

# File migration from MAM4Files to contentACCESS File archive



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# 1 Introduction

This guide will explain how contentGATE migrates data from *MAM4Files* to *contentACCESS File archive* and the required settings before starting the migration process.

**Important:** MAM4Files HTML shortcut migration is not supported.

## 2 Source and target environment

### 2.1 Source side

Windows server with **MAM4Files**.

### 2.2 Target side

Windows server with **contentACCESS File archive**.

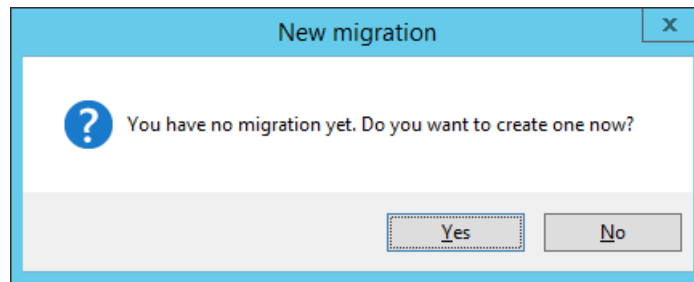
**Note:** Both the source and the target side can host the contentGATE application.

## 3 contentGATE installation

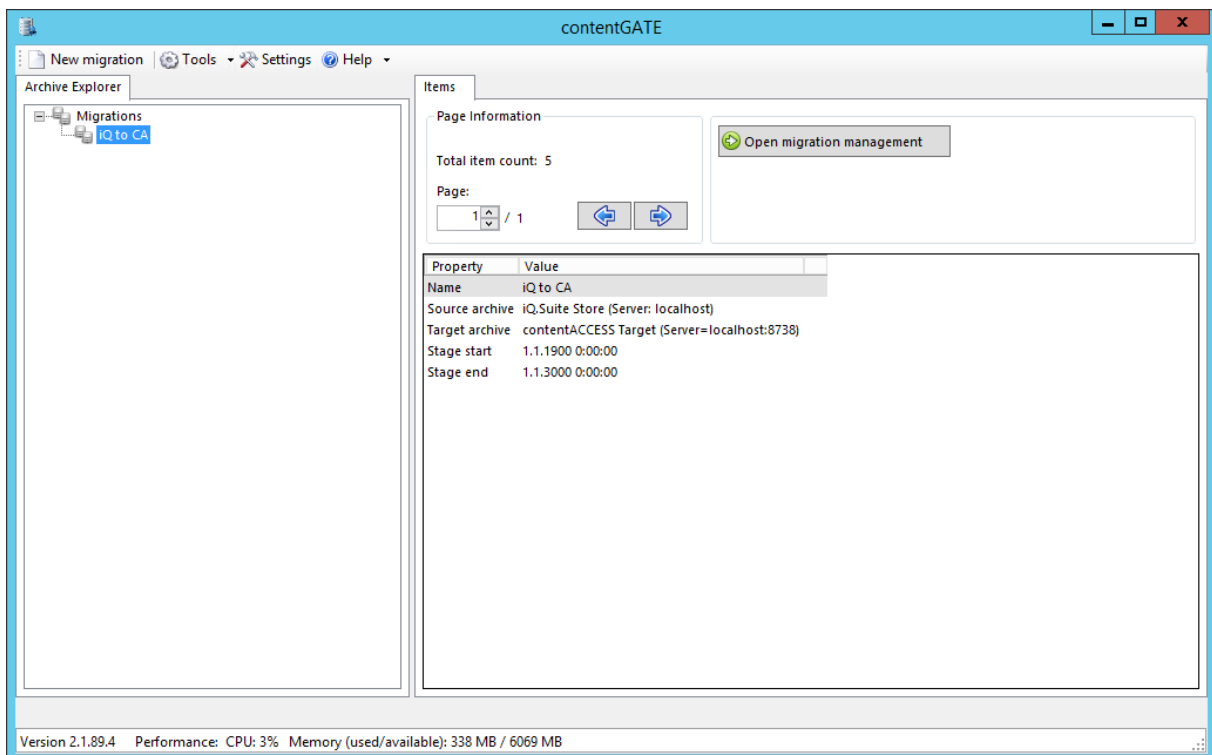
Installation of contentGATE is common for all migration types and is described on [this](#) page.

## 4 contentGATE welcome interface

When contentGATE is started for the first time, no migration is defined. The application prompts you to create one. You can click **No**. The new migration unit can be created anytime by clicking the **New migration** option on the toolbar. The migration creation/configuration process is described later in this guide (chapter [contentGATE File migration](#)). First the interface and general settings are detailed.



The contentGATE welcome interface features a toolbar offering easy access to general settings and functions:

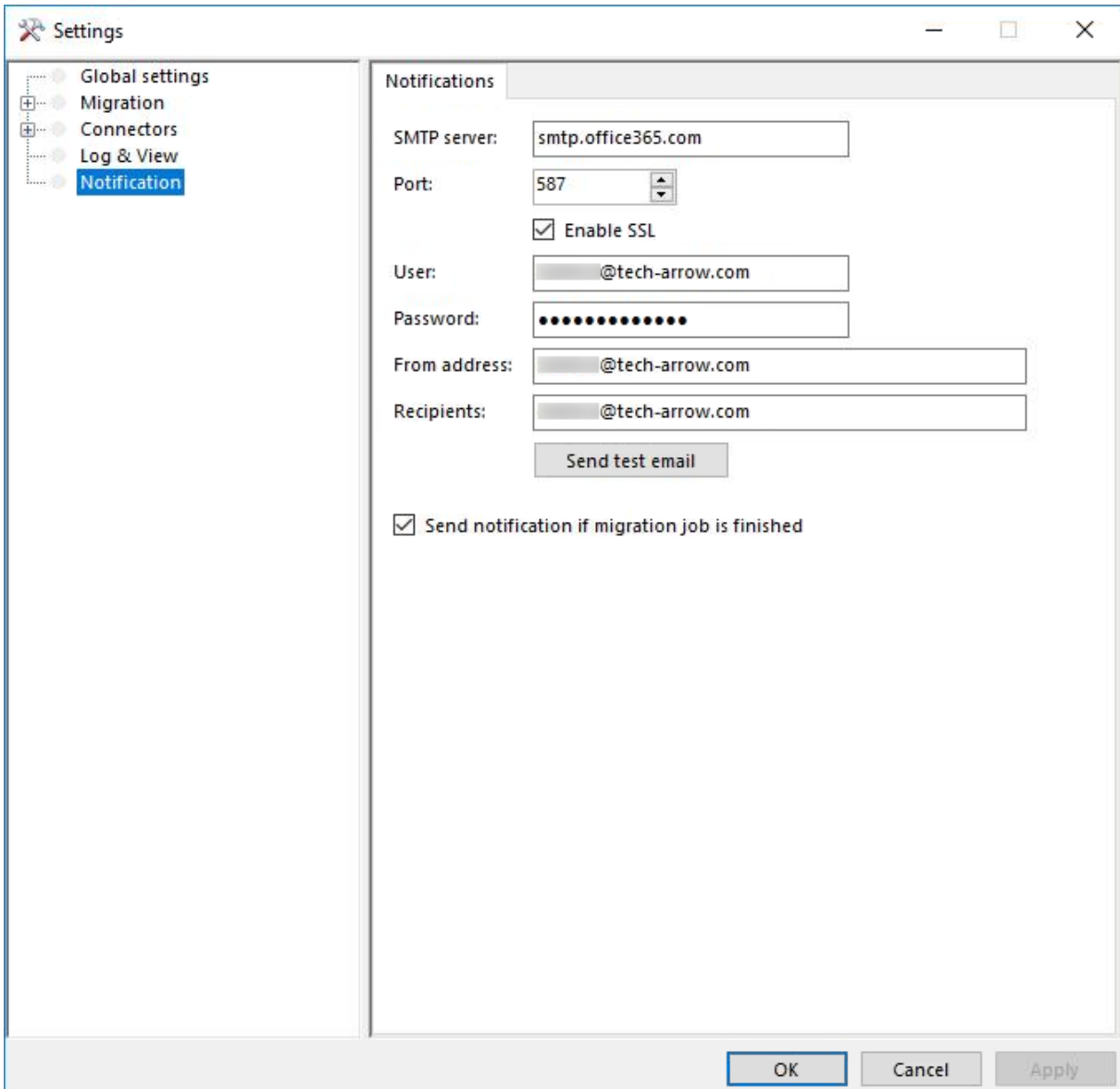


- **New migration** – creates a new migration unit under which the source archive, target archive, user mapping etc. can be configured
- **Tools** – connector specific tools are accessible from here

*Note: These tools can be disregarded for this migration.*

- **Settings** – the general contentGATE settings and individual connectors (archives) settings are accessible from here.

If you would like contentGATE to send you notification email when migration job is finished, you can configure it in this section.



The screenshot shows the 'Settings' window with the 'Notifications' tab selected. The left sidebar contains a tree view with 'Notification' highlighted. The main area contains the following fields and controls:

- SMTP server: smtp.office365.com
- Port: 587
- Enable SSL
- User: [redacted]@tech-arrow.com
- Password: [redacted]
- From address: [redacted]@tech-arrow.com
- Recipients: [redacted]@tech-arrow.com
- 
- Send notification if migration job is finished

At the bottom right, there are buttons for 'OK', 'Cancel', and 'Apply'.

**SMTP server:** the SMTP server that you want to connect to

**Port:** 25 or 587 (for secure connection)

**Enable SSL:** check this checkbox if you want your secure connection to use the SSL (Secure Socket Layer) protocol to encrypt communication

**User and Password:** credentials of the user you want to authenticate with

**From address:** email address from which the notification emails will be sent (the email address of the authenticated user)



**Recipients:** email addresses that will be receiving notification emails from the job; multiple addresses need to be separated by semicolon

**Send notification emails if migration job is finished:** do not forget to check this checkbox, otherwise notifications won't be sent. No matter if you stop it manually or it finishes by itself, the email will be sent.

- **Help** – information about license, version etc.

The user interface below the toolbar is divided into two panes:

- **Archive Explorer** pane with a list of created migrations. Initially the pane is empty.
- **Items** pane that displays the content of a node selected in the Archive Explorer pane. Initially the pane is empty.

Use the **Open migration management** button to open the management interface of an advanced migration project that is selected in the **Archive Explorer** pane.

The **Page information** section in the **Items** pane allows you to adjust and handle item per page functionality.

## 5 Migration “How to”

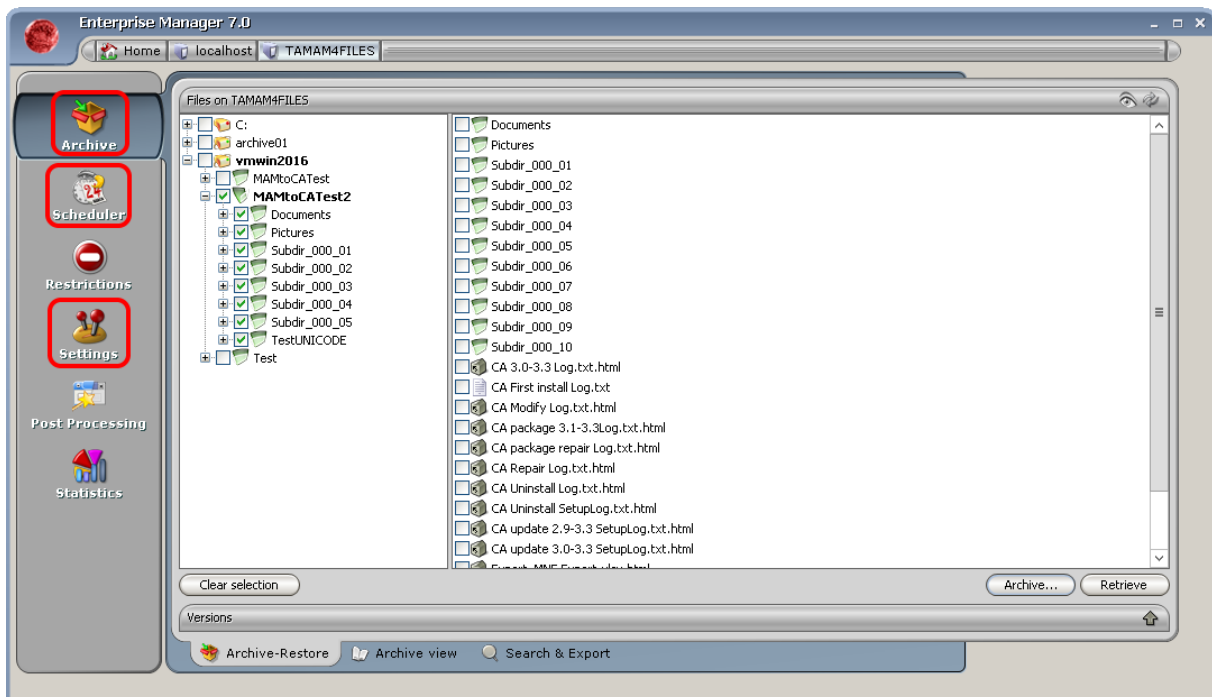
This chapter will describe how to create and configure a new migration project managing the migration of archived files from **MAM4Files** to **contentACCESS File archive**. The configuration process can be divided into 3 main stages:

- 1) Archiving files on MAM side (MAM4Files Enterprise Manager)
- 2) Adding new **Root folder** in **contentACCESS Central Administration** and starting a **File archive job** on this folder
- 3) contentGATE File migration

## 5.1 Archiving files on MAM side

Open the MAM4Files Enterprise Manager. Click on the **Settings** icon on the left side. Switch to the **Storage** tab and add the path of the shared folder we will be archiving and migrating as **Share path**.

Next, you will need to archive the shared folder. This can be done manually (click on the **Archive** icon) or by using a scheduler (click on the **Scheduler** icon). We will be manually archiving our folder [\\vmwin2016\MAMtoCATest2](#) in this use case.



## 5.2 Root folder in contentACCESS Central Administration

Navigate to **File Archive -> Settings -> Root folders**. Click on + New. The **File Path** dialog opens. Enter the file path that should be applied ([\\vmwin2016\MAMtoCATest2](#) in our case) and the applicable user credentials. The **Type of connection** shows if the files to be archived are located on the server (on-premise) or on network shares (remote). Version can be either way Business or Private. **The File Archive database, storage and index zone must be associated with this specific root folder directly in this dialog.**

### File Path ✕

---

Path:

Use explicit credentials:  Use explicit credentials

User name:

Password:

Confirm Password:

Type of connection:

Version:

Server:

✔ Connection successful!

Test

Database connection:  ✔

Storage name:

Index zone:

Configure a new File archive job in **File Archive -> Archive -> Jobs**. We will explain only the necessary points of the job configuration in this section, so if you wish to learn more, please, check [this](#) section.

In section **Folders to process**, click on **+ New** and select the previously configured root folder:

### Folder to process ✕

---

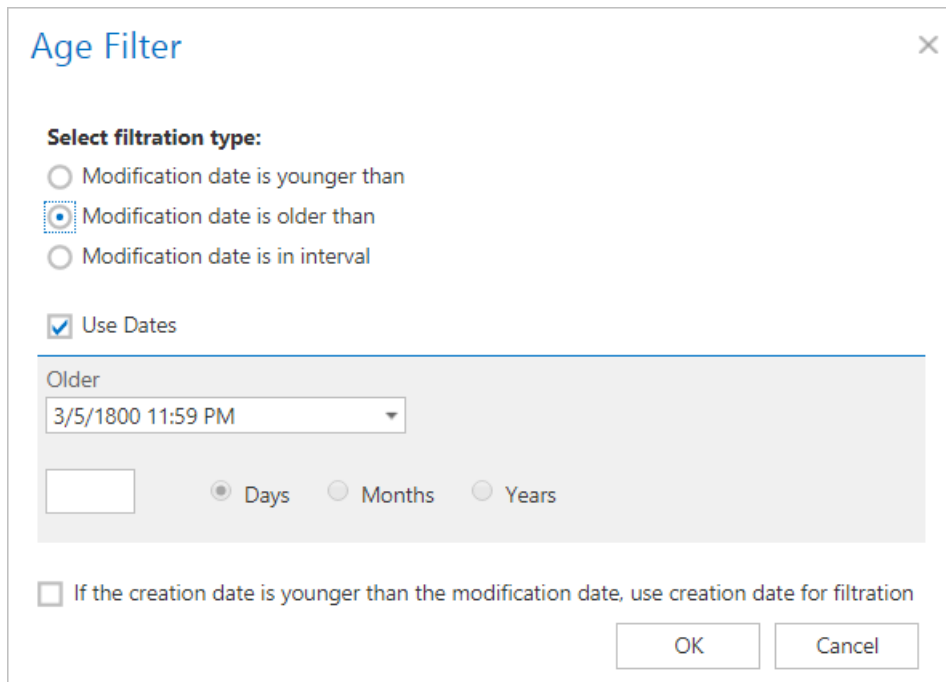
Root  Relative path

✔ Connection successful!

Test



In the **Item filtering** section, set a filter that will prevent the job from archiving any file – for example, set the age filter to archive only files older than 01/01/1800.



**Age Filter** [X]

**Select filtration type:**

- Modification date is younger than
- Modification date is older than
- Modification date is in interval

Use Dates

Older  
 [v]

Days  Months  Years

If the creation date is younger than the modification date, use creation date for filtration

[OK] [Cancel]

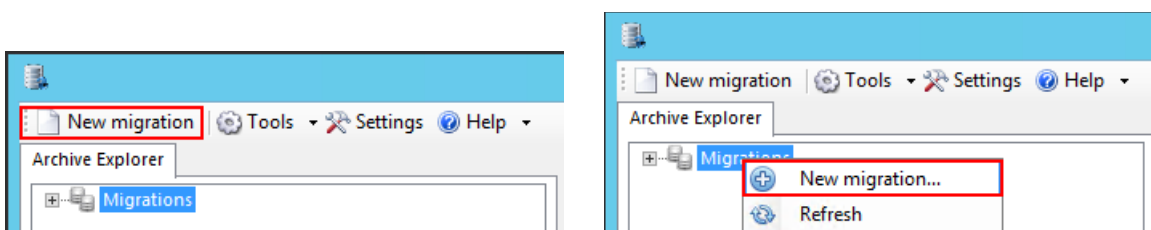
Save your changes and start the job. The new root folder won't be visible in the list of **Target objects** in contentGATE until the **File Archive job** processes this folder.

## 5.3 contentGATE File migration

In this section we will describe the contentGATE migration part in more details.

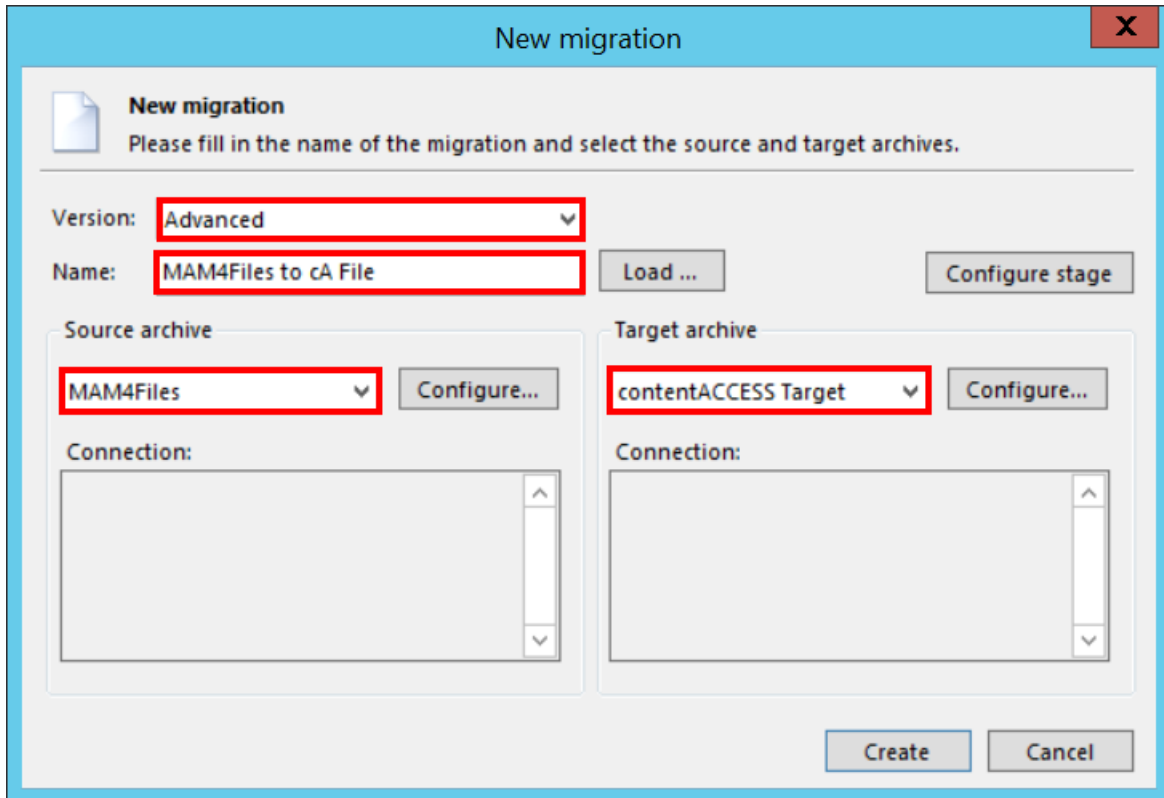
### 5.3.1 Creating a new migration

The desired migration can be defined by using the “**New migration**” button, which is reachable on the toolbar and also in the context menu of the contentGATE. By clicking this button, the **New migration** window opens.



