

# Site migration

Admin guide for Google Sites to SharePoint  
migrations

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#### Document history

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## 1 Site migration with Cloudiway

Cloudiway's site migration solution helps businesses perform elaborate technical migrations through a simple SaaS interface. As a result, site migrations require no additional software installation or overhead, and migrations can be performed securely and quickly.

The Cloudiway platform is flexible enough to support all types of migration paths. Your migration strategy will depend on your business setup, type and size. Whichever migration path you choose, Cloudiway provides all the essential features such as site content, permissions, site layout and URLs (included rewrites where required). Delta passes are also available, which means you can complete a migration to capture any changes since the initial pass.

### 1.1 Supplementary tools

Cloudiway has developed a number of tools to enable seamless migration for the most intricate migrations. Our supplementary tools include:

- automatic account provisioning (users, distribution lists, shared contacts); and,
- file migration.

#### 1.1.1 Automatic provisioning

Cloudiway offer an automatic account provisioning tool. It synchronizes your Active Directory infrastructure with Office 365 and lets you manage your cloud users from your local Active Directory. It synchronizes users, groups and contacts, and also provides real time password synchronization. It supports multi-domain and multi-forest environments and avoids costly directory consolidation projects. Visit [www.cloudiway.com](http://www.cloudiway.com) for more information, or contact us.

#### 1.1.2 File migration

During site migration, files embedded on or attached to web pages are not migrated. To overcome this, consider using the Cloudiway file migration platform to audit and migrate these files. The file migration platform is also useful for businesses planning to migrate entirely from one remote system to another, such as Google Apps for Work, Microsoft OneDrive or SharePoint. Visit [www.cloudiway.com](http://www.cloudiway.com) for more information, or contact us.

To discuss any of these supplementary tools further, please get in touch with your existing Cloudiway contact, or via [sales@cloudiway.com](mailto:sales@cloudiway.com).

## 2 Security during Migration

We take your privacy and security seriously at Cloudiway, and we have invested significant effort into making our platform and your data secure. Cloudiway provides a cloud-based application hosted in Windows Azure. It means that the software and data are centrally hosted and accessed by clients using a web browser and internet connection. In addition, Cloudiway's SaaS benefits from Windows Azure's certifications, ensuring security of the infrastructure, network and physical security layers of the Cloudiway cloud.

For total assurance, Cloudiway provides auditing tools, secure, authenticated data connections and a logging system. More specifically:

- Cloudiway doesn't store your mail, files or site data;
- the migration takes place in memory only: the migration engine connects to the source, pulls data and pushes it in real time;
- connections to the source and the target are done using HTTPS so no data is transferred unencrypted over the internet; and,
- nothing is stored internally: no data persists in the platform.\*

\*For the delta pass mechanism, a reference ID of each data migration is stored in internal caches (SQL databases) with the date of modification. This ensures that no data is duplicated, and for efficiency, only the changes are propagated. We automatically delete inactive records after 90 days, or upon request.

In addition, because the Cloudiway platform needs credentials to connect to the source and the target, you define connectors to connect to them and enter credentials that will be used for the connection. These credentials are stored encrypted using AES 256.

For complete peace of mind, we recommend that you create a temporary migration account during your migration which you can delete at the completion of your project.

### 3 Performance information

Cloudiway's software platform has been designed and developed to support large migrations.

The on-demand migration engine is able to allocate the migration capacity that you need to migrate the volume of data of your choice in the time slot that you have allocated for your migration.

Please bear in mind that Office 365 can heavily throttle users. When you perform too many calls, Office 365 begins throttling and decreases the number of calls that can be performed each minute, thus reducing the migration throughput. Cloudiway constantly attempts to work at the maximum capacity allowed by Office 365 and is able to achieve excellent throughput.

## 4 Site migration scope

### 4.1 What can be migrated?

When migrating from Google Sites to SharePoint, the following site items can be migrated:

- Horizontal navigation bar
- Permissions
- Site content
- Welcome page
- URLs
- Web pages (become site pages)
- Announcement pages (become discussion lists)
- File cabinet (become document library)
- Google list pages (become list libraries)
- Google Gadgets
- Attachments
- Delta migration

### 4.2 Migration limitations

Google Sites and SharePoint site collections are set up differently, which makes it difficult for some elements to be migrated successfully.

Google Site pages are organized in a tree hierarchy where pages can contain sub-pages (such as <http://www.mysite.com/mainpage/subpage>). SharePoint stores each site's pages in a flat library; to avoid page naming conflicts, Cloudiway migration platform renames Google Sites pages as 'mainpage-subpage'.

Google Site menu depth is unlimited, whereas by default, SharePoint is limited to two nodes. By default, Google Site menus with a depth of more than two nodes cannot be migrated.

The Google menu control can contain text. SharePoint menus cannot, so text content in the Google Site menu control is lost.

The site logo is not currently migrated, but a solution is being developed so that it can be in future. Please get in touch if you would like this functionality.

Google gadgets that do not have web part equivalents are not migrated.

Announcements are migrated to SharePoint discussion boards. However, discussion boards do not support attachments. To work around this, announcement attachments are migrated in a SharePoint library with the post title.

Automatically generated menus (created with the 'Automatically organize my navigation' option within the 'Configure navigation' pop-up of any menu) are not migrated. However, if these are constructed manually, they can be migrated.

Google Drive files can be embedded in Google sites, but file owner information is not stored within the links, making it impossible to assign an owner and give permissions during migration. To resolve this, consider using Cloudiway's file migration tool, which assigns correct user access permissions. If you choose not to use the tool, none of the Google Drive file can be migrated (even if they're public).

### 4.3 Considerations

We strongly recommend you use Cloudiway's file migration tool to in conjunction with the site migration tool to achieve the best migration results possible. Please see our other documentation for more details about how these two products interact.

### 4.4 Audience

This guide is aimed at experienced system administrators who are capable of connecting to remote systems and using a variety of administration tools.

**Although we provide support for our own products, we do not provide support for third party products such as PowerShell or server administration of Google or Microsoft products.**

If you are concerned you might have any difficulty completing these steps, please consider a solution with our consulting team, contactable via [presales@cloudiway.com](mailto:presales@cloudiway.com). This will ensure a fast, cost-effective and stress-free implementation.

## 5 Pre-migration configuration

### 5.1 Before you start

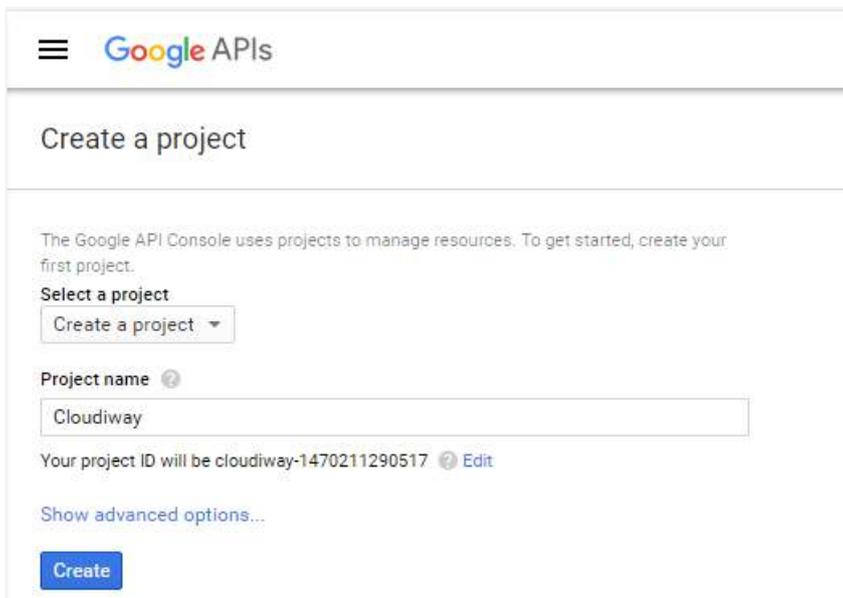
Before you start, you will need to ensure you have the details outlined in the following table.

Name	Description	Location
Cloudiway login	Stores details and provides communication between the systems you already use.	<a href="https://apps.cloudiway.com">https://apps.cloudiway.com</a>
Knowledge base access	Our extensive knowledge base is always accessible, with videos, troubleshooting tools, samples and more.	<a href="http://kb.cloudiway.com">http://kb.cloudiway.com</a>
G Suite API console	Required to enable APIs and to download the G Suite private key. This can be accessed via your Google Admin account.	<a href="https://console.developers.google.com">https://console.developers.google.com</a>
Google Admin console	The Admin console is where administrators manage Google services for people in an organization.	<a href="https://admin.google.com">https://admin.google.com</a>
Office 365 account with admin role for migration at target	Account with admin role that bypasses SSO and is able to authenticate using username/password credentials, preferably with the format: user@tenant.onmicrosoft.com. Used for migration of permissions only.	We recommend you create an account with admin access especially for migration. After all migrations are complete, simply delete this admin account.

## 5.2 G Suite — Create and set up a service account

You can create a project in your Google service account, where you can enable APIs and create a project key. Cloudiway needs this key to open communication with G Suite.

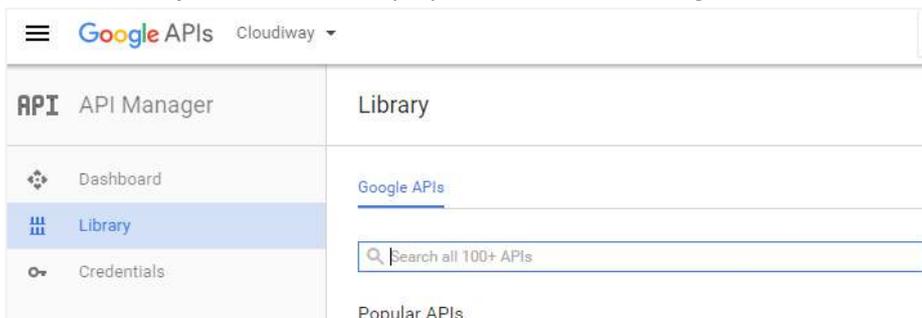
1. In your browser, go to <http://console.developers.google.com> to launch the **Google API manager**
2. Click on **Credentials** on the left. If you already have a project, you can jump to step 4. If you don't have any projects set up, you will need to create one before you continue.
3. Click on the **Create a project** button, and add a meaningful name to **Project name** (such as 'Cloudiway') and click the **Create** button



The screenshot shows the 'Create a project' page in the Google APIs console. At the top, there is a hamburger menu icon and the text 'Google APIs'. Below this is the heading 'Create a project'. A message states: 'The Google API Console uses projects to manage resources. To get started, create your first project.' There is a 'Select a project' dropdown menu with 'Create a project' selected. Below that is a 'Project name' input field containing 'Cloudiway'. A note indicates 'Your project ID will be cloudiway-1470211290517' with an 'Edit' link. There is a 'Show advanced options...' link and a blue 'Create' button at the bottom.

A message might appear prompting you to create credentials. If it does, you can simply ignore it for now (we'll create them later).

