



FileNet Forms Manager Server

Migration Utility Guide

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FileNet Corporation
3565 Harbor Boulevard
Costa Mesa, California 92626
800.FILENET (345.3638)
Outside the U.S., call:
1.714.327.3400
www.filenet.com

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eForms Central Migration Utility

This guide contains instructions for using the eForms Central Migration utility. With this utility, you can migrate Informed Quadra eForms Workplaces on an Informed Quadra Server to eForms Central Libraries on a Forms Manager Server. The migration utility will be available only if an Informed Quadra Server installation exists on the same machine as Forms Manager Server. If you want to configure a new library, use the eForms Central Manager utility. Please see the *FileNet Forms Manager Installation Guide* for instructions.

Task 1: Run the Utility

1. In the **Server > eFormsCentralManager** folder, double-click “Migration.exe.” The eForms Central Manager Migration utility dialog box displays all the eForms Workplaces that can be migrated.
2. From the Existing Workplaces list, select the eForms Workplace that you want to migrate and click **Migrate**.
3. In the Port Settings dialog box, select the appropriate options and click **OK**.

If you want to use HTTPS, select the **Use HTTPS** checkbox. If you do not select the **Use HTTPS** checkbox, HTTP is automatically used for all requests and I-Sign signatures.

If you choose to use HTTPS, the following options are available:

Port: Enter your HTTPS port number or accept the default number, 443.

For all requests: Select if you want to use HTTPS for all requests.

Only for I-Sign Signatures: Select if you want HTTPS to be used only when users are signing forms using the I-Sign signature service.

Use 128 bit encryption: Select if you want 128 bit encryption to be used for HTTPS requests. This checkbox must be selected if you want to use the I-Sign signature service.

4. If you are not using SQL Server, the ConnectionString dialog box is displayed. To use your OLEDB.NET provider, enter the appropriate connection string. Click **OK**.
5. If the authentication method for the selected eForms Workplace is Anonymous, the Select Anonymous Account dialog box is displayed. In the ‘User Name’ field, enter the account that was used for anonymous access, or select the account from the list box. Click **OK**.

NOTE If for some reason the migration process is interrupted or cancelled, the original eForms Workplace is still valid. To use it, the webshare must be added again by the system administrator.

The tasks performed by the utility are displayed in a list. Each task is checked as it is completed. The tasks are generally as follows:

- In the **Server > eFormsCentralManager** folder, creates a new library folder using the name in the Quadra.config file that was used for the eForms Workplace that you are migrating.
- Copies the Quadra.config file to the new library folder and renames it Library.config.
- Creates a new database using the original eForms Workplace database name concatenated with a “4_2”.
- Copies the data from the Quadra database to the eForms Central database.

- Removes the web share from the Informed Quadra Workplace folder.
- Applies the web share with the same name and attributes to the new FileNet Forms Manager Library folder.
- Marks the Quadra.config file as having been migrated.

Task 2: Test the Migration Results

1. Navigate to the eForms Central Library that contains the migrated data.
2. Ensure that all templates, user accounts, and other data were successfully moved to the new library.
3. Ensure that users can access the new library.

Task 3: Remove the eForms Workplace (Optional)

CAUTION Do not remove the eForms Workplace unless you are certain that all your data was correctly migrated. Once a Workplace has been removed, its data cannot be retrieved.

1. In the eForms Central Library Migration Utility dialog box, select the eForms Workplace from the list and click **Remove**.
2. Click **OK** to confirm the deletion of the workplace directory and SQL Server database.

Task 4: Migrate the Remaining eForms Workplaces

1. Repeat tasks 1-3 to migrate the remaining workplaces or click **Exit** to close the eForms Central Migration utility.