In the **New migration** dialog:

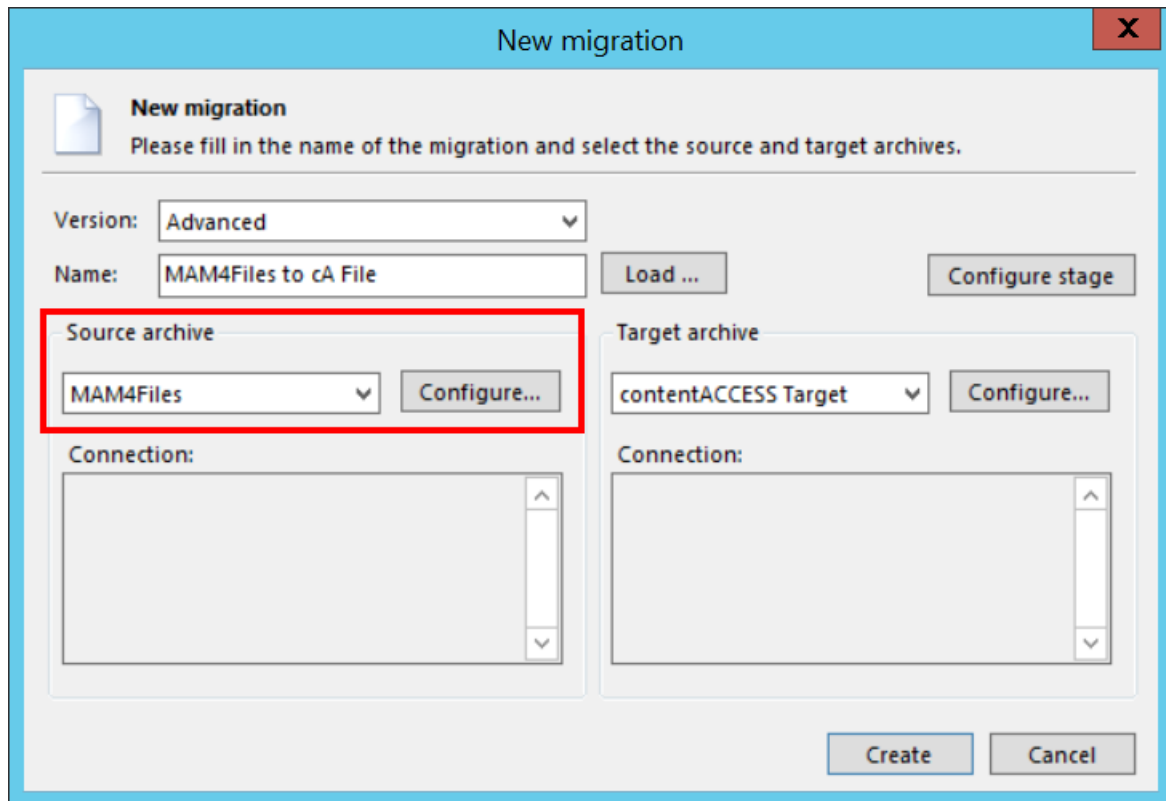
- Select the “Advanced” version from the “Versions” dropdown list.
- Name your migration project.
- Configure the Source archive and Target archive connection settings (more details in section [Specifying Source and Target archive connection settings](#)).



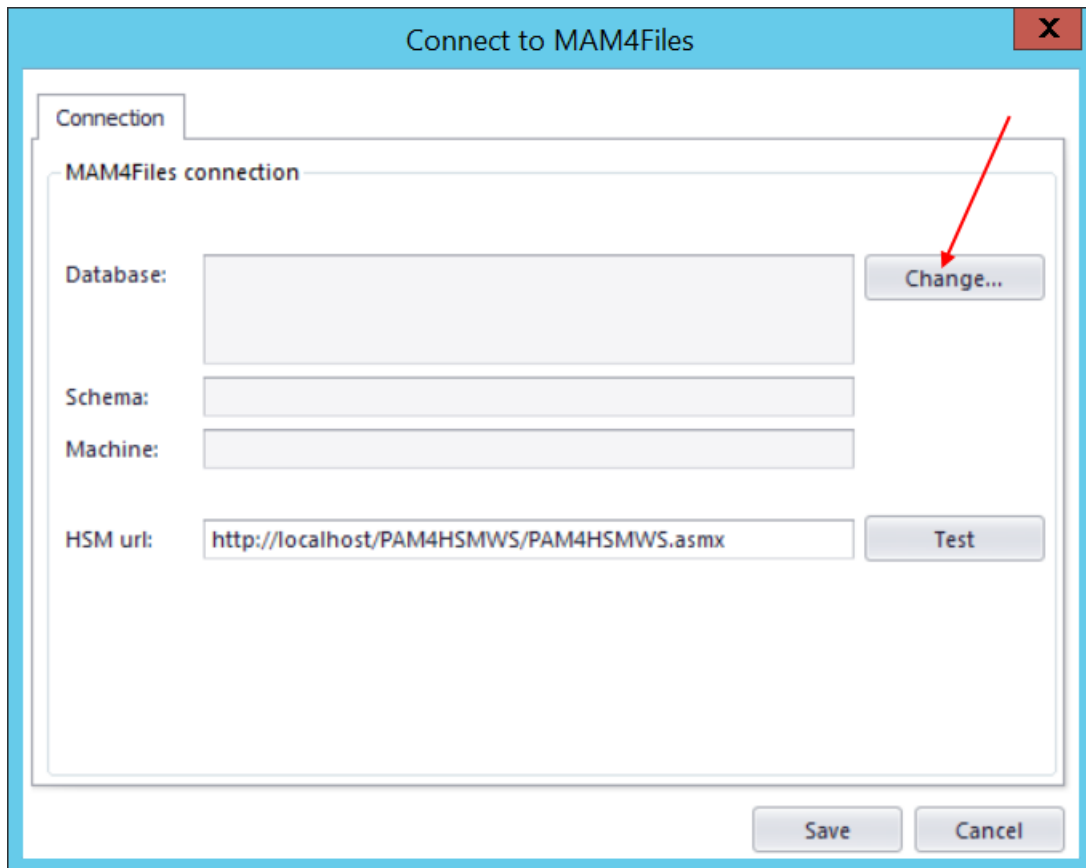
### 5.3.1.1 Specifying Source and Target archive connection settings

#### The Source archive (Metalogix Archive Manager for Files – MAM4Files)

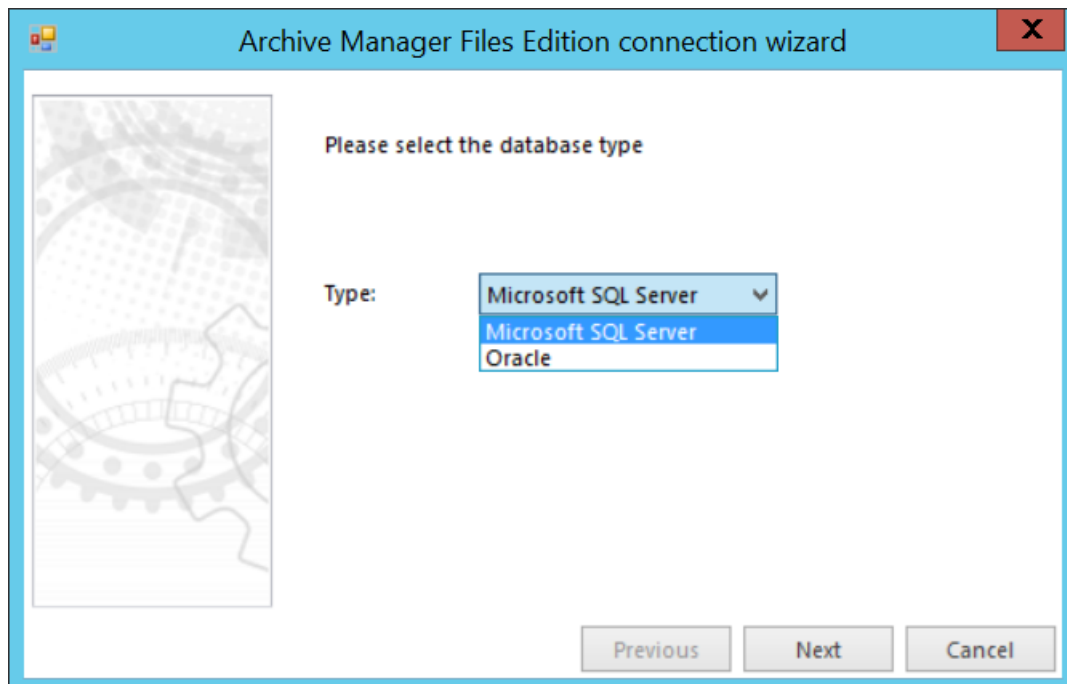
To configure the **MAM4Files** connection, select it in the **Source archive** dropdown-list and click the **Configure** button in the dialog.



The **MAM4Files connection** dialog opens. First, you will be required to configure the MAM4Files database connection. Click on **Change...** button.

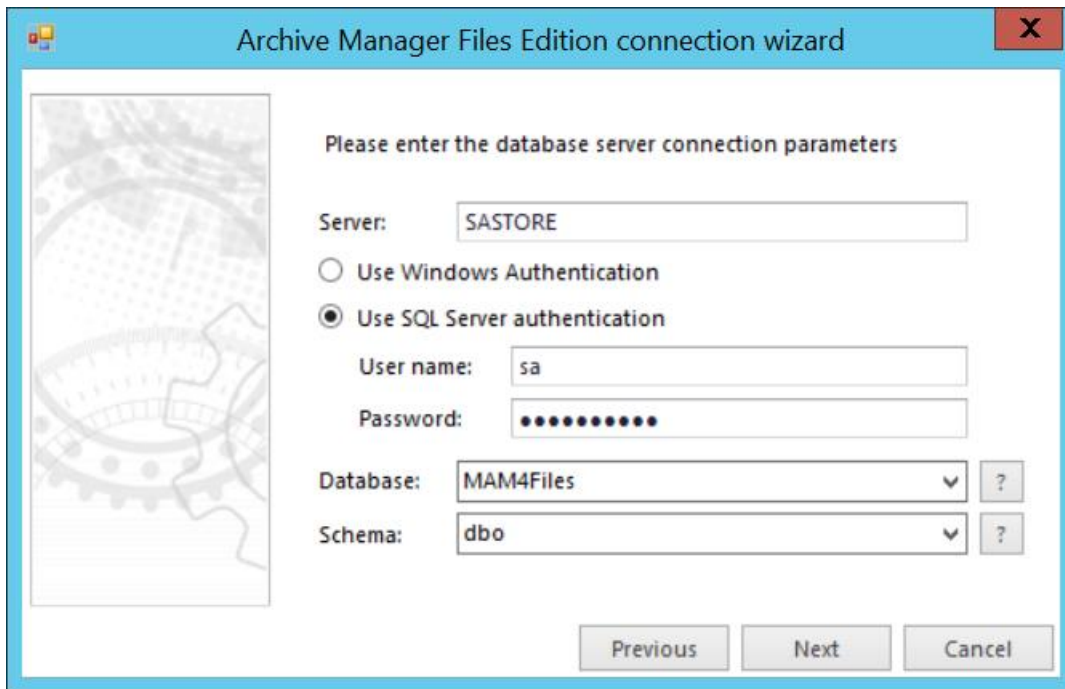


Select the database type from the dropdown list. Click **Next**.

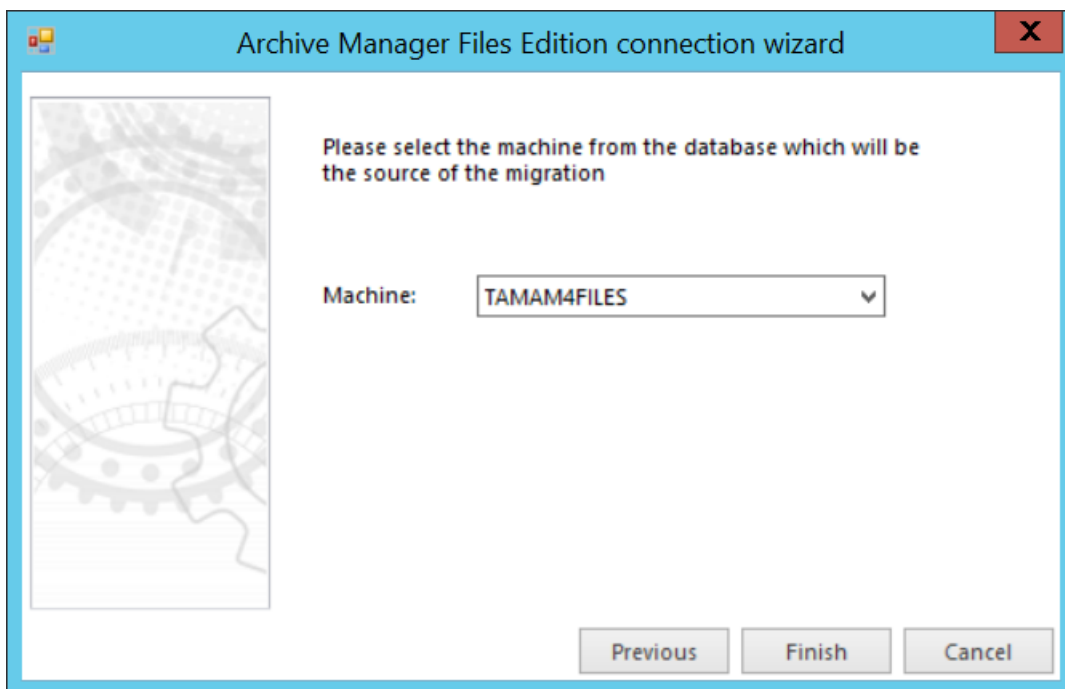




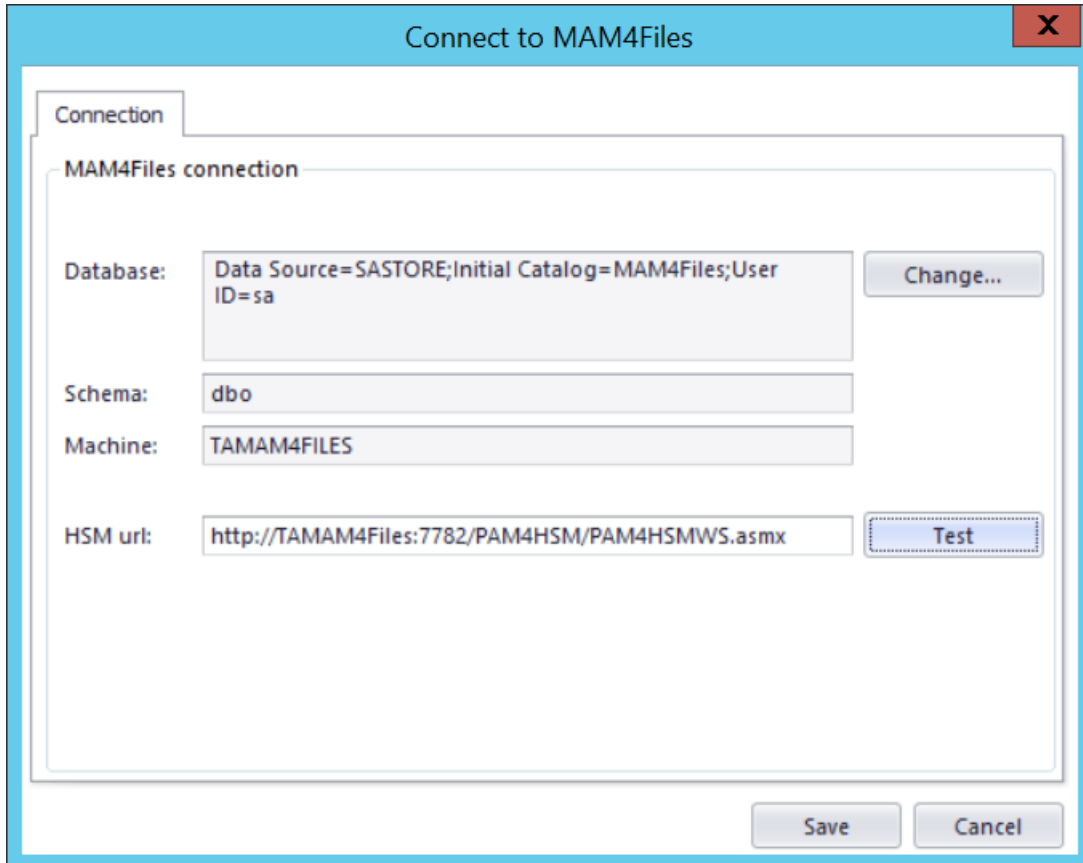
Specify the database server and the applicable database user credentials. You may use either Windows integrated authentication or specify an explicit user. The **Database** list lists all databases on the selected server. Pick the one where you have your desired data. Enter the scheme and click **Next**.



From the dropdown list, select the machine that will be the source of the migration and click **Finish**.



Back in the connection dialog specify the **HSM url**. It is highly recommended to specify here the **MAM4Files retrieve server name**. Use “localhost” if the MAM4Files retrieve server is on the local server, where also contentGATE is installed. Click **Save**.



Connect to MAM4Files

Connection

MAM4Files connection

Database: Data Source=SASTORE;Initial Catalog=MAM4Files;User ID=sa Change...