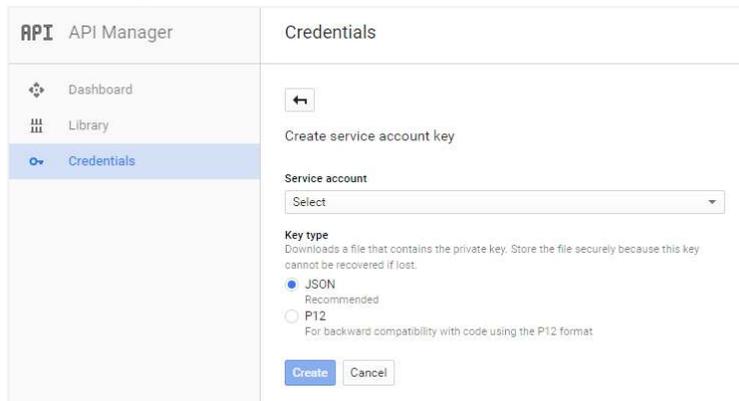
4. Click on **Library** on the left to display a search bar for Google APIs



The screenshot shows the 'Library' page in the Google APIs console. At the top, there is a hamburger menu icon, the text 'Google APIs', and a dropdown menu showing 'Cloudiway'. Below this is a navigation menu with 'API Manager', 'Dashboard', 'Library' (highlighted), and 'Credentials'. The main content area is titled 'Library' and contains a search bar with the text 'Search all 100+ APIs' and a 'Popular APIs' section below it.

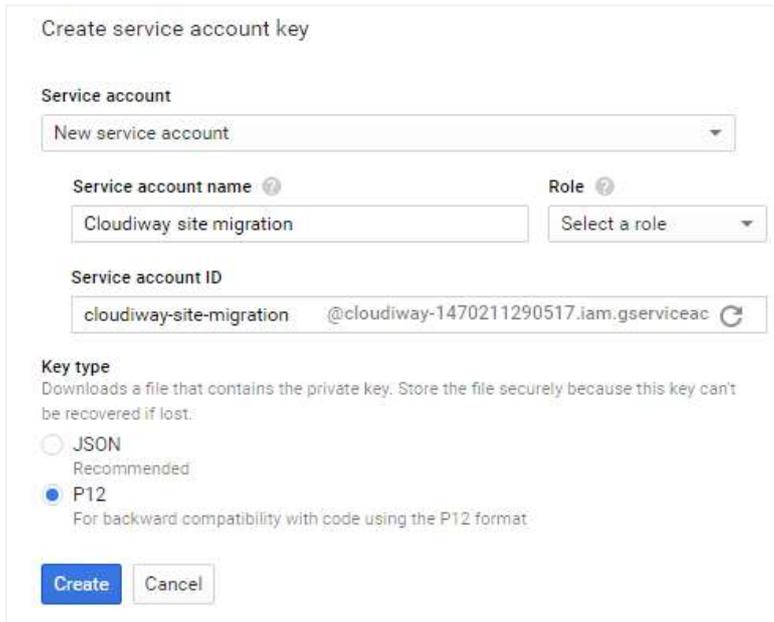
5. Type **Google Calendar API** and search for it (information about the API will be displayed)

6. Click on the **ENABLE API** link  
Once the API has been enabled (the link will change to display **DISABLE**): some other APIs might be automatically enabled (but only Google Calendar API is required for coexistence). You can check which APIs are activated by clicking on **Dashboard** on the left.
7. Search for the following APIs and enable them:  
[CalDAV API](#)  
[Contacts API](#)  
[Gmail API](#)  
[Tasks API](#)  
[Google Drive API](#)  
[Admin SDK](#)  
[Google Calendar API](#)
8. Click on **Credentials** on the left and from the **Create credentials** button, click on **Service account key**. The following screen will appear:



9. Click on **New service account** from the dropdown menu
10. Give the service account a recognizable name in **Service account name** (such as 'Cloudiway site migration'); you can leave the **Role** field unselected as it's not used by Cloudiway

11. Click on the **P12** radio button



Create service account key

Service account

New service account

Service account name <sup>?</sup> Cloudiway site migration

Role <sup>?</sup> Select a role

Service account ID

cloudiway-site-migration @cloudiway-1470211290517.iam.gserviceac

Key type

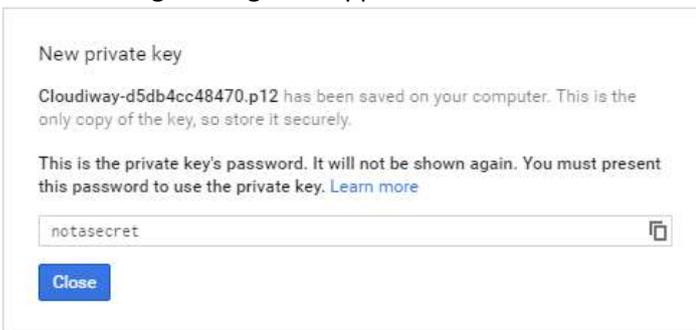
Downloads a file that contains the private key. Store the file securely because this key can't be recovered if lost.

JSON  
Recommended

P12  
For backward compatibility with code using the P12 format

Create Cancel

12. Click on the **Create** button  
The following message will appear:



New private key

Cloudiway-d5db4cc48470.p12 has been saved on your computer. This is the only copy of the key, so store it securely.

This is the private key's password. It will not be shown again. You must present this password to use the private key. [Learn more](#)

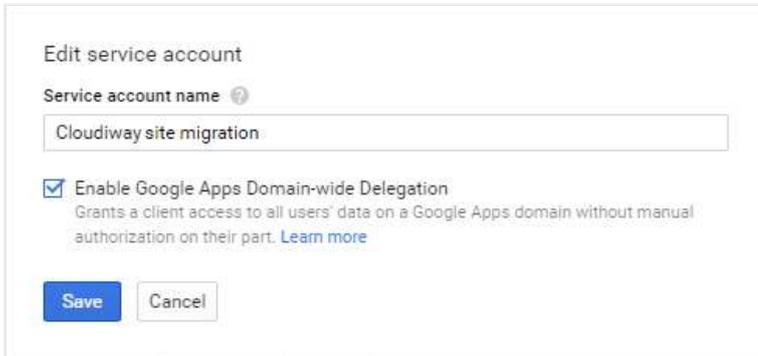
notasecret

Close

Make sure you don't change the password (the default must be used)

13. Once you have read and understood the message (and taken note of where the downloaded key is: you will need to upload it to Cloudiway later), click on the **Close** button
14. At the far right of the screen, click on the link for **Manage service accounts**
15. A list of service accounts will appear. Find the one with the name you just created, and click on the option dots (⋮) on the far right, then select **Edit**

16. Tick the checkbox for **Enable G Suite Domain-wide Delegation** and type a product name into **Product name for the consent screen**, if prompted:



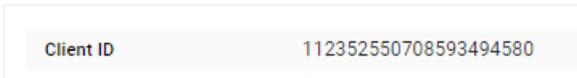
17. Click on the **Save** button

### 5.3 G Suite — Set permissions for the service account

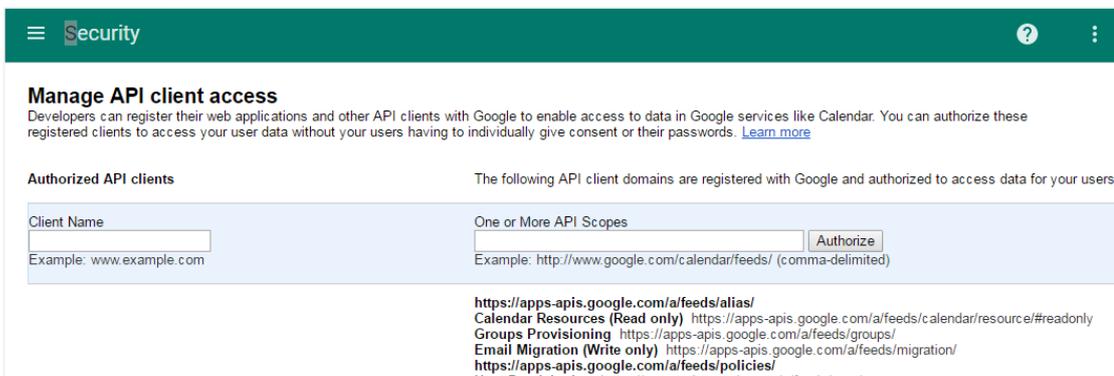
After you've created a service, you can use the Google Admin console to manage the service and its API calls. The following steps show you how to grant access permissions for the service account you created in the previous steps.

1. Ensure that you are still logged in to <http://console.developers.google.com> and from **Service Accounts** on the left, locate the Cloudiway site migration service account

2. Click on **View Client ID** on the far right, and copy the number displayed in **Client ID**



3. In a new browser tab, go to <https://admin.google.com> and login with your Admin console credentials
4. Click on **Security**, then **Advanced settings** (you might need to click on **Show more** to see this)
5. Click on **Manage API client access**



6. Paste the number you copied into **Client Name**

7. Click in the **One Or More API Scopes** field and add the following scopes:

```
https://apps-apis.google.com/a/feeds/calendar/resource/#readonly,  
https://apps-apis.google.com/a/feeds/user/#readonly,  
https://mail.google.com/,  
https://www.google.com/calendar/feeds/,  
https://www.googleapis.com/auth/calendar,  
https://www.googleapis.com/auth/drive,  
https://www.google.com/m8/feeds/,  
https://www.googleapis.com/auth/tasks,  
https://sites.google.com/feeds/
```

- NOTE:
1. Each scope must be separated by a comma.
  2. Some scopes require slashes (/) at the end and others don't: please use the above strings.
  3. If you add another scope later, existing scopes will be removed: you need to add the whole list at the same time.

