

Checklist for Client installation & User training

Preparation – (ready one week before migration)

- 8 Make sure that all workstations are available on the migration day
- 8 Make sure that you have received the checklists from users
- 8 Make users aware that they are responsible for saving their data which is locally stored.
- 8 In case users have Filecabinet for Memo on their c:\-drive, make sure that users will save the filecabinet to the u-drive.

Client Migration – (ready on the day of the rollout)

- 8 Make sure that you got all information which are requested on the checklist
- 8 Verify that user has saved all the local work files
 - ☐ My Documents
 - ☐ Favorites
 - ☐ Desktop
 - ☐ Usercreated folders on the local harddrive
 - ☐ Pst-File
- 8 Check the client profiles in [REDACTED]
- 8 Add necessary software to the client profiles
- 8 Move user in Active Directory to [REDACTED]
- 8 Change users settings
 - ☐ remove logonscript
 - ☐ add logon name
- 8 Set new homeshare for user in [REDACTED]
- 8 Add local administrator rights – if needed
- 8 Assign user profiles to user
- 8 Install Ipass manually
- 8 Copy Configuration profile for VPN manually. Copy the directory "Profiles" from [REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
- 8 Add ODBC connections for Databases

- 8 Write problems which occur during the installation in [REDACTED]
KnowledgeBase

User Training Session – (ready on the day when user picks up the computer)

- 8 Explain features of [REDACTED]
- 8 Where to find the files
- 8 Synchronizing
- 8 File shares

Test the functionality of the Client

- 8 Logon to the workstation with user's account
- 8 Check directory structure on U-Drive
- 8 move users data to the correct places: Documents should be copied to folder

U:\Document documents should be copied here

U:\Desktop User's desktop

U:\Favorites User's Favorites should be copied here

U:\My Pictures Copy user's pictures here

- 8 Check with user, if all applications he/she needs, are installed
- 8 Go through the checklist
- 8 Check if user is able to print
- 8 Open outlook and check the connection to email
- 8 User's file shares
- 8 Start Ipass and add users login name
- 8 Check VPN connection
- 8 User's adressbook
- 8 Access to intranet
- 8 Let user sign the checklist
- 8 Check the connection to any Terminal Server – if necessary