator
group2,COOL\group2
NT AUTHORITY\LOCAL SERVICE,NT AUTHORITY\LOCAL SERVICE
Richard Schaller,COOL\rschaller
Spencer Pelley,COOL\spelle
Steve,COOL\steve
System Account,SHAREPOINT\system
Trevor Pike,COOL\tpike
user1,,COOL\user1
user2,,COOL\user2

```

NOTE: If you migrate to a brand new Site Collection with no users, the generated CSV file will contain only the administrator name. The CSV file will not contain quotes.

To workaround this, public folder can be migrated twice. The first migration will create all users in the site collection. Then, generate the CSV report containing all users from the migrated Public Folder and use it for the second.

2. When creating a migration job, turn on the user mapping by checking the **Re-map Users** option in the copy wizard and loading the created CSV file.

Template Mapping

By default, the application creates target sites and lists using the same templates as the original sites and lists. You can override the default mapping by providing your own template mapping file in the CSV format.

The CSV file should have a mapping for each source site or list template you want to remap:

```
CUSTOMSITE#0, STS#0
```

```
PORTALCUSTOM, SPS#0
```

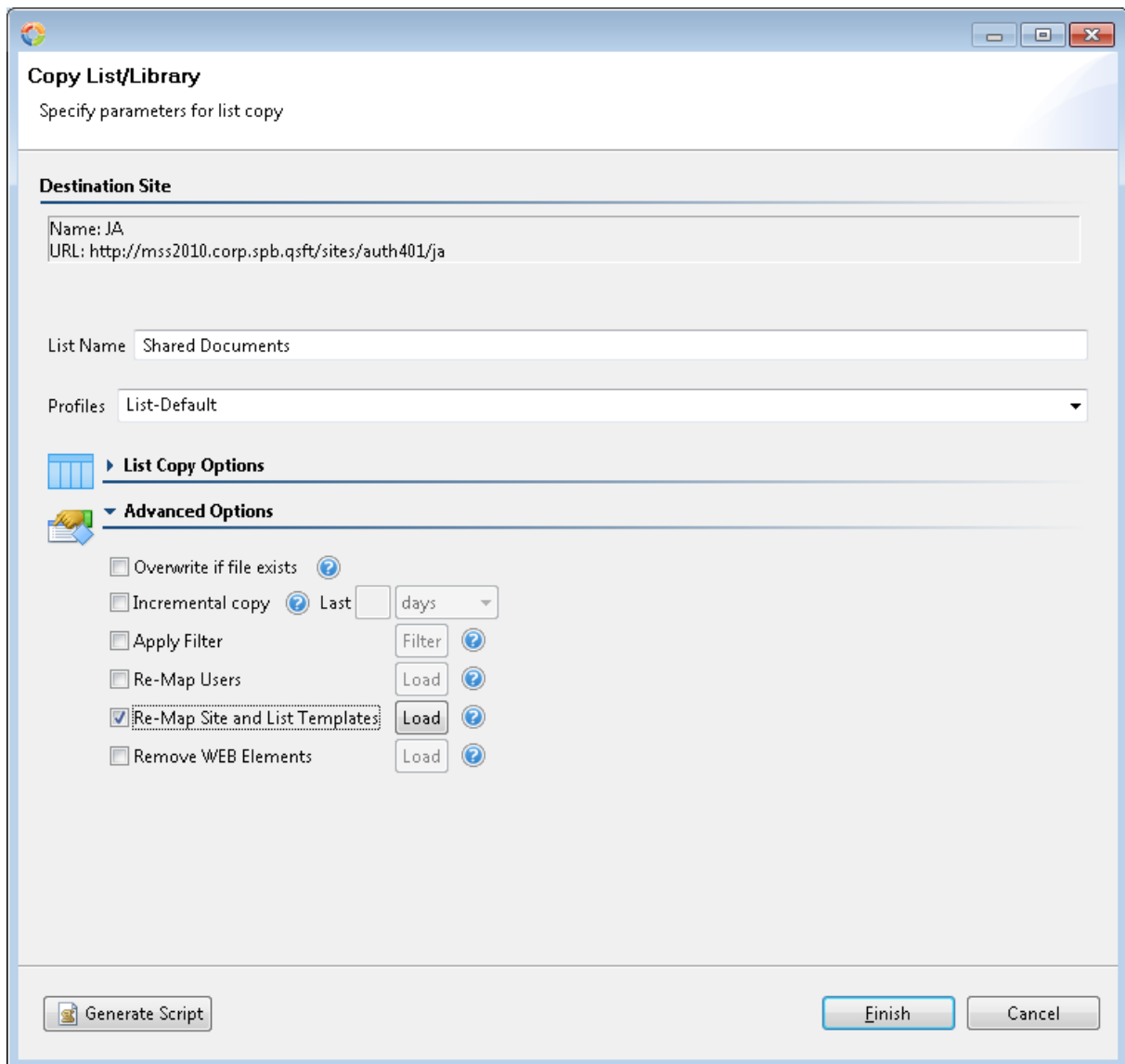
```
10001, 101
```

```
10002, 100
```

The first value in each line is the ID of the original site or list template and the second value selects the desired new template.

To apply a custom template mapping, check the **Re-map Site and List Templates** option in the site or list copy wizard and load the file:

Figure 48: Re-map Site and List Templates Option



NOTE: The application provides the Site and List Templates report that is a good starting point to create your mapping file:

1. Right-click on the source site and select **Reports | SharePoint Site and List Templates**.
2. Specify the CSV file to export templates to.
3. Repeat 1-2 for the target site.
4. Use the generated report files to locate internal templates IDs to put into your custom template mapping.

To remap source site language, you should add the language mapping rules to the same CSV file used for the template mapping. E.g.1033,1034 instructs the tool to map US English sites to Spanish. For a list of supported language IDs (LCID), see <http://msdn.microsoft.com/en-us/goglobal/bb895996> (LCIDDec). It is required to install the corresponding language pack on the target farm.

To use WSP based site templates stored in the Solutions Gallery to remap source sites, run the **Site and List Templates** report to identify the template ID (e.g. {C919C19C-D0E2-4068-8993-DB98CD29022B}#AMER, where the GUID is the solution ID and AMER is the template name), and then add a mapping rule to the mapping CSV file, e.g.:

```
STS#0, {C919C19C-D0E2-4068-8993-DB98CD29022B}#AMER
```

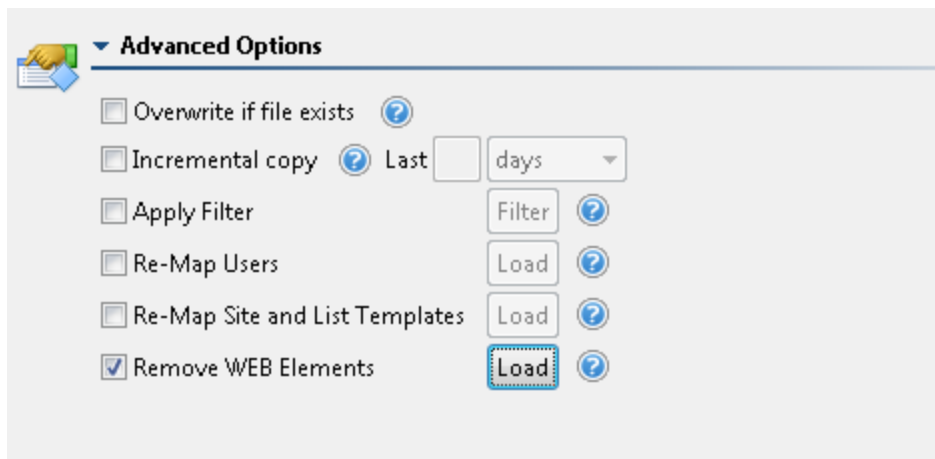
NOTE: This approach works only when migrating to an existing site collection. If you migrate to a new site collection, you will need to pre-create a blank site collection based on the desired WSP template, and then migrate the source site to it in the merge mode (copy to existing site).

