Apps4Pro

Apps4.Pro Migration Manager User Manual

Apps4.Pro Migration Manager is a web-based Extension app that can be installed and used on any operating systems (Windows, Mac, Linux) with Edge and Chrome browser. This app helps you to successfully migrate the following components between two Office 365 tenants. You can also use this app to migrate within a single tenant.

Teams:
- Teams and their associated Office 365 group and group-specific settings
- Teams Users (Members and Owners)
- Team specific settings (ex: Member Settings, Message Settings, Guest Settings, etc…)

Channels:
- General & Private Channels
- Channel specific settings
- Channel Conversations (with actual posted username and timestamp)
- Files tab -> folders, sub-folders, and files with their permissions

Tabs (Apps):
- Conversations tab
- Files tab
- Planner tab
- OneNote
- Wiki tab
- Word, Excel, PowerPoint, PDF, and Website tab

Planner:
- Plans & Buckets
- Task titles, Assignment, Labels, Progress and Dates
- Description, Checklists
- Attachments
- Comments (with actual posted username and timestamp)

OneDrive:
- My Files
- Shared by me
- Shared by you
- Shared libraries
- Folder Structure
- Permission

Stream:
- Channels
- Channel permissions
- Video permissions
- Meeting recordings
- Group videos

Private Chat:

- One To One Chat
- Group Chat
- Source User Name, Message Original Posted Date Time.
- Files Upload
- Chat Topic
- Reactions
- Emoji, GIF, Stickers
- Members with Share Chat History Time
- YouTube, Weather, Places, News, Praise and Wikipedia

1.How to install

You can install this add-in from Edge store using below link:

https://microsoftedge.microsoft.com/addons/detail/apps4pro-migration-manag/kihghlmbfjmokebhemhcmifapaaecbnp

2.How to access

Once you have installed this extension from Edge Store, you can access the add-in by clicking app short-cut icon from the top-right corner of your Edge browser as shown in below image:

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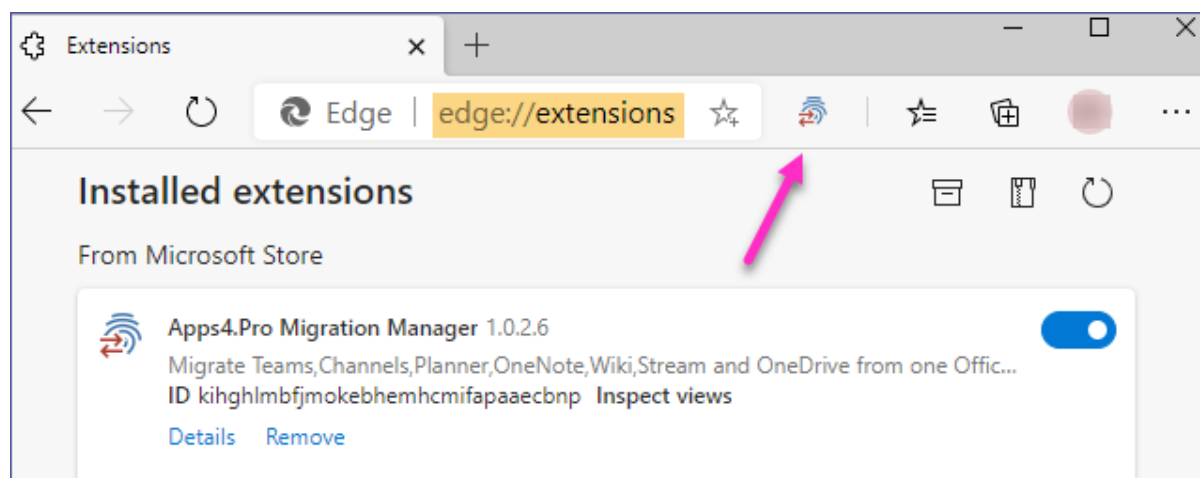
3. Permissions required

➢ **Teams Migration**: Team Owner (and Member) permission is recommended. But Team Members, Owner, and Admin can use this app based on the permissions they have in Teams.

➢ **Planner Migration**: No special permissions required. As per current Planner design only Plan members can able to read and update planner data, so the account which you are going to use with this tool should be a member the plans those you want to migrate.

➢ **Stream Migration**: Both Source and Target Connector accounts should have Stream Admin (or Global Admin) role.

➢ **OneDrive Migration**: Both Source and Target Connector accounts should have Secondary Admin privilege in the required OneDrive.

➢ **Private Chat Migration (One-To-One)**: Both Source and Target Team Users should have been signed-up with Migration Manager helper service. For more details, refer the section "5.5 Create Private Chat Migration Job"
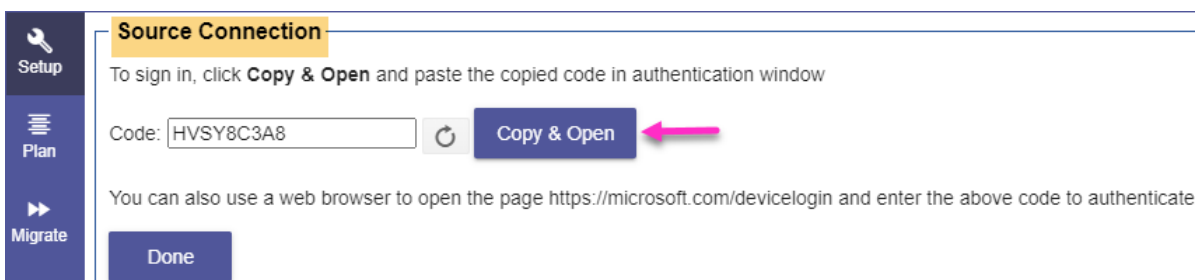
4. Steps to get started

Before proceeding to work with this app features, go to the Setup tab and complete the sign-in process under Source & Target Connection sections.

