Michele Speck

From: Cheryl Seaman <cseaman@iii.com>
Sent: Wednesday, August 01, 2012 8:05 AM
To: Michele Speck
Cc: Tim Karas; migrations@iii.com; Ali Khatibi
Subject: RE: c1352214a (wvmis) -- HARDWARE UPGRADE: HOSTED

Hi Michelle,

Yes, we are on track for your migration tomorrow. Ali Khatibi will be starting the migration at 8:00am PDT. He will contact you when he is ready to start. When we bring the server down, that would be a good time to point your FQDN (library.wvmccd.cc.ca.us) to wvmis.iii.com. This will allow time for the DNS to propagate.

Best,

Cheryl

From: Michele Speck [mailto:michele.speck@wvm.edu]
Sent: Tuesday, July 31, 2012 12:20 PM
To: Cheryl Seaman
Cc: Tim Karas
Subject: FW: c1352214a (wvmis) -- HARDWARE UPGRADE: HOSTED

Are we still on track to do the upgrade on August 2nd? If so, what do we need to do on our end to be ready?

From: Cheryl Seaman [mailto:cseaman@iii.com]
Sent: Friday, May 18, 2012 9:54 AM
To: Michele Speck
Cc: migrations@iii.com; Ron Smith
Subject: RE: c1352214a (wvmis) -- HARDWARE UPGRADE: HOSTED

Hi Michele,

Not a problem, we can move you to August. Do you have a date in mind? I can be available to speak with Monday, May 21 at 10:00AM PDT. Will this work for you?

Thanks,

Cheryl

From: Michele Speck [mailto:michele.speck@wvm.edu]
Sent: Friday, May 18, 2012 8:18 AM
To: Cheryl Seaman
Cc: migrations@iii.com; Ron Smith
Subject: RE: c1352214a (wvmis) -- HARDWARE UPGRADE: HOSTED

Hi Cheryl,

Is there any way we can move this to August? Both libraries are closed the month of August so it is a better time for us to make this move.

Also, I would like to talk to you about the new IP address versus the way we have our proxy set up now. The current set up was done by a previous librarian who has since retired and it also seemed a bit clumsy to me. Could you provide me with a contact number and times that are best to reach you?

Thanks,
Michele

From: Cheryl Seaman [mailto:cseaman@iii.com]
Sent: Wednesday, May 16, 2012 2:45 PM
To: Michele Speck
Cc: migrations@iii.com; Ron Smith
Subject: c1352214a (wvmis) -- HARDWARE UPGRADE: HOSTED

Hello Michele,

Your library's migration to an Innovative-hosted system is scheduled for Friday, July 6, 2012. The following email outlines the system migration process and also details tasks that WVMIS needs to perform to prepare for the migration. We will be building your new hosted system with Linux Red Hat5 x64bit, and release 2009B.

The actual migration process should take between 3-4 hours, but please be prepared for your server to be unavailable the entire day of the migration.

Your new system IP address will be 74.82.32.178. Please use this IP address when contacting when contacting any Vendors that might be effected by the IP address change.

Innovative also provides an iii.com domain name for your library (wvmis.iii.com) but we recommend you keep your existing hostname and alter your DNS entry to point to the new domain name. We strongly recommend you *alias* your DNS entries (library.wvmccd.cc.ca.us, *. library.wvmccd.cc.ca.us) to wvmis.iii.com rather than pointing your DNS to the new IP address.

The basic migration process is as follows:

<u>Preparation Phase</u>

- Innovative's responsibilities:
  - Build new Hosted Server
  - Perform test database copy
  - Prepare current Millennium system for migration
- WVMIS's responsibilities:
  - Contact any external vendors or partners to inform them of the new system IP address
  - Work Station Access:
    - Confirm outbound network access for library staff to new IP address 74.82.32.178 for Millennium access (see http://csdirect.iii.com/documentation/firewall.shtml)
    - Ensure staff client PCs that require character-based main menu access have been installed with an SSH client (telnet is disabled by default for hosted systems see http://csdirect.iii.com/documentation/milcontrolbar.shtml#telnet)
    - Network system printing (where the server prints directly to an HP printer via Jetdirect on port 9100) will not work with a hosted system. Local network printing works. By choosing to print to 'local printer', the user can then designate the local network's printer. Innovative recommends

using print templates when using a local network printer to print formatted documents, such as circulation notices, purchase orders, or monographic spine labels.

- Immediately prior to the scheduled migration time:
    - Run a full backup
    - Process all recommendations in Millennium Acquisitions. To process recommendations, go to Millennium Acquisitions > Recommend mode, and clear off the recommendations listed for Selectors and Non-Selectors. For more information about recommend mode, please refer to IG&R page 100820.
    - Stop all financial functions, including input and editing of order records.
    - Print/Send all purchase orders and claims.
    - Post all invoices and encumbrances, clearing all payfiles and the encumbrances file.
    - Print Fund Activity Reports, and clear the payment history file. NOTE: It is not necessary to do a fiscal close.
    - Process all approval transmissions and clear the approval file.
    - Process all electronic invoices.

<u>The Migration Day</u>

- Innovative's responsibilities:
    - Halt the software on the WVMIS Millennium server and disable access to WVMIS staff and patrons
    - Migrate WVMIS software and database to new, hosted system
    - Reconfigure system to perform in hosted environment
    - Start up Millennium software and test to verify functionality
- WVMS's responsibilities:
    - WVMIS IT staff modifies all DNS entries for the Millennium server, aliasing them to menlo.iii.com
    - Be prepared to test key Millennium functions to verify access and functionality immediately upon completion of the database copy
    - Have IT staff available to address any local network access issues for library staff

Please review our Hosted Systems FAQ on CSDirect at:

http://csdirect.iii.com/documentation/hosted_systems.shtml#related

If you have any questions or concerns about your upcoming Innovative migration, please feel free to contact me directly and cc "migrations@iii.com".

Thanks and regards,

Cheryl

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