

Site migration

Admin guide for SharePoint to SharePoint migrations

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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.

It's possible to migrate to SharePoint Online from SharePoint On-Premises. Cloudiway site migration supports migrations from SharePoint 2010, 2013 and 2016, as well as SharePoint Online.

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 offers 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 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 from one Microsoft tenant using Microsoft OneDrive and/or SharePoint to another. Visit 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.

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 SharePoint to SharePoint, the following site items can be migrated:

- Top Navigation bar
- Quick Launch bar
- Permissions
- Structure of site
- Welcome page
- URLs (rewritten during migration)
- Document Libraries
- Lists (Discussion boards, Microfeeds, Announcements, Event Lists, Task Lists, Generic Lists)
- Web parts
- Composed Look included in SharePoint Foundation
- Menu
- Taxonomy
- Content Type
- Webfield
- Metadata
- Site content
- Attachments
- Delta migration on pages and documents only

4.2 Migration limitations

SharePoint to SharePoint migrations are relatively straightforward, but some elements cannot currently be migrated or are migrated in a specific way, and will need to be identified and addressed as part of any remediation work.

Versioning enables you to store, track, and restore items in a list and files in a library as they are changed. During migration, only the current version is migrated.

SharePoint workflows are pre-programmed mini-applications that streamline and automate a wide variety of business processes — from collecting signatures, feedback, or approvals for a plan or document, to tracking the current status of a routine procedure. They are not migrated by the SharePoint site migration tool.

Typically, a SharePoint solution is deployed to a SharePoint server by using a solution package (.wsp) file. Microsoft SharePoint Foundation has its own system for installing solutions on a SharePoint Foundation farm that is different from other Windows applications and platforms. There is no MSI file or ClickOnce technology involved. The system provides a way to bundle all the components of a

SharePoint Foundation extension into a single new file, which is called a solution package. Solution packages are neither migrated nor activated by the SharePoint site migration tool.

Alerts are an email and Short Message Service (SMS) notification service in SharePoint Foundation. Users can create rules to receive notifications of changes to list items (item-level alerts), documents, lists (list-level alerts), or document libraries. Alerts are not migrated by the SharePoint site migration tool yet.

Site logos are not currently migrated, but please get in touch for the latest information about this.

You can apply composed looks to your SharePoint sites. Composed looks are out-of-the-box themes that are included in SharePoint 2013 and SharePoint Online. Additional themes are not migrated. The SharePoint site migration tool only migrates composed looks natively existing in any SharePoint sites.

A web part is a modular unit of information that forms the basic building block of a Web Part Page. They enable you to customize a SharePoint page to display content or business data from many sources on the same page. You can also use web parts to display information from external sources, such as RSS feeds or news sites. There are many web parts included with SharePoint Foundation. You can also buy web parts from other companies, or, if you want to try your hand at writing code, you can develop your own. The site migration tool will only migrate web parts included with SharePoint Foundation. Custom or third-party web parts are not migrated.

SharePoint Add-ins are self-contained extensions of SharePoint websites that you create, and that run without custom code on the SharePoint server. (Microsoft) Apps are not transferred during Cloudiway SharePoint migration.

4.3 Considerations

Delta migration is a Cloudiway functionality that allows you to migrate incrementally. This functionality is currently used for page and document migrations only. This means that pages and documents will never be duplicated at the target.

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. 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.	https://apps.cloudiway.com
Knowledge base access	Our extensive knowledge base is always accessible, with videos, troubleshooting tools, samples and more.	http://kb.cloudiway.com
Office 365 account with admin role for migration at source and 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 Pre-migration checklist

Your target sites each have a language setting which can be set if you manually create them. If Cloudiway creates your sites for you, the default language is set to English. If English is not the intended site language, you should create your sites manually first and set the language prior to migration. If you create sites manually before migration, your settings will remain.

To ensure successful migration, we also recommend that you follow the checklist

- Prepare any mapping tables for users and groups in CSV format, ready to upload later on.
- If migrating from SharePoint On-Premises, provide an admin port to access the SharePoint On-Premises central administration.
- Create all the target site collections at the SharePoint Online target.
By default, the Cloudiway SharePoint site migration tool migrates from a source configuration to the exact target configuration (although this can be changed too).
- Check that all target site collections have been created and have the correct time zone set
By default, Cloudiway uses the target site collection time zone for all sites under that collection.
- Ensure the source and target migration accounts have admin access to all site collections.

6 Use the Cloudiway platform to migrate your sites

6.1 Create your source connector

To facilitate site migration, the Cloudiway platform 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 source connector.

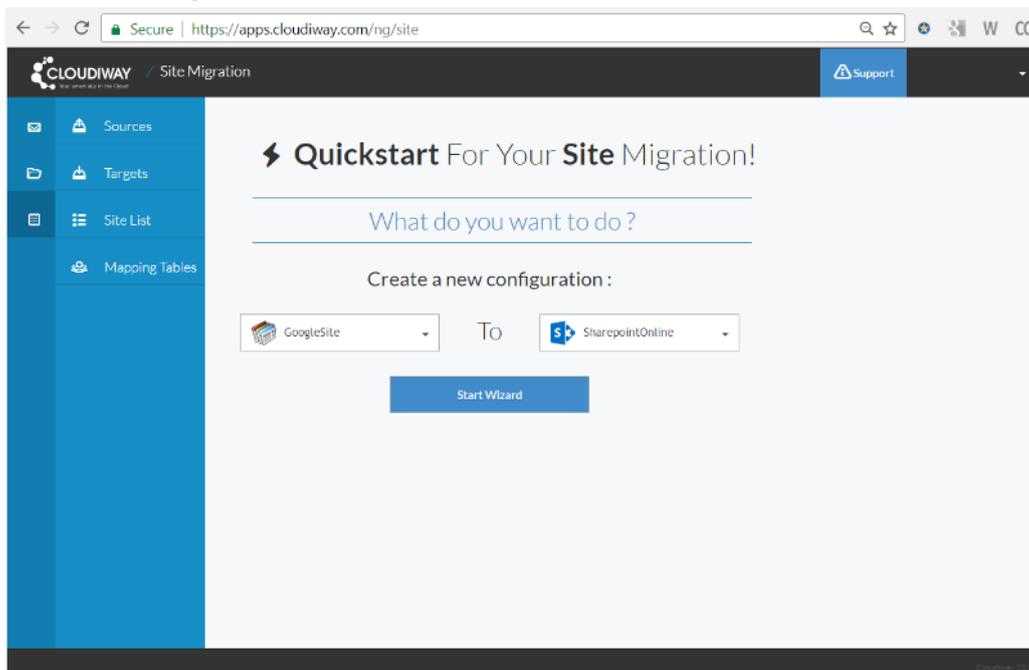
If you're migrating from SharePoint On-Premises, a small local agent must be run on any on-premises server to make the bridge between Cloudiway and the On-Premises server. The agent doesn't require any installation —just download and execute from an on-premises server that has connectivity with your SharePoint servers. The agent does need network access to the Cloudiway platform through port 443, as well as access to the Microsoft Azure Datacenter (find datacenter IP ranges at <https://www.microsoft.com/en-us/download/details.aspx?id=41653>).

The agent periodically connects to Cloudiway and listens for new jobs to start. Jobs include:

- List site;
- Audit site; and,
- Migrate site.

