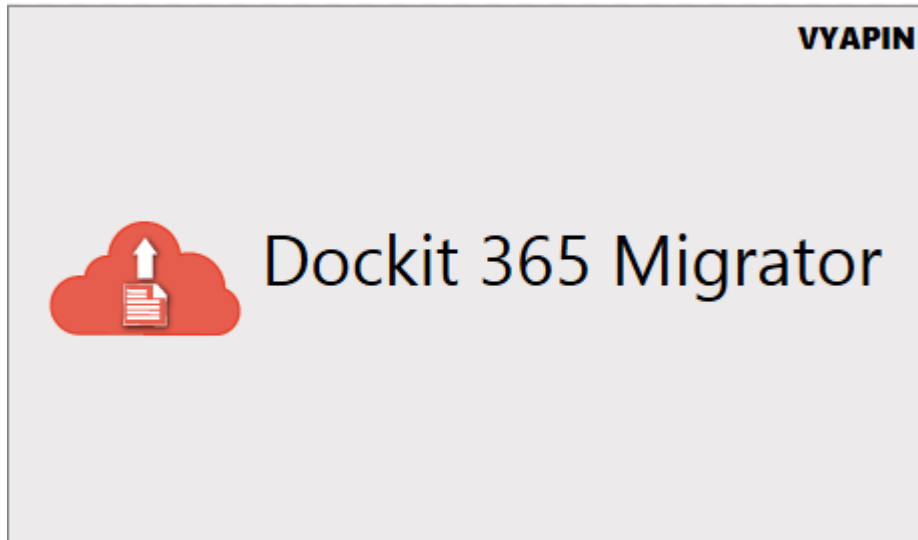


User Manual

Dockit 365 Migrator



Last Updated: March 2017

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General Information

- [About Docket 365 Migrator](#)
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About Docket 365 Migrator

Docket 365 Migrator is a high speed bulk migration tool exclusively designed for Office 365. Docket 365 Migrator helps you migrate contents from network file shares, file servers and local hard drives to Microsoft Office 365 - SharePoint Online and OneDrive for Business, while preserving file properties and associated metadata.

Vyapin's Docket 365 Migrator tool uses the Office 365 Migration API that boosts the speed of file migration by leveraging Azure. The application has been built from ground-up to cater to the needs of businesses in all sizes, from small to large enterprise

- Simple solution which does not require end-user training to import documents and its associated metadata properties to Office 365.
- Consolidate documents and data from different file server and network shares locations into Office 365 Libraries across several Sites.
- Retain folder hierarchy - Create the source folder structure in SharePoint Online as-is.
 - Retain document summary properties of source documents namely - Title, Subject, Author, Category, Keywords and Comments and MS-Office custom properties in SharePoint.
 - Retain the original Created Date, Last Modified Date, Created By and Modified By fields in the equivalent system fields in SharePoint for each folder / document migrated to SharePoint.
 - Associate metadata stored in a Excel file to the respective documents in Office 365 Libraries.
- Rename source folder & file names and make them SharePoint-friendly file names based on file naming rules.
- Ability to Schedule your migration to commence at off-peak time or scheduled intervals.
- Experience outstanding performance with the new migration engine that uses network, IO and CPU resources effectively.

How to purchase?

You can purchase Docket 365 Migrator online from our website <http://www.vyapin.com/>. Please contact our Sales department at sales@vyapin.com for sales and price related queries.

System requirements

Dockit 365 Migrator application

Windows 10 / Windows 8 / Windows 7 (or) Windows Server 2012 R2 / Windows Server 2012 / Windows Server 2008 R2 / Windows Server 2008 with the latest service packs (32-bit or 64-bit platform)

Technical Support

Please send all Technical Support questions to support@vyapin.com.

Please send us the following additional information if you are reporting a problem:

- 1) Version of Docket 365 Migrator that you are evaluating or you have registered with us. (Version information could be found in the "About Docket 365 Migrator" dialog in "Settings" tab.
- 2) Additional services or resource consuming processes/applications (like anti-virus) running in the background on Docket 365 Migrator installed computer.
- 3) Hardware configuration of the computer where Docket 365 Migrator is installed.
- 4) "Docket365_<date×tamp>.txt" available in the common application data path of Docket 365 Migrator (e.g., <Application Data Folder> \Docket365\ Log\Docket365_ <date×tamp>.txt).
- 5) Docket 365 Migrator jobs Timestamp folder stored in the application data path. For example: <Application Data Folder>\Docket 365 Migrator\JobHistory\<taskname>\<timestamp>.

NOTE: <Application Data Folder> is the common location where Docket 365 Migrator tasks and task history is stored in the computer running Docket 365 Migrator application. The **<Application Data Folder>** can be found from the **Settings -> About** screen. The default path of **<Application Data Folder>** is as follows:

- Windows 10 / Windows 8 / Windows 7 / Windows Server 2012 / Windows Server 2008 - C:\Users\Public\Documents

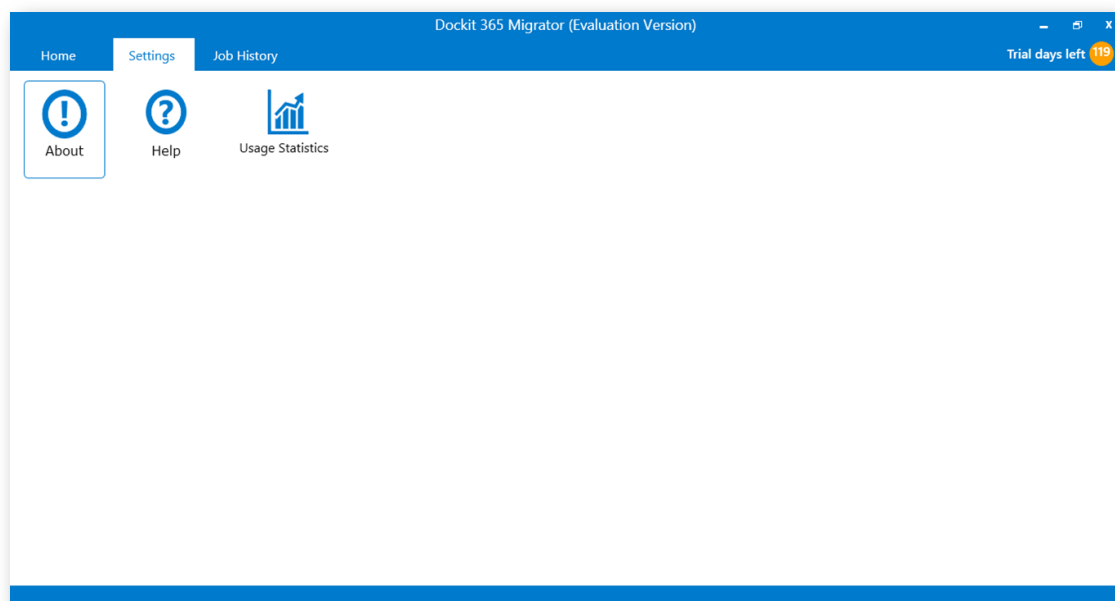
How to Register the Software?

Once you purchase the software online or through any one of our resellers, you will receive a purchase notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to register the software.

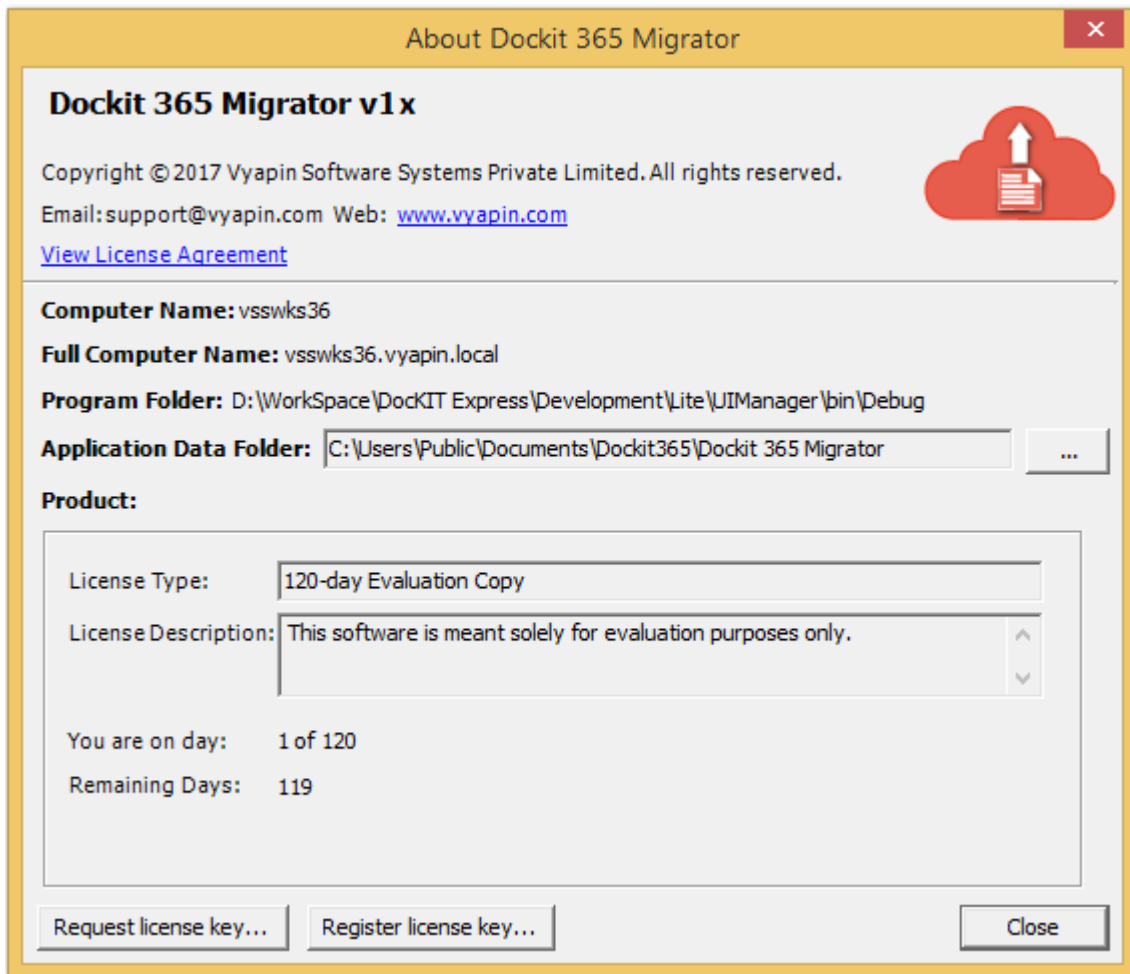
Request License Key

In case you do not receive an e-mail from our sales team after you purchase the software, please contact our sales department at sales@vyapin.com with the sales order number. You can also request the license by the filling up the form shown below. Please allow 12 hours from the time of purchase for our sales department to process your orders.

1. Select **About** from **Settings** page.



2. The **About Docket 365 Migrator** dialog appears as shown below:



3. Click **Request license key...** button, the Request License Key dialog will appear as shown below:



The image shows a dialog box titled "Request License Key" with a close button (X) in the top right corner. The dialog contains the following text and fields:

Enter the details below to request a license key to register the product. The license key will be delivered to the e-mail address stated in this form.

* Contact Name:

* Company:

* Email:

* Phone:
(Country Code, Area Code, Phone No.)

* Order ID:

* Full Computer Name:

License Type: (Optional)
e.g., Single License, Site License

At the bottom right, there are two buttons: "Submit" and "Cancel".

- **Contact Name:** End-user of the product.
- **Company:** End-user Company Name.
- **Email:** Email address where the license key has to be sent.
- **Phone:** Phone number with country code and area code.
- **Order ID:** Order/Transaction ID reference.
- **License Type:** License that was purchased.

4. Fill-in the form details and click **Submit**.

Register software

Perform the following steps to register the software:

1. Download evaluation/trial copy of software from the respective product page available in our website at <http://www.vyapin.com/>.
2. Install the software on the desired computer.
3. You will receive a license key through e-mail once the purchase process is complete.
4. Click 'Register license Key...' in Settings -> About Docket 365 Migrator menu to see the dialog as shown in Image 1 below.

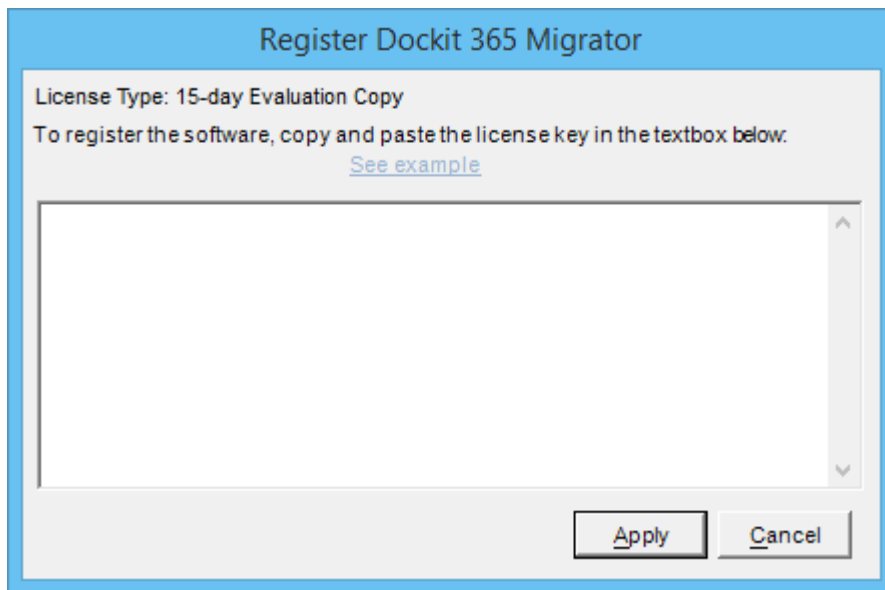


Image 1 - Register screen

5. Copy the license key sent to you through email and paste it in the 'License Key' textbox. For help on how to copy the license key, click 'See example' link in the Register dialog (as shown in Image 2).

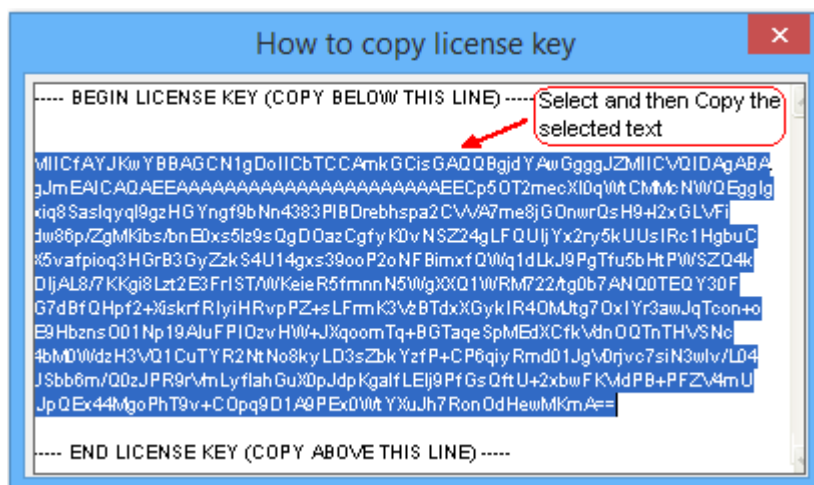


Image 2 - How to copy license key screen

6. Once you paste the license key, click **Register** button to apply the new license key.

How to uninstall Docket 365 Migrator?

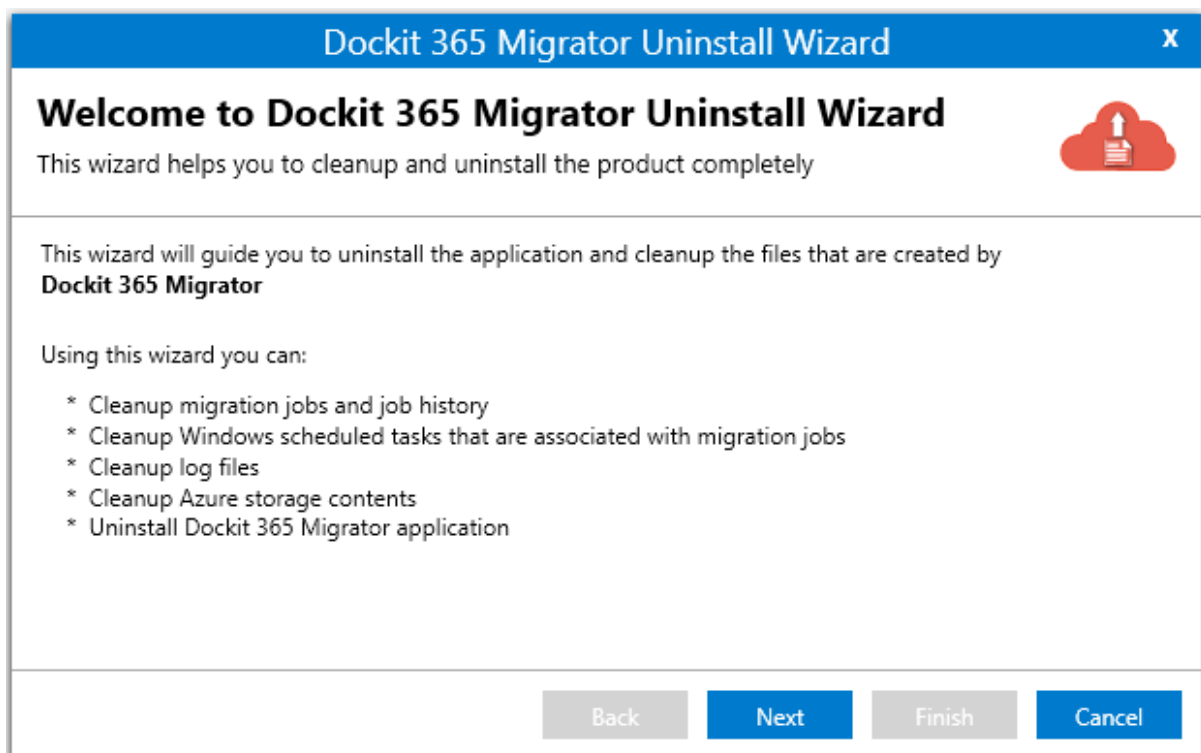
When you create SharePoint migration jobs in Docket 365 Migrator and schedule them, the application creates Windows Scheduled Tasks (to run the migration jobs at the specified time interval) in the computer where Docket 365 Migrator is installed. Migration job results for every task run instance is also maintained in the computer as application files.

When you uninstall Docket 365 Migrator through Control Panel - Add / Remove Programs applet, Windows Installer program will remove only the application files from your machine. But, the application related files created by Docket 365 Migrator remain in the computer. In order to remove Docket 365 Migrator worker files completely, the uninstall wizard provides a set of cleanup options to perform the cleanup operation based your selection.

Use this wizard to clean up the files and azure storage contents that are created by Docket 365 Migrator application selectively and uninstall Docket 365 Migrator completely from the machine.

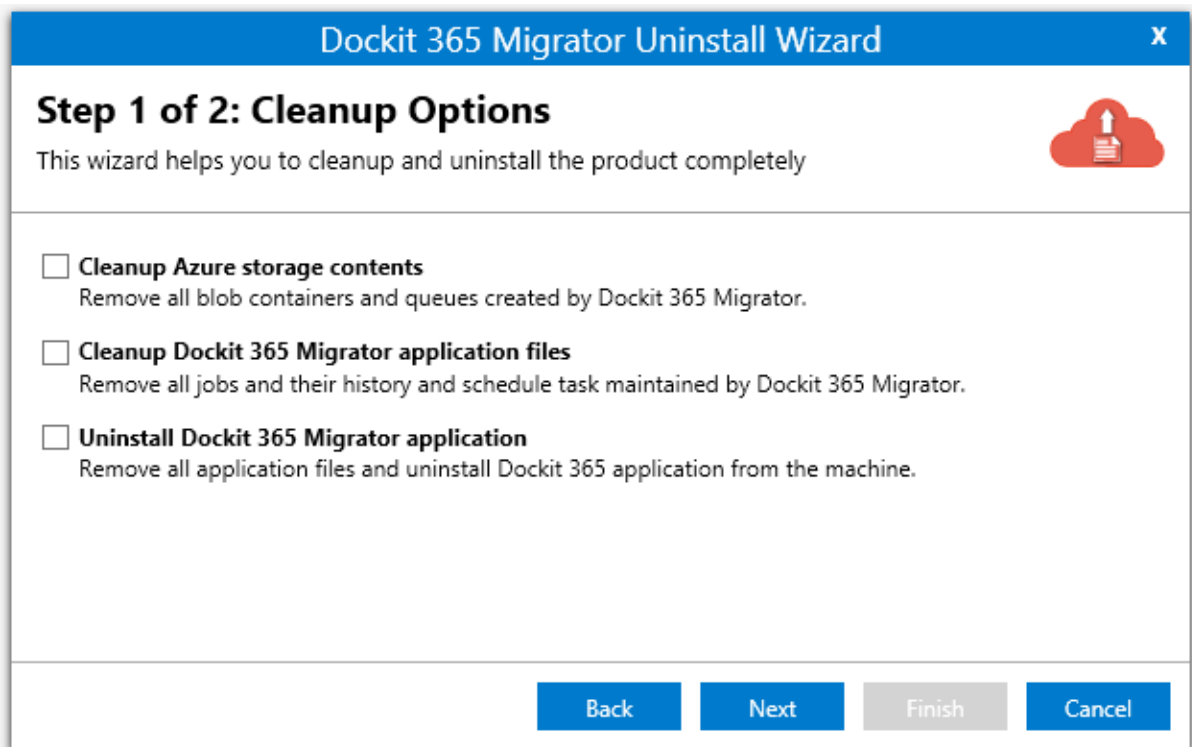
1. Wizard.

The **Docket 365 Migrator Uninstall Wizard** dialog will be shown as below:



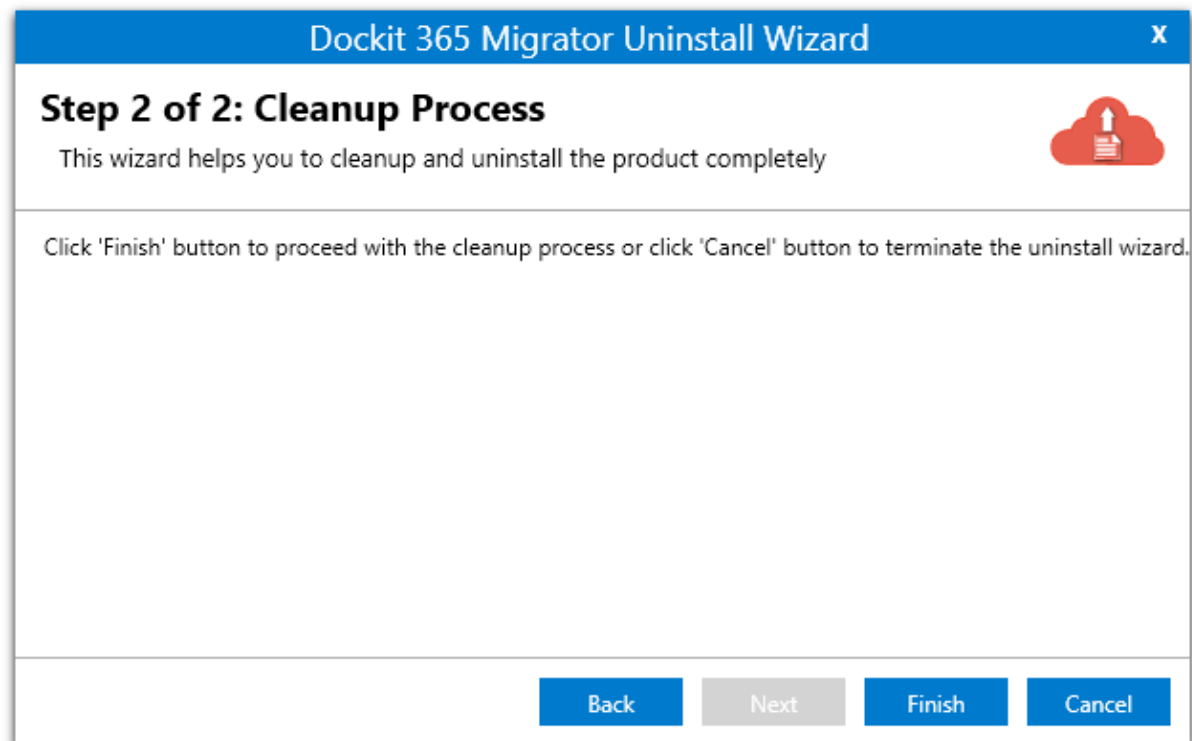
Click Next to proceed.

2. Select required cleanup options as shown below:



Click Next to proceed.

3. Confirm the cleanup and/or uninstall process.



Click Finish to run cleanup and/or uninstall process. Click Cancel to close the wizard.

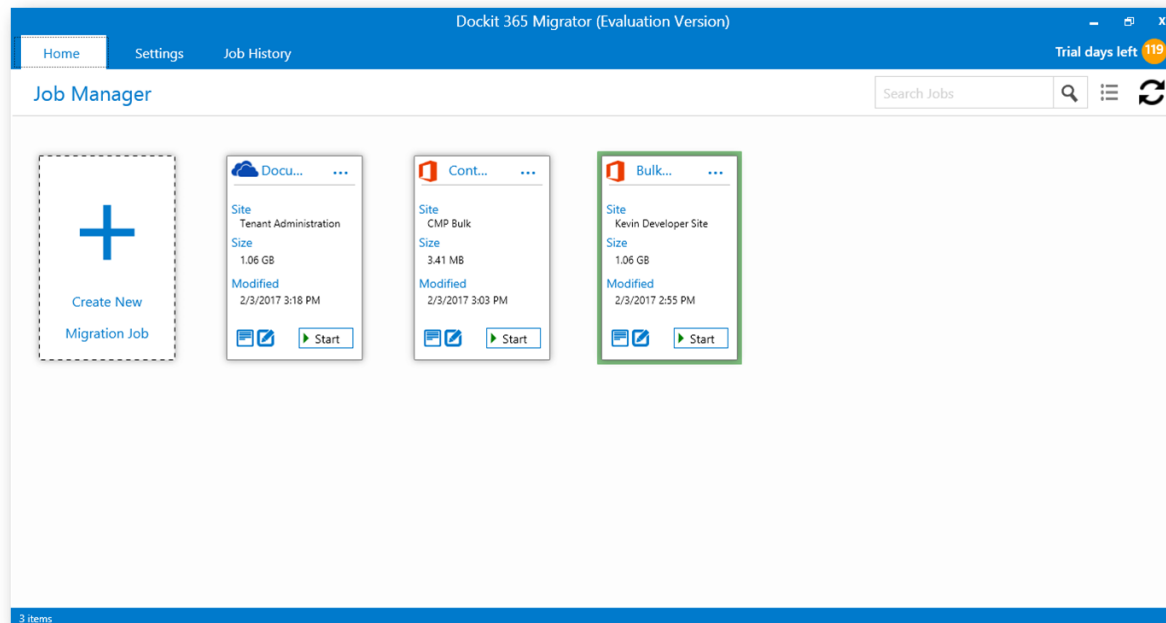
4. Once the file cleanup process is complete, the uninstall wizard will automatically run Windows Installer program to remove Docket 365 Migrator application from the machine, if you have selected the cleanup option **Uninstall Docket 365 Migrator application** in the wizard.