Note: If you are going to migrate within a single-tenant, then you can sign-in with the same user account in both Source & Target Connection sections.

4.1 Source Connection

Sign-in with source tenant user account which has required permissions (Refer sec 3) for your migration. Click on **Copy & Open** button. It will copy the code shown in the console and opens a new window. Paste the copied code in the new window and click the **Next** button.

![Apps4Pro]

4.2 Target Connection

You can sign-in with the required target tenant user account under the Target Connection section.
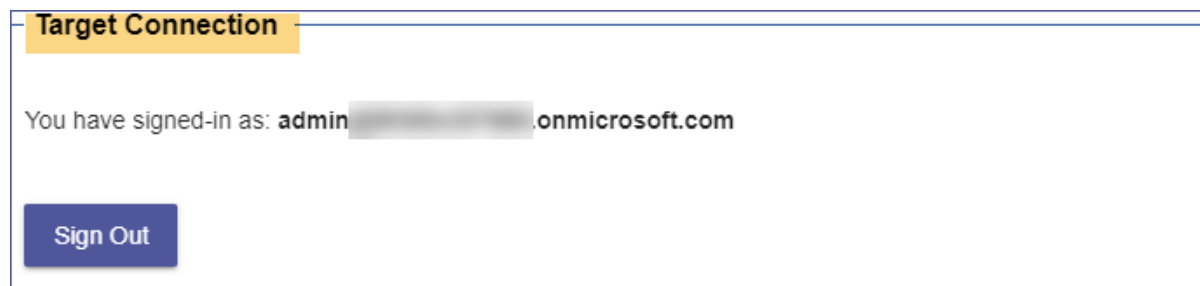
4.3 Request Trial License

If signed-in Source Connection user does not have license, then you can request Trial license from Plan tab to perform migration.
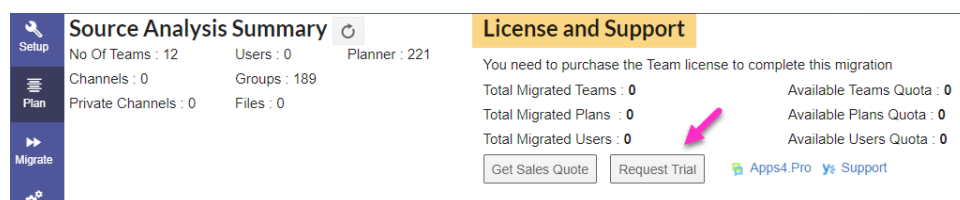
4.4 Connections

If you want to migrate OneNote, OneDrive, or Streams between the tenants, then you must be configured under Connections section in both Source and Target Connection.

In Connections under Source Connection, you can sign-in with the user account which you have already signed-in Source Connection section (4.1)

In Connections under Target Connection, you can sign-in with the user account which you have already signed-in Target Connection section (4.2)
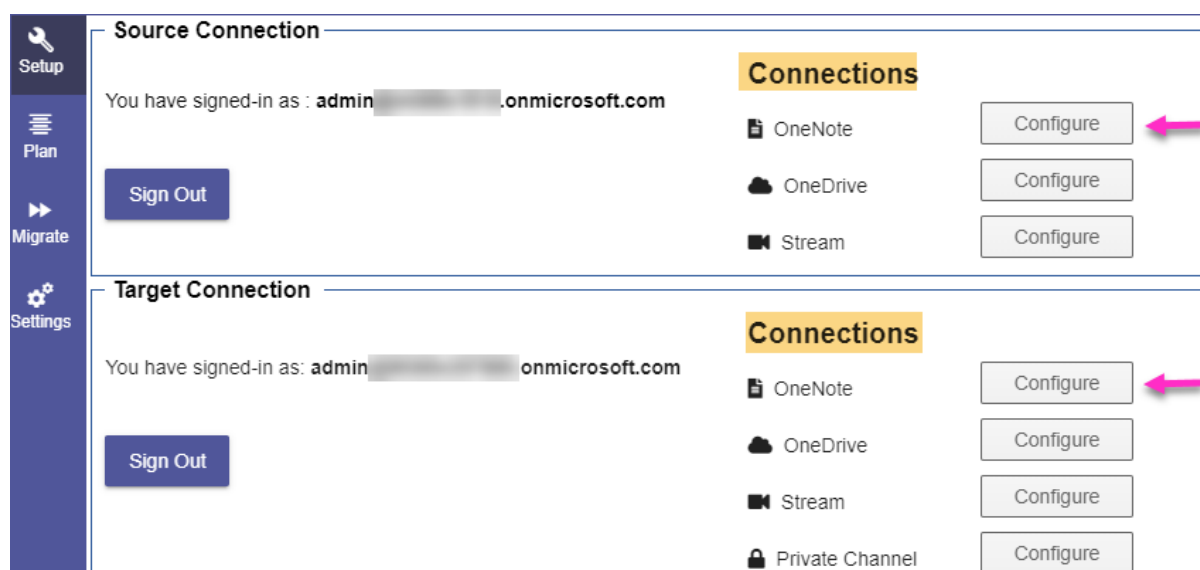
5. Create a New Migration Job