Excluding Web Parts from Migration

By default, all web parts and namespace references of web part pages are included into site or list/library migration. Migration Solutions for SharePoint allow you to override this behavior and exclude unwanted web elements from migration.

To do this, check the **Remove WEB Elements** option in the site or list copy wizard and load a CSV file containing all web parts and namespace references to be removed:

Figure 49: Remove WEB Elements Option





For example, to remove list view web parts from pages during copy, they should be specified in a CSV file in the following format: **Microsoft.SharePoint.WebPartPages.XsltListViewWebPart**. To remove its namespace reference, use the following format: **Microsoft.SharePoint.WebPartPages**.

NOTE: To see site or list web parts and namespace references, right-click the required site or list, expand the **Objects** menu item and select **Show WebParts**. All web parts and namespace references will be listed in the **Web Parts** tab.

Updating the Application

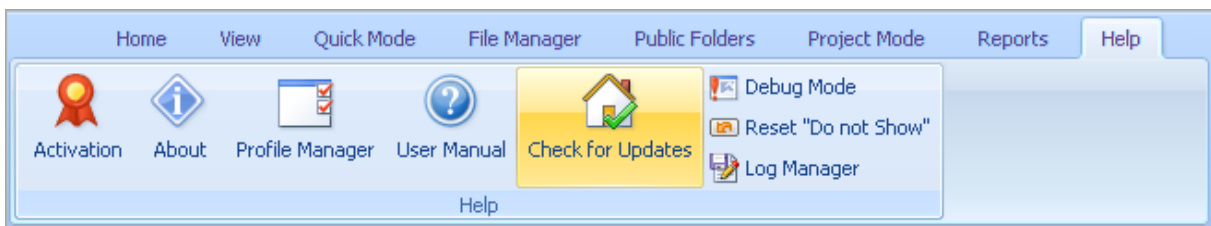
Migration Solutions for SharePoint include an automatic update feature that notifies you about new updates available for the application. If you choose to apply the update, the update is downloaded and installed automatically.

 **NOTE:** Windows Vista/7 users may need to start the application as administrators to apply updates.

 **NOTE:** If you have the application installed on a computer with no Internet access, you can download the latest install package from the Dell web site and use it to update the application offline.

The application checks for available updates at startup, but you can also use the **Check for Updates** button on the **Help** ribbon:

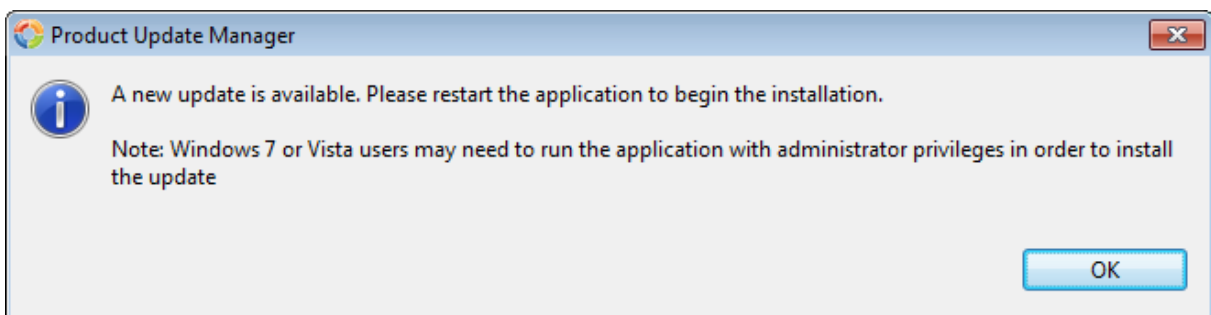
Figure 50: Check for Updates Option