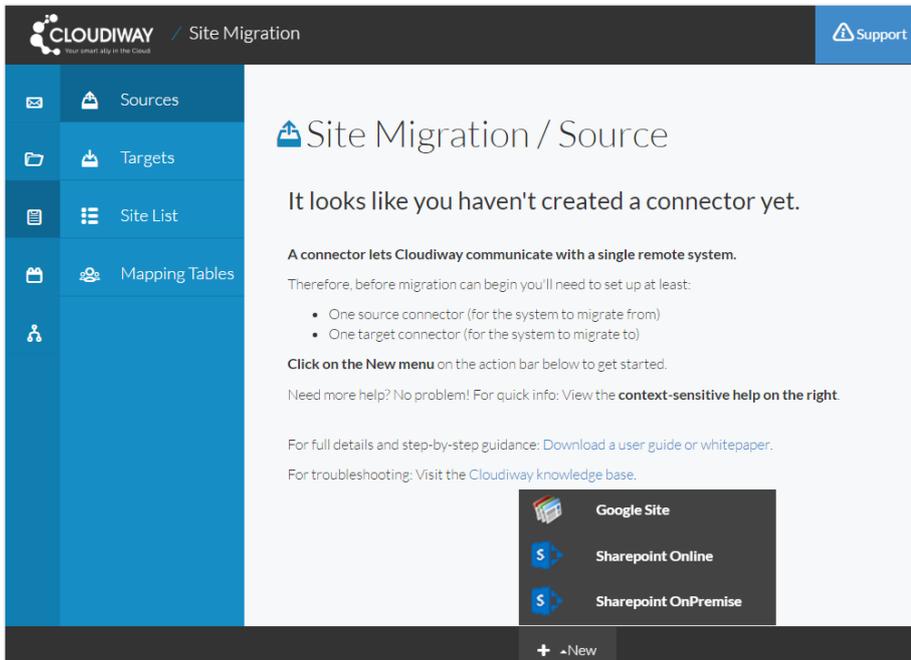
The agent then runs the job and sends logs and reports to the Cloudiway platform. This means you can monitor the migration directly from the web interface provided by Cloudiway.

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

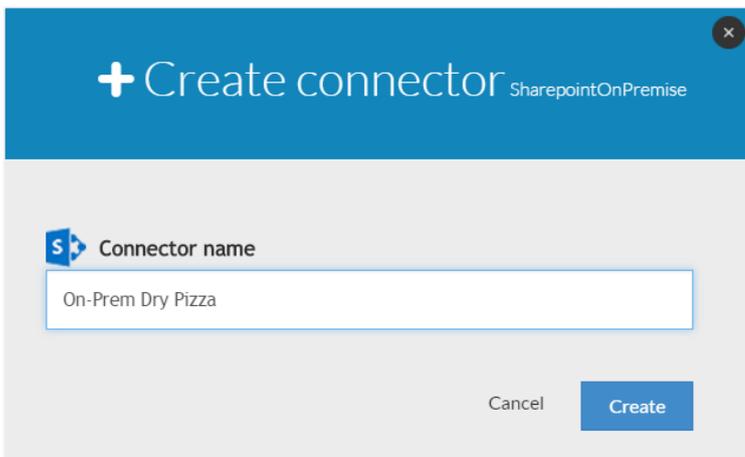


You can choose to manually set up your connectors, or you can use the simpler process of the wizard. The steps below will walk you through the manual process.

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

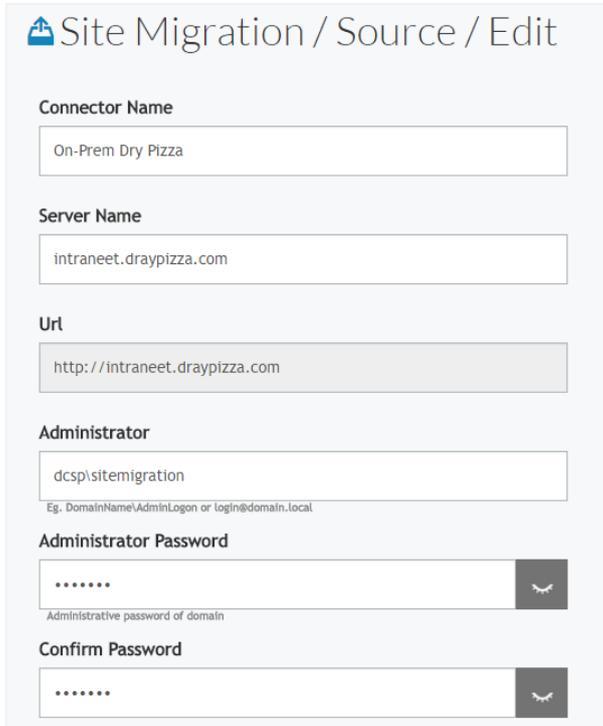


4. Click on **SharePoint OnPremise** and type a meaningful name in **Connector name**



5. Click on the **Create** button

- Fill in the remaining details including **Server Name** (or name of the tenant for SharePoint Online - no *www* required) and the **Administrator** fields (your migration admin account)



Site Migration / Source / Edit

Connector Name
On-Prem Dry Pizza

Server Name
intranet.draypizza.com

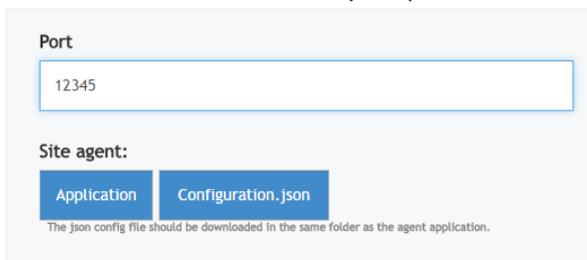
Url
http://intranet.draypizza.com

Administrator
dcsp\itemigration
Eg. DomainName\AdminLogin or login@domain.local

Administrator Password
.....
Administrative password of domain

Confirm Password
.....

- For SharePoint Online connectors, click on the **Save** button and jump to the next section
- For On-Premises connectors, type your five-digit Central Admin Port into the **Port** field, then download the two files to any on-premises server connected to your SharePoint server(s)



Port
12345

Site agent:

Application Configuration.json

The json config file should be downloaded in the same folder as the agent application.

- Unzip the downloaded zip file and place the **Configuration.json** file in the unzipped folder
- Launch `cmd.exe` and change directories to the unzipped folder location, then type
`Run CIW.LocalAgent.exe`

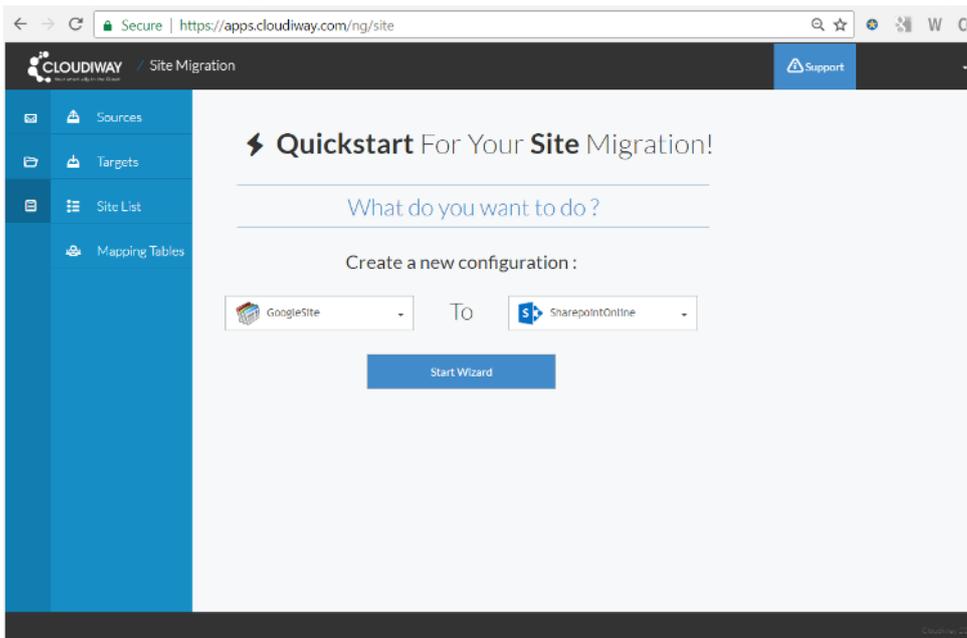
The executable will launch and create a connection between the SharePoint on-premises server(s) and the Cloudiway migration platform. It will zip up site contents and migrate them to their target destination. The progress of your migration will be displayed in the console, as well as in the user logs on the Cloudiway platform.