In Migrate tab, you can create a new migration job for different job types. The supported job types are:
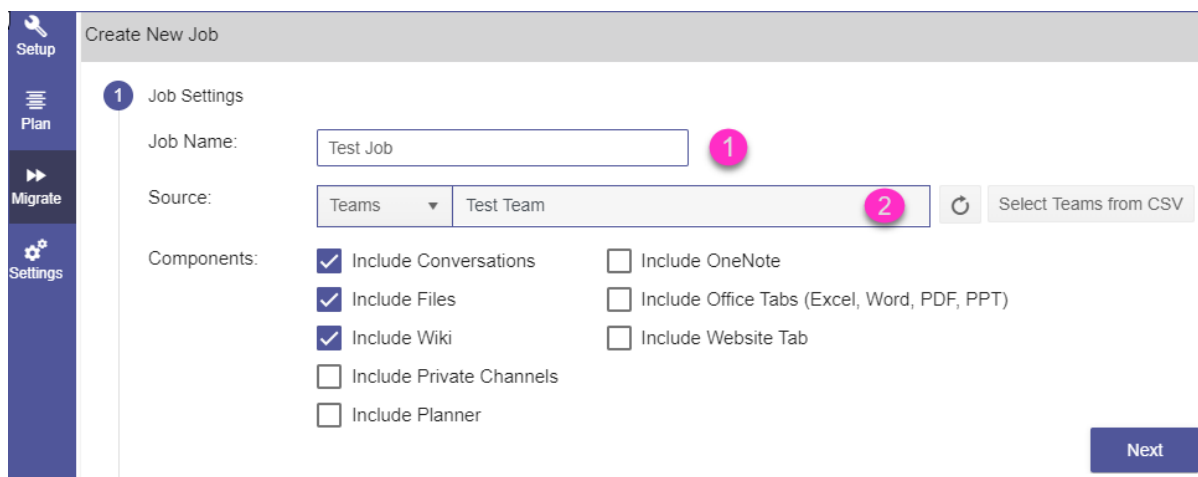
- Teams Migration
- Planner Migration
- Stream Migration
- OneDrive Migration

5.1 Create Teams Migration Job

For Teams Migration, you can select Teams or Channels as a source.

5.1.1: Job Setting

First, you must provide the name of the current Job. In this step, you can choose the required source tenant team(s) or channel(s) to migrate. You can also choose the options whether the team migration process includes Conversations, Files, Private Channels, OneNote tab, Wiki tab, Planner tab, Office tab and Website tab
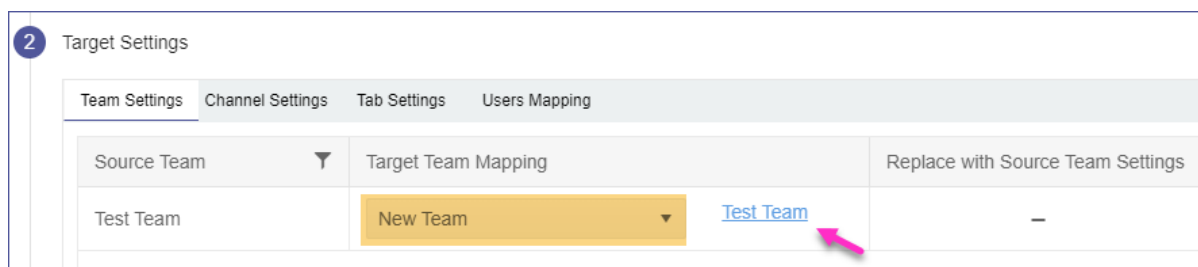
5.1.2: Target Settings

Team Settings

In this step, you can provide the target team(s) to migrate data. You will have following three options to choose target team.

- Migrate into a new team
- Enable the team for an existing group
- Copy all team data into an existing Team

Channel Settings

Under Channel Settings tab, you can choose required channels to migrate and you can choose the required components to be migrated along with channels. For existing target team, you can migrate channel details to the already existing target channel.

Tab Settings

Under Tab Settings tab, you can choose required tabs to migrate and map the tab with existing tab if you have selected existing target team/channel.

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User Mapping

Under User Mapping tab, you can map the source tenant users with required target tenant users and you can also map the users from CSV file.

5.1.3: Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options

- **Save Job** -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid (Refer below section: 6)
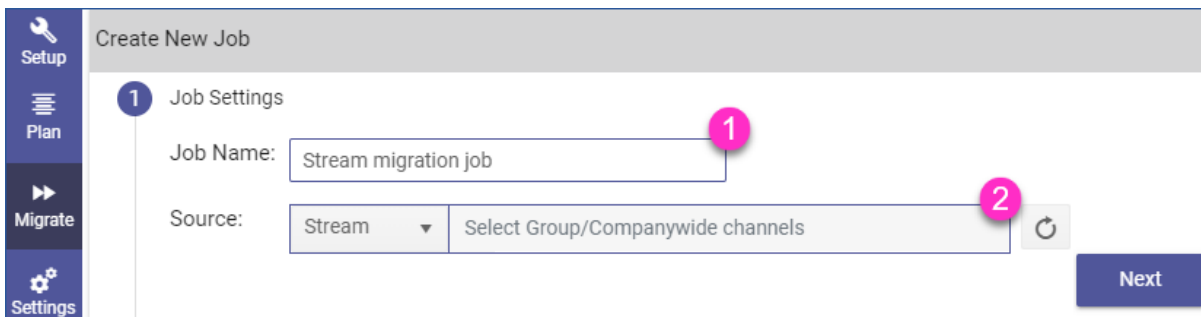- **Save & Migrate Job** -> It saves the current job and starts the migration process immediately.

5.2: Create Planner Migration Job

For Planner Migration, you can choose Plans or Groups as a source.

5.2.1: Job Settings

First, you must provide the name of the current job. Then, you can select the required source tenant plan(s) or group(s) to migrate. If you select groups as source, then you must select Migrate Plans option to migrate plans. You can also choose whether the planner migration includes task attachments and comments
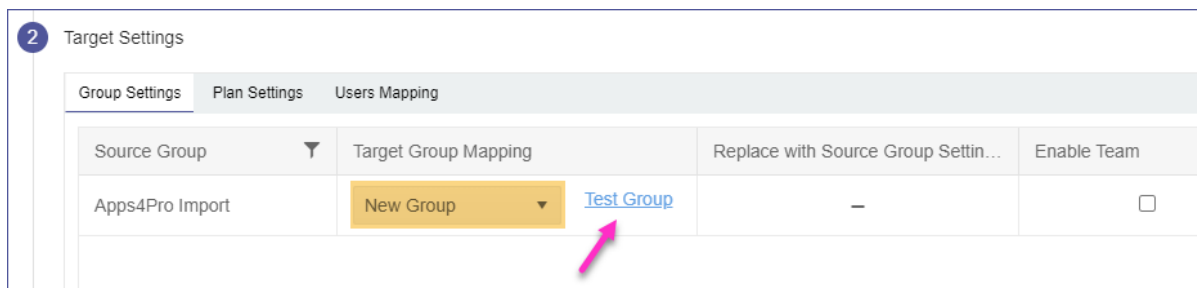
5.2.2: Target Settings

Group Settings

In this step, you can provide the target group(s) to migrate plans. You have following options to select target groups.