Authorized API clients	The following API client domains are registered with Google and authorized to						
<table><tr><td>Client Name</td><td>One or More API Scopes</td></tr><tr><td><input type="text" value="112352550708593494580"/></td><td><input type="text" value="https://apps-apis.google.com/a/feeds/calendar/resour"/> <input type="button" value="Authorize"/></td></tr><tr><td>Example: www.example.com</td><td>Example: http://www.google.com/calendar/feeds/ (comma-delimited)</td></tr></table>	Client Name	One or More API Scopes	<input type="text" value="112352550708593494580"/>	<input type="text" value="https://apps-apis.google.com/a/feeds/calendar/resour"/> <input type="button" value="Authorize"/>	Example: www.example.com	Example: http://www.google.com/calendar/feeds/ (comma-delimited)	
Client Name	One or More API Scopes						
<input type="text" value="112352550708593494580"/>	<input type="text" value="https://apps-apis.google.com/a/feeds/calendar/resour"/> <input type="button" value="Authorize"/>						
Example: www.example.com	Example: http://www.google.com/calendar/feeds/ (comma-delimited)						

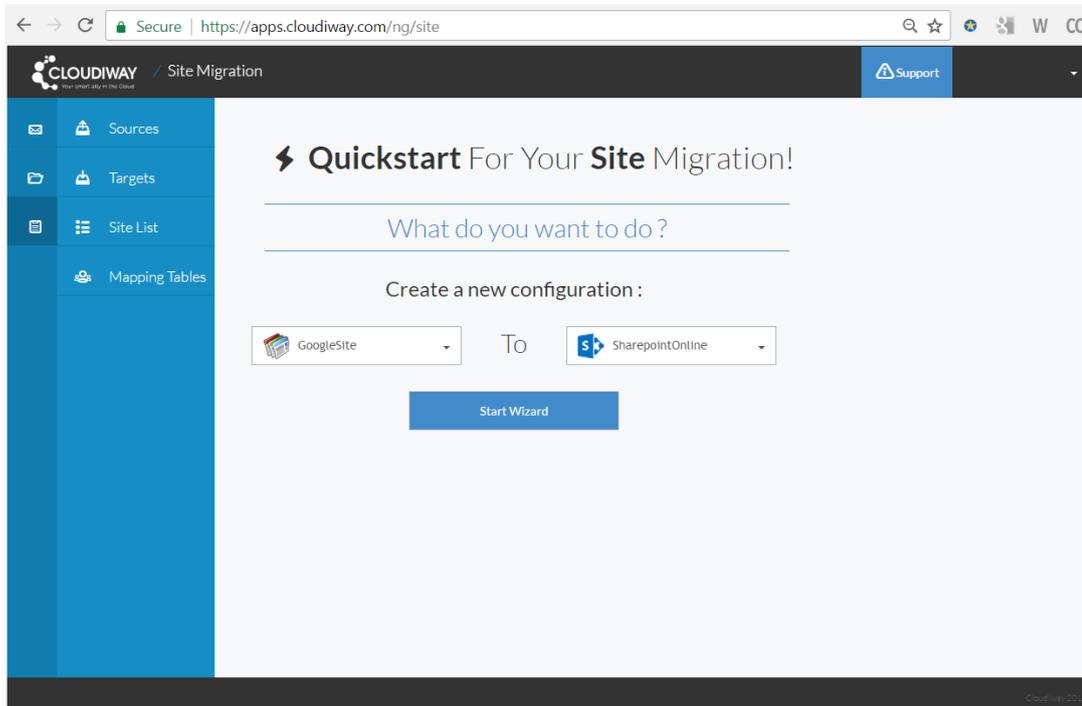
8. Click on the **Authorize** button
9. You can check that the scopes were successfully registered by looking for the names next to the client ID you pasted

## 6 Use the Cloudiway platform to migrate your sites

### 6.1 Create your G Suite source connector

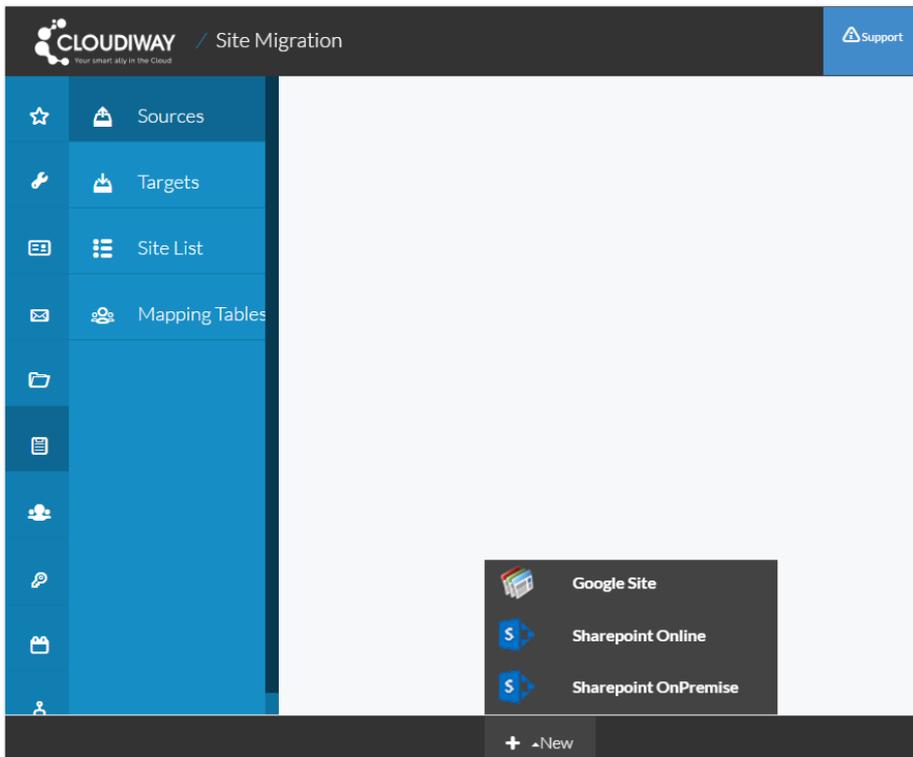
For Cloudiway to migrate your sites, it needs to be able to communicate with both your source and target domains. To do this, Cloudiway uses connectors, which are configured on apps.cloudiway.com. You will need to set up a connector for each source tenant and each target tenant. Follow the steps below to configure a G Suite source connector.

1. From your browser, go to <https://apps.cloudiway.com> and login
2. Click on **Site Migration** on the left

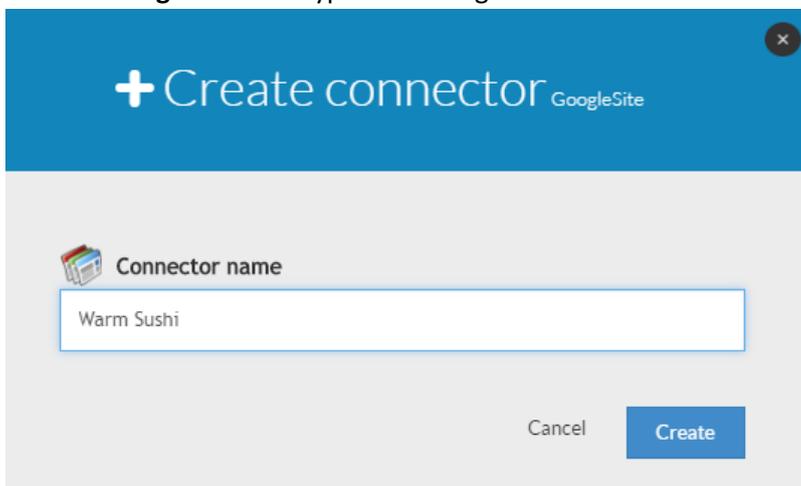


You can choose to manually set up your connectors, or you can use the simpler process of the wizard. The steps below will walk you through the manual process.

3. Click on **Sources**, then on the **+ New** option at the bottom of the screen

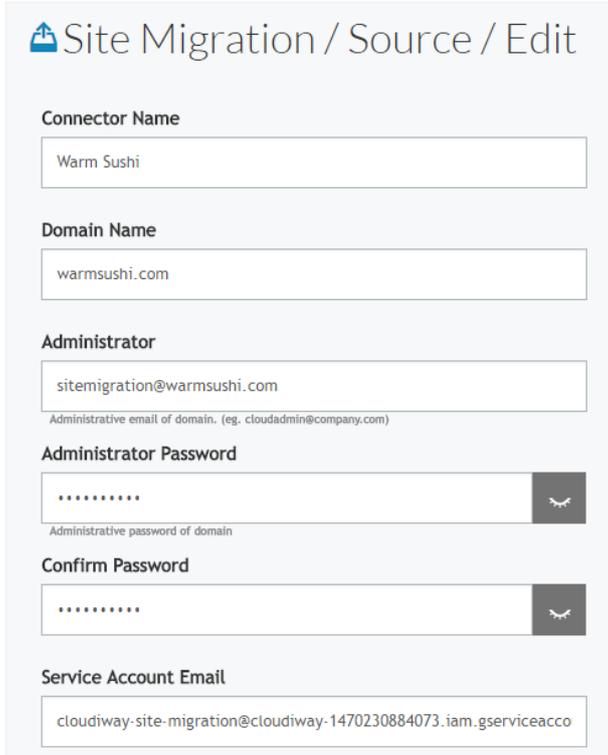


4. Click on **Google Site** and type a meaningful name in **Connector name**



5. Click on the **Create** button

- Fill in the remaining details including **Domain Name** (no *www* required), **Administrator** (your migration admin account) and your **Service Account Email** (you can copy it from the **Manage service accounts** screen from the project you created in [console.developers.google.com](https://console.developers.google.com))



**Site Migration / Source / Edit**

**Connector Name**  
Warm Sushi

**Domain Name**  
warmsushi.com

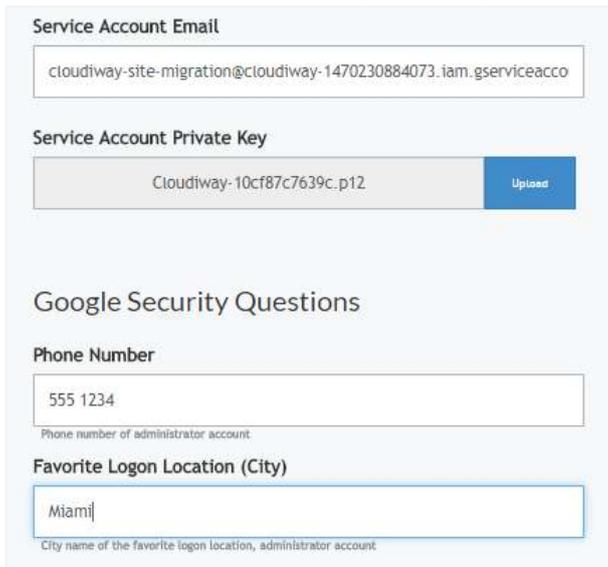
**Administrator**  
sitemigration@warmsushi.com  
Administrative email of domain. (eg. cloudadmin@company.com)

**Administrator Password**  
.....  
Administrative password of domain

**Confirm Password**  
.....

**Service Account Email**  
cloudiway-site-migration@cloudiway-1470230884073.iam.gserviceaccount.com

- Upload the file that you downloaded earlier (it ends in **.p12**) to the **Service Account Private Key** field and answer the Google Security Questions



**Service Account Email**  
cloudiway-site-migration@cloudiway-1470230884073.iam.gserviceaccount.com

**Service Account Private Key**  
Cloudiway-10cf87c7639c.p12 **Upload**

**Google Security Questions**

**Phone Number**  
555 1234  
Phone number of administrator account

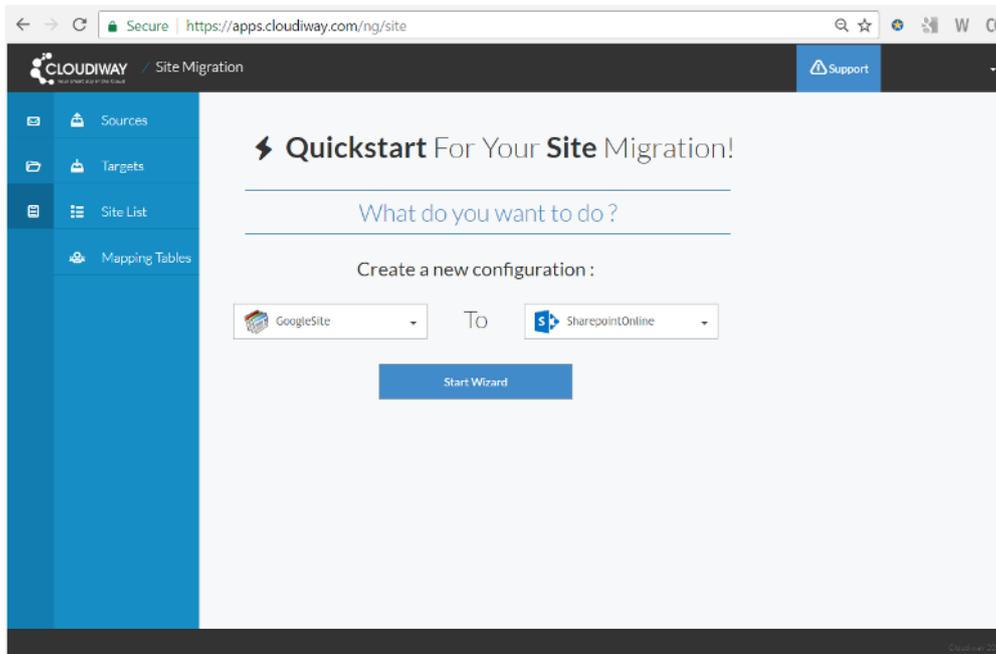
**Favorite Logon Location (City)**  
Miami  
City name of the favorite logon location, administrator account

- Click on the **Save** button at the bottom of the screen  
Your source connector has now been created. Next up is the target connector.