- Click on the **Save** button at the bottom of the screen to finish the source connector setup.

6.2 Create your target connector

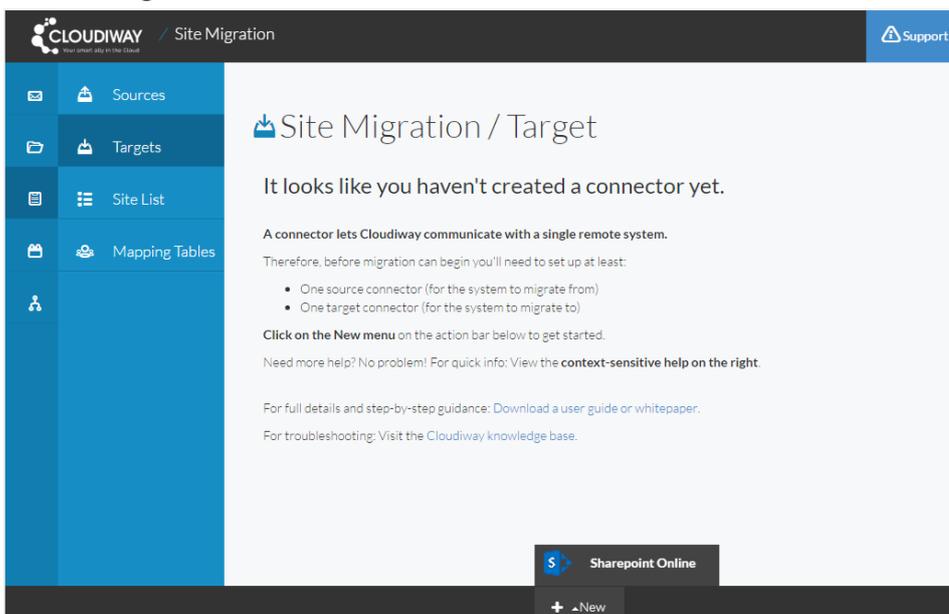
With the source connector now configured on the Cloudiway platform, it's time to create and configure the target connector. Follow the steps below to configure a SharePoint Online target connector.

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

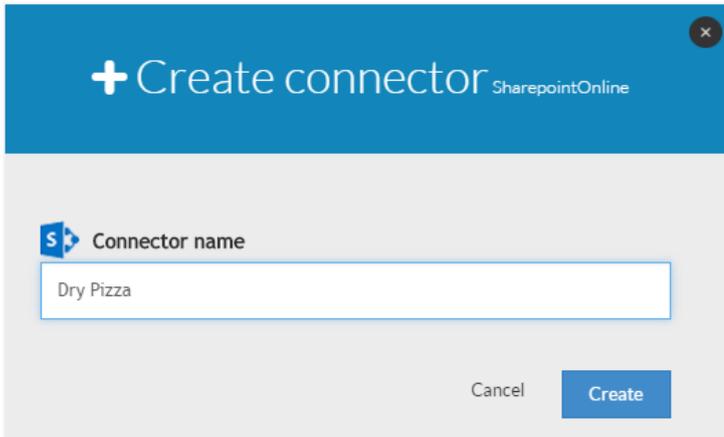


You can choose to manually set up your connectors, or you can use the simpler process of the wizard. The steps below will walk you through the manual process.

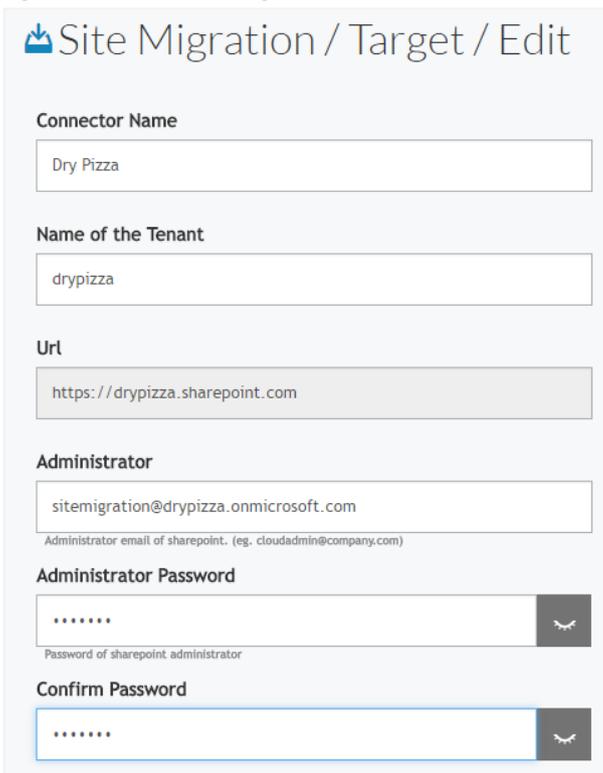
2. Click on **Targets** on the left, then **+ New** on the Action bar at the bottom of the screen



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



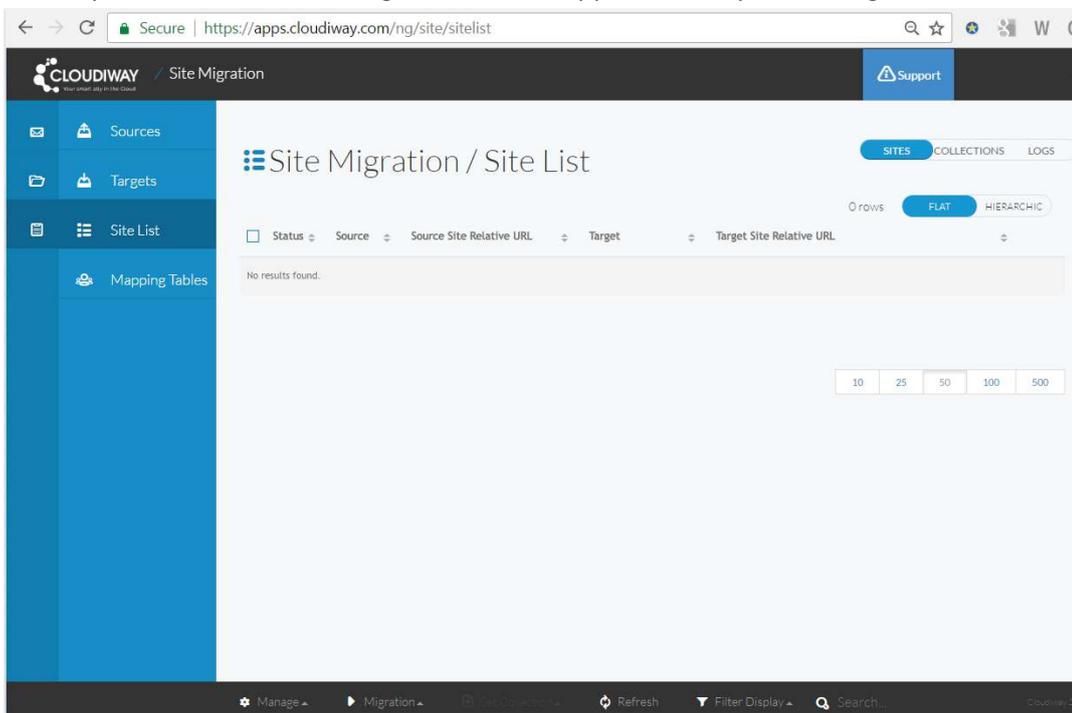
6. Click on the **Save** button at the bottom of the screen.