Dockit 365 Migrator Job Manager

- [Job Manager](#)
- [Create New Migration Job](#)
- [Edit an Existing Job](#)
- [Run a Job](#)
- [Delete an Existing Job](#)
- [Job History](#)
- [Activity Log](#)
- [Settings](#)

Job Manager

1. The Job Manager page will appear as shown below.



2. From this page, you can:

[Create New Migration Job.](#)

[Run a Job.](#)

[Edit a Job.](#)

[Delete a job.](#)

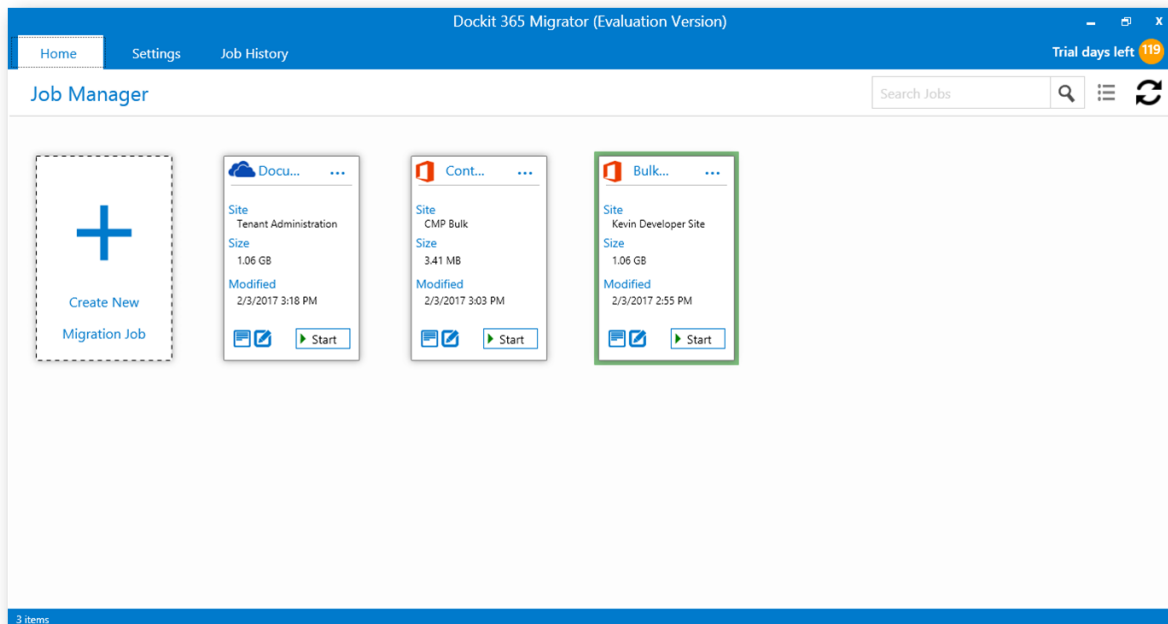
[View Job History.](#)

Search for a specific Job.

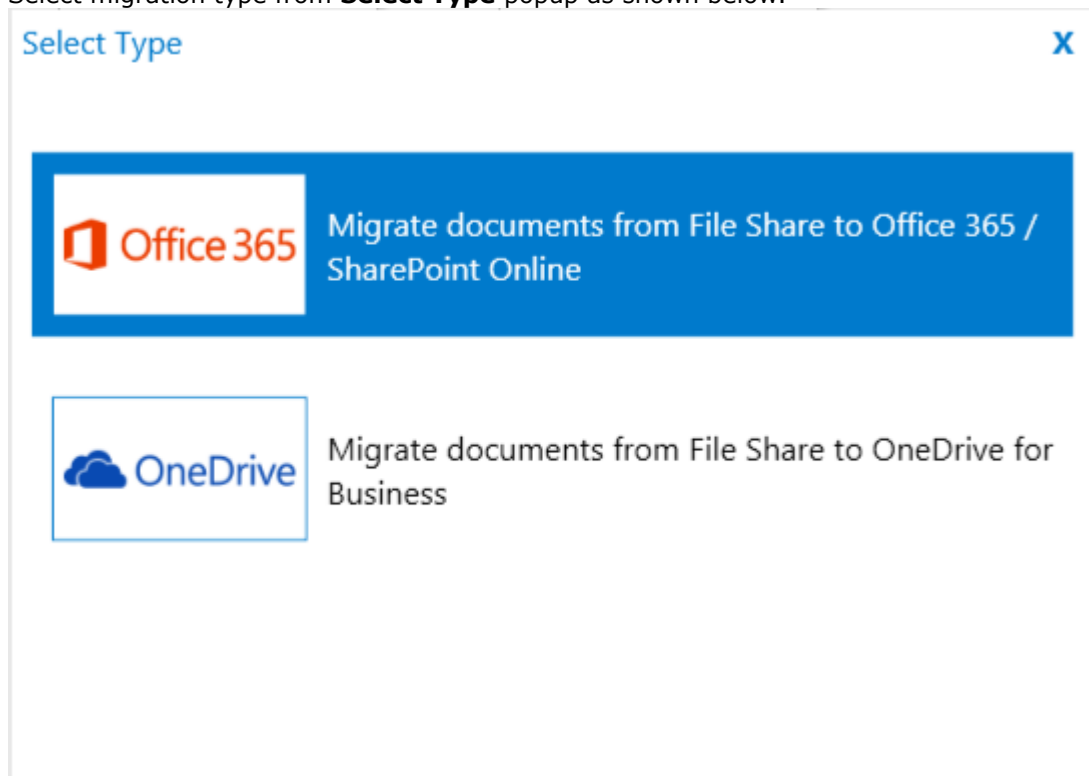
Create new migration job

To create a new migration job to import folders and files along with metadata from File System to SharePoint Library:

1. Click **Create New Migration Job** on Job Manager Page as shown below.





2. Select migration type from **Select Type** popup as shown below.

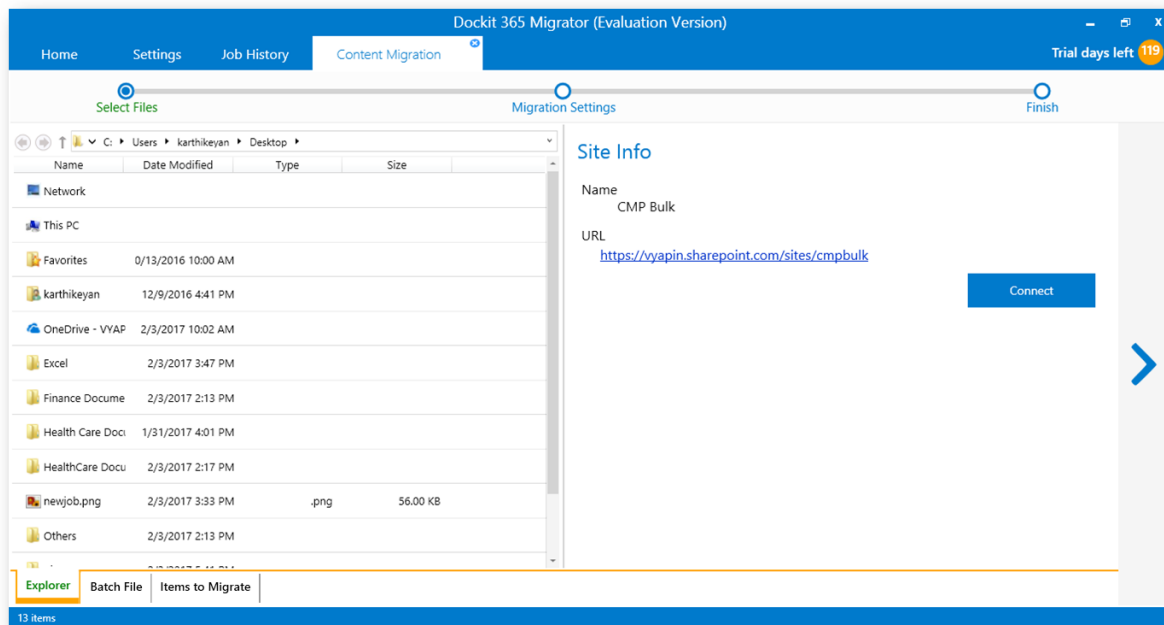


3. Office 365 - Migrate documents from file share to SharePoint Online [Click here.](#)
4. OneDrive - Migrate documents from file share to OneDrive for business [Click here.](#)

Edit an existing job

To edit an existing job:


1. Select a job from the **Job Manager** page. Click  icon or click on  icon and select **Edit**.
2. **Dockit 365 Migrator** loads File explorer and SharePoint explorer while retaining the configured job settings.

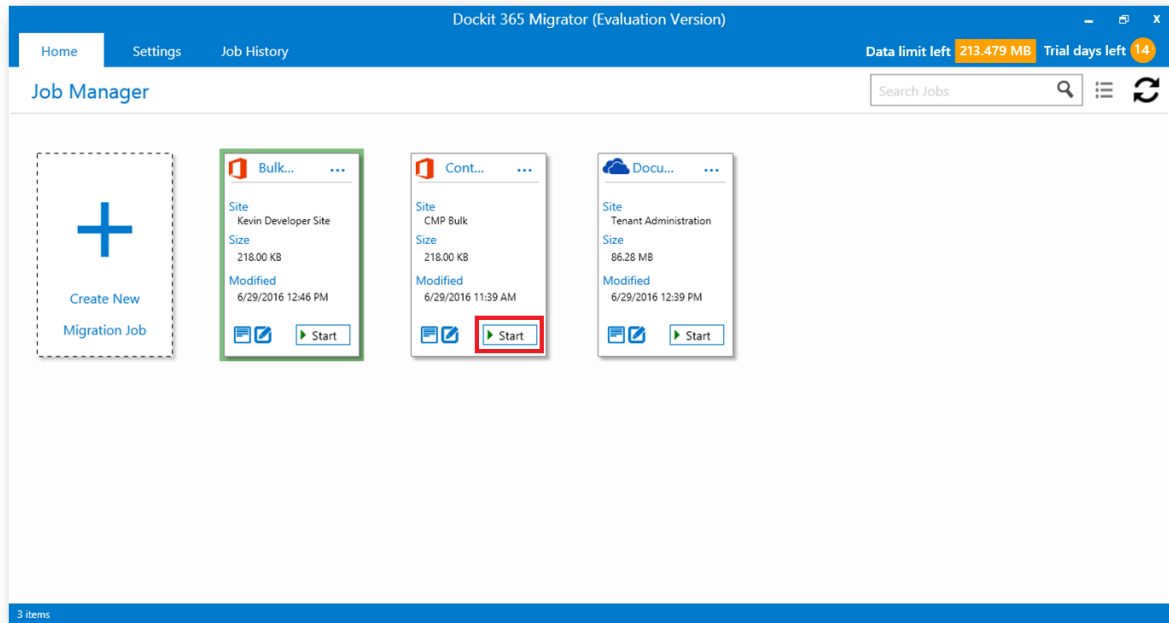


You can add new files to migrate to SharePoint by clicking on **Connect** from Right Pane.

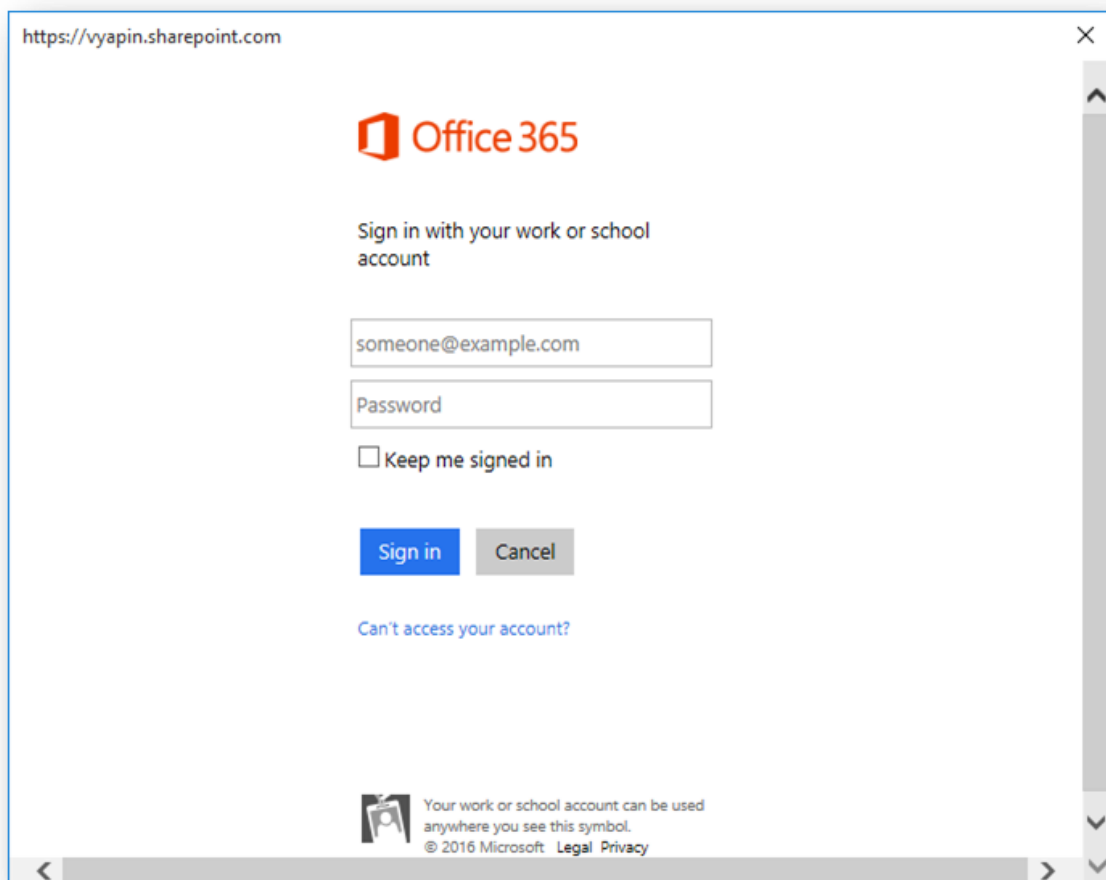
Run a Job

'**Start**' option of a job in job manager page allows the user to instantiate a job any time after the job has been created. To run a Dockit 365 Migrator migration job:

1. In Job Manager Page, Click **Start** option of the job or click on  icon and select **Run Job**.

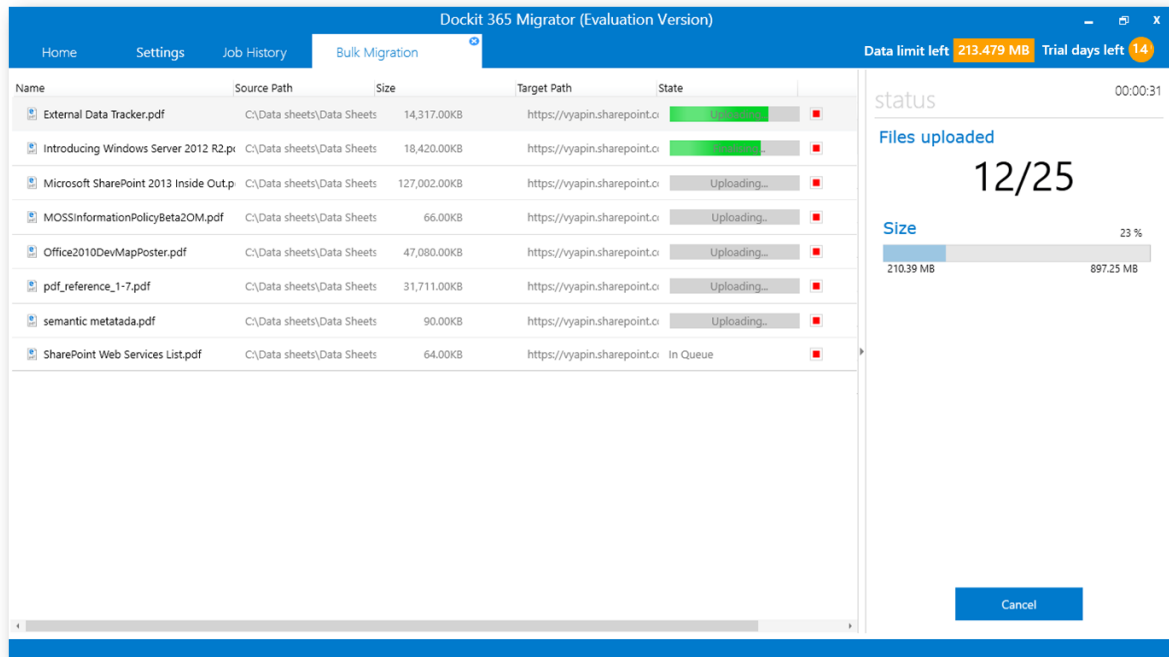


2. **Office 365 Login Dialog** to connect to SharePoint will appear as shown below.



The given credential will be used to connect to the SharePoint site.

3. The progress of the job will be reported as shown below:



It shows the files that are being uploaded to Azure storage. The user can cancel any specific file from being uploaded in this page.

Where

Name -> Title of the file.

Source Path -> File Share location of the file.

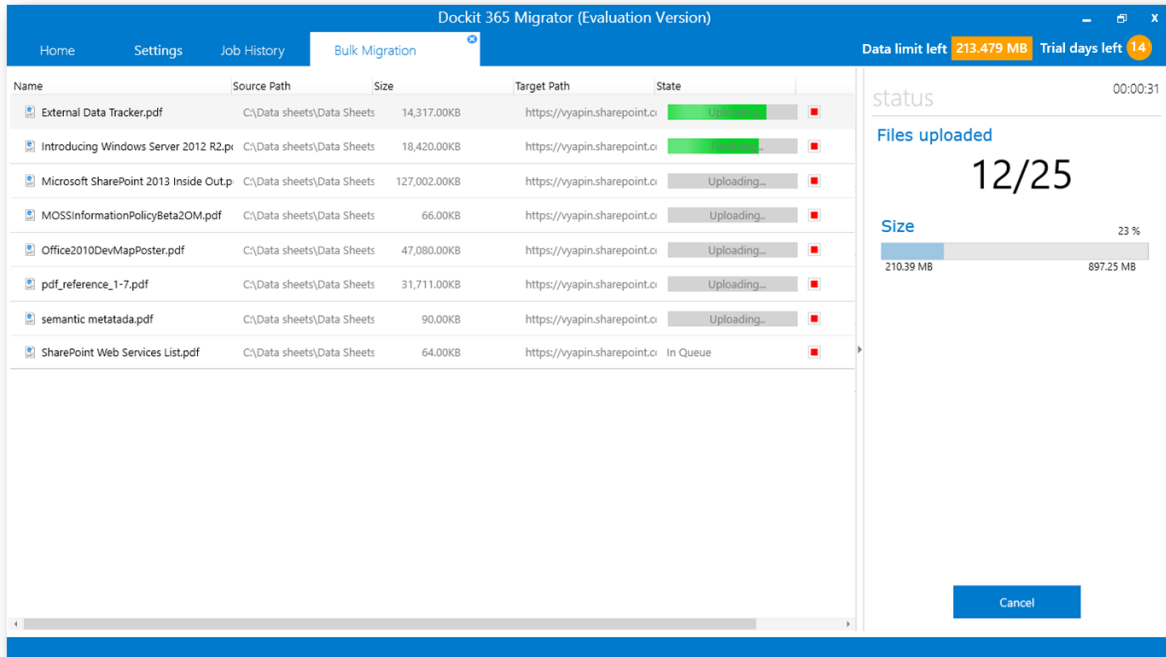
Size -> Size of the file.

Target Path -> SharePoint Location of the file.

State -> Current State of the file (i.e. In Queue (or) Uploading (or) Completed).

Status:

- Files Uploaded** - Shows the total number of files uploaded to azure storage.
- Size** - Size of files Uploaded - Total size of files provided for migration.
- %** - Shows the progress of the job in Percentage (%).
- Elapsed Time** - Shows the elapsed time from the instance the migration job started or commenced.

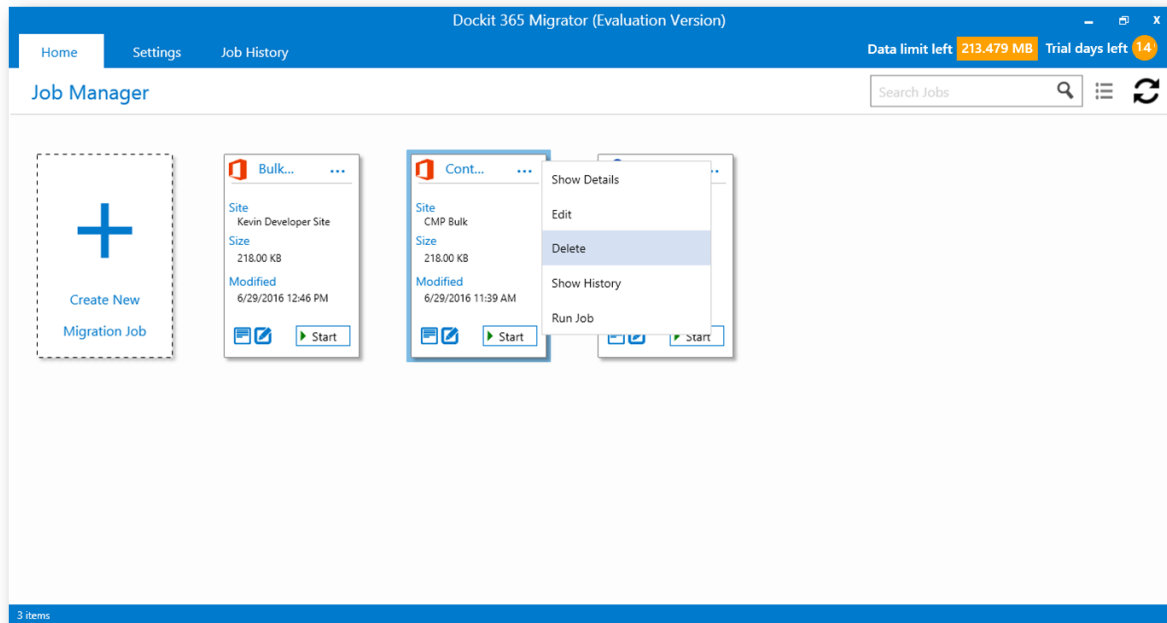


4. Once the import job is complete, the information will be updated in **Job History** section, where you can view the import activity performed when the job ran last.

Delete an existing job

To delete an existing migration job:

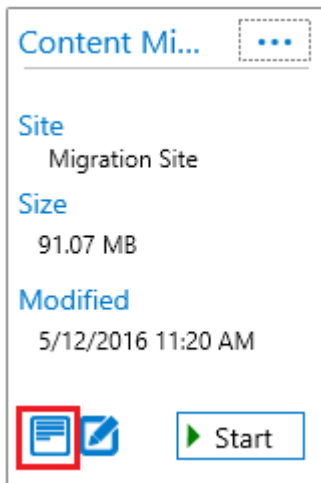
1. In Job Manager Page, Click  icon of the job and select Delete.



Note: Deleting a job will permanently delete the selected job and its history items.

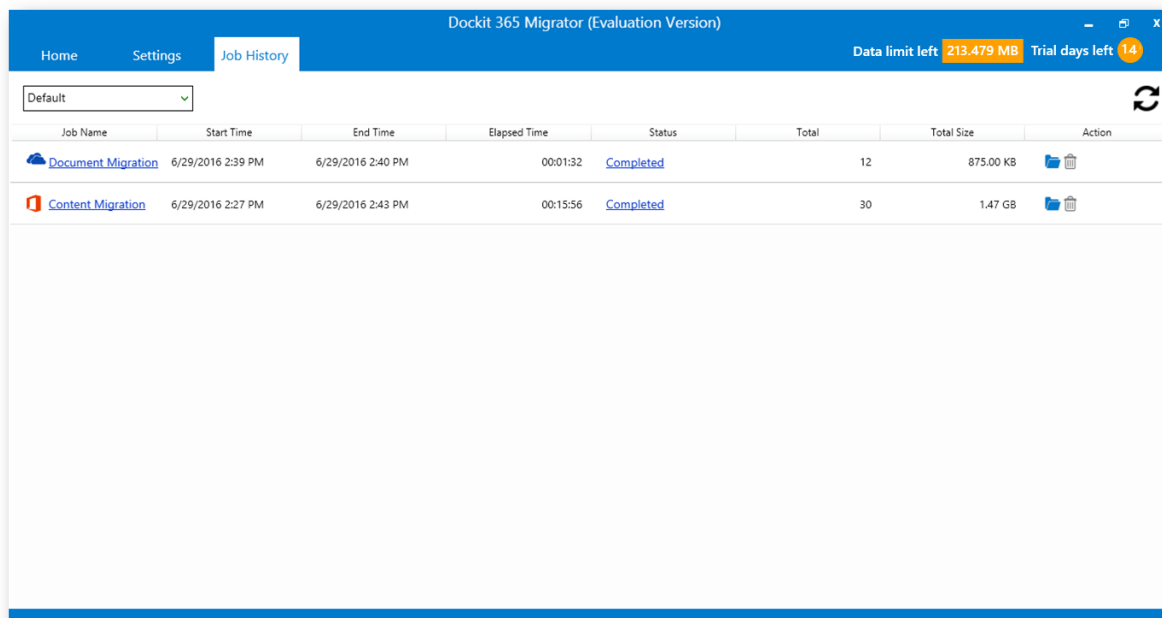
Job History

When a job is run in Docket 365 Migrator, the job information is updated in 'JobHistory' folder. The job history information can be viewed upon clicking



Or Click on **...** and select **Show History**.

The history of the job will be displayed as shown below.



Where

Start Time -> Date and Time a job was initiated.

End Time -> Date and Time a job completed its migration process

Elapsed Time -> Total time (hh:mm:ss) a job has taken to complete its migration process.

Status -> Brief remark about the status of migration.

Total -> Total number of files given for migration in this job.

Total Size -> Total size of files under migration job.

Possible Status	Description
Completed	Migration process was completed successfully without any errors
Incomplete	Migration process encountered certain errors

Eval limit reached	Migration process reached the maximum allowed number of files to import in evaluation / trial version. This message is applicable for evaluation / trial version only.
Canceled	Migration process was canceled by the user.
Failed	The migration process could not be initiated as there were issues.