## 6.2 Create your SharePoint Online target connector

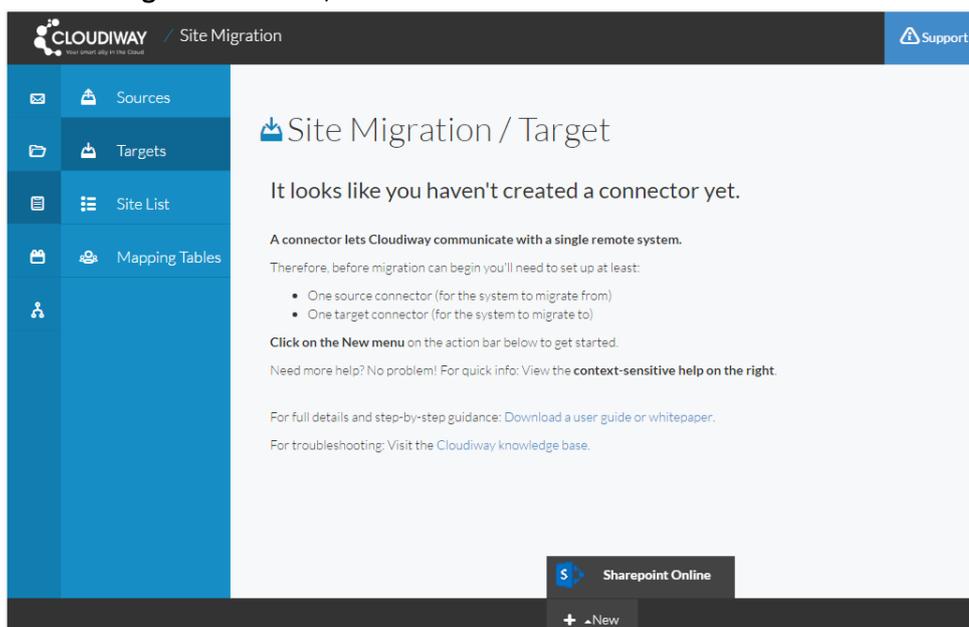
With the source connector now configured on the Cloudiway platform, it's time to create and configure the target connector. Follow the steps below to configure an Office 365 target connector.

1. Ensure you're still logged into <https://apps.cloudiway.com> and click on **Site Migration**

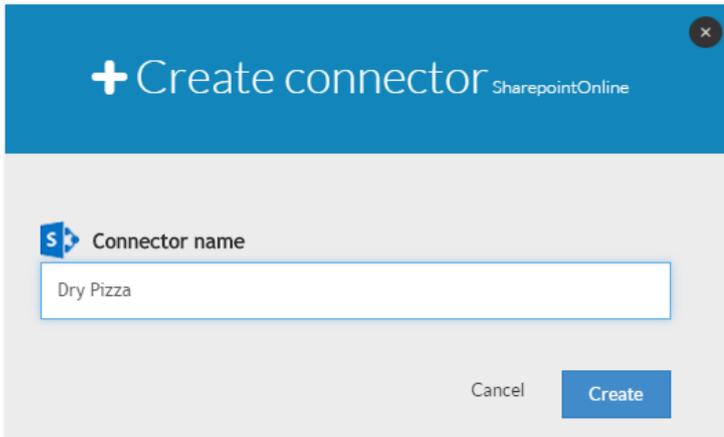


You can choose to manually set up your connectors, or you can use the simpler process of the wizard. The steps below will walk you through the manual process.

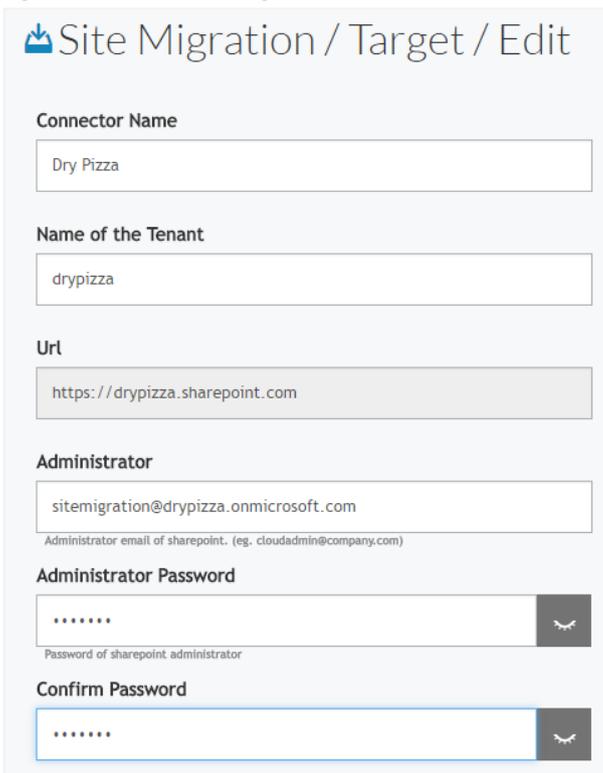
2. Click on **Targets** on the left, then **+ New** on the Action bar at the bottom of the screen



3. Click on **SharePoint Online** and type a meaningful name in **Connector name**



4. Click on the **Create** button
5. Fill in the fields, remembering to use your Office 365 account credentials with administrator rights in the remaining fields



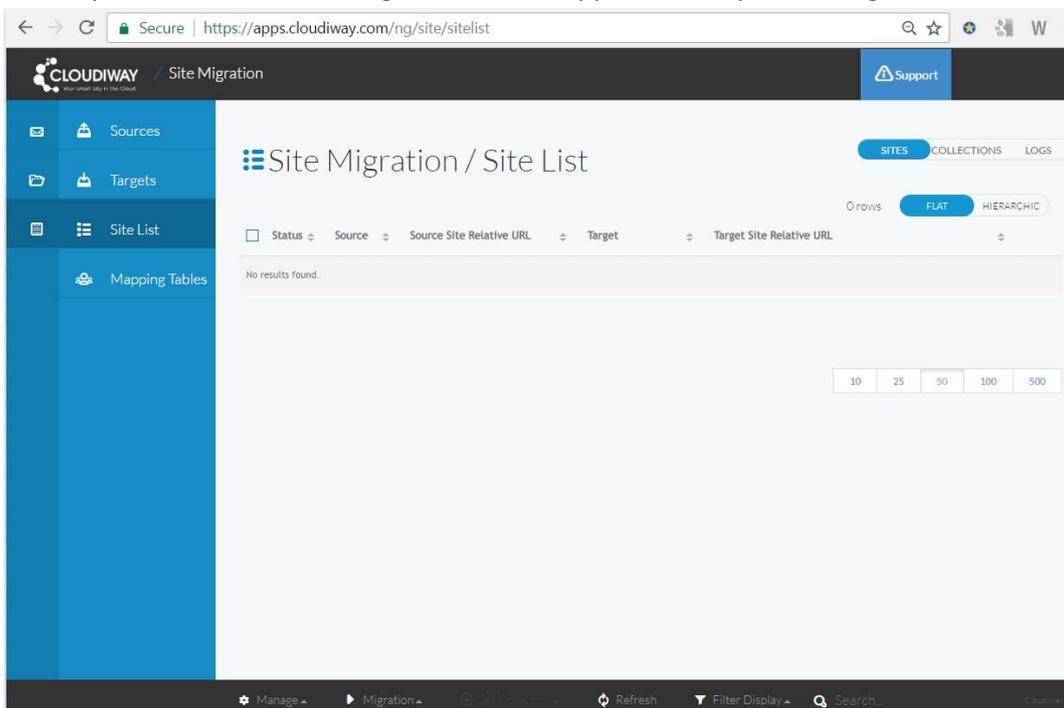
6. Click on the **Save** button at the bottom of the screen.

### 6.3 Import sites with the Get Sites command

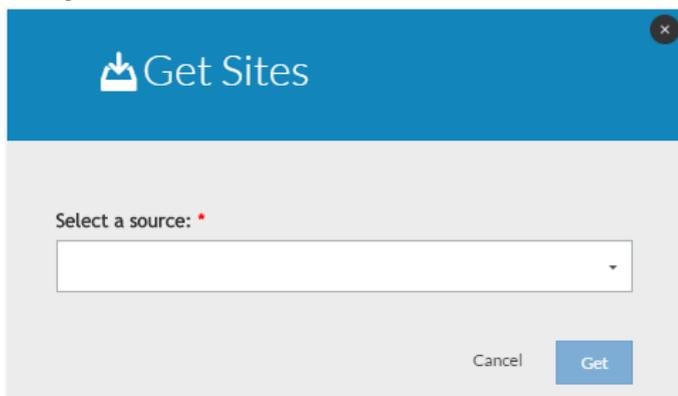
The Cloudiway platform provides a tool called **Get Sites** which returns a list of all sites from the domain you added to the source connector (using the admin credentials you supplied in the source connector). This is a useful tool which provides you with a complete picture of sites to be migrated.

You should therefore run this tool prior to site migration to avoid having to manually enter details of each site: any syntax errors or spelling mistakes will prevent Cloudiway from finding the intended site. This is by far the simplest method of listing the sites to be migrated.