Schema: dbo

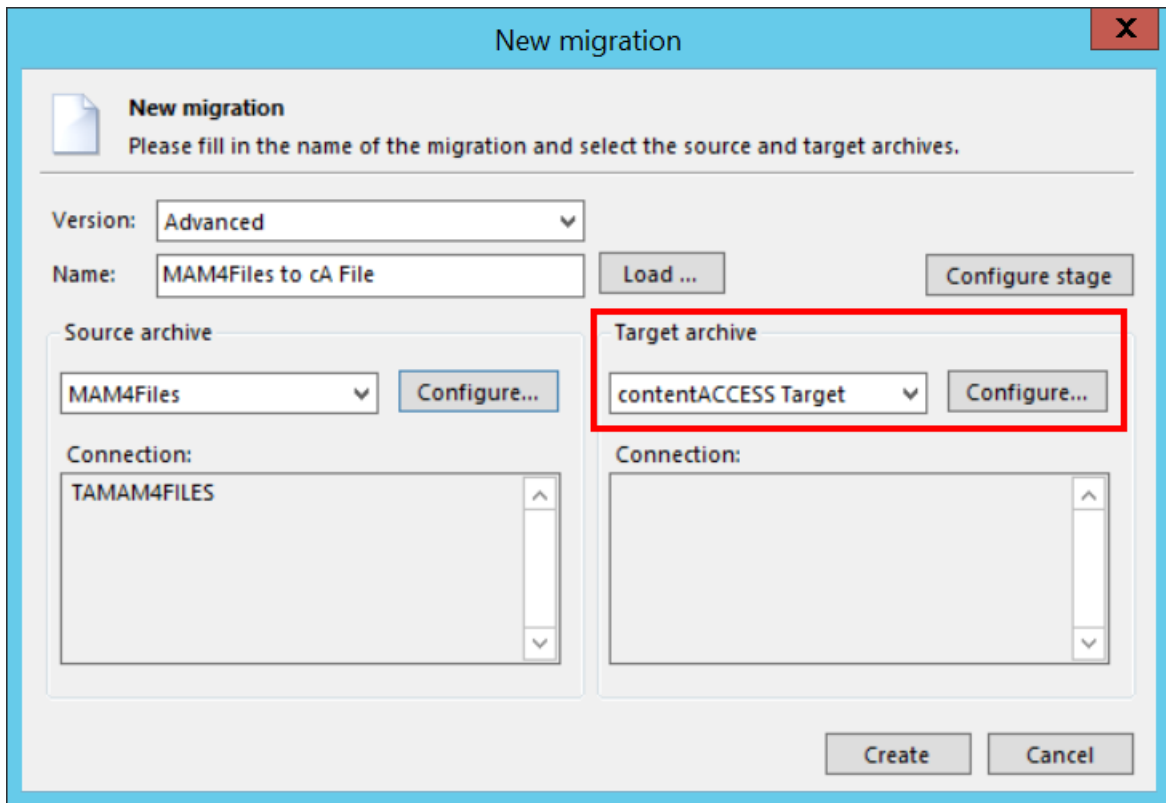
Machine: TAMAM4FILES

HSM url: http://TAMAM4Files:7782/PAM4HSM/PAM4HSMWS.asmx Test

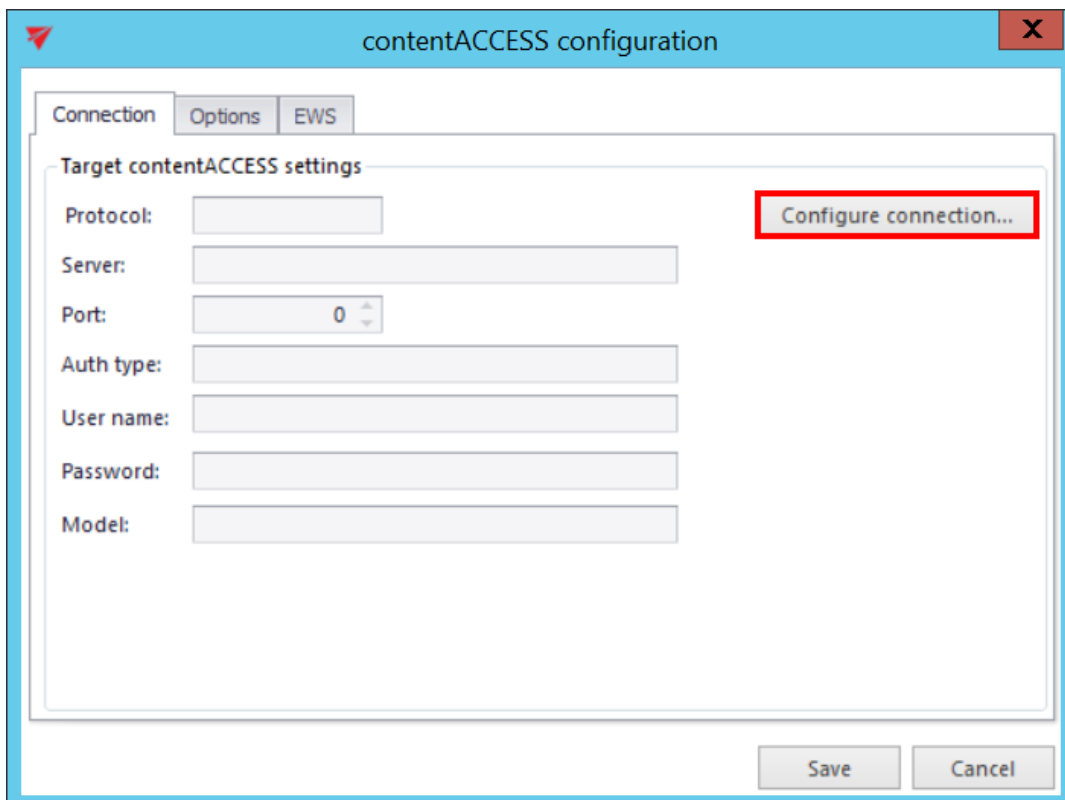
Save Cancel

### The Target archive (contentACCESS File archive)

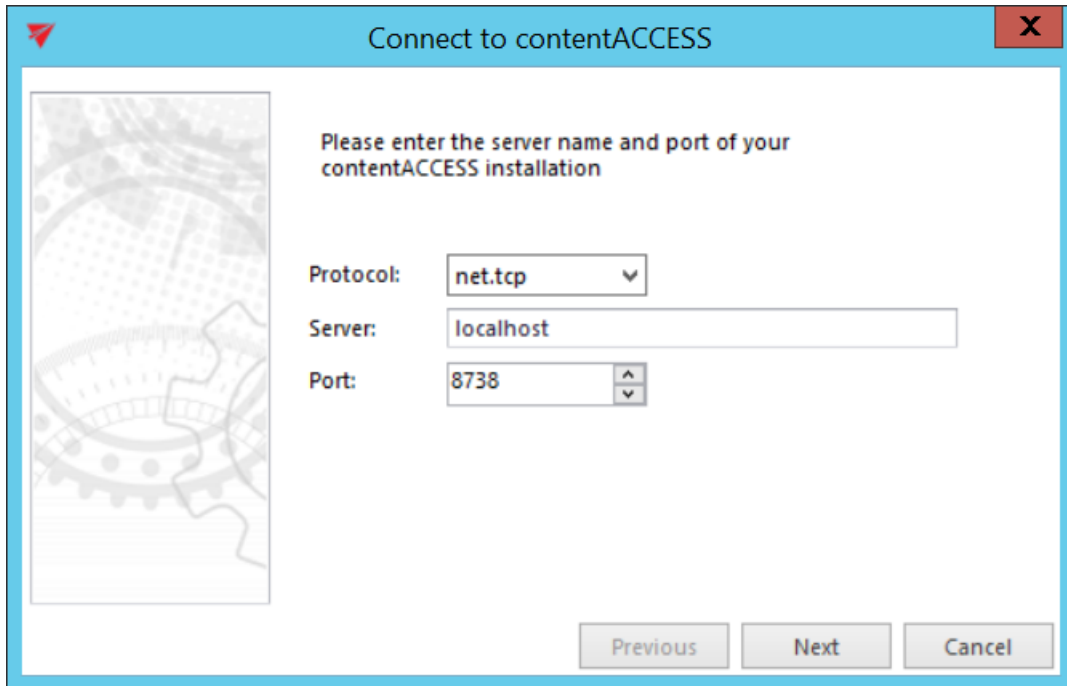
Choose **contentACCESS Target** from the list of target archives and click on **Configure**.



Click “Configure connection ...” in the next dialog.



Further enter the server name and port of your contentACCESS installation and click **Next**.



Connect to contentACCESS

Please enter the server name and port of your contentACCESS installation

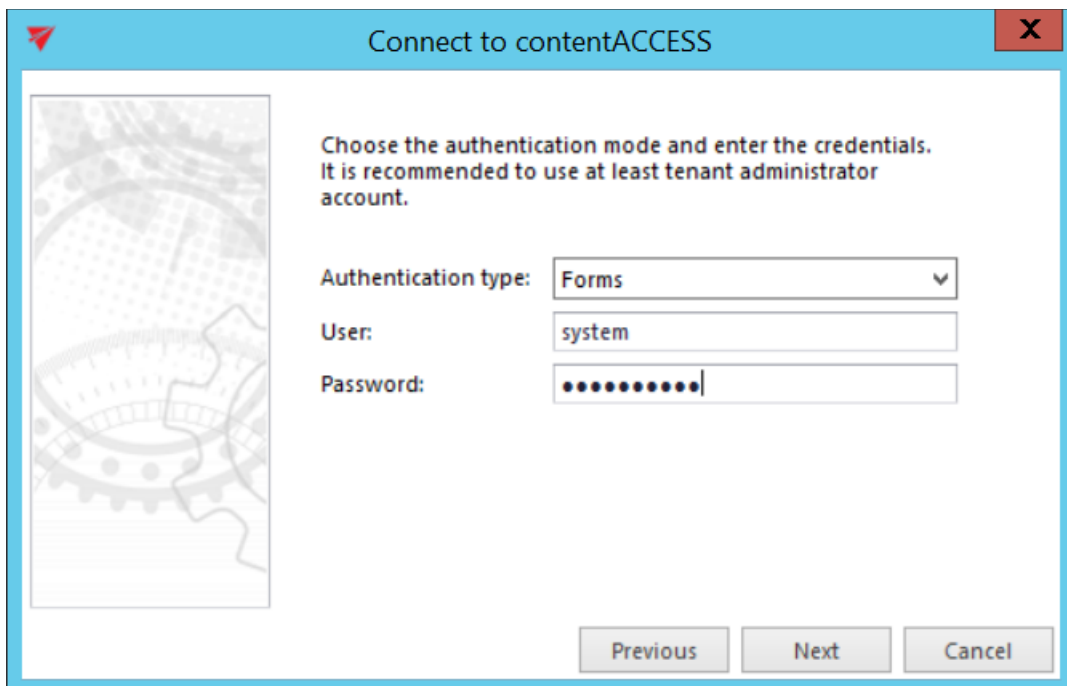
Protocol: net.tcp

Server: localhost

Port: 8738

Previous Next Cancel

Choose the **Authentication type** to be used to connect to contentACCESS and enter the applicable user credentials. It is recommended to use an account with at least tenant administrator level permissions. Click **Next**.



Connect to contentACCESS

Choose the authentication mode and enter the credentials. It is recommended to use at least tenant administrator account.

Authentication type: Forms

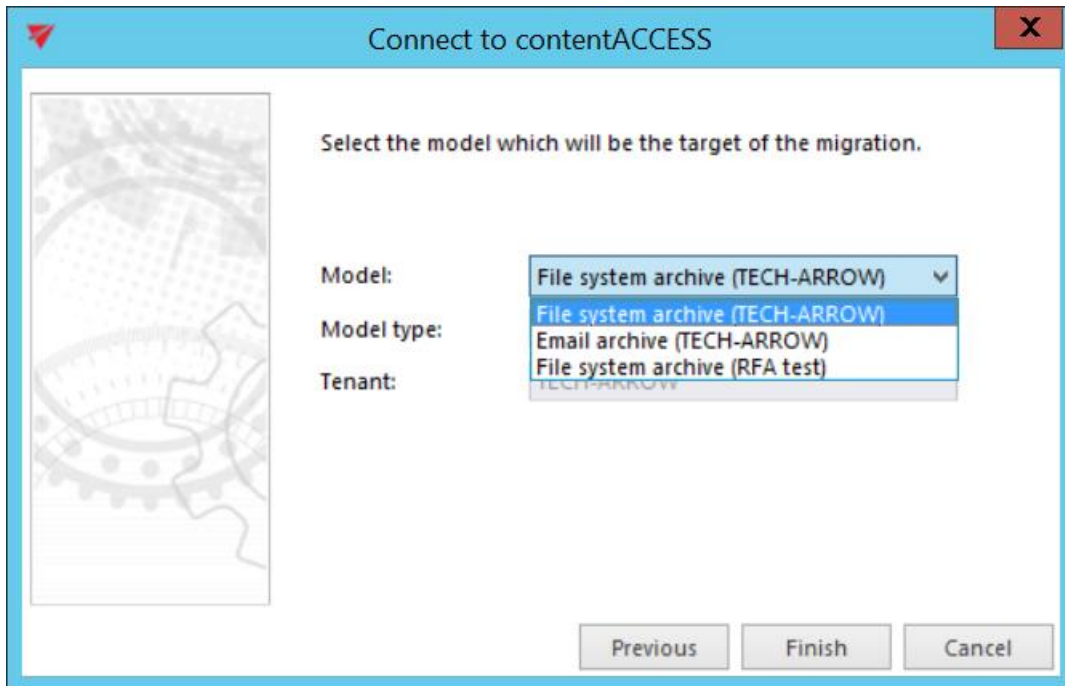
User: system

Password: ●●●●●●●●

Previous Next Cancel



The next dialog will list all available models based on your contentACCESS license. Choose the **File system archive (TECH-ARROW)** model, which will be the target of this migration, and click **Finish**.

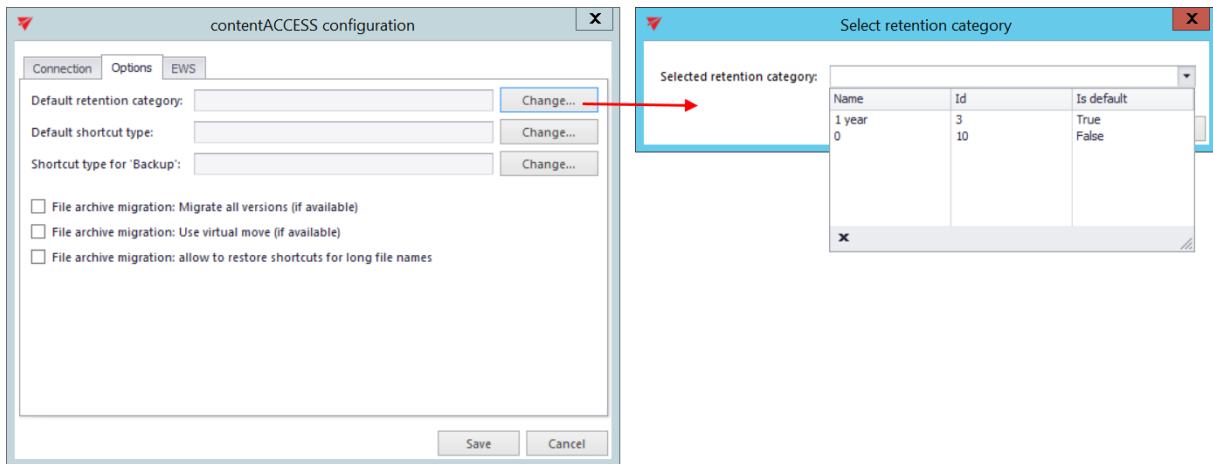


Back in the initial dialog switch to the “**Options**” tab. Use the “**Change**” buttons to set the

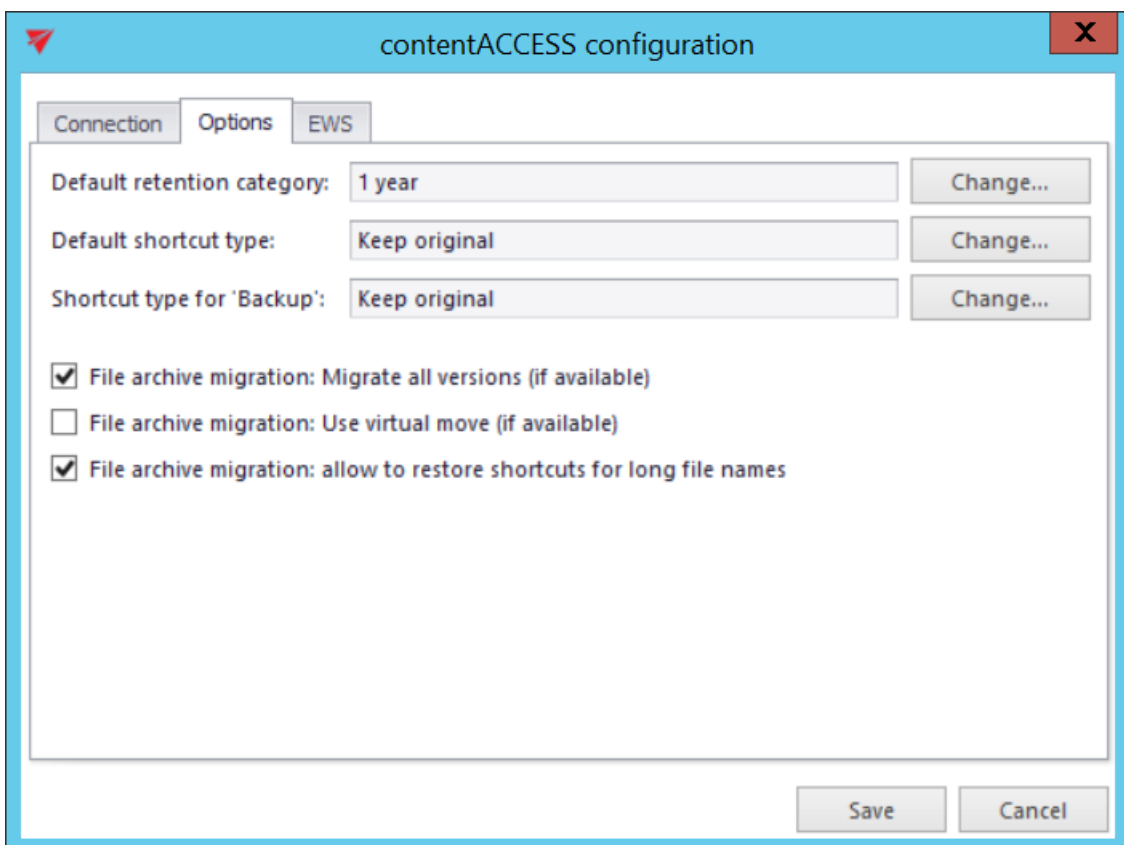
- default retention category,
- default shortcut type and
- shortcut type for “Backup”

that will be applied to the files/shortcuts migrated into contentACCESS File archive.

The available retention categories/shortcut types to be used in the target archive are listed based on the contentACCESS settings.

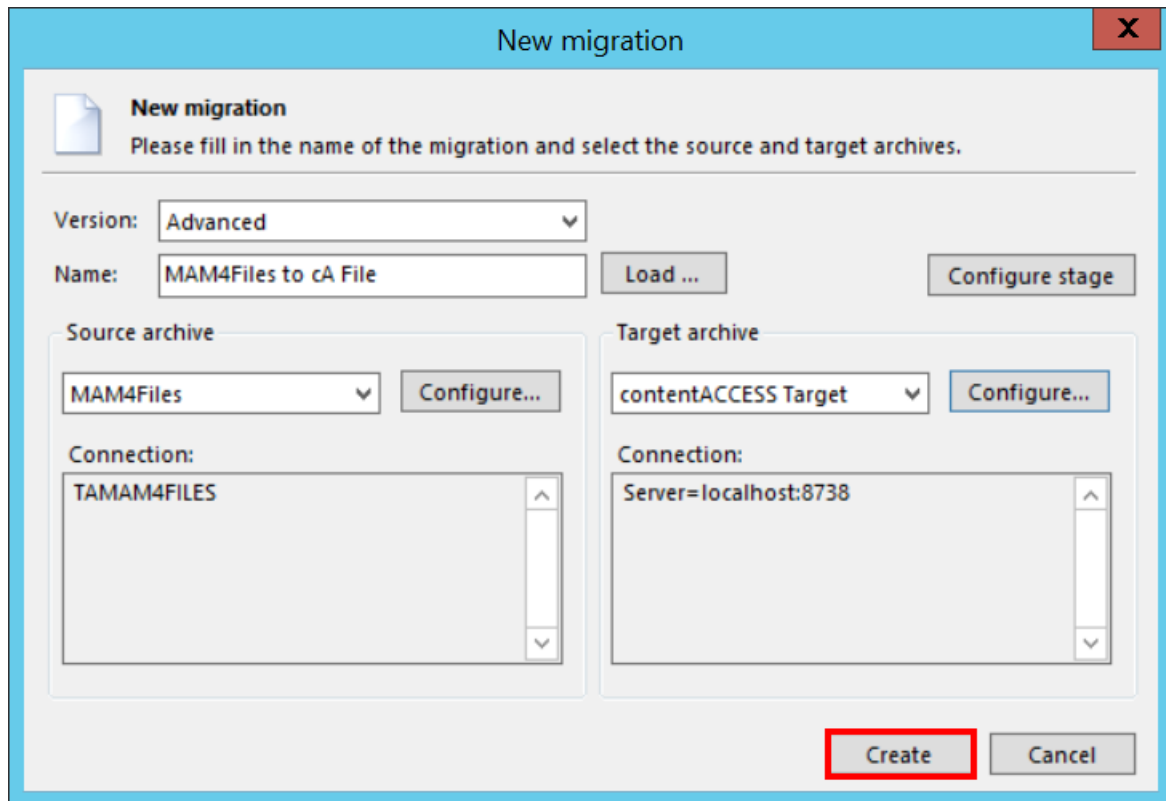


For this type of migration, we recommend to check the first and the third **File archive migration** checkboxes. Click **Save**.



It is also possible to connect to contentACCESS via Exchange Web Services, but this way can be used **only for Email archive migration**.

Once the source and target archive connection is set, click on “Create” back in the very first “New migration” dialog:



The migration project is now added to the Archive Explorer pane of contentGATE.

### 5.3.2 Overview of the migration management interface

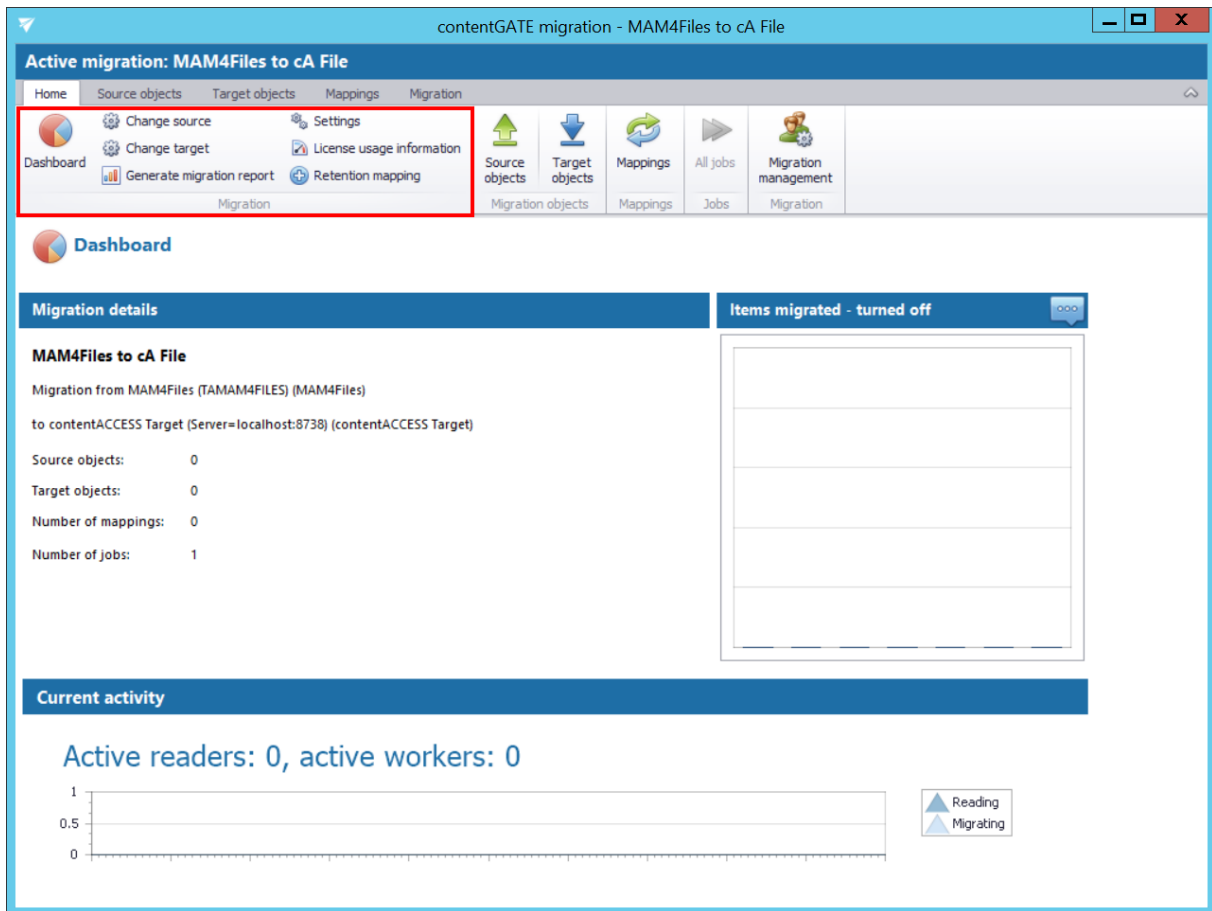
The migration project’s settings are available in the respective sections of the migration’s management interface.