- Migrate into the new group/team
- Migrate data to the existing group/team

If you select 'New Group' or 'Existing Group' option, then you can enable the team for that group.

Plan Setting

Under this settings tab, you can select the required plans to migrate and format of the planner task attachments and comments. You can also add the selected plan as a tab in target team(s) by select 'Teams Tab' option.

User Mapping

Under User Mapping tab, you can map the source tenant users with required target tenant users, and you can also map the users from CSV file.

![Apps4Pro]

5.2.3: Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options

- **Save Job** -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid (Refer below section: 6)
- **Save & Migrate Job** -> It saves the current job and starts the migration process immediately

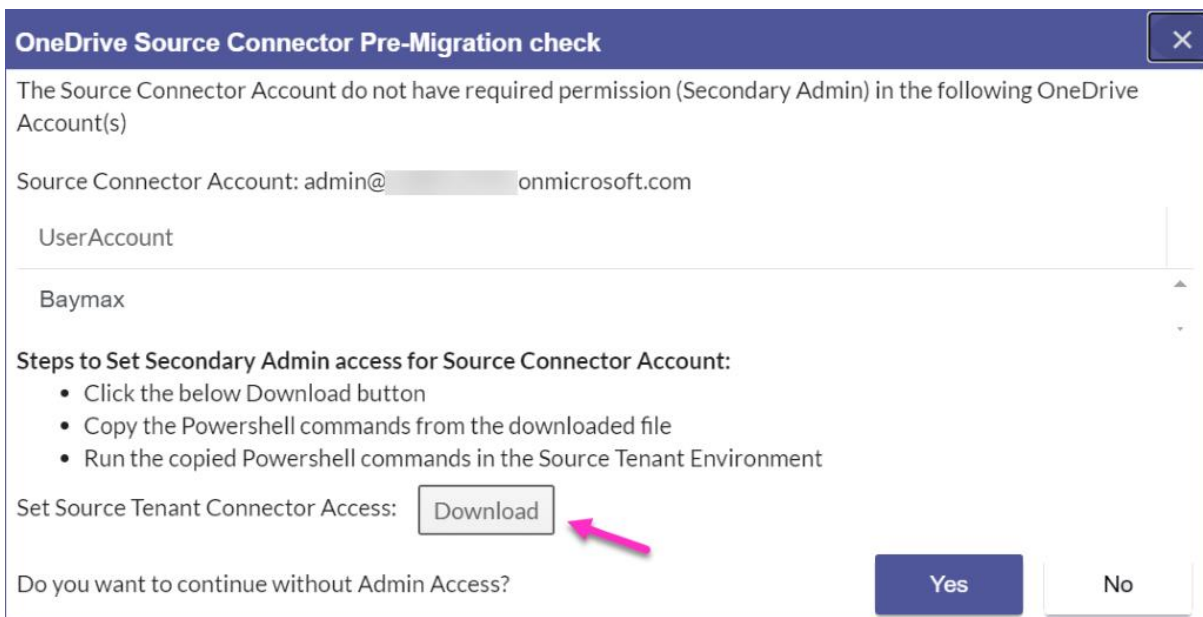## 5.3: Create Stream Migration Job

5.3.1: Job Setting

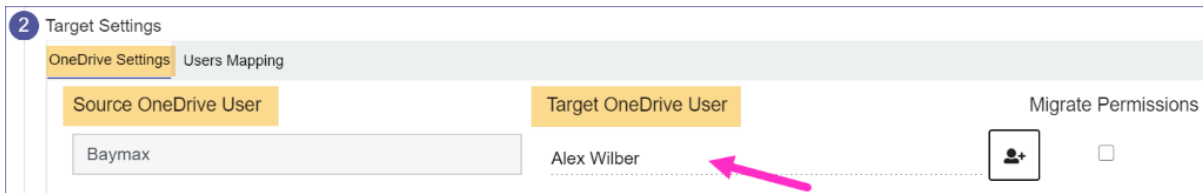First, you must provide the name of the current Job. In this step, you can choose the required source tenant group(s) and company-wide channel(s) to migrate.

![Apps4Pro logo]

5.3.2: Target Settings

Group Settings

In this step, you can provide the target group(s) to migrate data. You have following the following options to choose target group.

- Migrate videos and channels into a new group.
- Migrate all videos and channels into an existing Office 365 group.

Channel Settings

Under Channel Settings tab, you can choose required channels to migrate. To migrate videos in the group itself, you can select Group Videos. If you want to migrate videos in a new channel, you can select new channel and give a channel name to proceed with it. When you already have channels in the selected target group, you can pick that channel by selecting existing channel from the dropdown.

User Mapping

Under User Mapping tab, you can map the source tenant users with required target tenant users and you can map the users from CSV file, which is used to assign the same video permissions to the target user and also add the users to the office 365 Group.