1. Ensure you're still in the Site Migration area of apps.cloudiway.com and go to **Site List**

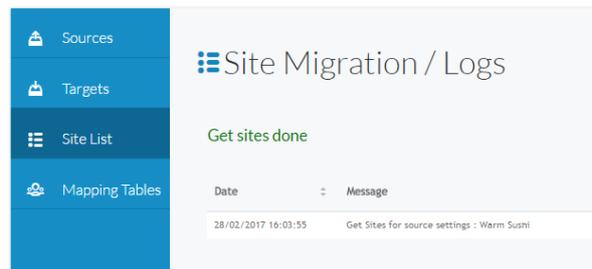


2. Click on the **Migration** menu at the bottom and select **Get Sites** to display the following dialog box:

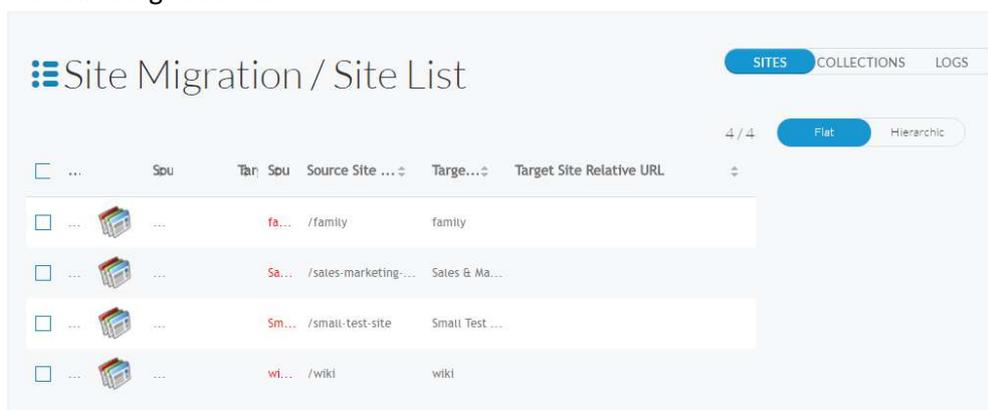


3. Select your source from the dropdown list and click on the **Get** button

The tool will schedule a call to your domain to return a list of all visible Google Sites. Refreshing the screen will cycle through 'Get sites scheduled', 'Get sites working' and eventually, 'Get sites done', presuming your source connector is set up correctly.



Once the Get Sites tool has completed, it will return a list of all sites discovered via the source connector's credentials. The list will appear in the Site List area of the Cloudiway platform. From this list, you can check what is due to be migrated prior to migration, edit the target site and collection, assign licenses and delete any sites that don't need to be migrated. These actions are explained in the following sections.



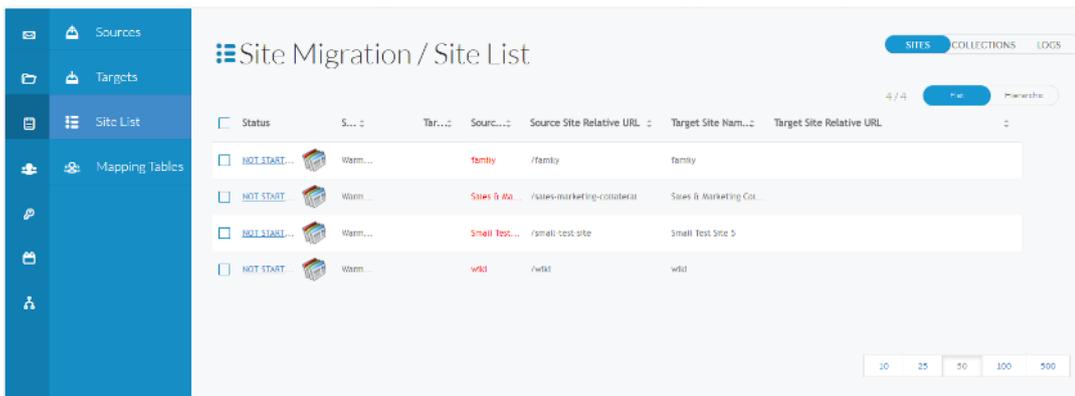
You can also download the results in CSV format for your own records or to make editing changes, and then upload the updated CSV file to the Cloudiway platform as your final list of sites to be migrated.

**Note:** you cannot add new entries to the CSV file: they must exist on the Cloudiway platform already. If you need to add a new sites, either re-run the Get Sites (which will add newly-available sites to the existing list) or add a site manually using the steps below.

## 6.4 Add target site collections

The Get Sites tool will have captured as many source site details as possible for you, to help avoid spelling mistakes or missed sites. However, it cannot specify target site details. Prior to migration, you will need to create a list of target site collections on the Cloudiway platform and associate them with each source site (and don't forget to ensure you have created each site collection on your SharePoint remote system too).

1. Ensure you're still in the Site Migration/Site List area of apps.cloudiway.com

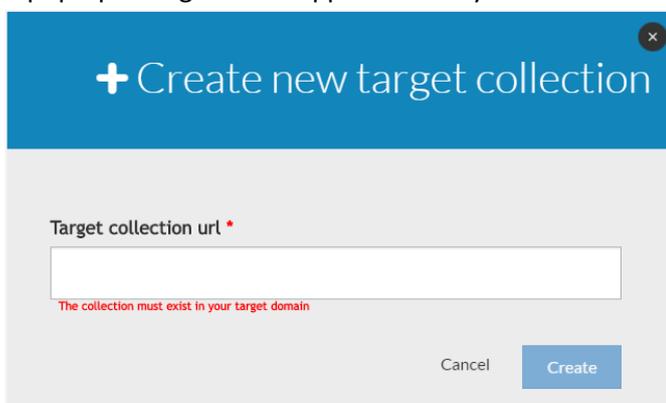


2. Click on the **Collections** tab in the top right corner to display the empty list of site collections:



3. If you need to add any collections for one or more targets, click on the **Create** button on the Action bar at the bottom of the page

A pop-up dialog box will appear where you can enter a new collection name:



4. Type the required target collection URL into the field (and make sure it exists in the target site collection structure already):

**Target collection url**

The collection must exist in your target domain

5. Click on the **Create** button, then repeat steps 3 and 4 for additional site collections.

Site Migration / Target Collections List SITES **COLLECTIONS**

	URL	Nb Sites
<input type="checkbox"/>	/	5
<input type="checkbox"/>	/sites/commercial	0
<input type="checkbox"/>	/sites/commercial/suppliers	0
<input type="checkbox"/>	/sites/research	0
<input type="checkbox"/>	/sites/sales	1

## 6.5 Add a Google Site manually to Cloudiway

You can manually add the details of a Google Site to your list on the Cloudiway platform. Due to the possibility of typos, we recommend you only use this option if it's impossible to rerun the Get Sites command. You might wish to test migration on a test group you've set up especially for that purpose. In this case, adding the group manually might be preferable to using Get Sites. The straightforward process is outlined in the following steps.

**Target site name**

**Target site collection**

**Target**

Dry Pizza

**Target site relative URL**

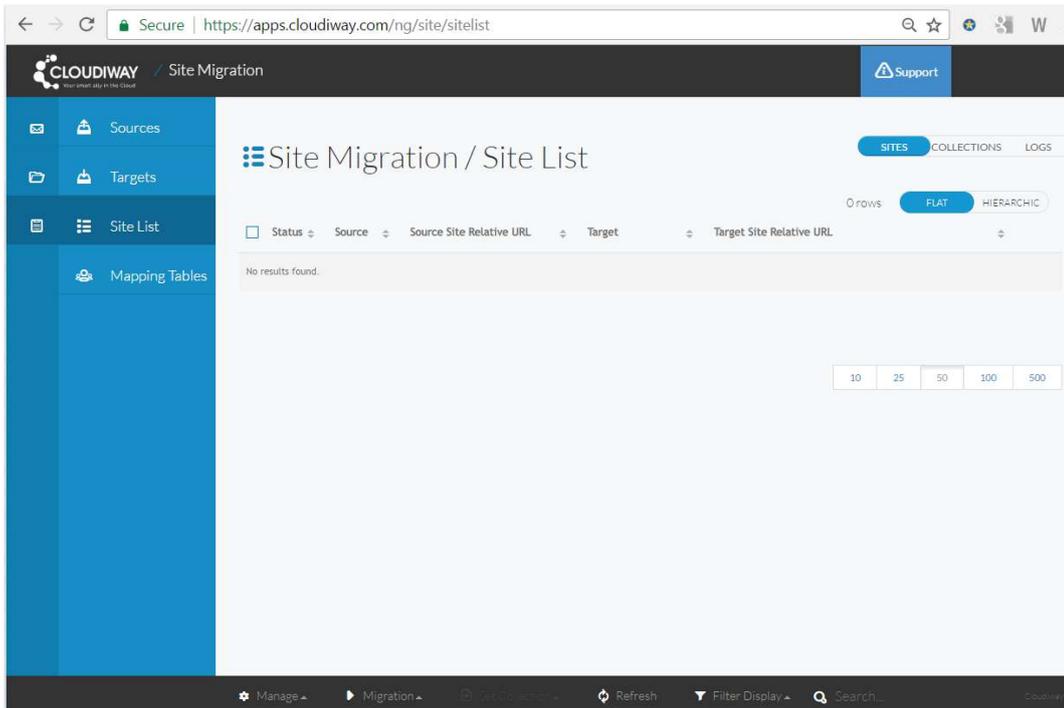
**ON**  **OFF** Migrate to the root site of the collection

You can manually change each site's name at the target, as well as choose whether to migrate directly to the root site of the collection or somewhere else (the dropdown for **Target site collection** contains the list of collections you created in section **Error! Reference source not found.**).

Toggling the **Migrate to the root site of the collection** option will change the relative URL, and you can use the target fields to create the correct relative URL to suit your needs.

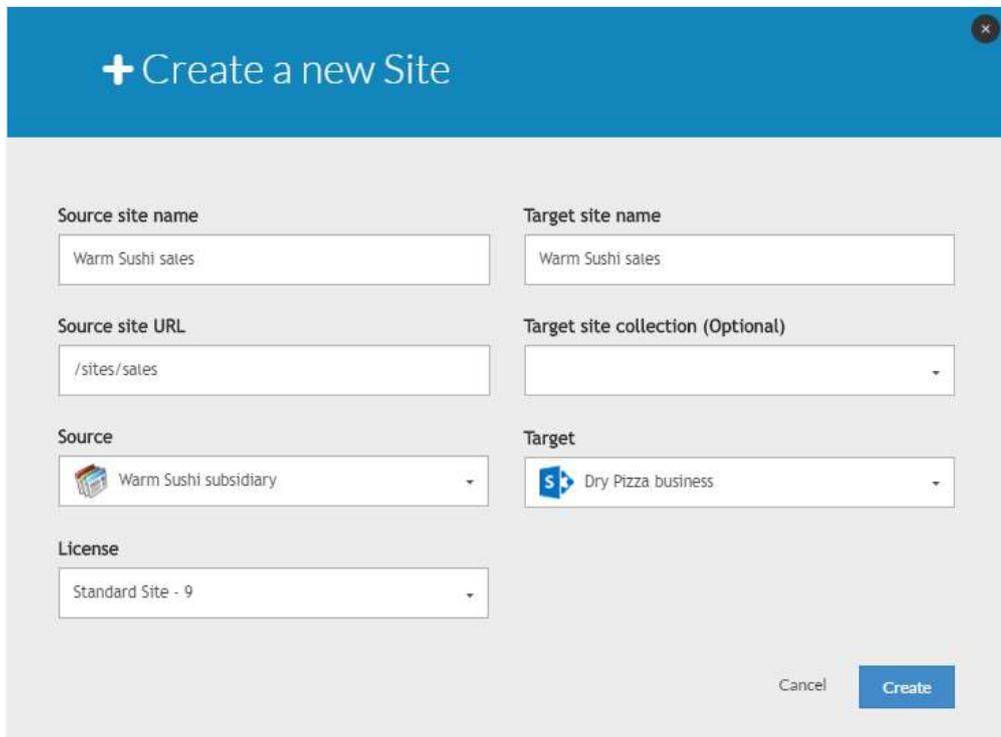
Use the **Target site relative URL** field to preview the final site URL (relative to the target domain) each time you make a change to the other target fields.