6.3 Import sites with the Get Sites command

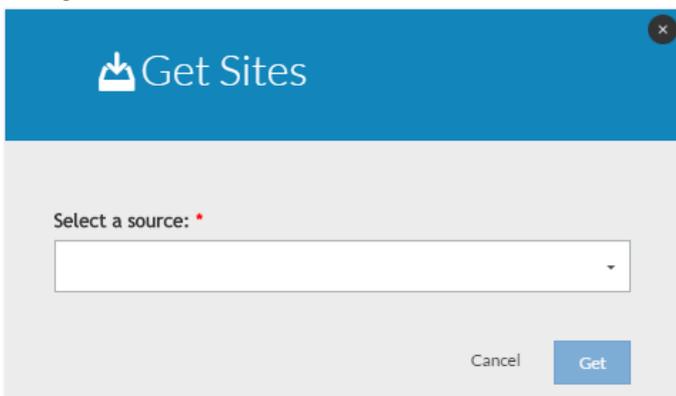
The Cloudiway platform provides a tool called **Get Sites** which returns a list of all sites from the domain you added to the source connector (using the admin credentials you supplied in the source connector). This is a useful tool which provides you with a complete picture of sites to be migrated.

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**



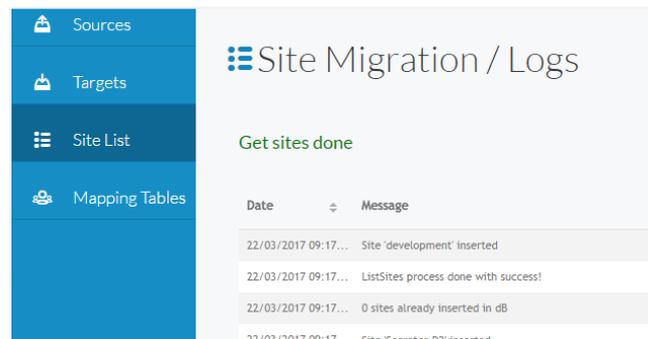
2. Click on the **Migration** menu at the bottom and select **Get Sites** to display the following dialog box:



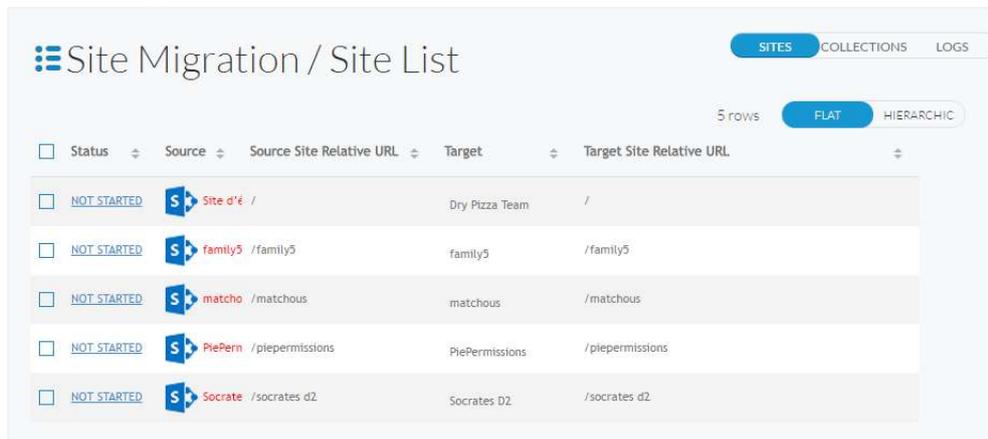
3. Select your source from the dropdown list and click on the **Get** button

The tool will schedule a call to your domain to return a list of all visible sites for migration.

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.



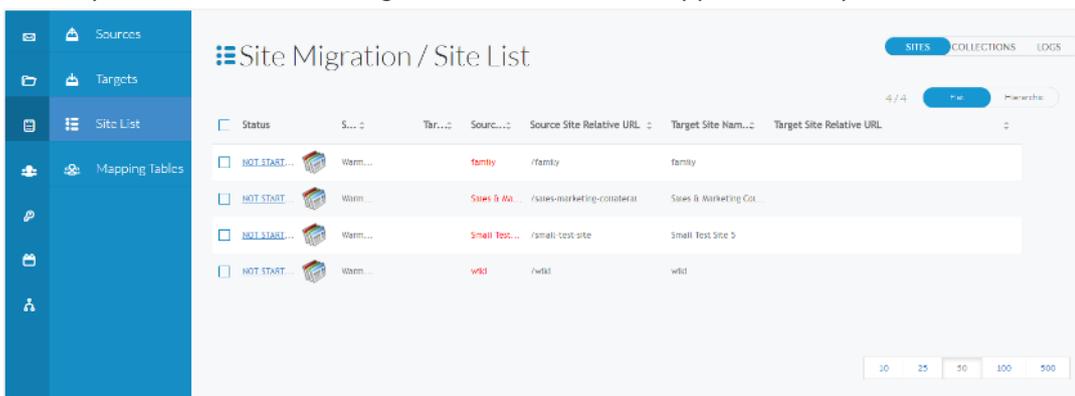
You can also download the results in CSV format for your own records or to make editing changes, and then upload the updated CSV file to the Cloudiway platform as your final list of sites to be migrated.

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 in section 6.5.

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

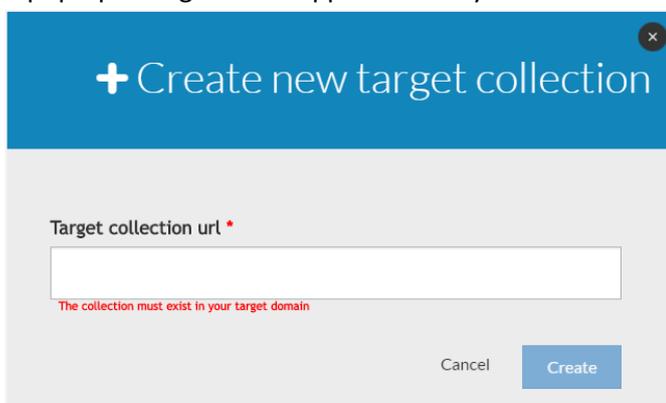


2. Click on the **Collections** tab in the top right corner to display the empty list of site collections:



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

Cancel Create

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

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

<input type="checkbox"/>	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 SharePoint site manually to Cloudiway

You can manually add the details of a SharePoint 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 site you've set up especially for that purpose. In this case, adding the site manually might be preferable to using Get Sites. The straightforward process is outlined in the following steps.