5.3.3: Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options

- **Save Job** -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid (Refer below section: 6)
- **Save & Migrate Job** -> It saves the current job and starts the migration process immediately
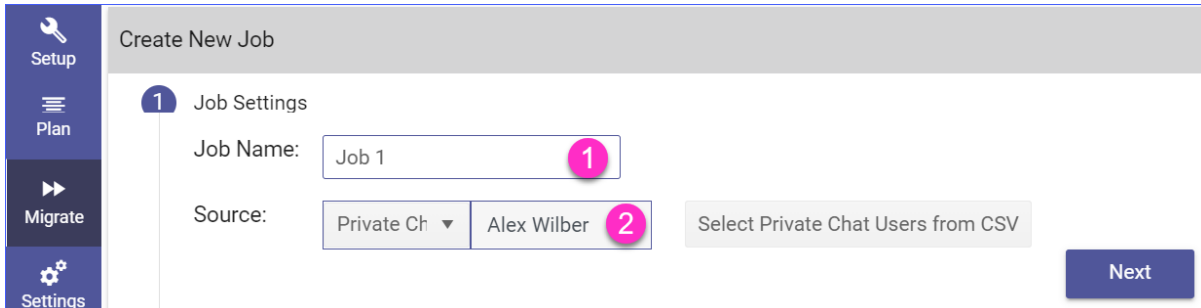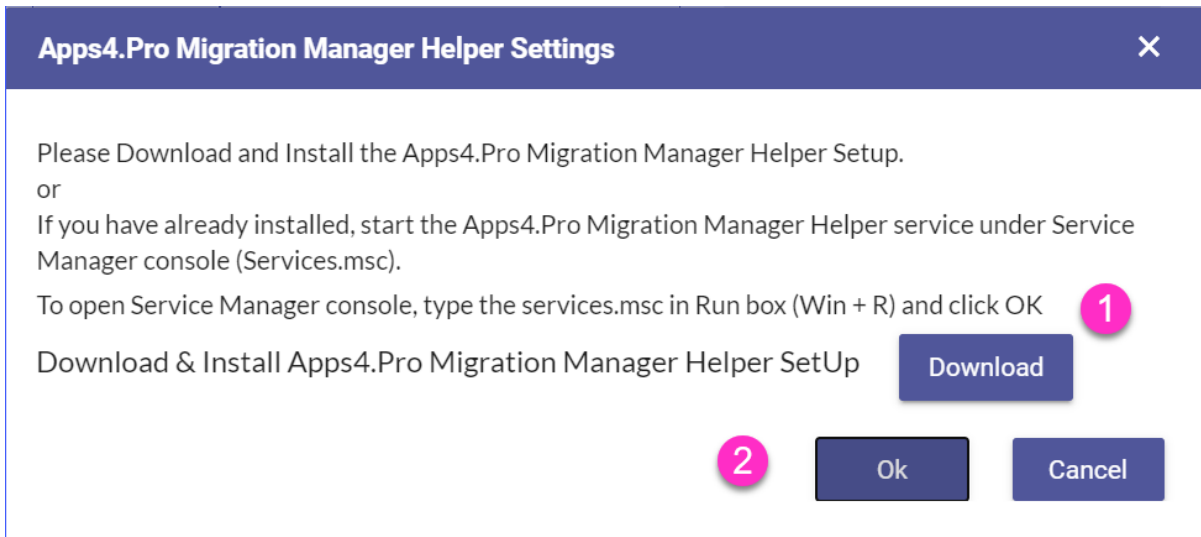
5.4: Create OneDrive Migration Job

5.4.1: Job Setting

First, you must provide the name of the current Job. In this step, you can choose the required source OneDrive users to migrate the files.

To migrate the selected user's files, we require Secondary Admin permission for the connector account. Upon clicking the Next button in step 1, if the source connector account does not have permission in the selected user's OneDrive, then our tool helps you to add Secondary Admin permission. Please refer below image to download the required PowerShell script to set required permissions.
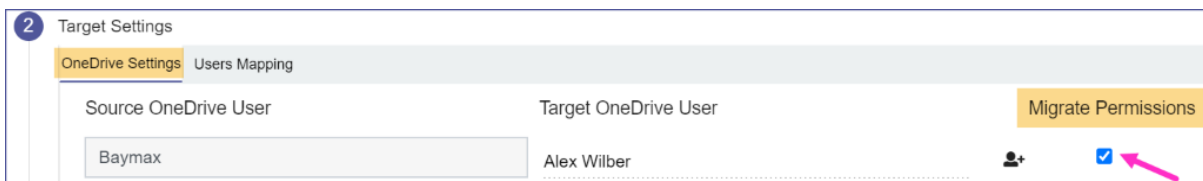
5.4.2: Target Settings
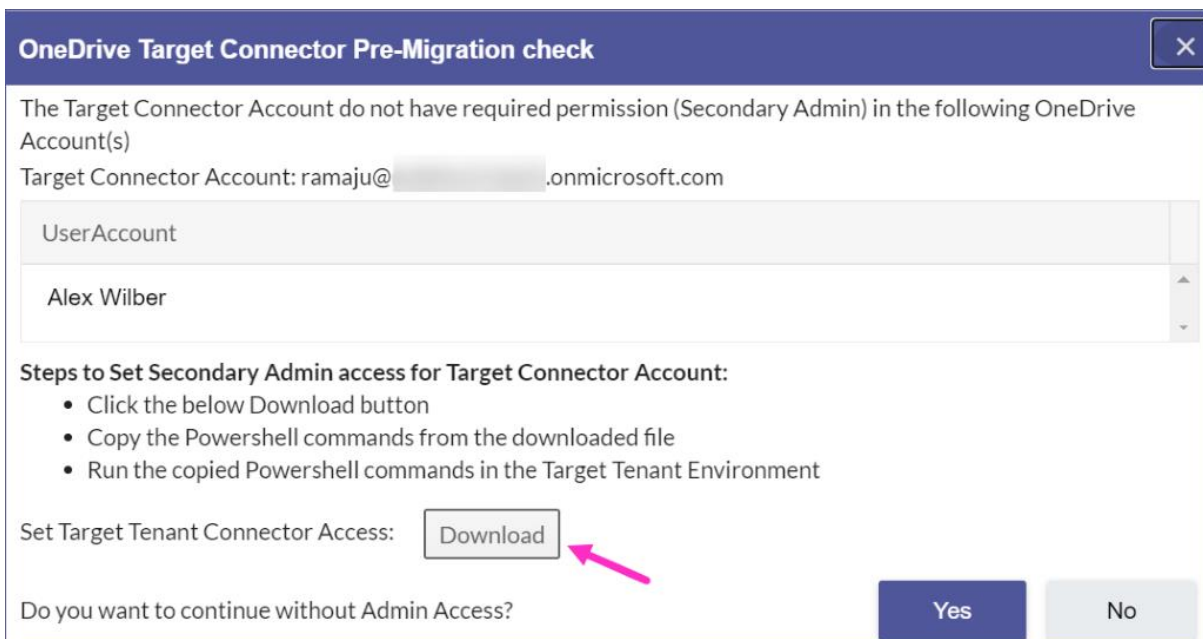
In this step, you can map the target tenant OneDrive user to migrate OneDrive files

