Pre-Onsite Tasks

1. Setup Servers
   1. SQL Server Database
   2. IIS Service
   3. Note: In the case of repositories not heavily used, one server can be used for both.
2. Setup Databases
   1. Execute creation scripts
   2. Add ECM License
      1. Server Name
         1. Update Config
         2. Update Web Config
      2. Customer ID
   3. Migrate data
      1. from current repository to new
         1. Note: There is an SSIS package to do this – depending upon the amount of data to be moved will determine how long this will take.
      2. current Thesaurus to new or install/restore new
         1. Note: There is an SSIS package to do this
      3. Pre-validate from generated DDL from current Repository to identify/verify changes or mods
         1. Note: This has been accomplished by ECM staff based upon the DDL sent to us by client.
      4. Use SSIS script
      5. Verify users and authorities
3. Setup IIS
   1. App folders
   2. Generate connection strings
      1. encrypt passwords note: Use the ECM Encryption Utility
      2. app.config
      3. web.config
   3. Install Apps
      1. Update end points
      2. Update connection strings
      3. Set encrypted passwords
   4. Install Services
      1. Update end points
      2. Update connection strings
      3. Set encrypted passwords
4. Install
   1. Encryption Utility
   2. Search
   3. Archiver
   4. Server Side OCR
      1. Install Modi
      2. Install iFilters
      3. Install One Note
      4. Create Schedule
   5. Setup all CONFIG files
5. Verify ECM
   1. Search
   2. Download
   3. Archive
   4. Server-side OCR
   5. Update from ECM Web Site (NOTE: Web Site update does not apply to VA and DOD facilities)