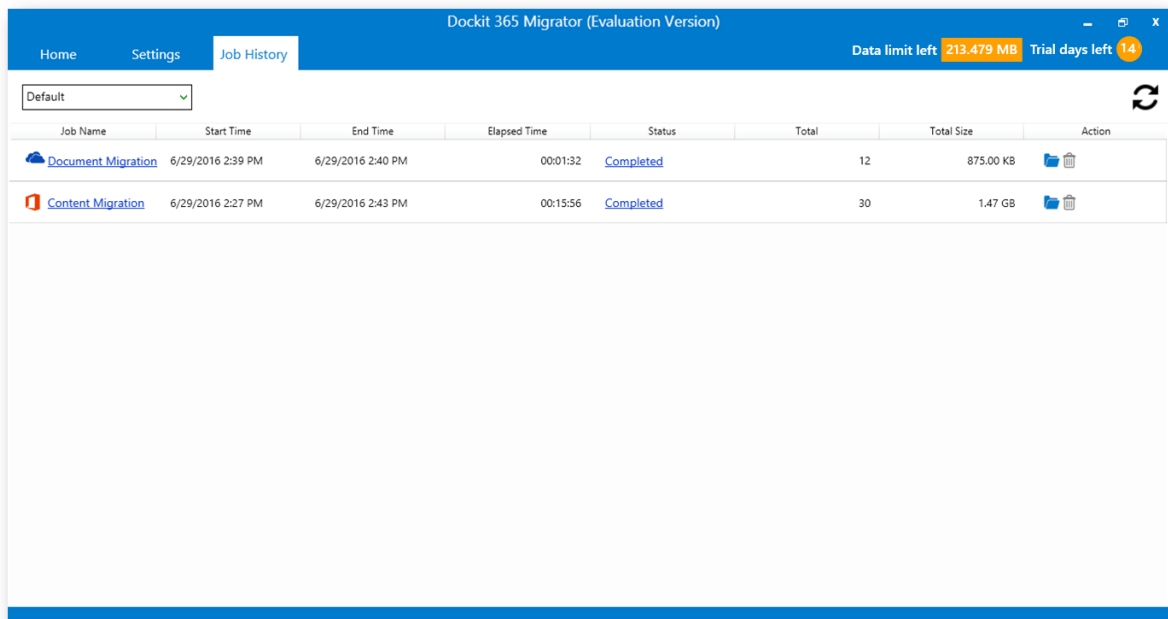
The following operations can be performed on job history items:

[View activity log](#)

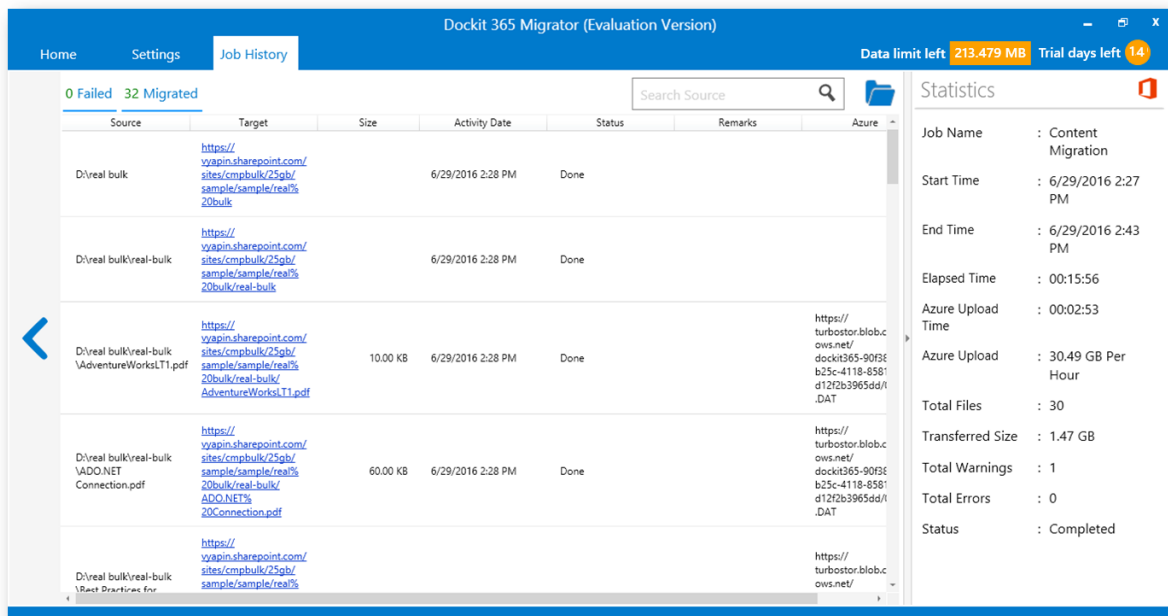
View activity log

To view activity log associated with a job history item:

1. Click on **Status** column value.



2. The **Activity Log Viewer** page appears as shown below.



3. The activity log of a job is classified into two different categories:

- a. **Statistics:** Displays a brief summary of the migration process.

b. **Results:** Displays the detailed report of the migration process.

Where

Source -> File system location of a file.

Target -> SharePoint location of a file

Size -> file size.

Activity Date -> Start time of the migration job.

Status -> State of a file (Migrated or Failed).

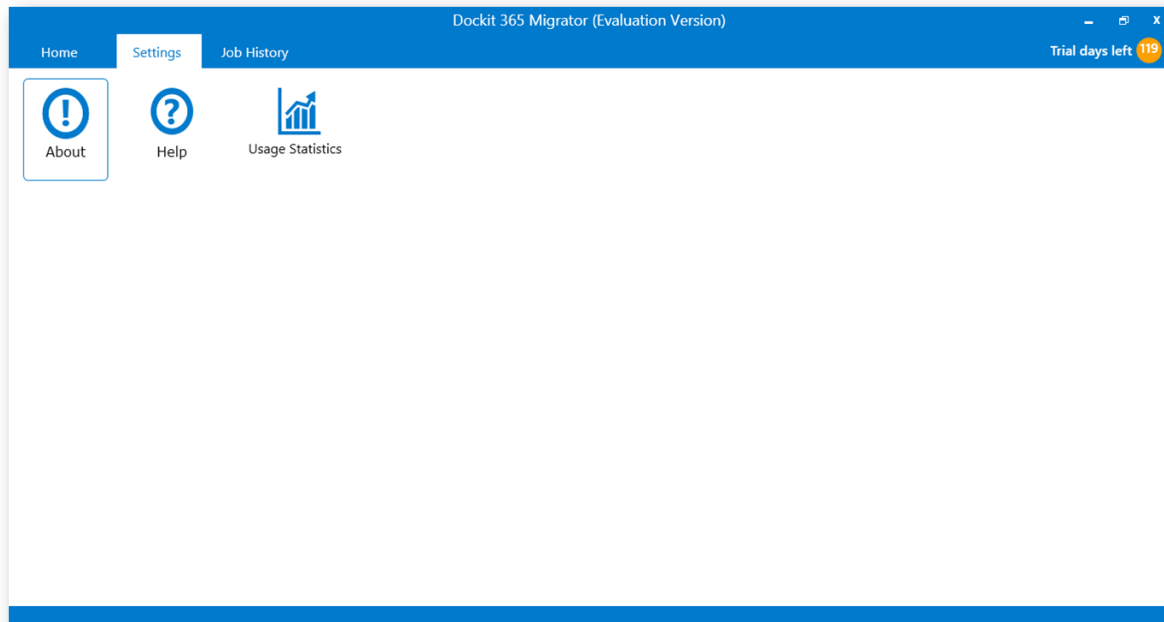
Remarks -> brief information why the file failed to migrate.

Azure -> location of the file in Azure blob container.

4. Additionally, user can open the file share location of activity log by clicking **Open Log** control on top.

Settings

To know more about Docket 365 Migrator or register the application, for support click Settings tab on the Docket 365 Migrator home screen.

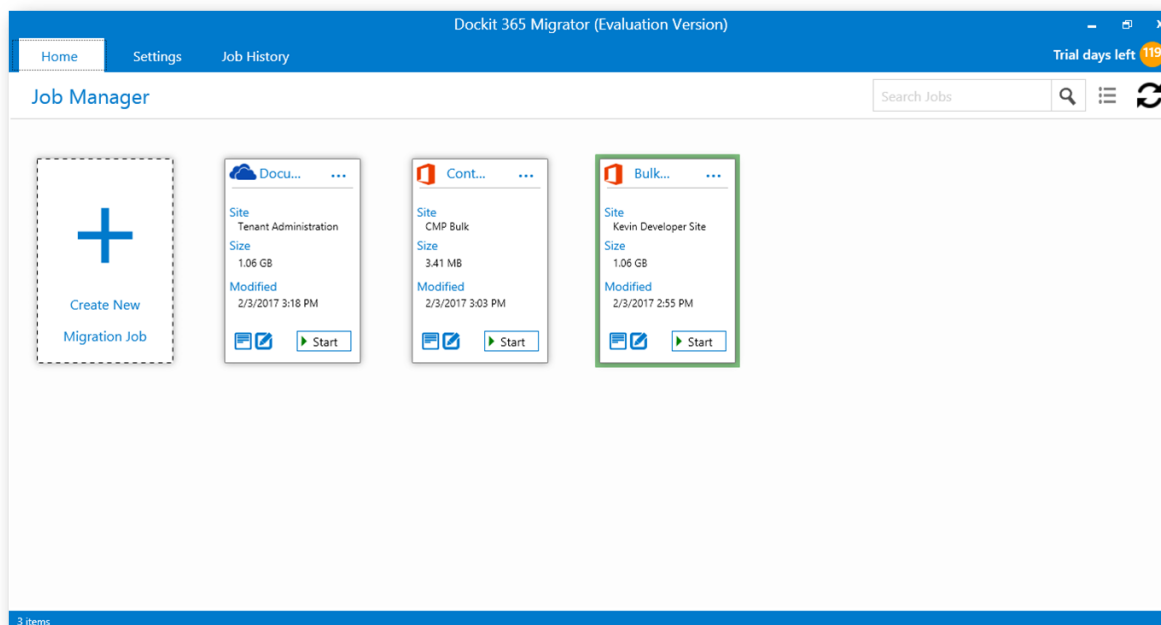


a) [About](#)

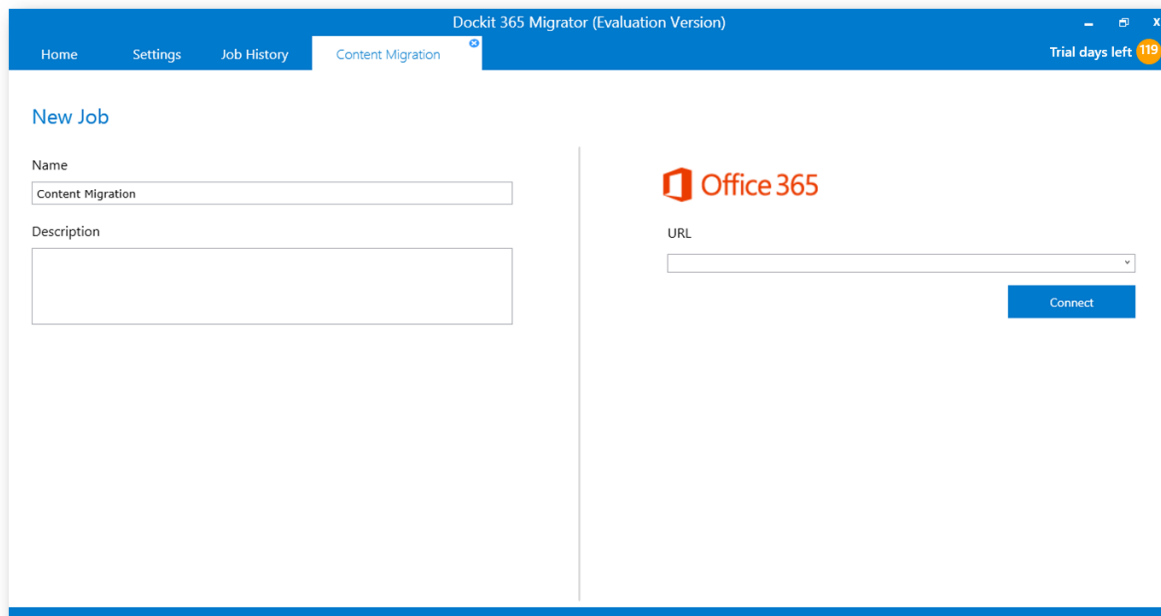
File Share to Office 365

To create a new migration job to import folders and files along with metadata from File System to SharePoint Library:

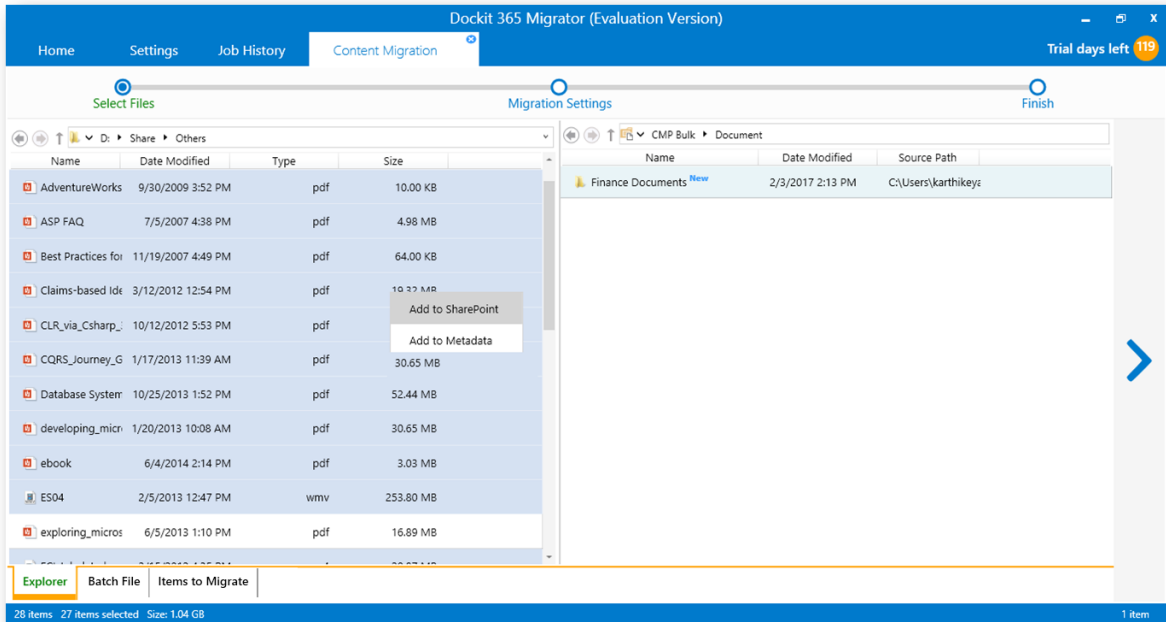
1. Click **Create New Migration Job** on Job Manager page as shown below.



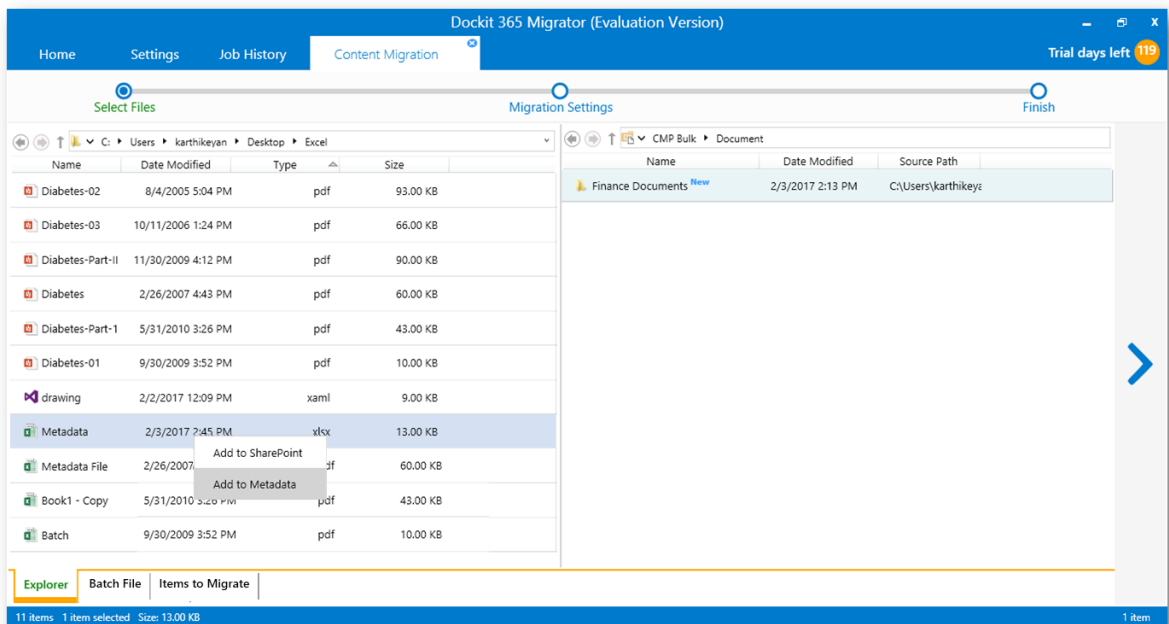
2. The **New Job** page appears as shown below



3. Enter **Job Name, Description (Optional)**.
4. Specify Office 365 Url and Click **Connect**. In order to access the site provide a valid site administrator credentials.
5. **Drag and Drop** files from File share (Left Pane) to SharePoint site (Right Pane) or Select files and Right click file share, select **Add to SharePoint**.




6. **Drag and Drop** metadata file from File share (Left Pane) to Metadata page on the Right Pane or Select files and Right click file share, select **Add to Metadata**.



7. Click **Items to Migrate** on Right pane to check the list of files selected for migration, also you can remove files by clicking the Red **X**.
8. Specify [Renaming Rules](#)
9. Specify [Column Mapping](#)
10. Specify [Permission Mapping](#)
11. Specify [Threshold Settings](#)
12. Specify [Schedule Settings](#)

13. Click **Save** button to create the job, or click < button to navigate to previous page to change any job settings.

14. After saving the job, it will be listed on the Job Manager page. You can click on  to initiate the migration process.

Batch file

The following section gives you the guidelines to create a batch file for migrate folders, files and metadata to target Libraries.

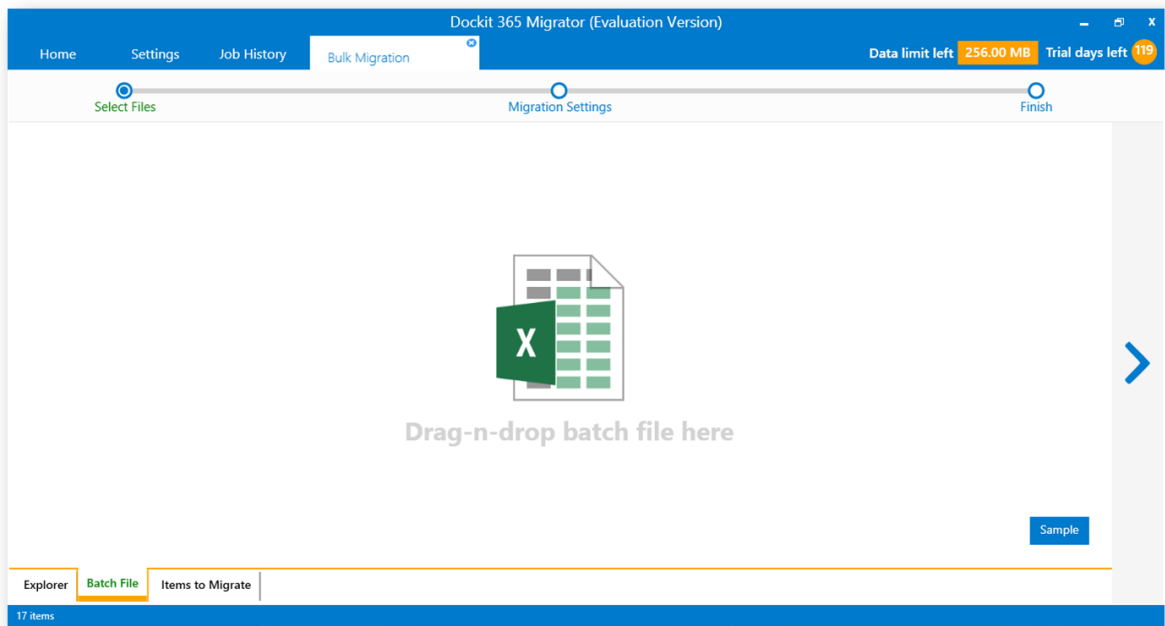
The first row of the batch file should contain the following field names as headers. The reserved headers used by Dockit 365 Migrator in batch file are as follows:

1. **Path:** The 'Path' column should contain the path of the source document / folder.
2. **Destination Path:** The 'Destination Path' column should contain the target location where the source gets moved.
3. **New Folder:** The column 'New Folder' is an optional column in the batch descriptor file. Using this column, you can provide the relative path to be created in the respective destination location given under 'Destination Path' column prior to importing the contents. For instance, please see the batch descriptor file snippet given below:

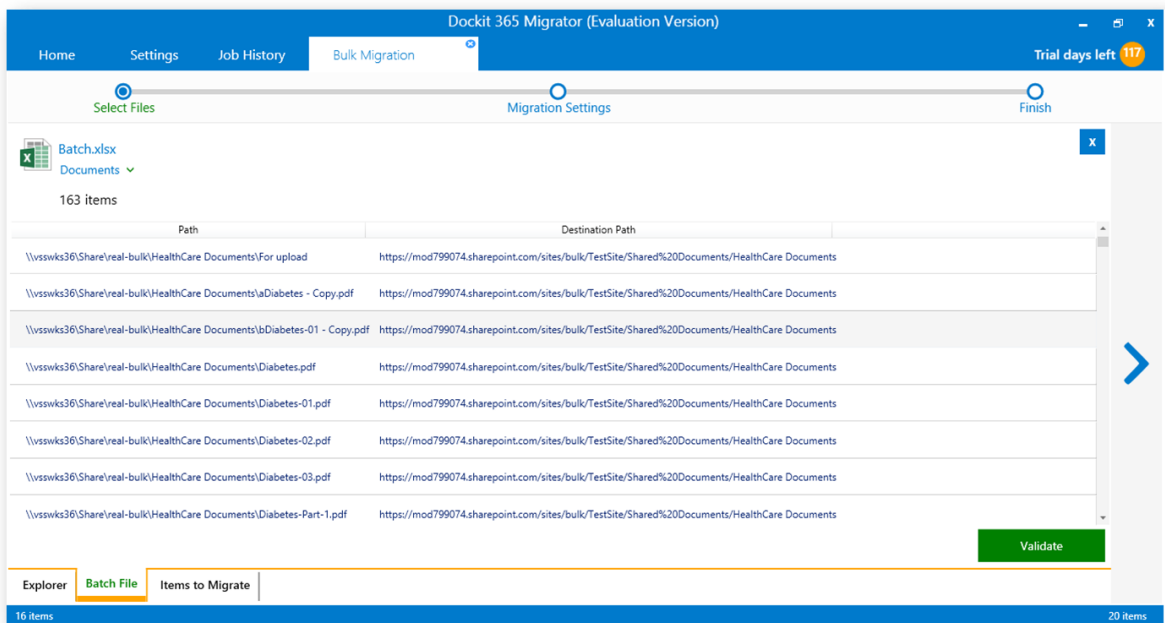
Path	Destination Path	New Folder
M:\MyDocument\Sample File.xlsx	http://sharepoint/technical documents/folder1	folder2/folder3

Dockit 365 Migrator automatically creates the folders (folder2/folder3) specified in the column 'New Folder' underneath the specified destination location (folder1). The 'Sample File.xlsx' will be imported into the new destination location 'http://sharepoint/technical documents/folder1/folder2/folder3'.

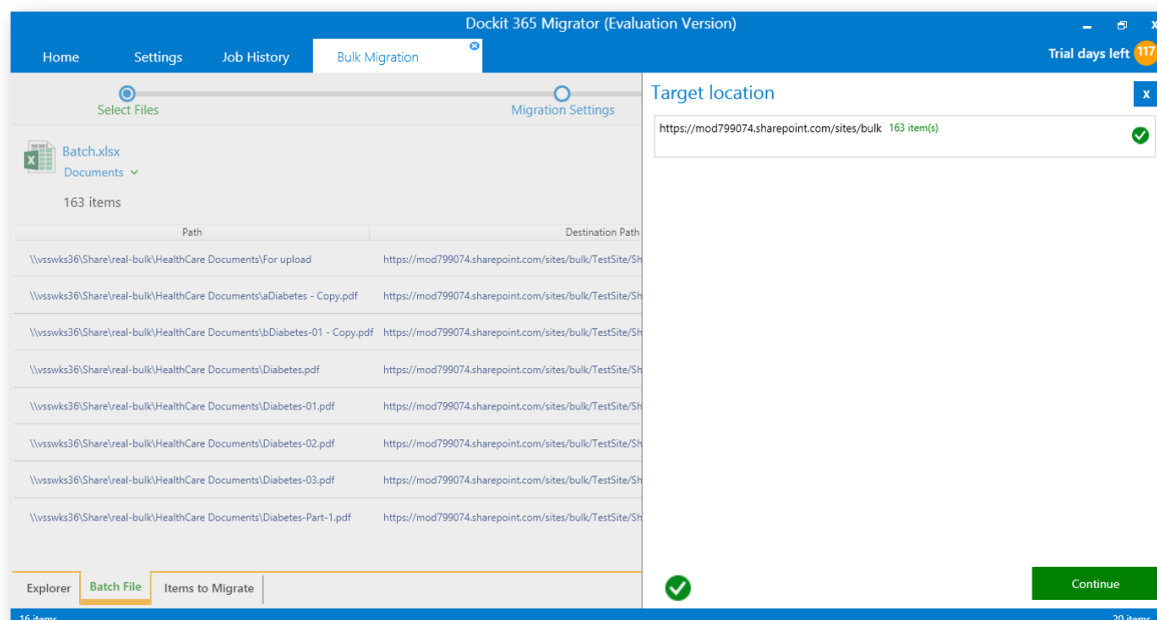
1. Drag-n-drop batch file in Batch tab from explorer. It will be shown below



Batch file content will be shown as below.



2. Click **Validate** button to verify the batch content



Once the validation is complete, click **Continue** button to proceed for next step. And the batch file content will be added to Items to Migrate tab

Metadata file structure

The following section gives you the guidelines to create an external metadata file to **Import folders, files and metadata to SharePoint Libraries**

1. The first row of the metadata file should contain the Field Names as headers. In an import task, data type of the columns must be the same across all libraries. SharePoint Columns that are read-only will not be updated by Docket 365 Migrator.
2. The first field should be named as '**Path**'. 'Path' field should be followed by other field names separated by a comma (,).
3. The Path field will not be carried forward as a metadata field into SharePoint.
4. The first column of all the rows should contain the path of the file e.g., "C:\My Documents\Sample Brochure.doc" (or) "\\ProdServer\My Documents\Sample Sales Template.xlsx".
5. Be consistent with the drive letters and UNC path when adding folders and file into SharePoint library using Docket 365 Migrator user interface and the path field values in the metadata file. If you use local / mapped drives to import files, ensure the 'Path' field has the corresponding local / mapped drive path (e.g., M:\MyDocs\File1.xlsx). If you use shares to import file, ensure the 'Path' field has the corresponding UNC path (e.g., \\Machine_Name\Share_Name\Sample File1.xlsx).
6. For Microsoft Excel file formats (XLSX), do not enclose the field names and their corresponding metadata values within double quotes.
7. Ensure date values are in 'Date Only' or 'Date And Time' format.
8. Lookup data type value will be assigned based on column value only. Lookup columns referring to **non-existing list and column** will not be updated by Docket 365 Migrator.
9. People or Group data type value should be user name, Active Directory (AD) group name or SharePoint group name. User or group name referring to **non-existing user or group** will not be updated by Docket 365 Migrator. The user *Login Name (domain\username)*, *Display Name (John Doe)* or *E-mail address (someone@example.com)* can be used to denote a user account.
10. The Managed Metadata column values can be term labels or synonyms of term labels or full path of the term value (full term path). Docket 365 Migrator will search the specified term value under the specified parent term of the corresponding term set and assign the ID of the matching term

value for the managed metadata column. You must provide the path of the term label in the format:

ParentTerm|TermLabel1|TermLabel2|TermLabel3.

For example: *"Continent|North America|Country|United States|States|Alaska"* .