The screenshot shows a web application window titled "contentGATE migration - MAM4Files to cA File". The interface includes a navigation bar with tabs: Home, Source objects, Target objects, Mappings, and Migration. Below the navigation bar is a toolbar with icons for Dashboard, Change source, Change target, Generate migration report, Settings, License usage information, Retention mapping, Source objects, Target objects, Mappings, All jobs, and Migration management. The main content area is divided into sections: "Migration details" for "MAM4Files to cA File" (Migration from MAM4Files (TAMAM4FILES) (MAM4Files) to contentACCESS Target (Server=localhost:8738) (contentACCESS Target)), showing 0 source objects, 0 target objects, 0 mappings, and 1 job. To the right is a section titled "Items migrated - turned off" with a table that is currently empty. Below this is a "Current activity" section showing "Active readers: 0, active workers: 0" and a line graph with a legend for "Reading" and "Migrating".

The following settings are available in these sections:

- **Home** – Migration settings can be viewed and connector settings can be viewed or edited on this page.



contentGATE migration - MAM4Files to cA File

Active migration: MAM4Files to cA File

Home Source objects Target objects Mappings Migration

Dashboard Change source Change target Generate migration report Settings License usage information Retention mapping

Source objects Target objects Mappings All jobs Migration management

Migration objects Mappings Jobs Migration

Dashboard

Migration details

MAM4Files to cA File

Migration from MAM4Files (TAMAM4FILES) (MAM4Files)

to contentACCESS Target (Server=localhost:8738) (contentACCESS Target)

Source objects: 0

Target objects: 0

Number of mappings: 0

Number of jobs: 1

Items migrated - turned off

Current activity

Active readers: 0, active workers: 0

1

0.5

0

Reading

Migrating

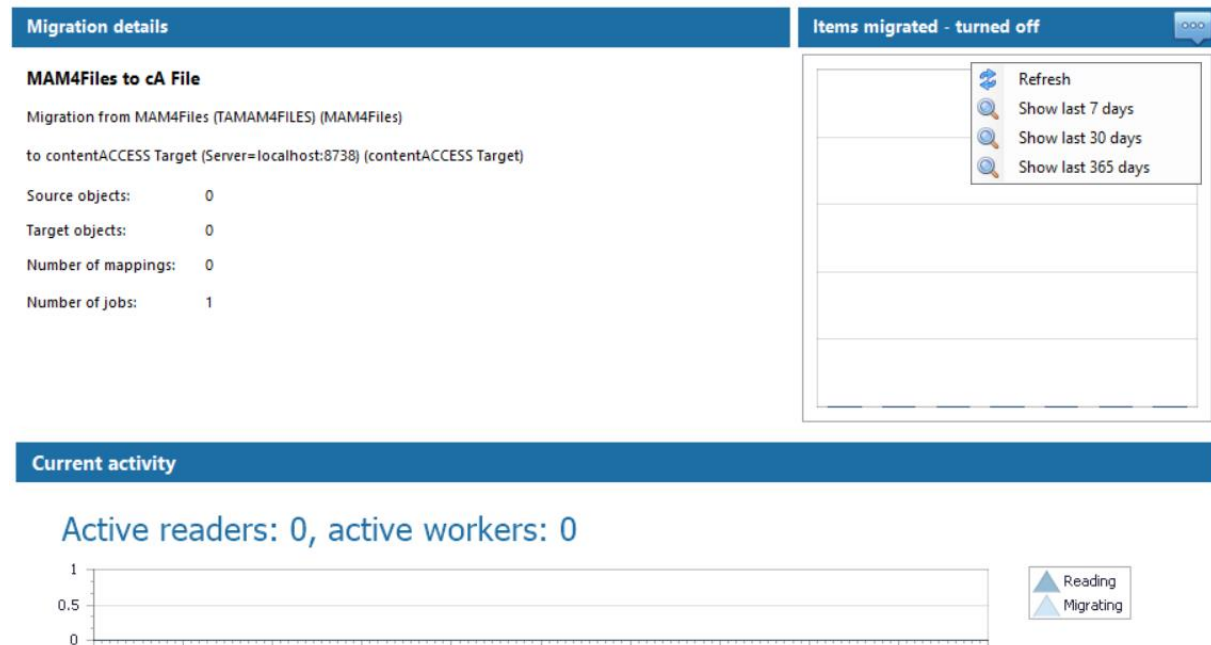
The toolbar of this page features the following options:

- **Change source** – source archive connections can be edited using this option
- **Change target** - target archive connections can be edited using this option
- **Generate migration report** – an overall report for all mappings can be created using this option (more details [here](#))
- **Settings** – item filtering settings, global and performance settings can be configured here (this is mostly used for Email archive migrations)
- **License usage information** - displays the data volume and number of items in the migration
- **Retention mapping** – retention categories can be mapped together using this option (more details [here](#))
- **Dashboard** – displays the basic parameters of the source and target connectors

The graph in section “Migration details” displays the number of migrated items in the last 7, 30 or 365 days. The time period is configurable using the triple dot menu in the upper right corner

of the graph. Move with your cursor over the graph and the information gets displayed. The value is initially “0”.

The current activity of reader and worker threads can be also viewed using the graph at the bottom of the window.

 Dashboard


- **Source objects** – This section represents the list of the source objects (in this case MAM4Files archived files) that are available on the source connector. The grid is initially empty. Source objects can be loaded either manually or automatically. (For more details click [here](#).)
- **Target objects** - Target objects (contentACCESS File archive Root folders) can be loaded here either manually or automatically. The grid collects the targets of the migration – WHERE the data will be migrated. The list is initially empty and the objects can be added either manually, or it is possible to load them all. (For more details click [here](#).)
- **Mappings** – Before starting the archive migration procedure, objects in the old system must be mapped to the objects in new system. This action is called **object mapping**. Unmapped objects cannot be migrated. Object mappings are specified in “Mappings” section. Manual and automatic mappings are both enabled. (For more details click [here](#).)



- **Migration** – Migration jobs and groups can be created and viewed on this tab. The workflow of a migration is defined in the migration job. The job’s workflow defines what exactly will be migrated. A migration job must be always assigned to a migration group, because only the entities added to groups can be migrated. For more details click [here](#) (jobs) and [here](#) (groups).

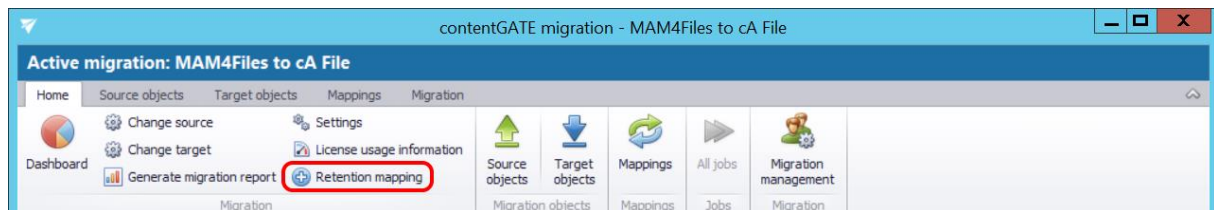
All the above mentioned sections are initially empty. To configure these settings, refer to the following sections of this user guide.

### 5.3.3 Mapping source retention categories to target retention categories

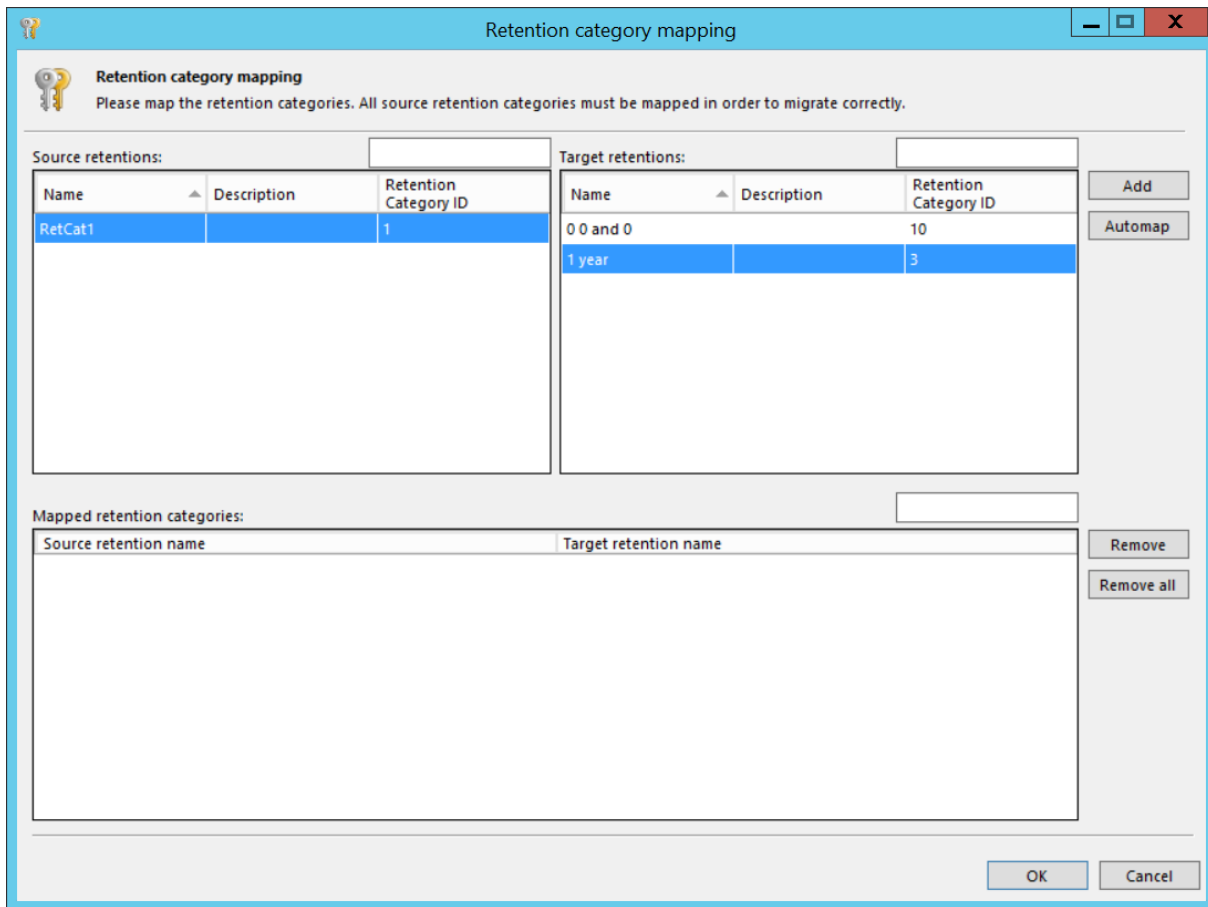
Retention mapping is the action when the retention categories on the source connector are mapped to the retention categories on the target connector.

**Note:** To be able to map retention categories, the source system must return at least one retention category.

To map together the source and target retention categories, click the “**Retention mapping**” option in the **Home** page’s toolbar.



The **Retention mapping** dialog opens. The categories on the source connector are listed in the left column, the available target retention categories (based on contentACCESS settings) are listed in the right column.



Use the Automap function to map the categories based on identical names, or map them manually. To map them manually, select the desired one on both sides and click on “Add”. Further click “OK” to save your changes.



Retention category mapping

Retention category mapping  
Please map the retention categories. All source retention categories must be mapped in order to migrate correctly.

Source retentions:

Name	Description	Retention Category ID

Target retentions:

Name	Description	Retention Category ID
0 0 and 0		10
1 year		3

Mapped retention categories:

Source retention name	Target retention name
RetCat1	1 year

Buttons: Add, Automap, Remove, Remove all, OK, Cancel

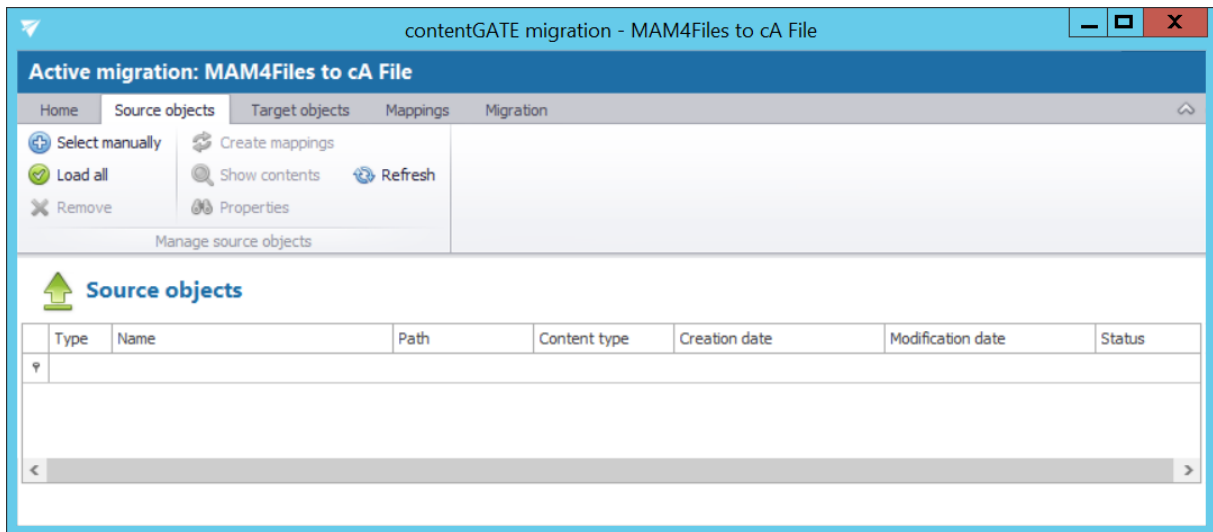
**Note:** One target retention category may have multiple source retentions associated.

### 5.3.4 Loading the source objects

**Definition of terms:** source objects = folders available in the source MAM4Files archive

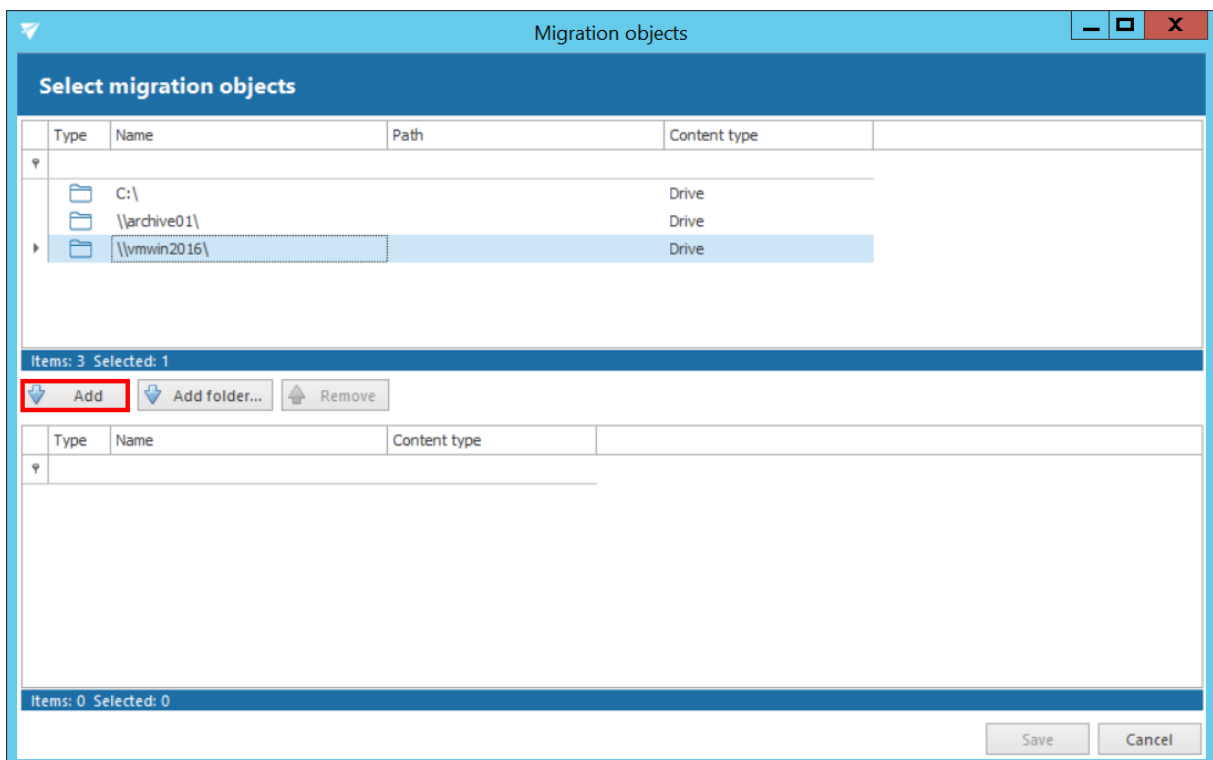
Open the “Source objects” tab. The grid of the page is initially empty and the source mailboxes must be loaded. You have multiple options how to load them:

- **Load all** – use this option to load all objects available on the source archive
- **Select manually** – if you do not want to load all available objects from the source connector (e.g. if you do not want to migrate all), you can use this option to pick the desired objects manually.

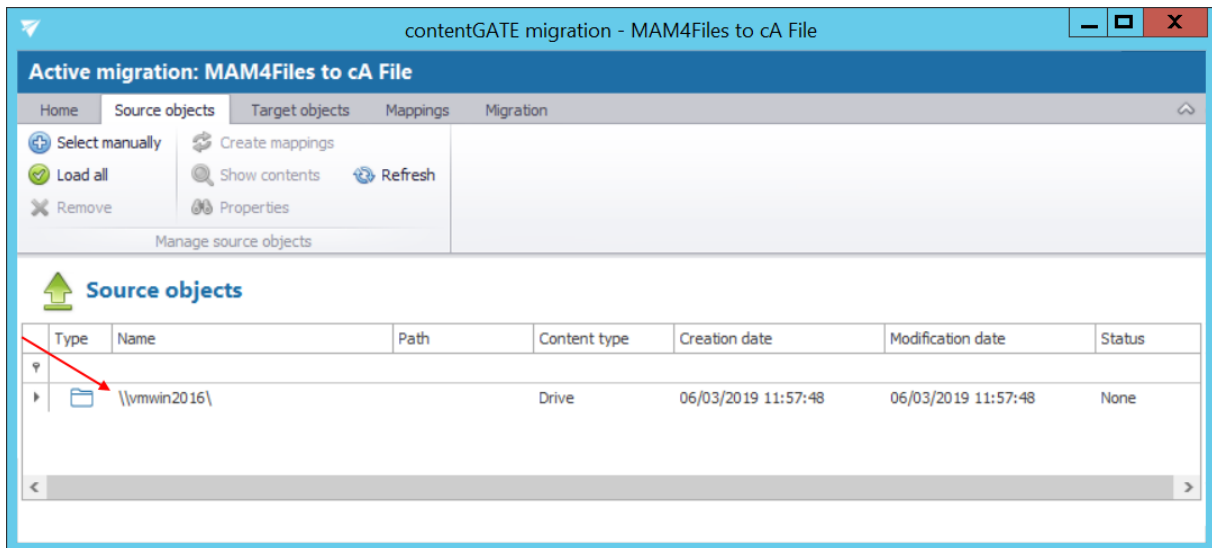


By clicking on **Select manually**, the “Migration objects” dialog opens. Pick up the desired objects from the list and click “Add”. The source objects will be shifted to the lower part of the dialog. The dialog offers to select subfolders of a source object, too (option “Add folder”).

Click “Save”.



The selected source objects are now added to the grid:



Subfolders, documents and file versions may be viewed using the **Show contents** option in the toolbar. This option is available on the “Mappings” tab as well. Use option **Properties** to view the basic properties of a folder.

Once the demanded source objects are loaded, switch to section **Target objects**.