If there is a new update, you will be prompted to apply it.

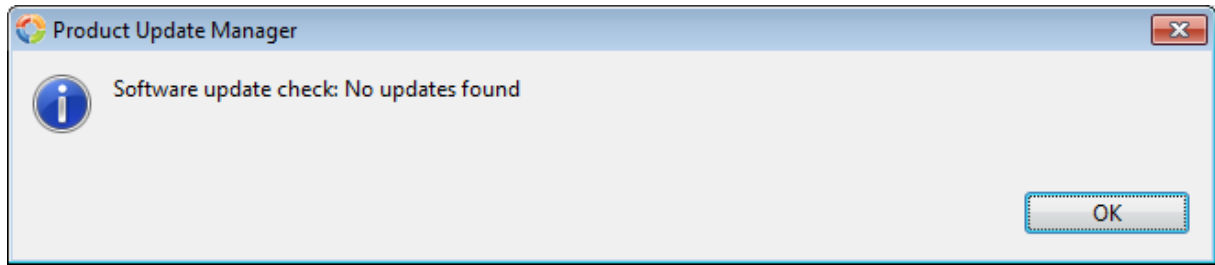
If you see the following notification, close the application and start it as administrator to apply the update:

Figure 51: Restart the Application Notification



If no updates are found, you will see the following notification:

Figure 52: No Updates Found Notification



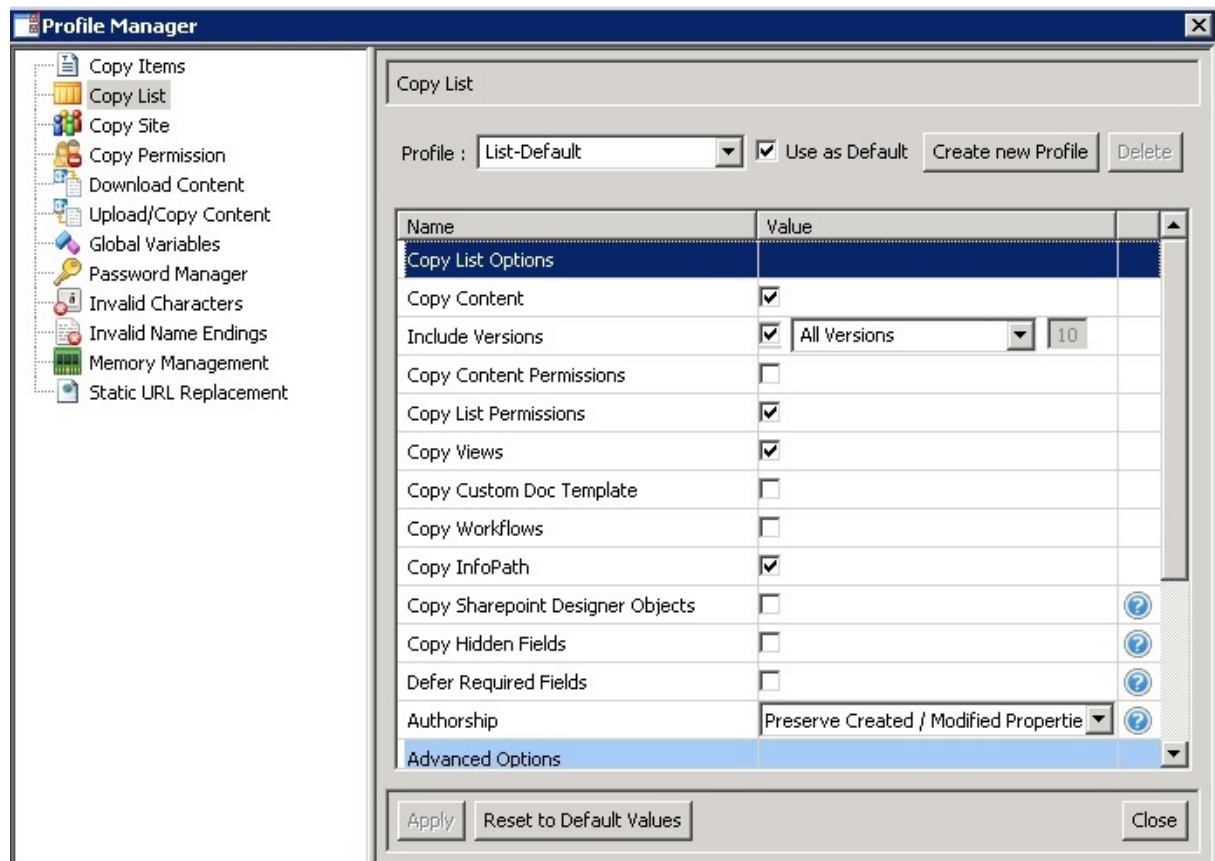
Appendix A. Profile Manager

Many options and choices have been included to enable fine control over specific operations. Upon installation, the options are pre-selected with the most common settings. Users always have the option to modify these settings prior to commencing an operation, but they are automatically returned to the default state the next time the operation is run.

In some cases, users need the ability to adjust these setting or create profiles that contain selections for common operations that are appropriate for them. Profile Manager available from the **Help** ribbon is intended for this purpose. You can alter default profiles or create new ones. The profiles may then be selected during the corresponding operations, allowing you to set all appropriate options at one time.

Also, you can create and save new profiles with custom settings from the **Copy Properties** or **Summary** page of copy wizard. For that, use the **Save** and **New** buttons next to the **Profiles** drop-down list.

Figure 53: Profile Manager

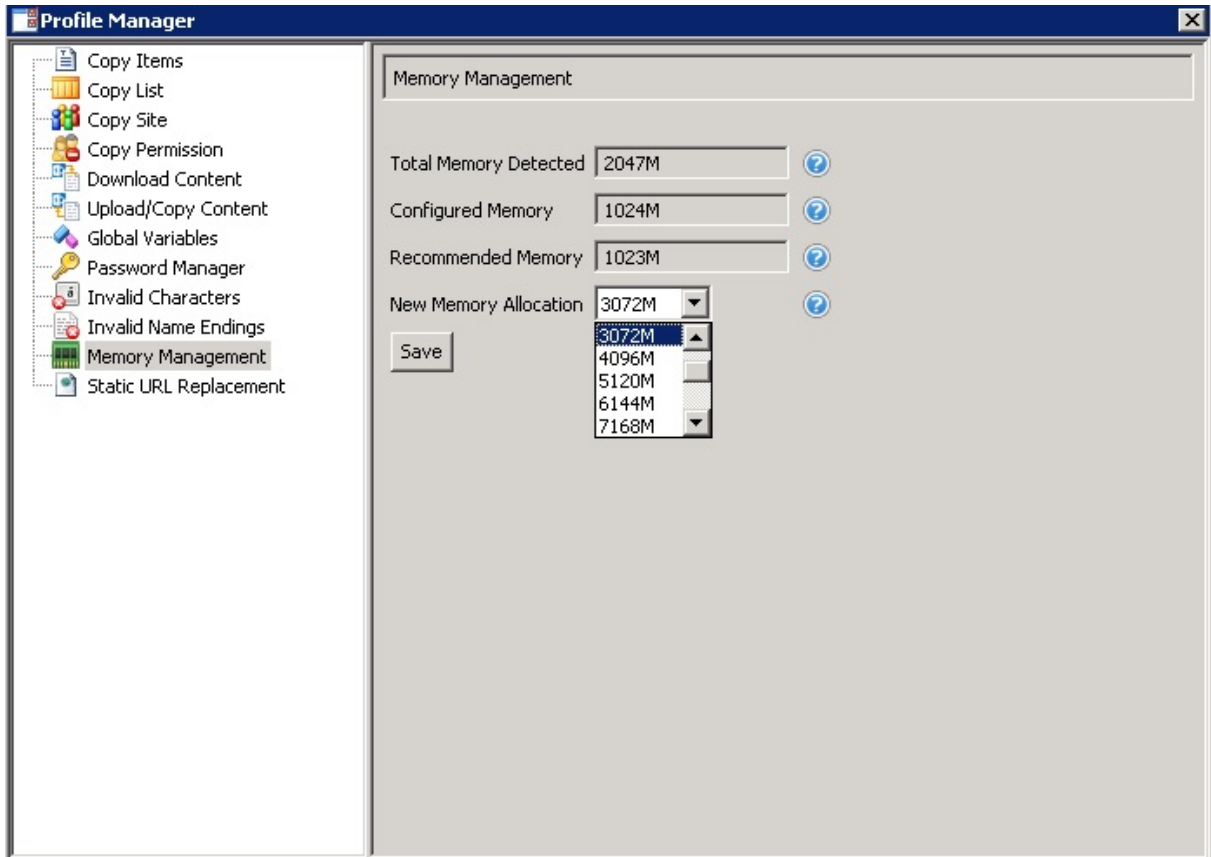


Selecting an operation displays a profile name along with a list of available options. By default, the selections in the profile correspond to “out-of-the-box” functionality.

NOTE: The options shown are unique to each operation and are not inherited to higher level operations (e.g. changes to item level profiles are not inherited by list or site level profiles).