Target site name

Target site collection

Target

Target site relative URL

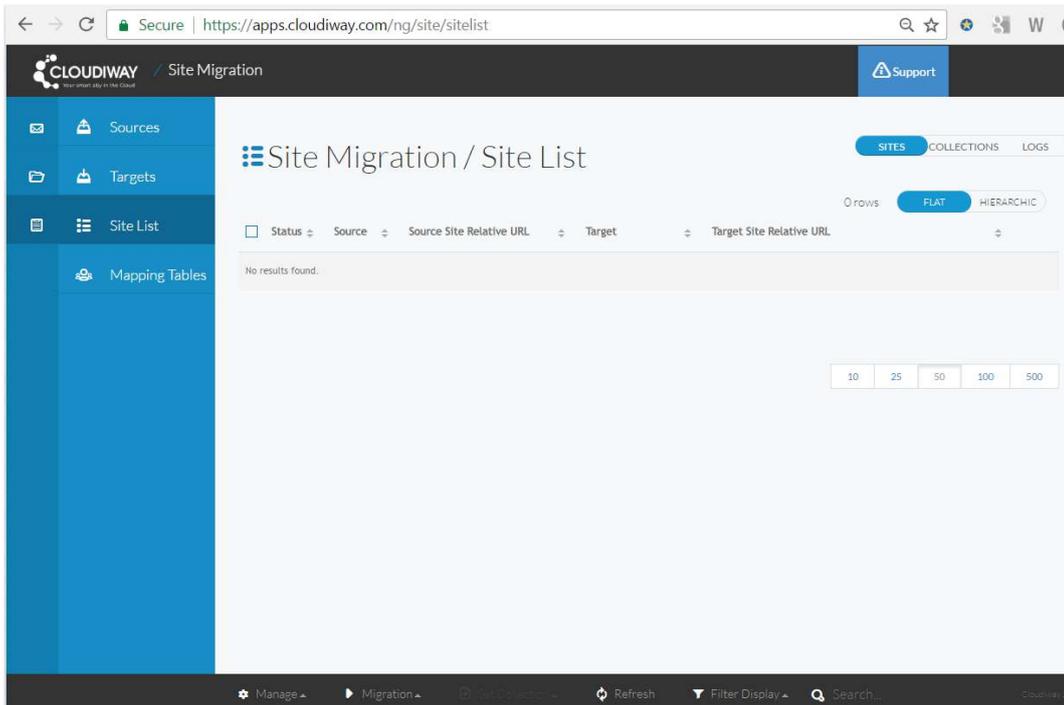
ON **OFF** Migrate to the root site of the collection

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 6.4).

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:

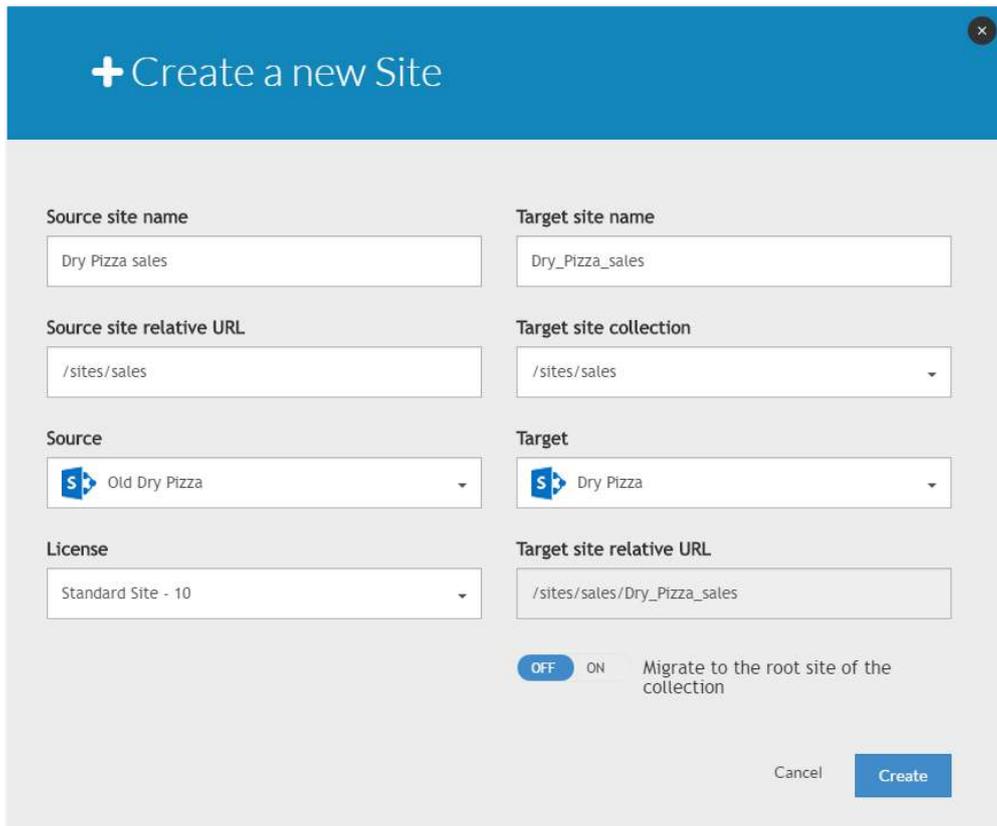
+ Create a new Site

<p>Source site name *</p> <input type="text"/>	<p>Target site name *</p> <input type="text"/>
<p>Source site relative URL *</p> <input type="text"/>	<p>Target site collection *</p> <input type="text"/>
<p>Source *</p> <input type="text"/>	<p>Target *</p> <input type="text"/>
<p>License *</p> <input type="text"/>	<p>Target site relative URL</p> <input type="text" value="/"/>

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

Cancel Create

- Fill in all details for the site, noting how changes to some fields will adjust other fields

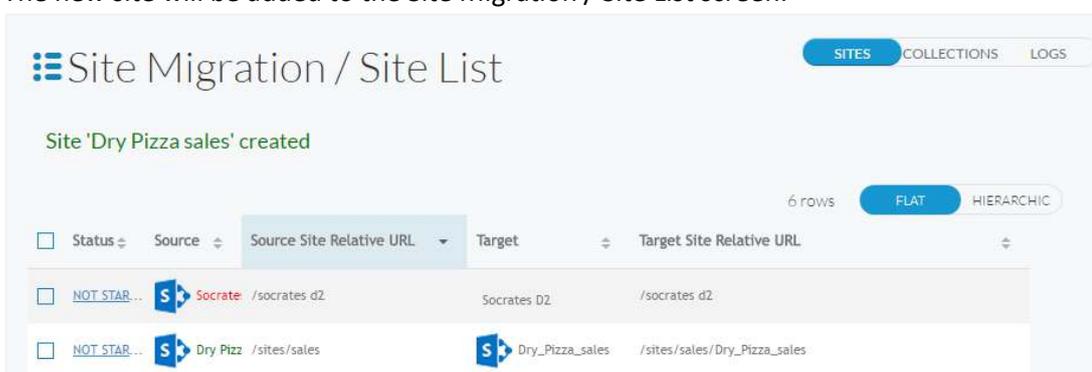


The screenshot shows a form titled '+ Create a new Site'. It contains the following fields and controls:

- Source site name:** Text input with 'Dry Pizza sales'.
- Target site name:** Text input with 'Dry_Pizza_sales'.
- Source site relative URL:** Text input with '/sites/sales'.
- Target site collection:** Dropdown menu with '/sites/sales' selected.
- Source:** Dropdown menu with 'Old Dry Pizza' selected.
- Target:** Dropdown menu with 'Dry Pizza' selected.
- License:** Dropdown menu with 'Standard Site - 10' selected.
- Target site relative URL:** Text input with '/sites/sales/Dry_Pizza_sales'.
- Migration toggle:** A switch labeled 'Migrate to the root site of the collection' is currently set to 'OFF'.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

If you can't find the target site collection in the dropdown list, make sure you created it (see section 6.4 for steps)

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



The screenshot shows the 'Site Migration / Site List' screen. A notification at the top says 'Site 'Dry Pizza sales' created'. Below is a table with columns: Status, Source, Source Site Relative URL, Target, and Target Site Relative URL. The table has 6 rows and is currently in 'FLAT' view.