### 5.3.5 Loading the target objects

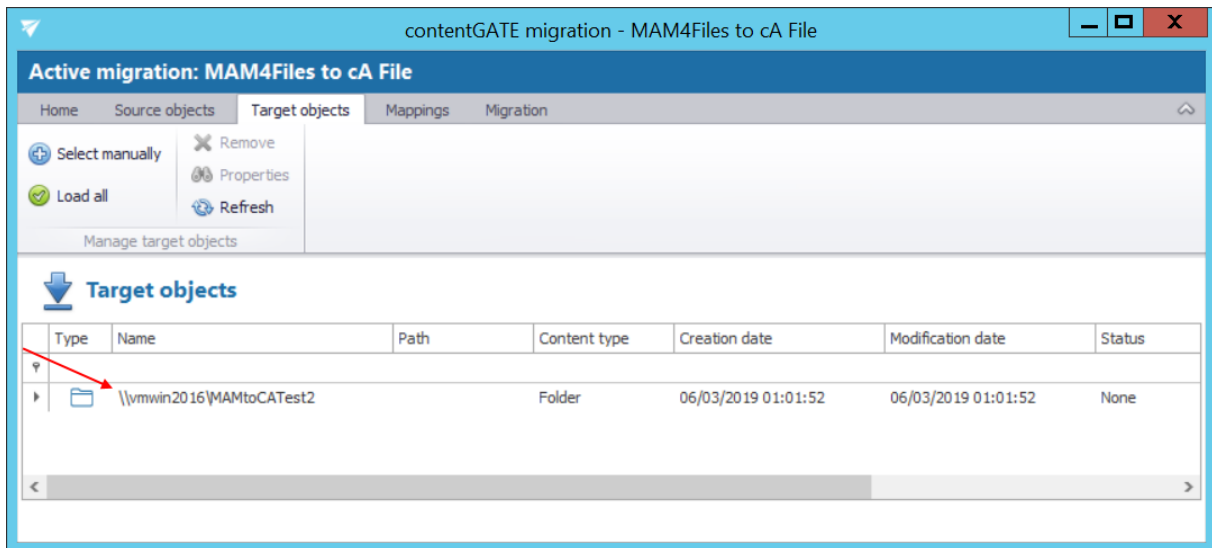
**Definition of terms:** target objects = processed contentACCESS File archive mailboxes

Open the “Target objects” tab from the toolbar. Initially the grid is empty. The folders processed by the contentACCESS File archive job are loaded on this page. These folders will be the targets of the migration.

You have multiple options how to load the folders from the contentACCESS File archive:

- **Load all** – use this option to load all objects available on the target archive
- **Select manually** – if you do not want to load all available objects from the target connector, you can use this option to pick the desired objects manually.

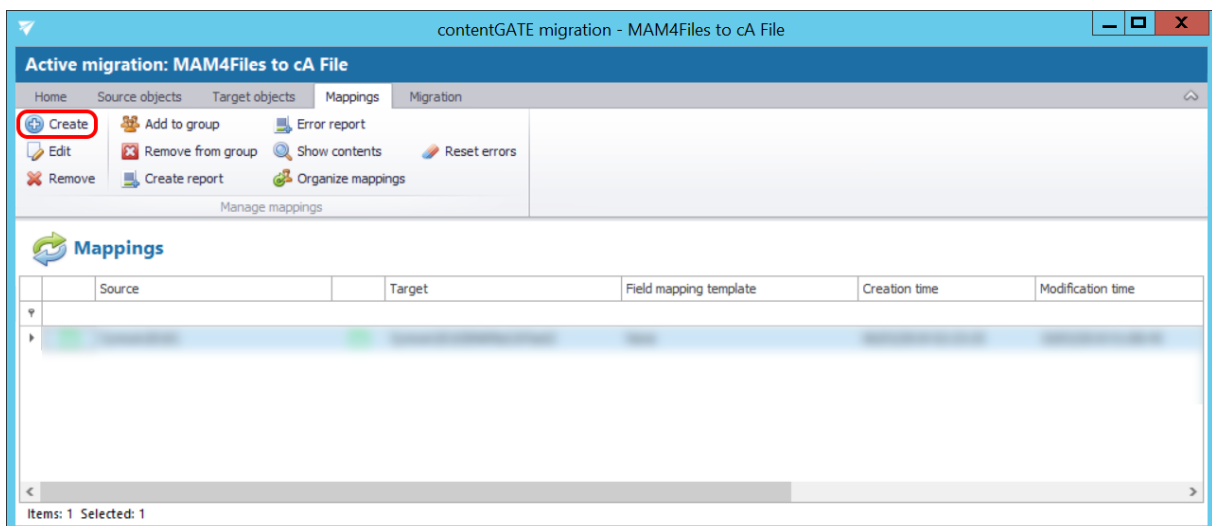
**The process is the same as with the source objects.** Load the desired objects on the target (where you will migrate TO) and switch to section “Mappings”.



### 5.3.6 Mapping the source objects to the target objects

**Note:** The **Error report** and **Reset errors** buttons are explained in the section [Migration reports](#).

Open the “Mappings” tab and click “Create” in the toolbar to create the desired object mapping(s).



The “Mappings” dialog features the

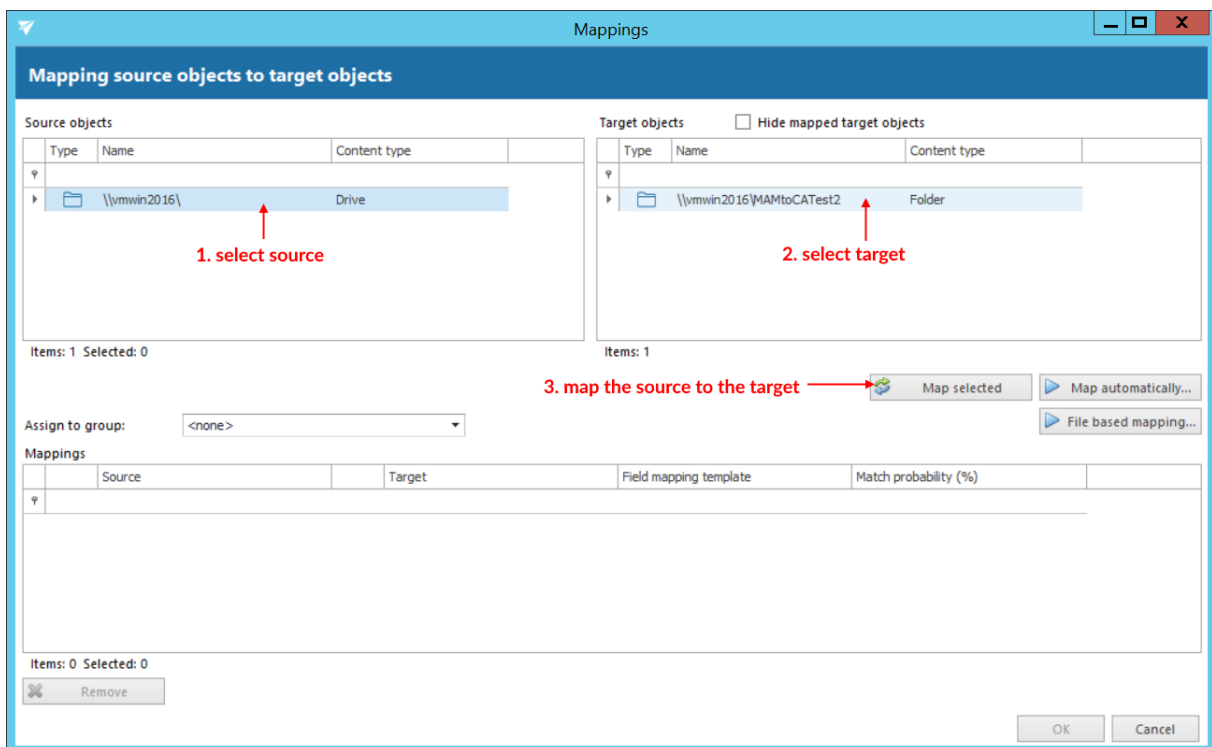
- **source** object(s) TO BE MIGRATED on the source side, and
- **target** object(s) WHERE the source objects can be migrated on the target side.

**Note:** One source object can be mapped only to one target, but one target object may be associated with multiple source objects. This action is called **merging**. If you wish to associate multiple source objects to the same target, uncheck the “Hide mapped target object” option above the grid.

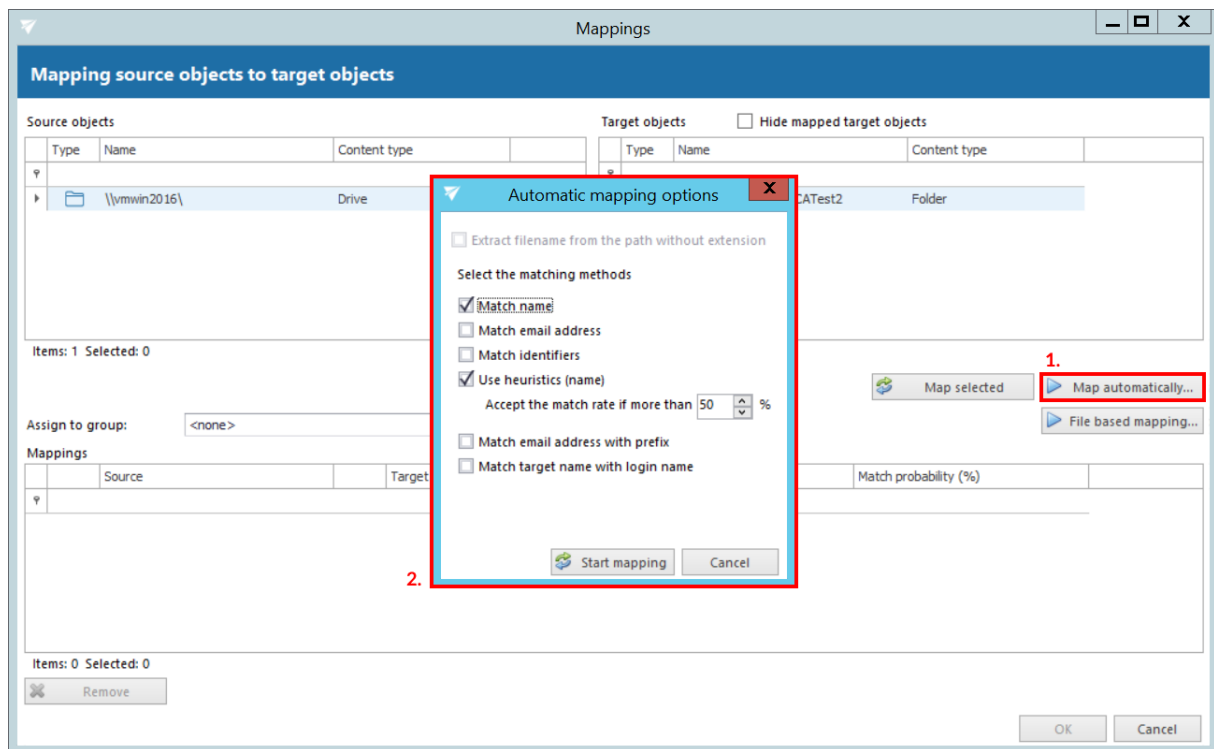
Mappings may be specified either

- **manually**
- **automatically**
- **file based**

By **manual selection** select each source and target one-by-one, and map them together using the “Map selected” option.



If you wish to use **automatic mapping**, 1) click on the “Map automatically” button and 2) select the mapping criteria.



There are 6 auto-mapping methods available, we recommend the following:

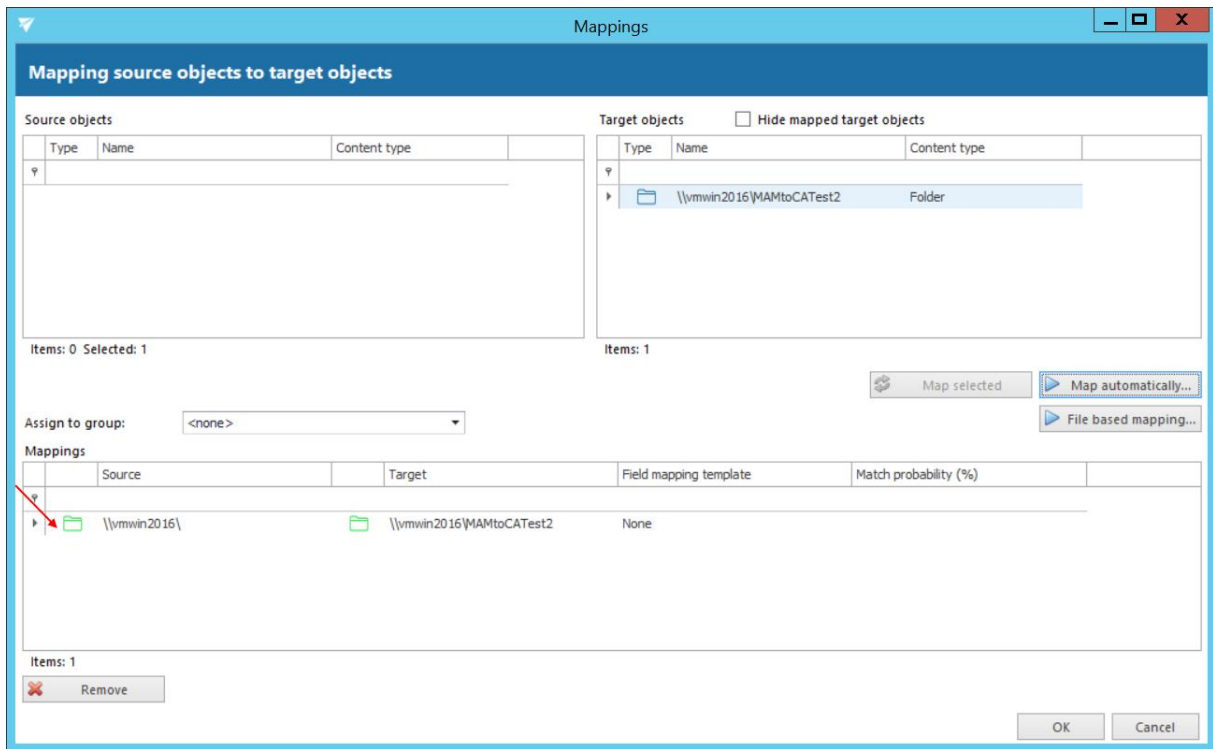
**Match name** – maps the objects based on name

**Use heuristics (name)** – maps the objects based on match rate of the names

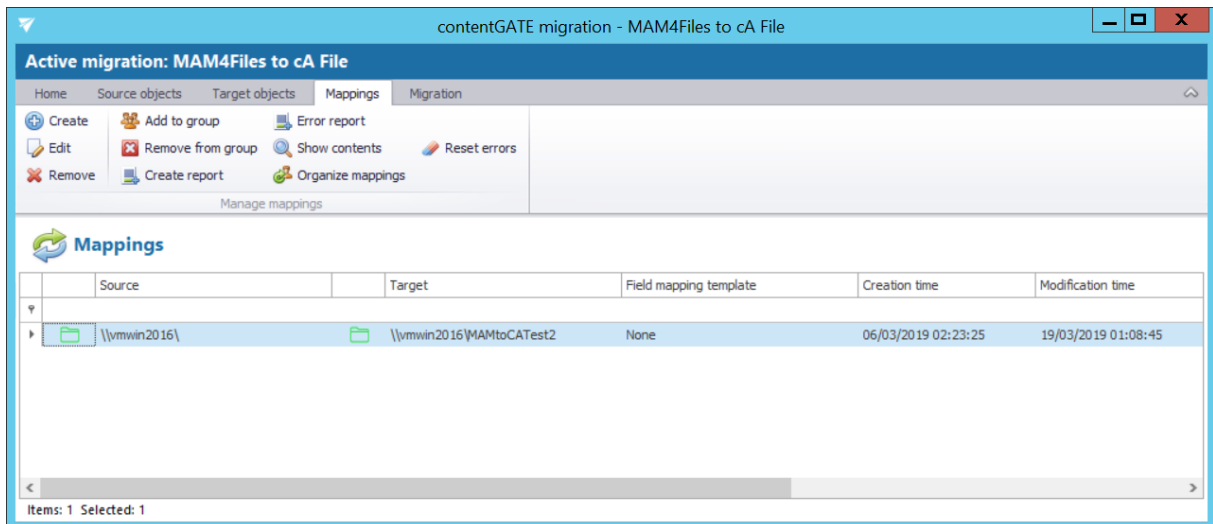
Once the criteria are selected, click on the “**Start mapping**” button, and the objects will be paired automatically.

**Note:** If no matches have been found by the automap, the application will warn about it. In this case the user needs to map the objects manually.

Added mappings are shifted to the lower part of the **Mappings** dialog.



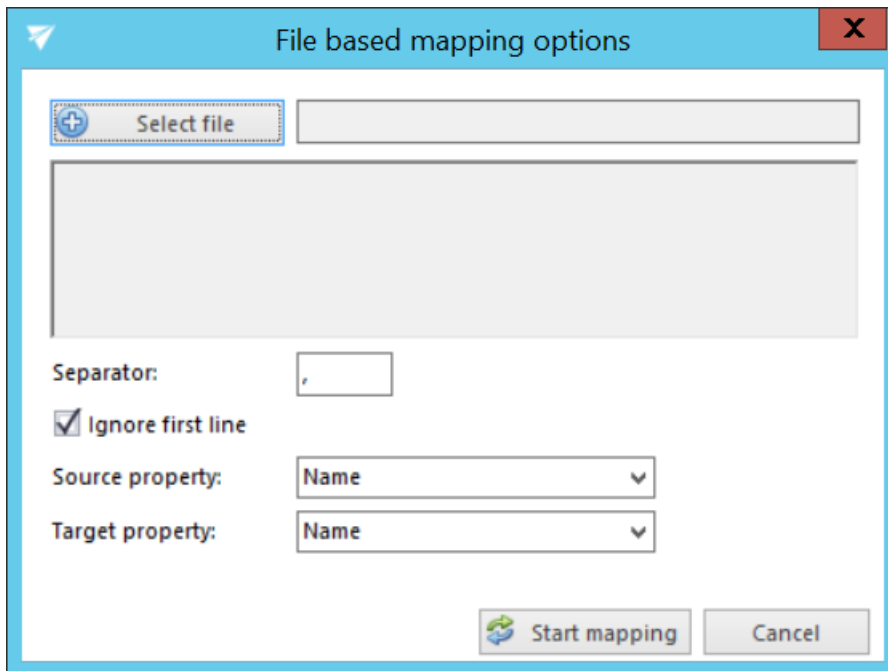
Click "OK" to add them to the grid.



**Note:** Mapped objects are marked with green color in the source and target grids, while unmapped objects are blue.

It is also possible to map objects based on a .CSV file. Click on **File based mapping** in the mappings dialog and select the desired file. Specify the **separator** of the properties. If you want to ignore

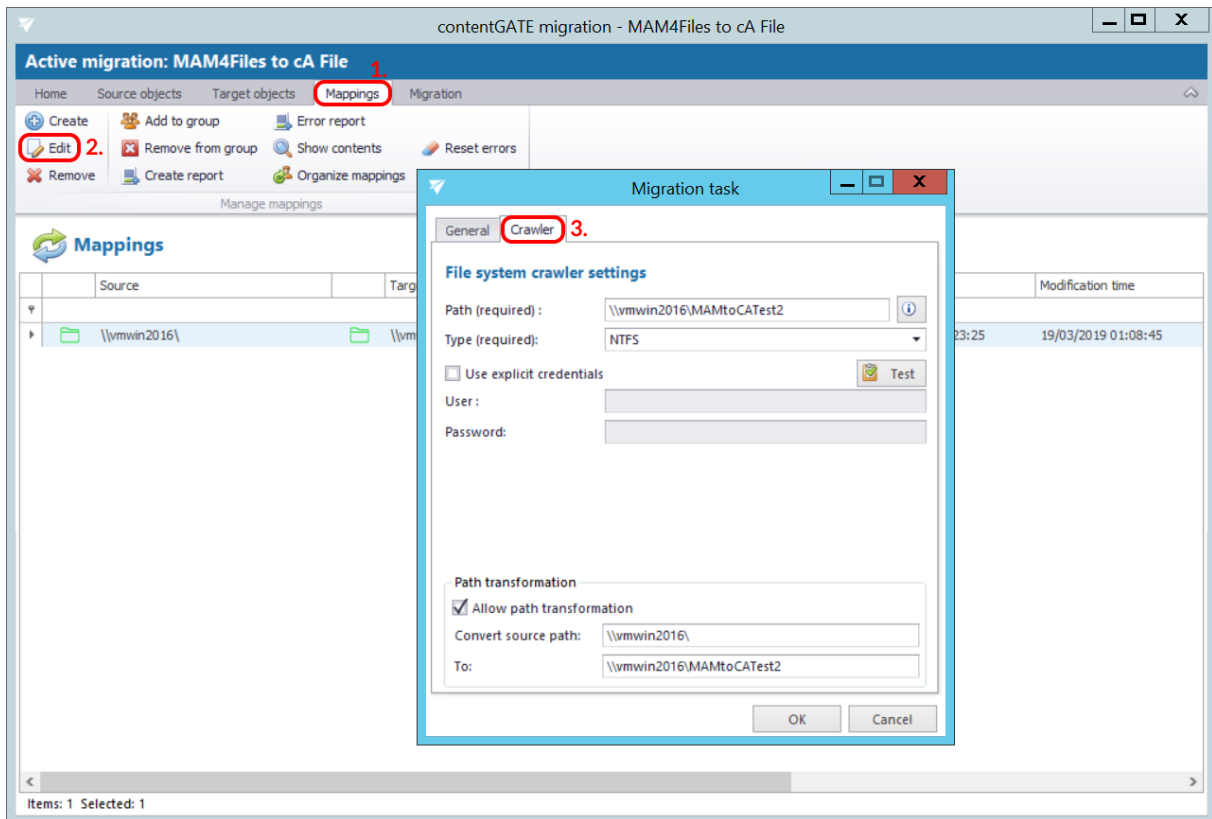
the first line of text in your file (e.g. header), check the **Ignore first line** checkbox. Select the **Source** and **Target** properties from the dropdown lists respectively. Click on **Start mapping** and then **Apply changes**. The remaining steps are the same as when mapping manually and/or automatically.