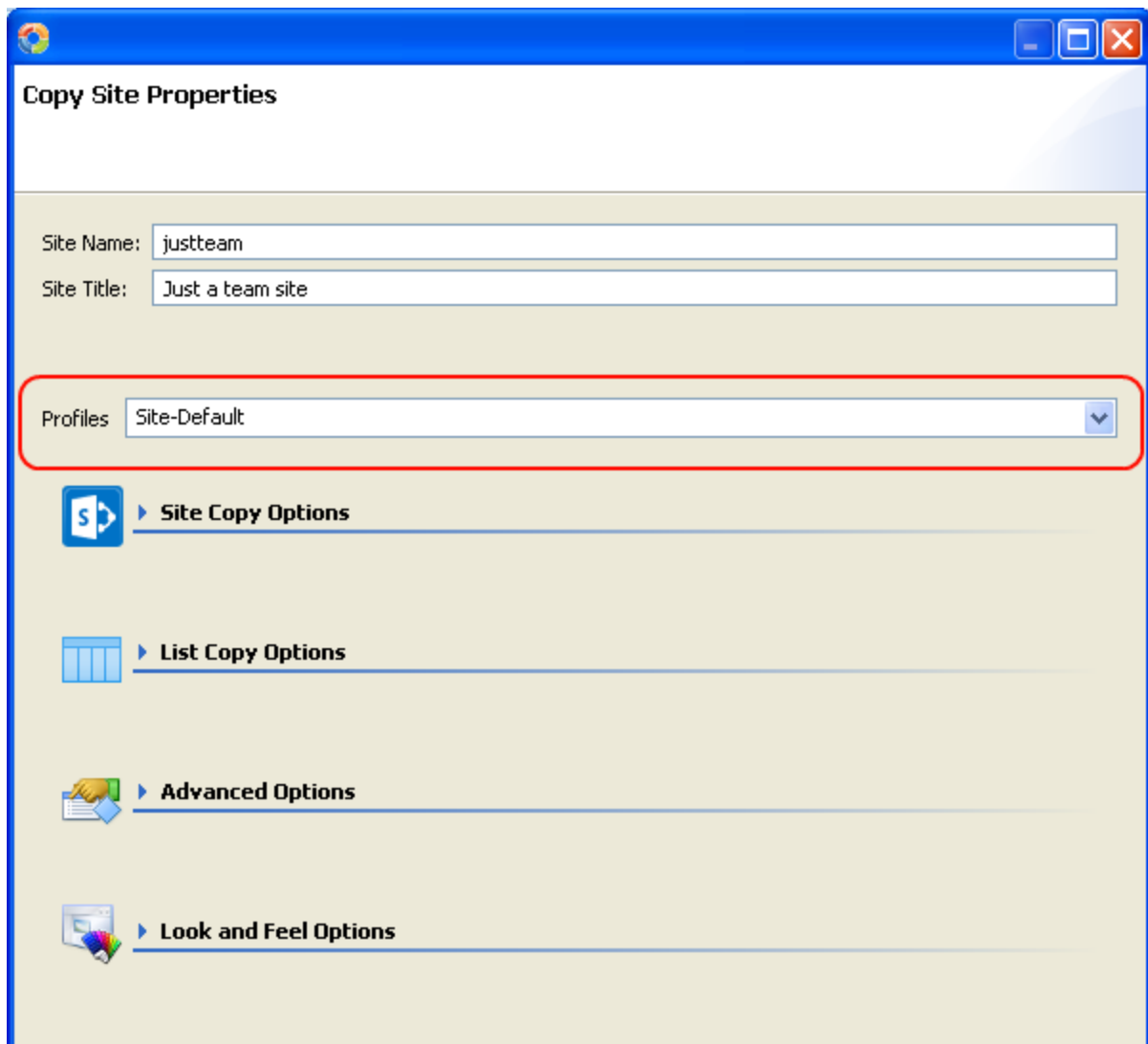
NOTE: Global Variables profile is primarily intended for diagnostic purposes and should not be modified unless advised to do so by Dell Support.


You can specify the amount of memory that can be allocated for the application in the **Memory Management** page of Profile Manager.



A profile selection field is available for most core operations and wizards. To select an alternate profile, use the provided drop-down field:

Figure 54: Profile Selection Field



 **NOTE:** Note that individual options may still be changed regardless of the selected profile.

Appendix B. CSV Based Migration

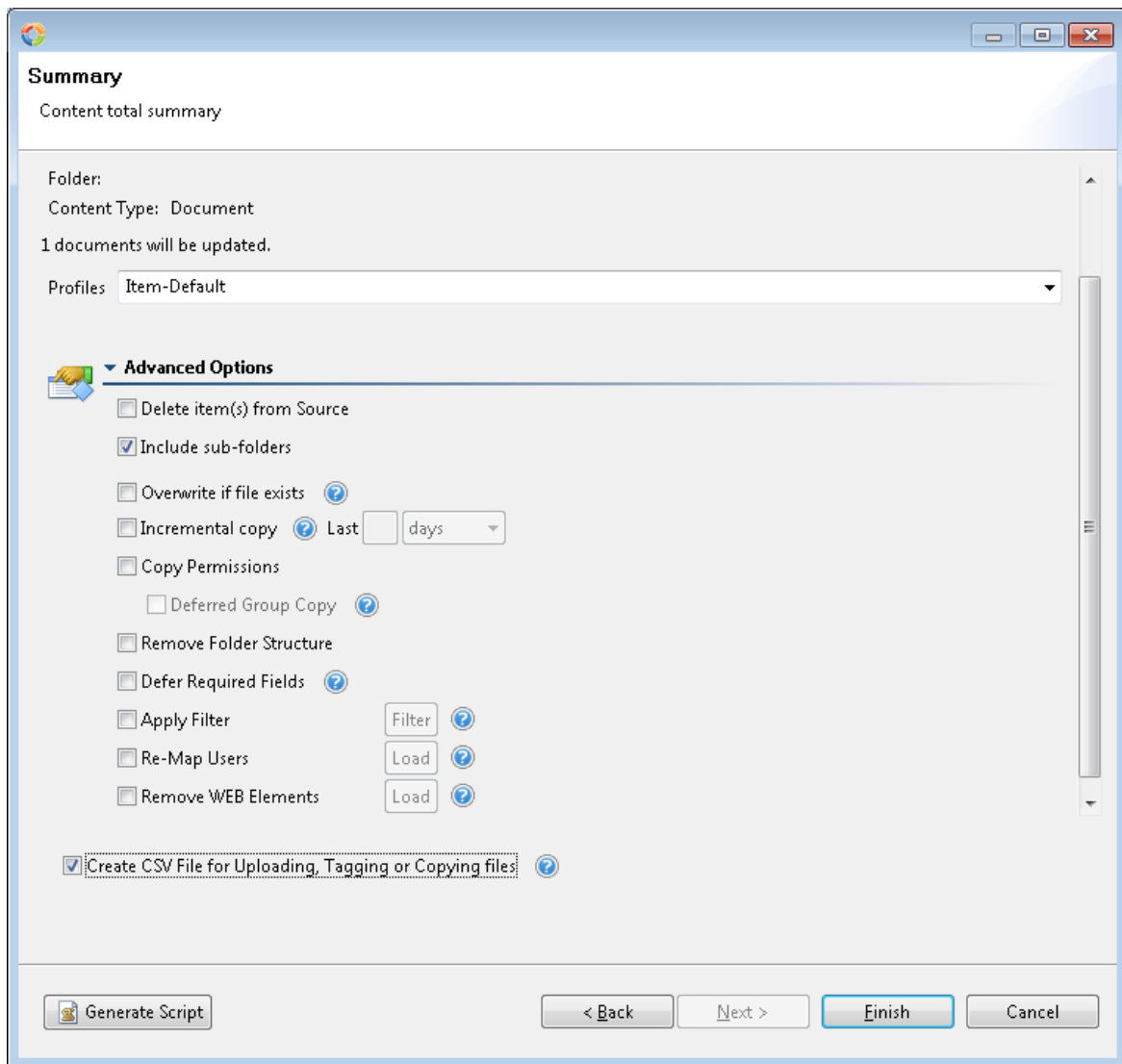
Dell migration tools allow users to import files and messages into SharePoint and copy and documents between SharePoint sites and libraries using CSV files. These files are typically generated automatically when you choose the **Create CSV** option in the copy wizard and contain the necessary metadata required to import content. They may be modified using Microsoft Excel or any text editor.