1. Ensure you're still in the Site Migration area of apps.cloudiway.com and go to **Site List**

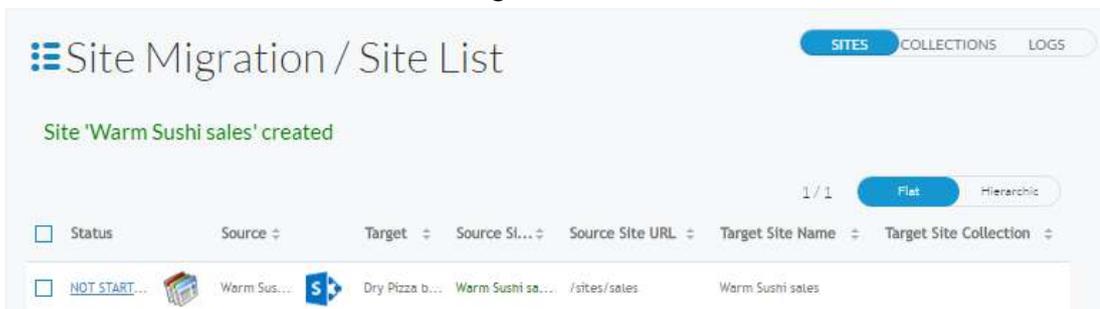


2. Click on **Manage** in the bottom left corner of the action bar and select **Create Single** to display the following screen:

- Fill in all details for the group to be migrated, remembering to use the migration user email address that has manager access to the group



- Click on the **Create** button  
The new site will be added to the Site Migration / Site List screen:



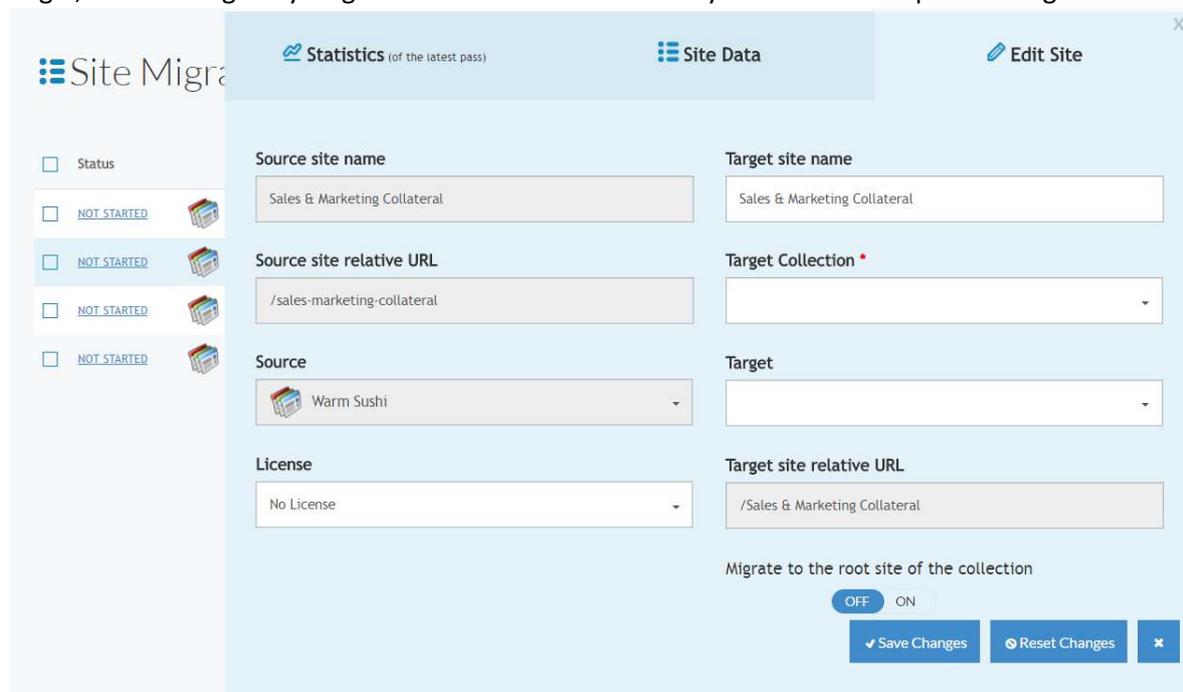
- Repeat steps 1 to 4 for any more sites you'd like to add manually.

## 6.6 Complete target site details

With all sources and target site collections added, you can pinpoint specific target locations within site collections to obtain your preferred site structure at the target. You can also delete sites that don't need migration, configure individual sites and assign licenses.

Before any migration can start, you must assign a license for each source site. You can purchase site licenses these within the Cloudiway platform (or contact [sales@cloudiway.com](mailto:sales@cloudiway.com) for further information), and these will be displayed on the **License** dropdown after purchase.

Logically, you need to add a target connector from the **Target** dropdown list before migration can begin, as well assign any target site collection locations to your source sites prior to migration.



The screenshot shows the 'Site Data' configuration window for a site migration. On the left, there is a 'Site Migration' sidebar with a 'Status' section containing four 'NOT STARTED' items, each with a calendar icon. The main window has a header with 'Statistics (of the latest pass)', 'Site Data', and 'Edit Site'. The configuration fields are as follows:

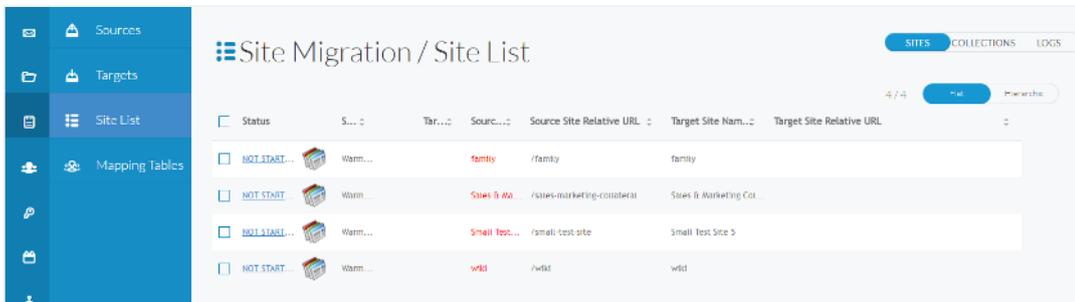
- Source site name:** Sales & Marketing Collateral
- Source site relative URL:** /sales-marketing-collateral
- Source:** Warm Sushi
- License:** No License
- Target site name:** Sales & Marketing Collateral
- Target Collection:** (Empty dropdown)
- Target:** (Empty dropdown)
- Target site relative URL:** /Sales & Marketing Collateral
- Migrate to the root site of the collection:** OFF (toggle)

At the bottom right, there are three buttons: 'Save Changes', 'Reset Changes', and a close button (X).

You can manually change each site's name at the target, as well as choose whether to migrate directly to the root site of the collection. You can use the **Target site relative URL** field to preview the final site URL (relative to the target domain) each time you make a change to the target fields.

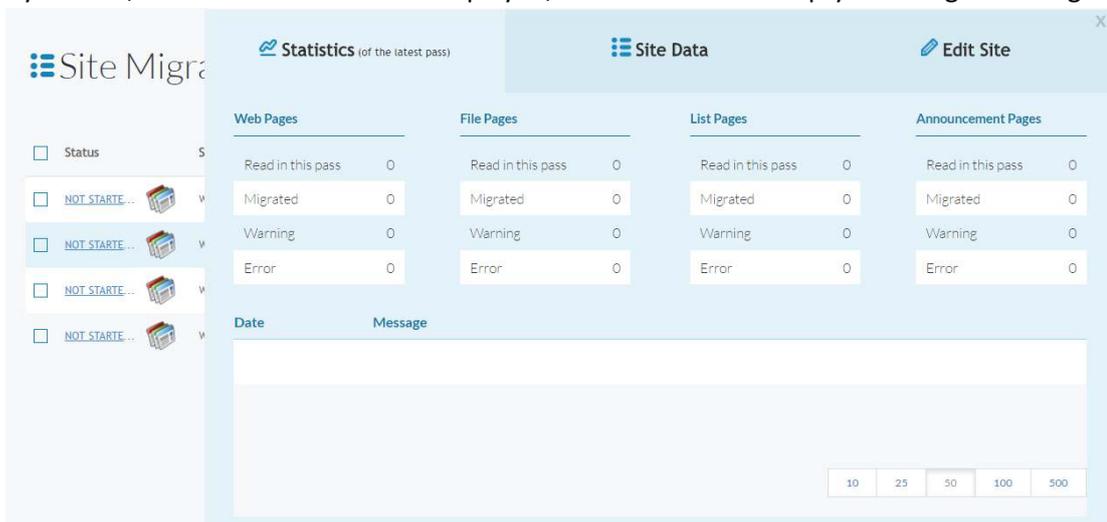
Note: You can assign a target connector and collection to multiple sites from the Action bar at the bottom of the screen. To blanket assign a connector, go to the **Manage** menu and select **Assign Targets** (this will apply to all sub-sites). To blanket assign a collection, go to the **Set Collection** menu and select a collection from the list. In the following steps, individual assignment is explained in more detail.

1. Ensure you're still in the Site Migration/Site List area of apps.cloudiway.com and click on the Sites tab in the top left corner



2. Click on a site to be migrated that needs to be assigned to a collection you've just added

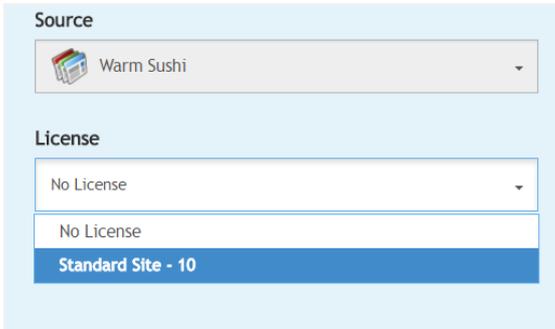
By default, the Statistics tab will be displayed, and these will be empty until migration begins:



3. Click on **Edit Site** in the top right corner to display the source and target details for a site:

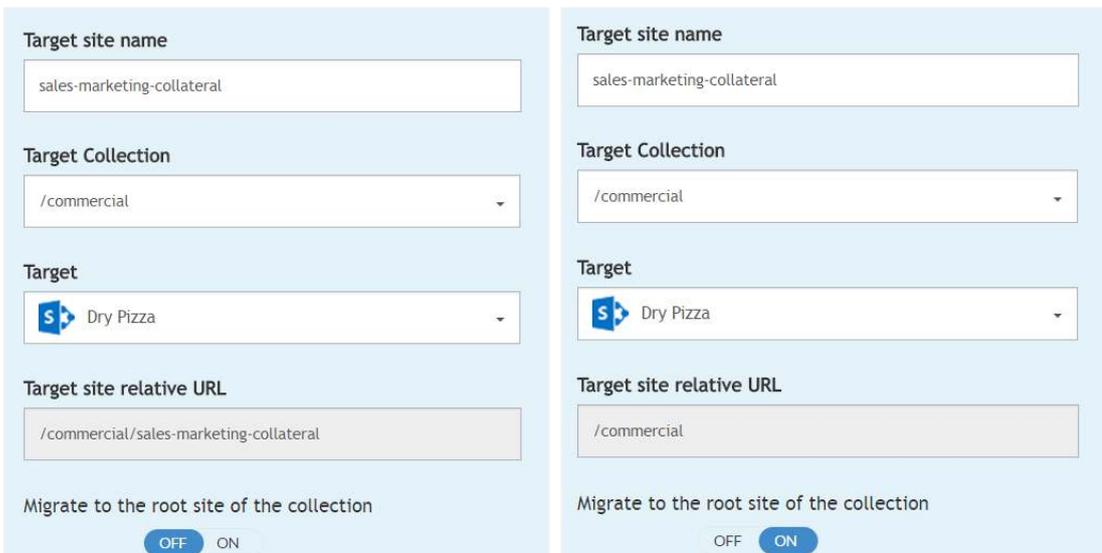
<b>Source site name</b> <input type="text" value="Sales &amp; Marketing Collateral"/>	<b>Target site name</b> <input type="text" value="Sales &amp; Marketing Collateral"/>
<b>Source site relative URL</b> <input type="text" value="/sales-marketing-collateral"/>	<b>Target Collection *</b> <input type="text"/>
<b>Source</b> <input type="text" value="Warm Sushi"/>	<b>Target</b> <input type="text"/>
<b>License</b> <input type="text" value="No License"/>	<b>Target site relative URL</b> <input type="text" value="/Sales &amp; Marketing Collateral"/>
<b>Migrate to the root site of the collection</b> <input type="button" value="OFF"/> <input type="button" value="ON"/>	

- Click on the **License** drop-down to assign a license (if you haven't already bought licenses, click on your username in the top right corner and go to the **Buy** menu option):



The screenshot shows a form with two sections. The first section, labeled 'Source', contains a dropdown menu with 'Warm Sushi' selected. The second section, labeled 'License', contains a dropdown menu with 'No License' selected. Below this dropdown, a list of license options is shown, with 'Standard Site - 10' highlighted in blue.

- Adjust the target settings to match your needs, and check the **Target site relative URL** for the target destination, based on your settings: for example, replace spaces with dashes and choose a target collection, then toggle the switch for migration to the root site of the collection to see the difference:



The image shows two side-by-side screenshots of the 'Target' settings interface. Both screenshots have the following fields: 'Target site name' (sales-marketing-collateral), 'Target Collection' (/commercial), 'Target' (Dry Pizza), and 'Target site relative URL'. The left screenshot shows the 'Target site relative URL' as /commercial/sales-marketing-collateral and the 'Migrate to the root site of the collection' toggle as OFF. The right screenshot shows the 'Target site relative URL' as /commercial and the 'Migrate to the root site of the collection' toggle as ON.

- Set up each field according to your needs, and click on the **Save Changes** button to save your changes
- Repeat the steps above for any other sites listed for migration.

## 6.7 Import or create a mapping table of user details

In order to migrate access rights for the list of users who have access to each Google Site, a mapping table of users must be defined. A list of mail users is used as a mapping table as it defines who has access to the different sites. It is also used to migrate metadata for files and folders.

You can upload a user list via CSV, use Cloudiway's automated Import Users tool, or manually add each user on the Cloudiway platform.

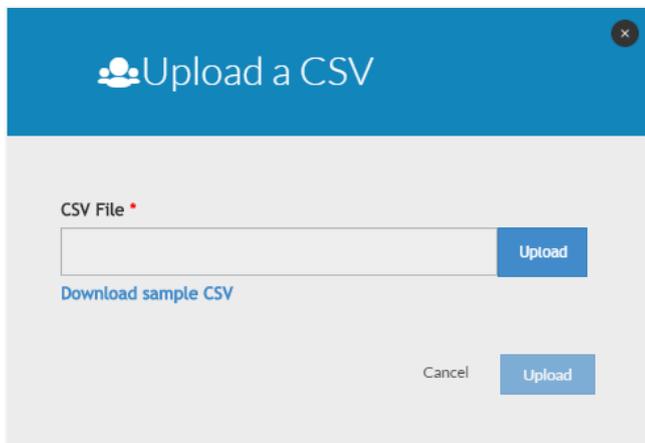
### 6.7.1 Option 1: CSV import

If you have a CSV file of all your site users, you can upload the file to Cloudiway. The file must have the following fields in the header row:

```
FirstName;LastName;SourceEmail;TargetEmail
```

A sample CSV file is available for download during the steps outlined below. If you perform more than one upload, any user data already uploaded will not be overwritten by following uploads. Therefore, duplicates can occur.

1. Ensure you're still in the Site Migration area of apps.cloudiway.com and go to **Mapping Tables**
2. Click on **Manage** on the action bar and select **Upload CSV**



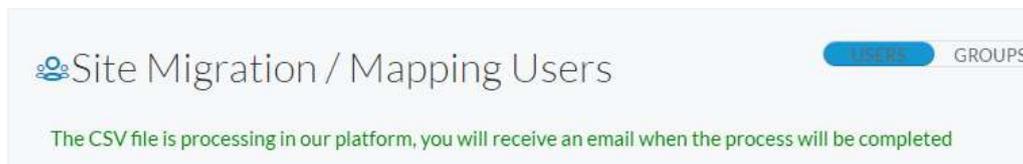
3. If required, click on **Download sample CSV** and add your users to the CSV file using the sample headers (FirstName;LastName;SourceEmail;TargetEmail)
4. When you have a complete CSV file with the correct headers, click on the **Upload** button
5. Locate your CSV file within your own file system, and double-click on it to select it

If the CSV file format is not correct, you will see an error message on your screen:



6. If you see any error messages, check your CSV file to ensure it has four columns with a separator between each, and try uploading again

Once the CSV file format is correct, you will see a confirmation message at the top of your screen:



7. Check your email for confirmation that the upload has been completed: you can also refresh the Cloudiway platform at any time to display your imported users
8. If you wish to edit any user that's been uploaded, click on the user from the user list to display the editable list of fields.

### 6.7.2 Option 2: Import Users tool

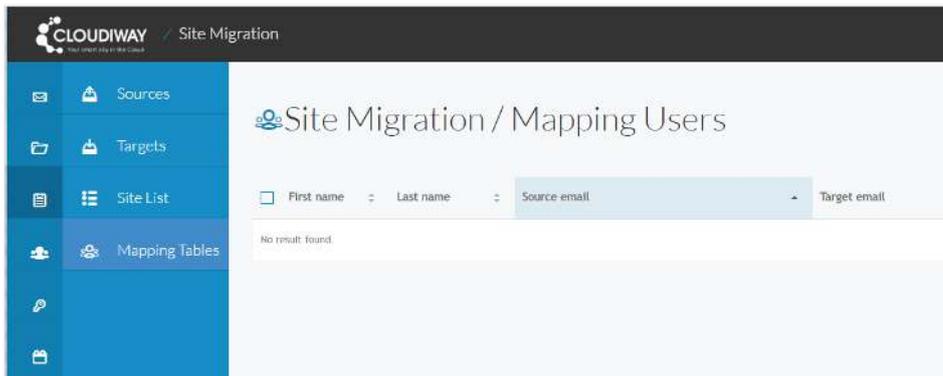
Cloudiway's Import Users tool helps you to retrieve users from your source tenant. The functionality works via Identity Access Management. The tool requires you to specify any transformation rules you wish to apply. It will then add new users in the Site Migration User List view within the Cloudiway platform.

This is an advanced tool that is best used in partnership with Cloudiway consultants. If you are interested in using this option, please get in touch with your Cloudiway contact.

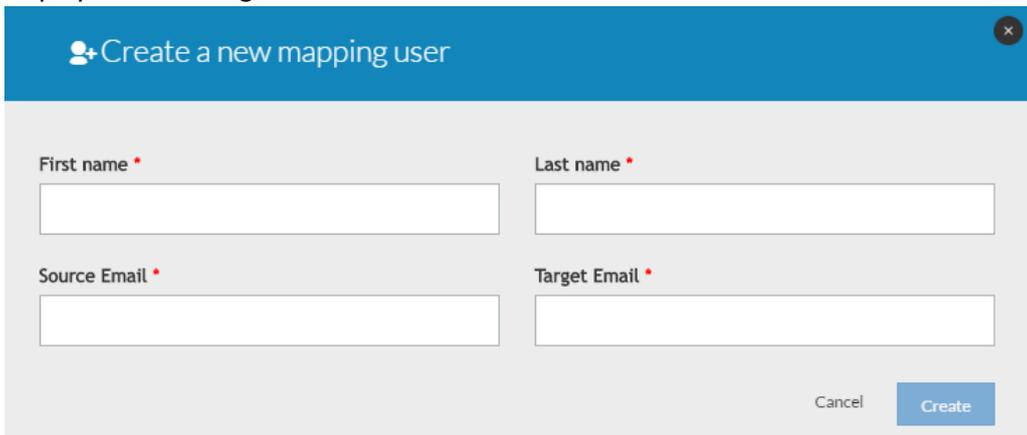
### 6.7.3 Option 3: Create a single user

Many of our first-time customers create a single user for testing purposes. This provides a means of watching the migration process without affecting all users. Single users can also be created for migrations affecting just a few users.