In the example above, if the specified term value 'Alaska' does not exist in the selected term set of the managed metadata column, Docket 365 Migrator checks if the term set is open to creating new terms / values. If yes, Docket 365 Migrator will create the new term / value 'Alaska' under the specified term path "Continent|North America|Country|United States|States" automatically. If the term set does not have the provision to create new terms / values, the specified managed metadata column value 'Alaska' will not be added in the specified term path.

The full term path is required only if the selected term set (for managed metadata column) contains any duplicate values. As a best practice, we recommend you to provide the full term path to update the desired term value.

Please note that the new term value creation depends upon the 'Allow Fill-in settings' option available in the library settings.

Note: The term path should be separated by '|' and multiple term values should be separated by ';'.

The following section describes the data types supported by SharePoint and an example of how to state the value in the metadata file for import.

SharePoint Data Type	Remarks	Example
Yes/No	If any other value appears in the metadata file, other than Yes/No, default value will be assigned.	"Yes" "No"
Text	The text length should not exceed 255 characters.	"This is sample text"
Multi-line Text	The text length should not exceed 255 characters (preferred).	"This is sample text\nThis is sample for multi-line text"
Date and Time	Date or Date & Time can be given in this field. Docket 365 Migrator provides an user option to specify the date mask to use for the date fields in metadata file.	"12/30/2009 10:50 AM" "1/25/2010"
Number	The fixed or floating number can be given to this field. The value should not exceed the numeric boundary.	"10" "3.41"
Currency	The fixed or floating number can be given to this field. Do not use any currency symbol (\$) with this field value. The value should not exceed the currency boundary.	"100" "10000" "1500.67"
Choice (Single value)	Text or Number value can be given to this field. Do not use multiple values unless defined in SharePoint to accept multiple values.	"Male" "15"
Choice (Multiple values)	Text or Number values can be given to this field. The values can be of single or multiple. Multiple values should be separated with ';'.	"Windows 7;Windows Vista; Windows 2003;Windows XP"
Lookup (Single value)	Text or Number value can be given to this field. Do not use multiple	"Windows 7"

	<p>values unless defined in SharePoint to accept multiple values.</p> <p>In this case, you must specify the column value in the metadata file. Dokit 365 Migrator will search for the value in the corresponding column of the referenced list and assign the ID of the first item matching the column value to the lookup column of the imported file, only if the column value exists.</p> <p>Note: If the specified column value is of folder type, the ID of the folder will not be assigned.</p>	
Lookup (Multiple values)	<p>Text or Number values can be given to this field. The values can be of single or multiple. Multiple values should be separated with ';'.</p> <p>In this case, you must specify the column value in the metadata file. Dokit 365 Migrator will search for the value in the corresponding column of the referenced list and assign the ID of the first item matching the column value to the lookup column of the imported file, only if the column value exists.</p> <p>Note: If the specified column value is of folder type, the ID of the folder will not be assigned.</p>	"Stock Details; Accounts; Product Details"
People or Group (Single Value)	<p>User name, AD Group name or SharePoint Group name can be given to this field. The user <i>Login Name (domain\username)</i>, <i>Display Name (John Doe)</i> or <i>E-mail address (someone@example.com)</i> can be used to denote a user account.</p> <p>Do not use multiple values unless the equivalent column defined in SharePoint can accept multiple values.</p> <p>Dokit 365 Migrator will search for the value in the site users list and assign the ID of the matching the user or group name to the People or Group column of the imported file, only if the user or group name exists.</p>	"VOYAGER\Administrator" "BUILTIN\Administrator" "Backup " someone@example.com " "John Doe" <p style="text-align: right;">Owners"</p>
People or Group (Multiple value)	<p>User name, AD Group name or SharePoint Group name can be given to this field. The user <i>Login Name (domain\username)</i>, <i>Display Name (John Doe)</i> or <i>E-mail address (someone@example.com)</i> can be used to denote a user account.</p>	"VOYAGER\User1; BUILTIN\Administrators; Members;Temps" <p style="text-align: right;">Guest</p>

	<p>The values can be of single or multiple. Multiple values should be separated with ';'.</p> <p>Dockit 365 Migrator will search for the value in the site users list and assign the ID of the matching the user or group name to the People or Group column of the imported file, only if the user or group name exists.</p>	
Hyperlink or Picture	The http URL of any resource or picture can be given to this field.	" http://sharepoint/Shared Documents/My Sample File.doc " "http://sharepoint/Pictures/chart.bmp"
Business Data (BDC) / External Data (BCS)	<p>The value of the primary key column in the LOB record can be given to this field. Dockit 365 Migrator will query for the LOB record using the specified value and assign the corresponding ID (when the BDC / BCS column value match is found) of the LOB record to the BDC / BCS column in SharePoint.</p> <p>The BDC / BCS column value along with the filter name can be specified in this field. Dockit 365 Migrator will search for the specified column value in the LOB entity using the given filter and assign the corresponding ID (when the BDC / BCS column value match is found) of the LOB record to the BDC / BCS column in SharePoint. Specify this value in filter name: value format. If the filter name contains colon (:) in its name, specify this value in FILTER:filter name, QUERY:value, where FILTER and QUERY are reserved words.</p> <p>Dockit 365 Migrator also automatically fills-up the column values associated with the BDC / BCS column during migration.</p>	<p>"SBI00008251" "600083"</p> <p>"Company Name:Vyapin" "ID:1000" "Product Name:Dockit for SharePoint"</p> <p>If the filter name contains colon (:) in its name, use the following syntax:</p> <p>"FILTER:Product:Product ID,QUERY:Dockit 365 Migrator" "FILTER:ID:Name,QUERY:1000AX"</p>
Managed Metadata (Single Value)	<p>Text or Number value can be given to this field. Do not use multiple values unless defined in SharePoint to accept multiple values.</p> <p>In this case, you must specify the term label or synonyms of the term label or column value with full term path in the metadata file. Dockit</p>	<p>"Continent North America Country United States States Alaska"</p> <p>"Alaska"</p>

	<p>365 Migrator will search the specified value from the term set selected for the corresponding managed metadata column and assign the ID of the matching term value to the managed metadata column of the imported file, only if the column value exists. The term path should be separated with ' '.</p> <p>Note: If the specified column value is unavailable in the term store, Docket 365 Migrator checks if the term set is open to creating new terms. If yes, Docket 365 Migrator creates the new terms under the term path specified in the metadata file. Otherwise, the specified term will not be assigned for the specific file / folder.</p> <p>If you specify the term label in the metadata file, Docket 365 Migrator will search the specified term value and assign the first matching term value for the corresponding managed metadata column.</p>	
<p>Managed Metadata (Multiple Values)</p>	<p>Text or Number values can be given to this field. The values can be of single or multiple. Multiple values should be separated with ';'.</p> <p>In this case, you must specify the term label or synonyms of the term label or column value with full term path in the metadata file. Docket 365 Migrator will search the specified value from the term set selected for the corresponding managed metadata column and assign the ID of the matching term value to the managed metadata column of the imported file, only if the column value exists. The term path should be separated with ' '.</p> <p>Note: If the specified column value is unavailable in the term store, Docket 365 Migrator checks if the term set is open to creating new terms. If yes, Docket 365 Migrator creates the new terms under the term path specified in the metadata file. Otherwise, the specified term will not be assigned for the specific file / folder.</p> <p>If you specify the term label in the metadata file, Docket 365 Migrator will search the specified term value and assign the first matching term value for the corresponding managed metadata column.</p>	<p>"Continent North America Country United States States Washington;Continent North America Country United States States California;Continent North America Country United States States Alaska"</p> <p>"Washington;California;Alaska"</p>

Task Outcome	Text or Numeric value can be given to this field. Do not use multiple values for this column type.	"Complete" "4"
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The following tables below describe the syntax to be used in the external metadata file for single values / multi values for the following data types in SharePoint:

- Choice*
- Lookup
- Person or Group

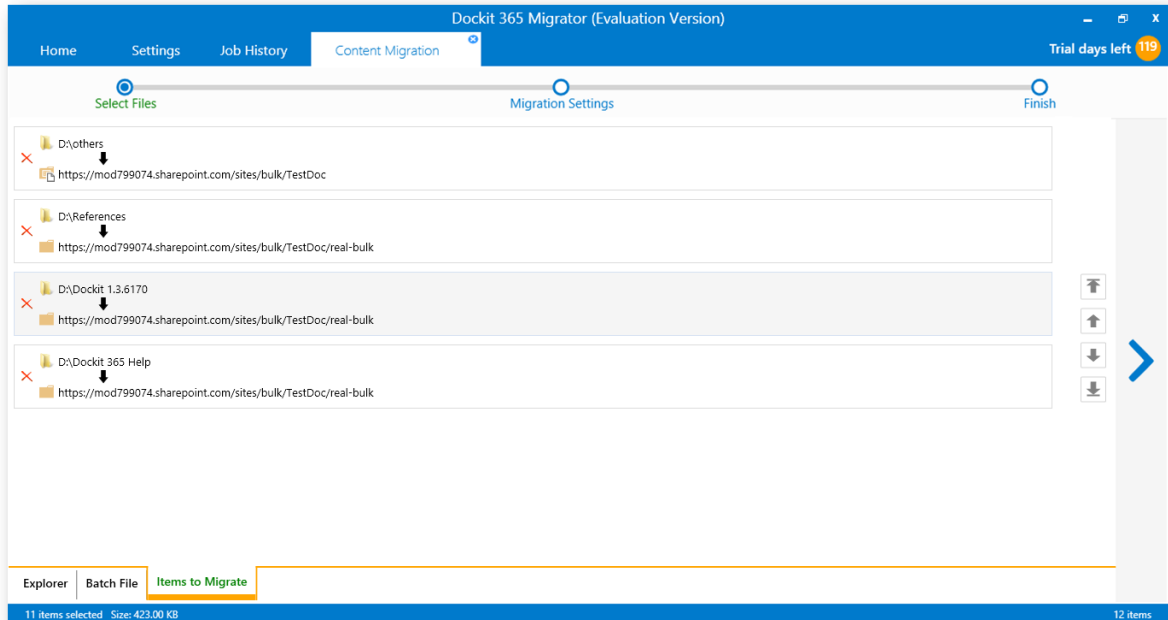
Single Value	Example	Final Result
In case single value contains ';' as part of its value, you can separate the values using ';#'.	";#Windows Live Spaces; Mesh;#"	<u>Windows Live Spaces; Mesh</u>
In case single value contains ';#' as part of its value, escape these characters by preceding them with a semicolon and separate the values using ';#'. * - The delimiter ';#' is a reserved character pattern in the Choice field column. The single value should not contain ';#' as part of its value to be assigned to the Choice field column in SharePoint.	";#Windows Live;;#Mail;#"	<u>Windows Live;#Mail</u>

Multi-Value	Example	Final Result
In case multi-value contain ';' as part of its value, you can separate the values using ';#'.	";#Windows Live Spaces; Mesh;#Windows Azure;#Windows HPC;#"	<u>Windows Live Spaces; Mesh;#Windows Azure;#Windows HPC</u>
In case multi-value contain ';#' as part of its value, escape these characters by preceding them with a semicolon and separate the values using ';#'. * - The delimiter ';#' is a reserved character pattern in the Choice field column. The multi-value should not contain ';#' as part of its value to be assigned to the Choice field column in SharePoint.	";#Windows Live;;#Mail;#Windows Photo Gallery;#"	<u>Windows Live;#Mail;#Windows Photo Gallery</u>

Items to Migrate

1. From File explorer you can either drag and drop files to SharePoint explorer or simply select files from file explorer Right Click and Select **Add to SharePoint** to add files to Items to migrate.

The Items to migrate appears as shown below:

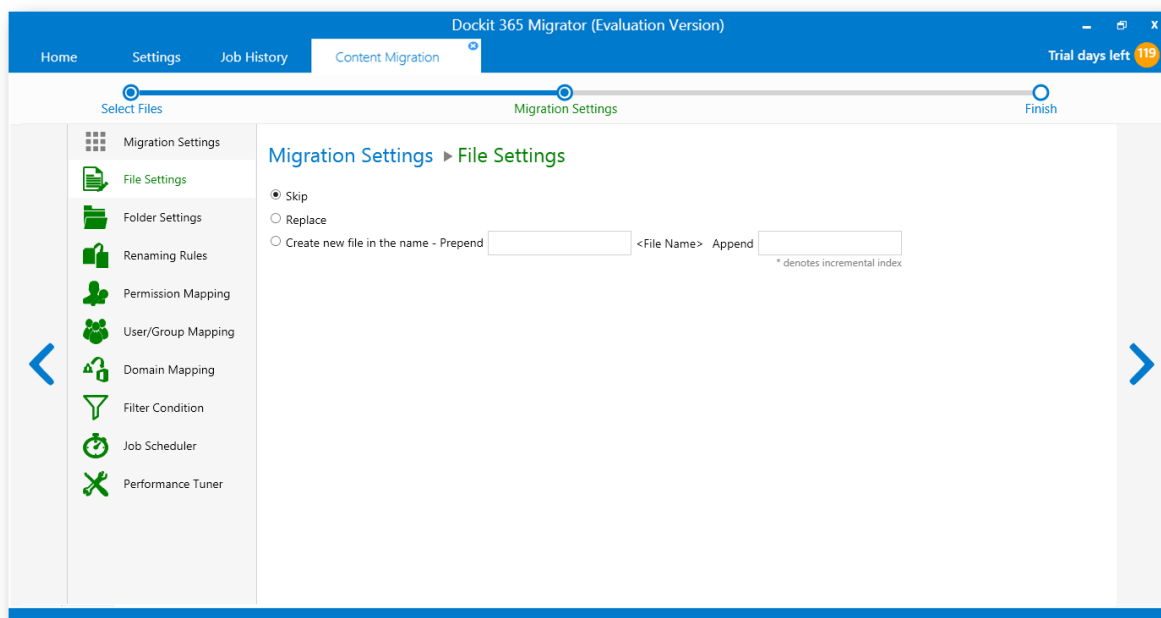


2. The selected folders and files added for import will be displayed in the **Items to Migrate** page. Docket 365 Migrator processes the top-level folders and files added for import in the order in which it appears in the **Items to Migrate** page. The import process order can be changed by the **navigation** buttons available in the right side of the page. You can remove the files and folders added for import by clicking Red **X** beside the files.
3. Click > button to proceed.

File Settings

To specify the action to be taken by Docket 365 Migrator when a file with the same name already exists in the destination location:

1. The **File Settings** step appears as shown below:



2. Select any one of the following options given below:

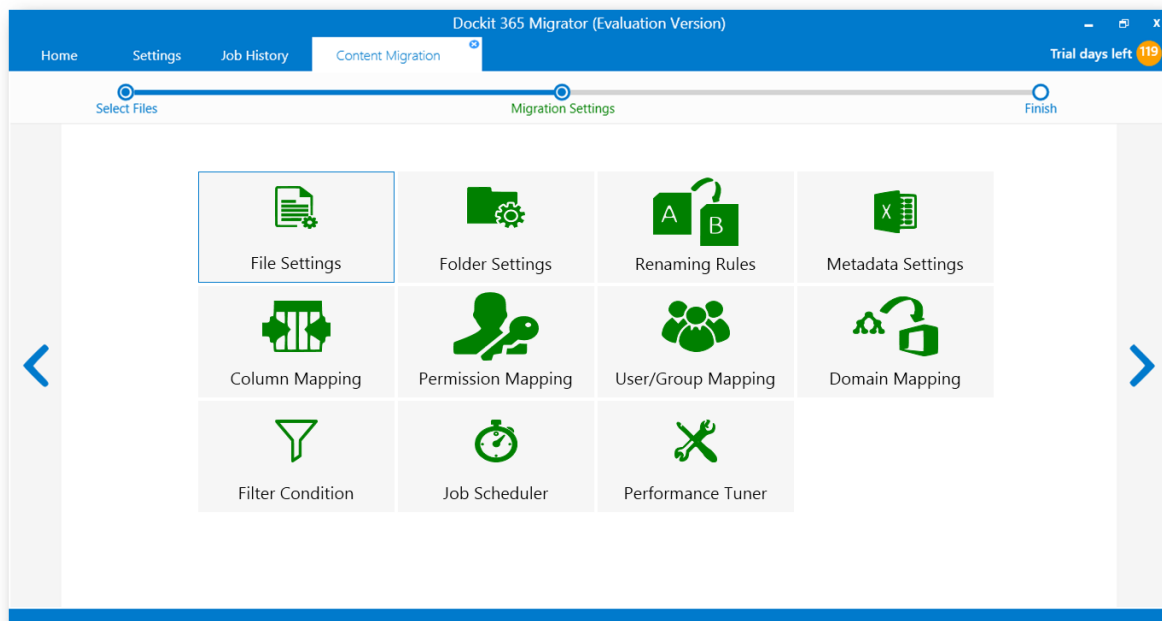
- a. **Skip** - Skips the file without overwriting.
- b. **Replace** - Deletes the file from the destination location (along with its version history) and imports the source file.
- c. **Create new file** - Creates a new file by appending and prepending the user defined characters with the source file name and imports the newly created file. **Note:** * is the reserved character and denotes incremental index. For example, if a document named 'Sample.docx' already exists in the target location, Docket 365 Migrator will create a new file with the name as 'Sample1.docx'.

3. Click on **Renaming Rules** or **>** to proceed.

Folder Settings

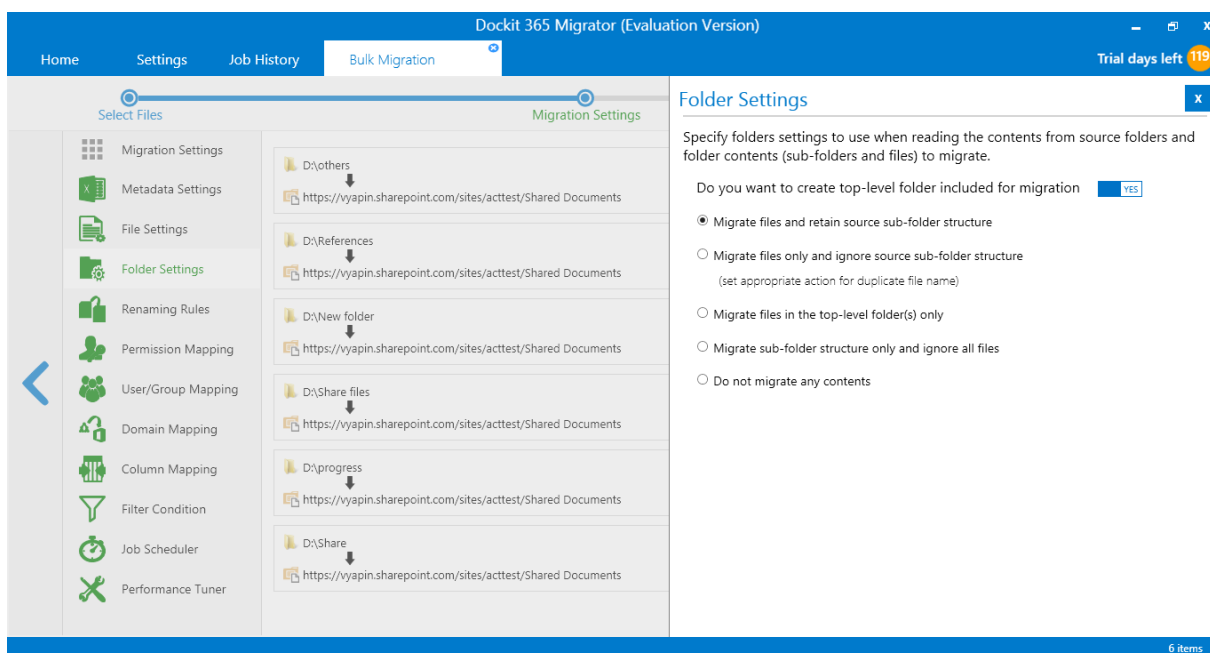
To make the migration process easier for users, Docket 365 Migrator provides an ability to specify the contents to migrate from the source folder structure. To specify the folder settings to use in the destination SharePoint Online library and the necessary files to migrate, perform the steps as given below

1. Select **Folder Settings** step appears as shown below



Use **Settings** to edit the folder traversal option for folders that are added in Items added migration:

A Folder Traversal dialog appears as shown below:



Select any of the following folder options given below to specify the contents to be imported from the source folders in file system:

- a. **Migrate files and retain source sub-folder structure** - This option imports folders and files exactly as they are in source file system. The source folder structure in the file system will be retained in the destination location.
- b. **Migrate all files including sub-folders, but ignore sub-folder structure** - This option imports files only and ignore its source folder structure in the file system. Note: Specify the appropriate options in **File Settings** step to handle situations where same filenames may be available for more than one file in different source folder hierarchy (sub-folders).

- c. **Migrate files in the top-level folders only** - This option Migrates files available in the top-level folders only. Docket 365 Migrator will not traverse the sub-folders within the top level folders.
- d. **Migrate sub-folder structure only and ignore all files** - This option creates the sub-folder structure in the destination location and ignores all files that are available within the added folder and sub-folders.
- e. **Do not Migrate any contents** - This option does not import any contents (sub-folders and files) from the source folder added for import. This option will be useful when you want to create the top-level folder only and ignore all its contents.

Note: Folder Traversal option is not applicable for file.

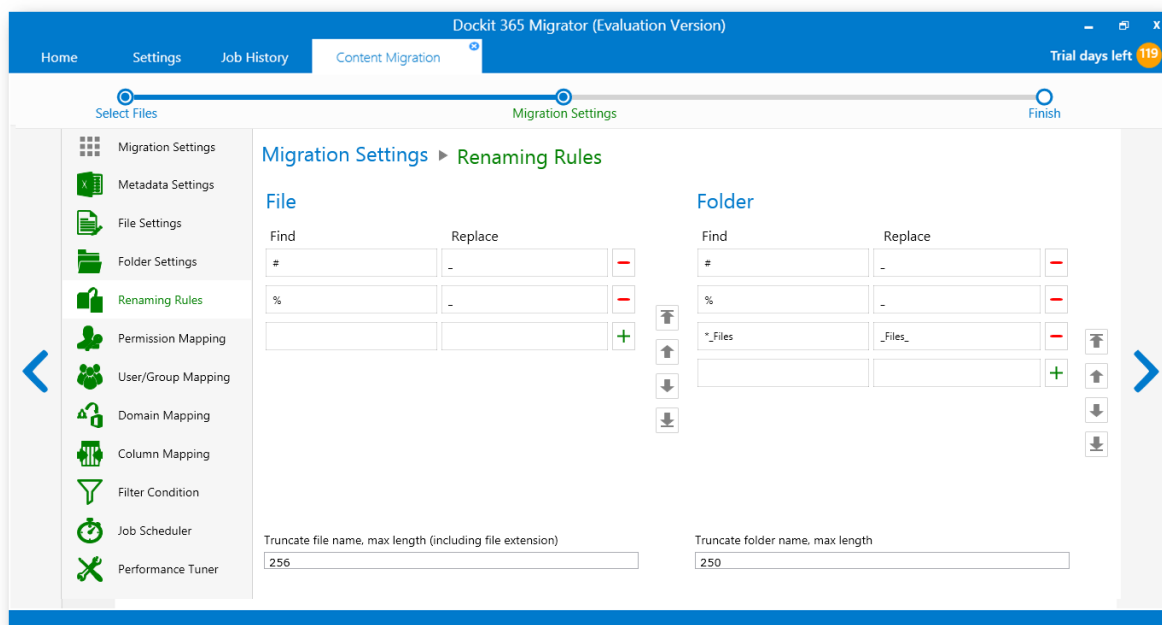
Renaming Rules

SharePoint does not permit certain characters in folder and file names. Docket 365 Migrator provides an ability to rename invalid character(s) to valid character(s) and also support any character(s) to be renamed using rules, thereby eliminating the tedious step of renaming the source folders / files.

Docket 365 Migrator uses 'Regular Expressions' technique which enables you to create generic renaming rules in order to specify the pattern for file name conventions in Renaming rules page. The 'regular expressions' technique is widely used in software where pattern matching is crucial.

Also, this technique defines some of the operators ([- ! " \$ & ' () * + , . / : ; < = > ? @ [\] _ ` { | }] ^) as reserved and have their own meaning in the pattern syntax. If any of these operators are placed in your file name and you wish to replace with some other string, you need to use '\' (backslash) as an escape sequence character in Docket 365 Migrator Renaming Rules, which will suppress its role and treat them as normal characters like 'A', '1'. Otherwise, there is a chance to misinterpret your rule and hence the resultant file name may not be as expected.

The renaming rules page will appear as shown below:



1. Folder Renaming Rule:

You can add or remove rules for folder renaming rule. This helps to rename invalid characters in SharePoint to a valid folder name.

Truncate folder names:

Truncate long folders names by specifying the folder name length to use before importing them to a SharePoint library.

Select appropriate checkbox for folder and enter a valid character length for folder.

Note: Docket 365 Migrator leaves the source folder name as-is if the folder name length is less than the specified value and truncates if the length exceeds the value before importing them to SharePoint.

2. File Renaming Rule:

You can add or remove rules for file renaming rule. This helps to rename invalid characters in SharePoint to a valid file name.

Truncate file names:

Truncate long file names by specifying the file name length to use before importing them to a SharePoint library.

Select appropriate checkbox for file and enter a valid character length for file name.

Note: Docket 365 Migrator leaves the source file name as-is if the file name length is less than the specified value and truncates if the length exceeds the value before importing them to SharePoint.

