

# Apps4.Pro Teams Migrator User Manual

Apps4.Pro Teams Migrator 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 Teams components between two Office 365 tenants. You can also use this app to migrate teams 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:**

- Channels and channel-specific settings.
- Channel Conversations (Individual Conversations or Html file).
- Files tab -> folders, sub-folders, and files.

## **Tabs (Apps):**

- Conversations tab
- Files tab
- OneNote
- Planner (Plan, Buckets, Tasks, Labels, Attachments, and Comments)
- Wiki tab

## **Conversation History:**

- Messages
- Reply Messages
- Images: Inline Images and GIF Images.
- Attachment Files
- Reactions (ex: Like, Smiley, etc.)
- Metadata - Posted date (timestamp) and Posted username.

## **Planner:**

- Plan Buckets, Labels and Members.
- Task Title, User Assignments and Applied Labels.
- Bucket, Progress, Start and Due dates.
- Description and Checklists.
- Attachments - Download SharePoint file from the old site and upload it to the new site.
- Comments - Comments will be migrated with metadata (Posted Username and Posted Time).

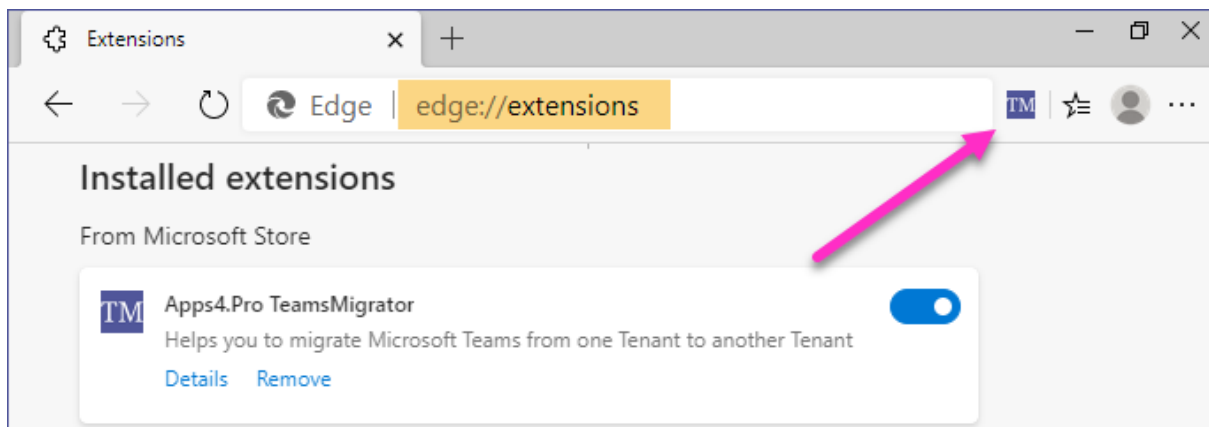
## 1.How to install

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

<https://microsoftedge.microsoft.com/addons/detail/addgihdndfamipijnihklgnjphdmcmmon>

## 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:



## 3. Permissions required

No special permissions required. Team Members, Owner, and Admin can use this app based on the permissions they have in Teams.