Creating a CSV File

To create a CSV file:

1. Select the **Create CSV File for Uploading, Tagging or Copying Files** option under **Advanced Options** in the copy wizard:

Figure 55: Create CSV File for Uploading, Tagging or Copying Files Option



NOTE: The **Create CSV File for Uploading, Tagging or Copying Files** option is available in the following content wizards: Item Copy Wizard (for lists and public folders) and File Copy Wizard.

2. Specify the location name of the CSV file in the **File Location** window and click **Create**. For more information, please refer to the CSV Format for File Upload to SharePoint, CSV Format for SharePoint to SharePoint Copy or CSV Format for E-Mail and Public Folder Objects Copy section below.

NOTE: You can change the separator used in the CSV to a semicolon in the **Global Variables** section of Profile Manager. See [Appendix A. Profile Manager](#) for more information.

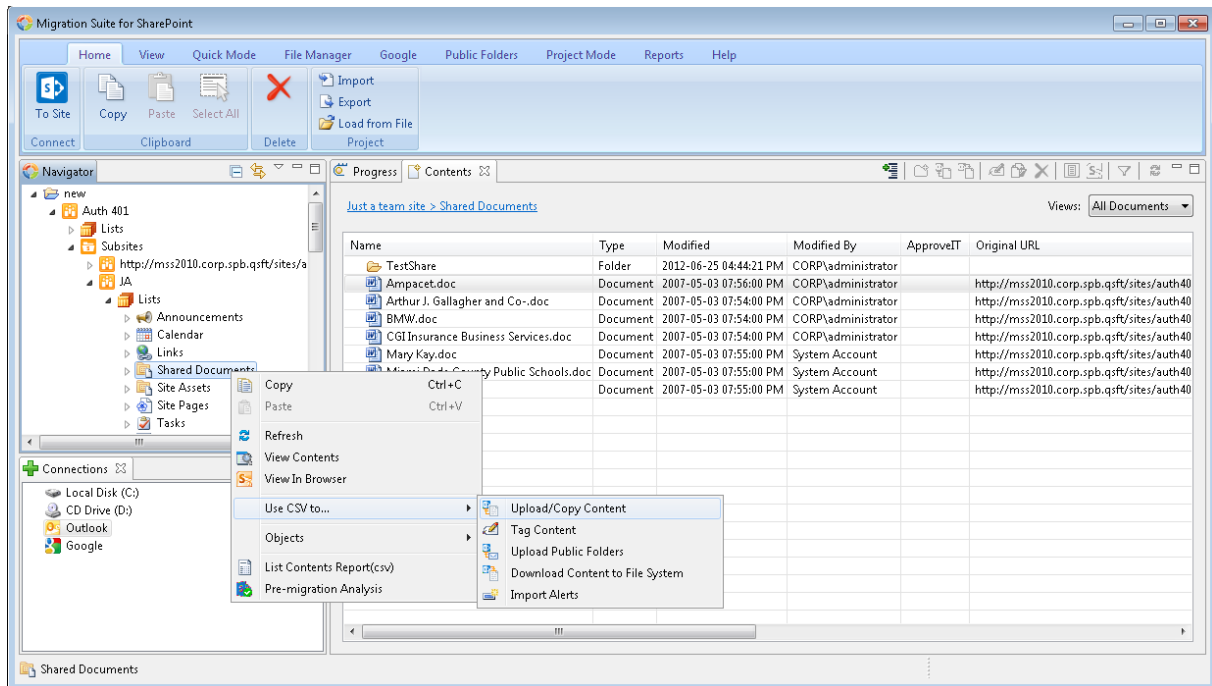
3. Once you finish working with your CSV file, you can copy/upload items.

Copying/Uploading Items Using a CSV File

To copy/upload items using a CSV file:

1. Right-click on the target list or document library in the **Navigator**, expand the **Use CSV to...** menu item and select **Upload/Copy Content**:

Figure 56: Upload/Copy Content Option



2. In the window that is displayed, either enter the file location manually or select the CSV file using the button.
3. Check the items to copy/import.
4. Expand **Advanced Options** and set copy options.
5. To start the copy process, press the **Finish** button.

NOTE: When copying/uploading/tagging a library with versioned documents, the information entered for the csv file will be applied to each document version. If you want to preserve unique information in your document versions, enter the following mapping command in the column containing unique information on the versions: `<map : SOURCE>` where `SOURCE` is the display name of the column.

The following tables describe the columns used within these CSV files when importing files to SharePoint and copying files between SharePoint locations.

Table 8: CSV Format for File Upload to SharePoint

Column Name	Description
Source File	Identifies the physical path to the file that will be uploaded.

Column Name	Description
Target SharePoint Site	Identifies the target site for the file listed in the source file column. The field is left blank by default but may be specified to upload content into different sites and lists using the same CSV file. In order to take advantage of this feature the CSV file must be uploaded on a site not a list level.
Target SharePoint List	Identifies the target list for the import
SharePoint File Name	Identifies the SharePoint item name that will be used for the import ("/" is used to identify folders).
Content Type	Identifies the SharePoint content type that will be used for the import. This content type should already exist within the target SharePoint list and must be spelled exactly the same way to avoid errors.
Custom Fields	Any custom fields would be listed following the content type. These fields must already exist within the target SharePoint list (and content Type). The values entered here must also pass any SharePoint validation or restrictions for the corresponding field.
Created At	Identifies the content creation date which is extracted from the file system. If left blank the value will be set to the current date and time.
CSV ID Col	This is a reserved field utilized for incremental copy functionality. Do not enter anything into this field.
Modified At	Identifies the last content modification date which is extracted from the file system. If left blank the value will be set to the current date and time.
Created By	Identifies the user who created the content. If left blank the value will be set to the user currently logged into SharePoint.
Modified By	Identifies the user who last modified the content. If left blank the value will be set to the user currently logged into SharePoint.
Mark Version	For versioned libraries, identifies the version level for the item being imported ("Major" or "Minor"). If a quasi-versioning system was used in the file system, this field along with the SharePoint File Name can be used to recreate the versions in SharePoint. In order to implement this functionality, use the same file name in the SharePoint File Name field and then specify the appropriate version

Column Name	Description
	level in this field. If left blank, the default version level will be used during import.
Version Comment	Specifies the comment that will be used when importing items.

Table 9: CSV Format for SharePoint to SharePoint Copy

Column Name	Description
Source SharePoint Site	Identifies the source site for the content to be copied.
Source SharePoint List	Identifies the source list for the content to be copied.
Source SharePoint File	Identifies the source name for the content to be copied.