You can also migrate shared permissions of the files. For that, you have to enable the option Migrate Permissions.
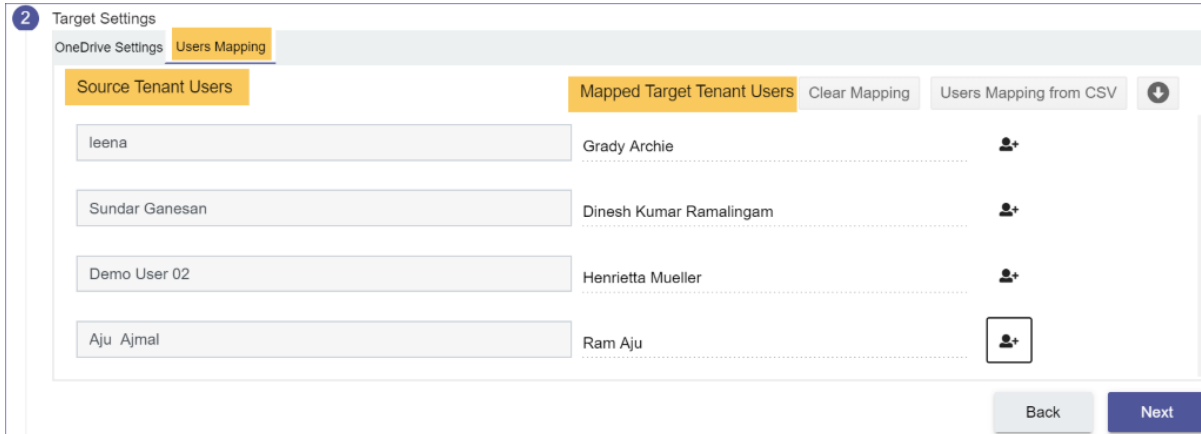
Upon clicking the Next button in step 2, if the target connector account does not have Secondary Admin permission in the mapped target user's OneDrive, then our tool helps you to set required permissions. Please refer below image to download the required PowerShell script to set required permissions.

![Apps4Pro logo]

User Mapping

If you have selected the option "Migrate Permissions" under OneDrive Settings, then in User Mapping tab, you have to map the source tenant users with required target tenant users to migrate shared file's permissions, and you can also map the users from CSV file.

5.4.3: Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options

- **Save Job** -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid (Refer below section: 6)
- **Save & Migrate Job** -> It saves the current job and starts the migration process immediately

5.5 Create Private Chat Migration Job

5.5.1: Job Setting

First, you must provide the name of the current Job. In this step, you can choose the required source Private Chat users to migrate the chats.

To migrate the selected users' chats, you have to first install Apps4.Pro Migration Manager Helper service and ask the required users to complete sign-up process. On clicking the Next button in step 1, a dialog box opens (Refer below image) which provides you to download and install the Apps4.Pro Migration Manager Helper Setup. You can Download Apps4.Pro Migration Manager Setup by click on Download button and then you can Install the setup on your machine. After successfully installed, you can click OK button.

In order to move next step, the selected source private chat users should complete the sign-up process by opening the below link.

http://localhost:5054/PlannerSync.

5.5.2: Target Settings

In this step, you can map the target tenant private chat user to migrate private chat