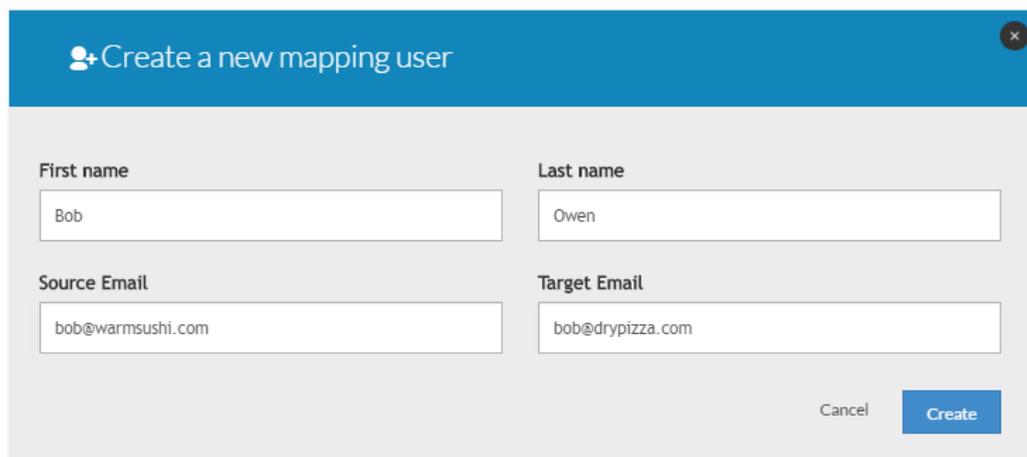
1. Go to the **Mapping Tables** area of the **Site Migration** menu



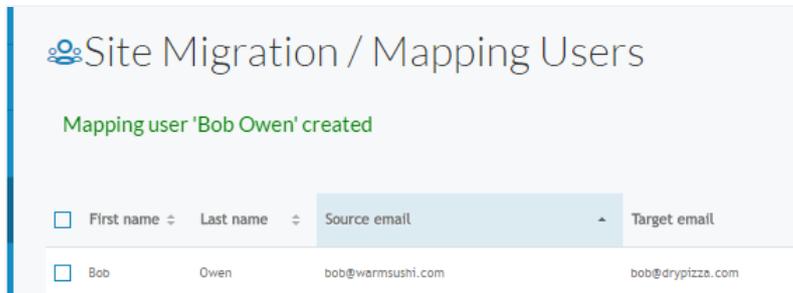
2. Click on **Manage** on the action bar at the bottom of the screen and select **Create Single** to display the following screen:



3. Fill in all details for a new user



- Click on the **Create** button  
The new user will be added to the Site Migration / Mapping Tables screen:

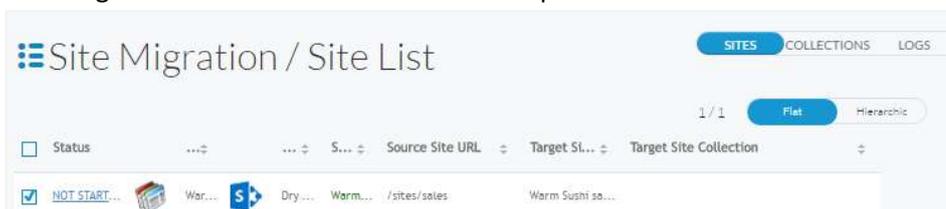


- Repeat steps 1 to 4 for any more users you'd like to create

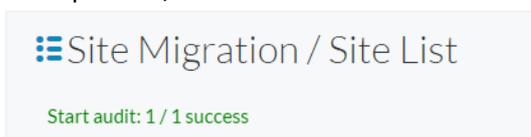
## 6.8 Perform an audit

Cloudiway provides an auditing tool which will help identify potential errors prior to migration, such as unfound sites or broken items. We recommend that you run this audit as many times as required prior to migrating to ensure your migration list is fully prepared and ready.

- Ensure you're still in the Site Migration area of apps.cloudiway.com and go to **Site List**
- Select the sites you would like to start auditing by clicking on their individual checkbox, or by selecting all sites with the checkbox at the top of the list

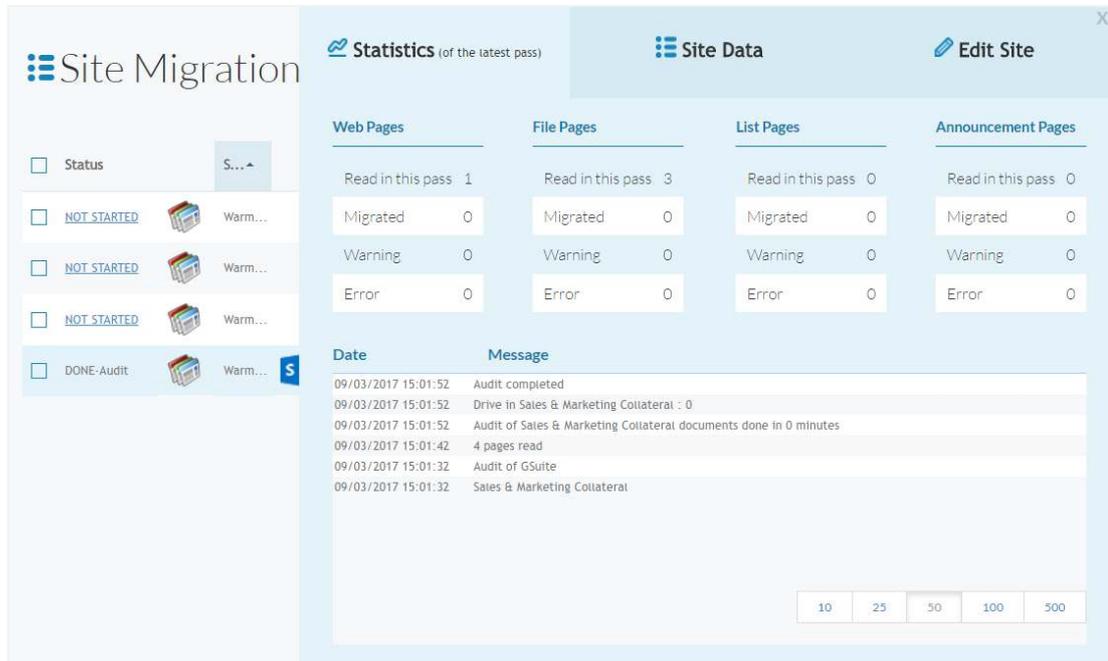


- Click on **Migration** in the bottom left corner of the action bar and select **Audit** to begin the audit process, which will be confirmed with a message on your screen



- Refresh the screen to see how successful the audit was: for each site, you can click on the text to the right of the Status column for further information

The Statistics tab provides an overview of warnings and errors, as well as a log of what the audit performed:

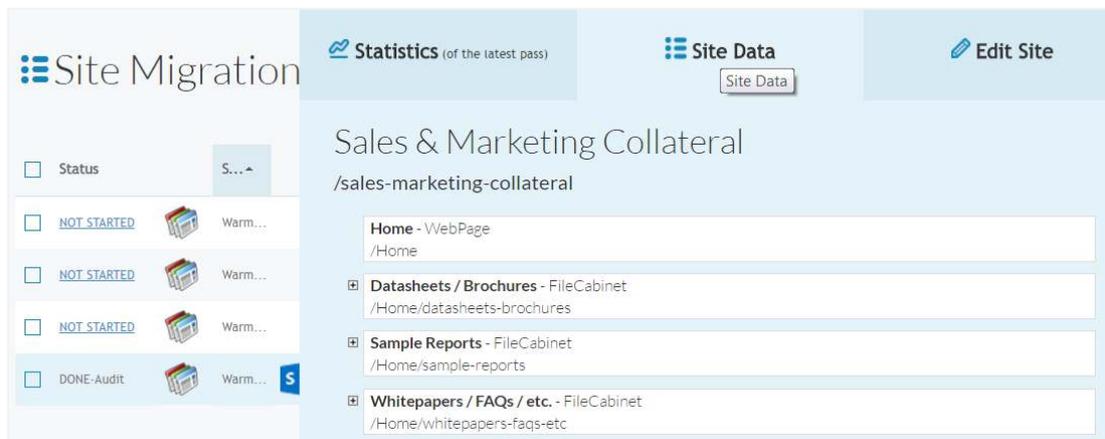


The screenshot shows the 'Statistics' tab for a site migration. It features a sidebar with site status (NOT STARTED, DONE-Audit) and a main content area with four summary tables and a log.

Web Pages	File Pages	List Pages	Announcement Pages
Read in this pass: 1	Read in this pass: 3	Read in this pass: 0	Read in this pass: 0
Migrated: 0	Migrated: 0	Migrated: 0	Migrated: 0
Warning: 0	Warning: 0	Warning: 0	Warning: 0
Error: 0	Error: 0	Error: 0	Error: 0

Date	Message
09/03/2017 15:01:52	Audit completed
09/03/2017 15:01:52	Drive in Sales & Marketing Collateral : 0
09/03/2017 15:01:52	Audit of Sales & Marketing Collateral documents done in 0 minutes
09/03/2017 15:01:42	4 pages read
09/03/2017 15:01:32	Audit of GSuite
09/03/2017 15:01:32	Sales & Marketing Collateral

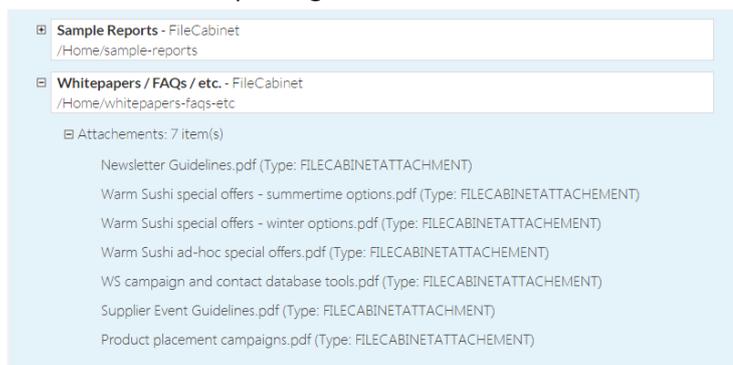
5. Click on the **Site Data** tab to see a list of what can be found in the site



The screenshot shows the 'Site Data' tab. The main content area displays a tree view of site content under the path '/sales-marketing-collateral'.

- Home - WebPage
  - /Home
- Datasheets / Brochures - FileCabinet
  - /Home/datasheets-brochures
- Sample Reports - FileCabinet
  - /Home/sample-reports
- Whitepapers / FAQs / etc. - FileCabinet
  - /Home/whitepapers-faqs-etc

6. Click on one of the plus signs to see further information about the page and its site content



This screenshot shows the expanded view of the 'Whitepapers / FAQs / etc.' folder, displaying a list of attachments.

- Sample Reports - FileCabinet
  - /Home/sample-reports
- Whitepapers / FAQs / etc. - FileCabinet
  - /Home/whitepapers-faqs-etc
  - Attachments: 7 item(s)
    - Newsletter Guidelines.pdf (Type: FILECABINETATTACHMENT)
    - Warm Sushi special offers - summertime options.pdf (Type: FILECABINETATTACHEMENT)
    - Warm Sushi special offers - winter options.pdf (Type: FILECABINETATTACHEMENT)
    - Warm Sushi ad-hoc special offers.pdf (Type: FILECABINETATTACHEMENT)
    - WS campaign and contact database tools.pdf (Type: FILECABINETATTACHEMENT)
    - Supplier Event Guidelines.pdf (Type: FILECABINETATTACHMENT)
    - Product placement campaigns.pdf (Type: FILECABINETATTACHEMENT)

With this level of detail about pages, gadgets and attachments, you can verify any troublesome items unlikely to be migrated prior to starting migration. You should also use the audit to cross-check any missing items from the audit that are present on your Google Sites (such as particular gadgets).

**Note:** You can change the target details at any time prior to migration, before or after running an audit, via the **Edit Site** tab, as previously described.

## 6.9 [Activate and monitor your migration](#)

Now that you have performed all the pre-migration steps within your tenants and within Cloudiway, you're ready to migrate. We recommend you run a test migration on a single site first to check that your configuration produces the outcome you expect.

To start your migration, select the site you wish to migrate and click on the **Start** button. Your batch will be scheduled and will begin as soon as resources are available.

## 7 Troubleshooting

Cloudiway provides an extensive knowledge base with many resources, including common error messages, video guides and downloads.

Please visit the site migration knowledge base area here:

<http://kb.cloudiway.com/category/faq-cloudiway/cloudiway-migration-products/sites-migration/>

Please visit the entire knowledge base here (where you can search for keywords or read through topics): <http://kb.cloudiway.com/>

The knowledge base also contains information on how you can ask for further support, should you require it.