Target SharePoint Site	Identifies the target site for the content to be copied. This field is left blank by default but may be entered to copy content to different sites and lists using the same CSV file. In order to take advantage of this feature, the CSV file must be copied on a site not a list level.
Target SharePoint List	Identifies the target list for the content to be copied.
SharePoint File Name	Identifies the target SharePoint item name for the content to be copied ("/" is used to identify folders).
Content Type	Identifies the SharePoint content type for the content to be copied. This content type should already exist within the target SharePoint list and must be spelled exactly the same way to avoid errors.
Custom Fields	Any custom fields would be listed following the content type. These fields must already exist within the target SharePoint list (and content Type). The values entered here must also pass any SharePoint validation or restrictions for the corresponding field.
Created At	Identifies the content creation date. If left blank the value will be set to the current date and time.
CSV ID Col	This is a reserved field utilized for incremental copy functionality. Do not enter anything into this field.
Modified At	Identifies the last content modification date. If left blank the value will be set to the current date and time.

Column Name	Description
Created By	Identifies the user who created the content. If left blank the value will be set to the user currently logged into SharePoint.
Modified By	Identifies the user who last modified the content. If left blank the value will be set to the user currently logged into SharePoint.
Mark Version	For versioned libraries, identifies the version level for the item being imported. If left blank, the default version level will be used during import.
Version Comment	Specifies the comment that will be used when importing items.

Table 10: CSV Format for E-Mail and Public Folder Objects Copy

Column Name	Description
Item Name	Generally this is the subject of the e-mail.
Outlook Path	Identifies the location of the e-mail in the source.
Entry ID	This is a reserved field.
Target SharePoint Site	Identifies the target site for the file listed in the source file column. This field is left blank by default but may be specified to upload content to different sites and lists using the same CSV file. In order to take advantage of this feature, the CSV file must be uploaded on a site not a list level.
Target SharePoint List	Identifies the target list for the import.
SharePoint File Name	Identifies the SharePoint item name that will be used for the import ("/" is used to identify folders).
Content Type	Identifies the SharePoint content type that will be used for the import. This content type should already exist within the target SharePoint list and must be spelled exactly the same way to avoid errors.
Custom Fields	Any custom fields would be listed following the content type. These fields must already exist within the target SharePoint list (and content Type). The values entered here must also pass any SharePoint validation or restrictions for the corresponding field.
Created At	Identifies the content creation date which is extracted from the file system. If left blank the value will be set to the current date and time.

Column Name	Description
CSV ID Col	This is a reserved field utilized for incremental copy functionality. Do not enter anything into this field.
Modified At	Identifies the last content modification date which is extracted from the file system. If left blank the value will be set to the current date and time.
Created By	Identifies the user who created the content. If left blank the value will be set to the user currently logged into SharePoint.
Modified By	Identifies the user who last modified the content. If left blank the value will be set to the user currently logged into SharePoint.
Mark Version	For versioned libraries, identifies the version level for the item being imported ("Major" or "Minor"). If a quasi-versioning system was used in the file system, this field along with the SharePoint File Name can be used to recreate the versions in SharePoint. To implement this functionality, use the same file name in the SharePoint File Name field, and then specify the appropriate version level in this field. If left blank, the default version level will be used during import.
Version Comment	Specifies the comment that will be used when importing items.



NOTE: When copying/tagging a library with versioned documents, using the csv will apply the information entered for the file to each of the versions. If your versions contain unique information, you can use the following mapping command in the column that contains unique information on the versions: `<map:SOURCE>` where "SOURCE" is the display name of the column.

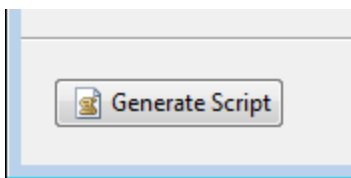
Appendix C. Command Line Reference

In addition to running migration tasks interactively or on schedule in the UI, you can script your migrations by invoking the command-line utility included with the application:

```
%ProgramFiles%\Dell\Migration Suite for SharePoint\dell\Launcher.exe
```

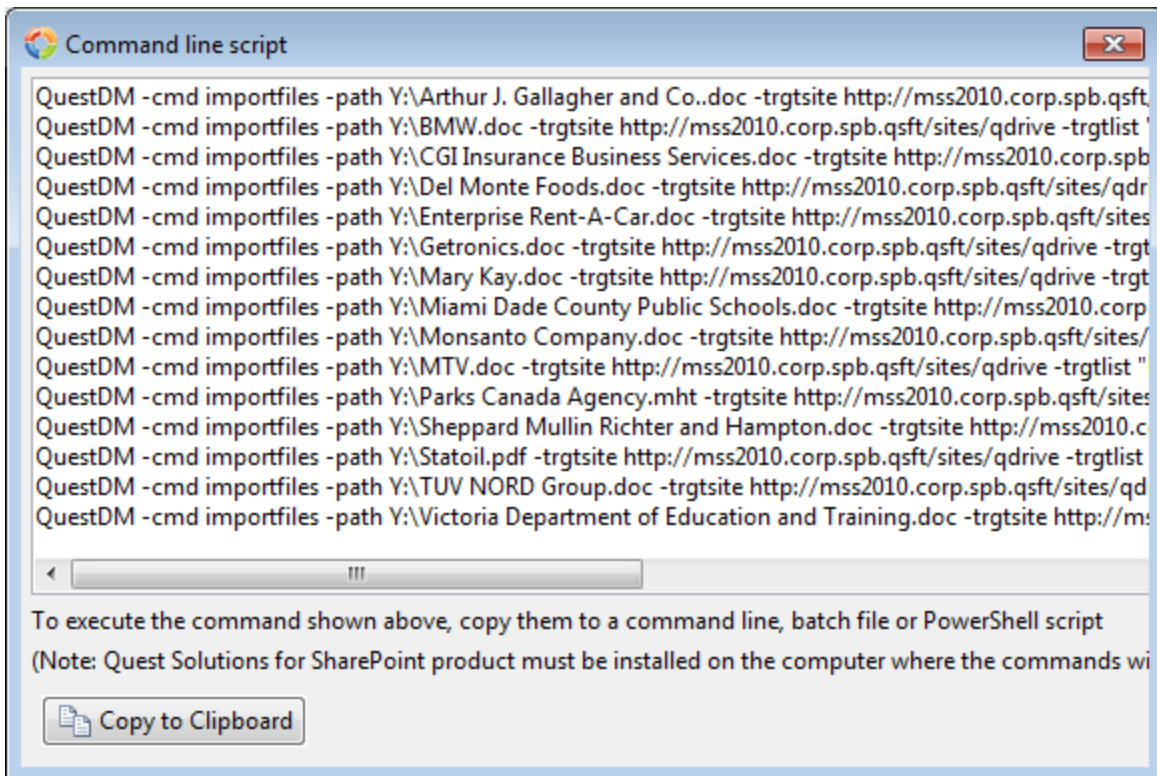
The most convenient way to generate the command line is to use the Generate Script button available in most copy wizards:

Figure 57: Generate Script Button



NOTE: Note that **Generate Script** is only available in the Quick Mode.

