1. Locate a machine that has Microsoft Office installed, and not connected to the network via wifi
2. The server should not be hosting any business critical applications (like the file share server itself)
3. Unzip contents to directory like c:\scripts
4. Open a PowerShell prompt as administrator, change working directory to c:\scripts
5. The first time you run the script, type the following: Set-ExecutionPolicy Unrestricted

**USAGE**

.\pre\_migration\_master.ps1 -mode "Install”

.\pre\_migration\_master.ps1 -mode "Import”

.\pre\_migration\_master.ps1 -mode "Scan” -batchnumber 1

**PARAMETER OPTIONS**

* -mode "Import" : Import xlsx spreadsheet containing of source directories to scan
* -mode "Scan": runs the scan on the directories imported into the database for the given BatchNumber **OR** SourceId passed in.
* -mode "BatchReport" : output the scan results in a grid view window

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* -BatchNumber "XXXX" = XXXX is the batch number to scan
* -SourceId "XXXX" = XXXX is the Source Id to scan

**Xlsx Format for Import**

See scan.xslx for import spreadsheet format

**Generate Reports With reports.ps1**

.\reports.ps1 -BatchNumber "XXXX"

.\reports.ps1 -OwnerId "XXXX"

Generates reports **after** the scan is completed for the given BatchNumber **OR** OwnerId.

* During the second half of the process the script will test Office documents and may freeze up. It is important to log in from time to time and check to see if there are any instances of word/excel/powerpoint open. If so, close them down.
* Once complete, the script will generate a crawl log if there are errors and a report log csv files.
* Additional reports can be ran from FileToOneDrive.db so don't delete it!
* The script can be run once the prior scan is complete with a different directory, and will generate additional reports
* If you receive an error like 'Install-Module is not recognized as a cmdlet' the server should have installed PowerShell version 5.0 or higher (which is included in Windows Management Framework 5.0)