Sample Renaming Rules

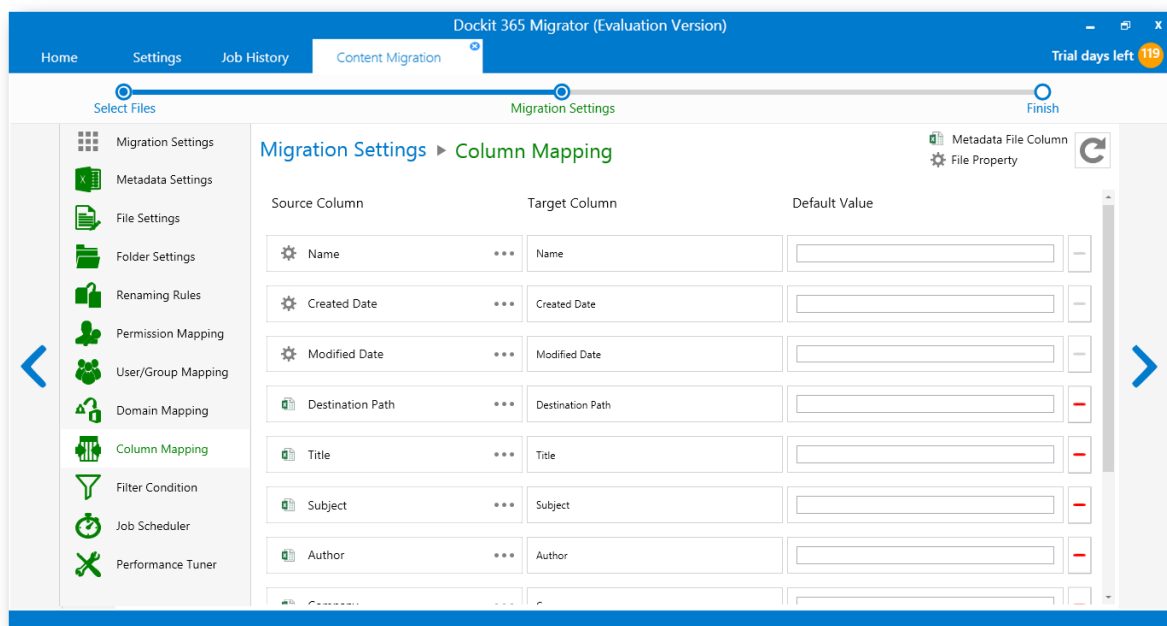
Sample renaming rules:


File Name	Find	Replace	Result	Remarks
SampleV1	*V1	{empty}	Sample	Truncate V1, if the file ends with V1
SampleV1	*V1	A	SampleA	Replace V1 with A, if the file name ends with V1
Hello_World	Hello_*	{empty}	World	Truncate Hello_, if the file name starts with Hello_
Hello_World	*_World	{empty}	Hello	Truncate _World, if file name ends with _World


SampleV1	v?	{empty}	Sample	Truncate V and the file name character following it (immediately succeeding character), if the file names contains V and followed by any one character.
Sample	?p	{empty}	Sale	Truncate one character preceding the letter p in the file name.
SampleV12	V??	{empty}	Sample	Truncate two characters following the character / letter V in the file name.
SampleFileVersion	*File*	{empty}	SampleVersion	Truncate the word 'File' in any position in the file name.
Sample.Matrix	\.	Dot	SampleDotMatrix	Example of escape sequence for .
Sample?File	\?	Text	SampleTextFile	Example of escape sequence for ?
Hello*World	*	{empty}	HelloWorld	Example of escape sequence for *
Sample\$	\\$	Dollar	SampleDollar	Example of escape sequence for \$
Sample^File	\^	{empty}	SampleFile	Example of escape sequence for ^
Sample+Document	\+	Plus	SamplePlusDocument	Example of escape sequence for +
Hello<World	\<	{empty}	HelloWorld	Example of escape sequence for <
Hello>World	\>	{empty}	HelloWorld	Example of escape sequence for >
[Document	\[Word	WordDocument	Example of escape sequence for [
Word]	\]	Document	WordDocument	Example of escape sequence for]
(File	\(Sample	SampleFile	Example of escape sequence for (
Sample)	\)	Document	SampleDocument	Example of escape sequence for)

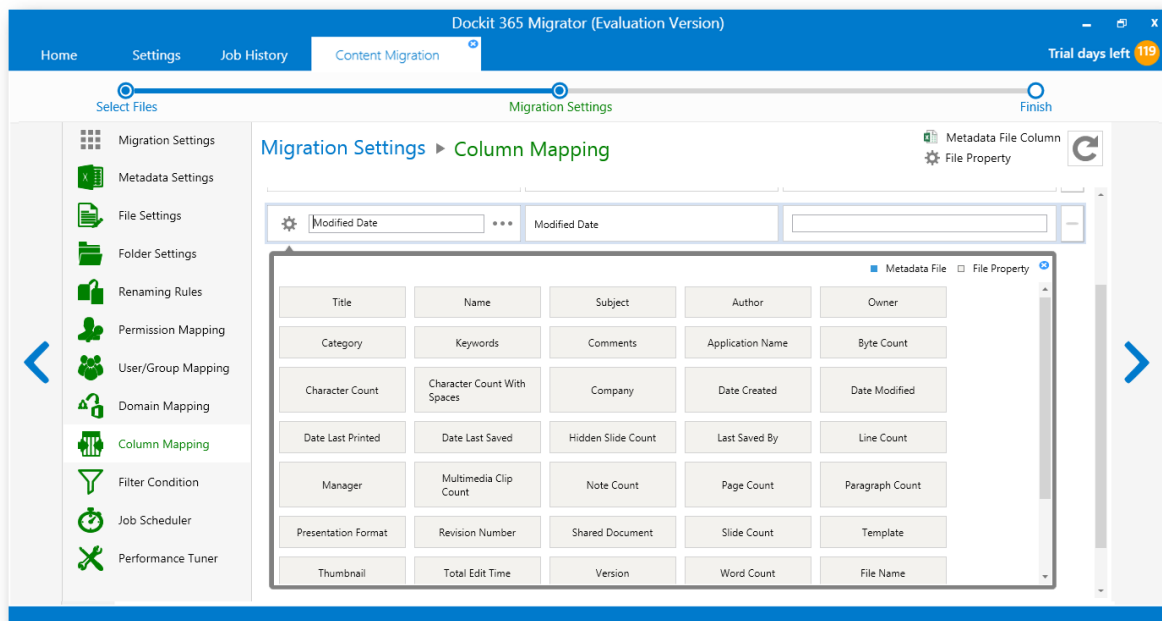
Column Mapping

Column mapping screen will appear as shown below.



You can click on  to load all columns from metadata file.

You can select a column to map by clicking on  to get a list of file and metadata properties.



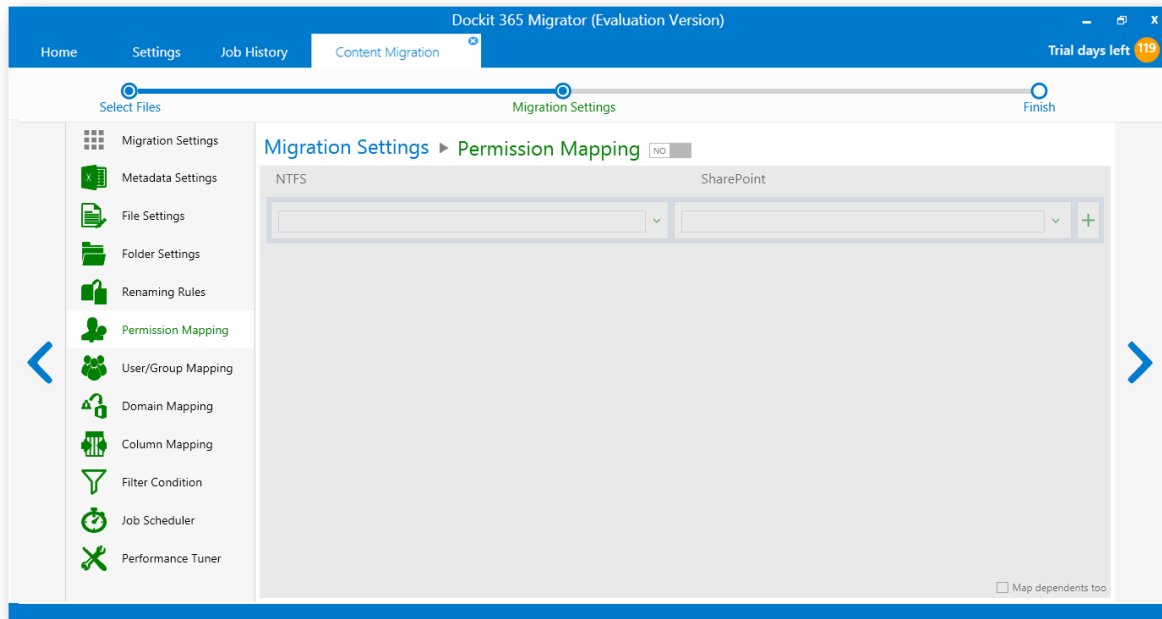
- a) **File Properties** - gives a list of available file system columns.
- b) **Metadata Properties** - gives a list of columns available in metadata file.

Click > to proceed.

Permission Mapping

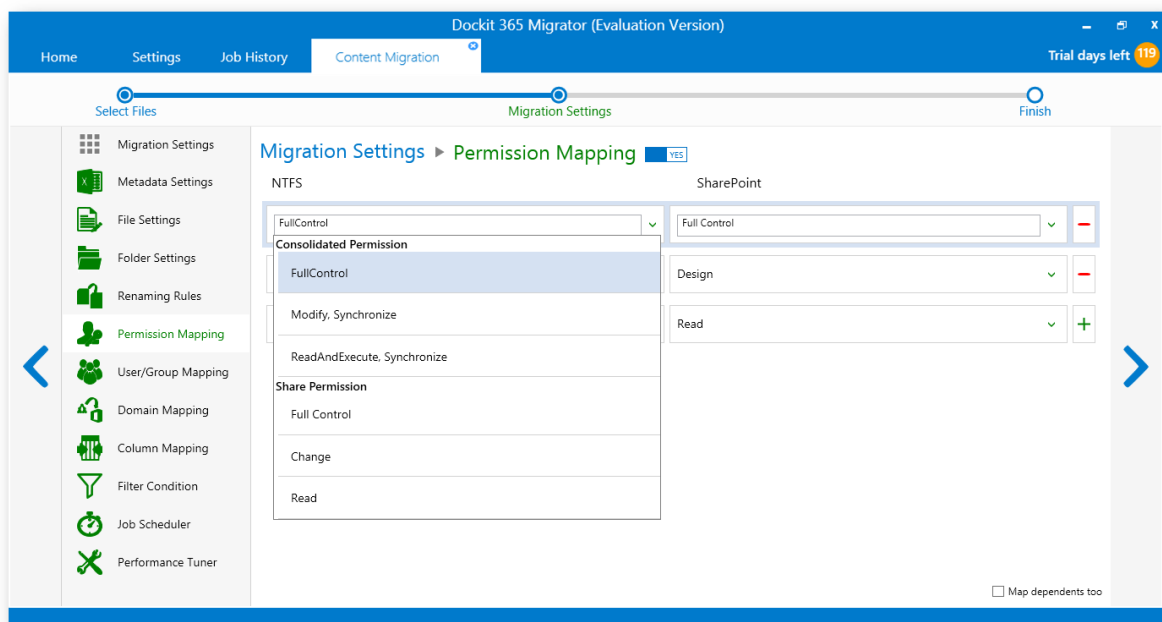
Dockit 365 Migrator uses permission mapping to map the NTFS permissions to its equivalent SharePoint permission levels and it uses various mapping such as user / group and domain mapping in separate tab.

The Migrate Permission option will allow you to map permission. It appears as shown below.



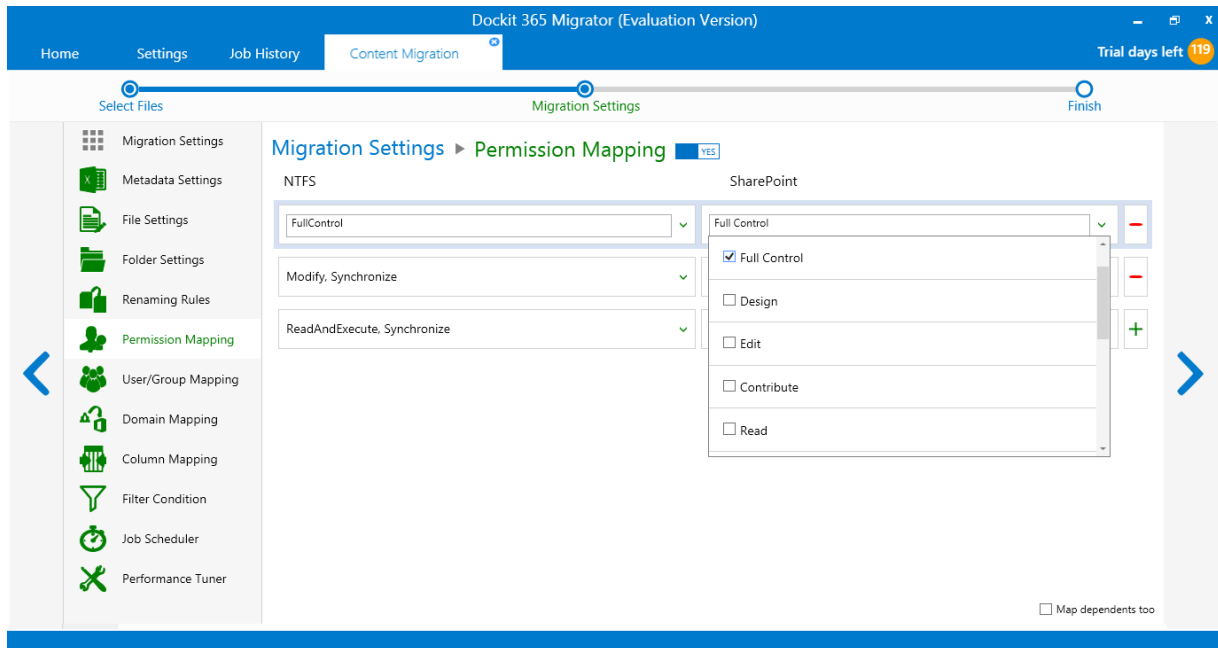
1. Source Permission

Dockit 365 Migrator automatically loads the list of source permissions from items to migrate.



2. Target Permission

Dockit 365 Migrator automatically loads the list of target permissions from the connected site.



See the following sections for more information

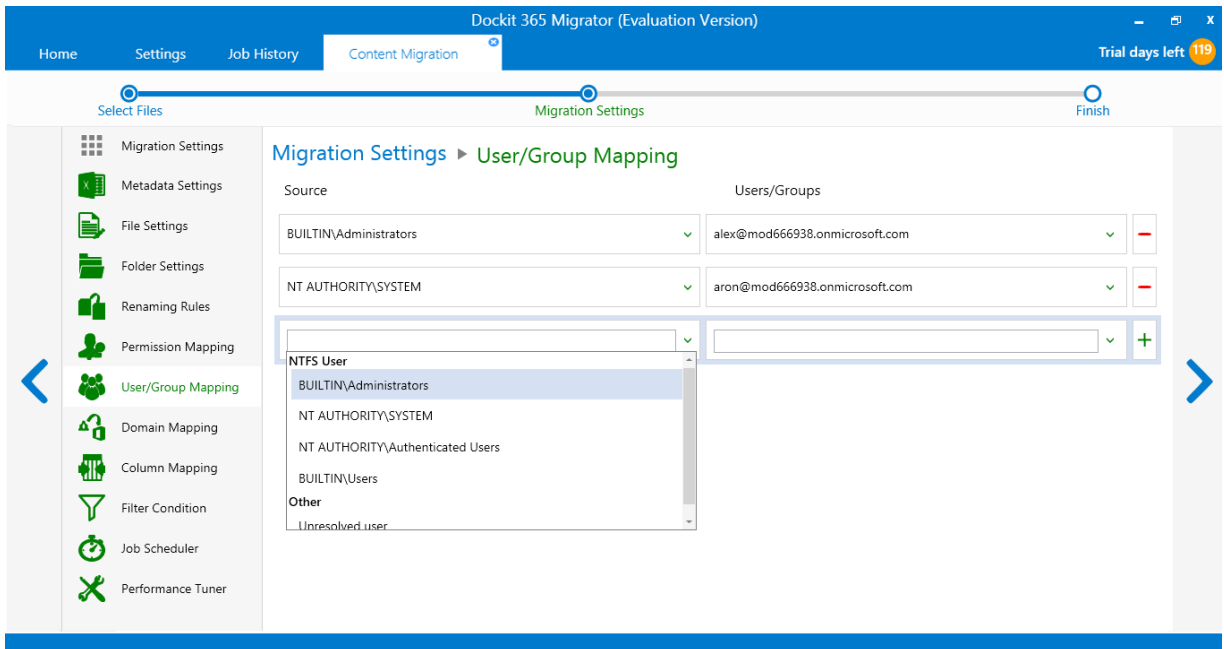
- [User Mapping](#)
- [Domain Mapping](#)

User Mapping

Dockit 365 Migrator uses user / group mapping to replace the unavailable user / group with valid SharePoint user / group while migration.

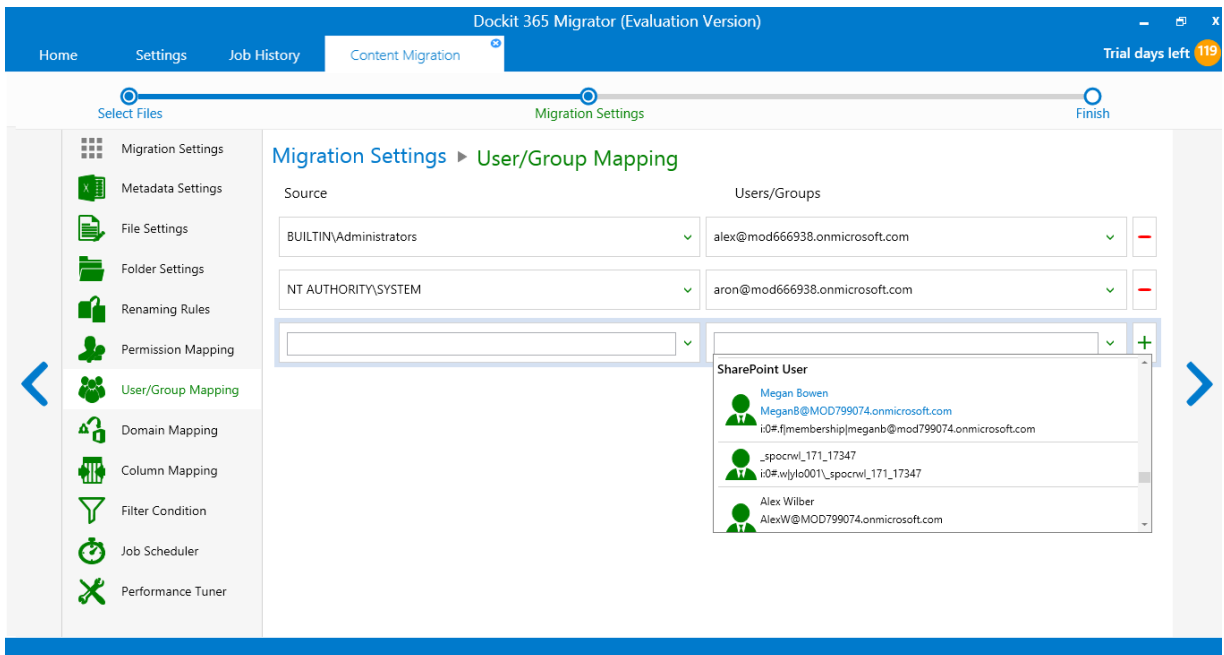
1. Source User

Dockit 365 Migrator user / group mapping enables you to load the list of source users from items to migrate.



2. Target User

Docket 365 Migrator automatically loads the list of target users / groups from the connected site.

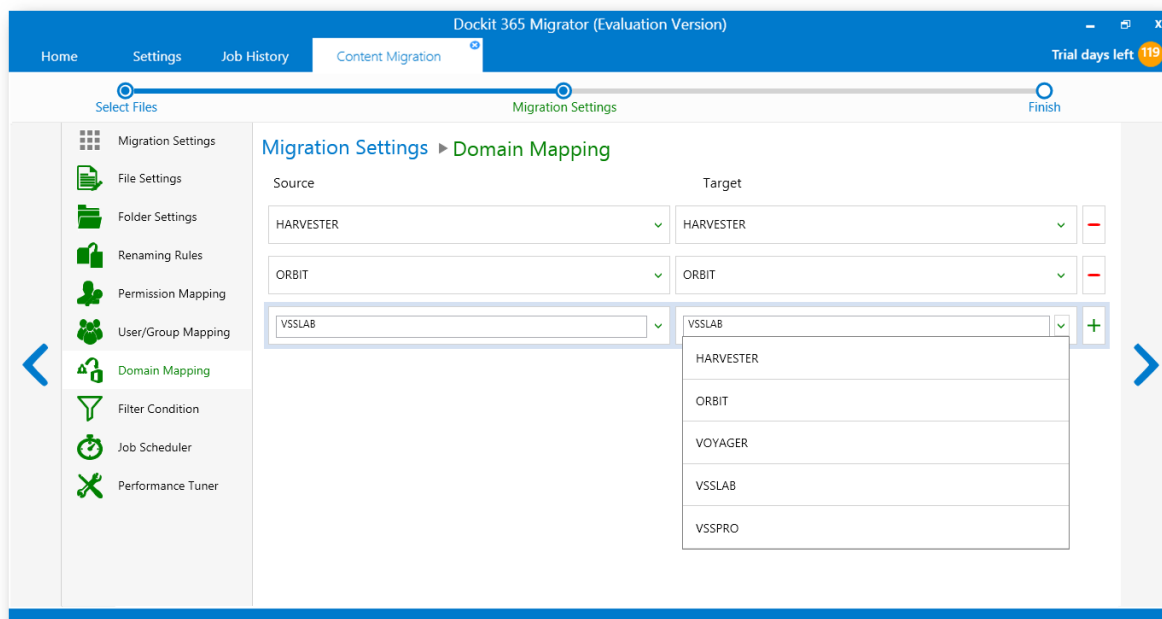
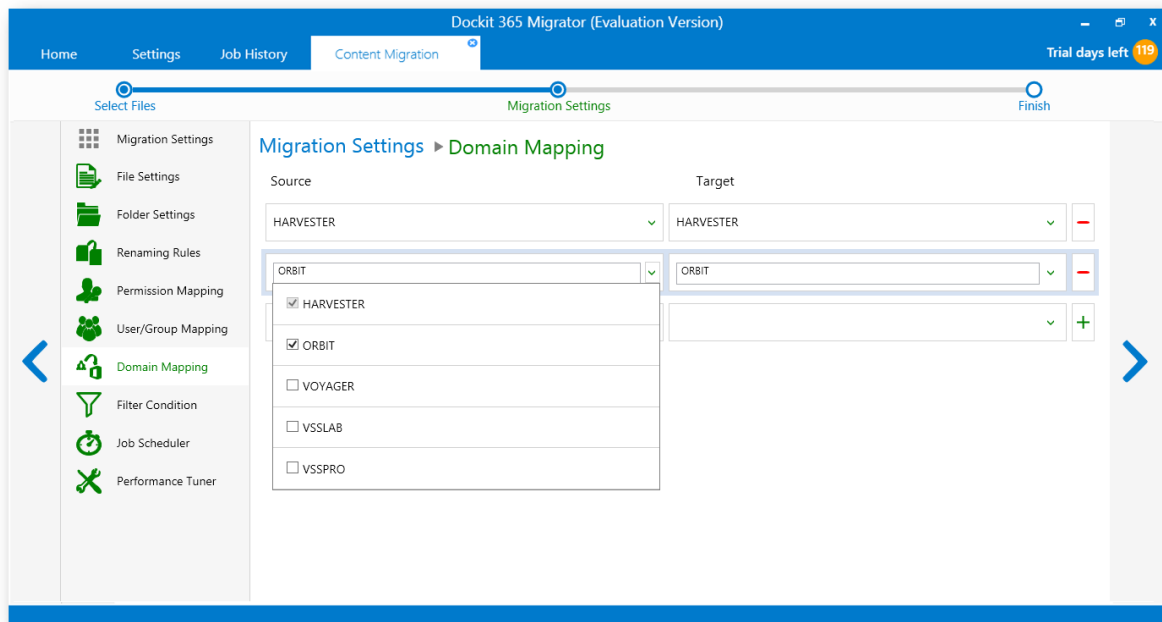


You also have the option to enter the user / group of your own in user mapping.

Domain Mapping

Dockit 365 Migrator uses domain mapping to replace the unavailable domain with the valid domain while assigning permissions (users / groups) for the folder / file imported to SharePoint.

Dockit 365 Migrator domain mapping enables you to load the list of domains available with the network and it appears in both source and target items as shown below.

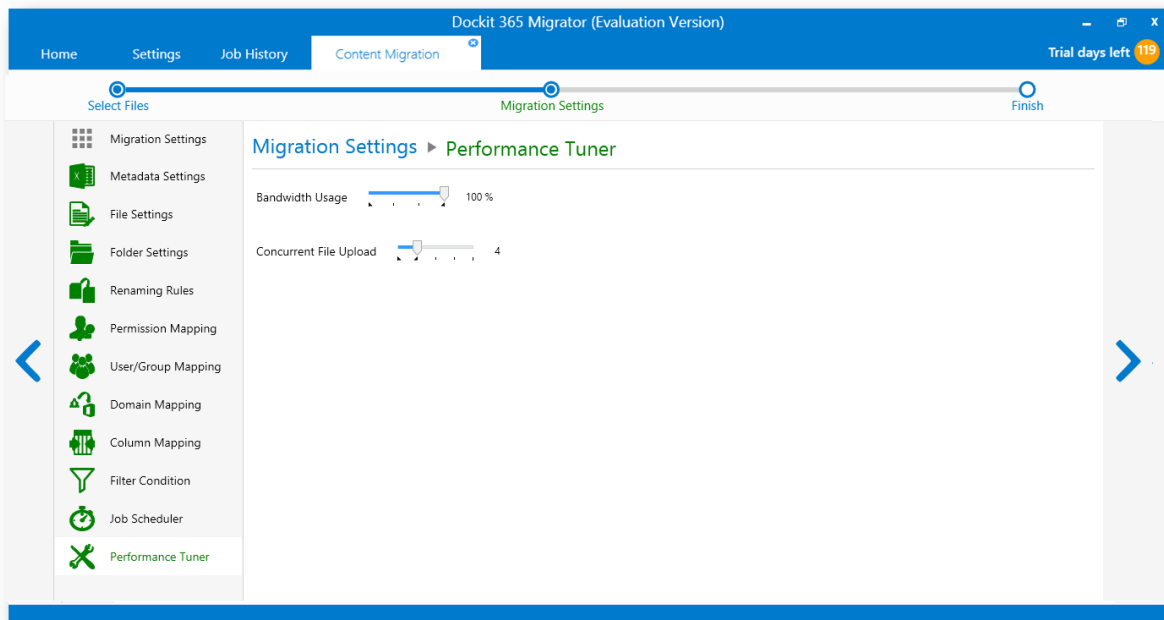


Select appropriate source domain (s) from the domain list and select the target domain to map from the list of available target domains. And also have the option to enter the domain names of your own in domain mapping. Dockit 365 Migrator allows you to enter either domain names or UPN suffixes under the text boxes. For example research, vyapin.onmicrosoft.com etc...

Note: As for entering free texts, multiple source domains can be entered, separated by comma.

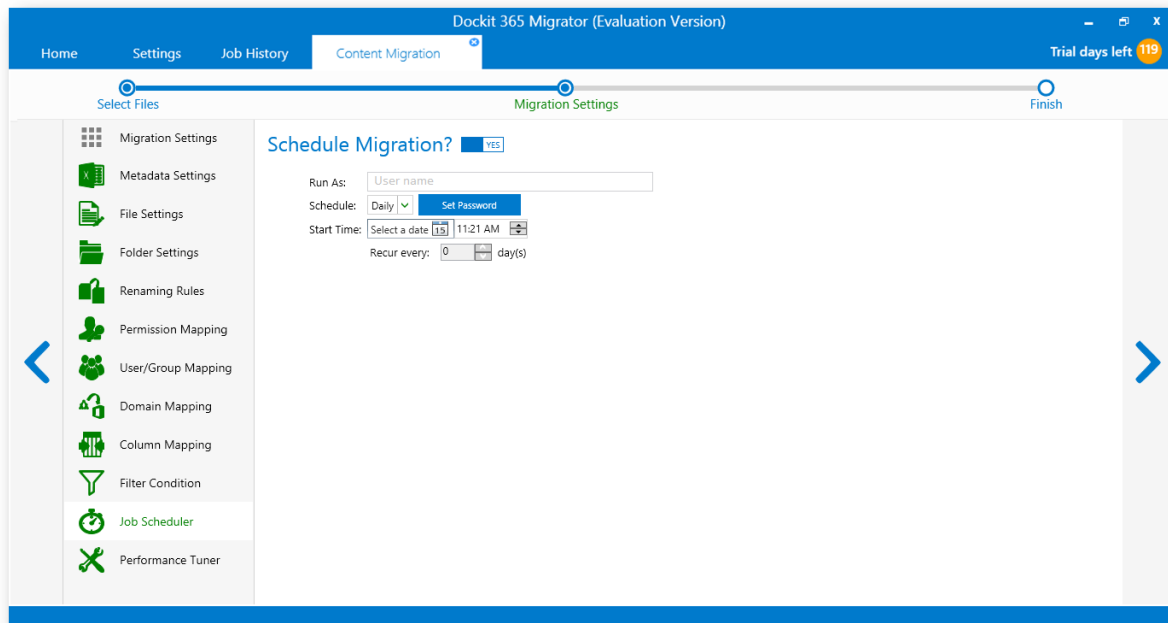
Performance Tuner

To set percentage of Network bandwidth that Docket 365 Migrator can use during migration and number of files that can be uploaded concurrently to improve performance.