Figure 58: Command Line Script



You can also use the following reference to construct your own command lines or make changes to the automatically generated scripts:

Table 11: General Syntax

Command	Description
Launcher.exe -help	Prints command line help
Launcher.exe -cmd [command]	Executes a command: <ul style="list-style-type: none"> • copylist copies a list or multiple lists (specify comma-separated list names, e.g. -copylist "List1,List2,List3") • copysite copies a site • copyitems copies items/documents • googleImport copies files and documents from Google to SharePoint • copyItemsUsingCSV copies items using CSV file • tagItemsUsingCSV tag items using CSV file • spPreMigration creates SP Pre-migration ANalysis Report • fsPreMigration creates FS Pre-migration ANalysis Report • checkcreds checks source credentials
Launcher.exe -encrypt [password]	Prints encrypted password

Table 12: Common Parameters

Parameter	Description
-srcsite [url]	Source site URL
-srclist [name]	Source list name or multiple comma-separated list names (e.g. -srclist "List1,List2,List3")
-trgtsite [url]	Target site URL
-trgtlist [name]	Target list name or multiple comma-separated list (e.g. -trgtlist "List1,List2,List3")
-log [file]	Output file that captures results of all activities
-noSplash	Suppresses splash screen
-deferRequired	Content will be uploaded/copied even if required fields are left empty
-proxy [host:port]	Sets proxy configuration: user:pass@host:port or host:port

Table 13: Credentials Parameters

Parameter	Description
-srcuser [user]	Source site user name
-srcpass [password]	Source site password
-srcepass [password]	Source site encrypted password
-srcdomain [domain]	Source site domain
-srchost [host]	Source site host
-srcport [port]	Source site port
-srcuseproxy	Use proxy to source site
-trgtuser [name]	Target site user name
-trgtpass [password]	Target site password
-trgtepass [password]	Target site encrypted password
-trgtdomain [domain]	Target site domain
-trgthost [host]	Target site host
-trgtport [port]	Target site port
-trguseproxy	Use proxy to target site

Table 14: Connection Parameters

Parameter	Description
-projectName [project]	Name of a new project
-projectType	Specify project type Available options: <ul style="list-style-type: none"> • SP_SITE - SharePoint Site • SP_FARM - SharePoint Farm • OFFICE_365_TENANT - Office 365 Tenant • ONE_DRIVE - OneDrive for Business • OFFICE_365_SITES - Office 365 Sites
-kindOfDownload FirstLevelSubsites	Do not load sub-site structure
-kindOfDownload AllSubsitesWithoutObjects	Load entire sub-site structure
-kindOfDownload AllSubsitesAndObjects	Load entire sub-site structure and objects
-webAppMapping	Specifies a web application

Table 15: Copylist Parameters

Parameter	Description
-donotcopycontenttypes	Do not copy list content types
-copylistcontent	Copy list content
-mapping	Copy list content with metadata mapping properties (optionally, you can change the list content type), for example: -mapping "C:\Uses\chrisk.MV\Desktop\MetadataMap.mvmap"
-copylisthistory	Copy version history
-copylistpermissions	Copy list permissions
-includeHiddenFields	Copy list level hidden fields
-deferredgroupmembership	Update membership of the groups during permissions migration
-copylistviews	Copy list views
-copylisttemplates	Copy list templates
-usermapping [path]	Pass CSV file with users mapping to the copy operation
-templatemapping [path]	Pass CSV file with list templates mapping
-webpartsfile [path]	Pass CSV file with webparts to be removed from the page
-trguseproxy	Use proxy to target site
-copyworkflows	Copy workflows
-infopath	Copy InfoPath forms

Table 16: Copysite Parameters

Parameter	Description
-asnewsite	Copy site as new site
-asnewsitecollection [url]	Copy site as new site collection
-copysubsites	Copy site with sub-sites
-copypermissions	Copy site permissions
-copygroups	Copy site groups
-copywebparts	Copy site webparts
-copycollectionfeatures	Copy site collection features
-copyfeatures	Copy site features
-copycontenttypes	Copy all content types
-copylists	Copy all lists
-copylistcontent	Copy list content

Parameter	Description
-copylistpermissions	Copy list permissions
-includeHiddenFields	Copy list level hidden fields
-copylistviews	Copy list views
-copylisttemplates	Copy list document templates
-rootname [name]	New name for the target site
-copythreads [number]	Number of parallel threads for list copy
-usermapping [path]	Pass CSV file with users mapping to the copy operation
-templatemapping [path]	Pass CSV file with templates mapping
-centraladminurl [url]	URL of the Central Administration site
-farmadmin [user]	Farm administrator user name
-farmadminpassword [password]	Farm administrator password
-farmadminpassword [password]	Farm administrator encrypted password
-copylayoutsgallery	Copy page layouts gallery
-copymastergallery	Copy master page gallery
-copylookfeel [all] [page[,page]]	Copy look and feel options: <ul style="list-style-type: none"> • all - copy everything • title - copy title, description, icon • navigation - copy navigation • treeview - copy tree view • sitetheme - copy site theme • linkbar - copy top link bar • launch - copy Quick Launch • layouts - copy layouts and site templates • master - copy master page settings • welcome - copy welcome page
-copyspd	Copy SharePoint Designer objects
-siteCollectionAdminAccount	Account to be used as the Primary Site Collection Admin for the new collection
-siteCollectionQuota	Quota size (MB). This parameter is only used when creating new site collections in SharePoint Online. However, it should be specified with the default value even for on-premise migrations. By default, the minimum value allowed for SharePoint Online is 100.