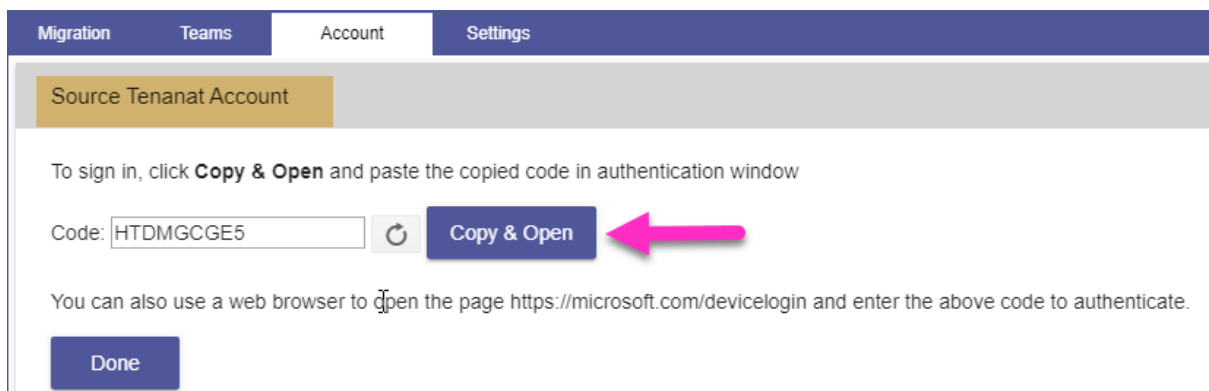
## 4. Steps to get started

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

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

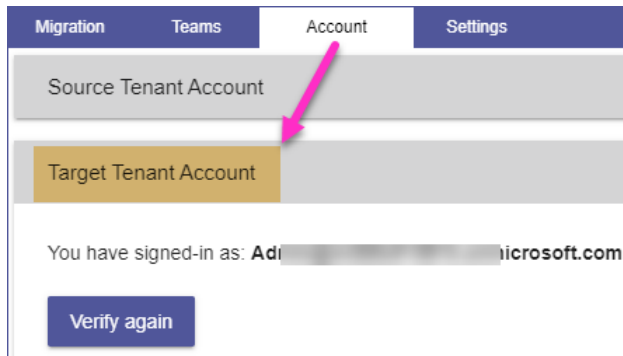
### 4.1 Source Tenant Account

Sign-in with source tenant user account which is being a member of teams those you want to migrate. 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.



## 4.2 Target Tenant Account

You can sign-in with the required target tenant user account under the Target Tenant Account section.



## 4.3 Source & Target Tenant OneNote Access Account

If you want to migrate the OneNote tab between the tenants, then you must sign in under Source and Target tenant OneNote Access account.

In Source Tenant OneNote Access Account section, you can sign-in with the user account which you have already signed-in under Source Tenant Account section (4.1)

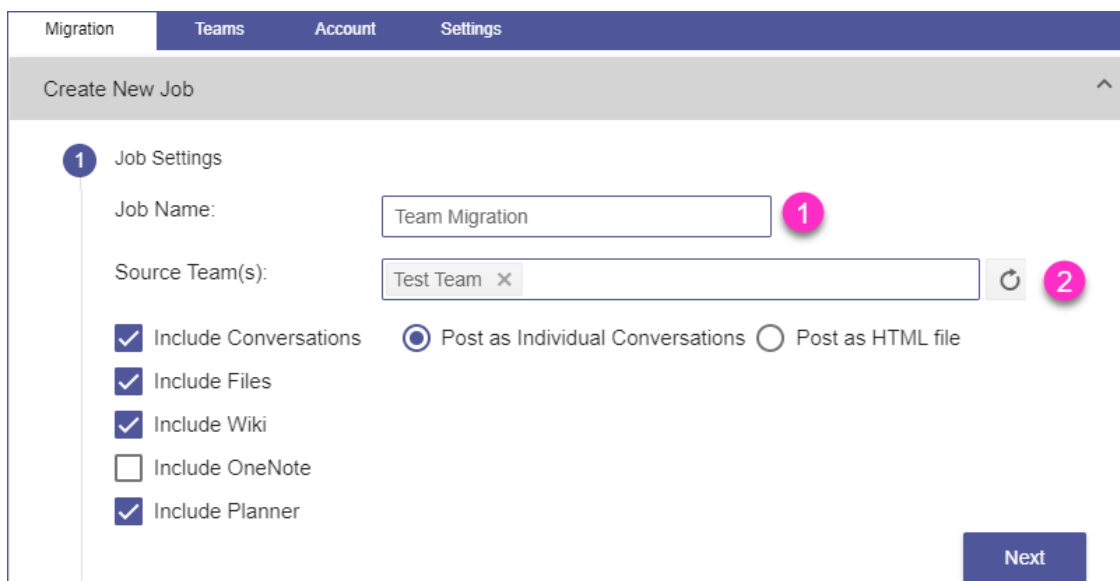
In Target Tenant OneNote Access Account section, you can sign-in with the user account which you have already signed-in Target Tenant Account section (4.2)

## 5. Create a New Migration Job

In this section, you can create a new migration job. The Job contains details about the teams which you want to migrate.