Schedule Settings

1. The **Job Schedule Settings** step appears as shown below:

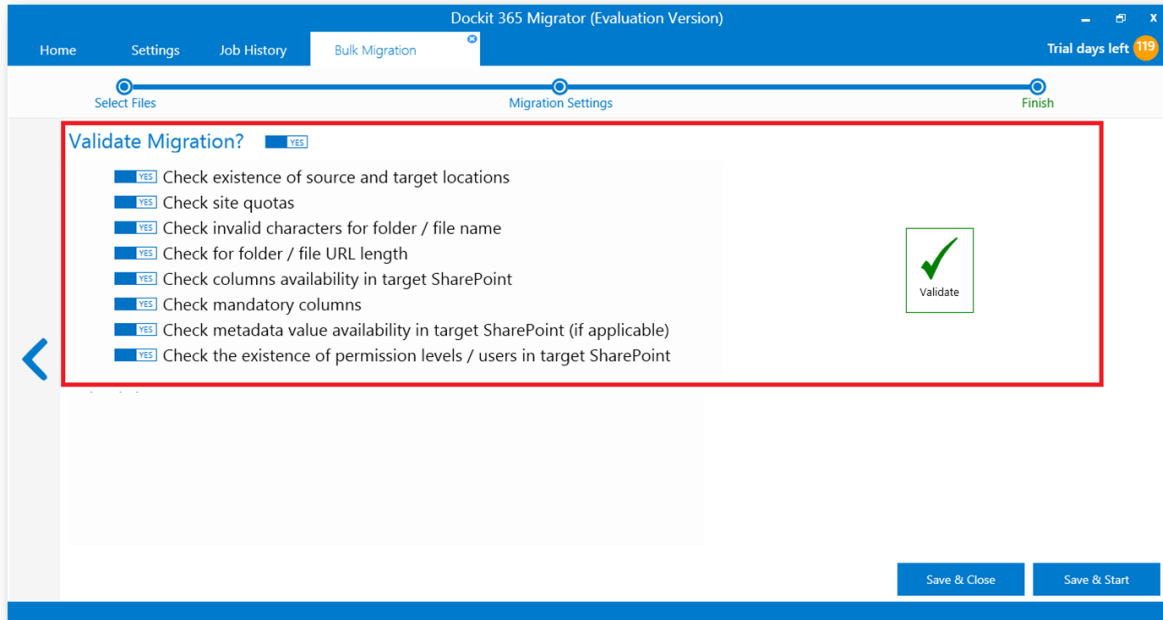


2. Select a Schedule type from **Schedule** drop-down menu.
3. Click **Set Password** to specify Username and Password to run the task.
4. Click **Save**, a windows scheduled task will be created.

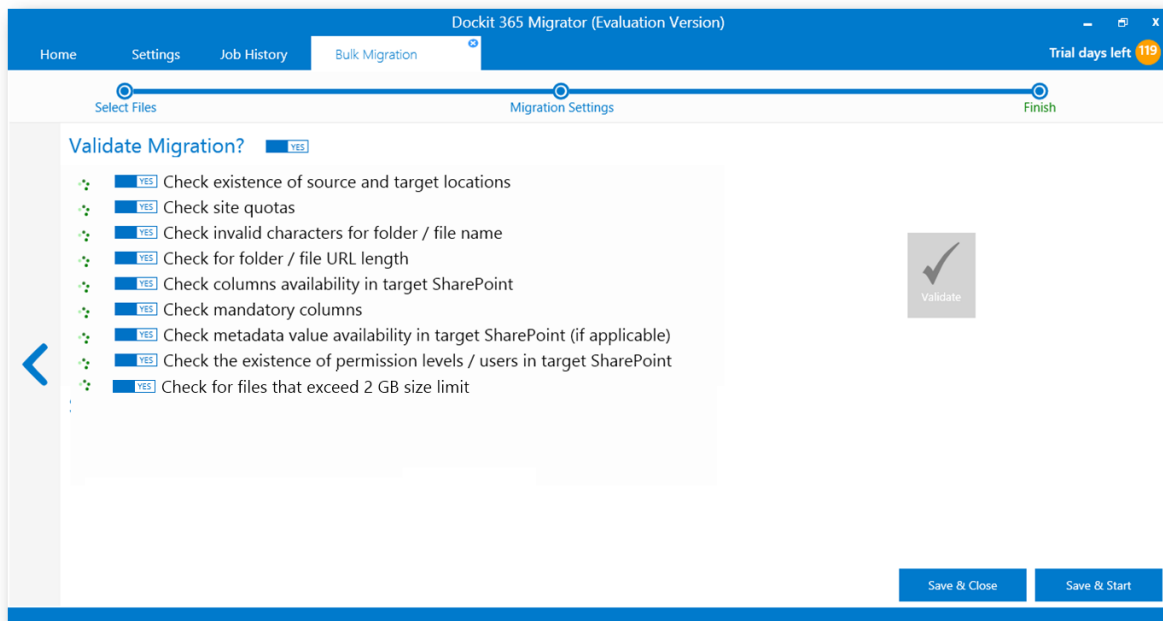
Pre-Validation


Pre-migration Validation tool helps you validate the exact steps performed by DocKIT 365 Migrator during the migration process. This tool does not migrate any files to the destination location. Most common errors can be identified by using this tool. You may run the Pre-migration Validation tool when there are any changes to migrate job settings or any SharePoint settings to ensure correctness.

The **Pre-migration Validation** step in the DocKIT 365 Migrator validation page appears as shown below:



Click Validate button to invoke the Pre-migration Validation tool. You will notice the validation progress as shown below:



Once the Pre-migration validation is complete,  icon will be enabled. Click to view the Pre-migration validation test results. The result will be shown as below

Dockit 365 Migrator (Evaluation Version)

Home Settings Job History Bulk Migration Trial days left 119

Select Files Migration Settings Finish

Check columns availability in target SharePoint

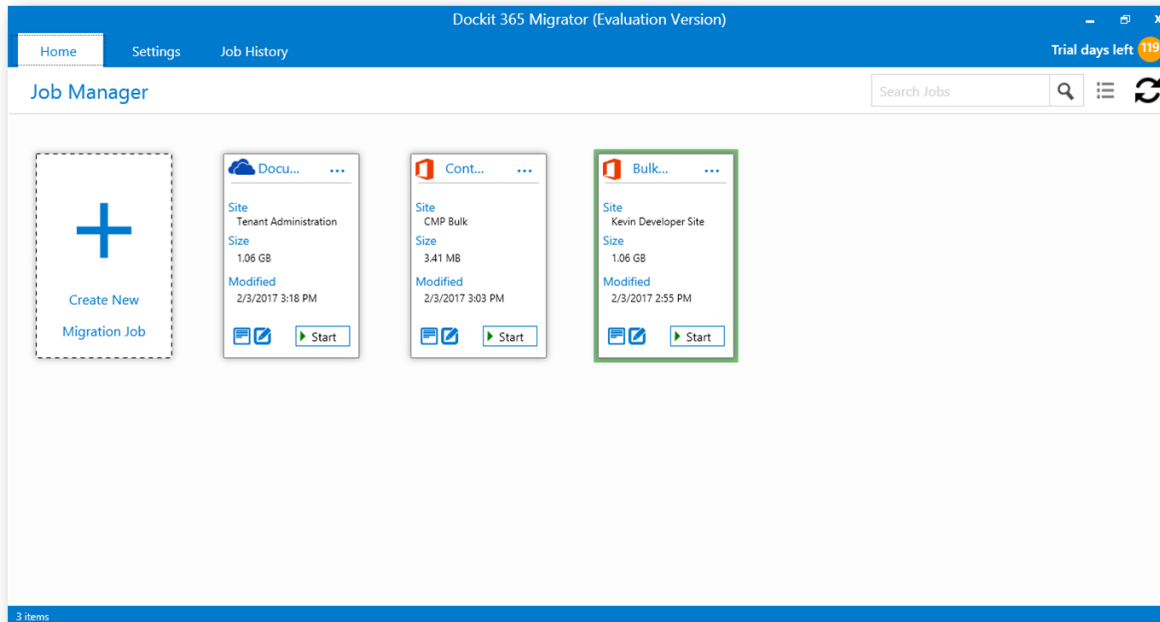
Source	Destination	Remarks
C:\Users\karthikeyan\Desktop\Finance Documents	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\ES04.wmv	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\ADO.NET Connection.pdf	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\AdventureWorksLT1.pdf	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\ASP FAQ.pdf	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\Best Practices for Ensuring Application Reusability.pdf	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\Claims-based Identity Second Edition device.pdf	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\CLR_via_Csharp_3rd_Edition.pdf	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library
D:\Share\Others\CQRS_Journey_Guide.pdf	https://vyapin.sharepoint.com/sites/kevin/Mirror Documents	Company mapped column(s) not available in destination library

Save & Close Save & Start

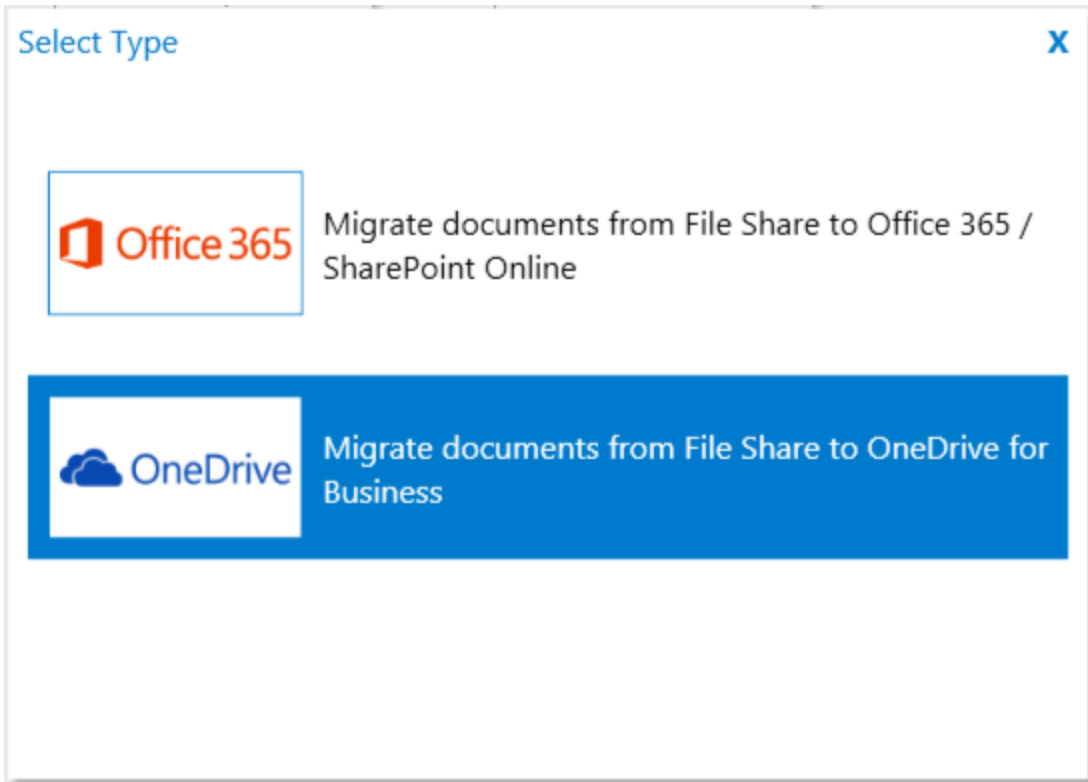
File Share to OneDrive for Business

To create a new migration job to import folders and files from File System to OneDrive for Business:

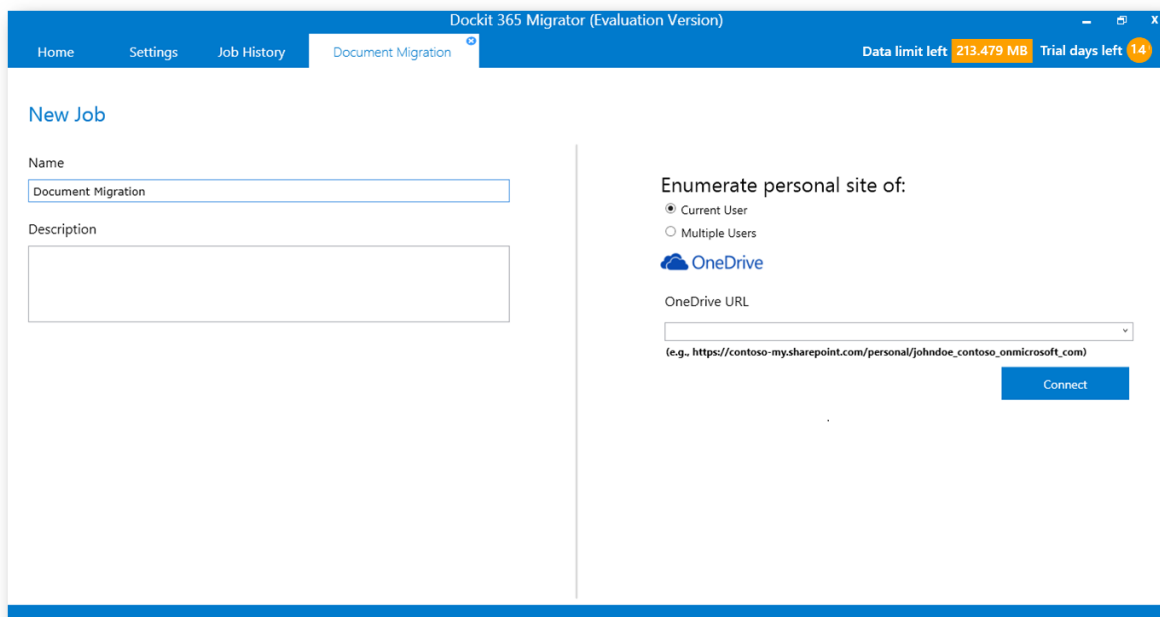
1. Click **Create New Migration Job** on Job Manager Page as shown below.



2. Select **OneDrive** from **Select Type** popup as shown below.



3. The **New Job** page appears as shown below. Enter **Job Name**, **Description (Optional)**, and specify OneDrive URL based on the selected scope under **Enumerate personal site of:** and click **Connect**

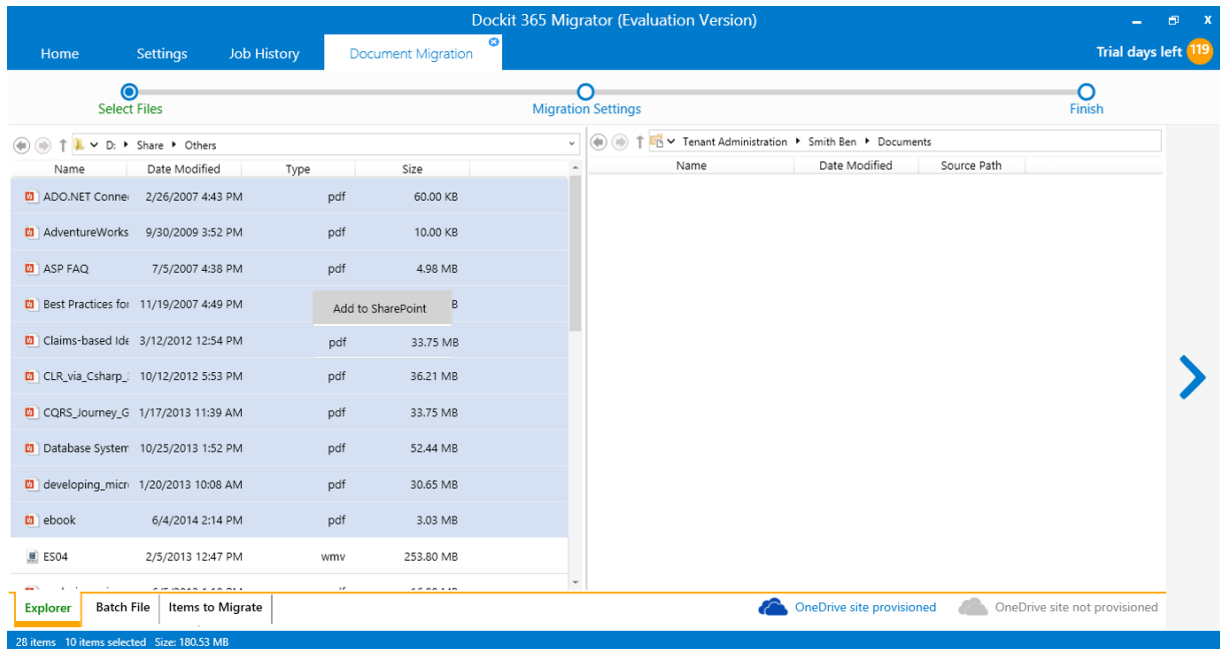



Enumerate personal site of:

Current User: This option helps you migrate documents to current user's OneDrive location.

Multiple Users: This option helps you migrate documents to multiple user's OneDrive locations by providing SharePoint admin center URL.

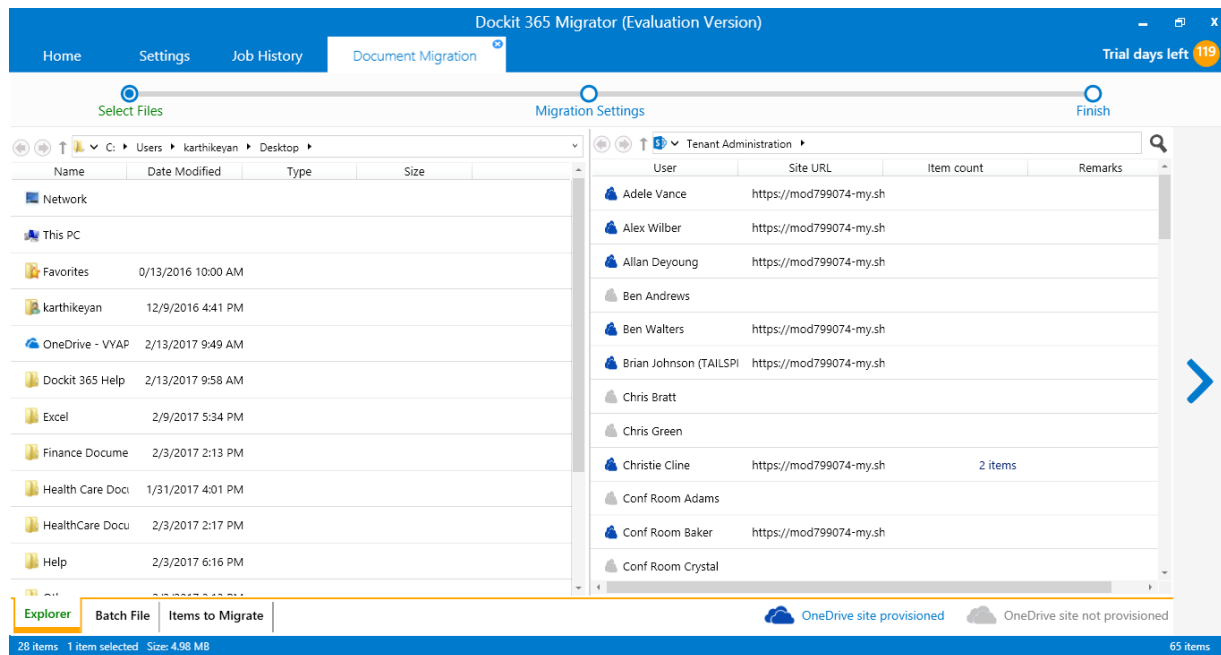
4. **Drag and Drop** files from File share (Left Pane) to OneDrive users (Right Pane) or Select files and Right click file share, select **Add to SharePoint**.



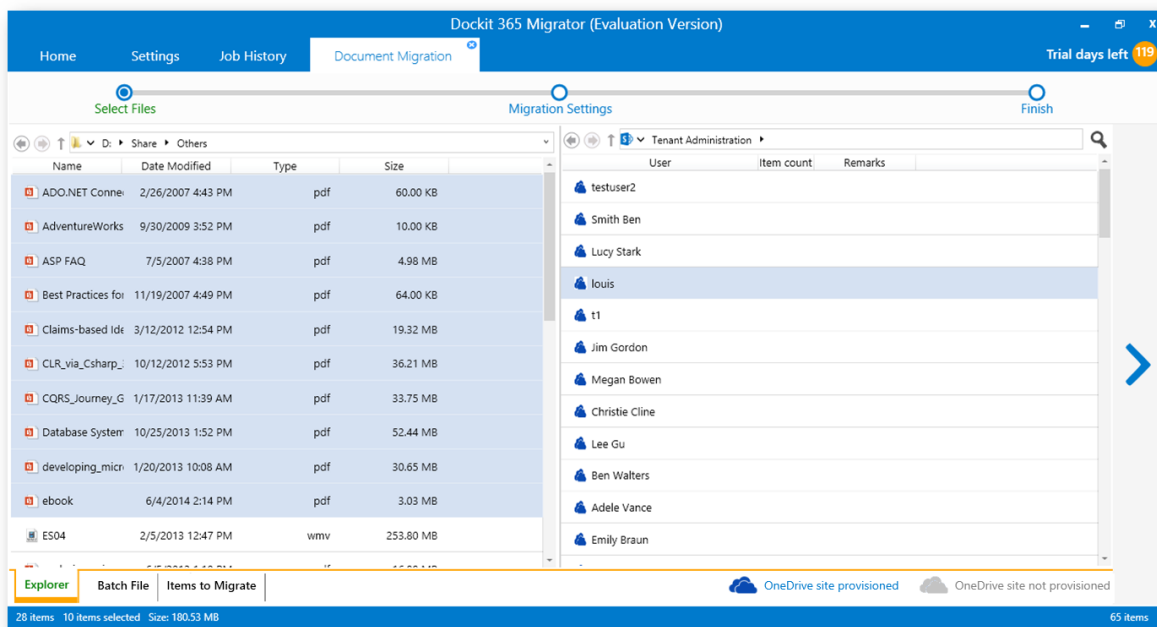
5. Click **Items to Migrate** on Right pane to check the list of files selected for migration, also you can remove files by clicking the Red **X**.
6. Specify [Renaming Rules](#)
7. Specify [Permission Mapping](#)
8. Specify [Threshold Settings](#)
9. Specify [Schedule Settings](#)
10. Click **Save & Close** button to create and close the job, or click **<** button to navigate to previous page to change any job settings.
11. After saving the job, it will be listed on the Job Manager page. You can click on  to initiate the migration process.

OneDrive Users

1. Upon selecting "Multiple Users" option, you will see all available users in your Office 365 tenancy as shown below.



- It helps you associate each user's file share to respective OneDrive personal site easily. **Drag and Drop** share folder from Left Pane to respective user.



If OneDrive personal site is not readily available for a user, Docket 365 Migrator will automatically provision the site and migrate documents to it.

Batch File

The following section gives you the guidelines to create a batch file(.xlsx) for Import folders, files and metadata to target Libraries.

The first row of the batch file should contain the following field names as headers. The reserved headers used by Dockit 365 Migrator in batch file are as follows:

1. **Path:** The 'Path' column should contain the path of the source document / folder.
2. **Destination Path:** The 'Destination Path' column should contain the target location where the source gets moved.
3. **New Folder:** The column 'New Folder' is an optional column in the batch descriptor file. Using this column, you can provide the relative path to be created in the respective destination location given under 'Destination Path' column prior to importing the contents. For instance, please see the batch descriptor file snippet given below:

Path	Destination Path	New Folder
M:\MyDocument\Sample File.xlsx	http://sharepoint/technical documents/folder1	folder2/folder3

Dockit 365 Migrator automatically creates the folders (folder2/folder3) specified in the column 'New Folder' underneath the specified destination location (folder1). The 'Sample File.xlsx' will be imported into the new destination location 'https://contoso.my.sharepoint.com/personal/johndoe_contoso_onmicrosoft_com documents/folder1/folder2/folder3'.

Another batch file structure for OneDrive Multiple users as follows:

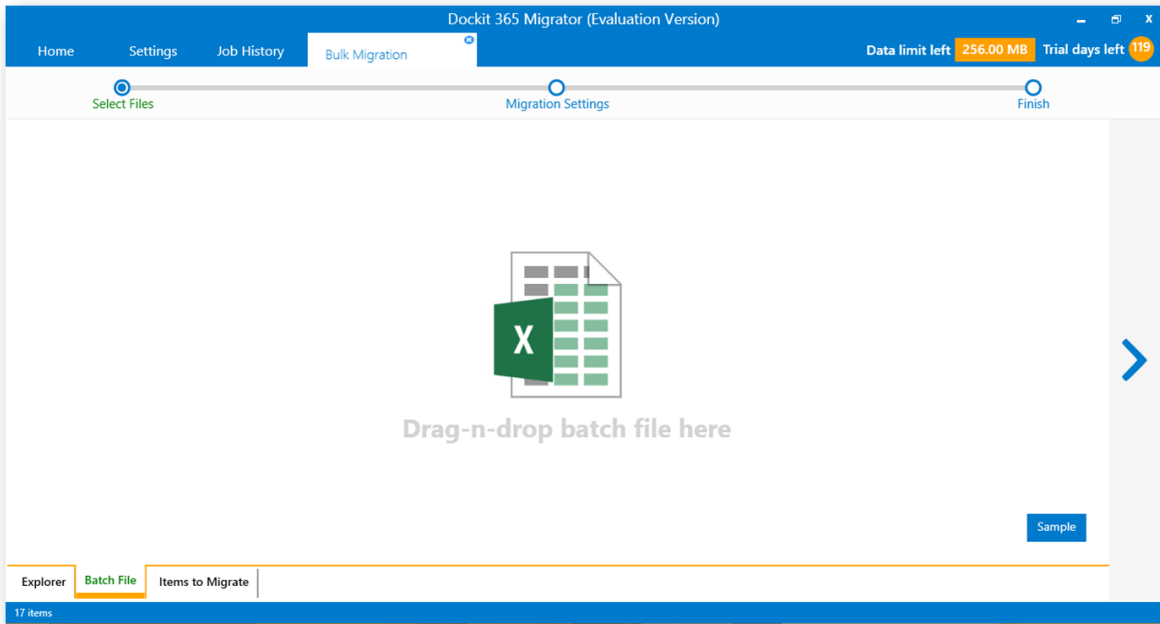
1. **Path:** The 'Path' column should contain the path of the source document / folder.
2. **OneDrive Users:** The 'OneDrive Users' column should contain the target user email where the source gets moved.
3. **New Folder:** The column 'New Folder' is an optional column in the batch descriptor file. Using this column, you can provide the relative path to be created in the respective destination location given under 'Destination Path' column prior to importing the contents. For instance, please see the batch descriptor file snippet given below:

Path	OneDrive Users	New Folder
M:\MyDocument\Sample File.xlsx	johndoe@contoso.onmicrosoft.com	folder2/folder3

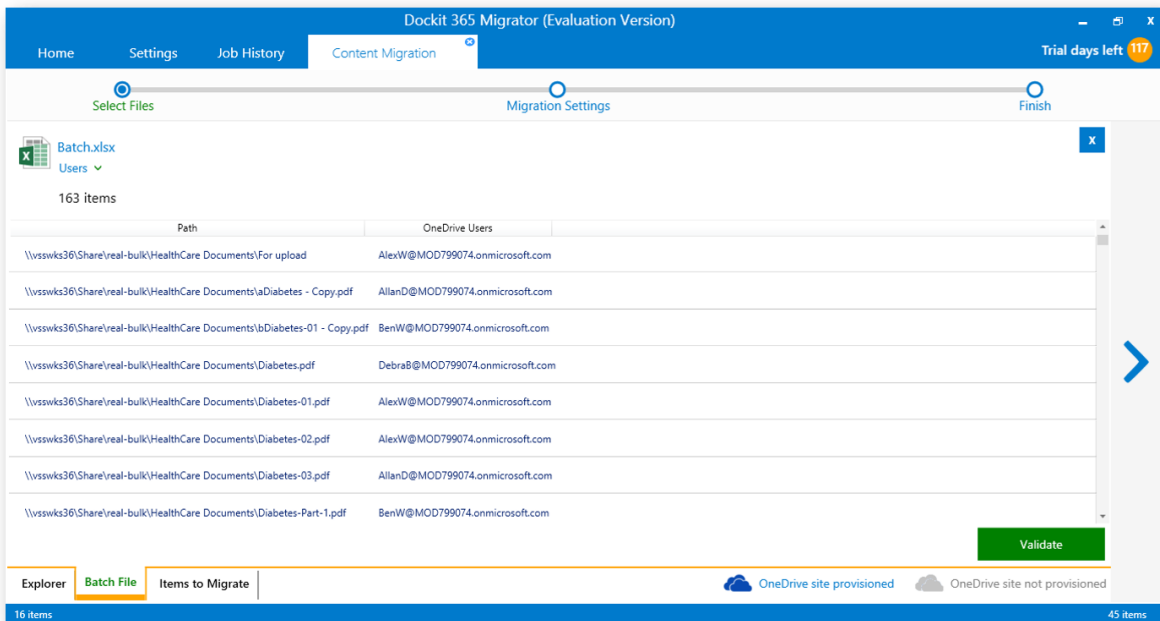
Dockit 365 Migrator automatically provision the OneDrive, if OneDrive is not available for specified user and it creates the folders (folder2/folder3) specified in the column 'New Folder' underneath the specified OneDrive user's personal site. The 'Sample File.xlsx' will be imported into the new destination location 'https://contoso-my.sharepoint.com/personal/johndoe_contoso_onmicrosoft_com documents/folder1/folder2/folder3'.