-copywebparts	Copy site home page

Parameter	Description
-copysiteworkflows	Copy site workflows
-copyworkflows	Copy workflows
-infopath	Copy InfoPath forms

Table 17: Copyitems Parameters

Parameter	Description
-mapping [template.mvmap]	Mapping template file
-trgtfolder [path]	Target folder path
-filter {[field][operator][value]}	Filter source items: <ul style="list-style-type: none"> • field - internal name of a field in SharePoint • operator - compare operator (=, !=, <, >) • = equals to • != does not equal to • > greater than • < less than • ^= starts with • *= contains • value - criteria For dates, use these patterns: yyyy-MM-dd HH:mm:ss or yyyy-MM-dd
-usermapping [path]	Pass CSV file with users mapping to the copy operation
-authorship	Authorship: basic preserve Created/Modified properties (by default)
-approval	preserve Approval Status/Comments
-includeHiddenFields	Copy list level hidden fields
-deferredgroupmembership	Update membership of the groups during permissions migration

Table 18: Copy using CSV file Parameters

Parameter	Description
-csvFile	Specifies CSV file
-useCorePropety	Indicator for core properites from CSV
-charset	Specifies charset
-numCopiedVersion	Specifies number of versions to copy

Table 19: Importfiles Parameters

Parameter	Description
-path [path]	File path
-mapping [template.mvmap]	Mapping template file
-filter {[field][operator][value]}	Filter source items: <ul style="list-style-type: none"> • field - internal name of a field in SharePoint • operator - compare operator (=, !=, <, >) • = equals to • != does not equal to • > greater than • < less than • ^= starts with • *= contains • value - criteria For dates, use these patterns: yyyy-MM-dd HH:mm:ss or yyyy-MM-dd
-usermapping [path]	Pass CSV file with users mapping to the copy operation

Table 20: Copyworkflows Parameters

Parameter	Description
-usermapping [path]	Pass CSV file with users mapping to the copy operation
-includesubsites	Copy workflows of subsite also
-includelists	Copy workflows of lists also
-convert	Convert to workflow 2013 platform

Table 21: SpPreMigration Parameters

Parameter	Description
-xlsFile	Specifies XLS file
-analyzesites	Include site section
-addtemplates	Include site templates to the report
-addfeatures	Include site features to the report

Parameter	Description
-addwebparts	Include site web parts to the report
-addlist	Include list section
-addcontent	Include content section
-includesubsites	Include subsites to the report
-conditions {[condition][operator] [value]}	Conditions items

Table 22: FsPreMigration Parameters

Parameter	Description
-xlsFile	Specifies XLS file
-conditions {[condition][operator][value]}	Conditions items

Examples

```
Launcher.exe -cmd copylist -srcsite http://host/site -srclist DocLib -srcuser DOMAIN\user -srcpass passwd -trgtsite http://host/site2 -trgtlist DocLib2 -trgtuser DOMAIN\user -trgtpass passwd -copylistcontent -copylisthistory -copylistviews -copylisttemplates -usermapping path/file.csv -templatemapping path/file.csv -log output.log
```

```
Launcher.exe -cmd copysite -srcsite http://host/site -trgtsite http://host/site2 -rootname newsite -asnewsite -copysubsites -copypermissions -copywebparts -copycollectionfeatures -copyfeatures -copycontenttypes -copylists -copylistcontent -copylisthistory -copylistpermissions -copylistviews -copylisttemplates -usermapping path/file.csv -templatemapping path/file.csv -log output.log
```

```
Launcher.exe -cmd copyitems -srcsite http://host/site -srclist DocLib -trgtsite http://host/site2 -trgtlist DocLib2 -trgtfolder folder1 -mapping D:/Temp/template.mvmap -filter "FileLeafRef*=.jpg" "Modified>2010-01-01" "Modified_x0020_By=DOMAIN\user" -usermapping path/file.csv -log output.log
```

```
Launcher.exe -cmd copyitems -srcsite http://host/sites/TeamWithPub -srclist "Shared Documents" -trgtsite http://host/sites/TeamWithPub -trgtlist "Shared Documents1" -srcuser DOMAIN\user -srcepass password -trgtuser DOMAIN\user -trgtepass password -overwritebehavior dont_copy -filter "\"FileDirRef^=sites/TeamWithPub/Shared Documents/1\" -log D:\Folders-loutput.xmlQuestDM.exe -cmd importfiles -path C:/Temp/file1.doc -trgtsite http://host/site2 -trgtlist DocLib2 -mapping D:/Temp/template.mvmap -usermapping path/file.csv -log output.log
```


```
Launcher.exe -cmd copyworkflows -srcsite http://host/site -srcuser account -srcepass password -trgtsite http://host/site2 -trgtuser account -trgtepass password -includesubsites -includelists -usermapping path/file.csv
```

```
Launcher.exe -help -noSplash -log output.log
```

Appendix D. Troubleshooting

When something is not working as expected in the application, the Dell Support team may request some information from you to help resolve the issue:

- Screenshots - it is almost always easier to diagnose issues and collect information using pictures. Please try to send several screenshots with relevant data along with other logs.
- Log files - the application creates two types of logs: user logs and systems logs.
- User logs are generated for most operations and are displayed in the **Log Viewer**. All (or specific) items in the log can be selected and saved on your computer for later use.
- System logs are generated behind the scenes and contain internal information that is intended for the engineering team. Besides the standard logging, there is also a Debug Mode logging procedure that collects significantly more information. Debug Mode can be enabled using a checkbox on the Help tab of the ribbon.

 **NOTE:** Debug Mode should not be enabled by default as it collects a great deal of information and subsequently slows down the application. Remember to turn off Debug Mode after collecting extended logs.

The application contains a special utility for collecting and compressing system and user logs into a single zip file.

To save the logs, use Log Manager or Log Viewer:

1. Click **Log Manager** on the **Help** tab of the ribbon and select **Save Logs** or **Save Environment** (which collects additional data about your environment).
-OR-
Open **Log Viewer**, click the **Save As** button and select the **Save System Logs** option.
2. Select the location and file name for the .zip file.
3. Send the zip file to Dell Support along with screenshots.

Appendix E. Log File Location

After the tool is installed and started for the first time, a new directory is created that will store user specific information related to the application.

By default, this workspace will be created in the user's home directory. In Windows Vista and higher, the default workspace location is `C:\Users\%username%\DellIMS`. If you updated the tool from the previous version, the default workspace location is `C:\Users\%username%\QuestMS`. For earlier versions of Windows, it will be stored in the **Documents and Settings** directory.

To change the default workspace location, perform the following steps:

1. Close the application.
2. Create a new folder in your drive (e.g. `C:\DellIMS`).
3. Go to `%ProgramFiles%\Dell\Migration Suite for SharePoint\dell\configuration` and open the `config.ini` file for editing.



NOTE: Please note:

1. This folder is hidden, so you may need to show hidden files/folders in **Folder Options**.
 2. Use WordPad to open the file.
 3. You may need to start WordPad using the **Run as Administrator** option to overcome Windows security settings.
4. Edit the last line of this file. Change `osgi.instance.area.default=@user.home/DellIMS` to `osgi.instance.area.default=c:/DellIMS` (*note that the forward slash is used instead of back slash)
 5. Save and close `config.ini`.
 6. Start the application.

The workspace stores the following data:

- License Information
- The project directories that are displayed in the Navigator pane, which includes the cache of the site structure
- Log files (metadata)
- Temporary connection properties used by the tool
- Project Mode jobs
- Various settings and filters used throughout the application interface

The following types of logging information are stored within the workspace:

1. **Quick Mode logs** - these logs are displayed after a Migration Manager operation is complete. They are stored as `.xml` files and located in the `appLog` directory.

2. **Project Mode logs** - these logs are located in the **activityDataStore** directory and stored as .xml. The history and activity xml files related to the jobs are stored in this location.
3. **Debug logs** - these logs are created when the **Debug Mode** is activated. The .log, bak_0.log, etc. contain the operations that the tool is performing with enhanced logging. Lots of information is written when the **Debug Mode** is enabled which is helpful when investigating customer issues. Only 10 of these files are created, which means they will start to write over themselves if large operations are performed in the **Debug Mode**. Please perform as small a test as possible while this mode is enabled.
4. **Connection logs** - these logs are created when encountering connection issues and stored to the **transport.log** file.

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Email:

info@software.dell.com

Technical support resources

Technical support is available to customers who have purchased Dell software with a valid maintenance contract and to customers who have trial versions. To access the Support Portal, go to <http://software.dell.com/support/>.

The Support Portal provides self-help tools you can use to solve problems quickly and independently, 24 hours a day, 365 days a year. In addition, the portal provides direct access to product support engineers through an online Service Request system.

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- Obtain product notifications
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- View how-to videos
- Engage in community discussions
- Chat with a support engineer