After the desired mapping was created, it is necessary to further configure it. On the **Mappings** tab, select the desired mapping and click on **Edit** in the toolbar. Switch to the **Crawler** tab. Click on the icon next to the **Path (required)** field – the system will fill in the path (the path of the target folder). Next, check the **Allow path transformation** checkbox and fill in the fields:

- „**Convert source path:**“ – path of the source folder
- „**To:**“ – path of the target folder





**Note:** The **Allow path transformation** can be skipped if the **Source** and **Target** object have the same path.

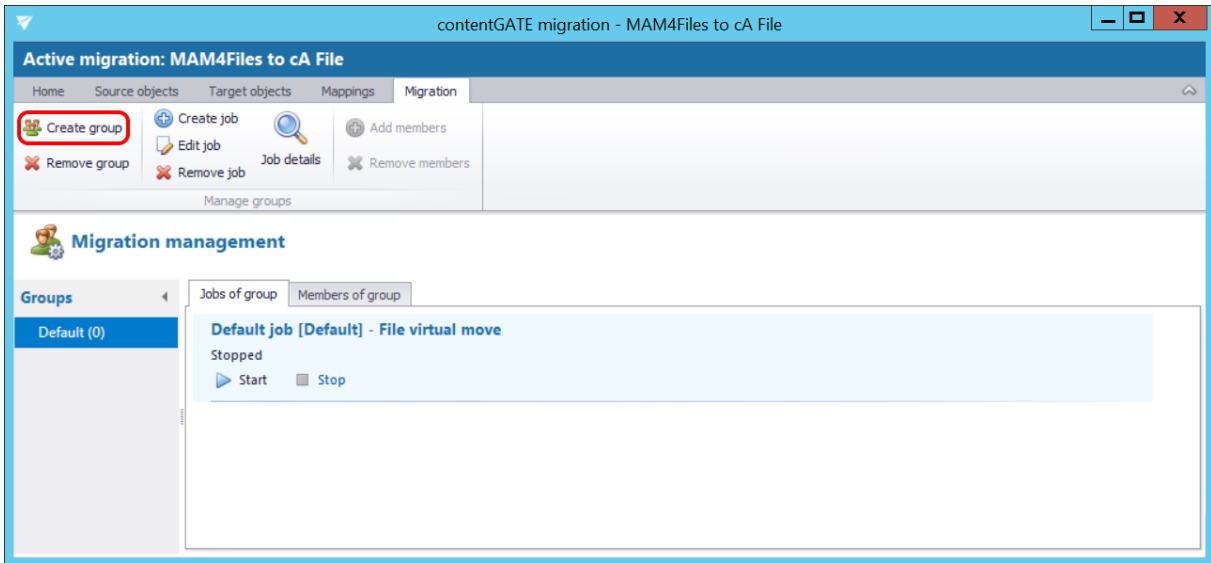
In next steps we will learn how to create a migration group and add our mapped folders to this group.

### 5.3.7 Creating migration group(s) and adding group members

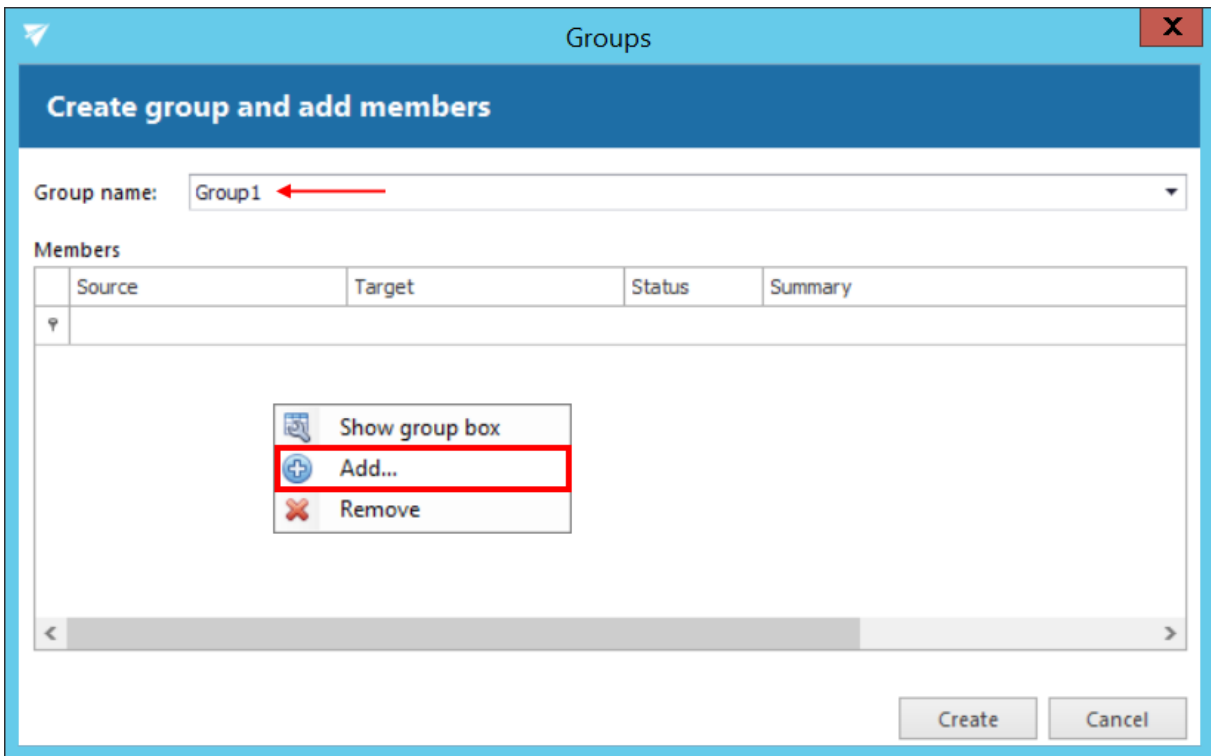
In the next step we need to create a migration group and associate our mapped folders with it. Since a migration can be started only on group level, folders that are not group members cannot be processed.

Group management makes the migration process more transparent and manageable. It makes easier to check which folders have been already migrated, and it also helps to define priorities, i.e. to migrate the most important folders in the first round.

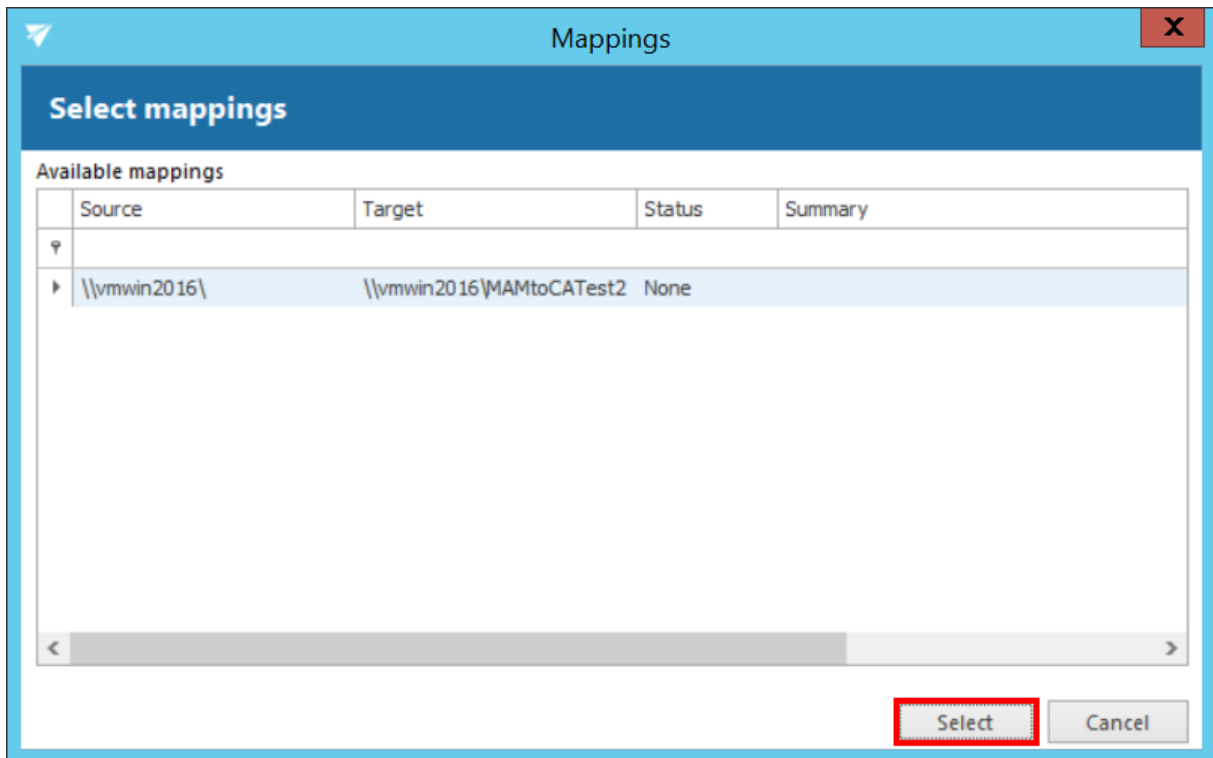
**Create a migration group and add members to it.** Navigate to “Migration” tab. As you can see, the **Groups** pane initially contains only the **Default** group. If you don’t want to use it, click **Create group** in the toolbar to create a new group.



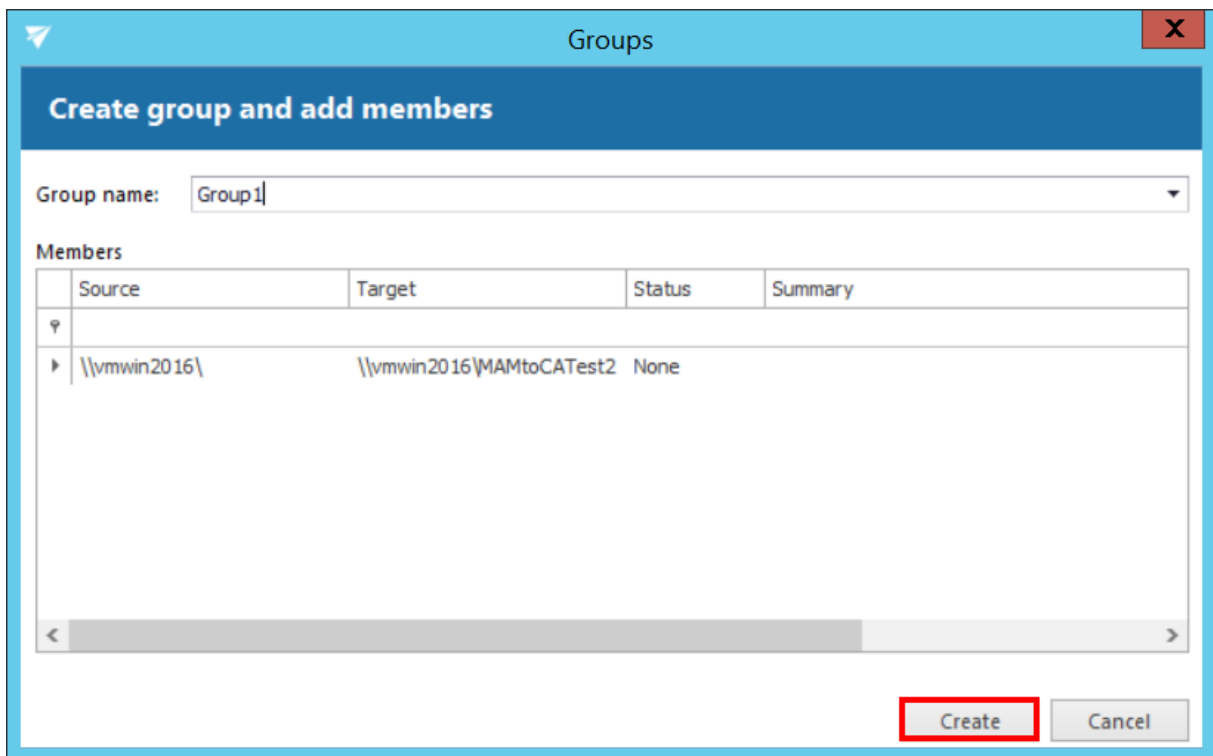
Name the group and add members to it using the context menu:



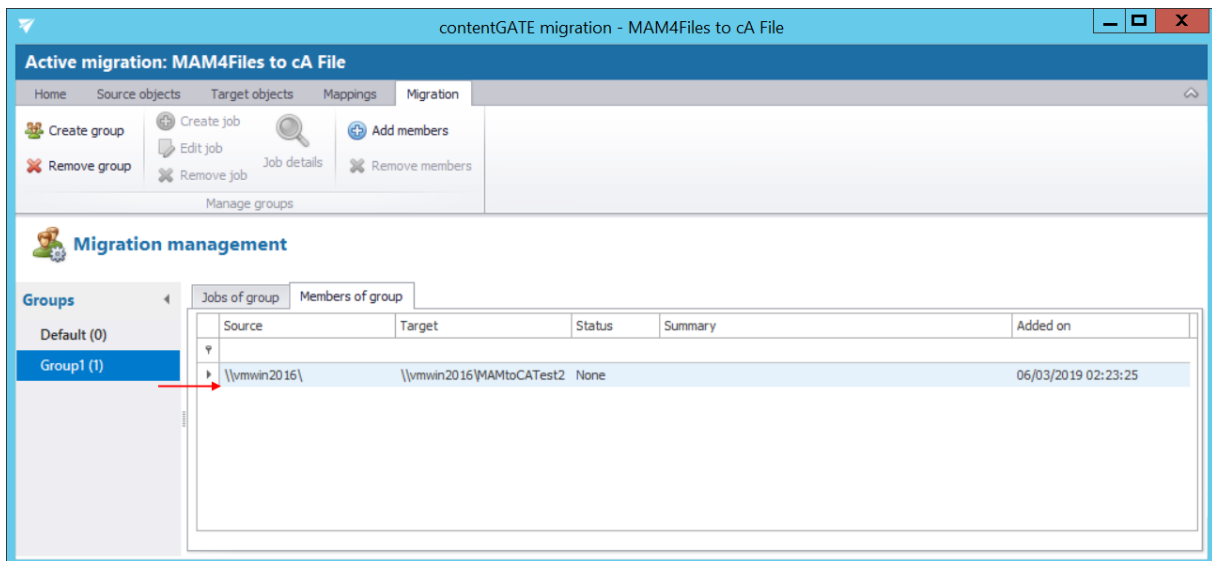
The next pop-up dialog displays all available mappings that can be added to the group. Pick the desired mappings and click “Select”.



In the next pop up dialog click “Create”.



Folders to be migrated are now added to the “Members of group” grid as seen on the picture below:



The “Jobs of group” grid is still empty. In the following subchapter we will learn how to add a migration job to our migration group.

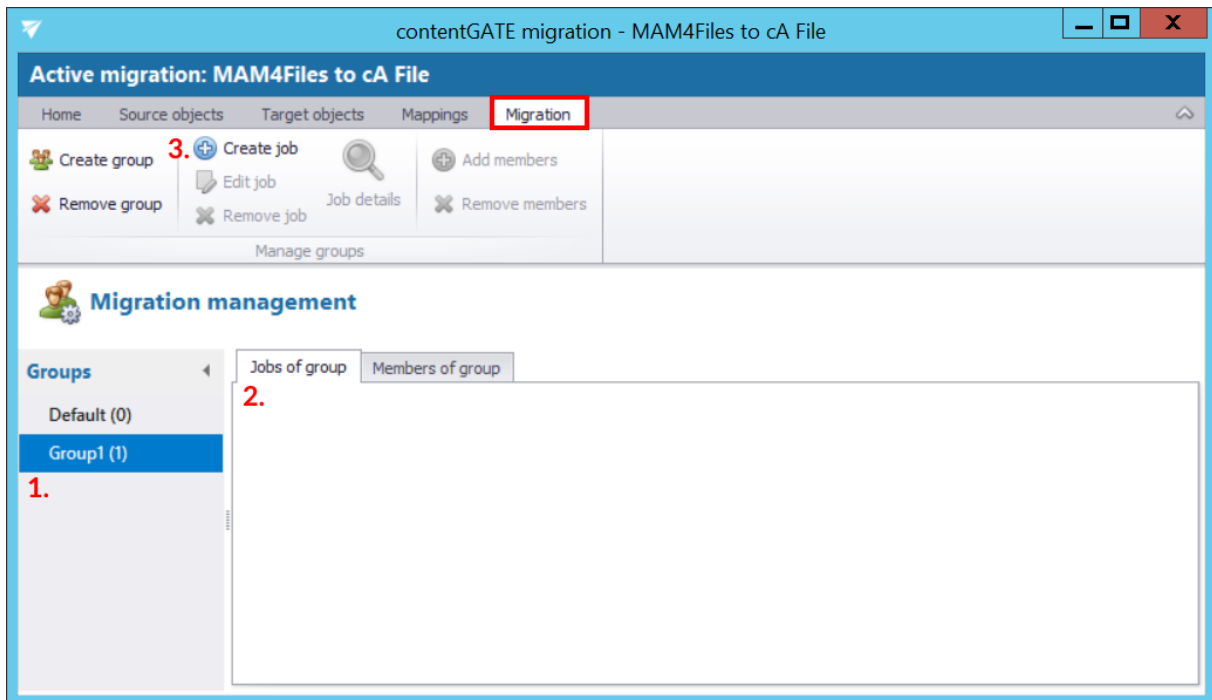
### 5.3.8 Creating migration job(s) to the migration project

A migration job manages the migration process and it defines what exactly will be migrated. Two migration jobs are available for the migration to *contentACCESS File archive*:

- **File migration**
- **File shortcut migration**

For this migration, we will be creating only a **File migration** job.

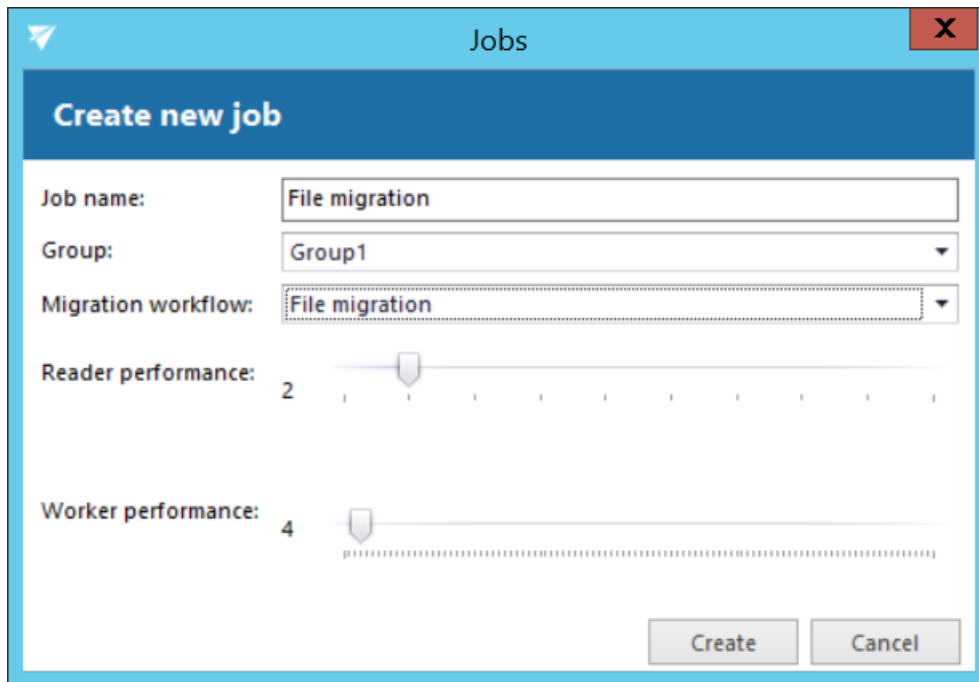
A migration job is always assigned to a migration group. It can be created on the **Migration** page, with 1. selecting the group in the pane, 2. switching to “Jobs of group” tab and 3. clicking option “Create job” in the toolbar:



By clicking the toolbar button on one of these pages, the “Create new job” dialog opens. It requires to:

- name the job
- assign the job to a **group** – The group is already selected if the job is created to a group directly (from the Migration tab). The job will work with the members of this migration group.
- specify the migration **workflow** - The workflow defines what will be migrated by the job.