Follow the steps given below to specify the documents to migrate to the target SharePoint Online location in the batch file

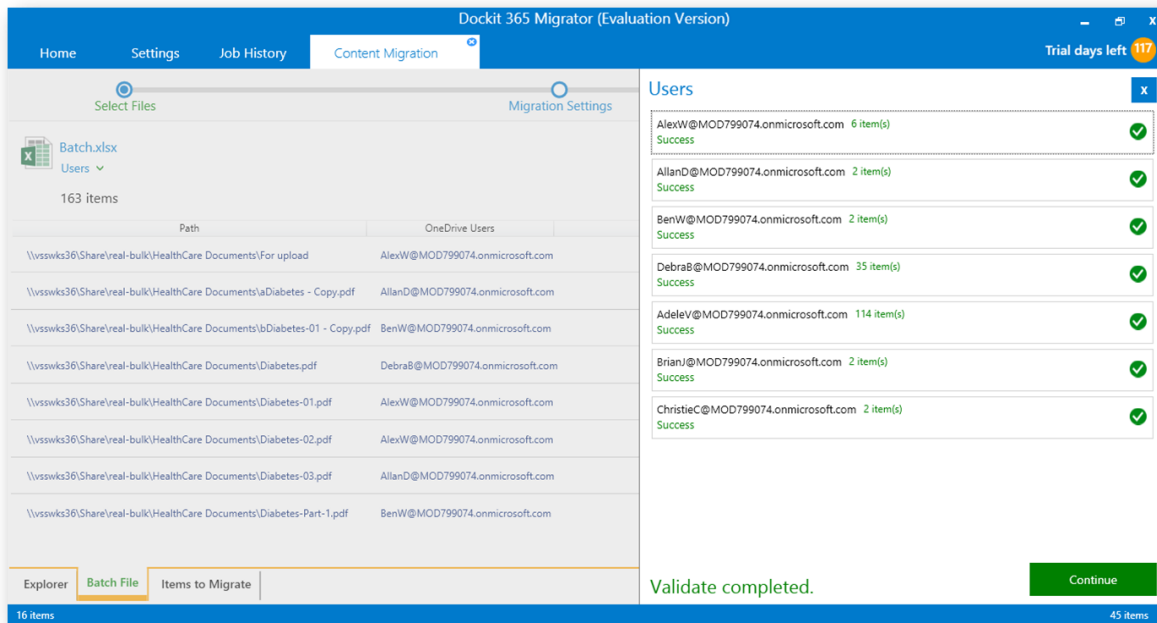
1. Drag-n-drop batch file in Batch tab from explorer. It will be shown below



Batch file content will be shown as below



Click the **Validate** button to verify the batch content to be valid as shown below:

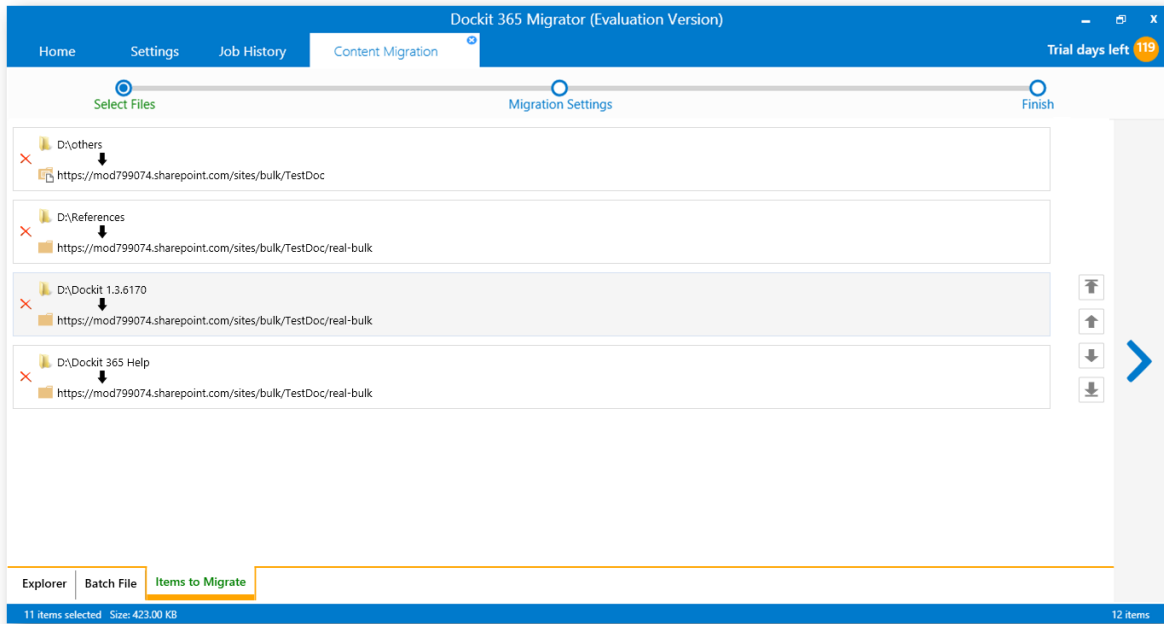


Once the validation is completed click the **Continue** button to proceed for next step. And the batch file content will be added to Items to Migrate tab.

Items to Migrate

1. From File explorer you can either drag and drop files to SharePoint explorer or simply select files from file explorer Right Click and Select **Add to SharePoint** to add files to Items to migrate.

The Items to migrate appears as shown below:

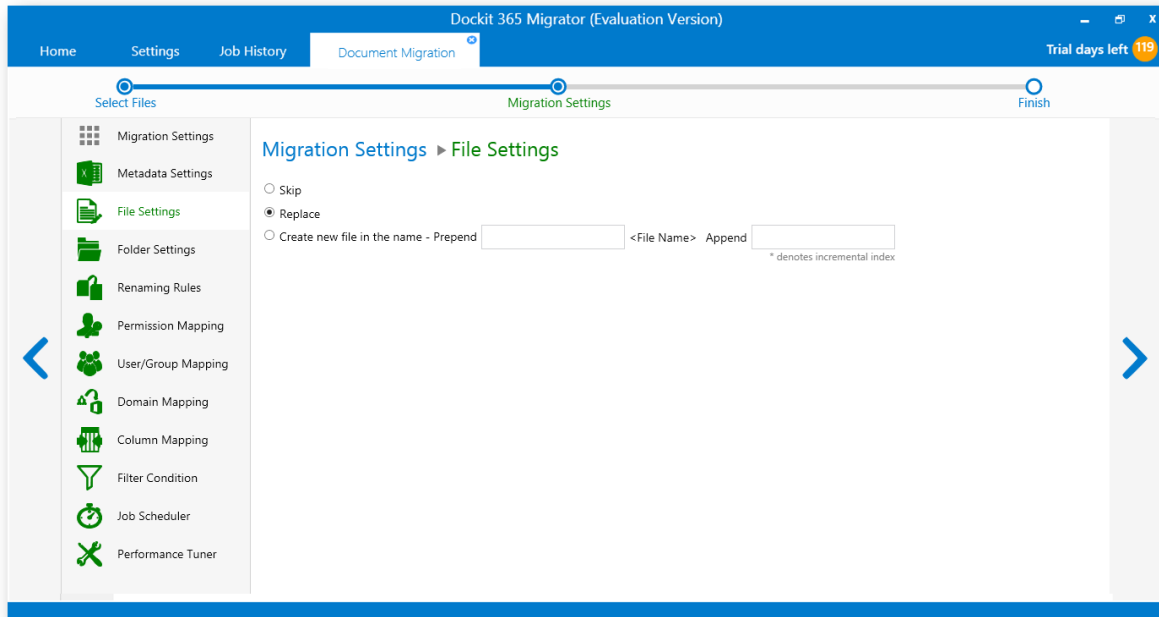


2. The selected folders and files added for import will be displayed in the **Items to Migrate** page. Docket 365 Migrator processes the top-level folders and files added for import in the order in which it appears in the **Items to Migrate** page. The import process order can be changed by the **navigation** buttons available in the right side of the page. You can remove the files and folders added for import by clicking Red **X** beside the files.
3. Click > button to proceed.

File Settings

To specify the action to be taken by Docket 365 Migrator when a file with the same name already exists in the destination location:

1. The **File Settings** step appears as shown below:



2. Select any one of the following options given below:

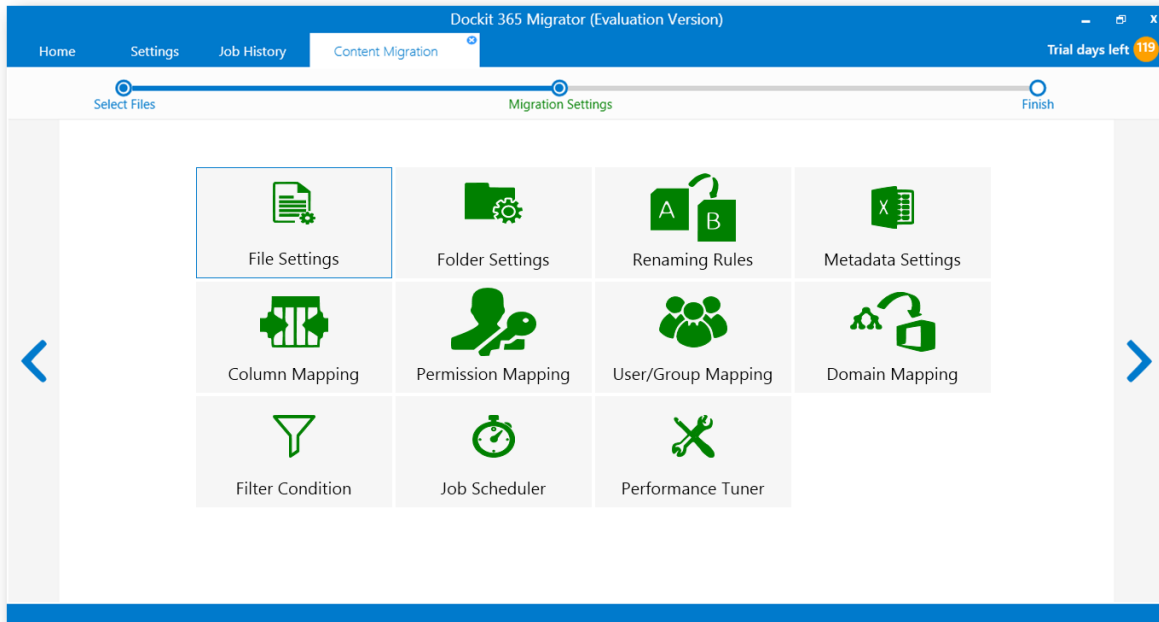
- d. **Skip** - Skips the file without overwriting.
- e. **Replace** - Deletes the file from the destination location (along with its version history) and imports the source file.
- f. **Create new file** - Creates a new file by appending and prepending the user defined characters with the source file name and imports the newly created file.
Note: * is the reserved character and denotes incremental index. For example, if a document named 'Sample.docx' already exists in the target location, Docket 365 Migrator will create a new file with the name as 'Sample1.docx'.

3. Click on **Renaming Rules** or > **to proceed**.

Folder Settings

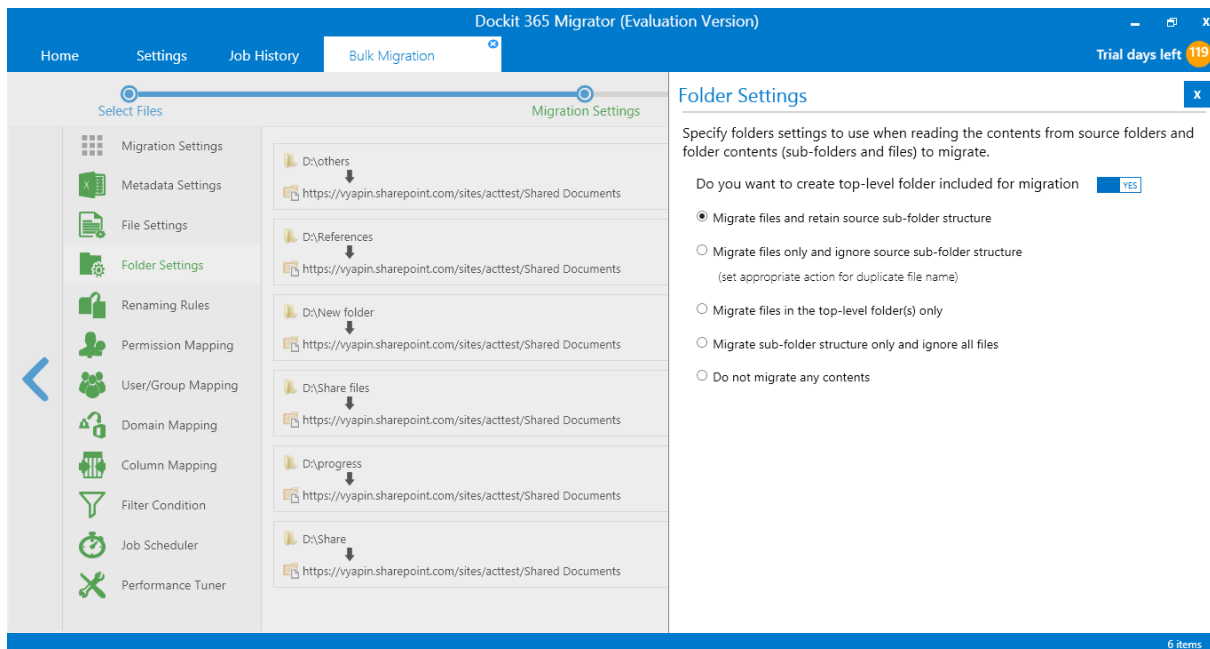
To make the migration process easier for users, Docket 365 Migrator provides an ability to specify the contents to migrate from the source folder structure. To specify the folder settings to use in the destination SharePoint Online library and the necessary files to migrate, perform the steps as given below

- 2. Select **Folder Settings** step appears as shown below



Use **Settings** to edit the folder traversal option for folders that are added in Items added migration:

A Folder Traversal dialog appears as shown below:



Select any of the following folder options given below to specify the contents to be imported from the source folders in file system:

- f. **Migrate files and retain source sub-folder structure** - This option imports folders and files exactly as they are in source file system. The source folder structure in the file system will be retained in the destination location.
- g. **Migrate all files including sub-folders, but ignore sub-folder structure** - This option imports files only and ignore its source folder structure in the file system. Note: Specify the appropriate options in **File Settings** step to handle situations where same filenames may be available for more than one file in different source folder hierarchy (sub-folders).
- h. **Migrate files in the top-level folders only** - This option Migrate files available in the top-level folders only. Docket 365 Migrator will not traverse the sub-folders within the top level folders.
- i. **Migrate sub-folder structure only and ignore all files** - This option creates the sub-folder structure in the destination location and ignores all files that are available within the added folder and sub-folders.
- j. **Do not migrate any contents** - This option does not import any contents (sub-folders and files) from the source folder added for import. This option will be useful when you want to create the top-level folder only and ignore all its contents.

Note: Folder Traversal option is not applicable for file.

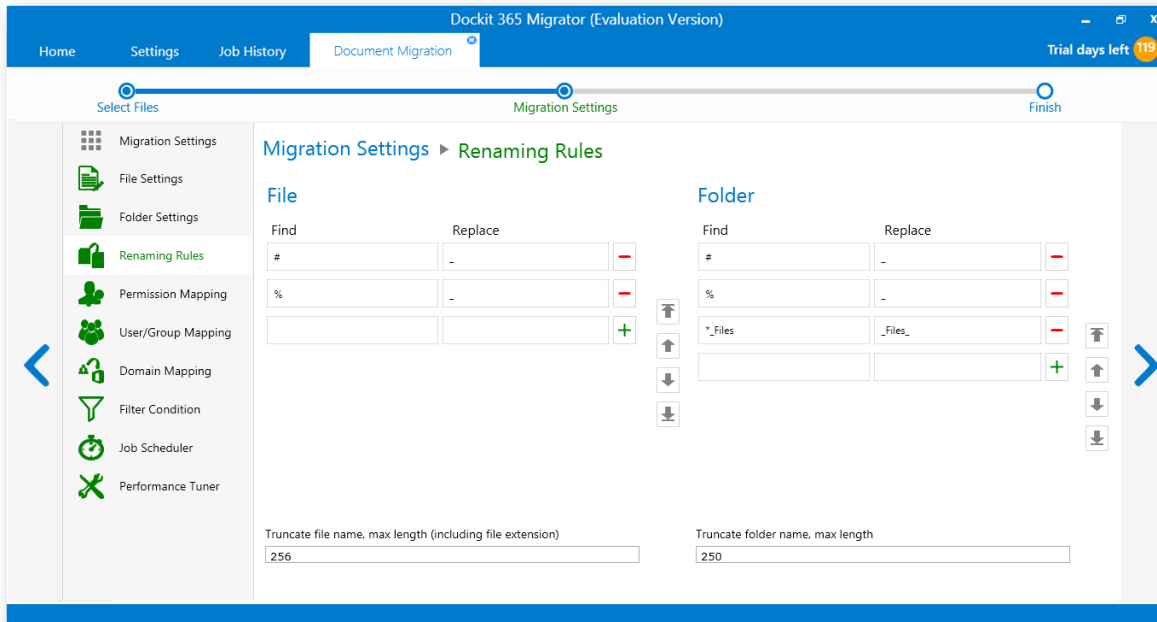
Renaming Rules

SharePoint does not permit certain characters in folder and file names. Docket 365 Migrator provides an ability to rename invalid character(s) to valid character(s) and also support any character(s) to be renamed using rules, thereby eliminating the tedious step of renaming the source folders / files.

Docket 365 Migrator uses 'Regular Expressions' technique which enables you to create generic renaming rules in order to specify the pattern for file name conventions in Renaming rules page. The 'regular expressions' technique is widely used in software where pattern matching is crucial.

Also, this technique defines some of the operators ([- ! " \$ & ' () * + , . / : ; < = > ? @ [\] _ ` { | }] ^) as reserved and have their own meaning in the pattern syntax. If any of these operators are placed in your file name and you wish to replace with some other string, you need to use '\' (backslash) as an escape sequence character in Docket 365 Migrator Renaming Rules, which will suppress its role and treat them as normal characters like 'A', '1'. Otherwise, there is a chance to misinterpret your rule and hence the resultant file name may not be as expected.

The renaming rules page will appear as shown below:



3. Folder Renaming Rule:

You can add or remove rules for folder renaming rule. This helps to rename invalid characters in SharePoint to a valid folder name.

Truncate folder names:

Truncate long folders names by specifying the folder name length to use before importing them to a SharePoint library.

Select appropriate checkbox for folder and enter a valid character length for folder.

Note: Docket 365 Migrator leaves the source folder name as-is if the folder name length is less than the specified value and truncates if the length exceeds the value before importing them to SharePoint.

4. File Renaming Rule:

You can add or remove rules for file renaming rule. This helps to rename invalid characters in SharePoint to a valid file name.

Truncate file names:

Truncate long file names by specifying the file name length to use before importing them to a SharePoint library.

Select appropriate checkbox for file and enter a valid character length for file name.

Note: Docket 365 Migrator leaves the source file name as-is if the file name length is less than the specified value and truncates if the length exceeds the value before importing them to SharePoint.

Sample Renaming Rules

Sample renaming rules:

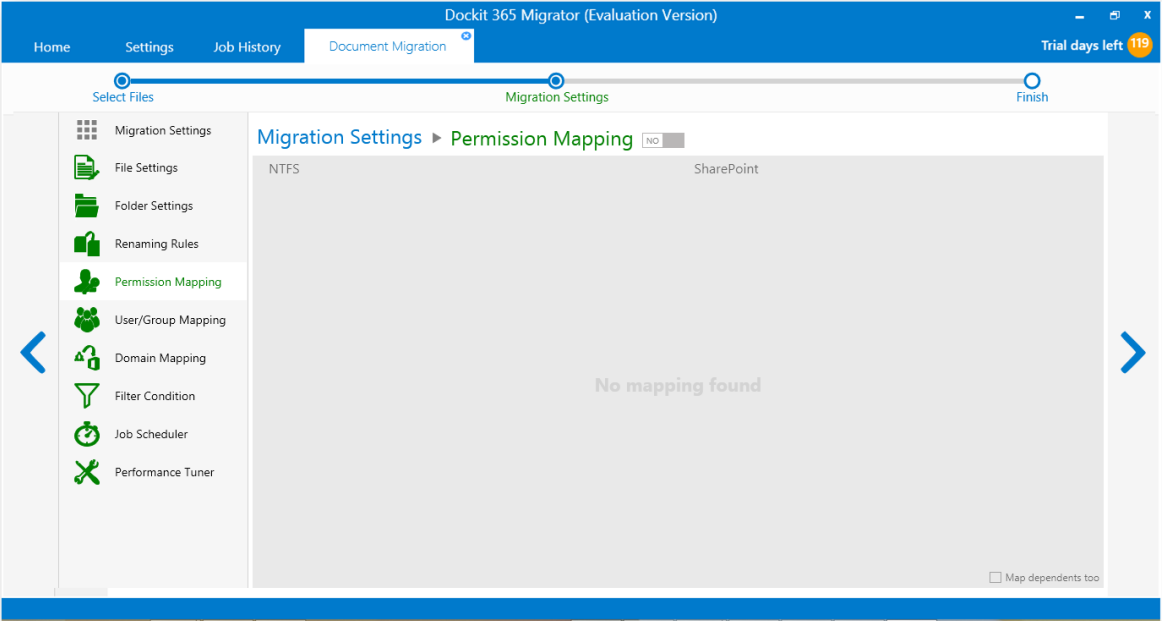
File Name	Find	Replace	Result	Remarks
SampleV1	*V1	{empty}	Sample	Truncate V1, if the file ends with V1
SampleV1	*V1	A	SampleA	Replace V1 with A, if the file name ends with V1
Hello_World	Hello_*	{empty}	World	Truncate Hello_, if the file name starts with Hello_
Hello_World	*_World	{empty}	Hello	Truncate _World, if file name ends with _World
SampleV1	v?	{empty}	Sample	Truncate V and the file name character following it (immediately succeeding character), if the file names contains V and followed by any one character.
Sample	?p	{empty}	Sale	Truncate one character preceding the letter p in the file name.
SampleV12	V??	{empty}	Sample	Truncate two characters following the character / letter V in the file name.
SampleFileVersion	*File*	{empty}	SampleVersion	Truncate the word 'File' in any position in the file name.
Sample.Matrix	\.	Dot	SampleDotMatrix	Example of escape sequence for .

Sample?File	\?	Text	SampleTextFile	Example of escape sequence for ?
Hello*World	*	{empty}	HelloWorld	Example of escape sequence for *
Sample\$	\\$	Dollar	SampleDollar	Example of escape sequence for \$
Sample^File	\^	{empty}	SampleFile	Example of escape sequence for ^
Sample+Document	\+	Plus	SamplePlusDocument	Example of escape sequence for +
Hello<World	\<	{empty}	HelloWorld	Example of escape sequence for <
Hello>World	\>	{empty}	HelloWorld	Example of escape sequence for >
[Document	\[Word	WordDocument	Example of escape sequence for [
Word]	\]	Document	WordDocument	Example of escape sequence for]
(File	\(Sample	SampleFile	Example of escape sequence for (
Sample)	\)	Document	SampleDocument	Example of escape sequence for)

Permission Mapping

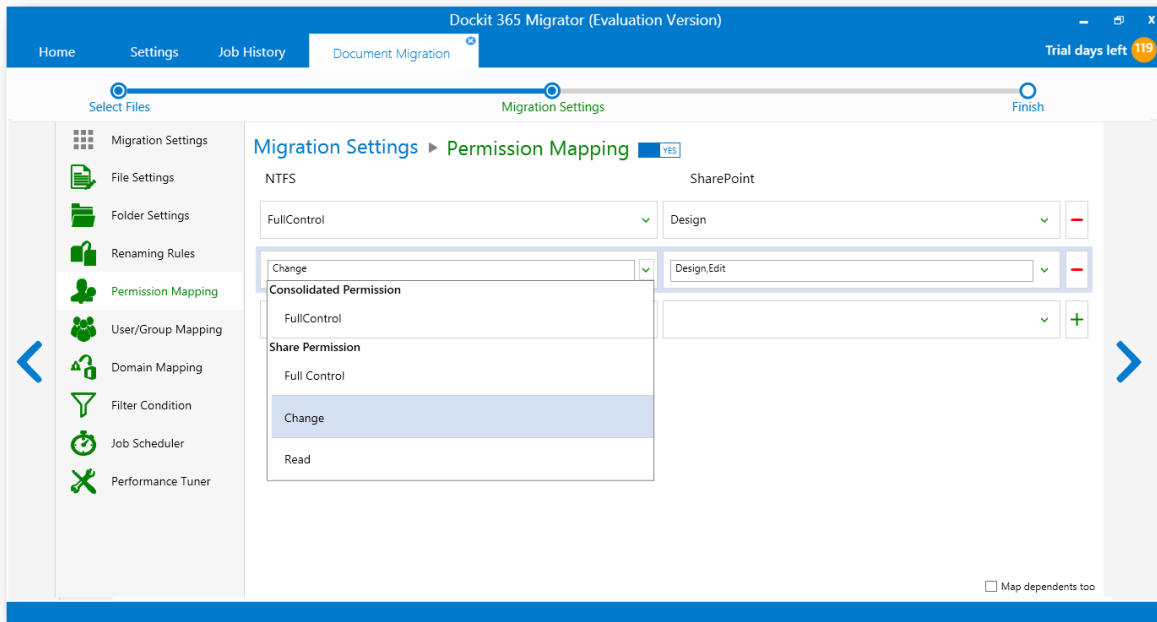
Dockit 365 Migrator uses permission mapping to map the NTFS permissions to its equivalent SharePoint permission levels and it uses various mapping such as user / group and domain mapping in separate tab.