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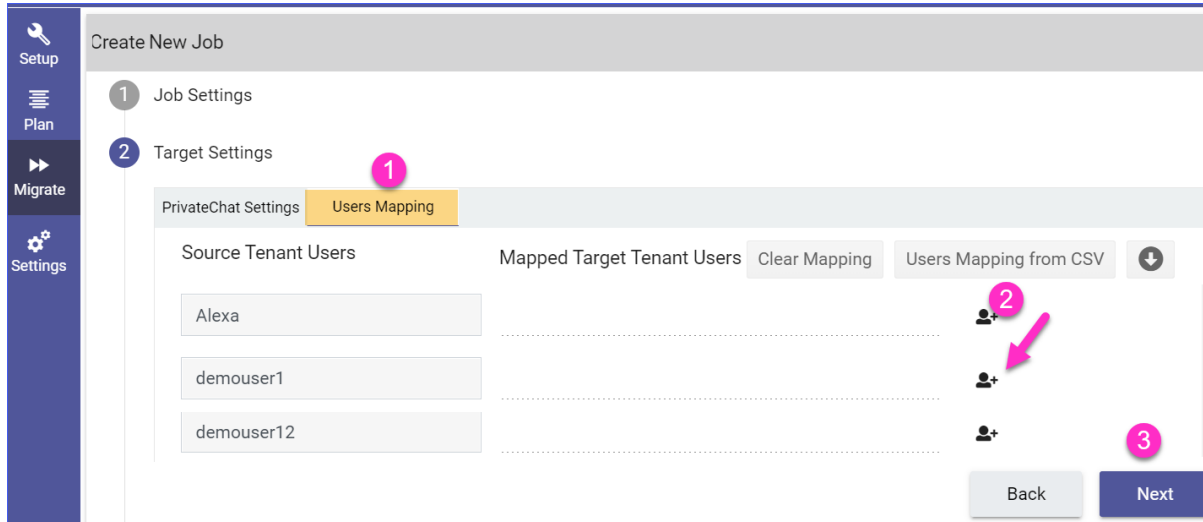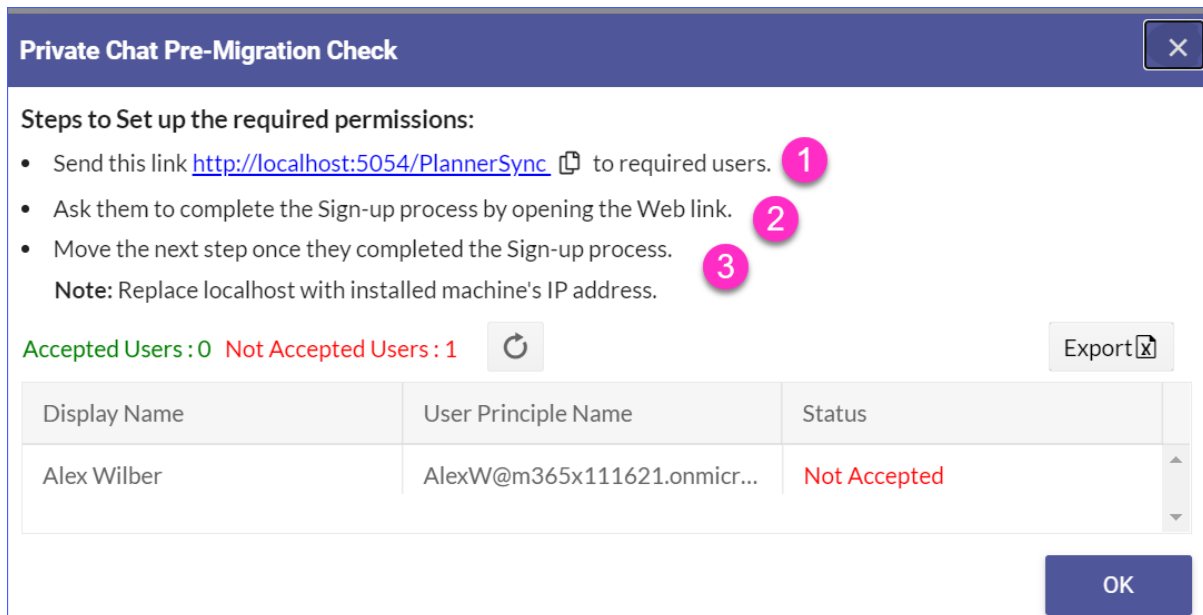
In Users Mapping Tab, we have listed chat participants of the selected source private chat users.

On clicking Next button in step 2, the mapped target private chat users (PrivateChat Settings Tab) should complete the signup process by opening the link.

5.5.3: Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options

- **Save Job** -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid (Refer below section: 6)
- **Save & Migrate Job** -> It saves the current job and starts the migration process immediately

6. Migration Jobs

In this section, you can view all the migration jobs and their status in report view. You can start a job from this grid and you can also view the summary of the completed job.

6.1: Incremental Migration:

If any source data added or modified after creation/completion of job, then you can migrate that data alone by 'Re-Run' that job. Incremental migration supported for Conversation, Wiki, OneNote and Planner task (New tasks only).

6.2: Job Summary:

Once the migrated process completed, you can view the summary of the job by clicking **View Summary** in the Migration Jobs report. The job summary reports the complete overview info for the migrated items. This report also includes the successfully migrated items and failed items for individual items (ex: Conversation Messages, Files, Planner tasks, etc). Using this report, you can easily cross-check the migrated team with your source team and ensure all the required details are successfully migrated or not.

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7. Reports

In Plan tab, you can generate the following reports.

Teams :

- My Source Teams
- All Source Teams
- My Target Teams
- All Target Teams
- Migrated Teams
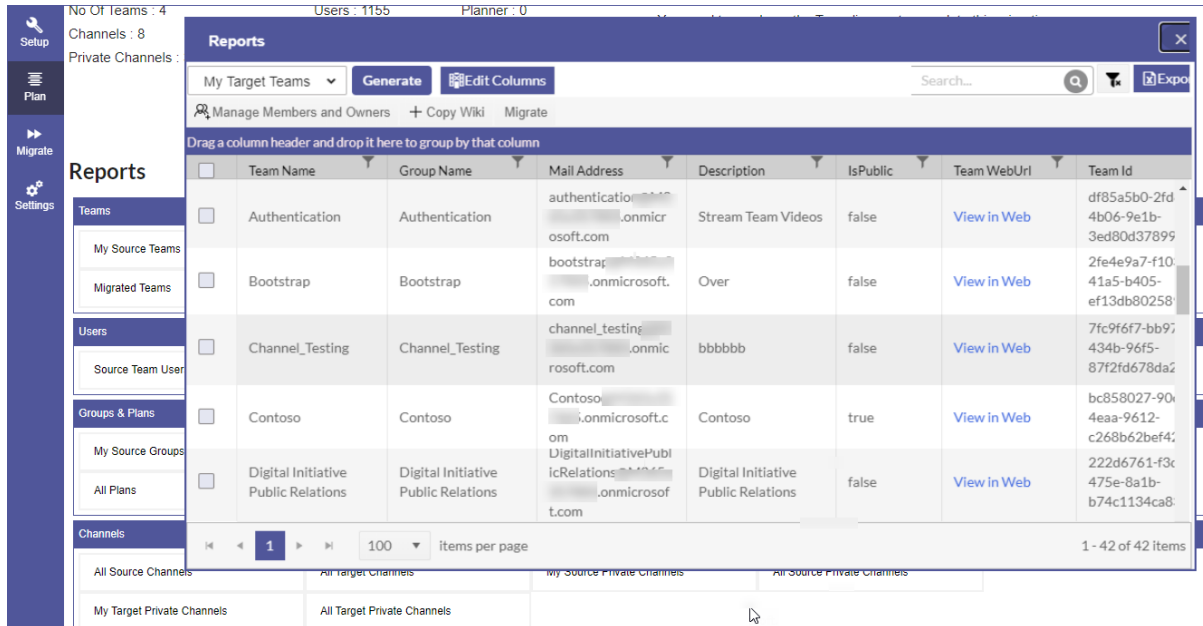- Teams Not Migrated