Status	Source	Source Site Relative URL	Target	Target Site Relative URL
<input type="checkbox"/>	NOT STAR...	Socrate /socrates d2	Socrates D2	/socrates d2
<input type="checkbox"/>	NOT STAR...	Dry Pizz /sites/sales	Dry_Pizza_sales	/sites/sales/Dry_Pizza_sales

Note also that sites with a license assigned appear in green and those without in red

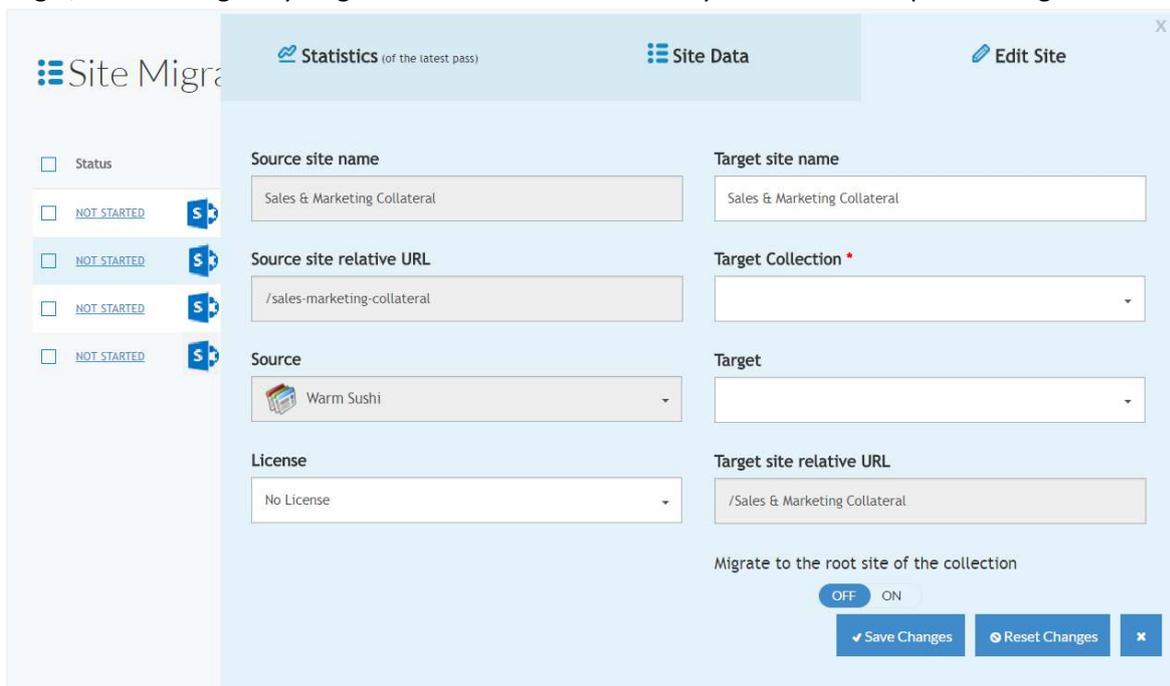
- Repeat steps 1 to 4 for any more sites you'd like to add manually.

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 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.

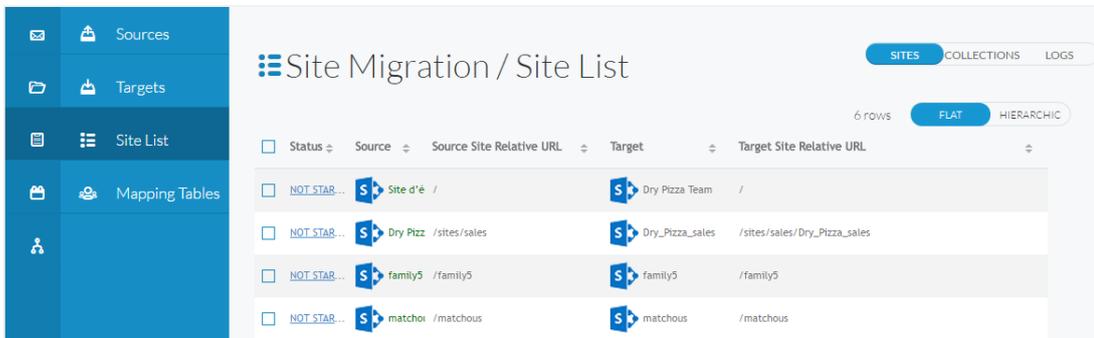


The screenshot shows the 'Site Migration' interface with the 'Site Data' configuration panel open. The panel is divided into two columns for source and target site details. The source site name is 'Sales & Marketing Collateral', the source site relative URL is '/sales-marketing-collateral', and the source is 'Warm Sushi'. The target site name is 'Sales & Marketing Collateral', the target collection is empty, the target is empty, and the target site relative URL is '/Sales & Marketing Collateral'. The license is 'No License'. A toggle for 'Migrate to the root site of the collection' is currently 'OFF'. Buttons for 'Save Changes', 'Reset Changes', and a close button are at the bottom right.

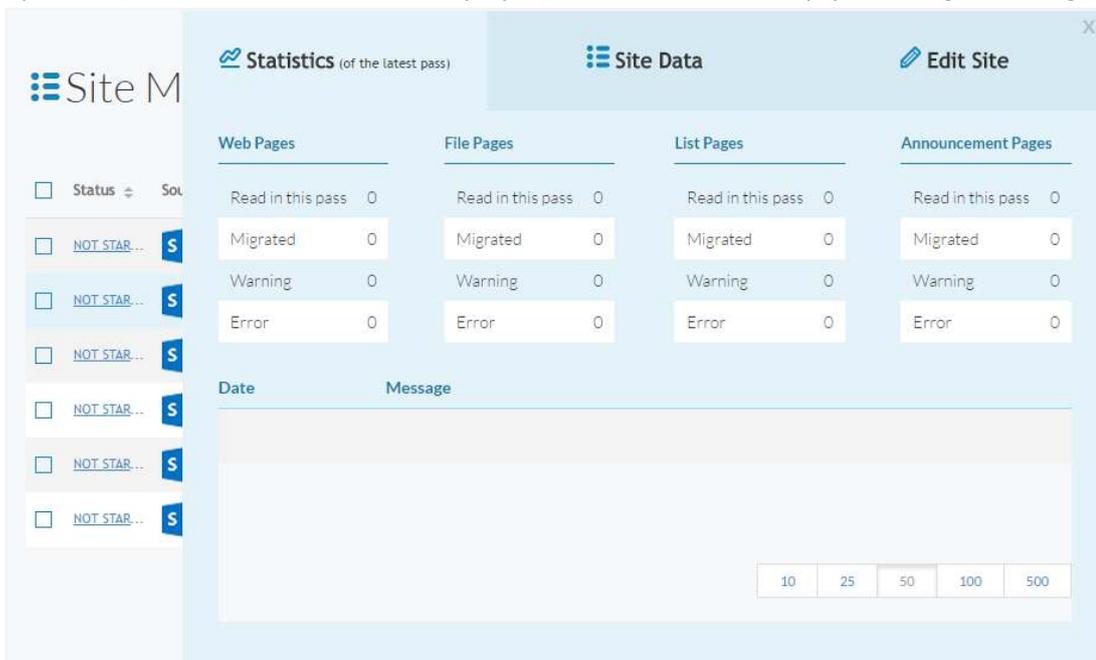
Remember, you can manually change each site's name at the target, as well as choose whether to migrate directly to the root site of the collection. You can use the **Target site relative URL** field to preview the final site URL (relative to the target domain) each time you make a change to the target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