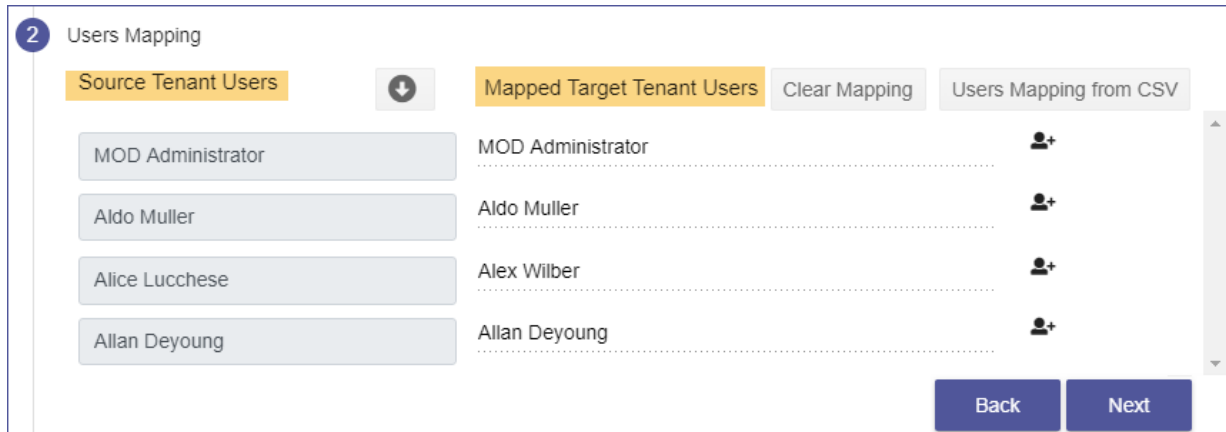
### Step 1: Job Setting

First, you must provide the name of the current Job. In this step, you can choose the required source tenant team(s) to migrate. You can also choose the options whether the migration process includes Conversations, Files, OneNote tab, Wiki tab and Planner tab.



## Step 2: Map Source Tenant users with Target Tenant users

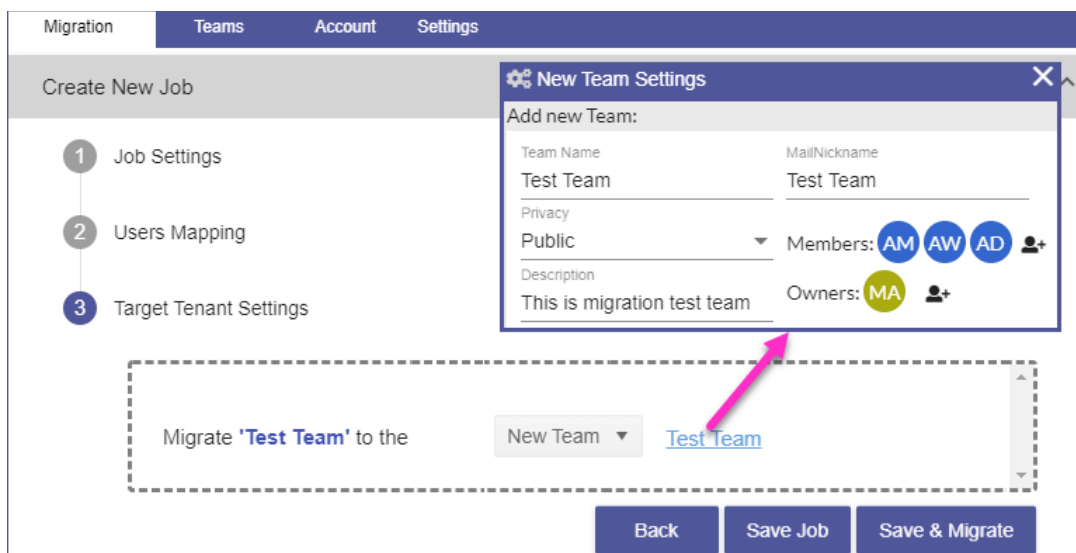
When you migrate team data from old tenant to the new tenant, you may face the situation that some users that are available in source tenant might not be available in target tenant, or you may want to assign some set of user's tasks to different set of users in target tenant while migrating planner tab. For this need, you can map the source tenant user with the target tenant user either with the same user account or different user account.