Users:

- Source Team Users
- Target Team Users
- Source Private Channel Users
- Target Private Channel Users

Groups & Plans:

- My Source Groups
- All Source Groups
- My Target Groups
- All Target Groups
- All Plans
- Teams Associated Plans

Channels:

- All Source Channels
- All Target Channels
- My Source Private Channels
- All Source Private Channels
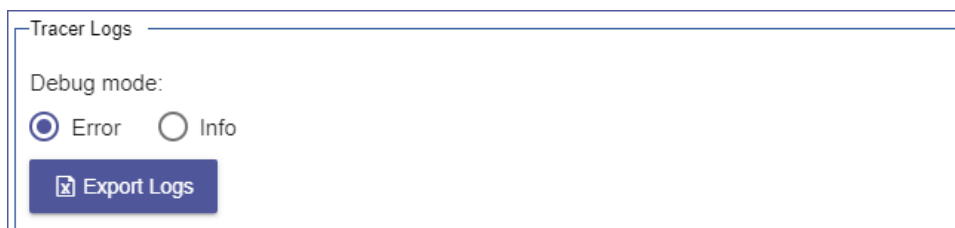- My Target Private Channels
- All Target Private Channels

8. Settings:

From Settings tab you can customize the following settings:

8.1: Tracer Logs:

For troubleshooting and analyse, the tool logs the required details in local web storage (Indexed DB). If you face any problem, you can Export Logs from Settings tab and send to support@jijitechnologies.com to get more help for your problem.
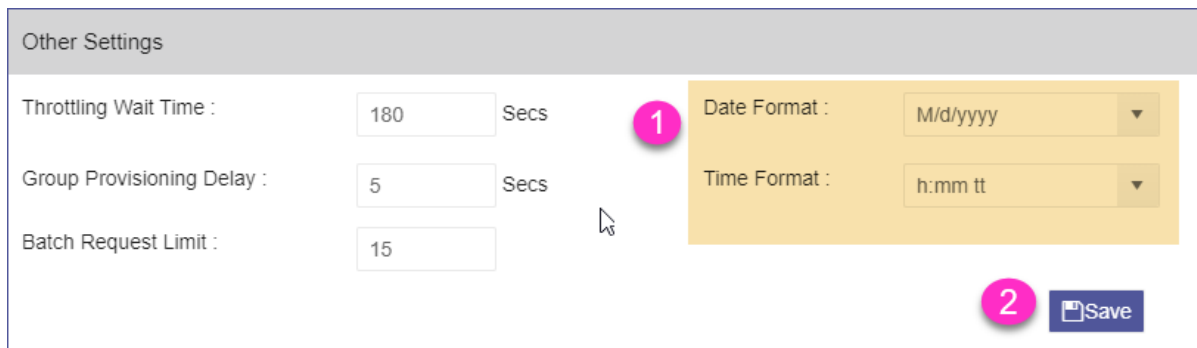

8.2: Api Settings:

In which you can select the api type to post the planner task comments and teams listed in Job Settings. It has following options:

- ➢ My Teams (default) - based on member groups
- ➢ Joined Teams - all joined teams
- ➢ All Teams - it includes member & non-member groups
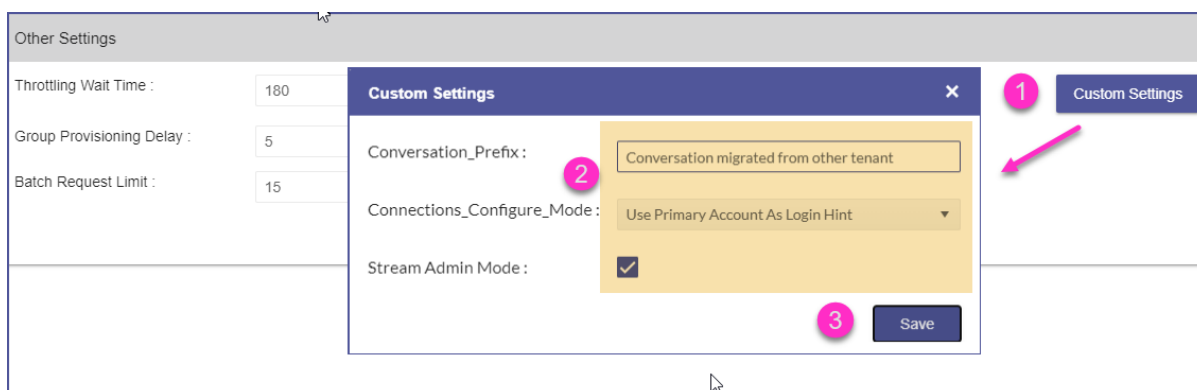
8.3: Date & Time Format:

You can set your own Date & Time display format as shown in below image. Based on this setting, the datetime value will be displayed in Migration Jobs grid, summary and migrated conversation in target tenant teams.

8.4: Custom Settings:

You can edit or remove the default prefix in migrated conversation and change connections configuration mode.