CTS2 Installation Checklist

The following are things that need to be done to move to the new CTS2 system.

- Cut-over date is Jan 1, 2019
  1. Develop user videos to provide a brief overview of the system's basic functionality.
  2. Create user quick guide document for easy hard copy reference.
- Review and update the system user registration info. Make sure all those registered are current users.
- Review and move the bulletin board items from the old system into CTS2.
  1. Current bulletin board items in old system need to be reviewed, old ones deleted.
  2. **On cut over date DK will run utility bboardmover.php to move all bboard items into the new system from old cts/BBNotes folder.**
- Review and update the resource links on the old system and make sure they are current and available on the new. Ensure all links in new system are appropriate and valid working links.
- Review and update the reference documents on the old system and move to the new.
  1. Copy the entire library from the old to the new CTS2.
  2. Define the new group names that should be created for the document groups.
  3. Add the group number (first) digit to the documents to reflect the new groupings.
- **Initialize DB on CTS2 system**
  1. **Establish the starting call number (Done: 1000) for the CTS2 system.**
  2. **Truncate calls table and set auto increment to 1000**
  3. **Truncate callslog table**
  4. **Truncate log table**
- **Set new environment for old CTS system**
  1. **rename existing version of callprocessing.php in server CTS folder to block adding calls.**
  2. **Rename existing Userlist.txt to save original and limit logins to admin only.**
  3. **copy all files from laptop dev CTS folder into server CTS folder**
  4. **delete all user id's from old CTS system except for Kelly and Susan.**
- Review and identify any additional reporting requirements for the reports menu.