The Migrate Permission option will allow you to map permission. It appears as shown below



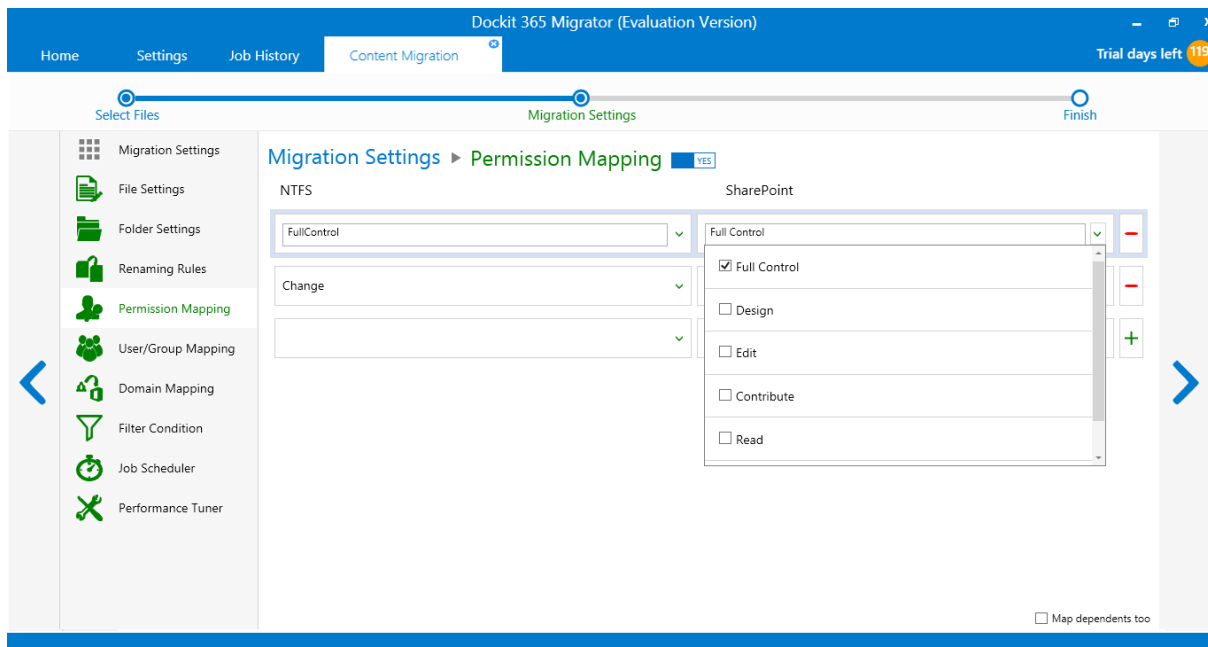
1. Source Permission

Dockit 365 Migrator automatically loads the list of source permissions from items to migrate



2. Target Permission

Docket 365 Migrator automatically loads the list of target permissions from the connected site.



See the following sections for more information

- [User Mapping](#)

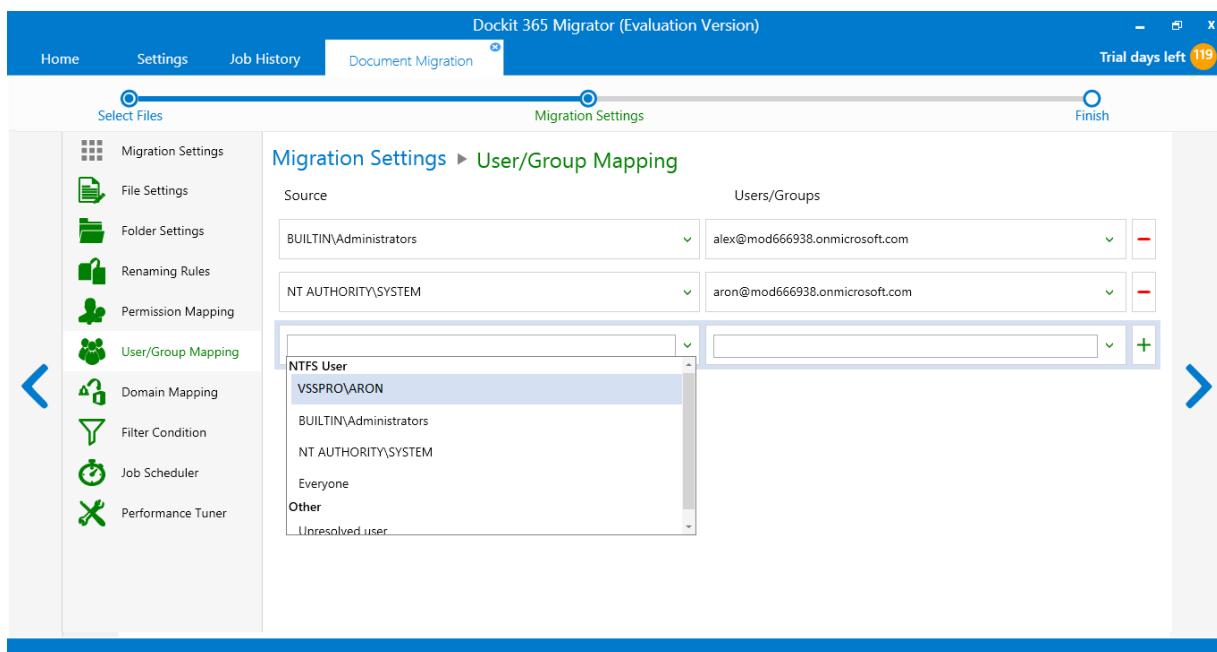
- [Domain Mapping](#)

User Mapping

Dockit 365 Migrator uses user / group mapping to replace the unavailable user / group with valid SharePoint user / group while migration.

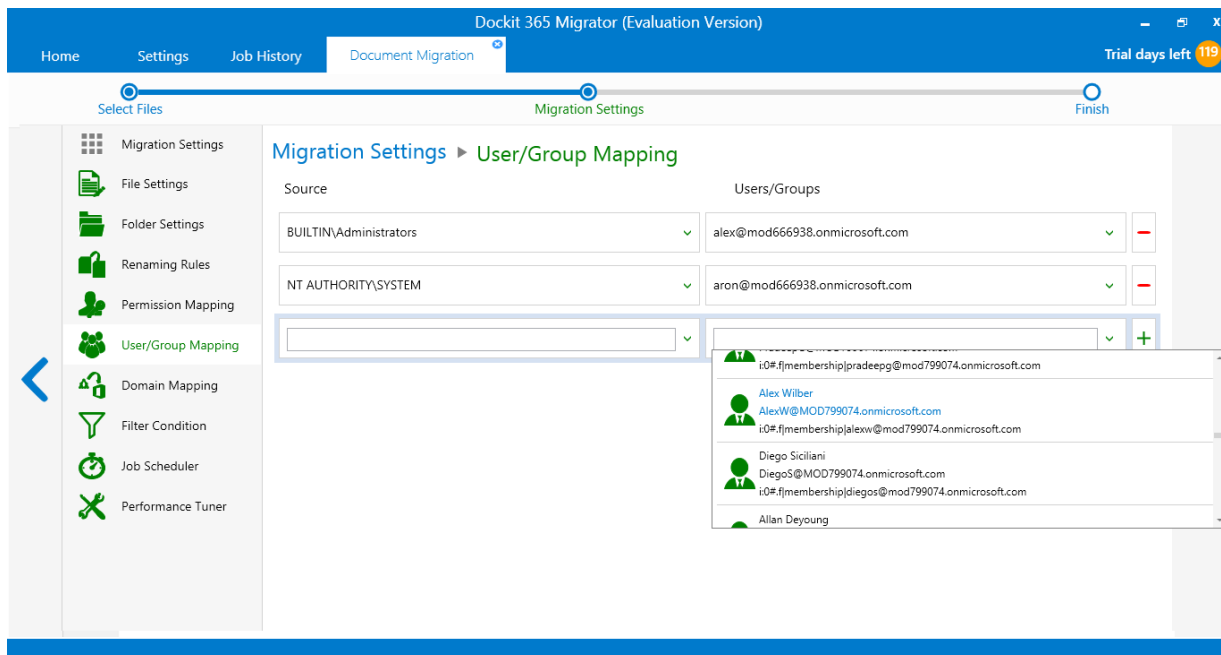
1. Source User

Dockit 365 Migrator user / group mapping enables you to load the list of source users from items to migrate.



2. Target User

Dockit 365 Migrator automatically loads the list of target users / group from the connected site.

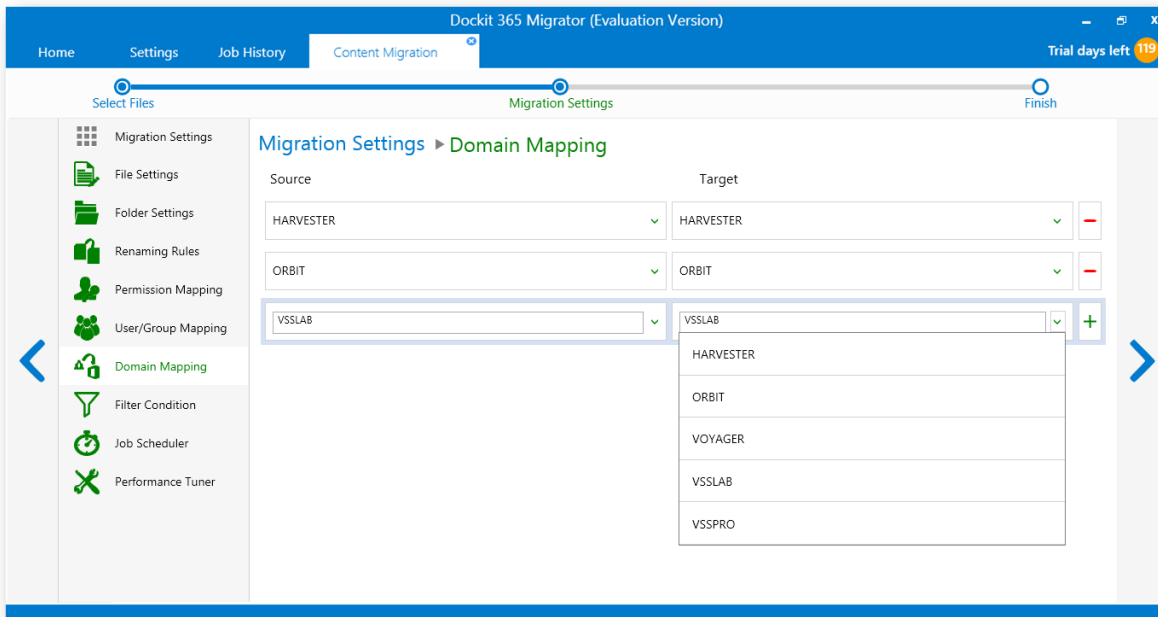
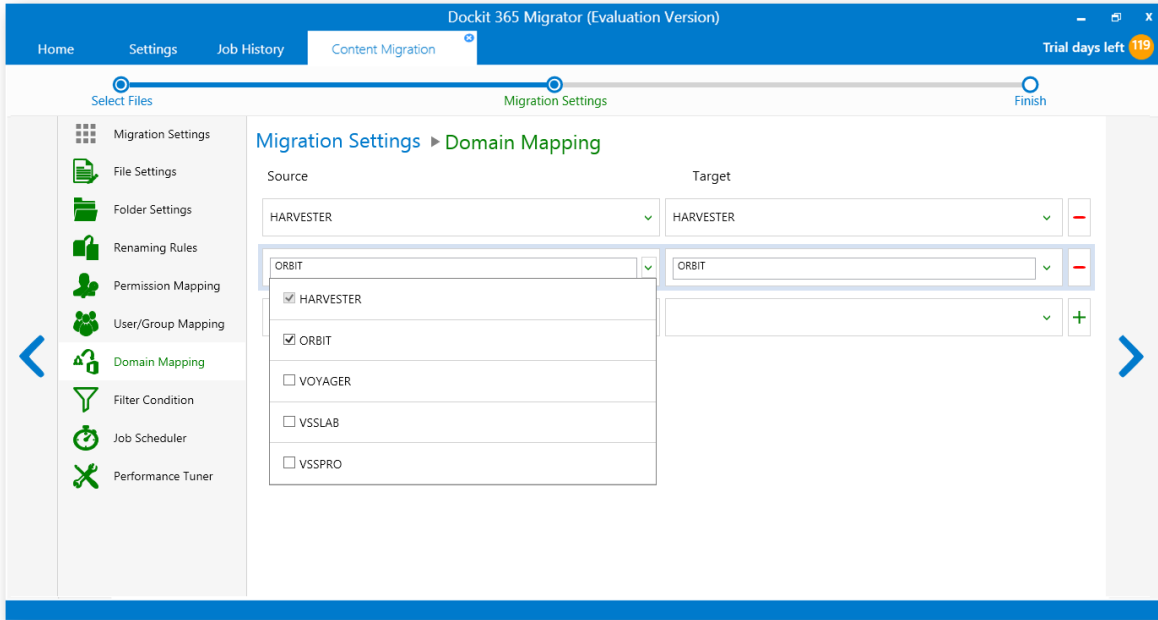


You also have the option to enter the user / group of your own in user mapping.

Domain Mapping

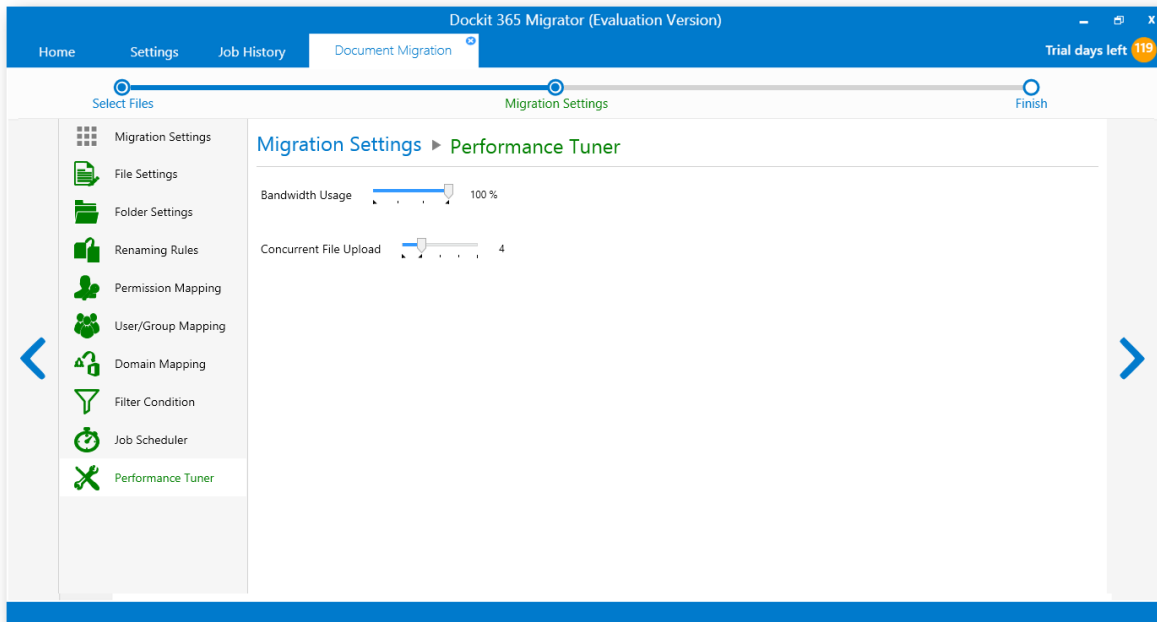
Docket 365 Migrator uses domain mapping to replace the unavailable domain with the valid domain while assigning permissions (users / groups) for the folder / file imported to SharePoint.

Docket 365 Migrator domain mapping enables you to load the list of domains available with the network and it appears in both source and target items as shown below.



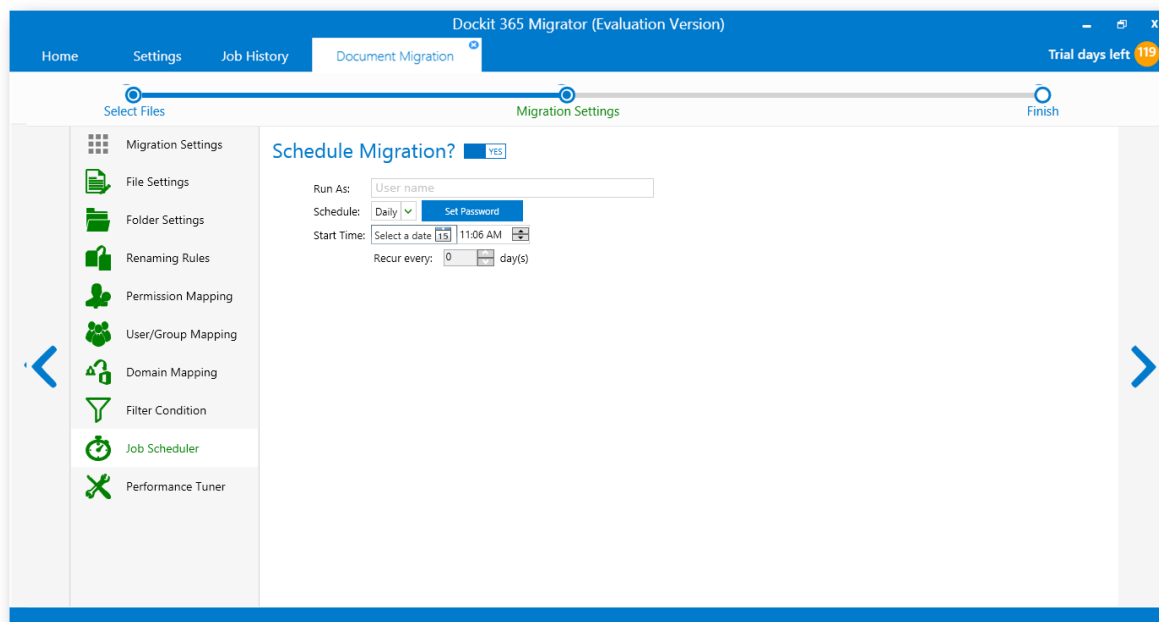
Performance Tuner

To set percentage of Network bandwidth that Docket 365 Migrator can use during migration and number of files that can be uploaded concurrently to improve performance.



Schedule Settings

1. The **Job Schedule Settings** step appears as shown below:

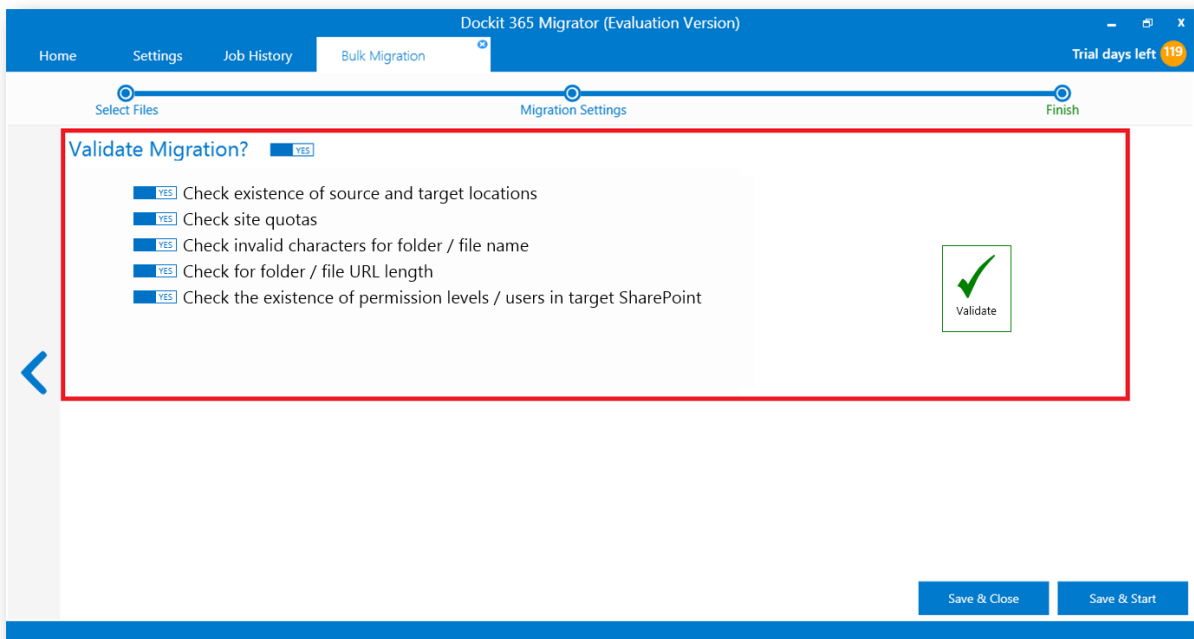


2. Select a Schedule type from **Schedule** drop-down menu.
3. Click **Set Password** to specify Username and Password to run the task.
4. Click **Save**, a windows scheduled task will be created.

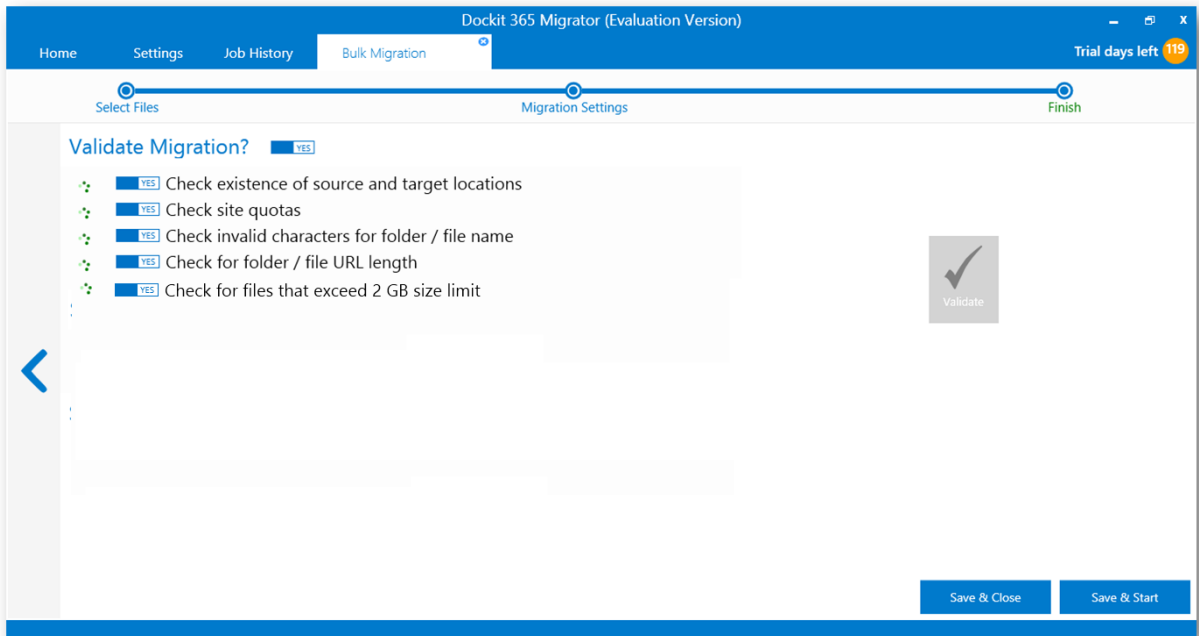
Pre-Validation

Pre-migration Validation tool helps you validate the exact steps performed by DockIT 365 Migrator during the migration process. This tool does not migrate any files to the destination location. Most common errors can be identified by using this tool. You may run the Pre-migration Validation tool when there are any changes to migrate job settings or any SharePoint settings to ensure correctness.

1. The Pre-migration Validation step in the DockIT 365 Migrator validation page appears as shown below:



2. Click Validate button to invoke the Pre-migration Validation tool.
3. You will notice the validation progress as shown below



Once the Pre-migration validation is complete,  icon will be enabled. Click to view the Pre-migration validation test results.

Reference

- [Error Messages and Resolution](#)
- [Troubleshooting](#)

Error Messages and Resolution

You may notice one or more of the error messages given below when using Docket 365 Migrator to connect to Office 365 and perform an import. This is not an exhaustive compilation of all error messages, but an attempt to include as many known error messages and how to resolve the errors. Please refer [Troubleshooting](#) section for more information.

Error Message	Resolution
The file or folder name contains invalid characters.	Map the invalid characters (~#%&{ }) into valid character using Folder & File Renaming Rules .
String was not recognized as a valid Date Time	Ensure that the date value given in metadata file is in correct format. If the given date value format is different from the current system date time format, then specify the appropriate Date Time format mask to use in your import task.
Lookup ID not found	Ensure that the given column value is available in the Lookup field reference list and column. Docket will search for the value in the corresponding column of the referenced list and assign the ID of the first item matching the column value to the lookup column of the imported file, only if the column value

	exists. Note: if the specified column value is of folder type, the ID of the folder will not be assigned.
User or Group ID not found	Ensure that the given user or group name exists in the respective site. Unavailability of user or group name causes this error.
User ID not found	Ensure that the given user name exists in the corresponding SharePoint Site. This error may occur if the specified user name does not exist.
Multiple User IDs found	The user value specified to assign in SharePoint People / Group column must be unique in the SharePoint repository and Active Directory Services. This error may occur if the specified user value has multiple user entries with the same name in SharePoint.
Source folder or file not found	Ensure that the given source Path is valid and available. Invalid or unavailable source paths will result in this error.
Content Type <name> could not be found in the library	Ensure that the specified content type is available in the destination SharePoint library.

Troubleshooting

If and when a problem arises, please forward the following files to support@vyapin.com to revert back to you with a solution.

1. Error log file - e.g., <Application Data Folder> \Docket 365 Migrator \Log\Docket365_<date&time-stamp>.txt
2. For issues while running a job, send us the date and time-stamp folder generated within the job folder name under 'JobHistory' folder. e.g., <Application Data Folder> \Docket 365 Migrator\JobHistory\<JobName>\<Date&Timestamp>.The date and time-stamp folder contains:
 - Activity log file (ActivityLog.csv)
 - Error log file (Docket365_20160409-134848.txt)
 - AzureUpload log file (AzureUploadLog.csv)
 - Import Activity Log (ImportActivityLog.csv)
 - Job settings file (Detail.xml)
 - Job Execution file (JobExecution.xml)
 - Migration Statistics file (MigrationStatistics.xml)
 - Upload Statistics file (UploadStatistics.xml)
 - Manifest folder

3. The <Application Data Folder> is the common location where Docket 365 Migrator jobs and job history will be stored in the computer running Docket 365 Migrator application. The <Application Data Folder> can be found from **Settings -> About** screen. The default path of <Application Data Folder> is as follows:

Windows 10, Windows 8, Windows 7, Windows Server 2008, Windows Server 2012 -
C:\Users\Public\Documents.