We set up a job for the “**Group 1**” group created above.



The screenshot shows a 'Jobs' window with a 'Create new job' form. The form contains the following fields and controls:

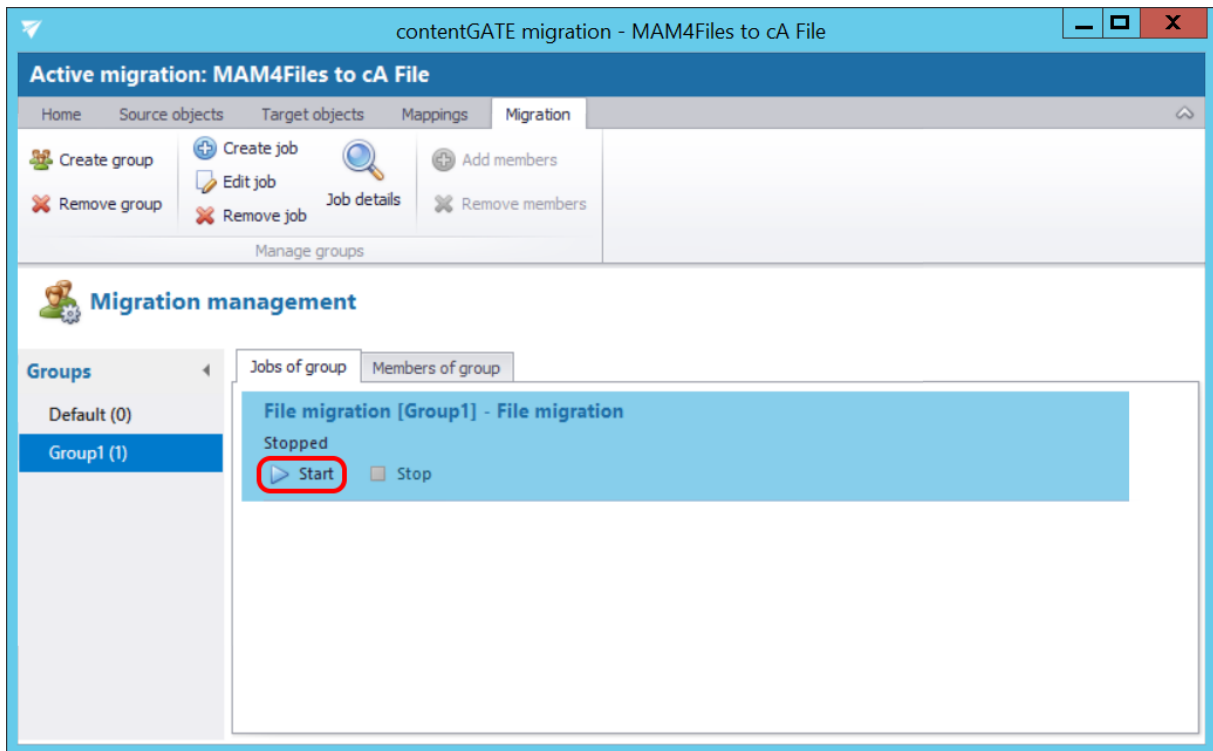
- Job name:** Text input field containing 'File migration'.
- Group:** Dropdown menu showing 'Group1'.
- Migration workflow:** Dropdown menu showing 'File migration'.
- Reader performance:** Slider control with a value of 2.
- Worker performance:** Slider control with a value of 4.
- Buttons:** 'Create' and 'Cancel' buttons at the bottom right.

Now every configuration is done and you can proceed with the migration.

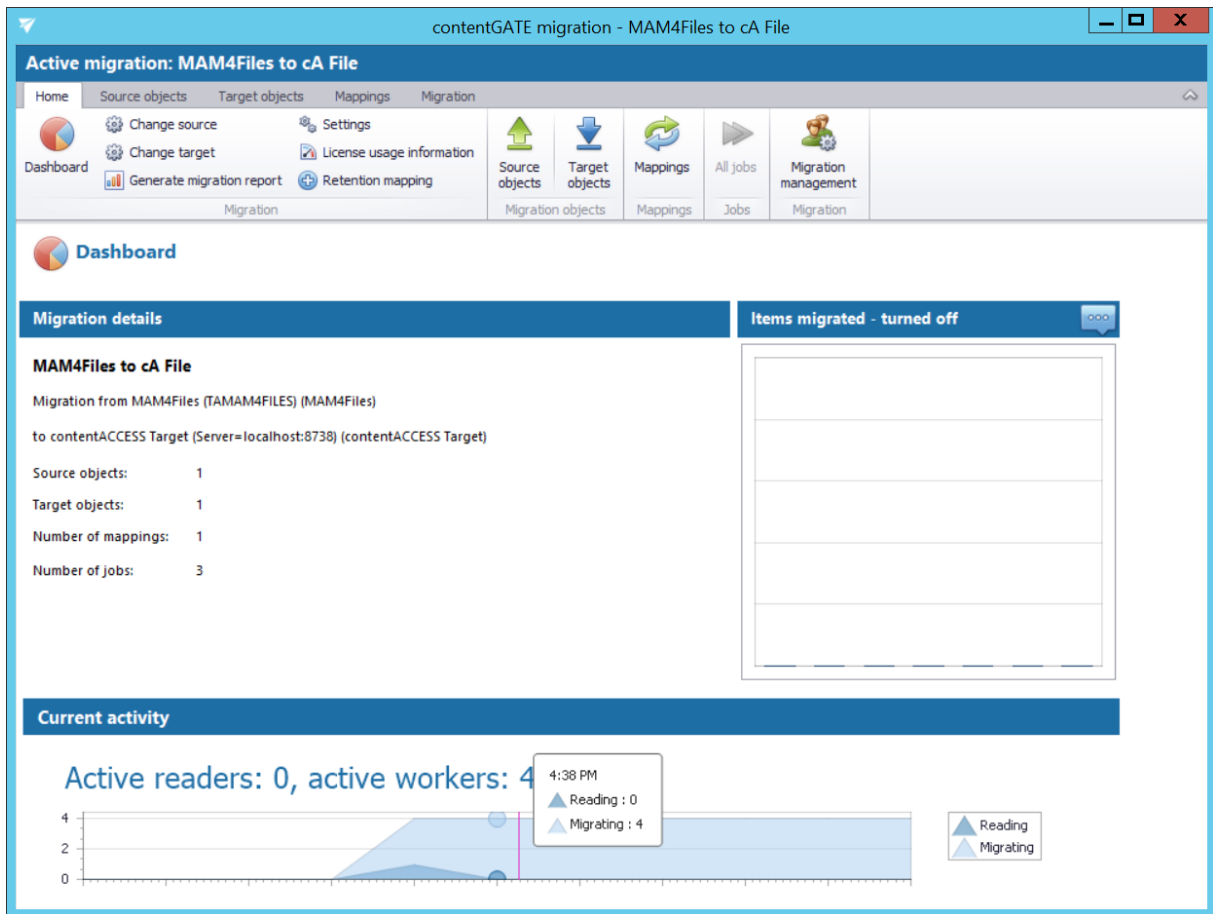
### 5.3.9 Starting the migration

The migration job can be started from the grid of jobs on the **Migration** page.

The job can be stopped or paused from this grid, too. If paused, the migration will continue from the point where it was aborted. Click on **Start** in the grid and wait until the job completes the migration process.



The current thread activity can be checked on the project's dashboard, too:

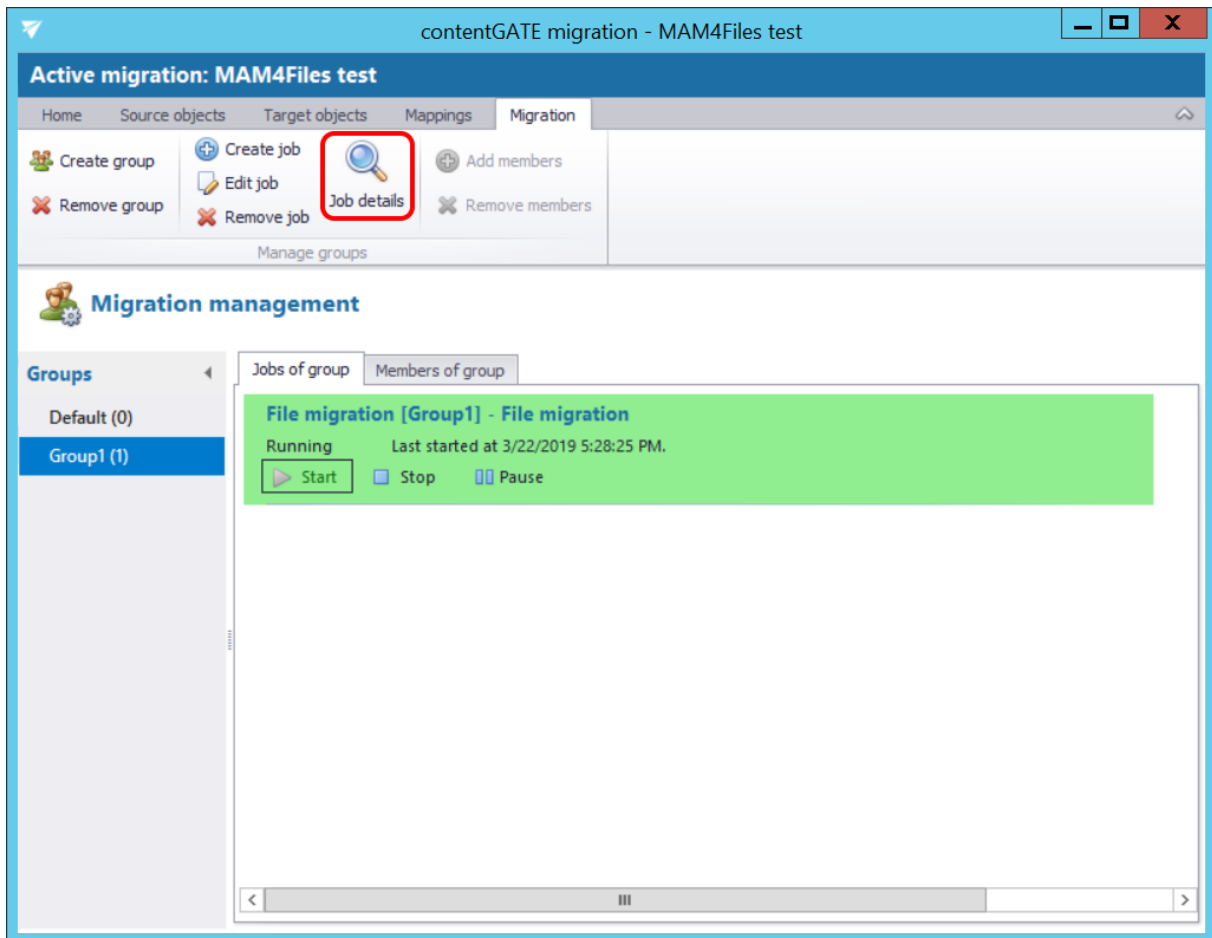


## 5.4 Job details

The details of a respective job's last running can be viewed in jobs details, which are accessible by clicking on the **Job details** option in the **Migration** toolbar. In case that the job is currently running, the current progress will be displayed.

Select the group with the desired job, click **Job details** and the **Job details** window will open.





The window consists of 4 tabs:

➤ **Overview**

An overview of the selected job's last run/current running can be viewed here.

Job details

**Job details: File migration**

Overview Report Messages Activity

**File migration [Group1] - File migration**

Stopped    Last started at 2/14/2019 3:37:20 PM. Finished at 2/14/2019 3:44:52 PM.

▶ Start    ■ Stop    Summary report of last job run: Number of mappings: 1. Number of documents: 2176, eligible: 2176, migrated: 2176, failed: 0, excluded: 0, already m

**Job progress**

Overall progress:

100%

Objects:

Finished	Failed	Total	Elapsed time
1	0	1	00:00:07:32

Items:

Migrated	Failed	Skipped	Excluded	Total
2176	0	0	0	2176

**Object progress**

■ Finished 1
■ Failed / Unfinished 0
■ Waiting 0

**Item progress**

■ Migrated 2176
■ Failed 0
■ Skipped 0
■ Excluded 0

■ Waiting 0

Close

➤ **Report**

The tab features the source and the target objects, the current status of reading and working threads, the total number of migrated source items, the number of filtered, last migrated, failed, already migrated (skipped) and excluded items. The user may sort by these column headers, too.

Job details

**Job details: File migration**

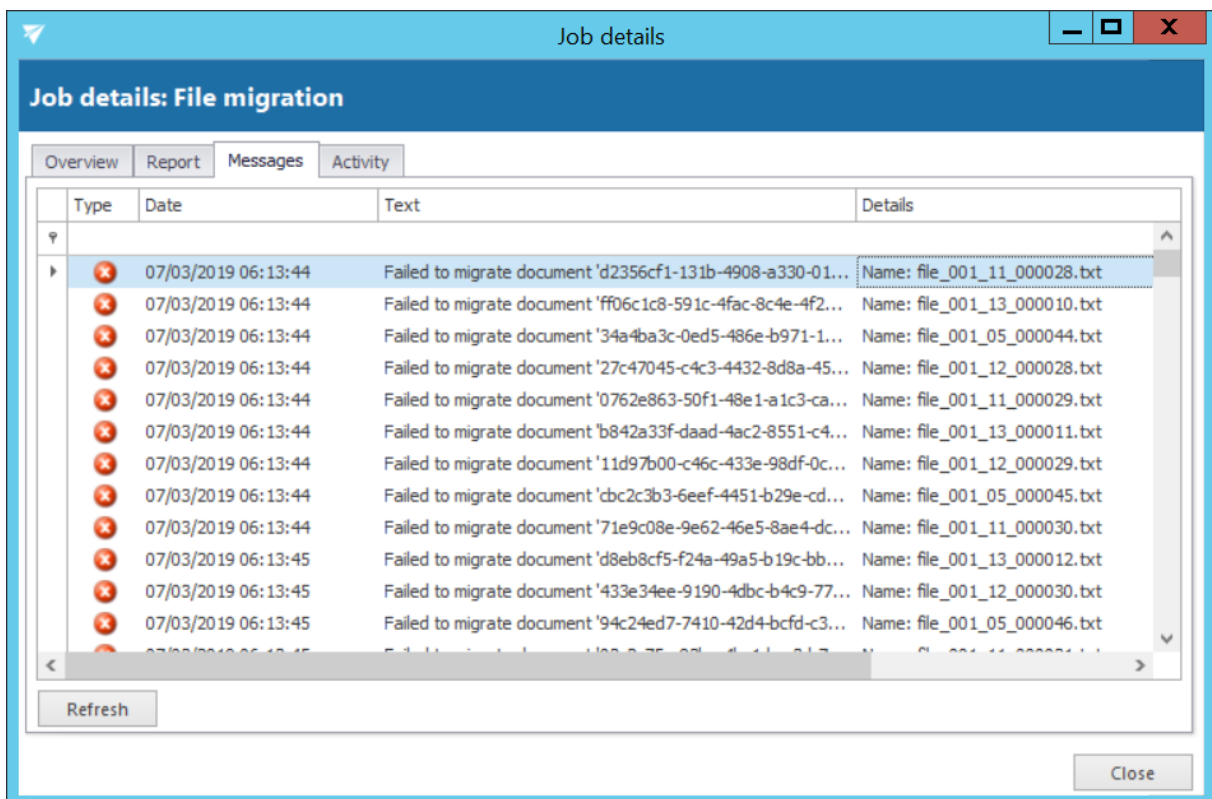
Overview Report Messages Activity

TaskID	Source	Target	Reading completed	Completed	Total	Filtered	Migrated	Failures	Already migrated	Excluded
27	\\mwin2016\	\\mwin2016\MAMtoCATest2	Yes	Yes	3179	3179	0	3179	0	0

Close

## ➤ Messages

The **Messages** tab shows the last activities of the selected job in more details; when the job was started, if the job was paused/stopped, how many items the given job processed etc. Any possible failures in the migration process can be easily detected here. The messages related to the job's run are listed in a grid consisting of the following columns: Type, Date, Text and Details. Sorting by these columns is enabled. The grid of messages can be refreshed by clicking the “**Refresh**” button at the bottom of the view.



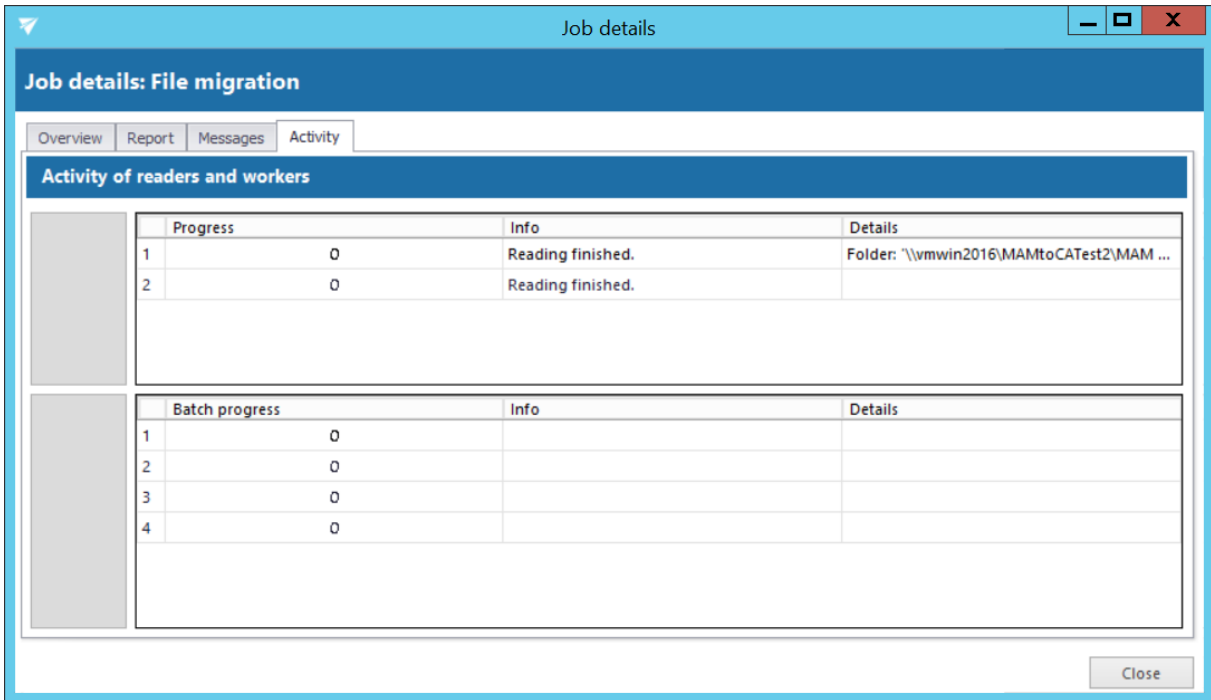
## ➤ Activity

The **Activity** tab features the

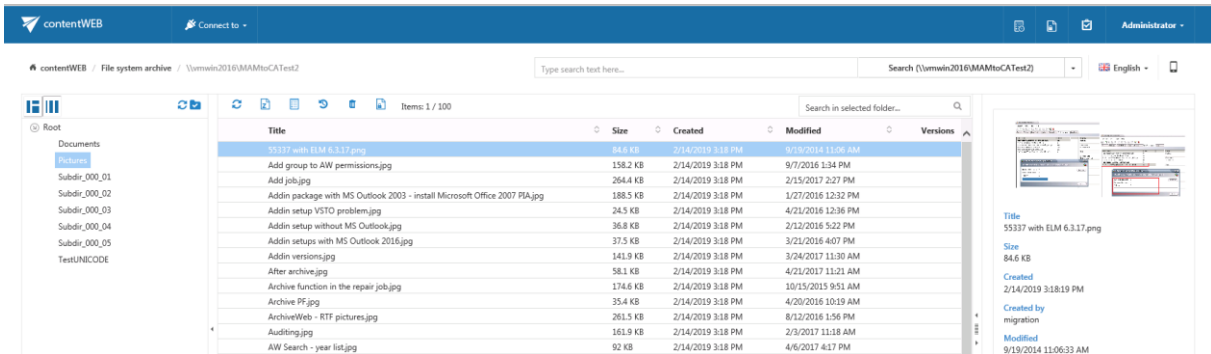
- progress of reading and working threads
- batch progress

The **Batch progress** table is filled by the reading thread, which is grouping the documents into batches and pre-filling the common information.

**Note:** Migration batch is a collection of documents belonging to the same mapping (task).



If the job completes successfully, the migrated items will be visible in contentWEB and the user will be able to work with them.



## 5.5 Migration reports

A migration report is used to keep the results of the data migration in a document of optional format. The reports can be viewed at any time in the future to verify if the migration has been completed successfully.