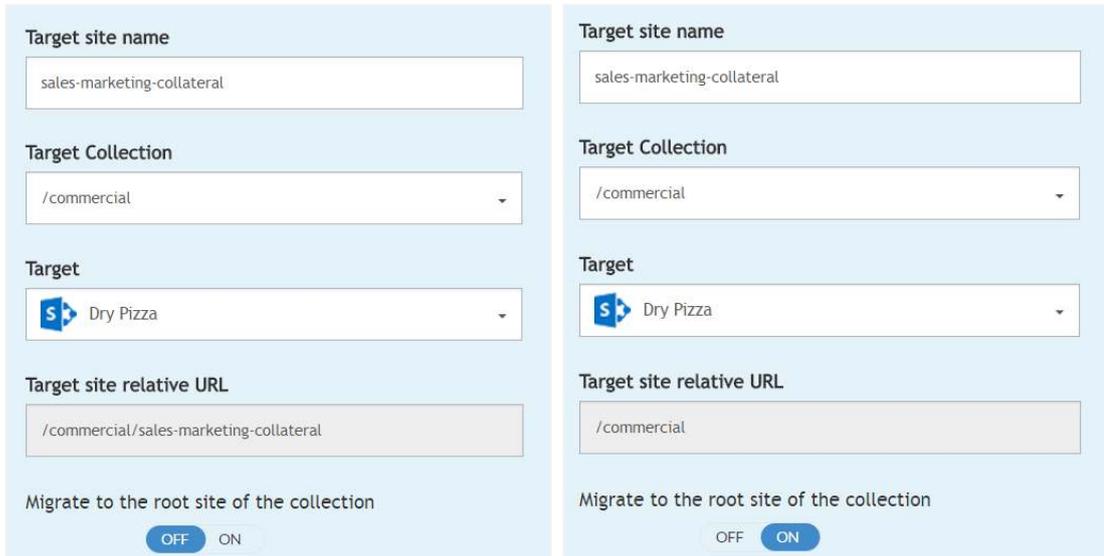
3. Click on **Edit Site** in the top right corner to display the source and target details for a site:

<p>Source site name</p> <input type="text" value="Sales & Marketing Collateral"/>	<p>Target site name</p> <input type="text" value="Sales & Marketing Collateral"/>
<p>Source site relative URL</p> <input type="text" value="/sales-marketing-collateral"/>	<p>Target Collection *</p> <input type="text" value=""/>
<p>Source</p> <input type="text" value="Old Dry Pizza"/>	<p>Target</p> <input type="text" value=""/>
<p>License</p> <input type="text" value="No License"/>	<p>Target site relative URL</p> <input type="text" value="/Sales & Marketing Collateral"/>
<p>Migrate to the root site of the collection</p> <p><input checked="" type="radio"/> OFF <input type="radio"/> ON</p>	

4. 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):

<p>Source</p> <input type="text" value="Old Dry Pizza"/>
<p>License</p> <input type="text" value="No License"/> <ul style="list-style-type: none"> No License Standard Site - 10

- 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 a configuration interface. Both screenshots have the following fields:

- Target site name:** sales-marketing-collateral
- Target Collection:** /commercial
- Target:** Dry Pizza
- Target site relative URL:** /commercial/sales-marketing-collateral (left) and /commercial (right)
- Migrate to the root site of the collection:** OFF (left) and ON (right)

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

6.7 Import or create a mapping table of user and group details

In order to migrate access rights for the list of users who have access to each source site, a mapping table of users must be defined. Office 365 security groups rights can also be migrated using a mapping table. A list of mail users is used as mapping tables 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 or group 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

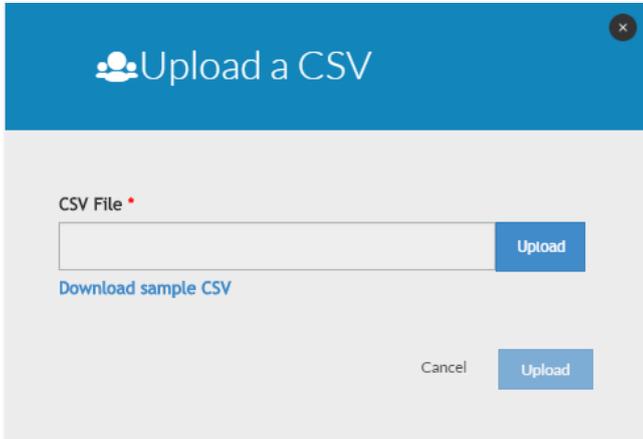
If you have a CSV file of all your site users and another one for groups, you can upload the files to Cloudiway. The files must have the following fields in the header row:

User CSV: `FirstName;LastName;SourceEmail;TargetEmail`

Group CSV: `Name;SourceEmail;TargetEmail`

If you perform more than one upload, any CSV data already uploaded will not be overwritten by following uploads. Therefore, duplicates can occur. Sample CSV files are available to download during the steps below.

1. From 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**



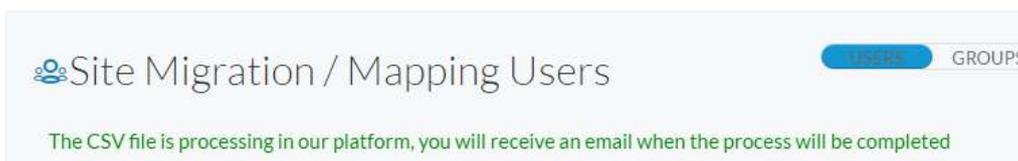
3. If required, click on **Download sample CSV** and add your users to the CSV file using the sample headers (FirstName;LastName;SourceEmail;TargetEmail)
4. When you have a complete CSV file with the correct headers, click on the **Upload** button
5. Locate your CSV file within your own file system, 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, each with a separator (including the last) and try uploading again

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



7. To upload a group CSV, click on the **Groups** tab in the top right corner and repeat steps 2 to 6
8. Check your email for confirmation that all uploads have been completed: you can also refresh the Cloudiway platform to display your imported users at any time
9. If you wish to edit any user or group that's been uploaded, click on their name from the user list or group list to display the editable list of fields.

6.7.2 Option 2: Import Users and Import Groups tool

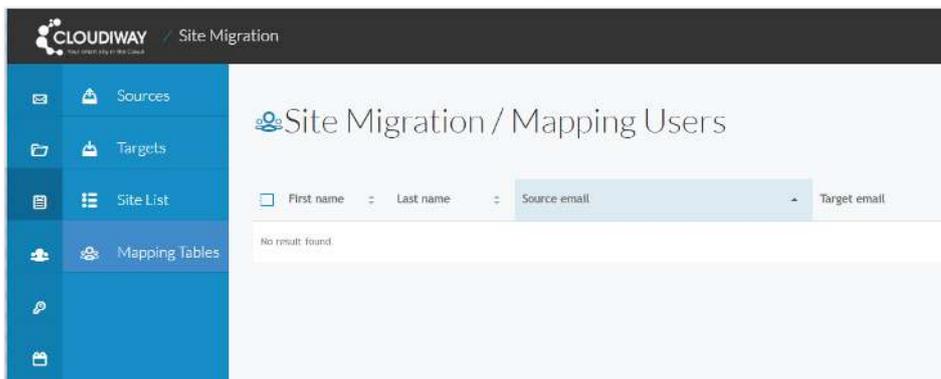
Cloudiway's Import Users/Import Groups tool helps you retrieve users and groups from your source tenant. The functionality works via Identity Access Management. The tool requires you to specify any transformation rules you wish to apply. It will then add new users and groups in the Site Migration mapping tables 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.