## Step 3: Target Tenant Settings

In this step, you can provide the target team(s) to migrate data. You 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













After you have provided required team settings, 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.

Migration						
Teams Account Settings						
Create New Job						
Migration Jobs						
Total No Of Jobs: 4 Successful Jobs: 2 Notstarted Jobs: 1 Failed Jobs: 1						
	Job Name	Job CreatedTime	No Of Teams	Job Status	Summary	Action
 	Migration 2	2/5/2020 3:40 PM	1	NotStarted	<a href="#">View Summary</a>	
 	Test Team Migration	2/5/2020 3:39 PM	1	Failed	<a href="#">View Summary (Errors: 1)</a>	
 	Migration Job 2	2/5/2020 3:37 PM	1	Completed	<a href="#">View Summary</a>	
 	Test Migration Job 1	2/5/2020 3:36 PM	1	Completed	<a href="#">View Summary</a>	

### 6.1: 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.

Summary

Job OverView

Job Summary

Job Name:

Job\_12

Created DateTime:

1/31/2020 12:05 PM

Job Status:

Completed






Download Job Report:

[Download](#)

Action Summary

Actions	Complete	InComplete	TotalCount
CreateTeam	0	0	0
CreateChannel	1	1	2
MigrateFilesTab	2	0	2
MigrateWikiTab	0	0	0
MigrateOneNoteTab	0	0	0
MigratePlannerTab	0	0	0

Job Result

Source Team	Target Team	Channel Name	Action	Status	View Result
Product Manage...	Import Test Group	General	MigrateConvers...	Conversations ...	 <a href="#">Success</a>
Product Manage...	Import Test Group	General	MigrateFilesTab	Files tab migrat...	 <a href="#">Success</a>
Product Manage...	Import Test Group	GIF	AddChannel	Channel create...	 <a href="#">Success</a>
Product Manage...	Import Test Group	GIF	MigrateConvers...	Conversations ...	 <a href="#">Success</a>
Product Manage...	Import Test Group	GIF	MigrateFilesTab	Files tab migrat...	 <a href="#">Error(s)</a>

1

20 items per page

1 - 7 of 7 items

Job Settings

## 7. Reports

In Teams tab, you can generate the following reports for source tenant account.

- All Teams
- All Groups
- All Plans
- Teams Associated Plans

Migration

Teams

Account

Settings

All Teams

Generate

Edit Columns

Search...

Export

+ Copy Wiki

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Team Name	Group Name	Mail Address	Description	IsPublic	Team WebUrl	Team Id
<input type="checkbox"/>	Plan 55	Plan 55		Plan 55	false	<a href="#">View in Web</a>	
<input type="checkbox"/>	Url Test 13	Url Test 13		Url Test 13	false	<a href="#">View in Web</a>	
<input type="checkbox"/>	Edit Team Name	Edit Team Name		Edit Team Description	false	<a href="#">View in Web</a>	
<input type="checkbox"/>	New Team	New Team		New Team Description	true	<a href="#">View in Web</a>	

1

100

items per page



## 8. 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 and send to [support@ijitechnologies.com](mailto:support@ijitechnologies.com) to get more help for your problem.

### 8.2: 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 and summary.

Migration	Teams	Account	Settings
Tracer Logs			
Debug mode:			
<input checked="" type="radio"/> Error <input type="radio"/> Info			
 Export Logs			
Other Settings			
Throttling Wait Time :	60	Secs	Date Format : yyyy-MM-dd <span>1</span>
Batch Request Limit :	15		Time Format : h:mm tt
			<span>2</span>  Save