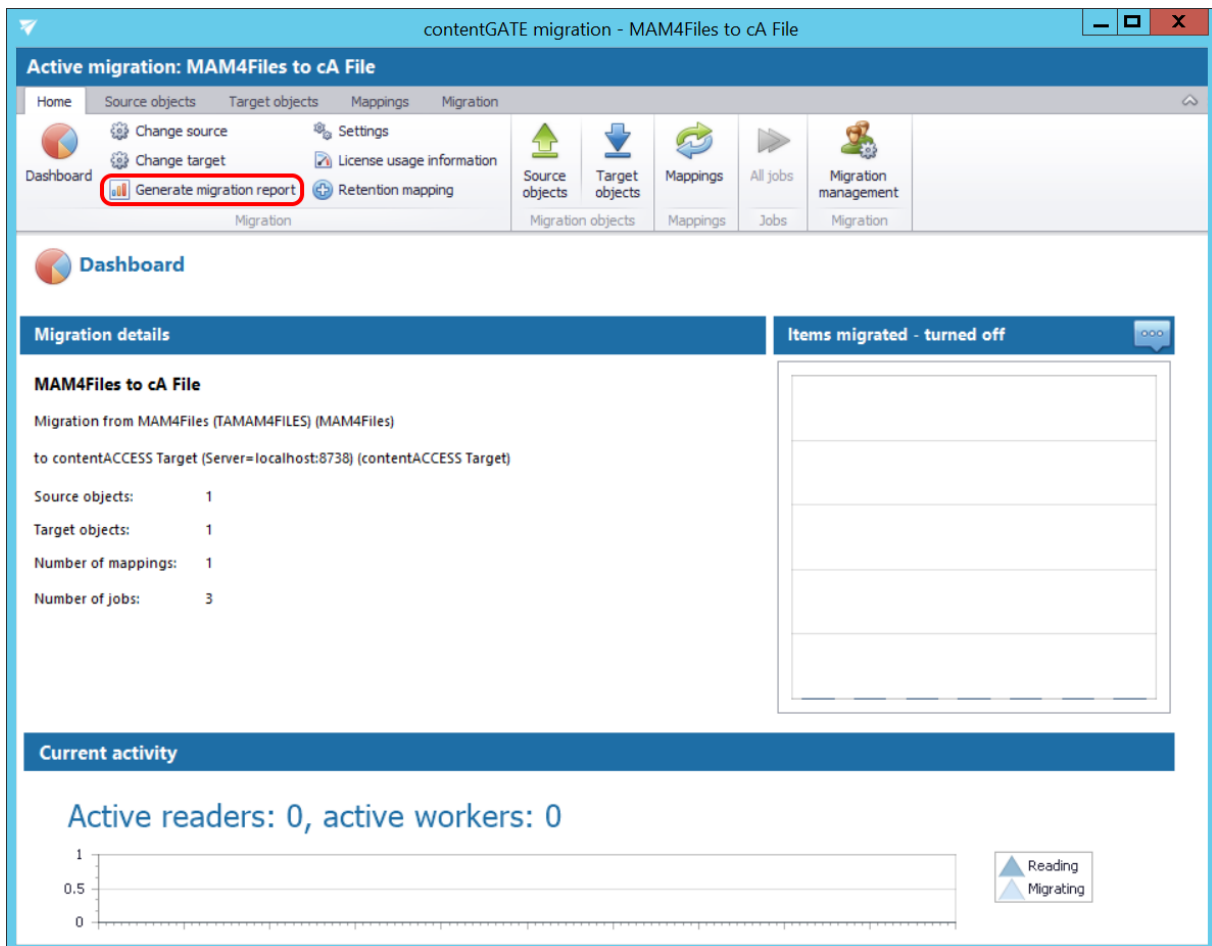
A report can be created to the:

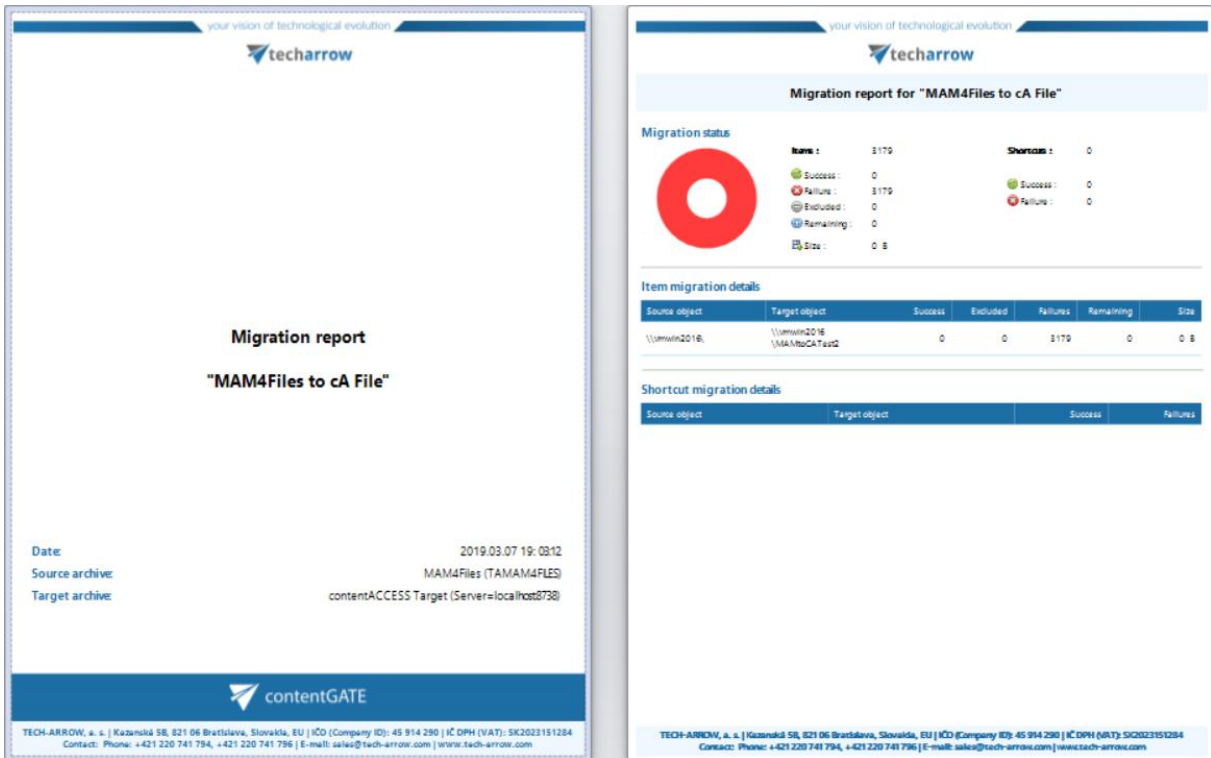
- a) **overall migration project** (e.g. project “MAM4Files to cA File” like in this use case) – this report contains the



- **status of the migration project**
- **item migration details** of all objects available in the migration project
- **shortcut migration details** of all objects available in the migration project

This report type can be created from the dashboard using the “**Generate migration report**” option in the toolbar.



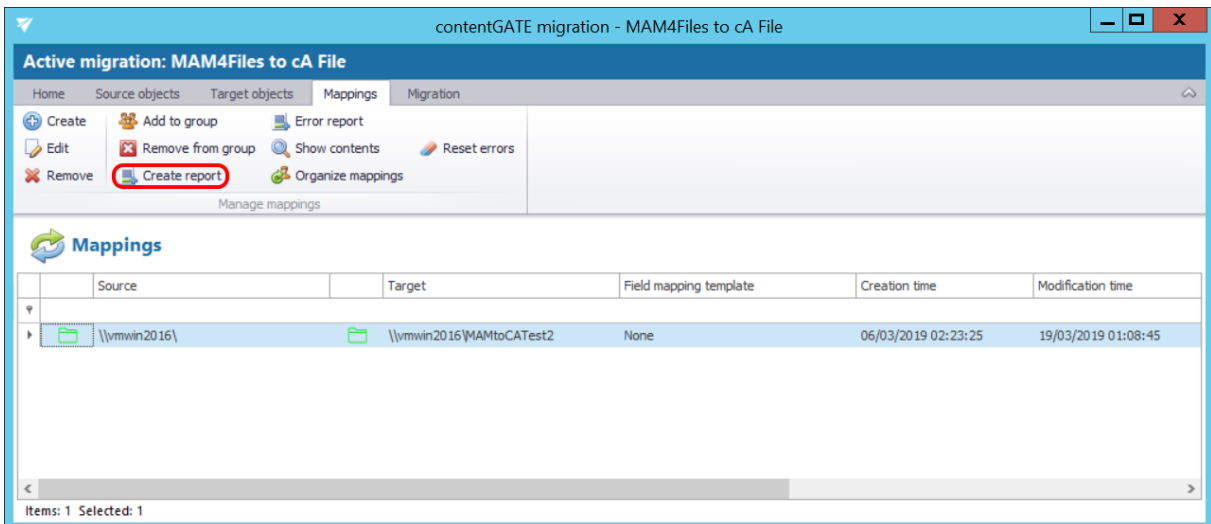


Screenshot A: Migration report for project "MAM4Files to cA File"

b) mapped object(s) – this report type contains the

- **general information** about the selected migration object(s)
- **migration status** of the selected migration object(s)
- **migration details** of the selected migration object(s)

This report type can be created from the **Mappings** tab using the **"Create report"** option in the toolbar.

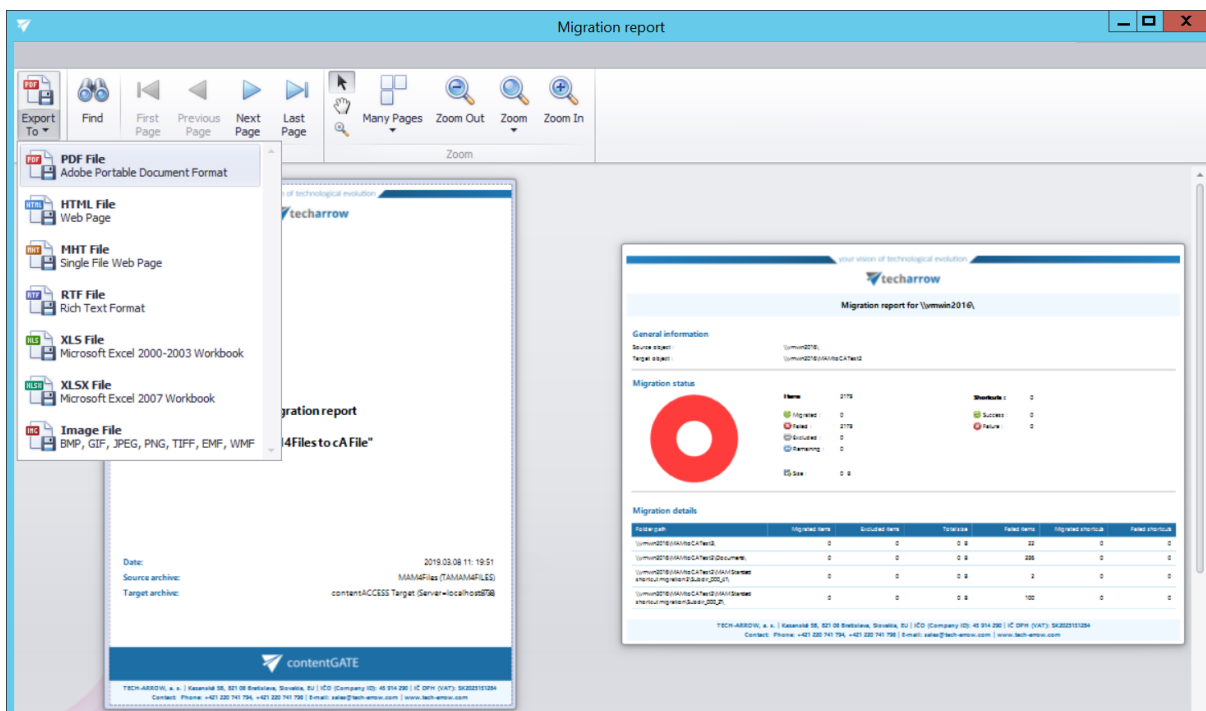
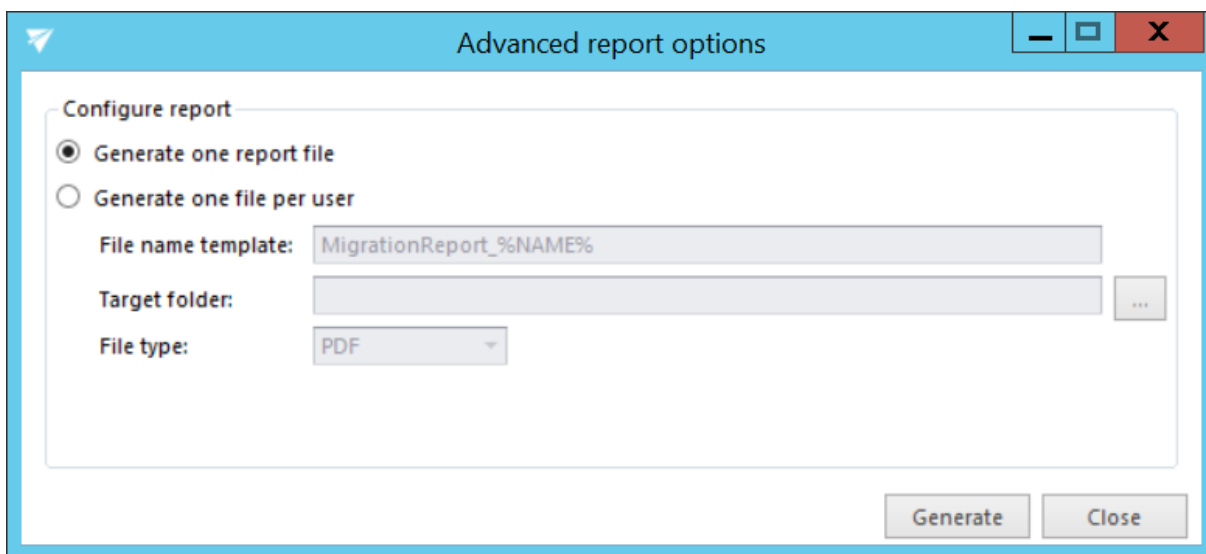




The “Advanced report options” window pops up. Here you may select the form of your report file(s).

If you want to gather all selected object mapping migrations in one report file, select the “Generate one report file” option. In this case the report file is created immediately and you can export it to any of the available file format (PDF, HTML, RTF, XLS etc.).

If you want to have a separate migration report file (in PDF format) for all of your users (object mappings) separately, select the second – Generate one file per user – option. This option requires to immediately set the target folder for the created report(s), too.



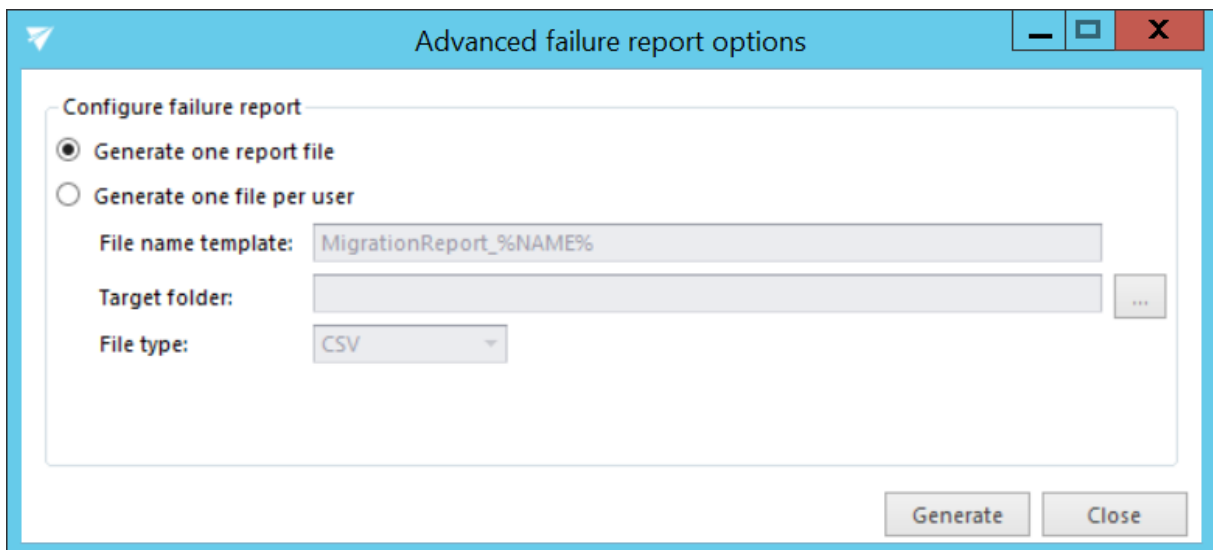
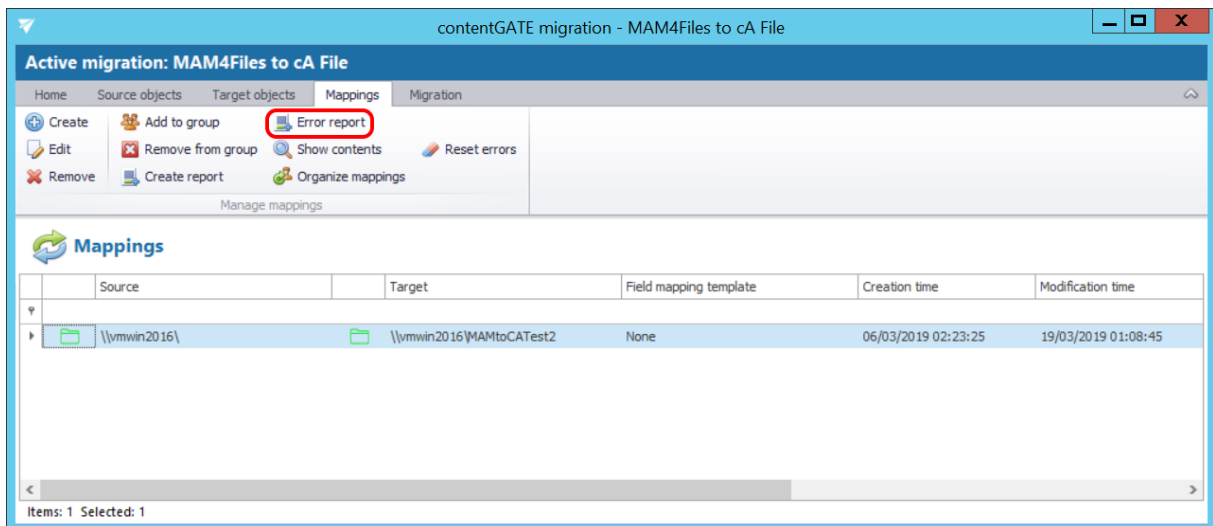
Screenshot B: Migration report for the selected mapping

## Error handling

To handle errors better and have a better overview of them, there are two buttons on the [Mappings](#) tab:

### Error report

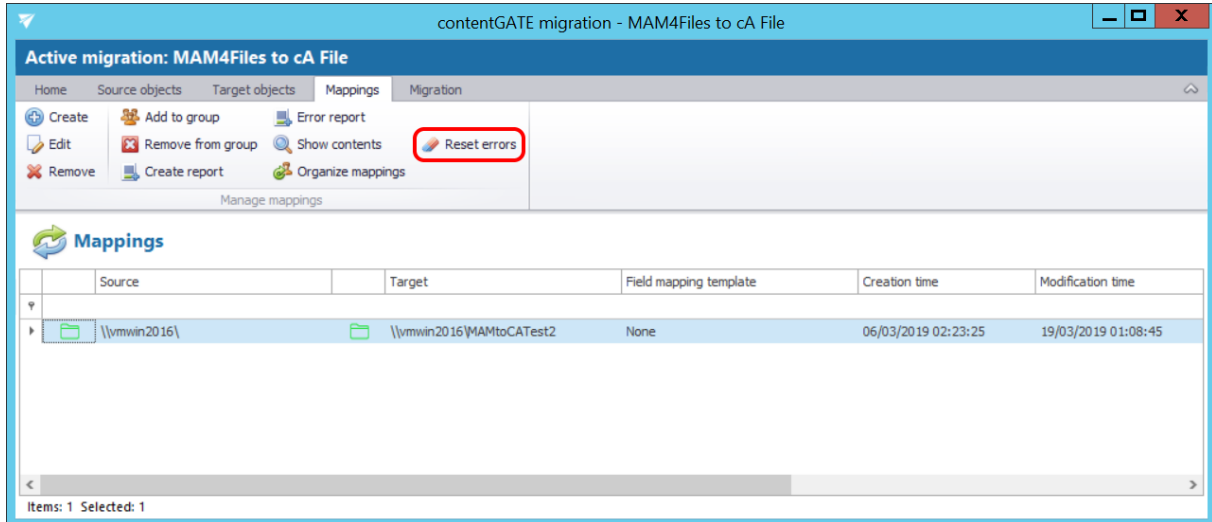
This button allows you to save the migration failures/errors of a selected mapping to a CSV file.



### Reset errors



This button allows you to reset the shortcut migration errors. This is very useful in case you want to get rid of the errors in shortcuts that are no longer in the mailbox but are still figuring in the migration report.



A pop-up window will open. If you are sure you want to reset the errors, confirm the process by clicking on the **Reset** button.