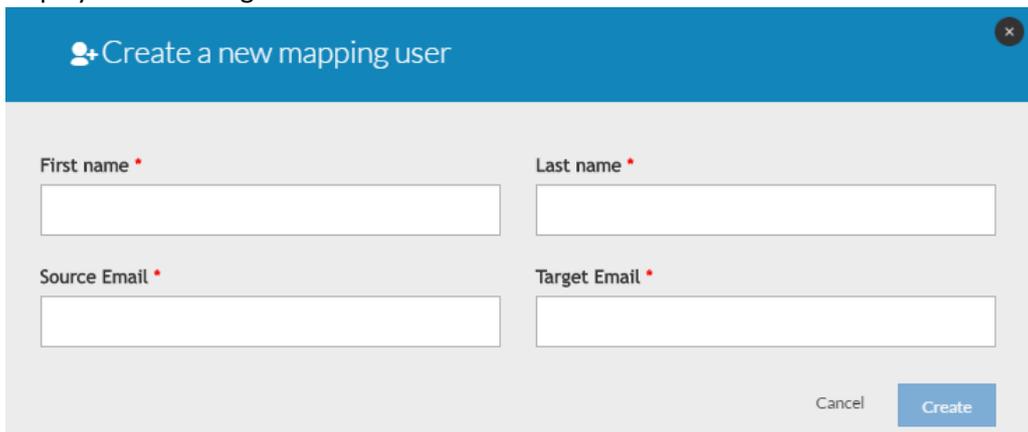
6.7.3 Option 3: Create a single user or group

Many of our first-time customers create a single user and/or group for testing purposes. This provides a means of watching the migration process without affecting all users. Single users and groups 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

Create a new mapping user

First name: Bob

Last name: Owen

Source Email: bob@drypizza.com

Target Email: bob@drypizza.onmicrosoft.com

Buttons: Cancel, Create

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

Site Migration / Mapping Users

Mapping user 'Bob Owen' created

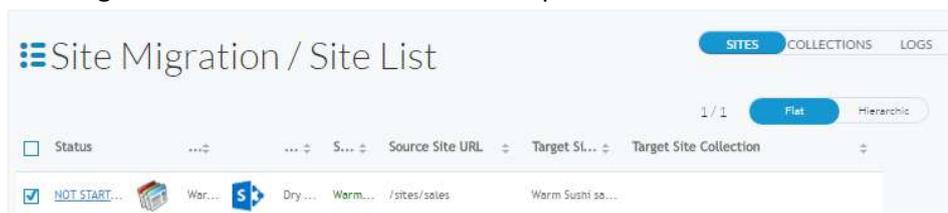
<input type="checkbox"/>	First Name	Last Name	Source Email	Target Email
<input type="checkbox"/>	Bob	Owen	bob@drypizza.com	bob@drypizza.onmicrosoft.com

5. Repeat steps 1 to 4 for any more users you'd like to create
6. If you'd like to manually add a group, click on Groups in the top left corner of the screen, then repeat steps 2 to 5.

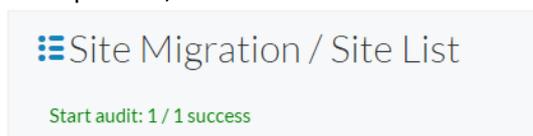
6.8 Perform an audit

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.

1. Ensure you're still in the Site Migration area of apps.cloudiway.com and go to **Site List**
2. 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

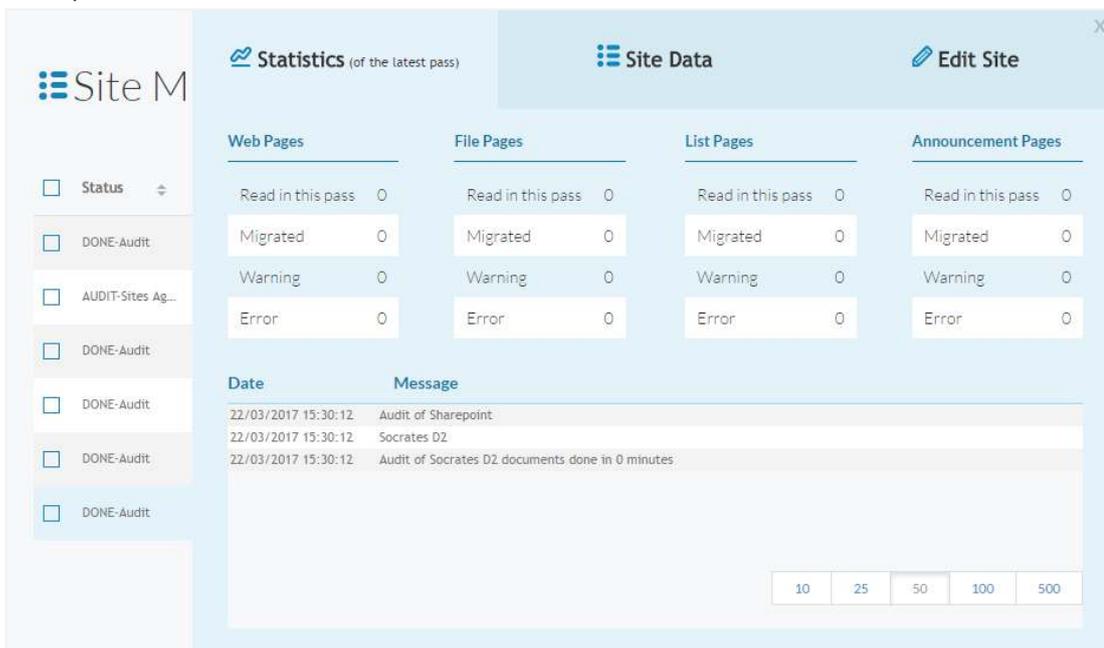


3. Click on **Migration** in the bottom left corner of the action bar and select **Audit** to begin the audit process, which will be confirmed with a message on your screen



4. 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

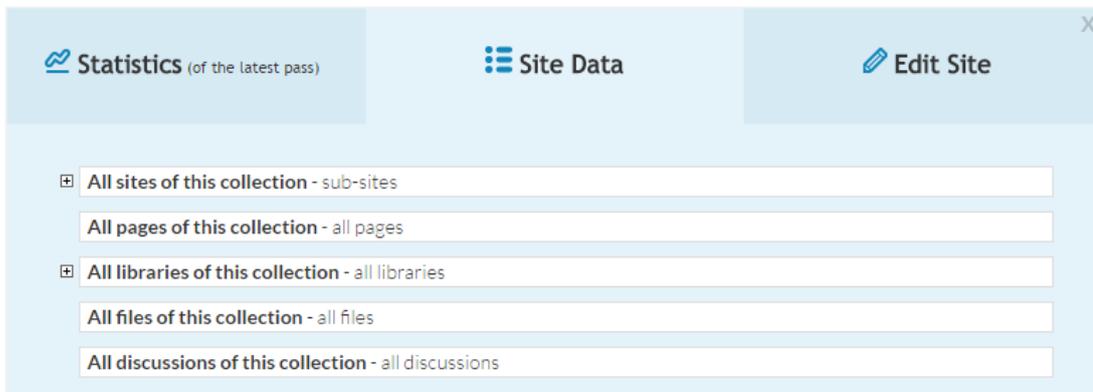
The Statistics tab provides an overview of warnings and errors, as well as a log of what the audit performed:



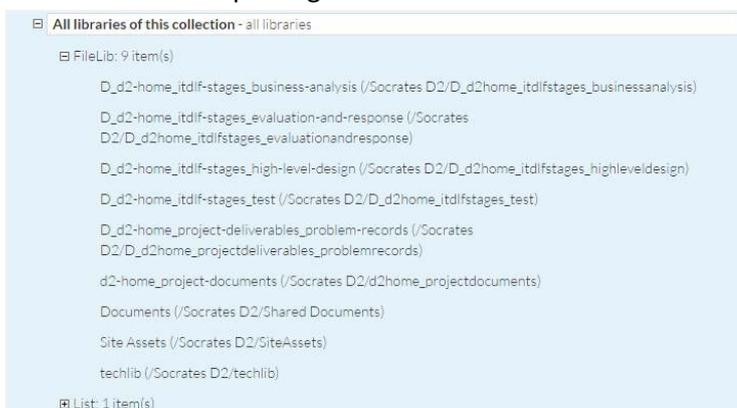
Web Pages	File Pages	List Pages	Announcement Pages
Read in this pass 0			
Migrated 0	Migrated 0	Migrated 0	Migrated 0
Warning 0	Warning 0	Warning 0	Warning 0
Error 0	Error 0	Error 0	Error 0

Date	Message
22/03/2017 15:30:12	Audit of Sharepoint
22/03/2017 15:30:12	Socrates D2
22/03/2017 15:30:12	Audit of Socrates D2 documents done in 0 minutes

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



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



With this level of detail about pages and contents, 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 source site.

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.