

Server Migration Instructions

Please review these instructions and if necessary forward them to your IT provider for scheduling. Although server migrations are not included in the software maintenance agreement, Edmunds GovTech (EGT) can assist you with this migration. Provided that the migration can be SCHEDULED over a multiday period as described below, EGT will waive the normal hourly charge.

Please check to confirm that your server meets our [SYSTEM REQUIREMENTS](#) and review the procedure below so that you may migrate MCSJ to your new server with a minimum of downtime:

1. Prepare your server as you normally would, joining the domain, assigning a static IP, installing your Windows updates, etc. If you plan on any special configurations for the network adapter(s) such as teaming, please make sure those settings are configured prior to contacting Edmunds.

NOTE: For those clients that are migrating Physical to Virtual (P2V), do not process the P2V conversion without first coordinating with EGT to deactivate the Pervasive (PSQL) license on the current production server.

2. Create a data volume and a new share, named "EDMUNDS" and copy the existing MCSJ folder and the MIS folder into the new EDMUNDS share. If the MCSJRM folder exists, copy this folder over as well. Do not copy over any other folders, files, or shortcuts into the Edmunds share.

3. Navigate to <https://support.edmundsgovtech.com/> from the new server and be prepared to enter a session key (to be provided by EGT Support) when you call.

4. Once the above steps have been completed please contact EGT Technical Services for the initial server staging.

5. USERS WILL NOT DISCONNECT from the existing server during the initial staging. They can continue to work without interruption. EGT will only be STAGING the migration during the initial connection to minimize productivity downtime.

6. Once MCSJ is staged and tested, a GO LIVE DATE can be scheduled. During the go live, EGT will need to connect to both the OLD SERVER and the NEW SERVER. On the GO LIVE DATE, your IT staff will need to replace the existing MCSJ desktop shortcuts with new shortcuts. EGT will create the new shortcuts for you.